A Regular meeting of the Oxford City Council was called to order by Mayor Richard Keebler on Tuesday, September 17, 2013 at 7:00 p.m. Those members present were Ken Bogard, Bob Blackburn, John Harman, Kevin McKeehan, Kate Rousmaniere and Steve Snyder.

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

ADJOURN TO EXECUTIVE SESSION

Mr. McKeehan moved to adjourn to Executive Session immediately in accordance with Ohio Revised Code Section 121.22(G)(1) (2) and (3) for the purpose of discussing appointments to Boards and Commissions, property acquisition and pending litigation. Mr. Snyder seconded. The motion passed by the following roll call:

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

NAY: None (0)

ABS: None (0)

RETURN FROM EXECUTIVE SESSION

Mr. Snyder moved to return from Executive Session at 7:35 p.m. Mr. McKeehan seconded. The motion passed 7-0-0.

PLEDGE OF ALLEGIANCE

Mayor Keebler requested the Pledge of Allegiance.

APPROVAL OF AGENDA

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

PUBLIC PARTICIPATION

PROCLAMATION 'HISPANIC HERITAGE MONTH'

Mayor Keebler read the proclamation and presented it to Ms. Jacque Rioja Velarde and Ms. Juanita Tate.

Ms. Rioja Velarde thanked Council for their support of the annual Latin Festival and invited everyone to attend the event on Friday, September 20th at 5:30 p.m. in the Uptown Park. Ms. Rioja Velarde noted the Oxford Community Foundation was supporting the event this year.

Ms. Rioja Velarde advised some of the performances would focus not only on Hispanic/Latino American cultures but also on the blending of cultures in the United States.

PROCLAMATION
'CONSTITUTION WEEK'

Mayor Keebler read the Proclamation and presented it to Ms. Susan Moore, Ms. Suzanne Dunkelberger and Ms. Rachel Mehl.

Ms. Susan Moore, Regent for DAR, thanked Council for the Proclamation on behalf of the Oxford Daughters of the American Revolution (DAR) organization. Ms. Moore advised DAR assembled a Constitution of the United States display at the Lane Library and encouraged everyone to visit the library to take a look at the display.

PRESENTATION
OXFORD COMMUNITY FOUNDATION

Ms. Catherine Hollins, Executive Director, Oxford Community Foundation, advised over the past 17 years the Oxford Community Foundation and the City of Oxford had forged a strong and lasting partnership, building a stronger, more vibrant Oxford. Ms. Hollins noted as partners the City and the foundation provided funding for non-profits in the area, helping them bridge their budget gaps to improve the quality of life for everyone who lives in Oxford. Ms. Hollins advised together the City and the foundation built a beautiful Uptown Park for everyone to enjoy and through the Red Brick & Ivy Fund the foundation was able to help the City maintain the parks in perpetuity. Ms. Hollins noted through the Red Brick & Ivy fund people could purchase bricks to memorialize or honor their loved ones. Ms. Hollins advised working together the City and the foundation enhanced the quality of life for everyone by giving them places to go, people to see, and things to do, such as attend some of the many festivals in the Uptown Park. Ms. Hollins noted the hanging flower baskets in Oxford's Uptown were provided by the Des Fleurs Beautification Fund. Ms. Hollins advised the City's administrative support allowed the foundation to meet its goals which in turn supported the City of Oxford in meeting its goals. Ms. Hollins noted the foundation administered over 127 endowed funds that benefitted the community, two of which the City held at the foundation. Ms. Hollins advised the funds supported grants and scholarship requests which were reviewed by the Community Foundation staff and awarded by committees made up of community members. Ms. Hollins noted the money was distributed by the foundation's staff with oversight and guidelines by the IRS, the foundation's CPA, and the foundation's board. Ms. Hollins advised in order to grow the foundation and the endowments the foundation had a strong fund raising plan which over the last 17 years had built the foundation's endowment to close to 3.8 million dollars. Ms. Hollins noted donors gave to the foundation because they cared about Oxford and knew the money would go back into the community. Ms. Hollins advised the foundation built a level of trust by promising donors and the community that through strong stewardship of the endowments the money would work for Oxford today, tomorrow, and forever. Ms. Hollins noted the City's support made all of this possible and as a donor the City contributed to the foundation's daily work and supported their mission. Ms. Hollins advised the City's support toward the foundation's core operational expenses allowed the foundation to strengthen their services for donors, non-profit organizations and for the City of Oxford. Ms. Hollins noted the City's support allowed the foundation to undertake leadership initiatives and improve the quality of life for everyone in Oxford.

Ms. Hollins advised the City's support of the foundation's core operations helped off-set costs the City would otherwise have borne, lessening administrative burden on City staff. Ms. Hollins noted she felt the Oxford Community Foundation had been very effective in helping the City achieve its goals for making Oxford the type of City it wanted to be now and in the future through leveraging money and the combined talents of the foundation and the City. Ms. Hollins advised the administrative support provided to the foundation was crucial in making the foundation and the City's partnership so successful. Ms. Hollins noted through this support the City increased its impact on the community in ways that direct spending of the City's budget dollars could not have achieved. Ms. Hollins advised the City of Oxford made an investment in the community and in the foundation and this wasn't simply another annual expense. Ms. Hollins noted the Oxford Community Foundation looked forward to strengthening this partnership and participating with the City in future endeavors. Ms. Hollins thanked Council for allowing her to make a presentation this evening and thanked Council for all they did to make Oxford a healthy and caring environment in which to live.

Mr. Harman thanked Ms. Hollins for reminding Council of all the Oxford Community Foundation did to enhance the City. Mr. Harman inquired if a reduction in funding allocated to the Oxford Community Foundation by the City of Oxford would adversely affect the foundation. Ms. Hollins advised the Oxford Community Foundation Board would need to access what the foundation did for the City and what the City did for the foundation in turn. Ms. Hollins noted the foundation provided a lot of support to the same non-profits the City helped to fund on an annual basis. Ms. Hollins advised if money for services was reduced, the services may also be reduced.

NOTICE TO LEGISLATIVE AUTHORITY

New permit for Dakotas of Oxford LLC DBA Dakotas of Oxford 325 S. College Avenue Oxford, Ohio 45056.

Mayor Keebler advised there had been a change in the ownership of this business and Council needed to consider accepting the revised notification of a new liquor permit within the City.

Mr. Bogard moved to accept the notice without comment. Mr. Blackburn seconded. The motion passed 7-0-0.

APPOINTMENTS TO BOARDS AND COMMISSIONS

Mr. Bogard moved to appoint Michael Kohus to the Student Community Relations Commission for a term expiring June 30, 2014 and Bill Schilling for a term expiring June 30, 2015. Mr. Bogard moved to appoint Judith Kolbas to fill an unexpired term on the Housing Advisory Commission ending June 30, 2014. Mr. Harman seconded. The motion passed 7-0-0.

PUBLIC COMMENTS

Ms. Megan Donahue, Miami University, Office of Community Engagement and Service, recapped the 2013 Walk-About results. Ms. Donahue advised the volunteers visited 1,289 student addresses with an original list of 1,304 addresses. Ms. Donahue noted that number substantially increased from 958 last year. Ms. Donahue advised the volunteers spoke to 611 students and left informational packets at 420 student addresses. Ms. Donahue noted she appreciated the community's support of the event.

Mayor Keebler thanked Ms. Donahue for her hard work on the event.

CONSENT AGENDA

Mr. Snyder requested removal of item B. Report regarding the September 4, 2013 Historic and Architectural Preservation Commission Meeting.

MINUTES

Minutes of the September 3, 2013 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORT

Report regarding the September 4, 2013 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

RESOLUTION
CONTRACT WITH
STRAWSER CONSTRUCTION, INC.

A Resolution No. 4768 authorizing the City Manager to enter into a contract with Strawser Construction, Inc. for the sealing of pavement joints and cracks at state contract pricing at a cost of $40,060.80 plus a contingency amount of ten percent (10%) of the contract value or $4,000.00 for a total cost not to exceed $44,060.80. (Mike Dreisbach, Service Director)

Mr. Bogard moved to approve the consent agenda items A., C. and D. Mr. Blackburn seconded. The motion passed 7-0-0.

REPORT

Report regarding the September 4, 2013 Historic and Architectural Preservation Meeting (Jung-Han Chen, Community Development Director)

Mr. Snyder referred to the HAPC report on page 19 of the agenda, second item under New Business. Mr. Snyder noted there were existing businesses in alley-ways and inquired why there was no zoning for the new one behind Quiznos on W. High Street. Mr. Chen advised staff did not encourage businesses to operate in alley-ways as safety was compromised. Mr. Chen noted there were existing businesses in alley-ways that had been there for many years.

Mr. Snyder inquired if the practice was legislated out of the Codified Ordinances and Mr. Chen advised yes. Mr. Chen noted staff was working with the owner to move the entrance to the business to face High Street. Mr. Snyder inquired when the legislation occurred to prohibit businesses operating in alley-ways. Mr. Chen advised he would review the matter and report back to Council.

Mr. Snyder moved to accept the HAPC report. Mr. Blackburn seconded. The motion passed 7-0-0.

RESOLUTIONS

RESOLUTION
GRANT APPLICATION

A Resolution No. 4769 of Council supporting the submission of a grant application for Ohio Public Works Commission Issue 1 Funds in the amount of $50,000.00 to be used for the rehabilitation of High Street between Poplar Street and Campus Avenue and for repairing the brick intersection of High Street and Tallawanda Road. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised at the last meeting, Council approved a Resolution to apply for grant funds for the rehabilitation of High Street between Poplar Street and Campus Avenue. Mr. Dreisbach noted since then, competing projects in other jurisdictions had been removed from the competition and the City was notified that additional funds may be available with no additional match on the City's part. Mr. Dreisbach advised staff was asking Council's permission to increase the amount of the application for grant funds with no further local funds being necessary.

Council was in favor of applying for the additional funds.

Mr. Bogard moved to adopt Resolution No. 4769. Mr. Snyder seconded. The motion passed 7-0-0.

RESOLUTION
SEWER AGREEMENT

Resolution No. 4770 authorizing the City Manager to enter into a Sewer Installation and Contribution agreement with RE NVC Oxford Residential, LLC, and RE NVC Oxford Commercial, LLC (collectively, the "Developers") in accordance with the conditions set forth in Ordinance No. 3221 adopted June 18, 2013 authorizing a Planned Development at 419 S. Locust Street Oxford, Ohio 45056. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised on June 18, 2013 Council adopted Ordinance No. 3221 authorizing the redevelopment of the former Wal-Mart site at 419 S. Locust Street. Mr. Dreisbach noted Section 3 of the Ordinance required the following condition: 'Off site sanitary improvements shall be made by the City, according to the terms of a cost-sharing agreement to be finalized between the City and the developer'. Mr. Dreisbach advised in order to accommodate the additional sanitary sewer needs of the new development, a bottleneck in the sanitary main below the railroad on Chestnut Street must be removed.

Mr. Dreisbach noted the proposed project would replace the Chestnut Street sanitary sewer from approximately Ardmore Street to Main Street including the section in the CSX right-of-way. Mr. Dreisbach advised the cost of the proposed project was approximately $250,000 with each party contributing 50% (the developer and the City). Mr. Dreisbach offered to answer any questions.

Ms. Rousmaniere noted because of a new development on Locust Street the sewer lines on Chestnut Street needed to be upgraded. Mr. Dreisbach advised yes. Mr. Bogard inquired what the timeline was for the proposed project. Mr. Dreisbach advised it would occur prior to the construction on U.S. 27 South and noted his hope it would be done this winter when Miami University was not in session. Mr. Bogard inquired if there might be any problems with CSX holding up the project. Mr. Dreisbach noted similar work had been done on Locust Street with no problems.

Mr. Snyder moved to adopt Resolution No. 4770. Mr. Blackburn seconded. The motion passed 7-0-0.

RESOLUTION
PROPERTY ACQUISITION

A Resolution No. 4771 to declare the necessity and intent to acquire certain parcels or real estate and other property interests owned by Herbert J. Summe and Carl A. Summe, with interest by others, for the widening of Millville-Oxford Road (U.S. 27), in the City of Oxford, Ohio. (Mike Dreisbach, Service Director)

Mayor Keebler noted there was a total of 10 Resolutions that were exactly the same except for the parcel number and the owner of the property to be acquired. Mayor Keebler asked Mr. Dreisbach to address the 10 Resolutions collectively.

Mr. Dreisbach advised this discussion would cover Resolution numbers 3-12 on the agenda. Mr. Dreisbach noted the City worked with ODOT to design improvements to U.S. 27 South as part of the Northwest Butler County Transportation Study. Mr. Dreisbach noted Miami University and the City were successful in obtaining federal earmarks for transportation projects and this was the final project to be done utilizing those funds. Mr. Dreisbach advised the design was complete and approved by ODOT and he did not foresee any delays in getting the project out for bid. Mr. Dreisbach noted the responsibility for acquiring the right-of-way was upon the City and once the City certified that the right-of-way necessary for the project had been acquired or was in the process of being acquired, the City could certify to ODOT that they could proceed with bidding and contractual procedures. Mr. Dreisbach advised ODOT hoped to have the project out for bid in February for the 2014 construction season. Mr. Dreisbach noted Council would begin the process of appropriating land necessary for the project tonight. Mr. Dreisbach advised the City encumbered 1.5 million dollars of local funds to acquire the property which would be reimbursed to the City. Mr. Dreisbach noted fair market value estimates had been prepared for damages caused to the properties due to losing some property or for temporary construction easements. Mr. Dreisbach advised the City settled with many of the property owners but some were not close to settling and therefore a Resolution was on the agenda to begin the appropriation process.

Mr. Dreisbach noted if the Resolutions were approved, the clerk would give official notice to the property owners of the City's intent to acquire some of their property for the project. Mr. Dreisbach advised once proper notice was served an Ordinance would need to be passed by a 2/3 majority of Council voting to acquire the property. Mr. Dreisbach noted the City would continue to work with property owners that had not settled with the City and there were an additional 5 property owners that were close to settling with the City.

Mayor Keebler noted there were 5 additional properties the City felt could be settled, but if not they would be added to tonight's list and some may be removed from the list if they settled. Mr. Dreisbach advised the City would continue to work with property owners through mediation right up to the time of trial. Mr. Dreisbach noted once the Ordinances were adopted the fair market value funds would be deposited with the Butler County Clerk of Courts giving the City right of entry on land being appropriated.

Mr. Bogard noted there were originally 40 property owners and now there were only 15 that had not settled. Mr. Bogard commended the contractor and City staff who had negotiated settlements with the property owners.

<u>Mr. Bogard moved to adopt Resolution No. 4771. Ms. Rousmaniere seconded. The motion passed 7-0-0.</u>

<u>RESOLUTION</u>
<u>PROPERTY ACQUISITION</u>

A Resolution No. 4472 to declare the necessity and intent to acquire certain parcels or real estate and other property interests owned by Shawn Baker and Holly Baker, with interest by others, for the widening of Millville-Oxford Road (U.S. 27), in the City of Oxford, Ohio (Mike Dreisbach, Service Director)

<u>Mr. Bogard moved to adopt Resolution No. 4472. Mr. Snyder seconded. The motion passed 7-0-0.</u>

<u>RESOLUTION</u>
<u>PROPERTY ACQUISITION</u>

A Resolution No. 4473 to declare the necessity and intent to acquire a business sign with illuminated cabinet located at 3996 Millville-Oxford Road owned by Century 21, with interest by others, for the widening of Millville-Oxford Road (U.S. 27), in the City of Oxford, Ohio. (Mike Dreisbach, Service Director)

<u>Mr. Bogard moved to adopt Resolution No. 4473. Mr. Snyder seconded. The motion passed 7-0-0.</u>

RESOLUTION
PROPERTY ACQUISITION

A Resolution No. 4774 to declare the necessity and intent to acquire certain parcels or real estate and other property interests owned by Alan W. Thome and Tammy K. Thome, with interest by others, for the widening of Millville-Oxford Road (U.S. 27), in the City of Oxford, Ohio. (Mike Dreisbach, Service Director)

Mr. Bogard moved to adopt Resolution No. 4774. Mr. Snyder seconded. The motion passed 7-0-0.

RESOLUTION
PROPERTY ACQUISITION

A Resolution No. 4775 to declare the necessity and intent to acquire certain parcels or real estate and other property interests owned by Sheryl Anne Lancaster, with interest by others, for the widening of Millville-Oxford Road (U.S. 27), in the City of Oxford, Ohio. (Mike Dreisbach, Service Director)

Mr. Bogard moved to adopt Resolution No. 4775. Mr. Snyder seconded. The motion passed 7-0-0.

RESOLUTION
PROPERTY ACQUISITION

A Resolution No. 4776 to declare the necessity and intent to acquire certain parcels or real estate and other property interests owned by Bruce E. Perry and Diane K. Perry, with interest by others, for the widening of Millville-Oxford Road (U.S. 27), in the City of Oxford, Ohio. (Mike Dreisbach, Service Director)

Mr. Bogard moved to adopt Resolution No. 4776. Mr. Snyder seconded. The motion passed 7-0-0.

RESOLUTION
PROPERTY ACQUISITION

A Resolution No. 4777 to declare the necessity and intent to acquire certain parcels or real estate and other property interests owned by Bruce E. Perry and Diane K. Perry, with interest by others, for the widening of Millville-Oxford Road (U.S. 27), in the City of Oxford, Ohio. (Mike Dreisbach, Service Director)

Mr. Bogard moved to adopt Resolution No. 4777. Mr. Snyder seconded. The motion passed 7-0-0.

RESOLUTION
PROPERTY ACQUISITION

A Resolution No. 4778 to declare the necessity and intent to acquire certain parcels or real estate and other property interests owned by Bruce E. Perry and Diane K. Perry, with interest by others, for the widening of Millville-Oxford Road (U.S. 27), in the City of Oxford, Ohio. (Mike Dreisbach, Service Director)

Mr. Bogard moved to adopt Resolution No. 4778. Mr. Snyder seconded. The motion passed 7-0-0.

RESOLUTION
PROPERTY ACQUISITION

A Resolution No. 4779 to declare the necessity and intent to acquire certain parcels or real estate and other property interests owned by David R. Nestle, with interest by others, for the widening of Millville-Oxford Road (U.S. 27), in the City of Oxford, Ohio. (Mike Dreisbach, Service Director)

Mr. Bogard moved to adopt Resolution No. 4779. Mr. Snyder seconded. The motion passed 7-0-0.

RESOLUTION
PROPERTY ACQUISITION

A Resolution No. 4780 to declare the necessity and intent to acquire certain parcels or real estate and other property interests owned by Edwina S. Green, with interest by others, for the widening of Millville-Oxford Road (U.S. 27), in the City of Oxford, Ohio. (Mike Dreisbach, Service Director)

Mr. Bogard moved to adopt Resolution No. 4780. Mr. Blackburn seconded. The motion passed 7-0-0.

ORDINANCES
FIRST READING

None.

ORDINANCES
SECOND READING

ORDINANCE
CURB, GUTTER AND SIDEWALK
ASSESSMENTS

An Ordinance No. 3230 Levying Upon The Lots And Lands Enumerated In The List Of Estimated Assessments (Exhibit A) The Amounts Set Forth On Such List And Setting Forth Terms For Payment Of Assessments. (Mike Dreisbach, Service Director)

Mr. Dreisbach noted a change to the list of assessments and advised the Talawanda School District opted to pay cash for the cost of the improvements made to their property on Chestnut Street.

Mr. McKeehan moved to adopt Ordinance No. 3230. Mr. Harman seconded. The Ordinance was adopted by the following roll call:

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

NAY: None (0)

ABS: None (0)

ORDINANCE
CONDITIONAL USE PERMIT

An Ordinance No. 3231 Approving A Conditional Use Permit To Allow For The Expansion Of An Existing Fraternity In A R2MS (Single And Two-Family Mile Square Residential) District At 410 E. Church Street, Oxford, Ohio 45056 With Conditions. (Jung-Han Chen, Community Development Director)

Mr. Chen advised at the last meeting Mr. Blackburn inquired if a fire suppression system would be required in this structure if the expansion project moved forward. Mr. Chen noted based on the information he obtained a fire suppression system would be required.

Mr. Blackburn inquired if the occupancy for this building should be reduced based on recently passed legislation. Mr. Chen advised a fraternity house was a conditional use in this district and the reduction of occupancy only applied to non-conforming uses.

Mr. Harman moved to adopt Ordinance No. 3231. Mr. Snyder seconded. The Ordinance was adopted by the following roll call:

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

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott advised last week Council held a Work Session to review the 2014-2018 proposed Capital Improvement Plan (CIP). Mr. Elliott noted the proposed CIP for 2014 included $2,048,000 for construction projects of which High Street improvements represented $660,000. Mr. Elliott advised the 2014 proposed capital equipment total was $1,211,246.

Mr. Elliott noted when Department Heads submitted their five year CIP plans he asked them to address a limited number of capital projects due to the reduction of state shared revenues so that the proposed CIP was sustainable in the long run.

Mr. Elliott advised the 2014 CIP would be incorporated into the City Manager's Proposed Budget for 2014 which would be submitted to Council the first of October.

Mr. Elliott advised each year the State Employment Relations Board (SERB) completed a report on the cost of health insurance in Ohio's Public Sector. Mr. Elliott noted the report was based on surveys of cities, townships, counties, school districts, and other public entities. Mr. Elliott advised the City of Oxford was self funded and self funded plans represented 45% of cities' health plans. Mr. Elliott noted the 2013 average monthly medical and prescription premium employer cost per employee for cities was $1,252 and the City of Oxford's cost was $1,011 per employee per month including dental and vision. Mr. Elliott advised the 2013 average monthly medical and prescription employee contribution for family coverage for cities was $135 (with 9.8% of premiums paid by the employee) and the City of Oxford's employee monthly cost for family coverage including dental and vision was $128.33 (with 11.3% of premiums paid by the employee). Mr. Elliott noted the City of Oxford was below the average on employer and employee costs for medical and prescription premiums although some benefit levels were considerably less than the average for cities. Mr. Elliott advised the City changed employee healthcare benefit levels in 2011 and increased both the employer and employee contribution amounts in 2012. Mr. Elliott advised in 2013 the City initiated a spousal coordination of benefits requirement noting the changes were necessary to meet expenditure requirements in the self funded Employee Benefits Fund.

Mr. Chen advised the Historic Marker Awards Ceremony would take place tomorrow from 5:00 to 7:00 p.m. at the Oxford Community Arts Center.

Mr. Kyger advised the Princess Theatre had been purchased and the new owner inquired about the steps necessary to reopen the theater. Mr. Kyger noted he would pass along more information as it became available.

Mr. Bogard extended thoughts and prayers for the families and victims of yesterday's tragedy at the Naval Yard in Washington, D.C.

Ms. Rousmaniere advised on Tuesday, September 24, 2013 a Community Forum entitled "Growing Older in Oxford: Our Future, What's Probable? What's Possible? What's Preferable?" would take place at Oxford Seniors 922 Tollgate Drive. Ms. Rousmaniere noted a number of speakers from around the community would speak about housing and transportation for seniors in Oxford as well as the concept of 'Retiring in Place'. Ms. Rousmaniere advised the program was from 9:00 a.m. to 3:00 p.m. and the registration fee was $10.00.

Mr. Blackburn noted dinner was $1.00 at Oxford Seniors on Monday nights and they did a really good job.

Mr. Snyder inquired if the schedule for budget meetings was finalized. Mr. Elliott advised he would finalize it in the next day or two.

Mr. McKeehan shared a 'vacation story' noting he left a bicycle in front of his house that he was donating to a student who was to pick it up. Mr. McKeehan advised when he returned to Oxford 7 days later the bicycle was still in front of his house as he left it including the helmet.

ADJOURN

Mr. Bogard moved to adjourn at 8:20 p.m. Mr. Blackburn seconded. The motion passed 7-0-0.