



## AGENDA

### OXFORD CITY COUNCIL REGULAR MEETING

#### COURTHOUSE

**TUESDAY, APRIL 7, 2026 AT 7:30 PM**

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Michael Smith, Mayor

Alex French, Vice-Mayor  
Jason Bracken  
William Snavelly

Amber Franklin  
Roxanne Ornelas  
Jim Vinch

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**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.

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1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Public Participation.
  - A. Swearing In Of New Officers, (John Jones, Police Chief)
  - B. Proclamation "Earth Day"

C. Enjoy Oxford Annual Report, Ms. Kim Daggy

D. 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 March 17, 2026, City Council Meeting. (Heather Barbour, Clerk of Council)

B. Uptown Parks Permit - ROW01063 Wish Upon a Star (Jessica Greene, Assistant City Manager)

C. A Resolution Authorizing The City Manager To Waive The Fees Adopted In The Fee Ordinance For The Street Closures And Parking Meter Fees For The Visitors Bureau (Enjoy Oxford) For The 2026 Annual Summer Music Festival. (Jessica Greene, Assistant City Manager)

D. 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 Authorizing The City Manager To Enter Into An Agreement With Xylem, Inc. For The Purchase Of A New Flygt 75-Horsepower N-Series Influent Submersible Pump For The Wastewater Treatment Plant.(Michael Dreisbach, Service Director)
  
- B. A Resolution Authorizing The City Manager To Enter Into An Agreement With Century Equipment Co. For The Purchase Of A New Toro Groundsmaster 5900-D Large Area Turfgrass Mower For The Streets & Maintenance Division Through The Sourcewell Cooperative Purchasing Contract # 112624-TTC. (Michael Dreisbach, Service Director)
  
- C. A Resolution Accepting The Bid And Authorizing The City Manager To Enter Into An Agreement With Barrett Paving Materials, Inc. For The 2026 Street Resurfacing And Maintenance Program At A Cost Of \$646,969.00 With Alternate #4 Costing \$47,285.00 Plus A Contingency In The Amount Of \$5,746.00 For A Total Cost Not To Exceed \$700,000.00. (Michael Dreisbach, Service Director)
  
- D. A Resolution Of Council Authorizing The City Manager To Submit A Grant Application To The Ohio-Kentucky-Indiana (OKI) Regional Council Of Governments, Requesting Funding From The Surface Transportation Block Grant Program For A Pavement Resurfacing Grant For US27 From Locust Street To Ringwood Road. (Michael Dreisbach, Service Director)
  
- E. A Resolution Accepting The Bid And Authorizing The City Manager To Enter Into An Agreement With Ford Development Corporation For The Installation Of A New 48 Inch Stormwater Conduit On Bonham Road Utilizing Grant Funding From The Ohio Public Works Commission. (Michael Dreisbach, Service Director)
  
- F. A Resolution Authorizing The City Manager To Sign The Second Amended Subgrant Agreement Detailed In Exhibit A, Between Butler County, Ohio, And The City Of Oxford For \$1,000,000.00 Of American Rescue Plan Act/State And Local Fiscal Recovery Funds To Assist With Affordable Housing Infrastructure, As Allocated By The Butler County Board Of Commissioners.(Jessica Greene, Assistant City Manager)
  
- G. A Resolution Authorizing The Application For \$2,824,545.00 Through The Ohio-Kentucky-Indiana (OKI) Regional Council Of Governments (OKI) Surface Transportation Block Grant Program And To Provide A Match Up To \$2,300,000.00 For The Construction Of Phase 6 Of The Oxford Area Trail, Connecting The Oxford Community Park Over To The Black Covered Bridge. (Jessica Greene, Assistant City Manager)

- H. A Resolution To Update The City Of Oxford's Complete Streets Policy As Referenced In Exhibit A. (Jessica Greene, Assistant City Manager)
- I. A Resolution Accepting The Insurance Bid Of Insurance Specialist Group, Inc., DBA Love Insurance Partners For The City's Property And Casualty Insurance Coverage For 2026. (Heidi Ridenour, Finance 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 To Approve Current Replacement Pages To The Oxford Codified Ordinances. (Douglas R. Elliott, Jr., City Manager)

B. Second Reading

- 1. An Ordinance Repealing Oxford Codified Ordinance Section 507.03 Entitled Fire Civil Citations And Adopting New Oxford Codified Ordinance Section 507.03 Entitled Fire Civil Citations. (John Detherage, Fire Chief)

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. Apr 8	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Apr 9	Charter Review Commission	Municipal Building	4:00 p.m.
Apr 13	Oxford Recreation Board	Municipal Building	12:30 p.m.
Apr 13	Public Arts Commission of Oxford	Municipal Building	5:30 p.m.
Apr 14	Planning Commission	Courthouse	7:00 p.m.
Apr 15	Board of Building Appeals	Courthouse	5:30 p.m.
Apr 17	Oxford Parking & Transportation Advisory Board	Municipal Building	9:00 a.m.
Apr 21	City Council	Courthouse	7:30 p.m.
Apr 28	Board of Zoning Appeals	Courthouse	6:30 p.m.
9.	Adjourn.		

# Proclamation

## Whereas:

on April 22, 1970, United States Senator Gaylord Nelson of Wisconsin and Denis Hayes organized the first nationwide day devoted to environmental awareness and education that was celebrated by an estimated 20 million Americans; and

WHEREAS, this day of environmental awareness and education is celebrated worldwide in some 180 countries, with the participation of over 4,000 separate organizations; and

WHEREAS, individuals and institutions have a mutual responsibility to seek ecological, economical, and ethical choices that enable the world, as well as our individual communities, to establish and maintain sustainable societies.

NOW, THEREFORE, I, Michael Smith, Mayor of the City of Oxford, Ohio, do hereby proclaim that on Wednesday, April 22, 2026, the City of Oxford will recognize and participate in the national and international celebration of:

### 'EARTH DAY'

I urge all citizens to celebrate Earth Day and to remind each person of their right and responsibility to the wise use of this global home, to heal, preserve, and improve the Earth and the quality of life for this and future generations, and to approach every day as an Earth Day.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 7th day of April, 2026.

  
MICHAEL SMITH, MAYOR



**MINUTES**  
**OXFORD CITY COUNCIL REGULAR MEETING**  
**COURTHOUSE**  
**TUESDAY, MARCH 17, 2026 AT 7:30 PM**

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**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.

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1. Roll Call.

Motion – To Enter Executive Session at 7:15 p.m. O.R.C. Section 121.22 (G)(1) To Consider Appointments to Boards and Commissions

(Roll Call Vote) 1st Ms. Franklin 2nd Ms. Ornelas

AYE # 5

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

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 7:27 p.m. O.R.C. Section 121.22 (G)(1) To Consider Appointments to Boards and Commissions

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

AYE # 5

NAY # 0

ABS # 0

A regular meeting of the Oxford City Council was called to order by Mayor Smith on Tuesday, March 17, 2026, at 7:30 p.m. Members in attendance were Amber Franklin, Jim Vinch, Roxanne Ornelas, and Jason Bracken. William Snavelly arrived at 7:34 pm, and Alex French was excused.

Staff Members in Attendance

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

Mr. Scott Otto, City Engineer; Mr. Chris Conard, Law Director; and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

Motion – To Amend the Agenda by adding item B. Appointments to Boards and Commissions to the Public Participation section of the Agenda, and making item C. Public Comments.

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

AYE # 5

NAY # 0

ABS # 0

Motion – To Approve the Agenda as Amended.

(Voice Vote) 1st Ms. Franklin 2nd Mr. Bracken

AYE # 5

NAY # 0

ABS # 0

4. Public Participation.

A. Proclamation — Education and Sharing Day 2026

Ms. Mushka Greenberg was in attendance to receive the Proclamation. Ms. Greenberg, 111 East Spring St. — Ms. Greenberg thanked the Council for the meaningful proclamation. Ms. Greenberg mentioned that Education Day was inspired by the teachings of the Rebbe, Rabbi Menachem Schneerson, who reminds us that education is not only knowledge or academic success. Ms. Greeneberg noted that true education is about building character, developing responsibility, and inspiring young people to become caring, ethical members of society. In a time when our world faces many challenges, the importance of education that emphasizes kindness, respect, and moral values is greater than ever. Ms. Greenberg mentioned that investing in the future of our children is investing in the future of our entire community. Ms. Greenberg expressed deep appreciation to the City for recognizing Education Day and for its commitment to supporting education and positive values on behalf of Chabad and the Jewish Community. Ms. Greenberg concluded by saying that together, by strengthening education and nurturing the next generation, we help build a stronger, kinder, and more hopeful future for everyone.

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.**

Motion – To Appoint Ms. Edna Southard and Mr. Christopher Skoglund to the Income Tax Board of Review, and the City Manager Appoints Mr. Kevin McKeehan to the Income Tax Board of Review.

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

AYE # 6

NAY # 0

ABS # 0

Public Comment - None.

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. Franklin 2nd Mr. Snavelly

AYE # 6

NAY # 0

ABS # 0

A. Minutes from the March 3, 2026, City Council Work Session Meeting. (Heather Barbour, Clerk of Council)

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

- C. Uptown Parks Permit - 2026 Yoga in the Park ROW 01072. (Jessica Greene, Assistant City Manager)

6. Resolutions.

- A. A Resolution Authorizing The City Manager To Enter Into Contract With Axon Enterprise Inc. For Body Worn Camera Equipment, Software, Licensing, Data Storage, User Profiles, And Support For The Police Division At A Cost Not To Exceed \$289,800.02 For The Life Of The Contract, Subject To The Law Director's Approval Of The Contract. (John Jones, Police Chief)

Motion – To Adopt Resolution No. 7799.  
(Voice Vote) 1st Ms. Franklin 2nd Ms. Ornelas  
AYE # 6  
NAY # 0  
ABS # 0

Chief Jones asked Lieutenant Robinson to present the staff report and address questions and comments from the Council.

Public Comment - None.

- B. A Resolution Designating Public Depositories Of Active Public Funds For A Five-Year Period Commencing April 6, 2026 (Heidi Ridenour, Finance Director)

Motion – To Adopt Resolution No. 7800.  
(Voice Vote) 1st Ms. Franklin 2nd Mr. Snavelly  
AYE # 6  
NAY # 0  
ABS # 0

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

Public Comment - None.

- C. A Resolution Authorizing The City Manager To Enter Into A Contract With Atlantic Emergency Solutions For The Purchase Of A 2026 Ram/Horton Ambulance And Specified Options At State Contract Pricing At A Cost Not To Exceed \$385,406.17. (John Detherage, Fire Chief)

Motion – To Adopt Resolution No. 7801.  
(Voice Vote) 1st Ms. Franklin 2nd Mr. Snavelly  
AYE # 6  
NAY # 0  
ABS # 0

Chief Detherage 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 Repealing Oxford Codified Ordinance Section 507.03 Entitled Fire Civil Citations And Adopting New Oxford Codified Ordinance Section 507.03 Entitled Fire Civil Citations. (John Detherage, Fire Chief)

Chief Detherage presented his staff report and addressed questions and comments from the Council.

B. Second Reading

1. An Ordinance Dedicating Certain City-Owned Real Property Abutting U.S. Route 27 As Public Right-Of-Way. (Scott Otto, City Engineer)

Motion – To Adopt Ordinance No. 3858.

(Roll Call Vote) 1st Ms. Franklin 2nd Mr. Snavely

AYE # 6

Mr. Bracken, Ms. Franklin, Ms. Ornelas, Mr. Snavely, Mr. Vinch, and Mayor Smith

NAY # 0

ABS # 0

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

Public Comment - None.

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)

Motion – To Adopt Ordinance No. 3859.

(Roll Call Vote) 1st Ms. Franklin 2nd Ms. Ornelas

AYE #6

Ms. Franklin, Ms. Ornelas, Mr. Snavely, Mr. Vinch, Mr. Bracken, 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.

3. An Ordinance Amending Ordinance No. 3844 Supplemental Budget Ordinance Number 1 To Make Supplemental Appropriations For Fiscal Year 2026. (Heidi Ridenour, Finance Director)

Motion – To Amend Ordinance No. 3860 by removing the line item for Issue #1 \$139,000.00.

(Voice Vote) 1st Ms. Franklin 2nd Mr. Snavely

AYE # 5

NAY # 1

ABS #

Motion – To Adopt Ordinance No. 3860 as Amended.  
(Roll Call Vote) 1st Ms. Franklin 2nd Ms. Ornelas

AYE # 6

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

NAY # 0

ABS # 0

Ms. Ridenour reported the changes since the first reading and offered to answer any questions.

Public Comment - None.

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 18 Board of Building Appeals	Courthouse	5:30 p.m.
	Mar 24 Board of Zoning Appeals	Courthouse	6:30 p.m.
	Apr 1 Environmental Commission	Municipal Building	7:00 p.m.
	Apr 2 Housing Advisory Commission	College@Elm	5:00 p.m.
	Apr 7 City Council	Courthouse	7:30 p.m.
	Apr 8 Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.

Apr 9	Charter Review Commission	Municipal Building	4:00 p.m.
Apr 13	Oxford Recreation Board	Municipal Building	12:30 p.m.
Apr 13	Public Arts Commission of Oxford	Municipal Building	5:30 p.m.
Apr 14	Planning Commission	Courthouse	7:00 p.m.
Apr 15	Board of Building Appeals	Courthouse	5:30 p.m.
Apr 17	Oxford Parking & Transportation Advisory Board	Municipal Building	9:00 a.m.
Apr 21	City Council	Courthouse	7:30 p.m.

9. Adjourn.

Motion – To Adjourn at 8:43 pm.  
(Voice Vote) 1st Mr. Vinch 2nd Ms. Franklin  
AYE # 6  
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**

Jeff

Enter your First Name

\* **Last Name**

Stouffer

Enter your Last Name

\* **Address**

423 west Chestnut

\* **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)**

I summarized my concern in the snow appeal form. The way the city handled this large snow was awful. Penalizing residents when travel was restricted shows the priority of the city. Just a money grab, not about making it safe for the residents. The lack of judgment during this storm illustrates government bureaucracy perfectly.

Make a public comment for review by City Council

# History



## Snow Violation Appeal Form

\* First Name

Jeff

\* Last Name

Stouffer

\* Email

Phone

Please select your preferred method of communication.

- Email  
 Phone

Name on the Violation (if different than the name above or if it is listed under a business account)

Jeff Stouffer

Invoice # (listed on the Snow Violation Bill)

4530

Service Date on the Invoice

1/27/26

\* Address In Violation of Snow Ordinance

423 West Chestnut

Owner's Address (if different than the above address)

Did the property in violation clear the sidewalk to a four-foot-wide surface per Ordinance #3797 before the deadline sent out by the City of Oxford Police, via Nixle Alerts & posted on the City of Oxford website?

- Yes  
 No  
 Unsure

Why are you appealing the Snow Violation Invoice?

There was a Level 3 Snow Emergency on 1/26. Upon arriving in Oxford from Columbus, I cleared the sidewalk. The city did not do anything, yet still charged me \$120. Truly outrageous and so disappointed in how the city responded to the largest snow event since 2012. Obviously a money grab for the city, not shocked but still very frustrating.

Property owners are encouraged to upload photos of the cleared sidewalk after the City of Oxford declared the 3-inch snow event and before the deadline for sidewalk clearing. Use the following fields to do so, if applicable, or you can send them to [akeeton@cityofoxford.org](mailto:akeeton@cityofoxford.org).

**Upload a File**

Choose File No file chosen

**Upload a File**

Choose File No file chosen

**Upload a File**

Choose File No file chosen

**Upload a File**

Choose File No file chosen

***The City Manager will make a decision regarding the outcome of your appeal within 14 business days. You will be notified via your selected method of communication.***

# History



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

## STAFF REPORT

<b>ORIGINATING DEPARTMENT:</b>	City Manager
<b>PREPARED BY:</b>	Jessica Greene
<b>DATE PREPARED:</b>	4/1/2026
<b>COUNCIL MEETING DATE:</b>	April 7, 2026
<b>AGENDA TITLE:</b>	Uptown Parks Permit - ROW01063 Wish Upon a Star (Jessica Greene, Assistant City Manager)
<b>COUNCIL GOAL AREA:</b>	Celebration of the People and Places that Make Oxford Unique
<b>BUDGETED AMOUNT:</b>	
<b>ACCOUNT CODE:</b>	
<b>RECOMMENDATION:</b>	Approval
<b>CITY MANAGER/DEPT HEAD APPROVAL:</b>	DRE JG

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**DISCUSSION:**

# Wish Upon A Star Fundraiser

Feb 28, 2026 Apr 4, 2026

Memorial Park Sale Area



# ROW 01063

April 24, 2026

Uptown Parks Perm

# APPROVED

Memorial Park & Martin Luth

**See stipulations below**

\* Organization Name

Wish Upon a Star

Organization Phone

[REDACTED]

\* Organization Mailing Address

Armstrong Student Center, 550 E Spring St, Oxford, OH  
45056

Are you a non-profit?

\_\_\_\_\_

. . .

\* Applicant's First Name

Jessica

\* Applicant's Last Name

Zablocki

Applicant's Phone

[REDACTED]

\* Email

[REDACTED]

\* Applicant's Mailing Address

650 S Patterson Ave, Oxford, OH 45056

\*If you are a student group, please include your advisor's name.

Scott Osterfeld

\*If you are a student group, please include your advisor's contact number.

[REDACTED]

Day Of Contact's First & Last Name

Jessica Zablocki

Day Of Contact's Cell Phone

[REDACTED]

. . .

Which park(s) are you requesting? Select all that apply.

- Memorial Park (East Park Place & North Main Street - Pavilion)
- Martin Luther King Jr. Park (West Park Place & North Main Street - Fountain)
- Oxford Area Trail System

\* Name of the Event

Wish Upon a Star fundraiser

\* Date Requested

02/28/2026

April 24, 2026

Format: MM/DD/YYYY

\* Day of Event

Saturday

Monday, Tuesday, Wednesday, etc...

Please check this box if your event exceeds 2 consecutive days or repeats for 2 or more sessions. This will require City Council approval.

Yes

Projected Attendance

Has this event been held previously?

Yes

Event Start Time

8:30

Event End Time

1

Set Up Time Range

Tear Down Time Range

Event Description

We are hosting a fundraiser to raise money for the Ronald McDonald House in Cincinnati

Do you need reserved parking?

No

Are you requesting a road closure for this event?

No

Will there be portable heaters/fire pits?

No

Will tents, tables and/or chairs be used?

No

Will you need police officers for this event? Depending on the event, this may be required.

No

Will you be renting portable restrooms for this event? (if yes, we recommend renting ADA compliant portable restrooms)

No

Will you need electricity?

No

Will you be bringing a sound system and/or technician?

No

Will alcohol, food, services and/or other items be sold?

Yes

If yes to alcohol, food or service, please explain briefly.

We are selling grilled cheeses, but for a donation to the Ronald McDonald House

Will you be exiting the park during the event? (i.e. for a race/run)

No

Any other information that you would like to share?

Please attach a site map sketch for this event, if possible.

Choose File No file chosen

Please attach the route map, if applicable (for parades, runs, etc...)

Choose File No file chosen

\* Event Details Accuracy Acknowledgement

By checking this box, I acknowledge that all of the event details, as listed above, are accurate.

[Click here to read the Stipulations & Fees and then acknowledge below.](#)

Fee Waiver Stipulations:

- **Parking Meter Rental Fee:** Non-profit organizations may be eligible for a 50% discount on parking meter rental rates for community events. The City Manager or designee may grant approval (Please check the appropriate box below if you are requesting this fee waiver).
- **Any Fee:** Events operating for more than two consecutive weeks may request a waiver of fees from City Council (Please check the appropriate box below if you are requesting this fee waiver)..

\* Event Stipulations & Fees Acknowledgement

By checking this box, I acknowledge that I have reviewed the stipulations and estimated cost for the event and agree to compensate the City for services rendered as specified in the final invoice. If the event runs past the stated end time and/or the stipulations are not adhered to, I understand that additional charges will accrue and agree to compensate the City accordingly.

Check yes, if you would like to request a waiver of your parking meter fees.

Yes, this event is hosted by a 501 C3 nonprofit organization and documentation will be provided below.

N/A

Attach a 501 C3 documentation proving nonprofit status here.

Choose File No file chosen

Check yes, if you would like to request a waiver of fees due to this event running for more than two consecutive weeks.

Yes, this event will run for two consecutive weeks or more.

N/A

Indemnification Clause: The Permittee hereby agrees to indemnify, defend, save and hold harmless the City of Oxford its officers and

er  
th  
da  
cc  
at may occur while  
for all claims and  
cludes all liabilities,

**Miami University Exempted**

\* Indemnification Clause Acknowledgement

By checking this box, I acknowledge that I have reviewed the indemnification clause above.

\* Today's Date

\* Electronic Signature

01/27/2026

Jessica Zablocki

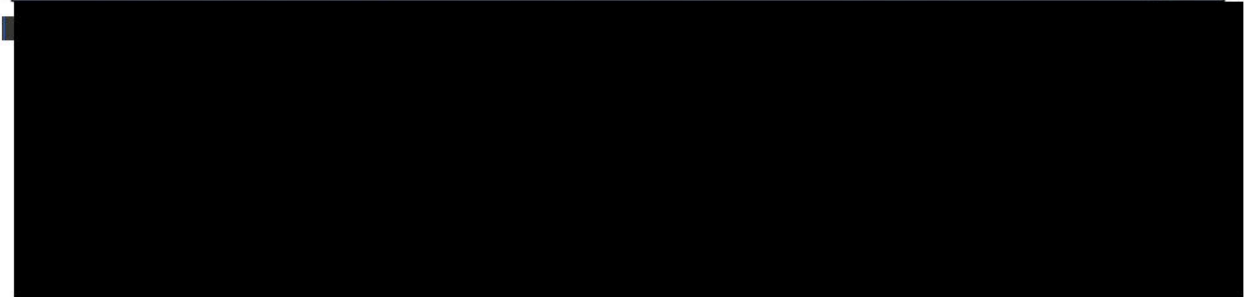
Format: MM/DD/YYYY

If approved, you will receive an approved permit. If an invoice is required, it will also be sent with the approved permit. Invoice payment is due prior to the event.

If you have any questions, reach out to John Buchholz at (513) 839-4781 or jbuchholz@cityofoxford.org.



**Area shall be cleaned at the end of each day**



APPROVAL SECTION (with conditions)

Police Chief:  Approved  Not Approved \_\_\_\_\_/\_\_\_\_\_

Fire Chief:  Approved  Not Approved \_\_\_\_\_/\_\_\_\_\_

Service Director:  Approved  Not Approved \_\_\_\_\_/\_\_\_\_\_

Recreation Director:  Approved  Not Approved \_\_\_\_\_/\_\_\_\_\_

City Manager:  Approved  Not Approved

Jessica Greene, Asst. City Manager

Date: Jan 28, 2026 jfb148

City Manager's Signature



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

## STAFF REPORT

<b>ORIGINATING DEPARTMENT:</b>	City Manager
<b>PREPARED BY:</b>	Jessica Greene
<b>DATE PREPARED:</b>	4/1/2026
<b>COUNCIL MEETING DATE:</b>	April 7, 2026
<b>AGENDA TITLE:</b>	A Resolution Authorizing The City Manager To Waive The Fees Adopted In The Fee Ordinance For The Street Closures And Parking Meter Fees For The Visitors Bureau (Enjoy Oxford) For The 2026 Annual Summer Music Festival. (Jessica Greene, Assistant City Manager)
<b>COUNCIL GOAL AREA:</b>	Celebration of the People and Places that Make Oxford Unique
<b>BUDGETED AMOUNT:</b>	
<b>ACCOUNT CODE:</b>	
<b>RECOMMENDATION:</b>	Approval
<b>CITY MANAGER/DEPT HEAD APPROVAL:</b>	DRE JG

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**DISCUSSION:**

**RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE THE FEES ADOPTED IN THE FEE ORDINANCE FOR THE STREET CLOSURES AND PARKING METER FEES FOR THE VISITORS BUREAU (ENJOY OXFORD) FOR THE 2026 ANNUAL SUMMER MUSIC FESTIVAL.

WHEREAS, Enjoy Oxford has requested Council to consider waiving the fees for the street closures and parking meter fees for the 2026 Annual Summer Music Festival; and

WHEREAS, Oxford City Council has approved this request every year since 2005.

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

SECTION 1: Council has determined that the Summer Music Festival is a benefit to the entire community and supports the waiver of fees, and hereby authorizes the City Manager to waive the fees for the street closures and parking meter fees, as listed in the 2026 fee ordinance, for the 2026 Annual Summer Music Festival.

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)

## Uptown Parks Permit Request

Memorial Park & Martin Luther King Jr. Park

\* Organization Name

Enjoy Oxford

Organization Phone

[REDACTED]

\* Organization Mailing Address

14 W. Park Place, Suite C, Oxford, OH 45056

Are you a non-profit?

yes- 501c 6

. . .

\* Applicant's First Name

Kim

\* Applicant's Last Name

Daggy

Applicant's Phone

[REDACTED]

\* Email

[REDACTED]

\* Applicant's Mailing Address

14 W. Park Place, Suite C, Oxford, OH 45056

\*If you are a student group, please include your advisor's name.

\_\_\_\_\_

\*If you are a student group, please include your advisor's contact number.

\_\_\_\_\_

Day Of Contact's First & Last Name

Kim Daggy

Day Of Contact's Cell Phone

[REDACTED]

. . .

Which park(s) are you requesting? Select all that apply.

- Memorial Park (East Park Place & North Main Street - Pavilion)
- Martin Luther King Jr. Park (West Park Place & North Main Street - Fountain)
- Oxford Area Trail System

**\* Name of the Event**

Uptown Music Concert Series

**\* Date Requested**

06/04/2026

Format: MM/DD/YYYY

**\* Day of Event**

Thursdays though Aug 13, 2026

Monday, Tuesday, Wednesday, etc...

Please check this box if your event exceeds 2 consecutive days or repeats for 2 or more sessions. This will require City Council approval.

Yes

**Projected Attendance**

500-1,000

**Has this event been held previously?**

40th Annual Concert Series

**Event Start Time**

7:00 PM

**Event End Time**

9:30 PM

**Set Up Time Range**

1 PM Sound, 5 PM Bands, 6 PM Sponsors

**Tear Down Time Range**

9:30-10:30 PM

**Event Description**

The Uptown Music Concert Series is celebrating it's 40th Anniversary. Evening concerts are FREE and open to the public and bring a diverse line-up of bands & genres attracting visitors from the tristate area. The summer series will be weekly on Thursdays in the Uptown Parks area except for July 2nd in conjunction with OPRD's Freedom Festival at the OCP and the potential for an Aug 20th concert at THS Performing Arts Center. Enjoy Oxford is working with Chad Smith, Executive Director of OPRD to coordinate July 2nd.

. . .

**Do you need reserved parking?**

Yes- East Park Place, overflow West Park Place

**Are you requesting a road closure for this event?**

Yes- Main Street between the 2 parks

**Will there be portable heaters/fire pits?**

No

**Will tents, tables and/or chairs be used?**

Yes- for sponsors & nonprofits. 10 x10 size

**Will you need police officers for this event? Depending on the event, this may be required.**

Yes- usually 1

**Will you be renting portable restrooms for this event? (if yes, we recommend renting ADA compliant portable restrooms)**

No

Will you need electricity?

Yes- Pavilion and Trees if sponsors request electric

Will you be bringing a sound system and/or technician?

Yes

Will alcohol, food, services and/or other items be sold?

Potential for band merchandise, sponsor items

If yes to alcohol, food or service, please explain briefly.

No alcohol. In the past: Graeter's ice cream, Kiwanis gives away watermelon, LaRosa's Pizza by the slice, etc.

Will you be exiting the park during the event? (i.e. for a race/run)

No

Any other information that you would like to share?

Enjoy Oxford is grateful to organize and implement this longstanding concert series which is supported by the community, other nonprofits, and local businesses. Requesting waiver of fees. Enjoy Oxford to print, post & remove No Parking Signs. Once Sound, Band, & Sponsors have arrived, any remaining No Parking Signs will be removed to allow for the General Public to use.

. . .

Please attach a site map sketch for this event, if possible.

Choose File No file chosen

Please attach the route map, if applicable (for parades, runs, etc...)

Choose File No file chosen

\* Event Details Accuracy Acknowledgement

By checking this box, I acknowledge that all of the event details, as listed above, are accurate.

[Click here to read the Stipulations & Fees and then acknowledge below.](#)

Fee Waiver Stipulations:

- **Parking Meter Rental Fee:** Non-profit organizations may be eligible for a 50% discount on parking meter rental rates for community events. The City Manager or designee may grant approval (Please check the appropriate box below if you are requesting this fee waiver).
- **Any Fee:** Events operating for more than two consecutive weeks may request a waiver of fees from City Council (Please check the appropriate box below if you are requesting this fee waiver)..

\* Event Stipulations & Fees Acknowledgement

By checking this box, I acknowledge that I have reviewed the stipulations and estimated cost for the event and agree to compensate the City for services rendered as specified in the final invoice. If the event runs past the stated end time and/or the stipulations are not adhered to, I understand that additional charges will accrue and agree to compensate the City accordingly.

Check yes, if you would like to request a waiver of your parking meter fees.

Yes, this event is hosted by a 501 C3 nonprofit organization and documentation will be provided below.

N/A

Attach a 501 C3 documentation proving nonprofit status here.

Choose File No file chosen

Check yes, if you would like to request a waiver of fees due to this event running for more than two consecutive weeks.

Yes, this event will run for two consecutive weeks or more.

N/A

**Indemnification Clause:** The Permittee hereby agrees to indemnify, defend, save and hold harmless the City of Oxford its officers and employees from and against all suits or claims that may be based on damage or injury or death to any person or property that may occur while the City of Oxford property is being used by Permittee. Permittee further agrees to the payment of the City's attorneys' fees for all claims and damages arising directly or indirectly from or related to the use, occupancy or possession of the City of property. Damages includes all liabilities, costs, losses, fines, penalties, claims suits, actions, costs and expenses.

\* Indemnification Clause Acknowledgement

By checking this box, I acknowledge that I have reviewed the indemnification clause above.

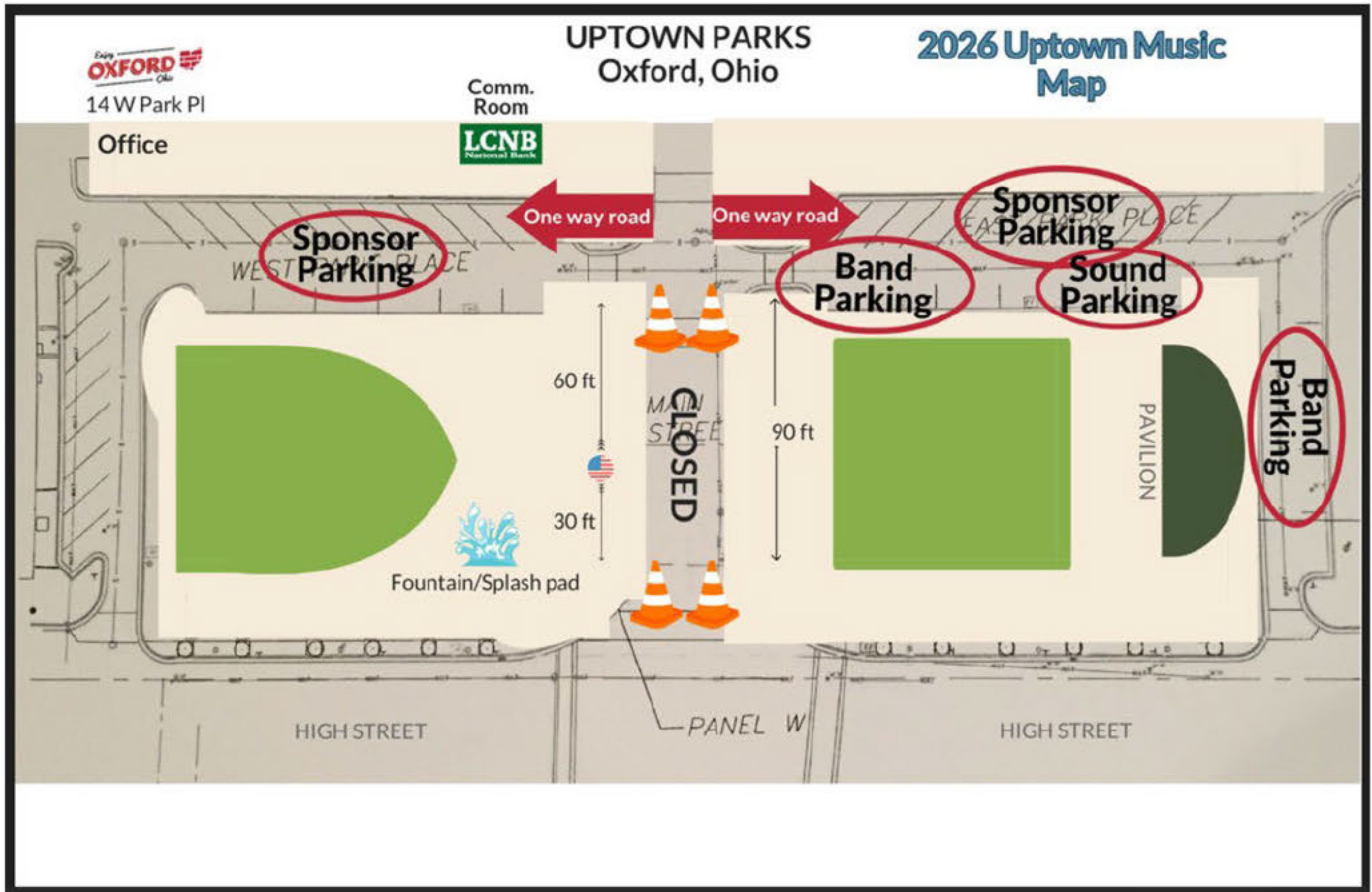
\* Today's Date

03/24/2026

Format: MM/DD/YYYY

\* Electronic Signature

Kim Daggy



# Main Street Closure - 6-10 pm

**NO PARKING** signs will be posted by Enjoy Oxford as needed

## Uptown Public Parks Permit - Internal

**Event Name** Uptown Music Concert Series 2026 **Event Date** Thursdays-Jun-Aug  
**Event Time** 7p-9:30p **Set Up Time** \_\_\_\_\_ **Tear Down Time** \_\_\_\_\_  
**Contact Name** Kim Daggy **Contact Phone** [REDACTED]  
**Contact E-mail** [REDACTED]  
**Event Description** Uptown Music Concert Series

**Areas Utilized** \_\_\_\_\_ **Maps Attached?** Y  N

<b>Police Officers</b>	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
<b>Meter Rental?</b>	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
<b>Street Closure</b>	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
<b>Service Personnel</b>	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
<b>Trash Boxes</b>	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
<b>Food For Sale</b>	Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
<b>Alcohol For Sale</b>	Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
<b>Electric Service</b>	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
<b>Insurance Required</b>	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
<b>Portable Restrooms</b>	Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
<b>Bringing Sound System</b>	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
<b>Live Animals Present</b>	Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
<b>Other</b>				

**How Many** <sup>1</sup> \_\_\_\_\_ **Time Range** 7-9:30pm  
**List Meter Numbers** Enjoy Oxford will post  
**Attached Map or Route?** Y  N   
**How Many** TBD **Time Range** \_\_\_\_\_  
**How Many** TBD  
**Permit Number** \_\_\_\_\_  
**Permit Number** \_\_\_\_\_  
**Details** \_\_\_\_\_  
**Details** \_\_\_\_\_  
**Details** \_\_\_\_\_  
**Details** \_\_\_\_\_  
**Details** \_\_\_\_\_

### Department Approval

<b>Police Department</b>	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
<b>Fire Department</b>	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
<b>Service Department</b>	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
<b>Recreation Department</b>	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
<b>City Manager Department</b>	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>

**Date** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Event Approved** Y  N

**Signature** \_\_\_\_\_

### Documents Attached

Invoice

Original Application

Stipulations & Fees

## **Uptown Parks Stipulation & Fees**

### **Memorial Park & Martin Luther King Jr. Park**

Applicants should allow a minimum of five business days for the request to be processed from the time it is submitted to City Officials. *Please provide the City with as much lead time as possible. Events requiring road closures and staffing will require additional processing time. Large event requests shall be submitted no less than ninety (90) days in advance of the event.*

1. Large events (estimated at over 500 people), including all concerts and performances, will require additional approval by City Departments.
2. Events exceeding 2 consecutive days or repeat events of 2 or more sessions will require City Council approval.
3. At least one legally responsible adult must sign the request.
4. The usage may not discriminate against a given class of people.
5. All ordinances that regulate noise shall be observed, unless a variance is requested and approved.
6. The applicant is responsible for cleanup and removal of litter & trash immediately after the event. Failure to clean up may result in subsequent requests being denied or a deposit being required. In addition, a cleaning charge may be assessed.
7. Safety staffing levels will be determined by the Oxford Police Department and the applicant may be required to hire police officers.
8. All special conditions specified by department heads must be complied with. Fees will be assessed for special services.
9. No markings may be made on streets or sidewalks within the public right-of-way.
10. No motor vehicles may be parked within the area of the park or on any sidewalk.
11. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
12. The applicant is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
13. No structure shall be defaced and no structure shall be erected within four feet of the base of a tree or shrub.
14. No nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within any park. This includes sign or flag frames, posts, spikes, etc... Applicant is financially responsible for damages to parks and infrastructure.
15. If alcohol will be sold at the event, you must obtain F2 permit from the Ohio Department of Commerce, Division of Liquor Control and obtain approval from either City Council or the City Manager.
  - a. Note: Event participants may use Oxford's year-round Designated Outdoor Refreshment Area (DORA). No permit is required for DORA usage, but please follow DORA rules.

16. Food for sale is allowed at events hosted by a nonprofit or charitable community organization. Food trucks or tents must have a mobile food unit license or a temporary food license through the Butler County Board of Health.
17. The applicant will be required to provide the City with a certificate of insurance naming the City as an additional insured for events with banner installation, live animals or inflated play structures with a minimum of \$1M coverage. Insurance for other events may be required and reviewed on a case by case basis.
18. The Permittee hereby agrees to indemnify, defend, save and hold harmless the City of Oxford its officers and employees from and against all suits or claims that may be based on damage or injury or death to any person or property that may occur while the City of Oxford property is being used by Permittee. Permittee further agrees to the payment of the City's attorneys' fees for all claims and damages arising directly or indirectly from or related to the use, occupancy or possession of the City of property. Damages includes all liabilities, costs, losses, fines, penalties, claims suits, actions, costs and expenses.

729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED. No person shall sell, offer to sell or solicit orders for goods, wares or merchandise for immediate or future delivery, or services to be furnished, performed or provided in the present or in the future, within parking meter zones or upon any municipally-owned or controlled property other than streets. This law shall not be applicable to nonprofit or charitable community organizations operating with the express consent of the Office of the City Manager and shall not apply to the lawful use of sidewalk space where such use is expressly authorized by the Codified Ordinances of Oxford, nor shall this section be applicable to the selling at a Farmers' Market of farm produce when such produce has been raised and grown by the vendors and provided that such selling has been specifically authorized and regulated by the Council. Any sale or use of alcohol upon any municipally-owned or controlled property shall be approved by City Council. (Ord. 3211. Passed 3-19-13.)

<u>Parking</u>	
No Parking Sign	\$1/each
Metered Parking (less than 4 hours)	\$6/each
Metered Parking ( 4 or more hours)	\$12/each
<u>Personnel</u>	
First Police Officer	\$65 per hour
Additional Officer (s)	\$65 per hour
Police Supervisor (required for each 4 Police Officers)	\$75 per hour
Police Command Officer (required for two squads of five Officers)	\$85 per hour
Street Department Personnel	
Electrician	\$30/hour
Event Trash cans	\$120 plus materials
	\$6

<p><u>Road Closure</u> Main Street US 27 Detour **includes labor</p> <p><u>Sports Fields/Gazebo</u> Contact Oxford Parks &amp; Recreation Department at 513-523-6314</p>	<p>\$150** \$150**</p>
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**Area shall be cleaned at the end of each day**

**The City of Oxford reserves the right to modify, suspend, or revoke this permit at the sole discretion of the City of Oxford.**

**It is PROHIBITED to insert anything into the ground within any park due to the irrigation system**

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

DEPARTMENT OF THE TREASURY

Date: **DEC 21 2005**

OXFORD VISITORS AND CONVENTION  
BUREAU  
C/O JAMES G ROBINSON  
PARK PLACE WEST  
OXFORD, OH 45056

Employer Identification Number:  
65-1235135  
DLN:  
305350037  
Contact Person:  
MARY M SHEER ID# 31255  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
October 21, 2004  
Contribution Deductibility:  
No

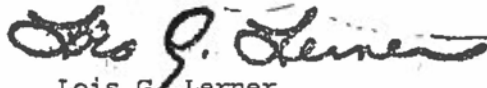
Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed information for Organizations Exempt Under Sections Other Than 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Information for Organizations Exempt Under Sections Other Than 501(c)(3)

Letter 948 (DO/CG)



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

## STAFF REPORT

<b>ORIGINATING DEPARTMENT:</b>	Finance
<b>PREPARED BY:</b>	Heidi Ridenour
<b>DATE PREPARED:</b>	4/1/2026
<b>COUNCIL MEETING DATE:</b>	April 7, 2026
<b>AGENDA TITLE:</b>	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)
<b>COUNCIL GOAL AREA:</b>	Essential Operations
<b>BUDGETED AMOUNT:</b>	
<b>ACCOUNT CODE:</b>	
<b>RECOMMENDATION:</b>	Approval
<b>CITY MANAGER/DEPT HEAD APPROVAL:</b>	DRE HR

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### DISCUSSION:

Staff is requesting Council to approve the then and now certificates for purchase orders issued above \$3,000 where an invoice was received prior to the purchase order date. After discussing the issue with the Auditors, they requested we begin bringing any purchase orders meeting this criteria, to Council for approval for compliance with the O.R.C. 5705.41 (d).

**RESOLUTION NO.**

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).

WHEREAS, Council in accordance with Ohio Revised Code, shall approve any purchases made over \$3,000 where an invoice is dated prior to the purchase order date; and

WHEREAS, at the time the merchandise was purchased and at the time the purchase order was executed to cover the purchase, a sufficient sum was appropriated for the purpose of such contract and in the treasure or in process of collection to the credit of an appropriated fund free from any previous encumbrances; and

WHEREAS, there is a sufficient sum appropriated for the purpose of such contract and in the treasure or in process of collection to the credit of an appropriated fund free from any previous encumbrances.

WHEREAS, the City Manager and the Finance Director recommend Council approve authorizing such certificates, as set forth in Exhibit "A" attached hereto and incorporated herein by reference.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Finance Director approving Then and Now Certificates for purchase orders issued above \$3,000 where an invoice was received prior to the purchase order date.

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

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

Appendix A

P.O. Number	P.O. Date	Vendor	Amount	Purpose
5926	03/19/26	Sperry	\$ 7,200.00	One year contract -Short Term Rental Data



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

## STAFF REPORT

<b>ORIGINATING DEPARTMENT:</b>	Service
<b>PREPARED BY:</b>	Mike Dreisbach
<b>DATE PREPARED:</b>	3/3/2026
<b>COUNCIL MEETING DATE:</b>	April 7, 2026
<b>AGENDA TITLE:</b>	A Resolution Authorizing The City Manager To Enter Into An Agreement With Xylem, Inc. For The Purchase Of A New Flygt 75-Horsepower N-Series Influent Submersible Pump For The Wastewater Treatment Plant.(Michael Dreisbach, Service Director)
<b>COUNCIL GOAL AREA:</b>	Accessible, High-Quality Infrastructure
<b>BUDGETED AMOUNT:</b>	\$122,000
<b>ACCOUNT CODE:</b>	320.830.69179
<b>RECOMMENDATION:</b>	Approve
<b>CITY MANAGER/DEPT HEAD APPROVAL:</b>	DRE MBD

**DISCUSSION:**

The City has budgeted \$122,000 in the Wastewater Capital Equipment Fund for the replacement of a 20+ year-old Influent wet well pump at the Wastewater Treatment Plant. The existing CP3300 pump would cost more to repair than to purchase a new N-series pump that would come with a five-year warranty. The new pump will also be self-cleaning, reducing downtime and maintenance requirements for the system. The newer version is also much more efficient, offering additional energy savings compared to the old C series pump. This wet well facility will pump over one billion gallons annually, and it's critical that all the pumps in the wet well work efficiently, especially during wet weather events.



This pump is a sole-source, proprietary item available only from Xylem, Inc. (formerly known as Flygt). A sole-source letter from the vendor is provided as Exhibit A to this report. The City will not advertise this purchase for bids, as there would be only one bidder, and the costs would be higher for a bid item due to provider bidding and bonding costs.

The cost for a new N 3301 will be \$94,884.00 plus approximately \$4,500 for shipping expenses (the pumps are manufactured in Sweden and must be imported), and will include a five-year warranty. While this is a significant investment, retrofitting another manufacturer's pump to meet our requirements would cost significantly more than this purchase from Xylem. Xylem's (Flygt) performance history speaks for itself, with the prior pump operating in a harsh environment for over twenty years with minimal maintenance downtime.

Staff recommends that the City Council authorize the City Manager to enter into an Agreement with Xylem, Inc. for the purchase of a new N 3301, as specified, at a cost not to exceed \$99,384.00, including shipping expenses.

**RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH XYLEM, INC. FOR THE PURCHASE OF A NEW FLYGT 75-HORSEPOWER N-SERIES INFLUENT SUBMERSIBLE PUMP FOR THE WASTEWATER TREATMENT PLANT.

WHEREAS, the pump is a sole-source, proprietary item available only from Xylem, Inc. (formerly known as Flygt). A sole-source letter from the vendor is provided as Exhibit A to this report; and

WHEREAS, the cost for a new N 3301 will be \$94,884.00 plus approximately \$4,500 for shipping expenses (the pumps are manufactured in Sweden and must be imported), and will include a five-year warranty; and

WHEREAS, the City Manager and the Service Director recommend that Council authorize the City Manager to enter into an agreement with Xylem, Inc. for the purchase of a new Flygt 75- Horsepower N-Series Influent Submersible Pump for the wastewater treatment plant at a cost of \$94,884.00 plus approximately \$4,500.00 for shipping expenses for a total cost not to exceed \$99,384.00.

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

SECTION 1: Council accepts the bid of \$94,884.00 from Xylem, Inc. for the purchase of a new Flygt 75- Horsepower N-Series Influent Submersible Pump for the wastewater treatment plant.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Xylem, Inc. for the purchase of a new Flygt 75- Horsepower N-Series Influent Submersible Pump for the wastewater treatment plant at a cost of \$94,884.00 plus approximately \$4,500.00 for shipping expenses for a total cost not to exceed \$99,384.00.

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

---

MAYOR

ADOPTED:  
ATTEST:

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CLERK OF OXFORD CITY COUNCIL  
INTRODUCED BY: MICHAEL SMITH  
PREPARED BY: LAW (STAFF)

Xylem Inc.  
Flygt Branch  
1615 State Route 131  
Milford, Ohio 45150  
Tel: 513-831-7867  
Fax: 513-831-7868

February 26, 2026

City of Oxford, Ohio  
Wastewater Division  
501 McKee Avenue  
Oxford, Ohio 45056

Attn: Patrick Boughen

Dear Mr. Boughen:

In reference to the influent pump station at the wastewater treatment plant. As discussed, the aging Flygt model CP 3300 pumps dating back to 2005 are of the old C technology and the new model N-Style pumps are the replacement option.

Some key points to consider in evaluating the purchase of new equipment compared to repairing old equipment are:

- The C pump parts are being phased out of production and will become more expensive to repair as time continues.
- Currently, the cost to repair the current pump would be more than \$94,000.00 and the cost of a new pump (N 3301) would be \$94,884.00 plus freight for each pump.
- A 5-year pro-rated warranty will be included in the purchase of a new Flygt pump.

Benefits of the newer N pumps include:

- Flygt N self-cleaning design, the pumps will remove soft materials such as flushable wipes that may get stuck in the pump, thereby reducing the amount of unplanned downtime and sustaining the efficiency of the pump.
- Due to the higher efficiency design, a smaller motor is required for a new N pump, allowing for additional energy savings compared to the old C pump models.

Let me know if you have any questions or if additional clarification needs to be addressed.

Sincerely,

Doug Billiter  
Xylem Water Solutions Sales Representative  
Flygt Products



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

## STAFF REPORT

<b>ORIGINATING DEPARTMENT:</b>	Service
<b>PREPARED BY:</b>	Mike Dreisbach
<b>DATE PREPARED:</b>	3/9/2026
<b>COUNCIL MEETING DATE:</b>	April 7, 2026
<b>AGENDA TITLE:</b>	A Resolution Authorizing The City Manager To Enter Into An Agreement With Century Equipment Co. For The Purchase Of A New Toro Groundsmaster 5900-D Large Area Turfgrass Mower For The Streets & Maintenance Division Through The Sourcewell Cooperative Purchasing Contract # 112624-TTC. (Michael Dreisbach, Service Director)
<b>COUNCIL GOAL AREA:</b>	Essential Operations
<b>BUDGETED AMOUNT:</b>	\$185,000
<b>ACCOUNT CODE:</b>	140.720.61241
<b>RECOMMENDATION:</b>	Approve
<b>CITY MANAGER/DEPT HEAD APPROVAL:</b>	DRE MBD

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### DISCUSSION:

The City has budgeted \$185,000 in the Capital Equipment Fund to replace an existing Toro Groundsmaster used for Turfgrass maintenance at the Oxford Community Park (OCP). The City has previously purchased two of these machines since 2001, when we began maintaining athletic turfgrass at the OCP, and we have been very pleased with the machine's productivity, efficiency, and reliability.

This machine offers a 16' wide mowing width and will mow over 20 acres per hour with just one operator. The City investigated other manufacturers' machines, but the Toro model is the clear choice for efficiency and ease of operation.

This machine is offered through the Sourcewell Cooperative Purchasing Contract # 112624-TTC at a base cost of \$146,522.38 (including setup and destination fees).

It is Staff's recommendation that the City Council authorize the City Manager to enter into an Agreement with Century Equipment Co, (a Jerry Pate Turf & Irrigation Company) for the purchase of a new Toro

Groundsmaster 5900-D large area rotary mower at a cost of \$146,522.38. Staff is also requesting a five percent contingency in the amount of \$7,326.12 (should there be a change in terms due to unforeseen circumstances such as additional tariffs on imported parts), therefore, the total not to exceed for this contract shall be **\$153,848.50**.

**RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CENTURY EQUIPMENT CO. FOR THE PURCHASE OF A NEW TORO GROUNDSMASTER 5900-D LARGE AREA TURFGRASS MOWER FOR THE STREETS & MAINTENANCE DIVISION THROUGH THE SOURCEWELL COOPERATIVE PURCHASING CONTRACT # 112624-TTC.

WHEREAS, the City has previously purchased two of these machines since 2001, when we began maintaining athletic turfgrass at the OCP, and we have been very pleased with the machine's productivity, efficiency, and reliability; and

WHEREAS, the City Manager and the Service Director recommend that Council authorize the City Manager to enter into an agreement with Century Equipment Co. for the purchase of a new Toro Groundsmaster 5900-D large area rotary mower at a cost of \$146,522.38 with a contingency in the amount of \$7,326.12 for a total cost not to exceed \$153,848.50.

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

SECTION 1: Council accepts the bid of \$146,522.38 from Century Equipment Co. for the purchase of a new Toro Groundsmaster 5900-D large area rotary mower for the Streets & Maintenance Division.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Century Equipment Co. for the purchase of a new Toro Groundsmaster 5900-D large area rotary mower at a cost of \$146,522.38 with a contingency in the amount of \$7,326.12 for a total cost not to exceed \$153,848.50.

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)



Century Equipment, a Jerry Pate Company  
 8650 Bilstein Blvd  
 Hamilton, OH 45015  
 800-700-7001  
 850-484-8596 (fax)  
 www.jerrypate.com

DATE: 2/16/2025  
 EXPIRATION DATE: Valid 30 Days

Exclusively For: City of Oxford-Ohio  
 15 S College Ave.  
 Oxford, Ohio 45056  
 Eric Keebler

**Proposed Order**  
**SOURCEWELL Partners Participant**  
**Contract # 112624-TTC**

Account Executive: Chris Noble  
 859-388-4924 cell  
[cnoble@jerrypate.com](mailto:cnoble@jerrypate.com)

Per your request, I am pleased to submit a proposal on the following equipment:

Qty	Model #	Description	Unit Price	Extension
**Century Equipment, a Jerry Pate Company reserves the right to adjust pricing at time of delivery in the event of any tariffs, surcharges, or other fees are incurred. Any such potential tariffs or surcharges at time of shipment will be added to final invoice.**				
***PLEASE INITIAL HERE***				

**Final Toro Pricing Will Reflect The SOURCEWELL Contract Discount**  
**Sourcewell Customer # 41595**

1	31698	Toro Groundsmaster 5900-D: 72 hp Yanmar Diesel	\$140,259.60	\$140,259.60
1	30671	Universal Sunshade, Red	\$880.62	\$880.62
1	138-2699	Beacon Sunshade Kit	\$430.14	\$430.14
1	03248	Universal Sunshade Switch Panel	\$272.22	\$272.22
1	138-3002	Power Harness Kit	\$108.61	\$108.61
1	140-1554	Sunshade Light Kit	\$486.09	\$486.09
10	93-5973	10 Inch Foam Filled Caster Wheel Assembly	\$222.21	\$2,222.10

This quote has current SOURCEWELL pricing. Pricing is subject to change without notice.

Subtotal	\$144,659.38
Setup	\$1,613.00
Destination Fee	\$250.00
<b>Total Proposal</b>	<b>\$146,522.38</b>

Century Equipment, a Jerry Pate Company offers service agreements for your turf equipment, utility vehicles, irrigation, and pump stations.  
 Ask your Account Executive for more information today!

1-800-700-7001 • 301 Schubert Drive, Pensacola, Florida, 32504 • www.JerryPate.com





**Prices Do Not Include Sales Tax or Applicable Documentation Fees**

This is a proposal on the goods named, subject to the following conditions: The prices and terms on this proposal are not subject to verbal changes or other agreements unless approved in writing by the Home Office of the Seller. All proposals and agreements are contingent on availability of product from the manufacturer. Prices are based on cost and conditions existing on date of proposal and are subject to change without notice. Typographical errors are subject to correction.

**Product Liability Disclaimer and Indemnification Clause**

**Product Liability Disclaimer**

To the fullest extent permitted by law, Jerry Pate Turf & Irrigation, Century Equipment, a Jerry Pate Company, and all its affiliates, expressly disclaims any and all liability for any damages, losses, or injuries arising out of or related to the use, misuse, or inability to use any product sold, distributed, or manufactured by Jerry Pate Turf & Irrigation, including but not limited to direct, indirect, incidental, special, consequential, or punitive damages. Except as expressly stated in writing, Jerry Pate Turf & Irrigation makes no warranties, express or implied, including but not limited to warranties of merchantability or fitness for a particular purpose.

The purchaser, user, and/or vendor assumes all risks associated with the use of the product. In no event shall Jerry Pate Turf & Irrigation's total liability exceed the purchase price paid for the product. Nothing in this disclaimer shall be construed to waive any rights or remedies that cannot be waived under law, including those relating to personal injury or consumer protection.

**Indemnification Clause**

The purchaser and/or vendor agrees to indemnify, defend, and hold harmless Jerry Pate Turf & Irrigation, its officers, directors, employees, agents, and affiliates from and against any and all claims, liabilities, damages, losses, costs, and expenses (including reasonable attorneys' fees and costs) arising out of or related to the purchaser or vendor's use, misuse, or resale of the product, violation of applicable laws, or breach of this agreement, except to the extent caused by the gross negligence or willful misconduct of Jerry Pate Turf & Irrigation.

**Dispute Venue Clause**

This Agreement shall be interpreted in accordance with the laws of the State of Florida. All claims, disputes and other matters in question arising out of or relating to this Agreement or the breach thereof, will be decided by proceedings instituted and litigated in a court of competent jurisdiction sitting in Escambia County, Florida.

To accept this proposal, please sign and return \_\_\_\_\_  
Signature Date  
\_\_\_\_\_  
Print Name Title

**Thank you, we appreciate your business!**

1-800-700-7001 • 301 Schubert Drive, Pensacola, Florida, 32504 • www.JerryPate.com



**TORO**

# Groundsmaster® 5900/5910

LARGE AREA ROTARY MOWER

## FEATURES

- 192 in. (488 cm) width of cut, mows up to 20.9 acres (8.5 hectares) per hour\*
- 3.3 L Yanmar® EPA Tier 4 Final and EU Stage IV emissions compliant turbo-diesel engine
- Full-time, bi-directional 4WD
- Smart Power® and HybridDrive™ cutting deck system - work together providing optimal power to the cutting blades
- CrossTrax® all-wheel drive system offers increased cross wheel traction control
- 0" uncut circle in turns
- Onboard InfoCenter™ with advisories and diagnostics for maximum uptime
- SmartCool® auto-reversing cooling fans
- 24-volt electrical system powers cooling system
- 4-way adjustable seat and Air Ride Suspension
- All-season safety cab with air conditioning and heat (5910)

## More Parks & More Rec.

Tasked with maintaining more parks and sports fields with no additional workers or budget? The Groundsmaster® 5900 Series mowers can mow over 20.9 acres/hour (8.5 hectares/hour)\* using only one operator! And to match the 16' (4.88 m) wide mowing brawn and a more fuel-efficient EPA Tier 4 Final and EU Stage IV emissions compliant Yanmar® 3.3 L engine, the Groundsmaster 5900 series is loaded with intelligence. Smart Power® allows the operator to effortlessly maintain the correct speed for optimal cutting, while the SmartCool® system prevents overheating with auto-reversing the cooling fans. An onboard InfoCenter™ gives the operator a quick read on all systems and even provides assistance at the right moment. When the comfort and safety of an all season cab, the incredibly nimble handling, and tough Toro durability are added in, the Groundsmaster 5900 series proves beyond doubt that increased efficiency and ease of operation lead to higher productivity.



Groundsmaster® 5900



Groundsmaster® 5910

**SMART POWER**

\*Assumes max mow speed and 100% efficiency. Actual mowing rates may vary depending on operator and conditions.

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**Call your Toro distributor at 800-803-8676**

# Groundsmaster® 5900/5910 Specifications\*

GROUNDMASTER 5900, MODEL 31698 / GROUNDMASTER 5910, MODEL 31699	
<b>ENGINE</b>	Yanmar 3.3L, EPA Tier 4 Final and EU Stage IV emissions compliant, turbocharged diesel with direct injection and electronic high-pressure common rail. 72 HP (53.7 kW) @ 2500 rpm, Torque: 206 ft.-lbs. (279 Nm) @ 1625 rpm Displacement: 202 cu. in. (3.3 L).
<b>COOLING SYSTEM</b>	24V dual electric fan banks for separate engine radiator and hydraulic oil cooling; fan banks are variable speed, with auto-reverse feature (SmartCool®, based on coolant and oil temps), radiator is cross flow, 3 rows, 9 fins per in. (FPI). Hydraulic oil cooler is crossflow, 6 FPI. Cooling fan banks tilt away for fast, easy cleaning.
<b>FUEL SYSTEM</b>	Uses ultra-low sulfur diesel fuel only. Biodiesel compatible up to B20.
<b>CAPACITIES</b>	Fuel: 35 gal.(132L) Hydraulic: 19 gal (71.9 L). Engine Oil w/ filter: 11 qt. (10.4 L). Coolant: 13.5 qt. (12.7 L) (Model 31698), 18 qt. (17 L) (Model 31699)
<b>HYDRAULIC SYSTEM</b>	Capacity: 19 gallons (71.9 L) reservoir, Remote spin-on charge filter, Oil: Toro premium all season hydraulic fluid
<b>TIRES/WHEELS</b>	Front: 29x12.00-15, 6 ply rating, 32 psi; Rear: 23x10.50-12, 6 ply rating, 30 psi
<b>INSTRUMENTATION</b>	Onboard LCD (InfoCenter™) display shows customizable gauges, service reminders, advisories/faults and troubleshooting assistance. Indicates fuel level, coolant temp, hydraulic oil temp, engine glow plug, low oil pressure, air cleaner restriction, 12 and 24 volt alternator voltage output, engine hours and rpm, and engine DPF regeneration.
<b>POWERTRAIN</b>	Full time automatic forward and reverse 4WD in low (mow) range. Front wheel drive in transport. Parallel hydrostatic, closed loop with cross wheel traction (CrossTrax™) design; traction drive pump: variable displacement piston, servo control. <b>Front drive:</b> 2-speed, fixed displacement high torque, low speed radial piston motors. <b>Rear drive:</b> single speed, fixed displacement, high torque, low speed radial piston motors. Smart Power® feature controls traction speed to maintain optimal cutting blade speed.
<b>ELECTRICAL SYSTEM</b>	<b>Main:</b> 12 volt system; Alternator: 12V, 80 amp, supplied w/ engine Battery: 1380 CCA (2x 690 CCA), <b>Cooling Fans, Engine/Hydraulic cooling:</b> 24 volt system; Alternator: 24V, 105 amp w/ remote sense; Battery: 350 CCA; Disconnect ON/OFF switch for 12 & 24 volt service safety.
<b>BRAKES</b>	<b>Service:</b> Dynamic, hydrostatic 4WD in low range. Front wheel drive braking in high range. <b>Parking:</b> Electrohydraulic controlled via double-motion rocker switch. Spring applied, hydraulic released. Internal to front wheel motors. Automatically applies with engine OFF or key OFF Manual override from operator platform for servicing
<b>PRODUCTIVITY</b>	Infinitely variable speed. Forward speeds: mow: 0-10.8 mph (17.4 km/h) Transport: 0-20 mph (0-32.2 km/h). Reverse speeds: mow 0-5.7 mph (0-9.2 km/h), transport: 0-10.5 mph (0-16.9 km/h) transport. Speed control: Electronic, limits max speed. Mowing capacity: 20.9 acres/hr. (8.5 ha/hr)**; NOTE: For EU countries complying to ISO 5395, all speeds and mow rates should be reduced by 12%.
<b>CONTROLS</b>	Control arm, right armrest, travels with seat and suspension. Deck lift/lower, electrohydraulic switches. Throttle; electronic, variable. Traction pedal, electronic. Park brakes: double-motion switch. Steering; hydrostatic load sensing. Other: High/low range, PTO, cruise control, lights, horn, key switch, wing deck transport latches (manual).
<b>OPERATOR STATION</b>	Operator platform: isolated rubber mounted. Seat: 4 way adjustable with vinyl (31698) or cloth (31699) cushions standard. Suspension: air-ride with 3 in. (7.6 cm) of adjustability. Steering: power and adjustable tilt. Traction Pedal: adjustable angle uses position sensor. Storage box, cup holder, and 12 volt power outlet, double USB port, standard.
<b>STEERING</b>	Uncut circle - 0" diameter. Turning radius - 86" (218 cm)
<b>CAB (5910)</b>	ROPS certified cab with heat, AC and the following standard features: climate system pressurized cab, heavy-duty pantograph front windshield wiper and washer, front windshield has 38" of visibility, interior mirror, fold away exterior side mirrors, molded front fenders, right and left doors and rear window have tinted (50%) glass, front and rear windows open, quick release window latches act as emergency exit, rubber sound isolator cab mounts and upholstered interior panels and headliner, textured neoprene floor mat, interior dome light. Power provided for optional aftermarket audio accessories. Optional rotating beacon for cab units (31509), additional turn signals and work lights available.
<b>SAFETY AND LIGHTING</b>	Standard (31698 & 31699): LED headlights, brake lights, tail lights, and amber turn signals and flashers). Disconnect ON/OFF switch for 12 & 24-volt service safety.
<b>CERTIFICATION</b>	Meets or exceeds EU Machinery Directive (2006/42/EC); ISO 5395-2013 and ANSI B71.4-2012; ISO 21299 and SAE J1194; OSHA 29CFR1910.95 (SAEJ1175, European Directive 2000/14/EC, ISO 5395-2013); EN 55012:2007 and CISPR12. Model 31698 meets or exceeds ANSI/ASAE S279.12 (Lighting and Marking of Agricultural Equipment on Highways). Model 31699 air conditioning system meets SAE J1503, Section 8.
<b>WARRANTY</b>	Two year limited warranty.
<b>VEHICLE WEIGHT (W/ FULL FLUIDS)</b>	6,710 lbs. (3043 kg) (31698), 7,304 lbs. (3313 kg) (31699)
<b>GROUND CLEARANCE</b>	10.3 in. (26.1 cm)
<b>DIMENSIONS</b>	WIDTH: Transport: 99 in. (251 cm), Mow: 199 in. (505 cm) LENGTH: 174 in. (442 cm) HEIGHT: 85 in. (216 cm) (31698), 95 in. (241 cm) (31699) WHEELBASE: 77 in. (196 cm)

CUTTING DECKS	
<b>TYPE</b>	Three rear discharge rotary decks
<b>CUTTING WIDTH</b>	All three decks: 192 in. (488 cm), One wing: 57 in. (145 cm), center deck: 92 in. (234 cm), center deck + one wing: 144 in. (366 cm).
<b>HEIGHT OF CUT</b>	1-6" in (2.5 - 15 cm) in 0.5 in. (1.3 cm) increments.
<b>CONSTRUCTION</b>	11-gauge high-strength steel. 7-gauge, reinforcements, bullnose bumpers.
<b>PROTECTION</b>	2-way shock absorption on wing decks.
<b>DECK DRIVE</b>	HybridDrive™ - Hydraulic motor to spindle, remaining spindle(s), driven by "B" section v-belts.
<b>TENSIONING</b>	Automatic, spring loaded idlers.
<b>SPINDLES</b>	<b>Shaft:</b> 1.25" (3.2 cm) hardened steel. <b>Housing:</b> 9" (22.9 cm) ductile iron. <b>Bearings:</b> Greaseable tapered roller.
<b>STANDARD BLADES</b>	20" (50.8 cm), heat-treated steel blades.
<b>OPTIONAL BLADES</b>	Atomic™ mulching blades, flat blades.
<b>SKIDS</b>	4 reversible polymeric, 2 reversible steel

\*Specifications and design subject to change without notice. Products depicted in this literature are for demonstration purposes only.

Actual products offered for sale may vary in use, design, required attachments and safety features. See distributor for details on all warranties.

\*\*Assumes max mow speed and 100% efficiency. Actual mowing rates may vary depending on operator and conditions.



# Groundsmaster® 5900/5910 Accessories\*



	SNOWTHROWER ERSKINE MODEL 2000
<b>STAGE</b>	2
<b>CLEARING WIDTH</b>	85" (216 cm)
<b>SNOW CUT DEPTH</b>	29" (74 cm)
<b>CUTTING EDGE</b>	3/8" x 3" (9.5 mm x 7.62 cm) bolt-on
<b>SKID SHOES</b>	Adjustable
<b>AUGER DIAMETER</b>	16" (41 cm) open flight
<b>FAN DIAMETER</b>	20" (51 cm) 4-blade
<b>CHUTE ROTATION</b>	Hydraulic, 270°
<b>SHEAR PROTECTION</b>	Pressure relief
<b>THROWING DISTANCE</b>	Up to 30' (9.4 m)
<b>APPROXIMATE SHIPPING WEIGHT</b>	850 lbs. (386 kg)
<b>HOSES</b>	Included

TORO ACCESSORIES AND PARTS	
Model/Part #	Description
30669	Universal Mount Sunshade – White
30671	Universal Mount Sunshade –Red
138-2700	Work Lights for Sunshade
31672	Additional Turn Signals for ROPS/Sunshade
31590	Work Lights for GM5910
31671	Additional Turn Signals for GM5910
119-7719	Backrest Extension Kit – Fabric for GM5910
119-7718	Backrest Extension Kit – Vinyl for GM5900
31604	Leaf Mulching Kit
93-5973	10" Foam Filled Caster Tire Assembly
31609	MVP Maintenance Kit (oil/fuel)
31512	Back-up Alarm Kit
119-8256	Rotating Beacon Kit for GM5900
31509	Rotating Beacon Kit for GM5910



	ROTARY BROOM M-B MODEL SHL
<b>TYPE</b>	Windrow type, front mounted hydraulic broom with dual motors. Electric/hydraulic angling, 30° left and right.
<b>BROOM SIZE</b>	32" (81 cm) diameter x 60" (153 cm) wide.
<b>BRUSH</b>	Sectional brush with combination polypropylene/wire radial segments.
<b>OPTIONS</b>	Dirt Deflector, Storage Stands.

\*Specifications and design subject to change without notice. Products depicted in this literature are for demonstration purposes only. Actual products offered for sale may vary in design, required attachments and safety features. Consult your local Toro Distributor. Information regarding non-Toro (Allied Vendor) products is included in the Toro Golf and Grounds Equipment Guide as a convenience to Toro customers. Toro does not warrant, endorse or support any products purchased from Allied vendors. Additionally, Toro shall not be responsible for any personal injury or property damage, whether direct or consequential, caused by such Allied products. Toro does not certify fit up, compatibility or functionality of Allied products.

NOTE: The Toro Company does not manufacture or sell the snow thrower, rotary broom, nor does Toro guarantee these accessories in any manner whatsoever.



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

## STAFF REPORT

<b>ORIGINATING DEPARTMENT:</b>	Service
<b>PREPARED BY:</b>	Mike Dreisbach
<b>DATE PREPARED:</b>	3/24/2026
<b>COUNCIL MEETING DATE:</b>	April 7, 2026
<b>AGENDA TITLE:</b>	A Resolution Accepting The Bid And Authorizing The City Manager To Enter Into An Agreement With Barrett Paving Materials, Inc. For The 2026 Street Resurfacing And Maintenance Program At A Cost Of \$646,969.00 With Alternate #4 Costing \$47,285.00 Plus A Contingency In The Amount Of \$5,746.00 For A Total Cost Not To Exceed \$700,000.00. (Michael Dreisbach, Service Director)
<b>COUNCIL GOAL AREA:</b>	Accessible, High-Quality Infrastructure
<b>BUDGETED AMOUNT:</b>	\$700,000.00
<b>ACCOUNT CODE:</b>	141.720.63133 / 141.720.63180
<b>RECOMMENDATION:</b>	Approve
<b>CITY MANAGER/DEPT HEAD APPROVAL:</b>	DRE MBD

### DISCUSSION:

The 2026 Capital Improvement budget includes \$700,000 for street resurfacing, maintenance, and traffic control & safety markings. Staff has evaluated the surface condition of City streets to provide data for compiling the 2026 Street Resurfacing Program. Several factors were considered in recommending a street for resurfacing including traffic volume, road base condition (or lack of a proper base), curb and gutter condition, drainage conditions, past street and utility cuts, proposed underground work scheduled, and current surface condition. Additionally, staff reviewed and updated the City Infrastructure Inventory, which includes data on street, water, wastewater, and stormwater systems.

The list of streets proposed for resurfacing includes:

2026 City of Oxford Street Resurfacing										2/25/2021		
										Bare	Surface	
										Milling	Milling	
										4"-6"	1.5"-4"	
Street Name	From	To	width	length	sqfeet	cul-de-sac radius	cul-de-sac sqft	paving sqyd	sqyd	sqyd		
7	McKee Ave.	Butt Joint E of 27	Peabody Dr.	30	160	4800		0	533		533	
8	McKee Ave.	Peabody Ave.	Thomson Ct.	25	365	9125		0	1014		1014	
9	McKee Ave.	Thomson Ct.	Tenney Ct.	25	255	6375		0	708		708	
10	McKee Ave.	Tenney Ct.	E. Terminus	25	1250	31250		0	3472		3472	
11	Peabody Dr.	E. Terminus	McKee Ave.	26	725	22697	35	3847	2522		2522	
12	Tenney Ct.	McKee Ave.	N. Terminus	25	180	8347	35	3847	927		927	
13	Thomson Ct.	McKee Ave.	N. Terminus	25	130	7097	35	3847	789		789	
14	Spartan Dr.	W. Terminus	Oxford Millville	25	435	14090	32	3215	1566		1566	
15												
16												
17	Charleston Dr.	S. Terminus	Chestnut St.	25	267	10305	34	3630	1145		1145	
18	Clover Cr.	Chestnut St.	N. Terminus	25	311	11844	36	4069	1316		1316	
19	Pamela Dr.	Marilyn Dr.	Locust St.	26	767	19942		0	2216		2216	
20	Marilyn Dr.	S. Terminus	Pamela	26	294	7644		0	849		849	
21	Marilyn Dr.	Pamela	Chestnut St.	25	327	8175		0	908		908	
22	Edgehill Dr.	McGuffey Ave.	Locust St.	25	939	23475		0	2608		2608	
23												
24												
25	High Street A	Locust St.	Elm St.	36	579	20844		0	2316		2316	
26	High Street B	Elm St.	College St.	39	449	17511		0	1946		1946	
27												
28												
29	Chestnut St Repair (6" Base Repairs, Mill Fill to surface, Several Large areas, Both Lanes, Failed Util											
30	Chestnut St. D	McGuffey Ave.	Marilyn Dr.	7	150	1050		0	117	117		
31	Chestnut St. E	Marilyn Dr.	Locust St.	7	800	5600		0	622	622		
32	Chestnut St. F	Locust St.	Kehr Rd.	7	120	840		0	93	93		
33												
34												
35												
36	Country Club Dr.	Olde Farm Rd.	E. Stub Street.	27	1550	41850		0	4650		4650	
37	Country Club Dr.	E Stub St	Grace Ln	27	60	1620		0	180		180	
38	Country Club Dr.	Grace Ln.	N. Terminus	27	1327	35829		0	3981		3981	
39	Country Club E Stub	Country Club Dr.	E Terminus	25	115	2875		0	319		319	
40	Grace Ln	Country Club	New Developme	27	185	4995		0	555		555	
41	Olde Farm Rd.	Contreras Rd.	Country Club Dr	29	615	17835		0	1982		1982	
42	Olde Farm Rd.	Country Club Dr.	Old N. Terminus	27	948	25596		0	2844		2844	
43												
44												
45										Bare	Surface	
46										Milling	Milling	
47										4"-6"	1.5"-4"	
48	<b>Estimated Totals for Streets</b>					<b>361610</b>	<b>207</b>	<b>22454</b>	<b>832</b>	<b>832</b>		
49												
50	<b>Alternate #4</b>											
51												
52										Bare	Surface	
53	Street Name	From	To	width	length	sqfeet	cul-de-sac radius	cul-de-sac sqft	paving sqyd	Milling	Milling	
54										4"-6"	1.5"-4"	
55	Booth Road	Kehr Rd.	Township Maint	19	1150	21850		0	2428		2428	
56												
57	<b>Estimated Totals for ALT # 4 Streets</b>					<b>21850</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2428</b>	

A request for bids was published in the Hamilton Journal and multiple plan clearinghouses on March 13 & 20, 2026. Sealed proposals were opened and read aloud on March 26, 2026. Two firms submitted bids with the following results:

<u>Company</u>	<u>Base Bid</u>	<u>Alt. #4</u>
Barrett Paving	\$ 646,969.00	\$ 47,285.00
J R Jurgensen	835,479.50	47,759.00

Bids submitted included the following line item cost breakdowns:

- Asphalt milling
- Asphalt placing and compacting
- Traffic control
- Pavement / traffic marking replacements
- Thermoplastic street markings including bike lanes for McGuffey Ave.
- Blue reflective armored markers to indicate fire hydrant locations
- Yellow / white markers to enhance lane marking safety

The lowest and best bid for the 2026 Street Resurfacing & Maintenance Program was provided by Barrett Paving Materials, Inc. with a bid of \$646,969.00. Staff is also requesting authorization, at a cost of \$47,285.00, to approve Alternate #4 in the proposal (Booth Road from Kehr Road to end of City maintenance). Additionally, Staff is requesting a contingency amount of \$5,746.00 for this contract. It is Staff's recommendation that Council authorize the City Manager to enter into an agreement with Barrett Paving Co. for a total amount not to exceed **\$700,000.00**.

**RESOLUTION NO.**

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BARRETT PAVING MATERIALS, INC. FOR THE 2026 STREET RESURFACING AND MAINTENANCE PROGRAM AT A COST OF \$646,969.00 WITH ALTERNATE #4 COSTING \$47,285.00 PLUS A CONTINGENCY IN THE AMOUNT OF \$5,746.00 FOR A TOTAL COST NOT TO EXCEED \$700,000.00.

WHEREAS, a request for bids was published in the *Journal News* and with multiple plan clearinghouses on March 13<sup>h</sup> and 20<sup>th</sup>, 2026. Sealed proposals were opened and read aloud on March 26, 2026, with two firms submitting bids; 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 Barrett Paving Materials, Inc. for the 2026 street resurfacing and maintenance program at a cost of \$646,969.00. with alternate #4 costing \$47,285.00 plus a contingency in the amount of \$5,746.00 for a total cost not to exceed \$700,000.00.

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

SECTION 1: Council finds Barrett Paving Materials, Inc. to be the lowest and best bidder and accepts the bid of \$646,969.00 for the 2026 street resurfacing and maintenance program.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Barrett Paving Materials, Inc. at a cost of \$646,969.00 with alternate #4 costing \$47,285.00 plus a contingency in the amount of \$5,746.00 for a total cost not to exceed \$700,000.00 for the 2026 street resurfacing and maintenance work.

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

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MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL  
INTRODUCED BY: WILLIAM SNAVELY  
PREPARED BY: LAW (STAFF)



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

## STAFF REPORT

<b>ORIGINATING DEPARTMENT:</b>	Service
<b>PREPARED BY:</b>	Mike Dreisbach
<b>DATE PREPARED:</b>	3/26/2026
<b>COUNCIL MEETING DATE:</b>	April 7, 2026
<b>AGENDA TITLE:</b>	A Resolution Of Council Authorizing The City Manager To Submit A Grant Application To The Ohio-Kentucky-Indiana (OKI) Regional Council Of Governments, Requesting Funding From The Surface Transportation Block Grant Program For A Pavement Resurfacing Grant For US27 From Locust Street To Ringwood Road. (Michael Dreisbach, Service Director)
<b>COUNCIL GOAL AREA:</b>	Accessible, High-Quality Infrastructure
<b>BUDGETED AMOUNT:</b>	N/A
<b>ACCOUNT CODE:</b>	N/A
<b>RECOMMENDATION:</b>	Approve
<b>CITY MANAGER/DEPT HEAD APPROVAL:</b>	DRE MBD

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### DISCUSSION:

OKI has announced a grant opportunity through the Surface Transportation Block Grant program for the resurfacing of collector and arterial streets. The grant is expected to be very competitive and will provide 100% funding with no local match requirement.

Staff has inspected US27 from Locust St. to the northwestern corporate limits at Ringwood Road and generated a cost estimate of approximately \$780,000 to repair, resurface, and apply new markings to this segment of roadway.

## **STBG/SNK Repaving Program**

Simple mill and fill type roadway resurfacing projects requesting \$800,000 or less.

 **Download Application (XLS)**

Staff recommends that the City Council authorize the City Manager to take all actions necessary to apply for this grant from the OKI Regional Council of Governments.

**RESOLUTION NO.**

A RESOLUTION OF COUNCIL AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION TO THE OHIO-KENTUCKY-INDIANA (OKI) REGIONAL COUNCIL OF GOVERNMENTS, REQUESTING FUNDING FROM THE SURFACE TRANSPORTATION BLOCK GRANT PROGRAM FOR A PAVEMENT RESURFACING GRANT FOR US27 FROM LOCUST STREET TO RINGWOOD ROAD.

WHEREAS, OKI has announced a grant opportunity through the Surface Transportation Block Grant program for the resurfacing of collector and arterial streets; and

WHEREAS, the grant is expected to be very competitive and will provide 100% funding with no local match requirement; and

WHEREAS, Staff has inspected US27 from Locust St. to the northwestern corporate limits at Ringwood Road and generated a cost estimate of approximately \$780,000 to repair, resurface, and apply new markings to this segment of roadway; and

WHEREAS, the City Manager and the Assistant City Manager recommend that the City Manager be authorized to submit a grant application requesting funding through the OKI Surface Transportation Block Grant program for a pavement resurfacing grant for US27 from Locust Street to Ringwood Road.

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

SECTION 1: Council supports applying for grant funds for a paving resurfacing grant for US27 from Locust Street to Ringwood Road.

SECTION 2: Council hereby accepts the recommendation of the City Manager and the Assistant City Manager and further authorizes the City Manager to submit a grant application requesting funding through the OKI Surface Transportation Block Grant program for a pavement resurfacing grant for US27 from Locust Street to Ringwood Road.

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

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL  
INTRODUCED BY: MICHAEL SMITH  
PREPARED BY: LAW (STAFF)



The City of Oxford  
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## STAFF REPORT

<b>ORIGINATING DEPARTMENT:</b>	Service
<b>PREPARED BY:</b>	Mike Dreisbach
<b>DATE PREPARED:</b>	3/24/2026
<b>COUNCIL MEETING DATE:</b>	April 7, 2026
<b>AGENDA TITLE:</b>	A Resolution Accepting The Bid And Authorizing The City Manager To Enter Into An Agreement With Ford Development Corporation For The Installation Of A New 48 Inch Stormwater Conduit On Bonham Road Utilizing Grant Funding From The Ohio Public Works Commission. (Michael Dreisbach, Service Director)
<b>COUNCIL GOAL AREA:</b>	Accessible, High-Quality Infrastructure
<b>BUDGETED AMOUNT:</b>	\$475,000
<b>ACCOUNT CODE:</b>	141.490.63218
<b>RECOMMENDATION:</b>	Approve
<b>CITY MANAGER/DEPT HEAD APPROVAL:</b>	MBD

### DISCUSSION:

The City's 2026 Capital Improvement Budget includes \$475,000 for the installation of approximately 600' of new stormwater conduit (42" and 48") along Bonham Rd. from north of Sycamore Street and discharging into Four Mile Creek. The City has been awarded a grant from the Ohio Public Works Commission for this project. The grant will pay for 69% of all expenses, up to a maximum reimbursement of \$367,000.

The City partnered with the Butler County Engineer's Office (BCEO) on this project as it abuts a County improvement project scheduled for this summer at Shadowy Hills Dr. and Bonham Rd. BCEO advertised the project and opened bids on March 17, 2026 with the following results (for the Oxford only work):

<b>Ford Development Corp.</b>	<b>\$155,245.00</b>
JTM Smith Const. Inc	190,061.50
Brumbaugh Const. Inc	220,649.00

Majors Enterprises Ind            321,940.00

Tree clearing for this project was required to be completed prior to March 31, 2026, and the City has already met this requirement. Tree clearing has revealed significant work on a steep slope not specified in the original bid documents. Staff will request an additional contingency amount for this work. The City has worked with Ford Development in the past and recommends approval of the contractor for this project. Work will be completed on this project during the summer of 2026.

It is Staff's recommendation that the City Council authorize the City Manager to enter into an Agreement with Ford Development Corporation for the installation of new stormwater conduit along Bonham Road as specified at a cost of \$155,245.00. Staff is also requesting a \$50,000 contingency for this project, therefore the total cost not to exceed for this project shall be \$205,245.00.

**RESOLUTION NO.**

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH FORD DEVELOPMENT CORPORATION FOR THE INSTALLATION OF A NEW 48 INCH STORMWATER CONDUIT ON BONHAM ROAD UTILIZING GRANT FUNDING FROM THE OHIO PUBLIC WORKS COMMISSION.

WHEREAS, the Butler County Engineer's Office (BCEO) advertised the project and opened bids on March 17, 2026, with four firms submitting bids; 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 Ford Development Corp. for the installation of a new 48-inch stormwater conduit on Bonham Road utilizing grant funding from the Ohio Public Works Commission at a cost of \$155,245.00 plus a contingency in the amount of \$50,000.00 for a total cost not to exceed \$205,245.00.

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

SECTION 1: Council finds Ford Development Corp. to be the lowest and best bidder and accepts the bid of \$155,245.00 for the installation of a new 48-inch stormwater conduit on Bonham Road utilizing grant funding from the Ohio Public Works Commission.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Ford Development Corp. at a cost of \$155,245.00 plus a contingency in the amount of \$50,000.00 for a total cost not to exceed \$205,245.00 for the installation of a new 48-inch stormwater conduit on Bonham Road utilizing grant funding from the Ohio Public Works Commission.

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

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MAYOR

ADOPTED:  
ATTEST:

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CLERK OF OXFORD CITY COUNCIL  
INTRODUCED BY: WILLIAM SNAVELY  
PREPARED BY: LAW (STAFF)



The City of Oxford  
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 15 S. College Ave.  
 Oxford, OH 45056

## STAFF REPORT

<b>ORIGINATING DEPARTMENT:</b>	City Manager
<b>PREPARED BY:</b>	Jessica Greene
<b>DATE PREPARED:</b>	4/2/2026
<b>COUNCIL MEETING DATE:</b>	April 7, 2026
<b>AGENDA TITLE:</b>	A Resolution Authorizing The City Manager To Sign The Second Amended Subgrant Agreement Detailed In Exhibit A, Between Butler County, Ohio, And The City Of Oxford For \$1,000,000.00 Of American Rescue Plan Act/State And Local Fiscal Recovery Funds To Assist With Affordable Housing Infrastructure, As Allocated By The Butler County Board Of Commissioners.(Jessica Greene, Assistant City Manager)
<b>COUNCIL GOAL AREA:</b>	Housing Opportunities for Everyone
<b>BUDGETED AMOUNT:</b>	
<b>ACCOUNT CODE:</b>	
<b>RECOMMENDATION:</b>	Approval
<b>CITY MANAGER/DEPT HEAD APPROVAL:</b>	DRE Jessica Greene

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### DISCUSSION:

Inclusive Housing Resources has experienced extreme cost overruns on its infrastructure and is exploring reducing the number of units in its proposed project from 16 to 8. Any proposed changes, updated construction drawings, and plat information must be reviewed by staff before the project can proceed. This new subgrant agreement allows for the possibility of this change.

Knowing that the IHR project is struggling, I have asked for the ability to administratively move the ARPA funds in full to the Habitat for Humanity project if the IHR project becomes unviable. This new subgrant agreement also includes this provision.

**RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN THE SECOND AMENDED SUBGRANT AGREEMENT DETAILED IN EXHIBIT A, BETWEEN BUTLER COUNTY, OHIO, AND THE CITY OF OXFORD FOR \$1,000,000.00 OF AMERICAN RESCUE PLAN ACT/STATE AND LOCAL FISCAL RECOVERY FUNDS TO ASSIST WITH AFFORDABLE HOUSING INFRASTRUCTURE, AS ALLOCATED BY THE BUTLER COUNTY BOARD OF COMMISSIONERS.

WHEREAS, the availability of affordable housing has become a pressing issue in our community, adversely affecting the well-being and stability of many residents; and

WHEREAS, the 2020 Oxford Housing Needs Assessment listed a critical need for affordable housing, stating the need for an additional 323 units.

WHEREAS, the 2023 Oxford Comprehensive Plan has a goal of Housing for Everyone and an objective to ensure housing affordability and attainability for all income levels; and

WHEREAS, the Butler County Commissioners requested a program proposal from the City of Oxford for \$1,000,000.00 to be used for "disparate populations within the respective community and to mitigate the needs of the underserved"; and

WHEREAS, The City of Oxford submitted an application to assist with the cost of infrastructure for affordable housing and the County Commissioners approved this proposal; and

WHEREAS, This amendment allows for Inclusive Housing Resources (IHR) to construct 8-16 homes and allows the city to transfer funds to Habitat for Humanity of Greater Cincinnati if the IHR project becomes unviable.

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

SECTION 1: Council hereby authorizes the City Manager to sign the amended subgrant agreement, detailed in Exhibit A, between Butler County, Ohio, and the City of Oxford for \$1,000,000.00 of ARPA state and local fiscal recovery funds to assist with affordable housing infrastructure, as allocated by the Butler County Board of Commissioners.

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)

**SECOND AMENDMENT TO SUBRECIPIENT AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS BUTLER COUNTY, OHIO AND CITY OF OXFORD CITY COUNCIL FOR FUNDING FOR THE CONSTRUCTION OF AFFORDABLE HOUSING IN THE CITY**

This Second Amendment is made and entered into as of the \_\_\_\_\_ day of 2026, by and between Board of County Commissioners Butler County, Ohio and City of Oxford City Council, collectively referred to as the "Parties", under the following circumstances:

WHEREAS, on April 29, 2024, the Butler County Board of Commissioners adopted Resolution No. 24-04-00601 to enter into a Subrecipient Agreement (the "Agreement") with the City of Oxford City Council for distribution of American Rescue Plan Act/State and Local Fiscal Recovery Funds, consistent with and through Resolution No. 23-09-01494, the Board of Commissioners' ARPA/SLFRF Funding - Local Community Allocation Plan, in the amount of \$1,000,000.00 to serve disparate populations and mitigate the needs of the underserved in City of Oxford and specifically for funding for construction of affordable housing in the City effective April 30, 2024 until terms and obligations were satisfactorily completed or September 30, 2026 whichever is later.

WHEREAS, on January 6, 2026, the Butler County Board of Commissioners adopted Resolution No. 26-01-00032 to enter into the First Amendment to Subrecipient Agreement (the "First Amendment") to amend the Agreement to reflect Inclusive Housing Resources as Contractor to construct 12 - 16 tiny homes and remove any reference of or to Community Development Professionals as a contractor from the Agreement with all other terms and provisions remaining unaffected by this First Amendment and continuing in full force effective January 7, 2026 until terms and obligations were satisfactorily completed or September 30, 2026 whichever is later.

WHEREAS, the City of Oxford City Council now requests to further amend the Agreement to modify the quantity of tiny homes to be constructed by Inclusive Housing Resources, from previously permitted through the First Amendment, to 8 - 16 tiny home units, located at 5234 Hester Road, Oxford, Ohio 45056.

WHEREAS, the City of Oxford City Council further requests in the event that Inclusive Housing Resources is unable to meet the September 2026 deadline, as determined by the City of Oxford, the Parties agree that all remaining project funds shall revert to Habitat for Humanity.

WHEREAS, the Parties agree all other terms and provisions of the Agreement and First Amendment shall remain unaffected by this Second Amendment and continue in full force.

NOW, THEREFORE, in consideration of the above objectives, the Parties express their intentions as following:

- A. The Agreement and First Amendment shall be amended to reflect Inclusive Housing Resources shall construct 8 – 16 tiny home units located at 5234 Hester Road, Oxford, Ohio 45056.
- B. The Agreement and First Amendment shall be amended to reflect in the event Inclusive Housing Resources is unable to meet the September 2026 deadline, as determined by the City of Oxford, the Parties agree all remaining project funds shall revert to Habitat for Humanity.
- C. All terms and conditions of the Agreement and First Amendment remain in effect and continue in full force.
- D. This Second Amendment may be executed by both Parties in counterparts, each of which shall be deemed an original, but all of such counterparts taken together shall constitute one and the same Amendment.

IN WITNESS WHEREOF, the Parties have hereunto set their hands the day and year first above written.

SIGNATURE PAGE FOLLOWS

BOARD OF COUNTY COMMISSIONERS  
BUTLER COUNTY, OHIO

CITY OF OXFORD

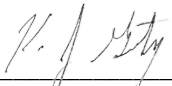
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By: Judi Boyko  
Its: County Administrator

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By: Douglas Elliott, Jr.  
Its: City Manager

APPROVED AS TO FORM

 4/1/2026  
Assistant Prosecuting Attorney



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

# STAFF REPORT

<b>ORIGINATING DEPARTMENT:</b>	City Manager
<b>PREPARED BY:</b>	Jessica Greene
<b>DATE PREPARED:</b>	3/31/2026
<b>COUNCIL MEETING DATE:</b>	April 7, 2026
<b>AGENDA TITLE:</b>	A Resolution Authorizing The Application For \$2,824,545.00 Through The Ohio-Kentucky-Indiana (OKI) Regional Council Of Governments (OKI) Surface Transportation Block Grant Program And To Provide A Match Up To \$2,300,000.00 For The Construction Of Phase 6 Of The Oxford Area Trail, Connecting The Oxford Community Park Over To The Black Covered Bridge. (Jessica Greene, Assistant City Manager)
<b>COUNCIL GOAL AREA:</b>	Safe and Efficient Travel for All Modes of Transportation
<b>BUDGETED AMOUNT:</b>	
<b>ACCOUNT CODE:</b>	
<b>RECOMMENDATION:</b>	Approval
<b>CITY MANAGER/DEPT HEAD APPROVAL:</b>	DRE JG

**DISCUSSION:**

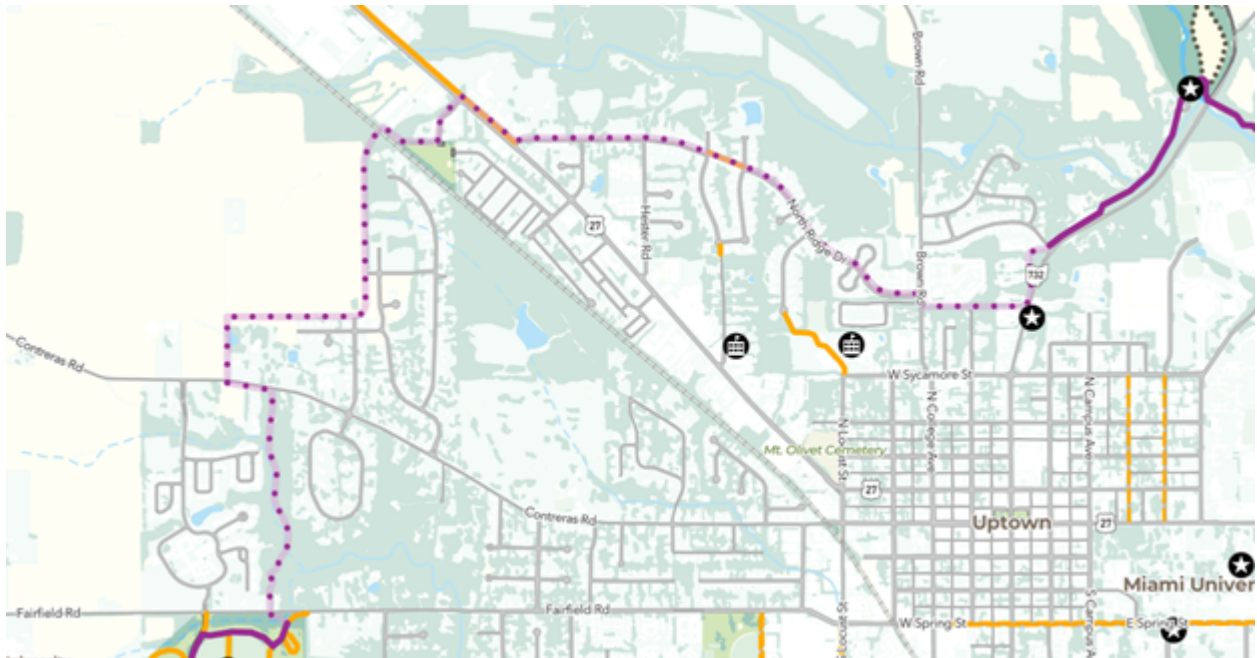
This grant application is for the final segment of the Oxford Area Trail, which will complete the perimeter loop by constructing 3.24 miles of new trail. The goal of this full perimeter trail was affirmed in the 2023 Comprehensive Plan and emerged as a top-priority action item.

The proposed route focuses on both completing the loop and providing equitable access. This portion is extremely important for providing trail access to marginalized communities and providing them with equal opportunities to ride their bike or walk to community amenities such as parks, schools, and employment areas.

The cost to design, engineer, purchase right of way, and construct this phase will be \$7,436,908.00.

Construction Costs	\$5,124,545
Contingency (10%)	\$512,454
Engineering (20%)	\$1,024,909
ROW Acquisition	\$375,000
Env. Mitigation, Railroad Flagging & Inspection, Other	\$400,000
<b>Total Cost</b>	<b>\$7,436,908</b>

We will be applying for a construction-only grant. The construction portion of the total above is \$5,124,545.00, and our local match will be up to \$2,300,000.00 for this grant. These matching funds, and all other expenses, will come from our levy and anticipated additional grants from the Clean Ohio Trail Fund and a State Capital Grant request.



Phase 6 – Northern Arc- Oxford Area Trail Adopted Route

### [Story Map Phase 6:](#)

The City has been actively constructing the Oxford Area Trail since 2017 with our first grant from ODNR. Since that time, our residents have passed a levy to support this trail project and provide the matching funds for these grant programs. This has been a successful approach to this ambitious project, and in 2026, we will have completed nearly 8 miles of trail.

This route to close the loop has been developed with extensive public input.

The planning process for the northwest segment started in 2021. To evaluate feasible routes, the City of Oxford worked with Bayer Becker, a civil engineering and planning firm, to study potential connections

between Community Park and the Black Covered Bridge. This process included:

Their technical work was paired with extensive public engagement. Community members reviewed maps, provided feedback, and shared concerns and preferences. Most residents shared their preference for a more "rural, scenic" route. A proposed route was drafted that would have traveled north through farmland in Oxford Township. [It](#) became clear early in the planning process that the City does not have jurisdiction in Oxford Township, and the township indicated that it was not supportive of any efforts to explore eminent domain for a trail system in this area. Due to this limitation, a more rural, scenic route outside the city limits was not feasible.

As a result, planning efforts focused on routes entirely within Oxford's municipal boundaries, ensuring that the City would have the authority to build, maintain, and manage the trail for decades to come. New design routes were examined within city limits, and the proposed route utilized numerous backyards to attempt to create the same "scenic" feel the public desired, but after a large amount of public outcry, the planning project was paused for a 2-year period.

In 2024, the City began exploring the Northern Arc trail segments again. It became apparent during this round of planning that the need for route options needed to rely heavily on existing public rights-of-way and minimize the need for private property acquisition.

After careful evaluation and a public meeting on [October 10, 2024](#), the Oxford Parking and Transportation Advisory Board (OPTAB) identified preferred options that best balanced safety, access, cost, and neighborhood compatibility. This was a special meeting held at Talawanda Middle School to accommodate a large crowd, and the commission heard significant public comment.

They voted and made a route recommendation for the City Council to review. This route will need some private property acquisition, but it is minimal compared to earlier route proposals

The recommended Phase 6 path options were presented to Council on [December 17th, 2024](#). Following public comment, the Phase 6 route was voted on and approved as the [official route for the Northern Arc](#).

**RESOLUTION NO.**

**A RESOLUTION AUTHORIZING THE APPLICATION FOR \$2,824,545.00 THROUGH THE OHIO-KENTUCKY-INDIANA (OKI) REGIONAL COUNCIL OF GOVERNMENTS (OKI) SURFACE TRANSPORTATION BLOCK GRANT PROGRAM AND TO PROVIDE A MATCH UP TO \$2,300,000.00 FOR THE CONSTRUCTION OF PHASE 6 OF THE OXFORD AREA TRAIL, CONNECTING THE OXFORD COMMUNITY PARK OVER TO THE BLACK COVERED BRIDGE.**

WHEREAS, the Oxford Comprehensive Plan identifies as a Priority Action Item (M3-A2) the expansion of the Oxford Area Trail System by completing the perimeter loop and linking neighborhoods and commercial areas; and

WHEREAS, Phase 6 of the Oxford Area Trail will complete the trail network by connecting Oxford Community Park to the Black Covered Bridge, thereby providing alternative transportation options and recreational opportunities; and

WHEREAS, the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) provides funding through the Surface Transportation Block Grant (STBG) Program for projects that improve regional transportation infrastructure, including multi-use trails; and

WHEREAS, the residents of the City of Oxford approved a levy in 2018 to provide funding to match grants and support the continued construction and expansion of the Oxford Area Trail System.

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

SECTION 1: That the City Manager is hereby authorized and directed to apply for funding through the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) Surface Transportation Block Grant Program in the amount of **\$2,824,545.00** for the construction of Phase 6 of the Oxford Area Trail, connecting Oxford Community Park to the Black Covered Bridge.

SECTION 2: That the City of Oxford hereby commits to providing the required local match in an amount up to **\$2,300,000.00**, utilizing funds available through the 2018 voter-approved levy and other eligible sources.

SECTION 3: That the City Manager is further authorized to execute all necessary documents and agreements required for the application and, if awarded, the implementation of the project.

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

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



The City of Oxford  
 (513) 524-5200  
 15 S. College Ave.  
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# STAFF REPORT

<b>ORIGINATING DEPARTMENT:</b>	City Manager
<b>PREPARED BY:</b>	Jessica Greene
<b>DATE PREPARED:</b>	3/31/2026
<b>COUNCIL MEETING DATE:</b>	April 7, 2026
<b>AGENDA TITLE:</b>	A Resolution To Update The City Of Oxford's Complete Streets Policy As Referenced In Exhibit A. (Jessica Greene, Assistant City Manager)
<b>COUNCIL GOAL AREA:</b>	Safe and Efficient Travel for All Modes of Transportation
<b>BUDGETED AMOUNT:</b>	
<b>ACCOUNT CODE:</b>	
<b>RECOMMENDATION:</b>	Approval
<b>CITY MANAGER/DEPT HEAD APPROVAL:</b>	DRE JG

**DISCUSSION:**

The City of Oxford adopted a Complete Streets Policy in 2019 to promote safe, accessible, and convenient travel for all users. Since that time, the City has continued to invest in bicycle and pedestrian infrastructure and refine our approach to transportation planning.

In February 2026, there was significant public input on a proposed sidewalk gap closure prompted by a street resurfacing review. Council had a work session on March 3, 2026, to review the Complete Streets policy and viable options for addressing sidewalk gaps.

From that discussion, Councilors directed staff to redraft the complete streets policy and remove the sidewalk gap closure analysis as part of a street resurfacing or maintenance schedule, and to instead explore expanding the scope of the bike and pedestrian master plan that is currently under development.

In 2025, the City initiated a comprehensive Bike and Pedestrian Improvement Plan, supported by a \$150,000 grant in partnership with BCRTA, incorporating public input, safety data, and advisory board recommendations. We have asked our vendor, KZF, to expand the scope of this project by conducting a citywide sidewalk gap analysis, creating a rubric to identify high-priority areas, and providing an estimate of the costs to close these gaps. This contract expansion will cost the city approximately \$30,000.

This plan is anticipated to be presented to Council later in 2026 and will serve as a guiding document for future bike/pedestrian infrastructure investments. This may serve as a foundation for future grant applications and capital infrastructure planning.

The proposed update to the Complete Streets Policy (Exhibit A) formalizes procedures for integrating multimodal transportation considerations into City planning, development review, and capital improvement processes.

**RESOLUTION NO.**

A RESOLUTION TO UPDATE THE CITY OF OXFORD'S COMPLETE STREETS POLICY AS REFERENCED IN EXHIBIT A

WHEREAS, the City of Oxford adopted its original Complete Streets Policy in 2019 to promote safe and accessible transportation options for all users; and

WHEREAS, the City of Oxford Comprehensive Plan establishes a goal of ensuring safe and efficient travel for all modes of transportation throughout the community; and

WHEREAS, the Comprehensive Plan includes Action Item M3-A1, which directs the City to treat pedestrian and cyclist mobility with equal importance to vehicular mobility; and

WHEREAS, the City recognizes the importance of designing, constructing, operating, and maintaining streets that enable safe access for all users, including pedestrians, bicyclists, motorists, transit riders, children, older adults, and individuals with disabilities.

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

SECTION 1: The City of Oxford hereby adopts the updated Complete Streets Policy as set forth in Exhibit A, attached hereto and incorporated herein by reference.

SECTION 2: The City Manager or their designee is authorized to take all necessary administrative actions to carry out the intent of this Resolution.

SECTION 3: 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)



# City of Oxford Complete Streets Policy & Procedures

## Complete Street Policy:

The City of Oxford shall incorporate Complete Streets principles into transportation-related projects and planning activities where feasible.

The City shall consider the needs of all users during the planning, design, construction, reconstruction, and maintenance of public streets and rights-of-way.

Complete Streets shall be considered in:

- New roadway construction
- Development and redevelopment review
- Capital improvement planning
- Transportation and land use planning

## Purpose and Intent

The purpose of this policy is to ensure that the City of Oxford plans, designs, constructs, operates, and maintains streets that provide safe, convenient, and comfortable travel for all users. These users include pedestrians, bicyclists, motorists, public transit riders, and individuals of all ages and abilities.

Implementing Complete Streets supports safety, economic vitality, environmental sustainability, and improved quality of life.

## Definition of a Complete Street

A Complete Street is a roadway designed and operated to enable safe access and mobility for all users regardless of their mode of transportation. This includes pedestrians, bicyclists, motorists, public transportation riders, children, older adults, and individuals with disabilities.

Complete Streets may incorporate a range of design elements depending on context, including:

- Sidewalks and accessible pedestrian infrastructure
- Bicycle lanes or shared-use paths
- Safe street crossings and crosswalks

- Transit stops and access improvements
- Traffic calming measures
- Street trees and streetscape amenities
- ADA-compliant curb ramps and crossings

The specific elements of a Complete Street vary based on the street’s function, surrounding land use, and community needs.

### **Importance of Complete Streets**

Complete Streets improve safety, accessibility, and mobility for all residents and visitors. Traditional roadway design has historically prioritized automobile travel, which often limits safe access for pedestrians and bicyclists<sup>1</sup>. Complete Streets address this imbalance by considering the needs of all roadway users during planning and design.

Benefits of Complete Streets include:

#### Safety

- Infrastructure such as sidewalks, medians, crosswalks, and traffic calming measures have been shown to significantly reduce crashes and injuries for pedestrians, bicyclists, and motorists.

#### Accessibility and Equity

- Complete Streets ensure that residents of all ages and abilities, including those who do not drive, can safely access community destinations.

#### Economic Vitality

- Walkable, bike-friendly streets can enhance business districts, increase property values, and support local economic activity.

#### Public Health

- Providing safe opportunities for walking and biking encourages physical activity and healthier lifestyles.

#### Environmental Sustainability

- Complete Streets provide transportation alternatives that can reduce vehicle emissions and support climate and sustainability goals.

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<sup>1</sup> Ohio Department of Health, Complete Streets Policies FAQ, <https://odh.ohio.gov/know-our-programs/health-promotion/resources/complete-streets>

## **Complete Streets Procedures:**

### **Implementation in Future Development**

#### **Development Review**

All new developments and major redevelopment projects shall incorporate Complete Streets principles during the planning and site design process.

Developers shall:

- Provide safe pedestrian connectivity to surrounding streets and destinations
- Incorporate sidewalks and accessible crossings
- Provide bicycle accommodations where appropriate
- Ensure connectivity to the existing transportation network, when feasible.

#### **Street Design Standards**

Street design for new developments shall consider:

- Context-sensitive roadway design
- Safe speeds and traffic calming where appropriate
- Accommodation of pedestrians and bicyclists
- ADA compliance for accessibility

The City may utilize recognized guidance such as:

- [FHWA Complete Streets guidance](#)
- [AASHTO design standards](#)
- [NACTO design standards](#)
- [ODOT Multi-modal design guide](#)

#### **Retrofit of Existing Streets**

The City of Oxford recognizes that many existing streets were designed primarily for automobiles and may not adequately serve all users.

The City will evaluate opportunities to retrofit existing streets to incorporate Complete Streets principles when:

- Corridor studies are conducted
- Safety concerns are identified

Retrofits may include:

- Addition or repair of sidewalks
- Installation of bicycle lanes
- Intersection improvements and crosswalks
- Traffic calming measures
- Streetscape improvements

## **Review Process for Retrofits**

### **Project Identification**

Potential retrofit opportunities may be identified through:

- Safety analyses
- Citizen requests
- Transportation planning efforts

### **Review**

Retrofit projects should be reviewed by:

- City engineering staff
- Planning staff
- Relevant advisory boards or commissions when appropriate

### **Evaluation Criteria**

Retrofit projects shall consider:

- Safety improvements
- Connectivity gaps
- Proximity to schools, parks, and community destinations
- Cost and feasibility
- Right-of-way constraints

### **Integration with the Oxford Bike and Pedestrian Master Plan**

Sidewalk construction, bicycle facilities, and pedestrian infrastructure should be consistent with the City of Oxford Bike and Pedestrian Master Plan.

When evaluating Complete Streets improvements, the City shall:

- Use the Bike and Pedestrian Master Plan to identify priority corridors and routes.

- Reference the plan when determining locations for sidewalks, shared-use paths, and bicycle lanes.
- Coordinate improvements with the plan’s recommended network to ensure long-term connectivity.

The Bike and Pedestrian Master Plan shall serve as the guiding document for pedestrian and bicycle infrastructure improvements within the City.

**Exceptions**

Complete Streets accommodations may not be required where:

- Users are legally prohibited from the roadway (e.g., interstate highways)
- The cost of accommodation is excessively disproportionate to the need or probable use
- Physical or environmental constraints make accommodation infeasible

Exceptions to complete street design shall be documented in writing, providing the rationale for why the complete street design standards were not used in a given project.

**Coordination and Public Engagement:**

The City of Oxford may coordinate with regional partners, public agencies, and community stakeholders when implementing Complete Streets improvements.

Public engagement may include:

- Community meetings
- Stakeholder outreach
- Advisory board review
- Collaboration with Miami University and regional planning agencies

**Monitoring and Evaluation**

City staff shall periodically review Complete Streets implementation through:

- Transportation and safety analysis
- Updates to the Bike and Pedestrian Master Plan

This policy may be updated as needed to reflect evolving best practices.



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

## STAFF REPORT

<b>ORIGINATING DEPARTMENT:</b>	Finance
<b>PREPARED BY:</b>	Heidi Ridenour
<b>DATE PREPARED:</b>	3/31/2026
<b>COUNCIL MEETING DATE:</b>	April 7, 2026
<b>AGENDA TITLE:</b>	A Resolution Accepting The Insurance Bid Of Insurance Specialist Group, Inc., DBA Love Insurance Partners For The City’s Property And Casualty Insurance Coverage For 2026. (Heidi Ridenour, Finance Director)
<b>COUNCIL GOAL AREA:</b>	Essential Operations
<b>BUDGETED AMOUNT:</b>	\$312,989.00
<b>ACCOUNT CODE:</b>	
<b>RECOMMENDATION:</b>	Approval
<b>CITY MANAGER/DEPT HEAD APPROVAL:</b>	DRE/HR

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### DISCUSSION:

Staff is requesting Council approval for the renewal of the City’s general liability and property and casualty insurance policy for 2026 in the amount of \$312,989. This reflects an increase of \$28,633 over the 2025 premium of \$284,356.

Our agent, Love Insurance Inc., evaluated the competitive market and secured a 10% renewal increase, which is considered favorable given current inflationary pressures. While the insurance market is beginning to soften, these softened rates have not yet reached the public-entity sector. Our current carrier, The Travelers Companies, provided a competitive renewal quote, and staff recommends renewing the policy to avoid any lapse in coverage.

Other carriers contacted included Liberty and HCC, our previous carrier, both of which projected substantially higher premiums. Wright Risk Management was also contacted but is no longer in the public-entity insurance market.

**RESOLUTION NO.**

A RESOLUTION ACCEPTING THE INSURANCE BID OF INSURANCE SPECIALIST GROUP, INC., DBA LOVE INSURANCE PARTNERS FOR THE CITY'S PROPERTY AND CASUALTY INSURANCE COVERAGE FOR 2026.

WHEREAS, Insurance Specialist Group, Inc., dba Love Insurance Partners (hereinafter 'Love Insurance Partners') submitted an insurance bid not to exceed \$312,989.00 for the City's property and casualty insurance coverage for 2026, a \$28,633.00 increase over last year's cost of \$284,356.00; and

WHEREAS, the City Manager and the Finance Director recommend Council accept the insurance bid of Love Insurance Partners not to exceed \$312,989.00 for the City's property and casualty insurance coverage for 2026.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Finance Director and accepts the insurance bid of Love Insurance Partners not to exceed \$312,989.00 for the City's property and casualty insurance coverage for 2026.

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

\_\_\_\_\_  
MAYOR

ADOPTED:

ATTEST:

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

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



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

## STAFF REPORT

<b>ORIGINATING DEPARTMENT:</b>	City Manager
<b>PREPARED BY:</b>	Douglas Elliott
<b>DATE PREPARED:</b>	3/30/2026
<b>COUNCIL MEETING DATE:</b>	April 7, 2026
<b>AGENDA TITLE:</b>	An Ordinance To Approve Current Replacement Pages To The Oxford Codified Ordinances. (Douglas R. Elliott, Jr., City Manager)
<b>COUNCIL GOAL AREA:</b>	Essential Operations
<b>BUDGETED AMOUNT:</b>	
<b>ACCOUNT CODE:</b>	
<b>RECOMMENDATION:</b>	Approval
<b>CITY MANAGER/DEPT HEAD APPROVAL:</b>	DRE

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### DISCUSSION:

The City of Oxford utilizes the services of Walter H. Drane Co. to codify city ordinances. This includes ordinances adopted by a City Council. It also includes changes to the City's Traffic and General Offenses Codes to comply with state law. The codification process includes making revisions, rearranging, and consolidating into various titles, chapters, and sections. Once adopted by the City Council, these revisions are published both electronically and in limited hardcopies. On the agenda is an ordinance to add, amend, or repeal certain sections and chapters.

ORDINANCE NO.

AN ORDINANCE TO APPROVE CURRENT REPLACEMENT PAGES TO THE OXFORD CODIFIED ORDINANCES.

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

SECTION 1: Council has determined that certain provisions within the Codified Ordinances should be amended to conform with current State law as required by the Ohio Constitution. Various ordinances of a general and permanent nature have been passed by Council which should be included in the Codified Ordinances. The City has heretofore entered into a contract with Walter H. Drane Co. to prepare and publish revisions which are before Council.

SECTION 2: The Ordinances of the City of Oxford, Ohio, of a general and permanent nature, as revised, recodified, rearranged and consolidated into component codes, titles, chapters and sections within the 2025 Replacement Pages so the Codified Ordinances are hereby approved and adopted.

SECTION 3: The following sections and chapters are hereby added, amended or repealed and respectfully indicated in order to comply with the current State law:

Traffic Code

- 301.02 Agricultural tractor and traction engine. (Added)
- 301.03 Alley. (Added)
- 301.04 Arterial street or highway. (Added)
- 301.05 Autocycle. (Added)
- 301.06 Beacon. (Added)
- 301.07 Bicycle. (Added)
- 301.08 Bicycle box. (Added)
- 301.09 Bicycle lane. (Added)
- 301.10 Bicycle signal face. (Added)
- 301.11 Bicycle signal sign. (Added)
- 301.12 Bikeway. (Added)
- 301.12.1 Boot or booting (Amended)
- 301.13 Bus. (Added)
- 301.14 Business district. (Added)
- 301.15 Busway. (Added)
- 301.16 Cab-enclosed motorcycle. (Added)
- 301.17 Chauffeured limousine. (Added)
- 301.18 Child care center. (Added)
- 301.19 Commercial tractor. (Added)
- 301.20 Controlled-access highway. (Added)
- 301.21 Crosswalk. (Added)
- 301.22 Driver or operator. (Added)

Traffic Code (Cont.)

- 301.23 Driveway. (Added)
- 301.24 Electric bicycle. (Added)
- 301.25 Electronic. (Added)
- 301.26 Emergency vehicle. (Added)
- 301.27 Explosives. (Added)
- 301.28 Expressway. (Added)
- 301.29 Farm machinery. (Added)
- 301.30 Flammable liquid. (Added)
- 301.31 Freeway. (Added)
- 301.32 Funeral escort vehicle. (Added)
- 301.33 Gross weight. (Added)
- 301.34 Highway maintenance vehicle. (Added)
- 301.35 Highway traffic signal. (Added)
- 301.36 Hybrid beacon. (Added)
- 301.37 In-road warning light. (Added)
- 301.38 Intersection. (Added)
- 301.39 Lane-use control signal. (Added)
- 301.40 Laned highway. (Added)
- 301.41 Limited driving privileges. (Added)
- 301.42 Local authorities. (Added)
- 301.43 Low-speed micromobility device. (Added)
- 301.44 Median. (Added)
- 301.45 Motor-driven cycle or motor scooter. (Added)
- 301.46 Motor vehicle. (Added)
- 301.47 Motorcycle. (Added)
- 301.48 Motorized bicycle or moped. (Added)
- 301.49 Motorized wheelchair. (Added)
- 301.50 Multi-wheel agricultural tractor. (Added)
- 301.51 Natural resources officer. (Added)
- 301.52 Operate. (Added)
- 301.53 Parked or parking. (Added)
- 301.54 Pedestrian. (Added)
- 301.55 Person. (Added)
- 301.56 Pole trailer. (Added)
- 301.57 Police officer. (Added)
- 301.58 Predicate motor vehicle or traffic offense. (Added)
- 301.59 Private road. (Added)
- 301.60 Public safety vehicle. (Added)
- 301.61 Railroad. (Added)
- 301.62 Railroad sign or signal. (Added)
- 301.63 Residence district. (Added)
- 301.64 Ridesharing arrangement. (Added)
- 301.65 Right-of-way. (Added)
- 301.66 Road service vehicle. (Added)
- 301.67 Roadway. (Added)
- 301.68 Roundabout. (Added)
- 301.69 Rural mail delivery vehicle. (Added)
- 301.70 Safety zone. (Added)
- 301.71 School bus. (Added)
- 301.72 Semitrailer. (Added)
- 301.73 Shared-use path. (Added)
- 301.74 Shoulder. (Added)

Traffic Code (Cont.)

- 301.75 Sidewalk. (Added)
- 301.76 Site roadway open to public travel. (Added)
- 301.77 Standing. (Added)
- 301.78 State. (Added)
- 301.79 State highway. (Added)
- 301.80 State route. (Added)
- 301.81 Stop. (Added)
- 301.82 Stop intersection. (Added)
- 301.83 Stopping. (Added)
- 301.84 Street or highway. (Added)
- 301.85 Through highway. (Added)
- 301.86 Thruway. (Added)
- 301.87 Traffic. (Added)
- 301.88 Traffic control device. (Added)
- 301.89 Traffic control signal. (Added)
- 301.90 Trailer. (Added)
- 301.91 Train. (Added)
- 301.92 Truck. (Added)
- 301.93 Two-stage bicycle turn box. (Added)
- 301.94 Type A family child care home. (Added)
- 301.95 Urban district. (Added)
- 301.96 Vehicle. (Added)
- 301.97 Waste collection vehicle. (Added)
- 301.98 Wildlife officer. (Added)
- 331.39 Driving Across Grade Crossing. (Amended)
- 313.02 Through Highways; Stop and Yield Right-of-Way Signs. (Amended)
- 313.03 Traffic Signal Indications. (Amended)
- 313.04 Lane-Use Control Signal Indications. (Amended)
- 313.09 Driver's Duties Upon Approaching Ambiguous or Non-Working Traffic Signal.  
(Amended)
- 313.10 Unlawful Purchase, Possession or Sale. (Amended)
- 313.11 Portable Signal Preemption Devices Prohibited. (Amended)
- 313.12 Bicycle Symbol Signal Indications. (Added)
- 331.33 Obstructing Intersection, Crosswalk or Grade Crossing. (Amended)
- 331.35 Occupying Travel Trailer, Fifth Wheel Vehicle, or Manufactured or Mobile Home  
While in Motion. (Amended)
- 331.38 Stopping for School Bus; Discharging Children. (Amended)
- 331.381 School Bus Operator to Report Violations. (Added)
- 331.39 Driving Across Grade Crossing. (Amended)
- 331.40 Stopping at Grade Crossing. (Amended)
- 331.401 Slow-Moving Vehicles or Equipment Crossing Railroad Tracks.  
(Added)
- 331.45 Restrictions on the Operation of School Buses. (Amended)
- 333.01 Driving or Physical Control While Under the Influence. (Amended)
- 333.03 Maximum Speed Limits; Assured Clear Distance Ahead. (Amended)
- 333.11 Electronic Wireless Communication Device Use Prohibited While Driving.  
(Amended)
- 335.04 Certain Acts Prohibited. (Amended)
- 335.072 Driving Under Financial Responsibility Law Suspension or Cancellation;  
Driving Under a Nonpayment of Judgment Suspension. (Amended)
- 335.074 Driving Under License Forfeiture or Child Support Suspension.  
(Amended)
- 335.09 Display of License Plates or Validation Stickers; Registration. (Amended)

### Traffic Code (Cont.)

- 337.24 Motor Vehicle Stop Lights. (Amended)
- 337.26 Child Restraint System Usage. (Amended)
- 341.01 Commercial Drivers Definitions. (Amended)
- 351.03 Prohibited Standing or Parking Places. (Amended)
- 371.01 Right of Way in Crosswalk. (Amended)
- 371.03 Crossing Roadway Outside Crosswalk; Diagonal Crossings at Intersections.  
(Amended)
- 371.11 Persons Operating Motorized Wheelchairs. (Deleted)
- 371.12 Electric Personal Assistive Mobility Devices. (Amended)

### General Offenses Code

- 513.01 Drug Abuse Control Definitions. (Amended)
- 513.03 Drug Abuse; Controlled Substance Possession or Use. (Amended)
- 513.04 Possessing Drug Abuse Instruments. (Amended)
- 513.05 Permitting Drug Abuse. (Amended)
- 513.07 Possessing or Using Harmful Intoxicants. (Amended)
- 513.08 Illegally Dispensing Drug Samples. (Amended)
- 513.12 Drug Paraphernalia. (Amended)
- 517.01 Gambling Definitions. (Amended)
- 513.19 Pseudoephedrine Sales. (Added)
- 525.02 Falsification. (Amended)
- 529.08 Hours of Sale or Consumption. (Amended)
- 525.05 Failure to Report a Crime, Injury or Knowledge of Death. (Amended)
- 533.01 Obscenity and Sex Offenses Definitions. (Amended)
- 533.04 Sexual Imposition. (Amended)
- 533.15 Dissemination of Private Sexual Images. (Repealed)
- 533.16 Grooming. (Added)
- 537.02 Vehicular Homicide and Manslaughter. (Amended)
- 537.14 Domestic Violence. (Amended)
- 537.20 Illegal Use of a Tracking Device or Application. (Added)
- 545.01 Theft and Fraud Definitions. (Amended)
- 545.05 Misdemeanor Theft. (Amended)
- 549.12 Concealed Handgun Licenses; Possession of Revoked or Suspended License;  
Additional Restrictions; Posting Signs Prohibiting Possession.  
(Amended)

### Fire Prevention Code

- 1519.04 Possession, Sale or Discharge Prohibited; Exceptions. (Amended)

SECTION 4: The complete text of the Traffic and General Offenses Code sections listed above are set forth in full in the current replacement pages to the Codified Ordinances which are hereby attached to this Ordinance as Exhibit A. Any summary publication of this Ordinance shall include a complete listing of these sections. Notice of adoption of each new section by reference to its title shall constitute sufficient publication of new matter contained therein.

SECTION 5: This Ordinance shall take effect at the earliest date allowed by law.

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MAYOR

ADOPTED:

ATTEST:

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



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

## STAFF REPORT

<b>ORIGINATING DEPARTMENT:</b>	Fire Division
<b>PREPARED BY:</b>	John Detherage
<b>DATE PREPARED:</b>	3/10/2026
<b>COUNCIL MEETING DATE:</b>	April 7, 2026
<b>AGENDA TITLE:</b>	An Ordinance Repealing Oxford Codified Ordinance Section 507.03 Entitled Fire Civil Citations And Adopting New Oxford Codified Ordinance Section 507.03 Entitled Fire Civil Citations. (John Detherage, Fire Chief)
<b>COUNCIL GOAL AREA:</b>	Essential Operations
<b>BUDGETED AMOUNT:</b>	
<b>ACCOUNT CODE:</b>	
<b>RECOMMENDATION:</b>	Approval
<b>CITY MANAGER/DEPT HEAD APPROVAL:</b>	DRE/ JD

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### DISCUSSION:

The Ohio Department of Commerce, Division of State Fire Marshal recently updated the 2011 Ohio Fire Code to create the 2025 Ohio Fire Code. With this update there were changes in some of the numbering in each chapter. The City of Oxford Codified Ordinance 507.03 refers to several sections of the Ohio Fire Code and requires updating to match the new Ohio Fire Code. In addition to the wording and section changes Chapter 1519 of the Oxford Codified Ordinances and section 105.6.24 have been added to 507.03 to reference the ban on fireworks in the City and to allow citations for erecting a tent in the City without a permit. Changes to the ordinance have been highlighted in yellow. 507.03 allows for immediate citations for these select violations.

**ORDINANCE NO. 3554**

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 507.03 ENTITLED FIRE CIVIL CITATIONS AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 507.03 ENTITLED FIRE CIVIL CITATIONS.

WHEREAS, in 2009 Oxford Codified Ordinance Section 507.03 was adopted to allow civil citations to be issued for first time offenses for several Ohio Fire Code violations; and

WHEREAS, since 2009 referenced Ohio Fire Code section numbers have been updated and the need for additional sections is required. Additionally, open burning needs to be addressed.

WHEREAS, the City Manager and the Fire Chief recommend repealing Oxford Codified Ordinance Section 507.03 entitled Fire Civil Citations and adopting new Oxford Codified Ordinance Section 507.03 entitled Fire Civil Citations in accordance with updates to the Ohio Fire Code and to address open burning.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Fire Chief and hereby repeals Oxford Codified Ordinance Section 507.03 entitled Fire Civil Citations and adopts new Oxford Codified Ordinance Section 507.03 entitled Fire Civil Citations in accordance with updates to the Ohio Fire Code and to address open burning as follows:

**507.03 FIRE CIVIL CITATIONS.**

(a) A person who violates a standard of conduct set forth in a section or chapter of the Ohio Fire Code listed below or Chapter 1511 of the Oxford Codified Ordinances entitled Open Burning and Chapter 1519 of the Oxford Codified Ordinances entitled Fireworks is liable for the civil fine specified in Section 507.04.

- \* 109.6 Overcrowding
- \* 114 Unsafe Structures or Equipment
- \* 308.1.6.3 Sky Lanterns
- \* 308.4.1 Open Flame in Group R-2 Dormitories
- \* 315.3.2 Means of Egress
- \* 901.8 Removal of or tampering with equipment
- \* 1032.2 Reliability of required exits
- \* Chapter 56 Fireworks
- \* 105.6.24 Temporary membrane structures and tents

(b) A City officer or employee of the Oxford Fire Department charged with the enforcement of the Oxford Codified Ordinances may as authorized issue a civil citation or a misdemeanor citation for a violation of any section listed in this Section.

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

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)