



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, MARCH 18, 2024 – 6:30 PM
CITY HALL**

ELECTED OFFICIALS PRESENT:

David Eady - Mayor
George Holt – Councilmember
Jim Windham – Councilmember
Laura McCanless – Councilmember
Erik Oliver – Councilmember
Jeff Wearing – Councilmember
Mike Ready – Councilmember

STAFF PRESENT:

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

OTHERS PRESENT: Dexter Grier; Jonathan Eady, Brian Barnard, Sam Hay, Robert Lane, Mike McQuaide

Agenda (Attachment A)

1. Mayor’s Announcements

Listed in agenda.

2. Executive Session

Mike Ready made a motion to enter Executive Session to discuss real estate matters at 6:32 p.m. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).

Jim Windham made a motion to exit Executive Session at 8:01 p.m. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

3. Committee Reports

a. **Trees, Parks, and Recreation Board** – No report.

b. **Sustainability Committee** – No report.

c. **Planning Commission** – No report.

d. **Downtown Development Authority** – Erik Oliver stated that he contacted Don Henderson about coming to tonight’s meeting. He did not hear back from him and he is not in attendance. The only other candidate is Natalie Raymond. The City Council agreed to vote to approve this appointment on April 1.

- e. Personnel Committee – George Holt provided the report. He reviewed the recommendations provided to the City Councilmembers.
4. **Proclamation for Charlie Williams Day** (Attachment B)
Mt. Zion First Baptist Church reached out through Chief Anglin about recognizing Pastor Williams on April 1. Jim Windham and Laura McCanless both stated they wanted to nominate him for July 4 Parade Marshal. Mr. Windham pointed out that it would set a precedent to have a specific day to recognize someone. The City Councilmembers agreed to nominate Pastor Williams for July 4 Parade Marshal rather than executing the proclamation. Bill Andrew will reach out to the church.
5. **Authorization for the Mayor to Sign the Viper Alarm Contract** (Appendix C)
Marcia Brooks stated she thought the City was already paying for monitoring of the Police Department. She agreed to check on it before the meeting April 1.
6. **Authorization for the Mayor to Sign the Right-of-Way Easement on Whatcoat Street with Emory University** (Attachment D)
No opposition to signing the easement was mentioned. A vote will be taken on April 1, 2024.
7. **Authorization for the Mayor to Sign the \$10,000 Addendum to the Whatcoat Street Design Task Order (TO) for the bidding of the Whatcoat Street Alignment Project**(Attachment E)
Mayor Eady stated that the road will be finished after the building is finished. Erik Oliver stated he thought the prices would be invalid by the time they do the work. He also pointed out that the NTE amount in the proposal is incorrect. It should say \$10,000 rather than \$1000. A vote will be taken on April 1.
8. **Approval of the Mayor's Signature for the Statewide Mutual Aid Agreement** (Attachment F)
No opposition to signing the agreement was mentioned. A vote will be taken on April 1, 2024.
9. **Request to Close City Offices for Conversion of Accounting Software** (Attachment G)
Laura McCanless recommended waiving the late fee on the 15th but not waiving the fee on the 25th. A vote will be taken on April 1, 2024.
10. **Request to Add BS&A Human Resources Software Module to our Current Contract and to Purchase Cashiering Equipment for Payments** (Attachment H)
No opposition to approving the change orders was mentioned. A vote will be taken on April 1, 2024.

11. Proposal for New Monthly Billing for City Attorney Attendance at the Work Sessions and Regular Meetings (Appendix I)

Jim Windham and Laura McCanless both stated they thought Mr. Strickland would attend the work sessions instead of the regular meetings since it would be more likely that questions would come up in work sessions. Mayor Eady indicated he thought Mr. Strickland would attend both. After discussion, the City Council agreed to bill a retainer amount to include prep for and attendance at the meetings and billing by the hour for any other issues. A vote will be taken on April 1, 2024.

12. Other Business

None.

13. Work Session Meeting Review

- a. Vote to accept the recommendations of the Personnel Committee
- b. Vote to approve Charlie Williams as July 4 Parade Marshal/Citizen of the Year
- c. Review Viper contract and provide clarification
- d. Vote to approve signing the right-of-way easement on Whatcoat Street
- e. Vote to approve signing the TO addendum with Atkins
- f. Vote to approve the Mayor signing the State Mutual Aid Agreement
- g. Vote to approve closing the offices during the software conversion
- h. Vote to approve Human Resources module and cashiering equipment for BS&A
- i. Vote to approve a retainer/hourly overage billing structure for the City Attorney
- j. Vote to approve appointment of Natalie Raymond to the DDA

14. Executive Session

Jim Windham made a motion to enter Executive Session at 8:47 p.m. to discuss a real estate matter. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).

Jim Windham made a motion to exit Executive Session at 9:37 p.m. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

15. Adjourn

Mayor Eady adjourned the meeting at 9:37 p.m.

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer