

Oxford Mayor and Council
Regular Session
Monday, April 4, 2022 – 7:00 P.M.
Via Teleconference
Agenda

1. Call to Order, Mayor David S. Eady
2. Invocation
3. Motion to accept the Agenda for the April 4, 2022 Mayor and Council Regular Meeting.
4. **CONSENT AGENDA**
 - a. *Minutes of the Regular Session March 7, 2022
 - b. *Minutes of the Work Session March 21, 2022
5. Mayor's Announcements
6. Citizen Concerns
7. **Removal of Signage and Initiation of Community Dialogue** – Mayor Eady has proposed the City remove the three-panel marker on Whatcoat Street, the sign across Wesley Street from the Old Church, the sign in front of the slave house (“Kitty’s Cottage”), and the granite marker at the Oxford Historic Cemetery. Additionally, there is a proposal to initiate a series of community dialogues (facilitated by a third party) that lead to a clear action plan, including a plan for how the City will memorialize enslaved persons and how the City will share the fullness of Oxford’s history moving forward
8. ***Resolution to Amend the Signatures Allowed for Georgia Fund One Account** – Signature cards need to be updated to reflect the change in City Manager. Any changes in the funds would have to be authorized by the City Council.
9. ***Resolution to Amend the Signatures Allowed for the MEAG Competitive Trust Account** – Signature cards need to be updated to reflect the change in City Manager. Any changes in the funds would have to be authorized by the City Council.
10. ***Letter of Request and Memorandum of Agreement to Northeast Georgia Regional Commission to contract for them to update our Comprehensive Plan for 2023** – Please note attachment “10” has a cost of \$3,000 for two formal public hearings and *three* or more input meetings while attachment “10a” has a cost of \$5,500 for two formal public hearings and *five* or more input meetings. It was suggested that a more rigorous public input effort might be effective in bringing in diverse voices to the process. Please recall, we need to appoint a Steering Committee of 5 to 7 members made up of relevant staff, officials, residents, and others to participate in activities related to the Comprehensive Plan Update.
11. ***Recommendation from Trees, Parks, and Recreation Board for ReForest ATL, LLC to remove invasive plant species in Asbury Street Park** – As discussed at the last Work Session, the recommendation is for the March 15, 2022 Quote from ReForest ATL (Attachment 11b).
12. ***Invoices** – Council will review the city’s recently paid invoices over \$1,000
13. **Executive Session**
14. Adjourn

*Attachments



DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
Oxford Mayor and Council Regular Meeting
Monday, February 7, 2022 – 7:00 PM
Via Teleconference
DRAFT

Meeting Recording Available at <https://youtu.be/5Wo8Tp7r8bU>

ELECTED OFFICIALS PRESENT:

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

APPOINTED/STAFF PRESENT:

Bill Andrew – City Manager
Marcia Brooks – City Clerk/Treasurer
Mark Anglin – Police Chief
Jody Reid – Utilities/Maint. Supervisor
C. David Strickland – City Attorney

OTHERS PRESENT: Art Vinson, Charlie Williams

1. Call to order: Hon. David S. Eady, Mayor
2. Invocation – Rev. Charlie Williams, Mt. Zion First Baptist Church

3. Agenda Adoption (Attachment A)

Motion to adopt agenda – Jeff Wearing

Second – Laura McCanless

Approved unanimously 7/0

4. Consent Agenda (Attachment B)

- a. Minutes of the Regular Session February 7, 2022
- b. Minutes of the Work Session February 21, 2022
- c. Minutes of the Special Called Work Session February 25, 2022

Motion to approve Consent Agenda – Jeff Wearing

Second – Laura McCanless

Approved unanimously 7/0

5. Mayor's Announcements

- Mayor Eady and Bill Andrew will be meeting with Newton County Commission Chairman Marcellus Baines to discuss new agreements for LOST and SPLOST
- The first meeting to kick off planning for the Oxford July 4th Parade will be held this Thursday (March 10th) from 6:00 p.m. to 7 p.m.

6. Citizen Concerns

Charlie Williams provided an update on the Oxford Relief Center. He stated that they have served over 2,800 people since the initiative began. He thanked Rust Chapel United Methodist Church, Allen Memorial United Methodist Church, Oxford Baptist Church, and Journey Church for their support in this endeavor. Mayor Eady thanked him on behalf of the City Council and the Oxford community for leading up this project

7. Request to Contract with Officers Mobley and Johnson for Evidence Room Audit (Attachment C)

Motion to approve – Laura McCanless

Second – George Holt

Approved unanimously 7/0

8. New Body Cameras recommended for the Oxford Police Department (Attachment D)

Motion to approve – Jim Windham

Second – Jeff Wearing

Approved unanimously 7/0

Initial payment to be paid from SPLOST funds allocated for Public Safety. Remaining payments will be built into future budgets.

9. Adoption of the Newton County Hazard Mitigation Plan (Attachment E)

Motion to approve – Laura McCanless

Second – Mike Ready

Approved unanimously 7/0

10. Invoices (Attachment F)

No votes taken.

11. City Clerk Compensation – Consider an increase of 14.1% in the annual salary of the City Clerk

Motion to approve – Laura McCanless

Second – Lynn Bohanan

Approved unanimously 7/0

12. Executive Session

None.

13. Adjourn 7:15 p.m.

Motion – Jeff Wearing

Second – Lynn Bohanan

Approved unanimously 7/0

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, MARCH 21, 2022 – 6:30 PM
VIA TELECONFERENCE
DRAFT**

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

OTHERS PRESENT: Josh Carroll (Mauldin & Jenkins), Mike McQuaide, Sarah Davis (Covington News), Dean Doug Hicks, Adrienne Waddey, Danielle Miller, and Laura Gafnea (Oxford College)

Agenda (Attachment A)

1. Mayor's Announcements

None

2. Committee Reports

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

Mayor Eady stated that the Giles family has asked if the City would consider naming the nature area the City creates on the property behind Mainstay Academy that was recently purchased after a member of the family who passed away unexpectedly last year, Chelsea Giles. He will be meeting with the Giles family on April 4th and will provide some additional information to the Board for their consideration. Ms. Ready stated their next meeting is scheduled for April 19th.

- 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.

Mayor Eady announced that the City will receive \$900,000 from the federal Omnibus Appropriations Funding package for construction of the trail from East Soule Street to I-20. This funding will allow the City to look strategically at how the GOSP grant funding will be used if it is approved. The City is in touch with Congressman Hank Johnson's office to obtain additional information on how the money will be distributed.

- e. **Committee on Diversity, Equity and Inclusion** – This committee is formerly known as the Committee on Race. It is in the process of being reconstituted since its Chair, Avis Williams, is no longer on the City Council. Mayor Eady is considering changing the name to the Committee on Untold Stories.

Mayor Eady proposed that certain signs around the City that do not tell the complete story of African Americans in Oxford be removed followed by a facilitated conversation to determine what information will be placed in the City to tell this story in a more accurate, complete, and robust way. The signs he recommends removing are the sign on Whatcoat Street, the sign behind Old Church at Kitty's Cottage, the sign on Wesley Street across from Old Church, and the granite marker at the cemetery. He wants the City to continue to walk with Emory University as they progress with plans for placement of memorials on campus. He would like to bring this proposal for a motion at the next Council meeting and begin the community dialogues by the summer with some professional assistance.

Dean Doug Hicks of Oxford College spoke on the efforts Emory University is making on the Atlanta campus and on the Oxford campus to recognize the contributions of formerly enslaved persons and other persons of color to the building of Emory and the town of Oxford. He provided an update on the twin memorials project that is in progress to place memorials on the Atlanta Emory campus and on the Oxford College campus. He invited the City staff and officials as well as the community to join meetings regarding this project and their efforts in general. Meeting information is available at www.twinmemorials.com.

3. **FY 2021 City of Oxford Audit Presentation by Mauldin & Jenkins** (Attachment B)

Josh Carroll with the audit firm of Mauldin & Jenkins narrated a presentation summarizing the outcome of the audit they completed for Fiscal Year 2021. He advised that the staff of the City of Oxford was cooperative during the audit and provided all documents requested.

The City does have a couple of material weaknesses in internal controls to work on related to segregation of duties and requirements to adopt annual budgets (grant fund budget not adopted for FY 2021). Management recommendations for improvement included escheatment of old outstanding checks, approval of all disbursements, IT cybersecurity, and proper accounting of capital assets.

Mauldin & Jenkins issued a clean opinion for the City of Oxford's financial statements for FY 2021.

4. **Resolution to Amend the Signatures Allowed for Georgia Fund One Account** (Attachment C)

The change is to add Bill Andrew's name to the account.

5. **Resolution to Amend the Signatures Allowed for the MEAG Competitive Trust Account** (Attachment D)

The change is to replace names with positions of the Mayor and City Manager as authorized to communicate City decisions to the Municipal Competitive Trust.

6. **Letter of Request and Memorandum of Agreement to Northeast Georgia Regional Commission (NEGRC) to contract for them to update our Comprehensive Plan for 2023** (Attachment E)

The City Council will vote on approval of a contract with NEGRC for \$3,000 to work with the City on the Comprehensive Plan update for 2023. Bill Andrew added that a steering committee will need to be appointed in conjunction with the update. Mayor Eady asked Jim Windham to represent the City Council on this steering committee and plans to ask the owner of the property occupied by the U.S. Post Office to serve as an economic development representative. Another possible economic development representative is Ray Wilson.

7. **Review of Possible Engineering Projects**

a. **Action Plan for Bicycle Friendly Communities** (Attachment F)

The City Council discussed the items on Bill Andrew's list. He is currently working with Robert Jordan on some of the issues. Signs on the trails for trailhead parking and lighting were also discussed. Several Council members expressed concerns about traffic on streets within the city limits. Mr. Andrew advised those issues should be addressed in the Complete Streets design mentioned in his list.

b. **Coke Street ROW Path – Field Meeting Needed** (Attachment G)

Decisions:

- Trail width – change to 12 feet? Does volume justify?
- Widen road at Watson Street at Coke Street/create sharrow?

Jim Windham requested traffic counts on Coke Street and Watson Street for two weeks on each.

Laura McCanless asked Bill Andrew to send everyone the material he sent to her.

Mayor Eady deferred discussion about cost for twelve-foot trails, legality and appropriateness of golf carts, and other related topics to April work session when the traffic count data will be available.

Bill Andrew will coordinate with Robert Jordan to have field meeting at 10:00 March 30th, meeting at the water tower.

8. **Recommendation from Trees, Parks, and Recreation Board for ReForest ATL, LLC to remove invasive plant species in Asbury Street Park** (Attachment H)

A new bid was received from ReForest ATL, LLC covering the whole park. It was discussed at the Trees, Parks, and Recreation Board meeting. They recommend

approval of a contract with this vendor to perform the work. The City Council will vote on this recommendation at the next Council meeting.

9. Review of FY 2023 Budget Schedule (Attachment I)

Bill Andrew plans to present the first draft of the Capital and Operating budgets at the April work session. The property tax digest may not be available until after the budget is adopted, however, the City Council should have a sense of what direction the millage rate should go for 2022. Mike Ready stated that there was no assessment conducted so property values should not noticeably change, and George Holt mentioned the small impact property taxes have on the overall budget.

10. Discussion on asking Mr. Strickland to pursue documents/actions needed to align the organizational staffing and our Charter

There was no opposition to the changes discussed. Marcia Brooks also added this may be a good opportunity to change when oaths are taken to the last meeting of the year before a person takes office, and to not require an oath every year for incumbent officers.

11. Discussion on City Council returning to conducting meetings at City Hall

George Holt stated that he is not comfortable with in-person meetings but will meet in person if necessary and wear a mask. Mayor Eady stated all people attending should be cognizant of the risks and take appropriate actions to protect others. Some other members expressed support for Mr. Holt and advised they would wear masks even though they are optional based on CDC guidelines. The City Council is targeting for holding the April regular session in person.

Mike Ready asked if the City Council made a formal resolution to hold remote meetings. Other members did not think that had occurred. Mr. Ready recommended that this matter be researched and added to the agenda if action is needed.

12. Other Business

None.

13. Work Session Meeting Review

- a. Motion to remove signs from City property in April meeting
- b. Vote to adopt resolutions for Georgia Fund 1 and MEAG Competitive Trust in April meeting
- c. Vote to approve contract with NEGRC for work on 2023 Comprehensive Plan in April meeting
- d. Meet on March 30, 2022 at 10:00 a.m. at the water tower on Coke Street to look at the Coke Street ROW path
- e. Vote on the contract for removal of invasive plant species at Asbury Street Park in April meeting
- f. Budget discussion at April work session
- g. Contact David Strickland to begin work on revision of charter and ordinances
- h. Meet in person for April 4th regular session

14. Executive Session

None.

15. Adjourn

The meeting was adjourned by Mayor Eady at 8:30 p.m.

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer

For Customer Use:

I have an existing Acct. # _____
 This resolution is for:
 _____ New Account
 _____ Change to Existing Acct. # _____

For OTFS Use Only:

_____ Acct Approved _____ Auth Entered.
 _____ Audit _____ Wire Instructions
 _____ Addr Entered _____ Wire Templates
 Approval:
 _____ AD1 _____ AD2
 Res. form 2000A

GEORGIA FUND 1
(local government investment pool)
RESOLUTION TO AUTHORIZE INVESTMENT

WHEREAS, Ga. Code Ann. §§36-83-1 to 36-83-8 authorizes Georgia local governments and other authorized entities to invest funds through the local government investment pool, and
WHEREAS, from time to time it may be advantageous to the _____

_____ to deposit funds available for
 (Name of Local Government, Political Subdivision or State Agency)
 investment in Georgia Fund 1 (hereinafter referred to as the local government investment pool) as it may deem appropriate; and

WHEREAS, to provide for the safety of such funds deposited in the local government investment pool, investments are restricted to those enumerated by Ga. Code Ann. §36-83-8 under the direction of the State Depository Board, considering first the probable safety of capital and then the probable income to be derived; and *WHEREAS*, such deposits must first be duly authorized by the governing body of the local government or authorized entity and a certified copy of the resolution authorizing such investment filed with the Treasurer of the Office of the State Treasurer; and

WHEREAS, such resolution must name the official(s) authorized to make deposits or withdrawals of funds in the local government investment pool; and

WHEREAS, Ga. Code Ann. §36-83-8 requires a statement of the approximate cash flow requirements of the participating government pertaining to the funds to accompany the authorization to invest such funds at the time such deposits are duly authorized;

NOW, THEREFORE BE IT RESOLVED by the _____
 (Board, Council or other Governing Body)
 that funds of the _____ may be deposited from time to
 (Local Government, Political Subdivision, or State Agency)
 time in the manner prescribed by law and the applicable policies and procedures for the local government investment pool.

BE IT FURTHER RESOLVED THAT:

- Any one of the following individuals shall be authorized to deposit and/or withdraw funds from the local government investment pool on behalf of such government or other authorized entity (if a listed individual is employed by an entity other than the depositor, indicate employer):

_____	_____
Name, Title, (Employer, if applicable)	(Area Code) Phone Number
Email: _____	_____
_____	_____
Email: _____	_____
_____	_____
Email: _____	_____
_____	_____
Email: _____	_____

All withdrawals from the local government investment pool shall be wired to the following participant's demand deposit account: *(Many banks have separate instructions for wires and ACH deposits. Please verify both sets of instructions with your bank and provide them below. This will ensure accurate delivery of your funds to the designated bank account).*

(For ACH) _____
 (Local Bank Name) (Account Title)

_____ (ABA Number) (Account Number) (City, State)

(For WIRE) _____
 (Local Bank Name) (Account Title)

_____ (ABA Number) (Account Number) (City, State)

(If applicable) Our local bank prefers to receive credit for wire transfers at the following **Correspondent Bank:**

(Bank Name) (City) (ABA Number) (Account Number)

Additional Bank Account (if applicable):

(For ACH) _____
(Local Bank Name) (Account Title)

(ABA Number) (Account Number) (City, State)

(For WIRE) _____
(Local Bank Name) (Account Title)

(ABA Number) (Account Number) (City, State)

Correspondent Bank (if applicable):

(Bank Name) (City) (ABA Number) (Account Number)

3. The local government investment pool monthly statements of account to:

(Attention)

(Address)

(City, State & Zip Code)

4. Changes in the above authorization shall be made by cancellation or replacement resolution delivered to the Office of the State Treasurer. Until such a replacement resolution is received by the Office of the State Treasurer, the above authorized individuals, local government demand account instructions and statement mailing address(es) shall remain in full force and effect.

5. The following schedule represents the period in which existing balances are currently expected to remain invested in the local government investment pool:

- _____ % 30 days or less;
- _____ % more than 30 days but less than 90 days;
- _____ % 90 days or longer.

100 %

Entered at _____, Georgia this _____ day of _____ 20__.

NOTARY SEAL

(Signature of Head of Governing Authority)

(Please Print or Type - Head of Governing Authority)

(Title)

Sworn to and subscribed before me this _____ day of _____ 20__.

(Notary Public)

Please complete and return an original copy to:

**Georgia Fund 1
Office of the State Treasurer
200 Piedmont Avenue
Suite 1204, West Tower
Atlanta, GA 30334-5527**

**Telephone: (404) 656-2993
Toll Free: (800) 222-6748
Fax: (404) 656-9048**

Georgia Fund 1 (local government investment pool) deposits are not guaranteed or insured by any bank, the Federal Deposit Insurance Corporation (FDIC), the Federal Reserve Board, the State of Georgia or any other agency.

**Resolution of
CITY OF OXFORD**

WHEREAS, the City is a Beneficiary of the Municipal Competitive Trust (the “Trust”) that MEAG Power established as of January 1, 1999; and

WHEREAS, pursuant to the terms of the Trust, the City is allowed to transfer certain funds between accounts and withdraw certain funds from accounts by written direction to MEAG Power and the Trustee; and

WHEREAS, by official action of the City, a City official was delegated authority to make deposits to the Trust and to communicate City decisions with respect to the Trust to MEAG Power and the Trustee; and

WHEREAS, in order to improve the notification process, MEAG Power has requested that all written directions communicating City decisions with respect to the Trust be executed by two independent City officials; and

WHEREAS, the City, after due consideration, has determined that such procedural changes are in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED that henceforth the Mayor and the City Manager (together, the “Authorized Officials”) are authorized to communicate City decisions with respect to the Trust by jointly executing written directions to MEAG Power and the Trustee; and

FURTHER RESOLVED that the City hereby authorizes the Authorized Officials to execute, and the City Clerk/Treasurer to attest and deliver, certificates specifying the names, titles, term of office and specimen signatures of the Authorized Officials and other certificates and documents that MEAG Power may require from time to time to effect the purposes of the Trust and this Resolution.

This the ____ day of _____, 2022.

ATTEST:

City Clerk/Treasurer
[SEAL]

INCUMBENCY AND SIGNATORY CERTIFICATE

I, the undersigned, Marcia Brooks, DO HEREBY CERTIFY that I am the duly appointed and acting City Clerk/Treasurer of City of Oxford (the "City"). I HEREBY FURTHER CERTIFY that the below named persons have been duly appointed or elected, as applicable, have been qualified, are duly holding the offices set opposite their names on this day and the signatures set opposite their names are their genuine signatures:

<u>Name</u>	<u>Office</u>	<u>Term Expires</u>	<u>Signature</u>
<u>David S. Eady</u>	<u>Mayor</u>	<u>December 31, 2023</u>	_____
<u>Bill Andrew</u>	<u>City Manager</u>	<u>At the pleasure of the Council</u>	_____

IN WITNESS WHEREOF, I have hereunder subscribed my name and affixed the official seal of the City this ____ day of _____, 2022.

By: Marcia Brooks

Its: City Clerk/Treasurer

[SEAL]



Memo

To: Mayor and Council

From: Bill Andrew, City Manager

Date: March 8, 2022

Re: Recommendation for NGRC to perform Oxford's Comprehensive Plan Update

The Georgia Department of Community Affairs (DCA) requires an approved update to our comprehensive plan no later than February 28, 2023 in order to retain our Qualified Local Government (QLG) status. QLG status, as you may know, provides our community with eligibility for numerous state grant and loan programs.

It is recommended that the development of our comprehensive plan update begin well in advance (at least six months) of the deadline and preferably sooner.

City staff is recommending the use of personnel from the Northeast Georgia Regional Commission (NGRC). NGRC's task list would include: a full update to the comprehensive plan document, including the required Needs & Opportunities, Goals & Vision, Land Use, Transportation, Broadband, and Community Work Program elements. In addition to drafting the plan document and associated map(s), NGRC would facilitate the two required public hearings and steering committee meetings and assist with opportunities for public input.

NGRC's assistance with comprehensive plan updates is subsidized through an annual contract with the Georgia Department of Community Affairs and so the City's fee would be \$3,000 and could be covered in the budget by Professional Services.

110 W. Clark Street
Oxford, GA 30054
Phone 770-786-7004
Fax 770-786-2211
www.oxfordgeorgia.org



Incorporated December 23, 1839

Mayor David S. Eady
City Manager Bill Andrew
City Clerk Marcia Brooks

April 4, 2022

Mr. Burke Walker
Executive Director
Northeast Georgia Regional Commission
305 Research Drive
Athens, GA 30605-2795

Dear Mr. Walker:

I am writing to request the assistance of the Northeast Georgia Regional Commission's (NEGRC) Planning & Government Services (PGS) Division with the City of Oxford's effort to update our comprehensive plan.

This project involves developing an updated comprehensive plan to meet the State's planning rules as provided by the Georgia Department of Community Affairs (DCA). We understand the plan's deadline is February 28, 2023 and that it requires a 30-day review by DCA prior to our local adoption. Please inform us of any applicable NEGRC fees at the appropriate time.

Thank you for your time and attention to this matter. We look forward to hearing from you.

Sincerely,

David S. Eady
Mayor

MEMORANDUM OF AGREEMENT

City of Oxford Comprehensive Plan

This Agreement made and entered into by and between the Northeast Georgia Regional Commission (hereinafter "NEGRC") and City of Oxford, Georgia (hereinafter "LOCAL GOVERNMENT").

Witnesseth:

The LOCAL GOVERNMENT agrees to engage the NEGRC and the NEGRC hereby agrees to develop a comprehensive plan for the LOCAL GOVERNMENT as described below:

1. **Term**: The term of this Agreement shall commence upon execution and shall continue until March 31, 2023.
2. **Project Overview**: The Georgia Planning Act of 1989 establishes the State of Georgia's "essential public interest in promoting, developing, sustaining, and assisting coordinated and comprehensive planning by all levels of government." The Georgia Department of Community Affairs (DCA) publishes rules regulating the development of comprehensive plans for all counties and municipalities. The NEGRC, on behalf of in coordination with the LOCAL GOVERNMENT, will develop a comprehensive plan that meets the Minimum Standards and Procedures for Local Comprehensive Planning.
3. **Scope of Work**:
 - a. **LOCAL GOVERNMENT Responsibilities**:
 - i. Promptly furnish to the NEGRC data and information requested by the NEGRC that is needed for rendering of services herein. The LOCAL GOVERNMENT shall provide to the NEGRC all such information as is available to the LOCAL GOVERNMENT and the LOCAL GOVERNMENT's consultants and contractors, and the NEGRC shall be entitled to rely upon the accuracy and completeness thereof.
 - ii. When applicable, appoint relevant staff, officials, residents, and others to participate in activities related to the COMPREHENSIVE PLAN, including the steering committee or any subcommittee thereof.
 - iii. Designate a person (or persons) to act as the LOCAL GOVERNMENT's representative(s) with respect to the services to be rendered under this Agreement. Such person(s) shall have complete authority to transmit instructions, receive information, interpret and define the LOCAL GOVERNMENT's policies and decisions with respect to materials, equipment, elements and systems pertinent to the NEGRC's services.
 - iv. Respond to inquiries by NEGRC staff regarding the COMPREHENSIVE PLAN in a timely manner, not to exceed five (5) business days.
 - v. Execute applicable documents regarding the COMPREHENSIVE PLAN.
 - vi. Provide adequate meeting space, as requested by the NEGRC, and arrange for publication of all required advertisements.
 - vii. Perform all Activities assigned to the LOCAL GOVERNMENT as outlined in the project implementation schedule, included as **ATTACHMENT A**.
 - b. **NEGRC Responsibilities**:
 - i. When applicable, facilitate activities of the steering committee or any subcommittee thereof.
 - ii. Designate a person (or persons) to act as the NEGRC's representative(s) with respect to the services to be rendered under this Agreement. Such person(s) shall serve as the primary contact to transmit instructions and receive information pertinent to this Agreement and, with oversight from the Director of Planning & Government Services, shall have the authority to interpret and define the NEGRC's policies and decisions with respect to materials, equipment, elements and systems pertinent to this Agreement.
 - iii. Respond to inquiries by the LOCAL GOVERNMENT regarding the COMPREHENSIVE PLAN in a timely manner, not to exceed five (5) business days.
 - iv. Assist the LOCAL GOVERNMENT with compliance with any and all procedural requirements related to the COMPREHENSIVE PLAN, including provision of template language for meeting advertisements, transmittal letters, adopting resolutions, etc., where available.
 - v. Perform all Activities assigned to the NEGRC as outlined in the project implementation schedule, included as **ATTACHMENT A**.
4. **Compensation**: The LOCAL GOVERNMENT agrees to pay the NEGRC a fee of \$3,000.00 for providing the services described herein. The NEGRC will invoice the LOCAL GOVERNMENT for services rendered by June 30th of each year during which the project is active. A final invoice will be issued at project completion. Payment is expected within 30 days of each invoice.

5. **Changes in the work:** Changes to the work shall be authorized in writing by the Chief Elected Official, be accepted by the NEGRC, and describe, as applicable, the revised scope of work, specifications, schedule, deliverables, and compensation. The provisions of this Agreement shall apply to all such revisions.
6. **Ownership of Work Product:** Unless stated otherwise in work orders or writings, after payment in full of the NEGRC's compensation, the LOCAL GOVERNMENT shall be assumed to own all work products developed herein. The NEGRC retains the right to include work product as part its portfolio.
7. **Termination:** This Agreement may be terminated by either party at any time by written notice at least thirty (30) days in advance of the desired termination date. Upon termination, the LOCAL GOVERNMENT shall pay the NEGRC for all reasonable time and expenses incurred to date whereupon the NEGRC shall furnish to the LOCAL GOVERNMENT all work products completed to date.
8. **Severability and Reformation:** Any provision or part thereof of this Agreement held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the parties. The parties agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.
9. **Agreement:** This Agreement, including any applicable Attachment(s), constitutes the entire Agreement between the parties and supersedes all prior written and oral understandings between them. This Agreement may not be amended in any respect other than by written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the date written.

Acting for and on behalf of:
Northeast Georgia Regional Commission
305 Research Drive
Athens, Georgia 30605-2795

Acting for and on behalf of:
City of Oxford
110 West Clark Street
Oxford, GA 30054

Burke Walker, Executive Director
Northeast Georgia Regional Commission

David Eady, Mayor
City of Oxford

Date: _____

Date: _____

W.M. Palmer, Chairperson
Northeast Georgia Regional Commission

Date: _____

ATTACHMENT A

INTENDED PROJECT SCHEDULE City of Oxford Comprehensive Plan

The following project implementation schedule is provided as a general guide. Tasks will be undertaken and pursued in such sequence as to assure their expeditious completion and as may be required elsewhere in this memorandum. All services required herein shall be completed on or before March 31, 2023.

Activity	Timeframe
LOCAL GOVERNMENT holds Public Hearings and NEGRC facilitates Input Meetings (two formal public hearings and three or more input meetings, depending on need)	June 2022-December 2022
NEGRC and LOCAL GOVERNMENT conduct additional public outreach, as appropriate (distribution of questionnaires, social media posts, etc)	June 2022-December 2022
NEGRC drafts Comprehensive Plan Update	July 2022-October 2022
LOCAL GOVERNMENT reviews and provides feedback on Comprehensive Plan Update to NEGRC staff	October 2022-November 2022
NEGRC finalizes Comprehensive Plan Update	November 2022
LOCAL GOVERNMENT provides transmittal letter to begin review process	December 2022
NEGRC revises Comprehensive Plan Update per DCA comments (if necessary)	January 2023
LOCAL GOVERNMENT passes Comprehensive Plan Update adoption resolution	February 2023
Project Completion & Closeout	February 2023-March 2023

MEMORANDUM OF AGREEMENT

City of Oxford Comprehensive Plan

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Witnesseth:

The LOCAL GOVERNMENT agrees to engage the NEGRC and the NEGRC hereby agrees to develop a comprehensive plan for the LOCAL GOVERNMENT as described below:

1. **Term**: The term of this Agreement shall commence upon execution and shall continue until March 31, 2023.
2. **Project Overview**: The Georgia Planning Act of 1989 establishes the State of Georgia's "essential public interest in promoting, developing, sustaining, and assisting coordinated and comprehensive planning by all levels of government." The Georgia Department of Community Affairs (DCA) publishes rules regulating the development of comprehensive plans for all counties and municipalities. The NEGRC, on behalf of in coordination with the LOCAL GOVERNMENT, will develop a comprehensive plan that meets the Minimum Standards and Procedures for Local Comprehensive Planning.
3. **Scope of Work**:
 - a. **LOCAL GOVERNMENT Responsibilities**:
 - i. Promptly furnish to the NEGRC data and information requested by the NEGRC that is needed for rendering of services herein. The LOCAL GOVERNMENT shall provide to the NEGRC all such information as is available to the LOCAL GOVERNMENT and the LOCAL GOVERNMENT's consultants and contractors, and the NEGRC shall be entitled to rely upon the accuracy and completeness thereof.
 - ii. When applicable, appoint relevant staff, officials, residents, and others to participate in activities related to the COMPREHENSIVE PLAN, including the steering committee or any subcommittee thereof.
 - iii. Designate a person (or persons) to act as the LOCAL GOVERNMENT's representative(s) with respect to the services to be rendered under this Agreement. Such person(s) shall have complete authority to transmit instructions, receive information, interpret and define the LOCAL GOVERNMENT's policies and decisions with respect to materials, equipment, elements and systems pertinent to the NEGRC's services.
 - iv. Respond to inquiries by NEGRC staff regarding the COMPREHENSIVE PLAN in a timely manner, not to exceed five (5) business days.
 - v. Execute applicable documents regarding the COMPREHENSIVE PLAN.
 - vi. Provide adequate meeting space, as requested by the NEGRC, and arrange for publication of all required advertisements.
 - vii. Perform all Activities assigned to the LOCAL GOVERNMENT as outlined in the project implementation schedule, included as **ATTACHMENT A**.
 - b. **NEGRC Responsibilities**:
 - i. When applicable, facilitate activities of the steering committee or any subcommittee thereof.
 - ii. Designate a person (or persons) to act as the NEGRC's representative(s) with respect to the services to be rendered under this Agreement. Such person(s) shall serve as the primary contact to transmit instructions and receive information pertinent to this Agreement and, with oversight from the Director of Planning & Government Services, shall have the authority to interpret and define the NEGRC's policies and decisions with respect to materials, equipment, elements and systems pertinent to this Agreement.
 - iii. Respond to inquiries by the LOCAL GOVERNMENT regarding the COMPREHENSIVE PLAN in a timely manner, not to exceed five (5) business days.
 - iv. Assist the LOCAL GOVERNMENT with compliance with any and all procedural requirements related to the COMPREHENSIVE PLAN, including provision of template language for meeting advertisements, transmittal letters, adopting resolutions, etc., where available.
 - v. Perform all Activities assigned to the NEGRC as outlined in the project implementation schedule, included as **ATTACHMENT A**.
4. **Compensation**: The LOCAL GOVERNMENT agrees to pay the NEGRC a fee NOT TO EXCEED \$5,500.00 for providing the services described herein. The NEGRC will invoice the LOCAL GOVERNMENT for services rendered by June 30th of each year during which the project is active. A final invoice will be issued at project completion. Payment is expected within 30 days of each invoice.

5. **Changes in the work:** Changes to the work shall be authorized in writing by the Chief Elected Official, be accepted by the NEGRC, and describe, as applicable, the revised scope of work, specifications, schedule, deliverables, and compensation. The provisions of this Agreement shall apply to all such revisions.
6. **Ownership of Work Product:** Unless stated otherwise in work orders or writings, after payment in full of the NEGRC's compensation, the LOCAL GOVERNMENT shall be assumed to own all work products developed herein. The NEGRC retains the right to include work product as part its portfolio.
7. **Termination:** This Agreement may be terminated by either party at any time by written notice at least thirty (30) days in advance of the desired termination date. Upon termination, the LOCAL GOVERNMENT shall pay the NEGRC for all reasonable time and expenses incurred to date whereupon the NEGRC shall furnish to the LOCAL GOVERNMENT all work products completed to date.
8. **Severability and Reformation:** Any provision or part thereof of this Agreement held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the parties. The parties agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.
9. **Agreement:** This Agreement, including any applicable Attachment(s), constitutes the entire Agreement between the parties and supersedes all prior written and oral understandings between them. This Agreement may not be amended in any respect other than by written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the date written.

Acting for and on behalf of:
 Northeast Georgia Regional Commission
 305 Research Drive
 Athens, Georgia 30605-2795

Acting for and on behalf of:
 City of Oxford
 110 West Clark Street
 Oxford, GA 30054

 Burke Walker, Executive Director
 Northeast Georgia Regional Commission

 David Eady, Mayor
 City of Oxford

Date: _____

Date: _____

 W.M. Palmer, Chairperson
 Northeast Georgia Regional Commission

Date: _____

ATTACHMENT A

INTENDED PROJECT SCHEDULE City of Oxford Comprehensive Plan

The following project implementation schedule is provided as a general guide. Tasks will be undertaken and pursued in such sequence as to assure their expeditious completion and as may be required elsewhere in this memorandum. All services required herein shall be completed on or before March 31, 2023.

Activity	Timeframe
LOCAL GOVERNMENT holds Public Hearings and NEGRC facilitates Input Meetings (two formal public hearings, five or more input meetings, and prepare materials for/assist with additional public outreach initiatives, as determined by the LOCAL GOVERNMENT and the Steering Committee)	June 2022-December 2022
NEGRC and LOCAL GOVERNMENT conduct additional public outreach, as appropriate (distribution of questionnaires, social media posts, etc)	June 2022-December 2022
NEGRC drafts Comprehensive Plan Update	July 2022-October 2022
LOCAL GOVERNMENT reviews and provides feedback on Comprehensive Plan Update to NEGRC staff	October 2022-November 2022
NEGRC finalizes Comprehensive Plan Update	November 2022
LOCAL GOVERNMENT provides transmittal letter to begin review process	December 2022
NEGRC revises Comprehensive Plan Update per DCA comments (if necessary)	January 2023
LOCAL GOVERNMENT passes Comprehensive Plan Update adoption resolution	February 2023
Project Completion & Closeout	February 2023-March 2023



596 Milledge Pl SE
Atlanta, GA 30312
404-884-TREE (8733)
ContactUs@ReForestATL.com

August 31st, 2021

Dear City of Oxford Tree Board,

We appreciated the invitation to talk to you regarding the ecological management of your public lands and rights-of-ways and would love the opportunity to work together! Below you will find a summary of my findings and an estimate for our services to restore the Ashbury Street Park. We have included other optional add-on services from our partner, EcoAddendum, if you wish to consider including community education, engagement, and/or volunteer work.

On August 17th, 2021, I visited the Ashbury Street Park in order to assess its condition and estimate the amount of work needed to bring it back to a healthy ecological status. The area to be worked is roughly 2.75 acres. I found the park to be in various stages of infestation, largely ranging from light to moderate. Fortunately, most of the invasive vines are not in an advanced stage of growth, the invasive ground cover is not entire, and the invasive shrubs are still largely under 3" DBH; these conditions, while needing to be addressed, are favorable and present an excellent opportunity to address the problems in an efficient and economical way before things get out of hand. I applaud you for being proactive. The table below shows our estimated number of sessions and associated costs. This assumes that debris disposal will either be handled on-site or gathered by the City; if you'd prefer to have us haul and dispose of the debris off-site, please let me know and we can provide a quote for that separately.

Professional Ecological Restoration & Management Services

Labor Costs (per 5 hour session)	Outside of Service Area Fees (per session; travel time & mileage)	Session Cost (all inclusive, aside from debris)	Number of Sessions (estimated)
\$1075	\$240	\$1315	4-6
TOTAL ESTIMATED COST			\$5260 - \$7890

If you wish to include a community engagement and education component, you can find options on the following pages for services provided in partnership with EcoAddendum. Note that if volunteers are used, the amount of professional crew sessions may be slightly reduced, depending upon volunteer turnout and level of engagement.

If you have any questions or would like to negotiate other options, please do not hesitate to email us. We look forward to working together!

Kate Carson

Ecologist - ReForest ATL, LLC



March 15th, 2022

Dear City of Oxford Tree Board,

We appreciated the invitation to talk to you last year regarding the ecological management of your public lands and rights-of-ways and would love the opportunity to work together. Below you will find a summary of my findings and an estimate for our invasive species management services in the Ashbury Street Park. We have also attached information about our optional add-on services, offered in partnership with EcoAddendum, if you wish to include community education, engagement, and/or volunteer work. Our unique approach incorporates education and training volunteers as a way to save costs in the long term by engaging and inspiring the public to learn about and participate in the management of their greenspaces and prepares them to take over their long-term management once the professional removal is completed. Replanting with appropriate native species, wildlife habitat certifications, and pollinator garden installations are other optional services we offer.

Ashbury Street Park Management Assessment

On August 17th, 2021, I visited the Ashbury Street Park in order to assess its condition and estimate the amount of work needed to address the invasive species on-site. The area to be worked is roughly 2.75 acres. The park is in various stages of infestation, ranging from light to moderate. Fortunately, most of the invasive vines are not in an advanced stage of growth, the invasive ground cover is not entire, and the majority of the invasive shrubs are under 3" diameter; these conditions, while needing to be addressed, are favorable and present an excellent opportunity to address the problems in an efficient and economical way before they get out of hand. By opting for a spray-free approach the collateral damage to the existing native species is minimized, no toxins are introduced into the environment, and recovery times are faster, resulting in long term cost savings.

The table below shows our estimated number of sessions and associated costs. This assumes that debris disposal will either be handled on-site or gathered by the city; if you'd prefer to have us haul and dispose of the debris off-site, please let me know and we can provide a quote for that separately.

Quote for Professional Ecological Restoration & Management Services

Session Cost (per 5 hour session)	Number of Sessions (estimate)	Total Cost (all inclusive)
\$1240	4-6	\$4960 - \$7440



596 Milledge Pl SE
Atlanta, GA 30312
ContactUs@ReForestATL.com

If you wish to include a community engagement and education component, you can find options on the following pages for services provided in partnership with EcoAddendum. **Note that if volunteers are used, the amount of professional crew sessions and, therefore, cost may be reduced, depending upon volunteer turnout and level of engagement.**

If you have any questions or would like to negotiate other options, please do not hesitate to email us. We look forward to working together!

Kate Carson

A handwritten signature in black ink that reads "Kate Carson".

Ecologist - ReForest ATL, LLC

SERVICES

Consultation

Site assessments
Management plans

Restoration

Invasive species removal
Wildlife habitat and
sanctuary certifications

Education

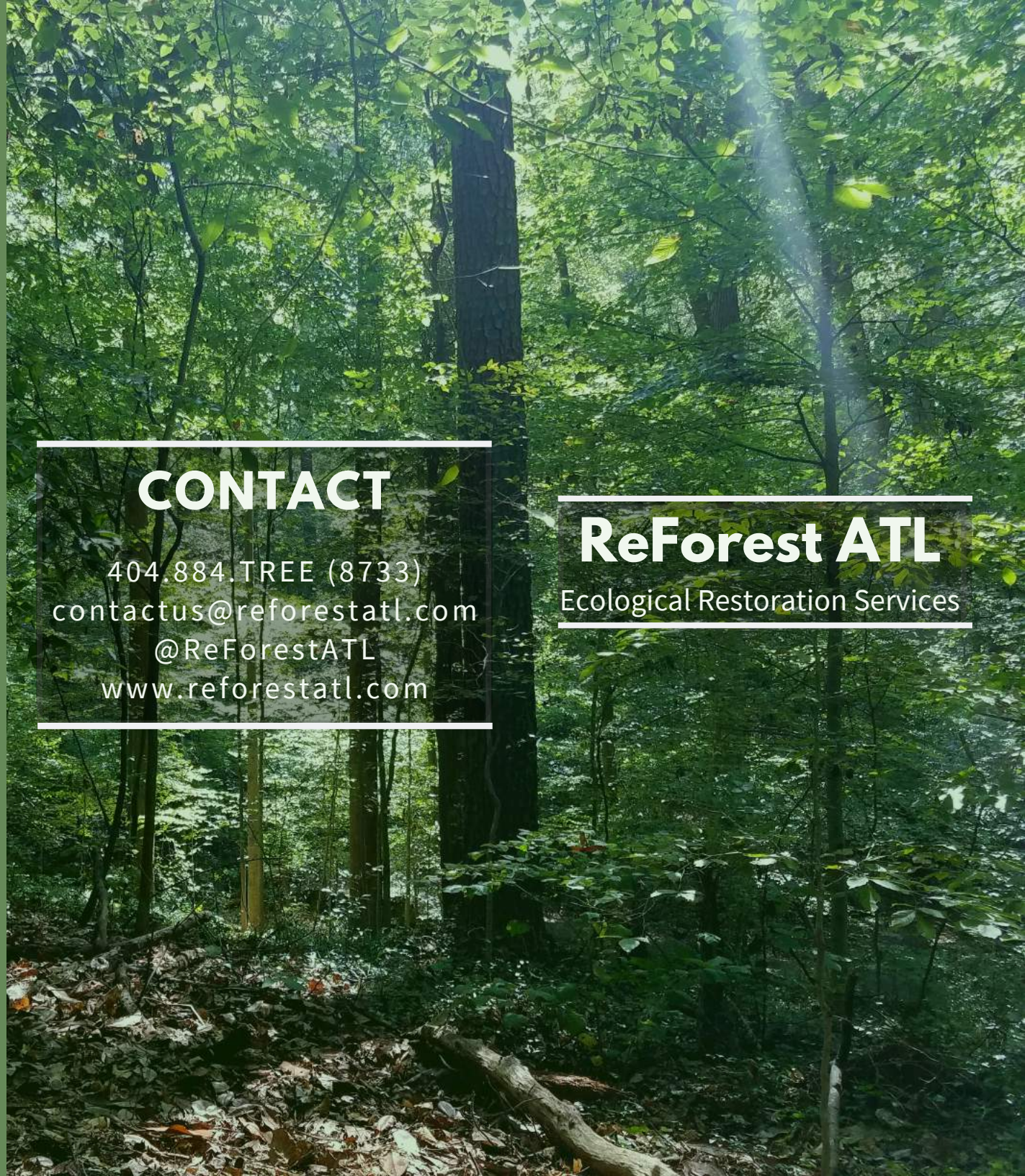
Volunteer training
Land owner training
Environmental lessons for
all ages



CONTACT

404.884.TREE (8733)
contactus@reforestatl.com
@ReForestATL
www.reforestatl.com

ReForest ATL
Ecological Restoration Services





WHO WE ARE

We are a worker's cooperative headed by an Ecologist, serving the native habitats of the Atlanta metro area.

WHY WE ARE DIFFERENT

Our practice is founded in ecology. Each project receives a unique, site-specific management strategy, balancing the needs of the client with the most appropriate restoration methods. Our goal is to restore and preserve self-sustaining ecosystems that require minimal long-term maintenance.

WHERE WE WORK

Anywhere native habitats need to be restored! We serve conservation easements, parks and greenspaces, HOAs, and private clients.

"Biodiversity is not optional, and yet we are forcing it to extinction."

- Doug Tallamy

OUR PHILOSOPHY

HOLISTIC APPROACH

Trees are often the focal point when it comes to forest restoration; however, forests are composed of much more than trees! The key to nursing a forest back to health lies within restoring its many layers, from the soil up. We see the bigger picture and recognize the crucial role every component plays. We work with the ecosystem as a whole to reinvigorate and return it to a more functional and biodiverse state.

ECOLOGICAL FUNCTIONALITY

Our methodology minimizes impacts to the soil, water, fauna, and existing native plant community. Rather than degrading the ecosystem in the process of "saving" it, we "edit" out the undesirable plants, leaving the native species in place to restore and maintain ecosystemic functionality. This leads to a faster recovery and, ultimately, a self-sustaining forest.

MANUAL, CHEMICAL-FREE OPTIONS

We offer chemical-free options for invasive species management without the use of heavy machinery. Heavy machinery and herbicides create collateral damage, further weakening the ecosystem and impairing its natural ability to recover. Therefore, we have developed techniques which allow us to minimize soil disturbance and herbicide usage as much as possible.



About EcoAddendum (Eco-A)

EcoAddendum (Eco-A) is a 501-C3 Georgia nonprofit organization re-connecting people to nature through innovative educational walks, programs, and special events.

Few realize that the Southeastern US holds more native biodiversity than any other region of the US, where even cities like Atlanta can harbor old growth trees and remnants of the original forest of our region.

Since 2013, Eco-A has led people of all ages and backgrounds on over 250 guided nature walks in 49 metro Atlanta parks and greenspaces with additional excursions to natural areas throughout Georgia as well as mountains and coastal areas in North Carolina, Tennessee and Florida.

Eco-A participants often tell us they've had an outdoor experience not found with any other group. With a sense of wonder and discovery, Eco-A explains the science behind nature's inter-connected systems in creative ways that are deeply enriching and accessible to any audience. By teaching the character and value of native trees, plants, birds and wildlife, we share the joy of recognizing and understanding the details, often overlooked, that are the critical clues to the story of our native forest and a healthy ecosystem. We guarantee you will discover something new on an Eco-A Naturalist or Stewardship walk.

In addition to our walks and outings, Eco-A offers Eco-Restoration and Stewardship learn/work programs that blend in-depth environmental education with strategic, cost-effective and environmentally sensitive methods to restore native landscapes – from parks and greenspaces to backyards. Eco-A Stewardship programs enable park stakeholders to become deeply knowledgeable docents for their neighborhood greenspaces, and aid municipalities in safe, cost-effective, management of greenspace properties. Program participants are eligible for Eco-Naturalist certifications.

For more information, contact: Kathryn Kolb, Executive Director, EcoAddendum | info@ecoaddendum.org | direct: 404-862-0118

EcoAddendum.org



Greenspace Walks and Stewardship Program

Eco-A offers educational walks and Stewardship training for local communities in order to raise community engagement and expertise among greenspace stakeholders.

Eco-A staff and expert partners lead up to twelve outdoor stewardship training sessions per greenspace, per year, in four seasons. All sessions are held outdoors in the greenspace. Walks and training sessions can be tailored to meet the specific interests and needs of each group. Educational walks can be combined with volunteer work sessions.

Stewardship Program Goals:

- Build community expertise in local greenspaces by training “docents” who then train other volunteers.
- Connect local residents and stakeholders to their local greenpaces by providing experiences that are both informative and inspiring.
- Provide in-depth knowledge, and hands-on training about the unique natural qualities of local greenspaces, including forest history, forest character and value, native trees, plants, birds and other wildlife, overall forest health, how to identify and remove invasive species, the value of greenspace to human health, and many other topics (see list below).
- Raise overall level of Eco-literacy in our communities.
- Provide naturalist and stewardship certification for greenspace docents
- Assist municipalities in caring for and restoring greenspaces by training local stakeholders in healthy greenspace restoration and management strategies.

Stewardship Program Structure:

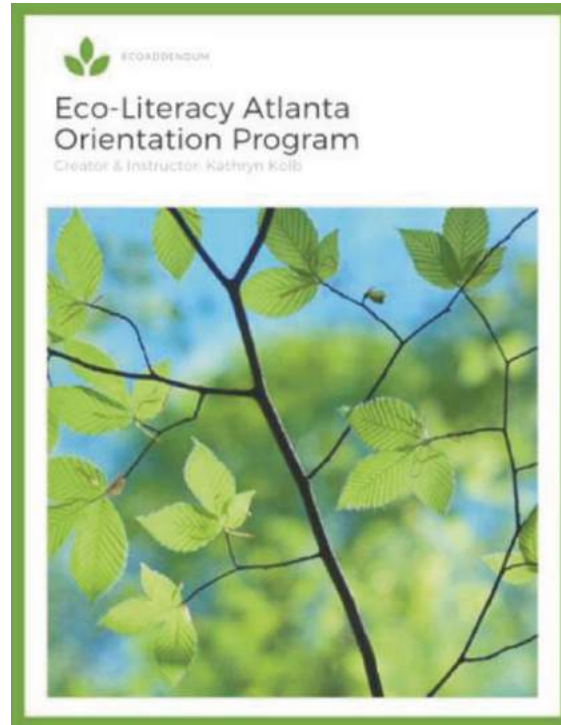
- Our basic Stewardship Program consists of up to 12 sessions per year, taking place on weekends and/or weekdays, approximately 2.5-3 hours per session.
- Each walk or activity has a specific focus (choose from our menu of topics covered below) while also including review of species ID and ecosystem character.
- All Stewardship walks and trainings take place outdoors, in the selected greenspace.
- Participants are eligible for four levels of naturalist and stewardship certification.
- Participants may use Eco-A's online course concurrently with outdoor sessions.

Eco-A Stewardship Educational Topics Menu:

1. Greenspace overview, history of our region's unique forest, intro to reading the landscape, four forest types, old growth forest indicator species, how to recognize ecosystem sub-types, general identification of trees, plants, wildlife and wildlife signs.
2. In-depth identification of trees, plants, shrubs, vines and their characteristics and ecosystem values, native and non-native species, indicator species visible in spring, summer, fall or winter seasons, deciduous species, native and non-native evergreens, indicator species visible in winter, ecology of Georgia native forests, spring ephemeral wildflowers, intro to field guides and keys. (*Details vary by season*).
3. Identification of invasive species, native vs. non-native species, prioritizing invasives for removal, proper invasive removal techniques and specific strategies for each invasive species, forest monitor training, techniques and strategies for removing woody invasive species, vines and small trees, option for volunteer training work sessions, tools provided (*with ReForestATL*)
4. Forest Intelligence, fascinating new research shows how trees and plants interact with each other, fungi, and other organisms in complex and yes "thoughtful" ways, how plants lean and remember, how trees use quantum principles
5. Birds in our ecosystems, how to ID birds by sight and by call, how to hear birds calls more clearly, amazing journeys of migratory birds, migratory and year-round resident birds
6. Art in Nature and nature photography, how natural forms and fine art use similar geometric patterns, how to capture mood and details more clearly using the art of photography, what the environmental movement and nature photography have in common, how to take better photographs in natural places using cell phones, digital or film cameras.
7. All about pollinators, the amazing lives of myriad types native bees, butterflies, the critical flower species necessary to support them (*with Pandra Williams, Beech Hollow Wildflower Farm*).
8. Forests, Health and Healing, the Japanese art of "Forest Bathing" (Shinrin yoku) experiential session, research shows how simply being in a forested environment improves health and longevity (*with a certified Forest Therapy Guide*).
9. Replanting - when to plant or not to plant? Eco-system types, soil quality, selecting best species per location, after-care (*with Pandra Williams, Beech Hollow Wildflower Farm*).
10. Geology, rocks and minerals of the greenspace, complex and fascinating geological history of the Georgia Piedmont.

Introducing Eco-Literacy Atlanta

Learn to read the clues to any forest's story through its trees, key species and wildlife signs.



This easy-to-use online course is custom made so anyone can quickly understand and appreciate metro Atlanta's surprisingly rich urban forest – from greenspaces to backyards.

Easy to understand descriptions, scientific facts and decades of practical field knowledge about our eco-region are combined in a holistic way not found in other nature guides.

We're offering **Eco-Literacy Atlanta** to Georgia's environmental groups, members, board, staff and individual participants for just \$45, with unlimited access.

We also offer our course as a complement to other nature education programs, and we can additionally host Stewardship and Naturalist walks in combination with the online course.

Few realize that metro Atlanta harbors old-growth forest remnants dating back to Muscogee Creek days. Our course teaches anyone how to recognize these special places, what it means when we find certain species in the landscape, and tips on which invasive species are the highest priority to remove.

There's no other field guide or course like it, designed especially for Atlanta and the Georgia Piedmont by Eco-A naturalist Kathryn Kolb.

Click here to preview chapters which include

- Beautifully illustrated e-booklets on regional trees, plants and wildlife signs •
- Thoughtful nature activities and outdoor experiences
- Certificate of achievement once the course is complete

Email us with your questions and suggestions.

We look forward to welcoming your community to be among the first to complete the course and receive recognition.

Thanks for all you do to nurture the natural world.

• MORE ABOUT ECOADDENDUM •

Since 2013, Eco-A Director Kathryn Kolb and her team have led nearly 300 guided naturalist walks and outdoor educational events with an emphasis on older forests in metro Atlanta. Eco-A also leads outings throughout Georgia, Tennessee, North Carolina and Florida.

With a sense of wonder and discovery, Eco-A explains the science behind nature's inter-connected systems with accessible, creative presentations and field experiences. By teaching the character and value of native trees, plants, birds and wildlife, we share the joy of recognizing and understanding the details, often overlooked, that are the critical clues to the story of our native forest and a healthy ecosystem.

For more on Eco-A, [click here](#).

[To register for Eco-Literacy, click here.](#)

Above photo: American Beech © Kathryn Kolb



Greenspace Walks and Stewardship Program

Budget (Oxford Proposal)

Stewardship events can take place in one park or a combination of parks

Program includes 11 events, 10 classes plus a final event with certifications (approx. one event per month for one year) Note: You may decide to charge participants in order to help cover costs. \$8500.

Option: 8 additional volunteer invasive removal sessions and trainings that include larger groups of general volunteers overseen by professionals. Additional sessions help Stewards learn to lead and train other volunteer groups. \$3200.

Total: 11 events - \$8500. /19 events \$11,700.

Note: other options may be available by request.

For more information contact:

Kathryn Kolb, Eco-A Director | info@ecoaddendum.org | direct: 404-862-0118

EcoAddendum.org

Michael Hudgins, WoodsKeeper.com

One man crew, willing to work two days a week, rate would be a simple: \$375 a day (5 hours)

Labor/5 hour session/day: \$375

City Sheep and Goats – Highly infested areas along ROW trails

Sheep only, that will eat everything up to 5' above the ground, except wisteria and vinca/periwinkle (which are toxic)

Larger projects run about \$1400 to \$2k per acre

EcoLogic LLC

Proposal for Regenerative Services

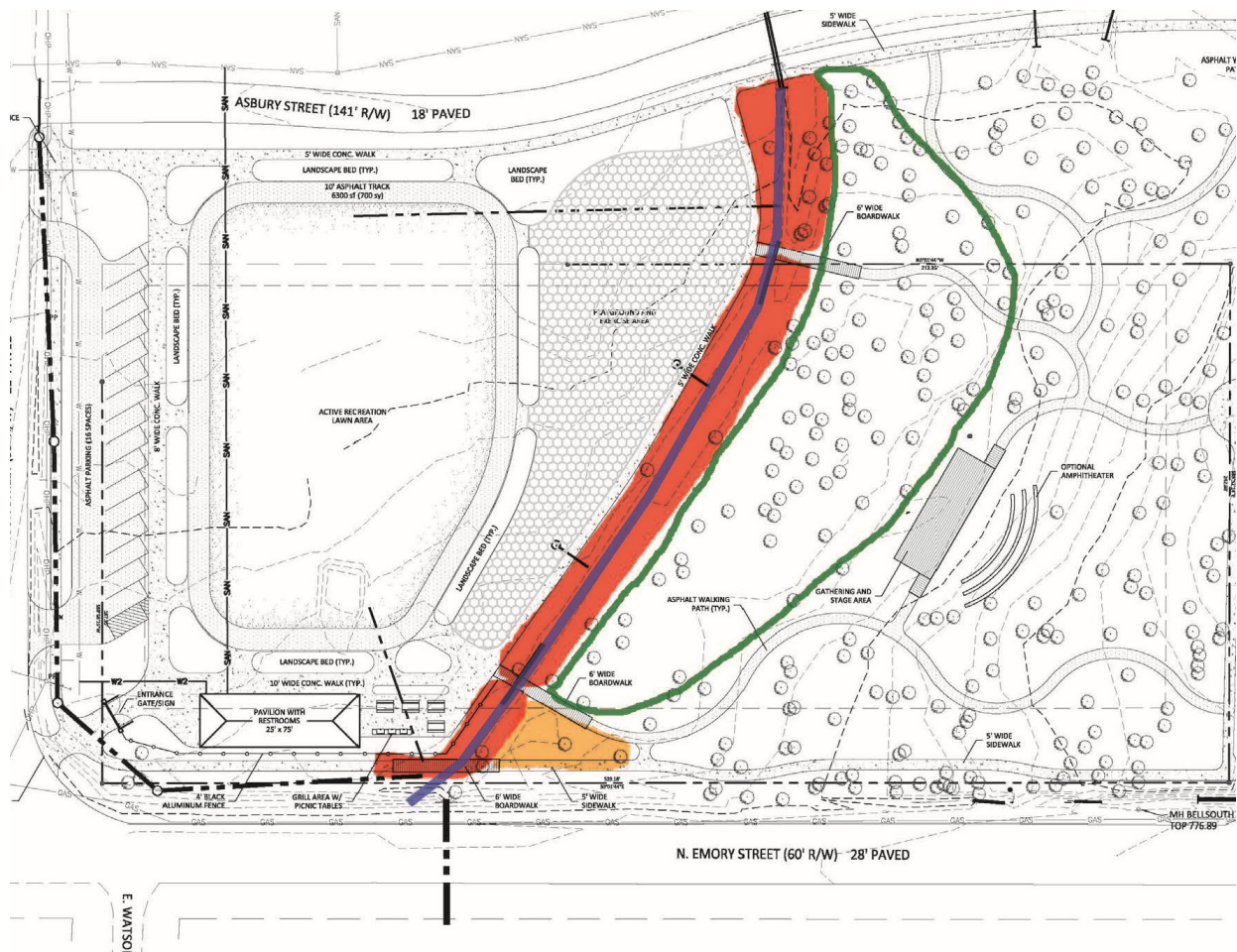


Client:
City of Oxford c/o Laura McCanless
lauramccanless@bellsouth.net

Contact:
Tanya (Tea) Povolny
tea@ecologicalt.com

Site Evaluation:

The site at *Asbury Park* consists of a forested hillside, transitioning from deciduous dominant piedmont forest to lowland pine dominant forest, leading to a semi-constructed wetland, and finally to a stormwater conveyance. This conveyance, also known as a riparian corridor, is where water from the surrounding area can infiltrate into the water table, making it the element of highest value within the landscape since provides the most ecological infrastructure for the area. For this reason and for the sake of practicality, the scope of this project is focused on the **Riparian Corridor** and **Wetland** areas only, marked in blue and highlighted in red respectively.



A preliminary plant inventory followed by an assessment of current site conditions is provided below. These lists represent initial species of note. Invasive plant species listed have the highest potential for negative impact and/or ecological damage. Native plants listed provide environmental context, indicate current ecological health, and/or are rare. Neither list is exhaustive.

Beneficial, Native Plants:

Flower, forbs, etc

- American knotweed
- Asters
- Boxseed
- Broom-sedge
- Bushy bluestem
- Cherokee sedge
- Dogfennel
- Goldenrod
- Joe-pye weed
- Little bluestem
- Nimblewill
- Rushes
- Seedbox

Vines

- Creeping cucumber
- Climbing hempvine
- Dewberry
- Greenbrier
- Virginia creeper
- Muscadine grape

Trees and woody plants

- American elm
- Black tupelo
- Black walnut
- Boxelder
- Cedar
- Hackberry
- Hickory
- Loblolly pine
- Maple
- Pecan
- Red mulberry
- Red oak
- Sweetgum
- Tulip poplar
- Willow oak
- Winged elm
- Water oak

Invasive, Introduced Plants:

Flower, forbs, etc

- Chaff flower
- Creeping Charlie
- False strawberry
- Liriope
- Oriental smartweed
- Stiltgrass

Vines

- Elaeagnus
- Euonymus
- Japanese honeysuckle
- Vinca

Trees and woody plants

- Cherry laurel
- Chinese privet
- Bradford pear
- English ivy
- Mimosa
- Oriental holly
- Southern magnolia
- White mulberry

As the list above suggests, there is a robust population of natives present within the **Wetland** area. However, the woody invasives such as privet and Elaeagnus are fast growing and readily create monocultures. We are beginning to see some of this monoculturalization happening within the **Riparian Corridor**. Adjacent areas where little to no native plant biodiversity is present are of concern and should be considered for later regenerative intervention, as they harbor invasive plants that will readily re-establish within the wetland. One such area is highlighted in orange in the graphic above. This area, and similar points along the slope, are at risk for major erosion. Future recommendation for these erosion-prone zones includes native plant installation and minor stormwater earthwork such as a bioswale.

Recommendation Summary:

In consultation with Laura McCanless, EcoLogic has defined this project's goal as *removing invasive plant species posing a threat to beneficial wildlife with the intention of regenerating habitat, green and ecological infrastructure, and biodiversity*. This site is optimal for nurturing biodiversity due to the ecotones naturally occurring between the varied ecological conditions.

The order in which work is done is flexible; once work has got underway, phases will overlap. Appropriate seasons for specified work are included. The recommendation summary provides an outline for proposed work and is distinct from a management plan. Management plans are available if desired for an additional fee and include step-by-step management instructions. Management plans are **not** necessary to move forward with a project.

EcoLogic offers payment options in quarterly installments. The figures provided include the associated cost for project completion **with traveling fee** based on current observation and client consultation. These figures do not include cost of materials (such as herbicide for cut-and-treat). Further, clients are not required to engage EcoLogic for an entire regenerative project and may choose which phases best suit their needs should they desire a partial regeneration. If the client decides to opt for a partial regeneration, quarterly payment will be recalculated.

The number of sessions scheduled is determined on a month-by-month basis and will average 1-2 sessions per month, for a total of 15-18 sessions, over an approximately 12-month period. Estimated range of sessions accommodates for unforeseen conditions likely to arise on site over time. Each session is 5 hours long. Should additional sessions beyond the estimated maximum be required, this will be negotiated prior to continuing work.

The following service recommendations and quotes are proposed to help the City of Oxford complete the goal of a regenerating wildlife habitat and landscape for the site at *Asbury Park*:

(1) Phase 1 (1 Site Specialist, 2 Regenerative Technicians)

Most of year 1 will be devoted to removal of invasive woody plant midstory.

- Invasive midstory control, cut-back
- Debris clearing and organization: brush piles for native wildlife and erosion control
- Removal and disposal of viable fruiting bodies: spread prevention
Season: Year-round
- Invasive midstory control, uproot
Season: Spring, Fall
- Riparian corridor detail cleaning
- Chop-and-drop mulching, over winter preparation
- Pop-up invasive plant control, non-dormant invasive plants emerging and second wave invasives
Season: Fall, Winter
Sessions: 10-15

(2) Phase 2 (1 Site Specialist, 2 Regenerative Technicians)

Groundcover invasive plants are revealed once woody invasive plants have been cut back. Next steps in woody plant control continues: uprooting and potentially, cut-and-treat. Secondary infestations will need control as they appear.

- Debris clearing and organization: brush piles for native wildlife and erosion control continued
- Removal and disposal of viable fruiting bodies: spread prevention
Season: Year-round
- Invasive midstory removal, uprooting continued
- Invasive vine and ground cover control
Season: Summer, Winter
- Cut-and-treat established woody invasive plants
- Riparian corridor detail cleaning, continued secondary infestations
Season: Fall, Winter
Sessions: 3-5

Completion:	Approximately 12 months, or a maximum total of 18 sessions
Quarterly installments for total project:	\$2854.80 per quarter
Cost itemization:	1 site specialist @\$40/hr = \$200/session 2 regenerative technicians @\$30/hr = \$300/session Outside of Atlanta Metro area traveling Fee @\$0.56/mile per person = \$134.40/session

City of Oxford
Invoices >=\$1,000
Paid in March 2022

VENDOR	DESCRIPTION	AMOUNT
RECURRING CHARGES		
City of Oxford Utilities	January – February 2022 services	1,716.88
Newton County Board of Commissioners	Purchase of water for resale February 2022; Invoice #2936	15,030.00
Newton County Water & Sewerage Authority	Sewer Treatment Fees, 1/28/2022 – 2/25/2022	5,864.73
Georgia Municipal Association	GMEBS Life and Health Insurance Program, March 2022 Premium, invoice #320437	4,362.40
Southeastern Power Administration (SPA)	SEPA Energy Cost – January 2022 – invoice #B-22-0911	2,950.48
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for February 2022	89,620.74
Electric Cities of Georgia	Consulting and planning services for March 2022	5,087.00
IRS	Federal Payroll Taxes, March 2022	12,554.24
Latham Home Sanitation	Commercial Waste Removal Services February 2022	7,361.18
VC3, Inc. (formerly Sophicity)	March 2022 charges for software and hardware support; invoice #73090	2,289.74

VENDOR	DESCRIPTION	AMOUNT
PURCHASES/CONTRACT LABOR		
Steven A. Hathorn, P.C.	Municipal judge services – January – March 2022	1,250.00
C. David Strickland, P.C.	City legal services, February 2022	1,215.00
Scarborough Tree, Inc.	Emergency removal of fallen elm tree and stump grinding at 903 Asbury St., 3/1/2022, P.O. #14403	1,200.00
Pi-Jon, Inc.	Fuel for City vehicles, inv. A16906	3,205.66
Gerald Whitley	Painting at Maintenance Facility, P.O. #14396, 3/9/2022	2,465.00
Jack's Creek Farms, LLC	Trees for Highway 81, 1/25/2022, Invoice #3835	1,320.00
Viper Security Technologies	Replacement of non-functioning security camera system at City Hall, 2/16/2022, invoice # 11901	6,455.40
Historical Concepts, LLC	Contract Retainer for DDA engagement conceptual design of the Whatcoat Street Building and Plaza	5,000.00
Anderson Grading & Pipeline, LLC	Install water tap at Dean's house, 1205 Wesley Street, P.O. #14376	1,283.00
Over and Under General Contractors	Install underground sewer pipes at Dean's house, 1205 Wesley St., P.O. #14290	8,065.28
HCS Services, LLC	Repair 10x10 concrete patch at 105 W. Watson St. due to water main break, 3/4/2022, P.O. #14262	1,800.00