



Agenda

Oxford City Council

Court House

TUESDAY, APRIL 3, 2012

EXECUTIVE SESSION

None.

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

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

REGULAR MEETING

7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

A. 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 20, 2012 City Council Work Session. (Mary Ann Eaton, Clerk of Council)



Minutes

- B. Minutes of the March 20, 2012 City Council Meeting. (Mary Ann Eaton, Clerk of Council)



Minutes

- C. Report regarding the March 21, 2012 Board of Zoning Appeals Meeting. (Jung-Han Chen, Community Development Director)



Report

5. Resolutions.

1. A Resolution by the Oxford City Council authorizing the City Manager to enter into an agreement with Reynolds, Inc. for General, Mechanical, Heating and Ventilating improvements at the Wastewater Treatment Plant at a cost of \$2,380,000 plus a contingency amount of 7% of the contract price or \$166,600 for a total cost not to exceed \$2,546,600. (Mike Dreisbach, Service Director)



Staff Report/Resolution

2. A Resolution by the Oxford City Council authorizing the City Manager to enter into an agreement with Lake Erie Electric, Inc. for Electrical improvements at the Wastewater Treatment Plant at a cost of \$228,381 plus a contingency amount of 7% of the contract price or \$16,018 for a total cost not to exceed \$244,849. (Mike Dreisbach, Service Director)



Staff Report/Resolution

3. A Resolution by the Oxford City Council authorizing the City Manager to enter into an agreement with Arcadis U.S., Inc. for Construction Engineering Services for improvements to the Wastewater Treatment Plant at a cost not to exceed \$325,000. (Mike Dreisbach, Service Director)



Staff Report/Resolution

4. A Resolution requesting the Director of Transportation to review, determine and declare a reasonable and safe prima facie speed limit on U.S. 27 from Chestnut Street to Campus Avenue. (Mike Dreisbach, Service Director)



Staff Report/Resolution

5. A Resolution authorizing the City Manager to permit the Miami University Alumni Association to hold an Alumni Weekend 2012 'Fun at the Park' event to include the sale of beer and wine from 6:00 p.m. to 10:00 p.m. on Friday, June 15, 2012 in the Oxford Memorial Park. (Doug Elliott, City Manager)



Staff Report/Resolution

6. A Resolution 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 annual 2012 Summer Music Festival. (Doug Elliott, City Manager)



Staff Report/Resolution

6. Ordinances.

A. First Reading

1. An Ordinance Repealing Oxford Codified Ordinance Chapter 135, Environmental Commission, And Adopting New Oxford Codified Ordinance Chapter 135, Environmental Commission. (Mike Dreisbach, Service Director)



Staff Report/Ordinance

B. Second Reading

1. An Ordinance Amending Ordinance No. 3159. Supplemental Budget Ordinance Number 1 To Make Supplemental Appropriations For Fiscal Year 2012. (Joe Newlin, Finance Director)



Staff Report/Ordinance

7. A. Discussion Items

1. Request for use of Memorial Park - Steve Dana.



Report

2. Water Service issue on Brown Road - Christopher Owens



Letter

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

1. Remarks from City Council and City Staff.

C. Future Meetings.

WED - Apr 4 Historic and Architectural Preservation Commission Meeting 6:00 p.m.

WED - Apr 4 Environmental Commission Meeting 7:00 p.m. Municipal Building

THUR - Apr 5 Community Relations Commission Meeting 5:00 p.m. Municipal Building

TUES - Apr 10 Planning Commission Meeting 7:30 p.m.

THUR - Apr 12 Police Advisory Board Meeting 7:00 p.m. Senior Citizens Center

FRI - Apr 13 Student Community Relations Commission Meeting 3:30 p.m. LCNB

MON - Apr 16 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building

TUES - Apr 17 City Council Meeting 7:30 p.m.

WED - Apr 18 Board of Zoning Appeals Meeting 7:30 p.m.

THUR - Apr 19 Recreation Board Meeting 4:00 p.m. Senior Citizens Center

WED - Apr 25 Civil Service Commission Meeting 7:00 p.m.

FRI - Apr 27 Community Improvement Corporation Meeting 12:00 p.m. LCNB

FRI - Apr 27 Student Community Relations Commission Meeting 3:30 p.m. LCNB

8. Adjourn.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: April 3, 2012

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

March 23, 2012

Date Prepared

Agenda Title: Resolution authorizing the City Manager to permit the Miami University Alumni Association to hold an Alumni Weekend 2012 'Fun at the Park' event to include the sale of beer and wine from 6:00 p.m. to 10:00 p.m. on Friday, June 15, 2012 in the Oxford Memorial Park.

Recommendation: N/A

Discussion:

This event has already been approved for Friday, June 15, 2012 from 6:00 p.m. until 10:00 p.m. in the Uptown Parks.

This is an additional request to allow the sale of alcoholic beverages from 6:00 p.m. to 10:00 p.m. in the Oxford Memorial Park.

City Council unanimously approved the request in 2011.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

 3/30/12

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO PERMIT THE MIAMI UNIVERSITY ALUMNI ASSOCIATION TO HOLD AN ALUMNI WEEKEND 2012 'FUN AT THE PARK' EVENT TO INCLUDE THE SALE OF BEER AND WINE FROM 6:00 P.M. TO 10:00 P.M. ON FRIDAY, JUNE 15, 2012 IN THE OXFORD MEMORIAL PARK.

Be it resolved by the Council of the City of Oxford, Butler County, State of Ohio, that:

SECTION 1: The Miami University Alumni Association wishes to open Alumni Weekend 2012 with a 'Fun at the Park' event in the Uptown Parks which will be open to the public and will give everyone the opportunity to welcome Miamians and their families back to Oxford.

SECTION 2: The Miami University Alumni Association will obtain an F-2 State of Ohio Liquor Permit, which will allow the sale of beer and wine to those of legal age for on premises consumption only.

SECTION 3: The Miami University Alumni Association will be required to carry a liability insurance policy and an additional liquor liability policy.

SECTION 4: The Miami University Alumni Association will rope off the Oxford Memorial Park area and each attendee wishing to enter the roped off area will be required to be at least 21 years of age and be required to wear a wrist band.

SECTION 5: The City Manager is hereby authorized to take all steps necessary to permit the Miami University Alumni Association to hold a 'Fun at the Park' event in the Uptown Parks to include the sale of beer and wine on Friday, June 15, 2012 from 6:00 p.m. to 10:00 p.m. in the Oxford Memorial Park.

SECTION 6: This Resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)



APPROVED

- Does need
Alcohol approved
by Council/Rev. 6/11



REQUEST FOR PUBLIC PARK PERMIT



REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 6/15/12 through 6/15/12 From: 3:30 a.m./p.m. To: 2:00 a.m./p.m.

Today's Date: 8/16/11

☐ Emergency Utility Repair (check box, if applicable)

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

Responsible Adult:
(18 years of age or older)*

Address:

Telephone:

Cellular:

Fax:

Email:

Michelle Martin
Miami University
Murstein Alumni Center
513-529-1264
n/a
513-529-1466
martin63@muohio.edu

Organization:

Advisor:

Address:

Telephone:

Cellular:

Fax:

Email:

Non-Profit:

Miami University
Murstein Alumni Center
725 E. Chestnut St.
Oxford, OH 45056
513-529-1264
n/a
513-529-1466
martin63@muohio.edu
☒ Yes ☐ No

* Person in charge - Primary contact

PARK REQUESTED

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

RECEIVED

AUG 17 2011

City of Oxford

TITLE OF EVENT (be specific and include projected attendance)

Alumni Weekend 2012 Fun at the Park

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

DESCRIPTION OF EVENT

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

Applicant's Signature: Michelle Martin Date: 8/16/11

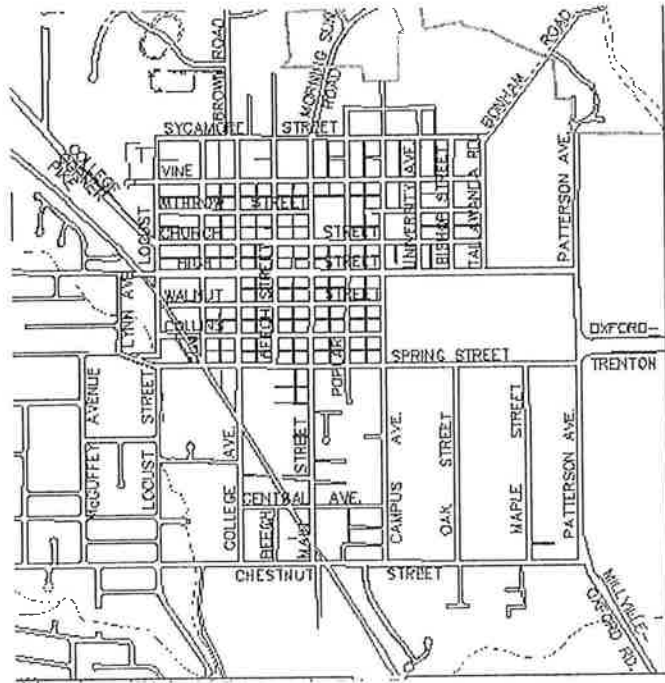
I have read and understand the rules, guidelines and conditions. Furthermore, I understand that acceptance of them is a condition of approval; and, if approval is granted, it is only for the event specified above. I also understand that the request will be reviewed by various City of Oxford officials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

M.U. Use Only

The organization listed above is a registered student organization in good standing with Miami University.

Signature: _____ Date: 8/16/11

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



CITY OF OXFORD / RIGHT-OF-WAY REQUEST DETAILS

Instructions for Applicant: Please clearly denote the parade route, streets and/or sidewalk areas being requested. Place a concise narrative explanation on the following lines. Attach additional pages if necessary.

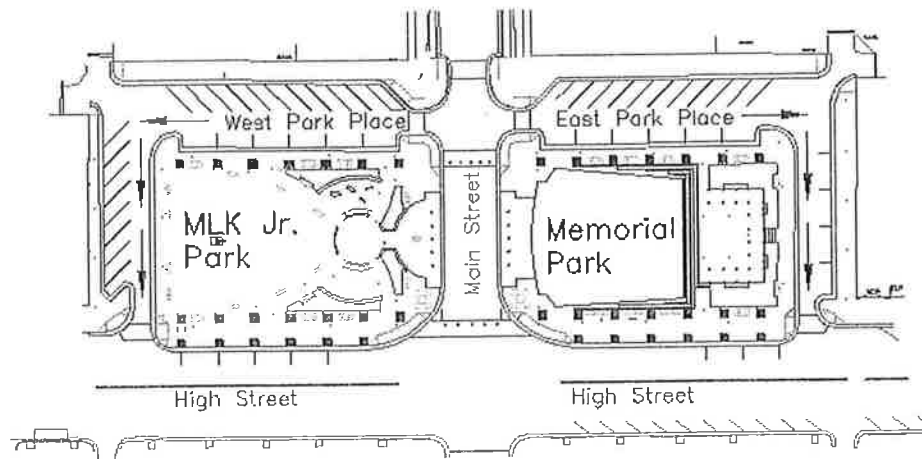
We would like to request Main Street
from Park Place to High Street, Park Place
West, Park Place East

Additional Requests:
(Include details in narrative)

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

Time Details

	Start	End
Setup	3:30 PM	6:00 PM
Event	6:00 PM	10:00 PM
Breakdown	10:00 PM	12:00 AM



OXFORD MEMORIAL PARK & MARTIN LUTHER KING JR. PARK

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

We would like to request both parks →
food, music & activities for all ages

Additional Requests:
(Include details in narrative)

- ☒ Pavilion
- ☒ Extra trash cans
- ☐ PA \ CD System **
- ☒ Stage lighting
- ☐ Special power requirements (explain in narrative)**
- ☐ Street Closure **
- ☐ Other: _____

Time Details

	Start	End
Setup	3:30 PM	6:00 PM
Event	6:00 PM	10:00 PM
Breakdown	10:00 PM	12:00 AM

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

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



Stipulations and Fees

Note: FULL PAYMENT REQUIRED BEFORE THE EVENT

RIGHT-OF-WAY

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

1. Applicant shall manage all work zones in the Right-of-Way in compliance with the Ohio Manual of Uniform Traffic Control. *(Note: Applicant is responsible for damages in the right of way or adjacent property.)*
2. Large events (estimated at over 500 people, including all concerts and performances, will require a pre-meeting with the Police (524-5247) and Service Department (524-5206) prior to approval. *Note: Requests **WILL NOT** be approved prior to the pre-meeting.*
3. The period of use may not exceed two (2) days without City Council approval.
4. At least one legally responsible adult must sign the request.
5. The usage may not discriminate for or against a given class of people.
6. All ordinances that regulate noise **shall** be observed.
7. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.
8. The requestor is responsible for cleanup. Failure to cleanup may result in subsequent requests being denied or a deposit being required. In addition, a cleaning charge may be assessed.
9. Safety staffing levels will be determined by the Oxford Police Division and the requestor may be required to hire police officers.
10. All special conditions specified by department heads must be complied with. Fees may be assessed for special services – see below.
11. Miami University approval is required for student events.
12. NO markings may be made on streets or sidewalks within the public right-of-way.
13. Inflatable game requirements: 18 YOA professional operator and **copy of company's insurance policy**.
14. If food is to be distributed to the public, **written approval** from the BCHD is required.

USE OF PARKS (ALL THOSE ABOVE, PLUS)

1. No motor vehicles may be parked within the area of the park or on any sidewalk.
2. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
3. No signs are permitted.
4. The requestor is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
5. No structure shall be defaced and no structure shall be erected within four (4) feet of the base of a tree or shrub.
6. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.

FEE INFORMATION

No Parking Signs \$.35 ea
Metered Parking Spots \$10.00/ea
Trash Boxes \$ 5.00/ea

Personnel

Police Officer(s) Contact OPD
Sound System \$25.00
Street Dept. Personnel \$25.00/hr
Electrician \$100.00
Park & Rec Personnel Contact OPRD

Road Closures (fee includes labor)

Main Street \$135.00
US 27 Detour \$135.00

Sports Fields/Gazebo

Contact OPRD – 513-523-6314

APPLICANT'S ASSURANCE

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

Michelle Martin
Applicant's Signature

Date: 8/16/11

CITY USE ONLY

	Service	Hours	Rate	Estimate	Final
1	Detour	1	\$135	\$135	\$
2	Street Div. per.	8	\$25	\$200	\$
3	Trash Boxes	20	\$5	\$100	\$
4	No parking Signs	48 spaces	\$10.00	\$480	\$
5			\$	\$	\$
			Total	\$915.00	\$

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

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

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief: ☒ Approved

☐ Not Approved

Fire Chief: ☒ Approved

☐ Not Approved

Service Director: ☒ Approved

☐ Not Approved

Recreation Director: ☐ Approved

☐ Not Approved

City Manager: ☒ Approved

☐ Not Approved

City Manager's Signature

Date: 5/19/11

Reason(s) event not approved:

--



INVOICE

101 East High Street
Oxford, OH 45056-1887
Phone: 513-524-5200 Fax: 513-523-7298

INVOICE #12-0004
22-Aug-11

TO:
Miami University Murstein Alumni Center
725 E. Chestnut Street
Oxford, Ohio 45056

FOR: Request for Public Park Permit
Alumni Weekend 2012
Event June 15th, 2012

DESCRIPTION	HOURS/QTY	RATE HOURS/EACH	AMOUNT
Trash Cans *When Required // For Additional Cans	20	\$5.00	\$100.00
PERSONNEL Police Officer(s) - billed sepraty through OPD			\$0.00
Parking - contact OPD	48	\$10.00	\$480.00
No Parking Signs		\$0.35	\$0.00
Street Department Personnel	8	\$25.00	\$200.00
Electrician		\$100.00	\$0.00
Personnel		\$25.00	\$0.00
ROAD CLOSURES Main Street **	1	\$135.00	\$135.00
US 27 Detour ** <i>** includes labor</i>		\$135.00	\$0.00
SPORTS FIELDS/GAZEBO Contact OPRD - 523-6314			\$0.00
MISCELLANEOUS CHARGES			
		\$100	\$0.00
TOTAL			\$915.00

Please Pay before your event or asap.

Please make all checks payable to: **CITY OF OXFORD**

Return a copy of this invoice to ensure credit to the corresponding invoice.

Thank you for your business!

101 East High Street • Oxford, Ohio 45056-1887
Phone: (513) 524-5200 • Fax: (513) 523-7298 • www.cityofoxford.org

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: April 3, 2012

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

March 23, 2012

Date Prepared

Agenda Title: Resolution 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 2012 annual Summer Music Festival.

Recommendation:

Discussion:

Council has approved this request every year since 2005. The fee for each street closure is \$135.00. The cost for 8 concerts is \$1,080.00.

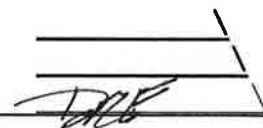
Approved By:

Initial Date

Department Head:

City Attorney:

City Manager:

 3/30/12

RESOLUTION NO.

A RESOLUTION 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 2012 ANNUAL SUMMER MUSIC FESTIVAL.

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

SECTION 1: The Visitors and Convention Bureau hereby requests Council's consideration of their request for waiver of the street closure fees for the 2012 Annual Summer Music Festival.

SECTION 2: Council having considered the request determined that the Summer Music Festival is a benefit to the entire community and that waiving the fees for the street closings is in the best interest of the community, hereby authorizes the City Manager to waive the fees for the street closings for the 2012 Annual Summer Music Festival.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

June 7, 15, 21, 28
July 12, 19, 26
August 9, 16

APPROVED

Rev. 6/11



☒ REQUEST FOR PUBLIC PARK PERMIT

☒ REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: See above 2/23/12 through 2/23/12 From: 6:00 a.m.(p.m.) To: 11:00 a.m.(p.m.)

Today's Date: 2/23/12 ☐ Emergency Utility Repair (check box, if applicable)

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

Responsible Adult:
(18 years of age or older)*

Address:

Telephone:

Cellular:

Fax:

Email:

Diana Durr
14 W. Park Place, Suite
Oxford, OH 45056
513-523-8687
513-885-8146
513-523-2927
dianadur@enjoy
oxford.org

Organization:

Advisor:

Address:

Telephone:

Cellular:

Fax:

Email:

Non-Profit:

OVCB

☒ Yes ☐ No

* Person in charge - Primary contact

PARK REQUESTED

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

TITLE OF EVENT (be specific and include projected attendance)

Music Festival

Projected Attendance: 2,000 Has this event been held previously? ☒ Yes ☐ No If "YES", when? annually

DESCRIPTION OF EVENT

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

Applicant's Signature: Diana Durr Date: 2/23/12

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

M.U. Use Only

The organization listed above is a registered student organization in good standing with Miami University.

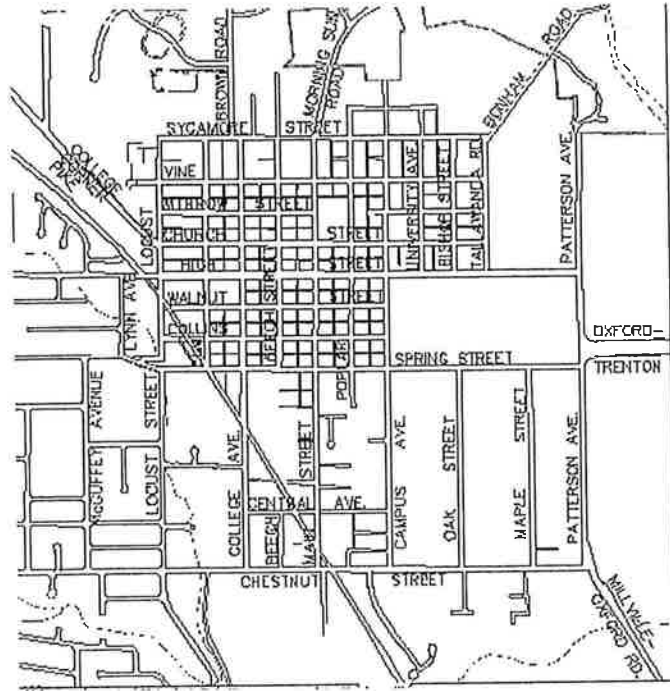
Signature: _____ Date: 2/23/12

RECEIVED

FEB 23 2012

City of Oxford

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



CITY OF OXFORD / RIGHT-OF-WAY REQUEST DETAILS

Instructions for Applicant: Please clearly denote the parade route, streets and/or sidewalk areas being requested. Place a concise narrative explanation on the following lines. Attach additional pages if necessary.

Main Street from Church Street to High Street, East Park Place, West Park Place

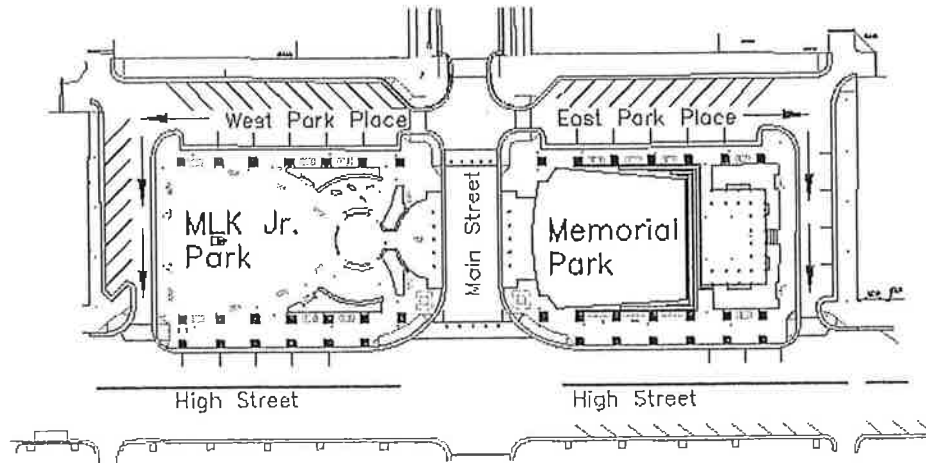
Additional Requests:
(Include details in narrative)

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

Time Details

	Start	End
Setup	6:00pm	7:30pm
Event	7:30pm	10:00pm
Breakdown	10:00pm	11:00pm

~~Friday, June 15th (Alumni Event)~~
~~Set up 4:00pm - 6:00pm~~
~~Event 6:00pm - 10:00pm~~
~~Breakdown 10:00pm - 11:00pm~~



OXFORD MEMORIAL PARK & MARTIN LUTHER KING JR. PARK

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

Requesting both MLK, Jr. Park & Memorial Park

Additional Requests:
(Include details in narrative)

- ☒ Pavilion
- ☒ Extra trash cans
- ☐ PA \ CD System **
- ☒ Stage lighting
- ☐ Special power requirements (explain in narrative)**
- ☐ Street Closure **
- ☐ Other: _____

Time Details

	Start	End
Setup	6:00 pm	7:30 pm
Event	7:30 pm	10:00 pm
Breakdown	10:00 pm	11:00 pm

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

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

see Right-of-Way Request regarding Friday, June 15th (Alumni Event)



Stipulations and Fees

Note: FULL PAYMENT REQUIRED BEFORE THE EVENT

RIGHT-OF-WAY

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

1. Applicant shall manage all work zones in the Right-of-Way in compliance with the Ohio Manual of Uniform Traffic Control. *(Note: Applicant is responsible for damages in the right of way or adjacent property.)*
2. Large events (estimated at over 500 people, including all concerts and performances, will require a pre-meeting with the Police (524-5247) and Service Department (524-5206) prior to approval. *Note: Requests **WILL NOT** be approved prior to the pre-meeting.*
3. The period of use may not exceed two (2) days without City Council approval.
4. At least one legally responsible adult must sign the request.
5. The usage may not discriminate for or against a given class of people.
6. All ordinances that regulate noise shall be observed.
7. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.
8. The requestor is responsible for cleanup. Failure to cleanup may result in subsequent requests being denied or a deposit being required. In addition, a cleaning charge may be assessed.
9. Safety staffing levels will be determined by the Oxford Police Division and the requestor may be required to hire police officers.
10. All special conditions specified by department heads must be complied with. Fees may be assessed for special services – see below.
11. Miami University approval is required for student events.
12. NO markings may be made on streets or sidewalks within the public right-of-way.
13. Inflatable game requirements: 18 YOA professional operator and **copy of company's insurance policy**.
14. If food is to be distributed to the public, **written approval** from the BCHD is required.

USE OF PARKS (ALL THOSE ABOVE, PLUS)

1. No motor vehicles may be parked within the area of the park or on any sidewalk.
2. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
3. No signs are permitted.
4. The requestor is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
5. No structure shall be defaced and no structure shall be erected within four (4) feet of the base of a tree or shrub.
6. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.

FEE INFORMATION

No Parking Signs \$.35 ea
Metered Parking Spots \$10.00/ea
Trash Boxes \$ 5.00/ea

Personnel

Police Officer(s) Contact OPD
Sound System \$25.00
Street Dept. Personnel \$25.00/hr
Electrician \$100.00
Park & Rec Personnel Contact OPRD

Road Closures (fee includes labor)

Main Street \$135.00
US 27 Detour \$135.00

Sports Fields/Gazebo

Contact OPRD – 513-523-6314

APPLICANT'S ASSURANCE

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

Deana Dean Date: 2/23/12
Applicant's Signature

CITY USE ONLY

	Service	Hours	Rate	Estimate	Final
1	Personnel	4	\$ 25	\$	\$ 100.00
2	St. Close	1	\$ 135.00	\$	\$ 135.00
3			\$	\$	\$
4			\$	\$	\$
5			\$	\$	\$
			Total	\$	\$

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

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

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief: ☒ Approved

☐ Not Approved

Fire Chief: ☐ Approved

☐ Not Approved

Service Director: ☒ Approved

☐ Not Approved

Recreation Director: ☐ Approved

☐ Not Approved

City Manager: ☐ Approved

☐ Not Approved

City Manager's Signature

Date: 2/28/12

Reason(s) event not approved:

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: April 3, 2012

Account Code #: Not Applicable

Budgeted Amount: Not Applicable

Service Department
Originating Department

Michael Dreisbach
Prepared By

March 27, 2012
Date Prepared

Agenda Title: Lowering of Speed Limit on US 27 from Chestnut St. to Campus Ave.

Recommendation: Approval

Discussion:

Speed limits on State and Federal Routes within the municipality of Oxford are regulated by the State of Ohio through Ohio Revised Code section 4511.21 "Speed Limits". The current speed limit on US 27 between Chestnut St. and Campus Ave. is 35 mph. Any changes to prescribed speed limits may only be made by the Director of the Ohio Dept. of Transportation.

In conjunction with the Miami University Master Circulation Plan and at the request of Miami University, the City conducted a speed analysis of this zone to determine if changes should be made to the posted speed limit of 35 mph. The investigation analyzed several factors including traffic volumes, numbers of crosswalks and pedestrian crossings, and the crash rate in the target area (including vehicular and pedestrian crashes). Upon evaluation of the data required by the State for determining speed limits, particularly for the 85th percentile speed of < 28 mph, it was determined that this zone supports a speed limit lower than the posted 35 mph.

One of the requirements to request a modification to prima facie is a Resolution of support from the local jurisdiction recommending the new speed limit.

It is Staff's recommendation that the City Council pass a Resolution requesting the Director of Transportation to declare a safe and reasonable speed limit for US 27 from Chestnut St. to Campus Ave.

Approved By:

Department Head: Initial MBD Date 3/27/12

City Manager:

DRE \ 3/30/12

RESOLUTION NO.

A RESOLUTION REQUESTING THE DIRECTOR OF TRANSPORTATION TO REVIEW, DETERMINE AND DECLARE A REASONABLE AND SAFE PRIMA FACIE SPEED LIMIT ON U.S. 27 FROM CHESTNUT STREET TO CAMPUS AVENUE.

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

SECTION I: Speed limits on state and federal routes within the City of Oxford, Ohio are regulated by the State of Ohio through Section 4511.21, "Speed Limits", of the Ohio Revised Code.

SECTION II: In conjunction with the Miami University Circulation Master Plan and at the request of Miami University, the City of Oxford conducted a speed analysis of this zone to determine if changes should be made to the posted speed of 35 mph. The investigation included an analysis of several factors including traffic volumes, number of crosswalks and pedestrian crossings, and the crash rate in the target area (including vehicular and pedestrian crashes). Upon evaluation of the data required by the State for determining speed limits, it was determined that this zone supports a speed limit lower than the posted 35 mph.

SECTION III: It is the determination of this Council that such investigation confirms that a speed limit lower than the posted 35 mph is warranted on U.S. 27 from Chestnut Street to Campus Avenue.

SECTION IV: Pursuant to the provision of Section 4511.21 of the Ohio Revised Code, the Director of Transportation is hereby requested to review the investigation of this zone to determine and declare a reasonable and safe prima facie speed limit on U.S. 27 from Chestnut Street to Campus Avenue.

SECTION V: Council further requests that if the Director of Transportation determines and declares a reasonable and safe speed limit on U.S. 27 from Chestnut Street to Campus Avenue to be lower than the posted 35 mph, then appropriate signs giving notice thereof be erected at such location by City of Oxford officials.

SECTION VI: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were taken in open meeting or meetings of this Council, and that all deliberations of this Council were in meetings open to the public and in full compliance with all legal requirements, including without limitations, those set forth in Section 121.22 of the Ohio Revised Code.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: April 3, 2012

Account Code #: 332.831.51101 & 332.831.51102

Budgeted Amount: \$ 3,121,500.

Service Department
Originating Department

Michael Dreisbach
Prepared By

March 27, 2012
Date Prepared

Agenda Title: Contract for Construction Engineering Services from Arcadis U.S., Inc.

Recommendation: Approval

Discussion: The 2012 Wastewater Capital Improvement Budget includes \$3,121,500 for improvements at the City's wastewater treatment plant (WWTP). Staff has recommended the award of three contracts for WWTP improvements to Reynolds, Inc. and Lake Erie Electric, Inc.

The City will require the assistance of professional engineers to assist staff in the management of this multi-million dollar improvement at the WWTP. The City has already contracted with Arcadis U.S., Inc. (Arcadis) for the provision of engineering services. Arcadis is very familiar with our WWTP and was the firm that assisted the City in drafting the project's drawings and specifications.

Duties of the engineering firm will include assistance in administering the construction contracts with Reynolds, Inc. and Lake Erie Electric, Inc., review of shop drawings, establishment of horizontal and vertical control points, coordination of material testing laboratories, documentation at pre-construction and progress meetings, and the inspection of work as to intent of the design and specifications.

Additionally, Arcadis would provide a Resident Project Representative (RPR) that would be responsible to review schedules of the contractors, serve as liaison between the City and contractors, observe and document work performed by contractors, evaluate and make recommendations should conflicts arise between drawings and field conditions, and assist in the preparation of record drawings.

The City followed this procedure during the last major construction project at the WWTP with the installation of a new disc aeration system. The project went very smoothly and change orders were kept to a minimum with good plans and specifications upfront, and constant evaluation and documentation through project completion.

The proposal for these services is attached to this report. Staff finds the fees to be reasonable and recommends the City Council authorize the City Manager to enter into an Agreement with Arcadis U.S., Inc. for professional engineering services as described herein for an amount not to exceed \$325,000.

Approved By:

Department Head:

Initial Date
MBD \ 3/27/12

City Manager:

DCE \ 3/30/12

RESOLUTION NO.

A RESOLUTION BY THE OXFORD CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ARCADIS U.S., INC. FOR CONSTRUCTION ENGINEERING SERVICES FOR IMPROVEMENTS TO THE WASTEWATER TREATMENT PLANT AT A COST NOT TO EXCEED \$325,000.

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

SECTION I: The 2012 Wastewater Capital Improvement Budget includes \$3,121,500 for improvements at the City's Wastewater Treatment Plant. Staff has recommended the award of three contracts for the Wastewater Treatment Plant improvements to Reynolds, Inc. and Lake Erie Electric, Inc. The City will require the assistance of professional engineers to assist staff in the management of this multi-million dollar improvement to the Wastewater Treatment Plant.

SECTION II: The City has an existing professional services contract with Arcadis U.S., Inc. for engineering services.

SECTION III: Duties of the engineering firm will include assistance in administering the construction contracts with Reynolds, Inc. and Lake Erie Electric, Inc., review of shop drawings, establishment of horizontal and vertical control points, coordination of material testing laboratories, documentation at pre-construction and progress meetings, and the inspection of work as to intent of the design and specifications. Additionally, Arcadis U.S., Inc. would provide a Resident Project Representative that would be responsible for reviewing schedules of the contractors, serve as liaison between the City and the contractors, observe and document work performed by contractors, evaluate and make recommendations should conflict arise between drawings and field conditions, and assist in the preparation of record drawings.

SECTION IV: Arcadis U.S., Inc. has proposed a fee of \$325,000 to assist staff with the items set forth in Section III of this Resolution.

SECTION V: The City Manager and Service Director recommend City Council authorize the City Manager to enter into an agreement with Arcadis U.S., Inc. for Construction Engineering Services for improvements to the Wastewater Treatment Plant at a cost not to exceed \$325,000.

SECTION VI: Council accepts the recommendation of the City Manager and the Service Director and authorizes the City Manager to enter into a contract with Arcadis U.S., Inc. for Construction Engineering Services for improvements to the Wastewater Treatment Plant at a cost not to exceed \$325,000.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)



Mr. Michael Dreisbach
Director of Service
Municipal Building
101 East High Street
Oxford, Ohio 45056

ARCADIS U.S., Inc.
4665 Cornell Road
Suite 350
Cincinnati
Ohio 45241
Tel 513 860 8700
Fax 513 860 8701
www.arcadis-us.com

Subject:

**Wastewater Treatment Plant Digester and RAS Pumping Improvements
Proposal for Construction Phase Engineering Services and RPR Services**

WATER RESOURCES

Dear Mr. Dreisbach:

ARCADIS appreciates the opportunity to submit this proposal, which presents a scope of services, schedule, and fee estimate to provide the City of Oxford with construction phase engineering services and Resident Project Representative (RPR) services during construction of the Wastewater Treatment Plant (WWTP) Digester and RAS Pumping Improvements (the Project). These services would be provided in accordance with the June 5, 1997 *Agreement for Engineering Services* (Agreement) between the City and ARCADIS.

Date:

March 28, 2012

Contact:

Al Aspacher

Phone:

513.860.8700

Email:

allen.aspacher@arcadis-us.com

Background

The Project has three primary construction elements:

- Sludge Disposal Building Improvements – This will include replacement of the anaerobic digester appurtenances (the sludge heater, digester covers, mixing system, recirculation pumps, gas safety equipment, piping, valves, and ventilation system);
- Recirculation Pump Station Improvements – These improvements will provide the additional capacity to enable the WWTP to handle increased influent flows without violating the City's NPDES permit; and
- Chemical Building Improvements – This will include a re-design of the non-potable water system to enable treated effluent water to be used in the sludge thickening and dewatering processes instead of potable water.

Our ref:

66021527.0003

Imagine the result

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Scope of Services

This section presents what ARCADIS believes is the minimum scope of construction phase engineering services and RPR services needed during the Project. The Engineering Fee Estimate presented in this proposal shall be adjusted if the level of effort expended in providing one of the services listed below is greater than anticipated through no fault of ARCADIS or if services other than those listed below are requested by the City.

Construction Phase Engineering Services

ARCADIS proposes to provide the following engineering services during construction in accordance with Subsection 2.5 ("Construction Phase") of the Agreement:

- Administer the construction Contract as the City's representative;
- Review shop drawings;
- Establish horizontal and vertical control points, if necessary, to enable the Contractor to locate the Work;
- Assist the City in selecting an independent material testing laboratory;
- Review all laboratory reports and advise the City if special inspections or tests are deemed necessary;
- Attend the preconstruction meeting and up to 10 progress meetings at the site and prepare and distribute a brief report of each meeting;
- Make initial decisions relating to the acceptability of Contractor's work and recommend disapproval or rejection of Contractor's work if it is deemed that the work will not achieve the design intent;
- Address Contractor requests for information and issue clarifications and interpretations of the construction Contract, including Field Orders, Work Change Directives, and Change Orders;
- Prepare requests for Contractor proposals, and review proposals submitted pursuant to the requests;
- Review Contractor applications for payment;

- Conduct a Substantial Completion inspection and provide Substantial Completion certification to the City and the Contractor;
- Receive, review, and transmit all documents required to be submitted by the Contractor prior to Final Payment (including Contractor's "as-built" drawings); and
- Review the Contractor's final pay request and make a recommendation for Final Payment; and

At or near completion of the construction phase, ARCADIS would be pleased to submit a proposal to provide Post-Construction Phase Services in accordance with Subsection 2.6 ("Post-Construction Phase") of the Agreement or Additional Services in accordance with Subsection 3.1 ("Additional Services Requiring Authorization in Advance") of the Agreement if these services are desired by the City.

Resident Project Representative Services

ARCADIS will provide RPR services during the construction phase in accordance with the requirements of Subsection 3.3 ("[RPR] Services during Construction") of the Agreement. The RPR will act as ARCADIS' agent during construction, and will be supervised by our senior engineers and the Project Manager. The duties, responsibilities, and authorities of the RPR are described below. These duties, responsibilities, and authorities are limited to those specified in Exhibit A, Part C of the Agreement. The RPR will provide the following services:

- Review the preliminary schedules submitted by the Contractor;
- Attend the pre-construction meeting and up to 10 progress meetings;
- Serve as liaison between the City and the Contractor, and between ARCADIS and the Contractor;
- Observe work in progress and report to ARCADIS' Project Manager;
- Report to the Project Manager when Contract interpretations or clarifications are needed;
- Evaluate and make recommendations to the engineers and Project Manager regarding the acceptability of Contractor suggestions for modifications to the construction drawings or technical specifications;

- Maintain project files at the construction site, assist the Project Manager in preparing Field Orders and Change Orders, prepare requests for Contractor proposals, and review the proposals submitted pursuant to the requests;
- Review Contractor applications for payment;
- Participate in a Substantial Completion inspection and prepare a punch-list of items requiring completion or correction; and

Schedule

The construction phase begins the day of the pre-construction meeting and ends when the City agrees to make Final Payment to the Contractor. ARCADIS will work with the City and the Contractor(s) to enable the construction phase of the Project to be completed as quickly as possible.

As described in the bidding documents, and in accordance with Section 5 of the Agreement, the anticipated duration of the bidding and construction phases is 18 months, broken down as follows:

Phase		Duration (Months)
Construction – Preconstruction Meeting through Substantial Completion		14
Months 01 through 04	Shop Drawing Submittal/Review; Mobilization	
Months 05 through 11	Fabricate/Deliver Digester Covers; Site Work	
Months 12 through 13	Erect Digester Covers and Appurtenances	
Month 14	Paint Digester Covers	
Construction – Substantial Completion to Final Payment		2
Months 15 through 16	Address Substantial Completion "Punchlist" Items	
Total		16

RPR services to be provided during construction according to the following schedule:

- Through Substantial Completion –
 - Months 1 through 6 (total 24 weeks) – 20 hours per week
 - Months 7 through 14 (total 32 weeks) – 40 hours per week
- Substantial Completion to Final Payment –
 - Months 15 through 16 (total 8 weeks) – 20 hours per week



Mr. Michael Dreisbach
March 28, 2012

The Engineering Fee Estimate presented in this proposal shall be adjusted if the actual duration of the construction phase is longer than 16 months through no fault of ARCADIS or if during the construction phase the RPR is required to be on-site for more hours than shown above.

Engineering Fee Estimate

In accordance with Section 6 of the Agreement, ARCADIS proposes to implement the "Scope of Services" presented in this proposal for a cost-reimbursement multiplier fee of \$325,000, broken down as follows:

Service	Fee Estimate
Construction Phase Engineering	\$160,000
Resident Project Representation	<u>\$165,000</u>
Total	\$325,000

Services will be invoiced only to the extent that time is charged to the project, and this fee will not be exceeded unless there is a mutually agreed-upon revision to the scope of the project.

This fee estimate is based on the following assumptions:

- The duration of construction (i.e., the period of time between the preconstruction meeting and the date the City decides to make Final Payment to the Contractor) will not exceed 16 months;
- A total of 166 shop drawings and O&M Manuals will be reviewed, including re-submittals of rejected shop drawings;
- No submittals for Substitute or "Or-Equal" items will be reviewed (review of submittals for these items will be considered an additional service, for which the City may require the Contractor to reimburse ARCADIS);
- The RPR will expend no more than 1,600 labor hours during the construction phase; and
- ARCADIS will not be required to provide Post-Construction Phase engineering services such as development of Record Drawings, preparation of Operation and Maintenance Manuals, programming, or equipment startup assistance (these services, if they are desired by the City, would be provided under the terms of a separate proposal).

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Page:
5/7



Mr. Michael Dreisbach
March 28, 2012

Authorization

If the Scope of Services and Engineering Fee Estimate presented in this proposal are acceptable, please authorize ARCADIS to proceed by executing the attached Authorization to Proceed page and returning a copy to the undersigned.

Closing

It is a pleasure to work with the City of Oxford. Please contact us if you have questions or need additional information about this proposal.

Sincerely,

ARCADIS U.S., Inc.

Allen J. Aspacher, PE
Vice President

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: April 3, 2012

Account Code #: 332.831.51101 & 332.831.51102

Budgeted Amount: \$ 3,121,500

Service Department
Originating Department

Michael Dreisbach
Prepared By

March 27, 2012
Date Prepared

Agenda Title: Wastewater Treatment Plant Improvements Including Rehabilitation of An Anaerobic Digester and Return Activated Sludge System Improvements

Recommendation: Approval

Discussion:

The 2012 Wastewater Capital Improvement Budget includes \$3,121,500 for improvements at the City's wastewater treatment plant (WWTP). City Staff, working in conjunction with Arcadis U.S., Inc. (Arcadis), developed plans and specifications for improvements in three primary elements at the WWTP including the rehabilitation of anaerobic digesters, improvements to the sludge recirculation pump station, and reconstruction of the WWTP's non-potable water system. Once constructed, these elements will complete major construction items identified in the WWTP's 2009 Facilities Plan.

Staff submitted plans and specifications to the Ohio Environmental Protection Agency (OEPA) for review and the issuance of a Permit to Install. This permit is necessary prior to construction activities being implemented, and on January 17, 2012, the OEPA issued the permit for our WWTP improvements.

The City divided improvements into three contracts for this project as follows:

- Contract A – General and Mechanical
- Contract B – Heating and Ventilating
- Contract C – Electrical

The City advertised for bids in local newspapers on February 24, 2012 and March 2, 2012. The City also advertised through several construction drawing clearinghouse services. Bids were opened and read aloud on March 22, 2012. A tabulation of bids is attached to this report.

Fourteen companies submitted bids on at least one contract being offered by the City. Based on Staff evaluation of the bids, the lowest and best bidder for Contract A and Contract B is Reynolds, Inc. of Orleans, IN with a combined price of \$2,380,000. The lowest and best bid for Contract C is Lake Erie Electric, Inc. of Franklin, OH with a price of \$228,831. The City has contracted with both of these firms in the past and has been very pleased with their work.

Approved By:

Department Head: Initial Date
MBD \ 3/27/12

City Manager:

DRF \ 3/30/12

In addition to repairing and replacing infrastructure that is now over 40 years old, the City will realize operational savings with a significant improvement in methane production and utilization. Captured methane will be used at the WWTP for building heating and process control. This will reduce the amount of natural gas that must be purchased from outside the facility. Improvements to the non-potable water system will significantly reduce the amount of finished water that is utilized at the WWTP; this will reduce operating costs for our water production division as well.

It is Staff's recommendation that City Council authorize the City Manager to enter into an agreement with Reynolds, Inc. for Contract A and Contract B as previously described at a cost of \$2,380,000. Staff is also recommending a 7% contingency authorization in the amount of \$166,600; therefore the total not to exceed for Contract A and Contract B with Reynolds, Inc. is \$2,546,600.

It is also Staff's recommendation that City Council authorize the City Manager to enter into an agreement with Lake Erie Electric, Inc. for Contract C as previously described at a cost of \$228,831. Staff is also recommending a 7% contingency authorization in the amount of \$16,018; therefore the total not to exceed for Contract C with Lake Erie Electric, Inc. is \$244,849.

RESOLUTION NO.

A RESOLUTION BY THE OXFORD CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH LAKE ERIE ELECTRIC, INC. FOR ELECTRICAL IMPROVEMENTS AT THE WASTEWATER TREATMENT PLANT AT A COST OF \$228,381 PLUS A CONTINGENCY AMOUNT OF 7% OF THE CONTRACT PRICE OR \$16,018 FOR A TOTAL COST NOT TO EXCEED \$244,849.

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

SECTION I: The 2012 Wastewater Capital Improvement Budget includes \$3,121,500 for improvements at the City's Wastewater Treatment Plant including rehabilitation of anaerobic digesters, improvements to the sludge recirculation pump station, and reconstruction of the Wastewater Treatment Plant's non-potable water system.

SECTION II: The City advertised a request for bids for the improvements in local newspapers on February 24, 2012 and March 2, 2012. The City also advertised through several construction drawing clearinghouse services.

SECTION III: After opening the bids on March 22, 2012, the Service Director determined that Lake Erie Electric, Inc. is the lowest and best bidder for the Electrical improvements listed as Contract C attached hereto and incorporated herein as Exhibit "A".

SECTION IV: Council hereby finds Lake Erie Electric, Inc. to be the lowest and best bidder and accepts the bid of \$228,831 for the Electrical improvements listed as Contract C attached hereto and incorporated herein as Exhibit "A" plus a contingency amount of 7% of the contract price or \$16,018 for a total cost not to exceed \$244,849.

SECTION V: Council hereby authorizes the City Manager to enter into an agreement with Lake Erie Electric, Inc. for the Electrical improvements listed as Contract C attached hereto and incorporated herein as Exhibit "A" at a cost of \$228,831 plus a contingency amount of 7% of the contract price or \$16,018 for a total cost not to exceed \$244,849.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD, OHIO	ARCADIS	
WWTP IMPROVEMENTS	4665 Cornell Road, Ste. 350	
CONTRACT A - GENERAL & MECHANICAL	Cincinnati, OH 45241	
CONTRACT B - HEATING & VENTILATING		
CONTRACT C - ELECTRICAL		
2:00 PM Local Time	Reynolds Inc.	Mechanical Construction Co.
Thursday, March 22, 2012	4520 N. State Road 37	2303 8th Street
	Orleans, IN 47452	Portsmouth, OH 45662

CONTRACT	DESCRIPTION	EST. QTY	MATERIAL	LABOR	TOTAL	MATERIAL	LABOR	TOTAL
CONTRACT A	General & Mechanical, Complete Lump Sum	1	\$1,859,000.00	\$375,000.00	\$2,234,000.00	\$1,471,000.00	\$800,000.00	\$2,271,000.00
CONTRACT B	Heating & Ventilating, Complete Lump Sum	1	\$106,000.00	\$40,000.00	\$146,000.00	---	---	No Bid
CONTRACT C	Electrical, Complete Lump Sum	1	\$165,000.00	\$100,000.00	\$265,000.00	---	---	No Bid
CONTRACT	DESCRIPTION	EST. QTY	ADD OR DEDUCT	AMOUNT		ADD OR DEDUCT	AMOUNT	
ALTERNATE 1	Contract A - Digester Tank Masonry Replacement	1	ADD	\$110,000.00		ADD	\$118,000.00	
ALTERNATE 2	Contract A - Draft Tube Mixer	1	DEDUCT	\$12,000.00		DEDUCT	\$3,000.00	
Percent (%) Reduction if Awarded Multiple Contracts:					0%	0%		
Contractor will NOT accept award for the following Contracts if multiple contracts are not awarded:								
					CONTRACT A CONTRACT B CONTRACT C	X X X		
Adjusted Bid, If Contractor is awarded multiple contracts:					CONTRACTS A+B CONTRACTS A+B+C	No Deduct No Deduct	No Deduct No Deduct	

ENGINEER'S ESTIMATE:
ENTIRE EST. COST: \$3,100,000

Notes:
* Mathematical error
** Contractor submitted bid without project manual

Exhibit "A"

CITY OF OXFORD, OHIO		ARCADIS 4665 Cornell Road, Ste. 350 Cincinnati, OH 45241			
WWTP IMPROVEMENTS		Shook Building Group 4977 Northcutt Place Dayton, OH 45414			
CONTRACT A - GENERAL & MECHANICAL		PAE & Associates 6933 Brookville Salem Pike Brookville, OH 45309			
CONTRACT B - HEATING & VENTILATING					
CONTRACT C - ELECTRICAL					
2:00 PM Local Time					
Thursday, March 22, 2012					

CONTRACT	DESCRIPTION	EST. QTY	MATERIAL	LABOR	TOTAL	MATERIAL	LABOR	TOTAL
CONTRACT A	General & Mechanical, Complete Lump Sum	1	\$1,698,300.00	\$596,700.00	\$2,295,000.00	\$1,897,000.00	\$400,000.00	\$2,297,000.00
CONTRACT B	Heating & Ventilating, Complete Lump Sum	1	\$159,600.00	\$106,400.00	\$266,000.00	\$350,000.00	\$56,000.00	\$406,000.00
CONTRACT C	Electrical, Complete Lump Sum	1	\$154,800.00	\$103,200.00	\$258,000.00	\$150,000.00	\$57,000.00	\$207,000.00
CONTRACT	DESCRIPTION	EST. QTY	ADD OR DEDUCT	AMOUNT		ADD OR DEDUCT	AMOUNT	
ALTERNATE 1	Contract A - Digester Tank Masonry Replacement	1	ADD	\$120,000.00		ADD	\$95,700.00	
ALTERNATE 2	Contract A - Draft Tube Mixer	1	DEDUCT	\$10,000.00		ADD	\$5,000.00	
Percent (%) Reduction if Awarded Multiple Contracts:					0%	A+B A+B+C		
Contractor will NOT accept award for the following Contracts if multiple contracts are not awarded:						5.55% * 5.15% *		
Adjusted Bid, If Contractor is awarded multiple contracts:								

CITY OF OXFORD, OHIO WWTP IMPROVEMENTS CONTRACT A - GENERAL & MECHANICAL CONTRACT B - HEATING & VENTILATING CONTRACT C - ELECTRICAL 2:00 PM Local Time Thursday, March 22, 2012	ARCADIS 4665 Cornell Road, Ste. 350 Cincinnati, OH 45241			
	Fryman-Kuck General Contractors Inc. 5150 Webster Street Dayton, Ohio 45413			

CONTRACT	DESCRIPTION	EST. QTY	MATERIAL	LABOR	TOTAL	MATERIAL	LABOR	TOTAL
CONTRACT A	General & Mechanical, Complete Lump Sum	1	\$1,606,000.00	\$715,000.00	\$2,321,000.00	\$2,077,000.00	\$350,000.00	\$2,427,000.00
CONTRACT B	Heating & Ventilating, Complete Lump Sum	1	--	--	No Bid	\$160,000.00	\$110,000.00	\$270,000.00
CONTRACT C	Electrical, Complete Lump Sum	1	--	--	No Bid	--	--	No Bid
CONTRACT	DESCRIPTION	EST. QTY	ADD OR DEDUCT	AMOUNT		ADD OR DEDUCT	AMOUNT	
ALTERNATE 1	Contract A - Digester Tank Masonry Replacement	1	ADD	\$117,000.00		ADD	\$110,000.00	
ALTERNATE 2	Contract A - Draft Tube Mixer	1	DEDUCT	\$6,000.00		DEDUCT	\$12,000.00	
Percent (%) Reduction if Awarded Multiple Contracts:			0%			0%		
Contractor will NOT accept award for the following Contracts if multiple contracts are not awarded:								
			CONTRACT A CONTRACT B CONTRACT C			X X X		
Adjusted Bid, If Contractor is awarded multiple contracts:			CONTRACTS A+B CONTRACTS A+B+C			No Deduct No Deduct		

ENGINEER'S ESTIMATE:
ENTIRE EST. COST: \$3,100,000

Notes:
* Mathematical error
** Contractor submitted bid without project manual

CITY OF OXFORD, OHIO	ARCADIS
WWTP IMPROVEMENTS	4665 Cornell Road, Ste. 350
CONTRACT A - GENERAL & MECHANICAL	Cincinnati, OH 45241
CONTRACT B - HEATING & VENTILATING	
CONTRACT C - ELECTRICAL	
2:00 PM Local Time	Danis Industrial Construction
Thursday, March 22, 2012	3233 Newmark Drive
	Miamisburg, OH 45342
	Building Crafts Inc.
	2 Rosewood Drive
	Wildier, KY 41076

CONTRACT	DESCRIPTION	EST. QTY	MATERIAL	LABOR	TOTAL	MATERIAL	LABOR	TOTAL
CONTRACT A	General & Mechanical, Complete Lump Sum	1	\$1,460,200.00	\$975,000.00	\$2,435,200.00	\$1,809,955.00	\$750,000.00	\$2,559,955.00
CONTRACT B	Heating & Ventilating, Complete Lump Sum	1	\$148,675.00	\$110,000.00	\$258,675.00	---	---	No Bid
CONTRACT C	Electrical, Complete Lump Sum	1	\$141,997.00	\$10,000.00	\$231,997.00	---	---	No Bid
CONTRACT	DESCRIPTION	EST. QTY	ADD OR DEDUCT	AMOUNT		ADD OR DEDUCT	AMOUNT	
ALTERNATE 1	Contract A - Digester Tank Masonry Replacement	1	ADD	\$83,300.00		ADD	\$133,500.00	
ALTERNATE 2	Contract A - Draft Tube Mixer	1	DEDUCT	\$10,000.00		DEDUCT	\$11,000.00	
Percent (%) Reduction if Awarded Multiple Contracts:					0%	0%		
Contractor will NOT accept award for the following Contracts if multiple contracts are not awarded:								
					CONTRACT A CONTRACT B CONTRACT C	X X X	X X X	
Adjusted Bid, If Contractor is awarded multiple contracts:					CONTRACTS A+B CONTRACTS A+B+C	No Deduct No Deduct	No Deduct No Deduct	

ENGINEER'S ESTIMATE:
ENTIRE EST. COST: \$3,100,000

Notes:
* Mathematical error
** Contractor submitted bid without project manual

CITY OF OXFORD, OHIO WWTIP IMPROVEMENTS CONTRACT A - GENERAL & MECHANICAL CONTRACT B - HEATING & VENTILATING CONTRACT C - ELECTRICAL 2:00 PM Local Time Thursday, March 22, 2012	ARCADIS 4665 Cornell Road, Ste. 350 Cincinnati, OH 45241					
	Dugan & Meyers 11110 Kenwood Road Cincinnati, OH 45242			Starco, Inc.** 1147 S. Broadway Dayton, OH 45408		

CONTRACT	DESCRIPTION	EST. QTY	MATERIAL	LABOR	TOTAL	MATERIAL	LABOR	TOTAL
CONTRACT A	General & Mechanical, Complete Lump Sum	1	\$1,995,794.00	\$855,340.00	\$2,851,134.00	---	---	No Bid
CONTRACT B	Heating & Ventilating, Complete Lump Sum	1	\$167,000.00	\$111,332.00	\$278,332.00	\$147,000.00	\$103,400.00	\$250,400.00
CONTRACT C	Electrical, Complete Lump Sum	1	\$105,896.00	\$158,843.00	\$264,739.00	---	---	No Bid
CONTRACT	DESCRIPTION	EST. QTY	ADD OR DEDUCT	AMOUNT		ADD OR DEDUCT	AMOUNT	
ALTERNATE 1	Contract A - Digester Tank Masonry Replacement	1	ADD	\$119,000.00			No Bid	
ALTERNATE 2	Contract A - Draft Tube Mixer	1	DEDUCT	\$118,000.00			No Bid	
Percent (%) Reduction if Awarded Multiple Contracts:					0%	0%		
Contractor will NOT accept award for the following Contracts if multiple contracts are not awarded:								
					CONTRACT A CONTRACT B CONTRACT C	X X X		
Adjusted Bid, If Contractor is awarded multiple contracts:					CONTRACTS A+B CONTRACTS A+B+C	No Deduct No Deduct		

ENGINEER'S ESTIMATE:
ENTIRE EST. COST: \$3,100,000

Notes:
* Mathematical error
** Contractor submitted bid without project manual

CITY OF OXFORD, OHIO		ARCADIS 4665 Cornell Road, Ste. 350 Cincinnati, OH 45241			
WWTIP IMPROVEMENTS		Langdon, Inc. 9865 Wayne Avenue Cincinnati, OH 45215			
CONTRACT A - GENERAL & MECHANICAL		Lake Erie Electric, Inc. 360 Industrial Drive Franklin, OH 45005			
CONTRACT B - HEATING & VENTILATING					
CONTRACT C - ELECTRICAL					
2:00 PM Local Time					
Thursday, March 22, 2012					

CONTRACT	DESCRIPTION	EST. QTY	MATERIAL	LABOR	TOTAL	MATERIAL	LABOR	TOTAL
CONTRACT A	General & Mechanical, Complete Lump Sum	1	--	--	No Bid	--	--	No Bid
CONTRACT B	Heating & Ventilating, Complete Lump Sum	1	\$310,000.00	\$223,490.00	\$533,490.00	--	--	No Bid
CONTRACT C	Electrical, Complete Lump Sum	1	--	--	No Bid	\$185,168.00	\$43,663.00	\$228,831.00
CONTRACT	DESCRIPTION	EST. QTY	ADD OR DEDUCT	AMOUNT		ADD OR DEDUCT	AMOUNT	
ALTERNATE 1	Contract A - Digester Tank Masonry Replacement	1		No Bid			No Bid	
ALTERNATE 2	Contract A - Draft Tube Mixer	1		No Bid			No Bid	
Percent (%) Reduction if Awarded Multiple Contracts:					0%	0%		
Contractor will NOT accept award for the following Contracts if multiple contracts are not awarded:								
CONTRACT A						X		
CONTRACT B						X		
CONTRACT C								
Adjusted Bid, If Contractor is awarded multiple contracts:								
CONTRACTS A+B					No Deduct	No Deduct		
CONTRACTS A+B+C					No Deduct	No Deduct		

CITY OF OXFORD, OHIO WWTIP IMPROVEMENTS CONTRACT A - GENERAL & MECHANICAL CONTRACT B - HEATING & VENTILATING CONTRACT C - ELECTRICAL 2:00 PM Local Time Thursday, March 22, 2012		ARCADIS 4665 Cornell Road, Ste. 350 Cincinnati, OH 45241		Wagner Industrial Electric 3178 Encrete Lane Dayton, OH 45439		ICS Electrical Services 7024 Harrison Avenue Cincinnati, OH 45247	
--	--	---	--	---	--	---	--

CONTRACT	DESCRIPTION	EST. QTY	MATERIAL	LABOR	TOTAL	MATERIAL	LABOR	TOTAL
CONTRACT A	General & Mechanical, Complete Lump Sum	1	--	--	No Bid	--	--	No Bid
CONTRACT B	Heating & Ventilating, Complete Lump Sum	1	--	--	No Bid	--	--	No Bid
CONTRACT C	Electrical, Complete Lump Sum	1	\$83,900.00	\$185,000.00	\$268,900.00	\$141,240.00	\$163,900.00	\$305,140.00
CONTRACT	DESCRIPTION	EST. QTY	ADD OR DEDUCT	AMOUNT		ADD OR DEDUCT	AMOUNT	
ALTERNATE 1	Contract A - Digester Tank Masonry Replacement	1		No Bid			No Bid	
ALTERNATE 2	Contract A - Draft Tube Mixer	1		No Bid			No Bid	
Percent (%) Reduction if Awarded Multiple Contracts:					0%	0%		
Contractor will NOT accept award for the following Contracts if multiple contracts are not awarded:								
			CONTRACT A CONTRACT B CONTRACT C					
Adjusted Bid, If Contractor is awarded multiple contracts:								
			CONTRACTS A+B CONTRACTS A+B+C			No Deduct No Deduct No Deduct		

ENGINEER'S ESTIMATE:
ENTIRE EST. COST: \$3,100,000

Notes:
* Mathematical error
** Contractor submitted bid without project manual

CITY OF OXFORD, OHIO WWTP IMPROVEMENTS CONTRACT A - GENERAL & MECHANICAL CONTRACT B - HEATING & VENTILATING CONTRACT C - ELECTRICAL				ARCADIS 4665 Cornell Road, Ste. 350 Cincinnati, Ohio 45241	
2:00 PM Local Time Thursday, March 22, 2012				Reynolds Inc. 4520 N. State Road 37 Orleans, IN 47452	Mechanical Construction Co. 2303 8th Street Portsmouth, OH 45662
ITEM NO.	ADJUSTMENT ITEMS	UNIT	SECTION NO.	PRICE	PRICE
C.	Class I Concrete, not including reinforcing steel (Wall or Formed)	cu. yd.	03301	\$450.00	\$480.00
C1.	Class I Concrete, not including reinforcing steel (Slab or Unformed)	cu. yd.	03301	\$350.00	\$280.00
S1.	Liquid Sludge Disposal	100 gal.	01019	\$10.00	\$9.15
S2.	Dewatered Sludge Disposal	wet ton	01019	\$150.00	\$138.00
EQUIPMENT OR MATERIAL			SECTION NO.	BASE BID MANUFACTURER	BASE BID MANUFACTURER
Radial Beam Fixed Digester Covers			11232	Ovivo	Ovivo
Radial Beam Gas Holder Digester Covers			11236	Ovivo	Ovivo

CITY OF OXFORD, OHIO
 WWTP IMPROVEMENTS
 CONTRACT A - GENERAL & MECHANICAL
 CONTRACT B - HEATING & VENTILATING
 CONTRACT C - ELECTRICAL

2:00 PM Local Time
 Thursday, March 22, 2012

ARCADIS
4665 Cornell Road, Ste. 350
Cincinnati, Ohio 45241

Shook Building Group
 4977 Northcutt Place
 Dayton, OH 45414

PAE & Associates
 6933 Brookville Salem Pike
 Brookville, OH 45309

ITEM NO.	ADJUSTMENT ITEMS	UNIT	SECTION NO.	PRICE	PRICE
C.	Class I Concrete, not including reinforcing steel (Wall or Formed)	cu. yd.	03301	\$450.00	\$400.00
C1.	Class I Concrete, not including reinforcing steel (Slab or Unformed)	cu. yd.	03301	\$300.00	\$350.00
S1.	Liquid Sludge Disposal	100 gal.	01019	\$9.50	\$16.00
S2.	Dewatered Sludge Disposal	wet ton	01019	\$142.00	\$135.00
EQUIPMENT OR MATERIAL			SECTION NO.	BASE BID MANUFACTURER	BASE BID MANUFACTURER
	Radial Beam Fixed Digester Covers		11232	Ovivo	Ovivo
	Radial Beam Gas Holder Digester Covers		11236	Ovivo	Ovivo

CITY OF OXFORD, OHIO
 WWTP IMPROVEMENTS
 CONTRACT A - GENERAL & MECHANICAL
 CONTRACT B - HEATING & VENTILATING
 CONTRACT C - ELECTRICAL

2:00 PM Local Time
 Thursday, March 22, 2012

ARCADIS
4665 Cornell Road, Ste. 350
Cincinnati, Ohio 45241

Fryman-Kuck General Contractors Inc.
 5150 Webster Street
 Dayton, Ohio 45413

Doll Layman Ltd.
 4195 Gibson Drive
 Tipp City, OH 45371

ITEM NO.	ADJUSTMENT ITEMS	UNIT	SECTION NO.	PRICE	PRICE
C.	Class I Concrete, not including reinforcing steel (Wall or Formed)	cu. yd.	03301	\$600.00	\$1,000.00
C1.	Class I Concrete, not including reinforcing steel (Slab or Unformed)	cu. yd.	03301	\$500.00	\$750.00
S1.	Liquid Sludge Disposal	100 gal.	01019	\$10.00	\$9.00
S2.	Dewatered Sludge Disposal	wet ton	01019	\$150.00	\$135.00
EQUIPMENT OR MATERIAL			SECTION NO.	BASE BID MANUFACTURER	BASE BID MANUFACTURER
	Radial Beam Fixed Digester Covers		11232	Ovivo	Ovivo
	Radial Beam Gas Holder Digester Covers		11236	Ovivo	Ovivo

CITY OF OXFORD, OHIO
 WWTP IMPROVEMENTS
 CONTRACT A - GENERAL & MECHANICAL
 CONTRACT B - HEATING & VENTILATING
 CONTRACT C - ELECTRICAL

2:00 PM Local Time
 Thursday, March 22, 2012

ARCADIS
4665 Cornell Road, Ste. 350
Cincinnati, Ohio 45241

Danis Industrial Construction
 3233 Newmark Drive
 Miamisburg, OH 45342

Building Crafts Inc.
 2 Rosewood Drive
 Wilder, KY 41076

ITEM NO.	ADJUSTMENT ITEMS	UNIT	SECTION NO.	PRICE	PRICE
C.	Class I Concrete, not including reinforcing steel (Wall or Formed)	cu. yd.	03301	\$750.00	\$400.00
C1.	Class I Concrete, not including reinforcing steel (Slab or Unformed)	cu. yd.	03301	\$500.00	\$200.00
S1.	Liquid Sludge Disposal	100 gal.	01019	\$10.00	\$0.17
S2.	Dewatered Sludge Disposal	wet ton	01019	\$148.50	\$207.00
EQUIPMENT OR MATERIAL			SECTION NO.	BASE BID MANUFACTURER	BASE BID MANUFACTURER
	Radial Beam Fixed Digester Covers		11232	Ovivo	Ovivo
	Radial Beam Gas Holder Digester Covers		11236	Ovivo	Ovivo

CITY OF OXFORD, OHIO
 WWTP IMPROVEMENTS
 CONTRACT A - GENERAL & MECHANICAL
 CONTRACT B - HEATING & VENTILATING
 CONTRACT C - ELECTRICAL

2:00 PM Local Time
 Thursday, March 22, 2012

ARCADIS
 4665 Cornell Road, Ste. 350
 Cincinnati, Ohio 45241

Dugan & Meyers
 11110 Kenwood Road
 Cincinnati, OH 45242

Starco, Inc.
 1147 S. Broadway
 Dayton, OH 45408

ITEM NO.	ADJUSTMENT ITEMS	UNIT	SECTION NO.	PRICE	PRICE
C.	Class I Concrete, not including reinforcing steel (Wall or Formed)	cu. yd.	03301	\$4,000.00	No Bid
C1.	Class I Concrete, not including reinforcing steel (Slab or Unformed)	cu. yd.	03301	\$1,820.00	No Bid
S1.	Liquid Sludge Disposal	100 gal.	01019	\$9.00	No Bid
S2.	Dewatered Sludge Disposal	wet ton	01019	\$135.00	No Bid
EQUIPMENT OR MATERIAL			SECTION NO.	BASE BID MANUFACTURER	BASE BID MANUFACTURER
	Radial Beam Fixed Digester Covers		11232	Ovivo	None
	Radial Beam Gas Holder Digester Covers		11236	Ovivo	None

CITY OF OXFORD, OHIO
 WWTP IMPROVEMENTS
 CONTRACT A - GENERAL & MECHANICAL
 CONTRACT B - HEATING & VENTILATING
 CONTRACT C - ELECTRICAL

2:00 PM Local Time
 Thursday, March 22, 2012

ARCADIS
4665 Cornell Road, Ste. 350
Cincinnati, Ohio 45241

Langdon, Inc.
 9865 Wayne Avenue
 Cincinnati, OH 45215

Lake Erie Electric, Inc.
 360 Industrial Drive
 Franklin, OH 45005

ITEM NO.	ADJUSTMENT ITEMS	UNIT	SECTION NO.	PRICE	PRICE
C.	Class I Concrete, not including reinforcing steel (Wall or Formed)	cu. yd.	03301	None	None
C1.	Class I Concrete, not including reinforcing steel (Slab or Unformed)	cu. yd.	03301	None	\$90.00
S1.	Liquid Sludge Disposal	100 gal.	01019	None	None
S2.	Dewatered Sludge Disposal	wet ton	01019	None	None
EQUIPMENT OR MATERIAL			SECTION NO.	BASE BID MANUFACTURER	BASE BID MANUFACTURER
	Radial Beam Fixed Digester Covers		11232	None	None
	Radial Beam Gas Holder Digester Covers		11236	None	None

CITY OF OXFORD, OHIO
 WWTP IMPROVEMENTS
 CONTRACT A - GENERAL & MECHANICAL
 CONTRACT B - HEATING & VENTILATING
 CONTRACT C - ELECTRICAL

2:00 PM Local Time
 Thursday, March 22, 2012

ARCADIS
4665 Cornell Road, Ste. 350
Cincinnati, Ohio 45241

Wagner Industrial Electric
 3178 Encrete Lane
 Dayton, OH 45439

ICS Electrical Services
 7024 Harrison Avenue
 Cincinnati, OH 45247

ITEM NO.	ADJUSTMENT ITEMS	UNIT	SECTION NO.	PRICE	PRICE
C.	Class I Concrete, not including reinforcing steel (Wall or Formed)	cu. yd.	03301	No Bid	No Bid
C1.	Class I Concrete, not including reinforcing steel (Slab or Unformed)	cu. yd.	03301	No Bid	No Bid
S1.	Liquid Sludge Disposal	100 gal.	01019	No Bid	No Bid
S2.	Dewatered Sludge Disposal	wet ton	01019	No Bid	No Bid
EQUIPMENT OR MATERIAL			SECTION NO.	BASE BID MANUFACTURER	BASE BID MANUFACTURER
	Radial Beam Fixed Digester Covers		11232	None	None
	Radial Beam Gas Holder Digester Covers		11236	None	None

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: April 3, 2012

Account Code #: 332.831.51101 & 332.831.51102

Budgeted Amount: \$ 3,121,500

Service Department
Originating Department

Michael Dreisbach
Prepared By

March 27, 2012
Date Prepared

Agenda Title: Wastewater Treatment Plant Improvements Including Rehabilitation of
An Anaerobic Digester and Return Activated Sludge System Improvements

Recommendation: Approval

Discussion:

The 2012 Wastewater Capital Improvement Budget includes \$3,121,500 for improvements at the City's wastewater treatment plant (WWTP). City Staff, working in conjunction with Arcadis U.S., Inc. (Arcadis), developed plans and specifications for improvements in three primary elements at the WWTP including the rehabilitation of anaerobic digesters, improvements to the sludge recirculation pump station, and reconstruction of the WWTP's non-potable water system. Once constructed, these elements will complete major construction items identified in the WWTP's 2009 Facilities Plan.

Staff submitted plans and specifications to the Ohio Environmental Protection Agency (OEPA) for review and the issuance of a Permit to Install. This permit is necessary prior to construction activities being implemented, and on January 17, 2012, the OEPA issued the permit for our WWTP improvements.

The City divided improvements into three contracts for this project as follows:

Contract A – General and Mechanical

Contract B – Heating and Ventilating

Contract C – Electrical

The City advertised for bids in local newspapers on February 24, 2012 and March 2, 2012. The City also advertised through several construction drawing clearinghouse services. Bids were opened and read aloud on March 22, 2012. A tabulation of bids is attached to this report.

Fourteen companies submitted bids on at least one contract being offered by the City. Based on Staff evaluation of the bids, the lowest and best bidder for Contract A and Contract B is Reynolds, Inc. of Orleans, IN with a combined price of \$2,380,000. The lowest and best bid for Contract C is Lake Erie Electric, Inc. of Franklin, OH with a price of \$228,831. The City has contracted with both of these firms in the past and has been very pleased with their work.

Approved By:

Department Head: Initial MBD Date 3/27/12

City Manager:

DRE 3/30/12

In addition to repairing and replacing infrastructure that is now over 40 years old, the City will realize operational savings with a significant improvement in methane production and utilization. Captured methane will be used at the WWTP for building heating and process control. This will reduce the amount of natural gas that must be purchased from outside the facility. Improvements to the non-potable water system will significantly reduce the amount of finished water that is utilized at the WWTP; this will reduce operating costs for our water production division as well.

It is Staff's recommendation that City Council authorize the City Manager to enter into an agreement with Reynolds, Inc. for Contract A and Contract B as previously described at a cost of \$2,380,000. Staff is also recommending a 7% contingency authorization in the amount of \$166,600; therefore the total not to exceed for Contract A and Contract B with Reynolds, Inc. is \$2,546,600.

It is also Staff's recommendation that City Council authorize the City Manager to enter into an agreement with Lake Erie Electric, Inc. for Contract C as previously described at a cost of \$228,831. Staff is also recommending a 7% contingency authorization in the amount of \$16,018; therefore the total not to exceed for Contract C with Lake Erie Electric, Inc. is \$244,849.

RESOLUTION NO.

A RESOLUTION BY THE OXFORD CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH REYNOLDS, INC. FOR GENERAL, MECHANICAL, HEATING AND VENTILATING IMPROVEMENTS AT THE WASTEWATER TREATMENT PLANT AT A COST OF \$2,380,000 PLUS A CONTINGENCY AMOUNT OF 7% OF THE CONTRACT PRICE OR \$166,600 FOR A TOTAL COST NOT TO EXCEED \$2,546,600.

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

SECTION I: The 2012 Wastewater Capital Improvement Budget includes \$3,121,500 for improvements at the City's Wastewater Treatment Plant including rehabilitation of anaerobic digesters, improvements to the sludge recirculation pump station, and reconstruction of the Wastewater Treatment Plant's non-potable water system.

SECTION II: The City advertised a request for bids for the improvements in local newspapers on February 24, 2012 and March 2, 2012. The City also advertised through several construction drawing clearinghouse services.

SECTION III: After opening the bids on March 22, 2012, the Service Director determined that Reynolds, Inc. is the lowest and best bidder for the General, Mechanical Heating and Ventilating improvements listed as Contract A and Contract B attached hereto and incorporated herein as Exhibit "A".

SECTION IV: Council hereby finds Reynolds, Inc. to be the lowest and best bidder and accepts the bid of \$2,380,000 for the General, Mechanical, Heating and Ventilating improvements listed as Contract A and Contract B attached hereto and incorporated herein as Exhibit "A", plus a contingency amount of 7% of the contract price or \$166,600 for a total cost not to exceed \$2,546,600.

SECTION V: Council hereby authorizes the City Manager to enter into an agreement with Reynolds, Inc. for the General, Mechanical, Heating and Ventilating improvements listed as Contract A and Contract B attached hereto and incorporated herein as Exhibit "A", at a cost of \$2,380,000 plus a contingency amount of 7% of the contract price or \$166,600 for a total cost not to exceed \$2,546,600.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD, OHIO WWTP IMPROVEMENTS CONTRACT A - GENERAL & MECHANICAL CONTRACT B - HEATING & VENTILATING CONTRACT C - ELECTRICAL 2:00 PM Local Time Thursday, March 22, 2012			ARCADIS 4665 Cornell Road, Ste. 350 Cincinnati, OH 45241						Mechanical Construction Co. 2303 8th Street Portsmouth, OH 45662	
CONTRACT	DESCRIPTION	EST. QTY	MATERIAL	LABOR	TOTAL	MATERIAL	LABOR	TOTAL		
CONTRACT A	General & Mechanical, Complete Lump Sum	1	\$1,859,000.00	\$375,000.00	\$2,234,000.00	\$1,471,000.00	\$800,000.00	\$2,271,000.00		
CONTRACT B	Heating & Ventilating, Complete Lump Sum	1	\$106,000.00	\$40,000.00	\$146,000.00	--	--		No Bid	
CONTRACT C	Electrical, Complete Lump Sum	1	\$165,000.00	\$100,000.00	\$265,000.00	--	--		No Bid	
CONTRACT	DESCRIPTION	EST. QTY	ADD OR DEDUCT	AMOUNT		ADD OR DEDUCT	AMOUNT			
ALTERNATE 1	Contract A - Digester Tank Masonry Replacement	1	ADD	\$110,000.00		ADD	\$118,000.00			
ALTERNATE 2	Contract A - Draft Tube Mixer	1	DEDUCT	\$12,000.00		DEDUCT	\$3,000.00			
Percent (%) Reduction if Awarded Multiple Contracts:					0%	0%				
Contractor will NOT accept award for the following Contracts if multiple contracts are not awarded:										
					CONTRACT A		X			
					CONTRACT B		X			
					CONTRACT C		X			
Adjusted Bid, If Contractor is awarded multiple contracts:										
					CONTRACTS A+B		No Deduct			
					CONTRACTS A+B+C		No Deduct			

CITY OF OXFORD, OHIO WWTP IMPROVEMENTS CONTRACT A - GENERAL & MECHANICAL CONTRACT B - HEATING & VENTILATING CONTRACT C - ELECTRICAL 2:00 PM Local Time Thursday, March 22, 2012				ARCADIS 4665 Cornell Road, Ste. 350 Cincinnati, OH 45241					
				Shook Building Group 4977 Northcutt Place Dayton, OH 45414			PAE & Associates 6933 Brookville Salem Pike Brookville, OH 45309		
CONTRACT	DESCRIPTION	EST. QTY	MATERIAL	LABOR	TOTAL	MATERIAL	LABOR	TOTAL	
CONTRACT A	General & Mechanical, Complete Lump Sum	1	\$1,698,300.00	\$596,700.00	\$2,295,000.00	\$1,897,000.00	\$400,000.00	\$2,297,000.00	
CONTRACT B	Heating & Ventilating, Complete Lump Sum	1	\$159,600.00	\$106,400.00	\$266,000.00	\$350,000.00	\$56,000.00	\$406,000.00	
CONTRACT C	Electrical, Complete Lump Sum	1	\$154,800.00	\$103,200.00	\$258,000.00	\$150,000.00	\$57,000.00	\$207,000.00	
CONTRACT	DESCRIPTION	EST. QTY	ADD OR DEDUCT	AMOUNT		ADD OR DEDUCT	AMOUNT		
ALTERNATE 1	Contract A - Digester Tank Masonry Replacement	1	ADD	\$120,000.00		ADD	\$95,700.00		
ALTERNATE 2	Contract A - Draft Tube Mixer	1	DEDUCT	\$10,000.00		ADD	\$5,000.00		
Percent (%) Reduction if Awarded Multiple Contracts:					0%	A+B A+B+C 5.55% * 5.15% *			
Contractor will NOT accept award for the following Contracts if multiple contracts are not awarded:					CONTRACT A CONTRACT B CONTRACT C X X X				
Adjusted Bid, If Contractor is awarded multiple contracts:					CONTRACTS A+B CONTRACTS A+B+C No Deduct No Deduct \$2,553,000.00 \$2,760,000.00				

ENGINEER'S ESTIMATE:
ENTIRE EST. COST: \$3,100,000

Notes:
* Mathematical error
** Contractor submitted bid without project manual

CITY OF OXFORD, OHIO WWTP IMPROVEMENTS CONTRACT A - GENERAL & MECHANICAL CONTRACT B - HEATING & VENTILATING CONTRACT C - ELECTRICAL 2:00 PM Local Time Thursday, March 22, 2012				ARCADIS 4665 Cornell Road, Ste. 350 Cincinnati, OH 45241					
				Fyman-Kuck General Contractors Inc. 5150 Webster Street Dayton, Ohio 45413				Doll Layman Ltd. 4195 Gibson Drive Tipp City, OH 45371	
CONTRACT	DESCRIPTION	EST. QTY	MATERIAL	LABOR	TOTAL	MATERIAL	LABOR	TOTAL	
CONTRACT A	General & Mechanical, Complete Lump Sum	1	\$1,606,000.00	\$715,000.00	\$2,321,000.00	\$2,077,000.00	\$350,000.00	\$2,427,000.00	
CONTRACT B	Heating & Ventilating, Complete Lump Sum	1	---	---	No Bid	\$160,000.00	\$110,000.00	\$270,000.00	
CONTRACT C	Electrical, Complete Lump Sum	1	---	---	No Bid	---	---	No Bid	
CONTRACT	DESCRIPTION	EST. QTY	ADD OR DEDUCT	AMOUNT		ADD OR DEDUCT	AMOUNT		
ALTERNATE 1	Contract A - Digester Tank Masonry Replacement	1	ADD	\$117,000.00		ADD	\$110,000.00		
ALTERNATE 2	Contract A - Draft Tube Mixer	1	DEDUCT	\$6,000.00		DEDUCT	\$12,000.00		
Percent (%) Reduction if Awarded Multiple Contracts:					0%	0%			
Contractor will NOT accept award for the following Contracts if multiple contracts are not awarded:									
					CONTRACT A CONTRACT B CONTRACT C				
Adjusted Bid, If Contractor is awarded multiple contracts:					CONTRACTS A+B CONTRACTS A+B+C				
					No Deduct No Deduct				

ENGINEER'S ESTIMATE:
ENTIRE EST. COST: \$3,100,000

Notes:
* Mathematical error
** Contractor submitted bid without project manual

CITY OF OXFORD, OHIO WWTP IMPROVEMENTS CONTRACT A - GENERAL & MECHANICAL CONTRACT B - HEATING & VENTILATING CONTRACT C - ELECTRICAL 2:00 PM Local Time Thursday, March 22, 2012				ARCADIS 4665 Cornell Road, Ste. 350 Cincinnati, OH 45241				Danis Industrial Construction 3233 Newmark Drive Miamisburg, OH 45342				Building Crafts Inc. 2 Rosewood Drive Wilder, KY 41076			
CONTRACT	DESCRIPTION	EST. QTY	MATERIAL	LABOR	TOTAL	MATERIAL	LABOR	TOTAL							
CONTRACT A	General & Mechanical, Complete Lump Sum	1	\$1,460,200.00	\$975,000.00	\$2,435,200.00	\$1,809,955.00	\$750,000.00	\$2,559,955.00							
CONTRACT B	Heating & Ventilating, Complete Lump Sum	1	\$148,675.00	\$110,000.00	\$258,675.00	---	---						No Bid		
CONTRACT C	Electrical, Complete Lump Sum	1	\$141,997.00	\$10,000.00	\$231,997.00	---	---						No Bid		
CONTRACT	DESCRIPTION	EST. QTY	ADD OR DEDUCT	AMOUNT		ADD OR DEDUCT	AMOUNT								
ALTERNATE 1	Contract A - Digester Tank Masonry Replacement	1	ADD	\$83,300.00		ADD	\$133,500.00								
ALTERNATE 2	Contract A - Draft Tube Mixer	1	DEDUCT	\$10,000.00		DEDUCT	\$11,000.00								
Percent (%) Reduction if Awarded Multiple Contracts:					0%						0%				
Contractor will NOT accept award for the following Contracts if multiple contracts are not awarded:															
					CONTRACT A CONTRACT B CONTRACT C										
					X X X										
Adjusted Bid, If Contractor is awarded multiple contracts:					CONTRACTS A+B CONTRACTS A+B+C										
					No Deduct No Deduct										

ENGINEER'S ESTIMATE:
ENTIRE EST. COST: \$3,100,000

Notes:
* Mathematical error
** Contractor submitted bid without project manual

CITY OF OXFORD, OHIO WWTP IMPROVEMENTS CONTRACT A - GENERAL & MECHANICAL CONTRACT B - HEATING & VENTILATING CONTRACT C - ELECTRICAL 2:00 PM Local Time Thursday, March 22, 2012				ARCADIS 4665 Cornell Road, Ste. 350 Cincinnati, OH 45241					
				Dugan & Meyers 11110 Kenwood Road Cincinnati, OH 45242			Starco, Inc.** 1147 S. Broadway Dayton, OH 45408		
CONTRACT	DESCRIPTION	EST. QTY	MATERIAL	LABOR	TOTAL	MATERIAL	LABOR	TOTAL	
CONTRACT A	General & Mechanical, Complete Lump Sum	1	\$1,995,794.00	\$855,340.00	\$2,851,134.00	---	---	No Bid	
CONTRACT B	Heating & Ventilating, Complete Lump Sum	1	\$167,000.00	\$111,332.00	\$278,332.00	\$147,000.00	\$103,400.00	\$250,400.00	
CONTRACT C	Electrical, Complete Lump Sum	1	\$105,896.00	\$158,843.00	\$264,739.00	---	---	No Bid	
CONTRACT	DESCRIPTION	EST. QTY	ADD OR DEDUCT	AMOUNT		ADD OR DEDUCT	AMOUNT		
ALTERNATE 1	Contract A - Digester Tank Masonry Replacement	1	ADD	\$119,000.00			No Bid		
ALTERNATE 2	Contract A - Draft Tube Mixer	1	DEDUCT	\$118,000.00			No Bid		
Percent (%) Reduction if Awarded Multiple Contracts:					0%	0%			
Contractor will NOT accept award for the following Contracts if multiple contracts are not awarded:									
					CONTRACT A		X		
					CONTRACT B		X		
					CONTRACT C		X		
Adjusted Bid, If Contractor is awarded multiple contracts:					CONTRACTS A+B		No Deduct		
					CONTRACTS A+B+C		No Deduct		

ENGINEER'S ESTIMATE:
ENTIRE EST. COST: \$3,100,000

Notes:
* Mathematical error
** Contractor submitted bid without project manual

CITY OF OXFORD, OHIO			ARCADIS					
WWTP IMPROVEMENTS			4665 Cornell Road, Ste. 350					
CONTRACT A - GENERAL & MECHANICAL			Cincinnati, OH 45241					
CONTRACT B - HEATING & VENTILATING			Wagner Industrial Electric 3178 Encrete Lane Dayton, OH 45439			ICS Electrical Services 7024 Harrison Avenue Cincinnati, OH 45247		
CONTRACT C - ELECTRICAL								
2:00 PM Local Time								
Thursday, March 22, 2012								
CONTRACT	DESCRIPTION	EST. QTY	MATERIAL	LABOR	TOTAL	MATERIAL	LABOR	TOTAL
CONTRACT A	General & Mechanical, Complete Lump Sum	1	---	---	No Bid	---	---	No Bid
CONTRACT B	Heating & Ventilating, Complete Lump Sum	1	---	---	No Bid	---	---	No Bid
CONTRACT C	Electrical, Complete Lump Sum	1	\$83,900.00	\$185,000.00	\$268,900.00	\$141,240.00	\$163,900.00	\$305,140.00
CONTRACT	DESCRIPTION	EST. QTY	ADD OR DEDUCT	AMOUNT		ADD OR DEDUCT	AMOUNT	
ALTERNATE 1	Contract A - Digester Tank Masonry Replacement	1		No Bid			No Bid	
ALTERNATE 2	Contract A - Draft Tube Mixer	1		No Bid			No Bid	
Percent (%) Reduction if Awarded Multiple Contracts:					0%	0%		
Contractor will NOT accept award for the following Contracts if multiple contracts are not awarded:								
					CONTRACT A CONTRACT B CONTRACT C			
Adjusted Bid, If Contractor is awarded multiple contracts:					CONTRACTS A+B CONTRACTS A+B+C			
					No Deduct No Deduct			

ENGINEER'S ESTIMATE:
ENTIRE EST. COST: \$3,100,000

Notes:
* Mathematical error
** Contractor submitted bid without project manual

CITY OF OXFORD, OHIO WWTP IMPROVEMENTS CONTRACT A - GENERAL & MECHANICAL CONTRACT B - HEATING & VENTILATING CONTRACT C - ELECTRICAL		ARCADIS 4665 Cornell Road, Ste. 350 Cincinnati, Ohio 45241	
2:00 PM Local Time Thursday, March 22, 2012		Reynolds Inc. 4520 N. State Road 37 Oreans, IN 47452	Mechanical Construction Co. 2303 8th Street Portsmouth, OH 45662

ITEM NO.	ADJUSTMENT ITEMS	UNIT	SECTION NO.	PRICE	PRICE
C.	Class I Concrete, not including reinforcing steel (Wall or Formed)	cu. yd.	03301	\$450.00	\$480.00
C1.	Class I Concrete, not including reinforcing steel (Slab or Unformed)	cu. yd.	03301	\$350.00	\$280.00
S1.	Liquid Sludge Disposal	100 gal.	01019	\$10.00	\$9.15
S2.	Dewatered Sludge Disposal	wet ton	01019	\$150.00	\$138.00
EQUIPMENT OR MATERIAL			SECTION NO.	BASE BID MANUFACTURER	BASE BID MANUFACTURER
Radial Beam Fixed Digester Covers			11232	Ovivo	Ovivo
Radial Beam Gas Holder Digester Covers			11236	Ovivo	Ovivo

CITY OF OXFORD, OHIO
 WWTP IMPROVEMENTS
 CONTRACT A - GENERAL & MECHANICAL
 CONTRACT B - HEATING & VENTILATING
 CONTRACT C - ELECTRICAL

2:00 PM Local Time
 Thursday, March 22, 2012

ARCADIS
 4665 Cornell Road, Ste. 350
 Cincinnati, Ohio 45241

Shook Building Group
 4977 Northcutt Place
 Dayton, OH 45414

PAE & Associates
 6933 Brookville Salem Pike
 Brookville, OH 45309

ITEM NO.	ADJUSTMENT ITEMS	UNIT	SECTION NO.	PRICE	PRICE
C.	Class I Concrete, not including reinforcing steel (Wall or Formed)	cu. yd.	03301	\$450.00	\$400.00
C1.	Class I Concrete, not including reinforcing steel (Slab or Unformed)	cu. yd.	03301	\$300.00	\$350.00
S1.	Liquid Sludge Disposal	100 gal.	01019	\$9.50	\$16.00
S2.	Dewatered Sludge Disposal	wet ton	01019	\$142.00	\$135.00
EQUIPMENT OR MATERIAL			SECTION NO.	BASE BID MANUFACTURER	BASE BID MANUFACTURER
	Radial Beam Fixed Digester Covers		11232	Ovivo	Ovivo
	Radial Beam Gas Holder Digester Covers		11236	Ovivo	Ovivo

CITY OF OXFORD, OHIO WWTP IMPROVEMENTS CONTRACT A - GENERAL & MECHANICAL CONTRACT B - HEATING & VENTILATING CONTRACT C - ELECTRICAL 2:00 PM Local Time Thursday, March 22, 2012	ARCADIS 4665 Cornell Road, Ste. 350 Cincinnati, Ohio 45241	
	Fryman-Kuck General Contractors Inc. 5150 Webster Street Dayton, Ohio 45413	Doll Layman Ltd. 4195 Gibson Drive Tipp City, OH 45371

ITEM NO.	ADJUSTMENT ITEMS	UNIT	SECTION NO.	PRICE	PRICE
C.	Class I Concrete, not including reinforcing steel (Wall or Formed)	cu. yd.	03301	\$600.00	\$1,000.00
C1.	Class I Concrete, not including reinforcing steel (Slab or Unformed)	cu. yd.	03301	\$500.00	\$750.00
S1.	Liquid Sludge Disposal	100 gal.	01019	\$10.00	\$9.00
S2.	Dewatered Sludge Disposal	wet ton	01019	\$150.00	\$135.00
EQUIPMENT OR MATERIAL			SECTION NO.	BASE BID MANUFACTURER	BASE BID MANUFACTURER
	Radial Beam Fixed Digester Covers		11232	Ovivo	Ovivo
	Radial Beam Gas Holder Digester Covers		11236	Ovivo	Ovivo

CITY OF OXFORD, OHIO WWTP IMPROVEMENTS CONTRACT A - GENERAL & MECHANICAL CONTRACT B - HEATING & VENTILATING CONTRACT C - ELECTRICAL 2:00 PM Local Time Thursday, March 22, 2012	ARCADIS 4665 Cornell Road, Ste. 350 Cincinnati, Ohio 45241	
	Danis Industrial Construction 3233 Newmark Drive Miamisburg, OH 45342	Building Crafts Inc. 2 Rosewood Drive Wilders, KY 41076

ITEM NO.	ADJUSTMENT ITEMS	UNIT	SECTION NO.	PRICE	PRICE
C.	Class I Concrete, not including reinforcing steel (Wall or Formed)	cu. yd.	03301	\$750.00	\$400.00
C1.	Class I Concrete, not including reinforcing steel (Slab or Unformed)	cu. yd.	03301	\$500.00	\$200.00
S1.	Liquid Sludge Disposal	100 gal.	01019	\$10.00	\$0.17
S2.	Dewatered Sludge Disposal	wet ton	01019	\$148.50	\$207.00
EQUIPMENT OR MATERIAL			SECTION NO.	BASE BID MANUFACTURER	BASE BID MANUFACTURER
Radial Beam Fixed Digester Covers			11232	Ovivo	Ovivo
Radial Beam Gas Holder Digester Covers			11236	Ovivo	Ovivo

CITY OF OXFORD, OHIO
 WWTP IMPROVEMENTS
 CONTRACT A - GENERAL & MECHANICAL
 CONTRACT B - HEATING & VENTILATING
 CONTRACT C - ELECTRICAL

2:00 PM Local Time
 Thursday, March 22, 2012

ARCADIS
 4665 Cornell Road, Ste. 350
 Cincinnati, Ohio 45241

Dugan & Meyers
 11110 Kenwood Road
 Cincinnati, OH 45242

Starco, Inc.
 1147 S. Broadway
 Dayton, OH 45408

ITEM NO.	ADJUSTMENT ITEMS	UNIT	SECTION NO.	PRICE	PRICE
C.	Class I Concrete, not including reinforcing steel (Wall or Formed)	cu. yd.	03301	\$4,000.00	No Bid
C1.	Class I Concrete, not including reinforcing steel (Slab or Unformed)	cu. yd.	03301	\$1,820.00	No Bid
S1.	Liquid Sludge Disposal	100 gal.	01019	\$9.00	No Bid
S2.	Dewatered Sludge Disposal	wet ton	01019	\$135.00	No Bid
EQUIPMENT OR MATERIAL			SECTION NO.	BASE BID MANUFACTURER	BASE BID MANUFACTURER
Radial Beam Fixed Digester Covers			11232	Ovivo	None
Radial Beam Gas Holder Digester Covers			11236	Ovivo	None

CITY OF OXFORD, OHIO
 WWTP IMPROVEMENTS
 CONTRACT A - GENERAL & MECHANICAL
 CONTRACT B - HEATING & VENTILATING
 CONTRACT C - ELECTRICAL

2:00 PM Local Time
 Thursday, March 22, 2012

ARCADIS
 4665 Cornell Road, Ste. 350
 Cincinnati, Ohio 45241

Langdon, Inc.
 9865 Wayne Avenue
 Cincinnati, OH 45215

Lake Erie Electric, Inc.
 360 Industrial Drive
 Franklin, OH 45005

ITEM NO.	ADJUSTMENT ITEMS	UNIT	SECTION NO.	PRICE	PRICE
C.	Class I Concrete, not including reinforcing steel (Wall or Formed)	cu. yd.	03301	None	None
C1.	Class I Concrete, not including reinforcing steel (Slab or Unformed)	cu. yd.	03301	None	\$90.00
S1.	Liquid Sludge Disposal	100 gal.	01019	None	None
S2.	Dewatered Sludge Disposal	wet ton	01019	None	None
EQUIPMENT OR MATERIAL			SECTION NO.	BASE BID MANUFACTURER	BASE BID MANUFACTURER
Radial Beam Fixed Digester Covers			11232	None	None
Radial Beam Gas Holder Digester Covers			11236	None	None

CITY OF OXFORD, OHIO WWTP IMPROVEMENTS CONTRACT A - GENERAL & MECHANICAL CONTRACT B - HEATING & VENTILATING CONTRACT C - ELECTRICAL 2:00 PM Local Time Thursday, March 22, 2012	ARCADIS 4665 Cornell Road, Ste. 350 Cincinnati, Ohio 45241	
	Wagner Industrial Electric 3178 Encrete Lane Dayton, OH 45439	ICS Electrical Services 7024 Harrison Avenue Cincinnati, OH 45247

ITEM NO.	ADJUSTMENT ITEMS	UNIT	SECTION NO.	PRICE	PRICE
C.	Class I Concrete, not including reinforcing steel (Wall or Formed)	cu. yd.	03301	No Bid	No Bid
C1.	Class I Concrete, not including reinforcing steel (Slab or Unformed)	cu. yd.	03301	No Bid	No Bid
S1.	Liquid Sludge Disposal	100 gal.	01019	No Bid	No Bid
S2.	Dewatered Sludge Disposal	wet ton	01019	No Bid	No Bid
	EQUIPMENT OR MATERIAL		SECTION NO.	BASE BID MANUFACTURER	BASE BID MANUFACTURER
	Radial Beam Fixed Digester Covers		11232	None	None
	Radial Beam Gas Holder Digester Covers		11236	None	None

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: April 3, 2012

Jung-Han Chen
Prepared By

Account Code No. #:

March 28, 2012
Date Prepared

Budgeted Amount:

Agenda Title:	Board of Zoning Appeals Meeting Report – March 21, 2012
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Recommendation:	N/A
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Election of 2012 Officers:

The election of BZA officers took place: Mr. Todd Hollenbaugh was elected Chair; Mr. Gary Meyer was elected Vice-Chair; and Ms. Prue Dana was elected Secretary.

DISCUSSION:

Adjudication Hearing:

BZA-03-2012 516 S. Locust Street, Variance to Sections 1151.02(k)(2)(B), 1151.05(a)(3) to allow additional wall signs in the GB District, one of which does not face the right-of-way, **Bernadette Unger, for MOON Cooperative Services, Inc., Applicant**

The Applicant requested additional signage for their retail store. The location of their store is uniquely configured, having interior open green space between opposite tenant spaces. The Co-Op is located at the end of the Tollgate Mall and does not have any frontage along the parking lot or Locust Street. Their hope is that the additional signage will attract more customers.

Currently, there are three freestanding signs for the entire complex and the Applicant requested an additional two wall signs for this store. The requested additional 48 square feet sign area would still fall below the allowable sign area for the mall collectively. The zoning code states that no more than a total of two wall or freestanding signs are permitted per development site.

After considering and weighing these facts and circumstances, the Board found that practical difficulty was shown sufficient to warrant granting the variance to Section 1151.02(k)(2)(B) and 1151.05(a)(3) and voted 5-0-0 to **APPROVE** the application as presented.

New Business:

There was none.

Old Business:

There was none.

The next BZA meeting will take place at 7:30 p.m. on April 18, 2012.

Approved By:

Department Head:
City Attorney:
City Manager:

Initial	Date
<i>JHC</i>	<i>3/28/12</i>
<i>DRG</i>	<i>3/30/12</i>

A Regular meeting of the Oxford City Council was called to order by Mayor Richard Keebler on Tuesday, March 20, 2012 at 7:38 p.m. Those members present were Bob Blackburn, John Harman, Kevin McKeehan, Kate Rousmaniere and Steve Snyder. Ken Bogard was excused.

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

PLEDGE OF ALLEGIANCE

Mayor Keebler requested the Pledge of Allegiance.

APPROVAL OF AGENDA

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

PUBLIC PARTICIPATION

REQUEST FOR USE OF UPTOWN PARKS

Ms. Diana Durr, Executive Director, Oxford Visitors and Convention Bureau, updated Council with regard to the Porsches to Oxford event noting the possibility of the event returning to Oxford in June of 2013.

Ms. Durr noted the Miami Alumni Association asked her to speak on their behalf this evening. Ms. Durr inquired if the Alumni Weekend 2012 Fun at the Park event on Friday, June 15, 2012 could be combined with the Music Festival event by moving the Music Festival from Thursday to Friday night. Ms. Durr advised there would be a section of the Uptown available for the purchase of alcoholic beverages for those of legal age and they would be required to wear a wristband. Ms. Durr noted she had already met with the Police Chief and the City Manager, and the City Manager asked her to present the idea to Council for consideration. Ms. Durr advised the street closures would be the same as the Music Festival street closures. Ms. Durr provided a map of the proposed area for the event to Council and explained how the event would be set-up if approved.

Mayor Keebler advised he had significant concerns about combining the Music Festival with the Alumni event. Mayor Keebler noted he had no qualms with the Alumni event and it went very well last year. Mayor Keebler advised for a number of years, on Thursday nights, the community had a very nice family event called the Music Festival and he did not think alcohol should be introduced to the event.

Mr. Blackburn inquired if the band was a Music Festival band and if so who would pay for it, the sponsors or Miami. Ms. Durr advised Miami would pay for the band and the street closures that night.

Mr. Snyder inquired what would be gained by combining the events. Ms. Durr advised Miami's approach was to encourage more mutually beneficial events that involved people on and off of campus. Ms. Durr noted if Council wasn't comfortable with combining the events, Miami was planning to go forward with their Friday night event. Ms. Durr advised if Council approved combining the events, it would be included on the Music Festival poster and other advertisements, and if not, a separate poster would be made for the Alumni event welcoming the public to attend. Mr. Snyder noted he was more comfortable with the Alumni event being separate from the Music Festival.

Ms. Rousmaniere inquired if this would be a formal Oxford Music Festival and Ms. Durr advised yes, it would be on Friday night instead of Thursday night.

Mr. Elliott clarified that staff signed off on the Park and Right-of-Way permits for the Alumni event last year and later they asked to have alcohol at the event and that request was brought before Council. Mr. Elliott noted staff signed off on the permits for the 2012 event and Miami had paid the street closure fee. Mr. Elliott advised the issue was whether or not to combine the two events and if Council approved combining the events there would not be a regular Thursday night Music Festival. Mr. Elliott noted he and Chief Holzworth met with Ms. Durr and he had reservations about combining the events and felt the request needed to come to Council's attention.

Mr. Snyder noted the community had a history of a branded event on Thursday night that was non-alcoholic and he did not think it should be mixed with the Alumni event.

Mr. Harman advised he was not concerned with combining the events and noted both events had been very successful in the past. Mr. Harman noted there had not been alcohol issues with Uptown events that he was aware of. Mr. Harman advised this would be a merger of 2 good events that were positive for the community. Mr. Harman noted the Alumni wanted to include local residents they themselves were still a part of the community even though they had graduated and gone on with their lives. Mr. Harman advised there were restaurants within 20 feet of the Uptown Park that served alcohol and he felt Council should consider the request and be open to expanding Uptown events that in the past had been well received by the community and the university.

Mayor Keebler advised last year was the first year for the Alumni event off campus. Mayor Keebler noted the problem with combining the events was branding the Music Festival as an alcohol event.

Ms. Rousmaniere advised she did not see it as an alcohol event noting alcohol was available throughout the Uptown area. Ms. Rousmaniere advised Council just had a Work Session and Miami University presented their circulation plan which involved some linkages between the university and the City and she looked at the request to combine the events in the spirit of that. Ms. Rousmaniere noted she only saw the request as an advantage not a problem.

Mr. Harman noted the Music Festival would eventually evolve and it did not have to be the same as it always had been.

Mr. McKeehan noted he had mixed feelings regarding the matter noting he attended a similar event in Springfield where alcohol was available and he didn't see anything out of control. Mr. McKeehan advised he was not thrilled about combining the events noting the need to keep the identities separate.

Mr. Elliott advised he would bring legislation forward at the next meeting to request alcohol for the Friday night event. Mr. Elliott apologized for bringing the matter to Council noting he should have nixed it himself.

Mr. Harman applauded Mr. Elliott for bringing the matter to Council noting the citizens needed to know who wanted things the way there were and who was willing to look outside of the box.

Ms. Durr thanked Council for their consideration.

PUBLIC COMMENTS

Mr. David Brown, Butler County Auditor's Office, announced those turning 65 or older this year were eligible for the Homestead Exemption and the filing deadline was June 4, 2012. Mr. Brown noted the exemption would shield the first \$25,000 of a home's value and the forms were available on the Auditor's website. Mr. Brown advised new values were mailed for 2011 and payable in 2012. Mr. Brown encouraged homeowners to contact the Auditor's office if they found any inaccuracies. Mr. Brown also encouraged citizens to contact the Auditor's Board of Revision if they felt their value was too high. Mr. Brown noted new photos of each home in Butler County would be taken for the 2014 reappraisals.

Mr. Harman applauded the Board of Revision noting citizens who used their services told him the board was very fair and equitable.

CONSENT AGENDA

Ms. Rousmaniere requested removal of item B. Environmental Commission Report.

MINUTES

Minutes of the March 6, 2012 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORT

Report regarding the March 7, 2012 Historic and Architectural Preservation Commission Meeting. (Jung-Han Chen, Community Development Director)

Mr. Blackburn moved to approve the consent agenda items A. and C. Mr. Snyder seconded. The motion passed 6-0-0.

REPORT

Report regarding the February 29, 2012 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised at the last Environmental Commission meeting there was discussion about the quorum requirements. Mr. Dreisbach advised currently it was codified that 5 voting members needed to be present to conduct business. Mr. Dreisbach noted the Planning Commission member was an ex-officio (non-voting) member so in essence the quorum was 5 out of 6 voting members. Mr. Dreisbach advised the Environmental Commission requested that Council consider revising the Ordinance to make a quorum 4 members out of 7 and staff was recommending that the Planning Commission member should be a voting member.

Mayor Keebler advised the Planning Commission member had been voting for some time. Mayor Keebler advised 4 was a quorum on other boards and commissions with 7 members including Council. Mayor Keebler requested legislation for the next meeting to address the changes.

Mr. Blackburn moved to approve the Environmental Commission Report. Mr. Snyder seconded. The motion passed 6-0-0.

RESOLUTIONS

RESOLUTION **THREE VALLEY** **CONSERVATION TRUST**

A Resolution No. 4668 of support for the Three Valley Conservation Trust's 'Fryman Project' in the greater Oxford area. (Doug Elliott, City Manager)

Mr. Elliott noted the resolution was in support of the Three Valley Conservation Trust's Fryman project. Mr. Elliott noted two Three Valley Conservation Trust Board Members were present; Cal Conrad and Roger Millar. Mr. Elliott advised the project would be located in the unincorporated portion of Oxford Township and would provide alternate modes of transportation such as walking and bicycling and staff felt it was a good project for the community.

Mr. Cal Conrad, 5226 Westgate Drive, noted his hope Council would unanimously approve the Resolution and support the project as it moved forward. Mr. Conrad advised fundraising for the project would begin on Thursday night.

Mr. Blackburn moved to adopt Resolution No. 4668. Ms. Rousmaniere seconded. The motion passed 6-0-0.

RESOLUTION
EXTEND CONTRACT

A Resolution No. 4669 authorizing the City Manager to exercise the option to extend the contract with PFM Asset Management LLC Investment Management Services for the management of the City's investable funds for a period of one (1) year. (2nd of 2 option years) (Joe Newlin, Finance Director)

Mr. Newlin advised staff was looking to exercise the City's second option to extend the contract with PFM who had been managing the City's investments for going on 5 years. Mr. Newlin noted the fee would remain the same and staff was recommending adoption of the Resolution so the City could continue to use PFM as its investment management group.

Mr. McKeehan inquired if Mr. Newlin felt PFM's performance was satisfactory considering the economic environment. Mr. Newlin advised yes, he was pleased with their performance.

Mr. Harman advised he felt the fee structure was competitive.

Mr. Snyder moved to adopt Resolution No. 4669. Mr. McKeehan seconded. The motion passed 6-0-0.

ORDINANCE
FIRST READING

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance Amending Ordinance No. 3159. Supplemental Budget Ordinance Number 1 To Make Supplemental Appropriations For Fiscal Year 2012. (Joe Newlin, Finance Director)

Mr. Newlin discussed his staff report as presented on pages 22 and 23 of the agenda which addressed a reimbursement from ODOT, right-of-way acquisitions and a FEMA grant.

Mayor Keebler noted the second reading of the proposed Ordinance would take place at the next meeting.

ANNOUNCEMENTS

Mr. Elliott announced OKI would hold several Open Houses regarding the OKI Regional Transportation Plan and locally the public could attend an Open House on April 16, 2012 at the Harry Wilkes Conference Center on Miami's Hamilton campus.

Mr. Elliott commended the Service Department for their efforts to replace the High Street water main. Mr. Elliott noted the work needed to be done prior to the brick replacement project that would occur after Miami's spring semester.

Mr. Elliott noted legislation would be on the next agenda to address the Environmental Commission's request to modify their quorum requirements.

Mr. Elliott reminded everyone that the City's July 3rd celebration would take place at the Community Park this year.

Mr. Elliott advised he received a letter from Glenwood Energy regarding a tax change adjustment which is being reviewed by the City's attorney. Mr. Elliott noted he would provide additional information on the matter at a later date.

Mr. Elliott discussed HB50 which proposed changes to the current annexation law. Mr. Elliott noted he felt the proposal was unnecessary and would create road blocks for future development in the State of Ohio.

Mr. Elliott advised he was pleased that the Three Valley Conservation Trust provided a letter stating they agreed with the County Engineer and the City and intended to enter into an agreement with the City to annex a minimal amount of land for the Bonham Road bridge replacement project. Mr. Elliott noted he felt the project was good for the overall community and the bridge would be replaced with a savings to the taxpayers since the speed limit would be reduced. Mr. Elliott advised the annexation petition needed to be amended since the Three Valley Conservation Trust did not want to annex their entire parcel. Mr. Snyder inquired what the timetable was for the annexation and Mr. Elliott advised he would let Council know once he received additional information from the Engineer's Office.

Mr. Kyger noted the newest edition of the Delta Sigma Phi magazine featured Seaview Outfitters in their cover story. Mr. Kyger advised it was very good publicity for the local retailer.

Mr. Kyger commended the Service Department noting their work on High Street was phenomenal.

Mr. Kyger advised Anytime Fitness would hold their Grand Opening tomorrow with a Ribbon Cutting ceremony at 4:00 p.m. which the Mayor and City Manager would attend.

Mr. Kyger noted Furnish 123 held their Grand Opening over the weekend.

Mr. Kyger advised the Wine Festival would take place soon and there were many volunteer opportunities. Mr. Kyger encouraged those interested in volunteering to contact him or the Chamber of Commerce.

Ms. Rousmaniere noted the passing of a significant community member, Mary Melvin. Ms. Rousmaniere advised Ms. Melvin was a mentor for her in terms of community engagement and an advocate for university/town partnerships. Ms. Rousmaniere noted Ms. Melvin was also a teacher/educator and an advocate for international students. Ms. Rousmaniere advised a memorial would be held for Ms. Melvin on Thursday at noon at Holy Trinity Church.

Ms. Rousmaniere advised the Oxford unit of the NAACP would hold its annual Freedom Fund Banquet on Sunday, April 22, 2012 at 5:00 p.m. Ms. Rousmaniere noted she was selling tickets for the banquet which was their major fund raiser each year and a great event. Ms. Rousmaniere advised the speaker this year was Pastor Tracy Hunter and tickets were \$40.00.

Mr. Harman noted he was very thankful for McCullough-Hyde Hospital and advised he needed their emergency services recently and the staff and doctors were very efficient. Mr. Harman noted he felt everyone needed to be reminded that McCullough-Hyde was a great hospital and a town the size of Oxford might not normally be able to support a hospital. Mr. Harman noted it was good to have them as a neighbor.

Mr. Blackburn noted while he was recuperating at the Knolls of Oxford recently, Mary Melvin was his next door neighbor and a very fine lady.

Mr. Blackburn noted McCullough-Hyde had been very good to him over the last 5 years and the City was fortunate to have such a hospital.

Mr. Snyder complimented the Police Department noting the weekly report provided information regarding the event that occurred each year before Miami's spring break. Mr. Snyder advised there had been efforts going on since last October in terms of collaboration between the Oxford and Miami University Police Departments. Mr. Snyder noted during that specific event officers from the City and Miami paired up and according to several officers and the Chief the event went very well. Mr. Snyder commended each department for the collaboration.

Mr. McKeehan noted his mother in law was at McCullough-Hyde for a few days recently and they were phenomenal and did a great job for his family. Mr. McKeehan advised his mother in law did pass away and thanked everyone in the community for their kind words and gestures.

Mayor Keebler noted there had been a lot of discussion about cooperation/collaboration between agencies lately. Mayor Keebler advised he still attended the Butler County Fire Chief's meeting from time to time. Mayor Keebler noted at the last meeting Jeff Galloway, Director of the Butler County EMA discussed collaborative initiatives and events that had been taking place in Butler and surrounding counties. Mayor Keebler advised fire officers from Butler County spent time in Moscow, Ohio after the recent tornado, occupying their emergency operations center and working in the field to help with communications. Mayor Keebler noted through the statewide MARCS system and Butler County's Interoperable Communication System, complete interoperability was achieved in another county. Mayor Keebler advised for quite some time Butler County has had HazMat teams supported in part by the Butler County EMA located in Middletown, Hamilton and West Chester. Mayor Keebler noted these teams were working to become certified to the highest level of HazMat Response in the State of Ohio. Mayor Keebler advised a member of one of those departments developed a software system which allowed Firefighters on duty in the county with different technical levels to sign in so that at any given time it was know how many technicians were available. Mayor Keebler noted the group obtained federal funds and recently obtained a chemical analyzer which was used recently in West Chester to analyze a suspicious envelope that within 10 minutes was found to contain corn starch. Mayor Keebler advised usually this process would take at least 3 days. Mayor Keebler noted the chemical analyzer was shared countywide which was collaboration at its highest level. Mayor Keebler advised there was a Technical Rescue Team in Butler County with the majority of their operation headquartered in West Chester and some equipment was located in Middletown. Mayor Keebler noted members of the team were Firefighters and Volunteer Firefighters subject to dispatch to provide assistance. Mayor Keebler advised members of the team had been training at Kings Island for high angle rescue and would be called on in case of an emergency there.

Mayor Keebler noted the community, Councils, Township Trustees and people all over the county needed to understand how much collaboration was going on in and around the county. Mayor Keebler advised Chief Detherage should contact Mr. Galloway to get these initiatives publicized in the local papers. Mayor Keebler noted the public needed to know of the good things going on towards collaboration and cooperation.

ADJOURN

Mr. Snyder moved to adjourn at 8:45 p.m. Mr. Blackburn seconded. The motion passed 6-0-0.

The Work Session of the Oxford City Council was called to order by Mayor Richard Keebler on Tuesday, March 20, 2012 at 6:32 P.M. The Council members present were Bob Blackburn, John Harman, Kevin McKeegan, Kate Rousmaniere and Steve Snyder. Vice Mayor Ken Bogard was excused.

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

Also present were Bob Keller, John Seibert and Vincent Cirrito from Miami University.

APPROVAL OF AGENDA

Mr. Blackburn moved approval of the Agenda. Mr. McKeegan seconded. The motion carried 6-0-0.

PURPOSE

The purpose of the Work Session was for Council to receive information regarding Miami University's Campus Circulation Master Plan.

PRESENTATION MIAMI UNIVERSITY'S CAMPUS CIRCULATION MASTER PLAN

Mr. Bob Keller, Associate Vice President for Facilities, Planning and Operations, University Architect, advised in 2008 a Task Force on Environmental Sustainability was created and they prepared a very detailed report regarding the issue. Mr. Keller noted in 2009 a Sustainability Committee was formed to identify specific goals with regard to environmental sustainability and one aspect was to create a sustainable transportation plan. Mr. Keller noted new buildings on campus had changed the routes people traveled and services had been developed that Miami University didn't have ten years ago. Mr. Keller advised student safety was a significant reason for the development of the Campus Circulation Master Plan.

Mr. John Seibert, Senior Project Architect, PFD Planning Architecture & Engineering, advised the Circulation Master Plan was on Miami's website. Mr. Seibert provided a PowerPoint presentation and noted the plan was broken down into four parts which included: the Introduction, Issues and Opportunities, Recommendations and Implementation. Mr. Seibert noted the project team consisted of consulting firms, university staff and students and City staff. Mr. Seibert discussed the Issues & Opportunities section of the plan which determined existing problem areas and areas for improvement in the transportation network including pedestrian and bicycle modes of transportation, vehicular and emergency access, parking and transit service. Mr. Seibert discussed the Recommendations section of the plan which addressed in detail the existing problem areas which were identified in the previous section. Mr. Seibert discussed the implementation phases of the plan as well as potential funding sources.

Mr. Seibert and Mr. Cirrito addressed various questions from Council.

Council made the following recommendations/observations:

- Traffic lights should utilized instead of adding stop signs
- Jay Walking should be enforced
- Crosswalks should be placed behind bus stops rather than in front
- Students need to be educated about the plan
- A bicycle usage survey should be conducted

Mayor Keebler thanked Mr. Keller, Mr. Seibert and Mr. Cirrito for making the presentation.

ADJOURNMENT

Mr. Blackburn moved to adjourn at 7:31 p.m. Mr. McKeehan seconded. The motion carried 6-0-0.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Service Department
Originating Department

Council Meeting Of: April 3, 2012

Michael Dreisbach
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

March 27, 2012
Date Prepared

Agenda Title: An Ordinance Repealing Oxford Codified Ordinance Chapter 135, Environmental Commission, And Adopting New Chapter 135, Environmental Commission.

Recommendation: Approve.

Discussion:

The Environmental Commission has requested City Council to consider changing the current quorum from five (5) members to four (4) members. City regulations related to the Environmental Commission have been codified in the Oxford Code of Ordinances under Chapter 135.

For your consideration, attached is a proposed Ordinance to amend Chapter 135 to modify the quorum requirement to a simple majority of members. Additionally, the amended ordinance allows the Planning Commission representative to be a voting member of the Environmental Commission instead of an ex-officio member.

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] / 3/28/12
[Signature] / 3/30/12

ORDINANCE NO.

ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE CHAPTER 135, ENVIRONMENTAL COMMISSION, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE CHAPTER 135, ENVIRONMENTAL COMMISSION.

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

SECTION I: Council hereby finds that the City of Oxford Environmental Commission held a public meeting on February 29, 2012 and recommended that Council amend Oxford Codified Ordinance Chapter 135, Environmental Commission, to change the current quorum requirement from five (5) voting members to four (4) members. Staff recommends an additional amendment to change the Planning Commission member from an Ex-Officio member to a voting member.

SECTION II: Council hereby repeals Chapter 135 of the Oxford Code of Ordinances and adopts new Chapter 135 as follows (deletions are struck out and new language is in bold) as follows:

135.01 CREATION AND PURPOSE

- (a) There is hereby created an Environmental Commission composed of seven Oxford residents appointed as set forth in this chapter.
- (b) The purposes of the Environmental Commission shall be:
 - (1) To promote and foster an awareness of environmental issues in the community.
 - (2) To investigate, promote and insure the consideration of environmental quality in the development of City policies, goals and programs.
 - (3) To promote the protection and enhancement of environmental quality through community programs.
 - (4) To promote the dissemination of environmental information to the community.
 - (5) To advise, report and recommend to Council concerning any and all matters referred by Council for such advice, report and recommendation.
- (c) The Commission shall also address the following four environmental issues:
 - (1) Tree management including the following topics:
 - A. Maintenance of trees.
 - B. Removal of hazardous trees.
 - (2) Solid waste management including the following topics:
 - A. Refuse collection program.
 - B. Recycling program.
 - C. Yard waste disposal program.
 - D. Litter control program.
 - E. Water and wastewater treatment by-product disposal.
 - F. Household hazardous waste disposal.
 - (3) Water resource management including the following topics:
 - A. Protection and conservation of the City's water supply.

- B. Wellhead protection program.
 - C. Stormwater control program.
 - D. Wastewater treatment and disposal.
- (4) Open space management including the following topics:
- A. Green belt program.
 - B. Wooded area reserves.
 - C. Park areas.
 - D. City beautification programs.
- (d) The Commission shall also:
- (1) Review the City's comprehensive plan and recommend to the Planning Commission standards for protection of the environmental quality of the City.
 - (2) Develop a tree management program which should include the establishment of performance objectives, definition of service to be delivered, funding mechanism to support the program, and administrative policy and procedure for implementing the program.

135.02 DUTIES.

In order to achieve its purposes, the Environmental Commission shall:

- (a) Receive citizens' inquiries on environmental concerns, issues and problems and make recommendations to Council on resolution of those issues and concerns.
- (b) Investigate, develop and recommend for Council's consideration policies, legislation and programs which protect, enhance or maintain the environmental quality of the community.
- (c) Develop and recommend for Council's consideration revenue sources for funding the implementation of programs which protect, enhance or maintain the environmental quality of the community.
- (d) Conduct meetings for the discussion and resolution of issues and concerns which may impact the environmental quality of the community.
- (e) Develop and recommend to Council environmental standards for evaluating the impact of future growth and development of the City.

135.03 COMPOSITION AND TERM OF OFFICE.

- (a) The Environmental Commission shall be composed of seven members appointed by Council from among **City of Oxford** residents. All members shall have, to the greatest extent practical, interest and proficiency in environmental issues. One member shall be a City Council member **and one member shall be a Planning Commission member. Two** ~~Three~~ members shall be **City of Oxford** residents. Three members shall have educational and/or professional experience in the environmental field.
- (b) The City Manager shall serve as an ex-officio member of the Commission.
- (c) The Planning Commission member **shall be** appointed by the Planning Commission. ~~shall serve as an ex-officio member of the Commission.~~ **and confirmed by Council.**
- (d) Members of the Commission shall be appointed by a majority of Council.

- (e) Appointment for Commission members first taking office shall be as follows:
- (1) Council **and Planning Commission** members until November 30 of the current year.
 - (2) Two members for two years.
 - (3) Two members for three years.
 - (4) **One** member for four years.

After the initial appointments, all Commission members except for the Council member **and the Planning Commission member** shall serve for a period of four years and without compensation. No member shall serve more than eight consecutive years. The Council member **and the Planning Commission member** shall be appointed for a one year term beginning December 1, and ending November 30, the following year.

(f) The City Manager shall appoint an administrative staff person as administrative liaison to the Environmental Commission. The function of the staff member is to support and assist the Commission to the extent resources allow.

135.04 EXPENDITURES.

(a) The resources of the City as to staff assistance, materials and supplies shall be available to the Commission subject to availability.

(b) Funds may only be expended by the Commission with prior approval and authority from Council.

135.05 MEETINGS.

(a) The Environmental Commission shall meet at least once per month. The Commission may hold such additional meetings as required to conduct its business or as requested by Council. Special meetings may be called by the chairperson or by any two members of the Commission.

(b) The Commission shall designate the time and place of the meetings and shall notify the Clerk of Council **and the City Manager** ~~and ex-officio Planning Commission member~~ at least twenty-four hours in advance.

(c) **Four** ~~Five~~ voting members shall constitute a quorum for the transaction of business.

(d) All meetings of the Environmental Commission other than authorized executive sessions shall be open to public attendance. The Commission will fully comply with both the letter and spirit of Ohio R.C. 121.22.

135.06 RULES AND PROCEDURES.

(a) Notwithstanding the requirements established in this chapter, the Commission may establish its own rules and procedures subject to the majority approval of Council.

(b) The members of the Commission shall elect from the Commission a chairperson, vice-chair and secretary. The chairperson shall preside at meetings of the Commission and perform other duties commonly prescribed to such office. The vice-chair shall perform the same duties as the chairperson in the chairperson's absence. The secretary shall prepare the minutes of each meeting and oversee the development of written reports and documents of the Commission.

(c) Any action, report or other issue referred to Council by the Commission shall be by majority vote of the Commission. Nothing herein prohibits a minority opinion being developed and forwarded along with the majority's action or report.

(d) Upon a majority vote of the commission to refer to Council any action, report or other issue, the Council person who is a member of the Commission shall move to add the action, report or other issue to the Council agenda at the next regular meeting of Council.

(e) Any time the Commission proposes an environmental service program, the Commission shall include in the proposed program a definition of the service to be delivered, funding mechanism to support the program and recommended administrative policies and procedures for implementing the program.

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

CITY OF OXFORD STAFF SUMMARY REPORT

Report to City Manager		Finance
		_____ Originating Department
Council Meeting Of :	3/20/2012	
	_____ see below	Joe Newlin
Account Code No. :		_____ Prepared By
Budgeted Amount :		3/15/2012
		_____ Date Prepared

Agenda Title:	2012 Supplemental Budget #1
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Recommendation:	Approve
------------------------	----------------

Issue 1

ODOT estimate for purchase of right-a-way US27 South - 1,500,000
 Estimate for right-a-way purchases assistance - 300,000

Action Needed:

Revenue Side

Capital Improvement 141	1,800,000.00	Advance from General Fund
Capital Improvement 141	1,800,000.00	Reimbursement from ODOT
General 110	1,800,000.00	Repayment of advance from Capital Improvement Fund

Expense Side

General 110	1,800,000.00	Advance to Capital Improvement Fund
Capital Improvement 141	1,800,000.00	Right-a-way acquisitions
Capital Improvement 141	1,800,000.00	Repayment of advance to General Fund

Net Effect on Fund Balance/(s) -
 Increase/(Decrease)

Issue 2

Repairs to municipal building's roof and gutters

Action Needed:

Revenue Side

NA

Expense Side

Capital Improvement 141	20,000.00	from unencumbered balance
-------------------------	-----------	---------------------------

Net Effect on Fund Balance/(s) (20,000.00)
 Increase/(Decrease)

Issue 3

Additional smoke detectors through FEMA Grant for single family residences

Action Needed:

Revenue Side

74.00 NA

Expense Side

FEMA 416 15,624.75 from unencumbered balance

Net Effect on Fund Balance/(s)
Increase/(Decrease) (15,550.75)Total Net Effect on Fund Balance/(s)
Increase/(Decrease) (35,550.75)

Breakdown by Fund

General 110 -
Capital Improvement 141 (20,000.00)
FEMA 416 (15,550.75)Net Effect on Fund Balance/(s)
Increase/(Decrease) (35,550.75)

Approved By:

Department Head:

City Manager:

Initials

Date

3/15/12

DRE 3/14/12

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3159. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 1 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2012.

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

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

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

Capital Improvement Fund 141	1,800,000.00
Capital Improvement Fund 141	1,800,000.00
General Fund 110	1,800,000.00
FEMA Fund 416	74.00

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

Capital Improvement Fund 141	1,800,000.00
General Fund 110	1,800,000.00
Capital Improvement Fund 141	1,800,000.00
Capital Improvement Fund 141	20,000.00
FEMA Fund 416	15,624.75

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

Advance from:	
General Fund 110	1,800,000.00
Capital Improvement Fund 141	1,800,000.00

Advance to:	
Capital Improvement Fund 141	1,800,000.00
General Fund 110	1,800,000.00

SECTION 5: In all other respects, Ordinance No. 3159 shall remain in full force and effect.

SECTION 6: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

REQUEST TO BE PLACED ON THE OXFORD CITY COUNCIL AGENDA—APRIL 3, 2012

To: Members of the Oxford City Council

Fr: Stephen Dana, President of the Board of Trustees, Oxford Community Choice Pantry

Re: Request to sell tickets to fund raiser, "Farm To Table", Saturday, June 30 on the grounds of Memorial Park 11:00 a.m.-2:00 p.m.

The Oxford Community Choice Pantry, in collaboration with the Oxford Farmers Market Uptown(OFMU), will hold a fund raiser on Saturday, June 30 from 11:00 a.m. to 2:00 p.m. in Memorial Park.

Using produce from the OFMU, chefs will prepare box lunches on Friday, June 29. The lunches will be sold for \$10 the following day.

The City of Oxford has approved the Public Parking Permit and the Public Right of Way Permit.

Tickets to the event will be sold in advance. I am requesting Council's approval of the selling of tickets in Memorial Park the day of the event. Under the City's Ordinance Section 729.05 such sales on city property must be expressly approved by City Council.

Thank you.

APPROVED

Rev. 6/11

☒ REQUEST FOR PUBLIC PARK PERMIT☒ REQUEST FOR PUBLIC RIGHT-OF-WAY PERMITDate(s) of Event: 6/30/12 through 6/30/12 From: 9 a.m./p.m. To: 3 a.m./p.m.Today's Date: 3/5/12☐ Emergency Utility Repair (check box, if applicable)

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

Responsible Adult:

(18 years of age or older)*

Address:

Telephone:

Cellular:

Fax:

Email:

CYNTHIA COLLINS44 SPARTAN DROXFORD, OHIO 45056513 524 2243513 255 7547513 524 6555COLLINC5@muhio.edu

Organization:

Advisor:

Address:

Telephone:

Cellular:

Fax:

Email:

Non-Profit:

OXFORD COMM. CHOICE PANTRYSTEVE DANA, PRESIDENT400 W. WITHROW STREETOXFORD, OHIO 45056513 523 3851SDANA@woh.rr.comSDANA@woh.rr.comSDANA@woh.rr.com☒ Yes ☐ No

* Person in charge - Primary contact

PARK REQUESTED

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

RECEIVED

MAR 13 2012

City of Oxford

TITLE OF EVENT (be specific and include projected attendance)Farm to Table FundraiserProjected Attendance: 200 Has this event been held previously? ☐ Yes ☒ No If "YES", when? _____**DESCRIPTION OF EVENT**

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

Applicant's Signature:

Cynthia Collins

Date:

3/5/12

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

M.U. Use Only

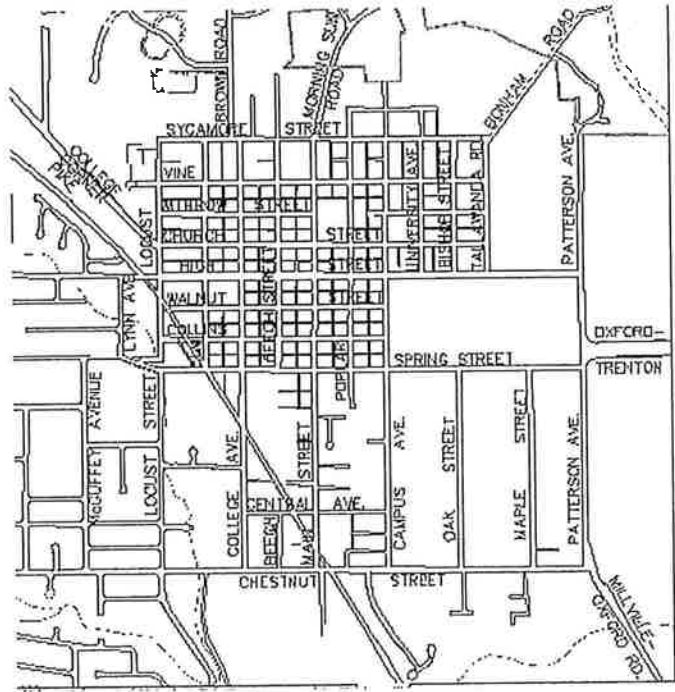
The organization listed above is a registered student organization in good standing with Miami University.

Signature: _____

Date: _____

/ /

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



CITY OF OXFORD / RIGHT-OF-WAY REQUEST DETAILS

Instructions for Applicant: Please clearly denote the parade route, streets and/or sidewalk areas being requested. Place a concise narrative explanation on the following lines. Attach additional pages if necessary.

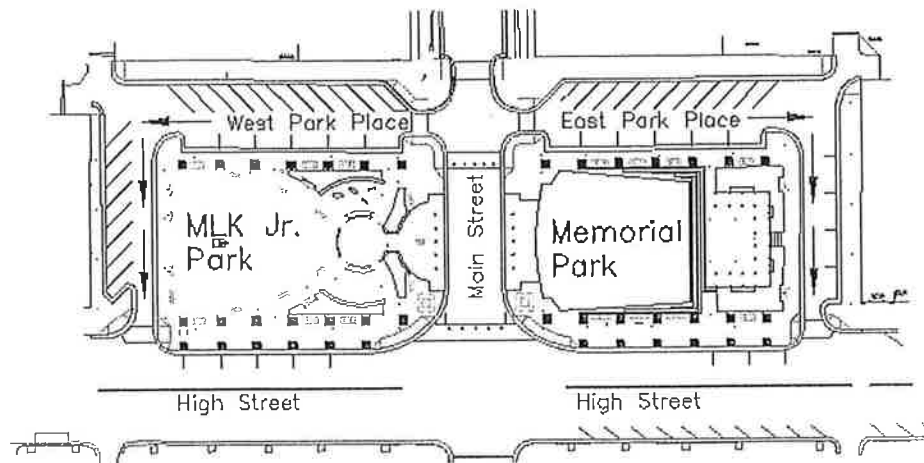
Requesting East Park Place - 6 tents

Additional Requests:
(Include details in narrative)

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

Time Details

	Start	End
Setup	9:00 am	11:00 am
Event	11:00 am	2:00 pm
Breakdown	2:00 pm	3:00 pm



OXFORD MEMORIAL PARK & MARTIN LUTHER KING JR. PARK

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

Requesting Memorial Park

Additional Requests:
(Include details in narrative)

- ☒ Pavilion
- ☒ Extra trash cans (6)
- ☒ Sound
- ☐ Stage lighting
- ☐ Special power requirements (explain in narrative)**
- ☐ Street Closure **
- ☐ Other: _____

Time Details

	Start	End
Setup	9:00 am	11:00 am
Event	11:00 am	2:00 pm
Breakdown	2:00 pm	3:00 pm

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

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



Stipulations and Fees

Note: FULL PAYMENT REQUIRED BEFORE THE EVENT

RIGHT-OF-WAY

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

1. Applicant shall manage all work zones in the Right-of-Way in compliance with the Ohio Manual of Uniform Traffic Control. *(Note: Applicant is responsible for damages in the right of way or adjacent property.)*
2. Large events (estimated at over 500 people, including all concerts and performances, will require a pre-meeting with the Police (524-5247) and Service Department (524-5206) prior to approval. *Note: Requests **WILL NOT** be approved prior to the pre-meeting.*
3. The period of use may not exceed two (2) days without City Council approval.
4. At least one legally responsible adult must sign the request.
5. The usage may not discriminate for or against a given class of people.
6. All ordinances that regulate noise **shall** be observed.
7. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.
8. The requestor is responsible for cleanup. Failure to cleanup may result in subsequent requests being denied or a deposit being required. In addition, a cleaning charge may be assessed.
9. Safety staffing levels will be determined by the Oxford Police Division and the requestor may be required to hire police officers.
10. All special conditions specified by department heads must be complied with. Fees may be assessed for special services – see below.
11. Miami University approval is required for student events.
12. NO markings may be made on streets or sidewalks within the public right-of-way.
13. Inflatable game requirements: 18 YOA professional operator and **copy of company's insurance policy**.
14. If food is to be distributed to the public, **written approval** from the BCHD is required.

USE OF PARKS (ALL THOSE ABOVE, PLUS)

1. No motor vehicles may be parked within the area of the park or on any sidewalk.
2. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
3. No signs are permitted.
4. The requestor is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
5. No structure shall be defaced and no structure shall be erected within four (4) feet of the base of a tree or shrub.
6. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.

FEE INFORMATION

No Parking Signs \$.35 ea
 Metered Parking Spots \$10.00/ea
 Trash Boxes \$ 5.00/ea *6*

Personnel

Police Officer(s) Contact OPD
 Sound System \$25.00
 Street Dept. Personnel \$25.00/hr ?
 Electrician \$100.00
 Park & Rec Personnel Contact OPRD

Road Closures (fee includes labor)

Main Street \$135.00
 US 27 Detour \$135.00

Sports Fields/Gazebo

Contact OPRD – 513-523-6314

APPLICANT'S ASSURANCE

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

Cynthia Collins
 Applicant's Signature

Date: *3/15/12*

CITY USE ONLY

	Service	Hours	Rate	Estimate	Final
1	<i>6 Trash Cans</i>		<i>\$ 5</i>	\$	<i>\$ 30</i>
2			\$	\$	\$
3	<i>E. Park Parking</i>	<i>23 spaces</i>	<i>10</i>	\$	<i>\$ 230</i>
4			\$	\$	\$
5			\$	\$	\$
	Total		\$	\$	<i>\$ 260.00</i>

	Applicant's Initials	Review Date
Police Department		
1		
2		
3		
4		
Fire Department		
1		
2		
3		
4		
Service Department		
1 Sales prohibited on City property without		
2 the consent of Council.		
3		
4 See Code Section 729.05 attached.		
Recreation Department (if applicable)		
1		
2		
3		
4		
City Manager		
1		
2		
3		
4		

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

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief: ☒ Approved

☐ Not Approved

Fire Chief: ☐ Approved

☐ Not Approved

Service Director: ☒ Approved

☐ Not Approved

Recreation Director: ☐ Approved

☐ Not Approved

City Manager: ☒ Approved

☐ Not Approved


City Manager's Signature

Date: 3/20/12

3/19/2012

/

3/16/12

/

Reason(s) event not approved:

729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED.

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

(Ord. 1560. Passed 1-2-80; Ord. 1761. Passed 6-21-83.)

Oxford City Counsel
Mary Ann Eaton
City Council Clerk
101 E. High Street
Oxford, Ohio 45056

March 19, 2012

Please accept this request to City Counsel for release of a portion of the water service area on Brown Road, Oxford Township, refer to attached aerial map for location, the Roudebush Property, parcel number H3610022000001.

The proposed use of this property is for the eventual construction limited to five (5) single family homes on this 24.4 acre parcel of land.

Our conversations with City Engineer, Victor Popescu, when inquiring about city water service at a premium, informed us that city water was not available without coupling it with city sewer services. We were then advised that the sewer would have to be run the full 1,000 feet plus of the frontage on Brown Road. The problem this presents is that on the northern most property boundary the fall of the land of approximately 30 feet would necessitate a lift station with an estimated cost of \$55,000 to \$75,000. This cost would prohibit the low density development being proposed.

In further investigation with Southwest Regional Water District they could supply water to this property from their 3" water line on Brown Road 350 feet from property boundary with official release of the area from the City of Oxford.

Christopher Owens with Coldwell Banker College Real Estate is the designated agent to represent our interests in this property. This property is owned by me and my sister, Helen C. Lonsdale, of whom I am her power of attorney in this matter.

Thank you for your consideration,



Mary B. Roudebush

