



Agenda

Oxford City Council

Court House

TUESDAY, APRIL 5, 2016

EXECUTIVE SESSION

None.

1. Roll call. Kate Rousmaniere, Mayor; Mike Smith, Vice-Mayor; Glenn Ellerbe; Bob Blackburn; Kevin McKeehan; Steve Dana; Edna Southard

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

REGULAR MEETING

7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

A. Recognition - Robert B. Holzworth, Police Chief.

B. Swearing-In - John A. Jones, Police Chief.

C. Swearing-In - Joshua K. Jenkins, Police Sergeant.

D. Proclamation - "Earth Day"



Proclamation

E. Proclamation - "Genocide and Holocaust Education & Prevention Month"



Proclamation

F. 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. Public Hearing - Right Of Way Vacation Request To Vacate Two Rights Of Way Off Of Southpointe Parkway. (Doug Elliott, City Manager)

5. Consent Agenda.

A. Minutes of the March 15, 2016 City Council Meeting. (Mary Ann Eaton, Clerk of Council)



Minutes

B. Report regarding the March 2, 2016 Historic and Architectural Preservation Commission Meeting. (Jung-Han Chen, Community Development Director)



Report

C. Report regarding the March 8, 2016 Planning Commission Meeting. (Jung Han Chen, Community Development Director)



Report

D. Report regarding the March 23, 2016 Civil Service Commission Meeting. (Candi Turpin, Human Resources Director)



Report

6. Resolutions.

1. A Resolution declaring that it is necessary to improve those portions of certain properties on Brown Road, Contreras Road and Panda Lane in the City of Oxford, Ohio, by re-paving, re-curbing, and repairing the sidewalks, curbs, and gutters. (Mike Dreisbach, Service Director)



Staff Report/Resolution

2. A Resolution accepting the bid and authorizing the City Manager to enter into a contract with John R. Jurgensen Co. for the 2016 resurfacing and maintenance work at a cost of \$390,398.90 plus a contingency amount of 1.2% of the contract price or \$4,792.00 for a total cost not to exceed \$395,090.90. (Mike Dreisbach, Service Director)



Staff Report/Resolution

3. A Resolution authorizing the installation of striped bicycle lanes on Wells Mill Drive (entire length), McGuffey Avenue (entire length) and on US 27 South from Chestnut Street to University Park Boulevard. (Mike Dreisbach, Service Director)



Staff Report/Resolution

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

A. First Reading.

1. An Ordinance Approving The Right Of Way Vacation Request To Vacate Two Rights Of Way Off Of Southpointe Parkway And Declaring An Emergency. (Jung Han Chen, Community Development Director)



Staff Report/Petition/Ordinance

2. An Ordinance Changing The name Of "Corporate Woods Lane" In The Fields Of Southpointe Planned Development To "Ironwood Drive" And Directing The Clerk Of Council To Forward A Certified Copy Of This Ordinance To The County Engineer For The Appropriate Change On The Planned Development Plat. (Jung-Han Chen Community Development Director)



Staff Report/Ordinance

3. An Ordinance Increasing The Salary Of The Mayor And Council Members. (Edna Southard, Councilor)



Staff Report/Ordinance

4. An Ordinance Adopting A Revised And Amended Water And Sanitary Sewer Improvement Specifications And Backflow Cross Connection Control Manual. (Mike Dreisbach, Service Director)



Staff Report/Ordinance

5. An Ordinance Amending Ordinance No. 3335. Supplemental Budget Number 3 To Make Supplemental Appropriations For Fiscal Year 2016. (Joe Newlin, Finance Director).



Staff Report/Ordinance

- B. Second Reading - None.
- 8. A. Announcements & Communications. The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.
 - 1. Remarks from City Council and City Staff.
- B. Future Meetings.
 - WED - Apr 6 Historic and Architectural Preservation Commission 7:30 p.m.
 - WED - Apr 6 Environmental Commission 7:00 p.m. Municipal Building
 - THUR - Apr 7 Community Relations Commission Meeting 3:00 p.m. City Manager's Office
 - MON - Apr 18 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building
 - WED - Apr 20 Board of Zoning Appeals Meeting 7:30 p.m. Cancelled
 - THUR - Apr 21 Recreation Board Meeting 4:00 p.m. Senior Citizens Center
 - FRI - Apr 22 Community Improvement Corporation Meeting 12:00 p.m. LCNB
 - FRI - Apr 22 Student Community Relations Commission Meeting 2:30 p.m. LCNB
 - WED - Apr 27 Civil Service Commission Meeting 5:30 p.m. Municipal Building
- 9. Adjourn.



Office of the Mayor

Proclamation

Whereas:

on April 22, 1970, United States Senator Gaylord Nelson of Wisconsin and Denis Hayes organized the first nation-wide day devoted to environmental awareness and education that was celebrated by an estimated 20 million Americans; and

WHEREAS, this day of environmental awareness and education is celebrated world-wide in some 180 countries, with the participation of over 4,000 separate organizations; and

WHEREAS, individuals and institutions have a mutual responsibility to seek ecological, economical and ethical choices that enable the world, as well as our individual communities, to establish and maintain sustainable societies.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, do hereby proclaim that on Friday, April 22, 2016 the City of Oxford will recognize and participate in the national and international celebration of:

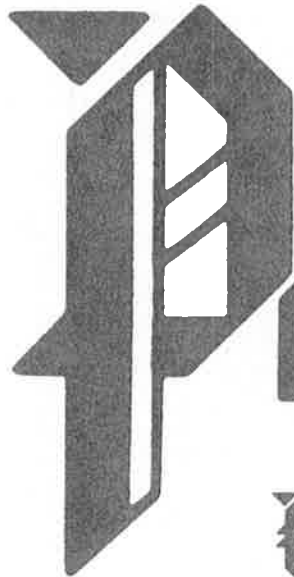
'EARTH DAY'

in the Uptown Parks and I urge all citizens to celebrate Earth Day and to remind each person of their right and responsibility to the wise use of this global home, to heal, preserve and improve the Earth and the quality of life for this and future generations, and to approach every day as an Earth Day.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 5th day of April, 2016.




KATE ROUSMANIERE, MAYOR



Office of the Mayor

Proclamation

Whereas:

the world has witnessed over a century of genocides that began in April. Millions of people have perished; cultures have been destroyed; communities and nations have been ruined; and

WHEREAS, the conflicts in Darfur, Sudan, the Democratic Republic of Congo, the Central African Republic, Myanmar, and Syria all appear to be escalating into genocide; and

WHEREAS, every April, the 'Miami University Students Against Genocide' along with the Genocide and Holocaust Education Committee organize a week long program that raises awareness of genocide and Holocaust victims and survivors; and

WHEREAS, numerous activities are planned, including a film series, a 'reading of the names' program in which the names of Holocaust victims are read, a poetry read-in, and an information fair that will enable students and citizens alike to reflect on the moral responsibilities of individuals, societies, and governments; and

WHEREAS, supporting Genocide and Holocaust education and prevention will promote a diverse culture of inclusion, integrity, and collaboration that deepens understanding and embraces the intercultural and global experience.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, do hereby proclaim the month of April as:

'GENOCIDE AND HOLOCAUST EDUCATION AND PREVENTION MONTH'

in the City of Oxford and encourage all students and citizens to participate in the programs being offered, to pay tribute to and honor those who have suffered unimaginable tragedy and to advocate for the prevention of future atrocities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 1st day of April, 2016.


KATE ROUSMANIERE, MAYOR



A Regular meeting of the Oxford City Council was called to order by Mayor Kate Rousmaniere on Tuesday, March 15, 2016 at 7:30 p.m. Those members present were Bob Blackburn, Steve Dana, Glenn Ellerbe, Kevin McKeehan, Mike Smith and Edna Southard.

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

PLEDGE OF ALLEGIANCE

Mayor Rousmaniere requested the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Ellerbe moved to amend the agenda by adding Item 3.B. Presentation, Coalition for a Healthy Community and Request for Use of the Memorial Park. Mr. Dana seconded. The motion passed 7-0-0.

Mr. Dana moved to approve the agenda as amended. Ms. Southard seconded. The motion passed 7-0-0.

PUBLIC PARTICIPATION

PRESENTATION **COALITION FOR A** **HEALTHY COMMUNITY**

Ms. Amy Macechko, introduced herself as the Health and Wellness Coordinator, Talawanda School District, and Project Coordinator for the Coalition for a Healthy Community Oxford Area.

Ms. Sharon Klein, introduced herself as the Wellness Director, McCullough Hyde, and noted she sat on the Leadership Team for the Coalition for a Healthy Oxford.

Ms. Macechko and Ms. Klein provided background information on the Coalition for a Healthy Community noting their mission was to raise awareness, develop strategies, support initiatives and influence policies to make this a healthier and safer community for everyone who lives, works and plays in the Oxford area. Ms. Macechko and Ms. Klein updated Council and the public on the work the coalition and its work groups were doing in the community, the activities they had planned for this spring and upcoming projects. The coalition's mascot 'Rox' arrived and photos of him with Council members were taken on the dais.

Ms. Klein made a formal request to Council for use of the Memorial Park on Saturday mornings in June, July and August for the Yoga in the Park event noting it was very successful last year.

Mr. Dana moved to approve the request as presented. Ms. Southard seconded. The notion passed 7-0-0.

Mayor Rousmaniere and members of Council thanked Ms. Macechko, Ms. Klein and 'Rox' for the presentation.

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

MINUTES

Minutes of the March 1, 2016 City Council Meeting. (Kim Newton, Acting Clerk of Council)

REPORTS

Report regarding the March 2, 2016 Civil Service Commission Meeting. (Candi Turpin, Human Resources Director)

Report regarding the March 2, 2016 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

Mr. Blackburn moved to approve the consent agenda. Mr. Dana seconded. The motion passed 7-0-0.

RESOLUTIONS

RESOLUTION

SALE OF PROPERTY

A Resolution No. 4972 authorizing the City Manager to advertise and receive bids for the sale of property located at 18 Gardenia Drive; Oxford, Ohio Pursuant to Ohio Revised Code Section 721.03. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised in May of 2014 the City worked with the developer of the Silverleaf Subdivision to get the surface layer of asphalt placed throughout the subdivision. Mr. Dreisbach noted the developer was not able to complete the work and the City agreed to perform the work in exchange for the stated lot. Mr. Dreisbach advised the lot was appraised between \$30,000 and \$35,000 and the City's expenses for paving were \$32,429.25. Mr. Dreisbach noted this was surplus property which the City had no use for and staff was asking Council's permission to sell the lot by sealed bid with a minimum reserve of \$32,500. Mr. Dreisbach advised the goal was to make the City whole with regard to the expenses incurred and should the lot yield more than \$32,500 the surplus funds would be remitted to the developer.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

After a brief discussion Mr. Ellerbe noted he lived in the Silverleaf subdivision and Mr. McHugh advised him to recuse himself from voting on the Resolution.

Mayor Rousmaniere inquired if the buyer of the lot could build a house on it and Mr. Dreisbach advised it was a platted lot and ready for development.

Ms. Southard noted it was good to see the conclusion of this project.

Mr. McKeehan noted it was good to liquidate the surplus property as the City was not a real estate firm.

Mr. Smith moved to adopt Resolution No. 4972. Mr. McKeehan seconded. The motion passed 6-0-0.

RESOLUTION
AGREEMENT WITH
PETER M. REISING

A Resolution No. 4973 authorizing the City Manager to enter into an agreement with Peter M. Reising to perform consulting services and to function as the Butler County OVI Task Force Coordinator for the 2016 grant funded through the Ohio Department of Public Safety. (John Jones, Acting Police Chief)

Acting Chief Jones advised the Oxford Police Division had been a member of the Butler County OVI Task Force since its inception and this year Oxford was the lead agency. Acting Chief Jones noted Sergeant Reising was the OVI Coordinator and due to his retirement at the end of the month he needed to be retained as a contractual employee in order to maintain the grant.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mayor Rousmaniere inquired if this was a part-time agreement. Acting Chief Jones advised Sgt. Reising would be reimbursed by the grant for approximately 40 hours per month.

Mr. McKeehan noted he felt it was good for Oxford to be involved in OVI Task Force work. Mr. McKeehan advised he had been stopped at a check point and it was an interesting process.

Mr. Dana moved to adopt Resolution No. 4973. Mr. Blackburn seconded. The motion passed 7-0-0.

RESOLUTION
PROPERTY AND
CASUALTY INSURANCE

A Resolution No. 4974 accepting the insurance bid of Insurance Specialist Group, Inc., DBA Love Insurance Partners for the City's property and casualty insurance coverage for 2016. (Joe Newlin, Finance Director)

Mr. Newlin advised the annual term for the City's property and casualty insurance was April 1st to March 31st and the new proposal would be effective April 1, 2016. Mr. Newlin noted the premium increased approximately 4.5% due to the renovations/addition at the Fire Station, the purchase of the former library building and the City replaced several fleet vehicles. Mr. Newlin advised he felt this was a minimal increase based on those factors. Mr. Newlin noted this was the 2nd year of a 3 year contract guarantee and he hoped to obtain a competitive bid for property and casualty insurance after the 3rd year.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Council agreed this was a minimal increase based on the purchases and renovations made during 2015.

Mr. Dana moved to adopt Resolution No. 4974. Mr. Smith seconded. The motion passed 7-0-0.

RESOLUTION
ACCEPTING GRANT FUNDS

A Resolution No. 4975 authorizing the City Manager to accept the Interact for Health grant in an amount not to exceed \$50,000.00 to complete Phase I of the Oxford Area Trails System. (Jung-Han Chen, Community Development Director)

Mr. Chen advised a couple of months ago Jessica Greene with the Visitors Bureau announced Interact for Health granted \$50,000 to the City. Mr. Chen noted the proposed Resolution was a formality to accept the grant and authorize the City Manager to enter into a grant agreement with Interact for Health.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mr. Dana inquired if there was a possibility the amount of funds necessary didn't reach the \$50,000 mark and if so what happened. Mr. Chen noted potentially the funds would have to be returned. Mr. Chen advised he felt the City would be able to disperse all of the funds for the construction of Phase I of the recreational trail.

Mayor Rousmaniere noted the Coalition for a Healthy Community also received grant funding from Interact for Health.

Mr. Ellerbe moved to adopt Resolution No. 4975. Mr. Dana seconded. The motion passed 7-0-0.

ORDINANCE
SECOND READING

An Ordinance No. 3348 Approving A Conditional Use Permit To Allow An Indoor Target Shooting Range, Training Facility And Retail Space To Be Located At 6711 Ringwood Road, Oxford, Ohio With Conditions. (Jung Han Chen, Community Development Director)

Mr. Chen advised Council received a letter from Mr. McHugh addressing the legal parameters or requirements of conditional use permits.

Mr. Chen noted the Ordinance was amended from the first reading to include the reference to retail space as directed by Council. Mr. Chen advised he had nothing else new to report regarding the proposed Ordinance.

Mr. Scott Webb, Applicant, noted he was representing the owner Jeff Day who was also in attendance to answer any questions.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Ms. Southard noted Oxford Codified Ordinance Section 549.08 stated it was prohibited to discharge a firearm in the City limits unless it was lawfully authorized and advised the property in question was in the City limits. Ms. Southard noted the decision standards outlined and the letter from the Law Director indicated the City must authorize uses consistent with the existing code and she did not think this proposal was within the existing code. Ms. Southard advised she felt Council should not approve this petition.

Mayor Rousmaniere advised a Conditional Use was a way in which there could be an emendation to an Ordinance with certain justifications.

Mr. McHugh advised if Council authorized the conditional use application for the construction of a target range the police would not have the authority to stop someone from using what was allowed as a legal and lawful use in the City of Oxford. Mr. McHugh noted Section 549.08 stated 'unless otherwise authorized'. Mr. McHugh advised a request had been made to authorize a shooting range and if the conditional use was granted the use would be authorized.

Mr. Dana inquired in what manner has the zoning code lawfully authorized this request. Mr. McHugh advised if the conditional use application was approved by Council the target shooting range would be a legally authorized use.

Mr. Elliott advised hunting wasn't allowed in the City but Council authorized a Deer Management Program with bow and arrow. Mr. Elliott noted the City made an exception.

Mayor Rousmaniere inquired if the conditional use was the legal authorization to over-ride or adapt a regulation. Mr. Chen advised a conditional use was a vehicle which would allow a use that could have adverse impact on the neighborhood to be mitigated with certain mechanisms. Mr. Chen noted each zoning district had permitted uses and conditional uses and the conditional uses would ultimately come to Council for approval. Mr. Chen advised with Council approval the use was authorized.

Mr. Dana referred to page 55 of Council's packet and inquired what members of the community at large had shown encouragement for this project.

Mr. Jeff Day, advised he had talked to law enforcement personnel in Oxford and surrounding townships who had an interest in using the facility for training their officers. Mr. Day noted he talked to people within the City who thought it was a good idea and a good place for kids to learn to shoot safely. Mr. Day advised he talked to the Shooting Sports Foundation the NRA and Sherriff Jones who thought it was a good idea. Mr. Day advised he talked to City staff in Planning and Zoning and he had met with Mr. Kyger.

Mr. Blackburn advised he had talked with people who had a concealed carry license and they were excited to have a place to practice shooting.

Mr. Day advised teaching gun safety would be a top priority and he hoped to make a mark with students when it came to personal safety noting a gun was always a last resort. Mr. Day noted he and his staff would teach people to be aware of their surroundings and self defense classes would be given as well.

Mr. Ellerbe referred to the floor plan on page 56 of Council's packet inquired if the facility would face the train tracks and Mr. Day advised yes. Mr. Ellerbe inquired if the storefront would face Ringwood Drive and Mr. Day advised yes.

Ms. Southard inquired what safety measures would be in place to make sure someone didn't turn on other people. Mr. Day advised he had been a subcontractor at Point Blank and to his knowledge of the 7 facilities no one had ever shot anyone. Mr. Day noted the employees would be aware of what was going on and there would always be a Range Safety Officer on the range. Mr. Day advised a Range Safety Officer position was a certification process through the NRA.

Mr. Ellerbe noted it was his understanding each range was to have a Range Safety Officer and each facility had double glass doors to avoid the possibility of a stray bullet. Mr. Ellerbe advised he assumed there would be closed circuit televisions monitoring the store and Mr. Day advised that was correct.

Mr. McKeehan noted he welcomed the opportunity for additional educational resources for those who were interested in learning about self defense whether it was personal or with firearms and having a safe place to educate people was important. Mr. McKeehan advised he was brought up around guns with his father being the teacher. Mr. McKeehan noted he knew about gun safety and gun cleaning and the experience of having used a gun made people understand more what they do than those who have never touched one.

Mr. Ellerbe advised Miami University experienced an explosion of the international student population and a lot of the countries these students came from had nothing as far as firearm safety or firearm interaction with the population. Mr. Ellerbe noted many of those students may frequent this facility if approved and inquired what kind of services would be provided to individuals who might not have any training and possibly language barriers. Mr. Day advised he taught a basic handgun class to international students from U.C. and Xavier at Point Black and it was a 4 hour class, 3 hours in the classroom and 1 hour on the range. Mr. Day noted he had not experienced any language barriers and advised he would have an area to provide one on one teaching and instruction.

Mr. Smith advised he had posed this question a lot over the last 2 weeks and has had nothing but positive responses. Mr. Smith noted he had friends who were gun owners and wanted a place their children could be taught gun safety.

Ms. Southard advised she had shot a gun and had taken her sons to a shooting range so she knew what this was all about. Ms. Southard noted she didn't know how Council could say this was not detrimental to the public health, safety and welfare of the City or the neighborhood in which it is proposed if even one person gets hurt or killed.

Ms. Southard noted it would be in the City limits and she didn't see how it fit into Council's goals, comprehensive plan and into what Council wanted to accomplish in the City.

Mayor Rousmaniere advised the conditional use request was asking Council if they had sound arguments for over-riding Section 549.08 of the Oxford Codified Ordinances given the conditions placed on the approval. Mayor Rousmaniere noted a month ago Council approved a conditional use for a Nano Brewery and many people thought another establishment serving alcohol was dangerous to the town but Council approved it with conditions. Mayor Rousmaniere noted the code would not change but in this case Section 549.08 would be waived with approval of the conditional use. Mayor Rousmaniere inquired if Council had sound arguments for over-riding the code and asked for the roll call.

Mr. McKeehan moved to adopt Ordinance No. 3348. Mr. Ellerbe seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Dana, Mr. Ellerbe, Mr. McKeehan, Mr. Smith, Mr. Blackburn,
Mayor Rousmaniere (6)

NAY: Ms. Southard (1)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott noted there had been a lot of changes in the Police Division, the appointment of new employees and some promotions of existing employees. Mr. Elliott announced Chief Holzworth was retiring at the end of the month. Mr. Elliott noted Chief Holzworth had served as Police Chief since February of 2012 and had done an outstanding job during his tenure. Mr. Elliott advised the City planned to recognize Chief Holzworth at a later date to honor his outstanding career and service to the Oxford Police Division. Mr. Elliott noted he was glad Chief Holzworth was in attendance this evening. Mr. Elliott announced for the public that he planned to promote Acting Chief John Jones to the position of Police Chief effective April 1, 2016. Mr. Elliott advised Acting Chief Jones had done an excellent job during Chief Holzworth's recent absence and he had worked closely with Acting Chief Jones on a number of important projects including the contract and implementation of Public Safety Dispatch services with the Butler County Sheriff's Office and the establishment of the Police Community Relations and Review Commission. Mr. Elliott noted Chief Holzworth had been involved with those projects as well. Mr. Elliott advised Acting Chief Jones was a proven Law Enforcement Supervisor and had a strong sense of community and he looked forward to his continued leadership as the next Police Chief for the City of Oxford. Mr. Elliott noted he and Chief Holzworth felt the future looked very bright for the Oxford Police Division.

Mr. Elliott advised he received a letter this week from Glenwood Energy which stated over the last 14 months the gas delivered to Glenwood Energy had an increased heating value and they were asking the City to consider a change in rates because of the increased BTU content which equated to consumers using less volume. Mr. Elliott noted this information was passed on the City's regulatory attorney to make a recommendation. Mr. Elliott advised more information would be forthcoming.

Acting Chief Jones thanked Mr. Elliott and Council for their kind comments. Acting Chief Jones noted the Police Department was gearing up for Green Beer Day on Thursday.

Mr. Dana noted he would like to speak with respect to the Planning Commission about the importance of honoring decisions by the Planning Commission which have been deliberated by the community which meant they were incorporated in the Comprehensive Plan. Mr. Dana advised the Planning Commission was concentrating on the location of housing geared for students which was the top priority of the commission and they hoped Council would join them in making this a priority. Mr. Dana noted the Planning Commission wanted to be proactive and not be caught off guard with another large housing project they might not like. Mr. Dana advised the number of students being admitted to Miami University was growing so there was a sense of urgency and the Planning Commission decided to look first at the mile square. Mr. Dana noted that meant no on SR 73 and no on US 27 N. Mr. Dana advised there were examples of how to be proactive and use incentives and disincentives such as the creation of the Neighborhood Conservation Overlay District. Mr. Dana noted the Planning Commission was considering a new district called the Neighborhood Business District which would blend appropriately with the neighborhood and help Oxford fulfill the goals of the Comprehensive Plan. Mr. Dana advised the proposed district was the result of many meetings of a subcommittee which included Rich Daniels, Dick Keebler, David Prytherch, Alan Kyger and Scott Webb.

Mayor Rousmaniere advised the Planning Commission had been thinking about proactive incentives/disincentives with regard to housing in the City and specifically in the mile square. Mayor Rousmaniere noted she and Mr. Chen attended a session at the International Town Gown Conference last spring regarding a university town that created an overlay district called 'College Town'. Mayor Rousmaniere advised an overlay district was created by the landlords in a high density student rental area and the City gave the landlords incentives for renovating the properties in ways to increase the property value for the landlords and renovations were regulated by the City to increase the attractiveness for the City. Mayor Rousmaniere noted the City created paths in the neighborhood and installed signage 'Welcome to College Town' and made it an attractive area for student housing. Mayor Rousmaniere advised the City and the landlords worked in coordination to create incentives for renovation and the City had a hand in what the renovations would look like. Mayor Rousmaniere noted those were the kinds proactive incentives the Planning Commission was talking about and focusing on the mile square. Mayor Rousmaniere advised more information would be forthcoming.

Mr. Ellerbe wished Acting Chief Jones good luck on Thursday for Green Beer Day.

Mr. Ellerbe noted he agreed with the comments made about the mile square. Mr. Ellerbe advised he felt Council should also look into areas where there had been no progress and that was the boundaries for Oxford. Mr. Ellerbe noted when entering Oxford from the different directions one couldn't really tell when they've reached Oxford other than the standard signs. Mr. Ellerbe advised he felt Council should look at a unified visage for entering or leaving Oxford.

Mr. Smith noted the weather looked fair for Thursday and encouraged everyone to use their best judgement and to be safe.

Ms. Southard note the Police Division did a wonderful job during Green Beer Day each year to keep so many people safe.

Ms. Southard advised she wanted to mention three events related to the cultural life in our community, noting the reason so many people stayed in Oxford was for the cultural life. Ms. Southard advised last Saturday the Oxford Community Arts Center held a fundraiser which was a tremendous success and a lot of people put a lot of energy into making it a beautiful event. Ms. Southard noted the Institute for Learning in Retirement at Miami University had a bulletin and program of courses for Spring semester and people were currently registering for them. Ms. Southard advised the courses began March 28th and lasted 5 weeks. Ms. Southard noted a course was being offered on local government and how the City operated and many of the people in the room this evening would be participating. Ms. Southard advised this was the 2nd in a series of 3 courses and during the 1st course people were introduced to Council and staff members who run the local government. Ms. Southard noted this year the course would deal with some of the issues the City faced and next year they hoped to deal with town/gown relations. Ms. Southard advised the Farmers Market which brought people Uptown on Saturday mornings would take place this Saturday from 10:00 a.m. until noon. Ms. Southard noted starting in May the market would take place every Saturday from 8:00 a.m. until noon.

Mr. Blackburn encouraged everyone to stay safe on Green Beer Day.

Mr. Blackburn thanked all candidates who ran for various offices in the election today whether republican or democrat noting it didn't matter. Mr. Blackburn advised it was nice that people took their time to do this and noted all Council members had been through the process. Mr. Blackburn advised people who took the initiative to run for office made the country, state and cities in America better.

ADJOURN

Mr. Dana moved to adjourn at 8:50 p.m. Mr. Smith seconded. The motion passed 7-0-0.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: April 5, 2016

Sam Perry
Prepared By

Account Code No. #:

Budgeted Amount:

March 22, 2016
Date Prepared

HAPC MEETING REPORT – March 2, 2016
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Old Business

HAPC-2016-02, COA, 9 W. Walnut Street, second story addition, Scott Webb, Applicant/Agent

This is a continuation of a December pre-application to convert an existing one story residence to a two story residence. Area variances have been granted by the BZA to allow the second story on the existing building footprint. The proposal is to maintain the existing first floor and front porch. Building materials and colors were discussed. After discussion with the architect and among Commission members, the Commission found the project to be appropriate and therefore voted 5-0 to approve the Certificate of Appropriateness.

New Business

HAPC-2016-01, 15 E. High Street, Steinkeller, wall sign, Randy Man Sign & Graphics, Applicant, Agent

A new wall sign is proposed on the Minnis Building for an existing business that currently has a pedestrian doorway fronting on High Street. The business is located in the basement. The wall sign is to be located on the base of the balcony structure on the main building facade. The material is to be molded lettering on a brass backing. The Commission provided feedback and direction to the sign maker and business owner. The Commission voted 5-0 to approve the Certificate of Appropriateness with the condition that revisions be submitted for administrative review.

A presentation was given by Satolli Glassmeyer, "History in Your Own Backyard." The project is to create educational videos about local historic sites in the tri-state area.

The Commission voted 5-0 for Mike Kohus to act as Chair until there is a full slate of Commission members or a vote for both offices is held, whichever is sooner.

The next regular meeting is April 6, 2016.

Department Head:	<u>JHC</u> <u>3/23/16</u>
City Attorney:	<u>DRE</u> <u>4/1/16</u>
City Manager:	

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: April 5, 2016

Account Code No. #:

Jung-Han Chen
Prepared By

Budgeted Amount:

March 23, 2016
Date Prepared

Agenda Title: Planning Commission Meeting Report –March 8, 2016

Zoning Items

PC-2016-03, ZONING CODE TEXT AMENDMENT Amend Chapter 1143, specifically Section 1143.12 GB General Business District concerning concept review and adding Section 1143.16 Neighborhood Business District, **City of Oxford, Applicant**

Staff presented the proposed amendment for discussion and decision. Two main sections to be modified under this proposal: revising/clarifying the concept review requirements under the General Business District and adding a new Neighborhood Business District section.

The Planning Commission held a lengthy discussion and debated about the proposal, in consideration of public comments, determined that additional clarifications were needed. Specifically, the need to amend concept reviews to a conditional use when the size of the proposed building is significant. Additionally, some revisions and diagrams need to be included in the proposed new zoning district for illustration.

The Planning Commission voted to table this text amendment, in a vote of 6-0-0, to continue review at the April regular meeting.

Approved by:

	Initial	Date
Department Head:	<u>JHC</u>	<u>3/23/16</u>
City Attorney:	<u></u>	<u></u>
City Manager:	<u>DRE</u>	<u>4/1/16</u>

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: April 5, 2016

Kim Newton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

March 24, 2016

Date Prepared

Agenda Title:

Report regarding the March 23, 2016 Civil Service Commission Regular Meeting.

Recommendation:

Discussion: The Civil Service Commission held a regular meeting on Wednesday, March 23, 2016. Those members present were: Karen Martino, Chair; James Burchyett, Vice-Chair; Brian Martin and Bill Brewer. Greg Smith was excused

Candi Turpin, Human Resources Director; Kim Newton, Recording Secretary were in attendance for the City of Oxford; and Dennis Malone, Human Resources Director was in attendance for the Talawanda School District.

The Commission reviewed and approved three (3) eligibility lists for the Talawanda School District: Cafeteria Worker, Head Secretary and Assistant Secretary.

The next Civil Service Commission meeting is scheduled for Wednesday, April 27, 2016 at 5:30 p.m.

Approved By:

Initial Date

Department Head: Cut 3/24/16

City Manager: DRE 4/1/16

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: April 5, 2016

Account Code #: 417.750.54340

Budgeted Amount: \$50,000

Service Department
Originating Department

Michael B. Dreisbach
Prepared By

March 17, 2016
Date Prepared

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

Recommendation: Approve

Discussion:

As part of the City's capital improvement program to resurface asphalt streets and alleys in poor condition, Staff has identified property with defective or sub-standard curb, gutter, driveway apron, and/or sidewalks. Many of these deficiencies were identified as trip hazards and areas that contribute to lowering the expected lifespan of street improvements. Properties on Panda Lane and Brown Road have already received courtesy notices that this work would have to be performed in the near future. Staff also informed the owners that if the deficiencies were not corrected, the City would proceed to have the work done and charge the cost against the property. The City will follow the assessment process as defined in Ohio Revised Code section 729.

Exhibit "A", attached to this report, shows a complete listing of the properties involved for this project, the types of repairs that are necessary, and an *estimate* of probable cost for the improvements.

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

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

Approved By:

Department Head:

Initial MB Date 3/25/16

City Manager:

DRE 4/1/16

RESOLUTION NO.

A RESOLUTION DECLARING THAT IT IS NECESSARY TO IMPROVE THOSE PORTIONS OF CERTAIN PROPERTIES ON BROWN ROAD, CONTRERAS ROAD AND PANDA LANE IN THE CITY OF OXFORD, OHIO, BY RE-PAVING, RE-CURBING, AND REPAIRING THE SIDEWALKS, CURBS, AND GUTTERS.

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

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

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

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

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

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

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

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

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

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

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

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

SECTION XII: This resolution shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE
PREPARED BY: LAW (STAFF)

Curb, Gutter, Sidewalk, for 2016 Resurfacing									
Address	Direct ion	Street Name	Property Owner	Parcel #	Lineal Ft Curb	Square Feet Sidewalk	Square Ft Drive Apron	Date of Letter Expiration	Estimated Cost
6195 20		Contreras Panda	VESLANY KATHLEEN & PRYTHERCH DAVID REAGH RONALD A & ELIZABETH A	H4100017000054 H4000017000055	85 110	0 92	0 92		\$ 2,465.00 \$ 4,570.00
30		Panda	ALBARRAN JUAN CARLOS L & ELENA J	H4000017000056	53	0	0		\$ 1,537.00
31		Panda	BLOMQUIST THOMAS R & CYNTHIA B	H4100017000051	40	0	0		\$ 1,160.00
21		Panda	SMITH GREGORY N & KRISTY L	H4100017000052	14	0	0		\$ 406.00
11		Panda	HOLLINGSWORTH JANE M	H4100017000053	63	0	0		\$ 1,827.00
5145		Brown	UNITED STATES POSTAL SERVICE	H4100012000002	221	50	0		\$ 6,759.00
5195		Brown	WELLS DANIEL C & JENNIFER J	H4100012000022	110	0	0		\$ 3,190.00
5245		Brown	JDRS INVESTMENTS LLC	H4100012000021	52	0	0		\$ 1,508.00
5249		Brown	KIRKPATRICK REBECCA J	H4000012000019	10	0	0		\$ 290.00
5262		Brown	MAM OXFORD LLC	H4100011000083	137	45	2044		\$ 20,640.00
5244		Brown	HURSTON NORMA J ETAL	H4100011000076	50	20	0		\$ 1,590.00
5240		Brown	WILSON FAMILY TRUST	H4100011000075	45	0	0		\$ 1,305.00
5214		Brown	D & B FAMILY LTD PRT	H4100011000081	27	0	0		\$ 783.00
5204		Brown	GURR DALE A TR ETAL	H4100011000073	43	0	0		\$ 1,247.00
5170		Brown	BOEVERS COLIN T	H4100011000080	20	0	0		\$ 580.00
5140		Brown	LIU HOU CHANG & ZHENKUN	H4000011000069	10	0	0		\$ 290.00
5130		Brown	KNOCK KEVIN & GRETCHEN	H4100011000068	26	0	0		\$ 754.00
			BOEVERS COLIN T	H4100011000067	116	0	0		\$ 3,364.00
Total:					1232	207	2136		\$ 54,265.00

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: April 5, 2016

Account Code #: 141.720.51000; 126.370.60011

Budgeted Amount: \$350,000; \$45,090.90

Service Department
Originating Department

Michael B. Dreisbach
Prepared By

March 25, 2016
Date Prepared

Agenda Title: 2016 Street Resurfacing and Maintenance Program

Recommendation: Approval

Discussion:

The 2016 Capital Improvement budget includes \$395,090.90 (\$350,000 for street maintenance and resurfacing, and \$45,090.90 for alley resurfacing from remaining 2015 CDBG funds). Staff has evaluated the surface condition of City streets in order to provide data for the compilation of the 2016 Street Resurfacing Program. Several factors were considered in recommending a street for resurfacing including traffic volume, road base condition (or lack of a proper base), curb and gutter condition, drainage conditions, past street and utility cuts, proposed underground work scheduled, and current surface condition. Additionally, staff reviewed and updated the City Infrastructure Inventory which includes data on street, water, wastewater, and stormwater systems.

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

A request for bids was published in the Hamilton Journal on March 11 and 18, 2016. Sealed proposals were opened and read aloud on March 25, 2016. Three firms submitted bids with the following results (including base bid and alternates #1 {Merry Day Park parking lot} and #2 {High Street base repair at University Avenue}):

John R. Jurgensen Co.	\$ 390,298.90
Mt. Pleasant Paving	439,236.40
Barrett Paving	443,332.25

(Continued)

Approved By:

Department Head: Initial MBS Date 3/25/16

City Manager: DRE \ 4/1/16

Bids submitted included the following line item cost breakdowns:

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

In addition to this street and alley maintenance project, the City, and our partnering agencies, are moving forward with other road projects including the completion of US27 South safety improvements, and replacement of the Bonham Road bridge over Four Mile Creek and associated pedestrian improvements. Staff also evaluated if any facets of the *Shifting Gears* bicycle and pedestrian plan could be implemented in association with this capital project. Staff recommendation in this regard will be by separate Resolution for Council's consideration.

The lowest and best bid for the 2016 Street Maintenance Program, including funding from 2015 CDBG funds, was provided by John R. Jurgensen Co. at a cost of \$390,298.90. Staff is requesting a contingency amount of \$4,792.00 for this contract (1.2%). It is Staff's recommendation that Council authorize the City Manager to enter into an agreement with John R. Jurgensen Co. for a total amount not to exceed **\$395,090.90**.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH JOHN R. JURGENSEN CO. FOR THE 2016 RESURFACING AND MAINTENANCE WORK AT A COST OF \$390,298.90 PLUS A CONTINGENCY AMOUNT OF 1.2% OF THE CONTRACT PRICE OR \$4,792.00 FOR A TOTAL COST NOT TO EXCEED \$395,090.90.

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

SECTION 1: A request for bids was published in the *Hamilton Journal* on March 11, 2016 and March 18, 2016. Sealed proposals were opened on March 25, 2016 with three firms submitting bids.

SECTION 2: Council hereby finds John R. Jurgensen Co. to be the lowest and best bidder and accepts the bid of \$390,298.90 for the 2016 resurfacing and maintenance work as described in Attachment "A" attached hereto and incorporated herein.

SECTION 3: The City Manager is hereby authorized to enter into a contract with John R. Jurgensen Co. at a cost of \$390,298.90 plus a contingency amount of 1.2% of the contract price or \$4,792.00 for a total cost not to exceed \$395,090.90 for the 2016 resurfacing and maintenance work as described in Attachment "A."

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CDBG Alley Resurfacing & 2016 Street Resurfacing

Exhibit "A"

Street Name	From	To	width	length	sq feet	cul-de-sac radius	cul-de-sac sq feet	paving sq yds
College Ave.	Chestnut St.	Central Ave.	28	700	19600			2178
College Ave.	Central Ave.	Foxfire Dr.	28	560	15680			1742
College Ave.	Foxfire Dr.	Railroad	28	460	12880			1431
Brown Rd.	Sycamore St.	Northridge	31	900	27900			3100
Brown Rd.	Northridge	Kelly	27	595	16065			1785
Brown Rd.	Kelly	Corp. Line	23	100	2300			256
Cedar Dr.	Chestnut	Intersection	20	500	10000			1111
Valley View Ct	From 170' w. of	100' E. of Ced	25	270	6750			750
Winding Brook	Brookville	High Meadow	32	180	5760			640
Winding Brook	High Meadow	Lantern Ridge	31	980	30380			3376
Dana Dr.	Oxford Reily (732)	Ryan Dr.	31	240	7440			827
Dana Dr.	Ryan Dr. (East)	Ryan Dr. (West)	31	730	22630			2514
Dana Dr.	Ryan Dr. (West)	Randall Dr.	31	795	24645			2738
Dana Dr.	Randall Dr.	Josie Lane	31	95	2945			327
Dana Dr.	Josie Lane	Stopping Pt	31	195	6045			672
Panda Lane	S. Terminus	Contreras Rd.	26	457	11882	32	3215	1677
Prevelant Dr.	Contreras Rd.	Savannah Dr.	31	915	28365			3152
McGuffey Ave	Chestnut St.	Fairfield Rd.	BIKE LANE MARKINGS, BIKE SYMBOLS					
Wells Mill	Locust St	McGuffey Ave	BIKE LANE MARKINGS, BIKE SYMBOLS					
Millville Oxford Rd	Chestnut St.	Southpointe Pkwy	BIKE LANE MARKINGS, BIKE SYMBOLS					

Alleys	From	To	width	length	sq feet	cul-de-sac radius	cul-de-sac sq feet	paving sq yds
NS Btwn Elm & College	Withrow	Vine	11	325	3575			397
Base Asphalt for Above (1/2 alley is currently gravel)			11	115	1265			141
EW Btwn High & Church	Elm	College	12	390	4680			520
NS Btwn Elm & College	High	Church	12	315	3780			420
EW Btwn Withrow & Vine	College	Beech	11	370	4070			452
EW Btwn Walnut & Collins	College	Beech	12	375	4500			500
NS Btwn College & Beech	Walnut St.	Collins St.	11	320	3520			391
EW Btwn Collins & Spring	College	Beech	12	380	4560			507
NS Btwn College & Beech	Collins	Spring	12	315	3780			420
NS Btwn College & Beech	High	Walnut St.	17	146	2482			276

Alternate #1

Merry Day Park @ Reagh's Way			55	80	4400			489
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Alternate #2

High St Base repair @ University Ave. 6" Base / 1.5" Surface			13	150	1950			217
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CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Service Department
Originating Department

City Council Meeting of: April 5, 2016

Michael B. Dreisbach
Prepared By

Account Code #: N/A

March 17, 2016
Date Prepared

Budgeted Amount: N/A

Agenda Title: Resolution Implementing Parking Restrictions to Accommodate Bike Lanes

Recommendation:

Discussion:

On March 4, 2014, City Council approved Resolution No. 4815 incorporating the *Oxford Bike and Pedestrian Safety Improvement Plan* into the Transportation Chapter of the *Oxford Comprehensive Plan*. As Staff implements capital improvement projects throughout the City, the plan is reviewed to see if facets of the plan may be implemented in conjunction with capital improvements. In 2014 and 2015, parts of the Plan were implemented yielding dedicated bike lanes for the majority of Spring Street and shared use roadway with street markings and signage on Fairfield Road.

As part of the 2016 Streets & Alleys resurfacing program, Staff is recommending three facets of the Plan for implementation including dedicated bike lanes for Wells Mill Drive (entire length), McGuffey Avenue (entire length), and Millville – Oxford Rd (aka US27 South) from Chestnut St. to University Park Blvd. Installation of markings and signage on US27 South will be possible after ODOT turns the project over to the City (currently scheduled for late July 2016). As there will be 8' paved shoulders outside of the travel lanes, the shoulders will easily accommodate dedicated bike lanes.

Installation of markings and signage on Wells Mill Dr. and McGuffey Ave. will require the elimination of street parking to accommodate dedicated bike lanes as this street has a 35' right of way. This will allow two 12' travel lanes and two 5.5' bike lanes. There are typically few vehicles parked on Wells Mill Dr. Parking on McGuffey Ave. is also typically low with higher parking density to the south towards Chestnut St. Most properties on McGuffey Ave. have off street parking lots, however, the single family homes to the south of Brookview Ct. (western side – 806, 810, and 814 McGuffey Ave.) are most impacted as they are not in proximity to a side street for alternative parking. The attached aerial images were taken in December 2014 and show minimal parking on both McGuffey Ave. and Wells Mill Dr.

Property owners abutting streets impacted by this proposal were sent notices via regular US Mail that this issue would be discussed at the April 5th meeting of City Council. Owners were invited to the meeting to express their thoughts, or comments could be emailed to the Service Department for conveyance to Council.

Should Council approve this Resolution, Staff will implement these changes in July 2016 in conjunction with other street maintenance and construction activities. The existing pavements will receive painted markings and appropriate signage indicating the parking restrictions as well as the dedicated bike lanes.

Approved By:

Department Head:

Initial Date
MBD 3/30/16

City Manager:

DRE 4/1/16

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE INSTALLATION OF STRIPED BICYCLE LANES ON WELLS MILL DRIVE (ENTIRE LENGTH), MCGUFFEY AVENUE (ENTIRE LENGTH) AND ON US 27 SOUTH FROM CHESTNUT STREET TO UNIVERSITY PARK BOULEVARD.

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

SECTION 1: On March 4, 2014 City Council adopted Resolution No. 4815 incorporating the *Oxford Bike and Pedestrian Safety Improvement Plan* into the Transportation Chapter of the *Oxford Comprehensive Plan*.

SECTION 2: As part of the 2016 Street Resurfacing and Maintenance Program, City Staff is recommending the installation of striped bicycle lanes on Wells Mill Drive (entire length), McGuffey Avenue (entire length) and on US 27 South from Chestnut Street to University Park Boulevard.

SECTION 3: Council hereby accepts the City Staff recommendations and authorizes the installation of striped bicycle lanes on Wells Mill Drive (entire length), McGuffey Avenue (entire length) and on US 27 South from Chestnut Street to University Park Boulevard which will result in the elimination of on-street parking on Wells Mill Drive and on McGuffey Avenue.

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

MAYOR

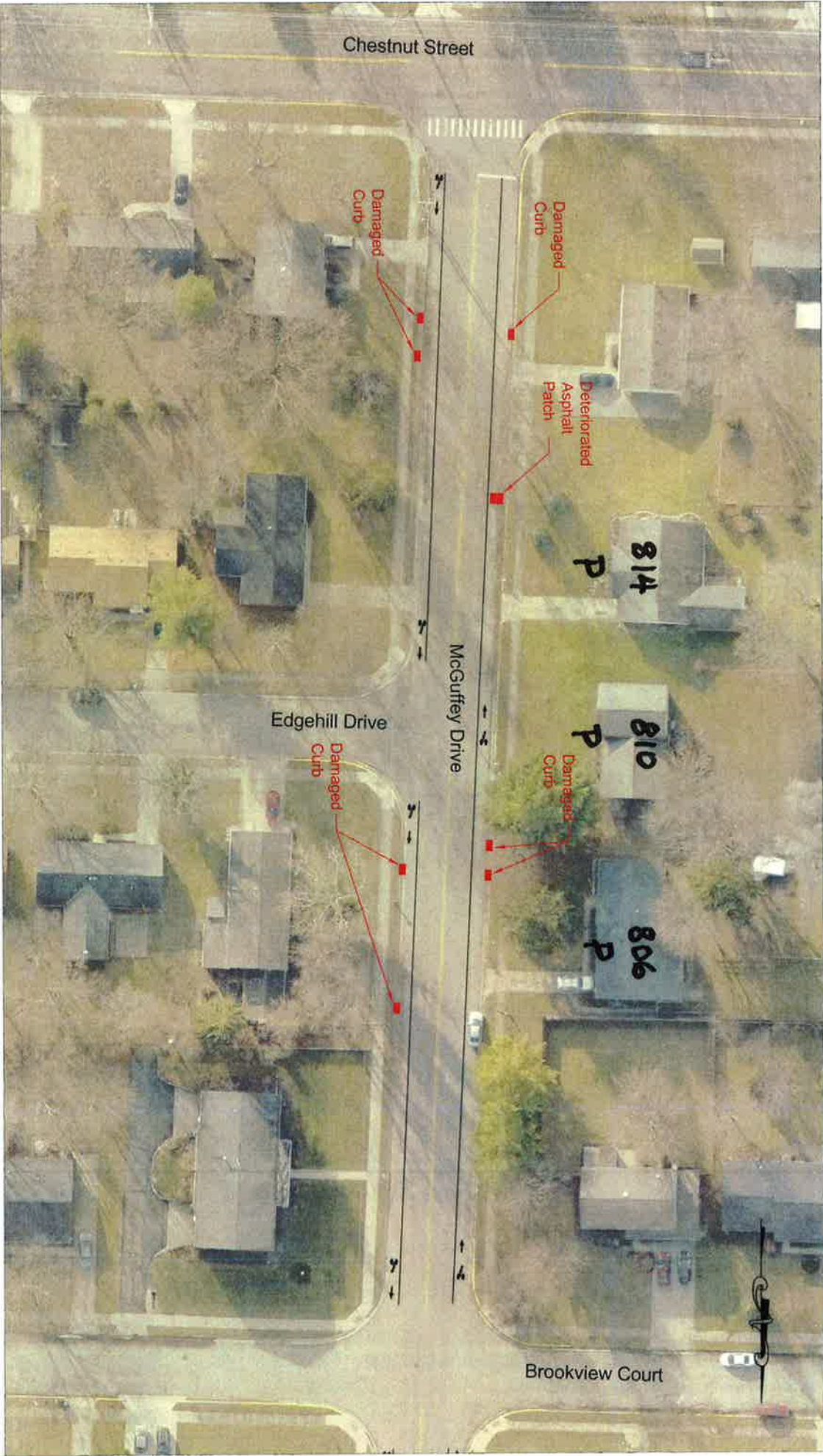
ADOPTED:

ATTEST:

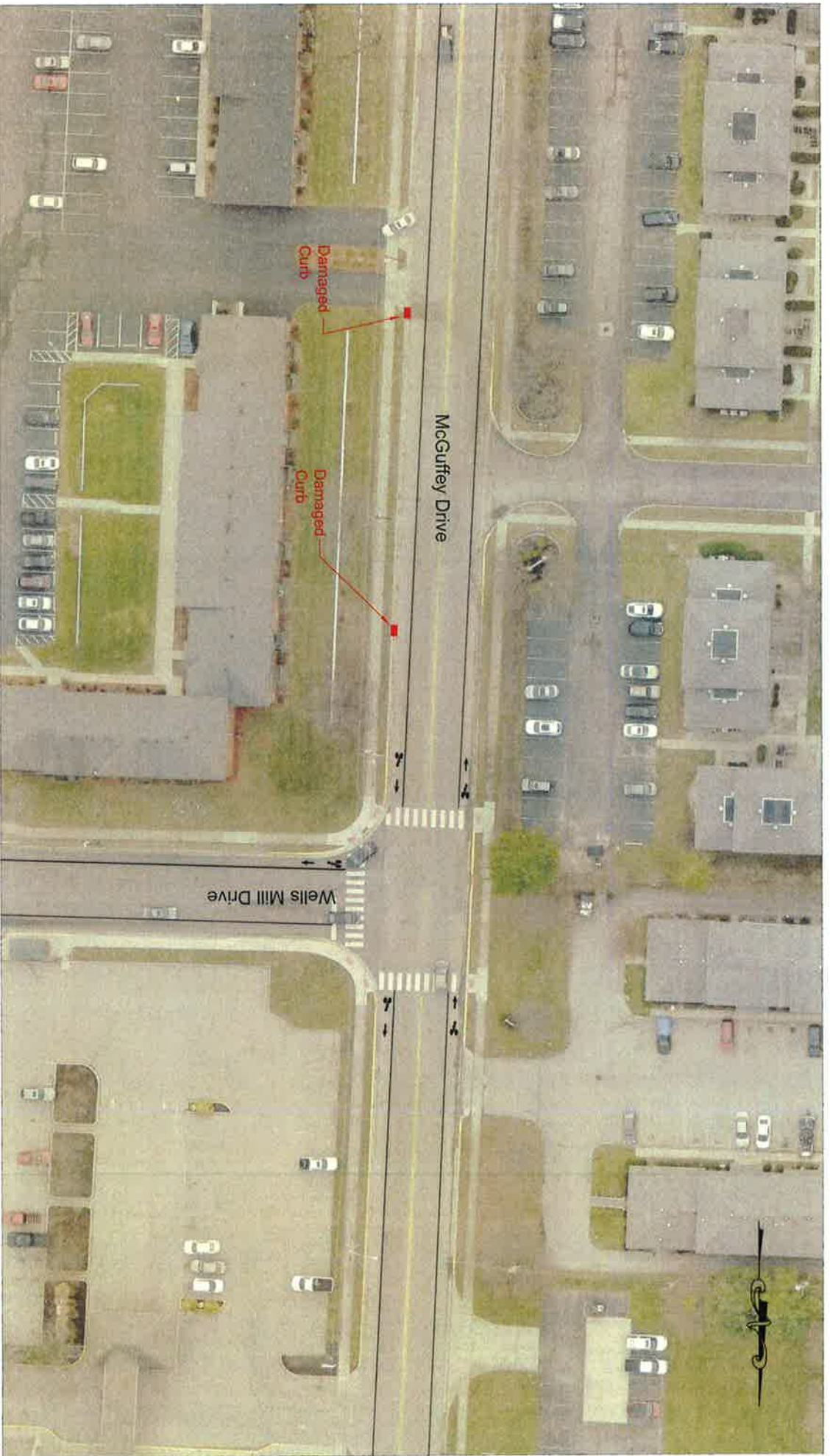
CLERK OF OXFORD CITY COUNCIL

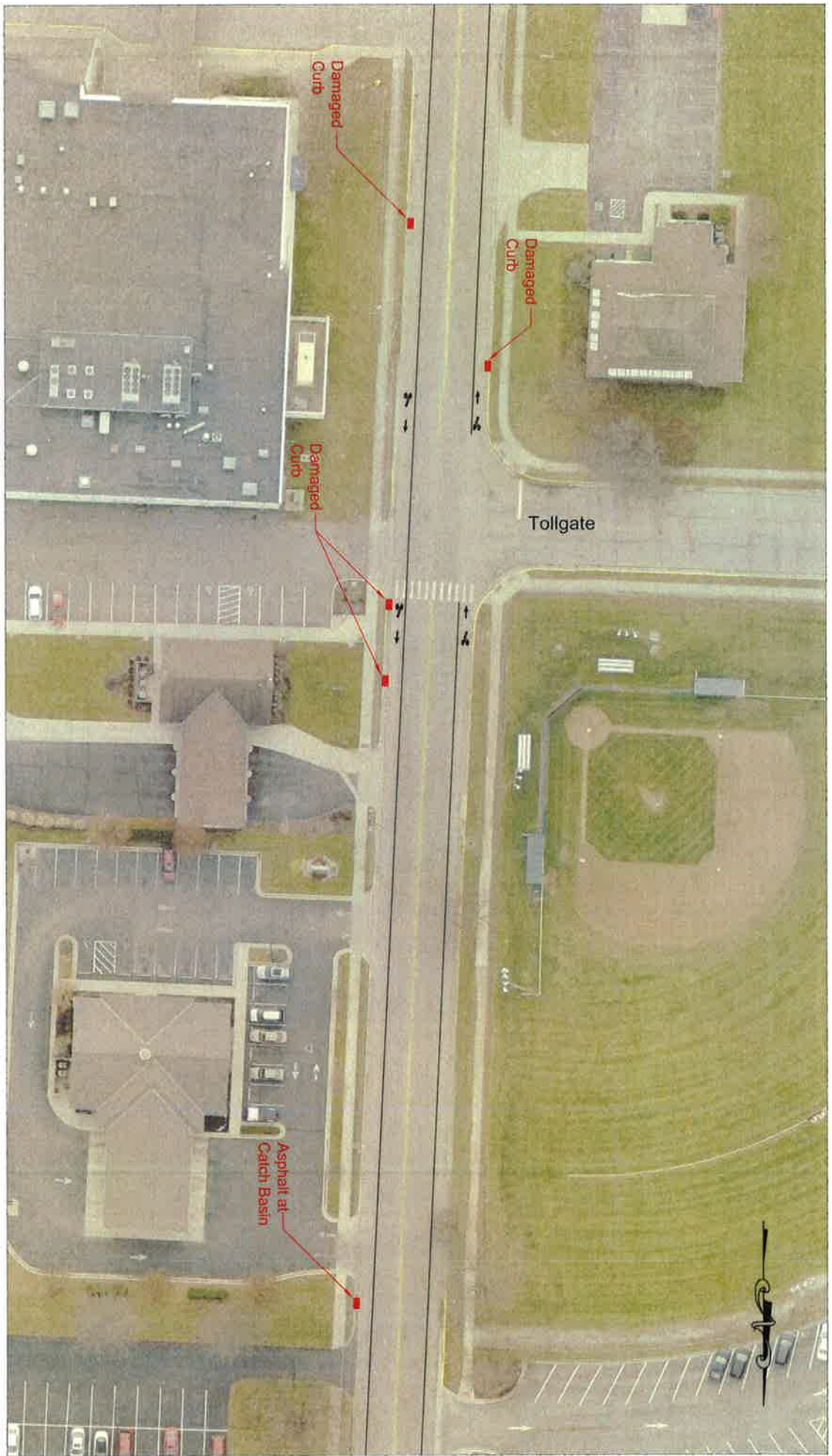
INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)









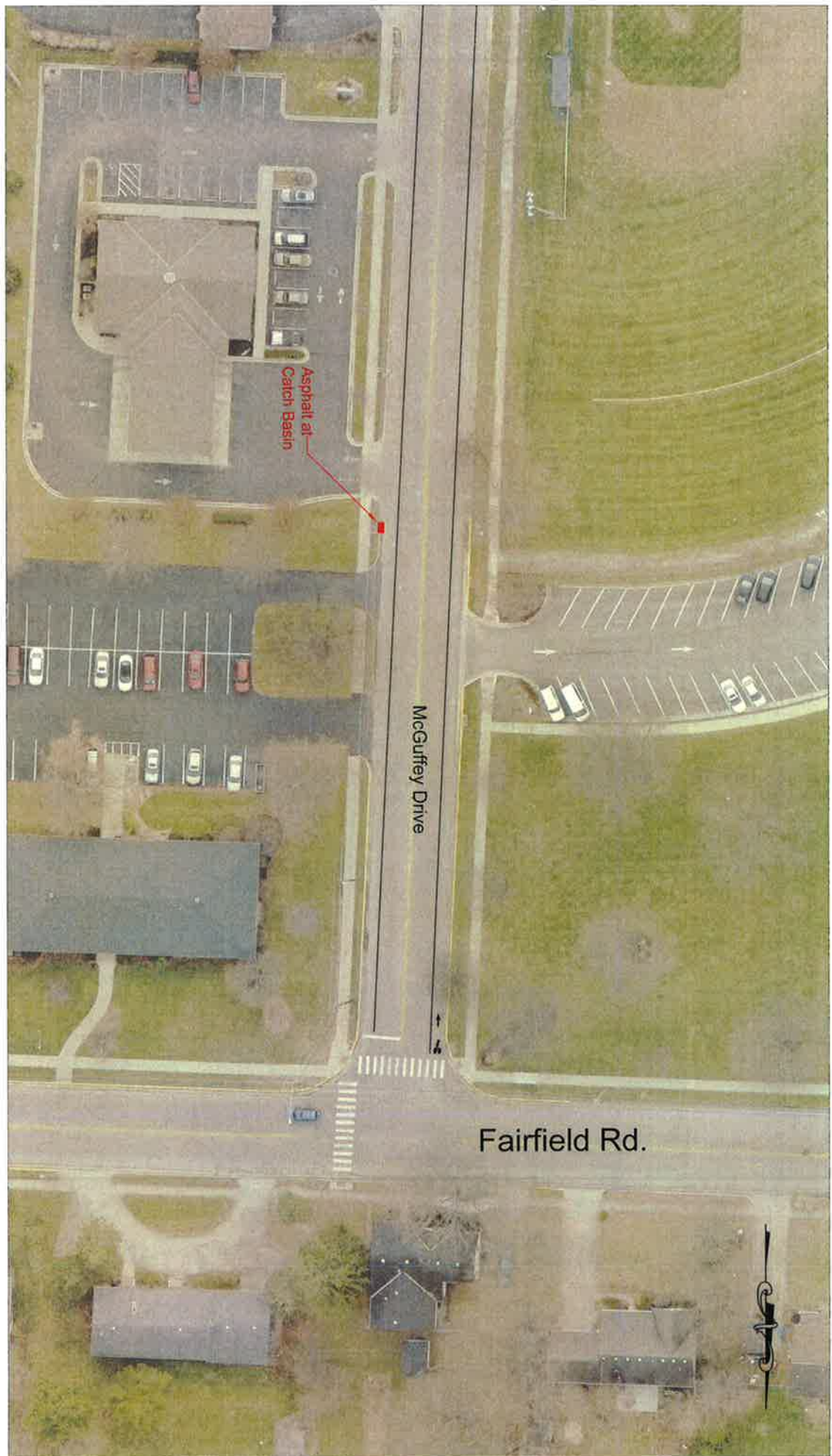
Damaged
Curb

Damaged
Curb

Tollgate

Damaged
Curb

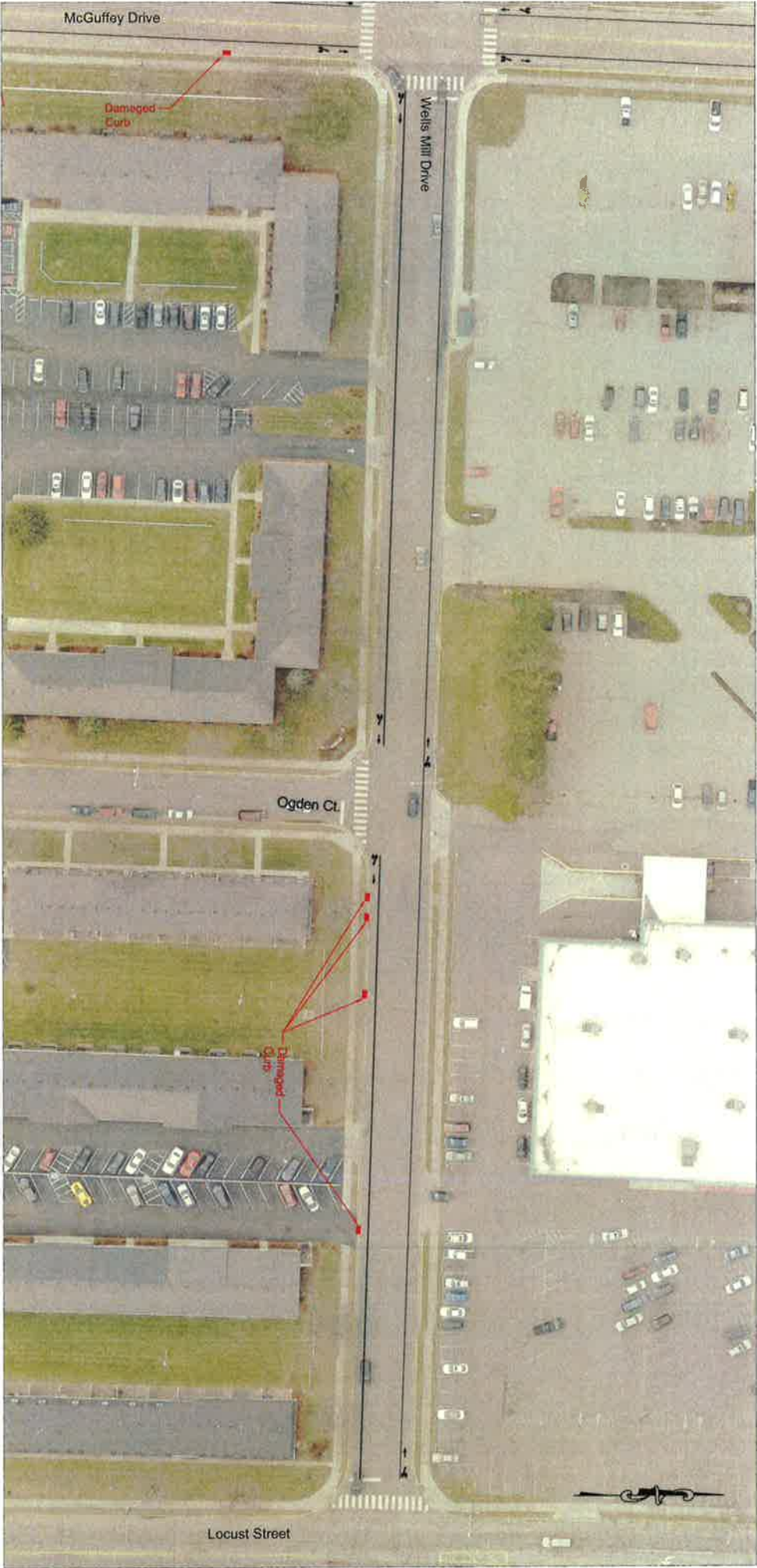
Asphalt at
Catch Basin



Asphalt at
Catch Basin

McGuffey Drive

Fairfield Rd.



CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Community Development Department
Originating Department

Council Meeting Of: April 4, 2016

Jung-Han Chen
Prepared By

Account Code No. #:

Budgeted Amount:

March 30, 2016
Date Prepared

Agenda Title:	Right-of-Way Vacation Request to Vacate Two Stub Streets off of Southpointe Parkway
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Recommendation:	Approve
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Discussion:

This is a request from the owner to vacate two stub streets off of Southpointe Parkway as part of the development project.

This issue was brought up at the Planned Development Application review of the 37 acres of land to be developed for residential use. The legal description is provided by a local Engineering Consulting firm. Attached are the locations for those two stub streets.

Approved By:	Department Head:	Initial	Date
		JHC	3/30/16
	City Manager:	DRE	4/1/16

ORDINANCE NO.

AN ORDINANCE APPROVING THE RIGHT OF WAY VACATION REQUEST TO VACATE TWO RIGHTS OF WAY OFF OF SOUTHPOINTE PARKWAY AND DECLARING AN EMERGENCY.

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

SECTION : Council finds that a right of way vacation request to vacate two small rights of way off Southpointe Parkway has been made by an owner as part of a residential development project, which two rights of way are more particularly described as “Southpointe Parkway, Right of Way Vacation – R/W ‘A’” and “Southpointe Parkway, Right of Way Vacation – R/W ‘B’”, and further described and depicted on the documents attached hereto as Exhibit “A” and Exhibit “B” respectively, and that said request was presented to Council.

SECTION 2: The City provided public notice of a public hearing regarding the right of way vacation request to vacate two rights of way, and held a hearing on the owner’s request this 5th day of April.

SECTION 3: The City Council, after the public hearing finds that there is good cause for the right of way vacation of the two rights of way off of Southpointe Parkway, as further described and depicted in the documents attached hereto as Exhibit “A” and Exhibit “B”; that said right of way vacation of these two rights of way off of Southpointe Parkway is not detrimental to the general public interest.

SECTION 4: Council hereby orders that the two rights of way off of Southpointe Parkway described and depicted on the documents attached hereto as Exhibit “A” and Exhibit “B” be vacated.

SECTION 5 This Ordinance is hereby declared an emergency to allow the terms of the City’s directives to be implemented in an orderly manner, thereby protecting the public health, safety and welfare of its citizens by ensuring the directives of the City are complied with.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

PETITION FOR MUNICIPALITY TO VACATE RIGHT OF WAY

TO: OXFORD CITY COUNCIL

FILED ON BEHALF OF:

4-LEAF DEVELOPMENT, LLC

In Re: Vacating A Portion of Right of Way of Southpointe Parkway

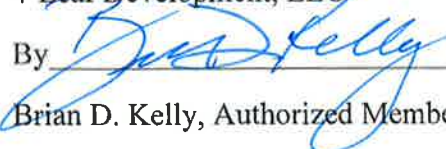
4-Leaf Development, LLC ("4-Leaf"), being the owner of approximately 37 acres of land located in the Southpointe Crossings development in Oxford, Ohio ("Property"), petitions the legislative authority of the City of Oxford, Ohio, being the Oxford City Council, pursuant to the provisions of Section 723.04, et seq., Ohio Revised Code, to vacate a portion of the right-of-way of Southpointe Parkway totaling approximately 0.0673 acres more particularly described in the legal descriptions and plats attached hereto as Exhibit "A" ("subject right-of-way"). This Petition, in addition to being filed under authority of Section 723.04, et seq., Ohio Revised Code sets forth the following supporting reasons for the vacation:

1. The City of Oxford previously accepted the request for the subject right-of-way vacation without objections. See correspondence dated July 25, 2014 from Etta M. Reed, P.E. of Bayer Becker and Memo dated August 4, 2014 from Victor Popescu, P.E., City Engineer attached hereto as Exhibit "B."
2. On October 6, 2015, the City of Oxford City Council passed Ordinance 3329 accepting the Planning Commission's Recommendation for Preliminary Plan Approval of a Planned Development on the Property. Section 3(m) of Ordinance 3329 provides for the vacation of the subject right-of-way. See Ordinance 3329 attached hereto as Exhibit "C."
3. The vacation of the subject right-of-way would not be detrimental to the general interest of the City of Oxford, Ohio.

Pursuant to Section 732.06 Ohio Revised Code, Petitioner, being the owner of all contiguous real estate gives and will give written consent to the vacation, and if appropriate, moves this legislative authority to dispense with notification of the intent to vacate.

WHEREFORE, Petitioner, 4-Leaf Development, LLC, respectfully moves this legislative authority to vacate the subject right-of-way, all rights and interests therein, and declare such right of way, by ordinance, vacated.

4-Leaf Development, LLC

By 

Brian D. Kelly, Authorized Member

EXHIBIT “A”

Date: March 31, 2016
Description: Southpointe Parkway
Right of Way Vacation – R/W "A"
Location: City of Oxford
Butler County, Ohio



Situated in the City of Oxford, Butler County, Ohio, being part of the existing right of way of Southpointe Parkway of Southpointe Crossing, Section One as recorded in Plat Envelope 4020, Pages A & B of the Butler County, Ohio, Recorder's Office and being further described as follows:

Commencing at the northwest corner of Lot #3714 of said Southpointe Crossings, Section One and being on the southerly right of way of said Southpointe Parkway; thence, with the southerly right of way of said Southpointe Parkway for the following four courses: 1) with a curve to the left, having a central angle of $34^{\circ} 32' 52''$, a radius of 280.00 feet, an arc length of 168.83 feet, and a chord bearing and distance of, North $17^{\circ} 16' 26''$ East, 166.29 feet; 2) thence, North $00^{\circ} 00' 00''$ East, 123.60 feet; 3) thence, with a curve to the right, having a central angle of $88^{\circ} 04' 43''$, a radius of 220.00 feet, an arc length of 338.20 feet, and a chord bearing and distance of, North $44^{\circ} 02' 21''$ East, 305.87 feet; 4) thence, North $88^{\circ} 04' 43''$ East, 52.07 feet to the **True Point of Beginning**;

thence, leaving the southerly right of way of said Southpointe Parkway and with a new division line through said Southpointe Parkway, North $88^{\circ} 04' 43''$ East, 100.00 feet to the southerly right of way of said Southpointe Parkway;

thence, leaving said new division line and with the southerly right of way of said Southpointe Parkway for the following three courses:

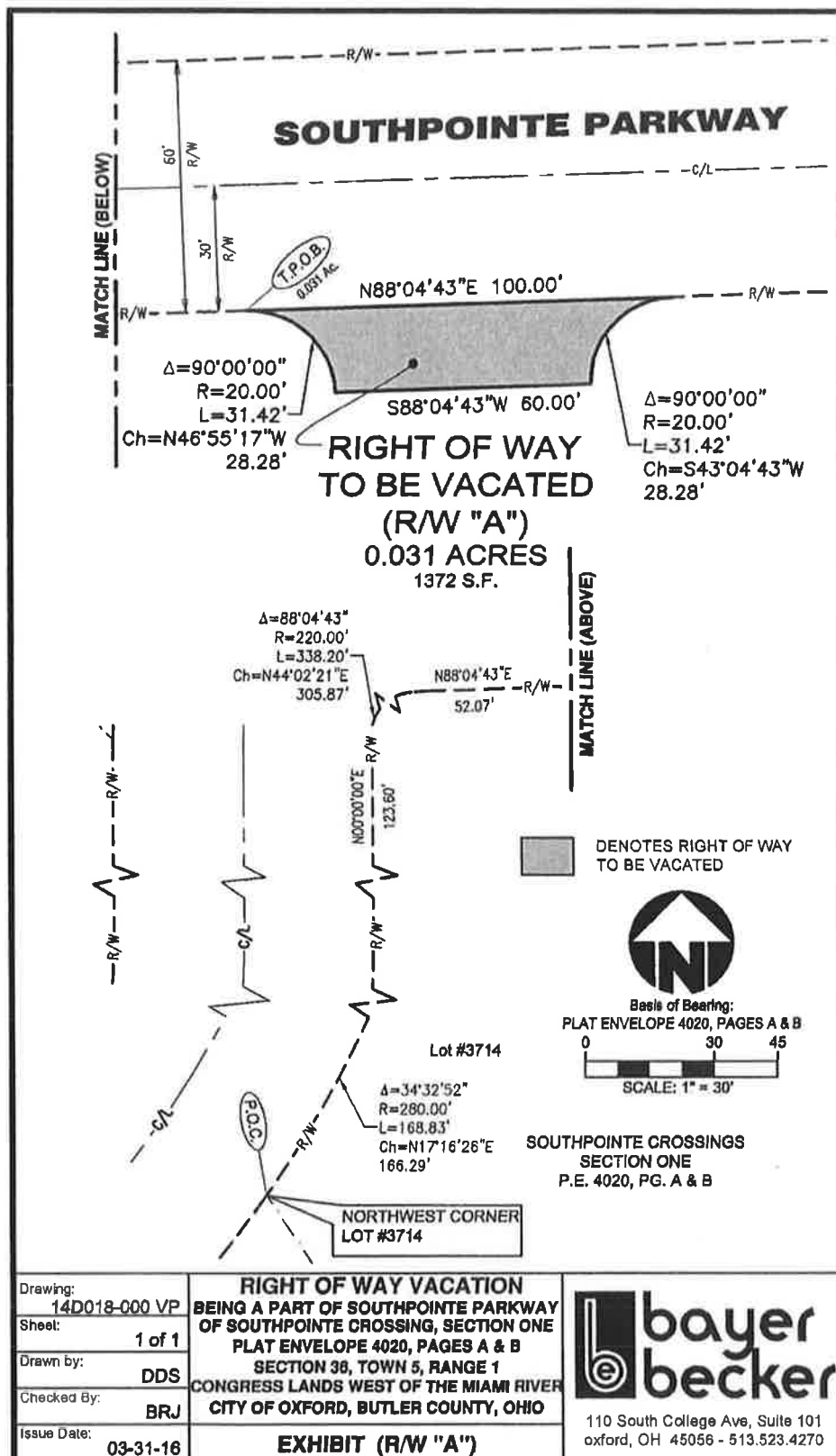
- 1) with a curve to the left, having a central angle of $90^{\circ} 00' 00''$, a radius of 20.00 feet, an arc length of 31.42 feet, and a chord bearing and distance of, South $43^{\circ} 04' 43''$ West, 28.28 feet;
- 2) South $88^{\circ} 04' 43''$ West, 60.00 feet;
- 3) with a curve to the left, having a central angle of $90^{\circ} 00' 00''$, a radius of 20.00 feet, an arc length of 31.42 feet, and a chord bearing and distance of, North $46^{\circ} 55' 17''$ West, 28.28 feet to the **True Point of Beginning** containing 1,372 square feet or 0.031 acres of land, more or less and being subject to all legal highways, easements, restrictions and agreements of record.

The above description was prepared from an Exhibit by Bayer Becker dated March 31, 2016, by David Douglas Smith, Professional Surveyor #7121 in the State of Ohio.

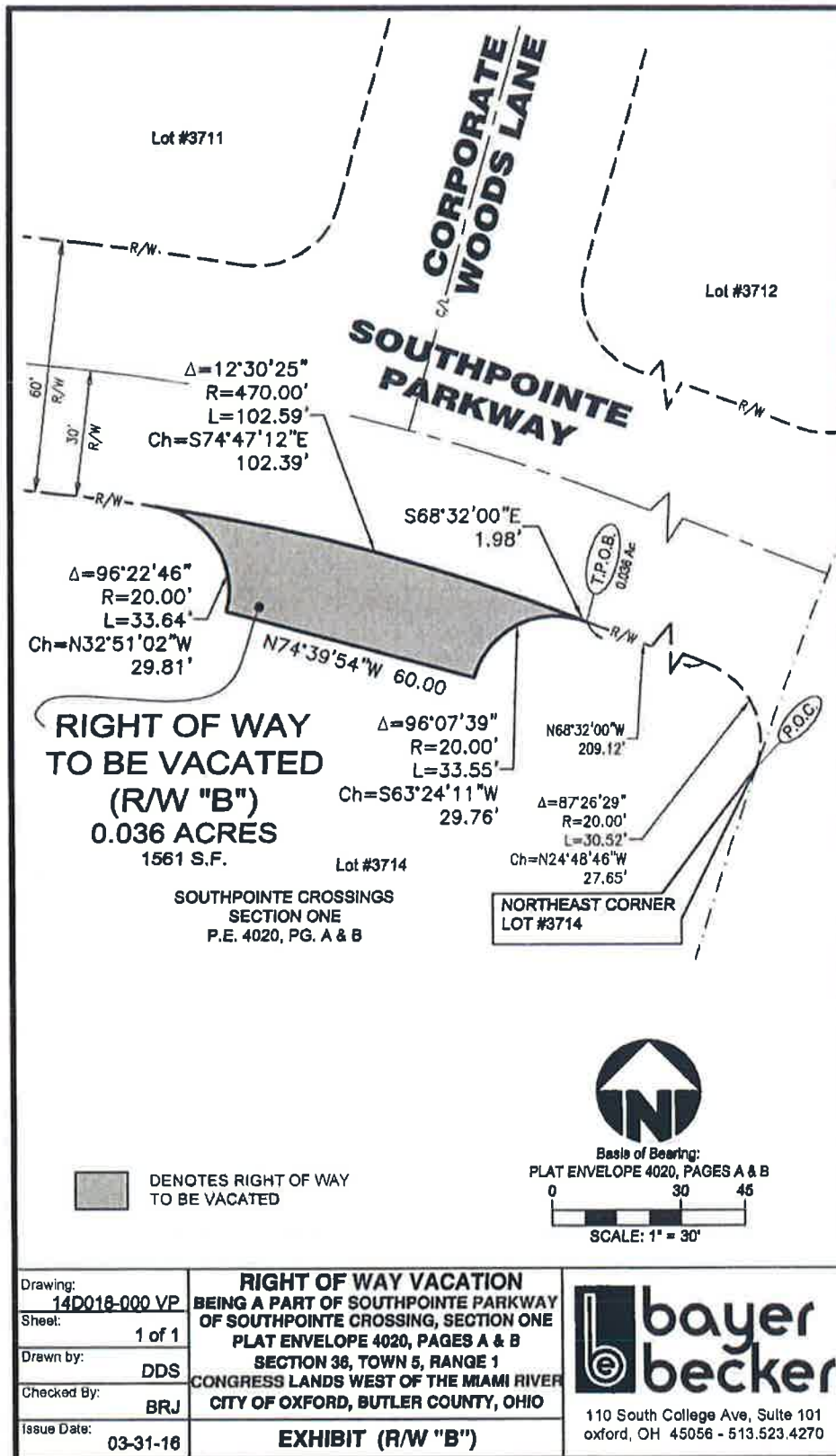
6900 Tylersville Road, Suite A 110 South College Ave, Suite 101 1404 Race Street, Suite 204
Mason, OH 45040 Oxford, OH 45056 Cincinnati, OH 45202
513-336-6600 513-523-4270 513-834-6151

209 Grandview Drive
Fort Mitchell, KY 41017
859-261-1113

<http://www.bayerbecker.com>







Drawing:
14D018-000 VP
Sheet:
1 of 1
Drawn by:
DDS
Checked By:
BRJ
Issue Date:
03-31-18

RIGHT OF WAY VACATION
BEING A PART OF SOUTHPOINTE PARKWAY
OF SOUTHPOINTE CROSSING, SECTION ONE
PLAT ENVELOPE 4020, PAGES A & B
SECTION 36, TOWN 5, RANGE 1
CONGRESS LANDS WEST OF THE MIAMI RIVER
CITY OF OXFORD, BUTLER COUNTY, OHIO
EXHIBIT (R/W "B")

bayer becker
110 South College Ave, Suite 101
oxford, OH 45056 - 513.523.4270

EXHIBIT “B”



*Where Creativity
Meets Functionality*

Civil Engineers | Transportation Engineers | Landscape Architects | Planners | Land Surveyors

July 25, 2014

Mr. Mike Dreisbach
Services Director
City of Oxford
101 East High Street
Oxford, Ohio 45056

Re: Collegiate at Oxford
Right of Way Vacation

Dear Mr. Dreisbach,

The enclosed Preliminary Development Plan (PDP) for the Collegiate at Oxford, to be located on the south side of Southpointe Parkway in the Southpointe Crossings development, is being submitted to the Oxford Planning Commission for the meeting to be held on September 9, 2014. As part of the submittal, Trinitas Development LLC is hereby requesting that a portion of the right of way of Southpointe Parkway be vacated. More specifically, the 2 areas shaded on the attached plan, which equate to 0.0673 acres.

The right of way was originally dedicated with the record plat for Southpointe Crossings, as public streets were to be constructed in the future at those locations. Since the property south of Southpointe Parkway will now be developed as a single development without public streets, the right of way is not necessary.

Should the request be granted, Trinitas Development LLC will prepare the necessary right of way vacation plat for your approval.

Please review the enclosed plan and this request, and contact us with any additional information you may need.

Sincerely,

Etta M. Reed, P.E.

Attachments

cc: Damian VanMatre, Trinitas Development LLC

14D018-000 Oxford 140725 RW Vacation request.Docx

6900 Tylersville Road, Suite A
Mason, OH 45040
513-336-6600

318 South College Avenue
Oxford, OH 45056
513-523-4270

1404 Race Street, Suite 204
Cincinnati, OH 45202
513-336-6600

209 Grandview Drive
Fort Mitchell, KY 41017
859-261-1113

<http://www.bayerbecker.com>



Memo

Service Department
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu, P.E.
City Engineer

RE: PC-2014-10
Preliminary Planned Development – R/W Vacation

DATE: August 4, 2014

Reference is made to the correspondence dated July 25, 2014 from Ms Etta Reed, Bayer Becker, to Mike Dreisbach, Service Director – City of Oxford.

The correspondence is requesting that right-of-way for two (2) street entrances, as plated in the record plat for the Southpointe Crossings, be vacated. The proposed Collegiate at Oxford development will not need the plotted street entrances, as per the presented preliminary design.

The City of Oxford accepts the request for the right-of-way vacations without objections.

If there are questions, please contact the Engineering Division.

EXHIBIT “C”

ORDINANCE NO. 3329

AN ORDINANCE ACCEPTING THE PLANNING COMMISSION'S RECOMMENDATION FOR PRELIMINARY PLAN APPROVAL OF A PLANNED DEVELOPMENT ON THIRTY SEVEN (37) ACRES OF VACANT LAND ON SOUTHPOINTE PARKWAY TO ALLOW A DEVELOPMENT FOR RESIDENTIAL USE WITH CONDITIONS.

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

SECTION 1: Council hereby finds that the Planning Commission held a public hearing on September 8, 2015, in accordance with Section 1145 of the Codified Ordinances of the City of Oxford, on the application of Travis Vencel, Trinitas Development, LLC for approval of a Preliminary Plan on thirty seven (37) acres of vacant land on Southpointe Parkway to allow a Planned Development for residential use.

SECTION 2: The Planning Commission, after due deliberation found the application satisfies the code requirements in Chapter 1145 of the Oxford Zoning Code and recommended approval of the Preliminary Plan application for thirty seven (37) acres of vacant land on Southpointe Parkway.

SECTION 3: Council hereby accepts the recommendation of the Planning Commission and further approves the Preliminary Plan application for thirty seven (37) acres of vacant land on Southpointe Parkway to allow a development for residential use based on the submittals of the applicant that are incorporated and made a part of this approval with the following conditions:

- a. The Petitioner shall work with City staff in choosing street names similar to those in the Mile Square, preferably traditional tree names.
- b. A secondary means of emergency ingress/egress, as recommended by the City Fire Chief shall be considered.
- c. The Petitioner shall work with City staff, the Butler County Regional Transit Authority and adjacent property owners to provide regular, year-round public transit.
- d. The Petitioner shall design end units to include windows on all sides of buildings facing streets.
- e. The Petitioner shall work with the City to ensure pedestrian connectivity through the maintenance of a minimum unobstructed five (5) foot sidewalk clearance where technically feasible throughout the entire development, and installation of a multi-use path along the southern side of Southpointe Parkway. Additionally, all of the sidewalks and multi-use paths shall be completed concurrent with adjacent building occupancy as well as bonded public improvements.
- f. The Petitioner shall work with City staff regarding multi-family parking maximums to reduce the number of parking spaces in their Final Plan design, below the maximums specified in the City of Oxford ordinance.

- g. The Final Plan shall provide a traffic impact study including a Transportation Demand Management evaluation and implementation plan for all modes of transportation to achieve a balanced mode split that does not rely primarily on single occupancy vehicular trips.
- h. The Final Plan shall include a commitment to maintain the private streets within the development as publicly-accessible ways for local and through travel.
- i. The Petitioner shall coordinate with the City of Oxford to ensure safe off-site connectivity for non-motorized transportation to US 27 be provided, including installation of either a multi-use path or a bicycle lane along Southpointe Parkway.
- j. The Petitioner shall work with City staff to install a variety of tree species, found in the most recent approved City tree list.
- k. The Petitioner shall address all City Engineer comments found on pages 16-17 of the Planning Commission agenda of September 8, 2015.
- l. The twenty two (22) single family lots shall be built in conjunction with the first sixty (60) percent of the development that takes place.
- m. The existing stub streets off of Southpointe Parkway shall be vacated and taken over by the developer.

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


MAYOR

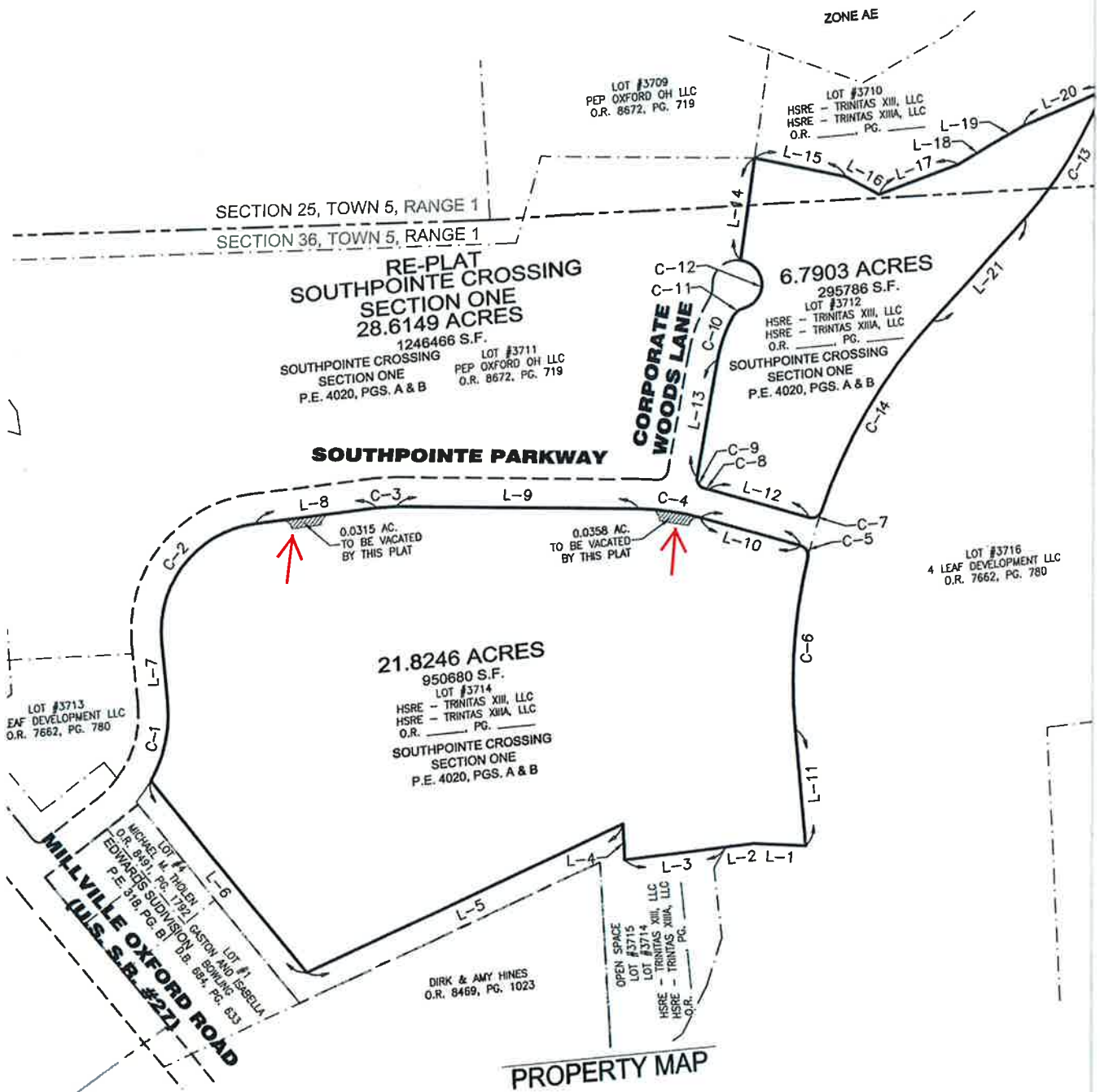
ADOPTED: October 6, 2015

ATTEST:


CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW(STAFF)



CITY OF OXFORD

CLERK OF COUNCIL

MAYOR

EASEMENTS ON SAID PLAT, DESIGNATED AS "SANITARY SEWER EASEMENTS" OR "WATER MAIN EASEMENTS" ARE PROVIDED FOR THE RIGHT TO CONSTRUCT, USE, MAINTAIN AND KEEP IN REPAIR THEREON A SANITARY SEWER PIPELINE AND/OR WATER MAINS AND APPURTENANCES THERETO NECESSARY TO THE OPERATION THEREOF AND ARE PERPETUALLY DEDICATED TO THE CITY OF OXFORD.

ALL EASEMENTS SHALL BE KEPT CLEAR OF DECKS, POOLS, PLANTING AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF THE UTILITIES. EAVES MAY ENCROACH NO MORE THAN 18" INTO ANY

SEWER SYSTEM SHALL BE CONSTRUCTED SO AS TO

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: April 5,, 2016

Jung-Han Chen

Account Code No. #:

Prepared By

Budgeted Amount: N/A

March 30, 2016

Date Prepared

Agenda Title:	Street Renaming: Corporate Woods Lane to Ironwood Drive
----------------------	--

Recommendation:	Approval
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The final Planned Development of the Fields of Southpointe indicated new private streets will be extended off the existing Corporate Woods Lane with a new name of Ironwood Drive.

Public safety should be taken into account with this decision. The street name needs to be continued across the intersecting street to avoid confusion and to provide logical address numbers to direct first responders to the caller residence with minimum delay. The consensus from the Planning Commission when reviewing this development project was to name all streets with native tree names.

There are no street addresses associated with Corporate Woods Lane at this time. Therefore, there will be no impact from this name change.

Attached is the location map where the street in question is located.

Approved By:	Department Head:	Initial Date
	City Manager:	<u>JNC 3-30-16</u>
		<u>DAK 4-1-16</u>

ORDINANCE NO.

ORDINANCE CHANGING THE NAME OF "CORPORATE WOODS LANE" IN THE FIELDS OF SOUTHPOINTE PLANNED DEVELOPMENT TO "IRONWOOD DRIVE" AND DIRECTING THE CLERK OF COUNCIL TO FORWARD A CERTIFIED COPY OF THIS ORDINANCE TO THE COUNTY ENGINEER FOR THE APPROPRIATE CHANGE ON THE PLANNED DEVELOPMENT PLAT.

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

Section 1: Council hereby finds the consensus of the Planning Commission when reviewing the Fields of Southpointe development project was to name all streets therein with native tree species names.

SECTION 2: Council hereby orders the change of that certain street in the Fields of Southpointe Planned Development presently designated as "Corporate Woods Lane" be changed and officially designated as "Ironwood Drive".

SECTION 3: The Clerk of Council shall prepare a certified copy of this Ordinance upon its passage and shall forward the same to the office of the County Engineer, requesting that the appropriate change of said street name be entered upon the Planned Development plat, and appropriate records.

SECTION 4: 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)



*Where Creativity
Meets Functionality*

Civil Engineers | Transportation Engineers | Landscape Architects | Planners | Land Surveyors

March 21, 2016

Mr. Sam Perry, AICP
Planner
City of Oxford
101 East High Street
Oxford, Ohio 45056

Re: Corporate Woods Lane
Street Name Change Request

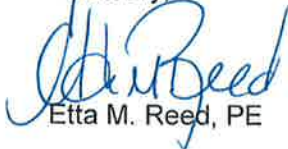
Dear Mr. Perry:

On behalf of Trinitas Development LLC, we request that Corporate Woods Lane be changed to Ironwood Drive.

Please place this item on the next available City Council meeting agenda.

Should you have any questions, or need any additional information, please do not hesitate to contact us.

Sincerely,



Etta M. Reed, PE

Cc: Damian VanMatre, Trinitas Ventures LLC

6900 Tylersville Road, Suite A
Mason, OH 45040
513-336-6600

110 South College Avenue, Ste. 101
Oxford, OH 45056
513-523-4270

1404 Race Street, Suite 204
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<http://www.bayerbecker.com>

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: April 5, 2016

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

March 23, 2016

Date Prepared

Agenda Title: An Ordinance Increasing The Salary Of The Mayor And Council Members.

Recommendation: Adopt the Ordinance

Discussion:

The salary for the Oxford Mayor and Council members was last increased in 2000. The current salary for Mayor is \$3,800 per year and the current salary for Council members is \$3,200 per year. Based on my discussions with Council member Edna Southard, I am proposing a \$1,500 increase per year for the Mayor and for the Council members or \$5,300 for the Mayor and \$4,700 for Council members. Per Sections 2.05 and 2.08 of the City Charter no increase in salary shall ever take place during the term of the Mayor or Council members in office at the time the Ordinance to establish a new salary is adopted. If approved, the proposed salary would be effective in November 2017 and only for newly elected Council members.

Approved By:

Department Head:

City Manager:

Initial Date

DGE \ 4-1-16

ORDINANCE NO.

AN ORDINANCE INCREASING THE SALARY OF THE MAYOR AND COUNCIL MEMBERS.

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

SECTION 1: Pursuant to the authority granted Council by Charter Section 2.08 entitled Salary of Mayor, and Section 2.05 entitled Salary, the annual salary of the Mayor is hereby set at \$5,300.00 effective on adoption of this Ordinance and the annual salary of Council members is hereby set at \$4,700.00 effective on adoption of this Ordinance.

SECTION 2: All prior Ordinances adopted pursuant to the authority of Sections 2.05 and 2.08 of the Charter of the City of Oxford, be and the same are hereby repealed.

SECTION 3: This ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: EDNA SOUTHARD

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: April 5 and April 19, 2016

Account Code #: Not Applicable

Budgeted Amount: Not Applicable

Service

Originating Department

Michael Dreisbach

Prepared By

March 21, 2016

Date Prepared

Agenda Title: An Ordinance Authorizing Modifications to the *City of Oxford Water and Sanitary Sewer Improvement Specifications Manual*.

Recommendation: Approve

Discussion:

Oxford Codified Ordinance Section 921.03 (Water Utility) and Section 923.04 (Wastewater Utility) authorize the Director of Service to adopt and enforce, subject to the approval of the City Manager, rules and regulations as deemed necessary to execute duties and responsibilities in the operation of the Utilities. The City Council approved Ordinance No. 2852 on June 7, 2005 and Ordinance No. 3114 on May 18, 2010 ordering all water and sanitary sewer systems in the City of Oxford to be constructed in accordance with the *Water and Sanitary Sewer Improvement Specifications Manual*.

Service Department staff has completed a review of the *Water and Sanitary Sewer Improvement Specifications Manual* and have made modifications to clarify various requirements of the manual and also to simplify the language of the manual where possible. Construction drawings have also been modified to clarify notes and comments in the drawings.

The most substantial changes in the *Water and Sanitary Sewer Improvement Specifications Manual* include the following items:

* **Inclusion of the City of Oxford Backflow / Cross Connection Control Program manual – this document, required of all community water systems by the Ohio Environmental Protection Agency, is currently a standalone document. By including it with our specifications manual, design professionals will have greater access to this information in one document.**

Approved By:

Department Head:

City Manager:

Initial Date

MD 3/25/16

MD 4/1/16

*** Clarifications of definitions, terms, and national standards utilized in operating City of Oxford utility operations.**

*** Minimum insurance limits for contractors working on utility systems within the City of Oxford utility service areas.**

*** The City may require a downstream manhole on new developments and / or utility extensions for the purposes of inspection and effluent sampling.**

*** Standard drawings were updated and clarified.**

Upon Council approval of the revised *City of Oxford Water and Sanitary Sewer Improvement Specifications Manual*, staff will notify existing owners of record of our *Manual* of modifications to the document.

ORDINANCE NO.

AN ORDINANCE ADOPTING A REVISED AND AMENDED WATER AND SANITARY SEWER IMPROVEMENT SPECIFICATIONS AND BACKFLOW CROSS CONNECTION CONTROL MANUAL.

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

SECTION 1: The City Manager and the Service Director recommend the adoption of the revised and amended portions of the Water and Sanitary Sewer Improvement Specifications and Backflow Cross Connection Control Manual attached hereto and incorporated herein by reference as Attachment 'A' for the purpose of establishing construction standards for the construction of water and sanitary sewer systems in the City of Oxford.

SECTION 2: Council hereby accepts the recommendation of the City Manager and the Service Director and hereby adopts the revised and amended Water and Sanitary System Improvement Specifications and Backflow Cross Connection Control Manual attached hereto and incorporated herein by reference as Attachment 'A' and orders all water and sanitary sewer systems to be constructed or improved henceforth under the standards of the Manual.

SECTION 3: 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

Council Meeting Of : 4/5/2016

Account Code No. : see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin
Prepared By

3/30/2016
Date Prepared

Agenda Title:	2016 Supplemental Budget #3
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Recommendation:	Approve
------------------------	----------------

Issue 1

To make adjustment to account for the request from the Coalition for a Healthy Community request received March 9th for a \$1,000 donation for the 2016.

Action Needed:

Revenue Side

N/A

Expense Side

General Fund (110)	1,000.00	Appropriation from unencumbered balance for donation to Coalition for a Healthy Community
--------------------	----------	---

Net Effect on Fund Balance/(s) Increase/(Decrease)	(1,000.00)
---	------------

Issue 2

To make adjustment to account for Collins Run Rd Improvements & Chestnut St. Signalization for construction in 2017. In the 2017 budget \$331,800 payment from the Ohio Public Works Commission will be budgeted to make the true cost to the City of \$88,200.

Revenue Side

Capital Improvement (141)	331,800.00	Advance from General Fund
General Fund (110)	331,800.00	Repayment of advance from Capital Improvement Fund

Expense Side

General Fund (110)	331,800.00	Appropriation of advance to Capital Improvement Fund from unencumbered balance
Capital Improvement (141)	420,000.00	Appropriation of Collins Run Rd Improvements & Chestnut St. Signalization from unencumbered balance
Capital Improvement (141)	331,800.00	Appropriation of advance to Capital Improvement Fund from unencumbered balance

Net Effect on Fund Balance/(s) Increase/(Decrease)	(420,000.00)
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Issue 3

To make adjustment to account for the preliminary subdivision plat for the Western Knolls property from Bayer Becker for a price not to exceed \$32,320.

Action Needed:

Revenue Side

N/A

Expense Side

General Fund (110)	32,320.00	Appropriation from unencumbered balance for preliminary subdivision plat for the Western Knolls property
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Net Effect on Fund Balance/(s)	(32,320.00)
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Increase/(Decrease)

Issue 4

To make adjustment to account for 5.0% increase in current year Capitan's salaries in Fire & EMS Fund

Action Needed:		Original Budget	Amended Budget	Budget
Revenue Side	Salaries & Wages	831,126	838,822	7,696
	Overtime	37,000	37,000	0
	Personnel Benefits	273,555	276,176	2,621
	N/A Volunteer Recognition	3,300	3,300	0
	Total	1,144,981	1,155,298	10,317
Expense Side				
Fire & EMS Fund (418)		10,317.00	Appropriation from unencumbered balance for salary & benefit increases	
Net Effect on Fund Balance/(s)		(10,317.00)		
Increase/(Decrease)				

Issue 5

To make adjustment to account for depletion of Flexible Spending Account due to large use at beginning of year. Many users spent most of their entire years worth of Flexible Spending Account prior to having it withheld from their paychecks.

Revenue Side

Employee Benefits (230)	5,000.00	Advance from General Fund
General Fund (110)	5,000.00	Repayment of advance from Employee Benefit Fund

Expense Side

General Fund (110)	5,000.00	Appropriation of advance to Employee Benefits Fund from unencumbered balance
Employee Benefits (230)	5,000.00	Appropriation to repay an advance to General Fund from unencumbered balance

Net Effect on Fund Balance/(s)	-
Increase/(Decrease)	
Total Net Effect on Fund Balance/(s)	(463,637.00)
Increase/(Decrease)	

Breakdown by Fund

General Fund (110)	(33,320.00)
Capital Improvement (141)	(420,000.00)
Employee Benefits (230)	-
Fire & EMS Fund (418)	(10,317.00)
Net Effect on Fund Balance/(s)	(463,637.00)
Increase/(Decrease)	

Approved By:	Department Head:	Initials	Date
			3/30/16
	City Manager:		4/1/16

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3335. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 3 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2016.

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 appropriations from unencumbered balances be made:

General Fund 110	1,000.00
Capital Improvement Fund 141	420,000.00
General Fund 110	32,320.00
General Fund 110	331,800.00
Capital Improvement Fund 141	331,800.00
Fire & EMS Fund 418	10,317.00
General Fund 110	5,000.00
Employee Benefit Fund 230	5,000.00

SECTION 3: The following advances(s) be executed:

Advance from:	
General Fund 110	331,800.00
Capital Improvement Fund 141	331,800.00
General Fund 110	5,000.00
Employee Benefit Fund 230	5,000.00

Advance to:	
Capital Improvement Fund 141	331,800.00
General Fund 110	331,800.00
Employee Benefit Fund 230	5,000.00
General Fund 110	5,000.00

SECTION 4: The following increase/(decrease) in revenues be made:

Capital Improvement Fund 141	331,800.00
General Fund 110	331,800.00
Employee Benefit Fund 230	5,000.00
General Fund 110	5,000.00

SECTION 5: In all other respects, Ordinance No. 3335 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: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)