The Work Session of the Oxford City Council was called to order by Mayor Richard Keebler on Tuesday, December 7, 2010 at 7:03 p.m. Those Council members present were: Ken Bogard, Kate Currie, Greig Rutherford, Bob Blackburn, John Harman and Kevin McKeehan.

Staff members present: Doug Elliott, City Manager; John Detherage, Fire Chief; Steve Schwein, Police Chief; John Jones, Police Sergeant, Mike Dreisbach, Service Director; Joe Newlin, Finance Director; Alan Kyger, Economic Development Director and Mary Ann Eaton, Clerk of Council.

Also present was Jeff Galloway of the Butler County Emergency Management Agency.

APPROVAL OF AGENDA

Mr. Blackburn moved to approve the Agenda. Mr. Harman seconded. The motion carried 7-0-0.

PURPOSE

The purpose of the Work Session was for Council to receive information from the Butler County Emergency Management Agency regarding the activation of Tornado/Weather Warning Sirens.

PRESENTATION

Mr. Jeff Galloway, Director, Butler County Emergency Management Agency, advised he was asking the City to review and consider adopting a County-wide Tornado Siren Policy and noted 5 townships/villages had already approved the policy. Mr. Galloway discussed the various policies throughout Butler County which in some cases did not provide warnings to certain areas that could be affected by a tornado. Mr. Galloway provided a PowerPoint presentation and advised the purpose of the Tornado activation policy was to provide one consistent County-wide activation procedure to warn the public of an immediate or threatening tornado.

Mr. Galloway discussed the Standard Operating Guideline which called for all agencies responsible for activating Tornado Sirens to do so immediately upon receiving a Tornado Warning from the National Weather Service or a Public Safety Official in all or any part of Butler County.

Mr. Galloway advised Chief Detherage and Sergeant Jones were part of the Tornado Siren Committee who would continue to meet with the Butler County Emergency Management Agency to improve the policy to better serve the citizens of Butler County during a tornado threat.

Chief Schwein, Chief Detherage and Sgt. Jones were in favor of Oxford approving the policy and Sgt. Jones advised education was very important. Chief Detherage noted citizens needed to check their television or radio once a tornado siren was activated to see if the tornado affected their immediate area, and if not they could go on about their business. Chief Schwein advised even if Oxford wasn't affected by a tornado people could contact friends and family in Butler County that might be.

Council discussed the pros and cons of a County-wide policy and Mayor Keebler noted some type of a County-wide policy was long overdue. Mayor Keebler asked staff to make a recommendation regarding Oxford's participation in the initiative.

ADJOURNMENT

Ms. Currie moved to adjourn at 7:47 p.m. Mr. Blackburn seconded. The motion carried 7-0-0.

A Regular meeting of the Oxford City Council was called to order by Mayor Richard Keebler on Tuesday, December 7, 2010 at 7:47 p.m. Those members present were Ken Bogard, Kate Currie, Greig Rutherford, Bob Blackburn, John Harman and Kevin McKeehan.

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

PLEDGE OF ALLEGIANCE

Mayor Keebler called for the Pledge of Allegiance.

APPROVAL OF AGENDA

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

PUBLIC PARTICIPATION

PUBLIC COMMENTS

Ms. Prue Dana, 6314 Fairfield Road, thanked Mayor Keebler for reading and presenting her with a Proclamation on Sunday at her retirement celebration.

Ms. Dana noted it was gratifying to read and hear about the Bicentennial events occurring in City and thanked Ms. Currie for her efforts in coordinating those events.

Ms. Dana addressed Council regarding two upcoming Workshops focused on Shaping Sustainable Communities: Implementing Conservation Development in and Around Oxford. Ms. Dana advised the Workshops were sponsored by Miami's Harry T. Wilks Leadership Institute with support from: Butler County, the City of Oxford and Oxford Township. Ms. Dana noted the first Workshop would take place on January 31, 2011 and the second one would take place on February 28, 2011. Ms. Dana encouraged Council members to attend the Workshops.

CONSENT AGENDA

MINUTES

Minutes of the November 16, 2010 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the November 17, 2010 Board of Zoning Appeals Meeting. (Jung-Han Chen, Community Development Director)

<u>RESOLUTION</u>
<u>WAIVE FEES</u>

A Resolution No. 4573 authorizing the City Manager to waive parking meter fees on High Street, East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut Street and Church Street, and in the southern (2-hr) section of Lot 52 from 9:00 a.m. on December 20, 2010 until 6:00 p.m. on December 31, 2010. The two hour restriction for meters in these locations will remain in effect. (Steve Schwein, Police Chief)

<u>RESOLUTION</u>
<u>PROPERTY TAX</u>
<u>ADVANCE</u>

A Resolution No. 4574 authorizing the City Manager to request advanced payment of property taxes to the City from Butler County. (Joe Newlin, finance Director)

<u>Mr. Bogard moved to approve the consent agenda. Ms. Currie seconded. The motion passed 7-0-0.</u>

<u>RESOLUTION</u>
<u>ASSESSMENTS</u>

A Resolution No. 4575 determining the total cost of the assessment by lot, authorizing the list of assessments by lot to be filed with the Clerk of City Council and ordering the same be opened for public inspection and authorizing the Clerk of Council to publish notice in a newspaper of general circulation that the list of assessments by lot is available for public inspection. (Mike Dreisbach, Service Director)

Mr. Dreisbach addressed his staff report as presented on page 20 of the agenda noting he was seeking Council's approval to move forward with the process to assess property owners for work performed by the City to repair curbs, gutters, sidewalks and driveway aprons.

Ms. Currie noted she was happy to see the actual cost of the repairs was much less than the estimated cost.

<u>Ms. Currie moved to adopt Resolution No. 4575. Mr. Harman seconded. The motion passed 7-0-0.</u>

<u>RESOLUTION</u>
<u>CONTRACT WITH</u>
<u>MILFORD TOWNSHIP</u>

A Resolution No. 4576 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. (Doug Elliott, City Manager)

Mr. Elliott addressed his staff report as presented on page 24 of the agenda noting the City provided Emergency Services to the western portion of Milford Township under a contract signed in 1978 for $400.00 per year. Mr. Elliott noted the contract was obviously out of date for the service being provided. Mr. Elliott advised he was seeking Council's approval to sign a new contract for $6,200 for the first year with the understanding that the township needed to work towards paying $12,400 per year for future contracts.

Mayor Keebler advised the matter had been discussed at the last meeting and Council directed the City Manager to prepare legislation to initiate a new contract.

Mr. McKeehan moved to adopt Resolution No. 4576. Mr. Harman seconded. The motion passed 7-0-0.

ORDINANCES
FIRST READING

ORDINANCE
ANNEXATION

An Ordinance Authorizing The Annexation Of 47.069 Acres Of Contiguous Territory And Directing The City Attorney To Prosecute The Proceedings Necessary To Effect Said Annexation. (Doug Elliott, City Manager)

Mr. Elliott advised the proposed Ordinance dealt with the Yager Stadium property. Mr. Elliott noted during the discussion of the income tax levy the City identified several parcels contiguous to the City corporate boundaries that might yield additional income tax revenue to the City and the Yager Stadium property was one of them. Mr. Elliott advised staff learned that the employees at Yager Stadium already paid City income tax but there was nothing in place to prevent them from filing for a refund. Mr. Elliott noted staff felt it made sense to annex the property into the corporate boundaries.

Mr. Rutherford advised he felt all university property that was contiguous to the corporate limits should be annexed and noted the City provided public services to those properties.

Mr. Elliott advised each property required a separate annexation petition which would be brought before Council and noted the next one would be for land near University Park Boulevard.

ORDINANCE
REPEAL CHAPTER 919

An Ordinance Repealing Oxford Code Of Ordinances Chapter 919, Advisory Utilities Commission. (Doug Elliott, City Manager)

Mr. Elliott addressed his staff report as presented on page 35 of the agenda noting the City utilized an independent consultant for natural gas utility issues and the state eliminated the ability for local governments to negotiate cable franchise agreements. Mr. Elliott advised staff felt the Advisory Utilities Commission was no longer needed.

Mr. McKeehan advised he brought this issue forth at the last meeting noting he was the only member still sitting on the commission. Mr. McKeehan advised he felt the commission served a good purpose many years ago and it had outlived its usefulness. Mr. McKeehan noted he felt the current process of utilizing a consultant for the natural gas utility was appropriate.

ORDINANCE
REFUNDING BONDS

An Ordinance Providing For The Issuance Of Not To Exceed $3,460,000 Water Supply System Refunding Bonds And Declaring An Emergency. (Joe Newlin, Finance Director)

Mr. Newlin addressed his staff report as presented on page 37 of the agenda and noted the proposed Ordinance would give the City the ability to issue new bonds and save approximately $100,000 over the next four years.

Mayor Keebler advised the reason for 'Declaring an Emergency' was to take advantage of favorable interest rates and save public dollars. Mayor Keebler noted there would be a second reading of the proposed Ordinance which would take effect immediately instead of in thirty days.

Mr. McKeehan noted it was wise to declare an emergency given the current economic situation.

Mr. Harman agreed with Mr. McKeehan and applauded Mr. Newlin for continuing to look for ways to save the City money.

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance Amending Ordinance No. 3089. Supplemental Budget Ordinance Number 8 To Make Supplemental Appropriations For Fiscal Year 2010. (Joe Newlin, Finance Director)

Mr. Newlin advised this was the last Supplemental Budget of the year which contained some bookkeeping issues and some items that came about while working through the 2010 budget. Mr. Newlin discussed his staff report line item by line item as presented on pages 55-58 of the agenda with the addition of Issue 10 regarding the remaining inspection claims for November. Issue 10 was incorporated into the Ordinance and presented to Council this evening in the form of a substitute Ordinance. Mr. Newlin noted the final result was an increase in the fund balance of $268,000.

Ms. Currie moved to substitute the Ordinance presented this evening for the one included in the agenda packet. Mr. Bogard seconded. The motion passed 7-0-0.

ANNOUNCMENTS

Mr. Elliott advised the public involvement meeting regarding the re-routing of US-27 would take place in January rather than December and information would be forthcoming regarding the date and location.

Mr. Elliott referred to the Work Session this evening and noted he would meet with Chief Schwein and Chief Detherage and provide Council with a recommendation on the protocol for activation of tornado warning sirens.

Mr. Elliott advised Council had the opportunity to see the City's new dump truck and new ambulance this evening and noted the City was grateful to have the equipment to continue to provide top quality service Oxford residents had come to expect.

Ms. Currie referred to the Resolution on the consent agenda which allowed free parking Uptown from December 20, 2010 until December 31, 2010 and noted this was a nice effort to allow people to shop and dine Uptown during the holidays without paying for a parking meter.

Ms. Currie thanked Ms. Brahier and the Parks and Recreation Department for hosting another successful Holiday Festival Uptown.

Mr. Harman noted it had been a tough year and City staff had been asked to do more with fewer resources. Mr. Harman thanked the Department Heads and their subordinates noting the citizens of Oxford and City Council appreciated their efforts.

Mr. Blackburn advised he visited Hershey, PA recently and came across mixed use residential properties. Mr. Blackburn noted the City may want to look at their zoning language when re-writing the Oxford Zoning Code. Mr. Blackburn advised the hotel rooms in Hershey had room numbers placed 12" off of the floor. Mr. Blackburn inquired if this was a new requirement in the Fire Code and noted it may be something that should be encouraged in Oxford.

Mr. Bogard advised concrete work was being done on several corners and questioned the longevity of the concrete given the extreme weather conditions. Mr. Dreisbach advised he was confident the City would get the same useful life out of the concrete as if it were done in the summertime. Mr. Dreisbach noted chemical additives would hasten the curing process and if warranted, insulated blankets would be placed over the concrete. Mr. Dreisbach advised if there were any concerns the project would be put on hold for better weather.

Mr. Bogard inquired how the recommendations were coming along from the Oxford Parking and Transportation Advisory Board (OPTAB) with regard to parking in the Uptown District and parking during the Farmers Market. Mr. Rutherford advised Council should see parking recommendations for the RO District as early as the next Council meeting. Mr. Rutherford noted the OPTAB was being very thorough in gathering data for recommendations regarding parking during the Farmers Market.

Mr. Rutherford inquired if there was any information yet regarding the 30 foot setback requirements based on the discussion at the last meeting regarding whether or not a huge quantity of residences had become nonconforming. Mr. Chen advised once the Planning Commission finalized the subdivision regulations they would work on different issues that were brought up. Mr. Rutherford noted he thought this was a staff issue and that staff would find out if a variance had ever been granted for a residence that was setback more than 30 feet. Mr. Chen advised he would obtain that information.

Mr. McKeehan agreed with Ms. Currie regarding the free parking initiative in the Uptown District during the holidays and noted it was very good for the Uptown businesses.

Mr. McKeehan congratulated the Miami RedHawks and noted they would play in the MAC championship game on January 6, 2011.

Mr. McKeehan encouraged everyone to check on friends, family and the elderly during the extreme cold temperatures.

Mayor Keebler noted he enjoyed the Holiday Festival and it was great to see so many people attend the event.

Mayor Keebler advised Council would meet on December 21, 2010 for their regular meeting and noted it would be a light agenda. Ms. Currie inquired if Council would hold their annual retreat in January. Mayor Keebler advised he was looking at holding the retreat in May to begin looking at the budget. Mayor Keebler noted Council would need to hold a budget Work Session late in January or early February due to the income tax increase.

ADJOURNMENT

Mr. Bogard moved to adjourn at 8:31 p.m. Ms. Currie seconded. The motion passed 7-0-0.