



**MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, NOVEMBER 18, 2025 AT 7:30 PM**

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

1. Roll Call.

Motion – To Enter Executive Session at 7:00 p.m. O.R.C. 121.22 (G)(4) To prepare for, conduct, or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

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

AYE # 6

Mr. Smith, Ms. Franklin, Ms. French, Mr. Prytherch, Mr. Bracken, and Mayor Snavely

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 7:30 p.m. O.R.C. 121.22 (G)(4) To prepare for, conduct, or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

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

AYE # 7

NAY # 0

ABS # 0

A regular meeting of the Oxford City Council was called to order by Mayor Snavely on Tuesday, November 18, 2025, at 7:30 p.m. Members in attendance were Alex French, Michael Smith, Amber Franklin, David Prytherch, Jason Bracken, and Chantel Raghu, who arrived at 7:15 pm.

Staff Members in Attendance

Mr. Douglas R. Elliott, Jr., City Manager; Ms. Jessica Greene, Assistant City Manager; Mr.

Michael Dreisbach, Service Director; Mr. John Detherage, Fire Chief; Mr. John Jones, Police Chief; Ms. Heidi Ridenour, Finance Director; Mr. Chad Smith, Parks and Recreation Director; Mr. Sam Perry, Community Development Director; Mr. Chris Conard, Law Director; and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

Motion – To Approve the Agenda
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

4. Public Participation.

A. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff, or other members of the public, and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

Public Comment - None

5. Consent Agenda.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

Motion – To Approve the Consent Agenda
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

- A. Minutes from the November 4, 2025, City Council Meeting. (Heather Barbour, Clerk of Council)

- B. A Report Regarding the November 5, 2025, Environmental Commission Meeting (Jessica Greene, Assistant City Manager)

- C. A Resolution Authorizing The City Manager To Enter Into A Contract, Detailed In Exhibit A, with Jefferson Health Plan To Assist With Our Self-insured Health Benefits Program (Jessica Greene, Assistant City Manager)

- D. A Resolution Authorizing The City Manager To Enter Into A Contract, Detailed In Exhibit A, With Ameritas To Be The City Of Oxford Dental Provider For Employee Health Benefits (Jessica Greene, Assistant City Manager)

- E. A Resolution Authorizing The City Manager To Sign A 12-Month Contract, Detailed In Exhibit A, Totaling \$283,631.40 With Nextstep Networking To Provide Information Technology Managed Services For The City Of Oxford. (Jessica Greene, Assistant City Manager)

6. Resolutions.

- A. A Resolution Authorizing The City Manager To Enter Into A Road Maintenance Agreement With The Board Of County Commissioners, Butler County, Ohio, For The Improvement And Maintenance Responsibilities For Portions Of Riggs Road, Brookville Road, Fairfield Road, And Contreras Road. (Michael Dreisbach, Service Director)

Motion – To Adopt Resolution No. 7759
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

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

- B. A Resolution Accepting The Bid And Authorizing The City Manager To Enter Into An Agreement With Elam’s Excavating, LLC For The Replacement And Upsizing Of The High Street Water Main From Elm Street To College Avenue At A Cost Of \$185,933.04 With A Contingency In The Amount Of \$18,593.30 For A Total Cost Not To Exceed \$204,526.34. (Michael Dreisbach, Service Director)

Motion – To Adopt Resolution No.7760
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None

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

- C. A Resolution Authorizing The City Manager To Accept The Bid And Enter Into A Contract With DWA Recreation For The 2025 Community Development Block Grant (CDBG) Construction Of A Replacement Playground At The Oxford Community Park Not To Exceed \$112,043.00 (Chad Smith, Director of Parks and Recreation)

Motion – To Adopt Resolution No. 7761
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

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

- D. A Resolution Authorizing The City Manager To Enter Into An Agreement With TinyMobileRobots For The Purchase Of The TLM Pro X Razor Athletic Field Marking Robot For A Cost Of \$39,595.00. (Chad Smith, Director of Parks and Recreation)

Motion – To Adopt Resolution No. 7762
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

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

- E. A Resolution Authorizing The City Manager To Sign A New Agreement For Legal Services With Christopher R. Conard, Attorney At Coolidge Wall Co., L.P.A. (Douglas R. Elliott, Jr., City Manager)

Motion – To Adopt Resolution No. 7763
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

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

- F. A Resolution Authorizing The City Manager To Apply For And, If Awarded, Accept The 2025 State Homeland Security Grant Program In The Amount Of \$353,500 For Event Safety Barricades And Weapon Screening Tools (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7764
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

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

7. Ordinances.

Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

A. First Reading

1. An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 8 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

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

Public Comment - None.

B. Second Reading

1. An Ordinance To Make Appropriations For Current Expenses And Other Expenditures Of The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2026. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3844
(Roll Call Vote) 1st Ms. Raghu 2nd

AYE # 7

Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mr. Smith, Ms. Franklin, and Mayor Snavely

NAY # 0

ABS # 0

Public Comment - None.

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

2. An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2026. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3845
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mr. Smith, Ms. Franklin, Ms. French, and Mayor Snavely

NAY # 0

ABS # 0

Public Comment - None.

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

3. An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2026. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3846
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

Ms. Raghu, Mr. Bracken, Mr. Smith, Ms. Franklin, Ms. French, Mr. Prytherch, and Mayor Snavely

NAY # 0

ABS # 0

Public Comment - None.

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

4. An Ordinance To Adopt Fees And Charges For The Fiscal Year 2026. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3847
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

Mr. Bracken, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Smith, and Mayor Snavely

NAY # 0

ABS # 0

Public Comment - None.

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

5. An Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1st, 2026, Through December 31st, 2026. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Ordinance No. 3848
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

Mr. Smith, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, and Mayor Snavely

NAY # 0

ABS # 0

Public Comment - None.

Ms. Greene reviewed the changes that were made after the first reading and offered to answer any questions.

8. Announcements & Communications.

A. Remarks from City Council and City staff.

The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

B. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

DATE	Meeting		
1. Nov 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.
Dec 3	Environmental Commission	Municipal Building	7:00 p.m.
Dec 4	Housing Advisory Commission	College@Elm	5:00 p.m.
Dec 8	Oxford Parking & Transportation Advisory Board	Municipal building	9:00 a.m.
Dec 8	Oxford Recreation Board	Municipal Building	12:00 p.m.
Dec 8	Public Arts Commission of Oxford	Municipal Building	5:30 p.m.
Dec 9	Planning Commission	Courthouse	7:00 p.m.
Dec 10	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Dec 11	Civil Rights Commission	Municipal Building	4:00 p.m.
Dec 16	City Council	Courthouse	7:30 p.m.

9. Adjourn.

Motion – To Adjourn at 8:33 p.m.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0