Agenda

Oxford City Council

Court House

TUESDAY, JANUARY 18, 2011

EXECUTIVE SESSION
None.

1. Roll Call. Richard Keebler, Mayor; Ken Bogard, Vice-Mayor; John Harman; Bob Blackburn; Kevin McKeehan; Kate Currie; Greig Rutherford

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, proceed to the podium, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

REGULAR MEETING
7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

This facility is wheelchair accessible. If you plan to attend this meeting and you have a disability that requires special arrangements, please notify the City Manager's office 48 hours in advance so that reasonable accommodations can be made.

3. Public Participation.

A. Recognition: Lieutenant Bob Holzworth, Officer Ron Brooks, and Detective Dennis Barter.

B. Public Comments.

The purpose of the Public Comments Section is for members of the Public to speak to the City Council on any subject not scheduled on the Agenda, except Consent Agenda items. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff or other members of the public and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

4. Consent Agenda.

A. Minutes of the December 21, 2010 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

Minutes

B. Report regarding the January 5, 2011 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

Report

C. Report regarding the January 11, 2011 Planning Commission Meeting. (Jung-Han Chen, Community Development Director)

Report

D. A Resolution authorizing the release of a performance bond in the amount of $196,400.05 for Reckford Woods Subdivision, Phase I, and accepting a new performance bond in the amount of $33,800.00. (Mike Dreisbach, Service Director)

Staff Report/Resolution

E. A Resolution authorizing the City Manager to enter into a contract with Arcadis U.S., Inc. to design and engineer specified improvements at the Wastewater Treatment Plant at a cost of $258,000 plus a ten percent (10%) contingency fee in the amount of $25,800 for a total cost not to exceed $283,800. (Mike Dreisbach, Service Director)

Staff Report/Resolution

5. Resolutions.

1. A Resolution authorizing the City Manager to enter into an amended contract with National Inspection Corporation for their services as Chief Building Official/Plans Examiner, inspection and property maintenance compliance inspection services for the City of Oxford. (Jung-Han Chen, Community Development Director)

Staff Report/Resolution

2. A Resolution adopting the Butler County Emergency Management Agency's Tornado Siren Activation Policy. (Doug Elliott, City Manager)

Staff Report/Resolution

6. Ordinances.

A. First Reading.

1. An Ordinance Levying Upon The Lots And Lands Enumerated In The List Of Estimated Assessments (Exhibit A) The Amounts Set Forth On Such List And Setting Forth Terms For Payment Of Assessments. (Mike Dreisbach, Service Director)

Staff Report/Ordinance

2. An Ordinance Establishing Age Sixty (60) As The Maximum Age For An Original Appointment To The Oxford Police Department. (Steve Schwein, Police Chief)

Staff Report/Ordinance

B. Second Reading - None

7. A. Announcements & Communications. The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, the Oxford City Council, or the City staff.

1. Remarks from City Council and City Staff.

B. Future Meetings. (Note: Meetings will be held at the Court House unless otherwise indicated.)

WED - Jan 19 Board of Zoning Appeals Meeting 7:30 p.m. Cancelled

THUR - Jan 20 ODOT Public Information Meeting/BUT-Oxford US-27 Reroute Study 4:00 p.m.

FRI - Jan 21 Community Improvement Corporation Meeting 12:00 p.m. LCNB

WED - Jan 26 Civil Service Commission Meeting 7:00 p.m.

THUR - Jan 27 Recreation Board Meeting 4:00 p.m. Senior Citizens Center

MON - Jan 31 Conservation Development and New Urbanism/Randall Arendt - Public Speech

TUES - Feb 1 City Council Meeting 7:30 p.m.

WED - Feb 2 Environmental Commission Meeting 7:00 p.m. Municipal Building

WED - Feb 2 Historic and Architectural Preservation Commission Meeting 7:30 p.m.

TUES - Feb 8 Planning Commission Meeting 7:30 p.m. Cancelled

THUR - Feb 9 Police Advisory Board Meeting 7:00 p.m. Senior Citizens Center

TUES - Feb 15 City Council Meeting 7:30 p.m.

WED - Feb 16 Board of Zoning Appeals Meeting 7:30 p.m.

THUR -Feb 17 Recreation Board Meeting 4:00 p.m. Senior Citizens Center

FRI -Feb 18 Community Improvement Corporation Meeting 12:00 p.m. LCNB

MON - Feb 21 Housing Advisory Commission Meeting 7:00 p.m. Cancelled

MON - Feb 21 Holiday - City Offices Closed

WED - Feb 23 Civil Service Commission Meeting 7:00 p.m.

8. Adjourn.

A Regular meeting of the Oxford City Council was called to order by Mayor Richard Keebler on Tuesday, December 21, 2010 at 7:00 p.m. Those members present were Ken Bogard, Kate Currie, Bob Blackburn and Kevin McKeehan. Greig Rutherford arrived at 7:24 p.m. and John Harman was excused.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Mike Dreisbach, Service Director; Mr. Steve Schwein, Police Chief; Mr Joe Newlin, Finance Director; Mr. Jung-Han Chen, Community Development Director; Mr. Alan Kyger, Economic Development Director; Mr. John Detherage, Fire Chief; Mr. Steve McHugh, Law Director and Ms. Mary Ann Eaton, Clerk of Council.

ADJOURN TO EXECUTIVE SESSION

Mr. Blackburn moved to adjourn to Executive Session immediately in accordance with Ohio Revised Code Section 121.22(G)(4) for the purpose of discussing collective bargaining strategies and Section 121.22(G)(3) for the purpose of discussing imminent court action. Mr. McKeehan seconded. The motion passed by the following roll call:

AYE: Mr. Blackburn, Mr. Bogard, Ms. Currie, Mr. McKeehan, Mr. Keebler (5)

NAY: None (0)

ABS: None (0)

RETURN FROM EXECUTIVE SESSION

Mr. Blackburn moved to adjourn from Executive Session at 7:28 p.m. Mr. McKeehan seconded. The motion passed by the following roll call:

AYE: Mr. Bogard, Mr. Blackburn, Ms. Currie, Mr. McKeehan, Mr. Keebler (5)

NAY: None (0)

ABS: None (0)

PLEDGE OF ALLEGIANCE

Mayor Keebler called for the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Bogard moved to approve the agenda. Ms. Currie seconded. The motion passed 6-0-0.

Ms. Currie moved to amend the agenda by placing items 6.B. 1 through 4 ahead of the consent agenda. Mr. Rutherford seconded. The motion passed 6-0-0.

PUBLIC PARTICIPATION

PRESENTATION
FARMER'S MARKET

Mr. Larry Slocum, played the guitar and sang a Farmer's Market tune for Council and the audience. Mr. Slocum noted the Oxford Farmer's Market Uptown had enjoyed its 7th season and held a Winter Market last Saturday with the temperature of 11 degrees. Mr. Slocum introduced Mr. Ray Arlinghous.

Mr. Ray Arlinghous, advised he was a farmer who had participated in the Oxford Farmer's Market Uptown for two years and it had been wonderful. Mr. Arlinghous noted in the past, 30% of customers drove three or more miles to the Oxford Farmer's Market Uptown, and this year 13% of customers drove 10 or more miles and came from West Chester, Hamilton, Harrison, Cincinnati and Richmond. Mr. Arlinghous noted he felt the market made Oxford a destination for people from the surrounding area. Mr. Arlinghous advised the market continued to grow with $250,000 in sales last year and close to $300,000 this year. Mr. Arlinghous noted the farmers needed a place to sell and they appreciated having the Oxford Farmer's Market Uptown and the hospitality of the City of Oxford. Mr. Arlinghous presented a check to the City on behalf of the Farmer's Market.

Mr. Larry Slocum, advised the owners of Arabian Nights Authentic Lebanese Cuisine got their customer base started at the Farmer's Market Uptown and now were planning to open a restaurant in Uptown Oxford. Mr. Slocum noted he would like to have free parking at the market until noon and advised the vendors parked at the doctor's office on Church Street and not at meters.

Mr. Bogard thanked Mr. Slocum and Mr. Arlinghous for their efforts and encouraged them to keep up the good work.

Mr. Rutherford noted his feeling Oxford should think of itself as a center for regional commerce and needed to give people a reason to come here instead of to the malls, or Cincinnati or Dayton. Mr. Rutherford noted he appreciated the efforts of Mr. Arlinghous and the other farmers who participated in the Oxford Farmer's Market Uptown.

PUBLIC COMMENTS

None.

ORDINANCES
SECOND READING

ORDINANCE
ANNEXATION

An Ordinance No. 3134 Authorizing The Annexation Of 47.069 Acres Of Contiguous Territory And Directing The City Attorney To Prosecute The Proceedings Necessary To Effect Said Annexation. (Doug Elliott, City Manager)

Mr. Elliott advised he had no new information to present and Mayor Keebler noted the matter was discussed at the last meeting.

Mr. Bogard moved to adopt Ordinance No. 3134. Ms. Currie seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Blackburn, Mr. Bogard, Ms. Currie, Mr. McKeehan, Mr. Rutherford, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

ORDINANCE
REPEAL CHAPTER 919

An Ordinance No. 3135 Repealing Oxford Code Of Ordinances Chapter 919, Advisory Utilities Commission. (Doug Elliott, City Manager)

Mr. Elliott noted the Advisory Utilities Commission had been inactive for three years and its purpose was to advise Council on public utility matters. Mr. Elliott advised the City utilized an independent consultant for natural gas utility matters and the state eliminated the ability for local governments to negotiate cable franchise agreements. Mr. Elliott advised he felt the commission was no longer required.

Mr. Blackburn moved to adopt Ordinance No. 3135. Mr. McKeehan seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Bogard, Ms. Currie, Mr. McKeehan, Mr. Rutherford, Mr. Blackburn, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

ORDINANCE
REFUNDING BONDS

An Ordinance No. 3136 Providing For The Issuance Of Not To Exceed $3,460,000 Water Supply System Refunding Bonds And Declaring An Emergency. (Joe Newlin, Finance Director)

Mr. Newlin thanked his staff and various department heads for assisting him in obtaining the information to get the official statement done in an orderly fashion to get this out into the market.

Mayor Keebler advised the re-issuance would save the City approximately $100,000 and the Ordinance was being passed as an emergency for the purpose of taking advantage of favorable market conditions.

Mr. Rutherford moved to adopt Ordinance No. 3136. Mr. Blackburn seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Currie, Mr. McKeehan, Mr. Rutherford, Mr. Blackburn, Mr. Bogard, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance No. 3137Amending Ordinance No. 3089. Supplemental Budget Ordinance Number 8 To Make Supplemental Appropriations For Fiscal Year 2010. (Joe Newlin, Finance Director)

Mr. Newlin addressed the changes from the first reading as presented on pages 71 through 75 of the agenda.

Ms. Currie moved to adopt Ordinance No. 3137. Mr. Blackburn seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. McKeehan, Mr. Rutherford, Mr. Blackburn, Mr. Bogard, Ms. Currie, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

Mayor Keebler thanked Mr. Rutherford for attending the meeting even though he was under the weather. Mr. Rutherford wished everyone a Merry Christmas and excused himself from the meeting at 7:52 p.m.

CONSENT AGENDA

MINUTES

Minutes of the December 7, 2010 City Council Work Session. (Mary Ann Eaton, Clerk of Council)

Minutes of the December 7, 2010 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the December 1, 2010 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

RESOLUTION
WINTER FARMER'S MARKET

A Resolution No. 4577 authorizing the City Manager to close Lot 52 on Saturday, January 15, 2011, Saturday, February 19, 2011, Saturday, March 19, 2011, Saturday, April 16, 2011 and Saturday, December 17, 2011 from 5:00 a.m. to 12:30 p.m., to permit the operation of the Winter Farmer's Market within Lot 52 during said time. (Mary Ann Eaton, Clerk of Council)

RESOLUTION
FARMER'S MARKET

A Resolution No. 4578 authorizing the City Manager to close Lot 52 on Saturdays, from 5:00 a.m. to 12:30 p.m., from May 7, 2011 through November 26, 2011, to permit the operation of the Farmer's Market within Lot 52 during said time. (Mary Ann Eaton, Clerk of Council)

Ms. Currie moved to approve the consent agenda. Mr. Bogard seconded. The motion passed 5-0-0.

RESOLUTIONS

RESOLUTION
REVOLVING LOAN FUND

A Resolution No. 4579 amending Resolution No. 4546 to approve the Oxford Community Improvement Corporation's recommendation to loan $20,000.00 to Arabian Nights Authentic Lebanese Cuisine, Inc. (Alan Kyger, Economic Development Director)

Mr. Kyger advised Council approved this loan in June of 2010. Mr. Kyger noted this was a re-application as a lease could not be secured at the original location of 19 W. High Street. Mr. Kyger advised the applicant found a new location at 36 W. High Street and the new application was identical to the original one. Mr. Kyger referred to page 23 of the agenda and noted conditions a. and b. of the resolution had been met. Mr. Kyger noted the owners were in attendance to answer any questions.

Mr. Michael Tyree, thanked Council and advised City staff had been extremely good to him and Ms. Akkoub. Mr. Tyree noted they felt better about the new location and were happy with how everything was proceeding.

Mr. McKeehan moved to adopt Resolution No. 4579. Mr. Blackburn seconded. The motion passed 5-0-0.

RESOLUTION
REVOLVING LOAN FUND

A Resolution No. 4580 approving the Oxford Community Improvement Corporation's recommendation to loan $245,000.00 to Moon Cooperative Services, Inc. (Alan Kyger, Economic Development Director)

Mr. Kyger noted the loan application process for this project began last summer. Mr. Kyger advised Moon Cooperative Services, Inc. originally asked for a ten year loan for the $245,000. Mr. Kyger noted Moon was a Cooperative and part of their source of funding was through membership loans. Mr. Kyger noted all other applicants had personally guaranteed a loan or provided collateral and that was not the case with this application. Mr. Kyger noted the Loan Review Committee worked with Moon to shorten the term of the loan to 5 years and move the membership loan payment back so the first loan to be paid off would be the Revolving Loan Fund loan. Mr. Kyger advised the project was a natural foods grocery store to be located at 513 S. Locust Street.

Ms. Bernadette Unger, thanked Mr. Kyger and the Community Improvement Corporation for all of their help. Ms. Unger advised Moon Cooperative was incorporated in 2004 and had a national reputation for being steadfast and conservative. Ms. Unger noted Moon had other equity partners in addition to members and they had 532 households in this region. Ms. Unger advised Chaco Credit Union was an equity partner and did not require a personal guarantee for a loan unless at least 20% of a business was owned by one person. Ms. Unger noted this was a unique economic model in this part of Ohio although it was a tried and true program across the nation. Ms. Unger advised the project would be very well capitalized by the members and they anticipated $400,000 of the startup cost to be member generated. Ms. Unger noted they were thrilled with the location which fit very well with Oxford's Comprehensive Plan.

Mr. Jim Rubenstein, noted a building permit was issued for 513 S. Locust and a General Manager had been hired who started fulltime on December 15, 2010.

Mr. Kyger noted the loan was coming from a pool of money that could only be used for Revolving Loan Fund applications and there was a set of required standards which this applicant had met.

Ms. Currie noted she was on the CIC Board and they would be happy to see the funds working in the community the way they had hoped. Ms. Currie advised she would be glad to see the funds going to a great organization and she was excited to see them open for business.

Mr. Bogard inquired when the business would open and Ms. Unger advised in the spring of 2011.

Mr. Blackburn noted he was a member of Moon Cooperative and wanted them to be successful. Mr. Blackburn noted concern that the loan would not be guaranteed. Mr. Kyger advised that was why the loan committee worked with the applicant and shortened the loan to five years. Mr. Kyger noted the applicant was well funded and had a large amount of working capital.

Mayor Keebler advised he was impressed with the applicant's membership and noted they had a lot of incentive to make the project successful.

Mr. Blackburn advised all other loan applicants had to make a personal guarantee and inquired if the City would be discriminating against them. Mr. McHugh noted every loan was slightly different based on the nature of the business.

Ms. Currie moved to adopt Resolution No. 4580. Mr. McKeehan seconded. The motion passed 4-1-0 with Mr. Blackburn voting nay.

RESOLUTION
IDENTITY THEFT POLICY

A Resolution No. 4581 repealing Resolution No. 4432, Identity Theft (Red Flag) Policy and adopting a new Identity Theft (Red Flag) Policy. (Doug Elliott, City Manager)

Mr. Elliott addressed his staff report as presented on page 26 of the agenda noting the Resolution adopted in April of 2009 went beyond what was required by law and he would like to replace the earlier policy with the proposed new policy. Mayor Keebler asked Mr. Elliott to outline the major differences in the policies. Mr. Elliott advised there was discussion early on about encrypting all of the City's data which was extremely costly. Mr. Elliott noted a lot of clarification was available now as to what was required under the FTC regulation which focused on identity theft.

Mr. Bogard moved to adopt Resolution No. 4581. Mr. Blackburn seconded. The motion passed 5-0-0.

ORDINANCES
FIRST READING

None.

ANNOUNCMENTS

Mr. Elliott advised the City received a signed agreement with Milford Township for the provision of Emergency Medical Service to the western portion of Milford Township for one year. Mr. Elliott noted the intent was for Milford Township to work towards contributing $12,200 for Emergency Medical Service the next year.

Mr. Elliott advised a Resolution would be coming forward in January to implement the Tornado Siren Activation Policy which was the topic of Council's Work Session on December 7, 2010.

Chief Schwein encouraged everyone to take advantage of the free parking Uptown where certain meters would be bagged until January 1, 2011. Chief Schwein reminded citizens not to leave their cars parked on a City street for more than 72 hours. Chief Schwein encouraged those leaving town to take advantage of the free house check program offered by the Oxford Police Department.

Mr. Kyger noted 2010 was great with the success of the Job Ready Sites Program and 4 Revolving Loan Fund loans for new businesses. Mr. Kyger noted he was looking forward to 2011.

Mr. McKeehan wished everyone Happy Holidays and a Happy New Year.

Mr. Bogard complimented Eric Keebler and the Street Department for a fantastic snow removal job.

Mr. Bogard wished everyone Happy Holidays, Merry Christmas, and safe travels for those leaving town.

Ms. Currie encouraged citizens to shovel their sidewalks and get their winter exercise. Ms. Currie noted she was glad to see that snow was removed from the temporary sidewalk along US-27 South.

Mr. Blackburn noted the coolest Christmas tree in Oxford was at the Post Office as each ornament contained the name of an Oxford resident who served in the armed services.

Mr. Blackburn advised a child of lesser circumstances participated in the 'Shop with a Cop' program in Oxford and spent one third of his allotment and donated the purchases to Toys for Tots. Mr. Blackburn noted his feeling that was the day the boy became a man.

Mr. Blackburn thanked his fellow Council Members for a good year and thanked City staff for keeping Council informed and the town safe, clean and pretty. Mr. Blackburn thanked Mr. Elliott and Mr. Newlin for a budget that did not lay off any person employed by the City of Oxford.

Mr. Blackburn wished everyone Merry Christmas, Happy New Year and God bless.

Mayor Keebler noted he felt it was a good year and a lot had been accomplished. Mayor Keebler noted the City was in responsible financial condition and he took pleasure in the fact that everyone would remain employed. Mayor Keebler advised when looking at other cities and some of their conditions Oxford had a lot to be thankful for.

Mayor Keebler wished everyone Merry Christmas and Happy New Year.

ADJOURNMENT

Ms. Currie moved to adjourn at 8:19 p.m. Mr. Bogard seconded. The motion passed 5-0-0.

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of:	January 18, 2011	Service Department **Originating Department**
Account Code #:	N/A	David Treleaven **Prepared By**
Budgeted Amount:	N/A	January 6, 2011 **Date Prepared**

Agenda Title: Environmental Commission Meeting of January 5, 2011

Recommendation: For Review and Consideration

Discussion:

Environmental Commission members present at the Wednesday, January 5, 2011 meeting were: Chair, Mr. Charlie Ford; Vice-Chair, Mr. Wright Gwyn; City Council Representative, Mr. Greig Rutherford; Planning Commission Representative, Mr. Ted Wong, Mr. Kevin Armitage, and Mr. Vince Hand. A quorum was present.

Minutes from the December 5, 2010 meeting were unanimously accepted as presented.

Summaries of the Municipal Energy Efficiency and the Communication Sub-Committee meetings were presented. Copies of the Sub-Committee minutes as prepared by the Sub-Committee members accompany this Staff Summary Report.

Misters Ted Wong, Charlie Ford, Wright Gwyn, and Kevin Armitage of the Municipal Energy Efficiency Sub-Committee publically met at the Lane Library on December 8, 2010. Thoughts of how to assist Oxford address energy efficiency were discussed. The idea of requesting an energy service company (ESC) to conduct energy audits was presented. Typically, an ESC will perform a basic, initial energy audit at no charge to identify potential areas of improvement and cost savings. Should the community chose to continue, a more detailed survey for a fee is conducted, options are presented, and the ESC assists the community in securing low-cost loans or grants for the work option(s) the community chooses. Funds saved by the efficiencies could be applied to re- pay any loans, and once the loan is satisfied, the money saved by the energy efficiencies is then available for other work in the community. The Municipal Energy Efficiency Sub-Committee has scheduled a January 19, 2010 meeting with Oxford's Director of Service to investigate how the Sub-Committee may be of assistance to the City.

The Communications Sub-Committee met on December 15, 2010 at the Lane Library. Misters Wright Gwyn and Vince Hand were in attendance, and discussed options for effective communications with the public, identifying goals, possible methods of communication, and discussion of other electronic media avenues other than the City web site. The Sub-Committee concluded that Earth Day (April 22, 2011) would be an appropriate target date to have the various communication platforms implemented.

(Continued)

Approved By:

	Initial \ Date
Department Head:	MBD \ 1/10/11
City Manager:	DMB \ 1/14/11

Staff informed Commissioners that the Miami University Institute of Environmental Science mid-term presentation of the Bull Run channel erosion public service project is scheduled for 7:00 p.m. on Tuesday, January 18, 2011 in Boyd Hall on Western Campus.

Staff informed Commissioners of Oxford's application for an Ohio Department of Natural Resources, Division of Forestry Ash Tree Removal and Canopy Restoration grant. The 50-50 reimbursement grant application was for the removal of 27 Ash and the planting of 41 street trees at an approximate cost of $25,500. Commissioners requested Staff provide Oxford's approved street tree list. The Commissioners intend to review the list for non-native trees to the region, removal of the non-native species, and investigate the inclusion of some additional regionally native trees that are currently absent from the list.

The Commission adjourned at 8:40 p.m. The next regularly scheduled meeting of the Environmental Commission is on Wednesday, February 2, 2011 at 7:00 p.m. in the Municipal Building's Second Floor Conference Room.

Meeting Minutes

City of Oxford
Environmental Commission Energy Efficiency Subcommittee Meeting

Wednesday December 8, 2010
7:00 pm

Environmental Commission subcommittee members present:
Kevin Armitage, Wright Gwyn, Charles Ford, Ted Wong

The discussion started at 7:00 pm.

Kevin Armitage opened the discussions with an idea to explore the possibility of developing the old Nike missile site on the Western edge of town into a potential wind energy pilot study site.

He explained that Miami University owns the property and a collaborative could be formed between Miami, the city and Duke Energy. He will look into contacts and discuss the potential.

Ted Wong proposed that the subcommittee should begin its work by identifying the major categories of energy use and from there begin the process of auditing the specific components.

Charles Ford mentioned that the previous IES Carbon Sequestration study identified the energy uses in the city could be broken down into 3 components. Buildings consume 49% of total city energy use, water and sewage treatment use 35% and city lighting consumes 25%.

Wright Gwyn suggested the subcommittee try to get the city to put out a request for proposals to Energy Service Companies (ESCo's). ESCo's will come to community facilities and conduct an initial energy audit for free. Based on their recommendations on where the most cost savings are, the City will then need to decide whether or not they wish to continue with the process. If they do, continuing the process would involve conducting a more thorough and comprehensive energy audit and then complete the necessary energy retrofits. The fee for the more comprehensive energy audit and retrofits would be paid for from the guaranteed energy cost savings. Therefore, the money the City is now using to pay for more costly energy bills (and future energy increases) could be redirected to pay for energy improvements. Once the ESCo's bill is fully paid, the City would reap the 100% of the energy cost savings. The ESCo would also provide the time duration of how many years it would take to reach this point in their initial energy audit to help City leaders decide on what, if any, projects they wish to pursue.

Charles Ford recommended that the subcommittee schedule an initial meeting with the city service manager to inform them of our intentions and to investigate how we the subcommittee could help the city facilitate any initiatives that they would like to undertake pending approval.

Wright Gwyn suggested we approach the city service manager and ask if an audit has ever been performed. Specific questions to ask are: Have they had an energy audit? How was it done? Who did it? What were the conclusions?

Charles suggested everyone review the IES report.

Ted Wong agreed to call city service manager and schedule a meeting with Mr. Driesbach and the Environmental Commission at the Jan. 5th meeting.

Kevin Armitage asked about grant opportunities and whether or not there might be any available that the subcommittee could look into and get the city to apply for. And if the city has a grant writer any opportunities should be forwarded to them.

Charles Ford raised the topic of visibility and awareness. If the Environmental Commission is to be a viable and respected organization it needs to build a presence in the community by organizing events that citizens may participate in and see the work that the commission does.

Wright Gwyn mentioned that the communications subcommittee will be working on restructuring the website, build the internet based social network and listserv.

Meeting adjourned at 8:00 pm

COMMUNICATION NETWORKING SUB-COMMITTEE
of the
ENVIRONMENTAL COMMISSION

Wednesday, December 15, 2010
7:00 p.m.

Lane Library Community Room B
15 South College Avenue, Oxford, Ohio

MEMBERS

Kelly Church, Sub-Committee Leader

Wright Gwyn, Environmental Commission Vice-Chair
Vince Hand

Minutes

I. Call to Order at 7:15 pm with Wright Gwyn and Vincent Hand attending

II. There were no Public Remarks

III. Discussion

1) Effective Communications Tools
   A. Identify Goals
      i. Improved and Wider Broadcast of Environmental Commission's Actions to Community
      ii. Improved and Effective Means of Communication from Citizens to Commission
   B. A list of communications possibilities include:
      a. Newspaper—specific articles, letters to the editor
      b. Facebook—Who will run Facebook?
      c. E-mail
      d. Listserve
      e. Commission webpage on city website
      f. Twitter
      g. Newsletter—print, or via e-mail
      h. Cable TV public service announcements
      i. City bulletins—are there any?
      j. other
   C. Delineate Between Means Appropriate to Environmental Commission Action Versus Private Citizen Action
      a. Subcommittee thought Facebook/Twitter would be privately oriented, directing people to the City/Enviromental Commission (EC) page and

identifying specific items. Could direct to other media outlets as appropriate

   i. Need a catchy name for Facebook (and Twitter)
   ii. Should it have a logo?

b. Need to rewrite introductory letter from October and put on Facebook

2) Design of Action Template to Bring to Environmental Commission's Attention

A. Prioritize Communication Opportunities

   a. Intro letter needs to be re-written with updates
      i. Could go in the paper as a letter to the editor introducing Facebook and the city EC webpage
   b. Add links from city webpage to other items, such as the Conservation Development Powerpoint presentation or Reports from subcommittees documenting progress on, for example, municipal energy conservation
   c. Can we make EC webpage more interesting and user friendly?
      i. What is the procedure for doing this?
      ii. It should contain more "reference materials" vs. things that change rapidly—These would go on Facebook

B. Timeframe

   a. Planned launch as part of Earth Day, April 22, 2011 (approximately)
      i. Consider a booth for EC at the uptown festivities
      ii. Newspaper articles
      iii. Facebook launch
         1. May have pilot before that
      iv. New EC webpage up and running
      v. E-mail blast?
   b. Next steps
      i. Get Facebook account
      ii. Decide who runs and then develop Facebook account
      iii. Redesign EC page including links
         1. Develop list of links with entire EC input
      iv. Contact Megan Engle (newspaper ed.) to reserve space for Earth Day article or letter
      v. Make sure letter is current
      vi. Do research on internet marketing campaigns and on Search Engine Optimization (SEO) for EC webpage and for Facebook.

IV. Adjourned at 8 pm.

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager | Community Development — **Originating Department**

Council Meeting Of: January 18, 2011

Kathryn A. Dale — **Prepared By**

Account Code No. #:

Budgeted Amount:

January 12, 2011 — **Date Prepared**

Agenda Title:	**Planning Commission Meeting Report – January 11, 2011**
Recommendation:	**N/A**

Election of Officers:
The election of Planning Commission officers took place. Ms. Susan Kay was re-elected to serve as Planning Commission Chair, Mr. David Prytherch will serve as Vice-Chair. Mr. Marvin Hurston was re-elected to serve as Secretary to the Commission.

Mr. David Prytherch was elected to continue to serve on CIC; Mr. Ted Wong will continue to serve on the Environmental Commission, as will Mr. Rich Daniels on the HAPC.

Reports from Commissions, Boards, Committees & Staff:
The 2010 Planning Commission Annual Report was accepted by the Commission for advancement to City Council.

Mr. Chen and Mr. Prytherch shared that January 31, 2011, Randall Arendt, a nationally recognized planner, will be speaking publically at 4:30 p.m. at 115 Shideler Hall on Conservation Development and New Urbanism. A dinner and workshop will be held at 6 p.m. for elected officials, administrators and commission members to discuss development scenarios for the south of Oxford City/Township. The event is sponsored by the Wilks Scholar program for Shaping Sustainable Communities.

DISCUSSION:

Public Hearing:

PC-13-2010 FINAL SUBDIVISION, *Campus Commons, Phase 2 & 3,* ***Robert Broestl, Paul W. Baer Trust, Applicant, Agent***

The Applicant seeks approval of the Final Subdivision Plat Phase 2 and 3 of the Campus Commons Subdivision. Based on the submittal, Phase 2 and 3 are approximately 3.221 acres. The Preliminary Subdivision was approved by City Council in 2008; the Final Subdivision of Phase 1 was approved in 2009; and building construction was completed in 2010. The overall layout shows that there are a total of 14 building lots. The Applicant has eliminated one single-family lot along the new Wooster cul-de-sac. This Final Subdivision application is complete and substantially reflects the design and layout of the approved Preliminary Plan and all the proposed lots in these two phases appears to have met or exceeded the minimum dimensional standards of the "R2MS" Single and Two-Family Mile Square Residential District. The conditions of Ordinance #3030 appear to be satisfied at this time as well.

A neighboring property owner spoke and stated that while they were not in favor of the development initially, it has turned out to be very good and the developer has made changes during the construction to accommodate neighbor concerns. He asked that the developer consider two additional items: 1) that any existing, mature trees where Poplar Street will be extended northward will be preserved, and 2) that additional trees are provided in the tree lawn on the west side of Poplar Street.

After further discussion with the Planning Commission the Applicant was favorable to keeping the same number of trees shown on the landscaping plan, but redistributing them so that some are provided on the west side of Poplar Street. The Applicant indicated that they would try to preserve as many existing trees as possible, but was concerned that the grading and installation of utilities would damage the root systems, making it impossible to guarantee that the existing trees could be retained.

Upon reviewing the application, the Planning Commission found that the Final Subdivision application is complete and substantially reflects the design and layout of the approved Preliminary Plan and voted 4-0-0 to recommend ***APPROVAL*** as presented to City Council with the following conditions:

1.) That, the construction drawings must be approved by all City agencies prior to the commencement of any work for Phase 2 and 3.
2.) That, the number of trees shown on the landscaping plan is redistributed to provide trees on the west side of Poplar Street.
3.) That, the developer makes an amicable attempt to preserve any existing, mature trees on the site where possible.

New Business:
There were none.

Other Business:
The Planning Commission was provided the 2011 meeting dates for acceptance.

The next regular meeting is scheduled for February 8, 2011. No cases are scheduled to be heard. The date may be tentatively reserved to meet with City Council regarding revised subdivision regulation language or to serve as a work session for other zoning language that needs to be discussed.

Approved By:		**Initial**	**Date**
	Department Head:	JHC	1/13/11
	City Attorney:		
	City Manager:	DMB	1/14/11

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: January 18, 2011

Account Code #: N/A

Budgeted Amount: N/A

Service Department
Originating Department

Michael Dreisbach, Service Director
Prepared By

January 3, 2011
Date Prepared

Agenda Title: Release of a Performance Bond in the amount of $196,400.05 for Reckford Woods Subdivision and acceptance of a new Performance and Maintenance Bond.

Recommendation: Approval

Discussion:

The Engineering Division has inspected Reckford Woods Subdivision and determined that the subdivision is being constructed in conformance with approved plans and specifications for the project.

Approximately 85% of planned public improvements have been constructed. The remaining work to be completed within the right-of-way consists of concrete sidewalk installation, street asphalt surface layer, street lighting poles, and minor grading and seeding. The value of the work to be performed is established at $33,800.

The City of Oxford holds a performance bond of $196,400.05; the Developer has requested the posted bond be reduced to $33,800.

Staff recommends City Council approve the release of the initial performance bond in the amount of $196,400.05 and the acceptance of a new performance and maintenance bond in the amount of $33,800.00.

Approved By:

	Initial	Date
Department Head:	[illegible]	1/3/11
City Manager:	[illegible]	1/14/11

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE RELEASE OF A PERFORMANCE BOND IN THE AMOUNT OF $196,400.05 FOR RECKFORD WOODS SUBDIVISION, PHASE I, AND ACCEPTING A NEW PERFORMANCE BOND IN THE AMOUNT OF $33,800.00.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT:

SECTION 1: The developer, having partially met the terms and conditions for which a performance bond in the amount of $196,400.05 was given, is hereby released by Council, and a new performance bond in the amount of $33,800.00 is hereby accepted.

SECTION 2: The City Manager and the Clerk of Council are hereby authorized to execute the necessary paperwork, reducing the performance bond and to take all other steps necessary.

SECTION 3: This reduction is hereby given upon report of the City Engineer that a portion of the work secured by the performance bond has been satisfactorily completed.

SECTION 4: This Resolution shall take effect at the earliest date allowed by law.

____
MAYOR

ADOPTED:

ATTEST:

____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: January 18, 2011

Account Code #: **332.831.51102**

Budgeted Amount: **$375,000**

Service Department
Originating Department

Michael Dreisbach, Service Director
Prepared By

January 12, 2011
Date Prepared

Agenda Title: Engineering Contract for Wastewater Treatment Plant Improvements

Recommendation: Approve

Discussion: The 2011 Capital Improvement Plan (CIP) includes $375,000 for design and engineering of improvements at the City's wastewater treatment plant (WWTP). In 2010, the City completed a study of biosolids and return activated sludge processes at the WWTP. This study analyzed our current practices and made recommendations for improvements that will keep the City in compliance with OEPA permits as well as make the plant run as efficiently and economically as possible.

The City has an existing professional service contract with Arcadis for engineering services through the end of 2011. Arcadis has performed an update of the WWTP Master Plan and has designed several major improvements at the Plant including the installation of an ultraviolet light pathogen destruction system, clarifier improvements, and a disc aeration system. The City has been very pleased with Arcadis' work. Projects have been constructed with minimal change orders; being delivered on time and under budget.

As a result of the completed study and updated master plan, staff has prioritized improvements to include replacement of the anaerobic digester appurtenances including the sludge heater; digester tank floating covers; digester mixing system; all recirculation and transfer pumps, piping, and valves; ventilation system; and gas safety systems. Added priority was also placed on the Return Activated Sludge (RAS) pumping system to maximize compliance with our NPDES discharge permit from the OEPA. This project will also include a design to replace the non-potable water system throughout the plant so that treated wastewater may be recycled in Plant processes thereby minimizing the amount of potable water consumed by the Plant. These systems have been in service since 1970 and are in need of rehabilitation and modernization.

The City examined eight different technologies to determine the best method for biosolids processing. Four technologies were dismissed as not being economically viable including alkaline stabilization, composting, aerobic digestion, and air drying. Four other technologies were studied including auto-thermal digestion, thermal drying, microwaving drying, and anaerobic digestion. Based on process control and economics, it is clear that anaerobic digestion should be utilized to process biosolids at the WWTP.

(Continued)

Approved By:

	Initial	Date
Department Head:	MRD	1/13/11
City Manager:	DHK	1/14/11

Staff Summary Report for WWTP Improvements (continued)

The initial estimate of probable costs to construct these improvements is approximately $2.7M. Staff is actively seeking grants (and/or loan principal forgiveness) through the Ohio Water Pollution Control Fund to help finance these improvements. Based on the projected costs of construction, Staff estimated design and engineering costs to be approximately $300,000 (11-12% of estimated project costs).The City has a proposal from Arcadis detailing the scope of their proposed work at a cost of $258,000.

Having design and engineering tasks completed for these improvements will place the City in a more competitive position for grant funding to help finance these projects. Ideally, some outside funding may be secured prior to the planned construction of these improvements in FY2012.

It is Staff's recommendation the City Council authorize the City Manager to enter into a Contract with Arcadis U. S., Inc. to design and engineer specified improvements at a cost of $258,000. Staff is requesting a ten percent contingency in the amount of $25,800; therefore the contract cost shall not exceed **$283,800**.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH ARCADIS U.S., INC. TO DESIGN AND ENGINEER SPECIFIED IMPROVEMENTS AT THE WASTEWATER TREATMENT PLANT AT A COST OF $258,000 PLUS A TEN PERCENT (10%) CONTINGENCY FEE IN THE AMOUNT OF $25,800 FOR A TOTAL COST NOT TO EXCEED $283,800.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT:

SECTION 1: The City Manager and Service Director recommend Council authorize the City Manager to enter into a contract with Arcadis U.S., Inc. to design and engineer specified improvements at the Wastewater Treatment Plant at a cost of $258,000 plus a ten percent (10%) contingency fee in the amount of $25,800 for a total cost not to exceed $283,800.

SECTION 2: Council accepts the recommendation of the City Manager and Service Director to enter into a contract with Arcadis U.S., Inc. for the design and engineering of specified improvements at the Wastewater Treatment Plant at a cost of $258,000 plus a ten percent (10%) contingency fee in the amount of $25,800 for a total cost not to exceed $283,800.

SECTION 3: Council authorizes the City Manager to enter into a contract with Arcadis U.S., Inc. to design and engineer specified improvements at the Wastewater Treatment Plant at a cost of $258,000 plus a ten percent (10%) contingency fee in the amount of $25,800 for a total cost not to exceed $283,800.

SECTION 4: This resolution shall take effect at the earliest date allowed by law.

____
MAYOR

ADOPTED:

ATTEST:

____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager	Community Development Department **Originating Department**
Council Meeting Of: January 4, 2011	
Account Code No. #:	Jung-Han Chen **Prepared By**
Budgeted Amount:	December 20, 2010 **Date Prepared**

Agenda Title:	**A Resolution Authorizing the City Manager to Amend and Continue the Professional Services with the National Inspection Corporation (NIC) for the Chief Building Official/Plans Examiner Duties, Inspection Services for Building and Housing, and Property Maintenance Compliance Inspections for the City of Oxford**

Recommendation:	**Approval**

Discussion:

A service contract between the City and NIC has been in place since 1998, and property maintenance services were added to the contract in 2006. The objective in contracting NIC for these functions was the cost savings generated by not having to employ additional staff for property inspections or Chief Building Official duties.

Due to changes in the 2011 fee schedule and the desire to capture the increased portion from 2010 fee schedule to offset the increasing cost on the City's portion, Staff recommends amending the existing NIC contract to reflect these changes.

Approved By:

	Initial	Date
Department Head:	JHC	1/7/11
City Attorney:		
City Manager:	[illegible]	1/14/11

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AMENDED CONTRACT WITH NATIONAL INSPECTION CORPORATION FOR THEIR SERVICES AS CHIEF BUILDING OFFICIAL/PLANS EXAMINER,INSPECTION AND PROPERTY MAINTENANCE COMPLIANCE INSPECTION SERVICES FOR THE CITY OF OXFORD.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT:

SECTION 1: The City Manager and Community Development Director recommend the continuation of Chief Building Official/Plans Examiner, inspection and property maintenance compliance inspection services by National Inspection Corporation of Centerville, Ohio.

SECTION 2: The City Manager is hereby authorized to enter into an amended contract with National Inspection Corporation, Centerville, Ohio, for Chief Building Official/Plans Examiner, inspection and property maintenance compliance inspection services for the City of Oxford.

SECTION 3: This resolution shall take effect at the Earliest date allowed by law.

____
MAYOR

ADOPTED:

ATTEST:

____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

AGREEMENT

The City of Oxford, Ohio ("Oxford"), 101 E. High Street, Oxford, OH 45056-1887, and National Inspection Corporation, 311 Regency Ridge, Centerville, Ohio 45459 ("NIC"), an Ohio corporation, hereby enter into this Agreement upon the terms and conditions as set forth herein.

WHEREAS, Ohio Revised Code Section 3781.10(E)(1) provides in part:

> "Enforcement authority for approval of plans and specifications may be exercised, and plans and specifications approved on behalf of a municipal corporation or county, by any of the following who meet the qualifications established by the Board of Building Standards:
>
> a. Officers or employees of the municipal corporation or county;
>
> b. Persons, or employees of firms or corporations, when such persons, firms or corporations are under contract to furnish architectural or engineering services to the municipal corporation or county, and such authority is exercised pursuant to such contract; and

WHEREAS, Ohio Revised Code Section 3781.10(E)(2) provides in part:

> "Enforcement authority for inspections may be exercised, and inspections made on behalf of a municipal corporation or county by any of the following who meet the qualifications established by the Board of Building Standards:
>
> a. Officers or employees of the municipal corporation or county;
>
> b. Persons or employees of firms or corporations when such persons, firms or corporations are under contract to furnish inspection services to the municipal corporation or county and such authority is exercised pursuant to such contract"; and

WHEREAS, Oxford and NIC desire to enter into a contract for NIC to perform plans review and to exercise enforcement authority for plan review and inspections as set forth in this Agreement and to provide Building Officials services and supervision of the Building Department for the City of Oxford; and

WHEREAS, the services to be performed by NIC are of a technical, non-competitive and professional nature;

NOW, THEREFORE, Oxford and NIC agree as follows:

1. NIC will provide Chief Building Official ("CBO") and Deputy services for the City of Oxford which shall be the relevant functions described in The Ohio

Building Code and local city ordinances. The CBO will be available in person or by telephone during regular business hours to perform his/her duties. Additionally, NIC will manage the operations and staff of the Building Department under the supervision of the Community Development Director.

2. Oxford agrees that NIC shall exercise enforcement authority for inspection on behalf of Oxford and shall review plans and specifications. Such authority conveyed to NIC by this Agreement shall be no more than authority conveyed to Oxford, Ohio by its Building Code and by the Revised Code Sections 3781.10(E)(1) and (E)(2).

3. NIC agrees to fully and diligently exercise enforcement authority for inspections and complete plan reviews within Oxford and to conduct plan reviews on behalf of Oxford. No waiver of code requirements shall be issued by NIC. Plans are to be submitted to Oxford's municipal office at its address as written above. Plans will be reviewed in the order received.

4. NIC agrees that Plan Reviews will maintain state certification as required by law. Plan review shall be performed by a certified Plans Examiner for all plans submitted for a permit under the requirements of the Ohio Building Code (OBC).

5. NIC agrees to fully and diligently perform the following inspections and related administrative tasks in a timely manner:

a. CBO/Plan Examiner Service
b. OBC and OBOA construction
c. Electrical Safety
d. Existing construction/Rental Housing
e. ***Property Maintenance***

6. Collection of permit fees shall be the sole responsibility of Oxford.

7. NIC agrees to indemnify Oxford for any loss or liability, caused by or arising out of action or inaction of NIC or any of its employees taken or required to be taken under this Agreement. NIC further shall be required to carry a policy of general liability insurance with limits not less than $1,000,000.00 and errors and omission coverage with limits of not less than $500,000.00, and shall provide Oxford with certificates evidencing said insurance coverage, as well as a certificate evidencing worker's compensation coverage if applicable to Oxford upon request.

8. NIC agrees to submit any dispute regarding the City of Oxford building code to the City Manager for final decision and to accept such decision of the City Manager. Disputes of a technical nature shall follow the normal adjudication and appeals process.

9. NIC agrees to furnish the following specific services to Oxford:

a. Examine plans and specifications for proposed work as required by the Oxford Building Code, the Ohio Building Code and all other related laws and ordinances. Such examination and plan approval pertains only in general to technical and energy code compliance. Any part which may be in violation will not be considered as being approved. NIC will not approve the issuance of any building permit until a zoning certificate has been issued.

b. Upon request, advise applicants on code requirements, but shall not perform design services for the completion of inadequate applications.

c. Sign permits and certificates of occupancy when the plans and work complies with all applicable regulations, ordinances and statutes.

d. Upon request of the Oxford Law Director or Mayor, make itself reasonably available for and shall testify in any judicial proceeding or any formal or informal dispute resolution proceeding involving issues arising from the performance of the services herein described. NIC shall be paid $75.00 per hour for the time any of its employees or principals shall take to fulfill the requirement as set forth in this section.

e. Provide utility companies with certificates of approval when necessary for the release of new services.

f. Provide city-wide property maintenance inspection and enforcement services for compliance purposes.

10. All documents, including applications, plan review, job progress reports and inspection reports shall remain the property of Oxford.

11. Oxford and NIC will mutually agree to the personnel to be assigned to perform the provisions of the services provided for in this Agreement. While this Agreement is in effect and for one year after termination, Oxford will not offer employment to, nor solicit any employment applications from employees or contractors of NIC.

12. This Agreement shall be effective upon the date of execution and shall continue until terminated. Either party may cancel this agreement upon 90 days notice.

13. Oxford has established a statutory permit fee schedule as enumerated in the Ordinances of Oxford. ~~A copy of the relevant permit fees in appended hereto as exhibit "A" and incorporated by reference herein. The fee schedule shall not be lowered without 90 days prior notice to NIC. Oxford shall pay to NIC as the fee for the services described herein ninety percent (90%) of all fees charged by Oxford pursuant to the aforesaid ordinance (excluding the supplemental 3% fee paid directly to the Ohio Board of Building Standard.)~~ ***Oxford shall pay to NIC as the fee for the building and rental services described herein ninety percent (90%) of all fees charged by Oxford based on the approved 2010 Fee Schedule Ordinance (excluding the supplemental fee paid***

directly to the Ohio Board of Building Standards). The fee schedule is appended hereto as exhibit "A" and incorporated herein. Furthermore, Oxford shall pay to NIC $900 per week for the enforcement of City's International Property Maintenance Code.

14. This Agreement may be terminated by either party hereto for cause if the other party breaches any material term of this Agreement.

15. All notices to be given by or to either party to this Agreement shall be sent by U.S. Mail, Certified, returned receipt requested to the address as is noted above or as it is duly noticed by either party. All such notices shall be effective as of the date received.

16. This Agreement shall be construed under and in accordance with the laws of the State of Ohio, and all obligations to the parties created under this Agreement are performable in Butler County, Ohio.

17. This Agreement shall be binding and inure to the benefit of the parties of this Agreement and their respective heirs, executors, administrators, legal representatives, successors and assigns as permitted by this Agreement.

18. In the case of one of more of the provisions contained in this Agreement shall for a reason be held invalid, illegal or unenforceable in any respect, that invalidity, illegality or enforceability shall not affect any other provisions. This Agreement shall be construed as if the invalid, illegal or unenforceable provision had never been contained in it.

19. This Agreement constitutes the sole and only agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting the subject matter of this Agreement.

20. This Agreement may not be assigned to an unrelated third party.

The City of Oxford, Ohio

Date ______________________ By: ______________________
City Manager

National Inspection Corporation

Date: ______________________ By: ______________________

President

Exhibit "A"

C. INSPECTIONS

1) One, Two, and Three-Family Dwellings and Accessory Buildings (OBOA - Ohio Building Officials Association)

a. New Construction

Building	25.00 plus 10.00 per 100 square feet of gross floor area.
Mechanical	25.00 plus 4.00 per 100 square feet of gross floor area.
Electrical	25.00 plus 3.00 per 100 square feet of gross floor area.

b. Miscellaneous

Accessory Buildings	
0-600 square feet	40.00 per structure
601 + square feet	7.00 per 100 square feet
Furnace installation/replacement	30.00
Central air condition installation/ replacement	30.00
Combination furnace/central air Installation/replacement	60.00
Minor Electric	30.00
Demolition	50.00
Alterations/Remodeling/Fire Repair	
0-600 square feet	40.00
601 + square feet	10.00 per 100 square feet
Partial permits (where granted)	50.00
Temporary Certificate of Occupancy	40.00
Swimming Pool	
In-ground	90.00
Above ground	40.00

2. Commercial and Residential Buildings (Ohio Basic Building Code) Commercial and residential

a. New Construction

Building	120.00 plus 7.00 per 100 square feet of gross floor area, including accessory buildings
Mechanical	100.00 plus 3.00 per 100 square feet of gross floor area, including accessory buildings
Electrical	150.00 plus 2.50 per 100 square feet of gross floor area, including accessory buildings
Alterations/Remodeling/Fire Repair	80.00 plus 3.00 per 100 square feet

Fire Suppression Systems	150.00 plus 3.20 per 100 square feet of gross floor area.
Hood Suppression Systems	100.00
Hood System	80.00
Fire Alarm System	100.00 plus 1.00 per 100 square feet of gross floor area
Minor Electric	80.00
Second and Subsequent plan review	75.00 per hour

b. Miscellaneous

Demolition	80.00
Furnace/AC Replacement	80.00
Partial Permit (where granted)	100.00
Temporary Certificate of Occupancy	80.00

OBBC Surcharge

Applications covered by the OBBC will be assessed an additional 3% surcharge fee as mandated by Ohio Administrative Code Section 4101:2-1-50(b).

3. Other Fees

(Applies to both OBOA and OBBC buildings unless otherwise noted.)

Moving or relocating buildings	250.00
Building Permit Renewal	50.00
Electric Service Upgrade	35.00
Temporary Pole	30.00
Change of Building Plans (after approval)	50.00 plus cost of plan review
Fuel Storage Tank (per tank)	25.00
Certificate of Use and Occupancy (not associated with building permit)	80.00
Awnings, tents	25.00
Signs	50.00
Reinspection Fee	30.00
Work without a permit	Greater of $200.00 or twice the cost of the permit fee
(Starting construction without a permit)	
Gas Line (per meter)	30.00
Re-review fee (charge for Re-review of building/ Site plans for 3rd Revision or beyond)	30.00

5. Rental Housing Permits

Initial Establishment (or if inactive for 2 years or more)

First unit	100.00
Each additional unit	25.00
Fraternity	300.00 for first 50 persons, 10.00 for each additional person

Annual Renewal & Ownership Transfer	
First unit	50.00
Each additional unit	25.00
Rooming house or lodging house	100.00
Fraternity	300.00 for first 50 persons, 10.00 for each additional person

Re-inspection (charge for a second site visit to re-inspection and each subsequent re-inspection. This charge also applies to additional site visits due to "no show" by agent/owner/designee)

First unit	75.00
Each additional unit	10.00
Rooming house or lodging house	75.00
Fraternity	75.00

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

City Manager
Originating Department

Council Meeting Of: January 18, 2011

Doug Elliott
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

December 22, 2010
Date Prepared

Agenda Title: A Resolution adopting the Butler County Emergency Management Agency's Tornado Siren Activation Policy.

Recommendation: Adopt the Resolution

Discussion:

Under the proposed policy, Tornado sirens would be activated when the National Weather Service issues a tornado warning or Doppler radar indicates a tornado cell anywhere in Butler County. Sirens could also be activated if a credible source such as a local public safety official sights a funnel cloud. According to Jeff Galloway, Director of the Butler County Emergency Management Agency, if the City operated under this policy, the sirens would have been activated four times in 2009. If Council adopts the proposed policy, the City Public Safety Department will communicate the new policy to the community with a special focus on the Talawanda School District, McCullough-Hyde Hospital, Miami University and Schneider Electric.

To date, Reily Township, the City of Fairfield, Liberty Township and the Village of Seven Mile have signed on to the policy. West Chester Township and the City of Monroe are in the process.

Approved By:

	Initial	Date
Department Head:		
City Attorney:		
City Manager:	DMS	1/7/11

RESOLUTION NO.

A RESOLUTION ADOPTING THE BUTLER COUNTY EMERGENCY MANAGEMENT AGENCY'S TORNADO SIREN ACTIVATION POLICY.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT:

SECTION 1: The City Manager, Police Chief and Fire Chief recommend that the City of Oxford adopt the Butler County Emergency Management Agency's Tornado Siren Activation Policy attached hereto as Exhibit "A" creating one County-wide Tornado alert system.

SECTION 2: The Oxford City Council has determined that the Tornado Siren Activation Policy would be of benefit to the citizens of Oxford and hereby accepts the recommendation of the City Manager, Police Chief and Fire Chief and authorizes the City of Oxford to adopt the Butler County Emergency Management Agency's Tornado Siren Activation Policy attached hereto as Exhibit "A".

SECTION 3: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

EXHIBIT "A"

BUTLER COUNTY EMERGENCY MANAGEMENT AGENCY

Standard Operating Guide

ISSUING COMMAND: EMERGENCY MANAGEMENT		**S.O.G.#:** EMA 10-002
ISSUE DATE: JULY 1, 2010	**EFFECTIVE DATE:** SEPTEMBER 15, 2010	
SUBJECT: ACTIVATION OF TORNADO / WEATHER WARNING SIRENS		
SUB-TOPIC: PURPOSE, SCOPE, DISTRIBUTION, DEFINITIONS, POLICIES AND PROCEDURES		
REFERENCES:		

1.0 PURPOSE

The purpose of the Tornado activation policy is to provide one consistent County-wide activation procedure to warn the public of an immediate or threatening tornado to the citizens of Butler County. This Standard Operating Guideline (SOG) will also cover notifications of Tornado Warnings for Butler County by the National Weather Service and a County-wide activation.

Once one or any Agency in Butler County has activated their Tornado Sirens every and all Agencies will follow with the same Tornado activation creating one County-wide Tornado alert system.

In order to take advantage of this policy, the Butler County Emergency Management Agency in association with the Tornado Siren Committee has developed the following procedures and guidelines for the County-wide Tornado Siren activation

Please contact the Butler County Emergency Management Agency at 513-785-5810 with any questions.

2.0 SCOPE

This Standard Operating Guideline (SOG) applies to all political subdivisions and public safety organizations that own and operate a Tornado Siren in Butler County, Ohio.
The Butler County Emergency Management Agency (BCEMA) and the Tornado Siren Committee will continue to meet and improve this policy to better serve the citizens of Butler County during a Tornado threat.

3.0 DISTRIBUTION

To all political subdivisions and public safety responders who own and operate a Tornado Siren within Butler County, Ohio.

4.0 POLICY AND PROCEDURES

1. **National Weather Service issues a tornado warning:**
   Upon receiving a Tornado Warning from the National Weather Service in all or any portion of Butler County, all Agencies responsible for activating Tornado Sirens will activate the sirens they are responsible for immediately. Each Agency responsible for activation will coordinate via BC Calling or via PSAP talkgroup to confirm their sirens have been activated. All County-wide Tornado Siren activations should last a minimum of 2 full cycles or 5 minutes.

2. **National Weather Service notification of Doppler indicated cell.**
   Upon receiving notification from the National Weather Service in all or any portion of Butler County of a Doppler indicated Tornado cell, all Agencies responsible for activating Tornado Sirens will activate the sirens they are responsible for immediately. Each Agency responsible for activation will coordinate via BC Calling or via PSAP talkgroup to confirm their sirens have been activated. . All County-wide Tornado Siren activations should last a minimum of 2 full cycles or 5 minutes.

3. **Public Safety Official / (Sighting of a funnel cloud)**
   (Credible Accountability – weather spotter)
   Upon receiving notification from a credible source to include Law Enforcement Officials, Fire and EMS Officials, Emergency Management Officials, NWS Weather Spotters or numerous calls from the public in a specific area, all Agencies responsible for activating Tornado Sirens will activate the sirens they are responsible for immediately.
   Each Agency responsible for activation will coordinate via BC Calling or via PSAP talkgroup to confirm their sirens have been activated. All County-wide Tornado Siren activations should last a minimum of 2 full cycles or 5 minutes.

4. **Police Chief / Sheriff / Fire Chief / Emergency Management Officials or designee**
   Any Police Chief, Fire Chief, Butler County Sheriff or Emergency Management Director or their designee's has the authority to activate the County-wide Tornado alert system with credible information or actual eye-witness sighting. All Agencies responsible for activating Tornado Sirens will activate the sirens they are responsible for imminently. Each Agency responsible for activation will coordinate via BC Calling or via PSAP talkgroup to confirm their sirens have been activated. All County-wide Tornado Siren activations should last a minimum of 2 full cycles or 5 minutes

5. **City Ordinance/Township Policy**
   Activation according to any City ordinance or Township policy will be followed under this policy and all Agencies responsible for activating Tornado Sirens will activate the sirens they are responsible for immediately as well.
   Each Agency responsible for activation will coordinate via BC Calling or via PSAP talkgroup to confirm their sirens have been activated. All County-wide Tornado Siren activations should last a minimum of 2 full cycles or 5 minutes

6. **Communications Centers will make announcement on PSAP Talkgroup channel**
Once all Agencies responsible for activating Tornado Sirens have activated the sirens they are responsible for each agency dispatch center will coordinate via the internal PSAP talkgroup or BC Calling to confirm their sirens have been activated in accordance with All-County Broadcast Policy.

5.0 MAINTENANCE AND REPAIRS

A. Any and all political subdivisions, Cities or Townships who own or lease a Tornado Siren shall be responsible for any and all costs associated with normal maintenance, repairs and up keep of their sirens. At no time will Butler County Emergency Management Agency or the Tornado Siren Committee be responsible for costs associated with maintenance or repairs of any and all Tornado Sirens within Butler County..

B. In accordance with these guidelines, procedures and policies all political subdivisions in Butler County accept and authorize the Butler County Emergency Management Agency and the Tornado Siren Committee to officially place **S.O.G.#: EMA 10-002** into County-wide policy.

6.0 TESTING AND REPORTING

A. All Tornado Sirens will be activated the first Wednesday of each month at 12:00 pm by each responsible dispatch center for the purpose of testing the sirens.

B. The primary political subdivision will provide Butler County Emergency Management Agency a list of all new siren locations when installed.

C. The primary political subdivision will provide Butler County Emergency Management Agency a list of all siren locations which currently are not working or are being repaired as well as completed repairs to out of service sirens.

ISSUING AUTHORITY: ______________________________

Jeff Galloway, Director
Butler County Emergency Management Agency

ISSUING AUTHORTY: ______________________________

TITLE: ______________________________

REPRESENTING AGENCY: ______________________________

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: January 18, 2011

Account Code #: Not Applicable

Budgeted Amount: Not Applicable

Service Department
Originating Department

Michael B. Dreisbach
Prepared By

January 12, 2011
Date Prepared

Agenda Title: An Ordinance to Levy Assessments for Curb, Gutter, and Sidewalk Repairs

Recommendation: Approve

Discussion:

Through a series of Resolutions, the City Council has caused the repair of deficient curb, gutter, and sidewalk on parcels identified in the attached Exhibit "A" including:

May 2010 Resolution No. 4536 – Declaring the necessity to make improvements
August 2010 Resolution No. 4553 – Authorizing a contract to perform the improvements
December 2010 Resolution No. 4575 – Determination of the total cost of assessment by lot

The proposed assessment costs were advertised as required by Ohio Revised Code; no objections were received from parcel owners as detailed in Exhibit "A". Upon passage of this Ordinance, an owner may pay cash for the assessment within 30 days. Otherwise, the amount will be levied to the owner's property tax bill and must be paid in five (5) annual installments with City assessed interest on deferred payments at a rate of 5%.

Staff recommends City Council approve this assessment Ordinance, and authorize the City Manager or his designee to take all steps necessary to cause the amounts listed in Exhibit "A" to be levied upon the lots and lands enumerated in the listing.

Approved By:

	Initial	Date
Department Head:	MBD	1/13/11
City Manager:	[illegible]	1/14/11

ORDINANCE NO.

ORDINANCE LEVYING UPON THE LOTS AND LANDS ENUMERATED IN THE LIST OF ESTIMATED ASSESSMENTS (EXHIBIT A) THE AMOUNTS SET FORTH ON SUCH LIST AND SETTING FORTH TERMS FOR PAYMENT OF ASSESSMENTS.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT:

SECTION 1: Pursuant to Ohio Rev. Code 729.07, Council filed a list of estimated assessments (Exhibit A) with the Clerk of City Council and ordered it open for public inspection.

SECTION 2: Pursuant to Ohio Rev. Code 729.08, Council published a notice in *The Oxford Press*, beginning December 17, 2010, and ending December 31, 2010, stating that the list of estimated assessments (Exhibit A) was on file with the Clerk of City Council and was available for public inspections.

SECTION 3: The Clerk of Council has received no written objections to the assessments.

SECTION 4: Property owners may pay the assessment in five (5) annual installments with interest on deferred payments at 5%. Conversely, property owners may pay the assessment in cash within 30 days after passage of this Ordinance.

SECTION 5: This ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:
ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

Exhibit "A"

Curb, Gutter, Sidewalk, and Driveway Apron Assessments

Parcel Owner	Address	Direction	Street Name	Parcel #	Lineal Ft Curb	Square Feet Sidewalk	Square Ft Drive Apron	Date of Letter Expiration	Estimated Cost	Actual Cost
Thomas & Sarah Conrad	102		Oberlin	H4100103000047	73	50		11/13/2009	$ 2,394.00	**$1,614.33**
Thomas & Sarah Conrad	1		Wooster	H4100103000048	69	25		11/13/2009	$ 2,107.00	**$1,420.80**
JRJ Investments	2	W	Spring	H4000003000059	70	335		11/13/2009	$ 4,305.00	**$2,902.96**
Ned Hoelzer (Tres Walnut LLC)	3	E	Walnut	H4100003000103	55	150		11/13/2009	$ 2,590.00	**$1,746.49**
Phillip Ward TR	9	S	Main	H4100003000096	5			11/13/2009	$ 140.00	**$94.41**
Cardinal Group Investments	3	W	Central	H4100106000056	95			11/13/2009	$ 2,660.00	**$1,793.70**
Red Brick Property Mgmt.	112	S	Main	H4000003000068	10	150		11/13/2009	$ 1,330.00	**$896.85**
Leonard & Nancy Giambra	117	S	Main	H4100003000109		50		11/13/2009	$ 350.00	**$236.01**
Ned Hoelzer (Tres Walnut LLC)	120	S	Main	H4100003000065	100	525	132	11/13/2009	$ 7,531.00	**$5,078.32**
Ned Hoelzer (Dollar Investments)	121	S	Main	H4100003000110	77	230		11/13/2009	$ 3,766.00	**$2,539.50**
JRJ Investments	214	S	Main	H4000003000060		25		11/13/2009	$ 175.00	**$118.01**
Thomas Kacachos, Etal c/o Ned Hoelzer	315	S	Main	H4000103000068	10	150		11/13/2009	$ 1,330.00	**$896.85**
Ned Hoelzer	309	S.	Main	H4100103000070	5	175		11/13/2009	$ 1,365.00	**$920.45**
Hoelzer/Hoelzer Rentals	302-302 1/2	S	Main	H4000103000007	54	100		11/13/2009	$ 2,212.00	**$1,491.60**
TD Limited LLC c/o Kirsch CPA Group	Vacan Lot	S	Main	H4000103000016	70	125		11/13/2009	$ 2,835.00	**$1,911.70**
TD Limited LLC c/o Kirsch CPA Group	418	S	Main	H4000103000023	20	50		11/13/2009	$ 910.00	**$613.63**
Richard or Elizabeth Quantz	516	S	Main	H4000103000029	46	465		11/13/2009	$ 4,543.00	**$3,063.44**
Terry Dudley c/o Kirsch CPA Group	518	S	Main	H4100103000030	40	180	220	11/13/2009	$ 4,140.00	**$2,791.69**
Red Brick Property Mgmt.	604	S	Main	H4000106000015	60	50	70	11/13/2009	$ 2,590.00	**$1,746.49**
JPR Enterprises, Inc.	606	S	Main	H4000106000016	15	25		11/13/2009	$ 595.00	**$401.22**
Pentagon Properties	610-612	S	Main	H4000106000022/H4000106000021	245	560		11/13/2009	$ 10,780.00	**$7,269.19**
Rose Cummings	613	S.	Main	H4000106000057	86	50		11/13/2009	$ 2,758.00	**$1,859.78**
Jason Reynolds	708	S	Main	H4100106000055	25	150	100	11/13/2009	$ 2,550.00	**$1,719.52**
E. Trevor or Carol Richmond	710	S	Main	H4000106000054	58	150	48	11/13/2009	$ 3,058.00	**$2,062.08**
Mark Provenzano or Jennifer Osborn	804	S	Main	H4100106000049			50	11/13/2009	$ 400.00	**$269.73**
~~JRJ Investments~~ State of Ohio Forfeited Land Sa	Empty Lot	N.	Main	H4000007000078	15	50	54	11/13/2009	$ 1,202.00	**$810.54**
First National Bank SWO	114	N.	Main	H4100007000050		50		11/13/2009	$ 350.00	**$236.01**
Frances Young	200	N.	Main	H4100007000056	20	275		11/13/2009	$ 2,485.00	**$1,675.69**
Hoelzer Rentals, Inc.	204	N.	Main	H4000007000057		25	40	11/13/2009	$ 495.00	**$333.79**
Ned Hoelzer	215	N.	Main	H4100007000087		400	221	11/13/2009	$ 4,568.00	**$3,080.30**
Y's Investments	304	N.	Main	H4000007000067	15	150	91	11/13/2009	$ 2,198.00	**$1,482.16**
Jacqueline Metz	310	N.	Main	H4100007000069	10	50		11/13/2009	$ 630.00	**$424.82**
Carl Metz	314	N.	Main	H4100007000070	5			11/13/2009	$ 140.00	**$94.41**
Debra Burton	315	N.	Main	H4000007000077	15	125	42	11/13/2009	$ 1,631.00	**$1,099.82**
Anthony or Michael Miller TR	318	N.	Main	H4000007000073	15	25	63	11/13/2009	$ 1,099.00	**$741.08**
Sheila Stigall	319	N.	Main	H4100007000075		150		11/13/2009	$ 1,050.00	**$708.04**
Anthony Miller	322	N.	Main	H4100007000072		50		11/13/2009	$ 350.00	**$236.02**
							TOTAL		$ 83,612.00	**$56,381.42**
				Build price was 67.7432% of estimate						

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott, Jr.

Police
Originating Department

Council Meeting Of: January 18, 2011

Steve Schwein
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

January 12, 2011
Date Prepared

Agenda Title: An Ordinance Establishing age 60 as the Maximum Age for an Original Appointment to the Oxford Division of Police.

Recommendation: Pass the Ordinance.

Discussion: The Oxford Civil Service Commission abolished the maximum age limit of 35 for appointment to the position of Police Officer approximately ten years ago in favor of physical assessment and medical screening. The return of military service veterans from the Gulf War, and now Iraq, Iran, and Afghanistan who are in every way capable of performing the job of police officer along with a host of other applicants who, in many cases over the age of 35, but physically capable of performing police duties and in many cases already trained, certified, and experienced points out the need to extend the upper age limit.

Approved By:

	Initial	Date
Department Head:		
City Attorney:		
City Manager:	DAE	1/14/11

ORDINANCE NO.

AN ORDINANCE ESTABLISHING AGE 60 AS THE MAXIMUM AGE FOR AN ORIGINAL APPOINTMENT TO THE OXFORD POLICE DEPARTMENT.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT:

SECTION 1: In accordance with the provisions of Ohio Revised Code 124.41, which establishes a maximum age of thirty-four (34) years for original appointments to a police department unless a different maximum age is established by local ordinance, Council hereby determines that increasing the maximum age for such appointments to the Oxford Police Department will benefit the public interest and general welfare of the citizens of Oxford, Ohio.

SECTION 2: Council hereby establishes the age of sixty (60) as the maximum age for an original appointment to the Oxford Police Department. No person shall be declared disqualified for such appointment as over age prior to his or her sixty-first (61^{st}) birthday.

SECTION 3: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this council, and that all deliberations of this Council and of any of its committees that resulted in that formal action were in meetings open to the public, to the extent required by the Charter, by the ordinances of this city, and by any applicable state law.

SECTION 4: This ordinance shall take effect at the earliest time allowed by law.

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MAYOR

ADOPTED:
ATTEST:

____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)