



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, OCTOBER 1, 2018 – 7:00 PM  
CITY HALL**

**MEMBERS PRESENT:** Jerry D. Roseberry, Mayor; and Councilmembers: George Holt; Jim Windham; Mike Ready; and Jeff Wearing, Sarah Davis. Councilmember David Eady was not present.

**OTHERS PRESENT:** Matt Pepper, City Manager; Dave Harvey, Chief; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; David Strickland, City Attorney; Hoyt Oliver, Cheryl Ready, Patsy Burke, Nita Carson, Art Vinson, Judy Greer, Peggy Madden, Daryl Welch Reporter for the Covington News; Laura Gafnea, Communication Director with Oxford College; Charlie Phillips, Mike McQuade, and Douglas Hicks Dean of Oxford College.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor

Invocation was delivered by Hoyt Oliver  
Pledge of Allegiance

**Motion was made by Holt, seconded by Wearing to accept the Agenda for the October 1, 2018 Mayor and Council Meeting. The motion passed 6/0. Attachment A**

**Consent Agenda**

**Approved 6/0. Attachment B**

**Mayors Report**

Mayor Roseberry introduced Laura Gafnea as the honorary councilmember for October and presented her with a proclamation for her participation. Roseberry said that Laura has been recently added as a board member with Newton County Tomorrow. Attachment C

Roseberry gave an update of the monthly Police Department activity.

Roseberry announced that there will be a retirement reception for David Dennis in the Community Room at City Hall on October 3, 2018 at 3:00 pm. David has been employed with the City for 31 years.

**Planning Commission Recommendations/Petitions**

None

**Citizens Concern**

None

**Campus Life Center Project-**

City Manager Matt Pepper said the College has requested a variance to build within the setback for the proposed Campus Life Center project. The Planning Commission recommends that Council grant the variance request. There will be a Public Hearing for the request on Monday, October 15<sup>th</sup> at 6:00 PM. Attachment D

**Asbury Street Park Contractor Recommendations**

City Manager Matt Pepper said that the FY2018 Capital Budget includes \$800,000 for the construction of a city park located on Asbury Street. Pepper said the city received proposals from nine contractors with cost ranging from \$1,423,158 to \$733,685. Pepper made a recommendation to Council to award the contract to HCS Services, LLC for \$733,685. Pepper said that the purchase order will cover all the costs associated with the construction of the park except the playground equipment and surfacing.

**A motion was made by Wearing, seconded by Ready to approve the recommendation for the proposal from HCS Services, LLC for \$733,685. The motion passed 6/0. Attachment E**

**Handicap Ramp for Old Church**

City Manager Matt Pepper said we received a revised estimate in the amount of \$14,924 from Designed Installations by Jim Williams to install a 36' x 5'6" handicap ramp constructed of treated yellow pine at the entry of the north wing of Old Church.

**A motion was made by Ready, seconded by Davis to approve the revised proposal from Designed Installations in the amount of \$14,924 for construction of the treated yellow pine ramp at Old Church. The motion passed 6/0. Attachment F**

**107 W. Clark Street Renovation Project**

Councilmember Jeff Wearing gave an update on the renovation of the Yarborough House at 107 W. Clark Street. Wearing said it has been discovered there is a live termite infestation in both structures. The house seems to have minor damage, but the garage has considerable damage. Wearing said the exterminators are on schedule to treat both structures this week. Wearing requested this item be included on the work session agenda for discussion regarding the garage.

**Nomination to the TPR Board**

Chairperson Cheryl Ready said the Trees, Parks and Recreation Board is recommending that Council appoint Amber Moon of 1408 Emory Street to serve as a member of the TPR Board.

**A motion was made by Holt, seconded by Ready to approve the recommendation to accept Amber Moon as a new member to serve on the Trees, Parks and Recreation Board. The motion passed 6/0.**

**Update on the Emory Street Sewer Project**

City Manager Matt Pepper said the contractor has completed the E. Bonnell outfall and connected to the existing sewer main. Pepper said they are on schedule as projected.

**Invoice Approval**

**A motion was made by Windham, seconded by Wearing to approve payment of the invoices. The motion passed 6/0.**

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
<b>MONTHLY</b>		
Blue Cross Blue Shield	Health Insurance Employees (10/1 – 11/1)	13,216.03
City of Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson/107 W. Clark St. Utilities for (Bill Date 9/28/2018)	1,620.31
Georgia Municipal Association	GMEBS/Retirement Trust Fund (Sept) Inv. 343371	6,491.75
Latham Home Sanitation	Garbage and Recycling Service (September)	6,891.38
Southeastern Power Admin.	SEPA energy cost (August) Inv. B-18-2938	2,919.27
Sophicity	Software/ Technical Maintenance (August) Inv. 10138	1,804.60
<b>PURCHASES/CONTRACT LABOR</b>		
Cintas	Uniforms 8/1 – 8/31	1,277.35
McNair/McLemore/Middlebrooks	Preparation of 2018 Audit	3,700.00
NaturChem Inc.	Treat kudzu on Cindy Ct. and walking trails	2,350.00
Phoenix	Temp Service Week ending 9/16/19	1,001.70
Phoenix	Temp Service Week ending 9/23/2018	1,108.00
Pro-Tec Fire Protection, LLC	Annual inspection of all fire extinguishers	1,458.62
Sensus	One 2" Compound Maincase meter	1,228.06
Verizon Wireless	New phones for Jody and Scottie	1,259.54
<b>APPROVED CONTRACTS</b>		
HCS Services	Clearing and stump grinding at 107 W. Clark St.	10,900.00
Lakeside Land Design	Design Program, preliminary site plans, meetings for park.	9,450.00
Scarborough Tree, Inc.	Tree removal for sewer project on Emory & Stone St.	3,000.00
Site Engineering, Inc.	Sewer Extension project on Emory Street/1 <sup>st</sup> Draw	65,313.00

**Adjourn**

**A motion was made by Windham, seconded by Wearing to adjourn the meeting at 7:25 pm. The motion passed 6/0.**

Respectfully Submitted;



Lauran Willis, MMC/FOA  
City Clerk

**OXFORD MAYOR AND COUNCIL  
REGULAR MEETING  
MONDAY, OCTOBER 1, 2018 – 7:00 P.M.  
CITY HALL  
A G E N D A**

**PUBLIC HEARING – 7:00 PM**

**Rezoning Request** - The Planning Commission recommends approval of the request from the City of Oxford to rezone seven city-owned lots from “R-20” to “Institutional” in preparation for the construction of a city park: 102 W. Watson Street, 104 W. Watson Street, 106 W. Watson Street, 1307 Emory Street, 1311 Emory Street, Parcel X012 002 (located on Asbury Street), and Parcel X012 006 (located on Emory Street).

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the October 1, 2018 Mayor and Council Regular Meeting.
5. Mayor Roseberry has appointed Laura Gafnea as the honorary councilmember for October.
6. **CONSENT AGENDA**
  - a. \* Motion to approve the Minutes of the Regular Meeting of September 10, 2018.
  - b. \* Motion to approve the Minutes of the Work Session September 17, 2018.
  - d. \* Motion to accept the Minutes of the PC August 14, 2018.
7. Mayor’s Report
8. Planning Commission Recommendations/Petitions.
9. Citizen Concerns.
10. \* **Campus Life Center Project** – Council will discuss Oxford College’s variance request to build within the setback for the proposed Campus Life Center project. The Planning Commission recommends that Council grant the variance request. We have attached the formal variance request for the project. We will schedule a Public Hearing for the variance request on Monday, October 15<sup>th</sup> at 6 PM.
11. \* **Asbury Street Park Contractor Recommendation** – The F2018 Capital Budget includes \$800,000 for the construction of a city park located on Asbury Street. We recommend that Council award the purchase order to HCS Services, LLC for \$733,685.

This purchase order will cover the all of the costs associated with the construction of the park. However, it does not include the playground equipment and surfacing. We will bid that separately.

12. \* **Handicap Ramp for Old Church** – We received a revised estimate for \$14,924 from Designed Installations to install a 36’ x 5’6” handicap ramp constructed of treated yellow pine at the entry of the north wing of Old Church. We have attached the estimate.
13. **107 W. Clark Street Renovation Project** – The *ad hoc* Yarbrough House Renovation Committee will report on the progress of the 107 W. Clark Street Renovation Project.
14. **Nomination to the TPR Board** - The Trees, Parks and Recreation Board recommends that Council appoint Amber Moon to serve as a member of the Board.
15. **Update on the Emory Street Sewer Project** – The City Manager will report on the progress of the Emory Street Sewer Project.
16. **Invoice Approval**

**INVOICES OVER \$1,000.00**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>MONTHLY</b>		
<b>Blue Cross Blue Shield</b>	Health Insurance Employees (10/1 – 11/1)	13,216.03
<b>City of Oxford Utilities</b>	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson/107 W. Clark St. Utilities for (Bill Date 9/28/2018)	1,620.31
<b>Georgia Municipal Association</b>	GMEBS/Retirement Trust Fund (Sept) Inv. 343371	6,491.75
<b>Latham Home Sanitation</b>	Garbage and Recycling Service (September)	6,891.38
<b>Southeastern Power Admin.</b>	SEPA energy cost (August) Inv. B-18-2938	2,919.27
<b>Sophicity</b>	Software/ Technical Maintenance (August) Inv. 10138	1,804.60
<b>PURCHASES/CONTRACT LABOR</b>		
<b>Cintas</b>	Uniforms 8/1 – 8/31	1,277.35
<b>McNair/McLemore/Middlebrooks</b>	Preparation of 2018 Audit	3,700.00
<b>NaturChem Inc.</b>	Treat kudzu on Cindy Ct. and walking trails	2,350.00
<b>Phoenix</b>	Temp Service Week ending 9/16/19	1,001.70
<b>Phoenix</b>	Temp Service Week ending 9/23/2018	1,108.00
<b>Pro-Tec Fire Protection, LLC</b>	Annual inspection of all fire extinguishers	1,458.62
<b>Sensus</b>	One 2” Compound Maincase meter	1,228.06
<b>Verizon Wireless</b>	New phones for Jody and Scottie	1,259.54
<b>APPROVED CONTRACTS</b>		
<b>HCS Services</b>	Clearing and stump grinding at 107 W. Clark St.	10,900.00
<b>Lakeside Land Design</b>	Design Program, preliminary site plans, meetings for park.	9,450.00
<b>Scarborough Tree, Inc.</b>	Tree removal for sewer project on Emory & Stone St.	3,000.00

<b>Site Engineering, Inc.</b>	Sewer Extension project on Emory Street/1 <sup>st</sup> Draw	65,313.00
-------------------------------	--	-----------

17. **Executive Session** – Council will discuss real estate and litigation matters.

18. **Adjourn**



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, SEPTEMBER 10, 2018 – 7:00 PM  
CITY HALL  
DRAFT**

**MEMBERS PRESENT:** Jerry D. Roseberry, Mayor; and Councilmembers: George Holt; Jim Windham; Mike Ready; and Jeff Wearing. Councilmember Sarah Davis was not present.

**OTHERS PRESENT:** Matt Pepper, City Manager; Dave Harvey, Chief; Lauran Willis, City Clerk; Scottie Croy, Hoyt Oliver, Cheryl Ready, Patsy Burke, Judy Greer, Peggy Madden, Art Vinson, Daryl and Teresa Welch, Nita Carson, Laura Gafnea, Communication Director with Oxford College. Donna Williams, Tim Williams

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor

Invocation was delivered by Hoyt Oliver  
Pledge of Allegiance – All

**Motion was made by Windham, seconded by Ready to accept the Agenda for the September 10, 2018 Mayor and Council Meeting. The motion passed 6/0.**

**Consent Agenda**  
**Approved 6/0.**

**Mayors Report**

Mayor Roseberry presented City Clerk Lauran Willis with her certificate from the University of Georgia for completion of the Clerks Masters Education Management Development Program.  
Tim Williams from 229 E. Soule Street addressed Council regarding parking his dump truck in his yard. His request to Council is to consider allowing him to continue parking his truck in his yard. He has done so for over 35 years, stating that he is only 240 feet from the city limit. Mayor Roseberry said the city will research this and get back with him.

**Planning Commission Recommendations/Petitions**

None

**Citizens Concern**

None

**ECG Pole Attachment Services Contract with Charter Communications -**

Charter Communications has expressed interest in updating our 1983 Pole Attachment Agreement to the Statewide Model Agreement. City Manager Matt Pepper said the agreement was most recently executed in Covington and is in place in eight other cities. Updating agreements is included in our Pole Attachment Service with ECG. ECG recommends that Council agree to the updated terms of the contract with Charter Communications.

**A motion was made by Holt, seconded by Ready to adopt the new Pole Attachment Agreement with Charter Communications. Motion was approved 6/0.**

**ECG Pole Attachment Service Contract with MCImetro Access -**

City Manager Matt Pepper said that similar to the situation with Charter Communications, ECG has been working with MCImetro Access to sign a Statewide Pole Attachment Agreement. ECG recommends that Council agree to the updated terms of the contract with MCImetro Access.

**A motion was made by Windham, seconded by Eady to adopt the new Pole Attachment Agreement with MCImetro. The motion passed 6/0.**

**107 W. Clark Street Renovation Project**

Mayor Roseberry said that earlier today we broke ground for the renovation of the Yarborough House. Committee Chair Jeff Wearing said that the post for the front porch have been secured. In addition, the contractor plans to start on the removal of the electrical panel from the garage to the house and then they will be removing the breezeway. Mayor Roseberry gave recognition for the previous committee members who worked on the project, and said we will post their report on the website.

**Mosquito Spray Discussion-**

Mayor Roseberry lead a discussion regarding the city using environmentally-friendly alternatives to spray for mosquitos. Roseberry said that City Manager Matt Pepper and Utility Superintendent Jody Reid have researched and found that we can change to a product that is more ecofriendly. Pepper said that according to their research there will still be some degree of hazardous chemical. Windham requested they combine their research with what CDC recommends, and Eady asked that we explore releasing a flyer to the citizens requesting participation in keeping yards clear of standing water. In addition, Roseberry presented an example of a bat house that had been discussed at a prior meeting and suggested the city purchase ten of them and place them in various areas around the city such as in the parks and along the trails.

**A motion was made by Windham, seconded by Wearing to approve the purchase of 10 bat houses, five with a fancy roof at \$50 each and five with a regular roof at \$40 each. The motion passed 6/0.**

**Service Delivery Strategy-**

Mayor Roseberry gave an update on the Service Delivery Strategy being considered by the county and cities. Roseberry said they are in discussion with the county regarding water and jail services and he and other Mayors are asking for more input. Some have questions and concerns on how they determine what they are going to build as well as how the 911 service is being billed to the cities. They have until October 31 to get it approved.

**Request from Covington to Redraw City Boundaries –**

City Manager Matt Pepper said The City of Covington recently approached Council with the idea that, with consent from the property owners of tax parcels C062-001A (Cousins Community Center), C062-001 (Newton County School Board), and C03909993-005 (Friendship Lodge), the two cities request that the state legislators redraw the city boundaries to make these three parcels 100% return to Oxford. Mayor Roseberry said the county wants the city to take over the section and annex it into the City of Oxford. After discussion it was



suggested that City Manager Matt Pepper negotiate with Covington on the utilities, and propose to the Covington the redrawing of the boundaries along Geiger Street East to Carlton Trail and North to Moore Street.

**Invoice Approval****INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
<b>MONTHLY</b>		
<b>Blue Cross Blue Shield</b>	Health Insurance Employees (9/1 – 10/1)	14,779.28
<b>City of Oxford Utilities</b>	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson/107 W. Clark St. Utilities for (Bill Date 8/28/2018)	1,700.25
<b>Consolidated Monthly Report</b>	Municipal Court Fines and Fees for July	2,530.91
<b>Consolidated Monthly Report</b>	Municipal Court Fines and Fees for August	1,446.82
<b>Courtware 1,585.00</b>	Monthly Licensing, Support, and maintenance July	1,941.91
<b>Courtware Solutions</b>	Monthly Licensing, Support, and maintenance August	1,161.60
<b>Georgia Municipal Association</b>	GMEBS/Retirement Trust Fund (Aug) Inv. 342094	6,491.75
<b>Georgia Municipal Association</b>	GMEBS/Retirement Trust Fund (Sept) Inv. 343371	6,491.75
<b>Latham Home Sanitation</b>	Garbage and Recycling Service (July)	6,891.38
<b>Latham Home Sanitation</b>	Garbage and Recycling Service (August)	6,891.38
<b>NC Board of Commissioners</b>	Keep Covington/Newton Beautiful Stormwater Education Service Fees.	2,000.00
<b>NC Board of Commissioners</b>	Monthly Water purchases	17,075
<b>NC Water &amp; Sewerage Authority</b>	Plant Operations & Maintenance 6/28 – 7/17/2018	6,044.33
<b>NC Water &amp; Sewerage Authority</b>	Plant Operations & Maintenance 7/17 – 8/30/2018	6,044.33
<b>Southeastern Power Admin.</b>	SEPA energy cost (July) Inv. B-18-2655	2,771.74
<b>Sophicity</b>	Software/ Technical Maintenance (Sept) Inv. 10262	1,804.60
<b>PURCHASES/CONTRACT LABOR</b>		
<b>Barbara Dingle Tax Com.</b>	2018 Property Tax Digest	1,585.00
<b>Cintas</b>	Uniforms 5/1 – 5/31	1,146.70
<b>Cintas</b>	Uniforms 7/5 – 7/26	1,098.85
<b>C. David Strickland</b>	Professional Fees August	2,050.86
<b>Covington News</b>	Legal ads for Bids/Millage/Parade	1,155.00
<b>Gresco</b>	8 Utility Poles (4ea 30' and 4ea 45')	1,529.00
<b>MasterCard Services</b>	Hotel fees for Mike Ready MEAG annual conference/Hotel fees for Dave Harvey Chiefs Conference/Hotel fees for Dawn Towns Municipal Court Training, Other Miscellaneous.	1,996.47
<b>McNair/McLemore/Middlebrooks</b>	Preparation of 2018 Audit	1,500.00
<b>Phoenix</b>	Temp Service Week ending 9/2/19	1,008.00
<b>Sensus</b>	Two 2" Compound meters.	2,107.17
<b>Steven A. Hathorn</b>	Legal Service/Municipal Judge July – September	1,250.00
<b>The Hall company</b>	Laser Utility Bills, Window and Return Envelopes	1,736.44
<b>Utility Service Co., Inc.</b>	Quarterly Tank Maintenance	2,715.32
<b>WOCO Pep Oil Inc.</b>	Fuel Inv#8491	3,190.72
<b>APPROVED CONTRACTS</b>		

<b>Altec</b>	<b>Purchase of Chipper Truck</b>	<b>76,721.00</b>
<b>CDW Government</b>	<b>New Computers and Projector for City Hall, and PD</b>	<b>11,339.79</b>
<b>Jordan Engineering</b>	<b>Preconstruction meeting w/contractor &amp; GEFA/GDOT permits/walk site with contractor to flag trees and stake manholes/Data management and CAD to develop sketch for alley lot on N. Emory near Post Office/Park meeting, review specs and correlate with civil plans.</b>	<b>1,350.00</b>
<b>Sumner Meeker, LLC</b>	<b>Legal Professional/East Clark Street property Inv. 10232</b>	<b>1,305.00</b>

**A motion was made by Holt, seconded by Wearing, to approve invoices. The motion was passed 6/0.**

**A motion was made by Windham, seconded by Wearing to adjourn the regular session at 7:45 PM. The motion passed 6/0.**

**A motion was made by Windham, seconded by Ready to enter an executive session at 7:50 PM. Motion passed 6/0.**

Council discussed several real-estate matters.

**There being no further business, a motion was made by Wearing, seconded by Eady to adjourn the executive meeting at 8:25 PM. The motion passed 6/0.**

Respectfully Submitted;

Lauran Willis, MMC/FOA  
City Clerk



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, SEPTEMBER 17, 2018 – 6:00 PM  
CITY HALL  
DRAFT**

**MEMBERS PRESENT:** Jerry D. Roseberry, Mayor; and Councilmembers: David Eady; Sarah Davis; Mike Ready, Jim Windham, George Holt, and Jeff Wearing.

**OTHERS PRESENT:** Matt Pepper, City Manager; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Dave Harvey, Police Chief; Peggy Madden, Hoyt Oliver, Cheryl Ready, Louise Eady, Laurie and Art Vinson; Dean Hicks, Allyson Epps, Randy Simon, Danielle Miller, and James Johnson, from Oxford College; Laura Gafnea, Director of Community Relations from Oxford College.

**Agenda**

**Honorary Councilmember of the Month**

Mayor Roseberry introduced Laura Gafnea as the Honorary Councilmember for October.

**Mayor's Announcements**

Mayor Roseberry reminded every one of the protocols for open meetings as it relates to quorums.

**Campus Life Center Project**

Dean Hicks from Oxford College presented their design concept for the Campus Life Center before turning over the discussion to James Johnson from Oxford to explain the details and answer any questions. The Planning Commission recommended that Council grant Oxford College a variance to build within the setback for the proposed project. This item will be on the October 1, 2018 Regular Session for a vote.

**Handicap Ramp for Old Church**

Mayor Roseberry lead discussion on the design for a handicap ramp at Old Church. Council was presented with three different options prepared by Designed Installations by Jim Williams. After discussion the majority was in favor of Option 3: Which included the install of a 36'x5'6" ramp at church entry. The ramp will have composite top and bottom rails, pickets decking, sides, post sleeves, and post caps. The structural material will be treated yellow pine. Will relocate pavers as shown on drawing. Council asked City Manager Matt Pepper to meet with Mr. Williams to get clarification and confirm the type of materials that will be used. This item will be on the October 1, 2018 Regular Session.

**107 W. Clark Street Renovation Project**

Councilmember Jeff Wearing gave an update on the Yarbrough House Renovation. Wearing said that construction will begin tomorrow September 18, 2018.

**Uniforms Contract**

Councilmember Jeff Wearing requested Council discuss the city's contract with Cintas which provides uniforms for the Public Works Department. Wearing asked that this item be moved to the October work session allowing him time for further research.

**Recommendation to Amend Code Section 40-536. - Livestock and Fowl.**

This item will be on the October 1, 2018 Regular Session for a first reading.

**Rezoning Request**

Planning Commission recommended approval of a request from City Council to rezone the following lots from "R-20" to "Institutional" in preparation for the construction of a city park: 102, 104 and 106 W. Watson Street, 1307 Emory Street, 1311 Emory Street, Parcel X012 002 (located on Asbury Street), and Parcel X012 006 (located on Emory Street). Council will hold Public Hearing scheduled for Monday, October 1, 2018 at 7:00 PM and will vote on the request at the regular session following the public hearing.

**A motion was made by Windham, seconded by J. Wearing to adjourn at 7:12 PM.**

Respectfully Submitted,

Lauran Willis, CMC/MMC/FOA  
City Clerk

# OXFORD PLANNING COMMISSION

Minutes – August 14, 2018

**MEMBERS:** Jonathan Eady, Chair; Aaron Robinson, Vice Chair; Zach May, Laura McCanless, and Mike Besaw. Juanita Carson was absent.

**STAFF:** Matthew Pepper, city manager and zoning administrator.

**GUESTS:** Mary and Sam Williams; Jack and Clara Riley; Mary Harmon; Art Vinson; Doug Hicks, Danielle Miller, James Johnson, and Randy Simon with Oxford College.

**OPENING:** At 7:02 PM, Mr. Eady called the meeting to order and welcomed the guests.

**MINUTES:** Upon motion of Mr. Robinson, seconded by Ms. McCanless, the minutes for the meeting of July 18, 2018 were adopted as amended. The vote was 5-0.

**MARY WILLIAMS DEVELOPMENT PERMIT APPLICATION:** Mary Williams (405 Emory Street) requested approval to enclose her carport into a one-car garage by adding a sidewall and a garage door.

*Upon motion of Ms. McCanless, seconded by Mr. Besaw, the Planning Commission approved the development permit application to enclose her carport to make a one-car garage. The vote was 5-0.*

**JACK RILEY DEVELOPMENT PERMIT APPLICATION:** Jack and Clara Riley (302 Emory Street) requested approval to install a manufactured 10'-16' side lofted barn on an existing concrete slab (18.5'x19.2') located behind the house. The Planning Commission members determined that installing the lofted barn on the existing concrete slab would violate the side and rear setback limits. It was decided that installing the lofted barn would be permissible if it was located within the setback limits.

*Upon motion of Ms. McCanless, seconded by Mr. May, the Planning Commission approved the development permit application, as modified, to install a manufactured side lofted barn behind the house. The vote was 5-0.*

**OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATION:** Oxford College returned to present a preliminary design plan for a two story, 12,000 square foot addition to the east side of the Old Dining Hall located at the intersection of Pierce Street and Wesley Street. The Commission members had a discussion on the changes made to the plaza area in front of the proposed addition. Oxford College discussed with the Planning Commission members whether to consider this meeting as a formal request for a variance. The Planning Commission members and Oxford College reviewed the code section for variances. Oxford College will submit their formal request for a variance with supporting documents to Mr. Pepper in preparation for their presentation before the Mayor and City Council at the August 20<sup>th</sup> Work Session meeting, and consideration by the Planning Commission at the September 11<sup>th</sup> meeting.

**CITY REPORT:** Mr. Pepper updated the Commission members on the progress for the city park to be built on Asbury Street.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:18 PM.

Approved by:

Laura McCanless, Secretary

# OXFORD PLANNING COMMISSION

Minutes – August 14, 2018

**MEMBERS:** Jonathan Eady, Chair; Aaron Robinson, Vice Chair; Zach May, Laura McCanless, and Mike Besaw. Juanita Carson was absent.

**STAFF:** Matthew Pepper, city manager and zoning administrator.

**GUESTS:** Mary and Sam Williams; Jack and Clara Riley; Mary Harmon; Art Vinson; Doug Hicks, Danielle Miller, James Johnson, and Randy Simon with Oxford College.

**OPENING:** At 7:02 PM, Mr. Eady called the meeting to order and welcomed the guests.

**MINUTES:** Upon motion of Mr. Robinson, seconded by Ms. McCanless, the minutes for the meeting of July 18, 2018 were adopted as amended. The vote was 5-0.

**MARY WILLIAMS DEVELOPMENT PERMIT APPLICATION:** Mary Williams (405 Emory Street) requested approval to enclose her carport into a one-car garage by adding a sidewall and a garage door.

*Upon motion of Ms. McCanless, seconded by Mr. Besaw, the Planning Commission approved the development permit application to enclose her carport to make a one-car garage. The vote was 5-0.*

**JACK RILEY DEVELOPMENT PERMIT APPLICATION:** Jack and Clara Riley (302 Emory Street) requested approval to install a manufactured 10'-16' side lofted barn on an existing concrete slab (18.5'x19.2') located behind the house. The Planning Commission members determined that installing the lofted barn on the existing concrete slab would violate the side and rear setback limits. It was decided that installing the lofted barn would be permissible if it was located within the setback limits.

*Upon motion of Ms. McCanless, seconded by Mr. May, the Planning Commission approved the development permit application, as modified, to install a manufactured side lofted barn behind the house. The vote was 5-0.*

**OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATION:** Oxford College returned to present a preliminary design plan for a two story, 12,000 square foot addition to the east side of the Old Dining Hall located at the intersection of Pierce Street and Wesley Street. The Commission members had a discussion on the changes made to the plaza area in front of the proposed addition. Oxford College discussed with the Planning Commission members whether to consider this meeting as a formal request for a variance. The Planning Commission members and Oxford College reviewed the code section for variances. Oxford College will submit their formal request for a variance with supporting documents to Mr. Pepper in preparation for their presentation before the Mayor and City Council at the August 20<sup>th</sup> Work Session meeting, and consideration by the Planning Commission at the September 11<sup>th</sup> meeting.

**CITY REPORT:** Mr. Pepper updated the Commission members on the progress for the city park to be built on Asbury Street.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:18 PM.

Approved by:

Laura McCanless, Secretary



# PROCLAMATION

**WHEREAS**, citizen input is important to the City Council of the City of Oxford so we can better govern our City; and

**WHEREAS**, it is important to show the citizens of our City how our City operates and how City Council functions; and

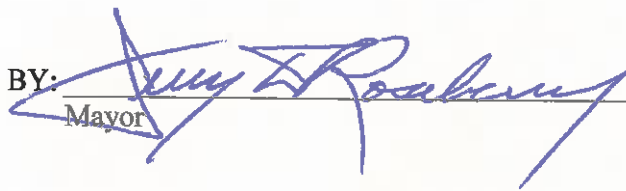
**WHEREAS**, City Council has created the Honorary Councilmember of the Month Program in Oxford; and

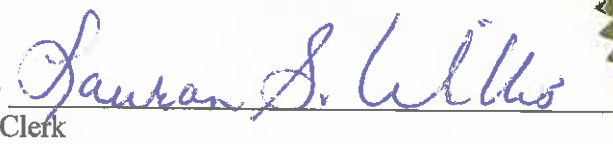
**WHEREAS**, Mayor Roseberry has nominated Laura Gafnea to serve for this month.

**NOW, THEREFORE**, I, Mayor Jerry D. Roseberry, do hereby appoint Laura Gafnea as the Honorary Councilmember for the City of Oxford for the month of October.

**SO PROCLAIMED**, this 1<sup>st</sup> day of October, 2018.

**MAYOR AND CITY COUNCIL OF OXFORD**

BY:   
Mayor

ATTEST:   
City Clerk





EMORY | OXFORD  
COLLEGE

Date: August 15, 2018  
To: City of Oxford  
From: Douglas Hicks, Dean of Oxford College of Emory University  
Subject: Oxford Campus Life Center – Variance Request

---

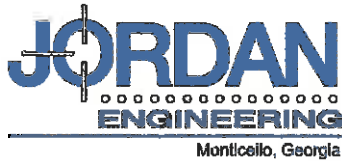
This serves as an official request for variance to build within the setback for the Oxford College property at the intersection of Pierce and Wesley Streets. The site is a part of the larger Oxford College 50-acre parcel (Newton County Tax Map Number X0090-00000-009-000). The intent is to provide the ability to add a 12,000 sq. ft. addition to the former dining hall to become a multipurpose campus life center that will serve our students, faculty, and staff and will welcome visitors and Oxford neighbors to campus.

The proposed addition will be partially constructed within the 20-foot build-to line (Sec. 40-40 Build-to lines & Sec. 40-41 minimum required yards and building setbacks) but will not extend into the City's right-of-way. In addition, the college is requesting the ability to make site improvements to provide pedestrian access and ample green space to the building within the City of Oxford right-of-way. Pursuant to Sec. 40-714 (*Oxford Georgia Code of Ordinance version June 12, 2018*), the requested variance and the building itself will be in harmony with the purpose and intent of city ordinance code. It will not be injurious to the neighborhood or to the general welfare of the community and is the minimum variance that will make possible the proposed use of the land, building, or structure in the zoning district in which the development is located.

Indeed, we believe that this project, including the adaptations to the landscaping, green spaces, and pedestrian access that have been made in collaborative conversation with the Oxford Planning Commission, will add to the general welfare in these ways: pedestrian safety, vehicular safety/flow at this corner, the aesthetics of this area, and access for students, faculty, and citizens to the Dining Hall, the planned Campus Life Center, and the campus quadrangle.

Thank you for your consideration.





Mr. Matt Pepper, City Manager  
City of Oxford  
110 West Clark Street  
Oxford, Georgia 30054

September 24, 2018

Re: Asbury Park contractor selection

Dear Mr. Pepper:

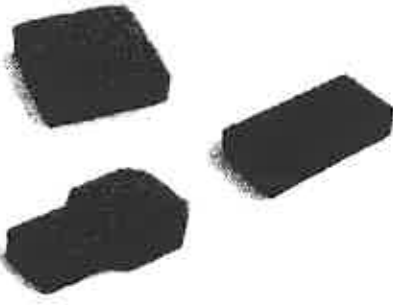
I have reviewed the bid submitted by the low bidder, HCS Services, LLC, located at 150 Hardwick Drive in Covington, Georgia, for the Asbury Park project. I checked the math on their bid tabulation and found no errors in their bid form. HCS Services has recently completed the George Street Drainage and George Street Trail projects for the City of Oxford and in my opinion has done so with good results. I am in receipt of an insurance certificate meeting the minimum requirements of the proposed contract. I have personal experience working with the proposed paving subcontractor, Southland Paving, and the proposed pavilion contractor, Shane Stegall and have found them both to be capable contractors. Based on their status as low bidder and my review of their bid submittal, I recommend that the City of Oxford contract with HCS Services, LLC to complete the site work and other improvements for the Asbury Park project for a total contract amount of \$733,685.

Sincerely,  
Jordan Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Robert O. Jordan", is written over a light blue horizontal line.

Robert O. Jordan, PE RLS

IPAVING



# DESIGNED INSTALLATIONS

by  
*Jim Williams*

215 STONE LEA DRIVE • OXFORD, GA 30054 • PHONE/FAX 770-787-3778 • CELL 770-317-2670  
EMAIL [pdibjw@bellsouth.net](mailto:pdibjw@bellsouth.net)

Estimate

9/26/18

City of Oxford  
To: Matt Pepper  
Re: Old church handicap ramp

Install 36'x5'6" handicap ramp at church entry  
(The ramp will have treated top and bottom rails, pickets,  
Decking, sides, posts, and post caps.)  
(The structural material will be treated yellow pine)  
Relocate pavers as shown on drawing  
Total:

\$14,924.00

Respectfully,

Tim Martin

Re-directed brick walkway  
 36-foot ramp  
 Steps down to brick walkway

