XENIA CITY COUNCIL
MEETING AGENDA
MARCH 26, 2026

LOCATION:
City Administration Building
City Council Chambers
107 E. Main Street
Xenia, OH 45385

NOTE: Regular and Special Meetings are open to the public. Executive Sessions are closed to the public. Only Regular Sessions are live streamed on the City's YouTube channel (eXplore Xenia). There is an opportunity for Audience Comments during Regular Sessions only and during Public Hearings. Please see the note under Audience Comments below.

REGULAR MEETING

- **INVOCATION** — Pastor Albert Reffitt, Victory Life Christian Center

(1) PLEDGE OF ALLEGIANCE — Vice President James Crawford

(2) CALL TO ORDER — 6:00 p.m.

(3) ROLL CALL AND EXCUSAL OF ABSENCES — Vice President James Crawford, Councilwoman Faith Sorice, Councilman JD Mackiewicz, Councilwoman Rachel Huffman, Councilman Jesse Rubio, Mayor Ethan Reynolds, and President Wesley Smith

(4) EXECUTIVE SESSION — The remaining agenda items will proceed after the Executive Session is concluded

(5) APPROVAL OF MINUTES — March 7, 2026 Special Meeting
March 12, 2026 Regular Meeting

(6) SPECIAL PRESENTATION(S) — None

(7) AUDIENCE COMMENTS — The public may also submit comments and/or questions for Council consideration by emailing the City Clerk's Office at xeniacityclerk@cityofxenia.org by 3 p.m. on 03/26/2026.

(8) OLD BUSINESS

A. ORDINANCE 2025-39
(Tabled on 12/22/2025)
(To Remain Tabled)

AMENDING SECTIONS 881.01, 881.03(a), 881.04(a)(1), 881.06(a)(3), AND 881.26(b)(2) OF THE CITY'S INCOME TAX CODE TO PROVIDE FOR THE INCREASE OF THE CITY'S MUNICIPAL INCOME TAX RATE BY TWENTY-FOUR HUNDREDTHS OF ONE PERCENT (0.24%) FOR A PERIOD OF TEN (10) YEARS, COMMENCING JANUARY 1, 2027, FOR THE PURPOSE OF PROVIDING FUNDS FOR STREET REPAIRS AND MAINTENANCE, *introduced by (former) Mayor Urschel on 12/22/2025*

(9) NEW BUSINESS

A. ORDINANCE 2026-13
(Introduction)

ENACTING SUBSECTION (I) OF SECTION 251.01, TITLED "ESTABLISHMENT OF CITY FUNDS," OF THE CITY'S ADMINISTRATIVE CODE *(Finance Director)*

B. RESOLUTION 2026-018

AWARDING THE BID AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH J & M SERVICES OF MIAMI VALLEY, LLC. FOR THE 2026 CDBG E. MAIN STREET SIDEWALK IMPROVEMENTS PROJECT
(City Manager)

C.	RESOLUTION 2026-019	AWARDING THE BID AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH JOHN R. JURGENSEN CO. FOR THE 2026 STREET PAVING PROGRAM *(City Manager)*
D.	RESOLUTION 2026-020	AUTHORIZING THE EXECUTION OF A CONTRACT WITH HENSCHEN & ASSOCIATES, INC., FOR PURCHASE OF A NEW CASE MANGEMENT SYSTEM FOR THE XENIA MUNICIPAL COURT *(City Manager)*
E.	RESOLUTION 2026-021	ADOPTING A STATEMENT OF THE MUNICIPAL SERVICES TO BE PROVIDED TO A 121.558-ACRE PARCEL (MANNARINO PROPERTY) ON US ROUTE 42 EAST, WHICH IS PROPOSED FOR ANNEXATION FROM XENIA TOWNSHIP TO THE CITY OF XENIA, OHIO *(City Manager)*
F.	RESOLUTION 2026-022	ADOPTING A STATEMENT REGARDING ZONING BUFFERS FOR A 121.558-ACRE PROPERTY ON US ROUTE 42 EAST, WHICH IS PROPOSED FOR ANNEXATION FROM XENIA TOWNSHIP TO THE CITY OF XENIA, OHIO *(City Manager)*

(10) APPOINTED OFFICIALS' REPORTS

(11) COUNCIL COMMENTS & REPORTS

(12) ADJOURNMENT

Published upon approval of the Council President by: Amy E. Brown, City Clerk

XENIA CITY COUNCIL
SPECIAL MEETING (ANNUAL RETREAT)
MARCH 7, 2025

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(1) CALL TO ORDER: President Wesley Smith called the Special Meeting to order at 8:30 a.m., which was held at the City Administration Building, 107 E. Main Street, Xenia.

(2) ROLL CALL: Vice President James Crawford, Councilwoman Faith Sorice, Councilman JD Mackiewicz[1], Councilwoman Rachel Huffman, Councilman Jesse Rubio, Mayor Ethan Reynolds, and President Wesley Smith were present.

Staff Present: City Manager Brent Merriman, Assistant City Manager Eric Henry, Finance Director Ryan Duke, Assistant Finance Director Jason Lake, Law Director Donnette Fisher, and City Clerk Amy Brown were present.

(3) COUNCIL RETREAT: President Smith stated they would address the new business items first and then have the Council Retreat general discussion.

(4) NEW BUSINESS:

A. ORDINANCE 2026-12 AMENDING ORDINANCE 2026-06 TO PROVIDE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF XENIA, OHIO, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026, AND DECLARING AN EMERGENCY. President Smith asked Mr. Duke for a brief summary. Mr. Duke said there was conversation in the Executive Session last Thursday about the Armory property. There had been some dollars allocated in the budget and staff were requesting an appropriation ordinance this morning in order to facilitate the City Manager being able to put in a bid on that property through the Department of Administrative Services (DAS). The first step in that process was to make sure the money was available, so staff proposed an appropriation ordinance in the amount of $400,000 be approved this morning to make those funds available. President Smith asked if there had been any discussion with the state about the City having the first opportunity to bid regarding this property. Mr. Henry said Mr. Merriman would be meeting with the DAS representative, Kathleen Madden, next week. Mr. Merriman stated he would address it at that meeting.

Vice President Crawford said if the City won the bid, he asked if there was any way to know who the other bidders were. Mr. Merriman thought so because it was a public process. Ms. Fisher said once they had awarded the bid, then that would become public record. There was a brief discussion among Councilmembers about the bidding strategy. Mr. Merriman asked if Councilman Mackiewicz had been updated on this item, and Councilman Mackiewicz said no. Mr. Merriman said the state owned the Armory and had moved and consolidated the operation of the reserve programs, and they had finally notified the City that they were putting the facility up for sale. Information was just released this month in terms of the process, but the state was accepting bids on the building. Staff discussed with Council the strategy with this, and Council had introduced legislation to rezone the property because the potential uses of the current zoning could be adverse given its location. Even by rezoning the property, there was still a concern that there were a couple of individuals in the community who were prone to acquiring property and not doing anything with it or putting something there that would not conform to the surroundings. Given the

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[1]Councilman JD Mackiewicz was given his Oath of Office on Tuesday, March 3, 2026.

importance of the building being next to the bike trail and Shawnee Park on a busy corridor in a historic building, there was discussion and a general intent from Council to put in a minimum bid to ensure that someone with means and reasonable intent would have to bid higher to acquire it. If the City happened to acquire the property, staff was aware of potential individuals or entities that had interest, but staff would then have site control to be able to make a determination about that entity and their intended purpose for the site. It was not a project they necessarily wanted to pursue; it was more a project of opportunity and a sense of obligation to ensure it was protected from some type of adverse use. Vice President Crawford noted there were a lot of things that people did with properties other than occupy or develop them. Mr. Merriman said the intent was not that the City would maintain the building and own it permanently, but it was more of a stop-gap to try and create a buffer from any adverse use. President Smith stated the argument could be made they were protecting the sanctity of the park area. Councilman Rubio said if the City did win the bid, and the property was then sold, he asked how that money would be used. Mr. Merriman replied if the City sold the property at an increased value, it would be general fund money which could be used for any purpose.

Councilman Mackiewicz said if there was no ability to require a potential owner to use the property, he asked if it could be subject to a land value tax. Mr. Merriman stated staff actually tried to use what they called the "Vacant Building Ordinance", which mostly applied to downtown properties, but there was not a good way to effectively enforce that. He thought Ms. Fisher would argue there could be legal challenges because someone could choose to maintain the quiet enjoyment of their property and not put in a business. Ms. Fisher noted if there were still concerns that the zoning district there still had undesirable uses, maybe they needed to take another look at the zoning code.

Mr. Merriman added the discussion topics today were oriented to introduce those items to the newer Councilmembers because they were important topics. President Smith had heard some of these items a thousand times, but for many of the newer Councilmembers, it was new content.

There was a brief discussion among members about the condition and public accessibility of the Armory building. Vice President Crawford asked if the zoning permitted a worship center there. Mr. Merriman did not think so. Ms. Fisher asked if City Planner Brian Forschner pulled the deed to check to see if there were any old sale contracts. Mr. Henry thought he did, but he was not sure. Ms. Fisher said they could talk about that on Monday because if the deed was never pulled, she would do that. Mr. Merriman said that was a good idea. It was originally constructed on donated property on donated funds, and he thought it had been in the state's hand the whole time, but it would be good due diligence. Ms. Fisher said if there was something in the deed that said it had to come back to the City, staff did not want to miss that.

Hearing nothing further, President Smith entertained a motion on Ordinance 2026-12.

Motion by Mayor Reynolds, seconded by Councilwoman Sorice, to adopt Ordinance 2026-12. No discussion followed. The Roll on this was the following:

Ayes: Crawford, Sorice, Mackiewicz, Huffman, Rubio, Reynolds, Smith
Nays: None motion carried.

B. RESOLUTION 2026-17 AUTHORIZING THE CITY MANAGER TO BID AND NEGOTIATE THE ACQUISITION OF PROPERTY. President Smith asked Mr. Merriman for a brief summary of this item. Mr. Merriman distributed the Resolution to Councilmembers. He stated this would authorize the submission of a sealed bid to DAS for the purchase of the Armory property. He did not participate in the last Executive Session discussion, but through Mr. Henry and Mr. Duke, he had a good sense about what Council's disposition with this item was. Given Council's input this morning, if this was approved, staff would initiate the process, and have Ms. Fisher review the deed before anything was submitted to make sure there were no other opportunities staff could potentially call on. With Council's approval, it would allow staff to move forward and submit a bid. President Smith suggested the bid be $400,001, and Mr. Merriman concurred.

Mr. Merriman said he had a meeting on Central State University with Kathleen Madden from the DAS next week, and he would inquire if there was any opportunity that the property could be made available to the City, and what degree of input of issues and concerns from the City they would consider.

Hearing nothing further, President Smith entertained a motion on Resolution 2026-017.

Motion by Vice President Crawford, seconded by Councilwoman Sorice, to pass Resolution 2026-17. No discussion followed. The Roll on this was the following:

Ayes: Crawford, Sorice, Mackiewicz, Huffman, Rubio, Reynolds, Smith
Nays: None motion carried.

President Smith said they could now continue with the general discussion items on the agenda.

Upcoming Events and Legislative Planning: Mr. Merriman presented an update on the legislative calendar for Council. There was a need to do some work sessions on a couple of topics forthcoming this spring. For March 26th, which was the second meeting in March, staff would be looking to do a Work Session to cover two topics. The first topic would be Land Development Code (LDC) updates, which concerned changes to residential zoning components in the code. Then, there would be a roundtable to include an update on Central State University (CSU), with a possible Executive Session at that time. He asked Councilmembers if it was possible to start that evening early, at 5:00 p.m. for a Work Session before the regular session. Councilwoman Huffman and Councilwoman Sorice both said they would not be at the March 26th Regular Council meeting that evening. President Smith stated he could attend, but he would have to leave before the Regular Council meeting. Ms. Fisher said she was not sure what the timeline was, but neither of the April meetings looked too bad right now. Mr. Merriman said he would also like to do an early Work Session at the April 9th meeting, with a start time of 5:00 p.m. for a National Incident Management System (NIMS) training. NIMS was a system that the City and other jurisdictions utilized for emergency operations, and there was a training module for legislative bodies. Deputy Fire Chief Jeff Bruggeman was prepared to come that evening to do the training. With the potential of the spring weather season being severe, it would be valuable to do a training for Council because there were so many newer Councilmembers, and the training could be done in about an hour. These items were opportunities to inform Council and to provide some development, and it would really

be what schedule worked for all of Council because staff could adjust. Councilwoman Sorice said she would rather start earlier than go later. There was a brief discussion among staff and Councilmembers about possible meeting dates and times when everyone was available. Mr. Merriman asked if there was an alternate date in April where the two topics could be combined. There was a consensus among Councilmembers to schedule a special Work Session on Monday, April 13th at 5:00 p.m. for discussion on the zoning code changes, as well as conducting the NIMS training. Ms. Fisher asked the newer Councilmembers if they would like a brief training on Ohio Sunshine Law and public records; Councilman Mackiewicz concurred, and added he had questions about that.

President Smith confirmed the next Council meeting would be next week on March 12th with the regular 6:00 p.m. start time. Mr. Merriman concurred, and he said there would also be a potential Executive Session at that meeting. He added there might be a need for another Executive Session at the March 26th Council meeting regarding CSU. Ms. Fisher noted that agreement with CSU ran out on March 31st.

Mr. Merriman reported the old landfill had reached the statutory 30-year limit post-closure monitoring period. By statute, with closed landfills, there was a 30-year post-closure monitoring period, and the City had now run through that period. In anticipation of that timeline, the Ohio EPA sent the City a set of findings and orders, some of which were common sense, and some of which were onerous. It was important to update Council in the near future on the status of that, and what it looked like the City's obligations would be moving forward, so there would be a Work Session in the next two months on this topic. There had not been too many issues with the Ohio EPA in the last couple of years, and there probably would not be a time the City was not engaged in some form of monitoring there, but staff was trying to limit the costs and liabilities associated with that as much as possible. The old landfill was located two thirds of the way around the City's Public Service Center site off Towler Road. The City began collected trash in the late 1930s, and there were different sections of the landfill that were opened with each decade. Because the landfill wrapped around the north and west side of the Public Service Center, there were a lot of restrictions, regulations, and limitations at that complex because of the surrounding landfill. There was a brief discussion about gases in that area, the measures taken by the City to mitigate those gases, and the past experiences with the surrounding area and the Ohio EPA.

Mr. Merriman said in terms of the legislative calendar, he talked with President Smith, and they were looking at late May or early June to conduct a walking tour for Council. Staff tried to take an opportunity once a year to get Council out into the field somewhere related to the topics of interest for that year. There was usually a bus made available, and as staff and Council had more discussion this spring regarding the topics and concerns for the year, they could zero in on what that agenda would look like and which locations to visit. However, they would wait until the weather was nicer.

Review of Major Projects for 2026: Mr. Merriman said there were some big projects occurring this year, including a Charter review process, with the first meeting occurring a week or two ago. There would be further discussion in the coming months about developing a cohesive economic development strategy, including discussions on incentives and Council's priorities relative to different types of development functions. That engagement would begin through the

Council Committee process, and ultimately through Council to hopefully have a product by the end of fall for Council to approve. There would be legislative priorities concerning business regulations and the number of those changes in conjunction with all of the new development happening. Ms. Fisher noted starting in 2017, staff had been making an effort to work all the way through the code. Parts of the code had not been updated since 1964, and there were only two big sections left for review and updates. The first being part eight, which were the business regulations and tax code; and the last being part six, which was the criminal code. The City did not use the criminal code a lot because the state law was utilized more. Along with the business regulation changes, there would be some corresponding changes in zoning. For example, for some items like food vendors or food trucks, it was more proper for the City Manager to issue permits for those rather than them being controlled through zoning.

Mr. Merriman reported staff would be looking to do a full-scale emergency operations exercise this fall. There would be additional staff that day to maintain core services so additional public safety personnel could participate in the exercises. Events would be staged in the field so public safety and public service personnel could receive real-time, hands-on training in the field; and an Emergency Operations Center would be set up and built around a particular scenario. It was important for muscle memory to train on exercises like these in preparation for a real-world emergency event. Working toward that from a staff perspective and knowing how new the Council was overall, it was important to coordinate communication, information, and critical data available in the event of an emergency. Councilwoman Sorice said she would like to know how to coordinate, where to meet, how to plan, and what to do ahead of time. Mr. Merriman reported staff had been working last year on updating the City's Emergency Operations Plan, but the final version was not quite ready; however, there was a better plan structure and working document than what there had been previously. He added there were also a couple of bigger picture initiatives that staff was working on behind the scenes that would at some point involve Council.

Growth Management Topics: Mr. Merriman said they were seeing a period of growth and prosperity in the community, the likes of which Xenia had not encountered in a long time. For today, the conversation had been broken down in a couple categories, starting with finances. He noted he would like to coordinate a time with Councilman Mackiewicz to go into further detail regarding finances and finance structure since he was a new Councilmember.

Mr. Merriman stated the remaining topics they would be covering were utilities, core services, specifically public safety, and other service considerations. They would also touch on some changes staff was looking to pursue in the Land Development Code concerning residential zoning. There would also be a brief mention on the impact of Council policy relative to incentives tied into the Economic Development Strategic Plan. In terms of key issues, it was incumbent upon staff to ask Council for direction on policy moving forward as far as providing more diverse services or trying to keep the tax burden as small as possible, because those were competing dynamics. Vice President Crawford asked for an explanation on diverse services. Mr. Merriman said currently, there was next to nothing in the way of recreation services; and in a more affluent and diverse community, there was more program availability in areas like recreation, arts, and culture. Those services were discretionary, not obligatory and not safety-oriented, so the City did not do many of those services today. As Council looked at investing in those types of services, it would take more resources, and they needed to decide the priorities or balance they wanted to create.

Mr. Merriman said, similarly, everyone knew there was an infrastructure issue and the desire to try and funnel as much resources toward street replacement as possible. At the same time, there was now a growing challenge relative to service delivery on specifically things like public safety. Any general fund dollar could be spent on anything including streets, but could also be spent on additional firefighters, police officers, parks, or a whole host of other things. Where there were additional resources, Council could prioritize every possible dollar on streets, or they could try and strike a balance to ensure they were putting some resources on core services. Vice President Crawford asked if they were looking at 2026, 2027, or beyond that. Mr. Merriman said all of the above. There were some considerations to start making in 2026 for 2027 to be able to get into some long-term plans; and as they began discussing finances today, they would talk about that specifically.

Mr. Merriman noted it was a similar track in terms of conversation on utilities. There was always a desire to try and keep rates as low as possible; but at the same time, the City had an aged system. And in particular, the water system was a liability. Staff was looking to put together some additional information and visuals on the number of water main breaks that had been experienced lately, because there had been an uptick in those because of the rough winter. With a main break on an old system, that break could be fixed; but if the surrounding line was not replaced, that repair would have to be "chased" in both directions. He asked Councilmembers to consider their policy on utility rates, with the understanding there was an aged system with capacity limitations within water and sewer, as well as the demand for water and sewer services. At some point, there would have to be some considerations on how investments were made to expand service delivery capacity because it was a tough challenge to create a balance.

Mr. Merriman said Council should think about laissez-faire or pro-growth versus minimal impact and limited growth. There was not necessarily a right or wrong answer, because as the elected individuals for the community, they needed to set a policy on what the overall approach was going to be from a development standpoint. The development firm that was pursuing the project at Timber Ridge had walked away, and at this point they would not be pursuing a project in the community. Those were investment dollars the City would lose at that site, and it would remain to be seen if the developers would return with another project in Xenia. The policy decisions Council made did have an impact and staff was trying to remove obstacles for growth and development. He was not saying there should be growth at any cost because there were minimum standards, but the approach that Council established and the policy they wanted staff to implement relative to development was a big consideration. Councils in the past had wanted any kind of development, but there was a lot happening today so he thought they could be more selective. There were two competing mindsets when it came to the policy that Council wanted staff to pursue, and feedback would be needed in the future.

Growth Management – Financial Prospectus: Mr. Merriman said in conversations with Mr. Duke, they had come up with assumptions about costs and revenues, and a lot of these things could go in a lot of different directions. There were some assumptions in the numbers they would be seeing today in terms of some investments and additional staffing of public safety. This was not necessarily the penultimate recommendation, but it gave a baseline of what could be done. Mr. Duke stated a lot of the focus was on key operating funds, which were primarily resourced

through income tax. There was a 2.25% income tax, with 1% designated to public safety, .25% designated to capital improvements, and the other 1% was unrestricted. Property tax revenues were unrestricted, but very limited, and there was no voted millage. The City only received inside millage, which generated in the neighborhood of $2 million annually. That was not inconsequential, and if there was a constitutional amendment to eliminate property taxes, that $2 million would be a huge hit, but it was not one of the largest revenue sources. Income tax was far and away the largest source. Local Government Funds received by the state were also unrestricted, and those were in the neighborhood of $800,000 to $900,000. Gas taxes were meant to fund street improvements, and about 7% of those had to be used for state routes, but the others could be used anywhere throughout the City for streets. Any revenues that were collected for enterprise funds, which were water, sewer, storm, etc., had to be used for those specific functions and nothing else.

Mr. Duke said there were some assumptions built into the five-year projection model, and he reviewed the following assumptions:

- The Central State University (CSU) annexation occurring in April 2026. Mayor Reynolds asked if this was accounting for the layoffs they had done already. Mr. Duke said no, but the numbers were already fairly conservative as far as projected payroll. CSU had given one payroll number, and he had knocked a certain percentage off that in the projections already. If the annexation happened, he did think those layoffs would have a significant impact. Mr. Merriman noted when he spoke with Kathleen Madden from DAS, she stated that reduction would not exceed single digits. Mr. Duke said they could tweak it as he got more information.
- This would include one officer and one firefighter added per shift on each shift. In the Fire Division, that would total three employees; and in the Police Division, it would be four employees for a total of seven new employees.
- A 4.5% transfer to the Police and Fire Fund revenues from the capital fund. This was typical and had been done for many years. Years ago, this was as high as 6%, but that had been reduced over time.
- The Fire Station 2 replacement was not included, or this could be Fire Station 3 now, since some of that approach had kind of shifted. There were no capital dollars in the five-year Capital Plan for station replacement. Obviously, if the City received a large grant for replacement, they could facilitate that and still be within the projections.
- The state economy would have to produce moderate income tax growth, assuming there were not any major federal recessions or depressions.
- This included no Ohio Public Employees Retirement System (OPERS) changes, but it did include Ohio Police and Fire (OP&F) Pension Fund changes, which would increase the police share for the pension. They would have it phased in over a period of time, starting in 2027.
- The street light assessments would continue into the future, and those collections had started this year.
- Housing development was included in this projection; and he was working with the City Planner on a regular basis to get numbers on housing starts, timing, and average values from a property tax standpoint. There were formulas built in to include revenue from a lot of those new housing developments.
- The dispatch consolidation would save $400,000 annually in 2027, but this was a fairly conservative number; there could be a savings of up to $700,000 annually. Mr. Merriman thought there was a possibility that the county picked up a bigger portion of the tab, but he might know a little more about that next week. Vice President Crawford asked if that money would go to the

general fund. Mr. Duke said it would in a roundabout way. The general fund would have to transfer less to the fund where that was currently expensed, but it would ultimately impact the general fund in a positive way. Mayor Reynolds asked if there was a way to earmark that money to spend on streets. Mr. Merriman said, theoretically, but that was where staff needed direction from Council because those general fund dollars could go anywhere.

- These assumptions assumed gas tax consumption stayed fairly consistent, but there had been a slight reduction. Even with the proliferation of electric vehicles, he did not think there would be a major shift, and this should be fairly consistent over the next five-year period.
- This assumed two new hotels would be built: one in the Market District, and the other near the Progress Drive area. That revenue would impact the general capital fund in 2027 if the first hotel was finished in 2026.
- He always accounted a year in which 27 pays would occur. That sounded like a minor deal; but $600,000 or $700,000 in payroll, in addition to what there would typically be, was something to account for to build into the reserve requirement.
- Finally, very limited investment to address the landfill issues over the next five years.

Vice President Crawford said since there was limited land, he asked if they should be looking for more high-rise opportunities. Mr. Merriman said this would be addressed in more detail in the Work Session on April 13th, but one of the objectives with the changes to the residential zoning code was to try and take advantage of more infill redevelopment with higher density in some neighborhoods.

Councilman Mackiewicz said he had an electric car, and he asked if any of his registration fee to the state went to the City. Mr. Merriman believed it was included in the gas tax. Mr. Duke said the amount was not differentiated; the City received one lump-sum payment each month.

Mr. Duke said as far as assumptions related to revenue, the income tax with basic wage growth and additional growth built in for new housing starts were in the 4% to 5% range as far as income tax growth. That was very conservative compared to how it had performed over the last three or four years, which had been in the 7% to 9% range in the last several years. Property taxes typically had very little impact in the way of tax growth, with the exception of revaluation years. Mayor Reynolds said there was legislation that was supposed to be capping it. Mr. Duke was not sure if it was capped, where those property values would go because the property tax issue was volatile at this point. Vice President Crawford asked Mayor Reynolds if he thought property tax would be abolished. Mayor Reynolds did not believe it would pass, but the state would make some big steps in property tax reform to cap the tax along with some other economic measures to try and lower the rates. Mr. Duke said local government revenue increases were fairly inconsequential. For the utility funds, the numbers looked large based on what was in the five-year Capital Plan today. Some of these increases specifically for water would be needed, and the sewer rate increase was based on the Cost of Living Adjustment (COLA) in the code. He suggested that Council decrease sewer rates, at least in 2026, to offset that increase in water rates. The sewer fund was in good stead, but the water fund needed additional resources. The addition of a water tower was accounting for some of that increase, but a lot of that increase was for replacement of aged infrastructure, including water mains. Investment was going to be necessary in the coming years, and there needed to be adjustment in the water rates, and the sewer might be a way to ease some of the burden put on the rate payers. Mayor Reynolds asked if there was a way to make it deficit neutral. If they raised the water rate by so much, they could cut the sewer rate by that much, so

people would not see an increase in the daily cost. Mr. Duke thought they could do that. He would run some of those numbers, but he did not know if they could do that over the entire five-year period. They could try it for 2026, and then see where it went, but the water fund was a problem. They could not do a lot about the other rates, for example, sanitation, because of Rumpke's fees. Vice President Crawford confirmed that every year Rumpke was getting an increase. Mr. Duke concurred, and said it was a 7.5% increase per year, but the contract ended in 2028. They could go out to bid, but the reality was there were not a lot of options out there. Vice President Crawford said there were lead pipes in these systems, but he did not know when the government was going to make the City take out the lead pipes. He asked if there was some sort of contingency the City should have. Mr. Merriman concurred, and said they would get into that in the utility portion of the discussion today. The City assumed a certain amount of cost for lead lines that as they found them, they had to remove them. Most older neighborhoods required comprehensive water main replacement, and they were also the most likely to have lead.

President Smith asked if the water increase would be across the board, and if non-residents would see those surcharges as well. Mr. Merriman concurred. Mr. Duke said it would hit the non-residents harder than residents. Mr. Merriman said at the point they did the annexation of CSU, then CSU no longer paid that surcharge. That would be a six-figure reduction in revenue annually into the water fund because they were paying the residential rate, which was the biggest downside to the annexation. Mayor Reynolds said if the City annexed CSU, he asked if the City would be making or losing money. Mr. Merriman said the overall payroll amount from an income tax standpoint exceeded all the lost revenue and cost by a fair amount. It would be a beneficial gain for the general fund and police and fire fund. There would be a substantial payroll increase, or withholding increase. Mayor Reynolds suggested voting to decrease and increase at the exact same time so residents' utility bills did not change. Mr. Duke said the legislation was typically done in November or December for Council approval, and the COLA would take effect March 1st, 2027. Mayor Reynolds said if the COLA was going up for the sewer rate in March, then it could be lowered. Ms. Fisher noted Council waived the COLA for water this year, but they did not waive the COLA for sewer. Mr. Merriman said it was an automatic function in the code. President Smith asked if there was the possibility of just raising for commercial properties and not residential. Mr. Merriman said theoretically they could create different types of user accounts, but the system had never been structured that way. Ms. Fisher said it would make more sense to do water and sewer in January, then they could tie it in with the COLA. Mr. Duke said they could, but staff needed to make sure they had enough time to start getting those items in motion. Ms. Fisher said they could then do additional to the COLA if they needed it, waive the COLA on the sewer if they did not need it, or do it all at one time.

President Smith asked how healthy the water fund was. He and Mayor Reynolds met with the Finance Director from Huber Heights a couple of years ago, they generated street money by borrowing money from their water funds, and then paid it back the next year. Mr. Merriman said they would not get that from the water fund, but they might be able to get a little from the sewer fund. Mayor Reynolds said Huber Heights had done that process for years. President Smith asked how much would be in sewer if they used that idea. Mr. Duke said there were some significant projects happening in the coming years, and the sewer dollars were dwindling. He was personally not a fan, because it was robbing one fund to pay another. It would have to be repaid, and they

could not do a long term loan from those utilities. He added they would have to get some information from the Auditor of State, but maybe they could look into it. Mayor Reynolds asked what number they needed to be at in the water fund. Mr. Duke said about $1 million. Mr. Merriman noted that was the benchmark in the City's financial policies, which was part of what was approved annually through Council to help guide financial policy. The financial management policies and goals established minimum fund balances for all key funds, and each of those utility funds had desired minimum balances that were respective of both the operational and capital side. Mr. Duke said the projected key operating funds were meeting or exceeding the reserve requirement, including some expenses for those public safety positions. Mr. Merriman noted in order for those benchmarks to be achieved, the housing currently in the queue would have to be built with a corresponding inward migration of residents, along with price points to afford those mortgages. However, several things had to happen in order to achieve those items that were beyond their control.

Mr. Duke said the cash flow for key operating funds generally had a positive cash flow in each of those out years, but some years were better than others. Mr. Merriman said they previously talked about the dedication of income tax, with 2.25% as the base rate, with 1% to the general fund, 1% to police and fire, and .25% to general capital. With organic growth and the income tax base, there would automatically be additional resources in the general capital fund for streets; and if the projections were accomplished, the available funds for streets should go up automatically. There might be some additional room, even if they made some investments in public safety staffing, to be able to transfer some dollars to the general fund over to your general capital fund specifically for the purpose of streets, or whatever other priorities Council might have. Mr. Duke said they could increase street spending, but they could not increase it $2 million a year. They would need another $2.3 or $2.4 million to get the Pavement Condition Index (PCI) moving in the right direction, but those dollars were not available. They could enhance the spending in streets and Council had done that, because there had been a very significant investment in streets over the last three or four years. Mr. Merriman said not only on streets, but across the board, this Council had invested a lot of money in the last three years. He did not think the general public appreciated how much. Mayor Reynolds reported the average annual amount spent on infrastructure, including curb, stormwater, roads, etc., was $6.7 million per year across the three-year period, from 2009 to 2023. The average per year was $1.4 million, but people did not see that, so Council had to talk about that more. The narrative had been running Council, and they had not been running the narrative. Mr. Merriman noted a lot of the Council was feeling the need to recapture that narrative, and staff had begun to talk about how to do that. Staff had discussed creating short video pieces and had talked about what the key message points would be, so those video pieces would begin in spring and summer. Mayor Reynolds suggested writing letters to the editor about these things going on, especially when it came to the water rate increase, and the need to talk about it being deficit neutral.

President Smith said he knew they already put a bid package out for paving streets, and he asked if they could entertain the idea of a one-year loan out of sewer funds to target paving, with a listing of streets to be repaired in 2027. Mayor Reynolds said he would like to have a discussion with Public Service Director Chris Berger about what roads were being done next year, so they could have it planned. Mr. Merriman said the strategy they discussed with Council last year in the context

of the ballot measure, there were several lists of streets, and their intent was to continue to move forward with that. Mayor Reynolds said if they potentially loaned the money from one fund to another, those streets could be done in 2026 instead of 2027. Councilwoman Sorice asked Mr. Duke how nervous that made him feel. Mr. Duke said, very. Mr. Merriman said they would have to question the Auditor of State's Office, if they wanted to do this, to see how this could be done and facilitated. Mayor Reynolds also suggested reaching out to Huber Heights' Finance Director Jim Bell. President Smith said he was just trying to think outside the box, and he was not trying to make Mr. Duke nervous. He thought the community was ready to expand. There was a brief discussion regarding one of the City's businesses, MRL, which was ready to expand further in Xenia because they were already beyond capacity.

President Smith stated they had taken risks as a Council before, but they had to be proactive, and the loan was one way to do it. Councilman Mackiewicz said he was a fiscal conservative to the core; and if it made Mr. Duke nervous, it gave him great pause to borrow money. They had to come up with something sustainable for all infrastructure. Mr. Merriman stated they could not grow their way out of the lingering, inherited infrastructure issues. The growth they were experiencing would generate additional demand for services, and they would have to make investments to meet those demands. As neighborhoods were added, they were also adding legacy obligations to repave those streets at some point in the future. Mayor Reynolds noted they would not tax or fee their way out of it either. Mr. Merriman said they had taken other policy steps to help deal with this, including curb and gutter fees, which had generated another $600,000 a year to help extend the paving power of the General Capital Fund. It would take a number of different things, and with this voter population, getting a tax increase to solve this problem did not appear to be on the near-term horizon. The PCI Citywide rating continued to decline because the rate of decline was greater than the rate of reinvestment. Mayor Reynolds stated there was a trust deficit. Voters did not trust them, and that was why they voted no. Until they addressed the trust deficit, they would not get any new revenue, especially from income tax. They could vote to raise fees and nickel and dime people, but that would erode the little trust they did have.

President Smith said the Citizen's Academy won people over that were now friends to the City because they understood how it worked, and a lot of people did not understand. Mr. Merriman said the last two years had been extremely busy, and two things had been neglected over that period: engagement with the general public and engagement with employees. Communicating was a very time intensive activity, but it was critically important, and they had to reengage in some of these activities. A lot of work and preparation went into the Citizen's Academy, and staff was looking at accomplishing some of those same objectives through a different medium. A video series would have a much broader distribution with the opportunity to publish online to extend their value. Mayor Reynolds said they had talked for two years about doing a postcard mailing to residents listing highlights in the community, and they had not done it yet. Mr. Merriman did not think they settled on doing that. Mayor Reynolds was under the impression they had. Mr. Merriman thought they had some back and forth conversations about it and what would be effective in terms of some of these different communication methods. There was probably money in the budget they could find today, if Council could give a sense of what key things they wanted to send out in a message, but that was something they could have done by summer. Mayor Reynolds said one item could be the $21 million spent in three years on infrastructure repair. Mr. Merriman said they could list the

streets they were doing this year as well as announcing other projects. Mayor Reynolds suggested spotlights on businesses. Vice President Crawford noted there was also a previous discussion about installing a monitor in the front lobby of the City Administration Building where people could read information about the City.

There was a short comfort break at 10:06 a.m., and the meeting was reconvened at 10:14 a.m.

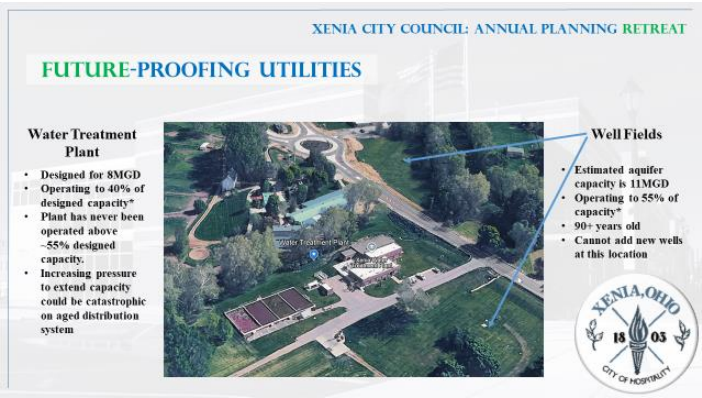
Growth Management – Utilities: Mr. Merriman displayed a topographical map of the City. He noted the City was governed by Ohio EPA standards that it had to meet in terms of gravity and flow rates, and where the utility appurtenances were relative to how the statutory requirements were met, given the topography and the science behind it. The key assets on the water side started at the water plant north of town, and it produced all the water in Xenia drawn from the wellfields on the site south of Route 235. The water came down US 68, and there were two lines, but one was a redundant line. For the distribution network across the City, there were a series of appurtenances that allowed water to be delivered at the required PSI Citywide. The water towers were the ones on W. Second Street, the Spring Hill tower, and the Industrial tower. These holding tanks did not help with pressure, but with volume. Any elevated storage reason was for pressure, and maintaining positive pressure in the system was important so at no point in time would there be any end point user that would have their water leech back into the system, because that was where contaminants could potentially be introduced. Standards were in place and anytime there was a condition where water could go backward, there would be a negative pressure situation, and that was a huge concern for the City. Right now, in terms of the elevated storage, they could maintain the standards they had to comply with from an EPA standpoint. The further away from the plant, the more the pressure would diminish. One of the big concerns with additional buildout at Greene Regional Business Park or the Industrial Park, was the big issue was not water volume, but water pressure, and an additional tower was needed as they had additional users and build out there. As they continued to build further out, the issues of water distribution became a much bigger problem. On the east side, with the development that was occurring, they would need a pump station and/or a tower in the next few years. Vice President Crawford thought there was already a location for a tower. Mr. Merriman said that was for the industrial growth south, and now they had residential growth east, so it would put additional demand on the system. There were no appurtenances and no elevated storage on the water side.

On the sewer side, it was collected back, but the sewer system ran on gravity, and it did not cost anything. For the sewer treatment facilities, there was the Glady Run Plant on the southwest side of the City, and the Ford Road Plant in the northwest quadrant of the City. There were only two facilities, and the City had been split roughly down Main Street – south of Main Street generally went to Glady Run, and north of Main Street went to Ford Road. The Glady Run Plant did not have a comprehensive treatment process, and there was a degree of treatment there to get a sludge material. That material was put in a tanker, and it was shipped to Ford Road for the completion of the processing to get it down to the final cake sludge. Over time, this had been the most cost effective method for the City. Some of the places that had been built out did not have the gravity fall necessary to transfer the material from where it was produced to where it needed to be treated. There were multiple sites around the City where there were lift stations, which were essentially pump stations that took sewage material and pumped it to a higher elevation of pressure so it could get to a gravity point to have it gravity fall the rest of the way. There were seven of these lift

stations distributed around the community, and there would be an eighth coming by the new development near US 42 and Main Street. One of the things Council needed to consider, as they continued to build, as much as they were trying to focus on infill redevelopment and density, the most cost-effective development was generally virgin development on the periphery of the City. They were limited in appurtenances for both water and sewer on the periphery of the City. At some point, instead of doing three or four pump stations for water service delivery, in the long run, it would be more efficient to just install a tower. This was not a conversation they needed to have up to this point because there was not enough demand in the system yet.

Mr. Merriman displayed an elevation map, and noted the lowest areas followed tributaries, like the Little Miami River. The water plants were in low-lying areas, but some of these areas in growth mode were in elevated areas, so additional help would be needed to get the water pressure to these areas because water could not flow uphill without help. Also, they could not just sink a well anywhere and assume it would produce. The reason why the water plant was located on a tributary to the Little Miami was because it was in a low area, and it reduced the depth they had to drill down. What they could produce at that location in terms of the amount of water they could extract was much higher.

Mr. Merriman presented the following slide and reviewed the key points with Councilmembers. President Smith asked if that plant was in the township. Mr. Merriman concurred, and noted it was not beyond the realm of possibility that the City could annex that, and that was something they should consider. The problem today from a zoning and fire code standpoint was the City was at the mercy of the township when they wanted to do things at that location, and he added the plant had been there for 50 to 60 years. Vice President Crawford asked if they had a map of the underground water system in Xenia. Mr. Merriman said, yes.



Mr. Merriman reported the water treatment concerns today were relative to treatment. They had old production wells that were not efficient or reliable, and they were not pumping per well anywhere near 100%. Staff did reconditioning on the wells every year, and they tried to recondition at least one well, but it was on a rotating basis. However, they were still taking 90-year-old well shafts and trying to maintain those, so at some point, the efficiency of each of those wells would continue to decline. They would have to think about that in the immediate future, because the current plant could not be expanded. It was almost completed surrounded by floodplain, in part by design, but floodplains had also changed over time. Federal floodplain designation had changed, so it was not an option to expand at that site today. The wellfields there could not be expanded, in part because of the floodplain, as well as adjacent septic tanks nearby. The long-term viability for increased production at that site for both treatment and extraction was not viable, and they needed another wellfield location at some point in the not-too-distant future. With expanded demand, in order to secure geologically favorable land for additional wellfields, it would take between five to 10 years for that process from start to finish and production capability. For future end users in the

industrial parks, the demand on that water there would go a long way toward what was ultimately needed in that region of the community. They had it in the budget to put an additional tower there in the hopes there would be buildout from an industrial standpoint. They could increase pump capacity or output at the plant, but with the older lines and mains in certain areas of the City, they risked main breaks. Finally, the future expectation of water softening was a significant expenditure, and the estimate three or four years ago was $12 million. Right now, probably 45 to 50% of the community would like to have a higher level of treatment, but it was a very costly endeavor. There was a brief discussion about wellfield expansion and the limited options for possible sites. Mr. Merriman noted there was a growing urgency because the existing wellfield was diminishing in its efficiency, and Council needed to have this discussion in the next year or two. President Smith stated the City sat on an aquifer that was basically unlimited. Mr. Merriman concurred, and said most of the region drew from the same aquifer. From a production standpoint, in this area, it was scientifically suggested that they could draw from that aquifer 11 million gallons a day. The City's plant was designed for eight million, but they were pumping around 3.5 million gallons per day on average, and he thought they could get up to 4.5 to five million gallons a day without major costs at the plant. It was one thing to extract and treat water, but another to deliver it, and the bigger issue was delivery and maintaining the pressure in the system Citywide. Vice President Crawford asked how deep the aquifer was. Mr. Merriman thought it was 100 feet deep. This area was blessed with abundant water, and it was a wonderful economic development tool, because water was the lifeblood of any community.

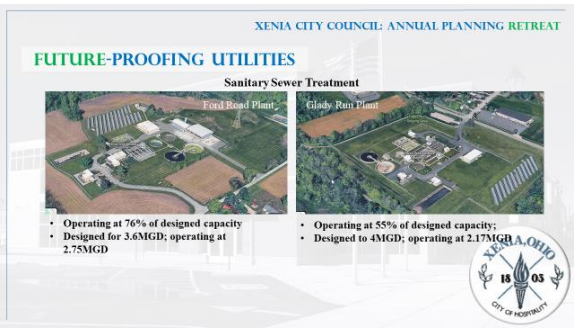
Mr. Merriman reviewed water distribution concerns and noted the following:

- The low pressure at US 42 and Stevenson Road required either a water booster station, or at least a ½ million gallon water tower construction on the south side of US 42 to service Highland Green and the future Rockford development. A booster station was the lower cost, but if there was additional development there, they did not want to keep adding booster stations. At some point those stations had way more maintenance and maintenance costs than a tower.
- Water mains needed to be looped on Stevenson Road at US 42 to provide a reliable backup source for the Highland Green and Summer Brooke developments. They did not want dead end water lines in order to maintain service to people in case there was a water main break. A lot of neighborhoods were not adequately looped today.
- The existing 10-inch feed to the CSU campus needed to be upsized to a 12-inch feed from the WGC golf course to the CSU booster station. As part of the conversation with the Ohio Director of Administrative Services Kathleen Madden next week, they would be discussing the prospects of state funding to help put in not only that replacement line, but also a line up US 42. This would allow there to be a backup to CSU and the northeast area, but it would also loop that system.
- The replacement of cast iron water mains needed to be done regardless of whether there was a street rehabilitation project on the horizon, but this was mostly in the older neighborhoods.
- Lead service lines, under federal statutory mandate, had to be replaced when discovered. There was a period of time they could take to replace those, but it had to be done. In areas like King Street, where they were replacing the main, they would also replace the dozen or so lead connections up and down that street since it was a great opportunity to do both at the same time.
- Fire hydrants were also an issue. Most of the hydrants in the system were old, and they lacked the security functions that newer designs had. This was not something staff had been doing unless a hydrant got hit, but they should proactively begin to transition to replace those hydrants.

Mr. Merriman reviewed water distribution concerns with expanded demand, and noted the following:

- There was a need to loop Fairgrounds Road to Purcell Drive, and that project had actually been in the budget twice, but had been pushed to following years. This would be for both pressure and for a backup water source in that area.
- A water main extension was needed along Upper Bellbrook Road from the W. Second Street tower to service the Mannerino and Gerdes properties. One reasons Gerdes turf farm had not built out over the years was because of the utility access issue there. The property was originally annexed to the City, and water was a concern, but the bigger concern was sewer. That area was low-lying, and in order to build out those properties for residential use, they needed a regional pump station to get it to elevation.
- A water main extension was needed along US 42 to the CSU campus.
- Given the forecasted industrial land uses at the southern and eastern corporate limits, the water main would need to be looped from Xenia Industrial Park to Hook Road to ensure both industrial parks remained in service during potential breaks.

Mr. Merriman said for the sewer side, he mentioned the two plants earlier: the Ford Road Plant and the Glady Run Plant. As they discussed earlier, the Glady Run Plant was not 100% treatment,



but the material was treated to a certain level, and then shipped across the City for treatment. They had done some analysis over the last few years to see if that was the most cost effective way, and it was. As development occurred on the southern side of the City, and more demand was put on Glady Run, they needed to look at whether or not there was room to build out or expand the capacity at that site for full treatment. The Ford Road facility was the dewatering plant, where the sludge was processed and pressed into an organic cake material. This material was a regulated substance that the City used to be able to sell as fertilizers to farmers for a profit. Unfortunately, because of EPA regulations, it could not be applied in the same way and was only used seasonally and at certain locations. The City could still get rid of some of it, but now they had to contract with and pay someone to come and take it to the landfill or arrange to sell it to farmers because they were better able to handle the cycles of when the material could be applied.
The problem was Ford Road was reaching the limit of dewatering, and as demand was increasing, they would have to add or expand functions.

Mr. Merriman reviewed the sanitary sewer treatment concerns at Glady Run, and he shared the following:

- Diversion boxes were needed, and this item had been in the Capital Improvement Plan and in the budget at least 10 years. For a host of reasons, this had been pushed back; and in the meantime, the costs probably doubled or more. It had to be done, and it was in the budget this year. Staff was working on bid specs now. It was a complicated set of bid specs, to prepare, but this project was slated to move forward with bidding this year.
- The effluent channel, which treated material coming out of the plant, to point of discharge, could not just be dumped. There was hydraulic science behind how they had to reintroduce that to the water table, and all of that was regulated.

- Sludge control, particularly, tied up one to two personnel three days a week to Ford Road for hauling.
- The current staffing was at maximum output at this plant, and they would have to add more people. To minimize the staffing expense at the wastewater treatment plants, they installed electronic monitoring systems at those plants years ago, so they did not have to be manned 24-7. As demand at both plants continued to increase, more staffing would probably be necessary, because the water plant was a 24-7 operation, and someone was always there.

Mr. Merriman reviewed the sanitary treatment concerns at Glady Run with expanded demand, and he shared the following:

- They anticipated need for an additional operator, and a lot of that was because of the hauling. If they had to start hauling more, that was taking people away from maintenance and operation at the plant. Vice President Crawford asked if they could use other haulers. Mr. Merriman said the question was whether or not they could get a contract with someone they could trust to haul the material.
- The conveyance of the material from the industrial parks would need to be reviewed because as those areas built out with industrial users, they would need more industrial pretreatment due to potential metals or other pathogens.

Mr. Merriman reviewed the sanitary sewer treatment concerns at the Ford Road Plant currently, and he shared the following:

- They were operating at 76% of the design capacity, and they had to plan now for the future at that facility, because they could not wait until it was at 90% capacity.
- The sludge hauling capacity was becoming limited. Current development projects within both drainage basins of each plant were resulting in more sludge hauling and on-site storage.
- The sludge belt press handling area were already beyond design capacity, which resulted in more maintenance and storage issues.

Mr. Merriman reviewed the sanitary sewer treatment concerns with expanded demand at the Ford Road Plant, and he shared the following:

- It was almost certain that expansion of the aeration tank system would be necessary to handle the additional hydraulic flows due to the plant currently processing 76% of its design capacity. It was a costly endeavor and time consuming.
- The headworks, or flow equalization bar screening of the plant, would need to be upgraded to handle additional hydraulic flows.
- There was a need to discuss how they would continue to dewater, whether continuing to just utilize Ford Road, or looking at an expansion of that capacity at Glady Run.

Mr. Merriman reviewed the sanitary collection systems in the different areas of the City with the current concerns, and he shared the following:

- The service to the Gerdes area needed a regional lift station, which was a lot of the reason why that area had never built out. It was a very costly upfront expense, particularly on the sewer side, and it affected a lot of the areas adjacent to that Gerdes site.
- The Glady Run interceptor sewer needed to be replaced largely through the AIA campus along Home Avenue because of the varying sizes of those lines, which disrupted the efficiency of the flow.
- Staff had been doing a much better job with infiltration/inflow (I/I), because they had been very intentional at systematically replacing water mains to address this, but it was still a problem. In the

early 1900s, downspouts on homes used to be connected to the sanitary sewer, but that was illegal today, and there were still a lot of properties in Xenia where these were connected. They did not want rainwater to get into the sanitary sewer line because those lines should be sealed, and they did not want sanitary material outside of those lines either.

Mr. Merriman reviewed the sanitary collection concerns with expanded demand, and he shared the following:

- They needed a relief sewer constructed from the AIA/Ledbetter Road intersection to the Glady Run interceptor sewer at US 42.
- In order to accommodate large water users in the industrial park, the Glady Run interceptor sewer through the AIA campus and Home Avenue needed upsizing because the varying sizes created bottlenecks.
- The main sewer along S. Progress Drive needed to be extended across Bellbrook Avenue to service imminent residential development.
- A 12-inch sewer needed to be constructed through the Highland Green development to service future development across US 42.

Mr. Merriman said he understood they could not ask people to raise taxes if they were constantly increasing utility rates. However, particularly on the water side, there was an old system that needed investment today. With the rate of increasing demand on the systems for both water and sewer, they had to make additional investments to keep pace with the City's ability to produce water, to treat wastewater, and to deliver and collect both of those from consumers. There was a small margin, but as the community grew, that margin was diminishing in terms of excess capacity. He was not asking for decisions today, but this was an opportunity for open conversation in light of some of the items discussed already today.

Mr. Merriman presented the regional utility rate survey compiled by Piqua, and he noted Xenia was among the lowest in the region in these costs. There were only eight systems less expensive in the region than Xenia for water. President Smith thought the City's service was excellent, and there was further discussion regarding the water rates. Mayor Reynolds stated he was okay with the water rate increase as long as they coupled that with a decrease in the sewer rates. Councilwoman Sorice agreed, and thought if they did an increase and then decrease, it looked reactive. She thought it was more salient to control the narrative better from the start. Mr. Merriman said staff could bring something back later in the year to go into effect next March with about a 15% increase on the water, but mostly offsetting the sewer at roughly one to one. Mr. Duke said rather than a percentage, they could bring an actual dollar amount by increasing the water fee a certain amount and decreasing the sewer fee by the same exact dollar figure, and they could leave the percentages out. The Councilmembers agreed. The combined water and sewer rates from the regional utility rate survey were reviewed. Mr. Duke stated the City was at $270, and the average in the region was $337, so the City was well below the average cost in Greene County.

Councilman Mackiewicz said staff laid out beautifully all the improvements needed, and he asked how much of that was included in the budget. Mr. Merriman said maybe a quarter of the items that were laid out were included, including the diversion boxes and the water tower. Some of the other projects such as acquisition of a new wellfield or replacement of a lot of these lines were not included. There were some things in the Capital Improvement Plan they could push back if other

items became greater priorities for Council. Mr. Merriman also offered to take Councilman Rubio, Councilwoman Huffman, Councilman Mackiewicz, and any other interested Councilmembers on a tour of the wastewater and water plants.

Growth Management – Core Services and Capacity: Mr. Merriman reviewed the statistics as noted on the slide below. There was a brief discussion about the impact of societal problems and the increasing volume of calls in the City. Mr. Merriman said there was not a lot of violent crime in Xenia, but they received their fair share of property crime, like theft. With residential growth, the more people there were, the more crime there would be. The Police Division was increasing the area they patrolled, and with the addition of hundreds of acres of development along with new streets, the more area they covered without any additional staff.



Mr. Merriman reviewed the current districts that the Police Division patrolled, with four current districts, and he discussed the possibilities of adding a new fifth district to patrol the downtown area. Mayor Reynolds asked if this fifth patrol would address homelessness in that area, because they were allowed to be in the City. Mr. Merriman said they were allowed to be there, but if someone was always in that area, there would be the visual element of a police presence downtown. Right now, if there was an issue downtown, generally, someone from one of the other patrol areas had to get there. Councilwoman Sorice asked if they were talking about homelessness or vagrancy. Mr. Merriman said all of the above. The people that congregated downtown had some type of habit or behavioral issue, but they were probably not homeless. There was a concentration of problems there because of the concentration of commercial activity and density of population, along with a lot of social institutions located in that area. Staff recommended an additional one officer per platoon, so that would be four additional officers. This would take the daily staffing from one sergeant and five to one sergeant and six. There would be a wave of retirements in the Police Division coming in the next one to three years, and he thought 10 or 12 people could retire right now, so there could be up to 16 positions to fill potentially over the next three to four years. The onboarding timeline for an officer was a 12- to 16-month process, so they could assume it would be 14 months from the time of hiring to the time they were cut loose on a shift, which was a challenge when officers had to be replaced.



President Smith said regarding the homeless issue, he asked if there was a countywide shelter these people could be taken to or to jail. Ms. Fisher said if Council wanted to criminalize homelessness, they could do that, but there was nothing on the books currently that made it illegal to be homeless. President Smith said this would be for the ones continually causing issues. Ms. Fisher said they needed mental health facilities, but those closed in the ‘80s and ‘90s, and there were no inpatient places to put these people. Mr. Merriman said they had to have local laws in place and an enforcement function, along with officers available to see these people committing a crime. They

also had to have a judge willing to take the necessary accountability steps, which had been a huge piece missing in the process for a long time. The excuse used to be there was no place to put them, but space was not an issue anymore in the new jail. Staff could look at boning up some of the local ordinances, but there had to be a judge willing to intercede. Mayor Reynolds asked if there was legislation banning camping in public places like the park. Ms. Fisher said, yes. Councilman Rubio said it came back to enforcing it, and how they enforced it. Mayor Reynolds noted when they violated the camping ordinance, the officers would enforce that, then the judge would also have to enforce it; and if they did not, they had to face the voters too. Mr. Merriman said from a law enforcement standpoint, there was so much fatigue with the officers, because there were four dozen or fewer people that created the majority of these kinds of problems in the community. Ms. Fisher noted if there was a homeless person with mental health problems, they would be assigned a public defender, and that public defender, as an advocate for their client, would file a motion to state that person was not competent to stand trial. It was not that the judicial system was not dealing with them or putting them in jail, because for some of the people they could not do that. Mr. Merriman said there had been probate and municipal court judges who had been reluctant to deal with these issues. There was a brief discussion among members regarding the homelessness in the area and possible obstacles or deterrents that could be implemented in the City.

Mr. Merriman said he was not looking for an answer today on the additional staffing for the Police Division, but he would like to come back in the spring for further discussion; and by summer, he would need some firm commitment from Council to hopefully start this cycle in 2027. Mayor Reynolds asked what the cost would be. Mr. Merriman said he would have more detailed information to share through the spring and early summer. In the projections incorporated beginning in 2027, the cost of those four additional positions were still predicated on the projections paring out in terms of tax-based growth. Before he asked Council to fully commit, he would come back with the financial breakdown.

Mr. Merriman said staff had gone through the vetting process for the new Community Resources Coordinator, and they were in the process of completing background checks on two individuals. Once a final decision was made, and that person was hired, part of their role was to intercede with a lot of the clients they had been discussing. He could not promise they would solve all those issues, but it would be a tool they did not have today. Councilwoman Huffman noted so many people were trying to help these people, and the officers did a good job. They were dealing with issues that not many people understood, and they did not trust easily. This was a good step, but they would never be able to eliminate all the issues. Mr. Merriman said this position would be working with the new paramedicine program to deal with that type of clientele, and they would also be working closely with officers to try and have that intercession. He would have some data to share with Council on the metrics and outcomes of this position as they moved forward to try and track the success rate of the position.

There was a short lunch and comfort break at 12:04 p.m.; the meeting reconvened at 12:12 p.m.

There was a brief discussion regarding illegal immigration and the possibility of available grant funding for additional staff training.

Mr. Merriman said for the other side of the public safety front, the Fire and EMS Division, they were already on pace this year to have more calls than last year. They had increased over the past three years, with over 6,400 calls last year, and that would be exceeded this year. 50% of calls that present as EMS calls were not truly emergency medical calls, but there was an obligation to respond even if it was not a real emergency. They already had a list of potential clients for the paramedicine program, and they were looking at individuals who were chronic users or abusers of 911. Another big program they were having to put more effort and energy into were the inspections and prevention programs, which had languished in the past couple of years. The intent in bringing on a second Deputy Chief and adding an additional Fire Inspector position, which was approved by Council, was to reengage inspection programs, which were statutorily required. With these additional staff positions, they could do the inspections required to do, but not rely on the day-to-day staffing in that process. There was some discussion about the job description modifications for Captains and the Fire Union's objections to that. Mr. Merriman noted those inspections had to be done, and they could no longer be delayed.



Councilman Mackiewicz asked what they were inspecting. Mr. Merriman said, by statute, certain classes of occupied structures had to be inspected at certain regular intervals, depending on what it was. Day care centers, for example, had to be inspected more frequently than a retail store. The statutory requirements varied depending on the type of individual facility or type of occupancy. He added they had instituted a voluntary compliance program that offered an opportunity to fix an issue without re-inspection or additional fees.

Mr. Merriman said the call volume was not sustainable. They had gone from 3,500 to 3,800 calls several years ago to now 6,400 calls. They needed another frontline medic because, right now, they operated two frontline medics: one out of Station 30 and one out of Station 32. Because of the population, coverage area, call volume, and number of medics, the Fire Division had the two busiest medics in all of Greene County. Fairborn and Beavercreek were larger and their call volumes were greater, but their individual medic crews day-to-day did less work because they just had more crews. As the population continued to age, and as coverage area continued to expand, the response time continued to be a problem, and they needed to put a third frontline medic in service. He was not looking for a decision today, but the intention was to incorporate three additional employees to add one per platoon, and then reshuffle the assignments of staff to be able to staff another medic as early as 2028. There was a brief discussion about hiring candidates without their paramedic certification and the longer lead time it took to become fully credentialed.

Mr. Merriman said the station issue was also a recurring problem with the Fire Division. There had been conversations going back to the '90s about this topic, but the prevailing thinking at this point was adding additional space onto Station 31 in order to bring the Chief's offices back downtown. It would also allow the personnel quarters to be reoriented and the equipment room, clean room, and bunk room would be completely separated. This separation protected personnel from a health standpoint and limited their exposure to hazardous materials in their living quarters. There was a brief discussion about the growth patterns of the City and the potential locations for a third fire station. Vice President Crawford asked if there was coordination with the township to

combine efforts in some of these areas. Mr. Merriman said coordination had improved operationally in terms of who was responding to where and for what, and there had been some steps to integrate those services. There had been no interest from the township in combining services.

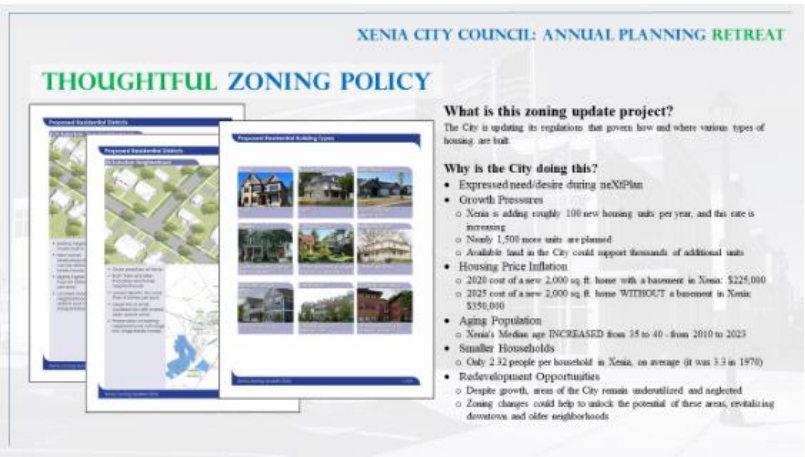
As the cost-sharing model for dispatch had been announced, the largest individual increase among all of those jurisdictions was Xenia Township, and they were paying about $20,000 now. Their number, based on per capita distribution, was almost $200,000. And the township had said they could not afford that. There was a meeting scheduled with the township next week, and he asked if this Council was prepared to litigate with the 911 Committee or the individual jurisdictions to seek a mandamus action to force them to pay. The Councilmembers agreed they were prepared to litigate. Ms. Fisher said they would have to sue the 911 Committee first, and if the cost-sharing model was in place, they could then file mandamus action against the individual jurisdictions that had not met the duty to pay their share. Mr. Merriman said to threaten any legal action, he wanted to make sure Council was okay with that. From a Xenia voter and taxpayer standpoint, the City was absolutely in the right. Xenia's taxpayers should not be subsidizing this, and even though they had for years, he was trying to reset this. Ms. Fisher said the City had no legal obligation to dispatch these various jurisdictions. Mr. Merriman said he had a meeting with the Yellow Springs Manager next week regarding the City's formula cost sharing model, and there could be some shifts in how that service delivery is offered to Yellow Springs because they had a quasi-dispatch function.

Mr. Merriman said they could not continue to ask employees to do more work every year with the same number of people. Staff would come back to Council in the near future with more data and the financial analysis on affordability. With the recommended staff additions and the projections in terms of available additional revenue to cover those costs, there could also be some additional money left that could go toward streets and other projects since these projections were based on conservative estimates. Mr. Duke said one of the qualifiers in those projections included staff applying for a Staffing for Adequate Fire and Emergency Response (SAFER) grant to add that additional staff. It would be the intent to pursue that grant so the first three years were covered – at least in part – by the grant, which made it more feasible. Mayor Reynolds asked for the total cost of all of this. He did not mind going this route, but the Police and Fire Unions needed to also buy into this. Mr. Merriman concurred, and said it was more feasible if there was a commitment from Council to increase their staffing as a measure of good faith. Mayor Reynolds did not mind doing that, but the Unions had to come to the table; it could not be on Council to do it alone. There was a brief discussion about Unions and the policy decisions. Mr. Merriman noted staff would layout the financial piece for Council regarding the affordability and what the implementation process would look like. As part of the growth management discussion, Xenia had absorbed a fair amount of growth over the last three years, and had not added any staff in this area. They could not continue to put off adding personnel.

Councilman Rubio asked if they offered lateral entry hiring. Mr. Merriman said yes, and there had been some success with that program. That practice was fairly common now, and that market had dried up. They would always entertain the option for lateral entry hiring because it cut down both lead time and costs. Councilman Rubio noted some people were trained, and then they left. Mr. Merriman concurred, and he added these candidates that received training did sign an agreement to complete a minimum service commitment time. However, they completed that minimum service

commitment time, so then they became credentialed and had some experience, which made them very marketable to other agencies, and there was no way to prevent that candidate from leaving. Mr. Duke noted the Police and Fire contracts were up later this year, or early 2027. Staff would be having conversations with Council in the next couple of months to get some direction on what parameters they wanted as they entered into those negotiations. Mr. Merriman said staff would report back to Council later this spring and summer with data on public safety call volume, direction of services, and cost benefits financially and otherwise, to some of the recommendations on staffing.

Land Use/Zoning – Land Development Code Update: Mr. Merriman said as Council thought about growth, staff felt adjustments were needed in the Land Development Code (LDC), specific to residential zoning. City Planner Brian Forschner had worked over the past year doing public outreach with stakeholder groups including builders, developers, and residents. Mr. Forschner would be coming back to Council with materials about the net result of that process,



but the overriding thought had been the need to make some adjustments to the code specific to designating residential areas. With 1,500 units planned, and more coming, they needed to think about available utilities and developable land because there could be hundreds to thousands of additional housing units beyond the 1,500 units that could build out in the intermediate to long term. Housing price was also a big concern. What the current code allowed someone to build from a residential standpoint was one thing, but what a younger consumer was able to afford was a different thing. Mr. Merriman reviewed the information from the above slide, and said staff would be making some recommendations on changes. As they looked at promoting infill redevelopment, they needed to modify standards so some of the smaller, narrower lots in the East End were buildable. Mr. Forschner would come to the Work Session with Council on April 13th to go into further detail about these zoning changes and recommendations. Vice President Crawford asked if changes had been made to the square footage requirement for infill development and the sizes of those homes. Mr. Merriman said there were some modifications based on lot size, including width and area. Vice President Crawford asked if they were still looking at row homes. Mr. Merriman concurred, and said they were looking at small home clusters, row homes, as well as shotgun-style homes because there was a lot of consumer demand today for some of those products. Ms. Fisher asked if they were addressing the need for more upper scale apartments. Mr. Merriman concurred. There was a brief discussion about the need for apartments and housing that met consumer demand, affordability, and homeownership vs. leasing. Mr. Merriman said he was not looking for any specific feedback today, but they would continue this discussion in the next month. There was urgency to get these updates done because there was so much activity in the market this year.

Mr. Merriman reported the other tie-in to growth policy overall was the approach to incentives and programs under the economic development heading. Staff had begun to have some interesting conversations on façade assistance programs and income tax rebates and what the thresholds for that should be. The best place to tackle that was as part of the Economic Development Strategic plan, which would be coming back through the Committees of Council to start some discussions on some of these topics in order for them to be incorporated into that Economic Development Strategic Plan. For specific elements that needed to come back to Council for approval, staff was looking to do that through the end of summer into early fall.

Mr. Merriman recommended that Council adjourn into Executive Session for the purposes of general legal advice per Charter §13.03C.(1).

Motion by Mayor Reynolds, seconded by Councilwoman Sorice, to go into Executive Session for the purposes of general legal advice per Charter §13.03C.(1). No discussion followed. The Roll on this was the following:

Ayes: Crawford, Sorice, Mackiewicz, Huffman, Rubio, Reynolds, Smith
Nays: None motion carried.

President Smith reconvened the meeting at 1:34 p.m.

(4) NEW BUSINESS: The New Business items were addressed at the beginning of the meeting.

A. ORDINANCE 2026-12 AMENDING ORDINANCE 2026-06 TO PROVIDE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF XENIA, OHIO, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026, AND DECLARING AN EMERGENCY.

B. RESOLUTION 2026-17 AUTHORIZING THE CITY MANAGER TO BID AND NEGOTIATE THE ACQUISITION OF PROPERTY

(5) ADJOURNMENT: Motion by Mayor Reynolds, seconded by Vice President Crawford, to adjourn the Special Meeting at 1:35 p.m. No discussion followed. The Roll on this was the following:

Ayes: Crawford, Sorice, Mackiewicz, Huffman, Rubio, Reynolds, Smith
Nays: None motion carried.

Amy E. Brown
City Clerk

Wesley E. Smith, President
Xenia City Council

XENIA CITY COUNCIL
REGULAR MEETING
MARCH 12, 2026

REGULAR SESSION

President Smith asked everyone to stand; Vice President James Crawford provided the Invocation.

(1) PLEDGE OF ALLEGIANCE: All present remained standing and recited the Pledge of Allegiance led by Councilman Jesse Rubio.

(2) CALL TO ORDER: President Smith called the Regular Session to order at 6:00 p.m. in the City Administration Building, City Council Chambers, 107 E. Main Street, Xenia.

(3) ROLL CALL: Vice President James Crawford, Councilwoman Faith Sorice, Councilman JD Mackiewicz, Councilwoman Rachel Huffman, Councilman Jesse Rubio, Mayor Ethan Reynolds, and President Wesley Smith.

President Smith welcomed Councilman JD Mackiewicz. He was appointed at the last meeting, and this was his second official meeting.

Staff Present: City Manager Brent Merriman, Assistant City Manager Eric Henry, Finance Director Ryan Duke, Assistant Finance Director Jason Lake, Law Director Donnette Fisher, City Planner Brian Forschner, Community Development Coordinator Ryan Baker, Deputy City Clerk Nichole Haulman, City Clerk Amy Brown, Fire and EMS Chief Mike Bogan, and Police Chief Chris Stutes.

(4) APPROVAL OF MINUTES: President Smith called for a motion on the minutes of the February 26, 2026, Regular Meeting.

Motion by Councilwoman Sorice, seconded by Mayor Reynolds to approve the February 26, 2026, minutes of the Regular Meeting as written. President Smith entertained comments or questions. None were presented. The Roll on this was the following:

Ayes: Crawford, Sorice, Huffman, Rubio, Reynolds, Smith
Abstain: Mackiewicz
Nays: None motion carried.

(5) SPECIAL PRESENTATION(S): Joe Harmon, CEO of Toward Independence.

President Smith introduced Mr. Joe Harmon of Toward Independence (TI), who was scheduled to give a special presentation. Mr. Harmon thanked the IT Team who only had 58 minutes and were still able to get his PowerPoint up on the screen, as well as City Council and friends at the City for the opportunity to talk about TI. He felt it was fitting to have the opportunity to present in the month of March because March was Developmental Disabilities Awareness Month. In the packets Mr. Harmon passed out, there were orange ribbons so the Council could spread awareness about people with developmental disabilities. After the presentation, Mr. Harmon said he would like the Council to hear from Bill, one of TI's self-advocates on their Self Advocacy Council. He did a quick survey and asked members of the Council and the audience to raise their hands if anyone

had a connection with anybody who had any sort of a disability, whether developmental or intellectual. Statistics showed one in four people had some sort of connection with somebody with a developmental disability. 50 years ago if you, or somebody you loved had a disability, developmental or otherwise, you were told the only, and probably best, option was to send them away to an institution like the Columbus Asylum for the Feebleminded where they would live out of sight, out of mind, with thousands of other people in deplorable conditions. Orient, which was a couple hours east of Xenia, had a facility like this; when it closed, it was turned into a State Prison. The prisoners rioted because the conditions were so bad, they sued the State of Ohio, they won, and the state had to shut down and renovate the space. Conditions started to change around the 1970s when there was an expose by Geraldo Rivera called "Willowbrook: The Last Great Disgrace." This expose opened people's eyes to the conditions and hopeless futures that people with developmental disabilities endured.

From there, the civil rights of people with developmental disabilities were codified in law. In Ohio Revised Codes, there were rights that people with developmental disabilities had that were the same rights everyone enjoyed. This started to transform society and how people helped and supported those who had unique challenges. TI was started in 1975, and they just celebrated their 50-year anniversary. Last year, they sealed a time capsule right next door. Mr. Harmon invited everyone to join TI in 25 years when they opened it. TI was founded by a few parents in the Xenia and Jamestown areas who wanted something better than institutions for their children. Collectively, the parents organized and purchased a couple of homes, and they figured out who would cover morning, afternoon, evening, and weekend shifts. People with developmental disabilities started living in Xenia like everyone else, involved in their communities, contributing to their communities, and living in home environments. TI's main office served about 200 people in six different counties. There were about 350 employees, and 95 of them had a Xenia zip code. Next to Walmart, Athletes in Action, and maybe Greene Memorial Hospital, TI was one of the top five or six largest employers in Xenia. TI had a day program where 40 people Monday through Friday would come to Xenia to live, contribute, shop, and do activities. Bill, along with 49 other people, trusted TI to serve them. TI served about 22 homes and provided services that helped make people's lives better. They offered group homes and independent living. Some people lived with maybe a few roommates, and they paid for rent, utilities, couches, and everything in the home. Caretakers offered support, everything from cleaning to cooking to showering, bathing, going to the grocery store, or doctor's appointments, and some people lived independently. TI had a married couple in Xenia who both had developmental disabilities, and they just celebrated their 25th or 30th anniversary. They lived together in Xenia in their own apartment. Some of the people TI served needed help with everything related to dressing, bathing, toileting, even some of the more complicated medical needs that people with developmental disabilities faced, and TI had a full nursing staff to make sure they got the medical care they needed.

In addition to those services, TI offered financial management and payee services. They made sure people's bills were paid on time, and that they had money to spend when they needed it and every dollar was accounted for. Their team maintained benefits like social security, job and family services, food stamps, etc. Remote, off-site support was just started last year. People who lived independently in their homes, when they needed help, they pushed a button, and somebody was available digitally to assist them. This service helped support people without physically having a caregiver in the home. TI also offered transportation and day programs. TI had a connection with

One Bistro in Miamisburg, and about 10 years ago, through the support of the City of Xenia, TI renovated and developed spaces right next door, which brought a lot of life to the downtown area and opened up the opportunity for people with developmental disabilities to volunteer there. TI was very proud of their partnership with Coffee Hub and One Bistro.

TI boasted a hydroponic garden right next door where people with developmental or physical disabilities in the day program planted, harvested, and cleaned lettuce and herbs year round without any soil. 30 to 60 heads of lettuce were harvested every week, which was donated to One Bistro or Coffee Hub, and any excess lettuce was donated to the food pantry in Xenia. They have had up to 200 elementary school students visit them on field trips to learn about hydroponics. It was not just about the garden, but those children got to interact with somebody with a disability. TI decided hydroponics was not enough and added 150 tilapia in two large tanks right next to their garden. That water from the fish would eventually be what provided the nutrients for the garden. TI applied to Trip Advisor for the name "Xenia's Unofishial Aquarium and Garden." They were looking for partners to donate fish to. Five or six fish would be harvested every single week, and TI would love to give them to local restaurants or a culinary school where they could learn how to fillet or cook fish. People with developmental disabilities had volunteered thousands and thousands of hours in the Xenia and Greene County areas. Every week, one or two groups went to 4 Paws for Ability and helped with the animals. They volunteered at Greene County Parks and Trails. They stuffed Easter eggs for their big Easter egg hunt. They also worked with Cedarville nursing students to help them understand the unique challenges people with disabilities had when it came to medical care. Last year, TI started a Disability Advocacy Group where self-advocates discussed things that were important to them, about how they could make their communities work together and raise awareness. Every single month, they nominated and selected a business or individual they believed had really supported people with developmental disabilities. Past winners included the YMCA, Coffee Hub, and One Bistro. The winner of February's prestigious TI Community Partner Award was the Xenia Fire Department. They received a glass plaque, and it was another way people with disabilities were recognizing and giving back to their community.

TI was in the developmental phase of building a completely accessible park and pavilion with accessible play structures, swings, merry-go-rounds, walking paths, and picnic benches where someone could sit with friends instead of alongside them. Groundbreaking was scheduled for 2027. The location was on Enterprise Drive in the industrial area. TI had a maintenance building there with additional land, so they decided to use that land for a good purpose. The following was a quote from an employee that has been with TI for 30 years: "Come make a difference in someone's life, it will change yours forever." Mr. Harmon asked if the City or the Council could formally or informally recognize Developmental Disabilities Awareness Month and added that Xenia was better because people with disabilities lived here.

President Smith shared that he had an opportunity to tour the hydroponics farm and fish aquarium and was quite impressed by it. He also thanked Mr. Harmon and the TI members for coming to today's meeting.

Bill from TI was introduced by Mr. Harmon and was asked to speak about advocacy and awareness. Bill said advocacy was important because it was how they could improve the community together and make it more accessible. Advocacy was how he could raise awareness

for himself and other members of his community. He was a proud member of TI's Advocacy Group, and they had worked a lot on improving their advocacy skills. They had traveled around Xenia looking for ways to improve accessibility. It was important for him and others like him to be able to advocate for themselves and have others advocate for them when they needed it. He wanted people to be aware of his community and how everyone could work and live together. He wanted the community to be accessible for everyone, and he wanted everyone to listen to the members of his community and be kind. President Smith asked if Council could put on their orange ribbons and get a photo with the members of TI and presented a Xenia lapel pin to Bill.

(6) AUDIENCE COMMENTS: President Smith explained the procedures for Audience Comments and invited those who wished to speak to come forward. No one came forward.

(7) OLD BUSINESS:

A. ORDINANCE 2025-39 AMENDING SECTIONS 881.01, 881.03(a), 881.04(a)(1), 881.06(a)(3), AND 881.26(b)(2) OF THE CITY'S INCOME TAX CODE TO PROVIDE FOR THE INCREASE OF THE CITY'S MUNICIPAL INCOME TAX RATE BY TWENTY-FOUR HUNDREDTHS OF ONE PERCENT (0.24%) FOR A PERIOD OF TEN (10) YEARS, COMMENCING JANUARY 1, 2027, FOR THE PURPOSE OF PROVIDING FUNDS FOR STREET REPAIRS AND MAINTENANCE, introduced by previous Mayor Will Urschel on December 22, 2025, and tabled on December 22, 2025. President Smith said this item would remain tabled.

B. ORDINANCE 2026-07 APPROVING THE SALE OF THE CITY-OWNED PROPERTY AT 714 E. MARKET STREET TO RIMO CONSTRUCTION, LLC, introduced by Mayor Ethan Reynolds on February 26, 2026. President Smith asked Mr. Merriman for a brief summary of this item. Mr. Merriman reminded Council this would authorize the sale of the property. The property was originally provided to the City through a tax foreclosure proceeding. In this case, the purchasing entity also owned the property adjacent to it. Their intent was to combine those lots and subdivide them so both were buildable lots. Staff recommended Council authorize the ordinance to make the sale possible. Councilman Mackiewicz expressed how marvelous of a program this was and how much he appreciated staff's work to bring public land into productive private use.

President Smith opened the public hearing at 6:27 p.m. and invited those who wished to speak for or against approving the sale of the City-owned property at 714 E. Market Street to RIMO Construction. No one came forward to speak.

Hearing nothing further, President Smith closed the public hearing at 6:27 p.m. and entertained a motion on Ordinance 2026-07.

Motion by Mayor Reynolds, seconded by Councilwoman Sorice, to adopt Ordinance 2026-07 as presented. President Smith entertained further comments or questions. No comments followed.

The Roll on this was the following:

Ayes: Crawford, Sorice, Mackiewicz, Huffman, Rubio, Reynolds, Smith

Nays: None motion carried.

C. ORDINANCE 2026-08 VACATING THE ALLEY BETWEEN 968, 976, 986, 998, 1006, 1016, AND 1030 N. DETROIT STREET ON THE EAST SIDE, AND 920 N. DETROIT STREET, PARCEL M40000100040005400, PARCEL M40000100040015200, PARCEL M40000100040004600, AND 1052 N. DETROIT STREET ON THE WEST SIDE, introduced by Vice President James Crawford on February 26, 2026. President Smith asked Mr. Merriman for a brief summary of this item. Mr. Merriman stated the petitioner for this action was the owner of the property at 1016 N. Detroit Street. This alleyway was no longer in use and traversed the rear of most of these properties. The petitioner was seeking to consolidate this with additional property that the owner had to the west of it in order to be able to develop and utilize the property more effectively. Staff recommended that Council conduct a public hearing this evening and authorize the vacation as the City had no future use for this property.

President Smith opened the public hearing at 6:29 p.m. and invited those wished to speak for or against vacating the alley on N. Detroit Street as noted. No one came forward to speak.

Hearing nothing further, President Smith closed the public hearing at 6:29 p.m. and entertained a motion on Ordinance 2026-08.

Motion by Vice President Crawford, seconded by Mayor Reynolds, to adopt Ordinance 2026-08 as presented. President Smith entertained further comments or questions. No comments followed. The Roll on this was the following:

Ayes: Crawford, Sorice, Mackiewicz, Huffman, Rubio, Reynolds, Smith
Nays: None motion carried.

D. ORDINANCE 2026-09 AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF XENIA, OHIO, TO REZONE APPROXIMATELY 31.21 ACRES OF THE PROPERTY AT 817 UPPER BELLBROOK ROAD FROM A-1 AGRICULTURAL DISTRICT TO PUD PLANNED UNIT DEVELOPMENT, AND APPROVING A PUD CONCEPT PLAN FOR A PROPOSED 160-UNIT TOWNHOME COMMUNITY AT SAID PROPERTY, introduced by Councilwoman Rachel Huffman on February 26, 2026. President Smith asked Mr. Merriman for a brief summary of this item. Mr. Merriman reminded Council this property had previously been used for agricultural purposes as part of a nursery property. The prospective buyer was looking to rezone this with the intent that they would move forward with a multi-family PUD at the site. Staff reviewed and found it to be consistent with Xenia's Land Development plans. It had gone through the necessary procedures and was now before City Council for consideration. Staff recommended Council's approval.

President Smith opened the public hearing at 6:31 p.m. and invited those wished to speak for or against amending the official zoning map to rezone approximately 31.21 acres of the property at 817 Upper Bellbrook Road from A-1 Agricultural District to PUD Planned Unit Development and approving the PUD Concept Plan.

Nancy McPeak, 2110 Pueblo Drive, had lived at her house, the third house from the fence where they were going to open it up and extend Pueblo Drive, since 1976. Everyone thought it was a

dead end. 160 units were planned to go in there. They would not be homes for sale; they would all be rentals. If the people renting those properties worked in Washington Courthouse, Jamestown, or Lebanon, she was worried they would come right down her street when that fence was opened up. She feared it would become a racetrack. She expressed her hope that Council would do a study. She had been told they did the GPS, and those people would be using Ottawa Drive to get on to Second Street over to US 35. If you were going to Washington Courthouse, no one would go that way. They would cut through her neighborhood. There were kids on her street that had put up a basketball hoop by that fence. For years when people would start down that street, they would realize it was a dead end. She was worried about the amount of traffic and believed they would cut through Arrowhead Drive to get to US 35. There were no stoplights from where the fence was down Pueblo Drive. Toward Walmart and Progress Drive, there were traffic lights there, and the traffic, depending on the time of day, was atrocious. Even Second Street to Valley Road, there were traffic lights. That was why she wanted some kind of survey done. Depending on where people lived, it could create a lot of traffic, and there were a lot of kids in that area.

Gregory Thurman, Vice President of Acquisitions for Redwood Living, 20 Village Square, Cincinnati, Ohio, spoke on behalf of the applicant. They thoroughly vetted the discussion about connecting Pueblo. Xenia's Comprehensive Plan required it. It would take specific actions to nullify that situation and not connect to Pueblo Drive. While he did not remember specifically, he said there were bumps or some sort of traffic control there. During the day, there was not much activity at all. Rush hour, there could be a portion of the proposed 160 units that would go that way. He did not anticipate many people going to work in Washington Courthouse because the employment corridor was down US 35 into Dayton. It was required that they abide by the Traffic Engineer's Manual, and the City Engineer would determine the scope of how that study would be done. There was a proposed roundabout at the current light at Progress and Upper Bellbrook that they would participate in as well. He wanted to note those things since there was an objection on the table.

President Smith asked Mr. Forschner if this had gone through Planning and Zoning already and if these issues were discussed there. Mr. Merriman confirmed a traffic study was required as part of the City's process. Mr. Forschner said the same concerns were raised at Planning and Zoning where they voted unanimously to endorse this. The question was asked if there was discussion about possible stop signs on Pueblo at any point because, otherwise, it would be straight through. Mr. Forschner said there was no discussion of that. However, the City would require the traffic study be completed before anything was built there, which would offer an opportunity to look at the actual impact it would have and what could be done to deal with that – whether that would be improvements like the roundabout or traffic-calming measures or something else. He spoke to the City Engineer about the possibility of stop signs along there, and although their analysis would have to be done, there were strict warrants that had to be met. He did not believe those conditions would be met even with the additional traffic to install stop signs along there, but that could be analyzed further once the traffic study was done.

Vice President Crawford asked for clarification on who actually did the traffic study and who paid for that service. Mr. Forschner confirmed the developer was the one who paid for the traffic study, and the City would review it. Typically, an engineering firm was paid to do those studies, and the City's Engineer would review it to make sure the assumptions were correct and that they agreed

with the recommendations. Based on that process of them paying for the study and the City reviewing it, they would come to an agreement on what was right for the roadway system, and then the improvements that were recommended in the study must be built by the developer. Vice President Crawford asked for further clarification on if that was someone the City has worked with in the past historically, or if the City was randomly bringing somebody in. Mr. Forschner said while the City did not have control over who they used, the City made sure that the traffic study was done professionally. The City, as part of reviewing that study, would assume they would look at who prepared it and confirm they were a reputable firm. Often what happened was when the City required a traffic study, the developer would ask if there were any firms that the City typically worked with, and that would be provided to them. TEC was one that was used a lot by the City. The developer would typically ask if the City wanted them to use a firm that staff was familiar with because staff had to review and accept the study.

Councilwoman Sorice questioned if this was the same as Redwood Fairborn, and Mr. Forschner verified it was. There was one in Fairborn, as well as Centerville or Sugarcreek Township off of Clyo Road, east of Wilmington Pike. President Smith questioned if Council was just waiting on the traffic study. Mr. Forschner reiterated that typically happened before the final development plan was approved. What was before the Council tonight was a rezoning to approve the concept plan, and the next step would be approving the final development plan, which included all the details, and the traffic study would be required at that point. That was when specific improvements were designed and then reviewed.

Hearing nothing further, President Smith closed the public hearing at 6:42 p.m. and entertained a motion on Ordinance 2026-09.

Motion by Councilwoman Huffman, seconded by Councilman Mackiewicz to adopt Ordinance 2026-09 as presented. President Smith entertained further comments or questions. No comments followed. The Roll on this was the following:

Ayes: Crawford, Sorice, Mackiewicz, Huffman, Rubio, Reynolds, Smith
Nays: None motion carried.

E. ORDINANCE 2026-10 CHANGING THE NAME OF THE SOUTHEAST BROOKE LANE TO CONNOR DRIVE IN THE SUMMER BROOKE SUBDIVISION, SECTION 3B, IN THE CITY OF XENIA, OHIO, introduced by Mayor Ethan Reynolds on February 26, 2026. President Smith asked Mr. Merriman for a brief summary of this item. Mr. Merriman said in 1997, the Summer Brooke Subdivision was recorded. In that process, Brooke Lane was named as two disconnected streets, so it was named twice in that subdivision. The developer was seeking to rename the road as they built out to eliminate the confusion that could otherwise exist there. That was a statutory function invoked under ORC §723.04. Staff endorsed this and recommended Council move forward with the change.

President Smith opened the public hearing at 6:44 p.m. and invited those who wished to speak for or against changing the name of the southeast Brooke Lane to Connor Drive in the Summer Brooke subdivision. No one came forward to speak.

Hearing nothing further, President Smith closed the public hearing at 6:44 p.m. and entertained a motion on Ordinance 2026-10.

Motion by Mayor Reynolds, seconded by Councilman Rubio, to adopt Ordinance 2026-10 as presented. President Smith entertained further comments or questions. No comments followed. The Roll on this was the following:

Ayes: Crawford, Sorice, Mackiewicz, Huffman, Rubio, Reynolds, Smith
Nays: None motion carried.

F. ORDINANCE 2026-11 AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF XENIA, OHIO, TO REZONE THE PROPERTY AT 39 WEAVER STREET FROM P-1 PUBLIC AND INSTITUTIONAL DISTRICT TO B-1 CONVENIENCE BUSINESS DISTRICT, introduced by Councilman Jesse Rubio on February 26, 2026. President Smith asked Mr. Merriman for a brief summary of this item. Mr. Merriman noted this property was the former Xenia Armory. After the State of Ohio relocated their units that used to perform there, the State of Ohio put the property back up for potential acquisition from bidders. After the property and its potential use, location, and significance was discussed with Council, staff recommended Council move forward with the ordinance to rezone the property from P-1 Public and Institutional to D-1 Convenience Business District. Staff believed the potential and prospective uses under the rezoning would be better conforming to the neighboring park and to the business districts that existed around the site. Staff recommended the public hearing this evening and that Council advance the ordinance approval.

President Smith opened the public hearing at 6:46 p.m. and invited those wished to speak for or against amending the official zoning map to rezone the property at 39 Weaver Street to come forward.

Dolly S. Kline, 500 Smith Avenue, thanked Council for doing this job because she knew it was a thankless one, especially in government service. She acknowledged it was a rather awesome task to make decisions that impacted so many people's lives. She had lived in Xenia for 50 years. While she acknowledged she was not supposed to fight City Hall, she was hoping Council would reconsider this issue, and perhaps reflect on it from different angles. She had three major concerns. One would be the aesthetics. Shawnee Park was a unique gem, a unique, multi-use park enjoyed by a broad spectrum of Xenia residents – from toddlers to senior citizens, nature enthusiasts to fishermen. Between the playground, the bandstand, the picnic shelter houses, or the rest benches along the pond to being used year round from the Easter egg hunts to the fireworks in July to the concerts and the Christmas lights, she could think of no other local community that had an inner-city park this close to the downtown area. She compared it to Central Park in New York City in a very, very small way and believed it gave Xenia an attractiveness, that it enhanced our livability, and that it gave the City curb appeal. Her next door neighbor from Georgia relocated to Xenia primarily because Shawnee Park attracted him. So aesthetically, there would be an impact to think about. Secondly, congestion and safety would be a concern. There would be an impact on Weaver Street, the Detroit Street intersection, Edison Boulevard, Xenia Preschool, Xenia Field House, Xenia Soccer Field, and Xenia T-ball games. The Weaver Street and Detroit Street intersection was a huge frustration Monday through Friday from 7:00 a.m. to 6:00 p.m. Weaver Street was the main east-west route for parents, school buses, Shawnee Park visitors, Field House attendees, and

residents of Stadium Heights. Depending upon the type of future use of the armory site, traffic congestion and potential safety risks could increase for this already busy artery. She did not think a traffic light would be prudent because of the proximity to the Ankeney Mill traffic light and Church Street traffic light because there was already a log jam there. Her final concern was ecological. The armory was a major breeding site for the small brown bat. There were only two bats native to Southwestern Ohio, the large brown bat and the small brown bat, which was an endangered species. From her repeated sightings and counts, she had a conservative estimate of at least 200 that resided and bred in that armory. A small brown bat impregnated in the summer, and its gestation ran until the spring. When they returned, they would be coming to the armory. The fact that there had been no mosquitoes or insects in the neighborhoods adjoining Shawnee Park was a direct result of the bats. A single bat could devour between 3,000 and 4,500 insects in one night. Bats also assisted in seed dispersal and pollination, indicated ecological health, and helped maintain biodiversity. She hoped that Council would reconsider and maybe put some further investigation into it. Shawnee Village, that post-World War II area, was a very fragile community to begin with. It could easily tip one way or the other. With Shawnee Park having been such a vital part of the City's identity, she thought it was crucial to be prudent thinking about the future. She thanked Council for hearing her out.

Hearing nothing further, President Smith closed the public hearing at 6:52 p.m. and entertained a motion on Ordinance 2026-11.

Motion by Councilman Rubio, seconded by Vice President Crawford, to adopt Ordinance 2026-11 as presented. President Smith entertained further comments or questions. No comments followed. The Roll on this was the following:

Ayes: Crawford, Sorice, Mackiewicz, Huffman, Rubio, Reynolds, Smith
Nays: None motion carried.

(8) NEW BUSINESS:

A. PUBLIC HEARING – First Public Hearing on the Community Development Block Grant (CDBG) Small Cities Program for 2026. President Smith asked Mr. Merriman for a brief summary of this item. Mr. Merriman verified the City continued to be eligible to receive funding through the Federal Community Development Block Grant Small Cities Program, which was conducted through the State's Department of Development. To remain eligible, the City must be compliant with all of the necessary different requirements, notably including citizen participation requirements. The City must hold one public hearing to cover general aspects of the program and one project-application-specific public hearing before the submission of any projects to the State of Ohio. Staff was seeking the first public hearing this evening. The project-application-specific public hearing was tentatively scheduled for May 14, 2026, at the regularly scheduled Council meeting that evening. In the program year 2026 and 2027 grant cycles, Xenia was eligible to receive its biannual allocation grant of $164,000, and would be eligible to apply for other competitive grants, including for neighborhood revitalization and critical infrastructure. The public was encouraged to request specific projects at this time or they could contact the City's Development Department with questions or suggestions. Two informal sessions on those topics would be open to the general public on March 24, 2026 at 2:00 p.m. and April 9, 2026 at 10:00 a.m., both in Council Chambers. Staff encouraged any citizens who had questions or ideas to come

out for those events on those dates. All grant project requests would need to be submitted to the City by April 17, 2026 by 4:00 p.m. Staff requested Council afford the opportunity to have the public hearing so the City could meet those requirements, as stipulated by the federal guidelines.

President Smith entertained comments or questions.

President Smith opened the public hearing at 6:55 p.m., and invited those wished to speak for or against the Community Development Block Grant Small Cities Program for 2026. No one came forward to speak.

Hearing nothing further, President Smith closed the public hearing at 6:55 p.m. and stated there would be a second public hearing on this item on May 14, 2026.

B. RESOLUTION 2026-014 AUTHORIZING THE EXECUTION OF AN EXTRATERRITORIAL UTILITY SERVICE AGREEMENT WITH THE OHIO DEPARTMENT OF NATURAL RESOURCES (ODNR) FOR THE PROVISION OF WATER AND SANITARY SEWER SERVICES TO THE WATCHTOWER PROPERTY ADJACENT TO THE GREAT COUNCIL STATE PARK. President Smith asked Mr. Merriman for a brief summary of this item. Mr. Merriman recalled in August of 2022, City Council authorized an Extraterritorial Utility Services Agreement with the Ohio Department of Natural Resources that allowed connection to the City's water and sanitary sewer mains along U.S. Route 68 near Old Town for the purpose of providing those utility services to the new Interpretive Center at the Great Council State Park located outside the City's corporate limits. The City was recently contacted by ODNR and informed of their desire to expand visitor amenities at the park by constructing a watchtower on the adjacent 13.872-acre property south of the Interpretive Center. Consistent with the 2022 request for utility services for the Interpretive Center, ODNR was requesting water and sanitary sewer services for the watchtower as well. This facility would be located approximately 650 feet west of U.S. Route 68 and would require a two-inch water line and a six-inch sanitary sewer line. Per Xenia's Code, any non-residential entity outside of the City's corporate limits who sought access to the City's utilities must secure Council authorization and enter into a use agreement with the City. As prescribed in the code, there was a 50% surcharge applicable for both water and sewer services, and those would apply to these connections as well. Pursuant to the agreement, ODNR must agree to annex the property in the future if it became contiguous to the City and if Council so requested it. The proposed agreement with ODNR presented for Council's approval this evening was the Standard Use Agreement that had been used for other non-residential customers. Staff deemed that the State Park was a valued local attraction, as it promoted both visitors coming to the community, economic development, and the rich history of the Greater Xenia Area. Staff recommended Council authorize Resolution 2026-014 to allow the City to execute this extraterritorial agreement with ODNR.

President Smith entertained comments or questions.

President Smith asked staff if there was a timeline for the annexation, and asked where that would happen. Ms. Fisher explained they would have to be contiguous, which meant it had to be touching the City in some way, and it did not touch the City at all right now, so the City would not be able to annex it. It was unusual in that it was state property. In the language that was used, there was a procedure under state law that allowed the City to file for annexation when it was State, County,

or City land. The Director of Administrative Services would need to provide a letter for that to happen. Staff received some amendments just today from ODNR on the annexation piece of that. They would like to reference that process. That would not prevent them from filing annexation on their own. Mr. Merriman said that was why the Service Agreement was necessary so that at Council's discretion, they could allow the services to be connected and provided to the property, even though it was not in the City and they were not immediately annexable. The agreement did stipulate at such time that there was contiguity and Council would request it, they would be obligated to annex.

Hearing nothing further, President Smith called for a motion to pass Resolution 2026-014.

Motion by Councilwoman Huffman, seconded by Councilwoman Sorice, to pass Resolution 2026-014 as presented. No comments followed. The Roll on this was the following:

Ayes: Crawford, Sorice, Mackiewicz, Huffman, Rubio, Reynolds, Smith
Nays: None motion carried.

C. RESOLUTION 2026-015 AUTHORIZING THE EXECUTION OF AN EXTRATERRITORIAL UTILITY SERVICE AGREEMENT WITH BEF FOODS, INC. FOR THE PROVISION OF WATER AND SANITARY SEWER SERVICES TO THE PROPERTY AT 640 BIRCH ROAD. President Smith asked Mr. Merriman for a brief summary of this item. Mr. Merriman communicated that as part of the Annual Industrial User Inspection Process the City participated in with the Ohio EPA, the City was notified by OEPA that BEF Foods' incorporated facility at 640 Birch Road was receiving water and sanitary sewer services from the City without a formal agreement authorizing enforcement of waste discharge compliance under Xenia City Code, Chapter 1016. The City had been providing utility services to BEF Foods since its founding decades ago. Despite annual industrial user inspections, it was unknown why this issue was just now finally noticed and being raised. Since the facility was outside the corporate limits and the City lacked jurisdiction to fully enforce the regulations on the property situated in Xenia Township, it had been determined that an Extraterritorial Utility Service Agreement between the City and BEF Foods would be sufficient to give the City some mechanisms for enforcement of these environmental standards. The City's Law Director had prepared a service agreement, as presented this evening in Council's packets. Execution of this with Bob Evans Foods would allow the City to continue to provide water and sanitary sewer services. The agreement would have an automatic yearly renewal function. As mentioned before, the code required non-residential entities outside of the City's limits who secured these services to pay the surcharges for both water and sewer. Those would apply in this case, as with the item that was previously addressed. The same provisions would exist in the agreement as in the other one, in terms of contiguity. If there was contiguity and the Council would request annexation, BEF Foods would agree to do so. Staff had evaluated the impacts of the annexation, and they did not believe it was in the City's best interest to pursue that, even though there was contiguity today. Staff recommended that Council move forward in maintaining the existing relationship, and to formalize the utility arrangement through this Extraterritorial Service Agreement that would establish standards for both this customer as well as the City and also allow the City to meet the conditions set forth by the EPA. Staff recommended the resolution be approved to authorize the execution of the agreement.

President Smith entertained comments or questions.

Vice President Crawford congratulated staff for catching that and asked if there was a makeup clause where the City could go back for some of its losses. Ms. Fisher said BEF Foods had already been paying the 50%, and all this agreement would do was put in writing and formalize what was already happening. Mr. Merriman said that was part of the reason the City went through the review process with the OPEA, as the City was already doing most of this. This had been in place for decades. The OEPA was within their rights to require the City to do this, and the City had been successful in negotiating the agreement with BEF Foods. There would be no outstanding findings as a result of this, and the City would be in the good graces of the OEPA for the time being. Mayor Reynolds asked if the jobs were not there for the revenue versus what the City would be making off the annexation. Mr. Merriman said staff evaluated the overall financial implications from an income tax and utilities standpoint. BEF Foods was a top five water user, maybe top three. Mr. Duke said that BEF Foods was a significant water user and a significant employer. The City would lose far more in water revenue and that surcharge than would be gained in payroll numbers. Ms. Fisher confirmed the City set up all non-residential and residential agreements. The annexation was not automatically required if the City asked. If at such time any of these properties touched the city, the property owner had the right to seek annexation on their own. If property owners would not want to under these agreements and the City did want them to, then the City would have the right to require that as a condition of service for water and sewer. Mr. Duke reiterated that if at some point in the future that property's function, end use, employment numbers, or consumption changed, the City could go back and request an annexation. Vice President Crawford wondered if there was an un-annexation process. Ms. Fisher confirmed there was, and it was called detachment. Typically, a City had to sign off on that, so they did not happen a lot.

Hearing nothing further, President Smith called for a motion to pass Resolution 2026-015.

Motion by Mayor Reynolds, seconded by Vice President Crawford, to pass Resolution 2026-015 as presented. No comments followed. The Roll on this was the following:

Ayes: Crawford, Sorice, Mackiewicz, Huffman, Rubio, Reynolds, Smith
Nays: None motion carried.

D. RESOLUTION 2026-016 AWARDING THE BID AND AUTHORIZING EXECUTION OF A CONTRACT WITH INSITUFORM TECHNOLOGIES, LLC FOR THE 2026 SEWER PIPELINE REHABILITATION PROJECT. First, President Smith thanked Vice President Crawford for being willing to chair tonight's meeting in his absence. He also gave kudos to staff. He had been reading a lot of minutes and agendas from various municipalities, townships, and counties. The City of Xenia was phenomenal on interpretation of resolutions, the agendas were easy to read, and the minutes were well documented. The City's procedural history was noted with who the presenter was, and he did not see that in other areas. So he commended staff and acknowledged former City Clerk Michelle Johnson who implemented a lot of those things.

Mr. Merriman indicated every two years, the City allocated $500,000 to perform slip lining of sanitary sewers, restoring them and extending their life at a much lower cost than full replacement of those lines. Slip lining repaired and sealed cracks in joints, reduced groundwater intrusion, and

any unlawful connections to those closed systems. For 2026, approximately 5,200 feet of eight-inch and 900 feet of 10-inch vitrified clay sewer pipes between West Ankeney Mill Road and West Church Street, mainly in rear yards along North King Street and North Galloway Street, are slated to be slip lined. The Engineer's estimate for the project was $442,280. On Wednesday, February 18, 2026, the City received two qualifying bids from contractors to complete this project. Insituform Technologies, LLC. was the low bid at $346,505. Staff was pleased that this bid had come in much lower than the Engineer's estimate. This particular firm had successfully completed previous slip lining projects for us, so they were known to us, and they have done a great job in the past. Because they were the lowest bid and, we believed, the best bid submitted, we are respectfully requesting Council approve Resolution 2026-016 to authorize the City to execute a contract.

President Smith entertained comments or questions.

Hearing nothing further, President Smith called for a motion to pass Resolution 2026-016.

Motion by Councilwoman Sorice, seconded by Councilman Mackiewicz, to pass Resolution 2026-016 as presented. No comments followed. The Roll on this was the following:

Ayes: Crawford, Sorice, Mackiewicz, Huffman, Rubio, Reynolds, Smith
Nays: None motion carried.

(9) APPOINTED OFFICIALS' REPORTS

President Smith asked Finance Director Mr. Duke how tax season was going. Mr. Duke said it was going really well because RITA had done the vast majority of the work up to this point. There had been no significant lines, and if people could get there in advance of the deadline, they could get people in even quicker than if they showed up on April 15, 2026. He had nothing further for Council.

Ms. Fisher said she had nothing legal to report. But just a reminder to the public, signs had gone up on U.S. Route 68 that it would be closed March 24 to March 26, 2026.

Mr. Merriman said, as discussed with the Council President, staff would like to exercise the opportunity for an Executive Session this evening after Council comments. He did have a couple of updates. Since last fall, over the winter, and in recent weeks, staff had received numerous complaints and questions from citizens regarding conduct of contractors in the field and neighborhoods concerning fiber installation. Staff recognized this was a really, really frustrating situation. Some of the subcontractors of these fiber companies were maybe not doing the best job, leaving a lot of equipment, and there had been various and sundry different problems. Unfortunately, this was a matter the City did not have much direct control over. Where private easements exist over private property, the City had no legal enforcement capabilities. Virtually none. Staff encouraged citizens to check the deeds that were adjacent to their properties to ensure that there was an easement across their property for work to be done. If there was not an easement, the homeowner should ensure that the work is being done on the easement and not encroaching onto their property. If equipment was being left on private property, it had to be within the easement and not beyond it. If those conditions were not being met, then that citizen would have

a civil matter they could take up with PUCO because their property was being encroached upon improperly. Because the City had no enforcement capabilities, staff encouraged citizens to issue those complaints to PUCO. Years ago, the state implemented changes to franchise agreements locally. They took that authority away from cities in 2007 for cable companies and fire companies and consolidated that control at the state under PUCO. When they did that, it took a revenue source away from the City and any local control we had. And now as they had seen the proliferation of these fiber companies, there was just not a lot of accountability and very little oversight from PUCO. He assured citizens that items improperly left on public streets and public spaces would be sought out by the City if it was reported to them. The Xenia Police Division, our code enforcement would inspect that. If there was anything the City could do to cite these companies, they would. But the City could only intercede on public property, not private property.

Secondly, potholes were bad. Xenia had a really rough winter. Part of the price of being aggressive this year in snowplowing and applying salt was that it took a toll on that transportation infrastructure. In preliminary conversations with Xenia's Service Director, the City would be looking to step up some of the efforts we normally have and would try to be more aggressive with that. He warned citizens it was a little early to get hot fill material. Also, Xenia could get plowable snow over the next week. Also, if bids come in well this year for streets, and he thought they were opened this week, one option to consider would be instead of paving another road, perhaps the City look at a more aggressive contractual service to go out and do more permanent repair in some of the areas where potholes are really bad. While he had not formulated what that would look like, he wanted to put that out as an initial idea to Council. Finally, for public and for Council, he was hopeful that the City would receive some federal funding for our Market District. He thanked the Mayor for helping make those connections with Representative Turner's office, as they had been favorable to our project, and they are looking to make that request. He would keep Council informed as that advances.

Councilman Rubio asked Mr. Merriman who citizens would call if damages were done by the fiber line companies to personal property. Mr. Merriman advised him it was the responsibility of the contractor to restore the property to the condition it was found. While there was nothing the City could do from an enforcement standpoint, they could help make connections to the contractor. Staff had considered sending these fiber companies a nastygram that said the citizens were not satisfied with their conduct, with their subcontractors, and that we had advised citizens to exercise their rights; and the City would be seeking to enforce the City's rights as well. Ms. Fisher added there were always civil actions. The biggest thing was to encourage our residents to call PUCO, the Public Utilities Commission of Ohio. In 2007, when the state decided they wanted all those licensing fees, they took all of the City's power away to be able to do anything. So it would be on the state to step up and make sure these companies were doing things in an appropriate manner. She has had conversations with the City Manager who had spoken to the Police Department that if equipment was left and it was not in the easement area, maybe the City would tow that equipment. If it had to be moved it a couple of times, maybe that would get these companies' attention. Citizens could go online and type in Greene County GIS to look at the GIS Map. They could look at their deed, their subdivision plat, and where the easement is on their property. If these companies were not inside that easement, citizens could tell them to get off their property.

President Smith readdressed the pothole situation. He said driving down Monroe Street, it looked like a lot of that was utility work where they had messed the surface up doing what they needed to do, and then it was just left open. He asked if it was the responsibility of the utility company to fix those roads, and could the City send them an invoice for that. Mr. Merriman said CenterPoint Energy was doing a system replacement, which was good for the natural gas system. They were required to put asphalt back in place and meet the City's standards when they did so. For a number of locations they had worked on, they had to put in temporary fill because the asphalt plants were not open yet. They would have to eventually restore that on their dime to the City's specifications. The bid came back today for the street work at $1.8 million, which was about $300,000 less than the Engineer's estimate, so there would be a little bit of money to play with potentially for another road project or the pothole conditions. Staff requested an Executive Session this evening for the purpose of purchase or sale of property and for general legal advice.

(10) COUNCIL COMMENTS & REPORTS:

Councilwoman Huffman had nothing to report, other than she wanted to welcome Councilman Mackiewicz. She was thankful the Council seats were all full of good people who were there to serve.

Councilman Rubio had no comments.

Mayor Reynolds filled Council in on the X-REC meeting last Tuesday where they began planning for the Easter Egg Hunt on April 4, 2026. He said they needed donations of Easter baskets from Council and anyone else who would like to donate. They could be dropped off at the City Administration Building. He and President Smith visited with MRL this past week where they met MRL's new CEO and learned about what they were doing in the City and some of their new developments taking place. He also met with the Ohio River Runners Club regarding the upcoming marathon, half marathon, and 10k. This would be Mayor Reynolds' fourth year running in that event. People who went to church at the YMCA or at Lighthouse Baptist should expect some traffic delays as it also fell on Palm Sunday, March 29, 2026. Also, the State of the State was presented this week, and there were a lot of great things coming from the state, especially for this region. Finally, he wished everyone a happy early St. Patrick's Day.

Councilwoman Sorice told Council there was another Xenia Charter Review Commission meeting this week, and it went well. There were excellent people on that Commission who were willing to serve and they made great contributions.

Councilman Mackiewicz thanked the Council for choosing him. He believed it was an honor to serve the community. With God's wisdom, he hoped the Council would lead the City in sustainable growth.

Vice President Crawford welcomed Councilman Mackiewicz, who he had sat with in the past on the Board of Zoning Appeals. He was looking forward to how far things could go with the success of this particular Council. He felt that this Council was unique, that it was one that listened, and was proactive.

President Smith thanked Mayor Reynolds for inviting him to MRL. They had a fantastic facility, and the potential for growth there was phenomenal for the jobs that they could create. President Smith and Mayor Reynolds thanked them for that tour and for being a partner with the City. Yesterday he had the opportunity to present to the Xenia Senior Citizen Center, and he spoke on behalf of the Market District plans. The people that were there for lunch really enjoyed the presentation. There were a lot of good questions and comments about that, and he appreciated the opportunity to do that. He also wished everyone a Happy St. Patrick's Day.

(12) EXECUTIVE SESSION: President Smith said an Executive Session was needed this evening to discuss the purchase or sale of property per ORC §121.22(G) and general legal advice per Charter §13.03C.(1), and he entertained a motion.

Motion by Councilwoman Huffman, seconded by Mayor Reynolds, to go into Executive Session to discuss the purchase or sale of property per ORC §121.22(G) and general legal advice per Charter §13.03C.(1) at 7:29 p.m., with no business to follow. The Roll on this was the following:

Ayes: Crawford, Sorice, Mackiewicz, Huffman, Rubio, Reynolds, Smith
Nays: None motion carried.

(13) ADJOURNMENT: Motion by Councilwoman Sorice, seconded by Mayor Reynolds, to adjourn the Regular Meeting at 9:35 p.m. No discussion followed. The Roll on this was the following:

Ayes: Crawford, Sorice, Mackiewicz, Huffman, Rubio, Reynolds, Smith
Nays: None motion carried.

Amy E. Brown
City Clerk

Wesley E. Smith
President, Xenia City Council

XENIA CITY COUNCIL
LEGISLATIVE COVER MEMO

Procedural History & Timeline:

Introduction:	March 26, 2026
Public Hearing & Vote:	April 9, 2026
Effective Date:	May 9, 2026

Agenda Item: **ORDINANCE 2026 – 13**
ENACTING SECTION 251.01(i), TITLED "FINANCIAL REPORTING," OF THE CITY'S ADMINISTRATIVE CODE

Submitted & Presented by: Ryan Duke, Finance Director

Summary: The number of City funds for new initiatives and programs, such as Tax Increment Financing Funds (TIFS) and Energy Special Improvement Districts (ESIDs) continues to grow. In addition, other special revenue funds which are required under the Ohio Uniform Tax Levy Law, such as the One Ohio Fund (for proceeds from the opioid lawsuit settlements), Urban Renewal Debt Retirement Funds (for projects like the Market District), and Court Funds established under Ohio Revised Code Chapter 1901, have also increased. Although these separate funds are needed for accurate tracking and accounting, individually reporting each fund is inefficient. While Xenia City Code Chapter 251 currently allows some consolidation of some funds for reporting purposes, Finance Department staff proposes expanding consolidation for greater efficiency in reporting.

All funds would still be tracked individually on the City accounting system but reporting would be consolidated in accordance with Governmental Accounting Board Standards (GASB). The enactment of a new subsection to § 251.01 of the City's Administrative Code would allow and specifically authorize the consolidation of funds for reporting purposes, while still requiring funds be kept separate for account purchasing (and to be in compliance with Ohio law). Any consolidation of funds will be done in consultation and collaboration with the audit team assigned by the Ohio Auditor of State.

Cover Memo Attachments: None.

Budgetary Impact: N/A

Vote Required for Adoption: The affirmative vote of a majority of the members of City Council present at the meeting, per City Charter § 5.02(E).

Recommendation: Adopt Ordinance 2026-13 to enact subsection (i) of Xenia City Code § 251.01.

CITY OF XENIA, OHIO
ORDINANCE 2026 – 13

ENACTING SECTION 251.01(i), TITLED "FINANCIAL REPORTING," OF THE CITY'S ADMINISTRATIVE CODE

WHEREAS, the City currently maintains numerous funds, the number of which continues to grow as new initiatives and programs are pursued and new special revenues are allocated;

WHEREAS, § 251.01, titled "Establishment of Funds," of the City's Administrative Code sets forth the various City funds and the processes for establishment, use, and maintenance of the various City funds;

WHEREAS, the Finance Director has recommended the addition of a new subsection to § 251.01 to allow for greater consolidation in the reporting of City funds, which will eliminate undue complexity and provide for the efficient financial administration of funds per the Governmental Accounting, Auditing, and Financial Reporting 2024 Blue Book;

WHEREAS, this Council finds that the enactment of § 251.01(i) proposed by the Finance Director will facilitate improved financial reporting of the various City funds,

NOW, THEREFORE, THE CITY OF XENIA HEREBY ORDAINS, a majority of the members of the City Council present concurring, that:

Section 1. Subsection 251.01(i), titled "Financial Reporting," to be added to § 251.01, titled "Establishment of Funds," of Chapter 251. of the City's Administrative Code, as contained in Part Two – City Government of the Xenia City Code, is hereby enacted to read as follows:

> (i) Financial Reporting. Funds that are required to be kept separate for accounting purposes may be consolidated into a single fund for financial reporting purposes in the City's Annual Comprehensive Financial Report when such consolidation is in accordance with Governmental Accounting Standards Board (GASB) Principles. Funds must still be kept separate in City accounting systems as required by City Ordinance or the Ohio Revised Code.

Section 2. It is found that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including ORC 121.22.

Section 3. This Ordinance shall take effect on May 9, 2026.

Introduced: March 26, 2026
Adopted:

Wesley Smith
Xenia City Council President

Attest:

Amy Brown
City Clerk

XENIA CITY COUNCIL
LEGISLATIVE COVER MEMO

Procedural History & Timeline:

Bid Opening:	March 11, 2026
Presentation & Vote:	March 26, 2026
Effective Date:	March 26, 2026

Agenda Item: **RESOLUTION 2026 – 018**
AWARDING THE BID AND AUTHORIZING EXECUTION OF A CONTRACT WITH J AND M SERVICES OF MIAMI VALLEY, LLC., FOR THE 2026 CDBG E. MAIN STREET SIDEWALK IMPROVEMENTS PROJECT

Submitted By: Chris Berger, Public Service Director
Presented By: Brent Merriman, City Manager

Summary: Every two (2) years, the City receives a Community Development Block Grant (CDBG) allocation to fund public improvements in qualifying areas, with the goal of improving aesthetics and attracting private investment. In 2024, the City secured $145,000 in CDBG funds for public improvements downtown. This year's CDBG E. Main Street Sidewalk Improvements Project ("Project"), focuses on enhancing the sidewalk along the north side of E. Main Street, from Greene St. to Whiteman St., including the replacement of deteriorated curbs, ADA ramps, and landscaping.

The Engineer's Estimate for the Project was $202,548.50. On Wednesday, March 11, 2026, the City received two (2) bids from qualified contractors, as follows:

Contractor	Bid Total
J & M Services of Miami Valley, LLC	$133,783.66
L.J. DeWeese Co, Inc.	$181,907.00

Since J & M Services of Miami Valley, LLC, is relatively new and has never completed work for the City, engineering staff verified the contractor's competency based on similar projects completed for Dayton and Clayton. The Contractor's work in Clayton was comparable to this Project, and references provided very positive feedback. Therefore, J & M Services of Miami Valley, LLC, is recommended by staff as the lowest and best bidder. The projected completion date for the Project is July 31, 2026.

Cover Memo Attachment(s): Bid Summary.

Budgetary Impact:

Account	Amount
601-1441-55599-000798	$133,783.66

Vote Required for Passage: The affirmative vote of a majority of the members of City Council present at the meeting, per City Charter § 5.05(A).

Recommendation: Pass Resolution 2026-018 to award the bid to, and authorize the execution of a contract with, J & M Services of Miami Valley, LLC., for the CDBG E. Main Street Sidewalk Improvements Project.

CITY OF XENIA, OHIO
RESOLUTION 2026 – 018

AWARDING THE BID AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH J & M SERVICES OF MIAMI VALLEY, LLC. FOR THE 2026 CDBG E. MAIN STREET SIDEWALK IMPROVEMENTS PROJECT

WHEREAS, the City received CDBG allocation grant funds for 2026, which must be used to make public improvements in qualifying areas with the goal of improving aesthetics and attracting private investment;

WHEREAS, bids for the City's CDBG E. Main Street Sidewalk Improvements Project ("Project") were opened on March 11, 2026, in accordance with the Notice to Bidders;

WHEREAS, staff has recommended to this Council that it find the bid submitted by J & M Services of Miami Valley, LLC., as the lowest and best bid submitted for the Project; and

WHEREAS, this Council has authorized the expenditure of funds for said contract through the appropriation of funds in the City's operating budget,

NOW, THEREFORE, THE CITY OF XENIA HEREBY RESOLVES, a majority of the members of the Council present concurring, that:

Section 1. It is hereby determined by Council that the bid submitted by J & M Services of Miami Valley, LLC, is the lowest and best bid submitted for the 2026 CDBG E. Main Street Sidewalk Improvements Project.

Section 2. The Bid for the Project is hereby awarded to J & M Services of Miami Valley, LLC (Entity #4612908), 5665 N. Addison-New Carlisle Rd., Casstown, Ohio 45312, in the total amount of One Hundred Thirty-Three Thousand Seven Hundred Eighty-Three Dollars and Sixty-Six Cents ($133,783.66), in accordance with the Notice to Bidders, Instructions to Bidders, General Conditions, Specifications, Required Contract Provisions, Drawings/Plans, Wage Rates, and other documents contained in the bid packet upon which the bid was received.

Section 3. The City Manager is hereby directed to execute a contract with J & M Services of Miami Valley, LLC, in accordance with the Notice to Bidders, Instructions to Bidders, General Conditions, Specifications, Required Contract Provisions, Drawing/Plans, Wage Rates, and other documents contained in the bid packet upon which the bid was received. The costs of the contract shall be paid out of the funds appropriated for it in the City's operating budget.

Section 4. It is hereby found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including ORC § 121.22.

Section 5. This Resolution shall become effective immediately upon its passage.

Passed: March 26, 2026

Wesley E. Smith
Xenia City Council President

Attest:

Amy E. Brown
City Clerk

CDBG E. Main Street Sidewalk Improvements (North)-Greene St. to Whiteman St. - BID OPENING 3/11/26

			QTY		L J DeWeese		J and M Services	
					UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
RIGHT OF WAY - SIDEWALK								
1	202	WALK REMOVED	3,577	SF	$ 7.00	$ 25,039.00	$ 2.20	$ 7,869.40
2	202	LANDSCAPE BEDS REMOVED	1,084	SF	$ 7.00	$ 7,588.00	$ 3.43	$ 3,718.12
3	202	CURB REMOVED	300	LF	$ 20.00	$ 6,000.00	$ 5.27	$ 1,581.00
4	202	STREET TREE REMOVAL	3	EA	$ 500.00	$ 1,500.00	$ 275.00	$ 825.00
5	608	4" CONCRETE WALK	4,183	SF	$ 10.00	$ 41,830.00	$ 8.38	$ 35,053.54
6	608	CURB RAMP	150	SF	$ 30.00	$ 4,500.00	$ 54.66	$ 8,199.00
7	609	CURB, MISC: TYPE B	300	LF	$ 50.00	$ 15,000.00	$ 34.55	$ 10,365.00
8	625	CONDUIT, 2”, 725.051	284	LF	$ 12.50	$ 3,550.00	$ 10.30	$ 2,925.20
9	625	PULL BOX, 725.06, SIZE 1.5	4	EA	$ 900.00	$ 3,600.00	$ 392.70	$ 1,570.80
10	661	DECIDUOUS TREE, 2" CALIPER	4	EA	$ 1,000.00	$ 4,000.00	$ 700.15	$ 2,800.60
11	661	MULCH	4	CY	$ 150.00	$ 600.00	$ 416.90	$ 1,667.60
RIGHT OF WAY - ROADWAY								
12	203	EXCAVATION	23	CY	$ 50.00	$ 1,150.00	$ 137.07	$ 3,152.61
13	204	SUBGRADE COMPACTION	44	SY	$ 5.00	$ 220.00	$ 40.20	$ 1,768.80
14	301	ASPHALT CONCRETE BASE, PG64-22, (449)	8	CY	$ 600.00	$ 4,800.00	$ 583.00	$ 4,664.00
15	304	AGGREGATE BASE	11	CY	$ 90.00	$ 990.00	$ 216.10	$ 2,377.10
16	407	NON-TRACKING TACK COAT	6	GAL	$ 20.00	$ 120.00	$ 55.00	$ 330.00
17	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (449), PG64-21	2	CY	$ 1,200.00	$ 2,400.00	$ 605.00	$ 1,210.00
18	441	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 2, (449), PG64-22	2	CY	$ 1,200.00	$ 2,400.00	$ 583.00	$ 1,166.00
MAINTENANCE OF TRAFFIC								
19	614	MAINTAINING OF TRAFFIC	1	LUMP	$ 11,685.00	$ 11,685.00	$ 1,980.00	$ 1,980.00
20	624	MOBILIZATION	1	LUMP	$ 11,685.00	$ 11,685.00	$ 6,050.00	$ 6,050.00
TOTAL CONSTRUCTION COST						**$ 148,657.00**		**$ 99,273.77**
IF NEEDED (TO BE DETERMINED IN FIELD AT DISCRETION OF ENGINEER)								
21	638	VALVE BOX ADJUSTED TO GRADE	2	EA	$ 200.00	$ 400.00	$ 55.00	$ 110.00
22		ACCESS HATCH REMOVAL	7	EA	$ 250.00	$ 1,750.00	$ 137.50	$ 962.50
23		TRAFFIC CONTROL BOX (REMOVE AND REPLACE)	2	EA	$ 900.00	$ 1,800.00	$ 880.00	$ 1,760.00
24		CURB STOP FOR GAS AND WATER BOX (REMOVE AND REPLACE)	7	EA	$ 500.00	$ 3,500.00	$ 793.57	$ 5,554.99
25		66"X48" ALUMINUM ACCESS HATCH INSTALLED	7	EA	$ 3,000.00	$ 21,000.00	$ 3,163.60	$ 22,145.20
26	304	AGGREGATE BASE	40	CY	$ 90.00	$ 3,600.00	$ 85.69	$ 3,427.60
27	644	PARKING LOT STALL MARKING	120	FT	$ 10.00	$ 1,200.00	$ 4.58	$ 549.60
TOTAL PROJECT COST						**$ 181,907.00**		**$ 133,783.66**

NOTE: ITEM #5 - 4" OF 304 TO BE INCLUDED IN THE COST OF THE 4" CONCRETE WALK
NOTE: ITEM #6 - EACH CURB RAMP EST. TO BE 50 SF WITH ADA PAD, REMAINDER ESTIMATED AS 4" WALK
NOTE: ITEM #7 - CURB LF TO INCLUDE EITHER CDF/CONCRETE & ASPHALT IN FRONT OF CURB

XENIA CITY COUNCIL
LEGISLATIVE COVER MEMO

Procedural History & Timeline:

Bid Opening:	March 11, 2026
Presentation & Vote:	March 26, 2026
Effective Date:	March 26, 2026

Agenda Item: **RESOLUTION 2026 – 019**
AWARDING THE BID AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH JOHN R. JURGENSEN CO. FOR THE 2026 STREET PAVING PROGRAM

Submitted By: Chris Berger, Public Service Director
Presented By: Brent Merriman, City Manager

Summary: Since 2011, the Public Service Department's engineering staff has developed plans and specifications to solicit bids from qualified paving contractors for the Annual Street Paving Program ("Program"). In addition to roadway rehabilitation, the Program also includes the rehabilitation of curbs and gutters, catch basins, and ADA ramps as needed. The number of streets chosen each year for the Programs depends on the availability of funds in the 221, 228, 361, 667, and 668 funds. The 2026 Program will include the rehabilitation of nine (9) streets within the Sterling Green Subdivision, including:

- Commonwealth Drive, from Nebraska Dr. to Cul-de-Sac.
- Jenny Marie Drive, from Sterling Green Commons Blvd. to Arkansas Dr.
- Berkshire Drive, from Jenny Marie Dr. to Bellbrook Ave.
- Sterling Green Commons, from Jenny Marie Dr. to Lower Bellbrook Rd.
- Glen Kegley Drive, from Tennessee Dr. to Jenny Marie Dr.
- Shannon Lane, from Greystoke Dr. to end.
- Greystoke Drive, from subdivision line at Eden Bridge to Cul-de-Sac.
- Dundee Drive, from New Mexico Dr. to Commonwealth Dr.
- Arkansas Drive, from Dundee Dr. to Tennessee Dr..

The Engineer's estimate for 2026 was $2,143,819. On Wednesday, March 11, 2026, the City received three (3) bids from qualified contractors to as follows:

Contractor	Bid Total
John R. Jurgensen Co.	$1,817,038.30
Barrett Paving Mtls. Co.	$1,997,861.00
Fillmore Construction, LLC	$2,272,357.85

John R. Jurgensen Co., with extensive experience working on similar projects for the City and other regional jurisdictions, is recommended by staff as the lowest and best bidder. In addition, with this favorable bid, there is an opportunity to add another street to the Program or use the remaining funds for pothole repair, as previously discussed with Council. The projected completion date for the Program is October 31, 2026.

Cover Memo Attachment(s): Bid Summary.

Budgetary Impact:

Account	Budgeted	Actual
221-1441-55508-000309	$ 425,000	$ 425,000
228-1441-55508-000309	$ 195,000	$ 195,000
361-1441-55508-000309	$1,220,000	$ 848,850.30
361-1441-55599-000772	$ 90,000	$ 67,344
667-1340-55599-100004	$ 125,000	$ 125,000
668-1340-55599-333309	$ 600,000	$ 155,844
	$2,655,000	**$1,817,038.30**

Vote Required for Passage: The affirmative vote of a majority of the members of City Council present at the meeting, per City Charter § 5.05(A).

Recommendation: Pass Resolution 2026-019 to award the bid to, and authorize the execution of a contract with, John R. Jurgensen Co. for the 2026 Street Paving Program.

CITY OF XENIA, OHIO
RESOLUTION 2026 – 019

AWARDING THE BID AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH JOHN R. JURGENSEN CO. FOR THE 2026 STREET PAVING PROGRAM

WHEREAS, in accordance with City Charter § 9.08(A), the City advertised and solicited bids for the 2026 Street Paving Program ("Program");

WHEREAS, the bids for the Program were opened on March 11, 2026, in accordance with the Notice to Bidders;

WHEREAS, staff has recommended to this Council that it find the bid submitted by John R. Jurgensen Co. as the lowest and best bid submitted for the Program; and

WHEREAS, this Council has authorized the expenditure of funds for said contract through the appropriation of funds in the City's 2026 Annual Appropriation Ordinance,

NOW, THEREFORE, THE CITY OF XENIA HEREBY RESOLVES, a majority of the members of City Council present concurring, that:

Section 1. It is hereby determined by Council that the bid submitted by John R. Jurgensen Co. is the lowest and best bid submitted on the 2026 Street Paving Program.

Section 2. The Bid for the Program, including the Base Bid(s) and all Alternates, is hereby awarded to John R. Jurgensen Co. (Entity #246179), 3000 Production Court, Dayton, Ohio 45414, in the total bid amount of One Million Eight Hundred Seventeen Thousand Thirty-Eight Dollars and Thirty Cents ($1,817,038.30), all in accordance with the Notice to Bidders, Instructions to Bidders, General Conditions, Specifications, Plans/Drawings, Prevailing Wage Rates, and other documents contained in the bid packet.

Section 3. The City Manager is hereby directed to execute a contract with John R. Jurgensen Co., in accordance with Notice to Bidders, Instructions to Bidders, General Conditions, Specifications, Plans/Drawings, Prevailing Wage Rates, and other documents contained in the bid packet upon which the bid was received. The costs of the contract shall be paid out of the funds appropriated for it in the City's 2026 Annual Appropriation Ordinance.

Section 4. It is hereby found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including ORC § 121.22.

Section 5. This Resolution shall become effective immediately upon its passage.

Passed: March 26, 2026

Wesley E. Smith
Xenia City Council President

Attest:

Amy E. Brown
City Clerk

2026 Street Program Bid Tab
Bid Opening 3-11-26

					John R. Jurgensen		Fillmore Construction		Barrett Paving	
Commonwealth Dr. **Cul-de-Sac to Nebraska Dr.**										
Item No.	**ODOT No.**	**Item**	**Est. Qty**	**Unit**	**Unit Price**	**Item Total**	**Unit Price**	**Item Total**	**Unit Price**	**Item Total**
ROADWAY										
A-1	202	WALK REMOVED	5,376	SF	$ 4.30	$ 23,116.80	$ 4.00	$ 21,504.00	$ 4.30	$ 23,116.80
A-2	202	CURB AND GUTTER REMOVED	514	FT	$ 13.50	$ 6,939.00	$ 10.00	$ 5,140.00	$ 13.50	$ 6,939.00
A-3	202	CATCH BASIN REMOVED	13	EACH	$ 850.00	$ 11,050.00	$ 600.00	$ 7,800.00	$ 450.00	$ 5,850.00
A-4	608	4" CONCRETE WALK	4,392	SF	$ 10.75	$ 47,214.00	$ 12.00	$ 52,704.00	$ 10.75	$ 47,214.00
A-5	608	6" CONCRETE WALK	120	SF	$ 13.25	$ 1,590.00	$ 13.00	$ 1,560.00	$ 13.25	$ 1,590.00
A-6	608	CURB RAMP; TO INCLUDE ADA PAD	864	SF	$ 16.00	$ 13,824.00	$ 14.00	$ 12,096.00	$ 16.00	$ 13,824.00
A-7	653	TOPSOIL FURNISHED AND PLACED	70	CY	$ 1.00	$ 70.00	$ 60.00	$ 4,200.00	$ 1.00	$ 70.00
EROSION CONTROL										
A-8	659	SEEDING AND MULCHING	298	SY	$ 1.00	$ 298.00	$ 5.00	$ 1,490.00	$ 1.00	$ 298.00
A-9	832	EROSION CONTROL	1	LUMP	$ 500.00	$ 500.00	$ 100.00	$ 100.00	$ 250.00	$ 250.00
DRAINAGE										
A-10	611	12" CONDUIT, TYPE B (ADS HP)	65	FT	$ 131.00	$ 8,515.00	$ 150.00	$ 9,750.00	$ 125.00	$ 8,125.00
A-11	611	CATCH BASIN, MISC.: CATCH BASIN TYPE 2	13	EACH	$ 4,650.00	$ 60,450.00	$ 4,500.00	$ 58,500.00	$ 4,300.00	$ 55,900.00
A-12	611	MANHOLE ADJUSTED TO GRADE (ADDED RISER RING)	22	EACH	$ 350.00	$ 7,700.00	$ 1,000.00	$ 22,000.00	$ 300.00	$ 6,600.00
A-13	611	MANHOLE ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	22	EACH	$ 1,100.00	$ 24,200.00	$ 2,500.00	$ 55,000.00	$ 1,250.00	$ 27,500.00
PAVEMENT - ROADWAY										
A-14	251	PARTIAL DEPTH PAVEMENT REPAIR (ASPHALT CONCRETE BASE AS PER PLAN)	3,628	SY	$ 18.50	$ 67,118.00	$ 40.00	$ 145,120.00	$ 22.00	$ 79,816.00
A-15	254	3" PAVEMENT PLANING, ASPHALT CONCRETE	22,512	SY	$ 2.30	$ 51,777.60	$ 2.00	$ 45,024.00	$ 3.50	$ 78,792.00
A-16	407	NON-TRACKING TACK COAT	2,815	GAL	$ 1.00	$ 2,815.00	$ 2.50	$ 7,037.50	$ 4.50	$ 12,667.50
A-17	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (449), PG64-22	781	CY	$ 179.50	$ 140,189.50	$ 188.00	$ 146,828.00	$ 185.00	$ 144,485.00
A-18	441	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 1, (449), PG64-22	1,096	CY	$ 179.50	$ 196,732.00	$ 184.00	$ 201,664.00	$ 175.00	$ 191,800.00
A-19	609	CURB, MISC.: TYPE C	514	FT	$ 45.00	$ 23,130.00	$ 45.00	$ 23,130.00	$ 45.00	$ 23,130.00
A-20	638	VALVE BOX ADJUSTED TO GRADE (ADDED RISER RING)	17	EACH	$ 175.00	$ 2,975.00	$ 300.00	$ 5,100.00	$ 150.00	$ 2,550.00

2026 Street Program Bid Tab
Bid Opening 3-11-26

					John R. Jurgensen		Fillmore Construction		Barrett Paving	
A-21	638	VALVE BOX ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	18	EACH	$ 950.00	$ 17,100.00	$ 1,500.00	$ 27,000.00	$ 900.00	$ 16,200.00
A-22	SPECIAL	ASPHALT REJUVENATING AGENT	22,512	SY	$ 1.25	$ 28,140.00	$ 1.25	$ 28,140.00	$ 1.25	$ 28,140.00
TRAFFIC CONTROL										
A-23	644	STOP BAR LINE, 24"	70	FT	$ 11.65	$ 815.50	$ 10.00	$ 700.00	$ 10.00	$ 700.00
A-24	644	CROSSWALK LINE, 12"	320	FT	$ 5.85	$ 1,872.00	$ 8.20	$ 2,624.00	$ 8.20	$ 2,624.00
MAINTENANCE OF TRAFFIC										
A-25	614	MAINTAINING OF TRAFFIC	1	LUMP	$ 2,000.00	$ 2,000.00	$ 20,000.00	$ 20,000.00	$ 3,135.00	$ 3,135.00
A-26	624	MOBILIZATION	1	LUMP	$ 750.00	$ 750.00	$ 10,000.00	$ 10,000.00	$ 6,000.00	$ 6,000.00
CONTINGENCY ITEMS (IF NEEDED, TO BE DETERMINED IN FIELD AT DISCRETION OF CITY ENGINEER)										
A-27	202	WALK REMOVED	575	SF	$ 4.30	$ 2,472.50	$ 4.00	$ 2,300.00	$ 4.30	$ 2,472.50
A-28	202	CURB AND GUTTER REMOVED	60	FT	$ 13.50	$ 810.00	$ 10.00	$ 600.00	$ 13.50	$ 810.00
A-29	251	PARTIAL DEPTH PAVEMENT REPAIR (ASPHALT CONCRETE BASE AS PER PLAN)	1,000	SY	$ 18.50	$ 18,500.00	$ 40.00	$ 40,000.00	$ 22.00	$ 22,000.00
A-30	608	4" CONCRETE WALK	300	SF	$ 10.75	$ 3,225.00	$ 12.00	$ 3,600.00	$ 10.75	$ 3,225.00
A-31	608	6" CONCRETE WALK	275	SF	$ 13.25	$ 3,643.75	$ 13.00	$ 3,575.00	$ 13.25	$ 3,643.75
A-32	609	CURB, MISC.: TYPE C	60	FT	$ 45.00	$ 2,700.00	$ 45.00	$ 2,700.00	$ 45.00	$ 2,700.00
A-33	653	TOPSOIL FURNISHED AND PLACED	8	CY	$ 1.00	$ 8.00	$ 60.00	$ 480.00	$ 1.00	$ 8.00
A-34	659	SEEDING AND MULCHING	31	SY	$ 1.00	$ 31.00	$ 5.00	$ 155.00	$ 1.00	$ 31.00
			Commonwealth Drive		Subtotal	$ 772,271.65	Subtotal	$ 967,621.50	Subtotal	$ 822,206.55

Jenny Marie
Sterling Commons Blvd to Arkansas Dr.

Item No.	ODOT No.	Item	Est. Qty	Unit	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
ROADWAY										
B-1	202	WALK REMOVED	335	SF	$ 4.30	$ 1,440.50	$ 4.00	$ 1,340.00	$ 4.30	$ 1,440.50
B-2	202	CURB AND GUTTER REMOVED	50	FT	$ 13.50	$ 675.00	$ 10.00	$ 500.00	$ 13.50	$ 675.00
B-3	608	4" CONCRETE WALK	208	SF	$ 10.75	$ 2,236.00	$ 12.00	$ 2,496.00	$ 10.75	$ 2,236.00
B-4	608	CURB RAMP; TO INCLUDE ADA PAD	127	SF	$ 16.00	$ 2,032.00	$ 14.00	$ 1,778.00	$ 16.00	$ 2,032.00
B-5	653	TOPSOIL FURNISHED AND PLACED	6	CY	$ 1.00	$ 6.00	$ 60.00	$ 360.00	$ 1.00	$ 6.00
EROSION CONTROL										
B-6	659	SEEDING AND MULCHING	22	SY	$ 1.00	$ 22.00	$ 5.00	$ 110.00	$ 1.00	$ 22.00
B-7	832	EROSION CONTROL	1	LUMP	$ 500.00	$ 500.00	$ 100.00	$ 100.00	$ 250.00	$ 250.00
DRAINAGE										

2026 Street Program Bid Tab
Bid Opening 3-11-26

					John R. Jurgensen		Fillmore Construction		Barrett Paving	
B-8	611	MANHOLE ADJUSTED TO GRADE (ADDED RISER RING)	4	EACH	$ 350.00	$ 1,400.00	$ 1,000.00	$ 4,000.00	$ 300.00	$ 1,200.00
B-9	611	MANHOLE ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	4	EACH	$ 1,100.00	$ 4,400.00	$ 2,500.00	$ 10,000.00	$ 1,250.00	$ 5,000.00
PAVEMENT - ROADWAY										
B-10	254	2" PAVEMENT PLANING, ASPHALT CONCRETE	4495	SY	$ 1.60	$ 7,192.00	$ 1.80	$ 8,091.00	$ 2.50	$ 11,237.50
B-11	407	NON-TRACKING TACK COAT	251	GAL	$ 1.00	$ 251.00	$ 2.50	$ 627.50	$ 4.50	$ 1,129.50
B-12	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (449), PG64-22	251	CY	$ 179.50	$ 45,054.50	$ 188.00	$ 47,188.00	$ 185.00	$ 46,435.00
B-13	609	CURB, MISC.: TYPE C	50	FT	$ 45.00	$ 2,250.00	$ 45.00	$ 2,250.00	$ 45.00	$ 2,250.00
B-14	638	VALVE BOX ADJUSTED TO GRADE (ADDED RISER RING)	4	EACH	$ 175.00	$ 700.00	$ 300.00	$ 1,200.00	$ 150.00	$ 600.00
B-15	638	VALVE BOX ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	4	EACH	$ 950.00	$ 3,800.00	$ 1,500.00	$ 6,000.00	$ 900.00	$ 3,600.00
B-16	SPECIAL	ASPHALT REJUVENATING AGENT	4495	SY	$ 1.25	$ 5,618.75	$ 1.25	$ 5,618.75	$ 1.25	$ 5,618.75
MAINTENANCE OF TRAFFIC										
B-17	614	MAINTAINING OF TRAFFIC	1	LUMP	$ 250.00	$ 250.00	$ 10,000.00	$ 10,000.00	$ 3,135.00	$ 3,135.00
B-18	624	MOBILIZATION	1	LUMP	$ 400.00	$ 400.00	$ 2,500.00	$ 2,500.00	$ 6,000.00	$ 6,000.00
CONTINGENCY ITEMS (IF NEEDED, TO BE DETERMINED IN FIELD AT DISCRETION OF CITY ENGINEER)										
B-19	202	WALK REMOVED	400	SF	$ 4.30	$ 1,720.00	$ 4.00	$ 1,600.00	$ 4.30	$ 1,720.00
B-20	202	CURB AND GUTTER REMOVED	100	FT	$ 13.50	$ 1,350.00	$ 10.00	$ 1,000.00	$ 13.50	$ 1,350.00
B-21	608	4" CONCRETE WALK	400	SF	$ 10.75	$ 4,300.00	$ 12.00	$ 4,800.00	$ 10.75	$ 4,300.00
B-22	609	CURB, MISC.: TYPE C	100	FT	$ 45.00	$ 4,500.00	$ 45.00	$ 4,500.00	$ 45.00	$ 4,500.00
B-23	653	TOPSOIL FURNISHED AND PLACED	12	CY	$ 1.00	$ 12.00	$ 60.00	$ 720.00	$ 1.00	$ 12.00
B-24	659	SEEDING AND MULCHING	44	SY	$ 1.00	$ 44.00	$ 5.00	$ 220.00	$ 1.00	$ 44.00
				Jenny Marie Drive	Subtotal	$ 90,153.75	Subtotal	$ 116,999.25	Subtotal	$ 104,793.25

Berkshire Dr.
Jenny Marie Dr. to Lower Bellbrook Ave.

Item No.	ODOT No.	Item	Est. Qty	Unit	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
ROADWAY										
C-1	202	WALK REMOVED	487	SF	$ 4.30	$ 2,094.10	$ 4.00	$ 1,948.00	$ 4.30	$ 2,094.10
C-2	202	CURB AND GUTTER REMOVED	58	FT	$ 13.50	$ 783.00	$ 10.00	$ 580.00	$ 13.50	$ 783.00

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					John R. Jurgensen		Fillmore Construction		Barrett Paving	
C-3	608	4" CONCRETE WALK	240	SF	$ 10.75	$ 2,580.00	$ 12.00	$ 2,880.00	$ 10.75	$ 2,580.00
C-4	608	CURB RAMP; TO INCLUDE ADA PAD	247	SF	$ 16.00	$ 3,952.00	$ 14.00	$ 3,458.00	$ 16.00	$ 3,952.00
C-5	653	TOPSOIL FURNISHED AND PLACED	7	CY	$ 1.00	$ 7.00	$ 60.00	$ 420.00	$ 1.00	$ 7.00
EROSION CONTROL										
C-6	659	SEEDING AND MULCHING	27	SY	$ 1.00	$ 27.00	$ 5.00	$ 135.00	$ 1.00	$ 27.00
C-7	832	EROSION CONTROL	1	LUMP	$ 500.00	$ 500.00	$ 100.00	$ 100.00	$ 250.00	$ 250.00
DRAINAGE										
C-8	611	MANHOLE ADJUSTED TO GRADE (ADDED RISER RING)	2	EACH	$ 350.00	$ 700.00	$ 1,000.00	$ 2,000.00	$ 300.00	$ 600.00
C-9	611	MANHOLE ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	2	EACH	$ 1,100.00	$ 2,200.00	$ 2,500.00	$ 5,000.00	$ 1,250.00	$ 2,500.00
PAVEMENT - ROADWAY										
C-10	254	2" PAVEMENT PLANING, ASPHALT CONCRETE	4182	SY	$ 1.60	$ 6,691.20	$ 1.80	$ 7,527.60	$ 2.50	$ 10,455.00
C-11	407	NON-TRACKING TACK COAT	314	GAL	$ 1.00	$ 314.00	$ 2.00	$ 628.00	$ 4.50	$ 1,413.00
C-12	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (449), PG64-22	233	CY	$ 179.50	$ 41,823.50	$ 188.00	$ 43,804.00	$ 185.00	$ 43,105.00
C-13	609	CURB, MISC.: TYPE C	58	FT	$ 45.00	$ 2,610.00	$ 45.00	$ 2,610.00	$ 45.00	$ 2,610.00
C-14	638	VALVE BOX ADJUSTED TO GRADE (ADDED RISER RING)	4	EACH	$ 175.00	$ 700.00	$ 300.00	$ 1,200.00	$ 150.00	$ 600.00
C-15	638	VALVE BOX ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	4	EACH	$ 950.00	$ 3,800.00	$ 1,500.00	$ 6,000.00	$ 900.00	$ 3,600.00
C-16	SPECIAL	ASPHALT REJUVENATING AGENT	4182	SY	$ 1.25	$ 5,227.50	$ 1.25	$ 5,227.50	$ 1.25	$ 5,227.50
MAINTENANCE OF TRAFFIC										
C-17	614	MAINTAINING OF TRAFFIC	1	LUMP	$ 250.00	$ 250.00	$ 10,000.00	$ 10,000.00	$ 3,135.00	$ 3,135.00
C-18	624	MOBILIZATION	1	LUMP	$ 400.00	$ 400.00	$ 2,500.00	$ 2,500.00	$ 6,000.00	$ 6,000.00
CONTINGENCY ITEMS (IF NEEDED, TO BE DETERMINED IN FIELD AT DISCRETION OF CITY ENGINEER)										
C-19	202	WALK REMOVED	400	SF	$ 4.30	$ 1,720.00	$ 4.00	$ 1,600.00	$ 4.30	$ 1,720.00
C-20	202	CURB AND GUTTER REMOVED	100	FT	$ 13.50	$ 1,350.00	$ 10.00	$ 1,000.00	$ 13.50	$ 1,350.00
C-21	608	4" CONCRETE WALK	400	SF	$ 10.75	$ 4,300.00	$ 12.00	$ 4,800.00	$ 10.75	$ 4,300.00
C-22	609	CURB, MISC.: TYPE C	100	FT	$ 45.00	$ 4,500.00	$ 45.00	$ 4,500.00	$ 45.00	$ 4,500.00
C-23	653	TOPSOIL FURNISHED AND PLACED	12	CY	$ 1.00	$ 12.00	$ 60.00	$ 720.00	$ 1.00	$ 12.00
C-24	659	SEEDING AND MULCHING	44	SY	$ 1.00	$ 44.00	$ 5.00	$ 220.00	$ 1.00	$ 44.00
				Berkshire Drive	Subtotal	$ 86,585.30	Subtotal	$ 108,858.10	Subtotal	$ 100,864.60
Sterling Commons Blvd										

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					John R. Jurgensen		Fillmore Construction		Barrett Paving	
Jenny Marie to Lower Bellbrook										
Item No.	**ODOT No.**	**Item**	**Est. Qty**	**Unit**	**Unit Price**	**Item Total**	**Unit Price**	**Item Total**	**Unit Price**	**Item Total**
ROADWAY										
D-1	202	WALK REMOVED	2,122	SF	$ 4.30	$ 9,124.60	$ 4.00	$ 8,488.00	$ 4.30	$ 9,124.60
D-2	202	CURB AND GUTTER REMOVED	176	FT	$ 13.50	$ 2,376.00	$ 10.00	$ 1,760.00	$ 13.50	$ 2,376.00
D-3	608	4" CONCRETE WALK	1,384	SF	$ 10.75	$ 14,878.00	$ 12.00	$ 16,608.00	$ 10.75	$ 14,878.00
D-4	608	CURB RAMP; TO INCLUDE ADA PAD	738	SF	$ 16.00	$ 11,808.00	$ 14.00	$ 10,332.00	$ 16.00	$ 11,808.00
D-5	653	TOPSOIL FURNISHED AND PLACED	27	CY	$ 1.00	$ 27.00	$ 60.00	$ 1,620.00	$ 1.00	$ 27.00
EROSION CONTROL										
D-6	659	SEEDING AND MULCHING	120	SY	$ 1.00	$ 120.00	$ 5.00	$ 600.00	$ 1.00	$ 120.00
D-7	832	EROSION CONTROL	1	LUMP	$ 500.00	$ 500.00	$ 100.00	$ 100.00	$ 250.00	$ 250.00
DRAINAGE										
D-8	611	MANHOLE ADJUSTED TO GRADE (ADDED RISER RING)	4	EACH	$ 350.00	$ 1,400.00	$ 1,000.00	$ 4,000.00	$ 300.00	$ 1,200.00
D-9	611	MANHOLE ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	4	EACH	$ 1,100.00	$ 4,400.00	$ 2,500.00	$ 10,000.00	$ 1,250.00	$ 5,000.00
PAVEMENT - ROADWAY										
D-10	254	2" PAVEMENT PLANING, ASPHALT CONCRETE	4,784	SY	$ 1.60	$ 7,654.40	$ 1.80	$ 8,611.20	$ 2.50	$ 11,960.00
D-11	407	NON-TRACKING TACK COAT	359	GAL	$ 1.00	$ 359.00	$ 2.50	$ 897.50	$ 4.50	$ 1,615.50
D-12	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (449), PG64-22	267	CY	$ 179.50	$ 47,926.50	$ 188.00	$ 50,196.00	$ 185.00	$ 49,395.00
D-13	609	CURB, MISC.: TYPE C	176	FT	$ 45.00	$ 7,920.00	$ 45.00	$ 7,920.00	$ 45.00	$ 7,920.00
D-14	638	VALVE BOX ADJUSTED TO GRADE (ADDED RISER RING)	6	EACH	$ 175.00	$ 1,050.00	$ 300.00	$ 1,800.00	$ 150.00	$ 900.00
D-15	638	VALVE BOX ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	6	EACH	$ 950.00	$ 5,700.00	$ 1,500.00	$ 9,000.00	$ 900.00	$ 5,400.00
D-16	SPECIAL	ASPHALT REJUVENATING AGENT	4,784	SY	$ 1.25	$ 5,980.00	$ 1.25	$ 5,980.00	$ 1.25	$ 5,980.00
MAINTENANCE OF TRAFFIC										
D-17	614	MAINTAINING OF TRAFFIC	1	LUMP	$ 250.00	$ 250.00	$ 10,000.00	$ 10,000.00	$ 3,135.00	$ 3,135.00
D-18	624	MOBILIZATION	1	LUMP	$ 400.00	$ 400.00	$ 2,500.00	$ 2,500.00	$ 6,000.00	$ 6,000.00
CONTINGENCY ITEMS (IF NEEDED, TO BE DETERMINED IN FIELD AT DISCRETION OF CITY ENGINEER)										
D-19	202	WALK REMOVED	200	SF	$ 4.30	$ 860.00	$ 4.00	$ 800.00	$ 4.30	$ 860.00
D-20	202	CURB AND GUTTER REMOVED	75	FT	$ 13.50	$ 1,012.50	$ 10.00	$ 750.00	$ 13.50	$ 1,012.50
D-21	608	4" CONCRETE WALK	200	SF	$ 10.75	$ 2,150.00	$ 12.00	$ 2,400.00	$ 10.75	$ 2,150.00

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					John R. Jurgensen		Fillmore Construction		Barrett Paving	
D-22	609	CURB, MISC.: TYPE C	75	FT	$ 45.00	$ 3,375.00	$ 45.00	$ 3,375.00	$ 45.00	$ 3,375.00
D-23	653	TOPSOIL FURNISHED AND PLACED	5	CY	$ 1.00	$ 5.00	$ 60.00	$ 300.00	$ 1.00	$ 5.00
D-24	659	SEEDING AND MULCHING	23	SY	$ 1.00	$ 23.00	$ 5.00	$ 115.00	$ 1.00	$ 23.00
			Sterling Commons Blvd		Subtotal	$ 129,299.00	Subtotal	$ 158,152.70	Subtotal	$ 144,514.60
Glen Kegley										
Tennessee Dr. to Jenny Marie										
Item No.	**ODOT No.**	**Item**	**Est. Qty**	**Unit**	**Unit Price**	**Item Total**	**Unit Price**	**Item Total**	**Unit Price**	**Item Total**
ROADWAY										
E-1	202	WALK REMOVED	1,619	SF	$ 4.30	$ 6,961.70	$ 4.00	$ 6,476.00	$ 4.30	$ 6,961.70
E-2	202	CURB AND GUTTER REMOVED	163	FT	$ 13.50	$ 2,200.50	$ 10.00	$ 1,630.00	$ 13.50	$ 2,200.50
E-3	608	4" CONCRETE WALK	1,156	SF	$ 10.75	$ 12,427.00	$ 12.00	$ 13,872.00	$ 10.75	$ 12,427.00
E-4	608	CURB RAMP; TO INCLUDE ADA PAD	463	SF	$ 16.00	$ 7,408.00	$ 14.00	$ 6,482.00	$ 16.00	$ 7,408.00
E-5	653	TOPSOIL FURNISHED AND PLACED	22	CY	$ 1.00	$ 22.00	$ 60.00	$ 1,320.00	$ 1.00	$ 22.00
EROSION CONTROL										
E-6	659	SEEDING AND MULCHING	95	SY	$ 1.00	$ 95.00	$ 5.00	$ 475.00	$ 1.00	$ 95.00
E-7	832	EROSION CONTROL	1	LUMP	$ 500.00	$ 500.00	$ 100.00	$ 100.00	$ 250.00	$ 250.00
DRAINAGE										
E-8	611	MANHOLE ADJUSTED TO GRADE (ADDED RISER RING)	6	EACH	$ 350.00	$ 2,100.00	$ 1,000.00	$ 6,000.00	$ 300.00	$ 1,800.00
E-9	611	MANHOLE ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	6	EACH	$ 1,100.00	$ 6,600.00	$ 2,500.00	$ 15,000.00	$ 1,250.00	$ 7,500.00
PAVEMENT - ROADWAY										
E-10	254	2" PAVEMENT PLANING, ASPHALT CONCRETE	5,848	SY	$ 1.60	$ 9,356.80	$ 1.80	$ 10,526.40	$ 2.50	$ 14,620.00
E-11	407	NON-TRACKING TACK COAT	439	GAL	$ 1.00	$ 439.00	$ 2.50	$ 1,097.50	$ 4.50	$ 1,975.50
E-12	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (449), PG64-22	326	CY	$ 179.50	$ 58,517.00	$ 188.00	$ 61,288.00	$ 185.00	$ 60,310.00
E-13	609	CURB, MISC.: TYPE C	163	FT	$ 45.00	$ 7,335.00	$ 45.00	$ 7,335.00	$ 45.00	$ 7,335.00
E-14	638	VALVE BOX ADJUSTED TO GRADE (ADDED RISER RING)	8	EACH	$ 175.00	$ 1,400.00	$ 300.00	$ 2,400.00	$ 150.00	$ 1,200.00
E-15	638	VALVE BOX ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	8	EACH	$ 950.00	$ 7,600.00	$ 1,500.00	$ 12,000.00	$ 900.00	$ 7,200.00
E-16	SPECIAL	ASPHALT REJUVENATING AGENT	5,848	SY	$ 1.25	$ 7,310.00	$ 1.25	$ 7,310.00	$ 1.25	$ 7,310.00
MAINTENANCE OF TRAFFIC										

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					John R. Jurgensen		Fillmore Construction		Barrett Paving	
E-17	614	MAINTAINING OF TRAFFIC	1	LUMP	$ 250.00	$ 250.00	$ 10,000.00	$ 10,000.00	$ 3,135.00	$ 3,135.00
E-18	624	MOBILIZATION	1	LUMP	$ 400.00	$ 400.00	$ 2,500.00	$ 2,500.00	$ 6,000.00	$ 6,000.00
CONTINGENCY ITEMS (IF NEEDED, TO BE DETERMINED IN FIELD AT DISCRETION OF CITY ENGINEER)										
E-19	202	WALK REMOVED	160	SF	$ 4.30	$ 688.00	$ 4.00	$ 640.00	$ 4.30	$ 688.00
E-20	202	CURB AND GUTTER REMOVED	15	FT	$ 13.50	$ 202.50	$ 10.00	$ 150.00	$ 13.50	$ 202.50
E-21	608	4" CONCRETE WALK	160	SF	$ 10.75	$ 1,720.00	$ 12.00	$ 1,920.00	$ 10.75	$ 1,720.00
E-22	609	CURB, MISC.: TYPE C	15	FT	$ 45.00	$ 675.00	$ 45.00	$ 675.00	$ 45.00	$ 675.00
E-23	653	TOPSOIL FURNISHED AND PLACED	2	CY	$ 1.00	$ 2.00	$ 60.00	$ 120.00	$ 1.00	$ 2.00
E-24	659	SEEDING AND MULCHING	9	SY	$ 1.00	$ 9.00	$ 5.00	$ 45.00	$ 1.00	$ 9.00
				Glen Kegley Dr.	Subtotal	$ 134,218.50	Subtotal	$ 169,361.90	Subtotal	$ 151,046.20

Shannon Ln
Subdivision Line to Greystoke Dr.

Item No.	ODOT No.	Item	Est. Qty	Unit	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
ROADWAY										
F-1	202	WALK REMOVED	721	SF	$ 4.30	$ 3,100.30	$ 4.00	$ 2,884.00	$ 4.30	$ 3,100.30
F-2	202	CURB AND GUTTER REMOVED	157	FT	$ 13.50	$ 2,119.50	$ 10.00	$ 1,570.00	$ 13.50	$ 2,119.50
F-3	202	CATCH BASIN REMOVED	1	EACH	$ 850.00	$ 850.00	$ 600.00	$ 600.00	$ 450.00	$ 450.00
F-4	608	4" CONCRETE WALK	476	SF	$ 10.75	$ 5,117.00	$ 12.00	$ 5,712.00	$ 10.75	$ 5,117.00
F-5	608	CURB RAMP; TO INCLUDE ADA PAD	245	SF	$ 16.00	$ 3,920.00	$ 14.00	$ 3,430.00	$ 16.00	$ 3,920.00
F-6	653	TOPSOIL FURNISHED AND PLACED	15	CY	$ 1.00	$ 15.00	$ 60.00	$ 900.00	$ 1.00	$ 15.00
EROSION CONTROL										
F-7	659	SEEDING AND MULCHING	52	SY	$ 1.00	$ 52.00	$ 5.00	$ 260.00	$ 1.00	$ 52.00
F-8	832	EROSION CONTROL	1	LUMP	$ 500.00	$ 500.00	$ 100.00	$ 100.00	$ 250.00	$ 250.00
DRAINAGE										
F-9	611	12" CONDUIT, TYPE B (ADS HP)	5	FT	$ 131.00	$ 655.00	$ 150.00	$ 750.00	$ 125.00	$ 625.00
F-10	611	CATCH BASIN, MISC.: CATCH BASIN TYPE 2	1	EACH	$ 4,650.00	$ 4,650.00	$ 4,500.00	$ 4,500.00	$ 4,300.00	$ 4,300.00
F-11	611	MANHOLE ADJUSTED TO GRADE (ADDED RISER RING)	4	EACH	$ 350.00	$ 1,400.00	$ 1,000.00	$ 4,000.00	$ 300.00	$ 1,200.00
F-12	611	MANHOLE ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	5	EACH	$ 1,100.00	$ 5,500.00	$ 2,500.00	$ 12,500.00	$ 1,250.00	$ 6,250.00
PAVEMENT - ROADWAY										
F-13	254	2" PAVEMENT PLANING, ASPHALT CONCRETE	4,636	SY	$ 1.60	$ 7,417.60	$ 1.80	$ 8,344.80	$ 2.50	$ 11,590.00
F-14	407	NON-TRACKING TACK COAT	348	GAL	$ 1.00	$ 348.00	$ 2.50	$ 870.00	$ 4.50	$ 1,566.00

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					John R. Jurgensen		Fillmore Construction		Barrett Paving	
F-15	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (449), PG64-22	258	CY	$ 179.50	$ 46,311.00	$ 188.00	$ 48,504.00	$ 185.00	$ 47,730.00
F-16	609	CURB, MISC.: TYPE C	157	FT	$ 45.00	$ 7,065.00	$ 45.00	$ 7,065.00	$ 45.00	$ 7,065.00
F-17	638	VALVE BOX ADJUSTED TO GRADE (ADDED RISER RING)	4	EACH	$ 175.00	$ 700.00	$ 300.00	$ 1,200.00	$ 150.00	$ 600.00
F-18	638	VALVE BOX ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	4	EACH	$ 950.00	$ 3,800.00	$ 1,500.00	$ 6,000.00	$ 900.00	$ 3,600.00
F-19	SPECIAL	ASPHALT REJUVENATING AGENT	4,636	SY	$ 1.25	$ 5,795.00	$ 1.25	$ 5,795.00	$ 1.25	$ 5,795.00
MAINTENANCE OF TRAFFIC										
F-20	614	MAINTAINING OF TRAFFIC	1	LUMP	$ 250.00	$ 250.00	$ 10,000.00	$ 10,000.00	$ 3,135.00	$ 3,135.00
F-21	624	MOBILIZATION	1	LUMP	$ 400.00	$ 400.00	$ 2,500.00	$ 2,500.00	$ 6,000.00	$ 6,000.00
CONTINGENCY ITEMS (IF NEEDED, TO BE DETERMINED IN FIELD AT DISCRETION OF CITY ENGINEER)										
F-22	202	WALK REMOVED	75	SF	$ 4.30	$ 322.50	$ 4.00	$ 300.00	$ 4.30	$ 322.50
F-23	202	CURB AND GUTTER REMOVED	15	FT	$ 13.50	$ 202.50	$ 10.00	$ 150.00	$ 13.50	$ 202.50
F-24	608	4" CONCRETE WALK	75	SF	$ 10.75	$ 806.25	$ 12.00	$ 900.00	$ 10.75	$ 806.25
F-25	609	CURB, MISC.: TYPE C	15	FT	$ 45.00	$ 675.00	$ 45.00	$ 675.00	$ 45.00	$ 675.00
F-26	653	TOPSOIL FURNISHED AND PLACED	2	CY	$ 1.00	$ 2.00	$ 60.00	$ 120.00	$ 1.00	$ 2.00
F-27	659	SEEDING AND MULCHING	5	SY	$ 1.00	$ 5.00	$ 5.00	$ 25.00	$ 1.00	$ 5.00
				Shannon Lane	Subtotal	$ 101,978.65	Subtotal	$ 129,654.80	Subtotal	$ 116,493.05

Greystoke
Subdivision Line to Cul-de-Sac

Item No.	ODOT No.	Item	Est. Qty	Unit	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
ROADWAY										
G-1	202	WALK REMOVED	1,936	SF	$ 4.30	$ 8,324.80	$ 4.00	$ 7,744.00	$ 4.30	$ 8,324.80
G-2	202	CURB AND GUTTER REMOVED	264	FT	$ 13.50	$ 3,564.00	$ 10.00	$ 2,640.00	$ 13.50	$ 3,564.00
G-3	608	4" CONCRETE WALK	1,348	SF	$ 10.75	$ 14,491.00	$ 12.00	$ 16,176.00	$ 10.75	$ 14,491.00
G-4	608	CURB RAMP; TO INCLUDE ADA PAD	588	SF	$ 16.00	$ 9,408.00	$ 14.00	$ 8,232.00	$ 16.00	$ 9,408.00
G-5	653	TOPSOIL FURNISHED AND PLACED	31	CY	$ 1.00	$ 31.00	$ 60.00	$ 1,860.00	$ 1.00	$ 31.00
EROSION CONTROL										
G-6	659	SEEDING AND MULCHING	123	SY	$ 1.00	$ 123.00	$ 5.00	$ 615.00	$ 1.00	$ 123.00
G-7	832	EROSION CONTROL	1	LUMP	$ 500.00	$ 500.00	$ 100.00	$ 100.00	$ 250.00	$ 250.00
DRAINAGE										

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					John R. Jurgensen		Fillmore Construction		Barrett Paving	
G-8	611	MANHOLE ADJUSTED TO GRADE (ADDED RISER RING)	14	EACH	$ 350.00	$ 4,900.00	$ 1,000.00	$ 14,000.00	$ 300.00	$ 4,200.00
G-9	611	MANHOLE ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	14	EACH	$ 1,100.00	$ 15,400.00	$ 2,500.00	$ 35,000.00	$ 1,250.00	$ 17,500.00
PAVEMENT - ROADWAY										
G-10	254	2" PAVEMENT PLANING, ASPHALT CONCRETE	10,173	SY	$ 1.60	$ 16,276.80	$ 1.80	$ 18,311.40	$ 2.50	$ 25,432.50
G-11	407	NON-TRACKING TACK COAT	763	GAL	$ 1.00	$ 763.00	$ 2.50	$ 1,907.50	$ 4.50	$ 3,433.50
G-12	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (449), PG64-22	567	CY	$ 179.50	$ 101,776.50	$ 188.00	$ 106,596.00	$ 185.00	$ 104,895.00
G-13	609	CURB, MISC.: TYPE C	264	FT	$ 45.00	$ 11,880.00	$ 45.00	$ 11,880.00	$ 45.00	$ 11,880.00
G-14	638	VALVE BOX ADJUSTED TO GRADE (ADDED RISER RING)	12	EACH	$ 175.00	$ 2,100.00	$ 300.00	$ 3,600.00	$ 150.00	$ 1,800.00
G-15	638	VALVE BOX ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	12	EACH	$ 950.00	$ 11,400.00	$ 1,500.00	$ 18,000.00	$ 900.00	$ 10,800.00
G-16	SPECIAL	ASPHALT REJUVENATING AGENT	10,173	SY	$ 1.25	$ 12,716.25	$ 1.25	$ 12,716.25	$ 1.25	$ 12,716.25
MAINTENANCE OF TRAFFIC										
G-17	614	MAINTAINING OF TRAFFIC	1	LUMP	$ 250.00	$ 250.00	$ 10,000.00	$ 10,000.00	$ 3,135.00	$ 3,135.00
G-18	624	MOBILIZATION	1	LUMP	$ 400.00	$ 400.00	$ 2,500.00	$ 2,500.00	$ 6,000.00	$ 6,000.00
CONTINGENCY ITEMS (IF NEEDED, TO BE DETERMINED IN FIELD AT DISCRETION OF CITY ENGINEER)										
G-19	202	WALK REMOVED	200	SF	$ 4.30	$ 860.00	$ 4.00	$ 800.00	$ 4.30	$ 860.00
G-20	202	CURB AND GUTTER REMOVED	25	FT	$ 13.50	$ 337.50	$ 10.00	$ 250.00	$ 13.50	$ 337.50
G-21	608	4" CONCRETE WALK	200	SF	$ 10.75	$ 2,150.00	$ 12.00	$ 2,400.00	$ 10.75	$ 2,150.00
G-22	609	CURB, MISC.: TYPE C	25	FT	$ 45.00	$ 1,125.00	$ 45.00	$ 1,125.00	$ 45.00	$ 1,125.00
G-23	653	TOPSOIL FURNISHED AND PLACED	3	CY	$ 1.00	$ 3.00	$ 60.00	$ 180.00	$ 1.00	$ 3.00
G-24	659	SEEDING AND MULCHING	12	SY	$ 1.00	$ 12.00	$ 5.00	$ 60.00	$ 1.00	$ 12.00
				Greystoke Dr.	Subtotal	$ 218,791.85	Subtotal	$ 276,693.15	Subtotal	$ 242,471.55

Dundee
New Mexico Dr. to Commonwealth Dr.

Item No.	ODOT No.	Item	Est. Qty	Unit	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
ROADWAY										
H-1	202	WALK REMOVED	1,336	SF	$ 4.30	$ 5,744.80	$ 4.00	$ 5,344.00	$ 4.30	$ 5,744.80
H-2	202	CURB AND GUTTER REMOVED	195	FT	$ 13.50	$ 2,632.50	$ 10.00	$ 1,950.00	$ 13.50	$ 2,632.50
H-3	202	CATCH BASIN REMOVED	2	EACH	$ 850.00	$ 1,700.00	$ 600.00	$ 1,200.00	$ 450.00	$ 900.00

2026 Street Program Bid Tab
Bid Opening 3-11-26

					John R. Jurgensen		Fillmore Construction		Barrett Paving	
H-4	608	4" CONCRETE WALK	656	SF	$ 10.75	$ 7,052.00	$ 12.00	$ 7,872.00	$ 10.75	$ 7,052.00
H-5	608	CURB RAMP; TO INCLUDE ADA PAD	680	SF	$ 16.00	$ 10,880.00	$ 14.00	$ 9,520.00	$ 16.00	$ 10,880.00
H-6	653	TOPSOIL FURNISHED AND PLACED	21	CY	$ 1.00	$ 21.00	$ 60.00	$ 1,260.00	$ 1.00	$ 21.00
EROSION CONTROL										
H-7	659	SEEDING AND MULCHING	80	SY	$ 1.00	$ 80.00	$ 5.00	$ 400.00	$ 1.00	$ 80.00
H-8	832	EROSION CONTROL	1	LUMP	$ 500.00	$ 500.00	$ 100.00	$ 100.00	$ 250.00	$ 250.00
DRAINAGE										
H-9	611	12" CONDUIT, TYPE B (ADS HP)	10	FT	$ 131.00	$ 1,310.00	$ 150.00	$ 1,500.00	$ 131.00	$ 1,310.00
H-10	611	CATCH BASIN, MISC.: CATCH BASIN TYPE 2	2	EACH	$ 4,650.00	$ 9,300.00	$ 4,500.00	$ 9,000.00	$ 4,300.00	$ 8,600.00
H-11	611	MANHOLE ADJUSTED TO GRADE (ADDED RISER RING)	6	EACH	$ 350.00	$ 2,100.00	$ 1,000.00	$ 6,000.00	$ 300.00	$ 1,800.00
H-12	611	MANHOLE ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	6	EACH	$ 1,100.00	$ 6,600.00	$ 2,500.00	$ 15,000.00	$ 1,250.00	$ 7,500.00
PAVEMENT - ROADWAY										
H-13	254	2" PAVEMENT PLANING, ASPHALT CONCRETE	6,972	SY	$ 1.60	$ 11,155.20	$ 1.80	$ 12,549.60	$ 2.50	$ 17,430.00
H-14	407	NON-TRACKING TACK COAT	523	GAL	$ 1.00	$ 523.00	$ 2.50	$ 1,307.50	$ 4.50	$ 2,353.50
H-15	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (449), PG64-22	389	CY	$ 179.50	$ 69,825.50	$ 188.00	$ 73,132.00	$ 185.00	$ 71,965.00
H-16	609	CURB, MISC.: TYPE C	195	FT	$ 45.00	$ 8,775.00	$ 45.00	$ 8,775.00	$ 45.00	$ 8,775.00
H-17	638	VALVE BOX ADJUSTED TO GRADE (ADDED RISER RING)	7	EACH	$ 175.00	$ 1,225.00	$ 300.00	$ 2,100.00	$ 150.00	$ 1,050.00
H-18	638	VALVE BOX ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	7	EACH	$ 950.00	$ 6,650.00	$ 1,500.00	$ 10,500.00	$ 900.00	$ 6,300.00
H-19	SPECIAL	ASPHALT REJUVENATING AGENT	6,972	SY	$ 1.25	$ 8,715.00	$ 1.25	$ 8,715.00	$ 1.25	$ 8,715.00
MAINTENANCE OF TRAFFIC										
H-20	614	MAINTAINING OF TRAFFIC	1	LUMP	$ 250.00	$ 250.00	$ 10,000.00	$ 10,000.00	$ 3,135.00	$ 3,135.00
H-21	624	MOBILIZATION	1	LUMP	$ 400.00	$ 400.00	$ 2,500.00	$ 2,500.00	$ 6,000.00	$ 6,000.00
CONTINGENCY ITEMS (IF NEEDED, TO BE DETERMINED IN FIELD AT DISCRETION OF CITY ENGINEER)										
H-22	202	WALK REMOVED	135	SF	$ 4.30	$ 580.50	$ 4.00	$ 540.00	$ 4.30	$ 580.50
H-23	202	CURB AND GUTTER REMOVED	20	FT	$ 13.50	$ 270.00	$ 10.00	$ 200.00	$ 13.50	$ 270.00
H-24	608	4" CONCRETE WALK	135	SF	$ 10.75	$ 1,451.25	$ 12.00	$ 1,620.00	$ 10.75	$ 1,451.25
H-25	609	CURB, MISC.: TYPE C	20	FT	$ 45.00	$ 900.00	$ 45.00	$ 900.00	$ 45.00	$ 900.00
H-26	653	TOPSOIL FURNISHED AND PLACED	2	CY	$ 1.00	$ 2.00	$ 60.00	$ 120.00	$ 1.00	$ 2.00
H-27	659	SEEDING AND MULCHING	8	SY	$ 1.00	$ 8.00	$ 5.00	$ 40.00	$ 1.00	$ 8.00
				Dundee Dr.	Subtotal	$ 158,650.75	Subtotal	$ 192,145.10	Subtotal	$ 175,705.55

2026 Street Program Bid Tab
Bid Opening 3-11-26

					John R. Jurgensen		Fillmore Construction		Barrett Paving	
Arkansas **Dundee Dr. to Tenessee Dr.**										
Item No.	**ODOT No.**	**Item**	**Est. Qty**	**Unit**	**Unit Price**	**Item Total**	**Unit Price**	**Item Total**	**Unit Price**	**Item Total**
ROADWAY										
I-1	202	WALK REMOVED	953	SF	$ 4.30	$ 4,097.90	$ 4.00	$ 3,812.00	$ 4.30	$ 4,097.90
I-2	202	CURB AND GUTTER REMOVED	617	FT	$ 13.50	$ 8,329.50	$ 10.00	$ 6,170.00	$ 13.50	$ 8,329.50
I-3	608	4" CONCRETE WALK	572	SF	$ 10.75	$ 6,149.00	$ 12.00	$ 6,864.00	$ 10.75	$ 6,149.00
I-4	608	6" CONCRETE WALK	124	SF	$ 13.25	$ 1,643.00	$ 13.00	$ 1,612.00	$ 13.25	$ 1,643.00
I-5	608	CURB RAMP; TO INCLUDE ADA PAD	257	SF	$ 16.00	$ 4,112.00	$ 14.00	$ 3,598.00	$ 16.00	$ 4,112.00
I-6	653	TOPSOIL FURNISHED AND PLACED	42	CY	$ 1.00	$ 42.00	$ 60.00	$ 2,520.00	$ 1.00	$ 42.00
EROSION CONTROL										
I-7	659	SEEDING AND MULCHING	111	SY	$ 1.00	$ 111.00	$ 5.00	$ 555.00	$ 1.00	$ 111.00
I-8	832	EROSION CONTROL	1	LUMP	$ 500.00	$ 500.00	$ 100.00	$ 100.00	$ 250.00	$ 250.00
DRAINAGE										
I-9	611	MANHOLE ADJUSTED TO GRADE (ADDED RISER RING)	5	EACH	$ 350.00	$ 1,750.00	$ 1,000.00	$ 5,000.00	$ 300.00	$ 1,500.00
I-10	611	MANHOLE ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	5	EACH	$ 1,100.00	$ 5,500.00	$ 2,500.00	$ 12,500.00	$ 1,250.00	$ 6,250.00
PAVEMENT - ROADWAY										
I-11	254	2" PAVEMENT PLANING, ASPHALT CONCRETE	4,197	SY	$ 1.60	$ 6,715.20	$ 1.80	$ 7,554.60	$ 2.50	$ 10,492.50
I-12	407	NON-TRACKING TACK COAT	315	GAL	$ 1.00	$ 315.00	$ 2.50	$ 787.50	$ 4.50	$ 1,417.50
I-13	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (449), PG64-22	234	CY	$ 179.50	$ 42,003.00	$ 188.00	$ 43,992.00	$ 185.00	$ 43,290.00
I-14	609	CURB, MISC.: TYPE C	617	FT	$ 45.00	$ 27,765.00	$ 45.00	$ 27,765.00	$ 45.00	$ 27,765.00
I-15	638	VALVE BOX ADJUSTED TO GRADE (ADDED RISER RING)	3	EACH	$ 175.00	$ 525.00	$ 300.00	$ 900.00	$ 150.00	$ 450.00
I-16	638	VALVE BOX ADJUSTED TO GRADE (REMOVED/REPLACED CASTING)	3	EACH	$ 950.00	$ 2,850.00	$ 1,500.00	$ 4,500.00	$ 900.00	$ 2,700.00
I-17	SPECIAL	ASPHALT REJUVENATING AGENT	4,197	SY	$ 1.25	$ 5,246.25	$ 1.25	$ 5,246.25	$ 1.25	$ 5,246.25
MAINTENANCE OF TRAFFIC										
I-18	614	MAINTAINING OF TRAFFIC	1	LUMP	$ 250.00	$ 250.00	$ 10,000.00	$ 10,000.00	$ 3,135.00	$ 3,135.00
I-19	624	MOBILIZATION	1	LUMP	$ 400.00	$ 400.00	$ 2,500.00	$ 2,500.00	$ 6,000.00	$ 6,000.00
CONTINGENCY ITEMS (IF NEEDED, TO BE DETERMINED IN FIELD AT DISCRETION OF CITY ENGINEER)										

2026 Street Program Bid Tab
Bid Opening 3-11-26

					John R. Jurgensen		Fillmore Construction		Barrett Paving	
I-20	202	WALK REMOVED	200	SF	$ 4.30	$ 860.00	$ 4.00	$ 800.00	$ 4.30	$ 860.00
I-21	202	CURB AND GUTTER REMOVED	60	FT	$ 13.50	$ 810.00	$ 10.00	$ 600.00	$ 13.50	$ 810.00
I-22	608	4" CONCRETE WALK	100	SF	$ 10.75	$ 1,075.00	$ 12.00	$ 1,200.00	$ 10.75	$ 1,075.00
I-23	608	6" CONCRETE WALK	100	SF	$ 13.25	$ 1,325.00	$ 13.00	$ 1,300.00	$ 13.25	$ 1,325.00
I-24	609	CURB, MISC.: TYPE C	60	FT	$ 45.00	$ 2,700.00	$ 45.00	$ 2,700.00	$ 45.00	$ 2,700.00
I-25	653	TOPSOIL FURNISHED AND PLACED	4	CY	$ 1.00	$ 4.00	$ 60.00	$ 240.00	$ 1.00	$ 4.00
I-26	659	SEEDING AND MULCHING	11	SY	$ 1.00	$ 11.00	$ 5.00	$ 55.00	$ 1.00	$ 11.00
				Arkansas Dr.	Subtotal	$ 125,088.85	Subtotal	$ 152,871.35	Subtotal	$ 139,765.65

COMPONENT A. Commonwealth Dr. Total	A	$ 772,271.65	A	$ 967,621.50	A	$ 822,206.55
COMPONENT B. Jenny Marie Dr. Total	B	$ 90,153.75	B	$ 116,999.25	B	$ 104,793.25
COMPONENT C. Berkshire Dr. Total	C	$ 86,585.30	C	$ 108,858.10	C	$ 100,864.60
COMPONENT D. Sterling Commons Total	D	$ 129,299.00	D	$ 158,152.70	D	$ 144,514.60
COMPONENT E. Glen Kegley Dr. Total	E	$ 134,218.50	E	$ 169,361.90	E	$ 151,046.20
COMPONENT F. Shannon Dr. Total	F	$ 101,978.65	F	$ 129,654.80	F	$ 116,493.05
COMPONENT G. Greystoke Dr. Total	G	$ 218,791.85	G	$ 276,693.15	G	$ 242,471.55
COMPONENT H. Dundee Dr. Total	H	$ 158,650.75	H	$ 192,145.10	H	$ 175,705.55
COMPONENT I. Arkansas Dr. Total	I	$ 125,088.85	I	$ 152,871.35	I	$ 139,765.65
	John R. Jurgensen		Fillmore Construction		Barrett Paving	
	TOTAL BID	$ 1,817,038.30	TOTAL BID	$ 2,272,357.85	TOTAL BID	$ 1,997,861.00

XENIA CITY COUNCIL
LEGISLATIVE COVER MEMO

Procedural History & Timeline:
Presentation & Vote: March 26, 2026
Effective Date: March 26, 2026

Agenda Item: **RESOLUTION 2026 – 020**
AUTHORIZING THE EXECUTION OF A CONTRACT WITH HENSCHEN & ASSOCIATES, INC., FOR THE PURCHASE OF A NEW CASE MANAGEMENT SYSTEM FOR THE XENIA MUNICIPAL COURT

Submitted by: Michael Mayer, Xenia Municipal Court Administrator
Presented by: Brent Merriman, City Manager

Summary: The Xenia Municipal Court has operated on the CourtView case management system for approximately 20 years. The current system is outdated, inefficient, and nearing the end of support for critical components (Windows Server 2012R2). Compliance with Senate Bill 94 now requires e-filing for attorneys and self-represented litigants. Modernizing the Court's case management system is essential to improve efficiency, access, and transparency while reducing operational costs.

In October 2025, the Court issued a Request for Proposals (RFP) and received only one response. The Court evaluated the Proposal from Henschen & Associates, Inc., and recommends Henschen as the vendor to implement the Court's new case management system. Implementation of the Henschen CMS will:

- Ensure compliance with e-filing requirements mandated by Senate Bill 94.
- Improve public access to court records via online case lookup, automated notifications, and mobile access.
- Expand remote hearing capabilities to reduce barriers for residents with transportation, mobility, or financial constraints.
- Streamline case management, reduce manual entry and errors, and increase administrative efficiency.
- Reduce operational costs associated with paper-based workflows.

Modernizing the Court's technology will enhance access to justice for all residents, improve efficiency and staff productivity, and strengthen public trust in the Court's operations.

Cover Memo Attachments: Draft Contract with Henschen & Associates, Inc.

Budgetary Impact: $285,328.76 from Account No. 363-1002-5425. The Court has been awarded an Ohio Supreme Court Technology Grant in the amount of $150,000, which will offset a significant portion of the cost. City Council appropriated $500,000 for this purchase, ensuring sufficient funds to cover the remaining balance and any associated implementation costs.

Vote Required for Passage: The affirmative vote of a majority of the members of City Council present at the meeting, per City Charter § 5.05(A).

Recommendation: Pass Resolution 2026 – 020 to authorize the purchase of the new case management system from Henschen & Associates Inc. in the amount of $285,328.76, for the Xenia Municipal Court.

CITY OF XENIA, OHIO
RESOLUTION 2026 – 020

AUTHORIZING THE EXECUTION OF A CONTRACT WITH HENSCHEN & ASSOCIATES, INC., FOR THE PURCHASE OF A NEW CASE MANAGEMENT SYSTEM FOR THE XENIA MUNICIPAL COURT

WHEREAS, the Xenia Municipal Court's current case management system, which has been in use for approximately twenty-five (20) years, is increasingly outdated and inefficient;

WHEREAS, the Court must modernize its technology to comply with Senate Bill 94, which requires Ohio courts to implement electronic filing (e-filing) for attorneys and self-represented litigants and modernization of the Court's case management system will improve efficiency, enhance public access to court information, reduce reliance on paper-based processes, and improve overall court operations;

WHEREAS, the Court issued a formal Request for Proposals (RFP) seeking qualified vendors to provide a new case management system and received one Proposal from Henschen & Associates, Inc.; and

WHEREAS, the Xenia Municipal Court has evaluated the Proposal from Henschen & Associates, Inc., and has recommended to this Council that the contract be awarded to Henschen & Associates, Inc., as the lowest and best proposal submitted,

NOW, THEREFORE, THE CITY OF XENIA HEREBY RESOLVES, a majority of the members of City Council present concurring, that:

Section 1. It is hereby determined by Council that the proposal submitted by Henschen & Associates, Inc. is the lowest and best proposal submitted for the purchase and implementation of a new case management system for the Xenia Municipal Court.

Section 2. The City Manager is hereby authorized to execute a contract for the purchase and implementation of the case management system with Henschen & Associates, Inc., 432 West Gypsy Lane Road, Bowling Green, OH 43402, in the amount of Two Hundred Eighty-Five Thousand Three Hundred Twenty-Eight Dollars and Seventy-Six Cents ($285,328.76), in accordance with the specifications, general conditions, and requirements set forth in the Request for Proposals upon which the Proposal was received.

Section 3. It is hereby found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including ORC §121.22.

Section 4. This Resolution shall become effective immediately upon its passage.

Passed: March 26, 2026

Wesley E. Smith
Xenia City Council President

Attest:

Amy E. Brown
City Clerk

CASE MANAGEMENT SOFTWARE IMPLEMENTATION AND SUPPORT SERVICES AGREEMENT

THIS CASE MANAGEMENT SOFTWARE IMPLEMENTATION AND SUPPORT SERVICES AGREEMENT (the "Agreement") is made and entered into this ___ day of _____, 2026 (the "Effective Date") by and between the **City of Xenia, Ohio**, on behalf of the **Xenia Municipal Court**, whose address is 101 North Detroit Street, Xenia, Ohio 45385 (the "Court"), as approved by the Xenia City Council by Resolution 2026-020, passed on March 26, 2026, and **Henschen and Associates, Inc.**, with an address of 432 West Gypsy Lane Road, Bowling Green, Ohio 43402 ("Service Provider").

SECTION 1. GENERAL DESCRIPTION OF PROFESSIONAL SERVICES. Service Provider agrees to implement Case Management software owned by Service Provider and licensed to the Court ("Software") and provide training and customer support services in connection with the Court's use of the software (the "Services"). The Services are described in detail in Service Provider's proposal attached hereto as Exhibit A ("Scope of Work") and the License Agreement attached hereto as Exhibit B. Exhibit A and Exhibit B are incorporated herein by reference.

SECTION 2. STANDARD OF CARE. Service Provider agrees to perform the Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Service Provider agrees to perform the Services in accordance with any applicable federal, state, or local law or regulation. Service Provider warrants that Service Provider is professionally qualified to perform the Services and is licensed by all public entities having jurisdiction over Service Provider, to the extent that such licensing is required.

SECTION 3. SERVICE PROVIDER'S OBLIGATIONS. Service Provider shall:

(a) work cooperatively with the Xenia Municipal Clerk of Courts, or the Clerk of Court's designee, and the Xenia City Information Technology Department with respect to the provision of the Services.

(b) before the date on which the Services are to start, obtain, and at all times during the term of this Agreement maintain, all necessary licenses and consents and comply with all relevant Laws applicable to the provision of the Services.

(c) comply with, and ensure that all Service Provider personnel comply with, all rules, regulations, and policies of the Court that are communicated to Service Provider in writing, including security procedures concerning systems and data and remote access thereto, building security procedures, including the restriction of access by the Court to certain areas of its premises or systems for security reasons, and general health and safety practices and procedures.

(d) not to disclose or otherwise make available confidential information of the Court to any third party without the prior written consent of the Court; provided, however, that the Service Provider may disclose, when necessary, the confidential information of the Court to its officers, employees, consultants, and legal advisors, who have been apprised of this restriction, and who are themselves bound by nondisclosure obligations.

(e) promptly respond to and resolve all requests for support in connection with the Court's use of the Software.

DRAFT

SECTION 4. SUPPORT SERVICES.

(a) Service Provider shall provide unlimited support to the Court [daily between the hours of 5:00am through 11:00pm]. The Court may request support services by way of a support request ("Support Request"). The Court's designated representatives shall notify Service Provider of each Support Request by email or telephone or such other means as the Parties may agree to in writing. The Court shall include in each Support Request a description of the reported error and the time the error was first observed. Response and resolution times shall be measured from the time the Service Provider receives a Support Request until the respective times Service Provider has (a) responded to such request, in the case of response time and (b) resolved such request, in the case of resolution time.

(b) In the event of a critical failure, Service Provider shall acknowledge receipt of the Support Request within [NUMBER] minutes. Service Provider shall resolve the Support Request as soon as practicable and no later than [NUMBER] hours after Service Provider's receipt of the Support Request. Provider shall work on the problem continuously and: (a) restore the Software to a state that allows the Court to continue to use all functions of the Software in all material respects within [NUMBER] hours and (b) exercise best efforts to resolve the error until full restoration of function is provided. A "critical failure" is defined as an error that: (a) materially affects the operations of the Court; (b) prevents necessary work from being done; or (c) disables or materially impairs any major function of the Software or the Court's use of any major function of the Software.

(c) Service Provider shall provide the Court with online access to technical support bulletins and other user support information and forums, to the full extent Service Provider makes such resources available to others.

SECTION 5. FEES.

(a) The Court agrees to pay to Service Provider and Service Provider agrees to accept from the Court, as full and complete payment for the Services performed by Service Provider, compensation in the amount of the proposed fees set forth in Exhibit A.

(b) In the event the Court requests a substantial change to the Scope of Work, Service Provider shall provide an estimate of the fees for any additional Services. The Court and Service Provider shall execute an Addendum to this Agreement for any additional Services agreed upon by the Parties.

SECTION 6. PAYMENT. All invoices with respect to Services that have been completed satisfactorily in accordance with the terms of this Agreement will be paid by the Court within thirty (30) days of submittal. If the Court questions any portion of the invoices and delays in paying a portion pending resolution of the questions, the undisputed amount of the payment will be paid by the Court in accordance with the terms hereof. In the event of and during any pending dispute between the Parties regarding their respective rights and obligations hereunder including, but not limited to, questions regarding any portion of the invoices and resulting delays in payment of that portion pending resolution of such questions, unless instructed otherwise in writing by the Court, Service Provider shall continue to furnish Services to the Court, and the Court shall continue to pay all undisputed amounts in accordance with the terms hereof.

SECTION 7. PROFESSIONAL LIABILITY INSURANCE. Service Provider shall maintain insurance to protect against claims arising from the performance of Service Provider's services caused by any negligent acts, errors or omissions for which Service Provider is legally liable ("Professional Liability Insurance"). Such Professional Liability Insurance shall be in an amount not less than $1,000,000 per claim and in the annual aggregate. Service Provider shall keep such insurance in effect for so long as Service Provider may be held liable for its performance of Services. If the Professional Liability Insurance is written on a claims-made basis, such insurance shall have a retroactive date no later than the date on which Service Provider commenced to perform Services. The insurance company issuing the Professional Liability

Insurance policy must be authorized to do business in Ohio and have a rating of at least A status as noted in the most recent edition of the Best's Insurance Reports.

SECTION 8. INDEMNIFICATION. Service Provider shall indemnify, hold harmless and, at the Court's request, defend the Court, its employees, agents and representatives from and against any and all claims, suits, demands, liabilities, losses, damages, costs and expenses arising out of or resulting from claims for injury to or death of persons or claims for third-party property damage to the extent arising out of or resulting from: (i) any actual or alleged negligent acts, errors or omissions of Service Provider, its agents, employees, contractors (at any tier), sub-contractors in the performance of the Services under this Agreement; or (ii) any breach of this Agreement by Service Provider. The Court's entitlement under the foregoing indemnification may be deducted from Service Provider's compensation then due or thereafter to become due, in addition to any other remedies the Court may have under this Agreement, at law or in equity.

SECTION 9. LIMITATION OF LIABILITY. In no event will the Court be liable to Service Provider for special, consequential, incidental or other indirect damages of any kind, whether the claim arises in contract, tort or other legal theory.

SECTION 10. TERM. This Agreement is effective upon receipt of the software provided by Service Provider pursuant to the License Agreement and shall continue for a period of three (3) years, unless sooner terminated pursuant to Section 10. This Agreement shall automatically renew for successive twelve (12) month periods unless either Party provides written notice of amendment or termination at least thirty (30) days prior to the expiration of the then current term.

SECTION 11. TERMINATION OF AGREEMENT; REMEDIES.

(a) This Agreement may be terminated upon sixty (60) days' prior written notice by either Party should the other fail to perform its obligations hereunder; provided, however, the non-breaching Party shall notify the breaching Party of its breach and allow the breaching Party sixty (60) days to cure the same in order to avoid termination.

(b) In the event of termination, all payments due for Services provided prior to the provision of notice of termination shall be payable within thirty (30) days of invoice.

(c) No remedy conferred upon the Court by the terms of this Agreement is intended to be exclusive of any other remedy provided at law or in equity. Each and every remedy of the Court shall be cumulative and shall be in addition to any other remedy given to the Court hereunder or now or hereafter existing. Except as otherwise provided in this Agreement, no remedy conferred upon Service Provider by the terms of this Agreement is intended to be exclusive of any other remedy provided at law or in equity.

(d) No delay, omission or forbearance to exercise any right, power or remedy accruing to the Court or Service Provider hereunder shall impair any such right, power or remedy or shall be construed to be a waiver of any breach hereof or default hereunder. Every such right, power or remedy may be exercised as often as deemed expedient.

SECTION 12. NOTICES. Any notice required hereunder shall be deemed sufficiently given when sent to the party listed below (or to any other address that the receiving party may designate from time to time in accordance with this section) via electronic mail, United States certified mail, return receipt requested, or via overnight courier with receipt verification to the address set forth herein, or by personally delivering such notice to the Party to be in receipt thereof.

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If to the Court:

Michael A. Mayer
Court Administrator/Magistrate
Xenia Municipal Court
101 North Detroit Street
Xenia, Ohio 45385

If to Service Provider:

Bud L. Henschen
President
Henschen and Associates, Inc.
432 West Gypsy Lane Road
Bowling Green, Ohio 43402

SECTION 13. RELATIONSHIP. The relationship between the Parties is that of an independent contractor. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever. The employees of Service Provider are not entitled to any of the benefits the Court provides its employees. Individuals employed by Service Provider who provide personal services to the Court under this Agreement will not be construed as public employees for purposes of the Ohio Public Employees Retirement System as set forth in Ohio Revised Code Chapter 145.

SECTION 14. ASSIGNMENT/THIRD PARTIES. The Services furnished hereunder are personal to the Court. Service Provider may not assign this Agreement, in whole or in part, to any person or entity without the Court's express prior written consent. Service Provider may not subcontract any of the Services under this Agreement without the Court's prior written consent.

SECTION 15. WAIVER. Any failure by the Court to require strict compliance with any provision of this Agreement shall not be construed as a waiver of such provision, and the Court may subsequently require strict compliance at any time, notwithstanding any prior failure to do so.

SECTION 16. DISPUTES. If a dispute between the Parties arises out of or relates to this Agreement, or the breach thereof, then the Parties agree to make a good faith effort to settle the issue through direct discussion between the Parties prior to seeking recourse to a judicial forum.

SECTION 17. GOVERNING LAW. This Agreement shall be governed by the laws of the State of Ohio. Any action to enforce any provision of this Agreement shall be brought in a state court of competent jurisdiction located in Greene County, Ohio.

SECTION 18. SEVERABILITY. Any provisions of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect.

SECTION 19. ADDENDUM/ADDITIONAL SERVICES. Any modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement shall be binding only if evidenced in writing signed by each Party or an authorized representative of each Party.

SECTION 20. COUNTERPARTS. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

SECTION 21. ENTIRE AGREEMENT. This Agreement represents the entire agreement and understanding between the Parties, and there are no other agreements and understandings, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby. No alteration, change or modification of the terms of this Agreement shall be valid unless made in writing and signed by both Parties hereto. This Agreement includes and incorporates by reference Exhibit A and Exhibit B

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attached hereto. In the event of a conflict between the terms set forth in this document and any terms set forth in Exhibit A or Exhibit B, the terms contained herein shall control.

SECTION 22. ELECTRONIC SIGNATURES. This Agreement shall be signed with the use of electronic signatures, which shall be deemed valid and binding upon the Parties, in accordance with Ohio Revised Code Section 1306.06.

IN WITNESS WHEREOF, the Parties have executed this Agreement by and through their duly authorized representatives:

Service Provider:
HENSCHEN AND ASSOCIATES, INC.

By: _____
[Name, Title]

Date: _____

Court:
City of Xenia, Ohio

By: _____
Brent Merriman, Xenia City Manager

Date: _____

CERTIFICATE OF FISCAL OFFICER

It is hereby certified that the amount of $285,328.76 required to meet the obligations under this contract has been lawfully appropriated, authorized, or directed for such purpose and is in the City Treasury or is in the process of collection to the credit of Fund No. *** free from any previous encumbrances.

Date: _____

_____
Ryan Duke
Xenia Finance Director

Approved only as to form:

_____
Donnette A. Fisher, Esq.
Xenia Law Director

DRAFT

Henschen and Associates, Inc.
432 West Gypsy Lane Road
Bowling Green, Ohio 43402
Telephone: 419.352.5454
Fax: 419.352.5557
www.henschen.com

Bud L. Henschen, President

November 3, 2025

Xenia Municipal Court
Michael A. Mayer
Court Administrator
101 North Detroit Street
Xenia, OH 45385

Dear Michael A. Mayer,

Henschen and Associates, Inc., the leader in installing Municipal and County Court software in Ohio Courts, wish to thank you for allowing us the opportunity to offer our proposal for the Xenia Municipal Court Case Management System including e-Filing. Henschen and Associates, Inc. is proud to have our Municipal and County Court Information System in use in 81 Ohio Courts. We look forward to moving your Court forward with the newest technologies and many enhancements and features that will lessen the workload and increase productivity and Court efficiency.

H. & A. has 38 years dedicated to installing, servicing and supporting our 191 Ohio Courts in 70 of Ohio's 88 Counties, we offer a TOTAL SOLUTION to all Court types. A significant number of our Courts from all case types have come from a data conversion from a previous vendor. The following is an outline of the process to take a court from contract award to full installation and follow-up support.

I. Xenia Municipal Court awards the contract to H&A
    a. Court contracts executed
    b. H&A contracts executed
    c. Installation dates finalized
II. Data Conversion
    a. H&A to receive all data & images from XMC in ASCII format
    b. XMC to assist with H&A questions regarding data if needed
    c. Sandbox hardware configured and installed
III. Sandbox
    a. Initial sandbox conversion
    b. Data integrity review
        i. H&A to provide initial system review

ii. XMC to review cases looking for data discrepancies

c. Initial CMS training
   i. MergePro Form Training
   ii. Overview of CMS & Functionality

IV. Go-Live
   a. XMC closes court as needed and delivers raw court data and images to begin data conversion process
   b. H&A converts data to the MCIS over the weekend
   c. XMC goes live with the H&A MCIS
   d. The H&A proposal includes up to four weeks of on-site training
   e. The H&A proposal includes three consecutive month-end training
      i. Cashbook balancing
      ii. Supreme Court balancing

V. On-Going Support
   a. H&A will support the XMC with the top level of support that our customers have always and will continue to received.

This installation is a team effort with XMC & H&A to provide a CMS solution to meets the needs of the XMC. Open communication through all phases of the installation and effective planning will make the difficult process of a data conversion go as smoothly as possible by working together to address anything that comes up.

Henschen and Associates, Inc. is committed to excellence and customer satisfaction as has been proven over the past 38 years serving the Ohio Courts.

Once again, thank you for allowing us to offer our proposal and we look forward to adding Xenia Municipal Court to the H&A family of Courts.

Respectfully,

David L Hunter

David L. Hunter
Henschen & Associates Inc.

2.) Description of Organization and Qualifications

Henschen & Associates Inc. is an Ohio Court Case Management solution provider. We provide Case Management Solutions to Common Pleas, Probate, Juvenile, Municipal/County and Mayors Courts throughout and only in Ohio.

Henschen & Associates Inc. is a privately own company based at 432 West Gypsy Lane Road, Bowling Green, Ohio 43402. H&A is a full-service company that offers a full line of IT offerings. This includes hardware, software, web site design, web applications and internet security and email services.

The following is a list of H&A staff members that will be involved in this project.

Patrick Henschen	Project Director
Chris Tezak	Project Manager
Chris Tezak	Project Trainer
Jacob Chagolla	Project Trainer
Kevin Foreman	Project Trainer
Jeremy King	Data Conversion
Tyler Hawkins	Data Conversion
Kevin Bushman	Hardware Configuration
Tom Peterson	Hardware Configuration
Josh Young	Web Application Programming
Ryan McDonagh	Web Programming
Dave Hunter	Quality Assurance

H&A installed our first Court in 1987 and our first Municipal Court in 1987, 38 years ago and have been steadily growing ever since. We currently have 1 Municipal Court under contract to upgrade from a legacy vendor to the H&A solution. We also have several of our existing customers under contract to upgrade to the current version of our solution.

3.) Experience / References

The following is a list of the last three Ohio Municipal & County Courts upgrades that included a data conversion from an existing non-Henschen Case Management System:

Lakewood Municipal Court
12650 Detroit Avenue
Lakewood, Ohio 44107

2024 Caseload:	10,671*	
Go live date:	February 3, 2025	
Data conversion:	GBS/CourtView	
Maria Russo	maria.russo@lakewoodoh.net	216-529-6700

The Lakewood MC chose to change CMS providers and upgrade to the H&A MCIS.

Celina Municipal Court
202 North Main Street
Celina, Ohio 45822

2024 Case Load:	3,617*	
Go live date:	May 5, 2025	
Data conversion:	CMI	
Sara Bruggeman	courtclerk@celinaohio.org	419-586-6491

The Celina MC chose to change CMS providers and upgrade to the H&A MCIS.

Mason Municipal Court
5950 Mason Montgomery Road
Mason, Ohio 45040

2024 Caseload:	7,265*	
Go live date:	August 8, 2024	
Data conversion:	CMI	
Debbie Gardner	dgardner@masonmunicipalcourt.org	513-398-7901

The Mason MC chose to change CMS providers and upgrade to the H&A MCIS.

Lyndhurst Municipal Court
5301 Mayfield Road
Lyndhurst, Ohio 44124

2024 Caseload:	12,458*	
Go live date:	May 6, 2024	
Data conversion:	CourtView 3	
Janet Colaluca	colalucaj@lyndhurstMunicipalCourt.org	440-461-6500

The Lyndhurst MC chose to change CMS providers and upgrade to the H&A MCIS.

*Supreme Court of Ohio Statics Dashboard ~ Incoming Cases

The following is a list of H&A Ohio Municipal & County Courts.

Adams County Court
Avon Lake Municipal Court
Barberton Municipal Court
Bellevue Municipal Court
Brown County Municipal Court
Bryan Municipal Court
Butler County Court I
Butler County Court II
Butler County Court III
Cambridge Municipal Court
Campbell Municipal Court
Carroll County Municipal Court
Celina County Municipal Court
Chillicothe Municipal Court
Circleville Municipal Court
Cleveland heights Municipal Court
Clinton County Municipal Court
Coshocton Municipal Court
Crawford County Municipal Court
Defiance Municipal Court
Eaton Municipal Court
Fairborn Municipal Court
Fairfield County Municipal Court
Fremont Municipal Court
Fulton County Court – East
Fulton County Court - West
Gallipolis Municipal Court
Garfield heights Municipal Court
Hamilton Municipal Court
Hardin County Municipal Court
Harrison County Court
Highland County Court
Hillsboro Municipal Court
Huron Municipal Court
Ironton Municipal Court
Jackson County Municipal Court
Lakewood Municipal Court
Lawrence County Municipal Court
Lebanon Municipal Court
Lyndhurst Municipal Court
Madison County Municipal Court
Marietta Municipal Court
Marion Municipal Court
Marysville Municipal Court
Mason Municipal Court
Meigs County Court
Mentor Municipal Court
Miamisburg Municipal Court
Middletown Municipal Court
Monroe County Court
Muskingum County Court
Napoleon Municipal Court
New Philadelphia Municipal Court
Newton falls Municipal Court
Niles Municipal Court
Noble County Court
Norwalk Municipal Court
Oakwood Municipal Court
Ottawa County Municipal Court
Painesville Municipal Court
Paulding County Municipal Court
Perry County Municipal Court
Perrysburg Municipal Court
Pike County Court
Portsmouth Municipal Court
Sandusky Municipal Court
Shelby Municipal Court
South Euclid Municipal Court
Struthers Municipal Court
Sylvania Municipal Court
Tiffin~Fostoria Municipal Court
Trumbull County Court central
Tuscarawas County Court
Upper Sandusky Municipal Court
Van wert Municipal Court
Vandalia Municipal Court
Vermilion Municipal Court
Vinton County Court
Wadsworth Municipal Court
Washington Court House Municipal Court
Zanesville Municipal Court

4.) Detailed Description of Proposed Solution

H&A has been installing complete Municipal Court CMS in Ohio utilizing the most current technology since 1987 and we will utilize the same level of professionalism that all of our courts have come the expect and appreciate.

Section 3 above includes our last four vendor replacement CMS upgrades along with our complete list of Ohio Municipal/County Courts utilizing our MCIS. We were the first CMS provider to implement; on-line e-payments, BMV submission via FTP/SFTP, include images on the CMS record search and we installed our first paperless court in Garfield Heights who has not had a physical file folder on the shelf since 2007.

The following outline is our expected installation schedule for XMC based on our current installation schedule.

November 2025	-	Selected Vendor
January 2026	-	Contact Finalized
February 2026	-	Data Dump by Court
April 2026	-	Conversion Completed
May 2026	-	Pre-Training/Court Preparation
June 2026	-	Pre-Training/Court Preparation
July 2026	-	Pre-Training/Court Preparation
July 29, 2026	-	Final Data Dump by Court
August 3, 2026	-	Live Days and Training next 3 weeks
September 2026	-	1st End of Month (Aug)
October 2026	-	2nd End of Month (Sept)
November 2026	-	3rd End of Month (Oct)

We understand that this installation schedule is beyond your target completion date of May 31, 2026. We already have a contract with another Ohio Municipal Court for an upgrade to our solution scheduled to go live on April 6, 2026.

We have been the beneficiary of numerous H&A Courts receiving Supreme Court technology grant funds. Due to the number of Courts receiving grant funds each year, it has been impossible for us to get them all installed by the grant deadline. In every case, the SCO has allowed us to complete the grant projects after the deadline because they know that we will get the work completed.

5.) Implementation and Training

Installation Schedule Outline

1. Contract
    a. Awarded
    b. Signed
    c. Initial schedule outlined
2. Data Conversion
    a. H&A to receive all data from current CMS in ASCII format
    b. Installation schedule finalized
    c. H&A programs data conversion
    d. H&A to review RFP and verify locally required features are in place
3. Sandbox ~ Configuration
    a. Server hardware configured/installed
    b. XMC PCs configured/loaded with H&A software
    c. PCIS installed on server
    d. Initial data conversion into PCIS
4. Sandbox ~ Training
    a. H&A to train XMC for data integrity review
    b. XMC to review all case data looking for inconsistencies & issues
    c. XMC to update H&A on data conversion issues
    d. H&A to train XMC on control files and forms creation
    e. XMC to create all internal outbound MergePro forms
    f. H&A to train XMC on general use of the PCIS
    g. XMC to allocate time for staff to work in the sandbox PCIS
    h. XMC to review system looking for functional requirements
    i. Additional sandbox training may be coordinated as needed
    j. H&A & XMC to coordinate to address any functional requirement issues
5. Go-Live
    a. Thursday/Friday before going live
        i. XMC to close out the end of the month
        ii. XMC to run all cashbook reports
        iii. XMC to run all Supreme Court reports
        iv. XMC to issue all checks
        v. Data extracted from existing CMS
        vi. Data uploaded to H&A
    b. Weekend before going live
        i. H&A to delete test and preliminary conversion data
        ii. H&A to run final go-live conversion
        iii. H&A to upload newly converted data to the sandbox system
    c. Go Live Day
        i. Sandbox system is the live system
        ii. H&A to have in-person training for up to a month
    d. End of Month Training
        i. Cashbook and Supreme Court when appropriate

ii. H&A to train 1st end of month process
iii. H&A to review training for the 2nd end of month process
iv. H&A to review training for the 3rd end of month process

e. Training of remaining items
   i. E-filing/paperless
      1. Even though e-filing is very easy, we have found that for some courts, it is something that gets delayed until the court is comfortable with the new system. Generally, the concern is overwhelming the clerks with introducing something new.
   ii. We expect everything else to be completed by this point.

Key Team Members

Project Director	Patrick Henschen	37 Years with H&A
Patrick is the Director of Software. He is the primary programmer for all of our case management systems. He is involved in overseeing new court installations, current CMS upgrades and day to day operations.		
Project Manager/Lead Trainer	Chris Tezak	18 Years with H&A
Chris is involved in training and supporting of Municipal & County Courts. Chris is also a senior programmer for all court divisions.		
Data Conversion	Jeremy King	27 Years with H&A
Jeremy has been responsible for programming data conversions for the last 25 years. He has programmed data conversion from numerous vendors for Common Pleas, Probate, Juvenile and Municipal/County Courts. He is also responsible for programming data conversion on H&A upgrades.		
Hardware Configuration	Kevin Bushman	26 Years with H&A
Kevin is responsible for hardware configuration, installation and support. He is also responsible for configuring and managing all firewalls and internet security.		
Web Programming	Josh Young	26 Years with H&A
Josh has programmed all of our web application from the case record search, e-payments, e-filing, e-service and the marriage application.		

6.) System Acceptance Testing

H&A has been upgrading Courts from other vendors for decades. We have always successfully installed new court CMS conversion/upgrades.

H&A only charges for work that has been completed and then charges in phases as work is completed. We don't send the final invoice until everything is completed unless requested by the Court. This normal process dovetails perfectly with your desire to be able to hold payments if needed.

7.) Post Implementation Support

We can't control when something goes wrong, but we can control how we respond to it.

Calls to H&A during office hours are fielded by staff members who will direct the call to the appropriate staff member for immediate assistance. Most issues are resolved in the same day. Issues needing escalated to a higher level of support may take more time to resolve. Due to the urgency of the matter, priority is given to systems being down, cashbook, and supreme court balancing issues. Every effort is made to resolve the issue in a timely fashion but unique circumstances may result in the matter taking more time to be resolved.

8.) Exhibits

EXHIBIT A

SYSTEM REQUIREMENTS

The case management system with electronic filing ("System") for the Xenia Municipal Court ("Court") will satisfy all of the following requirements.

General Requirements

• The System must provide for electronic management of the entire judicial docket and caseload allowing the judge and clerks to electronically manage every aspect of the Court's docket and cases, permitting a fully paperless court.

H&A installed our first paperless court in Garfield Heights Municipal Court in 2006. GHMC has not had a case file on the shelf since 2007.

• The System must be compatible with the Case Management System currently utilized by the Xenia Municipal Court, Greene County, Ohio.

H&A has converted Municipal Courts (MC) from numerous CMS providers including from equivant CourtView 2.

• The System must provide case management for all aspects of case types heard by the Court and any other case type or action under the Court's jurisdiction as prescribed in the Ohio Revised Code.

The H&A Municipal Court Information System (MCIS) is installed in 80 Ohio Municipal/County Courts and is meeting all of the CMS needs to these courts.

• The System must provide the capability to incorporate common Court practices and rules compliant with the Ohio Revised Code, Ohio Rules of Civil Procedure, Ohio Rules of Criminal Procedure, Ohio Rules of Superintendence for Courts, the Xenia Municipal Court Local Rules of Practice and any other governance under Ohio law that the Court must adhere to.

The H&A Municipal Court Information System (MCIS) is installed in 80 Ohio Municipal/County Courts and is meeting all of the CMS needs to these courts.

• The System must enable the Court to conduct and perform all business needs, remotely or within the physical office space, in the most streamlined and efficient manner.

H&A has courts who have employees working remotely and on premises. We have Judges who regularly process documents when they are out of the office. Remote access is dependent on the local (City/County/Court) IT to facilitate network access.

• The System must be able to convert all of the Court's current and historical records available within its current case management system into the new System without any Court intervention or duplication of the data available.

H&A has converted MC from numerous CMS providers including from equivant CourtView 2. In the sandbox stage of the installation, we ask Courts to review cases to verify data integrity.

• The System must have a user-friendly public access portal available to any and all individuals that wish to access the Court's public records. Public access must not require the user to register and must not limit public access to the Court's documents, unless specified by the Court. The public access portal must be able to be utilized from any computer or mobile device.

The H&A CaseLook is designed for efficiency and is accessible from any modern web enabled device.

• The System must provide e-filing that enables any and all case types under the Court's jurisdiction to be filed and processed wholly electronically, without the requirement of paper filings, except as specified by the Court.

The H&A e-Filing solution allows for e-Filing in all Municipal case types. This includes creating new cases and filings on existing cases.

• The vendor must be able to singularly meet all system requirements with limited necessity for third party vendor intervention.

H&A develops all of our applications in house. The e-payment and e-filing application relies on a 3rd party to actually process the credit card transaction. The certified mailing application integrates with Walz for communication to and from the USPS. Text messages are sent out through a 3rd party service.

• The System must be configurable as required by the Court, with options for customization if enhancements are necessary. Configuration includes adjusting available system settings to meet any of the criteria contained within this exhibit.

The H&A MCIS CMS is designed with the ability to customize the application to meet the specific needs of each Court. With 80 municipal/county courts, we have made countless modifications throughout all of our installations.

• The chosen applicant must have the capability to provide ongoing and timely maintenance and support, end-user training, and administrator technical training. Training and initial setup must include all facets of the requirements set forth in this exhibit.

It's H&A's goal to make each court as independent as possible. It is our desire to teach each court how to do as many things as possible. The proposal includes enough hours for a month of on-site training along with three month-end trainings for cashbook and Supreme Court. We have a complete support staff available to assist you with any hardware, software or web issues.

Case Management

General Case Management Functions

• The System must possess the ability for the Court to initiate, update, modify and assign cases to a judge or court staff member and monitor case progress.

The H&A MCIS includes the ability to assign case(s) to a judge or randomly among multiple judges. Furthermore, the MCIS allows for hearings to be scheduled with a Magistrate without affecting the Supreme Court Report. There are multiple ways within the MCIS for the court to monitor/manage cases.

• The System must accommodate judicial assignments when the judge is recused from a case. The System must allow for the case judge to be changed without interfering with the case reporting count.

The H&A MCIS is designed to correctly handle judicial assignments as related to the Supreme Court Reporting.

• The System must possess a notification function that notifies the judge and court staff of key case management event dates and filings, allowing timely movement of cases from initiation to disposition.

The H&A MCIS has multiple ways of notifying the status of cases. The CMS has an event/reminder module that can notify court employee(s) of a necessary action. The paperless/e-filing module in the CMS passes filings to court employees and can provide notifications.

• The System must include a comprehensive case tracking function that monitors due dates and completion dates. The case tracking function must allow for due dates to be set according to docket dates, other filing dates, or specific time frames set upon the law and the Court's practices.

The H&A MCIS includes all of the tools/features/modules necessary to track cases for the Court to keep cases on time.

• The System must have the capability to integrate with the Ohio Supreme Court's case management reporting system.

The MCIS includes the Supreme Court of Ohio eStats module.

Automated Reminders

• The System must provide an automated reminder function that utilizes email and SMS text messaging notifying parties, case participants and attorneys of upcoming due dates. Reminders must be wholly automated based on due dates and parameters defined by the Court. Following initial setup of the case management system, processing of reminders must not require the Court to do anything other than assure that an email and/or mobile phone number is properly entered in the case.

The H&A MCIS includes the ability for automated text notifications. We have programmed this for court/probation hearings and when payments are due. I am not aware that we have done this in any courts via emails, but according to our programmers, it could be done with the same basic process.

• The System must have the capability to electronically notify parties, case participants and attorneys of scheduled events. Notifications must be wholly automated based on scheduled events and parameters defined by the Court. Following initial setup of the case management System, processing of notifications must not require the Court to do anything other than assure that an email and/or mobile phone number is properly entered in the case.

The H&A MCIS includes the ability for automated text notifications. We have programmed this for court/probation hearings and when payments are due. I am not aware that we have done this in any courts via emails, but according to our programmers, it could be done with the same basic process.

Party Type Management

• Party type management must be able to manage case parties across multiple cases and case types. Party type management must also allow for creation of party types defined by the Court. The System must also allow for identifying additional case participant roles (i.e. those not included as party or attorney, such as a beneficiary, interested party, or agency defined as a participant by the court).

There are several different roles that can be added to specific case types, such as witnesses, victims, officers, etc.

Case Linking

• The System must provide the ability to link cases that are related by the parties, subject matter, or other similarity determined by the Court. Case linking capability must not be solely based on a party or case participant.

The H&A MCIS has the ability to link cases in two categories, related or companion. The court can utilize whatever criteria they would like and associate the cases into one of the two categories

Calendaring and Scheduling

• The System must provide a calendar and scheduling function that permits scheduling and calendaring case events and hearings. The calendar must be easily navigable, allowing for individual cases to be scheduled within open time frames and allow for block scheduling if needed. The calendar must have a view that can easily shift from day, week and month, which also allows the Court to view details of other scheduled events during the day, week, and month.

The Blackbook scheduler within the MCIS provides a daily and monthly view of all of these features. Hearings that are set within the case are posted to the scheduler and hearings that are set within the scheduler are posted back to the case. Time slots can be labeled for specific hearing events, such as "Arraignments on Monday at 9am". This application also allows the Judge/authorized user to view the calendar and add "out of office" / "meeting" / vacation in time slots.

Electronic Signatures

• The System must be able to incorporate the use of the judge's electronic signature. This includes the ability to input the judge's electronic signature on any filing submitted in any filing format that is accepted by the Court's case management system and e-filing. Inputting the judge's signature must be able to be performed by clicking on a space in a document in which the desired placement of the signature lies. Inputting a signature must not require any additional formatting or requirements after initial setup.

The H&A MCIS allows for the integration of judicial e-signatures. If the form the Judge is looking at is a MS Word document, the judge would click on a book-mark icon which would embed the signature in the right location within the document. If the document is a PDF, the judge clicks on the location in the document where the signature is to be placed.

• The System must be able to incorporate the use of the electronic signatures by parties attending a hearing. Inputting a party's signature must be able to be performed by signing on an electronic signature pad, or remotely by using "click to sign" technology on a space in a document in which the desired placement of the signature lies. Inputting a signature must not require any additional formatting or requirements after initial setup.

The H&A CMS has implemented the use of signature pads (capture signature only), signature tablets (ability to read the document and sign the document on the device). We also have courts that utilize Surface Pro tablets for generating forms and capturing signatures.

• The System must not require that a separate signature page is required for Court approval of documents.

The H&A MCIS does not require a separate page for any situation. Internally created forms, scanned forms and e-filed forms can all have signatures embedded without the need for a separate signature page.

Confidential Case Types/Sealing Records

• The System must have the capability to process confidential cases for the Court's view only.

The H&A MCIS can be programmed to control access as needed.

• The System must have the capability to make selected docket items and images confidential within a non-confidential case type.

The H&A MCIS includes this feature.

• The System must have the capability to expunge and/or seal cases.

The H&A MCIS includes this feature.

Financials and Bookkeeping

• The System must have financial management capabilities that provide financial accounting, receivables and general ledger functions, including but not limited to management of funds and fee disbursements as required by law.

The cashbook is the best and most important feature of the H&A MCIS. All of the features needed for accurate and successful bookkeeping, balancing and disbursement of funds are included in the CMS.

• The System must be able to provide financial reports covering all transactions on a daily basis, monthly basis and yearly basis.

The H&A MCIS cashbook reports include details on all cases and can be run as needed for any date range including daily monthly and yearly.

• Financial reports must be configurable based on the fund type, transaction type, tender type, user activity and other similar parameters in which financial transactions are managed by the Court.

The H&A MCIS cashbook reports include details on all cases including fund type, transaction type, user activity. If the data is collected as part of the financial transaction, it can be included in reports and can be run as needed for any date range including daily monthly and yearly.

• The System must provide the ability to refund full or partial payments received by the Court.

The H&A MCIS has the ability to generate reimbursements for any amount up to and including the full payment amount.

• The System must provide options for multiple payment options including cash, check, credit card, debit card and electronic payments.

The H&A MCIS allows for all of these payment types. The MCIS also allows one payment to easily deduct from multiple cases/charges.

Security and User Roles

• The System must be able to provide audit tracking capabilities for user activity within the System.

The H&A MCIS has all of the activity tracking necessary to pass state audits.

• The System must possess the capability for internal role-based viewing and security pertaining to viewing permissions, editing permissions and data.

The H&A MCIS has multiple security/access levels to ensure proper access.

Document Management

• The System must provide the capability to provide document and content management capabilities in multiple document formats, including but not limited to .pdf, .tiff, and .jpg.

By default, the H&A MCIS document management system stores all scanned and e-filed documents in PDF format. With the "Other Media" tool, these and other media formats can be stored.

• The System must provide the capability to utilize document templates in which case information is exported into Microsoft Word for document production.

The H&A MCIS utilizes the in-house developed MergePro application that integrates CMS data into MS Word forms.

• The System must provide the capability to complete document and case data redaction capabilities, such as redacting bank account numbers, dates of birth and social security numbers.

The H&A MCIS Scanning/Paper-on-Demand application allows for line draw and box draw redaction using either white or black.

• The System must provide the capability to transmit documents electronically for secondary permanent record storage and/or microfilming.

H&A has been preparing image exports for migration to microfilm for about 20 years. We also have courts who are working to migrate their microfilm images to digital because the microfilm is not stable and is becoming unreadable.

• Documents must be electronically stored on a secure cloud network such as Gov Cloud. E-Filing

This proposal includes the mirrored storage of the application and images in the H&A cloud along with a secondary cloud back-up of the data backup device.

E-Filing

General E-Filing Functions

• The System must provide e-filing that is user friendly. The steps in creating an electronic filing submission must be logical and streamlined.

The H&A e-filing solution starts with a single statewide landing page that allows filers to go to a single web site to file in all H&A courts that have decided to accept e-filing. This includes over 70 courts in all four court types; Municipal/County, Juvenile, Probate and Common Pleas. Individuals that will be e-filing in your court may already have an account from e-filing in another one of our courts, making e-filing easier.

• The System must provide e-fling that is able to perform all functions allowing cases to be initiated, case filings subsequently submitted, and electronic payments to be transmitted for use by the Court and all participants, attorneys, individuals and justice partners.

The H&A e-filing solution is integrated with LexisNexis to accept payments for filings on new or existing cases.

• The System must provide an e-filing that is fully integrated with the case management system. It must possess the capability to electronically route new filings to the judge and staff, and provide notifications to the user that work has arrived for their action.

H&A developed the MCIS and the e-filing solution and is designed from the ground up to dovetail with the CMS. The paperless process, which is the second half of the e-filing module allows documents to be routed to the correct person within the court. Each PC can be configured to allow for notification when a new filing has arrived.

• The System must provide e-filing with the capability to automatically docket new filings in the case management system upon acceptance of the filings by the Court.

H&A developed the MCIS and the e-filing solution and is designed from the ground up to dovetail with the CMS. This is a primary feature of the H&A e-filing/CMS solution.

• The System must allow the Court to make corrections to party types or docket entries in e- filing that are submitted incorrectly by the party or attorney.

It is possible for the Court to make these corrections whether they came from clerk data entry or data entered from the e-filing system, given the user has access to do so.

• The System must provide e-filing with the capability to return new filings that are not accepted, in whole, or in part by the Court.

This is an integrated part of the H&A e-filing solution.

o Filings that are returned must be able to corrected or resubmitted easily. The System must not require users to resubmit an entire filing each time something is returned unfiled. The System must possess the capability to hold a filing in a queue awaiting corrections or additions to the filing following a return.

This is part of the H&A e-filing solution.

o The Court must be able to manually enter instructions to the user when a filing is not accepted.

This is part of the H&A e-filing solution.

• The System must provide e-filing which automatically dockets Orders and Entries upon the approval of the judge in the case management system. The System must not require a separate signature page for Court approval of documents.

In the paperless/e-filing application, when the Judge signs the Orders and Entries (within the document) the signed document is passed back to the clerk who sent the document. This allows the clerk to not only docket the image on the case, but address anything else that needs to be done along with the document. By design, our paperless/e-filing solution does not allow the Judge to do any docketing.

• The System must provide e-filing with the capability for the judge to route Orders and Entries that are not signed and accepted back to the staff with instructions upon the approval of the judge in the case management system. The judge must be able to manually enter instructions to staff when an Order or Entry requires modifications.

This is an integrated feature in the MCIS paperless/e-filing workflow process. The Judge has the ability to add a message/note with the document being returned to the clerk.

• The System must be able to be configured to set automatic workflows and workflows defined by the Court based upon the Court's practices.

We have several tools available for handling workflows. We will need to work with the Court to determine how best to configure your system.

• The System must provide a holding queue in which Orders and Entries can be stored for future use during a Court hearing. This holding queue must be separate from the judge's regular viewing queue for daily case processing.

This is a designed feature integrated in the MCIS paperless/e-filing workflow process. Orders and Entries can be sorted by date and only display on the top of the queue until the required date.

• The System must provide the capability to automate the acceptance of a new user without court invention.

The H&A e-filing statewide portal controls all user access and that happens before the Court selection process happens.

• The System must provide the capability to have data validation and error detections.

Wherever possible, we have implemented field level data validation programming and error checking.

Document Formatting/File Types

• The System must be able to process all Ohio Supreme Court standard forms without any modifications.

The H&A MCIS e-Filing application can process any form that is properly e-filed.

• The System must be able to process all Xenia Municipal Court local forms without any modifications.

The H&A MCIS e-Filing application can process any form that is properly e-filed.

• The System must provide e-filing that provides a credit card/debit card payment option for electronic payments. This System will be utilized through the e-filing and in-person. Convenience fees, if any, must be charged through the vendor, with a direct deposit set up to the vendor to transfer fees collected by the Court.

H&A has standardized on LexisNexis as the credit card processor for our e-filing solution. LexisNexis also offers over the counter card processing hardware. The credit card fees are collected by LexisNexis and only the amount of the filing is deposited in the Court bank account.

• The System must provide the capability to accept documents for filing multiple formats, including but not limited to .doc, .pdf, .jpg. and .tiff

The H&A statewide e-filing solution has standardized on receiving documents in the widely-accepted PDF format. Other file formats can be accepted outside of the e-filing application and attached to the docket using the "Other Media" tool.

Time stamping Documents

• The System must provide the capability of time-stamping in multiple locations on one document by clicking on a space in a document in which the desired placement of the time stamp is.

The H&A MCIS has the ability to add multiple time stamps, however it is done by pre-programmed locations and with signatures where they are applied.

9.) Appendices

APPENDIX A

Proposal Pricing Sheet

Company Name:	Henschen & Associates Inc.
Contact	Dave Hunter
Phone	419-352-5454
E-Mail Address	dave@henschen.com
FEES	
Configuration & Implementation	
Virtual Server Infrastructure	$23,028.76
Case Management Software	$41,400.00
Data/Image Conversion	$43,800.00
Training	$79,920.00
Additional Software	$60,420.00
Scanning/Paper-on-Demand	
Paperless/e-Filing	
Court Day Work Flow	
Collection Modules	
Texting	
e-Mailing	

Web Presence	$28,500.00
CaseLook 3 Record Search	
e-Payment Module	
Cloud Server Backup	$5,760.00
Support – Year 1	$2,500.00
Other (Specify)	
TOTAL – YEAR 1	**$285,328.76**
Support Fees – Year 2	$15,478.76
Support Fees – Year 3	$15,478.76
TOTAL COST:	**$316,286.28**

APPENDIX B

Personal Property & Real Estate Tax Affidavit

STATE OF OHIO }
} SS:
COUNTY OF WOOD }

Bud L. Henschen being first duly sworn, deposes and says that they are PRESIDENT of:
Henschen & Associates Inc. the party making the bid, with offices located at:
432 West Gypsy Lane Road, Bowling Green, OH 43402 and as its duly authorized representative states that effective this 10th day of November, 2025 the Henschen & Associates Inc.

(X)Is NOT charged with delinquent personal property or real estate taxes on the general list of real and personal property in Greene County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Greene County, Ohio.

( ) Is charged with delinquent personal property taxes and/or real estate taxes on the general list of real and personal property in Greene County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Greene County, Ohio. The County and amount of delinquent personal property taxes is listed below and includes total amount and any penalties and interest thereon.

Court: Amount:

Affiant

Sworn to and subscribed before me this 4th day of November, 2025

Notary Public

NOTARY PUBLIC STATE OF OHIO
KRISTEN L ENDICOTT
Notary Public, State of Ohio
My Commission Expires 10/31/27

APPENDIX C

Non-Collusion Affidavit

STATE OF OHIO }
} **SS:**
COUNTY OF WOOD }

Bud L. Henschen being first duly sworn, deposes and says that they are PRESIDENT of: Henschen & Associates Inc.,; the party making the foregoing proposal of bid; that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid, or that such other person shall refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the County of Greene or any person or persons interested in the proposed contract; and that all statements contained in said proposal or bid are true; and further, that such bidder has not, directly or indirectly submitted this bid, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

Bud L Henschen
Affiant

Sworn to and subscribed before me this 4th day of November 2025.

Notary Public

NOTARY PUBLIC STATE OF OHIO
KRISTEN L ENDICOTT
Notary Public, State of Ohio
My Commission Expires 10/31/27

APPENDIX D

AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13 OF THE OHIO REVISED CODE

STATE OF OHIO }
}
COUNTY OF WOOD }

Personally appeared before me the undersigned, as an individual or as a representative of Henschen & Associates Inc., for a contract for the Municipal Court Case Management System upgrade to be let by the Xenia Municipal Court, Xenia, Ohio, who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13 (campaign contributions and reporting) and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the business entity:

1. That none of the following has individually made within the previous twenty-four months and that, if awarded a contract for the purchase of goods or services with a cost aggregating in excess of $10,000 in a calendar year, none of the following individually will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions totaling in excess of $1,000, to any member of the Xenia, Ohio, City Council, or the Judge of the Xenia Municipal Court or their individual campaign committees or if the contracting authority is another elected official of the City of Xenia, Ohio, to that official or their individual campaign committee:

    a. myself;
    b. any partner or owner or shareholder of the partnership (if applicable);
    c. any owner of more than 20% of the corporation or business trust (if applicable);
    d. each spouse of any person identified in (a) through (c) of this section;
    e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section.

2. That none of the following have collectively made since January 1, 2009, and that, if awarded a contract for the purchase of goods and services with a cost aggregating in excess of $10,000 in a calendar year, none of the following collectively will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions totaling in excess of $2,000, to any member of the Xenia, Ohio, City Council, or the Judge of the Xenia Municipal Court or their individual campaign committees, or if the contracting authority is another elected official of

the City of Xenia, Ohio, to that official or their individual campaign committee:

a. myself;
b. any partner or owner or shareholder of the partnership (if applicable);
c. any owner of more than 20% of the corporation or business trust (if applicable);
d. each spouse of any person identified in (a) through (c) of this section;
e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section.

3. That this representation is made to induce the Court to enter into a contractual relationship with the Contractor, and with the knowledge that Court officials will rely on the authenticity of statements made herein in awarding and administering such contracts.

Signature Paul Z Hensel

Title: President

State of Ohio

County of Wood

Sworn to and subscribed in my presence this 4th day of November, 2025

Kristen L Endicott

Notary Public

NOTARY PUBLIC STATE OF OHIO
KRISTEN L ENDICOTT
Notary Public, State of Ohio
My Commission Expires 10/31/27

APPENDIX E

FINDINGS FOR RECOVERY AFFIDAVIT

STATE OF OHIO

COUNTY OF WOOD, SS:

Bud L. Henschen, upon being duly cautioned and sworn, hereby states the following based on personal knowledge:

1) That they are PRESIDENT, of Henschen & Associates Inc., and authorized to execute this affidavit; and,

2) That Henschen & Associates Inc. is not a person or entity against whom a finding for recovery has been issued by the Auditor of State, which finding for recovery is unresolved as defined in Ohio Revised Code [General Provisions] Section 9.24 (B); and,

3) That Henschen & Associates Inc., does not appear in the database of unresolved findings of recovery maintained by the Auditor of State pursuant to Ohio Revised Code [General Provisions] Section 9.24 (D)

Bud L Henschen
Affiant

State of Ohio

County of Wood

Sworn to before me and subscribed in my presence this 4th day of November, 2025

Notary Public

NOTARY PUBLIC STATE OF OHIO
KRISTEN L ENDICOTT
Notary Public, State of Ohio
My Commission Expires 10/31/27

CASE MANAGEMENT SOFTWARE LICENSE AGREEMENT

This CASE MANAGEMENT SOFTWARE LICENSE AGREEMENT ("License Agreement"), is made by and between **Henschen and Associates, Inc.** ("Henschen" or "Licensor"), located at 432 West Gypsy Lane Road, Bowling Green, Ohio 43402 and the **City of Xenia, Ohio**, on behalf of the **Xenia Municipal Court** (the "Court" or "Licensee"), located at 101 North Detroit Street, Xenia, Ohio 45385.

RECITALS

I. Henschen has developed and owns municipal court case management software and related materials (the "Software").

II. The Court desires to utilize the Software.

III. Henschen agrees to provide a non-exclusive, non-transferable license for the Court to use the Software upon the terms set forth herein.

FOR AND IN CONSIDERATION OF the promises set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Usage Restriction. Licensee agrees to use the Software solely for the operation of its municipal court. Licensee agrees that it has no right to transfer or sub-license any rights granted under this License Agreement, and Henschen reserves the right to sell or provide similar licenses of the Software to other parties.

2. Term of Agreement. The term of this License Agreement shall commence on the date of acceptance of the Software by Licensee which shall occur after such Software has been installed on the Licensee's computer server (or other applicable devices) and Licensee delivers written notice to Licensor that the Software is ready to be released from testing and be fully activated. This License Agreement shall remain in force until the Court provides Henschen with a thirty (30) day prior termination notice. Upon termination of the License Agreement, Licensee agrees that all copies of the Software and manuals will be either returned to Henschen, destroyed, or deleted. Should Licensee decide to terminate the agreement or license, Henschen shall have the right to remove their licensed programs from the server within ninety (90) days of termination. Henschen agrees to convert Licensee's data to an ASCII file. Payment for this conversion will be payable to Henschen prior to the release of the ASCII files.

3. Installation and Withdrawal from Contract. Henschen will install the software and conduct training sessions covered by this License Agreement based on a mutually agreed upon date established by Henschen and the Licensee. Should Licensee wish to cancel this License Agreement after hardware or software have been ordered by Licensor, Licensee shall pay to Henschen any reasonable cost incurred (i.e., return shipment, restocking charges, etc.) resulting from the cancellation of this License Agreement. However, should Henschen fail to perform or fulfill this contract, Henschen shall be responsible for any cost incurred as a result of return shipment or restocking charges as noted above.

4. Licensee's Responsibilities.
   A. Licensee acknowledges that the final responsibility of confirming the accuracy of manually entered data is the responsibility of Licensee.

   B. Licensee shall take adequate steps and security precautions to prevent unauthorized usage of Henschen's product and to maintain the confidentiality of such information and documentation. Licensee will respect Henschen's property rights, including any applicable copyrights, and will not

copy the Software or manuals without written authorization, except for archival copies intended as normal backup. At no time shall Licensee grant another vendor or agent acting on behalf of another vendor access to the Henschen program. Failure to comply with this security will result in a breach of license and may result in the termination of the contract or other legal action.

C. Licensee shall backup system files as instructed on a secure cloud network and/or device owned by the Court on a daily basis. Should the files need to be restored, Henschen will assist the Court in restoring these files either via modem or on-site support at a nominal fee.

5. Ownership and Delivery of Court Records. All filings, docket information, and any other court record stored and maintained within the Software shall be owned by the Court ("Court Record(s)"). Henschen shall not destroy, delete, or otherwise remove any Court Record without prior approval from the Court. Within thirty (30) days of the expiration or termination of this License Agreement, Henschen shall provide all Court Records within its control to the Court.

6. Changes to Software. Upon the Court's request, Henschen will modify the Software at the current hourly rate at date of request. Licensee shall not obtain the services of another vendor/company to modify the software. Licensee may utilize another agency to make changes to forms and reports. Any and all changes to this software shall become the property of Henschen; therefore, under no circumstances shall an agency, individual, or company have any legal rights to current or modified programs.

7. Governing Law. This License Agreement shall be governed by the laws of the State of Ohio and of the United States of America.

8. Warranty of Performance. Henschen warrants that the Software is completely operational and will promptly correct, at no additional charge, any errors or defects reported to Henschen. Henschen also warrants that the Software meets the specification as indicated in the Request for Bid and to the best of their knowledge meets the State of Ohio Supreme Court and State Auditors requirements as of the date of this License Agreement.

9. Completeness of Agreement. This License Agreement constitutes the entire agreement between Henschen and the Licensee with respect to the license to use the software granted hereunder by Henschen to Licensee.

10. Electronic Signatures. This License Agreement shall be signed with the use of electronic signatures, which shall be deemed valid and binding upon the Parties, in accordance with Ohio Revised Code Section 1306.06.

[SIGNATURE PAGE FOLLOWS]

Licensor:
HENSCHEN AND ASSOCIATES, INC.

By: _____
[Name, Title]

Date: _____

Licensee:
City of Xenia, Ohio

By: _____
Brent Merriman, Xenia City Manager

Date: _____

Approved only as to form:

_____
Donnette A. Fisher, Esq.
Xenia Law Director

XENIA CITY COUNCIL
LEGISLATIVE COVER MEMO

Procedural History & Timeline:

Annexation Petition Filed:	March 10, 2026
Statement of Services Due:	March 30, 2026
Presentation & Vote:	March 26, 2026
Effective Date:	March 26, 2026

Agenda Item: **RESOLUTION 2026 – 021**
ADOPTING A STATEMENT OF THE MUNICIPAL SERVICES TO BE PROVIDED TO THE 121.558-ACRE PARCEL (MANNARINO PROPERTY) ON US ROUTE 42 EAST, WHICH IS PROPOSED FOR ANNEXATION FROM XENIA TOWNSHIP TO THE CITY OF XENIA, OHIO

Submitted By: Brian Forschner, City Planner
Presented By: Brent Merriman, City Manager

Summary: Pursuant to Ohio Revised Code § 709.023(C), Council must adopt, within twenty (20) days of the filing of an annexation petition with the County, a statement of services the City will provide to a territory upon annexation, including an approximate date by which such services will be provided. The statement must specify the services the City will provide if the annexation is approved by the County and accepted by this Council. Further, the statement can stipulate that no municipal services will be provided, that all available municipal services will be provided, or that only some municipal services will be provided. The resolution can also state that services will be provided, but only upon certain conditions. It is also important to note that passage of this resolution does not obligate City Council to accept the annexation if it is approved by the Greene County Board of Commissioners.

On March 10, 2026, Catherine Mannarino and Christina Lenahan, property owners, filed an annexation petition pursuant to ORC 709.032 (Expedited Type 2) for their 121.558-acre parcel (Greene County Parcel ID M36000200261002100) on the south side of US Route 42 East, located east of 997 North Columbus Street (the "Territory"), with the Greene County Board of Commissioners. The petition seeks annexation of the Territory for the purpose of developing a subdivision of single-family homes. Staff is recommending the services provided to this proposed annexation be the same as services provided to any other incorporated residential area, but with conditions. The recommended conditions would require the developer of the Territory to be responsible for all extensions of utility mains to the Territory, as well as any necessary booster stations and lift stations, and other appurtenances necessary to achieve adequate water pressure and sanitary sewer service. Because the property on the opposite side of US Route 42 will remain in Xenia Township, the Territory will exclude the US Route 42 right-of-way.

Cover Memo Attachments: Annexation Petition

Budgetary Impact: None.

Vote Required for Passage: The affirmative vote of a majority of the members of City Council present at the meeting, per City Charter § 5.05(A).

Recommendation: Because Council is required to adopt a statement of the services to be provided to the Territory, it is recommended that Council pass Resolution 2026-021.

CITY OF XENIA, OHIO
RESOLUTION 2026 – 021

ADOPTING A STATEMENT OF THE MUNICIPAL SERVICES TO BE PROVIDED TO A 121.558-ACRE PARCEL (MANNARINO PROPERTY) ON US ROUTE 42 EAST, WHICH IS PROPOSED FOR ANNEXATION FROM XENIA TOWNSHIP TO THE CITY OF XENIA, OHIO

WHEREAS, a petition for annexation of a 121.558-acre parcel (Greene County Parcel ID M36000200261002100) on the south side of US Route 42 East, located east of 997 North Columbus Street, (the "Territory"), was filed with the Greene County Board of Commissioners on March 10, 2026, by Catherine Mannarino and Christina Lenahan, owners of the Territory, pursuant to Ohio Revised Code §§ 709.021 and 709.023; and

WHEREAS, as part of the annexation process, ORC § 709.023(C) requires this Council to adopt a Statement of Services stipulating what municipal services, if any, the City will provide to the Territory upon annexation including an approximate date by which it will provide them,

NOW, THEREFORE, THE CITY OF XENIA HEREBY RESOLVES, a majority of the members of Council present concurring, that:

Section 1. If the annexation of the Territory is accepted, the City of Xenia shall provide or make available the following services to the Territory:

- Police, fire, and emergency medical services within thirty (30) days of the effective date of the annexation.
- Residential refuse service, property maintenance code inspections, and zoning under City ordinances, within thirty (30) days of the effective date of the annexation.
- Water utility services and sanitary sewer utility services will be made available upon the property owner(s) or developer's completion, to the satisfaction of the City, of the following conditions:
    - The property owner(s) or developer of the Territory shall, at its/their own expense, extend from the City's existing water and sewer mains (or as otherwise approved by the City), any water and sewer mains the City deems necessary to serve development on the Territory. Such extensions may require reimbursement by the property owner(s) or developer of expenses incurred by the City to oversize a sanitary sewer main through another planned development in order to efficiently serve the Territory.
    - The property owner(s) or developer of the Territory shall, at its/their own expense, construct any City-required water booster stations and/or any other appurtenances required to achieve adequate water pressure, which is defined as: (i) 60 to 80 psi during the modeled Maximum Daily Demand, based on Section 8.2 of the Recommended Standards for Water Works as approved by the Great Lakes – Upper Mississippi River Board of State and Provincial Public Health and Environmental Managers (Ten States Standards); and (ii) A two-hour flow of 1,500 gallons per minute with a residual pressure of 20 psi to residential structures, pursuant to the Xenia Fire Code.
    - The property owner(s) or developer of the Territory shall, at its/their own expense, construct any City-required sanitary sewer lift stations and/or any other appurtenances required to achieve adequate public sanitary sewer services for the proposed development of the Territory.

Section 2. The City Clerk is hereby directed to file a certified copy of this Resolution with the Board of County Commissioners of Greene County, Ohio, on or before March 30, 2026.

Section 3. It is hereby found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including ORC § 121.22.

Section 4. This Resolution shall become effective immediately upon its passage.

Passed: March 26, 2026

Wesley Smith
Xenia City Council President

Attest:

Amy E. Brown
City Clerk

XENIA CITY COUNCIL
LEGISLATIVE COVER MEMO

Procedural History & Timeline:

Annexation Petition Filed:	March 10, 2026
Buffer Statement Due:	March 30, 2026
Presentation & Vote:	March 26, 2026
Effective Date:	March 26, 2026

Agenda Item: **RESOLUTION 2026 – 022**
ADOPTING A STATEMENT REGARDING ZONING BUFFERS FOR THE 121.558-ACRE PARCEL (MANNARINO PROPERTY) ON US ROUTE 42 EAST, WHICH IS PROPOSED FOR ANNEXATION FROM XENIA TOWNSHIP TO THE CITY OF XENIA, OHIO

Submitted By: Brian Forschner, City Planner
Presented By: Brent Merriman, City Manager

Summary: Pursuant to Ohio Revised Code § 709.023(C), Council must adopt, within twenty (20) days of the filing of an annexation petition with the County, a statement regarding possible incompatible land uses and zoning buffers the City will require for a territory upon annexation. The statement must stipulate that if a territory is annexed and City zoning permits uses in the territory that are incompatible with uses permitted by township zoning in adjacent unincorporated areas, the City will require the property owner to provide a buffer between the annexed territory and adjacent unincorporated land. It is important to note that passage of this resolution does not obligate City Council to accept the annexation if it is approved by the Greene County Board of Commissioners.

. On March 10, 2026, Catherine Mannarino and Christina Lenahan, property owners, filed an annexation petition pursuant to ORC 709.032 (Expedited Type 2) for their 121.558-acre parcel (Greene County Parcel ID M36000200261002100) on the south side of US Route 42 East, located east of 997 North Columbus Street (the "Territory"), with the Greene County Board of Commissioners. The petition seeks annexation of the Territory for the purpose of developing a subdivision of single-family homes. Passage of this resolution does not acknowledge the existence of incompatibilities, nor does staff believe there will be any issue with incompatibilities based on the proposed use of the Territory, which may include development of single-family dwellings.

Cover Memo Attachments: None

Budgetary Impact: None.

Vote Required for Passage: The affirmative vote of a majority of the members of City Council present at the meeting, per City Charter § 5.05(A).

Recommendation: Because Council is required to adopt a required buffer statement under the ORC regarding the Territory, it is recommended that Council pass Resolution 2026-022.

CITY OF XENIA, OHIO
RESOLUTION 2026 – 022

ADOPTING A STATEMENT REGARDING ZONING BUFFERS FOR A 121.558-ACRE PROPERTY ON US ROUTE 42 EAST, WHICH IS PROPOSED FOR ANNEXATION FROM XENIA TOWNSHIP TO THE CITY OF XENIA, OHIO

WHEREAS, a petition for annexation of a 121.558-acre parcel (Greene County Parcel ID M36000200261002100) on the south side of US Route 42 East, located east of 997 North Columbus Street, (the "Territory"), was filed with the Greene County Board of Commissioners on March 10, 2026, by Catherine Mannarino and Christina Lenahan, owners of the Territory, pursuant to Ohio Revised Code §§ 709.021 and 709.023; and

WHEREAS, ORC § 709.023(C) requires, as the Territory was zoned under regulations adopted pursuant to ORC Chapters 303 or 519 at the time the petition was filed, that this Council adopt a statement that if the Territory is annexed and becomes subject to zoning by the City and that zoning permits uses in the Territory that the City determines are clearly incompatible with the uses permitted under current county or township zoning regulations on the adjacent land remaining within the township from which the Territory was annexed, the City will require, in the zoning ordinance permitting the incompatible uses, the owner of the Territory to provide a buffer separating the use of the Territory and the adjacent land remaining within the township,

NOW, THEREFORE, THE CITY OF XENIA HEREBY RESOLVES, a majority of the members of Council present concurring, that:

Section 1. If the annexation of the Territory, as described above, is approved and accepted, the City will provide zoning and planning services to the Territory. If the City's zoning permits uses in the Territory that the City determines are clearly incompatible with the uses permitted under current township zoning in the adjacent land remaining within Xenia Township, the City will require, in the zoning ordinance permitting the incompatible uses, the owner of the Territory to provide a buffer separating the use of the Territory and the adjacent land remaining within the Township(s). For the purposes of this section, "buffer" may include open space, landscaping, fences, walls, and other structural elements; street and street right-of-way; or bicycle and pedestrian paths and sidewalks.

Section 2. The City Clerk is hereby directed to file a certified copy of this Resolution with the Board of County Commissioners of Greene County, Ohio, on or before March 30, 2026.

Section 3. It is hereby found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including ORC 121.22.

Section 4. This Resolution shall become effective immediately upon its passage.

Passed: March 26, 2026

Wesley Smith
Xenia City Council President

Attest:

Amy E. Brown
City Clerk