

Oxford Mayor and Council
Work Session
Monday, December 15, 2025 – 6:30 P.M.
Oxford City Hall
110 W. Clark Street, Oxford, Georgia
Agenda

1. Mayor's Announcements:

2. **Committee Reports:** The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, and the Sustainability Committee.
3. ***Review of Variance Application #2025-01:** This is a variance request to exceed the 3-story/35' building height restriction with a 4-story 68'8" dorm (see City Code Sec. 40-347).
4. ***Review of Variance Application #2025-02:** This is a variance request to reduce the stream buffer from 100' to 25' for the same dorm construction (see especially, City Code Sec. 14-134 (15)).
5. ***Consideration of Relocation and Undergrounding Bids for W. Soule Street:** The power lines on W. Soule need to be moved from the south to the north side of W. Soule Street to accommodate the Multi-Use Trail from the intersection of Emory Street down along Mainstay Academy. In addition to relocating the lines, this project will underground the lines to improve the aesthetics and protect the lines from disruption. We have obtained the following bids:
 - a. Over and Under - \$66,451.45
 - b. Wesco - \$97,786.56
 - c. U-tec - \$152,460.35
 - d. Service Electric - \$188,250.00

All bids are for labor and equipment and do not include parts/supplies. So, we will need to add the Gresco parts/supplies for \$77,920.33 to the project cost. The City has pledged \$1,315,398 in matching funds for the grant award of \$2,200,000.

6. ***PermaTrak Boardwalk and Handrail Order:** For the E. Bonnell Street Trail, AtkinsRéalis requested PermaTrak to provide a proposal for the boardwalk materials and the handrailing. Installation and footings are not included. Their proposed cost for the boardwalk and handrail material is \$532,630.00. By purchasing the material directly from the manufacturer, there is savings of 10% - 15%, in lieu of the contractor including the cost in their bid. By purchasing the material directly, we would expedite the overall manufacturing and construction process, helping to get the project completed by the October deadline. The current schedule calls for the Two Trails Project to be out for bid by 1/19/26, bids received on 2/12/26, Council consideration 2/16/26 and bid award on 3/2/26. That provides 8 months of construction. (7 ½ months to construct). This is considered a very short construction timeframe.

7. ***Appointment of the Mayor Pro Tem** – The current Mayor Pro Tem is Erik Oliver. His one-year term runs out in January 2026.
8. ***Appointment of City Attorney and City Solicitor:** Please note, last year state law allowed for a two-year appointment for the Municipal Judge and so Judge Hathorn was appointed for both 2025 and 2026.
9. ***2026 City Council Meetings Schedule and City Holidays**
10. **Permit Fee Increase for the Oxford Farmers' Market:** Staff is requesting that the annual permit fee for a Farmers' Market vendor be increased from \$5.00 per year to \$10.00 per year. Additionally, we would like to charge \$20.00 per event for the three large Saturday market events that we have during the year. For comparison, Covington charges \$10.00 for each regular market day.
11. ***Other Business:** Questions or concerns on the a) City Manager Update or the b) Police Department Update.
12. **Work Session Meeting Review:** The Mayor will review all the items discussed during the meeting.
13. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

***Attachments**

Individuals with disabilities who require certain accommodation to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, are requested to contact City Hall at 770-786-7004 to allow the City to make reasonable accommodation for your concerns.