



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, October 5, 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

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

ELECTED OFFICIALS PRESENT:

Lynn Bohanan – Councilmember

OTHERS PRESENT: Barbara Cole, Art Vinson, Tom Spigolon (Covington News)

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. Invocation
3. Pledge of Allegiance.
4. **A motion was made by Avis Williams to accept the Agenda for October 5, 2020. Jeff Wearing seconded the motion. The motion was approved unanimously (6/0).**
(Attachment A)
5. **A motion was made by Avis Williams to accept the Consent Agenda for October 5, 2020. Jeff Wearing seconded the motion. The motion was approved unanimously (6/0).** (Attachment B)
6. **Mayor's Report**
Mayor Eady advised he attended a meeting the previous week with the local churches, nonprofit organizations, and Laura Gafnea and Lyn Pace with Oxford College. The purpose of the meeting was to discuss the best ways to help members of the community during the COVID-19 pandemic. It was determined that Mt. Zion First Baptist Church will be a centralized community drop-off point for donating food. Pastor Charlie Williams is coordinating this effort with the other pastors in the community. People can also pick up food from there. Pastor Williams can be contacted at 404-250-2723 for any immediate needs. He will provide further details that can be posted on our website.

They also discussed clothing needs for job interviews. The churches have been working with First United Methodist Church in Covington to get food items to Oxford churches, but they wanted to collect food and clothing items within the local community.

There are some individuals who are struggling with paying rent/mortgage and/or utility bills. The City of Oxford does not have a quick or efficient way to set up a way to help people with this need. Additionally, a conflict of interest exists with the City helping pay utility bills. Mayor Eady encouraged individuals to make cash donations to the churches and make a notation that they are for COVID-19 relief.

7. **Planning Commission Recommendations/Petitions**

None.

8. **Citizen Concerns**

Barbara Cole discussed the condition of Asbury Street Park on weekends. She advised that the trash cans around the pavilion overflow on the weekends. She also stated that the containers for pet waste have never been emptied (as told to them by other park patrons). Mayor Eady stated he will address both of these issues with the staff.

Ms. Cole stated that the Little Library at Asbury Street Park is a success. The community is using it extensively.

9. **COVID-19 Update**

Matt Pepper stated a letter was sent to all customers notifying them that penalties, fees, and disconnects would resume. Mayor Eady added that many of the delinquencies the City is seeing at this point are customers who have always had issues with paying their utility bills in a timely manner. Matt Pepper stated that the City is working with those who are experiencing difficulties due to the COVID-19 pandemic.

Mayor Eady stated that the City has received reimbursement for all of its Phase I CARES Act Funding. No information has been received yet on how the remaining phases will be distributed.

10. **First Reading to Amend Chapter 38 – Vegetation** (Attachment C)

Mayor Eady presented the first reading of an amendment to the City of Oxford Code of Ordinances stating that only native vegetation will be used on City properties.

11. **First Reading to Amend Sec. 8-124. Non licensed sales** (Attachment D)

Mayor Eady presented the first reading of an amendment to the City of Oxford Code of Ordinances to expand the types of items which can be sold by vendors at the City's Farmer's Market. Marcia Brooks stated that the daily rental fee per space was removed from the version that was reviewed at the last Council work session. It will be incorporated in an update to the City of Oxford Fee Schedule at a later time. In the meantime, vendors will not be charged a rental space fee.

Melissa Pratt stated that about six vendors have stated they will be ready to start soon. She is still waiting to hear from Daniel Parson at Oxford College as to whether Oxford College's policies will allow him to participate this year.

12. **Right of Way Survey** (Attachment E)

Mayor Eady stated that the Councilmembers were provided with copies of invoices from Jordan Engineering for right-of-way work completed thus far, as well as the current survey with gaps in the northwest part of town along with some easements. Jordan Engineering has submitted a proposal to complete the missing parts of the survey of the City for \$1,760.00.

Laura McCanless made a motion to approve the proposal from Jordan Engineering to complete the survey. Avis Williams seconded the motion.

Discussion:

Jeff Wearing expressed concern about Jordan Engineering's estimate. Based on previous invoices, he believes the actual cost could be a lot higher. He would like for Jordan Engineering to provide additional detail or for the City of Oxford to place a cap on the cost.

Mayor Eady stated that the quote provided has a very precise scope with estimated time to complete the job.

George Holt agreed with Mr. Wearing because it is his contention that Jordan Engineering has severely underestimated its costs in the past, then billed for much more than was estimated. He also does not understand why the work is needed.

Mr. Wearing expressed concern about Jordan Engineering invoicing everything in whole hours up until the last year or so.

James Windham pointed out that this is an estimate. He also stated that typically contractors deal in full hours or full days due to the time required to move workers from one job to another.

Ms. McCanless stated she feels the work needs to be done because it will give the City some vital information for future decision making in that quadrant of the City.

Mr. Wearing stated he does not disagree with the need for the work. However, he feels that the city engineer has been given free reign in the past and he does not feel the city engineer is being fair.

Mayor Eady discouraged assertions about whether the city engineer has been billing fairly since the City began its relationship with them without giving specificity about what is inappropriate. He offered to have the city engineer review all the invoices with the Council in detail if they desire. He emphasized that the invoices provided to the Council included other jobs that were not part of the initial proposal for surveying the city boundaries.

Mr. Holt stated he could not tell on some of the invoices what the city engineer was doing.

Mr. Windham stated that one of the reasons the city engineer was contracted was that a number of surveyors engaged prior to them “threw up their hands” because researching the history of the city boundaries was so complicated, they oftentimes had to go back to the original records. The large maps produced by Jordan Engineering after their first phase of work reflected these complications. He further stated that he would prefer the city engineer’s estimates had more contingencies built in for unexpected situations, but feels they are honest and ethical people.

Mr. Holt stated they were not questioning the city engineer’s honesty, but the City also needs to watch its pocketbook. Mr. Windham agreed but feels that the Council does not always take into consideration the level of complexity involved with what the city engineer has been asked to do.

The motion carried by a majority vote (4/2). Mayor Eady, Laura McCanless, Avis Williams, and James Windham voted yay. George Holt and Jeff Wearing voted nay.

Mayor Eady asked all Councilmembers to mark up the copies of the invoices with any questions they have. Matt Pepper will set up a time for the vendor to meet with the Council to address their questions.

13. **Water Main Replacement Project**

The City of Oxford had applied for a Community Development Block Grant (CDBG) from the Georgia Department of Community Affairs (DCA) to replace an aging water main in the southwest area of the City in some low-income, predominantly African-American neighborhoods on Oxford Road, Keel Street, and Perry Circle. Oxford was not awarded the grant this year but can reapply in 2021. During the last Council meeting, questions were raised about the frequency and cost of water main breaks in this area, and whether it would be better to replace the water main immediately rather than waiting for possible approval of the grant in about one year.

Mayor Eady and Matt Pepper prepared an analysis which was distributed to the Councilmembers. The City purchases more water each year than it sells. The difference is considered lost water, and it is due to water main breaks and leaks throughout the system. The average cost for lost water each year is \$43,532. All systems can expect to experience some lost water between 10-20%. The assumption is that about half of Oxford’s lost water is due to water main breaks and the rest is due to system loss.

Jody Reid confirmed for James Windham that at one point the water loss for Oxford was about 25%-30%, and some backflow valves were installed that brought it down to about 15%.

Mayor Eady stated that in addition to the financial implications, there are also equity concerns when these residents lose access to their water for hours or days at a time due to breaks.

If the City does not apply for the grant again, it will be necessary to use Water/Sewer Capital Project funds, and this project will deplete the money that is set aside for this purpose. This project is eligible for the grant, whereas other projects may not be eligible for it. His intention in bringing up the financial implications is to provide all information so the Council can make a fully informed decision on this issue.

George Holt commented that the main concern the last time this issue was discussed was the quality of water due to water main breaks. Once he understood the quality of water was not impacted, he felt more comfortable waiting to reapply for the grant.

Mayor Eady stated that the City will get the scorecard back from DCA on the grant application previously submitted, which will help the City determine how to improve its grant application submission next year. The Northeast Georgia Regional Commission (NEGRC) will also provide assistance again with the new application.

Mr. Holt made the comment that the funds have been set aside for the past three years and are there for that purpose. Mayor Eady agreed but stated that other projects that come up will have to be budgeted for. Mr. Holt advised that Jody Reid had prioritized the needs for the water/sewer system, and the other items had already been completed with the exception of the work to be done on Queen Anne Street and Stone Street, which is already included in the budget.

James Windham asked if there is anything that can be done to mitigate the problem in this area until the work can be completed. Mr. Reid did not know of any measures that could be taken. Because it is a loop system, he does not know of any way to eliminate any pressures on it. Mr. Windham stated when sediment gets in their water it is an added burden to them because it gets in their hot water heaters, filters, and other equipment through no fault of their own. He feels the City should move forward with the project now.

Mr. Wearing thanked Mayor Eady and Matt Pepper for the information. He stated his belief that financially the City would be sound if the money was spent now. He also supports the effort to improve the system for that community. His concern is that the cost is severely understated because much of the line rests on a rock shelf. Mr. Pepper stated the Preliminary Engineering Report (PER) that stated the estimated amount came from Carter & Sloope. Mr. Wearing asked if the PER included a rock clause.

Mayor Eady clarified that this project would deplete the money in the Water/Sewer Capital Projects bank account, and the City would have to build it back up. But there is money in other accounts that would help cover the cost.

George Holt made a motion to table the decision on this project until these issues can be investigated further. Jeff Wearing seconded the motion.

Matt Pepper commented that the NEGRC is anxious to hear whether the City wants to apply using their resources. They are evaluating the staffing demands for the cities they

will be working with. Mr. Pepper stated their fee will be \$1,500. Mr. Wearing asked if the City could apply anyway and pull out the application if a decision is made to move forward before the grants are awarded. Mayor Eady agreed to this strategy.

The motion carried unanimously (6/0).

Mr. Windham asked for the complete engineering report. Matt Pepper advised he would provide this report to the Councilmembers.

14. Downtown Development Authority Appointment

Mayor Eady made a recommendation to appoint Laura McCanless to the City of Oxford Downtown Development Authority.

George Holt made a motion to approve the appointment of Laura McCanless to the City of Oxford Downtown Development Authority. Avis Williams seconded the motion. The motion carried unanimously (6/0).

15. Invoices (Attachment F)

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

16. Executive Session

None.

17. Adjourn

Jeff Wearing made a motion to adjourn at 8:06 p.m. George Holt seconded the motion. The motion carried unanimously (6/2).

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer

**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 5th 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 5th 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 5th, 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 5th, 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.**

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

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

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.**

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

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
			Total		\$1,760.00

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

VENDOR	DESCRIPTION	AMOUNT
RECURRING CHARGES		
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
PURCHASES/CONTRACT LABOR		
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

Total Water System Analysis

The figures for the Average Total Gallons Purchased and Sold are the average of the totals for 2017-2019.

	Gallons	Dollars	
Average Total Gallons Purchased	90,629,667	\$203,010	average annual expenditure for water purchased for sale
Average Total Gallons Sold	71,195,667	\$516,820	average annual revenue from water sales
 Average Total Water Loss ¹	 19,434,000	 \$43,532	 average annual expenditure for lost water

We assume the average water loss caused by the normal operations for a system is between 10-20%.

	Gallons	Dollars	
10% System Loss	9,062,967	\$20,301	average annual expenditure for system loss
20% System Loss	18,125,933	\$40,602	average annual expenditure for system loss

Water loss attributable to breaks (i.e. beyond system loss).

	Gallons	Dollars	
with 10% System Loss (Total Loss - System Loss)^{2,3}	10,371,033	\$23,231	average annual expenditure for water loss from breaks
with 20% System Loss (Total Loss - System Loss)^{4,5}	1,308,067	\$2,930	average annual expenditure for water loss from breaks

Calculations:

1. Dollars Calculation = Average Total Water Loss/1000 gallons X \$2.24 (wholesale rate)
2. 10% System Loss Calculation (Gallons) = Average Total Water Loss X 10%
3. 10% System Loss Calculation (Dollars) = 10% System Loss/1000 gallons X \$2.24
4. 20% System Loss Calculation (Gallons) = Average Total Water Loss X 20%
5. 20% System Loss Calculation (Dollars) = 20% System Loss/1000 gallons X \$2.24



Memo

To: The Mayor and City Council
From: Matthew Pepper, City Manager
Date: Friday, October 2, 2020
Re: Water Main Replacement Project

Introduction:

The purpose of this memo is to provide the Mayor and City Council with an analysis of the financial impact of replacing a failing section of our water system. The scope of the project includes replacing the water main located along Oxford Road, Keel Street, Cat Paw Court, Beakhead Court, and Perry Circle. It serves seventy-five (75) residential properties.

Total Water System Analysis:

Since 2016, we have experienced ten (10) main breaks in this area of our water system. In most cases, we had to fix an eroded service tap or replace a large section of the 6" main. Each repair took between four to six hours to complete.

We do not use a master meter for this specific section of the water system. Therefore, it is difficult to accurately calculate the water loss caused by these ten (10) main breaks alone. However, we developed an estimate based on the average annual cost from water loss for our entire system.

The attached chart (Total Water System Analysis) shows the average annual cost from water loss is \$43,532. If we assume 10% "system loss," the average annual cost of water loss attributable to main breaks is \$23,231. The water mains in this project account for some percentage of this loss. The Oxford Road customers equal approximately 8% of our total customer base, but the percentage of water loss from main breaks could potentially be greater than 8%. Regardless, the average annual cost to the city is no greater than \$23,231.

Water Main Replacement Project Timeline:

The attached chart is a proposed project timeline as outlined in the Preliminary Engineering Report (PER) prepared by Carter & Sloope. We included the PER as part of the first Community Development Block Grant (CDBG) application. The timeline is based on typical project schedules of past projects of a similar scope. The total project length is about 18 months. If we decide to re-apply for CDBG funds, we will anticipate completing the project by January 2023.

From a capital budgeting perspective, the project planning and permitting would begin in FY2022. Construction would start in FY2023 and would take approximately six months to complete.

Available Funds for the Water Main Replacement Project:

As outlined in the PER, we estimate the total project cost is \$1,340,630. This estimate includes the costs associated with engineering, design, and permitting, bidding, and construction. It also includes a 10% contingency estimate.

As of August 2020, our Water/Sewer Capital account has a cash balance of \$1,000,100 to fund water and sewer infrastructure projects. In addition, we have approximately \$570,302 in a money market account that is not committed to any specific project. We have continued to deposit approximately \$3,000 into the money market account after paying off the GEFA loan for the Emory & Asbury Street Water Project in 2014.

Account	Amount
Water/Sewer Capital Account	\$1,001,000
Money Market Account	<u>\$570,302</u>
Total	\$1,571,302

We currently owe \$470,000 of an existing \$525,000 GEFA loan for the Emory Street Sewer Project. It is a 10-year loan. We are scheduled to pay it off in 2029. We are paying off the loan from the Water/Sewer Cash account that is part of the General Fund Checking account.

Implications for the Capital Budget:

Given the estimated cost of the water main project, it is important to consider the financial impact of spending \$1.3 million of city dollars on one project. In the FY2021 Capital Budget, we budgeted approximately \$3.1 million dollars in city funds. Many of these projects have been put on hold because of the pandemic.

As of August 2020, we have approximately \$5.6 million in total unrestricted funds – but large chunks of the unrestricted funds are in reserve and savings accounts - \$1.5 million (Georgia Fund 1) and \$1.8 million (Gold Reserve). The remainder of our unrestricted funds comes from our operating and capital projects accounts. All our capital projects are competing for the same city dollars. Therefore, we will need to consider our funding strategy as we discuss how to best pursue our capital projects.

Water Main Replacement Project Timeline

Activity	2021					2022												2023
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
CDBG Project Award																		
Environmental Review																		
Notice to Proceed																		
Field Work & Surveying																		
Engineering Design																		
EPD Review Approval																		
Contract Bidding																		
Contract Award																		
Construction																		
Complete Project																		