



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, June 1, 2020 – 7:00 PM
Via Teleconference**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Jim Windham – Councilmember
Jeff Wearing – Councilmember
Avis Williams – Councilmember
Lynn Bohanan – Councilmember

APPOINTED/STAFF PRESENT:

Matt Pepper – City Manager
Marcia Brooks – City Clerk/Treasurer
Jody Reid – Utility Superintendent
Dave Harvey – Police Chief
David Strickland – City Attorney

ELECTED OFFICIALS NOT PRESENT:

Laura McCanless – Councilmember

OTHERS PRESENT: Rev. Johnetta Johnson, Mike Ready, Alice (LNU)

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. The invocation was delivered by Rev. Johnetta Johnson (Rust Chapel United Methodist Church).
3. Pledge of Allegiance.
4. **A motion was made by Jeff Wearing to accept the Agenda for June 1, 2020. Avis Williams seconded the motion. The motion was approved unanimously (6/0).**
(Attachment A)
5. **A motion was made by Jeff Wearing to accept the Consent Agenda for June 1, 2020. Avis Williams seconded the motion. The motion was approved unanimously (6/0).**
(Attachment B)
6. **Mayor's Report**
Mayor Eady thanked Rev. Johnson for joining the meeting to deliver the invocation.

As discussed at the May 18th work session, opening City Hall and the pavilion and playground equipment at Asbury Street Park will be discussed at the June work session. Two upcoming events will provide test runs for reopening: the Georgia Primary election on June 9th and municipal court on June 18th.

7. **Planning Commission Recommendations/Petitions**

None

8. **Citizen Concerns**

None.

9. **Personnel Recommendations for the FY2021 Budget**

Staff is making some recommendations to restructure some personnel classifications and associated pay structures. These recommendations were discussed during the Executive Session on May 4, 2020. The changes are aligned with the FY2021 budget and would become effective July 1, 2020.

George Holt made a motion to approve the personnel recommendations for the FY2021 budget. Jim Windham seconded the motion. The motion carried unanimously (6/0).

10. **Latham Home Sanitation, Inc.** (Attachment C)

The provider of garbage and recycling pickup services for the City of Oxford, Latham Home Sanitation, Inc., has requested a \$.76 increase per residential customer. Staff recommends approval of the request effective with their contract renewal on July 1, 2020.

Jeff Wearing made a motion to accept the \$.76 price per residential customer increase by Latham Home Sanitation, Inc. effective July 1, 2020. George Holt seconded the motion. The motion carried unanimously (6/0).

11. **Operating Budget and Capital Budget for FY2021** (Attachment D)

The Operating Budget and Capital Budget for FY2021 have been discussed during several Council work sessions. A public hearing was held on May 18 to receive comments regarding the proposed budgets. All comments have been addressed. Staff recommends approval of the budget resolution for the Operating Budget and Capital Budget for FY2021.

George Holt made a motion to approve the Operating Budget and Capital Budget resolution for FY2021. Jeff Wearing seconded the motion. The motion carried unanimously for the Operating Budget (6/0). The motion carried for the Capital Budget (5/1). Jim Windham voted nay for the Capital Budget.

12. **Change Order and Budget Amendment for Moore Street Sidewalk Repair** (Attachment E)

During work on the Moore Street Sidewalk Project, it was discovered that several large sections of an existing 24" steel storm drainpipe have severely eroded. The sidewalk is to be installed over this pipe. Staff recommends replacement of 264 feet of 24" steel storm drainpipe with a high-density polyethylene (HDPE) pipe. The total amount of the change order is \$10,000. The revised total cost for the project exceeds the approved budgeted amount. Staff recommends approval of a budget amendment to authorize completion of the project at the revised amount.

George Holt made a motion to approve the budget amendment to authorize completion of the Moore Street Sidewalk Repair project at the revised amount. Jim Windham seconded the motion. The motion carried unanimously (6/0).

13. **2nd Reading for Ordinance for Health Insurance** (Attachment F)

The City of Oxford joined the health and life insurance plan offered by the Georgia Municipal Association (GMA) in April. A requirement of joining this plan was to adopt an ordinance. The first reading for the ordinance was the April regular session. Given the timeline to sign up employees for the plan, it was necessary to sign the ordinance and return it to GMA immediately after the meeting. The ordinance is now presented for its second reading per City of Oxford requirements. Once the ordinance is approved it will be codified in the City of Oxford ordinances. Staff recommends acceptance of the ordinance stating that the City of Oxford is joining the GMA's health and life insurance plan.

Jim Windham made a motion to accept the ordinance stating that the City of Oxford is joining the GMA's health and life insurance plan. George Holt seconded the motion. The motion carried unanimously (6/0).

14. **FY2020 Bad Debt Expense**

Each fiscal year, the City of Oxford designates a portion of its Operating Budget to be expensed due to uncollectible utility accounts. The FY2020 Operating Budget include \$32,800 for bad debt expense, divided as follows: \$22,500 – Electric Fund; \$6,000 – Water/Sewer; \$4,300 – Sanitation. Staff has identified uncollectible utility fees assessed totaling \$31,982.33. Staff recommends approving recognition of these uncollectible accounts as bad debt expense for FY2020.

George Holt made a motion to approve recognition of the identified uncollectible accounts as bad debt expense for FY2020. Jeff Wearing seconded the motion. The motion carried unanimously (6/0).

15. **Invoice Approval**

George Holt commented that most of the purchases listed have already been paid. He asked why they are being presented for approval. He acknowledged that some changes to the city's financial policy to only address diversions from the budget were discussed in 2014 but he does not know if those changes ever passed. He will work with Matt to review the financial policies and determine if any changes are still needed.

Jim Windham asked what the status of the Moore Street project is (percentage complete). Public Utility Superintendent Jody Reid advised they are about 70% complete.

Mr. Windham asked if the vendor has indicated when he plans to start on East Clark Street. Mayor Eady stated that the East Clark Street project was put on hold due to budgetary constraints, and the property was conveyed to the Downtown Development Authority (DDA). Mr. Holt added that this was discussed during the Capital Budget reviews.

Mr. Windham stated that the Council has approved \$200,000 for the DDA in the FY2021 Capital Budget that they can spend immediately. Mayor Eady reiterated his and Mr. Holt's

comments from the May 18th Council Work Session. Mr. Holt had stated that items are listed in the Capital Budget as placeholders and remain there sometimes for several years until there is funding to complete them. Mayor Eady had stated that he does not expect the Whatcoat Street, East Clark Street, and Yarbrough House projects to be completed during FY2021 due to current economic conditions.

Mr. Windham expressed concern about legal exposure to the city for delaying the project since it was condemned for transportation purposes. He requested that Mayor Eady discuss this issue with City Attorney David Strickland. Mr. Strickland stated that there would not be any further legal exposure to the city because the matter is concluded. For clarification, Lynn Bohanan asked if the property must be used for the original intended use for which it was condemned. Mr. Strickland stated that the transportation code was used for the condemnation, which does not require that the property be used for the originally stated purpose.

Mayor Eady asked for confirmation from Mr. Strickland that the condemned property and the city-owned property behind Orna Villa were both conveyed to the DDA. Mr. Strickland stated he believed that was true although he did not have the paperwork in front of him. Mayor Eady expressed that because the DDA owns the land, the project must be discussed further with them, and the source of the money to fund the project must be identified.

Jeff Wearing made a motion to approve the invoices over \$1,000.00. George Holt seconded the motion. The motion carried unanimously (6/0).

16. **Executive Session**

None

17. **Jim Windham made a motion to adjourn Regular Session at 7:38 pm. Lynn Bohanan seconded the motion. The motion was approved unanimously (6/0).**

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer