



COMMUNITY IMPROVEMENT CORPORATION AGENDA:

August 16, 2024

Innovation College@Elm 1st Floor 20 South Elm Street, Oxford, Ohio 45056

12:00 PM

Approval of Agenda

Approval of Minutes

1. Minutes from the March 22, 2024, meeting.

Old Business

1. Childcare Business Forgivable Loan Program
 - Review of program documents
 - Promotion Efforts
2. Façade and Sustainability Grants
 - Three payments disbursed
 - \$5,734.40 total value awarded
 - Two awards yet to be claimed
 - \$2,715.00 total value outstanding
 - \$1,550.60 remaining balance
 - KiKi the Barber Application review (sign replacement)
 - Total project costs \$1818.76
3. Tobacco Retail Licensing Program

New Business

1. CIC Public Records Policy
 - Motion to adopt:
 - 2 nd:
 - Vote:



2. Ec Dev Strategic Plan update
3. Butler County Finance Authority Update
4. Local Business Updates
5. Placemaking Efforts
 - Streets & Eats 8/30
 - Oxtoberfest 9/24
 - Pickleball Tournament tentative 9/7

Open Floor Discussion

Adjournment



MINUTES
OXFORD COMMUNITY IMPROVEMENT CORPORATION
INNOVATION COLLEGE@ELM 3RD FLOOR 20 SOUTH ELM STREET
OXFORD, OHIO 45056
FRIDAY, MARCH 22, 2024 AT 12:00 PM

Approval of Agenda

Date: Friday, March 22, 2024

Location: Innovation College@Elm 3rd Floor | 20 S. Elm St. Oxford, OH 45056

Time of Meeting: 12:00 PM

Members: Jim Clawson, Alex French, Heidi Hill, Sharon Klein, Kevin McKeehan, Norma Pennock, Ted Pickerill, J.C. Rupel, Mike Smith, Shaunna Tafelski, Randi Thomas, Kelly Umbstead

Staff Liaison: Seth Copenbaker

Call to Order

Time: 12:01 by J.C. Rupel

Approval of Agenda

Motion: Ted Pickerill

2nd: Kevin McKeehan

Vote: Passed Unanimously

Approval of Minutes

Minutes from the last meeting, held January 26, 2024

Motion: Heidi Hill

2nd: Alex French

Vote: Passed Unanimously

1. Minutes from the last meeting, held January 26, 2024

Old Business

1. RFP Updates
 - Economic Development Strategic Plan & RFP
 - Part Eleven Review and Revision & RFP
2. Daycare Forgivable Loan
3. Amtrak Updates

New Business

1. Local Business Grant Application Review
 - Grant application review and discussion
 - Vote on potential grant awards
- SDS Pizza
 - Exterior sign refresh, LED lighting upgrade
 - 1. \$5,553.98 total project costs
 - Motion to approve award of \$2,500 for SDS: Kevin McKeehan
 - 1. 2nd: J.C. Rupel
 - 2. Vote: Passed Unanimously
 - Paesano's Pasta House
 - Monument sign replacement
 - 1. \$1,468.79 total project costs
 - 2. Motion to approve award of \$734.40 for Paesano's: J.C. Rupel
 - 3. 2nd: Ted Pickerill
 - 4. Vote: Passed Unanimously
 - Oxford Community Arts Center (OCAC)
 - Repair and repaint of porch decking, portico railing, cornice, exterior steps, etc.
 - 1. \$6,710 total project costs
 - Motion to approve award of \$2,500 for OCAC: Kevin McKeehan
 - 1. 2nd: Alex French
 - 2. Vote: Passed Unanimously
 - MOON Co-Op
 - Installation of interior ceiling mount fans
 - 1. \$889 for partial project
 - Motion tabled, requesting additional information and resubmission of application when more complete
 - MOON Co-Op
 - Replacement of multiple interior fluorescent tube lightbulbs with LED bulbs
 - 1. \$430 total project costs

- Motion to approve award of \$215 for MOON: Alex French
 - 1. 2nd: Heidi Hill
 - 2. Vote: Passed Unanimously
- Shademaker's
 - Creation of streetscape including; park bench, pet station, etc.
 - 1. \$6,014.95 total project costs
 - Motion to approve award of \$2,500 for Shademaker's: Jim Clawson
 - 1. 2nd: Alex French
 - 2. Vote: Passed Unanimously

2. Business Concierge

3. Placemaking Efforts
- Eclipse 4/4/24 – 4/8/24

Open Floor Discussion

Adjournment

Motion: Kevin McKeehan

2nd: Ted Pickerill

Vote: Passed Unanimously

RESOLUTION NO. 7553

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

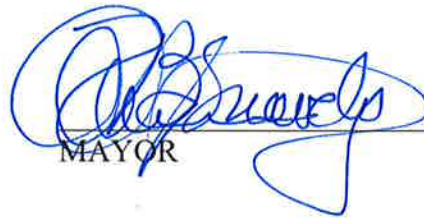
WHEREAS, the Oxford City Council will require the new daycare providers to be certified by Ohio Job and Family Services and accept child care assistance vouchers; and

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)

CITY OF OXFORD - CHILDCARE BUSINESS FORGIVABLE LOAN PROGRAM

Overview of Program:

The City of Oxford has created a forgivable loan program of up to \$30,000 for costs related to the growth of existing or creation of new licensed childcare facilities within the City of Oxford. Funds can be used for any aspect of creating a new childcare business or expanding the capacity of an existing childcare business resulting in an increase in the number of clients served.

The City of Oxford Childcare Business Forgivable Loan Program is administered by the Oxford Community Improvement Corporation, a nonprofit organization made up of representatives of city government and the community. The CIC will review loan applications and make recommendations on them to the Oxford City Council, which will authorize them.

Use of Funds:

The loan may be used for the following:

- Childcare licensure and start-up costs.
- Capital costs for required build-out or renovation of childcare space or the required equipment to operate a childcare facility.
 - This may include costs related to child safety and security, including fencing, locks, barriers, etc.
 - Materials including; art supplies, blocks, toys, language arts and auditory equipment/materials, bedding, etc.
 - Supplies including all chemicals and tools required for cleaning and food service or preparation.
- Workforce recruitment and retention, including costs related to background checks or screening of employees, individual certification and training, etc.



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

Loan Terms:

The loan amount can vary up to \$30,000 based on program resources, the business's needs, and eligible expenses. The loan term extends 60 months, with one payment each month.

- Loans have a 3% interest rate.
- Loan payments will be suspended for the first 12-months following an award payout to allow use of the funds and childcare business development.
- Payments may continue to be suspended if the childcare business meets requirements for operation and new client service.
- Loan forgiveness is possible for a business that successfully implements their proposed project, operates an Ohio Jobs and Family Services licensed childcare facility and accepts OJFS childcare vouchers for a minimum of 12 months.

Eligibility:

1. The business must create new or expanded childcare options within the City of Oxford.
2. This program is open to both home childcare providers and commercial daycare facilities.
3. The business has a physical location within the City of Oxford corporate limits.
4. The business must adhere to all city zoning regulations.
5. The business will become a licensed childcare provider through Ohio Jobs and Family Services and will accept OJFS childcare vouchers.

How to Apply:

Applicants should complete the childcare loan prescreening form.

Prescreening forms will be reviewed for appropriateness, eligibility, and qualified applicants will be invited to complete a full loan application packet.

The full application packet will require detailed descriptions outlining use of all funds. Documentation should include any related vendor quotes or contracts, supply and material pricing/costs, photos and/or project and product descriptions, etc.

Once an application is recognized as eligible for an award, a loan agreement between the recipient and the City of Oxford will be created. The applicant will receive a payment for all funds for which they were deemed eligible.

This is a forgivable loan program, repayment will be suspended for an initial period of one year. During this time the applicant must complete all projects and exhaust all of loan funds as outlined in their application. If any project plans, material costs, etc. differ from the application detailed information outlining any changes must be submitted and approved in order for loan forgiveness to be considered.

Following completion of projects, use of funds, etc. loan repayment will be suspended for an additional calendar year. During this time the daycare facility must be in regular operation.

Loan Application Requirements:

- The applicant must demonstrate creditworthiness and ability to pay back loan:
- Applicants must demonstrate the ability to complete any projects associated with a loan award within 12 months of receipt of funds.
- Applicants must demonstrate the ability to receive Ohio Job and Family Services childcare licensure and continuously operate the childcare business successfully for a minimum of 12 months following use of funds and related business development.
- The childcare business must accept OJFS childcare vouchers.
- Applicants must demonstrate sound commercial or personal finance history, including creditworthiness, limited debt, limited liability, etc.
- Applicants must show that the proposed loan is of sound value or so secured with applicant assets or property as to reasonably assure repayment.
- Applicants must show that the past earnings record and/or future prospects of the business indicate the ability to repay the loan and other debt out of profits.

The loan application will consist of:

- Completed application form
- Personal financial statement (for new businesses)
- Previous year profit loss statement for business (for existing businesses)
- Previous year business balance sheet (for existing businesses)
- Previous year personal or business income tax filings
- A copy of three credit reports (available free annually from www.annualcreditreport.com)

The loan shall be secured in one or more of the following manners:

- Universal Commercial Code filing
- Personal guaranty of owner(s)

The loan is to be used for new costs associated with the creation of new childcare opportunities within the City of Oxford. Funds may be used for any costs associated with capital improvement, capital equipment, training, licensure, etc. Loan funds cannot be used to finance existing debt, or any cost not associated with the creation of new childcare services.

Loan forgiveness is possible for a business that successfully implements their proposed project within 12 months and then operates an Ohio Jobs and Family Services licensed childcare facility and accepts OJFS childcare vouchers for an additional 12 months.

Application Timeline:

There is a rolling application until funds are depleted. Once an application is submitted, you can expect to hear back within six weeks. Additional information may be requested to evaluate your application.

Questions?

Contact Seth Copenbaker, Economic Development Specialist at the City of Oxford, at (513) 255 - 4293 or Scopenbaker@CityofOxford.org

CITY OF OXFORD - CHILDCARE BUSINESS FORGIVABLE LOAN FAQs

1. Does this loan assist both startups and existing childcare businesses?

Yes, this loan assists both existing and new childcare providers. When filling out the application, please be clear whether you have an existing business or startup. Existing childcare businesses must demonstrate how these funds will be used to expand the childcare business to increase the number of children supervised.

2. Does this loan assist both in-home and commercial childcare businesses?

Yes, this loan assists both in-home childcare as well as commercial childcare providers. When filling out the application, please be clear if you will use funds at a residential or commercial location. Please be aware that in-home childcare businesses applications will only be considered for privately owned single-family homes. We cannot provide loans to those renting or leasing homes from a third party.

3. What types of expenses can I use these funds?

- Childcare licensure, application, inspections and related start-up costs.
- Capital costs for required build-out or renovation of childcare space.
 - This may include costs related to child safety and security, including fencing, locks, barriers, etc.
- Capital costs for required equipment and materials to operate a childcare facility.
 - Art supplies, blocks, toys, language arts and auditory equipment/materials, bedding, etc.
 - Cleaning supplies and tools, food service and preparation.
- Workforce recruitment and retention, including costs related to;
 - Employee background checks or screening.
 - Individual certification and training, etc.

4. What documents need to be included in my application?

Applicants must provide the following:

- Current business plan.
- Personal Financial statements.
- Two years of Federal tax statements.
 - New businesses must submit personal tax statements.
 - Existing businesses must submit business tax statements.
- Cash flow projections, forecasting a minimum of two years of future operation.

5. How long will my application take to be approved? When would I start receiving monthly payments?

Once you submit your application, you can expect to hear back within six weeks from the date it was submitted. However, additional documentation may be requested to properly process your application. Receipt of a loan may take up to twelve weeks to be awarded.

6. Can I make edits to my application after I submit?

No, but you may submit a new application with updated information. If you submit a new application with adjustments only the latest applications will be used to verify eligibility.

7. If I am found ineligible, can I reapply?

Yes, you may reapply in the future to see if you become eligible. Staff will help provide feedback on areas of your application that will need attention to improve your eligibility for this program.

8. How much money could I receive?

Loan payments depend on your request in the application and what expenses are deemed eligible after reviewing your application. Proposals may receive up to a maximum award of \$30,000.00 for eligible expenses.

9. I see that Ohio Job and Family Services Childcare Licensure is required. What is the difference between Type A and Type B childcare providers.

Type A providers can care for 7 to 12 children at a time. Each staff member can care for no more than six children at one time (and no more than three children under 2 years old).

Type B providers can care for no more than six children at one time (and no more than three children under 2 years old). Children under 6 years of age related to the provider (including the provider's own children) and residents of the home must be included in total group size.

Additional information regarding regulation, oversight, and licensing of childcare centers can be found through the Ohio Department of Job and Family Services at jfs.ohio.gov/child-care

10. Who should I contact with questions regarding the application process, loan terms, eligibility, and other topics?

For any questions or requests for additional information, please contact the City of Oxford's Economic Development Specialist, Seth Copenbaker, via email at scopenbaker@cityofoxford.org or via phone at (513) 524-5238.



Childcare Business

Forgivable Loan Pre-Application Screening Form

15 S. College Ave. | Oxford, OH. 45056 | (513) 524-5200

Please complete the following pre-application screening form for the Childcare Business Forgivable Loan Program. This form will help determine your eligibility.

General Business Information:

Your Name:

Phone Number:

Email Address:

Business Name:

DBA, if applicable:

Business Address:

Is this address a commercial facility or private residence:

If a private residence, are you the property owner:

☐ I have a physical business location within the City of Oxford city limits (if no, you are ineligible for this loan).

Project Details:

How does your business intend to use the requested funds? (check any that apply)

- ☐ Licensure & startup costs
- ☐ Capital costs (for childcare facility development/renovation, equipment, materials, etc.).
- ☐ Workforce recruitment & retention.

How many new children will your childcare serve?

Brief Description of How Funds will be Used:

- Include financial estimates and descriptions for any planned expenses related to this loan below or as an attachment to this application. Include any other additional information you feel will be helpful in the decision advance your application.

Signature: _____ Date (MM/DD/YYYY): (____/____/____)

Submit Pre Application Screening Form to:

Seth Copenbaker
Economic Development Specialist
SCopenbaker@cityofoxford.org

Or

City of Oxford

c/o Seth Copenbaker
15 S. College Ave.
Oxford, OH 45056



OXFORD COMMUNITY
IMPROVEMENT CORPORATION

Public Records Request Policy and Record Retention Schedule

Purpose

The Oxford Community Improvement Corporation (CIC) is committed to fostering transparency, accountability, and open governance by implementing Ohio's Public Records Act. We strive to promote a culture of responsiveness, efficiency, and fairness in managing public records, thereby enhancing trust between the government and the community we serve.

The CIC maintains many records for the purposes of administration and operation. In accordance with state law and the City's Records Commission, the CIC has adopted schedules of records retention and disposition (RC-2) to identify these records. These schedules list records that are stored on a fixed medium (paper, computer, film, etc.) that are created, received, or sent under the jurisdiction of the CIC and document the organization, functions, policies, decisions, procedures, operations, or other activities of the city.

Definition of Public Record

A record is defined to include the following: A document in any format, paper, electronic, or audio, that is created, received by, or comes under the jurisdiction of the CIC that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

A public record is a record that is kept by this office at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

Public Records Custodian and Request Guidelines

The CIC follows the City of Oxford Records Request Policy and guidelines attached in Exhibit A.

Public Records Retention Schedule

The CIC follows the City of Oxford Record Retention Schedule, available on the City's website.

https://www.cityofoxford.org/government/city_council/public_records_request.php



Public Records Request Policy

Purpose

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Public Records Custodian and Request Guidelines

The Clerk of Council is the official Public Records Custodian of all records that are centrally maintained by the city. Department heads are the official custodians of all records maintained within their departments. Except for police department records, all public records requests must be directed to the Public Records Custodian. Requests for records from the police department may be made directly to the police records custodian.

Public records requests will be accepted and reviewed during regular business hours between 8:00 a.m. and 5:00 p.m. on regular business days. Public records requests will not be responded to on weekends or holidays.

No specific language is required to request public records. However, the requester must at least identify

the records requested with sufficient clarity to allow the office to identify, retrieve, and review the records.

The requester does not have to put a records request in writing and does not have to provide his or her identity or the intended use of the requested public record(s). It is this office's general policy that this information is not to be requested.

However, the law does permit the office to ask for a written request, the requester's identity, and/or the intended use of the information requested, but only if (1) a written request or disclosure of the identity or intended use would benefit the requester by enhancing the office's ability to identify, locate, or deliver the public records that have been requested; and (2) the requester is first told that a written request is not required and that the requester may decline to reveal the requester's identity or intended use.

A copy of the most recent edition of the Ohio Sunshine Laws Manual is available via the Ohio Attorney General's website (www.OhioAttorneyGeneral.gov/YellowBook) for the purpose of keeping employees of the office and the public educated as to the office's obligations under Ohio's Public Records Act, Ohio's Open Meetings Act, records retention laws, and the Personal Information Systems Act.

The Public Records Custodian reserves the right to consult with legal counsel prior to the release of any public records. This is to allow the city to comply with laws regarding the release of certain records.

The City of Oxford's records are subject to records retention schedules. The office's current schedules are available at the Municipal Building located at 15 South College Ave. Oxford, Ohio 45056, a location readily available to the public as required by Ohio Revised Code § 149.43(B)(2).

Response Timeframe:

All public records maintained by the city shall be promptly prepared and made available for inspection to any person during regular business hours.

Copies of public records must be made available within a reasonable period of time. Prompt and reasonable take into account the volume of records requested, the proximity of the location where the records are stored, the necessity for any legal review and redaction, and other facts and circumstances of the records requested.

It is the goal of the City of Oxford that all requests for public records should be acknowledged in writing or, if feasible, satisfied within five business days following the office's receipt of the request. If the request is expected to take longer, the Record Custodian will provide an estimated timeframe and provide updates to the requester as needed.

Processing the Request:

In processing the request, the office does not have an obligation to create new records. If the requester is seeking public records organized in a certain way, but the public records are not organized in that way, the Public Records Custodian is not required to provide it in the format requested.

An electronic record is deemed to exist so long as a computer is already programmed to produce the record through the office's standard use of sorting, filtering, or querying features. Although not required by law, the office should consider generating new records when it makes sense and is practical under the circumstances.

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device, are to be treated in the same fashion as records in other formats.

Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of this office are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules.

Public records will only be produced by the Public Records Custodian or other authorized employees. The Public Records Custodian may use an outside copying service to make the copies at the Public Records Custodian's discretion. Under no circumstances will the requester be permitted to make the copies himself or herself. The manner of copying is at the discretion of the Public Records Custodian. Requests to copy a certain number of public records on a given page, by reducing copy size or otherwise, may be met at the discretion of the Public Records Custodian.

Inspection and delivery of public records:

In-person inspection: records may be reviewed in person at the city municipal building located at 15 S. College Ave. Oxford, OH 45056. An office employee may accompany the requester during inspection to ensure that the original records are not taken or altered.

Delivery of a public record: Records may be mailed at the requestor's expense or, if possible, delivered electronically for no fee.

Fees and Payment:

Public Records will be provided at the cost of making copies, not labor. The requester shall also pay the actual cost of delivery and other supplies used in the mailing, delivery, or transmission of the public record. Payment for public records requests must be made prior to the actual copying of the records.

Fees associated with copying, transcription, postage, and creation of electronic files are found in the recent Fee Ordinance located on our website:

<https://www.cityofoxford.org/government/feeordinances.php>

Denial or Redaction of Records:

Under certain circumstances, records are not defined as public records under Ohio law. In these

situations, the public record request will be denied. The Ohio Revised Code requires that any denial be supported by legal authority. A denial that is responding to a written public records request will also be given in writing. Written reasons for denial will not be required for verbal public records requests. Any denial of public records requested must include an explanation, including legal authority.

If portions of a record are public and portions are exempt, the exempt portions are to be redacted, and the rest will be released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority, unless federal or state law authorizes or requires the redaction. The Ohio Revised Code regards certain actions as being denials of public record requests. These situations are handled as follows:

Redaction. The Ohio Revised Code defines a redaction as obscuring or deleting any information that is exempt from the duty to permit public inspection or copying from an item that otherwise meets the definition of a 'record' in section 149.011 of the Revised Code.

Sometimes, a requester may request public records, but the Public Records Custodian cannot determine which public records are being sought. Requests that are ambiguous, overly broad, or difficult to identify the public records requested may require more information from the requestor. In such circumstances, the Public Records Custodian will inform the requester that the public records request is denied but will allow the requester to describe the public records sought more accurately.