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

AYE: Mr. Ellerbe, Mr. Prytherch, Mr. Snavely, 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 Snavely 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 Snavely 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 Snavely made the motion. Councilor Southard seconded. The motion passed by the following roll call:

AYE: Mr. Prytherch, Mr. Snavely, 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. Snavely moved to approve the Consent Agenda. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Mr. Snavely, 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. Snavely 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. Snavely 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. Snavely, 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. Snavely 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. Snavely, 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 Snavely 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. Snavely 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. Snavely 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. Snavely, 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. Snavely moved to adopt Ordinance No. 2600. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavely, 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. Snavely moved to remove the proposed Ordinance from the table. Mr. Prytherch seconded. The motion passed by the following roll call:

AYE: Ms. Raghu, Mr. Snavely, 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. Snavely moved to adopt Ordinance No. 3601. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Snavely, 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. Snavely 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. Snavely Mayor Smith (7)

NAY: None (0)

ABS: None (0)