# Agenda

## Oxford City Council

### Court House

## TUESDAY, APRIL 1, 2008

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## EXECUTIVE SESSION
## 7:00 P.M.

1. Roll Call. Prudence Z. Dana, Mayor , Ken Bogard, Vice-Mayor, Doug Ross, Kate Currie, Alysia Fischer, Richard Keebler, Greig Rutherford

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

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## REGULAR MEETING
## 7:30 P.M.

## PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

E. Swearing In - Police Sergeant, Peter Reising

B. Presentation - SCRC - Carole Katz and Jen House

C. Proclamation - ‘Green Tea Day’

Green Tea Day Proclamation

D. Proclamation - ‘National Occupational Therapy Day’

National Occupational Therapy Day Proclamation

A. Public Comments.

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

4. Consent Agenda.

A. Minutes of the March 17, 2008 City Council Special Meeting. (Mary Ann Eaton, Deputy Clerk of Council)

3.17.08 Special Meeting Minutes

B. Minutes of the March 18, 2008 City Council Work Session Meeting. (Mary Ann Eaton, Deputy Clerk of Council)

3.18.08 Work Session Minutes

C. Minutes of the March 18, 2008 City Council Meeting. (Mary Ann Eaton, Deputy Clerk of Council and Janice Grill)

3.18.08 Meeting Minutes

D. Minutes of the March 18, 2008 City Council Work Session. (Mary Ann Eaton, Deputy Clerk of Council and Janice Grill)

3.18.08 Work Session 2 Minutes

E. Minutes of the March 19, 2008 City Council Special Meeting. (Mary Ann Eaton, Deputy Clerk of Council)

3.19.08 Special Meeting Minutes

F. Minutes of the March 19, 2008 City Council Special Meeting. (Mary Ann Eaton, Deputy Clerk of Council)

3.19.08 Special Meeting 2 Minutes

G. Minutes of the March 20, 2008 City Council Special Meeting. (Mary Ann Eaton, Deputy Clerk of Council)

3.20.08 Special Meeting Minutes

H. Report regarding the March 11, 2008 Planning Commission Meeting. (Jung-Han Chen, Community Development Director)

3.11.08 Planning Commission Report

I. Report regarding the March 12, 2008 Board of Zoning Appeals Meeting. (Jung-Han Chen, Community Development Director)

3.12.08 BZA Meeting Report

J. A Resolution authorizing the sale of salvaged motor vehicles. (Steve Schwein, Police Chief)

Staff Report

Resolution

K. A Resolution authorizing the City Manager to enter into an agreement with 32 Ford Inc. for the purchase of a 2008 F350 and specified options with 30 day tag at a cost not to exceed $44,484.00. (Mike Dreisbach, Service Director)

Staff Report w/attachments

Resolution

5. Resolutions.

A. A Resolution authorizing the City Manager to close Lot 52 on Saturdays, from 5:00 a.m. to 12:00 noon, from May 3, 2008 through November 1, 2008, to permit the operation of the Farmers Market within Lot 52 during said time. (Doug Elliott, City Manager).

Staff Report

Resolution

B. A Resolution establishing the Oxford Bus Feasibility Work Group to access the need for Public Transportation within the City of Oxford. (Doug Elliott, City Manager)

Staff Report

Resolution

C. A Resolution accepting the bid and authorizing the City Manager to enter into a contract with John R. Jurgenson Co. for resurfacing and maintenance work at a cost of

$316,604.00 plus a contingency amount of 2.65% of the contract or $8,396.00 for a total cost not to exceed $325,000.00. (Mike Dreisbach, Service Director)

Staff Report w/attachments

Resolution

D. A Resolution accepting the insurance bid of Insurance Specialist Group, Inc. DBA Love Insurance Partners for the City's property and casualty insurance coverage for 2008. (Heidi Hill, Acting Finance Director)

Staff Report

Resolution

Recommendation Letter

6. Ordinances. - Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

A. First Reading.

1.An Ordinance Regarding a Zoning Map Amendment. (Jung-Han Chen, Community Development Director)

Staff Report w/attachments

Ordinance

B. Second Reading.

1.None

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

A. Announcements.

1.Remarks from City Council and City staff.

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

WED - Apr 02 Historic and Architectural Preservation Commission Meeting 7:30 p.m.

THUR - Apr 03 Planning Commission Work Session 5:30 p.m.

THUR - Apr 03 Civil Service Commission Special Meeting 5:30 p.m. Municipal Building 2nd Floor Conference Rm.

FRI - Apr 04 Community Improvement Corporation Meeting 12:00 p.m. LCBN 2nd Floor Community Room

TUES - Apr 08 Planning Commission Meeting 7:30 p.m.

THUR - Apr 10 Police Advisory Board Meeting 7:00 p.m. Senior Citizens Center

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

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

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

THUR - Apr 17 City Council Work Session 7:00 p.m.

FRI - Apr 18 Community Improvement Corporation Meeting 12:00 p.m. LCNB 2nd Floor Community Room

MON - Apr 21 Housing Advisory Commission 7:00 p.m. Municipal Building 2nd Floor Conference Room

WED - Apr 23 Environmental Commission Meeting 7:00 p.m. Municipal Building 2nd Floor Conference Room

WED - Apr 23 Civil Service Commission Meeting 7:30 p.m.

8. Adjourn

**ORDINANCE NO.**

AN ORDINANCE ACCEPTING THE PLANNING COMMISSION'S RECOMMENDATION AND GRANTING A ZONING MAP AMENDMENT FOR 3.26 ACRES OF LAND LOCATED ON THE NORTHEAST CORNER OF U.S. 27 S. AND SOUTHPOINTE PARKWAY OXFORD, OHIO AND REZONING THE PROPERTY FROM R-3 (MULTI-FAMILY RESIDENTIAL) TO GB (GENERAL BUSINESS) ZONING DISTRICT.

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

SECTION 1: Council finds in accordance with Section 1125.01 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on March 11, 2008, at 7:30 p.m., on the applicant's, City of Oxford, application for a Zoning Map Amendment for 3.26 acres of land located on the northeast corner of U.S. 27 S. and Southpointe Parkway Oxford, Ohio requesting the rezoning of the property from R-3 (Multi-Family Residential) to GB (General Business) Zoning District.

SECTION 2: The Oxford Planning Commission, after due deliberation, recommended granting the Zoning Map Amendment, and found that the proposed rezoning request was in keeping with the intended characteristics of the general vicinity of the property and was the most appropriate use of the property in question.

SECTION 3: The Planning Commission found the request does comply with the intent of the Oxford Zoning Ordinances and the Oxford Comprehensive Plan

SECTION 4: Council hereby accepts the recommendation of the Oxford Planning Commission, and after due deliberation, finds for the granting of the Zoning Map Amendment, rezoning 3.26 acres of land located on the northeast corner of U.S. 27 S. and Southpointe Parkway Oxford, Ohio and rezoning the property from R-3 (Multi-Family Residential) to GB (General Business) Zoning District.

SECTION 5: Council hereby grants the rezoning request to the City of Oxford for the property as requested by the applicant, incorporating the application and documents submitted by the applicant as a term and condition of the granting of this rezoning request and orders that the official zoning map be amended.

SECTION 6: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED: ___________________________

ATTEST:

DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

# CITY OF OXFORD
# STAFF SUMMARY REPORT

**Report to the City Manager**

**Council Meeting Of:** April 1, 2008

**Account Code No. #:**

**Budgeted Amount:**

Community Development Department
**Originating Department**

Jung-Han Chen
**Prepared By**

March 17, 2008
**Date Prepared**

**Agenda Title: PC-05-2008 ZONING MAP AMENDMENT Southpointe Crossings,** 3.26 acres located on the northeast corner of US 27 South and Southpointe Parkway, from R3 (Multi-Family Residential) to GB (General Business) District, **City of Oxford, Applicant**

**Recommendation:** **Approve**

**Discussion:**
The initial zoning of the entire Southpointe development was approved by the Butler County Planning Commission and then subsequently annexed into the City. Based on the executed Development Agreement, the zoning of these 3.26 acres of land needed changed to the most equivalent City zoning classification through the rezoning process. Unfortunately, Butler County's commercial zoning classification of this corner was inadvertently not carried over to the City of Oxford's classification. This request is to rectify this oversight and honor the Agreement by correctly providing the appropriate zoning.

For the past few decades this corner has been a commercial use, and a commercial establishment for this general vicinity would be an appropriate land use practice. The design features and aesthetic element would be critical in the development of this site due to the location of this corner being the gateway to the City and future Tech Park.

The Planning Commission voted 7-0-0 to recommend approval of this zoning change request.

**Approved By:**

| | Initial | Date |
|---|---|---|
| **Department Head:** | JHC | 3/17/08 |
| **City Attorney:** | | |
| **City Manager:** | | |

# Certification of Action
# Oxford Planning Commission
# Recommendation to City Council

| | |
|---|---|
| **Report Date** | March 17, 2008 |
| **Case Number** | PC-05-2008 |
| **Applicant Information** | City of Oxford, Applicant |
| **Requested Action** | Zoning Map Amendment |
| **Summary of Request** | Request for a Zoning Map Amendment from R3 (Multi-Family Residential) to GB (General Business District). |
| **Public Hearing Information** | On March 11, 2008, a public hearing was held at 118 West High Street. A legal notice of the hearing was published in the Oxford Press on February 8, 2008. Courtesy notices were mailed to adjacent property owners on February 15, 2008. |
| **Commission Action** | The Planning Commission voted 7-0-0 recommending approval of the Zoning Map Amendment. |
| **Commission Findings and Conclusions** | After public hearing and discussion, the Planning Commission voted to recommend approval of the Zoning Map Amendment to honor the executed Development Agreement and correct the error in zoning. |
| **Exhibits Submitted to the Commission** | 1. Community Development Staff Report dated February 27, 2008<br>2. Inter-Office Review Transmittal Sheets dated February 14, 2008<br>3. Zoning Map Amendment Application dated January 25, 2008<br>4. Zoning Map |

# City of Oxford

*Community Development Department*

## STAFF REPORT

## Planning Commission

**Case # PC-05-2008** **Date – March 11, 2007**

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**APPLICATION**

| | |
|---|---|
| Applicant: | City of Oxford |
| Location: | U.S. 27 South (Southpointe Blvd.) |
| Owner: | 4-Leaf Development LLC |
| Action Request: | Zoning Map Amendment from "R3" to "GB" |
| Current Use: | Multi-Family Residence and Vacant Land |
| Current Zoning | "R3" Multi-family Residential **(City of Oxford Zoning)** |
| Surrounding Existing Land Uses: | Single-Family\Agricultural and Vacant |

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**GENERAL DESCRIPTION**

The subject property is part of a Development Agreement and annexation acceptance that was recently finalized in August 2007. City Council Ordinance No. 2966 adopted the zoning classifications of the property while Ordinance No. 2965 accepted the annexation of the land into the City of Oxford. A Development Agreement was made with the property owner May 23, 2006.

As a part of the Ordinances, Development Agreement and annexation process, the City agreed to zone the property that was the most equivalent to the preliminary development plan and County zoning classifications for the property.

During these hearings, much of the discussion focused on the southern portion of the property and residential densities. While recently reviewing the zoning map and data collection for the Comprehensive Plan, staff noticed that the 3.26 acres on the northeast corner of US 27 South and Southpointe Parkway was illustrated as "R3" Multi-Family Residential. Upon further review of the file and plans submitted with the annexation, Staff realized that this corner should have been rezoned to "GB" General Business from the beginning, in accordance with the Ordinances and Agreements mentioned above. The accepted Preliminary development plan lists this corner as B-PUD for commercial development.

The City has initiated this map amendment solely to correct an error and honor the Development Agreement.

**SURROUNDING NEIGHBORHOOD**

The site is 3.26 acres on the northeast corner of US 27 South and Southpointe Parkway. The area directly north of the site is a single-family residential subdivision. The area south of the site is mainly agricultural landscape and zoned "OI". The site is bordered by Four-Mile Creek to the east and U.S. 27 to the west. Directly across U.S.27 is multi-family and vacant land that is inside the City limits.

## AGENCY COMMENTS

Requests for agency review were sent to the Police, Engineering and Fire Departments. The following Comments were returned:

| | |
|---|---|
| Police Department: | No comments on this request. |
| Engineering: | Support the proposed map amendment. |
| Fire: | No comments received to date. |

## PUBLIC COMMENT FORMS

No comments have been received to date.

## RECOMMENDATION

Staff recommends Approval of Case # 05-2008, a zone map amendment for 3.26 acres on the northeast corner of US 27 South and Southpointe Parkway, from "R3" Multi-Family Residential to "GB" General Business District.

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SUBMITTED

BY: Kathryn A. Dale

Kathryn A. Dale, AICP
City Planner
Community Development Department

DATE: February 27, 2008

City of Oxford
Inter-Office Review Transmittal Sheet

Date: 2/14/2008

To: Fire Department Engineering Division Police Department

From: Community Development

Drawings are being submitted to you for the following:

Case #: PC-05-2008

Description:

**PC-05-2008** **ZONING MAP AMENDMENT Southpointe Crossings,** 3.26 acres on the northeast corner of US 27 South and Southpointe Parkway, from R3 (Multi-Family Residential) to GB (General Business) District **City of Oxford, Applicant**

____X______ Review __________ Revisions ____________Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **3/5/08** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

When developed, will driveway enter and exit on Southpointe, and not US 27

Drawings reviewed by: Len Endress, Fire Chief

RECEIVED
FEB 15 2008
City of Oxford
Engineering Division

City of Oxford
Inter-Office Review Transmittal Sheet

Date: 2/14/2008

To: Fire Department Engineering Division Police Department

From: Community Development

Drawings are being submitted to you for the following:

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____X______ Review __________ Revisions ___________Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **3/5/08** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

SEE MEMO DATED 2-19-2008

Drawings reviewed by: [signature] 2-19-2008

CITY OF
OXFORD
HOME OF MIAMI UNIVERSITY

# Memo

Service Department
Engineering Division
513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu, P.E.
City Engineer

RE: Case #: PC-05-2008

DATE: February 19, 2008

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We agree with the proposed Zoning Map Amendment that corrects a previous omission.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: 2/14/2008

To: Fire Department Engineering Division Police Department

From: Community Development

Drawings are being submitted to you for the following:

Case #: PC-05-2008

Description:

**PC-05-2008** **ZONING MAP AMENDMENT Southpointe Crossings,** 3.26 acres on the northeast corner of US 27 South and Southpointe Parkway, from R3 (Multi-Family Residential) to GB (General Business) District **City of Oxford, Applicant**

____X______ Review _________ Revisions ___________Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **3/5/08** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

Drawings reviewed by: S Selwa

Case No.: PC-5-2008
Date filed: 1/25/08

# Zoning Map Amendment Application

City of Oxford, Ohio

## REQUIRED INFORMATION

Name of Applicant: City of Oxford
(Attach a letter of agency if the applicant is not the property owner.)

Mailing Address: 101 East High

Telephone Number(s) (513) 524-5204

Location of Property: 3900 Southpointe Parkway
(Indicate address if there is an existing structure or subdivision name and lot number if subdivided.)

Legal Description:
Total Area: 3.26 Acres / Square Feet (circle one)
Existing Use of Property:
Current Zoning: R-3

Proposed Zone(s): GB
Proposed Use:

## SUBMISSION REQUIREMENTS

Please submit a vicinity map, at a scale and a metes and bounds description of the property, the statement described below and the required fee of $150.00, made payable to the City of Oxford. The entire submission must be prepared in accordance with Chapter 1135, Zoning Code Amendments, of the City of Oxford Zoning Code.

On a separate sheet of paper, provide the names and addresses of all adjoining property owners within 200 feet of every parcel proposed to be rezoning, including those across streets, roads, alleys and highways.

Attach a statement which responds to the following questions:

1) What is the relationship of the proposed zone change to the City of Oxford's Comprehensive Plan?
2) How will the zone change affect the neighborhood in which the property is located? Briefly describe any impacts of the change as proposed.
3) How will the zone change affect public facilities such as sewer and water service, drainage, schools and roads, if applicable?
4) What mitigating actions might be suggested to offset problems resulting from adverse impacts on private property and public facilities (e.g., landscape screening, drainage improvements, changes in traffic signalization, provision of additional turn lanes).
5) Why is the current zoning classification of the property no longer appropriate?

All materials and application fee must be delivered to the office of the Planning Director, Municipal Building, 101 East High Street, Oxford, Ohio 45056. **Incomplete applications will not be processed.** Any questions should be directed to the Planning Department at (513) 524-5204. The issue will be placed on the next possible agenda.

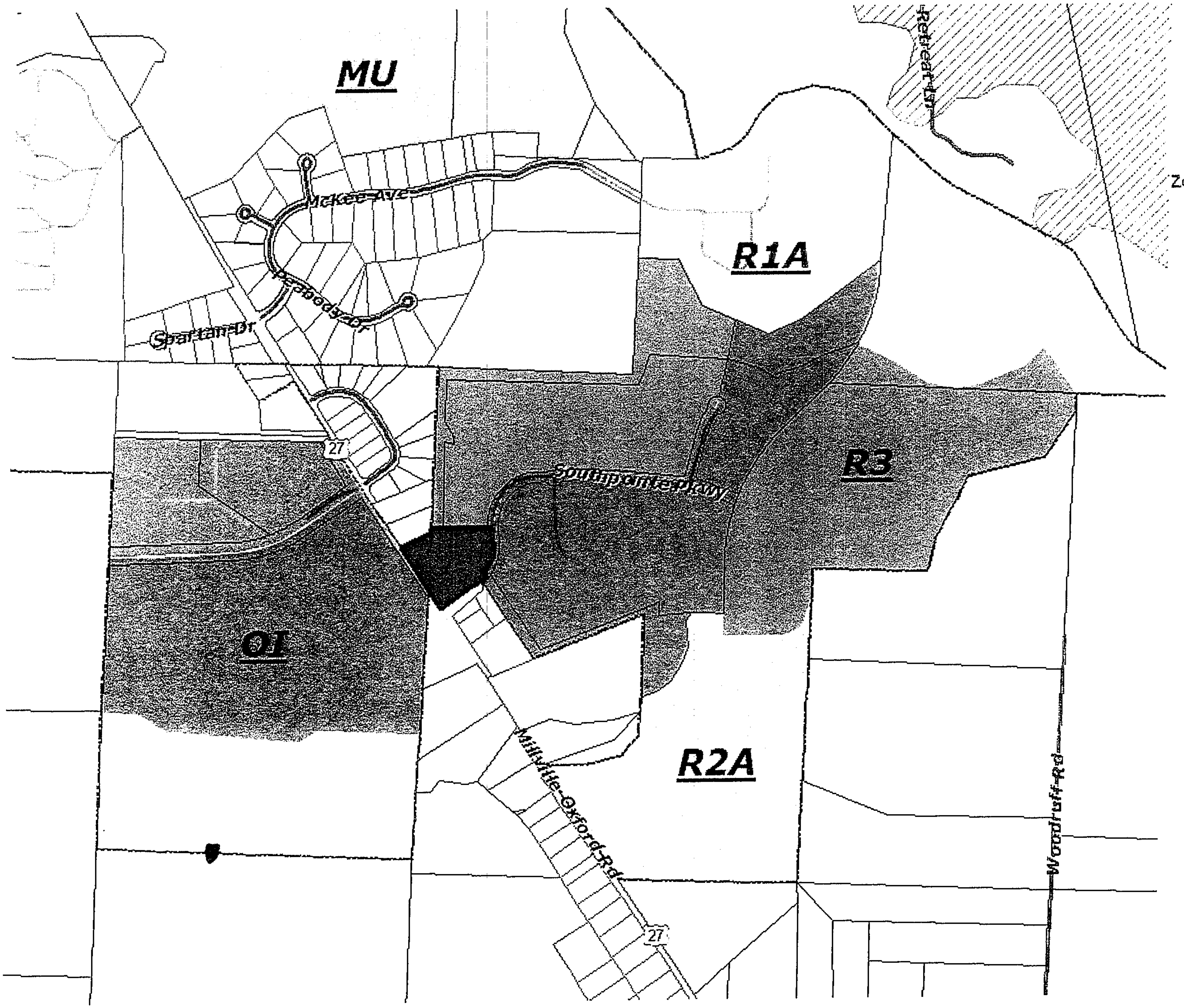
**NOTE:** **Notification and publication requirements must be adhered to. Submit materials 45 days prior to the proposed meeting date.**

**SIGNATURE OF APPLICANT:** Jung Han Chen **Date:** 1/25/08

**PRINTED NAME:** Jung Han Chen

**FEE / RECEIPT**

$150 Fee Paid / Receipt Number: NA

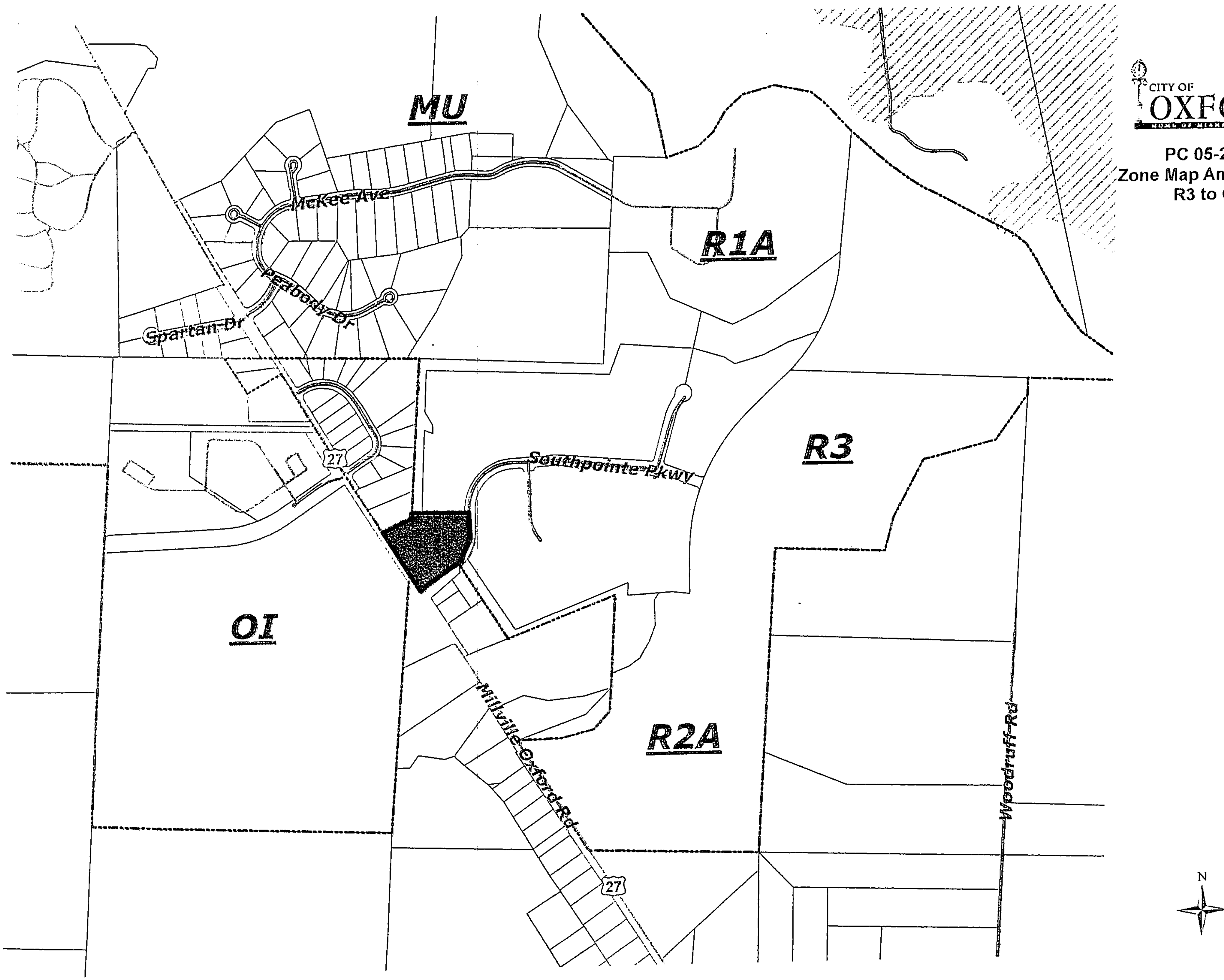



CITY OF OXFORD

PC 05-2008
Zone Map Amendment
R3 to GB

CITY OF OXFORD
HOME OF MIAMI UNIVERSITY

PC 05-2008
Zone Map Amendment
R3 to GB



Compensation Analysis, Inc.
(216) 780-3605
(216) 642-8830 Fax

**P.O. Box 31014**
**Cleveland, OH 44131**

March 27, 2008

Doug Elliott, Jr.
City Manager
City of Oxford
101 East High Street
Oxford, OH 45056

VIA: Electronic Mail, Fax and Regular Mail

RE: Property Casualty Bid 2008-09

Dear Mr. Elliott:

On March 14, 2008, 12:00 PM Oxford City time, at 101 East High Street Oxford, OH 45056 sealed bids for the 2008-2009 Insurance Program were opened and read. Present were representatives from the Brower Insurance Agency, Governmental Underwriters of America, Inc., and Wichert Insurance Services, as well as Heidi Hill and myself on behalf of Oxford. Seven bids packages were received from six agencies.

The following is intended to be a brief overview of some of the major issues reviewed.

**Conclusion**

Based upon the variations in the bids received I am recommending that Oxford accept the proposal from the Love Insurance Agency using a combination quote of the St. Paul and AAIC Insurance Companies. The total price of the combined program is $121,130.

Please note that last year's total insurance cost was approximately $198,000. The 2008-09 recommended program represents a 38% decrease over last year. Note also that this recommendation includes a $10 million umbrella over the whole program including the VFIS volunteer firefighter's stand-alone product.

Please keep in mind that there is likely to be a price variance from the above figure although it will be relatively minor. One issue that needs to be addressed is the difference between the property schedules used in the bid and the property schedules used by the current market. The property values maintained by the City were less than those scheduled and that needs to be reconciled. We will need to make sure that we maintain appropriate levels of insurance and need to get with the successful agent to review the variance between our schedule and the one maintained by the current carrier.

## Market Observations

Most industries are cyclical to some extent. The property/casualty (P/C) insurance industry cycle is characterized by periods of soft market conditions, in which premium rates are stable or falling and insurance is readily available, and by periods of hard market conditions, where rates rise, coverage may be more difficult to find and insurers' profits increase.

A dominant factor in the P/C insurance cycle is intense competition within the industry. Premium rates drop as insurance companies compete vigorously to increase market share. As the market softens to the point that profits diminish or vanish completely, the capital needed to underwrite new business is depleted. In the up phase of the cycle, competition is less intense, underwriting standards become more stringent, the supply of insurance is limited due to the depletion of capital and, as a result, premiums rise. The prospect of higher profits draws more capital into the marketplace leading to more competition and the inevitable down phase of the cycle.

The insurance market for governmental entities in Ohio remains "soft". This means that there is excess capacity and more insurance carriers are willing to try to write more difficult risks at lower prices. This year has demonstrated that continuing trend in the marketplace. While there are always a number of factors that influence the cost of insurance there are two underlying this bid:

1) Certainty in governmental immunity in Ohio and,
2) A good loss ratio. The City has an acceptable loss history.

## Bid Review

My recommendation is being made recognizing the value associated with continuity in the relationship with your insurance carrier and insurance agent. The more stable the relationships the more stable the insurance premiums will be.

My recommendation is based upon the following:

- **Experience**-the current relationship has not been what we would call long term. The Arrowhead program has been in place for a number of years albeit with two different carriers. We would naturally prefer the existing company relationship however the pricing differential is significant. The recommended program with St. Paul and AAIC, is from insurance carriers with histories in the insurance business and more than a fleeting commitment to the public entity business. In addition you have the advantage of the same agent. The other markets with the exception of the Public Entity Pool of Ohio would be acceptable alternatives however the advantage is to the Love Insurance Agency and St. Paul.

St. Paul has shown a commitment to the public sector in a number of ways. Since 1991, St. Paul Travelers' Public Sector Services unit has focused exclusively on public entities. St. Paul has dedicated Risk Control and Claim control resources that are specifically tailored to public sector issues.

St. Paul's Coverage highlights include:

- Customized property coverage for public sector clients
- Public Entity General Liability designed exclusively for public entities, as opposed to commercial form of coverage
- Public Entity Management Liability for wrongful acts committed by a protected person in the conduct of duties by or for a public entity
- Employment Practices Liability coverage
- Law Enforcement Liability including protection for the operation of a jail or detention facility
- Auto coverage for law enforcement and emergency vehicles, as well as commandeered autos and their owners
- Umbrella coverage
- Large deductible, self-insured retention and maximum retention plans

**The edge in experience goes to Love and the St. Paul.**

- **Financial Stability**-In looking at financial stability there is no question that the St. Paul is one of the strongest carrier. St. Paul carries an A+ rating by AM Bests and is a size XV carrier. Selective also carries an A+ rating but were not competitive. Fireman's Fund, HCC are A rated and Trident carries an A- rating. The OGRMP is a pool and does not carry a financial rating. I have reviewed the OGRMP on a number of occasions and in fact recommended it to my clients. I would have no problem recommending the program if it were the lowest and the best quote.

  **The edge in this case would go to St. Paul and Selective.**

- **Coverage/deductibles**-there are significant variations in the deductibles and there is no major advantage to any of the programs. From a coverage perspective there is no clear winner. There are so many variations in coverage that it would be difficult to outline all of them. If there is any advantage it is likely with Trident but it is felt to be non-material. The advantage in deductibles is to the OGRMP which has $5,000 deductibles in Public Officials and Police Professional Liability.

**The advantage in deductibles goes to the OGRMP.**

- **Premium differential**-the premium differential over the incumbent program is $33,000 a very large differential. The St. Paul program is at least $10,000 less expensive than its nearest competitor and therefore has the advantage.

  **The advantage is to St. Paul.**

**Summary**

Based upon the totality of the circumstances as reviewed above and attached I am recommending that the City award the bid to Love Insurance Agency using the St. Paul AAIC Insurance Companies.

Please review and let me know if you have any questions.

Very truly yours,

Daniel P. O'Brien JD
Principal

DPO/cao

# CITY OF OXFORD
# STAFF SUMMARY REPORT

**Report to the City Manager**

Finance Department
**Originating Department**

**Council Meeting Of:** April 1, 2008

Heidi Hill
**Prepared By**

**Account Code No. #: Various**

**Budgeted Amount: $207,129**

March 27, 2008
**Date Prepared**

**Agenda Title:** 2008 Property and Casualty Insurance

**Recommendation:** Approve

**Discussion:**

Staff is requesting Council to approve the property and casualty insurance bid of $121,130 for 2008. This represents a 38% cost reduction over last year's cost of $198,000.00.

Please find attached the letter of recommendation prepared by our insurance consultant Dan O'Brien. His recommendation is to stay with the incumbent Love Insurance with the quotes of insurance coverage with St.Paul and AAIC insurance companies.

After review of our insurance needs, it is the recommendation of Mr. O'Brien that we use part of the substantial savings to purchase a complete appraisal on all property so that our coverage's on assets be true to the value. We have not had an appraisal on our property in many years. This could and probably will increase our premium slightly once the true values are assessed, however, the impact would be in the range of $3,000-$5,000 annually.

**Approved By:**

| | Initial Date |
|---|---|
| **Department Head:** | \ |
| **City Attorney:** | \ |
| **City Manager:** | \ |

**RESOLUTION NO.**

RESOLUTION ACCEPTING THE INSURANCE BID OF INSURANCE SPECIALIST GROUP, INC. DBA LOVE INSURANCE PARTNERS FOR THE CITY'S PROPERTY AND CASUALTY INSURANCE COVERAGE FOR 2008.

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

SECTION 1: The City Manager and the Finance Director hereby recommend that Council accept the property and casualty insurance quote of Insurance Specialist Group, Inc. DBA Love Insurance Partners effective April 1, 2008. The City Manager and Finance Director further recommend Council authorize them to update insurance coverage on an ongoing basis as needed, to provide insurance coverage of future assets acquired.

SECTION 2: Council hereby accepts the recommendation of the City Manager and the Finance Director and accepts the quote of Insurance Specialist Group, Inc. DBA Love Insurance Partners for the City's property and casualty insurance coverage for a cost of $121,130.00 for 2008. The Council authorizes the City Manager and the Finance Director to update the City's insurance coverage and to incur additional costs throughout the year as deemed necessary to provide insurance coverage of future assets acquired.

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

____________________________
MAYOR

ADOPTED: ____________________

ATTEST:

____________________________
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW (STAFF)

**RESOLUTION NO.**

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH JOHN R. JURGENSON CO. FOR RESURFACING AND MAINTENANCE WORK AT A COST OF $316,604.00 PLUS A CONTINGENCY AMOUNT OF 2.65% OF THE CONTRACT PRICE OR $8,396.00 FOR A TOTAL COST NOT TO EXCEED $325,000.00.

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

SECTION 1: Council hereby finds John R. Jurgenson Co. to be the lowest and best bidder and accepts the bid of $316,604.00 for the 2008 resurfacing and maintenance work as described in Attachment "A" attached hereto and incorporated herein.

SECTION 3: The City Manager is hereby authorized to enter into a contract with John R. Jurgenson Co. at a cost of $316,604.00 plus a 2.65% contingency for a total cost not to exceed $325,000.00 for resurfacing and maintenance work as described in Attachment "A."

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

MAYOR

ADOPTED:

ATTEST:

DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW(STAFF)

# CITY OF OXFORD
# STAFF SUMMARY REPORT

**Report to the City Manager**

**City Council Meeting of:** April 1, 2008

**Account Code #:** 141.720.51000

**Budgeted Amount:** $325,000

Service Department
**Originating Department**

Michael B. Dreisbach
**Prepared By**

March 20, 2008
**Date Prepared**

**Agenda Title: 2008 Street Resurfacing and Maintenance Program**

**Recommendation: Approval**

**Discussion:**

The 2008 Operating Budget includes $325,000 for street and alley improvements. Staff has evaluated the surface condition of City streets in order to provide data for the compilation of the 2008 Street Resurfacing Program. Several factors were considered in recommending a street or alley 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. Some streets that warrant resurfacing were removed from the list due to scheduled or proposed construction projects in 2008 or 2009 (i.e. Spring Street from Patterson to Campus because of significant demolition / construction activity by the University). A tentative resurfacing list has been identified for the 2008 street maintenance program and staff is notifying property owners on identified streets to repair deficient driveway aprons, curb, and gutter prior to paving. By improving drainage conditions prior to resurfacing, our investment will be expected to last much longer.

The list of streets proposed for improvement is attached and labeled "**Exhibit A**".

Staff also evaluated streets resurfaced in the past few years to assess the current condition and to maximize the longevity of recent improvements. The City included a request for bids for asphalt crack sealing services as part of our street maintenance program. By managing surface cracks with a sealing program, recently paved streets should last considerably longer.

A request for bids was published in the Oxford Press and Hamilton Journal on February 29 and March 7, 2008. Sealed proposals were opened on March 14, 2008. Four firms submitted bids with the following results:

**Approved By:**

| | Initial | Date |
|---|---|---|
| Department Head: | MBD | 3/24/08 |
| City Manager: | | |

| | |
|---|---|
| **John R. Jurgenson Co.** | **$ 316,604.00** |
| Barrett Paving | 320,304.75 |
| Mt. Pleasant Blacktopping Co. | 343,249.00 |
| Don S. Cisle Contractor, Inc. | 360,511.80 |

Bids submitted included the following line item cost breakdowns:

- Asphalt milling
- Asphalt placing and compacting
- Crack sealing
- Traffic control
- Pavement / traffic marking replacements
- Blue reflective armored markers to indicate fire hydrant locations
- Yellow / white markers to enhance land marking safety

The spread between the top two bids was only approximately 1% and the top two bids were both within the City's estimate of probable cost. In the 2007 resurfacing program, the City paid Mt. Pleasant Blacktopping Co. $52 per ton (installed) for asphalt. In the 2008 resurfacing program, the cost for per ton of asphalt installed is $54.60, an increase of 5%. Given the soaring price of raw crude oil, asphalt, and fuel, the pricing received by the City could have been much higher. Funds expended for improvements to High Street (US 27) will be eligible for reimbursement from the Motor Vehicle License Fund.

The lowest bid for the 2008 street maintenance program was provided by John R. Jurgenson Co. at $316,604.00. Staff is requesting an authorized contingency amount of 2.65 percent of the contract or $8,396.00. It is Staff's recommendation that Council authorize the City Manager to enter into an agreement with John R. Jurgenson Co. for a total amount not to exceed **$325,000.00**.

## EXHIBIT "A"

**CITY OF OXFORD**
**2008 STREET RESURFACING PROGRAM** **Revised 3/20/2008**
**PROPOSED LIST OF STREETS TO BE RESURFACED**

**STREETS TO BE RESURFACED**

High Street – Patterson Ave. to Talawanda Rd.
High Street – Talawanda Rd. to Bishop St.
High Street – Bishop St. to University Ave.
High Street – University Ave. to Campus Ave.
Chestnut Street – Campus Ave. to Railroad Crossing
Police Impound Lot (Flood control, pavement sealing)
College Ave. – Spring St. to Foxfire Dr.
Lynn Ave. – Contreras Rd. to Fairfield Rd.
Contreras Road – Locust St. to James Rd.
Vine St. and Locust St. – Drainage correction to intersection

**ALLEYS TO BE PAVED**

North/south alley from Sycamore St. to Vine St. between Campus Ave. and University Ave.

*** Streets shown in bold type are to have a six (6) foot wide milling along each curb face or edge of pavement. Other streets are to be milled curb to curb unless otherwise indicated.**

** Adjustments to quantities may be made to reflect bid prices versus budgeted funds and other variables beyond the contractor's control.

**RESOLUTION NO.**

A RESOLUTION ESTABLISHING THE OXFORD BUS FEASIBILITY WORK GROUP TO ASSESS THE NEED FOR PUBLIC TRANSPORTATION WITHIN THE CITY OF OXFORD.

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

SECTION 1: Council hereby establishes the Oxford Bus Feasibility Work Group to assess the need for public transportation within the City of Oxford. The Work Group shall be made up of the following eight (8) members, each of whom are appointed by City Council: (A) representative of Oxford's Senior Citizen Center; (B) representative of the Family Resource Center; (C) representative of the Knolls of Oxford; (D) representative of Miami University; (E) representative of the City Council; (F) representative of First Student (the Miami University transit system); (G) representative of Peterman, Ltd. (the Talawanda bus system); (H) a Citizen at large.

SECTION 2: The purpose of the Oxford Bus Feasibility Work Group shall be to (1) assess the need for a public transit system which shall serve all of the residents of the City of Oxford; (2) listen to the concerns of Oxford's citizens, business owners, and property owners; (3) propose where the public transit system would operate, suggesting routes and times based on the needs of the community; (4) investigate the cost of such a system; (5) investigate how the public transit system would be funded; and (6) present findings to City Council to consider in a timely manner.

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

______________________________
MAYOR

ADOPTED: ____________________

ATTEST:

________________________________________
DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW(STAFF)

# CITY OF OXFORD
# STAFF SUMMARY REPORT

**Report to the City Manager**

City Manager
**Originating Department**

**Council Meeting Of:** April 1, 2008

Mary Ann Eaton
**Prepared By**

**Account Code No. #:**

**Budgeted Amount:**

March 24, 2008
**Date Prepared**

**Agenda Title:** **Resolution establishing the Oxford Bus Feasibility Work Group to assess the need for Public Transportation within the City of Oxford.**

**Recommendation:** **Approve**

**Discussion:**
The proposed Resolution will establish an Oxford Bus Feasibility Work Group.

**Approved By:**

| | Initial Date |
|---|---|
| **Department Head:** | _____\ |
| **City Attorney:** | _____\ |
| **City Manager:** | _____\ |

**RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO CLOSE LOT 52 ON SATURDAYS, FROM 5:00 A.M. TO 12:30 P.M., FROM MAY 3, 2008 THROUGH NOVEMBER 1, 2008, TO PERMIT THE OPERATION OF THE FARMERS MARKET WITHIN LOT 52 DURING SAID TIME.

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

SECTION 1: Council has determined that it would be beneficial for the City to permit the Farmers Market to operate on Lot 52 on Saturdays, between May 3, 2008 through November 1, 2008 and that the closure of Lot 52 between the hours of 5:00 A.M. and 12:30 P.M. is required to permit this operation.

SECTION 2: Council hereby authorizes the City Manager to close Lot 52 on Saturdays from 5:00 A.M. to 12:30 P.M., from May 3, 2008 through November 1, 2008 to permit the operation of the Farmers Market within Lot 52 during said time.

SECTION 3: In all other respects the City of Oxford traffic code shall remain in full force in effect.

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

________________________________
MAYOR

ADOPTED: __________________________

ATTEST:

_________________________________________
DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW(STAFF)

# CITY OF OXFORD
# STAFF SUMMARY REPORT

**Report to the City Manager**

City Manager
**Originating Department**

**Council Meeting Of:** April 1, 2008

Mary Ann Eaton
**Prepared By**

**Account Code No. #:**

**Budgeted Amount:**

March 24, 2008
**Date Prepared**

**Agenda Title:** **Resolution authorizing the City Manager to close Lot 52 on Saturdays, from 5:00 A.M. to 12:30 P.M., from May 3, 2008 through November 1, 2008, to permit the operation of the Farmers Market within Lot 52 during said time.**

**Recommendation:** **Approve**

**Discussion:**

The attached request is for the use of Lot 52 for the Farmers Market.

**Approved By:**

| | Initial Date |
|---|---|
| **Department Head:** | _____\ |
| **City Attorney:** | _____\ |
| **City Manager:** | _____\ |

**RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH 32 FORD INC. FOR THE PURCHASE OF A NEW 2008 FORD F350 AND SPECIFIED OPTIONS WITH 30 DAY TAG AT A PRICE BELOW STATE CONTRACT PRICING AT A COST NOT TO EXCEED $44,484.00.

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

SECTION 1: Council hereby authorizes the City Manager to purchase from 32 Ford Inc. a new 2008 Ford F350 and specified options with 30 day tag at a price below State Contract pricing at a cost not to exceed $44,484.00. Said amounts shall be paid by funding which the City Manager and Finance Director are hereby authorized to negotiate and secure on behalf of the City.

SECTION 2: The City Manager is purchasing said vehicle through 32 Ford Inc., which meets or exceeds the specifications of the Ohio Cooperative Purchasing Program of the Department of Administrative Services, as required by Section 125.04 of the Ohio Revised Code.

SECTION 3: Council further authorizes the City Manager to dispose of a 1997 Ford F350 through public auction.

SECTION 4: Funds have been appropriated in an amount in excess of the purchase price authorized.

SECTION 5: This resolution shall take effect at the earliest date allowed by law.

______________________________
MAYOR

ADOPTED:

ATTEST:

______________________________________
DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW (STAFF)

# CITY OF OXFORD
# STAFF SUMMARY REPORT

**Report to the City Manager**

**City Council Meeting of:** April 1, 2008

**Account Code #:** 140.122.50802

**Budgeted Amount:** $44,500.00

Service Department
**Originating Department**

Michael B. Dreisbach
**Prepared By**

March 7, 2008
**Date Prepared**

**Agenda Title: Purchase of Replacement Truck for Streets & Maintenance Division - # 61**

**Recommendation: Approve**

**Discussion:** The 2008 Operating Budget includes $44,500 for the purchase of a replacement truck for use by the Streets & Maintenance Division of the Service Department. The current vehicle, # 61, is a 1997 model and exceeded its planned replacement cycle of ten years. This vehicle will be used in snow plowing and de-icing activities, yard waste collection / processing, and for general street repair and construction.

The State of Ohio contract for the purchase of trucks and vans (Index No. GDC-093-E) includes item #31B, a 2008 F350 regular cab four wheel drive truck (cab/chassis ONLY). The unit price for this vehicle, sold through Mike Bass Ford is $24,599.00. Staff is requesting the following additional equipment for the vehicle:

| | |
|---|---|
| Base vehicle price: | $24,599.00 |
| Two cubic yard dump body (Rugby) | |
| Safety package inc. lighting and backing alarm | |
| Towing option w/ central hydraulics | |
| Tailgate material spreader and snow plow assembly | |
| Miscellaneous options as described in attached quotation | |
| Delivery to Oxford (City Garage) and temporary tag | |
| Options sub total.... | 22,128.70 |
| **Total price under State contract with Mike Bass Ford** | **$46,727.70** |

Staff obtained an additional quote from our 2007 vendor to compare to the State contract already in place. The City was able to obtain lower pricing than that obtained by the State of Ohio in their Department of Administrative Services (DAS) Contract. This quote was provided by **"32 Ford Mercury, Inc." at a total cost of $44,484.00**. House Bill #204 provides the City the authority to purchase in this manner while beating a previously advertised cost from another vendor through the DAS contract.

This Resolution will authorize the City Manager to enter into an agreement with "32 Ford, Inc." for the purchase of a 2008 Ford F350 truck and specified options with 30-day tag at a cost not to exceed **$44,484.00**. Staff further recommends Council authorize the sale of a 1997 Ford F-350 truck by public auction at the earliest convenience of the City.

**Approved By:**

| | Initial | Date |
|---|---|---|
| Department Head: | MBD | 3/18/08 |
| City Manager: | | |

ITEM -31B – Cab & Chassis – Full Size, 4WD, Regular Cab, 10,500 lbs. GVWR – Diesel

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

CONTRACTOR: MIKE BASS FORD MFG: FORD MODEL: F-350 MODEL NUMBER: F-37

Item ID No.: 11981 UNIT PRICE: $24,599.00

List any exceptions to the specifications: NONE

| ITEM ID NO. | | UNIT COST |
|---|---|---|
| 12424 | Delivery charge per mile, per vehicle round trip map mileage for delivery by the contractor: | $ .60 |
| | Minimum Delivery Charge: | $ 0.00 |

| ITEM ID NO. | CONTRACTOR'S ORDER NO. | OPTIONS | UNIT COST |
|---|---|---|---|
| | VS | Vinyl Seat Covering | $ -133.00 |
| 12432 | 165 | 84" Cab to Axle (Not available with 2 Yard Dump) | $ 165.00 |
| 12433 | 473 | Snow Plow Prep. (No Plow) | $ 84.00 |
| 12434 | 8 PLOW | Snow Plow Pkg. (Incl. Prep) | $ 2,799.00 |
| 12435 | DUMP | 2 Yard Dump Body | $ 5,900.00 |
| 12436 | TBM | All Terrain Tires, State Size/Ply: (LT245/17 - 10) | $ 124.00 |
| 12437 | 531 | Towing Package, State Rating: (11,100 lbs.) | $ 154.00 |
| 12438 | 525 | Cruise Control/Tilt Wheel | $ 384.00 |
| | STD | Trailer Mirrors | $ 0.00 |
| 12439 | 62R | PTO Provision | $ 249.00 |
| 12440 | TAG | 30 Day Tag | $ 10.50 |
| 12441 | PM | Parts Manual (Electronic) | $ 249.00 |
| 12442 | SM | Shop Manual (Electronic) | $ 249.00 |
| 12443 | F47 | Additional Option Package (Bidder to specify type: 16,000 GVW). | $ 8,901.00 |

List standard paint colors: GRAY, BLUE, RED, GOLD, GREEN, TOREADOR RED, STONE, BLACK, WHITE, SILVER

ITEM ID NUMBERS are not assigned to No Charge and/or Delete Items. Items are entered into OAKS as $.001. This allows the person entering the requisition to adjust the dollar value.

Note: Please use this page when entering a requisition for this item, reference Mike Bass Ford contract RS904308-4.

# Cab & Chassis – Full Size, 4WD, Regular Cab, 10,500 lbs GVWR – Diesel

**Item Number 31B**

| Standard Specification Items | Minimum Requirements | | Minimum Requirements |
|---|---|---|---|
| Mfg. Make | | Alternator (amps) | 115 |
| Mfg. Model-Model No. | | Battery (CCA) | 600 |
| Seating Capacity | 3 | Fuel Capacity (gals.) | 34 |
| # of Doors | 2 | Exterior Rear View Mirror | Req. |
| Wheelbase (in.) | 133 | Keyed Door Locks | Req. |
| Cab to Axle (in.) | 60 | Intermittent Windshield Wipers | Req. |
| Dual Rear Wheels | Req. | Air Conditioning | Front |
| Gross Vehicle Weight Rating (GVWR) (lbs.) | 10,500 | Seat Covering | Cloth |
| Base Curb Weight (lbs.) | 5,400 | Floor Covering | Vinyl |
| Payload (lbs.) | 5,100 | Floor Mats (Front) | Req. |
| Drivetrain | 4WD | Radio | AM/FM |
| Engine Type (Cylinder/Liter) | 8/6.4L | Front Seat Type | Split Bench |
| Horsepower (HP) | 300 | Power Antilock Brakes (Front and Rear) | Req., 4 Wheel |
| Torque (ft-lbs) | 360 | Restraint System (Driver and Passenger) | Req. |
| Cooling System | h.d.a. | Supplemental Restraint System (Driver and Passenger) | Req. |
| Automatic Transmission | Auto | Tires | All Season |
| Skid Plate | Req. | Spare Tire | Full |
| Differential Type/Ratio | Limited Slip/3.73 | Mfg. Standard Warranty | 3yr/36K Mile Min. |
| | | | |
| **Dimensions/Ratings** | | **Optional Equipment** | |
| Head Room (Front) | 40 | Vinyl Seat Covering | |
| Leg Room (Front) | 41 | 84" Cab to Axle (Not available with 2 Yard Dump) | |
| Hip Room (Front) | 61 | Snow Plow Prep (No Plow) | |
| Shoulder Room (Front) | 65 | Snow Plow Package (Incl. Prep) | |
| | | 2 Yard Dump Body | |
| | | All Terrain Tires (Rear Only) | |
| | | Tow Package | |
| | | Cruise Control/Tilt Wheel | |
| | | Trailer Mirrors | |
| | | PTO Provision | |
| | | 30-Day Tag | |
| | | Parts Manuals | |
| | | Shop Manuals | |
| | | | |

**Sales Quotation**

32 FORD MERCURY INC

Fleet Department
610 West Main Street - Batavia, OH 45103
Phone (513) 732-2681 / Fax (513) 732-2868
Email: 32FordFleet@Fuse.Net

---

| | | | |
|---|---|---|---|
| Date: | 3/6/08 | | |
| To: | Eric Keebler<br>City of Oxford | Phone:<br>Fax:<br>Email: | 513-523-8412<br><br>ekeebler@cityofoxford.org |

**2008 Ford F350 Regular Cab 4x4 Chassis 10,500 GVWR**
**Price Schedule For Supplemental Options**

Ohio State Contract Index No. GDC-93-E, Item #31B, base unit specifications and off contract options requiring a secondary P.O. are shown below.

| ***Description*** | ***Price*** |
|---|---|
| **Base Unit Price** | **$24,595.00** |
| 6.4L, V8, Diesel Engine | Included |
| Automatic Transmission | Included |
| LT245/75Rx17E BSW All Season | Included |
| Air Conditioning | Included |
| 115 Amp Alternator, 650 CCA Battery | Included |
| 141" Wheelbase, 60" CA | Included |
| 3.73 Limited Slip Differential | Included |
| Cloth Bench Seat | Included |
| AM/FM Radio | Included |

**State Contract Options**

| | | |
|---|---|---|
| V | Vinyl Seat Covering | -$133.00 |
| 8PLOW | Snow Plow Package | $2,799.00 |
| DUMP2 | 2 Yard Dump Body | $5,900.00 |
| TBM | All Terrain Tires (Rear Only) LT245/75Rx17E | $124.00 |
| 531 | Towing Package | $154.00 |
| STD | Trailer Mirrors | $0.00 |
| DEL | | $50.00 |
| | Total Cost of Vehicle | $33,489.00 |

**Off Contract Options**

| | | |
|---|---|---|
| 41H | Engine Block Heater | $65.00 |
| 66S | Upfitter Switches | $125.00 |
| 52B | Tow Command Brake Controller | $230.00 |
| 17F | XL Décor Package | $175.00 |
| BHP | Buyer's 1/2" Receiver Hitch Plate Assembly w/ 7-Pole Plug | $595.00 |
| SLP | Cab Mounted Strobe Light with Front Corner Strobes, Rear Stop, Tail, Turn and Backup Lights, Rear LED Amber Warning Lights Mounted In Steel Light Boxes | $1,495.00 |

| | | |
|---|---|---|
| RSL | Rear Spreader Light Assembly with Switch | $125.00 |
| CHU | Central Hydraulic Upgrade: Belt Driven Clutch Pump, 3-Control Cables, Hydraulic Hoses Front and Rear With Quick Couplers, Oil Reservoir with Filter and Shutoff Valve, Spreader Control Valve | $3,895.00 |
| SAD | Swenson Under Tailgate Salt Spreader | $3,495.00 |
| W85 | Western 8.5' Uni-Mount Snow Plow Assembly Upgrade | $795.00 |
| | Total Cost of Off Contract Options | $10,995.00 |
| | Total Cost of Vehicle | $44,484.00 |

For ordering, please fax purchase orders to our fleet department.

Thank you for allowing 32 Ford Mercury the opportunity to submit this proposal. If you need additional assistance please feel free to contact me at your earliest convenience.

Sincerely,

Dave Trimpe
Commercial Accounts Manager
32 Ford Mercury Inc.

BASS TRUCK CENTER

02/14/08

STATE BID INDEX GDC093E

CITY OF OXFORD
945 COLLINS RUN RD
OXFORD OHIO 45056
ATT: ERIC KEEBLER

UNIT PRICE $24,599.00 ONE EACH

2008 FORD F-350 4X4 REGULAR CAB 141" WB DRW HD CAB CHASSIS

| | |
|---|---|
| 640A | OPTION CODE 640A |
| 425 | 50 STATE EMISSIONS |
| 99R | 6.4 LITER DIESEL |
| 44B | 5-SPD AUTOMATIC |
| X4N | 4.10 LTD SLIP AXLE |
| STDGV | 13,000 GVWR |
| TBK | TIRES:LT245/75RX17 BSW |
| C3 | CLOTH & VINYL BENCH SEAT W/RECLINE |
| 141WB | 141" WHEELBASE/60" CA |
| 572 | AIR CONDITIONING |
| 587 | AM/FM/STEREO W/CLOCK |

ADDS:

| | | |
|---|---|---|
| VS____ | VINYL SEAT COVERING | $ -133.00 |
| 473____ | SNOW PLOW PREP | $ 84.00 |
| DUMP__ | 2 YARD DUMP | $ 5900.00 |
| TBM__ | ALL TERRAIN TIRES | $ 124.00 |
| 531____ | TOW PKG. (wiring to rear of chassis) | $ 154.00 |
| STD___ | TRAILER MIRRORS | $ 0.00 |
| TAG___ | 30 DAY TAG | $ 10.50 |
| 66S___ | UPFITTER SWITCHES(4) | $ 84.00 |
| 91T__ | TOW COMMAND | $ 354.00 |
| DB01__ | 1/2' PINTLE PLATE/RECEIVER | $ 840.00 |
| DB03__ | 7 WAY PLUG | $ 110.00 |
| HY3__ | FULL CENTRAL | $ 3750.00 |
| LT7__ | STROBE FRONT/REAR | $ 1095.00 |
| SN5___ | 8.5 WESTERN PRO PLUS | $ 4425.00 |
| SNO2__ | SNOWPLOW DEFLECTOR | $ 375.00 |
| SP13___ | SWENSON TAILGATE SS | $ 4649.00 |
| DEL___ | DELIVERY CHARGES | $ 307.20 |

TOTAL AS ORDERED $ 46,727.70

EXTERIOR COLOR: WHITE

PO#________________ AUTHORIZED SIGNATURE______________________ DATE________

## We're Serious About Trucks

I-90 at Rt. 254, Exit 148, P.O. Box 844, Lorain, Ohio 44052-0844
Lorain 440/934-3673 • Elyria 440/365-9300 • Cleveland 440/871-8072 • 1-877-TRK-CTR8 • www.mikebassford.com

**RESOLUTION NO.______**

A RESOLUTION AUTHORIZING THE SALE OF SALVAGED MOTOR VEHICLES.

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

SECTION 1: The following items are hereby declared to be valued for salvage and not needed for any municipal purpose and the same shall be sold for salvage to one buyer for the highest obtainable salvage price. The vehicles are those as set forth on Attachment 'A', a Memorandum from the Chief of Police and incorporated herein.

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

________________________________
MAYOR

ADOPTED:________________________

ATTEST:

___________________________________________
DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW(STAFF)

# CITY OF OXFORD
## STAFF SUMMARY REPORT

**Report to the City Manager: Douglas Elliott, Jr.**

***Police***
**Originating Department**

**Council Meeting Of:** **April 1, 2008**

***Steve Schwein***
**Prepared By**

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

**Budgeted Amount:** **N/A**

**March 24, 2008**
**Date Prepared**

**Agenda Title: A Resolution authorizing the Oxford Division of Police to sell impounded vehicles to the highest salvage bidder.**

**Recommendation: Adopt the Resolution.**

**Discussion: All vehicles listed for sale to the salvage dealer submitting the highest bid are in poor condition.**

**Approved By:**

| | Initial Date |
|---|---|
| **Department Head:** | ________________ |
| **City Attorney:** | ________________ |
| **City Manager:** | ________________ |

**CITY OF OXFORD**
**STAFF SUMMARY REPORT**

**Report to the City Manager**

**Council Meeting Of:** April 1, 2008

**Account Code No. #:**

**Budgeted Amount:**

Community Development
**Originating Department**

Kathryn A. Dale
**Prepared By**

March 14, 2008
**Date Prepared**

**Agenda Title:** **Board of Zoning Appeals- March 12, 2008 Meeting Report**

**Recommendation:** **N/A**

Discussion:

**PUBLIC HEARING**

***BZA-01-2008 218 N. University*** *Variances for Section 1143.05(c)(1)A; Section 1143.05(c)(2)A; Section 1143.05(c)(4)A2; Section 1143.05(c)(4)A3; Section 1137.06(a)&(c); Section 1149.02(a); Section 1149.03(a); Section 1129.01 for Second Story Addition to a Non-Conforming Structure,* ***Michael Jarman, Applicant***

The property is located on the southwest corner of Vine Street & University Avenue and is an irregular 50.3' x 70' (4,162 sq. ft.) lot. The Applicant is proposing to construct a second story addition over the existing footprint of the house, with the exception of the stairwell addition at the rear of the house. The structure is considered nonconforming because the current house has a zero front yard setback and was constructed on the property line. The house is physically 16.5 feet from the street due to the vacated right-of-way.

The variances requested were regarding minimum lot size, front yard setbacks, front yard lot coverage, total lot coverage, increasing a nonconformity, and gravel parking.

After discussion, the Applicant expressed that they would be willing to pave the proposed gravel drive to satisfy the requirements of Section 1149.02(a) & 1149.03(a). The Board voted 5-0 to deny these variance requests because the Applicant indicated that they could be withdrawn. The Board discussed the rear stairwell addition and discussion indicated that they preferred the enclosure because aesthetically it would look better. The Board voted 5-0 to grant variances to Section 1143.05(c)(1)A; Section 1143.05(c)(2)A; Section 1143.05(c)(4)A2; Section 1143.05(c)(4)A3; and Section 1137.06(a)&(c) with the following conditions:

1. That, the proposed work complies in all other respects with all applicable codes, Ordinances and the City of Oxford Zoning Code.
2. That, the proposed work be constructed as approved with this appeal and that no changes or modifications be made without the consent of this Board.

**EXECUTIVE SESSION**

The Board broke for approximately 30 minutes to meet in executive session to discuss pending litigation regarding 6405 Contreras Road. Mr. McHugh, Mr. Elliott and Ms. Dale also attended.

**OTHER BUSINESS**

Mr. McHugh shared his opinion on changes to the BZA's Rules and Procedures.

The next regular meeting is scheduled for April 16, 2008. There is one application scheduled to date.

**Approved By:**

| | Initial | Date |
|---|---|---|
| **Department Head:** | MC | 3/17/08 |
| **City Attorney:** | | |
| **City Manager:** | | |

# CITY OF OXFORD
# STAFF SUMMARY REPORT

**Report to the City Manager**

Community Development
**Originating Department**

**Council Meeting Of:** April 1, 2008

Jung-Han Chen
**Prepared By**

**Account Code No. #:**

**Budgeted Amount:**

March 14, 2008
**Date Prepared**

| | |
|---|---|
| **Agenda Title:** | **Planning Commission Meeting Report – March 11, 2008** |
| **Recommendation:** | **N/A** |

**DISCUSSION**

***Appointment to Boards and Commissions***
Mr. Brewer shared with the Planning Commission that City Council had appointed Mr. Brady to the Uptown Revitalization Ad-Hoc Committee to review zoning regulations and property maintenance codes for the Uptown District.

***Public Hearing***
***PC-03-2008 ZONING TEXT AMENDMENT*** – *Chapter 1143 Section 1143.03(d) Mile Square Design Standards; Section 1143.05(d) Mile Square Design Standards; Section 1143.07(d) Mile Square Design Standards,* ***City of Oxford, Applicant***
Several months ago, the Planning Commission asked staff to bring forth language to regulate party decks. After much discussion, the Planning Commission felt decks should be allowed on the upper floors in residential districts; however, the HAPC had the ability to make decisions regarding the design of Uptown buildings.

The Planning Commission also discussed vinyl siding replacement projects and how they could ensure standards would be met for simple replacement projects. It was decided that because there were no permit requirements for vinyl siding replacement, staff could not find a reasonable approach to encourage property owners to be cognizant of the Design Standards. The Planning Commission felt the intent of the Design Standards was to encourage new construction and major renovations while respecting the character of the Mile Square. At the conclusion, the Planning Commission felt this amendment needed withdrawn from consideration.

***PC 05-2008 ZONING MAP AMENDMENT Southpointe Crossings,*** *3.26 acres on the northeast corner of US 27 South and Southpointe Parkway, from R3 (Multi-Family Residential) to GB (General Business) District,* ***City of Oxford, Applicant***
Staff presented the request to rezone this property due to an error that occurred during the initial rezone request in 2007. The initial zoning of this entire tract was approved by the Butler County Planning Commission. The County Planning Commission approved the zoning of this corner as commercial property. It was an oversight that this zoning designation was not carried over to the most equivalent City zoning classification when the zoning changes was requested and adopted for this tract of land.

This request is to rectify this oversight and honor the Development Agreement by properly providing the zoning classification for this site. The Planning Commission felt the process for annexing this tract of land into the City was not done properly. However, the site has been a commercial use for the last few decades, and a commercial establishment for this general vicinity would be an appropriate land use practice. The aesthetic element and design features are essential in the development of the site due to the location of this corner being the gateway to the City and the future Tech Park.

The Planning Commission voted 7-0-0 to recommend approval of this zone change request to City Council.

***PC 06-2008 ZONING TEXT AMENDMENT*** *Chapter 1141, Section 1141.03 Supplemental Regulations, additional regulations regarding projection into the public right-of-way in the (UP) Uptown District,* ***City of Oxford, Applicant***
City Council directed staff to prepare language to address the issue of projection into the public right-of-way after the issue was brought up by a local architect. The Zoning Code is silent in the projection issue and staff had taken the position that no projection could be permissible. Based on the Ohio Basic Building Code, staff prepared regulations allowing projections into the public right-of-way to encourage attractive architectural features that have been part of the Uptown history. Staff highlighted several elements that were essential to this draft language and asked for Planning Commission's suggestions and input.

The Planning Commission discussed the draft language at length and felt it may be beneficial to accept the section of the Ohio Basic Building with a few exceptions to preserve the streetscape of the Uptown corridors. The elements affecting the streetscape that the Planning Commission felt needed excluded from being allowed to project into the public right-of-way were: (a) no deck/balcony is allowed to be projected into public right-of-way; (b) signs will be regulated under Chapter 1151, (c) no projection into the alleyways.

The Planning Commission voted to table this item for staff to rework the language for consideration at next month's meeting.

***OTHER BUSINESS***

The Planning Commission has also scheduled a Work Session on April 3, 2008 from 6:00 p.m. to 8:00 p.m. to further discuss Subdivision Regulations.

The next regular meeting is scheduled for April 8, 2008.

| **Approved By:** | | **Initial** | **Date** |
|---|---|---|---|
| | **Department Head:** | JHC | 3/14/08 |
| | **City Attorney:** | | |
| | **City Manager:** | | |

A special meeting of the Oxford City Council was called to order by Mayor Prue Dana on Thursday, March 20, 2008 at 1:30 p.m. Those Council members present were Alysia Fischer, Kate Currie, and Richard Keebler.

Also present were Doug Elliott, City Manager and Finance Director Candidate, Patricia Shively.

**ADJOURN TO EXECUTIVE SESSION**

Mr. Keebler moved to adjourn to executive session at 1:30 p.m. in accordance with Ohio Revised Code Section 121.22 (G) for the purpose of discussing (1) Personnel – Finance Director employment. Ms. Fischer seconded. The motion passed by the following roll call:

AYE: Ms. Fischer, Mr. Keebler, Ms. Currie, Ms. Dana (4)

NAY: None (0)

ABS: None (0)

**RETURN FROM EXECUTIVE SESSION**

Ms. Fischer moved to return from Executive Session at 2:45 p.m. Ms. Currie seconded. The motion passed by the following roll call:

AYE: Ms. Fischer, Ms. Currie, Mr. Keebler, Ms. Dana (4)

NAY: None (0)

ABS: None (0)

**ADJOURN**

Ms. Fischer moved to adjourn at 2:46 p.m. Mr. Keebler seconded. The motion passed 4-0-0.

A special meeting of the Oxford City Council was called to order by Mayor Prue Dana on Wednesday, March 19, 2008 at 1:30 p.m. Those Council members present were Ken Bogard, Alysia Fischer, Kate Currie, and Richard Keebler.

Also present were Doug Elliott, City Manager and Finance Director Candidate, Martha Balyeat.

## ADJOURN TO EXECUTIVE SESSION

Mr. Bogard moved to adjourn to executive session at 1:30 p.m. in accordance with Ohio Revised Code Section 121.22 (G) for the purpose of discussing (1) Personnel – Finance Director employment. Ms. Fischer seconded. The motion passed by the following roll call:

AYE: Ms. Fischer, Mr. Bogard, Mr. Keebler, Ms. Currie, Ms. Dana (5)

NAY: None (0)

ABS: None (0)

Ms. Dana excused herself early.

## RETURN FROM EXECUTIVE SESSION

Ms. Currie moved to return from Executive Session at 2:50 p.m. Mr. Bogard seconded. The motion passed by the following roll call:

AYE: Ms. Fischer, Ms. Currie, Mr. Bogard, Mr. Keebler (4)

NAY: None (0)

ABS: None (0)

## ADJOURN

Mr. Bogard moved to adjourn at 2:51 p.m. Mr. Keebler seconded. The motion passed 4-0-0.

A special meeting of the Oxford City Council was called to order by Mayor Prue Dana on Wednesday, March 19, 2008 at 8:00 a.m. Those Council members present were Ken Bogard, Alysia Fischer, Kate Currie, and Richard Keebler.

Also present were Doug Elliott, City Manager and Finance Director Candidate, Joseph Newlin.

**ADJOURN TO EXECUTIVE SESSION**

Mr. Bogard moved to adjourn to executive session at 8:00 a.m. in accordance with Ohio Revised Code Section 121.22 (G) for the purpose of discussing (1) Personnel – Finance Director employment. Ms. Fischer seconded. The motion passed by the following roll call:

AYE: Ms. Fischer, Mr. Bogard, Mr. Keebler, Ms. Currie, Ms. Dana (5)

NAY: None (0)

ABS: None (0)

**RETURN FROM EXECUTIVE SESSION**

Ms. Currie moved to return from Executive Session at 9:15 a.m. Mr. Bogard seconded. The motion passed by the following roll call:

AYE: Ms. Fischer, Ms. Currie, Mr. Bogard, Mr. Keebler, Ms. Dana (5)

NAY: None (0)

ABS: None (0)

**ADJOURN**

Mr. Bogard moved to adjourn at 9:16 a.m. Mr. Keebler seconded. The motion passed 5-0-0.

A work session of the Oxford City Council was called to order by Mayor Prue Dana on Tuesday, March 18, 2008 at 8:50 P.M. Those Council members present were, Ken Bogard, Doug Ross, Alysia Fischer, Kate Currie, Richard Keebler, and Greig Rutherford.

Staff members present: Doug Elliott, City Manager; Mike Dreisbach, Service Director; Jung-Han Chen, Community Development Director; Gail Brahier, Parks and Recreation Director and Mary Ann Eaton, Deputy Clerk of Council.

**APPROVAL
OF AGENDA**

Mr. Bogard moved approval of the Agenda. Ms. Fischer seconded. The motion carried 7-0-0.

The purpose of the Work Session was for Council to discuss a potential location for a Family Aquatic Center.

Mr. Elliott advised staff needed a clear idea of where a new aquatic center would be built noting he didn’t feel funding efforts would be successful without making this decision.

Ms. Brahier recognized Holli Morrish and Mike Rudolph who were in attendance.

**Ms. Holli Morrish**, Recreation Board member, advised the Recreation Board had been discussing this issue for two years and were very much in favor of it. Ms. Morrish noted her hope Council would make a decision on the location.

**Mr. Mike Rudolph**, advised the Oxford Community Park attracted events to the area and noted he would like to see the new aquatic center located there. Mr. Rudolph advised he would support a transportation system to the Community Park.

Ms Brahier distributed handouts to Council and noted with the extension of Ray Rench Drive there were now three entrances to the Park and there was plenty of parking. Ms. Brahier advised the Tri property was not owned by the City and the Tri Board supported the pool facilities being moved to the Community Park.

Ms. Brahier noted having activities, revenue, and concessions in one location would be beneficial for the City.

Mr. Keebler, Mr. Rutherford, Mr. Ross and Ms. Fischer felt making a decision this evening was premature. Mayor Dana and Mr. Bogard disagreed and Mr. Bogard advised the Tri Board wanted to expand gymnasium space on the Tri property. Ms. Currie noted she was leaning toward choosing the Community Park although she did not feel tonight was the time to decide the location.

Mr. Rutherford suggested contacting the YMCA and possibly other groups to discuss funding.

Ms. Fischer noted she would like members of the Tri Board available to answer questions at a future meeting.

Mr. Rudolph advised he was in favor of accessibility for all residents and noted his feeling the Tri property would limit the size of a new aquatic center.

**ADJOURNMENT** Ms. Fischer moved to adjourn at 9:32 P.M. Mr. Bogard seconded. The motion carried 7-0-0.

A regular meeting of the Oxford City Council was called to order by Mayor Prue Dana on Tuesday, March 18, 2008 at 7:30 p.m. Those members present were Ken Bogard, Doug Ross Kate Currie, Richard Keebler, Alysia Fischer, and Greig Rutherford.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Mike Dreisbach, Service Director; Mr. Steve Schwein, Police Chief; Mr. Jung-Han Chen, Community Development Director; Mr. Steve McHugh, Law Director and Ms. Mary Ann Eaton, Deputy Clerk of Council.

**ADJOURN TO EXECUTIVE SESSION**

Mr. Keebler moved to adjourn to Executive Session at 7:15 p.m. in accordance with Ohio Revised Code section 121.22 (G) for the purpose of discussing (1) Appointments to Boards and Commissions and (3) Pending litigation. Ms. Currie seconded. The motion passed by the following roll call:

AYE: Ms. Currie, Ms. Fischer, Mr. Keebler, Mr. Bogard, Mr. Rutherford, Mr. Ross, Ms. Dana (7)

NAY: None (0)

ABS: None (0)

**RETURN FROM EXECUTIVE SESSION**

Ms. Fischer moved to return from Executive Session at 7:28 p.m. Ms. Currie seconded. The motion passed by the following roll call:

AYE: Ms. Fischer, Mr. Ross, Mr. Rutherford, Mr. Keebler, Ms. Currie, Mr. Bogard, Ms. Dana (7)

NAY: None (0)

ABS: None (0)

**PLEDGE OF ALLEGIENCE**

Mayor Dana requested the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Mr. Bogard moved to approve the agenda. Ms. Fischer seconded. The motion passed 7-0-0.

**PUBLIC COMMENTS**

**Ms. Kathleen Zien**, 6060 Joseph Dr., noted her appreciation of Ms. Fischer's January 15th request that citizens no longer have to wait until the end of a meeting for answers to questions asked during public comments. Ms. Zien noted requested information often was not provided until the following meeting. Ms. Zien stated there was no other venue for public comment where all Council members heard the same comments at the same time. Ms. Zien referred to the Clawson settlement on page 17 of the agenda. Ms. Zien explained the accessory building's foundation and pending construction was caught with inspection of the main house. Ms. Zien noted the accessory building was 400 square feet in size, two stories, peaked, with a stand-up second floor. Ms. Zien stated the placement of the building was in violation of the code, and no building permit was obtained nor plans submitted until after construction. Ms. Zien noted some of the projects the property owner had built throughout Oxford.

Mayor Dana asked Mr. McHugh if the review of a legal case in public comment was appropriate.

Mr. McHugh stated Ms. Zien was welcome to express her thoughts on it. Mr. McHugh noted there were limits as to what he could say as legal counsel, and he must adhere to ethical requirements.

Mayor Dana invited Ms. Zien to continue. Mayor Dana noted she hoped this did not become a forum for pointing out inequities.

Ms. Zien explained she attended the BZA meeting. Ms. Zien noted no Council members were in attendance at that particular BZA meeting.

Mr. Keebler stated Council was provided and read a complete transcript of the meeting.

Ms. Zien noted the property owner was a local high profile builder and developer, his mother was a realtor and his agent was a local architect. Ms. Zien stated they were all very familiar with the Oxford code and requirements. Ms. Zien noted a discrepancy in acreage for the property between the auditor records and the application presented to BZA. Ms. Zien stated she inquired about the discrepancy at the BZA meeting, but was never given an answer as to which was correct. Ms. Zien asked who determined the amount of settlement listed in the agenda. Ms. Zien stated after years of attending BZA, Planning, HAPC, Council and Civil Service meetings, she did not feel legal representation had been particularly stellar. Ms. Zien referred to the ongoing matter regarding the former Wendy's property.

Mayor Dana reminded Ms. Zien of time limitations.

Ms. Zien noted she was the only citizen speaking in public comments, and stated she had spent a lot of time in preparation.

Mayor Dana noted the agenda along with a work session following the Council meeting. Mayor Dana invited Ms. Zien to finish as quickly as possible.

Ms. Zien requested Council have a closed-door session with Council members only present to discuss attorney selection. Ms. Zien addressed the annual funds budgeted for legal representation. Ms. Zien stated the public and multiple Council members asked a question concerning First Amendment rights at the podium in April, August, December '06 and January '07, with Ms. Fischer following up at the July 18, 2006 meeting regarding First Amendment. Mr. McHugh stated during staff comments on July 18, 2006 that he had just turned his research in that day to the City Manager. Ms. Zien noted content was limited when comments or questions concern public officials. Ms. Zien noted the importance of protected speech under the First Amendment as well as the constitutional right to be frank and candid. Ms. Zien stated the City has established a precedent that it was cheaper to settle than require compliance.

## PRESENTATION
## ANIMAL FRIENDS HUMANE SOCIETY

**Mr. Leland Gordon,** introduced Chief Julie Holmes, Butler County Chief Dog Warden who accompanied him. Mr. Gordon stated he was contacted by the City to speak after his articles appeared in the newspaper regarding euthanizing pit bulls. Mr. Gordon introduced a random pit bull he brought with him, Bailey, who was currently up for adoption and ha been in the shelter for approximately a month. Mr. Gordon noted there was a very selective process for the adoption of pit bulls. Mr. Gordon stated the SPCA Cincinnati housed approximately 50 to 60 pit bulls or pit bull mixes in the shelter, and almost every one of them was euthanized. Mr. Gordon noted all pit bulls and pit bull mixes in both Warren County and Dayton were euthanized; none were placed up for adoption. Mr. Gordon explained the problem of the stereotype image of a pit bull. Mr. Gordon noted the most common "biting" type dogs were the small breeds. Mr. Gordon stated that while the majority of pit bull owners were irresponsible, there were good responsible people who owned pit bulls. Mr. Gordon referred to Ohio State law regarding pit bulls. Mr. Gordon stated the City could ban pit bulls and take good pit bulls out of homes and euthanize them.

Mr. Gordon suggested legislation requiring the spaying or neutering of pit bulls. Mr. Gordon noted this would reduce the pit bull population naturally. Mr. Gordon outlined the development of the Middletown dog laws regarding pit bulls. Mr. Gordon explained the proposal that all pit bulls over six months of age had to be spayed or neutered. Mr. Gordon stated the Humane Society would spay or neuter any dog for reasonable fees in accordance with income level.

Ms. Fischer asked how many animals had to be euthanized and Mr. Gordon stated there was a very small number of an animal coming out of Oxford.

Mr. Bogard asked if a lot of feral cats had to be euthanized and Mr. Gordon noted the large number of cats that were enthanized. Mr. Gordon stated there was a feral cat program at the shelter where cats were neutered for $25.

Chief Holmes stated Mr. Gordon could offer information regarding controlling the feral cat population. Chief Holmes noted as a 20-year veteran in dealing with animals, pit bulls were a huge problem. Chief Holmes stated it was similar to handguns, if you banned handguns, then only the criminals were going to have them. Chief Holmes noted that was being seen with pit bulls. Chief Holmes noted she didn’t personally believe in breed specific legislation. Chief Holmes stated people were attracted to the "bad boy" stigma, which fueled their interest in having a pit bull. Chief Holmes noted once they were told their pit bull had to be spayed or neutered; they lost interest in having the dog. Chief Holmes encouraged responsible pet ownership.

Mr. Gordon addressed animal confinement. Mr. Gordon suggested chained dogs over time became aggressive according to numerous studies. Mr. Gordon outlined some negative results surrounding chaining a dog for long periods of time. Mr. Gordon stated it was not only a public safety issue, but quality of life issue as well. Mr. Gordon stated Middletown had passed some of the most progressive animal laws, which were fully researched. Mr. Gordon noted Middletown did not allow tethering of dogs at all. Mr. Gordon suggested dogs could be chained for three hours in a 24-hour period. Mr. Gordon highlighted some aspects of the Middletown animal laws.

Mr. Bogard asked about electric fences and Mr. Gordon noted the Humane Society supported electric fences, and noted coupons were available at the shelter.

Chief Holmes noted all animals that were considered dangerous and vicious should be required to be spayed or neutered, not just pit bulls.

Mr. Gordon addressed the issue of dogs running at large. Mr. Gordon explained the Middletown animal laws required if a dog was picked up twice running loose in the community within a one-year period, it had to be spayed or neutered. Mr. Gordon noted many areas throughout the nation who were creating spay and neuter laws to deal with excessive pet populations. Mr. Gordon addressed cats. Mr. Gordon stated only 19 people came to retrieve their stray cats from the shelter last year. Mr. Gordon noted the shelter took in approximately 20 to 50 animals a day, 7,000 to 8,000 a year, and euthanize 4,000 to 5,000 animals. Mr. Gordon encouraged Council to enact progressive animal laws.

Chief Holmes noted currently there were no state laws regarding cats. Chief Holmes outlined policies and procedures regarding cats.

Mayor Dana thanked Mr. Gordon and Chief Holmes and encouraged future advice from Chief Schwein regarding this issue.

## APPOINTMENTS TO BOARDS AND COMMISSIONS

Ms. Fischer moved to amend the agenda to add appointments to boards and commissions. Mr. Bogard seconded. The motion passed 7-0-0.

**UPTOWN REVITALIZATION COMMITTEE**

Mr. Keebler moved to appoint Mr. Jay Bennett to the Uptown Revitalization Committee. Ms. Currie seconded. The motion passed 7-0-0.

**CONSENT AGENDA**

Ms. Fischer requested removal of item B. Minutes.

**MINUTES**

Minutes of the February 26, 2008 City Council Special Meeting. (Mary Ann Eaton, Deputy Clerk of Council)

Minutes of the March 6, 2008 City Council Work Session. (Mary Ann Eaton, Deputy Clerk of Council)

**REPORTS**

Report regarding the February 27, 2008 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

Report regarding the March 5, 2008 Historic and Architectural Preservation Commission Meeting. (Jung-Han Chen, Community Development Director)

**RESOLUTIONS**

**RESOLUTION WAIVING FEES**

A Resolution No. 4337 authorizing the City Manager to waive the fees adopted in the Fee Ordinance for the Street Closings for the Visitors and Convention Bureau for the 2008 annual summer Music Festival. (Doug Elliott, City Manager)

Mr. Bogard moved to approve the consent agenda. Ms. Currie seconded. The motion passed 7-0-0.

**MINUTES**

Minutes of the March 4, 2008 City Council Meeting. (Mary Ann Eaton, Deputy Clerk of Council and Janice Grill)

Ms. Fischer requested a clarification to the minutes on page 8 of the agenda and an addition to page 17 to add ‘after a previous incorrect story’.

Mr. Ross moved to amend the minutes to reflect Ms. Fischer's comments. Ms. Fischer seconded. The motion passed 7-0-0.

Mr. Ross moved to approve the minutes as amended. Ms. Fischer seconded. The motion passed 7-0-0.

**RESOLUTION**
**SETTLEMENTS**

A Resolution No. 4338 authorizing the City Manager to enter into an agreement to settle Case No. 2006-01-0139 and Case No. 2006-01-0141, and to deposit additional funds in the amount of $ _____ with the Butler County Clerk of Courts in connection with that settlement. (Mike Dreisbach, Service Director)

Mayor Dana noted a substitution for the Resolution due to the insertion of the numbers into the Resolution as it appeared in the agenda, and referred to page 28. Mayor Dana noted copies of the substitute Resolution were available from the Clerk.

Mr. Bogard stated the amended figures in the Resolution were as follows: in Section II, the amount was $26,624.00; Section IV, Council hereby authorizes a deposit of additional funds with the Butler County Clerk of Courts in the amount of $26,624.00 brining the total settlement with William and Gladys Phillips to the sum of $65,000 and with JRJ Investments LLC to the sum of $8,887.00.

Mr. Bogard moved to substitute the new Resolution 4338 authorizing the City Manger to enter into an agreement to settle Case Number 2006-01-0139 and Case Number 2006-01-0141, and deposit additional funds in the amount of $26, 624.00 with the Butler County Clerk of Courts in connection with that settlement. Ms. Fischer seconded. The motion passed 7-0-0.

Mr. Dreisbach stated there were originally approximately 72 parcels involved in the US 27 North improvements. Mr. Dreisbach thanked Mr. McHugh and his office for their hard work in reaching a satisfactory resolution in this matter for all parties involved. Mr. Dreisbach stated the City would enjoy a substantial savings due to this settlement. Mr. Dreisbach noted in addition to the amount deposited with the Clerk of Courts, there would be some minor work to make the properties useful again to address minor parking and paving improvements and a small concrete pad for a waste receptacle. Mr. Dreisbach stated upon approval of this settlement, only three cases would remain for phase two.

Mr. Bogard moved to adopt Resolution 4338 as substituted. Ms. Fischer seconded. The Resolution was adopted by the following roll call:

AYE: Ms. Currie, Mr. Keebler, Ms. Fischer, Ms. Dana, Mr. Bogard, Mr. Rutherford, Mr. Ross (7)

NAY: None (0)

ABS: None (0)

**ORDINANCE**
**FIRST READING**

None.

**ORDINANCE**
**SECOND READING**

**ORDINANCE**
**ANNEXATION**

An Ordinance No. 2998 Accepting The Annexation Petition Submitted By Annabelle And Harry Paulin For 54.577 Acres Of Land Abutting Fairfield And Contreras Roads, In The Township Of Oxford, Ohio And Accepting Said Territory To Be Annexed. (Jung-Han Chen, Community Development Director)

Mr. Chen noted the length of time for this process and thanked Mr. and Mrs. Paulin as well as Mr. Myers for their patience. Mr. Chen stated this was the last step of the annexation process. Mr. Chen noted the County Commissioners approved the annexation request and it was before Council for final acceptance of the territory within the City. Mr. Chen invited Mr. Dreisbach to address the costs associated with the sewer connection. Mr. Chen offered to address any other questions or comments.

Mr. Dreisbach noted the memo to Council addressing the agreement at paragraphs five and seven. Mr. Dreisbach explained the City's exposure for water utilities would be approximately $6,000 and sewer service would be approximately $4,000.

**Ms. Kathleen Zien**, 6060 Joseph Dr., referred to page nine of the minutes from the last meeting where Ms. Fischer remarked the City did not currently have an agricultural zoning designation. Ms. Zien asked if the current comprehensive plan was addressing this matter.

Mayor Dana stated she believed it was and noted it was possible that some properties would want to annex into the City and remain agricultural.

**Mr. Tim Myers**, 5020 College Corner Pike, thanked Council and Mr. Chen for their patience during this process. Mr. Myers noted as a past council member, rural property had always been annexed into the City with whatever zone had remained in the rural zoning when it was annexed. Mr. Myers stated zoning was changed upon request of the property owner. Mr. Myers offered to address any questions Council might have for him.

Mr. Bogard asked Mr. Myers when his project was expected to start and Mr. Myers stated he would like to start immediately.

Ms. Fischer stated as Council considered annexations, part of the question had to be what benefits the City might receive from such an annexation. Ms. Fischer noted her appreciation of the R1B zoning designation. Ms. Fischer referred to the annexation agreement on page 35, where the City was going to get a road built to City standards connecting Contreras and Fairfield as well as a dedicated bike trail and path. Ms. Fischer noted her support of the annexation.

Mr. Myers stated the installation of the bike path would allow the City to qualify for other grants to install bicycle paths within the City.

Mr. Bogard moved to adopt Ordinance No. 2998. Ms. Currie seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Ross, Mr. Rutherford, Mr. Bogard, Ms. Dana, Ms. Fischer, Mr. Keebler, Ms. Currie (7)

NAY: None (0)

ABS: None (0)

**ANNOUNCMENTS**

Mr. Elliott noted he felt the work session held prior to the Council meeting was very successful and informative.

Mr. Elliott noted the brief work session scheduled following the Council meeting. Mr. Elliott noted the importance of determining the location of the Family Aquatic Center location prior to soliciting funds.

Mr. Elliott stated he would be meeting with Chief Schwein regarding the presentation by the Humane Society concerning animal law legislation.

Mayor Dana thanked Chief Schwein for the green beer statistics he provided Council.

Mr. McHugh noted the last page of the judge's decision regarding the Wendy's property specifically stated the City was to take no action to demolish the building until the Court had a further hearing, which was scheduled for this coming fall. Mr. McHugh stated the City would be in contempt of court should they proceed.

Mr. Ross stated citizens should be allowed to bring forth questions germane to business of the evening regardless of time limits. Mr. Ross noted one or two minutes of bringing new ideas might save time and money. Mr. Ross stated not allowing a person to speak freely would result in the loss of faith in elected officials.

Mr. Rutherford thanked everyone who attended the Comprehensive Plan meeting, and encouraged future attendance.

Mr. Bogard suggested any animal law legislation should consider the possibility of dog parks.

Ms. Fischer stated she and Ms. Currie met with two members of the school board prior to their meeting last night. Ms. Fischer noted she was provided with a statement to read regarding a headline and article entitled "District Residents Favor No Facility Action" from the March 14, 2008 Oxford Press. Ms. Fischer read the statement. Ms. Fischer referred to the meeting minutes received regarding the Oxford Bus Feasibility Work Group. Ms. Fischer expressed concern regarding the formation of the group.

Mayor Dana stated the Bus Feasibility Work Group had just been named that in the last couple of days and was a group of citizens coming out of the Parking and Transportation Advisory Board who realized citizens would like alternative forms of transportation addressed. Mayor Dana noted many of the people involved were also on the Parking and Transportation Board. Mayor Dana stated there had been three meetings, at which point it was decided to attempt to make the group official.

Ms. Fischer asked if it was a City committee with staff support.

Mayor Dana stated staff support had been provided by Bob Holzworth under transportation. Mayor Dana explained transportation under the Parking and Transportation Advisory Board was transportation in general and encompassed alternative transportation.

Ms. Fischer referred to the original resolution forming the Parking and Transportation Advisory Board and suggested alternative transportation may be outside the scope of that board.
Ms. Fischer expressed concern that maybe the boundaries had been crossed and perhaps this was something that should have come to Council first for its creation.

Mr. Keebler suggested since this involved possible funding, it might not be something the City wanted to move forward with.

Ms. Fischer noted her concerns for the record with how the committee was formed.

Mayor Dana stated she would take the concerns under advisement and would take them back to the committee. Mayor Dana noted members of the committee had not been appointed officially.

Mayor Dana thanked Vice Mayor Bogard and Council for their participation during her absence.

Mayor Dana noted the possible work session schedules and invited questions regarding topics and suggestions.

Mayor Dana stated she had received a comment from a senior citizen regarding the mandatory tax filing. Mayor Dana noted the citizen's son had questioned her regarding the mailing being a possible scam targeting senior citizens.

Mayor Dana noted the public meeting held on the 2010 campaign for active transportation. Mayor Dana stated this was another committee that might possibly come forward for organization.

Mayor Dana expressed condolences to the family of Alexandra Faura who passed away this past weekend after suffering injuries in a car accident.

**ADJOURN**

Mr. Ross moved to adjourn at 8:42 p.m. Mr. Rutherford seconded. The motion passed 7-0-0.

A work session of the Oxford City Council was called to order by Mayor Prue Dana on Tuesday, March 18, 2008 at 6:00 P.M. Those Council members present were, Ken Bogard, Doug Ross, Alysia Fischer, Kate Currie, Richard Keebler, and Greig Rutherford.

Staff members present: Doug Elliott, City Manager; Mike Dreisbach, Service Director; Jung-Han Chen, Community Development Director; Steve McHugh, Law Director and Mary Ann Eaton, Deputy Clerk of Council.

**APPROVAL OF AGENDA**

Mr. Bogard moved approval of the Agenda. Ms. Fischer seconded. The motion carried 7-0-0.

The purpose of the Work Session was for Council to discuss their expectations regarding Code Enforcement and to exchange information with National Inspection Corporation.

Council re-capped the complaints received from citizens and their own observations which included: litter in general, litter in shrubs, litter in alleys, over-grown shrubs, trashcans left outside too long, furniture left outside, cars in front yards, and lack of snow removal.

Ms. Fischer noted walking patrols would help and change what was being seen by code enforcement personnel. Ms. Fischer stated she would like to see the process be less complaint driven. Ms. Fischer noted Council had asked for peeling paint and gutter inspections to be performed. Ms. Fischer noted the previous Code Enforcement Officer sent letters to residents regarding overgrown shrubs.

Mr. Ross noted his hope that citizens were being called back with regard to complaints.

Mr. Rutherford inquired how much the City was spending on Code Enforcement and how much citation revenue was being collected.

Mr. Bogard advised he would like an inventory of the problems as well as a listing of who enforced each type of complaint.

Some discussion took place regarding landlord responsibility and the 'three strike' policy.

Mr. Chen advised NIC had initiated foot patrols which included knocking on doors before Spring Break to gain code compliance. Mr. Chen noted the 'Three Strike' policy was a directive from Council in 2006. Mr. Chen advised NIC identified 150 peeling paint issues and 120 of those had been corrected.

**Mr. Andrew McKenzie**, National Inspection Corporation, addressed Council noting their directive was to gain compliance. Mr. McKenzie advised NIC did not always issue a citation as if occupants were at home they were given an opportunity to bring their properties into compliance. Mr. McKenzie reiterated that NIC had introduced additional foot patrols and were initiating inspections on second shift. Mr. McKenzie inquired if trash and litter issues were still Council's highest priority and noted he appreciated Council's feedback.

**Ms. Lisa Colwell**, National Inspection Corporation, addressed litter and trash in bushes and shrubs noting NIC had gone door to door to explain lot lines to occupants and educate them on placement of trashcans.

Mr. Ross requested Mr. McKenzie's and Ms. Colwell's phone numbers which were 937-307-4507 and 937-307-4364. Mr. Ross stated he did not like the yellow flashing lights on NIC vehicles and Mr. McKenzie advised they used the lights for safety purposes as well as 'advertising' to encourage compliance.

Ms. Currie inquired if additional trashcans in right-of-ways would be helpful and Ms. Colwell advised her feeling they would except that many times they get turned over defeating the purpose.

Ms. Fischer requested an updated flowchart outlining NIC's three step process for building issues.

Mayor Dana discussed the 'Walkabouts' which had been helpful in educating residents noting it was a joint initiative with Council, staff, and Miami University staff and students participating in the effort.

Council requested a follow-up discussion in June and directed staff to have a progress report and updated flow chart available at that time.

**ADJOURNMENT** Mr. Ross moved to adjourn at 7:14 P.M. Ms. Fischer seconded. The motion carried 7-0-0.

A special meeting of the Oxford City Council was called to order by Mayor Prue Dana on Monday, March 17, 2008 at 8:00 a.m. Those Council members present were Ken Bogard, Alysia Fischer, Kate Currie, Richard Keebler and Greig Rutherford.

Also present were Doug Elliott, City Manager and Finance Director Candidate, William Feldman.

**ADJOURN TO EXECUTIVE SESSION**

Mr. Bogard moved to adjourn to executive session at 8:00 a.m. in accordance with Ohio Revised Code Section 121.22 (G) for the purpose of discussing (1) Personnel – Finance Director employment. Ms. Fischer seconded. The motion passed by the following roll call:

AYE: Ms. Fischer, Mr. Bogard, Mr. Keebler, Ms. Currie, Mr. Rutherford, Ms. Dana (6)

NAY: None (0)

ABS: None (0)

**RETURN FROM EXECUTIVE SESSION**

Ms. Fischer moved to return from Executive Session at 9:10 a.m. Mr. Bogard seconded. The motion passed by the following roll call:

AYE: Ms. Fischer, Ms. Currie, Mr. Rutherford, Mr. Bogard, Mr. Keebler, Ms. Dana (6)

NAY: None (0)

ABS: None (0)

**ADJOURN**

Mr. Bogard moved to adjourn at 9:11 a.m. Mr. Keebler seconded. The motion passed 6-0-0.

Green Tea Day was established by the Scripps Gerontology Center to promote healthy aging throughout the community of Oxford; and

WHEREAS, Green Tea Day serves to provide enriching opportunities for people to explore life expectancy and the diverse means of developing a healthy life through educational, recreational and cultural activities; and

WHEREAS, Green Tea Day will provide enrichment opportunities in physical health through exercise, nutrition, blood pressure checks, and massage therapy; and

WHEREAS, Green Tea Day will provide an educational environment with demonstrations on the art of origami, and workshops such as “Latin Dancing,” “Qigong,” “Drumming,” and “Cooking and Sampling of Native Cuisines;” and

WHEREAS, numerous activities are planned, including the distribution of free green tea, and the performance of an authentic tea ceremony by a Japanese Tea Master, and programming that will enable people to explore aging and longevity around the world; and

WHEREAS, Green Tea Day will include the awarding of the Grandparents of the Year Awards; and

WHEREAS, Green Tea Day will link over thirty (30) campus and community organizations to provide a variety of educational, recreational, and cultural activities to promote healthy living and longevity.

NOW, THEREFORE, I, Prudence Z. Dana, Mayor of the City of Oxford, Ohio, do hereby proclaim Wednesday, April 9, 2008 as,

**‘GREEN TEA DAY’**

in the City of Oxford and encourage all students and citizens to celebrate longevity and healthy lifestyles by participating in the many activities promoting healthy living.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 28th day of of March, 2008.

PRUDENCE Z. DANA, MAYOR

the Ohio Occupational Therapy Association has declared the month of April 2008 to be known as National Occupational Therapy Month; and

WHEREAS, the profession of occupational therapy makes valuable contributions in helping persons master the ‘skills for the job of living’ after an illness or injury; and

WHEREAS, the services of occupational therapy are available to citizens of Oxford, Ohio through hospitals, home health agencies, schools, clinics, and nursing homes; and

WHEREAS, the health and productivity of our citizens depend upon the effective use of health care resources, including the important services of occupational therapists and occupational therapy assistants.

NOW, THEREFORE, I, Prudence Z. Dana, Mayor of the City of Oxford, Ohio, do hereby proclaim the month of April 2008 as:

**‘NATIONAL OCCUPATIONAL THERAPY MONTH’**

in the City of Oxford and call upon all citizens to recognize the achievements and contributions of these valued health professionals.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 28th day of March, 2008.

PRUDENCE Z. DANA, MAYOR