



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, FEBRUARY 19, 2024 – 6:30 PM
CITY HALL**

ELECTED OFFICIALS PRESENT:

David Eady - Mayor
George Holt – Councilmember
Jim Windham – Councilmember
Laura McCanless – Councilmember
Erik Oliver – Councilmember

STAFF PRESENT:

Marcia Brooks – City Clerk/Treasurer
Bill Andrew – City Manager
Mark Anglin – Police Chief
Jody Reid – Supervisor of Maintenance

ELECTED OFFICIALS NOT PRESENT:

Jeff Wearing – Councilmember
Mike Ready – Councilmember

OTHERS PRESENT: Art Vinson, Mike McQuaide

Agenda (Attachment A)

1. Mayor’s Announcements

Mayor Eady provided an update on the MEAG Power/Pineview LLC planned solar project. The site will not be operational until early 2025. The original completion date was November 2024.

He also stated that Emory University is not interested in pursuing the previously discussed solar project with Peak Solarworks on the Welchel property.

2. Committee Reports

- a. **Trees, Parks, and Recreation Board** – Laura McCanless provided the report.
- b. **Sustainability Committee** – Laura McCanless provided the report.
- c. **Planning Commission** – Bill Andrew provided the report. He reported that there was a sewage spill into Turkey Creek discovered over the weekend. The pipe serves all of Oxford College.
- d. **Downtown Development Authority** – Bill Andrew advised he has received the agreement for the easement at Whatcoat Street.

Laura McCanless asked if Mayor Eady and Bill Andrew had discussed David Strickland attending work sessions. Mayor Eady advised they have and they need to work out the terms of his

compensation.

Laura McCanless asked that everyone recommit to the City Council's policy of discussing matters in a work session before they are brought to the City Council for a vote. Several City Council members agreed.

3. Consider Bids for an Excavator (Attachment B)

All three bids are higher than the \$45,000 budgeted for an excavator in the FY 2024 Capital Budget.

Laura McCanless asked why the third bid states the bucket is 24 inches and the other two have an 18-inch bucket. Jody Reid advised that is an error, they all have 18-inch buckets. She asked if he has any preference for a particular brand of equipment. He stated that all of them are good, and the lowest bid is what Covington uses, and he knows it performs well.

Mr. Reid explained that all the City has right now is a backhoe, and it is too large for some tasks. The smaller excavator is needed in these situations.

A budget amendment will be needed due to the overage in cost. The additional funds required will be taken from the budgeted amount for painting the maintenance facility, since the bids for that job came in under budget.

4. Consider Bids for Painting the Public Works Building (Appendix C)

The City Council will vote to accept the low bid at the March Regular Session.

5. City of Oxford Media Productions Regulation (DRAFT) (Attachment D)

Laura McCanless asked what the process is for determining the fees. Mayor Eady advised that staff will work on a fee structure and bring the recommendations to the City Council in an update to the Fee Schedule with a resolution.

Erik Oliver stated that the 5-minute limit stated in the draft is not feasible and not enforceable. It needs to be changed to one hour or two hours.

Laura McCanless pointed out that it is simply a definition that applies to a commercial production. It does not apply to individuals taking photos on rights-of-way or other public lands.

George Holt and Jim Windham were in favor of getting the ordinance passed initially and dealing with any issues as they arise.

Art Vinson asked if there is a list of objectives to determine if the ordinance is achieving its goals. Mr. Windham stated the main issue is that so many film companies want to film in Oxford that some kind of rules are needed in place.

Mike McQuaide stated that the goals were to have a mechanism to know they are coming, and to set up standard fees to help the City recover its costs that are incurred when they are present.

6. **City of Oxford Short-Term Rental Regulation (DRAFT)** (Attachment E)

Jim Windham asked if the \$45 fee would be in the Fee Schedule. Mayor Eady confirmed that it would. He also requested a modification of the wording of the time frame for a second violation under the Violations section.

Erik Oliver asked how the City will know if the ordinance is being violated. Mayor Eady stated staff can monitor advertisements. Neighbors will also turn in addresses where they believe it is occurring.

Art Vinson commented that the ordinance excludes many types of dwellings. Mayor Eady stated that the ordinance is intended to allow short-term rentals only in single-family residential property. Erik Oliver pointed out that there are several properties in the City that are single-family residential properties according to zoning but that are being used as multi-family properties.

Mayor Eady stated the ordinance only allows people to have short-term rentals in a single-family detached home that they live in or in a detached separate building on their property.

Jim Windham asked if enforcement of this ordinance would be the responsibility of Bureau Veritas. Mayor Eady advised that generally Bureau Veritas is responsible for enforcement of ordinances, but there is an ongoing discussion regarding how much enforcement power they have. Mr. Windham and Laura McCanless observed that the main methods of detection of properties that are not registered will be scanning advertising sources and relying on neighbors to report violations.

7. **July 4, 2024 Parade Route** (Attachment F)

The staff is seeking input from the City Council on the parade route. Marcia Brooks stated that the staff had received multiple complaints about the parade route ending at Old Church rather than Asbury Street Park last year. Mayor Eady stated that it would cause too many logistical issues to end the parade abruptly at the park. The City Council members were in favor of ending the parade at Old Church.

Mayor Eady stated portable toilets are needed by the tennis courts and at Allen Memorial. To address the problem of people abandoning the parade before Old Church, the application should state that there is an expectation that participants finish the parade.

Chief Mark Anglin stated that the main problem with the parade last year was various groups holding up the progress of the parade. Mayor Eady stated that they should be forced to keep moving.

8. **100-Foot Stream Buffer Ordinance Update** (Attachment G)

Mayor Eady announced that a public hearing and two readings of this ordinance are required before it becomes official. The public hearing and first reading are scheduled for March 4.

9. **Discussion on Possible Change to the City Hall Hours** (Attachment H)

There was no objection to this request from the City Council. Chief Anglin had a concern about how people needing to visit the Police Department would access it between 8:00 a.m. and 9:00 a.m.

Mayor Eady suggested opening the building at 8:00 a.m. and installing a shade at the lobby window. Signage could direct people to the second floor.

10. Update to the Northeast Georgia Resource Management Plan for Regionally Important Resources (Appendix I)

Laura McCanless suggested that Catova Creek be nominated. Erik Oliver suggested nominating the historic district of Oxford. Bill Andrew will submit the nominations.

11. Resolution to Request the Georgia General Assembly to Annex Property into the City of Oxford (Appendix J)

Laura McCanless asked why the City of Covington insists on the property being under a conservation easement. Bill Andrew stated that conservation easements in these situations usually are intended to development from occurring. Jim Windham suggested finding out if a solar panel array could be installed there within the confines of the conservation easement.

12. Other Business

Erik Oliver nominated Juanita Carson for grand marshal of the July 4 Parade.

Erik Oliver stated he plans to request money for work on Yarbrough House and for storyboards.

Jim Windham stated he believes the City should spend some money on Yarbrough House to make it into a history center. There will be items coming out of Old Church that will need to be placed somewhere.

13. Work Session Meeting Review

- a. Bring bids for excavator and budget amendment to next Council meeting
- b. Bring bids for painting the maintenance facility to next Council meeting
- c. Bring two ordinances (media productions and short-term rentals) for first and second readings
- d. Use same route for July 4 Parade as last year; emphasize communication about parade ending at Old Church; add portable toilets at tennis courts and at Allen Memorial
- e. Public Hearing and 1st reading March 4 on 100-foot stream buffer
- f. Change City Hall hours to 9:00 a.m. – 5:00 p.m. effective 4/1/2024.
- g. Nominate Dried Indian Creek Watershed and Oxford 1837 town plan as regionally important resources
- h. Vote on resolution to request the General Assembly to annex property in the City of Oxford

14. Executive Session

None.

15. Adjourn

Mayor Eady adjourned the meeting at 8:50 p.m.

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer