



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, DECEMBER 5, 2023 AT 7:30 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.

A regular meeting of the Oxford City Council was called to order by Mayor Snively on Tuesday, December 5, 2023, at 7:30 p.m. Members in attendance were David Prytherch, Jason Bracken, Michael Smith, Amber Franklin, Alex French, and Chantel Raghu.

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. John Jones, Police Chief; Mr. John Detherage, Fire Chief; Mr. Mike Dreisbach, Service Director; Ms. Heidi Hill, Finance Director; Mr. Zachary Moore, City Planner/GIS Coordinator; Mr. Chris Conard, Law Director, 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 Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

4. Public Participation.

A. Recognition - Glenn Ellerbe

Motion – To Adopt Resolution No. 7550.
(Voice Vote) 1st Mr. Smith 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

Mayor Snavelly read the Resolution commending Mr. Glenn Ellerbe. Mayor Snavelly presented Mr. Ellerbe with a gift, and photos were taken. Mr. Ellerbe mentioned trying to add as much value as possible, and how much he loved this city. Mr. Ellerbe encouraged all citizens to serve if given the opportunity. Mr. Ellerbe thanked Mayor Snavelly, the Council, staff, and the City.

B. Oxford Farmers Market Annual Report, Mr. Larry Slocum

Mr. Larry Slocum and the Farmers Market team passed out Market Bucks and apples to everyone in attendance. Mr. Slocum explained that this year's report would be interactive and in the form of a Farmers Market; on the back of the Market Buck is what each group will recite. The Farmers Market team accompanied Mr. Slocum on the violin, banjo, and guitar. Mr. Slocum paid Ms. Hill for the use of the Municipal Uptown Parking Lot for 2024 and offered to answer any questions. Mayor Snavelly thanked Mr. Slocum and his team for their report.

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.

Public Comment -None

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 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)

- 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)

Motion – To Adopt Resolution No. 7552.

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

AYE # 7

NAY # 0

ABS # 0

Chief Jones presented his staff report and addressed questions and comments from the Council.

Public Comment - None

- 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)

Motion – To Adopt Resolution No. 7553.

(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 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)

Motion – To Adopt Resolution No. 7554.

(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.

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)

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

Public Comment - None.

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)

Motion – To Adopt Ordinance No. 3755.
(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 Snaveley.

NAY # 0
ABS # 0

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

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 (Zachary Moore, City Planner/GIS Coordinator)

Motion – To Adopt Ordinance No. 3756.
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

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

Mr. Moore noted no changes since the first reading and 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
	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.

Motion – To Adjourn at 8:14 pm.
 (Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
 AYE # 7
 NAY # 0
 ABS # 0