

**FAIRFIELD CITY COUNCIL  
REGULAR MEETING AGENDA  
FAIRFIELD MUNICIPAL BUILDING  
5350 PLEASANT AVENUE  
FAIRFIELD, OHIO 45014**

**MONDAY, DECEMBER 3, 2012**

**7:00 PM**

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MAYOR.....RONALD A. D'EPIFANIO  
COUNCILMEMBER 1<sup>ST</sup> WARD.....ADAM B. JONES  
COUNCILMEMBER 2<sup>ND</sup> WARD.....JEFFREY L. HOLTEGEL  
COUNCILMEMBER 3<sup>RD</sup> WARD.....DEBBIE PENNINGTON  
COUNCILMEMBER 4<sup>TH</sup> WARD.....TERRY SENGER

COUNCILMEMBER AT-LARGE...TIM ABBOTT  
COUNCILMEMBER AT-LARGE...TIMOTHY M. MEYERS  
COUNCILMEMBER AT-LARGE...MICHAEL OLER  
CITY MANAGER.....ARTHUR E. PIZZANO  
CLERK OF COUNCIL.....ALISHA WILSON  
LAW DIRECTOR.....JOHN H. CLEMMONS

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Guidelines for Citizen Comments: Thank you for your interest and participation in city government. Fairfield City Council's Guidelines for Citizen Comments describe the rules for addressing City Council. The guidelines are posted in the Council Chambers.

ADA Notice: The City of Fairfield is pleased to provide accommodations to disabled individuals or groups and encourage full participation in city government. Should special accommodations be required, please contact the Clerk of Council at 867-5383 at least 48 hours in advance of the meeting.

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**1. Call to Order**

**2. Prayer/Pledge of Allegiance**

**3. Roll Call**

**4. Agenda Modifications**

**5. Executive Session Requests**

**6. Public Hearing(s)**

**7. Special Presentations and Citizen Comments**

**8. Mayor/Council Reports**

**9. Approval of Minutes**

- a) Regular Meeting Minutes of November 26, 2012

**10. OLD BUSINESS**

(A) **PUBLIC UTILITIES COMMITTEE**

**Adam Jones, Chairman;** Tim Meyers, Vice Chairman, Jeff Holtegel, Member

- (1) Ordinance to authorize the City Manager to execute a Memorandum of Understanding (Marketing Agreement) with Utility Service Partner Private Label, Inc. DBA Service Line Warranties of America (SLWA) for a National League of Cities (NLC) endorsed residential service line warranty.

- Ordinance – Third Reading
- Motion – Adoption

**11. NEW BUSINESS**

(A) **COMMUNITY & PUBLIC RELATIONS COMMITTEE**

**Debbie Pennington, Chairman;** Jeff Holtegel, Vice Chairman, Adam Jones, Member

- (1) Simple Motion: Motion confirming the appointment of Councilmember Jeffrey L. Holtegel as Fairfield's representative and Terry Senger as the alternate on the Board of Directors of the Ohio-Kentucky-Indiana regional Council of Governments for 2013.

**12. Meeting Schedule**

Monday, December 10	Council-Manager Briefing, 6:00 p.m.; Regular Meeting, 7:00 p.m.
Monday, January 14	Council-Manager Briefing, 6:00 p.m.; Regular Meeting, 7:00 p.m.
Monday, January 28	Council-Manager Briefing, 6:00 p.m.; Regular Meeting, 7:00 p.m.

**13. Executive Session of Council (if needed)**

**14. Adjournment**

**AGENDA**

**COUNCIL-MANAGER BRIEFING  
FAIRFIELD MUNICIPAL BUILDING  
5350 PLEASANT AVENUE**

**MONDAY, DECEMBER 3, 2012  
6:00 P.M.**

1. Budget Reviews – Mary Hopton

MINUTES  
REGULAR MEETING OF COUNCIL  
NOVEMBER 26, 2012

**Call to Order**

Mayor Ronald A. D'Epifanio called the Regular Meeting of Council to order at 7:00 PM at the Fairfield Municipal Building, 5350 Pleasant Avenue.

**Prayer/Pledge of Allegiance**

Councilmember Oler led in prayer and Pledge of Allegiance.

**Roll Call**

Clerk Wilson called the roll of Council. Councilmember Holtegel, Councilmember Pennington, Councilmember Senger, Councilmember Abbott, Councilmember Oler, Councilmember Meyers, and Councilmember Jones.

**Agenda Modifications**

There were no agenda modifications.

**Executive Session Requests**

Councilmember Oler, seconded by Councilmember Abbott moved to approve an Executive Session to discuss pending and imminent litigation. Clerk Wilson took a roll call vote of Council. Motion Carried 7-0.

**Public Hearing(s)**

There were no public hearings.

**Special Presentations and Citizen Comments**

**Beautiful Fairfield Presentation**

Development Services Director Tim Bachman presented three awards for the 2012 Beautiful Fairfield Competition. This is a friendly home improvement competition for Fairfield residents. Ron and Christy Puska, 5373 Oakbrook Drive, won runner-up for a backyard renovation. Mayor D'Epifanio commented that the Puskas are dedicated Fairfield residents and have been friends of his for 35 years. Rebecca Howell, 5363 Oakbrook Drive, won runner-up for a kitchen remodel. Ms. Howell commented that she purchased her grandparents' home from their estate and did a complete remodel of a 1977 kitchen, with the help of her father, Captain Howell of Fairfield Fire Department. She is excited to keep the home in the family and proud of the work that has been accomplished. David and Vickie Keller, 5634 Valley Forge Drive, won first place for a Florida room addition and backyard renovation. Mr. and Mrs. Keller have been Fairfield residents for many years and raised their children here. They are proud to be Fairfield residents. Councilmember Oler commented that Mrs. Keller was involved with Fairfield youth cheerleading for many years.

Councilmember Holtegel commented on his time as a judge for the competition and how difficult it is to pick a winner. He congratulated all three winners on their awards.

**Keep Fairfield Strong Committee Recognition**

Mayor D'Epifanio recognized Michelle Gressel, Bernie McGuire, former councilmember Mark Scharringhausen, former councilmember Joe Schwarz, and former councilmember Mike Snyder, in attendance, and Brian Begley, Chris Kendall, Don Hassler, Rick Fox, and Sue McGuire, not in attendance,

for their hard work and dedication to the Keep Fairfield Strong Committee and the income tax reapportionment issue that passed on the November ballot. He thanked the committee for their efforts in helping the ballot issue pass.

Councilmembers Abbott, Senger, Holtegel, Jones and Oler thanked the committee for working so diligently to inform Fairfield residents of the ballot issue and explain to people that it was not an income tax increase. The reapportionment will allow Fairfield to maintain services provided to the residents. Law Director Clemmons thanked Brian Begley and Chris Kendall for serving as co-chairs of the committee and Joe Schwarz for hosting the meetings.

#### United States Post Office Fairfield Branch 50th Anniversary Proclamation

Councilmember Pennington presented a proclamation from Mayor D'Epifanio to James Huber, Superintendent of the United States Post Office Fairfield Branch. The proclamation honors the 50th anniversary of the USPS Fairfield Branch on December 2. There will be a hand-stamping cancellation event in celebration of this anniversary on Monday, December 3 from 1:00 to 3:00 PM at the USPS Fairfield Branch on Wessel Drive. Mr. Huber thanked the city for their support and invited anyone interested to attend the stamping event on Monday.

Resident Peggy Collins, 5299 Dee Alva, commented that she is happy to see the city running the way the Charter intended. Councilmember Holtegel commented that Ms. Collins is one of the original authors of the Charter.

#### Mayor/Council Reports

Councilmember Meyers reported that the 6th Grade FYCA won Nationals in Daytona Beach. He congratulated their accomplishment.

Councilmember Abbott thanked Finance Director Mary Hopton and city staff for the budget meeting prior to the council meeting and all the great information provided.

Councilmember Senger reported that Light Up Fairfield is Saturday, December 1 at Village Green from 2:00 to 6:00 PM. The tree lighting is at 5:30 PM at the amphitheater. The activities for the day are listed on the city website.

Councilmember Pennington reported that the Elisha Morgan Mansion is open Saturday and Sunday, December 1 and 2, from 1:00 to 4:00 PM and will be decorated for Christmas.

Councilmember Holtegel reported that proposed changes to the Codified Ordinances will be coming to Council from the Planning Commission sometime early next year. The changes are related to downtown zoning and conditional use.

Councilmember Jones reported that there was a surprise inspection from the EPA on the water systems laboratory and the city passed 100%. There will be three retirements in Public Utilities over the next couple of months. Drew Young, Superintendent of Wastewater, Darrell Blevins, Water Division Maintenance Foreman, and June Jeffrey, Clerk II in Wastewater. He commented that Drew Young was instrumental in the Miracle League fields project and these employees will be greatly missed.

Mayor D'Epifanio commented that there will be a magician and face painting at Light Up Fairfield on Saturday. Children can also make an ornament for a small charge. He will invite the children to the stage

for the countdown to light the tree, as well. Mayor D'Epifanio presented several Fairfield Works comment cards for city employees Phil Brann, Utilities Operator, Mark Parker, Development Manager, Tax Division employees, Matt Young, Construction Inspector, Firefighters, and Police Officer John Vinsky. He also commended Officer Chenoweth for helping one of his friends through the death of their son this past week.

### **Approval of Minutes**

Regular Meeting Minutes of October 22, 2012

- The Regular Meeting Minutes of October 22, 2012 were approved as written.

### **OLD BUSINESS**

#### **PUBLIC UTILITIES COMMITTEE**

**Adam Jones, Chairman; Tim Meyers, Vice Chairman, Jeff Holtegel, Member**

Ordinance to authorize the City Manager to execute a Memorandum of Understanding (Marketing Agreement) with Utility Service Partner Private Label, Inc. DBA Service Line Warranties of America (SLWA) for a National League of Cities (NLC) endorsed residential service line warranty.

Legislative Action: Councilmember Jones presented the second reading of this ordinance.

### **NEW BUSINESS**

#### **PUBLIC SAFETY COMMITTEE**

**Mike Oler, Chairman; Debbie Pennington, Vice Chairman, Terry Senger, Member**

Ordinance to adopt new sections 301.031, 301.161, 301.181, 301.361, 333.11, 335.032 and 513.121, repeal existing section 313.06 and amend various other sections of the Traffic and General Offenses Codes of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

Background: City Manager Pizzano recommended an ordinance to adopt new sections of the Codified Ordinances, repeal one section and amend various other sections. This is a standard procedure done to keep up with State laws. Legislative Action: Councilmember Oler presented the first reading of this ordinance.

Councilmember Oler, seconded by Councilmember Abbott moved to read the following ordinance by title only. Motion Carried 7-0. Councilmember Oler, seconded by Councilmember Abbott moved to suspend the second and third readings of this ordinance. Motion Carried 7-0. Councilmember Oler, seconded by Councilmember Meyers moved to adopt . Motion Carried 7-0. ORDINANCE NO. 103-12. APPROVED 7-0.

#### **PUBLIC WORKS COMMITTEE**

**Tim Meyers, Chairman; Mike Oler, Vice Chairman, Tim Abbott, Member**

Councilmember Meyers, seconded by Councilmember Pennington moved to read the following three (3) ordinances by title only. Motion Carried 7-0.

Ordinance to declare two (2) city vehicles as surplus and authorize the City Manager to sell the vehicles on GovDeals.com.

Background: City Manager Pizzano recommended an ordinance to declare two city vehicles as surplus and authorize sale on GovDeals.com. Legislative Action: Councilmember Meyers presented the first reading of this ordinance.

Councilmember Meyers, seconded by Councilmember Abbott moved to suspend the second and third readings of this ordinance. Motion Carried 7-0. Councilmember Meyers, seconded by Councilmember Abbott moved to adopt . Motion Carried 7-0. ORDINANCE NO. 104-12. APPROVED 7-0.

Ordinance to authorize the City Manager to enter into a contract with Miller Pipeline Coporation for the 2012 Storm Sewer Lining.

Background: City Manager Pizzano recommended a contract with Miller Pipeline Corporation for the 2012 Storm Sewer Lining. This will maintain the storm sewers for several more years. Legislative Action: Councilmember Meyers presented the first reading of this ordinance.

Councilmember Meyers, seconded by Councilmember Pennington moved to suspend the second and third readings of this ordinance. Motion Carried 7-0. Councilmember Meyers, seconded by Councilmember Oler moved to adopt . Motion Carried 7-0. ORDINANCE NO. 105-12. APPROVED 7-0.

Ordinance to authorize the City Manager enter into a contract with Byers Chevrolet, LLC for purchase of three (3) police cruisers and declaring an emergency.

Background: City Manager Pizzano recommended a contract with Byers Chevrolet, LLC for the purchase of three police cruisers. This is a State contract for Chevy Caprice cruisers, which won the bid with the state. Legislative Action: Councilmember Meyers presented the first reading of this ordinance.

Councilmember Meyers, seconded by Councilmember Abbott moved to suspend the second and third readings of this ordinance. Motion Carried 7-0. Councilmember Meyers, seconded by Councilmember Holtegel moved to adopt . Motion Carried 7-0. Councilmember Oler questioned why the Chevy Caprice, which is made in Australia, was chosen, instead of an American-made vehicle. Public Works Director Dave Butsch and Police Chief Mike Dickey explained why this car was chosen and that the State chose the lowest and best bid for the specifications required for the cruisers. ORDINANCE NO. 106-12. APPROVED 7-0.

#### **FINANCE & BUDGET COMMITTEE**

**Tim Abbott, Chairman; Terry Senger, Vice Chairman, Mike Oler, Member**

Councilmember Abbott, seconded by Councilmember Meyers moved to read the following four (4) ordinances by title only. Motion Carried 7-0.

Appropriation Ordinance (Reconcile Accounts - See Ordinance for details)

Background: City Manager Pizzano recommended an ordinance to reconcile accounts. This is done every year in November and December, in order to begin the process of closing out the books for the year.

Legislative Action: Councilmember Abbott presented the first reading of this ordinance.

Councilmember Abbott, seconded by Councilmember Meyers moved to suspend the second and third readings of this ordinance. Motion Carried 7-0. Councilmember Abbott, seconded by Councilmember Meyers moved to adopt . Motion Carried 7-0. ORDINANCE NO. 107-12. APPROVED 7-0.

Appropriation Ordinance (Contractual Item) - \$35,000 for 2012 Storm Sewer Lining; \$83,285 for purchase of three (3) police cruisers.

Background: City Manager Pizzano recommended an appropriation ordinance for contractual items previously approved during this meeting. Legislative Action: Councilmember Abbott presented the first reading of this ordinance.

Councilmember Abbott, seconded by Councilmember Meyers moved to suspend the second and third readings of this ordinance. Motion Carried 7-0. Councilmember Abbott, seconded by Councilmember Meyers moved to adopt . Motion Carried 7-0. ORDINANCE NO. 108-12. APPROVED 7-0.

Appropriation Ordinance (Non-Contractual Item) - \$16,055 for Holiday Drive Headwall Replacement; \$6,285 for upgrades and maintenance at the Community Arts Center; \$15,000 for purchase of hydrants for Water Division; \$16,600 for deep well revitalization on Well #5 at the Water Treatment Facility; \$7,450 for repairs on Well #6 at the Water Treatment Facility; \$32,500 for replacement of frame rails on Quint 32; \$49,500 for upgrade to software application for Parks & Recreation Department.

Background: City Manager Pizzano recommended an appropriation ordinance for \$16,055for Holiday Drive Headwall Replacement; \$6,285 for upgrades and maintenance at the Community Arts Center; \$15,000 for purchase of hydrants for Water Division; \$16,600 for deep well revitalization on Well #5 at the Water Treatment Facility; \$7,450 for repairs on Well #6 at the Water Treatment Facility; \$32,500 for replacement of frame rails on Quint 32; \$49,500 for upgrade to software application for Parks & Recreation Department. Legislative Action: Councilmember Abbott presented the first reading of this ordinance.

Councilmember Abbott, seconded by Councilmember Pennington moved to suspend the second and third readings of this ordinance. Motion Carried 7-0. Councilmember Abbott, seconded by Councilmember Meyers moved to adopt . Motion Carried 7-0. Councilmember Meyers asked what type of software was being purchased for Parks and Recreation. Parks and Recreation Director Jim Bell explained the new software and that the current software is so old that it is no longer supported. ORDINANCE NO. 109-12. APPROVED 7-0.

Appropriation Ordinance (Non-Contractual Item) - \$45,000 for Kolb Drive street lighting - Duke Energy.

Councilmember Tim Abbott recused himself and left Council Chambers prior to the reading of and vote on this ordinance.

Background: City Manager Pizzano recommended an appropriation ordinance to continue work on street lighting on Kolb Drive. This work will be done by Duke Energy. Legislative Action: Councilmember Senger presented the first reading of this ordinance.

Councilmember Senger, seconded by Councilmember Oler moved to suspend the second and third readings of this ordinance. Motion Carried 6-0. Councilmember Senger, seconded by Councilmember Oler moved to adopt . Motion Carried 6-0. ORDINANCE NO. 110-12. APPROVED 6-0.

**Meeting Schedule**

Clerk Wilson read the following meeting schedule:

- Monday, December 3 Council-Manager Briefing, 6:00 p.m.; Regular Meeting, 7:00 p.m.
- Monday, December 10 Council-Manager Briefing, 6:00 p.m.; Regular Meeting, 7:00 p.m.
- Monday, January 14 Council-Manager Briefing, 6:00 p.m.; Regular Meeting, 7:00 p.m.

**Executive Session of Council (if needed)**

Council adjourned to Executive Session at 7:54 PM.

**Adjournment**

The Regular Meeting of Council adjourned at 8:50 PM.

ATTEST:

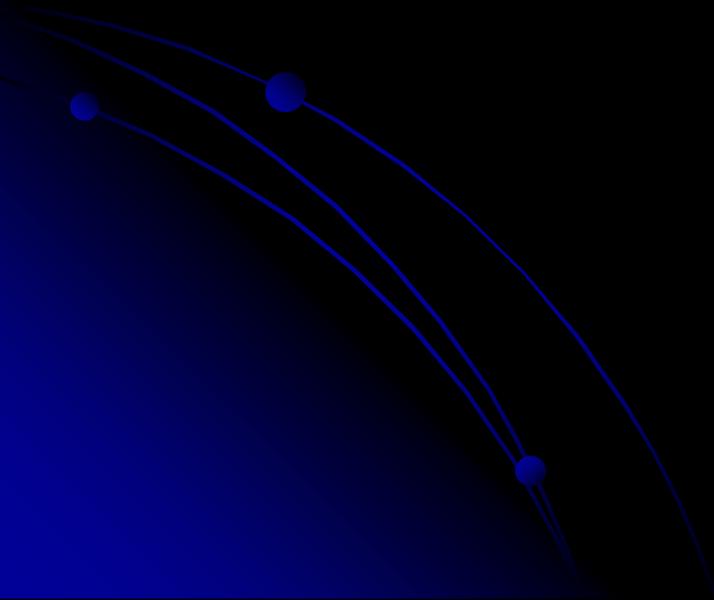
\_\_\_\_\_  
Clerk of Council

Date Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor's Approval

2012

BEAUTIFUL FAIRFIELD  
HOME IMPROVEMENT CONTEST



# Beautiful Fairfield Introduction

- Friendly Competition – Home improvement
- Interior Remodeling, Exterior improvements and a green project award
- 6<sup>th</sup> year
- This year - two exterior and one interior renovation that was selected.

# BEST REMODELING OR LANDSCAPE PROJECT -- RUNNER UP

Ron & Christy Puska

5373 Oakbrook Dr.

Before



After



# BEST REMODELING OR LANDSCAPE PROJECT – RUNNER UP

Rebecca Howell

5363 Oakbrook Dr.



Before



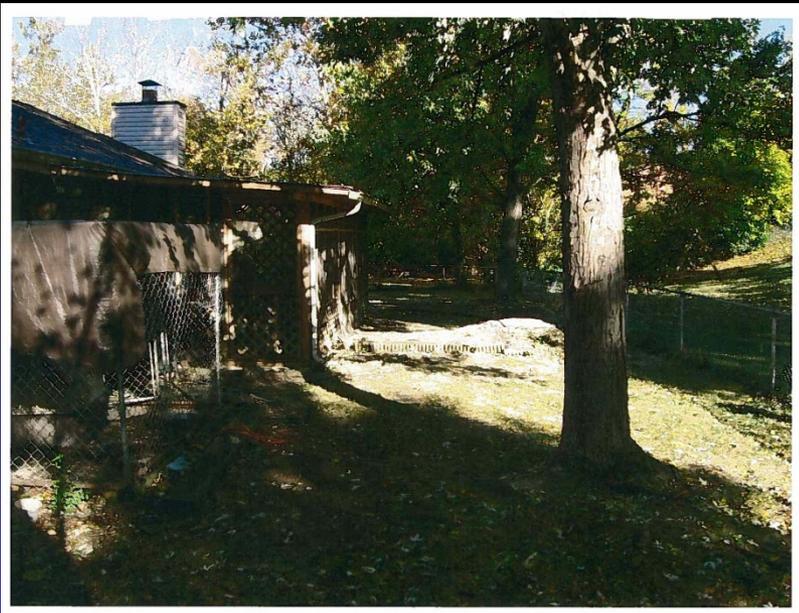
After

# BEST REMODELING/LANDSCAPE PROJECT -- Winner

David & Vickie Keller

5634 Valley Forge Dr.

Before



After





August 16, 2012

Arthur Pizzano  
City Manager  
City of Fairfield  
5350 Pleasant Avenue  
Fairfield, OH 45014

**RE: Marketing Agreement with Utility Service Partners Private Label, Inc. d/b/a  
Service Line Warranties of America ("SLWA")**

Dear Mr. Pizzano:

We have discussed entering into a marketing agreement between the City of Fairfield (the "City") and SLWA.

SLWA provides affordable utility service line warranties to consumers. It is SLWA's understanding that, in consideration of the License Fee (as defined below) to be paid by SLWA to City, City has agreed to cooperate with SLWA in marketing SLWA's services to City's residents and homeowners (the "Residents") as described below:

1. City hereby grants to SLWA a non-exclusive license to use City's name and logos on letterhead and marketing materials to be sent to the Residents from time to time, and to be used in advertising, all at SLWA's sole cost and expense and subject to City's prior review and approval, which will not be unreasonably conditioned, delayed, or withheld.
2. As consideration for such license, SLWA will be liable to pay to City, within 30 days of the end of the final calendar quarter, 10% of the revenue from USP warranty subscriptions collected from the Residents during such calendar year (the "License Fee"), together with a statement certifying collections of such USP revenue, so long as this marketing agreement remains in effect. City will have the right, at its expense, to conduct an annual audit, upon reasonable notice and during normal business hours, of SLWA's books and records pertaining to sales and rentals to the Residents while this marketing agreement is in effect and for one year after any termination of this marketing agreement.
3. The term of this marketing agreement will be for one year from the date of the execution of the acknowledgement below and this agreement will then renew on an annual basis unless one of the parties gives the other advance written notice of at least 90 days that it does not intend to renew this marketing agreement. City may terminate this marketing agreement 30 days after giving notice to SLWA that SLWA is in material breach of this agreement if such breach is not cured during such 30-day period. SLWA will be permitted to complete any marketing initiative initiated or planned prior to the effective date of any termination of this marketing agreement and shall pay the License Fee to the City for the calendar year in which this marketing agreement is terminated after which time, except for SLWA'S obligation to permit City to conduct an audit as described above, neither party will have any further obligations to the other and the license described in this letter will terminate.

4. SLWA shall indemnify, hold harmless, and defend City, its elected officials, appointed officials, and employees from and against any loss, claim, liability, damage, or expense that any of them may suffer, sustain or become subject to in connection with any third party claim (each a "Claim") resulting from the negligence or willfulness of SLWA in connection with, arising out of or by reason of this marketing agreement, provided that the applicable indemnitee notifies SLWA of any such Claim within a time that does not prejudice the ability of SLWA to defend against such Claim. Any indemnitee hereunder may participate in its, his, or her own defense, but will be responsible for all costs incurred, including reasonable attorneys' fees, in connection with such participation in such defense.

If City agrees that the foregoing fully and accurately describes the agreement between City and SLWA, please arrange to have a duly authorized representative of City execute and date the acknowledgement below in each of the duplicate original versions of this letter and return one to me in the enclosed self-addressed stamped envelope.

If you have any questions or wish to further discuss this marketing agreement, please do not hesitate to contact Mike Chambers via email at [mchambers@utilitysp.net](mailto:mchambers@utilitysp.net) or by phone at (724) 678-6075

Very truly yours,

**Utility Service Partners Private Label, Inc.**

By: \_\_\_\_\_

Print Name: Philip E. Riley, Jr.

Title: President & CEO

By: \_\_\_\_\_

Print Name: Brad H. Carmichael

Title: Vice President

**Acknowledged and Agreed:**

City hereby acknowledges and agrees that the foregoing letter fairly and accurately describes the agreement between City and SLWA as of the date of this acknowledgement.

**City of Fairfield:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

ORDINANCE TO AUTHORIZE THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING (MARKETING AGREEMENT) WITH UTILITY SERVICE PARTNER PRIVATE LABEL, INC. DBA SERVICE LINE WARRANTIES OF AMERICA (SLWA) FOR A NATIONAL LEAGUE OF CITIES (NLC) ENDORSED RESIDENTIAL SERVICE LINE WARRANTY PROGRAM.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. The City Manager is hereby authorized to execute a Memorandum of Understanding with Utility Service Partner Private Label, Inc. dba Service Line Warranties of America (SLWA) for a National League of Cities (NLC) endorsed residential service line warranty program in accordance with the Memorandum of Understanding (Marketing Agreement) on file in the office of the City Manager.

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed	_____	_____
		Mayor's Approval
Posted	_____	
First Reading	_____	Rules Suspended _____
Second Reading	_____	
Third Reading	_____	

ATTEST:

\_\_\_\_\_  
Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

\_\_\_\_\_  
Clerk of Council

CITY OF FAIRFIELD, OHIO  
CITY COUNCIL MEETING COMMUNICATION

Item No. 11 (AYC)

December 3, 2012

Item

Appointment of Fairfield's representative and alternate on the Board of Directors of the Ohio-Kentucky-Indiana Regional Council of Governments.

Financial Impact

None.

Synopsis/Background

Each year, OKI requests a representative of Fairfield City Council be appointed to serve on the Board of Directors of the OKI Regional Council of Governments. Councilmember Jeffrey L. Holtegel has volunteered to represent Fairfield on the OKI Board in 2013. Councilmember Terry Senger has volunteered to serve as the 2013 alternate on the OKI Board of Directors.

Recommendation

It is recommended that City Council approve, via simple motion, the appointment of Jeffrey L. Holtegel as the representative and Terry Senger as the alternate on the Board of Directors of OKI for 2013.

LEGISLATIVE ACTION:

SIMPLE MOTION

Prepared by: Elissa Wilson

Approved for Content by: Elissa Wilson

Financial Review (where applicable) by: Mary Hahn

Legal Review (where applicable) by: J. A. Clemmons

Accepted by Council Agenda: Elissa Wilson



**Ohio · Kentucky · Indiana**  
*Regional Council of Governments*

November 2, 2012

Dear Ladies and Gentlemen:

The term of your current representative on the Ohio-Kentucky-Indiana Regional Council of Governments Board of Directors for 2012 will expire upon convening the Board of Directors of the Council on January 10, 2013.

In order for the new Board of Directors to be duly convened at the Board of Directors meeting, it is requested that your agency submit the name of its appointment to the OKI Board of Directors.

The OKI Articles of Agreement require that persons representing counties, cities, townships or planning agencies must be selected by the governing body of that organization.

When your agency has taken official action to designate its representative, please return the enclosed form to the Secretary. Your reply is needed as quickly as possible and no later than January 4, 2013.

Representation on the OKI Board of Directors is not a commitment to fund OKI. Non-federal monies to operate OKI are obtained mainly from participating counties through funding agreements. The purpose of local representation on OKI is to assure that work on behalf of the region is responsive to local needs. Your cooperation is greatly appreciated.

Sincerely,

Mark R. Policinski  
CEO/Executive Director

/mfo  
Enclosure  
firs.ltr

*Edwin H. Humphrey*  
President

*Mark R. Policinski*  
Executive Director

**Ohio-Kentucky-Indiana Regional Council of Governments**

**720 East Pete Rose Way, Suite 420**

**Cincinnati, Ohio 45202**

**(513) 621-6300**

**mosborne@oki.org**

To the OKI Secretary:

The undersigned hereby appoints as its representative on the Board of Directors of the Ohio-Kentucky-Indiana Regional Council of Governments, to be installed at the OKI Board of Directors meeting of the above organization on JANUARY 10, 2013, the following **ELECTED OFFICIAL:**

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**STREET:** \_\_\_\_\_  
(Preferred Mailing Address)

**CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX NO.:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

The undersigned further pledges its cooperation to the above organization in carrying on the regional planning process.

Respectfully submitted:

**ORGANIZATION: FAIRFIELD, OHIO**

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

***PLEASE NOTE: THIS APPOINTMENT IS NEEDED JANUARY 4, 2013, FOR ACTION AT THE MEETING ON JANUARY 10, 2013***