

Oxford Mayor and Council
Regular Session
Monday, July 11, 2022 – 7:00 P.M.
Oxford City Hall
Agenda

1. Call to Order, Mayor David S. Eady
2. Pledge of Allegiance
3. Motion to accept the Agenda for the July 11, 2022 Mayor and Council Regular Meeting
4. CONSENT AGENDA
 - a. *Minutes of the Regular Session Council Meeting on June 6, 2022
 - b. *Minutes of the Special Called Council Meeting on June 22, 2022
5. Mayor's Announcements
6. Citizen Concerns
7. ***Mike Hopkins, Newton County Water & Sewerage Authority Request for Service Delivery Strategy** - The NCWSA and the City of Covington are working to finalize a water service area swap that additionally involves two areas that would impact the City of Oxford. According to the rules to amend the Service Delivery Strategy, we must have the County, County Seat, and three additional cities approve the swap.
8. **Nomination for Mr. Dave Huber to serve on the Oxford Planning Commission**
9. ***Review of SPLOST Budget** – The City would like to have a consensus on the proposed SPLOST budget, understanding these numbers may be subject to change as negotiations continue. Water project information has been included due to the large amount of funds requested in that area.
10. ***Task Order 1 for Atkins Engineering** – This task order is for general engineering services as shown in the attached document.
11. ***Invoices** – Council will review the city's recently paid invoices over \$1,000
12. Executive Session
13. Adjourn

*Attachments



DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
Oxford Mayor and Council Regular Meeting
Monday, June 6, 2022 – 7:00 PM
Oxford City Hall
DRAFT

Meeting Recording Available at <https://youtu.be/5Wo8Tp7r8bU>

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Jeff Wearing – Councilmember
Laura McCanless – Councilmember
Mike Ready – Councilmember
Jim Windham – Councilmember
Lynn Bohanan – Councilmember

APPOINTED/STAFF PRESENT:

Bill Andrew – City Manager
Marcia Brooks – City Clerk/Treasurer
Mark Anglin – Police Chief
C. David Strickland – City Attorney

OTHERS PRESENT: Anderson Wright

1. Call to order: Hon. David S. Eady, Mayor
2. Pledge of Allegiance
3. Invocation

4. **Agenda Adoption** (Attachment A)

Motion to amend the agenda to add discussion of a proposed resolution – Jim Windham

Second – Mike Ready

Approved unanimously 7/0

5. **Consent Agenda** (Attachment B)

- a. Minutes of the Regular Session May 2, 2022

Motion to approve Consent Agenda – Jim Windham

Second – Mike Ready

Approved unanimously 7/0

6. Mayor's Announcements

- Mayor Eady announced that the police department is now fully staffed with the hiring of Anthony Menichini, effective this date.
- Laura McCanless asked Chief Anglin to provide some type of board so that they could put names with faces of the officers.

7. Citizen Concerns

Anderson Wright asked if there had been any complaints about the cemetery lately. He advised he has been getting compliments about the improvement in its appearance. Mayor Eady advised he has also been impressed with the appearance of the cemetery lately. No one mentioned that they have received any complaints.

8. Adding Remote Deposit Capture for United Bank Accounts (Attachment C)

Motion to approve adding Remote Deposit Capture – Jeff Wearing

Marcia Brooks advised Mayor Eady that the request is actually to add additional banking services, one of which is Remote Deposit Capture. The request also includes adding ACH origination and remote wire transfer capability. The total additional cost per month is \$35.00 for a total of \$49.95 per month for all services including those the City presently has.

Jeff Wearing amended his motion to include adding Remote Deposit Capture, ACH origination, and remote wire transfer capability for an additional \$35 per month.

Second – Mike Ready

Approved unanimously (7/0)

9. Outsourcing Printing and Mailing of Utility Bills (Attachment D)

Motion to table the issue pending further review – Jim Windham

Second – George Holt

Mr. Windham expressed concern about outsourcing the billing process and losing control over it and spending \$100,000 on new software at the same time. He also has questions about the cost estimate. He also has issues with having to manually verify billings that have been compiled by the third-party vendor. He expects that our new system should be able to automatically update the billing information instead of having to verify their work manually.

George Holt expressed concerns about the accuracy of the cost estimates. He does not believe a company can do everything that is stated in the cost estimate for the price indicated. He also has a problem with being required to put up a two-month postage deposit.

At the conclusion of the discussion Mayor Eady called for a vote. The motion failed (5/2). Jim Windham and George Holt voted yay.

Motion to approve outsourcing and printing of utility bills to Enco – Laura McCanless

Second – Jeff Wearing

The motion carried (5/2). Jim Windham and George Holt voted nay.

10. Review of FY 2023 Budget and FY 2023 Budget Schedule (Attachment E)

A special called meeting will be held on June 22, 2022 to approve the budget prior to the work session. These meetings are being held on Wednesday of that week because the regular meeting day of Monday is a holiday, and Oxford is a voting precinct for the Primary runoff on the following day. Mayor Eady asked if there is any discussion needed regarding the budget. Chief Mark Anglin requested to speak about the Police Department budget. He advised that the licensing contract for the body cameras is not shown under the Police Department budget. Mayor Eady advised he believes it is included in Vehicle and Equipment Repairs and Maintenance.

Chief Anglin advised the way the budget is presented is confusing to him and that he would like for it to show what he is authorized to spend for each separate type of expense. For example, he would like to separate vehicle repairs and maintenance from equipment repairs and maintenance. He would also like to move subpoena fees and training funds payable to the Court section of the budget. He does not expect there to be a net increase in his request. He would just like to have his budget broken down so that it is more granular.

Mayor Eady asked Chief Anglin to work with Ms. Brooks and Bill Andrew to get the changes made.

11. Selection of July 4th Parade Grand Marshal

**Motion to name Jerry Roseberry Grand Marshal for the July 4th Parade – George Holt Second – Mike Ready
Approved unanimously (7/0)**

**Motion to recognize John Burson with a special honor in the July 4th Parade in recognition of his military service during World War II and his many contributions to the City of Oxford – Jim Windham
Second – George Holt
Approved unanimously (7/0)**

12. Invoices (Attachment F)

No votes taken.

12a. Proposed Resolution Regarding Gun Violence

Jim Windham expressed his strong desire that the Oxford City Council make a statement about gun violence, particularly against children, with a resolution to be sent to the governor, lieutenant governor, the State legislature, and other state and federal officials. He would like for the resolution to call for rational restrictions on automatic weapons of war and high-capacity magazines. He is requesting that Mayor Eady appoint a committee to compose a resolution for presentation and adoption at the June 22, 2022, special called meeting.

George Holt and Jeff Wearing agreed to assist Mr. Windham with this task.

Chief Anglin suggested allocating some funds to provide education to citizens.

13. **Executive Session**

None.

14. **Adjourn** 8:05 p.m.

Motion – Jim Windham

Second – George Holt

Approved unanimously 7/0

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
SPECIAL CALLED MEETING
WEDNESDAY, JUNE 22, 2022 – 6:32 PM
OXFORD CITY HALL
DRAFT**

Meeting Recording Available at <https://youtu.be/5Wo8Tp7r8bU>

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember (arrived 6:55)
Lynn Bohanan – Councilmember
Laura McCanless – Councilmember
Mike Ready – Councilmember
Jim Windham – Councilmember
Jeff Wearing – Councilmember

STAFF PRESENT:

Marcia Brooks – City Clerk/Treasurer
Bill Andrew – City Manager
Jody Reid – Maintenance Supervisor
Mark Anglin – Police Chief

OTHERS PRESENT: None.

1. Call to Order: Hon. David S. Eady

2. Pledge of Allegiance

3. **Agenda Adoption** (Attachment A)

Motion to adopt the agenda – Jim Windham

Second – Jeff Wearing

Approved unanimously (6/0)

4. **Consent Agenda** (Attachment B)

a. Minutes of the May 9, 2022 Public Hearing

b. Minutes of the May 16, 2022 Public Hearing

c. Minutes of the May 16, 2022 Work Session

Motion to accept Consent Agenda – Jim Windham

Second – Jeff Wearing

Approved unanimously (6/0)

5. **Mayor's Announcements**

Mayor Eady announced that the Newton County Board of Commissioners has invited the mayors of the cities in Newton County to a public meeting to discuss SPLOST. The meeting will be held on June 27, 2022 at 6:00 p.m. Newton County is proposing a six-year SPLOST allocated by population. He and Bill Andrew have met with the mayors and city managers, and

they all believe it should be distributed differently. By the end of the calendar year, the LOST allocation distributions must also be reauthorized. The City Council needs to decide how it would like to distribute the funds between types of projects.

Mayor Eady advised that Rivian plans to be in the July 4th parade with their R1T model truck. There are also two or three jeeps being provided to transport dignitaries. He would like to see some of the Councilmembers and committee members ride in these vehicles in the parade. Mayor Eady disclosed for transparency that his son is going to work for Rivian.

6. **Citizen Concerns**

None.

7. **Deputy Sheriff July 4th Contracts** (Attachment B)

Jim Windham asked if the assistance being requested is already covered in an intergovernmental agreement. Chief Anglin explained that the City will have to pay officers to assist during their off-duty hours.

Mr. Windham asked why a contract is needed, as it has never been required before in such situations. Marcia Brooks stated that she requested it.

Laura McCanless asked where the rate of \$50 came from. Chief Anglin advised that is the minimum rate for the area.

Ms. McCanless stated that if they are independent contractors and not working for the Sheriff's Office, it makes sense to have them sign a contract. Mike Ready pointed out that for consistency, since there were contracts for the evidence room cleanup, there should also be contracts in this situation.

Motion to approve the contracts - Mike Ready

Second - Lynn Bohanan

The motion carried (6/1). Jim Windham voted nay.

8. **Request for Authorization to Purchase TASER 7 to Replace Out of Date Equipment** (Attachment C)

Motion to approve the purchase – Laura McCanless

Second – Jeff Wearing

Approved unanimously (7/0)

9. **Approval of the FY 2023 Budget Resolution and FY 2023 Budgets** (Attachment C)

Motion to approve the resolution and budgets – Mike Ready

Second – Laura McCanless

Approved unanimously (7/0)

10. **Executive Session**

None.

11. **Adjourn**

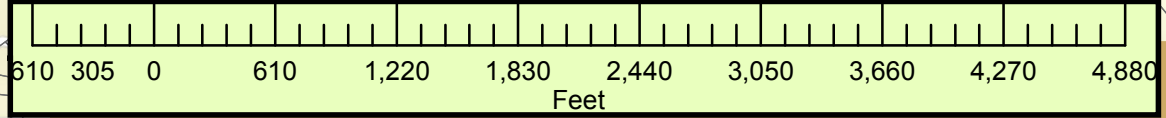
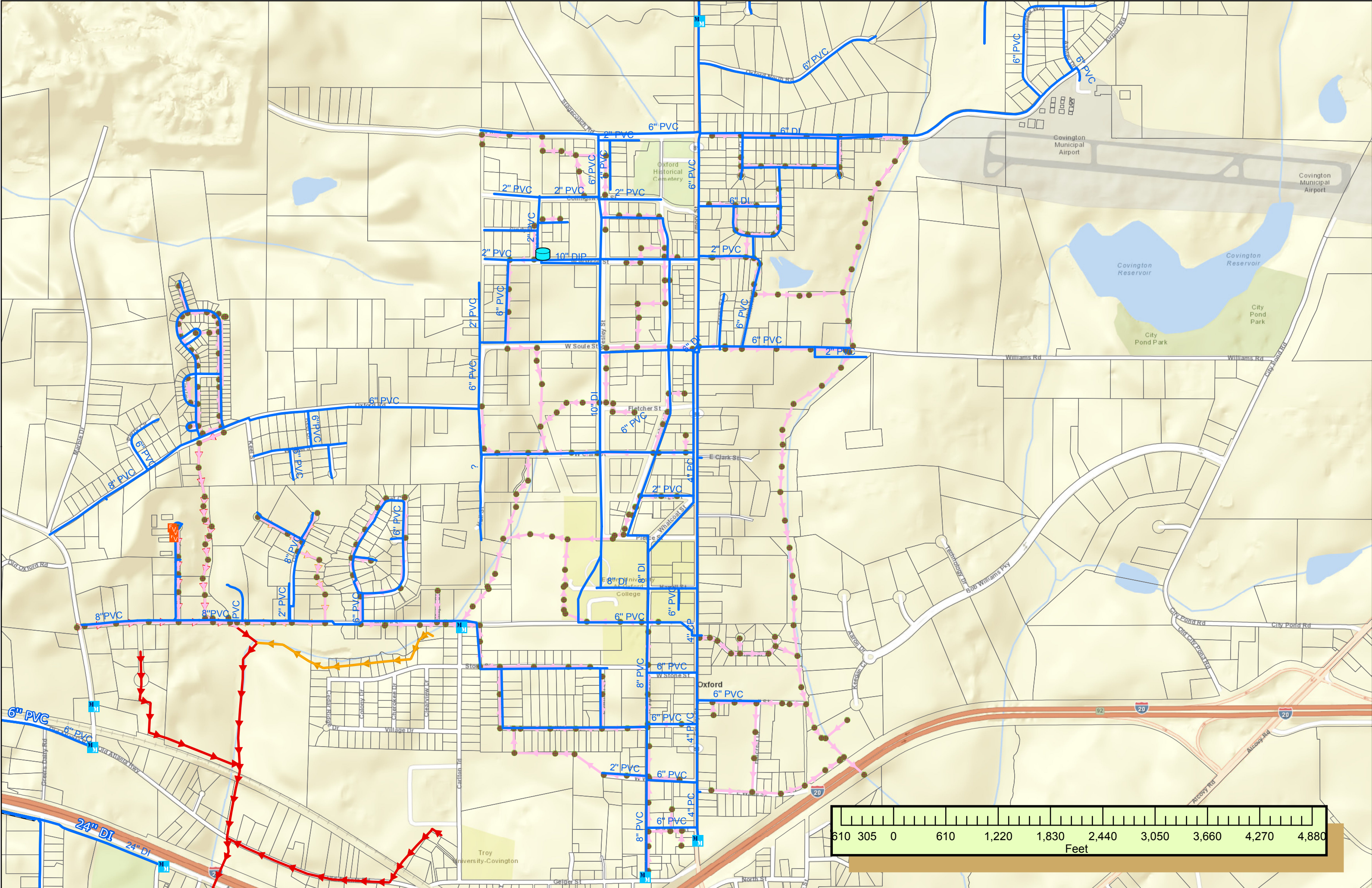
Motion to adjourn – Jim Windham

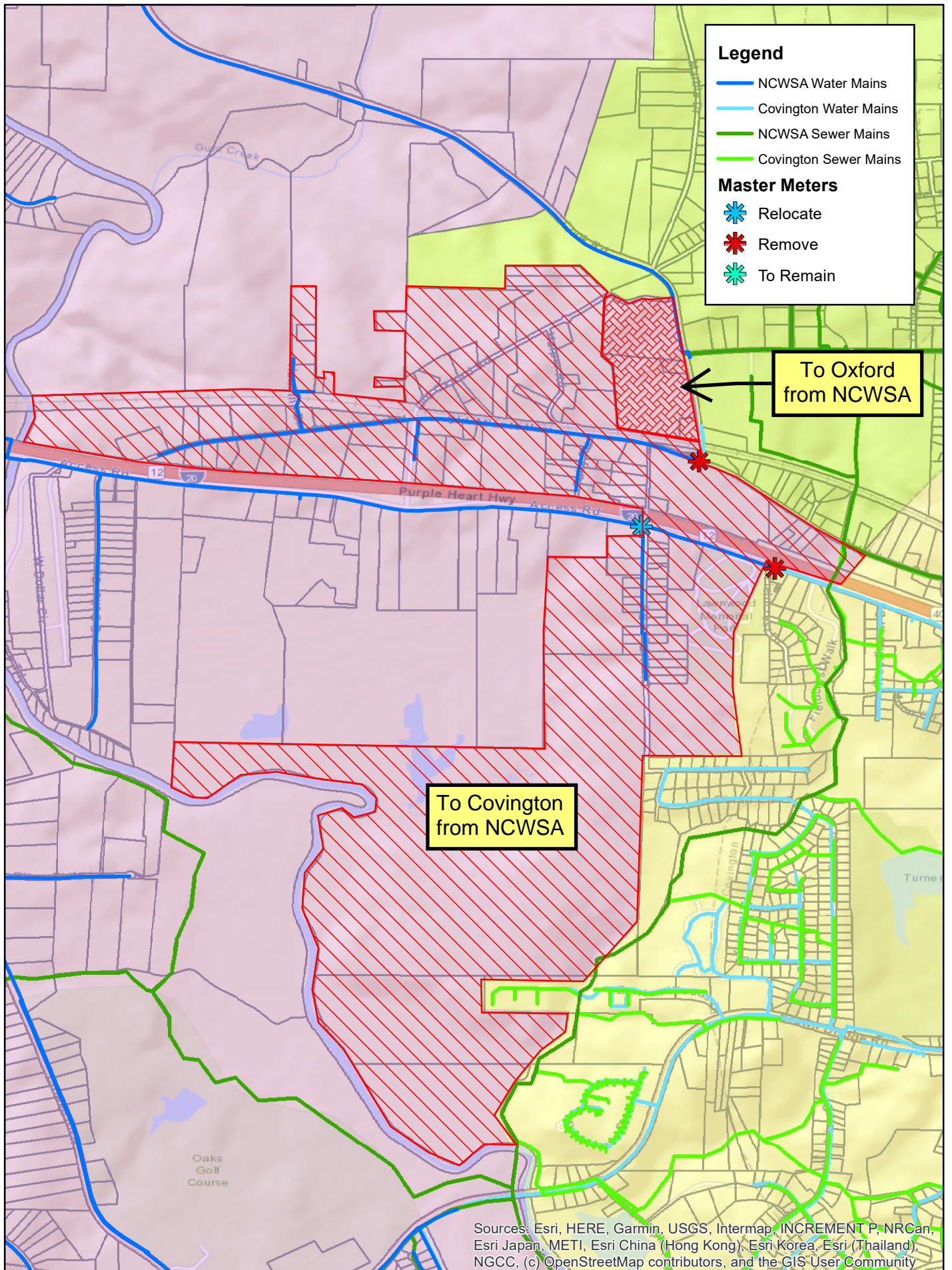
Second – Jeff Wearing

Approved unanimously (7/0)

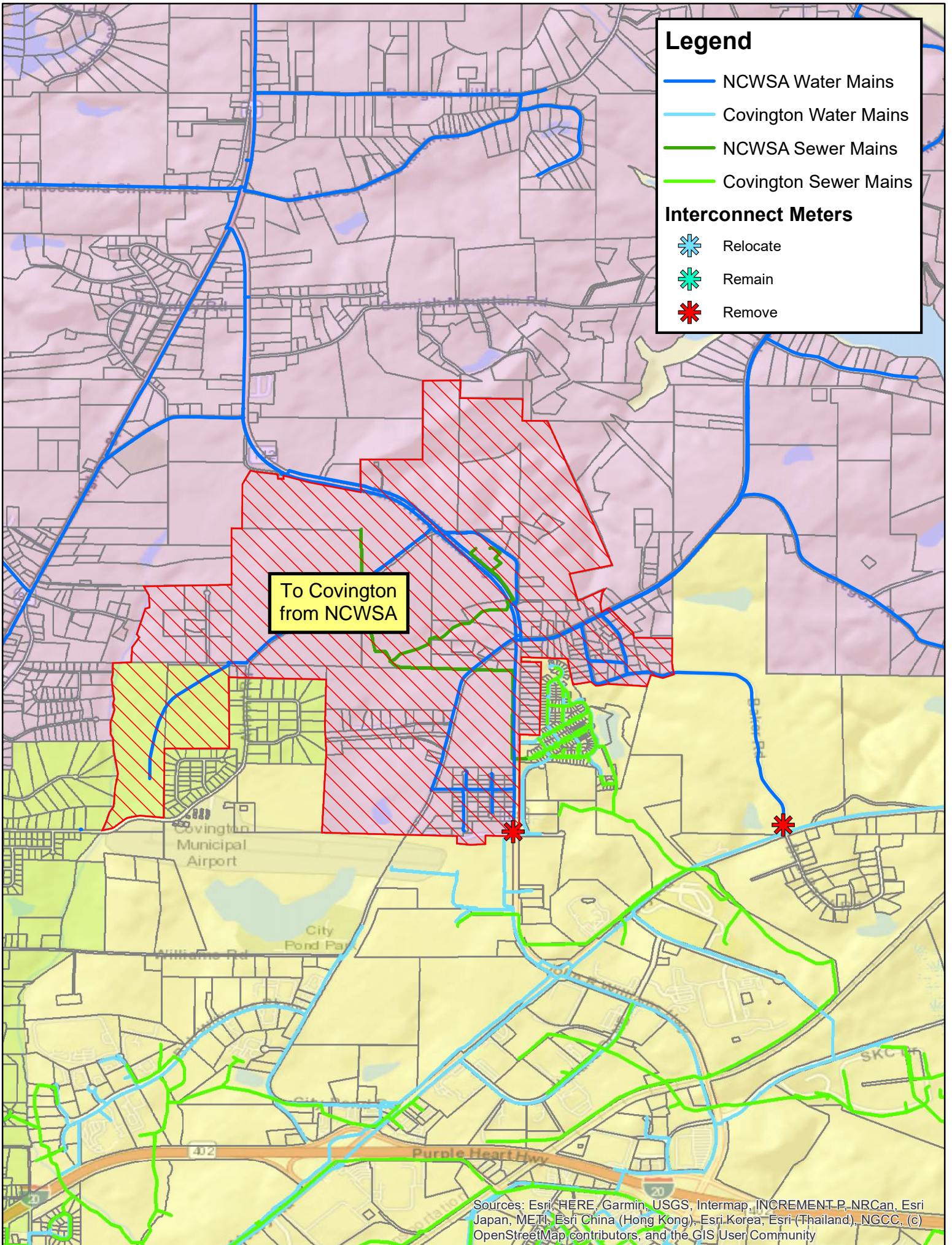
Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer





Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



Legend

- NCWSA Water Mains
- Covington Water Mains
- NCWSA Sewer Mains
- Covington Sewer Mains

Interconnect Meters

- ★ Relocate
- ★ Remain
- ★ Remove

To Covington
from NCWSA

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Oxford - SPLOST 2023 - DRAFT BUDGET

6-Year Term – Estimated at \$108M

All 2023 SPLOST collections received by the County shall be disbursed as 82.73% to the County and 17.27% to the Municipalities. This is based on the 2020 Census.

The Municipalities' 17.27% portion of the 2023 SPLOST collections shall be distributed as follows:

- (1) 73.07% shall be paid to Covington;
- (2) 11.88% shall be paid to Oxford;
- (3) 9.26% shall be paid to Porterdale;
- (4) 3.48% shall be paid to Newborn;
- (5) 2.28% shall be paid to Mansfield; and
- (6) 0.03% shall be paid to Social Circle.

All City Share: $\$108,000,000 \times 17.27\% = \$18,651,600$

Oxford Share: $\$18,651,600 \times 11.88\% = \mathbf{\$2,215,810}$

Categories for SPLOST funding

1. Public Safety
2. Infrastructure
3. Quality of Life
4. Economic Development
5. Debt Service

Public Safety - Police Cars

\$55,000 each x 4 vehicles = \$220,000

Infrastructure – Water Line

Haygood Street Water Line Replacement = \$1,500,000*

Infrastructure – Road Improvements and Paving

\$495,810**

*The Haygood Water Line Replacement is estimated to cost \$2,842,700. We are looking to find other funds to make up the shortfall for the Haygood Water Line Project. We additionally plan to use the \$876,082 in 2021 and 2022 ARPA funds for water line replacement on Queen Anne Street, Cindy Court, Coke Street, W. Watson Street, and Williams Street. There is currently \$1,500,449 in Water/Sewer Capital funds.

**These funds will be used to support our paving, which is estimated to be approximately \$550,000 per year for 10 years.

The City of Oxford has identified five critical water distribution system projects that have reached the end of their useful life. These projects have been prioritized and probable costs have been developed for each, as shown in Table 1 below.

Table 1 – Water Distribution Projects Priority and Probable Cost

Priority	Project Description	Probable Cost
1	Queen Anne St	\$276,400
2	Haygood St	\$2,842,700
3	Cindy St/ Coke St	\$295,800
4	W Watson St	\$332,500
5	Williams St	\$470,255
	Total Probable Costs	\$4,217,655

In regard to existing funding sources, the City has identified three sources currently available. Those include Special Purpose Local Option Sales Tax (SPLOST), the American Rescue Plan Act (ARPA), and anticipated connection fees associated with a proposed industrial development on Williams Road. The anticipated amount associated with each source is identified in Table 2. The total 2023 SPLOST for Newton County is anticipated to be \$108 Million, with the City’s share estimated at \$2,215,810, of which \$1.5M committed to water infrastructure projects. ARPA funding comes from the Federal Government for certain uses, which include water infrastructure, and must be spent by October 2026.

Table 2 – Anticipated Funding Sources and Amounts

Funding Source	Amount
SPLOST	\$1,500,000
ARPA	\$876,042
Connection Fees	\$518,300
Total	\$2,894,342

In comparing Table 1 to Table 2, the funding deficit estimated at \$1,323,313. As such, additional funding will be needed to complete all the projects.

Two alternative strategies were identified for approaching these projects and are presented below. Since the Williams Street project is necessary for the proposed industry and the connection fees are anticipated to cover the cost of that project, that project has been assumed to be funded by the connection fees in both alternatives. Furthermore, since more than 90% of the connection fees would be required for the William Street project, the additional connection fee money is being considered as contingency for that project and not being allocated to another project. Also, since the Haygood Street project is the largest cost project and second in priority, all SPLOST funding was allocated to that project in both alternatives.

Alternative 1 – Maximize ARPA funding by Project Priority

The goal of Alternative 1 was to maximize use of ARPA funding by project priority. However, since the additional funding sources were not known, 20% of the lower priority projects costs were funded with ARPA funding which may be beneficial in obtaining funding for those projects. The funding allocations for Alternative 1 are shown in Table 3. The biggest concern with this alternative is if SPLOST funding will be available soon enough to meet the ARPA funding requirements.

Table 3 – Alternative 1 Funding Allocation by Project

		Funding Sources and Budgets				
		Budget	\$1,500,000	\$876,042	\$518,300	
Project (by priority)	Anticipated Cost		SPLOST	ARPA	Connection Fees	Additional Funding
Queen Anne St	\$276,400			\$276,400		
Haygood St	\$2,842,700		\$1,500,000	\$473,982		\$868,718
Cindy St/ Coke St	\$295,800			\$59,160		\$236,640
W Watson St	\$332,500			\$66,500		\$266,000
Williams St	\$470,255				\$470,255	
		Remaining Budget	\$0	\$0	\$48,045	-\$1,371,358
	\$4,217,655					

Alternative 2 – Maximize ARPA funding to Complete Projects

In considering alternative ways of approaching funding to Alternate 1, the most obvious change to that approach would be to maximize the use of ARPA funding to complete smaller projects. Benefits of this approach could include the ability to meet the deadlines associated with use of ARPA funds, as it may be easier to obtain \$28,658 to complete the W Watson Street project and use all of the ARPA funds quickly. As small an amount of funds needed to complete the W Watson project, the City may be able to fund that amount out of their budget and not obtain outside funding. In both alternatives, an additional \$1,371,358 in funding will be required, but in Alternative 2 this will be concentrated in one project, making it easier to obtain funding.

Table 4 – Alternative 2 Funding Allocation by Project

		Funding Sources and Budgets				
		Budget	\$1,500,000	\$876,042	\$518,300	
Project (by priority)	Anticipated Cost		SPLOST	ARPA	Connection	Additional Funding
Queen Anne St	\$276,400			\$276,400		
Haygood St	\$2,842,700		\$1,500,000			\$1,342,700
Cindy St/ Coke St	\$295,800			\$295,800		\$0
W Watson St	\$332,500			\$303,842		\$28,658
Williams St	\$470,255				\$470,255	
		Remaining Budget	\$0	\$0	\$48,045	-\$1,371,358
	\$4,217,655					



TASK ORDER

ATKINS Project Number: TBD

Task Order Number: TO-01

This Task Order is made part of and governed by the terms and provisions of the Master Services Agreement, dated the 11 day of May, 2022 ("Agreement"), by and between Atkins North America, Inc. ("ATKINS") and City of Oxford (the "Client"). All capitalized terms used but not otherwise defined herein shall have the meanings given to them in the Agreement.

Scope of Services: In performing its work under this Task Order, ATKINS shall perform its services to the standard of care of a reasonable professional that is performing the same or similar work, at the same time and locality and under the same or similar conditions faced by ATKINS. ATKINS agrees to perform the following scope of services in accordance with the Payment Basis set forth below.

ATKINS shall perform the Work in accordance with the attached Scope of Services.

Payment Basis: Select the basis of payment for this Task Order:

<input type="checkbox"/> Time and Materials (T&M)
Total Labor: _____
Total Materials: _____
Total Ceiling "NTE" Amount: _____

<input type="checkbox"/> Fixed Unit Rates/Prices
Total "NTE" Amount: _____

<input type="checkbox"/> Firm-Fixed Price (FFP)
Total Task Order Amount: _____

<input checked="" type="checkbox"/> Labor-Hour (LH)
Total Ceiling (NTE) Amount: \$50,000 ₂

<input type="checkbox"/> Cost Plus Fixed Fee (CPFF)
Total Estimated Costs: _____
Fixed Fee: _____
Total Price: _____

<input type="checkbox"/> Other
Describe basis of payment: _____

APPROVAL/ACCEPTANCE

Acceptance of the terms of this Task Order is acknowledged by the following signatures of the authorized representatives of the parties to the Agreement. This Task Order consists of this document and any supplemental pages attached and referenced hereto.

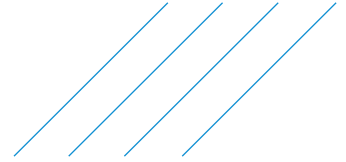
IN WITNESS WHEREOF, this Agreement is accepted on the date last written below, subject to the terms and conditions above stated and the provisions set forth herein.

ATKINS NORTH AMERICA, INC.:

City of Oxford

Name: *R. Brian Bolick*
 Title: R. Brian Bolick - Vice President
 Date: May 13, 2022

Name: _____
 Title: David S. Eady - Mayor
 Date: _____



City of Oxford TO-01 Scope of Services

The scope of services provided under this Task Order (TO) shall be for general on-demand engineering, landscape architecture, planning, or other technical services on an as-needed bases. The intent of this task order is to provide the City with support on a variety of technical topics, to investigate/provide information to the City on technical issues, and provide assistance in the management of City design consultants if desired. Scope may include, but is not limited to, the following activities:

- General project management
- Schedule monitoring – with concentration on critical path resolution
- Budget tracking – checking accuracy and for adherence to City budgets
- Attend stakeholder meetings on an as-directed basis
- Peer Review of Consultant submittals – including reports, construction plans, etc.
- Review consultant invoices and provide recommendations to City staff
- Provide status updates for projects on a monthly basis
- Presentations to City Council on specific topics if desired
- Provide assistance with utility coordination
- Procurement assistance, including preparing bid documents and participating during bid process (including attending pre-bid and pre-construction meetings)
- Participate in consultant procurement process as needed
- Development of additional task orders for identified projects
- Investigate special topics, funding sources, or other issues as requested
- Provide subject matter expertise on special issues as requested

Consulting Fees

A Not To Exceed (NTE) limit of \$50,000.00 will be set for this task order. This limit will not be exceeded without prior authorization from the City. Labor will be billed on an hourly basis. Bill rates will be on a multiplier basis of 2.8 times direct labor cost. Any reimbursable expenses will be billed at cost.

City of Oxford
Invoices >=\$1,000
Paid June 2022

VENDOR	DESCRIPTION	AMOUNT
RECURRING CHARGES		
City of Oxford Utilities	April - May 2022 services	1,602.10
Newton County Water & Sewerage Authority	Sewer Treatment Fees, 4/28/2022-5/31/2022	7,015.77
Newton County Board of Commissioners	Water Purchased for Resale – May, 2022; invoice #2972	18,218.00
Georgia Interlocal Risk Management Agency (GIRMA)	GMA Property & Liability Insurance Coverage – 5/1/2022 – 4/30/2023	49,040.00
Georgia Municipal Association	GMEBS Retirement, June 2022, invoice #422190	5,784.75
Southeastern Power Administration (SPA)	SEPA Energy Cost – May 2022 – invoice #B-22-1991	2,841.93
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for May 2022 Net of 106,688.43 – 87,975.57 (May total cost – Year End Settlement)	18,712.86
Electric Cities of Georgia	Consulting and planning services for June 2022	5,082.00
Phoenix Personnel	Temporary Employee Charges: Week Ending 5/22/2022 – 1,517.60 Week Ending 5/29/2022 – 1,834.35 Week Ending 6/5/2022 – 1,422.75	4,774.70
IRS	Federal Payroll Taxes, June 2022	15,027.17
VC3 (formerly Sophicity)	Computer hardware, software, and network services June 2022 – invoice #79047	2,376.51
Latham Home Sanitation	Commercial Waste Removal Services May 2022	7,372.89

VENDOR	DESCRIPTION	AMOUNT
PURCHASES/CONTRACT LABOR		
Steven A. Hathorn	Municipal Court Judge services – April – June 2022	1,250.00
C. David Strickland, P.C.	City attorney services, May 2022	1,425.00
Over and Under General Contractors	Labor for installation of new electric service at 624 Moore St. – Invoice #15231	6,700.00
Gresco Utility Supply, Inc.	Supplies for installation of new electric service at 624 Moore St. – P. O #14526	12,597.35
Gerald Whitley	Paint bathrooms at Asbury St. Park – P. O. 14590 - 875.00 Paint utility building at Oxford Historical Cemetery – P. O. 14589 – 1,960.00	2,835.00
Scarborough Tree, Inc.	Emergency limb removal – Asbury Street – P. O. 14544	1,350.00
Westin- Jekyll Island	Hotel accommodations – Jody Reid and Scottie Croy – Georgia Rural Water Association Conference – P. O. 14394	1,531.20
Iron Mountain	Secure destruction of old city documents – onsite shred event – P.O. 14580	1,540.00
Historical Concepts	Conceptual design and reimbursable expenses for Whatcoat Street building and plaza (paid from DDA – contract executed in February 2022)	7,015.20
All Star Automotive	Repairs to police car #03 – P.O. 14521 – 3,545.33 Repairs to police car #05 – P.O. 14539 – 3,412.98 Repairs to police car #05 – P. O. 14562 – 1,672.48	8,630.79
Emory F. Thomas, III	2021 Annual Stormwater Report	3,500.00
Oxford Historical Cemetery Foundation	Purchase of two adult interment spaces	1,000.00