



**AGENDA  
OXFORD CITY COUNCIL REGULAR  
MEETING**

**COURTHOUSE**

**TUESDAY, OCTOBER 21, 2025 AT 7:30  
PM**

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William Snavely, 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.

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1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Public Participation.
  - A. Appointments to Boards & Commissions
  - B. Proclamation — Caroline Scott Harrison Day
  - C. Oxford Community Arts Center (OCAC) Annual Report — Ms. Heidi Schiller

D. 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 October 6, 2025, City Council Work Session. (Heather Barbour, Clerk of Council)
- B. Minutes from the October 7, 2025, City Council Work Session. (Heather Barbour, Clerk of Council)
- C. Minutes of the October 7, 2025, City Council Meeting. (Heather Barbour, Clerk of Council)

6. Resolutions.

- A. A Resolution Adopting A Statement Indicating The Services The City Of Oxford, Ohio Will Provide To The Territory Proposed To Be Annexed To The City Of Oxford, Ohio Pursuant To A Petition Filed With The Board Of County Commissioners Of Butler County, Ohio, As Provided By Ohio Revised Code Section 709.023(C). (Douglas R. Elliott Jr., City Manager)
- B. A Resolution Regarding Zoning Buffers In A Proposed Annexation Of Property Containing 157.217 Acres From Oxford Township, Butler County, Ohio To The City Of Oxford, Butler County, Ohio Pursuant To The Requirement Of Section 709.023(C) Of The Ohio Revised Code. (Douglas R. Elliott Jr., City Manager)
- C. A Resolution Authorizing The Release Of A Public Improvement Bond In The Amount Of \$240,577.42, Heritage Vineyard Subdivision, And Acceptance Of A New Public Improvement Bond In The Amount Of \$123,569.81, Ensuring The Completion Of Heritage Vineyard Subdivision Public Improvements. (Michael Dreisbach, Service Director)

- D. A Resolution Authorizing The City Manager To Apply For A Community Development Block Grant For Up To \$180,000.00 For The Construction Of A New Skatepark As A Recreational Facility And Provide A Match Up To \$110,000.00. (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 To Amend The Codified Ordinances Of The City Of Oxford, Ohio, By Adding A New Chapter 746 Titled Prohibition On Source Of Income Discrimination In Housing; Defining Terms; Providing Penalties. (Vice-Mayor Raghu & Councilor Smith)
- 2. An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 7 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

B. Second Reading

- 1. An Ordinance Repealing Oxford Codified Ordinance Section 1139 Entitled Variances And Adopting New Oxford Codified Ordinance Section 1139 Entitled Variances For The Purpose Of Amending The Code To Comply With Ohio Case Law (Sam Perry, Community Development Director)
- 2. An Ordinance By Oxford City Council Authorizing The City Manager To Enter Into An Agreement With Duke Energy Corporation For The Sale Of .84 Acres Of City-Owned Land Located On Millville Oxford Road, (Butler County Parcel Id No. H4100110000010), And Declaring The Property Surplus. (Michael Dreisbach, Service Director)

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.   | Oct 28 Board of Zoning Appeals — CANCELED               | Courthouse         | 6:30 p.m.  |
|      | Nov 4 City Council                                      | Courthouse         | 7:30 p.m.  |
|      | Nov 5 Environmental Commission                          | Municipal Building | 7:00 p.m.  |
|      | Nov 6 Housing Advisory Commission                       | College@Elm        | 5:00 p.m.  |
|      | Nov 10 Oxford Recreation Board                          | Municipal Building | 12:00 p.m. |
|      | Nov 10 Public Arts Commission of Oxford                 | Municipal Building | 5:30 p.m.  |
|      | Nov 11 Planning Commission                              | Courthouse         | 7:00 p.m.  |
|      | Nov 12 Historic & Architectural Preservation Commission | Courthouse         | 6:00 p.m.  |
|      | Nov 18 City Council                                     | Courthouse         | 7:30 p.m.  |
|      | Nov 19 Board of Building Appeals                        | Courthouse         | 5:30 p.m.  |
|      | Nov 20 Police Community Relations & Review Commission   | Courthouse         | 7:00 p.m.  |
|      | Nov 24 City Council Organizational Meeting              | Courthouse         | 7:00 p.m.  |
|      | Nov 25 Board of Zoning Appeals                          | Courthouse         | 6:30 p.m.  |
|      | Nov 27 City Offices CLOSED                              |                    |            |
|      | Nov 28 City Offices CLOSED                              |                    |            |
|      | Dec 2 City Council                                      | Courthouse         | 7:30 p.m.  |
| 9.   | Adjourn.                                                |                    |            |

## Office of the Mayor

# P Proclamation

**Whereas:**

Caroline Scott Harrison was born in Oxford, Ohio, at Two South Campus Avenue, on October 1, 1832; and

WHEREAS, in 1852, Benjamin Harrison graduated from Miami University, and Caroline graduated from the Oxford Female Institute. They married in Oxford on October 20, 1853, in her parents' home at 131 West High Street; and

WHEREAS, Benjamin won the U.S. presidential election in 1888, and Caroline and Benjamin left for Washington, D.C., in 1889. Benjamin Harrison became the 23<sup>rd</sup> President of the United States when he was inaugurated on March 4<sup>th</sup> of 1889; and

WHEREAS, Caroline was the first in the White House to have a decorated Christmas tree, and she was also responsible for having electricity installed in the White House; and

WHEREAS, an advocate of education for women, Caroline agreed to raise funds for the Johns Hopkins Medical School in 1890 on the condition that women be admitted on the same basis as men; and

WHEREAS, Caroline became the first President General of the newly formed Daughters of the American Revolution (DAR) in 1890; and

WHEREAS, Caroline died in the White House on October 25, 1892, and she was mourned by the nation. Funerals were held both in Washington, D.C. and in Indianapolis, Indiana, where she is buried at Crown Hill Cemetery, beside her husband who died in 1901; and

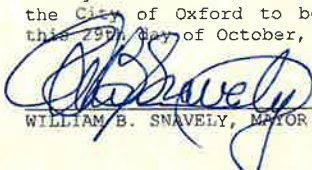
WHEREAS, the Oxford Community Arts Center, located in the historic 1849 Oxford Female Institute building, was established on October 29, 2001, and proudly celebrates its anniversary this month, continuing a legacy of creativity, education, and community in the very place where Caroline was born.

NOW, THEREFORE, I, William B. Snavely, Mayor of the City of Oxford, Ohio, do hereby proclaim October 29, 2025 as:

**'Caroline Scott Harrison Day'**

and urge all citizens to celebrate her importance here in Oxford and as First Lady.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 29<sup>th</sup> day of October, 2025.

  
WILLIAM B. SNAVELY, MAYOR





**MINUTES  
OXFORD CITY COUNCIL WORK SESSION  
COURTHOUSE  
MONDAY, OCTOBER 6, 2025 AT 6:30 PM**

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1. Roll Call.

A work session meeting of the Oxford City Council was called to order by Mayor Snavelly on Monday, October 6, 2025, at 6:30 p.m. Members in attendance were Alex French, Chantel Raghu, David Prytherch, and Amber Franklin, who arrived at 6:36 p.m. Michael Smith and Jason Bracken were 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; Mr. Chad Smith, Parks and Recreation Director; Ms. Heidi Ridenour, Finance Director; Ms. Stephanie Tussey, Assistant Finance Director; and Ms. Heather Barbour, Clerk of Council.

2. Topic

A. Review and Discuss the City Manager's Proposed 2026 Operating Budget.

Mr. Elliott began his presentation by reviewing the organization of the FY 2026 Proposed Budget Binder, starting with the fund types. Mr. Elliott shared the operating budget summary and the general fund summary. Mr. Elliott reviewed each general fund program summary. Mr. Elliott then reviewed each of the special revenue funds in detail, followed by the debt service funds. Mr. Elliott shared the capital project funds, then the capital equipment and improvement funds. Mr. Elliott reviewed the enterprise funds, internal service funds, and fiduciary funds. Mr. Elliott presented a list of recent and ongoing Council priorities (slides included in minutes). Mr. Elliott,

Ms. Greene, Ms. Ridenour, and Ms. Tussey addressed questions and comments from the Council.

3. Adjourn.

Motion – To Adjourn at 7:57 p.m.

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

AYE # 5

NAY # 0

ABS # 0

CITY OF OXFORD  
CITY MANAGER'S PROPOSED BUDGET FY 2026  
COUNCIL WORK SESSION  
October 6, 2025



Douglas R. Elliott, Jr.  
City Manager

# FY 2026 Proposed Budget

- Budget Book Organized by Fund Type:
  - General Fund
  - Special Revenue Funds (23)
  - Debt Service Funds (2)
  - Capital Project Funds (8)
  - Enterprise Funds (17)
  - Internal Service (or Intragovernmental Service) Funds (2)
  - Fiduciary (Trust or Agency) Funds (2)

# FY 2026 Proposed Operating Budget Summary

- Essential and sustainable budget
- Core services and programs funded
- Includes contracted pay adjustments
- No increase in employer contribution rates for employer provided health insurance (a 26.7% increase in 2025)
- General Fund forecasted revenue increase in income tax, hotel tax, property tax, and interest on investments

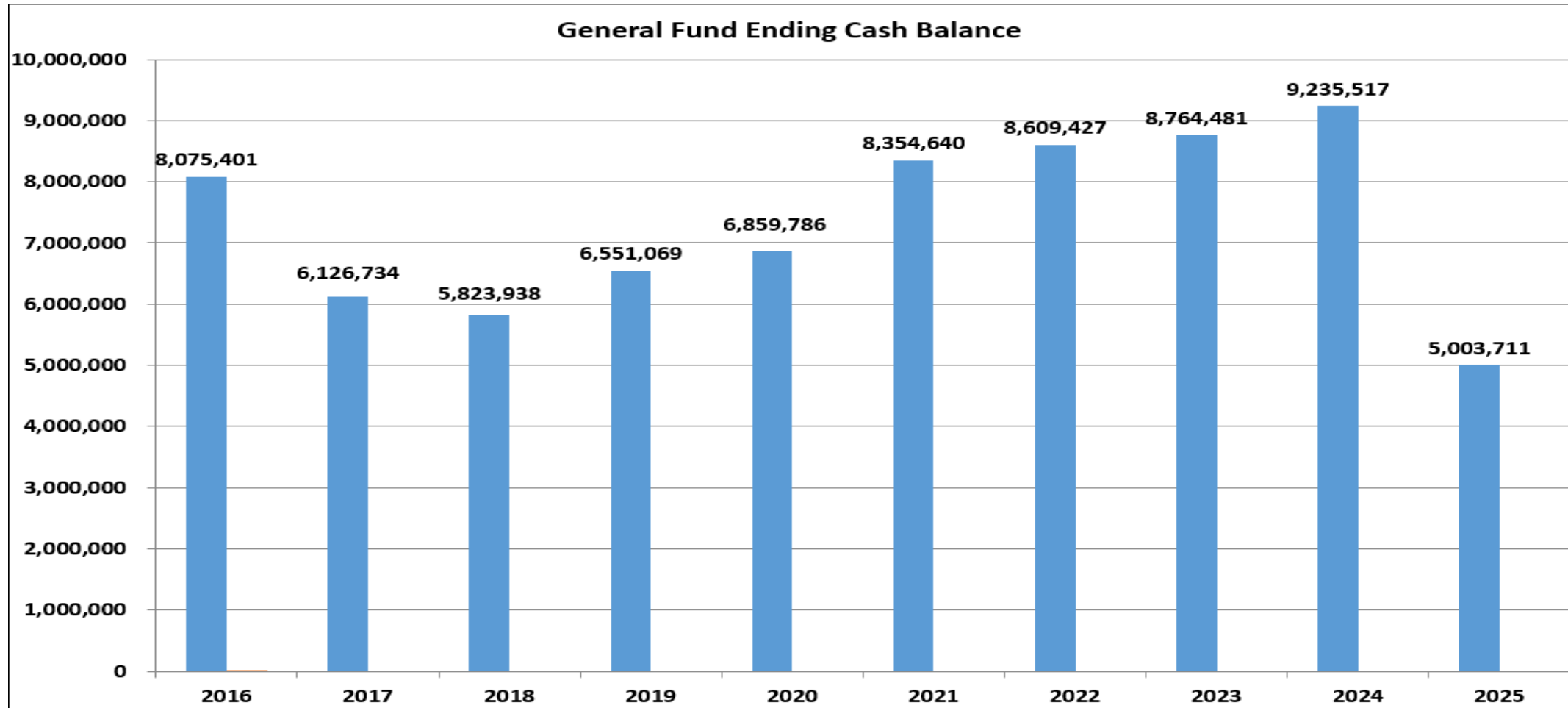
# FY 2026 Proposed Operating Budget

## General Fund Summary

- Proposed Operating Expenditures \$14,789,779 plus Transfers Out \$16,817,179
- 6.6% Increase in Expenditures or \$917,158 from 2025 Budget
- Due to increases in salaries, wages, withholding costs, and **27 pay periods in 2026**
- Large decline in General Fund 2026 Beginning Balance due to \$4.8 million Advance to OAT Fund in 2025 not completely repaid until end of FY 2026 (estimated repayment of \$1.4 million in 2025 and \$3.4 million in 2026)

# FY 2026 Proposed Operating Budget

## General Fund Summary



# FY 2026 Proposed Operating Budget

## General Fund Summary

- GF Revenues (excluding advances & transfers in) estimated at \$16,345,203
- 5.6% increase or \$863,773 from 2025 Budget
- Due to revenue increases of 5.9% (or \$589,850) in income tax, 30.3% (or \$100,000) in hotel tax, 19.5% (or \$99,000) in licenses/permits/& inspections, and 13.6% (or \$54,787) in investment income.
- Income Tax provides 65.1% and local property tax provides 11.9% of GF Revenues (excluding advances and transfers) for a total of 77%

# FY 2026 Proposed Operating Budget

## General Fund Summary

- Security of persons and property (Police, Traffic Control, and Street Lighting) comprise 53.3% of GF operating expenditures & increased by \$391,325 or 5.2%
- Leisure time activities comprise 16.4% of GF operating expenditures & increased by \$227,843 or 10.4%
- General government programs comprise 19.4% of GF operating expenditures & increased by \$185,680 or 6.9%
- Fiscally responsible and sustainable Proposed Budget for FY 2026
- First reading of the Budget (Appropriation) Ordinance on 11/4 and second reading on 11/18

# FY 2026 Proposed Operating Budget General Fund Summary

- Personnel Services at \$10,701,402 or 72.36%
- Operating Expenses at \$4,088,377 or 27.64%
- Total Expenses at \$14,789,779 or 100%
- A labor-intensive organization

# FY 2026 Proposed Operating Budget

## GF Program Summaries

- Law Enforcement increased by 4.8% from FY 2025 Budget (includes wage increases of 4% for patrol and 4% for supervisors & non-commissioned in 2025 plus one additional police officer from 21 to 22)
- Traffic Control increased by 20.1% (due to electrical services increase of 41.1%)
- Street Lighting 37.7% (conversion to LED fixtures in 2021.)
- Woodside Cemetery 0%
- Oxford Cemetery (acquired 12/15/22) increase by 51% (due to addition of FT Service Worker I and allocation changes)
- Public health 0%
- Community Assistance increased by 0.2% (allocation recommended by Council subcommittee)
- Senior Citizens & Community Center 0%
- Aquatic Center increased by 15.0% (due to increase in Lifeguard hourly rate last year)

# FY 2026 Proposed Operating Budget

## GF Program Summaries

- Recreation Programs increased by 9.0% (Revenues cover 27.7% of expenses)
- Parks Maintenance increased by 11.6%
- Planning increased by 8.1% (increase in contracted services)
- Inspections increased by of 1.4% (addition of PT Code Enforcement Officer in 2024 100% funded by Interact Grant & made FT in 2026)
- Affordable Housing moved to Community Assistance Program in 2025
- Urban Forestry increased by 28.4%
- Economic Development decrease of 1.4% (Increase in Contracted Services by moving PACO budget from Legislative to Economic Development)
- Management Information Systems increased by 3.9% (several one time expenditures in 2025)

# FY 2026 Proposed Operating Budget

## GF Program Summaries

- City Manager increased by 6.5%
- Finance increased by 7.2%
- Income Tax Collections increased by 2.2%
- Law 8.7% increase (dependent on labor negotiations and lawsuits)
- ACM/Human Resources-Communications increase by 17.5%  
(NEOGOV HR employee software & personnel allocation change)
- Clerk of Council increased by 10.6%
- Legislative decreased by 5.5% (\$5,000 PACO expenditure out)
- Municipal Building increased by 9.6%

# FY 2026 Proposed Operating Budget

## GF Program Summaries

- City Garage increased by 7.7%
- Courthouse increased by 11.9%
- Engineering decreased by -5.6% (20% Sustainability Coordinator moved)
- Contingency no change

# FY 2026 Proposed Operating Budget

## Special Revenue Funds (23)

- Street & Highway Funds (2)
- CDBG Grant & Loan Funds (2)
- Parking Fund
- Life Squad Gift Fund
- Affordable Housing Trust Fund
- Law Enforcement Trust Fund
- Enforcement & Education Fund

# FY 2026 Proposed Operating Budget Special Revenue Funds

- Fire & EMS Fund
- OVI Task Force Fund
- Southpointe TIF District Funds (5)
- OAT Property Tax Fund
- Small Business Loan Fund
- Local Coronavirus Relief Fund
- Coronavirus Local Fiscal Recovery Fund
- Opioid Settlement Fund
- Fire/EMS Property Tax Levy Fund
- Economic Development Fund

# FY 2026 Proposed Operating Budget Street & State Highway Funds

- Street Maintenance increased by 4.5%
- State Highway Improvement Fund - Maintain Current Funding

# FY 2026 Proposed Operating Budget

## CDBG & CDBG Loan Funds

- CDBG decreased (due to delay in the release of funds) by 46.5% with estimated grant of \$131,000
- CDBG Loan Fund \$160,000 estimated loan budget (no increase)

# FY 2026 Proposed Operating Budget Parking Fund

- Revenues estimated at \$961,458
- Breakdown-Meter Collection 57.2%, Parking Garage Leases 19.8% & Meter Fines 19.2%
- Transfer of \$110,000 to Capital Improvement Fund which was suspended for years 2021, 2022 & 2024 (4 years of interest free payments left)
- Transfer of \$41,500 to Parking Improvement Fund
- Operating Expenditure increase of 5.2%

# FY 2026 Proposed Operating Budget

## Other Special Revenue Funds

- Life Squad Gift Fund- no expenditures
- Affordable Housing Trust Fund- \$71,800 (large % increase due to various TOPPS grants)
- Law Enforcement Trust Fund-\$9,000 for replacement vests
- Enforcement and Education Fund- decrease of 32.4%

# FY 2026 Proposed Operating Budget

## Fire & EMS Fund

- Revenues up 6.3% from 2025 ( 2024 Budget included passage of Issue 2 Fire/EMS property tax levy & MU PILOT)
- Overall increase in expenditures of 21.6% due to increased Personnel Services of 2 FT Assistant Chiefs and new ambulance (increase of \$986,281 from 2025 Budget)
- Contracted wage increase of 3% in 2026 (4.5% in 2024 & 2025) for Fire Union staff (15 employees)
- Wage increase of 4% for FT non-union (2) and PT FF/EMT/Paramedic
- 4 Straight Years of Deficit Spending
- 2024 Ending Fund Balance was \$494,373 (Projection was \$451,241)

# FY 2026 Proposed Operating Budget

## Other Special Revenue Funds

- OVI Task Force Fund- Maintain Current Level of Funding
- Southpointe TIF Districts 1, 2, 3, 4, & 5 (Receipt of TIF monies and transfer to Southpointe TIF Debt Service Fund) 1.0% decrease in transfers to TIF Debt Service Fund
- OAT Property Tax Fund- Transfer out all monies received w/decrease of \$320,000 or 22.1% due to receiving more monies in prior years than distributed (3 more years on 3.25 mill levy)
- Small Business Loan- no expenditures proposed 7 & will no longer be used
- Local Coronavirus Relief Fund (CARES)- No activity proposed for 2025. All funds expended.
- Coronavirus Local Fiscal Recovery Fund (ARPA)- No activity proposed for 2025. All funds encumbered & must be used by 9/30/26

# FY 2026 Proposed Operating Budget

## Other Special Revenue Funds

- Opioid Settlement Fund- no expenditures proposed
- Fire/EMS Property Tax Levy Fund- \$1,270,000 transfer to Fire/EMS Fund plus \$20,000 County Auditor Fees
- Economic Development Fund- \$35,000 Site Readiness Grant match & \$5,000 for facade improvements loans for businesses

# FY 2026 Proposed Operating Budget

## Debt Service Funds (2)

- Aquatic Center Improvement Bonds \$307,400 (17 years remaining)
  - Paid for by Transfer each year from GF
- Southpointe TIF Improvement Bonds \$304,875 (3 years remaining)
  - Paid for by Transfers each year from Southpointe TIF Districts

# FY 2026 Proposed Operating Budget

## Capital Project Funds (9)

- Capital Equipment Fund
- Capital Improvement Fund
- Parking Improvement Fund
- Municipal Facilities Improvement Fund
- OAT Capital Improvement Fund
- Aquatic Center Capital Improvement Fund
- Southpointe Roadway Capital Improvement Fund
- High St. Pedestrian Safety Capital Improvement Fund
- Special Assessment Fund

# FY 2026 Proposed Operating Budget

## Capital Equipment and Improvement Funds

- Equipment

- Replacement of 2 Police Cruiser and Related Equipment \$150,000
- Special Event Barricades \$110,000
- Replacement of 2008 Ford 350 \$80,000
- Replacement of 2013 Toro 5900 Mower \$185,000
- Total \$755,300 for an increase of 73.6% from 2025 Budget

### Improvements

- Street Maintenance and Resurfacing \$650,000
- Passenger Rail Platform \$3,680,000 w/o ROW cost estimate (budget estimate was \$2.7 million)
- Multi-Use Trail-OCP/Fairfield Rd thru Knolls easement to Contreras Rd \$1,600,000 (recent grant application denied)
- Total \$7,059,229 for an increase of 71.1% from 2025 Budget

# FY 2026 Proposed Operating Budget

## Parking Improvement Fund

- Parking Garage Improvements \$15,000 & Garage Equipment-Gate and Card Access \$26,449 a 176% increase (major improvements completed in 2024)

# FY 2026 Proposed Operating Budget

## Municipal Facilities Capital Improvement Fund

- Maintenance and Repairs of City Facilities- No expenditures for FY 2026
- Feasibility & Space Needs Study for Courthouse at \$50,000 in FY 2025

# FY 2026 Proposed Operating Budget

## Oxford Area Trail Capital Improvement Fund

- Construction of Phase V estimated at \$6.6 million in FY 2025 (projected expenditures of \$1.5 million in FY 2025 & completed in FY 2026)
- Black Covered Bridge Repairs of \$450,000 in 2024 (encumbered for completion in 2025)
- 3.25 mills 10 Year OAT Levy will expire at the end of 2028
- Repay General Fund Advance of \$3,400,000

# FY 2026 Proposed Operating Budget

## Other Capital Project Funds

- Aquatic Center Capital Improvement Fund - project complete
- Southpointe Roadway TIF Capital Improvement Fund – encumbered \$746,000 in 2023
- Special Assessment Fund – \$200,000 for Contracted Services & \$100,000 Repayment of Advance to the General Fund

# FY 2026 Proposed Budget

## Enterprise Funds (17)

- Water Operating Fund
- Water Improvement Fund
- Water Capacity Benefit Funds NE, NW, SE, & SW Quadrants
- Water Capital Equipment Fund
- Wastewater Operating Fund
- Wastewater Improvement Fund
- Wastewater Capacity Benefit Funds NE, NW, SE, & SW Quadrants
- Wastewater Capital Equipment Fund
- Storm Water Operating Fund

# FY 2026 Proposed Budget Enterprise Funds

- Solid Waste Operating Fund
- Landfill Post-Closure & Investment Funds

# FY 2026 Proposed Budget Water Operating, Improvement, Capacity Benefit, & Equipment Funds



# FY 2026 Proposed Budget

## Water Operating, Improvement, Capacity Benefit, & Equipment Funds

- Water Operating Fund-proposed 6% rate increase in volume charge for operating revenue
- Water Operating Fund-11.6% increase in operating expenditures
- Water Improvement Fund-Water Treatment Plant Modernization at \$18,935,000 in FY 2025 with \$647,000 expenditures in FY 2026 (large percentage decrease in FY 2026 estimated expenditures)
- Water Capacity Benefit Funds (I,II,III, & IV)- no planned expenditures
- Water Capital Equipment Fund- Replacement of Valve Exerciser at \$110,000 (total \$143,000)

# FY 2026 Proposed Budget

## Wastewater Operating, Improvement, Capacity Benefit, & Equipment Funds

- Wastewater Operating Fund – 11.6% increase in operating expenditures
- Wastewater Improvement Fund - \$8,442,000 for WWTP projects including \$5,700,000 for Biotower Media Replacement and \$2,500,000 for repair of concrete tanks
- Wastewater Capacity Benefit Funds (I, II, III, & IV) – no planned expenditures
- Wastewater Capital Equipment Fund – \$170,600 in various equipment replacements including \$122,000 for Influent Pump Station Improvements and \$20,500 for UV Lamp Replacements

# FY 2026 Proposed Budget Storm Water Operating Fund

- \$30,000 for contracted services if needed

# FY 2026 Proposed Budget

## Solid Waste Operating and Landfill Funds

- Solid Waste Operating Fund – Overall increase of 1.6% includes Rumpke solid waste collection/disposal & recycling contract with no increase in rates for 2026
- Food composting \$13,925
- Landfill Post Closure Fund – post closure costs at \$55,000, groundwater wells at \$50,000, methane emissions reduction at \$10,000, and Ohio EPA request at \$48,000
- Landfill Post Closure Investment Fund – Interest Revenue \$45,000 & Expenditures (Bank & Investment Fees) \$1,250 plus transfer of \$150,000 to Solid Waste Fund

# FY 2026 Proposed Budget

## Internal Service Funds (2)

- Employee Benefits Fund – shows an estimated 0.5% increase in expenditures at \$2,768,215 (actual \$3,001,374 in 2021, \$2,770,530 in 2022, \$3,253,853 in 2023, \$2,694,332 in 2024 w/ projected \$2,766,495 in 2025). The City joined Jefferson Health Plan (a COG) in 2024 and switched to HUB International for healthcare consulting to reduce employer costs.
- Internal Service Fund – 3.0% decrease in purchase of fuel & each department/division or program charged for fuel costs

# FY 2026 Proposed Budget

## Fiduciary Funds (2)

- Hotel & Convention Tax Fund – collection of hotel (3%) & convention tax (3%) with the 3% hotel tax to General Fund. The 3% convention tax is distributed with at least 50% to Enjoy Oxford and the remaining amount to the City Economic Development Fund. The estimated amount for FY 2026 is \$458,000 with an agreed amount of \$370,000 to Enjoy Oxford and \$88,000 to the City Economic Fund. The amount of hotel tax (3%) received from STR goes to Affordable Housing Trust Fund.
- Board of Building Standards Fund – OBBC residential and commercial fees collected and disbursed to State of Ohio-6.7% increase

# Recent Council Priorities

|                                                                         |                            |
|-------------------------------------------------------------------------|----------------------------|
| • Police Social Service Liaison (hired in 2022)                         | \$70,500 (annual salary)   |
| • Power-Net Cable Access (annual cost) eliminated in FY 2025            | \$31,200                   |
| • Food Composting (annual cost)                                         | \$13,925                   |
| • Climate/Environmental Specialist (hired FT in 6/23)                   | \$74,000 (annual salary)   |
| • Water/Wastewater           40% (each)                                 |                            |
| • General Fund               20%                                        |                            |
| • Solar Consultant for Evaluation of City Facilities                    | \$30,000 (1/3 GF,W,&WW)    |
| • Feasibility Study of Meeting Community Electricity Needs w/ Renewable | \$20,000                   |
| • College @ Elm Buildout                                                | \$53,750                   |
| • FY 2021/2022 Budget                                                   |                            |
| • LED Street Light Conversion (611 total)                               | \$350,000                  |
| • Amtrak Rail Platform Engineering                                      | \$250,000                  |
| • Electric Vehicle Charging Stations Type I                             | \$26,000                   |
| • Electric Automobile                                                   | \$30,000                   |
| • 6 MW Community Solar Project                                          | +\$10,388 (annual revenue) |

## Recent Council Priorities

- Purchase 3 properties in 2023 on Chestnut Street for Affordable Housing at a total cost of \$595,000 (w/ ARPA Funds)
- Purchase 2 properties in 2023 on College Avenue for Economic Development at a total cost of \$575,159 (w/ ARPA Funds)
- **ISSUE 2 Fire/EMS Staffing adopted with 72.91% For to 27.09% Against**
- OAT Phase 5 ROW acquisition & begin construction in 2025
- Amtrak (design, engineering, and property acquisition)
- Additional Funding for Creative Placemaking (total \$35,000)
- Create a childcare forgivable loan program that includes the requirement to accept JFS childcare vouchers (\$30K ARPA funds)

# Ongoing and Future Council Priorities

- Update and Modernize the Zoning and HAPC Codes (Estimate \$120K ARPA)
- Transit Bike & Pedestrian Plan (\$150K Grant Funded through BCRTA)
- Economic Development Strategic Plan which will include concepts for focus areas identified in the Comprehensive Plan (\$50,000 ARPA)
- RFP for Development Plan for City Owned 47 acres
- City will explore solarizing a municipal building
- City will explore grants for increased tree canopy
- City will install 6 Level 3 rapid EV chargers - \$905,000 w/ no local match. (The City awaits approval from ODOT to begin advertising for bids)

# Ongoing and Future Council Priorities

- Continue the drop off food composting program- \$13,925
- Establish a funding program for expanded childcare facilities- \$30,000 from the interest on the CDBG Revolving Loan Fund
- Additional Deer Management Program (White Buffalo)- \$70,000
- Sidewalk Snow Removal Program- “stretching” existing staff w/over 900 parcels affected by major Council policy change
- Solar Array Project at WWTP &/or Seven Mile Wellfield (estimated costs \$2.7 million and \$1 million respectively)
- Complete Streets Resolution – planned \$124,000 expenditures
- Skatepark apply for 2026 CDBG Funds & match w/ General Funds

Thank you!



**MINUTES  
OXFORD CITY COUNCIL WORK SESSION  
COURTHOUSE  
TUESDAY, OCTOBER 7, 2025 AT 7:00 PM**

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1. Roll Call.

A work session meeting of the Oxford City Council was called to order by Mayor Snavelly on Tuesday, October 7, 2025, at 7:00 p.m. Members in attendance were David Prytherch, Amber Franklin, Alex French, and Chantel Raghu. Michael Smith and Jason Bracken were 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; Mr. Chad Smith, Parks and Recreation Director; Ms. Heidi Ridenour, Finance Director; Ms. Stephanie Tussey, Assistant Finance Director; and Ms. Heather Barbour, Clerk of Council.

2. Topic

A. Review and Discuss the 2026 Fee Ordinance

Mr. Elliott began the work session by reviewing each of the proposed changes to the 2026 Fee Ordinance (changes shown struck through and in bold in the agenda packet). Mr. Elliott and the department heads addressed questions and comments from the Council. Mayor Snavelly thanked Mr. Elliott for his presentation and announced that Council would take a short break before the regular meeting.

3. Adjourn.

Motion – To Adjourn at 7:24 p.m.  
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch  
AYE # 5  
NAY # 0  
ABS # 0



**MINUTES**  
**OXFORD CITY COUNCIL REGULAR MEETING**  
**COURTHOUSE**  
**TUESDAY, OCTOBER 7, 2025 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 Snavely on Tuesday, October 7, 2025, at 7:30 p.m. Members in attendance were David Prytherch, Amber Franklin, Alex French, and Chantel Raghu. Michael Smith and Jason Bracken were 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; Mr. Chad Smith, Parks and Recreation Director; Ms. Heidi Ridenour, Finance Director; Mr. Jordan Staley, 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 # 5  
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 - Ms. Roxanne Ornelas, South Locust St. - Ms. Ornelas wished to give thanks and highly commend Mr. Chad Smith, the Parks and Recreation Director, for the wonderful effort he put into the skate park closure community input sessions. Ms. Ornelas remarked on the great turnout for both in-person sessions and thanked Mayor Snavely for sharing the history of the skate park. Ms. Ornelas mentioned the rage of young people and adults who use the skate park and spoke about its closure. Ms. Ornelas thanked the Council for reviewing the budget to address the skate park and possibly consider solutions for the needs of skaters in the meantime. Ms. Ornelas once again thanked all who were involved.

Public Comment - Mr. Tyreke Farquharson, ASG Secretary of Community Engagement, 21 North College Ave. - Mr. Farquharson wished to share a few updates. Mr. Farquharson mentioned hearing from Miami students who couldn't attend the sessions about the skate park closure. Mr. Farquharson was asked to pass along their message that they would love to see a skate park replacement, and it would be in our best interest. Mr. Farquharson noted that it would be beneficial to collaborate on deciding what the plan will look like moving forward. Mr. Farquharson shared that he was just at their Senate meeting, and the topic of lighting on the Chestnut Street sidewalk near SDS towards the campus was brought up several times. Mr. Farquharson invited everyone a Town Hall meeting the ASG is hosting. Mr. Farquharson stated it would be a nonpartisan forum followed by a reception. Mr. Farquharson shared that the event would be held at 1062 Armstrong Student Center on Tuesday, October 14th at 6 p.m.

Public Comment - Mr. Mark Walsh, Sandra Drive - Mr. Walsh mentioned moving to Oxford 24 years ago and really appreciated that there was a skate park here. Mr. Walsh felt welcomed when we saw Oxford had facilities that were for maybe wider interests and a different demographic, and that was something we really appreciated. Mr. Walsh thanked the Council for making the skate park a priority again. Mr. Walsh noted that over the 24 years he's been hanging out around the skate park, he's met a variety of people, some from out of town and Miami students, most showing up in cars. Mr. Walsh stated the vast majority of people he sees there were maybe post-high school-aged, high school-aged, and middle school-aged who showed up on a skateboard or walked there. Mr. Walsh mentioned the importance of that location in relation to the high school

and middle school. Mr. Walsh noted that for those who don't have a car, building elsewhere might make it inaccessible to them.

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 Adopt the Consent Agenda.

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

AYE # 5

NAY # 0

ABS # 0

- A. Minutes from the September 16, 2025, City Council Work Session. (Heather Barbour, Clerk of Council)
- B. Minutes from the September 16, 2025, City Council Meeting. (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)
- D. Notice To Legislative Authority - rrkarra llc 21 East High Street Oxford, Ohio 45056/Ushop (Douglas R. Elliott Jr., City Manager)

6. Resolutions.

- A. A Resolution Consenting To The Annexation To The City Of Oxford, Ohio Of Certain Territory Proposed To Be Annexed To The City Of Oxford, Ohio Pursuant To A Petition Filed With The Board Of County Commissioners Of Butler County, Ohio By Douglas R. Elliott Jr., Agent For Petitioners, As Provided By Ohio Revised Code Section 709.023. (Douglas R. Elliott Jr., City Manager)

Motion – To Adopt Resolution No. 7745.  
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch  
AYE # 5  
NAY # 0  
ABS # 0

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

Public Comment - None.

- B. A Resolution Determining The Total Cost Of The Assessment By Lot, Authorizing The List Of Assessments By Lot To Be Filed With The Clerk Of City Council And Ordering The Same Be Opened For Public Inspection And Authorizing The Clerk Of City Council To Publish Notice In A Newspaper Of General Circulation That The List Of Assessments By Lot Is Available For Public Inspection. (Michael Dreisbach, Service Director)

Motion – To Adopt Resolution No. 7746.  
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch  
AYE # 5  
NAY # 0  
ABS # 0

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

Public Comment - None.

- C. A Resolution Of Council Supporting The Submission Of A Grant Application For Ohio Public Works Commission, Issue One Funds To Be Used For Roadway Improvements Within The City Of Oxford. (Michael Dreisbach, Service Director)

Motion – To Adopt Resolution No. 7747  
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch  
AYE # 5  
NAY # 0  
ABS # 0

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

Public Comment - None.

- D. A Resolution Authorizing The City Of Oxford To Enter Into A Contract With White Buffalo, Inc. For Professional Deer Population Control Services. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7748.  
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch  
AYE # 5  
NAY # 0  
ABS # 0

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

Public Comment - None.

- E. A Resolution Authorizing The City Manager To Sign And Enter Into The Development Agreement Outlining The Proposed Development To Be Constructed By Inclusive Housing Resources At 5234 Hester Rd. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7749.  
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch  
AYE # 5  
NAY # 0  
ABS # 0

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

Public Comment - None.

- F. A Resolution Authorizing The City Manager To Enter Into A Contract Not To Exceed \$517,755.00 With Leo J. Brielmaier Company To Construct A New Public Restroom Facility In The Martin Luther King, Jr. Memorial Park Located At 2 West High Street (Sam Perry, Community Development Director)

Motion – To Adopt Resolution No. 7750.  
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch  
AYE # 5  
NAY # 0  
ABS # 0

Mr. Perry 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 Repealing Oxford Codified Ordinance Section 1139 Entitled Variances And Adopting New Oxford Codified Ordinance Section 1139 Entitled Variances For The Purpose Of Amending The Code To Comply With Ohio Case Law (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 By Oxford City Council Authorizing The City Manager To Enter Into An Agreement With Duke Energy Corporation For The Sale Of .84 Acres Of City-Owned Land Located On Millville Oxford Road, Butler County Parcel Id No. H4100110000010, And Declaring The Property Surplus. (Michael Dreisbach, Service Director)

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

Public Comment - None.

B. Second Reading

1. An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 6 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3839.

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

AYE # 5

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

NAY # 0

ABS # 0

Ms. Ridenour reviewed the 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. | Oct. 8 | Historic & Architectural Preservation Commission | Courthouse         | 6:00 p.m. |
|    | Oct 13 | Oxford Parking & Transportation Advisory Board   | Municipal Building | 9:00 a.m. |

|        |                                    |                    |            |
|--------|------------------------------------|--------------------|------------|
| Oct 13 | Oxford Recreation Board            | Municipal Building | 12:00 p.m. |
| Oct 13 | Public Arts Commission of Oxford   | Municipal Building | 5:30 p.m.  |
| Oct 14 | Planning Commission                | Courthouse         | 7:00 p.m.  |
| Oct 21 | Municipal Records Commission       | Municipal Building | 4:45 p.m.  |
| Oct 21 | City Council                       | Courthouse         | 7:30 p.m.  |
| Oct 28 | Board of Zoning Appeals — CANCELED | Courthouse         | 6:30 p.m.  |
| Nov 4  | City Council                       | Courthouse         | 7:30 p.m.  |
| Nov 5  | Environmental Commission           | Municipal Building | 7:00 p.m.  |
| Nov 6  | Housing Advisory Commission        | College@Elm        | 5:00 p.m.  |

9. Adjourn.

Motion – To Adjourn at 8:35 p.m.  
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch  
AYE #  
NAY #  
ABS #



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

## STAFF REPORT

|                                         |                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ORIGINATING DEPARTMENT:</b>          | City Manager                                                                                                                                                                                                                                                                                                                                                |
| <b>PREPARED BY:</b>                     | Douglas Elliott                                                                                                                                                                                                                                                                                                                                             |
| <b>DATE PREPARED:</b>                   | 9/12/2025                                                                                                                                                                                                                                                                                                                                                   |
| <b>COUNCIL MEETING DATE:</b>            | October 21, 2025                                                                                                                                                                                                                                                                                                                                            |
| <b>AGENDA TITLE:</b>                    | A Resolution Adopting A Statement Indicating The Services The City Of Oxford, Ohio Will Provide To The Territory Proposed To Be Annexed To The City Of Oxford, Ohio Pursuant To A Petition Filed With The Board Of County Commissioners Of Butler County, Ohio, As Provided By Ohio Revised Code Section 709.023(C). (Douglas R. Elliott Jr., City Manager) |
| <b>COUNCIL GOAL AREA:</b>               | A Thriving and Resilient Year-Round Economy                                                                                                                                                                                                                                                                                                                 |
| <b>BUDGETED AMOUNT:</b>                 |                                                                                                                                                                                                                                                                                                                                                             |
| <b>ACCOUNT CODE:</b>                    |                                                                                                                                                                                                                                                                                                                                                             |
| <b>RECOMMENDATION:</b>                  | Approval                                                                                                                                                                                                                                                                                                                                                    |
| <b>CITY MANAGER/DEPT HEAD APPROVAL:</b> | DRE                                                                                                                                                                                                                                                                                                                                                         |

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### DISCUSSION:

Miami University has submitted a proposed annexation to the Butler County Commissioners to annex 157.217 acres of land (the remaining portion of the Miami University airport outside the City's corporate boundaries). The City Manager is the statutory agent for the petitioner. It is an Expedited Type 2 Annexation. The airport is owned by Miami University and managed by the Cincinnati/Northern Kentucky International Airport (CVG). The airport is uniquely positioned to become a hub for innovation and Advanced Air Mobility (AAM) as outlined in the City of Oxford's Economic Development Strategic Plan. Annexing this land to the City will enable infrastructure extensions and upgrades, as well as grant opportunities for development.

## **RESOLUTION NO.**

A RESOLUTION ADOPTING A STATEMENT INDICATING THE SERVICES THE CITY OF OXFORD, OHIO WILL PROVIDE TO THE TERRITORY PROPOSED TO BE ANNEXED TO THE CITY OF OXFORD, OHIO PURSUANT TO A PETITION FILED WITH THE BOARD OF COUNTY COMMISSIONERS OF BUTLER COUNTY, OHIO, AS PROVIDED BY OHIO REVISED CODE SECTION 709.023(C).

WHEREAS, a petition for annexation has been filed with the Board of County Commissioners of Butler County, Ohio of 157.217 acres of land in Oxford Township, Butler County, Ohio; and

WHEREAS, Oxford Codified Ordinance Section 921.39 E. states in part “The property or properties served by the extension of a municipal utility shall be required to annex into the City upon the official request of the City”.

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

SECTION 1: Council, having received the notification of a petition for annexation from the President and Trustees of the Miami University of Oxford, Ohio for 157.217 acres of land in the Township of Oxford, Butler County, Ohio hereby accepts said petition.

SECTION 2: Council hereby adopts this resolution indicating what services the City will provide to the land to be annexed to the City in accordance with Ohio Revised Code Section 709.023(C).

SECTION 3: The City of Oxford, Ohio hereby states that it will provide, upon the finalization of the annexation, the following services to the Territory: law enforcement, recreation programming, maintenance of any and all public streets and alleyways, keeping the same open, in repair and free from nuisance, and professional planning staff; which said services shall be available immediately or as required thereafter upon finalization of the annexation. In addition, the facilitation of public utility services which include potable water, sanitary and storm sewerage, solid waste collection and disposal, street lighting and fire inspection, fire protection, paramedic and ambulance services, and any and all other services provided to or made available to the citizens of the City of Oxford, Ohio, as appropriate shall be available as the Territory is developed and such services become appropriate. Extension of all public utility services shall be subject to such regulations, conditions and fees as the City deems appropriate.

SECTION 4: The Clerk is hereby directed to forward a certified copy of this resolution to the Board of County Commissioners of Butler County, Ohio.

SECTION 5: 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

|                                         |                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ORIGINATING DEPARTMENT:</b>          | City Manager                                                                                                                                                                                                                                                                                                |
| <b>PREPARED BY:</b>                     | Douglas Elliott                                                                                                                                                                                                                                                                                             |
| <b>DATE PREPARED:</b>                   | 9/12/2025                                                                                                                                                                                                                                                                                                   |
| <b>COUNCIL MEETING DATE:</b>            | October 21, 2025                                                                                                                                                                                                                                                                                            |
| <b>AGENDA TITLE:</b>                    | A Resolution Regarding Zoning Buffers In A Proposed Annexation Of Property Containing 157.217 Acres From Oxford Township, Butler County, Ohio To The City Of Oxford, Butler County, Ohio Pursuant To The Requirement Of Section 709.023(C) Of The Ohio Revised Code. (Douglas R. Elliott Jr., City Manager) |
| <b>COUNCIL GOAL AREA:</b>               | A Thriving and Resilient Year-Round Economy                                                                                                                                                                                                                                                                 |
| <b>BUDGETED AMOUNT:</b>                 |                                                                                                                                                                                                                                                                                                             |
| <b>ACCOUNT CODE:</b>                    |                                                                                                                                                                                                                                                                                                             |
| <b>RECOMMENDATION:</b>                  | Approval                                                                                                                                                                                                                                                                                                    |
| <b>CITY MANAGER/DEPT HEAD APPROVAL:</b> | DRE                                                                                                                                                                                                                                                                                                         |

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### DISCUSSION:

Miami University has submitted a proposed annexation to the Butler County Commissioners to annex 157.217 acres of land (the remaining portion of the Miami University airport outside the City's corporate boundaries). The City Manager is the statutory agent for the petitioner. It is an Expedited Type 2 Annexation. The airport is owned by Miami University and managed by the Cincinnati/Northern Kentucky International Airport (CVG). The airport is uniquely positioned to become a hub for innovation and Advanced Air Mobility (AAM) as outlined in the City of Oxford's Economic Development Strategic Plan. Annexing this land to the City will enable infrastructure extensions and upgrades, as well as, grant opportunities for development.

**RESOLUTION NO.**

A RESOLUTION REGARDING ZONING BUFFERS IN A PROPOSED ANNEXATION OF PROPERTY CONTAINING 157.217 ACRES FROM OXFORD TOWNSHIP, BUTLER COUNTY, OHIO TO THE CITY OF OXFORD, BUTLER COUNTY, OHIO PURSUANT TO THE REQUIREMENT OF SECTION 709.023(C) OF THE OHIO REVISED CODE.

WHEREAS, A petition for annexation has been filed with the Board of County Commissioners of Butler County, Ohio of 157.217 acres of land in Oxford Township, Butler County, Ohio.

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

SECTION 1: Council, having received the notification of a petition for annexation from the President and Trustees of Miami University of Oxford, Ohio for 157.217 acres of land in the Township of Oxford, Butler County, Ohio ("the Territory"), hereby accepts said petition.

SECTION 2: If the Territory becomes subject to zoning by the City and the City permits uses in the annexed territory that the City determines are clearly incompatible with the uses permitted under current county or township zoning regulations in the adjacent land remaining within the township from which the Territory was annexed, City Council will require, in the zoning ordinance permitting the incompatible uses, the Petitioner to provide a buffer separating the use of the Territory and the adjacent land remaining within the township.

SECTION 3: The Clerk is hereby directed to forward a certified copy of this resolution to the Board of County Commissioners of Butler County, Ohio.

SECTION 4: 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

|                                         |                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ORIGINATING DEPARTMENT:</b>          | Service                                                                                                                                                                                                                                                                                                                            |
| <b>PREPARED BY:</b>                     | Mike Dreisbach                                                                                                                                                                                                                                                                                                                     |
| <b>DATE PREPARED:</b>                   | 10/9/2025                                                                                                                                                                                                                                                                                                                          |
| <b>COUNCIL MEETING DATE:</b>            | October 21, 2025                                                                                                                                                                                                                                                                                                                   |
| <b>AGENDA TITLE:</b>                    | A Resolution Authorizing The Release Of A Public Improvement Bond In The Amount Of \$240,577.42, Heritage Vineyard Subdivision, And Acceptance Of A New Public Improvement Bond In The Amount Of \$123,569.81, Ensuring The Completion Of Heritage Vineyard Subdivision Public Improvements. (Michael Dreisbach, Service Director) |
| <b>COUNCIL GOAL AREA:</b>               | Accessible, High-Quality Infrastructure                                                                                                                                                                                                                                                                                            |
| <b>BUDGETED AMOUNT:</b>                 | N/A                                                                                                                                                                                                                                                                                                                                |
| <b>ACCOUNT CODE:</b>                    | N/A                                                                                                                                                                                                                                                                                                                                |
| <b>RECOMMENDATION:</b>                  | Approve                                                                                                                                                                                                                                                                                                                            |
| <b>CITY MANAGER/DEPT HEAD APPROVAL:</b> | MBD                                                                                                                                                                                                                                                                                                                                |

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### DISCUSSION:

The Oxford City Council approved the Heritage Vineyard subdivision development, requiring a \$240,577.42 public improvement bond to ensure the completion of public infrastructure improvements within the development. The Developer has issued an irrevocable Letter of Credit to the City of Oxford for this amount. Construction on improvements in the development, including water, wastewater, stormwater, and basic road construction (including the surface course of asphalt), is now complete and acceptable. As such, the Developer has requested the City lower the bonding required to ensure completion of improvements in the ROW. Work that still requires completion includes construction of the sidewalk system and additional landscaping, including the planting of trees in the tree lawn area. The value of work to be completed, including a one-year maintenance guarantee on the surface course paving, has been calculated at \$123,569.81.

Staff recommends the City Council authorize the release of a public improvement bond in the amount of \$240,577.42 for Heritage Vineyard Subdivision, and accept a new public improvement bond in the amount of \$123,569.81, ensuring the completion of Heritage Vineyard Subdivision public improvements.



## **RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE RELEASE OF A PUBLIC IMPROVEMENT BOND IN THE AMOUNT OF \$240,577.42, HERITAGE VINEYARD SUBDIVISION, AND ACCEPTANCE OF A NEW PUBLIC IMPROVEMENT BOND IN THE AMOUNT OF \$123,569.81, ENSURING THE COMPLETION OF HERITAGE VINEYARD SUBDIVISION PUBLIC IMPROVEMENTS.

WHEREAS, the Oxford City Council approved the Heritage Vineyard subdivision development, requiring a \$240,577.42 public improvement bond to ensure the completion of public infrastructure improvements within the development; and

WHEREAS, Construction on improvements in the development, including water, wastewater, stormwater, and basic road construction (including the surface course of asphalt), is now complete and acceptable. As such, the Developer has requested that the City lower the bonding required to ensure completion of improvements in the ROW; and

WHEREAS, the City Manager and the Service Director recommend that Oxford City Council release the public improvement bond for the Heritage Vineyard subdivision and require a new bond in the amount of \$123,569.81.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and authorizes the City Manager and the Service Director to take all steps necessary to release the public improvement bond in the form of a letter of credit in the amount of \$240,577.42 for Heritage Vineyard Subdivision and accept a new public improvement bond in the form of a letter of credit in the amount of \$123,569.81.

SECTION 2: The release is hereby given upon report from the City Engineer that a substantial portion of the work secured by the public improvement bond in the form of a letter of credit has been satisfactorily completed.

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

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVLEY

PREPARED BY: LAW (STAFF)

## IRREVOCABLE STANDBY LETTER OF CREDIT

Letter of Credit Number: 0114012792

Amount: U.S. \$ 240,577.42 (two hundred and forty thousand five hundred and seventy seven dollars and forty two cents U.S. DOLLARS)

This Letter of Credit is issued on April 28, 2023 by Issuer in favor of the Beneficiary for the account of Applicant. The parties' names and their addresses are as follows:

**APPLICANT:**

**STRAIT GATE HOMES, LLC**  
Entity Type: Limited Liability Company  
2829 Chapel Road  
Okeana, OH 45053

**BENEFICIARY:**

**CITY OF OXFORD**  
Entity Type: Other  
15 S COLLEGE AVENUE  
OXFORD, OH 45056

**ISSUER:**

**UNION SAVINGS AND LOAN ASSOCIATION**  
730 Central Ave P O Box 366  
Connersville, IN 47331

**1. LETTER OF CREDIT.** Issuer establishes this Irrevocable Standby Letter of Credit (Letter of Credit) in favor of Beneficiary in the amount indicated above. Beneficiary may draw on this Letter of Credit with a Draft (or Drafts, if the maximum number of drawings is greater than one). Each Draft shall be signed on behalf of Beneficiary and be marked "Drawn under Union Savings and Loan Association Letter of Credit No. 0114012792 dated April 28, 2023." Drafts must be presented at Issuer's address shown above on or before the Expiration Date. The presentation of any Draft shall reduce the Amount available under this Letter of Credit by the amount of the draft.

This Letter of Credit sets forth in full the terms of Issuer's obligation to Beneficiary. This obligation cannot be modified by any reference in this Letter of Credit, or any document to which this Letter of Credit may be related.

This Letter of Credit expires on the Expiration Date.

**2. DRAWINGS.** Partial drawings shall not be permitted under this Letter of Credit. "Draft" means a draft drawn at sight.

**3. DOCUMENTS.** Each Draft must be accompanied by the following, in original and two copies except as stated:

- A. The original Letter of Credit, together with any amendments.
- B. A sight draft drawn by Beneficiary on Issuer.
- C. A signed statement by Beneficiary including the following statement: Provide original letter of credit with defects..

Issuer shall be entitled to accept a draft and the documentation described above, as required by the terms of this Letter of Credit, from any person purporting to be an authorized officer or representative of Beneficiary without any obligation or duty on the part of Issuer to verify the identity or authority of the person presenting the draft and such documentation.

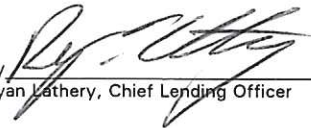
**4. EXPIRATION DATE.** This Letter of Credit expires at the close of business at Issuer's address at 5:00PM Eastern Time (Time) on April 28, 2026 (Date). Issuer agrees to honor all Drafts presented in strict compliance with the provisions of this Letter of Credit on or before the Expiration Date.

**5. NON-TRANSFERABLE.** This Letter of Credit is not transferable.

**6. APPLICABLE LAW.** This Letter of Credit is governed by the International Standby Practices 1998 (ISP98). This Letter of Credit is also governed by the laws of OHIO, except as those laws conflict with the International Standby Practices 1998 (ISP98).

**ISSUER:**

Union Savings and Loan Association

By   
Ryan Lathery, Chief Lending Officer

Date 4/28/2023



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

## STAFF REPORT

|                                         |                                                                                                                                                                                                                                                                       |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ORIGINATING DEPARTMENT:</b>          | City Manager                                                                                                                                                                                                                                                          |
| <b>PREPARED BY:</b>                     | Jessica Greene                                                                                                                                                                                                                                                        |
| <b>DATE PREPARED:</b>                   | 10/15/2025                                                                                                                                                                                                                                                            |
| <b>COUNCIL MEETING DATE:</b>            | October 21, 2025                                                                                                                                                                                                                                                      |
| <b>AGENDA TITLE:</b>                    | A Resolution Authorizing The City Manager To Apply For A Community Development Block Grant For Up To \$180,000.00 For The Construction Of A New Skatepark As A Recreational Facility And Provide A Match Up To \$110,000.00. (Jessica Greene, Assistant City Manager) |
| <b>COUNCIL GOAL AREA:</b>               | A Connected, Livable, and Equitable Community for All                                                                                                                                                                                                                 |
| <b>BUDGETED AMOUNT:</b>                 | \$290,000.00                                                                                                                                                                                                                                                          |
| <b>ACCOUNT CODE:</b>                    |                                                                                                                                                                                                                                                                       |
| <b>RECOMMENDATION:</b>                  | Approval                                                                                                                                                                                                                                                              |
| <b>CITY MANAGER/DEPT HEAD APPROVAL:</b> | DRE/JG                                                                                                                                                                                                                                                                |

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### DISCUSSION:

The city has received significant public input about the closure of the current skatepark for safety reasons, and our community has expressed a desire to have access to a high-quality skate park. To respond to this community request, we are requesting authorization to submit a Community Development Block Grant (CDBG) application to the Butler County Community Development Department for funding toward the construction of a new public skatepark in 2026.

The City of Oxford is a member of a cooperative agreement with the Butler County CDBG entitlement program. This is a partnership of communities with populations under 50K to apply for this funding through the local County. The city recently entered into a new agreement from May 1, 2026, through April 30, 2029, for both the Community Development Block Grant (CDBG) Entitlement Program and the HOME Investment Partnership Program.

The City of Oxford is assigned 10% of the County's CDBG funds each year through Butler County Resolution 25-08-01113, passed by the County Commissioners on August 5, 2025. We may apply for

more than 10% but it is not guaranteed.

Under HUD regulations, the construction of a public facility, such as a skatepark, is an eligible activity if it meets a national objective. The proposed skatepark meets the Low- and Moderate-Income Area Benefit (LMA) objective because:

- The facility is designed to serve all residents within a defined service area that includes and is adjacent to a HUD-designated LMI census tract;
- More than 51% of the residents within the defined service area are LMI persons, based on current HUD income data; and
- The skatepark will be publicly owned and open to the general public without restriction based on income.

The skatepark will have a positive community impact in the following ways:

- Provide a free, accessible recreational space for youth and families
- Enhance neighborhood livability and reduce barriers to physical activity
- Serve as a positive gathering space for residents from diverse backgrounds
- Support the City's goals under the Comprehensive Plan to expand recreational opportunities and equitable access to public facilities

The City intends to apply for up to \$180,000.00 in CDBG funds and provide a local match of \$110,000.00. \$150,000.00 of the CDBG grant will go toward the construction of the skate park, and \$30,000.00 is allocated toward the administration of the grant.

## **RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR A COMMUNITY DEVELOPMENT BLOCK GRANT FOR UP TO \$180,000.00 FOR THE CONSTRUCTION OF A NEW SKATEPARK AS A RECREATIONAL FACILITY AND PROVIDE A MATCH UP TO \$110,000.00.

WHEREAS, the Oxford Comprehensive Plan has an objective to maintain and improve existing parks, recreation, and cultural facilities and programs; and

WHEREAS, the Community Development Block Grant (CDBG) may be used for improved public facilities and neighborhood facilities that meet a national objective; and

WHEREAS, the National Objective we will meet for this grant program is "Low to Moderate Income Area: The facility will be used for a purpose that benefits all residents in a defined area, primarily residential, in which at least 51% are Low to Moderate Income (LMI) households"; and

WHEREAS, Recreational Facilities are an allowable use of CDBG funds under Public Facility Improvement Projects that meet a National Objective; and

WHEREAS, the Council authorizes the construction of a new skatepark by utilizing CDBG funds administered by the Butler County Board of Commissioners.

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

SECTION 1: The City Manager is authorized to apply for a community development block grant of up to \$180,000.00 for the construction of a new skatepark as a recreational facility, and provide a local match of up to \$110,000.00, and to take all necessary actions to comply with all requirements and commitments for project approval.

SECTION 2: Once HUD has approved the funds for the projects, the City will advertise the projects for bids and present a recommended contract for construction to City Council for authorization.

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

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MAYOR

ADOPTED:  
ATTEST

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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

|                                         |                                                                                                                                                                                                                                                    |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ORIGINATING DEPARTMENT:</b>          | City Manager                                                                                                                                                                                                                                       |
| <b>PREPARED BY:</b>                     | Jessica Greene                                                                                                                                                                                                                                     |
| <b>DATE PREPARED:</b>                   | 9/23/2025                                                                                                                                                                                                                                          |
| <b>COUNCIL MEETING DATE:</b>            | October 21, 2025                                                                                                                                                                                                                                   |
| <b>AGENDA TITLE:</b>                    | An Ordinance To Amend The Codified Ordinances Of The City Of Oxford, Ohio, By Adding A New Chapter 746 Titled Prohibition On Source Of Income Discrimination In Housing; Defining Terms; Providing Penalties. (Vice-Mayor Raghu & Councilor Smith) |
| <b>COUNCIL GOAL AREA:</b>               | Housing Opportunities for Everyone                                                                                                                                                                                                                 |
| <b>BUDGETED AMOUNT:</b>                 |                                                                                                                                                                                                                                                    |
| <b>ACCOUNT CODE:</b>                    |                                                                                                                                                                                                                                                    |
| <b>RECOMMENDATION:</b>                  | Approval                                                                                                                                                                                                                                           |
| <b>CITY MANAGER/DEPT HEAD APPROVAL:</b> | DRE                                                                                                                                                                                                                                                |

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### DISCUSSION:

Requested by Vice-Mayor Raghu and Councilor Smith. The Housing Advisory Commission reviewed this legislation on Thursday, October 2, 2025, endorsed the concept, and requested that Legal Aid of Southwest Ohio and the Housing Opportunities Made Equal (HOME Cincy) organization review it.

Both organizations voluntarily reviewed the legislation, and their attorneys assisted in providing some language. They added a clarification of retaliation, which is covered in the Ohio Revised Code, but its inclusion in this legislation limits the need to review multiple sources of legislation. The second change is adding a civil charge in addition to the criminal charge. This will give the city more options when exploring enforcement options.

**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE CODIFIED ORDINANCES OF THE CITY OF OXFORD, OHIO, BY ADDING A NEW CHAPTER 746 TITLED PROHIBITION ON SOURCE OF INCOME DISCRIMINATION IN HOUSING; DEFINING TERMS; PROVIDING PENALTIES.**

**WHEREAS**, the City of Oxford recognizes that all persons are entitled to equal treatment and fairness in opportunities for housing; and

**WHEREAS**, discrimination against tenants and prospective tenants based on lawful sources of income restricts housing access; and

**WHEREAS**, Council finds it appropriate and necessary to prohibit such discrimination and provide effective enforcement to protect the health, safety, and welfare of its citizens and residents.

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

SECTION 1: Council hereby adopts a new Chapter 746 of the Codified Ordinances of the City of Oxford entitled Prohibition on Source of Income Discrimination in Housing; Defining Terms; Providing Penalties as set forth in attached Exhibit A.

SECTION 2: This Ordinance is passed under the home rule powers of the City of Oxford.

SECTION 3: It is 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 permitted by law.

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: VICE-MAYOR CHANTEL RAGHU & COUNCILOR MICHAEL SMITH

PREPARED BY: LAW (STAFF)



## **746.01 – DEFINITIONS**

**As used in this chapter:**

- (a) “Source of Income” means any lawful source of income which can be verified, including but not limited to: wages; salaries; social security; supplemental security income; public or private assistance payments or subsidies; housing choice vouchers or other rent vouchers; unemployment compensation; child support; and spousal support.**
- (b) “Housing Provider” means any person or entity engaging in the rental, lease, or management of residential property including owners, lessors, sublessors, assignees, managing agents, or representatives.**

## **746.02– Source of Income Discrimination Prohibited**

- (a) It shall be unlawful for any housing provider, landlord, property owner, manager, agent, or operator to, because of a person’s source of income:**
  - 1. Refuse to rent or lease a dwelling unit;**
  - 2. Impose different rental terms, conditions, fees, or privileges under the terms of the lease;**
  - 3. Apply different rules, requirements, or policies of tenancy that differ from other leases;**
  - 4. Misrepresent the availability of housing;**
  - 5. Discourage or dissuade a person from applying;**
  - 6. Assist, induce, or coerce another person to commit any act prohibited by this section;**
  - 7. Engage in retaliation against any person for exercising rights under this ordinance. Prohibit retaliatory conduct includes the prohibited acts set forth in R.C. 5321.02.**
- (b) Income Thresholds Requirement. If a housing provider requires a minimum income or other financial standard, all lawful sources of income as defined in Section 746.01(a) shall be included in calculating whether the standard has been met. A housing provider shall not apply an income multiple or ratio requirement (such as a**

**rule that income must equal or exceed three times the monthly rent) when a portion of the rent is paid or guaranteed by a lawful source of income, including a housing choice voucher or other rental subsidy.**

**746. 99– Penalty**

- (a) Whoever violates Section 746.02(a) is guilty of Source of Income Discrimination, a misdemeanor of the first degree.**
- (b) In addition to a criminal penalty under this section, the City may impose civil fines up to \$1,000 per violation.**
- (c) If any provision of this ordinance is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions which can be given effect without the invalid portion.**



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

## STAFF REPORT

|                                         |                                                                                                                                                                              |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ORIGINATING DEPARTMENT:</b>          | Finance                                                                                                                                                                      |
| <b>PREPARED BY:</b>                     | Heidi Ridenour                                                                                                                                                               |
| <b>DATE PREPARED:</b>                   | 10/15/2025                                                                                                                                                                   |
| <b>COUNCIL MEETING DATE:</b>            | October 21, 2025                                                                                                                                                             |
| <b>AGENDA TITLE:</b>                    | An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 7 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director) |
| <b>COUNCIL GOAL AREA:</b>               | Fiscal Responsibility                                                                                                                                                        |
| <b>BUDGETED AMOUNT:</b>                 | \$11,700.00                                                                                                                                                                  |
| <b>ACCOUNT CODE:</b>                    |                                                                                                                                                                              |
| <b>RECOMMENDATION:</b>                  | Approval                                                                                                                                                                     |
| <b>CITY MANAGER/DEPT HEAD APPROVAL:</b> | HR DRE                                                                                                                                                                       |

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### DISCUSSION:

**Issue 1: \$10,000 – Street Fund 122**

To make adjustment to budgeted appropriations for additional funding to contract the snow removal program.

**Issue 2: \$1,500 – Board of Building Standards Fund 414**

To make adjustment to budgeted revenue and appropriation to account for fees collected and remitted to the State of Ohio. With housing expansion projects, these original estimates were exceeded.

**Issue 3: \$200.00 – Landfill Investment Fund 353**

To make adjustment to budgeted revenue and appropriation for bank and investment fees. This is being funded through additional interest.

**ORDINANCE NO.**

AN ORDINANCE AMENDING ORDINANCE NO. 3783 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 7 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2025.

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

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;

SECTION 2: The following increase/(decrease) in revenue be made:

|                                      |          |
|--------------------------------------|----------|
| Board of Building Standards Fund 414 | 1,500.00 |
| Landfill Investment Fund 353         | 500.00   |

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

|                              |           |
|------------------------------|-----------|
| Street Fund 122              | 10,000.00 |
| Board of Building Fund 414   | 1,500.00  |
| Landfill Investment Fund 353 | 500.00    |

SECTION 4: In all other respects, Ordinance No. 3783 shall remain in full force and effect.

SECTION 5: 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

|                                         |                                                                                                                                                                                                                                                                           |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ORIGINATING DEPARTMENT:</b>          | Community Development                                                                                                                                                                                                                                                     |
| <b>PREPARED BY:</b>                     | Sam Perry, Zachary Moore                                                                                                                                                                                                                                                  |
| <b>DATE PREPARED:</b>                   | 10/1/2025                                                                                                                                                                                                                                                                 |
| <b>COUNCIL MEETING DATE:</b>            | October 21, 2025                                                                                                                                                                                                                                                          |
| <b>AGENDA TITLE:</b>                    | An Ordinance Repealing Oxford Codified Ordinance Section 1139 Entitled Variances And Adopting New Oxford Codified Ordinance Section 1139 Entitled Variances For The Purpose Of Amending The Code To Comply With Ohio Case Law (Sam Perry, Community Development Director) |
| <b>COUNCIL GOAL AREA:</b>               | Service Excellence                                                                                                                                                                                                                                                        |
| <b>BUDGETED AMOUNT:</b>                 |                                                                                                                                                                                                                                                                           |
| <b>ACCOUNT CODE:</b>                    |                                                                                                                                                                                                                                                                           |
| <b>RECOMMENDATION:</b>                  | Approve as recommended                                                                                                                                                                                                                                                    |
| <b>CITY MANAGER/DEPT HEAD APPROVAL:</b> | SP                                                                                                                                                                                                                                                                        |

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### DISCUSSION:

#### Background:

The Oxford Board of Zoning Appeals (BZA), an official board of the City of Oxford as enabled under Article VIII of the Charter, recently amended its Rules of Procedure to reflect a series of recommendations made by the City’s Law Director, Mr. Chris Conard.

Notably, the BZA has now formalized within its Rules the ability to go into private deliberations following any open public hearing on an appeal or variance matter where evidence, facts, and testimony are received. Since boards of this nature are quasi-judicial – not administrative or legislative, like the Planning Commission or City Council are – they are permitted to deliberate privately and therefore, the specific limitations for Executive Sessions under the Ohio Open Meetings Act do not apply.

Another key recommendation from Mr. Conard was to properly acknowledge the nature of “precedent” when it comes to BZA proceedings. Presently, the Oxford Zoning Code states that the BZA is not permitted to consider other variances or nonconformities pertaining to other land, sites, or structures,

other than the property that is the subject of the request. In other words, each matter is to be reviewed case by case, without regard for past decisions. In reviewing the current language of the Code, Mr. Conard has recommended an important set of revisions to the text; the intent is to clarify that the BZA can still consider other past approvals, cases or properties, provided such evidence is introduced during the adjudication hearing and deals with one or more similarly situated properties. As always, the burden of proof is upon the applicant to provide justification for why their particular request should be granted.

Due to this proposed amendment being crucial for maintaining sound legal practices consistent with state statutes and case law, as well as the fact that changes are only procedural (not substantive) in nature (i.e., no new regulations or “standards” particular to land uses, zoning districts, etc. are being introduced), the City Law Director in consultation with the City Manager have determined that this amendment may proceed directly to City Council without necessitating a review or recommendation by the Planning Commission.

**Recommendation:**

The City Law Director and City Manager recommend approval of the attached amendments to Oxford Zoning Code Chapter 1139 entitled Variances. The amended text is specific only to Section 1139.02(c), subsections (1) and (2). There are three documents. The first document is the Ordinance explaining the change. The second document (Exhibit A) is the clean version of the new code section. The third document is the document that highlights the changes.

## **ORDINANCE NO.**

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 1139 ENTITLED VARIANCES AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 1139 ENTITLED VARIANCES FOR THE PURPOSE OF AMENDING THE CODE TO COMPLY WITH OHIO CASE LAW.

WHEREAS, Section 1135.02(a) of the Oxford Zoning Code provides that a text amendment may be initiated by the Chair of the Planning Commission, by adoption of a motion by Council or the Planning Commission, or by application to Planning Commission by a landowner or a resident of the City of Oxford; and

WHEREAS, the City Law Director made various recommendations to the Oxford Board of Zoning Appeals regarding amendments to the Board's Rules of Procedure; and

WHEREAS, the BZA adopted a series of amendments to their Rules of Procedure at a regular meeting on August 26, 2025; and

WHEREAS, a portion of amending such Rules pertained to Appendix A, which follows the language set forth in Section 1139.02(c)(2) of the Oxford Codified Ordinances; and

WHEREAS, the BZA does not have authority to make the legislative changes requested by the City Law Director to this particular section of the Zoning Code, as City Council possesses the sole authority for any legislative amendments to the Zoning Code; and

WHEREAS, the BZA formally discussed and deliberated the need for the Code text amendments to Section 1139.02(c)(2) and recommended Council adopt the BZA recommendation; and

WHEREAS, the City Law Director in consultation with the City Manager has determined this amendment may be initiated by City Council, without necessitating a prerequisite review and recommendation by the Planning Commission.

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

SECTION 1: Council hereby accepts the recommendation of the City Law Director and City Manager, and further adopts Exhibit A as new Oxford Zoning Code Chapter 1139.

SECTION 2: This Ordinance shall take effect at the earliest time allowed by law.

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

PREPARED BY: PLANNING STAFF

CHECKED BY: LAW

# EXHIBIT A - FOR ADOPTION

## Chapter 1139 – Variances

### 1139.01 – General.

(a) Purpose.

A variance permits variation from the strict interpretation of this Code so that no specific provision prevents development of a specific site that would otherwise not be possible and that would satisfy the general intent of the Code. Use variances are prohibited.

(b) Variance Requirement.

Each variance shall be granted according to the provisions of this chapter.

(c) Effect of Variance.

- (1) A variance shall be valid only for the specific use, site, location, and provision for which it is granted and changes to the use and site that change the facts upon which it was granted shall be strictly interpreted.
- (2) A variance does not expire, but becomes invalid if the use, site, or location is changed in some way that changes the facts upon which it was granted.
- (3) An action or construction that is undertaken following the granting of a variance does not create a nonconformity. A variance actually changes the specific provisions of the Code as they pertain to a specific use, site, and location.

(Ord. 3036. Passed 12-2-08.)

### 1139.02 – Procedure.

(a) Application.

An application for a variance shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for an adjudication hearing. An application will be placed on the agenda only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements. The Board will not hear any appeal on an application the Board deems incomplete.

(1) Contents of application for variance.

Eight complete sets of all information shall be submitted with an application. The Zoning Administrator may modify this requirement based upon the type of materials included. The applicant is encouraged to contact the Zoning Administrator prior to submitting an application to discuss the submission requirement. If any information is submitted in color or on non-standard paper, more copies may be required.

- A. Application Fee.
- B. Description of Use and Site.
- C. The name, mailing address, and telephone number of the applicant and the property owner.
- D. If the applicant is not the owner, a statement from the owner that the applicant is entitled to apply on his or her behalf (Letter of Agency).
- E. A legal description of the site, including all separate lots.
- F. A description of the existing uses of the site.

- G. The zoning district in which the site is located.
- H. A description of the existing and proposed use.
  - 1. A description of operations, including type of goods sold, services performed, and expected number of customers, clientele, delivery, and service vehicles.
  - 2. The hours of operation.
- I. The nature and magnitude of the requested variance.
- J. The Code section from which the variance is requested.
- K. A separate narrative statement that explains how the proposed variance satisfies each of the Decision Standards required to grant a variance.
- L. A list of the names and mailing addresses of all landowners within 200 feet of the perimeter of the site.

(2) Site Plan.

A scaled site plan shall include the following information in detail. The required information may be submitted on multiple site plans if inclusion of all information on a single plan makes it illegible or difficult to understand.

- A. North arrow.
- B. Scale.
- C. Vicinity map.
- D. All existing and proposed lot lines within the site.
- E. Dimensions of all lots and of the entire site and any adjacent rights-of-way.
- F. Location, height, and use of all proposed and existing structures.
- G. Location and design of all proposed vehicle management areas.
- H. Location, size, and type of all proposed signs.
- I. Location, height, and type of all proposed screening and landscaping.
- J. Distances to residential zoning districts if within 1,000 feet.
- K. The use of land and location of structures on adjacent property and across adjacent rights-of-way.
- L. An indication of the regulation from which the variance is requested.
- M. Other information as required by the Board of Zoning Appeals.

(3) Elevations.

Elevations of proposed structures, or typical elevations if structures are not yet designed, may be required by the Zoning Administrator if the proposed location, height, or bulk of the structure is such that it may negatively affect an adjacent use.

(4) Other.

Photographs of the existing use and its surroundings and other information regarding the proposed use, site, or surrounding area as may be pertinent to the application or required by the Board of Zoning Appeals.

(b) Reapplication.

- (1) No application for a variance that is substantially similar to an application that has been denied or granted, wholly or in part, or revoked, shall be submitted for one year to the BZA for a decision. The Zoning Administrator shall determine if a similar application differs enough to be considered a different application and not subject to this section. The Zoning Administrator may consider factors such as the nature or size of a proposal, changes in the development or traffic patterns of the area, or newly discovered evidence pertinent to a decision on a previous application.
- (2) An applicant may appeal the decision of the Zoning Administrator to the Board of Zoning Appeals as stipulated in this Chapter and Section 1129.09 of the Planning and Zoning Code.

(c) Board of Zoning Appeals Review.

The Board of Zoning Appeals shall base its review of a variance application upon the complete application, upon any staff report, and upon any relevant and credible public testimony and evidence presented during the adjudication hearing. If the Board of Zoning Appeals finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

(1) Burden of proof.

The applicant shall be required to present by preponderance of reliable, probative and substantial testimony evidence that supports the applicants request for a variance.

(2) Decision standards.

The Board of Zoning Appeals will consider the effect of the request on the public health, safety and welfare. Variances shall be granted only upon a determination that practical difficulties exist with respect to the property in question that would render strict application of the Planning and Zoning Code inequitable and prevent substantial justice. This determination shall be made without regard to the existence of variances and nonconformities on other land, sites, or structures not presently under consideration, unless evidence is introduced into the record for the purpose of showing a variance was previously granted or denied on a similarly situated property. In determining whether practical difficulties exist sufficient to warrant a variance, the Board shall consider and weigh the following factors:

- A. Whether the property in question will yield reasonable return or whether there can be any beneficial use of the property without the variance;
- B. Whether the variance is substantial;
- C. Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance;
- D. Whether the variance would adversely affect the delivery of governmental services (i.e. water, sewer, garbage);
- E. Whether the property owner purchased the property with knowledge of the zoning restriction;
- F. Whether the property owners' predicament feasibly can be obviated through some method other than a variance;

- G. Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance.
- H. Any other relevant factor.

(d) Action by Board of Zoning Appeals.

- (1) The Board of Zoning Appeals shall grant, grant with conditions, or deny a variance application as presented and shall clearly state the findings upon which its decision is based.
- (2) The Board of Zoning Appeals shall base its decision only upon the Decision Standards in this Chapter. In its decision, the Board of Zoning Appeals may waive or modify dimensional regulations of the Zoning Code, or impose more strict regulations and any additional conditions, guarantees, and safeguards it deems necessary to satisfy the purposes of this Zoning Code.

(e) Issuance of Permits.

- (1) The Zoning Administrator shall issue permits to permit the action for which a variance was sought after the Board of Zoning Appeals grants a variance. Construction permits shall not be issued unless the plans substantially conform to those upon which a variance was granted. Any action that exceeds a granted variance shall constitute a violation of the Zoning Code.
- (2) No order of the Board permitting erection or alteration of a building or the use of a building or premises shall be valid for a period longer than one (1) year, and upon the expiration of such period shall automatically be deemed revoked, unless a building permit for such erection or alterations is obtained and the work is started within such period, or, where no erection or alteration is necessary, the permitted use is established within such period, or an extension is requested in writing and granted by the Board.

(f) Appeal of Board of Zoning Appeals Decision.

- (1) Appeals to the decision of the Board of Zoning Appeals shall be made to the Court of Common Pleas of Butler County.

## Chapter 1139 – Variances

### 1139.01 – General.

(a) Purpose.

A variance permits variation from the strict interpretation of this Code so that no specific provision prevents development of a specific site that would otherwise not be possible and that would satisfy the general intent of the Code. Use variances are prohibited.

(b) Variance Requirement.

Each variance shall be granted according to the provisions of this chapter.

(c) Effect of Variance.

- (1) A variance shall be valid only for the specific use, site, location, and provision for which it is granted and changes to the use and site that change the facts upon which it was granted shall be strictly interpreted.
- (2) A variance does not expire, but becomes invalid if the use, site, or location is changed in some way that changes the facts upon which it was granted.
- (3) An action or construction that is undertaken following the granting of a variance does not create a nonconformity. A variance actually changes the specific provisions of the Code as they pertain to a specific use, site, and location.

(Ord. 3036. Passed 12-2-08.)

### 1139.02 – Procedure.

(a) Application.

An application for a variance shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for an adjudication hearing. An application will be placed on the agenda only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements. The Board will not hear any appeal on an application the Board deems incomplete.

(1) Contents of application for variance.

Eight complete sets of all information shall be submitted with an application. The Zoning Administrator may modify this requirement based upon the type of materials included. The applicant is encouraged to contact the Zoning Administrator prior to submitting an application to discuss the submission requirement. If any information is submitted in color or on non-standard paper, more copies may be required.

- A. Application Fee.
- B. Description of Use and Site.
- C. The name, mailing address, and telephone number of the applicant and the property owner.
- D. If the applicant is not the owner, a statement from the owner that the applicant is entitled to apply on his or her behalf (Letter of Agency).
- E. A legal description of the site, including all separate lots.
- F. A description of the existing uses of the site.

- G. The zoning district in which the site is located.
- H. A description of the existing and proposed use.
  - 1. A description of operations, including type of goods sold, services performed, and expected number of customers, clientele, delivery, and service vehicles.
  - 2. The hours of operation.
- I. The nature and magnitude of the requested variance.
- J. The Code section from which the variance is requested.
- K. A separate narrative statement that explains how the proposed variance satisfies each of the Decision Standards required to grant a variance.
- L. A list of the names and mailing addresses of all landowners within 200 feet of the perimeter of the site.

(2) Site Plan.

A scaled site plan shall include the following information in detail. The required information may be submitted on multiple site plans if inclusion of all information on a single plan makes it illegible or difficult to understand.

- A. North arrow.
- B. Scale.
- C. Vicinity map.
- D. All existing and proposed lot lines within the site.
- E. Dimensions of all lots and of the entire site and any adjacent rights-of-way.
- F. Location, height, and use of all proposed and existing structures.
- G. Location and design of all proposed vehicle management areas.
- H. Location, size, and type of all proposed signs.
- I. Location, height, and type of all proposed screening and landscaping.
- J. Distances to residential zoning districts if within 1,000 feet.
- K. The use of land and location of structures on adjacent property and across adjacent rights-of-way.
- L. An indication of the regulation from which the variance is requested.
- M. Other information as required by the Board of Zoning Appeals.

(3) Elevations.

Elevations of proposed structures, or typical elevations if structures are not yet designed, may be required by the Zoning Administrator if the proposed location, height, or bulk of the structure is such that it may negatively affect an adjacent use.

(4) Other.

Photographs of the existing use and its surroundings and other information regarding the proposed use, site, or surrounding area as may be pertinent to the application or required by the Board of Zoning Appeals.

(b) Reapplication.

- (1) No application for a variance that is substantially similar to an application that has been denied or granted, wholly or in part, or revoked, shall be submitted for one year to the BZA for a decision. The Zoning Administrator shall determine if a similar application differs enough to be considered a different application and not subject to this section. The Zoning Administrator may consider factors such as the nature or size of a proposal, changes in the development or traffic patterns of the area, or newly discovered evidence pertinent to a decision on a previous application.
- (2) An applicant may appeal the decision of the Zoning Administrator to the Board of Zoning Appeals as stipulated in this Chapter and Section 1129.09 of the Planning and Zoning Code.

(c) Board of Zoning Appeals Review.

The Board of Zoning Appeals shall base its review of a variance application upon the complete application, upon any staff report, and upon any relevant and credible public testimony and evidence presented during the adjudication hearing. If the Board of Zoning Appeals finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

(1) Burden of proof.

The applicant shall be required to present by preponderance of reliable, probative and substantial testimony ~~and~~ evidence that supports the applicants request for a variance.

(2) Decision standards.

The Board of Zoning Appeals will consider the effect of the request on the public health, safety and welfare. Variances shall be granted only upon a determination that practical difficulties exist with respect to the property in question that would render strict application of the Planning and Zoning Code ~~unreasonable~~ inequitable and prevent substantial justice. This determination shall be made without regard to the existence of variances and nonconformities on other land, sites, or structures not presently under consideration, unless evidence is introduced into the record for the purpose of showing a variance was previously granted or denied on a similarly situated property. In determining whether practical difficulties exist sufficient to warrant a variance, the Board shall consider and weigh the following factors:

- A. Whether the property in question will yield reasonable return or whether there can be any beneficial use of the property without the variance;
- B. Whether the variance is substantial;
- C. Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance;
- D. Whether the variance would adversely affect the delivery of governmental services (i.e. water, sewer, garbage);
- E. Whether the property owner purchased the property with knowledge of the zoning restriction;
- F. Whether the property owners' predicament feasibly can be obviated through some method other than a variance;

- G. Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance.
- H. Any other relevant factor.

(d) Action by Board of Zoning Appeals.

- (1) The Board of Zoning Appeals shall grant, grant with conditions, or deny a variance application as presented and shall clearly state the findings upon which its decision is based.
- (2) The Board of Zoning Appeals shall base its decision only upon the Decision Standards in this Chapter. In its decision, the Board of Zoning Appeals may waive or modify dimensional regulations of the Zoning Code, or impose more strict regulations and any additional conditions, guarantees, and safeguards it deems necessary to satisfy the purposes of this Zoning Code.

(e) Issuance of Permits.

- (1) The Zoning Administrator shall issue permits to permit the action for which a variance was sought after the Board of Zoning Appeals grants a variance. Construction permits shall not be issued unless the plans substantially conform to those upon which a variance was granted. Any action that exceeds a granted variance shall constitute a violation of the Zoning Code.
- (2) No order of the Board permitting erection or alteration of a building or the use of a building or premises shall be valid for a period longer than one (1) year, and upon the expiration of such period shall automatically be deemed revoked, unless a building permit for such erection or alterations is obtained and the work is started within such period, or, where no erection or alteration is necessary, the permitted use is established within such period, or an extension is requested in writing and granted by the Board.

(f) Appeal of Board of Zoning Appeals Decision.

- (1) Appeals to the decision of the Board of Zoning Appeals shall be made to the Court of Common Pleas of Butler County.



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

## STAFF REPORT

|                                         |                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ORIGINATING DEPARTMENT:</b>          | Service                                                                                                                                                                                                                                                                                                                         |
| <b>PREPARED BY:</b>                     | Mike Dreisbach                                                                                                                                                                                                                                                                                                                  |
| <b>DATE PREPARED:</b>                   | 4/25/2025                                                                                                                                                                                                                                                                                                                       |
| <b>COUNCIL MEETING DATE:</b>            | October 21, 2025                                                                                                                                                                                                                                                                                                                |
| <b>AGENDA TITLE:</b>                    | An Ordinance By Oxford City Council Authorizing The City Manager To Enter Into An Agreement With Duke Energy Corporation For The Sale Of .84 Acres Of City-Owned Land Located On Millville Oxford Road, (Butler County Parcel Id No. H4100110000010), And Declaring The Property Surplus. (Michael Dreisbach, Service Director) |
| <b>COUNCIL GOAL AREA:</b>               | N/A                                                                                                                                                                                                                                                                                                                             |
| <b>BUDGETED AMOUNT:</b>                 | N/A                                                                                                                                                                                                                                                                                                                             |
| <b>ACCOUNT CODE:</b>                    | N/A                                                                                                                                                                                                                                                                                                                             |
| <b>RECOMMENDATION:</b>                  | Approve                                                                                                                                                                                                                                                                                                                         |
| <b>CITY MANAGER/DEPT HEAD APPROVAL:</b> | MBD DRE                                                                                                                                                                                                                                                                                                                         |

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### DISCUSSION:

Duke Energy Corporation (Duke) has approached the City to purchase Parcel H4100110000010. The City acquired this 0.84-acre parcel in 2014 with the widening of US27 and paid \$110,000 (the original parcel was 1.668 acres prior to splitting for the highway project). Duke plans to install an 11' x 20' telecommunications building on the site. This small equipment building will be used to house fiber optics and equipment. The building will have a stone aggregate finish and will naturally blend into the landscape. City Staff recommends that the City Council accept a purchase price of \$120,000 for the parcel.



## **ORDINANCE NO.**

**AN ORDINANCE BY OXFORD CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH DUKE ENERGY CORPORATION FOR THE SALE OF .84 ACRES OF CITY-OWNED LAND LOCATED ON MILLVILLE OXFORD ROAD, (BUTLER COUNTY PARCEL ID NO. H4100110000010), AND DECLARING THE PROPERTY SURPLUS.**

**WHEREAS**, Duke Energy Corporation (“Duke Energy”) seeks to purchase City-owned land located on Millville Oxford Road, Butler County Parcel ID No. H4100110000010 (the “Property”), for a purchase price of \$120,000, to install an 11’ x 20’ telecommunications building on the site, which building will be used to house fiber optics and equipment; and

**WHEREAS**, the City acquired this 0.84-acre parcel of Property in 2014, at a purchase price of \$110,000, when land was appropriated to widen US27; and

**WHEREAS**, the .84-acre parcel of Property owned by the City has no viable use to the City, and City Council has determined Butler County Parcel ID No. H4100110000010 to be surplus property; and

**WHEREAS**, the sale of this surplus Property will benefit the citizens of the City of Oxford; and

**WHEREAS**, City Staff recommends that City Council authorize the City Manager to enter into an agreement with Duke Energy to allow it to purchase the City-owned, surplus Property for a purchase price of \$120,000.

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

**SECTION 1:** The City Manager is hereby authorized and directed to execute and deliver on behalf of the City a Purchase and Sale Agreement (the "Agreement") with Duke Energy, in substantially the same form as the Agreement attached hereto as Exhibit A, providing for the sale of the city-owned Property situated on Millville Oxford Road, Butler County Parcel ID No. H4100110000010, to Duke Energy for the purchase price of One Hundred Twenty Thousand Dollars (\$120,000.00), subject to the terms and conditions set forth in the Agreement and the Law Director’s review and approval of same.

**SECTION 2:** City Council hereby declares this city-owned Property situated on Millville Oxford Road, Butler County Parcel ID No. H4100110000010, surplus Property.

**SECTION 3:** The City Manager, the Law Director, and other appropriate officers of the City are hereby authorized to prepare and execute all documents and to take any action necessary or appropriate to effectuate the sale of the Property to Duke Energy pursuant to the terms of the Agreement, including, without limitation, the execution and delivery of deeds, affidavits, settlement statements, and other customary closing documents.

**SECTION 4:** This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council or any of its committees, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law, including Section 121.22 of the Ohio Revised Code.

**SECTION 5:** This Ordinance shall take effect at the earliest time allowed by law.

---

MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY  
PREPARED BY: LAW (STAFF)

[Home](#)   [Property Records](#)

## Profile

**\*Levy Calculator\***

Transfers

Board of Revision

Residential

Manufactured Homes

Commercial

Out Buildings

Permits

Land

Tax Summary

Value History

Photos

Sketch

Maps

Pictometry

Special Assessments

 PARID: H4100110000010  
 CITY OF OXFORD OHIO

MILLVILLE OXFORD RD

**Parcel**

|                       |                                             |
|-----------------------|---------------------------------------------|
| Parcel Id             | H4100110000010                              |
| Address               | MILLVILLE OXFORD RD                         |
| Building/Unit #       |                                             |
| Class                 | EXEMPT                                      |
| Land Use Code**       | 640 E - EXEMPT PROPERTY OWNED BY MUNICIPALS |
| Neighborhood          | R0029016                                    |
| Total Acres           | .8400                                       |
| Taxing District       | H41                                         |
| District Name         | OXFORD TWP-O CORP-D L/TWND CSD              |
| Gross Tax Rate        | 76.64                                       |
| Effective Tax Rate    | 0                                           |
| Non Business Credit   | N/A                                         |
| Owner Occupied Credit | N/A                                         |

**\*\*Land Use Code is for Auditor assessment purposes only. It is not a true representation of legal zoning designation. For more information on zoning and legal property usage, please contact the local zoning department.**

**Dwelling**

Year Built  
 Stories  
 Construction  
 Basement  
 Bedrooms  
 Full Baths  
 Half Baths  
 Above Grade Living Area (Sq. Ft.)  
 Finished Basement (Sq. Ft.)\*\*  
 Total Living Area (Sq. Ft.)

**\*\*Finished Basement may be an estimate.**

**Current Value**

|                      |         |
|----------------------|---------|
| Land (100%)          | \$6,380 |
| Building (100%)      | \$0     |
| Total Value (100%)   | \$6,380 |
| CAUV                 | \$0     |
| Assessed Tax Year    | 2024    |
| Land (35%)           | \$2,230 |
| Building (35%)       | \$0     |
| Assessed Total (35%) | \$2,230 |

**Incentive District Parcels** [What is this?](#)

|                   |             |       |
|-------------------|-------------|-------|
| Parcel Identifier | Value Type  | value |
| H4100110000010    | Base Parcel | 6,380 |
|                   | Total Value | 6,380 |

**Homestead Credits** [How do I qualify?](#)

|                            |    |
|----------------------------|----|
| Owner Occupied Credit      | NO |
| Disabled Veteran Exemption | NO |
| Homestead Exemption        | NO |

**Record Navigator**

1 of 1

**Actions**

- Printable Summary
- Printable Version

**Reports**

- Mailing List Export
- Csv/Buffer Export
- Property Report Card

Go

**Links**

- \$ Pay My Tax Bill
- Tax Code Definitions
- Special Assessment Project Codes
- Pending Specials
- Land Use/Land Type/Sketch Code
- Commercial Structure Codes
- Tax Calculator
- Transfer & Conveyance Fee Calculator

Jul 30, 2025 5:39:51 PM  
36.22082497N 78.70309871W  
127° SE  
3690 Bluebell Lane  
Oxford  
Granville County  
North Carolina  
Altitude:402.4ft  
Speed:0.0mi/h

