



**MINUTES**  
**OXFORD CITY COUNCIL REGULAR MEETING**  
**COURTHOUSE**  
**TUESDAY, MAY 7, 2024 AT 7:30 PM**

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**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.

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1. Roll Call.

A regular meeting of the Oxford City Council was called to order by Mayor Snively on Tuesday, May 7, 2024, at 7:30 p.m. Members in attendance were Michael Smith, Amber Franklin, David Prytherch, Alex French, and Chantel Raghu. Jason Bracken was excused.

Staff Members in Attendance:

Mr. Douglas Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. John Jones, Police Chief; Mr. Michael Dreisbach, Service Director; Mr. John Detherage, Fire Chief; Mr. Sam Perry, Community Development Director; Ms. Lara Fening, Police Lieutenant; Mr. Geoff Robinson, Police Lieutenant; Ms. Heidi Ridenour, Finance Director; Mr. Ben Mazer, Assistant 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 Mr. Prytherch  
AYE # 6  
NAY # 0  
ABS # 0

4. Public Participation.

A. Swearing-In of New Officers. (John Jones, Police Chief)

Chief Jones introduced the three new officers: Mr. Austin Lovins, Mr. Jeffery "Bo" Staat, Mr. Jeremiah South, and their families. Mr. Ben Mazer began swearing in the new officers by instructing them to recite the oaths. Chief Jones called family members up to complete the pinning ceremony. Chief Jones mentioned that May 12th -18th is National Police Week, and May 15th is National Peace Officer Memorial Day. Chief Jones thanked the Council for allowing the ceremony and thanked the community, which is very supportive. Mayor Snively thanked Chief Jones and welcomed the new officers to Oxford and the Police Division. Mr. Prytherch thanked all the families and everyone who had gotten them to this place and would see them through difficult shifts in the service of the community of Oxford. The City is very grateful for that, thank you.

B. 2023 TOPSS Annual Report and Next Steps - Ms. Sherry Martin, TOPSS Executive Director, and Ms. Suzy Hummel, Secretary of the TOPSS Board of Directors

Ms. Suzie Hummel and Ms. Sherry Martin presented the annual TOPSS report (slides included in minutes). Ms. Martin shared highlights from 2023 and touched on the next steps to merging with the FRC. Ms. Hummel and Ms. Martin thanked the Council for their continued support and addressed questions and comments from the Council. Mayor Snively thanked Ms. Hummel and Ms. Martin for their presentation.

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.

Motion – To Approve the Consent Agenda.

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

AYE # 6

NAY # 0

ABS # 0

A. Minutes of the April 16, 2024, City Council Meeting. (Heather Barbour, Clerk of Council)

B. A Resolution of Council Authorizing Alcoholic Beverages to be Sold and Consumed Annually at the Freedom Festival Event on July 3 (Rain Date July 4) From 5:00 p.m. - 9:00 p.m. to be Held at the Oxford Community Park Located at 6801 Fairfield Road, Oxford, Ohio 45056. (Casey Wooddell, Parks and Recreation Director)

6. Resolutions.

A. A Resolution Authorizing the City Manager to Enter into an Agreement with Passport Labs, Inc. for the Annual Software Subscription for the City's Parking Management Platforms at a Cost Not to Exceed \$56,110.00 for the First Year with an Increase of 5% Each Year Thereafter. (John Jones, Police Chief)

Motion – To Adopt Resolution No. 7597.

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

AYE # 6

NAY # 0

ABS # 0

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

Public Comment - None

- B. A Resolution Authorizing the City Manager to Enter into an Agreement with Medicount Management Inc. for Emergency Medical Services Billing Services at a Cost of Five and a Half Percent (5.5%) of the Gross Amount Collected. (John Detherage, Fire Chief)

Motion – To Adopt Resolution No. 7598.

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

AYE # 6

NAY # 0

ABS # 0

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

Public Comment - None

- C. A Resolution Authorizing the City Manager to Sign a 12-month Contract Totaling \$99,996.00 with NextStep Networking to Provide Information Technology Field Staff Support, with an Annual Renewal Option with a 3% Increase. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7599.

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

AYE # 6

NAY # 0

ABS # 0

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

Public Comment - None

- D. A Resolution Authorizing the City Manager to Enter Into an Agreement with Parkson Corporation for the Purchase of Specified Equipment Listed in the Rebuild Spec Sheet (#PO20011103) at a Cost Not to Exceed \$100,995.00. with a Contingency of \$10,000.00 for a Total Not to Exceed \$110,995.00. (Michael Dreisbach, Service Director)

Motion – To Adopt Resolution No. 7600.

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

AYE # 6

NAY # 0

ABS # 0

Mr. Dreisbach presented his 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 Authorizing the City Manager to Enter Into an Easement Agreement Between the City of Oxford and Duke Energy Ohio, Inc. for Construction of the Butler County Regional Transit Authority's New Transportation Facility's Electrical Infrastructure as Set Forth in Exhibit "A" Attached Hereto. (Michael Dreisbach, Service Director)

Motion – To Suspend the Second Reading.  
(Voice Vote) 1st Mr. Prytherch 2nd Ms. Franklin  
AYE # 6  
NAY # 0  
ABS # 0

Motion – To Adopt Ordinance No. 3765.  
(Roll Call Vote) 1st Mr. Prytherch 2nd Ms. Raghu

AYE # 6  
Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Smith, Ms. Franklin, and Mayor Snavelly  
NAY # 0  
ABS # 0

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

Public Comment - None

2. An Ordinance Amending Section 1143.10 Uptown District Paragraph (b) Uses (1) Permitted Uses E. Sidewalk Uses By Adding 3.i. (Douglas Elliott, City Manager)

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

Public Comment - Ms. Bertie Wespiser, owner of Bird House Antiques - Ms. Wespiser spoke in opposition to this Ordinance. Ms. Wespiser mentioned she started putting merchandise outside her store about a year ago. Ms. Wespiser noted that putting merchandise outside has doubled her business, and she would like to continue doing so using more discretion. Ms. Wespiser addressed questions and comments from the Council.

B. Second Reading

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       |
|----|--------|--------------------------------------------------|--------------------|------------|
|    | May 8  | Historic & Architectural Preservation Commission | Courthouse         | 6:00 p.m.  |
|    | May 13 | Oxford Recreation Board                          | Municipal Building | 11:30 a.m. |
|    | May 14 | Planning Commission                              | Courthouse         | 7:00 p.m.  |
|    | May 15 | Board of Building Appeals                        | Courthouse         | 5:30 p.m.  |

May 16 Police Community Relations & Review  
Commission

Courthouse 7:00 p.m.

May 21 City Council

Courthouse 7:30 p.m.

May 28 Board of Zoning Appeals

Courthouse 6:30 p.m.

9. Adjourn.

Motion – To Adjourn at 8:30 p.m.

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

AYE # 6

NAY # 0

ABS # 0