



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, July 15, 2019 – 6:00 PM  
CITY HALL**

**MEMBERS PRESENT:** Mayor Jerry D. Roseberry; Councilmembers: Jim Windham, Sarah Davis, George Holt, David Eady, and Mike Ready. Councilmember Jeff Wearing was not present.

**OTHERS PRESENT:** Matt Pepper, City Manager; Dave Harvey, Police Chief; Connie Middlebrooks, City Clerk; Jody Reid, Utility Superintendent; Michael McQuaide, Art and Laurie Vinson, Laura Gafnea, from Oxford College; Cheryl Ready, Judy Greer, Peggy Madden, Robert Bayliss, and Caitlin Jett, from the Covington News.

The meeting was called to order by Mayor Jerry D. Roseberry.

**Agenda** (Attachment A)

**1. Mayor's Announcements**

Mayor Roseberry began the meeting by thanking the contractor, sponsors, staff, and volunteers who help to make both the July Fourth Parade and the grand opening for Asbury Street Park a success. The Mayor informed Council Great Escapes Landscapers had agreed to a ninety-day contract for upkeep of the landscaping at Asbury Street Park. Mayor Roseberry informed Council that the City of Oxford and the City of Covington would sign an IGA for the City of Covington to continue negotiations with GADOT on the pedestrian bridge and sidewalk project along Emory Street. This will be further discussed with item 3 of the agenda. Mayor Roseberry announced there would be three public hearings for citizens to share their concerns regarding pending property tax increases. The hearings are scheduled for July 29, 2019 at 9 am and 6 pm and August 5, 2019 at 6 pm. The public hearing on August 5, 2019 will also address a variance request, this will be addressed under other business. All hearings will occur at city hall.

**2. 107 W. Clark Street Renovation Project**

There were no updates to share regarding 107 W. Clark Street. The Yarbrough House Renovation Committee is still awaiting recommendations from Carter Watkins Associates.

**3. Emory Street Sidewalk Project Intergovernmental Agreement**

City Manager Matt Pepper updated Council on the intentions of the City of Covington to approve the IGA and the contract with Tri-Scapes at their meeting on July 22, 2019 for the sidewalk portion of the project. Oxford Mayor and Council will then approve the IGA at the August 5, 2019 Regular Session. (Attachment B)

**4. Planning Commission Membership Requirements**

Council discussed adopting an attendance policy for Planning Commission Members. Councilmember Eady

questioned if there were provisions made in 2008 requiring members to attend a certain percentage of the meetings. Councilmember Ready informed Council that, at present, the handbook given to incoming members does not include any attendance requirements. Councilmembers agreed there should be an attendance policy to avoid delays or inconveniences to citizens submitting development permit applications. Councilmember Eady requested that the city manager search other city requirements for model language. Mayor Roseberry requested that the Planning Commission and Council consider lowering the number of members required to have a quorum or consider having the Council be the deciding party if such issues arise. (Attachment C)

#### **5. Moore Street Sidewalk Project**

At the July regular session meeting, Council reviewed the three bids submitted for the project. Council requested Jordan Engineering to reevaluate the scope of work for any possible cost savings, however; none were determined. Councilmember Eady suggested the city negotiate with the college to contribute to the cost of the portions of the sidewalk that benefit the college. It was requested that a separate cost analysis be generated for those portions of the sidewalk. Councilmember Holt suggested that before rebidding, the city negotiate with the lowest bidder and agreed that the city should negotiate with the college.

#### **6. Other Business**

Councilmember Windham requested since Council approved Alcovy Surveying to mark the trees at 107 W. Clark Street, that the city also have them mark the trees on the five-acre lot on East Clark Street.

Councilmember Eady informed Council about the variance request submitted by the homeowner of 712 Emory Street. The homeowners are seeking a variance on the minimum setback on the north side of the property that abuts a shared alley in order to complete renovations on the house. A portion of the garage encroaches on the property where the alley is located. At present, the homeowner has been unable to provide documentation demonstrating ownership of the alley. Councilmember Eady requested that documentation of property ownership of the alley be presented to Council. Councilmember Windham recommended Council not address legal issues until ownership of property is resolved through the court system.

Meeting Adjourned at 6:40 pm.

Respectfully Submitted,

Connie D. Middlebrooks  
City Clerk