



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, January 6, 2020 – 7:00 PM
CITY HALL**

ELECTED OFFICIALS PRESENT:

Jerry D. Roseberry – Mayor
David Eady – Mayor-elect
George Holt – Councilmember
Jim Windham – Councilmember
Mike Ready – Councilmember
Jeff Wearing – Councilmember
Avis Williams – Councilmember
Sarah Davis – Councilmember
Lynn Bohanan – Councilmember-elect
Laura McCanless – Councilmember-elect

APPOINTED/STAFF PRESENT:

Matt Pepper – City Manager
Marcia Brooks – City Clerk/Treasurer
Stacey Mullen – Deputy City
Clerk/Elections Superintendent
Jody Reid – Utility Superintendent
Dave Harvey – Police Chief
David Strickland – City Attorney
Steven Hathorn – Municipal Court Judge
Cheryl Freeman – Municipal Court Solicitor

OTHERS PRESENT: Judy Greer; Erik, Hoyt & Arthur Oliver; Nick Cole; Dave Huber; Mike McQuaide; Vicki Eady; Grayson Eady; Peggy Madden; Louise Eady; Darryl Welch

1. The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor.
2. The invocation was delivered by Hoyt Oliver.
3. Pledge of Allegiance.
4. **Organizational Meeting** – The Honorable Steven A. Hathorn was sworn in as the Municipal Court Judge of Oxford for the year 2020 by City Attorney C. David Strickland. Judge Hathorn then administered the oath of office to the newly elected officials, David Eady (Mayor), Laura McCanless (Councilmember, Post 3), and Lynn Bohanan (Councilmember, Post 1). Newly sworn elected officials took their seats at the Council table.
5. **Motion was made to accept the Agenda for January 6, 2020 – Wearing - Second - Williams, Approved unanimous 7/0.** Attachment A
6. **Motion was made to accept the Consent Agenda – Holt – Second – Wearing - Approved unanimous 7/0.** Attachment B

7. **Mayor's Report**

The Oath of Office was administered to the following appointed officials for the year 2020 by the Honorable Steven A. Hathorn:

- a. C. David Strickland, PC – City Attorney
- b. Steven A. Hathorn – Municipal Judge
- c. Cheryl Freeman – Municipal Solicitor
- d. Marcia Brooks – City Clerk/Treasurer
- e. Dave Harvey – Chief of Police
- f. Stacey Mullen – Election Superintendent

Mayor Eady expressed his appreciation to Mayor Roseberry for his leadership as mayor and the path that he has kept the City of Oxford on both as a councilmember and as mayor. He also thanked Mike Ready and Sarah Davis for their contributions to the Council and welcomed the new Councilmembers.

8. **Mayor Pro-Tem for 2020** Attachment C

Mayor Eady explained that a new Mayor Pro-Tem will need to be selected for the year. A list of those who have served in this position previously was sent to all Councilmembers.

Motion was made to appoint Jim Windham as Mayor Pro-Tem for 2020 – Holt – Second – Wearing, Approved unanimous 7/0.

9. **Planning Commission Recommendations/Petitions**

None

10. **Citizen Concerns**

Hoyt Oliver addressed the Council regarding the proposed uses for the city-owned property at 107 W. Clark Street (Yarbrough House). He and his wife had previously provided memos outlining their concerns to the Council. They strongly recommend that it be used first and foremost as a history and welcome center for citizens and visitors. They also recommend that the Council collaborate closely with the Oxford Historical Society on interior design and arrangement of the interior, and that it be used to showcase the work of local artists. They believe that telling the story of Oxford, past and present, is important, and access to the 175th anniversary website at the facility would make a wealth of information available to patrons.

Mayor Eady advised that the Council had received Mr. and Mrs. Olivers' memos, and asked Matt Pepper to forward them on to the new Councilmembers. They will be discussed at the January work session, which will be held at 6:30 p.m. on January 27, 2020 due to the MLK Holiday on January 20, 2020.

11. **MEAG Power Purchase Agreement** Attachment D

The City of Oxford will need to purchase 482 KW to meet its required reserve capacity for 2020. In addition, the City of Oxford will need to purchase 494 KW to meet its supplemental capacity needs. The total annual cost is \$4,420. Matt Pepper recommended that the Council designate the Municipal Electric Authority of Georgia (MEAG) to acquire

the necessary resources to meet the city's reserve and supplemental capacity needs. Contracts for the purchase of the reserve and supplemental capacity from the City of Washington are provided for execution upon approval.

Motion was made by Holt – Seconded – Wearing to approve the MEAG power purchase agreements for a total of \$4,420, approved unanimous 7/0. Attachment E

12. **Transportation System Analysis and Prioritization Study** Attachment F

The Northeast Georgia Regional Commission (NEGRC) is seeking to partner with the city to develop a Transportation System Analysis and Prioritization Study as a pilot project for Northeast Georgia. The study is part of the implementation of the NEGRC's regional plan. The goal of the study is to provide a framework by which local governments can apply data-driven principles when developing their transportation goals. The Council will decide whether to participate in the pilot project. **Motion was made by Windham – Seconded – Bohanan, for the City of Oxford to participate in the Transportation System Analysis and Prioritization Study being conducted by NEGRC, approved unanimous 7/0.**

13. **Planning Commission Appointment**

Two seats are coming up for reappointment. One is held by Mike McQuaide and the other is vacant. A recommendation has been received to reappoint Mike McQuaide, and he is willing to serve. **Motion was made by Williams – Seconded – Holt to reappoint Mike McQuaide to the Planning Commission, approved unanimous 7/0.** Mayor Eady advised that additional recommendations for the other seat have been requested from the Planning Commission and will be discussed at the January work session.

14. **Trees, Parks and Recreation Board Appointment**

The Trees, Parks and Recreation Board has recommended that Nakeisha Cummings be appointed as a member. Ms. Cummings is a resident of Longstreet Circle and is a teacher at Cousins Middle School. She has expressed an interest to serve. **Motion was made by Holt – Seconded – Windham – to approve the appointment of Nakeisha Cummings to the Trees, Parks and Recreation Board, approved unanimous 7/0.**

15. **Invoice Approval**

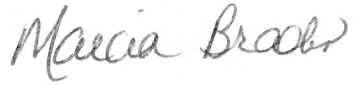
Mr. Holt inquired about the payment to Carter Watkins Associates for \$10,500. Mr. Wearing explained that the Yarbrough House Committee had approved moving forward with design drawings. They agreed to 6% of the total project budget (\$350,000) for this purpose in June of 2019, and this payment is for 50% of the 6% of \$350,000 budgeted for the project. Carter Watkins will also manage the project and oversee the contractor chosen to do the work. **Motion by Windham to approve December invoices - second Holt, approved unanimous 7/0.**

16. **Executive Session**

None.

Motion to adjourn Regular Session at 7:38 pm – Williams – Second Wearing Approved unanimous 7/0.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Marcia Brooks".

Marcia Brooks
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, JANUARY 6, 2020 – 7:00 P.M.
CITY HALL
A G E N D A**

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Organizational Meeting – The Honorable Steven A. Hathorn, Judge, presiding.
 - a. Oath of office for Mayor and councilmembers continuing to serve.
 - i. Mayor David Eady
 - ii. Lynn Bohanan – Post 1
 - iii. George Holt – Post 2
 - iv. Laura McCanless – Post 3
 - v. Avis Williams – Post 4
 - vi. Jim Windham – Post 5
 - vii. Jeff Wearing – Post 6
5. Motion to accept the Agenda for the January 6, 2020 Mayor and Council Regular Meeting.
6. CONSENT AGENDA
 - a. * Minutes of the Regular Meeting of December 2, 2019.
 - b. * Minutes of the Work Session of December 16, 2019.
 - c. * Minutes of the Trees, Parks and Recreation Board of August 13, 2019.
7. Mayor’s Report – Oath of Office for Special Committees continuing to serve.
 - a. C. David Strickland, PC – City Attorney
 - b. Steven A. Hathorn – Municipal Judge
 - c. Cheryl Freeman – Municipal Solicitor
 - d. Marcia Brooks – City Clerk/Treasurer
 - e. Dave Harvey – Chief of Police
 - f. Stacey Mullen – Election Superintendent
8. * **Mayor Pro-Tem for 2020** – We will need to appoint a new Mayor Pro-Tem for 2020. We have attached the list from the past 15 years.
9. Planning Commission Recommendations/Petitions.
10. Citizen Concerns.

11. * **MEAG Power Purchase Agreement** – The city will need to purchase 482 KW to meet our required reserve capacity for 2020. In addition, the city will need to purchase 494 KW to meet our supplemental capacity needs. The total annual cost will be \$4,420. 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. We have attached the contracts with the City of Washington.

12. **Transportation System Analysis and Prioritization Study** – The Northeast Georgia Regional Commission (RC) is seeking to partner with the city to develop a Transportation System Analysis and Prioritization Study as a pilot project for Northeast Georgia. The study is part of the implementation of the RC’s regional plan. The goal of the study is to provide a framework by which local governments can apply data-driven principles when developing their transportation goals. Council will decide whether to participate in the pilot project.

13. **Planning Commission Appointment** – Council will approve the nominations for two members of the city’s Planning Commission.

14. **Trees, Parks and Recreation Board Appointment** – Council will approve the nomination for a member of the city’s Trees, Parks and Recreation Board.

15. Invoice Approval

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
MONTHLY		
Anthem Blue Cross Blue Shield	Employee Healthcare Insurance for January Inv#0640	8,234.53
Card Services Center	Mastercard Charges for 11/9-12/10/19: Amplifier for Sound System (Community Rm), Hotel Fees-Mayors Summit (Mayor & City Mgr), Flower Arrangement (Almond Turner), Newly Elected Officials Training, DDA Member Training, Misc.	3,973.78
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (December) *Includes Asbury Street Park (\$168.71)	1,689.74
Consolidated Monthly Remittance	Municipal Court Fees for November	1,224.14
Georgia Municipal Association	Employees Retirement Inv. 368663 (December)	5,972.25
Georgia Municipal Association	2020 Membership Dues	1,400.08
Georgia Municipal Association	2020 Estimated Annual Premium (Workers’ Compensation Self-Insurance Fund)	15,688.00
Georgia 811 Utilities Protection Center	2020 Annual Membership Fees	1,037.52
Latham Home Sanitation Co. Inc	Monthly Curbside Service for November	6,891.38
Latham Home Sanitation Co. Inc.	Monthly Curbside Service for December	6,891.38
Newton County BOC	Water Purchase Cornish Creek for November Inv#2633	17,062.00

Newton County Water & Sewer	Sewer Treatment Fees 10/30-11/27/19	6,747.76
Sophicity	Monthly IT Services January 2020	1,939.34
Southeastern Power Admin.	SEPA Energy Cost November) Inv. B-20-0378	2,767.31
PURCHASES/CONTRACT LABOR		
Axon Enterprise, Inc	Taser and Left-Handed Holster	1,678.00
Bon Appetit (Oxford Dining Hall)	Annual Employee Dinner	1,383.55
Carter Watkins Associates, Architects, Inc.	Professional Services- Yarbrough House	10,500.00
Designed Installations	Sidewalk Repair (804 Emory Street)- Replaced 6' of Reinforced Concrete	2,352.00
HCS Services Inc.	Moore Street Sidewalk- Draw 1	62,500.00
Jordan Engineering	Engineering Services: E. Clark Street/Moore Street Sidewalk/R.O.W.	1,575.00
McNair McLemore Middlebrooks	2019 Pre-Audit Preparation for November Inv#78940	3,870.00
Park Warehouse	Dog Park Pet Waste Stations (6) & Drinking Fountains w/ Pet Fountains (4) for City Trails & Parks	20,414.07
Sensus USA	(12) Water Meters	1,501.16
C. David Strickland, P.C.	Professional Services for October Inv#13099-13106	4,417.96

16. Executive Session – Real Estate / Personnel.

17. Adjourn



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, December 2, 2019 – 7:00 PM
CITY HALL
DRAFT**

PRESENT: Jerry D. Roseberry, Mayor; Council members: George Holt; Jim Windham; Mike Ready; Jeff Wearing, Avis Williams, Sarah Davis and Honorary Council Member Rachel Ding. Staff members present: City Manager Matt Pepper, City Clerk Marcia Brooks, Deputy City Clerk Stacey Mullen, Utility Superintendent Jody Reid, Police Chief Dave Harvey, City Attorney David Strickland.

OTHERS PRESENT: Laura Gafnea of Oxford College, Chris Madden, Mike McQuaide, Gwendolyn Green, and Art Vinson.

1. The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor
2. Invocation was delivered by Avis Williams.
3. Pledge of Allegiance
4. Motion was made to accept the Agenda for December 2, 2019 – Wearing - Second - Williams, Approved unanimous 6/0. Attachment A
5. Mayor Roseberry presented a proclamation to Ms. Rachel Ding recognizing her as Oxford's Honorary Council Member for the month of December.
6. Consent Agenda - Approved unanimous 6/0. Attachment B
7. **Mayors Report**
 - a) The current issue of *Georgia Cities* has a full-page story about Asbury Park.
 - b) Earlier this year, the Oxford City Council approved establishment of Electric and Water/Sewer Capital accounts. The accounts have now been established and will be reflected on November's Cash on Hand report.
 - c) The Employee Appreciation Dinner is Thursday, December 12, 2019 at 7:00 p.m. in the Dean's Dining Room at Oxford Dining Hall.
 - d) Steve Horton, mayor-elect of the City of Covington, will replace Mayor Roseberry on the Northeast Georgia Regional Commission (NEGRC) representing the cities of Newton County.

- e) Current mayors and mayors-elect of Newton County have been invited to Oxford on Friday, December 6, 2019 to discuss some intergovernmental agreements and other matters.
- f) On Wednesday, December 11, 2019, Mayor Roseberry, Mayor-Elect Eady, Council Members Mike Ready and Jim Windham, and staff members Matt Pepper and Jody Reid will meet with representatives from Oxford College and MEAG to discuss possible solar electric projects. At the December work session, attendees will provide a report from the meeting, and the Oxford City Council will decide whether there is interest in pursuing a solar energy project. A response is due to MEAG by December 20, 2019.
- g) Leadership Newton County will be at Oxford on December 19, 2019, and Mayor Roseberry will make a presentation about the City Council.
- h) On December 20, 2019, the mayors and mayors-elect will meet with the Board of Commission Chairman, the School Superintendent, the Chamber of Commerce President and the Newton County Water and Sewer Authority Executive Director on some local matters.
- i) The Southern Advent performance is December 7, 2019 at 2:00 p.m.

8. Planning Commission Recommendations/Petitions

None

9. Citizen Concerns

None

10. Match for Community Development Block Grant (CDBG)

Matt Pepper recommended that for the upcoming CDBG application for the previously discussed water main replacement project, the city will pledge a 20% match (\$150,000). This money would only be spent if the grant is awarded to the City of Oxford.

Motion was made by Holt – Seconded – Windham to pledge a 20% match for the upcoming CDBG application, approved unanimous 7/0.

11. Preliminary Engineering Report (PER) for Water Main Replacement Project

The CDBG application being submitted for the water main replacement project requires inclusion of a PER. Matt Pepper recommended that the Oxford City Council approve hiring Carter & Sloope to complete the PER at a cost of \$6,000. If the grant is awarded, the Oxford City Council can consider hiring Carter & Sloope to manage the project's execution.

Motion was made by Ready – Seconded – Windham to hire Carter & Sloope to complete the PER, approved unanimous 7/0.

12. Resolution to Authorize Submission of Project to the Georgia Department of Transportation (GDOT) for the FY2020 Local Maintenance Improvement Grant (LMIG)

Appendix C

A proposed resolution was presented to the Oxford City Council by Matt Pepper designating Stone Street for repairs under the FY 2020 LMIG program. Mr. Windham asked if speed breaks could be installed on Stone Street as part of this project. Mr. Roseberry indicated the speed breaks would need to be discussed separately and should be brought up in the next work session. **Motion was made by Ready – Seconded –**

Windham to approve the resolution designating Stone Street for the FY2020 LMIG program, approved unanimous 7/0.

13. **Statewide Mutual Aid and Assistance Agreement** Appendix D
Newton County Emergency Management Agency requests that the Oxford City Council approve the renewal of the Statewide Mutual Aid and Assistance Agreement. The agreement is between the City of Oxford and the Georgia Emergency Management and Homeland Security Agency (GEMA/HS). In the event of a disaster, this agreement will allow the city to use state resources for repair and cleanup efforts. It renews every four years. **Motion was made by Windham – Seconded – Wearing – to approve the renewal of the Statewide Mutual Aid and Assistance Agreement, approved unanimous 7/0.**
14. **Appointment of Nominees for the Trees, Parks and Recreation Board**
Matt Pepper stated that the Trees, Parks and Recreation Board recommends Linda Allen, Robert Bayliss, Teresa Eady, Mike McQuaide, and Mike Rogers for membership on their board. **Motion was made by Wearing – Seconded Holt – to approve the recommendations of the Trees, Parks and Recreation Board, approved unanimous 6/0.**
15. **107 W. Clark Street Renovation Project**
Mr. Wearing reported that the *ad hoc* Yarbrough House Renovation Committee is still waiting for final drawings. He hopes they will be ready for the December work session.
16. **Whatcoat Street Project**
Mr. Ready reported that after the November 18, 2019 work session, they contacted Robert Jordan to request that the plans be amended to extend the parking spaces on Whatcoat Street to George Street, repeating the design used for parking in front of Allen Memorial United Methodist Church. The *ad hoc* committee is waiting for the revised plans.
17. **Invoice Approval**
Mr. Wearing inquired about the expiration date of the Bureau Veritas contract. Mr. Pepper advised the contract renews automatically on an annual basis in the summer. Mr. Roseberry asked Mr. Reid what is done to the water tank that costs about \$3,000 per month. Mr. Reid advised they inspect it quarterly, and they drain and clean it out once per year. Mr. Reid advised he would research this issue further. **Motion by Ready to approve October invoices - second Wearing, approved unanimous 7/0.**

Mr. Windham requested that replacement of the fence at the City of Oxford Maintenance Facility be added to the December work session agenda.

Motion to go into Executive Session at 7:24 pm – Ready – Second – Williams, approved unanimous 7/0.

Personnel policies for the City of Oxford were discussed.

There being no further business:

Motion to adjourn the Executive Session at 7:26 pm – Williams – second – Ready, approved unanimous 7/0.

Motion to approve the following appointments for the year 2020 was made by Windham – Second – Holt, approved unanimous 7/0.

C. David Strickland – City Attorney
Cheryl Freeman – Municipal Court Solicitor
Steve Hathorn – Municipal Court Judge
Dave Harvey – Chief of Police
Marcia Brooks – City Clerk

Motion to adjourn Regular Session at 7:29 pm – Williams – Second Wearing Approved unanimous 7/0.

Respectfully Submitted,

Marcia Brooks
City Clerk



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, DECEMBER 16, 2019 – 6:00 PM
CITY HALL**

MEMBERS PRESENT: Mayor Jerry D. Roseberry; Councilmembers: Jim Windham, George Holt, Mike Ready, Avis Williams, and Sarah Davis.

OTHERS PRESENT: Matt Pepper, City Manager; Dave Harvey, Police Chief; Marcia Brooks, City Clerk; Jody Reid, Public Works Supervisor; David Eady; Art & Laurie Vinson; Mike McQuaide; Cheryl Ready; Dean Doug Hicks, Laura Gaffnea, and Danielle Miller of Oxford College; Judy Greer; Peggy Madden; and Laura McCanless.

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

Agenda (Attachment A)

1. Mayor's Announcements

- The Annual Employee Appreciation Dinner was held December 12th at the Dean's Dining Hall at Oxford College. Mayor Roseberry expressed his appreciation to Dean Hicks for the use of the dining hall.
- November Police Report:
 - Tickets written – 49
 - Warnings written – 38
 - Arrests – 6 (1 was a felony)

2. **Electric Utility Resource Mix Discussion** – Some of the Council members and staff met with representatives from the Municipal Electric Authority of Georgia (MEAG), Oxford College, and Emory University on December 11, 2019 to discuss solar opportunities. MEAG needs a verbal expression of interest from the City of Oxford for participating in the purchase of solar energy. Jim Windham clarified that the agreement would be non-binding. Mike Ready advised this is an opportunity that has not been previously available to the city because it was cost-prohibitive in the past. It is also an opportunity for customers who cannot invest in partial or total conversion of their homes to solar to still be able to take advantage of solar power options. Oxford College was included in the discussion because they are the city's largest customer, and their participation would largely drive the amount of solar power the city would purchase. **All Council members agreed that the Council is interested in discussing this opportunity further.** Matt Pepper will notify MEAG of the Council's interest.

Jim Windham asked that if any communication about this issue occurs outside of meetings for the purpose of discussing this matter, that the information be passed on to the Council. Mike McQuaide asked if it is premature to ask whether solar electricity will retail for the same price as current electricity. Mayor Roseberry advised it is premature, but he believes there will be little if any impact on price in the near future. The solar portion will be a small part of the total package. Initially, those who purchase it from the City will be helping the environment. As it becomes more economical, more savings will be realized.

Mayor Roseberry noted that City Attorney David Strickland will be kept informed of all discussion regarding this issue.

3. MEAG Power Purchase Agreement

Matt Pepper explained that MEAG has approached the city about buying supplemental and reserve capacity power from the City of Washington. The city is required by our power purchase agreement to have 115% of our power for one month to meet peak demand. The city operates slightly short of its power needs as far as buying enough power for everyone. To be made whole the city will need to buy enough capacity to provide power to all of the city's customers. MEAG has negotiated with the City of Washington to buy supplemental power at a cost of \$7 per KW and reserve power at a cost of \$2 per KW for a total annual cost of \$4,240. City of Oxford staff recommend that Council designate MEAG to acquire the necessary resources to meet the city's reserve and supplemental capacity needs. Mr. Holt asked why the price is different for supplemental vs. reserve capacity. Mr. Pepper was not sure but thought it may be because supplemental capacity is used every month, and reserve capacity is only used once per year. Mr. Windham thought it may be because supplemental power is based on peak demand use, while reserve power is not. Mayor Roseberry stated this issue will be on the January 6th meeting agenda.

4. Mayors' Meeting (Attachment B)

Mayor Roseberry distributed a summary memorandum of the results of the investigation into the Service Delivery Strategy and water situation with the county to Council members. The memorandum included ten items for the Council's further consideration. Mr. Windham asked why the county has no plans to sell the former Bear Creek Reservoir site. Mayor Roseberry advised the county thinks they may want to use this land in the future for a reservoir site, even though experts do not consider this location a good site for a reservoir.

5. Transportation System Analysis and Prioritization Study

The Northeast Georgia Regional Commission (NEGRC) is working on a regional plan. One component of the regional plan is a Transportation System Analysis and Prioritization Study. NEGRC has reached out to Oxford to see if we would be interested in participating as a pilot community for creating a framework that other cities can use when they are analyzing their transportation needs and trying to plan for the future. There would be a team of three to four individuals who would work with John Devine with NEGRC. They would study transportation needs in general, transportation needs of the City of Oxford and Newton County. They would also do a case study analysis on what other communities do.

The deliverable would be a how-to/facilitator guide for other cities to use as they approach their transportation system analysis. We would not be doing a transportation system analysis for Oxford but would be helping them create a framework they can use with other cities. Given that the NEGRC has reached out to us for this assistance, there would be no cost to the City of Oxford to participate. Mayor Roseberry spoke favorably of Oxford's participation in this project. Newton County will be conducting a local transit study through the Atlanta Regional Commission (ARC) and the Georgia Department of Transportation (GDOT). Participating in this project with NEGRC will put Oxford in a good position for dealing with transportation issues.

Ms. Williams asked if this is a study based on comments and needs or is it a baseline effort. Mayor Roseberry advised the study with Newton County will be based on need, but the proposed participation by Oxford in the NEGRC project is for the purpose of designing a template that NEGRC can use when working with other cities. This issue will be on the January 6th agenda.

6. **107 W. Clark Street Renovation Project** (Attachment C)

The Committee Chairman was not available to report on the status of this project. Discussion will be deferred until January.

7. **Traffic Calming**

Mr. Windham requested that this issue be brought before Council. Mr. Windham stated it was his understanding we would move forward with three speed tables on East Soule Street between Emory Street and the city limits. There is a potential for a large increase in traffic along that route in the near future. Jody Reid advised that he and Chief Harvey measured for two tables. Mayor Roseberry advised residents on that street have also complained about drivers speeding. Mr. Windham also stated he had seen tractor-trailers coming through that street recently.

8. **Parking Vehicles**

Mayor Roseberry advised Chief Harvey and Matt Pepper are doing some studies on this issue.

9. **Maintenance Facility Fence**

Mr. Windham indicated that part of the fence is still good, and the cost could be spread out over more than one year. Jody Reid provided the quotes he had received for various options from the original builder of the fence: replace entire face - \$20,000; repair damaged parts of fence, clean, paint - \$7,000; replace with chain-link fence with screen blinder - \$19,500. Mr. Holt asked why we are talking about replacing the whole fence when part of it is still good. Mr. Windham advised Mr. Reid just provided some options. Mr. Reid will obtain some additional quotes and this issue will be discussed in January.

10. **Whatcoat Street Project**

Mr. Ready advised the committee has not yet received the final plans, so will defer this discussion to the next Council meeting.

Other Comments

Dean Doug Hicks of Oxford College asked for some time to address the Council. He advised the Council that some gravestones in the woods in the Confederate cemetery behind Seney Hall and Williams Hall on campus were recently vandalized. About 31 gravestones were vandalized. Twelve of them were yanked out of the ground, cracked, or both. As of December 15th, this is an active investigation under Emory Police Department. Dean Hicks wanted to share the information with the City of Oxford and work with the city to make repairs and restore them as much as possible. He also wanted to share with the city what they know and what actions they are taking.

Judy Greer thanked the members of Council who are leaving for their service and to welcome the new members who will begin serving in January.

Mayor Roseberry thanked the Council members he has served with. He believes the Council has made some significant accomplishments, and he looks forward to the new Council continuing to do so starting in January.

The work session was adjourned at 6:32 p.m.

Respectfully Submitted,

Marcia Brooks
City Clerk

Trees, Parks and Recreation Board (TPR) – City of Oxford, GA

Minutes of Meeting **August 13, 2019**

Community Room, Oxford City Hall

At 5:15 PM, Chairman Ready called the meeting to order.

Attendance

Present – Members: Cheryl Ready, Laura McCanless, Anderson Wright, and Laura McCanless.

Other attendees: Linda Allen; Beryl Budd, City Arborist, GUFCA; Jody Reid, Utility Superintendent; Jordan Shoemaker, Project Manager, Northeast Georgia Regional Commission; Laura Gafnea, Director of Community Relations, Oxford College.

Agenda for meeting: Upon motion of Mr. Wright, seconded by Ms. McCanless, the agenda for the August 13, 2019 meeting was adopted. The vote was 4-0.

Minutes of meeting April 9, 2019: Upon motion of Ms. McCanless, seconded by Mr. Wright, the minutes for the meeting held on April 9, 2019 were adopted. The vote was 4-0.

Discussion of Design for “Welcome” Park: A proposal was presented to Jordan Shoemaker who offered services that NEGRC could provide. The Board asked her to contact the City Manager in about a week to discuss these options.

Reports and Updates:

1. Mitchell Street – Mr. Wright again requested a bench for this park. The Board approved as this was promised as part of the park budget by Mr. Schwartz in 2017.
2. George Street – The Board recommended that we proceed with installation of new split rail fencing to replace broken and aged one that exists. The Board requested that Mr. Reid get a second bid. Mrs. Ready also stated progress of pollinator garden and need to replace some of the trees which were lost recently. Mr. Budd will look for appropriate locations.
3. Asbury Street – In keeping with the Board’s desire to honor this property’s African American heritage, the Board approved the purchase of plaque honoring Augustus C. Wright. Mr. Anderson Wright will work with Mrs. Ready in writing the final document. The Board also approved a “plaque” that recognizes those that visualized the park (Mayor, Council, *ad hoc* committee members).

Pruning Issues: The Board requested Mr. Budd to review list of needs for pruning and approved \$4000 of this year’s budget toward this goal.

Emory Street Revitalization Program: Mr. Budd shared that he has a scheduled visit to Emory’s tree farm to pick out the trees that James Johnson has allotted to us in two past agreements for work on right of way. Mrs. Ready will send out “homeowner” letters again to search for residents who might be receptive to having a “free” tree planted on their property. Mrs. Ready will ask the City Manager to rewrite the “Right-of-Entry Permission Form” necessary for this project.

Moore Street Sidewalk Project: Mrs. Ready updated the board on progress of this project.

Budget: With these expenditures, the Board was updated on amounts left to budget the rest of the year (approximately \$3000).

Growth Award: Along with Tree City application, Mrs. Ready will implement the ideas provided in April by the Board for applying for the Growth Award. This will be in progress by October meeting date.

Adjournment: *Upon motion of Anderson Wright, seconded by Laura McCanless, the Board voted to adjourn the meeting at 6:17 PM. The vote was approved 4-0.*

Next Meeting- October 8, 2019, for Arbor Day planning

Respectfully submitted.

Cheryl Read, Chairman

MAYOR PRO-TEMS (2004-PRESENT)

2019 Jeff Wearing
2018 Jim Windham
2017 Mike Ready
2016 George Holt
2015 Sarah Davis
2014 Lyn Pace
2013 Terry Smith
2012 David Eady
2011 Frank Davis
2010 Sue Dale
2009 Jim Windham
2008 George Holt
2007 Hoyt Oliver
2006 William Murdy
2005 Emma Lou Patterson
2004 Virgil Eady

MAYORS (1943-PRESENT)

2020-Present Mr. David S. Eady
2008-2019 Mr. Jerry D. Roseberry
2007 Mr. William H. (Dean) Murdy
2004-2006 Mr. Donald Ballard
1995-2003 Mr. Don Turner
1988-1994 Mr. Jack Porter Atkinson Jr.
1982-1987 Mr. Fred Taylor
1980-1981 Mr. Weldon Carson
1976-1979 Mr. Dial
1972-1975 Mr. Wiley Allgood
1958-1971 Mr. Augustus W. (Jack) Jackson
1953-1957 Mr. Aubra L. Sherwood
1952 Mr. Barnett
1951 Mr. Lancaster
1950 Mr. M.R. Elizer
1948-1949 Mr. Allgood
1947 Mr. Thorne
1943-1946 Mr. E. W. Strozier



December 10, 2019

City of Washington, Georgia
Attn: Honorable Ames M. Barnett, Mayor
102 E. Liberty Street
Washington, GA 30673

City of Oxford, Georgia
Attn: Honorable Jerry D. Roseberry, Mayor
110 West Clark Street
Oxford, GA 30054

**Re: MEAG Power Sale of Excess Reserve Capacity to the City of Oxford
on Behalf of the City of Washington**

Dear Mayor Barnett and Mayor Roseberry:

This Letter Agreement sets forth the agreement between the Municipal Electric Authority of Georgia ("MEAG Power"), City of Washington, Georgia ("Washington"), and the City of Oxford, Georgia ("Oxford") for MEAG Power's sale on behalf of Washington of certain excess reserve capacity to Oxford pursuant to Section 312 of the Power Sales Contract between MEAG Power and Washington. MEAG Power is willing to facilitate and execute this transaction pursuant to Section 312, subject to this Letter Agreement.

The capitalized words or terms that are used in this Letter Agreement, but are not defined herein, shall have the same meanings as assigned to them in the Power Sales Contract.

In consideration of the mutual agreements set forth herein, the sufficiency and adequacy of which are acknowledged by MEAG Power, Washington and Oxford, it is understood and agreed that:

(1) Sale of Excess Reserve Capacity by MEAG Power on Behalf of Washington.

(a) Pursuant to Section 312 of the Power Sales Contract between MEAG Power and Washington, Washington has declared capacity in the amount of 494 kW, as measured at B1, of the total kW of its Project One Entitlement Share (the "Sales Amount") to be excess to its needs. Washington has requested MEAG Power to sell, and MEAG Power shall, in accordance with this Letter Agreement, sell this capacity, but no energy associated therewith, to Oxford.

(b) This Sale Amount shall not reduce Washington's cost obligations under the Power Sales Contract and Washington shall remain liable to MEAG Power for its entire Entitlement Share. All payments received by MEAG Power from Oxford for the Sale Amount pursuant to this Letter Agreement shall be credited to Washington's obligation to MEAG Power to pay for its Entitlement Share.

Municipal Electric Authority of Georgia
1470 Riveredge Parkway NW
Atlanta, Georgia 30328-4640

1-800-333-MEAG 770-563-0300



(2) Purchase of Excess Reserve Capacity by Oxford. Oxford agrees to purchase the Sale Amount for a price of \$2.00 per kW-year (the "Contract Price"). MEAG Power shall bill Oxford for such amount and Oxford shall pay all amounts due in the same manner as other payments under the Power Sales Contract between MEAG Power and Oxford.

(3) Costs. Washington shall be obligated for all costs incurred by MEAG Power as a direct result of the transaction identified in this Letter Agreement. MEAG Power agrees to provide sufficient documentation to Washington to enable it to verify any such costs.

(4) Indemnification. Washington hereby indemnifies and holds MEAG Power and the remaining MEAG Power Participants harmless from and against any and all losses, costs, liabilities, damages, expenses (including without limitation attorneys' fees and expenses) of any kind and incurred or suffered by MEAG Power or its Participants as a result of, or in connection with, Washington's sale of excess reserve capacity pursuant to this Letter Agreement.

(5) Term. The initial term of the sale of Washington's excess reserve capacity to Oxford pursuant to this Letter Agreement shall begin at 0000 hours on January 1, 2020 and end at 2400 hours on December 31, 2020. Other than as to the sales transaction, all other provisions of the agreement shall remain in effect until all other obligations under this Letter Agreement are satisfied, including, but not limited to, Washington's obligation to indemnify MEAG Power and the Participants. All times referenced herein are Central Prevailing Time.

(6) Termination and Unwind. If MEAG Power changes its policy concerning the computation of necessary reserve capacity from a "budgeted coincident peaks" standard to an "actual peaks" standard and such policy change goes into effect during the Term of this Letter Agreement, Washington and Oxford shall be returned to their respective positions as if this Letter Agreement had not been entered into (e.g., Oxford shall receive a credit for amounts it paid pursuant to this Letter Agreement and Washington shall be billed for all such amounts). Subsequently, this Letter Agreement shall terminate, except that Sections (3) and (4) shall remain effective.

If you are in agreement with the foregoing and after this Letter Agreement has been duly authorized by the respective governing bodies of Washington and Oxford, please execute this Letter Agreement in the space provided below.

MUNICIPAL ELECTRIC AUTHORITY OF GEORGIA

ATTEST:

By: _____

James E. Fuller
President and Chief Executive Officer

[SIGNATURES CONTINUED ON NEXT PAGE]

Municipal Electric Authority of Georgia
1470 Riveredge Parkway NW
Atlanta, Georgia 30328-4640

1-800-333-MEAG 770-563-0300



Agreed to and accepted, this 10th day
of December, 2019.
Month Year

CITY OF WASHINGTON

By: Sharon D. Bailey

ATTEST:

Alabbie Wanner
City Clerk

[SEAL]

Agreed to and accepted, this ____ day
of _____, _____.
Month Year

CITY OF OXFORD

By: _____

ATTEST:

City Clerk

[SEAL]



December 10, 2019

City of Washington, Georgia
Attn: Honorable Ames M. Barnett, Mayor
102 E. Liberty Street
Washington, GA 30673

City of Oxford, Georgia
Attn: Honorable Jerry D. Roseberry, Mayor
110 West Clark Street
Oxford, GA 30054

**Re: MEAG Power Sale of Excess Capacity to the City of Oxford
on Behalf of the City of Washington**

Dear Mayor Barnett and Mayor Roseberry:

This Letter Agreement sets forth the agreement between the Municipal Electric Authority of Georgia ("MEAG Power"), City of Washington, Georgia ("Washington"), and the City of Oxford, Georgia ("Oxford") for MEAG Power's sale on behalf of Washington of certain excess capacity to Oxford pursuant to Section 312 of the Power Sales Contract between MEAG Power and Washington. MEAG Power is willing to facilitate and execute this transaction pursuant to Section 312, subject to this Letter Agreement.

The capitalized words or terms that are used in this Letter Agreement, but are not defined herein, shall have the same meanings as assigned to them in the Power Sales Contract.

In consideration of the mutual agreements set forth herein, the sufficiency and adequacy of which are acknowledged by MEAG Power, Washington and Oxford, it is understood and agreed that:

(1) Sale of Excess Capacity by MEAG Power on Behalf of Washington.

(a) Pursuant to Section 312 of the Power Sales Contract between MEAG Power and Washington, Washington has declared capacity in the amount of 506 kW, as measured at B1, of the total kW of its Project One Entitlement Share (the "Sales Amount") to be excess to its needs. Washington has requested MEAG Power to sell, and MEAG Power shall, in accordance with this Letter Agreement, sell this capacity, but no energy associated therewith, to Oxford.

(b) This Sale Amount shall not reduce Washington's cost obligations under the Power Sales Contract and Washington shall remain liable to MEAG Power for its entire Entitlement Share. All payments received by MEAG Power from Oxford for the Sale Amount pursuant to this Letter Agreement shall be credited to Washington's obligation to MEAG Power to pay for its Entitlement Share.

Municipal Electric Authority of Georgia
1470 Riveredge Parkway NW
Atlanta, Georgia 30328-4640

1-800-333-MEAG 770-563-0300



(2) Purchase of Excess Capacity by Oxford. Oxford agrees to purchase the Sale Amount for a price of \$7.00 per kW-year (the "Contract Price"). MEAG Power shall bill Oxford for such amount and Oxford shall pay all amounts due in the same manner as other payments under the Power Sales Contract between MEAG Power and Oxford.

(3) Costs. Washington shall be obligated for all costs incurred by MEAG Power as a direct result of the transaction identified in this Letter Agreement. MEAG Power agrees to provide sufficient documentation to Washington to enable it to verify any such costs.

(4) Indemnification. Washington hereby indemnifies and holds MEAG Power and the remaining MEAG Power Participants harmless from and against any and all losses, costs, liabilities, damages, expenses (including without limitation attorneys' fees and expenses) of any kind and incurred or suffered by MEAG Power or its Participants as a result of, or in connection with, Washington's sale of excess reserve capacity pursuant to this Letter Agreement.

(5) Term. The initial term of the sale of Washington's excess capacity to Oxford pursuant to this Letter Agreement shall begin at 0000 hours on January 1, 2020 and end at 2400 hours on December 31, 2020. Other than as to the sales transaction, all other provisions of the agreement shall remain in effect until all other obligations under this Letter Agreement are satisfied, including, but not limited to, Washington's obligation to indemnify MEAG Power and the Participants. All times referenced herein are Central Prevailing Time.

If you are in agreement with the foregoing and after this Letter Agreement has been duly authorized by the respective governing bodies of Washington and Oxford, please execute this Letter Agreement in the space provided below.

**MUNICIPAL ELECTRIC AUTHORITY OF
GEORGIA**

ATTEST:

By:

James E. Fuller
President and Chief Executive Officer

[SIGNATURES CONTINUED ON NEXT PAGE]



Agreed to and accepted, this 10th day
of December, 2019.
Month Year

Agreed to and accepted, this ____ day
of _____, _____.
Month Year

CITY OF WASHINGTON

CITY OF OXFORD

By: Shawn D. Bentley

By: _____

ATTEST:

ATTEST:

Hebbie Korman
City Clerk

City Clerk

[SEAL]

[SEAL]



Memo

To: City Council
From: Matthew Pepper, City Manager
Date: Wednesday, December 11, 2019
Re: Transportation System Analysis and Prioritization Study

Introduction

The Northeast Georgia Regional Commission (RC) is seeking to partner with Oxford to work on a Transportation System Analysis and Prioritization Study as a pilot project for Northeast Georgia. The study is part of the implementation of the RC's regional plan. The goal of the study is to provide a framework by which local governments can apply data-driven principles when developing their transportation goals. The final deliverable would be a published study in the form of a feasibility and/or how-to guide that addresses transportation project prioritization for cities and counties. Although it will not be a comprehensive "transportation plan" for the City, the study will provide Oxford-specific recommendations in areas to be defined by the project team.

Process

We would appoint a team of 3-4 individuals to work with the RC over a series of 4-6 meetings taking place in Oxford over the next year. The team would include an elected official, a staff member, a Planning Commission member, and a Downtown Development Authority member. The team would provide Council with updates on the progress of the study. Council may choose to adopt the study once it is complete.

The team would work on items related to the following:

1. Case studies on how (if at all) this type of work has been conducted in other communities.
2. Transportation system analysis/inventory for the local government.
3. Local goals for both the project and future transportation system investment.
4. Recommendations for local functional street classification and project prioritization (potentially for a relatively straightforward facility type such as sidewalks), as well as the creation of a future-corridors management/protection strategy and a possible discussion on transit.
5. Debrief of how the pilot project worked and how it could be transferrable to other communities.