A regular meeting of the Oxford City Council was called to order by Mayor Kate Rousmaniere on Tuesday, July 16, 2019 at 7:30 p.m. Those members present were Steve Dana, Glenn Ellerbe, David Prytherch, Chantel Raghu, Mike Smith and Edna Southard.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Mike Dreisbach, Service Director; Mr. John Jones, Police Chief; Mr. Joe Newlin, Finance Director; Ms. Jessica Greene, Assistant City Manager; Mr. Sam Perry, Community Development Director; Mr. Alan Kyger, Economic Development Director; Mr. John Detherage, Fire Chief; Mr. Chris Conard, Interim Law Director and Ms. Mary Ann Eaton, Clerk of Council.

PLEDGE OF ALLEGIANCE

Mayor Rousmaniere requested the Pledge of Allegiance.

APPROVAL OF AGENDA

Ms. Southard moved to approve the agenda. Mr. Dana seconded. The motion passed 7-0-0.

PUBLIC PARTICIPATION

**PROCLAMATION
"PHI DELTA THETA WEEK"**

Mayor Rousmaniere read the Proclamation and presented it to staff members of Phi Delta Theta.

Mr. Jim Pietras and Mr. Tyler Puccio accepted the Proclamation on behalf of Phi Delta Theta and thanked Mayor Rousmaniere and Council for their support.

**PRESENTATION
ENJOY OXFORD**

Ms. Kim Daggy, Executive Director, Enjoy Oxford, introduced herself as the new Executive Director of Enjoy Oxford. Ms. Daggy presented Enjoy Oxford's new website to Council, staff and members of the public and encouraged everyone to explore it. Ms. Daggy briefly discussed upcoming events in Oxford for the rest of the summer.

Mayor Rousmaniere congratulated Ms. Daggy on her new position.

PUBLIC COMMENTS

Ms. Prue Dana, 131 W. Collins Street, advised she was speaking as an individual Oxford resident. Ms. Dana noted she was appalled at the words and actions of the nationally elected leadership in their use of the agenda of white nationals. Ms. Dana advised she was heartened by those individuals also on the national stage who are showing our country how to respond to the phrase "go back to where you came from". Ms. Dana noted Oxford is diverse and is working hard at diversity, it is a place where everyone is welcome and everyone is valued. Ms. Dana advised Oxford has a long tradition of discourse on Oxford City Council and on Boards and Commissions noting the discourse is carried out with dignity and respect.

Ms. Dana urged Council to applaud this and urged local leaders to continue the civil discourse that enables Oxford to carry out its business in an equitable and just manner. Ms. Dana shared that she was wearing a bracelet to continue this effort which reads "Love not Hate".

Mayor Rousmaniere noted in light of these events she looked up the civil rights definitions from Chapter 143 of the Oxford Codified Ordinances which says we shall not discriminate in this City and discrimination includes segregation or separation and any difference in treatment based on race, color, religion, ancestry, national origin, sexual orientation, sex, gender identity, disability, age, pregnancy, height, weight or veteran status. Mayor Rousmaniere thanked Ms. Dana for her comments.

Mr. Vincent Hand, 511 E. Chestnut Street, advised he would speak briefly about traffic on Chestnut Street and elsewhere especially in light of the proposal and plan to continue the traffic pattern that was developed on Patterson Avenue and moving it on to High Street. Mr. Hand noted he has seen that Spring Street, High Street and Patterson Avenue are becoming less and less navigable for cars and from his observation Chestnut Street was getting more of those vehicles including large trucks. Mr. Hand advised it appears that Chestnut Street is becoming the main east-west thoroughfare in town noting he felt it was diverting traffic and business potentially from Uptown High Street. Mr. Hand advised Chestnut Street was getting more heavy trucks and from observation he did not think all of them were making local deliveries. Mr. Hand noted between the heavy trucks, dump trucks and other commercial vehicles that are using Chestnut Street heavily it was doing damage to the street surface and adding to the noise issue on Chestnut Street. Mr. Hand advised despite the radar speed indicator on Chestnut Street the residents see speeding vehicles much of the time including trucks other commercial vehicles and buses. Mr. Hand noted the residents had issues with trying to cross the street and advised his wife has had multiple near misses in the crosswalks while walking to her job at the university. Mr. Hand advised it appears to the residents that Chestnut Street is becoming the US27, the highway through town. Mr. Hand noted he and his neighbors would like to see something done such as the installation of traffic calming devices such as on Patterson Avenue. Mr. Hand advised a former mayor suggested that for Chestnut Street more than 20 years ago before they appeared on Patterson Avenue noting there was good evidence that these kinds of things slow traffic down. Mr. Hand advised he and his neighbors would like to see better and more consistent maintenance of the road surface noting it was getting damaged and while repairs have been made the road gets bumpier and the trucks going at speed increase the noise. Mr. Hand suggested better signage might help particularly guiding trucks onto the state and national routes. Mr. Hand noted he and his neighbors would like to see better enforcement of the speed limit on Chestnut Street and he would like to see a commercial vehicle pulled over for speeding once in a while.

Mr. Prytherch noted his hope Council could look at ways to make it easier for people and especially pedestrians to navigate across Chestnut Street.

Mr. Hand inquired if federal funding was involved for the High Street project. Mr. Dreisbach advised ODOT funds were granted and he did not know where the ODOT funds came from. Mr. Hand advised if federal funds were involved some minimal environmental assessments would be required with some public participation. Mr. Hand asked that Chestnut Street residents be notified if that happens.

CONSENT AGENDA

MINUTES

Minutes of the June 18, 2019 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

Mr. Dana moved to approve the consent agenda. Mr. Smith seconded. The motion passed 7-0-0.

RESOLUTIONS

RESOLUTION
MOU - LIBERTY TOWNSHIP

A Resolution No. 7090 authorizing the City Manager to enter into a Memorandum of Understanding (MOU) with the Liberty Township Fire Department to submit a joint application for the 2019 Assistance to Firefighters Grant (AFG) and to function as the fiscal agent provided funds are awarded. AFG funds shall be used for the purchase and installation of mobile radios and portable handheld radios at participating fire stations. (John Detherage, Fire Chief)

Chief Detherage advised the Assistance to Firefighters grant was a federal grant and noted most of the fire departments in Butler County would like to apply for the funding under one application. Chief Detherage noted his hope the grant application would be looked upon more favorably as a joint effort. Chief Detherage advised the grant has not been released yet noting when it was released there was a 30 day window in which to apply. Chief Detherage noted the match for this grant was 10% which would be approximately $16,000 to $18,000 for the City of Oxford.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mr. Dana inquired why Liberty Township was chosen to be the fiscal agent. Chief Detherage advised Chief Klussman of Liberty Township volunteered to handle that aspect of the grant noting he has done grant work in the past.

Ms. Southard moved to adopt Resolution No. 7090. Mr. Ellerbe seconded. The motion passed 7-0-0.

RESOLUTION
AGREEMENT WITH BSA

A Resolution No. 7091 accepting the proposal and authorizing the City Manager to enter into an agreement with Bellefeuil, Szur & Associates, Inc. (BSA) to furnish certain licensed permitting software and certain services for the Community Development Department as set forth on Exhibit "A" attached hereto at a cost of $102,435.00 plus a contingency in the amount of 2.5% of the agreement price or $2,560.87 for a total cost not to exceed $104,995.87. (Sam Perry, Community Development Director)

Mr. Perry advised the proposed software was a budgeted item in 2019. Mr. Perry noted the software would be a major upgrade for the Community Development Department to modernize their systems and save paper while making it transparent for applicants of building and rental permits. Mr. Perry advised the Community Development Department went through a fairly exhaustive RFP process as 7 submittals were received and reviewed. Mr. Perry noted BSA floated to the top as being the most compatible with existing systems. Mr. Perry advised he was seeking Council's approval to formally enter into an agreement with BSA for this particular Community Development software module.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mr. Prytherch referred to page 24 of Council's packet and inquired why BSA's annual cost was so much lower than the other vendors. Mr. Perry advised BSA spends so much time on the upfront training that there is not as much need for maintenance. Mr. Perry noted approximately ¼ of the $102,435 upfront cost for the software will go towards training. Mr. Perry advised staff talked to other jurisdictions using the software who indicated when they do have support requests they receive an answer within an hour which was reassuring.

Mr. Ellerbe inquired if Mr. Perry was planning to hire an independent contractor to do the implementation and Mr. Perry advised no. Mr. Ellerbe noted he felt this was an opportunity to adjust the City's fee schedule to support this particular software platform and inquired if Mr. Perry agreed. Mr. Perry advised he would be glad to assess the issue noting the fees should be proportional to the service being provided. Mr. Perry noted one of his goals was to handle more volume with the same amount of staff.

Mayor Rousmaniere inquired when the new software would be rolled out. Mr. Perry advised it was a 6-9 month process noting the Community Development Department will go live with it early next year.

Mr. Prytherch noted the staff report describes some of the benefits of the new software and advised Mr. Perry has talked about it at previous meetings. Mr. Prytherch asked Mr. Perry for those new to the topic to discuss what the return on this investment will be. Mr. Perry advised right now for some of the applications a person has to physically come into the City Building to submit them. Mr. Perry noted that creates a handicap for applicants who are not in town and particularly for contractors that serve the region. Mr. Perry advised the review process is lengthier than it could be because of the paper transferring between sites and reviewers noting the City has an outsourced Building Official. Mr. Perry noted having the option for a digital submittal will save time and paper and advised the Community Development Department processes approximately 500 building permits and 5,000 rental permits per year. Mr. Perry noted they also process approximately 200 Planning Commission, Board of Zoning Appeals and Historic and Architectural Preservation cases per year which will also be part of the new system. Mr. Perry advised the new software will also allow the applicant to log-in to see the status of a particular permit or review without having to call the architect or the City to find out. Mr. Perry noted his hope the upgraded services will be a good return on the investment.

<u>Ms. Southard moved to adopt Resolution No.7091. Mr. Dana seconded. The motion passed 7-0-0.</u>

ORDINANCES
SECOND READING

ORDINANCE
NEW CHAPTER 1111

An Ordinance Adopting Oxford Codified Ordinance Chapter 1111 Entitled Tree Preservation And Protection. (Sam Perry, Community Development Director)

Mr. Perry advised a several month process by the Environmental Commission and the Planning Commission resulted in a Planning Commission recommendation for Council to adopt a Tree Preservation Ordinance. Mr. Perry noted he found several things he felt needed to be worked through which he brought to Council's attention through working with the City Manager. Mr. Perry advised since that time he had been working with the Environmental Commission Chair, Wright Gwyn noting they have accomplished quite a bit of progress. Mr. Perry noted in order for it to come back to Council through the Planning Commission as a new Ordinance the previous proposal needs to be closed out. Mr. Perry advised that was his recommendation rather than tweaking something that is being changed in many aspects. Mr. Perry noted he felt the best thing to do is deny this Ordinance so the process can start over. Mr. Perry advised he expected the new language to be reviewed by the Planning Commission in September and by Council by the end of the year.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Ms. Southard advised she was glad Mr. Perry was working to make this happen and thanked him for that effort noting the Tree Preservation Ordinance has been a long time coming. Ms. Southard advised she felt it was obvious that a tree preservation ordinance was needed noting Council wants to see development and at the same time have tree protection.

Mayor Rousmaniere advised if the staff recommendation is to deny then one would vote no on the proposed Ordinance.

Mr. Prytherch noted this may be a distinction without a difference and advised in another circumstance this could be remanded to the Planning Commission for revisions. Mr. Prytherch noted Council pushed to get Tree Preservation language brought forward and they wanted to get it right, have it be enforceable and target the right people. Mr. Prytherch advised he was anxious to see a more workable version come back to Council quickly.

Mr. Dana moved to adopt the proposed Tree Preservation and Protection Ordinance. Mr. Smith seconded. The Ordinance failed by the following roll call:

AYE: Ms. Raghu (1)

NAY: Mr. Smith, Ms. Southard, Mr. Dana, Mr. Ellerbe, Mr. Prytherch, Mayor Rousmaniere (6)

ABS: None (0)

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance No. 3532 Amending Ordinance No. 3493. Supplemental Budget Ordinance Number 6 To Make Supplemental Appropriations For Fiscal Year 2019. (Joe Newlin, Finance Director)

Mr. Newlin reminded everyone the proposed supplemental budget was for additional funding for the new BSA software for the Community Development Department. Mr. Newlin noted the Finance Department switched to BSA software in 2015 and has had a very good relationship with them.

Mayor Rousmaniere inquired if there were any comments from the public or from Council and there were none.

Mr. Dana moved to adopt Ordinance No. 3532. Mr. Smith seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Southard, Mr. Dana, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Smith
Mayor Rousmaniere (7)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott advised he, Mr. Wooddell and Mr. Dreisbach met with representatives from the Middletown community as they wanted to discuss Oxford's new Aquatic Center and how it came about. Mr. Elliott noted they had some questions for staff regarding the processes as they are trying to move forward with a new aquatic center in Middletown. Mr. Elliott advised Mr. Wooddell gave them a tour of the City's facility noting they were very impressed.

Mr. Elliott provided a detailed report on the City's income tax collection by the Regional Income Tax Agency (RITA) noting this service has proven to be very effective and efficient in the collection and administration of the City's income tax.

Mr. Elliott noted he served on the Butler County 911 Planning Committee which is a one year rotating position between the cities of Middletown, Fairfield and Oxford. Mr. Elliott advised he had one more meeting to attend before being replaced by someone from the other two communities. Mr. Elliott noted the 911 Committee is responsible for maintaining and updating the countywide 911 plan.

Mr. Elliott advised the City's former Law Director, Amy Blankenship left the law firm in June and noted the City was advertising for proposals for a new Law Director with a deadline of August 1, 2019.

Mr. Elliott advised the City Manager's recommended 5 year Capital Improvement Plan will be provided to Council Thursday, August 8 and the CIP Work Session was scheduled for Monday August 19 at 7:00 p.m. at the Courthouse.

Mr. Wooddell advised the Aquatic Center has been open 4 ½ weeks noting there have been zero rain days since June 15th. Mr. Wooddell noted the center was averaging a little over 500 people per day. Mr. Wooddell advised the final Swim Meet of the year was happening right now and dive championships would take place Monday.

Mr. Wooddell referred to the visitors from Middletown noting they were very pleased with the aquatic facility visually and pleased to learn about the City's operations. Mr. Wooddell advised he felt they were grateful that staff took the time to talk with them about the process and what the City's figures look like to this point.

Ms. Raghu advised her brother and his family moved to Oxford recently from San Francisco noting he drove his electric car which took him to towns he never would have gone to otherwise. Ms. Raghu advised his trip was dictated based on where the charging stations were located. Ms. Raghu noted the City missed out on Tesla installing electric chargers here free of charge and advised Mr. Kiss of the Environmental Commission was working on getting Volkswagen funding to have chargers installed which she felt would be a big attraction. Ms. Raghu advised the City of Cincinnati's Climate Advisor recently disclosed that the City of Cincinnati is working on converting some of their fleet to electric vehicles and trying to increase the number of chargers they have in their city. Ms. Raghu noted she felt it would be an amazing attraction for visitors and residents to have an electric charging station in Oxford.

Mr. Dana noted judging by the City's award for Excellence in Financial Reporting he felt congratulations were owed to the staff and advised the Popular Report was exceptionally user friendly.

Mr. Dana noted he wanted to signal to his fellow Councilors that he has a special interest in transportation and advised transportation was near the top of the needs based on the Oxford VillAGE Network's survey. Mr. Dana noted the Butler County Regional Transit Authority was a special interest of his and advised he hoped to work with Mr. Prytherch to look for opportunities to increase ridership.

Mr. Smith complimented Mr. Wooddell and the Parks and Recreation staff for the great 4th of July events, the parade, fire works and Freedom Festival, noting he received rave reviews from citizens this year.

Ms. Southard thanked Ms. Dana and Mayor Rousmaniere for their opening statements this evening noting she really appreciated that as a naturalized American and as a child of refugees who were stateless. Ms. Southard noted she felt Oxford was a very welcoming place and thanked everyone for welcoming people including herself.

Mr. Prytherch thanked the Parks and Recreation Department for the 4th of July celebrations noting a lot of work went into planning and hosting the events.

Mr. Prytherch gave kudos to the Water Distribution Department who recently got a geyser under control on SR73 after a serious water main break.

Mr. Prytherch advised the Climate Workshop held on June 20th was well attended noting the goal was to explore issues of best practices for communities who care about climate issues and ways to make a difference, what are we doing already and what more could we do which he felt was good fodder for the Climate Action Task Force. Mr. Prytherch noted the Climate Action Task Force would continue to meet through July on route to making a short report and recommendation to Council in August.

Mr. Prytherch advised one of Council's primary goals identified during their Retreat early this year was a transportation focused goal related to alternative sustainable transportation. Mr. Prytherch noted there were 2 tactics one of which was to revisit the Complete Streets Policy and the other was to reorganize the Parking and Transportation Advisory Board as a place to focus on that. Mr. Prytherch advised he wanted to introduce the Planning Commission's recommendation on the Complete Streets Policy as an Ordinance at the next meeting and provided Council and staff with a draft of the proposed Ordinance. Mr. Prytherch noted the City had a Parking and Transportation Advisory Board that became inactive around 2014 and advised they mainly focused on parking policies. Mr. Prytherch noted there were transportation topics that do not have a natural board to talk about them such as BCRTA, e-scooters, transportation plans and the kind of issues Mr. Hand raised this evening. Mr. Prytherch advised he also wanted to introduce legislation at the next meeting to reinvigorate the Transportation and Parking Advisory Board and provided a draft Resolution to Council and staff.

Mayor Rousmaniere advised Council Work Sessions have been scheduled for August 20 and September 3 to work collectively on deciding which of Council's goals identified during the Council Retreat might be incorporated into the 2020 budget. Mayor Rousmaniere noted the Work Session was only one hour and strongly recommended Council members come with or share in advance a prepared document with basic information on what they wish to propose. Mayor Rousmaniere discussed her proposal which was to obtain an electric car charger noting she would also ask the Environmental Commission for an endorsement. Ms. Raghu stated based on Council Rules it does not have to go through a commission noting any Councilor can introduce policy. Mayor Rousmaniere advised that was true although she felt it made sense to go through a relevant commission as part of the democratic process. Mayor Rousmaniere noted at the Work Session on September 3 Council will consider proposals discussed at the previous Work Session more thoroughly and make recommendations or ask for legislation to be introduced. Mayor Rousmaniere advised she felt this was a way to be open and democratic about the decisions Council makes. Mayor Rousmaniere noted on September 27 the City Manager's proposed budget is sent to Council and on Thursday October 17 the Budget Work Session was scheduled for 7:00 p.m. where Council's goals discussed at the Work Sessions will be incorporated into the 2020 budget.

Mr. Prytherch referred to Council's goals and noted some items were capital improvement items and some were operational budget items and inquired how Council could make educated decisions about what is reasonable to weave into the budget.

Mr. Elliott advised he felt what Mayor Rousmaniere laid out was a very workable plan noting if Council used last year's budget as a template for this year's budget it would be very similar. Mr. Elliott advised most of the funding goes to support existing operations. Mr. Elliott noted what changes each year is the particular items that are funded in the capital improvement budget. Mr. Elliott advised each year $350,000 is budgeted for road resurfacing and money is set aside for the purchase of new vehicles. Mr. Elliott noted part of the restraint is that the budget was balanced last year and if $50,000 or $100,000 is added for Council's goals something may have to be taken out of the budget in order to keep it balanced. Mr. Elliott advised Resolutions will be brought forward so Council can vote publicly for the new items to be incorporated in the 2020 budget.

Mayor Rousmaniere referred to the August 20 Work Session and encouraged Council members to be specific about their requests and perhaps have a prepared document in advance so when Council comes to the Work Session they can discuss their goals among themselves and come to a consensus on what items to incorporate into the 2020 budget.

Mayor Rousmaniere noted on Thursday, July 25 a Census 2020 Complete Count committee training session would take place at the Oxford Community Arts Center noting the 2020 Census was so important and somewhat complicated in a college town. Mayor Rousmaniere advised Carolyn Tepe from the US Census Bureau would provide the training.

ADJOURN

Mr. Dana moved to adjourn at 8:28 p.m. Mr. Smith seconded. The motion passed 7-0-0.