



AGENDA
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE

TUESDAY, DECEMBER 5, 2023 AT 7:30 PM

William Snavelly, Mayor

Chantel Raghu, Vice-Mayor
Jason Bracken
Michael Smith

Amber Franklin
Alex French
David Prytherch

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Public Participation.
 - A. Recognition - Glenn Ellerbe
 - B. Oxford Farmers Market Annual Report, Mr. Larry Slocum
 - C. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff, or other members of the public, and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

5. Consent Agenda.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

- A. Minutes from the November 21, 2023, City Council Work Session. (Heather Barbour, Clerk of Council)
- B. Minutes from the November 21, 2023, City Council Meeting. (Heather Barbour, Clerk of Council)
- C. Minutes from the November 27, 2023, City Council Organizational Meeting. (Heather Barbour, Clerk of Council)
- D. Right of Way Permit/Park Permit No. 00550 - Girl Scouts cookie sales. (Jessica Greene, Assistant City Manager)
- E. A Resolution Authorizing the City Manager to Close the Uptown Municipal Parking Lot Each Saturday in 2024 From 5:30 A.M. Until 1:00 P.M. to Permit the Operation of the Farmers Market Within the Municipal Parking Lot and on East Park Place Between Main Street and 24 East Park Place During Said Times. (Jessica Greene, Assistant City Manager)

6. Resolutions.

- A. A Resolution Authorizing the City Manager to Waive Parking Meter Fees Throughout the City From 9:00 A.M. Monday, December 11, 2023, Until 8:00 P.M. Monday, January 1, 2024 the Two-Hour and the Eleven- Hour Restrictions for Parking Meters Shall Remain in Effect. (John Jones, Police Chief)
- B. A Resolution to Amend the American Rescue Plan Childcare Forgivable Loan Program to be up to a \$10,000 Forgivable Loan Instead of \$5,000, with a Cap of \$30,000. (Jessica Greene, Assistant City Manager)

- C. A Resolution Authorizing the City Manager to Accept a \$30,000.00 Grant from the Ohio Department of Development, Tech Cred Program, to Train Staff on Microsoft 365 Fundamentals as Part of a Cybersecurity Prevention Strategy. (Jessica Greene, Assistant City Manager)

7. Ordinances.

Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

A. First Reading

- 1. An Ordinance Amending Ordinance No. 3697 Supplemental Budget Ordinance Number 8 to Make Supplemental Appropriations for Fiscal Year 2023. (Heidi Hill, Finance Director)

B. Second Reading

- 1. An Ordinance to Repeal the Use of \$97,750.00 of Community Development Block Grant (CDBG) Funds to Purchase 601 West Chestnut Street (Parcel ID No. H40000121000007) and Replace With the Use of \$97,750.00 American Rescue Plan Funds (ARPA) to Purchase 601 West Chestnut Street. (Jessica Greene, Assistant City Manager)
- 2. An Ordinance Establishing The Zoning Designation As General Business District For 6.72 Acres Of Newly Annexed Territory Addressed As 525 North Campus Avenue And 5186 Morning Sun Road (Zachary Moore, City Planner/GIS Coordinator)

8. Announcements & Communications.

A. 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.

B. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

DATE Meeting

1.	Date	Meeting	Location	Time
	Dec 6	Environmental Commission	Municipal Building	7:00 p.m.
	Dec 11	Oxford Parking & Transportation Advisory Board	Municipal Building	9:30 a.m.
	Dec 11	Oxford Recreation Board	Municipal Building	11:30 a.m.
	Dec 11	Public Arts Commission of Oxford	Municipal Building	4:15 p.m.
	Dec 12	Planning Commission	Courthouse	7:00 p.m.
	Dec 13	Historic & Architectural Preservation Commission	Courthouse	6:15 p.m.
	Dec 14	Climate Action Steering Committee	Municipal Building	8:30 a.m.
	Dec 14	Housing Advisory Commission	Municipal Building	5:00 p.m.
	Dec 19	City Council	Courthouse	7:30 p.m.
	Dec 20	Board of Building Appeals	Courthouse	6:30 p.m.
	Dec 25	City Offices Closed - Holiday		
	Dec 26	City Offices Closed - Holiday		
	Jan 1	City Offices Closed - Holiday		
	Jan 2	City Council Meeting	Courthouse	7:30 p.m.

9. Adjourn.



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, NOVEMBER 21, 2023 AT 6:30 PM

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

1. Roll Call.

Motion – To Enter Executive Session at 6:15 p.m. 121.22 (G)(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

(Roll Call Vote) 1st Ms. Raghu 2nd Ms. French

AYE # 6

Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, Ms. Franklin, and Mayor Snavely

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 6:40 p.m. 121.22 (G)(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

(Voice Vote) 1st Ms. Raghu 2nd Ms. French

AYE # 7

NAY # 0

ABS # 0

A work session meeting of the Oxford City Council was called to order by Mayor Snavely on Tuesday, November 21, 2023, at 6:40 p.m. Members in attendance were Jason Bracken, Alex French, Amber Franklin, Chantel Raghu, David Prytherch, and Glenn Ellerbe, who arrived at 6:28 pm.

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. John Jones, Police Chief; Mr. Geoff Robinson, Police Lieutenant; and Ms. Heather Barbour, Clerk of Council.

2. Topic

A. Butler County American Rescue Plan Act Funds Discussion.

Ms. Greene presented slides (slides included in minutes) and addressed questions and comments from the Council. Ms. Greene gathered ideas from the discussion and will schedule another work session to present her findings to the Council.

3. Adjourn.

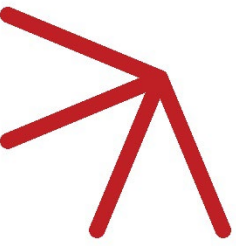
Motion – To Adjourn at 7:18 p.m.
(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0



American Rescue Plan Act

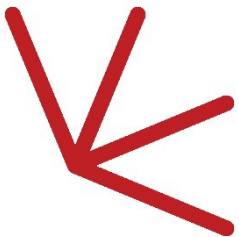
Review of allowable uses and adjusted staff recommendations.





Funds Available: \$2,420,796

Distributed in two payments, a year apart.



How it can be used:

- Respond to public health emergency and negative economic impacts.
 - Includes affordable housing
- Revenue loss for the City.
- Premium Pay.
- Water, sewer, and broadband infrastructure.

Timeframe

- We have until December 2024 to decide how to use our local funds
- They need to be utilized by 2026

Status Update:

Ec Dev	\$ 755,528.65
Housing	\$ 851,914.84
Infrastructure	\$ 290,047.23
Other	\$ 199,810.75
Grand Total	\$ 2,097,301.47
Amount Remaining	\$ 323,494.53

Additional \$1M County Funds

Must be used to serve disparate populations

They want us to submit an application by end of 2023.

Homelessness

Join other municipalities and work together for an improved County shelter operated by Serve City.

Housing

Infrastructure assistance for Cottage Community. Pavement, water, sewer and lighting \$150K

Infrastructure assistance for Chestnut Street Housing. Demolition, pavement, water, sewer, lighting \$300K

Consider Capital Improvements planned in LMI areas

Roads

Public facility upgrades such as splash pad, public restroom, playgrounds etc.

Oxford Area Trail to Merry Day Park

Other ideas:

- AV Firehouse \$70K
- Master Plan for Parks \$100K
- Ambulance \$350K

Even more ideas but with issues to address

- Oxford Seniors
 - No project identified.
- Help TOPSS with extra costs
 - Not yet identified.
- Mobile Home Community water/waste water infrastructure
 - No established cost estimate or partnership
- Larger grants to community partners
 - Risk if for operations how to continue?
- RR Crossing planning near Merry Day for bike/ped
- Courthouse upgrades
 - Not enough \$ for full renovation.

Discussion



MINUTES
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1. Roll Call.

A regular meeting of the Oxford City Council was called to order by Mayor Snively on Tuesday, November 21, 2023, at 7:30 p.m. Members in attendance were Jason Bracken, Alex French, Amber Franklin, Chantel Raghu, David Prytherch, and Glenn Ellerbe.

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. John Jones, Police Chief; Mr. Geoff Robinson, Police Lieutenant; Mr. Sam Perry, Community Development Director; Mr. Mike Dreisbach, Service Director; Ms. Heidi Hill, Finance Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. Scott Otto, City Engineer; Mr. Ben Mazer, Assistant Law Director; Mr. Patrick O'Malley, IT Specialist, and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

Motion – To Approve the Agenda.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7

NAY # 0
ABS # 0

4. Public Participation.

A. Presentation - Oxford Area Trail Phase 5

Ms. Greene gave a brief history of the public input process and introduced Bayer Becker and the design team that is working on Phase 5. Ms. Etta Reed presented slides (slides provided in minutes) and commented on the public input session held earlier this month. Ms. Reed briefly went through the agenda for the presentation, project goals and vision, a guided tour, vegetative buffer, and next steps, to name a few. Ms. Reed introduced Mr. Chris Tritch and Mr. Eric Anderson to go through the guided tour of the trail and take a look at the trailheads. Ms. Greene and the Bayer Becker team addressed questions and comments from the Council. Mayor Snavelly thanked Ms. Greene and the Bayer Becker team for their presentation.

B. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff, or other members of the public, and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

Public Comment - Ms. Kathy Loader, 15 Gardenia Drive - Ms. Loader commented on the trail not being a straight line to allow for as much of a buffer as possible. Ms. Loader also commented on drainage concerns.

Public Comment - Ms. Debbie Vogt, 11 Gardenia Drive - Ms. Vogt commented on drainage concerns, privacy, vandalism, and safety concerns.

Public Comment - Mr. Jeff Weneck, 21 Gardenia Drive - Mr. Weneck commented on safety concerns, vandalism, and street parking.

Public Comment - Ms. Holly Larson, 1324 Dana Drive - Ms. Larson commented on her excitement and enthusiasm for the trial. Ms. Larson mentioned the child health benefits of walking or biking to school. Ms. Larson shared that her mother and siblings use the multi-modal trail regularly with ease.

Public Comment - Ms. Tomoko Brown, 100 Prevalent Drive - Ms. Brown commented on trail restrooms, the possibility of a fence, and cell phone coverage in that area.

Public Comment - Ms. Wendy Duvall, 5924 Booth Road - Ms. Duvall thanked everyone for the thoughtfulness that had gone into the planning of the trail. Ms. Duvall also shared her excitement for the trail to be completed.

Public Comment - Ms. Cathy Titus, 101 Charleston Drive - Ms. Titus read a written statement into the record (statement included in minutes).

Public Comment - Ms. Ann Fuehrer, Dana Drive - Ms. Fuehrer commented on the City Council Work Session regarding ARPA funds. Ms. Fuehrer mentioned speaking with Ms. Greene about a year ago about the possibility of Faith Communities taking on some responsibility with City funds for a cold shelter; at that point, Faith Communities were not ready to do that. Ms. Fuehrer asked whether the City should support social service agencies, to what extent the City budget should, and how the City should partner with social service agencies. Ms. Fuehrer noted this needs to be directly addressed.

Public Comment - Ms. Jessica Lupide, 6104 Fairfield Road - Ms. Lupide commented on affordable housing concerns. Ms. Lupide asked about the possible clean-up of existing affordable housing units.

5. Consent Agenda.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

Motion – To Approve the Consent Agenda.

(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

NAY # 0

ABS # 0

A. Minutes of the November 7, 2023, City Council Meeting. (Heather Barbour, Clerk of Council)

B. A Report Regarding the Environmental Commission Meeting on November 1st, 2023 (Jessica Greene, Assistant City Manager)

- C. A Resolution Approving Then and Now Certificates for Purchase Orders Issued Above \$3,000.00 Where an Invoice Was Received Prior to the Purchase Order Date, as a Requirement of Ohio Revised Code 5704.41 (d). (Heidi Hill, Finance Director)

6. Resolutions.

- A. A Resolution Approving the Contract Between the City of Oxford, Ohio, and the Oxford Professional Firefighters International Association of Firefighters Local 5272, and Authorizing the City Manager to Sign the Contract on Behalf of the City. (Douglas Elliott, City Manager)

Motion – To Adopt Resolution No. 7546.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Mr. Elliott presented his staff report and addressed questions and comments from the Council.

Public Comment -None.

- B. A Resolution Authorizing the City Manager to Submit a Change of Scope to the Butler County Board of Commissions for the 2023 Community Development Block Grant Program (CDBG) Year Application. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7547.
(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

Ms. Greene presented her staff report and addressed questions and comments from the Council.

Public Comment -None.

- C. A Resolution Authorizing the City Manager to Submit Eligible Projects to the Butler County Board of Commissions for the 2024 Community Development Block Grant Program (CDBG) Year Application. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7548.
(Voice Vote) 1st Ms. Raghu 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0

Ms. Greene presented her staff report and addressed questions and comments from the Council.

Public Comment -None.

- D. A Resolution Authorizing the Donation of Five Thousand Dollars (\$5,000.00) of (ARPA) American Rescue Plant Act Funds to Thread Up Oxford. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7549.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Ms. Greene presented her staff report and addressed questions and comments from the Council.

Public Comment -None.

7. Ordinances.

Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

A. First Reading

1. An Ordinance to Repeal the Use of \$97,750.00 of Community Development Block Grant (CDBG) Funds to Purchase 601 West Chestnut Street (Parcel ID No.

H40000121000007) and Replace With the Use of \$97,750.00 American Rescue Plan Funds (ARPA) to Purchase 601 West Chestnut Street. (Jessica Greene, Assistant City Manager)

Ms. Greene presented her staff report and addressed questions and comments from the Council.

Public Comment -None.

2. An Ordinance Establishing The Zoning Designation As General Business District For 6.72 Acres Of Newly Annexed Territory Addressed As 525 North Campus Avenue And 5186 Morning Sun Road (Sam Perry, Community Development Director)

Mr. Perry presented his staff report and addressed questions and comments from the Council.

Public Comment -None.

B. Second Reading

1. An Ordinance by Oxford City Council Amending Chapter 182 "Income Tax Effective January 1, 2016" of the Codified Ordinances of the City of Oxford, Ohio. (Douglas Elliott, City Manager)

Motion – To Adopt Ordinance No. 3746.
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

Ms. Raghu, Mr. Bracken, Mr. Ellerbe, Ms. Franklin, Ms. French, Mr. Prytherch, and Mayor Snively.

NAY # 0

ABS # 0

Mr. Elliott shared that there were no changes since the first reading and offered to answer any questions.

Public Comment -None.

2. An Ordinance Authorizing the City Manager to Sign an Amendment to the Ground Lease Between the City of Oxford, Ohio, and the Center for Community Revitalization of Approximately 2.1 Acres of City-Owned Land Located at 5234

Hester Road for the Oxford Cottage Community Project. (Doug Elliott, City Manager)

Motion – To Adopt Ordinance No. 3747.
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

Mr. Bracken, Mr. Ellerbe, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, and Mayor Snavelly.

NAY # 0

ABS # 0

Mr. Elliott shared that there were no changes since the first reading and offered to answer any questions.

Public Comment -None.

3. An Ordinance Approving The Final Subdivision Application And Plat For Owl's Landing Block C, Being A Replat Of Lot 4134 Within Owl's Landing Block B, With Conditions (Sam Perry, Community Development Director)

Motion – To Adopt Ordinance No. 3748.
(Roll Call Vote) 1st Ms. Raghu 2nd Ms. French

AYE # 7

Mr. Ellerbe, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, and Mayor Snavelly.

NAY # 0

ABS # 0

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

Public Comment - None.

4. An Ordinance Repealing Oxford Codified Ordinance Chapter 1139 Entitled Variances And Adopting New Oxford Codified Ordinance Chapter 1139 Entitled Variances For The Purpose Of Extending The Time That An Approved Zoning Variance Is Valid (Sam Perry, Community Development Director)

Motion – To Adopt Ordinance No. 3749.
(Roll Call Vote) 1st Ms. Franklin 2nd Ms. French

AYE # 7

Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mr. Ellerbe, and Mayor Snavelly.

NAY # 0

ABS # 0

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

Public Comment -None.

5. 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, 2024. (Heidi Hill, Finance Director)

Motion – To Adopt Ordinance No. 3750.

(Roll Call Vote) 1st Ms. Raghu 2nd Mr/ Prytherch

AYE # 7

Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mr. Ellerbe, Ms. Franklin, and Mayor Snavelly.

NAY # 0

ABS # 0

Ms. Hill reported a change of \$15,000.00 of additional funding for urban forestry had been included since the first reading and offered to answer any questions.

Public Comment -None.

Motion – To Amend the Ordinance to include a \$75,000.00 appropriation to the OATS trail line item for a hybrid pedestrian beacon or other safety improvements to the intersection of the OATS trail and State Route 732.

(Voice Vote) 1st Mr. Prytherch 2nd Mr. Bracken

AYE # 4

NAY # 3

ABS # 0

6. An Ordinance Outlining Budgeted Advances for the City of Oxford, State of Ohio, During the Fiscal Year Ending December 31, 2024. (Heidi Hill, Finance Director)

Motion – To Adopt Ordinance No. 3751.

(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mr. Ellerbe, Ms. Franklin, Ms. French, and Mayor Snavelly.

NAY # 0
ABS #0

Ms. Hill reported no changes since the first reading and offered to answer any questions.

Public Comment -None.

7. An Ordinance Outlining Budgeted Transfers for the City of Oxford, State of Ohio, During the Fiscal Year Ending December 31, 2024. (Heidi Hill, Finance Director)

Motion – To Adopt Ordinance No. 3752.
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7
Ms. Raghu, Mr. Bracken, Mr. Ellerbe, Ms. Franklin, Ms. French, Mr. Prytherch, and Mayor Snavelly.
NAY # 0
ABS # 0

8. An Ordinance to Adopt Fees and Charges for the Fiscal Year 2024. (Heidi Hill, Finance Director)

Motion – To Adopt Ordinance No. 3753.
(Roll Call Vote) 1st Ms. Raghu 2nd Ms. Franklin

AYE # 7
Mr. Bracken, Mr. Ellerbe, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, and Mayor Snavelly.
NAY # 0
ABS #0

Ms. Hill shared that there have been no changes since the first reading and offered to answer any questions.

Public Comment - None.

9. 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, 2024, through December 31, 2024. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Ordinance No. 3754.
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

Mr. Ellerbe, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, and Mayor Snavelly.

NAY # 0

ABS # 0

Ms. Greene mentioned the small edit since the first reading regarding part-time staff in the non-sworn police and fire division salary ranges mirror the collective bargaining agreements. Ms. Greene offered to answer any questions.

Public Comment -None.

8. Announcements & Communications.

A. 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.

B. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

DATE

Meeting

1.	Date	Meeting	Location	Time
	Nov 23	City Offices - Closed - Holiday		
	Nov 24	City Offices - Closed - Holiday		
	Nov 27	City Council Organizational Meeting	Courthouse	7:00 p.m.
	Nov 28	Board of Zoning Appeals	Courthouse	6:30 p.m.
	Dec 5	City Council	Courthouse	7:30 p.m.
	Dec 6	Environmental Commission	Municipal Building	7:00 p.m.
	Dec 11	Oxford Parking & Transportation Advisory Board	Municipal Building	9:30 a.m.

Dec 11 Oxford Recreation Board	Municipal Building	11:30 a.m.
Dec 11 Public Arts Commission of Oxford	Municipal Building	4:15 p.m.
Dec 12 Planning Commission	Courthouse	7:00 p.m.
Dec 13 Historic & Architectural Preservation Commission	Courthouse	6:15 p.m.
Dec 14 Housing Advisory Commission	Municipal Building	5:00 p.m.
Dec 19 City Council	Courthouse	7:30 p.m.

9. Adjourn.

Motion – To Adjourn at 9:34 p.m.
(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

Public Comment to Council Form

Print

Submitted by: Jeff Weneck

Submitted On: 2023-11-21 06:52:58

Submission IP: (75.187.65.110)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Doug Elliott

Due Date: Open

Public Comment To Council



Please note: Comments must be received by 2:00 pm the day of the council meeting to be shared with City Council members. Comments will be included in the minutes under the public comment section.

* First Name

* Last Name

Jeff

Weneck

Enter your First Name

Enter your Last Name

* Address

21 Gardenia Drive

* City

* State

Oxford

OH

* Email

Phone

jeffweneck@gmail.com

5132050647

* I am a...

- ☐ Visitor
- ☒ Resident (i.e. must live within the corporate boundaries)
- ☐ Business Manager
- ☐ Business Owner
- ☐ Employee in Oxford
- ☐ Student
- ☐ Other

* Comment(s)

Dear Members of the Council, Our home is located on the southside of Gardenia Drive. We have lived in our home for over 15 years and have been looking forward to phase 5 of the Oxford Trail, until recently, when we read on social media of your proposal of the location of the trail. You read that right, we saw this on social media. No one from the city has consulted with those it affects most! This trail proposal has this trail RIGHT at our back door, inviting complete strangers to look right inside of our home. Our privacy, safety and investments are not being considered. With your proposal, we will no longer be able to sit in our own backyard and enjoy the peace and quiet. And since this phase connects Talawanda Middle School and Talawanda High School, we believe having a resting area in our neighborhood could be a hangout area for bored teenagers/young adults who could end up being up to no good. We see the vandalism/graffiti on the current trails, and do not want this type of behavior in our backyard. As you know Gardenia Drive is a dead-end street. There is a potential traffic hazard with the extra vehicles traveling on our street to reach the trailhead. It is already difficult to turn south on Kehr Rd from Gardenia Drive, without any extra volume. Why can't this trail continue the straight path from South Farm, through the field and have the Chestnut connector farther east? Not only would this be respectful of those who are taxpayers, but this would also cost the city and taxpayers less money. In closing, we are fans of the trail, but we feel the city could be more considerate and respectful of our privacy, safety and investments. It is important that you listen to those who this will permanently affect their daily lives. Concerned Citizen, Jeff Weneck

Make a public comment for review by City Council

Public Comment to Council Form

Print

Submitted by: Kerri Jackson

Submitted On: 2023-11-20 16:27:28

Submission IP: (152.17.132.219)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Heather Barbour

Due Date: Open

Public Comment To Council



Please note: Comments must be received by 2:00 pm the day of the council meeting to be shared with City Council members. Comments will be included in the minutes under the public comment section.

* First Name

* Last Name

Kerri Enter your First Name	Jackson Enter your Last Name
---	--

* Address

31 Gardenia Drive

* City

* State

Oxford	Ohio
-------------------	-----------------

* Email

Phone

kjackson@wfu.edu	5132182094
-----------------------------	-----------------------

* I am a...

- ☐ Visitor
- ☒ Resident (i.e. must live within the corporate boundaries)
- ☐ Business Manager
- ☐ Business Owner
- ☐ Employee in Oxford
- ☐ Student
- ☐ Other

* Comment(s)

Dear Members of Council - In 2006, I purchased a plot of land to build my first home in the SW side of Oxford. My home was one of the first built in the Silverleaf Meadows subdivision, and the very first built in the far west portion of the community. I chose my particular plot because it was far away from Kehr Road and offered some privacy, peace, and quiet. In the years to come, I knew that the trail would be built behind my property line. I was, and still am, fine with this. I'm even excited at the prospect of having a safe place to walk and ride a bike that is accessible from my back door. What I am NOT OK with is when I saw a drawing of the connector from Chestnut that leads right through my subdivision, and connects with the trail running behind the houses. That connector runs right beside my house, and several neighbors' houses as well! Why?! Why can't the connector be moved out into the bare field past 2 houses to the west and out 100 or 200 feet beyond the private residences? I see this as an invasion of privacy and I am deeply troubled that this proposal to run the trail through the Silverleaf Meadows subdivision is even being considered. I will not be able to walk out my front door with any sense of privacy if this design comes to fruition. This also raises concerns of security. How many people will be passing right by our homes every day? What will this do to property values? I'm sure someone could look at a public trail running right next to these homes as a negative if any of us decide to sell. I am not okay with this plan, and after talking with several of my neighbors, I assure you, they are not okay with this plan, either. I would strongly encourage the contractors to revisit this part of the plan; many of the folks of Silverleaf Meadows are not happy. I encourage our City Council to ask the contractors to revisit this concern on behalf of the residents of Silverleaf Meadows as well. Thank you!

Make a public comment for review by City Council

Public Comment to Council Form

Print

Submitted by: Tim Kuykendoll

Submitted On: 2023-11-20 10:27:11

Submission IP: (65.189.25.59)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Doug Elliott

Due Date: Open

Public Comment To Council



Please note: Comments must be received by 2:00 pm the day of the council meeting to be shared with City Council members. Comments will be included in the minutes under the public comment section.

* First Name

* Last Name

Tim	Kuykendoll
Enter your First Name	Enter your Last Name

* Address

1304 Dana Dr

* City

* State

Oxford	OH
--------	----

* Email

Phone

tim.kuykendoll@gmail.com	Ex. (123) 456-7890
--------------------------	--------------------

* I am a...

- ☐ Visitor
- ☒ Resident (i.e. must live within the corporate boundaries)
- ☐ Business Manager
- ☐ Business Owner
- ☒ Employee in Oxford
- ☐ Student
- ☐ Other

* Comment(s)

Love the design and route for this section of trail. I especially appreciate the David drive trailhead, which will make biking to high school a much more viable option for children in the southern knolls neighborhood.

Make a public comment for review by City Council

Public Comment to Council Form

Print

Submitted by: Alex Kailer

Submitted On: 2023-11-21 08:26:26

Submission IP: (72.49.176.27)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Doug Elliott

Due Date: Open

Public Comment To Council



Please note: Comments must be received by 2:00 pm the day of the council meeting to be shared with City Council members. Comments will be included in the minutes under the public comment section.

* First Name

* Last Name

Alex Enter your First Name	Kailer Enter your Last Name
--	---

* Address

22 Gardenia Drive

* City

* State

Oxford	Ohio
-------------------	-----------------

* Email

Phone

alexmarable@gmail.com	2165367735
----------------------------------	-----------------------

* I am a...

- ☐ Visitor
- ☒ Resident (i.e. must live within the corporate boundaries)
- ☐ Business Manager
- ☐ Business Owner
- ☐ Employee in Oxford
- ☐ Student
- ☐ Other

* Comment(s)

I am looking forward to the trail bringing a safe pedestrian connection to town from the Silverleaf Meadows subdivision. Right now our only connection is Kehr road, which can be very treacherous (especially on foot). HOWEVER, we are very concerned with the current plan which has a connector to Chestnut Street running through our division from the main path. We definitely want a connector to Chestnut Street for a more central walking path to town. But we are VERY uncomfortable with the current plan for the public path to come through the middle of our neighborhood. We view this as a violation of our privacy and a security concern. We and many other families have children who we would like to be able to play in our neighborhood without added concerns of "stranger danger" brought on by increased public traffic. The more private situation of our street was one of the factors that attracted us to the neighborhood and made us excited about growing our family here. We are also dismayed to hear that the property owners of the fields around our subdivision were consulted about their preferences for establishing the paths, but homeowners in our neighborhood were not. As residents, this path will affect our families' daily lives and activities. As such, I believe our opinions should hold a significant amount of weight. Our sincere request is for the Chestnut connector to go beside our subdivision in the vacant field near the dead end of the street, instead of through our subdivision. We would be grateful if the same privacy measures were taken for the Chestnut connector as the main path. Most of my neighbors in the division are in agreement. We hope the city council and developers will honor our wishes on this important matter!

Make a public comment for review by City Council

Public Comment to Council Form

Print

Submitted by: Beverly Rambo

Submitted On: 2023-11-21 13:58:53

Submission IP: (75.187.67.126)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Heather Barbour

Due Date: Open

Public Comment To Council



Please note: Comments must be received by 2:00 pm the day of the council meeting to be shared with City Council members. Comments will be included in the minutes under the public comment section.

* First Name

* Last Name

Beverly

Rambo

Enter your First Name

Enter your Last Name

* Address

111 Olde Farm Road

* City

* State

Oxford

Ohio

* Email

Phone

rambobs@miamioh.edu

5132550125

* I am a...

- ☐ Visitor
- ☒ Resident (i.e. must live within the corporate boundaries)
- ☐ Business Manager
- ☐ Business Owner
- ☐ Employee in Oxford
- ☐ Student
- ☐ Other

* Comment(s)

OATS Trail Middle School to High School: As described in meeting at library on 11/33/23: It is proposed that parking for trail users will be provided at the Middle School and High School. I expressed in that meeting and again today, this is a safety and security issue, putting our school kids/staff at risk. As a tax payer I find this a misuse of tax payer funds to provide such parking. Thank you.

Make a public comment for review by City Council

Public Comment to Council Form

Print

Submitted by: Chris Neubert
Submitted On: 2023-11-21 13:48:06
Submission IP: (174.207.228.145)
proxy-IP (raw-IP)
Status: Open
Priority: Normal
Assigned To: Doug Elliott
Due Date: Open

Public Comment To Council



Please note: Comments must be received by 2:00 pm the day of the council meeting to be shared with City Council members. Comments will be included in the minutes under the public comment section.

* First Name

* Last Name

Chris

Neubert

Enter your First Name

Enter your Last Name

* Address

31 Gardenia Drive

* City

* State

Oxford

Oh

* Email

Phone

cneubert73@gmail.com

5132556939

* I am a...

- ☐ Visitor
- ☒ Resident (i.e. must live within the corporate boundaries)
- ☐ Business Manager
- ☐ Business Owner
- ☐ Employee in Oxford
- ☐ Student
- ☐ Other

* Comment(s)

Dear Council, I live at 31 Gardenia Drive. There is a proposed "sitting area" next to our house... 30 feet from our house. The trail is going to be 10 feet from our yard on 2 sides. All of you know that this is unacceptable placement of the "trail"? Would you enjoy the \$400k you spent on a home only to depreciate in value or be harder to sell? Kerri spent 20 years working for MU and currently works from home for a college that respects their employees...a deserved change from MU. And now this "proposal", that shouldn't be a consideration and every council member knows that. If it were their yard or property they would be upset too regardless of how "neighborly" you wish to be. It's too close and the cut through the neighborhood is also a clearly bad idea. Clearly...to all. If some of my neighbors are okay with this plan, no offense but they can have the trail in between their houses and build a bench or "hangout" on 2 sides of their property. We want and paid for a little bit of privacy and deserve it. If this is the final plan or if the trail remains close to our house on 2 sides...Is the city going to cover the cost of the 8 foot privacy fence and the upgraded security system we will need? Do we need a proposal for that? Have a good evening.

Make a public comment for review by City Council

Public Comment to Council Form

Print

Submitted by: Tom Duvall

Submitted On: 2023-11-21 14:29:47

Submission IP: (50.5.188.178)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Doug Elliott

Due Date: Open

Public Comment To Council



Please note: Comments must be received by 2:00 pm the day of the council meeting to be shared with City Council members. Comments will be included in the minutes under the public comment section.

* First Name

* Last Name

Tom	Duvall
Enter your First Name	Enter your Last Name

* Address

5942 Booth Road

* City

* State

Oxford	Ohio
--------	------

* Email

Phone

tomduvall@me.com	5135934945
------------------	------------

* I am a...

- ☐ Visitor
- ☒ Resident (i.e. must live within the corporate boundaries)
- ☐ Business Manager
- ☐ Business Owner
- ☐ Employee in Oxford
- ☐ Student
- ☐ Other

* Comment(s)

Hello Oxford City Council. My wife (Wendy) and myself went over the Phase 5 drawings. It’s all very exiting. Our property (Duvall Properties) butts up against part of the proposed trail. We have a pond that the proposed path will be next to (according to the drawings). Over the years we have posted signage that kindly asks people not to trespass. This has worked for the most part because there is no easy access to the area, yet occasionally we will find strangers fishing or worse playing hockey on a barely frozen pond. We are hoping that the city would be willing to put up some sort of barrier (like a tall fence) along that section of the trail that would act as a deterrent. Our biggest concern is always safety, but we'd also like to maintain the quality of our land that we've put time, energy and dollars preserving. Thank you.

Make a public comment for review by City Council

Thank you for your encouraging words at the last city council meeting.

Thank you, Sam Perry for the information about how the RFP process works.

My personal concerns:

1. Safety

The high density “affordable housing” complex located on College Corner Pike in Oxford experiences a high amount of drug related activity.

Currently our neighborhood is very safe. Most of our residents are senior citizen and single adult females. Many of my neighbors and I am afraid that crime in our neighborhood will become a problem.

2. The devaluation of my property.

I have been told by a local full time realtor in Oxford that being situated next to a high density government assisted housing development will indeed decrease the value of my property.

3. Noise

Cars, dumpsters and 30 to perhaps 100 people moving into a high density complex situated on a little over 3 acres will destroy the quiet atmosphere that our neighborhood enjoys.

I ask the members of City Council and City Staff to require that **noise mitigating fencing** be built between the existing housing and the proposed development that will help to offset the increase in noise that comes with a 10 to 20 fold increase in population.

4. Environmental damage.

Bull Run creek is situated directly behind the Chestnut Street properties. The creek banks have a serious erosion problem. The additions of high density housing units will decrease the amount of permeable surface area. I am concerned that water runoff will exacerbate the erosion of the Bull Run Creek banks.

I ask the members of City Council and the City Staff allow **community input** in choosing the developer and design for the proposed Chestnut Street development. I believe that by allowing our community to help guide the details of the development to insure that will be designed sensitively and appropriately to fit into our neighborhood and not negatively affect the character and stability our homes.

Cathy H. Hines



CITY OF OXFORD

OXFORD AREA TRAIL PHASE V



AGENDA



- Meet the Team
- Project Goals + Vision
- Guided Tour
- User Experience
- Vegetative Buffer & Filter Strips
- Future Educational Components
- Next Steps
- Safety

MEET THE TEAM



ETTA
REED, PE
Principal - in - Charge



CHRIS
TRITCH, PE
Project Manager



ERIC
ANDERSON, AICP
Planning Lead

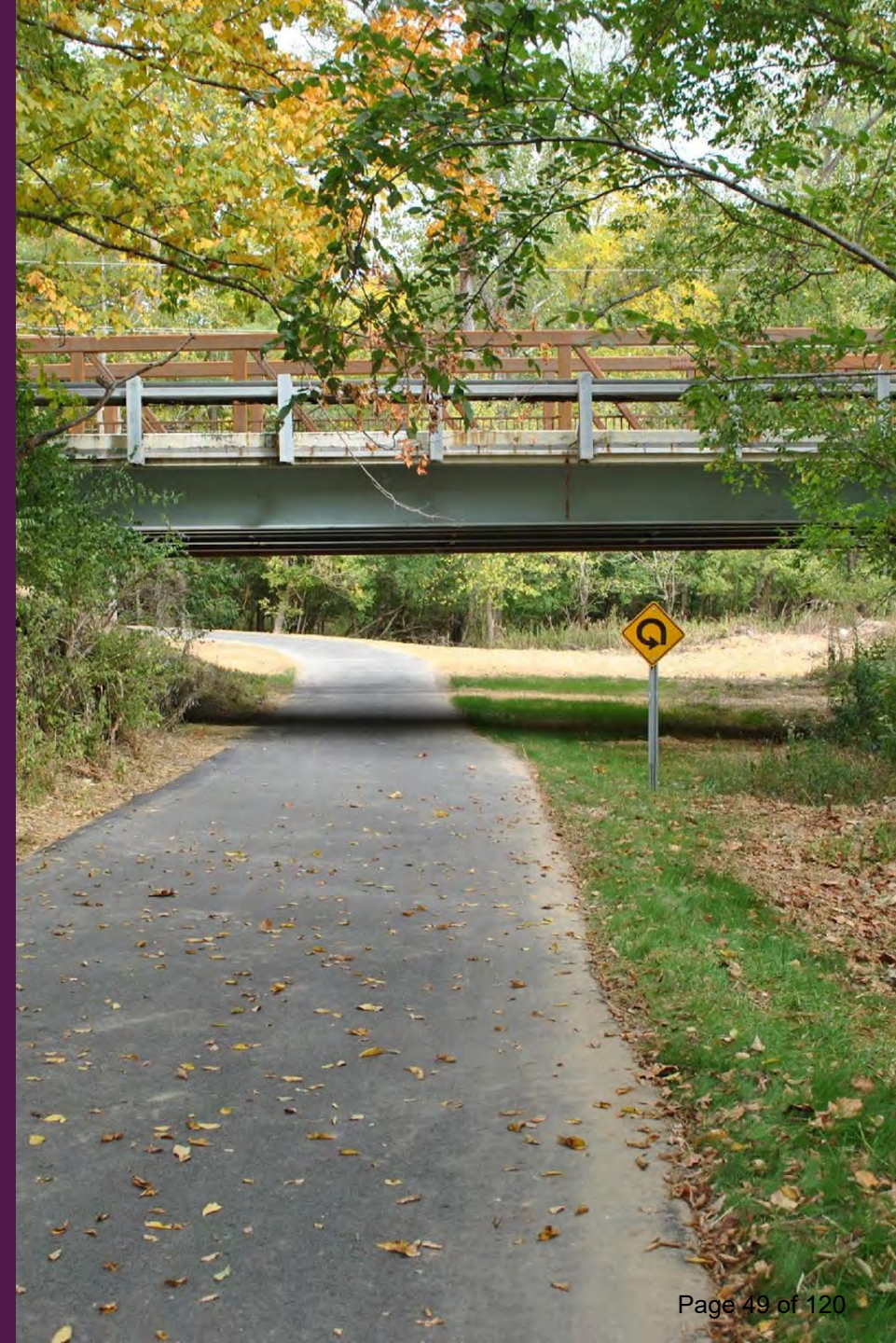


ABBY
STAINFIELD, AICP
Planner



PROJECT GOALS + VISION

- Bridge multiple modes of transportation
- Connect community to destinations, resources & each other
- Make Oxford a regional destination



FUTURE OXFORD AREA TRAILS SYSTEM

LEGEND

OATS Phases

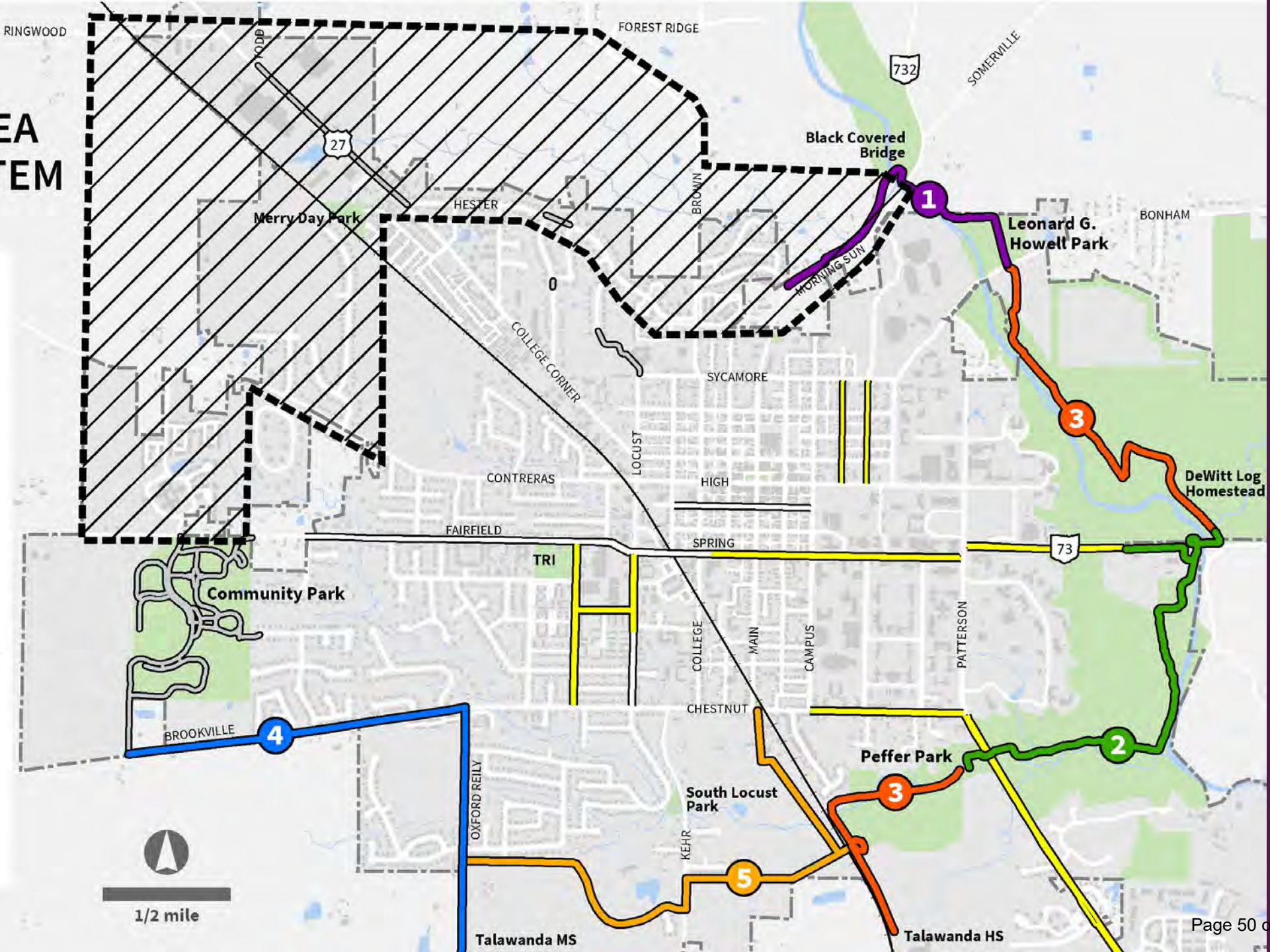
-  Completed 2017
-  Completed 2020
-  Est. Completion 2022-2023
-  Est. Completion 2022-2023
-  Est. Completion 2024-2025

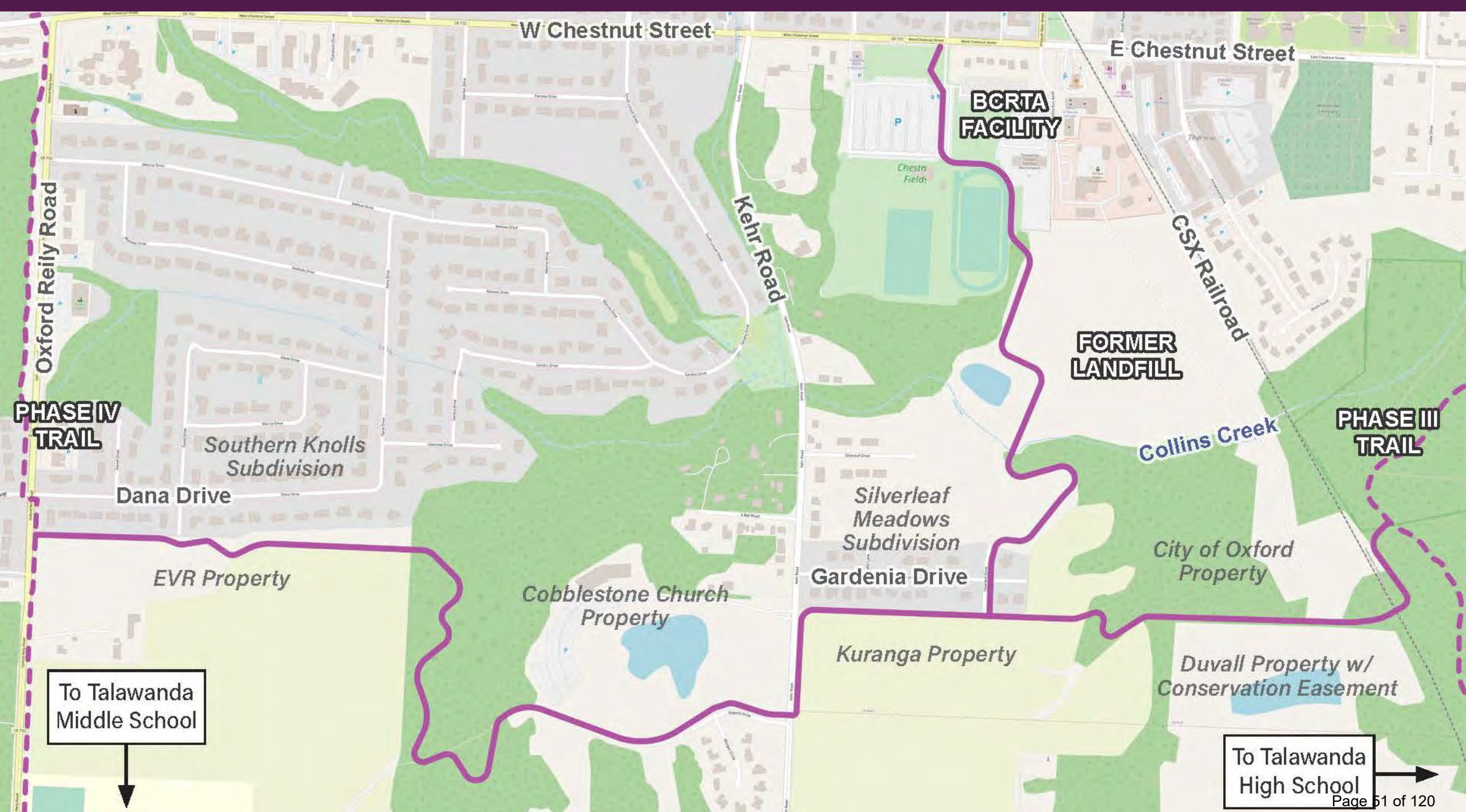
Potential Future Connection

 Unplanned Area

Existing Bikeways

-  Paved Trails
-  Marked Bike Lanes
-  Sharrows





W Chestnut Street

E Chestnut Street

**BCRTA
FACILITY**

**FORMER
LANDFILL**

**PHASE III
TRAIL**

**PHASE IV
TRAIL**

*Southern Knolls
Subdivision*

*Silverleaf
Meadows
Subdivision*

*City of Oxford
Property*

*Cobblestone Church
Property*

Gardenia Drive

Kuranga Property

*Duvall Property w/
Conservation Easement*

EVR Property

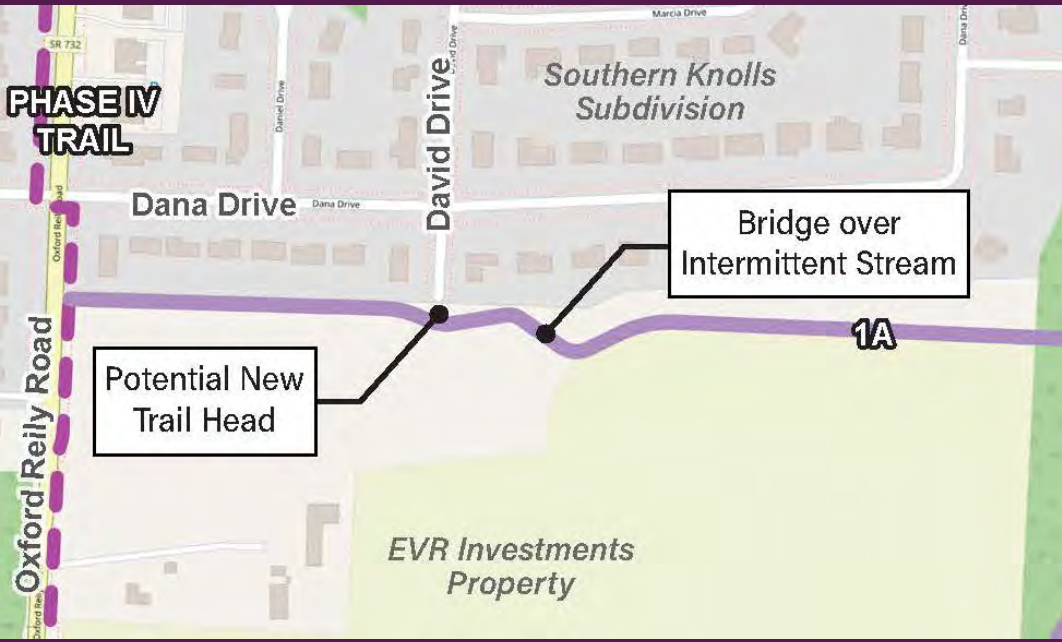
To Talawanda
Middle School

To Talawanda
High School



GUIDED TOUR

EVR PROPERTY

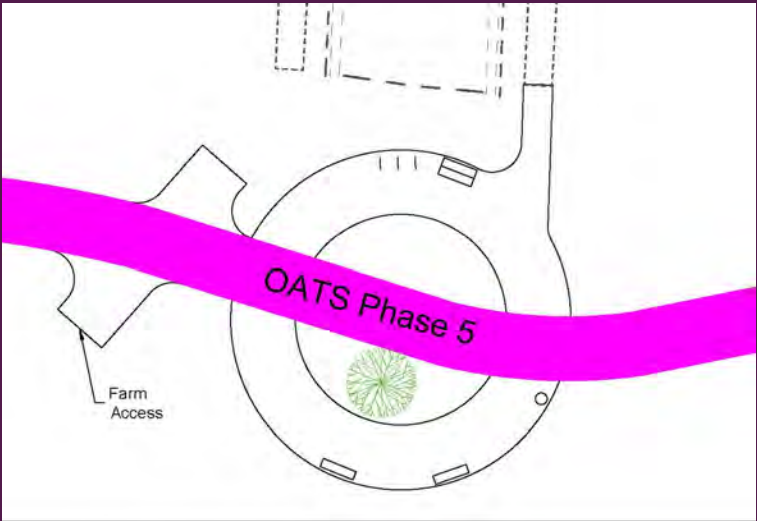


Looking west from the northeast corner of the EVR property



Stream to be crossed with a pedestrian bridge

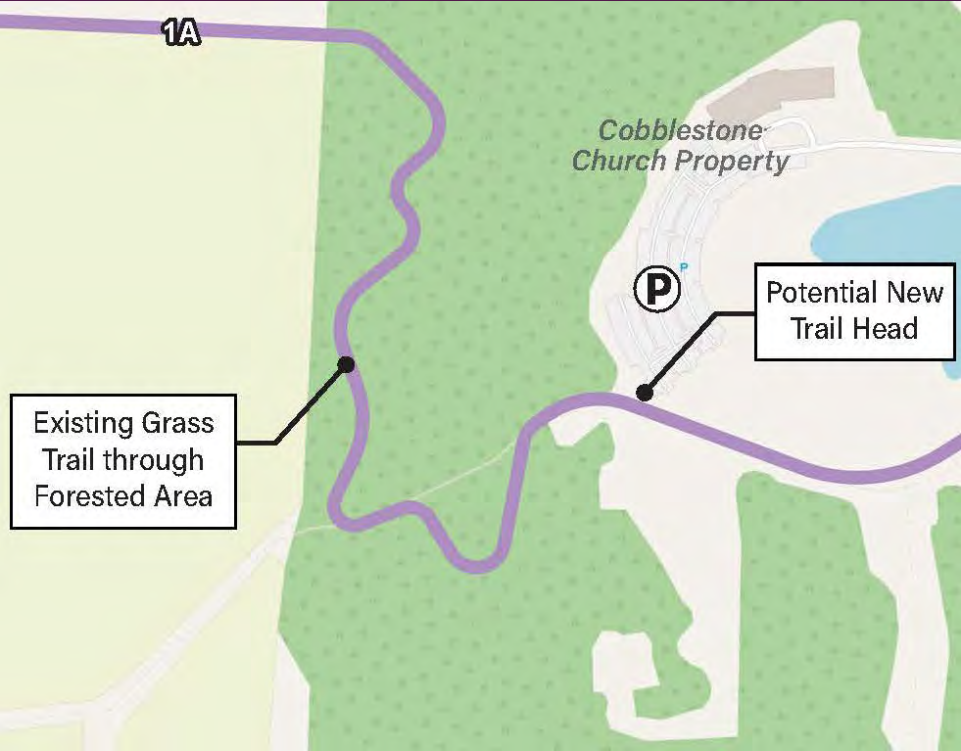
DAVID DRIVE - Trailhead



Landscaped Seating Area



COBBLESTONE CHURCH



Existing Church walking path

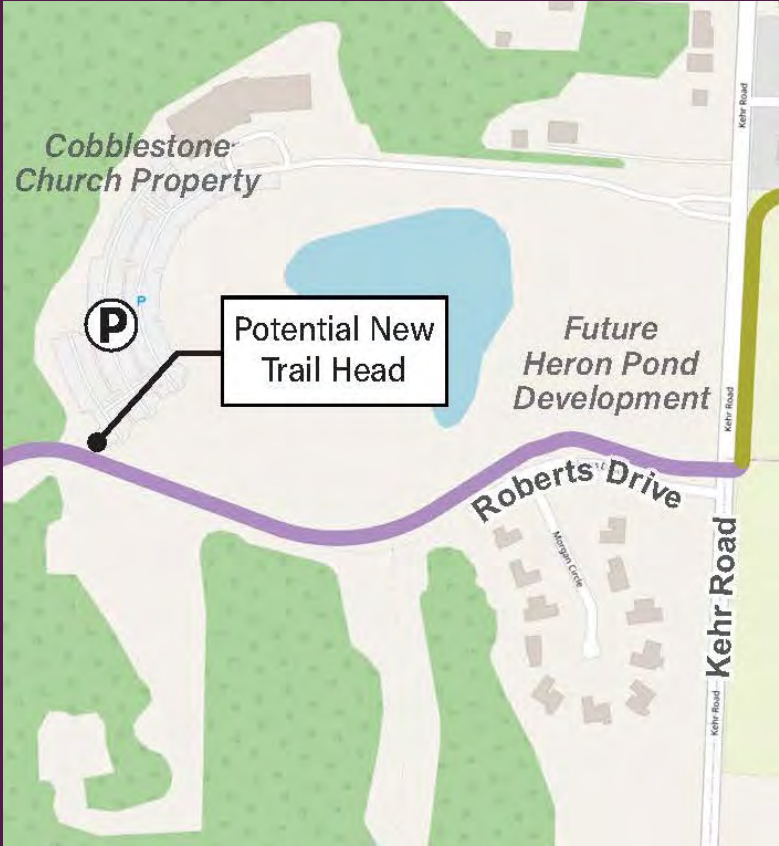


Existing Church walking path

COBBLESTONE CHURCH – Trailhead



ROBERTS DRIVE

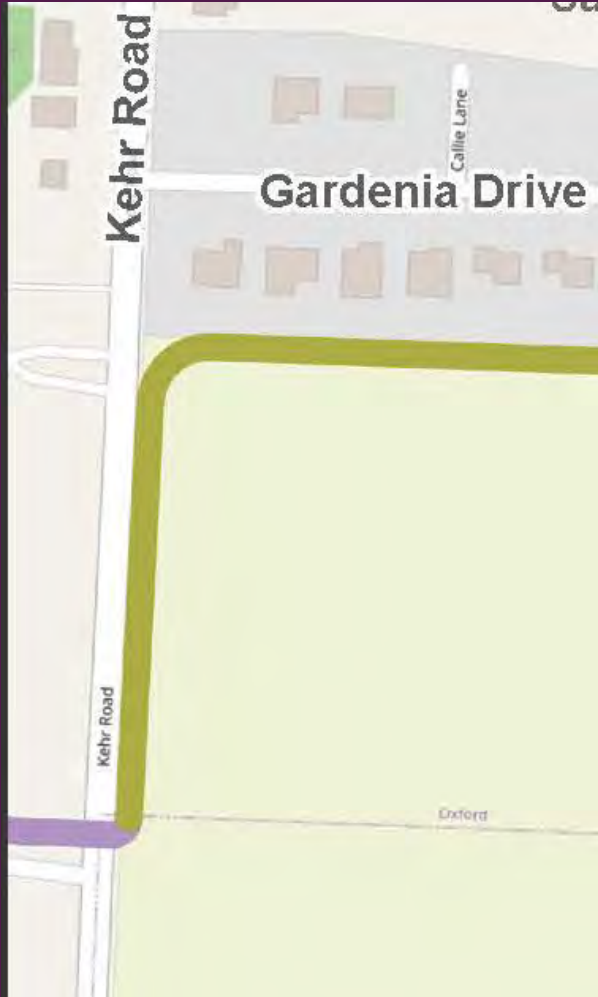


Looking north towards Cobblestone Church pond



Looking west from Kehr Rd along Roberts Dr

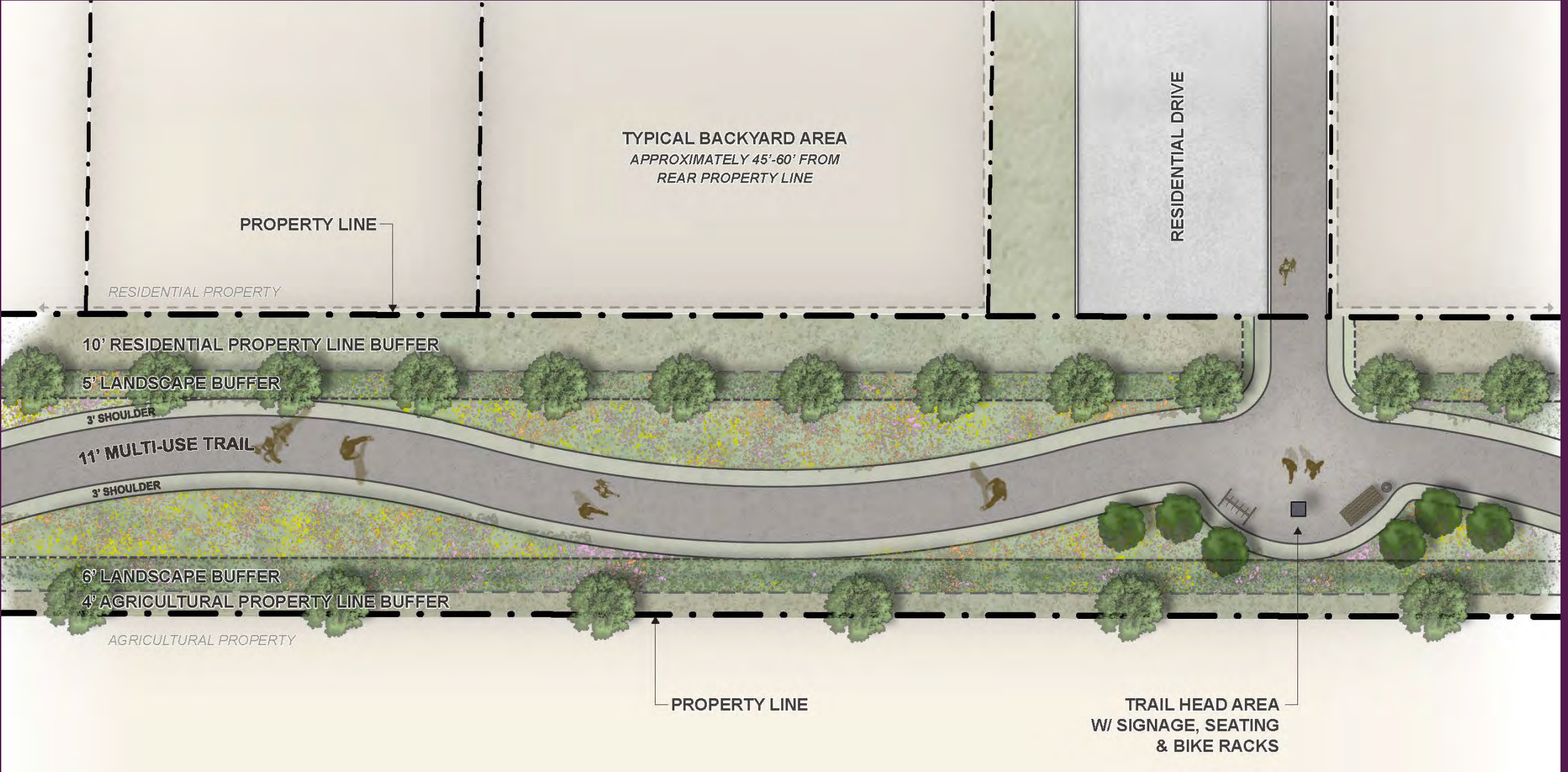
KEHR ROAD – Crossing



KEHR ROAD TO SILVERLEAF MEADOWS TRAILHEAD



VEGETATIVE BUFFER



VEGETATIVE BUFFER



SILVERLEAF MEADOWS – Trailhead



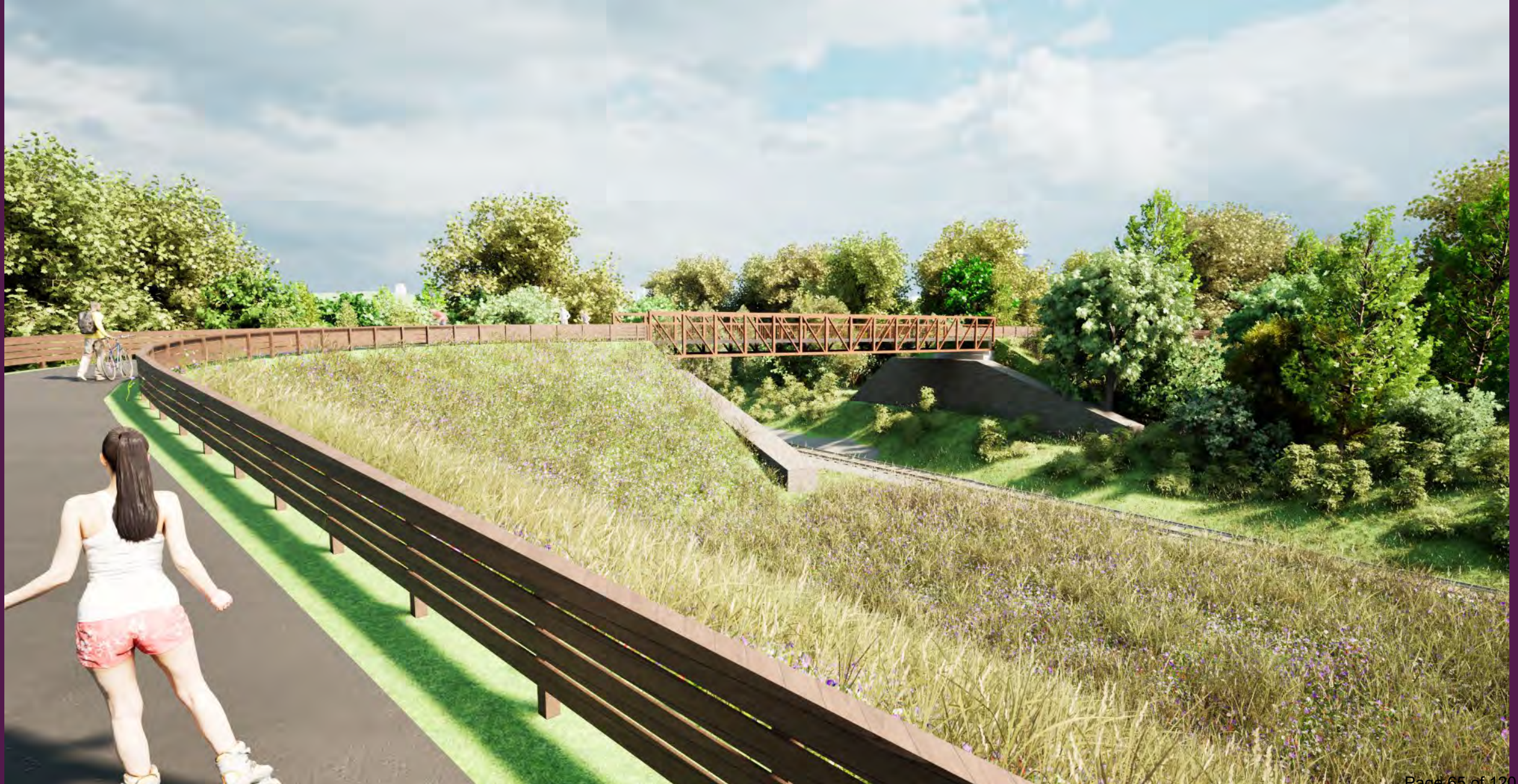
SILVERLEAF MEADOWS – Trailhead



RAILROAD CROSSING



RAILROAD CROSSING



RAILROAD CROSSING



RAILROAD CROSSING

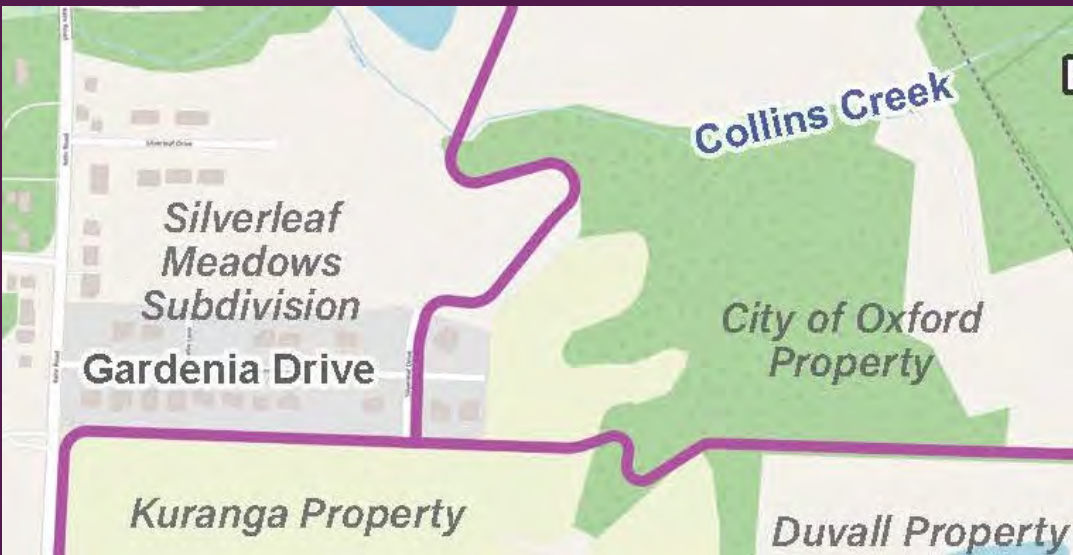


RAILROAD CROSSING



CHESTNUT CONNECTOR

SOUTH



Looking east from the Collins Creek crossing location

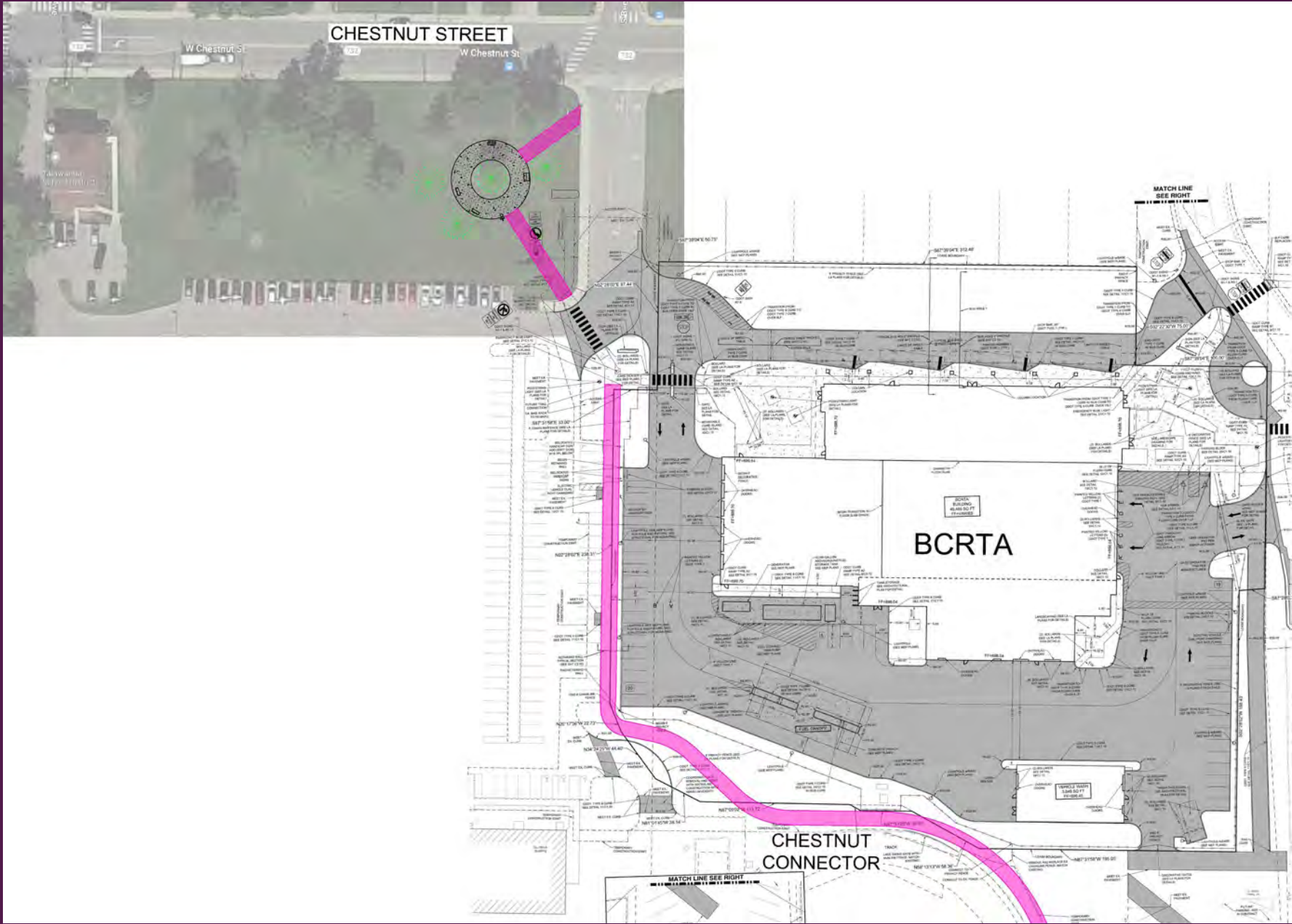
CHESTNUT CONNECTOR

LANDFILL / FUTURE SOLAR ARRAY

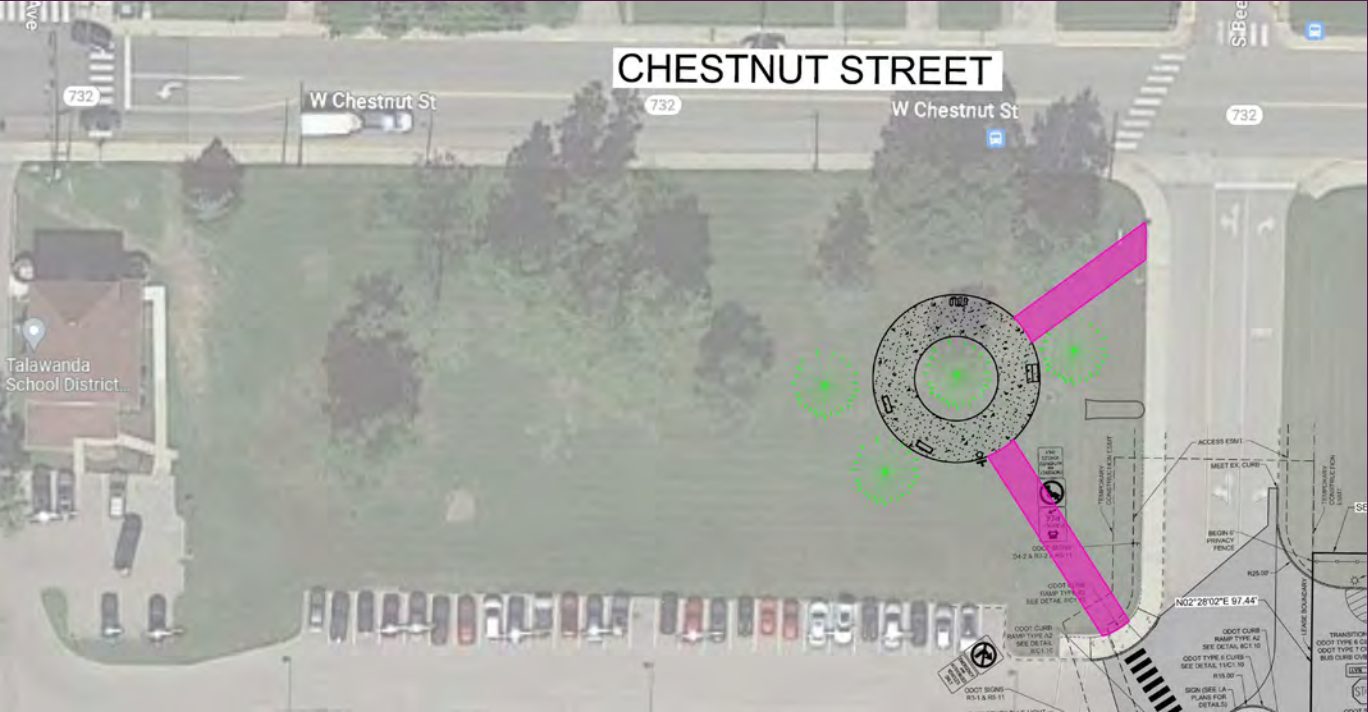


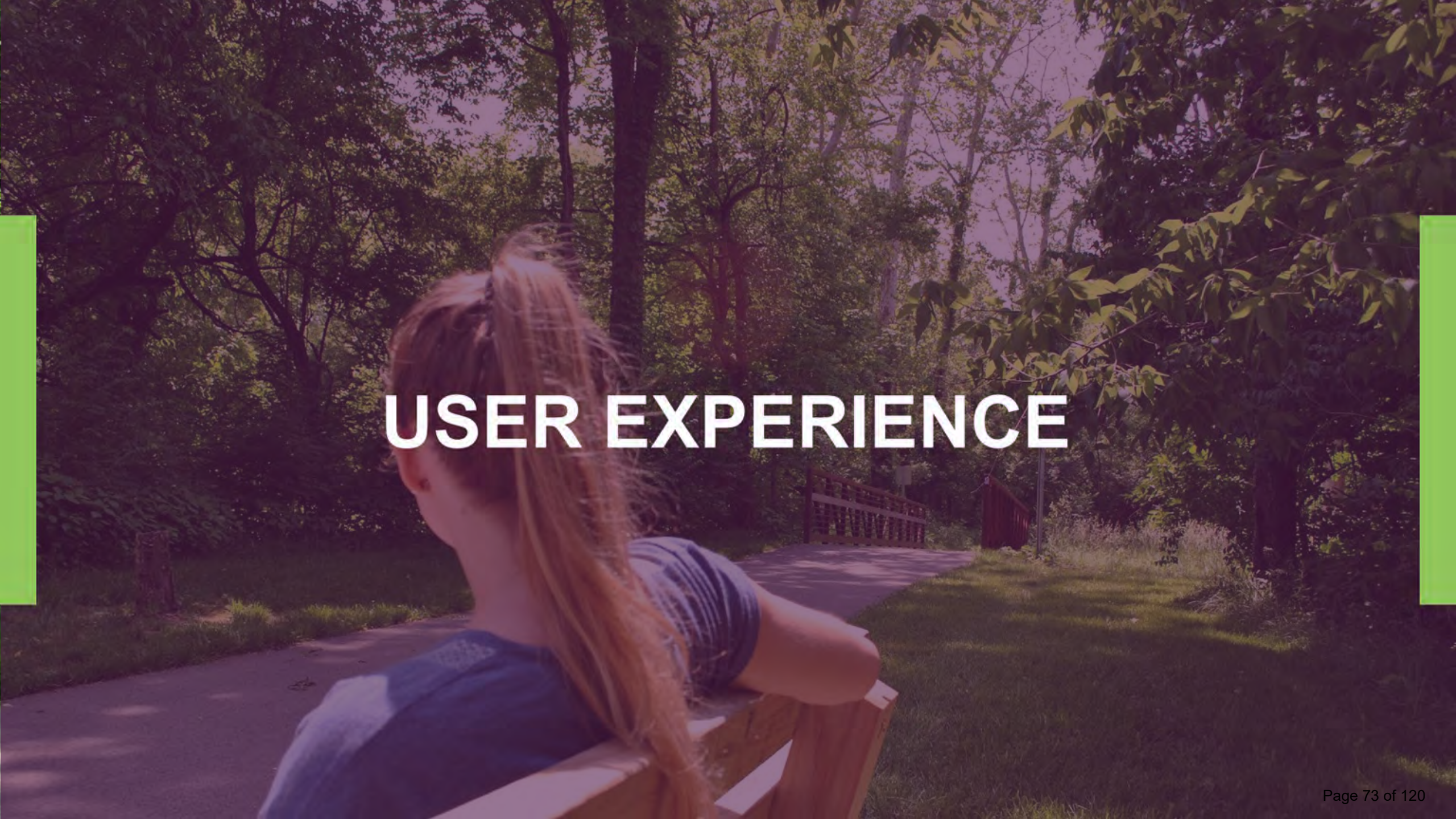
CHESTNUT CONNECTOR

North – BCRTA Site



CHESTNUT STREET – Trailhead

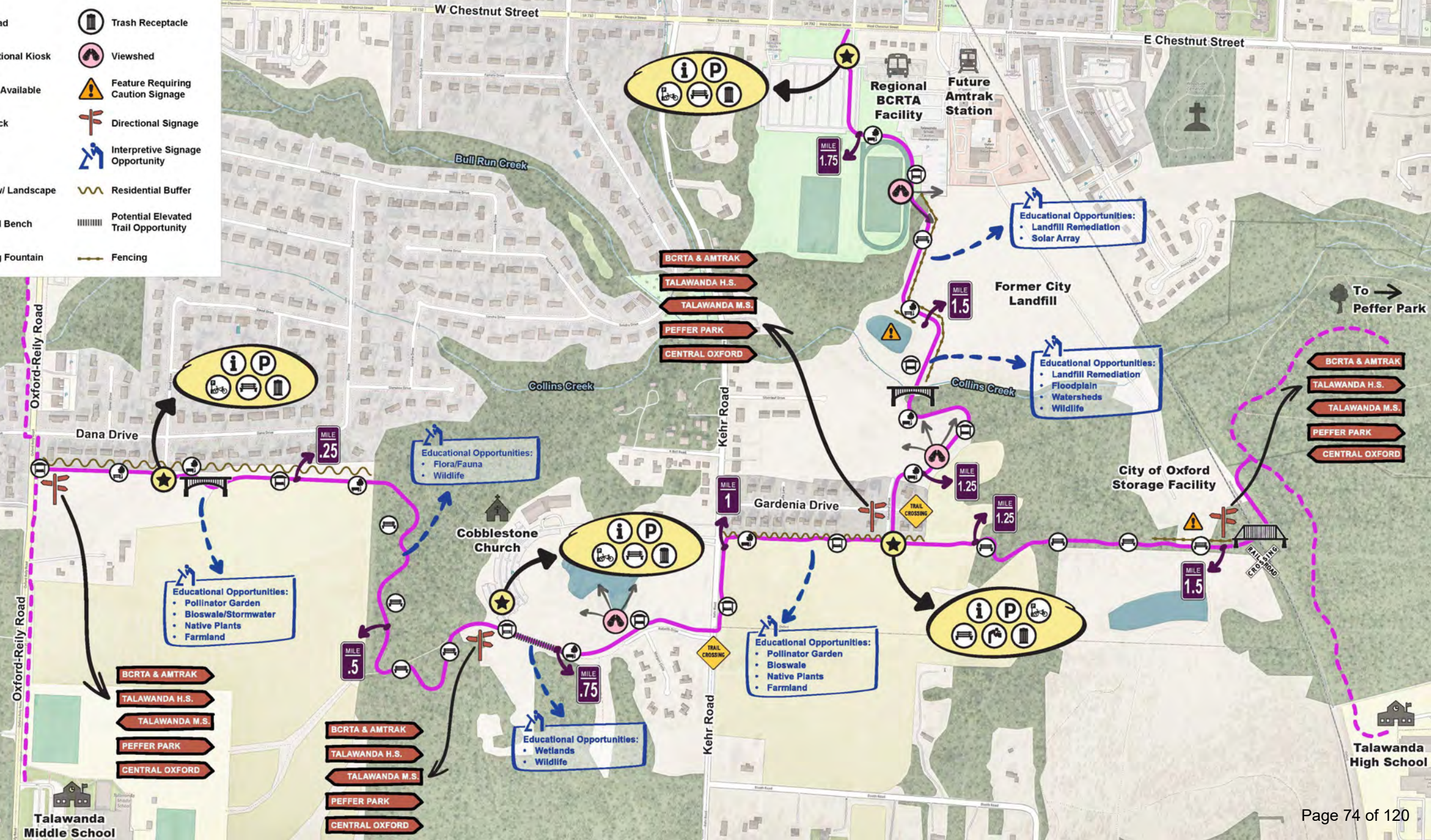




USER EXPERIENCE

LEGEND

- | | | | |
|--|---------------------|--|--------------------------------------|
| | Trail Head | | Trash Receptacle |
| | Informational Kiosk | | Viewshed |
| | Parking Available | | Feature Requiring Caution Signage |
| | Bike Rack | | Directional Signage |
| | Bench | | Interpretive Signage Opportunity |
| | Bench w/ Landscape | | Residential Buffer |
| | Covered Bench | | Potential Elevated Trail Opportunity |
| | Drinking Fountain | | Fencing |



VEGETATIVE BUFFER & FILTER STRIPS



Native Plantings along Trail

FUTURE EDUCATIONAL COMPONENTS

A Ditch that Cleanses Water

THE LANDSCAPE IN FRONT OF YOU IS DESIGNED TO REMOVE SILT AND POLLUTION FROM SURFACE WATER RUNOFF. Instead of channeling stormwater from the parking lot into a drainage pipe, the FILTER STRIP and BIOSWALE work together as a "LIVING DRAIN" to capture stormwater, so that it leaves cleaner than when it entered.

WATER FLOW: WHEN IT RAINS, WATER RUNS DOWN THE SIDE OF THE ROAD, INTO THE PARKING LOT, AND THEN INTO THE BIOSWALE. THE BIOSWALE IS A DEPRESSION IN THE GROUND THAT CAPTURES WATER AND FILTERS IT OUT. THE FILTER STRIP IS A STRIP OF PLANTS AND SOIL THAT FILTERS OUT POLLUTANTS. THE BIOSWALE IS A DEPRESSION IN THE GROUND THAT CAPTURES WATER AND FILTERS IT OUT. THE FILTER STRIP IS A STRIP OF PLANTS AND SOIL THAT FILTERS OUT POLLUTANTS.

PLANTS: PLANTS IN THE BIOSWALE ARE HARDY, STRONG-ROOTED PERENNIALS AND GRASSES ABLE TO TOLERATE BOTH WET AND DRY CONDITIONS. MOST OF THEM ARE NATIVE TO THIS REGION.

WATER FLOW: WHEN IT RAINS, WATER RUNS DOWN THE SIDE OF THE ROAD, INTO THE PARKING LOT, AND THEN INTO THE BIOSWALE. THE BIOSWALE IS A DEPRESSION IN THE GROUND THAT CAPTURES WATER AND FILTERS IT OUT. THE FILTER STRIP IS A STRIP OF PLANTS AND SOIL THAT FILTERS OUT POLLUTANTS.

PLANTS: PLANTS IN THE BIOSWALE ARE HARDY, STRONG-ROOTED PERENNIALS AND GRASSES ABLE TO TOLERATE BOTH WET AND DRY CONDITIONS. MOST OF THEM ARE NATIVE TO THIS REGION.



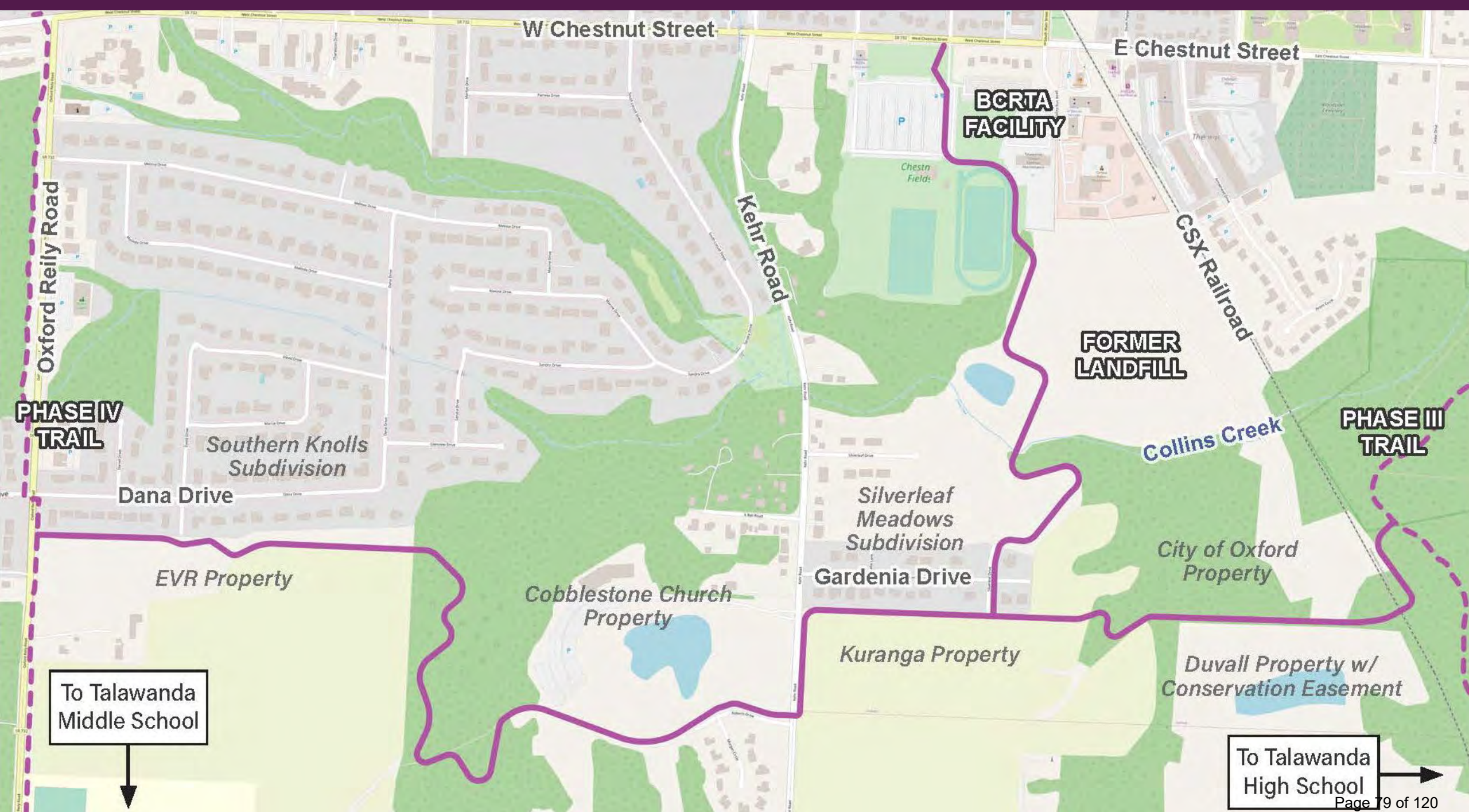


NEXT STEPS:

- Stage 2 plans under review by ODOT and City of Oxford
- Environmental Permitting
- Railroad Coordination
- Right of way/Easement acquisition



SAFETY



W Chestnut Street

E Chestnut Street

**BCRTA
FACILITY**

**FORMER
LANDFILL**

**PHASE III
TRAIL**

**PHASE IV
TRAIL**

*Southern Knolls
Subdivision*

*Silverleaf
Meadows
Subdivision*

*Cobblestone Church
Property*

Gardenia Drive

*City of Oxford
Property*

Kuranga Property

*Duvall Property w/
Conservation Easement*

EVR Property

Dana Drive

To Talawanda
Middle School

To Talawanda
High School



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
MONDAY, NOVEMBER 27, 2023 AT 7:00 PM

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

1. Roll Call.

The Organizational meeting of the Oxford City Council was called to order by William Snaveley on Monday, November 27, 2023, at 7:05 p.m. Those members present were Jason Bracken, David Prytherch, Michael Smith, Alex French, Amber Franklin, Glenn Ellerbe, and Chantel Raghu.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Chris Conard, Law Director; and Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

Motion – To Approve the Agenda.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

4. Swearing in of New Council Members

Mr. Conard performed the swearing-in of the elected Council members: Michael Smith, William Snavelly, and Jason Bracken. Oaths of Office were signed and photos taken.

- A. Swearing in of New Council Members - Michael Smith, William Snavelly, and Jason Bracken. (Chris Conard, Law Director)

5. Adjourn to Executive Session

Motion – To Enter into Executive Session at 7:15 p.m. Pursuant to Section 121.22 (G)(1) of the Ohio Revised Code for the Purpose of Discussing Appointments to Boards and Commissions. (Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

Mr. Smith, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, and Mayor Snavelly.

NAY # 0

ABS # 0

- A. Executive Session pursuant to Section 121.22 (G)(1) of the Ohio Revised Code for the purpose of discussing Appointments to Boards and Commissions.

6. Return from Executive Session

Motion – To Return from Executive Session at 8:03 p.m. Pursuant to Section 121.22 (G)(1) of the Ohio Revised Code for the Purpose of Discussing Appointments to Boards and Commissions.

(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

NAY # 0

ABS # 0

- A. Nomination (s) and Election of Mayor

Motion – To Nominate William Snavelly for the Position of Mayor.

(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Smith

AYE # 7

Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mr. Smith, and Mayor Snavelly.

NAY # 0

ABS # 0

B. Nomination (s) and Election of Vice-Mayor

Motion – To Nominate Chantel Raghu for the Position of Vice-Mayor.
(Voice Vote) 1st Ms. French 2nd Ms. Franklin

AYE # 7

NAY # 0

ABS # 0

C. Swearing-In of Mayor and Vice Mayor (Chris Conard, Law Director)

Mr. Conard performed the swearing-in of the Mayor, Mr. William Snavelly, and Mr. Conard performed the swearing-in of the Vice-Mayor, Ms. Chantel Raghu.

7. Council Appointments to Boards & Commissions

Motion – To Nominate Mr. Prytherch and Mr. Bracken to serve on the Planning Commission, Ms. French to serve on the Recreation Board, Ms. French to serve on the Historic and Architectural Preservation Commission, Mr. Smith and Ms. French to serve on the Community Improvement Corporation, Mr. Smith to serve on the Student Community Relations Commission, Ms. Raghu to serve on the Environmental Commission, Mr. Bracken and Ms. Franklin to serve on the Housing Advisory Commission, Mr. Snavelly and Ms. Franklin to serve on the Firefighters Dependents Board, Mr. Snavelly and Ms. French to serve on the Woodside Cemetery Board, Mr. Smith and Mr. Snavelly to serve as the OKI representative, Mr. Smith to serve on the Oxford Township Comprehensive Land Use Plan Committee, Ms. Franklin to serve on the Senior Citizens Board of Trustees, Ms. French to serve on the Enjoy Oxford Board, Ms. Franklin to serve on the Public Arts Commission of Oxford, and Mr. Prytherch to serve on the Oxford Parking and Transportation Advisory Board, and Mr. Prytherch to serve on the Climate Action Steering Committee for terms ending December 1, 2024.

(Voice Vote) 1st Ms. Franklin 2nd Mr. Prytherch

AYE # 7

NAY # 0

ABS # 0

8. Adjourn.

Motion – To Adjourn at 8:09 p.m.
(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	11/14/2023
COUNCIL MEETING DATE:	December 5, 2023
AGENDA TITLE:	Right of Way Permit/Park Permit No. 00550 - Girl Scouts cookie sales. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

Girl Scout Troop wishes to sell Girl Scout cookies in Memorial Park near the corner of High and Main Streets. They will set up a sales table to sell. They will be sold from Noon to 6 PM on 4 consecutive Saturdays and Sundays beginning Feb 16, 2024, and ending on Mar 16, 2024.

ROW 00550



City of
Oxford OHIO
HOME OF MIAMI UNIVERSITY

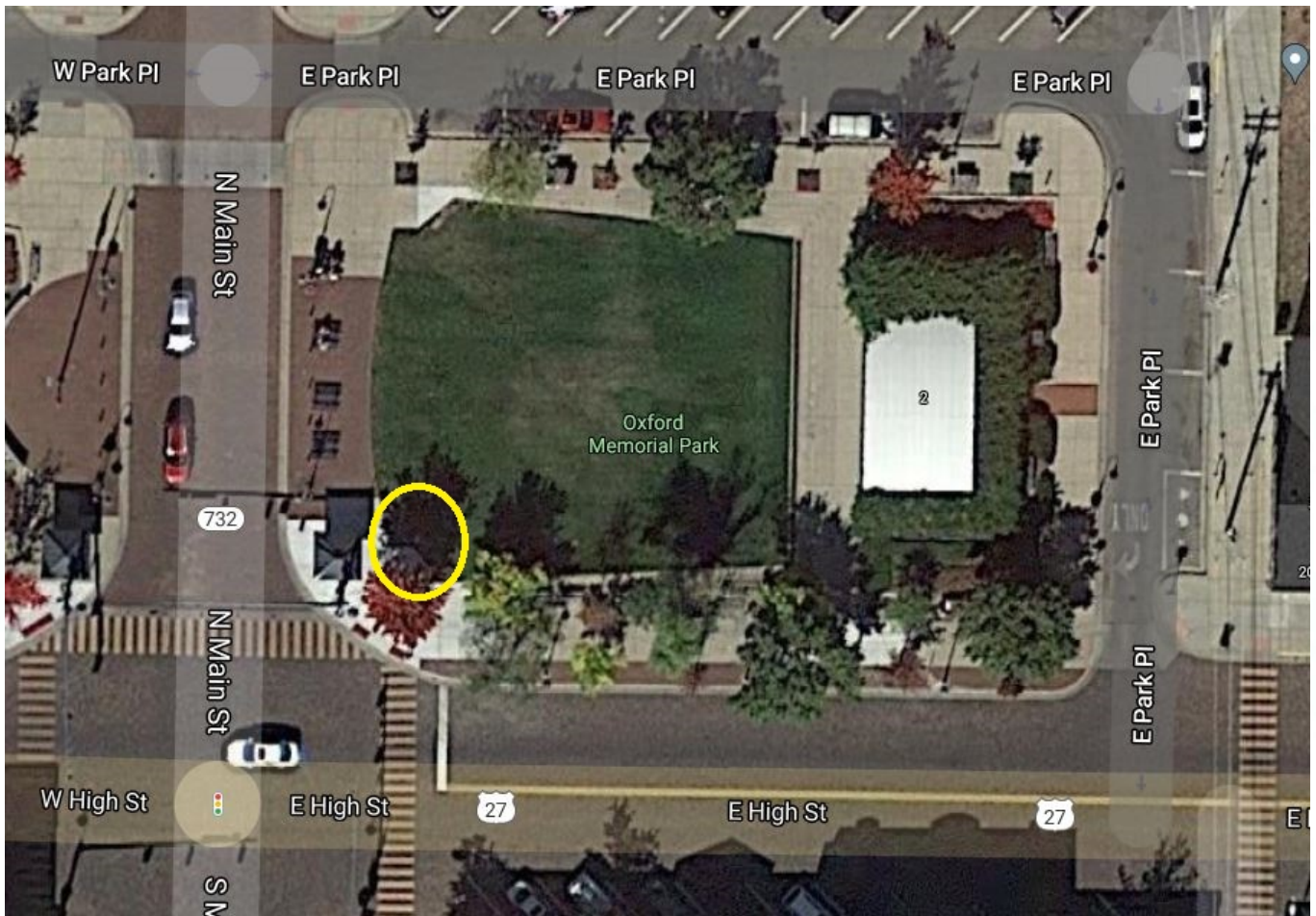
REQUEST FOR PUBLIC PARK PERMIT

REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Today's Date: 11 / 14 2023 ☐ Emergency Utility Repair (check box, if applicable)

Non-Profit: ☒ Yes ☐ No

Page 85 of 120



Instructions for Applicant: Please clearly denote the parade route, streets and/or sidewalk areas being requested. Place a concise narrative explanation on the following lines. Attach additional pages if necessary. **Note:** Any work in the public right of way requires the submittal of a maintenance of traffic plan.

Request a corner of Memorial Park for scouts to set up tables to sell Girl Scout cookies. Each day will have 3 two hour blocks of sellers.

Multiple Dates:

Feb 16-18. Feb 24-25. Mar 2-3. Mar 9-10. Mar 16-17.

Additional Requests:
(Include details in narrative)

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

*Generally the responsibility of the applicant.

Time Details		
	Start	End
Setup	_____	_____
Event	_____	_____
Breakdown	_____	_____



Stipulations and Fees

Note: FULL PAYMENT REQUIRED BEFORE THE EVENT

RIGHT-OF-WAY

Applicants should allow a minimum of **three (3) 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.)*

Area shall be cleaned at the end of each day

The City of Oxford reserves the right to modify, suspend, or revoke this permit at the sole discretion of the City of Oxford.

It is PROHIBITED to insert anything into the ground within any park due to the irrigation system

USE

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 any park.
7. The applicant will be required to provide the City with a certificate of insurance naming the City as an additional insured for events with live animals or inflated play structures with a minimum of \$1M coverage. Insurance for other events may be required and reviewed on a case by case basis.

FEE INFORMATION

No Parking Signs	\$1.00/ea.
Metered Parking	\$10.00/ea
Trash Boxes	\$5.00/ea.

Personnel

Police Officer(s)	Contact OPD
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.

Katie Wilson

Applicant's Signature

Date: **11 / 14 2023**

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

Jessica Greene, Asst. City Manager Date: _____
City Manager's Signature

Reason(s) event not approved:



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	11/14/2023
COUNCIL MEETING DATE:	December 5, 2023
AGENDA TITLE:	A Resolution Authorizing the City Manager to Close the Uptown Municipal Parking Lot Each Saturday in 2024 From 5:30 A.M. Until 1:00 P.M. to Permit the Operation of the Farmers Market Within the Municipal Parking Lot and on East Park Place Between Main Street and 24 East Park Place During Said Times. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Thriving and Resilient Year-Round Economy
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO CLOSE THE UPTOWN MUNICIPAL PARKING LOT EACH SATURDAY IN 2024 FROM 5:30 A.M. UNTIL 1:00 P.M TO PERMIT THE OPERATION OF THE FARMERS MARKET WITHIN THE MUNICIPAL PARKING LOT AND ON EAST PARK PLACE BETWEEN MAIN STREET AND 24 EAST PARK PLACE DURING SAID TIMES.

WHEREAS, the Oxford Farmers Market has operated in Uptown Oxford since 2004; and

WHEREAS, Council has determined that it is beneficial for the City to permit the Farmers Market to continue operating in the uptown municipal parking lot and on East Park Place on Saturdays in 2024 and that the closure of the municipal parking lot and East Park Place between Main Street and 24 East Park Place between the hours of 5:30 a.m. is required to permit this operation; and

WHEREAS, the City Manager recommends Council authorize the City Manager to close the uptown municipal parking lot on Saturdays in 2024 from 5:30 a.m. until 1:00 p.m. to permit the operation of the Farmers Market within the municipal parking lot and on East Park Place between Main Street and 24 East Park Place during said time.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and hereby authorizes the City Manager to close the uptown municipal parking lot and East Park Place on Saturdays in 2024 from 5:30 a.m. until 1:00 p.m.to permit the operation of the Farmer's Market within the municipal parking lot and East Park Place between Main Street and 24 East Park Place during said time.

SECTION 2: In all other respects, the City of Oxford traffic code shall remain in full force and effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

Saturdays

5:30 AM - 1 PM

**Municipal Lot and East Park Pl
Signs in Right of Way**

ROW 00549

Rev. 1/19



**City of
Oxford OHIO**
HOME OF MIAMI UNIVERSITY

REQUEST FOR PUBLIC PARK PERMIT

REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 01 / 01 / 2024 through 12 / 31 / 2024 From: ____ PM To: ____ PM

Today's Date: 11 / 13 / 2023 ☐ Emergency Utility Repair (check box, if applicable)

--- Applicant shall allow a minimum of 3 business days for processing ---

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

Larry Slocum

Address:

803 Mormon Road

Hamilton, OH 45013

Telephone:

Cellular:

513-505-5238

Fax:

Email:

info@oxfordfarmersmarket.com

Organization:

Oxford Farmers Market Uptown Assn

Advisor:

Larry Slocum, Market Manager

Address:

803 Mormon Road

Oxford, OH 45056

Telephone:

Cellular:

Fax:

Email:

Non-Profit:

☐ Yes ☐ No

* Person in charge - Primary contact

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: Municipal Parking Lot and East Park Place

TITLE OF EVENT (be specific and include projected attendance)

Oxford Farmers Market 2024 00549

Projected Attendance: _____ Has this event been held previously? ☐ Yes ☐ No If "YES", when? _____

Will food, goods, services or merchandise be sold at the event? ☐ Yes ☐ No

If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)

Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

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 Slocum (on file)

Date: 11 / 12 / 2023



Public Health
Prevent. Promote. Protect.
Butler County
General Health District
Ohio

**Butler County Health
Department notified**

stand that acceptance of them is a condition
understand that the request will be reviewed
approval is granted. If additional

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



Instructions for Applicant
requested. Place a concise narrative of the event on additional pages if necessary. **Note: Any work in the public right of way requires the submittal of a maintenance of traffic plan.**

sidewalk areas being

Saturday closure is 5:30 AM - 1:00 PM. Event 9 AM - Noon.

Farmers Market will post and remove NO PARKING signs as well close East Park Place.

Sidewalks will be utilized but passible.

Additional Requests:
(Include details in narrative)

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

*Generally the responsibility of the applicant.

Time Details		
	Start	End
Setup	_____	_____
Event	_____	_____
Breakdown	_____	_____

STIPULATIONS

1. Class III **ROAD CLOSED** barricades placed at the front and back of closed roadway.



2. Vehicles placed to block entrance and exit of closed roadway.

3. East Park Place to be used on Saturdays only after the Municipal Parking Lot is full.

4. Signs in Right of Way not to impede visibility.

Area shall be cleaned at the end of each day

Road closure must comply with the Ohio Manual of Uniform Traffic Control.

The City of Oxford reserves the right to modify, suspend, or revoke this permit at the sole discretion of the City of Oxford.



Sign is 18x24 inches

4 locations

Instructions for Applicant: Please clearly denote the parade route, streets and/or sidewalk areas being requested. Place a concise narrative explanation on the following lines. Attach additional pages if necessary. **Note: Any work in the public right of way requires the submittal of a maintenance of traffic plan.**

Please see attached document for placement of signs.

Additional Requests:

(Include details in narrative)

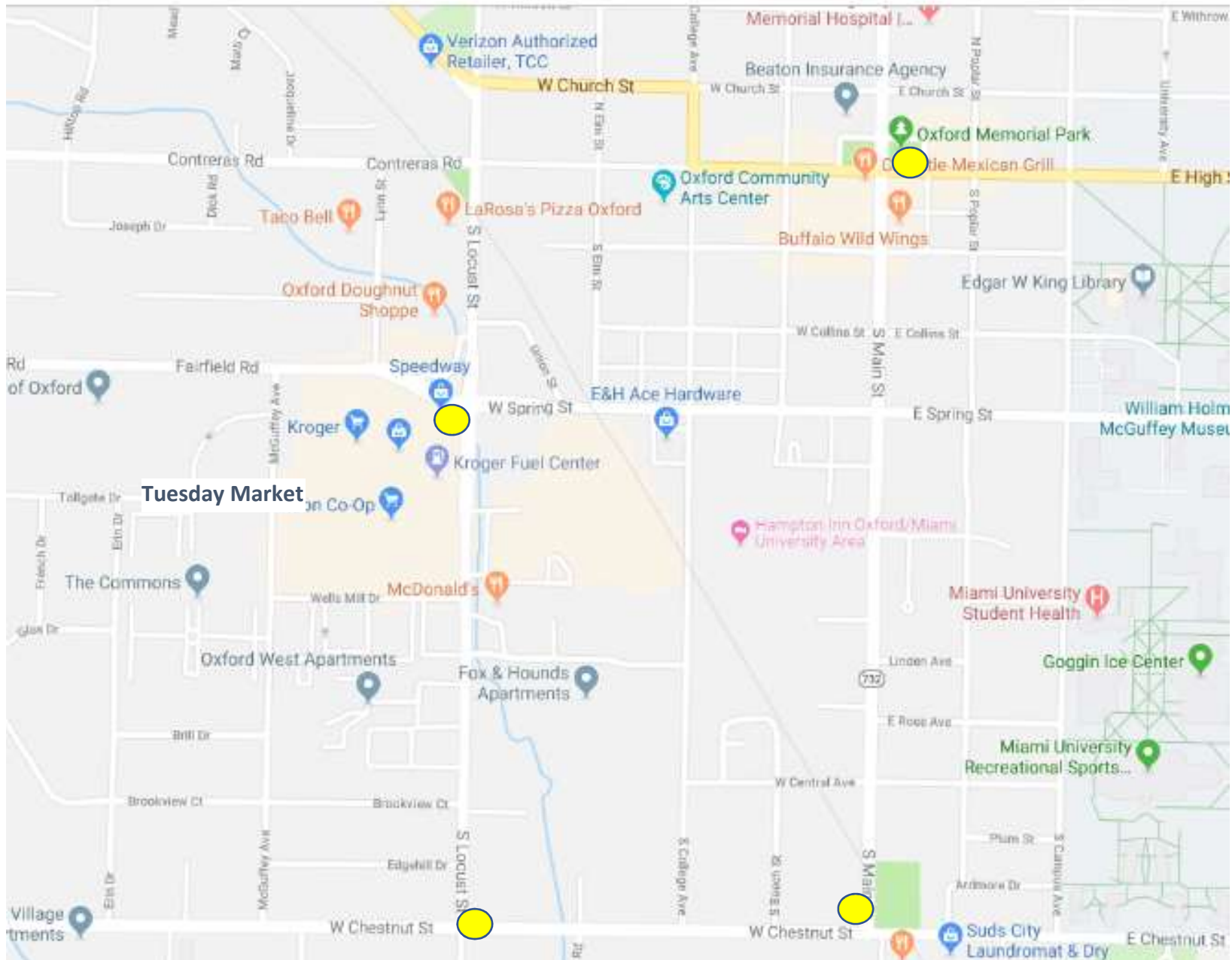
- ☐ No Parking Signs*
- ☐ Detour(s)
- ☐ Police Assistance

Time Details

	Start	End
Setup		
Event		
Breakdown		

**Generally the responsibility of the applicant.*

● - Tuesday and Saturday sign placement



	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 _____/_____

d

Jessica Greene, Asst. City Manager

Reason(s) event not approved:

Jim L. Sune

729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED.

No person shall sell, offer to sell or solicit orders for goods, wares or merchandise for immediate or future delivery, or services to be furnished, performed or provided in the present or in the future, within parking meter zones or upon any municipally-owned or controlled property other than streets. This law shall not be applicable to nonprofit or charitable community organizations operating with the express consent of the Office of the City Manager and shall not apply to the lawful use of sidewalk space where such use is expressly authorized by the Codified Ordinances of Oxford, nor shall this section be applicable to the selling at a Farmers' Market of farm produce when such produce has been raised and grown by the vendors and provided that such selling has been specifically authorized and regulated by the Council. Any sale or use of alcohol upon any municipally-owned or controlled property shall be approved by City Council.

(Ord. 3211. Passed 3-19-13.)



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Police Division
PREPARED BY:	John Jones
DATE PREPARED:	11/20/2023
COUNCIL MEETING DATE:	December 5, 2023
AGENDA TITLE:	A Resolution Authorizing the City Manager to Waive Parking Meter Fees Throughout the City From 9:00 A.M. Monday, December 11, 2023, Until 8:00 P.M. Monday, January 1, 2024 the Two-Hour and the Eleven- Hour Restrictions for Parking Meters Shall Remain in Effect. (John Jones, Police Chief)
COUNCIL GOAL AREA:	A Thriving and Resilient Year-Round Economy
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

The OPD Parking Unit recommends that free holiday parking be provided at parking meters throughout the City beginning on Monday, December 11, 2023 at 9am and ending on Monday, January 1, 2024 at 8pm. Time limits of 2 hours and 11 hours will still apply based on signage at the meter. The parking prohibition between 4am and 5:30am will also remain in effect where the signage designates.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE PARKING METER FEES THROUGHOUT THE CITY FROM 9:00 A.M. ON MONDAY, DECEMBER 11, 2023, UNTIL 8:00 P.M. ON MONDAY, JANUARY 1, 2024 THE TWO-HOUR AND THE ELEVEN-HOUR RESTRICTIONS FOR PARKING METERS SHALL REMAIN IN EFFECT.

WHEREAS, the City Manager recommends approval of the proposal of the Police Chief to waive parking meter fees throughout the City from 9:00 a.m. on December 11, 2023, until 8:00 p.m. on January 1, 2024. The two-hour and the eleven-hour restrictions for parking meters shall remain in effect. The parking prohibition between 4:00 a.m. and 5:30 a.m. shall also remain in effect where posted.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: City Council hereby accepts the recommendation of the City Manager and the Police Chief and authorizes the City Manager to waive parking meter fees throughout the City from 9:00 a.m. on December 11, 2023, until 8:00 p.m. on January 1, 2024. The two-hour and the eleven-hour restrictions for parking meters shall remain in effect. The parking prohibition between 4:00 a.m. and 5:30 a.m. shall also remain in effect where posted.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	11/27/2023
COUNCIL MEETING DATE:	December 5, 2023
AGENDA TITLE:	A Resolution to Amend the American Rescue Plan Childcare Forgivable Loan Program to be up to a \$10,000 Forgivable Loan Instead of \$5,000, with a Cap of \$30,000. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Connected, Livable, and Equitable Community for All
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

This is a Council requested change in the Childcare Loan program to increase the forgivable loan amount to \$10K instead of a max of \$5K and to keep the cap at \$30,000.

RESOLUTION NO.

A RESOLUTION TO AMEND THE AMERICAN RESCUE PLAN FORGIVABLE LOAN PROGRAM TO BE UP TO A \$10,000.00 FORGIVABLE LOAN INSTEAD OF \$5,000.00 WITH A CAP OF \$30,000.00.

WHEREAS, there is a growing demand for high-quality childcare services in our community, with many parents struggling to find affordable and reliable options for their children's care; and

WHEREAS, the Oxford Comprehensive Plan has an action C2-A1 to ensure adequate year-round childcare services; and

WHEREAS, providing access to affordable and quality childcare services is essential for supporting working parents, promoting early childhood development, and enhancing the overall well-being of our community; and

WHEREAS, the Oxford City Council has a goal in 2023 that the City establish a forgivable loan program for new daycare providers; and

WHEREAS, a dedicated childcare startup loan program can empower aspiring entrepreneurs by providing them with the necessary financial support, enabling them to establish and sustain successful childcare businesses; and

WHEREAS, the Oxford City Council will require the new daycare providers to be certified by Ohio Job and Family Services and accept child care assistance vouchers; and

WHEREAS, the City Manager and the Assistant City Manager recommend thirty thousand dollars (\$30,000.00) of American Rescue Plan (ARPA) Funds be utilized to create a forgivable loan program for new daycare businesses within the City of Oxford.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Assistant City Manager and hereby directs that thirty thousand dollars (\$30,000.00) of American Rescue Plan (ARPA) Funds be utilized to create a forgivable loan program for new daycare businesses within the City of Oxford.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	11/30/2023
COUNCIL MEETING DATE:	December 5, 2023
AGENDA TITLE:	A Resolution Authorizing the City Manager to Accept a \$30,000.00 Grant from the Ohio Department of Development, Tech Cred Program, to Train Staff on Microsoft 365 Fundamentals as Part of a Cybersecurity Prevention Strategy. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	30,000
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

The City of Oxford will be migrating to Microsoft 365/TEAMS in early 2024 as part of our cybersecurity strategy. This grant is through the Tech Cred program and is a part of the Ohio Department of Development. Its purpose is to provide training to prepare 18 staff members on the fundamentals of this new software platform.

It is a reimbursement grant. We will submit a request for reimbursement after we have conducted and paid for the training.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT A \$30,000.00 GRANT FROM THE OHIO DEPARTMENT OF DEVELOPMENT, TECH CRED PROGRAM, TO TRAIN STAFF ON MICROSOFT 365 FUNDAMENTALS AS PART OF A CYBERSECURITY PREVENTION STRATEGY.

WHEREAS, The evolving landscape of cyber threats necessitates continuous improvement in our cybersecurity strategy; and

WHEREAS, Our IT consultant NextStep has advised that migrating to Microsoft Office 365 platform is a recommended action in our cybersecurity strategy; and

WHEREAS, Staff training is identified as a proactive and effective measure to enhance individual and collective resilience against potential cyber threats; and

WHEREAS, The City of Oxford has applied for and been awarded \$30,000 grant to train staff on Microsoft 365 fundamentals; and

WHEREAS, the City Manager and the Assistant City Manager recommend that the City Manager be authorized to accept a \$30,000.00 grant from the Ohio Department of Development to train staff on Microsoft 365 fundamentals.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Assistant City Manager and further authorizes the City Manager to accept a \$30,000.00 grant from the Ohio Department of Development to train staff on Microsoft 365 fundamentals.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY
PREPARED BY: LAW (STAFF)



The City of Oxford
 (513) 524-5200
 15 S. College Ave.
 Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Hill
DATE PREPARED:	11/29/2023
COUNCIL MEETING DATE:	December 5, 2023
AGENDA TITLE:	An Ordinance Amending Ordinance No. 3697 Supplemental Budget Ordinance Number 8 to Make Supplemental Appropriations for Fiscal Year 2023. (Heidi Hill, Finance Director)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

Issue 1

To make adjustment to budgeted expenditures for Employee Benefit Fund

Action Needed:

Revenue Side

-

Expense Side

Employee Benefit Fund (230)

390,000.00

Net Effect on Fund Balance/(s)

(390,000.00)

Increase/(Decrease)

Issue 2

To make adjustment to budgeted revenue for Property Taxes

Action Needed:

Revenue Side	-
General Fund (110)	29,555.00
Expense Side	-
Net Effect on Fund Balance/(s) Increase/(Decrease)	29,555.00

Issue 3

To make adjustment to budgeted revenue for Income Taxes

Action Needed:

Revenue Side	-
General Fund (110)	775,000.00
Fire & EMS Fund (418)	80,000.00
Expense Side	
Net Effect on Fund Balance/(s) Increase/(Decrease)	855,000.00

Issue 4

To make adjustment to budgeted revenue and expenditures for the transfer of funds from the General Fund to Parking Improvement Fund

Action Needed:

Revenue Side	
Parking Improvement Fund (142)	350,000.00
Expense Side	
General Fund (110)	350,000.00
Net Effect on Fund Balance/(s) Increase/(Decrease)	-

Issue 5

To make adjustment to budgeted revenue and expenditures for the transfer of funds from the General Fund to Capital Equipment Fund & Capital Improvement Fund

Action Needed:

Revenue Side

Capital Equipment Fund (140)	468,750.00
Capital Improvement Fund (141)	781,250.00

Expense Side

General Fund (110)	468,750.00
General Fund (110)	781,250.00

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

Issue 6

To make adjustment to budgeted revenue and expenditures for the transfer of funds from the Water Fund to Water Improvement Fund

Action Needed:

Revenue Side	-
--------------	---

Water Improvement Fund (322)	80,000.00
------------------------------	-----------

Expense Side

Water Fund (321)	80,000.00
------------------	-----------

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

Issue 7

To make adjustment to budgeted revenue and expenditures for the transfer of funds from the Wastewater Fund to Wastewater Capital Improvement Fund

Action Needed:

Revenue Side

Wastewater Capital Improvement Fund (332)	180,000.00
---	------------

Expense Side

Wastewater Fund (331)	180,000.00
-----------------------	------------

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

Issue 8

To make adjustment to budgeted revenue and expenditures for training grant

Action Needed:

Revenue Side

General Fund (110)	36,000.00
--------------------	-----------

Expense Side

General Fund (110)	36,000.00
--------------------	-----------

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

General Fund (110)	(795,445.00)
Parking Improvement Fund (142)	350,000.00
Capital Equipment Fund (140)	468,750.00
Capital improvement Fund (141)	781,250.00
Employee Benefit Fund (230)	(390,000.00)
Water Fund (321)	(80,000.00)
Water Improvement Fund (322)	80,000.00
Wastewater Fund (331)	(180,000.00)
Wastewater Capital Improvement Fund (332)	180,000.00
Fire & EMS Fund (418)	80,000.00

Net Effect on Fund Balance/(s) Increase/(Decrease)	494,555.00
---	------------

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3697 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 8 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2023.

WHEREAS, additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds, and changes to estimated revenues.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS 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	775,000.00
General Fund 110	29,555.00
General Fund 110	36,000.00
Fire Fund 418	80,000.00

SECTION 3: The following increase/(decrease) in expenditures be made:

Employee Benefit Fund	390,000.00
General Fund 110	350,000.00
General Fund 110	468,750.00
General Fund 110	781,250.00
General Fund 110	36,000.00
Water Fund 321	80,000.00
Wastewater Fund 331	180,000.00

SECTION 4: following transfer(s) be executed:

Transfer from:

General Fund 110	350,000.00
General Fund 110	468,750.00
General Fund 110	781,250.00
Water Fund 321	80,000.00
Wastewater Fund 331	180,000.00

Transfer to:

Parking Improvement Fund 142	350,000.00
Capital Equipment Fund 140	468,750.00
Capital Improvement Fund 141	781,250.00
Water Capital Improvement Fund 322	80,000.00
Wastewater Capital Improvement Fund 332	180,000.00

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

Parking Improvement Fund 142	350,000.00
Capital Equipment Fund 140	468,750.00
Capital Improvement Fund 141	781,250.00
Water Improvement Fund 322	80,000.00
Wastewater Capital Equipment Fund 330	180,000.00

SECTION 6: In all other respects, Ordinance No. 3697 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: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	11/14/2023
COUNCIL MEETING DATE:	December 5, 2023
AGENDA TITLE:	An Ordinance to Repeal the Use of \$97,750.00 of Community Development Block Grant (CDBG) Funds to Purchase 601 West Chestnut Street (Parcel ID No. H40000121000007) and Replace With the Use of \$97,750.00 American Rescue Plan Funds (ARPA) to Purchase 601 West Chestnut Street. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Housing Opportunities for Everyone
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	

DISCUSSION:

Butler County Community Development Department has denied our use of the Community Development Block Grant (CDBG) funds for the purchase of land because we will not have new housing constructed within one year.

We are recommending replacing this budgeted amount of \$97,750 of CDBG funds with our American Rescue Plan Funds to be able to purchase 601 W. Chestnut Street and combine it with the parcels 603 and 607 W. Chestnut that we have previously purchased to allow for more housing to be developed.

The total APRA use for this purchase will be \$280,000, and up to an additional \$4,000 contingency for closing and title costs.

ORDINANCE NO.

AN ORDINANCE TO REPEAL THE USE OF \$97,750.00 OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS TO PURCHASE 601 WEST CHESTNUT STREET (PARCEL ID NO. H4000121000007) AND REPLACE WITH THE USE OF \$97,750.00 AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO PURCHASE 601 WEST CHESTNUT STREET.

WHEREAS, the City's 2020 Housing Needs Assessment conducted and prepared by Bowen National Research identified a critical need for affordable housing in the City of Oxford; and

WHEREAS, City Council has identified affordable housing as a top priority and goal for the City of Oxford; and

WHEREAS, City Council, during Council work sessions, has indicated its support for the City to acquire property to be utilized for affordable public housing; and

WHEREAS, the Housing Advisory Commission voted on August 21, 2023 to recommend to City Council to purchase 601 W. Chestnut Street for the purpose of an affordable housing development.

WHEREAS, the City has determined that the property located at 601 West Chestnut Street (Parcel ID No. H4000121000007), collectively referred to herein as the "Property," would be a suitable location to provide an affordable housing option for citizens of the City of Oxford; and

WHEREAS, the City expects it will be able to purchase and cover closing costs for the Property described herein for \$284,000.00; and

WHEREAS, \$186,250.00 of American Rescue Plan Act (ARPA) funds are available to assist with this purchase. These funds are intended to combat the Coronavirus pandemic, including the public health and economic impacts of the pandemic, and funds may be used by the City towards the purchase of the Property described herein; and

WHEREAS, \$97,750.00 Community Development Block Grant funds were denied for the purpose of property acquisition.

WHEREAS, the City needs \$97,750 more from the American Rescue Plan Act to complete the purchase of 601 W. Chestnut Street.

WHEREAS, upon acquisition of the Property, the City intends to develop the Property as affordable housing development that will serve residents who are at or below 80% Area Median Income.

WHEREAS, City Council wishes to empower the City Manager to negotiate and execute a contract to purchase the Property described herein; to take all other action that may be required to complete the real estate purchase transaction described herein, including but not limited to

depositing the earnest money required; and to utilize ARPA funds available to the City in making the purchase; and

WHEREAS, the City Manager recommends that Council authorize the City Manager to take all action necessary, including but not limited to the negotiation and execution of a contract to purchase the real estate located at 601 West Chestnut Street (Parcel ID No. H4000121000007), at a cost of \$284,000.00, and to utilize American Rescue Plan Act (ARPA) funds in making the purchase; and

WHEREAS, Council finds that it is in the best interests of the citizens of Oxford for the City to purchase the Property described herein to provide affordable housing for the community.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS THAT:

- Section 1:** City Council hereby authorizes the City Manager to negotiate and execute an agreement to purchase the Property located at 601 West Chestnut Street (Parcel ID No. H4000121000007); to take all other action that may be required to complete the real estate purchase transaction described herein, including but not limited to depositing the earnest money required; and to utilize \$284,000 of of ARPA funds available to the City in making the purchase.
- Section 2:** City Council authorizes the City Manager to purchase the Property and pay closing costs for a total not to exceed \$284,000.00. Funds have been appropriated in the City's current budget for this purchase.
- Section 3:** It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4: This Ordinance shall take effect at the earliest time law allows.

MAYOR

ADOPTED:
ATTEST:

Clerk of Oxford City Council

INTRODUCED BY:
PREPARED BY: LAW (STAFF)



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	11/14/2023
COUNCIL MEETING DATE:	December 5, 2023
AGENDA TITLE:	An Ordinance Establishing The Zoning Designation As General Business District For 6.72 Acres Of Newly Annexed Territory Addressed As 525 North Campus Avenue And 5186 Morning Sun Road (Zachary Moore, City Planner/GIS Coordinator)
COUNCIL GOAL AREA:	Economic Development
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve as recommended
CITY MANAGER/DEPT HEAD APPROVAL:	SP

DISCUSSION:

The Planning Commission and City Council have discussed the annexation, land use and development details of a proposed hotel along the northern perimeter of Oxford during several meetings in 2023. The original discussions were regarding utilities being provided outside Oxford City Limits. Council authorized water and sanitary sewer connections on condition of annexation. The annexation petition was submitted by the City Manager and agreed by all parties with an effective date of November 16, 2023. The City and the County also agreed to the processing of a hotel conditional use (zoning) application prior to the annexation being finalized. Planning Commission and City Council amended the Comprehensive Plan and approved a conditional use with the understanding that the annexed territory would be zoned General Business. The conditional use was approved by Council on October 17, 2023. A building permit is currently being reviewed and processed by staff. There was no annexation agreement specific to the zoning district. Therefore, this ordinance acts as the legislation to establish the General Business (GB) District in order to avoid any confusion that the territory does not default to B-3 township zoning.

ORDINANCE NO.

AN ORDINANCE ESTABLISHING THE ZONING DESIGNATION AS GENERAL BUSINESS DISTRICT FOR 6.72 ACRES OF NEWLY ANNEXED TERRITORY ADDRESSED AS 525 NORTH CAMPUS AVENUE AND 5186 MORNING SUN ROAD

WHEREAS, in accordance with Section 1135 of the Codified Ordinances of the City of Oxford, and City of Oxford Charter Sections 8.03 and 8.04, the Oxford Planning Commission held public meetings on May 9, August 8, and September 12, 2023, regarding the land use, annexation and development of 6.72 acres of land along the northern perimeter of the Oxford Corporate limits; and

WHEREAS, the Oxford Planning Commission, after due deliberation at three meetings, recommended future land use, annexation and development of 6.72 acres of land under the intentions that a hotel would be designed within City of Oxford General Business District regulations; and

WHEREAS, the Oxford City Council, after due deliberation, accepted the recommendations of the Planning Commission, for land use, annexation, and conditional use approval for a hotel; and

WHEREAS, the Oxford City Council, approved the hotel conditional designed within the General Business district regulations, by Ordinance Number 3744; and

WHEREAS, Oxford Code Section 1133.04 requires that the zoning district for an annexed territory be subject to an annexation agreement; and

WHEREAS, an annexation agreement was not entered into for the subject annexation; and

WHEREAS, if a City of Oxford zoning district is not established at the time of annexation, Ohio law requires that the applicable zoning regulation will default to township zoning.

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

SECTION 1: Based on previous Planning Commission and Council decisions, the Community Development Director and City Manager recommend that Council establish the newly annexed territory to be zoned as General Business.

SECTION 2: Council accepts the recommendation of the Community Development Director and City Manager to establish the General Business District for 6.72 Acres addressed as 525 North Campus Avenue and 5186 Morning Sun Road on the Official Zoning Map of the City of Oxford, Ohio.

SECTION 3: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

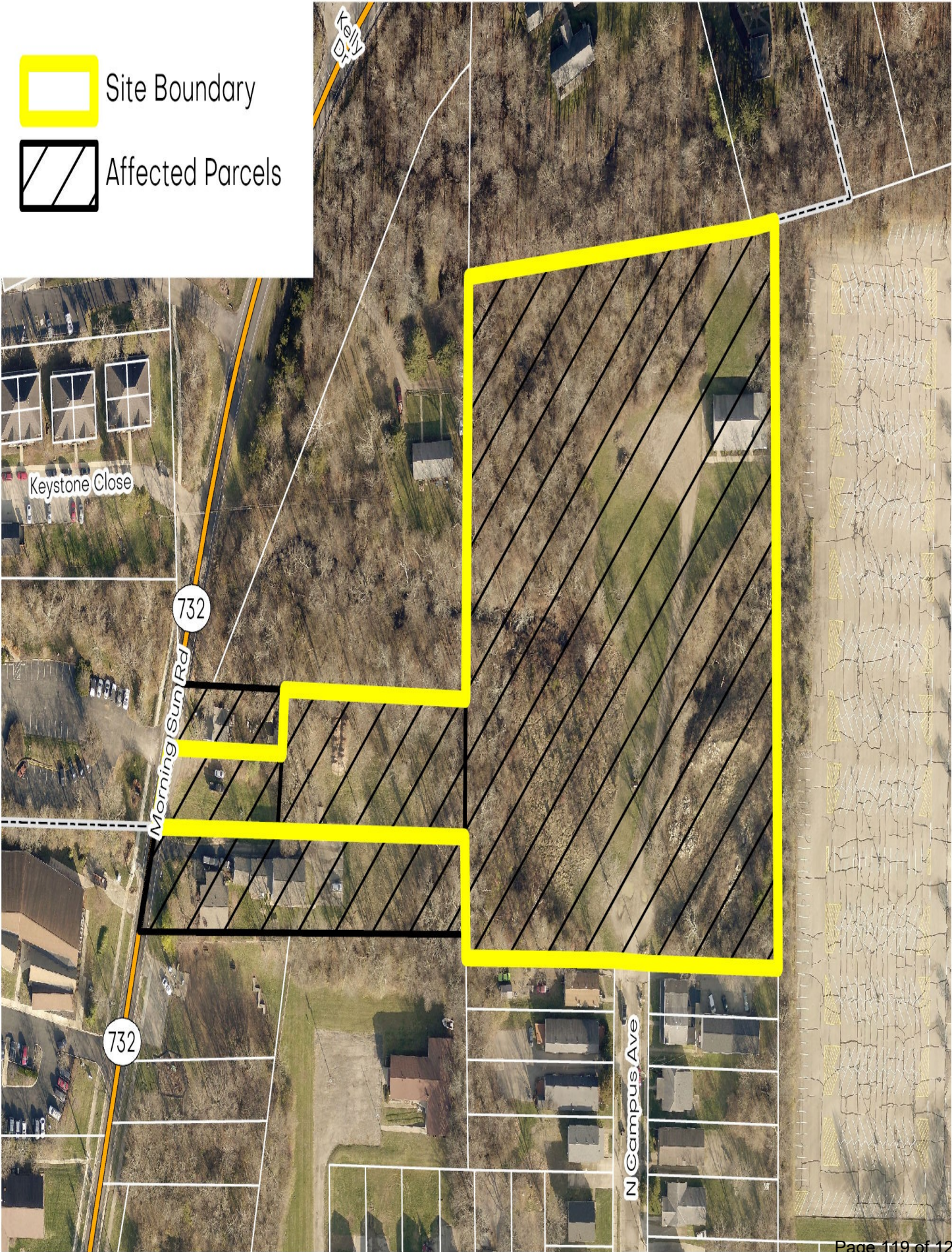
INTRODUCED BY: DAVID PRYTHERCH

PREPARED BY: STAFF

Aerial Map



-  Site Boundary
-  Affected Parcels



Zoning Map



-  Site Boundary
-  Affected Parcels

