



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, July 15, 2019 – 6:00 PM
CITY HALL**

MEMBERS PRESENT: Mayor Jerry D. Roseberry; Councilmembers: Jim Windham, Sarah Davis, George Holt, David Eady, and Mike Ready. Councilmember Jeff Wearing was not present.

OTHERS PRESENT: Matt Pepper, City Manager; Dave Harvey, Police Chief; Connie Middlebrooks, City Clerk; Jody Reid, Utility Superintendent; Michael McQuaide, Art and Laurie Vinson, Laura Gafnea, from Oxford College; Cheryl Ready, Judy Greer, Peggy Madden, Robert Bayliss, and Caitlin Jett, from the Covington News.

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

Agenda (Attachment A)

1. Mayor's Announcements

Mayor Roseberry began the meeting by thanking the contractor, sponsors, staff, and volunteers who help to make both the July Fourth Parade and the grand opening for Asbury Street Park a success. The Mayor informed Council Great Escapes Landscapers had agreed to a ninety-day contract for upkeep of the landscaping at Asbury Street Park. Mayor Roseberry informed Council that the City of Oxford and the City of Covington would sign an IGA for the City of Covington to continue negotiations with GADOT on the pedestrian bridge and sidewalk project along Emory Street. This will be further discussed with item 3 of the agenda. Mayor Roseberry announced there would be three public hearings for citizens to share their concerns regarding pending property tax increases. The hearings are scheduled for July 29, 2019 at 9 am and 6 pm and August 5, 2019 at 6 pm. The public hearing on August 5, 2019 will also address a variance request, this will be addressed under other business. All hearings will occur at city hall.

2. 107 W. Clark Street Renovation Project

There were no updates to share regarding 107 W. Clark Street. The Yarbrough House Renovation Committee is still awaiting recommendations from Carter Watkins Associates.

3. Emory Street Sidewalk Project Intergovernmental Agreement

City Manager Matt Pepper updated Council on the intentions of the City of Covington to approve the IGA and the contract with Tri-Scapes at their meeting on July 22, 2019 for the sidewalk portion of the project. Oxford Mayor and Council will then approve the IGA at the August 5, 2019 Regular Session. (Attachment B)

4. Planning Commission Membership Requirements

Council discussed adopting an attendance policy for Planning Commission Members. Councilmember Eady

questioned if there were provisions made in 2008 requiring members to attend a certain percentage of the meetings. Councilmember Ready informed Council that, at present, the handbook given to incoming members does not include any attendance requirements. Councilmembers agreed there should be an attendance policy to avoid delays or inconveniences to citizens submitting development permit applications. Councilmember Eady requested that the city manager search other city requirements for model language. Mayor Roseberry requested that the Planning Commission and Council consider lowering the number of members required to have a quorum or consider having the Council be the deciding party if such issues arise. (Attachment C)

5. Moore Street Sidewalk Project

At the July regular session meeting, Council reviewed the three bids submitted for the project. Council requested Jordan Engineering to reevaluate the scope of work for any possible cost savings, however; none were determined. Councilmember Eady suggested the city negotiate with the college to contribute to the cost of the portions of the sidewalk that benefit the college. It was requested that a separate cost analysis be generated for those portions of the sidewalk. Councilmember Holt suggested that before rebidding, the city negotiate with the lowest bidder and agreed that the city should negotiate with the college.

6. Other Business

Councilmember Windham requested since Council approved Alcovy Surveying to mark the trees at 107 W. Clark Street, that the city also have them mark the trees on the five-acre lot on East Clark Street.

Councilmember Eady informed Council about the variance request submitted by the homeowner of 712 Emory Street. The homeowners are seeking a variance on the minimum setback on the north side of the property that abuts a shared alley in order to complete renovations on the house. A portion of the garage encroaches on the property where the alley is located. At present, the homeowner has been unable to provide documentation demonstrating ownership of the alley. Councilmember Eady requested that documentation of property ownership of the alley be presented to Council. Councilmember Windham recommended Council not address legal issues until ownership of property is resolved through the court system.

Meeting Adjourned at 6:40 pm.

Respectfully Submitted,



Connie D. Middlebrooks

City Clerk

ATTACHMENT A

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, JULY 15, 2019 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Mayor's Announcements**
2. **107 W. Clark Street Renovation Project** – The ad hoc Yarbrough House Renovation Committee will report on the progress of the 107 W. Clark Street Restoration project.
3. *** Emory Street Sidewalk Project Intergovernmental Agreement** – Council will review the intergovernmental agreement between Covington and Oxford for the Emory Street Sidewalk Project. The agreement details the specifics on both the contracting requirements and payment process. We have attached the agreement.
4. *** Planning Commission Membership Requirements** – Council will discuss adopting additional membership requirements for the Planning Commission. In the past, we have explored the possibility of adding membership requirements.
5. **Moore Street Sidewalk Project** – Council will discuss the process to re-bid the Moore Street Sidewalk Project.

*Attachments

**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 _____, 2019 (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,

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: _____
Jerry D. Roseberry, Mayor

Attest: _____
Connie Middlebrooks, City Clerk

THE CITY OF COVINGTON, GEORGIA

By: _____
Ronnie Johnston, Mayor

Attest: _____
Audra Gutierrez, City Clerk

December 21, 2015

City of Oxford

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Councilmember Terry Smith asked that his name be replaced with Mayor Roseberry's as primary participant.

Traffic Monitoring Equipment

City Manager Bob Schwartz and Chief Dave Harvey presented material depicting traffic monitoring equipment with a recommendation to purchase the radar recording device to monitor the speed on our streets. This would require an amendment to the capital budget for FY2016. The device we recommend will be mounted on a utility pole and can be remounted to monitor another street. It records the speed of each vehicle but does not identify the vehicles.

Oxford Planning Commission

City Manager Bob Schwartz announced that Mike Ready's resignation from the Planning Commission leaves a vacancy. He presented a list of the current members. Jonathan Eady has completed a three year term, but has indicated he would be willing to continue to serve. We have three volunteers for the vacancy; Jeff Wearing, Toby Malcolm and Jim Wildman. Bob presented a memo with several suggestions as qualifications for members of the Planning Commission and asked council to review the memo and suggested they approve a resolution making some of the guidelines mandatory for planning commission members. A Resolution will be on the January 4th agenda for approval.

Trails Grant

City Manager Bob Schwartz stated he has submitted the application to the State for the Recreational Trails Grant program on Tuesday, December 15th. We should hear from the State sometime in March letting us know if we are approved.

Sewer System Extension

City Manager Bob Schwartz informed council we are completing work on the GEFA loan application for the sewer system extension. Part II of the application is very involved and will take some time. The deadline is December 31.

East Clark Street Project

City Manager Bob Schwartz said he is checking with the city attorney to see if we can take possession of the property at this time. We have notified the tenant to vacate and he should be out of the auto repair building by the end of January. After discussion council instructed Bob to proceed with getting prices on demolishing the building.

Asbury Street Park

City Manager Bob Schwartz informed council that he has issued a contract for asbestos abatement in the brick house. He indicated the contractor was delayed by the mandatory state 10 working day waiting period along with the weather. In addition, he is working on some other jobs. According to Utilities Superintendent Jody Reid all asbestos has been removed. He is meeting with the contractor tomorrow to get prices on removing the porch and the non-bearing wall. Bob informed council that the Asbury Street Park Citizens Advisory Committee continues to meet and will have its third meeting on Tuesday, December 29th.

for FY2016. The device recommended will be mounted on a utility pole and can be remounted to monitor another street. The device records the speed of each vehicle but does not identify the vehicles.

A motion was made by Windham, seconded by Smith to approve the purchase of the radar recording device and to make an amendment to the FY2016 capital budget for the purchase. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment I

Oxford Planning Commission

City Manager Bob Schwartz informed Council that Mike Ready's resignation from the Planning Commission leaves a vacancy. He provided a list of the current members. He indicated Jonathan Eady has completed a three year term, but has indicated he would be willing to continue to serve and we have three volunteers for the vacancy: Jeff Wearing, Toby Malcolm, and Jim Wildman. However just today Jim Wildman asked to be removed as a possible candidate. We discussed several changes in the appointment procedure during the work session in December. Section 40-605 of the City Code requires that all members of the Planning Commission be city residents. The other changes discussed will require an amendment to the zoning ordinance. Section 40-637 describes the amendment process which includes the requirement of a public hearing.

A motion was made by Holt, seconded by Smith to appoint Jeff Wearing to fill the vacancy on the Planning Commission. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment J

Tree Trimming Contract

City Manager Bob Schwartz explained to Council that each January, we trim the trees near our powerlines. He said this year we need to change contractors. He said for many years we've done this together with Covington. Covington hires a crew for eleven months and we hire them for one month. Bob explained that our FY2016 budget includes \$25,000 for powerline tree trimming as we have done for the past few years. In FY2015 we spent \$18,418 and in FY2014 we spent \$13,363. The difference is based on the amount of work we need each year and, in part, based on the weather we have during our "month". Bob explained that last summer the City of Covington and Jody decided it was time to take bids. They received bids from two vendors with a third not bidding. The bids were based on an hourly rate for a three man crew with equipment. Burford bid \$113.80 and Townsend bid \$116.79. The other vendor (Trees Unlimited) did not submit a bid because they did not have a crew that could be devoted to Covington for one year. Bob made a recommendation stating that our finance policy, Section 19.8 allows us to accept bids that have been received by other local governments. Our finance policy also requires any purchase over \$10,000 be approved by City Council. Because we expect this to run over \$10,000 we are requesting approval of Council for a purchase order and a subsequent contract with Burford for up to \$25,000. This is based on the rate of \$113.80 per hour based on the bid submitted to the City of Covington last summer. The amount of work and the actual lines to be trimmed will be determined by Jody Reid. After discussion:

A motion was made by Holt, seconded by Smith that this item be tabled for further discussion at the January 19, 2016 work session. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment K