



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, NOVEMBER 5, 2024 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 Vice-Mayor Raghu on Tuesday, November 5, 2024, at 7:30 p.m. Members in attendance were Michael Smith, Amber Franklin, Alex French, David Prytherch, and Jason Bracken. Mayor Snavelly was excused.

Staff Members in Attendance

Mr. Douglas R. Elliott, Jr., City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Michael Dreisbach, Service Director; Mr. John Jones, Police Chief; Mr. John Detherage, Fire Chief; Mr. Sam Perry, Community Development Director; Ms. Heidi Ridenour, Finance Director; Mr. Casey Wooddell, Parks and Recreation Director; 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 Mr. Prytherch 2nd Ms. Franklin
AYE # 6
NAY # 0
ABS # 0

4. Public Participation.

A. 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 Mr. Prytherch 2nd Ms. Franklin
AYE # 6
NAY # 0
ABS # 0

A. Minutes from the October 15, 2024 City Council Meeting (Heather Barbour, Clerk of Council)

B. Minutes from the October 17, 2024 City Council Budget Work Session (Heather Barbour, Clerk of Council)

- C. A Resolution Approving Then And Now Certificates For Purchase Orders Issued Above \$3,000 Where An Invoice Was Received Prior To The Purchase Order Date, As A Requirement Of Ohio Revised Code 5705.41 (D). (Heidi Ridenour, Finance Director)

6. Resolutions.

- A. A Resolution Authorizing The City Manager To Enter Into An Agreement With Rumpke Of Ohio, Inc. For The Collection And Disposal Of Solid Waste And For The Collection And Processing Of Recyclable Materials For The City Of Oxford And Its Residents For A Two (2) Year Period Commencing January 1, 2025 With Three (3) One (1) Year Options Through December 31, 2029. (Michael Dreisbach; Service Director)

Motion – To Adopt Resolution No. 7648.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. French
AYE # 6
NAY # 0
ABS # 0

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

Public Comment - None.

- B. A Resolution Authorizing The City Manager To Request Advanced Payment Of Property Taxes To The City In 2025 From Butler County. (Heidi Ridenour, Finance Director)

Motion – To Adopt Resolution No. 7649.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. French
AYE # 6
NAY # 0
ABS # 0

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

Public Comment - None.

- C. A Resolution Approving Revisions To The Employee Handbook. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7650.

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

AYE # 6

NAY # 0

ABS # 0

Motion – To Adopt the friendly amendment of 3.15 Approval of Leave page 18 A. Supervisors may grant up to 80 hours of continuous leave, which may be any combination of comp, personal, and vacation. For employees who are requesting additional leave beyond the 80 hours consecutively, approval from both their supervisor and the city manager, or his or her designee, will be necessary.

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

AYE # 6

NAY # 0

ABS # 0

Motion – To Adopt the friendly amendment to IT Policies page 56 Use of Artificial Intelligence Policy, Procedures, 4. Acknowledge that AI was used in the creation of this content, and have a supervisor review before it can be utilized.

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

AYE # 6

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 Approving The Final Subdivision Application And Plat For South Farm Section IV Residential Subdivision Of 6.8 Acres With Conditions (Sam Perry, Community Development Director)

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

Public Comment - None.

2. An Ordinance Vacating Right-Of-Way Associated With Roberts Drive And Hoover Drive, And Extinguishing Easements, As Were Previously Established By (Official Record) O.R. 7959 Pg 1551, Replat For South Farm Section 2 & 2a. (Sam Perry, Community Development Director)

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

Public Comment - None.

3. An Ordinance Amending Section 183.03 Of The Oxford Codified Ordinances And Changing The Disposition Of The Convention Tax Receipts. (Jessica Greene, Assistant City Manager)

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

Public Comment - Ms. Kim Daggy, a Franklin County, IN resident, spoke as the Executive Director of Enjoy Oxford. Ms. Daggy presented a handout to the Council and read it for the record (handout included in minutes). Ms. Daggy focused on three main categories: Marketing and Promotion, Visitor Engagement, and Destination Development. Ms. Daggy shared examples of events and programs that aligned with Oxford Tomorrow Comprehensive Plan Goals.

4. 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, 2025. (Heidi Ridenour, Finance Director)

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

Public Comment - None.

5. An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2025. (Heidi Ridenour, Finance Director)

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

Public Comment - None.

6. An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2025. (Heidi Ridenour, Finance Director)

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

Public Comment - None.

7. An Ordinance To Adopt Fees And Charges For The Fiscal Year 2025. (Heidi Ridenour, Finance Director)

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

Public Comment - None.

8. 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 1st, 2025 Through December 31st, 2025. (Jessica Greene, Assistant City Manager)

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

Public Comment - None.

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. Nov 6	Environmental Commission - CANCELED	Municipal Building	7:00 p.m.
Nov 7	Housing Advisory Commission	Municipal Building	5:00 p.m.
Nov 11	Public Arts Commission of Oxford	Municipal Building	4:15 p.m.
Nov 12	Planning Commission	Courthouse	7:00 p.m.
Nov 13	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Nov 18	Oxford Recreation Board	Municipal Building	11:30 a.m.
Nov 19	City Council	Courthouse	7:30 p.m.
Nov 20	Board of Building Appeals	Courthouse	5:30 p.m.
Nov 21	Climate Action Steering Committee	Municipal Building	8:30 a.m.
Nov 21	Police Community Relations & Review Commission	Courthouse	7:00 p.m.
Nov 26	Board of Zoning Appeals	Courthouse	6:30 p.m.
Nov 28	City Offices CLOSED		
Nov 29	City Offices CLOSED		
Dec 3	City Council	Courthouse	7:30 p.m.

9. Adjourn.

Motion – To Adjourn at 8:33 p.m.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. French

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ABS # 0