

**OXFORD MAYOR AND COUNCIL  
REGULAR MEETING  
MONDAY, OCTOBER 5, 2020 – 7:00 P.M.  
CITY HALL (VIA TELECONFERENCE)  
A G E N D A**

1. Call to Order, Mayor David S. Eady
2. Invocation.
3. Pledge of Allegiance.
4. Motion to accept the Agenda for the October 5, 2020 Mayor and Council Regular Meeting.
5. **CONSENT AGENDA**
  - a. \* Minutes of the Regular Session September 14, 2020.
  - b. \* Minutes of the Work Session September 21, 2020.
  - c. \* Minutes of the Downtown Development Authority August 25, 2020.
6. Mayor's Report.
7. Planning Commission Recommendations/Petitions.
8. Citizen Concerns.
9. **COVID-19 Update** – Council will discuss any city business related to the Coronavirus pandemic.
10. **\*First Reading to Amend Chapter 38 - Vegetation** – We will have a First Reading to amend Chapter 38 – Vegetation to add Sec. 38-2. – Native Vegetation to state that all city-owned, or controlled property will be landscaped exclusively with regionally native forbs, ornamental grass, shrubs, and trees.
11. **\*First Reading to Amend Sec. 8-124. Non-licensed sales** – We will have a First Reading to amend Sec. 8-124. Non-licensed Sales to clarify the definition of the farmers market and its regulations.
12. **\*Right-of-Way Survey** – Jordan Engineering has completed the city's right-of-way survey as agreed to in the original scope of work. It is proposed that we hire Jordan Engineering to complete an expansion of the city-wide right-of-way in the northwestern quadrant of the city for a total of \$1,760. We have attached the proposal.
13. **Water Main Replacement Project** – The FY2021 Capital Budget includes \$1,360,000 to replace a 40+ year old section of our water system that serves Oxford Road, Keel Street, and Perry Circle. We were not selected for the 2020 Community Development

Block Grant funding for this project. We have the option to re-apply for the 2021 award phase.

14. **Downtown Development Authority Appointment** – Council will approve the nomination for a new member of the city’s Downtown Development Authority.
15. \* **Invoices** – Council will review the city’s recently paid invoices over \$1,000.
16. **Executive Session** – Real Estate matters.
17. Adjourn.



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, September 14, 2020 – 7:00 PM  
Via Teleconference**

**ELECTED OFFICIALS PRESENT:**

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

**APPOINTED/STAFF PRESENT:**

Matt Pepper – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Melissa Pratt – Associate Clerk  
Jody Reid – Public Works Supervisor  
Dave Harvey – Police Chief  
David Strickland – City Attorney

**OTHERS PRESENT:** Monique Carter, Rev. Natalie Faulkner (Allen Memorial United Methodist Church), Butch Reid, Nick Cole, Barbara Cole, Dr. Lakliesha Izzard, Art Vinson, Laura Gafnea (Oxford College)

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. The invocation was delivered by Rev. Natalie Faulkner.
3. Pledge of Allegiance.
4. **A motion was made by Jeff Wearing to accept the Agenda for September 14, 2020. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).** (Attachment A)
5. **A motion was made by Jeff Wearing to accept the Agenda for September 14, 2020. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).** (Attachment B)
6. **Mayor's Report**  
No matters were presented by the mayor.
7. **Planning Commission Recommendations/Petitions**  
None.

## 8. **Citizen Concerns**

- Butch Reid discussed his concerns about a high water bill for his mother, Nadia McKnight, from January of 2020 (497,000 gallons). He contended that they did not have a leak during that time, and the amount that was billed is unrealistic. Mayor Eady advised that he had discussed the issue with staff and as far as staff can tell the meter was correct. Also, staff had reduced the billing to the wholesale rate and agreed to a payment plan if needed. Mr. Reid stated a plumber came and hooked up a hot water heater, and the plumber advised that they do not have a leak. Mayor Eady recommended that he and Jody Reid come to the residence and meet with Mr. Reid to evaluate the issue further. Mayor Eady asked Matt Pepper to coordinate the visit.
- Nick Cole asked if a map could be made for walkers showing the distance around Asbury Street Park with milestones indicated.
- Dr. Lakliesha Izzard asked for clarification about the millage rate that was adopted last month by the Council.

## 9. **COVID-19 Update**

Matt Pepper stated that the same protocols are still in place as have been at City Hall. All persons inside City Hall are wearing masks and practicing social distancing. The city has adequate equipment and supplies needed to support a clean and safe city and community. Chief Harvey stated all park patrons are in compliance with social distancing requirements as far as they can tell.

## 10. **Financial Discussion**

Matt Pepper presented a comparison of the months of March – August 2019 and 2020.

Highlights:

- Although revenues for this period in 2020 are not as low as anticipated, they are lower than the same period in 2019.
- CARES Act reimbursements have covered the decrease in revenue from 2019 to 2020.
- For the first time in a couple of years, the police department was fully staffed, which increased fines collected during the period as well as expenditures for the period.
- Rather than a 20% decrease in LOST collections as was anticipated, actual LOST receipts have increased in 2020 from 2019.
- Oxford College was closed April – July, which caused a drop in electric and water/sewer revenue, but those revenue funds have rebounded in August due to Oxford College deciding to return to campus for Fall Semester. During budget discussions, assumptions were made for Oxford College operating at 20% capacity for Fall Semester, which has not turned out to be true.
- Penalties and late fees revenues were significantly lower in 2020 from 2019 because the City Council made a conscious decision to waive these fees during the pandemic.

Mayor Eady commended Oxford College for the way they are handling the COVID-19 situation on campus. They have not had any positive test results so far.

**11. Personnel Discussion**

The FY2021 budget included funds to hire an additional Groundskeeper and an Administrative Clerk. Due to the uncertainty surrounding revenue collections during the COVID-19 pandemic, filling these vacancies was put on hold. Based on the analysis just discussed, the city's projections for revenue collections in FY2021 look more promising and the city should be able to support filling the two vacancies.

All Councilmembers were in favor of posting the job vacancies. Jim Windham commented that he would like to see the new Groundskeeper work closely with the current Sustainability Committee. Mayor Eady provided a specific example of staff working closely with the Sustainability Committee and Councilmembers to handle encroachment of an invasive species of grass on the trail without using a lot of toxic chemicals. Laura McCanless praised those involved for the way this issue was handled.

**12. Native Vegetation Ordinance (Attachment C)**

A draft version of a proposed new ordinance and approved planting list related to native vegetation on city properties was discussed. Laura McCanless stated that the Sustainability Committee has discussed the proposed ordinance at length. She has also shared the draft with representatives with the Georgia Native Plant Society and the State Botanical Garden. A great deal of research has gone into making it as appropriate and flexible as possible for the city.

All Councilmembers were in favor of moving forward with the procedure for amending the city's ordinances.

**13. Discussion on Farmer's Market**

Melissa Pratt made a brief presentation with the staff's recommendations for kicking off the Farmer's Market in October within the framework of the existing ordinances. Some of the recommendations will require changes to city ordinances. She discussed her plans for marketing the Farmer's Market.

Mayor Eady recommended that the city try the proposed recommendations and learn as we go, making adjustments as needed. The marked-up ordinance changes can be presented to the Council. Marcia and Matt can determine if there are adequate funds to purchase the items needed to kick off the Farmer's Market. All Councilmembers agreed, and commended Melissa for the work she had done on this project.

**14. Landscape Maintenance at City Cemetery**

Mayor Eady observed that since March, the grounds maintenance at the cemetery has been poor. He has photographs he can share with those interested. The property is not being maintained well. It appears that it's because the current contractor does not have adequate capacity to give it the time and attention it needs. The contractor (one person) was there all day the past Saturday weeding and did not come close to taking care of the grounds.

Concerns have been expressed to the President of the Cemetery Foundation. They are given an allotment each year of around \$5,000 for maintenance as well as an additional \$5,000 for tree removal and other maintenance-related expenditures. The next course of action Mayor Eady proposes is sending a letter from him to the Board. The letter would express his desire to find a way forward to collaboratively maintain the cemetery in a way that families represented there, and the City, would want it to be maintained. It objectively is not being maintained to this standard today. Their most recent contract is for \$20,000 with a landscape management company.

Avis Williams stated she has had a couple of people call her directly to express that it did not seem to be maintained as it was in the past. Mayor Eady advised he had also gotten some calls directly.

Jeff Wearing suggested the new Groundskeeper might could help there during the Fall/Winter period.

James Windham recommended reviewing the contract with the Cemetery Foundation and the appropriateness of the City's relationship with the organization.

15. **Invoices** (Attachment D)

The Council reviewed the invoices paid by the City of Oxford for \$1,000 or more in August 2020.

16. **Executive Session was convened at 8:27 p.m. to discuss real estate matters.**

**James Windham made a motion to adjourn at 9:03 p.m. George Holt seconded the motion. The motion carried unanimously (7/0).**

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, SEPTEMBER 21, 2020 – 6:30 PM  
VIA TELECONFERENCE  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

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

**APPOINTED/STAFF PRESENT:**

Matt Pepper – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Melissa Pratt – Associate Clerk  
Jody Reid – Utility Superintendent  
Dave Harvey – Police Chief

**ELECTED OFFICIALS NOT PRESENT:**

Laura McCanless - Councilmember

**OTHERS PRESENT:** Art Vinson, Holly Bisig (MEAG), Steve Jackson (MEAG), Laura Gafnea (Oxford College)

**Agenda** (Attachment A)

**1. Mayor's Announcements**

Mayor Eady announced that Butch Reid requested that his meeting with him regarding an excessive water meter reading be rescheduled.

Mayor Eady announced his intention to create an Ad-Hoc Committee to determine how the City can memorialize the contributions of African Americans in Oxford including enslaved African Americans. The Committee would also be responsible for reviewing existing markers in public spaces in Oxford. He feels that their contributions have been very important and have been overlooked. He plans to ask a Councilmember to chair the committee. It will be comprised of African American members of the community.

He asked the Councilmembers to email him their thoughts about potential committee members. He will withhold his thoughts about potential committee members until he receives recommendations from the other Councilmembers. He will have more information at the October 5<sup>th</sup> Regular Council Meeting. Creation of this committee is part of his

commitment to working on building an anti-racist culture within Oxford. Part of that is recognizing the City's history and the fullness of the contributions of African Americans.

James Windham mentioned that one monument was installed in a corner of the cemetery.

## 2. **Solar Resource Discussion**

Steve Jackson of Municipal Electric Authority of Georgia (MEAG) shared a presentation regarding an integrated electric resource plan for the City of Oxford through 2045. The presentation focused on the rightsizing and resizing of the city's electric portfolio. Several factors feed into this plan, including projections for economic growth, anticipated costs and reliability of various electric resources, and identifying lowest costs.

In 2020-2023, the City will need to purchase additional power to meet its anticipated demand and reserve requirements. Starting in 2024, the plan adds 4 MWs of solar resources which generates 2 MGWs of capacity per year. Solar resources do not require fixed costs and are paid for when they are received. As a result, the City will realize cost savings over time. The City has also made market power purchases for several years, and the solar resources will be a fixed cost for twenty years, which will be lower than market rates.

Mr. Jackson added a caveat that although these projections are reasonable, they are estimates based on current information. Once the solar resources are added, Oxford's energy profile should be 100% non-emitting. MEAG hopes to have a contract ready for the City's review within the next few weeks with a goal to have the contract in place by the end of 2020.

Mayor Eady stated that he had shared the information about adding solar resources to the energy mix with Oxford College. Oxford College was quite pleased that the City would be able to claim that their energy profile will be 100% non-emitting once the solar resources come online, as this is a goal of Oxford College.

Mayor Eady asked Mr. Jackson to speak about the step-up charge. Mr. Jackson stated that in the past they have taken on debt to finance the addition of electric resources providers to their offerings. In this case a third party is constructing and owning the resource and MEAG is simply signing the purchase agreement. The third party is responsible for securing finances for the project.

However, the third party is counting on the revenues that they expect to receive from generating the power. If a participant does not pay, MEAG will sell the output into the market. If selling the output does not cover the shortfall, the other participants would be responsible for paying the shortfall until the fault is cured. Each participant's responsibility is capped at 25%. If the step-up were implemented, it would be for a short period of time as it is a cash flow issue for the defaulting participant. Hopefully, the City would be reimbursed for any costs associated with a step-up by the defaulting participant. MEAG has never had to implement the step-up but it has been included in contracts that with other resource providers and it helps them get a lower price.



George Holt asked when the City of Oxford would find out its cost. Mr. Jackson indicated he hopes to have a contract to the City within a few weeks for review.

James Windham asked if the City could receive information on the magnitude of risk the other MEAG cities have taken on as a result of their participation in the funding of Plant Vogtle, and how much solar energy they plan to purchase in the coming years. Mr. Jackson stated the City would know what cities are purchasing the new solar resources as they execute agreements with MEAG to do so. Many of the participants involved in Vogtle are not taking output for the first twenty years. The ones who do plan to take output understand what their commitments are and are making financial plans to address those commitments. MEAG is supporting them to help them understand these commitments.

### 3. **Emory Street Sidewalk Replacement Project** (Attachment C)

At the August work session, a plan for replacement of the sidewalk from the city-owned greenspace to Soule Street on the west side of Emory Street/SR 81 was discussed. Staff was asked to have the plans updated to include installing conduit for pedestrian lighting. The revised plans were presented. Mayor Eady also advised that since the August work session, the issue of which material to use had come up. This project was funded for \$100,000 in the FY2021 Capital Budget as a repair, but to determine the cost of replacement based on these plans, the City will need to let the project out for bids. Matt Pepper advised he is awaiting an order-of-magnitude estimate to get an idea of the true cost.

Jeff Wearing asked if the conduit would be a separate part of the bid request. Mayor Eady advised it would be bid as part of the project.

Jim Windham asked if any additional information was available about the materials to use. Mayor Eady indicated that no other alternatives have been identified besides the information that had been emailed to Councilmembers by Laura McCanless about more sustainable alternatives. Mr. Windham suggested another alternative would be brick, which would be more costly up front.

Mayor Eady stated that one option is to add Flash to the concrete mix rather than Portland cement to reduce the ecological footprint. He wants to capture the desires of the Council to know what to include in the bid. One challenge will be finding someone who is qualified to bid and who is familiar with alternative options for replacing sidewalk.

Mayor Eady provided an update on the sidewalk project from Soule Street north to the City Limits. The City is considering applying for federal funds for this project, however, the possible timeframe for applying for and receiving the funds is not acceptable to Mayor Eady. Based on the City's experience with the I-20 sidewalk, it could take as much as seven years. Mayor Eady asked that the Councilmembers think about other ways this project could be funded, since it is a priority for the citizens.

#### 4. **Water Main Replacement Project**

The City of Oxford was not selected to receive a CBDG grant this year for replacement of a section of the City's water system. The City now has the option to work with the Northeast Georgia Regional Commission (NEGRC) to shore up its application and submit it again next year for the grant or to identify alternative funding and complete the project sooner. Matt Pepper stated that 58 of 85 projects were awarded grants. Of the 58 awarded, 28 were related to water/sewer infrastructure, which shows how competitive the process is. The NEGRC advised him the City does not need to modify its application or Preliminary Engineer's Report but can submit letters of support to bolster its position. If the application is resubmitted, there would be an application fee of \$1,500.

Mayor Eady stated waiting until the next year would mean waiting for the money until sometime in late 2021 or 2022. He asked Jody Reid what the risk is of waiting. Mr. Reid stated that for awhile there were breaks in the area covered by the application every other month, resulting in customers going without water and the City losing a lot of water. For the past several months the City has been fortunate not to have a break in this area.

James Windham asked what the typical life of a water system is. Mr. Reid advised the life of a water system is generally about 40 years. However, the line in question has 180 class PVC which is very brittle and breaks easily, and it also is laid on top of rock which increases the chance of breakage.

Mr. Windham requested information on how many breaks there had been in the area and what the breaks have cost the City. If the breaks have cost the City a significant amount of money, the City perhaps should not wait to repair the line. He also recommended having the water tested at locations in the area because breaks can impact quality of water. George Holt expressed concern about the quality of water in the area as well. He also mentioned that this project had been in the Capital Budget for several years.

Jody Reid stated for the most part his staff had been able to fix the breaks in the area under pressure or flush it from both directions, reducing the need to issue boil water advisories. He estimates there have been two to three breaks per year there, and each break has taken between four to six hours to repair.

Jeff Wearing asked if there are emergency funds that could be requested based on water quality deficiencies. Mayor Eady stated that there is money sitting in the bank that is set aside for capital water and sewer expenses. The City also has access to low-cost loans from the Georgia Environmental Finance Authority (GEFA). Mayor Eady stated he does not consider these issues as causing toxicity in the water. If borrowing money would be more expensive than allowing the City's funds to earn money, it would be better to spend the money the City has for this purpose.

Matt Pepper stated that the current engineering estimate for the project is \$1.34 million. Mayor Eady requested placement of the issue on the October 5<sup>th</sup> Council Meeting agenda for a vote to replace the water main with existing funds and not reapply for the grant.

## 5. **Right of Way Survey** (Attachment D)

Councilmembers received a large amount of information concerning a contract with Jordan Engineering over the past six years to establish the outer boundaries of the City of Oxford, to survey the original town plan, and to survey the rights of way. There is a small amount of additional work to add information about easements on Stagecoach Road and Richardson Street. Jordan Engineering has proposed completing the additional work for \$1,760.00. Upon completion of this additional work, the completed package can be delivered to Newton County GIS so that the information can be updated in the county's records.

George Holt stated that Jordan Engineering continued to bill the City of Oxford for this work for several months after they completed the work included in the scope of their two proposals for the city boundaries and rights of way. He does not agree with continuing to do the work and not doing anything with the results. He asserted that the City should request surveys as they are needed rather than surveying the entire City.

Mayor Eady stated that the work was being done in phases. The second phase was just the original 1837 town plan. He sent a third proposal with various options that the City Council approved over time. The invoices sent to the Council included a lot of unrelated work that was completed by Jordan Engineering during this period. The current proposal is to complete the dataset so that it can be submitted to Newton County GIS showing the surveyed boundaries and encroachments. There have been a number of times this information has been needed and taking a proactive approach now will put the City in a good position for future development requests.

Mr. Holt asked if a Scope of Work could be obtained from Jordan Engineering to know exactly what they propose to do so that he can verify that the work they said they would do was completed. Mayor Eady stated that they had provided a detailed proposal, but additional information could be requested if the City Council feels it is needed. Mr. Holt stated the City usually develops the Scope of Work for the vendor. Mayor Eady stated that Jordan Engineering is usually given the information verbally for what is needed, and they develop the proposal.

Mr. Windham indicated that based on his initial review, he is not sure all the markers are placed correctly on the diagrams provided. He feels they were given a lot of information and are not ready to vote on the proposal at the October Regular Session. He feels that this work can be postponed until and if it is needed.

Mayor Eady agreed that is it a lot of information and stated the decision does not have to be rushed.

Avis Williams asked if the City ever received an all-encompassing Scope of Work for the complete job, or if it has been a section-by-section Scope of Work. Mayor Eady stated the City contracted with Jordan Engineering to survey all city boundaries and rights-of-way and install markers at intersections. Along the way in his role as City Engineer, he has assembled about 90% of the private parcel information that goes with the city boundaries

and rights-of-way. The current proposal would complete 100% of the private parcel information.

Mr. Holt asked if surveys could be completed as they are needed. He asserted that the City spent money on all of this work, and it is sitting on the shelf – nothing has been done with it. Mayor Eady stated that the information had been used in several projects, and what started the initiative to survey the rights-of-way was that there had not been an accurate survey of Wesley Street and Asbury Street prior to the Oxford College Dining Hall being built. The Dining Hall was going to be on City property, and that was determined based on a reactive survey, with the results being less than optimal.

Mr. Windham suggested bringing Scopes of Work back to the Council for review before proceeding on projects such as the previously discussed water main replacement so that any concerns can be settled in advance.

**6. Native Vegetation Ordinance (Attachment E)**

Councilmember Laura McCanless coordinated with the Sustainability Committee, the Trees, Parks, and Recreation Board, the State Botanical Garden and the Georgia Native Plants Society to develop a proposal for a new ordinance. The draft ordinance requires all plantings on city property to be native to Georgia. An approved planting list is included and needs to be incorporated. The first reading for this ordinance proposal will be the October Regular Session on October 5<sup>th</sup>, 2020.

**7. Proposed Amendment to Sec. 8-124. Non-license sales (Attachment F)**

Marcia Brooks discussed a proposal to modify the City's Non-license sales ordinance to accommodate planned changes to the Farmer's Market. The changes are to allow other items to be sold in addition to farm and garden produce, and to add a daily rental fee per 100 square feet of space occupied by vendors.

James Windham expressed concerns about charging a fee per space when the market is first kicked off since it has not been marketed in the past. He is not sure what they would be paying for. Mayor Eady suggested the fee could be included in the ordinance but suspended for a period of time due to the current economic situation in the accompanying ordinance.

Lynn Bohanan asked where \$5 had come from. Mayor Eady stated other markets were researched and the fee was determined based partly on that research. Ms. Bohanan stated a fee that small does not seem worthwhile. Jeff Wearing stated he thought \$5 is appropriate.

Mayor Eady stated the fee can be dropped or it can be suspended. The Council agreed at the previous meeting to get some procedures in place and tweak them as it progresses. Mayor Eady feels this is a good way to start.

Melissa Pratt pointed out that \$5 a day for 8 days a month works out to \$40 a month, which seems to be quite reasonable and in line with other markets.

Mr. Windham stated his desire that if the ordinance is passed, he would like to see it enforced.

Mayor Eady stated the first reading of the ordinance proposal will be the October Regular Session on October 5<sup>th</sup>, 2020. Mayor Eady stated the fee could be placed in the fee schedule rather than in the ordinance.

**8. Annual Mayor and Council Retreat**

Traditionally the City Council has held a retreat, which essentially has been a day-long strategy session. Mayor Eady does not want to have an all-day Zoom call but believes a couple of sessions on Friday mornings could be held on Zoom. Possible topics include: amendments to the City's zoning ordinances with a strategic focus; Trees, Parks, and Recreation Board discussing their mission and goals for the coming year; and short, mid-, and long-term plans for the Sustainability Committee. Mayor Eady asked Matt to check everyone's calendars to determine what Friday dates would work best for everyone.

Mayor Eady adjourned the meeting at 8:21 p.m.

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer

# DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF OXFORD

Minutes – August 25, 2020

**MEMBERS:** Mr. Brian Barnard, Chair; Mr. Jonathan Eady, Ms. Danielle Miller, Mr. Art Vinson, Mr. Ray Wilson, and Mr. Mike Ready.

**STAFF:** Matthew Pepper, City Manager and DDA Secretary/Treasurer; Melissa Pratt, Associate Clerk.

**GUESTS:** Ms. Barbara Cole.

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

**APPROVAL OF MINUTES:** Upon motion of Mr. Eady, seconded by Mr. Vinson, the minutes for the meeting on July 28, 2020 were approved. The vote was 6 – 0.

**LANDSCAPE MAINTENANCE ON THE E. CLARK STREET LOTS:** The DDA discussed the request by the Mayor and City Council that they implement a long-term landscape maintenance plan for the two lots located along E. Clark Street. The DDA owns both lots. To maintain the lots, the DDA discussed the possibility of either entering into an intergovernmental agreement with the city or hiring a third-party landscape service. The DDA decided to solicit bids for landscape maintenance services for the care of the two lots.

**THE YARBROUGH HOUSE PROPERTY:** The DDA discussed that the potential uses of the Yarbrough House Property (107 W. Clark Street) depend on both the long- and short-term goals for the town center development. In the context of the town center development, the DDA discussed that the existing house could either be moved to another location, removed, or incorporated into the overall development. In addition, the DDA agreed that any future conversations regarding the use of the existing house should take into consideration the amount of funds the city is willing and able to invest. The DDA further discussed that the level of financial investment needed to renovate the house for public use would exceed the value it would provide to the community.

In addition, the DDA expressed concerns with renovating the existing house for public use given its location and design. They also stated that the proper use would largely be determined on how the house is incorporated into the overall town center development. Since the city has implemented tight budget restrictions and development on the town center has stalled, the DDA agreed that the house can remain unused for 1-2 years without enduring significant deterioration. As development resumes on the town center, the DDA will develop ideas on how to best incorporate the property. The DDA will prepare a formal recommendation to the Mayor and City Council expressing these views.

**THE FARMER'S MARKET:** During the discussion, the DDA recommended that the city consider installing a sign and small fence as a low-cost option to help create a space for the market. The DDA concluded that the sign and fencing could contribute to creating a vibrant farmer's market. As the market grows, it will also help create a sense of place in the town center.

In addition, the DDA stated that the existing draft policies might be too restrictive in attracting vendors. Ms. Pratt explained that the draft policy was adapted from another market with the thought that the policies could be loosened to meet the needs of the city's market. Ms. Pratt further explained that the city's current ordinance regarding non-licensed sales also influenced some of the sections of the draft policy. The DDA recommended that the city consider allowing vendors to sell hand-crafted items in addition to home-grown produce.

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

**ADJOURNMENT:** Upon motion by Mr. Vinson, seconded by Mr. Ready, the meeting was adjourned at 8:21 PM. The vote was 6 – 0.

Submitted by:

Matthew Pepper, Secretary/Treasurer

**STATE OF GEORGIA  
COUNTY OF NEWTON**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF OXFORD TO AMEND  
CHAPTER 38 VEGETATION, ARTICLE I IN GENERAL, BY ADDING SECTION 38-2,  
NATIVE VEGETATION; 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**, 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 require that all city owned and controlled property be landscaped with native vegetation as may be contained in a City of Oxford City Approved Planting List, that may be promulgated, from time to time, by the Mayor and Council of the City of Oxford; 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 38: Vegetation; Article I: In General: Section 38-2: Native Vegetation; and

**NOW THEREFORE**, be it ordained by the Mayor and Council of the City of Oxford that Chapter 38: Article I be amended by adding the following Section 38-2:

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



## **Section 1.**

### **CHAPTER 38 - VEGETATION**

#### **ARTICLE I. – IN GENERAL**

##### **Sec. 38-2. – Native Vegetation.**

**All Oxford city owned, or controlled property shall be landscaped exclusively with regionally native (to the Georgia Piedmont) forbs, ornamental grass, shrubs, and trees, except for on land specifically designated for the cultivation of edible plants. The Mayor and City Council of Oxford may periodically, from time-to-time, promulgate such an approved native planting list, which shall be adopted by resolution, and a copy of such current listing (if any) maintained at City Hall.**

#### **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 \_\_\_ day of \_\_\_\_\_, 2020.

Second reading and adoption, this \_\_\_ day of \_\_\_\_\_, 2020.

**CITY OF OXFORD**

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**David Eady, Mayor**

\_\_\_\_\_  
**Lynn Bohanan, Council Member**

\_\_\_\_\_  
**George R. Holt, Council Member**

\_\_\_\_\_  
**Laura McCanless, Council Member**

\_\_\_\_\_  
**Avis Williams, Council Member**

\_\_\_\_\_  
**James H. Windham, Council Member**

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**Jeff Wearing, Council Member**

**ATTEST:**

\_\_\_\_\_  
**Marcia Brooks, City Clerk**

{The Seal of the City of Oxford, Georgia}

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**C. David Strickland, City Attorney**

**STATE OF GEORGIA  
COUNTY OF NEWTON**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF OXFORD TO AMEND  
CHAPTER 8: ARTICLE IV: SECTION 8-124: NON-LICENSED SALES; TO REPEAL  
ALL CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY, AN  
EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

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**WHEREAS**, the City of Oxford, Georgia, hereinafter referred to as 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**, the Mayor and Council of the City of Oxford deem it in the best interest of the government, the residents of Oxford and the public to amend its Non-licensed Sales Ordinance respecting the Oxford Farmers’ Market, all as more specifically set out in the City of Oxford, Code of Ordinances; and

**WHEREAS**, the efficient and cost effective management of the City, and the provision of an amended Oxford Farmers’ Market is in the best interest of the government and of the public; and

**WHEREAS**, the City desires to amend Chapter 8: Article IV: Section 8-124: Non-licensed Sales, by amending Section 8-124: Non-licensed Sales, as follows:

**NOW THEREFORE**, be it ordained by the Mayor and Council of the City of Oxford that Chapter 8: Article IV: Section 8-124: Non-licensed Sales, be amended as follows:

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

## Section 1.

### CHAPTER 8 - BUSINESSES

#### ARTICLE IV. – REGULATIONS APPLICABLE TO SPECIFIC BUSINESSES

##### Section 8-108 Non-licensed Sales

- (a) Purpose. To preserve conditions of health, safety, and appropriate community standards in the City of Oxford by providing for the regulation of items offered for sale to the public in residential districts of the City.
- (b) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Civic organizations* means chartered non-profit organizations including but not limited to civic clubs, churches, historical societies, Scouts, garden clubs, etc.

*Customary appurtenances* means attachments normally used with motorized vehicles, including but not limited to trailers, plows, mower decks, campers, etc.

*Farmers' market* means seasonal market sponsored by the City, located on city property, and open for sales of farm and garden produce, **flowers, and plants; handmade craft or art items; and non-commercial food products prepared or** grown by residents of Newton County and counties contiguous to Newton.

*For sale* means offering to the public by signs, advertisements, or other public notices of goods and items for purchase.

*Motorized vehicles* means any vehicle operated by gasoline or diesel-fueled motor, including but not limited to automobiles, trucks, tractors, boats, motorcycles, all-terrain vehicles, campers, jet skis, lawn mowers, etc.

*Multiple family yard or garage sale* means advertised sales of household items by two or more residents the City, on the premises of one or more property owners or tenants belonging to the group sponsoring the sale.

*Residential district* means properties zoned as residential on the official city zoning map.

*Seasonal produce* means vegetables, fruits, flowers, nuts, grains, and other produce grown by the owner of the property whereon they are offered by sale to the public.

*Yard or garage sale* means advertised sales of household items on the premises of property owner or tenants of a residence.

- (c) Notification of Non-licensed Sale Required. Any person or civic organization offering non-licensed items for sale within the city limits must notify city hall staff of such sale, on form available from the City. This notification form must include:
  - (1) Proposed date of sale;
  - (2) Address of property on which sale is to be conducted;
  - (3) Name and telephone number of person conducting sale;
  - (4) Type of item or goods to be offered for sale.
  
- (d) *Items permitted to be offered for sale.* The following categories of items may be offered for sale by Oxford residents in residential districts of the City:
  - (1) *Yard or garage sale items, by single family or multiple families, on the premises of at least one property owner or tenant.* Yard or garage sales may be conducted for a period of no more than two consecutive days. Yard or garage sales on any given property are limited to one sale every six months. Persons conducting yard or garage sales are limited to one sale every six months, regardless of location of such sales. Signs must conform to city sign regulations and must be signed and dated by all persons offering items for sale. No signs may be attached to any tree, bush, utility pole, street sign or stop sign. Signs must be removed within 24 hours after the conclusion of the yard or garage sale. No signs may be placed within the city limits advertising yard or garage sales outside of the city limits.
  - (2) *Yard or bazaar sales by non-profit, chartered civic organizations.* Time and sign regulations will be the same as for individual, family, or residential group-sponsored sales. Sales by civic organizations may be held on public or institutional premises, and may include for sale foods and seasonal items from non-residents of the City.
  - (3) *Seasonal produce offered for sale in season.* Seasonal fruits, vegetables, nuts, grains, and other produce may be offered for sale in season. Such produce must have been grown by the owners of the property whereupon it is offered for sale. Signs offering produce for sale must conform to the city sign ordinance. No fruit or vegetable stand offering for sale produce other than that grown by the property owner (or owner's family members) may be operated in residential districts of the City.
  
- (e) *Motorized vehicles and appurtenances.* Motorized vehicles and appurtenances may be offered for sale in the City, subject to the following:
  - (1) Vehicles must be displayed on the property of the owner or tenant of the property whereon they are offered for sale.
  - (2) No more than one motorized vehicle, with its customary appurtenances, if any, may be offered for sale at a time. If appurtenances such as campers, trailers, etc.,

are offered for sale without a vehicle, no more than one such appurtenance may be offered for sale at a time.

- (3) Any motorized vehicle required by the state to be licensed must be in operative condition and must display a current, valid license. This includes but is not limited to cars, trucks, motorcycles, boats, etc. Any motorized vehicle offered for sale in inoperative condition or without current license will be classified as a "junk car" subject to city regulations.
  - (4) Motorized vehicles or their appurtenances may be displayed for sale for a period of no longer than two months. "For Sale" signs must be dated and signed by the owner to show the date of first offering for sale. A period of at least six months must elapse before the same vehicle, or any other vehicle or appurtenance, may be offered again for sale upon the same premises.
- (f) *Farmers' market.* The City may, at its discretion, operate a farmers' market on premises owned by the City. Such farmers' market shall be subject to the following regulations:
- (1) Farm and garden produce, **plants, flowers, handmade craft and art items, and non-commercial food products** offered for sale must have been grown **or prepared** by residents of Newton County or of those counties contiguous with Newton County.
  - (2) ~~Growers~~ **Residents of Newton County or one of its contiguous counties** who wish to sell at the farmers' market must register **annually** with the office of the City Clerk, and must sign a release form **annually that absolves** ~~absolving~~ the City of any liability in connection with such sales.
  - (3) The office of **the** City Clerk will issue to the ~~grower~~ **applicant an annual permit**, which must be on display at **all** times of sales through **the** farmers' market.
  - (4) Persons selling at farmers' market are responsible for their own displays (tables, pickups, tents, etc.) Normally, each person selling may occupy 100 square feet (ten feet by ten feet) of space. Those requiring more space should notify the City Clerk in advance.
  - (5) Spaces used for sales must be kept free of litter. At the end of a sales day, spaces must be left clean.
  - (6) Sales of ~~produce~~ are permitted during hours set by **the** city.
- (g) *Items prohibited from offerings for sale.* Any and all items, goods, and services not expressly permitted by this section to be offered for unlicensed sale in residential districts are prohibited from being publicly offered for sale.
- (h) *Penalties.* Violations of any provision of this article shall be subject to cease-and-desist orders by designated officers of the City, including police officers, maintenance supervisors, Mayor or members of the City Council. Such violations shall also be considered as offenses subject to penalties established by the City Council.

*(Code 1997, § 32-106; Ord. of 2-2-2004; Ord. of 12-5-2005; Ord. of 4-5-2009(01), § 32-106; Amended --/--/2020)*

## **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 \_\_\_ day of \_\_\_\_\_, 2020.

Second reading and adoption, this \_\_\_ day of \_\_\_\_\_, 2020.

**CITY OF OXFORD**

\_\_\_\_\_  
**David Eady, Mayor**

\_\_\_\_\_  
**Lynn Bohanan, Council Member**

\_\_\_\_\_  
**George R. Holt, Council Member**

\_\_\_\_\_  
**Laura McCanless, Council Member**

\_\_\_\_\_  
**Avis Williams, Council Member**

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**James H. Windham, Council Member**

\_\_\_\_\_  
**Jeff Wearing, Council Member**

**ATTEST:**

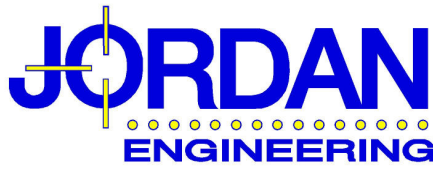
\_\_\_\_\_  
**Marcia Brooks, City Clerk**

{The Seal of the City of Oxford, Georgia}

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**C. David Strickland, City Attorney**





144 N. Warren Street, Monticello, Georgia 31064  
 (706) 468-8999 www.jordan-eng.com

# Proposal

Date	Proposal No.
8/11/2020	1660

## Client

City of Oxford  
 Att: Matt Pepper, City Manager  
 110 West Clark Street  
 Oxford, GA 30054

		Project			
		R/W survey Ph 2			
Work Phase	Task/Item	Qty	Units	Unit Cost	Total
	<p>Expansion of the city-wide right-of-way survey in the northwestern quadrant of the city to include:</p> <p>1 – surveying the unpaved section of W. Richardson Street from Hull St to its western end (about 2600 feet)            2 – adding the unpaved W. Richardson Street prescriptive easement to an additional sheet of the city r/w map            3 – surveying the unpaved Stagecoach Road from W. Richardson Street north to its end (about 1700 feet)            4 – adding the unpaved Stagecoach Road prescriptive easement to an additional sheet of the city r/w map            5 – deed/plat research and minimal additional surveying as required to locate/depict the private property lines as dashed lines for the remainder of the northwest corner of the city as we have done for most of the city where fee-simple rights-of-way exist.</p> <p>I estimate the surveying time to be 8 hours (\$960) and the research/CAD time to be 8 hours (\$800). So a total additional cost of \$1760 would allow adding the easements and NW city parcels to the overall city map.</p>	1	Estimate	1,760.00	1,760.00
			<b>Total</b>		\$1,760.00

**City of Oxford**  
**Invoices >=\$1,000**  
**September 2020**

VENDOR	DESCRIPTION	AMOUNT
<b>RECURRING CHARGES</b>		
City of Oxford Utilities	Monthly utility charges 8/13/20 – 9/15/20	2,315.22
GMEBS Life and Health Insurance Program	Monthly Premiums October 2020, Invoice # 303313	12,019.24
Georgia Environmental Finance Authority (GEFA)	Monthly Payment on Loan 2016L06WQ September 2020	4,556.05
Southeastern Power Administration (SPA)	SEPA Energy Cost (August 2020) Inv. #B-20-2830	2,847.81
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for August 2020	128,406.60
Latham Home Sanitation	Commercial Waste Removal Services August 2020	7,361.18
IRS	Federal Payroll Taxes, September 2020	11,774.34

VENDOR	DESCRIPTION	AMOUNT
<b>PURCHASES/CONTRACT LABOR</b>		
Steven A. Hathorn, P.C.	Municipal Judge services, July-September 2020	1,250.00
McNair McLemore Middlebrooks & Co.	Financial Consultant Services August 2020, Inv. #86982	7,725.00
Loud Security	Replacement of fire alarm panel in City Hall	2,280.00
Anderson Grading & Pipeline, LLC	Water tap install at East Metro Parkway, 9/18/2020, P.O. 13659	1,550.00
Great Estates Landscaping	TURF FERT – Organic Lawn Food Summer Revitalizer – Asbury Street Park	1,136.00
HCS Services, LLC	Repair George Street Bridge, P.O. 13697, 9/21/2020	1,000.00
HCS Services, LLC	Moore Street Sidewalk project – Draw 6 (90% drawn) – contract awarded to HCS Services LLC on October 7, 2019 Regular Council Meeting.	6,400.00
Scarborough Tree, Inc.	Removal of three trees and stump grinding in city; P.O. 13654, September 2020	4,800.00
WOCO Pep Oil	Fuel – July 2020, Public Works	1,006.19
Air Conditioning Specialist, Inc. (ACS)	Replace Heating/Air Unit at 810 Whatcoat Street, 9/14/2020 (city property leased to Oxford College)	4,285.00
Covington Ford, Inc.	Repairs and Maintenance of police vehicle, 9/17/20, Inv. #33918	2,104.33