



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, APRIL 18, 2022 – 6:30 PM
CITY HALL**

ELECTED OFFICIALS PRESENT:

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

STAFF PRESENT:

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

OTHERS PRESENT: Tom Johnson, Vicky Giles, Cheryl Ready, Art Vinson, Laurie Vinson, Anderson Wright, Laura Gafnea (Oxford College)

Agenda (Attachment A)

1. Mayor's Announcements

- a. Public Hearing May 9, 2022 – City Hall – 7:00 p.m. – Comprehensive Plan Update
- b. Memorial Signage – The city is determining the best way to take down these markers/monuments while ensuring they are not damaged and are stored correctly.

The city is looking for an appropriate third-party to facilitate community dialogues, and there are preliminary steps and preparations that will be taken before bringing everyone together. We will start the community dialogues in July/August and continue through November/December. From these conversations, we will develop an action plan against which we can budget funding and program activities that move us forward.

Art Vinson asked if the Confederate cemetery on the Oxford College campus is included. Mayor Eady advised Oxford College maintains that cemetery and it is not included. Only monuments on City property are included.

2. Committee Reports

- a. **Trees, Parks, and Recreation Board** – Cheryl Ready provided the report for this Board.

- b. **Planning Commission** – Bill Andrew provided the report for this Commission.
- 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. **Request to Name the Giles Property** (Attachment B)

The City of Oxford recently purchased property from the Giles family and plans to designate it as a park area. Vicky Giles spoke to the City Council about a request from the Giles family to name the park after their family in memory of two family members who recently passed away.

Jim Windham stated that in the past it has been the City's policy not to name parks after people. The same issue arose at Asbury Street Park. In lieu of naming the park after a family, a plaque was placed at the park. He recommends doing the same thing in this situation. George Holt agreed that is the proper way to proceed.

Mayor Eady mentioned that there were multiple families involved with the Asbury Street Park. Mr. Holt stated that was the reason the policy was enacted.

Mayor Eady stated there are individual opportunities to place plaques, name benches, shelters, etc. after people that may be more meaningful.

Mike Ready agreed with Mr. Windham and Mr. Holt about not naming a park after a person.

Mayor Eady advised Ms. Giles that as the park is developed, he will engage with them to ensure they have input on the design of the park.

4. **Review of the Clark Patterson Lee and RoadBotics Pavement Assessment** (Attachment C)

The Roadbotics Pavement Assessment provides detailed information about the condition of various roads in the City. The roads rated fair and poor will be looked at first. These results can be plugged into a five-year or ten-year plan for repair. There was extensive discussion about several portions of streets that have no rating. Apparently there is some question as to who owns these portions of roads.

5. **Request to Change the Police Vehicle Order** (Attachment D)

The police car ordered last June from Allan Vigil Ford is still not in production. Chief Anglin has located a police utility vehicle on the lot at Brannen Ford. He recommends cancellation of the Allan Vigil Ford order and authorization to purchase the vehicle at Brannen Ford. The cost for the available vehicle is slightly higher than the cost quoted for the Allan Vigil Ford vehicle, however, Chief Anglin expects to save money on the accessories for the vehicle. The City Councilmembers were in favor of cancelling the order with Allan Vigil Ford and purchasing the vehicle from Brannen Ford.

6. **Request to Consider New Shoulder Patch Design for Police Uniforms** (Attachment E)

Chief Anglin presented a patch design he would like to use in the future for his officers' uniforms. The patch design was well received by the City Council members.

7. **Review of FY 2023 Budget** (Attachment F)

The FY 2023 operating and capital budgets were discussed at a high level. Procedures for development of the capital budget were discussed. Mayor Eady suggested setting a time for a work session specifically on the capital budget.

8. **Discussion Concerning the Reclassification of Administrative Positions**

(Attachment G)

Marcia Brooks requested authorization to reclassify two positions in the City Clerk's Office to help facilitate filling a vacancy. The effects of reclassifying the two positions would be that the utility billing and municipal court clerk duties would be divided between two positions and all three clerical positions in that office would be classified on the same level. No significant impact on the budget is anticipated.

George Holt cautioned Ms. Brooks about ensuring that the positions are truly equal in duties and requirements. She advised she would review the job descriptions to ensure the duties and requirements are equal.

The City Council members were supportive of the concept. The issue will be voted on at the May 2, 2022 Council meeting.

9. **Adding Remote Deposit Capture for United Bank Accounts** (Attachment H)

This topic is being deferred to the May 2022 Work Session.

10. **Proposed 4th of July Parade Route** (Attachment I)

Mayor Eady presented three possible routes, two of which do not travel on State Route 81. The Parade Committee's recommendation is to not route any part of the parade on State Route 81 out of concerns for safety. The City Council is in agreement with this change. The Committee will select the final route at their next meeting on April 21, 2022.

11. **Outsourcing Printing and Mailing of Utility Bills** (Attachment J)

This topic is being deferred to the May 2022 Work Session.

12. **Discussion around hiring Atkins – Design, Engineering and Project Management Consultancy** (Attachment K)

Bill Andrew distributed a listing of items for consideration in the FY 2023-2027 Oxford Capital Improvement Plan. The complexity and sheer number of items make it difficult to impossible for staff to dedicate the time required to manage completion of these tasks. Mayor Eady and Bill Andrew are recommending that the City of Oxford contract with an engineering firm to manage these tasks. The firm they recommend is Atkins based on past experience with them. Their proposal is to enter into a Master Service Agreement with Atkins, and issue task orders for specific projects. Each task order

would be presented to the City Council for approval and would have its own scope, budget, and timeframe.

13. Discussion to Contract with Burford Tree for Electric line tree trimming

The City of Oxford has piggybacked off of the City of Covington's contract with Burford Tree for power line tree trimming since 2012. In the past, payment for this work was based on manhours in the contract. This year the City of Covington issued a RFP for powerline tree trimming based on mileage, and Burford Tree was awarded the contract. Burford Tree has advised they will work with Oxford for the same amount as the City of Covington.

Staff recommends that the City of Oxford contract with Burford Tree to complete this year's powerline tree trimming. Their crews perform good work, and their business has already been vetted by the City of Covington during their RFP process. The specific amount of the contract will be provided at the next Council meeting.

14. Other Business

A budget work session will be scheduled for May 25, 2022.

15. Work Session Meeting Review

16. Executive Session

None.

17. Adjourn

The meeting was adjourned by Mayor Eady at 9:17 p.m.

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer