



**AGENDA
OXFORD CITY COUNCIL REGULAR MEETING**

COURTHOUSE

TUESDAY, MARCH 3, 2026 AT 7:30 PM

Michael Smith, Mayor

Alex French, Vice-Mayor
Jason Bracken
William Snavely

Amber Franklin
Roxanne Ornelas
Jim Vinch

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

1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Public Participation.
 - A. Butler County Board of Developmental Disabilities Presentation
 - B. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. City Council values your

comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff, or other members of the public, and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

5. Consent Agenda.

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

- A. Minutes of the February 17, 2026, City Council Work Session Meeting. (Heather Barbour, Clerk of Council)
- B. Minutes of the February 17, 2026, City Council Meeting. (Heather Barbour, Clerk of Council)
- C. A Resolution Authorizing The City Manager To Enter Into An Agreement With Canon Solutions America, Inc. For A 63-Month Lease Of A Canon IR ADX DX C3930i For Use By The Oxford Fire Division. (John Detherage, Fire Chief)

6. Resolutions.

- A. A Resolution Authorizing The Allocation Of \$16,000 For 2026 Sustainability Action Items, Including Technical Assistance And A Battery Recycling Program (Jessica Greene, Assistant City Manager)
- B. A Resolution Adopting The Economic Activation Program, Attached Hereto As Exhibit A, To Promote Reinvestment, Code Compliance, And Economic Vitality Within The City Of Oxford, Ohio (Jessica Greene, Assistant City Manager)
- C. A Resolution Accepting The Bid And Authorizing The City Manager To Enter Into An Agreement With EV United, LLC For The Installation Of Six Direct Current Fast Charging Stations For Electric Vehicles At A Cost Of \$904,328.00 Plus A Contingency In The Amount Of \$1,161.00 For A Total Cost Not To Exceed \$905,489.00. (Michael Dreisbach, Service Director)

7. Ordinances.

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

A. First Reading

1. An Ordinance Dedicating Certain City-Owned Real Property Abutting U.S. Route 27 As Public Right-Of-Way. (Michael Dreisbach, Service Director)
2. An Ordinance To Regulate The Rates And Charges To Be Charged And Collected And The Services To Be Rendered By Glenwood Energy Of Oxford, Inc., Its Successors And Assigns, For Gas And Gas Service Furnished To All Of Its Customers Within The Corporate Limits Of The City Of Oxford During The Period Ending April 30, 2029, And Repealing And Superseding Ordinance No. 3689, Which, Together, Previously Regulated Such Rates, Charges, And Services.. (Douglas R. Elliott, Jr., City Manager)
3. An Ordinance Amending Ordinance No. 3844 Supplemental Budget Ordinance Number 1 To Make Supplemental Appropriations For Fiscal Year 2026. (Heidi Ridenour, Finance Director)

B. Second Reading

1. An Ordinance Accepting The Annexation Petition From Miami University For 157.217 Acres Of Land In The Township Of Oxford, Butler County Ohio, And Accepting Said Territory To Be Annexed. (Douglas R. Elliott, Jr., City Manager)
2. An Ordinance Approving A Six Month Extension Of The Approved Clarence Place Final Subdivision Plat And A One Year Extension Of The Clarence Place Final Planned Development Located On 3.464 Acres At 601-607 West Chestnut Street, Oxford, Ohio (Sam Perry, Community Development Director)
3. An Ordinance Repealing Oxford Codified Ordinance Chapter 137 Entitled Housing Advisory Commission, And Adopting New Oxford Codified Ordinance Chapter 137 Entitled Housing Advisory Commission. (Jessica Greene, Assistant City Manager)

8. Announcements & Communications.

A. Remarks from City Council and City staff.

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

B. Future Meetings.

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

DATE

Meeting

- | | | | | |
|----|--------|--|--------------------|------------|
| 1. | Mar 4 | Environmental Commission | Municipal Building | 7:00 p.m. |
| | Mar 5 | Housing Advisory Commission | College@Elm | 5:00 p.m. |
| | Mar 9 | Oxford Recreation Board | Municipal Building | 12:00 p.m. |
| | Mar 9 | Public Arts Commission of Oxford | Municipal Building | 5:30 p.m. |
| | Mar 10 | Planning Commission | Courthouse | 7:00 p.m. |
| | Mar 11 | Historic & Architectural Preservation Commission | Courthouse | 6:00 p.m. |
| | Mar 12 | Civil Rights Commission | Municipal Building | 4:00 p.m. |
| | Mar 17 | City Council | Courthouse | 7:30 p.m. |
| | Mar 18 | Board of Building Appeals | Courthouse | 5:30 p.m. |
| | Mar 24 | Board of Zoning Appeals | Courthouse | 6:30 p.m. |

9. Adjourn.



**MINUTES
OXFORD CITY COUNCIL WORK SESSION
COURTHOUSE
TUESDAY, FEBRUARY 17, 2026 AT 7:00 PM**

1. Roll Call.

Motion – To Enter Executive Session at 6:28 p.m. O.R.C. 121.22(G)(6) Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office

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

AYE # 7

Mr. Vinch, Mr. Bracken, Ms. Franklin, Ms. French, Ms. Ornelas, Mr. Snavelly, and Mayor Smith

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 7:01 p.m. O.R.C. 121.22(G)(6) Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office

(Voice Vote) 1st Ms. French 2nd Ms. Franklin

AYE # 7

NAY # 0

ABS # 0

A work session meeting of the Oxford City Council was called to order by Mayor Smith on Tuesday, Feb 17, 2026, at 7:02 p.m. Members in attendance were Amber Franklin, Roxanne, William Snavelly, Jim Vinch, Alex French, and Jason Bracken.

Staff Members in Attendance

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

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

2. Topic

A. Discussion of Court Options

The City Council discussed options for local court services following Butler County's decision to relocate the Area I Court to Hamilton effective March 31, 2026. The City Manager outlined three primary options: allowing the court to move to Hamilton, pursuing the creation of a Municipal Court (which would require state legislative approval and significant financial investment), or establishing a locally operated Mayor's Court.

Council focused primarily on the Mayor's Court option, which could be created by local ordinance and would handle misdemeanor traffic and local ordinance violations. Discussion included startup costs, staffing needs, provision of public defenders when required, financial sustainability, and the potential to restore local control over diversion programming. Members also considered the impacts on residents, police operations, local businesses, and the use of the current municipal building.

While no final operational decisions were made during the Work Session, Council expressed interest in maintaining convenient, locally controlled court services and acknowledged that implementation would require a transition period and further administrative planning. Slides included in minutes.

3. Adjourn.

Motion – To Adjourn at 7:28 p.m.
(Voice Vote) 1st Ms. French 2nd Mr. Snavelly
AYE # 7
NAY # 0
ABS # 0

City of Oxford Court Options

Douglas R. Elliott, Jr.

City Manager

Presented to City Council on February 17, 2026

Area I Court Current Situation

- Court Services provided by Butler County Area I Court
- County pays all operating expenses
- Serves City of Oxford and 6 Townships (Hanover, Milford, Morgan, Oxford, Reily, and Wayne)
- County leased space from the City for the provision of Area I Court
- Lease executed in 1995 for \$24,000 per year including utilities and custodial maintenance.
- Lease rate and terms remained unchanged.

Area I Court Current Situation

- Oxford Police Division issues citations under Ohio Revised Code (ORC) rather than Oxford Codified Ordinances (OCO) a.k.a Oxford City Code (OCC)
- County Prosecutor operates Diversion Program
- Notice to terminate lease received on December 23, 2025
- Effective March 31, 2026

Court Services Options Analysis

- Study Completed in December of 2017 by Management Partners
- Essentially 3 options plus status quo
- Option 1 Oxford Mayor's Court
- Option 2 Oxford Municipal Court
- Option 3 Butler County Area Court Options
 - 3A County Prosecutor's Proposal-**Option Selected by County**
 - 3B Oxford Sited County Municipal Court
 - 3C Oxford Satellite Court
- Status Quo (Area I Court in Oxford)

Status Quo

- Area I Court in Oxford
- Notice to terminate lease received on December 23, 2025
- Effective March 31, 2026
- County decision has removed this as an option

Area Court Options #3

- 3A Transfer of Area I Court to City of Hamilton effective March 31, 2026-County Selected Option-This option does not require a decision by City Council
- 3B Oxford Sited County Municipal Court-Requires County Action
- 3C Oxford Satellite Court- Requires County Action

Option 2 Municipal Court

- Create Oxford Municipal Court
- Must be established by Ohio Legislature
- Ohio Supreme Court asked to review and make recommendation on operating plan, including adequacy of court facilities
- Authority to conduct preliminary hearings for felonies
- Jurisdiction over traffic and non-traffic misdemeanors
- May hear civil cases in which amount of money in dispute does not exceed \$15,000

Option 2 Municipal Court

- Municipal Court Judges are elected to a six-year term on a non-partisan basis
- May have jurisdiction in several municipalities and townships
- Most similar to Area I Court in terms of operation.
- Cost of services borne by City of Oxford rather than Butler County
- Requires a substantial capital investment in modern court facilities and a substantial annual General Fund subsidy

City of Eaton Municipal Court 2024 Budget

Revenues		
	Court Costs & Reimbursements	\$501,205
Expenditures		
	Personal Services	\$738,640
	Operating Expenses	\$71,479
	Total Expenditures	\$810,119
	Revenues-Expenditures=	-308,914

Option 1 Mayor's Court

- Does not require action by Ohio Legislature to establish
- May be established by local ordinance or charter
- May hear misdemeanor, traffic cases, first time OVI offenses, and other violations of criminal local ordinances
- Must register with the Ohio Supreme Court
- Submit quarterly report to Ohio Supreme Court
- Report to Bureau of Criminal Identification and Investigation first offense misdemeanor convictions and other offenses

Option 1 Mayor's Court

- Meet training requirements
- Meet Mayor's Court Facility Standards
- Follow Ohio Revised Code Chapter 1905 Mayor's Court Law

City of Monroe

Mayor's Court 2025 Budget

Revenues		
	Fines and Forfeitures	\$151,953
Expenditures		
	Personal Services	\$127,748
	Operating Expenses	\$14,233
	Total Expenditures	\$141,981
	Revenues-Expenditures=	+\$9,972

Goal

Establish a Convenient and Economical Court with Local Control

		Convenience	Cost	Local Control
1	Mayor's Court	5	3	1
2	Municipal Court	4	6	5
3A	Prosecutor's Proposal	6	2	6
3B	Oxford Area Court	1	5	6
3C	Oxford Satellite Court	3	5	6
N/A	Status Quo	1	1	6

Recommendation

Establish A Mayor's Court

- Enabling Ordinance presented to City Council
- Mayor appoints Magistrate with the approval of City Council
- City Manager appoints Court Clerk and Prosecutor
- Magistrate and Prosecutor are contract employees
- Court Clerk is full time employee
- Purchase Mayor's Court software for reporting, collections, and online docketing & payments
- Propose budget
- Establish fines, fees, and bonds amounts

Recommendation

Establish A Mayor's Court

- Jurisdiction in City of Oxford only
- Miami University Police Department may want to consider citing under Oxford Municipal Code rather than Ohio Revised Code
- Mayor's Court will not require large subsidy from the General Fund once established. May prove self sufficient once established.
- Uptown coffee shops and restaurants will benefit
- Police officers will have fewer trips to the City of Hamilton
- Local law offices will continue to benefit
- City diversion program will be re-established
- Will require a period of transition

Other Ohio Mayor's Courts

- Currently 275 Mayor's Courts in Ohio
- Butler County with 3 including Trenton and Monroe
- Hamilton County with 32 including Blue Ash, Forest Park, Montgomery, and Sharonville
- Warren County with 6 including Springboro and Carlisle
- Franklin County with 22 including Dublin, Hilliard, Westerville, and Worthington

Questions?



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
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1. Roll Call.

A regular meeting of the Oxford City Council was called to order by Mayor Smith on Tuesday, Feb 17, 2026, at 7:30 p.m. Members in attendance were Amber Franklin, Roxanne Ornelas, William Snavely, Jim Vinch, Alex French, and Jason Bracken.

Staff Members in Attendance

Mr. Douglas R. Elliott, Jr., City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Michael Dreisbach, Service Director; Mr. John Detherage, Fire Chief; Mr. John Jones, Police Chief; Ms. Heidi Ridenour, Finance Director; Mr. Sam Perry, Community Development Director; Mr. Chad Smith, Parks and Recreation Director; and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

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

4. Public Participation.

A. Proclamation - 'Akiva Greenberg Bar Mitzvah Day'

Mr. Akiva Greenberg, 111 East Spring St. — Mr. Greenberg thanked the Council for the Proclamation. Mr. Greenberg noted that a bar mitzvah is a traditional rite of passage for a young Jewish boy or girl, marking the transition from childhood to responsibility. It is traditionally celebrated with family and friends, as this will be this weekend in Oxford. Mr. Greenberg wanted to take this opportunity to thank the Council for helping make Oxford such a wonderful city, and he is very proud to call Oxford his home.

B. Public Comments

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

Public Comment — Mr. Tyreke Farquharson, 211 N. College Ave. — Mr. Farquharson presented a few updates from the Miami ASG. Mr. Farquharson thanked City Staff for their cooperation on the pave-the-way commitment and the lighting assessment. The recently established town-and-gown council has met a few times and is working on the Good Neighbor Campaign. The Good Neighbor Initiative is a prevention-focused initiative designed to reduce off-campus disturbances, strengthen trust among students, residents, the City of Oxford, and the University, and increase awareness of the policy. Mr. Farquharson mentioned that the ASG will focus on voters' rights and voter registration, and hopes to find ways to partner with the City on this initiative.

Public Comment — Mr. J. Marcus Jobe, 15 Olde Farm Road — Mr. Jobe moved into this residence in February 1993, but has lived in Oxford since 1984. Mr. Jobe wanted to comment on the January 29, 2026, Oxford Free Press article written by Aidan Cornue. The article reported a proposed cost of \$153,000.00 to install a sidewalk that would be located on nine homeowner lots in the Heritage subdivision, including his. Mr. Jobe stated that he did not receive any notification or inquiry from the Oxford City Government regarding the sidewalk matter. Or any authorized motivation for the project from the City Government. Mr. Jobe discussed with neighbors, and no homeowners amongst the nine immediately impacted by the proposed project or contacted by the City in advance of or during the now-planned sidewalk project. Mr. Jobe referenced the article, saying the City would need to find funding for this project, which would affect not just

the nine of us but the entire Oxford Community. Regarding the issue at hand, is it possible that the City's approach is that of a big government with no transparency and no authentic focus on the voter? An approach that cancels citizens' valuable input, creates unnecessary polarity, and is quite likely a huge financial waste. Could it be that City's approach matches the heavy-handed, centrally controlled administration methods, barriers to voices of reason from the public, so prevalent in the USSR. Now in the dustbin of history, largely due to their uninformed administrative tactics and strategies. Mr. Jobe stated that the USSR's methods are not welcome in Oxford. Mr. Jobe finished by appealing the proposed sidewalk project and stated that he is not going away.

Public Comment — Ms. Debbie Samland, 105 Olde Farm Road — Ms. Samland referenced the Oxford Free Press article appearing January 23rd that reported a \$153,000.00 pla to install a sidewalk on the lots of nine homeowners located on Olde Farm Road. Ms. Samland has been in contact with Mr. Elliott and has reached out to the homeowners impacted by this proposal from Contreras Road to 105 Olde Farm Road. Ms. Samland noted that several of these lots have fully mature, healthy, beautiful maple trees. Ms. Samland mentioned that the cost of the proposed sidewalk installation has been reported as \$153,000.00, and that homeowners would be responsible for 25% of that cost. This would make the total \$38,250.00, or \$4,250.00 per homeowner. Ms. Samland shared that three of the nine homes are owned by retirees. After speaking with the homeowners, she found that no one had been contacted in advance of this planning by the City, or formally advised of the cost or potential addition to their current Oxford City taxes or personal property taxes, and no homeowner reported wanting the sidewalk. Ms. Samland mentioned that Country Club Drive and Olde Farm Road are scheduled for repaving and costly curb and sidewalk repairs in the summer of 2026. Homeowners have historically also paid for these costly curb and sidewalk repairs. We see no reason for this to be a number one project that needs to be taken care of. Ms. Samland closed by saying that this proposed improvement is unnecessary, unwelcome, and will be a financial burden to all of us, especially the homeowners who are retired and on fixed incomes, as well as for the City of Oxford. Ms. Samland suggested the City Council suspend any follow-through on the Heritage sidewalk extension project. If this project is to be discussed again, we, the homeowners, want to be directly informed, not by a newspaper, and have an opportunity to give our input.

Public Comment — Mr. Jeremy Michael, 129 Country Club Drive — Mr. Michael shared that he had emailed each one of the City Councilors today with a five-point breakdown of why this plan does not make sense. Mr. Michael mentioned the historical inconsistency with this in that this neighborhood has existed for 60 years, and this has been a project that has not even remotely been requested by the residents of the neighborhood. With no documented history of any safety issues with that portion of the neighborhood. This creates a dangerous precedent for other neighborhoods within the City. If historical neighborhoods in the City have to accommodate or create sidewalks for accessibility, then there are several other neighborhoods that will also have to follow suit. Mr. Michael stated that he didn't believe those homeowners had asked for the same projects; this is not something that is being requested. So, where is the motivation coming from that makes this a number one priority for the City Council? Mr. Michael has documented over 15 instances and included seven of both modern and recent construction projects that have failed to meet the standard of safety, creating more than a three-inch step in between panels of the sidewalk. Those are the things that need to get addressed more than creating a project that wasn't requested. Mr. Michael noted the lack of justification or any supporting data for this. Has there been a study? Have we already addressed the fact that none of the residents have been

contacted about this project? So it looks really heavy-handed coming from a City Council that doesn't communicate with its constituents about a project that wasn't requested. Mr. Michael stated that the financial burden is obviously incredibly high, and we've already talked about that. Mr. Michael mentioned that his project goes against the Oxford Codified Ordinances of landscaping and tree preservation, as well as the tree preservation requirement that mandates that this Council has passed to remove the 600 year old trees, plus four additional trees to make room for this project. Additionally, it chokes the front of the neighborhood, and we will have to relocate all underground utilities there to make space. Mr. Michael finished by sharing that the installation of a sidewalk was just legally challenged in the state of Ohio last year, where repairs are a resident's responsibility or can be, but the installation of a new sidewalk is not. This also puts in the face of legal challenges that will come further down the road. Mr. Michael asked that the City Council listen to your residents, to make fiduciary decisions that make sense, and to table this project or identify a clear reason that it needs to be completed.

Public Comment — Mr. Chip Murray, 113 Country Club Drive — Mr. Murray noted that sidewalks are great, but without the trees on Olde Farm Road, it's not worth it, right? The gains that you get from minor safety that my neighbors and I would say are not needed right now, and the convenience of walking on a sidewalk versus the street, but to lose those trees would be tragic. Mr. Murray mentioned the costs, the liabilities, and the rest of it on the homeowners. Ask our neighbors if we want that. If a whole bunch of neighbors are lining up, saying we want sidewalks, I could possibly get on board eventually, but I really do not want them. Mr. Murray stated if the sidewalks are for recreational use, to wait for the bike path to be finished, and will be coming around wherever it ends up, and we can figure out other ways that we can get outdoors and walk there. We don't need sidewalks, and we certainly don't need to take out those trees that we've got up there right now. The value of a tree out in front of your yard, especially those big maples, is thousands of dollars. Some will argue that when you put in sidewalks, your property values go up a bit because that's more infrastructure for it all. Asking those homeowners to lose all those trees is not going to balance out. It is not worthwhile. Mr. Murray finished by saying that if the City of Oxford fixed all of the other problems in the City that could use \$160,000.00, then wants to have this conversation, we can do that down the road, but let's use that money elsewhere, anywhere else than our sidewalks. We don't need them.

Public Comment — Ms. Lindsey Thome, 2198 Mormon Road — Ms. Thome read a prepared statement into the record (statement is included in minutes). Ms. Thome mentioned that she would love to continue this conversation and help to be a solution in this issue.

5. Consent Agenda.

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

Motion – To Approve the Consent Agenda.
(Voice Vote) 1st Ms. French 2nd Ms. Franklin
AYE # 7

NAY # 0
ABS # 0

- A. Minutes from the January 30, 2026, City Council Retreat Work Session (Heather Barbour, Clerk of Council)

- B. Minutes from the February 3, 2026, City Council Meeting (Heather Barbour, Clerk of Council)

- C. A Resolution Approving Then And Now Certificates For Purchase Orders Issued Above \$3,000 Where An Invoice Was Received Prior To The Purchase Order Date, As A Requirement Of Ohio Revised Code 5705.41 (d) (Heidi Ridenour, Finance Director)

6. Resolutions.

- A. A Resolution Of The City Council Of The City Of Oxford, Ohio, Accepting The 2026 Action Items Toward The Comprehensive Plan As Exhibit A And Accepting The 2027 Research Items As Exhibit B (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7790.
(Voice Vote) 1st Mr. Snavely 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - None.

- B. A Resolution Authorizing The City Manager To Execute An Amended And Reinstated Lease Agreement As Described In Exhibit A, Between The City Of Oxford, Ohio, And CSX Transportation, Inc. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7791.
(Voice Vote) 1st Mr. Snavely 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - None.

- C. A Resolution Accepting The Proposal And Authorizing The City Manager To Enter Into An Agreement With Pros Consulting Inc. For The Parks And Recreation Master Plan And Conceptual Feasibility Analyses For The TRI Community Center and TRI Community Center Site (Chad Smith, Parks and Recreation Director)

Motion – To Adopt Resolution No. 7792.
(Voice Vote) 1st Ms. French 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - None.

- D. A Resolution Accepting The Bid And Authorizing The City Manager To Enter Into An Agreement With Alpha Construction Indiana, Inc. For The Installation Of Equipment And Materials To Remove Phosphorus From The City’s Wastewater Treatment Plant Effluent As Required By The Ohio Environmental Protection Agency At A Cost Of \$599,950.00 Plus A 10% Contingency In The Amount Of \$59,995.00 For A Total Cost Not To Exceed \$659,945.00. (Michael Dreisbach, Service Director)

Motion – To Adopt Resolution No. 7793.
(Voice Vote) 1st Ms. French 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - None.

- E. A Resolution Authorizing A Payment Of \$111,096.73 To The Conservation Fund In Conjunction With The U.S. Fish & Wildlife Service, Ohio Department Of Transportation, And The Construction Of The Oxford Area Trail System (Phase V). (Michael Dreisbach, Service Director)

Motion – To Adopt Resolution No. 7794.
(Voice Vote) 1st Ms. French 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - None.

7. Ordinances.

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

A. First Reading

1. An Ordinance Accepting The Annexation Petition From Miami University For 157.217 Acres Of Land In The Township Of Oxford, Butler County Ohio, And Accepting Said Territory To Be Annexed. (Douglas R. Elliott, Jr., City Manager)

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

Public Comment - None.

2. An Ordinance Approving A Six Month Extension Of The Approved Clarence Place Final Subdivision Plat And A One Year Extension Of The Clarence Place Final Planned Development Located On 3.464 Acres At 601-607 West Chestnut Street, Oxford, Ohio (Sam Perry, Community Development Director)

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

Public Comment - None.

3. An Ordinance Repealing Oxford Codified Ordinance Chapter 137 Entitled Housing Advisory Commission, And Adopting New Oxford Codified Ordinance Chapter 137 Entitled Housing Advisory Commission. (Jessica Greene, Assistant City Manager)

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

Public Comment - None.

B. Second Reading

1. An Ordinance Establishing A Mayor's Court And Establishing Chapter 172 Of The Oxford Codified Ordinances. (Douglas R. Elliott, Jr., City Manager)

Motion – To Adopt Ordinance No. 3853.
(Roll Call Vote) 1st Mr. Snavelly 2nd Ms. French

AYE # 7

Ms. French, Ms. Ornelas, Mr. Snavelly, Mr. Vinch, Mr. Bracken, Ms. Franklin, and Mayor Smith

NAY # 0

ABS # 0

Mr. Elliott reported no changes since the first reading and offered to answer any questions.

Public Comment - None.

2. An Ordinance Accepting The Recommendation Of The Planning Commission To Approve A Preliminary Subdivision, Preliminary & Final Planned Development, Waivers And Conditions For The New Roots 16-Unit Microhome Community To Be Located On 2.19 Acres Of Land At 5234 Hester Road (Sam Perry, Community Development Director)

Motion – To Adopt Ordinance No. 3854.
(Roll Call Vote) 1st Ms. French 2nd Mr. Snavelly

AYE # 7

Ms. Ornelas, Mr. Snavelly, Mr. Vinch, Mr. Bracken, Ms. Franklin, Ms. French, and Mayor Smith

NAY # 0

ABS # 0

Mr. Perry reported no changes since the first reading and offered to answer any questions.

Public Comment — Ms. Anne Bailey, 192 Stone Creek Drive — Ms. Bailey shared her full support for this Ordinance. Ms. Bailey is a board member for OASH and is a member of the HAC. Ms. Bailey mentioned a recent OASH board meeting last Friday, during which the board members drafted an advocacy statement for the Ordinance, which was approved. OASH then decided to present it at their monthly meeting, which was last evening, the February meeting. The group present voted unanimously to present this statement to Council this evening. Ms. Bailey read the following statement: The mission of Oxford Area Solutions for Housing is to respond to and prevent homelessness. Increasing the stock of affordable housing is essential to achieving this mission. The New Roots development targets income-qualifying homeowners, consistent with the City's priority of housing for all. At least four of these micro homes are identified specifically for individuals or families with intellectual or developmental disabilities, known as IDD. The development team indicated that there is a severe shortage in the Ohio IDD market. I see this is really kind of a pilot thing that our City and our State could use as a demonstration project. As an advocacy group, OASH believes it is important for interested members of the public to voice support for initiatives that further our mission and vision. We applaud the flexibility of the City in pivoting away from an earlier approved development. The use of efficiency and decision making to facilitate the use of ARPA funds for infrastructure cost and a recognition that a design for accessibility may benefit from the use of waivers and conditions in approving development plans. Ultimately, we also acknowledge the vision, initiative, and commitment of Emily and Mark Kendall and Inclusive Housing Resources and EmpwerMe Living.

Public Comment — Ms. Jeniffer Heston-Mullins, 137 Kelly Drive — Ms. Heston-Mullins shared her support of this Ordinance. Ms. Heston-Mullins is an Oxford citizen, a social worker who's worked with older adults and their families for almost 30 years, a gerontologist who studies aging, and a volunteer with Age Friendly Oxford and OASH. Ms. Heston-Mullins commended the Planning Commission for its recommendation to approve the New Roots development and its acknowledgment of the need for more affordable housing options in our community. Ms. Heston-Mullins noted that she was particularly glad that the New Roots development has earmarked homes for individuals and families living with intellectual and developmental disabilities. Ms. Heston-Mullins mentioned that improvements in health care and the decline of institutionalization have increased the life expectancy of most people living with intellectual and developmental disabilities. Ms. Heston-Mullins explained that this number has gone up from about 22 years in 1931 to almost 70 years now. Ms. Heston-Mullins stated that there are more people living with intellectual and developmental disabilities, including Down Syndrome, than before. And individuals aging with intellectual and developmental disabilities are living longer and often outliving family members who have provided care and support. Having developments like New Roots in our community can help these individuals stay independent and in the community. Ms. Heston-Mullins encouraged the planning commission and the City Council to continue to pursue affordable housing in Oxford. Lack of affordable housing has serious impacts on older adults living on a fixed income, and research indicates that this is a real growing issue. About 20%, one out of five of those experiencing homelessness that were identified in the 2024 national point in time count were ages 55 and older. The fastest growing group of those experiencing homelessness is individuals over the age of 55. Many of whom are experiencing

homelessness for the first time in their lives. Ms. Heston-Mullins thanked the Council for its efforts to make the community a livable community for people of all ages and abilities.

8. Announcements & Communications.

A. Remarks from City Council and City staff.

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

B. Future Meetings.

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

DATE	Meeting		
1. Feb 18	Board of Building Appeals	Courthouse	5:30 p.m.
Feb 19	Police Community Relations & Review Commission	Oxford Seniors Center	4:00 p.m.
Feb 20	Community Improvement Corporation	College@Elm	12:00 p.m.
Mar 3	City Council	Courthouse	7:30 p.m.
Mar 4	Environmental Commission	Municipal Building	7:00 p.m.
Mar 5	Housing Advisory Commission	College@Elm	5:00 p.m.
Mar 9	Public Arts Commission of Oxford	Municipal Building	5:30 p.m.
Mar 10	Planning Commission	Courthouse	7:00 p.m.
Mar 11	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Mar 12	Civil Rights Commission	Municipal Building	4:00 p.m.
Mar 17	City Council	Courthouse	7:30 p.m.

9. Adjourn.

Motion – To Adjourn at 8:52 p.m.
(Voice Vote) 1st Ms. French 2nd Mr. Snavely
AYE # 7
NAY # 0
ABS # 0

Public Comment To Council



Please note: Comments must be received by 2:00 pm the day of the council meeting to be shared with City Council members. Comments will be included in the minutes under the public comment section.

* **First Name**

Lynda

Enter your First Name

* **Last Name**

Seiter

Enter your Last Name

* **Address**

5 Olde Farm Road

* **City**

OXFORD

* **State**

OH

* **Email**

[REDACTED]

Phone

[REDACTED]

* **I am a...**

- Visitor
- Resident (i.e. must live within the corporate boundaries)
- Business Manager
- Business Owner
- Employee in Oxford
- Student
- Other

* **Comment(s)**

After reading about the "sidewalk improvement" on Olde Farm Road, I really want to understand how not one of the residents this effects have been asked how we feel or even been contacted to explain the situation. Just reading that we will have to pay part of this project has not settled well with me. Have the amount of disruption to the existing trees that line the street and entrance gardens even been considered? This should have been far more transparent than it has been.

Make a public comment for review by City Council

History

Good evening, members of Council,

My name is Lindsey Thome, and I am here tonight to speak about the Oxford Area Trail System—specifically, asking the City of Oxford to incorporate the plowing of these paths into its winter maintenance schedule.

I want to start by acknowledging the immense effort and resources the City has put into paving and developing the OATS trail. It is, without question, a premier regional destination. During the summer, the maintenance is impeccable, even blowing the leaves off the path in the Fall. The City has clearly prioritized making these trails a centerpiece of Oxford life, and we are grateful for that. We respectfully request that a comparable standard of upkeep be applied during the winter months, so that the parks' aesthetic and functional value remain accessible despite snow and ice. Year-round access to these paths would significantly benefit residents, including families with young children, older adults, individuals with disabilities, runners, and people exercising their pets.

We are currently at the one-month mark where these paved paths have been difficult to use due to the snow and ice. When the trails aren't cleared, the "multi-use" nature of the path vanishes. By extending maintenance services throughout the winter months, residents will benefit from safe access to outdoor spaces, supporting year-round active living. This initiative represents a practical, community-oriented approach that enhances the functionality of public areas all seasons.

I am clearly not alone in this concern. **Last week I started a petition to address this gap. In the one week that this petition has been active, it has gained over 200 names, totaling 7 pages of names.** These are 200 residents asking the City to protect the accessibility of the paths they love.

To understand the feasibility of this, I reached out to Kate McConnell, the Senior Parks Manager of Great Parks. We discussed Miami Whitewater—currently the closest plowed path where it is safe to walk when OATS is covered in snow and ice.

She shared that their 8-mile outer loop takes between 3 and 6 hours to plow. Given that our OATS path is approximately 3.5 miles, I estimate that plowing would take about **two hours**. Oxford typically only sees significant snowfall about three times per year. We are essentially talking about **six hours of labor per year** to keep this multimillion-dollar investment open and safe for the public.

This issue is so vital to our community's health that several residents, including myself, have even offered to plow the paths ourselves just to ensure the job gets done. However, we would much prefer to see the City find a formal framework to include OATS in the official winter maintenance schedule.

We have built a world-class trail system. Let's make sure it is usable for all year round. Let's work together to ensure that every resident—whether they are pushing a stroller, a wheelchair or training for a 5K—can use these trails in all four seasons.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Fire Division
PREPARED BY:	John Detherage
DATE PREPARED:	2/23/2026
COUNCIL MEETING DATE:	March 3, 2026
AGENDA TITLE:	A Resolution Authorizing The City Manager To Enter Into An Agreement With Canon Solutions America, Inc. For A 63-Month Lease Of A Canon IR ADX DX C3930i For Use By The Oxford Fire Division. (John Detherage, Fire Chief)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	\$15,000.00
ACCOUNT CODE:	418.152.52340 Contracted Services
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	JPD DRE

DISCUSSION:

Our current copier lease expires in March 2026. The proposed Canon IR ADV DX C3930i is the replacement for our current copier.

The new copier cost is a \$2.00 per month increase from our current contract and more accurately reflects our usage amount. This monthly cost covers all maintenance and repair. Please see the attached proposal and cost analysis for additional details.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CANON SOLUTIONS AMERICA, INC. FOR A 63-MONTH LEASE OF A CANON IR ADX DX C3930I FOR USE BY THE OXFORD FIRE DIVISION.

WHEREAS, the City Manager has reviewed information submitted for the replacement of the existing copier equipment at the Oxford Fire Division and has recommended that the current copier equipment be replaced with the Canon IR ADX DX C3930i; and

WHEREAS, the City Manager recommends that the City enter into a 63-month lease agreement with Canon Solutions America, Inc. for leasing the Canon IR ADX DX C3930i for use by the Oxford Fire Division at a monthly cost of \$ 232.00.

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

SECTION 1: Council having reviewed the City Manager's recommendation hereby authorizes the City Manager to enter into an Agreement with Canon Solutions America, Inc. for a 63-month lease of the Canon IR ADX DX C3930i for use by the Oxford Fire Division at a monthly cost of \$232.00.

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)

ADVANCING BUSINESS OPPORTUNITIES



Equipment Solution Proposal

Prepared For:



Jonathan Gaffney

*Canon U.S.A., Inc.
Senior Account Executive*

*4900 Parkway Drive, Suite 170
Mason, OH 45040*

513-229-8045

Canon

February 3rd, 2026

CITY OF OXFORD – FIRE DEPARTMENT

Dear Treva,

Thank you for your interests in Canon Solutions America. I appreciate the opportunity to review your business needs and to propose a solution designed to help you achieve your business goals. It is indeed a pleasure and an honor to work with you on this opportunity.

Per our recent conversations, and an analysis of your needs, the following proposal is presented for your review and approval. I have included information on recommended products, services, support, and pricing based on your needs.

We are driven by the needs of our customers and at Canon Solutions America, we're pleased to offer innovative solutions to help you unleash your organization's potential, now and in the future. Our comprehensive, integrated lineup of business imaging solutions—tailored to your specific needs and budget—can empower you to help achieve outstanding levels of productivity.

Canon Solutions America is dedicated to providing you with outstanding service and support. Throughout every phase of our collaboration, our team of highly trained professionals has one goal—helping you maximize your investment and enhance your core business processes.

Please take time to review this proposal in detail. If you have any questions or comments, please contact me at your first convenience. Thanks again, and I look forward to speaking to you again soon.

Sincerely,

Jonathan Gaffney
Senior Account Executive

Canon

New Equipment Recommendations

- Proposed New Solution –

Canon imageRUNNER Advance

DX C3930i

Canon

Product Overview & Pricing

Equipment Recommendation

Canon ImageRunner Advance *DX* C3930i



DX

imageRUNNER
ADVANCE DX

Canon

Equipment Summary- *Canon IR Adv. DX C3930i*

Canon imageRUNNER Advance DX C3930i - Digital Copier/Printer/Scanner/Fax

imageRUNNER Advance DX C3930i Features Include:

30 pages per minute Color & Black & White

200 Sheet 'Single-Pass' Automatic Document Feeder

1200 x 1200 dpi Print Resolution

(1.8 GHz Processor, 3.5 GB MB Memory RAM, 256 GB SSD)

Enhanced Security – Authentication, Data, Network & Document Security

Create up to 100 User Inboxes for Print Job Management & File Storage

50-Sheet Inner Stapling Finisher

USB Memory Media Support (Scan-to & Print-from USB)

4 Seconds Warm Up Time w/ New Quick Startup Mode

Auto-Meter Read Support (MFP will report Meter Reads automatically)

New Mobile Print w/ Canon PRINT Business App

New Standard Wireless LAN & Remote Operators Software

Paper Trays:

- (4) 550 Sheet Cassette's
- 100 Sheet Stack Bypass

Total Paper Capacity= 2,300 sheets of paper capacity

NEW Soft Close Paper Drawers

Network Scanning

- Scan to Email, FTP, SMB, WebDav, HDD (User Boxes), & USB
- Color Universal Send Standard File Formats: TIFF, JPEG, PDF, Compact PDF, PDF/A-1b, XPS, Compact XPS, Searchable PDF & OOXML (*Microsoft Word & Power Point*)
- Scans up to **270** images per minute & **COLOR SCANNING !!!!!**
- "Skip" Blank Page Originals & Digital Skew Correction
- *NEW Feeder Media Support (For Checks, Business Cards, & Receipts)*

Fax

Super G3 Compatibility

33.6 Kbps Modem Speed

PC Fax + Resolutions up to 400 x 400 dpi

Capability to designate Incoming Faxes to E-Mail Addresses ***



NEW 10.1"
Color LCD



Scanning
Up to 69% Faster!
Market-leading Speed

Canon

Equipment Summary- *Canon IR Adv. DX C3930i*

Canon imageRUNNER Advance DX C3930i - Digital Copier/Printer/Scanner/Fax

imageRUNNER Advance DX C3930i Features Include:

*NEW - Inner Staple Finisher L1 *INCLUDED*

- 2 Trays, 550 Sheets of Output Capacity
- Corner & Double Stapling up to 50 Sheets within the footprint of the Main Device
- Supports Staple Free Stapling & Staple On Demand



Canon

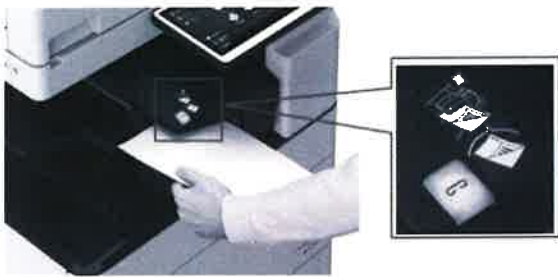
Equipment Summary- *Canon IR Adv. DX C3930i*

Canon imageRUNNER Advance DX C3930i - Digital Copier/Printer/Scanner/Fax

imageRUNNER Advance DX C3930i Features Include:

NEW – Inner Staple Finisher L1

Staple On Demand - **Included w/ Inner Finisher*

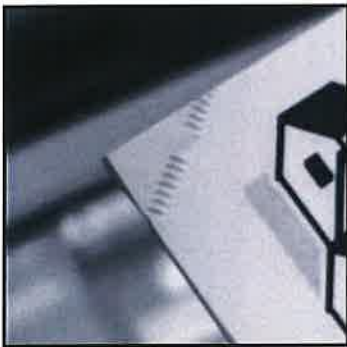


Allows users to manually staple up to 40 sheets by placing in an outer slit of the finisher.

Useful for re-stapling originals after copying/scanning.

Also can be used to staple documents printed without selecting the appropriate settings in the print driver.

Staple Free Stapling - ** Included w/ Inner Finisher*



Binds up to 4 sheets (20lb Bond / 80gsm) without using metal staples.*

Allows for easy shredding, more efficient paper stacking and is eco-conscious using fewer staples and less waste.





New *DX* Series
Product Highlights

Canon imageRUNNER ADVANCE DX

imageRUNNER ADVANCE DX

DX: Digital Transformation

“Supporting our customers’ digital transformation initiatives through Advanced Scan functionality and Cloud-Ready capabilities.”

DIGITIZE

Identify remaining analog information and processes and integrate them into digital workflows. For example, an invoice that needs to be passed over from one department to another can be easily digitized and sent with Canon’s imageRUNNER ADVANCE DX scanning capabilities.

MANAGE

Gain stronger control over processes and information to control costs and gain insights. With Canon’s imageRUNNER ADVANCE DX platform, users can manage the usage of their device in order to better track costs and make effective business decisions.

OPTIMIZE

Leverage insights to implement changes that help achieve workflow efficiency and systems integration. If a specific department has a habit of printing in black and white only, administrators can enable authentication to restrict that department to only use black and white, minimizing overall print-related costs.

AUTOMATE

Leverage advanced technologies, such as AI and Machine Learning, to transform business processes. Streamline with the use of Timeline, a quick and easy recall of previously completed job settings - without the need to set it up again.

Canon

Equipment Summary- *Canon IR Adv. DX Series*

Canon imageRUNNER Advance DX Series - Digital Copier/Printer/Scanner/Fax

imageRUNNER Advance DX Series Features Include:

Brilliant New User Experience

10.1" WSVGA Full-Color TFT LCD Touch Screen



Flick

- Switch pages and scroll lists by swiping finger up/down and left/right

Pinch

- Enlarge main menu or function screens using two fingers
- Zoom in and out of documents in the preview screen

Similar to a smartphone all operations can be carried out with a simple touch...



Canon

Equipment Summary- Canon IR Adv. DX Series

Canon imageRUNNER Advance DX Series - Digital Copier/Printer/Scanner/Fax
imageRUNNER Advance DX Series Features Include:

BRAND NEW

New Home Screen with Timeline



Integrated Menu

- Combines the Main Menu and the Quick Menu
- NEW** Soft Key Numeric Keypad

Timeline

- Automatically adds previous job settings to the Timeline for quick and easy recall.
- Can be personalized for each user when using authentication.

New Home Screen

- Create Home Screen buttons from previous jobs on the Timeline for even easier recall.
- Move position of Home Screen buttons with long press.

Numeric Keypad-A1



New Numeric Keypad-A1

A **NEW** Optional numeric keypad is available to support Voice Guidance and Voice operation kits for customers who want improved accessibility on the devices.

Canon

Equipment Summary- Canon IR Adv. DX Series

Canon imageRUNNER Advance DX Series - Digital Copier/Printer/Scanner/Fax

imageRUNNER Advance DX Series Features Include:

NEW – 'SKIP' Blank Page Originals

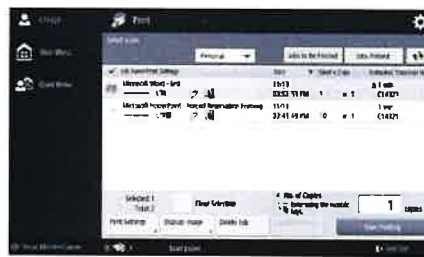
-Automatically detects blank pages when scanning originals and removes them from the generated file

NEW - Expanded OOXML Support

-Standard Scan to Microsoft® Word and PowerPoint® on all models

NEW - Forced Reservation Printing

-Enhancement of "Secure Print" function to help with document security and reduce costs due to unnecessary prints



NEW – Standard HDD Encryption

-Enables the device to automatically encrypt data stored on the main unit's HDD to help prevent data leaks
-FIPS 140-2 Level 2 Validated (security standard established by the U.S. government)

Equipment Summary- *Canon IR Adv. DX Series*

Canon imageRUNNER Advance DX Series - Digital Copier/Printer/Scanner/Fax
imageRUNNER Advance DX Series Features Include:

BRAND NEW

NEW – UNIFIED FIRMWARE PLATFORM

UFP

UNIFIED FIRMWARE PLATFORM

New Updates Include:

V3.12

New Visual Message Feature & Improved Notifications

***NEW* Improved OCR Accuracy**

Scan & Send Usability Improvements

Fax Improvements

Force Hold Printing Improvements

***NEW* Security Enhancements (FTPS Support & TLS 1.3 Support)**

SIEM Integration & McAfee Embedded Control

Device Hardening

***NEW* Hot Folders**

& More...

Canon

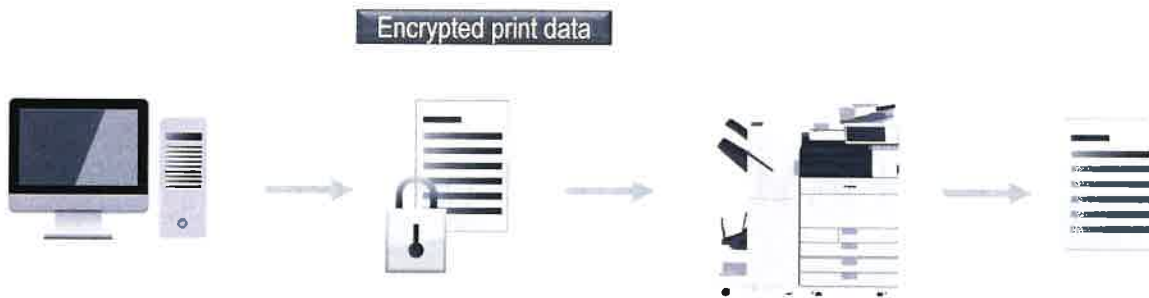
Equipment Summary- Canon IR Adv. DX Series

Canon imageRUNNER Advance DX Series - Digital Copier/Printer/Scanner/Fax

imageRUNNER Advance DX Series Features Include:

NEW – Encrypted Secure Print

-Users can set a password for print jobs and hold their print jobs in the iR ADV device. The held job cannot be printed until the user enters the password, helping to increase the security of confidential documents. This feature also enables encryption of print data from a user's PC to the iR ADV, reducing the risk of information leakage and tampering while the job traverses the network.



When transmitting a print job, enter the password. Then the print job is encrypted.

A print job is held until the user wants to print. The device decrypts and prints the job after the user enters the password.

NEW – Secure Watermark

-When copying, embed a stamp, date, number of copies, serial number, or ID/user name that will appear in the background when the resulting document is copied. This feature helps deter unauthorized copying and is designed to prevent information leakage.



Canon

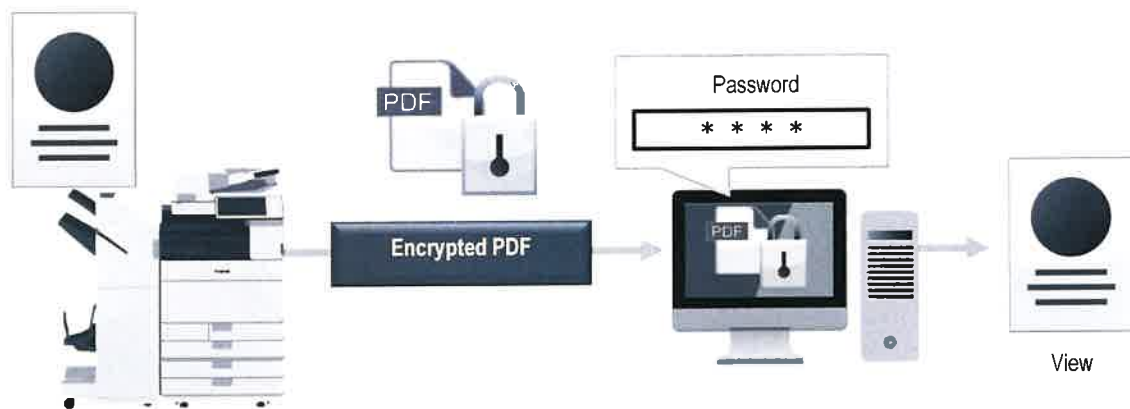
Equipment Summary- *Canon IR Adv. DX Series*

Canon imageRUNNER Advance DX Series - Digital Copier/Printer/Scanner/Fax
imageRUNNER Advance DX Series Features Include:

NEW – Encrypted PDF

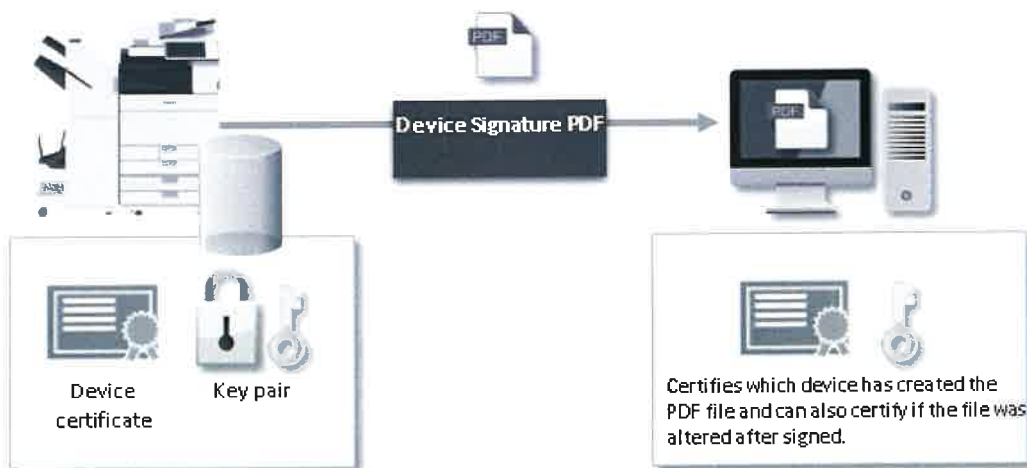
-The user can create an encrypted PDF file in Scan and Send by creating a password for the document. To open an encrypted file, the password is required, helping to restrict access to the information.

Original document



NEW – Device Signature PDF

-Enables the recipient of a scanned document to verify, with a device signature certificate and key pair, which device scanned the document. The recipient can also check to see whether the document has been altered.



Canon

Equipment Summary- Canon IR Adv. DX Series

A partnership that enhances security for your multifunction printers.

Canon

Trellix



Formerly..

McAfee™

MFPs share many of the same characteristics as a PC - and some of the same security risks



As the number of connected devices grows, so do the risks from malware and attacks.

Canon

Equipment Summary- Canon IR Adv. DX Series

McAfee Embedded Control helps protect Canon imageRUNNER ADVANCE devices from malware execution and tampering of approved firmware and applications.

Trellix



This new level of protection is one component of the many built-in security features helping to secure devices and communications & manage and monitor MFP security policies.

Secure Your Communications



Secure Your Device



Manage and Monitor

imageRUNNER
ADVANCE

Canon

Equipment Summary- Canon IR Adv. DX Series

Canon imageRUNNER Advance DX Series - Digital Copier/Printer/Scanner/Fax
imageRUNNER Advance DX Series Features Include:

BRAND NEW

SECURITY

imageRUNNER ADVANCE DX Models support a multi-layered security approach with a host of standard features including:

Trellix

McAfee Embedded Control

Help Protect Against Cyberthreats

Uses whitelisting to help prevent execution of unrecognized malware or tampering of existing firmware/applications.



Verify System at Startup

Help Protect Against Tampering While Not in Use

At device start-up, verifies that the boot process, firmware, and applications have not been altered or tampered with.



SIEM Integration

Threat Detection and Notification (Security Information & Event Monitoring)

Integrate with customers' existing security and event monitoring systems to include printers in this threat detecting measure.



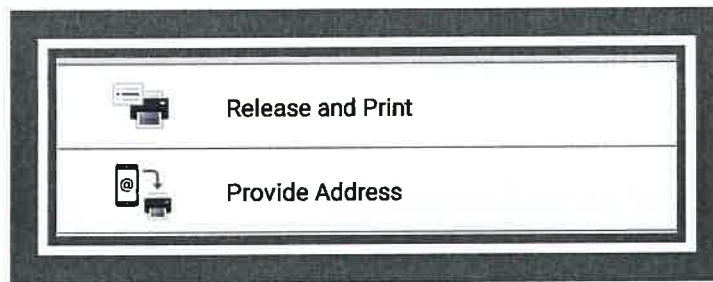
Canon

Equipment Summary- *Canon IR Adv. DX Series*

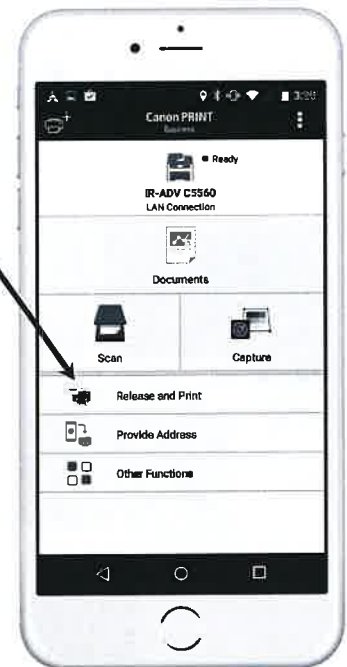
Canon imageRUNNER Advance DX Series - Digital Copier/Printer/Scanner/Fax
imageRUNNER Advance DX Series Features Include:

NEW – Mobile Device Integration

- Use a compatible mobile device to connect with the imageRUNNER ADVANCE device using the Canon PRINT Business app
- Allows operation of certain functions through the user's mobile device



- Access your print queue to release print jobs
- Reprint from Job History
- Add send destinations from your phone/tablet contacts
- Use the phone's keypad to add subject, file name, and body of email



Must be logged in with your mobile device when using authentication



Equipment Summary- *Canon IR Adv. DX Series*

Canon imageRUNNER Advance DX Series - Digital Copier/Printer/Scanner/Fax
imageRUNNER Advance DX Series Features Include:

NEW -- Enhanced Image Quality

New V² Color Profile

-Vividness

- Expands the color reproduction range (gamut) of the device
- Enhances color reproduction within dark areas

-Vibrance

- Increases the visual sharpness of printed documents
- Delivers sharp clarity of documents, especially photos
- Prints appear crisp and well-defined



V² COLOR



**Improved Quality for Printing on Rough Paper as well.*

EQUIPMENT PRICING

Proposed Solution

What you're getting...

(1) Canon imageRUNNER ADVANCE DX C3930i

10.1" Full Color LCD Touch User Interface, 1200 x 1200 DPI Printing , 1.8 GHz Intel Pentium Processor, 200 Sheet "Single-Pass" Document Feeder, 256 GB SSD, 2,300 Sheets of Paper Capacity, 50-Sheet Inner Stapling Finisher, Staple Free Stapling, Staple On-Demand, USB Memory Media Support, Wireless Capability, Mobile Print, New v2 Color Mode., Scanning up to 270 IPM, 'Skip' Blank Page Scanning, Scanning to Microsoft Word, Microsoft PowerPoint, Searchable PDF, & Encrypted PDF, Scanning w/ Precision OCR Accuracy, New Feeder Media Support for Checks, Receipts, & Business Cards, Digital Skew Correction, New Security Features, NEW Unified Firmware Platform, Trellix Embedded Protection, Fax, Fax Forwarding to an E-Mail, PC Fax Remote Operator Software, Automatic Meter Read & Toner Support & More!!!!

63 Month FMV Lease

\$232.00 / Per Month

'FIXED' Maintenance Contract

Product	Monthly Cost	B&W Copies Included Per Month	COLOR Copies Included Per Month	Cost Per Copy B&W After Allowance	Cost Per Copy COLOR After Allowance
DX C3930i	INCL.	2,500	1,500	\$0.008	\$0.06

Includes: New Equipment, Maintenance, Delivery, Installation, & Training. Canon technician will install up to 3 workstations for printing & scanning per machine. Toner will be automatically shipped. (w/ IWR Activated) Contract includes Toner!!

INCLUDED WITH THIS OFFER

Your current lease & maintenance agreements will be terminated and closed out.

Canon Solutions America will pick up and remove your current leased equipment and return it to the leasing company after the New Equipment has been installed.

INCLUDED W/ THIS OFFER

NO LEASE OR MAINTENANCE
PAYMENTS FOR 3 MONTHS

90 Day Deferral	
Lease Term	Number of Payments
66	63



- NEW TOOL -

24/7 Online Device Management Portal

MyCanon Business

MyCanon Business provides customers a simple and convenient solution to managing their devices.

myCanon Business is a complimentary secure account management portal that lets users submit meter reads, place service requests, sign up for automated toner replenishment and retrieve account information.

mycanonbusiness.usa.canon.com



imageRUNNER ADVANCE

DX

Thank you!!

This Quotation does not constitute a binding offer and is provided for informational purposes only. Pricing in this Quotation is subject to change or correction. Canon Solutions America, Inc. ("CSA") will be legally bound only if and at such time as CSA enters into a separate agreement with you for the products and services described in this Quotation. Lease pricing will be subject to a lease agreement with CSA's affiliate, Canon Financial Services, Inc. ("CFS"). Any such separate agreements, including a lease agreement, will be governed by and subject to Contract Terms and Conditions, which are available for your review at ess.csa.canon.com/CUSTOMERDOCUMENTS. You are strongly encouraged to review those Contract Terms and Conditions carefully. As part of the separate agreement between you and CSA and CFS, you will be required to acknowledge that you have reviewed, and to agree to, the Contract Terms and Conditions.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	
DATE PREPARED:	2/19/2026
COUNCIL MEETING DATE:	March 3, 2026
AGENDA TITLE:	A Resolution Authorizing The Allocation Of \$16,000 For 2026 Sustainability Action Items, Including Technical Assistance And A Battery Recycling Program (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

At the February 17, 2026, Council meeting, Councilors adopted the 2026 action items towards the Comprehensive Plan. Included in these action items were two sustainability projects that are currently not budgeted.

One is to continue exploring how to bring solar to the closed landfill and expand solar in Oxford more broadly, and the second is a battery recycling program.

The City has determined that it needs technical assistance to develop a strong model for solar programs. This will include both legal and tax assistance to take advantage of the Inflation Reduction Act and the direct pay programs for cities. This technical assistance is estimated to cost up to \$14K.

To run a battery recycling program, we must pay to send the batteries to a specialty recycler. We will pay per pound by battery type. The city has placed battery-recycling containers in the lobbies of the municipal and police buildings. Batteries will need to be taped before transport. The estimated cost of the battery recycling program is \$2K.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE ALLOCATION OF \$16,000 FOR 2026 SUSTAINABILITY ACTION ITEMS, INCLUDING TECHNICAL ASSISTANCE AND A BATTERY RECYCLING PROGRAM

WHEREAS, the City of Oxford has adopted sustainability and climate action goals intended to reduce greenhouse gas emissions, increase efficiency, and promote environmental stewardship for current and future residents; and

WHEREAS, the City’s Comprehensive Plan includes a goal to develop an energy plan to meet Oxford’s energy demand with renewable energy generated locally and/or regionally; and

WHEREAS, implementation of sustainability initiatives often requires specialized technical assistance to support planning, analysis, and program implementation; and

WHEREAS, improper disposal of household batteries presents environmental and fire risks, and a structured battery recycling program would improve public safety, reduce landfill waste, and support responsible materials management.

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

SECTION 1: Council hereby authorizes the allocation of Sixteen Thousand Dollars (\$16,000) to support sustainability action items, specifically for:

- (a) Technical assistance services related to sustainability and energy planning initiatives; and
- (b) Development and implementation of a community battery recycling program.

SECTION 2: This Resolution shall take effect after the earliest period 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

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	2/23/2026
COUNCIL MEETING DATE:	March 3, 2026
AGENDA TITLE:	A Resolution Adopting The Economic Activation Program, Attached Hereto As Exhibit A, To Promote Reinvestment, Code Compliance, And Economic Vitality Within The City Of Oxford, Ohio (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Smart Growth and Quality Places
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

Well-maintained properties and active business corridors are essential components of a strong local economy and a high quality of life. While Oxford has a relatively stable economy and a beautiful historic district, certain properties within the Mile Square and commercial areas remain underutilized, inactive, or in violation of local codes.

The City currently has some tools available to address property conditions, including code enforcement, civil fines, and economic incentives. However, these tools are most effective when implemented strategically and proactively.

Economic Development and Community Development staff, together with input from the Community Improvement Corporation, have created the proposed Economic Activation Program.

This program is designed to encourage voluntary compliance and reinvestment through a structured, time-limited initiative that emphasizes collaboration and incentives prior to enforcement. The program reflects a “carrot before the stick” approach and aligns with the goals and action items of the Oxford Comprehensive Plan, including promoting smart growth, creating quality places, and encouraging development and redevelopment in targeted areas.

Program Overview

The Economic Activation Program is a 16-month initiative proposed to run from May 1, 2026 through August 31, 2027.

The program is built around four core pillars:

1. Identify – Conduct a comprehensive effort to identify and document poorly maintained, underutilized, or inactive properties in the Mile Square and commercial zones.
2. Inform – Notify property owners of identified code violations and program eligibility, including available amnesty and possible incentive opportunities.
3. Incentivize – Provide a temporary fee amnesty period and offer financial assistance programs to support the timely completion of improvements.
4. Enforce – Following the amnesty period, implement code enforcement for properties that remain non-compliant.

The program includes a temporary suspension of penalties for eligible code violations, provided that the violations are corrected within the designated timeframe. Violations that are egregious or pose a significant threat to public health and safety are not eligible for amnesty. We are also not addressing code violations of trash or litter with this program.

Financial Incentives

Property owners who participate in the program may be eligible for:

- Revolving Loan Fund (Improvement and Retention Loans)
 - Up to \$10,000
 - 1% interest
 - 60-month repayment term

- Façade and Sustainability Grant Program
 - Reimbursement grant of up to 50% of project costs
 - Maximum award of \$5,000

- Potential Fee Waivers
 - Permit application fees
 - Utility tapping fees
 - Other applicable fees, as determined by the Community Development Department
 -

Additional funding sources (e.g., Butler County Land Bank, Butler County Finance Authority, Ohio Department of Development, or City of Oxford Economic Development Fund) may be pursued when appropriate. Incentives may be combined (“stacked”) in accordance with program rules.

Any property owner receiving financial assistance will enter into a development agreement outlining expectations and timelines.

Timeline

- March 1, 2026: Program promotion begins

- April 13, 2026: Public informational meeting
- May 1, 2026: Program officially opens; notification mailers sent
- June 2, 2027: 90-day certified notice to remaining non-compliant properties
- August 31, 2027: Amnesty period ends and code enforcement activities resume with penalties.

The CIC endorsed this program model and unanimously voted to send the program to City Council for adoption at their February 20, 2026, meeting.

RESOLUTION NO.

A RESOLUTION ADOPTING THE ECONOMIC ACTIVATION PROGRAM, ATTACHED HERETO AS EXHIBIT A, TO PROMOTE REINVESTMENT, CODE COMPLIANCE, AND ECONOMIC VITALITY WITHIN THE CITY OF OXFORD, OHIO

WHEREAS, vibrant streetscapes, well-maintained properties, and active business corridors are hallmarks of a thriving community and a strong local economy; and

WHEREAS, the City of Oxford seeks to encourage reinvestment, improve property conditions, and promote the productive use of land and buildings throughout the community; and

WHEREAS, the Oxford Comprehensive Plan establishes a goal of promoting smart growth and creating quality places that enhance community character, sustainability, and economic vitality; and

WHEREAS, the Oxford Comprehensive Plan further includes an action item to promote development and redevelopment in targeted areas, including the Mile Square and commercial corridors; and

WHEREAS, the City has existing tools available to address property maintenance and redevelopment, including code enforcement, civil fines, economic incentives, and partnerships with the Community Improvement Corporation; and

WHEREAS, the proposed Economic Activation Program establishes a structured, time-limited initiative that emphasizes identification, communication, incentive-based compliance, and, when necessary, enforcement, in order to proactively reduce underutilized and non-compliant properties; and

WHEREAS, the Community Improvement Corporation voted to advance this proposed program to City Council at their February 20, 2026 meeting; and

WHEREAS, the Economic Activation Program is designed as a 16-month initiative (May 1, 2026 through August 31, 2027) to promote capital improvements, provide a temporary amnesty period for eligible code violations, and encourage reinvestment in the Mile Square and commercial areas of the City, as more fully described in Exhibit A.

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

SECTION 1: That the Economic Activation Program, attached hereto and incorporated herein as Exhibit A, is hereby approved and adopted.

SECTION 2: That the City Manager and appropriate City staff are hereby authorized and directed to implement the Economic Activation Program in accordance with its terms, including

coordination with the Community Improvement Corporation and administration of related incentive programs.

SECTION 3: That this Resolution shall take effect and be in force from and after the earliest period allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

Economic Activation in Oxford

Vibrant streetscapes, well-maintained properties, and active business corridors are hallmarks of a thriving community and a strong local economy. In Oxford, we are proud of the character and energy that define our community, and we recognize the opportunity to further enhance areas where properties may be underutilized or in need of improvement.

Oxford has a range of effective tools to support this effort, including code enforcement, civil fines, and economic incentives. By strategically leveraging these resources, we can strengthen property conditions, encourage reinvestment, and promote long-term vitality.

To proactively reduce the number of underperforming properties and encourage positive momentum, the Community Improvement Corporation recommends a “carrot before the stick” approach. This philosophy is embodied in the Economic Activation Program, which prioritizes collaboration, incentives, and partnership to help property owners contribute to a more vibrant and prosperous Oxford.

The goals of the Economic Activation Program include:

- Improve physical conditions throughout the city, reduce blight, and inactivity.
- Identify problem properties and assist property owners in identifying code violations.
- Encourage the correction of identified code violations by establishing an amnesty period to address issues without penalty.
- Incentivize the timely completion of development projects by promoting financial incentives to qualifying projects.
- Robust code enforcement and fine collection following the amnesty period.

What is the Economic Activation Program?

- **The Economic Activation Program** is a 16-month program (May 1, 2026 – August 31, 2027) designed to promote capital improvements and code compliance throughout the City of Oxford.
- The program creates a period of fee amnesty by suspending all penalties related to violations of local regulations in an effort to spark capital investment and economic vitality in Oxford.
 - Note: Code violations that are egregious or pose a significant threat to the health and safety of the Oxford community are not eligible for amnesty under this program.
- The Economic Activation Program hinges upon four core pillars.

- **Identify** and record all known poorly maintained, underutilized, or inactive properties in the Mile Square and commercial zones. Trash/litter/garbage code violations, on their own, are not a target of this program.
- **Inform** property owners and provide support for improvement.
- **Incentivize** swift completion of associated projects by providing both a period of fee amnesty, as well as potential for financial assistance.
- **Enforce** any outstanding Code infractions following the amnesty period.

Economic Activation Program Timeline

- Promotion of the program will begin March 1, 2026
 - Broad promotion of the program through City outlets.
 - City E-news, website, social media, Council and Committee meeting announcements, etc.
 - Broad promotion of the program through City partner outlets.
 - Oxford Chamber, Enjoy Oxford, etc.
 - Direct outreach to owners of identified properties.
- Promotional and informational meeting hosted on April 13, 2026, 6 – 7:30 PM
 - Program rules, amnesty, potential incentives, etc., will be presented.
- Program officially opens on May 1, 2026
 - Mailers of all identified properties will be sent to property owners by Friday, May 1, 2026.
 - Property owners may contact City staff for property inspections to determine potential eligibility
- Any property with Code violations that are fully addressed during the Economic Activation Program will have any fees or penalties waived.
- Property owners who remain with Code violations will be given 90-day notice via Certified Mail on June 2, 2027.
- Amnesty period ends August 31, 2027.
- Property owners will be given final notice of violations and assessment of associated penalties via Mail by September 30, 2027.

Identification of Eligible Properties in Oxford

The first step in the process is a robust effort by City staff to identify and record existing poorly maintained, underutilized, or inactive properties in the Mile Square and commercial areas. . Furthermore, the program will include all property types, including commercial, residential, and mixed-use in this defined area.

To successfully complete this step.

- Community Development staff will complete inspections of properties with suspected violations.
 - Trash, rubbish, litter, outdoor storage, code violations are not targeted with this program and therefore will not cause properties to be eligible for fee amnesty or financial incentive.
- Economic Development staff will identify underutilized or inactive properties.
- Property owners may also self-identify and seek assistance with improvements to their properties, although bringing properties into compliance will be given first priority with funding incentives.
- Community Development staff will complete property inspections at properties where property owners request an inspection to help identify potential violations.
- Community Development staff will complete citations and outline penalties as part of this identification period.
- Records of violations and associated penalties will be maintained and tracked.
- If this step proves to be overly burdensome to Community Development Staff, funding may be sought to hire temporary Code Enforcement staff to assist.
- The City will create and publish virtual outlets for public participation to help identify potential violations.

Informing Property Owners of Their Property Eligibility

The second step will be to inform property owners of their property eligibility. Communication to property owners will outline the reason for the eligibility, such as but not limited to: maintenance conditions, inactivity, code violations, associated fines, and information regarding the amnesty period provided through the Economic Activation Program.

To successfully complete this step.

- Owners will be notified by mail of their eligibility and Code violations at their property.
- Mailers will be sent regarding known violations on May 1, 2026, additional mailers will be generated and sent as new violations are identified

- Mailers will include language specific to the Code violation, explain the Economic Activation Program, including available support, as well as outline penalties for violations that remain unaddressed.
- All Code violations (both new and outstanding) are eligible for suspension of fines during the Economic Activation Program.
- City Manager Department staff will assist the Community Development staff to inform property owners during this step.
- City staff will coordinate with NIC to provide local access to qualified Building Officials and building plan reviews as part of the **Inform** process.
 - Dates and times for these consultations will be determined at a later date.

Incentivizing Property Owners in the Timely Completion of Improvements at Their Property

The third step will be to provide financial incentives for the timely completion of projects. Property owners may have their fees suspended during the Economic Activation Program, and upon successful correction of Code violations, those fines may be waived. Additional financial incentives may be available depending on factors such as the violation and project scope.

Any property owner who accepts financial assistance from the City as part of this program will enter into a development agreement outlining expectations and timelines.

Potential financial incentives include

- Revolving Loan Fund “Improvement and Retention Loans”
 - Through this existing program, we will offer loans up to \$10,000 at 1% interest and a 60-month repayment term to help fund capital projects.
 - Property and business owners may coordinate to apply for these loans if a business is operating in a building owned by another party.
 - Applications are reviewed by the CIC and recommended to Council for funding.
- Capital Improvement Grants
 - Oxford has an existing “Façade and Sustainability” reimbursement grant.
 - This program provides grants for capital projects that include either an environmental sustainability element or façade improvement.
 - These grants can provide up to 50% of project costs, to a \$5,000 total cap while funds last.
 - Property and business owners may coordinate to apply for grants if a business is operating in a building owned by another party.
 - Applications are reviewed by the CIC and recommended to Council for funding.

- For larger projects that include aspects such as significant capital investment, site development, etc. additional grant sources may be sought.
 - The Butler County Land Bank, Butler County Finance Authority, and Ohio Department of Development have a variety of grant programs available.
 - Depending on the project, Economic Development staff may assist in the completion of applications to outside funding sources.
 - The City may also explore new grant funding programs promoted and administered through the CIC for larger projects with significant impact.
- Potential fee waivers for permit applications, utility tapping, etc.
 - Projects may also qualify waiver of various fees, as approved by the Community Development department.
 - Fee waivers will be taken into consideration on a case-by-case basis.
- Financial incentives may be “stacked” to create more financial support for projects.
 - City grants may not be used to provide funds for loan repayment
 - Loans may not be used to create matching funds as part of grant requirements.

To successfully complete this step.

- Property owners will be notified of the various financial incentive programs by Economic Development staff.
 - Notices of available incentives will be included in the Certified Mailers, as described in the **Inform** phase of the Economic Activation Program.
- Property owners will be provided with appropriate application materials.
 - Application materials will be provided electronically via email and linked on the City of Oxford website.
- Economic Development staff will monitor and promote any appropriate outside financial incentive programs that property owners may be eligible to apply.

Enforce Code Violations on all Properties Within the City of Oxford

The fourth and final step will be rigorous enforcement of Code violations within the City of Oxford following the amnesty period provided by the Economic Activation program. After diligent efforts to **Identify, Inform, and Incentivize** Code compliance, the City will take a strong position of enforcement for any outstanding or emerging Code violations. When necessary, the City will seek to take legal action or assess the property taxes of sites that remain in violation.

Community Development and Economic Development staff will work together to maintain a list of all Code violations identified during the Economic Activation Program, including Code violations and project status.

To successfully complete this step.

- City staff will maintain records of all properties with Code violations as discovered during and prior to the **Identify** step.
- City staff will record completed projects and inform property owners of compliance.
- City staff will notify property owners that they remain in violation, first by a 90-day notice on June 2, 2027, then again of failure to comply on September 30, 2027.
- Any Code violation not successfully addressed, or any project not fully completed, by August 31, 2027, runs the risk of not qualifying for amnesty from fines and fees assessed due to Code violations.

Project Scenarios and Funding Examples

1. Scenario #1: Small project to repaint the exterior at an Uptown Business location.
 - a. Local business owner/contractor works with City of Oxford to permit the project.
 - i. Community Development Department to identify appropriate paint colors in historic district
 - ii. City Manager staff assist with Public Right-of-Way permit for sidewalk closure.
 - b. Total project costs \$4,500
 - i. Business owner applies for Façade and Sustainability Grant through CIC.
 - ii. Application is approved and provides \$2,250 in funding, reimbursed when business owners provide documentation of a paid invoice following
2. Scenario #2: The use of a property is prohibited by the Zoning Code, and the building or site has been altered without permission from the City.
 - a. Local business owner/contractor works with the City to restore the property or building to proper use/condition. This could include exterior condition building repair, such as but not limited to the replacement of boarded up windows with actual windows.
 - b. If there is a Zoning Code violation for the use, the City works with the owner to seek Zoning approval. If the Zoning approval is not approved within the program time, the owner agrees to return the use to a permitted use. The City assists with the fees and staff time in seeking approval that may ultimately be denied. The owner agrees to restore the site to its previous condition. The owner agrees to fund at least a portion of the restoration. This could include but not limited to the removal of unauthorized stored materials, unauthorized paving or gravel.
3. Scenario #3: Business needs to demolish and rebuild an outdoor patio dining area.
 - a. Local business owner/contractor works with City of Oxford to permit the project.
 - i. Community Development Department on permitting, engineering, etc.
 - b. Total project costs \$25,000
 - i. Business owner applies for a Revolving Loan Fund loan
 1. Application is approved and provides a \$10,000, 60-month loan at 1% interest (\$168.34/month payments).
 - ii. Business owner applies for Façade and Sustainability Grant through CIC.
 1. Application is approved and provides \$5,000 in funding.
 - iii. Project was able to qualify for funding under both programs due to total project costs and outcomes aligning with program rules.
 1. \$25,000 total project costs, with \$10,000 in costs covered by RLF.
 2. \$15,000 remaining project costs supported by Façade and Sustainability grant program with a grant award at the \$5,000 cap.

- 3. Business owners cover \$10,000 immediate out-of-pocket funding.
 - iv. Successful project completion.
- 4. Scenario #4: Property is identified as a public safety hazard, due to a voluntary, involuntary or natural hazard such as but not limited to: collapsed building, an open and unsecure building, a fire-damaged building.
 - a. No amnesty is provided.
- 5. Scenario #5: Property is underutilized.
 - a. In a Historic District and has potential for re-investment or adaptive re-use and may be eligible for historic tax credits. In need of historic architecture consultation.
 - b. Outside a Historic District and has potential for adaptive re-use. In need of architectural, building code or engineering consultation to determine the feasibility of improvements.
 - c. Regardless of Historic District status, the property is in a key location for redevelopment but contains potential “brownfield” characteristics, and/or contains remnants of prior uses or buildings that are costly to remove and prepare for future development. Requires urban planning/design consultation in order to determine feasibility for redevelopment.
- 6. Scenario #6: Business needs to resurface a 12,000 square-foot parking lot.
 - a. Local business owner/contractor works with City of Oxford to permit the project.
 - i. Community Development Department on permitting, engineering, etc.
 - b. Total project costs \$70,000
 - i. Business owner applies for a Revolving Loan Fund loan
 - 1. Application is approved and provides a \$10,000, 60-month loan at 1% interest (\$168.34/month payments).
 - ii. Business owner applies for Façade and Sustainability Grant through CIC.
 - 1. Application is denied as not aligning with program rules/values



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Mike Dreisbach
DATE PREPARED:	2/23/2026
COUNCIL MEETING DATE:	March 3, 2026
AGENDA TITLE:	A Resolution Accepting The Bid And Authorizing The City Manager To Enter Into An Agreement With EV United, LLC For The Installation Of Six Direct Current Fast Charging Stations For Electric Vehicles At A Cost Of \$904,328.00 Plus A Contingency In The Amount Of \$1,161.00 For A Total Cost Not To Exceed \$905,489.00. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	MBD DRE

DISCUSSION:

On October 10, 2024, the City of Oxford received correspondence from the OKI Regional Council of Governments (OKI) of an award of **\$905,489.00** for the installation of six DC Fast Charging Electric Vehicle (EV) charging stations. Four of the stations are to be installed at the City's surface parking lot at Main St. and Church St. in the vicinity of the Uptown Parks. The other two stations are to be constructed at the Municipal Building's northern parking lot abutting the East/West alley. These funds will be administered by the Ohio Dept of Transportation (ODOT), District 8, and the City will serve as the Local Partnering Agency (LPA) for the project. No local match is required for this project as the City has been allotted Ohio Toll Revenue Credits in lieu of local match funds. Both NACS (Tesla) and CCS (Universal) connector types will be provided at the charging stations. The City will be responsible for the costs associated with Duke Energy and the installation of transformers at each charging station site; these costs should not exceed \$115,000.

The City developed plans and specifications for the project. ODOT has reviewed and approved the plans and specifications and has authorized bidding for the project. Bids shall include the use of ChargePoint

DC fast chargers with a five-year support package as well as video surveillance equipment with a three-year support package. The City advertised for bids in the Journal News on January 30, February 6, February 13, and February 20, 2026. Bids were publicly opened and read aloud on February 20, 2026 with the following results:

EV United, LLC \$904,328.00

The City has experience with EV United, LLC, which installed the Level Two EV charger in the City's Walnut Street Parking Garage. The City has been pleased with their work and service. Staff recommends the City Council authorize the City Manager to enter into a contract with EV United, LLC for the installation of six direct current charging stations at a cost of \$904,328.00. Staff also recommends a contingency of \$1,161.00 (the maximum authorized by OKI for this project); therefore, the total not-to-exceed amount for this contract shall be **\$905,489.00**.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH EV UNITED, LLC FOR THE INSTALLATION OF SIX DIRECT CURRENT FAST CHARGING STATIONS FOR ELECTRIC VEHICLES AT A COST OF \$904,328.00 PLUS A CONTINGENCY IN THE AMOUNT OF \$1,161.00 FOR A TOTAL COST NOT TO EXCEED \$905,489.00.

WHEREAS, a request for bids was published in the *Journal News* and with multiple plan clearinghouses on January 30, February 13, and February 20, 2026. Sealed proposals were opened and read aloud on February 20, 2026; and

WHEREAS, the City Manager and the Service Director recommend Council accept the bid and authorize the City Manager to enter into an agreement with EV United, LLC for the installation of six direct current fast charging stations for electric vehicles at a cost of \$904,328.00 plus a contingency in the amount of \$1,161.00 for a total cost not to exceed \$905,489.00.

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

SECTION 1: Council finds EV United, LLC to be the lowest and best bidder and accepts the bid of \$904,328.00 for the installation of six direct current fast charging stations for electric vehicles.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with EV United, LLC at a cost of \$904,328.00 plus a contingency in the amount of \$1,161.00 for a total cost not to exceed \$905,489.00 for the installation of six direct current fast charging stations for electric vehicles.

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)

October 10, 2024

Mr. Douglas R. Elliott, Jr., City Manager
City of Oxford
15 S. College Avenue
Oxford, OH 45056

Dear Mr. Elliott,

I am pleased to inform you that the OKI Board of Directors has approved the request from the City of Oxford to fund the installation of electric vehicle charging infrastructure at the Oxford Municipal Building and the Uptown Surface Parking Lot.

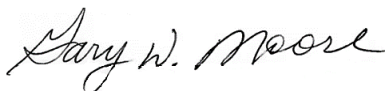
The project was approved for a total of \$905,489 in federal Carbon Reduction Funds. Ohio Toll Revenue Credits (TRC) are being provided in lieu of local match. OKI is proud to support transformative projects that help our region make the transition to electric vehicles.

As you proceed in the Project Development Process, please contact Andrea Henderson, the ODOT District 8 Local Public Agency Coordinator at Andrea.Henderson@dot.ohio.gov at (513) 933-6528. Ms. Henderson will schedule a field review and scope meeting and provide you with instructions on how to fill out the LPA Scope of Services form.

Please note that this letter serves as a notice of funding award but not as notice to proceed. A formal authorization to proceed will be given in separate correspondence from ODOT. Any expenditure incurred without this authorization to proceed will not be reimbursable.

Should you have any questions, please do not hesitate to contact Andy Reser, Transportation Programming Manager at areser@oki.org or (513) 619-7688.

Sincerely,



Gary W. Moore
President



Mark R. Policinski
CEO

Cc: Andrea Henderson, ODOT District 8
Scott Otto, City Engineer

Judge/Executive Gary W. Moore
President

Mark R. Policinski
CEO

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January 2, 2026

Scott Otto, P.E.
15 S. College Ave.
Oxford, OH 45056

Re: BUT City of Oxford EV FY2026
PID #122798

Dear Scott,

Please be advised that the Department has received federal authorization for City of Oxford to advertise this project for bids.

The above referenced project should be advertised at least three (3) weeks, competitively bid and the contract awarded in accordance to the procedures outlined in the LPA Policy and Agreement. The period between the first legal advertising date and the bid opening date must be at least twenty-one (21) days.

Please note, should it be decided not to award the project to the lowest, responsive bidder, it will be necessary to contact me immediately and provide written justification for such decision.

Should an optional pre-bid meeting be scheduled after the PS&E submittal, please inform Mr. Tom Makris at 513-933-6619. Once the project is awarded, please provide notification of the project award by submitting the following in Adobe PDF format, unless specified otherwise below:

- Bid Tabulation (in Microsoft Excel format)
- LPA Bid Analysis Checklist
- A Copy of the Ordinance or Resolution Awarding the Contract
- Copy of the Contract
- If the Project has a DBE Goal, the Contractor is required to follow the process described in LPA Proposal Note 013 - *DBE Goal is 0%*
- Documentation of the legal advertisements
- Should the City want Direct Payment to the Contractor, a Direct Pay form should accompany the Bid Tabulation Submittal

Mr. Makris and the District 8 Contractor Compliance Officer (Mike Cash) should be contacted to schedule a pre-construction meeting. Should you have any questions or need additional information, please contact me at your convenience.

Sincerely,

Lucy Zelinski
District 8 LPA Project Manager
c: Makris, T.; Henderson, A.

**U.S. DEPARTMENT OF TRANSPORTATION
 FEDERAL HIGHWAY ADMINISTRATION
 FEDERAL-AID PROJECT AGREEMENT**

RECIPIENT: 39-Ohio
UEI (SAM): ERAMRH53K2Y7

FEDERAL PROJECT NO: E250152
RECIPIENT PROJ. NO(S): 122798

1. The State through its department of transportation, or other recipient, has complied, or hereby agrees to comply, with the applicable terms and conditions set forth in (a) Title 23, U.S. Code, highways; (b) The regulations issued pursuant thereto, and the policies and procedures promulgated by the Federal Highway Administration; and (c) All other applicable federal laws and regulations. 2. The State, or other recipient, stipulates that as a condition to payment of the Federal funds obligated, it accepts and will comply with the provisions set forth in 23 CFR 630.112. These provisions incorporate by reference all other federal laws and regulations pertaining to the project or the activity for which the funds are obligated. Solely for the purposes of emphasis, such applicable provisions include, but are not limited to, the requirements of Appendix A to 2 CFR Part 170—Award terms for Reporting subaward and executive compensation information, and 2 CFR 200, including for those funds for which such amount will be subawarded to a subrecipient, 2 CFR 200.331.3. Relative to the above designated project, the FHWA has authorized certain work to proceed as evidenced by the date entered opposite the specific item of work. For such authorized work, the federal funds obligated or advance-construction authorized, are not to exceed the amount shown herein. The balance of the estimated total project cost is an obligation of the State or other direct recipient. 4. Such authorization of Federal funds extends only to project costs incurred by the State, or other recipient, following Federal Highway Administration’s authorization to proceed with the project.

PROJECT TITLE: BUT City of Oxford EV FY2026
PROJECT DESCRIPTION: Project to install two (2) DCFC (EV charging) stations at the Oxford Uptown Surface Parking Lot, and one (1) DCFC station installed at the Oxford Municipal Building. This project includes site work needed and planned maintenance and network plan. Butler County.
DUNS#:
SUBRECIPIENT PROJECT: No
SUBRECIPIENT UEI (SAM):
SUBRECIPIENT NAME:
PROJECT END DATE: 03/03/2029

CLASSIFICATION OF PHASE OF WORK TO BE PUT UNDER AGREEMENT	EFFECTIVE DATE OF AUTHORIZATION
HIGHWAY PLANNING & RESEARCH	
PRELIMINARY ENGINEERING	12/18/2025
RIGHT-OF-WAY	
CONSTRUCTION	12/18/2025
OTHER	

PROGRAM CODE	FAIN	URBAN/ WITH	TOTAL COST	FEDERAL SHARE	FEDERAL FUNDS UNDER AGREEMENT	ADVANCED CONST. FUNDS
Y601			\$905,489.00	0.00%	\$0.00	\$905,489.00
TOTAL			\$905,489.00		\$0.00	\$905,489.00

ESTIMATED TOTAL COST: \$905,489.00
TOTAL AUTHORIZED FOR PROJECT: \$0.00

OHIO DEPARTMENT OF TRANSPORTATION

AVAILABLE FUNDS CERTIFIED BY:	Daniel Ehrenberg	DATE:	12/17/2025
APPROVED AND REQUESTED BY:	Daniel Ehrenberg	DATE:	12/17/2025
AGRMT/MODIFY REQUESTED BY:	Daniel Ehrenberg	DATE:	12/17/2025

FEDERAL HIGHWAY ADMINISTRATION

PROJECT INFORMATION REVIEWED BY:	Melinda Carr	DATE:	12/17/2025
APPROVAL RECOMMENDED BY:	Melinda Carr	DATE:	12/17/2025
APPROVED AND AUTHORIZED BY:	Vjollca Holley	DATE:	12/19/2025

RECIPIENT REMARKS: Authorization for Construction and Detail Design for this Design Build Project. This agreement is subject to the following award terms: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf> and <http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>.

FHWA REMARKS:



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Mike Dreisbach
DATE PREPARED:	1/21/2026
COUNCIL MEETING DATE:	March 3, 2026
AGENDA TITLE:	An Ordinance Dedicating Certain City-Owned Real Property Abutting U.S. Route 27 As Public Right-Of-Way. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE MBD

DISCUSSION:

The City of Oxford has improved two segments of US Route 27 by significantly widening the roadway and adding turning lanes, sidewalks, and bicycle lanes. The segments included College Corner Pike from Locust St. to Todd Road (commonly referred to as 27 North), and Millville-Oxford Road from Chestnut St. to Southpointe Parkway (commonly referred to as 27 South).

As a result of land acquisitions to support these road widening projects, the City retains ownership of the original parcel remnants, which should be reclassified as dedicated public right-of-way. By dedicating these stranded parcels as right-of-way, maintenance responsibilities (i.e., snow clearing, curb-gutter, and sidewalk maintenance) will be clarified for both the City and the abutting property owners.

ORDINANCE NO.

AN ORDINANCE DEDICATING CERTAIN CITY-OWNED REAL PROPERTY ABUTTING U.S. ROUTE 27 AS PUBLIC RIGHT-OF-WAY

WHEREAS, the City of Oxford has undertaken and completed roadway improvement projects along U.S. Route 27, including College Corner Pike from Locust Street to Todd Road (commonly referred to as U.S. 27 North) and Millville–Oxford Road from Chestnut Street to Southpointe Parkway (commonly referred to as U.S. 27 South); and

WHEREAS, in connection with these roadway improvement projects, the City acquired certain parcels of real property necessary for construction and related transportation purposes; and

WHEREAS, following completion of the roadway projects, the City retains ownership of certain remnant parcels that abut U.S. Route 27 and function as roadway, right-of-way, and transportation corridor areas; and

WHEREAS, pursuant to Ohio Revised Code Section 723.03 and the City’s home rule authority under Article XVIII of the Ohio Constitution, a municipal corporation may dedicate municipal property for use as public streets, alleys, and other public ways; and

WHEREAS, the dedication of these City-owned parcels as public right-of-way will clarify ownership and maintenance responsibilities and ensure their continued use for public roadway, pedestrian, bicycle, utility, and transportation purposes; and

WHEREAS, City Council finds that the dedication of these parcels as public right-of-way serves the public health, safety, and general welfare of the City of Oxford.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT:

SECTION 1: Pursuant to the authority granted by Ohio Revised Code Section 723.03 and the City’s home rule powers, the City hereby formally dedicates as public right-of-way those certain City-owned parcels and/or portions thereof abutting U.S. Route 27, as more particularly identified by parcel identification numbers set forth in **Exhibit A**, attached hereto and incorporated herein by reference (the “Dedicated Property”).

SECTION 2: The City Manager is hereby authorized and directed to take all actions necessary to effectuate this dedication, including causing this Ordinance and **Exhibit A**, or such separate dedication instrument referencing this Ordinance, to be recorded in the Office of the Butler County Recorder. The Clerk of Council is authorized to certify copies of this Ordinance for recording purposes.

SECTION 3: Upon dedication, the parcels identified in **Exhibit A** shall be considered part of the public right-of-way system of the City of Oxford, and maintenance responsibilities for such areas shall be governed by applicable law, ordinances, and established City policies.

SECTION 4: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5: This Ordinance shall take effect and be in force at the earliest time allowed by law.

MAYOR

ADOPTED:

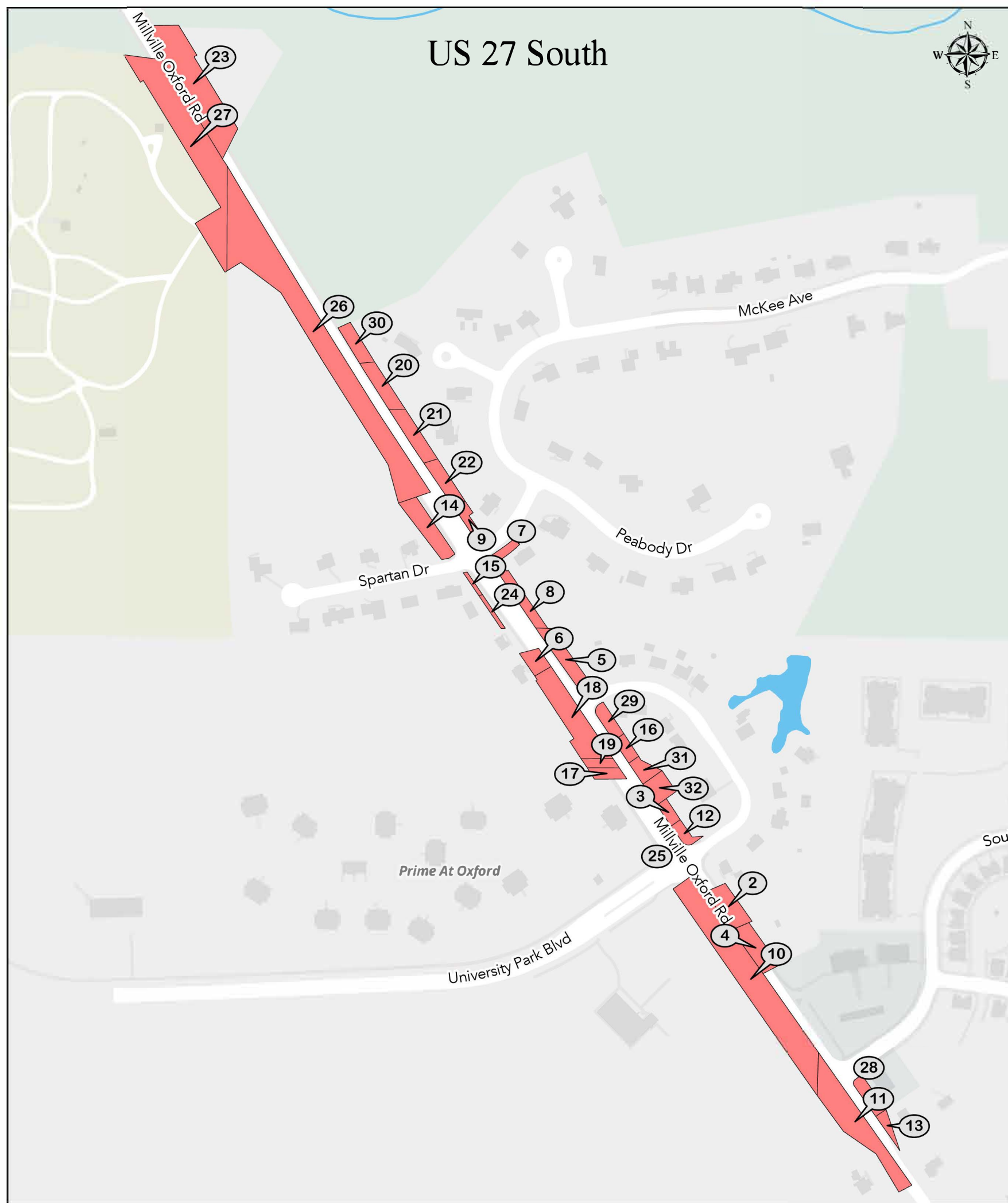
ATTEST:

CLERK OF OXFORD CITY COUNCIL

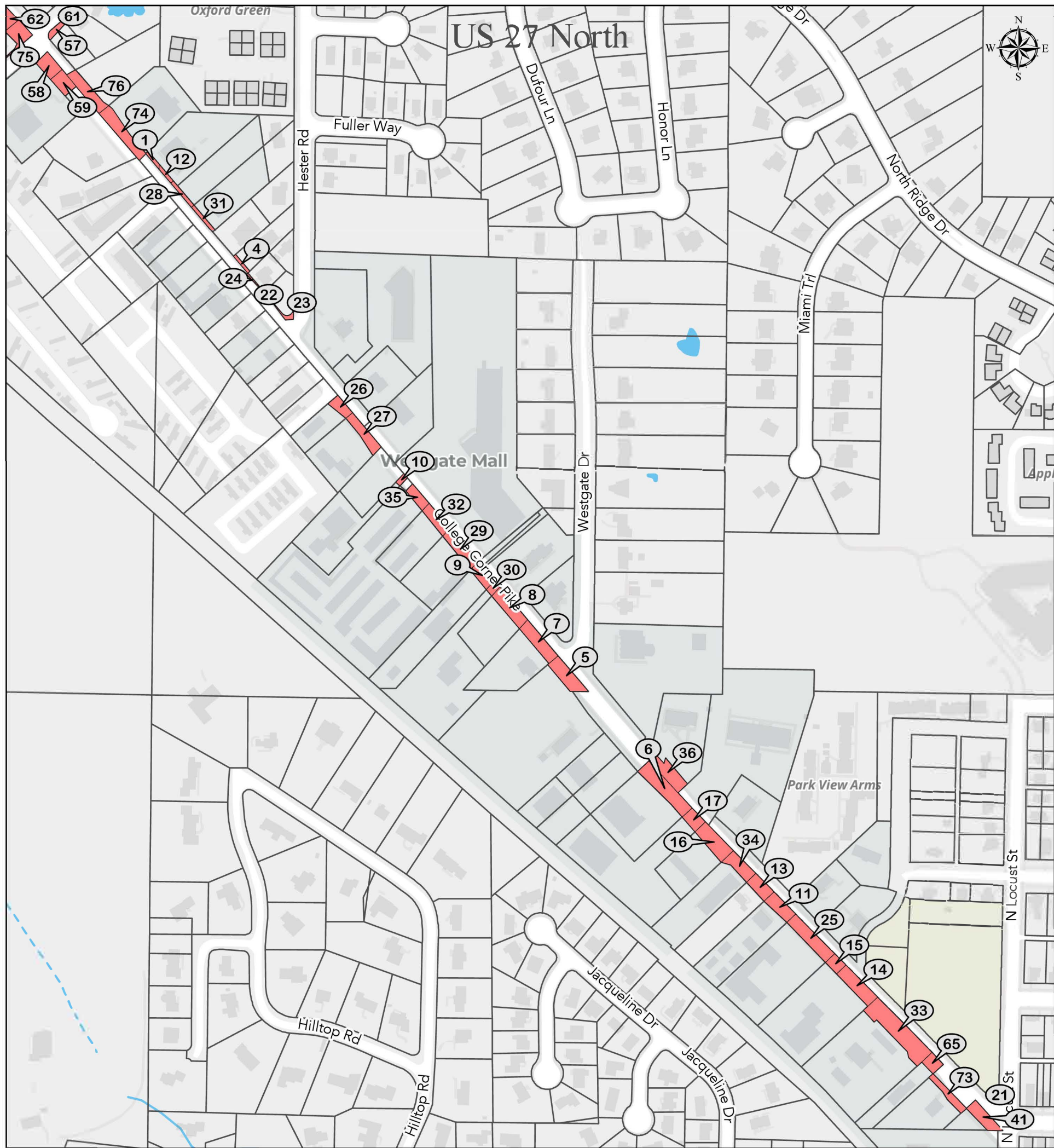
INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW(STAFF)

US 27 South

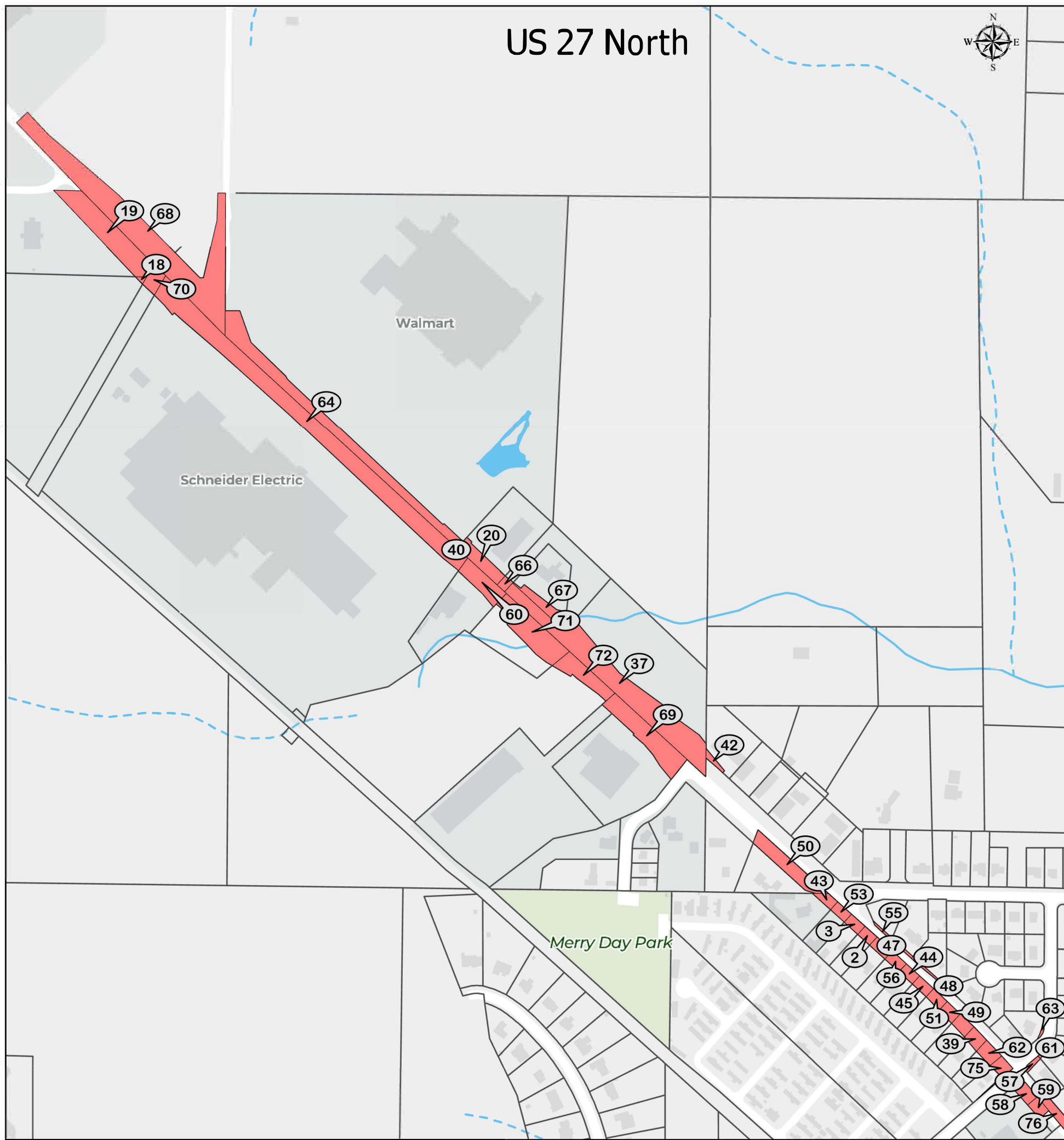


ID	PIN	OWNER	LEGAL1	LEGAL2
2	H3610038000041	CITY OF OXFORD	4110 PT RD R/W	OXFORD TWP
3	H3620050000019	CITY OF OXFORD	3 PT RD R/W	
4	H3610038000040	CITY OF OXFORD	4102 PT RD R/W	OXFORD TWP
5	H3620050000020	CITY OF OXFORD	8 PT RD R/W	
6	H3610038000042	CITY OF OXFORD	1 5 35 N PT LOT 2 RD R/W	
7	H4100111000056	CITY OF OXFORD	927 PT RD R/W	
8	H4100111000057	CITY OF OXFORD	926 PT RD R/W	
9	H4100111000058	CITY OF OXFORD	958 PT RD R/W	
10	H4100134000016	CITY OF OXFORD	2802 PT RD R/W	
11	H4100143000009	CITY OF OXFORD	3721 PT RD R/W	
12	H3620050000021	CITY OF OXFORD	2 PT RD R/W	
13	H3520052000005	CITY OF OXFORD	PT LOT 2 EDWARDS SUB RD R/W	OXFORD TWP
14	H4100112000011	CITY OF OXFORD	1048 PT RD R/W	
15	H4100112000012	CITY OF OXFORD	1049 PT RD R/W	
16	H3620050000022	CITY OF OXFORD	PT LOT 6 MIAMI WESTERN RD R/W	OXFORD TWP
17	H4000134000017	CITY OF OXFORD	2801 PT RD R/W	
18	H4100134000018	CITY OF OXFORD	2799 PT RD R/W	
19	H4100134000019	CITY OF OXFORD	2800 PT RD R/W	
20	H4100111000061	CITY OF OXFORD OHIO	954 PT RD R/W	
21	H4100111000060	CITY OF OXFORD OHIO	956 PT RD R/W	
22	H4100111000059	CITY OF OXFORD OHIO	957 PT RD R/W	
23	H4100110000011	CITY OF OXFORD OHIO	3356 PT RD R/W	
24	H4100112000013	CITY OF OXFORD OHIO	1050 PT RD R/W	
25	H4100134000020	CITY OF OXFORD	3288 PT RD R/W	
26	H4000110000012	CITY OF OXFORD	793 PT RD R/W	
27	H4000110000013	CITY OF OXFORD	794 PT RD R/W	
28	H4100143000011	CITY OF OXFORD OHIO	3884 ENT	
29	H3620050000023	CITY OF OXFORD OHIO	PT LOT 7 MIAMI WESTERN RD R/W	OXFORD TWP
30	H4100111000062	CITY OF OXFORD	953 PT RD R/W	
31	H3620050000024	CITY OF OXFORD OHIO	PT LOT 5 MIAMI WESTERN RD R/W	OXFORD TWP
32	H3620050000025	CITY OF OXFORD OHIO	PT LOT 4 MIAMI WESTERN RD R/W	OXFORD TWP



ID	PIN	OWNER	LEGAL1
1	H4000023000071	CITY OF OXFORD	1464 PT RD R/W
4	H4100020000126	CITY OF OXFORD	1424 PT RD R/W
5	H4100019000060	CITY OF OXFORD	1265 PT
6	H4100015000127	CITY OF OXFORD	REM PT 1179 RD R/W
7	H4100019000061	CITY OF OXFORD	1266 PT RD R/W
8	H4100019000068	CITY OF OXFORD STATE OF OHIO	1267 PT RD R/W
9	H4000019000070	CITY OF OXFORD STATE OF OHIO	1268 PT RD RW
10	H4100019000067	CITY OF OXFORD	2724 PT RD R/W
11	H4100015000132	CITY OF OXFORD	1182 RD R/W
12	H4100020000125	CITY OF OXFORD	1429 PT RD R/W
13	H4100015000126	CITY OF OXFORD	1181 PT RD R/W
14	H4100015000128	CITY OF OXFORD BUTLER COUNTY OHIO	4077 PT RD R/W
15	H4100015000129	CITY OF OXFORD BUTLER COUNTY OHIO	4077 PT RD R/W
16	H4100015000122	CITY OF OXFORD	1179 PT RD R/W
17	H4100015000125	CITY OF OXFORD STATE OF OHIO	3293 PT RD R/W
21	H4100015000092	CITY OF OXFORD OH	1192 SE COR
22	H4100019000077	CITY OF OXFORD	1256 PT RD R/W
23	H4100019000076	CITY OF OXFORD	1256 PT RD R/W
24	H4100019000078	CITY OF OXFORD OHIO	1256 PT RD R/W
25	H4000015000123	CITY OF OXFORD	1183 PT RD RW
26	H4100019000065	CITY OF OXFORD	1275 RD R/W
27	H4100019000066	CITY OF OXFORD	2659 RD R/W
28	H4100020000124	CITY OF OXFORD	1428 PT RD R/W
29	H4100019000064	CITY OF OXFORD	3279 RD R/W
30	H4000019000069	CITY OF OXFORD STATE OF OHIO	3349 PT RD RW
31	H4100020000123	CITY OF OXFORD	1427 PT RD R/W
32	H4100019000063	CITY OF OXFORD	3278 RD R/W
33	H4100015000130	CITY OF OXFORD	3248 NE PT
34	H4100015000131	CITY OF OXFORD OHIO	RD R/W 1180 PT
35	H4100019000062	CITY OF OXFORD	3245 RD R/W
36	H4100015000124	CITY OF OXFORD	3075 PT RD RW
41	H4100015000134	CITY OF OXFORD	3163 PT RD R/W
57	H4100023000075	CITY OF OXFORD	1691 PT RD R/W
58	H4100023000073	CITY OF OXFORD	3893 PT RD R/W
59	H4100023000074	CITY OF OXFORD	3893 PT RD R/W
61	H4100023000080	CITY OF OXFORD	1692 PT RD R/W
62	H4000023000081	CITY OF OXFORD	1452 PT RD R/W
65	H4100015000133	CITY OF OXFORD OHIO	1188 PT RD R/W
73	H4100015000135	CITY OF OXFORD OHIO	1189 PT RD R/W
74	H4000023000072	CITY OF OXFORD	4120 PT RD R/W
75	H4100023000094	CITY OF OXFORD	1453 PT RD R/W
76	H4100023000098	CITY OF OXFORD OHIO	1464 PT RD R/W

US 27 North



ID	PIN	OWNER	LEGAL1
2	H4100023000090	CITY OF OXFORD	1443 PT RD R/W
3	H4100023000089	CITY OF OXFORD	1442 PT RD R/W
18	H4000028000019	CITY OF OXFORD	1943 PT RD R/W
19	H4000028000018	CITY OF OXFORD	1943 PT RD R/W
20	H4100028000028	CITY OF OXFORD	1942 PT RD R/W
37	H4100028000021	CITY OF OXFORD	1942 PT RD R/W
38	H4100023000082	CITY OF OXFORD	1450 PT RD R/W
39	H4000023000096	CITY OF OXFORD	1451 PT RD R/W
40	H4100028000022	CITY OF OXFORD	1942 PT RD R/W
42	H4000029000022	CITY OF OXFORD	1941 PT RD R/W
43	H4100023000092	CITY OF OXFORD	1440 PT RD R/W
44	H4100023000087	CITY OF OXFORD	1446 PT RD R/W
45	H4100023000086	CITY OF OXFORD	1447 PT RD R/W
46	H4100023000091	CITY OF OXFORD	1685 PT RD R/W
47	H4000023000084	CITY OF OXFORD	1468 PT RD R/W
48	H4000023000095	CITY OF OXFORD	1684 PT RD R/W
49	H4000023000083	CITY OF OXFORD	1449 PT RD R/W
50	H4000029000023	CITY OF OXFORD	1954 PT RD R/W
51	H4100023000076	CITY OF OXFORD	1448 PT RD R/W
52	H4100023000077	CITY OF OXFORD	1467 PT RD R/W
53	H4100023000093	CITY OF OXFORD	1441 PT RD R/W
54	H4000023000085	CITY OF OXFORD	1444 PT RD R/W
55	H4100023000079	CITY OF OXFORD	1469 PT RD R/W
56	H4100023000078	CITY OF OXFORD	1445 PT RD R/W
57	H4100023000075	CITY OF OXFORD	1691 PT RD R/W
58	H4100023000073	CITY OF OXFORD	3893 PT RD R/W
59	H4100023000074	CITY OF OXFORD	3893 PT RD R/W
60	H4000030000017	CITY OF OXFORD	1947 PT RD R/W
61	H4100023000080	CITY OF OXFORD	1692 PT RD R/W
62	H4000023000081	CITY OF OXFORD	1452 PT RD R/W
63	H4100023000088	CITY OF OXFORD	1689 PT RD R/W
64	H4100028000023	CITY OF OXFORD OHIO	2972 PT RD R/W
66	H4100028000025	CITY OF OXFORD OHIO	1942 PT RD R/W
67	H4100028000026	CITY OF OXFORD OHIO	1942 PT RD R/W
68	H4100028000032	CITY OF OXFORD OHIO	3824 ENT RD R/W
69	H4000030000018	CITY OF OXFORD	1950 PT RD R/W
70	H4000028000024	CITY OF OXFORD	1943 PT RD R/W
71	H4100030000021	CITY OF OXFORD OHIO	1948 PT RD R/W
72	H4100030000020	CITY OF OXFORD OHIO	1949 PT RD R/W
74	H4000023000072	CITY OF OXFORD	4120 PT RD R/W
75	H4100023000094	CITY OF OXFORD	1453 PT RD R/W
76	H4100023000098	CITY OF OXFORD OHIO	1464 PT RD R/W

ID	PIN	LEGAL1
1	H4000023000071	1464 PT RD R/W City of Oxford
2	H4100023000090	1443 PT RD R/W City of Oxford
3	H4100023000089	1442 PT RD R/W City of Oxford
4	H4100020000126	1424 PT RD R/W City of Oxford
5	H4100019000060	1265 PT City of Oxford
6	H4100015000127	REM PT 1179 RD R/W City of Oxford
7	H4100019000061	1266 PT RD R/W City of Oxford
8	H4100019000068	1267 PT RD R/W City of Oxford
9	H4000019000070	1268 PT RD RW City of Oxford
10	H4100019000067	2724 PT RD R/W City of Oxford
11	H4100015000132	1182 RD R/W City of Oxford
12	H4100020000125	1429 PT RD R/W City of Oxford
13	H4100015000126	1181 PT RD R/W City of Oxford
14	H4100015000128	4077 PT RD R/W City of Oxford
15	H4100015000129	4077 PT RD R/W City of Oxford
16	H4100015000122	1179 PT RD R/W City of Oxford
17	H4100015000125	3293 PT RD R/W City of Oxford
18	H4000028000019	1943 PT RD R/W City of Oxford
19	H4000028000018	1943 PT RD R/W City of Oxford
20	H4100028000028	1942 PT RD R/W City of Oxford
21	H4100015000092	1192 SE COR City of Oxford
22	H4100019000077	1256 PT RD R/W City of Oxford
23	H4100019000076	1256 PT RD R/W City of Oxford
24	H4100019000078	1256 PT RD R/W City of Oxford
25	H4000015000123	1183 PT RD RW City of Oxford
26	H4100019000065	1275 RD R/W City of Oxford
27	H4100019000066	2659 RD R/W City of Oxford
28	H4100020000124	1428 PT RD R/W City of Oxford
29	H4100019000064	3279 RD R/W City of Oxford
30	H4000019000069	3349 PT RD RW City of Oxford
31	H4100020000123	1427 PT RD R/W City of Oxford
32	H4100019000063	3278 RD R/W City of Oxford
33	H4100015000130	3248 NE PT City of Oxford
34	H4100015000131	RD R/W 1180 PT City of Oxford
35	H4100019000062	3245 RD R/W City of Oxford
36	H4100015000124	3075 PT RD RW City of Oxford
37	H4100028000021	1942 PT RD R/W City of Oxford
38	H4100023000082	1450 PT RD R/W City of Oxford
39	H4000023000096	1451 PT RD R/W City of Oxford
40	H4100028000022	1942 PT RD R/W City of Oxford
41	H4100015000134	3163 PT RD R/W City of Oxford
42	H4000029000022	1941 PT RD R/W City of Oxford
43	H4100023000092	1440 PT RD R/W City of Oxford
44	H4100023000087	1446 PT RD R/W City of Oxford
45	H4100023000086	1447 PT RD R/W City of Oxford
46	H4100023000091	1685 PT RD R/W City of Oxford
47	H4000023000084	1468 PT RD R/W City of Oxford
48	H4000023000095	1684 PT RD R/W City of Oxford
49	H4000023000083	1449 PT RD R/W City of Oxford
50	H4000029000023	1954 PT RD R/W City of Oxford
51	H4100023000076	1448 PT RD R/W City of Oxford
52	H4100023000077	1467 PT RD R/W City of Oxford
53	H4100023000093	1441 PT RD R/W City of Oxford
54	H4000023000085	1444 PT RD R/W City of Oxford
55	H4100023000079	1469 PT RD R/W City of Oxford
56	H4100023000078	1445 PT RD R/W City of Oxford
57	H4100023000075	1691 PT RD R/W City of Oxford
58	H4100023000073	3893 PT RD R/W City of Oxford
59	H4100023000074	3893 PT RD R/W City of Oxford
60	H4000030000017	1947 PT RD R/W City of Oxford
61	H4100023000080	1692 PT RD R/W City of Oxford

62	H4000023000081	1452 PT RD R/W City of Oxford
63	H4100023000088	1689 PT RD R/W City of Oxford
64	H4100028000023	2972 PT RD R/W City of Oxford
65	H4100015000133	1188 PT RD R/W City of Oxford
66	H4100028000025	1942 PT RD R/W City of Oxford
67	H4100028000026	1942 PT RD R/W City of Oxford
68	H4100028000032	3824 ENT RD R/W City of Oxford
69	H4000030000018	1950 PT RD R/W City of Oxford
70	H4000028000024	1943 PT RD R/W City of Oxford
71	H4100030000021	1948 PT RD R/W City of Oxford
72	H4100030000020	1949 PT RD R/W City of Oxford
73	H4100015000135	1189 PT RD R/W City of Oxford
74	H4000023000072	4120 PT RD R/W City of Oxford
75	H4100023000094	1453 PT RD R/W City of Oxford
76	H4100023000098	1464 PT RD R/W City of Oxford

ID	PIN	LEGAL1
2	H3610038000041	4110 PT RD R/W City of Oxford
3	H3620050000019	3 PT RD R/W Miami Western Circle subdivision
4	H3610038000040	4102 PT RD R/W City of Oxford
5	H3620050000020	8 PT RD R/W Miami Western Circle subdivision
6	H3610038000042	1 5 35 N PT LOT 2 RD R/W Oxford Township, adjacent to lot 2799 in the City of Oxford
7	H4100111000056	927 PT RD R/W City of Oxford
8	H4100111000057	926 PT RD R/W City of Oxford
9	H4100111000058	958 PT RD R/W City of Oxford
10	H4100134000016	2802 PT RD R/W City of Oxford
11	H4100143000009	3721 PT RD R/W City of Oxford
12	H3620050000021	2 PT RD R/W Miami Western Circle subdivision
13	H3520052000005	PT LOT 2 EDWARDS SUB RD R/W City of Oxford
14	H4100112000011	1048 PT RD R/W City of Oxford
15	H4100112000012	1049 PT RD R/W City of Oxford
16	H3620050000022	PT LOT 6 MIAMI WESTERN RD R/W Miami Western Circle subdivision
17	H4000134000017	2801 PT RD R/W City of Oxford
18	H4100134000018	2799 PT RD R/W City of Oxford
19	H4100134000019	2800 PT RD R/W City of Oxford
20	H4100111000061	954 PT RD R/W City of Oxford
21	H4100111000060	956 PT RD R/W City of Oxford
22	H4100111000059	957 PT RD R/W City of Oxford
23	H4100110000011	3356 PT RD R/W City of Oxford
24	H4100112000013	1050 PT RD R/W City of Oxford
25	H4100134000020	3288 PT RD R/W City of Oxford
26	H4000110000012	793 PT RD R/W City of Oxford
27	H4000110000013	794 PT RD R/W City of Oxford
28	H4100143000011	3884 ENT City of Oxford
29	H3620050000023	PT LOT 7 MIAMI WESTERN RD R/W Miami Western Circle subdivision
30	H4100111000062	953 PT RD R/W City of Oxford
31	H3620050000024	PT LOT 5 MIAMI WESTERN RD R/W Miami Western Circle subdivision
32	H3620050000025	PT LOT 4 MIAMI WESTERN RD R/W Miami Western Circle subdivision



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Douglas Elliott
DATE PREPARED:	2/24/2026
COUNCIL MEETING DATE:	March 3, 2026
AGENDA TITLE:	An Ordinance To Regulate The Rates And Charges To Be Charged And Collected And The Services To Be Rendered By Glenwood Energy Of Oxford, Inc., Its Successors And Assigns, For Gas And Gas Service Furnished To All Of Its Customers Within The Corporate Limits Of The City Of Oxford During The Period Ending April 30, 2029, And Repealing And Superseding Ordinance No. 3689, Which, Together, Previously Regulated Such Rates, Charges, And Services.. (Douglas R. Elliott, Jr., City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

On October 26, 2025, Glenwood Energy of Oxford, Inc. applied to update Ordinance 3689 and the applicable natural gas rate tariffs.

The City of Oxford sets the rates for Glenwood Energy’s Oxford customers utilizing the ratemaking principles of the Public Utilities Commission of Ohio (PUCO). If an agreement is not reached, Glenwood Energy may apply to the PUCO.

The main revenue components of Glenwood Energy’s rate structure are a Gas Cost Recovery (GCR) rate, a fixed meter charge, and a General Service Rate (GSR). The GCR rate is based on the price which Glenwood must pay to purchase gas. It varies depending on the market and is passed directly on to the

consumer. It is not part of the ratemaking process nor is Glenwood entitled to earn a profit on it. The GCR rate varies and was \$9.0217 per MCF for the month of January 2026. It comprises approximately 50 to 70% of a customer's monthly bill. Glenwood is entitled to collect on several other riders, fees, and charges which remain the same with the proposed ordinance discussed below with the exception of one fee. The Gas Pressure Test fee (9.i.) is increased from \$80 to \$90.

Glenwood's application contained a proposed modification to the customers' fixed monthly meter charge and variable General Service Rate (GSR) for a three year period. Glenwood proposed to increase the fixed residential monthly meter charge from \$14 per month to \$22 per month in the first year and to \$28 per month in the second and third years. For commercial customers, the monthly meter charge would increase from \$20 per month to \$28 per month for the first year and to \$32 per month for the second and third years. The GSR would be decreased from \$3.46 per MCF to \$2.92 per MCF.

I reviewed the application, supporting documentation, and requested further information from Glenwood. The rates proposed in the application were generally reasonable and in accordance with established Public Utilities Commission of Ohio (PUCO) ratemaking principles.

The City has reached a tentative agreement with Glenwood Energy on the proposed rate adjustments. The proposed ordinance would increase the monthly residential meter charge for all three years from \$14 to \$22. The monthly commercial meter charge would increase from \$20 to \$28 per meter for all three years. The GSR would remain at the current rate of \$3.46 per MCF for both residential and commercial/industrial customers. (Note: Duke Energy's current residential monthly meter charge is \$43.29.)

I am recommending approval of this Ordinance. If adopted by Council, the new rates would take effect May 1, 2026.

In Oxford, according to the 2019-2023 ACS, there are 5,875 occupied housing units. Of these 3,122 (53.1%) use natural gas for home heating fuel and 2,656 (45.2%) use electricity for home heating. A homeowner using 80 MCF (eighty thousand cubic feet) of natural gas in a year will experience an annual increase of \$96 or an average of \$8 per month.

ORDINANCE NO.

AN ORDINANCE TO REGULATE THE RATES AND CHARGES TO BE CHARGED AND COLLECTED AND THE SERVICES TO BE RENDERED BY GLENWOOD ENERGY OF OXFORD, INC., ITS SUCCESSORS AND ASSIGNS, FOR GAS AND GAS SERVICE FURNISHED TO ALL OF ITS CUSTOMERS WITHIN THE CORPORATE LIMITS OF THE CITY OF OXFORD DURING THE PERIOD ENDING APRIL 30, 2029, AND REPEALING AND SUPERSEDING ORDINANCE NO. 3689, WHICH, TOGETHER, PREVIOUSLY REGULATED SUCH RATES, CHARGES, AND SERVICES.

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

SECTION 1: Rates, Charges, Rules, and Regulations. The rates and charges to be charged and collected and the rules and regulations governing services to be rendered by Glenwood Energy of Oxford, Inc., its successors and assigns, for gas and gas service furnished to all of its customers within the limits of the City of Oxford during the period ending April 30, 2029 shall be as set forth in this ordinance, which is hereby adopted pursuant to Article XVIII, Section 4 of the Ohio Constitution and Section 4909.34 of the Ohio Revised Code.

1. Definitions. The following definitions shall apply in the interpretation and enforcement of this ordinance unless the context clearly shows a different meaning is intended.

“City” means City of Oxford, Ohio.

“City Manager” means the city manager of the City of Oxford, Ohio.

“Company” means Glenwood Energy of Oxford, Inc., its successors and assigns.

“Council” means City Council of the City of Oxford, Ohio.

“Gas,” “gas costs,” and “cost of gas” have the same meanings as defined in Chapter 4901:1-14, OAC.

“GCR” means “gas cost recovery rate” as defined in Chapter 4901:1-14, OAC.

“Mcf” means one thousand cubic feet.

“OAC” means the Ohio Administrative Code.

“ORC” means the Ohio Revised Code.

“PIPP” means the “percent of income payment plan plus” as set forth in Chapter 4901:1-18, OAC.

“PUCO” means the Public Utilities Commission of Ohio.

“Self-Help Arrangement” has the same meaning as defined in Chapter 4901:1-14, OAC.

2. Authorized Gas Distribution Rates and Charges. Effective with bills rendered on or after May 1, 2026 through the bills for the monthly service period ending April 30, 2029, the Company shall charge the following rates and charges for delivering gas to its customers within the City limits:

- a. Monthly Customer Charge. The Company shall charge a fixed monthly customer charge per meter per month to each customer regardless of the amount of gas if, any, consumed during the month; provided, however, that the customer charge shall not be imposed in any month in which there is no consumption as a result of a voluntary request by the customer for the shutoff of the meter.

For bills rendered to residential customers on or after May 1, 2026 through the bills for the monthly service period ending April 30, 2029, the customer charge shall be \$22.00 per meter per month.

For bills rendered to commercial customers on or after May 1, 2026 through the bills for the monthly service period ending April 30, 2029, the customer charge shall be \$28.00 per meter per month.

- b. General Service Rate. In addition to the Monthly Customer Charge, the Company shall charge a base distribution rate of \$3.46 per Mcf of gas delivered to residential customers and a base distribution rate of \$3.46 per Mcf of gas delivered to commercial and industrial customers.

3. Gas Cost Recovery Rate. In addition to the rates and charges for gas distribution service set forth in Section 1.2 above, the Company shall be entitled to recover the cost of obtaining the gas it sells to its customers through a GCR rate, which shall be subject to the jurisdiction of, and regulated by, the PUCO. As provided in past ordinances, and following the PUCO’s September 19, 2007 Opinion and Order in its Case Nos. 06-350-GA-CMR and 06-521-GA-GCR, the Company shall be authorized to include as an expected gas cost eligible for recovery though the GCR rate under Rule 4901:1-14-05, OAC, the amount of the actual, invoiced fixed charges imposed by Duke Energy Ohio in connection with the Company’s use of the Duke Energy Ohio’s transportation pipeline to transport gas from the Millville Station to the Company’s Oxford city gate, up to a maximum of \$200,000 per year. Any such Duke Energy Ohio charges in excess of \$200,000 annually shall not be included by the Company as a cost of gas and shall not be

proposed for recovery through the GCR rate. If the arrangement under which the Company transports gas from the Millville Station to the Company's city gate changes during the term of this ordinance, the Company may continue to include the amount of any actual, invoiced fixed charges or, if applicable, capital costs associated with this pipeline as an expected gas cost eligible for recovery through the GCR rate; provided, however that the amount proposed for recovery through the GCR rate shall be limited as necessary to fairly allocate the total charges or costs between the Company's GCR customers and other customers served through the pipeline on a relative throughput basis. The Company shall provide the City Manager with documentation supporting such charges or costs and the allocation methodology prior to including the cost as an expected gas cost in its GCR filings with the PUCO. The Company shall be subject to PUCO financial and management/performance audits relating to its GCR calculations and its gas procurement practices as provided in Rule 4901:1-14-07, OAC.

4. Mcf Tax Rider. In addition to all other rates and charges set forth in this section, all gas consumed shall be subject to an Mcf tax rider to provide for the recovery of the Company's excise tax liability under Section 5727.811, ORC.
5. Gross Receipts Tax Rider. In addition to all other rates and charges set forth in this section, amounts billed by the Company shall be subject to a rider at the Company's effective gross receipts tax rate to provide for the recovery of the Company's gross receipts tax liability under Section 5727.25, ORC.
6. PIPP Cost-Recovery Rider. In addition to all other rates and charges set forth in this section, the Company shall be entitled to recover the costs associated with the PIPP program through a PIPP cost-recovery rider, which shall be subject to the jurisdiction of, and regulated by, the PUCO.
7. Uncollectible Expense Rider: In addition to all other rates and charges set forth in this section, the Company shall be entitled to recover its uncollectible expense through an uncollectible expense rider, which shall be subject to the jurisdiction of, and regulated by, the PUCO.
8. Tax Change Adjustments. If, during the term of this ordinance, a governmental authority imposes a new tax, removes an existing tax, or increases or reduces the rate of an existing tax, the effect of which is to increase or reduce the annual tax liability of the Company, the Company shall be entitled to adjust the rates authorized in this section by implementing a new rider or, if applicable, eliminating or adjusting an existing rider, calculated so as to produce the pro forma annual revenues that will reflect the increase or decrease in the Company's annual tax liability. This provision does not apply to changes in the property tax rates or liability. A rider implemented or adjusted pursuant to this provision may be rounded to nearest one-quarter (\$0.0025) cent per Mcf. The Company shall provide written notice to the City Manager of its intent to implement any such

new rider or adjust or eliminate an existing rider, and of the proposed effective date of such rate change, said notice to be provided no later than thirty (30) days prior to the proposed effective date of the rate change. The written notice shall include all documentation, information, and calculations relied on by the Company to support the proposed rate change. The City shall, upon notice to the Company, be entitled to inspect any Company books or records as may be necessary to verify the accuracy of the proposed change. No rate change as described herein shall become effective until the City Manager advises the Company that the City finds the proposed rate change to be a tax-related change of the type contemplated by this provision and that the proposed rate has been properly calculated; provided, however, if the City Manager does not so inform the Company within fourteen (14) days of receipt of the written notice, the rate change shall take effect automatically as of the proposed effective date.

9. Miscellaneous Charges. In addition to all other rates and charges set forth in this section, the Company shall be entitled to impose the following charges:
 - a. Late Payment Charge. If a bill payment is not received in the Company's offices or by the Company's authorized agent within twenty-five (25) days of date of the invoice, an additional amount of one and one-half percent (1.5%) of the unpaid balance will be assessed on the customer's subsequent bill. This charge is not applicable to the unpaid account balances of a customer enrolled in PIPP or a payment plan pursuant to Rule 4901:1-18-045, OAC.
 - b. Returned Check Charge. Where the customer's financial institution returns a customer's check for insufficient funds, the Company shall assess a returned check charge of \$25.00; provided, however, that this charge will not be assessed if the customer establishes that the cause of the dishonored check was bank error.
 - c. Credit Check Processing Charge. The Company may impose a charge of \$15.00 for a credit check on an applicant for service.
 - d. Field Collection Fee. Where a Company employee is dispatched to a customer's premises to disconnect service for nonpayment, the customer may avoid disconnection by paying the full amount owed; provided, however, that the Company may assess a \$20.00 field collection charge for accepting such payment. This charge may be assessed either at the time the delinquent amount is collected or on a subsequent bill.
 - e. Reconnection Charge. Where service to a premises has been disconnected by the Company by shutting off the meter, the Company may charge and collect a reconnection charge of \$50.00 as a condition of restoring service to the premises. The reconnection charge shall apply without regard to the length of time the service was disconnected, whether

the disconnection was voluntary or involuntary, or whether the customer requesting reconnection is the same customer as the customer at the time service to the premises was disconnected. Upon a request by a customer for a voluntary disconnection of service to a premises, the Company shall advise the customer that the \$50.00 reconnection charge will apply if service is subsequently restored. If service was disconnected as a result of unauthorized or fraudulent use by the customer, the Company may impose, in addition to the \$50.00 reconnection charge, a charge to recover any actual expense incurred by the Company as a result of such unauthorized or fraudulent use, including an estimate of the cost of gas improperly used, prior to reconnecting service.

- f. New Service Tap Charge. Applicants applying for a new tap on the Company's system shall be assessed a new service tap charge of \$950.00 for single-family residences and \$1,350.00 for multi-family and commercial premises, or the actual cost of installing the new tap, whichever is less. The Company shall provide documentation to an applicant for a new service tap showing the actual cost of installing the new tap in as a part of, on in conjunction with, the bill on which the charge is assessed.
- g. Meter Test Fee. Upon request by a customer, the Company shall test the accuracy of the meter by removing the meter and engaging a independent outside vendor to perform the test. The Company shall assess a fee of \$75.00 for the meter test; provided, however, that this fee will not be assessed if the meter is not found to be operating within accepted tolerances (plus or minus the 3%), nor shall it be assessed for the first meter test performed in any 36-month period.
- h. Stop Payment Fee – Return of Security Deposit. Upon notification by a customer entitled to the return of all or part of a security deposit held by the Company pursuant to Rules 4901:1-17-04 through 4901:1-17-07, OAC, that the refund check has been lost or has not been received, the Company shall promptly notify its bank to stop payment on the check. If the check was lost by the customer, or was not received by the customer due to the customer's failure to notify the Company of a change in the customer's mailing address, the Company shall be entitled to assess a fee of \$34.50 for stopping payment on the refund check. The fee shall be deducted from the amount of the security deposit to be returned to the customer through the replacement check. No stop payment fee shall be assessed if the check was not received by the customer due to the Company's error.
- i. Pressure Test Fee. The Company shall offer to perform the pressure test required by Rule 4901:1-13-05(A)(3)(c), OAC, as a condition of reestablishing service in instances where service has been disconnected for

thirty (30) days or longer. The Company may charge and collect a fee of \$90.00 for performing such pressure test, such fee to be in addition to the \$50.00 reconnection fee authorized in Section .e of this Section. If the piping fails the pressure test, the owner of the premises shall be responsible for all necessary repairs. Upon a request by a customer for a voluntary disconnection of service to a premises, the Company shall advise the customer of the pressure test requirement that must be satisfied prior to reestablishing service and that, if the Company performs the pressure test, the \$80.00 pressure test fee will apply.

10. Self-Help Arrangements. Nothing contained in this ordinance shall prevent the Company from entering into self-help arrangements with customers to provide for the transportation of gas owned by the customer to the customer's premises; provided, however, that all such special contracts must be filed with and approved by the PUCO pursuant to Section 4905.31, ORC.
11. Rules and Regulations. The Company shall be subject to the PUCO's Minimum Gas Service Standards set forth in Chapter 4901:1-13, OAC. The Company's rules and regulations governing the terms and conditions of service to customers within the corporate limits of the City shall be identical to the rules and regulations set forth in the Company's tariff filed with and approved by the PUCO, and any subsequent PUCO-approved amendments thereto; provided, however, that in the event of any conflict between the Company's PUCO-approved tariff and this ordinance (including, but not limited to, conflicts in the specified rates, charges, and fees), the terms of the ordinance shall apply.
12. Notice of PUCO Filings: The Company shall serve a copy of all filings made with the PUCO upon the City Manager on the date the filing is made, including, without limitation, applications for approval of special contracts, all GCR-related filings, applications to adjust the PIPP cost-recovery rider, applications to adjust the uncollectible expense rider, applications to amend its PUCO tariff, and its annual reports to the PUCO. The Company shall provide a copy of any notice it receives from the PUCO initiating a financial and/or management/performance audit pursuant to Rule 4901:1-14-07, OAC, within three (3) business days after the notice is received.
13. Company Office and Information to be Made Available to Customers. The Company shall, by notice to the City Manager, designate a place or places within the City where customers may pay bills, submit complaints, and inspect copies of documents relating to the service provided by the Company. The place or places so designated may be changed at any time by written notice to the City Manager. The Company shall maintain copies of this ordinance, its PUCO-approved tariff, and all ORC statutes and OAC rules cited herein. Such documents shall be made available for inspection upon customer request.

14. City Access to Company Financial Information. The Company shall provide a copy of its annual financial statements to the City Manager within seven (7) days of availability. The financial statements shall include, without limitation, a balance sheet and statements of income, retained earnings, and cash flow.
15. Rates and Charges Upon Expiration of Ordinance. In the event that the City has not enacted a new ordinance to replace and supersede this ordinance upon the expiration of its term, the Company shall continue to render service to customers within the corporate limits of the City pursuant to the terms of this ordinance until a new ordinance takes effect as provided by law or until such time as the PUCO establishes rates, charges, rules and regulations pursuant to Section 4909.18, ORC, or Section 4909.39, ORC. If the Company proposes to increase in its rates and charges following the expiration of this ordinance, the Company shall so advise the City Manager in writing, and shall provide documentation supporting any such proposed increase sufficiently in advance of the expiration of this ordinance to permit the City and the Company to attempt to negotiate a mutually acceptable ordinance prior to the Company filing a 4909.18, ORC, rate increase application with the PUCO.
16. Customer Notice. The Company shall provide written notice to its customers, by bill insert or separate mailing, of the increase in rates and charges authorized by this ordinance. The Company shall submit a copy of this notice to the City Manager or the City Manager's designee for review and approval prior to distributing the notice to its customers.

SECTION 2. Repeal of Prior Ordinance. Ordinance No. 3689, adopted, respectively, on September 6, 2022, is hereby repealed and superseded by this ordinance.

SECTION 3. Company Acceptance of Ordinance. If the Company accepts this ordinance, the Company shall file a written acceptance of this ordinance with the Clerk of the City within thirty (30) days after its passage by Council and this ordinance shall constitute a contract between the City and the Company. If the Company does not accept this ordinance, the Company shall file a complaint and appeal from this ordinance with the PUCO pursuant to Section 4909.34, ORC, within (30) days after its passage. If the Company does not file a written acceptance of this ordinance with the Clerk of the City within thirty (30) days after its passage and does not file a complaint and appeal from this ordinance with the PUCO within (30) days after its passage by Council, the Company shall be deemed to have accepted this ordinance and shall be bound by its terms as if it had filed a written acceptance.

SECTION 4: Effective Date. 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: STAFF



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	2/24/2026
COUNCIL MEETING DATE:	March 3, 2026
AGENDA TITLE:	An Ordinance Amending Ordinance No. 3844 Supplemental Budget Ordinance Number 1 To Make Supplemental Appropriations For Fiscal Year 2026. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	\$210,207.00
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

Issue 1: \$100,000 – General Fund (110)

To make adjustment to budgeted revenue and appropriations operations and personnel of a new Mayor’s court. Revenue will come from fines through the court.

Issue 2: \$25,000 – General Fund (110)

To make adjustment to budgeted appropriation for the deductible of \$25,000 for litigation from legal proceedings.

Issue 3: \$11,000-General Fund (110)

To make adjustment to budgeted appropriation to cover the cost of the deer processing from the deer culling program.

Issue 4: \$16,000 – General \$11,200, Water \$2,400, Wastewater \$2,400 Funds (110,321,331)

To make adjustment to budgeted appropriation for sustainability technical assistance and battery recycling program.

Issue 5: \$22,000 – General \$15,400, Water \$3,300, Wastewater \$3,300 Funds (110,321,331)

To make adjustment to budgeted appropriation for the purchase of a 3 year license for Barracuda email records retention renewal software.

Issue 6: \$36,207 – Fire Fund (418)

To make adjustment to budgeted appropriation to cover the cost of repair to Talawanda Middle School water main broken during a Fire training exercise.

Issue 7: \$45,000 – Street Fund (122)

To make adjustment to budgeted appropriation to replenish salt and supplies depleted from the large snow events.

Issue 8: \$115,000 – Capital Improvement Fund (141) Transfer from General Fund (110)

To make adjustment to budgeted revenue and appropriation to cover the cost for Duke install transformers to support the EV Charging stations.

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3844 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 1 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2026.

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

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;

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

General Fund 110	100,000.00
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SECTION 3: The following increase/(decrease)in expenditures be made:

General Fund 110	100,000.00
General Fund 110	25,000.00
General Fund 110	11,000.00
General Fund 110	11,200.00
General Fund 110	15,400.00
Water Fund 321	2,400.00
Water Fund 321	3,300.00
Wastewater Fund 331	2,400.00
Wastewater Fund 331	3,300.00
Fire Fund 418	36,207.00
Street Fund 122	45,000.00
General Fund 110	115,000.00

SECTION 4: The following transfers be executed:

General Fund 110	115,000.00
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SECTION 5: The following increase/(decrease)in revenue be made:

Capital Improvement Fund	115,000.00
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SECTION 6: The following increase/(decrease)in expenditures be made:

Capital Improvement Fund	115,000.00
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SECTION 7: In all other respects, Ordinance No. 3844 shall remain in full force and effect.

SECTION 8: This ordinance shall take effect immediately upon its adoption.

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

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	
DATE PREPARED:	2/10/2026
COUNCIL MEETING DATE:	March 3, 2026
AGENDA TITLE:	An Ordinance Accepting The Annexation Petition From Miami University For 157.217 Acres Of Land In The Township Of Oxford, Butler County Ohio, And Accepting Said Territory To Be Annexed. (Douglas R. Elliott, Jr., City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

Miami University submitted an annexation petition to the Butler County Commissioners to annex 157.217 acres of land (the remaining portion of the Miami University airport outside the City’s corporate boundaries). The City Manager served as the statutory agent for the petitioner. The petition utilized an Expedited Type 2 Annexation process. The airport is owned by Miami University and managed by the Cincinnati/Northern Kentucky International Airport (CVG). The airport is uniquely positioned to become a hub for innovation and Advanced Air Mobility (AAM) as outlined in the City of Oxford’s Economic Development Strategic Plan. The annexation of this land to the City will enable infrastructure extensions and upgrades plus grant opportunities for development.

The Butler County Commissioners approved the annexation on December 16, 2025. The City was required to wait 60 days before accepting the annexation. On the legislative agenda is an ordinance accepting the annexation. I recommend passage after two readings.

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE ANNEXATION PETITION FROM MIAMI UNIVERSITY FOR 157.217 ACRES OF LAND IN THE TOWNSHIP OF OXFORD, BUTLER COUNTY OHIO, AND ACCEPTING SAID TERRITORY TO BE ANNEXED.

WHEREAS, on October 7, 2025 Miami University filed a petition with the Board of County Commissioners of Butler County, Ohio, to obtain annexation to the City of Oxford, Butler County, Ohio, territories consisting of 157.217 acres of land contiguous to the City of Oxford and the existing corporation line of the Township of Oxford, Ohio. Said petition was filed with the consent of all parties utilizing the annexation procedure set forth in Section 709.023 of the Ohio Revised Code.

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

SECTION 1: The Board of County Commissioners did, by Resolution No. 25-12-01732 adopted on December 16, 2025, approve the annexation of the proposed territory to the City of Oxford as hereinafter described. Such approval was subject to the terms and conditions contained in the Statement of Services Resolution No. 7745 a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference.

SECTION 2: The Board of County Commissioners did, through the Clerk of the Board of County Commissioners, Butler County, Ohio, certify a transcript of the proceedings in connection with the map and petition required herein to the Clerk of Oxford City Council who received the same on or about December 18, 2025.

SECTION 3: A certified transcript of the proceedings for annexation with an accurate map of the territory, together with the petition for annexation and the papers relating to all proceedings heretofore with the County Commissioners, are all on file with the Clerk of the City of Oxford and have been for sixty days.

SECTION 4: The proposed annexation, as applied for in the petition of the owners of the real estate in the territory sought to be annexed and filed with the Board of County Commissioners, Butler County, Ohio, in which the petition prayed for annexation to the City of Oxford, Ohio, of certain territory adjacent thereto as hereinafter described, be and the same is hereby accepted and deemed annexed to the City of Oxford, subject to all the terms and conditions provided herein and contained within the Statement of Services Resolution No. 7745 attached hereto and incorporated herein as Exhibit "A". The territory to be annexed is more particularly described in Exhibits "B" and "C," attached hereto and incorporated herein.

SECTION 5: The Clerk of the City of Oxford be and is hereby authorized and directed to make five copies of this ordinance, to each of which shall be attached a copy of the map accompanying this petition for annexation, a copy of the transcript of the proceedings of the Board of County Commissioners of Butler County, Ohio, related thereto, and certified as to the correctness thereof. The Clerk shall then forthwith deliver one copy to the County Auditor, one copy to the County Recorder, one copy to the County Engineer, and one copy to the Ohio Secretary of State and shall file notice of this annexation with the Board of Elections within thirty (30) days after it becomes effective and the Clerk shall do all other things as required by law.

SECTION 6: 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)



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:	2/10/2026
COUNCIL MEETING DATE:	March 3, 2026
AGENDA TITLE:	An Ordinance Approving A Six Month Extension Of The Approved Clarence Place Final Subdivision Plat And A One Year Extension Of The Clarence Place Final Planned Development Located On 3.464 Acres At 601-607 West Chestnut Street, Oxford, Ohio (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	Housing For All
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve as recommended.
CITY MANAGER/DEPT HEAD APPROVAL:	SP DRE

DISCUSSION:

Habitat For Humanity of Greater Cincinnati is requesting that the previous land development approvals from February 2025 be extended. The attached letter explains that there have been delays. They are now ready to move forward. If the approvals are not extended, the building permits cannot be approved and the lots cannot be sold after development. Due to grading and sewer access challenges resulting in plan revisions, it is expected that the final plans will be substantially similar to previously approved plans. The attached drawing is for illustrative reference only.

Staff are supportive of the approval extensions and are working closely with Habitat for Humanity of Greater Cincinnati and their consultants.

ORDINANCE NO.

AN ORDINANCE APPROVING A SIX MONTH EXTENSION OF THE APPROVED CLARENCE PLACE FINAL SUBDIVISION PLAT AND A ONE YEAR EXTENSION OF THE CLARENCE PLACE FINAL PLANNED DEVELOPMENT LOCATED ON 3.46 ACRES AT 601-607 WEST CHESTNUT STREET, OXFORD, OHIO.

WHEREAS, Ordinance No. 3807 was adopted on February 18, 2025 approving, with conditions, the Preliminary and Final Planned Development of Clarence Place, a Habitat for Humanity of Greater Cincinnati development, consisting of 32 townhomes on 3.464 acres; and

WHEREAS, Ordinance No. 3808 was adopted on February 18, 2025 approving, with conditions, a Final Subdivision Plat for the Clarence Place Subdivision, consisting of 35 lots on 3.464 acres;

WHEREAS, the applicant has experienced delays, including site logistics, sewer access and grading challenges; and

WHEREAS, Oxford Code Section 1101.205 allows for up to two 6-month extensions of plat approval; and

WHEREAS, Oxford Code Section 1145.09 does not limit the time frames of Planned Development approval extensions; and

WHEREAS, the time extensions make no changes to the previously adopted Ordinances 3707 and 3708; and

WHEREAS, the City Manager and the Community Development Director recommend Council approve a six month extension for the Clarence Place Final Subdivision Plat and a one year extension for the Clarence Place Final Planned Development.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Community Development Director and further approves a six month extension for the Clarence Place Final Subdivision Plat and a one year extension for the Clarence Place Final Planned Development.

SECTION 2: The new expiration of the Clarence Place Final Plat is August 18, 2026.

SECTION 3: The new expiration of the Clarence Place Final Planned Development is February 18, 2027.

SECTION 4: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: JASON BRACKEN

PREPARED BY: LAW (STAFF)



We build strength, stability,
and self-reliance through shelter.

February 6, 2026

Zachary Moore, AICP
City Planner / GIS Coordinator
City of Oxford

RE: Final Subdivision and Planned Development Extension Request

Mr. Moore,

I am writing to formally request an extension of the Clarence Place Final Subdivision and Final Planned Development. The project is making great progress on the project and is expected to start sometime in the next few months. However, our current approvals expire on 2/18/2026 so an extension is needed in order to keep the project moving forward as originally planned.

Project planning, design and financing is nearing completion, which will allow for the necessary requirements for approvals and commencement. To get to this point, there have been a variety of obstacles to overcome, including challenges with site logistics, sewer access, proximity to a creek governed by the US Army Corps of Engineers and related grading challenges. Furthermore, funding from the State of Ohio has been secured via the Welcome Home Ohio program, but this is a new funding source that took longer than expected to get through contracting and final approvals.

The maximum Final Plat deadline extension of 6 months is more than sufficient to finalize plans, meet Plat recording requirements and commence the project. For the Final Planned Development, a 12 month extension would be the most helpful. Although permit application submissions will occur soon (the first 4 Homes have already been submitted for initial review), it will take a full year to implement a phased approach, getting through design, submission, review and approval of all project Homes.

The City of Oxford has been, and continues to be, an incredible partner since the beginning of this process. We are excited to resolve the last few items and finalize our plans for approval and project commencement. Thank you for your continued support and partnership towards our mission of increased Affordable Homeownership opportunities for the City of Oxford. If you have any further questions or need additional information, please do not hesitate to ask.

Sincerely,

A handwritten signature in blue ink, appearing to read "J Chamlee".

Jason Chamlee
Vice President of Real Estate Development
Habitat for Humanity of Greater Cincinnati



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:	2/11/2026
COUNCIL MEETING DATE:	March 3, 2026
AGENDA TITLE:	An Ordinance Repealing Oxford Codified Ordinance Chapter 137 Entitled Housing Advisory Commission, And Adopting New Oxford Codified Ordinance Chapter 137 Entitled Housing Advisory Commission. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Housing Opportunities for Everyone
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	Jessica Greene DRE

DISCUSSION:

In October 2025, the City Council filled a vacancy on the Housing Advisory Commission, bringing the total to 9 members, which is the membership cap under the current ordinance.

In January 2026, the Planning Commission nominated a new member to serve on the HAC. A Planning Commission representative is also required under the current HAC ordinance. This created a conflict.

The HAC decided to review its ordinance and propose recommendations. There were 2 meetings in which this ordinance was discussed, and here is a summary of the modifications to the ordinance that the HAC endorsed on February 5, 2026.

Membership should include:

- o One (1) City Councilor
- o One (1) Planning Commission member (who may also be a Councilor)
- o Five (5) total members must reside within the City of Oxford
- o Up to four (4) additional members should:

- Have relevant housing experience (e.g., housing nonprofit, legal, developer/builder, advocate, etc.)
- Reside within the Talawanda School District

Any member who misses three (3) consecutive meetings without an excuse will be removed from the commission, and the resulting vacancy will be posted.

This ordinance also removes language referring to specific housing nonprofits by name, and instead broadens the language to all nonprofits that advocate for housing. It also ties some of the tasks of the commission to be in alignment with the housing chapter of the 2023 Comprehensive Plan.

We recommend approval.

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE CHAPTER 137 ENTITLED HOUSING ADVISORY COMMISSION, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE CHAPTER 137 ENTITLED HOUSING ADVISORY COMMISSION.

WHEREAS, Council finds in accordance with Section 137.04 of the Codified Ordinances of the City of Oxford, the City of Oxford Housing Advisory Commission held public meetings on [January 8, 2026](#) and on [February 5, 2026](#) and that during the public meetings did discuss the need to reevaluate its role and scope within the City government for addressing housing concerns and policies and as a result of those discussions, the Housing Advisory Commission recommended repealing Oxford Codified Ordinance Chapter 137 entitled Housing Advisory Commission and adopting new Oxford Codified Ordinance Chapter 137 entitled Housing Advisory Commission.

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

SECTION I: Council accepts the recommendation of the Housing Advisory Commission and hereby repeals Oxford Codified Ordinance Chapter 137 entitled Housing Advisory Commission and adopts new Oxford Codified Ordinance Chapter 1367 entitled Housing Advisory Commission as follows:

137.01 PURPOSE.

(a) The purpose of the Housing Advisory Commission shall be to foster an environment, through education, research and advocacy, in which all people desiring residency in Oxford will have an opportunity to own or rent a home; further:

- (1) To promote safe and decent shelter for anyone desiring to live in Oxford.
- (2) To encourage and promote the development and maintenance of moderate to low income housing that will provide affordable home ownership and rentals in the Oxford community.
- (3) To promote a variation of housing density within neighborhoods to dissolve the negative stigma associated with isolated affordable housing.
- (4) To assist people in buying first time homes as well as provide education to homebuyers and the community about the need for moderate to low income housing.
- (5) To make recommendations to Council that are thoroughly investigated and supported through appropriate documentation.

137.02 DUTIES.

- (a) Take an active role in the administration and [implementation of the Housing Chapter in the Oxford Comprehensive Plan, updating of a Comprehensive Housing Plan following each decennial census and every 5 years thereafter.](#)
- (b) Make recommendations to Council for the disbursement of the Affordable Housing Funds and other funds designed for moderate to low cost housing and development.
- (c) Work with organization(s) to seek funds for the development, refurbishing, weatherization, and maintenance of moderate and lower cost housing and rentals.
 - (1) Funds may be sought from State, Federal and other sources.

(2) Funds should be available to provide rental assistance, payment assistance, home improvements, development infrastructure, tax credits and other assistance with affordable housing.

(d) To work with ~~or assist non profit~~ organizations that assist with housing, such as Habitat for Humanity, People United for Self-Help, Family Resource Center and other organizations whose missions are to assist families with finding, owning or maintaining adequate housing.

(e) To arrange education programs and financial counseling for families who want to rent or ~~purchases moderate to low cost~~ purchase moderate to low-cost housing.

(1) This may be provided by community resources that provide financial planning.

(2) Resources may also provide low interest loans to home buyers.

(3) Establish guidelines for families to qualify for moderate to low cost housing assistance and aid in the development of a procedure for families to receive assistance.

(4) Investigate and make recommendations to Council regarding existing planning and development policies and ordinances that pose possible impediments to moderate to low cost housing opportunities.

(5) Investigate the need or value of identifying or establishing a non-governmental entity to assist in implementing the policies stated in this chapter.

(f) The Commission shall report to Council annually ~~each January~~ the status of housing issues in the City of Oxford, and progress toward the goals outlined in the Housing Chapter of the Oxford Comprehensive Plan.

137.03 COMPOSITION AND TERM OF OFFICE.

(a) Composition: The Housing Advisory Commission shall be composed of at least seven and up to nine members appointed by Council. All members shall have, to the greatest extent practical, interest and proficiency in housing issues.

~~(1)~~ (1) One (1) City Counselor

~~(2)~~ One (1) Member appointed by the Planning Commission (who may or may not be Counselor)

~~Two members shall be City Council members. At least one member shall be a member of the Planning Commission. That member may be one of the two City Council members.~~

~~(2) At least two members shall be moderate to low income persons.~~

~~(3) At least five (5) members shall reside in Oxford or Oxford Township. These members shall be voting members.~~

~~(4) Any members not residing in Oxford or Oxford Township shall be ex-officio, non-voting members. —~~

~~(5) (6).~~ The additional two to four members shall have relevant housing experience (e.g., housing nonprofit affiliation, legal, developer, builder, advocate, etc.) and reside within the Talawanda School District. Members may be chosen from the following:

~~— A. A member of a housing advocacy group;~~

~~— B. A member of a minority organization;~~

~~— C. A banker or member of an institution that lends money for housing;~~

~~— D. A builder, developer or property manager of non-profit housing;~~

~~— E. A builder, developer or property manager of for-profit housing;~~

~~— F. An architect;~~

~~— G. A member of a social welfare organization; and~~

~~— H. Other groups or individuals that are necessary to provide balanced advice.~~

(5) ~~The City Manager shall serve as an ex-officio member of the Commission.~~

(6) The City Manager or designee shall ~~appoint administrative staff~~ serve as a liaison to the Commission. The function will be to support and assist the Commission to the extent resources allow.

(b) Term: ~~Upon passage of this chapter, appointments, with the exception of Council and Planning Commission members, shall initially be staggered as to length of term with two members for two years, two members for three years, and three members for four years.~~ All Commission members shall ~~thereafter~~ serve for a term of four years without compensation. Members may apply for a second term. After two consecutive terms, a member must take one year off, before reapplying to serve on the Commission. Council members shall serve per the rules of Council.

(1) Any member who misses three (3) consecutive meetings without an excuse may be removed from the commission, and the resulting vacancy will be posted.

137.04 MEETINGS.

(a) The Commission shall meet monthly to conduct its business or as ~~requested by Council~~ as needed

(b) The Commission shall designate the time and place of the meetings and shall notify the Clerk of Council, ~~City Manager, and the~~ staff liaison, and post the agenda publicly, at least twenty-four hours in advance.

(c) ~~Five members.~~ Attendance of over 50% of active members shall constitute a quorum for the transaction of business.

(d) All meetings shall comply with the letter and spirit of Ohio R.C. 121.22.

137.05 RULES AND PROCEDURES.

Notwithstanding the requirements established in this chapter, the Commission may establish its own rules and procedures subject to the majority approval of Council.

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

MAYOR

ADOPTED: _____, 2026

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY:

PREPARED BY: LAW (STAFF)

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