

# CITY OF OXFORD STAFF SUMMARY REPORT

Report to City Manager

Finance  
Originating Department

Council Meeting Of : 5/20/2014

Joe Newlin

Account Code No. : see below

Prepared By

Budgeted Amount : \_\_\_\_\_

5/12/2014  
Date Prepared

|                      |                                    |
|----------------------|------------------------------------|
| <b>Agenda Title:</b> | <b>2014 Supplemental Budget #4</b> |
|----------------------|------------------------------------|

|                        |                |
|------------------------|----------------|
| <b>Recommendation:</b> | <b>Approve</b> |
|------------------------|----------------|

## Issue 1

- Reflect unbudgeted Estate Taxes in General Fund and increased reimbursements in Street Fund

## Action Needed:

### Revenue Side

|                  |           |                            |
|------------------|-----------|----------------------------|
| General Fund 110 | 44,614.40 | Unbudgeted Estate Taxes    |
| Street Fund 122  | 12,130.00 | Increased Reimbursements   |
| Street Fund 122  | 44,600.00 | Transfer from General Fund |

### Expense Side

|                  |           |                                                     |
|------------------|-----------|-----------------------------------------------------|
| General Fund 110 | 44,600.00 | Transfer to Street Fund                             |
| Street Fund 122  | 56,730.00 | Increase in appropriation from unencumbered balance |

|                                |       |  |
|--------------------------------|-------|--|
| Net Effect on Fund Balance/(s) | 14.40 |  |
| Increase/(Decrease)            |       |  |

|                                      |       |  |
|--------------------------------------|-------|--|
| Total Net Effect on Fund Balance/(s) | 14.40 |  |
| Increase/(Decrease)                  |       |  |

### Breakdown by Fund

|                  |       |  |
|------------------|-------|--|
| General Fund 110 | 14.40 |  |
| Street Fund 122  | -     |  |

|                                |       |  |
|--------------------------------|-------|--|
| Net Effect on Fund Balance/(s) | 14.40 |  |
| Increase/(Decrease)            |       |  |

Approved By:

Department Head:

City Manager:

Initials

Date

5/13/14

5/16/14

**ORDINANCE NO.**

AN ORDINANCE AMENDING ORDINANCE NO. 3249. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 4 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2014.

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

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

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

|                  |           |
|------------------|-----------|
| General Fund 110 | 44,614.40 |
| Street Fund 122  | 12,130.00 |

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

|                  |           |
|------------------|-----------|
| General Fund 110 | 44,600.00 |
|------------------|-----------|

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

|                  |           |
|------------------|-----------|
| Transfer from:   |           |
| General Fund 110 | 44,600.00 |

|                 |           |
|-----------------|-----------|
| Transfer to:    |           |
| Street Fund 122 | 44,600.00 |

SECTION 5: The following increase/(decrease) in revenues be made:

|                 |           |
|-----------------|-----------|
| Street Fund 122 | 44,600.00 |
|-----------------|-----------|

SECTION 6: The following increase/(decrease) in appropriations from unencumbered balances be made:

|                                            |           |
|--------------------------------------------|-----------|
| Street Fund 122 (Other Services & Charges) | 44,600.00 |
|--------------------------------------------|-----------|

SECTION 7: In all other respects, Ordinance No. 3249 shall remain in full force and effect.

SECTION 8: This ordinance shall take effect immediately upon its adoption.

\_\_\_\_\_  
MAYOR

ADOPTED:

ATTEST:

\_\_\_\_\_  
CLERK OF CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

# CITY OF OXFORD

## STAFF SUMMARY REPORT

**Report to the City Manager**

City Manager

**Originating Department**

**Council Meeting Of:** May 20, 2014

Mary Ann Eaton

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

**Prepared By**

**Budgeted Amount:** N/A

May 13, 2014

**Date Prepared**

**Agenda Title:** Resolution approving the contract between the City of Oxford, Ohio and the Oxford Police Sergeants and Lieutenants, Fraternal Order of Police, Lodge 38 and authorizing the City Manager and City Law Director to sign the contract on behalf of the City.

**Recommendation:** Approval.

**Discussion:**

December 31, 2013 marked the end of the existing contract between the City and the Oxford Police Sergeants and Lieutenants, Fraternal Order of Police, Lodge 38.

Negotiations are complete and approval of this Resolution will authorize the City Manager and the City Law Director to sign the recommended contract, the term of which is three years.

**Approved By:**

**Initial Date**

**Department Head:**

**City Manager:**

 5/16/14

**RESOLUTION NO.**

A RESOLUTION APPROVING THE CONTRACT BETWEEN THE CITY OF OXFORD, OHIO AND THE OXFORD POLICE SERGEANTS AND LIEUTENANTS, FRATERNAL ORDER OF POLICE, LODGE 38 AND AUTHORIZING THE CITY MANAGER AND THE CITY LAW DIRECTOR TO SIGN THE CONTRACT ON BEHALF OF THE CITY.

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

SECTION 1: The City Manager and the Police Chief recommend Council authorize the City Manager and the City Law Director to sign on behalf of the City the Contract referred to in substantially the same form as Exhibit "A" ("Contract") with the Oxford Police Sergeants and Lieutenants, Fraternal Order of Police, Lodge 38. The purpose of this Contract is to achieve a mutual agreement and understanding between the aforementioned parties and to establish written protocol for harmonious relations between the parties. The term of this Contract is for three (3) years from January 1, 2014 through December 31, 2016.

SECTION 2: Council hereby accepts the recommendation and approves the contract finding that the contract will benefit the community and it is in the best interest of the City to authorize the City Manager and the City Law Director to sign the contract on behalf of the City.

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

---

MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

# CITY OF OXFORD

## STAFF SUMMARY REPORT

### Report to the City Manager

**Council Meeting of:** May 20, 2014

Service Department  
**Originating Department**

**Account Code #:** N/A

David Treleven  
**Prepared By**

**Budgeted Amount:** N/A

May 12, 2014  
**Date Prepared**

**Agenda Title:** Environmental Commission Meeting of May 7, 2014

**Recommendation:** For Review and Consideration

#### Discussion:

Environmental Commission members present at the Wednesday, May 7, 2014 meeting were: Chair, Mr. Wright Gwyn; Vice-Chair, Mr. Vince Hand; Planning Commission Representative, Mr. Robert Bell, and Mr. Kevin Armitage. A quorum was present. City Council Representative, Ms. Kate Rousmaniere; and Mr. Ted Wong had previously notified the Commission that they would be unable to attend the May meeting.

Minutes from the April 2, 2014 Commission meeting were unanimously accepted as presented.

The final presentation by the Miami University Institute for the Environment and Sustainability graduate students' professional service project (PSP) regarding Oxford's storm water management and public education/outreach was made on Tuesday morning, May 6, 2014. Members of the Commission in attendance included Misters Gwyn and Hand. Planning Commission Chair Mr. David Prytherch and Oxford City Planner, Mr. Sam Perry were also in attendance. The PSP identified approximately 94 residential and commercial structural storm water best management practices (BMP) in the community (including Miami University - MU). The structures ranged in complexity from residential rain barrels to permeable pavements and commercial detention-retention basins. The PSP included a map of BMP locations. The students did not have time to thoroughly research a portion of the northern half of the City; one of the PSP recommendations was to contact MU's GIS Coordinator and have additional student projects complete mapping of structural BMP utilizing various remote sensing techniques. The PSP reviewed the public outreach and education programs of 23 Ohio communities with population ranges of 20,000 to 26,500 (similar to Oxford's 23,371 from the 2010 census). It was reported that the Cities of Alliance, Green, and Oregon were good examples of community outreach programs, utilizing community-based social marketing, including themed logo and/or slogans for their programs, city-based storm water websites, brochures provided to the public, and collaborative efforts with other nearby political subdivisions. It was noted that Oxford has distributed informational brochures in the past (with annual drinking water Consumer Confidence Reports), and is currently involved and participating in the Regional Storm Water Collaborative, which utilizes the community-based social marketing education and outreach approach. The PSP's final report is due to the Commission by Friday, May 16, 2014.

(Continued)

**Approved By:**

Department Head:  
City Manager:

Initial Date

HTB 5/14/14  
[Signature] 5/16/14

Mr. Gwyn asked the Commission to consider requesting modification to Oxford's Open Space Residential Development regulations. In reviewing Chapter 1101, Section 505 of Oxford's Codified Ordinance, Mr. Gwyn thought it would be appropriate to include the Mandatory Open Space Requirements (Chapter 1101, Section 505 A-2) of wetlands, steep slopes, and sensitive development areas (defined in Chapter 1101, Section 402) to the list of areas that shall not count towards the minimum open space requirement (Section 505 A-4(a) through A-4(g) of Chapter 1101). Commissioners discussed whether the modification was appropriate and/or necessary, as land containing features consistent with the Mandatory Open Space Requirements were already specified to be preserved. In a three to one vote, the Commissioners recommended that the Planning Commission consider the following:

*The Environmental Commission recommends and strongly encourages the acreage of natural and sensitive areas referenced in 505 A-2 of Oxford's Codified Ordinance Chapter 1101 should be preserved, as well as included with other areas specified in 505 A-4 of Chapter 1101 that are not to count toward the minimum open space requirement.*

Mr. Gwyn indicated that he would review Oxford's Comprehensive Plan (revised in 2008) and compile documentation and specific references supporting the Commission's above-referenced recommendation.

Commissioners provided a summary of their research into how other Ohio communities similar to Oxford handle their solid waste and recycling collection contracts. The City of Athens reported their collections program was currently in flux and under review. Bowling Green and Delaware collect residential solid waste and utilizes their county's Recycling and Solid Waste District for recycling services. Businesses in both communities are responsible for arranging their own refuse services. Wooster and Gambier had provided copies of their contracts, but each contract had not yet been reviewed. Regarding Oxford's upcoming solid waste and recycling contract specifications (existing contract expires on December 31, 2014), Commissioners suggested that tiered residential services be required. For solid waste, an example of three levels (based upon volume) of service be offered to citizens, with the minimum level consisting of up to three trash cans (or one waste wheeler tote), the maximum level of up to 10 trash cans (the current level for all Oxford residents), and an intermediate level in between these volumes. Regarding recycling, Mr. Gwyn stated that the City of Forest Park had been able to secure three sizes of recycling containers in their recent contract with Rumpke: a 23-gallon red bin, a 35-gallon wheeled tote with a lid, and a 96-gallon wheeled tote with a lid. It was suggested that the upcoming contract specifications include the intermediate, 35-gallon recycling container. As to whether solid waste and recycling collections from commercial businesses should be included in the contract specifications, no clear consensus was reached. Mr. Gwyn stated that in the City of Forest Park, the commercial businesses were responsible for their own refuse services. The possibility of stipulating apartment complexes offer recycling was discussed, but it was concluded that while such a requirement may be desirable, it was not necessarily applicable to the development of the pending contract specifications.

Staff provided the application form to register for the upcoming Ohio Department of Natural Resources' "Tree Commission Academy" two-day training course, being hosted by the City of Hamilton on Monday and Tuesday, October 6 and 7, 2014. The registration fee is \$35 per individual. Staff was requested to inquire if the Urban Forestry Appropriation could be utilized to cover Commissioners' registration fee(s).

The Commission adjourned at 8:40 p.m. The next scheduled meeting of the Environmental Commission is on Wednesday, June 4, 2014 at 7:00 p.m., in the Municipal Building's Second Floor Conference Room.

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: May 20, 2014

Account Code #: N/A

Budgeted Amount: \$ N/A

Service Department  
Originating Department

Michael B. Dreisbach  
Prepared By

May 14, 2014  
Date Prepared

**Agenda Title:** Agreement with Bill D. and Nancy S. Colwell to Accept Lot 3664

**Recommendation:** Approval

### Discussion:

Silverleaf Meadows Subdivision, Section One, was approved by the Oxford City Council at their March 2, 2004 meeting. The neighborhood of approximately 7.5 acres was developed by Bill Colwell (Developer). The plat for the subdivision, including 23 parcels, was recorded with Butler County in June 2006. Utility infrastructure was installed for the subdivision including the base layer of asphalt for the streets running through the subdivision. However, the Developer has not installed the surface layer of asphalt to complete the street construction.

The City has notified the Developer to install the surface layer of asphalt throughout this subdivision, but the Developer has stated he is not in a position to pay to have the work completed. In order to move forward, the City and Developer have drafted an Agreement whereby the Developer will transfer free and clear title to Lot 3664 to the City to pay for the street improvements. This lot sits on the northeast corner of the intersection of Gardenia Dr. (formerly known as Silverleaf Meadows Drive) and Apricot Lane and is valued at \$26,550 by the Butler County Auditor. Staff estimates street improvements will cost approximately \$25,000.

With Council approval, the City intends to sell Lot 3664 to pay for the City constructed street improvements. Should there be a residual amount after City expenses, the balance will be refunded to the Developer. Of the lots still owned by the Developer, this lot is the most desirable for resale by the City.

The City has contracted with Barrett Paving Co. to install the surface layer of asphalt in the subdivision. The street improvements will be constructed between July 21<sup>st</sup> and August 8<sup>th</sup>, 2014.

Staff recommends the City Council authorize the City Manager to sign the Agreement between the owners of Lot 3664, Bill D. and Nancy S. Colwell, and proceed with street improvements in the Silverleaf Meadows Subdivision.

**Approved By:**

Department Head:

Initial

Date

City Manager:

MBD

5/16/14

[Signature]

5/16/14

**RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BILL D. COLWELL AND NANCY S. COLWELL FOR THE CITY OF OXFORD TO TAKE TITLE TO THE PROPERTY LOCATED AT 18 GARDENIA DRIVE; OXFORD, OHIO.

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

SECTION 1: The City has reached an Agreement with Bill D. Colwell and Nancy S. Colwell wherein the Colwells will transfer title to the property located at 18 Gardenia Drive; Oxford, Ohio to the City in exchange for the City providing the last course of asphalt to the Silverleaf Subdivision. The Agreement is attached hereto and incorporated herein as Exhibit "A".

SECTION 2: Council approves the Agreement with Bill D. Colwell and Nancy S. Colwell, and authorizes the City Manager to take all steps necessary to enter into said Agreement.

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

\_\_\_\_\_  
MAYOR

ADOPTED:

ATTEST:

\_\_\_\_\_  
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW(STAFF)

## AGREEMENT

This AGREEMENT is entered into at Oxford, Ohio this \_\_\_\_ day of \_\_\_\_\_, 2014 by and between the City of Oxford, Ohio an Ohio municipal corporation, 101 E. High Street, Oxford, Ohio, Oxford, Ohio (hereinafter "City") and Bill D. and Nancy S. Colwell, (hereinafter "Owners").

### WITNESSETH:

WHEREAS, Owners seek to have the City provide the last course of asphalt to the Silverleaf subdivision; and

WHEREAS, in exchange for the City providing the last course of asphalt, Owners will transfer title, free and clear, title to lot 3664 located at 18 Gardenia Drive to the City; and

WHEREAS, the City will market and sell lot 3664 and withhold from the proceeds of the sale the cost to provide the last course of asphalt to the Silverleaf subdivision, real estate taxes paid by the City, as well as the cost to market and sell lot 3664; and

WHEREAS, the City will give the remainder of the proceeds of the sale of lot 3664 to the Owners.

NOW, THEREFORE, in consideration of the foregoing recitations and the benefits to them mutually accruing, the parties hereto agree as follows:

Section 1. Owners will transfer title of lot 3664, free and clear of any encumbrances, to City.

Section 2. City will pay for the installation of the last course of asphalt to the Silverleaf subdivision.

Section 3. Upon the sale of lot 3664, City will apply the proceeds of the sale to the cost of the last course of asphalt, real estate taxes and the cost to market and sell lot 3664. City has full authority to sell lot 3664 at any price it solely deems sufficient. If there are any additional proceeds remaining from the net proceeds after the City's costs of sale and ownership are deducted, the City will return that amount to Owners. If the proceeds of the sale of lot 3664 are not sufficient to reimburse City for the cost of the last course of asphalt, Owners are not to be held responsible for any additional amount.

Section 4. This Agreement represents the entire understanding of the parties with respect to the subject matter covered and supersedes any prior oral or written agreement. The terms of this Agreement shall be governed by the laws of the State of Ohio.

IN WITNESS WHEREOF, the parties hereto, acting by and through their duly authorized representatives, have executed this Agreement on the date first above written.

WITNESS:

CITY OF OXFORD, OHIO

\_\_\_\_\_  
  
\_\_\_\_\_

By: \_\_\_\_\_  
Douglas R. Elliott, Jr. City Manager

Bill D. Colwell

By: \_\_\_\_\_

Nancy S. Colwell

By: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Stephen M. McHugh, Esq.  
Law Director for the City of Oxford, Ohio  
Coolidge Wall, L.P.A.  
33 West First Street  
Dayton, Ohio 45402  
(937) 223-8177 telephone  
(937) 223-6705 facsimile

# BCEO Tax Map Application

Gregory J. Wilkens, P.E., P.S.  
Butler County Engineer



Layers



Search Window

☐ Parcel ID

Search By: ☒ Address

☐ Owner

Example: '130 HIGH ST'

| Owner                    | Address        | PIN |
|--------------------------|----------------|-----|
| COLWELL BILL D & NANCY S | 18 GARDENIA DR | H40 |





- ▶ Profile
- Proposed Levies for May 6, 2014 Election
- Sales
- Residential
- Manufactured Homes
- Commercial
- Out Buildings
- Permits
- Land
- Photos
- Property
- 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
- Tax Detail 2004
- Tax Detail 2003
- Tax Detail 2002
- Tax Detail 2001
- Sketch
- Value History
- Maps
- Special Assessments

**PARID: H4000116000051**  
**COLWELL BILL D &**

**18 GARDENIA DR**

CURRENT RECORD

1 of 1

[Return to Search Results](#)  
[Create Workflow](#)

**Parcel**

Parcel Id H4000116000051  
Address 18 GARDENIA DR  
Class RESIDENTIAL  
Land Use Code 500, R - RESIDENTIAL, VACANT LAND, LOT  
Neighborhood 00008016  
Total Acres  
Taxing District H40  
District Name OXFORD CORP TAL CSD  
Gross Tax Rate 72.59  
Effective Tax Rate 44.843854

**REPORTS**

[Mailing List Export](#)  
[Csv/Buffer Export](#)  
[Property Report Card](#)

**Owner and Legal**

Owner 1 COLWELL BILL D &  
Owner 2 NANCY S  
Legal 1 3664 ENT  
Legal 2 SILVERLEAF MEADOWS SUB SEC 1  
Legal 3

Printable Summary

Printable Version

\$ Pay My Tax Bill

Tax Codes, Descriptions,  
Calc Formula and Rollback  
Rates

Special Assesment  
Project Codes

Pending Specials

Land Use/sketch Codes

Commercial Structure Codes

**Tax Mailing Name and Address**

Mailing Name 1 BILL D AND NANCY S COLWELL  
Mailing Name 2  
Address 1 2530 REGINA PL  
Address 2  
Address 3 HAMILTON OH 45013 4813

**Sales**

| Sale Date | Sale Amount |
|-----------|-------------|
| 08-DEC-10 |             |
| 02-JUN-06 |             |

**Dwelling**

Stories  
Gross Living Area  
Construction  
Total Rooms  
Bedrooms  
Year Built  
Finished Basement

**Current Value**

|                      |          |
|----------------------|----------|
| Land (100%)          | \$26,550 |
| Building (100%)      | \$0      |
| Total Value (100%)   | \$26,550 |
| CAUV                 | \$0      |
| Assessed Tax Year    | 2013     |
| Land (35%)           | \$9,290  |
| Building (35%)       | \$0      |
| Assessed Total (35%) | \$9,290  |

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

| Parcel identifier | Value Type  | value  |
|-------------------|-------------|--------|
| H4000116000051    | Base Parcel | 26,550 |
|                   | Total Value | 26,550 |

### Current Year Real Estate Taxes

---

| TAX TYPE    | Prior Year | First Half Tax | Second Half Tax | Total  |
|-------------|------------|----------------|-----------------|--------|
| Real Estate | 0.00       | 206.23         | 187.48          | 393.71 |
| Total:      | 0.00       | 206.23         | 187.48          | 393.71 |

### Homestead Credits

---

|                       |    |
|-----------------------|----|
| Homestead Exemption   | NO |
| Owner Occupied Credit | NO |

Copyright Butler County Auditor - last updated 09-APR-14

The Butler County Auditor's office strives to provide the public with only the most current and accurate data, the contents herein are not updated in real-time and may not reflect the most recent changes.

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

Service Department  
Originating Department

City Council Meeting of: May 20, 2014

Michael B. Dreisbach  
Prepared By

Account Code #: 332.831.50903 \$250,000  
331.831.52020 \$ 18,942  
322.810.50101 \$ 29,950

Budgeted Amount: \$250,000 (Sanitary work only)

May 7, 2014  
Date Prepared

**Agenda Title:** Chestnut St. Sanitary Sewer and Water Main Upgrade in Conjunction with Redevelopment of 419 South Locust St. (aka previous Wal-Mart site).

**Recommendation:** Approval

**Discussion:** On September 17, 2013, the Oxford City Council adopted Resolution No. 4770 authorizing an Agreement with RE NVC Oxford Residential, LLC to cost share in utility infrastructure costs made necessary by the redevelopment of approximately 12 acres at 419 S. Locust St. (aka "the former Wal-Mart site"). This agreement dictates the developer shall contribute \$125,000 towards utility improvements, payable after all permits for the site have been issued.

This project will effectively upgrade Chestnut Street's existing 6" (under the RR) and 8" sanitary sewer pipe to an 18" main able to accommodate the additional loading for the proposed development. The project will also install a new 12" water main under the railroad tracks to accommodate future improvements to the water utility. The Developer will still be responsible to pay all other associated costs with connections to the sanitary sewer system including but not limited to tap fees, inspections charges, and Capacity Benefit Charges.

The City developed plans and specifications for the project that were approved by both CSX (the railroad owner) and the Ohio EPA. These plans were then advertised for bids in the Hamilton Journal and Dayton Daily News on April 18 and 25, 2014. Bids were publically opened and read on May 2, 2014 with the following results:

**Brackney, Inc.**  
Larry Smith, Inc.

**\$271,720**  
**\$305,792**

Brackney, Inc. submitted the lowest and best bid for the project. This company has performed similar work for the City, and we have been very pleased with their services. It is Staff's recommendation that the City Council authorize the City Manager to enter into an agreement with Brackney, Inc. for the specified work at a cost of \$271,720. Staff is requesting a 10% contingency in the amount of \$27,172; therefore, **the total contract amount not to exceed shall be \$298,892.** With Council's approval, funding will be as identified at the top of this report between three authorized appropriations.

Chestnut St. will be closed for approximately four weeks to safely allow for construction of these improvements. Traffic will be maintained to businesses in the vicinity of the improvements.

**Approved By:**

Department Head:

City Manager:

Initial

Date

MBD 5/14/14

[Signature] 5/16/14

## RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID SUBMITTED BY BRACKNEY, INC. AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BRACKNEY, INC. FOR THE CHESTNUT STREET SANITARY SEWER AND WATER MAIN UPGRADE PROJECT AT A COST OF \$271,720.00 PLUS A CONTINGENCY AMOUNT OF TEN PERCENT (10%) OF THE CONTRACT PRICE OR \$27,172.00 FOR A TOTAL COST NOT TO EXCEED \$298,892.00.

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

SECTION 1: The City advertised for bids in the *Hamilton Journal* and the *Dayton Daily News* on April 18, 2014 and April 25, 2014. Two (2) sealed bids were opened and publicly read on May 2, 2014. The lowest and best bid was provided by Brackney, Inc. in the amount of \$271,720.00.

SECTION 2: The City Manager and the Service Director recommend City Council accept the bid of Brackney, Inc. as the lowest and best bid for the Chestnut Street sanitary sewer and water main upgrade project at a cost of \$271,720.00 and authorize the City Manager to enter into a contract with Brackney, Inc. for the Chestnut Street sanitary sewer and water main upgrade project at a cost of \$271,720.00 plus a contingency amount of ten percent (10%) of the contract price or \$27,172.00 for a total cost not to exceed \$298,892.00.

SECTION 3: City Council hereby accepts the recommendation of the City Manager and the Service Director and finds Brackney, Inc. to be the lowest and best bidder and accepts the bid of \$271,720.00 for the Chestnut Street sanitary sewer and water main upgrade project.

SECTION 4: City Council hereby authorizes the City Manager to enter into a contract with Brackney, Inc. for the Chestnut Street sanitary sewer and water main upgrade project at a cost of \$271,720.00 plus a contingency amount of ten percent (10%) of the contract price or \$27,172.00 for a total cost not to exceed \$298,892.00.

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

---

MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

City Manager

**Originating Department**

**Council Meeting Of:** May 20, 2014

Mary Ann Eaton

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

**Prepared By**

**Budgeted Amount:** N/A

May 7, 2014

**Date Prepared**

**Agenda Title:** Resolution authorizing the City Manager to permit the Miami University Alumni Association to hold an Alumni Weekend 2014 event to include the sale of beer and wine from 6:00 p.m. to 10:00 p.m. on Friday, June 20, 2014 in the Uptown Parks.

**Recommendation:** N/A

### Discussion:

This request is to allow the sale of alcoholic beverages from 6:00 p.m. to 10:00 p.m. on Friday, June 20, 2014 in the Uptown Parks area.

City Council unanimously approved the request in 2011, 2012 and 2013.

**Approved By:**

**Initial Date**

**Department Head:**

**City Manager:**

 5/14/14

## **RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO PERMIT THE MIAMI UNIVERSITY ALUMNI ASSOCIATION TO HOLD AN ALUMNI WEEKEND 2014 EVENT TO INCLUDE THE SALE OF BEER AND WINE FROM 6:00 P.M. TO 10:00 P.M. ON FRIDAY, JUNE 20, 2014 IN THE UPTOWN PARKS.

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

SECTION 1: The Miami University Alumni Association wishes to open Alumni Weekend 2014 with an event in the Uptown Park which will be open to the public and will give everyone the opportunity to welcome Miamians and their families back to Oxford.

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

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

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

SECTION 5: The City Manager is hereby authorized to take all steps necessary to permit the Miami University Alumni Association to hold an event in the Uptown Park to include the sale of beer and wine on Friday, June 20, 2014 from 6:00 p.m. to 10:00 p.m. in the Uptown Parks.

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

---

MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

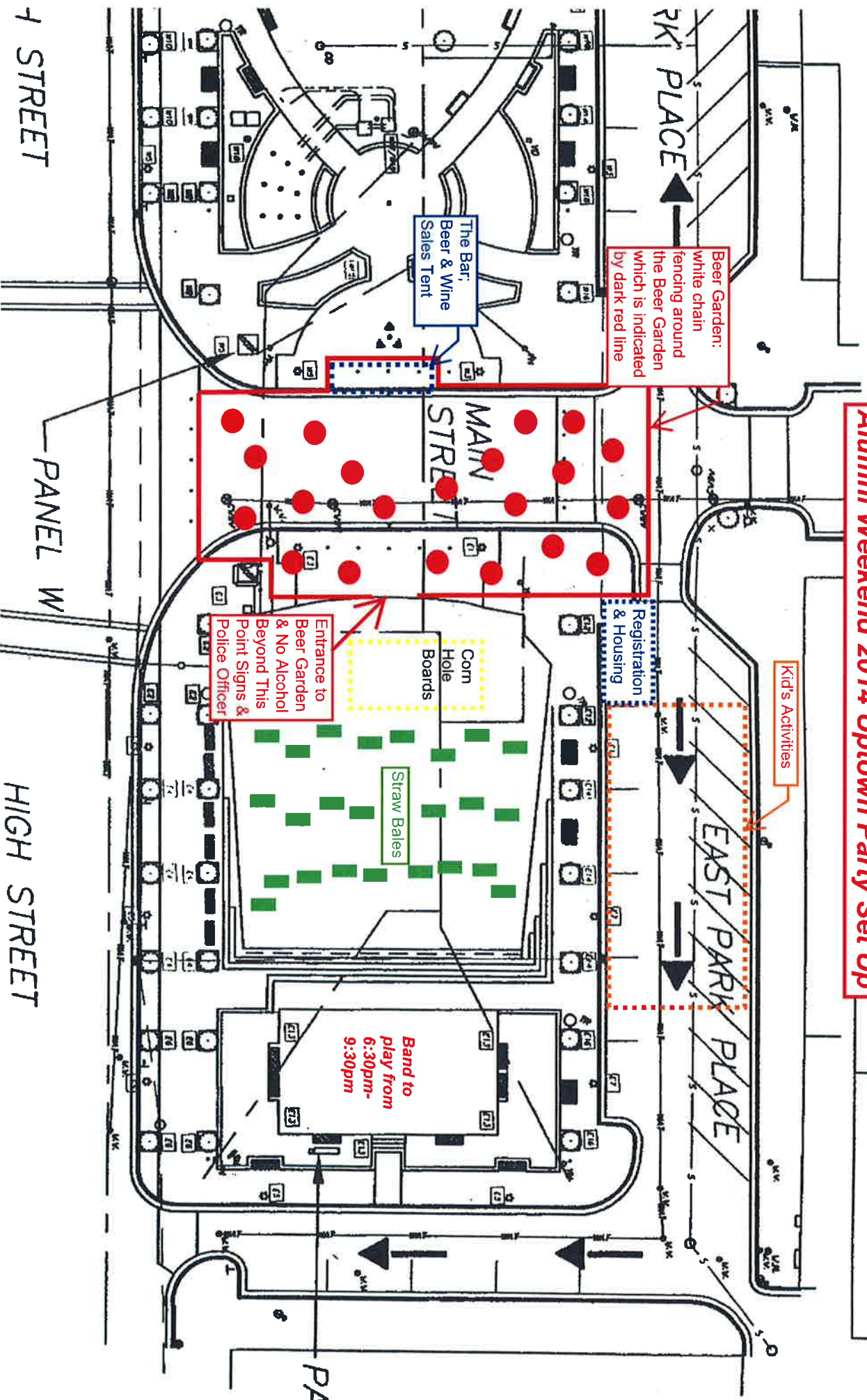
INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW(STAFF)

# Alumni Weekend 2014 Uptown Party Set Up

E18/E20-220 VOL 1 OUTLET (30 AMP)

W17/W19-BREAKER CONTROL





APPROVED

Rev. 12/06

# 815.00 Due

- ☒ REQUEST FOR PUBLIC PARK PERMIT
- ☒ REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 6 / 20 / 14 through 6 / 20 / 14 From: 3:00 a.m. (p.m.) To: 12:00 (a.m.) (p.m.)

Today's Date: 2 / 25 / 14 ☐ Emergency Utility Repair (check box, if applicable)

--- Applicant shall allow a minimum of 5 business days for processing ---

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

Mark D. Macechko

Organization: Miami University Alumni Association

Address:

Murstein Alumni Center

Advisor: Ray Mock

725 E Chestnut St, Oxford, OH 45056

Address:

Murstein Alumni Center

Telephone:

513-529-5219

Telephone:

725 E Chestnut St, Oxford, OH 45056

Cellular:

Cellular:

Fax:

513-529-1466

Fax:

513-529-5957

Email:

macechm1@MiamiOH.edu

Email:

macechm1@MiamiOH.edu

\* Person in charge - Primary contact

Non-Profit: ☒ Yes ☐ No

**PARK REQUESTED**

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

RECEIVED

FEB 2 2014

City of Oxford

**TITLE OF EVENT** (be specific and include projected attendance)

Alumni Weekend 2014 / Uptown Party

Projected Attendance: \_\_\_\_\_ Has this event been held previously? ☒ Yes ☐ No If "YES", when? 6/21/13

6/15/12

6/17/11

**DESCRIPTION OF EVENT**

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

Applicant's Signature: Mark D. Macechko Date: 2 / 25 / 14

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

**M.U. Use Only**

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

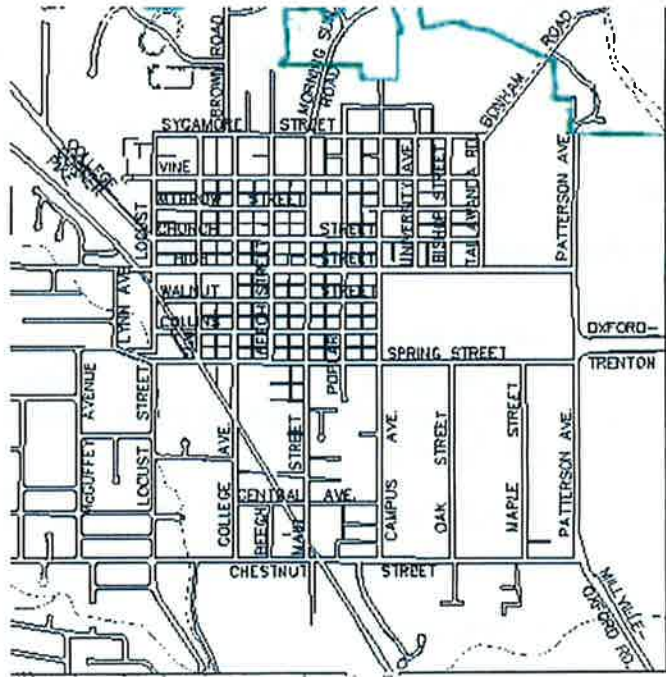
Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**City Use Only**

On-Site Contact Person: \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Distribution Checklist: ☐ O.P.D. ☐ O.F.D. ☐ Service Director ☐ Street Department ☐ O.P.R.D.  
☐ O.V.C.B. ☐ QuickBase Entry ☐ M.U. Student Activities Office ☐ M.U.P.D.

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



## CITY OF OXFORD / RIGHT-OF-WAY REQUEST DETAILS

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

We would like to request East Park Place and West Park Place around both Memorial Park and Martin Luther King Jr. Park. We would also like to request Main Street between High Street and Church Street (between the two parks).

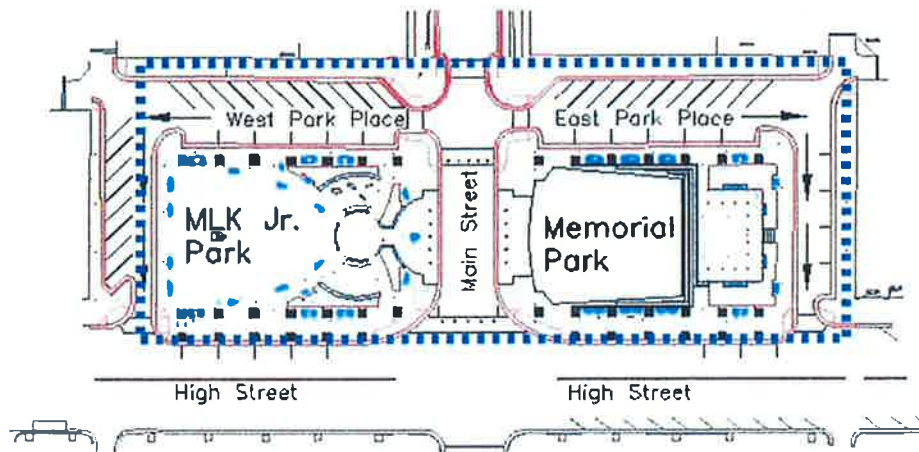
**Additional Requests:**  
(Include details in narrative)

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

### Time Details

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

\*Generally the responsibility of the applicant.



### OXFORD MEMORIAL PARK & MARTIN LUTHER KING JR. PARK

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

We would like to request Memorial Park, Martin Luther King Jr. Park, ALL parking places on East Park Place, ALL parking places on West Park Place NORTH of MLK Jr. Park (NO parking spaces West of MLK Jr. Park, closure of East and West Park Place (entire street) and closure of Main Street from High Street to Church Street.

For music and activities for all ages. We are again requesting sale of alcohol like we have done the past 3 years. We are going to encourage our guests to go to uptown restaurants for dinner so we won't have food vendors this year.

We understand that the sale of alcohol will require us to purchase an F-2 permit which will will do and will require us to go before City Council to ask for permission.

#### Additional Requests:

*(Include details in narrative)*

- ☒ Pavilion
- ☒ Extra trash cans\*
- ☐ Sound system (with operator)\*
- ☐ Stage lighting\*
- ☐ Special power requirements (explain in narrative)\*
- ☐ Other: \_\_\_\_\_

#### Time Details

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

\*See fee sheet

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



## Stipulations and Fees

**Note:** FULL PAYMENT REQUIRED BEFORE THE EVENT

### RIGHT-OF-WAY

Applicants should allow a minimum of **five (5) business days** for the request to be processed from the time it is submitted to city officials. *(Please provide the City with as much lead time as possible. Events requiring road closures and staffing will require additional processing time. Large event requests shall be submitted no less than fourteen (14) days in advance of the event.)*

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

### USE OF PARKS (ALL THOSE ABOVE, PLUS)

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

#### FEE INFORMATION

|                               |              |
|-------------------------------|--------------|
| No Parking Signs              | \$ .25 ea.   |
| Trash Cans                    | \$5.00/ea.** |
| <i>*When required</i>         |              |
| <i>** For Additional cans</i> |              |
| <u>Personnel</u>              |              |
| Police Officer(s)             | Contact OPD  |
| Sound Technician              | \$25.00/hr   |
| Street Dept. Personnel        | \$25.00/hr   |
| Electrician                   | \$100.00     |
| Park & Rec Personnel          | Contact OPRD |

#### Road Closures

|              |            |
|--------------|------------|
| Main Street  | \$135.00** |
| US 27 Detour | \$135.00** |

*\*\*Includes labor*

#### Sports Fields/Gazebo

Contact OPRD – 523-6314

#### APPLICANT'S ASSURANCE

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

Matt P. Macleod Date: 2 / 25 / 14  
Applicant's Signature

#### CITY USE ONLY

|       | Service               | Hours | Rate                  | Estimate | Final                 |
|-------|-----------------------|-------|-----------------------|----------|-----------------------|
| 1     | 48 sports parking     |       | \$ 480. <sup>00</sup> | \$       | \$ 480. <sup>00</sup> |
| 2     | Detour                |       | \$ 135                | \$       | \$ 135. <sup>00</sup> |
| 3     | Boxes                 | 10    | \$ 5                  | \$       | \$ 50. <sup>00</sup>  |
| 4     | Street Div. Personnel | 6     | \$ 25                 | \$       | \$ 150. <sup>00</sup> |
| 5     |                       |       | \$                    | \$       | \$                    |
| Total |                       |       | \$                    | \$       | \$ 815. <sup>00</sup> |

|                                              | Applicant's Initials | Review Date |
|----------------------------------------------|----------------------|-------------|
| Police Department                            |                      |             |
| 1 CONTACT OPP'D REVIEW STAFFING REQUIREMENTS |                      |             |
| 2 NO LESS THAN 30 DAYS BEFORE EVENT          |                      |             |
| 3                                            |                      |             |
| 4                                            |                      |             |
| Fire Department                              |                      |             |
| 1                                            |                      |             |
| 2                                            |                      |             |
| 3                                            |                      |             |
| 4                                            |                      |             |
| Service Department                           |                      |             |
| 1                                            |                      |             |
| 2                                            |                      |             |
| 3                                            |                      |             |
| 4                                            |                      |             |
| Recreation Department (if applicable)        |                      |             |
| 1                                            |                      |             |
| 2                                            |                      |             |
| 3                                            |                      |             |
| 4                                            |                      |             |
| City Manager                                 |                      |             |
| 1                                            |                      |             |
| 2                                            |                      |             |
| 3                                            |                      |             |
| 4                                            |                      |             |

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

Reviewer(s): \_\_\_\_\_

#### APPROVAL SECTION (with conditions)

Police Chief: ☒ Approved ☐ Not Approved

Fire Chief: ☐ Approved ☐ Not Approved

Service Director: ☒ Approved ☐ Not Approved

Recreation Director: ☐ Approved ☐ Not Approved

City Manager: ☒ Approved ☐ Not Approved

*AT* 2/27/14

/

*DOT* 2/27/14

/

*[Signature]*  
City Manager's Signature

Date: *2/25/14*

Reason(s) event not approved:

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

City Manager

**Originating Department**

**Council Meeting Of:** May 20, 2014

Mary Ann Eaton

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

**Prepared By**

**Budgeted Amount:** N/A

May 13, 2014

**Date Prepared**

**Agenda Title:** Resolution approving the contract between the City of Oxford, Ohio and the Oxford Police Officers, Fraternal Order of Police, Lodge 38 and authorizing the City Manager and City Law Director to sign the contract on behalf of the City.

**Recommendation:** Approval.

**Discussion:**

December 31, 2013 marked the end of the existing contract between the City and the Oxford Police Officers, Fraternal Order of Police, Lodge 38.

Negotiations are complete and approval of this Resolution will authorize the City Manager and the City Law Director to sign the recommended contract, the term of which is three years.

**Approved By:**

**Initial Date**

**Department Head:**

**City Manager:**

 5/16/14

**RESOLUTION NO.**

A RESOLUTION APPROVING THE CONTRACT BETWEEN THE CITY OF OXFORD, OHIO AND THE OXFORD POLICE OFFICERS, FRATERNAL ORDER OF POLICE, LODGE 38 AND AUTHORIZING THE CITY MANAGER AND THE CITY LAW DIRECTOR TO SIGN THE CONTRACT ON BEHALF OF THE CITY.

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

SECTION 1: The City Manager and the Police Chief recommend Council authorize the City Manager and the City Law Director to sign on behalf of the City the Contract referred to in substantially the same form as Exhibit "A" ("Contract") with the Oxford Police Officers, Fraternal Order of Police, Lodge 38. The purpose of this Contract is to achieve a mutual agreement and understanding between the aforementioned parties and to establish written protocol for harmonious relations between the parties. The term of this Contract is for three (3) years from January 1, 2014 through December 31, 2016.

SECTION 2: Council hereby accepts the recommendation and approves the contract finding that the contract will benefit the community and it is in the best interest of the City to authorize the City Manager and the City Law Director to sign the contract on behalf of the City.

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

---

MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW(STAFF)

**CITY OF OXFORD  
STAFF SUMMARY REPORT**

**Report to the City Manager**

Community Development  
**Originating Department**

**Council Meeting Of:** May 20, 2014

Sam Perry  
**Prepared By**

**Account Code No. #:**

**Budgeted Amount:**

May 15, 2014  
**Date Prepared**

**HAPC MEETING REPORT – MAY 7, 2014**

**Requests for Review (Certificate of Appropriateness):**

**HAPC-2014-08 -- 20-24 E. High Street Addition, 48-56 East Park Place demolition, Scott Webb, Applicant, Agent**

The applicant presented a proposal to demolish approximately 70% of the building(s) owned by Sigma Chi Foundation along East Park Place; what is currently Nail Depot, Varsity Barber Shop, various other offices and the rear of Bill's Art Store. The land area owned by Sigma Chi Foundation is roughly 6,200 square feet. The demolished building(s) area would be roughly 4,300 square feet. Sigma Chi's re-use proposal of the newly vacant land would be to construct a new rear addition of approximately 900 square feet. The addition would serve as a much-needed modernization to their cherished historic founding site, which fronts on High Street (circa 1818). It would include egress stairs/elevator and restrooms. Significant restoration and remodeling of the historic founding site has been done within the past decade.

Mr. Ashley Woods, Chief Operating Officer of Sigma Chi Foundation, was present to explain their situation, their plans and their commitment to the historic founding site. Mr. Webb presented a detailed powerpoint presentation comparing the revenue generated by the real estate to the costs of modernizing the existing building(s). Three-dimensional views of the buildings' interior were provided to assist the HAPC in understanding the various additions and alterations which had joined the building(s) over the years. Mr. Webb's analysis was that the current situation was unsafe because of non-compliance with building and safety codes.

The HAPC members were generally interested in conserving the building(s) because of their characteristic age and the fact that there were few left of this size and shape, in the district. This block is the oldest in Oxford. Additionally, the HAPC could not determine yet that the applicant presented adequate information to meet the requirements of the demolition decision criteria. Particularly, the re-use plan only comprised 20% of the vacant land. There was interest from the Commission to tour the interior to better grasp the situation presented by the applicant. The applicant was willing to have the HAPC table the discussion until a walk-through could be held followed by a special meeting to continue the discussion. Staff was to set up the walk through and special meeting with the applicant. The HAPC has until July 7<sup>th</sup> to make a final decision.

**HAPC-2014-07 -- 2 & 4 W. Church Street replacement of exterior door and trim, Jackie Hunt, Applicant**

The owner/applicant had replaced a door and transom window without applying for a Certificate of Appropriateness. The request was to keep the door and transom as installed but to follow up by painting the door and trim to match existing colors. The HAPC found that the installed transom window was not consistent with the design guidelines or the existing transom. The request was unanimously denied. The HAPC suggested to have an appropriate transom unit installed.

**Old Business**

Staff updated HAPC on the CLG grant for the Community Arts Center portico (10 S. College Ave.). There was a possibility that the grant money would not be used because of material requirements, schedule and the complexity of integration with the overall exterior project.

Staff updated the HAPC on minor roof line modifications requested to the Phi Gamma Delta restoration project at 130 East High Street, which would amend the COA approved in January.

**Discussion Items**

Three historic marker applications had been submitted for review at a future work session/meeting:

- Bethel A.M.E. Church – 14 S. Beech St
- Rice Residence – 508 S. College Ave
- Campus Ministry Center (Historic Stoddard House) – 16 S. Campus Ave

Staff presented a powerpoint presentation from a sign company of draft exterior signs for the Uptown Parking Garage. The HAPC provided comments.

A variety of preservation month activities were discussed, included the walking tours held each Saturday in May at 10:30 a.m. The tour locations are posted on [www.enjoyoxford.org](http://www.enjoyoxford.org) as well as on posters around the community.

The “Colors for Oxford” paint scheme assistance program was added to the 2014 Goals and Objectives.

**Upcoming Dates**

May worksession/special meeting not yet scheduled

June regular meeting on June 4, 2014 at 6 p.m.

September 10-13, 2014 – International Preservation Trades Conference, Belmont College, St. Clairsville, Ohio

**Department Head:**

**City Attorney:**

**City Manager:**

*JHC* / 5/15/14  
*JK* / 5/16/14