



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, July 2, 2018 ~ 7:00 PM  
CITY HALL**

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

**OTHERS PRESENT:** Matt Pepper, City Manager; Dave Harvey, Chief; Luran Willis, City Clerk; Jody Reid, Superintendent; Hoyt Oliver, Teresa Welch, Cheryl Ready, Patsy Burke, Judy Greer, Erik Oliver, Peggy Madden.

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

Invocation was delivered by Hoyt Oliver  
Pledge of Allegiance – All

**Agenda Amendments**

Mayor Roseberry requested to amend the agenda to add a request from County Attorney, Aaron Meyer for the city to approve an extension of the deadline for the next Service Delivery Strategy to October 31. (Attachment A)

**Motion was made by Mike Ready, seconded by Jeff Wearing to accept the amendment of the agenda and to approve the extension of the Service Delivery Strategy with Newton County until October 31. Motion passed 7/0.**

Mayor Roseberry requested to amend the agenda to include discussion regarding the Property Tax Digest.  
**Motion was made by Eady, seconded by Windham to accept the amendments of the agenda. Motion passed 7/0.** (Attachment B)

**CONSENT AGENDA**

**Approved, 7/0.** (Attachment C)

**Honorary Councilmember**

Councilmember Eady has appointed Melissa Hage as Honorary Councilmember for June. Because of her travel schedule she will attend the work session in July.

**Mayor's Reports**

City Clerk Luran Willis gave report on the Property Tax Digest with dates and times of the required meetings. Willis said that the 2018 Millage Rate digest is set at 6.622 with a Rollback Millage Rate set at 5.932. If we maintain the current millage rate of 6.62 mills, this will require three public hearings. If we go with the proposed rollback rate of 5.932, this would only require one public hearing and adoption.

**A motion was made by Ready, seconded by Eady to approve to maintain the current millage rate of 6.622 in taxes based on the current 2018 Millage Rate. Motion passed 6/1 with Councilmember Holt voting Nay.**

Mayor Roseberry gave an update of the Police Department statistics.

#### **Planning Commission Recommendations/Petitions**

None

#### **Citizens' Concerns**

Hoyt Oliver reminded everyone of the Community Picnic at Old Church on Tuesday night July 3, at 6:30 sponsored by the Oxford Historical Society.

#### **Second Reading and adoption of Ordinance Change for Sec. 20-1.-Disorderly Conduct**

**A motion was made by Windham, seconded by J. Wearing to approve the amendment to Section 20-1 Disorderly Conduct. Motion passed 7/0. (Attachment D)**

#### **First Reading on an Amendment to Section 6-33- State Minimum Standards and Permissive Codes Adopted.**

City Manager Matt Pepper presented the first reading for a proposed amendment to Section 6-33 of the city's current building ordinance. With this amendment, the city adopts all building codes and standards as currently adopted by the State of Georgia.

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

Councilmember Eady gave a report from the ad hoc Yarbrough House Renovation Committee and presented three quotes for the Yarbrough House renovation.

**A motion was made by Eady, seconded by J. Wearing to accept the quote from JACO Contracting Inc. for the Yarbrough House renovation as stated in the task of work listed as per the memo from Councilmember Eady dated July 2, 2018, to include the standing seam roof made of galvalume and color similar to City Hall for a total of \$29,300. The motion was passed 7/0. (Attachment E)**

#### **Tree Removal Bids for 107 W. Clark Street**

City Manager Matt Pepper said we have received two bids for the removal of the tree line along the east and south sides of the property located at 107 W. Clark Street. A recommendation was made to award the purchase order to HCS Services for \$10,700, to include breakdown of items to include that contractor will supply all labor and equipment, locate and disconnect all utilities, roll off containers T&D, grade and balance with dirt on site, and seed and straw site on completion.

**A Motion was made by Eady seconded by Windham to accept the bid from HCS Services including the above listed items for \$10,700. The motion passed 7/0. (Attachment F)**

#### **ECG Legislative and Regulatory Services**

City Manager Matt Pepper said Electric cities of Georgia (ECG) has offered legislative and regulatory services to its member cities. This new service will focus on current, proposed, and pending state legislation that impacts member cities' distribution systems. The estimated annual cost for this service is \$873. He recommended Council approve this service with ECG.

**A motion was made by Ready, seconded by J. Wearing to endorse this service with ECG. The motion passed 7/0.**

**Appointment to the Downtown Development Authority**

City Manager Matt Pepper said that Danielle Miller has been recommended to fill the vacancy left by Kendra Mayfield on the city's Downtown Development Authority (DDA).

**A motion was made by Eady, seconded by Holt to approve the appointment of Danielle Miller to the DDA. The motion passed 7/0.**

**Asbury Street Park**

City Manager Matt Pepper said we are waiting on the landscape plans from the Landscape Architect.

**Invoice Approval**

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION MONTHLY	AMOUNT
<b>Blue Cross Blue Shield</b>	Health Insurance Employees (7/1 – 8/1)	9,378.41
<b>City of Oxford Utilities</b>	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson/107 W. Clark St. Utilities for (May)	1,509.98
<b>Georgia Municipal Association</b>	GMEBS/Retirement Trust Fund (June) Inv. 338771	6,279.16
<b>Latham Home Sanitation</b>	Waste/Recyclables (June)	5,636.10
<b>NC Board of Commissioners</b>	Monthly water purchase for May Inv. 2423	18,490.00
<b>NC Water &amp; Sewerage Authority</b>	Plant Operations & Maintenance 4/17/18 – 5/30/18	6958.13
<b>Southeastern Power Admin.</b>	SEPA energy cost (May) Inv. B-18-2089	3,062.03
<b>Sophicity</b>	Software/ Technical Maintenance (July)	1,813.05
<b>PURCHASES/CONTRACT LABOR</b>		
<b>MasterCard Services</b>	Hotel & Conference Jekyll Island for Jody and Scottie GRWA/ECG Conference Jody/Parade items/folding chairs for events at Maintenance Facility/Stamps for delinquent billing. Various other charges.	2,179.23
<b>McNair, McLemore, Middlebrooks</b>	Charles Hall, CPA Professional Services, onsite bookkeeping assistance and meeting with City Manager	1,470.00
<b>Northeast Georgia Regional Commission</b>	FY2019 Per Capita Dues	2,100.00
<b>Phoenix Personnel</b>	Temporary Service Week ending 6/12/2018	1,093.05
<b>Phoenix Personnel</b>	Temporary Service Week ending 6/26/2018	1,111.95
<b>Steven A. Hathorn</b>	Legal Municipal Judge April – June	1,250.00
<b>Tres Thomas, III P.E.</b>	Develop & Submit 2017-2022 Storm Water Management Program	1,500.00
<b>APPROVED CONTRACTS</b>		
<b>Arbor Equity Inc.</b>	Pruning 15 trees various areas around city.	2,680.00
<b>HCS Services</b>	Sewer Tap 1226 Emory Street	1,750.00
<b>Jordan Engineering</b>	GDOT Hwy 81 & Soule GUPS correspondence and tree removal emails and calls. Civil plans, calculations,	4,635.00

	details, Asbury park civil plans, design and coordination for underground stormwater mgmt. facility. Data management. Field coordination etc.	
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**A motion was made by George Holt, seconded by Ready, to approve invoices. The motion was passed 7/0.**

**Executive Session**

**A motion was made by Windham, seconded by Eady to go into an Executive Session at 8:00 PM.**

City Manager Matt Pepper and Utility Superintendent Jody Reid updated Council on the negotiations regarding a sewer easement with the property owner at 1008 Emory Street.

**A motion was made by Ready, seconded by Davis to leave the Executive Session at 8:09 PM. Motion passed 7/0.**

**A motion was made by Ready, seconded by Davis to go back into Regular Session at 8:09 PM. Motion passed 7/0.**

**A motion was made by Eady, seconded by Ready to authorize the City Manager Matt Pepper and Utility Superintendent Jody Reid to continue negotiations with the property owner. Motion passed 7/0**

**A motion was made by J. Wearing, seconded by Eady to adjourn at 8:15 PM. Motion passed 7/0.**

Respectfully Submitted;



Lauran Willis, CMC  
City Clerk



**SERVICE DELIVERY STRATEGY**  
**FORM 1**

COUNTY: **NEWTON COUNTY**

**I. GENERAL INSTRUCTIONS:**

1. **FORM 1 is required for ALL SDS submittals.** Only one set of these forms should be submitted per county. The completed forms shall clearly present the collective agreement reached by all cities and counties that were party to the service delivery strategy.
2. List each local government and/or authority that provides services included in the service delivery strategy in Section II below.
3. List all services provided or primarily funded by each general purpose local government and/or authority within the county that are continuing *without change* in Section III, below. (It is acceptable to break a service into separate components if this will facilitate description of the service delivery strategy.)

OPTION A <i>Revising or Adding to the SDS</i>	OPTION B <i>Extending the Existing SDS</i>
<ol style="list-style-type: none"> <li>4. List all services provided or primarily funded by each general purpose local government and authority within the county which are revised or added to the SDS in Section IV, below. (It is acceptable to break a service into separate components if this will facilitate description of the service delivery strategy.)</li> <li>5. For each service or service component listed in Section IV, complete a separate, updated <i>Summary of Service Delivery Arrangements</i> form (FORM 2).</li> <li>6. Complete one copy of the <i>Certifications</i> form (FORM 4) and have it signed by the authorized representatives of participating local governments. [Please note that DCA cannot validate the strategy unless it is signed by the local governments required by law (see Instructions, FORM 4).]</li> </ol>	<ol style="list-style-type: none"> <li>4. In Section IV type, "NONE."</li> <li>5. Complete one copy of the <i>Certifications for Extension of Existing SDS</i> form (FORM 5) and have it signed by the authorized representatives of the participating local governments. [Please note that DCA cannot validate the strategy unless it is signed by the local governments required by law (see Instructions, FORM 5).]</li> <li>6. Proceed to step 7, below.</li> </ol> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; margin-top: 10px;"> <p><i>For answers to most frequently asked questions on Georgia's Service Delivery Act, links and helpful publications, visit DCA's website at <a href="http://www.dca.ga.gov/development/PlanningQualityGrowth/programs/servicedelivery.asp" style="color: white;">http://www.dca.ga.gov/development/PlanningQualityGrowth/programs/servicedelivery.asp</a>, or call the Office of Planning and Quality Growth at (404) 679-5279.</i></p> </div>

7. If any of the conditions described in the existing *Summary of Land Use Agreements* form (FORM 3) have changed or if it has been ten (10) or more years since the most recent FORM 3 was filed, update and include FORM 3 with the submittal.
8. Provide the completed forms and any attachments to your regional commission. The regional commission will upload digital copies of the SDS documents to the Department's password-protected web-server.

**NOTE: ANY FUTURE CHANGES TO THE SERVICE DELIVERY ARRANGEMENTS DESCRIBED ON THESE FORMS WILL REQUIRE AN UPDATE OF THE SERVICE DELIVERY STRATEGY AND SUBMITTAL OF REVISED FORMS AND ATTACHMENTS TO THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS UNDER THE "OPTION A" PROCESS DESCRIBED, ABOVE.**

**II. LOCAL GOVERNMENTS INCLUDED IN THE SERVICE DELIVERY STRATEGY:**

In this section, list all local governments (including cities located partially within the county) and authorities that provide services included in the service delivery strategy.

Newton County  
City of Covington  
City of Porterdale, City of Oxford  
City of Mansfield, City of Newborn  
City of Social Circle

**III. SERVICES INCLUDED IN THE EXISTING SERVICE DELIVERY STRATEGY THAT ARE BEING EXTENDED WITHOUT CHANGE:**

In this section, list each service or service component already included in the existing SDS which will continue as previously agreed with no need for modification.

Airport; Animal Control; Building Permits & Inspections; Cemeteries; Code Enforcement; Court Services; Economic Development/Tourism; Elections; Extension Services; Geographical Information System; Hospital; Industrial Development; Library; Parks & Recreation; Planning and Zoning; Public Health; Public Safety - Detention Center; Public Safety - Emergency Communications/Dispatch; Public Safety - Emergency Medical Services; Public Safety - Emergency Management; Public Safety - Fire Services; Public Safety - Law Enforcement; Public Utilities - Cable Television; Public Utilities - Electric; Public Utilities - Gas; Public Utilities - Water Supply & Treatment; Public Utilities - Water Distribution; Public Utilities - Wastewater Collection; Public Utilities - Wastewater Treatment/Disposal; Public Works - Engineering Services; Public Works - Fleet Maintenance; Public Works - Road Construction & Maintenance; Public Works - Right-of-Way Maintenance; Public Works - Stormwater Management; Social Services - DFACS Programs; Social Services - Public Housing; Social Services - Senior Citizens; Solid Waste - Keep Covington-Newton Beautiful; Solid Waste - Collection; Solid Waste - Landfill/Disposal; Solid Waste - Recycling; and Tax Collection.

**IV. SERVICES THAT ARE BEING REVISED OR ADDED IN THIS SUBMITTAL:**

In this section, list each new service or new service component which is being added and each service or service component which is being revised in this submittal. For each item listed here, a separate Summary of Service Delivery Arrangements form (FORM 2) must be completed.

None



**SERVICE DELIVERY STRATEGY**

**FORM 5: Certifications for Extension of Existing SDS**

**Instructions:** This two page form must, at a minimum, be signed by an authorized representative of the following governments: 1) the county; 2) the city serving as the county seat; 3) all cities having a 2010 population of over 9,000 residing within the county; and 4) no less than 50% of all other cities with a 2010 population of between 500 and 9,000 residing within the county. Cities with a 2010 population below 500 and local authorities providing services under the strategy are not required to sign this form, but are encouraged to do so.

If the strategy for providing **ANY** local service is being revised, FORM 5 **CANNOT** be used. When revisions are necessary, a submittal **MUST** include updates to FORM 1, FORM 2, and FORM 4 that cover ALL local services.

**COUNTY: NEWTON COUNTY**

We, the undersigned authorized representatives of the jurisdictions listed below, certify that:

1. We have reviewed our existing Service Delivery Strategy (SDS) and have determined that it continues to accurately reflect our preferred arrangements for providing **ALL** local services throughout our county and no changes in our Strategy are needed at this time. We authorize its extension until:

Select 1 box, below	Type End-Year Below
<input type="checkbox"/> February 28,	<b>2018</b>
<input type="checkbox"/> June 30,	
<input checked="" type="checkbox"/> October 31,	

2. Each of our governing bodies (County Commission and City Councils) that are a party to this strategy have adopted resolutions agreeing to the Service Delivery arrangements identified in our strategy and have executed agreements for implementation of our service delivery strategy (O.C.G.A. 36-70-21);
3. Our service delivery strategy continues to promote the delivery of local government services in the most efficient, effective, and responsive manner for all residents, individuals and property owners throughout the county (O.C.G.A. 36-70-24(1));
4. Our service delivery strategy continues to provide that water or sewer fees charged to customers located outside the geographic boundaries of a service provider are reasonable and are not arbitrarily higher than the fees charged to customers located within the geographic boundaries of the service provider (O.C.G.A. 36-70-24 (2));
5. Our service delivery strategy continues to ensure that the cost of any services the county government provides (including those jointly funded by the county and one or more municipalities) primarily for the benefit of the unincorporated area of the county are borne by the unincorporated area residents, individuals, and property owners who receive such service (O.C.G.A. 36-70-24 (3));
6. Our Service Delivery Strategy continues to ensure that the officially adopted County and City land use plans of all local governments located in the County are compatible and nonconflicting (O.C.G.A. 36-70-24 (4)(A));
7. Our Service Delivery Strategy continues to ensure that the provision of extraterritorial water and sewer services by any jurisdiction is consistent with all County and City land use plans and ordinances (O.C.G.A. 36-70-24 (4)(B)); and
8. DCA has been provided a copy of this certification and copies of all forms, maps and supporting agreements needed to accurately depict our agreed upon strategy (O.C.G.A. 36-70-27).

**SDS FORM 5, continued**

<b>JURISDICTION</b>	<b>TITLE</b>	<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b><u>NEWTON COUNTY</u></b>	Chairman	Marcello Banes		
<b><u>CITY OF COVINGTON</u></b>	Mayor	Ronnie Johnston		
<b><u>CITY OF MANSFIELD</u></b>	Mayor	Jefferson Riley		
<b><u>CITY OF NEWBORN</u></b>	Mayor	Gregg Ellwanger		
<b><u>CITY OF OXFORD</u></b>	Mayor	Jerry D. Roseberry		
<b><u>CITY OF PORTERDALE</u></b>	Mayor	Arline Chapman		
<b><u>CITY OF SOCIAL CIRCLE</u></b>	Mayor	Hal Dally		



OXFORD MAYOR AND COUNCIL  
REGULAR MEETING  
MONDAY, JULY 2, 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 July 2, 2018 Mayor and Council Regular Meeting.
5. Councilmember Eady appointed Melissa Hage as the Honorary Councilmember for June. Because of her travel schedule she will attend the work sessions in June and July.
6. **CONSENT AGENDA**
  - a. \* Motion to approve the Minutes of the Regular Meeting of 6/4/2018.
  - b. \* Motion to approve the Minutes of the Work Session 6/18/2018.
  - c. \* Motion to accept the Minutes of the DDA 4/25/2018 & 6/6/2018.
  - d. \* Motion to accept the Minutes of the TPR 4/10/18.
7. Mayor's Report
8. Planning Commission Recommendations/Petitions.
9. Citizen Concerns.
10. \* **Second Reading and adoption of an Amendment to Sec. 20-1. – Disorderly Conduct** – We will have the second reading and a motion to adopt the proposed amendment to the city's current disorderly conduct ordinance. We have attached the proposed amendment.
11. \* **First Reading of an Amendment to Sec. 6-33. – State Minimum Standards and Permissive Codes Adopted** – We will have the first reading for a proposed amendment to Section 6-33 of the city's current building ordinance. With this amendment, the city adopts all building codes and standards as currently adopted by the State of Georgia. We have attached the proposed amendment.
12. \* **107 W. Clark Street Renovation Project** – The *ad hoc* Yarbrough House Renovation Committee will present their proposal for the 107 W. Clark Street Renovation project.
13. \* **Tree Removal Bids for 107 W. Clark Street** – We have received two bids to remove the tree line located along the east and south sides of the property located at

107 W. Clark Street. We recommend that Council award the purchase order to HCS Services for \$10,700.

14. **ECG Legislative and Regulatory Services** – Electric Cities of Georgia (ECG) has recently begun offering legislative and regulatory services to its member cities. This new service will focus on current, proposed, and pending state legislation that impacts member cities’ distribution systems. The estimated annual cost for this service is \$873. We recommend that Council approve this service with ECG.
15. **Appointment to the Downtown Development Authority** – Danielle Miller has been recommended to fill the vacancy left by Kendra Mayfield on the city’s Downtown Development Authority (DDA). We recommend that Council appoint Ms. Miller to fill the current vacancy on the DDA.
16. \* **Asbury Street Park** – Council will review the civil plans for Asbury Street Park. We have attached a copy of the civil plans.
17. Invoice Approval

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
<b>MONTHLY</b>		
<b>Blue Cross Blue Shield</b>	Health Insurance Employees (7/1 – 8/1)	9,378.41
<b>City of Oxford Utilities</b>	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson/107 W. Clark St. Utilities for (May)	1,509.98
<b>Georgia Municipal Association</b>	GMEBS/Retirement Trust Fund (June) Inv. 338771	6,279.16
<b>Latham Home Sanitation</b>	Waste/Recyclables (June)	5,636.10
<b>NC Board of Commissioners</b>	Monthly water purchase for May Inv. 2423	18,490.00
<b>NC Water &amp; Sewerage Authority</b>	Plant Operations & Maintenance 4/17/18 – 5/30/18	6958.13
<b>Southeastern Power Admin.</b>	SEPA energy cost (May) Inv. B-18-2089	3,062.03
<b>Sophicity</b>	Software/ Technical Maintenance (July)	1,813.05
<b>PURCHASES/CONTRACT LABOR</b>		
<b>MasterCard Services</b>	Hotel & Conference Jekyll Island for Jody and Scottie GRWA/ECG Conference Jody/Parade items/folding chairs for events at Maintenance Facility/Stamps for delinquent billing. Various other charges.	2,179.23
<b>McNair, McLemore, Middlebrooks</b>	Charles Hall, CPA Professional Services, onsite bookkeeping assistance and meeting with City Manager	1,470.00
<b>Northeast Georgia Regional Commission</b>	FY2019 Per Capita Dues	2,100.00
<b>Phoenix Personnel</b>	Temporary Service Week ending 6/12/2018	1,093.05
<b>Phoenix Personnel</b>	Temporary Service Week ending 6/26/2018	1,111.95
<b>Steven A. Hathorn</b>	Legal Municipal Judger April – June	1,250.00
<b>Tres Thomas, III P.E.</b>	Develop & Submit 2017-2022 Storm Water Management Program	1,500.00
<b>APPROVED CONTRACTS</b>		

<b>Arbor Equity Inc.</b>	Pruning 15 trees various areas around city.	2,680.00
<b>HCS Services</b>	Sewer Tap 1226 Emory Street	1,750.00
<b>Jordan Engineering</b>	GDOT Hwy 81 & Soule GUPS correspondence and tree removal emails and calls. Civil plans, calculations, details, Asbury park civil plans, design and coordination for underground stormwater mgmt. facility. Data management. Field coordination etc.	4,635.00

**18. Executive Session**

We will have an executive session to discuss Personnel and Real Estate Matters.

**19. Adjourn**



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, June 4, 2018 – 7:00 PM  
CITY HALL  
DRAFT**

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

**OTHERS PRESENT:** Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Stacey Mullen, Deputy City Clerk; David Strickland, City Attorney; Jody Reid, Superintendent; Hoyt Oliver, Teresa Welch, Darryl Welch, Cheryl Ready, Allyson Epps from Oxford College, Mike Besaw, Peggy Madden, Juanita Carson, Anderson Wright.

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

Invocation was delivered by Hoyt Oliver  
Pledge of Allegiance – All

**Agenda Amendment**

Mayor Roseberry requested to amend the agenda to add the MEAG Power Bond Validation for approval of their rebounding projects 1-4, at no cost to the city.

**Motion was made by Mike Ready, seconded by Jeff Wearing to accept the amendment of the agenda. Motion passed 7/0.**

**Motion was made by Jim Windham, seconded by Mike Ready to accept the Agenda for the June 4, 2018 Mayor and Council Regular Meeting. Motion passed 7/0.** (Attachment A)

**CONSENT AGENDA**

**Approved, 7/0.** (Attachment B)

**Mayors Reports**

Mayor Roseberry gave acknowledgement on behalf of J.P. Godfrey, who submitted a letter of gratitude to Chief Harvey for his service in assisting Mr. Godfrey during an accident, which involved him taking a fall at his home. Chief Harvey was first on the scene to render aid to Mr. Godfrey and also stayed with his wife, Mary until Mr. Godfrey was evacuated. On behalf of the Council, Mayor Roseberry also thanked Chief Harvey for his daily efforts of service.

**Planning Commission Recommendations/Petitions**

None

**Citizens' Concerns**

Juanita Carson (1223 Wesley Street) expressed her concerns for the protection of honey bees, butterflies and other pollinators as it relates to their reproduction and beneficial contribution to the environment. She believes pollinators' existence has largely decreased, due to poor development and lack of nourishment stemming from chemical agents used to eliminate insects, as well as those used for maintenance or the treatment of lawns.

**MEAG Power Bond Validation**

MEAG Power submitted a validation petition seeking approval from all of their 49 participants. This approval will allow MEAG Power to increase its bonding capacity for their projects 1-4, to take advantage of fluctuating interest rates, issuing refinancing bonds- which will lower MEAG Power's overall debt service costs. The City of Oxford's share of project costs will remain the same as established in the respected power sales contract; however, by reducing MEAG Power's overall costs, the benefits will flow directly to the cities.

**A motion was made by Mike Ready, seconded by Jeff Wearing to approve the bond validation petition. The motion passed 7/0.**

**First Reading of an Ordinance Change for Sec. 20-1.-Disorderly Conduct**

Chief Harvey explained the need for the ordinance change to allow for Section 20-1 Disorderly Conduct cases to be heard in Oxford Municipal Court. Currently, such cases would require a warrant, which also requires the case to be transferred and heard at Newton County Superior Court. The proposed amendment will require a second reading and vote. (Attachment C)

**Operating Budget and Capital Budget for FY2019**

The operating budget and capital budget resolution was presented for approval for fiscal year 2019.

**A motion was made by George Holt, seconded by Jim Windham to approve the operation budget and capital budget for fiscal year 2019. The motion passed 7/0. (Attachment Da & Db)**

**Building Inspection Fee Schedule**

Assistant City Manager Matt Pepper presented the revised building inspection fee schedule for residential and commercial construction within the city.

**A motion was made by Jeff Wearing, seconded by George Holt to approve the building inspection fee schedule. The motion passed 7/0. (Attachment E)**

**Contract for Building Inspection Services**

Assistant City Manager Matt Pepper presented the building inspection service contract to Council with a recommendation that Council approve the contract for building inspection services to Bureau Veritas.

**A motion was made by David Eady, seconded by Sarah Davis to approve the contract with Bureau Veritas for building inspection services. Motion passed 7/0. (Attachment F)**

**Resolution to Amend the Employee Handbook**

Mayor Roseberry presented the resolution to amend Part 4: Employee Benefits of the Employee Handbook to allow eligibility for new hires to participate in the city's health care plan upon hire date. The amendment will include an effective date of May 1, 2018.

**A motion was made by David Eady, seconded by George Holt to approve the resolution to amend the handbook to allow new hires to be covered under the city’s health care plan immediately upon hire date. The motion was passed 7/0. (Attachment G)**

**Emory Street Sewer Project**

Assistant City Manager Matt Pepper gave an update on the FY2018 Capital Budget which includes \$550,000 for a sewer main install along Emory Street. Based on the three bids received, he recommended that Council award the purchase order to Site Engineering, Inc for \$991,146. The project will be funded from our GEFA loan and 2017 SPLOST allocations.

**A motion was made by Mike Ready, seconded by David Eady to accept the bid from Site Engineering, Inc in the amount of \$991,146. The motion was passed 7/0. (Attachment H)**

**Street Resurfacing Project**

Assistant City Manager Matt Pepper presented the Intergovernmental Agreement (IGA) with Newton County to Council for approval of the resurfacing and deep patching on Mitchell Street, E. Bonnell Street and Wentworth Drive. The estimated project cost is \$50,000. This project will be completed with city funds combined with monies from the Local Maintenance Improvement Grant (2018 LMIG). The city will supply asphalt, with Newton County providing labor and equipment for the completion of the project.

**A motion was made by Jim Windham, seconded by David Eady to approve the Intergovernmental Agreement (IGA) with Newton County. The motion was passed 7/0. (Attachment I)**

**Grand Marshal for July 4th**

Councilmember Sarah Davis presented Grace Budd-Spradley for nomination approval as Grand Marshal for the July 4<sup>th</sup> Parade.

**A motion was made by David Eady, seconded by Jeff Wearing for approval of Grace Budd-Spradley for nomination as Grand Marshal for the July 4<sup>th</sup> Parade. The motion was passed 7/0.**

**Invoice Approval**

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
<b>MONTHLY</b>		
<b>Blue Cross Blue Shield</b>	Health Insurance Employees (6/1 – 7/1)	10,174.43
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<b>NC Board of Commissioners</b>	Monthly water purchase for April Inv. 2411	15,962.00
<b>Southeastern Power Admin.</b>	SEPA energy cost (April) Inv. B-18-1806	2,919.86
<b>Sophicity</b>	Software/ Technical Maintenance	1,813.05
<b>C. David Strickland</b>	Professional Services May	2,990.02

<b>PURCHASES/CONTRACT LABOR</b>		
<b>Cintas</b>	Uniforms/ Utility Department 4/1/18 – 4/30/18	1,038.71
<b>Covington Ford</b>	Repairs on City Managers vehicle	1,059.78
<b>Consolidated Monthly Remittance</b>	Municipal Court Fees April	1,229.77
<b>Consolidated Monthly Remittance</b>	Municipal Court Fees May	1,093.95
<b>Courtware Solutions</b>	Monthly Maintenance Fees	1,127.00
<b>Designed Installations by Jim</b>	Installed 1.5" asphalt topping mix West Wade Street	7,500.00
<b>Designed Installations by Jim</b>	Installed all paving outlined in contract. Completed	16,067.00
<b>GIRMA</b>	Annual Property and Liability Insurance	43,288.00
<b>Gresco Utility Supply, Inc.</b>	Electric Supplies	6,233.75
<b>GSCCCA Fines and Fees Division</b>	Consolidated Fines & Fees for Municipal Court - April	1,229.77
<b>MasterCard</b>	Deposit Reservations for Jody/Scottie Jekyll Island Water Conference/Deposit for Clerks Conf. registration for 2 clerks fall training/ Chiefs conference Reservations/Shipping fees for GEFA documents/2 cigarette disposals outside city hall etc.	2,461.35
<b>Mobile Communications</b>	Install F&R strobes and in Cab back light & grill lights	1,229.73
<b>Phoenix Personnel</b>	Temporary Service Week ending 5/6/2018	1,008.00
<b>Treadwell, Tamplin &amp; Co.</b>	Final billing for FY2017 Audit	6,500.00
<b>Woco Pep Oil, Inc.</b>	Fuel Charges for May 21, 2018 Inv-8120	3,436.42
<b>APPROVED CONTRACTS</b>		
<b>Designed Installations by Jim</b>	Paving and deep patching city streets Inv. 511	16,067.00
<b>Historical Concepts, LLC</b>	Visioning Services for E. Clark property plan.	7,237.02
<b>Jordan Engineering</b>	Civil Site plans/Asbury Park civil plans/prepare & attend parks meeting/sidewalk redesign for park/research, data mgmt., field coordination, mapping, SOLO alley RW/Dig up flag PINS RW/Prepare handouts for pre-bid & attend meeting/address pre-bid meeting issues/prepare addendum/update plans, address contractor questions, new Emory temp easement, DOT tree questions and issue Addendum 2.	9,430.00
<b>Sumner Meeker</b>	Legal Services 1002 Emory Street Disposition	2,610.00
<b>Scarborough Tree Service</b>	E. Clark St. Cleaning up 1 extra-large pecan tree on ground; W. Richardson: 3 standing Hardwood trees taken down; cleaning up 1 downed hardwood.	4,800.00

**Motion was made by George Holt, seconded by Sarah Davis, to approve invoices. The motion was passed 7/0.**

**Executive Session**

**A motion was made by Mike Ready, seconded by Jeff Wearing to go into an Executive Session at 7:37 PM.**

Council discussed personnel matters.

**A motion was made by Mike Ready, seconded by Jeff Wearing to leave the Executive Session at 7:42 PM.**

**A motion was made by Mike Ready, seconded by Jeff Wearing to renew the contract for Assistant City Manager Matt Pepper for FY2019, with a the salary increase from 45K to 50K, and a title change from Assistant City Manager to City Manager. Motion passed 7/0.**

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**A motion was made by Jim Windham, seconded by Mike Ready to adjourn at 7:44 PM.**

Respectfully Submitted;

Stacey Mullen, CMC  
Deputy City Clerk





**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, June 18, 2018 – 6:00 PM  
CITY HALL  
DRAFT**

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

**OTHERS PRESENT:** Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Lauran Willis, City Clerk; Stacey Mullen, Deputy City Clerk; Jody Reid, Superintendent; Hoyt Oliver, Teresa Welch, Darryl Welch, Allyson Epps from Oxford College, Anderson Wright, Erik Oliver, James Waddey, Jill McGiboney, Mark McGiboney, Don Henderson, Mary Carter, Hal Chitwood with Bureau Veritas, Tammy Wood, Chau Nguyen from Electric Cities of Georgia.

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

**Agenda**

**Honorary Councilmember of the Month**

Mayor Roseberry introduced Melissa Hage as Honorary Councilmember for June.

**Mayor's Announcements**

Mayor Roseberry gave an update report from the Police Department for the Month of May.

**East Clark Street Development**

Mark McGiboney, the Chair of the Downtown Development Authority (DDA) presented a design concept for the E. Clark Street Development prepared by Historical Concepts. To conclude Mark said that Mr. Frank Turner Jr. is working on the RFP and they will work with the City Engineer to develop the subdivision plat.

**Roof-top-Solar Tariff**

Councilmember Eady requested that Council discuss the city's monthly fee for the use of distributed generation technologies including roof-top solar system. Chau Nguyen with Electric Cities of Georgia (ECG) gave an update in relation to the tariff currently in place versus the new mandated regulations. It was determined that the tariff the city currently has in place is sufficient for the current needs and demands.

**International Building Code Adoption**

Hal Chitwood with Bureau Veritas presented a copy and made recommendation to Council to adopt the International Building Code which meets all local and state requirements. This item will be placed on the July 2 agenda for a first reading.

**Handicap Ramp for Old Church**

The Oxford Historical Shrine Society is requesting to install a handicap ramp at the front entrance of the Old Church. As planned, the ramp would be located in city right-of-way. The Planning Commission recommends that Council approve the installation of the handicap ramp within the city right-of-way. Mayor Roseberry said that the City Manager will research this further and obtain quotes and designs for the ramp to be presented at the July work session.

**Oxford Square Subdivision Sign**

City Manager Matt Pepper presented results of a survey distributed to Oxford Square residents regarding the subdivision sign. There were eight (8) total responses with six (6) in favor of the City repairing the sign. In answer to the residents forming a homeowners' association (HOA) all eight (8) responses were "no". Council instructed Utility Superintendent Jody Reid to repair the sign and have it painted.

**Hands-Free Georgia Act**

City Manager Matt Pepper said in response to the "Hands-Free Georgia Act being signed into law, we have reviewed the city's current policy on the use of devices while operating a vehicle. We found that our current cell phone policy is in line with the measures of the "Hands-Free Georgia Act". Mayor Roseberry said we need to make sure we are practicing these requirements. After discussion it was agreed that the city will purchase blue-tooth devices and phone mounts for all maintenance vehicles and employees.

**ECG Legislative and Regulatory Services**

City Manager Matt Pepper said that Electric Cities of Georgia (ECG) is offering legislative and regulatory services to its member cities. Chau Nguyen with ECG said this service will focus on current, proposed and pending state legislation that impacts member cities distribution systems. The estimated cost for this service is \$873. This item will be on the July 2 agenda for a vote.

**107 W. Clark Street Renovation Project**

Councilmember Jeff Wearing presented quotes from several contractors in relation to the roof repairs for the house and to demolish the breezeway. Wearing requested a flat amount be set for the roof and drainage to be done as soon as possible. Wearing will bring a breakdown of the proposals to the July 2 meeting for a vote.

**Bids for Tree Removal on 107 W. Clark Street**

Councilmember Windham requested that Council review the two bids received for the removal of the tree line located at the 107 W. Clark Street property. Since Councilmember Windham was not present, this item will be moved to the July Work Session.

**Mosquito Spray**

Councilmember Windham requested that Council discuss the use of an environmentally-friendly alternative to spray for mosquitos. This item was tabled for the next work session.

**6153 Emory Street Property**

The Trees, Parks and Recreation Board is seeking approval from Council to create a contest to solicit ideas from residents for the passive park planned for the property located at 6153 Emory Street. All Council members

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present were in favor of this project.

**A motion was made by Wearing, seconded by Davis to adjourn at 7:30 p.m.**

Respectfully Submitted,

Lauran Willis, CMC/FOA  
City Clerk

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

Minutes – April 25, 2018

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

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

**GUESTS:** There were no guests in attendance.

**OPENING:** At 7:00 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 March 21, 2018 were approved. The vote was 5 – 0.

**REVIEW OF E. CLARK STREET DEVELOPMENT DRAFT:** The DDA members reviewed the design rendering for the E. Clark Street Development. They recommended that Indian Creek Drive be shifted further east to protect private property owners from owning a home too close to a flood plain. Shifting the street would also give the city the opportunity to keep and maintain the vegetative buffer between the city limits and the industrial development on the other side of Dried Indian Creek. With this recommended change, the lots currently depicted along Indian Creek Drive would be removed, and placed next to the existing homes between Orna Street and Indian Creek Drive. Lastly, the DDA members further recommended that Historical Concepts depict a house on the smaller of the two vacant lots at the entrance of E. Clark Street.

**REVIEW OF STRATEGIC INVESTMENT PLAN DRAFT:** The DDA members reviewed the Strategic Investment Plan Draft document. They suggested several changes to the document which focused on the viability of the recommended east-west road connections, as well as the descriptions of how the city utilizes its rights-of-way. Mr. Pepper will communicate the DDA's recommended suggestions to the team at Historical Concepts.

**ADJOURNMENT:** Ms. Roberts adjourned the meeting at 8:31 PM.

Approved by:



Matthew Pepper, Secretary/Treasurer

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

Minutes – June 6, 2018

**MEMBERS:** Mr. Mark McGiboney, Chair; Mr. Jonathan Eady, Mr. Mike Ready, Mr. Brian Barnard, and Ms. Martha Molyneux. Ms. Loren Roberts was absent.

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

**GUESTS:** There were no guests in attendance.

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

**APPROVAL OF MINUTES:** Upon motion of Mr. Ready, seconded by Ms. Molyneux, the minutes for the meeting on April 25, 2018 were approved. The vote was 5 – 0.

**STRATEGIC INVESTMENT PLAN DRAFT:** The DDA members accepted the comments from Historical Concepts regarding the DDA's proposed changes to the Strategic Investment Plan Draft. Mr. Pepper will communicate the DDA's decision to Historical Concepts.

**APPROVAL OF E. CLARK STREET DEVELOPMENT DESIGN CONCEPT:** The DDA members reviewed the final Draft of the E. Clark Street development design concept. They agreed that Mr. McGiboney will present the design concept to City Council at the work session on Monday, June 18<sup>th</sup>, 2018.

**OTHER BUSINESS:** The DDA members discussed their assignment to provide City Council with a subdivision plat of the E. Clark Street property.

*Upon motion of Mr. Eady, seconded by Mr. Ready, Mr. Pepper will ask Robert Jordan, city engineer, to prepare a subdivision plat for the E. Clark Street property. The vote was 5 – 0.*

**DDA ASSIGNMENTS:** Before the next meeting, the DDA will complete the following assignments:

- Mr. McGiboney will ask Mr. Frank Turner, DDA attorney, to begin preparing the RFP for the E. Clark Street Development. Ms. Molyneux will also help prepare the RFP.
- Mr. Pepper will ask David Strickland, city attorney, to prepare the necessary documents to convey the E. Clark Street property to the DDA.

**ADJOURNMENT:** Mr. McGiboney adjourned the meeting at 7:40 PM.

Approved by:

Matthew Pepper, Secretary/Treasurer

## **Trees, Parks, Recreation Board (TPR) – City of Oxford, GA**

Minutes of Meeting April 10, 2018

Community Room, Oxford City Hall

**At 5:00 p.m.** Chairman Ready called the meeting to order.

### **Attendance**

**Present – Members Cheryl Ready, Laura McCanless, Mike Besaw, and Sallie Robinson**

City Manager Matt Pepper

City Superintendent Jody Reid

Oxford College Senior Manager of Operations Kendra Mayfield

Emory University Landscape Director James Johnson

Robert Jordan, of Jordan Engineering, on speaker phone

**Absent – Members LaTrelle Oliver, Anderson Wright, Teresa Welch**

City Arborist Beryl Budd, GVFC

GVFC Community Forester Seth Hawkins

Guests - James Johnson, Allyson Epps

**Agenda and for meeting:** Motion to approve by Sallie Robinson; second by Mike Besaw. Unanimous approval.

**Minutes of meeting February 13, 2018:** Motion to approve by Sallie Robinson; second by Mike Besaw. Unanimous approval.

**Asbury Street Park:** An infrastructure review was given by Robert Jordan. The necessity for a water runoff catch area was discussed. The area concerned would be the paved surfaces, which would drain into a yet-to-be-designed catch basin. The catch basin will be reviewed upon completion of its design. Motion to approve plan for grading and drainage for the initial work was made by Mike Besaw; second by Sallie Robinson. Unanimous approval. (The grading and drainage work indicated in the approved drawing will not be altered by the eventual catch basin, per Mr. Jordan.)

**Pierce Street Entry to Oxford Collage:** James Johnson presented drawings of the final plan for plantings along Pierce Street. Motion to have approval written by City Manager, Matt Pepper, and submitted to Oxford College of Emory University after approval by city council was made by Sallie Robinson; second by Mike Besaw. Unanimous approval.

**Reports and Updates:**

1. George Street Park – Cheryl Ready asked Jody to mulch as needed. Staining of kiosk is complete; thank you Cheryl. Materials have been acquired for the kiosk repairs.
2. Memorial Japanese maple for Jack Atkinson has been planted in the arboretum.
3. Yarbrough Oak replanting on hold.
4. 6153 Emory St. – Several different plans for what to do with the space have been requested from Mike Besaw and Laura McCanless, which should be brought to the June TPR meeting.
5. Revitalization of Emory St. was discussed. List of house numbers of properties that most urgently need trees to be supplied by Beryl Budd. A plan of action will be a focus of TPR's next meeting.
6. Matt Pepper announced that Kendra Mayfield will no longer represent Oxford College. Her replacement will be Allison Epps, effective April 13, 2018.

Adjournment at 5:56

Next meeting will be June 12, 2018.

Laura McCanless, acting secretary

STATE OF GEORGIA  
COUNTY OF NEWTON

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF OXFORD TO AMEND  
CHAPTER 20: OFFENSES, ARTICLE I: IN GENERAL, BY AMENDING SECTION  
20-1 DISORDERLY CONDUCT; TO REPEAL ALL CONFLICTING ORDINANCES;  
TO PROVIDE FOR SEVERABILITY, AN EFFECTIVE DATE; AND FOR OTHER  
PURPOSES.**

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**WHEREAS**, the City pursuant to O.C.G.A. Sec. 36-35-3 known as the “Home Rule for Municipalities”, is authorized under paragraph (a) of the rule to adopt clearly reasonable ordinances, resolutions or regulations related to its property, affairs, and local government for which no provision has been made by general law and which are not inconsistent with the Constitution or any charter provision applicable thereto; and

**WHEREAS**, O.C.G.A. Sec. 16-11-39(c) grants municipal corporations concurrent jurisdiction to enact their own disorderly conduct ordinances, which are not inconsistent with other general law, the Constitution or any charter provision applicable thereto; and

**WHEREAS**, the Mayor and Council of the City deem it in the best interest of the government and the residents of the City, and further as a matter of public safety, to amend the current disorderly conduct ordinance for offenses occurring within the City; and

**WHEREAS**, the Mayor and Council of the City of Oxford have determined that the proper means of addressing said concern is to amend Chapter 20: Offenses; Article I: General: Section 20-1: Disorderly Conduct; and

**NOW THEREFORE**, be it ordained by the Mayor and Council of the City of Oxford that Chapter 20: Article I: Section 20-1 be amended, as follows:

(Additions are in **underlined bold italics**; deletions are ~~struck through~~)



## Section 1.

### Section 20-1 Disorderly Conduct.

~~It is unlawful for any person in the City to engage in any violent, tumultuous, obstreperous or similar disorderly conduct tending to infringe on the peace and repose of the citizens of the City. Fighting between two or more persons in which physical contact is made, except that which occurs at boxing or wrestling exhibitions duly authorized by the City, shall be deemed to be disorderly conduct within the meaning of this section.~~

A person commits the offense of disorderly conduct when such person commits any of the following:

- (1) Acts in a violent or tumultuous manner toward another person whereby such person is placed in reasonable fear of the safety of such person's life, limb, or health.
- (2) Acts in a violent or tumultuous manner toward another person whereby the property of such person is placed in danger of being damaged or destroyed.
- (3) Without provocation, uses to or of another person in such other person's presence, opprobrious or abusive words which by their very utterance tend to incite to an immediate breach of the peace; that is to say, words which as a matter of common knowledge and under ordinary circumstances will, when used to or of another person in such other person's presence, naturally tend to provoke violent resentment; that is, words commonly called fighting words.
- (4) Without provocation, uses obscene and vulgar or profane language in the presence of or by telephone to a person under the age of 14 years which threatens an immediate breach of the peace.
- (5) Knowingly and willfully disobeys or ignores the lawful commands of any law enforcement officer who is in the lawful discharge of his official duties.
- (6) Does an act or engages in conduct which is designed to, is likely to, or does urge, encourage, or incite others to riot or to commit an immediate breach of the peace.
- (7) Knowingly provides any false or inaccurate information to a law enforcement officer who is in the lawful discharge of his official duties.
- (8) Communicates with a person situated within the City of Oxford that is intended to facilitate a violation of the laws prohibiting prostitution as that offense is defined by applicable Georgia law.
- (9) Communicates with a person situated within the City of Oxford that is intended to facilitate a violation of the laws prohibiting pandering as that offense is defined by applicable Georgia law.

(10) Travels to a location within the City of Oxford for the purpose of violating the laws prohibiting prostitution as that offense is defined by applicable Georgia law.

(11) Travels to a location within the City of Oxford for the purpose of violating the laws prohibiting pandering as that offense is defined by applicable Georgia law.

## **Section 2. Repeal of All Ordinances in Conflict**

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

## **Section 3. Severability**

If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, and such remainder shall remain in full force and effect.

## **Section 4. Effective Date**

Pursuant to Sec. 2-21 (9) (D), this Ordinance shall be in full force and effect five (5) days after its final passage.

First reading, this 4 day of June, 2018.

Second reading and adoption, this 2 day of July, 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 Wearing, 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

## Memorandum

**To:** Mayor and City Council

**From:** Ad Hoc Yarbrough House Renovation Committee

**Date:** 2 July 2018

**Subject:** Priority Tasks for Yarbrough House renovation

Our committee received three bids from local contractors to complete essential repairs and restoration to the Yarbrough House. The scope of the work requested is the following:

- Tear down the section connecting the house with the garage, which includes relocating the electrical box and replacing siding where the section joined the house.
- Remove old roof and install a new standing seam roof.
- Install structural support posts (i.e. 4x4 or 6x6 posts) on the porch.
- Fix drainage issue between the house and garage.

Here is a comparison of the bids for this scope of work:

	JACO Contracting		Storm Pro Roofing & Restoration		Designed Installations by Jim Williams
Remove connector	25,500	6,500	25,400	5,800	28,500*
Install new roof		19,000		19,600	
Install porch posts		1,000		1,300	
Fix drainage issue		2,800		3,000	
<b>TOTAL</b>		<b>29,300</b>		<b>29,700</b>	

\* Included an additional \$26,500 in bid to reinforce the foundation for commercial use. Jim Williams did not bid on the porch and drainage work.

Our committee recommends the Council accept the bid from JACO Contracting to complete these initial repairs/restorations to the Yarbrough House.

7/20/2018 Saw



ESTIMATE



**Jaco Contracting INC.**  
1094 Access Road Suite B  
Covington, Georgia 30014  
Phone: (770) 349-5399  
Web: jacocontracting.com

Estimate  
Date

**Description**

**Repairs to home/ building**

- Remove old tin roof and install new tin roof with color to match city hall- \$19,000.00  
Remove old tin roof and install new standing seam roof to match color of city hall  
Demo walk way from home to garage, haul off all debris, seed and straw area (if  
gone move electrical box to inside the home, install existing Hardie siding to old  
building is gone. \$6,500
- Install new treated 6x6 post to stabilize the porch roof \$1000.00  
Demo inside, get all windows operational, restore ceilings and repaint ceilings.  
rebuild window on the rear of the garage and reuse the sash- \$15,500.00  
Pressure wash and repaint the outside of the building- \$5,000.00  
Fix the drainage issue in the between the buildings and install half moon pipes  
Crawlspace vents to keep water out of the crawl space. \$2,800.00

**Subtotal**  
**Total**

**HCS SERVICES LLC.****PROPOSAL**DATE: **3/1/2018**Email [huiestewart@gmail.com](mailto:huiestewart@gmail.com)

ARTICLE AND DESCRIPTION	PRICE
<u>City of Oxford</u> 107 West Clark Street - clear property on the east and south sides #NAME?	10,700.00
<b>TOTAL DUE</b>	<b>\$ 10,700.00</b>

If you have any questions about this proposal, please contact  
 Huie Stewart @ (678) 725-7058

*Thank You For Your Business!*

**Enviroprobe, LLC**  
1931 Highway 11 S  
Covington, Georgia 30014  
email: [enviroprobe@bellsouth.net](mailto:enviroprobe@bellsouth.net)  
Phone: 404-557-9320

March 1, 2018

City of Oxford  
110 West Clark Street  
Oxford, Georgia 30054

Re: **Tree & Fence Clearing Cost Proposal**  
East and South side of Residential House  
107 West Clark Street  
Oxford, Georgia 30054

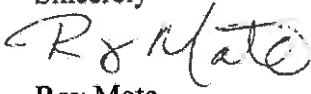
Enviroprobe proposes to demo and remove all trees, bushes, roots and fences from the site referenced above.

- Locate and disconnect all utilities
- Equipment and Labor
- Roll off Containers T&D
- Grade and balance with dirt on site
- Seed and straw site on completion

**Total \$12,500.00**

If you have any questions about the proposal please do not hesitate to call me at (404) 557-9320.  
Thank you for the opportunity of being of service to you.

Sincerely

  
Roy Mote