



**MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, NOVEMBER 1, 2021 – 7:00 PM
Via Teleconference**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Lynn Bohanan – Councilmember
Jeff Wearing – Councilmember
Laura McCanless – Councilmember
Avis Williams – Councilmember

APPOINTED/STAFF PRESENT:

Bill Andrew – City Manager
Marcia Brooks – City Clerk/Treasurer
Dave Harvey – Chief of Police
Jody Reid – Utilities/Maintenance Supervisor
C. David Strickland – City Attorney

ELECTED OFFICIALS NOT PRESENT:

Jim Windham – Councilmember

OTHERS PRESENT: Art Vinson, Laurie Vinson, Michael McQuaide, Anderson Wright, Laura Gafnea (Oxford College)

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. Invocation
3. **Jeff Wearing made a motion to accept the Agenda for November 1, 2021. Avis Williams seconded the motion. The motion was approved unanimously (6/0).** (Attachment A)
4. **Jeff Wearing made a motion to accept the Consent Agenda for November 1, 2021. Avis Williams seconded the motion. The motion was approved unanimously (6/0).** (Attachment B)
5. Mayor's Announcements
Mayor Eady and Bill Andrew will be meeting with Steve Horton and Scott Andrews with the City of Covington on November 3rd as a follow-up to Mayor Eady's discussion with the Covington City Council regarding their participation in the Dried Indian Creek restoration project. He has invited them to tour the creek and will check with them regarding their availability.
6. **Citizen Concerns**
None.

7. **Authorize the City to Submit an Application for the Law Enforcement and First Responder Supplement Program** (Attachment C)

This grant program provides a \$1,000 one-time pay supplement for full-time public safety officers and first responders, including law enforcement officers, emergency medical technicians, and firefighters. Public safety entities can apply on behalf of qualifying employees between October 1, 2021 and December 31, 2021. Staff recommends applying for the grant on behalf of the City of Oxford police officers.

George Holt made a motion to approve submission of the Law Enforcement and First Responder Supplement Program application for the City of Oxford. Laura McCanless seconded the motion. The motion was approved unanimously (6/0).

8. **Electric Cities of Georgia (ECG) Year End Settlement and Contract Payment Reimbursement Form for FY 2021** (Attachment D)

The City of Oxford is due a payment of \$1,481.72 as a Year End Settlement and Contract Payment Reimbursement from the Electric Cities of Georgia (ECG). The payment may be dispersed by ECG as A) a payment to our education, training, and development fund; B) a refund in the form of a check; or C) a refund in the form of a credit to our monthly ECG bill. In the past, the refund has been accepted by check.

George Holt made a motion to accept the Year End Settlement and Contract Payment from ECG by check. Laura McCanless seconded the motion. The motion was approved unanimously (6/0).

9. **Meeting Request with Representatives of the City Council and the DDA to Make Recommendations for a Downtown Development Action Plan** (Attachment E)

Jeff Wearing made a motion to appoint Jeff Wearing, Jim Windham, and Laura McCanless to represent the City Council for this meeting. George Holt seconded the motion. The motion was approved unanimously (6/0).

10. **Review of the Draft Employee Handbook – Human Resources Policies and Procedures** (Attachment F)

Mayor Eady acknowledged the list of questions submitted by Jim Windham at the October Work Session. He stated that the organizational issues Mr. Windham raised would require a change to the City's charter.

Jeff Wearing stated that although there may be some more details needed, he does not think they are necessary to pass this version. He asked for input from Marcia Brooks and Bill Andrew.

Mr. Andrew deferred to Ms. Brooks, since she had done the work on it with former City Manager Matt Pepper.

Ms. Brooks stated that she and Matt viewed the handbook as a living document, and they planned to conduct an annual review for updates needed. She already has a list of several items to check on, and Mr. Windham's questions and comments can certainly be added to that list. She would like to get this version out to the staff because it has some significant improvements.

George Holt stated there is nothing in the Handbook that would get the City in trouble, so he is fine with it.

Jeff Wearing made a motion to adopt the Employee Handbook as written. George Holt seconded the motion. The motion was approved unanimously (6/0).

Mayor Eady added that he had approached the University of Georgia Carl Vinson Institute of Government about a classification and compensation study. They are booked up and advised him it would be Spring before they can help the City with this. Unless a private company can be identified it will be a few months before this can be started.

11. **Invoices** (Attachment G)

No discussion.

Mayor Eady stated that Jody Reid is in the process of getting estimates for the second lawnmower that is approved in the FY 2022 Capital Budget.

Art Vinson asked for an update on the split-rail fence at George Street Park. Jeff Wearing advised that he hopes to discuss completing this project with Cheryl Ready in the next few days. Laura McCanless asked if she could have the split-rail that is removed to use as weight for the plastic at the pollinator meadow. Mr. Wearing advised he would make sure Ms. McCanless receives the discarded pieces.

12. **Executive Session**

None.

13. **Adjourn**

Jeff Wearing made a motion to adjourn at 7:22 p.m. Laura McCanless seconded the motion. The motion was approved unanimously (6/0).

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer