



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, NOVEMBER 21, 2022 – 6:30 PM  
CITY HALL**

**ELECTED OFFICIALS PRESENT:**

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

**STAFF PRESENT:**

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

**OTHERS PRESENT:** Lisa Dorward, Erik Oliver, Cheryl Ready, Mike McQuaide, Tom Johnson, Latrelle Oliver, Louise Eady

**Agenda (Attachment A)**

**1. Mayor’s Announcements**

The Newton County Commissioners agreed to negotiate on the LOST allocation at a 25% allocation, which is the same as the current LOST allocation. Afterwards a slight tweak was made to include the five residents of Newton County living in the City of Social Circle based on 2020 census data. For Oxford, this change means Oxford will receive 3.019% rather than 3.02%. This change will require a vote which can take place at the December voting meeting.

**2. Committee Reports**

- a. **Trees, Parks, and Recreation Board** – Laura McCanless provided the report for this Board.
- b. **Planning Commission** – Bill Andrew reported that Mr. Baker resigned from the Commission last week.
- c. **Downtown Development Authority (DDA)** – Mike Ready provided the report for this Authority.
- d. **Sustainability Committee** – Laura McCanless provided the report for this Committee.

**3. Review of the updated Oxford Historical Society website**

Lisa Dorward presented an interactive review of the Oxford Historical Society website.

4. **Decision on Design for E. Clark Street Improvements** (Attachment B)

The City Council reviewed several conceptual designs for improvements to E. Clark Street, which is the poorest quality street in the city. The decision to be made is whether to authorize Robert Jordan to develop engineering drawings that can be submitted to the Georgia Department of Transportation (GDOT) for approval. The conceptual drawings call for a standard 50 foot right of way and curb and gutter system for stormwater management.

Mike Ready expressed that when the property there was purchased, promises were made to the residents, and he feels it is time to get moving on it.

Jeff Wearing suggested asking Mr. Jordan to prepare engineering plans for curb and gutter systems and swales in order to make the street flexible for future development options.

Jim Windham recommended that the street should be built to the city's development standards.

Bill Andrew will ask Robert Jordan to come up with designs for curb and gutter and swale options for stormwater management with cost estimates. The construction funds will be included in the FY 2024 budget.

5. **The Oxford Historical Cemetery Association has requested the City to consider an additional access road in the NW corner of the cemetery** (Attachment C)

The City Council held a discussion concerning the type of fill to use to place the potential road extension over the ditch on the edge of Richardson Street. Staff has received one bid for the extension from HCS and is waiting for a second bid from Peach State Construction. The actual construction will be included in the FY 2024 budget.

6. **Purchase of New Public Works Light-Duty Truck** (Attachment D)

Staff has obtained three bids. Jody Reid requested that the City Council approve the bid for the Ford F250 because this model is currently being used and has been reliable. Bill Andrew stated that an amendment to the Capital budget for FY 2023 will be brought before the City Council which includes this item and the new line truck.

7. **Consider Proposal from Nelsnick Enterprises for a Water and Wastewater Rate Study** (Attachment E)

The City's water and sewer rates have been the same as Newton County's since at least 2016. However, the city's cost for the infrastructure to support these services is not the same as the costs for Newton County. The city is not currently setting aside funds for replacement of capacity and infrastructure. Tap fees were also aligned with Newton County's in 2016 but are not covering the current cost to tap on.

Nelsnick Enterprises will obtain Oxford's data and provide some alternates for models to recover its costs. Bill Andrew pointed out that Oxford also does not have an outside rate, and Oxford may have a significant outside customer in the near future.

Jim Windham asked if water system management software could be investigated. Mr. Andrew pointed out that no one with the city knows how to use it. Mr. Windham is concerned about the rates listed in the proposal from Nelsnick and having to pay those rates to interpret the data.

The cost to perform the study is estimated to be about \$5,000. Mr. Andrew stated that Carter & Sloope offered to do the study, but due to their connections with the City of Covington and Newton County Water & Sewer Authority (NCWSA), he felt it would be better to have an independent company do a study.

George Holt pointed out that this study was not planned for in the budget and a budget amendment in Professional Services may be required. Mayor Eady stated that the Council did anticipate more spending in this area and increased the budgeted amount for FY 2023 accordingly.

**8. Consider Changes to the City of Oxford Development Code (Attachment F)**

The City of Oxford Planning Commission has proposed changes to four zoning ordinances. Bill Andrew needs to know if the City Council is ready to hold first and second readings on these changes since an advertisement in the newspaper is required.

Jim Windham asked for clarification in the section regarding nonconforming use where the change was made from "comply," to "substantially comply." His concern is this language is subjective. Mayor Eady asked Mr. Andrew to take this question back to David Strickland and Chairman Jonathan Eady.

**9. Amendment to the Bureau Veritas Professional Services Agreement (Attachment G)**

Bureau Veritas has requested an amendment to their contract because compensation for the recent staff report they did for the Planning Commission was not supported by the current contract. Bill Andrew stated that the City Council hired Bureau Veritas to complete the staff report. Laura McCanless and George Holt stated they did not remember authorizing this work.

Mayor Eady stated he was not happy with the report and the Planning Commission also was not happy. He believes the real problem is that the Planning Commission should be doing work that is being left for the City Manager to do. Mr. Andrew does not have the time or knowledge to prepare staff reports.

Jim Windham stated that Bureau Veritas is not taking adequate action to enforce the zoning ordinances. He is dissatisfied with their performance and asked what is required to terminate the contract. Marcia Brooks stated that the contract can be terminated by

either party with thirty (30) days' notice. Mr. Windham stated there is also a clause about termination without cause that needs to be reviewed.

Mayor Eady stated that the complexity of anticipated zoning requests makes it imperative that the Council gets this right. Mike McQuaide stated that the Planning Commission was reluctant to give up agency over these issues because the Planning Commission may not be aware of information a third party may provide to the City Council.

Mike Ready asked that the City Council be careful about completely cutting ties with Bureau Veritas. They are providing building inspection services that Newton County is not able to provide. Marcia Brooks states they are also providing code enforcement services, which provides some relief to the police department.

Mayor Eady stated there is no interest in expanding the scope of the Bureau Veritas contract. A separate discussion needs to be held regarding whether the Planning Commission needs any assistance to perform their tasks, while working to move these responsibilities back to the members of the commission away from Mr. Andrew's responsibilities. The report provided by Bureau Veritas for the rezoning request at 1018 Emory Street should not be included in any official records of the City, and the Planning Commission needs to write a staff report addressing that request.

**10. Discussion on Task Order Estimate from Viper Security for Completing Camera System at Asbury Street Park (Attachment H)**

There have been several criminal incidents at Asbury Street Park in the last six months or so. There are old cameras at the park that were installed when City Hall was built, but support is no longer available for those cameras, and Police Department staff cannot get the images from the cameras. Viper Security has provided a quote for new cameras to cover the park.

The City Council will vote in December on this proposal.

**11. Authorize the Mayor to accept a proposal for services from the Carl Vinson Institute of Government for a Classification and Compensation Study for the city (Attachment I)**

The City Council previously approved this study about a year ago, then found out that CVIOG did not have the bandwidth to fulfill the contract. They now have adequate staff to perform the study. The cost is the same as with the previous contract. They can conduct the study around May 2023 if we get it approved and into their queue.

**12. Resolution to amend the FY 2022 Operating Budget (Attachment J)**

Marcia Brooks stated that the Court department was overspent for FY 2022. This was not due to poor budgeting or financial management. It was caused by some FY 2021 charges being included in FY 2022. The City Council can amend the FY 2022 budget, or this will be reflected in the notes to the financial statements. Mike Ready stated it is preferable to do a budget amendment.

**13. Review Proposal by Keck + Wood for Emory Street Sidewalk Phase 2 Project Expansion (Attachment K)**

Keck + Wood is proposing to prepare the engineering documents and provide project management services for the segment of sidewalk replacement from the post office to W. Soule Street.

**14. Other Business**

A new City Council member needs to be appointed to fill the vacancy left by Lynn Bohanan. Barbara Cole and Erik Oliver have expressed interest in the vacancy. Mayor Eady stated that he would like to see Barbara Cole become engaged on a committee. Jim Windham stated that he believes the City should seriously consider diversity in its selection, geographically and otherwise.

Several City Council members recommended approval of Erik Oliver. This issue will be voted on at the December regular session.

**15. Work Session Meeting Review**

- a. E. Clark Street – ask Robert Jordan to prepare plans with cost estimates for both types of stormwater management.
- b. Waiting for second bid for cemetery road – work will be completed during FY 2024.
- c. Purchase Ford truck for Public Works Department.
- d. Move forward with Water and Wastewater rate study.
- e. Move forward with first reading of zoning code amendments, pending clarification on question raised by Jim Windham.
- f. Do not vote on the proposed Bureau Veritas amended contract. Review current contract to determine if there are areas for improvement with code enforcement.
- g. Purchase cameras for Asbury Street Park from Viper.
- h. Proceed with contract for classification and compensation study.
- i. Vote in December on FY 2022 budget amendment.
- j. Vote in December on approving proposal from Keck + Wood for paving from Soule Street to the post office.
- k. Vote in December on appointment of Erik Oliver to the vacant post on City Council.

**16. Executive Session**

Executive Session was held to discuss personnel matters.

**17. Adjourn**

The meeting was adjourned by Mayor Eady at 8:55 p.m.

Respectfully Submitted,



Marcia Brooks

City Clerk/Treasurer