

Resolution

RESOLUTION NO.

A RESOLUTION COMMENDING KATE CURRIE FOR HER SERVICE TO THE CITY OF OXFORD AND ITS RESIDENTS.

WHEREAS, Kate Currie has served as a member of the Oxford City Council from November 2007 to November 2011; and

WHEREAS, during said period, Kate has given of her time, talents and energies serving the City of Oxford and its residents faithfully and diligently; and

WHEREAS, Kate will have fulfilled her term of office on November 28, 2011.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OXFORD, OHIO:

SECTION 1: That the City Council of the City of Oxford personally and collectively and on behalf of the government and citizens of the City, expresses its deep appreciation and thanks to Kate Currie for her faithful and devoted service, while serving on the Oxford City Council.

SECTION 2: That the Clerk of the City Council of the City of Oxford, Ohio is hereby directed and instructed to forward a duly attested and signed copy of this Resolution to Kate Currie.

SECTION 3: That this resolution shall be effective immediately upon its adoption.

Richard A. Keebler, Mayor

Kenneth H. Bogard
Vice Mayor

Kevin McKeehan

Bob Blackburn

Kate Rousmaniere

John Harman

Steve Snyder



CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: December 6, 2011

Jung-Han Chen

Account Code No. #:

Prepared By

Budgeted Amount:

November 22, 2011

Date Prepared

Agenda Title: Board of Zoning Appeals Meeting Report – November 16, 2011

Recommendation: N/A

DISCUSSION:

Adjudication Hearing:

BZA-06-2011 135 W. Central & 711 S. College Ave, Appeal of Administrator's Decision Section 1137.07(a) to allow for the continuance of a nonconforming 3-family rental, Brad Fread, owner, Jim Clawson, Agent

The is a hearing continued from last month to allow the applicant to secure more information to support the claim that the Zoning Administrator was in error in determining that the 3-family dwelling units in R-1MS (Single-family Mile Square Mile Square Residential District) has lost its nonconforming status since 2005. The applicant provided additional information on November 9, 2011 and was included as part of the meeting packet.

In order to consider an appeal, the Board must consider preponderance, probative, substantive evidence to determine whether the Administration has interpreted in error of the specific section. After considering and weighing the information provided by the applicant, the Board found that the applicant did not provide any substantial evidence that the property was continued to be used as rental property and voted 5-0-0 to affirm the Zoning Administration's decision to deny the rental permit based on Section 1137.07 that the property has been discontinued for more than one year.

Old Business: None.

New Business None.

The December meeting is December 14, 2011 at 7:30 pm at the Courthouse.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial

Date

JAC / 11/28/11

JAC / 12/2/11

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council

Originating Department

Council Meeting Of: December 6, 2011

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 28, 2011

Date Prepared

Agenda Title: A Resolution authorizing the City Manager to close Lot 52 for the operation of the 2012 Farmers Market.

Recommendation: N/A

Discussion:

The attached request is for the use of Lot 52 for the operation of the 2012 Farmer's Market and Winter Market.

The same request has been granted by Council for the last 4 years.

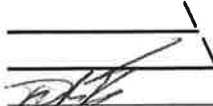
Approved By:

Initial Date

Department Head:

City Attorney:

City Manager:

 12/2/11

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO CLOSE LOT 52 ON SATURDAYS, FROM 5:00 A.M. TO 12:30 P.M., FROM MAY 5, 2012 THROUGH NOVEMBER 24, 2012 TO PERMIT THE OPERATION OF THE FARMER'S MARKET WITHIN LOT 52 DURING SAID TIME.

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

SECTION 1: Council has determined that it would be beneficial for the City to permit the Farmer's Market to operate on Lot 52 on Saturdays, between May 5, 2012 through November 24, 2012 and that the closure of Lot 52 between the hours of 5:00 a.m. and 12:30 p.m. is required to permit this operation.

SECTION 2: Council hereby authorizes the City Manager to close Lot 52 on Saturdays from 5:00 A.M. to 12:30 P.M., from May 5, 2012 through November 24, 2012 to permit the operation of the 2012 Farmer's Market within Lot 52 during said time.

SECTION 3: In all other respects the City of Oxford traffic code shall remain in full force and effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO CLOSE LOT 52 ON SATURDAY, JANUARY 21, 2012, SATURDAY, FEBRUARY 18, 2012, SATURDAY, MARCH 17, 2012, SATURDAY APRIL 21, 2012 AND SATURDAY, DECEMBER 15, 2012 FROM 5:00 A.M. TO 12:30 P.M., TO PERMIT THE OPERATION OF THE WINTER FARMER'S MARKET WITHIN LOT 52 DURING SAID TIME.

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

SECTION 1: Council has determined that it would be beneficial for the City to permit the Winter Farmer's Market to operate on lot 52 on Saturday, January 21, 2012, Saturday, February 18, 2012, Saturday, March 17, 2012, Saturday, April 21, 2012 and Saturday, December 15, 2012 and that the closure of Lot 52 between the hours of 5:00 a.m. and 12:30 p.m. is required to permit this operation.

SECTION 2: Council hereby authorizes the City Manager to close Lot 52 on Saturday, January 21, 2012, Saturday, February 18, 2012, Saturday, March 17, 2012, Saturday, April 21, 2012 and Saturday, December 15, 2012, from 5:00 a.m. to 12:30 p.m., to permit the operation of the 2012 Winter Farmer's Market within Lot 52 during said time.

SECTION 3: In all other respects the City of Oxford traffic code shall remain in full force and effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)


☒ REQUEST FOR PUBLIC PARK PERMIT

☐ REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Every 3rd Saturday JAN - APRIL + DECEMBER / EVERY SATURDAY MAY - NOVEMBER 2012

Date(s) of Event: 1 / 12 through 1 / 12 From: 5 (a.m./p.m.) To: 12:30 a.m./p.m.

Today's Date: 11 / 07 / 11

☐ 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)*

Address:

Telephone:

Cellular:

Fax:

Email:

* Person in charge - Primary contact

Organization:

Advisor:

Address:

Telephone:

Cellular:

Fax:

Email:

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: High 52 & surrounding sidewalk. We will only use the sidewalk to allow pedestrian traffic.

TITLE OF EVENT (be specific and include projected attendance)

Oxford Farmers Market Uptown

Projected Attendance: 500-900 Has this event been held previously? ☒ Yes ☐ No If "YES", when? 2004

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: Larry J. Stocum

Date: 11 / 07 / 11

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: 1 / 1 / 1

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.

RECEIVED

NOV 06 2011

City of Oxford



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.

[Signature]
Applicant's Signature

Date: *11/27/11*

CITY USE ONLY

	Service	Hours	Rate	Estimate	Final
1			\$	\$	\$
2			\$	\$	\$
3			\$	\$	\$
4			\$	\$	\$
5			\$	\$	\$
	Total		\$	\$	\$

	Applicant's Initials	Review Date
Police Department		
1		
2		
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	

City Manager's Signature

Date: _____

Reason(s) event not approved:

CITY OF OXFORD STAFF SUMMARY REPORT

Report to City Manager		Finance
		Originating Department
Council Meeting Of :		Joe Newlin
Account Code No. :	see below	Prepared By
Budgeted Amount :		11/9/2011
		Date Prepared

Agenda Title:	2011 Supplemental Budget #4
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Recommendation:	Approve
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Issue 1

Distribution of Estate Tax to Oxford Township per agreement received by the City in Sept of 2011.

Action Needed:

Revenue Side

General 110	57,762.34	Estate Tax Revenue
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Expense Side

General 110	5,205.47	Payment to Oxford Township Estate Tax (unencumbered balance)
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Net Effect on Fund Balance/(s) Increase/(Decrease)	52,556.87	
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Issue 2

Adjustments necessary to account for 2% wage increases

Action Needed:

Revenue Side

N/A

Expense Side

Street 122	3,918.00	from unencumbered balance
Water 321	2,551.00	from unencumbered balance
Sewer 331	755.00	from unencumbered balance
Refuse 351	868.00	from unencumbered balance

Net Effect on Fund Balance/(s) Increase/(Decrease)	(8,092.00)	
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Issue 3

Transfer unbudgeted revenue (estate tax) to Capital Equipment Fund for future expenditures

Action Needed:

Revenue Side

Capital Equipment 140	200,000.00	Transfer from General Fund
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Expense Side

General 110	200,000.00	Transfer from unencumbered balance
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Net Effect on Fund Balance/(s)	-
Increase/(Decrease)	

Issue 4

Adjustments necessary due to increases in job advertisements

Action Needed:

Revenue Side

N/A

Expense Side

Water 321	835.00
Sewer 331	835.00

Net Effect on Fund Balance/(s)	(1,670.00)
Increase/(Decrease)	

Issue 5

Adjustments necessary due to increase in budgeted hotel/convention tax receipts
(will only happen if revenue meets this expected level)

Action Needed:

Revenue Side

Hotel & Convention Tax 120	13,830.00	Increase in Hotel & Convention Taxes
General 110	830.00	Transfer from Hotel & Convention Tax Fund

Expense Side

Hotel & Convention Tax 120	13,000.00	To be sent to VCB (unencumbered balance)
Hotel & Convention Tax 120	830.00	To be transferred to General Fund (unencumbered balance)

Net Effect on Fund Balance/(s)	830.00
Increase/(Decrease)	

Issue 6

Adjustments necessary due to increase in budgeted medical expenses

(will only happen if expenses meets this expected level)

Action Needed:

Revenue Side

Employee Benefits 230 50,000.00 Higher than budgeted reimbursement income

Expense Side

Employee Benefits 230 50,000.00 Anticipated increase expenditures (unencumbered balance)

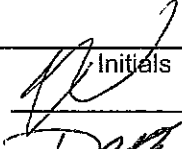
Net Effect on Fund Balance/(s) -
Increase/(Decrease)

Total Net Effect on Fund Balance/(s) 43,624.87
Increase/(Decrease)

Breakdown by Fund

General Fund 110 (146,613.13)
Street 122 (3,918.00)
Capital Equipment 140 200,000.00
Employee Benefits 230 -
Water 321 (3,386.00)
Sewer 331 (1,590.00)
Refuse 351 (868.00)

Net Effect on Fund Balance/(s) 43,624.87
Increase/(Decrease)

Approved By:	Department Head:		Initials	Date
	City Manager:			7/11/9/11

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3130. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 4 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2011.

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	57,762.34
Hotel Tax Fund 120	13,830.00
Employee Benefit Fund 230	50,000.00

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

General Fund 110	5,205.47
Street Fund 122	3,918.00
Water Fund 321	2,551.00
Sewer Fund 331	755.00
Refuse Fund 351	868.00
General Fund 110	200,000.00
Water Fund 321	835.00
Sewer Fund 331	835.00
Hotel Tax Fund 120	13,000.00
Hotel Tax Fund 120	830.00
Employee Benefit Fund 230	50,000.00

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

Transfer from:

General Fund 110	200,000.00
Hotel Tax Fund 120	830.00

Transfer to:

Capital Equipment Fund 140	200,000.00
General Fund 110	830.00

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

Capital Equipment Fund 140	200,000.00
General Fund 110	830.00

SECTION 6: In all other respects, Ordinance No. 3130 shall remain in full force and effect.

SECTION 7: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

Resolution

RESOLUTION NO.

A RESOLUTION COMMENDING GREIG RUTHERFORD FOR HIS SERVICE TO THE CITY OF OXFORD AND ITS RESIDENTS.

WHEREAS, Greig Rutherford has served as a member of the Oxford City Council from November 2007 to November 2011; and

WHEREAS, during said period, Greig has given of his time, talents and energies serving the City of Oxford and its residents faithfully and diligently; and

WHEREAS, Greig will have fulfilled his term of office on November 28, 2011.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OXFORD, OHIO:

SECTION 1: That the City Council of the City of Oxford personally and collectively and on behalf of the government and citizens of the City, expresses its deep appreciation and thanks to Greig Rutherford for his faithful and devoted service, while serving on the Oxford City Council.

SECTION 2: That the Clerk of the City Council of the City of Oxford, Ohio is hereby directed and instructed to forward a duly attested and signed copy of this Resolution to Greig Rutherford.

SECTION 3: That this resolution shall be effective immediately upon its adoption.

Richard A. Keebler, Mayor

Kenneth H. Bogard
Vice Mayor

Kevin McKeegan

Bob Blackburn

Kate Rousmaniere

John Harman

Steve Snyder



CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: December 6, 2011

Kim Newton

Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

November 28, 2011

Date Prepared

Agenda Title: Report regarding the November 14, 2011 Civil Service Commission Special Meeting.

Recommendation:

Discussion: The Civil Service Commission held a special meeting on Monday, November 14, 2011 at 7:00 p.m. Those members present were: Phil Russo, Chair; Susan Lipnickey, Karen Martino, Mike Pavloff and Charles Crain.

Kim Newton, Recording Secretary was in attendance for the City. Dr. Jean Eagle was in attendance for the Talawanda School District.

The Commission approved an additional IPMA module and protocol for the Assistant/Head Secretary Test.

The next meeting is scheduled for Wednesday, January 26, 2012.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

dsr 11/27/11

[Signature]

[Signature] 12/2/11

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: December 6, 2011

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 29, 2011

Date Prepared

Agenda Title: A Resolution authorizing the City Manager to enter into a new agreement with Milford Township, Butler County Ohio and authorizing the City of Oxford to provide Emergency Medical Services to the western portion of Milford Township pursuant to the agreement.

Recommendation: Adopt the Resolution

Discussion:

The present contract between the City of Oxford and Milford Township was signed on December 7, 2010 whereby the City would provide EMS services to the western side of Milford Township for \$6,200 per year. The Vice Mayor, City Manager and Fire Chief met with Milford Township officials on July 12, 2011 to discuss a new contract. At the meeting the Milford Township Trustees requested that the City suspend negotiations on a new contract until the results of the Milford Township Replacement Fire Levy were determined and the City agreed. The levy passed on November 8, 2011. The City initially proposed a two year contract for \$12,200 per year. This was based on a total of 66 calls (or 2.86%) of runs to Milford Township in 2010. The 2011 Fire and EMS budget total is \$1,324,242. EMS billing is estimated at \$350,000 which leaves \$976,589 left to be funded. If we use the 2.86% of total calls, Milford Township's cost share is \$27,930. Since the City does not provide fire service to Milford Township, the City Manager felt the \$12,200 per year figure was an equitable amount to request. On November 16, 2011, the City Manager received a letter from the Milford Township trustees with a counteroffer of \$8,200 per year for a two-year contract. The City Manager rejected this offer and countered with a one-year contract for \$8,200 (32.3% increase). Milford Township has accepted the counter offer.

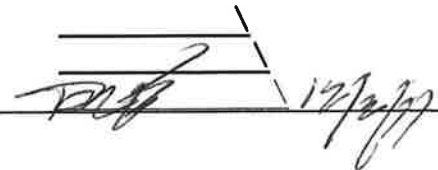
Approved By:

Initial Date

Department Head:

City Attorney:

City Manager:

Handwritten signatures and initials, including a signature that appears to be 'ME' and another that appears to be '12/2/11'.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A NEW AGREEMENT WITH MILFORD TOWNSHIP, BUTLER COUNTY, OHIO AND AUTHORIZING THE CITY OF OXFORD TO PROVIDE EMERGENCY MEDICAL SERVICES TO THE WESTERN PORTION OF MILFORD TOWNSHIP PURSUANT TO THE AGREEMENT.

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

SECTION 1: The City Manager and Fire Chief recommend Council authorize the City Manager to enter into a new agreement with Milford Township, Butler County, Ohio and authorize the City of Oxford to provide Emergency Medical Services to the western portion of Milford Township pursuant to an agreement in a form substantially similar to the agreement attached hereto as Exhibit "A" and acceptable to the Law Director.

SECTION 2: Council accepts the recommendation of the City Manager and Fire Chief and hereby authorizes the City Manager to enter into a new agreement with Milford Township, Butler County, Ohio and authorizes the City of Oxford to provide Emergency Medical Services to the western portion of Milford Township, Butler County, Ohio pursuant to an agreement in a form substantially similar to the agreement attached hereto as Exhibit "A" and acceptable to the Law Director.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

Exhibit "A"

**AGREEMENT BETWEEN THE CITY OF OXFORD AND
MILFORD TOWNSHIP, BUTLER COUNTY, OHIO**

This Agreement is made and entered into this ____ day of December, 2011, by and between the City of Oxford and Milford Township, Butler County, Ohio.

WITNESSETH:

Whereas, Milford Township desires to avail itself of the emergency medical service offered and provided by the City of Oxford for the western 18 square mile portion of Milford Township and to fairly compensate the City of Oxford for such service; and

Whereas, the City of Oxford wishes to provide such services and to be fairly compensated.

Now, therefore, it is mutually agreed and undertaken by and between the parties as follows:

1. The City of Oxford, Ohio agrees to furnish Milford Township, Ohio emergency medical services in the western 18 square mile portion of Milford Township for a period beginning January 1, 2012 and continuing through December 31, 2012, unless sooner terminated by either party as provided hereafter.
2. The City of Oxford agrees to provide the above services on a twenty-four (24) hours per day, seven (7) days per week basis for the term of this agreement.
3. Milford Township agrees to compensate the City of Oxford a total sum of \$8,200 for the year. Payment for services will be due as follows: \$4,100 on or before January 1, 2012 of the contract year and the remaining amount of 4,100 on or before June 1 of the same year.
4. The City of Oxford shall be under no obligation to provide emergency medical service for Milford Township in the event Milford Township defaults or intentionally terminates its payments under this agreement.
5. Oxford's response under this agreement will be limited to one squad with a minimum of two (2) EMT's for emergency medical service (EMS) calls only. Oxford will not provide routine transportation that can be handled by private ambulance service.
6. All patient transportation will be to the McCullough-Hyde Memorial Hospital only, unless the Oxford Fire Department crew chief determines transportation to Fort Hamilton Hospital is required for unique emergency care. The Oxford Fire Department will only provide transport to other facilities if there is an extreme medical need.

7. When an additional squad is required within the Milford Township service area, either at the same EMS emergency or another simultaneous EMS emergency; or when Oxford does not have adequate resources to respond due to a preceding fire or EMS incident within its coverage area, Oxford will request mutual aid response, first from the squad contracted for the eastern half of Milford Township, then from surrounding departments. Oxford will not respond with a second squad into Milford Township except under an extreme circumstance or where mutual aid is not available.
8. Unless the initial dispatch indicates an on-scene injury or illness, Oxford will not automatically respond for stand-by on Milford Township fire dispatches within its response area except for reported structure fires. Subject to the limitations above, Oxford will respond to any fire scene for stand-by when the severity of the incident warrants as specifically requested by the Milford Township Fire Chief or officer-in-charge after their arrival on scene.
9. The Milford Township Fire Department will respond automatically on all motor vehicle accident or other rescue calls within Milford Township. The Milford Township Fire Department will respond as requested by Oxford for lifting assistance or other manpower assistance at any EMS emergency within Milford Township. The Milford Township Fire Department will be dispatched to all cardiac arrest calls for additional manpower.
10. The parties agree that negotiations for a new contract will begin no later than July 1, 2012.
11. The City agrees to provide general liability insurance with a limit of one million dollars (\$1,000,000) and to list Milford Township as an additional insured for any and all claims related to the services performed under this agreement. Milford Township agrees to carry general liability insurance with a limit of one million dollars (\$1,000,000) with the City of Oxford listed as an additional insured for any and all claims related to the services performed under this agreement. Each party shall be responsible for the cost of its own insurance.
12. The City of Oxford agrees to provide Milford Township with an annual report of all calls/runs in Milford Township including type of response.
13. The City of Oxford further agrees to provide Milford Township with a copy of the Comprehensive Annual Financial Report prepared by the City of Oxford, which shall include all income received and all expenses incurred by the Fire/EMS Division.
14. This agreement constitutes the entire understanding between the parties concerning the City of Oxford's obligation to Milford Township for providing emergency medical service in the western 18 square mile portion of Milford Township, Butler County, Ohio. Any amendment or modification to this agreement shall only be effective when reduced to writing and signed by both parties.
15. In order to facilitate communications between the City of Oxford and Milford Township, the following individuals are designated as the persons to whom all inquiries or communications should be directed on behalf of their respective entity:

City of Oxford
Douglas R. Elliott, Jr.
City Manager
101 E. High Street
Oxford, Ohio 45056

Milford Township
Russ McMillian, President
Milford Township Trustee
1414 Trenton Oxford Road
Oxford, Ohio 45056

16. This contract shall become effective upon its execution by both parties. Executed on the day and date first above written.

CITY OF OXFORD, OHIO

MILFORD TOWNSHIP

Douglas R. Elliott, Jr.
City Manager
Pursuant to Resolution
No.

Russ McMillian
Board President

Paul Gillespie
Trustee

Brad Mills
Trustee

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council

Originating Department

Council Meeting Of: December 6, 2011

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 28, 2011

Date Prepared

Agenda Title: A Resolution authorizing the City Manager to close Lot 52 for the operation of the 2012 Farmers Market.

Recommendation: N/A

Discussion:

The attached request is for the use of Lot 52 for the operation of the 2012 Farmer's Market and Winter Market.

The same request has been granted by Council for the last 4 years.

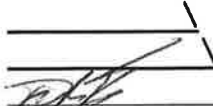
Approved By:

Initial Date

Department Head:

City Attorney:

City Manager:

 12/2/11

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO CLOSE LOT 52 ON SATURDAYS, FROM 5:00 A.M. TO 12:30 P.M., FROM MAY 5, 2012 THROUGH NOVEMBER 24, 2012 TO PERMIT THE OPERATION OF THE FARMER'S MARKET WITHIN LOT 52 DURING SAID TIME.

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

SECTION 1: Council has determined that it would be beneficial for the City to permit the Farmer's Market to operate on Lot 52 on Saturdays, between May 5, 2012 through November 24, 2012 and that the closure of Lot 52 between the hours of 5:00 a.m. and 12:30 p.m. is required to permit this operation.

SECTION 2: Council hereby authorizes the City Manager to close Lot 52 on Saturdays from 5:00 A.M. to 12:30 P.M., from May 5, 2012 through November 24, 2012 to permit the operation of the 2012 Farmer's Market within Lot 52 during said time.

SECTION 3: In all other respects the City of Oxford traffic code shall remain in full force and effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO CLOSE LOT 52 ON SATURDAY, JANUARY 21, 2012, SATURDAY, FEBRUARY 18, 2012, SATURDAY, MARCH 17, 2012, SATURDAY APRIL 21, 2012 AND SATURDAY, DECEMBER 15, 2012 FROM 5:00 A.M. TO 12:30 P.M., TO PERMIT THE OPERATION OF THE WINTER FARMER'S MARKET WITHIN LOT 52 DURING SAID TIME.

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

SECTION 1: Council has determined that it would be beneficial for the City to permit the Winter Farmer's Market to operate on lot 52 on Saturday, January 21, 2012, Saturday, February 18, 2012, Saturday, March 17, 2012, Saturday, April 21, 2012 and Saturday, December 15, 2012 and that the closure of Lot 52 between the hours of 5:00 a.m. and 12:30 p.m. is required to permit this operation.

SECTION 2: Council hereby authorizes the City Manager to close Lot 52 on Saturday, January 21, 2012, Saturday, February 18, 2012, Saturday, March 17, 2012, Saturday, April 21, 2012 and Saturday, December 15, 2012, from 5:00 a.m. to 12:30 p.m., to permit the operation of the 2012 Winter Farmer's Market within Lot 52 during said time.

SECTION 3: In all other respects the City of Oxford traffic code shall remain in full force and effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)


☒ REQUEST FOR PUBLIC PARK PERMIT

☐ REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Every 3rd Saturday JAN - APRIL + DECEMBER / EVERY SATURDAY MAY - NOVEMBER 2012

Date(s) of Event: 1 / 12 through 1 / 12 From: 5 (a.m./p.m.) To: 12:30 a.m./p.m.

Today's Date: 11 / 07 / 11

☐ 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)*

Address:

Telephone:

Cellular:

Fax:

Email:

* Person in charge - Primary contact

Organization:

Advisor:

Address:

Telephone:

Cellular:

Fax:

Email:

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: High 52 & surrounding sidewalk. We will only use the sidewalk to allow pedestrian traffic.

TITLE OF EVENT (be specific and include projected attendance)

Oxford Farmers Market Uptown

Projected Attendance: 500-900 Has this event been held previously? ☒ Yes ☐ No If "YES", when? 2004

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: Larry J. Slocum

Date: 11 / 07 / 11

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: 1 / 1 / 1

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.

RECEIVED

NOV 06 2011

City of Oxford



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.

[Signature]
Applicant's Signature

Date: *11/27/11*

CITY USE ONLY

	Service	Hours	Rate	Estimate	Final
1			\$	\$	\$
2			\$	\$	\$
3			\$	\$	\$
4			\$	\$	\$
5			\$	\$	\$
	Total		\$	\$	\$

	Applicant's Initials	Review Date
Police Department		
1		
2		
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	

City Manager's Signature

Date: _____

Reason(s) event not approved:

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: December 6, 2011

Account Code #: 141.720.50903

Budgeted Amount: \$570,000

Service Department
Originating Department

Michael Dreisbach, Service Director
Prepared By

November 22, 2011
Date Prepared

Agenda Title: Reconstruction of High Street Roadway between Main Street and Poplar Street

Recommendation: Approve

Discussion: The 2011 Capital Improvement Budget includes \$570,000 for the reconstruction of High St. between Main Street and Poplar Ave. The City has already completed the rehabilitation of two other blocks of High Street brick roadway between Main Street and College Avenue. This rehabilitation consists of the removal of the existing road brick, correcting all sub-grade deficiencies, installation of a new aggregate sub-base, 10" concrete base, 1" sand blanket, and relaying the original brick pavers. The City has obtained a grant from the Ohio Public Works Commission that will reimburse Oxford for 70% of the project's cost, to a maximum amount of \$400,000. Prior to the roadway improvements, the City's Water Distribution Division will be installing new 12" ductile iron water main to connect existing new pipe work from Main St. to Campus Ave. (a separate project from this roadway improvement).

The Engineering Division prepared drawings and specifications for this project, and the City opened bids from six bidders for the project on November 18, 2011 with the following results:

Contractor	August 1, 2012 Deadline bid	July 15, 2012 Deadline bid
Prus Construction Co.	\$478,101.00	\$488,101.00
Fred Nemann Co.	479,483.00	499,483.00
Belgray, Inc.	509,232.00	520,032.00
R.B. Jergens	534,305.92	539,689.92
Ford Development Corp.	538,831.00	559,444.50
Adleta Construction	561,313.30	591,001.30

The City requested an alternate bid with an accelerated deadline, as this project impacts the area adjacent to the City's performance pavilion as well as several Uptown businesses. The lowest bidder has provided a reasonable cost for the proposed alternate accelerated deadline. The City Council may wish to consider awarding this alternate so that the project may be completed as quickly as possible.

Approved By:

Department Head: Initial Date
MBD \ 11/23/11

City Manager:

[Signature] 12/2/11

Project Schedule:

Water main installation will commence in late March 2012 and will be completed in approximately four weeks. Roadway construction will begin immediately following May graduation at Miami University. Depending on the deadline the City Council selects, work will be completed on this project no later than August 1, 2012.

It is Staff's recommendation that Council authorize the City Manager to enter into an agreement with Prus Construction Co. for the reconstruction of High Street, from Main Street to Poplar Street, at a cost not to exceed \$488,101.00 (this is the expedited deadline amount). Staff is requesting a ten percent contingency in the amount of \$48,810; therefore the final contract amount shall not exceed **\$536,911.00**. The City may expect reimbursement in the amount of \$341,670 from the Ohio Public Works Commission.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID SUBMITTED BY **PRUS CONSTRUCTION CO.** AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH PRUS CONSTRUCTION CO. FOR THE RECONSTRUCTION OF HIGH STREET BETWEEN MAIN STREET AND POPLAR STREET AT A COST OF \$488,101.00 PLUS A CONTINGENCY AMOUNT OF TEN PERCENT (10%) OF THE CONTRACT PRICE OR \$48,810.00 FOR A TOTAL COST NOT TO EXCEED \$536,911.00.

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 in the *Oxford Press* on November 4, 2011, and November 11, 2011. Six (6) sealed bids were opened and publicly read on November 18, 2011. The lowest bid was provided by Prus Construction Co. in the amount of \$488,101.00.

SECTION 2: The City Manager and Service Director recommend Council accept the bid of Prus Construction Co. as the lowest and best bid for the reconstruction of High Street between Main Street and Poplar Street at a cost of \$488,101.00 and authorize the City Manager to enter into a contract with Prus Construction Co. for the reconstruction of High Street between Main Street and Poplar Street at a cost of \$488,101.00 with a ten percent (10%) contingency amount.

SECTION 3: Council hereby accepts the recommendation of the City Manager and Service Director and finds Prus Construction Co. to be the lowest and best bidder and accepts the bid of \$488,101.00 for the reconstruction of High Street between Main Street and Poplar Street.

SECTION 4: Council hereby authorizes the City Manager to enter into a contract with Prus Construction Co. at a cost of \$488,101.00 plus a contingency amount of ten percent (10%) of the contract price or \$48,810.00 for a total cost not to exceed \$536,911.00 for the reconstruction of High Street between Main Street and Poplar Street. The Ohio Public Works Commission has pledged to reimburse the City \$341,670.00 toward the cost of the project.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation

Originating Department

Council Meeting Of:

Gail S. Brahier

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

12/2/11

Date Prepared

Agenda Title: Recreation Advisory Board Meeting

Recommendation: N/A

Discussion:

Members present: Ken Bogard, Council Rep, Shaunna Tafelski, Chair, Chris Weaver, Hannah Ruby. Staff: Simon Solomon, Deanna Barbour, and Gail Brahier

Ms. Brahier welcomed new members, noting the important relationship Parks and Recreation has with the schools; adding she is excited to have a student representative for input into teen programming.

Mr. Bogard advised who the new City Council members were and noted the swearing in ceremony will be November 29. He briefly explained the 2012 City budget and five year CIP plan, which tops 32 million, and noted in 2014 there was a place holder for an aquatic center; adding that it would be City Council's decision to move forward. Mr. Weaver asked about the project. Ms. Brahier reviewed the aquatic center flier which was condensed from the 2006 feasibility study. Ms. Brahier mentioned if the design goes forward, the Board will have input into water feature components.

Mr. Solomon welcomed the new Board members noting we utilize the schools in Jan/Feb for the recreation basketball league games, with 257 participants. He said the High School gym use is up in the air depending on the new school, and has not received confirmation from the middle school. Mr. Weaver said he would get back with Simon in early December. Ms. Tafelski said we may be able to get a tour of the new facility in February.

~ cont.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

GB 12/2/11

12/2/11

DNB

Ms. Brahier reviewed recent programming with the Board noting Halloween was successful with the 65th Annual Lion's Club Parade and other activities. The first Pet Costume Contest had 10 entries. She added the Veteran's Day Ceremony brought out app. 65 people.

Ms. Brahier reviewed the proposed change of venue for the July 3rd event from uptown to the Oxford Community Park.

Ms. Glassmeier was not present to update the Board on the change of mission for OxDog volunteer group, who are moving to a more advisory group. Ms. Brahier updated the Board on the issue.

Mr. Bogard mentioned over 400 students assisted with community projects for Make A Difference Day on Nov. 5th. Ms. Brahier said a group worked on placing mulch on the wooded trail at Oxford Community Park.

Mr. Weaver and Ms. Brahier discussed potential re-use of the old high school. Ms. Brahier said their Dept. has looked at some areas, particularly the gym and field house. Mr. Weaver said the remaining weight equipment will be moved to the new school.

Ms. Brahier mentioned to Ms. Hannah the Dept. is hosting baking classes for kids at the Senior Center, and she wants to expand that to include healthy cooking classes for teens and adults, and will look forward to Ms. Hannah's ideas in the program development.

Next Meeting - Dec. 15, Noon, LCNB, Joint TRI-Recreation Board Mtg.