



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, November 19, 2018 – 6:00 PM  
CITY HALL**

**MEMBERS PRESENT:** Mayor Jerry D. Roseberry was not in attendance; Mayor Pro-Tem Jim Windham officiated; Councilmembers: 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; Hoyt Oliver, Cheryl Ready, Mike McQuaide, Peggy Madden, Teresa Welch, Darryl Welch, with the Covington News, Laura McCanless, David Huber MD, Adrienne Waddey, James Waddey, and Danielle Miller of Oxford College.

The meeting was called to order by Mayor Pro-Tem, Jim Windham.

**Agenda** (Attachment A)

**Citizens Concerns:**

Reverend Tom Johnson addressed Council regarding the sidewalk on Moore Street. Johnson said he is concerned with people using the sidewalk impeding on his vineyards. It was his request that the sidewalk be placed as closed to the street as possible. He said if he has to he can put up a fence.

Erik Oliver said that Mr. John Burson, Anderson Wright, himself and the scouts displayed the flags in the cemetery for Veteran's. Oliver said it would be a good idea to have a flag pole or a monument honoring the Veterans in the cemetery.

**1. Mayor's Announcements**

Windham announced Council has received notice from Lauran Willis stating her official retirement date of March 13, 2019. Attachment B

Windham informed of the Thanksgiving Holiday schedule change for Recycles. Attachment C

Windham announced the annual community Thanksgiving Service to be at Old Church on Tuesday, Nov. 20<sup>th</sup> at 7:00 p.m. The music is provided by the combined choirs of the various churches in the community. The sermon will be giving this year by Rev. Johnnetta Johnson of Rust Chapel UMC. Attachment D

**2. Downtown Development Authority Discussion**

Councilmember Mike Ready said that due to the lack of responses to the RFP on the E. Clark Street development the DDA is asking for support from Council on expanding the current scope of work to include pursuing development opportunities on the city's property abutting Hwy 81 to the back of the Yarborough House. Attachment E

### **3. 107 W. Clark Street Renovation Project**

Councilmember Wearing gave an update on the Yarbrough House renovation. Wearing said most of the demolition is completed, the only part left is the slab. Wearing said there has been mention of keeping the slab and asked for other opinions. Councilmember Ready and Windham said that since the slab was part of the original contract that it should be removed. There was more discussion regarding the floor plan layout Wearing presented. Holt said we should first decide exactly what we want and then have someone design a plan around that. Windham suggested that the *ad hoc* Committee meet and bring back ideas and research to Council for further discussion. Attachment F

### **4. Advertisement for City Clerk Position**

Councilmember Holt and Eady said the ad should include a list of the job responsibilities that extend beyond the traditional City Clerk's responsibilities or have it available on the website. City Clerk Luran Willis said that she and the City Manager Matt Pepper are working with the Mayor to modify the job description and the ad. Attachment G

### **5. Community Development Coordinator**

Council previously considered but did not approve creation of the position. Councilmember Eady said that Council should focus on the needs of the community and find someone who can work on projects focused on bringing the community together. Councilmember Ready and Wearing agreed. Windham said this will be continued for further discussion. Attachment H

### **6. Future Personnel Needs**

Council discussed how development of parks, trails, and other city properties will be maintained. Councilmember Eady said that based on the amount of real estate the City now owns there is a growing need to review and decide how the city will maintain and equip the properties.

### **7. Planning Commission Appointments**

City Manager Matt Pepper said that Jonathan Eady and Juanita Carson will end their terms as members of the Planning Commission at the end of this year. Both members have indicated that they are willing to serve another 3-year term starting in January 2019. Pepper said the PC is recommending that Council reappoint them during the December Regular Session meeting. This item will be moved to the December 3<sup>rd</sup> meeting for a vote.

### **8. Discussion on City Finances**

This item was moved to the December 3<sup>rd</sup> meeting for further discussion.

### **9. Finance**

City Clerk Luran Willis said that Council will need to review the current General Fund Cash as of October month end and authorize her on where and how much of the cash they want moved out to other funds. In addition, Willis said that Council also needs to discuss where they want the revenue from the Verizon lease to be budgeted each year. It is the auditor's recommendation that it remain in the general fund. These items will be on the December 2<sup>nd</sup> agenda for instructions and a vote.

Meeting Adjourned at 7:35 pm.

Respectfully Submitted,



Lauran Willis, CMC/FOA  
City Clerk

**OXFORD MAYOR AND COUNCIL  
WORK SESSION  
MONDAY, NOVEMBER 19 – 6:00 P.M.  
CITY HALL  
A G E N D A**

1. **Mayor's Announcements**
2. \* **Downtown Development Authority Discussion** – Council will discuss expanding the DDA's current scope of work to include pursuing development opportunities on the city's property abutting Hwy 81.
3. \* **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.
4. \* **Advertisement for City Clerk Position** – Council will review the advertisement for the position of City Clerk.
5. \* **Community Development Coordinator** – Council previously considered but did not approve creation of the position. Some members have expressed interest in revisiting the subject.
6. **Future Personnel Needs** – Council will discuss how development of parks, trails, and other city property will be maintained.
7. **Planning Commission Appointments** – Jonathan Eady and Juanita Carson will end their terms as members of the Planning Commission at the end of this year. Both members have indicated that they are willing to serve another 3-year term starting in January 2019. We recommend that Council reappoint them during the December Regular Session meeting.
8. **Discussion on City Finances** – Financial Sustainability was the focus of the recent Council Retreat. Council will discuss the need for forecasting revenue and expense, short term and long term.
9. **Finance** – We will need to review the total cash in the General Operating Account for month end October and authorize the City Clerk/Treasurer to transfer cash to a designated fund. Amount and fund to be determined by Council.

We will need to discuss Verizon Lease revenue.

\*Attachments

## Lauran Willis

205 Jersey Road, Oxford, GA 30054

November 19, 2018

City of Oxford  
Mayor and Council  
110 West Clark Street  
Oxford, GA 30054

Dear Mayor and Council:

This letter is my official notification to you that my last day of work at City of Oxford will be March 13, 2019. On that day, I plan to retire.

I am excited about my impending retirement but wanted to take this opportunity to thank you for all the opportunities that I have experienced working for the City of Oxford. I have genuinely enjoyed my employment as City Clerk and will miss you and my coworkers when my retirement day comes.

Please let me know what I can do to help you with the transition of my work to another employee. I plan to work right up until my retirement date and will be happy to help you make a smooth transition. I'll even help you find an employee to replace me if that is the decision that you make.

Again, I have truly enjoyed working for the City of Oxford and will miss my coworkers and our workplace a great deal. I wish you nothing but the best for the future.

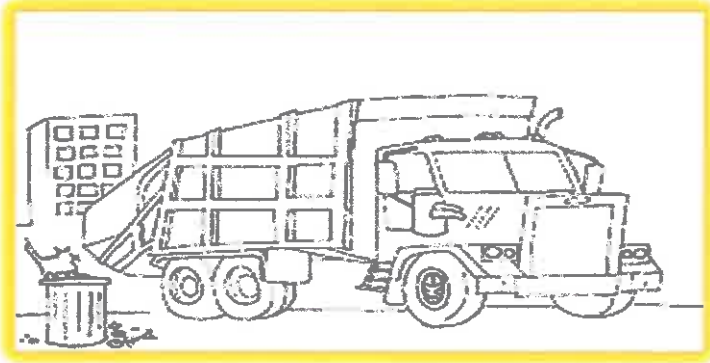
Please feel free to contact me if you need additional information. I will be meeting with the Mayor and City Manager to finalize the details of my retirement and identify any assistance that I can provide in transitioning my job to another employee.

Sincerely,

A handwritten signature in black ink that reads "Lauran Willis". The signature is written in a cursive, flowing style.

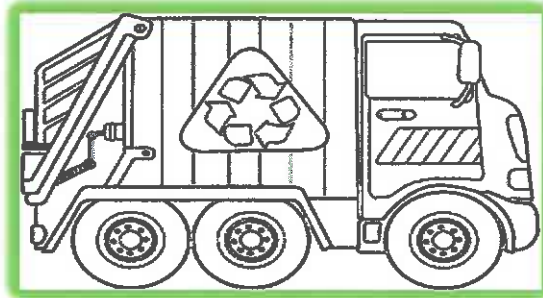
Lauran Willis

## **HOLIDAY GARBAGE AND RECYCLE SCHEDULE**



**GARBAGE PICKUP WILL BE  
on TUESDAY NOVEMBER 20,  
2018 as normal AND**

**RECYCLES WILL BE MOVED  
TO FRIDAY, NOVEMBER 23,  
2018**



**WISHING YOU A HAPPY AND SAFE THANKSGIVING  
OXFORD MAYOR, COUNCIL AND STAFF**



**Lauran Willis**

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**From:** Louise Eady <lneady@gmail.com>  
**Sent:** Sunday, November 18, 2018 3:26 PM  
**To:** Lauran Willis  
**Subject:** Community Thanksgiving Service

Hi!

The annual Community Thanksgiving Service will be at Old Church this Tuesday, Nov. 20<sup>th</sup> at 7:00 p.m. The music is provided by the combined choirs of the various churches in the community. The sermon will be given this year by Rev. Johnnetta Johnson of Rust Chapel UMC.

I realize this is short notice, but it occurred to me that this should be publicized on the City's Website and if possible sent to those on the email list.

Thanks for any help you can give.

Louise Eady



**East Clark Place** offers eighteen new residential lots in an infill condition. It is arranged to be a cohesive place in and of itself, but steps have been taken in order to extend the north-south streets into neighboring parcels as infill development occurs. The goal is to establish a connected network of streets east of Emory Street. A neighborhood park anchors the center providing a gathering spot and sense of identity for this pocket neighborhood. The lot closest to Emory Street shall, in the near-term, remain unbuilt to preserve views of Orna Villa. Residents enjoy direct access to the proposed walking trail along Dried Indian Creek.

*Note: The rights-of-way and overall block illustrated here are arranged and sized in such a way to maximize connectivity, increase development potential, and provide adequate flexibility for future uses in the East Clark area. The individual lot lines shown, however, are estimated and may need to be changed to accommodate specific unit configurations based on current market demands (e.g., two lots may be combined for a six-unit condominium).*

Concept Site Plan	Scale: 1"=100'
18 Residential Lots (R7.5)	Park & Landscape Buffer
5 Lots at +/- 80' x 100'	0.37 acre park
8 Lots at +/- 70' x 120'	0.16 acre landscape buffer
5 Lots at +/- 76' x 200'	0.87 acre creek buffer (incl. 100-yr floodplain)





# **REQUEST FOR PROPOSAL**

## **Residential Development Opportunity**

### **Oxford, Georgia**



#### **HISTORICAL CONCEPTS**

The City of Oxford Downtown Development Authority invites proposals for the purchase and development of a prime real estate parcel along Georgia Highway 81 in the heart of historic Oxford for infill development.



**City of Oxford**  
**110 West Clark Street**  
**Oxford GA 30054**  
**(770) 786-7004**

<b>Intro</b>	The City of Oxford Downtown Development Authority (DDA) is soliciting proposals for the purchase and development of a prime real estate parcel located just east of Georgia Highway 81 at East Clark Street.
<b>Property</b>	The parcel consists of approximately seven acres and is located on the east side of Georgia Highway 81 at East Clark Street. See the site survey and overview of the property in the attachments to this document. The property is situated in a desirable market for single family residential use and would include 18 residential lots at a density of over 2.5 units per acre.
<b>Purchase Price</b>	A development proposal should state the purchase price the developer is willing to pay for the land. No brokerage fees will be paid.
<b>Incentives</b>	The City of Oxford will install, at its expense, electrical, water, and sanitary sewer lines within the East Clark Street right-of-way to be dedicated to the City of Oxford as public infrastructure. Other infrastructure costs may be negotiated with the developer.
<b>Use and Developer Obligations</b>	Use of the property shall be limited to single-family owner-occupied residential and shall be governed by restrictive covenants, imposed by deed or separate document, reasonably acceptable to the DDA, in a form typically found in upscale residential neighborhoods. The Developer shall, at its expense, construct the extension of East Clark Street and all other roads and private alleys within the project, install all utilities other than those furnished by the City of Oxford as previously set forth, including, but not limited to, street lights, water, and gas lines.
<b>Design Criteria</b>	The DDA's Strategic Investment Plan calls for general design criteria the DDA and City would like to see as the City's downtown area develops. RFP submissions should try to adhere to the design guidelines in the East Clark Place Conceptual Design dated May 10, 2018 by Historical Concepts (attach as Attachment B). Developers may propose a development that doesn't meet the following criteria; however, factual information should be presented as why that is the case; such as market conditions, etc. The East Clark Place Conceptual Design can be found here: <a href="#">East Clark Street Place Conceptual Design</a> .

**Review**

Proposals will be reviewed in terms of:

- Completeness of submittal
- Proposed use
- Quality and appropriateness of the building design and site improvements
- Feasibility of the project
- Offering price
- Developer's expertise (including track record of successful similar projects)
- References
- Adaptability to DDA Strategic Investment Plan and City's Downtown visions

DDA will review all proposals based on the criteria above. DDA reserves the right to consider any other criteria or factors that it deems appropriate. Further, DDA may reject or accept any proposal for any reason its sole discretion.

**Closing**

Applicant will be given three months after selection to obtain final plans and financing. Closing is contingent on DDA's final approval of a Building, Site, and Operation Plan. Information on the closing can be found in Attachment A.

A closing will occur once all project elements (final plan approval, building permits, and financing) are in place. The DDA will then convey title by Limited Warranty Deed.

The buyer will be expected to commence construction of the development within 60 days of closing and be finished with all streets, streetscapes, and infrastructure within nine months.

**Due Diligence**

Buyer shall be solely responsible for any and all due diligence, examination and investigation in relation to the parcel and its condition and suitability for the proposed development. The parcel is sold as is without any representations or warranties whatsoever.

**Approvals**

Developer is responsible for obtaining all permits and other governmental approvals from the City of Oxford. City of Oxford zoning and permitting approvals will be required as generally required for residential development and construction.

**Tax and Code Policy**

Proposals will be rejected from any party: who is delinquent in the payment of real estate taxes or any other amounts owing to the City of Oxford (as an individual or as part of a partnership or corporation); who has violated an order of the Building Inspector; or who has been convicted of a felony crime affecting

property or neighborhood stability. Tax and court records may be checked prior to closing.

**Attachments**

The following documents are included for additional information:

- A. Submittal Requirements and Sale Processes
- B. East Clark Place Conceptual Design
- C. Plat of Survey

**Questions**

The DDA assumes that questions and requests for further information and clarifications will be needed depending on the type of development proposed. All questions should be directed to Matthew Pepper (DDA Secretary/Treasurer) at [mpepper@oxfordgeorgia.org](mailto:mpepper@oxfordgeorgia.org) or (770) 786-7004.

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The Downtown Development Authority reserves the right to reject any and all proposals for any reason at its sole discretion, to negotiate terms and conditions of the eventual contract with the developer awarded the purchase and development rights, and to impose additional use restrictions, if necessary.

The contents of this packet are for informational purposes only and the information contained herein, though thought to be accurate, is without warranty. Development teams should rely exclusively on their own investigations and analyses.

## **ATTACHMENT A: Submittal Requirements and Sale Process**

### **Step 1: Prepare a Proposal Package with the Following Items:**

- Project narrative discussing the details of the proposed project and how the project relates to the various documents discussed herein
- Development team and experience
- Preliminary design plans, elevations, and site plan
- Business description and narrative of how operations will occur on site
- Offering Price and Financing Strategy
- Project Schedule
- Planned sale price for homes

### **Step 2: Proposal Submission**

Address and deliver, or drop off, to Matthew Pepper at 110 West Clark Street, Oxford GA 30054. Please deliver two hard copy originals and a digital form of the submittal.

### **Step 3: Proposal Review and Buyer Selection**

DDA staff will initially review all proposals and forward them to the DDA for review and approval along with a possible recommendation based on the criteria herein.

### **Step 4: Negotiation**

The DDA and developer will negotiate legally binding agreements for the sale of the land and development of the property.

### **Step 5: Closing**

Prior to closing, a buyer will need to:

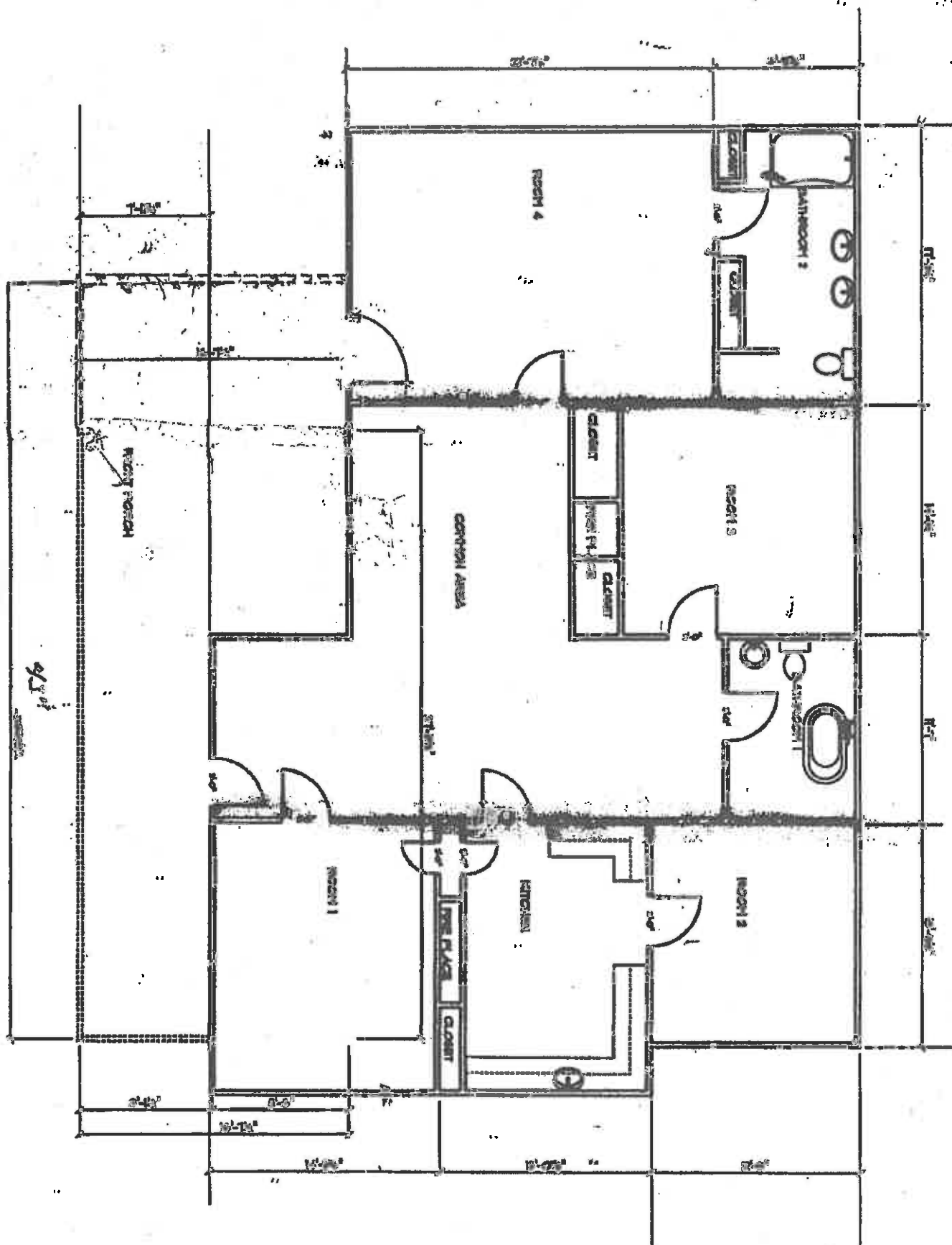
- Complete any required rezoning
- Obtain City approval on preliminary plat
- Submit Development Permit Application
- Submit Building Permit Application

The DDA will convey property by Limited Warranty Deed.



MAIN FLOOR

Floor Plan



## **Position Available: City Clerk**

City of Oxford is accepting applications for the position of City Clerk/Treasurer.

**Minimum Qualifications:** Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field. Knowledge in Governmental Accounting. Superintendent of Municipal elections. Ability to be bonded.

Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the department in order to direct and coordinate work within the department, usually interpreted to require three to five years of related experience. This position is responsible for managing and supervising the receipt and disbursement of all municipal funds, serving as custodian of all legal documents for the city, and acting as Clerk to the Mayor and Council and City Manager.

This position has direct supervision over the Deputy City Clerk, and Administrative Clerks. Works directly with Mayor and Council, City Manager and Department Heads. The City Clerk reports to Mayor and Council.

For a complete list of job responsibilities and application, view our website or contact City Clerk, Luran Willis at [lwillis@oxfordgeorgia.org](mailto:lwillis@oxfordgeorgia.org).





**JOB TITLE:** Community Development Coordinator

**DEPARTMENT:** General Government

**JOB SUMMARY:** This position is responsible for performing a broad range of activities related to commercial and residential development along with the overall development of the City.

**MAJOR DUTIES:**

- Work to encourage developers and others to locate retail business and to construct high density residential housing in the City. Serve as the City's primary point of contact for all development inquiries.
- Develop and promote events and celebrations that promote the City. Work with city staff in the presentation of the July 4<sup>th</sup> Parade.
- Coordinate development activities with Newton County, the City of Covington, the Covington-Newton County Chamber of Commerce, the Electric Cities of Georgia, and the Georgia Department of Community Affairs.
- Work to incorporate the development of technology in the city with the future development of the city.
- Work with and support the Oxford Planning Commission. Develop recommendations for the Planning Commission on Applications for Development Permit Approval.
- Research rezoning and zoning amendment requests. Prepare recommendations for the Planning Commission.
- Help create and then work with the Oxford Downtown Development Authority.
- Work with Oxford College to encourage joint activities that would support residential and commercial development.
- Perform research that will support retail and residential development.
- Research and apply for grants to benefit the City.
- Investigate possible annexations to the City.
- Prepare monthly reports to the City Council and the City Manager.
- Other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of the prerequisites for downtown development and the factors that influence developers to locate in a city.
- Familiar with residential development.
- Skill in preparing and maintaining reports and records.
- Skill in written and oral communication and interpersonal relations.
- Skill in operating and working with computers, online searches, and social media.

**SUPERVISORY CONTROLS:** This position reports to the city manager.

**COMPLEXITY:** The work consists of varied administrative and creative duties. Budgetary constraints and frequent contact with the public and the governing body contribute to the complexity of the work.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, local elected officials, employees from other departments, employees from other governments, developers, and the general public.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk and in the field. The employee occasionally lifts light objects, uses equipment requiring dexterity, and must distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office and in the field.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has no supervisory responsibility.

**MINIMUM QUALIFICATIONS:**

- BA degree in a related field. MA preferred.
- Grant writing skills and experience preferred.
- Some experience with local government.