



## OXFORD CITY COUNCIL

### Meeting Minutes

Tuesday, November 16, 2021

#### **TUESDAY, NOVEMBER 16, 2021**

**Roll Call. Mike Smith, Mayor      William Snavely, Vice-Mayor David Prytherch**  
**Jason Bracken Chantel Raghu      Glenn Ellerbe      Edna Southard**

A regular meeting of the Oxford City Council was called to order by Mayor Mike Smith on Tuesday, November 16, 2021 at 6:37 p.m. Members in attendance were, Edna Southard, Jason Bracken, Glenn Ellerbe, David Prytherch, William Snavely arrived at 6:40 p.m. and Chantel Raghu arrived at 6:49 p.m.

Staff members in attendance were: Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Joe Newlin, Finance Director; Mr. John Jones, Police Chief; Mr. Geoff Robinson, Police Lieutenant; Mr. Sam Perry, Community Development Director; Mr. Mike Dreisbach, Service Director; Mr. Chris Conard, Law Director; Ms. Mary Ann Eaton, Clerk of Council; Ms. Heather Barbour, Administrative Assistant II.

#### **ADJOURN TO EXECUTIVE SESSION**

Ms. Southard moved to adjourn to Executive Session immediately pursuant to Ohio Revised Code Section 121.22(G)(3) for the purpose of discussing pending litigation. Mr. Ellerbe seconded. The motion passed by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Southard, Mr. Bracken, Mayor Smith (5)

NAY: None (0)

ABS: None (0)

#### **ADJOURN FROM EXECUTIVE SESSION**

Mr. Snavely moved to adjourn from Executive Session at 7:30 p.m. Mr. Ellerbe seconded. The motion passed 7-0-0

#### **Approval of Agenda.**

#### **Approval of Agenda.**

Mr. Snavely moved to approve the agenda with the addition of item 3.A. A Proclamation. Ms. Southard seconded. The motion passed 7-0-0.

## **Proclamation 'Mary Ann Eaton Day'**

Mayor Smith read the Proclamation recognizing Mary Ann Eaton's retirement from the City of Oxford after 20 years of service and presented it to her. Ms. Eaton advised she would like to make some comments at the end of the meeting.

## **Public Participation.**

Public Comments.

## **Public Comments.**

There were no comments from the public.

## **Consent Agenda.**

Minutes of the November 2, 2021 City Council Meeting (Heather Barbour and Mary Ann Eaton, Clerk of Council) pg6

### Minutes

Report regarding the November 3, 2021 Environmental Commission Meeting. (Mike Dreisbach, Service Director) pg21

### Report

A Resolution authorizing the sale of salvaged, junk and/or abandoned motor vehicles. (John Jones, Police Chief) pg23

### Staff Report/Resolution

A Resolution authorizing the City Manager to request advanced payment of property taxes to the City in 2022 From Butler County. (Joe Newlin, Finance Director) pg32

### Staff Report/Resolution

Mr. Ellerbe moved to approve the consent agenda. Ms. Southard seconded. Motion passed 7-0-0.

## **Consent Agenda.**

## **Resolutions.**

A Resolution by the Oxford City Council appointing Heather Barbour as Clerk of Council for the City of Oxford. (Doug Elliott, City Manager)

### Staff Report/Resolution

## **Resolutions.**

## **Resolution Appointing Clerk of Council**

Resolution No. 7354 Appointing Heather Barbour as Clerk of Council for the City of Oxford. (Doug Elliott, City Manager)

Mr. Elliott advised Ms. Eaton announced her retirement effective November 30, 2021. The City advertised the position, candidates were interviewed and Heather Barbour was selected for the position of Administrative Assistant II/Clerk of Council. Ms. Barbour was hired on October 25, 2021.

There were no comments from the public.

Mr. Snavelly noted having participated in the interview process. Mr. Snavelly stated well wishes from he and colleagues offering assistance through the process.

Mayor Smith mentioned Ms. Barbour's training on preparing the last meetings minutes.

Ms. Southard welcomed Ms. Barbour.

Ms. Southard moved to adopt Resolution 7354. Mr. Snavelly seconded. The motion passed 7-0-0

A Resolution of Council authorizing alcoholic beverages to be served (not sold) at a private event on Thursday, December 2, 2021 from 5:30 p.m. until 8:30 p.m. held for "members only and invited guests" of the Miami Valley Farmers Union to be held at the Oxford Seniors building located at 922 Tollgate Drive Oxford, Ohio 45056. (Edna Southard, Councilor)

#### Staff Report/Resolution

#### **Resolution Alcohol at the Senior Center**

Ms. Southard noted the resolution was in response to a citizen's one time request since the Oxford Seniors Center is a Municipal Property therefore City Council approval is required. The Miami Valley Farmers Union with a focus on family farmers, urban agriculture, food stamps, fair districting, voting rights, country of origin labeling and the elimination of the influence of dark money. Ms. Southard shared the annual meeting is normally held at a private home, the home of members Bill and Sybil Miller. Ms. Southard mentioned due to COVID-19 the annual meeting for 2020 was canceled and holding the meeting at the Oxford Senior Center will provide room for social distancing.

**Sybil Harris-Miller** 6578 Fairfield Road, introduced officers and members of the Miami Valley Farmers Union in attendance. Ms. Harris-Miller expressed her happiness in reserving the Oxford Senior Center for the meeting, listing the main reason was the ability to be socially distanced. Ms. Harris-Miller expects attendance of 40-50 members and guests and Ms. Raghu will be speaking at the meeting. Ms. Harris-Miller finished by asking the Council to consider allowing the Miami Valley Farmers Union to serve wine and beer at the Oxford Senior Center this year.

Mr. Ellerbe asked Mr. Elliott for the history of why these types of decisions were not made at an administrative level.

Mr. Elliott responded during his time with the City the Ordinance stated no alcohol at any City facilities unless approved by Council.

Mr. Prytherch noted he was happy to hear about the event and stated this type of decision could be made by the City Manager.

Ms. Southard moved to adopt resolution No. 7355. Mr. Ellerbe seconded. The motion passed 7-0-0

A Resolution authorizing the release of a public improvement bond in the form of a letter of credit in the amount of \$213,830.00 for Lake Forest Drive and accepting a new public improvement bond in the form of a letter of credit in the amount of \$15,000.00. (Mike Dreisbach, Service Director)\_pg38

#### Staff Report/Resolution

#### **Resolution Bond Reduction**

Mr. Dreisbach advised the one year period for the current bond is expiring, the City engineer inspected the construction of the new street and found a few minor deficiencies. Mr. Dreisbach

recommended reducing the bond to \$15,000.00 guaranteeing the minor deficiencies are corrected.

There were no comments from the public.

Mr. Snavely moved to adopt Resolution No. 7356. Ms. Southard seconded. The motion passed 7-0-0

A Resolution authorizing the City Manager to waive parking meter fees throughout the city from 9:00 a.m. on December 13, 2021 until 8:00 p.m. on December 31, 2021. The two-hour and the ten-hour restrictions for parking meters shall remain in effect. (John Jones, Police Chief)\_pg40

Staff Report/Resolution

### **Resolution Parking Fees**

Chief Jones noted the annual Free Holiday Parking is a little different this year, after taking into consideration the changes the City has made with parking. Chief Jones shared with the low demand for parking during this time period, this is a positive way to get people to come uptown. Chief Jones mentioned the time restrictions would still be in effect and smart meters will display free parking and will not have red bags over the meters.

There were no comments from the public.

Ms. Southard noted her agreement with continuing this tradition of free Holiday Parking.

Mayor Smith mentioned on Veterans Day the smart meters displayed free parking and how nice it was.

Mr. Prytherch stated the importance of reminding and enforcing the expectations of two-hour and ten-hour time restrictions.

Mr. Bracken echoed the importance of reminding and enforcing the expectations of two-hour and ten-hour time restrictions.

Mr. Snavely moved to adopt Resolution No. 7357. Mr. Ellerbe seconded. The motion passed 7-0-0.

A Resolution authorizing the City Manager to enter into a contract with Lexipol to provide policy redevelopment/implementation services and policy management services for the Police Division at a total year one cost not to exceed \$35,584 (first year subscription cost is \$12,106 and one time implementation cost is \$23,478). This agreement would automatically renew annually at a cost not to exceed 5% of the previous year's annual subscription fee. (John Jones, Police Chief)\_pg42

Staff Report/Resolution

### **Resolution Lexipol Contract**

Chief Jones advised implementing this product would save a considerable amount of staff time. Chief Jones mentioned when he started working for the City he was given a notebook in 2002 and at the time General Orders were in another notebook. Chief Jones noted it was 2015 when these policies were issued electronically. Chief Jones mentioned the officer training and testing of policies provided by Lexipol. Chief Jones advised of a change needed due to a new law, Lexipol has attorneys, Police experts, and a risk management team to update the current policies. Chief Jones outlined the workflow of implementation and reviewing current policies and uploading the policies making changes when needed.

There were no comments from the public.

Ms. Southard requested more information on Lexipol, and asked Chief Jones how he came to choose this product.

Chief Jones answered Lexipol is the best company and is very well known across the nation, working with the Ohio Collaborative to insure the policies to maintain Police legitimacy. Chief Jones noted as changes and new standards are issued the policies will reflect those standards.

Mr. Prytherch noted the policy redevelopment aspect as reviewing current policies and updating them.

Chief Jones answered yes, this would update current policy and gave an example of dispatch and 911 changes. Chief Jones mentioned the staff hours it would take to make these updates. Chief Jones noted the importance of having the most current policies and information for the officers.

Mayor Smith commented that officers would have more time to do Police work rather than spending months updating policies.

Ms. Raghu noted she read in the Texas Law Review Lexipol has been sued over different policies and discrepancies in different states. Ms. Raghu asked about the annual automatic renewal and if the Police Division was signing up for one year.

Chief Jones answered that automatic renewal is an option, so Council would not have to approve each year. Lt. Robinson mentioned the contract could be dissolved at any time if the division is not happy with the performance.

Mr. Snavely remarked on the redevelopment and implementation of policies that have been approved and Lexipol will write the policies into the manual to be consistent, not creating new policies.

Lt. Robinson answered Lexipol and the working group will take current policies and compare them to make sure the language fits the goals of the division, getting feedback from the City's Law Director.

Ms. Raghu suggested reviewing this process after a year.

Lt. Robinson mentioned the shift in workloads after implementation and the benefits of having a law team looking at these updates.

Mr. Conard mentioned he has worked with Lexipol policies before in other communities, potential liability exposure for police agencies working with an accredited group and that policies are derived from that group has some value. Mr. Conard noted simply taking the policies from Lexipol does not mean cutting and paste, Policies are then tailored to fit the community, but the benefit is Lexipol provides a baseline to start.

Mr. Prytherch asked for an example of how a policy could become out of date on an annual basis.

Chief Jones answered with an example from last summer, Council passed an Ordinance banning chokeholds requiring policies be updated. Chief Jones advised had the division had Lexipol this change would most likely have happened before the conversation ever happened with Council. Chief Jones gave another example the handcuffing of pregnant females and how the legislation happened quickly and restricted what law enforcement was able to do and put a lot of responsibility on law enforcement who are waiting on guidance from the Attorney General's office.

Ms. Southard moved to adopt Resolution No. 7358. Mr. Ellerbe seconded. The motion passed 7-0-0

Ordinances.

First Reading.

An Ordinance Authorizing The City Manager To Lease Approximately 2.1 Acres Of City Owned Land Located At 5234 Hester Road For The Oxford Cottage Community Project. (Doug Elliott, City Manager)\_pg56

Staff Report/Ordinance

**Ordinances**  
**First Reading**

**Ordinance Oxford Cottage Community Project**

Mr. Elliott noted City staff has been working with Mindy Muller of Community Development Professionals of Hamilton, Ohio on an Oxford Cottage Community concept since 2018. Mr. Elliott shared with American Rescue Plan Act funds in February 2021 provided an opportunity to move the concept forward at another location and accomplish Council's Affordable Housing priority. Mr. Elliott noted on October 5, 2021 Council adopted Ordinance No. 3640 allowing the City Manager to purchase 2.1 acres located at 5234 Hester Road at a cost of \$150,000.00 for the Oxford Cottage Community Project. Mr. Elliott stated the City and the property owner closed on the purchase of this property on Wednesday, November 10, 2021, the City utilized ARPA funds for this purchase. Mr. Elliott advised the next step is for the City to lease this property for 20 years at \$1.00 per year to the Center for Community Revitalization (CCR). Mr. Elliott shared CCR is a nonprofit Ohio Corporation that will own and manage this project. Mr. Elliott advised the project includes the construction of 12 cottages to create a cottage community (planned use development). Mr. Elliott noted the cottage community targets a mixed population of persons needing affordable housing- five will be occupied by displaced families, five will be occupied by low-income seniors 60 and older, and two will house other income-qualifying households. Mr. Elliott explained the cottages are self-contained housing units, 364 sq. ft. that can accommodate up to six people. Mr. Elliott noted all cottages have one bedroom, kitchenette, great room, bathroom, and front porch. Mr. Elliott stated each unit will come furnished with a stackable washer/dryer and loft. Mr. Elliott mentioned all cottages will meet HUD Housing Quality Standards (HQS) and are rented at or below fair market rate.

There were no comments from the public.

Ms. Raghu asked for clarification of displaced families and transitional housing.

Mr. Perry advised displaced families would most likely be referred by the Family Resource Center, a stopping point for folks that have experienced an emergency probably on a short-term basis.

Mr. Prytherch mentioned land values are high in our community and property acquisition was a key step in the success of the project. Mr. Prytherch noted the fact the City can participate in this way while still maintaining control of the land long term is a really exciting opportunity. Mr. Prytherch thanked the staff for all their work.

An Ordinance Approving The Final Subdivision Application And Plat For Heron Pond With Conditions. (Sam Perry, Community Development Director)\_pg78

Staff Report/Ordinance

**Ordinance Final Subdivision**

Mr. Perry noted the applicant is requesting approval for a Final Subdivision application associated with a planned 15 unit community to be called Heron Pond, located off Kehr Road

and Roberts Drive in close proximity to the South Farm subdivision and Cobblestone Community Church.

There were no comments from the public.

Ms. Southard mentioned the need for varied housing in the Oxford community has been identified through the housing study, reminding the public of that fact. Ms. Southard noted this development will help fulfill part of that need.

Second Reading

An Ordinance 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)\_pg90

Staff Report/Ordinance

**Ordinance Curb, Gutter, and Sidewalks.**

Mr. Dreisbach noted this was the final piece of legislation required for the City's curb, gutter, and sidewalk program and asked for the Council's approval of the Ordinance. Mr. Dreisbach offered to answer any questions.

There were no comments from the public.

Ms. Southard moved to adopt Ordinance No. 3643. Mr. Snavelly seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mayor Smith (7)

NAY: None (0)

ABS: None (0)

An Ordinance Vacating Right-Of-Way Associated With Roberts Drive And Hoover Drive As Was Previously Dedicated By O.R. 7959 PG 1551, Replat For South Farm Section 2 & 2A. (Sam Perry, Community Development Director)\_pg93

Staff Report/Ordinance

**Ordinance Right of Way for South Farm**

Mr. Perry noted there were no changes from the first reading.

There were no comments from the public.

Mr. Snavelly moved to adopt Ordinance No. 3644. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Mayor Smith (7)

NAY: None (0)

ABS: None (0)

An Ordinance Approving The Final Subdivision Application And Plat For South Farm Section IV With Conditions. (Sam Perry, Community Development Director)\_

## Staff Report/Ordinance

### **Ordinance Final Subdivision**

Mr. Perry mentioned this is the accompanying plat for the previous item, allowing the division of the land for South Farm subdivision.

There were no comments from the public.

Ms. Southard moved to adopt Ordinance No. 3645. Mr. Snively seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Snively, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mayor Smith (7)

NAY: None (0)

ABS None (0)

An Ordinance To Make Appropriations For Current Expenses And Other Expenditures Of The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2022. (Joe Newlin, Finance Director)

## Staff Report/Ordinance

### **Ordinance 2022 Annual Budget.**

Mr. Newlin stated there were no changes from the last reading, and offered to answer any questions.

There were no comments from the public.

Mr. Prytherch praised staff for adding funding for the full-time social worker noting this is an example of one of the priorities the Council and staff worked through.

Ms. Southard moved to adopt Ordinance No. 3646. Mr. Snively seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snively, Mayor Smith (7)

NAY: None (0)

ABS None (0)

An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2022. (Joe Newlin, Finance Director)

## Staff Report/Ordinance

### **Ordinance 2022 Budgeted Advances**

Mr. Newlin advised there were no changes since the first reading and offered to answer any questions.

There were no comments from the public.

Ms. Southard referred to the many hours Council and staff spend working on the budgets and

noted most importantly the City continues to operate on a balanced budget.

Ms. Southard moved to adopt Ordinance No. 3647. Mr. Snavelly seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard, Mayor Smith (7)

NAY: None (0)

ABS None (0)

An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2022. ( Joe Newlin, Finance Director)

Staff Report/Ordinance

**Ordinance 2022 Annual Transfers.**

Mr. Newlin noted there were no changes since the first reading.

There were no comments from the public.

Ms. Southard moved to adopt Ordinance No. 3648. Mr. Snavelly seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken, Mayor Smith (7)

NAY: None (0)

ABS : None (0)

An Ordinance To Adopt Fees and Charges For The Fiscal Year 2022. (Joe Newlin, Finance Director)\_pg125

Staff Report/Ordinance

**Ordinance 2022 Fees.**

Mr. Newlin advised the only change made since the first reading was the addition of the coin meter only fee of .25 per hour.

There were no comments from the public.

Mr. Snavelly recognized the purpose of the meters is to promote turn over and monitor demand areas with higher demand areas being Campus, High Street, and Park Place. Mr. Snavelly noted a step down on side streets currently at .25 per hour the City might go up to .50 per hour. Mr. Snavelly stated the parking garage was underutilized by the public and suggested .50 per hour might encourage people to park in the garage. Mr. Snavelly stated the City needs to encourage people to shop uptown and gave a few reasons for people to drive and park uptown.

Mr. Snavelly moved to amend the proposed Ordinance as presented on page 132 of the agenda under smart meters and multi-space meters and for the parking garage, Lot 52, Main Street, Beech Street, and Poplar Street to .50 per hour and monitor for a year. Ms. Raghu seconded. The motion failed by the following roll call:

AYE: Ms. Raghu, Ms. Snavelly, Mayor Smith (3)

NAY: Mr. Prytherch, Ms. Southard, Mr. Bracken, Mr. Ellerbe (4)

ABS: None (0)

Mr. Prytherch noted there are other .25 meters on side streets so affordable parking is still available.

Ms. Southard moved to adopt Ordinance No. 3649. Mr. Ellerbe seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Raghu, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Mayor Smith (6)

NAY: Mr. Snavelly (1)

ABS: None (0)

An Ordinance Amending Ordinance No. 3600. Supplemental Budget Ordinance Number 8 To Make Supplemental Appropriations For Fiscal Year 2021. (Joe Newlin, Finance Director)

Staff Report/Ordinance

**Ordinance Supplemental Budget Number 8 2021.**

Mr. Newlin noted there were no changes from the first reading and offered to answer any questions.

There were no comments from the public.

Ms. Southard moved to adopt Ordinance No. 3650. Mr. Ellerbe seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mayor Smith (7)

NAY: None (0)

ABS: None (0)

An Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2022 Through December 31, 2022. (Jessica Greene, Assistant City Manager)

Staff Report/Ordinance

**Ordinance 2022 Salaries**

Ms. Greene advised a few minor changes from the first reading were the social worker was added and part-time Parks and Recreation Techs and seasonal laborers in the service department salaries were increased to up to \$15.00 per hour to be a bit more competitive in the recruitment of part-time staff.

There were no comments from the public.

Mr. Snavelly moved to adopt Ordinance No. 3651. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Mayor Smith (7)

NAY: None (0)

ABS None (0)

## A. Announcements & Communications.

Remarks from City Council and City staff. The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

### **Announcements & Communications.**

Mr. Elliott shared City staff hosted a New Council Member Orientation Session with Ms. Franklin and Ms. French on Monday, November 15, 2021. Mr. Elliott noted his excitement in working with new Council members although he is sad to see Ms. Southard and Mayor Smith leave Council as well. Mr. Elliott reminded everyone of the upcoming Council Organizational Meeting Tuesday, November 23, 2021 at 7 p.m. Mr. Elliott advised he will research the Ordinance that requires Council approval for alcoholic beverages at City buildings focusing on the Seniors Center.

Mr. Dreisbach thanked the Service Department crews and noted the extraordinary event at the railroad crossing on Spring Street with the collapse of the storm sewer conduit under the rail and at the same time there were 3 water main breaks caused by a semi tractor-trailer on Locust Street that struck a fire hydrant. Mr. Dreisbach noted he was very pleased with the way the Service crews managed these situations, by acting quickly and saving the City money. Mr. Dreisbach reminded everyone the electric vehicle charging station is open and functioning at the parking garage and the City plans to apply for fast charging stations through the EPA grants due in 2 months. Mr. Dreisbach mentioned the City plans to install the new electric vehicle charging stations at the surface lot on Church and Main St and at the Municipal Building.

Chief Jones referred to upcoming meetings Thursday, November 18, 2021 at 7 p.m. at the Courthouse - Police Community Relations and Review Commission focusing on policies the commission would like to review and Oxford Township Trustees Public Hearing on Police Services November 30, 2021 at Talawanda High School at 6:30 p.m.

Mr. Newlin thanked all the department heads, finance staff, and everyone involved, noting they made the budget process easier for everyone. Mr. Newlin noted it was a pleasure working with Mayor Smith for the past eight years and thanked Mayor Smith for his service to the City.

Ms. Greene congratulated Ms. Eaton on her last Council meeting and upcoming retirement. Ms. Greene thanked everyone for their patience while going live with the new website noting overall it was a smooth rollout. Ms. Greene advised on behalf of Mr. Wooddell please mark your calendars for Saturday, December 4, 2021 Oxford Holiday Festival 9 a.m. to 9 p.m. hosted at the Oxford Community Arts Center from 9 a.m. to 4 p.m. and the Uptown Parks from 5 p.m. to 9 p.m.

Ms. Eaton read into the record a statement she had prepared as follows:

November 16, 2021

Dear City Council: As you know, I will retire from the City of Oxford on November 30, 2021. It has been an honor and a pleasure to serve as the Deputy Clerk of Council and/or Clerk of Oxford City Council for the past 17 of the 20 years I have worked for the City. I would like to thank those who believed in me and trusted me early on to carry out this important work for the City, including Jane Howington, Donna Heck, Kim Newton, Steve McHugh and Doug Elliott and – more recently – Jessica Greene and Chris Conard. I would also like to thank Department Heads: Mike Dreisbach, Sam Perry, Joe Newlin, Casey Wooddell, John Jones and John Detherage. I am gratified to have worked with all of you to attain the goals for the City as set forth by Council – you have all helped me grow both personally and professionally. To the elected officials and to the numerous volunteers who serve on our City's various Boards and Commissions, thank you for your tireless work in pursuit of building a better community for all to enjoy I am pleased to have served during my tenure as Clerk **six** Mayors: Jerome Conley, Prue Dana, Richard Keebler, Kevin McKeehan, Kate Rousmaniere and Mike Smith – as well as

**nineteen** Councilors. To my successor, Heather Barbour, I wish you all best as the city's new Clerk of Council and hope the job is as rewarding for you as it was for me. And, I would be remiss if I did not thank my husband of 41 years, Randy, for the love and support he has provided me, especially on some of those long council nights! While this is "farewell" as your Clerk of Council, Oxford remains my home and I'm sure we'll see each other around town. Thank you. Mary Ann

**\*\* Applause \*\***

Mr. Conard mentioned the Clerk is truly the glue that holds everything together.

Ms. Raghu thanked Ms. Eaton for all of her institutional knowledge and her willingness to answer questions. Ms. Raghu also thanked Mayor Smith and Ms. Southard. Ms. Raghu noted she wanted to bring awareness to the Miami Valley Farmers Union's values and accomplishments. Ms. Raghu encouraged new membership.

Mr. Ellerbe noted Clerk Eaton, Councilor Southard, and Mayor Smith it has been a pleasure serving with you, Clerk Barbour, Councilor French, and Councilor Franklin get ready for the adventure.

Mr. Snavelly congratulated Ms. Eaton, commenting on her excellent work ethic. Mr. Snavelly also mentioned the pleasure of working with Ms. Eaton. Mr. Snavelly congratulated Ms. Barbour and looks forward to working with her. Mr. Snavelly congratulated Ms. Franklin and Ms. French and expressed excitement in getting to work with them. Mr. Snavelly expressed gratitude toward Mayor Smith and Ms. Southard and congratulated them on their accomplishments. Mr. Snavelly advised the tip he would give to newcomers is to do your homework, read reports ahead of time.

Mr. Bracken thanked everyone for their service and welcome everyone coming in.

Mr. Prytherch noted he moved to Oxford in 2003 and started paying attention to local government and Ms. Eaton has been the voice of the City of Oxford. Mr. Prytherch mentioned how essential the role of the Clerk is to the organization and how Ms. Eaton was unflappable. Mr. Prytherch noted he was looking forward to working with Ms. Barbour. Mr. Prytherch thanked Mayor Smith and Ms. Southard for their service to the City. Mr. Prytherch shared his excitement in getting to work with Ms. Franklin and Ms. French.

Ms. Southard mentioned Thursday, November 18, 2021 6 p.m. to 8 p.m. at the Seniors Center with a hybrid zoom option, is Getting to Zero, Community Commitment to Climate Action and is sponsored by the League of Women Voters, Age Friendly Oxford, and the Oxford Seniors Ecological Club. The Climate Action Steering Committee will present at the workshop. Ms. Southard noted it has been a pleasure serving on the Board of SELF (Supports to Encourage Low-income Families) new program that will provide low-income households with water/wastewater payment assistance. Ms. Southard announced the awards ceremony that will take place in April 2022 and will be sponsored by Duke Energy. Ms. Southard thanked everyone in the room to citizens who attend Council meetings, to the new Councilors, and to the City staff. Ms. Southard referred to several accomplishments over the past eight years. Ms. Southard wished everyone a great Thanksgiving and continuing success to colleagues on Council.

Mayor Smith thanked the Parks and Recreation Department for putting on a great Veterans Day Presentation. Mayor Smith mentioned Spring Street Treats will be open for another week before closing for the season, be sure to stop by for ice cream. Mayor Smith thanked the Council, City Staff, Ms. Eaton, Ms. Franklin, and Ms. French noting Ms. Franklin and Ms. French are getting a great group to work with.

Ms. Southard moved to adjourn at 8:52 p.m. Mr. Snavelly seconded. Motion passed 7-0-0

Future Meetings.

**TUES – Nov 16 City Council Meeting 7:30 p.m.**

**THUR- Nov 18 Climate Action Steering Committee Meeting 9:30 a.m. Municipal Building**

**THUR- Nov 18 Recreation Board Meeting 11:30 a.m. Municipal Building**

**THUR- Nov 18 Police Community Relations & Review Commission Meeting 7:00 p.m.**

**Nov 19 Student Community Relations Commission Meeting 3:00 p.m. LCNB**

**TUES –Nov 23 City Council Organizational Meeting 7:00 p.m.**

**THUR –Nov 25 Holiday – City Offices Closed**

**FRI – Nov 26 Holiday – City Offices Closed**

**MON – Nov 22 Board of Zoning Appeals Meeting 6:30 p.m.**

**FRI – Dec 3 Student/Community Relations Commission Meeting 3 p.m. LCNB**

**TUES –Dec 7 City Council Meeting 7:30 p.m.**

**WED – Dec 8 Historic & Architectural Preservation Commission Meeting 6:15 p.m.**

**MON – Dec 13 Oxford Parking and Transportation Advisory Board Municipal Building 9:30 a.m.**

**WED – Dec 14 Public Arts Commission of Oxford Meeting 4:30 p.m. Municipal Building**

**WED – Dec 14 Planning Commission Meeting 7:00 p.m.**

**TUES –Dec 21 City Council Meeting 7:30 p.m.**

**THUR -Dec 23 Holiday – City Offices Closed**

**FRI – Dec 24 Holiday – City Offices Closed**

**TUES –Dec 28 Board of Zoning Appeals Meeting 6:30 p.m.**

**FRI – Dec 31 Holiday – City Offices Closed**

**Adjourn.**

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