



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, November 19, 2018 – 6:00 PM
CITY HALL**

MEMBERS PRESENT: Mayor Jerry D. Roseberry was not in attendance; Mayor Pro-Tem Jim Windham officiated; Councilmembers: George Holt; David Eady; Mike Ready, Jeff Wearing and Sarah Davis.

OTHERS PRESENT: Matt Pepper, City Manager; Dave Harvey, Chief; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt Oliver, Cheryl Ready, Mike McQuaide, Peggy Madden, Teresa Welch, Darryl Welch, with the Covington News, Laura McCanless, David Huber MD, Adrienne Waddey, James Waddey, and Danielle Miller of Oxford College.

The meeting was called to order by Mayor Pro-Tem, Jim Windham.

Agenda (Attachment A)

Citizens Concerns:

Reverend Tom Johnson addressed Council regarding the sidewalk on Moore Street. Johnson said he is concerned with people using the sidewalk impeding on his vineyards. It was his request that the sidewalk be placed as closed to the street as possible. He said if he has to he can put up a fence.

Erik Oliver said that Mr. John Burson, Anderson Wright, himself and the scouts displayed the flags in the cemetery for Veteran's. Oliver said it would be a good idea to have a flag pole or a monument honoring the Veterans in the cemetery.

1. Mayor's Announcements

Windham announced Council has received notice from Lauran Willis stating her official retirement date of March 13, 2019. Attachment B

Windham informed of the Thanksgiving Holiday schedule change for Recycles. Attachment C

Windham announced the annual community Thanksgiving Service to be at Old Church on Tuesday, Nov. 20th at 7:00 p.m. The music is provided by the combined choirs of the various churches in the community. The sermon will be giving this year by Rev. Johnnetta Johnson of Rust Chapel UMC. Attachment D

2. Downtown Development Authority Discussion

Councilmember Mike Ready said that due to the lack of responses to the RFP on the E. Clark Street development the DDA is asking for support from Council on expanding the current scope of work to include pursuing development opportunities on the city's property abutting Hwy 81 to the back of the Yarborough House. Attachment E

3. 107 W. Clark Street Renovation Project

Councilmember Wearing gave an update on the Yarbrough House renovation. Wearing said most of the demolition is completed, the only part left is the slab. Wearing said there has been mention of keeping the slab and asked for other opinions. Councilmember Ready and Windham said that since the slab was part of the original contract that it should be removed. There was more discussion regarding the floor plan layout Wearing presented. Holt said we should first decide exactly what we want and then have someone design a plan around that. Windham suggested that the *ad hoc* Committee meet and bring back ideas and research to Council for further discussion. Attachment F

4. Advertisement for City Clerk Position

Councilmember Holt and Eady said the ad should include a list of the job responsibilities that extend beyond the traditional City Clerk's responsibilities or have it available on the website. City Clerk Luran Willis said that she and the City Manager Matt Pepper are working with the Mayor to modify the job description and the ad. Attachment G

5. Community Development Coordinator

Council previously considered but did not approve creation of the position. Councilmember Eady said that Council should focus on the needs of the community and find someone who can work on projects focused on bringing the community together. Councilmember Ready and Wearing agreed. Windham said this will be continued for further discussion. Attachment H

6. Future Personnel Needs

Council discussed how development of parks, trails, and other city properties will be maintained. Councilmember Eady said that based on the amount of real estate the City now owns there is a growing need to review and decide how the city will maintain and equip the properties.

7. Planning Commission Appointments

City Manager Matt Pepper said that Jonathan Eady and Juanita Carson will end their terms as members of the Planning Commission at the end of this year. Both members have indicated that they are willing to serve another 3-year term starting in January 2019. Pepper said the PC is recommending that Council reappoint them during the December Regular Session meeting. This item will be moved to the December 3rd meeting for a vote.

8. Discussion on City Finances

This item was moved to the December 3rd meeting for further discussion.

9. Finance

City Clerk Luran Willis said that Council will need to review the current General Fund Cash as of October month end and authorize her on where and how much of the cash they want moved out to other funds. In addition, Willis said that Council also needs to discuss where they want the revenue from the Verizon lease to be budgeted each year. It is the auditor's recommendation that it remain in the general fund. These items will be on the December 2nd agenda for instructions and a vote.

Meeting Adjourned at 7:35 pm.

Respectfully Submitted,

Lauran Willis, CMC/FOA
City Clerk