



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, NOVEMBER 5, 2018 – 7:00 PM
CITY HALL**

PRESENT: Jerry D. Roseberry, Mayor; Council members: George Holt; Jim Windham; Mike Ready; David Eady; Jeff Wearing, and Sarah Davis. Staff members present: City Manager Matt Pepper, City Clerk Lauran Willis, Utilities Assistant Scottie Croy, City Attorney David Strickland.

OTHERS PRESENT: Hoyt Oliver, Cheryl Ready, Nita Carson, Art and Laura Vinson, Judy Greer, Peggy Madden, Daryl Welch Reporter for the Covington News; Laura Gafnea, Director of Community Relations with Oxford College; Mike McQuade, Danielle Miller, James Johnson and Randy Simon with Oxford College.

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. Approval of Agenda - Motion to approve – Holt – Second – Wearing, approved unanimous 7/0.
5. Consent Agenda - Approved unanimous 7/0.

6. Mayors Report

Mayor Roseberry announced that Chief Dave Harvey's mother passed on Saturday, the visitation will be Wednesday from 5 – 7 and the Funeral will be Thursday at 1100 at Wages and Son's funeral home at 1040 Main Street in Stone Mountain.

Mayor Roseberry said he visited with Mr. J.P. Godfrey on his birthday Friday, November 2, 2018 and presented him with a Proclamation, for his participation in many city functions over the past years and as recognition for his services to the City.

Mayor Roseberry said that he and City Manager Matt Pepper will be attending the Mayors Summit on Friday and Saturday, November 9th & 10th.

Roseberry announced the date scheduled for the employee and councils annual meeting and appreciation dinner is set for December 13th at the Blue Willow Inn at 7:00 PM.

7. Planning Commission Recommendations/Petitions

None

8. Citizens Concern

None

9. Request from Oxford College to Make Landscape Improvements within the R-O-W.

Motion to approve - Eady – second – Holt, approved unanimous 7/0.

10. Standby Capacity Charge

Motion to remove all Standby Capacity Charges Eady – second – Holt. Revised motion to remove all Standby Capacity Charges for residential only – Eady – second – Holt, motion failed 4/3 with Eady, Holt, Windham vote yea, and Wearing, Davis, Ready and Roseberry vote nay.

11. Downtown Development Authority (DDA)

Moved to work session.

12. 107 W. Clark Street Renovation Project

Moved to work session.

13. Uniforms Contract

Motion to approve – Wearing – Second – Windham, approved unanimous 7/0.

14. Second Reading to Amend Code Section 40-536 – Livestock and Fowl

Motion to approve – Eady – Second – Holt, approved unanimous 7/0.

15. Local Maintenance Improvement Grant (LMIG) – FY2019

Motion to approve – Wearing – Second – Ready, approved unanimous 7/0.

16. Invoice Approval

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

17. Adjourn

Motion to adjourn – Windham – Second – Davis, approved unanimous 7/0.

Attachments:

Items 4,5,9,10,13,14, and 15.

Respectfully Submitted;



Lauran Willis, MMC/FOA

City Clerk

OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, NOVEMBER 5, 2018 – 7:00 P.M.
CITY HALL
AGENDA

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the November 5, 2018 Mayor and Council Regular Meeting.
5. **CONSENT AGENDA**
 - a. * Motion to approve the Minutes of the Regular Meeting of October 1, 2018.
 - b. * Motion to approve the Minutes of the Public Hearing, Special Called Meeting and Work Session October 15, 2018.
 - c. * Motion to accept the Minutes of the DDA August 22, 2018.
 - d. * Motion to accept the Minutes of the Oxford Planning Commission September 11, 2018.
6. Mayor's Report
7. Planning Commission Recommendations/Petitions.
8. Citizen Concerns.
9. * **Request from Oxford College to Make Landscape Improvements within the R-O-W** – Council will decide whether to approve Oxford College's request to make landscape improvements to the area located in front of the new addition to the Campus Life Center. The request letter and the proposed site plan are attached.
10. * **Standby Capacity Charge** – Councilmember Eady will request that Council consider removing the city's standby capacity charge on distributed generation within the city's current electric rate structure.
11. **Downtown Development Authority (DDA)** – Council will discuss expanding the DDA's current scope of work to include pursuing development opportunities on the city's property abutting Hwy 81.
12. **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.

13. * **Uniforms Contract** – Councilmember Wearing will update the Council on the city’s contract with Cintas to provide uniforms for the Public Works Department.
14. * **Second Reading to Amend Code Section 40-536. - Livestock and Fowl** – We will have a Second Reading to amend Sec. 40-536. - Live Stock and Fowl to allow for the keeping of up to six chickens in the RR, R-30, R-20, and R-15 residential zoning districts. Per the amendment, the chickens must be contained within the property at least 20 feet from all property lines.
15. * **Local Maintenance Improve Grant (LMIG) – FY2019** – The attached resolution designates the section of Asbury Street from W. Watson to W. Richardson for the LMIG resurfacing work for this fiscal year.
16. **Invoice Approval**

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
MONTHLY		
Blue Cross Blue Shield	Health Insurance Employees (11/1 – 12/1)	13,216.03
City of Covington	Quarterly Sewer Charges from 7/1/18 - 9/30/18	10,956.00
City of Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson/107 W. Clark St. Utilities for (Bill Date 10/29/2018)	2,070.18
Georgia Municipal Association	GMEBS/Retirement Trust Fund (Oct) Inv. 344560	6,491.75
Latham Home Sanitation	Garbage and Recycling Service (September)	6,891.38
MasterCard	Municipal Court Clerks Mandatory Training (2 Clerks)/Tax and Fees for Chipper Truck/Safety Coordinator Training Hotel/Ramble Event/Retirement Gift and reception for D. Dennis/Lunch for County Workers/ Stamps/GUCC Mtg & Lunch /other misc.	2,662.03
Newton Co. Water & Sewer	Monthly Sewer charges	6,044.33
Newton Co. Board of Commission	2018 Insurance Premium Tax	23,870.67
Newton Co. Board of Commission	Monthly Water charges for September	18,371.00
Southeastern Power Admin.	SEPA energy cost (Oct) Inv. B-18-3221	2,870.71
Sophicity	Software/Technical Install new computers Inv 10350	1,528.00
Sophicity	Software/Technical Support (Oct) Inv. 10374	1,804.60
Sophicity	Software/Technical Support (Nov) Inv. 10494	1,804.60
PURCHASES/CONTRACT LABOR		
Cintas	Uniforms 9/1 – 9/30	1,001.89
Consolidated Municipal Court	Various State Agencies	1,464.15
Consolidated	Copy Fees and Contract Maintenance	1,706.56
Covington News	Ad’s for Equipment Operator/Police Officer/and Asbury Park	1,105.00
C. David Strickland	Monthly Legal & Professional for (October)	1,165.86
Hopi Contracting, Inc.	Fabricate & Install gate on leaf truck	2,248.69
McNair/McLemore/Middlebrooks	Preparation of 2018 Audit/Professional Services	12,975.00
Otis Elevator Company	Annual Service Contract & Maintenance	2,533.54

Phoenix	Temp Service Week ending 9/30/18	1,008.00
Pro-Tec Fire Protection, LLC	Annual inspection of all fire extinguishers (Inv# 90637)	1,458.62
Qader A. Baig & Associates, LLC	Legal Services / Court Solicitor Jan – Oct	4,000.00
Utility Services Co. Inc.	Quarterly Water Tank Maintenance (Oct Inv#457195)	2,715.32
WOCO Pep Oil, Inc.	October Fuel Charges	4,198.00
	APPROVED CONTRACTS	
HCS Services	Install 18 yards of mulch around City Hall, Install 135 ft of metal border, and 60sq ft sod.	2,600.00
Burford's Tree LLC	Two (2) man crew Labor & Material from 4/28/18 (Invoice was not received from contractor's accounting timely.	1,392.90
Enviroprobe, LLC	Asbestos Abatement – garage 4 windows at 107 West Clark Street /Yarborough House	1,100.00
Jordan Engineering	Asbury Park Bid documents/bidder questions/addenda correspondence/drawing updates etc. Preliminary Plat for E. Clark Village	4,635.00
Barnes Transport	Hauling Fees for 2018 LMIG E. Bonnell/Mitchell/Wentworth/Emory paving project	6,042.39
Scarborough Tree, Inc.	Tree work on walking trail behind Old Church and on Moore Street.	5,400.00
Site Engineering, Inc.	Sewer Extension project on Emory Street/ Draw 2	95,951.40

17. Notice: Mark your calendars for Thursday, December 13, for Employee and Council annual meeting and appreciation dinner at Blue Willow Inn at 7:00 PM.

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

19. Adjourn



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

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; Luran 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.

Consent Agenda
Approved 6/0.

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.

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 15th at 6:00 PM.

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.

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.

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

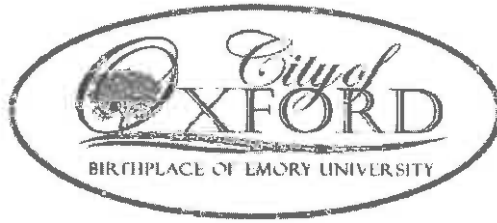
VENDOR	DESCRIPTION	AMOUNT
MONTHLY		
Blue Cross Blue Shield	Health Insurance Employees (10/1 – 11/1)	13,216.03
City of Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson/107 W. Clark St. Utilities for (Bill Date 9/28/2018)	1,620.31
Georgia Municipal Association	GMEBS/Retirement 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
PURCHASES/CONTRACT LABOR		
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
APPROVED CONTRACTS		
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 st 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



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
PUBLIC HEARING
MONDAY, OCTOBER 15, 2018 – 6:00 PM
CITY HALL
DRAFT**

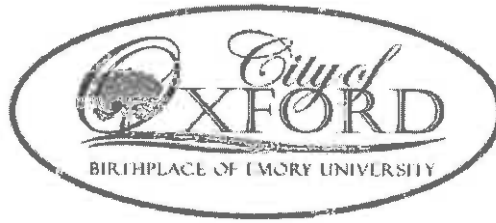
MEMBERS PRESENT: Jerry D. Roseberry, Mayor; and Councilmembers: George Holt; Jim Windham; Mike Ready; Jeff Wearing; David Eady and Sarah Davis.

OTHERS PRESENT: Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Stacey Mullen, Deputy City Clerk; Scottie Croy, Maintenance Worker II; Hoyt Oliver, Cheryl Ready, Art Vinson, Laurie Vinson, Judy Greer, Peggy Madden, Louise Eady, Mike McQuaide, Darryl Welch, with the Covington News, Randy Simon, Laura Gafnea, Danielle Miller and Dean Douglas Hicks of Oxford College.

Mayor Roseberry announced that the purpose for the Public Hearing was to consider a variance request from Oxford College to construct an addition to Oxford's former dining hall within the 20-ft build-to line prescribed in the City's code. This is for the new Campus Life Center building to be located at the intersection of Pierce Street and Wesley Street. Mayor Roseberry asked if there was anyone who wanted to speak in favor of, or in opposition of the variance request. With no comments in favor or against the request, the public hearing was adjourned at 6:02pm.

Respectfully Submitted;

Stacey Mullen
Deputy City Clerk



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
SPECIAL CALLED MEETING
MONDAY, OCTOBER 15, 2018 – 6:00 PM
CITY HALL
DRAFT**

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

OTHERS PRESENT: Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Stacey Mullen, Deputy City Clerk; Scottie Croy, Maintenance Worker II; Hoyt Oliver, Cheryl Ready, Art Vinson, Laurie Vinson, Judy Greer, Peggy Madden, Louise Eady, Mike McQuaide, Darryl Welch, with the Covington News, Randy Simon, Laura Gafnea, Danielle Miller, and Dean Douglas Hicks with Oxford College.

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

A motion was made by Jeff Wearing, seconded by Sarah Davis, to accept the agenda for October 15, 2018 Mayor and Council Special Called Meeting.

Mayor Roseberry announced that the special called meeting was to consider the variance request from Oxford College to build within the 20-ft setback for the proposed Campus Life Center project. Also, he announced council would consider a motion to approve the city's request to rezone seven city-owned lots from "R-20" to "Institutional" in preparation for the construction of the city park.

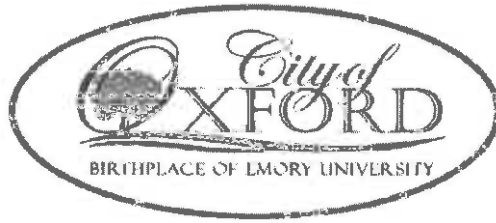
A motion was made by George Holt, seconded by Mike Ready, to accept the variance request from the College. The motion was approved 7/0.

A motion was made by Jeff Wearing, seconded by David Eady, to approve the request to rezone the seven city-owned lots from "R-20" to "Institutional" for the construction of the city park.

A motion was made by George Holt, seconded by Jeff Wearing, to adjourn the Special Called Meeting at 6:04PM.

Respectfully Submitted;

Stacey Mullen, Deputy City Clerk



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, October 15, 2018 – 6:00 PM
CITY HALL**

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

OTHERS PRESENT: Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Stacey Mullen, Deputy City Clerk; Scottie Croy, Maintenance Worker II; Hoyt Oliver, Cheryl Ready, Art Vinson, Laurie Vinson, Judy Greer, Peggy Madden, Louise Eady, Mike McQuaide, Darryl Welch, with the Covington News, Randy Simon, Laura Gafnea, Danielle Miller and Dean Douglas Hicks of Oxford College.

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

Agenda (Attachment A)

Mayor's Announcements

Mayor Roseberry announced an invite from Newton County to celebrate the new Community Resource Center on Tuesday, October 16, 2018 from 8:30am-10:30am, with the ribbon cutting at 9:30am. This event will take place at 8205 Hazelbrand Rd in Covington.

Campus Life Center Project

Randy Simon with Oxford College presented plans to make hardscape and landscape improvements within the city's right-of-way, in front of the Campus Life Center building. The council will vote on whether to approve the plans on the November 5, 2018 Regular Council Meeting. (Attachment B)

107 W. Clark Street Renovation Project

Councilmember Wearing discussed the details of the renovation project as it relates to the termite infestation. He reported that Cleary Exterminating discovered active termites under the garage. Though currently not active, the house also experienced termite damage in the past. Cleary estimated about 25% of the garage had been infested with termites. He presented a quote from JACO with costs to repair the termite damage to the garage for \$15,000, termite repair to restore the house for \$4,500 and demolition of the garage for \$8,500. Councilmember Wearing requested a vote to decide on the completion of the termite repair, including whether it would be cost effective to repurpose the garage. **A motion was made by Jeff Wearing, seconded by David Eady, to approve for JACO to repair the termite damage and stabilize the floor at the house and to demolish the garage. The motion was approved 7/0.** (Attachment C)

Uniform Contract

Councilmember Wearing gave an update regarding the current contract with Cintas. Due to the current leasing rate with Cintas, the city is researching a more cost-effective option, which may result to either uniform purchasing or leasing at a lower cost. Cintas has agreed to a meeting on Wednesday, October 17, 2018 to negotiate a better rate. A letter of intent to either cancel or continue service will be required to submit to Cintas by December 23, 2018, which would give time to bring the matter back before the council by the next Regular Session Council Meeting on November 5th, no later than the November 18th Work Session Meeting.

First Reading to Amend the Code Section 40-536.- Livestock and Fowl

City Manager Matt Pepper advised that this was the first reading to amend Sec. 40-536. - Livestock and Fowl to allow for the keeping of up to six chickens in the RR, R-30, R-20 and R-15 residential zoning districts. The amendment requires chickens to be contained within the property at least 20-ft from all property lines. The proposed amendment will require a second reading and a vote for the Regular Session on November 5th. (Attachment D)

Mayor and Council Retreat

Mayor Roseberry announced the agenda for the upcoming Mayor and Council Retreat on Friday, October 26th. The Mayor advised that this year's focus would be on the city's long-term financial sustainability. The guest speakers in attendance would be Charles Hall, CPA; Mike Hopkins, Executive Director of Newton Co. Water & Sewer Authority; Holly Bisig with MEAG Power; Danielle Miller and Laura Gafnea with Oxford College, and Jim Dove & Mott Beck with Northeast GA Regional Commission (NEGRC).

Standby Capacity Charge

Based on figures provided by Chau Nguyen of Electric Cities of GA, Councilmember Eady gave an analysis of the impact of revenue loss projection for the city with customers who installed the 4kw PV solar systems. The analysis was broken down in three groups: cost impact for 10 customers, 60 customers and 100 customers. For the group of 10 customers with solar panels, the annual cost impact was estimated just under \$3,000; for the group of 60 customers (which is just under 10% of the customers in Oxford) the annual cost impact was just over \$17,000; and the cost impact for the 100 customers was \$28,700. Councilmember Eady advised that the projections were optimistic for the market penetration for solar panels in Oxford. He expressed that the number of people estimated to have solar panels installed in Oxford would be a handful. (Attachment E)

A motion was made by Jeff Wearing, seconded by Sarah Davis to adjourn at 6:43 p.m.

Respectfully Submitted,

Stacey Mullen, CMC
Deputy City Clerk

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

Minutes – August 22, 2018

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

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

GUESTS: There were no guests in attendance.

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

APPROVAL OF MINUTES: Upon motion of Mr. Ready, seconded by Mr. Eady, the minutes for the meeting on July 25, 2018 were approved. The vote was 4 – 0.

E. CLARK STREET REQUEST FOR PROPOSAL DISCUSSION: The DDA members discussed releasing the RFP for the E. Clark Street Project following this month's meeting.

E. CLARK STREET DEVELOPMENT PROJECT TIMELINE: The DDA members decided to require that developers return their proposals by Monday, October 15th. In addition, the DDA members decided to allow for a review period of 45-60 days after the due date. The goal is to have a developer chosen by the end of the year. The DDA members anticipate a period of 3-6 months from when the DDA and the chosen developer have negotiated terms to the developer completing entitlements and plans before closing on the property.

OTHER BUSINESS: The DDA members rescheduled their December 26th meeting to Wednesday, December 12th at 7 PM at city hall.

ADJOURNMENT: Mr. McGiboney adjourned the meeting at 7:35 PM.

Approved by:



Matthew Pepper, Secretary/Treasurer

OXFORD PLANNING COMMISSION

Minutes – September 11, 2018

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

STAFF: Matthew Pepper, city manager and zoning administrator.

GUESTS: Doug Hicks, Danielle Miller, James Johnson, Laura Gafnea, and Randy Simon with Oxford College.

OPENING: At 6:58 PM, Mr. Eady called the meeting to order and welcomed the guests.

MINUTES: Upon motion of Mr. Robinson, seconded by Mr. May, the minutes for the meeting of August 14, 2018 were adopted as amended. The vote was 5-0.

CAMPUS LIFE CENTER VARIANCE REQUEST: The Planning Commission members reviewed the formal variance letter submitted by Oxford College.

Upon motion of Mr. May, seconded by Ms. McCanless, the Planning Commission will make a recommendation to City Council to grant the requested variance. The vote was four in favor, with Mr. Eady abstaining.

OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATIONS FOR CAMPUS LIFE CENTER: The Planning Commission members discussed that Oxford College must submit the complete set of building plans and specifications for the project to receive an approved development permit. However, given that Oxford College provided a copy of the Land Disturbance Permit application for the project, the Planning Commission members decided to issue a development permit to reflect the work supported by the permit, specifically interior demolition and grading. Before receiving the signed development permit, Mr. Simon will send a substitute page updating the permit application's scope of work to reflect the demolition and grading work to Mr. Pepper.

Upon motion of Mr. Robinson, seconded by Ms. Carson, the Planning Commission approved the development permit application, as modified, to begin interior demolition and grading as part of the initial construction of the new Campus Life Center. The vote was four in favor, with Mr. Eady abstaining.

OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATIONS (3): The Planning Commission members reviewed the following three development permit applications from Oxford College:

1. Entrance Gate – The Planning Commission members discussed the location of the entrance gate, the lighting for the gate, and the square footage of the signage area. The Planning Commission members asked that Oxford College include in the project's scope of work on the development permit application a statement regarding the plan to include external illumination lighting for the entrance gate.

Upon motion of Ms. McCanless, seconded by Mr. May, the Planning Commission approved the development permit application to build an entrance gate at the intersection of Emory Street (Hwy 81) and Pierce Street. The vote was four in favor, with Mr. Eady abstaining.

2. Basketball Court – The Planning Commission members had a discussion on Oxford College's proposal to construct a basketball court within the courtyard of the William's Gym Complex. The Planning Commission members discussed Oxford College's plan to provide physical barriers (e.g. – fencing, etc.) to the basketball court to ensure that is only used by students.

Upon motion of Ms. Carson, seconded by Mr. Robinson, the Planning Commission approved the development permit application to build a half size basketball court within the self-contained courtyard of the William's Gym Complex. The vote was four in favor, with Mr. Eady abstaining.

3. Permanent Greenhouse – The Planning Commission members had a discussion on the proposed location of the permanent greenhouse in relation to the setbacks, and the two hoop houses and the fence currently located on the property. Also, the Planning Commission discussed resident's concerns with the noise coming from the greenhouse equipment. In addition, the Planning Commission members discussed the 15% coverage limit for lots zoned Rural Residential. After the discussion, the Planning Commission members concluded that in order to approve the development permit application, Oxford College should provide them with a description of the materials used for the greenhouse, the greenhouse's dimensions, and the details on the utilities used by the greenhouse. Consequently, the Planning Commission member took no formal action on the development permit as presented.

CITY OF OXFORD REZONING REQUEST: The Planning Commission members had a discussion on the city's request to zone seven city-owned parcels from "R-20" to "Institutional" in preparation for the construction of a city park. The members discussed the best option to provide pedestrian access for residents living in neighborhoods located on the east side of Emory Street (Hwy 81). The members concluded that the intersection of Collingsworth Street and Emory Street would be the ideal location for a pedestrian crossing for the park.

Upon motion of Ms. Carson, seconded by Ms. McCanless, the Planning Commission makes a recommendation to City Council to approve the request from the city to rezone seven city-owned parcels from "R-20" to "Institutional" in preparation for the construction of a city park. The vote was 5-0.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:51 PM.

Approved by:

Laura McCanless, Secretary



Date: October 12, 2018
To: City of Oxford
From: Randy M. Simon, Director of Facilities at Oxford College of Emory University
Subject: Oxford Campus Life Center – Right of Way Improvement Letter Request

This serves as an official request to make landscaping improvements within the City's right-of-way to provide pedestrian access to the proposed Campus Life Center project at the intersection of Pierce and Wesley Streets. The intent is to provide adequate hardscape and softscape to support the proposed 12,000 sq. ft. addition to the former dining hall which will become a multipurpose campus life center that will serve our students, faculty, and staff and the Oxford College community.

In addition to the building setback variance pending, the requested improvements to the landscaping, green spaces, and pedestrian access areas are necessary and will add to the general welfare of the area in the following ways: pedestrian and vehicular safety , aesthetics , and access for students, faculty, and citizens to the planned Campus Life Center.

The proposed improvements are per the attached site plan and pursuant to a full site development package recently reviewed by the Planning Commission.

Thank you for your consideration.

Attachment: C4.01 Site Plan Dated 9.12.18



**CITY OF OXFORD
Electric Service Tariff**

DISTRIBUTED GENERATION RIDER

<u>PAGE</u>	<u>EFFECTIVE DATE</u>	<u>REVISION</u>
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AVAILABILITY:

Applicable to Customers in all areas served by the City of Oxford (the City) and subject to its service rules, regulations, terms, policies and procedures, as amended from time to time, which are incorporated herein by this reference, and desiring to a distributed generation facility. Customer account(s) must be in good standing.

A distributed generation facility must:

1. Be owned (or leased) and operated by an existing Customer for production of electric energy, and
2. Be connected to and/or operate in parallel with the City's distribution facilities, and
3. Be intended primarily to offset part or all of the Customer's generator's requirement for electricity, and
4. Have peak generating capacity of not more than 10 kW for residential applications and not more than 125% of actual or expected maximum annual peak demand of the premise for commercial applications.
5. Be installed on the customer side of the meter

MONTHLY METERING COST:

Bi-Directional Metering Charge \$2.50 per month

Single Directional

Single-Phase \$4.50 per month

Poly-phase \$11.00 per month

The City Electric Department will install single directional metering or bi-directional metering depending on the Customer's method of installation. All installed costs for metering and associated equipment will be paid by the Customer at the time service is initiated under this policy.

Bi-directional metering is defined as measuring the amount of electricity supplied by the City and the amount fed back to the City by the Customer's distributed generation facility during the billing period using the same meter. Bi-directional metering shall be used where distributed generation facilities are connected to the City on the Customer's side of the Customer's meter.

Single directional metering shall be defined as measuring electricity produced or consumed during the billing period, in accordance with normal metering practices. Single directional metering shall be used where distributed generation facilities are connected to the City's distribution system on the City's side of the Customer's meter.

MONTHLY CAPACITY COST:

The City requires each Customer with a distributed generation facility to pay the monthly Stand-By Capacity charges based on the installed Nameplate Capacity Rating (in kW) of the Customer's system.

Stand-by Capacity Charge

Residential \$11.15 per kW

Commercial Non Demand \$12.86 per kW

Demand Rates \$20.00 per kW

DISTRIBUTED GENERATION RIDER (Continued)

<u>PAGE</u>	<u>EFFECTIVE DATE</u>	<u>REVISION</u>
2 of 2	Bills Rendered for the month of September, 2016	20160811

PAYMENT FOR ENERGY:

Bi-directional metering

1. When electricity supplied by the City exceeds electricity generated by the Customer's distributed generation, the electricity shall be billed by the City in accordance with the applicable tariff(s).
2. When electricity generated by the Customer's distributed generation system exceeds electricity supplied by the City, the Customer shall be billed for the customer charges as described in the standard rate for that billing period and credited for excess kWh generated during the billing period at the City's avoided energy cost.

Single directional metering

1. For kWh's generated by Customer's distributed generation facility, Customer shall be compensated at the City's avoided cost of energy (kWh) as determined by the City. The City will only compensate Customer for avoided energy kWh's as determined by metered energy delivered to the City's distribution system.
2. The Customer's net bill will be calculated using the City calculation for avoided energy cost (as described below) credited to the Customer, netted against the billing period charges for the Customer's regular service (according to the applicable tariff) based on actual metered energy.

Avoided Energy Cost

Payments by the City to the Customer for the billing period metered avoided energy kWh's will be computed by the City in its sole discretion based on the average monthly wholesale market price as determined by the Municipal Electric Authority of Georgia (MEAG Power), the City's Wholesale Energy provider.

In the event Customer develops a credit balance during a billing period, the amount will remain as a credit on the Customer's account. Credit balances remaining at the end of the City's fiscal year will be cleared by the issuance of a check for the credit balance to Customer. Any other clearance of account credit balances will be at the City's discretion.

SAFETY, POWER QUALITY, AND INTERCONNECTION REQUIREMENTS:

The Customer shall be responsible for ensuring a safe and reliable interconnection with the City and all costs incurred therein. The City has available, upon request, the following documents that must be completed and approved in their entirety prior to interconnection by the Customer to the City's distribution system:

1. Application for Interconnection of Distributed Generation Facility
2. Interconnection Agreement
3. Electrical Power Exchange Agreement

The provisions in all documents outlined above are incorporated into this Tariff in their entirety. For the avoidance of doubt, Customer shall be deemed to have agreed to such provisions by applying for service under this Tariff.

The City will only be required to purchase energy from eligible distributed generation facilities on a first-come, first-served basis until the cumulative generating capacity of all renewable energy sources from all Customers equals the percentage of the City's annual peak demand in the previous year as set forth in O.C.G.A. § 46-3-56(a). Additional energy may be purchased by the City at its sole discretion at a cost agreed to by it and the Customer provider. The City shall at no time be required to purchase energy from Customers in excess of amounts required by the DG Act.

The City reserves the right to separate the Customer generator's equipment from City lines and facilities when, in the City's judgment, the continued parallel operation is unsafe or may cause damage to persons or property. Upon such separation, the City shall promptly notify the Customer generator so that any unsafe condition can be corrected.

Angela,

New pricing will take effect as soon as we get the new agreement finalized, any delay in changing pricing I can back date to the agreement date so if there is a discrepancy we can provide credit back to you. All uniforms will be upgraded to new sets once the new agreement starts. As far as the credit goes, we issued a credit on invoice 201374024 on 10/25 for \$472.89, we'll issue the remainder of the credit (\$29.92) next week.

Please let me know if you have any follow up questions or issues!

-Anthony

Anthony Cimellaro | Service Manager
Cintas Corporation
Office 770.987.3007
5180 Panola Industrial Boulevard | Decatur, GA 30035
CimellaroA@cintas.com | cintas.com

STATE OF GEORGIA
COUNTY OF NEWTON

**AN ORDINANCE TO AMEND THE CODE OF THE
CITY OF OXFORD, CHAPTER 40, ARTICLE III, SPECIFIC USES, BY AMENDING SECTION
40-536 "LIVESTOCK AND FOWL" OF THE CITY OF OXFORD ZONING ORDINANCE, TO
REPEAL, REVOKE AND SUPERSEDE ALL ORDINANCES IN CONFLICT, TO PROVIDE
FOR SEVERABILITY, TO PROVIDE FOR AN EFFECTIVE DATE,
AND FOR OTHER LAWFUL PURPOSES**

WHEREAS THE COUNCIL OF THE CITY OF OXFORD ORDAINS, the Constitution of the State of Georgia, effective July 1, 1983, provides in Article IX, Section II, Paragraph IV thereof, that the governing authority of a city may adopt plans and exercise the power of zoning; and

WHEREAS, the Oxford City Council desires to continue to promote the health, safety, welfare, morals, convenience, order, and prosperity of the city and its residents; and

WHEREAS, the Oxford City Council has long regulated the keeping of Livestock and Fowl by City residents; and

WHEREAS, the Oxford City Council desires to amend its ordinance governing the keeping of such animals in order to continue to balance the desires of such residents against the possibility of causing any nuisance to surrounding properties or creating any health hazard; and

WHEREAS, the General Assembly of the State of Georgia enacted the Zoning Procedures Law, OCGA Sec. 36-66-1, *et seq.*, so as to provide procedures for the exercise of zoning powers by cities and counties; and

WHEREAS, appropriate public notice and hearing have been accomplished; and

NOW THEREFORE, THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS
as follows:

Section 1.

(Additions are in ***bold italicized underlined***; deletions are ~~lined out.~~)

Sec. 40-536. – Livestock and Fowl.

- (a) *General custody.* This chapter recognizes the desire of some residents to keep horses, livestock, chickens or other fowl for personal enjoyment or sustenance. However, the keeping of these animals for any purpose should not cause nuisance to surrounding properties or present a health hazard.
- (b) *Noncommercial custody.* Noncommercial keeping of poultry or livestock is permitted by right in the Agricultural Residential District. ***Noncommercial keeping of poultry (except as otherwise permitted in subsection (c) hereof) or livestock*** ~~is~~ is permitted as a conditional use in the RR and R-30 Districts, under the following provisions:
- (1) *Livestock.* Horses, cows, ponies, donkeys, and other domestic livestock may be kept, raised or bred for home use and enjoyment, provided that only one such animal shall be permitted for each two acres of land area, and shall be adequately contained by fence within that property.
 - (2) *Fowl.* Ducks, quail, chickens, turkeys, pigeons, pheasants, and other fowl, may be raised for home use provided such fowl are adequately contained within the property. The keeping of fowl is limited to five birds per acre.
 - (3) *Setbacks and fencing.* All domestic livestock or fowl must be kept at least 50 feet from all property lines with fencing adequate to retain any livestock within the required setbacks.
 - (4) *Additional setbacks adjacent to residential districts.* For properties abutting higher density residential districts (e.g., R-7.5, R-15 and R-20), the minimum setbacks shall be increased to 100 feet from all property lines adjacent to these districts.
 - (5) *Noncommercial.* The keeping, breeding, or training of any animals for monetary gain or profit shall be deemed a commercial business and is prohibited in all residential districts.
- (c) ***Laying hens. Noncommercial keeping of up to six chickens that are intended for laying eggs is a permitted use in the RR, R-30, R-20, and R-15 districts; provided that such chickens are contained within the property at least 20 feet from all property lines. No roosters shall be permitted.***

The full text of the City of Oxford Zoning Ordinance, as amended herein, is attached hereto, and made a part hereof, and shall be attached to this Resolution and spread across the minutes of the Oxford City Council.

Section 2.

All ordinances and resolutions or portions thereof in conflict with this ordinance are repealed to the extent of their conflict.

Section 3.

Should any section or provision of this ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.


Section 4.

Pursuant to Sec. 3-206(9)(D), this Ordinance shall be in full force and effect five (5) days after its final passage.

First reading, this 15 day of OCT., 2018.

Second reading and adoption, this 5 day of NOV., 2018.

CITY OF OXFORD


Jerry D. Roseberry, Mayor


Sarah T. Davis, Council Member


David Eady, Council Member


George R. Holt, Council Member


Michael Ready, Council Member


Jeff Waring, Council Member


James H. Windham, Council Member

ATTEST:


Lauran Willis, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:


C. David Strickland, City Attorney

CITY OF OXFORD

RESOLUTION

**TO AUTHORIZE THE SUBMISSION OF A PROJECT TO THE STATE
DEPARTMENT OF TRANSPORTATION FOR THE FY 2019 LOCAL MAINTENANCE
AND IMPROVEMENT GRANT PROGRAM.**

WHEREAS, the Georgia Department of Transportation has granted \$26,037.90 to the city of Oxford as part of the Local Maintenance and Improvement Grant (LMIG) program for FY 2019; and;

WHEREAS, the LMIG grant program requires a 30% local match or \$7,811.37; and;

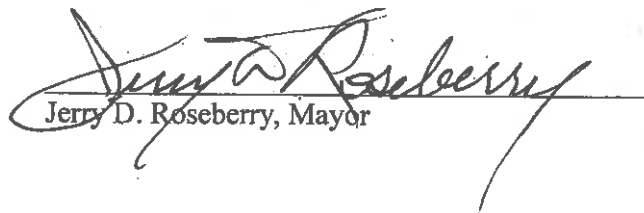
WHEREAS, City Council has determined that the section of Asbury Street from W. Watson Street to W. Richardson Street is the street most in need of repair at this time.

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE
CITY OF OXFORD,**

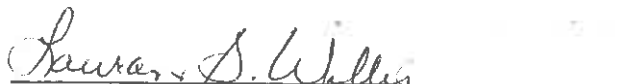
That the Local Maintenance and Improvement Grant program for FY 2019 to be submitted to the state Department of Transportation shall include resurfacing and deep patching for the section of Asbury Street from W. Watson Street to W. Richardson Street.

ADOPTED THIS MONDAY, NOVEMBER 5, 2018.

BY:


Jerry D. Roseberry, Mayor

ATTEST:


Lauran S. Willis, City Clerk

Resurfacing projects for FY2019

#	Project	Length	Width	Sq. Ft.	Sq. Yd.	Pounds	Tons	Cost/ton	Cost
1	Cemetery	1,525	9	13,725.0	1,525.0	671,000.0	335.5	\$110.00	\$36,905.00
2	Asbury from Collingsworth to W. Richardson	721	12	8,652.0	961.3	422,986.7	211.5	\$110.00	\$23,264.27
3	Asbury from W. Watson to Collingsworth	765	17	13,005.0	1,445.0	635,800.0	317.9	\$110.00	\$34,969.00
								Total Cost	\$95,138.27