Agenda

Oxford City Council

Court House

TUESDAY, FEBRUARY 7, 2012

EXECUTIVE SESSION
None.

1. Roll Call. Richard Keebler, Mayor; Ken Bogard, Vice-Mayor; Kevin McKeehan; Bob Blackburn; Kate Rousmaniere; John Harman; Steve Snyder

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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. Appointments to Boards and Commissions.

B. <u>Public Comments.</u>

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. <u>Consent Agenda.</u>

A. Minutes of the January 17, 2012 City Council Joint Work Session. (Mary Ann Eaton, Clerk of Council)

<u>Minutes</u>

B. Minutes of the January 17, 2012 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

<u>Minutes</u>

C. Report regarding the January 18, 2012 Board of Zoning Appeals Meeting. (Jung-Han Chen, Community Development Director)

<u>Report</u>

D. Report regarding the January 19, 2012 Recreation Board Meeting. (Gail Brahier, Parks and Recreation Director)

<u>Report</u>

E. A Resolution authorizing the City Manager to enter into a contract with Bob Ross Buick, Inc., for the purchase of a 2012 GMC full-size twelve (12) passenger flex-fuel van and specified options with a 30-day tag at state contract pricing at a cost not to exceed $22,406.00. (Gail Brahier, Parks and Recreation Director)

<u>Staff Report/Resolution</u>

F. A Resolution authorizing the City Manager to enter into a contract with Charlie's Dodge, Inc., for the purchase of a 2012 Dodge Ram pickup truck and specified options with a 30-day tag at state contract pricing at a cost not to exceed $24,333.50. (Mike Dreisbach, Service Director)

<u>Staff Report/Resolution</u>

G. A Resolution authorizing the City Manager to enter into a contract with Middletown Ford, Inc., for the purchase of a 2012 Ford F150 truck and specified options with a 30-

day tag at state contract pricing at a cost not to exceed $17,292.50. (Mike Dreisbach, Service Director)

Staff Report/Resolution

5. Resolutions.

   1. A Resolution by the Oxford City Council extending the moratorium for an additional period of six (6) months (180 days) on the granting of any permits allowing the operation of sweepstakes/internet cafes within the City of Oxford. (Steve McHugh, Law Director)

      Staff Report/Resolution

   2. A Resolution declaring that it is necessary to improve those portions of certain properties on High Street from Main Street to Poplar Street; Tallawanda Road; and Foxfire Drive in the City of Oxford, Ohio by re-paving, re-curbing, and repairing the sidewalks, curbs, and gutters. (Mike Dreisbach, Service Director)

      Staff Report/Resolution

6. Ordinances.

   A. First Reading

      1.An Ordinance Adopting New Section 141.05 Of The Codified Ordinances Of The City Of Oxford, Term Limits For Boards and Commissions, Establishing Term Limits For Members Serving On Boards And Commissions. (Doug Elliott, City Manager)

      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.

THUR - Feb 9 Community Relations Commission Meeting 5:30 p.m. Municipal Building

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

TUES - Feb 14 Planning Commission Meeting 7:30 p.m.

WED - Feb 15 Board of Zoning Appeals Meeting 7:30 p.m. Cancelled

THUR - Feb 16 Recreation Board Meeting 4:00 p.m. Senior Citizens Center

FRI - Feb 17 Student Community Relations Commission Meeting 3:00 p.m. LCNB

MON - Feb 20 Housing Advisory Commission Meeting Cancelled

MON - Feb 20 Holiday - City Offices Closed

WED - Feb 22 Civil Service Commission Meeting 7:00 p.m.

FRI - Feb 24 Community Improvement Corporation Meeting 12:00 p.m. LCNB

WED - Feb 29 Environmental Commission Meeting 7:00 p.m. Municipal Building (rescheduled

TUES - Mar 6 City Council Meeting 7:30 p.m.

WED - Mar 7 Historic and Architectural Preservation Commission Meeting 6:00 p.m.

THUR - Mar 8 Police Advisory Board Meeting 7:00 p.m. Senior Center

TUES - Mar 13 Planning Commission Work Session 6:00 p.m.

TUES - Mar 13 Planning Commission Meeting 7:30 p.m. Cancelled

THUR - Mar 15 Recreation Board Meeting 4:00 p.m. Senior Citizens Center

THUR - Mar 15 Community Relations Commission Meeting 5:00 p.m.

FRI - Mar 16 Student Community Relations Commission Meeting 3:00 p.m. LCNB

MON - Mar 19 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building

TUES - Mar 20 City Council Meeting 7:30 p.m.

WED - Mar 21 Board of Zoning Appeals Meeting 7:30 p.m.

FRI - Mar 23 Community Improvement Corporation Meeting 12:00 p.m. LCNB

WED - Mar 28 Civil Service Commission Meeting 7:00 p.m.

FRI - Mar 30 Student Community Relations Commission Meeting 3:00 p.m. LCNB

8. Adjourn.

A Work Joint Session of the Oxford City Council and Planning Commission was called to order by Mayor Richard Keebler on Tuesday, January 17, 2012 at 6:30 P.M. The Council members present were, Ken Bogard John Harman, Kevin McKeehan, Kate Rousmaniere and Steve Snyder. Bob Blackburn was excused. The Planning Commission members present were, David Prytherch, Chair, Rich Daniels, Ted Wong, Bob Benson, Richard Keebler, Vice Chair and Kate Rousmaniere.

Staff members present: Doug Elliott, City Manager; Jung-Han Chen, Community Development Director; Bob Holzworth, Interim Police Chief; Alan Kyger, Economic Development Director; Steve McHugh, Law Director and Mary Ann Eaton, Clerk of Council.

APPROVAL OF AGENDA

Mr. Snyder moved approval of the Agenda. Mr. Harman seconded. The motion carried 6-0-0.

PURPOSE

The purpose of the Work Session was for Council and the Planning Commission to discuss the Planning Commission's goals and objectives for 2012 and beyond.

GOALS AND OBJECTIVES

Mr. Prytherch provided a PowerPoint presentation with regard to planning for alternative modes of transportation, commercial zoning, neighborhood preservation and certain difficulties related to the zoning code. Mr. Prytherch discussed current transportation issues including public safety, congestion and the need for the City of Oxford and Miami University to coordinate efforts with regard to the Miami Campus Circulation Master Plan. Mr. Prytherch noted the need to integrate transportation strategies from existing plans including the City's 2008 Comprehensive Plan and the 2007 Thoroughfare Plan. Mr. Prytherch discussed various objectives which included identifying incentives to encourage safe and convenient modes of transportation, reviewing existing roadways for improvements within the current right-of-way to accommodate pedestrian and bike traffic, a review of the Zoning Code to require adequate pedestrian and bike connection and facilities, researching the Best Practices/Benchmarking from other town-gown communities and developing bike/pedestrian improvement plans for future grant opportunities.

Mr. Snyder inquired who would 'own' the proposed initiative and Mr. Prytherch advised the Planning Commission in collaboration with Miami University and various City departments. Mayor Keebler and Vice Mayor Bogard both commented that the City Manager would have to help drive the proposed initiative. Mr. Daniels noted the Oxford Parking and Transportation Advisory Board could be involved as well.

Mr. Prytherch discussed issues related to commercial zoning and noted the need to analyze and review the distinct commercial areas and consider different types of commercial zoning/overlay districts. Mr. Prytherch noted the need to revisit the Locust Street Overlay concept and address parking, signage and nonconformity issues, review existing zoning regulations and recommend changes to signage, mounding and parking requirements and explore incentives and design standards for appropriate redevelopment of underutilized parcels.

Mr. Bogard inquired what types of zoning investors were looking for. Mr. Kyger advised investors wanted to know what the rules were and did not want to deal with the Board of Zoning Appeals or submit an application for a Conditional Use permit.

Mr. Prytherch discussed issues related to neighborhood preservation noting there were a few pockets of owner-occupied homes remaining in the Mile Square including Chestnut Street, Silvoor Lane, Cedar Drive and Oberlin Court. Mr. Prytherch noted other neighborhood issues including the continued conversion to rentals in and beyond the Mile Square and the market uncertainty which inhibited neighborhood stability. Mr. Prytherch noted the need to identify areas in and around the Mile Square that still had a strong presence of owner and family occupancy and the need to explore best practices and develop methods of preserving neighborhoods to remain predominately owner and family occupied. Mr. Prytherch noted many of the preservation efforts should be neighborhood generated and driven. Mr. McKeehan noted the Housing Advisory Board was working on an overlay district that would be resident driven.

Mr. Prytherch also discussed difficulty with redevelopment within the City due to the language in Zoning Code Chapter 1137, Nonconformities. Mayor Keebler advised a re-write of the nonconforming language relative to redevelopment was a high priority for the Planning Commission.

ADJOURNMENT

Mr. Bogard moved to adjourn at 7:28 p.m. Ms. Rousmaniere seconded. The motion carried 6-0-0.

A Regular meeting of the Oxford City Council was called to order by Mayor Richard Keebler on Tuesday, January 17, 2012 at 7:30 p.m. Those members present were Ken Bogard, John Harman, Kevin McKeehan, Kate Rousmaniere and Steve Snyder. Bob Blackburn was excused.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Mike Dreisbach, Service Director; Mr. Bob Holzworth, Interim Police Chief; Mr. Jung-Han Chen, Community Development Director; Mr. Joe Newlin, Finance 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.

Mayor Keebler noted the absence of Councilor Blackburn and advised Councilor Blackburn was hit by a car in a parking lot in the Cincinnati area right before Christmas. Mayor Keebler noted Councilor Blackburn suffered a broken leg and currently he was at the Knolls of Oxford recuperating. Mayor Keebler advised he was remiss in mentioning this at the last meeting and wished Councilor Blackburn the best recovery. Mayor Keebler noted his hope Councilor Blackburn would return sometime in February.

PLEDGE OF ALLEGIANCE

Mayor Keebler called for the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Harman moved to approve the agenda. Mr. McKeehan seconded. The motion passed 6-0-0.

PUBLIC PARTICIPATION

PRESENTATION
ENVIRONMENTAL COMMISSION

Mr. Wright Gwyn, Vice Chair, Environmental Commission, provided a PowerPoint presentation regarding the make-up of the commission, their mission, history, responsibility, most recent achievements and current projects. Mr. Gwyn advised the commission dedicated itself in 2012 to researching methods for better storm water control and management within the City. Mr. Gwyn discussed storm water management locally and regionally noting Oxford was a headwater community being at the top of the Four Mile Creek watershed so any impact Oxford made to the watershed affected downstream communities. Mr. Gwyn discussed the Environmental Commission's goals with regard to storm water management which included developing partnerships to enhance the community's storm water management efforts, researching other communities' efforts regarding storm water management, interviewing local residents and businesses to better understand various storm water management perspectives, identifying areas where Best Management Practices could be tested and evaluated and connecting the storm water management plan to planning and zoning codes and subdivision regulations. Mr. Gwyn also discussed future projects the commission was interested in working on such as alternative transportation, energy efficiency and improving solid waste and recycling efforts. The other Environmental Commission members in attendance were Vince Hand, Charlie Ford, Ted Wong and Kate Rousmaniere. David Treleaven, staff liaison was also present.

Mr. Gwyn recognized Mr. Hand for his work on the Storm Water Management sub-committee.

Mr. Gwyn advised the Environmental Commission wanted to introduce themselves to Council and they felt storm water management was a great project for them to work on this year. Mr. Gwyn noted if Council did not feel storm water management was a priority, or if there was something else Council wanted them to do, they would like to know.

Mayor Keebler advised he felt the Environmental Commission was going in the right direction and noted storm water management and creek erosion were important issues. Mayor Keebler advised he felt the Environmental Commission had the collaboration they needed.

Mr. Snyder inquired if the Environmental Commission was going to involve the local townships in their 'Best Practices' research and Mr. Gwyn advised yes. Mr. Snyder noted the Environmental Commission should work with the Planning Commission regarding any transportation matters.

Mr. Bogard noted the Environmental Commission could contact OKI and the Army Corps of Engineers as another resource with regard to storm water issues.

Mayor Keebler thanked Mr. Gwyn and the Environmental Commission for making the presentation.

NOTICE TO LEGISLATIVE AUTHORITY

Notice to Legislative Authority – New Permit for La Posada 3 Inc. DBA La Pinata Mexican Grill & Bar 33 & 45 E. Church Street Oxford, Ohio 45056.

Mr. Bogard moved to accept the notice without comment. Mr. Snyder seconded. The motion passed 6-0-0.

PUBLIC COMMENTS

None.

CONSENT AGENDA

MINUTES

Minutes of the January 3, 2012 City Council Work Session. (Mary Ann Eaton, Clerk of Council)

Minutes of the January 3, 2012 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the January 4, 2012 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

Report regarding the January 4, 2012 Historic and Architectural Preservation Commission Meeting. (Jung-Han Chen, Community Development Director)

Mr. Snyder moved to approve the consent agenda. Mr. McKeehan seconded. The motion passed 6-0-0.

RESOLUTIONS

None.

ORDINANCES
SECOND READING

ORDINANCE
NEW CHAPTER 1133

An Ordinance No. 3165 Repealing Oxford Codified Ordinance Chapter 1133, Provisions For Zoning Districts, And Adopting New Oxford Codified Ordinance Chapter 1133, Provisions For Zoning Districts, To Add The Agricultural Open Space District. (Jung-Han Chen, Community Development Director)

Mr. Chen noted he had no new information since the first reading. Mr. Chen reminded Council that the proposed Ordinance and the next proposed Ordinance went together to establish the Agricultural Open Space District.

Mr. Snyder advised he felt the legislation was well discussed at the last meeting.

Mr. McKeehan moved to adopt Ordinance No. 3165. Ms. Rousmaniere seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Harman, Mr. McKeehan, Ms. Rousmaniere, Mr. Snyder, Mr. Bogard, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

ORDINANCE
AMENDING CHAPTER 1143

An Ordinance No. 3166 Amending Oxford Codified Ordinance Chapter 1143, Districts, To Add New Section 1143.15, Agricultural Open Space District. (Jung-Han Chen, Community Development Director)

Council and staff had no further comments regarding the proposed Ordinance.

Mr. Snyder moved to adopt Ordinance No. 3166. Mr. Bogard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. McKeehan, Ms. Rousmaniere, Mr. Snyder, Mr. Bogard, Mr. Harman, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW CHAPTER 1141

An Ordinance No. 3167 Repealing Oxford Codified Ordinance Chapter 1141, Accessory, Temporary, Supplemental and Environmental Regulations, And Adopting New Oxford Codified Ordinance Chapter 1141, Accessory, Temporary, Supplemental and Environmental Regulations. (Jung-Han Chen, Community Development Director)

Mr. Chen referred to item 1141.04(f)(4) on page 51 of the agenda and noted a spelling correction.

Mr. McKeehan thanked staff and the Planning Commission for clarifying the language in Chapter 1141. Mayor Keebler noted the Planning Commission and staff spent about a year working on this chapter and noted Ms. Dale spent a lot of time rewriting and reorganizing the language.

Mr. McKeehan moved to adopt Ordinance No. 3167. Mr. Snyder seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Rousmaniere, Mr. Snyder, Mr. Bogard, Mr. Harman, Mr. McKeehan, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

ORDINANCE
AMENDING CHAPTER 1159

An Ordinance No. 3168 Amending Oxford Codified Ordinance Section 1159.04, Definitions (Beginning With The Letter "C") and Oxford Codified Ordinance Section 1159.07, Definitions (Beginning With The Letter "F"). (Jung-Han Chen, Community Development Director)

Mr. Chen noted the definitions beginning with the letter "C" were redefined to match the state code.

Mr. Snyder moved to adopt Ordinance No. 3168. Mr. Bogard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Snyder, Mr. Bogard, Mr. Harman, Mr. McKeehan, Ms. Rousmaniere, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

COMMUNICATIONS

DISCUSSION ITEM
TERM LIMITS

Mayor Keebler noted Council held a Work Session prior to the last meeting regarding term limits for Board and Commission members. Mayor Keebler advised Council was furnished with a draft Ordinance and it was his intent to place the item on the next agenda for a first reading. Mayor Keebler inquired if Council felt the draft Ordinance reflected their discussion at the Work Session.

Mr. Harman advised he felt the draft covered what Council discussed regarding term limits and he had no changes or additions. The rest of Council agreed and Mayor Keebler advised the proposed Ordinance would be placed on the next agenda.

ANNOUNCEMENTS

Mr. Elliott advised Council passed a moratorium on the establishment of Sweepstakes/Internet Cafes which was set to expire on March 15, 2012. Mr. Elliott noted several communities in Ohio adopted regulations for these establishments although most communities still had moratoriums in place. Mr. Elliott advised HB195 was introduced in the legislature to regulate Sweepstakes/Internet Cafes and was proposed to be handled by the Ohio Casino Control Commission. Mr. Elliott suggested that Council extend the moratorium for an additional 6 months to see if HB195 moved forward and this would give staff time to review other municipality's ordinances. Mr. Elliott noted if HB195 did move forward the City may be pre-empted in regulating certain aspects of these establishments except for zoning. Mr. Elliott advised if Council preferred to adopt regulations staff would provide the proposed language.

Mayor Keebler advised a moratorium should not be in place indefinitely and noted if there was a ready-made ordinance that fit, Council should look at it, extend the moratorium for 6 months, and be prepared to adopt regulations which may need to be modified when the state adopted regulations.

Ms. Rousmaniere inquired what the definition of Sweepstakes/Internet Café was. Mr. Elliott advised a person purchased a game card which entitled them to a phone card or a set amount of network access time to play online Vegas style computer games. Mr. Elliott noted in playing the games the purchaser could win more internet time and points that had no cash value, both of which were predetermined at the time the game card was purchased, but give them chances and sweepstakes where they could win money and/or prizes.

Mr. McHugh noted a loophole was being used to say this type of game was not gambling since the prizes were predetermined at the time the game card was purchased.

Mr. Kyger noted he may have had an inquiry from someone regarding opening this type of business in Oxford.

Mr. Kyger advised Moon Co-op scheduled their Grand Opening Week next week including a Ribbon Cutting Ceremony scheduled for Monday. Mr. Kyger noted the Annual Chamber Awards Ceremony was scheduled for Tuesday, January 24^{th} at 7:00 p.m. at the Knolls of Oxford. Mr. Kyger advised Phil Cagwin and Steve Snyder would be recognized at the event as well as the 'Business of the Year' which was yet to be named.

Mr. Bogard noted the passing of Lucy Ewbank yesterday who was a resident of Southern Knolls and was 105 years old.

Mr. Bogard followed up on an inquiry he made several months ago regarding the City receiving yellow brackets for traffic lights from ODOT. Mr. Dreisbach advised ODOT was giving away the older type of traffic lights without the yellow boarders. Mr. Dreisbach advised any new or replacement traffic lights in Oxford would have the yellow boarder.

Ms. Rousmaniere thanked her colleagues on the Environmental Commission for making a great presentation noting storm water management was an important issue for everyone.

Ms. Rousmaniere advised David Orr, a renowned environmental speaker and professor at Oberlin College would be at McGuffey Hall in Oxford at 4:00 p.m. on Thursday, January 19^{th} to talk about ecological literacy. Ms. Rousmaniere noted some Council members were meeting with Mr. Orr the next day since he developed a partnership between Oberlin College and the City of Oberlin to work on sustainability issues which could be a great model for Oxford.

Mr. Harman congratulated and welcomed Mr. John Kinne, newly elected Oxford Township Trustee, and noted he appreciated Mr. Kinne attending the Council Meeting. Mr. Harman advised he looked forward to working with the township on issues that benefited both entities.

Mr. Harman advised Oxford was number one in Butler County last quarter for its recycling efforts noting the citizens needed to know this was beneficial to everyone due to the grant the City could receive worth several thousand dollars to offset utility/refuse costs.

Mr. Snyder noted the discussion regarding the four Ordinances that Council voted on this evening was anti-climatic but Council was aware that a lot of work went into presenting them. Mr. Snyder thanked the Planning Commission and staff for their efforts.

Mr. McKeehan noted Council received a letter from the Ohio Department of Natural Resources once again designating Oxford as a Tree City USA. Mr. Elliott noted this was the 17^{th} year running for the designation.

Mayor Keebler advised the Council Meeting was fairly quick this evening and noted a one hour Work Session with the Planning Commission took place before the regular meeting to discuss their goals and objectives for the next year.

Mayor Keebler advised he felt it was a very good Work Session and he appreciated the Planning Commission members attending as they worked together for the future of Oxford.

ADJOURN

Mr. Snyder moved to adjourn at 8:16 p.m. Mr. McKeehan seconded. The motion passed 6-0-0.

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting Of: February 7, 2012

Account Code No. #:

Budgeted Amount:

Community Development
Originating Department

Jung-Han Chen
Prepared By

January 27, 2012
Date Prepared

Agenda Title:	**Board of Zoning Appeals Meeting Report – January 18, 2012**
Recommendation:	**N/A**

Election of 2012 Officers:
The election of BZA officers was postponed until all members were present.

DISCUSSION:
Adjudication Hearing:

BZA-01-2012 **38 Christopher Drive,** Variance to Section 1143.02(c)(2)(B) to allow a covered porch encroach into the rear yard setback, **Sheila Croucher, Applicant**

The Appellant proposed to construct a 12' by 16' screen porch over an existing wood deck at the rear of her home.

It is a predicament for the property owner that adding to the rear yard existing deck would need a variance, since there is approximately a 35 foot setback from the building to the rear property line. Hence, there was no other way to obviate the issue without obtaining a variance.

After considering and weighing facts, circumstances and Decision Standards, the Board found that practical difficulty was shown sufficient to warrant granting the variance requested, and voted to ***APPROVE*** the application with the following condition:

- That the screen porch addition be built as submitted in the drawings.

Old Business:
None.

New Business:
The 2011 BZA Case Summary was submitted to the BZA for their review.

The February 15, 2011 BZA meeting has been cancelled. The next regular meeting will take place on March 21, 2012.

Approved By:

	Initial	Date
Department Head:	JHC	1/27/12
City Attorney:		
City Manager:	DAE	2/3/12

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation
Originating Department

Council Meeting Of: 2/7/12

Gail S. Brahier
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

2/3/12
Date Prepared

Agenda Title: Recreation Advisory Board Meeting, 1/19/12

Recommendation: N/A

Discussion:
Members present: Ken Bogard, Council Rep, Shaunna Tafelski, Chair, Chris Weaver, Hannah Ruby, Mary Glasmeier, and Brandy Darby.
Staff: Deanna Barbour and Gail Brahier

Ms. Brahier distributed and reviewed the 2011 Annual Report, noting areas where revenue was down and reasons which affected such. She advised the Department anticipates generating an additional 13k for 2012.

Discussion continued re: change of venue for the July 3rd event from the uptown parks to the Community Park. Ms. Glasmeier asked if the fireworks would be moved and will there be booths? Ms. Brahier said the entire event would be moved to the park, 7 pm -11 pm, and that MU airport, the fireworks contractor and Oxford Fire Chief have approved the site.
Ms. Tafelski asked about Arts/Crafts vendors. Ms. Brahier said the Dept. will encourage community groups to participate in the non-motorized parade or host a game booth. The Board discussed non-profits or school groups could host a booth at no charge, and those selling for profit pay a nominal fee. Ms. Darby suggested the Swim Team, Band Boosters and Athletic Boosters may want to host a booth. Mr. Bogard encouraged discussions with the Police Dept. re: parking issues. Ms. Brahier said the TRI parking lot also has 100 spaces and is within walking distance of the OCP.

Ms. Glasmeier discussed the Dog Park, noting the OxDog Board has decided to be more educational in their goals. The OxDog group will continue to monitor the park and host fundraisers, but want to use some of the funds to educate pet owners about animal sterilization. ~ cont.

Approved By:

	Initial	Date
Department Head:	GB	2/3/12
City Attorney:		
City Manager:	DAE	2/3/12

Ms. Glasmeier said the bulletin board has been successful for information exchange and to post lost/found items. Ms. Brahier said during the winter months she is closing the Dog Park when there is a frost or rain to help protect the turf when the grass is dormant.

Mr. Bogard mentioned Council's discussion regarding term limits for Boards and Commissions, adding it will be on the Feb. Council Agenda. He updated the Board on the transportation issues with 27 South, and advised the City was partnering with MU to apply for a grant to enhance pedestrian safety at the University.

Mr. Bogard asked Mr. Weaver if the HS turf field might be available for the Adidas showcase in the event of rain this April. Mr. Weaver mentioned the new school site does not have occupancy approval yet, so there will be no usage of the turf field for sports until that occurs. He said fall football practice will probably be the earliest use. Ms. Tafelski said occupancy approval may also affect the Recreation Board's tour of the new high school which is scheduled in March.

Next Meeting –

Feb. 16, 4 pm – Oxford Senior Center and Community Building

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation
Originating Department

Council Meeting Of: 2/7/12

Gail S. Brahier
Prepared By

Account Code No. #: 140.620.50901

Budgeted Amount: $23,000

1/24/12
Date Prepared

Agenda Title: Resolution authorizing the City Manager to enter into a contract with Bob Ross Buick, Inc., Centerville, OH, for the purchase of one (1) 12 passenger flex fuel vehicle at a price listed on state contract of $22,406.

Recommendation: Approve

Discussion:

This purchase is off the 2012 State of Ohio Purchasing contract, and will replace the 1996 passenger van utilized by Parks and Recreation. The vehicle listing and specs are attached.

Van (white)	$21,364
Options*	1,042
	$22,406

*Options include minimal delivery fee $50, vinyl seats, sliding side door, 30 day tags, parts manuals and second set of keys.

Prices were also confirmed with the dealer on 1/24/12.

Approved By:

	Initial	Date
Department Head:	GB	1/24/12
City Attorney:		
City Manager:	DRE	2/3/12

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BOB ROSS BUICK, INC., FOR THE PURCHASE OF A 2012 GMC FULL-SIZE TWELVE (12) PASSENGER FLEX-FUEL VAN AND SPECIFIED OPTIONS WITH A 30-DAY TAG AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED $22,406.00.

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

SECTION 1: Council hereby authorizes the Parks and Recreation Department to purchase a 2012 GMC full-size twelve (12) passenger flex-fuel van and specified options with a 30-day tag at State Contract pricing at a cost not to exceed $22,406.00.

SECTION 2: The City Manager is hereby authorized to enter into a contract with Bob Ross Buick, Inc., for the purchase of a 2012 GMC full-size twelve (12) passenger flex-fuel van and specified options with a 30-day tag at State Contract pricing at a cost not to exceed $22,406.00. Council further authorizes the City Manager to dispose of a 1996 van through public auction.

SECTION 3: Funds have been appropriated in an amount in excess of the purchase price authorized.

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)

Van – Full Size, 12 Passenger – FFV

Item Number 5B

Standard Specification Items	Minimum Requirements
FY2012	
Powertrain:	
Engine Type (Cylinder/Liter)	8 / 4.8
Horsepower (Net HP)	280
Automatic Transmission	Automatic
Locking Differential	3.42
Chassis:	
Alternative Fuel (Type)	E-85
Fuel Capacity (gals.)	31
Tires	All Season
Spare Tire	Full
Cooling System	h.d.a.
Safety:	
Restraint System (Driver and Passenger)	Required
Supplemental Restraint System (Driver and Passenger)	Required
Power Antilock Brakes (Front and Rear)	Required
Dimensions:	
Wheelbase (in)	135
Head Room (1^{st},2^{nd},3^{rd},4^{th} Row)	39 / 38 / 38 / 37
Leg Room (1^{st},2^{nd},3^{rd},4^{th} Row)	41 / 36 / 36 / 36
Shoulder Room (1^{st},2^{nd},3^{rd},4^{th} Row)	68 / 68 / 65 / 69
Hip Room (1^{st},2^{nd},3^{rd},4^{th} Row)	65 / 65 / 63 / 65
Passenger Volume (cu.ft.)	216
Base Curb Weight (lbs.)	5,800
Electrical:	
Alternator (amps)	Mfg. Std.
Battery (CCA)	Mfg. Std.

Standard Specification Items	Minimum Requirements
Exterior:	
Body Side Moldings	Mfg. Std.
Rear Door Type	Swing Out
Side Door Type	Swing Out
Dark Tint Windows All Around	Required
Seating:	
Seating Capacity	12
Front Seat Type	Bucket
Seat Covering	Cloth
Floor Covering	Carpet
Accessories:	
Air Conditioning	Front and Rear
Tilt Wheel & Cruise Control	Required
Power Windows & Door Locks	Required
Keyed Door Locks	Required
2 Sets of Keys with FOBS	Required
Intermittent Windshield Wipers	Required
Rear Window Defroster	Required
Floor Mats	Front
Radio	Std. (No SAT)
Exterior Rear View Mirror	Dual
Trunk/Cargo Light	Automatic
Warranty:	
Mfg. Standard Warranty (Min.)	3yr / 36,000 Mile

Optional Equipment Items:
30-Day Tag
Parts Manual(s)
Service Manual(s)
Additional Set of Keys
Sliding Side Door
Rear Step Bumper
Vinyl Seat Covering

*ITEM – 5B – VAN – Full Size, 12 Passenger – Flex Fuel

DELIVERY: 120 DAYS A.R.O. (See IV.A.) INDICATE CITY/STATE OF MANUFACTURER: Wentzville, MO

CONTRACTOR: Bob Ross Buick MFG: GMC MODEL: Savanna 2500 MODEL NUMBER: TG23406

Item ID No.: 20054 UNIT PRICE: $21,364.00

List any exceptions to the specifications: NONE

ITEM ID NO.		UNIT COST
20055	Delivery charge per mile, per vehicle round trip map mileage for delivery by the contractor:	$ .60
20056	Minimum Delivery Charge	$ 50.00

ITEM ID NO.	CONTRACTOR'S ORDER NO.	OPTIONS	UNIT COST
20057	STATE	30 Day Tag	$ 18.50
20058	PARTS	Parts Manual (Electronic)	$ 200.00
20059	SHOP	Service Manual (Paper)	$ 200.00
20060	5H1	Additional Set of Keys	$ 44.00
20061	YA2	Side Sliding Door	$ 149.00
20062	BUMBER	Rear Step Bumper	$ .00
20063	1LS	Vinyl Seat Covering	$ 380.00

List standard paint colors: White, Red, Black

*Indicates the reaward of Item 5B.

CONTRACTOR'S INDEX

CONTRACTOR AND TERMS:

CONTRACT NO.: RS900712 – 4 (11/23/11)

*82177
Bob Ross Buick, Inc.
85 Loop Road
Centerville, OH 45459

DELIVERY: 120 Days A.R.O.

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Dick Knipp

Telephone: (937) 433-0990
FAX: (937) 428-4083

E-mail: richard_knipp@bobrossauto.com

Preferred Method of receiving Purchase Orders — E-mail: richard_knipp@bobrossauto.com

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CONTRACT NO.: RS900712 – 1 (10/15/11)

51472
Charlies's Dodge, Inc.
P.O. Box 370
725 Illinois Ave.
Maumee, OH 43537

DELIVERY: 90-120 Days A.R.O.

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Scott Weiss

Telephone: (419) 893-0241
FAX: (419) 887-6045

E-mail: fleetman10@hotmail.com

Preferred Method of receiving Purchase Orders: FAX: (419) 887-6045

CONTRACT NO.: RS900712 – 2 (10/15/11)

148862
Coughlin Automotive, LLC
9000 E. Broad Street
Pataskala, OH 43062

DELIVERY: 90 Days A.R.O.

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Jeff Haller

Telephone: (740) 964-9191
FAX: (740) 964-3352

E-mail: jefflhaller@aol.com

Preferred Method of receiving Purchase Orders: E-mail: jefflhaller@aol.com

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** CONTRACT RS900712-3 HAS BEEN REMOVED

* Indicates the addition of Bob Ross Buick, Inc.
** Indicates the removal of Taylor Chevrolet.

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: Feb. 7, 2012

Account Code #: 320.812.51002 $13,750.00
330.832.50702 $13,750.00

Budgeted Amount: $27,500.00

Service Department
Originating Department

Michael B. Dreisbach
Prepared By

Jan. 26, 2012
Date Prepared

Agenda Title: Purchase of Replacement Truck for the Service Department

Recommendation: Approve

Discussion:

The 2012 Capital Equipment Budget includes $27,500 for the purchase of a replacement pickup truck for use by the Service Department. The current vehicle, #23, is a 1993 model that has reached the end of its useful service life for the City. When selecting a replacement vehicle, staff not only considered price, but also strived to obtain the smallest vehicle that could still meet service requirements; could burn alternative fuels; and obtain good fuel economy.

The State of Ohio contract for the purchase of trucks and vans (Index No. GDC-093) includes item #25AT, a 2012 Dodge Ram 2500 crew cab four wheel drive pickup truck. The unit price for this vehicle, sold through Charlie's Dodge is $22,391.00. Staff is requesting the following additional equipment for the vehicle:

Base vehicle price:	$22,391.00
Equipment console / cloth cover	482.00
Spray in bed protective liner	439.00
Trailer tow mirrors	157.00
Tow hitch w/ brake controller	201.00
Extended truck bed	206.00
Addition keys	289.00
Temporary tag	18.50
Delivery to Oxford, OH	150.00
Total price under State contract with Charlie's Dodge	**$24,333.50**

This Resolution will authorize the City Manager to enter into an agreement with Charlie's Dodge, Inc. for the purchase of a 2012 Dodge Ram truck and specified options with 30-day tag at a cost not to exceed **$24,333.50**. Staff further recommends Council authorize the sale of a 1993 Ford Ranger by public auction at the earliest convenience of the City.

Approved By:

	Initial	Date
Department Head:	MBD	2/3/12
City Manager:	DRE	2/3/12

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CHARLIE'S DODGE, INC., FOR THE PURCHASE OF A 2012 DODGE RAM PICKUP TRUCK AND SPECIFIED OPTIONS WITH A 30-DAY TAG AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED $24,333.50.

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

SECTION 1: Council hereby authorizes the Service Department to purchase a 2012 Dodge Ram pickup truck and specified options with a 30-day tag at State Contract pricing at a cost not to exceed $24,333.50.

SECTION 2: The City Manager is hereby authorized to enter into a contract with Charlie's Dodge, Inc., for the purchase a 2012 Dodge Ram pickup truck and specified options with a 30-day tag at State Contract pricing at a cost not to exceed $24,333.50. Council further authorizes the City Manager to dispose of a 1993 Ford Ranger through public auction.

SECTION 3: Funds have been appropriated in an amount in excess of the purchase price authorized.

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)

Pickup – 8,500 lbs., 4WD, Crew Cab, 5.5' Bed – Gasoline

Item Number 25AT

Standard Specification Items	Minimum Requirements	Standard Specification Items	Minimum Requirements
FY2012			
Powertrain:		**Exterior:**	
Engine Type (Cylinder/Liter)	8 / 5.7	Body Side Moldings	Mfg. Std.
Horsepower (Net HP)	355	Rear Door Type	Locking Tailgate
Automatic Transmission	Automatic	Bed Length (ft)	5.5
Locking Differential	Locking Differential	Rear Step Bumper	Mfg Std
Drivetrain	4WD		
Chassis:		**Seating:**	
Alternative Fuel (Type)	NA	Seating Capacity	6
Fuel Capacity (gals.)	34	Front Seat Type	Split Bench
Tires	All Season	Seat Covering	Vinyl
Spare Tire	Full Size	Floor Covering	Vinyl
Cooling System	h.d.a.		
Safety:		**Accessories:**	
Restraint System (Driver and Passenger)	Required	Air Conditioning	Required
Supplemental Restraint System (Driver and Passenger)	Required	Tilt Wheel & Cruise Control	Required
Power Antilock Brakes (Front and Rear)	Required	Power Windows & Door Locks	Required
Dimensions:		Keyed Door Locks	Required
Wheelbase (in)	160	2 Sets of Keys with FOBS	Required
Head Room (Front / Rear)	40 / 39	Intermittent Windshield Wipers	Required
Leg Room (Front / Rear)	41 / 34	Rear Window Wiper	NA
Shoulder Room (Front / Rear)	65 / 65	Rear Window Defroster	Required
Hip Room (Front / Rear)	60 / 61	Floor Mats	Front
Cargo Volume (cu.ft.)	60	Radio	Std. (less SAT)
Base Curb Weight (lbs.)	NA	Exterior Rear View Mirror	Dual
Payload (lbs.)	NA	Cargo Dome Lighting	Required
Gross Vehicle Weight Rating(GVWR)	8,800	Skid Plate(s)	Required
Electrical:		**Warranty:**	
Alternator (amps)	Mfg. Std.	Mfg. Standard Warranty (Min.)	3yr / 36,000 Mile
Battery (CCA)	Mfg. Std.		

ITEM – 25AT – Pickup – 8,500 lbs., 4WD, Crew Cab, 5.5' Bed – Gasoline

DELIVERY: 90-150 DAYS A.R.O. (See IV.A.)		INDICATE CITY/STATE OF MANUFACTURER: Saltillo, Mexico	
CONTRACTOR: Charlies Dodge	MFG: Dodge	MODEL: RAM 2500	MODEL NUMBER: OJ7L91
Item ID No.: 20462	BUILD OUT DATE: TBD		UNIT PRICE: $22,391.00

List any exceptions to the specifications: None

ITEM ID NO.		UNIT COST
20463	Delivery charge per mile, per vehicle round trip map mileage for delivery by the contractor:	$ .34
20464	Minimum Delivery Charge:	$ 50.00

ITEM ID NO.	CONTRACTOR'S ORDER NO.	OPTIONS	UNIT COST
20465	3DT	30 Day Tag	$ 18.50
20466	PME	Parts Manual (Electronic)	$ 374.00
20467	SME	Shop Manual (Electronic)	$ 374.00
20468	ASK	Additional Set of Keys	$ 289.00
20469	AJY	Cloth Seat Covering	$ 482.00
20470	XME	Bed Liner	$ 214.00
20471	XHC	Tow Hitch / 7-Pin Plug / Brake Controller	$ 201.00
20742	TWE	All-Terrain Tires	$ 87.00
20473	GPG	Trailer Tow Mirrors	$ 157.00
20474	BUA	Backup Alarm	$ 179.00
20475	6DB	6- Door Utility Body	$ 4,250.00
20476	MRT	Step Rails / Running Boards	$ 573.00
20477	AHD	*Manufacturer Snow Plow Prep Package	$ 161.00
20478	PLW	Snow Plow Package (order w/ Snow Plow Prep Package)	$ 3,095.00
20479	7L92	6 ½' Bed in lieu of 5 ½' Bed	$ 206.00

List standard paint colors: Black, Silver, White, Red, Cherry Red, Gray, Blue, Brown, Sagebrush

INSTRUCTIONS TO STATE AGENCIES REQUESTING UNSPECIFIED OPTIONS: State agencies that requires additional equipment that is not listed in the option table above will need to provide the following to the contract analyst, David Colopy, for approval;

1. Quote: Lists the unit price and the contents of the option(s). Manufacturer's invoice should be included.
2. Justification: Specific reasoning why the unlisted option is needed to perform job duties.

UNSPECIFIED OPTION PRICE: 3% above manufacturer invoice.

* Includes; HD Suspension, HD Alternator, HD Transmission Cooling, Skid Plates, Etc. Does Not Include Snow Plow.

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: **Feb. 7, 2012**

Account Code #: 320.810.50504

Budgeted Amount: $22,000.00

Service Department
Originating Department

Michael B. Dreisbach
Prepared By

Jan. 26, 2012
Date Prepared

Agenda Title: Purchase of Replacement Truck for Water Production Division

Recommendation: Approve

Discussion:

The 2012 Capital Equipment Budget includes $22,000 for the purchase of a replacement pickup truck for use by the Water Production Division of the Service Department. The current vehicle, # 25, is a 1993 model that has reached it planned replacement date. This vehicle is used on a daily basis by utility technicians to maintain water services to customers in the Oxford Water Service Area. When selecting a replacement vehicle, staff not only considered price, but also strived to obtain the smallest vehicle that could still meet service requirements; could burn alternative fuels; and obtain good fuel economy.

The State of Ohio contract for the purchase of trucks and vans (Index No. GDC-093) includes item #14BT, a 2012 F150 regular cab two wheel drive pickup truck. The unit price for this vehicle, sold through Middletown Ford is $17,189.00. Staff is requesting the following additional equipment for the vehicle:

Base vehicle price:	$17,189.00
Backing alarm	85.00
Temporary tag	18.50
Total price under State contract with Middletown Ford	**$17,292.50**

This Resolution will authorize the City Manager to enter into an agreement with Middletown Ford, Inc. for the purchase of a 2012 Ford F150 truck and specified options with 30-day tag at a cost not to exceed **$17,292.50**. Staff further recommends Council authorize the sale of a 1993 Ford Ranger by public auction at the earliest convenience of the City.

Approved By:

	Initial	Date
Department Head:	MBD	2/3/12
City Manager:	DRE	2/3/12

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH MIDDLETOWN FORD, INC., FOR THE PURCHASE OF A 2012 FORD F150 TRUCK AND SPECIFIED OPTIONS WITH A 30-DAY TAG AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED $17,292.50.

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

SECTION 1: Council hereby authorizes the Service Department to purchase a 2012 Ford F150 truck and specified options with a 30-day tag at State Contract pricing at a cost not to exceed $17,292.50.

SECTION 2: The City Manager is hereby authorized to enter into a contract with Middletown Ford, Inc., for the purchase a 2012 Ford F150 truck and specified options with a 30-day tag at State Contract pricing at a cost not to exceed $17,292.50. Council further authorizes the City Manager to dispose of a 1993 Ford Ranger through public auction.

SECTION 3: Funds have been appropriated in an amount in excess of the purchase price authorized.

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)

Pickup – 6,400 lbs., 2WD, Reg Cab, 8' Bed – FFV
Item Number 14BT

Standard Specification Items	Minimum Requirements	Standard Specification Items	Minimum Requirements
FY2012			
Powertrain:		**Exterior:**	
Engine Type (Cylinder/Liter)	8 / 4.7	Body Side Moldings	Mfg. Std.
Horsepower (Net HP)	302	Rear Door Type	Locking Tailgate
Automatic Transmission	Automatic	Bed Length (ft)	8
Locking Differential	Locking Differential	Rear Step Bumper	Mfg Std
Drivetrain	2WD		
Chassis:		**Seating:**	
Alternative Fuel (Type)	E-85	Seating Capacity	3
Fuel Capacity (gals.)	32	Front Seat Type	Split Bench
Tires	All Season	Seat Covering	Vinyl
Spare Tire	Full Size	Floor Covering	Vinyl
Cooling System	h.d.a.		
Safety:		**Accessories:**	
Restraint System (Driver and Passenger)	Required	Air Conditioning	Required
Supplemental Restraint System (Driver and Passenger)	Required	Tilt Wheel & Cruise Control	Required
Power Antilock Brakes (Front and Rear)	Required	Power Windows & Door Locks	Required
Dimensions:		Keyed Door Locks	Required
Wheelbase (in)	133	2 Sets of Keys with FOBS	Required
Head Room (Front)	40	Intermittent Windshield Wipers	Required
Leg Room (Front)	41	Rear Window Wiper	NA
Shoulder Room (Front)	65	Rear Window Defroster	Required
Hip Room (Front)	62	Floor Mats	Front
Cargo Volume (cu.ft.)	75	Radio	Std. (less SAT)
Base Curb Weight (lbs.)	4,750	Exterior Rear View Mirror	Dual
Payload (lbs.)	1,650	Cargo Dome Lighting	Required
Gross Vehicle Weight Rating(GVWR)	6,400		
Electrical:		**Warranty:**	
Alternator (amps)	Mfg. Std.	Mfg. Standard Warranty (Min.)	3yr / 36,000 Mile
Battery (CCA)	Mfg. Std.		

Minority Business Enterprise Award In Accordance with ORC CH. 125.081

ITEM – 14BT – Pickup – 6,400 lbs., 2WD, Reg Cab, 8' Bed – FFV

DELIVERY: 60-120 DAYS A.R.O. (See IV.A.)	INDICATE CITY/STATE OF MANUFACTURER: Wixom, MI		
CONTRACTOR: Middletown Ford	MFG: Ford	MODEL: F150	MODEL NUMBER: F1C
Item ID No.: 21047	BUILD OUT DATE: TBD		UNIT PRICE: $17,189.00

List any exceptions to the specifications: None

ITEM ID NO.		UNIT COST
20178	Delivery charge per mile, per vehicle round trip map mileage for delivery by the contractor:	$ .34
20179	Minimum Delivery Charge:	$ 50.00

ITEM ID NO.	CONTRACTOR'S ORDER NO.	OPTIONS	UNIT COST
20180	TEMP	30 Day Tag	$ 18.50
20181	P B	Parts Manual	$ 295.00
20182	S M	Shop Manual	$ 295.00
20183	KEY	Additional Set of Keys	$ 194.00
-	C	Cloth Seat Covering (Specify on PO)	$ 0.00
20185	96P	Bed Liner	$ 235.00
20186	535/67T	Tow Hitch / 7-Pin Plug / Brake Controller	$ 585.00
Included	-	All-Terrain Tires	$ 0.00
20188	54T	Trailer Tow Mirrors	$ 124.00
20189	B/A	Backup Alarm	$ 85.00
-	99M	3.7 V6 FFV, 302 HP, 278 ft.lb.tq. (Specify on PO)	$ (550.00)

List standard paint colors: Dark Blue Pearl, Vermillion Red, Tuxedo Black Metal, Sterling Gray Metal, Ingot Silver Metal

INSTRUCTIONS TO STATE AGENCIES REQUESTING UNSPECIFIED OPTIONS: State agencies that requires additional equipment that is not listed in the option table above will need to provide the following to the contract analyst, David Colopy, for approval;

1. Quote: Lists the unit price and the contents of the option(s). Manufacturer's invoice should be included.
2. Justification: Specific reasoning why the unlisted option is needed to perform job duties.

UNSPECIFIED OPTION PRICE: 3% above manufacturer invoice.

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Law
Originating Department

Council Meeting Of: February 7, 2012

Steve McHugh
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

February 2, 2012
Date Prepared

Agenda Title: A Resolution by the Oxford City Council extending the moratorium for an additional period of six (6) months (180 days)on the granting of any permits allowing the operation of sweepstakes/internet cafes within the City of Oxford.

Recommendation: Adopt the Resolution.

Discussion:

Based on Council's discussion at the January 17, 2012 meeting, the attached legislation will extend the moratorium on the granting of any permits allowing the operation of sweepstakes/internet cafes within the City of Oxford for an additional six (6) month period.

Extending the moratorium will allow Council time to review proposed regulations on the operation of sweepstakes/internet cafes within defined areas of the City.

Approved By:

	Initial	Date
Department Head:		
City Attorney:	SMM/MAE	2/2/12
City Manager:	DAE	2/3/12

RESOLUTION NO.

A RESOLUTION BY THE OXFORD CITY COUNCIL EXTENDING THE MORATORIUM FOR AN ADDITIONAL PERIOD OF SIX (6) MONTHS (180 DAYS) ON THE GRANTING OF ANY PERMITS ALLOWING THE OPERATION OF SWEEPSTAKES/INTERNET CAFES WITHIN THE CITY OF OXFORD.

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

SECTION I. On March 15, 2011 Council adopted Resolution No. 4597 imposing a six (6) month (180 days) moratorium on the granting of any permits allowing the operation of sweepstakes/internet cafes within the City of Oxford. On August 2, 2011 Council adopted Resolution No. 4619 extending the moratorium on the granting of any permits allowing the operation of sweepstakes/internet cafes within the City of Oxford for an additional period of six (6) months (180 days). Council recognizes the acute nature of the problem faced by the City in the operation of Sweepstakes/Internet Cafés which may disrupt the orderly growth and development of the City, and seeks to extend the moratorium on permits for the operation of Sweepstakes/Internet Cafés to preserve the public peace, health, safety, and welfare of the citizens of Oxford. "Sweepstakes/Internet Café" is defined as any premises upon which any "Computerized Sweepstakes Device" is located for the use or entertainment of the public, whether or not such premises has other business purposes of any nature whatsoever. "Computerized Sweepstakes Device" is defined as any computer, machine, game or apparatus which, upon the insertion of a coin, token, access number, magnetic card, or similar object, or upon the payment of anything of value, and which may be operated by the public generally for use as a contest of skill, entertainment or amusement, whether or not registering a score, and which provides the user with a chance to win anything of value. Machines designated for use by the State Lottery Commission are not Computerized Sweepstakes Devices for purposes of this Resolution.

SECTION II. The City Manager has recommended extending within the City for a period of six (6) months (180 days) the moratorium on the processing of new applications for permits for the operation of Sweepstakes/Internet Cafés. The purpose of this recommendation is so the City may prepare new regulations, if necessary, which will guide the location and operation of Sweepstakes/Internet Cafés.

SECTION III. Council hereby instructs the Oxford Planning Commission, City Manager, and Community Development Director to continue their investigation, review and recommend comprehensive regulations for Council's adoption on the location and operation of Sweepstakes/Internet Cafés within the six (6) month (180 days) extension of the moratorium.

SECTION IV. Council hereby accepts the recommendation of the City Manager and hereby extends the moratorium on permits for the operation of Sweepstakes/Internet Cafés for a period of six (6) months (180 days).

SECTION V. Council further finds that the extension of the moratorium for six (6) months (180 days) is reasonable and will allow the Oxford Planning Commission, City Manager, and Community Development Director time to complete their review and propose and initiate actions to address the issues outlined herein.

SECTION VI. Council hereby directs and orders that no permits for the operation of Sweepstakes/Internet Cafés be accepted or allowed during the six (6) month (180 days) extension of this moratorium and legislation is to be submitted to Council within this time.

SECTION VII. This Resolution shall take effect at the earliest time allowed by law.

____
MAYOR

ADOPTED:

ATTEST:

____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEN BOGARD

PREPARED BY: LAW (STAFF)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: **February 7, 2012**

Account Code #: Not Applicable

Budgeted Amount: Not Applicable

Service Department
Originating Department

Michael B. Dreisbach
Prepared By

January 26, 2012
Date Prepared

Agenda Title: Notice to Property Owners Declaring the Necessity to Improve Property.

Recommendation: Approve

Discussion: As part of the City's capital improvement program to improve US 27 (High St. from Main St. to Poplar St.), Tallawanda Road, and Foxfire Drive, Staff has identified property with defective or sub-standard curb, gutter, and/or sidewalks. Many of these deficiencies were identified as trip hazards and areas that contribute to lowering the expected lifespan of street improvements. Properties on High Street and Foxfire Drive have already received courtesy notices that this work would have to be performed in the near future. Staff also informed the owners that if the deficiencies were not corrected, the City would proceed to have the work done and charge the cost against the property. The City will follow the assessment process as defined in Ohio Revised Code section 729.

Exhibit "A", attached to this report, shows a complete listing of the properties involved for these projects, the types of repairs that are necessary, and an estimate of probable cost for the improvements. A copy of plans and specifications for necessary repairs has been filed with the Clerk of Council's office, and are available for inspection. The total costs for each project as well as the estimated costs to property owners are as follows:

Project	Total Project Cost (Public)	Total Costs to Property Owners
High Street Rehabilitation	$ 613,000	$ 29,075
Tallawanda Road Resurfacing	$ 46,500	$ 35,101
Foxfire Drive Resurfacing	$ 34,000	$ 37,629

By addressing the repairs at this time, the public investment in street and alley rehabilitation may be expected to retain its value for several additional years, eliminate significant hazards to pedestrians and cyclists, and improve the aesthetics of the community. It is Staff's recommendation that the City Council approve this Resolution so that the process to complete necessary repairs and improvements may begin. The City will serve notice to all property owners involved and they will have 30 days to make repairs from the date of service. Should a property owner disagree with the City's order, they may appeal to the City Council for a hearing on their property and the required improvements. A Resolution would then be required for the City to contract for the improvements. Once work is completed, a Resolution would need to be approved stating the total actual cost to each parcel owner, followed by an Ordinance levying special assessments to the parcels for the improvements.

Currently, $50,000 has been appropriated for the City to contract for repairs should the property owners choose not to have the work done. Should the City have to contract for repairs in excess of this amount, a transfer from other appropriations will be necessary.

Approved By:

	Initial	Date
Department Head:	MBD	2/2/12
City Manager:	DGE	2/3/12

RESOLUTION NO.

A RESOLUTION DECLARING THAT IT IS NECESSARY TO IMPROVE THOSE PORTIONS OF CERTAIN PROPERTIES ON HIGH STREET FROM MAIN STREET TO POPLAR STREET; TALLAWANDA ROAD; AND FOXFIRE DRIVE IN THE CITY OF OXFORD, OHIO BY RE-PAVING, RE-CURBING, AND REPAIRING THE SIDEWALKS, CURBS, AND GUTTERS.

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

SECTION I: It is necessary to improve certain properties listed on Exhibit "A", a copy of which is attached hereto and incorporated herein by reference, by re-paving, re-curbing and repairing the sidewalks, curbs, and gutters.

SECTION II: The plans, specifications and estimate of the cost of the improvements have been filed in the accordance with Ohio Revised Code Section 729.02 with the Clerk of Council.

SECTION III: It is hereby determined and declared that said improvements are conducive to the public health, convenience, safety and welfare of said City and the inhabitant thereof.

SECTION IV: Council hereby approves the plans, specifications and estimate of cost of repair on file.

SECTION V: Notice of the passage of this resolution of necessity, in accordance with Section 729.03 of the Ohio Revised Code, shall be served by the Clerk of Council upon the owners of the lots or lands abutting upon the sidewalks, curbs, and gutters to be constructed or repaired in the same manner as service of summons in civil cases, or by certified mail addressed to such owner at his or her last known address or to the address to which tax bills are sent, or by a combination of the foregoing methods.

SECTION VI: Those sidewalks, curbs, and gutters located on the properties described in Exhibit "A" shall be repaired by the owners of the lots or lands abutting thereon in accordance with the specifications on file in the office of the Clerk of Council no later than thirty (30) days after receipt of the notice described in Section V.

SECTION VII: In the event such owner does not construct or repair such sidewalks, curbs, and gutters in accordance with such specifications and within thirty (30) days after receipt of the notice described in Section V, the City will repair such sidewalks, curbs, and gutters, and assess the costs thereof against the owner of the lots or lands abutting thereon.

SECTION VIII:The costs of the sidewalks, curbs, and gutters improvements shall be assessed by the foot front of the property bounding and abutting on the improvement, upon the following described lots of land, to-wit: All lots and land bounding and abutting upon the proposed improvement between the termini aforesaid, which said lots and lands are hereby determined to be specifically benefited by said improvement; and the cost of said improvement shall not include the costs of preliminary and other surveys, plans, specifications, profiles and estimates of printing, serving, and publishing notices, resolutions and ordinances, the amount of damages resulting from the improvement assessed in favor of any owner of land affected by the improvement and the interest thereon, the costs incurred in connection with the preparation, levy and collection of the special assessments, but the cost of said improvement to be assessed shall include the expenses of legal services including obtaining an approving legal opinion, cost of labor and material and interest on bonds and notes issued in anticipation of the levy and collection of the special assessments together with all other necessary expenditures relative to expenses of financing, and relative to re-paving, re-curbing, or repairing the sidewalks, curbs, and gutters.

SECTION IX: The City Engineer is hereby authorized and directed to prepare and file in the office of the Clerk of Council the estimated assessments of the cost of the improvements described in this resolution. Such estimated assessments shall be based upon the estimate of cost of said improvement now on file in the office of the Clerk of Council, and shall be prepared pursuant to the provisions of this resolution.

SECTION X: The assessments to be levied shall be paid in five (5) annual installments, with interest on deferred payments at rate of five percent (5%); provided, that the owner of any property assessed may, at his or her option, pay such assessment in cash within thirty (30) days after passage of the assessing ordinance.

SECTION XI: The entire cost of said improvements, after application of the assessments herein provided for, shall be paid by the City of Oxford from funds available for this purpose in the Capital Improvement Fund.

SECTION XII:This resolution 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, for Foxfire Drive 2011-2012

Address	Direction	Street Name	Property Owner	Parcel #	Lineal Ft Curb	Square Feet Sidewalk	Square Ft Drive Apron	Estimated Cost	
601	S	Locust	McDonalds Real Estate Co.	H4100104000062	310	25		$9,165.00	McDonalds
330		Foxfire	Young, William Edward & Deborah L	H4100104000061	40			$1,160.00	
~~10~~		~~Day Cir.~~	~~Gail J. Young & Douglas A Day Succ Co Tr~~	~~H4100104000060~~	~~40~~			$0.00	Completed by Property Owner
9		~~Day Cir.~~	~~Gail J. Young & Douglas A Day Succ Co Tr~~	~~H4100104000055~~	~~25~~			$0.00	Completed by Property Owner
~~300~~		~~Foxfire~~	~~Day, Douglas Allen & Virginia~~	~~H4100104000054~~	~~30~~	~~25~~		$0.00	Completed by Property Owner
~~220~~		~~Foxfire~~	~~Gail J. Young & Douglas A Day Succ Co Tr~~	~~H4100104000067~~	~~60~~		~~95~~	$0.00	Completed by Property Owner
210		Foxfire	4-D Investments Inc.	H4100104000068	80	120		$3,160.00	
200		Foxfire	4-D Investments Inc.	H4100104000069	40	160		$2,280.00	
190		Foxfire	TD Limited LLC	H4100104000077	10	60		$710.00	
514	S	College	Dudley, Terry M & Kathy S	H4100104000076	30	20	68	$1,554.00	
520	S	College	Claunch, Jerry & Stahr, Michael L	H4100104000066	21	125	44	$1,836.00	
215-325		Foxfire	Alldair Fox & Hounds LLC Etal	H4100104000053	521			$15,109.00	Fox & Hounds Apartments
335		Foxfire	D & B Family Ltd. Prt.	H4100105000108	58	75	56	$2,655.00	
~~339~~		~~Foxfire~~	~~Zipko, David P & Diane B~~	~~H4100105000116~~	~~188~~	~~745~~	~~140~~	$0.00	Completed by Property Owner
		(PUBLIC)	Total project estimate: $34,000				(PRIVATE)	**$37,629.00**	

Curb, Gutter, Sidewalk, for Tallawanda Road 2012

Address	Direction	Street Name	Property Owner	Parcel #	Lineal Ft Curb	Square Feet Sidewalk	Square Ft Drive Apron	Estimated Cost	
102		Tallawanda	Ohio Alpha Phi Delta Theta	H4100006000173	125			$3,625.00	Phi Delta Theta Fraternity
112		Tallawanda	Kacachos Thomas A Etal	H4100006000158	10	50		$640.00	Bored of Education
114		Tallawanda	Kacachos Thomas A Etal	H4100006000157	30	100		$1,570.00	
116		Tallawanda	Kacachos Thomas A Etal	H4100006000156	25	175		$1,950.00	
404	E	Withrow	Theta Upsilon Housing Co Inc	H4000006000155	40	150	35	$2,490.00	Kappa Sigma Fraternity
210		Tallawanda	Redskin Ltd.	H4100006000154	80	250	50	$4,470.00	
220		Tallawanda	Gamma Upsilon House	H4000006000186	105	325		$5,320.00	Delta Tau Delta Fraternity
300		Tallawanda	Epsilon Nu of Sigma Nu Corp	H4000006000143	93	400	70	$6,057.00	Sigma Nu
310		Tallawanda	Sigma Alpha Epsilon Charter House	H4000006000140	41	275	65	$3,634.00	Sigma Alpha Epsilon Fraternity
320		Tallawanda	Phi Kappa Tau Charter House Assn.	H4100006000139	130	225		$5,345.00	Phi Kappa Tau Fraternity
		(PUBLIC)	Total project estimate:				(PRIVATE)	**$35,101.00**	

Curb, Gutter, Sidewalk, for High Street Rehabilitation Main St. to Poplar St. 2011-2012

Address	Direction	Street Name	Property Owner	Parcel #	Lineal Ft Curb	Square Feet Sidewalk	Square Ft Drive Apron	Estimated Cost	
1	E	High	Masonic Temple	H4000003000085	8	472		$ 3,536.00	Skyline
11	E	High	Minnis Rentals LLC	H4100003000240	28	66		$ 1,274.00	Subway
20	E	High	Sigma Chi Foundation	H4100003000164	11	648		$ 4,855.00	Bill's Art Store
21	E	High	Uptown Investments LTD	H4100003000088	0	64		$ 448.00	Starbucks
23	E	High	Oxford Real Estate	H4100003000157	15	170		$ 1,625.00	Jimmy John's
26-28	E	High	Redskin LTD & Gracie Holdings LTD	H4100003000231	20	656		$ 5,172.00	Appletree
31	E	High	Goldner-High Street East LTD	H4000003000158	0	0		$ -	Bruno's
32	E	High	Star Bank N/A TR	H4100003000163	0	154		$ 1,078.00	Karisma
36	E	High	36 East High Street LLC	H4100003000162	22	784		$ 6,126.00	Brick Street
37	E	High	Uptown Real Estate LLC	H4100003000159	0	48		$ 336.00	Wild Bistro
41	E	High	43 East High St. LLC	H4100003000160	9	88		$ 877.00	Salon Signature
43	E	High	43 East High St. LLC	H4000003000161	5	320		$ 2,385.00	45 East
								$ -	
					83	124			
		(PUBLIC)	Total project estimate:				(PRIVATE)	$ 27,712.00	

Estimate Based on: Lin. Ft. curb......$29
Sq. Ft. sidewalk.....$7
Sq. Ft. apron......$8

Total **$100,442.00**

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

City Manager
Originating Department

Council Meeting Of: February 7, 2012

Mary Ann Eaton
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

January 30, 2012
Date Prepared

Agenda Title: An Ordinance Adopting New Section 141.05 Of The Codified Ordinances Of The City Of Oxford, *Term Limits For Boards And Commissions*, Establishing Term Limits For Members Serving On Boards And Commissions.

Recommendation: n/a

Discussion:

The proposed legislation is a result of Council's discussion at the January 3, 2012 Work Session regarding the establishment of Term Limits for members of the City's Boards and Commissions.

Approved By:

	Initial	Date
Department Head:		
City Attorney:		
City Manager:	[signature]	2/3/12

ORDINANCE NO. ______

AN ORDINANCE ADOPTING NEW SECTION 141.05 OF THE CODIFIED ORDINANCES OF THE CITY OF OXFORD, *TERM LIMITS FOR BOARDS AND COMMISSIONS*, ESTABLISHING TERM LIMITS FOR MEMBERS SERVING ON BOARDS AND COMMISSIONS.

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

SECTION 1: The City Council hereby adopts new Section 141.05, *Term Limits for Boards and Commissions*, to read as follows:

(a) Appointments by City Council to Boards or Commissions of the City shall be subject to the following term limits:

(1) Boards or Commissions with two (2) year terms shall be limited to four (4) consecutive terms
(2) Boards or Commissions with three (3) year terms shall be limited to three (3) consecutive terms
(3) Boards or Commissions with four (4) year terms or five (5) year terms shall be limited to two (2) consecutive terms

(b) In the event that a member of a Board or Commission is not eligible for re-appointment due to term limits, that member may still be considered for re-appointment thirty (30) days after the expiration of his or her term if there are no other qualified applicants for the position. Such a re-appointment, in excess of the term limits set forth herein, shall be restricted to one (1) additional term.

(c) After a member of a Board or Commission has served the number of terms allowed per this ordinance, he or she may be considered for appointment again to the Board or Commission on which he or she previously served after one (1) year of non-service on that particular Board or Commission.

SECTION 2: It is hereby found and determined 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 any and all deliberations of this council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including, but not limited to Section 121.22 of the Ohio Revised Code.

SECTION 3: 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)