



AGENDA

OXFORD CITY COUNCIL REGULAR MEETING

COURTHOUSE

TUESDAY, MAY 19, 2026 AT 7:30 PM

Michael Smith, Mayor

Alex French, Vice-Mayor
Jason Bracken
William Snavelly

Amber Franklin
Roxanne Ornelas
Jim Vinch

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

1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Public Participation.
 - A. Building Safety Month Proclamation
 - B. Appointments to Boards and Commissions

C. 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 from the May 5, 2026, City Council Meeting. (Heather Barbour, Clerk of Council)
- B. A Report Regarding the May 6, 2026, Environmental Commission Meeting (Reena Murphy, Sustainability Coordinator)

6. Resolutions.

- A. A Resolution Authorizing The City Manager To Enter Into An Agreement With MTECH Company For The Purchase Of An Automated Valve Exercising Machine Utilizing Water Capital Equipment Funds And \$17,800 Of The City's American Rescue Plan Act (ARPA) Funds Toward This Purchase. (Michael Dreisbach, Service Director)
- B. A Resolution Authorizing the City Manager to Enter into an Agreement with Jackson Construction, Inc. for the City's 2026 Curb, Gutter, & Sidewalk Special Assessment Construction Project. (Michael Dreisbach, Service Director)

- C. A Resolution Authorizing the City Manager to Enter into an Agreement with Duke Energy to Provide Transformers for the City's Electric Vehicle Charging Project. (Michael Dreisbach, Service Director)
- D. A Resolution Authorizing The City Manager To Amend An Existing Agreement With AECOM Technical Service, Inc. As Described In Exhibit A, For The Development Of Construction Plans And Specifications For An Amtrak Rail Station Platform. (Michael Dreisbach, Service Director)
- E. A Resolution Authorizing The City Manager To Amend The Grant Of \$300,000.00 In City Of Oxford American Rescue Plan Act (ARPA) Funds To Talawanda Oxford Pantry And Social Services (TOPSS) For The Design, Engineering, Construction, And Interior Build-Out Of A New Facility, And For The Planning, Refurbishment, And Repurposing Of Existing Facilities To Support The TOPSS Mission.(Jessica Greene, Assistant City Manager)
- F. A Resolution Authorizing The Waiver Of One-Half Of The Water And Wastewater Capacity Benefit Charges Associated With The Habitat For Humanity Clarence Place Affordable Homeownership Development (Jessica Greene, Assistant City Manager)
- G. A Resolution Authorizing The City Manager To Enter Into A Parking Use Agreement With The Talawanda City School District Board Of Education As Described In Exhibit A, Related To The Oxford Amtrak Passenger Rail Project. (Jessica Greene, Assistant City Manager)

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 Amending Ordinance No.3844 Supplemental Budget Ordinance Number 2 To Make Supplemental Appropriations For Fiscal Year 2026. (Heidi Ridenour, Finance Director)

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. May 20	CANCELED - Board of Building Appeals	Courthouse	5:30 p.m.
May 21	Police Community Relations and Review Commission	Courthouse	7:00 p.m.
May 26	CANCELED — Board of Zoning Appeals	Courthouse	6:30 p.m.
Jun 2	City Council	Courthouse	7:30 p.m.
Jun 3	Environmental Commission	Municipal Building	7:00 p.m.
Jun 4	Housing Advisory Commission	College@Elm	5:00 p.m.
Jun 8	Oxford Recreation Board	Municipal Building	12:30 p.m.
Jun 8	Public Arts Commission of Oxford	Municipal Building	5:30 p.m.
Jun 11	Civil Rights Commission	Municipal Building	4:00 p.m.
Jun 15	Oxford Parking & Transportation Advisory Board	Municipal Building	9:00 a.m.
Jun 16	City Council	Courthouse	7:30 p.m.

9. Adjourn.

Office of the Mayor

P Proclamation

Whereas:

Oxford is committed to recognizing that our growth and strength depends on the essential role that our homes, buildings and infrastructure serve, both in everyday life and when disasters strike; and

WHEREAS, our confidence in the resilience of the buildings that make up our community is achieved through the devotion of building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings; and

WHEREAS, these professionals are dedicated members of the International Code Council (ICC), a nonprofit that brings together officials who are experts in the built environment to create and implement the highest-quality codes and standards to protect us in the buildings where we live, learn, work and play; and

WHEREAS, Building Safety Month is sponsored by ICC to remind the public about the critical role of our communities' largely unknown protectors of public safety—our code officials—who assure us of safe, sustainable and affordable buildings that are essential to our prosperity; and

WHEREAS, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment in their community, and to acknowledge the essential service provided to all of us by building safety and fire prevention departments.

NOW, Therefore, I, Michael Smith, Mayor of the City of Oxford, Ohio, do hereby proclaim the month of May as:

“Building Safety Month”

and call upon the people of Oxford to join their fellow citizens across the United States in recognizing and participating in this special observance.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 19th day of May 2026


MICHAEL SMITH, MAYOR



MINUTES

OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, MAY 5, 2026 AT 7:30 PM

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

1. Roll Call.

Motion – To Enter Executive Session at 6:30 p.m. ORC 121.22 (G)(2) To Consider The Purchase Of Property For Public Purposes, The Sale Of Property At Competitive Bidding, Or The Sale Or Other Disposition Of Unneeded, Obsolete, Or Unfit-For-Use Property and O.R.C. Section 121.22 (G)(3) To Consider Pending And Threatened Litigation.

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

AYE # 7

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

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 7:29 p.m. ORC 121.22 (G)(2) To Consider The Purchase Of Property For Public Purposes, The Sale Of Property At Competitive Bidding, Or The Sale Or Other Disposition Of Unneeded, Obsolete, Or Unfit-For-Use Property and O.R.C. Section 121.22 (G)(3) To Consider Pending And Threatened Litigation.

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

AYE # 7

NAY # 0

ABS # 0

A regular meeting of the Oxford City Council was called to order by Mayor Smith on Tuesday, May 5, 2026, at 7:29 p.m. Members in attendance were Amber Franklin, Roxanne Ornelas, Jason Bracken, Alex French, William Snavelly, and Jim Vinch.

Staff Members in Attendance

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

2. Pledge of Allegiance.

3. Approval of Agenda.

Motion – To Adopt
(Voice Vote) 1st Ms. French 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

4. Public Participation.

A. Swearing In Of New Officer (John Jones, Police Chief)

Chief Jones introduced the new officer, Mr. John Halbeisen. Mr. Chris Conard began swearing in the new officer by instructing Mr. Halbeisen to recite the oath. Chief Jones called on Officer Halbeisen's wife to complete the pinning ceremony. Chief Jones thanked Mayor Smith for allowing the time to showcase our newest officer.

B. Historic Preservation Day Proclamation

Mr. Perry and Ms. French accepted the Proclamation on behalf of HAPC. Ms. French thanked Mayor Smith for the Proclamation. Ms. French noted that in part of honoring Lorenzo Langstreth,

there will be a tour of his cottage on May 6th at 2 p.m. to celebrate Preservation Day. Ms. French invited everyone to attend.

C. TOPSS Annual Report

Ms. Sherry Martin, Executive Director of TOPSS. Ms. Martin shared slides on TOPSS's 2025 Impact Report, highlighting the organization's growing role in strengthening community stability through food access, housing support, and resource navigation services. In response to increased need following the temporary pause in SNAP benefits during fall 2025, TOPSS rapidly expanded operations to serve more than 1,788 households and 4,342 individuals, including 779 new households. The report demonstrates the effectiveness of its integrated support model, which combines food assistance, housing stability services, and community partnerships to prevent crises from escalating. In 2025 alone, TOPSS provided nearly 297,000 meals, supported 155 households with rent and utility assistance, and mobilized strong volunteer and neighborhood engagement through more than 2,200 volunteer shifts and community-led food drives. The report also emphasizes financial efficiency, with services delivered at a low cost per household while maximizing community impact. Looking ahead, TOPSS plans to expand its reach through a new facility opening in 2026 that will offer centralized access to food and social services, improving coordination and increasing capacity to meet growing demand. (slides included in minutes) Mayor Smith thanked Ms. Martin for her presentation.

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.

Public Comment — Mr. Harlan Schottenstein, 2 West Spring St. — Mr. Schottenstein wanted to introduce himself since he had applied for the PACO vacancy. Mr. Schottenstein has been an Oxford resident for two years and is originally from Columbus, Ohio. Mr. Schottenstein graduated from Miami University in 1975. Mr. Schottenstein mentioned that while he lived in Columbus, he was active in development, community service, Columbus Friends of the Library, assisted in the creation of the Discovery District in the downtown area, and assisted in developing FAD, the Franklin Arts District. Mr. Schottenstein noted that he is happy to be in Oxford again and is looking for a way to participate in the community in the future.

Public Comment — Mr. Tyreke Farquharson, 211 N College Ave. — Mr. Farquharson shared that since he will be graduating in eleven days, this will be his last time speaking to the Council. Mr. Farquharson mentioned the recent elections at ASG and that the new Secretary of Community Engagement is Zoey Ericson. Mr. Farquharson noted that the ASG has been very busy this Spring with voter registration drives. Mr. Farquharson thanked Ms. Greene and Chief Jones for their work on the Town Gown Council last week. Mr. Farquharson mentioned the Spirit of Student Life awards, and the Town Gown Council actually won the Spirit of Student Life for its recognition form, creating community and organizing the Spirit of Student Life through the communications and community we've built here. Mr. Farquharson thanked the Council for making Oxford a great place to live and study in the past four years.

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 Items A and B.

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

AYE # 7

NAY # 0

ABS # 0

Motion – To Remove Item C. For Discussion.

(Voice Vote) 1st Mr. Snavelly 2nd

AYE # 7

NAY # 0

ABS # 0

Mr. Smith addressed questions and comments from the Council.

Motion – To Approve Item C Resolution No. 7818.

(Voice Vote) 1st Mr. Snavelly 2nd

AYE # 7

NAY # 0

ABS # 0

A. Minutes From The April 21, 2026, City Council Meeting. (Heather Barbour, Clerk of Council)

B. Uptown Parks Permit - ROW 01130 Fitness on High. (Jessica Greene, Assistant City Manager)

C. A Resolution Of Council Authorizing Alcoholic Beverages To Be Sold And Consumed Annually At The Freedom Festival On July 2nd (Rain Date July 3rd), From 5:00 P.M.– 9:00 P.M. To Be Held At The Oxford Community Park Located At 6801 Fairfield Road Oxford, Ohio 45056. (Chad Smith, Parks and Recreation Director)

6. Resolutions.

A. A Resolution Consenting To The Annexation To The City Of Oxford, Ohio Of Certain Territory Proposed To Be Annexed To The City Of Oxford, Ohio Pursuant To A Petition Filed With The Board Of County Commissioners Of Butler County, Ohio By Douglas R. Elliott Jr., Agent For Petitioners, As Provided By Ohio Revised Code Section 709.023. (Douglas R. Elliott, Jr., City Manager)

Motion – To Adopt Resolution No. 7819
(Voice Vote) 1st Ms. French 2nd Mr. Snively
AYE # 7
NAY # 0
ABS # 0

Mr. Elliott presented his staff report and addressed questions and comments from the Council (slides included in minutes).

Public Comment - None.

- B. A Resolution Adopting A Statement Indicating The Services The City Of Oxford, Ohio Will Provide To The Territory Proposed To Be Annexed To The City Of Oxford, Ohio Pursuant To A Petition Filed With The Board Of County Commissioners Of Butler County, Ohio, As Provided By Ohio Revised Code Section 709.023(C). (Douglas R. Elliott, Jr., City Manager)

Motion – To Adopt Resolution No. 7820
(Voice Vote) 1st Ms. French 2nd Mr. Snavelly
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - None.

- C. A Resolution Regarding Zoning Buffers In A Proposed Annexation Of Property Containing 6.753 Acres From Oxford Township, Butler County, Ohio To The City Of Oxford, Butler County, Ohio Pursuant To The Requirement Of Section 709.023(C) Of The Ohio Revised Code. (Douglas R. Elliott, Jr., City Manager)

Motion – To Adopt Resolution No. 7821
(Voice Vote) 1st Ms. French 2nd Mr. Snavelly
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - None.

- D. A Resolution Authorizing The City Manager To Sign A Settlement Agreement With Weisman Enterprising Holdings, Inc. (Chris Conard, Law Director)

Motion – To Adopt Resolution No. 7822 As Amended.
(Voice Vote) 1st Ms. French 2nd Ms. Ornelas
AYE # 5
NAY # 2
ABS # 0

Motion – To Amend The Title To Read "A Resolution Authorizing The City Manager To Sign A Settlement Agreement With Weisman Enterprises Holdings, Inc., Inclusive Of The Terms And

Conditions Discussed With The Law Director In Executive Session."
(Voice Vote) 1st Ms. French 2nd Mr. Bracken
AYE # 6
NAY # 1
ABS # 0

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

Public Comment - None.

7. Ordinances.

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A. First Reading

1. An Ordinance Amending Ordinance No.3844 Supplemental Budget Ordinance Number 2 To Make Supplemental Appropriations For Fiscal Year 2026. (Heidi Ridenour, Finance Director)

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

Public Comment - None.

B. Second Reading

1. An Ordinance Repealing Oxford Codified Ordinance Chapter 181, Entitled “Income Tax” (Douglas R. Elliott, Jr., City Manager)

Motion – To Adopt Ordinance No. 3863
(Roll Call Vote) 1st Ms. French 2nd Mr. Snavelly

AYE # 7

Mr. Bracken, Ms. Franklin, Ms. French, Ms. Ornleas, Mr. Snvaely, Mr. Vinch, 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.

8. Announcements & Communications.

A. Remarks from City Council and City staff.

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B. Future Meetings.

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

DATE

Meeting

1. May 6 Environmental Commission

Municipal Building 7:00 p.m.

May 7 Housing Advisory Commission

College@Elm 5:00 p.m.

May 11 Oxford Recreation Board	Municipal Building	12:30 p.m.
May 11 Public Arts Commission of Oxford	Municipal Building	5:30 p.m.
May 12 Planning Commission	Courthouse	7:00 p.m.
May 13 Charter Review Commission	Courthouse	4:30 p.m.
May 13 Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
May 19 City Council Work Session	Courthouse	6:30 p.m.
May 19 City Council	Courthouse	7:30 p.m.
May 20 Board of Building Appeals	Courthouse	5:30 p.m.
May 21 Police Community Relations and Review Commission	Courthouse	7:00 p.m.
May 26 Board of Zoning Appeals	Courthouse	6:30 p.m.
Jun 2 City Council	Courthouse	7:30 p.m.

9. Adjourn.

Motion – To Adjourn at 8:22 p.m.
(Voice Vote) 1st Ms. French 2nd Mr. Snavelly
AYE # 7
NAY # 0
ABS # 0

TOPSS 2025 Impact Report

Strengthening Stability
in Our Community



What We Do



Food Access

Housing Stability

Resource Navigation



*Serving the
community since 2007*

When Stability Shifted



In fall of 2025, SNAP benefits paused

Demand doubled within days

Families who were already stretched suddenly had fewer options

Our community responded

+367 households vs 2024 (+26%)
Over 530 households served per month

We scaled volunteers, processes, and food sourcing quickly to meet demand in real time



Impact at a Glance



Demand increased significantly in 2025, reflecting both rising need and increased awareness

- ✓ 1,788 Households Served
- ✓ 4,342 Individuals Served
- ✓ 779 New Households
- ✓ 2,210 Volunteer Shifts





Cost Per Impact



Based on total annual expenses across all services:

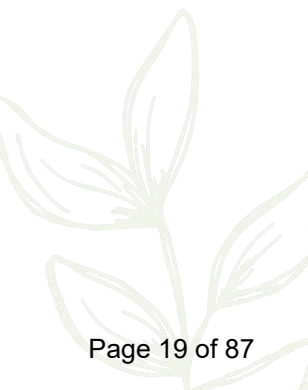
\$64 Cost per Household per Year (All Services)

\$0.32 Approximate Cost per Meal Provided

\$58 Cost per Pantry Household per Year

\$314 Cost per Assistance Case

Demonstrates efficient delivery of essential services



Why Our Model Works



- Food, housing, and support in one place
- Prevents crises before they happen
- Reduces gaps between services



Integrated services improve long-term stability and reduce repeat crises

Food Pantry Impact



High-volume service that provides consistent, early support for households

1,626 Households Served
51,875 lbs Food Rescued
4,308 Food Boxes Delivered
7,388 ½ Gallons of Milk
296,829 Meals Provided
1,148 Children Fed



155 Households Supported

83 Rent Assistance

72 Utility Assistance

\$44,788 in Direct Assistance

\$91,773 Total Impact

242 Applications Processed

Housing Stability Impact



Lower volume, higher intensity services focused on preventing eviction and crisis

Community Power



Neighborhood food drives created consistent, community-led support

5,100 Items Collected

24 Neighborhoods

9,700 Social Interactions

Led by Frances Yates, 2025 Citizen of the Year

A scalable, community solution to food supply gaps



Hard Decisions



Hard Decisions That Protect Impact

29 Households Served

43 Individuals Sheltered

488 Hotel Nights

\$41,606 Spent

What we learned:

High cost, limited reach, difficult to sustain

What we chose:

Prevention allows us to serve significantly more households with the same resources



Funding Snapshot



Where Support Comes From

Individuals—61.5%

Organizations—22.7%

Grants & Public Funding—13.6%



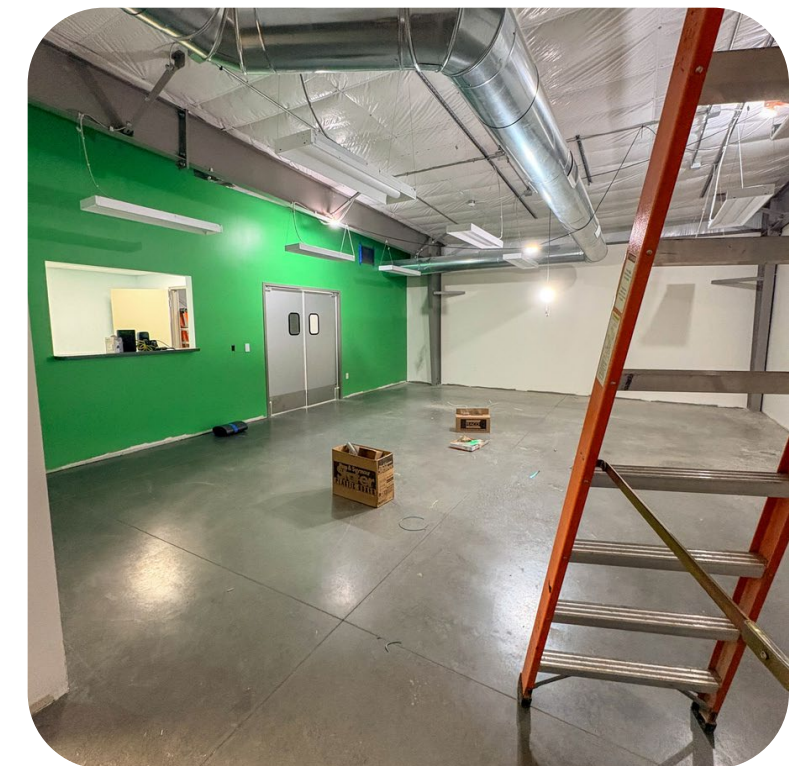
We could not do this work without the support of the community!

What's Next?



New building opening June 2026

Onestop access to food and social services
Improved coordination and efficiency
Expanded capacity to meet growing demand





You Make it Possible



Every meal served
Every eviction prevented
Every family supported

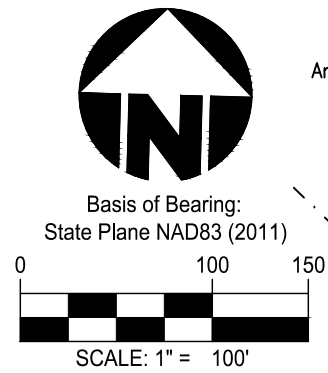
*Join us in strengthening stability in our community!
DONATE | VOLUNTEER | PARTNER*

Thank You

...



This annexation plat is based on deeds, surveys, plats and other source documents. This document is not the result of a boundary survey.



Ambassadors' Pointe Community Church (West)
O.R. 9667, Pg. 845
20.233 Ac. (Deed)
Part Lot 1492
H4100-028-000-033

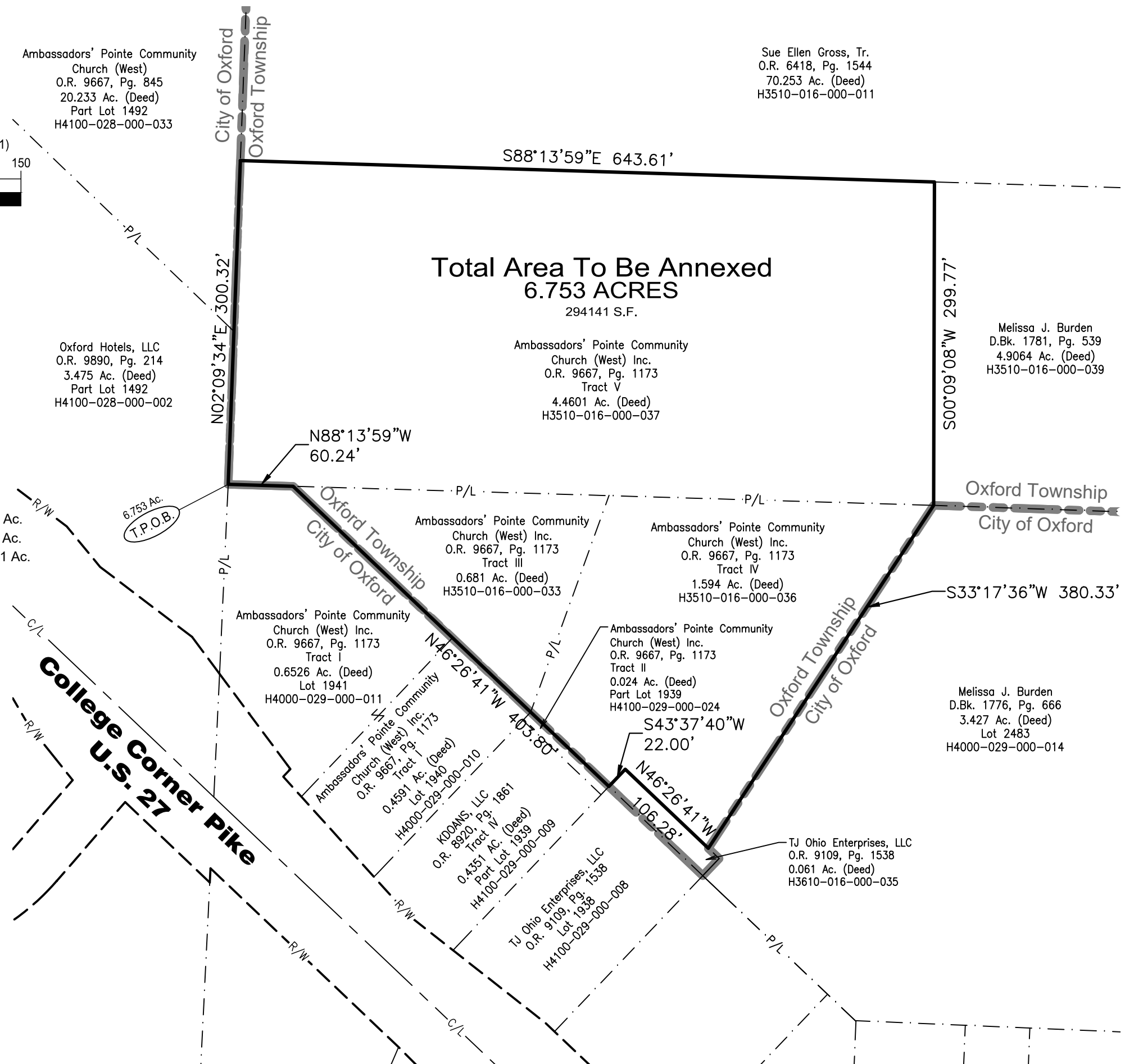
Sue Ellen Gross, Tr.
O.R. 6418, Pg. 1544
70.253 Ac. (Deed)
H3510-016-000-011

SURVEY REFERENCES

- Deeds: As Shown.
Survey Volume 9, Page 80
Survey Volume 13, Page 55
Survey Volume 18, Page 106
Survey Volume 28, Page 66
Survey Volume 38, Page 154
Survey Volume 51, Page 159
Survey Volume 53, Page 179
Survey Volume 62, Page 143

AREA SUMMARY (PER DEED)

- Official Record 9667, Pg. 1173 (Tract III), H3510-016-000-033 0.681 Ac.
Official Record 9667, Pg. 1173 (Tract IV), H3510-016-000-036 1.594 Ac.
Official Record 9667, Pg. 1173 (Tract V), H3510-016-000-037 4.4601 Ac.



www.bayerbecker.com
110 S. College Avenue, Suite 101
Oxford, OH 45056 - 513.523.4270

6.753 ACRES TO BE ANNEXED INTO THE CITY OF OXFORD

SECTION 16, TOWN 5, RANGE 1
CONGRESS LANDS WEST OF THE MIAMI RIVER
OXFORD TOWNSHIP, BUTLER COUNTY, OHIO

ANNEXATION PLAT

Drawing:	25-0349 AX
Scale:	1"=100'
Drawn by:	DDB
Checked By:	TME
Issue Date:	3-9-26

Date: March 9, 2026
Description: Ambassadors' Pointe Community Church (West), Inc Annexation
Location: Oxford Township Butler County, Ohio



Situated in Section 16, Town 5, Range 1, Congress Lands West of the Miami River, Oxford Township, Butler County, Ohio, and being part of Ambassadors' Pointe Community Church (West), Inc, as recorded in Official Record 9667, Page 1173, Tracts III, IV and V of the Butler County Ohio Recorder's Office and being further described as follows:

Beginning at the northwest corner of Lot 1941, of the City of Oxford and being all of Ambassadors' Pointe Community Church (West), Inc, as recorded in Official Record 9667, Page 1173, Tract I, and being on the corporation line of the City of Oxford and Oxford Township, and being on the east line of Part Lot 1942, and being part of Oxford Hotels, LLC, as recorded in Official Record 9890, Page 214 and being the **True Point of Beginning**:

- thence, from the **True Point of Beginning**, continuing with the east line of said Oxford Hotels, LLC extended, and continuing with said corporation line, North 02° 09' 34" East, 300.32 feet to the southwest corner of Sue Ellen Gross, Trustee, as recorded in Official Record 6418, Page 1544, and being on the east line of Ambassadors' ;
- thence, departing the east line of said Ambassadors' Pointe Community Church (West), as recorded in Official Record 9667, Page 845, and departing said corporation line, and with the south line of said Sue Ellen Gross, Trustee, South 88° 13' 59" East, 643.61 feet, to the northwest corner of Melissa J. Burden, as recorded in Deed Book 1781, Page 539;
- thence, departing said Sue Ellen Gross, Trustee, and with the west line of said Melissa J. Burden, South 00° 09' 08" West, 299.77 feet to the northwest corner of Melissa J. Burden as recorded in Deed Book 1776, Page 666, and being on the corporation line of the City of Oxford and Oxford Township;
- thence, departing the southwest corner of said Melissa J. Burden, as recorded in Deed Book 1781, Page 539, and with the westerly line of said Melissa J. Burden, as recorded in Deed Book 1776, Page 666 and with said corporation line, South 33° 17' 36" West, 380.33 feet to the northerly line of TJ Ohio Enterprises, LLC, as recorded in Official Record 9109, Page 1538;
- thence, departing said corporation line, and continuing with said TJ Ohio Enterprises, LLC for the following two courses:
 - 1. North 46° 26' 41" West, 106.28 feet;
 - 2. South 43° 37' 40" West, 22.00 feet to the northwest corner of City of Oxford Lot 1938 being on said corporation line and being the northeast corner of Ambassadors' Pointe Community Church (West) Inc. extended, as recorded in Official Record 9667, Page 1173,;
- thence, departing said Lot 1938, and with said Ambassadors' Pointe Community Church (West) Inc. extended, as recorded in Official Record 9667, Page 1173, Tract II, and with said corporation line, North 46° 26' 41" West, 403.80 feet, to a northerly corner of said Lot 1941;
- thence, continuing with said Lot 1941 and continuing with said corporation line, North 88° 13' 59" West, 60.24 feet to the **True Point of Beginning** containing 6.753 Acres of land, more or less, and being subject to all easements, legal highways, restrictions and rights-of-way of record.

The above description was prepared from deeds, surveys, and plats of record by Bayer Becker and does not represent a boundary survey. The above description was prepared under the direction of Thomas M. Edwards Professional Land Surveyor #8941 in the State of Ohio, March 9, 2026.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Reena Murphy
DATE PREPARED:	5/11/2026
COUNCIL MEETING DATE:	May 19, 2026
AGENDA TITLE:	A Report Regarding the May 6, 2026, Environmental Commission Meeting (Reena Murphy, Sustainability Coordinator)
COUNCIL GOAL AREA:	A Sustainable Oxford
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	

DISCUSSION:

Members of the commission present include: Jim Vinch, Vice-Chair and City Council Representative; Peggy Branstrator; Ken Vincent; Becky Mathers; Barbara Smyth.

Members of the public include: Aidan Cornue, The Oxford Free Press; Michelle Baker, Coalition to Represent Oxford Wildlife (CROW).

Members of staff include: Reena Murphy, Sustainability Coordinator.

Motion to amend the agenda to add Coalition to Represent Oxford Wildlife (CROW) to New

Business: Ms. Branstrator

2nd: Mr. Vincent

Vote: Unanimous approval

Added item: Coalition to Represent Oxford Wildlife (CROW)

Ms. Baker spoke to the commission on behalf of CROW, a coalition that has formed to support sustainable design and environmentally friendly elements in the Miami University new arena design. Ms. Baker shared that bird strikes, light pollution, and the removal of historic trees are among the concerns of CROW. She stated that CROW would like a seat at the table when design decisions are being made. She noted that public feedback towards the arena has been negative and believes Miami can change public sentiment by integrating sustainability more intentionally.

2027 Area to Research

Staff provided an overview of the 2027 budget process. In January 2026, City Council provided staff with a list of areas to research to see if they are viable for inclusion in the 2027 city budget. Items on the research list are not guaranteed to be in the budget. In July, staff will present the research areas to Council with estimated costs and feasibility assessments.

Staff requested feedback from the commission regarding the 2027 area to research "Develop a grant or rebate program for residents who want to install solar". Staff shared Go Solar Columbus as a viable co-op and incentive program. The commission preferred the potential program focus on providing more support to a smaller number of homes, rather than less support to more homes. The commission felt that 5 homes was a reasonable goal for the program.

The commission also discussed the replicability of this type of program. Councilor Vinch emphasized that the vision of Council during the retreat was for the program to be repeatable, not a single year program.

Ms. Branstrator discussed ways to incentivize other smaller sustainable actions, such as replacing household gas tools (i.e. lawn mowers) with battery-powered equivalents. The commission also discussed other household energy improvements such as geothermal, heat pumps, and improving insulation.

Staff advised the commission to focus on incentivizing actions that are measured in Oxford's community-wide greenhouse gas inventory. So that emissions reductions would be captured in the biennial inventory.

Member and Staff Updates

Mr. Vinch shared that the City's water softening project is currently accepting bids. He also shared that he has received concerns from residents regarding data centers. Mr. Vincent shared that OPTAB has been extensively discussing parking with no firm updates to share yet. There were no updates from Planning and OCASC.

Staff provided an update on our electric aggregation program. Beginning in June, the new rate will be 10.25 cents/kwh. The Price to Compare for Duke in June is estimated to be 10.72 cents/kwh based on PUCO filings. So, the electric aggregation program is expected to continue to save residents money.

In 2024, the program saved the average household \$141 and the average small business \$546, totaling \$622,000+ in community-wide savings!

Staff also shared that Sharefest will happen May 14th - May 19th and is need of volunteers.

Lastly, staff shared that the application period for the Habitat for Humanity homes along Chestnut St. will be opening soon.

Motion to adjourn: Mr. Vincent

2nd: Ms. Mathers

Vote: Unanimous approval

The commission adjourned at 8:28pm. The next meeting will be on June 3rd at 7pm.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Mike Dreisbach
DATE PREPARED:	4/10/2026
COUNCIL MEETING DATE:	May 19, 2026
AGENDA TITLE:	A Resolution Authorizing The City Manager To Enter Into An Agreement With MTECH Company For The Purchase Of An Automated Valve Exercising Machine Utilizing Water Capital Equipment Funds And \$17,800 Of The City's American Rescue Plan Act (ARPA) Funds Toward This Purchase. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	\$110,000
ACCOUNT CODE:	320.811.65107 Water Capital Equipment 429.420.52462 ARPA Expenditures
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE MBD

DISCUSSION:

The 2026 Capital Equipment Budget includes \$110,000 for the purchase of a replacement Automated Valve Exercising Machine (AVEM) for the Water Distribution Division. This machine is equipped with a vacuum to remove debris from underground valve housings, a 300-gallon debris storage tank, and a computerized valve turning system to exercise underground water valves and hydrant valves. The City will continue its valve exercising program to extend the life of underground infrastructure and reduce valve failures from manual operation of valves.

Water Distribution staff developed plans and specifications for the replacement AVEM and advertised for bids in numerous plan document clearinghouses as well as the *Hamilton Journal-News* on April 10 and April 17, 2026. Bids were opened and publicly read aloud on April 24, 2026, with the following results:

MTECH Co. \$80,157.00
 Bain Enterprises 93,797.00

Staff reviewed the submittal from MTECH Co., and it is compliant with our specifications (equipment manufactured by Hurco Technologies, Inc). Staff recommends the City Council authorize the City Manager to enter into an Agreement with MTECH Company for the purchase of a replacement Automated Valve Exercising Machine at a cost of \$80,157.00. Staff is requesting a contingency in the amount of \$8,015.70; therefore, the total not to exceed amount for this contract shall be \$88,172.70.



RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MTECH CO. FOR THE PURCHASE OF AN AUTOMATED VALVE EXERCISING MACHINE UTILIZING WATER CAPITAL EQUIPMENT FUNDS AND \$17,800.00 OF THE CITY'S AMERICA RESCUE PLAN ACT (ARPA) FUNDS TOWARD THIS PURCHASE.

WHEREAS, the 2026 Capital Equipment Budget includes \$110,000 for the purchase of a replacement Automated Valve Exercising Machine (AVEM) for the Water Distribution Division; and

WHEREAS, this machine is equipped with a vacuum to remove debris from underground valve housings, a 300-gallon debris storage tank, and a computerized valve turning system to exercise underground water valves and hydrant valves; and

WHEREAS, the city has negotiated a \$17,800.00 decrease in the Chapter 11 code update project funded by ARPA, and recommends moving the available ARPA funds to the city's water infrastructure; and

WHEREAS, a request for bids was published in the *Journal News* and with multiple plan clearinghouses on April 10^h and 17th, 2026. Sealed proposals were opened and read aloud on April 24, 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 MTECH Co. for the purchase of a replacement Automated Valve Exercising Machine at a cost of \$80,157.00 with a contingency in the amount of \$8,015.70 for a total cost not to exceed \$88,172.70.

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

SECTION 1: Council accepts the bid of \$88,712.70 from MTECH Co. for the purchase of a replacement Automated Valve Exercising Machine.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with MTECH Co. for the purchase of a replacement Automated Valve Exercising Machine at a cost of \$80,157.00 with a contingency in the amount of \$8,015.70 for a total cost not to exceed \$88,172.70.

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)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Mike Dreisbach
DATE PREPARED:	5/7/2026
COUNCIL MEETING DATE:	May 19, 2026
AGENDA TITLE:	A Resolution Authorizing the City Manager to Enter into an Agreement with Jackson Construction, Inc. for the City's 2026 Curb, Gutter, & Sidewalk Special Assessment Construction Project. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	\$200,000
ACCOUNT CODE:	417.750.54340
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	MBD

DISCUSSION:

The 2026 capital improvement plan includes \$200,000 in funding for the repair of defective curbs, gutters, and sidewalks in advance of street pavement resurfacing. On January 20, 2026, the City Council approved **Resolution No. 7780** authorizing Staff to move forward with a special assessment project to repair defective curb, gutter, and sidewalk as defined in Exhibit “A” in the Resolution. Staff prepared and filed plans with the City Clerk as required by ORC 729.03, and the Clerk served notice to the properties involved. The City advertised this project for bids on April 24 and May 1, 2026, in the *Journal News* and on multiple plan clearinghouses. Bids were opened on May 8, 2026, with the following results:

Jackson Const.:	\$146,006.00
Hendy, Inc.:	\$179,180.00

The City has worked with Jackson Construction, Inc. in the past, with good results. It is important that this work, particularly the curb & gutter, be completed prior to street resurfacing operations in July. Once the contractor has completed work, Staff will request that the City Council authorize an Ordinance assessing improvement costs in accordance with Ohio Revised Code. Owners will have the

opportunity to pay for the improvements in cash within 30 days of the assessing Ordinance. Should an owner choose not to pay in cash, levied amounts will be paid in five annual installments with an interest rate on deferred payments at 5% (final rate to be determined by the City Council with passage of the special assessment Ordinance).

Staff recommends that the City Council authorize the City Manager to enter into an agreement with Jackson Construction, Inc. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$146,006.00. Staff is also requesting a contingency of \$53,994.00. Therefore, the contract amount not to exceed shall be **\$200,000.00**. Staff is requesting authorization of the line item balance for contingency to expand the replacement of failed curb, gutter, and sidewalk with non-compliant property owners, complaint-driven improvements, and other public improvements.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH JACKSON CONSTRUCTION, INC. FOR THE CITY'S 2026 CURB, GUTTER & SIDEWALK SPECIAL ASSESSMENT CONSTRUCTION PROJECT AT A COST OF \$146,006.00 WITH A CONTINGENCY IN THE AMOUNT OF \$53,994.00 FOR A TOTAL COST NOT TO EXCEED \$200,000.00.

WHEREAS, a request for bids was published in the *Journal News* and with multiple plan clearinghouses on April 24th and May 1st, 2026. Sealed proposals were opened and read aloud on May 8, 2026, with two firms submitting bids; and

WHEREAS, the City Manager and the Service Director recommend that Council accept the bid and authorize the City Manager to enter into an agreement with Jackson Construction, Inc. for the City's 2026 Curb, Gutter & Sidewalk Special Assessment Construction Project at a cost of \$146,006.00. with a contingency in the amount of \$53,994.00.00 for a total cost not to exceed \$200,000.00.

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

SECTION 1: Council finds Jackson Construction, Inc. to be the lowest and best bidder and accepts the bid of \$146,006.00 for the City's 2026 Curb, Gutter & Sidewalk Special Assessment Construction Project.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Jackson Construction Inc. at a cost of \$146,006.00 with a contingency in the amount of \$53,994.00 for a total cost not to exceed \$200,000.00 for the City's 2026 Curb, Gutter & Sidewalk Special Assessment Construction Project.

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)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Mike Dreisbach
DATE PREPARED:	5/5/2026
COUNCIL MEETING DATE:	May 19, 2026
AGENDA TITLE:	A Resolution Authorizing the City Manager to Enter into an Agreement with Duke Energy to Provide Transformers for the City's Electric Vehicle Charging Project. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	\$115,000
ACCOUNT CODE:	141.490.63210
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE MBD

DISCUSSION:

On March 3, 2026, the Oxford City Council approved Resolution No. 7798, authorizing the City Manager to enter into an Agreement with EV United, LLC for the installation of six DC charging stations for electric vehicles. This project is funded 100% by the Ohio Dept of Transportation (ODOT), with our local share funded through toll revenue credits. ODOT has authorized the City to issue a Notice to Proceed to EV United, LLC, and to begin construction.

One item not covered in the EV United contract is the installation of the necessary transformers in the public right-of-way to power the EV Chargers. The City Council has already approved an appropriation of \$115,000 for this purpose (Supplemental Budget #1; Issue #8). Duke Energy is the sole supplier of transformers to be placed in the right-of-way in its service territory. Now that ODOT has approved the project to proceed, the City needs to finalize an agreement with Duke Energy to supply the transformers. The cost will be negotiated, but Staff recommends the City Council authorize the City Manager to enter into an agreement with Duke Energy for an amount not to exceed \$115,000.00 for the installation of transformers to power Electric Vehicle charging stations at the City's surface parking lot at Main St. & Church St. and at the Oxford Municipal Building.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH DUKE ENERGY TO PROVIDE TRANSFORMERS FOR THE CITY'S ELECTRIC VEHICLE CHARGING PROJECT.

WHEREAS, on March 3, 2026, the Oxford City Council adopted Resolution No. 7798, authorizing the City Manager to enter into an Agreement with EV United, LLC for the installation of six DC charging stations for electric vehicles; and

WHEREAS, this project is funded 100% by the Ohio Dept of Transportation (ODOT), with our local share funded through toll revenue credits; and

WHEREAS, ODOT has authorized the City to issue a Notice to Proceed to EV United, LLC, and to begin construction; 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 Duke Energy to provide transformers for the City's Electric Vehicle Charging Project at a total cost not to exceed \$115,00.00.

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

SECTION 1: Council accepts the bid of \$115,000.00 from Duke Energy to provide transformers for the City's Electric Vehicle Charging Project.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Duke Energy to provide transformers for the City's Electric Vehicle Charging Project at a total cost not to exceed \$115,00.00.

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)

RESOLUTION NO. 7798

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

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

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

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

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

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

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


MAYOR

ADOPTED: MARCH 3, 2026

ATTEST: 

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



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Mike Dreisbach
DATE PREPARED:	5/7/2026
COUNCIL MEETING DATE:	May 19, 2026
AGENDA TITLE:	A Resolution Authorizing The City Manager To Amend An Existing Agreement With AECOM Technical Service, Inc. As Described In Exhibit A, For The Development Of Construction Plans And Specifications For An Amtrak Rail Station Platform. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	\$3,680,000
ACCOUNT CODE:	141.720.63173
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE MBD

DISCUSSION:

On September 16, 2025, the Oxford City Council approved Resolution No. 7741, authorizing an agreement amendment with AECOM Technical Service, Inc. (AECOM) for engineering services to develop a railroad passenger platform on the CSX Transportation, Inc. rail line in proximity to the intersection of S. Main St. and E. Chestnut St. for an amount not to exceed \$396,500.51.

Stage Two plans have been completed (60% of final plan design). Following a review of the design to search for construction cost savings, it is estimated the City may save \$240,000 by making minor changes to a reinforced concrete wall, fencing, and lighting for the project. AECOM has provided an estimate of \$70,713 to revise all of the drawings, standards, and specifications to complete the design work and changes necessary to capture these savings. Stage Three plans will be complete in the next few weeks and the City may request final approvals from ODOT, CSX Transportation, Amtrak, and Ohio Dept. of Transportation.

The current expense authorized by the City Council is \$396,500.51. Staff is requesting authorization for the City Manager to sign a contract amendment adding \$77,800 to the contract amount (\$70,713 plus a contingency of \$7,087); therefore, the new cost not to exceed shall be \$474,300.51. Future costs will include, at a minimum, easement acquisition costs, construction contract costs, construction inspection and engineering costs, CSX Transportation flagging and inspection costs, and AMTRAK contract costs, including public information displays, leases, etc... The City has appropriated \$3.68M for this project in the Capital Improvement budget.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO AMEND AN EXISTING AGREEMENT WITH AECOM TECHNICAL SERVICE, INC. AS DESCRIBED IN EXHIBIT A, FOR THE DEVELOPMENT OF CONSTRUCTION PLANS AND SPECIFICATIONS FOR AN AMTRAK RAIL STATION PLATFORM.

WHEREAS, on September 16, 2025, the Oxford City Council adopted Resolution No. 7741, authorizing an agreement amendment with AECOM Technical Service, Inc. (AECOM) for engineering services to develop a railroad passenger platform on the CSX Transportation, Inc. rail line in proximity to the intersection of S. Main St. and E. Chestnut St. for an amount not to exceed \$396,500.51; and

WHEREAS, following a review of the design to search for construction cost savings, it is estimated that the City may save \$240,000 by making minor changes to a reinforced concrete wall, fencing, and lighting for the project; and

WHEREAS, AECOM has provided an estimate of \$70,713 to revise all of the drawings, standards, and specifications to complete the design work and changes necessary to capture these savings; and

WHEREAS, the current expense authorized by the City Council is \$396,500.51; and

WHEREAS, the City Manager and the Service Director recommend that the City Manager be authorized to amend the existing agreement with AECOM Technical Service, Inc. for the development of construction plans and specifications for an AMTRAK Rail Station Platform at an additional cost of 77,800.00 for a total cost not to exceed \$474,300.51.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Service Director and accepts the amendment of the existing AECOM Technical Service, Inc. contract as described in Exhibit A, for the development of construction plans and specifications for an AMTRAK Rail Station Platform at an additional cost of 77,800.00 for a total cost not to exceed \$474,300.51.

SECTION 2: Council further authorizes the City Manager to amend the existing agreement with AECOM Technical Service, Inc., as described in Exhibit A, for the development of construction plans and specifications for an AMTRAK Rail Station Platform at an additional cost of 77,800.00 for a total cost not to exceed \$474,300.51.

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)

RESOLUTION NO. 7741

A RESOLUTION AUTHORIZING THE CITY MANAGER TO AMEND AN EXISTING AGREEMENT WITH AECOM TECHNICAL SERVICE, INC. FOR THE DEVELOPMENT OF CONSTRUCTION PLANS AND SPECIFICATIONS FOR AN AMTRAK RAIL STATION PLATFORM.

WHEREAS, on April 20, 2021, the Oxford City Council adopted Resolution No. 7290, authorizing an agreement with AECOM Technical Service, Inc. for engineering services to develop a railroad passenger platform on the CSX Transportation, Inc. rail line in proximity to the intersection of S. Main St. and E. Chestnut St. for an amount not to exceed \$250,000; and

WHEREAS, Stage One plans have been completed utilizing a revised easement through the southern portion of the SDS property, which will allow access from the Butler County RTA Multi-Modal Facility to the proposed AMTRAK passenger platform to the east; and

WHEREAS, this revised easement, in combination with additional site development requirements from AMTRAK, necessitates further detailed design services beyond the original project scope, including environmental and geotechnical investigations as well as the design of retaining wall structures; and

WHEREAS, to date, \$183,705.51 has been authorized on the project, leaving an available contract balance of \$66,294.49; and

WHEREAS, additional engineering costs identified in the contract modification total \$199,477.00, requiring an additional authorization of \$133,182.00.

WHEREAS, future project costs are anticipated to include, at a minimum, expenses for easement acquisition, construction contracts, construction inspection and engineering, CSX Transportation flagging and inspection, and AMTRAK contract costs, including public information displays and leases.

WHEREAS, the City Manager and the Service Director recommend that the City Manager be authorized to amend the existing agreement with AECOM Technical Service, Inc. for the development of construction plans and specifications for an AMTRAK Rail Station Platform at an additional cost of \$199,477.00 plus a contingency in the amount of \$13,318.00 for a total cost not to exceed \$396,500.51.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Service Director and accepts the amendment of the existing AECOM Technical Service, Inc. contract for the development of construction plans and specifications for an AMTRAK Rail Station Platform at an additional cost of \$199,477.00 plus a contingency in the amount of \$13,318.00 for a total cost not to exceed \$396,500.51.

SECTION 2: Council further authorizes the City Manager to amend the existing agreement with AECOM Technical Service, Inc. for the development of construction plans and

specifications for an AMTRAK Rail Station Platform at an additional cost of \$199,477.00 plus a contingency in the amount of \$13,318.00 for a total cost not to exceed \$396,500.51.

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

MAYOR

ADOPTED: SEPTEMBER 16, 2025

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

April 30, 2026

Michael B. Dreisbach
Director of Public Services
15 South College Ave.
Oxford, OH 45056
513.524.5206
Cincinnati, Ohio 45202

Re: BUT Oxford Amtrak - Passenger Rail Platform
Contract Modification No. 3 – Detailed Design Revisions - Architectural Design Elements

Dear Mr. Dreisbach,

Please find the attached scope and fee proposal for revisions to the engineering plans and services to complete the construction documents, including revisions to the proposed architectural elements and lighting for the City of Oxford Passenger Rail Platform and associated site improvements at the Chestnut Fields site, as requested by the City via email dated April 28, 2026.

The attached scope and fee proposal covers services not included in the current consulting agreement between AECOM and the City of Oxford, dated May 18, 2021, or any prior modifications. The agreement's general terms and conditions remain unchanged. AECOM's scope (Exhibit A) and fee (Exhibit B) includes labor for architectural, structural, civil, and electrical design to revise the current construction documents to eliminate the proposed wall, screening, and columns on the platform, and modifications to the proposed lighting. The requested revisions will be incorporated into the Stage 3 (90%) plan submittal. See Attachments A and B for additional information.

This scope of work does not include subconsultants or construction phase services.

Please feel free to contact David Wormald at 513 419-3497 with any questions or comments.

Sincerely,



David Wormald, PE, AICP
Senior Project Engineer,

Bill Crowley, PE
Ohio Transit Design Manager

Exhibit A: Scope of Work

This modification includes scope elements to revise and complete the construction documents, including revisions to Stage 2 architectural elements not included in the current scope of work. AECOM's professional services will be furnished on a Time and Materials (including reimbursable expenses with a not-to-exceed ("NTE") amount as shown in Exhibit B, in accordance with the consulting agreement executed between the City of Oxford and AECOM Technical Services Inc., dated May 18, 2021, and subsequent modifications No 1 and 2. No changes to the general terms and conditions apply to this change order. No subconsultant tasks are included in this change order.

AECOM's scope and fee (Exhibit B) include AECOM's labor and direct expense charges for completing this work.

The scope of work for this modification is described in additional detail below.

Background

AECOM developed 60% (Stage 2) preliminary engineering plans, which Amtrak, the City, and ODOT have reviewed. CSX review is pending at this time. The overall estimated construction cost based on the Stage 2 plans (Jan 2026) and 10% contingency is \$3.3M.

The Stage 2 design for the platform lighting, fencing, and architectural elements was developed in conjunction with the City/Amtrak. The Stage 2 plans include a reinforced concrete wall at the rear of the platform that extends 2 ft above the top of the platform with integral concrete columns 8 ft tall, regularly spaced along the length of the platform. The wall and columns have precast concrete caps and masonry veneer. Platform light poles and fixtures are mounted to the tops of the columns. This design (columns, screening panels, taller ornamental fencing, and lighting) adds approximately \$300k in additional estimated construction costs.

The City requests that the wall (above the top of the slab), columns, and ornamental fencing along the platform be removed, except for the northernmost screen panel adjacent to the entry walkway. Additionally, the project will replace the existing chain-link property fencing along the west side of the CSX right of way and incorporate a mesh screening material for the length of the platform. AECOM will revise the Stage 2 plans as needed based on guidance provided by City staff in April 2026 and incorporate these changes into the 90% Stage 3 plans, as described below.

Task 5a Detailed (Stage 3) Plans

This task includes revisions to be included in detailed construction documents (Stage 3 (90%) for the platform, walls, fencing, parking lot, lighting, signage, and architectural treatments based on the Stage 2 plan project plans. Details for specific elements are summarized below and included in the estimated fee shown in Exhibit B.

Civil/Site Design

The scope includes revisions to platform plans, profiles, typical sections, cross sections, quantity summaries, and details for the revised wall, columns, gates, and fencing for the platform and

surface parking lot. The existing CSX track will remain at its current location and profile. No changes to the proposed platform, culverts, or relocated drainage ditch or existing CSX infrastructure are proposed. The existing chain-link property fences will be removed and replaced for the length of the platform with screening mesh. Erosion control at drainage openings in the platform retaining wall will be removed. Gates in the chain-link fencing will be provided at platform access locations, but will not be mechanized. Access drive locations, profiles, and cross sections will remain unchanged.

Structural Design and Details

This task includes modifying details for the cast-in-place concrete retaining wall at the rear of the platform to remove the portions of the wall and columns projecting above the platform, including reinforcement, and light pole foundations, in accordance with Amtrak or CSX standards. Retaining wall and platform foundations will remain unchanged.

AECOM will analyze the fence with screening mesh and provide typical foundation and framing details for the new fence, including screening mesh, based on wind loads

New integral concrete pilaster details will be developed for light pole foundations at the rear of the platform using the existing foundations.

Lighting Design and Details

AECOM will provide electrical engineering services to revise the pole-mounted lighting along the west side of the platform. The pole bases will be integrated with the platform retaining wall due to the proximity of the adjacent drainage ditch, but will not be supported on the decorative columns as currently included in the Stage 2 plans. Details for power conduits on the platform will be updated to reflect the new light pole spacing and mounting details.

The number and spacing of light fixtures are assumed to remain unchanged, and the previously completed photometric analysis for illumination of the platform and adjacent areas remains valid. Power service is assumed to originate with the existing service in the City's public works facility in the vicinity of the salt storage building, as shown in the Stage 2 plans.

Architectural/ Signage Design

The City has requested the following revisions to the architectural elements.

- Removal of the portion of the retaining wall at the rear of the platform located above the top of the platform slab elevation, except for the northernmost segment adjacent to the access walkway and on the platform shelter.
- Removal of 18 decorative concrete columns along the rear of the platform
- Removal of all precast masonry veneer stone on the wall and columns, including precast concrete caps.
- Adding cast-in-place concrete pilaster bases, integral with the wall, to support platform lighting with full-height poles and longer fixture arms. Number and spacing of lights are assumed to remain unchanged.
- Revisions to platform lighting details and conduit routing as needed

- Removal of aluminum fencing along the back of the platform atop the retaining wall, and mounted to columns
- Add a new 42" standard aluminum railing at the rear of the platform where the wall and columns have been eliminated. Openings will be provided at the adjacent access drives.
- Removal of on-platform aluminum fencing gates at access drives. Gates will be provided with the new chain-link fencing at the access drives.
- Removal of the westernmost screening panel and decorative column on grade at the north side of the access walkway to provide improved visibility to the planned mural on the north façade of the Talawanda office building.
- Walls and columns on the access walkway at the north end of the platform will remain unchanged (the aluminum fence will be replaced with railing sections similar to those proposed for the platform).
- Replacement of the existing chain-link property fencing south of the access walkway to South Main Street, and replace it with a new 8-ft tall chain-link fence with mesh screening fabric.
- New swing gates will be added at the access drives with the proposed new chain-link property fence, for maintenance and emergency egress to the platform.
- Revisions to the affected quantity summaries, callouts, and revised pricing.

Task 5b Final Plan Package and Specs

This task includes completing bid documents, including drawings, quantities, construction cost estimates, and specifications per the relevant standards from ODOT, City of Oxford, Amtrak, or CSX. Sidewalks and pavement will generally conform to ODOT standards, and the platform, lighting, and signage will conform to Amtrak standards. Where possible, the documents will reference standard specifications. Specifications for site-specific architectural, site furnishing, or electrical/lighting elements projects will be revised as needed. Not all quantities will follow ODOT bid item conventions, given that the project does not include typical roadway and bridge construction.

Tasks 7 Project Management

These tasks include allowances for general project management, meetings including internal QA/QC review, and coordination with Oxford, Amtrak, CSX, and sub-consultant staff.

All meetings are assumed to be virtual or on-site.

Schedule

Based on the assumptions above, the revisions will require approximately 3-5 weeks. They will be done concurrently with the Stage 3 plan submittal, depending on the coordination effort required among the City, AECOM, and project stakeholders.

Assumptions and Exclusions:

- City of Oxford will coordinate with affected property owners regarding new property fencing and screening mesh.
- No changes to right-of-way plans or disturbed limits.
- No changes to drainage plans.
- Platform and access walk locations, geometry elevations, and foundations remain substantially unchanged.
- No additional photometric analysis for platform lighting is necessary.
- Lighting distribution circuits remain unchanged.
- City will coordinate directly with screening panel vendors regarding customer designs for Type B or C screening panels (if desired).
- Amtrak signage will remain substantially unchanged.
- There are no objections to the proposed revisions from project stakeholders (City, ODOT, Amtrak, CSX).
- Foundations for retaining walls and the platform remain unchanged

The following services are not included in the proposed scope of work.

- Topographic or property surveys
- Inspection or assessment of existing property fencing
- Architectural Renderings
- Custom Designed Shelters or Canopies
- Construction phase services

**ATTACHMENT B
FEE SUMMARY**

City of Oxford
 Passenger Rail Station Detailed Design/Contract Documents
 Contract Mod No. 3
 April 23, 2026

Project Tasks	Labor Hours										Costs			
	Principal	Sr. Project Manager	Project Manager	Sr. Engineer	Project Engineer	Jr. Engineer	Sr. Designer/ Tech	Jr. Designer/ Tech	Admin & Clerical Support	TOTAL	Direct Labor	Loaded Labor 2.54 Multiplier	Subs & Direct Expenses	Total
2026 Direct Rates	100.00	78.00	72.00	62.00	48.00	39.00	38.00	32.00	34.00					
Task 5a Detailed (3) Plans														
General Notes			2	2			4			8	\$427	\$1,067	\$0	\$1,067
Title Sheet/Site Plan			2		1		2			5	\$272	\$681	\$0	\$681
Typical Sections		1	2	4			12			19	\$990	\$2,474	\$0	\$2,474
Platform and Wal/Fence Civil Details		1	2	4	24		40			71	\$3,192	\$7,981	\$0	\$7,981
Structural Design and Details		4	8	40	24		40			116	\$6,137	\$15,342	\$0	\$15,342
Electrical Plans Lighting and Power		2	8	16		0	32			58	\$2,987	\$7,468	\$0	\$7,468
Architectural Details		4	8	8	16		24			60	\$3,113	\$7,783	\$0	\$7,783
Misc Civil Details				4	8	12				24	\$1,118	\$2,794	\$0	\$2,794
Totals	0	12	32	78	73	12	154	0	0	361	\$18,235	\$45,588	\$0	\$45,588
Task 5b Final Plan Package and Specs														
General Notes			2	2			4			8	\$427	\$1,067	\$0	\$1,067
Cross Sections			2	2			8			12	\$581	\$1,453	\$0	\$1,453
Platform and Wall Details/Quantities			4	4	4		12			24	\$1,203	\$3,007	\$0	\$3,007
Structural Details/Quantities/Specs		2	8	4	16		16			46	\$2,394	\$5,984	\$0	\$5,984
Electrical Details/Quantities and Specs		2	4	8	16	0	16			46	\$2,353	\$5,883	\$0	\$5,883
Architectural Details/Quantities/Specs		2	2	4	8		16			32	\$1,565	\$3,912	\$0	\$3,912
Misc Civil Details/Specs			2			4				6	\$305	\$762	\$0	\$762
General Summary										0	\$0	\$0	\$0	\$0
Totals	0	6	24	24	44	4	72	0	0	174	\$8,827	\$22,068	\$0	\$22,068
Task 7 Project Management Final Eng														
Task 7a Project Meetings			4	4						8	\$536	\$1,361	\$50	\$1,411
Task 7b General Project Management	1		4	2					4	11	\$648	\$1,646	\$0	\$1,646
Task 7 Sub Totals	1	0	8	6	0	0	0	0	4	19	\$1,184	\$3,007	\$50	\$3,057
Project Totals	1	18	64	108	117	16	226	0	4	554	\$28,246	\$70,663	\$50	\$70,713



BUT OXFORD AMTRAK
JUL Y 2025

GAS CANOPY

VEHICLE WASH

BORTIA BUILDING

NOTE: THE BORTIA BUILDING WILL HAVE DEDICATED
INDOOR SPACE FOR AMTRAK CUSTOMER WAITING
AREA IN THIS GENERAL AREA OF BUILDING

PEDESTRIAN CONNECTION
TO BORTIA WAITING AREA

S. MAIN ST

CHESTNUT STREET

NEW BARED SURFACE
LOT - 11 SPA.

RELOCATED SIDEWALK TO
CHESTNUT ST

PEDESTRIAN WALK TO
PLATFORM FROM BORTIA
MAIN ST

PEDESTRIAN CONNECTION
TO BORTIA WAITING AREA

MAINTENANCE AND EMERGENCY
EGRESS DRIVE

PROPOSED BOX CULVERT

PROPOSED PLATFORM
SHELTER

MAINTENANCE AND EMERGENCY
EGRESS DRIVE

CITY OF OXFORD
PUBLIC WORKS

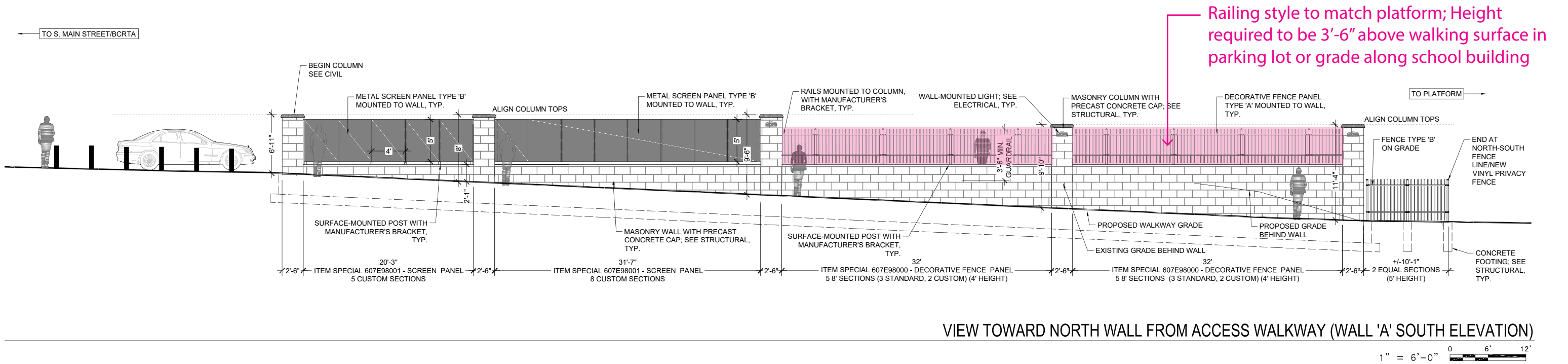
EX. BCSS
COMMUNICATIONS
TOWER

PROPOSED BOX CULVERT

PROPOSED 36"
PIPE CULVERT

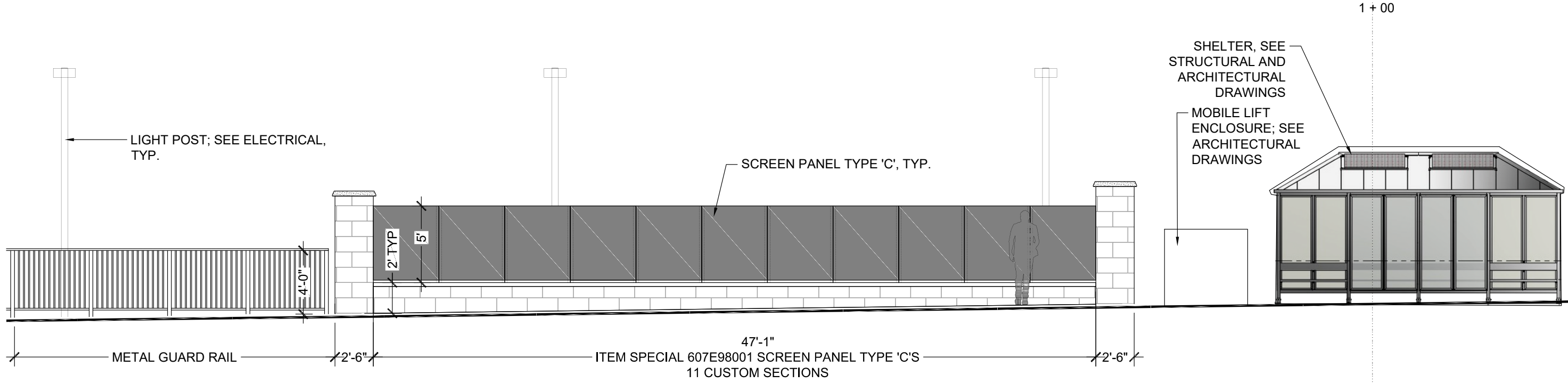
Issue Status: DRAFT

Updated Walkway Concept



Railing - 3'-6" Height to match Maysville/Connersville Platforms

Updated Platform Concept

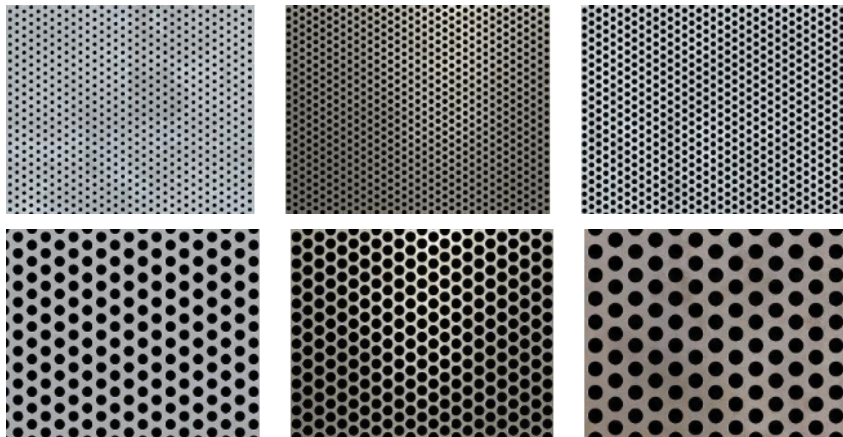


Railing - 4' Height to match Maysville/Connersville Platforms

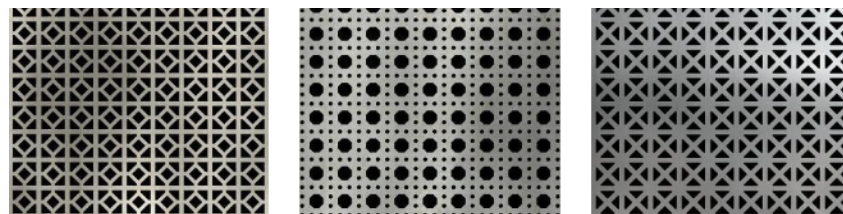
Screen Panel Considerations



Option A - Stock Perforated Pattern - \$



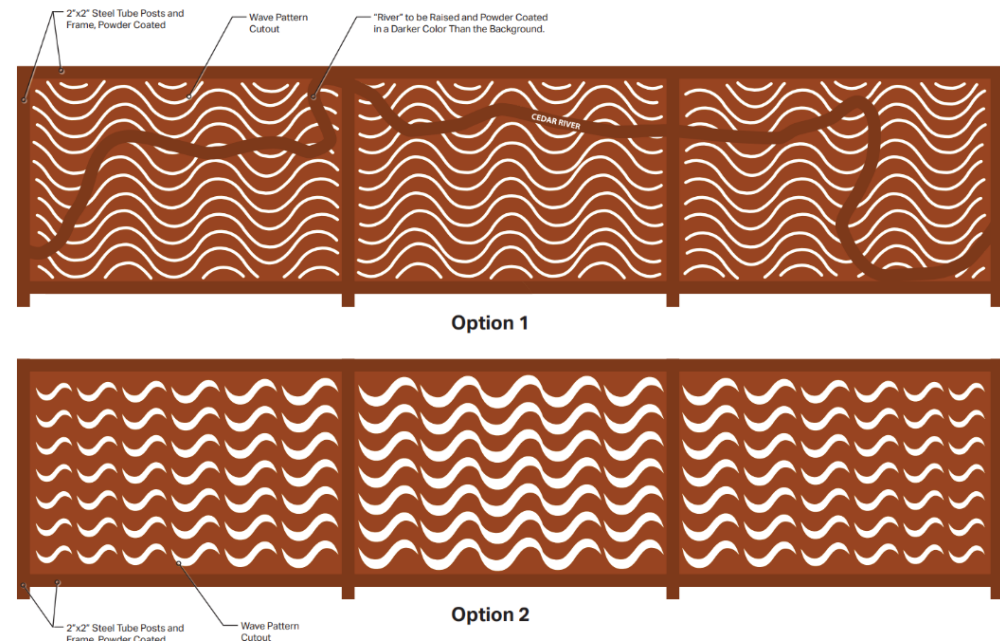
Option A1 - Designer Perforated Pattern - \$\$



Description:
Sheet of stock or designer perforated metal



Option B - Custom Laser Cut Pattern - \$\$\$



Description:
Sheet of metal with custom laser cut pattern



Option C - Custom Graphic Panel - \$\$\$

Pattern is comprised of circle cutouts at different sizes and spacing to create value/contrast.

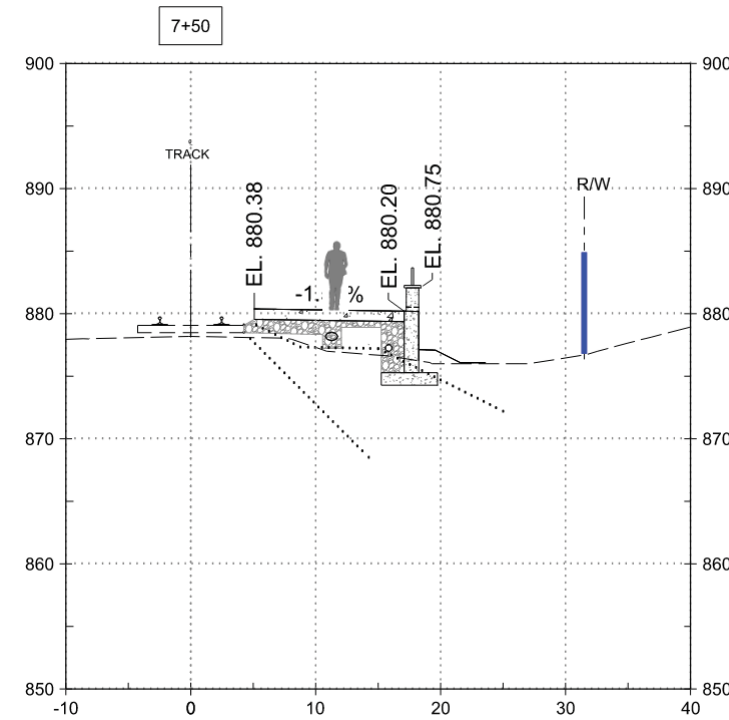
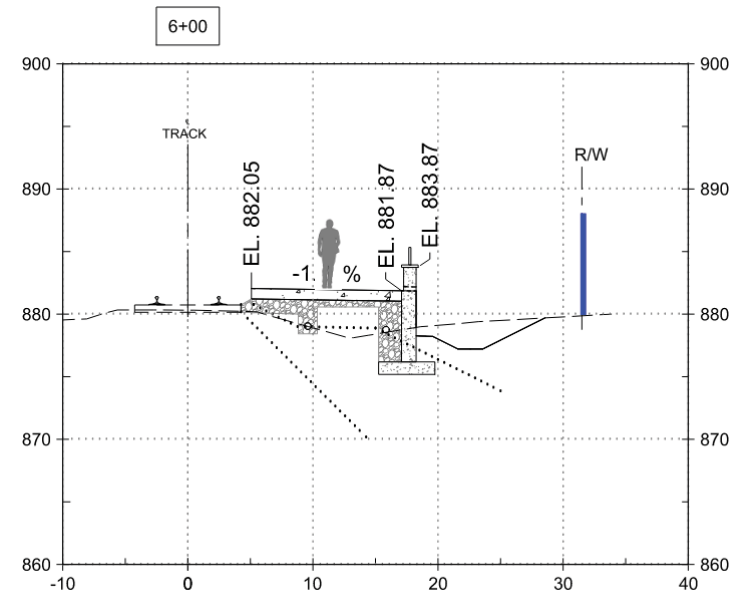
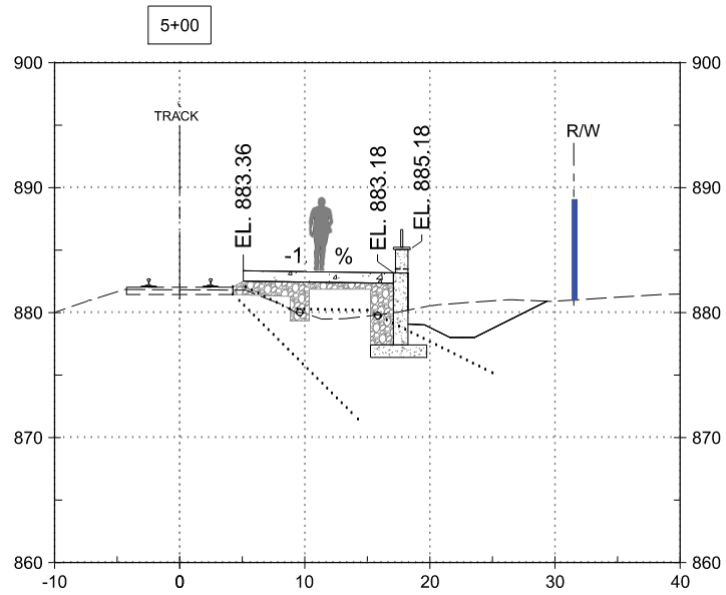
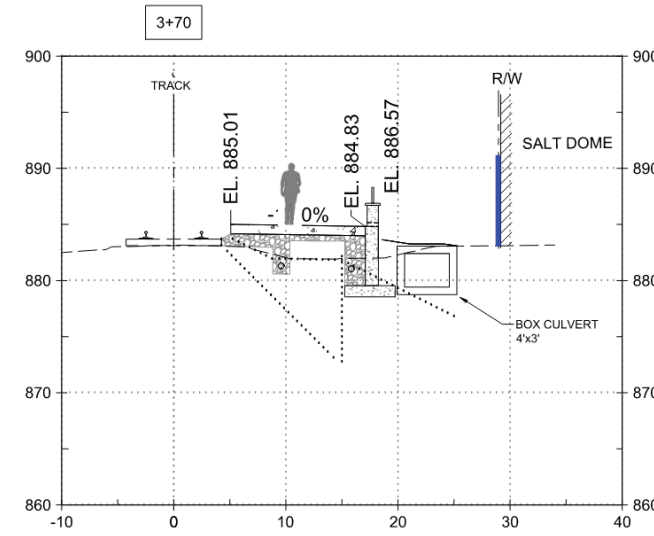
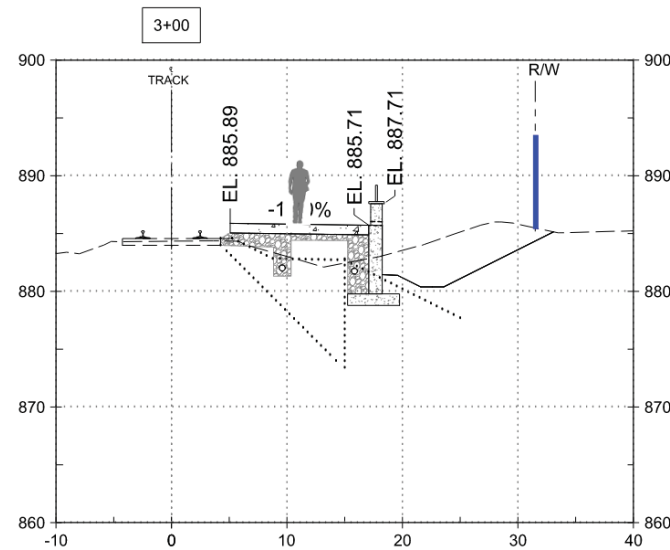
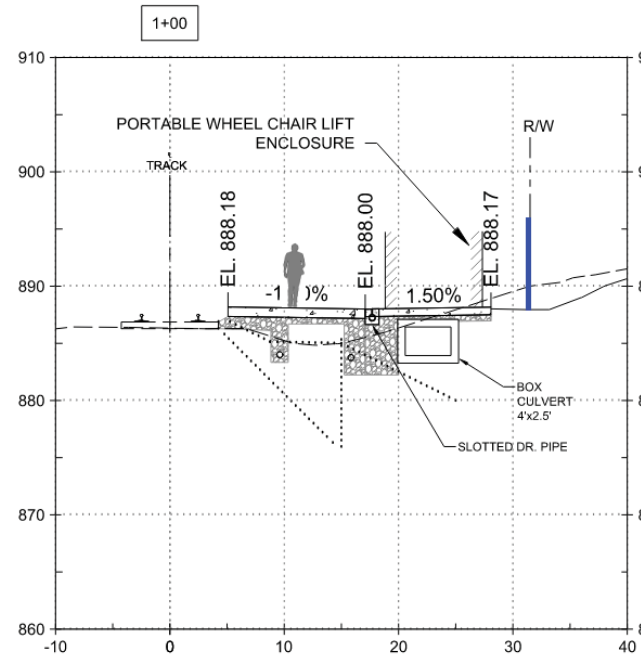
An initial graphic needs to be developed by the City with three to four shaded values.

Fabricator then works with design to create "dotted" patterning in metal material. This is an iterative process that is captured within the fabrication cost.

Description:
Sheet of metal with custom laser cut pattern

Chain Link Fence Screening - Views

An 8' height chain link fence placed at the right-of-way line provides sufficient height to screen views from the platform.



Chain Link Fence Screening - Views

Recommend providing fabric screening on new chain link fence to screen views to the yard.

- Existing chain link fence condition and concrete footing design unknown. Recommend new chain link fence.
- Weight and transparency will alter the design of the concrete footing for the chain link fence.
- Fabric is simple installation - could be completed by City maintenance crew.
- Fabric attaches with plastic zip ties to allow for breakage in inclement weather. Protects gromets and fabric.
- Degree of screening depends on weave of fabric and direction of sunlight.
- Recommend installation in 50 foot lengths for ease of installation and replacement (if required).





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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	5/11/2026
COUNCIL MEETING DATE:	May 19, 2026
AGENDA TITLE:	A Resolution Authorizing The City Manager To Amend The Grant Of \$300,000.00 In City Of Oxford American Rescue Plan Act (ARPA) Funds To Talawanda Oxford Pantry And Social Services (TOPSS) For The Design, Engineering, Construction, And Interior Build-Out Of A New Facility, And For The Planning, Refurbishment, And Repurposing Of Existing Facilities To Support The TOPSS Mission.(Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Connected, Livable, and Equitable Community for All
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE Jessica Greene

DISCUSSION:

On April 29, 2026, I met with the leadership of Talawanda Oxford Pantry and Social Services (TOPSS) to check in on the status of their new facility. They stated that they are on time with the construction of the new facility and will use all of the \$1.5M grant awarded by the Butler County Commissioners.

They then asked for an expansion of the use of the \$300K allocated to this project by the Oxford City Council. Their request letter is attached.

They are requesting that this expansion of use be for the build-out of the interior of their new facility and for the planning, repurposing, and refurbishing of their existing facilities to be used in line with their mission.

They know that these funds need to be fully expended by December 2026, and for that reason, we are aiming for September 30, 2026, as a goal deadline.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO AMEND THE GRANT OF \$300,000.00 IN CITY OF OXFORD AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO TALAWANDA OXFORD PANTRY AND SOCIAL SERVICES (TOPSS) FOR THE DESIGN, ENGINEERING, CONSTRUCTION, AND INTERIOR BUILD-OUT OF A NEW FACILITY, AND FOR THE PLANNING, REFURBISHMENT, AND REPURPOSING OF EXISTING FACILITIES TO SUPPORT THE TOPSS MISSION.

WHEREAS, the new Comprehensive Plan identifies an objective to expand and improve access to community and social services; and

WHEREAS, the City has applied for and received \$1,500,000.00 of Butler County ARPA funds to grant to TOPSS, as a sub-recipient, for the construction of a new facility; and

WHEREAS, the \$1,500,00.00 from the County ARPA funds does not allow any funding for design, engineering or the interior build-out of the space; and

WHEREAS, TOPSS has submitted an application requesting an expansion of use of the funding to include the build-out of their new facility, and the planning, refurbishment, and repurposing of their existing facilities; and

WHEREAS, ARPA funds may be used to combat the public health and negative economic impacts of the pandemic, and assisting nonprofits is an allowable use of funds.

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

SECTION 1: Council hereby authorizes the City Manager to amend the grant of \$300,000.00 in City of Oxford American Rescue Plan Act (ARPA) funds to Talawanda Oxford Pantry and Social Services (TOPSS) for the design, engineering, construction, and interior build-out of a new facility, and for the planning, refurbishment, and repurposing of existing facilities to support the TOPSS mission.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



**Talawanda Oxford
Pantry & Social Services**

P.O. Box 391
Oxford, Ohio 45056
513-523-3851

May 12, 2026

Dear Jessica and Members of Oxford City Council,

On behalf of TOPSS (Talawanda Oxford Pantry & Social Services), we respectfully request approval to expand the permitted use of the previously awarded \$300,000 in ARPA funding.

Specifically, TOPSS requests that the funds be authorized for the interior build-out of the new facility, as well as the planning, refurbishment, and repurposing of the organization's existing facilities in support of the TOPSS mission and long-term community service goals.

As TOPSS has grown, so have the needs of the community. The organization has experienced a substantial increase in demand for food assistance, housing stability services, and other basic needs support over the past several years. While construction of the new building remains a critical part of expanding capacity, it has become increasingly clear that the surrounding existing facilities also play an important role in the organization's long-term operational strategy and ability to serve the community effectively.

This request would allow TOPSS to more thoughtfully and efficiently utilize the entire campus to support pantry operations, social services, community partnerships, accessibility improvements, volunteer coordination, storage, and future programming opportunities that align with the organization's mission.

Allowing flexibility in the use of these funds will help ensure the community receives the greatest long-term benefit from the investment while supporting a sustainable model of care for residents in need throughout the Talawanda School District and surrounding areas.

We appreciate the City of Oxford's continued partnership and support of TOPSS and the important work being done to strengthen food security and community stability locally.

Please let us know if any additional information is needed.

Sincerely,

Sherry Martin
Executive Director
TOPSS



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	5/11/2026
COUNCIL MEETING DATE:	May 19, 2026
AGENDA TITLE:	A Resolution Authorizing The Waiver Of One-Half Of The Water And Wastewater Capacity Benefit Charges Associated With The Habitat For Humanity Clarence Place Affordable Homeownership Development (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Housing Opportunities for Everyone
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE Jessica Greene

DISCUSSION:

Habitat for Humanity has experienced unexpected cost increases for the Clarence Place project due to the requirement to pay prevailing wages as a condition of accepting ARPA funding.

When they received their invoice for the City's Capacity Benefit Charges, they submitted a letter requesting a waiver of the charges. Attached documentation includes:

- Invoice for Capacity Benefit Charges
- Waiver request letter from Habitat for Humanity

After review by the City Manager, he recommends waiving 1/2 of the Capacity Benefit Charges. Habitat has already paid for the first half of their invoice.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE WAIVER OF ONE-HALF OF THE WATER AND WASTEWATER CAPACITY BENEFIT CHARGES ASSOCIATED WITH THE HABITAT FOR HUMANITY CLARENCE PLACE AFFORDABLE HOMEOWNERSHIP DEVELOPMENT.

WHEREAS, Habitat for Humanity of Greater Cincinnati (“Habitat”) is developing the Clarence Place Affordable Homeownership Project located at 601–607 West Chestnut Street in the City of Oxford; and

WHEREAS, the Clarence Place development will create thirty-one (31) affordable homeownership opportunities within the City of Oxford, expanding the availability of attainable housing for low- and moderate-income households; and

WHEREAS, the Oxford Comprehensive Plan identifies housing affordability and attainability as a community priority and includes Action Item H2: “Ensure Housing Affordability and Attainability for all Income Levels”; and

WHEREAS, Habitat for Humanity of Greater Cincinnati has partnered with the City of Oxford throughout the planning and development process to advance the Clarence Place project and promote long-term neighborhood stability and workforce housing opportunities; and

WHEREAS, Habitat has experienced significant and unforeseen project cost increases associated with prevailing wage requirements tied to project funding sources, resulting in an estimated increase of approximately \$150,000.00 to the overall project budget; and

WHEREAS, the City Engineer has identified Capacity Benefit Charges associated with the project totaling \$131,038.00 for water and wastewater service, of which one-half is currently due at the time of subdivision recording; and

WHEREAS, City Council finds that waiving one-half of the required water and wastewater Capacity Benefit Charges will further the public purpose of supporting affordable homeownership opportunities and advancing the goals of the Oxford Comprehensive Plan.

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

SECTION 1: City Council hereby authorizes the waiver of one-half of the water and wastewater Capacity Benefit Charges associated with the Clarence Place Affordable Homeownership Project by Habitat for Humanity of Greater Cincinnati.

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)



Memo
 Service Department
 Engineering Division
 513/524-5208

TO: Applicant
 FROM: Scott Otto, PE
 City Engineer
 RE: Application # P2024-0397
 601 W. Chestnut St. – Habitat For Humanity Utility Fees
 DATE: March 16, 2026

APPLICABLE FEES – 1/2 of CBC fees are due for all subdivisions, at the time of recording

WATER:

Tap (8")	1 each @ \$8,743.00	= \$ 8,743.00
Water Capacity Benefit Charge (CBC)	31 each @ \$1,730.00	= \$ 53,630.00

SANITARY:

W.W. Capacity Benefit Charge (CBC)	31 each @ \$1,730.00	= \$ 53,630.00
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TOTAL FEES DUE		= \$ 131,038.00

THE DEVELOPER SHALL BE INVOICED, AS FOLLOWS:

WATER (SW QUAD) = 1/2 CBC + 8" Tap = \$ 35,558.00

SEWER (SW QUAD) = 1/2 CBC = \$ 26,815.00



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

May 5, 2026

Douglas R. Elliott, Jr., City Manager
15 South College Ave
Oxford, Ohio 45056

RE: Clarence Place Fee Waiver Request

Mr. Elliott,

I am writing to respectfully request a waiver of Utility Fees related to the Clarence Place Affordable Homeownership project. On August 6, 2024 Habitat for Humanity of Greater Cincinnati (HFHGC) entered into a Development Agreement with the City of Oxford for its proposed Clarence Place project at 601-607 Chestnut Street to create 31 Affordable Homeownership opportunities. Since that time, HFHGC has been working in close partnership with the City of Oxford to plan and execute this project. Although there have been various unforeseen obstacles throughout the development process, the project has continued forward and is now in position to commence construction.

Specifically, the new Subdivision Record Plat has been approved and is ready to submit for recording upon payment of the applicable fees as detailed in the attached Memo from the City Engineer. At the same time, the project has recently learned of an unexpected budget increase due to Prevailing Wage rate requirements dictated by the ARPA Funding source. These requirements resulted in a \$150,000 increase to the project budget, which HFHGC is working to absorb. If the City were able to waive the \$131,272.64 fees detailed in the attached memo and invoice, this would largely offset the Prevailing Wage premium and help put the project back on strong financial footing from the start.

The City of Oxford has been an incredible partner to HFHGC throughout the entire development process and the existing financial support and contributions are greatly appreciated. This request is not made lightly, but rather as a last resort to help mitigate an outside but unavoidable requirement that has significant cost implications for the project. We are grateful for your consideration of this request and are excited to move this project forward with you to imminent commencement.

Sincerely,

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

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





Memo
 Service Department
 Engineering Division
 513/524-5208

TO: Applicant
 FROM: Scott Otto, PE
 City Engineer
 RE: Application # P2024-0397
 601 W. Chestnut St. – Habitat For Humanity Utility Fees
 DATE: March 16, 2026

APPLICABLE FEES – 1/2 of CBC fees are due for all subdivisions, at the time of recording

WATER:

Tap (8")	1 each @ \$8,743.00	= \$ 8,743.00
Water Capacity Benefit Charge (CBC)	31 each @ \$1,730.00	= \$ 53,630.00

SANITARY:

W.W. Capacity Benefit Charge (CBC)	31 each @ \$1,730.00	= \$ 53,630.00
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	= \$ 131,038.00
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THE DEVELOPER SHALL BE INVOICED, AS FOLLOWS:

WATER (SW QUAD) = 1/2 CBC + 8" Tap = \$ 35,558.00

SEWER (SW QUAD) = 1/2 CBC = \$ 26,815.00

INVOICE



City of Oxford Ohio

15 S College Ave
Oxford, OH 45056
(513) 524-5204

Invoice Number: **00046483**

Print Date: 03/19/2026


BILL TO:

Adam Nelson
4910 Para Drive
Cincinnati OH 45237

Please Remit



\$ 62,607.64

	Invoice No	Permit Number	Address	Amount Due
	00047801	P2024-0397	601 W CHESTNUT ST	\$ 62,607.64

FEE DETAILS:	Quantity	Description	Amount Cost	Balance
	15.500	Wastewater - SW Cap Benefit - 5/8" & 3/4	\$26815.00	\$ 26,815.00
	15.500	Water - SW Capacity Benefit - 5/8" & 3/4	\$26815.00	\$ 26,815.00
	8.000	Water - Tap Item	\$8743.00	\$ 8,743.00
	3.464	Zoning - Site Work or Const. Drawings	\$234.64	\$ 234.64

\$ 62,607.64



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	5/12/2026
COUNCIL MEETING DATE:	May 19, 2026
AGENDA TITLE:	A Resolution Authorizing The City Manager To Enter Into A Parking Use Agreement With The Talawanda City School District Board Of Education As Described In Exhibit A, Related To The Oxford Amtrak Passenger Rail Project. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Safe and Efficient Travel for All Modes of Transportation
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE Jessica Greene

DISCUSSION:

The City of Oxford needs an easement from Talawanda to allow for the construction of the access sidewalk for the Amtrak platform. Amtrak also wants to be able to use the parking spaces on the west side of the Nelson Morrow building, located at 909 S. Main Street, as their designated ADA parking spaces.

The City of Oxford and Talawanda staff have agreed to the terms of the attached parking agreement and are now seeking approval from Council and the School Board. This agreement will provide parking to Talawanda for as long as they own the building and allow parking to be transferred to a future owner of this property, with the city's consent. This agreement also allows for Amtrak parking in these locations.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PARKING USE AGREEMENT WITH THE TALAWANDA CITY SCHOOL DISTRICT BOARD OF EDUCATION AS DESCRIBED IN EXHIBIT A, RELATED TO THE OXFORD AMTRAK PASSENGER RAIL PROJECT.

WHEREAS, the City of Oxford (“City”) has been actively pursuing the establishment of Amtrak passenger rail service in Oxford; and

WHEREAS, the Oxford Comprehensive Plan includes Action Item M1-A4, which encourages the City to establish passenger rail service to and from Oxford in order to expand transportation opportunities and regional connectivity; and

WHEREAS, the City requires an easement from the Talawanda City School District Board of Education (“Talawanda”) to advance the Amtrak project and related station improvements; and

WHEREAS, access to and availability of parking associated with the proposed rail station improvements has been raised as an important issue by Talawanda; and

WHEREAS, the City and Talawanda desire to cooperatively address parking needs through a long-term Parking Use Agreement that provides mutual parking access and benefits to both parties; and

WHEREAS, the proposed Parking Use Agreement establishes shared parking rights, maintenance obligations, and related responsibilities concerning parking areas adjacent to the proposed Amtrak station site; and

WHEREAS, City Council finds that entering into the Parking Use Agreement with Talawanda is in the best interest of the City and will further the public purposes of transportation connectivity, economic development, and intergovernmental cooperation.

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

SECTION 1: The City Manager is hereby authorized and directed to execute the Parking Use Agreement between the City of Oxford and the Talawanda City School District Board of Education, attached hereto as Exhibit A.

SECTION 2: The City Manager and other appropriate City officials are hereby authorized to take all actions necessary to carry out the intent of this Resolution and the Agreement referenced herein.

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)

PARKING USE AGREEMENT

This Parking Use Agreement (this “**Agreement**”) dated _____, 2026 (the “**Effective Date**”), is by and between the City of Oxford (“**City**”) whose mailing address is 15 S. Oxford Street, Oxford, Ohio 45056 and the Talawanda City School District Board of Education (“**Board**”), whose mailing address is 131 W. Chestnut St., Oxford, Ohio 45056. Together the City and Board shall be referred to as the “**Parties.**”

1. **Term.** The Parties acknowledge and agree this Agreement shall be for an initial twenty-five (25) year term beginning on the Effective Date (the “Initial Term”). Upon expiration of the Initial Term, this Agreement shall automatically renew for up to five (5) successive renewal terms of five (5) yeas each (each, a “Renewal Term”).
2. **Warranty.** The Parties each warrant that they have the authority and right to enter into this Agreement. The Parties further warrant that this Agreement is for their mutual benefit. The Parties further warrant that this Agreement is supported by adequate consideration.
3. **Parking Use Rights.** Subject to the terms and conditions of this Agreement, the City hereby grants to the Board the right to use the parking areas as described below (collectively, the “**Designated Parking Areas**”) and as depicted in Exhibit A-1. The Board hereby grants the City the right to use the parking areas depicted in Exhibit A-2. The Designated Parking Area is described below:
 - a. two (2) handicapped ADA-accessible parking spaces and two unrestricted parking spaces located within the lot located at 909 S. Main Street as generally depicted in Exhibit A-2; and
 - b. ten (10) parking spaces will be located within an area that will be a newly constructed paved parking lot to be developed adjacent north of 909 S. Main Street as generally depicted in Exhibit A-1.

All parking spaces subject to this Agreement shall be clearly designated and marked for use by Board personnel and other authorized users as the Parties agree.

The Parties acknowledge and agree that this Agreement grants a contractual right of use only and does not create a leasehold estate, easement, or other real property interest.

4. **Duties.** City shall maintain the parking lots identified in Exhibit A-1 and A-2 in good condition and repair, including, but not limited to, lighting, paving, and repaving. The City shall also be responsible for all upkeep, signage and snow and ice removal. The Board shall allow access to the Designated Parking Areas by the City and its agents, employees, contractors, and representatives as may be necessary for City to perform its duties herein including construction,

provided City uses commercially reasonable efforts to minimize interference with Board's use of the Designated Parking Areas.

5. Insurance. The Parties agree to maintain insurance on the real property that each entity owns at its own cost and expense during the term of this Agreement.
6. Assignment. The Agreement may be assigned with the City's consent that will not be unreasonably withheld.
7. Amendment/Modification. This Agreement can only be modified or amended by the signed written agreement of the parties.
8. Notices. Any notices to City shall be sent to the following:

If to City:
Attention: City Manager
City of Oxford, Ohio
15 South College Avenue
Oxford, OH, 45056

Copy to:
Christopher R. Conard, Esq.
Coolidge Wall Co. L.P.A.
33 W. First Street, Suite 200
Dayton, Ohio 45402

If to Board:
Attention: Board Chair and Superintendent
Talawanda City School District Board of Education
131 W. Chestnut Street
Oxford, OH 45056

With a copy to:
Gary T. Stedronsky, Esq.
Ennis Britton Co. L.P.A.
1714 West Galbraith Road
Cincinnati, Ohio 45239

or such address as City or Board may hereafter direct from time to time. All notices shall be written and shall be sent by a reputable overnight delivery service and shall be deemed to have been given on the date of delivery, or the date of attempted delivery, if refused, unclaimed or undeliverable.

9. Complete Understanding. This Agreement contains the complete understanding of the Parties with respect to the subject matter hereof. The Parties agree that no Party shall be considered as having solely drafted the Agreement.

10. Binding Agreement. This Agreement shall inure to the benefit of, and be binding upon, City and Board and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties have executed this agreement as of the day and year first above-mentioned.

Talawanda City School District
Board of Education

By: _____
Rebecca Howard
President

(Witness)

(Witness)

STATE OF OHIO :
: SS.
COUNTY OF _____ :

The foregoing instrument was acknowledged before me this ___ day of _____, 2026, by Rebecca Howard, President of Talawanda City School District Board of Education, on behalf of the company.

Notary Public

Talawanda City School District
Superintendent

By: _____
Dr. Edward Theroux

(Witness)

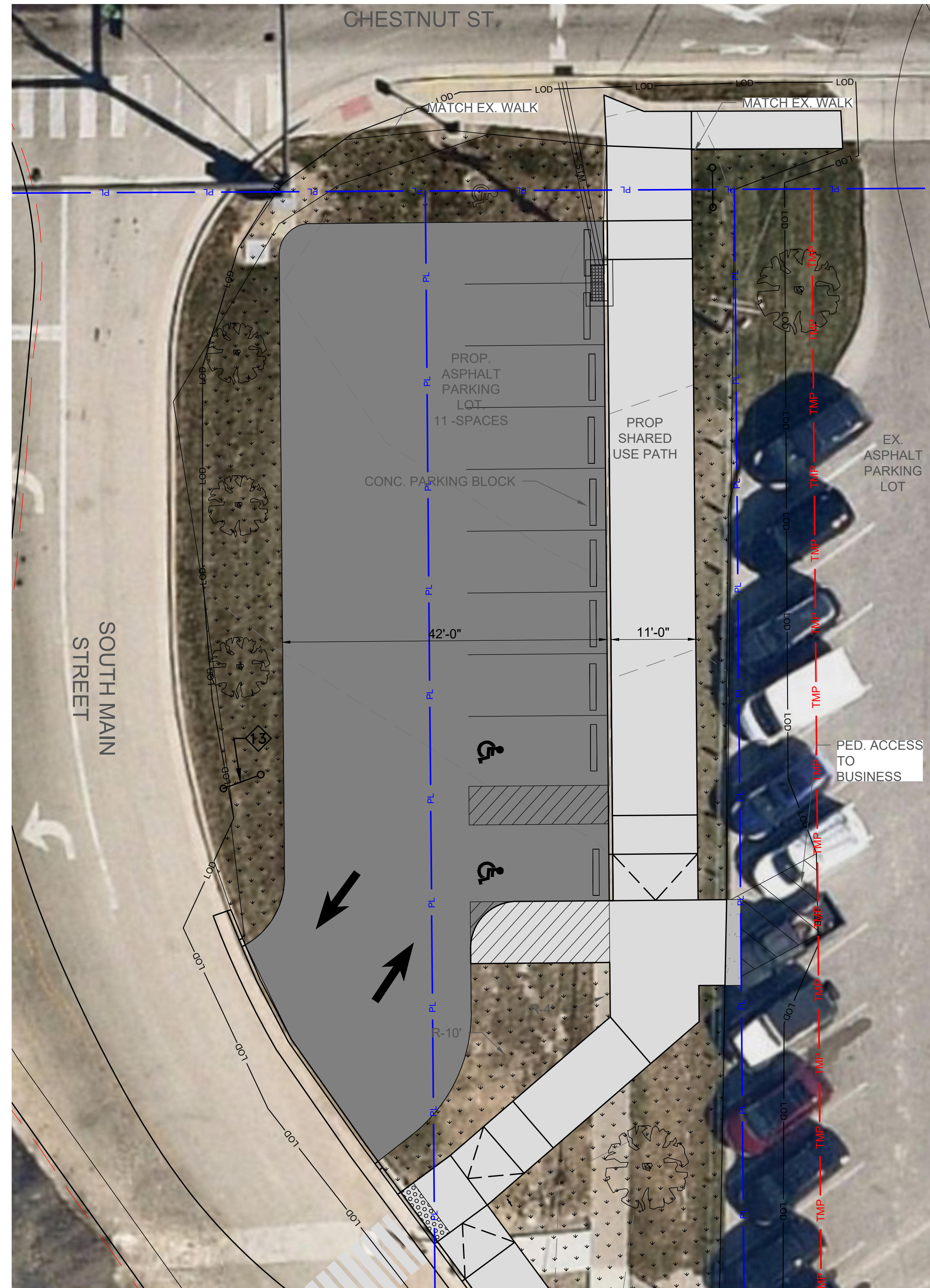
(Witness)

STATE OF OHIO :
: SS.
COUNTY OF _____ :

The foregoing instrument was acknowledged before me this ___ day of _____, 2026,
by Rebecca Howard, President of Talawanda City School District Board of Education, on behalf of the
company.

Notary Public

Exhibit A-1



MATCH LINE

NEW SURFACE LOT PARKING

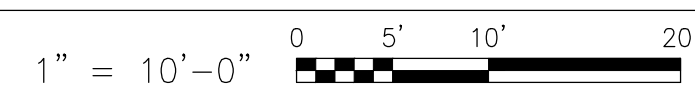
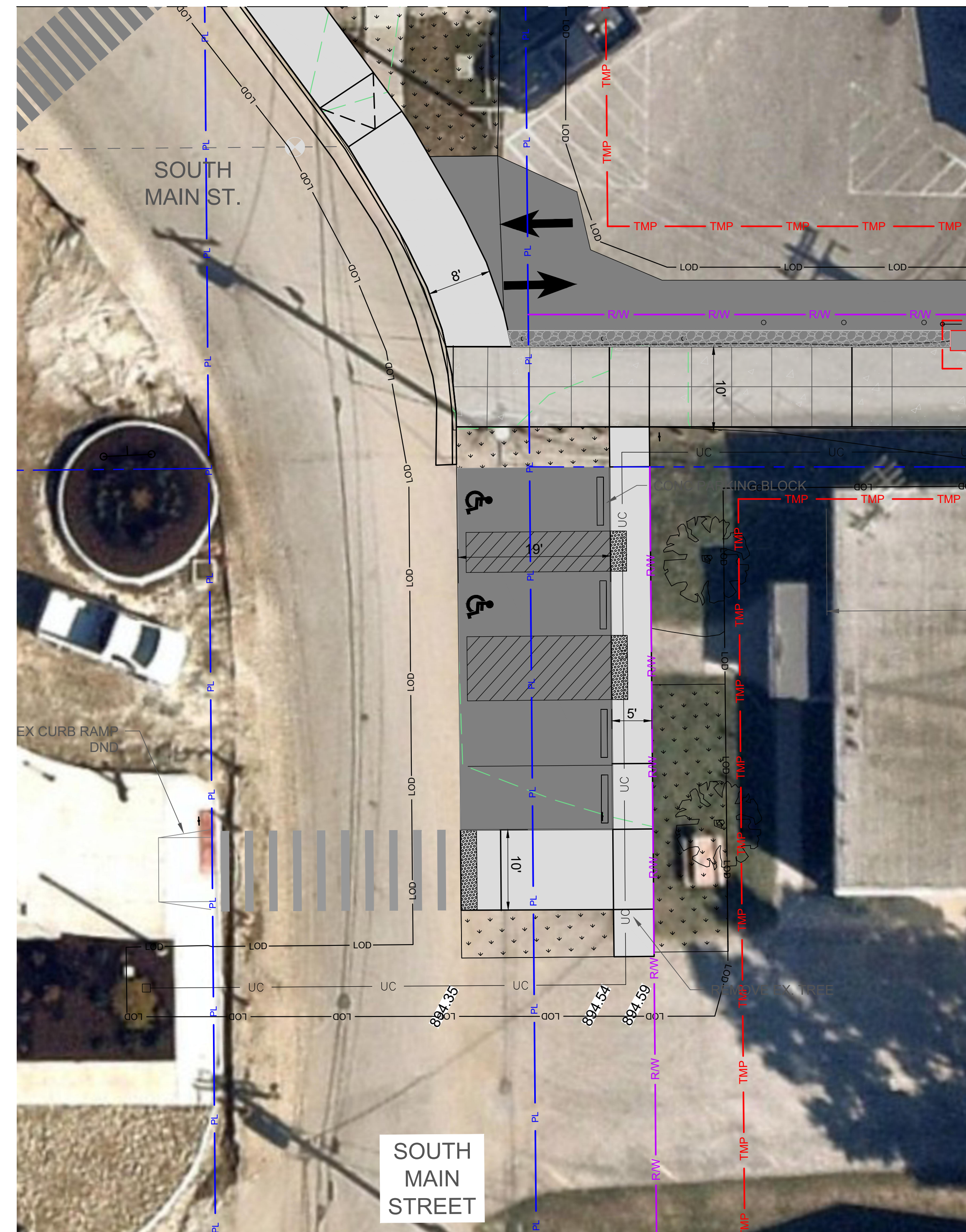
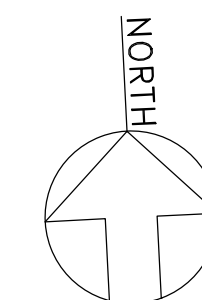


Exhibit A-2



SOUTH MAIN STREET

MAIN STREET PARKING



WORK WITHIN TEMPORARY EASEMENT ADJACENT TO NEW SURFACE LOT SHALL BE LIMITED TO 90 DAYS.

SEE SHEET C-200 FOR TYPICAL PAVEMENT AND WALK SECTIONS.

SEE LANDSCAPE AND ELECTRICAL PLANS FOR ADDITIONAL INFORMATION.

LEGEND:

- NEW DETECTABLE WARNING SURFACE
- EXISTING BUILDING
- PROPOSED LANDSCAPE
- NEW ASPHALT
- NEW CONCRETE

- LOD LIMIT OF DISTURBANCE
- TMP TEMPORARY EASEMENT
- PL EX. PROPERTY LINE
- RW PROP. RIGHT OF WAY

C:\Users\wornald\AECOM\Oxford\Amtrak - General\300_Communications\310_Client\Oxford Amtrak Parking Exhibit 5-5-26.dwg User:cave.wornald May 06, 2026 9:49am

No.	Revisions	Date	By

Approved	Date

City of Oxford
15 South College Avenue, Oxford, Ohio 45056

525 VINE STREET, SUITE 1900
CINCINNATI, OH 45202

OXFORD OH

Project Code: 60660562

WBS: OF

Sheet No. OF

Dwg. No. OF

Designated DAC	Drawn DAC	Checked DLW	Date
			5/05/2026



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Douglas Elliott
DATE PREPARED:	5/6/2026
COUNCIL MEETING DATE:	May 19, 2026
AGENDA TITLE:	An Ordinance To Approve Current Replacement Pages To The Oxford Codified Ordinances. (Douglas R. Elliott, Jr., City Manager)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

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 2026 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

303.083 Impounding Vehicles on Public Property. (Amended)

General Offenses Code

505.01 Animals Running At Large. (Amended)
505.20 Definitions. (Added)
505.21 Tags to Be Worn By Dogs. (Added)
505.22 Transfer of Dog Ownership. (Added)
505.23 Requirement to Properly Confine or Restrain A Dog. (Added)
505.24 Vicious, Dangerous and Nuisance Dog Acts. (Added)
505.25 Vicious and Dangerous Dog Ownership Requirements. (Added)
505.26 Rabies Quarantine. (Added)
505.27 Duties After Dog Bites Person. (Added)
505.28 Dogs With Blind, Deaf or Mobility Impaired Person. (Added)
505.29 Sale and Transportation of Dogs. (Added)
505.30 Possession of Certain Dogs by Convicted Felons Prohibited. (Added)
505.31 Barking and Howling Dogs. (Added)
513.01 Drug Abuse Definitions. (Amended)
513.18 Adult Use Cannabis Control. (Amended)
525.15 Assaulting Police Dog or Horse or An Assistance Dog. (Amended)
545.01 Theft and Fraud Definitions. (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.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	4/29/2026
COUNCIL MEETING DATE:	May 19, 2026
AGENDA TITLE:	An Ordinance Amending Ordinance No.3844 Supplemental Budget Ordinance Number 2 To Make Supplemental Appropriations For Fiscal Year 2026. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	\$42,487.00
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE HR

DISCUSSION:

Issue 1: \$12,737.00 – General Fund (110)

To make adjustment to budgeted revenue and appropriations for grant awarded from COIL-2643 for hosting of sister City Dubno, Ukraine.

Issue 2: \$22,500 – General Fund Revenue (110) \$15,000 Expense

To make adjustment to budgeted appropriation for the deductible of \$15,000 for litigation from legal proceedings. Revenue is from HCC for reimbursement of \$22,500 for claims less deductible.

Issue 3: \$14,750 - \$5,625-General, \$2,950.00 Water, \$2,950 Wastewater, \$1,475.00 Refuse

To make adjustment to budgeted appropriation to cover the cost of full property appraisal of City of Oxford owned property.

Issue 4: \$160,000 – General Fund (110)

To make adjustment to budgeted revenue from Cannabis Excise tax and appropriation for the transfer to the Capital Improvement Fund to expense the cost of the Senior Center Solar System.

Issue 4-2: \$160,000 – Capital Improvement Fund

To make adjustment to budgeted revenue from transfer from General Fund and appropriation to expense the cost of the Senior Center Solar System.

Issue 5: \$5,000 – OATS Fund (144)

To make adjustment to budgeted revenue and appropriation for the contribution from Oxford Community Foundation for the purchase of two benches and four trees along the Oxford Area Trail.

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3844 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 2 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2026.

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

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

SECTION 1: Additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds;

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

General Fund 110	12,737.00
General Fund 110	22,500.00
General Fund 110	160,000.00
OATS Fund 144	5,000.00

SECTION 3: The following increase/(decrease)in expenditures be made:

General Fund 110	12,737.00
General Fund 110	15,000.00
General Fund 110	7,375.00
General Fund 110	160,000.00
OATS Fund 144	5,000.00
Water Fund 321	2,950.00
Wastewater Fund 331	2,950.00
Refuse Fund 341	1,475.00

SECTION 4: The following transfers be executed:

General Fund 110	160,000.00
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SECTION 5: The following increase/(decrease)in revenue be made:

Capital Improvement Fund 141	160,000.00
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SECTION 6: The following increase/(decrease)in expenditures be made:

Capital Improvement Fund	160,000.00
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SECTION 7: In all other respects, Ordinance No. 3844 shall remain in full force and effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)