



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

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
James Windham – Councilmember  
Lynn Bohanan – Councilmember  
Avis Williams - Councilmember

**APPOINTED/STAFF PRESENT:**

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

**ELECTED OFFICIALS NOT PRESENT:**

Jeff Wearing – Councilmember  
Laura McCanless – Councilmember

**OTHERS PRESENT:** Art Vinson, Anderson Wright, Natalie Faulkner (Allen Memorial United Methodist Church), Danielle Miller (Oxford College), Laura Gafnea (Oxford College), Dean Doug Hicks (Oxford College), Adrienne Waddey (Oxford College), 404-790-4153 (name unknown)

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. Invocation – Natalie Faulkner, Allen Memorial United Methodist Church.
3. **A motion was made by Avis Williams to accept the Agenda for June 7, 2021. James Windham seconded the motion. The motion was approved unanimously (5/0).**  
(Attachment A)
4. **A motion was made by Avis Williams to accept the Consent Agenda for June 7, 2021. James Windham seconded the motion. The motion was approved unanimously (5/0).**  
(Attachment B)
5. Mayor's Announcements
  - The City of Oxford will be observing the Independence Day holiday on July 5, 2021, which is the City Council's regular session meeting date for July. Therefore, the July regular session will be held on July 6, 2021.
  - The City is working on transitioning back to in-person meetings and also broadcasting online.

- A Public Hearing will be held at 6:30 p.m. on June 21, 2021, regarding the proposed rezoning of several properties on Emory Street.

6. **Planning Commission Recommendations/Petitions**

None.

7. **Citizen Concerns**

Art Vinson had asked the City Council earlier this year about noise abatement solutions for residents near I-20. He asked for an update on this issue. Matt Pepper advised he had checked with the Georgia Department of Transportation (GDOT), and they advised that they only work on noise abatement solutions in relation to projects. Once a project is completed, they will no longer entertain noise abatement solutions for a location. Mayor Eady asked Mr. Pepper to find out when they last evaluated the need for noise abatement and/or conducted a traffic volume study.

8. **Operating Budget and Capital Budget for FY2022** (Attachment C)

**James Windham made a motion to approve the Operating Budget and Capital Budget for FY2022. Avis Williams seconded the motion. The motion was approved unanimously (5/0).**

9. **Nomination to the Trees, Parks and Recreation Board**

**Avis Williams made a motion to approve the recommendation to appoint Amos Downs to the Trees, Parks and Recreation Board. James Windham seconded the motion. The motion was approved unanimously (5/0).**

10. **Invoices** (Attachment D)

There were no questions.

11. **Executive Session**

The City Council entered Executive Session at 7:27 p.m. Real estate matters were discussed.

12. **Adjourn**

**A motion was made by James Windham to adjourn at 8:21 p.m. Avis Williams seconded the motion. The motion was approved unanimously (5/0).**

Respectfully Submitted,



Marcia Brooks  
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL  
REGULAR MEETING  
MONDAY, JUNE 7, 2021 – 7:00 PM  
CITY HALL (IN-PERSON & VIA TELECONFERENCE)  
A G E N D A**

1. Call to Order, Mayor David S. Eady
2. Invocation.
3. Motion to accept the Agenda for the June 7, 2021 Mayor and Council Regular Meeting.
4. **CONSENT AGENDA**
  - a. \* Minutes of the Regular Session May 3, 2021.
  - b. \* Minutes of the Work Session May 17, 2021.
  - c. \* Minutes of the Trees, Parks and Recreation Board April 20, 2021.
  - d. \* Minutes of the Planning Commission April 11, 2021.
  - e. \* Minutes of the Downtown Development Authority April 27, 2021.
5. Mayor's Announcement.
6. Planning Commission Recommendations/Petitions.
7. Citizen Concerns.
8. **\*Operating Budget and Capital Budget for FY2022** – We have attached the Operating and Capital Budgets for FY2022 for approval. We have attached the Budget Resolution.
9. **Nomination to the Trees, Parks and Recreation Board** – The Trees, Parks and Recreation Board recommends that Council appoint Amos Downs to serve as a member of the Board.
10. **\*Invoices** – Council will review the city's recently paid invoices over \$1,000.
11. **Executive Session** – The Council will discuss items related to real estate.
12. Adjourn.

\*Attachments



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, MAY 3, 2021 – 7:00 PM  
Via Teleconference  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
James Windham – Councilmember  
Jeff Wearing – Councilmember  
Laura McCanless – Councilmember  
Lynn Bohanan – Councilmember

**APPOINTED/STAFF PRESENT:**

Matt Pepper – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Michelle Middleton – Associate Clerk  
Jody Reid – Supervisor of Utilities & Maintenance  
Dave Harvey – Chief of Police  
C. David Strickland – City Attorney

**ELECTED OFFICIALS NOT PRESENT:**

Avis Williams – Councilmember

**OTHERS PRESENT:** Mike Ready, Art Vinson, Anderson Wright, Jonathan Eady, Brian Barnard, Barbara Cole, Dr. Laklieshia Izzard, Daniel Parson, Deborah Vanderbunt, Linda Jones, Amy (last name unknown), 470-808-9334 (name unknown)

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. Invocation.
3. **A motion was made by Jeff Wearing to accept the Agenda for May 3, 2021. George Holt seconded the motion. The motion was approved unanimously (6/0).** (Attachment A)
4. **A motion was made by Jeff Wearing to accept the Consent Agenda for May 3, 2021. George Holt seconded the motion. The motion was approved unanimously (6/0).** (Attachment B)
5. **Planning Commission Recommendations/Petitions**  
None.
6. **Citizen Concerns**  
Mike Ready advised that about ten volunteers are needed to work on the George Street Park fence with the Trees, Parks, and Recreation Board on Saturday, May 8<sup>th</sup>. Jeff Wearing advised that anyone interested in helping should contact him by email at

[jeff@readyrentall.com](mailto:jeff@readyrentall.com) so that he can organize and plan the work based on equipment available and abilities of volunteers.

7. **COVID-19 Community Update**

This topic was reserved for Pastor Charlie Williams to provide an update however he was not in attendance.

8. **Report on Spring Festival**

Staff member Michelle Middleton gave a report on the Oxford Farmers Market Spring Festival held the previous week. She advised that given this was the City's first attempt at an event for the farmers market, it went very well. There were seven vendors each day, and Daniel Parson from Oxford College Farm also resumed his weekly sales during the festival.

Vendor Linda Jones advised that Ms. Middleton did a great job with the festival and was very helpful and supportive to the vendors. She had a great time and enjoyed the new vendors coming in. The only problem she saw was patrons were confused about where to park, and the parking area was too far for older people to walk from to get to the vendors.

Vendor Deborah Vanderbunt advised that access from Emory Street should not be blocked because most of the patrons come from the openings on Emory Street. She echoed Ms. Smith's praises for Ms. Middleton and thanked her for her support.

Mayor Eady thanked Ms. Middleton for championing the effort to organize the spring festival. He also thanked the vendors for their comments and for their participation.

Ms. Jones commented that the start time for Saturday is very early. She advised that her earliest patrons do not come until about 9:30-10:00 a.m.

9. **Downtown Development Authority Greenspace Proposal** (Attachment C)

Brian Barnard presented the most recent proposal for work on the greenspace. The Downtown Development Authority (DDA) would like to move forward on the work with approval of the City Council. He also stated that a decision needs to be made by the City Council on how the property will be conveyed to the DDA in such a way that allows the DDA to perform the work and to manage it.

Mr. Barnard noted one change from the design distributed. A delineation for parking was suggested like the one used in the spring festival that could be moved as needed. The DDA would also champion well-placed highly visible signage once the changes have been installed.

Jonathan Eady added that the DDA does not propose a solid fence along Emory Street. They propose intermittent fencing that would allow for easy walk-up traffic from Emory Street to the vendor displays. Clear signage and parking area designations should clear up the confusion patrons are experiencing.

Mr. Barnard stated that the two curb cuts on Emory Street would have fencing along them, but the fencing would be movable to allow for entry of vendors as needed. Mr. Barnard advised that the DDA recommends the crossbuck style of fencing. This style is more consistent with the existing aesthetic of the community and is more sturdy and more formal, given that the part facing Emory Street is the center-point of the greenspace.

Mr. Eady stated that the DDA has provided a proposed form of motion to address the approval of the design and the enabling of the DDA to execute the improvements to the property.

Mayor Eady stated there are two questions at hand. One is whether the Councilmembers have any questions about the design. The other is the enabling of the DDA to execute improvements through a one-year renewable lease agreement that allows cancellation with notice which gives them the authority to enter the property and make improvements. Otherwise, they do not have any authority to make the proposed improvements.

George Holt and James Windham indicated they do not have enough information to comment. Mr. Windham added he is not sure what is being accomplished by the proposed changes.

Jeff Wearing stated that there is not a defined purpose for the greenspace, but he believes the proposed changes are a good start. Giving authority to the DDA to begin something to make the area a better community event place with parking spaces and signage is a good way to get the community more actively involved. The lease agreement will limit their actions to a certain degree, but it is a good start. Lynn Bohanan and Laura McCanless agreed.

**Jeff Wearing made a motion to accept the design concept for the greenspace presented by the DDA. Laura McCanless seconded the motion. The motion carried by a majority with James Windham voting nay (5/1).**

**Laura McCanless made a motion to allow the Mayor to enter into a one-year renewable agreement with the DDA with a 30-day notice cancellation clause to authorize the DDA to make the improvements approved by the City Council to the City of Oxford greenspace. Jeff Wearing seconded the motion.**

Discussion:

George Holt asked why a lease is necessary. Mayor Eady advised that the DDA is not authorized to make the changes without an agreement. Jonathan Eady added that the DDA needs to be authorized by the City to spend the funds allocated to them on property not owned by them.

**The motion carried by a majority with James Windham voting nay (5/1).**

**10. Resolution for the Community Development Block Grant (CDBG) Application**

(Attachment D)

Matt Pepper advised that this is the same action taken the first time the City applied for the CDBG in 2020. This action is required as part of the application process.

**Jeff Wearing made a motion to approve the resolution for the CDBG application. Laura McCanless seconded the motion. The motion was approved unanimously (6/0).**

**11. Little Library** (Attachment E)

Mayor Eady stated that a proposal was made by Nick and Barbara Cole to install a second Little Library at Asbury Street Park. Matt Pepper advised the Trees, Parks, and Recreation Board has recommended placing the new Little Library between the two posts near the current Little Library as depicted in the attached photo.

**James Windham made a motion to accept the offer from Nick and Barbara Cole and approve the recommendation of the Trees, Parks, and Recreation Board regarding placement of the new Little Library. Jeff Wearing seconded the motion. The motion carried unanimously (6/0).**

**12. Longstreet Circle Paving Project** (Attachment F)

Matt Pepper advised that the City's annual paving project is to mill and repave Longstreet Circle. Eight bids were received. The lowest bid was from Garrett Paving Company for \$181,524.40. Staff recommends awarding the contract for this work to Garrett Paving Company.

**George Holt made a motion to award the contract for the paving project on Longstreet Circle to Garrett Paving Company. James Windham seconded the motion. The motion was approved unanimously.**

**13. Electric System Improvements** (Attachment G)

Mayor Eady stated that improvements are made to the electric system each year based on need. Jody Reid advised there are several pull offs on Highway 81 that need to be replaced as well as some wires and poles in the vicinity of Mainstay Academy. Bids were obtained from several vendors for this work. Staff recommends awarding the contracts for this work to the lowest bidders, Marable-Pirkle, Inc. for \$79,200 to complete the work and Gresco for \$55,224.20 for materials.

Mayor Eady reminded the City Council that historically the City buys the materials for this annual work. Jody Reid advised that doing so avoids payment of sales tax, lowering the cost.

**Laura McCanless made a motion to award the contracts for the electrical system improvements to Marable-Pirkle, Inc. and Gresco. James Windham seconded the motion. The motion was approved unanimously (6/0).**

14. **Invoices** (Attachment H)

James Windham asked which vehicle Police Vehicle #4 is. Chief Harvey advised it is the 2016 vehicle. The cost for repairs was included in the last report he sent out.

Mr. Windham asked how close to the right-of-way the dogwood trees at 1008 Emory Street are. Jody Reid advised that they are in the sewer line easement. Replacement of the dogwoods was promised as part of the sewer line project.

15. **Executive Session**

Real estate matters were discussed.

16. **Adjourn**

**A motion was made by George Holt to adjourn at 9:02 p.m. James Windham seconded the motion. The motion was approved unanimously (6/0).**

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer





**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
PUBLIC HEARING  
MONDAY, MAY 17, 2021 – 6:32 PM  
VIA TELECONFERENCE  
DRAFT**

**PRESENT: David S. Eady, Mayor; Councilmembers: George Holt, Jeff Wearing, Avis Williams, Laura McCanless, Lynn Bohanan, James Windham.**

**Staff members present: City Manager Matt Pepper, City Clerk/Treasurer Marcia Brooks, Utilities and Maintenance Supervisor Jody Reid, Chief of Police Dave Harvey.**

**OTHERS PRESENT: Art Vinson, Melissa Hage, Michael Rogers, Laura Gafnea (Oxford College)**

The public hearing was called to order at 6:32 PM by the Hon. David S. Eady, Mayor.

Matt Pepper gave a presentation (Attachment 1) regarding the FY2022 proposed Operating and Capital Budgets. He provided a timeline for budget approval. Adoption of the budgets is planned for June 7, 2021. Adoption of the millage rate is planned for August 2, 2021.

There being no questions from the community, Mayor Eady adjourned the Public Hearing at 6:41 pm.

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, MAY 17, 2021 – 6:41 PM  
VIA TELECONFERENCE  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

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

**APPOINTED/STAFF PRESENT:**

Matt Pepper – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Dave Harvey – Police Chief  
Jody Reid – Utilities & Maintenance  
Supervisor

**OTHERS PRESENT:** Art Vinson, Melissa Hage, Michael Rogers, Laura Gafnea (Oxford College)

**Agenda (Attachment A)**

**1. Mayor's Announcements**

Mayor Eady advised that after the work session there will be a special called meeting. During this meeting, the City Council will adopt the Community Development Block Grant resolution and go into Executive Session to discuss real estate and personnel matters. Following the Executive Session, the City Council will return to open session to potentially take a vote on a real estate matter. The meeting will then adjourn.

Mayor Eady stated the tour of Dried Indian Creek will begin at Oxford College Farm at 11:00 a.m. on May 22, 2021. Box lunches will be provided. Anyone wishes to attend should notify Matt Pepper by email by May 18, 2021.

**2. Committee Reports**

- a. Trees Parks and Recreation (TPR) Board – Michael Rogers stated that the Board has been involved in a project to restore the tree canopy on Emory Street that was lost when the water main was upgraded. They are also working on updating their tree inventory list for the City. The Board has also reviewed guidelines for allowing

individuals to donate a bench. The original request was for Asbury Street Park, but they are recommending that donations be allowed for all parks in the City.

Laura McCanless asked if the tree survey from several years ago has been located. Matt Pepper advised that Beryl Budd is working on locating that information.

- b. Planning Commission – Matt Pepper stated that the Planning Commission does not have any updates at this time.
- c. Downtown Development Authority (DDA) – Matt Pepper stated that the Authority has not met since the May Regular Session Council meeting and has no updates at this time.
- d. Sustainability Committee – Melissa Hage stated that the tour on Saturday will be conducted by the Georgia Department of Natural Resources (GADNR) Stream Team.

The Committee is working with John Devine on documents for the application for the grant from GADNR to restore the Dried Indian Creek corridor. The next committee meeting is May 24, 2021 at 10:30 a.m. During this meeting they will be meeting with their student intern who will be working on a sustainability plan for the City of Oxford. Councilmembers should expect for the intern to contact them for input.

Laura McCanless encouraged those invited to come to the tour as the Stream Team provides important information to make future decisions.

Ms. Hage extended an invitation to all on the call to join the tour.

- e. Committee on Race – Avis Williams reported that the Committee will not be having an event in June because Pastors Williams and Johnson have been very busy lately with COVID relief activities. There will be some information on the City website about Juneteenth. They are planning an event for December.

### 3. **Yarbrough House Discussion**

Mayor Eady presented the idea of getting estimates to do some minimal renovation work on the Yarbrough House to make it usable as a history center/welcome center which would be operated by the Oxford Historical Society as proposed by them. Renovations would include renovating the larger bathroom, gutting the kitchen, doing wall repairs, painting, and getting it ready for use. His guess is it would cost around \$100,000, but the cost will be contingent on the cost of materials, which are priced extremely high at the moment. He recognizes that it may be more prudent to wait until the cost of materials decreases. The offer by the Society is on the table, and the renovations would need to be done before the property is utilized as a public space.

Avis Williams asked if the Oxford Historical Society is in a rush to make this move, or can the City wait a few months. Mayor Eady advised that the City does not have to be in a big hurry, but he is concerned about it continuing to deteriorate without work being done to it.

However, he is sensitive to the high cost of materials right now. He would at least like to get some idea of the cost as a baseline.

George Holt stated that it has been sitting there for quite some time and can sit there a little longer. He does not feel now is the time to work on it. He does not think the City Council should take any action until the Society gives a written statement of exactly what they propose to use the property for, and an accurate estimate is obtained of the cost to complete the work.

Laura McCanless has the same concerns as others about the current cost of materials. She also wondered if there would be much interest from the public with the COVID-19 pandemic just starting to wind down.

Lynn Bohanan asked if it has been determined that this proposal is how the property will be used. She does not consider kitchens and bathrooms minor work.

Mayor Eady clarified that the work in the kitchen involves removing the cabinets to create a blank slate for the Society to put their displays up. He does agree that a nice ADA bathroom would be some significant work.

Ms. Bohanan stated she was under the impression there were other structural integrity issues that needed to be addressed before renovations could start.

Mayor Eady stated there was some discussion about removal of flooring to examine floor joists. This assessment was bolstered by some observations from an architectural firm. However, this approach would be very expensive. Other than the large bathroom, which would be torn out to the floor joists anyway due to water damage, there are not any areas of the house that seem to be in danger of collapsing.

Ms. Bohanan also expressed concerns about the cost of materials.

James Windham stated he was confused why the City Council is discussing spending \$100,000 on the Yarbrough House. The issue was discussed in the April Work Session and the conversation centered around selling the house, moving it, tearing it down, or ignoring it.

Mayor Eady confirmed that those options were discussed, and no resolution was reached. He was reminded recently by the Oxford Historical Society that their proposal had been made and was on the table.

Mr. Windham stated he thought their proposal had been rejected. He had no other comments other than that he agreed with the observations of the other City Councilmembers.

Mayor Eady stated that it seems there is consensus to not take any action at this time, and not to ask anyone to waste time obtaining estimates. He believes the proposal by the Society was paused due to the COVID-19 pandemic.

Mr. Windham stated he believes there are a lot of small projects that could be completed around town without spending a lot of money, such as removing some asphalt and planting flowers.

Jeff Wearing asked if the Society will come up with designs and recommendations. Mayor Eady advised the Society is not asking for any structural repairs to the house. They are only asking for repairs to make the structure safe for occupancy by completing the items mentioned earlier, which would be the defined scope of work. Mr. Wearing advised he is for it in general, but now may not be the best time.

Mr. Holt stated that some drawings were reviewed a year or so ago regarding the repairs under discussion. Those plans can be used to obtain an estimate.

**4. Operating Budget and Capital Budget for FY2022 (Attachment B)**

A public hearing was held prior to this meeting regarding the proposed operating and capital budgets for FY2022. Councilmembers have had several opportunities to review the proposals and ask questions.

George Holt advised his questions have been answered by Matt Pepper. No other Councilmembers had questions.

**5. Employee Handbook Revision (Attachment C)**

Matt Pepper stated that the current handbook was adopted in 2011. There have been changes in the form of government and in other areas that precipitated the need for a revision. The City has worked with the Georgia Municipal Association (GMA) to bring the handbook up to date. A revised version was provided to all Councilmembers along with the original version. Mr. Pepper provided an overview of the changes. He stated that City staff will be reviewing the manual on a more regular schedule and expect to bring requests for updates to the City Council periodically.

George Holt stated that it will take more than one or two work sessions to make decisions on the updates, as there are many changes. He and Luran Willis and Bob Schwartz had started working on an update several years ago. He would like to have a tracked version printed out so he can compare it to the changes they had discussed. He also does not understand some of the changes that are being proposed. He wants to make sure the City Council understands these changes. He also mentioned that the job title of Utilities Superintendent has never been voted on and needs to be changed to Utilities Supervisor.

James Windham asked if anyone has reviewed the City Charter in relation to the roles of staff and Councilmembers.

Mr. Holt also expressed concern about the “employee at will” language in the revised version because it implies that an employee can be fired without reason and the addition of another holiday (Veteran’s Day).

Matt Pepper advised that the “employee at will” language was recommended by GMA staff.

Mr. Windham asked if GMA recommended carrying more than 80 hours. The City Council specifically addressed this issue in the previous writing of the handbook because employees were carrying three, four, or five years of vacation. An employer provides vacation for employees to take some time away and refresh their well-being.

Mr. Holt asked why the book lists vacation time as days rather than hours. He knows it was listed as days in the original handbook, but he feels it should be shown in hours.

Mayor Eady asked Councilmembers to consider this document a first draft and provide notes and comments to Mr. Pepper.

Marcia Brooks will provide a tracked version electronically to all Councilmembers and a printed tracked version to Mr. Holt.

Mr. Windham suggested that Mr. Holt should be involved in the revision process of the handbook at an earlier stage given his expertise in the human resources field.

## 6. **Excess Cyber Security Liability Insurance**

Matt Pepper advised that as part of our liability insurance we have cyber security liability insurance up to \$250,000. Excess liability coverage is offered to increase the limit to \$1,000,000 for \$3,380. City staff recommend purchasing this excess liability insurance. Security features are in place with the City’s IT services provider including backups every four hours on site and every day off site. In addition, the provider monitors the City’s network and servers 24/7 for suspicious activity as well as the most up-to-date malware threat monitoring. The excess liability insurance is another level of protection.

Laura McCanless stated it is a good idea to be proactive given recent cyber compromises. She asked what the excess insurance covers. Mr. Pepper advised it covers costs up to \$1,000,000 resulting from a ransomware attack or cyberattack. Marcia Brooks added that it pays consultant fees to restore data as well as ransom fees. George Holt asked for clarification on exactly what the insurance will pay for. Ms. Brooks advised she would provide details regarding the coverage to the Councilmembers.

James Windham requested assurance from the City’s IT services provider that security is in place that can block most known ransomware. He knows that some victims of cyberattacks have not kept their security systems up to date. He supports having the extra insurance.

Avis Williams stated that their school system in Putnam County had the most up-to-date measures in place and their system was down for ten days. It cost them \$1 million to resolve the issue.

**7. Work Session Meeting Review**

- a. Yarbrough House – hold on any actions
- b. FY2022 Operating and Capital Budgets – adoption June 7, 2021. Millage rate will be voted on after Newton County Tax Digest is released.
- c. Employee Handbook – Councilmembers will receive electronic tracked copy for review (George Holt will receive paper copy).
- d. Excess Cyber Liability Insurance – Matt or Marcia will provide further details on coverage to Councilmembers.

**8. Adjourn**

Mayor Eady adjourned the meeting at 7:38 p.m.

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
SPECIAL CALLED MEETING  
MONDAY, MAY 17, 2021 – 7:38 PM  
VIA TELECONFERENCE  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

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

**APPOINTED/STAFF PRESENT:**

Matt Pepper – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Jody Reid – Utilities & Maintenance  
Supervisor  
Dave Harvey – Chief of Police

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. **A motion was made by George Holt to accept the Agenda for May 17, 2021. James Windham seconded the motion. The motion was approved unanimously (7/0).**  
(Attachment A)
3. **Resolution for the Community Development Block Grant Application** (Attachment B)  
Matt Pepper advised that the resolution voted on in the May Regular Session has been amended to correct several items.

**James Windham made a motion to adopt the amended resolution. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).**

4. **Executive Session**  
Real estate and personnel matters were discussed.
5. **Real Estate Matter** (note – Councilmember Jeff Wearing was no longer in attendance)  
**James Windham made a motion to authorize Mayor Eady to proceed with negotiations for purchase of property within the City of Oxford as discussed in the Executive Session. Avis Williams seconded the motion. The motion was approved unanimously (6/0).**



6. **George Holt made a motion to adjourn. Lynn Bohanan seconded the motion. The motion was approved unanimously (6/0).**

The meeting was adjourned at 7:04 p.m.

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
SPECIAL CALLED MEETING  
MONDAY, MAY 24, 2021 – 6:00 PM  
VIA TELECONFERENCE  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

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

**APPOINTED/STAFF PRESENT:**

Matt Pepper – City Manager  
Marcia Brooks – City Clerk/Treasurer  
David Strickland – City Attorney

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. **A motion was made by James Windham to amend the Agenda for May 24, 2021 as follows: Move Real Estate Transaction to last item on agenda before Adjourn and insert Executive Session before Real Estate Transaction. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).** (Attachment A)

Amended Agenda:

1. Call to Order
  2. Motion to accept agenda
  3. Resolution and Adoption Agreement for restated 401(a) Defined Contribution Plan
  4. Executive Session
  5. Adjourn
3. **Resolution and Adoption Agreement for Restated 401(a) Defined Contribution Plan** (Attachment B)  
Matt Pepper advised that the published agenda stated this was a first reading to adopt the agreement and that it required codification. However, he has since determined that defined contribution plans do not require codification. The attached document includes a resolution for the City Council to adopt along with the agreement to approve. This action can be completed in this meeting if the City Council is ready to move forward with it.

**Avis Williams made a motion to adopt the resolution and approve the agreement. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).**

**Lynn Bohanan made a motion to go into Executive Session. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).**

4. **Executive Session**

Real estate matters were discussed.

5. **Real Estate Transaction**

No issues were discussed, and no votes were taken.

6. **Avis Williams made a motion to adjourn. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).**

The meeting was adjourned at 7:03 p.m.

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer

# OXFORD TREES, PARKS AND RECREATION BOARD

Minutes – April 20, 2021

**MEMBERS:** Cheryl Ready, Chair; Michael Rogers, Vice Chair; Theresa Eady, Secretary; Anderson Wright and Mike McQuaide. Nakeisha Cummings was absent.

**STAFF:** Beryl Budd, City Arborist; Jody Reid, Utilities Superintendent; Matthew Pepper, City Manager.

**GUESTS:** Laura Gafnea, Director of Community Relations, Oxford College.

**OPENING:** At 5:05 PM, Ms. Ready called the meeting to order and welcomed the guests.

**MINUTES:** Upon motion of Mr. Wright, seconded by Mr. McQuaide, the minutes for the meeting of March 16, 2021 were adopted. The vote was 5-0.

Upon motion of Ms. Eady, seconded by Mr. Wright, the agenda for the April 20, 2021 meeting was adopted. The vote was 5-0.

**CITY TREE INVENTORY:** The Board discussed their goal to update the city's tree inventory list. The Board completed the latest update to the inventory approximately ten years ago. In the recent past, the Board considered using an intern from the University of Georgia (UGA) to help with the project. The Board also explored the option of using an intern from Oxford College. Consequently, Ms. Gafnea contacted staff at Oxford College to discuss the possibility of an internship opportunity with the Board. She reported that the city's Sustainability Committee is planning to work with an intern this summer. The intern would be working remotely. She asked whether the Sustainability Committee's intern would also be expected to work on the tree inventory. In response, Mr. McQuaide recommended that Ms. Gafnea talk with Melissa Hage (the Sustainability Committee Chair) about the intern's commitments to the Sustainability Committee. In addition, Mr. Budd stated that updating the tree inventory must be completed in person.

The Board requested that Ms. Gafnea research the expected cost to support a summer intern to complete the tree inventory. Ms. Gafnea stated that she will follow up with the Board once she has that information. Mr. Budd stated that he will also contact Seth Hawkins to determine if UGA is still able to provide an intern to help with the tree inventory.

**EMORY STREET TREE REPLACEMENT PROJECT:** The Board discussed their project to replace the tree canopy on Emory Street/SR 81. The Board discussed whether they should plant trees on properties located on both sides of the street. During the discussion, the Board reviewed the homeowner list provided by Mr. Pepper. In addition, Ms. Ready recommended that the Board identify lots where planting trees would be the most helpful before contacting individual property owners. Ms. Eady asked whether the city could plant dogwood trees (or similar-sized trees) in the Emory Street right-of-way and then backfill with larger trees on private property. Mr. Budd responded that most Georgia growers do not grow dogwoods, which make them difficult to obtain. In addition, it is important to keep lawn maintenance equipment away from dogwoods to help them survive.

Ms. Ready requested that Mr. Pepper contact the Georgia Department of Transportation to inquire if the Board needs additional approval to replace the existing trees that were planted when the city completed the water main project. Ms. Eady recommended that the Board identify which trees need to be replaced and what locations are ideal for new plantings.

**ARBOR DAY FOUNDATION GROWTH AWARD:** Ms. Ready will send the Board the criteria for the Arbor Day Foundation Growth Award. She requested that Board members begin brainstorming ideas on potential submittals for the award.

**NATIVE PLANTINGS LIST:** The Board discussed options on where to post the city's native plantings list. The Board requested that Mr. Pepper post a copy of the native plantings list on the city's website under the Parks and Recreation Department.

**REGISTRATION NOTICE BOX AT ASBURY STREET PARK:** The Board discussed where to install a registration notice box at the Pavilion at Asbury Street Park. Mr. Pepper reported that staff considered two sizes for the box: small (23.5" W x 7.25" D x 30" H) and large (40" W x 5.5" D x 30.25" H). The Board expressed concern with installing it near the plaque inside the pavilion. Ms. Ready recommended that Mr. Pepper measure the space between the bathroom and storage closet doors in the pavilion. In addition, the Board also noted that staff might consider a free-standing registration box that could be installed near the existing little library. Ms. Eady, Mr. Reid, and Mr. Pepper will visit the park to take the measurements and discuss placement options. They will return to the Board with their recommendations.

**GUIDELINES FOR DONATIONS FOR CITY PARKS AND TRAILS:** Mr. Pepper presented the Board with a draft copy of guidelines for allowing individuals to adopt a bench in Asbury Street Park. During the review of the guidelines, the Board recommended that the program extend to all benches in city parks and trails, not exclusively Asbury Street Park. The Board agreed that the draft guidelines should be presented to the Mayor and City Council for their approval.

*Upon motion of Ms. Eady, seconded by Mr. Rogers, the Board approved the guidelines for adopting a bench to be sent to the Mayor and City Council for their review. The vote was 5-0.*

**FY2021 PRUNING PROJECT:** Mr. Budd reported to the Board that Arbor Equity will complete the remaining pruning work this week. In addition, he will talk with them about the poor pruning work completed on the giant southern red oak located on the property adjacent to city hall. He will report to the Board once the pruning work is completed for this fiscal year.

In addition, Ms. Ready requested that Mr. Budd share with the Board the pruning inventory list.

**MEMBERSHIP:** The Board discussed filling the existing vacancy. Mr. Rogers mentioned that he may know of someone who would be interested in serving on the Board. Ms. Ready recommended that Mr. Rogers invite his contact to the next Board meeting.

**OTHER BUSINESS:**

- 2<sup>nd</sup> Little Library at Asbury Street Park – At the April 19<sup>th</sup> City Council Meeting, the Mayor and City Council discussed installing a second Little Library at the Pavilion at Asbury Street Park. The Mayor and City Council requested that the Board recommend a location for the second library. The current recommendation is to install it near, but not next to the existing little library that is located on the east side of the pavilion. Ms. Eady, Mr. Reid, and Mr. Pepper will visit the site to confirm that there is space to install it next to the existing little library.
- May Report to the Mayor and City Council – Once a month, each appointed body provides the Mayor and City Council a brief report on their most recent projects. Ms. Ready will be unable to attend the May 17<sup>th</sup> Council Meeting. As Vice-Chair, Mr. Rogers agreed to provide the brief report.
- July Meeting – Ms. Ready will be unable to attend the Board's July meeting. Mr. Rogers agreed to conduct the meeting.

**ADJOURNMENT:** Mr. Ready adjourned the meeting at 5:53 PM.

Submitted by:

Theresa Eady, Secretary

# OXFORD PLANNING COMMISSION

Minutes – April 13, 2021

**MEMBERS:** Jonathan Eady, Chair; Zach May, Vice Chair; Juanita Carson, Secretary; Mike Ready, Jeremy Baker, and Mike McQuaide.

**STAFF:** Matthew Pepper, City Manager and Zoning Administrator; Marcia Brooks, City Clerk; Scottie Croy, Assistant Public Works Supervisor.

**GUESTS:** Liesl McWhorter; Larry Houston; Art and Laurie Vinson; Robert Aiken; Drew Terrell.

**OPENING:** At 7:01 PM, Mr. Eady called the meeting to order and welcomed the guests. Mr. Eady informed the Commission that the agenda was amended to include consideration of a development permit application submitted by Mr. Robert Aiken.

**MINUTES:** Upon motion of Mr. McQuaide, seconded by Mr. Ready, the minutes for the meeting of February 9, 2021 were adopted as amended. The vote was 6-0.

**JOSEPH BUDD DEVELOPMENT PERMIT APPLICATION (203 W. Clark Street):** The Commission reviewed the development permit application to replace two complete HVAC systems at 203 W. Clark Street. The work was completed prior to the meeting. During the discussion, the Commission asked Mr. Pepper to confirm that the city's building inspector had completed an inspection. In addition, the Commission amended the application to include the lot's zoning designation (R-30).

*Upon motion of Ms. Carson, seconded by Mr. Ready, the Planning Commission approved the development permit application to replace two complete HVAC systems at the dwelling located at 203 W. Clark Street. The vote was 6-0.*

**LARRY HOUSTON DEVELOPMENT PERMIT APPLICATION (108 Greene Street):** The Commission reviewed the development permit application to install a 10' x 16' storage building on the property located at 108 Greene Street. During the discussion, the Commission confirmed that the proposed storage building met the side and rear setback requirements. In addition, Mr. Houston confirmed that the proposed storage building would be a white aluminum prefabricated structure.

*Upon motion of Mr. McQuaide, seconded by Ms. Carson, the Planning Commission approved the development permit application to install a 10' x 16' storage building on the property located at 108 Greene Street. The vote was 6-0.*

**SCOTTIE CROY DEVELOPMENT PERMIT APPLICATION (1417-A Wesley Street):** The Commission reviewed the development permit application to install a 10' x 16' storage building on the property located at 1417-A Wesley Street. As depicted on the site plan, the proposed storage building would be located behind the back edge of the existing house. In this location, it would be visible from the street. The Commission asked Mr. Croy if there was sufficient space behind the house to locate it. In response, Mr. Croy stated that he chose the location to avoid placing it near a sewer cleanout. The Commission recommended that the proposed storage building be located further west into the property so that it would appear subordinate to the existing house. Mr. Croy replied that he had sufficient space to move it and meet the rear setback requirement.

*Upon motion of Mr. Ready, seconded by Ms. Carson, the Planning Commission approved the development permit application to install a 10' x 16' storage building on the property located at 1417-A Wesley Street. The vote was 6-0.*

**ART AND LAURIE VINSON DEVELOPMENT PERMIT APPLICATION (903 Asbury Street):** The Commission reviewed the development permit application to grade a driveway to spread with permeable slate

pieces and install curbing at 903 Asbury Street. During the discussion, Mr. Vinson explained that the pad behind the existing garage is composed of the same material. In addition, Mr. Vinson explained that they are still deciding on the exact material for the curbing. He added that the rock would most likely be 4" wide and 6-9" deep and set into the grading. The Commission confirmed that the permeable slate and the rock curbing meets the requirements outlined by the city's zoning code.

*Upon motion of Mr. McQuaide, seconded by Mr. Baker, the Planning Commission approved the development permit application to grade a driveway to spread with permeable slate pieces and install curbing at 903 Asbury Street. The vote was 6-0.*

**ROBERT AIKEN DEVELOPMENT PERMIT APPLICATION (115 Oxford North Road):** The Commission reviewed the development permit application to replace an existing sunroom attached to the rear of the house at 115 Oxford North Road. During the discussion, the Commission confirmed that the proposed sunroom would be the same color as the existing sunroom. In addition, the Commission confirmed that the proposed sunroom met the side and rear setback requirements. The Commission also confirmed that the roofing would remain consistent with the existing shingle roofing on the house. The Commission also confirmed that the sunroom would have a fan, which would require an electrical permit, but not any plumbing or HVAC systems as part of the project.

*Upon motion of Mr. Ready, seconded by Ms. Carson, the Planning Commission approved the development permit application to replace an existing sunroom attached to the rear of the house at 115 Oxford North Road. The vote was 6-0.*

**PROPOSAL FOR SIGNAGE FOR THE OXFORD FARMERS MARKET:** The Commission reviewed the proposal submitted by Ms. Brooks for the use of temporary signage on select locations on the city-owned greenspace for the city's farmers market. Ms. Brooks explained that the city is interested in installing temporary signage for the city's Spring Festival, which is scheduled for April 29-30 and May 1. The city would use the temporary signage until permanent signage can be installed.

During the discussion, the Commission noted that the city's sign ordinance begins in Sec. 40-945. In addition, the Commission confirmed the location of the four (4) temporary signs as depicted in the proposal. Ms. Brooks confirmed that the two (2) proposed flag signs go into the ground and stand vertically. As for the proposed hanging directional parking sign, the Commission recommended that the arrow be removed from it to clarify where visitors may park. Mr. Pepper will append a completed development permit application with the proposal.

*Upon motion of Mr. May, seconded by Mr. Ready, the Planning Commission approved the development permit application for the use of temporary signage on the city-owned greenspace for the city's farmers market. The vote was 6-0.*

**REZONING DISCUSSION:** In November 2020, the Commission made a recommendation to City Council to rezone six (6) parcels located along E. Clark Street and Emory Street from Town Center to R-20 Residential. The Commission revisited their previous recommendation and considered whether to recommend rezoning an additional 18 parcels located along E. Clark Street and the east side of Emory Street. Currently, the 18 parcels are zoned R-7.5 Residential. R-7.5 allows for the highest density of residential development. Prior to the meeting, the Commission invited the affected property owners to join the discussion.

Mr. Eady explained that the Commission had previously observed that the R-7.5 designation was not consistent with the current use of the properties. Mr. Eady further explained that the parcels were assigned the R-7.5 designation by a prior Commission with the thought that several of them were underdeveloped from a full intensity of land use perspective. At that time, it was to contemplate the possibility of future additional development on these properties. Currently, the feeling of the community is to preserve the natural borders surrounding the Dried Indian Creek corridor.

The Commission analyzed whether the current square footage of the existing dwellings and lot widths will conform with the R-20 zoning criteria. The Commission confirmed that 21 out of 25 of the affected parcels meet the R-20 size requirements and 18 out of 25 meet the R-20 dwelling requirements.

In addition, Commission reviewed Section 40-638(g) “criteria for amendments to official zoning maps” as they developed the recommendation to rezone the parcels from R-7.5 to R-20. During the review, the Commission determined the following:

- The proposed change is suitable and compatible with the use of adjacent and nearby properties which are single family homes.
- The proposed change is not adverse but supportive of the existing use of subject properties and adjacent and nearby property. (The Commission noted that there are three (3) dwellings that are materially below the minimum square footage for R-20. In the event of the destruction of the existing dwellings, the homeowner would have a burden imposed during the reconstruction of the dwelling.)
- The property to be affected by the proposed change is being used as lower density single family residential which is its best economic use.
- The proposed change is to a zoning district with less dense potential uses; thus, the change would reduce the potential burden on public infrastructure.
- The proposed change would return the property to a less dense residential zoning district which is consistent with the uses of adjacent and nearby zoning districts on the east side of Emory Street.
- The proposed change to residential zoning would have less impact on the environment than a more intensive mixed-use.
- Preserving the less dense development along the Dried Indian Creek corridor is desirable.

Mr. Pepper will prepare the text for the Commission’s official recommendation to the Mayor and City Council. He will share it with the Commission prior to bringing it to the Mayor and City Council.

*Upon motion of Mr. Ready, seconded by Mr. McQuaide, the Planning Commission recommended the rezoning of the identified 18 parcels from R-7.5 to R-20 based upon the Planning Commission’s findings during their review of Sec. 40-638(g). The vote was 6-0.*

**DISCUSSION ON AMENDMENTS TO CHAPTER 40:** The Commission will continue their discussion on amendments to Chapter 40 during future meetings. Prior to the next meeting, Mr. Pepper and Mr. Eady will share with the Commission the final draft of the proposed amendments to Chapter 40. They will share their recommendations with the Mayor and Council.

**OTHER BUSINESS:** The Commission did not discuss any item related to other business.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:13 PM.

Submitted by:

Juanita Carson, Secretary



# **DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF OXFORD**

Minutes – April 27, 2021

**MEMBERS:** Mr. Brian Barnard, Chair; Mr. Mike Ready, Vice-Chair; Mr. Jonathan Eady, Ms. Danielle Miller, and Ms. Laura McCanless. Mr. Ray Wilson was absent.

**STAFF:** Matthew Pepper, City Manager and DDA Secretary/Treasurer.

**GUESTS:** No guests were in attendance.

**OPENING:** At 7:04 PM, Mr. Barnard called the meeting to order.

**APPROVAL OF MINUTES:** Upon motion of Mr. Ready, seconded by Mr. Eady, the minutes for the meeting held on March 23, 2021 were approved. The vote was 5 – 0.

**REPORT ON CITY COUNCIL AND DDA DISCUSSION:** Mr. Ready and Ms. McCanless updated the DDA on the City Council's recent discussions regarding the Authority's proposal to make minor capital improvements to the city-owned greenspace. During the discussion, they reported that the Council did not express any concerns about the proposed layout of the fencing, seating, and signage. However, the Council had questions regarding the proposed fencing's style and cost. In addition, some Councilmembers expressed concern about installing the fence to block the curb cuts on Emory Street.

The DDA will request that the Mayor and City Council approve the DDA's proposal and grant them site control either through a lease or license to make the proposed improvements at the May 3<sup>rd</sup> Regular Session Council Meeting. In addition, the DDA will request the opportunity to discuss with the Mayor and City Council the existing concept plans for the area near 810 Whatcoat Street. Mr. Pepper will contact Mayor Eady about including the DDA's proposal and discussion of the concept plan on the agenda. In Prior to the meeting, Mr. Pepper will inform the DDA members if the Mayor approves their request. Mr. Barnard, Mr. Ready, and Mr. Eady will attend the May 3<sup>rd</sup> City Council meeting.

**THE CITY GREENSPACE:** Mr. Barnard will revise the DDA's proposal to include a section of fence to enclose the proposed parking area. The DDA noted that this section of fence could be moveable. In addition, the DDA noted that the proposed parking area would be of sufficient size for both vendors and visitors to use. The DDA further noted that the location of the proposed parking area does not contemplate the official use of the post office parking lot.

**MEMBERSHIP:** The DDA discussed possible candidates for the vacancy.

**OTHER BUSINESS:** The DDA did not discuss any items related to other business.

**ADJOURNMENT:** Mr. Barnard adjourned the meeting at 7:59 PM.

Submitted by:

Matthew Pepper, Secretary/Treasurer

**City of Oxford**  
**Invoices >=\$1,000**  
**Paid in May 2021**

VENDOR	DESCRIPTION	AMOUNT
<b>RECURRING CHARGES</b>		
City of Oxford Utilities	March-April service	1,363.73
Newton County Board of Commissioners	Water Purchase April 2021; Invoice #2826	15,340.00
Newton County Water & Sewerage Authority	Sewer Treatment Fees, 3/30/2021 – 4/29/2021	6,851.66
Georgia Municipal Association	GMEBS Life and Health Insurance Billing for June 2021; Invoice #311660	12,033.84
Georgia Municipal Association	GMEBS Retirement Trust Fund Employer Contributions May 2021	5,681.33
Georgia Environmental Finance Authority (GEFA)	Monthly Payment on Loan 2016L06WQ May 2021	4,556.05
Georgia Superior Court Clerks' Cooperative Authority	Court Collections for April 2021	1,242.77
Southeastern Power Administration (SPA)	SEPA Energy Cost (April 2021) Inv. #B-21-1725	3,014.16
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for April 2021	90,779.59
Electric Cities of Georgia	Consulting and planning services for April 2021	4,938.00
IRS	Federal Payroll Taxes, May 2021	10,733.32
Courtware Solutions	Traffic citation case management monthly service	1,150.00
Phoenix Personnel, LLC	Maintenance temporary workers, week ending 5/9/2021	1,225.00
Cintas	Uniforms – April service – Public Works	1,110.46
Latham Home Sanitation	Commercial Waste Removal Services April 2021	7,361.18
VC3 (formerly Sophicity)	May charges for software and hardware support; invoice #61255	2,057.31

VENDOR	DESCRIPTION	AMOUNT
<b>PURCHASES/CONTRACT LABOR</b>		
McNair McLemore Middlebrooks & Co.	April 2021 professional financial services, invoice #94029	1,228.00
Snapping Shoals EMC	Service/repair on small bucket truck, invoice #8222	3,303.26
Jamar Technologies, Inc.	Radar Kit for Police Department, P.O. #13988	4,340.00
Rehrig Pacific Company	Purchase of 50 roll carts	5,846.00
Pi-Jon Inc.	Fuel for city vehicles – 2/9/2021-3/24/2021	4,238.27
Arbor Equity	Annual Tree Pruning	4,320.00
Oxford Historical Cemetery Foundation, Inc.	Two (8) interment spaces sold	1,000.00
Scarborough Tree, Inc.	Removal of oak with stump grinding – Wesley Street; removal of dead pine – P. O. #13995	2,550.00
Jordan Engineering	Work on Longstreet Circle paving project and completion of northwest quadrant survey and mapping for ROW survey – invoice numbers 16418, 16458, 16,493	2,040.00