



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, December 14, 2020 – 6:30 PM  
VIA TELECONFERENCE**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
Jim Windham – 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

**ELECTED OFFICIALS NOT PRESENT:**

Jeff Wearing – Councilmember  
Lynn Bohanan – Councilmember

**OTHERS PRESENT:** Melissa Hage, Jonathan Eady, Zach May, Mike McQuaide

**Agenda (Attachment A)**

**1. Mayor's Announcements**

Mayor Eady stated that beginning with this meeting, he will be asking each of the committees of Oxford City Council to give a report on what they are working on in the work sessions. The purpose of the reports will be to keep the City Council aware of the activities in which the extensions of the City Council are involved.

**2. Committee Reports**

**a. Sustainability Committee – Melissa Hage**

The main focus of the Sustainability Committee has been and will continue to be the Georgia Outdoor Stewardship Program (GOSP) grant. John Divine with the Northeast Georgia Regional Commission (NEGRRC) will be assisting with the application for this grant. The application is due in October 2021 but there is much to be done to prepare the application. The goal of the grant is to restore the part of Dried Indian Creek that runs through the City of Oxford. Depending on the cost to meet this goal, part of the initial grant, if approved, can also be used to put in a trail system. Their hope for the long term is that this will be the first of many grants related to this goal. There have been some great conversations with the City of Covington and other potential stakeholders, and the committee hopes to partner with others to make the grant

application as robust as possible by showing they have buy-in and community support for the restoration of the entire creek corridor.

Mayor Eady discussed his desire to have a Sustainability strategy for the City. Ms. Hage agreed and mentioned the ad-hoc committee that had worked on some strategies in the past, and this committee will be building on the work already completed. Mayor Eady stated that the committee is interested in diversifying the membership of the committee and would appreciate recommendations or expressions of interest.

**b. Planning Commission – Jonathan Eady**

The Planning Commission's primary function is to react to the various applications brought before them each month. The volume of applications has been surprisingly large this year given the public health issues being dealt with. The committee has kept a running list for several years of issues where either the language in the zoning ordinances is not clear to the committee or to other constituents in Oxford, or the results the ordinances drive them to are not necessarily the ones they feel comfortable with.

The committee has held a couple of called meetings and have recommendations for some tweaks they hope to bring to the City Council in the next couple of months. Some assistance will be needed to put them into the resolution/ordinance format for the City Council to act on.

One of the committee's tertiary responsibilities is to engage in conversations about land use planning. They hope to share more thoughts on this issue in the near future.

**c. Trees, Parks, and Recreation Board – Mike McQuaide**

The board has been maintaining their mandated activities. They have been in contact with the City's arborist, Beryl Budd, about prioritizing the trees that need maintenance or need to be replaced. The board has been working on a mission and purpose statement. They are interested in maintaining and enhancing the tree cover of the City and providing space for people to engage in activities that are consistent with their psychological, physical, and social well-being.

The board is thinking about ways to enhance its budget. One idea they have considered is asking the City to pay for replacement of dead trees on private property with native trees at a maximum cost of about \$750 per tree.

James Windham asked Mr. McQuaide if there are any plans to present a recommendation to the City Council regarding tree replacement. Mr. Windham believes there are some legal ramifications related to this plan.

Mr. McQuaide stated that to his knowledge there is no precedent for a City placing trees on private property. They are just beginning to talk through this idea and will need some dialogue on the proposal before a formal recommendation is made.

Mr. Windham stated the same issue came up about eight to ten years ago, and Cheryl Ready and Mike Ready were directed to Beryl Budd, who was with the Georgia Forestry Commission (GFC) then. Mr. Windham thinks trees may have been coming from the GFC with no cost to the City.

Laura McCanless commented that the trees donated by the GFC for Arbor Day are very small. She believes the trees the board would like to plant as replacements are more substantial, but this is a good question for GFC.

**d. African American History Committee – Avis Williams**

Mayor Eady stated that this committee was formed to memorialize contributions of African Americans to the Oxford community, but the committee's scope is actually a broader committee on race and there are other conversations for the committee to have after their initial activities of recognition.

Avis Williams advised the committee has discussed that its purpose is to acknowledge, celebrate and re-member the contributions of African Americans in the Oxford community. Members of the community who have joined the committee include Annie Lou Gaither, Anderson Wright, Gwen Green, Hurenza Lewis, and Pastors Charlie Williams and Johnetta Johnson. Lynn Bohanan has joined as the City Council representative. They are still waiting for confirmation from a couple of potential members.

Ms. Williams has discussed activities with the members individually or in pairs. The committee's first official meeting will be held by conference call in about three weeks. The committee is planning three major events for 2021: 1) end of February – naming ceremony in conjunction with Black History Month; 2) June 19 – event in conjunction with the Juneteenth freedom celebration; and 3) December 31 – event in conjunction with Watch Night. More details will be forthcoming probably at the January work session. The events will have to be planned keeping the COVID-19 restrictions in mind.

During the year the committee plans to look at interviews already conducted with members of the community, conduct additional interviews, and compose some writings. In conjunction with the Watch Night event, they hope to unveil a 2022 calendar that will have events that are significant in the lives of African Americans in the Oxford community.

At Emory University, President Fennes and Provost Love have called together a task force on untold stories and disenfranchised populations. Ms. Williams is a member of this task force. Two meetings have been held and the members have been split into committees. Ms. Williams is on a committee tasked with discussing the process and criteria for awarding scholarships. Other committees will honor the labor of enslaved persons, acknowledge the accomplishments of indigenous peoples, and identifying educational and experiential opportunities. She is the only member on the task force not directly connected to Emory. As a member of this task force, she will be able to use

some of the resources going back to the beginning of Oxford for the City of Oxford committee.

James Windham asked if the committee plans to address things that have been considered controversial in the past that the City of Oxford has or has not done. Ms. Williams stated it does. Mr. Windham also asked if the committee plans to acknowledge other events in civil rights history such as the Tulsa race massacre. Ms. Williams stated they do, and they will be sharing more information about educational opportunities for such things and ways for the City to commemorate such events as they continue working on their committee.

Mayor Eady stated that the committee is a chance for the members to have courageous conversations about the diversity of their experiences growing up or living in Oxford and acknowledging that we do still have struggles with racism in the community of Oxford. The committee will proactively address injustices and inequities that have occurred and work to prevent them in the future.

### 3. **Land Use Planning Discussion** (Attachment B)

Mayor Eady presented a map showing the current zoning areas of the City of Oxford to provide some context for an upcoming discussion and for recommendations for ordinance changes which are forthcoming from the Planning Commission. He mentioned some milestones to inform and guide these discussions.

- In 1996 the zoning ordinance was rewritten, and the zoning map was adjusted to elevate the standards to modern times.
- In 2006 the City of Oxford engaged with the Metropolitan Design Studio of the University of Georgia (UGA). Randy Vinson and Pratt Cassidy led a group of landscape architecture students in a workshop that developed a report with recommendations for applying Smart Code to the zoning areas based on density and use.
- In 2008-2011, the City of Oxford rewrote its zoning ordinances again in consultation with Jerry Whites, a land use expert, with the goal of adopting the philosophy of the Smart Code method. The Town Center Zoning District was created as one of the zoning areas. The denser part of this area was classified as R-7.5, or a 100 ft. x 75 ft. lot. An infill overlay was also applied to most areas of the City to ensure that any new development in the overlay areas would be compatible in scale with other existing homes. Some of this coding was changed when it was codified by Municode.

Laura McCanless stated that some residents have expressed anxiety or anger over the overlay infill being placed on their property with plans for future development. She has advised them that she does not think it means their property is slated to be “filled in.” She advised the City Council needs to be crystal clear about the meaning of the overlay infill or possibly use a different term.

Mayor Eady agreed with Ms. McCanless that it does not mean the property will be “filled in.” It is intended to provide standards for when a development request is submitted.

James Windham stated that the term “infill” is generally accepted as meaning what Mayor Eady stated.

Jonathan Eady agreed that the term is regularly used in zoning codes. To the extent the City of Oxford retains this concept, he does not recommend relabeling it. However, they may be able to recommend some tweaks when they present their recommendations to the City Council.

Mike McQuaide stated that the opposition to an infill overlay is based on misunderstandings, but the City Council and the Downtown Development Authority (DDA) do have a responsibility to show residents how development benefits them.

Jonathan Eady commented that density tools are particularly useful where a city is trying to concentrate development on a particular piece of property to the least number of distributed acres and retain lots of green space. In the context of the Dried Indian Creek corridor, he is concerned about having too much property zoned with a higher density use.

Mr. Windham recommended framing this issue in terms of sustainability. Zoning is a tool for separation. Areas such as Virginia Highlands grew up organically, not through zoning. He also questioned why building codes are not tied to zoning ordinances.

Laura McCanless agreed that tying development to sustainability is the way the City should go. Mayor Eady stated the City did not go far enough in its last zoning revisions to ensure dimensions do not substitute for quality.

George Holt stated that when the City Council previously discussed the ordinance, they talked about writing it to link building codes to development. Mayor Eady stated that what currently is codified is a hybrid, and some work on the zoning ordinance is needed.

#### 4. **Minor Subdivision Request** (Attachment C)

Tony Ellis has submitted a request for approval of a minor subdivision for his properties located along E. George Street. The Planning Commission recommends approval of the request. No vote will be taken tonight. The request is being presented for discussion.

The street only has a 15-foot right-of-way. Houses have been built on the properties over the years. The property owners are preparing to sell the properties and wanted to clean up any issues with the property lines prior to putting the properties up for sale.

Jonathan Eady explained that some of the houses were built during a time that there were zoning ordinances in place but there was less engagement in the process than there is now. The houses were placed logically to one another without regard to any existing property lines. The current Newton County tax map bares no relation to the placement of the houses. The Ellis family engaged a surveyor to lay out property lines in conjunction with the placement of the homes that would be almost completely in compliance with current zoning ordinances.

There is no contemplated development to the properties or change to the existing street. The change is merely moving the boundaries of the lots so that each house and associated improvements sits on its own lot with more or less rational setbacks. No new lots are being created. This request is essentially a resubdivision/recombination.

One of the existing houses is currently served by sewer. The other houses are served by septic tanks. The ordinance contemplates that when a subdivision is created, each lot should be accessible to sanitary sewer. The request includes new sewer easements that would allow the lots to tie into the sewer lines along Dried Indian Creek and along Emory Street.

James Windham asked how the lots are currently zoned. Mayor Eady advised they are R-7.5. Jonathan Eady stated that they are not currently occupied at the density level for R-7.5.

Mr. Windham stated that the street needs to be widened to allow City vehicles to continue to provide services to the residents along it. He is also not sure the street meets fire codes. He proposed that now is the time to create an ordinance to ban any construction within a certain distance of Dried Indian Creek.

George Holt asked if the land should conform to all requirements of a subdivision, including standard rights-of-way, sewer service, and stormwater management. Laura McCanless stated that there are no plans for any new development on the land – the property owners are simply establishing property lines that will help facilitate the sale of the property. One serious concern she has is the inadequate right-of-way with no setbacks that will not accommodate emergency fire vehicles.

Mr. Holt stated he does not see how the City Council can sanction approving a subdivision under these conditions.

Mayor Eady reiterated that the conditions on the ground already exist. The only changes are the property lines to make the properties more marketable.

Mr. Holt stated that the properties could be sold to a buyer interested in developing the property. Mayor Eady agreed but stated that the existing houses are not insignificant, which makes that possibility less likely.

Ms. McCanless asked if the City needs to request additional right-of-way on both sides of the street for future repaving. Mayor Eady stated that the garbage trucks currently go down the street.

Jonathan Eady stated that all the issues raised are valid issues. However, he asserted that they are separate issues that should be addressed as such. The street is already a public road and the houses are already there. The lots do not align in a logical fashion and the property owners are trying to correct that condition. Taking of property for rights-of-way and discussion of whether the property is zoned correctly are very different processes and

require different proposals that the Planning and Zoning Commission plans to bring to the City Council. Some of the concerns being raised may be addressed with a property rezoning proposal.

Mr. Holt stated he cannot see a rezoning request being appropriate with the street in its current condition. Mayor Eady stated that the condition of the street would certainly not allow for further subdividing of the property as would otherwise be allowed in R-7.5 zoning.

Mr. Windham recommended discussing the procedures necessary to bring the street up to the minimum requirements in the zoning ordinances with the City Attorney. He agrees that it is a separate issue from the subdivision proposal.

Jonathan Eady added that discussions about the street also implicate other property owners, reinforcing the assessment that it is a separate issue.

#### 5. **Credit Card Convenience Fees** (Attachment D)

Mayor Eady has mentioned previously that staff are researching how to make it easier for customers to pay their utility bills with credit cards online and in person. Marcia Brooks presented information concerning the implications of reducing or eliminating such fees charged to customers.

The online and in person methods are administered by two different merchant services providers, so the fee structure differs for the two. For in-person credit cards, the convenience fee (2.75%) is charged directly to the customer when the card is processed. The convenience fee is not passed to the City of Oxford, and no merchant fees are charged to the City of Oxford for providing the service.

For the online service, the convenience fee (3%) is passed to the City of Oxford. The City then adds the convenience fee amount onto the customer's bill when they pay by credit card. The city also pays merchant fees to the merchant services provider.

The in-person method is an administrative burden for the staff at City Hall. The merchant services provider for in-person transactions will not allow a convenience fee to be charged for Visa transactions based on Visa policies prohibiting such a charge for utility payments. The provider cannot have a different process for Visa than for the other types of cards. The City of Oxford decided not to accept Visa for in-person transactions based on these requirements.

However, the vast majority of customers who want to pay with a credit card only have one with a Visa logo. Staff must advise around ten customers each week to go get a money order or go to an ATM to get cash and come back. When customers do have an appropriate card, they often want to know what the fee will be before using it.

These factors increase the time required to serve customers at City Hall because of repeat visits and increase manual labor. The burden becomes excessive on court days when there is a line of people waiting to pay fines for traffic citations.

Staff is asking the City Council to consider at least absorbing the fees for in-person credit card transactions so that Visa can be accepted in the office. The merchant services provider has given an average cost per transaction estimate of \$1.77. Based on ten transactions per week the annual estimated cost would be \$920.40 for the City of Oxford. If the number of transactions increases by 25%, the annual cost would be \$1,150.50.

George Holt stated that to conduct any kind of transaction with Newton County government requires the customer to pay a fee to use a credit card. He also stated that something must have changed because merchants in the past could not charge a convenience fee at all.

James Windham objected to absorbing convenience fees because the customers who do not use credit cards would be paying a portion of the fees. He asked if the City's software would allow the City to add a set fee to a customer's utility bill if they are paying by credit card instead of charging the convenience fee. The charge would be on everyone's bill and would be taken off if the customer does not pay by credit card. The billing would advise the customer to deduct the fee amount if they are not paying by credit card.

Mr. Holt asked about the total cost for absorbing online and in-person fees. The total projected annual cost is \$27,575.94. This cost could increase if participation increases. Mr. Windham and Mr. Holt were not in favor of absorbing this cost. Ms. Brooks stated she would check with our software vendor to find out if they can implement the idea Mr. Windham brought up. Laura McCanless agreed and believes that a service charge of a couple of dollars is reasonable.

Ms. Brooks will follow up with the software vendor and report back to the City Council at a later date on her findings.

6. **Emory Street Sidewalk Project Intergovernmental Agreement (IGA) (Attachment E)**  
The existing IGA between the City of Covington and the City of Oxford for the Emory Street Sidewalk Project has expired due to delays in the project. It outlines the details regarding contracting requirements and the payment process. The City of Covington will approve the IGA at their meeting on January 4, 2021. Staff recommends that the City of Oxford approve the revised IGA at its January 4, 2021 meeting.
7. **Emory Street Sidewalk Replacement Project**  
Mayor Eady provided an update on the sidewalk replacement project included in the FY 2021 Capital Budget for repairs to the sidewalk that runs along with westside of Emory Street/SR 81 from the city-owned greenspace to Soule Street. The alternate material that was discussed by the City Council is not on the Georgia Department of Transportation (GDOT) approved materials list. Unless the vendor can go through the process of getting on the GDOT approved materials list or unless GDOT will issue a waiver for the project as a pilot demonstration project, the project will have to be completed with Portland cement. The City will be contacting GDOT to find out if a waiver is possible in this situation.

George Holt asked if information is available yet on the cost difference between the materials. Mayor Eady advised we have a preliminary estimate but have not bid out the job



yet, so we do not have accurate amounts. Mr. Holt asked if it is worthwhile to ask for a bid for the alternate material if it is going to cost much more and the City Council is not willing to spend the higher amount.

Laura McCanless stated the company advised her the cost is about the same to lay the material as the cost to lay conventional concrete. There is one contractor in Georgia who is authorized to lay the material, and his rough estimate of the cost to lay new material was \$100,000, which she thought was very low. The City really does not have a way to estimate the true cost. The vendor is aware of the requirements for getting the material authorized by GDOT, which has invited them to send it in. The material is already federally authorized and is authorized by the states in which they currently lay it.

Mr. Holt clarified that he is not against using the material, but just wants to ensure that the City knows the cost before entering into a contract to use citizens' money. Mayor Eady stated that the plan is to request bids for the alternate material as well as traditional Portland cement.

Mr. Windham asked if there are any other alternate materials that are on the GDOT approve materials list. Mayor Eady stated only the specific material was checked on but staff can inquire about that issue.

#### 8. Executive Session

The Council entered Executive Session to discuss real estate matters at 8:23 p.m. The Council exited Executive Session at 8:54 p.m.

#### 9. Adjourn

**James Windham made a motion to adjourn at 8:54 p.m. Avis Williams seconded the motion. The motion was approved unanimously (5/0).**

Respectfully Submitted,



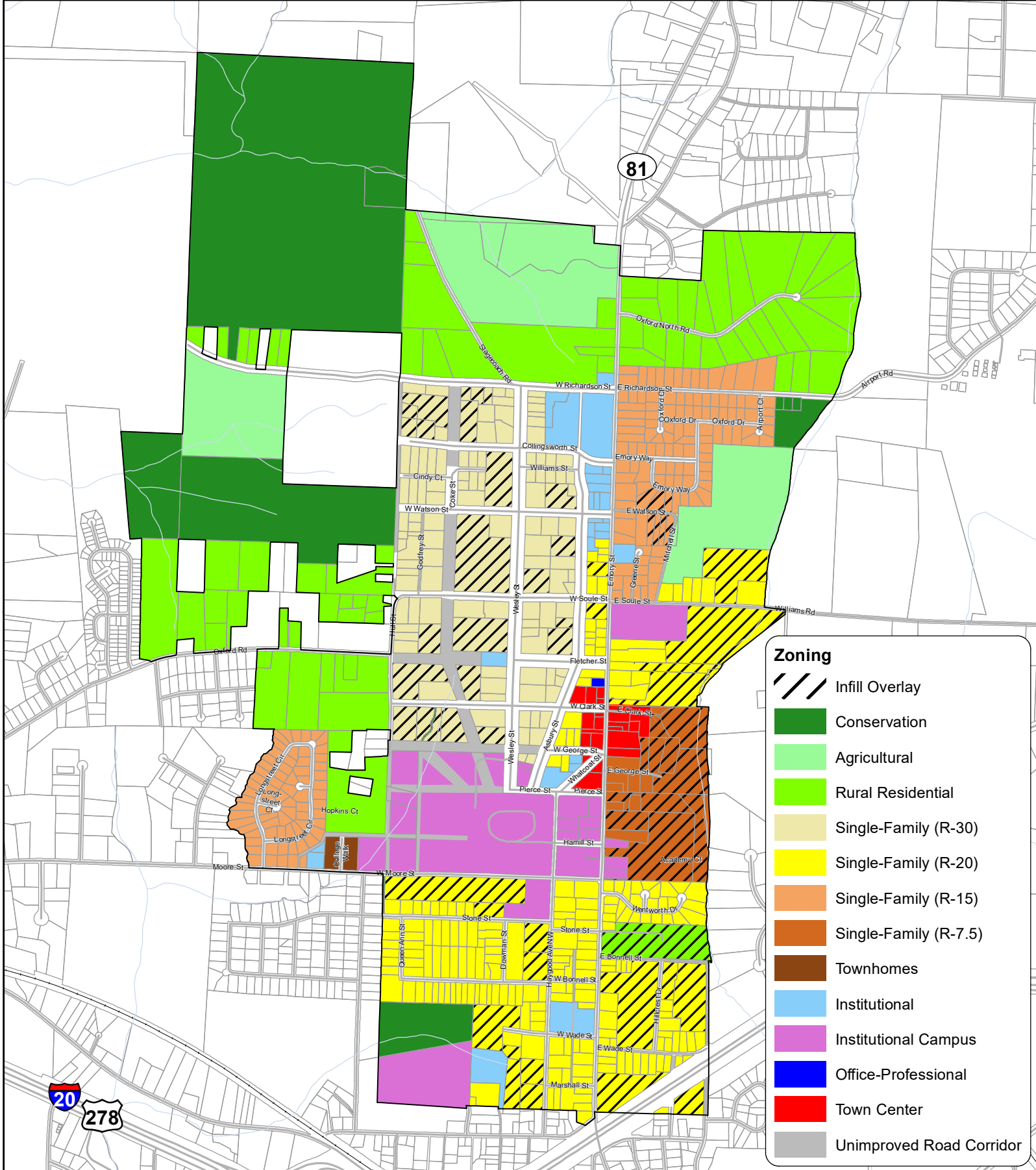
Marcia Brooks  
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL  
WORK SESSION  
MONDAY, DECMEBER 14, 2020 – 6:30 P.M.  
CITY HALL (VIA TELECONFERENCE)  
A G E N D A**

1. **Mayor's Announcements**
2. **Committee Reports** – The Tree Board, Planning Commission, Sustainability Committee, and the African American History Committee will share with Council their priorities for 2021.
3. **\*Land Use Planning Discussion** – Mayor Eady will lead a discussion on land use planning for the section of the city currently zoned R-7.5. We have attached a copy of the city's current zoning map.
4. **\*Minor Subdivision Request** – The Planning Commission recommends the approval of a minor subdivision for Tony Ellis for his properties located along E. George Street. We have attached have a copy of the signed plat.
5. **\*Credit Card Convenience Fees** – Marcia Brooks will lead a discussion on the city's current practice regarding credit card convenience fees.
6. **\*Emory Street Sidewalk Project Intergovernmental Agreement (IGA)** – The existing IGA between Covington and Oxford for the Emory Street Sidewalk Project has expired. It details the specifics on both the contracting requirements and payment process. Covington will approve the revised IGA at their meeting on January 4<sup>th</sup>. We recommend that Council approve the revised IGA. We have attached the agreement.
7. **Emory Street Sidewalk Replacement Project** – The FY2021 Capital Budget includes \$100,000 to make repairs to the existing sidewalk that runs along the westside of Emory Street/SR 81 from the city-owned greenspace to Soule Street.
8. **Executive Session**

\*Attachments

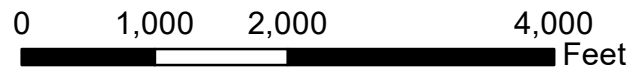
# Oxford, GA Zoning Map (Revised October 15, 2018)



**Zoning**

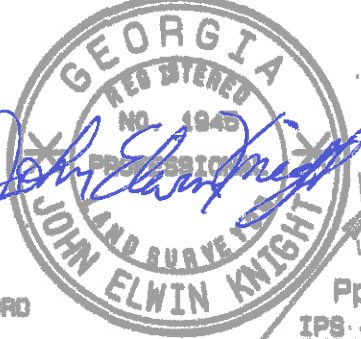
- Infill Overlay
- Conservation
- Agricultural
- Rural Residential
- Single-Family (R-30)
- Single-Family (R-20)
- Single-Family (R-15)
- Single-Family (R-7.5)
- Townhomes
- Institutional
- Institutional Campus
- Office-Professional
- Town Center
- Unimproved Road Corridor

- Streams
- Parcels
- Oxford City Limits



CLERK'S STAMP FILING BOX

NOTE:  
The Certification, as shown hereon, is purely a statement of professional opinion based upon knowledge, information and belief, and based on existing field evidence and documentary evidence available. The Certification is not an expression or implied warranty or guarantee.

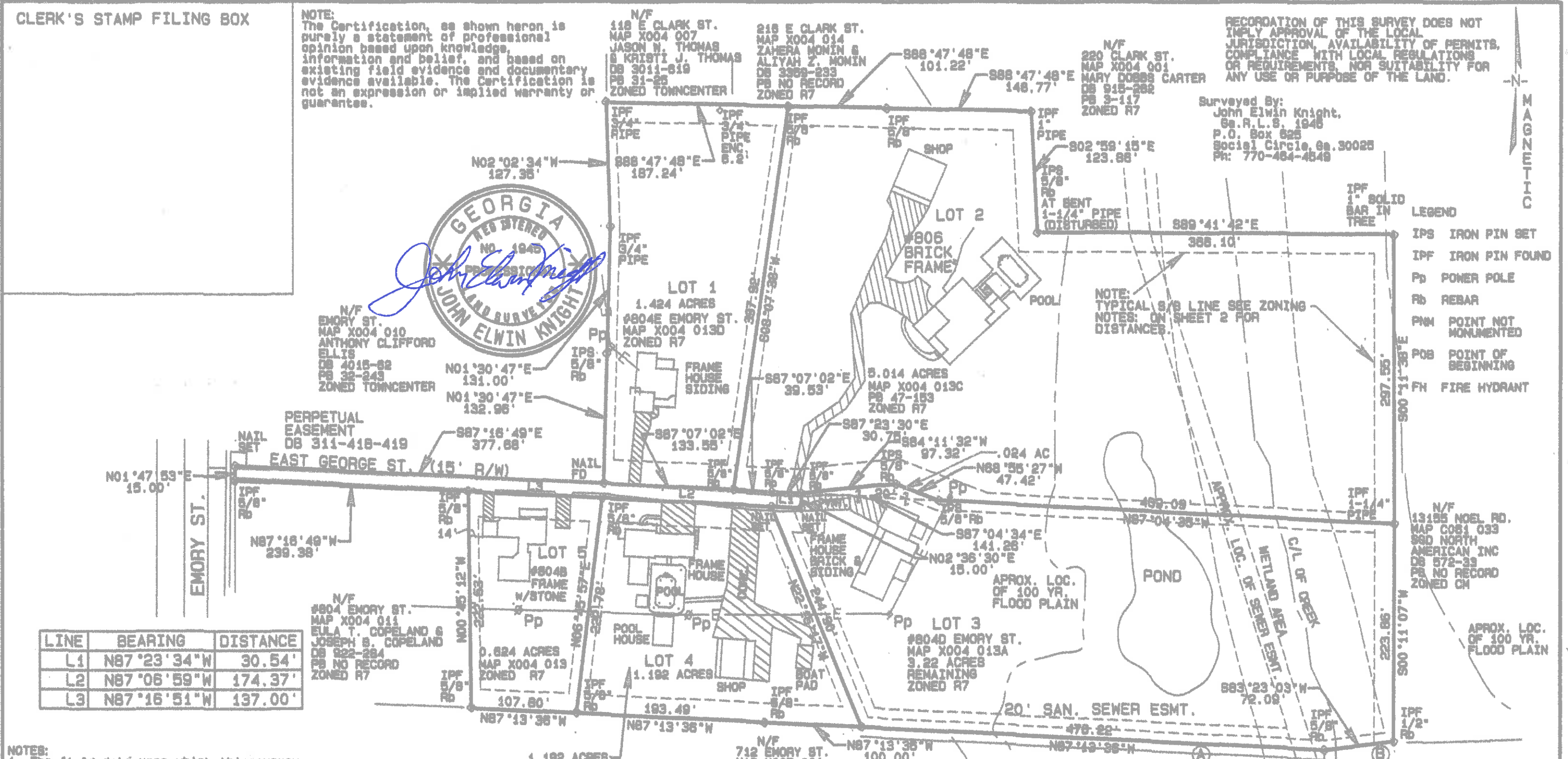


RECORDATION OF THIS SURVEY DOES NOT IMPLY APPROVAL OF THE LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, NOR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND.

Surveyed By:  
John Elwin Knight,  
Ga. R.L.S. 1945  
P.O. Box 625  
Social Circle, Ga. 30025  
Ph: 770-464-4549

MAGNETIC

- LEGEND
- IPS IRON PIN SET
  - IPF IRON PIN FOUND
  - Pd POWER POLE
  - Rd REBAR
  - PNM POINT NOT MONUMENTED
  - POB POINT OF BEGINNING
  - FH FIRE HYDRANT



LINE	BEARING	DISTANCE
L1	N87°23'34"W	30.54'
L2	N87°06'59"W	174.37'
L3	N87°16'51"W	137.00'

NOTES:  
1. The field data upon which this survey was based has a closure precision of one foot in 11,302 feet and angular error of 20 seconds per angle point and was not adjusted.  
2. The closure precision for each lot exceeds one foot per 100,000 feet.  
3. The equipment used to prepare this survey was a TOPCON GTS-9C & LIETZ SET 3 total station.  
4. A portion of this survey is in a FIRM designated 100 yr. flood plain according to FIRM map #13217C0126D effective date 3/17/2014.  
5. The field work for this plat was done in MAY TO AUG 2018, & OCT/2020. The plat was drawn on date shown in the title block.  
6. All nails set are in asphalt on R/W of East George St.

N/F 712 EMORY ST. MAP X005 001 STEVEN R. ROAN & SUSAN D. ROAN DB 1955-179 PB 20-41 ZONED R7

N/F #2315 IRIS DR MAP C051A 004 JOHN LITTLE DB NO RECORD PB 47-220 ZONED CM

N/F EMORY ST. MAP X005 001 LARRY JOE ROSS JONES DB 3809-585 PB NO RECORD ZONED R7

GRAPHIC SCALE 1"=100'

PLAT OF SURVEY FOR: ANTHONY C. ELLIS		SHEET 1 OF 2	
Scale: 1"=100	LAND DISTRICT 9 LAND LOT 288		
Date: 12/10/2020	CITY OF OXFORD NEWTON CO., GEORGIA		
Revised:	Drawn By: B.R.W.		
Job:	Surveyor: JOHN ELWIN KNIGHT GA. R.L.S. #1945		



CLERK'S STAMP FILING BOX

Owner Certification

The Owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, certifies that all state, city and county taxes or other assessments now due on this land have been paid in full.

*Anthony C. Ellis* 12/10/2020  
 Owner Date

Owner Date

Dedication Certification

It is hereby certified that the land and improvements shown on this plat and designated as being "Dedicated to Public Use," are hereby dedicated to the City of Oxford, State of Georgia for public use.

*Anthony C. Ellis* 12/10/2020  
 Owner Date

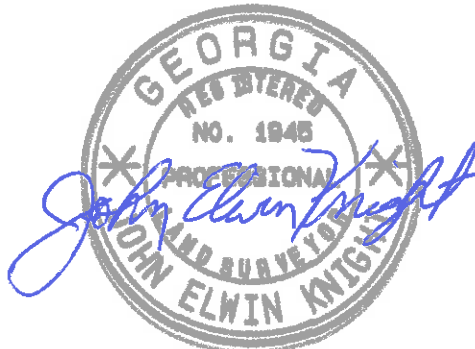
Owner Date

ZONING NOTES:

R-7.5 ZONING  
 MIN. ACREAGE PER DWELLING UNIT .17 AC.  
 MIN. LOT SIZE, DETACHED SINGLE FAMILY DWELLING (SQ. FT.) 7,500 SF  
 MIN. LOT SIZE FOR OTHER PERMITTED USE (SQ. FT.) 7,500 SF  
 MIN. LOT WIDTH, ALL USES (FT.) 50'  
 MIN. FLOOR AREA PER DWELLING 1,200 SF  
 MAX. BLDG. COVERAGE (PER CENT) 25%  
 MAX. BLDG. HEIGHT (FT.) 35'  
 SETBACKS  
 FRONT (FT.) 25' MIN.  
 SIDES (FT.) 10' MIN.  
 REAR (FT.) 20' MIN.  
 ACCESSORY BLDG.  
 FRONT (FT.) N/A  
 SIDE (FT.) 5' MIN.  
 REAR (FT.) 10' MIN.

TOTAL ACREAGE

TRACK 1	1.424 ACRES
TRACT 2	5.014 ACRES
	0.024 ACRES
TRACT 3	3.220 ACRES
TRACT 4	1.192 ACRES
TRACT 5	.624 ACRES
<b>TOTAL</b>	<b>11.498 ACRES</b>



OWNER/DEVELOPER  
 ANTHONY C. ELLIS  
 804 EMORY ST.  
 OXFORD, GA.  
 PHONE: 678-725-1405

Surveyed By:  
 John Elwin Knight,  
 Ga. R.L.S. 1945  
 P.O. Box 625  
 Social Circle, Ga. 30025  
 Ph: 770-484-4549

Tax Assessor's Certification

The pins and addresses have been added and approved by the Newton County Tax Assessors Office.

GIS Technician Date

Final Plat certification

This final Plat has been reviewed by the City of Oxford for compliance with the requirements of zoning regulations and is hereby approved for recording.

Signature Date

The sewer system to be installed per the City of Oxford specifications has been approved by the City of Oxford.

Signature Date

The drainage provisions to be installed per the City of Oxford specifications has been approved by the City of Oxford.

Signature Date

NOTE:

The Certification, as shown hereon is purely a statement of professional opinion based upon knowledge, information and belief, and based on existing field evidence and documentary evidence available. The Certification is not an expression or implied warranty or guarantee.

Surveyor Certification:

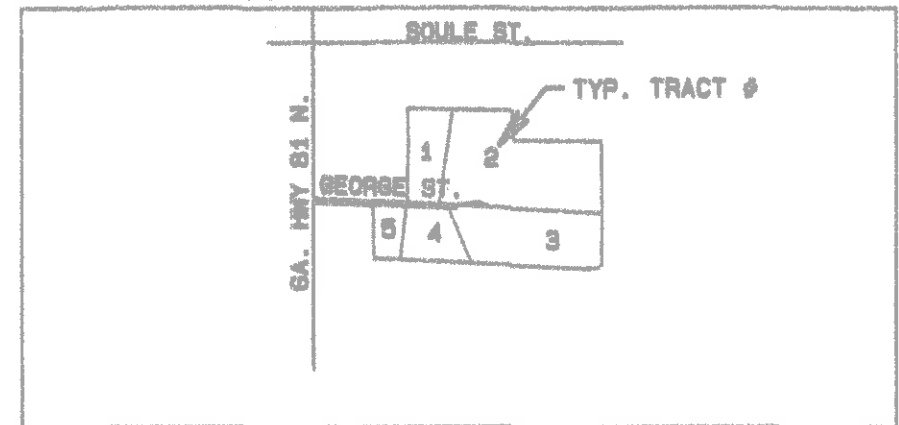
As required by subsection (c) of O.C.G.A. section 15-6-57, This plat has been prepared by a Land Surveyor and approved by all Applicable local jurisdictions for recording as evidence by approval certificates, stamps, or statements hereon, such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to the intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-57.

Surveyors Certification.

It is hereby certified that this plat is true and correct and was prepared from an actual survey by me or under my supervision, that all the monuments shown hereon actually exist or are marked "future," and their size, location, and type material are correctly shown, and that all engineering requirements of the City of Oxford have been fully complied with.

*John Elwin Knight*, G.A.R.L.S. 1945 12-10-2020  
 G.A.R.L.S. No. 1945 Date

VICINITY MAP NO SCALE



PLAT OF SURVEY FOR:  
 ANTHONY C. ELLIS

SHEET 2 OF 2

Scale: 1"=100 LAND DISTRICT 9 LAND LOT 288

Date: 12/10/2020 CITY OF OXFORD NEWTON CO, GA.

Revised: Drawn By: B.R.W.

Job: Surveyor: JOHN ELWIN KNIGHT GA. R.L.S. #1945



# Projected Annual Costs to Absorb Customer Credit Card Fees

Council Meeting – 6:30 PM on Monday, December 14

# Current Cost of Accepting Credit Cards

- Customers are charged 2.75% convenience fee in office to use a credit card, 3% convenience fee to pay utility bill online
- In office credit cards
  - Convenience Fee is not passed to City of Oxford
  - No merchant cost to City of Oxford
- Online credit cards
  - Convenience Fee is passed to City of Oxford
  - City of Oxford retains convenience fee paid by customer and pays merchant fees to bank
  - For the period of October 2019 – September 2020, City of Oxford received \$12,865.95 from customers and paid \$12,940.15 in merchant fees

# Credit Cards in Person

- Very few customers pay by credit card in person. Staff estimates that we must advise on average 10 customers per week that we do not accept Visa.
- Most of the time in these situations the customer does not have another type of card and must pay by check or cash.
- The few customers who do pay by credit card usually ask the clerk to calculate the fee amount before the credit card is run.
- These factors increase manual labor for our clerks, making them less efficient.



# Credit Cards in Person

- Our merchant services provider for in person credit card payments has advised us that Visa policies will not allow charging a convenience fee for utility services. The merchant provider is not able to waive convenience fees for one type of card only – it must be waived for all cards.
- Based on this factor, when the City of Oxford began accepting credit cards in the office, staff decided not to accept Visa so that a convenience fee could be charged for the other card types (MasterCard, Discover, American Express)

# Projected Cost to Absorb Convenience Fees – In Person

- 10 transactions per week
  - \$1.77 average cost per transaction for \$100 payment (provided by merchant provider)\*
  - \$17.70 cost per week x 52 weeks = \$920.40 annual cost
  - Add 25% increase - \$1,150.50 annually estimated cost
- 
- \*Average transaction payment during the period of 10/1/19-9/30/20 was \$67.68

# Projected Cost to Absorb Convenience Fees – Online

- Total Utility Sales October 2019-September 2020 - \$3,209,715.50
- Average rate of sales portion paid by credit cards – 12%
- Net cost to City of Oxford for period - \$74.20 (merchant fees paid less convenience fees received from customers)
- Projected annual cost to absorb all fees:
  - Assume 20% increase to 14.4% of sales portion paid by credit cards
  - Convenience fees – \$12,865.95 + 2.4% = \$13,174.73
  - Merchant fees – \$12,940.15 + 2.4% = \$13,250.71

# Impact Summary

	Actual Cost 10/1/19-9/30/20	Projected Cost 1/1/21 – 12/31/21
In Person	\$0	\$1,150.50
Online	\$74.20	\$26,425.44

**Total Projected Annual Cost - \$27,575.94**

Questions or  
Comments.

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**INTERGOVERNMENTAL AGREEMENT FOR  
REIMBURSEMENT BY THE CITY OF OXFORD TO THE  
CITY OF COVINGTON FOR SIDEWALK  
CONSTRUCTION INVOICES**

This Intergovernmental Agreement entered into this the \_\_\_\_ day of December 2020 (the “Effective Date”), by and between **the City of Oxford**, a Georgia municipal corporation acting by and through its Mayor and Council (hereinafter “Oxford”), and **the City of Covington**, a Georgia municipal corporation acting by and through its Mayor and Council (hereinafter “Covington”).

**WITNESSETH**

**WHEREAS**, the Constitution of the State of Georgia provides, in Article IX, Section III, Paragraph I, subparagraph (a), that any county or municipality of the State of Georgia may contract for any period not exceeding 50 years with each other or with any other public agency, public corporation or public authority for the provision of services, or for the joint or separate use of facilities or equipment when such contracts deal with services, activities, or facilities which the contracting parties are authorized by law to undertake or provide;

**WHEREAS**, Covington will contract with the Georgia Department of Transportation (hereinafter “GDOT”) and the chosen contractor for the completion of sidewalk right-of-way acquisition and construction, partially within the city limits of Oxford, **Project No. 0012647**;

**WHEREAS**, Oxford desires to contract with Covington for payments by Oxford to Covington for amounts due for the portions of said project within Oxford’s city limits.

**NOW, THEREFORE**, and based upon the preamble above as well as the exchange of good and adequate consideration, the receipt and exchange of which are acknowledged by the signatures below, the parties hereby agree as follows:

1. Oxford agrees to maintain a minimum \$50,000.00 balance in an account established by Covington at an FDIC insured bank for such purpose from which Covington may unilaterally draw funds to pay invoices for the cost of Oxford’s portion of said project.
2. In the event the balance in such account falls below \$50,000.00 or Covington receives invoices in an amount exceeding the balance in such account, Covington shall notify Oxford of such deficiency. Oxford shall have 10 days from receipt of such notice to replenish the balance in the account to the larger of \$50,000.00 or the amount necessary to timely pay such invoices. At such time as the total amount of all contractual obligations for completion of the Project is less than \$50,000.00, the minimum amount required to be maintained in the escrow account shall be reduced to the amount required for completion of Oxford’s portion of said project. The parties recognize and agree that it is anticipated that the Georgia Department of Transportation will make periodic reimbursement payments to Covington in a total amount equal to 75% of said project. It is the intention of the parties that Covington shall not be required to advance its funds in order to pay invoices as they are due and payable. To the extent Oxford is required to deposit funds in such account in order for Covington to timely pay any such invoices,

- Oxford shall be entitled to repayment of such deposited amount in excess of \$50,000.00 upon receipt by Covington of reimbursement from the Georgia Department of Transportation and, upon completion of the Project, shall be entitled to return of all funds, if any, remaining in the escrow account.
3. Oxford, acting through its independent contractor or agents, shall perform all construction administration services and construction materials testing of the portions of said project within Oxford's city limits.
  4. Except for those payment obligations of Covington expressly set forth herein, Oxford shall timely perform all obligations of Covington under that certain Agreement by and between Covington and GDOT for Transportation Facility Improvements dated December 11, 2013, a copy of which is attached hereto at Exhibit "A" and incorporated herein by reference.
  5. To the fullest extent permitted by law, Oxford agrees to defend, indemnify and hold Covington and its agents and employees harmless against any claim(s) (including but not limited to, challenges, contests etc.) losses or expenses (including but not limited to, attorney fees and court fees) arising out of the performance or failure to perform the services provided by this Agreement.
  6. The term of this Agreement shall be for twelve (12) months beginning on the Effective Date provided above.
  7. This Agreement shall be deemed to have been made, construed, and enforced in accordance with the laws of the State of Georgia.
  8. Should any phrase, clause, sentence, or paragraph of this Agreement be held invalid or unconstitutional, the remainder of the Agreement shall remain in full force and effect as if such invalid or unconstitutional provision were not contained in the Agreement unless the elimination of such provision detrimentally reduces the consideration that any party is to receive under this Agreement or materially affects the operation of this Agreement.
  9. The parties hereto shall comply with all applicable local, state, and federal statutes, ordinances, rules and regulations concerning the subject matter of this Agreement.
  10. No consent or waiver, express or implied, by any party to this Agreement, to any breach of any covenant, condition or duty of another party shall be construed as a consent to or waiver of any future breach of the same.
  11. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
  12. The parties hereto agree to submit any controversy arising under this Agreement to mediation for a resolution. In the event the parties cannot agree on a mediator, the mediator will be selected by the Senior Judge of the Newton County Superior Court. The cost of mediation shall be borne equally by the parties.
  13. No party hereto may assign any function or obligation undertaken by such party without the written approval of the other parties.

14. This Agreement shall be binding upon the parties and their successor and assigns for the full period of the term.
15. This Agreement constitutes the sole and final agreement between the parties relating to the subject of this agreement and all prior or contemporaneous agreements are superseded by it.

**IN WITNESS WHEREOF**, the parties hereto have caused their respective officers have caused this Agreement to be executed in their respective names and set their hands and to affix the respective seals of the parties the day and year first written above.

**THE CITY OF OXFORD, GEORGIA**

By: \_\_\_\_\_  
David S. Eady, Mayor

Attest: \_\_\_\_\_  
Marcia Brooks, City Clerk

**THE CITY OF COVINGTON, GEORGIA**

By: \_\_\_\_\_  
Steve Horton, Mayor

Attest: \_\_\_\_\_  
Audra Gutierrez, City Clerk