



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, FEBRUARY 4, 2019 – 7:00 PM
CITY HALL**

PRESENT: Jerry D. Roseberry, Mayor; Council members: George Holt; Jim Windham; Mike Ready; David Eady; Jeff Wearing, Sarah Davis. Staff members present: City Manager Matt Pepper, City Clerk Luran Willis, Utilities Superintendent Jody Reid, Chief Dave Harvey, City Attorney David Strickland.

OTHERS PRESENT: Peggy Madden, Hoyt Oliver, Randy Simon, Laura Gaffney, and Danielle Miller from Oxford College, Nick Cole, Nita Carson, Cheryl Ready, Art & Laurie Vinson, Hurenza Lewis, and Marvin Johnson.

1. The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor
2. Invocation was delivered by Hoyt Oliver
3. Pledge of Allegiance
4. **Motion to accept the Agenda for February 4, 2019 – Ready – Second – Wearing, approved unanimous 7/0.**
Attachment A
5. **Consent Agenda - Approved unanimous 7/0.** Attachment B
6. **Mayors Report**
Mayor Roseberry reminded everyone of the Arbor Day festivities on Saturday, February 10th at 10:00 AM, at City Hall. Attachment C
7. **Planning Commission Recommendations/Petitions**
None
8. **Citizens Concern**
None
9. **Wesley Street and Pierce Street Road Improvements**
Randy Simon from Oxford College presented their site plan for the road improvements to the Wesley Street and Pierce Street intersection for Council approval. Attachment D
Motion to approve by Holt – second – Wearing, approved unanimous 6/1 with Windham vote nay.

10. GEFA Loan Modification Resolution

The Georgia Environmental Finance Authority has asked for an updated resolution for the project completion for the N. Emory Street Sewer Project. Attachment E

Motion by Ready – Second – Davis, approved unanimous 7/0.

11. City Representative with Newton County Water & Sewerage Authority.

Motion to re-appoint Terry Smith – Holt – Second – Windham, approved unanimous 7/0.

12. 101 Longstreet Circle

Mr. Hurenza Lewis of 117 Longstreet Circle has approached the city to express his interest in purchasing the city-owned property located at 101 Longstreet Circle for the construction of a home on the lot.

Motion by Ready to put property out for bid. – second – Holt, approved unanimous 6/1 with Windham vote nay.

13. Invoice Approval

Motion by Ready to approve invoices with City Manager and Chief Harvey research and verification regarding the E-911 charges – second Davis, approved unanimous 7/0.

Motion to adjourn regular session at 7:29 pm – Ready – Second – Davis, approved unanimous 7/0.

14. Executive Session

Motion to go into an Executive Session at 7:32 pm – Ready – Second – Davis, approved unanimous 7/0.

City Attorney Strickland updated Council regarding the East Clark Street Property.

Council discussed the City Solicitor position. There was discussion regarding real-estate from Councilmember Windham.

There being no further business:

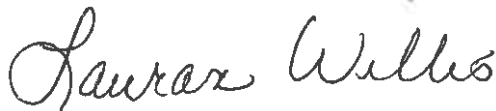
Motion to adjourn the Execution Session at 8:10 pm – Windham – second – Wearing, approved unanimous 7/0.

Motion to return to Regular Session at 8:10 pm – Windham – second – Wearing, approved unanimous 7/0.

City Solicitor - It was the consensus of Council to have City Clerk Luran Willis invite applicant Cheryl Freeman to the February 18th work session.

Motion to adjourn at 8:12 pm Windham – second – Davis, approved unanimous 7/0.

Respectfully Submitted;



Luran Willis, MMC/FOA
City Clerk

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, FEBRUARY 4, 2019 – 7:00 P.M.
CITY HALL
A G E N D A**

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the February 4, 2019 Mayor and Council Regular Meeting.
5. **CONSENT AGENDA**
 - a. * Minutes of the Regular Meeting of January 7, 2019.
 - b. * Minutes of the Work Session January 7 and 22, 2019.
 - c. * Minutes of the Planning Commission December 11, 2018
 - d. * Minutes of the Downtown Development Authority November 29, 2018.
6. Mayor's Report.
7. Planning Commission Recommendations/Petitions.
8. Citizen Concerns.
9. * **Wesley Street and Pierce Street Road Improvements** – Oxford College would like to present their site plan for road improvements to the Wesley Street and Pierce Street intersection for Council approval. We have attached a site plan for the project.
10. * **GEFA Loan Modification Resolution** – The Georgia Environmental Finance Authority has asked us to update, for a second time, our project completion date for the N. Emory Sewer Project. We have attached the resolution.
11. **City Representative with the Newton County Water & Sewerage Authority** – Council will vote to re-appoint Terry Smith as the representative for the city with the Newton County Water & Sewerage Authority.
12. **101 Longstreet Circle Lot** – Mr. Horenzo Lewis has approached the city to express his interest in purchasing the city-owned lot located at 101 Longstreet Circle. He would like to build a home on the lot.
13. **Invoice Approval**

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
MONTHLY		
Blue Cross Blue Shield	Health Insurance Employees (12/1/2018 – 1/1/2019	14,300.98
City Of Covington	Sewer charges. Service Dates 10/01/2018 – 12/31/2018	10,446.00
City of Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson/107 W. Clark St. Utilities for (Bill Date 1/30/2019)	1570.12
Georgia Municipal Association	GMEBS/Retirement Trust Fund (Nov) Inv. 345536	6,491.75
GMA Workers Comp Self-Insurance Fund	2019 est. annual PR	14,870.00
Latham Home Sanitation Co. Inc	Waste removal services for 612 units, commercial waste removal services, extra containers.	6,891.38
Everywhere Card	Mastercard charges for DDA training, Christmas dinner, GUFCA Membership, kitchen supplies, electric glove shipping, stamps for office, shipping fees (W-2 prep, Municipal clerk training (Stacey/Connie)	2,829.23
Newton Co. Board of Commission Sophicity	Monthly Water charges for December 2018 Monthly IT maintenance	13,752.00
Southeastern Power Admin.	SEPA energy cost (Dec) Inv. B-19-0574	3,423.84
PURCHASES/CONTRACT LABOR		
AT & T	Monthly Phone Statement	1,006.75
AT & T	Internet Services (City Hall/PD)	1,005.79
Cintas	Monthly uniform maintenance November 2018	1,212.36
City Of Covington	2019 E-911 Surcharges Calls (1/01/19 – 12/01/19)	41,224.32
Cleary Exterminating Company, Inc	Quarterly ant control (all locations) July-Sept & Oct - Dec	1,000.00
Georgia Hydrant Services Inc	6" team insertion valve material & labor	6,000.00
Newton County Sheriff's Office	Prisoner boarding & processing fees	1,800.00
Newton County Board of Commissioners	Commercial Garbage	1,129.20
Preston Geotechnical Consultants, LLC	Asbury Street Park - Test Pit Investigation	1,110.00
Suez Utility Service Co. Inc	Elevated W. Watson Street Tank	3,122.62
Woco Pep Oil	87 Octane	2,504.32
APPROVED CONTRACTS		
Bureau Veritas	Building Permitting and Inspections	1125.00
Designed Inst by Jim Williams	Handicap Ramp Old Church	14,924.00
HCS Services LLC	Asbury Street Park/Draw 2	106,000.00
HCS Services LLC	Asbury Street Park/Change Order	22,360.00
Jordan Engineering	107 W. Clark St Boundary survey of multiple City parcels fronting on W. Clark & N. Emory; 6153 Emory St Boundary Survey of corner City Parcel; Asbury Park Preston Geotech Testing, Huie Stewart discuss removal of pit debris, debris pit change order, discussions regarding integration of drainage w/playground installation, initiate construction staking w/crew. ;E.	9,400.00

	Clark Village construction cost estimate for E. Clark Village Buildout; General Support correspondence w/GDOT & Resubmittal of GUPS permits for water, sewer, and electric for Soule St intersection; Moore St sidewalk plans design modification, storm & erosion control plans; R/W data management; Sewer area 1 & 3 construction inspection.	
Jordan Engineering	Sewer Area 1 & 3 Bi-monthly progress report; R/W 2018 mapping, line work; Moore St sidewalk Complete design, confirm design of storm capture & Zackery Curb,; Asbury Park Redesign/Confirm sewer connection, Site visit check storm & water line, inspect detention pond.	2,345.00
Scarborough Tree, Inc.	Tree Removal Pierce Street (2 Oaks)/Green Street (1 Oak).	4,800.00
Scarborough Tree, Inc.	Removal of damaged Oak w/stump grinding	2,700.00
Site Engineering, Inc	Sewer Extension project on Emory Street	86,454.00
Site Engineering, Inc.	Sewer Extension project on Emory Street	39,420.00
Site Engineering, Inc.	Sewer Extension project Change order for New Man hole base, cone and ring/cover to avoid water line and change outlet direction.	8,800.00
Site Engineering, Inc.	Sewer Extension project on Emory Street	72,570.00

14. **Executive Session – Personnel, Real Estate, and Litigation.**

15. **Adjourn**



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, JANUARY 7, 2019 – 7:00 PM
CITY HALL
DRAFT ACTION MINUTES**

PRESENT: Jerry D. Roseberry, Mayor; Council members: George Holt; Jim Windham; Mike Ready; David Eady; Jeff Wearing, Sarah Davis. Staff members present: City Manager Matt Pepper, City Clerk Luran Willis, Utilities Superintendent Jody Reid, Chief Dave Harvey, City Attorney David Strickland.

OTHERS PRESENT: Matt Pepper, City Manager; Dave Harvey, Chief; Luran Willis, City Clerk; Jody Reid, Utility Superintendent; Officer Caleb Jackson, Huie Stewart, Hoyt Oliver, Mike McQuaide, Peggy Madden, Darryl Welch, with the Covington News, David Huber MD, James Waddey from Oxford College, Reverend Tom Johnson, Anderson Wright, Randy Simon from Oxford College, Lisa Williams, Jason Thomas, Laura Gafnea from Oxford College, and Nicholas Cole, John Langston.

1. The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor
2. Invocation was delivered by Hoyt Oliver
3. Pledge of Allegiance

4. Organizational Meeting:

Mayor Roseberry said this is the time of year where Council appoints individuals for the following positions: City Attorney, City Judge, City Solicitor, City Clerk, and Police Chief.

A motion was made by Windham, seconded by Ready, to reappoint those individuals currently serving in the following positions: City Attorney David Strickland, City Judge Steve Hathorn, City Clerk Luran Willis, and Police Chief Dave Harvey. The motion was approved 7/0.

5. Approval of Agenda - Motion to approve – Ready – Second – Davis, approved unanimous 7/0.

6. Consent Agenda - Approved unanimous 7/0.

7. Mayors Report

Honorable Steven A. Hathorn, Judge for the City of Oxford Municipal Court, administered the Oath of Office for Mayor and Councilmembers: Mayor Jerry Roseberry, Councilmembers Jim Windham – Post 5, Jeff Wearing –

Post 6, Sarah Davis – Post 1, Michael Ready – Post 3, David Eady – Post 4, and George Holt – Post 2.
Attachment B

Honorable Steven A. Hathorn, Judge for the City of Oxford Municipal Court, administrated the Oath of Office for Police Chief David Harvey, City Clerk Luran Willis, City Attorney David Strickland.
City Attorney David Strickland administrated the Oath of Office for Honorable Steven A. Hathorn, Judge.

Roseberry said Council will need to discuss the replacement of a City Solicitor as Qader Baig has accepted a position as Judge for the City of Covington.

8. Mayor Pro-Tem for 2019

Mayor Roseberry said we need to appoint a new Mayor Pro-Tem for 2019.

Motion to appoint Councilmember Jeff Wearing – Davis – Second – Windham, approved unanimous 7/0.

9. Planning Commission Recommendations/Petitions

None

10. Citizens Concern

John Langston 109 Oxford North Road addressed Council regarding a large water leak and presented pictures of standing water from heavy rains and run off from his neighbor. Langston asked Council's consideration for and adjustment due to the large usage and bill. Roseberry explained the protocol and instructed Mr. Langston to meet with office staff to work out a payment arrangement and that the city would waiver any late fees and penalties for the duration of the payment arrangement.

Motion to approve payment arrangement and waiver penalties and late fees – Windham – Second - Ready, approved unanimous 7/0.

11. MEAG Power Purchase Agreement

Motion to authorize MEAG to acquire the necessary resources to meet the city's reserve capacity – Windham – Second – Holt, approved unanimous 7/0.

12. 107 W. Clark Street Renovation Project

Councilmember Wearing reported contractor is finishing up detail's items from inspection punch list.

13. Change Order for Asbury Street Park

Motion to approve change order of \$22,360.00 - Ready – Second – Wearing, approved unanimous 7/0.

14. Change Order for Emory Street Sewer Project

Motion to approve change order of \$11,040.00 - Ready – Second – Davis, approved unanimous 7/0.

15. Moore Street Sidewalk Civil Plans

City Manager Matt Pepper will meet with City Engineer and prepare documents and cost to extend sidewalk to Emory Street.

16. E. Clark Street Extension

This project is on hold pending completion of the Asbury Park and the Emory Street Sewer Project.

17. Invoice Approval

Motion to approve invoices as presented - Ready – Second – Holt, approved unanimous 7/0.

18. Adjourn

Motion to adjourn regular session at 7:38pm. - Windham – Second – Wearing, approved unanimous 7/0.

19. Executive Session

Motion to go into an Executive Session at 7:43pm. – Wearing – Second – Windham, approved unanimous 7/0.

Motion to leave the Executive Session and return to Regular Session at 8:10pm – Ready – Second - Wearing, approved unanimous 7/0.

Motion to appoint Mike McQuaid to the Planning Commission to replace Aaron Robinson – Ready - Second – Windham, approved unanimous 7/0.

Motion to approve appointment of Connie Middlebrooks as City Clerk to replace retiring City Clerk Luran Willis effective immediately – Windham – Second – Wearing, approved unanimous 7/0.

City Solicitor – will be determined later.

Motion to adjourn at 8:12pm – Windham – Second - Eady, approved unanimous 7/0.

Attachments:

Items #: 4, 5, 9, 11, 12, and 13.

Respectfully Submitted;

Luran Willis, MMC/FOA
City Clerk



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, JANUARY 7, 2019 – 6:00 PM
CITY HALL**

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

OTHERS PRESENT: Matt Pepper, City Manager; Dave Harvey, Chief; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Officer Caleb Jackson, Huie Stewart, Hoyt Oliver, Mike McQuaide, Peggy Madden, Darryl Welch, with the Covington News, David Huber MD, James Waddey from Oxford College, Reverend Tom Johnson, Anderson Wright, Randy Simon from Oxford College, Lisa Williams, Jason Thomas, Laura Gafnea from Oxford College, Nicholas Cole and Art Vinson.

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

Agenda (Attachment A)

1. Mayor's Announcements

Chief Dave Harvey introduced the new police officer Caleb Jackson.

2. Wesley Street and Pierce Street Road Improvements Discussion

Randy Simon from Oxford College presented their draft site plans for road improvements to the Wesley Street and Pierce Street intersection. Attachment B

3. Moore Street Sidewalk Civil Plans

Reverend Tom Johnson addressed council with concerns relating to the sidewalk and concluded with his approval of the civil plans presented to him in conjunction to his property. After further discussion, City Manager Matt Pepper was instructed to continue working with the City Engineer to obtain a cost estimate on continuing the sidewalk to Emory Street. Attachment C

4. E. Clark Street Extension

This project is on hold pending completion of the Asbury Street Park and the Emory Street Sewer project.

5. 107 W. Clark Street Renovation Project

Councilmember Jeff Wearing said that he met with the contractor today along with City Manager Matt Pepper and Utility Superintendent Jody Reid and found a few items that need completion before signing off on the payment of the invoice.

6. Change Order for Asbury Street Park

Contractor Huie Stewart said that during the grading for the park, they discovered ground water in the area where the pavilion will be located. The city engineer recommended that we correct the issue with fill rock and the creation of a drain to guide the water to the invert under Emory Street. This resulted in an additional cost of \$22,360.00. Attachment C

7. Changer Order for Emory Street Sewer Project

City Manager Matt Pepper said that during the construction of the sewer main, the contractor encountered rock at the intersection of Hamill Street and Emory Street. In order to continue laying the sewer main, the contractor had to remove 92 cubic yards of rock. This resulted in an addition cost of \$11,040.00. Attachment D

8. MEAG Power Purchase Agreement

Mayor Roseberry said the city will need to purchase 1004 kW to meet our reserve capacity for 2019. We recommend that Council designate Municipal Electric Authority of Georgia (MEAG) to acquire the necessary resources to meet the city's reserve capacity needs. Attachment E

9. Planning Commission Vacancy

City Manager Matt Pepper said that Aaron Robinson is moving and will leave a vacancy on the Planning Commission. He requested council discuss replacement to fill his remaining one year.

Meeting Adjourned at 6:42 pm.

Respectfully Submitted,

Lauran Willis, MMC/FOA
City Clerk



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, JANUARY 22, 2019 – 6:00 PM
CITY HALL
DRAFT**

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

OTHERS PRESENT: Matt Pepper, City Manager; Dave Harvey, Chief; Luran Willis, City Clerk; Jody Reid, Utility Superintendent; Connie Middlebrooks, Danny Middlebrooks, Hoyt Oliver, Peggy Madden, David Huber MD, James and Adrienne Waddey, Laura Gafnea, and Danielle Miller with Oxford College; Dawn Towns, Angela Pilgrim, Jason Thomas, Judy Grier, Terry Smith, Bethany Lavigno, and Goldie Emerson

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

Agenda (Attachment A)

1. Mayor's Announcements

Mayor Roseberry appointed Connie Middlebrooks as City Clerk to replace retiring City Clerk Luran Willis. Roseberry announced the MLK program tonight at 7:30 at Old Church. He also announced that Jim Dove and Mott Beck with NEGRC will be retiring June 30, 2019. Roseberry announced that our police chief Dave Harvey will be ticketing any overweight vehicles/dump trucks for driving on city streets as they are not designated for overweight vehicles.

2. City Solicitor

Council discussed the appointment of new city solicitor. Mayor Roseberry invited Bethany Lavigno to present her qualifications to the Council.

3. Change Order for the Insertion Valve for Emory Sewer Project

City Manager Matt Pepper said as part of the construction of the sewer main, we added a 6" insertion valve in the cast iron water main the parallels the new sewer line on the west side of Emory Street. The estimated cost for the work associated with adding the valve will be approximately \$10,000.00. Council will vote to formally approve the change order at the February meeting.

4. GEFA Loan Modification Resolution

Council will vote on resolution to update the project completion date for the North Emory Sewer Project.

5. Moore Street Sidewalk Civil Plans

Goldie Emerson property owner of 107 Moore Street, appealed to Council concerns regarding the tree at the

corner of the lot. This item will be moved to the Regular Session for Council to vote on possibility of removing the tree.

6. E. Clark Street Extension

It was consensus of Council to stay with original plans as approved in August of 2017. This item will be approved at the February Regular Session.

7. 107 W. Clark Street Extension

Councilman Jeff Wearing updated the Council regarding the house being stabilized. Mayor Roseberry dissolved the original committee and appointed a new committee consisting of Jeff Wearing as Chairman, with Mike Ready and Jim Windham as committee members. The new committee will continue the renovation project.

8. Community Development Coordinator

It was the consensus of Council members present that there was no need for a Community Development Coordinator at this time.

9. City Representative with the Newton County Water & Sewerage Authority

Former Council member Terry Smith gave an update to Council of the current activities of NCWSA. He expressed his desire to continue to represent the City of Oxford with NCWSA. This item will be voted on at the February meeting to reappoint Terry Smith as representative for the City of Oxford with NCWSA.

Meeting Adjourned at 6:50 pm.

Respectfully Submitted,

Lauran Willis, MMC/FOA
City Clerk

OXFORD PLANNING COMMISSION

Minutes – December 11, 2018

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

STAFF: Matthew Pepper, city manager and zoning administrator.

GUESTS: Mary Reed; Gregory Reed; Art Vinson; Laurie Vinson; Benjamin Crider; Scott Gilkey; Molly Loch; Randy Simon, James Johnson, and Danielle Miller, Oxford College.

OPENING: At 7:00 PM, Mr. Eady called the meeting to order and welcomed the guests.

MINUTES: Upon motion of Mr. Robinson, seconded by Ms. Carson, the minutes for the meeting of November 11, 2018 were adopted. The vote was 5-0.

MARY REED: Ms. Reed explained her plans to construct two homes on the property to the Planning Commission members. The Commission members reviewed with Ms. Reed the dimensional requirements for a lot with a R-20 zoning designation including the minimum lot size, the minimum floor areas for a dwelling unit, and the setback requirements. In addition, the Commission members agreed that subdividing the lot would be permissible assuming that the two newly-created lots had legal access to a public street. As of now, it appears that the lot will only have legal access from E. Durden Circle on the southwest corner of the property located in Covington's city limits. Ms. Reed will work with Mr. Pepper and the City of Covington to confirm whether the property has present legal access.

BENJAMIN CRIDER DEVELOPMENT PERMIT APPLICATION (1202 Emory Street): The Commission members discussed the 10' side and rear setbacks in relation to current location of the shed under construction. Mr. Pepper will confirm the final location of the shed on the property once it has been moved.

Upon motion of Mr. Robinson, seconded by Ms. McCanless, the Planning Commission approved the development permit application to construct a 16' X 12' storage shed in the backyard conditional upon the shed being placed within the setback limits. The vote was 5-0.

MOLLY LOCH & SCOTT GILKEY DEVELOPMENT PERMIT APPLICATION (15 Wentworth Drive): The Commission members discussed that the current location of the shed is in violation of the 10' rear and side setback limits. Before the next meeting, Mr. Gilkey will stake off the area of his property for the new location of the shed. Mr. Pepper will confirm the shed's new location. Mr. Gilkey will then submit a new development permit application for the shed. The Commission members took no action on the development permit.

CAMPUS LIFE CENTER DEVELOPMENT PERMIT APPLICATION: The Commission members confirmed that Oxford College has not made any changes to the final plans since the Commission last reviewed plans for the project at the October meeting. In addition, they confirmed that the city's building inspector had reviewed the final plans prior to the meeting.

Upon motion of Ms. Carson, seconded by Ms. McCanless, the Planning Commission approved the development permit application to construct the 12,000 square foot addition to the east side of the existing Old Dining Hall. The vote was 4-0 with Mr. Eady abstaining.

WESLEY STREET AND PIERCE STREET ROAD IMPROVEMENTS DISCUSSION: The Commission members reviewed the site plan for the road improvements to Wesley Street and Pierce Street. They discussed the following elements of the project: the temporary sidewalk on Wesley Street, the surface pavers at

the intersection of Pierce Street and Wesley Street, and the new curb and gutter in front of the Dining Hall on Pierce Street. Oxford College will make another presentation about the project to City Council at the Work Session on January 7th, 2019.

OTHER BUSINESS: Mr. Robinson announced that he is resigning from the Planning Commission effective January 2019.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:33 PM.

Approved by:

Laura McCanless, Secretary

DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF OXFORD

Minutes – November 29, 2018

MEMBERS: Ms. Loren Roberts, Vice-Chair; Mr. Jonathan Eady, Mr. Mike Ready, Ms. Danielle Miller, and Mr. Brian Barnard. Mr. Mark McGiboney and Ms. Martha Molyneux were absent.

STAFF: Matthew Pepper, city manager and DDA secretary/treasurer.

GUESTS: Jerry Roseberry, Mayor.

OPENING: At 7:05 PM, Ms. Roberts called the meeting to order.

APPROVAL OF MINUTES: Upon motion of Mr. Eady, seconded by Mr. Barnard, the minutes for the meeting on October 24, 2018 were approved. The vote was 5 – 0.

E. CLARK STREET DEVELOPMENT: Mr. Ready explained to the DDA members that the Council had no major objections to the DDA broadening their scope to include pursuing development opportunities on the city's property abutting Hwy 81. Mayor Roseberry explained the process for negotiating the revenues from the Local Option Sales Tax (LOST) with the county and other municipalities. He explained further that the city's revenue derived from LOST might be negatively impacted if the city does not find ways to grow its population. The DDA members also discussed some of the concerns expressed by residents at the City Council's November Work Session meeting about the proposed E. Clark Street Development.

DOWNTOWN DEVELOPMENT ALONG HWY 81: The DDA members discussed gathering and analyzing demographic data as well as reviewing past city planning documents as prerequisites to making any recommendations for the properties located along Hwy 81. In addition, the DDA members discussed working with Oxford College to identify what goods and services the students desire, and what city-owned and college-owned properties could be developed in cooperation to maximize development opportunities. Before the next meeting, the DDA members and staff will complete the following assignments:

- The DDA members will review individually the concept plans for the properties along Hwy 81 described in the Strategic Investment Plan prepared by Historical Concepts.
- Mr. Pepper will work with the Georgia Municipal Association to gather demographic data on the city (e.g. – average home price, median home value, etc.).
- Mr. Pepper will work with Chief Harvey to obtain a traffic count on Hwy 81.

OTHER BUSINESS: The DDA members agreed to cancel the meeting scheduled for December 12th. The DDA's next meeting will be Thursday, January 24th, 2019.

ADJOURNMENT: Ms. Roberts adjourned the meeting at 8:20 PM.

Approved by:

Matthew Pepper, Secretary/Treasurer



Date: January 30, 2019
To: City of Oxford
From: Randy M. Simon, Director of Facilities at Oxford College of Emory University
Subject: Pierce & Wesley Street Intersection – Right of Way Improvement Letter Request

This serves as an official request to make infrastructure improvements within the City's right-of way at the intersection of Pierce and Wesley Streets. The intent is to continue the improvements previously done on Pierce Street while coordinating with the ROW enhancements required for the Campus Life Center.

These improvements will provide a comprehensive conclusion for both the Pierce Street Improvement and Campus Life Center projects. The result will be the creation of an intersection that will add to the general welfare for pedestrian and vehicular safety , aesthetics , and access for students, faculty, and members of the community.

The proposed improvements are per the attached revised site plan in response to comments received from the Planning Commission and City Council's Work Session meetings.

Thank you for your consideration.

Attachment: C4.01 Site Plan

The City of Oxford's
Trees, Parks and Recreation Board
cordially invite you to the 21st annual
Arbor Day festivities.

When: Saturday, February 9, 2019

At 10:00 AM

Where: City Hall

110 W. Clark St.

Oxford, GA 30054

Featuring-

A children's choir, a play by local students, Poetry/Essay contest winners, a choral reading, presentations by dignitaries, refreshments, prizes and seedlings for all in attendance.

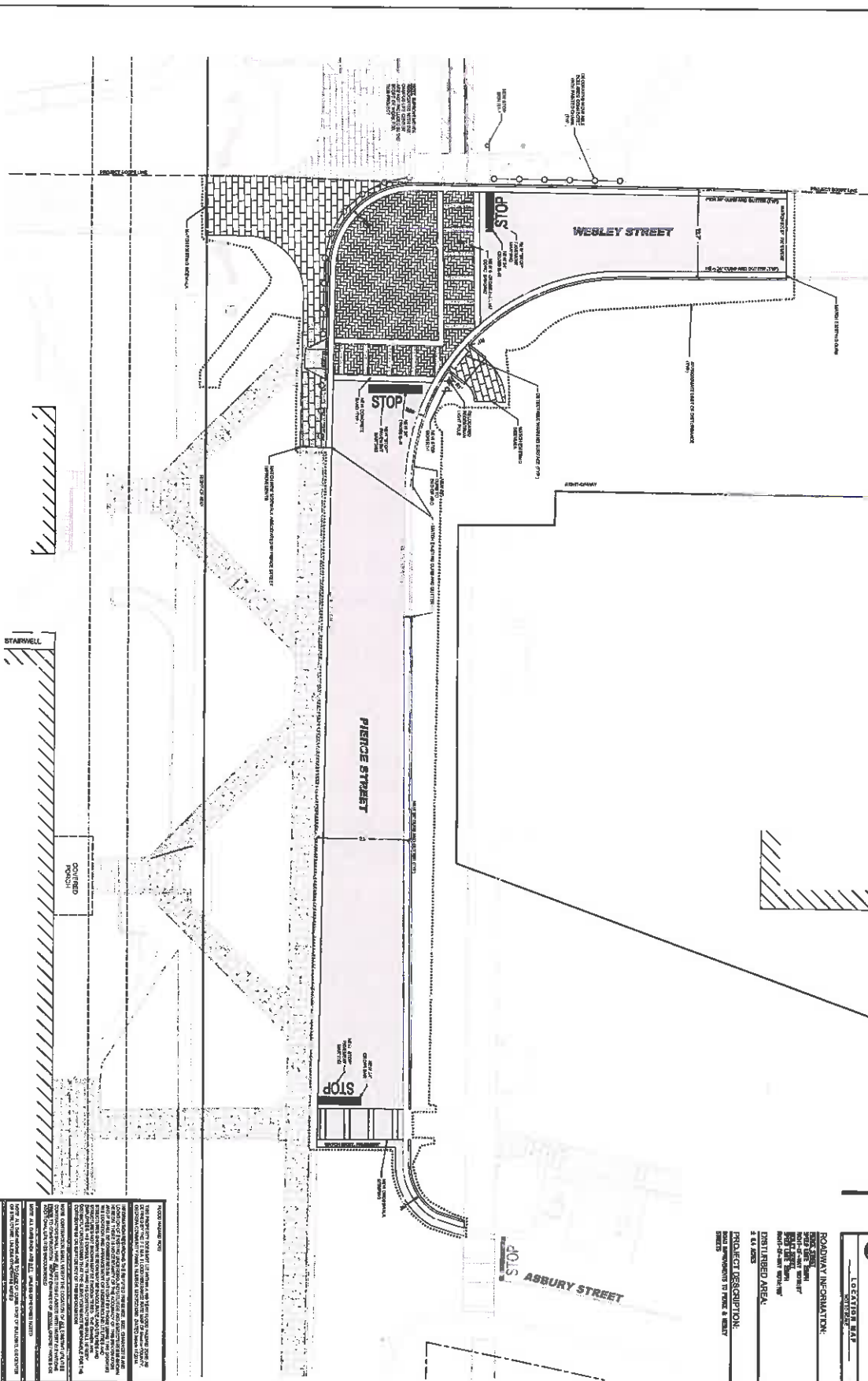


LEGEND

PROPOSED	[Symbol]	EXISTING	[Symbol]
AS BUILT	[Symbol]	UTILITY	[Symbol]
[Symbol]	[Symbol]	[Symbol]	[Symbol]

SURVEY LEGEND

[Symbol] SURVEY POINT
 [Symbol] SURVEY STATION
 [Symbol] SURVEY CONTROL POINT
 [Symbol] SURVEY CONTROL POINT



LOCATION MAP

ROADWAY INFORMATION:
 [Symbol] ROADWAY CENTERLINE
 [Symbol] ROADWAY RIGHT OF WAY
 [Symbol] ROADWAY LEFT OF WAY
 [Symbol] ROADWAY EDGE OF PAVEMENT
 [Symbol] ROADWAY EDGE OF GRADE
 [Symbol] ROADWAY EDGE OF DRAINAGE

PROJECT DESCRIPTION:
 ROAD IMPROVEMENTS TO PIERCE & WESLEY STS.

PROJ. INFO

PROJECT NO. [Number]
 SHEET NO. [Number]



CONTRACT NO. [Number]
 SHEET NO. [Number]

GENERAL NOTES

1. THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, 2011 EDITION, AND THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR CONCRETE AND MASONRY CONSTRUCTION, 2011 EDITION, AS APPLICABLE.

2. THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR TRAVELWAY AND SHOULDER CONSTRUCTION, 2011 EDITION, AND THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR PAVEMENT CONSTRUCTION, 2011 EDITION, AS APPLICABLE.

3. THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR BRIDGE CONSTRUCTION, 2011 EDITION, AS APPLICABLE.

4. THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR SIGNALS AND SIGNAGE, 2011 EDITION, AS APPLICABLE.

5. THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR UTILITIES, 2011 EDITION, AS APPLICABLE.

6. THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR DRAINAGE, 2011 EDITION, AS APPLICABLE.

7. THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR EROSION CONTROL, 2011 EDITION, AS APPLICABLE.

8. THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR ENVIRONMENTAL PROTECTION, 2011 EDITION, AS APPLICABLE.

9. THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR SAFETY, 2011 EDITION, AS APPLICABLE.

10. THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR MAINTENANCE, 2011 EDITION, AS APPLICABLE.

11. THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR UTILITIES, 2011 EDITION, AS APPLICABLE.

SITE PLAN

C4.01

PIERCE STREET AND WESLEY STREET

EXHIBIT F

**EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY**

Recipient: CITY OF OXFORD

Loan Number: 2016L06WQ

At a duly called meeting of the governing body of the Borrower identified above (the "Borrower") held on the _____ day of _____, _____, the following resolution was introduced and adopted.

WHEREAS, the Borrower has borrowed **\$525,000** from the **GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "Lender"), pursuant to the terms of the Loan Agreement (the "Loan Agreement"), dated **DECEMBER 2, 2016**, between the Borrower and the Lender; and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement is evidenced by a Promissory Note (the "Note"), dated **NOVEMBER 21, 2016**, of the Borrower; and

WHEREAS, the Borrower and the Lender have determined to amend and modify the Note and the Loan Agreement, pursuant to the terms of a **Second Modification of Promissory Note and Loan Agreement** (the "Second Modification") between the Borrower and the Lender, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the form, terms, and conditions and the execution, delivery, and performance of the **Second Modification** are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the **Second Modification** are in the best interests of the Borrower, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the **Second Modification**, and any related documents necessary to the consummation of the transactions contemplated by the **Second Modification**.

(Signature of Person to Execute Documents) (Print Title)

(Signature of Person to Attest Documents) (Print Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Date: _____

Secretary/Clerk

(SEAL)