



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, OCTOBER 17, 2022 – 6:30 PM  
CITY HALL**

**ELECTED OFFICIALS PRESENT:**

Jeff Wearing – Councilmember  
Laura McCanless – Councilmember  
Mike Ready – Councilmember  
Jim Windham – Councilmember  
Lynn Bohanan – Councilmember  
George Holt – Councilmember

**STAFF PRESENT:**

Marcia Brooks – City Clerk/Treasurer  
Bill Andrew – City Manager  
Mark Anglin – Police Chief

**ELECTED OFFICIALS NOT PRESENT:**

David Eady - Mayor

**OTHERS PRESENT:** Anderson Wright, Art Vinson, Laurie Vinson

**Agenda (Attachment A)**

**1. Mayor Pro Tem's Announcements**

- a. The November Regular City Council meeting date falls on the night before the general election. The Council room will be set up for the next day's election and will not be available for the City Council meeting. Consequently, the November Regular City Council meeting will be held on November 14, 2022 at 7:00 p.m.

**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. The Oxford Historical Cemetery Association has requested that the City of Oxford consider an additional road in the NW corner of the cemetery (Attachment B)**

Anderson Wright stated that a project was started several years ago to extend a road through the northwest corner of Oxford Historical Cemetery to come out on W. Richardson Street. It was put on hold because of a huge tree blocking the path. The tree has since been removed. During burials he has noticed vehicles heading in that direction only to find out it is a dead end. It is a difficult spot to turn around in. He believes it would be safer to finish the road to W. Richardson Street even if it is completed with gravel. If someone continues driving on the path now and attempts to exit at W. Richardson Street, there is a deep gully between the cemetery and the street which could cause damage to a vehicle and/or injury to a driver.

Bill Andrew provided a tabulation of estimated costs Robert Jordan had prepared comparing different ways to address completion of the road. Mr. Andrew and Jody Reid feel that these estimates are a bit low.

The consensus was that this work needs to be done, but using gravel is not desirable. The City Council asked Mr. Andrew and Mr. Reid to put together some accurate cost proposals and consider seeing if a contractor the City already plans to use for other work can perform this job, saving setup costs for part of the work. The project can be included in the FY 2024 capital improvement plan. In the meantime, signage and/or barriers should be placed to warn drivers not to proceed.

**4. City Manager Cell Phone Reimbursement Request (Attachment C)**

City Manager Bill Andrew has requested that he be allowed to use his personal cell phone for City business and receive a reimbursement quarterly from the City rather than carrying an additional cell phone. The amount of \$45 per month is based on the cost for the previous City Manager's cell phone paid for by the City. Mayor Pro Tem Ready stated that general expenses are allowed as reimbursable in Mr. Andrew's contract.

Mr. Andrew stated he understands that all calls, texts, and emails related to City business are subject to open records laws.

The City Council agreed by consensus to cover this expense and approved payment of the request. Marcia Brooks advised she would work with Stacey Mullen to get the payment taken care of.

**5. Consider Changes to the City of Oxford Development Code (Attachment D)**

The Oxford Planning Commission has provided marked up versions of their proposed changes to the Oxford Development Code. The City Council discussed their feedback and concerns:

- Laura McCanless – #4 under nonconformance - clarification on replacement cost – Bill Andrew advised it means for conformance. She does not think this is clear because of the language, “at the time of damage.”
- Bill Andrew mentioned that some development permits that the Planning Commission agreed should be approved by him as the zoning administrator are not addressed in their changes, such as fencing and decks.

- Jim Windham feels that requirements should be simplified as much as possible for residents so that it is not so difficult for them to comply.
- Mayor Pro Tem Mike Ready wanted the changes to be complete before setting them up for a first reading.

Bill Andrew will take these comments back to the Oxford Planning Commission.

**6. Update on City-Wide Sign Plan (Attachment E)**

Bill Andrew presented the ad-hoc committee's ideas for moving forward with city-wide signs, including design choices and the places they recommend placing them. The City Council will need to decide which design is preferred to create an identity for the City of Oxford. Jim Windham estimates that the first round of signs could cost up to \$20,000. Mayor Pro Tem Ready asked Mr. Andrew to recommend a budget amendment for this project since it was not included in the FY 2023 budget.

**7. Traffic Signs and Gross Motor Vehicle Weight (GVWR) Enforcement (Appendix F)**

Chief Mark Anglin discussed issues related to commercial motor vehicles traveling through the City of Oxford. The weight limit within the City is 10,000 pounds GVWR. Signage is inconsistent at different locations in the City. There is also an issue regarding vehicles over 10,000 pounds GVWR being parked at homes within the City limits. The City of Oxford's ordinances only authorize parking of passenger vehicles at their homes.

Chief Anglin asked for guidance from the City Council on how they want to approach enforcement of the GVWR requirements. His department does not operate on a quota system or rely on fine revenue. His goal is for the police department to enforce the laws and ordinances equitably and to enforce the ordinances according to the wishes of the City Council.

Jim Windham suggested talking to Newton County about placing signs before the city limits to give drivers adequate notice. Laura McCanless also mentioned that the city ordinance still needs tweaking.

Mayor Pro Tem Ready deferred any decisions on this issue until Mayor Eady returns.

**8. Discussion on Administrative Assistant for the Police Department and City Manager (Appendix G)**

Chief Anglin discussed a request for an administrative assistant for the Police Department and City Manager. He provided a letter explaining his request and a list of potential job duties. He envisions this as being a position outside the City Clerk's office.

Jim Windham recommended that Chief Anglin work with Bill Andrew, Marcia Brooks, and Stacey Mullen to put together a proposal and include each person's job description compared to what that person actually does. He feels this information is needed to make long-term decisions about adding positions, given that our team is so small, every

position is a key position. He thinks it is probably time to hire another person, especially to deal with events that take time away from the other employees.

George Holt stated it probably is time to hire another person, but he would like to look more closely at all the positions as well. He believes that since we have separated the Court Clerk position out from other duties, the tasks Chief Anglin has listed may fit well with that position and it might could be moved to the Police Department. He is not sure the Court Clerk duties by themselves are a full-time position and would like to look at that in more detail.

#### 9. **Probation Services Review** (Appendix H)

Chief Anglin discussed issues that he has been having with the city's company contracted to provide probation services, East Georgia Correctional Services. When offenders cannot pay their fines, they are assigned to probation and must report on a regular basis and make payments toward their fines. The probation service adds fees to the original amount of the fines. If they fail to report and/or pay, they are arrested. Recently an offender sat in jail for almost one month before the City of Oxford knew she was in jail, which cost the City more than \$1,000 for prisoner housing.

Chief Anglin would like for the City Council to consider whether private probation services should be used by Oxford. If probation services are not used, offenders would no longer have the option of extending their time to pay their fines. He plans to meet with City Attorney David Strickland to find out what, if any, liability the City may be exposed to if probation services are not available.

Laura McCanless expressed concern about private probation services making money off of offenders.

Chief Anglin also mentioned that he is not sure why the Police Department has to manage the probation process. George Holt agreed with him.

Chief Anglin will conduct further research and report back to the City Council after his meeting with David Strickland.

#### 10. **Renewal of Oxford's Speed Detection Permit with the Georgia Department of Public Safety** (Appendix I)

The Oxford Police Department's permit to operate speed detection devices within the City of Oxford expires on December 31, 2022. This permit requires annual renewal and must be signed by the mayor. Jim Windham advised this renewal does not have to be voted on, so Chief Anglin can have Mayor Eady sign it when he returns.

#### 11. **Other Business**

The City Council held a discussion regarding the balances in the City's bank accounts. George Holt questioned why the balance in the General Operating account is increasing. Bill Andrew stated that the money was not moved because there was no

indication of what revenue that money was generated from. He further stated that using water revenue for other non-related purposes could expose the city to liability.

Laura McCanless pointed out that we depend on our electric revenues to help fund our other operations because we don't have an adequate tax base to support the other operations. She feels the City must take a balanced view of this process.

Bill Andrew and Marcia Brooks were asked to bring a recommendation for moving money in a rational way now and in the future back to the City Council.

## 12. Work Session Meeting Review

- a. Regular Session Meeting date for November changed to November 14.
- b. Signs will be placed in the cemetery to warn of dead-end road.
- c. The city will reimburse Bill Andrew quarterly for use of his personal cell phone for city business.
- d. Oxford Planning Commission proposed amendments to zoning ordinances will be tweaked before first reading.
- e. The city-wide sign plan final recommendations will be presented at the next Council meeting
- f. Traffic signs and GVWR enforcement issues to be discussed with David Eady.
- g. Administrative Assistant position request for police department – Marcia Brooks, Bill Andrew and Chief Anglin to work on job descriptions.
- h. Chief Anglin will update the City Council on his discussion with David Strickland regarding probation services at a later date.
- i. Approved David Eady signing Speed Detection Permit renewal application.
- j. Further research on cash transfers by Bill Andrew and Marcia Brooks and report to City Council.

## 13. Executive Session

None.

## 14. Adjourn

The meeting was adjourned by Mayor Pro Tem Ready at 8:25 p.m.

Respectfully Submitted,

Marcia Brooks



City Clerk/Treasurer