



Agenda

Oxford City Council

Court House

TUESDAY, MAY 1, 2018

EXECUTIVE SESSION

7:00 p.m.

1. Roll call. Kate Rousmaniere, Mayor; Steve Dana - Vice Mayor; Chantel Raghu; Glenn Ellerbe; Mike Smith; David Prytherch; 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. Proclamation - "The NALC Food Drive Day"



Proclamation

B. 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 17, 2018 City Council Meeting. (Mary Ann Eaton, Clerk of Council)



Minutes

B. Report regarding the April 10, 2018 Planning Commission Meeting. (Sam Perry, Planner)



Report

C. Report regarding the April 19, 2018 Recreation Board Meeting. (Casey Wooddell, Parks and Recreation Director)



Report

5. Resolutions.

1. A Resolution of Council authorizing the City Manager to sign all documents associated with an application for road safety funding on behalf of Miami University, in the amount of \$1,362,571.52 with a matching fund commitment of \$212,901.80 to be paid by Miami University, to the Ohio Department of Transportation, Office of Systems Planning and Program Management for a project to improve safety along East High Street between South Campus Avenue and Patterson Avenue in the City of Oxford. (Mike Dreisbach, Service Director).



Staff Report/Resolution

2. A Resolution authorizing the City Manager to enter into an agreement with Layne Christensen Company for the rehabilitation of Production Well #1 at a cost of \$151,444.00 plus a contingency amount of ten percent (10%) of the agreement price or \$15,144.00 for a total cost not to exceed \$166,588.00. (Mike Dreisbach, Service Director).



Staff Report/Resolution

3. A Resolution authorizing the City Manager to enter into an agreement with Wilcon Corporation subject to approval by the Law Director for the construction of a new aquatic center in the City of Oxford at a cost of \$4,174,573.00 plus a contingency amount of fifteen percent (15%) of the agreement price for a total cost not to exceed \$4,801,000.00. (Casey Wooddell, Parks and Recreation Director).



Staff Report/Resolution

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

A. First Reading.

1. An Ordinance Providing For The Issuance Of Not To Exceed \$4,825,000 Of Bond Anticipation Notes In Anticipation of the Issuance Of Bonds For The Purpose Of Constructing And Equipping An Aquatic Center, Together With All Necessary Appurtenances, And Declaring An Emergency. (Doug Elliott, City Manager)



Staff Report/Ordinance

2. An Ordinance Approving A Conditional Use Permit To Allow An Automotive Service And Sales Facility Which Shall Be Built On A Vacant Lot In The LI (Light Industrial) District at 6705 Ringwood Road Oxford, Ohio 45056 With Conditions. (Sam Perry, Planner)



Staff Report/Ordinance

B. Second Reading.

1. An Ordinance Repealing Ordinance No. 3453 Adopted November 21, 2017 And Adopting A New Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2018 Through December 31, 2018. (Candi Fyffe, Human Resources Director)



Staff Report/Ordinance

2. An Ordinance Establishing The Public Arts Commission Of Oxford (PACO) And Establishing Chapter 146 Of The Oxford Codified Ordinances. (Doug Elliott, City Manager)



Staff Report/Ordinance

3. An Ordinance Granting The Request Of Mr. Joshua L. Lester To Connect To And/Or Extend The City's Sanitary Sewer Utility To Serve A Single-Family Residence Located At 4171 Miami Western Drive Outside The Oxford Corporate Limits With Conditions. (Mike Dreisbach, Service Director)



Staff Report/Ordinance

7. A. Announcements & Communications.

1. Remarks from City Council and City Staff.

B. 1. Future Meetings.

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

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

THUR - May 10 Civil Rights Commission Meeting 4:00 p.m. Lane Library

FRI - May 11 Student Community Relations Commission Meeting 2:30 p.m. LCNB

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

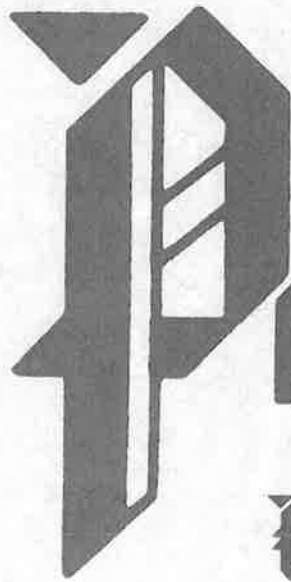
WED - May 16 Board of Zoning Appeals Meeting 6:30 p.m.

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

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

MON - May 28 Holiday - City Offices Closed

8. Adjourn.



Office of the Mayor

Proclamation

Whereas:

the National Association of Letter Carriers have designated the day of May 12, 2018 as the twenty-fourth annual "Stamp Out Hunger Food Drive" day; and

WHEREAS, the NALC Food Drive collected 36,500 pounds of food in Butler County in 2017 and over 1.3 million pounds since 1995; serving thousands of families who need this nourishing food through Shared Harvest Foodbank's network of food pantries; and

WHEREAS, the AFL-CIO, Shared Harvest Foodbank, Feeding America and countless community volunteers will lend assistance to this charitable endeavor with the United States Postal Service supporting this drive.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, to assist public awareness of this nationwide endeavor to care for our own, do hereby proclaim Saturday, May 12, 2018 as:

**"THE NATIONAL ASSOCIATION OF LETTER CARRIERS
FOOD DRIVE DAY"**

on behalf of all Municipal Officials and Administration, do request all citizens of our community to support the efforts of this national annual drive by placing non perishable food by their mailboxes on May 12, 2018 to help meet the needs of our neighbors locally.

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 May, 2018.


KATE ROUSMANIERE, MAYOR



CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: May 1, 2018

Account Code #: N/A

Budgeted Amount: N/A

Service Department
Originating Department

Michael Dreisbach, Service Director
Prepared By

April 18, 2018
Date Prepared

Agenda Title: Authorization to Apply to ODOT for Road Safety Funding

Recommendation: Approve

Discussion:

Miami University has identified a project to improve pedestrian safety on High St. between Campus Ave. and Patterson Ave. using ODOT Safety Funding from the Office of Systems Planning and Program Management. The project will install landscaped medians in this corridor to identify pedestrian crossing locations and provide high visibility signage and markings to increase pedestrian safety. The number of mid-block crosswalks between Tallawanda Rd. and Patterson Ave. would also decrease from five crosswalks to two (2) crosswalks. This will also improve vehicular flow through this segment of roadway.

These safety countermeasures will be constructed in 2019 followed by the City's Urban Paving Program (in conjunction with ODOT) that will resurface this section of US27 in FY2020.

The project's total cost is estimated at \$1,362,571.52 and requires a local match of \$212,901.80. Miami University has agreed to pay 100% of local costs for the project. Due to the type of grant application, the City is the eligible agency that must apply for the funds.

This Resolution will authorize the City Manager to sign all documents associated with this project. A supplemental appropriation will be necessary at some point in the future should the grant be awarded to the City. The supplemental budget will be a zero net change as our revenue from Miami will equal our expenses for the project. Should the project be awarded, it will be managed by ODOT.

Approved By:

Department Head:

Initial Date
MBD \ 4/18/18

City Manager:

DRE \ 4/21/18

RESOLUTION NO.

A RESOLUTION OF COUNCIL AUTHORIZING THE CITY MANAGER TO SIGN ALL DOCUMENTS ASSOCIATED WITH AN APPLICATION FOR ROAD SAFETY FUNDING ON BEHALF OF MIAMI UNIVERSITY, IN THE AMOUNT OF \$1,362,571.52 WITH A MATCHING FUND COMMITMENT OF \$212,901.80 TO BE PAID BY MIAMI UNIVERSITY, TO THE OHIO DEPARTMENT OF TRANSPORTATION, OFFICE OF SYSTEMS PLANNING AND PROGRAM MANAGEMENT FOR A PROJECT TO IMPROVE SAFETY ALONG EAST HIGH STREET BETWEEN SOUTH CAMPUS AVENUE AND PATTERSON AVENUE IN THE CITY OF OXFORD.

WHEREAS, the City of Oxford and Miami University desire to improve the safety of pedestrian, bicycle and vehicular traffic along East High Street between South Campus Avenue and Patterson Avenue; and

WHEREAS, Miami University has agreed to pay 100% of the local costs for the project; and

WHEREAS, due to the type of grant application, the City is the eligible agency that must apply for the funds; and

WHEREAS, Council having determined that implementation of road safety improvements along East High Street between South Campus Avenue and Patterson Avenue on Miami University's campus would be beneficial to the City hereby supports the use of grant funds for the project.

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

SECTION 1: The City Manager is hereby authorized and directed to sign all documents associated with an application for road safety funding on behalf of Miami University, in the amount of \$1,362,571.52 with a matching fund commitment of \$212,901.80 to be paid by Miami University, to the Ohio Department of Transportation, Office of Systems Planning and Program Management for a project to improve safety along East High Street between South Campus Avenue and Patterson Avenue in the City of Oxford.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

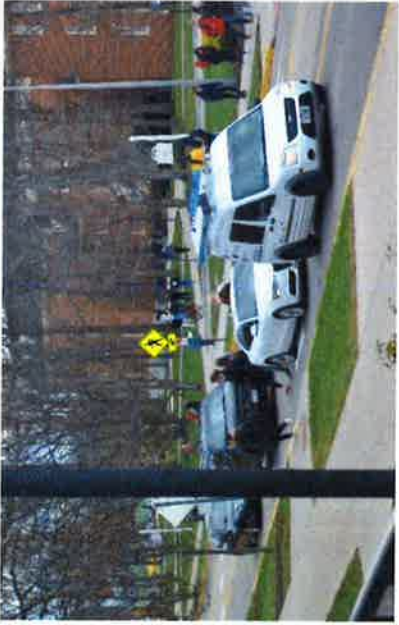
PREPARED BY: LAW(STAFF)

Safety Application **BUT-21-15.70 to 16.25** **US 27 (High St.) – Patterson Ave.** **to S. Campus Avenue** **Oxford, Butler Co**

April, 2018

Funding	
Detailed Design	\$ 85,160.72
Construction	\$ 1,277,410.80
Total	\$ 1,362,571.52
Sponsor Funded	\$ 212,901.80
Safety Funds	\$ 1,149,669.72

Description
• Install raised median with pedestrian refuge island and marked crosswalk. • Reduce the number of crosswalks along the corridor. • Install illuminated pedestrian signage. • Install highly visible crosswalks.



Crash Data	
Rear End	10
Pedestrian	4
Left Turn	3
Pedalcycles	2
Fixed Object	2
Angle	1
Total	22



Introduction

The City of Oxford and Miami University are interested in improving the safety of pedestrian, bicycle and vehicular traffic along East High Street (US 27) from Patterson Avenue to South Campus Avenue. In the heart of the Miami University campus, this segment of roadway serves as a main thoroughfare thru the City as well as a truck and bus route. East High Street (US 27) has an AADT of 9413 and while Miami University is in session experiences 33,400 pedestrians crossing the corridor within a 13 hour period (7:00 AM – 8:00 PM) on an average weekday. The largest concentration of pedestrians, 10,400, cross within the segment between Patterson Avenue and Tallawanda Road.



East High Street is a three-lane roadway consisting of a thru lane in each direction and a center left turn lane. Marked crosswalks are located at each intersection, along with 5 mid-block crosswalks between Patterson Avenue and Tallawanda Road. The 5 mid-block crosswalks are closely spaced, forcing drivers to stop multiple times along the corridor, thus increasing the potential for pedestrian-vehicle conflicts, as well as rear end collisions. While marked crosswalks exist, it is not uncommon to see pedestrians cross outside the marked crosswalks.

Crash Data Observations

Within this segment of East High Street (US 27), 22 crashes were reported from January 2015 thru December 2017. 45% or 10 of the crashes involved pedestrians or bicyclists; 6 directly and 4 indirectly. The 4 crashes that indirectly involved pedestrians were rear end collisions, wherein a driver had to stop for a pedestrian crossing the roadway. All of the crashes occurred during the months of August thru May, when Miami University's classes are in session. 73% of the crashes occurred between the hours of 11AM to 6 PM. Crash Data and Crash Analyses are contained in Appendix H and I. The presented data does not include the numerous near miss crashes that occur along the roadway from distracted drivers and pedestrians.

Countermeasures

In order to improve safety for pedestrians, bicycles and vehicles, the City of Oxford and Miami University are proposing several countermeasures:

- Install landscaped medians along the corridor to reduce the cross-sectional width of the roadway and define pedestrian crossing locations. The medians will be constructed with pedestrian refuge areas. The highest concentration of pedestrian traffic is located between Tallawanda Road and Patterson Avenue, the landscape medians in this segment of the corridor will include the installation of a low barrier fence and border garden. The protected border garden will deter uncontrolled pedestrian crossings and facilitate the development of refuge areas at marked crosswalk locations. A 12" to 16" wide flush paving band and raised stone curb will protect the 18" high metal barrier where uncontrolled crossings are most likely to occur. Between Tallawanda Road and South Campus Avenue, the medians will contain low level vegetation. See Appendix I for a Preliminary Concept Plan, a Median Planter Curb detail and associated photos of examples.
- Reduce the number of mid-block crosswalks between Tallawanda Road and Patterson Avenue from 5 to 2 to provide more orderly spacing and reduce the number of potential conflict points. The crosswalks will be 15 feet and 20 feet wide in order to accommodate the high volume of pedestrian traffic.
- High Visibility crosswalks. The visibility of the crosswalks will be increased through the use of improved pavement markings and signage. Using thermoplastic pavement markings, the crosswalks will be striped in a piano key manner. The existing pedestrian signage will be replaced with illuminated pedestrian crossing signage at all uncontrolled crosswalks.

Additionally, this project will take advantage of an opportunity to save money on both the surface pavement course and the non-crosswalk pavement markings. The City of Oxford has an urban paving project (PID 103526) scheduled for FY2020. The proposed countermeasures are to be constructed immediately prior to the resurfacing project.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: May 1, 2018

Account Code #: 322.810.67127

Budgeted Amount: \$200,000.00

Service Department
Originating Department

Michael Dreisbach
Prepared By

April 20, 2018
Date Prepared

Agenda Title: Resolution to Approve Improvements to Production Well # 1

Recommendation: Approve

Discussion: The City's 2018 Operating Budget includes \$200,000 for the rehabilitation of a major raw water resource for the City's water utility, Production Well #1 (PW1) located in the Four Mile Valley aquifer and adjacent to Leonard Howell Park off Bonham Road. PW1 supplies a significant portion of the Utility's raw water demand and this project will provide for inspection, cleaning, and redevelopment of this raw water resource.

City Staff developed standards and specifications for the rehabilitation of PW1. The project consists of the abandonment of three obsolete laterals and the rehabilitation of six laterals. The project also requires video inspection of the laterals and central caisson, as well as performance testing of the well following rehabilitation. The estimate of probable cost for this project is \$180,000.

Staff advertised for bids on March 30 and April 6, 2018. Bids were opened on April 12, 2018 with the following results:

<u>Contractor</u>	<u>Base Bid</u>
Layne Christensen Company	\$151,444.00
Building Crafts, Inc.	\$246,255.00

By completing the specified improvements, staff expects (typical climate) raw water production to routinely be in excess of 1M gallons per day. This increase in productivity will not only increase raw water production, it will lower operating costs by reducing our need to pump raw water from the Seven Mile Wellfield located several miles from Oxford. Work shall be completed by August 3, 2018.

This resolution will authorize the City Manager to enter into an Agreement with Layne Christensen Co. for the improvement of Production Well #1 at a cost of \$151,444.00. Staff is requesting a 10% contingency in the amount of \$15,144.00, therefore the contract amount not to exceed is **\$166,588.00**.

Approved By:

Department Head:

City Manager:

Initial Date
MBD \ 4/20/18

DRE \ 4/27/18

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH LAYNE CHRISTENSEN COMPANY FOR THE REHABILITATION OF PRODUCTION WELL #1 AT A COST OF \$151,444.00 PLUS A CONTINGENCY AMOUNT OF TEN PERCENT (10%) OF THE AGREEMENT PRICE OR \$15,144.00 FOR A TOTAL COST NOT TO EXCEED \$166,588.00.

WHEREAS, as previously adopted by Council for the City of Oxford, the 2018 Operating Budget includes \$200,000.00 for the rehabilitation of Production Well #1 located in the Four Mile Valley aquifer and adjacent to the Leonard Howell Park; and

WHEREAS, the City advertised for bids for the rehabilitation of Production Well #1 in the *Journal News* on March 30, 2018 and on April 6, 2018. Two (2) sealed bids were opened and publicly read on April 12, 2018. The lowest and best bid was submitted by Layne Christensen Company in the amount of \$151,444.00; and

WHEREAS, the City Manager and the Service Director recommend Council accept the bid of Layne Christensen Company as the lowest and best bid for the rehabilitation of Production Well #1 at a cost of \$151,444.00 plus a contingency amount of ten percent (10%) of the agreement price or \$15,144.00 for a total cost not to exceed \$166,588.00; and

WHEREAS, the City Manager and the Service Director further recommend Council authorize the City Manager to enter into an agreement with Layne Christensen Company for the rehabilitation of Production Well #1 at a cost of \$151,444.00 plus a contingency amount of ten percent (10%) of the agreement price or \$15,144.00 for a total cost not to exceed \$166,588.00.

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

SECTION 1: City Council accepts the recommendation of the City Manager and the Service Director and hereby accepts the bid of Layne Christensen Company for the rehabilitation of Production Well #1 at a cost of \$151,444.00 plus a contingency amount of ten percent (10%) of the agreement price or \$15,144.00 for a total cost not to exceed \$166,588.00.

SECTION 2: Council further authorizes the City Manager to enter into an agreement with Layne Christensen Company for the rehabilitation of Production Well #1 at a cost of \$151,444.00 plus a contingency amount of ten percent (10%) of the agreement price or \$15,144.00 for a total cost not to exceed \$166,588.00.

SECTION 3: 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)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation

Originating Department

Council Meeting Of: May 1, 2018

Account Code No. #: N/A

Prepared By: Casey D. Wooddell

Budgeted Amount: N/A

Date Prepared: April 21, 2018

Agenda Title: Oxford Aquatic Center – Design-Build Contract

Recommendation: Approve

A Request for Qualifications for the Design-Build services to construct the new Oxford Aquatic Center was posted in the Hamilton Journal on Feb. 9 and Feb. 16, 2018. On February 28 the City of Oxford received responses from Wilcon Construction, Maxwell Construction and Turnbull-Wahlert Construction. All three companies were then provided a Request for Proposal for this project.

On April 13, the City of Oxford received responses to the Request for Proposals for the Design-Build project to construct the new aquatic center from Wilcon Construction, Maxwell Construction and Turnbull-Wahlert Construction.

On April 17, the Design-Build teams presented their proposals to City staff. The presentations included company history, references, concept drawings, construction schedules and cost proposals, including a Guaranteed Maximum Price for each proposal. The Guaranteed Maximum Price costs were submitted as follows:

Wilcon Construction	\$4,174,573
Maxwell Construction	\$4,827,489
Turnbull-Wahlert Construction	\$5,552,220

City Manager Mr. Elliott, Service Director Mr. Dreisbach, City Engineer Mr. Popescu and I met to evaluate the proposals and select the one which is believed to be the most advantageous overall proposal to the City. As a team, we are recommending City Council authorize the City Manager to enter into contract with Wilcon Construction for this project. Wilcon Construction will be teaming up with Patterson Pools and Roll & Associates architectural firm.

The proposed timeline is for the contractors to begin construction summer 2018 and have the facility open and ready for use for the summer 2019 season. The facility will include a competition pool, activity pool with zero depth entry, two water slides, a lazy river, pool house with concessions, all necessary pumps and filtrations systems and new parking lot area.

The proposed cost of construction from Wilcon Construction is \$4,174,573. The total cost of this project, including 15% contingency, is not to exceed \$4,801,000.

Approved By:

Initial Date

Department Head: CDW \ 4/21/2018

City Manager:

DRE \ 4/27/18

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH WILCON CORPORATION SUBJECT TO APPROVAL BY THE LAW DIRECTOR FOR THE CONSTRUCTION OF A NEW AQUATIC CENTER IN THE CITY OF OXFORD AT A COST OF \$4,174,573.00 PLUS A CONTINGENCY AMOUNT OF FIFTEEN PERCENT (15%) OF THE AGREEMENT PRICE FOR A TOTAL COST NOT TO EXCEED \$4,801,000.00.

WHEREAS, a Request for Qualifications for Design Build services to construct a new aquatic center in the City of Oxford was published in the *Journal News* on February 9, 2018 and on February 16, 2018. Three responses were received on February 28, 2018 and the three responders were provided with Request for Proposal documents for the construction of a new aquatic center in the City of Oxford; and

WHEREAS, on April 13, 2018 the City of Oxford received responses to the Request for Proposals for the Design Build project to construct a new aquatic center from Wilcon Corporation, Maxwell Construction and Turnbull-Wahlert Construction; and

WHEREAS, on April 17, 2018 the Design Build teams presented their proposals to City staff which included a company history, references, concept drawings, construction schedules and cost proposals, including a guaranteed maximum price for each proposal; and

WHEREAS, the City Manager and the Parks and Recreation Director recommend Council accept the proposal of Wilcon Corporation as the lowest and best proposal and authorize the City Manager to enter into an agreement with Wilcon Corporation subject to approval by the Law Director for the construction of a new aquatic center in the City of Oxford at a cost of \$4,174,573.00 plus a contingency amount of fifteen percent (15%) of the agreement price for a total cost not to exceed \$4,801,000.00.

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

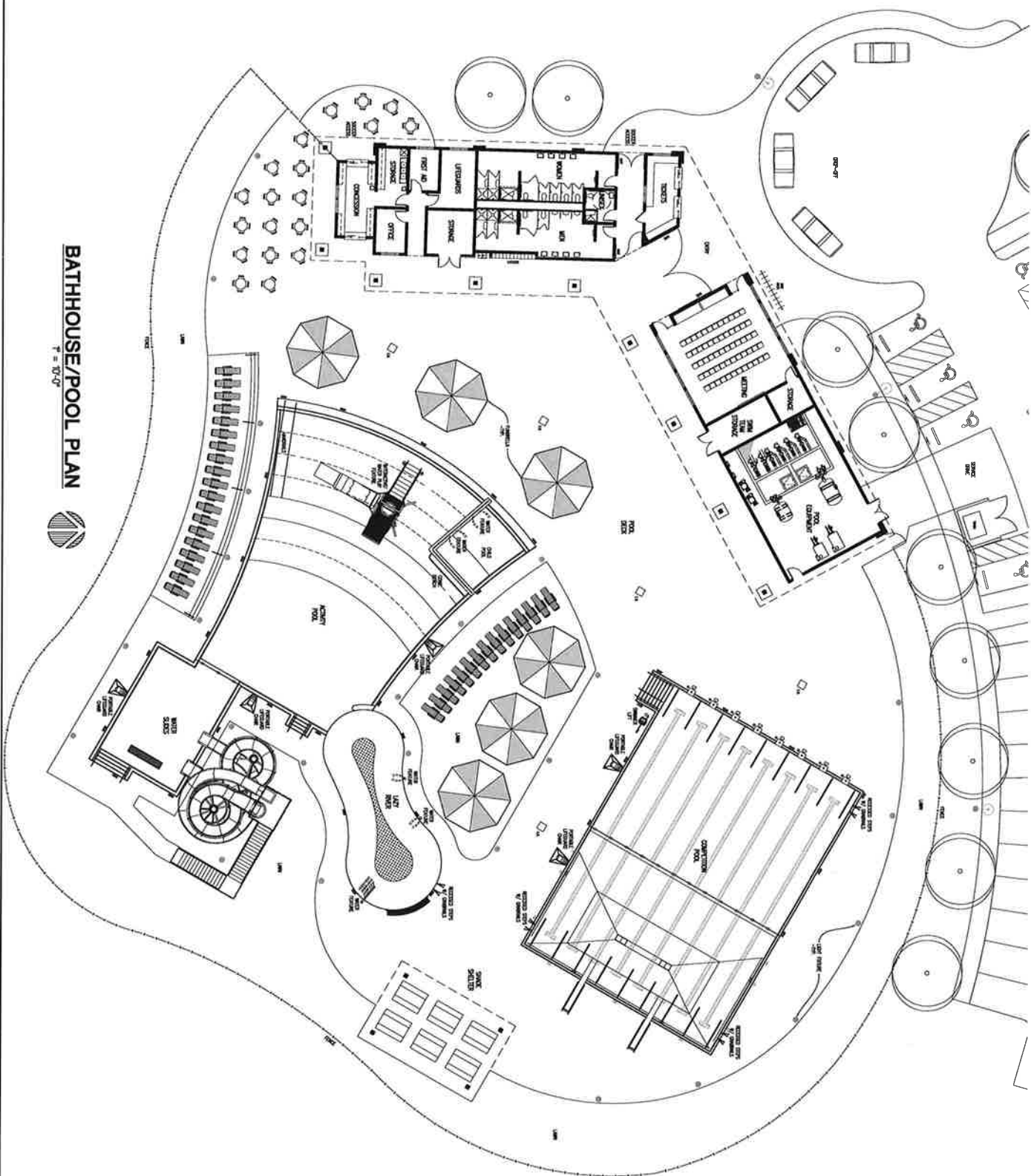
SECTION 1: City Council accepts the recommendation of the City Manager and the Parks and Recreation Director and hereby accepts the proposal of Wilcon Corporation as the lowest and best proposal for the construction of a new aquatic center in the City of Oxford at a cost of \$4,174,573.00 plus a contingency amount of fifteen percent (15%) of the proposal price for a total cost not to exceed \$4,801,000.00.

SECTION 2: Council further authorizes the City Manager to enter into an agreement with Wilcon Corporation subject to approval by the Law Director for the construction of a new aquatic center in the City of Oxford at a cost of \$4,174,573.00 plus a contingency amount of fifteen percent (15%) of the agreement price for a total cost not to exceed \$4,801,000.00.

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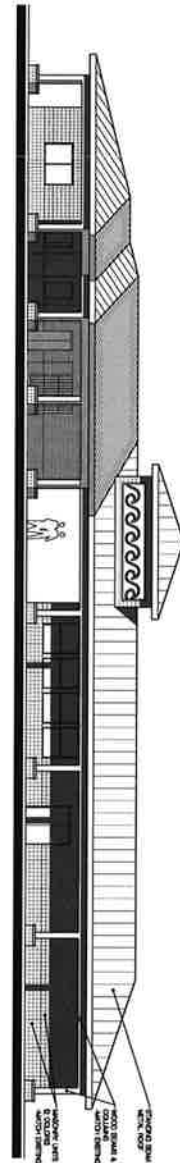
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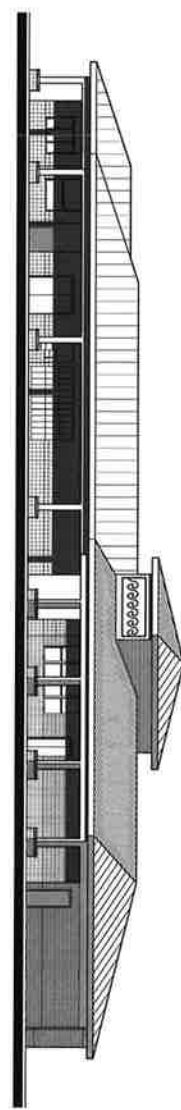


BATHHOUSE/POOL PLAN

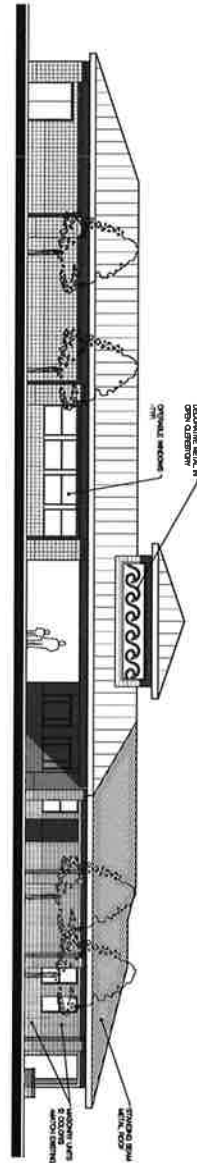




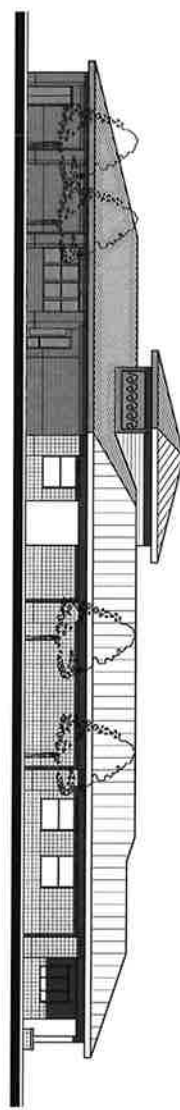
SOUTHEAST ELEVATION
1/8" = 1'-0"



EAST ELEVATION
1/8" = 1'-0"



NORTHWEST ELEVATION
1/8" = 1'-0"



WEST ELEVATION
1/8" = 1'-0"

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: May 1, 2018

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

April 26, 2018

Date Prepared

Agenda Title: An Ordinance Providing For The Issuance Of Not To Exceed \$4,825,000 Of Bond Anticipation Notes In Anticipation Of The Issuance Of Bonds For The Purpose Of Constructing And Equipping An Aquatic Center, together With All Necessary Appurtenances, And Declaring An Emergency.

Recommendation: Approval

Discussion:

The City of Oxford will issue Municipal General Obligation Bond Anticipation Notes (BANS) to finance the construction of the new aquatic center. The BANS will have a maturity date of June 11, 2019. Then the City will issue a General Obligation Bond for twenty years. The proposed Ordinance will provide for the issuance of not to exceed \$4,825,000 of Bond Anticipation Notes in anticipation of the issuance of bonds for the purpose of constructing and equipping a new aquatic center in the City of Oxford.

Approved By:

Initial Date

Department Head: _____

City Manager: _____

DRE \ *4/27/18*

ORDINANCE NO.

AN ORDINANCE PROVIDING FOR THE ISSUANCE OF NOT TO EXCEED \$4,825,000 OF BOND ANTICIPATION NOTES IN ANTICIPATION OF THE ISSUANCE OF BONDS FOR THE PURPOSE OF CONSTRUCTING AND EQUIPPING AN AQUATIC CENTER, TOGETHER WITH ALL NECESSARY APPURTENANCES, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Oxford (the "City") has requested proposals to design/build the Oxford Aquatic Center.

BE IT ORDAINED by the Council of the City of Oxford, Ohio, Butler, County, Ohio that:

SECTION 1. The fiscal officer of the City of Oxford has estimated that the life of the hereinafter described improvement is at least five (5) years, and has certified that the maximum maturity of the bonds issued therefor is twenty-five (25) years, and of the notes to be issued in anticipation thereof is twenty (20) years.

SECTION 2. It is hereby declared necessary to issue bonds of the City of Oxford, Ohio, in the principal sum of not to exceed \$4,825,000, for the purpose of constructing and equipping an aquatic center, including activity and competition pools, diving boards, water slides, lazy river, bath house building, concessions, filtration/filter and storage rooms, indoor multi-purpose spaces, pool deck, shade structures, fencing, landscaping and parking areas, together with all necessary appurtenances, and declaring an emergency.

SECTION 3. Said bonds shall be issued in said principal sum and shall be dated approximately May 1, 2019, shall bear interest at the rate of approximately five per centum (5%) per annum, and shall mature in not more than twenty-five (25) annual installments after issuance.

SECTION 4. In anticipation of the issuance of said bonds, it is hereby declared necessary to issue and there shall be issued notes (herein the "notes") of this City in an amount not to exceed \$4,825,000.

SECTION 5. That said notes shall be dated their date of issuance, bearing interest at the rate of not to exceed three per centum (3%) per annum, payable at maturity, and shall mature not more than one year from their issuance date, and shall be of such number and denomination as may be requested by the purchaser or purchasers thereof, provided that said notes shall be issued in denominations of \$100,000 or integral multiples of \$5,000 in excess thereof.

SECTION 6. For purposes of this ordinance, the following terms shall have the following meanings:

"Book entry form" or "book entry system" means a form or system under which (i) the beneficial right to payment of principal of and interest on the notes may be transferred only through a book entry, and (ii) physical note certificates in fully registered form are issued only to

the Depository or its nominee as registered owner, with the notes "immobilized" to the custody of the Depository, and the book entry maintained by others than this Council is the record that identifies the owners of beneficial interests in those notes and that principal and interest.

"Depository" means any securities depository that is a clearing agency under federal law operating and maintaining, together with its Participants or otherwise, a book entry system to record ownership of beneficial interests in notes or principal and interest, and to effect transfers of notes, in book entry form, and includes and means initially The Depository Trust Company (a limited purpose trust company), New York, New York.

"Participant" means any participant contracting with a Depository under a book entry system and includes security brokers and dealers, banks and trust companies, and clearing corporations.

"Ordinance" means this ordinance.

All or any portion of the notes may be initially issued to a Depository for use in a book entry system, and the provisions of this Section shall apply to such notes, notwithstanding any other provision of this Ordinance. If and as long as a book entry system is utilized with respect to any of such notes: (i) there shall be a single note of each maturity; (ii) those notes shall be registered in the name of the Depository or its nominee, as registered owner, and immobilized in the custody of the Depository; (iii) the beneficial owners of notes in book entry form shall have no right to receive notes in the form of physical securities or certificates; (iv) ownership of beneficial interests in any notes in book entry form shall be shown by book entry on the system maintained and operated by the Depository and its Participants, and transfers of the ownership of beneficial interests shall be made only by book entry by the Depository and its Participants; and (v) the notes as such shall not be transferable or exchangeable, except for transfer to another Depository or to another nominee of a Depository, without further action by this Council. Debt service charges on notes in book entry form registered in the name of a Depository or its nominee shall be payable in the manner provided in this Council's agreement with the Depository to the Depository or its authorized representative (i) in the case of interest, on each interest payment date, and (ii) in all other cases, upon presentation and surrender of notes as provided in this Ordinance.

The paying agent and registrar (the "Paying Agent and Registrar") may, with the approval of this Council, enter into an agreement with the beneficial owner or registered owner of any note in the custody of a Depository providing for making all payments to that owner of principal and interest on that note or any portion thereof (other than any payment of the entire unpaid principal amount thereof) at a place and in a manner (including wire transfer of federal funds) other than as provided in this Ordinance, without prior presentation or surrender of the note, upon any conditions which shall be satisfactory to the Paying Agent and Registrar and to this Council. That payment in any event shall be made to the person who is the registered owner of that note on the date that principal is due, or, with respect to the payment of interest, as of the applicable date agreed upon as the case may be. The Paying Agent and Registrar shall furnish a copy of each of those agreements, certified to be correct by the Paying Agent and Registrar, to any other paying agents for the notes and to this Council. Any payment of principal or interest

pursuant to such an agreement shall constitute payment thereof pursuant to, and for all purposes of, this Ordinance.

The Finance Director is authorized and directed without further action of this Council to execute, acknowledge and deliver, in the name of and on behalf of this Council, a blanket letter agreement between this Council and The Depository Trust Company, as Depository, to be delivered in connection with the issuance of the notes to the Depository for use in a book entry system, and to take all other actions the Finance Director deems appropriate in issuing the notes under a book entry system.

If any Depository determines not to continue to act as Depository for the notes for use in a book entry system, this Council and the Paying Agent and Registrar may attempt to establish a securities depository/book entry relationship with another qualified Depository under this Ordinance. If this Council and the Paying Agent and Registrar do not or are unable to do so, this Council and the Paying Agent and Registrar, after the Paying Agent and Registrar has made provision for notification of the beneficial owners by the then Depository, shall permit withdrawal of the notes from the Depository and authenticate and deliver note certificates in fully registered form to the assigns of the Depository or its nominee, all at the cost and expense (including costs of printing definitive notes), if the event is not the result of action or inaction by this Council or the Paying Agent and Registrar, of those persons requesting such issuance.

SECTION 7. The Notes shall be executed by the City Manager and Finance Director, provided that one of such signatures may be a facsimile signature, and may bear the seal of the City. The Notes shall be designated "Aquatic Center Bond Anticipation Notes" and shall be payable at the principal office of the bank appearing thereon as paying agent without deduction for exchange, collection or service charges, and shall express upon their faces the purposes for which they are issued and that they are issued in pursuance of this ordinance.

SECTION 8. Said notes shall be sold at par and accrued interest, if any, by the Finance Director to RBC Capital Markets, Cincinnati, Ohio as evidenced by the execution of a Certificate of Award (the "Certificate of Award") which the Finance Director is hereby authorized to sign on behalf of the City. The proceeds from such sale, except any premium or accrued interest thereon, shall be paid into the proper fund and used for the purpose aforesaid and for no other purpose. The notes shall not be subject to pre-payment prior to maturity.

SECTION 9. This Council hereby authorizes the City to participate in the Ohio Market Access Program – Note Wrap - offered by the Treasurer of the State of Ohio (the "OMAP Program"), provided that (a) participation in the OMAP Program is in the best interests of the City and (b) the Finance Director affirmatively elects to participate in the OMAP Program in the Certificate of Award.

SECTION 10. The Standby Note Purchase Agreement (the "Note Purchase Agreement") required as part of the OMAP Program is hereby authorized in the form presented to this Council with such changes not materially adverse to the City as may be approved by the Finance Director, who is hereby authorized to execute the Note Purchase Agreement. This Council acknowledges the agreement of the Treasurer of State in the Note Purchase Agreement that, in the event the City is unable to repay the principal amount and accrued and unpaid interest of the

notes at maturity, whether through its own funds or through the issuance of other obligations of the City, the Treasurer of State agrees (a) to purchase the notes from the holders or beneficial owners thereof upon their presentation to the Treasurer of State for such purchase at a price of par plus accrued interest to maturity or (b) to purchase renewal notes of the City in a principal amount not greater than the principal amount of the notes plus interest due at maturity, with such renewal notes bearing interest at a rate of the lower of the maximum interest rate provided by law or the 1-year MMD (Municipal Market Data) Index for "AAA"-rated obligations plus 400 basis points (or such other rate methodology in effect as part of the OMAP Program), maturing not more than one year after the date of their issuance, and being prepayable at any time with 30 days' notice, provided that in connection with the Treasurer of State's purchase of such renewal notes, this Council shall deliver to the Treasurer of State an unqualified opinion of nationally recognized bond counsel that (i) such renewal notes are the legal, valid, and binding general obligations of the City, and the principal of and interest on such renewal notes, unless paid from other sources, are to be paid from the proceeds of the levy of ad valorem taxes levied inside the ten-mill limitation imposed by law on all property subject to ad valorem taxes levied by the City, and (ii) interest on the renewal notes is not includible in gross income for federal income tax purposes under Section 103 of the Internal Revenue Code of 1986, as amended to the same extent that interest on the notes is so excluded.

In addition, this Council acknowledges that the Treasurer of State will establish an "After Maturity Interest Rate," as generally provided for as part of the OMAP Program and as specifically provided for within the Note Purchase Agreement.

The City Manager and Finance Director of the City, as the officers signing the notes, are authorized to take all actions that may in their judgment reasonably be necessary to provide for such Note Purchase Agreement, including but not limited to the inclusion of a notation on the form of the notes providing notice to the holders or beneficial owners of the existence of such Note Purchase Agreement and providing instructions to such holders or beneficial owners regarding the presentation of the notes for purchase by the Treasurer of State at stated maturity.

This Council hereby authorizes further representations, warranties, and/or covenants to be made regarding the City's participation in the OMAP Program by virtue of the Certificate of Award and/or other OMAP Program documents, subject to review and approval by legal counsel to the City.

SECTION 11. Said notes shall be the full general obligations of the City, and the full faith, credit and revenue of said City are hereby pledged for the prompt payment of the same. The par value to be received from the sale of bonds anticipated by said notes or renewals thereof, and any excess fund received by the City resulting from the issuance of said notes shall be, to the extent necessary, used only for the retirement of said notes or renewals thereof at maturity, together with interest thereon, and is hereby pledged for such purpose.

SECTION 12. During the period while said notes run, there shall be levied on all the taxable property of the City, in addition to all other taxes, a direct tax annually not less than that which would have been levied if bonds had been issued without prior issue of said notes. Said tax shall be and is hereby ordered computed, certified, levied and extended upon the tax duplicate and collected by the same officers in the same manner and at the same time that taxes

for general purposes for each of said years are certified, extended and collected. Said tax shall be placed before and in preference to all other items and for the full amount thereof. The funds derived from said tax levy hereby required shall be placed in a separate and distinct fund, and together with interest pledged on the same shall be irrevocably pledged for the payment of principal and interest on said notes or the bonds in anticipation of which it is issued, when and as the same falls due; provided, however, that to the extent that surplus revenues of the City are available and appropriated to the payment of principal and interest of the notes, said tax need not be levied.

SECTION 13. Council, for and on behalf of the City, hereby covenants that it will restrict the use of the proceeds of said notes in such manner and to such extent, if any, and take such other actions as may be necessary, after taking into account reasonable expectations at the time the debt is incurred, so that they will not constitute obligations the interest on which is subject to federal income taxation or "arbitrage bonds" under Sections 103(b)(2) and 148 of the Internal Revenue Code of 1986, as amended (the "Code"), and the regulations prescribed thereunder. The Finance Director or any other officer having responsibility with respect to the issuance of the notes is authorized and directed to give an appropriate certificate on behalf of the City, on the date of delivery of the notes for inclusion in the transcript of proceedings, setting forth the facts, estimates and circumstances and reasonable expectations pertaining to the use of the proceeds thereof and the provisions of said Sections 103(b)(2) and 148 and regulations thereunder.

These notes are hereby designated "qualified tax-exempt obligations" for the purposes set forth in Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. The Council of the City does not anticipate issuing more than \$10,000,000 of "qualified tax-exempt obligations" during calendar year 2018.

SECTION 14. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council; and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 15. That the Clerk of Council is hereby directed to forward a certified copy of this ordinance to the Butler County Auditor.

SECTION 16. That this ordinance shall take effect immediately as an emergency measure necessary for the immediate preservation of the public peace, health, safety, morals or welfare.

PASSED this 15th day of May, 2018.

Mayor

ATTEST:

Clerk of Council

Approved as to Form:

Law Director

Prepared By: Dinsmore & Shohl LLP

12719435

CERTIFICATE

The undersigned hereby certifies the foregoing to be a true and correct copy of Ordinance No. _____, passed by City Council on May 15, 2018.

Clerk of Council

CERTIFICATE

I hereby certify that a copy of the foregoing Ordinance was filed with the County Auditor, County of Butler, Ohio, on May _____, 2018.

Clerk of Council

RECEIPT

The undersigned hereby acknowledges receipt of a copy of the foregoing ordinance.

County Auditor

Dated: May _____, 2018

EXTRACT FROM MINUTES OF MEETING

The Council of the City of Oxford, Ohio, met in regular session, at _____ p.m., on the 1st day of May, 2018, at _____, Oxford, Ohio, with the following members present:

There was presented and read to Council Ordinance No. _____, entitled:

AN ORDINANCE PROVIDING FOR THE ISSUANCE OF NOT TO EXCEED \$4,825,000 OF BOND ANTICIPATION NOTES IN ANTICIPATION OF THE ISSUANCE OF BONDS FOR THE PURPOSE OF CONSTRUCTING AND EQUIPPING AN AQUATIC CENTER, TOGETHER WITH ALL NECESSARY APPURTENANCES, AND DECLARING AN EMERGENCY.

The Council of the City of Oxford, Ohio, met in regular session, at _____ p.m., on the 15th day of May, 2018, at _____, Oxford, Ohio, with the following members present:

There was presented and read to Council Ordinance No. _____, entitled:

AN ORDINANCE PROVIDING FOR THE ISSUANCE OF NOT TO EXCEED \$4,825,000 OF BOND ANTICIPATION NOTES IN ANTICIPATION OF THE ISSUANCE OF BONDS FOR THE PURPOSE OF CONSTRUCTING AND EQUIPPING AN AQUATIC CENTER, TOGETHER WITH ALL NECESSARY APPURTENANCES, AND DECLARING AN EMERGENCY.

_____ then moved that Ordinance No. _____ be passed as an emergency measure. _____ seconded the motion and, the roll being called upon the question, the vote resulted as follows:

The ordinance was declared passed May 15, 2018.

CERTIFICATE

The undersigned, Clerk of Council of said City, hereby certifies that the foregoing is a true and correct extract from the minutes of a meeting of the Council of said City, held on the 15th day of May, 2018, to the extent pertinent to consideration and passage of the above-entitled legislation.

Clerk of Council

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: May 1, 2018

Jung-Han Chen
Prepared By:

Account Code No. #:

Budgeted Amount:

April 18, 2018
Date Prepared:

PC-2018-04, Conditional Use Permit Application, 6705 Ringwood Road, to construct an automotive service facility, Scott Webb, Applicant/Agent

Recommendation: Approval with conditions

Discussion:

This application is seeking approval to construct an automotive service facility at 6705 Ringwood Road on a existing vacant lot. The facility is intended to provide special care, modifications and repair services. Some ancillary car sales are anticipated but not to be a primary focus. It was determined that the proposed use is similar to other conditional uses listed in the LI District

Several deficiencies were identified by Staff during the plan review phase and reported to the Planning Commission for consideration: minimum parking setback in the front yard, bicycle parking and pedestrian circulation pattern.

After the public hearing, the Planning Commission discussed the Conditional Use and deliberated this applications, as required by the decision standards and voted 7-0-0 with conditions to City Council for legislative action as follows:

1. The minimum parking setback in the front yard to be waived.
2. Bicycle parking requirement is waived;
3. And the pedestrian circulation requirement is also waived.

Approved By:

Department Head:
City Attorney:
City Manager:

_____/_____
DRE / *4/25/18*

ORDINANCE NO.

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT TO ALLOW AN AUTOMOTIVE SERVICE AND SALES FACILITY WHICH SHALL BE BUILT ON A VACANT LOT IN THE LI (LIGHT INDUSTRIAL) DISTRICT AT 6705 RINGWOOD ROAD OXFORD, OHIO 45056 WITH CONDITIONS.

WHEREAS: the Planning Commission held a public hearing on April 10, 2018 in accordance with Section 1147.02 of the Codified Ordinances of the City of Oxford, on the application of Scott Webb, Applicant, Architect, for a conditional use permit to allow an automotive service and sales facility which shall be built on a vacant lot in the LI (Light Industrial) District at 6705 Ringwood Road, Oxford, Ohio 45056; and

WHEREAS, the Planning Commission, after a public hearing and discussion, voted to approve a motion recommending approval of the conditional use permit application for an automotive service and sales facility which shall be built on a vacant lot in the LI (Light Industrial) District at 6705 Ringwood Road Oxford, Ohio, 45056 with conditions.

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

SECTION 1: Council hereby accepts the recommendation of the Planning Commission and accepts the recommendation report submitted by the Planning Commission and incorporates the same herein and further grants the conditional use permit application for an automotive service and sales facility which shall be built on a vacant lot in the LI (Light Industrial) District at 6705 Ringwood Road Oxford, Ohio 45056 with the following conditions:

1. The minimum parking setback in the front yard shall be waived.
2. The bicycle parking requirement shall be waived.
3. The pedestrian circulation requirement shall be waived.

SECTION 2: 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
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2018-04

Date – April 10, 2018

APPLICATION

Applicant:	Scott Webb, Architect
Location:	6705 Ringwood Road
Owner:	Daniel Ratliff
Action Request:	Conditional Use Permit for Automotive Service Facility
Current Use:	Vacant Field
Zoning:	LI (Light Industrial)
Surrounding Existing Land Uses:	Church, Indoor Shooting Range, Concrete Plant, Hardware Store, Office/Industrial

GENERAL DESCRIPTION

On behalf of Zhuopeng Li, Architect Scott Webb is requesting a conditional use for an automotive service facility to be built on a vacant lot at 6705 Ringwood Road. The area is zoned Light Industrial with a mixture of light industry and service uses. The prospective owner of the property is planning to open an automotive service facility for specialty automobiles. The facility is intended to provide special care, modifications and repair services. Some ancillary car sales are anticipated but not the primary focus. City staff determined that the proposed use is similar to other conditional uses listed in the LI District because of the assembly aspect of vehicular modification.

PUBLIC COMMENTS

Public notices were mailed to surrounding property owners and a notice sign was placed in front of the property. No comments were received as of this writing.

AGENCY REVIEWS

Requests for review were made to the Police, Fire, Engineering and Economic Development Departments. The following comments have been received:

Police:	Returned without comments
Fire:	Returned without comments
Engineering:	Returned with comments
Econ. Dev.:	No comment returned

ZONING CODE REVIEW

Below is an excerpt from Oxford Zoning Code Section 1147.03, Use-Specific Regulations with staff comments in ***bold/italic***:

- (6) Vehicle Service and Repair.
- A. Potential Concerns.
1. Proper design of vehicle management area.
The design is a typical design. However some waivers may be apparent:
- Parking in LI District 50' front yard setback (7 parking spaces are shown)
 - Bicycle parking unknown
 - Pedestrian circulation system not in design

Although there is no landscape or lighting plan, the proposed layout does not prevent compliance with Oxford Zoning Code. Lighting and landscaping can be reviewed at the time of building permit submission.

2. Proximity of service areas to lot lines and adjacent uses.

No adjacent use conflicts observed in the design. The adjacent uses are not residential. It is unknown at this time if the adjacent church would be in use during hours of operation.

3. Outdoor sales and storage.

Intended to be minimal as the storage is in the rear and the sales is limited to three, maximum, as shown on the site plan

4. Tow truck storage.

No tow truck services are intended.

B. Regulations.

1. All disassembly, service, and assembly of vehicles shall be within a completely enclosed structure.

Yes.

2. All service equipment and supplies shall be within a completely enclosed structure.

Yes.

3. Vehicles being serviced or awaiting service shall not be stored in an unenclosed area for more than 7 days.

This is an operational standard, not a design standard.

4. Vehicle service bays shall be setback a minimum of 100 feet from a residential zoning district.

Not applicable.

General Decision Standards for Conditional Uses — Section 1147.02(c)(2)

(2) General Decision Standards. All Conditional Uses shall satisfy these General Decision Standards.

A. The proposed use is in fact a Conditional Use appropriate for in the zoning district in which it is proposed.

Yes, the use can be allowed as a conditional use. There is no other district where this use is permitted.

B. The use and site will satisfy the general intent of this Zoning Code.

Yes

C. The use and site will be compatible with the general intent of the Comprehensive Plan.

Yes

D. The size and shape of the site are sufficient for the proposed use.

Yes

E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.

None expected.

F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.

No excessive nuisance conditions expected.

G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.

No additional accessory uses expected other than car sales.

H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.

Opportunity for comment has been provided to Police, Fire and Service Department.

I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.

Opportunity for comment has been provided to Police, Fire and Service Department.

J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.

Harmonious design is proposed. Renderings of the proposed steel building have been provided by Mr. Webb.

K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.

Opportunity for comment has been provided to Police, Fire and Service Department. The site has been designed as a typical commercial parking lot; allowing cars to enter and exit the site in a forward motion. While it would have been ideal for the lots along Ringwood to have shared or otherwise coordinated entrances, that opportunity passed by when the lots were platted.

L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.

No features for protection are known. The lot is an open field.

M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

Yes, as stated by applicant.

RECOMMENDATION

Based upon the zoning code review within and the above analysis, if the Planning Commission finds the proposal to meet the general and site specific requirements, it can forward a recommendation of approval to the City Council. Any waivers or modifications of the dimensional regulations of Oxford Zoning Code should be discussed and listed in the written recommendation.

SUBMITTED BY:



Sam Perry, AICP

Planner

DATE: April 3, 2018

ATTACHMENT

(c) Planning Commission Review. The Planning Commission shall base its review of a proposed Conditional Use upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. If the Planning Commission finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

(1) Burden of proof.

- A. Planning Commission has no obligation to recommend approval and City Council has no obligation to approve a Conditional Use. This Zoning Code assumes that the uses listed in this section are not appropriate unless an Applicant proves that the use will not be detrimental to the public health, safety, or general welfare of the City or the neighborhood in which it is proposed.
- B. Applicants shall prove that potential negative impacts of elements such as location, size and extent of facilities and operations, site design, traffic generation, site access, and potential impact upon public facilities will be adequately mitigated.

(2) General decision standards. All Conditional Uses shall satisfy these General Decision Standards:

- A. The proposed use is in fact a Conditional Use in the zoning district in which it is proposed.
- B. The use and site will satisfy the general intent of this Zoning Code.
- C. The use and site will be compatible with the general intent of the Comprehensive Plan.
- D. The size and shape of the site are sufficient for the proposed use.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
- H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

(d) Action by Planning Commission.

- (1) The Planning Commission shall recommend to Council approval, approval with conditions, or denial of an application as presented and shall clearly state the findings upon which its recommendation is based.
- (2) The Planning Commission shall base its recommendation to Council upon how well the application satisfies the General Decision Standards and the Decision Standards for the proposed use. **In its recommendation, Planning Commission may waive or modify dimensional regulations of the Zoning Code, or impose more strict regulations and any additional conditions, guarantees, and safeguards it deems necessary to satisfy the purposes of this Zoning Code.**

PC-2018-04

Surrounding Property Owners Notifications Map

Legend

-  Subject Parcel
-  200 Ft. Buffer
-  Oxford Corp. Limit
-  Address Point
-  Parcel
-  16.5' Vacated ROW
-  Building Footprint
-  Paved Roadway



1 inch = 100 feet

Prepared on Friday, March 09, 2018

The City of Oxford does not guarantee the dimensional accuracy of this map. Precise dimensional accuracy should be based upon recorded deeds, plats or a professional survey.

College Corner Pike

Ringwood Rd

Ringwood Rd

6723

6715

6705

6701

6711

Ringwood Rd

City of Oxford
Inter-Office Review Transmittal Sheet

Date: February 28, 2018

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2018-04, **CONDITIONAL USE**, to allow for an automotive service facility to be constructed on a vacant lot in the LI Light Industrial District, located at ~~5711~~ Ringwood Road, **Scott Webb, Applicant, Agent**
6705

 X Review Revisions Other

Please return no later than: **March 26, 2018** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

Drawings reviewed by: [Signature]

Date: 3-12-18

PRINTED NAME

PRINTED NAME



Memo

Service Department
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu, P.E.

RE: PC-2018-04
Conditional Use - Automotive Service Facility
6705 ~~6711~~ Ringwood Road

DATE: March 23, 2018

Due to the size of the proposed development and the approximate lot size of over an acre, the development may become subject to the OHIO EPA rules and permits for storm water.

Prior to initiating construction, the owner / developer are to obtain all necessary OHIO EPA storm water permits. Proof, that all necessary permits have been obtain, shall be provided to the Engineering Division.

Date: February 28, 2018

To: Fire Department Engineering Division / Police Department / Econ Dev Department

PC-2018-04, CONDITIONAL USE, to allow for an automotive service facility to be constructed on a vacant lot in the LI Light Industrial District, located at ~~6741~~ Ringwood Road, **Scott Webb, Applicant, Agent**

 X Review Revisions Other

Drawings are returned: w/comments ~~without/comments~~

Drawings reviewed by:

Date:

PRINTED NAME

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that Scott Webb, Architect has permission to represent our interest with the City of Oxford's Planning Commission & City Council regarding the construction of a new Auto Service facility on Ringwood Road in Oxford.

Thank you,

Signed:

Daniel E. Ratliff

dotloop verified
02/23/18 1:08PM EST
ZNXN-FZEX-XLJR-P3RD

Daniel Ratliff

2/23/18
Date:

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that Scott Webb, Architect has permission to represent our interest with the City of Oxford's Planning Commission & City Council regarding the construction of a new Auto Service facility on Ringwood Road in Oxford.

Thank you,

Signed: zhuopeng Li
Zhuopeng (Jack) Li

02/22/2018
Date:



Internal Use Only:

Case No.

PC-2018-04

Date Filed

2/23/18

Conditional Use Permit Application

Applicant Information

Attach a Letter of Agency if the Applicant is not the property owner.

Name * Scott Webb, Architect

Mailing Address * 13 West Walnut Street

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number(s) * 523-3838

Email Address scott@scottwebbarchitect.com

Owner Information

Name * Marlys H. Ratliff & Daniel E. Ratliff - Property / Zhuopeng (Jack) Li Business Owner

Mailing Address * 3300 Farmersville W Alex Road / 613 Ogden Court Apt. 142

City, State & Zip Code * Farmersville Ohio 45325 / Oxford, Ohio 45056

Telephone Number(s) * _____

Email Address liz32@miamioh.edu

Location and Lot Information

Location of Property * 6711 Ringwood Road

Legal Description * Parcel H4100028000014

Zoning District * LI

Total Area * 44,997 → Check One * Acres ☐ Square Feet ☒

Existing Use Description * Vacant Land

Proposed Use Description * Automotive Service Facility

Submission Requirements and Documentation

From Section 1147.02(a)¹.

- (1) Contents of application for conditional use permit. Thirteen complete sets of all information shall be submitted with an application. The Zoning Administrator may modify this requirement based upon the type of materials included. Please contact the Zoning Administrator prior to submitting an application to discuss the submission requirement. If any information is submitted in color or on non-standard paper, more copies may be required.

- A. Application Fee.
- B. Description of Use and Site.

A written, detailed description shall include the following information. A separate response is required for each subsection.

1. The name, mailing address, and telephone number of the applicant and the property owner.
2. If the applicant is not the owner, a statement from the owner that the applicant is entitled to apply on his or her behalf.
3. A legal description of the site, including all separate lots.

- A. The proposed use is in fact a Conditional Use appropriate for the zoning district in which it is proposed.
- B. The use and site will satisfy the general intent of this Zoning Code.
- C. The use and site will be compatible with the general intent of the Comprehensive Plan.
- D. The size and shape of the site are sufficient for the proposed use.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
- H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

Fees & Receipt

The required fees are \$400.00 plus \$10.00 for postage. You may write a \$410.00 check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *

Date *


2/23/2018

Submit Application, Submission Requirements and Documentation, and Fees

We will not accept incomplete applications and/or plans and documentation.

Send or drop off this application with required plans and documentation as attachments and a check for fee and postage made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

Direct questions to the Community Development Dept. at (513) 524-5204. The application will be placed on the next possible agenda.

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the Planning Commission meeting on which the action is requested. City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**

For Staff Use Only

Fee Paid Date *

2/23/18

Receipt Number *

191206

¹ City of Oxford Codified Ordinances: <http://www.cityofoxford.org/fees-ordinances-and-charter/>

² Butler County Auditor Real Estate Search: <http://www.butlercountyauditor.org/>

Jung-Han Chen
Community Development Director
City of Oxford
Municipal Building
101 E. High Street
Oxford, Ohio 45056



**SCOTT
WEBB**

A R C H I T E C T

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838

www.scottwebbarchitect.com

Re: Application for Conditional Use
Proposed Auto Service Facility
6711 Ringwood Road
Parcel H4100028000014

6705
correct
address

February 22, 2018

Dear Mr. Chen,

Please accept this letter as a formal request for a review hearing by the City of Oxford Planning Commission and Oxford City Council for a Conditional Use for an Proposed Auto Service Facility on Ringwood Road in the LI Zoning District..

The attached proposal has been prepared for and with the help of the following:

Property Owners:

Marlys H. Ratliff & Daniel E. Ratliff
3300 Farmersville W Alex Rd
Farmersville Ohio 45325

Purchaser / Business Owner:

Zhuopeng (Jack) Li
613 Ogden Court Apt. 142
Oxford, OH 45056

Architect:

Scott Webb, Architect
103 West Walnut Street
Oxford, Ohio 45056

Civil Engineer:

Bayer Becker, Engineers & Surveyors.
318 South College Avenue
Oxford, Ohio 45056

Narrative Statement describing how the proposed Conditional Use meets the following decision standards of the zoning district in which it is located.

In response to the decision standards outlined in the application, we offer the following:

- A. *The proposed use is in fact a Conditional Use in the Zoning District in which it is proposed;*

The City Planner directed my client to proceed as a conditional use in the LI District as an "other manufacturing, processing, or storage uses" considered to be of the same general character as the permitted uses.

- B. *The use and site will satisfy the general intent of the Zoning Code;*

The property is Zoned LI, and is considered by staff to be the appropriate zoning district for a use of this type.

- C. *The use and site will be compatible with general intent of the Comprehensive Plan;*

The Land Use Objectives and Strategies from the Comprehensive Plan recommends identifying sites for commercial, office and industrial development along the US 27 Corridor, encourages reinvestment and favors infill over sprawl. This parcel has been vacant and on the market for over 15 years.

The Economic Development section directs us to attract new businesses consistent with the skills of the local community, quality of life and identified economic needs.

- D. *The size and shape of the site are sufficient for the proposed use.*

At over an acre, the size and shape of the site is adequate for the proposed use with the potential for expansion. The shape and size of the lot accommodates the building, maneuvering & parking, and respects all setbacks from all property lines.

- E. *The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.*

The proposed use will not be disturbing to neighbors already providing light manufacturing, indoor firearm practice and training, or Sunday morning worship services.

It is important to note that the Church chose to locate in an Industrial District through an "Additional Use" process in 2002.

- F. *The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.*

Automobile service facilities represent a low impact light industrial use and are permitted in other, more public commercial zoning districts.

- G. *The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.*

A limited number of cars will be sold as a normal and customary accessory use to this type of business and not independent of the principle use.

- H. *The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal or adequate provisions will be made to provide the same services privately.*

All utilities are available at the proposed location. No special provisions are required.

- I. *Development of the site and operation of the use will not require substantial public expenditure for infrastructure or services.*

No public expense is anticipated by this project.

- J. *The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district*

The proposed building is intended as a single story pre-engineered metal building, similar in scale and materials as the adjacent buildings and those permitted in the LI district.

- K. *The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.*

Access to the site has been carefully considered for the operation of the business and the adjacency of other business entrances along Ringwood Road, providing separation between this entrance and that of the indoor shooting range.

- L. *Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.*

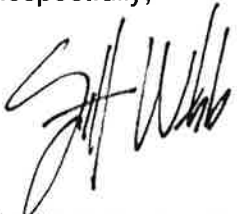
The proposal contained herein is designed for a vacant piece of undeveloped land with no natural scenic or historic features.

- M. *All Necessary permits and licenses for the Conditional Use and its operation have been obtained or can be obtained for the use at the proposed location.*

A professional review of the building code has been performed, and all necessary permits and licenses can be obtained for this use in this location.

Thank you for your consideration of this proposal. If you have any questions or need any additional information, please call.

Respectfully,

A handwritten signature in black ink, appearing to read 'Scott Webb', is written over a horizontal line.

Scott Webb, Architect

Jung-Han Chen
Community Development Director
City of Oxford
Municipal Building
101 E. High Street
Oxford, Ohio 45056



SCOTT
WEBB

ARCHITECT

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838

www.scottwebbarchitect.com

Re: Application for Conditional Use
Proposed Auto Service Facility
6711 Ringwood Road
Parcels H4100028000014

February 23, 2018

Dear Mr. Chen,

In addition to the narrative statement required on the Conditional Use Application, please accept this letter as the additional narrative statement required by Section 1147.02 of the Zoning Code.

In response to the items listed in 1147.02, we offer the following:

6. *A description of the proposed use.*

- a. *A description of operations, including type of goods sold, services performed, and expected number of customer, clientele, delivery & service vehicles*

The proposed building is designed to provide automotive repair & modifications inside a new building.

The building is designed to accommodate (4) cars at a time inside the building with staging areas for cars awaiting service and parking for cars waiting to be collected by their owners.

The proposed business does not anticipate high daily traffic counts, as most services are performed by appointment.

- b. *Hours of operation*

The proposed hours of operation are from 7:30 AM to 7:30 PM to allow for drop-off and pick-up of cars before and after typical business hours.

7. *A narrative statement that evaluates the compatibility of the proposed use with the general vicinity and adjacent properties;*

- a. *How is the use similar to or different from existing area uses and if there will be any interaction between the proposed and existing uses*

The property is zoned LI and is surrounded by semi-industrial uses (Capital Varsity), a church, the new shooting range, and vacant agricultural uses outside the City limits. The site is designed to accommodate all functions of the business with no anticipated interaction with existing uses in the vicinity.

- b. *How any existing structures, proposed structures, and the site design relate to adjacent structures and sites*

The property is currently undeveloped.

The proposed building will be a single story pre-engineered metal building, appropriate for the use and typical for the uses anticipated by the LI Zoning District.

- c. *If the use will involve any operations that create potential nuisances, such as excessive noise, lighting, odor, fumes, vibration, or emissions.*

Automobile service facilities represent a low impact light industrial use and are permitted in other, more public commercial zoning districts. All work takes place inside the proposed building.

- d. *How any potential negative effects on adjacent land will be mitigated.*

The design of the site provides for generous setbacks, and will be provided with typical parking lot and security lighting.

8. *A statement about why the location proposed is more appropriate for use than other locations;*

While our Zoning Code does not currently address businesses like this in any zoning district, it was the feeling of the City Planner that this use is typically found in GB areas and would be compatible with the intent of the LI District.

9. *A statement of the necessity or desirability of the proposed use to the neighborhood or community.*

The changing demographics of Miami students and the community at large has created an influx of exotic cars and a business opportunity in providing special care, modifications, and repairs to these customers. With limited property of this size available in the GB district, the owner broadened his search to the western edge of the City.

At just over an acre, the property in question has been on the market for over 15 years and is quite small for many potential industrial uses. As a destination business not dependent on high visibility and traffic counts, the owner has decided to investigate this property for his new business.

With the new MayDay indoor shooting range and Gillman Home Center as neighbors, the area currently accommodates retail and service businesses among the Light Industrial uses.

10. *Separate detailed statements that individually address each of the items listed as potential concerns for the proposed use.*

Based on the potential concerns of Vehicle Service and Repair Facilities itemized in 1147.03(b)(6) we offer the following;

A. *Potential Concerns:*

1. *Proper Design of Vehicle Management Area*

The vehicle management areas are designed to present a clear path for customers and employees to move cars through the site logically and efficiently.

The curb cut entering the property has been located to provide separation from the adjacent existing drives.

2. *Proximity of Service Areas to lot lines and adjacent uses*

All service activities will happen inside the building. .

3. *Outdoor Sales and Storage*

As is typical of this type of business, incidental cars for sale will be located as indicated on the site plan and inside the building.

Parking areas are provided for cars awaiting service and those that are finished outside the building

4. *Tow Truck Storage*

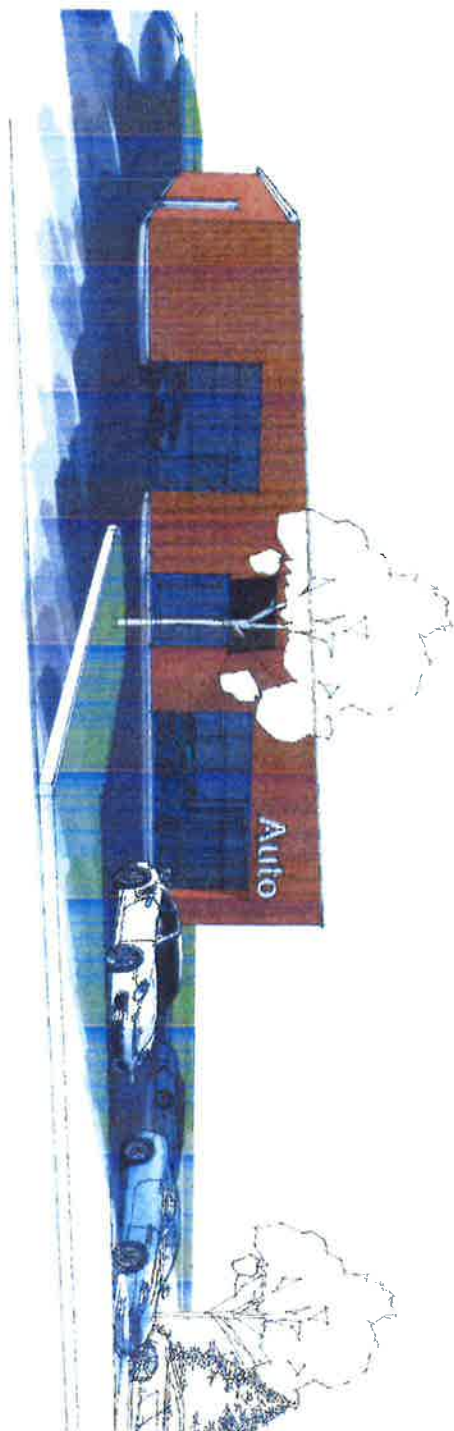
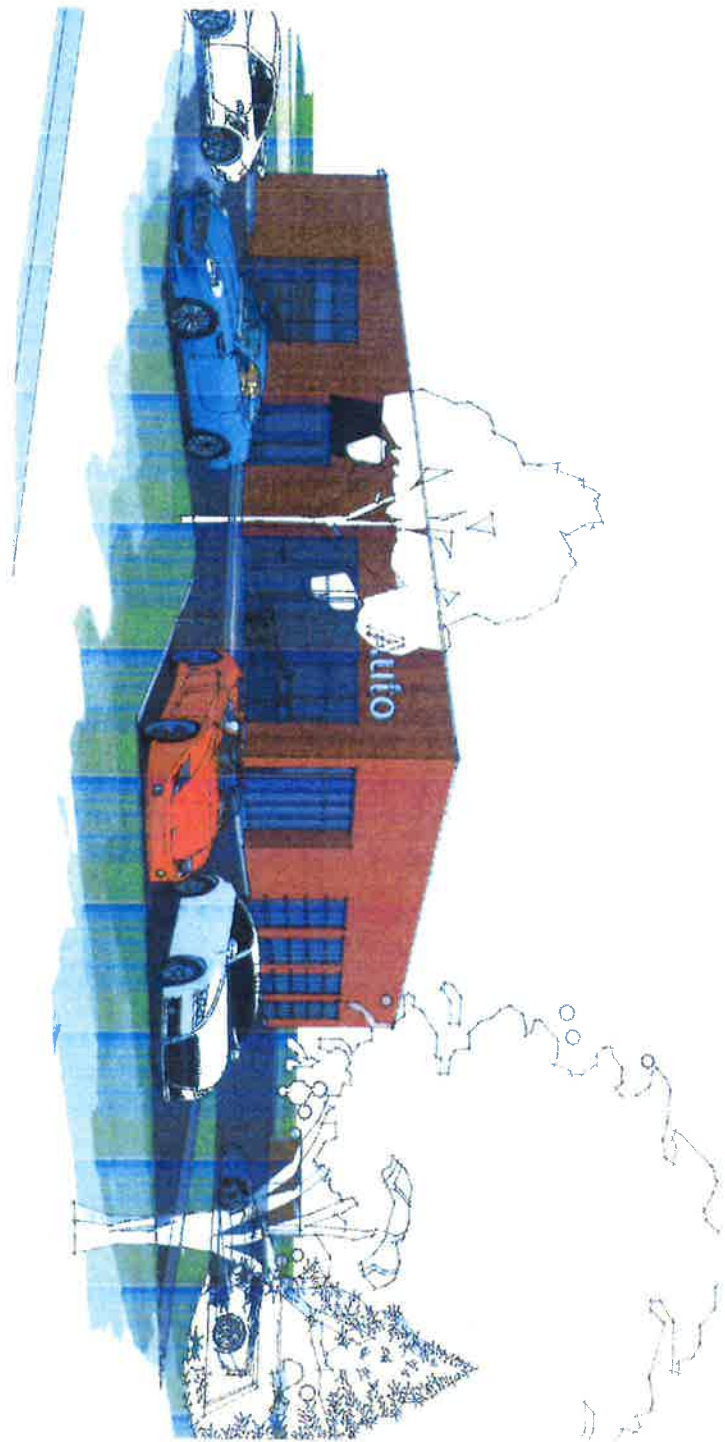
Towing services are not anticipated to be provided, so no truck storage is required.

Thank you for your consideration of this proposal. If you have any questions or need any additional information, please call.

Respectfully,

A handwritten signature in black ink, appearing to read 'Scott Webb', written in a cursive style.

Scott Webb, Architect

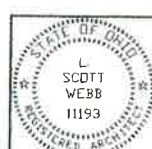


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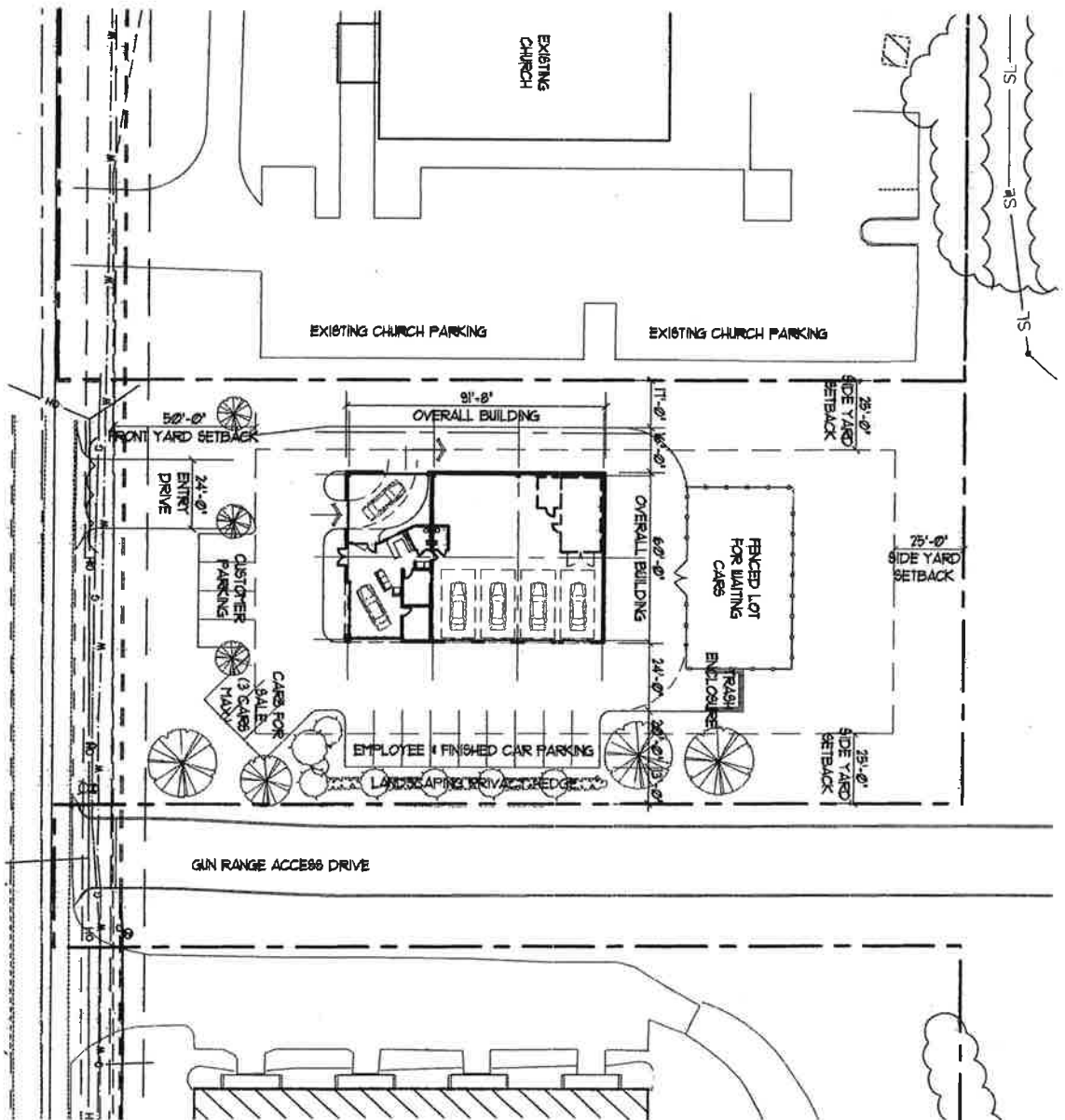
DATE	February 22, 2008
REVISIONS	

PROPOSED NEW AUTO SERVICE & SALES
Ringwood Road
 OXFORD, OHIO 45056

SCOTT WEBB
 ARCHITECT
 100 West Main Street
 Oxford, Ohio 45056
 (513) 523-3038
www.scottwebbarchitect.com



PRELIMINARY SITE PLAN 1" = 40'-0"

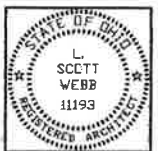


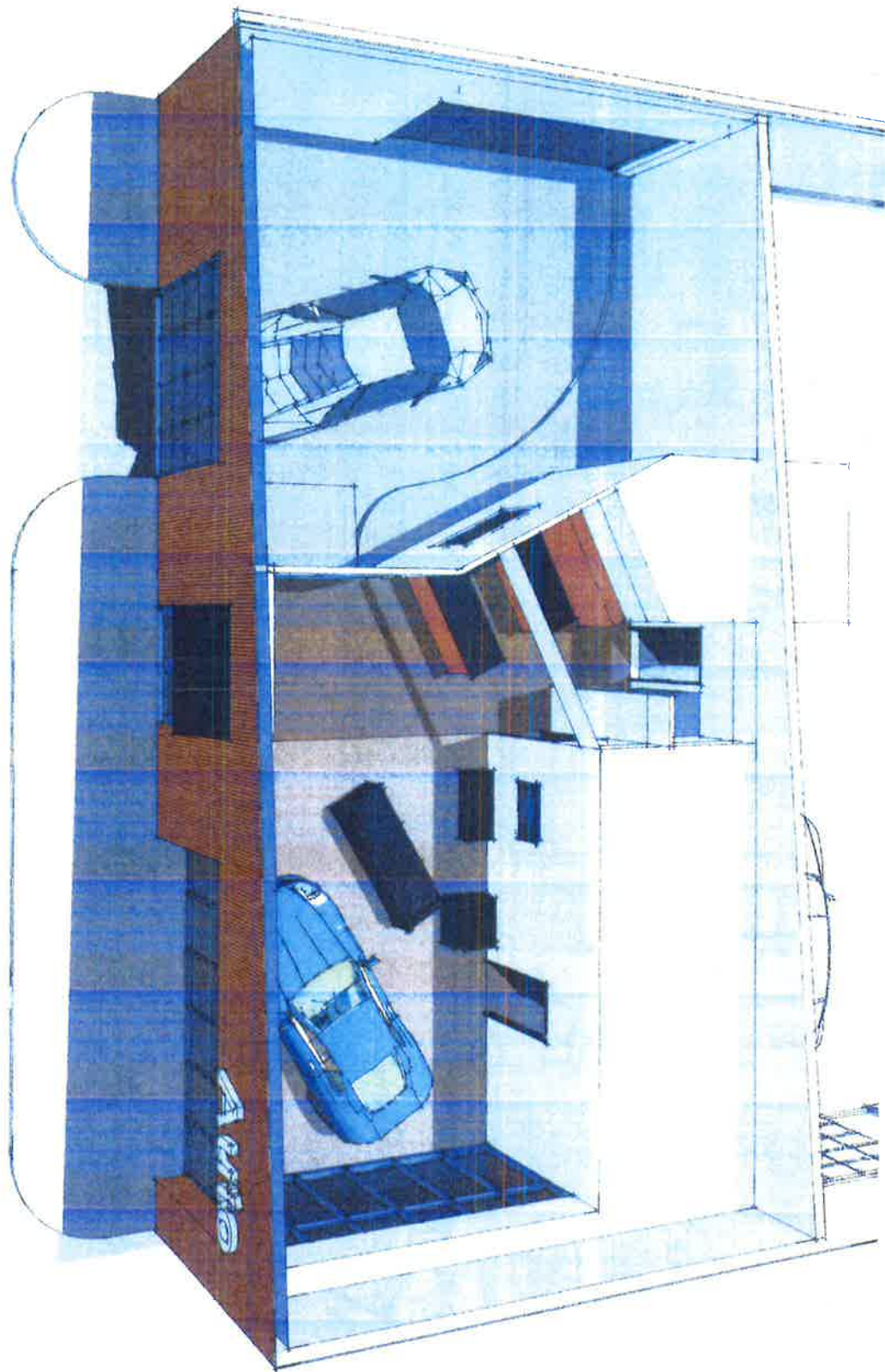
A-2

DATE	REVISIONS
February 21, 2005	

PROPOSED NEW AUTO SERVICE & SALES
Ringwood Road
 OXFORD, OHIO 43056

SCOTT WEBB
 ARCHITECT
 103 West Main Street
 Oxford, Ohio 43056
 615 523 5288
 www.scottwebbarchitect.com





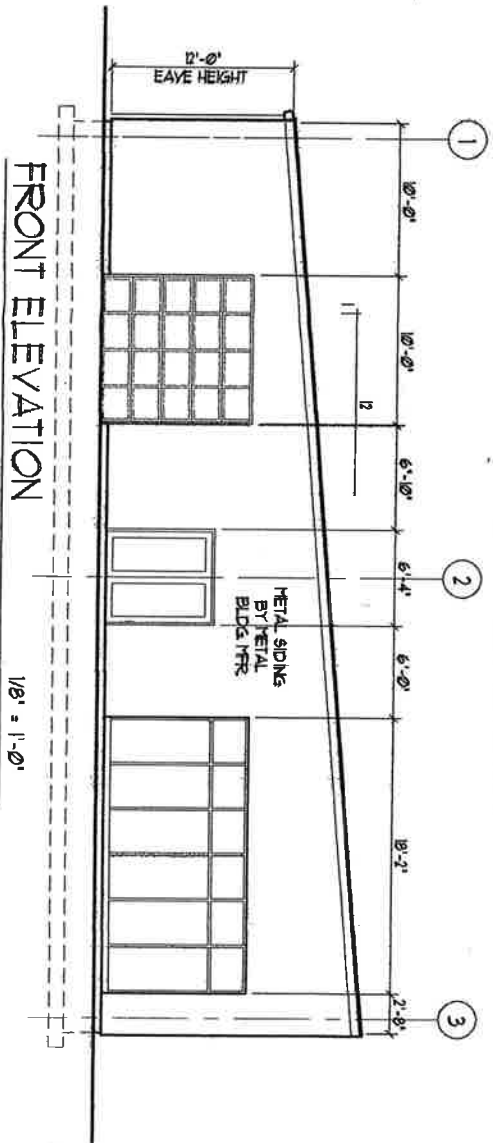
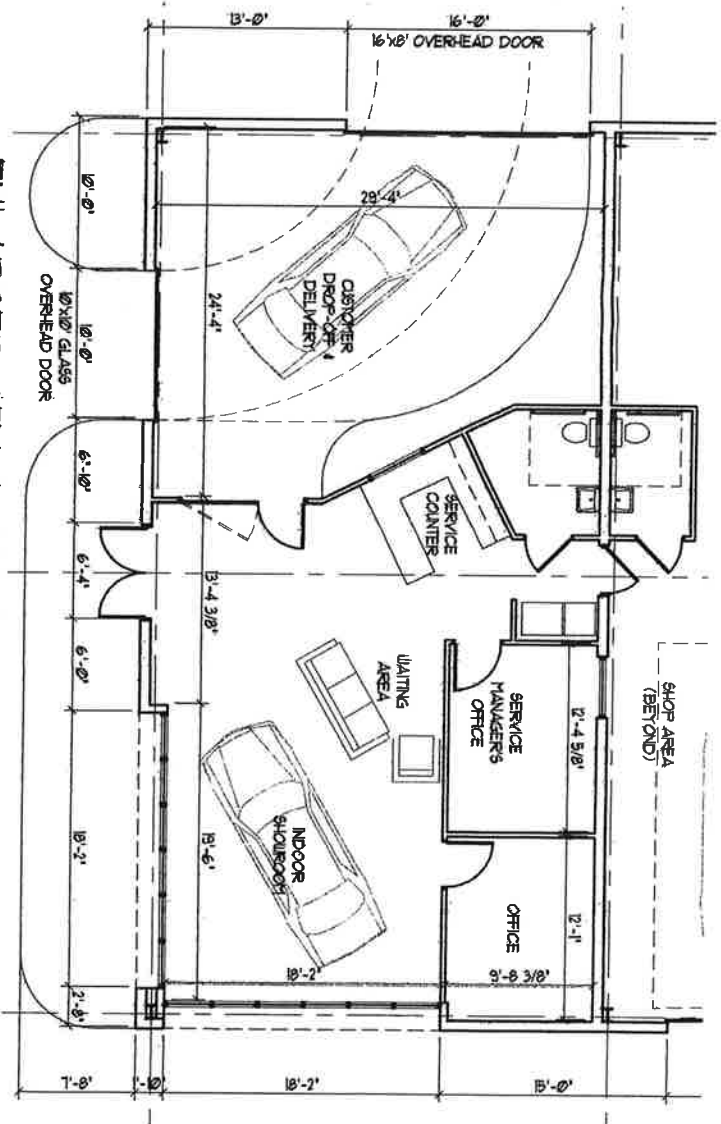
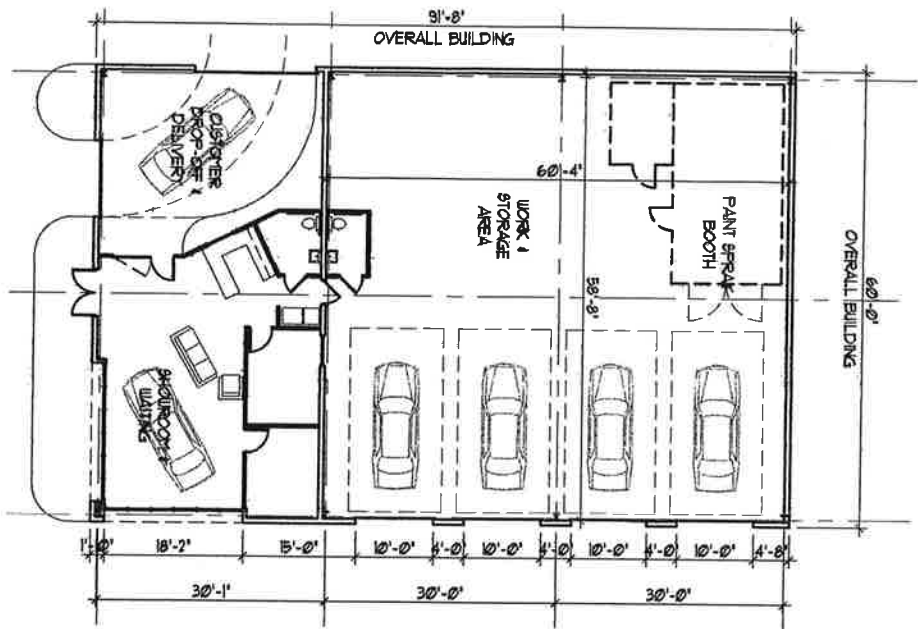
A-4

DATE	February 27, 2008
REVISIONS	

PROPOSED NEW AUTO SERVICE & SALES
Ringwood Road
 OXFORD, OHIO 45056

ARCHITECT
 SCOTT
 WEBB
 110 West Main Street
 Oxford, Ohio 45056
 (513) 523-3588
www.scottwebbarchitect.com





DATE	February 22, 2020
REVISIONS	

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: April 17, 2018

Candi Fyffe

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

April 10, 2018

Date Prepared

Agenda Title: Repeal and Adopt An Ordinance Establishing Salaries And Certain Benefits For Salaried and Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2018 Through December 31, 2018.

Recommendation: Approve.

Discussion: Repeal the original and adopt a revised 2018 Salary Ordinance establishing minimum pay rates for part-time and seasonal employees. The current Salary Ordinance only included maximum pay rates for part-time and seasonal employees. It also stated "contract base rate" as for Non-Sworn Police Department Employees. The Contract only covers full-time employees and therefore it should not be cross-referenced in the Salary Ordinance when it comes to part-time employees. To clearly define pay rates for part-time and seasonal employees we are implementing these changes. Additions are bolded and deletions are indicated by strikeout and have been approved by the City Manager.

Section 1. Staff is changing the title of Payroll & Benefit Specialist to Payroll Specialist to more accurately reflect job duties.

Section 3. Staff is implementing a minimum pay rate per hour and a maximum pay rate per hour.

Section 4. Staff is implementing a minimum pay rate per hour and a maximum pay rate per hour.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

cf | 4/10/18

1

GAK | 4-13-18

ACM

ORDINANCE NO. _____

AN ORDINANCE REPEALING ORDINANCE NO. 3453 ADOPTED NOVEMBER 21, 2017 AND ADOPTING A NEW ORDINANCE ESTABLISHING SALARIES AND CERTAIN BENEFITS FOR SALARIED AND HOURLY FULL-TIME AND PART-TIME EMPLOYEES WITHIN THE SERVICE OF THE CITY OF OXFORD, OHIO, PAID FROM JANUARY 1, 2018 THROUGH DECEMBER 31, 2018.

WHEREAS: THE SALARIES, WAGES AND CERTAIN BENEFITS FOR A NUMBER OF OFFICIALS AND EMPLOYEES OF THE CITY OF OXFORD SHALL BE FIXED AS FOLLOWS (ADDITIONS ARE BOLDDED AND DELETIONS ARE STRUCKTHROUGH):

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

SECTION 1: The following full-time positions are hereby established with respect to position title, authorized number and pay range:

Position	Type	Authorization # of Employees	Pay Band
Office of the City Manager			
City Manager	NC	1	By Contract
Assistant to the City Manager	NC	1	5
Human Resources Director	NC	1	7
Clerk of Council/AAll	NC	1	4
Economic Development Department			
Economic Development Director	NC	1	7
Finance Department			
Finance Director	NC	1	By Contract
Assistant Finance Director	NC	1	6
Payroll & Benefits Specialist	C	1	5
Finance Specialist	C	1	5
Accounting Specialist	C	1	4
Utility Collections Specialist	C	2	4
Law Department			
Law Director	NC	1	By Contract
Parks & Recreation Department			
Parks & Recreation Director	NC	1	7
Recreation Programs Supervisor	C	1	5
Sports Activities Supervisor	C	1	5
Office Manager	NC	1	5
Receptionist	C	1	1
Sports Coordinator	C	1	3

Community Development Department			
Community Development Director	NC	1	7

Planner	C	1	6
Admin Asst to Director (Tech)	NC	1	5
Administrative Assistant II	NC	2	3
Safety Department – Fire Division			
Fire Chief/Inspector	NC	1	7
Fire Captains *See Attachment B	C	3	6
Firefighter/Paramedics *See Attachment B	C	6	5
Administrative Assistant II	NC	1	3
Safety Department – Police Division			
Police Chief	NC	1	7
Police Lieutenant	C	2	By Contract
Police Sergeant	C	6	By Contract
Police Officer	C	17	By Contract
Public Safety Assistant	C	3	By Contract
Police Records Specialist	C	1	By Contract
Dispatcher/Clerk	C	6	By Contract
Office Manager	NC	1	5
Service Department			
Service Director	NC	1	7
Environmental Specialist	C	1	5
Administrative Assistant III	NC	1	4
Custodian	NC	1	1
Engineering Division			
City Engineer	C	1	6
Engineer	C	1	5
Engineering Aide	C	1	4
Streets and Maintenance Division			
Streets and Maintenance Manager	C	1	6
Equipment Mechanic	C	1	5
Parks Maintenance Supervisor	C	1	5
Street Operations Specialist	C	1	4
Service Workers		10	
Wastewater Division			
Collection			
Wastewater Collection Manager	C	1	6
Service Workers		4	
Plant			
Wastewater Plant Manager	C	1	6
WWTP Laboratory Technician	C	1	3
Plant Mechanic II	C	1	4
Plant Mechanic I	C	1	3

Service Worker I	NC	1	1
WWTP Operators		3	
Water Division			
<i>Distribution</i>			
Water Distribution Manager	C	1	6
Service Workers		4	
<i>Plant</i>			
Water Plant Manager	C	1	6
Utility Maintenance Technician	C	1	2
Utility Meter Reader	NC	1	1
Water Plant Operators		2	
TOTAL Full-Time Budgeted:		116	

NC = Non-Classified Employee
C = Classified Employee

SECTION 2: The compensation plan setting forth the range of base pay bands for each position title, being pay bands 1 through 7, is attached hereto (Attachment A) and incorporated herein as the Base Pay Band Provisions.

- A.** Adoption of this ordinance reflects a 3% increase rounded up to the nearest penny of all employees not covered by a collective bargaining agreement. The Finance Director, Law Director and City Manager shall also receive the same increase to their current base salaries.
- B.** The City Manager, except as otherwise provided in the charter, is authorized to establish the starting salary not to exceed the position's market midpoint.
- C.** The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.
- D.** The City Manager is hereby authorized to increase an employee's salary not to exceed the market midpoint of the new position when a promotion occurs where an employee moves to a higher job classification.

SECTION 3: The following part-time positions are hereby established with respect to position title, authorized number, **minimum** and maximum compensation (rate per hour except as otherwise indicated) **The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year not to exceed the maximum rate per hour.**

Position	Authorization # of Employees	Minimum Pay Rate	Maximum Pay Rate
Finance Department			
Accounting Assistant	1	\$12.00	\$15.45/hr
Parks & Recreation Department			
Park/Recreation Technician	5	\$8.50	\$ 12.36/hr
Program Coordinator	4	\$8.50	\$ 15.45/hr
Senior Program Coordinator	1	\$10.00	\$16.74/hr
Custodian	3	\$11.00	\$ 14.42/hr
Community Development Department			
Zoning Inspector	1	\$18.00	\$25.00/hr
Service Department			
Deputy Director	1	\$25.00	\$ 41.86/hr
Laborers	4	\$8.50	\$ 13.39/hr
Streets & Maintenance Division			
Wastewater Collection			
Water Plant Operators	2	\$17.00	\$ 21.63/hr
Safety Department – Fire Division			
Part-Time Firefighters/EMTs	30	\$12.00	\$17.51/hr
Firefighters and/or EMTs	64	N/A	\$12.00 \$17.51/hr
Fire Division Captains	3	N/A	\$18.54/hr
Fire Division Lieutenants	1	N/A	\$17.51-per hour
Safety Department – Police Division			
Property Custodian	1	\$20.00	\$28.21/hr
Community Outreach Specialist	1	\$20.00	\$28.21/hr
Police Officer	6	\$28.00	Contract base pay\$34.00
Public Safety Assistant	4	\$20.00	Contract base pay\$26.00
Dispatcher/Clerk	4	\$20.00	Contract base pay\$26.00

TOTAL Part-Time Authorized Strength:	136		
City-Wide			
Intern/Temporary Part-Time		N/A	\$14.00/hr

SECTION 4: The following seasonal part-time positions are hereby established with respect to position title, authorized number, **minimum** and maximum compensation (rate per hour except as otherwise indicated) **The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year not to exceed the maximum rate per hour.**

Position	Authorization # of Employees	Minimum Pay Rate	Maximum Pay Rate
Safety Department – Fire Division			
Fire/EMS for Miami University Coverage	N/A	N/A	\$45.00- per hour
Parks & Recreation Department			
Park/Recreation Technician	36	\$8.50	\$11.50/hr
Program Coordinator	3	\$8.50	\$14.50/hr
Service Department			
Street Department			
Laborer	7	\$8.50	\$ 13.00/hr
Wastewater Division			
Plant			
Laborer	1	\$8.50	\$ 13.00/hr
Collections			
Laborer	1	\$8.50	\$ 13.00/hr
Water Division			
Plant			
Laborer	1	\$8.50	\$13.00/hr
TOTAL Seasonal Part-Time Authorized Strength:	49		

SECTION 5: Department Heads and Supervisory Employees.

A. Defined. The positions of City Manager, Finance Director, Law Director, Police

Chief, Community Development Director, Service Director, Parks and Recreation Director, Fire Chief, Human Resource Director and Economic Development Director are department heads. These employees in addition to Assistant Finance Director, Deputy Service Director, Streets and Maintenance Manager, Wastewater Collection Manager, Water Distribution Manager, Water Plant Manager and Wastewater Plant Manager for the purposes of group life and accidental death and dismemberment, are considered supervisory employees.

- B. Overtime.** Department heads are salaried employees and are not entitled to overtime.

- C. Vacation.** Department heads shall accrue vacation leave monthly at the following rates (except a first year department head who shall receive vacation accrual after the completion of the twelfth month):

After 12 months (1 year) - 120 hours
After 84 months (7 years) - 160 hours
After 156 months(13 years) - 200 hours

The City Manager is authorized to grant up to 80 hours of vacation leave during the first year of employment of a department head on the basis of extenuating circumstances.

The City Manager's vacation benefit shall be in accordance with the City Manager's contract.

- D. Other Benefits and Provisions.** Except as superseded by the provisions of this section, department heads and supervisory employees shall be entitled to all other benefits and provisions of this ordinance applicable to full-time employees of the City of Oxford.
- E. Sick Leave.** The Police Chief shall receive a bonus of \$310 per calendar quarter if he uses no sick leave during that quarter. If the Police Chief uses no sick leave for the calendar year, he shall receive an additional \$360. The bonus payment shall be issued at the end of each calendar quarter.

SECTION 6: General Provisions

- A. Pay Periods.** Employees shall be paid bi-weekly. Pay days shall be on Friday, except when City offices are closed for a holiday on Friday, in which case payday shall be the last workday preceding the holiday.
- B. Hours of Work.** Full-time, non-salaried employees' work week shall be forty hours. When directed by their supervisor to work overtime, such employees shall be compensated at the rate of one and one-half (1-1/2) times their base rate of pay for all hours actually worked in excess of forty hours per week. An employee who is called to work following the completion of their normal work day and one-half (1/2) or more hours prior to the commencement of their next normal work day shall receive a minimum of two (2) hours compensation for such call-in at one and one-half (1-1/2) times their normal rate.

- C. Emergency Appointments.** In case of civil unrest or other like emergency, the City Manager may appoint emergency police officers or other volunteer citizens as may be necessary for temporary service during the emergency and shall report this action to the City Council at its next meeting. Such emergency appointees shall be compensated for all time actually worked on behalf of the City.
- D. Firefighters** (excluding full-time Fire Captains and Firefighter/Paramedics. See Appendix B). Firefighters are paid according to the schedule in Section 3 hereof of part-time employees. A firefighter may receive a supplement equal to one-half their ordinary job wage if their employer does not continue pay while they are away from work attending to a fire.

No Paid-on-Call or Part-time firefighter may work in excess of fifteen hundred (1500) hours in any given Calendar year or in excess of one hundred-six (106) hours in any pay period.

Any hours worked in the employee's hired capacity or similar function to their hired capacity shall be calculated as total hours worked for that pay period and year. Performing other department sanctioned duties other than those for which the employee was hired shall not be included in total hours.

- E. Shift Differential Pay.** The applicable rate of shift differential for the entire shift worked will be determined by the applicable rate for the majority of the hours in an assigned shift. If an assigned shift is evenly divided between two rates, the higher rate shall be applicable to all hours of the shift worked. A full-time employee who is assigned by their supervisor to work a shift after 4:00 p.m. and before 8:00 a.m. shall receive shift differential pay for all hours worked. The differential shall be twenty-five cents (\$0.25) per hour for all hours of a shift actually worked after 4:00 p.m. and before 12:00 midnight. The differential shall be forty-five cents (\$0.45) per hour for all hours of a shift actually worked after 12:00 midnight and before 8:00 a.m. Shift differential will be paid at its normal rate for scheduled hours worked on a holiday in addition to holiday pay. Overtime may be incurred for the work week (over 40 hours) attributable to working during a shift differential period (defined above). For purposes of calculating overtime pay, the base pay rate shall include the hourly shift differential amount. The shift differential rate used for overtime calculation will be the same rate used for shift differential as determined per the guidelines above.

SECTION 7: Employee Benefits

- A. **Uniforms.** The Police Chief shall receive credit in the same manner as the Detective Sergeant as specified in the Police Sergeants and Lieutenants contract.

The City shall provide full-time employees in the Service Department and the Parks & Recreation Department, who wear a uniform in the performance of their duties, with a uniform rental service.

- B. **Sick leave.** Sick leave shall be earned by all full-time employees at the rate of ten (10) hours per month and may be accumulated without maximum. Previously accumulated sick leave may be transferred as allowed by law. Under extraordinary circumstances, the City Manager may approve the transfer of sick leave credits from one City employee to another.

- C. **Sick Leave Incentive.** A full-time, non-contract employee shall receive an incentive of two hundred dollars (\$200.00) per calendar quarter if the employee uses no sick leave during that quarter. Use of any hours, including partial hours, of sick leave will result in the employee receiving no payment for that quarter. Any employee who uses no sick leave for a calendar year shall receive an additional two hundred dollar (\$200.00) incentive. The employee shall receive all such incentive payments at the end of each calendar quarter. Any payment shall reflect applicable federal, state, and local withholdings. Sick leave used for Worker's Compensation leave as defined in the Employee Handbook shall not be considered sick leave used for purposes of this paragraph.

As a part of the sick leave incentive, as of December 31, 2007, those employees having a sick leave balance will have those hours banked. Future accruals will not be added to the hours banked, however, all banked hours and any accruals will continue to show on the individuals pay stub to be used should the hours be needed for illness. The banked hours will be held until retirement, death or lay-off, at which time not more than 1200 banked hours may be converted to vacation time at the ratio of one-to-one for the first three hundred hours and three-to-one for the remaining nine hundred hours.

- D. **Sick leave conversion.** Prior to retirement, an employee with a banked sick leave balance of 280 hours up to a maximum of 1200 hours may convert the balance to vacation or pay at a rate of 5:1. However, there must be 240 hours remaining, and such conversion may only be made by written application to the Finance Department during the month of April, and pay, when requested, will be made on or before May 20th. Should an employee on lay-off (who has converted sick leave to vacation) return to City employment, they may within one year of reinstatement repurchase their accumulated sick leave by repaying at the same rate as the pay-off. Such repayment may be in cash, by payroll deduction or use of newly accumulated vacation time.

- E. **Payment of Health Insurance Premiums.** For each full-time employee and Law Director who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced.

- F. Holiday Schedule.** There shall be fourteen (14) paid holidays for full-time employees as follows: (10 holidays/5 personal days)

New Year's Day (January 1)
Martin Luther King, Jr. Day (third Monday in January)
Washington/Lincoln Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving Day (fourth Thursday in November)
Day after Thanksgiving
Christmas Eve Day (The day preceding or following
Christmas Day holiday as designated by the City Manager)
Christmas Day (December 25)
Five (5) Personal Days - 40 Hours

New employees hired during the year shall have their Personal Hours pro-rated based on initial hire date. With the exception of employees who work a continuous schedule, holidays falling on a Saturday shall be observed on the preceding Friday and holidays falling on a Sunday shall be observed on the following Monday.

- G. Pay for Work on Certain Holidays.** Any full-time employee, department heads excluded, who is required by the employee's supervisor to work on a designated holiday as a part of the employee's regularly scheduled duty and within the employee's normal hours of work shall receive pay in an amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked by the employee between the hours of 12:01 a.m. and 12:00 midnight, inclusive, on the designated holiday. When such an employee works on a holiday, the employee shall be entitled to an additional day off in lieu of the holiday.

Employees called to work on a designated holiday (to perform a special project or emergency repair) may receive pay in the amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked on the holiday in addition to the eight hours straight time pay for the holiday at the discretion of the City Manager. (Employees working less than eight (8) hours on a holiday have two options: 1) the employee can claim the eight (8) hour holiday and overtime for the actual number of hours worked; or 2) the employee can claim overtime for the number of hours worked, and use personal, vacation or comp time to make up the remaining hours and receive the holiday off at another time.)

When a calendar holiday falls on either weekend day(s) (including Christmas Eve and Christmas), the following rules apply:

- a) If an employee works the designated holiday, the employee is entitled to:
 - 1) One and one-half (1-1/2) times their base hourly rate for the hours worked, and
 - 2) a paid day to be taken at another time.
- b) If an employee works a true calendar holiday(s) that falls on Saturday or Sunday, the employee is entitled to pay at one and one-half (1-1/2) times the base hourly rate for the hours worked.

H. Group Life and Accidental Death and Dismemberment Insurance.

The City will pay 100% of the premium for these fringe benefits for coverage in an amount equal to the employee's annual base salary, except that the amount of the insurance coverage provided will be subject to a reduction schedule included in the group policy. Such reductions generally begin at age 65 and are subject to ADEA regulations. These fringe benefits apply only to full-time employees working at least forty (40) hours per week and the Law Director. The City will pay 100% of the premium group life insurance coverage on the Police Chief in an amount equal to one and one-half(1-1/2)times the Police Chief's annual salary.

For each firefighter, the City will pay 100% of the premium for a Firefighter's Accident Policy, not to exceed \$10,000 in insurance coverage.

I. Longevity Bonus Pay. Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, 2018and are full-time employees of the City on or before December 31, 2018. To be eligible for Longevity Bonus Pay an employee must meet both requirements.

No partial or proportionate Longevity Bonus Pay will be paid. An employee shall accrue one year of service for twelve consecutive months of full-time employment. Part-time employees who become full-time employees may use hours worked as a part-time employee towards years of credit. Credit will not be given for partial years of service.

Full-time employees who leave the City's employment and are eligible to receive longevity pay based on the anniversary date in 2018 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 2018. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

After 5 years - \$450	After 18 years - \$775
After 6 years - \$475	After 19 years - \$800
After 7 years - \$500	After 20 years - \$825
After 8 years - \$525	After 21 years - \$850
After 9 years - \$550	After 22 years - \$875
After 10 years - \$575	After 23 years - \$900
After 11 years - \$600	After 24 years - \$925
After 12 years - \$625	After 25 years - \$950
After 13 years - \$650	After 26 years - \$975
After 14 years - \$675	After 27 years - \$1000
After 15 years - \$700	After 28 years - \$1025
After 16 years - \$725	After 29 years - \$1050
After 17 years - \$750	After 30 years - \$1075

- J. Vacation.** An employee shall accrue vacation monthly at the following rate unless otherwise covered by a collective bargaining unit. At the end of the first year (after 12 months) a non-contract employee will be credited with eighty (80) hours of vacation. At that time the employee will start accruing monthly vacation according to the following schedule:

After 12 months (1 year) - 80 hours
After 24 months (2 years) - 88 hours
After 48 months (4 years) - 96 hours
After 60 months (5 years) - 104 hours
After 72 months (6 years) - 112 hours
After 84 months (7 years) - 120 hours
After 96 months (8 years) - 128 hours
After 108 months (9 years) - 136 hours
After 120 months (10 years)- 144 hours
After 132 months (11 years)- 152 hours
After 144 months (12 years)- 160 hours
After 156 months (13 years)- 168 hours
After 168 months (14 years)- 176 hours
After 180 months (15 years)- 184 hours
After 192 months (16 years)- 192 hours
After 204 months (17 years)- 200 hours

The City Manager is authorized to grant up to 40 hours of the employee's vacation leave to be used in advance of their first year anniversary on the basis of extenuating circumstances.

- K. Reimbursement.** Employees authorized and required by the assigned supervisor to drive personal vehicles on official City business shall be reimbursed for actual miles driven at the IRS standard mileage rate in effect. Employees who are out of the City on official business or at authorized training functions shall be reimbursed for meals at the actual meal cost not to exceed IRS recognized per diem rate including those rates for high cost cities (receipts are required). The City Manager is authorized to adopt specific procedures regarding travel reimbursement.
- L. Continuing Education/Tuition Reimbursement.** For 2018, \$1,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a "B" average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of "A" will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of "A" for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Director.

SECTION 8: Applicability

Irrespective of any language or wording herein above, this ordinance shall not be, and no provision or portion hereof shall be, applicable to any employee of the City of Oxford employed pursuant to a written contract relative to wages and working conditions. This entire ordinance is effective and applicable only as to employees whose employment is not covered pursuant to the terms and conditions of a written contract with the City.

SECTION 9: Repeal of Conflicting Ordinances

All other ordinances and resolutions or parts of ordinances and resolutions in conflict with the provisions of this ordinance be and the same are hereby repealed.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

ATTACHMENT A

CITY OF OXFORD OHIO

PAY BANDS (2018)

	<u>MINIMUM</u>	<u>MAXIMUM</u>
PAY BAND 7		
Annual	\$66,830	\$120,141
Hourly	\$32.13	\$57.76
PAY BAND 6		
Annual	\$52,000	\$92,290
Hourly	\$25.00	\$44.37
PAY BAND 5		
Annual	\$44,512	\$75,026
Hourly	\$21.40	\$36.07
PAY BAND 4		
Annual	\$39,125	\$63,440
Hourly	\$18.81	\$30.50
PAY BAND 3		
Annual	\$35,464	\$59,800
Hourly	\$17.05	\$28.75
PAY BAND 2		
Annual	\$33,176	\$53,830
Hourly	\$15.95	\$25.88
PAY BAND 1		
Annual	\$29,994	\$48,651
Hourly	\$14.42	\$23.39

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: April 17, 2018

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

April 9, 2018

Date Prepared

Agenda Title: An Ordinance establishing the Public Arts Commission of Oxford (PACO) And Establishing Chapter 146 of the Oxford Codified Ordinances.

Recommendation: Approve

Discussion:

The City Manager and staff members met with Councilor Southard and members of the community to discuss the establishment of an arts commission on February 22, 2018. Many communities in Ohio have established similar organizations as either independent 501(c)(3) nonprofit corporations or city commissions. As a municipal commission, it will serve as an advisory group to the City Council and all funds raised or grants received will require appropriation by City Council. A work session was held before the Council meeting of April 3, 2018 at 6:30 p.m. and the consensus of Council was to formally establish the Public Arts Commission of Oxford (PACO).

Approved By:

Department Head:

City Manager:

Initial Date

GAH / 4-13-18

na

ORDINANCE NO.

AN ORDINANCE ESTABLISHING THE PUBLIC ARTS COMMISSION OF OXFORD (PACO) AND ESTABLISHING CHAPTER 146 OF THE OXFORD CODIFIED ORDINANCES.

WHEREAS, Oxford City Council held a Work Session on April 3, 2018 with members of an ad-hoc committee regarding Public Arts to discuss formalizing a Public Arts Commission of Oxford; and

WHEREAS, the City Manager and the ad-hoc committee recommend the establishment by Ordinance of the Public Arts Commission of Oxford (PACO).

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

SECTION 1: Council having determined it to be in the best interest of the citizens of Oxford to create a Public Arts Commission of Oxford (PACO) hereby enacts Chapter 146 of the Oxford Codified Ordinances as follows:

146.01 ESTABLISHMENT; COMPOSITION; TERMS; RESIDENCY.

There is hereby established the Public Arts Commission of Oxford (PACO), which shall consist of six members appointed by City Council plus a City Council member appointed by City Council annually for a term of one year. Of the members initially appointed by Council, three shall serve a term of two years and three shall serve a term of four years, with all members thereafter (except for the Council representative) serving terms of four years. The members of the Commission shall be residents of the City of Oxford.

146.02 OFFICERS; MEETINGS.

The Commission shall appoint a Chairperson, Vice Chairperson, and Secretary from the membership of the Commission and shall hold meetings to carry on its work.

146.03 DUTIES.

It shall be the duty of the Commission to develop a plan for the promotion of public art in the City, to make recommendations to the City Manager and to City Council on the implementation of public art in the City and to identify funding sources for public art.

146.04 GENERAL OPERATING POLICY.

The General Operating Policy of PACO and any amendments thereto shall be adopted by City Council.

146.05 DEFINITION OF PUBLIC ART.

Public Art is defined as any work intended and executed to enrich public space.

SECTION 2: 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

City Council Meeting of: April 17, 2018

Account Code # NA

Budgeted Amount: NA

Service Department
Originating Department

Michael Dreisbach, Service Director
Prepared By

April 11, 2018
Date Prepared

Agenda Title: Request for Sanitary Sewer Utility Service Outside the Corporate Limits of Oxford at 4171 Miami Western Drive.

Recommendation: Approval with Conditions

Discussion:

Staff received a request from Mr. Joshua L. Lester to connect to and/or extend the City sanitary sewer utility to serve a single family residence at 4171 Miami Western Drive. The request for service includes a maximum of one tap into the City's sanitary sewer system. The City's water and wastewater utilities serve this area, and the proposed demand will not have a noticeable effect on the City's utilities for reliability, acceptable flow, pressure and volume. The applicant's existing septic system is failing and he would prefer to connect to the public treatment system rather than continuing to maintain his private septic system. The applicant already receives domestic water service from the City of Oxford.

In reviewing the request, staff considered the following issues: 1) Extension Policy; 2) Location; 3) Owner's Obligation.

Extension Policy – Any extension of utility lines or service outside the City limits is reserved to the exclusive control and jurisdiction of City Council. City Council may also require the request for utility extension outside the City limits be referred to the Planning Commission for its recommendation to City Council. The Planning Commission has 90 days in which to consider the matter. The City may also grant such a request provided the City has a supply of surplus capacity sufficient to grant the request and that such a request be beneficial and in the interest of the City. City Council amended the policy for extension of water service outside the corporate limits in December 2013. This policy permitted the extension of water and sewer with a condition of the owner filing an application requesting annexation into the City.

Location – Connections to the City's utilities shall be conditional upon final approval by the Service Department assuring that all technical aspects of the services meet City standards and specifications.

Owner's Obligation – The owner must pay for the total cost of any required utility extensions, all necessary water and sanitary taps, water and wastewater capacity benefit charges, and any surcharges for the use of the City utilities outside the corporate limits. The owner must also meet City of Oxford standards for utility construction and file a request for annexation into the City of Oxford with Butler County. Permits from Butler County, the Ohio Environmental Protection Agency, and the Ohio Dept. of Transportation may also be required.

Approved By:

Department Head:

City Manager:

Initial MD Date 4/11/18

GAK 4-13-18

ACM

ORDINANCE NO.

AN ORDINANCE GRANTING THE REQUEST OF MR. JOSHUA L. LESTER TO CONNECT TO AND/OR EXTEND THE CITY'S SANITARY SEWER UTILITY TO SERVE A SINGLE-FAMILY RESIDENCE LOCATED AT 4171 MIAMI WESTERN DRIVE OUTSIDE THE OXFORD CORPORATE LIMITS WITH CONDITIONS.

WHEREAS, staff received a request from Mr. Joshua L. Lester to connect to and/or extend the City's sanitary sewer utility to serve his single family residence at 4171 Miami Western Drive outside the Oxford corporate limits; and

WHEREAS, the requestor's existing septic system is failing and the requestor already receives domestic water service from the City of Oxford; and

WHEREAS, the City Manager and the Service Director recommend extending the City's sanitary sewer utility to serve the single-family residence at 4171 Miami Western Drive outside the Oxford corporate limits as the proposed demand will not have a noticeable effect on the City's utilities for reliability, acceptable flow, pressure and volume.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and has determined that the City has surplus capacity at the wastewater treatment plant and that granting this request will not be detrimental to the City's wastewater treatment plant or its residents. Further the granting of such request will be beneficial to the City and is in the best interest of the City.

SECTION 2: The owner shall pay for the total cost of any required utility extensions, all necessary water and sanitary taps, water and wastewater capacity benefit charges, and any surcharges for the use of the City utilities outside the corporate limits.

SECTION 3: The owner shall also meet the City of Oxford standards for utility construction and obtain any necessary permits from Butler County, the Ohio Environmental Protection Agency or the Ohio Department of Transportation.

SECTION 4: This grant is further conditioned upon the requestor, Mr. Joshua L. Lester filing a request for annexation into the City of Oxford with the Board of Commissioners of Butler County, Ohio.

SECTION 5: 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)

Home Property Records Dogs Homestead Departments About the Office Cont

Profile

Proposed Levies for
May 8th, 2018
Election

Transfers

Residential

Manufactured
Homes

Commercial

Out Buildings

Permits

Land

Photos

Tax Distribution

Tax Detail 2017

Tax Detail 2016

Tax Detail 2015

Tax Detail 2014

Tax Detail 2013

Tax Detail 2012

Tax Detail 2011

Tax Detail 2010

Tax Detail 2009

Tax Detail 2008

Tax Detail 2007

Tax Detail 2006

Tax Detail 2005

Sketch

Value History

Maps

Special

Assessments

PARID: H3620050000006
LESTER JOSHUA L

4171 MIAMI WESTERN DR

Parcel

Parcel Id	H3620050000006
Address	4171 MIAMI WESTERN DR
Class	RESIDENTIAL
Land Use Code	510, R - SINGLE FAMILY DWELLING, PLATTED LOT
Neighborhood	00003013
Total Acres	.2938
Taxing District	H36
District Name	OXFORD TAL DL
Gross Tax Rate	80.99
Effective Tax Rate	46.900189
Non Business Credit	.092121
Owner Occupied Credit	.023030

Dwelling

Stories	1
Gross Living Area	1,144
Construction	BRICK
Total Rooms	5
Bedrooms	3
Year Built	1962
Finished Basement	0

Current Value

Land (100%)	\$21,480
Building (100%)	\$74,330
Total Value (100%)	\$95,810
CAUV	\$0
Assessed Tax Year	2017
Land (35%)	\$7,520
Building (35%)	\$26,020
Assessed Total (35%)	\$33,540

Incentive District Parcels [What is this?](#)

Parcel Identifier	Value Type	value
H3620050000006	Base Parcel	95,810
	Total Value	95,810

Homestead Credits [How do I qualify?](#)

Homestead Exemption	NO
Owner Occupied Credit	YES
100% Disabled Veteran Exemption	NO

CAUV & Agricultural District [What is this?](#)

CAUV	NO
Agricultural District	NO

Current Year Real Estate Taxes

TAX TYPE	Prior Year	First Half Tax	Second Half Tax	Total
Real Estate	0.00	695.96	695.96	1,391.92
Tot Payments	0.00	-695.96	0.00	-695.96
Total:	0.00	0.00	695.96	695.96

Owner and Legal [Future ?](#)

Owner 1	LESTER JOSHUA L
Owner 2	

11 c
Return to Se

Actions

[Printable St](#)
[Printable Vt](#)

Reports

[Mailing List E](#)
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[Property Rep](#)

Links

[\\$ Pay My Tax B](#)
[Tax Codes, Des](#)
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[Codes](#)
[Pending Specia](#)
[Land Use/sketc](#)
[Commercial Str](#)

Legal 1 6 ENT MIAMI WESTERN LESS RD R/W
Legal 2
Legal 3
Future

Taxbill Mailing Address [Can I change my mailing address?](#)

Mailing Name 1	JOSHUA L LESTER
Mailing Name 2	
Address 1	4171 MIAMI WESTERN DR
Address 2	
Address 3	OXFORD OH 45056 9033

Transfers *(Date represents time of transfer)*

Date	Sale Amount
27-APR-17	\$92,500
19-AUG-05	\$93,500
15-JUL-04	\$0



Butler County Auditor
130 High Street
Hamilton, OH 45011
Map Location

Board of Commissioners

Office Ho
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Phone: 513

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[Tax Detail 2008](#)

[Tax Detail 2007](#)

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PARID: H3620050000006
LESTER JOSHUA L



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- Tax Detail 2005
- Sketch
- Value History
- Maps
- Special Assessments

PARID: H3620050000006
LESTER JOSHUA L

Parcel	Address
Parcel 006	113520050000022
Parcel 007	113520050000022
Parcel 008	113520050000022
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Parcel 100	113520050000022

A regular meeting of the Oxford City Council was called to order by Mayor Kate Rousmaniere on Tuesday, April 17, 2018 at 6:30 p.m. Those members present were Steve Dana, Glenn Ellerbe, David Prytherch, Chantel Raghu, Mike Smith and Edna Southard.

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

ADJOURN TO EXECUTIVE SESSION

Mr. Dana moved to adjourn to Executive Session at 6:30 p.m. in accordance with Ohio Revised Code Section 121.22(G)(2) for the purpose of discussing the sale or lease of property. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Smith, Ms. Southard, Mr. Dana
Mayor Rousmaniere (7)

NAY: None (0)

ABS: None (0)

ADJOURN FROM EXECUTIVE SESSION

Mr. Dana moved to adjourn from Executive Session at 7:31 p.m. Ms. Southard seconded. The motion passed 7-0-0.

PLEDGE OF ALLEGIANCE

Mayor Rousmaniere requested the Pledge of Allegiance.

APPROVAL OF AGENDA

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

PUBLIC PARTICIPATION

PROCLAMATION

“GENOCIDE AND HOLOCAUST EDUCATION AND PREVENTION MONTH”

Mayor Rousmaniere read the Proclamation and presented it to a group of Miami University students.

Ms. Lulu Abdun, advised she was a psychology and Black World Studies student at Miami University and noted she was from Memphis Tennessee. Ms. Abdun advised she joined the Genocide and Holocaust Education Awareness Committee this semester as last semester she was studying abroad in Rwanda a post genocide restoration and peace building program. Ms. Abdun noted she attended programs and assisted with the programming for this month's events at Miami and she wanted to continue that work in the future. Ms. Abdun advised she felt this was a great opportunity.

Ms. Emily Tatum, advised she was a Junior studying International Studies and Political Science and she appreciated the support from students, faculty and community members who have attended the events throughout the month of April. Ms. Tatum noted they were able to listen to holocaust survivors as well as survivors of other genocides and advised that had a profound impact on her understanding of the holocaust and of genocide education. Ms. Tatum noted the students appreciated the Proclamation and they understand that this education is imperative for the future of the community and of the country.

Mr. Jacob Bruggeman, noted he was from Cleveland, Ohio and studied History and Political Science at Miami University. Mr. Bruggeman advised he just joined the committee and it was an honor to be part of the event planning for Genocide and Holocaust Education and Prevention Month. Mr. Bruggeman noted hearing the stories from survivors was a very humbling experience.

Ms. Southard thanked the students for being in attendance and thanked Miami University for organizing all of the events as she felt this education was very important. Ms. Southard noted on Holocaust Remembrance Day the names of child victims of the holocaust were read from morning to late afternoon and advised it was said that if there was a moment of silence for all of the children who were killed during the holocaust it would take more than 11 years. Ms. Southard noted although millions of people died in the concentration camps most Jewish people were killed in public squares by their own neighbors. Ms. Southard advised the word "genocide" was devised by Raphael Lemkin who was a Polish Jewish survivor and a lawyer. Ms. Southard noted Mr. Lemkin went to the UN to have genocide declared a crime against humanity and during the process he lost his health, wealth and died before his time because he wanted the UN to declare genocide a crime against humanity. Ms. Southard advised the word "genocide" was only devised in 1948 after the genocide happened and the genocide of the Armenians in 1915 was a model for Hitler. Ms. Southard noted genocide and the holocaust was everyone's problem and in a world with rising racism it was very important.

Mayor Rousmaniere thanked everyone for their work on the various programs at Miami University this month.

PROCLAMATION **"EARTH DAY"**

Mayor Rousmaniere read the Proclamation and presented it to Councilor Raghu who serves on the Environmental Commission. Mayor Rousmaniere noted an Earth Day celebration would take place Saturday, April 21st in the Uptown Parks.

PROCLAMATION
“ARBOR DAY”

Mayor Rousmaniere read the Proclamation and presented it to Councilor Raghu who serves on the Environmental Commission. Mayor Rousmaniere advised on April 28th a tree would be planted at the Leonard Howell Park for Arbor Day.

REQUEST FOR USE OF PARK
MELANIE MCDANIEL

Ms. Melanie McDaniel, asked for Council’s permission to offer a class at the Uptown Memorial Park on Tuesday evenings beginning May 1st and ending August 21st from 6-7 p.m. called PiYo which was a combination of Pilates and Yoga. Ms. McDaniel noted it would be a free class for anyone to attend. Ms. McDaniel advised she owned a fitness center in Oxford many years ago and after teaching school for 20 years she now has time to offer the free classes in the Uptown Park.

Mayor Rousmaniere noted anyone requesting the use of the park for more than 2 days requires Council’s approval.

Mr. Dana inquired how many people would participate in the class and Ms. McDaniel advised she hoped 25.

Mayor Rousmaniere inquired if Ms. McDaniel had been in touch with the Coalition for a Healthy Community who sponsors Yoga in the Park on Saturday mornings during the summer and Ms. McDaniel advised no but she was aware of their program.

Mr. Dana moved to approve the use of the Memorial Park on Tuesdays for PiYo. Mr. Ellerbe seconded. The motion passed 7-0-0.

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

MINUTES

Minutes of the April 3, 2018 City Council Work Session. (Mary Ann Eaton, Clerk of Council)

Minutes of the April 3, 2018 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the April 4, 2018 Historic and Architectural Preservation Commission Meeting. (Jung-Han Chen, Community Development Director)

Report regarding the April 4, 2018 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

RESOLUTIONS

RESOLUTION **SURPLUS PROPERTY**

A Resolution No. 6076 declaring certain City property no longer needed for municipal purposes as surplus and authorizing its advertisement and sale to the highest bidder at internet auction. (Mike Dreisbach, Service Director)

RESOLUTION **VEHICLE PURCHASE**

A Resolution No. 6077 authorizing the City Manager to enter into a contract with Kings Ford, Inc. for the purchase of a 2018 Ford Transit XLT cargo van and specified options at a cost not to exceed \$23,583.50. (John Jones, Police Chief)

Mr. Dana referred to the Environmental Commission Meeting report as presented on page 26 of Council's packet and advised the Commissioners were disappointed to learn that Leadership in Energy and Environmental Design (LEED) considerations and/or components were not specifically required in the renovation of the Municipal Building. Mr. Dana noted the Environmental Commission made the following motion "The Environmental Commission strongly recommends to Oxford City Council that LEED features be considered for the renovation of the Oxford Municipal Building to the Police Department's station, as well as for all other future facility developments done by the City of Oxford."

Mr. Dreisbach advised the City did not specifically apply for LEED certification because of the costs involved although the City instructed the architects to follow LEED principles. Mr. Dreisbach noted the City specified locally sourced materials where possible, high efficiency heating, ventilating and air conditioning systems, and the lighting systems would be LED and high efficiency. Mr. Dreisbach reiterated that the renovation was designed with LEED principles.

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

RESOLUTIONS

RESOLUTION **USE OF MEMORIAL PARK**

A Resolution No. 6078 authorizing the sale of alcoholic beverages in the Oxford Memorial Park for the Butler County United Way 2018-2019 Community Campaign Kickoff event. (Doug Elliott, City Manager) **(Tabled)**

Mr. Smith moved to remove the proposed Resolution from the table. Mr. Dana seconded. The motion passed 7-0-0.

Ms. Carol Havens, Oxford Area Relationship Manager for Butler County United Way, noted Butler County United Way was excited to hold their Kickoff on June 26, 2018 in Oxford for the entire county. Ms. Havens advised United Way planned a very nice event with a band that has been used for several years and they would invite people to Oxford to celebrate the kickoff. Ms. Havens advised they would like the ability to sell craft beer during the event which they have done in the past in other Butler County locations.

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

Ms. Raghu inquired how the beer would be sold noting she assumed it could not be in a glass bottle.

Ms. Mag Baker, President and CEO, Butler County United Way, noted beer would be sold in plastic cups and wristbands would be worn by those purchasing beer. Ms. Baker advised the event had been held previously in Hamilton and in Fairfield and Butler County United Way wanted to welcome the Oxford community into the fold as Oxford United Way merged into Butler County United Way as of February 1, 2018.

Ms. Havens advised a United Way office was still maintained in Oxford.

Mr. Smith moved to adopt Resolution No.6078. Ms. Southard seconded. The motion passed 7-0-0.

RESOLUTION **AGREEMENT WITH THE BCEO**

A Resolution No. 6079 authorizing the City Manager to enter into an agreement with the Butler County Engineer's Office and to supply materials as outlined in Exhibit "A" attached hereto for the replacement of a culvert on Oxford Milford Road at a cost not to exceed \$28,551.00. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised the City annexed property at the corner of SR73 and Oxford Milford Road several years ago. Mr. Dreisbach noted in doing so, an agreement was signed with the Butler County Commissioners agreeing to help maintain the roadway since it abuts the annexed property. Mr. Dreisbach noted the City scheduled this culvert for replacement in 2020, however, the last inspection of this culvert showed significant deterioration and more aggressive action needed to be taken to replace it. Mr. Dreisbach advised the City worked cooperatively with the Butler County Engineer's Office on several fronts and culvert replacement is part of that. Mr. Dreisbach noted the City was proposing to pay for materials and the County Engineer will provide the labor and equipment necessary for the construction of the new culvert.

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

Mayor Rousmaniere inquired if the project would close SR73 or Oxford Milford Road. Mr. Dreisbach advised SR73 would remain open and a detour was necessary on Oxford Milford Road.

Ms. Southard noted a culvert on Sandra Drive would also be replaced this summer.

Mayor Rousmaniere noted she appreciated the partnership with Butler County.

Mr. Dana moved to adopt Resolution No. 6079. Ms. Southard seconded. The motion passed 7-0-0.

RESOLUTION
AGREEMENT WITH
UC PHYSICIANS COMPANY, LLC

A Resolution No. 6080 approving and authorizing an agreement, a copy of which is attached hereto as Exhibit "A", between the City of Oxford and the University of Cincinnati Physicians Company, LLC for EMS Medical Direction and continuing education and authorizing the City Manager to execute the same. (John Detherage, Fire Chief)

Chief Detherage advised he would like Council's approval to renew the contract with UC Physicians for EMS Medical Direction noting they had provided great service for the last 6 years. Chief Detherage noted staff would like to continue that relationship. Chief Detherage advised the price of \$13,500 has not changed since the inception of the agreement.

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

Mr. Dana advised he was enthusiastic about the renewal and particularly the continuing education because he has had personal experience with Oxford EMS and he felt it was very valuable and life saving.

Mr. Prytherch asked Chief Detherage to elaborate on the service provided for members of the public who are not familiar with the contract. Chief Detherage advised the State of Ohio required all EMS departments to have a Medical Director and they oversee the drug license, the run reports, and they provide EMS continuing education.

Mayor Rousmaniere inquired why UC Physicians has not increased their costs from the \$13,500 and Chief Detherage noted he did not ask that question. Ms. Raghu inquired what the \$13,500 goes towards. Chief Detherage advised it goes to the physicians group and part of the Medical Director's job is rolled into that pay and some of the money goes toward the doctor's continuing education. Ms. Southard inquired how many people were receiving the training. Chief Detherage advised there were approximately 60 people on the EMS roster, full-time and part-time.

Mr. Dana moved to adopt Resolution No.6080. Mr. Ellerbe seconded. The motion passed 7-0-0.

RESOLUTION
RULES AND REGULATIONS
PERSONNEL APPEALS BOARD

A Resolution adopting the Classified Service Procedures and Personnel Appeals Board Rules and Regulations. (Candi Fyffe, Human Resources Director)

Mr. Elliott requested that Council make a motion to remove the proposed Resolution from the agenda as staff would like to make some changes and re-submit the legislation as an Ordinance rather than a Resolution.

Mr. Ellerbe moved to remove the proposed Resolution from the agenda. Mr. Dana seconded. The motion passed 7-0-0.

ORDINANCES **FIRST READING**

ORDINANCE **SALARY ORDINANCE**

An Ordinance Repealing Ordinance No. 3453 Adopted November 21, 2017 And Adopting A New Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2018 Through December 31, 2018. (Candi Fyffe, Human Resources Director)

Ms. Fyffe advised staff would like Council to repeal the current 2018 salary Ordinance and replace the entire document with a new Ordinance for the 2018 salaries. Ms. Fyffe noted staff established a need for minimum pay rates and for maximum pay rates for part-time and seasonal workers.

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

Mr. Elliott advised the proposed Ordinance was only affecting the part-time employees. Ms. Fyffe noted the new language was to make the Ordinance clear and concise going forward.

Ms. Raghu referred to pages 87-88 of Council's packet and advised she had a problem with the \$8.50 pay rate for a lot of the positions. Ms. Fyffe advised the \$8.50 minimum pay rate was mostly for students working part-time jobs in the summer and \$8.50 per hour was above Ohio's minimum wage. Ms. Raghu noted it was still a poverty wage. Ms. Fyffe advised it was a base rate and not all part-time employees were started at that rate. Mayor Rousmaniere inquired if staff did comparisons of Oxford's rates with other cities and Ms. Fyffe advised yes. Mr. Prytherch advised if Council wanted to have a conversation about livable wages they should do it when the 2019 salary Ordinance comes forward this fall. Mr. Elliott agreed and noted \$8.50 per hour was mostly paid to high school students working in the summer, living at home and on their parent's insurance plans.

ORDINANCE **NEW CHAPTER 146**

An Ordinance Establishing The Public Arts Commission Of Oxford (PACO) and Establishing Chapter 146 Of The Oxford Codified Ordinances. (Doug Elliott, City Manager)

Mr. Elliott advised he and members of staff met with Councilor Southard and members of the community to discuss the establishment of an Arts Commission noting many communities in Ohio have established Arts Commissions or non-profit agencies.

Mr. Elliott advised this would be a municipal commission and will serve as an advisory group to Council . Mr. Elliott noted all funds raised or grants received will require appropriation by City Council. Mr. Elliott advised a Work Session was held on April 3rd and the consensus of Council was to formally establish the Public Arts Commission of Oxford and the enabling legislation was before Council this evening for first reading.

Mr. Bob Benson, 6090 Contreras Road, advised the new commission would be in direct contact with the HAPC and the Planning Commission as well as with the legal department and other aspects of the City Administration so the work they would do would take the load off of the City Administration for things this kind of activity might otherwise burden them with. Mr. Benson noted the commission would make recommendations to City Council based on the way in which they have interacted with the City in order to ensure their recommendations were absolutely legal, efficient and supportive of the purposes of the commission. Mr. Benson advised the proposed commission wanted to be a transparent body to the City and to the public at large. Mr. Benson noted meetings of the proposed commission would be open to the public and they would like to foster and increase the identity of Oxford as a nexus for cultural creativity and the proposed commission wanted to emphasize local artists, local fabricators and local businesses to enhance the economy as well as the quality of life in Oxford. Mr. Benson advised the proposed commission would be sure to address an intergenerational audience causing the community to cohere in new ways. Mr. Benson noted his hope it would encourage tourism as it seemed to in other places where this kind of public arts council has been enacted. Mr. Benson advised the ad-hoc committee studied those in other places and know that they have the same objectives as the proposed commission would have and the same processes the ad-hoc committee was suggesting in this proposition to the City.

Ms. Caroline Croswell, Executive Director, Oxford Community Arts Center, thanked the ad-hoc committee who worked on this proposal for well over a year noting it was fun and exciting and a lot of work. Ms. Croswell advised the ad-hoc committee is not asking the City to fund artworks and noted the proposed commission would be responsible for finding grants, sponsorships and donations in whatever way they could get them.

Ms. Southard thanked Joe Prescher, Bob Benson, Steve Sullivan, Jessica Greene, Caroline Croswell, Mayor Rousmaniere and City staff for all of their work and for securing a place to meet at the Oxford Community Arts Center. Ms. Southard noted the proposed commission would ensure that smart decisions get made regarding public art including temporary art and they will take the burden off of City staff. Ms. Southard advised she felt the proposed commission goes hand in hand with all of the work that has been done on the Historic Inventory. Ms. Southard noted the Comprehensive Plan expresses the desire to preserve the historic character of the City. Ms. Southard advised the proposed commission wants the City to be culturally and artistically vibrant. Mr. Southard noted she felt one artwork will inspire the next one.

Mr. Prytherch noted one should never underestimate the power of art to transform the community and he felt having a place for people to come together to enrich the community will produce results.

Mr. Dana advised he felt the proposed commission fills a void and when the void is filled it will be important to everyone. Mr. Dana congratulated those who worked on the proposal.

Mayor Rousmaniere advised the second reading of the proposed Ordinance would take place at the next meeting.

ORDINANCE
EXTENDING UTILITIES

An Ordinance Granting The Request Of Mr. Joshua L. Lester To Connect To And/Or Extend The City's Sanitary Sewer Utility To Serve A Single-Family Residence Located At 4171 Miami Western Drive Outside The Oxford Corporate Limits With Conditions. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised Mr. Lester is a current water customer of the City and he contacted the City requesting to connect to the City's sanitary sewer system. Mr. Dreisbach noted Mr. Lester lives on Miami Western Drive which is a township island surrounded by the City. Mr. Dreisbach advised since the property is outside City limits the request requires Council approval. Mr. Dreisbach noted Mr. Lester will be responsible for meeting all standards and specifications of the City's utility as well as pay all the necessary fees and costs associated with the project.

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

Mr. Dreisbach added that Mr. Lester will also be required to file a petition to annex his property into the City.

Mr. McHugh advised he would draft the petition for annexation and make the City Manager the agent so the homeowner can sign the petition and the City will oversee the annexation process.

Mr. Prytherch noted he appreciated nibbling away at reducing the islands of properties that should be part of the City.

ANNOUNCEMENTS

Mr. Elliott updated everyone on a situation regarding a solicitation license that was revoked. Mr. Elliott referred to Section 729.05 of the Oxford Codified Ordinances and reminded residents who do not wish to have solicitors knocking on their doors to post a sign to that effect near their main entrance door.

Mr. Elliott updated everyone on the City's Electric Aggregation Program.

Mayor Rousmaniere asked for an update on the bike share program. Mr. Elliott advised an agreement was signed with Spin Bike and he was planning to meet with their representative soon to discuss rolling out the program.

Chief Jones advised the Police Community Relations and Review Commission were meeting this Thursday at 7:00 p.m. at the Courthouse.

Mr. Kyger advised the Young Leaders Daycare was now open at 5500 College Corner Pike.

Mr. Kyger noted Lime Bike contacted him and he would most likely meet with them in the near future.

Mayor Rousmaniere reminded Council members that their Financial Disclosure Statements are due May 15, 2018 and Ms. Eaton could assist with mailing them to the Ohio Ethics Commission with the proper fee.

Mayor Rousmaniere asked Council members to review some of the work they assigned to themselves while at their Retreat in January.

Ms. Raghu advised her topic was sustainability and she was focusing on recycling, litter, food waste and solar energy. Ms. Raghu noted she felt an education campaign on recycling would be important as she did not realize how limited plastic recycling was and she was still somewhat confused about whether items such as yogurt containers were recyclable at Rumpke. Ms. Raghu advised she felt lidded recycling bins would be helpful in reducing litter and noted the City's contract with Rumpke was set to expire in 2019 and that would be the time to decide how to better manage recycling. Ms. Raghu noted she felt an education campaign regarding litter would be beneficial as well as looking at the enforcement of the current litter Ordinance and looking at circular ads and the legal ramifications of the First Amendment. Ms. Raghu reported on a company based in Cincinnati that pay upfront for solar panels and customers pay them for the clean electricity usage. Ms. Raghu noted she looked into composting and advised she felt an education campaign would be hugely important with regard to food waste. Ms. Raghu noted according to the Ohio EPA there were no Class II composting companies in this vicinity. Ms. Raghu advised she spoke to a representative from Richmond who was interested in entertaining a way to make it work and talking to the EPA to find a way to provide curbside composting that doesn't violate the current contract with Rumpke.

Mr. Ellerbe advised with regard to communications, he met with the City Manager and discussed a plan that Mr. Elliott will present to City Department Heads. Mr. Ellerbe noted with regard to health and safety, he had been working with entities at Miami University to adjust some of the City Ordinances to more align with both aesthetics as well as safety as it pertains to inside the Mile Square and possibly working on some Ordinances for outside of the Mile Square at a later date. Mr. Ellerbe advised there were some housing initiatives that Council would like to explore but when he spoke with the legal team there is a challenge with those because people can not be taxed without voter approval.

Mr. Dana advised he worked on the issue of housing and consulted with the Oxford Village Network noting they are extremely fervent about the need to develop housing. Mr. Dana advised he explored the same kind of housing incentives that Mr. Ellerbe referenced. Mr. Dana noted he also worked on transportation issues and convened a meeting some time ago with the CEO of the Butler County Regional Transit Authority. Mr. Dana advised Mr. Prytherch, Mr. Elliott, Mr. Bell and Mr. Kyger also attended the meeting and had the opportunity to hear what can be done according to BCRTA. Mr. Dana advised if citizens in a particular area have a need and desire for public transportation the BCRTA will respond to their requests to extend existing routes.

Mr. Dana noted Ms. Greene of Enjoy Oxford had a marvelous idea which was to run buses back and forth from Uptown to the Recreational Sports Center and the Goggin Ice Arena so people can visit the Uptown while in town for other events and not lose their parking spots. Mr. Dana advised with regard to the Planning Commission, Mr. Bell would be going off of the Planning Commission at the end of June and he (Mr. Dana) had been working on recruiting a replacement for Council's consideration who had knowledge of developing diverse housing and the challenges that go along with it.

Mr. Smith advised he, Ms. Southard and Mr. Dana were charged with looking at historic preservation in the Square Mile and they met with Mr. Chen and Mr. McHugh. Mr. Smith noted their fear was that the rezoning of properties near the campus from R1 to R3 might increase the number of demolition requests in the Square Mile. Mr. Smith advised they did not see an increase in demolition requests at all. Mr. Smith noted the HAPC has begun to identify sites and properties outside of the historic district that are in need of some type of protection and they will come forward with recommendations to make that happen.

Ms. Southard advised the HAPC is working on identifying houses within the Mile Square Plus area and through-out the City that are worthy of special protection. Ms. Southard noted Chris Skoglund of the HACP has agreed to collect addresses that members of HAPC see as essential for preservation and he and other members of the HAPC are determining which houses should be considered.

Ms. Southard advised May was Historic Preservation Month and members of the HAPC and other volunteers would conduct tours each Saturday in May to increase awareness of preserving the historic character of the town.

Ms. Southard noted there were a number of homes in Oxford including hers that had solar panels on their roofs and she has had a fair amount of experience talking with various companies about what they offer and what they can do. Ms. Southard offered to speak to interested citizens about solar panels for their homes.

Mr. Prytherch advised he was tasked with working with others on housing issues and noted they were taking a look at all the work and research the Housing Advisory Commission has done in the past and compile it to see what the existing conditions are and what policy options have been discussed. Mr. Prytherch noted the HAC was meeting Monday, May 23rd at 7 p.m. in the LCNB Community Room and the public was welcome to attend. Mr. Prytherch advised a step in the process was to take a lot of conversation, combine it together, and identify what the most important strategies were. Mr. Prytherch noted diversity in transportation options in the community was a goal in the Comprehensive Plan and in addition to conversations with BCRTA he was meeting with Planning Commissioners to try to ensure that when streets are planned we protect the safety and convenience of all users. Mr. Prytherch advised he was not assigned the task of working on sustainability but noted the Environmental Commission has been working with Miami University to think about what it would mean to do a climate commitment for the City of Oxford and what the implications of that would be. Mr. Prytherch advised he was working with one of his classes to figure out what strategies would be used through urban planning if that commitment was made.

Ms. Southard advised she would speak about Issue 1 on the May 8th ballot at the next meeting.

Mayor Rousmaniere noted her task was to formalize Town/Gown Collaboration between the upper echelons of the City and the university. Mayor Rousmaniere advised there were at least 3 town/gown teams that are currently very active. Mayor Rousmaniere noted one team was called the Town/Gown Initiative Team which was a group of 10-15 people from the top level of the university and the City who meet every 2 weeks to discuss current matters. Mayor Rousmaniere advised there was a monthly Leadership Meeting which has been taking place for many years which includes Township Trustees, school district officials, Chamber of Commerce representative, City and university representatives. Mayor Rousmaniere noted the MBA (Miami Business Alliance) includes a Chamber of Commerce representative, an Enjoy Oxford representative and representatives from Miami meet to plan events such as the Uptown Walkabouts and First Year Take Over. Mayor Rousmaniere advised a lot of communication was going on although the formal level of communication was more difficult to achieve and she planned to work on that initiative this fall.

ADJOURN

Mr. Dana moved to adjourn at 9:10 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: May 1, 2018

Jung-Han Chen
Prepared By

Account Code No. #:

Budgeted Amount:

April 18, 2018
Date Prepared

Agenda Title: Planning Commission Meeting Report- April 10, 2018

Concept Review:

Hillel Foundation, 11 E. Walnut Street, Facility Improvements:

The architect, retained by the Hillel Foundation, shared with the Commission regarding the proposed facility improvements and asked for their feedback. The Conditional Use Permit application will be filed and will come to the Planning Commission for recommendation at a future date.

Public Hearing:

PC-2018-02, Zoning Code Text Amendment, to amend Chapter 1141.01 Accessory Regulations, adding 1141.01(a)(5) Short Term Rentals, City of Oxford Applicant

The Planning Commission removed this tabled case and opened it up for public hearing input. Many residents and operators attended to explain their situations to the Commission and felt that the proposed regulations would be detrimental. Many voiced concern that this business was generally self-regulated, meaning that if the guests did not feel their lodging experience was a positive one, the on-line review and feedback would trigger the operator to make improvements to their residences or service delivery. Additionally, the discussion of a separate license, separate from a rental permit seemed to be a better approach to govern the short-term rental business, given that this business was predominately available for a transient population, much different from rental businesses requiring longer durations. Additional comments relating to the Overlay District restriction of no more than 2 unrelated was also discussed, and the Commission felt that the Overlay District was a will of the neighborhood and should not be modified.

After the public hearing, the Planning Commission felt that the short-term text amendment needed more discussion and voted to table this case until next month.

PC-2018-04 CONDITIONAL USE APPLICATION, to allow for an automotive service facility to be constructed on a vacant lot in the LI (light Industrial) District, located at 6705 Ringwood Road, **Scott Webb, Applicant/Agent**

The applicant is seeking a recommendation from the Planning Commission to construct an automotive service facility on an existing vacant lot at 6705 Ringwood Road. The proposed facility is intended to provide special care, modifications and repair services, with some ancillary car sales. The proposed site plan did not reflect all the requirements as stipulated in the underlying zoning district.

After the public hearing, the Planning Commission recommended approval to City Council for consideration, in a vote of 7-0-0, subject to City Council granting the following dimensional variances:

1. The minimum parking setback in the front yard, 50", shall be waived.
2. The bicycle parking, along with the pedestrian circulation requirements shall also be waived.

PC-2018-05 ZONING CODE AMENDMENT, to amend Chapter 1101 Subdivision Regulations and Chapter 1101.7 Definitions, to incorporate the tree preservation provision, City of Oxford, Applicant, This issue of tree preservation was raised during the approval process of a development project. The City Council directed the Environmental Commission as well as staff to look into developing draft language to encourage and regulate tree preservation and protection issues for development projects.

City Council directed the Environmental Commission to take the lead on developing the tree protection/preservation languages to be included in the Oxford Zoning Code for major development projects. Throughout the process, the Planning Commission took a very thoughtful approach in developing the draft, by reviewing the existing ordinances from other communities in Ohio, City of Delaware and Springfield Township, to make necessary changes, based upon current practices, legislative limitations as well as any other factors that are pertinent to Oxford.

Several objectives were contemplated in this draft language the Environmental Commission hoped to accomplish: 1) requiring a tree inventory (details based on the review phase; 2) providing a potentially consistent source of income for the City's Tree Fund; 3) delineating a clear, narrative of how projects should consider tree protection/preservation to be one of the important features for the project; and 4) encouraging the development community to be creative in their design.

The major components of the proposed language can be highlighted into the following elements:

1. Applicable to major development and redevelopment projects.
2. Integrating tree preservation and protections as part of the requirements for development projects;
3. Environmental Commission is part of the plan review for the major development projects related to tree protection and preservation efforts.
4. Define specific requirements for the tree inventory, sincere there is typically a two-step review process before the Planning and City Council for those projects.
5. Allowable trade-offs and choices: The EC was mindful about the development would involve site clearing for infrastructure and homes to require replacements to be planted. Should replacement not be accommodated on site, the developer is offered different options to make equitable financial contribution to the Tree Fund.
6. On-going site verification for compliance purposes to meet the requirement and the best judgement of experts.

After the public hearing, the Commission voted to recommend to Council for approval, with minor typographical corrections, in a vote of 6-1-0.

PC-2018-06, ZONING CODE TEXT AMENDMENT, to amend Chapter 1145 Planned Development Regulation , and Chapter 1159 Definitions, to incorporate tree preservation provisions, **City of Oxford, Applicant**

This is another piece of the tree text amendment to incorporate a tree preservation provision into Chapter 1145 Planned Development and also provide additional definitions relating to tree preservation.

Several objectives were contemplated in this draft language the Environmental Commission hoped to accomplish: 1) requiring a tree inventory (details based on the review phase; 2) providing a potentially consistent source of income for the City's Tree Fund; 3) delineating a clear, narrative of how projects should consider tree protection/preservation to be one of the important features for the project; and 4) encouraging the development community to be creative in their design.

1. Applicable to major development and redevelopment projects
2. Integrating tree preservation and protections as part of the requirements for development projects;
3. The Environmental Commission is part of the plan review for the major development projects relating to tree protection and preservation efforts.
4. Define specific requirements for the tree inventory, since there is typically a two-step review process before the Planning and City Council for those projects.
5. Allowable trade-offs and choices: The EC was mindful the development would involve site clearing for infrastructure and homes to require replacements to be planted. Should replacement not be accommodated on site, the developer is offered different options to make an equitable financial contribution to the Tree Fund.
6. On-going site verification for compliance purposes to meet the requirement and the best judgement of experts.

The next Planning Commission meeting will take place on May 8, 2018 at 7:30 pm.

Department Head:
City Attorney:
City Manager:

the / 4/18/18
DRE / 4/27/18

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation

Originating Department

Council Meeting Of: May 1, 2018

Account Code No. #: N/A

Prepared By: Casey D. Wooddell

Budgeted Amount: N/A

Date Prepared: April 24, 2018

Agenda Title: Oxford Recreation Board Meeting, 4/19/18

Recommendation: Approve

Attendance: Present: Ken Bogard (Chair), Edna Southard (Council Rep.), Kevin Ackley, Craig Bennett, Holli Morrish (guest) and Steve Pasquale (guest)
Liaisons: Casey Wooddell, City Staff; Deanna Barbour, Secretary

Discussion:

Board Chair Mr. Bogard opened the meeting of the Oxford Recreation Board on Thursday, April 19, 2018 at the Oxford Senior Center at 4:00pm.

Report from Recreation Director: Casey Wooddell provided the Parks and Recreation Report. This report included information about several upcoming projects and events. The first is an update on the BARK-itecture Project at the Dog Park. Mr. Wooddell informed the board about the progress of this group and their next intended work date, which is Saturday, April 21. Mr. Wooddell then informed the group of a Walk Audit happening on Fairfield Road on April 25. Another project included in the Parks and Recreation Report was the Park Revitalization Day at Leonard Howell Park on Saturday, April 28th. This is a partnership event between the Coalition for Healthy Community, Parks and Recreation, McCullough-Hyde TriHealth and Miami Athletics. Miami will provide athletes to work as volunteers and interact with local kids.

Mr. Wooddell also reminded board members of the two spring soccer events this year; PUMA Soccer Showcase on April 20-22 and EPIC Cup in May. Additionally, Mr. Wooddell provided all board members with a copy of the April-September Activity Guide for OPRD.

New Business: Mr. Wooddell provided a report of the proposals which were submitted to the City by three Design-Build teams; Wilcon, Maxwell and Turnbull-Wahlert. The Board spent a generous amount of time reviewing a comparison matrix of the contractors and what each was offering within their Guaranteed Maximum Price proposal.

Discussion focused on the concept maps, layout of the pool houses, size and quantity of the amenities included, lifeguard requirements and costs. Board members were informed the City is still evaluating these proposals to determine which is the most advantageous overall proposal to the City, noting City Council will be provided a recommendation at the May 1st meeting.

Board members discussed the potential relationship with Oxford Community Foundation in regards to a fundraising campaign for the Oxford Aquatic Center. The City is requesting a “pass-through” fund at the foundation to allow donors to contribute tax-deductible donations to this facility. OCF has proposed a 3.5% fee for this service. There has not yet been a contract signed for this agreement.

The Board discussed the need to create a Facility Naming Committee in order to create a name for the new aquatic center. Mr. Wooddell advised the board on the process which is outlined in Oxford Codified Ordinance Section 149.01. A motion was made and seconded, and favored by all present members, to make a recommendation to City Council to create a Facility Naming Committee for the new aquatic center. Mr. Wooddell said he would create the appropriate staff report and submit to City Manager Doug Elliott.

Next meeting: Thursday, May 17 – 4pm

Meeting Adjourned: 5:20pm.

Approved By:	Initial Date
Department Head:	<u>CDW</u> \ <u>4/24/2018</u>
City Manager:	<u>DRE</u> \ <u>4/25/18</u>