City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

Agenda

Oxford City Council

Court House

TUESDAY, APRIL 17, 2012

EXECUTIVE SESSION
None.

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

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

REGULAR MEETING
7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

A. Proclamation - ’Freedom Fund Banquet Day’

Proclamation

B. Proclamation - ’Earth Day’

Proclamation

C. Proclamation - ’Arbor Day’

Proclamation

D. 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 April 3, 2012 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

Minutes

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

Report

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

Report

D. A Resolution accepting the proposal of NextStep Networking and authorizing the City Manager to enter into a three (3) year contract with two (2), one (1) year options with NextStep Networking for Information Technology (IT) support services at an annual cost of $47,400 subject to certain terms and conditions after the first year. (Kim Newton, Assistant to the City Manager)

Staff Report/Resolution

5. Resolutions - None.

6. Ordinances.

A. First Reading - None.

B. Second 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

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

1. Remarks from City Council and City Staff.

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

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

TUES - May 1 City Council Meeting 7:30 p.m.

WED - May 2 Historic and Architectural Preservation Commission Meeting 6:00 p.m.

WED - May 2 Environmental Commission Meeting 7:00 p.m. Municipal Building

THUR -May 3 Community Relations Commission Meeting 5:00 p.m. Municipal Building

TUES - May 8 Planning Commission Work Session 6:00 p.m.

TUES - May 8 Planning Commission Meeting 7:30 p.m. Cancelled

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

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

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

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

MON - May 21 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building

WED - May 23 Civil Service Commission Meeting 7:00 p.m.

FRI - May 25 Community Improvement Corporation Meeting 12:00 p.m. LCNB

8. Adjourn.

Office of the Mayor

Proclamation

Whereas: the Oxford Unit of the NAACP will host the Annual Freedom Fund Banquet at the Miami University Shriver Center Multi-Purpose Room and the theme is "Affirming America's Promise"; and

WHEREAS, the Banquet has grown over the years to become one of the most highly attended functions in the Oxford community; and

WHEREAS, the attendees of the Banquet represent all walks of life in the greater Oxford community; and

WHEREAS, since 1909 the NAACP's efforts have proved successful in historic legislative victories, and progressive changes that have affected our entire nation; and

WHEREAS, the NAACP focuses on challenging issues that are foremost in our changing society; and

WHEREAS, the Oxford Unit of the NAACP raises funds during this event to award scholarships to graduates of Talawanda High School; and

WHEREAS, this event will take place Sunday, April 22, 2012 at 5:00 P.M. and the Keynote Speaker will be Pastor Tracie M. Hunter, Esq.

NOW, THEREFORE, I, Richard Keebler, Mayor of the City of Oxford, Ohio, do hereby proclaim April 22, 2012 as:

'FREEDOM FUND BANQUET DAY'

and encourage all citizens to strive toward making positive changes in the community, especially during this week.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 17th day of April, 2012.

RICHARD A. KEEBLER, MAYOR

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 now 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, Richard A. Keebler, Mayor of the City of Oxford, Ohio, do hereby proclaim that on Sunday, April 22, 2012, the City of Oxford will recognize and participate in the national and international celebration of:

'EARTH DAY'

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 17th day of April, 2012.

CITY OF OXFORD

RICHARD A. KEEBLER, MAYOR

Office of the Mayor

Proclamation

Whereas: in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and

WHEREAS, trees can produce oxygen, provide habitat for wildlife, reduce the erosion of our precious top-soil by wind and water, cut heating and cooling costs, moderate the temperatures, clean the air, and help to absorb rainwater and slow the velocity of storm water runoff; and

WHEREAS, trees are a resource providing us with wood for our homes, fuel for our fires, paper, and countless other wood products; and

WHEREAS, associated with the management of the approximately 3,410 street, park, and public trees in the community, the City of Oxford has fulfilled the national Arbor Day Foundation's requirements for "Tree City USA" for sixteen consecutive years.

NOW, THEREFORE, I, Richard A. Keebler, Mayor of the City of Oxford, Ohio, Tree City USA, do hereby proclaim that on the last Friday in April, April 27, 2012, the City of Oxford will recognize and participate in the national and international celebration of:

"ARBOR DAY"

I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 17th day of April, 2012.

RICHARD A. KEEBLER, MAYOR

A Regular meeting of the Oxford City Council was called to order by Mayor Richard Keebler on Tuesday, April 3, 2012 at 7:30 p.m. Those members present were Ken Bogard, Bob Blackburn, John Harman, Kevin McKeehan, Kate Rousmaniere and Steve Snyder.

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. Sam Perry, Planner; Mr. Alan Kyger, Economic Development Director; Ms. Gail Brahier, Parks and Recreation 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. McKeehan moved to approve the agenda. Mr. Snyder seconded. The motion passed 7-0-0.

PUBLIC PARTICIPATION

Mr. Chen introduced Mr. Sam Perry, the City's new Planner, to City Council and the general public.

Mr. Perry noted it was an honor to be here and he looked forward to hearing concerns of Oxford citizens and City Council.

Mayor Keebler congratulated Mr. Perry on his appointment and noted Council looked forward to working with him as well.

PUBLIC COMMENTS

Ms. Charlotte Whitehall, Ohio Alleycat Resource, advised Alleycat Resource was a Cincinnati based organization that maintained a small animal shelter and helped people who trapped feral cats get them spayed or neutered and returned to their environment. Ms. Whitehall noted the organization also spayed and neutered pets and stray cats and performed approximately 9,000 surgeries per year. Ms. Whitehall advised the company offered a monthly service called Neuterville Express which provided low-cost spay and neutering services and would transport cats once a month from the Whistle Stop Drive Thru in Oxford to their clinic and return them the next day. Ms. Whitehall noted she was a Butler County resident and had done animal rescue in the Hamilton and Oxford area for 20 years. Ms. Whitehall advised the company offered special pricing for income restricted residents. Ms. Whitehall noted Neuterville Express usually visited Oxford the second week of each month and more information was available at neutervilleexpress.com.

Mr. Blackburn noted the cats must be in a crate to be picked up and Ms. Whitehall advised that was correct and cardboard crates could be purchased for $5.00 if needed.

Mayor Keebler thanked Ms. Whitehall for providing the information and noted the service was good for the community.

Ms. Bobbe Burke, 722 David Drive, advised Chris Comer would inform Council about an effort he spearheaded and the recognition notification he recently received.

Mr. Chris Comer, 22 S. Campus Avenue, invited Council to the dedication ceremony of Miami's newest Ohio Historical Marker recognizing the historical significance and impact of the Greek community. Mr. Comer noted the ceremony would take place at the Alpha Delta Phi Fraternity House at 22 S. Campus Avenue on April 12, 2012 at 6:00 p.m. Mr. Comer advised this was the first fraternity house in Oxford.

Ms. Diana Durr, Oxford Visitors and Convention Bureau, noted the Alpha Delta Phi Fraternity House would be one of the houses on the tour during Preservation Month in May.

CONSENT AGENDA

MINUTES

Minutes of the March 20, 2012 City Council Work Session. (Mary Ann Eaton, Clerk of Council)

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

REPORT

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

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

RESOLUTIONS

RESOLUTION
CONTRACT WITH REYNOLDS, INC.

A Resolution No. 4670 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)

Mayor Keebler asked Mr. Dreisbach to discuss the Resolution and the next two as they involved the same project.

Mr. Dreisbach discussed his Staff Report as presented on pages 16 and 17 of the agenda packet and addressed questions from Council regarding the proposed improvements at the Wastewater Treatment Plant.

Mayor Keebler and Mr. Elliott discussed how the projects would be funded.

Mr. Snyder moved to adopt Resolution No. 4670. Mr. Harman seconded. The motion passed 7-0-0.

RESOLUTION
CONTRACT WITH LAKE ERIE ELECTRIC, INC.

A Resolution No. 4671 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)

Mr. Snyder moved to adopt Resolution No. 4671. Mr. Blackburn seconded. The motion passed 7-0-0.

RESOLUTION
CONTRACT WITH ARCADIS

A Resolution No. 4672 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)

Mr. Dreisbach discussed his staff report as presented on page 52 of the agenda packet and addressed questions from Council regarding the proposed improvements at the Wastewater Treatment Plant.

Mr. Bogard moved to adopt Resolution No. 4672. Ms. Rousmaniere seconded. The motion passed 7-0-0.

RESOLUTION
SPEED LIMIT ON US 27

A Resolution No. 4673 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)

Mr. Dreisbach discussed his staff report as presented on page 61 of the agenda and noted there had been some unfortunate incidents of vehicles striking pedestrians along US 27 in the last two years. Mr. Dreisbach advised as part of Miami University's Circulation Master Plan they requested the City to conduct a study to evaluate if the speed limit could be reduced on that stretch of roadway. Mr. Dreisbach noted the City's data supported a speed limit below 28 mph.

Mr. Dreisbach advised only the Director of the Ohio Department of Transportation could change the speed limit on state roadways and staff was asking for a Resolution of Council to submit to the Director of the Ohio Department of Transportation.

Mr. Dreisbach addressed questions from Council regarding the initiative to reduce the speed limit on US 27 from Chestnut Street to Campus Avenue.

Ms. Rousmaniere moved to adopt Resolution No. 4673. Mr. Snyder seconded. The motion passed 7-0-0.

RESOLUTION
ALUMNI EVENT

A Resolution No. 4674 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)

Mr. Elliott advised this request would allow the sale of alcohol in the Uptown Park for the Miami University Alumni event from 6:00 p.m. to 10:00 p.m. which was approved by Council last year. Mr. Elliott referred to the discussion at the last meeting and noted the intent was to keep this event separate from the Music Festival.

Mayor Keebler noted this was a successful event last year and it was good to see the alumni Uptown.

Mr. Harman advised many business owners and citizens appreciated the Alumni Association holding the event Uptown as opposed to on campus. Mr. Harman noted he felt it was nice to include the community and Council appreciated it.

Mr. Blackburn inquired if different alumni groups were going to meet in local establishments as they did last year.

Mr. Ray Mock, Miami University Alumni Association, advised yes, the event would be coordinated like it was last year. Mr. Mock noted the Alumni Association heard from the alumni and much of their Miami experience was closely tied to Uptown and the Oxford community. Mr. Mock advised in response to that, the Alumni Association tried to move more activities to the Uptown area during Alumni Weekend.

Ms. Rousmaniere inquired if there would be music during the event and Mr. Mock advised yes.

Mr. Snyder moved to adopt Resolution No. 4674. Ms. Rousmaniere seconded. The motion passed 7-0-0.

RESOLUTION
WAIVE FEES

A Resolution No. 4675 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)

Mr. Elliott advised every year since 2005 Council had approved waiving the fee for street closures during the Music Festival. Mr. Elliott noted the fee was $135.00 for each event and Ms. Durr provided Council with the Music Festival schedule.

Mayor Keebler advised based on the discussion at the last meeting, the Alumni event on Friday, June 15th may be advertised as a 'Fun at the Park Event' but it would not be advertised as part of the Summer Music Festival.

Mr. McKeehan moved to adopt Resolution No. 4675. Mr. Blackburn seconded. The motion passed 7-0-0.

ORDINANCE
FIRST READING

ORDINANCE
NEW CHAPTER 135

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

Mr. Dreisbach advised the proposed legislation was discussed at the last meeting and there had been no changes since that discussion. Mr. Dreisbach noted the quorum requirement would be changed to a simple majority of members which would be 4 and the Planning Commission representative would be a voting member rather than an ex-officio member.

Mr. Snyder inquired if the Environmental Commission requested the changes and Ms. Rousmaniere advised yes. Ms. Rousmaniere noted the changes would allow the Environmental Commission to be more in line with the other Boards and Commissions.

ORDINANCE
SECOND READING

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance No. 3171 Amending Ordinance No. 3159. Supplemental Budget Ordinance Number 1 To Make Supplemental Appropriations For Fiscal Year 2012. (Joe Newlin, Finance Director)

Mr. Elliott addressed the purpose for the Supplemental Budget as detailed in the staff report on pages 84 and 85 of the agenda.

Mr. Snyder moved to adopt Ordinance No. 3171. Mr. Blackburn seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Bogard, Mr. Harman, Mr. McKeehan, Ms. Rousmaniere, Mr. Snyder, Mr. Blackburn, Mr. Keebler (7)

NAY: None (0)

ABS: None (0)

DISCUSSION ITEMS

REQUEST FOR USE OF MEMORIAL PARK

Mr. Steve Dana, President of the Board of Trustees, Oxford Community Choice Pantry, referred to pages 88-94 of the agenda and requested approval from Council to sell tickets to a Farm to Table fundraiser for the Oxford Community Choice Pantry in the Memorial Park on June 30, 2012 from 11:00 a.m. to 2:00 p.m. Mr. Dana noted the Oxford Community Choice Pantry in collaboration with the Oxford Farmers Market Uptown were planning the fundraiser and it made sense to overlap the hours of the fundraiser with the Oxford Farmers Market Uptown since it was a highly successful event which drew a lot of people. Mr. Dana referred to Section 729.05 of the Oxford Codified Ordinances which stated express consent of Council was necessary to sell items on municipally-owned or controlled property.

Mr. Harman moved to direct the City Manager to approve the request. Mr. Blackburn seconded. The motion passed 7-0-0.

WATER SERVICE REQUEST

Mr. Elliott advised the Clerk of Council received a letter dated March 19, 2012 requesting City Council to release a parcel on Brown Road from the Oxford water service area. Mr. Elliott noted the parcel was 24.4 acres and was contiguous to the City's corporate boundaries. Mr. Elliott advised staff met with Chris Owens, agent for the property owner and Brian Price from Strait Gate Homes and noted the property owner wanted to divide the parcel into 5 lots for single-family home development and the letter requested the City to allow the Southwest Water District to provide water service to the parcel. Mr. Elliott advised the City had an 8" water main close by and could also provide sanitary sewer services to the parcel although the elevation of the property may not make sanitary sewer service feasible. Mr. Elliott noted his recommendation was to deny the request and advised the City had an agreement with the Southwest Water District which outlined the service area and both entities respected the service area. Mr. Elliott noted he informed the potential developer that the City would require the parcel to be annexed prior to providing City services. Mr. Elliott advised the water service would be extended at the developer's expense. Mr. Elliott noted a lot of issues needed to be reviewed and he would provide additional information at a later date.

Mayor Keebler noted the Planning Commission would be involved with the potential development to see how it would fit into what the concepts were for that area and how it would fit into the Thoroughfare Plan.

ANNOUNCEMENTS

Mr. Elliott noted Councilor Rousmaniere asked him to comment on the amended House Bill 50. Mr. Elliott advised the bill dealt with the expedited type 2 annexation procedure which would prevent a political subdivision from taxing the compensation of persons performing work in the annexed area. Mr. Elliott noted he didn't think any political subdivision would annex territory under the expedited type 2 annexation if HB50 passed. Mr. Elliott advised unless Council directed him otherwise, he would let Representative Derickson know that the City did not favor the bill.

Mr. Bogard inquired if the proposed bill would apply to property already annexed under the expedited type 2 procedure and Mr. Elliott advised no.

Ms. Rousmaniere noted it was her understanding that under the expedited type 2 annexation the real estate tax stayed with the township and Mr. Elliott advised that was correct.

Mr. Bogard inquired if the City could tax earnings by utilizing the normal annexation process and Mr. Elliott advised yes.

Mr. McHugh advised the other types of annexation procedures were extremely cumbersome and approximately 95% of annexations in Ohio occurred under the expedited type 2 process.

Mr. Elliott advised he and Vice Mayor Bogard attended the Butler County Mayors and City Managers meeting in Hamilton last week. Mr. Elliott noted part of the discussion related to the issue of creating a Butler County Land Bank. Mr. Elliott advised the cities of Hamilton and Middletown had a growing number of vacant and abandoned residential and commercial properties and were seeking the City of Oxford's support to create a Butler County Land Bank which they felt would assist them in redeveloping those properties. Mr. Elliott noted the cities of Hamilton and Middletown also felt that redeveloping those properties would benefit the entire county. Mr. Elliott advised he would provide Council with more information on the issue at a later date.

Ms. Brahier, Parks and Recreation Director, congratulated Diana Durr of the Oxford Visitors and Convention Bureau for getting the 2012 Music Festival funded through donations from local businesses and sponsors.

Ms. Brahier reminded everyone that the annual egg hunts would take place Thursday at 9:30 p.m. at the TRI grounds for 4th graders and up and on Saturday at 11:00 a.m. at the Community Park for 3rd graders and under. Ms. Brahier thanked LaRosas, Papa Johns, United Dairy Farmers, McDonalds, the Kiwanis and Bagel and Deli for donations of $3,000 for the events.

Ms. Brahier advised the City would host the Adidas Soccer Showcase Tournament April 13-15 and April 20-22 at the Community Park and noted parking may be limited on those dates.

Ms. Brahier noted concessions would open at the Community Park on April 23rd; the annual Memorial Tree Ceremony would take place at noon on April 27th and April 28th was opening day for Little League and SAY Soccer.

Ms. Eaton noted that Kim Newton would fill in for her at the next meeting as she was attending the Ohio Municipal Clerks Association's Spring Seminar.

Mayor Keebler advised a student group addressed Council a few weeks ago called Feed My Starving Children. Mayor Keebler noted the group was holding an event on April 15th at Millett Hall to pack 100,000 meals to send to starving children around the world. Mayor Keebler advised 500 volunteers were needed to accomplish this task and encouraged those interested to go to www.fundraising.fmsc.org/miamiuniversitymobilepack.

Mayor Keebler complimented Mr. Pete Conrad, Editor of the Oxford Press, for his articles in the paper last week noting a lot of people enjoyed it immensely. Mayor Keebler thanked Mr. Conrad for the kind words he said about City Council. Mayor Keebler encouraged Mr. Conrad to keep up the good work.

Mr. Blackburn advised part of Lions International's plan was to plant one million trees this year and noted he and Mr. McKeehan along with the Oxford and Ross Lions, and men from Kappa Sigma and Sigma Chi planted 5,000 trees at the Fernald Preserve last weekend. Mr. Blackburn noted this showed that Miami students were giving back to the community and that needed to be acknowledged.

Mr. Harman thanked Ms. Brahier and her staff for helping to bring the Adidas Tournament back to Oxford noting it was a huge economic benefit for the community and it took a lot of effort from the Parks and Recreation staff.

Ms. Rousmaniere advised the Oxford Unit of the NAACP's annual Freedom Fund Banquet would take place on Sunday, April 22, 2012 at 5:00 p.m. Ms. Rousmaniere advised she was selling tickets for the event for $40.00 each. Ms. Rousmaniere noted this was the largest fundraiser for the local unit of the NAACP and the majority of the money would be used for scholarships for local high school students.

Ms. Rousmaniere advised on Thursday at 5:00 p.m. an event would take place at the Phi Delta gates where students and community members would march and form a human chain to remind the community of 'One Humanity'. Ms. Rousmaniere noted the event was planned as a result of two gay men being accosted on Saturday night in Oxford and members of the student community and the Oxford community were very upset about it and wanted to make a statement.

Mr. Bogard commended the Parks and Recreation Department and the Service Department for their efforts in making the City and the City Parks look beautiful this spring.

Mayor Keebler reminded Council that staff was working on ways to address the issue of sales on municipal property.

ADJOURN

Mr. Bogard moved to adjourn at 8:35 p.m. Ms. Rousmaniere seconded. The motion passed 7-0-0.

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: April 17, 2012

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

April 6, 2012
Date Prepared

Agenda Title:	Environmental Commission Meeting of April 4, 2012

Recommendation:	For Review and Consideration

Discussion:
Environmental Commission members present at the Wednesday, April 4, 2012 meeting were: Vice-Chair, Mr. Wright Gwyn; City Council Representative, Ms. Kate Rousmaniere; Planning Commission Representative, Mr. Ted Wong; Ms. Kelly Church, Mr. Kevin Armitage, and Mr. Vince Hand. Chair, Mr. Charlie Ford, had previously informed the Commission that he would be unable to attend the April 4th meeting. A quorum was present. Also in attendance was Ms. Melissa Benoit.

Minutes from the February 29, 2012 Commission meeting was unanimously accepted as presented.

Mr. Ted Wong apprised Commissioners of a pending presentation at the Planning Commission's work session at 6:30 pm on Tuesday, April 10th. A graduate student with Miami University's Institute for the Environment and Sustainability is investigating a bicycle and pedestrian plan for Oxford.

Progress updates for the various portions of the storm water regulation development were made. Staff relayed information from a storm water seminar. The Ohio EPA recommended adaption of construction erosion and sediment control regulations that incorporate, by reference, Ohio's permit as the best way to ensure technical equivalence with the OEPA's requirements. The Commission's Earth Day "EarthFest" participation was discussed. The Butler County Soil and Water Conservation District has graciously decided to provide the Commission with a watershed and nonpoint source display model to replicate storm water pollution and effects of best management practices. The model allows for hands-on demonstrations. Public education handouts concerning storm water issues, the Emerald Ash Borer, recycling and recycling container request will also be present.

Staff updated Commissioners on Arbor Day activities. The Arbor Day celebratory tree planting is scheduled for 11:00 am on Friday, April 27th at the TRI Community Center. A recognition ceremony for the Memorial Tree Program is to be subsequently held at noon in the Oxford Community Park.

The Commission adjourned at 8:25 p.m. The next regularly scheduled meeting of the Environmental Commission is on Wednesday, May 2, 2012 at 7:00 p.m. in the Municipal Building's Second Floor Conference Room.

Approved By:

	Initial	Date
Department Head:	[illegible]	4/9/12
City Manager:	[illegible]	4/13/12

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting Of: April 17, 2012

Account Code No. #:

Budgeted Amount:

Community Development
Originating Department

Jung-Han Chen
Prepared By

April 9, 2012
Date Prepared

HAPC MEETING REPORT – April 4, 2012

Chairman Smith introduced Sam Perry, Planner, to the Commission and welcomed Sam to the Commission's regular monthly meeting.

Requests for Review:
HAPC-04-2012 35 E. Church St. Installation of a new wall sign, **Sign Connection, Jane Fiehrer, Applicant/Agent**
The Applicant seeks a COA for a wall sign measuring 2' by 40'. Per the Applicant in speaking with Staff, six indirect gooseneck light fixtures will be placed across the building façade, but only four are shown on the drawing. No details of the lighting fixtures have been submitted for review.

The Commission felt that the proposed sign seemed to meet the guidelines of the Historic District. The Commission voted 7-0-0 to approve the request as submitted, subject to any changes to the approval reviewed by the Commission.

HAPC-05-2012 35 E. Church St. Installation of a LED channel wall sign, **Sign Connection, Jane Fiehrer, Applicant/Agent**
This is the second wall sign the Applicant seeks for approval at the same business location. The proposed sign is a LED channel letter sign and is internally illuminated.

The Design Guidelines of the Historic District specifically recommend indirect illumination to all signs located on the outside of a building. The proposed sign does not conform to this recommendation. It should not be approved since the design does not follow the Design Guidelines. Additionally, the location of the sign does not meet the location requirement of the zoning district and must be addressed by a Variance Hearing before the Board of Zoning Appeals.

The Commission expressed concern about the proposed signage since it would not be consistent with the ambience of the Uptown District. The Commission did discuss an indirectly illuminated arrangement, but felt that it would be the decision of the owner/operator. The Commission voted 6-1-0 to deny the requested LED channel wall sign as proposed.

Historic District Signage
Chairman Smith shared with the Commission the sign design he developed last year and asked for any input. Mr. Smith will take those comments, make changes and send to all members for consideration.

2012 Historic Marker Application
There have been two applications filed for the Historic Marker Program.

Historic Tours
Ms. Henderson provided an update on the Historic Tours to the Commission with the time and routes that would happen in May, 2012.

Administrative Findings/Approvals
HAPC-ADM-01-2012 17 E. High Street, Subway, installation of a replacement awning, Subway System, Inc. Applicant *Administratively Approved 3/30/12*

Other Business
HAPC Inventory Update on April 2, 2012
Several Commission members met to update the Historic Inventory. Staff will update the information onto the base map.

Adjournment
The next regular meeting is May 2, 2012.

	Department Head:	JHC / 4/9/12
	City Attorney:	/
	City Manager:	DRE / 4/13/12

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

City Manager
Originating Department

Council Meeting Of: April 17, 2012

Kim Newton
Prepared By

Account Code No. #: 110.408.52340 (60%); 321.816.52340 (20%); 331.836.52340 (20%)

April 5, 2012
Date Prepared

Budgeted Amount: $58,000

Agenda Title: Award of contract for Information Technology Support Services to NextStep Networking.

Recommendation: Approve

Discussion:
The City of Oxford advertised Requests for Proposals (RFP) for services of a firm ("Consultant") qualified, experienced and successful in meeting the IT needs of the municipality and its employees.

The consultant is to provide a technology professional to act as the City's part-time System Administrator and provide ongoing IT support services for the City and its departments and agencies. The consultant will provide premium monitoring of the primary server(s) via a combination of remote and on-site proactive network maintenance.

Four (4) RFP's were received, evaluated and scored by a team of six (myself, Alan Kyger, Bob Holzworth, John Detherage, John Jones and Andrew Wilson.) After evaluating and summarizing the scores, the team chose NextStep Networking as the preferred consultant and is requesting that Council authorize the City Manager to enter into a contract with NextStep Networking for three years beginning June 1, 2012 and expiring May 31, 2015, with two, one (1) year options, for an annual amount of $47,400 (our current contract is $49,500.) At the end of each year, an audit will be conducted evaluating the number of users and systems with the following terms:

- If there is a change less than 10% either way, then the price is valid for another year;
- If the change is more than a 10% increase, then a 10% increase will be applied for the following year;
- If there is a 10% decrease, then the price will be reduced by 10%.
- The two, one (1) year options will be subject to a 5% increase per year.
- Any service not covered under the contract will be billed at a preferred, discounted hourly rate of $125 per hour.

It is important to note, NextStep Networking previously serviced the city's IT needs for several years prior to our current provider, Intrust Group, who took over the city's IT support in 2007. We are confident NextStep Networking will provide excellent service for the City of Oxford's IT needs.

Approved By:

	Initial Date
Department Head:	____\
City Attorney:	____\
City Manager:	4/13/12

RESOLUTION NO.

A RESOLUTION ACCEPTING THE PROPOSAL OF NEXTSTEP NETWORKING AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A THREE (3) YEAR CONTRACT WITH TWO (2), ONE (1) YEAR OPTIONS WITH NEXTSTEP NETWORKING FOR INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES AT AN ANNUAL COST OF $47,400 SUBJECT TO CERTAIN TERMS AND CONDITIONS AFTER THE FIRST YEAR.

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

SECTION 1: Council hereby finds that the IT Selection Team solicited Requests for Proposals (RFPs) for IT support services for the City of Oxford and the IT Selection Team reviewed the five (5) proposals submitted and chose Nextstep Networking as the preferred IT consultant.

SECTION 2: Council hereby accepts the IT Selection Team's recommendation that the City utilize Nextstep Networking for the City's IT support services.

SECTION 3: The City Manager is hereby authorized to enter into a three (3) year contract with two (2), one (1) year options with Nextstep Networking for IT support services at an annual cost of $47,400 subject to certain terms and conditions after the first year.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

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:

	Initial	Date
Department Head:	MD	3/28/12
City Manager:	[illegible]	3/30/12

ORDINANCE NO.

ORDINANACE 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)