



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, SEPTEMBER 19, 2022 – 6:30 PM  
CITY HALL**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
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

**OTHERS PRESENT:** Cheryl Ready, Nick Cole, Laura Gafnea (Oxford College)

**Agenda (Attachment A)**

**1. Mayor's Announcements**

- a. Presentation by Kathleen Moore, President of the Georgia Conservancy, on sustainable growth in small cities: September 28, 2022 at 7:00 p.m. at City Hall.

**2. Committee Reports**

- a. **Trees, Parks, and Recreation Board** – Cheryl Ready provided the report for this Board. Laura McCanless added that ReForest ATL has recommended to do quarterly maintenance at Asbury Street Park for \$475 per quarter. This cost is already in the Trails and Parks Maintenance budget and the TPR board recommends approval. There were no objections from the City Council with moving forward with this expenditure.
- b. **Planning Commission** – Bill Andrew provided the report for this Commission.
- c. **Downtown Development Authority (DDA)** – Mike Ready provided the report for this Authority. The City Council held a brief discussion about DDA membership and the vacant seats on this authority.
- d. **Sustainability Committee** – Laura McCanless provided the report for this Committee. The City Council discussed submission of the GOSP Grant application and requirements that still needed to be met. Ms. McCanless inquired about the status of transferring property from the DDA back to the City of Oxford to help bolster the application's chances for approval. Mr. Ready stated that it had been

discussed and there were no concerns raised, but no steps had been taken to execute the transaction. Ms. McCanless advised she would check with Mark Beatty with NERGC to see if a letter of intent would be adequate, given that the deadline is October 14th for the grant application.

e. **2023 Comprehensive Plan Steering Committee** – Jim Windham provided the report for this committee.

3. **Consider for Approval the DRAFT Complete Streets and Trails Plan** (Attachment B) Bill Andrew presented the draft of this plan to the City Council and asked for City Council input. Laura McCanless mentioned several concerns she had about redundant sidewalks. She felt like initial sidewalks where there are none or where they are inadequate should be a higher priority than redundant sidewalks. She also was concerned about the numbers on the lists implying the City's prioritization of the items. She recommended removal of the numbers.

Jim Windham objected to including the Priority 1 Trail shown on page 6 running behind the Oxford Police Department (West Campus Connector) because there is already trail access there and he does not believe the City of Oxford should pay for paving this strip. The other City Councilmembers agreed.

Mayor Eady does not believe the tables intend to convey priority. He feels that the City Council would still have the discretion to decide prioritization of the listed projects if the plan is accepted.

Mike Ready pointed out that the Councilmember names need to be updated.

Jeff Wearing mentioned that access to Dried Indian Creek through E. Clark Street needs to be included.

Mr. Windham requested that a sidewalk from Richardson Street north to the city limits be added to the priority list because of safety concerns.

Ms. McCanless summarized the definite changes:

- a. Put the correct trail through George Street Park (already existing – remove from future wish list)
- b. Extend Dried Indian Creek trail south to Wade Street
- c. Make Dried Indian Creek trail the highest priority (page 7)
- d. Remove college connector trail
- e. No sidewalk on north side of Moore Street
- f. Correct City Council list
- g. Add E. Clark Street access to Dried Indian Creek Trail
- h. Extend Highway 81 sidewalk from Richardson Street north to the city limits
- i. Change priority of trail from Watson Street to Richardson Street

Mayor Eady stated that staff would try to get the requested changes made in time to include with the materials for the October 3, 2022 City Council meeting.

4. **Consideration for Outsourcing Printing and Mailing of Utility Bills** (Attachment C)  
Marcia Brooks discussed a proposal to outsource the printing and mailing of utility bills as explained in the attachments. She is recommending approval of the proposed agreement with Harris Local Government because the total annual cost is less than the proposal from the other vendor. Jim Windham asked if there is a cancellation clause in the contract. Ms. Brooks advised she would get a sample contract and provide it to the Councilmembers prior to the October 3<sup>rd</sup> Council meeting. Mr. Ready asked if there are provisions in the contract for postage adjustments.
5. **Consideration of City Code Changes recommended by the Oxford Planning Commission** (Attachment D)  
Bill Andrew stated the Planning Commission is bringing a draft of a number of changes to Code of Ordinances related to streamlining development permit approval procedures. He advised that Jonathan Eady had requested that someone from the Oxford Planning Commission be in attendance, but no one was present. He also mentioned that the copies he has do not show the changes being proposed.
6. **Review Progress with the City-Wide Sign Options** (Attachment E)  
Bill Andrew presented an update on the funding for the Dried Indian Creek Project. He explained that the project is going to be more costly than originally believed, and that funding will need to come from several sources including the Congressional Earmark, TAP funds and GOSP funds along with a 20% match. The anticipated cost of the project is estimated to be about \$5 million and will cover stream restoration and development of a trail from around E. Soule Street to I-20.  
  
The TAP application is due this Friday, and the City is required to commit to a match of \$250,000. Mayor Eady has advised Mr. Andrew he agrees the City needs to submit the application. There was no opposition from those present.
7. **Authorization for Mayor to Execute a Contract with JusticeOne (formerly Courtware)** (Appendix F)
8. **Recommendations for Bid Award with the North Emory Street Sidewalk Project** (Appendix G)
9. **Other Business**
  - a. **Consider moving the September 5, 2022 Regular City Council Meeting to September 6, 2022 at 7:00 p.m. to avoid a conflict with the Labor Day Holiday.**  
The City Council agreed to make this change.
10. **Work Session Meeting Review**
  - a. Contracts for repair of concrete behind Old Church and removal and storage of sign and memorial stone – vote in September regular session

- b. Payments online and by phone for citations and change of credit card providers for in-person transactions – vote in September regular session
- c. Increase Mauldin & Jenkins rate by 7% for the FY 2022 audit – vote in September regular session

**11. Executive Session**

None.

**12. Adjourn**

The meeting was adjourned by Mayor Eady at 8:21 p.m.

Respectfully Submitted,



Marcia Brooks  
City Clerk/Treasurer