

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: March 3, 2020

Account Code #: 320.811.65143

Budgeted Amount: \$75,000

Service Department

**Originating Department**

Michael B. Dreisbach

**Prepared By**

February 18, 2020

**Date Prepared**

**Agenda Title: Purchase of Replacement Equipment for Water Distribution Division of the Service Department**

**Recommendation: Approve**

**Discussion:** The 2020 Capital Equipment Budget includes \$75,000 for the purchase of a replacement skid steer loader for the Water Distribution Division of the Service Department. The equipment being replaced is a 1994 Case 1845C.

The Sourcewell (aka National Joint Purchasing Alliance) contract for the purchase of loaders and backhoes includes the following award through Zimmer Tractor, Inc. (Contract #040319-KBA):

|                    | <u>Contract Price</u> | <u>Options</u> | <u>Total Contract Price</u> |
|--------------------|-----------------------|----------------|-----------------------------|
| SVL75-2HFWC Loader | \$63,767.22           | \$ 8,550.00    | \$72,317.22                 |

Options for the loader are detailed on the attached price schedule and include an extended two year warranty and a four year service agreement for the machine.

This Resolution will authorize the City Manager to enter into an agreement with Zimmer Tractor, Inc. for the purchase of a 2020 SVL75-2HFWC Loader, as described, at a cost not to exceed \$72,317.22.

**Approved By:**

Department Head:

Initial

Date

MED

2/19/20

City Manager:

DRE

2/28/20

**RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH ZIMMER TRACTOR, INC. FOR THE PURCHASE OF A 2020 SVL75-2HFWC LOADER WITH SPECIFIED OPTIONS AT A COST NOT TO EXCEED \$72,317.22.

WHEREAS, the 2020 Capital Equipment Budget includes funding for the purchase of a replacement skid steer loader for use by the Water Distribution Division of the Service Department; and

WHEREAS, the City Manager and the Service Director recommend City Council authorize the City Manager to enter into a contract with Zimmer Tractor, Inc. for the purchase of a 2020 SVL75-2HFWC loader with specified options at a cost not to exceed \$72,317.22.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the contract pricing for the purchase of a 2020 SVL75-2HFWC loader with specified options at a cost not to exceed \$72,317.22.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Zimmer Tractor, Inc. for the purchase of a 2020 SVL75-2HFWC loader with specified options at a cost not to exceed \$72,317.22.

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

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)



NJPA Arkansas 4600041718  
NJPA Delaware GSS-17673  
Nebraska 14777 (OC)  
Mississippi (CE Only) 820036654

Customer Information  
Keebler, Eric  
City of Oxford  
ekeeble@cityofoxford.org  
5135238412

Quote Provided By  
ZIMMER TRACTOR  
Brian Petri  
405 E. 7TH. ST.  
BROOKVILLE, IN 47012  
email: bpetri@zimmertractor.com  
phone: 5133206000

— Standard Features —

— Custom Options —



**Kubota**

S Series

SVL75-2HFWC

\*\*\* EQUIPMENT IN STANDARD MACHINE \*\*\*

#### FEATURES

Vertical Lift Path Loader Frame  
Standard Front Quick Coupler,  
Float Standard  
Hydraulic Quick Coupler  
Option, High Flow Hydraulics  
Loader Boom Lock  
Open ROPS & Air Conditioned  
ROPS/FOPS Cab Models  
High Back, Adjustable, Vinyl,  
Suspension Seat  
2" Retractable Seat Belt and 2-  
Piece Seat Bar  
12V Electric Outlet  
17.4 gpm Auxiliary Hydraulics  
standard, 29.3 gpm Option  
Direct To Tank Return Line  
Rigid Mounted Undercarriage, 4  
Lower Track Rollers  
Rubber Tracks, 12.6" Standard,  
15" Optional  
Two Speed Travel System  
Automatic Wet Disk Parking  
Brake  
Kubota 4 Hydraulic Pump Load  
Sensing System  
2 Gear, 2 Variable  
Displacement Pumps  
Hydraulic Joystick Controls  
ISO Operating Pattern  
Hand And Foot Throttle  
Controls  
Electronic Travel Torque  
Management  
Automatic Glow Plugs  
Key Switch Stop/Start System  
Self Bleed Fuel System  
2 Front and 2 Rear Working  
Lights  
Hour Meter, Engine  
Temperature and Fuel  
Gauges and Warning Lights  
Horn and Backup Alarm  
Lockable Fuel Cap  
Bolt On Grab Handles to enter  
machine

#### BASIC UNITS

SVL75-2, 15.0" Rubber Tracks,  
A/C ROPS/FOPS Cab  
Hydraulic Quick Coupler, High  
Flow Hydraulics  
  
**ENGINE**  
V3307 Kubota CR-TE4, Tier 4  
Diesel Engine  
4 Cylinder, 4 Cycle, Turbo Charged  
74.3 Gross HP @ 2400 rpm

#### DIMENSIONS

Cab Height 82.0"  
Width (without attachment) 65.9"  
Width with wide track option  
(without attachment) 68.3"  
Length (without attachment) 109.0"  
Length of Track on Ground 56.5"

#### OPERATIONAL

**DIMENSIONS**  
Operating Weight\*, SVL75H, 12.6"  
Rubber Tracks, Open  
ROPS/FOPS Cab, Mechanical  
Quick Coupler 9,039 lbs.  
Rated Operating Capacity (@ 35%  
of Tipping Load) 2,300 lbs.  
Rated Operating Capacity (ROC)  
@ 35% of Tipping Load complies  
with ISO 14397-1 and SAE J 818  
for crawler loaders  
Rated Operating Capacity (ROC)  
@ 50% of Tipping Load 3,285 lbs.  
Tipping Load 6,570 lbs.  
Auxiliary Hydraulics Flow 17.4  
gpm  
Travel Speed (Low / High) 4.7 / 7.1  
mph  
Reach @ Maximum Height 41.7"  
Height to Hinge Pin 119.1"  
Ground Pressure 5.6 psi.  
Traction Force 9,878 lbf.

\* Includes operator's weight, 175  
lbs.

SVL75-2HFWC Base Price: \$67,526.00

(1) ACCESSORY HARNESS \$63.00  
\$6680-ACCESSORY HARNESS

(1) 74" HEAVY DUTY LOW PROFILE LONG  
FLOOR BUCKET (19.2 CU-FT) W/CUTTING EDGE  
AP-HD74LLC-74" HEAVY DUTY LOW PROFILE LONG FLOOR  
BUCKET (19.2 CU-FT) W/CUTTING EDGE \$1,763.00

(1) SPECIAL APPLICATION DOOR KIT FOR CAB \$3,095.00  
\$8658-SPECIAL APPLICATION DOOR KIT FOR CAB

(1) HOSE STAY \$98.00  
\$8689-HOSE STAY

(1) ROTATING BEACON LIGHT KIT \$353.00  
\$8678-ROTATING BEACON LIGHT KIT

(1) AIR RIDE SEAT SUSPENSION KIT \$541.00  
\$8679-AIR RIDE SEAT SUSPENSION KIT

**Configured Price: \$73,439.00**

Sourcewell Discount: (\$17,625.36)

**SUBTOTAL: \$55,813.64**

1Yr SVL75-2HFWC Extended Warranty (3000 hrs) \$950.00

Dealer Assembly: \$444.83

Freight Cost: \$710.00

PDI: \$250.00

AP-SGV2072/ CLAW GRAPPLE 72' \$3,579.00

AP-PFL5548-93 / PALLET FORKS \$903.75

AP-HD74LLT / TOOTH BUCKET \$1,116.00

Total Unit Price: \$63,767.22

Quantity Ordered: 1

Final Sales Price: \$63,767.22

**Purchase Order Must Reflect  
the Final Sales Price**

To order, place your Purchase Order directly with the quoting  
dealer

**\$ 72,317.22**

\*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

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**- \$950 1yr warranty  
+ \$4500 2yr warranty  
+ \$5000 4yr Service Agreement**

**FORM E**

**CONTRACT ACCEPTANCE AND AWARD**



(Top portion of this form will be completed by Sourcewell if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

Sourcewell Contract #: 040319-KBA

Proposer's full legal name: Kubota Tractor Corporation

Based on Sourcewell's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by Sourcewell.

The effective date of the Contract will be May 31, 2019 and will expire on May 31, 2023 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the Sourcewell Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at Sourcewell's discretion.

**Sourcewell Authorized Signatures:**

DocuSigned by:

Jeremy Schwartz

C0F02A138D0649...  
SOURCEWELL DIRECTOR OF OPERATIONS AND  
PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz  
(NAME PRINTED OR TYPED)

DocuSigned by:

Chad Coquette

7E42B8F817A54CC...  
SOURCEWELL EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette  
(NAME PRINTED OR TYPED)

Awarded on May 28, 2019

Sourcewell Contract # 040319-KBA

**Vendor Authorized Signatures:**

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name Kubota Tractor Corporation

Authorized Signatory's Title VICE PRESIDENT

Alex M Woods

VENDOR AUTHORIZED SIGNATURE

Alex M Woods

(NAME PRINTED OR TYPED)

Executed on 5/30, 2019

Sourcewell Contract # 040319-KBA

By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

Company Name: Kubota Tractor Corporation

Address: 1000 Kubota Drive

City/State/Zip: Grapevine, TX 76051

Telephone Number: (817) 532-3875

E-mail Address: Jon.Cheek@Kubota.com

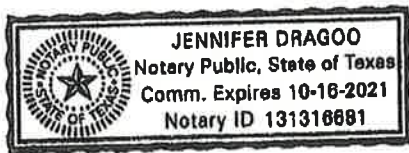
Authorized Signature: \_\_\_\_\_

Authorized Name (printed): Alex Woods

Title: Vice President, Sales Operations, Supply Chain and Parts

Date: 03/29/2019

Notarized



Subscribed and sworn to before me this 29<sup>th</sup> day of March, 2019

Notary Public in and for the County of Tarrant State of Texas

My commission expires: 10/16/2021

Signature: Jennifer Dragoo

# CITY OF OXFORD

## STAFF SUMMARY REPORT

**Report to the City Manager**

Human Resources

**Originating Department**

**Council Meeting Of:** March 3, 2020

Jessica Greene

**Account Code No. #:** \_\_\_\_\_

**Prepared By**

**Budgeted Amount:** \$20,950.00

February 27, 2020

**Date Prepared**

**Agenda Title:** A Resolution authorizing the City Manager to enter into an agreement with Bellefeuil, Szur & Associates (BSA) to furnish and implement a new Human Resources portal at a cost not to exceed \$20,950.00.

**Recommendation:** Adopt the Resolution

**Discussion:**

The ability to track applicants and employees in an online system that is integrated with the City's payroll system is an extremely important technology update for the community. This system will save countless hours of data entry for HR staff and provide a paperless option for much of the HR filing.

This HR system will allow for online applications and for online applicant tracking. It will also allow for online storage of HR files. HR staff will gain the ability to easily run many required regional, state and federal reports such as SERB, EEOC, BWC etc. This system will also provide a secure server for staff to log into to review their paystubs and W2s.

By using BS&A, the HR module will work in conjunction with the existing payroll modules. HR staff currently manually enters applications and data into multiple systems and platforms. HR staff also prints and files large quantities of documents for all city employees. The efficiencies gained by this new system will allow for increased staff performance at the current staffing levels.

The Assistant Manager recommends Council authorize the City Manager to enter into an agreement with BSA to furnish and implement a new Human Resources portal to efficiently manage the day-to-day operations of the Human Resources Department at a cost not to exceed \$20,950.

**Approved By:**

**Initial Date**

**Department Head:**

**City Manager:**

DRE \ 2/28/20

**RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BELLEFEUIL, SZUR & ASSOCIATES (BSA) TO FURNISH AND IMPLEMENT A NEW HUMAN RESOURCES PORTAL AT A COST NOT TO EXCEED \$20,950.00.

WHEREAS, the current manner in which Human Resource data is tracked, filed and reported is labor intensive and not cost effective for the City; and

WHEREAS, Bellefeuil, Szur & Associates (BSA) offers a Human Resource portal that will provide the ability for staff to track and store applicant and employee information, efficiently run required regional, state and federal reports, and it provides a secure server for staff to log into to review certain personal data; and

WHEREAS, the BSA product will work in conjunction with the existing BSA payroll modules; and

WHEREAS, the City Manager and the Assistant Manager recommend Council authorize the City Manager to enter into an agreement with Bellefeuil, Szur & Associates (BSA) to furnish and implement a new Human Resources portal to efficiently manage the day-to-day operations of the Human Resources Department at a cost not to exceed \$20,950.00.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: City Council accepts the recommendation of the City Manager and the Assistant City Manager and authorizes the City Manager to enter into an agreement with Bellefeuil, Szur & Associates (BSA) to furnish and implement a new Human Resources portal at a cost not to exceed \$20,950.00.

SECTION 2: This Resolution shall take effect at the earliest date allowed by law.

\_\_\_\_\_  
MAYOR

ADOPTED:

ATTEST:

\_\_\_\_\_  
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

# CITY OF OXFORD

## STAFF SUMMARY REPORT

**Report to the City Manager: Douglas Elliott**

*Police*

**Originating Department**

**Council Meeting Of: March 3, 2020**

*John A. Jones*

**Account Code No. #: 140.110.61204**

**Prepared By**

**Budgeted Amount: N/A**

**February 18, 2020**

**Date Prepared**

**Agenda Title:** Resolution authorizing the City Manager to enter into a contract with Ganley Chevrolet of Aurora for the purchase of one (1) Chevrolet Tahoe with specified manufacturer installed options at State Contract pricing for an amount not to exceed \$37,382.40.

**Recommendation: Approve**

**Discussion:** The 2020 budget includes \$50,000.00 in the Capital Equipment Fund for the purchase of a Police Command Vehicle and equipment necessary to maintain the operating integrity of the Police Department. This vehicle will be replacing a 2006 Ford Explorer, which is currently being used as a duty vehicle by the Chief of Police.

This resolution will authorize the City Manager to enter into a contract with Ganley Chevrolet of Aurora for the purchase of one (1) Chevrolet Tahoe with specified manufacturer installed options at State Contract pricing for an amount not to exceed \$37,382.40.

**State Contract #RS901620**

**Approved By:**

**Department Head:**

**City Attorney:**

**City Manager:**

**Initial Date**

\_\_\_\_\_\\_\_\_\_\_  
\_\_\_\_\_\\_\_\_\_\_  
*DRE* \ *2/28/20*

**RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH GANLEY CHEVROLET OF AURORA LLC FOR THE PURCHASE OF A 2020 CHEVROLET TAHOE WITH SPECIFIED OPTIONS AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED \$37,382.40.

WHEREAS, the 2020 Capital Equipment Budget includes funding for the replacement of a 2006 Ford Explorer with specified options for use by the Division of Police; and

WHEREAS, the City Manager and the Police Chief recommend City Council authorize the City Manager to enter into a contract with Chevrolet of Aurora LLC Inc. for the purchase of a 2020 Chevrolet Tahoe with specified options at state contract pricing at a cost not to exceed \$37,382.40.00.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Police Chief and accepts the state contract pricing for the purchase of a 2020 Chevrolet Tahoe with specified options at a cost not to exceed \$37,382.40.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Chevrolet of Aurora LLC for the purchase of a 2020 Chevrolet Tahoe with specified options at state contract pricing at a cost not to exceed \$37,382.40, which was previously appropriated in the 2020 budget.

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

\_\_\_\_\_  
MAYOR

ADOPTED:

ATTEST:

\_\_\_\_\_  
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)



**Oxford Division of Police**  
101 East High Street  
Oxford, Ohio 45056

**Dispatch:** 513.523.4321  
**Office:** 513.524.5240  
**Fax:** 513.524.9111

**Email:**  
[police@cityofoxford.org](mailto:police@cityofoxford.org)

**Website:**  
[www.cityofoxford.org/police](http://www.cityofoxford.org/police)

#### **ADMINISTRATIVE STAFF**

**Chief of Police**  
John A. Jones  
513.524.5247  
[jjones@cityofoxford.org](mailto:jjones@cityofoxford.org)

**Operations**  
Lt. Geoff Robinson  
513.524.5258  
[grobinsn@cityofoxford.org](mailto:grobinsn@cityofoxford.org)

**Support Services**  
Lt. Lara Fening  
513.524.5242  
[lfening@cityofoxford.org](mailto:lfening@cityofoxford.org)

**Office Manager**  
Amy Gabbard  
513.524.5247  
[agabbard@cityofoxford.org](mailto:agabbard@cityofoxford.org)

#### **INVESTIGATIONS SUPERVISOR**

Sgt. David King  
513.524.5282  
[dking@cityofoxford.org](mailto:dking@cityofoxford.org)

#### **PATROL SUPERVISORS**

Sgt. Adam Price  
513.524.5259  
[aprice@cityofoxford.org](mailto:aprice@cityofoxford.org)

Sgt. Josh Jenkins  
513.524.5233  
[jjenkins@cityofoxford.org](mailto:jjenkins@cityofoxford.org)

Sgt. Jon Varley  
513.524.5257  
[jvarley@cityofoxford.org](mailto:jvarley@cityofoxford.org)

Sgt. Ryan Sikora  
513.524.5253  
[rsikora@cityofoxford.org](mailto:rsikora@cityofoxford.org)

Sgt. Ben Hool  
513.524.5254  
[bhool@cityofoxford.org](mailto:bhool@cityofoxford.org)

## **MEMO**

**To:** Chief John Jones  
**From:** Lt. Geoff Robinson  
**Date:** 18 FEB 2020  
**Re:** 2020 Command Vehicle Purchase

Unit #146, a 2006 Ford Explorer, which is used for an incident command vehicle, is well beyond its useful life. The exhaust system, cabin heating system, 4-wheel drive system, and ABS systems have been patched/repared over the past 3 years. The vehicle's A/C will need replaced this year before the summer months.

The 2020 Capital Improvement Budget includes a line item (\$50,000) for the replacement of unit #146. A quote based on state contract #RS901620 was obtained from Ganley Chevrolet of Aurora (OH) LLC. The quoted vehicle if purchased without the benefit of state contract pricing would have a base price of \$49,008.00.

The base price for a 2020 Police Package SSV Four-wheel Drive Tahoe is \$37,156.00. Delivery and vehicle prep is an additional \$251.40. Total purchase price via state contract will be \$37,382.40.

For comparison purposes, the Tahoe purchased in 2017 was \$1,702.90 less than the 2020, but did not include features such as max towing, factory wiring, and heavy-duty suspension. The 2017 Tahoe serves the division well and performs outstanding as a command vehicle.

Additional emergency equipment will be installed after delivery. The installation of this equipment will be via a third-party vendor.

At this time, I am recommending the purchase of a 2020 Chevy Tahoe per state contract pricing of \$37,382.40 as a replacement command vehicle.

Please let me know if you have any further questions.

Lt. Geoff Robinson

**CITY OF OXFORD  
STAFF SUMMARY REPORT**

**Report to the City Manager**

Community Development  
**Originating Department**

**Council Meeting Of:** March 3, 2020

Sam Perry  
**Prepared By**

**Account Code No. #:**

February 25, 2020  
**Date Prepared**

**Budgeted Amount:** N/A

|                                                                            |
|----------------------------------------------------------------------------|
| <b>Agenda Title: Planning Commission Meeting Report- February 11, 2020</b> |
|----------------------------------------------------------------------------|

Updates from Boards, Committees, and Staff were provided.

**PC-2020-02, ZONING CODE TEXT AMENDMENT**, regarding freestanding signs for multi-family identification, Chapter 1137.10 Nonconforming Signs, and 1151.05(d) Permanent Signs, addition of the R3MS District, **City of Oxford, Applicant**

Staff presented a text amendment in compliance with the 2019 Hoelzer/Park Place settlement. The amendment would permit freestanding signs for nonconforming residential uses in the R3MS district. The amendment would remove the prohibition of new signs for nonconforming land uses in 1137 and instead refer to the amended provisions of the sign code in 1151. The Commission voted to table the discussion while staff provided analysis showing the proportion of the 24 square foot sign to the building or lot size. The intention was to prevent excessive signage in the case where there were small lots or small buildings in a dense area. Staff to follow up at the next meeting.

**PC-2020-03, ZONING CODE TEXT AMENDMENTS**, the addition of Chapter 1148 Landscaping and Tree Preservation, and amending multiple Sections of Chapters 1101, 1143, 1145, 1147, and 1149 for consistency with new Chapter 1148, and adding a Tree Survey and a Tree Protection Detail to Attachment H, **City of Oxford, Applicant**

Staff presented revisions to this text amendment following the previous meeting. The revisions responded to Mr. Wright Gwyn's comments by specifying the number and size of trees that would have to be planted for replacement. The text amendment creates a new chapter of Zoning Code specifically titled Landscaping and Tree Preservation. The text amendment also includes deletions and additions through six other chapters of Zoning Code. The proposal is the result of three years of on-and-off work of staff and the Environmental Commission. The revised text balances the unpredictability of site development with a minimum baseline expectation for tree canopy preservation. The Commission voted 5-0-0 to forward the amendments to City Council with two additional revisions that were agreed upon by staff.

|                     |                                                  |
|---------------------|--------------------------------------------------|
| <b>Approved By:</b> | <b>Department Head:</b> _____                    |
|                     | <b>City Manager:</b> <u>DRE</u> / <u>2/28/20</u> |

# CITY OF OXFORD

## STAFF SUMMARY REPORT

**Report to the City Manager**

Parks and Recreation

**Originating Department**

**Council Meeting Of:** March 3, 2020

**Account Code No. #:** N/A

**Prepared By:** Casey D. Wooddell

**Budgeted Amount:** N/A

**Date Prepared:** Feb. 18, 2020

**Agenda Title:** Oxford Recreation Board Meeting, 02/13/2020

**Recommendation:** Approve

**Attendance:** Rec Board: Mike Smith, Wes Cole, Kevin Ackley, Craig Bennett, Ken Bogard  
OPRD: Casey Wooddell, Deanna Barbour

Chair Ken Bogard opened the meeting at 11:30am.

Casey Wooddell, Parks and Recreation Director, provided updates on several projects and programs. These updates included the renovation of the Teen Center area within the TRI Community Center, the renovation of Field #4 at Oxford Community Park into a smaller youth ball diamond, the Request for Proposals (RFPs) for the construction of new Tennis/Pickleball courts at the TRI Community Center, and the upcoming OPRD Activity Guide for April-September 2020.

Wes Cole provided updates for Talawanda Athletics, including; swim team, hockey team, boys and girls basketball teams and upcoming games. Mr. Cole also mentioned spring sports starting in the near future, as early as February 24.

Kevin Ackley and Craig Bennett provided updates for Miami University, including; discussions about the renovations of Millett Hall, activities for OneMiami Weekend, hockey camps and the summer family movie in partnership with Parks and Recreation.

Topic of discussion for New Business was focused on a Master Plan for Parks and Recreation. Oxford Parks and Recreation has not has a Master Plan completed since 1997. The Oxford Recreation Board has stated previously a desire to focus on a 5 year plan for recreation facilities and programs. Master Plans can be performed in a variety of methods, focusing on 5 year, 10 year or 20 year plans. Master plans give guidance on future facility needs, grant opportunities to fill those needs, destination-type facilities to bring people to the community, and demographic breakdowns to guide program decisions.

Discussion also included collaboration opportunities with the TRI Board of Directors, in terms of partnering on a new master plan for recreation facilities and how that existing relationship would work for future recreation needs. More discussion needs to occur with the TRI Board.

Next meeting: March 12, 2020 – Oxford Municipal Building; 11:30am.

Meeting adjourned 12:42pm

Approved By:

Initial Date

Department Head:

CDW \ 2/24/2020

City Manager:

DRE \ 2/28/20

**CITY OF OXFORD  
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of : 2/18/2020

Account Code No. : see below

Budgeted Amount :

Finance  
Originating Department

Joe Newlin  
Prepared By

2/12/2020  
Date Prepared

|                      |                                    |
|----------------------|------------------------------------|
| <b>Agenda Title:</b> | <b>2020 Supplemental Budget #2</b> |
|----------------------|------------------------------------|

|                        |                |
|------------------------|----------------|
| <b>Recommendation:</b> | <b>Approve</b> |
|------------------------|----------------|

**Issue 1**

To make adjustment to budget for receipt of EMS Grant and subsequent purchases, from unencumbered balance  
Although this was on the Staff Report it failed to make it to the ordinance, my bad.

**Action Needed:**

**Revenue Side**

|                       |                        |
|-----------------------|------------------------|
| Life Squad Gift (210) | 3,637.00 Grant Receipt |
|-----------------------|------------------------|

**Expense Side**

|                       |                                         |
|-----------------------|-----------------------------------------|
| Life Squad Gift (210) | 3,637.00 Expenditures for EMS purchases |
|-----------------------|-----------------------------------------|

|                                                       |   |
|-------------------------------------------------------|---|
| Net Effect on Fund Balance/(s)<br>Increase/(Decrease) | - |
|-------------------------------------------------------|---|

**Issue 2**

To make adjustment to budget for posting of health insurance internals for the month's of September \$5,992.50, October \$5,992.50  
November \$5,992.50 and December \$6,120.00 of 2019. Internal posting error posting Parking employee's health insurance to the Street Fund and  
posting Street employee's health insurance to the Parking Fund. The issue has been resolved and posting is corrected for 2020.

**Action Needed:**

**Revenue Side**

|                    |                                     |
|--------------------|-------------------------------------|
| Parking Fund (130) | 24,097.50 Transfer from Street Fund |
|--------------------|-------------------------------------|

**Expense Side**

|                   |                                    |
|-------------------|------------------------------------|
| Street Fund (122) | 24,097.50 Transfer to Parking Fund |
|-------------------|------------------------------------|

|                                                       |   |
|-------------------------------------------------------|---|
| Net Effect on Fund Balance/(s)<br>Increase/(Decrease) | - |
|-------------------------------------------------------|---|

**Issue 3**

To make adjustment to budget for income tax refund to the Ohio Department of Taxation not enough revenue collected to offset  
refund on net profit tax collected by the State from unencumbered balances

**Action Needed:**

**Revenue Side**

N/A

**Expense Side**

|                       |                                                   |
|-----------------------|---------------------------------------------------|
| General Fund (110)    | 58,673.89 Payment to Ohio Department of Taxaation |
| Fire & EMS Fund (418) | 8,381.98 Payment to Ohio Department of Taxaation  |

|                                                       |             |
|-------------------------------------------------------|-------------|
| Net Effect on Fund Balance/(s)<br>Increase/(Decrease) | (67,055.87) |
|-------------------------------------------------------|-------------|

|                                                             |             |
|-------------------------------------------------------------|-------------|
| Total Net Effect on Fund Balance/(s)<br>Increase/(Decrease) | (67,055.87) |
|-------------------------------------------------------------|-------------|

**Breakdown by Fund**

|                    |             |
|--------------------|-------------|
| General Fund (110) | (58,673.89) |
|--------------------|-------------|

|                                                       |             |
|-------------------------------------------------------|-------------|
| Parking Fund (130)                                    | 24,097.50   |
| Street Fund (122)                                     | (24,097.50) |
| Life Squad Gift (210)                                 | -           |
| Fire & EMS Fund (418)                                 | (8,381.98)  |
| Net Effect on Fund Balance/(s)<br>Increase/(Decrease) | (67,055.87) |

Approved By:

Department Head:

City Manager:

|            |                |
|------------|----------------|
| Initials   | Date           |
| <u>DW</u>  | <u>2/12/20</u> |
| <u>DRE</u> | <u>2-14-20</u> |

**ORDINANCE NO.**

AN ORDINANCE AMENDING ORDINANCE NO. 3538. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 2 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2020.

WHEREAS, additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds, and changes to estimated revenues.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: Additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds, and changes to estimated revenues;

SECTION 2: The following increase/(decrease) in revenues be made:

|                          |          |
|--------------------------|----------|
| Life Squad Gift Fund 210 | 3,637.00 |
|--------------------------|----------|

SECTION 3: The following increase/(decrease) in appropriations from unencumbered balances be made:

|                          |           |
|--------------------------|-----------|
| General Fund 110         | 58,673.89 |
| Life Squad Gift Fund 210 | 3,637.00  |
| Street Fund 122          | 24,097.50 |
| Fire & EMS Fund 418      | 8,381.98  |

SECTION 4: The following transfer(s) be executed:

|                 |           |
|-----------------|-----------|
| Transfer from:  |           |
| Street Fund 122 | 24,097.50 |

|                  |           |
|------------------|-----------|
| Transfer to:     |           |
| Parking Fund 130 | 24,097.50 |

SECTION 5: The following increase/(decrease) in revenues be made:

|                  |           |
|------------------|-----------|
| Parking Fund 130 | 24,097.50 |
|------------------|-----------|

SECTION 6: In all other respects, Ordinance No. 3493 shall remain in full force and effect.

SECTION 7: This ordinance shall take effect immediately upon its adoption.

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MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: March 3, 2020

Account Code #: 141.720.51000/63181

Budgeted Amount: \$500,000

Service Department

**Originating Department**

Michael B. Dreisbach

**Prepared By**

February 18, 2020

**Date Prepared**

**Agenda Title: 2020 Street Resurfacing and Maintenance Program**

**Recommendation: Approval**

### Discussion:

The 2020 Capital Improvement budget includes \$500,000 for street resurfacing and maintenance. Staff has evaluated the surface condition of City streets in order to provide data for the compilation of the 2020 Street Resurfacing Program. Several factors were considered in recommending a street for resurfacing including traffic volume, road base condition (or lack of a proper base), curb and gutter condition, drainage conditions, past street and utility cuts, proposed underground work scheduled, and current surface condition. Additionally, staff reviewed and updated the City Infrastructure Inventory which includes data on street, water, wastewater, and stormwater systems.

The list of streets proposed for resurfacing is detailed on the attached Exhibit "A".

A request for bids was published in the Hamilton Journal on Jan. 31 & Feb. 7, 2020. Sealed proposals were opened and read aloud on February 14, 2020. Two firms submitted bids with the following results:

|                                       |                      |
|---------------------------------------|----------------------|
| <b>Barrett Paving Materials, Inc.</b> | <b>\$ 460,970.40</b> |
| John R. Jurgensen Co.                 | \$ 516,491.90        |

(Continued)

**Approved By:**

Department Head:

Initial

Date

MED

2/19/20

City Manager:

DRE

2/28/20

Bids submitted included the following line item cost breakdowns:

- Asphalt milling
- Asphalt placing and compacting
- Traffic control
- Pavement / traffic marking replacements
- Thermoplastic street markings
- Blue reflective armored markers to indicate fire hydrant locations
- Yellow / white markers to enhance lane marking safety

In addition to this street maintenance project, the City requested the engineering firm of Bayer Becker to evaluate if any facets of the *Corridor Safety Improvement Plan* and *Complete Streets Policy* could be implemented in association with this capital project. No improvements were noted as being necessary (at this time) for the following streets: Marcia Drive, David Drive, Merry Day Drive, Dick Road, James Road, and Joseph Drive. A recommendation for the installation of “Sharrows” was made for the following streets: Elm Street, Contreras Road, and consider the installation of sharrows (and some crosswalk markings) for Withrow Street. The report also noted sidewalk only on one side of Contreras Road. Bayer Becker made recommendations for Chestnut St. including considering the construction of a 12’ multi-use path on the north side of Chestnut St. from Oak St. to Patterson Ave. (the existing sidewalk is 5’ wide), and consider the elimination of one lane of on-street parking and the installation of one dedicated bicycle lane. This area is currently a Permitted Parking Zone as authorized by Ordinance.

The lowest and best bid for the 2020 Street Maintenance Program was provided by Barrett Paving Materials, Inc. with a bid of \$460,970.40. Staff is requesting a contingency amount of \$39,029 for this contract (approximately 8.5%). It is Staff’s recommendation that Council authorize the City Manager to enter into an agreement with Barrett Paving Co. for a total amount not to exceed **\$499,999.40**.

## RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BARRETT PAVING MATERIALS, INC. FOR THE 2020 STREET RESURFACING AND MAINTENANCE WORK AT A COST OF \$460,970.40 PLUS A CONTINGENCY AMOUNT OF \$39,029.00 FOR A TOTAL COST NOT TO EXCEED \$499,999.40

WHEREAS, a request for bids was published in the *Journal News* on January 31, 2020 and on February 7, 2020. Sealed proposals were opened and read aloud on February 14, 2020 with two firms submitting bids; and

WHEREAS, the City Manager and the Service Director recommend Council accept the bid and authorize the City Manager to enter into an agreement with Barrett Paving Materials, Inc. for the 2020 street resurfacing and maintenance work at a cost of \$460,970.40 plus a contingency amount of \$39,029.00 for a total cost not to exceed \$499,999.40.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council finds Barrett Paving Materials, Inc. to be the lowest and best bidder and accepts the bid of \$460,970.40 for the 2020 street resurfacing and maintenance work as described in Exhibit "A" attached hereto and incorporated herein.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Barrett Paving Materials, Inc. at a cost of \$460,970.40 plus a contingency amount of \$39,029.00 for a total cost not to exceed \$499,999.40 for the 2020 street resurfacing and maintenance work as described in Exhibit "A" attached hereto and incorporated herein.

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

---

MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

# 2020 Resurfacing

# EXHIBIT "A"

Street Name

From

To

|             |            |            |  |  |  |  |  |  |  |  |  |  |  |
|-------------|------------|------------|--|--|--|--|--|--|--|--|--|--|--|
| Marcia Dr.  | David Dr.  | David Dr.  |  |  |  |  |  |  |  |  |  |  |  |
| David Dr. B | Dana Dr.   | Marcia Dr. |  |  |  |  |  |  |  |  |  |  |  |
| David Dr. C | Marcia Dr. | Marcia Dr. |  |  |  |  |  |  |  |  |  |  |  |
| David Dr. D | Marcia Dr. | Dana Dr.   |  |  |  |  |  |  |  |  |  |  |  |

|                                    |              |           |  |  |  |  |  |  |  |  |  |  |  |
|------------------------------------|--------------|-----------|--|--|--|--|--|--|--|--|--|--|--|
| Chestnut St. O <b>Base Repairs</b> | Oak          | Cedar Dr. |  |  |  |  |  |  |  |  |  |  |  |
| Chestnut St. P <b>Base Repairs</b> | Cedar Dr.    | Silvoor   |  |  |  |  |  |  |  |  |  |  |  |
| Chestnut St. Q <b>Base Repairs</b> | Silvoor Lane | Maple     |  |  |  |  |  |  |  |  |  |  |  |
| Chestnut St. R <b>Base Repairs</b> | Maple        | Patterson |  |  |  |  |  |  |  |  |  |  |  |

|                |              |           |  |  |  |  |  |  |  |  |  |  |  |
|----------------|--------------|-----------|--|--|--|--|--|--|--|--|--|--|--|
| Chestnut St. O | Oak          | Cedar Dr. |  |  |  |  |  |  |  |  |  |  |  |
| Chestnut St. P | Cedar Dr.    | Silvoor   |  |  |  |  |  |  |  |  |  |  |  |
| Chestnut St. Q | Silvoor Lane | Maple     |  |  |  |  |  |  |  |  |  |  |  |
| Chestnut St. R | Maple        | Patterson |  |  |  |  |  |  |  |  |  |  |  |

|           |             |             |  |  |  |  |  |  |  |  |  |  |  |
|-----------|-------------|-------------|--|--|--|--|--|--|--|--|--|--|--|
| Elm St. A | Spring St.  | Collins St. |  |  |  |  |  |  |  |  |  |  |  |
| Elm St. B | Collins St. | Walnut St.  |  |  |  |  |  |  |  |  |  |  |  |
| Elm St. C | Walnut St.  | High St.    |  |  |  |  |  |  |  |  |  |  |  |
| Elm St. D | High St.    | Church St.  |  |  |  |  |  |  |  |  |  |  |  |

|               |              |           |  |  |  |  |  |  |  |  |  |  |  |
|---------------|--------------|-----------|--|--|--|--|--|--|--|--|--|--|--|
| Withrow St. C | College Ave. | Beech St. |  |  |  |  |  |  |  |  |  |  |  |
| Withrow St. D | Beech St.    | Main St.  |  |  |  |  |  |  |  |  |  |  |  |

|                 |              |                    |  |  |  |  |  |  |  |  |  |  |  |
|-----------------|--------------|--------------------|--|--|--|--|--|--|--|--|--|--|--|
| Contreras Rd. L | W. Corp Line | County Maint. Sign |  |  |  |  |  |  |  |  |  |  |  |
|-----------------|--------------|--------------------|--|--|--|--|--|--|--|--|--|--|--|

|            |             |               |  |  |  |  |  |  |  |  |  |  |  |
|------------|-------------|---------------|--|--|--|--|--|--|--|--|--|--|--|
| Dick Rd.   | Joseph Lane | Contreras Rd. |  |  |  |  |  |  |  |  |  |  |  |
| James Rd.  | Joseph Lane | Contreras Rd. |  |  |  |  |  |  |  |  |  |  |  |
| Joseph Ln. | James Rd.   | Dick Rd.      |  |  |  |  |  |  |  |  |  |  |  |
| Joseph Ln. | Dick Rd.    | E. Terminus   |  |  |  |  |  |  |  |  |  |  |  |

## ALTERNATE #1

|              |             |              |
|--------------|-------------|--------------|
| Silvoor Lane | S. Terminus | Chestnut St. |
|--------------|-------------|--------------|

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: March 3, 2020

Account Code #: 341.851.64706

Budgeted Amount: \$500,000

Service Department

**Originating Department**

Michael B. Dreisbach

**Prepared By**

February 18, 2020

**Date Prepared**

**Agenda Title: Purchase of Replacement Industrial Tub Grinding Equipment for the Streets & Maintenance Division of the Service Department**

**Recommendation: Approve**

**Discussion:** The 2020 Budget includes funding for the purchase of a replacement industrial tub grinder for use at the City's Class IV yard waste composting facility. This machine will be replacing a 1997 DuraTech model HD8.

The City developed specifications for a new industrial tub grinder to replace the 1997 model. Specifications included modern technology not available previously including an enclosed engine compartment with self-cleaning air intake screen, fixed mill hammers, lower decibel operating range, stacking conveyer with magnetic separator, and remote console that may be controlled by the City's loader operator.

The City advertised for bids in the Hamilton Journal News on Jan. 31 and Feb. 7, 2020. Bids were opened and publically read aloud on February 14, 2020 with the following results:

|                    |                        |                            |
|--------------------|------------------------|----------------------------|
| Baker & Sons       | DuraTech model 2009    | \$203,300.00               |
| Columbus Equipment | Morbark 1000           | 465,000.00                 |
| Columbus Equipment | Morbark 1000 demo unit | 335,000.00 (sold like new) |

City Staff have reviewed the proposed equipment and recommend selection of the lowest bidder – the DuraTech 2009 offered by Baker & Sons Equipment Co. offered at less than half of the budget appropriated by the City. Baker & Sons has offered the City \$12,000 for the trade of our machine that is being replaced. Staff recommends we accept the trade value in this case.

This Resolution will authorize the City Manager to enter into an agreement with Baker & Sons Equipment Company for the purchase of a DuraTech model 2009 industrial tub grinder as specified at a cost of \$203,300.00. Baker & Sons will take the City's existing machine in trade for a cost reduction of \$12,000, therefore the amount not to exceed for this agreement shall be \$ 191,300.00.

**Approved By:**

Department Head:

Initial

Date

MBD

2/19/20

City Manager:

DRE

2/25/20

## RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BAKER & SONS EQUIPMENT COMPANY FOR THE PURCHASE OF A DURA TECH MODEL 2009 INDUSTRIAL TUB GRINDER AS SPECIFIED AT A COST NOT TO EXCEED \$191,300.00, WHICH INCLUDES A DISCOUNT OF \$12,000.00 FOR THE TRADE-IN OF THE CURRENT (1997) EQUIPMENT.

WHEREAS, the 2020 Budget includes funding for the purchase of a replacement industrial tub grinder for use at the City's Class IV yard waste composting facility. This machine will replace the current 1997 equipment; and

WHEREAS, a request for bids was published in the *Journal News* on January 31, 2020 and on February 7, 2020. Sealed bids were opened and read aloud on February 14, 2020. The lowest and best bid was submitted by Baker & Sons Equipment Company which included a trade-in offer; and

WHEREAS, the City Manager and the Service Director recommend City Council accept the trade-in offer of \$12,000.00 for the 1997 Dura Tech model HD8 industrial tub grinder and authorize the City Manager to enter into a contract with Baker & Sons Equipment Company for the purchase of a Dura Tech model 2009 industrial tub grinder as specified at a cost not to exceed \$191,300.00.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the trade-in offer of \$12,000.00 for the 1997 Dura Tech model HD8 industrial tub grinder.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Baker & Sons Equipment Company for the purchase of a Dura Tech model 2009 industrial tub grinder as specified at a cost not to exceed \$191,300.00.

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

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: March 3, 2020

Account Code #: 417.750.54340

Budgeted Amount: \$150,000.00

Service Department

Originating Department

Michael B. Dreisbach, Service Director

Prepared By

February 18, 2020

Date Prepared

**Agenda Title: Construction Contract for the Repair of Concrete Curb, Gutter, & Sidewalk**

**Recommendation: Approve**

**Discussion:** The 2020 capital improvement plan includes funding for the repair of defective curb, gutter, and sidewalk in advance of street pavement resurfacing. On Feb. 4, 2020, the City Council approved **Resolution No. 7158** authorizing Staff to move forward with a special assessment project to repair defective curb, gutter, and sidewalk as defined in Exhibit "A" in the Resolution.

Staff prepared and filed plans with the City Clerk as required by ORC 729.03 and the Clerk served notice to the properties involved. The City advertised this project for bids on Jan 31 & Feb 7, 2020 in the *Journal News* as well as multiple plan clearinghouses. Bids were opened on Feb. 14, 2020, with five bidders submitting the following results:

|                                   |                     |
|-----------------------------------|---------------------|
| <b>Jackson Construction, Inc.</b> | <b>\$114,038.06</b> |
| R.A. Miller                       | 120,365.50          |
| W.G. Stang                        | 131,300.00          |
| Adleta Construction               | 135,365.20          |
| Hendy, Inc.                       | 162,248.00          |

The City has worked with Jackson Construction on numerous contracts in the past; all with very favorable outcomes. It is important that this work, particularly the curb & gutter, be completed prior to street resurfacing operations in July.

Once work has been completed by the contractor, Staff will request that Council authorize an Ordinance assessing improvement costs in accordance with Ohio Revised Code. Owners will have the opportunity to pay for the improvements in cash within 30 days of the assessing Ordinance. Should an owner choose not to pay in cash, levied amounts will be paid in five annual installments with an interest rate on deferred payments at 5%.

Staff recommends the City Council authorize the City Manager to enter into an agreement with Jackson Construction, Inc. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$114,038.06. Staff is also requesting a 10% contingency in the amount of \$11,403.80, therefore the contract amount not to exceed shall be **\$125,441.86**.

Approved By:

Department Head:

City Manager:

Initial

Date

MBD \ 2/18/20

DRE \ 2/28/20

## RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH JACKSON CONSTRUCTION, INC. FOR THE CONSTRUCTION AND REPLACEMENT OF DESIGNATED CURB, GUTTER, AND SIDEWALK PER PROJECT SPECIFICATIONS AT A COST OF \$114,038.06 PLUS A CONTINGENCY AMOUNT OF TEN PERCENT (10%) OF THE CONTRACT PRICE OR \$11,403.80 FOR A TOTAL COST NOT TO EXCEED \$125,441.86.

WHEREAS: the City advertised for bids in the *Journal News* and with multiple plan clearinghouses on January 31, 2020 and on February 7, 2020. Five (5) sealed bids were opened and publicly read on February 14, 2020. The lowest and best bid was provided by Jackson Construction, Inc. in the amount of \$114,038.06; and

WHEREAS: the City Manager and the Service Director recommend Council accept the bid of Jackson Construction, Inc. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$114,038.06 plus a contingency amount of ten percent (10%) of the contract price or \$11,403.80 for a total cost not to exceed \$125,441.86.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the bid of Jackson Construction, Inc. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$114,038.06 plus a contingency amount of ten percent (10%) of the contract price or \$11,403.80 for a total cost not to exceed \$125,441.86.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Jackson Construction, Inc. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$114,038.06 plus a contingency amount of ten percent (10%) of the contract price or \$11,403.80 for a total cost not to exceed \$125,441.86.

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

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MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott, Jr.

*Fire*

Originating Department

Council Meeting Of: February 18, 2020

*John Detherage*

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

02-06-2020

Date Prepared

**Agenda Title: Update and addition to Chapter 507, Police and Fire Civil Citations.**

**Recommendation: Adopt the Ordinance.**

**Discussion:** In 2009 Ordinance 507.3 was adopted to allow for civil citations to be issued on first time offenses for several Ohio Fire Code violations. In the years since, referenced fire code section numbers have changed and the need for additional sections has come about. To address these issues the following changes are being submitted:

1. Add chapter 1511 of the Oxford Community Code to address open burning.
2. Add 308.1.6.3 to address Sky Lanterns
3. Change OFC 308.3.8 to 308.4.1
4. Add OFC 315.3.2 Means of Egress
5. Change OFC 1028.2 to 1031.2
6. Change OFC Rule 33 to 56

(iii) 308.1.6.3 Sky lanterns. A person shall not release or cause to be released an untethered sky lantern.

(b) 315.3.2 Means of egress. Combustible materials shall not be stored in exits or enclosures for stairways and ramps.

**Approved By:**

Department Head:

City Attorney:

City Manager:

Initial Date

JD 12-6-20

DRE 12-14-20

## ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 507.3 ENTITLED FIRE CIVIL CITATIONS AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 507.3 ENTITLED FIRE CIVIL CITATIONS.

WHEREAS, in 2009 Oxford Codified Ordinance Section 507.3 was adopted to allow civil citations to be issued for first time offenses for several Ohio Fire Code violations; and

WHEREAS, since 2009 referenced Ohio Fire Code section numbers have been updated and the need for additional sections is required. Additionally, open burning needs to be addressed.

WHEREAS, the City Manager and the Fire Chief recommend repealing Oxford Codified Ordinance Section 507.3 entitled Fire Civil Citations and adopting new Oxford Codified Ordinance Section 507.3 entitled Fire Civil Citations in accordance with updates to the Ohio Fire Code and to address open burning.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Fire Chief and hereby repeals Oxford Codified Ordinance Section 507.3 entitled Fire Civil Citations and adopts new Oxford Codified Ordinance Section 507.3 entitled Fire Civil Citations in accordance with updates to the Ohio Fire Code and to address open burning as follows: (Additions are bolded deletions are struck through)

### 507.03 FIRE CIVIL CITATIONS.

(a) A person who violates a standard of conduct set forth in a section or chapter of the Ohio Fire Code listed below **or Chapter 1511 of the Oxford Codified Ordinances entitled Open Burning** is liable for the civil fine specified in Section 507.04.

- \* 107.6 Overcrowding
- \* 110 Unsafe Buildings
- \* **308.1.6.3 Sky Lanterns**
- \* ~~308.3.8~~ **.4.1** Open Flame in Group R-2 Dormitories
- \* **315.3.2 Means of Egress**
- \* 901.8 Removal of or tampering with equipment
- \* ~~1028~~**31.2** Reliability of required exits
- \* ~~Rule 33~~**56** Explosives and fireworks

(b) A City officer or employee of the Oxford Fire Department charged with the enforcement of the Oxford Codified Ordinances may as authorized issue a civil citation or a misdemeanor citation for a violation of any section listed in this Section.

SECTION 3: 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: MIKE SMITH

PREPARED BY: LAW (STAFF)

the *Administrative Code* secured from the fire code official.

**Exception:** Use within inhabited premises or designated campsites that are not less than 30 feet (9144 mm) from grass-, grain-, brush- or forest-covered areas.

(i) **308.1.6.1 Signals and markers.** Flame-employing devices, such as lanterns or kerosene road flares, shall not be operated or used as a signal or marker in or upon wildfire risk areas.

**Exception:** The proper use of fusees at the scenes of emergencies or as required by standard railroad operating procedures.

(ii) **308.1.6.2 Portable fueled open-flame devices.** Portable open-flame devices fueled by flammable or combustible gases or liquids shall be enclosed or installed in such a manner as to prevent the flame from contacting combustible material.

**Exceptions:**

1. LP-gas-fueled devices used for sweating pipe joints or removing paint in accordance with *rule 1301:7-7-61 of the Administrative Code*.
2. Cutting and welding operations in accordance with *rule 1301:7-7-35 of the Administrative Code*.
3. Torches or flame-producing devices in accordance with *paragraph (H)(4)(308.4) of this rule*.
4. Candles and open-flame decorative devices in accordance with *paragraph (H)(3)(308.3) of this rule*.

(iii) **308.1.6.3 Sky lanterns.** A person shall not release or cause to be released an untethered sky lantern.

(g) **308.1.7 Religious ceremonies.** When, in the opinion of the fire code official, adequate safeguards have been taken, participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one person to another while lighted.

(i) **308.1.7.1 Aisles and exits.** Candles shall be prohibited in areas where occupants stand, or in an aisle or exit.

(h) **308.1.8 Flaming food and beverage preparation.** The preparation of flaming foods or beverages in places of assembly and drinking or dining establishments shall be in accordance with *paragraphs (H)(1)(h)(i)(308.1.8.1) to (H)(1)(h)(v)(308.1.8.5) of this rule*.

(i) **308.1.8.1 Dispensing.** Flammable or combustible liquids used in the preparation of flaming foods or beverages shall be dispensed from one of the following:

- (a) A 1-ounce (29.6 ml) container.
- (b) A container not exceeding 1-quart (946.5 ml) capacity with a controlled pouring device that will limit the flow to a 1-ounce (29.6 ml) serving.

(ii) **308.1.8.2 Containers not in use.** Containers shall be secured to prevent spillage when not in use.

(iii) **308.1.8.3 Serving of flaming food.** The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames. The pouring, ladling or spooning of liquids is restricted to a maximum height of 8 inches (203 mm) above the receiving receptacle.

(iv) **308.1.8.4 Location.** Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being serviced. They shall not be transported or carried while burning.

(v) **308.1.8.5 Fire protection.** The person preparing the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.

(2) **308.2 Permits required.** Permits shall be obtained from the fire code official in accordance with *rule 1301:7-7-01 of the Administrative Code* prior to engaging in the following activities involving open flame, fire and burning:

- (a) Use of a torch or flame-producing device to remove paint from a structure.
- (b) Use of open flame, fire or burning in connection with Group A or E occupancies.
- (c) Use or operation of torches and other devices, machines or processes liable to start or cause fire in or upon wildfire risk areas.

(3) **308.3 Group A occupancies.** Open-flame devices shall not be used in a Group A occupancy.

**Exceptions:**

1. Open-flame devices are allowed to be used in the following situations, provided approved precautions are taken to prevent ignition of a combustible material or injury to occupants:

- 1.1. Where necessary for ceremonial or religious purposes in accordance with *paragraph (H)(1)(g)(308.1.7) of this rule*.
- 1.2. On stages and platforms as a necessary part of a performance in accordance with *paragraph (H)(3)(b)(308.3.2) of this rule*.
- 1.3. Where candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected.

2. Heat-producing equipment complying with *rule 1301:7-7-06 of the Administrative Code* and the *mechanical code as listed in rule 1301:7-7-80 of the Administrative Code*.

3. Gas lights are allowed to be used provided adequate precautions satisfactory to the fire code official are taken to prevent ignition of combustible materials.

(a) **308.3.1 Open-flame decorative devices.** Open-flame decorative devices shall comply with all of the following restrictions:

- (i) Class I and Class II liquids and LP-gas shall not be used.

(2) **314.2 Fixtures and displays.** Fixtures and displays of goods for sale to the public shall be arranged so as to maintain free, immediate and unobstructed access to exits as required by *rule 1301:7-7-10 of the Administrative Code*.

(3) **314.3 Highly combustible goods.** The display of highly combustible goods, including but not limited to flammable or combustible liquids, liquefied flammable gases, oxidizing materials, pyroxylin plastics and agricultural goods, in main exit access aisles, corridors, covered and open malls, or within 5 feet (1524 mm) of entrances to exits and exterior exit doors is prohibited when a fire involving such goods would rapidly prevent or obstruct egress.

(a) **314.3.1 Display of fireworks for retail sale.** The display of fireworks for retail sale shall be in accordance with *rule 1301:7-7-56 of the Administrative Code*.

(4) **314.4 Vehicles.** Liquid- or gas-fueled vehicles, boats or other motorcraft shall not be located indoors except as follows:

- (a) Batteries are disconnected.
- (b) Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least).
- (c) Fuel tanks and fill openings are closed and sealed to prevent tampering.
- (d) Vehicles, boats or other motorcraft equipment are not fueled or defueled within the building.

## (O) SECTION 315 GENERAL STORAGE

(1) **315.1 General.** Storage shall be in accordance with *paragraphs (O)(2)(315.2) to (O)(5)(315.5) of this rule*.

(2) **315.2 Permit required.** A permit for miscellaneous combustible storage shall be required as set forth in *rule 1301:7-7-01 of the Administrative Code*.

(3) **315.3 Storage in buildings.** Storage of materials in buildings shall be orderly and stacks shall be stable. Storage of combustible materials shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur.

(a) **315.3.1 Ceiling clearance.** Storage shall be maintained 2 feet (610 mm) or more below the ceiling in non-sprinklered areas of buildings or not less than 18 inches (457 mm) below sprinkler head deflectors in sprinklered areas of buildings.

(b) **315.3.2 Means of egress.** Combustible materials shall not be stored in exits or enclosures for stairways and ramps.

(c) **315.3.3 Equipment rooms.** Combustible material shall not be stored in boiler rooms, mechanical rooms, electrical equipment rooms or in fire command centers as specified in *paragraph (G)(1)(e)(508.1.5) of rule 1301:7-7-05 of the Administrative Code*.

(d) **315.3.4 Attic, under-floor and concealed spaces.** Attic, under-floor and concealed spaces used for storage of combustible materials shall be protected on the storage

side as required for 1-hour fire-resistance-rated construction. Openings shall be protected by assemblies that are self-closing and are of noncombustible construction or solid wood core not less than  $1\frac{3}{4}$  inches (44.5 mm) in thickness. Storage shall not be placed on exposed joists.

### Exceptions:

- 1. Areas protected by approved automatic sprinkler systems.
- 2. Group R-3 and Group U occupancies.

(4) **315.4 Outside storage.** Outside storage of combustible materials shall not be located within 10 feet (3048 mm) of a property line.

### Exceptions:

- 1. The separation distance is allowed to be reduced to 3 feet (914 mm) for storage not exceeding 6 feet (1829 mm) in height.
- 2. The separation distance is allowed to be reduced where the fire code official determines that no hazard to the adjoining property exists.

(a) **315.4.1 Storage beneath overhead projections from buildings.** Where buildings are protected by automatic sprinklers, the outdoor storage, display and handling of combustible materials under eaves, canopies or other projections or overhangs are prohibited except where automatic sprinklers are installed under such eaves, canopies or other projections or overhangs.

(b) **315.4.2 Height.** Storage in the open shall not exceed 20 feet (6096 mm) in height.

(5) **315.5 Storage underneath high-voltage transmission lines.** Storage located underneath high-voltage transmission lines shall be in accordance with *paragraph (P)(6)(b)(316.6.2) of this rule*.

(6) **315.6 Storage in plenums.** Storage shall not be permitted in plenums. Abandoned material in plenums shall be deemed to be storage and shall be removed. Where located in plenums, the accessible portion of abandoned cables that are not identified for future use with a tag shall be deemed storage and shall be removed.

## (P) SECTION 316 HAZARDS TO FIRE FIGHTERS

(1) **316.1 Trapdoors to be closed.** Trapdoors and scuttle covers, other than those that are within a dwelling unit or automatically operated, shall be kept closed at all times except when in use.

(2) **316.2 Shaftway markings.** Vertical shafts shall be identified as required by this *paragraph*.

(a) **316.2.1 Exterior access to shaftways.** Outside openings accessible to the fire department and that open directly on a hoistway or shaftway communicating between two or more floors in a building shall be plainly marked with the word "SHAFTWAY" in red letters not less than 6 inches (152 mm) high on a white background.

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: March 3, 2020

Account Code #: 330.831.69163

Budgeted Amount: \$120,000

Service Department  
**Originating Department**

Michael B. Dreisbach  
**Prepared By**

February 18, 2020  
**Date Prepared**

**Agenda Title: Purchase of Replacement Equipment for Wastewater Collection Division of the Service Department**

**Recommendation: Approve**

**Discussion:** The 2020 Capital Equipment Budget includes \$120,000 for the purchase of a replacement backhoe for the Wastewater Collection Division (WWColl) of the Service Department. The equipment being replaced is a 2004 model Case backhoe.

The State of Ohio – Department of Administrative Services (DAS) contract for the purchase of loaders and backhoes includes the following award through Southeastern Equipment Co. (State Contract #800585; Index # STS515):

|                    | <u>Contract Price</u> | <u>Options</u> | <u>Total Contract Price</u> |
|--------------------|-----------------------|----------------|-----------------------------|
| Case 590SN Backhoe | \$96,505.92           | \$ 19,191.69   | \$115,697.61                |

Options for the backhoe are detailed on the attached price schedule and include delivery of the vehicle to Oxford, 4WD transmission, auxiliary hydraulics, pilot controls, 18", 24", and 93" buckets, stabilizer pads, thumb control, ride control w/ climate, air seat, LED safety lights, cold start battery, and tool box.

This Resolution will authorize the City Manager to enter into an agreement with Southeastern Equipment Co. for the purchase of a 2020 Case 590SN backhoe as described at a cost \$115,697.61. The City has been offered \$25,000 trade in value for our current 2004 machine. Staff recommends Council accept the trade in value; therefore the total contract value with Southeastern Equipment Co. shall not exceed \$90,697.61.

**Approved By:**

Department Head:

Initial MBD Date 2/19/20

City Manager:

DRE \ 2/28/20

## **RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH SOUTHEASTERN EQUIPMENT CO. FOR THE PURCHASE OF A 2020 CASE 590SN BACKHOE WITH SPECIFIED OPTIONS AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED \$90,697.61 WHICH INCLUDES A DISCOUNT OF \$25,000.00 FOR THE TRADE-IN OF THE CURRENT (2004) MACHINE.

WHEREAS, the 2020 Capital Equipment Budget includes funding for the purchase of a replacement backhoe for use by the Wastewater Collection Division of the Service Department; and

WHEREAS, the City Manager and the Service Director recommend City Council accept the trade-in offer of \$25,000.00 for a 2004 backhoe and authorize the City Manager to enter into a contract with Southeastern Equipment Co. for the purchase of a 2020 Case 590SN backhoe with specified options at state contract pricing at a cost not to exceed \$90,697.61.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the trade-in offer of \$25,000.00 for a 2004 backhoe.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Southeastern Equipment Co. for the purchase of a 2020 Case 590SN backhoe with specified options at state contract pricing at a cost not to exceed \$90,697.61.

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

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)



## STS DETAILED EQUIPMENT QUOTE

SALESPERSON: Scott Runnells  
CUSTOMER CONTACT:

JANUARY 17, 2020

**QUOTE PREPARED FOR:**

CITY OF OXFORD  
15 SOUTH COLLEGE AVE  
OXFORD, OH 45056  
P: 513-523-2171

**FACILITY QUOTED FROM:**

404 Brearden Rd., Monroe, OH 45050  
Branch: (513) 539-9214  
Mobile: (513) 519-6855  
Email: [srunnells@southeasternequip.com](mailto:srunnells@southeasternequip.com)

**QUOTE INFORMATION:**

Account Number: 570972

| Index # | Contract | UNSPCS   | Oaks ID  |
|---------|----------|----------|----------|
| STS515  | 800585   | 22101500 | 800585-3 |

| Eq # / Item #   | Product Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Hours | Product Notes                      | List Price   | Discount % | STS Total Price |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------------------------------|--------------|------------|-----------------|
|                 | - CASE 590SN T4 FINAL LOADER BACKHOE - CAB 2 DOOR WITH HEAT/AC & RADIO - EXTENDABLE HOE WITH POWERLIFT - 4WD POWERSHIFT H TYPE TRANSMISSION - 1,100 LB HEAVY COUNTERWEIGHT - PILOT BACKHOE CONTROLS WITH POWER LIFT - BI DIRECTIONAL AUXILIARY HYDRAULICS - COMBINATION FLIP OVER STABILIZER PADS - PREMIUM AIR SUSPENSION CLOTH SEAT - RIDE CONTROL & COMFORT STEER - TOOL BOX - LED LIGHT PACKAGE - DUAL BATTERIES - 14X17.5, 10PR FRONT TIRES - 21LX24, 10PR (R4) REAR TIRES - 93" HD LONG LIP LOADER BUCKET WITH BOLT ON CUTTING EDGE - HYDRAULIC THUMB INSTALLED - 18" BUCKET - 24" BUCKET |       | CASE 590SN T4 FINAL LOADER BACKHOE | \$183,647.00 | 37%        | \$115,697.61    |
| Total STS Price |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |                                    |              |            | \$115,697.61    |

**NOTES:**

**EQUIPMENT WARRANTY AND DELIVERY INFORMATION:**

Warranty Type: Sold with standard manufacturer warranty.  
Warranty Detail:

Delivery Method: Hired Truck  
Delivery Date:  
Delivery Info:

**TRADE-IN EQUIPMENT:**

| Year                           | Serial #  | Manufacturer | Model    | Trade-In Allowance |
|--------------------------------|-----------|--------------|----------|--------------------|
| 2004                           | N4C309118 | CASE CE      | 590SM II | \$25,000.00        |
| <b>Total Trade-In Estimate</b> |           |              |          | <b>\$25,000.00</b> |

| Finance Rate Options (Estimate Only) |        |      |                |
|--------------------------------------|--------|------|----------------|
|                                      | Months | Rate | Estimated Cost |
| Term 1                               |        | %    |                |
| Term 2                               |        | %    |                |
| Term 3                               |        | %    |                |
| Term 4                               |        | %    |                |
| Term 5                               |        | %    |                |

| QUOTE TOTALS*                       |                     |
|-------------------------------------|---------------------|
| <b>Total Equipment Price</b>        | <b>\$115,697.61</b> |
| <b>Estimated Trade-In Allowance</b> | <b>\$25,000.00</b>  |
| <b>Trade-In Difference</b>          | <b>\$90,697.61</b>  |
| <b>Applied Rent</b>                 |                     |
| <b>Carrying Charge</b>              |                     |
| <b>Fuel, DEF &amp; Other</b>        |                     |
| <b>Freight/Trucking</b>             |                     |
| <b>Title and License Fees</b>       |                     |
| <b>Total Trade Payoff</b>           | <b>\$0.00</b>       |
| <b>Total Price Before Tax</b>       | <b>\$90,697.61</b>  |
| <b>Sales Tax</b>                    |                     |
| <b>FET Tax</b>                      |                     |
| <b>Total Amount Due</b>             | <b>\$90,697.61</b>  |
| <b>Down Payment</b>                 |                     |
| <b>Estimated Balance Due</b>        | <b>\$90,697.61</b>  |

## STS Quote

Quote Prepared For: Len Wagner  
Governmental Entity: City of Oxford  
Street Address: 101 East High Street  
City, State, Zip Code: Oxford, Oh, 45056  
Phone: 513-523-2017

**Date: January 14, 2020**  
Prepared By: Scott Runnells  
Southeastern Address: 404 Broaden Road  
City, State, Zip Code: Monroe, Oh, 45050  
Phone: 513-539-9214  
Fax: 513-539-6917  
Email: [srunnells@southeasternequip.com](mailto:srunnells@southeasternequip.com)

Equipment Make, Model & Year: Case, 590SN, 2020  
Warranty Information: Manufacture Standard  
Delivery Information: 30 - 90 Days

| Index # | Contract # | NIGP Code |
|---------|------------|-----------|
| STS515  | 800585     | 22101500  |

[illegible]



STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

S & L GOVERNMENT PRICING SCHEDULE

SCHEDULE NUMBER: 800585

EFFECTIVE DATES: 10/01/2017 TO 09/30/2020

The Department of Administrative Services has completed the evaluation and analysis of the State Term Schedule (STS) offering submitted by the Contractor as listed herein. The Contractor listed herein has been determined to provide competitive, economical and reasonable pricing for the items contained in their offer. The respective offer, including the Standard Contract Terms & Conditions, any proposal amendment, special contract terms & conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this State Term Schedule.

This State Term Schedule is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Schedule is renewed, terminated, or cancelled in accordance with the Standard Contract Terms and Conditions.

This State Term Schedule is available to all state agencies, state institutions of higher education and political subdivisions properly registered as members of the Cooperative Purchasing Program of the Department of Administration Services, as applicable.

Agencies are eligible to make purchases of the supplies and/or services in any amount and at any time as determined by the agency (see maximum order limit). The State makes no representation or guarantee that agencies will purchase the supplies and/or services approved in the State Term Schedule.

State agencies may make purchases under this State Term Schedule up to \$2500.00 using the state of Ohio payment card. Any purchases that exceed \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

This State Term Schedule and any Amendments thereto are available from the DAS website at the following address:  
<http://procure.ohio.gov>.

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

Finance  
**Originating Department**

Council Meeting Of: 3/3/2020

Joe Newlin  
**Prepared By**

Account Code No. #: NA

Budgeted Amount: NA

2/25/2020  
**Date Prepared**

**Agenda Title: BANKING DEPOSITORY- MERCHANT SERVICE RESOLUTION**

**Recommendation: Approve**

### Discussion:

#### BACKGROUND

The five-year agreement for banking depository services with the current bank depository will expire on April 5, 2020. The Request for Proposals for bank depository services for next five years was issued in January and was due by 2:00 p.m., February 14, 2020. Three local banks responded to the depository section of the RFP. Proposals were received by the following banks:

First Financial Bank  
First Merchants Bank  
LCNB National Bank

#### BASIS FOR DECISION

The basis for the decision, as stated in item 15 in the RFP, "The City will choose its services based on the combination of the best service package and lowest service cost....It is our intent for you to receive a competitive return for the depository services rendered, while at the same time maximizing the cost savings and investment earnings of the City's funds."

Based on our qualitative review of the proposals received we are recommending First Financial Bank as the primary depository for City of Oxford funds, and LCNB National Bank as the backup depository for City of Oxford funds (City will maintain our current LCNB National Bank Parking Meter Account).

The Request for Proposals for merchant services for next five years was issued in January and was due by 2:00 p.m., February 14, 2020. Three local banks and one independent firm responded to the merchant services of the RFP. Proposals were received by the following:

Infintech (First Financial Bank)  
Elavon (First Merchant Bank)  
TSYS (LCNB National Bank – would only provide merchant service options if awarded the bid)  
Certified Payments

## BASIS FOR DECISION

The basis for the decision, as stated in item 15 in the RFP, “The City will choose its services based on the combination of the best service package and lowest service cost....It is our intent for you to receive a competitive return for the depository services rendered, while at the same time maximizing the cost savings and investment earnings of the City’s funds.”

Based on our qualitative review of the proposals received we are recommending Infintech as the City’s merchant service provider. Based on 2019 transaction count we should save conservatively \$1,100 per month.

Approved By:

Department Head:  
City Manager:

Initial/Date

*[Signature]* 2/26/20  
*DIRE* 2/28/20

## **RESOLUTION NO.**

### **RESOLUTION DESIGNATING PUBLIC DEPOSITORIES AND AWARDING THE DEPOSIT OF ACTIVE PUBLIC FUNDS FOR A FIVE-YEAR PERIOD COMMENCING APRIL 6, 2020.**

WHEREAS, applications for active deposits of the City of Oxford have been received from First Financial Bank, First Merchants Bank and LCNB National Bank, each of which has proposed to accept all or any part of the City of Oxford active deposits insofar as they are permitted by law to do so.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: The active deposits of the City of Oxford are hereby awarded to First Financial Bank, as provided for in Chapter 135 of the Ohio Revised Code for the five year period commencing April 6, 2020, and ending April 5, 2025. The amounts of such active deposits to be awarded to said bank as determined in accordance with the provisions of Ohio Revised Code Section 135.04, shall exclude the parking meter coin funds.

A depository account will be retained with LCNB National Bank for the convenience by proximity for the deposit of parking meter coins collected. LCNB National Bank shall act as the secondary depository of the active deposits of the City of Oxford.

Infintech will begin processing Merchant Service transactions commencing April 6, 2020, and ending April 5, 2025.

The Finance Director shall determine the dollar amounts to be deposited as said funds become available pursuant to law.

SECTION 2: Interest earned through pooled investments or individual investments shall be allocated to the participating funds in accordance with generally accepted accounting procedures. Interest may be earned by funds which derive a substantial portion of funding assistance from subsidies from another fund. In such cases, interest earned shall be credited to the fund contributing the subsidy. Interest shall be apportioned and credited to new funds as they are created.

SECTION 3: The City Manager and the Finance Director are hereby authorized to take all steps necessary to execute all documents necessary to effectuate the terms of this Resolution.

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

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MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

# CITY OF OXFORD

## STAFF SUMMARY REPORT

**Report to the City Manager**

City Manager

**Originating Department**

**Council Meeting Of:** March 3, 2020

Doug Elliott

**Account Code No. #:** N/A

**Prepared By**

**Budgeted Amount:** N/A

February 18, 2020

**Date Prepared**

**Agenda Title:** A Resolution authorizing the sale of alcoholic beverages in the Uptown Parks area for the Oxford Community Foundation's "Brews for Bricks" event to be held on August 15, 2020 from 4:00 p.m. until 9:30 p.m. with one condition.

**Recommendation:** n/a

### Discussion:

Please see the attached Resolution and Park/Right-of-Way Permit application.

**Approved By:**

**Initial Date**

**Department Head:**

**City Manager:**

DRE 2-28-20

**RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE SALE OF ALCOHOLIC BEVERAGES IN THE UPTOWN PARKS AREA FOR THE OXFORD COMMUNITY FOUNDATION'S "BREWS FOR BRICKS" EVENT TO BE HELD ON AUGUST 15, 2020 FROM 4:00 P.M. UNTIL 9:30 P.M. WITH ONE CONDITION.

WHEREAS, the Oxford Community Foundation wishes to hold a "Brews for Bricks" event in the Uptown Parks on Saturday, August 15, 2020 from 4:00 p.m. until 9:30 p.m.; and

WHEREAS, the Oxford Community Foundation is requesting permission to have trucks parked along E. Park Place for the sale of beer and food during the event; and

WHEREAS, the Oxford Community Foundation has stated they will meet all legal requirements necessary to accommodate said beer trucks.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council having considered the request finds it would be beneficial for the Oxford Community Foundation's fundraising event to allow the sale of beer with the following condition:

- A. The Oxford Community Foundation shall obtain a "F" State of Ohio Liquor Permit, to allow for the sale of beer during said event.

SECTION 2: Council hereby authorizes the sale of alcoholic beverages in the Uptown Parks area for the Oxford Community Foundation's "Brews for Bricks" event pursuant to the conditions set forth above.

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

\_\_\_\_\_  
MAYOR

ADOPTED:

ATTEST:

\_\_\_\_\_  
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)



## REQUEST FOR PUBLIC PARK PERMIT



## REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 8 / 15 / 20 through 8 / 15 / 20 From: 03:00 PM To: 10:30 PM

Today's Date: 12 / 20 / 19 ☐ Emergency Utility Repair (check box, if applicable)

**--- Applicant shall allow a minimum of 3 business days for processing ---**

## Responsible Adult:

(18 years of age or older)\* Betsy Hope

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: betsy@oxfordfdn.org

Organization: Oxford Community Foundation

Advisor: \_\_\_\_\_

Address: 22 E. High Street

Oxford, OH 45056

Telephone: 513-533-0623

Cellular: 513-476-7116

Fax: \_\_\_\_\_

Email: admin@oxfordfdn.org

Non-Profit: ☒ Yes ☐ No

\* Person in charge - Primary contact

**PARK REQUESTED**

- ☐ Merry Day Park (adjacent to the Miami Mobile Home Park, Reagh Way Drive)
- ☐ Leonard Howell Park (Bonham Road)
- ☐ Oxford Community Park (Fairfield Road) – Contact 523-6314 to confirm date(s)
- ☒ Memorial Park (E. Park Place & N. Main Street – has pavilion)
- ☐ Martin Luther King Jr. Park (W. Park Place & N. Main Street – animal sculptures & fountain)
- ☐ Other: \_\_\_\_\_

**TITLE OF EVENT** (be specific and include projected attendance)

Brews for Bricks

Projected Attendance: 500 Has this event been held previously? ☐ Yes ☒ No If "YES", when?

Will food, goods, services or merchandise be sold at the event? ☒ Yes ☐ No

If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)

Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

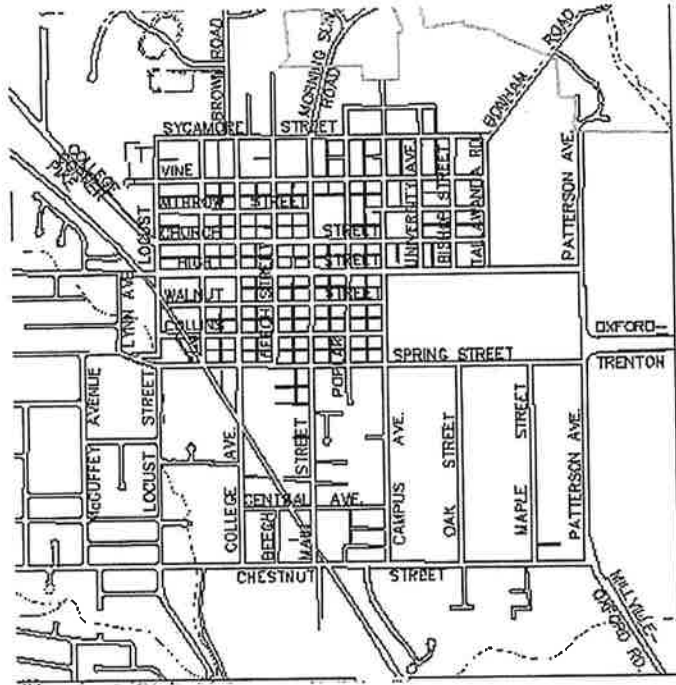
**DESCRIPTION OF EVENT**

Place a description of the event, along with additional requests, on the appropriate attachment. If request is only for use of a right-of-way, use the attachment labeled City of Oxford / Right-of-Way Request Details.

Applicant's Signature: B Hope Date: 12 / 20 / 19

I have read and understand the rules, guidelines and conditions. Furthermore, I understand that acceptance of them is a condition of approval; and, if approval is granted, it is only for the event specified above. I also understand that the request will be reviewed by various City of Oxford officials and additional conditions may be required before final approval is granted. If additional conditions are required, I agree to meet with the appropriate officials.

**Note**  
If your event is outside the boundaries of this map, either attach a separate map or contact the City for assistance.



### CITY OF OXFORD / RIGHT-OF-WAY REQUEST DETAILS

**Instructions for Applicant:** Please clearly denote the parade route, streets and/or sidewalk areas being requested. Place a concise narrative explanation on the following lines. Attach additional pages if necessary. **Note: Any work in the public right of way requires the submittal of a maintenance of traffic plan.**

The Oxford Community Foundation (OCF) is requesting the closure of Main Street between Memorial Park and Martin Luther King Jr. Park as well as the closure of East Park Place.

We are requesting all the parking on East Park Place.

We are also requesting all the parking on West Park Place.

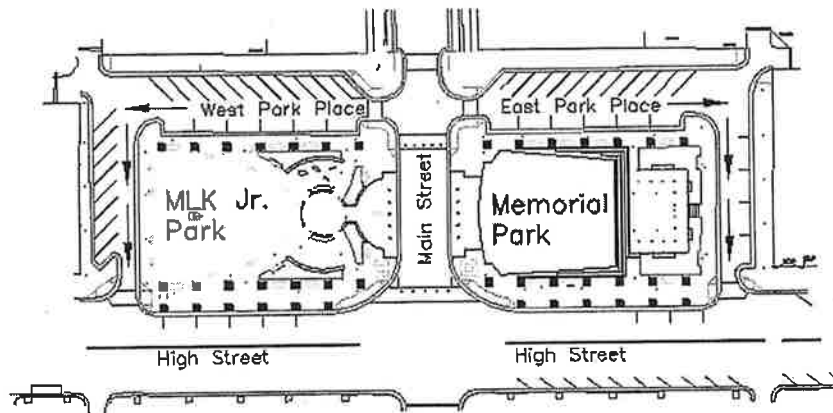
**Additional Requests:**  
(Include details in narrative)

- ☒ No Parking Signs\*
- ☐ Detour(s)
- ☐ Police Assistance

#### Time Details

|           | Start   | End      |
|-----------|---------|----------|
| Setup     | 3:00 pm | 3:00 pm  |
| Event     | 4:00 pm | 9:30 pm  |
| Breakdown | 9:30 pm | 10:30 pm |

\*Generally the responsibility of the applicant.



### OXFORD MEMORIAL PARK & MARTIN LUTHER KING JR. PARK

**Instructions for Applicant:** Please clearly denote (1) the sections of the parks that you are requesting, (2) parking spots needed and (3) proposed street closures. Place a concise narrative explanation on the following lines. Attach additional pages if necessary.

Pls see attached.

**Additional Requests:**  
(Include details in narrative)

- ☒ Pavilion
- ☒ Extra trash cans\*
- ☒ Special power requirements (explain in narrative)\*\*
- ☒ Street Closure\*\*
- ☐ Other: \_\_\_\_\_

\*See fee sheet

#### Time Details

|           | Start   | End      |
|-----------|---------|----------|
| Setup     | 3:00 pm | 3:00 pm  |
| Event     | 4:00 pm | 9:30 pm  |
| Breakdown | 9:30 pm | 10:30 pm |

**\*\* Contact the Streets & Maintenance Division 3 days prior to the event at 513-523-8412**

**NOTE: Street closures will be at the discretion of the Oxford Police Department**



## Stipulations and Fees

**Note:** FULL PAYMENT REQUIRED BEFORE THE EVENT

### RIGHT-OF-WAY

Applicants should allow a minimum of **three (3) business days** for the request to be processed from the time it is submitted to city officials. *(Please provide the City with as much lead time as possible. Events requiring road closures and staffing will require additional processing time. Large event requests shall be submitted no less than fourteen (14) days in advance of the event.)*

1. Applicant shall manage all work zones in the Right-of-Way in compliance with the Ohio Manual of Uniform Traffic Control.
2. Large events (estimated at over 500 people, including all concerts and performances, will require a pre-event meeting with the Police (524-5247) and Service Department (524-5206) prior to approval. *Note: Requests **WILL NOT** be approved prior to the pre-event meeting.*
3. The period of use may not exceed two (2) days without city council approval.
4. At least one legally responsible adult must sign the request.
5. The usage may not discriminate for or against a given class of people.
6. All ordinances that regulate noise **shall** be observed.
7. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.
8. The applicant is responsible for cleanup. Failure to clean up may result in subsequent requests being denied or a deposit being required. In addition, a cleaning charge may be assessed.
9. Safety staffing levels will be determined by the Oxford Police Department and the applicant may be required to hire police officers.
10. All special conditions specified by department heads must be complied with. Fees may be assessed for special services – see below.
11. NO markings may be made on streets or sidewalks within the public right-of-way.

### USE OF PARKS (ALL THOSE ABOVE, PLUS)

1. No motor vehicles may be parked within the area of the park or on any sidewalk.
2. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
3. No signs are permitted.
4. The applicant is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
5. No structure shall be defaced and no structure shall be erected within four (4) feet of the base of a tree or shrub.
6. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within any park.
7. The applicant will be required to provide the City with a certificate of insurance naming the City as an additional insured for events with live animals or inflated play structures with a minimum of \$1M coverage. Insurance for other events may be required and reviewed on a case by case basis.

#### FEE INFORMATION

|                  |            |
|------------------|------------|
| No Parking Signs | \$1.00/ea. |
| Metered Parking  | \$10.00/ea |
| Trash Boxes      | \$5.00/ea. |

|                        |              |
|------------------------|--------------|
| <u>Personnel</u>       |              |
| Police Officer(s)      | Contact OPD  |
| Street Dept. Personnel | \$25.00/hr   |
| Electrician            | \$100.00     |
| Park & Rec Personnel   | Contact OPRD |

|                      |            |
|----------------------|------------|
| <u>Road Closures</u> |            |
| Main Street          | \$135.00** |
| US 27 Detour         | \$135.00** |
| **Includes labor     |            |

Sports Fields/Gazebo  
Contact OPRD – 523-6314

#### APPLICANT'S ASSURANCE

I have reviewed the estimated cost for the event and agree to compensate the City for services rendered as specified above. If the event runs past the stated end time, I understand that additional charges will accrue and agree to compensate the City accordingly.

*Blope*

Applicant's Signature

Date: 12 / 20 / 19

#### CITY USE ONLY

|   | Service | Hours | Rate | Estimate | Final |
|---|---------|-------|------|----------|-------|
| 1 |         |       | \$   | \$       | \$    |
| 2 |         |       | \$   | \$       | \$    |
| 3 |         |       | \$   | \$       | \$    |
| 4 |         |       | \$   | \$       | \$    |
| 5 |         |       | \$   | \$       | \$    |
|   | Total   |       | \$   | \$       | \$    |

|                                       | Applicant's<br>Initials | Review<br>Date |
|---------------------------------------|-------------------------|----------------|
| Police Department                     |                         |                |
| 1                                     |                         |                |
| 2                                     |                         |                |
| 3                                     |                         |                |
| 4                                     |                         |                |
| Fire Department                       |                         |                |
| 1                                     |                         |                |
| 2                                     |                         |                |
| 3                                     |                         |                |
| 4                                     |                         |                |
| Service Department                    |                         |                |
| 1                                     |                         |                |
| 2                                     |                         |                |
| 3                                     |                         |                |
| 4                                     |                         |                |
| Recreation Department (if applicable) |                         |                |
| 1                                     |                         |                |
| 2                                     |                         |                |
| 3                                     |                         |                |
| 4                                     |                         |                |
| City Manager                          |                         |                |
| 1                                     |                         |                |
| 2                                     |                         |                |
| 3                                     |                         |                |
| 4                                     |                         |                |

Pre-Meeting (if applicable): Reviewed with \_\_\_\_\_ on \_\_\_\_\_.

Reviewer(s): \_\_\_\_\_

**APPROVAL SECTION** (with conditions)

|                      |                                   |                                       |           |
|----------------------|-----------------------------------|---------------------------------------|-----------|
| Police Chief:        | <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | ____/____ |
| Fire Chief:          | <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | ____/____ |
| Service Director:    | <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | ____/____ |
| Recreation Director: | <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | ____/____ |
| City Manager:        | <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved |           |

\_\_\_\_\_  
City Manager's Signature

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

Reason(s) event not approved:

**729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED.**

No person shall sell, offer to sell or solicit orders for goods, wares or merchandise for immediate or future delivery, or services to be furnished, performed or provided in the present or in the future, within parking meter zones or upon any municipally-owned or controlled property other than streets. This law shall not be applicable to nonprofit or charitable community organizations operating with the express consent of the Office of the City Manager and shall not apply to the lawful use of sidewalk space where such use is expressly authorized by the Codified Ordinances of Oxford, nor shall this section be applicable to the selling at a Farmers' Market of farm produce when such produce has been raised and grown by the vendors and provided that such selling has been specifically authorized and regulated by the Council. Any sale or use of alcohol upon any municipally-owned or controlled property shall be approved by City Council.

(Ord. 3211. Passed 3-19-13.)

## Brews for Bricks – Park Permit Request

Requesting use of Memorial Park including the pavilion

Requesting access to electric at the pavilion and at the trees

Requesting 4 extra trash cans

### **Brews for Bricks, building a foundation for our community**

- Fundraising event to benefit the Oxford Community Foundation (OCF)
- Ticketed event, but anyone may attend
  - To drink you must purchase tickets, but anyone may attend the event.
- Beer Trucks – 3
- Food Trucks – 3 to 5
- Beer and Food Trucks will be lined along E. Park Place
- Beer and Food vendors will carry their own mobile licenses
- Live music will be on the stage for the duration of the event
  - Sound technician will be provided by OCF
- Tents, tables and chairs will be placed on the perimeter of the lawn

OCF will carry event insurance.

Once permit is approved by city council the Foundation will request our F2 permit