



Agenda

Oxford City Council

Court House

TUESDAY, DECEMBER 15, 2020

EXECUTIVE SESSION

None.

This meeting is being conducted in accordance with Sub. H.B. 197 and the guidelines set forth by the Ohio Dept. of Health

1. Roll Call. Mike Smith, Mayor; William Snavelly, Vice-Mayor; David Prytherch; Jason Bracken; Chantel Raghu; Glenn Ellerbe; Edna Southard

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

7:30 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.

A. Pubic Comments.

4. Consent Agenda.

A. Minutes of the December 1, 2020 City Council Work Session. (Mary Ann Eaton, Clerk of Council)



Minutes

B. Report regarding the December 2, 2020 Environmental Commission Meeting. (Mike Dreisbach, Service Director)



Report

5. Resolutions - None.

6. Ordinances.

A. First Reading – None.

B. Second Reading.

1. An Ordinance Levying Upon The Lots And Lands Enumerated In The List Of Estimated Assessments (Exhibit A) The Amounts Set Forth On Such List And Setting Forth Terms For Payment Of Assessments. (Mike Dreisbach, Service Director)



Staff Report/Ordinance

2. An Ordinance Amending Ordinance No. 3538. Supplemental Budget Ordinance Number 9 To Make Supplemental Appropriations For Fiscal Year 2020. (Joe Newlin, Finance Director)



Staff Report/Ordinance

7. A. Announcements & Communications.

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.

Future Meetings.

WED - Dec 16 Board of Zoning Appeals Meeting 6:30 p.m.

THUR – Dec 17 Community Improvement Corporation Meeting 1:00 p.m.

MON – Dec 21 Housing Advisory Board Meeting 1:30 p.m.

THUR –Dec 24 Holiday – City Offices Closed

FRI - Dec 25 Holiday – City Offices Closed

FRI - Jan 1 Holiday – City Offices Closed

TUES –Jan 5 City Council Meeting 7:30 p.m.

WED – Jan 6 Environmental Commission Meeting 7:00 p.m.

TUES – Jan 12 Public Arts Commission of Oxford Meeting 4:30 p.m.

TUES – Jan 12 Planning Commission Meeting 7:00 p.m.

WED - Jan 13 Historic and Architectural Preservation Commission Meeting 6:15 p.m.

THUR – Jan 14 Joint TRI Board/Recreation Board Meeting 11:30 a.m.

MON - Jan 18 Holiday – City Offices Closed

TUES – Jan 19 City Council Meeting 7:30 p.m.

WED - Jan 20 Board of Zoning Appeals Meeting 6:30 p.m.

8. Adjourn.

A virtual meeting of the Oxford City Council was called to order by Mayor Mike Smith on Tuesday, December 1, 2020 at 7:30 p.m. Members participating were Jason Bracken, Glenn Ellerbe, David Prytherch, William Snively and Edna Southard. Chantel Raghu joined the meeting a few minutes later.

Staff members participating were: Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Joe Newlin, Finance Director; Mr. John Jones, Police Chief; Mr. Sam Perry, Community Development Director; Mr. Mike Dreisbach, Service Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. John Detherage, Fire Chief; Mr. Chris Conard, Law Director; and Ms. Mary Ann Eaton, Clerk of Council.

APPROVAL OF AGENDA

Mr. Snively moved to approve the agenda. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Mr. Snively, Ms. Southard, Mr. Bracken, Mayor Smith (6)

NAY: None (0)

ABS: None (0)

PUBLIC PARTICIPATION

PRESENTATION

OXFORD FARMERS MARKET

Mr. Larry Slocum, Market Manager, Oxford Farmers Market, and Dave Sams made the annual market report in the form of a sing-along. Mr. Slocum noted the Farmers Market presented the City with a check last week to help re-coup lost parking revenues while the Farmers Market operated in Lot 52 during 2020. Mr. Slocum thanked Council for the use of Lot 52 for the 2020 operation of the market.

Mayor Smith and members of Council thanked Mr. Slocum noting they appreciated his participation in the meeting this evening.

COUNCIL APPOINTMENTS TO BOARDS AND COMMISSIONS

Mayor Smith asked for a motion to make the following one-year Council appointments to Boards and Commissions for a term ending December 1, 2021:

Vice Mayor Snavelly and Councilor Bracken to the Planning Commission, Mayor Smith to the Recreation Board, Councilor Southard to the HAPC, Councilors Ellerbe and Prytherch to the CIC, Councilor Ellerbe to the SCRC, Councilor Raghu to the Environmental Commission, Councilors Ellerbe and Bracken to the Housing Advisory Commission, Mayor Smith and Councilor Bracken to the Firefighters Dependents Board, Mayor Smith and Councilor Raghu to the Woodside Cemetery Board, Vice Mayor Snavelly as the OKI Representative, Councilor Southard to the Senior Citizens Board of Trustees, Councilor Raghu to the Enjoy Oxford Board, Councilor Southard to the Public Arts Commission of Oxford, and Councilor Prytherch to the Oxford Parking and Transportation Advisory Board. Vice Mayor Snavelly made the motion. Councilor Southard seconded. The motion passed by the following roll call:

AYE: Mr. Prytherch, Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mayor Smith (6)

NAY: None (0)

ABS: None (0)

PUBLIC COMMENTS

The following e-comment was received after the November 17, 2020 City Council meeting:

Comments submitted on Wednesday, November 18, 2020 - 9:42am:

- **Name:** Annika Goldman
- **Address:** 518 S Main St. Apt 16
- **Email Address:** goldmaa7@miamioh.edu
- **Meeting Date:** Tue, 12/01/2020
- **Agenda Item:** In support of BLM-Oxford proposals
- **Comments:**

I am urging the council to support the proposal that was voted on and approved by the PCRRC. I support the resolution that has been drafted for a vote in city council to implement a working group that resembles the task force proposed in the original PCRRC recommendations. Further, I urge the city council to discuss and vote on the original proposal that was recommended by PCRRC to ensure the task force (a) is an independent entity under city council and (b) represents diverse voices in the group.

I believe that these suggestions will better equip the working group to meet their stated goals of working towards a safe, healthy, and equitable Oxford.

Thank you.

Ms. Amy Shaiman, 11 Heather Ridge Court, thanked Larry Slocum and Ross and all the staff and vendors the market noting it was such a fabulous place for the community. Ms. Shaiman encouraged Council to continue their support of this and other efforts that help the community be together but help with health initiatives because local food is healthier food. Ms. Shaiman advised initiatives like this are good for the environment.

Ms. Shaiman noted appreciation that Council continues to consider the neediest in the community with the budget, which was on the agenda this evening.

Ms. Shaiman suggested she felt it would be interesting at some point to have some follow-up on the issue that was raised at the last meeting about enforcement of the mask ordinance.

CONSENT AGENDA

Minutes of the November 17, 2020 City Council Work Session. (Mary Ann Eaton, Clerk of Council)

Minutes of the November 17, 2020 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

A Resolution No. 7242 authorizing the City Manager to enter into an agreement with Canon Solutions America, Inc. for a 60-month lease of a Canon Imagerunner Advance DX C37301 color copier for use by the Oxford Fire Department. (John Detherage, Fire Chief)

A Resolution No. 7243 authorizing the City Manager to close Lot 52 each Saturday in 2021 from 5:30 a.m. to 1:00 p.m. to permit the operation of the Farmer's Market within Lot 52 during said time. (Doug Elliott, City Manager)

Mr. Snavelly moved to approve the Consent Agenda. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Mayor Smith (6)

NAY: None (0)

ABS: None (0)

RESOLUTIONS

RESOLUTION

CONTRACT WITH

PATRIOT ENGINEERING & ENVIRONMENTAL, INC.

A Resolution No. 7244 authorizing the City Manager to enter into a contract with Patriot Engineering and Environmental, Inc. for the removal of three (3) underground fuel storage tanks and associated contaminated soil located on City owned property under the sidewalk at 110 E. High Street at a cost of \$27,658.00 plus a contingency in the amount of \$5,942.00 for a total cost not to exceed \$33,600.00. (Doug Elliott, City Manager)

Mr. Elliott advised the former Follett's Bookstore and City owned property (sidewalk) requires remediation, which includes the removal of underground fuel storage tanks and some contaminated soil.

Mr. Elliott noted the site has received designation as a Class C site under BUSTR and advised Patriot Engineering and Environmental applied for an abandoned gas station cleanup grant from the Ohio Development Services Agency although it was unsuccessful. Mr. Elliott noted staff recommends moving forward with City funding to cleanup the site through the services of Patriot Engineering and Environmental. Mr. Elliott advised the property owner has been apprised of the City's plan to remove the underground tanks on the City's portion of the property and noted the property owner will provide a timeline for redevelopment of the site after the first of the year.

There were no comments from the public.

Mr. Snavelly inquired if the proposed work can be done in the right-of-way without damaging the building.

Mr. Mike Weinstein, Patriot Engineering and Environmental, Inc., advised some of the impact has gone underneath the building, which the owner is aware of. Mr. Weinstein noted the tanks and the vast majority of the impact can be removed from the ground without damaging the building or the street.

Ms. Southard inquired what precautions would be taken for the safety of the citizens while the work is being done. Mr. Elliott advised staff would ensure there is safe zone for pedestrians.

Ms. Southard inquired what the timetable would be for the project and Mr. Weinstein advised approximately 30 days. Mr. Elliott noted City staff would replace the sidewalks once the work is complete.

Mr. Prytherch commended staff noting he felt people would be excited to see the vacant property redeveloped. Ms. Prytherch noted he felt the price was reasonable to get the remediation work done. Mr. Prytherch inquired what happens after the cleanup. Mr. Weinstein advised once the building comes down and rest of the soil under the building is excavated a "no further action" letter should be able to be issued.

Mr. Snavelly moved to adopt Resolution No. 7244. Mr. Prytherch seconded. The Resolution was adopted by the following roll call:

AYE: Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Mr. Snavelly, Mayor Smith (6)

NAY: None (0)

ABS: None (0)

RESOLUTION
PRO LIGHTING & SOLAR, LLC

A Resolution No. 7245 authorizing a feasibility study of electrical efficiencies at City facilities by PRO Lighting & Solar, LLC at no cost to the City. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised at the October Environmental Commission meeting the commission passed a motion recommending City Council authorize PRO Lighting & Solar, LLC to conduct a no cost feasibility study of municipally owned buildings to identify potential energy savings associated with lighting and to evaluate suitable locations for the installation of solar panels. Mr. Dreisbach noted he had a subsequent conversation with Mr. Kolbinsky to make sure he was aware of the City's procurement regulations and that by providing the study he is not assured of any future work or commitment from the City. Mr. Dreisbach advised Mr. Kolbinsky understands that and is willing to move forward to offer his advice and opinion on electrical savings and solar power for municipal buildings.

There were no comments from the public.

Mr. Bracken inquired if the study would include all City properties and if PRO Lighting & Solar would have access to what they need to see to evaluate the potential for solar power and Mr. Dreisbach advised yes.

Mayor Smith inquired how this organization was selected to do the study. Mr. Dreisbach advised it was a recommendation from the Environmental Commission and noted PRO Lighting & Solar made a presentation to the Environmental Commission. Mayor Smith inquired if the City or the Environmental Commission solicited for presentations.

Ms. Raghu advised this company won the RFP for Cincinnati to solarize Cincinnati and noted it was a well-known local business. Ms. Raghu advised the commission knows the procurement of any services would always occur by the RFP process. Ms. Raghu noted as long as PRO Lighting & Solar was willing to put in the energy without any guarantee she felt it was a win for the City to have the information obtained by an expert.

Mr. Prytherch advised he appreciated the effort to start this conversation.

Mr. Snively moved to adopt Resolution No. 7245. Ms. Southard seconded. The Resolution was adopted by the following roll call:

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

NAY: None (0)

ABS: None (0)

ORDINANCES

FIRST READING

ORDINANCE
CURB, GUTTER & SIDEWALK
ASSESSMENTS

An Ordinance Levying Upon The Lots And Lands Enumerated In the List Of Estimated Assessments (Exhibit A) the Amounts Set Forth On Such List And Setting Forth Terms For Payment Of Assessments. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised this was the fourth and final piece of legislation that is necessary for the City's annual curb, gutter and sidewalk improvement program that is associated with the City's street resurfacing program. Mr. Dreisbach noted the proposed Ordinance would authorize a special assessment through the tax bill of the property owners that did not complete the work themselves. Mr. Dreisbach advised this year the City took the extra step as recommended by Vice Mayor Snavelly to send a letter to the property owners to make them aware of the costs involved and their payment options, which resulted in several property owners paying the required fees. Mr. Dreisbach noted now there were only 26 properties that will be assessed which is much lower than typical years. Mr. Dreisbach advised after passage of this Ordinance property owners will still have 30 days to pay cash for the required amount and if they do not choose to do that it can be paid over 5 years on their tax bill at an annual percentage rate of 5%. Mr. Dreisbach noted the percentage rate can be adjusted by Council if they so choose.

There were no comments from the public.

Mr. Snavelly thanked Mr. Dreisbach for taking the extra step with a letter to property owners.

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance Amending Ordinance No. 3538. Supplemental Budget Ordinance Number 9 To Make Supplemental Appropriations For Fiscal Year 2020. (Joe Newlin, Finance Director)

Mr. Newlin addressed his staff report as presented on page 51 of Council's packet and offered to answer any questions.

There were no comments or questions from the public or from Council.

ORDINANCES
SECOND READING

ORDINANCE
2021 APPROPRIATIONS

An Ordinance No. 3600 To Make Appropriations For Current Expenses And Other Expenditures Of The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2021 And Declaring An Emergency. (Joe Newlin, Finance Director) **(Tabled)**

Mr. Snavelly moved to remove the proposed Ordinance from the table. Mr. Prytherch seconded. The motion passed 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)

Mr. Newlin thanked Council for tabling the proposed Ordinance at the last meeting noting it would have been difficult to amend it on the floor. Mr. Newlin advised by tabling the proposed Ordinance he had time to work on the changes requested by Council. Mr. Newlin addressed the items he changed in the budget to account for energy efficiency initiatives as presented on page 56 of Council's packet and offered to answer any changes.

There were no comments from the public.

Mr. Prytherch thanked Mr. Elliott and Mr. Newlin for making the changes noting he appreciated it.

Mr. Snavelly moved to adopt Ordinance No. 2600. Ms. Southard 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
BUDGETED TRANSFERS

An Ordinance No. 3601 Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2021. (Joe Newlin, Finance Director) **(Tabled)**

Mr. Snavelly moved to remove the proposed Ordinance from the table. Mr. Prytherch seconded. The motion passed 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)

Mr. Newlin advised the Transfer Ordinance tags along with the Appropriation Ordinance. Mr. Newlin addressed the transfers he adjusted for the second reading as presented on page 64 of Council's packet.

There were no comments from the public or from Council.

Mr. Snavelly moved to adopt Ordinance No. 3601. Ms. Southard 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 clarification on the City's Electric Aggregation program due to the City having a new supplier and answered questions from Council.

Mr. Elliott provided an update regarding the City's enforcement of the Mask Ordinance.

Mr. Elliott provided updated Covid-19 figures for the 45056 zip code from the Butler County Board of Health and from Miami University. Mr. Elliott advised he spoke to Mr. Everett at McCullough Hyde Memorial Hospital/TRI Health who reports the hospital has 60% capacity, plenty of equipment and plenty of staff. Mr. Elliott noted the hospital is preparing for the distribution of possible vaccine and has received their freezer.

Mr. Prytherch noted Governor DeWine has encouraged businesses and employers to shift to remote work if they can given the wide community spread. Mr. Prytherch inquired if it was time for the City to shift to more remote work especially in the upcoming months. Mr. Elliott advised many employees take vacation this time of year. Mr. Elliott noted the safety of all employees is always a top priority. Mr. Elliott advised he believed the City's past and current policies have proved very effective in protecting City employees. Mr. Elliott noted he works with Department Heads daily and has made some adjustments where necessary. Mr. Elliott noted he appreciated the concern for City employees and advised he and Department Heads are watching the situation very closely.

Mr. Dreisbach thanked the Streets and Maintenance Division for being ready and prepared for the snow removal this morning.

Mr. Wooddell reminded everyone the Holiday Fest would take place Saturday evening in the Aquatic Center parking lot from 5-9 p.m.

Ms. Greene advised the Oxford Community Arts Center has done great work with their CARES Act funding for their Outdoor Winter Wonderland noting it looks very beautiful. Ms. Greene noted extra lights were placed on the stage in the Uptown Park and around Uptown to encourage people to come to the Uptown area and support local businesses in a safe way.

Ms. Greene provided an update on the City's Public Wi-Fi project noting a Memo of Understanding between the City and Butler County was being developed.

Ms. Greene noted next week she was meeting with the Coalition for a Healthy Community, members of the PCRRC and Sam Perry to discuss implementing the plan for the Comprehensive Plan update incorporating suggestions from Black Lives Matter and from the PCRRC.

Mr. Perry advised the Community Development Department has begun rental inspections after a 4-month pause noting there were almost 600 backlogged inspections.

Mr. Perry noted blood donations were being done tomorrow at the Oxford Presbyterian Church and again on January 8.

Mr. Conard advised last week the Ohio legislature extended the permission to allow for virtual meetings until June 30, 2021.

Ms. Raghu noted several months ago before Covid-19 Mr. Dreisbach gave her a tour of the Wastewater Treatment Plant noting she was impressed by the different technology implemented there as far as reusing methane and capturing it for usage of their own electricity for the plant. Ms. Raghu noted it got her wheels turning as far as how to capture more carbon and use that methane for City use. Ms. Raghu advised there would be more information coming on this subject.

Ms. Southard advised on December 4 from 11 a.m. to 1:00 p.m. people can bring non-perishable grocery items to benefit Meals on Wheels to the Senior Center. Ms. Southard noted the project was in conjunction with Subaru. Ms. Southard noted on December 11 they are asking for donations of warm blankets from 11 a.m. to 1:00 p.m.

Ms. Southard advised she felt one of the reasons Oxford was doing well with Covid-19 control is the fact we have a community that is very responsible. Ms. Southard advised she felt the citizens should be thanked for following the guidelines.

Mr. Bracken thanked City staff for all of the work they generally do noting Council has thrown a lot on their plates lately and he felt staff was handling it really well.

Mr. Bracken thanked all of the frontline workers who are battling some of the toughest conditions not only here but nationwide. Mr. Bracken thanked everyone for doing great charitable work across the county and locally and noted a lot was going on in terms of food drives, sheltering and gift giving. Mr. Bracken encouraged everyone to stay safe.

Mr. Prytherch advised he has noted a lot more mask wearing outdoors noting he felt there has been a culture shift and people know these are perilous times.

Mr. Prytherch commended the Parks and Recreation Department and the City Manager's Office for everything that has been done Uptown noting the parks looked quite magical for the holiday season.

Mr. Prytherch noted he felt everyone needed to do as much as they can to prevent the spread of Covid-19 noting Oxford was doing pretty well locally although Butler County is above 80% ICU bed capacity which he felt will only go up. Mr. Prytherch referred to City staff and advised he felt if there are risks in the workplace that can be mitigated now was the time to do it.

Mayor Smith thanked City staff and OPD for their enforcement of the Mask Ordinance.

Mayor Smith echoed that the Uptown area looks fabulous with the lights at the Arts Center and the park and the murals. Mayor Smith encouraged everyone as whether permits to stroll around the Uptown area noting the DORA was active again.

ADJOURN

Mr. Snavelly moved to adjourn at 8:41 p.m. Mr. Prytherch seconded. The motion passed by the following roll call:

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

NAY: None (0)

ABS: None (0)



The City of Oxford
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Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	David Treleaven, Environmental Specialist
DATE PREPARED:	December 3, 2020
COUNCIL MEETING DATE:	December 15, 2020
AGENDA TITLE:	December 2, 2020 Environmental Commission (Virtual) Meeting Summary
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>SL 12/11/20</i> <i>MS 12/3/20</i>

This meeting was conducted virtually utilizing Zoom in accordance with Ohio House Bill 404 and the guidelines set forth by the Ohio Department of Health.

Environmental Commission members in attendance for the Wednesday, December 2, 2020 virtual meeting were: Chair, Mr. Jon Ralinovsky; Vice-Chair and City Council Representative, Ms. Chantel Raghu; Planning Commission Representative, Mr. Jason Bracken, Mr. Andor Kiss, and Mr. Steven Elliott. A quorum was present. Also present for the virtual meeting were Ms. Suzi Zazycki, Associate Director of the Miami University (MU) Institute for the Environment and Sustainability Department (IES), and Oxford resident, Ms. Patricia Platt.

Mr. Elliott moved for approval of the minutes from the November 4, 2020 Commission meeting; Mr. Bracken seconded. The minutes were unanimously approved as presented.

Discussion: Ms. Zazycki provided a summary of activities by the IES graduate student team undertaking the Professional Service Project (PSP) to prepare the community-scale greenhouse gas (GHG) inventory for the City of Oxford (Oxford) during MU's 2020 - 2021 academic year. This inventory is a requirement for Oxford's participation in the Global Covenant of Mayors for Climate and Energy (the Covenant), which Oxford City Council committed to in September 2019. Ms. Zazycki had previously provided a draft Proposal prepared by the student team for the PSP (entitled: "Plans to Conduct CY2019 Government Operations and Community-Wide Greenhouse Gas Emissions Inventories for the City of Oxford, Ohio"). Their Proposal identified the problem(s) and goal(s), and presented their methodology to complete the PSP. Commissioners' review of the Proposal yielded minor edit requests. Discussion indicated that the Commissioners believed the project outline as presented in the Proposal was in line with the Covenant's requirements. Ms. Zazycki allowed that there was some question to how Oxford-specific



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the existing and available GHG-related data would be. Oxford personnel are to complete GHG inventory questionnaires regarding internal energy and materials usage, waste generation, fuel and motor vehicle miles traveled, etc. for the local government operations (LGO) during December. The student team will start on the GHG inventories in earnest on January 4, 2021, utilizing the LGO data to help familiarize themselves with the ClearPath software designated for GHG inventories, while investigating and accumulating GHG data for the community at large. During the week of January 18 - 22, 2021, the PSP team is to meet with the Environmental Commission (or Commission representatives) to provide the findings of the LGO GHG inventory, summarize what community-scale data was found/is available, and outline their intentions regarding the PSP for the rest of the academic semester.

Ms. Patricia Platt made a presentation to the Commission regarding Bee City USA to encourage the Commission to support the City of Oxford's participation in the program. The Bee City USA (BCUSA) program is currently being managed by the Xerces Society for Invertebrate Conservation, an international nonprofit organization that protects the natural world through the conservation of invertebrates and their habitats. Ms. Platt explained that participation in the BCUSA requires an initial application (including a City resolution and designation of a specific responsible committee) with a \$200 fee, several annual and on-going activities, and an annual summary report and renewal application with an annual fee submittal. Ms. Platt described Oxford's historic association with bee keeping, the on-going interest, dedication and participation in bee keeping by residents and a MU club, and the known and potential benefits associated with the protection of bees and other pollinators. The Environmental Commissioners indicated that they thought the BCUSA program should be considered for the community, and mentioned other organizations (the MU bee keeping club and the local Audubon Society's chapter) had indicated a willingness to participate. A question was raised regarding Oxford's past investigation into participating in the BCUSA program. During the 2016 - 2017 time period, the Oxford Visitors Bureau had hosted meetings to investigate BCUSA. At that time, the City felt that it did not have adequate and available staffing to properly undertake and maintain the on-going responsibilities associated with BCUSA. Subsequently, the Three Valley Conservation Trust had stated their willingness to be the sponsoring organization. Ms. Platt indicated that a key, motivating individual in the previous BCUSA effort had reportedly moved away from the Oxford community, and until Ms. Platt's interest and concern, nobody had championed the idea. Staff indicated that the City's personnel situation had not changed since the earlier efforts, and Oxford still would not have the personnel to properly undertake and maintain a BCUSA program. Ms. Platt and the Commissioners thought that a more grass-root, broad-based and collaborative approach with several organizations participating would a better approach, and would serve to further the community's commitment to, and awareness of, the BCUSA program while demonstrating wide communal support of the BCUSA program. Having multiple organizations on board and participating would increase the available workforce to establish and maintain pollinator habitats, while also reducing the possibility of having the loss of a single individual ceasing all efforts as had apparently previously happened. Mr. Bracken and Mr. Kiss volunteered to work with Ms. Platt in an effort to establish this collaborative approach to establishing the broad-based approach to Oxford's participation in the BCUSA program.

Ms. Raghu informed the Commission that the City Council had endorsed the Resolution proposed by the Environmental Commission of having PRO Lighting and Energy, LLC conduct a complimentary energy audit of City facilities.



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Mr. Ralinovsky informed the Commission that the Oxford Parking and Transportation Advisory Board was investigating permit parking on Acorn Circle, had completed a study of parking in the Uptown area (and are advising the extension of the hours requiring use of parking meters), and a sub-committee was investigating connectivity between the Oxford Area Trail system and the Uptown area.

Staff informed the Commission that the Tree City USA re-certification application for 2020 had been submitted, with Oxford apparently meeting all of the criteria for the Tree City USA designation. During 2020, Oxford had an expenditure of \$3.78 per capita on its urban forest (the requirement is for at least \$2 per capita), planted 89 public trees with 71 trees receiving maintenance pruning. A total of 80 trees were removed, but 54 of these were dead Ash trees in the Oxford Community Park wooded areas, with 26 street or Park trees removed. This will be Oxford's 25th consecutive year of qualifying for the Tree City USA designation.

Staff updated the Commission on the November monthly emission monitoring of the landfill's 23 passive gas vents. This monitoring event continued to obtain measurements from both the top of vent casings as had been done in the past, and from the recently installed sample ports on the sides of the vent casings. As anticipated, the emission flow values obtained from the sample ports were greater than those from the top-of-casings (the sample ports allowed the monitoring equipment's pressure transducer to experience a greater pressure difference). As with October's event, the measured methane and carbon dioxide concentration's of the emissions as measured at each location were more similar. An issue with the rental velocity/flow meter's power supply prevented monitoring of all 23 vents. Emission values from 16 vents were obtained. The October emission values for the other seven vents were repeated to provide values for the November event. Estimated total monthly carbon dioxide equivalent (CO₂e) values from the sample port measurements were approximately 3.7 times greater than those determined utilizing the top-of-casing values (approximately the same as observed in October), with an estimated monthly CO₂e of 207 metric tons measured from the sample ports versus 56 metric tons from the top-of-casing. Both values were below the estimated monthly average of 397 metric tonnes obtained from the USEPA's model for the closed landfill's emissions. Staff intends to continue obtaining both measurements in an effort to determine a relative factor for comparing the two CO₂e values, in an effort to be able to utilize the previous month's data that was obtained utilizing the top-of-casing measurements.

Staff provided a summary of the on-going residential food scraps drop-off program. Through the end of November, approximately 58,320 pounds (29.2 tons) of food scraps have been collected for composting since April 2019. This is approximately 678 pounds per week on average, with the program's expense coming to \$0.33 per pound.

Agenda discussion items for the December Commission meeting were discussed. Ms. Raghu requested that time be set aside for a discussion of the creation of a "Food Forest" in at least one of the City-owned parks.

Commissioners concluded discussions at 8:00 p.m. The next regularly scheduled monthly Commission meeting is to be an online, virtual meeting starting at 7:00 p.m. on January 6, 2020.





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STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	November 18, 2020
COUNCIL MEETING DATE:	December 1, 2020
AGENDA TITLE:	Ordinance Authorizing Curb, Gutter, & Sidewalk Special Assessments
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 11/25/20</i> <i>WBT 11/20/20</i>

Discussion:

Through a series of Resolutions, the City has caused the repair of deficient curb, gutter, and sidewalk on parcels identified in the attached Exhibit "A" including:

Feb 2020 Resolution No. 7158 – Declaring the necessity to make improvements

March 2020 Resolution No. 7167 – Authorizing a contract to perform the improvements

July 2020 Resolution No. 7201 – Determination of the total cost of assessment by lot

The proposed assessment costs were advertised as required by Ohio Revised Code; no objections were received from parcel owners as detailed in Exhibit "A". Upon passage of this Ordinance, an owner may pay cash for the assessment within 30 days. Otherwise, the amount will be levied to the owner's property tax bill and must be paid in five (5) annual installments with City assessed interest on deferred payments at a rate of 5% (this percentage rate has been in place for several years; the City Council may change this rate if they desire to do so).

Staff recommends City Council approve this assessment Ordinance, and authorize the City Manager or his designee to take all steps necessary to cause the amounts listed in Exhibit "A" to be levied upon the lots and lands enumerated in the listing.

ORDINANCE NO.

AN ORDINANCE LEVYING UPON THE LOTS AND LANDS ENUMERATED IN THE LIST OF ESTIMATED ASSESSMENTS (EXHIBIT A) THE AMOUNTS SET FORTH ON SUCH LIST AND SETTING FORTH TERMS FOR PAYMENT OF ASSESSMENTS.

WHEREAS, in accordance with Section 729.07 of the Ohio Revised Code, Council filed a list of estimated assessments (Exhibit A) with the Clerk of City Council and ordered it open for public inspection; and

WHEREAS, pursuant to Ohio Revised Code Section 729.08, Council published a notice in the *Journal News*, beginning July 26, 2020 and ending August 9, 2020 stating that the list of estimated assessments (Exhibit A) was on file with the Clerk of City Council and was available for public inspection; and

WHEREAS, the Clerk of City Council has received no written objections to the assessments.

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

SECTION 1: Property owners shall be assessed the actual cost over five years as set forth on Exhibit "A" attached hereto.

SECTION 2: Property owners may pay the assessment in five (5) annual installments with interest on deferred payments at 5%. Conversely, property owners may pay the assessment in cash within 30 days after passage of this Ordinance.

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)

Exhibit "A"

Curb, Gutter, Sidewalk, for 2020 Resurfacing Assessment Property List of Final Costs

Direct Ion			Final Quantities									
Address	Street Name	Property Owner	Parcel #	Lineal Ft Curb	Square Feet Sidewalk	Square Feet Sidewalk thru driveway	Square Ft Drive Apron	Square Ft Apron Remove Only	Permit Fees	Final Cost		
704	David	JONATHAN L AND KARLA M PRICE	H410012000015	51	25	0	0	0	\$ 188.20	\$ 2,497.81		
617	David	RICHARD B THOMAS	H410012000022	92	0	0	0	0	\$ 319.40	\$ 4,101.52		
700	Marcia	ALEXANDER RALPH W JR & KATHLEEN R	H410012000024	157	135	0	0	0	\$ 527.40	\$ 8,131.87		
708	Marcia	MARGARET T SACCO TR	H4000120000026	46	50	0	80	0	\$ 172.20	\$ 3,382.86		
405	CHESTNUT	KYLE V & AMY R LONGCAMP	H4000114000034	6	0	0	0	0	\$ 153.00	\$ 399.66		
713	CHESTNUT	JEFFREY YEN CHENG	H4000113000005	14	25	0	0	0	\$ 153.00	\$ 941.54		
231	COLLINS	DOLLAR INVESTMENT LLC	H4100004000054	39	0	0	0	0	\$ 153.00	\$ 1,756.29		
230	COLLINS	DAVID M & STEPHANIE S MORTON	H4000004000058	38	0	0	0	0	\$ 153.00	\$ 1,715.18		
11	ELM	ROGER PERRY	H4000004000078 & H4000004000079	50	0	25	72	0	\$ 185.00	\$ 3,301.49		
15	ELM	JASON A & STEPHANIE G REYNOLDS	H4000008000098	5	0	0	0	0	\$ 153.00	\$ 358.55		
22	ELM	HOELZER/HOELZER RENTALS INC	H4100008000096		25	0	0	0	\$ 25.00	\$ 238.00		
4890	DICK	NED C HOELZER TR	H4100017000017	110	0	0	0	0	\$ 377.00	\$ 4,899.10		
6033	JOSEPH	WILLIAM I & DOROTHY A WOLKE	H4100017000036	75	0	0	0	0	\$ 265.00	\$ 3,348.25		
6025	JOSEPH	ELIZABETH M BERGMAN	H4100017000035	65	0	0	0	0	\$ 233.00	\$ 2,905.15		
111	WITHROW	REDHAWK RENTAL PROPERTIES LLC	H4100008000231	45	0	0	96	0	\$ 169.00	\$ 3,091.27		
114	WITHROW	HARRY L & JOYCE DAVIS	H4100008000229	0	118	0	0	0	\$ 25.00	\$ 1,030.36		
201	COLLEGE	TIMOTHY P & JENNIFER D ROGERS	H4100008000193	0	75	0	0	0	\$ 25.00	\$ 664.00		
10	WITHROW	SUSAN E & ROY D & SAUNDRA S ACRES	H4100007000055	0	50	0	0	0	\$ 25.00	\$ 451.00		
12	WITHROW	DANIEL J & STEPHANIE M LAUDERBACK	H4100007000054	0	95	0	0	0	\$ 25.00	\$ 834.40		
20	WITHROW	CHRISTOPHER ADRYAN & ANN L LARSON ETAL	H4000007000018	10	25	0	0	0	\$ 153.00	\$ 777.10		

Complaint Properties

Address	Direction	Street Name	Property Owner	Parcel #	Square Feet		Square Feet Remove	Square Ft Apron	Permit Fees	Final Cost
					Lineal Ft Curb	Sidewalk				
115	N	Beech	Dollar Investments LLC	H4100007000021	125				\$ 25.00	\$ 1,090.00
117	W	Church	David L & Kristine M Winkler	H4100008000182	10	360			\$ 153.00	\$ 3,631.30
127	W	Church	Robert L Blackburn Tr	H4100008000183	0	70	32.5		\$ 25.00	\$ 984.43
20	W	High	JP Morgan Chase Bank NA	H4100003000266		25			\$ 25.00	\$ 238.00
28	W	High	Dollar Investments LLC	H4100003000017		24			\$ 25.00	\$ 229.48
325	W	Vine	Irene Pierce	H4100008000051	60	65	150		\$ 217.00	\$ 4,912.90

TOTAL OF RESURFACING AND COMPLAINT PROPERTIES \$ 55,911.51

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of :

12/15/2020

Account Code No. :

see below

Budgeted Amount :

Finance

Originating Department

Joe Newlin

Prepared By

12/9/2020

Date Prepared

Agenda Title: 2020 Supplemental Budget #9

Recommendation: Approve

Issue 1

To make adjustment to budget appropriations for the removal of underground storage tanks in the right-a-way in front of old Follett's location

Action Needed:

Revenue Side

NA

Expense Side

Capital Improvement Fund (141)	33,600.00	Removal of underground storage tanks
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Net Effect on Fund Balance/(s)	(33,600.00)
Increase/(Decrease)	

Issue 2

To make adjustment to budget appropriations for the receipt of CARES from Butler County for business Grants and appropriations to issue the Grants appropriations to issue the Grants, the advance to the Local Coronavirus Relief Fund from the General Fund and repayment of the advance

Action Needed:

Revenue Side

Local Coronavirus Relief Fund (428)	106,714.00	Advance from General Fund
General Fund (110)	106,714.00	Repayment of advance from Local Coronavirus Relief Fund

Expense Side

General Fund (110)	106,714.00	Advance to Local Coronavirus Relief Fund
Local Coronavirus Relief Fund (428)	106,714.00	Repayment of advance to General Fund

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

Issue 3

To make adjustment to budget appropriations for the transfer of excess funds from Southpointe TIF Capital Improvement Fund

Action Needed:

Revenue Side

Southpointe TIF Debt Service Fund (151)	1,264.08	Transfer of excess funds from Southpointe TIF Capital Improvement Fund
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Expense Side

Southpointe TIF Capital Improvement Fund (146)	(1,264.08)	Construction of Southpointe TIF Roadway
Southpointe TIF Capital Improvement Fund (146)	1,264.08	Transfer of excess funds to Southpointe TIF Debt Service Fund

Net Effect on Fund Balance/(s)	1,264.08
Increase/(Decrease)	

Issue 4

To make adjustment to budget appropriations for the transfer of excess funds from Aquatic Center Capital Improvement Fund

Action Needed:

Revenue Side

Aquatic Center Debt Service Fund (150)	17,137.82	Transfer of excess funds from Aquatic Center Capital Improvement Fund
Expense Side		
Aquatic Center Capital Improvement Fund (145)	(4,732.44)	Aquatic Center Construction
Aquatic Center Capital Improvement Fund (145)	17,137.82	Transfer of excess funds to Aquatic Center Debt Service Fund
Net Effect on Fund Balance/(s) Increase/(Decrease)	4,732.44	

Issue 5
To make adjustment to budget appropriations for the receipt of reallocated CARES funding and appropriations for Safety Service salaries and benefits

Action Needed:

Revenue Side

Local Coronavirus Relief Fund (428)	4,284.74	Reallocated Cares Funding
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Expense Side

Local Coronavirus Relief Fund (428)	4,284.74	Safety Service salaries and benefits
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Net Effect on Fund Balance/(s) Increase/(Decrease)	-
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Issue 6
To make adjustment to budget appropriations for the transfer from the General Fund to the Capital improvement Fund

Action Needed:

Revenue Side

Capital Improvement Fund (141)	650,000.00	Transfer from General Fund
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Expense Side

General Fund (110)	650,000.00	Transfer to Capital Improvement Fund
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Net Effect on Fund Balance/(s) Increase/(Decrease)	-
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Total Net Effect on Fund Balance/(s) Increase/(Decrease)	(27,603.48)
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Breakdown by Fund	
General Fund (110)	(650,000.00)
Capital Improvement Fund (141)	616,400.00
Aquatic Center Capital Improvement Fund (145)	(12,405.38)
Southpointe TIF Capital Improvement Fund (146)	-
Aquatic Center Debt Service Fund (150)	17,137.82
Southpointe TIF Debt Service Fund (151)	1,264.08
Local Coronavirus Relief Fund (428)	-

Net Effect on Fund Balance/(s) Increase/(Decrease)	(27,603.48)
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Approved By:

Department Head:

City Manager:

	Initials	Date
		12/9/20
		12/10/20

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3538. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 9 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2020.

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:

Local Coronavirus Relief Fund 428	4,284.74
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SECTION 3: The following increase/(decrease)in appropriations from unencumbered balances be made:

Capital Improvement Fund 141	33,600.00
General Fund 110	106,714.00
Local Coronavirus Relief Fund 428	106,714.00
Local Coronavirus Relief Fund 428	4,284.74
Southpointe TIF Capital Improvement Fund 146	(1,264.08)
Southpointe TIF Capital Improvement Fund 146	1,264.08
Aquatic Center Capital Improvement Fund 145	(4,732.44)
Aquatic Center Capital Improvement Fund 145	17,137.82
General Fund 110	650,000.00

SECTION 4: The following advance(s) be executed:

Advance from:

General Fund 110	106,714.00
Local Coronavirus Relief Fund 428	106,714.00

Advance to:

Local Coronavirus Relief Fund 428	106,714.00
General Fund 110	106,714.00

SECTION 5: The following increase/(decrease)in revenues be made:

Local Coronavirus Relief Fund 428	106,714.00
General Fund 110	106,714.00

SECTION 6: The following transfer(s) be executed:

Transfer from:

Southpointe TIF Capital Improvement Fund 146	1,264.08
Aquatic Center Capital Improvement Fund 145	17,137.82
General Fund 110	650,000.00

Transfer to:

Southpointe TIF Debt Service Fund 151	1,264.08
Aquatic Center Debt Service Fund 150	17,137.82
Capital Improvement Fund 141	650,000.00

SECTION 7: The following increase/(decrease) in revenues be made:

Southpointe TIF Debt Service Fund 151	1,264.08
Aquatic Center Debt Service Fund 150	17,137.82
Capital Improvement Fund 141	650,000.00

SECTION 8: In all other respects, Ordinance No. 3538 shall remain in full force and effect.

SECTION 9: 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)