



## **Agenda**

### **Oxford City Council**

#### **Court House**

**TUESDAY, OCTOBER 5, 2021**

---

### **EXECUTIVE SESSION**

**None.**

TUESDAY, OCTOBER 5, 2021

The October 5, 2021 Oxford City Council Meeting was called to order by Mayor, Mike Smith at 7:30 p.m. Members present were: Jason Bracken, Glenn Ellerbe, David Prytherch, William Snavelly and Edna Southard. Chantel Raghu was excused.

Staff members present were: Mike Dreisbach, Service Director, John Jones, Police Chief, Joe Newlin, Finance Director, John Detherage, Fire Chief, Sam Perry Community Development Director, Ben Mazer, Assistant Law Director and Mary Ann Eaton, Clerk of Council.

---

**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, proceed to the podium, 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.

---

### **REGULAR MEETING**

**6:30 P.M.**

### **PLEDGE OF ALLEGIANCE**

2. Approval of Agenda.

**This facility is wheelchair accessible. If you plan to attend this meeting and you have a disability that requires special arrangements, please notify the City Manager's office 48 hours in advance so that reasonable accommodations can be made.**

3. Public Participation.

**PROCLAMATION**  
**"CAROLINE SCOTT HARRISON DAY"**



Proclamation

**SWEARING-IN**  
**KEVIN MARTIN - POLICE OFFICER**

**PUBLIC COMMENTS**

**CONSENT AGENDA**

- A. Minutes of the September 21, 2021 City Council Meeting (Mary Ann Eaton, Clerk of Council)



Minutes

- B. Report regarding the September 8, 2021 HAPC Meeting. (Sam Perry, Community Development Director.



Report

- C. Report regarding the September 14, 2021 Planning Commission Meeting. (Sam Perry, Community Development Director)



Report

**RESOLUTIONS**

**RESOLUTION**  
**OPWC ISSUE 1 FUNDING**

A Resolution No. 7337 of Council supporting the submission of a grant application for Ohio Public Works Commission Issue 1 Funds to be used for the design and reconstruction of storm conduits on Spring Street and stormwater improvements on College Avenue and on Collins Street. (Mike Dreisbach, Service Director).



Staff Report/Resolution

**RESOLUTION**  
**GRANT FUNDING**

A Resolution No. 7338 of Council authorizing the City Manager to apply for and sign

all documents necessary to receive one or more grants from the Ohio EPA and/or the Ohio Department of Development to be utilized for assisting with improvements to water and wastewater infrastructure as set forth in Exhibit “A” attached hereto. (Mike Dreisbach, Service Director).



Staff Report/Resolution

**RESOLUTION**  
**FUNDING FOR**  
**ELECTRICAL UPGRADES**

A Resolution No. 7339 of Council directing that thirteen thousand six hundred dollars (\$13,600.00) of American Rescue Plan Funds be utilized for the installation of necessary electrical upgrades at City facilities to power the equipment and hardware associated with the City’s public Wi-Fi project. (Mike Dreisbach, Service Director).



Staff Report/Resolution

**RESOLUTION**  
**ROAD MAINTENANCE AGREEMENT**

A Resolution No. 7340 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 Brookville Road. (Mike Dreisbach, Service Director).



Staff Report/Resolution

**ORDINANCES**

A. First Reading.

**ORDINANCE**  
**EASEMENT AGREEMENT**

An Ordinance Authorizing The City Manager To Enter Into An Easement Agreement As Set Forth In Exhibit “A” Attached Hereto With The Talawanda City School District Board Of Education And Accepting Said Permanent And Construction Easements As Set Forth In Exhibits “B”, “C”, “D”, and “E” Attached Hereto To Allow The Construction Of A Segment Of The Oxford Area Trail System From The Talawanda Middle School To The Oxford Community Park. (Mike Dreisbach, Service Director).



Staff Report/Ordinance

**ORDINANCE**  
**SUPPLEMENTAL BUDGET**

An Ordinance Amending Ordinance No. 3600. Supplemental Budget Ordinance Number 7 To Make Supplemental Appropriations For Fiscal Year 2021. (Joe Newlin, Finance Director).



Staff Report/Ordinance

B. Second Reading.

**ORDINANCE**  
**LAND ACQUISITION**

An Ordinance No. 3640 Authorizing The City Manager To Take All Steps Necessary To Purchase Approximately 2.1 Acres Located At 5234 Hester Road At A Cost Of \$150,000 For The Oxford Cottage Community Project. (Doug Elliott, City Manager).



Staff Report/Ordinance

**ANNOUNCEMENTS**

1. 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.

2. Future Meetings.

WED - Oct 6 Environmental Commission Meeting 7:00 p.m. Municipal Building

TUES - Oct 12 Public Arts Commission of Oxford Meeting 4:30 p.m. Municipal Building

TUES - Oct 12 Planning Commission Meeting 7:00 p.m.

WED - Oct 13 Historic & Architectural Preservation Commission Meeting 6:15 p.m.

THUR – Oct 14 Recreation Board Meeting 11:30 a.m. Municipal Building

MON - Oct 18 Housing Advisory Commission Meeting 3:30 p.m. LCNB

THUR – Oct 21 City Council Budget Work Session 7:00 p.m.

FRI - Oct 22 Student Community Relations Commission Meeting 3:00 p.m. LCNB

TUES- Oct 26 Board of Zoning Appeals Meeting 6:30 p.m.

**ADJOURN**



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

## STAFF REPORT

|                                  |                                                                                                      |
|----------------------------------|------------------------------------------------------------------------------------------------------|
| ORIGINATING DEPARTMENT:          | Community Development                                                                                |
| PREPARED BY:                     | Sam Perry                                                                                            |
| DATE PREPARED:                   | September 25, 2021                                                                                   |
| COUNCIL MEETING DATE:            | October 5, 2021                                                                                      |
| AGENDA TITLE:                    | September 14, 2021 Planning Commission Summary/Minutes                                               |
| CITY MANAGER/DEPT HEAD APPROVAL: |  <b>DRE 9-30-21</b> |

### Reports/Presentations

Regular monthly updates were provided by representatives of boards and committees. Mr. Dana reported from the CIC regarding the American Rescue Plan. Mr. Perry reported on the status of the Comprehensive Plan Steering Committee.

Mark Boardman and David Prytherch provided a presentation from the Climate Action Steering Committee. The CASC was asking every possible board and commission to do their part in integrating climate action into their decision-making. Planning decisions would require changes in policies and codes in order to be implemented as part of standard business. The Commission discussed possibly doing a workshop to discuss how to balance the different interests. The Commission also discussed the possibility of needing Comprehensive Plan support for changes in practice.

### New Business

PC-2021-22, 117 Bishop Street, LOT SPLIT, Pt. of Lot #502 totaling 0.0956 acres, Scott Webb, Applicant/Agent

This case was a requested lot split that had been previously denied by a different applicant. The location is the southeast corner of Bishop and Withrow. There was no prohibition on a second request. The applicant/owner planned to divide off the eastern portion of the property into a new lot that could potentially be developed with a single house. The new lot line would divide part of the parking/drive area. It was unclear to the Commission what zoning code conformance implications would result from the primary lot/building left remaining. There was no plan to demolish the existing building. The Commission evaluated the decision standards and decided to table the case to the next meeting awaiting additional information from the applicant.

PC-2021-24, 219 W Walnut Street, LOT CONSOLIDATION, Pt. of lot #202, 0.125 acres, Jim Clawson, Applicant, Scott Webb, Architect/Agent

This case involved the consolidation of two parcels without street frontage. The intent of the applicant/owner was to increase the development potential of the rear lot/s behind the existing house fronting on Walnut St. Some Commission members expressed interest in supporting the consolidation but



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

would need additional information on safety implications. The Commission evaluated the decision standards and decided to table the case to the next meeting awaiting additional reviews from Fire and Police.

#### Old Business

PC-2019-08, CONDITIONAL USE, Southpointe Parkway and US 27, to allow for the commercial development of property including a gas station and drive up window, Scott Webb, Applicant/Agent

This case was added to the agenda at the beginning of the meeting. Mr. Perry reported that a clarification was needed between staff and the architect. The information provided to architect Scott Webb on behalf of the Commission was affirmed. The colors of the rooflines between the canopy, buildings and freestanding sign were required to match. No further action required.



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

## STAFF REPORT

|                                  |                                                                                 |
|----------------------------------|---------------------------------------------------------------------------------|
| ORIGINATING DEPARTMENT:          | Community Development                                                           |
| PREPARED BY:                     | Sam Perry                                                                       |
| DATE PREPARED:                   | September 25, 2021                                                              |
| COUNCIL MEETING DATE:            | October 5, 2021                                                                 |
| AGENDA TITLE:                    | September 8, 2021 Historic and Architectural<br>Preservation Commission Summary |
| CITY MANAGER/DEPT HEAD APPROVAL: | <i>Sam Perry</i> <b>PRE 9-30-21</b>                                             |

### Old Business

#### Historic District Expansion

Mr. Skoglund updated the Commission on recent conversations that he, Mr. Miller and Mr. Perry had. Mr. Skoglund shared that after that discussion it was determined that the Design Guidelines update should be completed before reaching out to the property owners. This would aid in the property owners understanding implications of a district covering their property. The rest of the Commission agreed to delay the district expansion proposal as long as there was progress on the Design Guidelines within the next year. Mr. Perry hoped that some work would be completed this winter as long as there was adequate staffing to guide the work.

HAPC 2020-12, 101 W. Church Street, Demolition and Construction of a 4-story structure in the UP District, Terry and Kathy Dudley, Applicant

The Certificate of Appropriateness was approved October 14, 2020. A building permit would have to be issued by October 14, 2021 because that is the day that the COA would automatically expire. A permit application had not yet been submitted. The owner was requesting a one year extension.

Mr. Dudley stated that his architect was retiring and the firm was also closing. There was no one to take over the firm. He had already expended design fees. Mr. Dudley wanted to make sure there was adequate time to find a new architecture firm. Commission members discussed previous projects such as the former Princess Theater site (10 N. Beech) as well as 45 East High. Both of these projects resulted in additional discussions with HAPC because of a change in architects after approval. If the COA was not extended, the owner/applicant would need to start over completely with a new application.

Mr. Watt brought attention to the staff memo and recalled changing the code in 2019 from two years to three years for construction to be completed without the need for any extensions. Mr. Perry reminded the Commission that one extension had been granted since the adoption of the new code. This was an extension for 131 W. High because of a material change request that was pending during the building permit process.



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

Mr. Watt explained that he did not see the value of the 2019 code amendment for the additional one year, if an extension was going to be granted now. The new standard will be four years and then the code will need changed again. Mr. Skoglind agreed.

Mr. Kyger asked for clarification what would happen if the extension was not granted. Mr. Perry explained that the COA would expire and a building permit could not be issued.

The HAPC voted 3-2, to deny the extension request. Two members were absent.

#### Administrative Approvals

The Changemakers Mural location at the Municipal Building, 15 S. College, had been previously approved. No action was needed. The building permit application for installation had not yet been submitted.

The September 21, 2021 City Council Meeting was called to order by Mayor, Mike Smith at 7:30 p.m. Those members present were Jason Bracken, Glenn Ellerbe, David Prytherch, Chantel Raghu, William Snavelly and Edna Southard.

Staff members present were Doug Elliott, City Manager; Jessica Greene, Assistant City Manager, Mike Dreisbach, Service Director; Geoff Robinson, Police Lieutenant; Joe Newlin, Finance Director, Sam Perry, Community Development Director; Ben Mazer, Assistant Law Director and Mary Ann Eaton, Clerk of Council.

### **APPROVAL OF AGENDA**

Mr. Snavelly moved to amend the agenda by removing Agenda item 5. Resolution, and substituting it with an Ordinance as agenda item 6.A.1. Ms. Southard seconded. The motion passed 7-0-0.

### **PUBLIC PARTICIPATION**

#### **PROCLAMATION** **RECOGNIZING MARIANNE MARCONI**

Mayor Smith read the Proclamation and presented it to Ms. Marianne Marconi of the Coalition for a Healthy Community.

#### **PRESENTATION** **COALITION FOR A HEALTHY COMMUNITY** **AMY MACECHKO**

Ms. Amy Macechko, Coalition for a Healthy Community, provided slides and discussed the coalition's priorities including substance abuse/misuse prevention, mental health, active living and healthy eating. Ms. Macechko noted the coalition serves residents of all ages who live in the Talawanda School District. Ms. Macechko discussed the coalition's membership and advised the membership was made up of individuals who represent the major sectors of the Oxford area community. Ms. Macechko noted the coalition seeks to create community level changes by providing information, building skills, providing support, enhancing access/reducing barriers, changing consequences, changing physical design and changing policy. Ms. Macechko discussed the coalition's highlights and accomplishments and the outcomes of those highlights and accomplishments. Ms. Macechko thanked Council for the opportunity to share and Mayor Smith thanked Ms. Macechko for making her presentation.

### **APPOINTMENTS TO** **BOARDS AND COMMISSIONS**

Mayor Smith asked for a motion to appoint Heather Barrett as the Environmental Commission's representative to the Climate Action Steering Committee, and Travis Robinson to the McCullough-Hyde Memorial Hospital Foundation for a term ending July 1, 2026.

Ms. Southard moved and Mr. Snavelly seconded the motion. The motion passed 7-0-0.

### **PUBLIC COMMENTS**

**Mr. Doug Brooks**, 227 Country Club Drive, read the following into the record "Team Trail accumulated over 250 homeowner petition signatures across 8 neighborhoods, the petition objected to OATS trail in neighborhoods. This uniform homeowner unhappiness triggered a second round of planning and advised on August 11 the planning committee presented two preferred trails, continued negative feedback from homeowners and landowners then produced a reconsideration of the two preferred trails and the City Planning Committee is now in it's third round of planning. The Parking and Transportation Advisory Board will consider the recommendations. City Council will then consider the recommendations of this advisory board, hold the public hearing and vote on the Parking and Transportation Advisory Board's recommendation, this feels a little hurried. Our neighborhood lawyer has already contacted the City through Doug Elliott's office. The second round of preferred trails northwest OATS extension relies on roughly 23 parcels of Oxford Township land, remember these township land owners did not get to vote on the OATS Trail extension levy. The people designing the trail were not elected; some of this land has been in the same family for generations. Team Trail estimates that the preferred trails will be opposed by at least 18 of the landowners most of whom are longstanding and affluent members of the Oxford community. These people have considerable resources. Terry Hughes has already hired one lawyer to protect his 80 acres. Landowner willingness to engage individual counsel is something they are probably very comfortable with and know how to do. Then there is the matter of the crossing of the CSX tracks. I've been in email contact with Amanda DeCesare, the CSX Regional Project Manager for over a month, the crossing rules are on the CSX website. Amanda tells me she has advised members of the Planning Committee on the expectations and steps required to have a recreational path crossing approved anywhere but where there is a current grade level gated crossing. This crossing plan must be submitted by the City of Oxford, reviewed by the CSX Engineers at the City's expense and approved by her. Any bridge must be 23' high from the top of the rails; the supports must be at least 20' on each side from the center of the rail bed. The ramps must be ADA compliant; this is 12' of ramp for every 1' of height. This is almost 100 yards of ramp to get off the bridge. Any underpass anywhere between Contreras and Ringwood will simply fill up with water. No path can run parallel to the rails on railroad property so Doug Day has engaged his lawyer to make sure the ramp does not go through his yard. A multi-use path does not have to mean every recreational use on every section. A circle is hard to create when land and roads are mapped in rectangles. The northwest part of the path may be more attractive to cyclists than walkers, we have demonstrated that trail planners can use existing roads with grade level crossings; the cost of these extensions would be road stencils and trail signs. Team Trail is not going away, the noise from homeowners, landowners and their lawyers will only get louder and louder. The media will become more engaged in this dispute. In closing, my suggestion is that anyone interested in this trail extension drive to Reagh's Way, be careful as you turn because 27N. is Oxford's busiest highway. Park your car in the Merry Day Park parking lot and walk across the park to the chain length fence that currently restricts mobile home park children from playing on the CSX tracks, then ask yourself if this trail route is going to be something safe and appealing. I have a feeling that the homeowners in the Stone Creek development and the homeowners on the east side of the Knolls will be the next ones to wake up to what has been happening.

**Mr. Chris Skoglund**, 211 Ryan Drive, advised he would provide an update on the Historic & Architectural Preservation Commission (HAPC). Mr. Skoglund noted a Council and HAPC Work Session took place almost 24 months ago where the HAPC shared some ideas in terms of additional areas for consideration as a Historic District. Mr. Skoglund advised HAPC members valued Council's feedback and talked about their next steps when Covid hit and the HAPC hit the pause button. Mr. Skoglund noted the HAPC continued their work although they could not be as aggressive as they wanted to be over this time-period. Mr. Skoglund advised the HAPC is looking at a few areas as candidates, which are primarily residential in nature. Mr. Skoglund noted they have created a list and were working with the Smith Library to research the houses and other structures in the potential areas. Mr. Skoglund advised their plan was to meet with the homeowners or property owners within the potential district to gauge how they feel about it and answer any questions. Mr. Skoglund noted the HAPC Design Guidelines in place right now are very dated and do not necessarily cover the potential areas. Mr. Skoglund asked Council to give the HAPC support in terms of funding and resources to get the guidelines updated and include that in the 2022 budget. Mr. Skoglund advised if the HAPC can get the Design Guidelines updated in early 2022 they can resume meeting with the homeowners and property owners and be able to answer their questions and put them to ease and then move forward.

**Mr. Terry Hughes**, 6141 Hester Road, advised he lived in the township. Mr. Hughes noted he spoke at the last Council meeting and since that time he has become very upset, has tried to focus his energy and not seem hostile. Mr. Hughes advised a speaker at the last meeting stated that Council seemed to have their mind made up on issues before the public gives their feedback. Mr. Hughes noted in the last two weeks he has requested meetings with members of Council, anywhere in public, at their home or at his home to discuss the OATS project. Mr. Hughes advised some did not get back to him, some politely declined and some used the Sunshine Act. Mr. Hughes referred to the Sunshine Laws and noted he felt Councilors could meet in public or privately as long as a majority of Council was not present. Mr. Hughes advised he felt like he got brushed off noting he helped organize all of the groups in the neighborhoods and in the township where this trail would affect the property owners. Mr. Hughes advised he helped make the petitions and spent 2 1/2 weeks of his life giving counter proposals, alternate trails that could be considered, went to meetings with Jessica Greene and Sam Perry and none of that seems to have mattered. Mr. Hughes noted Ms. Greene liked his idea and Dr. Brooks idea of the urban trail and was going to ask that it be given serious consideration and an in-depth look but that did not happen. Mr. Hughes advised in several meetings it was suggested that the bike trail because of timing and financing would be shelved and that has not happened. Mr. Hughes noted he received a call from a City representative that told him the two plans are going to go to the Oxford Transportation Advisory Board for recommendations. Mr. Hughes noted one trail is proposed to be in the back of houses instead of in the front and he and his neighbors do not want that either. Mr. Hughes advised there were 23 parcels of property in the township and 18 of the owners were a definite "no" to the plans. Mr. Hughes noted he felt it was a waste of energy and money to move forward with this project in its current form, it needs to be paused or totally re-evaluated. Mr. Hughes noted he was not against a bicycle path; he was against someone forcing it onto his property.

**Mr. Skip Benamati**, 5387 Brown Road, noted he was one of landowners that would be impacted by the proposed trail. Mr. Benamati advised he felt the urban route was not looked at as in depth as promised and he stepped back to wait for that to happen and now that it has not happened, he will retain an attorney and fight this matter. Mr. Benamati noted he would have over 2,000 feet of proposed bike trail on his property and he did not ask for that.

**Mr. Raymond Richards**, 6375 Hester Road, advised he had 10 acres of land next to the Church of God. Mr. Richards noted he agreed with Mr. Hughes and Mr. Hughes has kept him abreast of what is going on with the bike paths. Mr. Richards advised he and his wife are not going to stand still for this bike path cutting through the middle of their property. Mr. Richards noted they have already had a problem with homeless people building camps in the area and he is worried about needles being dropped on his property. Mr. Richards advised he did not want to be inconvenienced with a bike path across his 10 acres. Mr. Richards noted he has a lawyer and will do what it takes to keep this off his property.

### **CONSENT AGENDA**

Minutes of the August 30, 2021 City Council Special Meeting (Mary Ann Eaton, Clerk of Council)

Minutes of the September 7, 2021 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

Report regarding the August 10, 2021 Planning Commission Meeting. (Sam Perry, Community Development Director)

Report regarding the September 1, 2021 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

Report regarding the September 9, 2021 Recreation Board Meeting. (Casey Wooddell, Parks and Recreation Director)

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

### **RESOLUTIONS**

None.

### **ORDINANCE** **FIRST READING**

### **LAND ACQUISITION**

An Ordinance Authorizing The City Manager To Take All Steps Necessary To Purchase Approximately 2.1 Acres Located At 5234 Hester Road At A Cost Of \$150,000 For The Oxford Cottage Community Project. (Jessica Greene, Assistant City Manager)

Ms. Greene advised in February a Work Session was held to establish Council's goals and housing was one of Council's three top priorities. Ms. Greene noted since then Work Sessions have been held to determine how to use the American Rescue Plan Act Funds. Ms. Greene advised for several years staff has worked with the Housing Advisory Commission and The Community Development Professionals on an idea called the Cottage Community Project, which would be homes for low-income seniors and individuals in transition with wrap around social services for those individuals. Ms. Greene noted with the availability of the American Rescue Plan Act Funds staff believes the City has the opportunity to assist with the implementation of this project which has been in the works for several years. Ms. Greene advised staff is proposing to use American Rescue Plan Funds to purchase 2.1 acres of land located at 5234 Hester Road to establish a long-term annual lease with the Community Development Professionals for the implementation of the Cottage Community. Ms. Greene noted this was a change from the Resolution, which would have donated the land directly to the Community Development Professionals and instead keeps ownership of the land by the City. Ms. Greene advised by acquiring the land as a City, the City can establish a relationship model with the housing program provider that ensures the future success of this transitional and affordable housing model. Ms. Greene noted staff will bring forward a purchase agreement from the seller and a proposed long term lease agreement with the Community Development Professionals at the next meeting. Ms. Greene advised the proposed development would include 12 small homes, which are 364 square feet, and staff recommends approval of the proposed Ordinance.

**Ms. Mindy Muller**, President/CEO, Community Development Professionals, advised she was excited to see some movement of the proposed project. Ms. Muller noted her first meeting in Oxford was in 2018 as she was looking to do a creative housing project to help fill some of the housing gap in Butler County. Ms. Muller advised she has met with a number of key stakeholders over 3 years to talk about the needs, what people wanted to see and how this resonates with the stakeholders. Ms. Muller noted she was looking at building 12 cottages for families and seniors living together in a community. Ms. Muller advised the non-profit partner that would own and manage these cottages is the Center for Community Revitalization, which is a 501C3. Ms. Muller noted the project would be a Planned Development, which would go through the Planning Commission and Council process. Ms. Muller advised the cottages would be one bedroom models, completely furnished, with a kitchen, stackable washer and dryer, great room, bathroom and front porch. Ms. Muller noted the cottages would meet HUD standards and would be rented at or below fair market rate. Ms. Muller discussed the other partners involved with the project as detailed on page 50 of Council's packet. Ms. Muller advised they had the support of the Oxford Family Resource Center to provide some other wrap around services and housing stability services that families might need. Ms. Muller provided slides of the proposed cottage community and noted her hope the cottages would be built one year from now.

**Mr. Terry Hughes**, 6141 Hester Road, advised he knew nothing about this project until a couple of days ago noting he thought it was a great project and he was all about helping people who need help. Mr. Hughes advised concerns were brought to his attention as residents of the Hester Subdivision feel like they are being picked on and they are worried about their property values. Mr. Hughes noted he was told these homes were not maintained very well so he looked at one and did not see that.

Mr. Hughes advised he promised neighbors he would ask Council if it was feasible to put 12 homes on 2 acres, how many people are permitted to live in the homes and who polices the restrictions for living in the homes.

**Mr. Bruce Blankenship**, 5280 Hester Road, advised he has lived on Hester Road for over 60 years. Mr. Blankenship noted to him the proposed project was unacceptable and advised there were already 20 Habitat houses close by. Mr. Blankenship advised he did not see why everything had to be crammed into his neighborhood just because it is poorer. Mr. Blankenship noted he might move to a retirement community. Mr. Blankenship advised he was not for the proposed project.

Ms. Muller noted she appreciated the concerns and noted their goal was to raise the neighborhood not to lower it. Ms. Muller advised the project had to be done with excellence and noted some continued work to talk to people in the neighborhood was warranted. Ms. Muller advised she expected there to be 1, 2 or 3 people in each cottage although she expected there would be some families with children and up to 6 people could stay there. Ms. Muller noted the cottages would be furnished in such a way that up to 6 people could live in a unit.

Mr. Prytherch advised the zoning was R2 and density is controlled by the underlying zoning. Mr. Prytherch noted a project like this would go through the PUD process. Mr. Perry advised the zoning was R1B and 12 units would be permitted on 2 acres. Mr. Perry noted there would be a process for the neighborhood to be involved and contribute to how the design might take shape.

Mr. Bracken inquired if at market value or lower was based on square footage and if it was codified into the plan. Ms. Muller advised it is codified and the units have to be affordable according to HUD standards of affordability.

Ms. Southard asked Ms. Muller to speak about other cottage communities she has developed, what kinds of issues she has encountered and where those were located. Ms. Muller advised this was her first cottage community noting when the process was started close to 5 years ago they asked the Coalition on Homelessness and Housing in Ohio (who keeps a pulse on affordable housing in the State of Ohio) how many tiny home communities or small cottage type communities there are in Ohio and there were none at that time. Ms. Muller advised the proposed cottage community was an innovative model noting her hope we can learn from it and duplicate it in other communities because housing was a huge crisis. Ms. Muller advised Community Development Professionals has developed two multi-family properties in Hamilton.

Ms. Raghu inquired if all 12 of the units are meant to be for transitional housing. Ms. Muller advised for some it would be a permanent home. Ms. Muller advised a family struggling with housing stability would not live there very long because of it being such a small space. Ms. Raghu noted her concern with centralized poverty although she sees the need for this type of housing in Oxford.

Mayor Smith advised if the project moves forward he would expect Community Development Professionals to work closely with the Family Resource Center with community needs.

Mr. Prytherch discussed his support for the project noting he felt it would be one of the most

meaningful steps Council could take with regard to affordable housing. Mr. Prytherch advised the City would be just one of a number of partners in the project noting he looked forward to the planning and development process, which was a public process. Mr. Prytherch thanked Ms. Muller and staff for getting the City to this point with the proposed project.

Mayor Smith advised Council would consider the proposal again on October 5, 2021.

**SECOND READING**  
**ORDINANCES**  
**EASEMENT AGREEMENT**

An Ordinance No. 3636 Authorizing The City Manager To Enter Into An Easement Agreement As Set Forth In Exhibit "A" Attached Hereto With The Talawanda City School District Board Of Education And Accepting Said Easement As Set Forth On Exhibits "B" And "C" Attached Hereto To Allow The Construction Of A Segment Of The Oxford Area Trail System From Peffer Park To The Talawanda High School. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised he had nothing new to report since the First Reading of the proposed Ordinance.

There were no comments from the public or from Council.

Ms. Southard moved to adopt Ordinance No. 3636. Mr. Snavelly seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken  
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

**ORDINANCE**  
**CONDITIONAL USE PERMIT**

An Ordinance No. 3637 Approving A Conditional Use Permit Application To Allow A School Facility To Be Located At 5158 College Corner Pike Oxford, Ohio With Conditions. (Sam Perry, Community Development Director)

Mr. Perry advised he had nothing new to report regarding the Conditional Use Permit application for the McGuffey Montessori School.

There were no comments from the public or from Council.

Ms. Southard moved to adopt Ordinance No. 3637. Mr. Snavelly seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe  
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

**ORDINANCE**  
**FINAL SUBDIVISION APPLICATION**

An Ordinance No. 3638 Approving The Final Subdivision Application And Plat For South Forest Edge Section 1 With Conditions. (Sam Perry, Community Development Director)

Mr. Perry advised the proposed Ordinance was for 36-unit landominium development noting the land needed to be divided so the units can be sold. Mr. Perry advised the application was consistent with the previous approvals and there were no changes since the First Reading of the proposed Ordinance.

**Mr. John Bayer**, Bayer Becker, 110 S. College Avenue, advised he was in attendance on behalf of the applicant and offered to answer any questions. Mr. Bayer noted he was also in attendance to answer any questions on the next proposed Ordinance.

There were no comments or questions from Council.

Mr. Snavelly moved to adopt Ordinance No. 3638. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch  
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

**ORDINANCE**  
**R O W DEDICATION PLAT**

An Ordinance No. 3639 Approving The Right Of Way Dedication Plat For U.S. 27 (Oxford-Millville Road) In The City Of Oxford. (Sam Perry, Community Development Director)

Mr. Perry advised the proposed Ordinance was for the 30 feet of additional right-of-way, which is consistent with both previous approvals for the South Forest Edge development along 27 S. Mr. Perry noted there were no changes since the First Reading of the proposed Ordinance.

There were no comments from the public or from Council.

Mr. Snavelly moved to adopt Ordinance No. 3639. Mr. Ellerbe seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu  
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

### **ANNOUNCEMENTS**

Mr. Elliott provided an update on the City's Deer Management Program noting the dates for the program are September 25 to February 6, 2022.

Mr. Elliott provided an update on Covid-19 cases in the 45056 zip code and in Butler County. Mr. Elliott encouraged everyone to listen to their health professionals and to get vaccinated.

Mr. Elliott noted a lease agreement for the proposed Cottage Community would be coming forward and advised the City does not want to negatively impact the neighborhood. Mr. Elliott advised there are people who need assistance and he felt it reflected well on the community to try to do that. Mr. Elliott noted he understood it might look like the City is concentrating these individuals in a certain neighborhood although Oxford has that now with some of the larger projects in town. Mr. Elliott suggested a certain percentage of the units should be for transitional living as opposed to permanent living. Mr. Elliott noted he felt this could be done right ensuring the surrounding neighborhoods are happy with it.

Ms. Southard asked Mr. Elliott to remind the public how the Deer Management Program works. Mr. Elliott advised Council authorized the City Manager to implement a Deer Management Program in 2009. Mr. Elliott noted the City requires the hunters to get qualified which allows them to hunt with bow and arrow from tree stands on large tracts of land. Mr. Elliott advised David Treleaven, the City's Environmental Specialist has managed the program since its inception and has done an excellent job. Mr. Elliott noted the hunters must demonstrate they are aware of the State of Ohio hunting laws, pass a proficiency test and then they are given a location to hunt. Mr. Elliott advised there were six tracts of land, 4 are City owned and 2 are privately owned (the Oxford Cemetery and the Oxford Country Club). Mr. Elliott noted the bag limit is three deer of either sex and hunters have the option of donating the venison to the Community Meal Center in Hamilton.

Ms. Greene wished Talawanda High School good luck noting their Homecoming was this weekend.

Ms. Greene advised staff was planning Public Input Sessions for the new Comprehensive Plan noting two in person meetings would take place in October (20th and 25th) at a large venue so people can spread out. Ms. Greene advised she imagined tables would be set up for different chapters of the plan and people can share their ideas for the community. Ms. Greene noted she and Mr. Perry were working on an online survey and an interactive map.

Ms. Raghu asked for clarification of Sunshine Laws with regard to meeting with citizens and responding to emails. Mr. Mazer advised email should not be used for the deliberation of pertinent issues that are coming before Council. Mr. Mazer noted he and Mr. Conard would provide a further update as to meeting with members of the public as an individual or as a Councilor.

Mr. Snavelly noted he felt the residents of the Hester Road area have been through a lot of anxiety and concern regarding the proposed trail and some were hiring lawyers. Mr. Snavelly advised he felt the sooner Council can put some of this to rest the better and noted his hope Council would have a Work Session prior to the next Council Meeting.

Ms. Southard advised the Historic Tours that were postponed from May occurred this September noting she lead the tour last Saturday on the east side of Wespiser Place. Ms. Southard advised the final tour this Saturday is a 10:30 a.m. starting on Pamela Drive lead by Steve Gordon. Ms. Southard noted the tours have been successful and advised 44 people participated in the last tour. Ms. Southard noted Historic Preservation is important and people are not going to preserve what they do not know about which is why the educational tours are so important for the local history and encouraging understanding of the community and the contributions of people who have made the community rich.

Ms. Southard updated everyone on the annual "Walk-About" event noting community members are paired with students to welcome the students back to Oxford.

Mr. Bracken encouraged everyone to get vaccinated and to do their best to wear a mask in public buildings for their own health and others.

Mr. Prytherch noted he appreciated all of the neighbor concerns and urged people to have some patience and trust in the skills of City staff, the wisdom of the appointed boards and the people they elect. Mr. Prytherch advised the trail was a process and encouraged people to trust in the process and for Council to make the best decision they can given difficult choices.

Mayor Smith advised Council was still listening and they were not going to approve a trail plan tomorrow or next month. Mayor Smith noted Council would continue to hear input from the public and advised he has received requests from Councilors to meet with the Oxford Parking and Transportation Advisory Board for their input and recommendations so everyone is on the same page.

**ADJOURNMENT**

Mr. Snavelly moved to adjourn at 9:05 p.m. Ms. Southard seconded. The motion passed 7-0-0.



## Office of the Mayor

# Proclamation

### Whereas:

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

WHEREAS, her father, John Witherspoon Scott, was a professor at Miami University, and her mother was Mary Neal Scott; and

WHEREAS, Caroline met Benjamin Harrison in Cincinnati while her father taught at Farmer's College. In 1852, Benjamin 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 that year; 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 Harrison's contributions as First Lady unfortunately are often overlooked, but she did much to further equality for women, and her plan for White House renovation contributed greatly to its future evolution; 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, a sculpture of Caroline Scott Harrison now sits in the backyard garden of the Oxford Community Arts Center, illuminating her importance to our community.

NOW, THEREFORE, I, Michael Smith, Mayor of the City of Oxford, Ohio, do hereby proclaim October 14, 2021 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 5th day of October, 2021.

  
MICHAEL SMITH, MAYOR



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

## STAFF REPORT

|                                         |                                                                                                                |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>ORIGINATING DEPARTMENT:</b>          | Service Department                                                                                             |
| <b>PREPARED BY:</b>                     | Michael Dreisbach                                                                                              |
| <b>DATE PREPARED:</b>                   | September 21, 2021                                                                                             |
| <b>COUNCIL MEETING DATE:</b>            | <b>October 5, 2021</b>                                                                                         |
| <b>AGENDA TITLE:</b>                    | Resolution Authorizing Staff to Submit an Application for Financial Assistance to Ohio Public Works Commission |
| <b>BUDGETED AMOUNT:</b>                 | N/A                                                                                                            |
| <b>ACCOUNT CODE:</b>                    | N/A                                                                                                            |
| <b>RECOMMENDATION:</b>                  | Approve                                                                                                        |
| <b>CITY MANAGER/DEPT HEAD APPROVAL:</b> | <i>DRE 9-20-21 MBD 9/21/21</i>                                                                                 |

### Discussion:

The City has identified a failing section of storm conduit under Spring Street from Elm Street to the west to approximately 50' beyond the CSX railroad right of way. The estimate to bore a new conduit at this segment, as well as making new connections to missing areas on College Ave. and Collins St. is \$310,000.

Ohio Public Works Commission - Issue One funds, administered by the Butler County Engineer's Office, are available to local governments for projects that improve safety. The City of Oxford, through an application process, has the opportunity to apply for Issue One funds to be used for construction of new conduit under the CSX railroad, as well as new conduits and connections on College Ave. and Collins St. Total project costs are estimated to be approximately \$310,000. The City may be eligible to receive approximately \$182,900 from the Commission (59%). The City would be required to provide approximately \$127,100 as the local match to completely fund the project (41%). The local funding would be required in 4Q FY 2022 as we would contract for the work in December of 2022 for construction in the summer of 2023. Construction would be timed to try to minimize impact on area residents, BCRTA operations, and school bus transportation for Talawanda School District.



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

The City's application for funding, should Council approve the project, will include the following project schedule with **construction in 2022**:

|                           |                                 |
|---------------------------|---------------------------------|
| Project Engineering       | October 2021 – October 2022     |
| Bid Advertising and Award | October 2022 – December 2022    |
| Construction              | June 2023 through July 31, 2023 |

It is Staff's recommendation that Council authorize the City Manager to apply for and sign all documents necessary to receive a grant from the Ohio Public Works Commission for the design and reconstruction of storm conduits on Spring St. as well as stormwater improvements on College Ave. and Collins St.

## **RESOLUTION NO.**

A RESOLUTION OF COUNCIL SUPPORTING THE SUBMISSION OF A GRANT APPLICATION FOR OHIO PUBLIC WORKS COMMISSION ISSUE 1 FUNDS TO BE USED FOR THE DESIGN AND RECONSTRUCTION OF STORM CONDUITS ON SPRING STREET AND STORMWATER IMPROVEMENTS ON COLLEGE AVENUE AND ON COLLINS STREET.

WHEREAS, Ohio Public Works Commission Issue One Funds, administered by the Butler County Engineer's Office, are available to local governments for safety improvement projects; and

WHEREAS, the City Manager and the Service Director recommend Council authorize the City Manager to apply for and sign all documents necessary to receive a grant from the Ohio Public Works Commission for the design and reconstruction of storm conduits on Spring Street and stormwater improvements on College Avenue and on Collins Street.

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

SECTION 1: Council, having determined the reconstruction of storm conduits on Spring Street and stormwater improvements on College Avenue and on Collins Street to be beneficial to the City, hereby supports the use of grant funds to assist with the cost.

SECTION 2: Council hereby authorizes the City Manager to submit a grant application to the Ohio Public Works Commission requesting Issue 1 funds for the design and reconstruction of storm conduits on Spring Street and stormwater improvements on College Avenue and on Collins Street.

SECTION 3: The City Manager is further authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

SECTION 4: This resolution shall take effect at the earliest date allowed by law.

---

MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

# EXHIBIT A

## Water and Wastewater Infrastructure Grant Program Project List

City of Oxford - Engineering Division  
9/20/2021

| Project Name                                        | Reason for Project                                                                                                                | Cost Estimate   | GRANT AMOUNT    | City Share    | City Percentage | Time Frame for Constr. | Additional Info                 |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------|-----------------|------------------------|---------------------------------|
| Elevated Water Tank Re-Coating                      | End of effective service cycle                                                                                                    | \$ 300,000.00   | \$ 240,000.00   | \$ 60,000.00  | 20%             | 2022                   | Last Recoated in 2000           |
| Ground Water Tank Re-Coating                        | End of effective service cycle                                                                                                    | \$ 500,000.00   | \$ 400,000.00   | \$ 100,000.00 | 20%             | 2023                   | Last Recoated in 2000           |
| High St. Water Main Replacement - College to Locust | Scheduled replacement of existing 10" water main in poor condition with new 12" D.I. water main to increase flow and reliability. | \$ 300,000.00   | \$ 240,000.00   | \$ 60,000.00  | 20%             | 2023                   |                                 |
| WWTP Biotower Media Replacement                     | Critical treatment unit needs to remove BOD to 80 mg/l or less.                                                                   | \$ 1,800,000.00 | \$ 1,440,000.00 | \$ 360,000.00 | 20%             | 2022-23                | Depends on outcome of AGU study |

## Ohio Public Works Commission (OPWC) Grant Program Project List

City of Oxford - Engineering Division  
9/20/2021

| Project Name                      | Reason for Project                                                                                         | Cost Estimate | GRANT AMOUNT  | City Share    |     | Time Frame for Constr. | Additional Info                                                                                                                                              |
|-----------------------------------|------------------------------------------------------------------------------------------------------------|---------------|---------------|---------------|-----|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Spring Street Storm Sewer RR Bore | Storm sewer conduit under the railroad tracks is failing, sections of existing storm sewer need connected. | \$ 310,000.00 | \$ 182,900.00 | \$ 127,100.00 | 41% | 2023                   | Jack and Bore new storm sewer conduit under the RR tracks, install new catch basins and storm sewer conduit in missing areas to College Ave. and Collins St. |



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

## STAFF REPORT

|                                         |                                                                                                                          |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>ORIGINATING DEPARTMENT:</b>          | Service Department                                                                                                       |
| <b>PREPARED BY:</b>                     | Michael Dreisbach                                                                                                        |
| <b>DATE PREPARED:</b>                   | September 21, 2021                                                                                                       |
| <b>COUNCIL MEETING DATE:</b>            | <b>October 5, 2021</b>                                                                                                   |
| <b>AGENDA TITLE:</b>                    | Resolution Authorizing Staff to Submit an Application for Financial Assistance to Ohio Dept. of Development and Ohio EPA |
| <b>BUDGETED AMOUNT:</b>                 | N/A                                                                                                                      |
| <b>ACCOUNT CODE:</b>                    | N/A                                                                                                                      |
| <b>RECOMMENDATION:</b>                  | Approve                                                                                                                  |
| <b>CITY MANAGER/DEPT HEAD APPROVAL:</b> | <i>DRE 9-30-21</i> <i>MSD 9/21/21</i>                                                                                    |

### Discussion:

The Ohio EPA, in partnership with Ohio Dept. of Development, is administering \$250M in grant funding to help Ohio communities make improvements to water and wastewater infrastructure.

City Staff have identified four projects that should compete well against other applications for funding. These projects are identified on the attached "Exhibit A" and all would require a 20% local match for funding. These projects not only provide maintenance for our existing water reservoirs, but also for water main upgrades and improvements at the City's wastewater treatment plant.

It is Staff's recommendation that the City Council authorize the City Manager to apply for and sign all documents necessary to receive one or more grants from the Ohio EPA and Ohio Dept. of Development as shown on "Exhibit A" attached to this report.

## **RESOLUTION NO.**

A RESOLUTION OF COUNCIL AUTHORIZING THE CITY MANAGER TO APPLY FOR AND SIGN ALL DOCUMENTS NECESSARY TO RECEIVE ONE OR MORE GRANTS FROM THE OHIO EPA AND/OR THE OHIO DEPARTMENT OF DEVELOPMENT TO BE UTILIZED FOR ASSISTING WITH IMPROVEMENTS TO WATER AND WASTEWATER INFRASTRUCTURE AS SET FORTH IN EXHIBIT "A" ATTACHED HERETO.

WHEREAS, the Ohio EPA, in partnership with the Ohio Department of Development, is administering \$250,000 in grant funding to help Ohio communities make improvements to water and wastewater infrastructure; and

WHEREAS, City staff has identified four projects which should compete well against other applicants for funding; and

WHEREAS, the City Manager and the Service Director recommend Council authorize the City Manager to apply for and sign all documents necessary to receive one or more grants from the Ohio EPA and/or the Ohio Department of Development to be utilized for assisting with improvements to water and wastewater infrastructure as set forth in Exhibit "A" attached hereto.

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

SECTION 1: Council, having determined improvements to water and wastewater infrastructure be beneficial to the City, hereby supports the use of grant funds to assist with the cost.

SECTION 2: Council hereby authorizes the City Manager to apply for and sign all documents necessary to receive one or more grants from the Ohio EPA and/or the Ohio Department of Development to be utilized for assisting with improvements to water and wastewater infrastructure as set forth in Exhibit "A" attached hereto.

SECTION 4: This resolution shall take effect at the earliest date allowed by law.

\_\_\_\_\_  
MAYOR

ADOPTED:

ATTEST:

\_\_\_\_\_  
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

### Water and Wastewater Infrastructure Grant Program Project List

City of Oxford - Engineering Division  
9/20/2021

| Project Name                                        | Reason for Project                                                                                                                | Cost Estimate   | GRANT AMOUNT    | City Share    | City Percentage | Time Frame for Constr. | Additional Info                 |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------|-----------------|------------------------|---------------------------------|
| Elevated Water Tank Re-Coating                      | End of effective service cycle                                                                                                    | \$ 300,000.00   | \$ 240,000.00   | \$ 60,000.00  | 20%             | 2022                   | Last Recoated in 2000           |
| Ground Water Tank Re-Coating                        | End of effective service cycle                                                                                                    | \$ 500,000.00   | \$ 400,000.00   | \$ 100,000.00 | 20%             | 2023                   | Last Recoated in 2000           |
| High St. Water Main Replacement - College to Locust | Scheduled replacement of existing 10" water main in poor condition with new 12" D.I. water main to increase flow and reliability. | \$ 300,000.00   | \$ 240,000.00   | \$ 60,000.00  | 20%             | 2023                   |                                 |
| WWTP Biotower Media Replacement                     | Critical treatment unit needs to remove BOD to 80 mg/l or less.                                                                   | \$ 1,800,000.00 | \$ 1,440,000.00 | \$ 360,000.00 | 20%             | 2022-23                | Depends on outcome of AGU study |

### Ohio Public Works Commission (OPWC) Grant Program Project List

City of Oxford - Engineering Division  
9/20/2021

| Project Name                      | Reason for Project                                                                                         | Cost Estimate | GRANT AMOUNT  | City Share    |     | Time Frame for Constr. | Additional Info                                                                                                                                              |
|-----------------------------------|------------------------------------------------------------------------------------------------------------|---------------|---------------|---------------|-----|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Spring Street Storm Sewer RR Bore | Storm sewer conduit under the railroad tracks is failing, sections of existing storm sewer need connected. | \$ 310,000.00 | \$ 182,900.00 | \$ 127,100.00 | 41% | 2023                   | Jack and Bore new storm sewer conduit under the RR tracks, install new catch basins and storm sewer conduit in missing areas to College Ave. and Collins St. |

# INVESTING in Ohio's FUTURE

## The Water and Wastewater Infrastructure Grant

The Water and Wastewater Infrastructure Grant will provide nearly \$250,000,000 to help Ohio communities make necessary investments in water and wastewater infrastructure. Projects receiving funds will improve access to clean drinking water and wastewater infrastructure.

The program is being administered by the Ohio Department of Development (Development) in partnership with the Ohio Environmental Protection Agency (Ohio EPA).

### Eligible Applicants

Public entities within a political subdivision with the authority to own and operate public water and sewer systems and non-profit, non-community public water systems may submit an application. Political subdivision means a county, township, municipal corporation, or other body corporate and politic responsible for governmental activities in a geographic area smaller than that of the state.

County engineers are to provide a prioritized list of projects for Development's consideration. County engineers can go to [investinginohiosfuture.ohio.gov](http://investinginohiosfuture.ohio.gov) to provide Development their prioritized list. To be eligible for funding, an application will need to be completed whether a project is or is not on the prioritized list.

### Eligible Projects

There are two types of eligible projects, design or construction.

Design projects should be submitted after an eligible applicant has completed the preliminary planning phase of a project. Eligible design projects can receive a maximum award of \$250,000.

Eligible construction projects can receive a maximum grant amount of \$5 million. At the discretion of the Director of Development, additional grant funding may be awarded for an individual project due to lack of matching funds and other inhibiting factors. Maximum project awards in these circumstances shall not exceed \$10 million and are solely at the discretion of the Director.

Examples of infrastructure construction projects could include, but are not limited to:

- Sewer/wastewater treatment plant (WWTP) improvements/expansion
- New/replacement sanitary sewer lines
- Excess sanitary sewer infiltration/inflow correction
- Improvements to public drinking water treatment facilities
- Drinking water line improvements or extensions
- Repair, replacement, and construction of drinking water storage towers

Total project awards are determined at the discretion of Development.

## **Eligible Costs**

For construction projects, eligible costs include:

- Water or sewer/wastewater facility improvements
- Covering tap-in fees for households connecting to a centralized sewer system
- Professional fees (cannot exceed 10% of total request)
- Administrative costs (cannot exceed 10% of total request)
- Other (detailed description of other costs must be provided)

Design projects can apply for funds in the following categories:

- Design Costs
- Administrative costs (cannot exceed 10% of total request)
- Other (detailed description of other costs must be provided)

Administrative costs are for costs related to submitting reimbursement requests and submitting reporting information as requested by Development. Administrative costs must adhere to all uniform cost guidance.

Applicants are encouraged to ensure that projects use strong labor standards, including project labor agreements and community benefit agreements that offer wages at or above the prevailing rate. Local hiring is also strongly encouraged.

## **Ineligible Costs**

Construction projects cannot charge costs associated with planning or design. Design projects cannot charge for construction related costs. Costs incurred prior to the grant period are ineligible but may be counted toward matching funds. The American Rescue Plan Act (ARPA) aligns program eligibility with that of the State Revolving Fund programs, and as such, some other costs may be determined to be ineligible (ex.: excessive pavement replacing, land acquisition, indoor plumbing, etc...).

## **Matching Funds**

Utilizing matching funds is strongly encouraged. Projects that demonstrate matching funds will receive additional points towards the project score. If a project cannot demonstrate match funds, the eligible applicant must describe why match funds cannot be obtained and how the project will be successful without additional resources. Matching fund sources can include local ARPA funding, other local, state, or federal grant dollars, or other sources. In addition, the on-going operation and maintenance costs associated with construction of new infrastructure can be submitted as match contribution.

## Application Evaluation Criteria

Each design and construction project application will be reviewed based on information received and will include scoring in key priority areas identified in the table below. The scoring process will be used as a tool to assist in final project award decisions by the Development.

| Scoring Criteria                                                                                                                                                                                                        | Construction Project<br>Maximum Points<br>Available: | Design Project<br>Maximum Points<br>Available |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------|
| Project Information, including details about the project and if the project is included on the County Engineers priority list and at what priority level                                                                | 10                                                   | 15                                            |
| Economically Disadvantaged Community, is the project within a community whose Median Household Income is less than the State average, unemployment rate is greater than the State average or has high water/sewer fees. | 15                                                   | 24                                            |
| Providing access to public water/sewer, does the project extend service to people who currently are not served by a public water or centralized sewer system                                                            | 12                                                   | 15                                            |
| Regionalization, does the project serve multiple communities or connect two or more community systems                                                                                                                   | 10                                                   | 9                                             |
| Addressing water quality and/or public health concerns, does the project eliminate failing home sewage treatment systems, eliminate sewage back-ups etc.                                                                | 15                                                   | 12                                            |
| Achieving environmental compliance with current compliance-related orders                                                                                                                                               | 8                                                    | 10                                            |
| Project Readiness, how quickly can the project begin construction                                                                                                                                                       | 15                                                   |                                               |
| Project Match is funding available to help support project costs. If a community is economically disadvantaged, project match will be awarded                                                                           | 5                                                    | 5                                             |
| Supporting Documentation                                                                                                                                                                                                | 10                                                   | 10                                            |
| <b>Total Points:</b>                                                                                                                                                                                                    | <b>100</b>                                           | <b>100</b>                                    |

## Application Process

Applications will be reviewed in the order received. Development anticipates eligible applicants should receive a decision within 45 business days of application submission. In order to access the application, individuals will be required to login using an existing OH|ID or create a new OH|ID, which provides users with secure access to state of Ohio services and programs. For more information on creating an OH|ID, please click [here](#).

Upon submission of a complete application, the applicant will receive an email from Development confirming that the application has been received. Submission of a complete application does not ensure the applicant will be awarded. If funding remains available at the time the application is filed, Development staff, in coordination with the Ohio EPA staff will review the application to determine eligibility and scoring. If Development determines that an application is ineligible or the documentation attached does not meet the requirements the applicant will be notified via email that the application has not been accepted for funding.

Awards will be given for priority projects until funds are depleted.

Eligible applicants will be required to provide the following on each application:

- Applicant Contact Information (including indicating a primary contact)
- Project Name
- Project location (city/village)
- County(ies) to be served
- Project type
  - Design Grant
    - Design grant for public drinking water project
    - Design grant for wastewater infrastructure project
    - Design grant for combination public drinking water and wastewater infrastructure projects
  - Construction Grant
    - Construction grant for a public drinking water infrastructure project
    - Construction grant for a wastewater infrastructure project
    - Construction grant for a combination drinking water and wastewater infrastructure project
- Project description
- Estimated population number to be served
- Is the project on the County Engineers prioritization list
- If yes, what is the prioritization level of the project (on a scale of 1-10)
- Median Household income for the area served is less than the statewide average Median Household Income (check if yes)
- Is the community unemployment rate greater than the current state unemployment rate (check if yes)
- What is your estimated monthly residential charge for water usage
- What is your estimated average monthly residential charge for wastewater
- Provide public water in an unserved area (check if yes)
- Provide sewer services in an unserved area (check if yes)
- Regionalizing or connecting two or more community systems (check if yes)
- Addressing significant water quality and/or public health concerns (check if yes)
- Achieve compliance with a current compliance-related order (check if yes)
- The area has a large number of failing home sewage treatment systems (check if yes)
- The area experiences sewage back-ups into basements (check if yes)
- The area experiences either sanitary sewer overflows or combined sewer overflows (check if yes)

- The area has contaminated drinking water wells (check if yes)
- The Public Water System has consistently not met treatment standards (check if yes)
- The project will address a high-risk for critical infrastructure failure (check if yes)
- For Construction projects (check all that apply):
  - Engineering/design plans are in development
  - Engineering/design plans are complete and approved
  - Project has received applicable permits from the Ohio EPA
  - Construction on the project can begin with 1-6 months
  - Construction on the project can begin with 6-12 months
  - Construction on the project can begin with 12-18 months
  - Construction on the project can begin with 18 months
- Total Project Costs
- Total Requested Amount
- Project budget and Match budget including sources
- Documentation (as applicable)
  - Engineering agreements
  - Project Map
  - Documentation of match funds
  - Engineering reports
  - Approved permits
  - Economically disadvantaged criteria verification
  - Other supporting documentation

## Reimbursement Requests

Once a project has been identified by Development to receive a grant award, the Department will notify the eligible application of the process to receive grant funds. Applicants may submit for funding reimbursement as needed but must ensure grant funds greater than \$5,000 will not reside in the eligible applicants account for longer than 30 days. An Ohio Supplier ID is required for disbursement. If the eligible applicant does not currently have an Ohio Supplier ID, the business will be required to register for an Ohio Supplier ID at [Supplier.Ohio.gov](https://supplier.ohio.gov). Businesses will only be able to receive an award once a valid Ohio Supplier ID matching the FEIN/SSN provided in the application has been obtained and is verified by Development. Applicant businesses that need assistance obtaining an Ohio Supplier ID or need to make changes to an existing Ohio Supplier ID should visit: <https://supplier.ohio.gov/wps/portal/sp/suppliers/help-center>.

## **Maintenance of Records**

Eligible applicants shall maintain records of all specific expenses for which the funds were used for a period of five (5) years from the final expenditure of received funds. These records shall include but not be limited to paid invoices, cancelled checks, payroll records and other documentation acquired when the permissible expense occurred. Upon request, the eligible applicant shall provide access to these records to the State of Ohio, its agencies, agents, directors, and/or any party who has contracted with the State for the exclusive purposes of evaluating or ensuring compliance. At their own expense, the business shall prepare photocopies of all of requested records to the State or any of the aforementioned parties upon written request of the State within a reasonable time of the request. Failure to abide by the requirement may result in a demand to repay.

## **Eligible Applicant Certification**

Providing the signature of a duly authorized representative on an application, an applicant is certifying to Development and the state of Ohio that each of the certifications is true as of the date of signature and that each of the documents submitted are accurate and appropriate for the project requesting funds. By providing a signature on an application, the applicant also acknowledges that any person who knowingly makes a false statement to obtain an award of financial assistance may be required under Section 9.66(C) of the Revised Code to repay such financial assistance and shall be ineligible for any future economic development assistance from the State of Ohio, any state agency, or political subdivisions. Also, any person who provides a false statement to secure economic development assistance may be guilty of falsification, a misdemeanor of the first degree, pursuant to Section 2921.13(F)(1) of the Revised Code.

## **Public Records of Information**

Public Records Information, documents, or other materials submitted to Development as part of an application are public records unless a statutory exception exists under Section 149.43 of the Revised Code or other relevant law that exempts the information, document, or other material from public release.



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

## STAFF REPORT

|                                         |                                                                                                   |
|-----------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>ORIGINATING DEPARTMENT:</b>          | Service Department                                                                                |
| <b>PREPARED BY:</b>                     | Michael Dreisbach                                                                                 |
| <b>DATE PREPARED:</b>                   | 9/21/2021                                                                                         |
| <b>COUNCIL MEETING DATE:</b>            | <b>October 5, 2021</b>                                                                            |
| <b>AGENDA TITLE:</b>                    | American Rescue Plan Funds- Public WiFi in<br>Public Parks – Installation of electrical circuits. |
| <b>BUDGETED AMOUNT:</b>                 | \$1,205,200.99                                                                                    |
| <b>ACCOUNT CODE:</b>                    | 429.420.52462                                                                                     |
| <b>RECOMMENDATION:</b>                  | Approval                                                                                          |
| <b>CITY MANAGER/DEPT HEAD APPROVAL:</b> | <i>DRE 9-30-21</i> <i>MBL</i> <i>9/21/21</i>                                                      |

### DISCUSSION:

By a previous Resolution of the City Council, CARES ACT funds were authorized to enter into an agreement with PNG Telecommunications, Inc dba PowerNet to provide the hardware, radio equipment, interconnection services necessary to establish publically available WiFi in the Oxford Memorial Park, Martin Luther King, Jr. Park, Oxford Community Park, Oxford Aquatic Center, and the TRI Recreation Center. The contract did not include necessary electrical improvements at these facilities to power equipment and hardware.

The costs to provide new electrical circuits at these facilities has been established at \$13,600.00; this price includes all labor and materials necessary to run the required circuits, as well as for needed upgrades at the central antenna tower located at the Oxford Streets & Maintenance Facility.

As there is not a line item appropriation for this electrical work, Staff recommends the City Council approve this Resolution authorizing the use of American Rescue Plan Act (ARPA) funds. Upon approval, a purchase order will be issued to Cincy Electrical Solutions, LLC to provide the necessary services.

## **RESOLUTION NO.**

A RESOLUTION OF COUNCIL DIRECTING THAT THIRTEEN THOUSAND SIX HUNDRED DOLLARS (\$13,600.00) OF AMERICAN RESCUE PLAN FUNDS BE UTILIZED FOR THE INSTALLATION OF NECESSARY ELECTRICAL UPGRADES AT CITY FACILITIES TO POWER THE EQUIPMENT AND HARDWARE ASSOCIATED WITH THE CITY'S PUBLIC WI-FI- PROJECT.

WHEREAS, by a previously adopted Resolution of Council, CARES ACT funds were authorized to enter into an agreement with PNG Telecommunications, Inc. dba PowerNet to provide the hardware, radio equipment and interconnection services necessary to establish publically available WiFi in the Oxford Memorial Park, Martin Luther King, Jr. Park, Oxford Community Park, Oxford Aquatic Center, and the TRI Recreation Center; and

WHEREAS, the contract did not include necessary electrical improvements at the above facilities to power the equipment and hardware; and

WHEREAS, the cost to provide new electrical circuits at the aforementioned facilities has been established at \$13,600.00; this price includes all labor and materials necessary to run the required circuits, as well as needed upgrades at the central antenna tower located at the Oxford Streets & Maintenance Facility; and

WHEREAS, the City Manager and the Service Director recommend thirteen thousand six hundred dollars (\$13,600.00) of American Rescue Plan Funds be utilized for the installation of necessary electrical upgrades at City facilities to power the equipment and hardware associated with the City's public Wi-Fi- project.

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 hereby directs that thirteen thousand six hundred dollars (\$13,600.00) of American Rescue Plan Funds be utilized for the installation of necessary electrical upgrades at City facilities to power the equipment and hardware associated with the City's public Wi-Fi- project.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

---

MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

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 Department                                                                          |
| <b>PREPARED BY:</b>                     | Michael Dreisbach                                                                           |
| <b>DATE PREPARED:</b>                   | September 20, 2021                                                                          |
| <b>COUNCIL MEETING DATE:</b>            | <b>October 5, 2021</b>                                                                      |
| <b>AGENDA TITLE:</b>                    | <b>Acceptance of a Road Maintenance Agreement with Butler County Board of Commissioners</b> |
| <b>BUDGETED AMOUNT:</b>                 | \$ N/A                                                                                      |
| <b>ACCOUNT CODE:</b>                    | N/A                                                                                         |
| <b>RECOMMENDATION:</b>                  | Approval                                                                                    |
| <b>CITY MANAGER/DEPT HEAD APPROVAL:</b> | <i>DRF 9-30-21 MBD 9/23/21</i>                                                              |

### Discussion:

With the recent annexation of property along Brookville Road into the City of Oxford, it is standard practice to enter into a Road Maintenance Agreement with Butler County. This is necessary since we did not annex the road right of way with the property coming into the City. The City has similar agreements for maintenance on Fairfield Road and Contreras Road from past annexations. This agreement requires the City to maintain Brookville Road from SR732 to Kay Rench Dr. (aka – entrance to the Oxford Community Park). Butler County will maintain Brookville Road from Kay Rench Dr. to the western terminus of Brookville Road in Oxford Township.

Staff recommends the City Council authorize the City Manager to sign the Road Maintenance Agreement with the Butler County Board of Commissioners.



**RESOLUTION NO.**

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 BROOKVILLE ROAD.

WHEREAS, the City of Oxford accepted the annexation of 22.014 acres of land located along Brookville Road with the adoption of Ordinance No. 3627 on August 3, 2021; and

WHEREAS, portions of Brookville Road are within the corporation limits of the City of Oxford; and portions of Brookville Road are also within the un-incorporated areas of Oxford Township; and

WHEREAS, the City of Oxford and the Board of County Commissioners desire to provide for the allocation between them of the improvement and maintenance responsibilities for portions of Brookville Road as set forth in Exhibit "A" attached hereto.

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

SECTION 1: Council desires for the City 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 Brookville Road and finds that such Road Maintenance Agreement is in the best interests of the City and would promote the health, safety and welfare of the citizens.

SECTION 2: The City Manager is hereby authorized to enter into, on behalf of the City, a Road Maintenance Agreement with the Board of County Commissioners, Butler County, Ohio, for the improvement and maintenance responsibilities for portions of Brookville Road as set forth in Exhibit "A" attached hereto.

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

\_\_\_\_\_  
MAYOR

ADOPTED:

ATTEST:

\_\_\_\_\_  
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

# Road Maintenance Agreement

*Between the governmental agencies of*

Board of County Commissioners, Butler County, Ohio &  
City of Oxford, Butler County, Ohio

This agreement is made and entered into by and between the Board of County Commissioners of Butler County, Ohio, and the City of Oxford, both political subdivisions of the State of Ohio, following an annexation pursuant to Ohio Revised Code Sections 709.021 and 709.023 of territory along Brookville Road to the City of Oxford.

WITNESSETH:

WHEREAS, portions of Brookville Road are within the corporation limits of the City of Oxford; and portions of Brookville Road are also within the un-incorporated areas of Oxford Township; and

WHEREAS, City of Oxford and the Board of County Commissioners desire to provide for the allocation between them of the improvement and maintenance responsibilities for portions of Brookville Road; and

WHEREAS, henceforth all improvement and maintenance responsibilities shall be divided as follows:

- (1) City of Oxford is to maintain and repair Brookville Road from SR732 (also known as Oxford Reily Road) to Kay Rench Dr (also known as the entrance to the Oxford Community Park); and
- (2) Butler County is to maintain and repair Brookville Road from Kay Rench Drive to the western terminus of Brookville Rd. in Oxford Township; and

WHEREAS, for purposes of this agreement, improvement includes any permanent and fixed change; and maintenance includes any and all repairs, general upkeep of the roadway, and culverts within the right-of-way.

AND WHEREAS, this agreement involves both improvement and maintenance;

THEREFORE IT IS MUTUALLY AGREED

- (1) That pursuant to Chapter 5557 and other applicable provisions of the Ohio Revised Code, the Board of County Commissioners hereby adopts this agreement to become effective upon the adoption of the same agreement by the City of Oxford.

- (2) All improvement and maintenance responsibilities shall be divided between Butler County and City of Oxford as follows:
- a. City of Oxford is to maintain and repair Brookville Road from SR732 (also known as Oxford Reily Road) to Kay Rench Dr (also known as the entrance to the Oxford Community Park); and
  - b. Butler County is to maintain and repair Brookville Road from Kay Rench Drive to the western terminus of Brookville Rd. in Oxford Township.
- (3) That Butler County and City of Oxford shall notify and report to each other any work on Brookville Road undertaken during each year.
- (4) That each entity shall finance and pay for all costs of improvement, repairs and maintenance undertaken by them.
- (5) That unless otherwise agreed upon, employees and contractors of each entity shall remain solely the responsibility of that entity, as to payment, worker's compensation, and insurance, and the performing entity shall hold the other entity harmless as to any and all debts and obligations concerting those employees or contractors.

In witness whereof, the parties of this Agreement have set their hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Approved as to Form Only:

\_\_\_\_\_  
Assistant Prosecuting Attorney

**BOARD OF COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Cindy Carpenter, President

By: \_\_\_\_\_  
Don Dixon, Vice President

By: \_\_\_\_\_  
T. C. Rogers, Member

**CITY OF OXFORD**

Authorized by City Council  
Resolution No. \_\_\_\_\_

By: \_\_\_\_\_  
Douglas R. Elliott, Jr.; City Manager



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

## STAFF REPORT

|                                         |                                                                                                                                           |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ORIGINATING DEPARTMENT:</b>          | Service Department                                                                                                                        |
| <b>PREPARED BY:</b>                     | Michael Dreisbach                                                                                                                         |
| <b>DATE PREPARED:</b>                   | September 20, 2021                                                                                                                        |
| <b>COUNCIL MEETING DATE:</b>            | <b>October 5, 2021</b>                                                                                                                    |
| <b>AGENDA TITLE:</b>                    | <b>Acceptance of an Easement for Oxford Area Trails - Phase IV Construction from Talawanda Middle School to the Oxford Community Park</b> |
| <b>BUDGETED AMOUNT:</b>                 | \$ N/A                                                                                                                                    |
| <b>ACCOUNT CODE:</b>                    | N/A                                                                                                                                       |
| <b>RECOMMENDATION:</b>                  | Approval                                                                                                                                  |
| <b>CITY MANAGER/DEPT HEAD APPROVAL:</b> | <i>DRE 9-30-21 MCB 9/23/21</i>                                                                                                            |

### Discussion:

On August 16, 2021, the Talawanda School District approved an easement on their property allowing construction of another segment (Phase IV) of the Oxford Area Trail System from Talawanda Middle School to the Oxford Community Park – Exhibits attached describing said easement.

Staff recommends the City Council authorize the City Manager to sign the Easement Agreement with Talawanda School District accepting said permanent and construction easements.



## **ORDINANCE NO.**

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN EASEMENT AGREEMENT AS SET FORTH IN EXHIBIT "A" ATTACHED HERETO WITH THE TALAWANDA CITY SCHOOL DISTRICT BOARD OF EDUCATION AND ACCEPTING SAID PERMANENT AND CONSTRUCTION EASEMENTS AS SET FORTH IN EXHIBITS "B", "C", "D", AND "E" ATTACHED HERETO TO ALLOW THE CONSTRUCTION OF A SEGMENT OF THE OXFORD AREA TRAIL SYSTEM FROM THE TALAWANDA MIDDLE SCHOOL TO THE OXFORD COMMUNITY PARK.

WHEREAS, on August 16, 2021, the Talawanda City School District Board of Education approved easements on their property to allow construction of another segment (Phase IV) of the Oxford Area Trail System from the Talawanda Middle School to the Oxford Community Park; and

WHEREAS, the City Manager and the Service Director recommend City Council authorize the City Manager to enter into an easement agreement with the Talawanda City School District Board of Education as set forth in Exhibit "A" attached hereto and accept said easements as set forth on Exhibits "B", "C", "D", and "E" attached hereto for the purpose of constructing a segment of the Oxford Area Trail System from the Talawanda Middle School to the Oxford Community Park.

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

SECTION 1: City Council accepts the recommendation of the City Manager and the Service Director and hereby authorizes the City Manager to enter into an easement agreement with the Talawanda City School District Board of Education as set forth in Exhibit "A" attached hereto and further accepts said easements as set forth on Exhibits "B", "C", "D", and "E" attached hereto for the purpose of constructing a segment of the Oxford Area Trail System from the Talawanda Middle School to the Oxford Community Park.

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

---

MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

**EASEMENT AGREEMENT**

THIS EASEMENT AGREEMENT ("Agreement") is entered into this 16<sup>th</sup> day of August, 2021, by and between TALAWANDA CITY SCHOOL DISTRICT BOARD OF EDUCATION ("Talawanda"), and the CITY OF OXFORD, OHIO, an Ohio municipal corporation ("Oxford"), under the following terms and conditions:

A. By virtue of an instrument recorded at Volume 1601, Page 419 of the Deed Records of Butler County, Ohio, Talawanda holds title to certain real property known as Parcel No. H4100132000002 and consisting of approximately 30.0 acres, situated in the City of Oxford, Butler County, Ohio, and described on Exhibit A attached hereto and incorporated herein (the "Talawanda Property").

B. Talawanda desires to grant to Oxford, for the benefit of Oxford and the general public, easements over and upon a portion of the Talawanda Property for the purposes set forth in this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

I. **Grant of Easements.**

1.1 **Permanent Trail Easement.** Talawanda hereby grants to Oxford, its successors and assigns forever, and the general public, for the benefit of Oxford and the general public, a permanent non-exclusive easement over and upon the Talawanda Property in the area shown on Exhibit B as the "Permanent Easement" and further described on Exhibit C, attached hereto and incorporated herein (the "Easement Area"), for the purpose of providing a recreational trail for use by the general public as part of the Oxford Area Trail System (the "Trail"), and for general maintenance thereof by Oxford.

1.2 **Temporary Construction Easement.** Talawanda hereby grants to Oxford, its successors and assigns forever, for the benefit of Oxford, a temporary access and construction easement over those portions of the Talawanda Property adjoining the Easement Area and shown on Exhibit B as the "Temporary Easement" and further described on Exhibit D, attached hereto and incorporated herein, and for purpose of allowing access to the Easement Area in constructing and installing the Trail.

2. Use. The Easement Area shall not be used for any purpose inconsistent with any local, state or federal laws or regulations or for purposes other than those permitted by this Agreement; provided, however, Oxford shall in no way be liable to Talawanda for any actions of the general public in connection with the use of the Trail. Oxford shall be responsible for the initial construction and subsequent repairs, replacement, and maintenance of the Trail and shall maintain the Trail in good condition and repair. Oxford shall promptly repair any damage caused to the Talawanda Property in connection with the construction, installation, repair, replacements, or maintenance undertaken by Oxford and its contractors in connection with its construction, repair, replacement, or maintenance of the Trail.

3. Reservation. Talawanda reserves for itself and its successors and assigns, the right to use the Easement Area for the purposes consistent with the rights conveyed by this Agreement.

4. Miscellaneous. If any term or provision of this Agreement shall, to any extent, become or be held to be invalid or unenforceable, the remaining terms and provisions of this Agreement shall be unaffected thereby and shall be valid and enforceable in accordance with their terms. No waiver or breach of a covenant or provision in this Agreement shall be deemed a waiver of any other covenant or provision in this Agreement, and no waiver shall be valid unless in writing and executed by the waiving party. Each party agrees that it shall execute any and all further documents as may be necessary or required to implement the intent of this Agreement.

5. Covenants Run with the Land. All terms, conditions and easements contained in this Agreement shall be considered as running with the land and, except as provided in Section 1.2, shall be a permanent benefit to Oxford and the general public, and a permanent burden to the Talawanda Property as provided in this Agreement.

*[Signature Page Follows]*

Executed by the parties as of the date first above written.

TALAWANDA CITY SCHOOL DISTRICT  
BOARD OF EDUCATION

By: [Signature]  
Print Name: CHRISTO  
Title: PRESIDENT TCSD

STATE OF OHIO,

SS:

COUNTY OF BUTLER:

The foregoing was acknowledged before me by this 18<sup>th</sup> day of August, 2021,  
by MR. CHRISTO the BOARD PRESIDENT of the Talawanda City  
School District Board of Education, on behalf of said board of education. This is an  
acknowledgment clause. No oath or affirmation was administered to the signer.



DENNIS P. MALONE  
Notary Public, State of Ohio  
My Commission Expires  
01/08/2026

Notary Public

[Signature]

CITY OF OXFORD, OHIO  
an Ohio municipal corporation

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF OHIO,

SS:

COUNTY OF BUTLER:

The foregoing was acknowledged before me by this \_\_\_\_ day of \_\_\_\_\_, 2021,  
by \_\_\_\_\_ the \_\_\_\_\_ of the City of Oxford,  
Ohio, an Ohio municipal corporation, on behalf of said municipal corporation. This is an  
acknowledgment clause. No oath or affirmation was administered to signer.

\_\_\_\_\_  
Notary Public

This Instrument Prepared By:  
Robert D. Ballinger, Esq.  
Coolidge Wall Co., L.P.A.  
33 West First Street, Suite 600  
Dayton, Ohio 45402  
012081100115101223737

**DESCRIPTION OF TALAWANDA PROPERTY**

**Situate in the County of Butler, in the State of Ohio, and in the Township of Oxford:**

**Situate in Lot #6, Section 34, Town 5, Range 1 East of Oxford Township, Butler County, Ohio, and being bounded and described as follows: Beginning at a point in the west line of said Lot #6 and in the centerline of Oxford Reily Road (State Route #732) located 597.03 feet north of the southwest corner of said lot; thence with said west line and center line due north 1200.00 feet; thence due east 1089.00 feet to a steel rod set, passing a steel rod set at 25.00 feet; thence due south 1200.00 feet to a steel rod set; thence due west 1089.00 feet to the point of beginning, passing a steel rod set at 1064.00 feet, containing 30.000 acres of land, more or less, and being subject to the legal right-of-way of the public road and easements of record.**

**A survey of this property was made by N. Randolph Bueche, Registered Surveyor #6782, Oxford, Ohio. See Book 18, Page 39 of the Butler County Engineer's Records of Surveys.**

**Now known as all of Lot 2665 in the City of Oxford, Ohio.**

**PPN: H4100132000002**

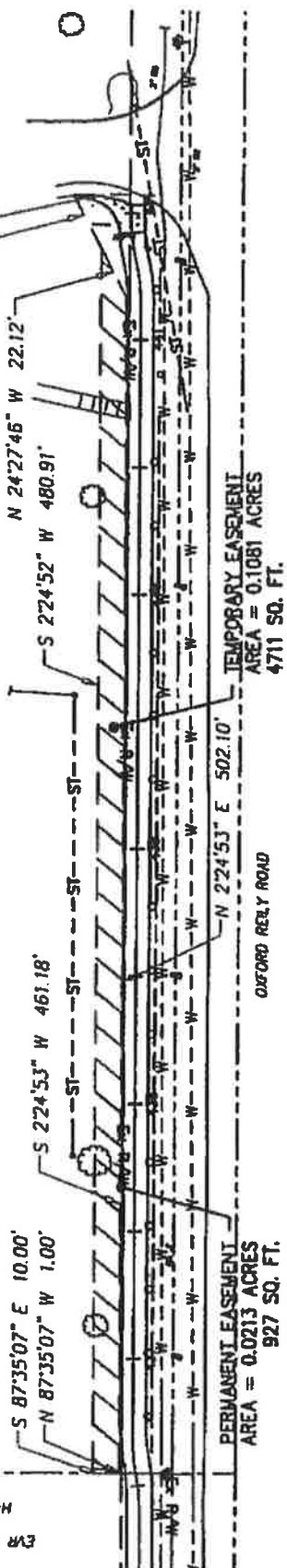
**EXHIBIT 'C'**

**DEPICTION OF EASEMENT AREA**



EVR INVESTMENTS, LLC  
PARCEL ID  
H4100132000001

TALAWANDA CITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
PARCEL ID H4100132000002



LEGEND

-  TRAIL RECREATION  
EASEMENT AREA
-  TEMPORARY EASEMENT AREA



**EXHIBIT "D"**

**LEGAL DESCRIPTION OF PERMANENT EASEMENT**



**Easement for Trail Purposes  
PID H4100132000002**

Situated in the State of Ohio, County of Butler, Township of Oxford (T5N, R1E) and known as being part of Oxford Township Section 34 and further being part of land described in deed to Talawanda City School District Board of Education as recorded in book \_\_\_\_\_ page \_\_\_\_\_ of Butler County records and being more fully described as Follows:

Beginning on the east line of Oxford Rally Rd. at the Grantors Northwest Corner;

Thence S 87° 35' 07" E along the Grantors North line, 1.00 feet;

Thence S 02° 24' 53" E, 461.18 feet;

Thence S 24° 27' 46" E, 45.88 feet;

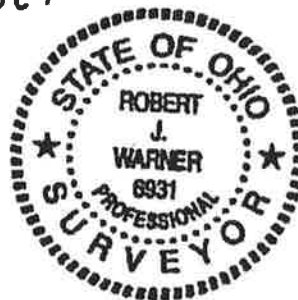
Thence N 87° 35' 07" W, 21.74 feet to the east line of said Oxford Rally Rd.;

Thence N 02° 24' 53" E along the east line of said Oxford Rally Rd, 602.10 feet to the Place of Beginning and containing 0.0213 acres of land.

Bearings are based on grid north in the Ohio State Plane Coordinate System South Zone NAD 83 (2011)

This description was prepared and reviewed by Robert J. Warner P.S. 6931 for Environmental Design Group, LLC based on a field survey by G. J. Berding Surveying, Inc. in June 2020.

*Robert J. Warner 6-18-2021*  
Robert J. Warner  
P.S. 6931



**CORPORATE**  
450 Grant Street / Akron, OH 44311  
P 330.375.1390 / F 330.375.1590  
TF 800.835.1390

**CLEVELAND OFFICE**  
2800 Euclid Avenue, Suite 620  
Cleveland, Ohio 44115

**COLUMBUS OFFICE**  
88 East Broad Street, Suite 880  
Columbus, Ohio 43215

[envdesigngroup.com](http://envdesigngroup.com)

*The community impact people.*

CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE / PLANNING / SURVEYING / ENVIRONMENTAL SERVICES / CONSTRUCTION MANAGEMENT

**EXHIBIT "E"**

---

**LEGAL DESCRIPTION OF TEMPORARY EASEMENT**



Temporary Easement for Trail Construction  
PID H4100132000002

Situated in the State of Ohio, County of Butler, Township of Oxford (T5N, R1E) and known as being part of Oxford Township Section 34 and further being part of land described in deed to Talawanda City School District Board of Education as recorded in book \_\_\_\_\_ page \_\_\_\_\_ of Butler County records and being more fully described as Follows:

Beginning on the east line of Oxford Rely Rd. at the Grantors Northwest Corner;

Thence S 87° 35' 07" E along the Grantors North line, 1.00 feet to the True Place of Beginning for the easement area intended to be described herein;

Thence S 87° 35' 07" E along the Grantors North line, 10.00 feet;

Thence S 02° 24' 52" E, 480.91 feet;

Thence N 24° 27' 46" W, 22.12 feet;

Thence N 02° 24' 53" E, 461.16 feet to the Place of Beginning and containing 0.1081 acres of land.

Bearings are based on grid north in the Ohio State Plane Coordinate System South Zone NAD 83 (2011)

This description was prepared and reviewed by Robert J. Warner P.S. 8931 for Environmental Design Group, LLC based on a field survey by G. J. Berding Surveying, Inc. in June 2020.

*Robert J. Warner* 6-18-2021  
Robert J. Warner  
P.S. 8931



CORPORATE  
450 Grant Street / Akron, OH 44311  
P 330.375.1390 / F 330.375.1590  
TF 800.835.1390

CLEVELAND OFFICE  
2800 Euclid Avenue, Suite 620  
Cleveland, Ohio 44115

COLUMBUS OFFICE  
88 East Broad Street, Suite 680  
Columbus, Ohio 43215

[envdesigngroup.com](http://envdesigngroup.com)

*The community impact people.*

CIVIL ENGINEERING / LANDSCAPE ARCHITECTURE / PLANNING / SURVEYING ENVIRONMENTAL SERVICES / CONSTRUCTION MANAGEMENT



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

## STAFF REPORT

|                                  |                                               |
|----------------------------------|-----------------------------------------------|
| ORIGINATING DEPARTMENT:          | Finance                                       |
| PREPARED BY:                     | Joe Newlin                                    |
| DATE PREPARED:                   | 9/28/2021                                     |
| COUNCIL MEETING DATE:            | 10/5/2021                                     |
| AGENDA TITLE:                    | Supplemental Budget Ordinance                 |
| BUDGETED AMOUNT:                 |                                               |
| ACCOUNT CODE:                    |                                               |
| RECOMMENDATION:                  | Approval                                      |
| CITY MANAGER/DEPT HEAD APPROVAL: | <i>DRE 9-30-21</i> <i>[Signature] 9/28/21</i> |

### DISCUSSION:

#### Issue 1

To make adjustment to budget revenue for the receipt of interest income and increased in CARES related expenditures from unencumbered balance

#### Action Needed:

#### Revenue Side

|                                     |       |
|-------------------------------------|-------|
| Local Coronavirus Relief Fund (428) | 17.37 |
|-------------------------------------|-------|

#### Expense Side

|                                     |       |
|-------------------------------------|-------|
| Local Coronavirus Relief Fund (428) | 11.09 |
|-------------------------------------|-------|

|                                                       |      |
|-------------------------------------------------------|------|
| Net Effect on Fund Balance/(s)<br>Increase/(Decrease) | 6.28 |
|-------------------------------------------------------|------|



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

#### Issue 2

To make adjustment to revenue for an insurance reimbursement and increase in appropriations for expenditures for tractor repairs & retaining wall damage on US27 North and Marry Day from unencumbered balance

#### Action Needed:

##### Revenue Side

|                   |          |
|-------------------|----------|
| Street Fund (122) | 8,399.96 |
|-------------------|----------|

##### Expense Side

|                   |          |
|-------------------|----------|
| Street Fund (122) | 8,399.96 |
|-------------------|----------|

|                                |   |
|--------------------------------|---|
| Net Effect on Fund Balance/(s) | - |
| Increase/(Decrease)            |   |

#### Issue 3

To make adjustment to revenue for an insurance reimbursement and increase in appropriations for expenditures for medical expenditures from unencumbered balance

#### Action Needed:

##### Revenue Side

|                             |            |
|-----------------------------|------------|
| Employee Benefit Fund (230) | 392,903.51 |
|-----------------------------|------------|

##### Expense Side

|                             |            |
|-----------------------------|------------|
| Employee Benefit Fund (230) | 392,903.51 |
|-----------------------------|------------|

|                                |   |
|--------------------------------|---|
| Net Effect on Fund Balance/(s) | - |
| Increase/(Decrease)            |   |

#### Issue 4

To make adjustment to revenue for Hotel & Convention Tax receipts and increase in appropriations for expenditures payments to Enjoy Oxford from unencumbered balance

#### Action Needed:

##### Revenue Side

|                             |           |
|-----------------------------|-----------|
| General Fund (110)          | 75,000.00 |
| Hotel Tax Agency Fund (120) | 75,000.00 |





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

Expense Side

|                             |           |
|-----------------------------|-----------|
| Hotel Tax Agency Fund (120) | 75,000.00 |
|-----------------------------|-----------|

|                                                       |           |
|-------------------------------------------------------|-----------|
| Net Effect on Fund Balance/(s)<br>Increase/(Decrease) | 75,000.00 |
|-------------------------------------------------------|-----------|

|                                                             |           |
|-------------------------------------------------------------|-----------|
| Total Net Effect on Fund Balance/(s)<br>Increase/(Decrease) | 75,006.28 |
|-------------------------------------------------------------|-----------|

Breakdown by Fund

|                                     |           |
|-------------------------------------|-----------|
| General Fund (110)                  | 75,000.00 |
| Hotel Tax Agency Fund (120)         | -         |
| Street Fund (122)                   | -         |
| Employee Benefit Fund (230)         | -         |
| Local Coronavirus Relief Fund (428) | 6.28      |

|                                                       |           |
|-------------------------------------------------------|-----------|
| Net Effect on Fund Balance/(s)<br>Increase/(Decrease) | 75,006.28 |
|-------------------------------------------------------|-----------|



**ORDINANCE NO.**

AN ORDINANCE AMENDING ORDINANCE NO.3600. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 7 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2021.

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

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, and changes to estimated revenues;

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

|                                     |            |
|-------------------------------------|------------|
| General Fund (110)                  | 75,000.00  |
| Hotel Tax Agency Fund (120)         | 75,000.00  |
| Street Fund (122)                   | 8,399.96   |
| Employee Benefit Fund (230)         | 392,903.51 |
| Local Coronavirus Relief Fund (428) | 17.37      |

SECTION 3: The following increase/(decrease)in appropriations from unencumbered balances be made:

|                                     |            |
|-------------------------------------|------------|
| Hotel Tax Agency Fund (120)         | 75,000.00  |
| Street Fund (122)                   | 8,399.96   |
| Employee Benefit Fund (230)         | 392,903.51 |
| Local Coronavirus Relief Fund (428) | 11.09      |

SECTION 4: In all other respects, Ordinance No. 3600 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: MIKE SMITH

PREPARED BY: LAW (STAFF)



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

## STAFF REPORT

|                                  |                                                |
|----------------------------------|------------------------------------------------|
| ORIGINATING DEPARTMENT:          | City Manager                                   |
| PREPARED BY:                     | Jessica Greene                                 |
| DATE PREPARED:                   | 9/21/2021                                      |
| COUNCIL MEETING DATE:            | 9/21/2021                                      |
| AGENDA TITLE:                    | American Rescue Plan Funds- Affordable Housing |
| BUDGETED AMOUNT:                 | \$150,000                                      |
| ACCOUNT CODE:                    | 429.420.52462                                  |
| RECOMMENDATION:                  | Approval                                       |
| CITY MANAGER/DEPT HEAD APPROVAL: | <i>DRE</i> <i>9-30-21</i>                      |

---

### DISCUSSION:

In February 2021, City Council adopted affordable housing as one of its top 3 priorities. City staff members and the Housing Advisory Commission have been working with Community Development Professionals on a Cottage Community Project for several years. This Cottage Community Project is a proposal for transitional housing. It will provide small homes for low income seniors and individuals in transition with housing and provide wrap-around services for those individuals.

With the availability of the ARPA funds, we believe we can now assist with the implementation of the Cottage Community project.

The City of Oxford is proposing to purchase 2 acres of land located at 5234 Hester Rd. and establish a 20 year, \$1/year annual lease, with with Community Development Professionals for the implementation of the Cottage Community. This is a change from the originally proposed resolution that would have donated the land directly to the Community Development Professionals and allowed them to purchase the land directly.

After speaking with the Community Development Professionals and the current land owner, we have come to a verbal agreement for the City to directly purchase the land. By acquiring the land as the City, we can establish a relationship model with the housing program provider (Community Development Professionals) that ensures the future success of this transitional and affordable housing model. At the second reading of this ordinance, we will have a written purchase agreement with the seller and be able to propose a long term lease agreement with Community Development Professionals.

This will be a development of 12 small homes that are 364 SF and will accommodate up to 6 people. All cottages have one bedroom, kitchenette, great room, bathroom, and front porch. These units also have a stackable washer and dryer and loft. These cottages will meet HUD standards and are rented at or below the fair market rate. The Cottage Community will support their tenants with wrap-around support services and these services be managed by the Center for Community Revitalization in partnership with the Oxford Family Resource Center.

We believe that this Cottage Community Project will be an important strategy in our affordable housing goals in Oxford, Ohio. Once we acquire the land and establish lease terms, staff will continue

to work with Community Development Professionals to progress through the approval process with the City.

We are recommending that we committ \$150,000 to aquire the land for this project. See the attached full proposal from Community Development Professionals.

**ORDINANCE NO.**

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO TAKE ALL STEPS NECESSARY TO PURCHASE APPROXIMATELY 2.1 ACRES LOCATED AT 5234 HESTER ROAD AT A COST OF \$150,000 FOR THE OXFORD COTTAGE COMMUNITY PROJECT.**

WHEREAS, the American Rescue Plan Act will provide the City of Oxford approximately \$2.4 million to be used towards the City's Coronavirus response; and

WHEREAS, these funds are intended to combat the Coronavirus pandemic, including the public health and economic impacts; and

WHEREAS, City staff and the Housing Advisory Commission have worked with Community Development Professionals on a Cottage Community project for several years; and

WHEREAS, the City Manager and Assistant City Manager recommend City Council authorize the purchase of 2.1 acres located at 5234 Hester Rd. at a cost of \$150,000 for the Oxford Cottage Community Project; and

WHEREAS, the City Manager and Assistant City Manager recommend that the City utilize American Rescue Plan Act funds for the purchase of this land.

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

SECTION 1: City Council authorizes the City Manager to take all steps necessary and to sign all documents required to purchase the property located at 5234 Hester Road for the Oxford Cottage Community Project.

SECTION 2: City Council further authorizes the City Manager to utilize American Rescue Plan Act funds for the purchase of this land.

SECTION 3: This Ordinance shall take effect at the earliest time allowed by law.

---

MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



Community Development Professionals  
EDUCATE. SUPPORT. DEVELOP. CONNECT.

---

*Helping Communities Thrive.*

May 3, 2021

City of Oxford  
Assistant City Manager Jessica Greene  
15 S. College Ave  
Oxford, Ohio 45056  
Email: [jgreene@cityofoxford.org](mailto:jgreene@cityofoxford.org)

Re: Cottage Community

Ms. Greene:

Community Development Professionals has been working on development of an Oxford Cottage Community for some time. There have been significant efforts to define need, identify partners and develop a project to fill housing gaps in the community. The City has been supportive of the concept and its recent housing plans and studies validate the need for quality, affordable housing for displaced families, seniors and others struggling to find affordable housing in the City of Oxford.

Oxford Cottage Community necessitates a nonprofit partner to own and manage the units. To meet rigorous funding requirements, the partner has to demonstrate experience in affordable housing and/or the capacity to comply with long-term restrictive covenants tied to the project. Center for Community Revitalization (CCR) is the 501c3 that will own and manage the project. A copy of 501c3 letter for CCR is attached hereto. A synopsis of the organization's vision, mission, values and strategic priorities is also attached for reference.

CDP has identified a 2-acre property on Hester Road as an ideal location for the Cottage Community. We are requesting up to \$200,000 from the City be set aside to assist in acquiring and readying the property for this project. Additional funding is being secured from other sources to bring this project to fruition, including private churches and individuals, as well as grants from the Oxford Community Foundation, First Financial, Butler County Community Development and Federal Home Loan Bank.

I have attached the most recent synopsis of the project and some conceptual renderings of the cottages and overall community. Thank you for your consideration of this request. I welcome your questions.

Sincerely,

Mindy Muller  
President/CEO

## **Project Description**

The project includes construction of 12 cottages on 2 acres on Hester Road to create a cottage community (planned use development) in the city of Oxford. The cottage community targets a mixed population of persons needing affordable housing – five will be occupied by displaced families, five will be occupied by low-income seniors 60 and older and two will house other income-qualifying households. Center for Community Revitalization will own and manage the cottages.

The cottages are self-contained housing units, 364 sq ft that can accommodate up to 6 people. All cottages have one bedroom, kitchenette, great room, bathroom and front porch. Units come furnished including stackable washer/dryer and loft. All cottages will meet HUD HQS standards and are rented at or below fair market rate.

## **Cost**

The cost to develop a cottage community is estimated to be \$867,150. Additional funds are being sought ahead of securing grant funding through HOME and FHLB to acquire the desired property for the project. The planned funding for the cottages is as follows:

| <u>Contributor</u>          | <u>Amount</u> | <u>Investment per unit</u> |
|-----------------------------|---------------|----------------------------|
| Federal Home Loan Bank      | \$496,275     | \$41,356                   |
| HOME/CDBG                   | \$294,875     | \$24,573                   |
| City of Oxford/OCF          | \$30,000      | \$2,500                    |
| Member Bank/First Financial | \$25,000      | \$2,083                    |
| CCR                         | \$30,000      | \$2,500                    |
| Faith Community             | \$21,000      | \$1,750                    |

There will be no permanent debt on property. There will be a 15-year affordability period with accompanying deed restriction on development.

### Requested In-kind contributions

City of Oxford  
Community organizations

### Contribution

Fee waiver (tap/permit/zoning, etc)  
Donated furnishings, credit counseling services, employment/training services, educational services, daycare

### Member participation

Construction/bridge loan  
Cash contribution of \$500+  
Lender concessions (at least .5% below market rate)  
    Below-market rate on construction/bridge loan  
    Non-subsidized FHLB construction/bridge loan

## **Timeline**

### June 2021

Finalize funding commitments  
Secure site control for property

### March – August 2022

Complete project

### July 2021

Funding deadline for FHLB

### November 2021

Submit HOME/CDBG proposal to Butler County  
Notification of FHLB award  
Finalize project schedule for development of property

## Potential site: 5234 Hester Road

---





## Vision

Center for Community Revitalization (CCR) is an innovative investor, property owner and strategic partner in projects that make an impact in local communities.

## Mission

Center for Community Revitalization (CCR) facilitates the development of unique and innovative projects that create social and economic opportunities for low- and moderate-income persons.

## Values

The culture and operations of CCR will reflect the following values:

- **Innovation.** CCR strives to create new solutions to community challenges that are replicable and sustainable.
- **Accountability.** CCR holds its leaders and community partners to the highest standards of excellence and transparency through strong internal controls and reporting protocols.
- **Integrity.** CCR will be honest, authentic and ethical in its business practices and will ensure its actions, decisions, and leadership reflect the highest standard of integrity.
- **Stewardship.** CCR will use its own resources and the investments of others wisely to provide the highest return on investment and ensure funds are used to make a visible and substantial impact.

## Policy Statements

The Board of Directors will assure the health and growth of the organization, consistent with its vision and mission. The Board leadership is visionary, committed, progressive, invigorating and purposeful in the advancement and achievement of the mission and services, programs and initiatives undertaken by CCR.

The organization maintains an empowering work culture with policies that advance CCR's mission while supporting its local community partners and current suite of projects.

CCR is the model for visionary leadership and best practices. Projects are data-driven and financially solvent, reflective of CCR's mission, vision and values, comply with industry standards and governmental mandates, high in quality, and responsive to community needs.

CCR will maintain a financial position that enables it to deliver its vision and mission, operate responsibly and strengthen its ability to effectively serve its purpose.

CCR seeks to cultivate strategic partnerships to advance its mission and serve its community partners.



## Strategic Priorities 2021 - 2026

CCR has adopted three strategic priorities to guide its work toward achieving its vision over the next five years:

### **Strategic Priority #1: Create nonprofit hubs in communities of need across the United States.**

**Key Goal #1:** Identify 25 highest communities of need in United States.

**Key Goal #2:** Explore identified communities and partners to select 10 sites for nonprofit community hubs.

**Key Goal #3:** Secure funding and sites to establish community hubs.

### **Strategic Priority #2: Position CCR as strategic partner in development of affordable housing.**

**Key Goal #1:** Develop working relationships with officials at three financial institutions/FHLB member banks

**Key Goal #2:** Identify and serve as sponsor for five projects yielding 200 or more units of affordable housing.

### **Strategic Priority #3: Strengthen organizational infrastructure to ensure highest standard of excellence.**

**Key Goal #1:** Adhere to highest industry standards of excellence.

**Key Goal #2:** Ensure organization has strong data collection and management and uses data to inform its decisions.

**Key Goal #3:** Build organizational sustainability through strong governance and aggressive resource development.

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date **NOV 20 2019**

CENTER FOR COMMUNITY REVITALIZATION  
332 DAYTON STREET  
HAMILTON, OH 45011-0000

Employer Identification Number:  
47-3657907  
DLN:  
26053690001769  
Contact Person:  
JOSEPH R KENNEDY ID# 31647  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Form 990-PF Required:  
Yes  
Effective Date of Exemption:  
October 15, 2019  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

Based on the information you submitted in your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is the submission date of your application.

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 1076

CENTER FOR COMMUNITY REVITALIZATION

Sincerely,

*Stephen A. Martin*

Director, Exempt Organizations  
Rulings and Agreements