



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, November 2, 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  
Jody Reid – Public Works Supervisor  
Dave Harvey – Police Chief  
David Strickland – City Attorney

**OTHERS PRESENT:** Mike Ready, Art Vinson, Lyn Pace

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. Invocation – Lyn Pace (Oxford College).
3. Pledge of Allegiance.
4. **A motion was made by Jeff Wearing to accept the Agenda for November 2, 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 Consent Agenda for November 2, 2020. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).** (Attachment B)
6. **Mayor's Report**  
Mayor Eady announced that the City of Oxford would be hosting an American Red Cross blood drive on November 10<sup>th</sup> in the Community Room at City Hall. He also announced that the City will begin conducting interviews soon to fill the Administrative Clerk position that has been vacant since Angela Pilgrim left.
7. **Planning Commission Recommendations/Petitions**  
None.
8. **Citizen Concerns**  
None.

9. **Second Reading and Adoption to Amend Chapter 38 – Vegetation** (Attachment C)

Mayor Eady presented the second reading of an amendment to the City of Oxford Code of Ordinances stating that only native vegetation will be used on City properties. **A motion was made by Laura McCanless to approve adoption of the amendment. Jeff Wearing seconded the motion. The motion carried unanimously (7/0).**

10. **Second Reading and Adoption to Amend Sec. 8-124. Non licensed sales** (Attachment D)

Mayor Eady presented the second 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. **A motion was made by Jeff Wearing to approve adoption of the amendment. Avis Williams seconded the motion. The motion carried unanimously (7/0).**

11. **Resolution to Adopt Native Planting Lists** (Attachment E)

The amended ordinance adopted in this meeting provides for the identification of approved and prohibited native plants on City properties by adoption of a resolution by the City Council. This resolution includes the list. **A motion was made by Jim Windham to approve the resolution. Lynn Bohanan seconded the motion. The motion carried unanimously (7/0).**

12. **MEAG Power Purchase Agreement** (Attachment F)

Each year the City of Oxford has a shortfall in the reserve and supplemental electric capacity that is required pursuant to its contract with the Municipal Electric Authority of Georgia (MEAG). This year the City of Oxford will need to purchase 426 KW to meet its required reserve capacity for 2021, and 634 KW to meet its supplemental capacity needs for 2021. The City of Monroe has offered to sell the capacity required to the City of Oxford for \$6,360.

George Holt asked why the market cost per KW hour increased so much compared to last year's purchase from the City of Sandersville. Mayor Eady stated the City was advised that the days of the type of market prices from last year are long gone.

Jeff Wearing asked if the higher market prices have anything to do with Plant Vogtle coming online. Mayor Eady stated he does not have that information, he just knows that a number of factors determine the market rate, including the availability and source of the power. He also stated that the City is looking to purchase additional solar activity for a twenty (20) year term so that it does not have a shortage each year.

James Windham stated the availability may be driven by the decommissioning of coal plants. Mayor Eady added that the solar capacity is not yet online which could be driving the availability.

**A motion was made by Jeff Wearing to approve the MEAG Power Purchase Agreement. George Holt seconded the motion. The motion carried unanimously (7/0).**

13. **Invoices** (Attachment G)

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

James Windham asked if the invoices shown for Jordan Engineering are for the right-of-way survey, or for other jobs. Matt Pepper advised they are other unrelated jobs. Mr. Windham asked what other projects are planned for them to complete other than the right-of-way survey.

Mr. Pepper advised nothing else has been committed, but he and Jody Reid have been reviewing an item in the Capital Budget to replace an old section of water main in the Queen Anne Street/Stone Street area that has some Transite pipe in it. This item has been in the budget for a few years. Since a decision has been made to pursue the grant for the Oxford Road water main, they thought this may be a good time to complete that project. Jordan Engineering would be involved in doing some minor engineering work for that project.

Mr. Windham asked what chemical was used on the kudzu treatment. Mayor Eady advised they used the generic equivalent of Roundup at ¼ strength on the grass on the trail, and at full strength on the kudzu. Mr. Windham asked why grass was being sprayed. Laura McCanless stated there is Japanese stiltgrass on the trail is an invasive species. She has walked the trail and stated it appeared the ¼ strength worked on the grass.

Mr. Windham asked if these contractors are required to have the same type of liability insurance as other contractors and if they are wearing protective gear when they spray chemicals. Mayor Eady stated that as a matter of policy, he believes all City of Oxford contracts include these provisions. Matt Pepper stated he would verify this.

Mr. Windham asked if the Moore Street sidewalk is complete since the vendor received his final draw. Matt Pepper confirmed that this project is complete.

14. **Executive Session**

The Council entered executive session at 7:27 p.m. to discuss a personnel matter. The Council exited executive session at 8:42 p.m.

15. **Adjourn**

**A motion was made by George Holt to adjourn at 8:43 p.m. Jeff Wearing seconded the motion. The motion carried unanimously (7/0).**

Respectfully Submitted,

A handwritten signature in blue ink that reads "Marcia Brooks". The signature is written in a cursive, flowing style.

Marcia Brooks  
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL  
REGULAR MEETING  
MONDAY, NOVEMBER 2, 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 November 2, 2020 Mayor and Council Regular Meeting.
5. **CONSENT AGENDA**
  - a. \* Minutes of the Regular Session October 5, 2020.
  - b. \* Minutes of the Work Session October 19, 2020.
  - c. \* Minutes of the Planning Commission September 1, 2020.
  - d. \* Minutes of the Planning Commission September 8, 2020.
  - e. \* Minutes of the Downtown Development Authority September 22, 2020.
6. Mayor's Report.
7. Planning Commission Recommendations/Petitions.
8. Citizen Concerns.
9. **\*Second Reading and Adoption to Amend Chapter 38 - Vegetation** – We will have a Second Reading and motion 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. We have attached the proposed amendment.
10. **\*Second Reading and Adoption to Amend Sec. 8-124. Non-licensed sales** – We will have a Second Reading and motion to amend Sec. 8-124. Non-licensed Sales to clarify the definition of the farmers market and its regulations. We have attached the proposed amendment.
11. **\*Resolution to Adopt Native Planting Lists** – Council will decide whether to approve the resolution to adopt the native plantings list. We have attached draft copies of the proposed resolution and planting list.
12. **MEAG Power Purchase Agreement** – The city will need to purchase 426 KW to meet our required reserve capacity for 2021. In addition, the city will need to purchase 634 KW to meet our supplemental capacity needs. The total annual cost will be \$6,360. We

recommend that Council designate Municipal Electric Authority of Georgia to acquire the necessary resources to meet the city's reserve and supplemental capacity needs.

13. \* **Invoices** – Council will review the city's recently paid invoices over \$1,000.

14. **Executive Session** – Personnel matters.

15. Adjourn.



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, October 5, 2020 – 7:00 PM  
Via Teleconference  
DRAFT**

**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



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, OCTOBER 19, 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  
Laura McCanless - Councilmember

**APPOINTED/STAFF PRESENT:**

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

**OTHERS PRESENT:** Laura Gafnea (Oxford College), Mike Ready, Mike McQuaide

**Agenda** (Attachment A)

**1. Mayor’s Announcements**

None.

**2. Dried Indian Creek Corridor** (Attachment B)

The City of Oxford Sustainability Committee is working on a project to protect the Dried Indian Creek Corridor and connect it to other habitats in the City of Covington and Newton County. This project is tied to a grant from the Georgia Department of Natural Resources (DNR) that the City plans to apply for next year. Collaborating with the City of Covington and Newton County in a partnership for this initiative will strengthen the likelihood of approval of the grant application.

The City of Oxford FY2021 Capital Budget includes \$50,000 allocated for Dried Indian Creek Corridor protection. The City will likely spend some of that money to get some of the things done in preparation for applying for the grant. He also anticipates utilizing the services of the Northeast Georgia Regional Commission (NEGRC) to complete the application and some of the preliminary planning work at a cost \$2,000-\$4,000.

Mayor Eady shared some of the concept information he has discussed with the Sustainability Committee related to this initiative. The initiative covers the entire length of the river corridor, but Oxford is focused on the segment north of I-20. The City of Covington has already identified a couple of areas along the corridor south of I-20 that would be suitable for green/park areas, and the idea would be for Oxford's portion to link to those areas.

The Dried Indian Creek Corridor has become degraded over time due to development and other causes. Through land acquisitions, donations, and recommendation of best practices to landowners, the hope is to protect the creek from further degradation and restore its ecological structure and functions. Ideally it would have public access as a low-impact multi-use trail that would connect with the trails and parks established by the City of Covington. There is already a sewer easement along the length of the portion within the City of Oxford, which the trail could run along. This initiative also creates an opportunity to share the history of the creek and the surrounding area.

Mayor Eady shared a list of tasks that need to be accomplished in the near future related to this initiative, including working with the University of Georgia on a concept plan. They will expect a donation in exchange. He will bring any proposed expenditures before the Council before proceeding on them.

Mike McQuaide expressed his appreciation to Mayor Eady for creating the committee and stated they are actively meeting twice per month with the goal of bringing recommendations to the City related to sustainability of the Oxford community.

Laura McCanless expressed some reservations about the tightness of the timeline in terms of the concept plan being done next summer with the grant application due in September. Mayor Eady explained that the University of Georgia role with the concept plan would be to produce "pretty pictures" depicting what the corridor would look like after the work is done. These would be completed by the middle of August and would be the finishing touches for the application.

Jeff Wearing applauded Mayor Eady and the rest of the committee for its work.

### 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, with the City discussing alternatives to Portland cement. Laura McCanless obtained some information and a sample of a material made from post-consumer recycled rubber tires. She stated that it is considered permeable. Mayor Eady explained that it is made of small pebble-sized pieces of the rubber material that is shaped into blocks using a binding agent.

An estimate has been provided by a contractor to demolish the existing sidewalk and replace it with this material for \$136,000. The next step would be to release an RFP and seek bids for the project. The RFP would request a bid using traditional Portland cement and a bid using the rubber material so that the two can be compared.

George Holt asked if this would result in sidewalks throughout the City being composed of different materials, and in particular the sidewalk being installed from the I-20 bridge to Moore Street. Mayor Eady stated that if the City is satisfied with this material, it would be the City's intention to use it going forward in City sidewalk projects, but that it is likely too late to change the material of the sidewalk from the I-20 bridge to Moore Street.

Laura McCanless stated that in addition to this material being permeable and utilizing post-consumer recycled materials, it also eliminates the carbon footprint of Portland cement, which has one of the heaviest carbon footprints of construction materials.

Jeff Wearing asked if there are any towns where the sidewalk has already been installed that the City could talk to about this material. Ms. McCanless stated that the City of Locust Grove is currently installing this type of material. The company she has been talking to is very new to the Georgia market. She can check with the company about references the City can talk to.

Mr. Wearing stated he would like some more information about the longevity of the material as well as provisions for expansion and whether plants grow through it. Ms. McCanless did ask about botanical growth and was told that does not occur with this material, and that because the material is resilient, it is continuously laid and does not need breaks for expansion. She does encourage contacting some other places that have used the material to get their input.

Mayor Eady stated the website can be provided to the Councilmembers which has information about locations they have installed the material.

#### **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 in the area of Oxford Road, Keel Street and Perry Circle. 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 utilize existing funding from capital projects funds and complete the project sooner. At the October 5<sup>th</sup> Regular Council Meeting, a decision on the timing of this project was tabled.

Mayor Eady asked if any Councilmembers had additional questions or comments. Mr. Wearing stated he had researched the issue of the rock the current line is resting on increasing the cost of the project significantly. He believes \$60,000 instead of \$11,000 as the estimate had recommended would be a more realistic expectation for this cost. It is impossible to tell for sure until the work is done. Jody Reid had advised him that there is a material that could be laid on top of the rock to protect the pipe. However, due to grades

and other issues, it may still be necessary to remove some of it. He wants to caution the City Councilmembers that the current estimate could be as much as \$100,000 low.

Mayor Eady stated the City can ask the engineers to amend the estimate if Mr. Reid believes that is appropriate.

#### **5. Sustainability Committee**

Several months ago, Mayor Eady exercised his authority regarding committees to establish a Sustainability Committee for the City of Oxford. Melissa Hage is the chairperson of the committee. Laura McCanless is the City Council representative. Mike McQuaide, Dave Huber, and Daniel Parson are also members. Mayor Eady is planning to add some additional representatives to diversify the perspectives. He is seeking recommendations from City Councilmembers. He asked Gwen Green if she was interested, but after further reflection she determined she is unable to serve.

The purpose of the committee is to provide recommendations to the Oxford City Council on ways it can advance on the ideals it has established of becoming more sustainable. A previous ad-hoc committee established by Mayor Roseberry made some recommendations which have become the foundation for the work of the new committee. Mayor Eady wants to take the City Council through a process to ensure a shared vision of the City's priorities in terms of sustainability for the Oxford community.

#### **6. African American History Committee**

Mayor Eady discussed his intention to create a committee to determine how the City can memorialize the contributions of African Americans in Oxford including enslaved African Americans. He stated that the City has not done enough to acknowledge their contributions, which have been very important to the community. The Committee would also be responsible for reviewing existing markers in public spaces in Oxford to determine if they need some revision.

As an example, he mentioned Kitty's Cottage, the history of which has been romanticized in the past. He is not sure the current plaque in front of the cottage considers the full complexity and richness of the history of the cottage and the story of Catherine Boyd. He also mentioned that the City has not made any proactive effort to engage minority-owned businesses for the projects that are contracted out by the City. He has asked Avis Williams to chair the committee. He plans to meet with her on October 20<sup>th</sup> to come up with an initial list of people to invite to be on the committee. He also plans to talk to Laura Gafnea, Lyn Pace and Anthony Mize about selecting a representative from Oxford College for the committee.

Avis Williams expressed her approval of the City Council being even more culturally sensitive to everyone in the community and recognizing the contributions of individuals that previously have not been recognized. She looks forward to engaging with the community to make sure that happens.

George Holt, Laura McCanless, Jeff Wearing and Jim Windham commended Mayor Eady for his efforts in establishing this committee.

## 7. **Resolution to Adopt Native Plantings List** (Attachment D)

The City Council had a first reading to amend Chapter 38 of the City of Oxford Municipal Code related to Vegetation. The purpose of the amendment is to require native vegetation on all city-owned property. The amendment includes a provision for adopting an approved plantings list by resolution. The resolution will be voted on in the November City Council Regular Session on November 2, 2020 along with the second reading of the ordinance amendment.

Laura McCanless added that at the end of the list there is a section for invasive, undesirable plants that are not approved for use. These plants are blacklisted by the University of Georgia and the federal government.

Mayor Eady expressed appreciation to Ms. McCanless for working with the State Botanical Garden at the University of Georgia, the Georgia Native Plants Society, and the City of Oxford Trees, Parks and Recreation Board for working with them to compile the list.

Mr. Windham mentioned that a citizen's property on Wesley Street is being invaded by kudzu from property owned by Oxford College. He asked if Mayor Eady could discuss this issue with Dean Hicks. There also seems to be a continuing use by the college of some type of harmful fertilizer at the Dean's residence and on dorm property. A sign is displayed in these areas stating it may be harmful to pets and children. He believes these are issues the Sustainability Committee should address.

Mayor Eady stated that he would follow up with Laura Gafnea on these issues. Several years ago, the college did clear much of the ground cover on the aforementioned property, but it has grown back. The Sustainability is also reviewing ways to eradicate invasive species of plants, grasses, etc.

### **Other Items**

- A pilot is being conducted to establish a budget billing option for citizens to allow them to smooth out the peaks and valleys in their monthly utility bills and allow them to have more stability in their personal budgeting. The pilot will implement the option on a very small scale to ensure that there are no unanticipated problems with it. Once the pilot is concluded it will be offered to any customer who has at least a twelve-month history.
- Marcia Brooks is conducting research on how to make it easier for customers to pay their utility bills using credit cards at City Hall and online.
- Mayor Eady met with several members of the Oxford Cemetery Foundation board concerning grounds maintenance at the cemetery. They were pleased with the state of the grounds compared to its state in the past. Mayor Eady advised them that there needs to be agreement as to what the standard expectation is for how the cemetery will be kept. He walks through it everyday and considered its state substandard, but others may be happy with it. He will work with Matt and Jody to come up with a standard which will be shared with the City Council and the Foundation and it will be let out for bids.

Once it is known how much a vendor would expect to be paid for the work described in the bid, it may be necessary to adjust the expectations of what the standard should be. Matt Pepper asked for an estimate from Great Estates Landscaping, and they stated an annual cost of \$50,000. The current contract is an annual cost of \$20,000.

George Holt asked if the current contract includes workers' compensation. Mayor Eady was not sure and did not have it in front of him. Mr. Holt observed that at one time it was a separate item in their financial report.

Mayor Eady stated that it was a good conversation, but he advised the Foundation that the City Council is not satisfied with the current state of the grounds. He advised them the City would work with them to come up with an agreement of what the standard would look like, then see what it would cost.

Mr. Windham asked if the maintenance contractor has to meet all requirements that a contractor with the City would be required to meet. They do not have large financial resources, so an attorney would look to the City if litigation ensued. He recommends that the City take a long hard look at this relationship. Mr. Wearing agreed with Mr. Windham.

Mayor Eady stated that it would be necessary to have the City attorney review the agreement with the Foundation. The Foundation has about \$500,000 in principal and use the interest to pay for the maintenance, but the City always supplements their maintenance budget because the interest they earn is not adequate to fully fund the maintenance, and Mayor Eady does not anticipate that situation changing. If the Foundation were no longer responsible for the maintenance, they would be required to turn these funds over to the City to be held in public trust.

- Jeff Wearing and George Holt praised the staff report being distributed by Matt Pepper each month.
- Mike Ready stated he likes the direction Mayor Eady is going in.
- Mike McQuaide expressed his appreciation to everyone that serves the public.

Mayor Eady adjourned the meeting at 7:34 p.m.

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer

# OXFORD PLANNING COMMISSION

Minutes – September 1, 2020

**MEMBERS:** Jonathan Eady, Chair; Zach May, Vice Chair; Juanita Carson, Secretary; Mike Ready, Mike McQuaide, and Kibbie Hatfield.

**STAFF:** Matthew Pepper, City Manager and Zoning Administrator.

**GUESTS:** No guests were in attendance.

**OPENING:** At 7:05 PM, Mr. Eady called the meeting to order.

**MINUTES:** The minutes for the meeting held on August 11, 2020 were not reviewed. The Commission will review the August 11<sup>th</sup> minutes at its regular September meeting.

**RECOMMENDATION ON REZONING PARCELS:** The Commission discussed a recommendation to rezone seven parcels located along the eastside of Emory Street/SR 81 and E. Clark Street. The parcels are currently zoned as Town Center. The parcels are as follows: 814 Emory Street; 904 Emory Street; 908 Emory Street; 912 Emory Street; 1002 Emory Street; 116 E. Clark Street; 118 E. Clark Street. During the discussion, the Commission agreed to not submit the official recommendation to the Mayor and City Council until they are able to speak with each affected property owner. Mr. Pepper will invite each property owner to attend the Commission's October meeting.

The Commission reviewed Section 40-638, which details the process to rezone a parcel. During the review of 40-638 (g), the Commission concluded that rezoning the seven lots to either R-7.5, R-15, or R-20 complied with the criteria listed. The Commission acknowledged, however, that after a review of the city's Future Development Map detailed in the 2018 Comprehensive Plan that the proposed rezoning would not be consistent with the plan (Item 5 under 40-638 (g)).

The Commission also discussed the rezoning in the context of the Downtown Development Authority's work to build a town center development. The Commission agreed that the town center development is more appropriately located on the city-owned greenspace adjacent to Emory Street/SR 81. The Commission also agreed that the town center development, at some future date, may incorporate some of the parcels discussed. If that is the case, the Commission concluded that the parcels could be rezoned to support the town center.

In addition, the Commission discussed the appropriate zoning designation for the parcels. During the discussion, the Commission considered what level of residential density is the most appropriate for this area of the city. The Commission reached a consensus that medium density housing would be desirable appropriate. The city's zoning designation that correlates with medium density housing is R-20. The Commission also concluded that the input from the affected property owners will provide further clarity to their recommendation.

**DISCUSSION ON AMENDMENTS TO CHAPTER 40:** The Commission discussed possible amendments to the following sections of Chapter 40 (Zoning):

- Section 40-575 (Nonconforming Use) – The Commission discussed the repair criteria for a nonconforming structure. They agreed that this section could be amended to include three types of repair work:
  - Repair from Casualty: significant repair work caused by a natural disaster or an act of God.
  - Customary Repairs and Maintenance: minor repairs caused by natural wear and tear.
  - Significant Modifications: major interior and/or exterior renovations.

The Commission also discussed the threshold for the different categories of repair work for nonconforming structures.

- Section 40-841 (Development Permit) – The Commission discussed the breadth of the type of development activity that requires a development permit. They discussed amending Section 40-841 to provide exceptions for minor work including painting, repairing a roof, replacing a few boards of siding. In addition, the Commission discussed whether installing a fence in the rear yard should require a development permit. They also discussed the role of the Zoning Administrator approving development permit applications for minor development activities. The Commission also discussed whether two post signs should require a development permit.
- Section 40-842 (Building Permit) – The Commission agreed that, as currently written, there is no development-related activity that should receive a building permit without first receiving a development permit. Consequently, the Commission concluded that Section 40-842 should clearly state the relationship between the two permits. The Commission also considered recommending an exception for trade permits (plumbing, power, natural gas, and HVAC) for applicants replacing or making significant repairs to utilities and appliances.
- Division 16 (Residential Infill Overlay District) – Mr. Eady encouraged the other Commission members to review the section discussing the city’s Residential Infill Overlay District. He questioned whether this type of district is currently necessary. Mr. Pepper will send a PDF copy of the section to each member of the Commission.

The Commission agreed to continue their discussion on possible amendments to Chapter 40 at future meetings.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:39 PM.

Submitted by:

Juanita Carson, Secretary

# OXFORD PLANNING COMMISSION

Minutes – September 8, 2020

**MEMBERS:** Jonathan Eady, Chair; Zach May, Vice Chair; Juanita Carson, Secretary; Mike Ready, and Mike McQuaide. Kibbie Hatfield was absent.

**STAFF:** Matthew Pepper, City Manager and Zoning Administrator.

**GUESTS:** Norman Pitts; Samantha Lunsford; Tony Ellis.

**OPENING:** At 7:01 PM, Mr. Eady called the meeting to order and welcomed the guests.

**MINUTES:** Upon motion of Mr. Ready, seconded by Mr. May, the minutes for the meeting of August 11, 2020 were adopted. The vote was 5-0.

**NORMAN PITTS DEVELOPMENT PERMIT APPLICATION (120 Longstreet Circle):** The Commission reviewed the development permit application to construct a 12 x 12 x 12 open deck next to the existing car porch located at 120 Longstreet Circle. During the review, the Commission confirmed that the proposed deck met the side and rear setback requirements. The Commission amended the development permit application to change the rear setback to 25 feet. The Commission explained to Mr. Pitts that he will need to obtain a building permit to ensure that the deck will meet building code standards.

*Upon motion of Ms. Carson, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to construct a 12 x 12 x 12 open deck next to the existing car porch located at 120 Longstreet Circle. The vote was 5-0.*

**BILL AND TERESA MARTIN DEVELOPMENT PERMIT APPLICATION (112 Oxford North Road):** Mr. and Mrs. Martin were not available to submit in person their development permit application to construct a garage on the property located at 112 Oxford North Road and discuss the project with the Commission. The Commission wanted to confirm that the proposed garage met the side and rear setbacks. Consequently, the Commission deferred action on the development permit application. Mr. Pepper will place the application on the agenda for the October meeting.

**CHRIS LUNSFORD DEVELOPMENT PERMIT APPLICATION (904 Emory Street):** The Commission reviewed the development permit application to complete renovation and repair work to the existing house and remove a dilapidated barn at 904 Emory Street. During the discussion, the Commission confirmed that the existing house met the side and rear setback requirements for the Town Center zoning designation. In addition, they confirmed that the proposed improvements (install new doors) to the existing jailhouse (calaboose) did not exceed the threshold of permitted repair work to a non-conforming structure. The Commission amended the scope of work on the development permit application to include the following: renovating the kitchen; installing a new HVAC system; painting the exterior brick; and replacing two exterior doors.

*Upon motion of Mr. May, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to complete renovation and repair work to the existing house and remove a dilapidated barn at 904 Emory Street. The vote was 5-0.*

**ANTHONY ELLIS DEVELOPMENT PERMIT APPLICATION (808 Emory Street):** The Commission reviewed the development permit application to complete additional renovations on the existing house located at 808 Emory Street. Mr. Ellis explained to the Commission that he is seeking an additional development permit because the renovation work originally approved in June has now expanded to include several tasks that need to be completed in the interior of the house. The proposed renovation work includes some of the following items: replacing old outlets and old fuse subpanel with a new breaker box in the kitchen and living room; installing shiplap on interior walls and repairing sheetrock in the old kitchen and

one of the bedrooms; installing a new ceiling in the hall; and moving the hot water heater. In addition, Mr. Ellis requested permission to pour the driveway from the southside of the street with a connection to E. George Street. The Commission amended the scope of work in the development permit application to include the change to the driveway and to change the rear setback to 20 feet. Mr. Ellis will obtain the requisite trade permits (electric, plumbing, and HVAC) before beginning any utility work.

*Upon motion of Ms. Carson, seconded by Mr. Ready, the Planning Commission approved the development permit application to complete additional renovations, as listed in the scope of work, to the existing house located at 808 Emory Street. The vote was 5-0.*

**DISCUSSION ON AMENDMENTS TO CHAPTER 40:** The Commission did not discuss any items related to possible amendments of Chapter 40. They will continue the discussion at future meetings.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 7:41 PM.

Submitted by:

Juanita Carson, Secretary

# DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF OXFORD

Minutes – September 22, 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.

**GUESTS:** No guests were in attendance.

**OPENING:** At 7:03 PM, Mr. Barnard called the meeting to order.

**APPROVAL OF MINUTES:** Upon motion of Mr. Eady, seconded by Mr. Ready, the minutes for the meeting on August 25, 2020 were approved. The vote was 6 – 0.

**ELECTION OF NEW VICE-CHAIRMAN:** Upon motion of Mr. Eady, seconded by Mr. Wilson, Mike Ready was appointed to serve as the Vice-Chairman of the Downtown Development Authority. The vote was 6 – 0.

**LANDSCAPE MAINTENANCE ON THE E. CLARK STREET LOTS:** The DDA reviewed the bids for the long-term landscape maintenance of the two E. Clark Street lots. They received bids from the following companies: Great Estates Landscaping, NatureScapes Landscape Services, and Five Fields Lawncare. For the .98-acre property adjacent to E. Clark Street, the scope of work included mowing the grass bi-weekly during the growing season (April-October) and once a month during the dormant season (November-March). The narrow section of the 6.34-acre lot would be mowed once a month.

*Upon motion of Mr. Vinson, seconded by Mr. Eady, the Downtown Development Authority approved the purchase order with Great Estates Landscaping to provide landscape maintenance services to the two DDA-owned lots for an annual cost of \$1,620. The vote was 6 – 0.*

**THE YARBROUGH HOUSE PROPERTY:** The DDA reviewed the memo stating their recommendations for the Yarbrough House property (107 W. Clark Street).

*Upon motion of Mr. Vinson, seconded by Ms. Miller, the Downtown Development Authority will submit the memo for the property located at 107 W. Clark Street to the Mayor and City Council. The vote was 6 – 0.*

**OTHER BUSINESS:** The DDA discussed the following items related to other business.

- The City Greenspace – The DDA discussed how to implement a low-cost strategy to help cultivate commercial activity on the city greenspace. Some of the ideas could dovetail with the revival of the city’s farmers market including installing picnic tables in shaded areas and adding signage. Mr. Pepper will ask Melissa Pratt to work with the DDA to develop and carry out the strategies. At the next meeting, Mr. Barnard will provide the DDA access to a Google Drawing of the city greenspace for the DDA to brainstorm ideas of potential locations for the picnic tables, signage, etc.
- The Forney Property and Food Truck – Ms. Miller shared that Oxford College is in the initial stages of a feasibility study for the Forney property (102 Pierce Street) to serve as the college’s alumni center. Ms. Miller stated that the study would include the entire property. In addition,

the college is considering hiring a food truck for an event for the students. The DDA discussed the option of a food truck locating at the city greenspace for an event in the future.

- Vacancy on the DDA – Mr. Pepper reported that the city had identified some potential candidates for the DDA’s open seat. He further stated that the Council will be appointing the individual soon.
- The DDA’s annual budget – As the DDA considers some low-cost options for the city greenspace, Ms. Miller requested that the DDA discuss their budget at the next meeting.

**ADJOURNMENT:** Mr. Barnard adjourned the meeting at 8:07 PM.

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**

\_\_\_\_\_  
**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.**

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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**

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**Laura McCanless, Council Member**

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**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**

# CITY OF OXFORD

## RESOLUTION

**WHEREAS**, the Mayor and Council of the City of Oxford deem it in the best interest of the government and the residents of the City to require that all city-owned and controlled property be landscaped with native vegetation; and

**WHEREAS**, the Mayor and Council of the City of Oxford, pursuant to Chapter 38: Vegetation; Article I: In General: Section 38-2: Native Vegetation, may periodically, from time to time, promulgate a City of Oxford Approved Planting List, which shall be adopted by resolution, and a copy of such current listing maintained at City Hall; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the City of Oxford by this resolution do hereby adopt the City of Oxford Approved Planting List attached hereto.

Adopted this second day of November, 2020.

BY:

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David S. Eady, Mayor

ATTEST:

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Marcia Brooks, City Clerk

SEAL

# City of Oxford Approved Planting List

## A. Canopy Trees

<i>Common Name</i>	<i>Botanical Name</i>
Red Maple	Acer rubrum
River birch	Betula nigra
Hickories	Carya ovata, C. tomentosa, C. Ovalis
Black Walnut	Juglans nigra
Sugarberry	Celtis laevigata
Persimmon	Diospyros virginiana
American Beech	Fagus grandifolia
Sweetgum	Liquidambar styraciflua
Tulip Poplar	Liriodendron tulipifera
Black Gum	Nyssa sylvatica
Eastern Red Cedar	Juniperus virginiana
Loblolly Pine	Pinus taeda
Short Leaf Pine	Pinus echinata
Virginia Pine	Pinus virginiana
Sycamore	Platanus occidentalis
White Oak	Quercus alba
Scarlet Oak	Q. coccinea
Southern Red Oak	Q. falcata
Overcup Oak	Q. lyrata
Post Oak	Q. stellata
Swamp Chestnut Oak	Q. michauxii Chesnut
Oak	Q. prinus
Shumard Oak	Q. shumardii
Water Oak	Q. nigra
Willow Oak	Q. phellos
Black Willow	Salix nigra
Elm	Ulmus rubra, U. alata, U. americana

## B. Understory Trees

<i>Common Name</i>	<i>Botanical Name</i>
Southern Sugar Maple	Acer barbatum
Serviceberry	Amelanchier canadensis
Pawpaw	Asimina triloba
Ironwood	Carpinus caroliniana
Eastern Redbud	Cercis canadensis
Flowering Dogwood	Cornus florida
Cockspur Hawthorn	Craetagus crus-galli

Parsley Hawthorn  
Green Hawthorn  
Washington Hawthorn  
Carolina Silverbell  
American Holly  
Big-leaf Magnolia  
Umbrella Magnolia  
Hophornbeam  
Sourwood  
Georgia Oak  
Sassafras  
Crabapple

*Craetagus marshalii*  
*Craetagus viridis*  
*Craetagus phaenopyrum*  
*Halesia carolina*  
*Ilex opaca*  
*Magnolia macrophylla*  
*Magnolia tripetala*  
*Ostrya virginiana*  
*Oxydendrum arboreum*  
*Quercus georgiana*  
*Sassafras albidum*  
*Malus angustifolia*

### C. Shrubs

#### *Common Name*

Buckeye  
Tag Alder  
Red Chokeberry  
Sweet shrub  
American Beautyberry  
Buttonbush  
Sweet Pepperbush  
Silky Dogwood  
American Strawberry Bush  
Witchhazel  
Wild Hydrangea  
Oakleaf Hydrangea  
Possumhaw  
Winterberry  
Itea, Virginia Sweetspire  
Spice Bush  
Chickasaw and Hog Plum  
Wild Plum  
Piedmont Azalea  
Oconee Azalea  
Smooth or Winged Sumac  
Elderberry  
Maple-leaf Viburnum  
Swamphaw Viburnum  
Arrowwood  
Blackhaw Viburnum

#### *Botanical Name*

*Aesculus sylvatica*, *A. parviflora*, *A. pavia*  
*Alnus serrulata*  
*Aronia arbutifolia*  
*Calycanthus floridus*  
*Callicarpa americana*  
*Cephalanthus occidentalis*  
*Clethra alnifolia*  
*Cornus amomum*, *C. foemina*  
*Euonymus americanus*  
*Hamamelis virginiana*  
*Hydrangea arborescens*  
*Hydrangea quercifolia*  
*Ilex decidua*  
*I. verticillata*  
*Itea virginica*  
*Lindera benzoin*  
*Prunus angustifolia*, *P. umbellata*  
*P. americana*  
*Rhododendron canescens*,  
*Rhododendron flammeum*  
*Rhus glabra*, *R. copallinum*  
*Sambucus canadensis*  
*Viburnum acerifolium*  
*Viburnum nudum*, *V. cassinoides*  
*Viburnum dentatum*  
*Viburnum prunifolium*

Hazelnut  
NineBark  
Mayhaw  
Devil's Walkingstick  
Littlehip Hawthorne  
Strawberry Bush  
Drooping Leucothoe  
Hoptree\Wafer-Ash  
American Bladdernut  
American Snowbell  
Sparkleberry  
Yellow-Root

Corylus Americana  
Physocarpus opulifolius  
Crataegus aestivalis  
Aralia spinosa  
Crataegus spathulata  
Euonymus americanus  
Leucothoe fontanesiana  
Ptelea trifoliata  
Staphylea trifolia  
Styrax americanus, S. gradifolius  
Vaccinium arboretum  
Xanthorhiza simplicissima

#### **D. Ground layer Plants**

##### ***Common Name***

##### **Ferns**

Southern Lady Fern  
Sensitive fern  
Cinnamon fern  
Royal fern  
Christmas fern  
Southern Chain fern  
Swamp Fern

##### **Flowering Perennials**

Swamp Milkweed  
Butterflyweed  
New England Aster  
Turtlehead  
Coreopsis  
Hardy ageratum  
Joe-Pye Weed  
Wild Geranium  
Narrow-leaved sunflower  
Hibiscus (not shrub althea)  
Gayfeather  
Cardinal Flower  
Great Lobelia  
Partridgeberry  
Evening Primrose  
Obedient Plant  
Solomon's Seal

##### ***Botanical Name***

Athyrium filix-femina  
Onoclea sensibilis  
Osmunda cinnamomea  
Osmunda regalis  
Polystichum acrostichoides  
Woodwardia aereolata  
Thelypteris palustris  
  
Asclepias incarnata  
Asclepias tuberosa  
Aster novae-angliae  
Chelone glabra Lanceleaved  
Coreopsis lanceolata  
Eupatorium coelestinum  
Eupatorium fistulosum  
Geranium maculatum  
Helianthus angustifolius  
H. moscheutos  
Liatris spicata, L. aspera  
Lobelia cardinalis  
Lobelia siphilitica  
Mitchella repens  
Oenothera speciosa, O. fruticosa  
Physostegia virginiana  
Polygonatum biflorum

Black-Eyed Susan	Rudbeckia hirta
Cutleaf Coneflower	Rudbeckia lacinata
False Solomon's Seal	Smilacina racemosa
Goldenrod	Solidago spp. (look for clumping species)
Stoke's Aster	Stokesia laevis
Foamflower	Tiarella cordifolia
Spiderwort	Tradescantia virginiana
Ironweed	Vernonia noveboracensis
Yellow-root	Xanthorhiza simplicissima

#### **E. Emergents for Wetland/Bog Areas**

**(Not Applicable for most Buffer Re-vegetation)**

<i>Common Name</i>	<i>Botanical Name</i>
Blue-flag Iris	Iris virginica, I.versicolor
Soft Rush or native rushes	Juncus effuses
Arrow Arum	Peltandra virginica
Pickernelweed	Pontederia cordata
Arrowhead-Duck Potato	Sagittaria latifolia
Lizardtail	Saururus cernuus
Bulrush	Scirpus validus
Fire Flag	Thalia dealbata

#### **F. Grasses and Grass-like Plants (from seed, plug, or pot)**

<i>Common Name</i>	<i>Botanical Name</i>
Autumn bentgrass	Agrostis perennans
Broomsedge	Andropogon virginicus, A. ternarius
River cane	Arundinaria gigantean
Tussock sedge	Carex stricta (and other native Carex)
River oats	Chasmanthium latifolium
Wood oats	Chasmanthium sessiliflorum
Virginia wildrye	Elymus virginicus
Leathery rush	Juncus coriaceus
Soft rush	Juncus effusus
Path rush	Juncus tenuis
Beaked panic grass	Panicum anceps
Red-Topped Panic Grass	Panicum rigidulum
Switchgrass	Panicum virgatum
Indian grass	Sorghastrum nutans
Purple top	Tridens flavus
Eastern Gammagrass	Tripsacum dactyloides

**G. Invasive Plant list (Species that shall not be used)**

<i>Common Name</i>	<i>Botanical Name</i>
Tree-of-heaven	<i>Ailanthus altissima</i> (P. Mill.)
Devil's Horsewhip/ Chaff flower	<i>Achyranthes aspera</i>
Mimosa	<i>Albizia julibrissin</i> Durazz.
Alligator weed	<i>Alternanthera philoxeroides</i> (Mart.) Griseb.
Porcelain berry	<i>Ampelopsis Brevipedunculata</i>
Oriental bittersweet	<i>Celastrus orbiculatus</i> Thunb.
Chinese yam	<i>Dioscorea oppositifolia</i>
Water hyacinth	<i>Eichhornia crassipes</i>
Thorny olive	<i>Elaeagnus pungens</i> Thunb.
Autumn-olive	<i>Elaeagnus umbellata</i> Thunb.
Ground Ivy	<i>Glechoma hederacea</i>
Japanese hops	<i>Humulus japonicus</i>
English ivy	<i>Hedera helix</i>
Hydrilla	<i>Hydrilla verticillata</i> (L. f.)
Shrubby lespedeza	<i>Lespedeza bicolor</i> Turcz.
Sericea lespedeza	<i>Lespedeza cuneata</i> (Dum.-Cours.)
Chinese privet	<i>Ligustrum sinense</i> Lour.
Waxleaf privet	<i>Ligustrum japonicum</i>
Japanese honeysuckle	<i>Lonicera japonica</i> Thunb.
Herder Amur honeysuckle	<i>Lonicera maackii</i> (Rupr.)
Winter honeysuckle	<i>Lonicera fragrantissima</i>
Japanese climbing fern	<i>Lygodium japonicum</i> (Thunb. ex Murr.)
Chinaberry	<i>Melia azedarach</i>
Nepalese browntop	<i>Microstegium vimineum</i> (Trin.)
Marsh dayflower	<i>Murdannia keisak</i> (Hassk.) Hand.-Maz.
Heavenly bamboo	<i>Nandina domestica</i>
Bradford (Callery) Pear	<i>Pyrus calleryana</i> (any cultivar)
Princesstree	<i>Paulownia Tomentosa</i> (Thunb.) Sieb. &
Zucc. ex Steud. Golden bamboo	<i>Phyllostachys aurea</i> Carr. ex A.& C. Rivière
Japanese knotweed	<i>Polygonum cuspidatum</i> Siebold & Zucc.
Kudzu	<i>Pueraria montana</i> var. <i>lobata</i> (Lour.) Merr.
Multiflora rose	<i>Rosa multiflora</i> Thunb. ex Murr.
Small Chinese tallowtree	<i>Triadica sebifera</i> (L.)
Big periwinkle	<i>Vinca major</i> L.
Common periwinkle	<i>Vinca minor</i> L.
Chinese wisteria	<i>Wisteria sinensis</i> (Sims) DC.
Japanese wisteria	<i>Wisteria floribunda</i>



# Memo

**To:** City Council  
**From:** Matthew Pepper, City Manager  
**Date:** Tuesday, October 26<sup>th</sup>, 2020  
**Re:** 2021 Supplemental and Reserve Capacity Needs for Electric Utility

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## Introduction

Last week, the Municipal Electric Authority of Georgia (MEAG) contacted the city to discuss our Supplemental and Reserve Capacity needs for the next calendar year. Over the past several years, we have been buying approximately 1 megawatt (MW) of capacity needs at a \$2 per kilowatt (KW) per year price to meet our total capacity requirements. For 2021, we are 634KW short for supplemental needs and 426KW short for reserve needs. The sections below summarize the breakdown of Supplemental and Reserve Capacity needs that the City must purchase to meet the MEAG Power contract.

## Supplemental Capacity

Supplemental Capacity is the capacity that is needed every month to supply power to meet our customer's demands. We operate a 4.1MW system to provide power to our customers, but we only have 3.6MW of capacity. The market price for Supplemental Capacity is \$12.30/KW per month. To meet 2021's Supplemental Capacity needs, the City of Monroe has offered to sell us 634 KWs at \$6 per KW for a total of \$3,804.

## Reserve Capacity

Per the Power Purchase Agreement with MEAG, we are required to have up to 115% percent in Reserve Capacity. Over the last several years, we have purchased the requisite reserve capacity from either Sandersville or Washington for approximately \$2 per KW. For 2021, the market price for reserve capacity has increased to \$8.52/KW per year. To meet 2021's Reserve Capacity, Monroe has offered to sell us 426 KW at \$6 per KW for a total of \$2,556.

## Summary Cost Breakdown

- Supplemental Capacity Needs: 634 KW @ \$6 per KW = \$3,804
- Reserve Capacity Needs: 426 KW @ \$6 per KW = \$2,556
- Total Annual Cost: \$6,360

**City of Oxford**  
**Invoices >=\$1,000**  
**October 2020 (through 10/26/2020)**

VENDOR	DESCRIPTION	AMOUNT
<b>RECURRING CHARGES</b>		
Newton County Board of Commissioners	Water Purchase September 2020; Invoice #2749	15,878.00
Newton County Water & Sewerage Authority	Sewer Treatment Fees, 8/28/2020 – 9/29/2020	7,467.66
City of Covington	Sewer Treatment Fees – 6/30/20 – 9/30/20	12,120.00
GMEBS Life and Health Insurance Program	Monthly Premiums November 2020; Invoice # 304374	12,019.24
GMEBS Retirement Trust	Employer Retirement Contributions October 2020; Invoice #383533	5,681.33
Georgia Environmental Finance Authority (GEFA)	Monthly Payment on Loan 2016L06WQ October 2020	4,556.05
Southeastern Power Administration (SPA)	SEPA Energy Cost (September 2020) Inv. #B-20-3101	2,865.50
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for September 2020	114,779.37
Courtware	Monthly Licensing, Support and Maintenance for September 2020; Invoice #20200930	1,037.48
Georgia Superior Court Clerks Cooperative Authority (GSCCCA)	Remittance of Collections for Various Funds from Payment of Fines – September 2020	1,212.03
Dana Darby	2020 Property Tax Digest – 638 bills @ \$2.50 per bill	1,595.00
IRS	Federal Payroll Taxes, September 2020	11,364.09
Latham Home Sanitation	Commercial Waste Removal Services September 2020	7,361.18
Novatech	Annual Contract for Maintenance on Copier in City Hall (10/31/2020 – 10/30/2021)	1,065.37
VC3 (formerly Sophicity)	Monthly charges for software and hardware support; invoice #54760	1,996.84
Otis Signature Service	Annual Contract for Maintenance on Elevator in City Hall (11/1/2020 – 10/31/2021); invoice #100400148913	2,682.00
Utility Service Co., Inc.	Quarterly Water Tank Maintenance; Invoice # 518020	3,122.62

VENDOR	DESCRIPTION	AMOUNT
<b>PURCHASES/CONTRACT LABOR</b>		
C. David Strickland, P.C.	City Legal Services, September 2020; Invoices #13466, 13467,13468,13469	1,717.50
McNair McLemore Middlebrooks & Co.	Financial Consultant Services September 2020, Inv. #87528	6,350.00
HCS Services, LLC	Moore Street Sidewalk project – Final Draw – contract awarded to HCS Services LLC on October 7, 2019 Regular Council Meeting.	23,935.75
Jordan Engineering	Various surveying and engineering jobs completed in July and August 2020; invoice numbers 15993 (General Support), 15994 (Moore St. Sidewalk), 16078 (Emory Sewer Ext.)	1,640.00
Nature Chem	Oxford Trail Kudzu Treatment – completed 10/6/20; Invoice #INV7342	2,350.00