

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, SEPTEMBER 14, 2020 – 7:00 P.M.
CITY HALL (VIA TELECONFERENCE)
A G E N D A**

1. Call to Order, Mayor David S. Eady
2. Invocation.
3. Pledge of Allegiance.
4. Motion to accept the Agenda for the September 14, 2020 Mayor and Council Regular Meeting.
5. **CONSENT AGENDA**
 - a. * Minutes of the Regular Session August 3, 2020.
 - b. * Minutes of the Public Hearing August 3, 2020
 - c. * Minutes of the Work Session August 17, 2020.
 - d. * Minutes of the Special Called Session August 24, 2020.
 - e. * Minutes of the Planning Commission August 11, 2020.
6. Mayor's Report.
7. Planning Commission Recommendations/Petitions.
8. Citizen Concerns.
9. **COVID-19 Update** – Council will discuss any city business related to the Coronavirus pandemic.
10. **Financial Discussion** – Staff will present to Council a report detailing the financial impact of the pandemic on the city's budget.
11. **Personnel Discussion** – The FY2021 Operating Budget includes funds to hire an additional groundskeeper and an administrative clerk. We delayed filling these positions due to the potentially negative financial impact caused by the pandemic. Our revenue appears to be stable, so we recommend filling those positions now.
12. * **Native Vegetation Ordinance** – Council will discuss the adoption of a native vegetation ordinance. We have attached draft copies of the proposed ordinance and planting list.
13. **Discussion on Farmer's Market** – Council will continue discussions on some ways to improve the operations of the city's Farmer's Market.

14. **Landscape Maintenance at City Cemetery** – Council will discuss the landscape maintenance at the city’s cemetery.
15. * **Invoices** – Council will review the city’s recently paid invoices over \$1,000.
16. Adjourn.



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, August 3, 2020 – 7:10 PM
Via Teleconference
DRAFT**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
James Windham – Councilmember
Jeff Wearing – Councilmember
Laura McCanless – Councilmember

APPOINTED/STAFF PRESENT:

Matt Pepper – City Manager
Marcia Brooks – City Clerk/Treasurer
Melissa Pratt – Associate Clerk
Jody Reid – Public Works Supervisor
Dave Harvey – Police Chief
David Strickland – City Attorney

ELECTED OFFICIALS NOT PRESENT:

Lynn Bohanan – Councilmember
Avis Williams – Councilmember

OTHERS PRESENT: Art Vinson, Laurie Vinson, Michael McQuaide, Laura Gafnea (Oxford College), Tom Spigolon (Covington News), Rev. Charlie Williams (Mt. Zion First Baptist Church), Dr. Laklieshia Izzard, Barbara Cole, Monique Carter

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. The invocation was delivered by Rev. Charlie Williams.
3. Pledge of Allegiance.
4. **A motion was made by George Holt to accept the Agenda for August 3, 2020. Jeff Wearing seconded the motion. The motion was approved unanimously (5/0).**
(Attachment A)
5. **A motion was made by George Holt to accept the Consent Agenda for August 3, 2020. Jeff Wearing seconded the motion. The motion was approved unanimously (5/0).** (Attachment B)
6. **Mayor's Report**
Mayor Eady expressed condolences for Councilmember Avis Williams on the passing of her mother this morning and for Deputy Clerk Stacey Mullen on the passing of her father last week.

Mayor Eady advised that the City of Oxford joined the Georgia Municipal Association's (GMA) 2020 Census Challenge, which involves completing a different activity each week to maximize participation in the 2020 Census. This includes social media outreach, press releases, and working with community partners such as local churches. The city has set up a computer in City Hall dedicated for citizens to complete the census online, and the city has also sent a mailout. He asked that the Councilmembers share the social media posts and otherwise promote the census since an accurate count for the City of Oxford is very important.

Mayor Eady announced a blood drive will be held at City Hall on August 18th. He encouraged participation and advised that donations will be tested for COVID-19 antibodies.

7. **Planning Commission Recommendations/Petitions**

None.

8. **Citizen Concerns**

Barbara Cole recommended placing a sign in front of City Hall concerning the census.

Dr. Lakliesha Izzard requested information about running for office in Oxford. Dr. Izzard was referred to the city's Election Superintendent, Stacey Mullen, for information.

9. **COVID-19 Update**

Mayor Eady and Matt Pepper attended a conference call with Dr. Norris Little, Chief Medical Officer at Piedmont Newton Hospital and Dr. Audrey Arona, District Health Director of the East Metro Health District (Georgia Department of Public Health). They advised that Newton County has a positive test rate of 17.8% (10% or more is considered high), but they had seen a decline over the past ten days. However, over the past few days the case rate has started to climb again. The turnaround time for testing has improved to 48 hours. A permanent testing site has been set up at Springfield Baptist Church in Rockdale County.

Matt Pepper stated that customers have been compliant with the requirement to wear a mask in City Hall. The city continues to conduct cleaning and disinfecting on a regular schedule, and staff are practicing social distancing and cleaning shared surfaces after each use.

Mayor Eady stated that the City of Covington has closed. Their layout is not as conducive to practicing measures to serve customers safely as Oxford's is.

Laura McCanless relayed information that Lynn Bohanan had given her concerning a gathering in Asbury Street Park over the weekend. Ms. Bohanan was concerned because the gathering was large, and the attendees were not practicing social distancing. Mayor Eady stated he did speak with Ms. Bohanan. The COVID-19 resolution which was passed in July only covered city buildings. The city's stay-at-home order has expired. Governor Kemp's latest Executive Order is the current governing standard. In that, a "gathering" is defined as fifty or more people. Mayor Eady believes the group in question was probably

less than fifty. He does want to encourage people to wear a mask whenever one is in the presence of others not in their social cohort, since this practice continues to be the recommended way to minimize spread of the virus.

Mayor Eady advised Chief David Harvey that he feels it is appropriate if one of his officers sees a large group gathered and not social distancing and wearing masks to stop and let them know as a point of education that we encourage them to practice these safety measures.

James Windham expressed his belief that, given the rise in positive tests and deaths, masks should be mandatory for those who use the pavilion at Asbury Street Park. Mayor Eady stated the Council can pass this restriction if so desired, but with the understanding that the Governor's current executive order says that we cannot. This issue is the point of contention that gave rise to the lawsuit between the State of Georgia and the City of Atlanta. In Mayor Eady's opinion, the City of Oxford is well within its rights to enact such a restriction.

George Holt expressed reservations about Oxford's police officers approaching people in the pavilion given there is no requirement to wear masks there and making announcements over a loudspeaker may be better since it is less confrontational. Chief Harvey favored the one-on-one approach which is more in line with community-oriented policing.

Laura McCanless felt that a mask requirement for city properties is appropriate, especially at the pavilion, because it is a defined space and it tends to encourage people to get cozy within the space. George Holt agreed.

Although Jeff Wearing believes it is difficult to police people all the time, he supports adding city properties to the order. Mayor Eady stated that enforcement of the order would be similar to when the city passed its first order. That is, when an officer sees someone in violation of the mask order, use the opportunity to educate the person, and if the person refuses to comply, issue that person a citation.

Mr. Wearing also recommended refusal to rent the pavilion to groups that refuse to comply with the requirements.

Mr. Windham stated the very nature of the pavilion discourages social distancing, so he believes requiring wearing masks for groups there is appropriate. Melissa Pratt asked if the Council should consider closing the pavilion. Mayor Eady stated the Council decided to reopen it on June 29th. The Council could certainly decide to close it again, but his thought is it would be better to keep it open and add the mask requirement. Customers renting the pavilion could be informed of this requirement when they rent it and should acknowledge this requirement when they rent it.

Mayor Eady advised that he and Mr. Pepper would work with City Attorney David Strickland to amend the mask order and schedule a called meeting in conjunction with the August

work session to vote on it. The amended order will include all city properties. If the Council desires, it can discuss closing the pavilion as a separate issue during that same meeting.

Jim Windham pointed out that trails are city property. Mayor Eady advised they could be exempted in the amended order.

Barbara Cole asked if masks would be required on the playground at Asbury Street Park, and if so, what age would be required to wear a mask. Mayor Eady advised the city would adhere to the standards of the Centers for Disease Control (CDC) regarding this issue.

10. **Resolution for CARES Act Funds** (Attachment C)

A provision of the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act makes funds available for municipalities. Funds may only be spent on necessary, yet unforeseen expenses related to the COVID-19 pandemic. In order for the City of Oxford to receive the initial distribution of funds, the City Council is required to adopt a resolution stating that any funds received will be used only for their intended purpose.

Laura McCanless made a motion to approve the proposed resolution for CARES Act funds. George Holt seconded the motion.

Discussion:

Ms. McCanless asked if ideas for use of the funds would be discussed tonight, since Mr. Pepper had asked the Councilmembers to brainstorm ideas. Mayor Eady preferred that all Councilmembers give this some further thought, and the ideas could be discussed at a later time.

The motion carried unanimously (5/0).

11. **2020 Property Tax Millage Rate Adoption** (Attachment D)

The City of Oxford proposes a property tax millage rate of 6.662 for 2020. **Laura McCanless made a motion to approve the proposed property tax millage rate. Jeff Wearing seconded the motion.**

Discussion:

Jim Windham expressed concern about the number of absentee ownership properties in recent years. He recommended further discussion and study concerning a way to relieve some of the tax burden for property owners who live in their homes. George Holt advised while there cannot be different tax rates for different groups, the same thing could be accomplished by adjusting the homestead exemption.

The motion carried (4/1). George Holt voted nay.

12. **Revised Intergovernmental Agreement for the Transportation Special Purpose Local Option Sales Tax** (Attachment E)

The TSPLOST IGA which was approved by the Oxford City Council in July has been amended to correct some language and to add the lists of projects from the participating

cities. Staff recommends approval of the revised resolution. Mayor Eady reiterated that the resolution is not to approve the TSPLOST tax. It is only approving the placement of the question on the referendum in November in Newton County.

George Holt made a motion to approve the amended resolution. Laura McCanless seconded the motion. The motion carried unanimously (5/0).

13. Invoice Approval

Mayor Eady stated that the financial policies are being reviewed to determine if this process can be streamlined. One issue being reviewed is if an invoice should be presented for approval on this list if the Council has already approved completion of the project. Jeff Wearing asked if a notation could be made that an invoice has been paid. George Holt advised that type of information is what is being worked on now. He used to review invoices before they were paid, but he is not doing this anymore. Since he has stopped doing this, the procedure has been confusing. The goal is to provide full and transparent information without requiring a vote for purchases that have already been approved.

Jeff Wearing made a motion to approve the invoices as listed. George Holt seconded the motion. The motion carried unanimously (5/0).

Mayor Eady gave an additional opportunity for community members to speak. Rev. Charlie Williams raised an issue concerning the performance of the current garbage pickup service the city contracts with. They left trash and debris in the church parking lot of Mt. Zion First Baptist Church and destroyed their parking lot when turning around. Rev. Williams advised he has photos. Mayor Eady asked Rev. Williams to email the photos to him and Matt Pepper and the issue would be addressed.

14. James Windham made a motion to adjourn Regular Session at 8:12 pm. Jeff Wearing seconded the motion. The motion was approved unanimously (5/0).

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL
PUBLIC HEARING
MONDAY, August 3, 2020 – 7:00 PM
VIA TELECONFERENCE AND BROADCAST AT CITY HALL
DRAFT**

COUNCIL MEMBERS PRESENT: David Eady, Mayor; Councilmembers: Jeff Wearing, Laura McCanless, George Holt, James Windham

COUNCIL MEMBERS ABSENT: Avis Williams, Lynn Bohanan

Staff/Appointed members present: City Manager Matt Pepper, City Clerk/Treasurer Marcia Brooks, City Attorney David Strickland, Associate Clerk Melissa Pratt, Utilities Superintendent Jody Reid, Police Chief Dave Harvey

OTHERS PRESENT: Art Vinson, Laurie Vinson, Michael McQuaide, Rev. Charlie Williams (Mt. Zion First Baptist Church), Dr. Laklieshia Izzard, Laura Gafnea (Oxford College), Barbara Cole, Monique Carter, Tom Spigolon (Covington News)

The public hearing was called to order at 7:02 PM by the Hon. David Eady, Mayor. Mayor Eady stated that the City is proposing the same millage rate as the previous three years. Keeping the millage rate the same as in previous years results in a tax increase due to increased property valuations in 2020.

Art Vinson asked if it is possible to discern the effect of the property tax increase on the number of taxable units and the increase in their value. Mayor Eady explained the 5-year history which shows the changes over the past five years. In 2020 the gross digest increased by about \$2 million dollars. Net taxes levied increased by \$13,642 which is an increase of 10.56% over 2019.

James Windham asked if the effect on the median property value for Oxford is known. George Holt stated there should be an across-the-board increase of 10.56% on every property in Oxford.

Jeff Wearing made a motion to adjourn the public hearing at 7:10 p.m. George Holt seconded the motion. The motion was approved unanimously 5/0).

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, AUGUST 17, 2020 – 6:30 PM
VIA TELECONFERENCE
DRAFT**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Jim Windham – Councilmember
Jeff Wearing – Councilmember
Lynn Bohanan – Councilmember
Avis Williams – Councilmember
Laura McCanless - Councilmember

APPOINTED/STAFF PRESENT:

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

OTHERS PRESENT: Art Vinson, Laurie Vinson, Mike Ready, Nick Cole, Barbara Cole, Mike McQuaide

Agenda (Attachment A)

1. Mayor’s Announcements

None.

2. Discussion on Farmer’s Market (Attachment B)

Associate Clerk Melissa Pratt presented several drafts documents for review by the City Council: Operating Policies, Application, and Vendor Acknowledgement COVID Guidelines. She also provided copies of the city ordinances for non-licensed sales and for signs. She explained that she based her drafts on the procedures of the Freedom Farmers’ Market in Atlanta, which was recommended by Daniel Parsons.

Laura McCanless provided feedback on a typographical error. She also stated she would like to see accidental injury and theft added to the hold harmless section. She has several questions concerning specific operations for Oxford. Ms. Pratt stated that she has flags and marking paint to lay out an area for parking.

Ms. McCanless noticed that our proposed schedule is not consistent with Oxford College’s preferred day of the week in previous years. She wants to ensure that we do not shut them out since they have been our only consistent vendor. She also feels it may not be

appropriate to charge until we build up the vendor base. Ms. Pratt understood Ms. McCanless' concerns. She did want to make the points that the location has a lot of traffic and she has a list of vendors she will be contacting to invite to participate. Most vendors expect to pay a fee for an event such as this, and charging a small fee sets a minimum standard. She also feels it is important for the market to pay for itself.

Lynn Bohanan feels the fee should be charged from the beginning because it will be harder to justify it if it starts off free. One possible option would be for the first month to be free.

Jeff Wearing asked what type of marketing plan Ms. Pratt has for the vendors and customers. Ms. Pratt stated there are many vendor registries where the farmer's market can be listed including the Georgia Department of Agriculture. She plans to call vendors she is aware of, place information on Facebook, and send out press releases as well. Mr. Wearing suggested a sign saying, "Welcome to the Oxford Farmer's Market," with the hours, and another sign for parking. Ms. Pratt stated her plan includes marking an area for parking for customers and a separate area for vendors. She also stated updating Google Maps will help promote it as well.

James Windham suggested having the City Attorney review the procedures, particularly the hold harmless section. The type of signs allowed need to meet minimum standards. Also, all the information in the documents needs to be consistent without any contradictory information. He believes the problem with the market in the past has been failure to market it. He has concerns about overwhelming potential vendors with procedural requirements. He also has concerns about vendors trying to sell produce from other areas in the market. He does not have reservations about including artisan products. He does believe the documents need to be combined into one cohesive document. Ms. Pratt stated each vendor would receive an application package

Mr. Windham asked how rigid Ms. Pratt will be with the requirements, and how she intends to police it. Ms. Pratt advised she plans to walk the market and inspect the property if there is any doubt about a vendor's products. She also will have a list of what is "in season." It will be monitored whenever open. This was one of the reasons for reducing it to two days per week. Mr. Windham reiterated that Thursday has always been the best day for Oxford College. Ms. Pratt agreed to check with Daniel Parsons at Oxford College to determine if Thursday is still best for him. Mayor Eady stated there is also another vendor who participated regularly whose schedule should be consulted.

Mr. Windham suggested that Ms. Pratt speak with Kay Lee who in the past had organized a farmer's market in Covington. He and Ms. McCanless both commended Ms. Pratt for the effort she has put into this initiative.

Mayor Eady asked that all Councilmembers review the documents and provide specific recommendations to him and Matt Pepper in an email. Adjustments identified based on the feedback can be incorporated into the documents and discussed at a future meeting.

3. **Amendment to City Mask Resolution** (Attachment C)

At the August regular session, the City Council discussed amending the City Mask Resolution to include all city properties with the possible exception of city streets and trails. The resolution currently in effect applies only to City Hall and the Maintenance Facility.

All Councilmembers were in favor of the changes to the mask resolution. Mayor Eady will work with Matt Pepper to make the changes to exempt city streets and trails and have David Strickland review it. He scheduled a special called meeting for August 24, 2020 at 7:00 p.m. to vote on the amended version.

4. **Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Discussion**

The City of Oxford is eligible for reimbursement-based funds of \$122,807.67 from the CARES Act. Matt Pepper and Marcia Brooks have attended meetings and training regarding guidance for proper use of the funds. The phase 1 funds must be spent by September 1, 2020.

Matt Pepper discussed the City's plans for optimizing the use of the funds. The main purpose of the Round 1 funding is to make cities and counties whole for the unexpected costs of dealing with the COVID-19 epidemic. Many cities have spent part of the funds on personal protective equipment (PPE), installed plexiglass shields at their customer service counters, and contracted with professional cleaners to disinfect and sanitize their buildings.

He stated that we can claim 100% of our public safety personnel expenses for the months of March through August for Round 1 of the funding. Staff believes the best use of the Round 1 funds would be to submit requests for reimbursement of our public safety funds, and plan to use future phases of funds on community response plans, assuming such use will be allowed. No guidance or details concerning the other phase(s) has been released yet.

Mayor Eady stated one possible option for using the future phase(s) is to provide resources to establish a location for working parents to leave their school-age children in a safe environment while they are working. Other ways the city may help this impacted group are by working with non-profits, faith-based organizations, and the schools to help provide a structured environment for completing their schoolwork, access to high-speed internet, and access to computer equipment. The school board has said they will provide Chromebooks and hot spots as needed, but there may be a gap the City of Oxford can help fill. The other immediate need in the community is individuals facing possible eviction due to inability to pay their rent because of the pandemic.

George Holt asked for clarification on the Round 1 funding. Specifically, he asked if enough expenditures have been identified to submit for the full amount (\$122,807.67) before the deadline of September 1, 2020, and if the community response ideas are for the future. Mayor Eady confirmed that his statement was correct. The City has already met payroll and paid for COVID-19 supplies and equipment. We can choose to funnel the reimbursement money directly into these projects or allow the General Fund to absorb the

immediate reimbursements and wait for further guidance on the future rounds of funding before committing them.

Ms. McCanless stated the current rules permit the types of assistance Mayor Eady mentioned. She indicated the guidance had specific requirements about private loans. Mayor Eady agreed that such loans must be administered in close cooperation with the Georgia Department of Community Affairs (DCA) and the State Office of Planning and Budget (OPB). She would like to see outside WIFI hotspots installed permanently in a couple of places in Oxford, and she also suggested small business loans and/or grants for residents of Oxford who may be struggling with their businesses.

Mr. Wearing suggested that each Councilmember could submit several ideas that could be placed in a listing and prioritized. Mayor Eady agreed and asked all Councilmembers to email three to five ideas to Matt and copy him and prioritize them within each submission.

5. Emory Street Sidewalk Replacement Project (Attachment D)

The FY2021 Capital Budget includes \$100,000 to repair the existing sidewalk on the west side of Emory Street /SR 81 from the city-owned greenspace to Soule Street. Due to the condition of the current sidewalk, staff recommends replacement rather than repair of this section of sidewalk. The sidewalk is located within the Georgia Department of Transportation's (GDOT) right-of-way, so a special encroachment permit must be obtained from GDOT before the project is started.

Jordan Engineering has completed the attached draft plans for this work which would be submitted with the application for the permit. Matt Pepper anticipates the permit process will be relatively simple given there is an existing sidewalk. The width of the current sidewalk varies between just under and just over four feet. The plans call for increasing the width to five feet standard. The concrete would be four inches except where it crosses driveways, in which case it would be six inches. Some minor signage may be moved but little disruption is expected because the additional foot can be pushed onto the GDOT right-of-way on the East side of the sidewalk.

Mr. Holt asked if this work is for the East and West side of the street. Mayor Eady stated this project is only for the West side from the U.S. Post Office to Palmer Stone School.

Ms. McCanless asked if the \$100,000 is for the replacement and increase to five feet. Mayor Eady stated that was the amount budgeted for repairs. Bids will have to be obtained to determine the cost to replace the sidewalk and increase the width.

Mr. Holt asked if some of the \$100,000 was used for the study for the sidewalk from Soule Street north to the city limits. Mayor Eady stated some of it was used in FY 2020 but \$100,000 was also allocated for FY 2021.

Mr. Wearing mentioned that the Council had previously discussed installing lighting along the sidewalks. He asked if it would be feasible to lay conduit as part of this project. He did

not think it would be expensive to add the conduit to the plans. Mr. Holt and Mr. Windham agreed it would be better to include the conduit now if lights will be added at some point.

Ms. McCanless expressed reservations about replacing functional sidewalk in a financially conservative time given that the East side of Emory Street North of Soule Street does not have sidewalk at all. Mayor Eady stated the cost for that sidewalk project was around \$1 million, and the concept study included lighting. Grant funding is being sought for this project, and the portion to be paid by the City of Oxford was included in the Capital Budget for FY 2021. Realistically it probably will not begin in FY 2021. The sidewalk replacement currently being considered is a priority for Mayor Eady because it is a safety hazard. Replacement of this section will tie in with the new section on the North side.

Mayor Eady advised the plans can be updated to include the conduit for the lighting. Keck & Wood was also asked to provide a proposal for a lighting design plan for the East side of Emory Street from Soule Street to the I-20 bridge. Their proposal for the design is about \$24,000. The work itself will cost about \$.5 million. Mr. Holt stated the proposed TSPLOST tax could pay for that project in the future.

6. Bid for 101 Longstreet Circle Lot (Attachment E)

At a previous City Council meeting, the Councilmembers agreed to advertise a city-owned lot at 101 Longstreet Circle for bids. One bid was received from Mr. Hurenza Lewis for \$15,000. He would like to build a new house on it. The last time the City advertised for bids, one bid was received for \$6,000. The bid was accepted by the City, but the deal fell through.

Mr. Holt and Mr. Wearing stated the bid should be accepted. Mr. Windham disagreed. Ms. McCanless wanted to know the fair market value for the lot and also whether a home can feasibly be built on the lot. Mayor Eady stated there was previously a house on the lot that was built in the 1980s and was similar to one diagonally across from it. A house built on the lot now would have to comply with current building requirements.

Ms. McCanless feels it is unfair to sell the lot knowing the intent is to build on it without confirming it will be compliant with the Oxford Zoning Ordinances. Mr. Windham agreed with Ms. McCanless. Mr. Holt recommended having Mr. Lewis submit plans for his house to the City Council.

Mr. Windham stated that all lots in Oxford are taxing around \$20,000. Marcia Brooks stated that the assessed value for the lot is \$12,000.

Mr. Windham asked why Oxford would want development in that neighborhood if it is not desired behind Orna Villa. He feels Oxford should determine what it wants to be and make decisions congruent with that strategy. Ms. McCanless agreed with Mr. Windham and indicated she is fine with leaving the lot in a natural state.

Mr. Holt pointed out that a house had been on the lot before. Mr. Windham stated that does not mean one should be there now. Green space needs to be spread out over the entire City and not just particular areas in the City.

Ms. McCanless stated the Trees, Parks and Recreation Board recommended leaving it as a natural space, with perhaps a bench. They did not recommend putting a park there.

Mayor Eady stated the City Council decided at a previous meeting to put the lot up for bid. If the majority of the Council does not wish to sell the land the offer can be declined, but it was agreed that it would be put out for bids. Ms. McCanless recalled that it was discussed and agreed that bids would be considered but did not have to be accepted.

Mr. Windham stated the Trees, Parks and Recreation Board recommended a park in the spot, which people interpreted differently. It was never intended to have basketball courts, a playground, or other such equipment. It was intended to be a natural place for relaxation for the neighborhood. Ms. McCanless stated the residents of the neighborhood were asked if they wanted a park and they said they did not, so the Board recommended a natural space, or pocket park.

Mayor Eady stated the Planning Commission can be asked if the lot is buildable. If the majority of the City Council wants to keep the lot, the Trees, Parks and Recreation Board can be asked to develop a landscaping plan for it. Mr. Wearing stated he thought the City Council already voted not to develop the lot at all. Mr. Holt agreed with Mr. Wearing but acknowledged the Council can vote again on it. He believes the City should get rid of it. Mr. Wearing agreed with Mr. Holt and indicated he believes Mr. Lewis did his due diligence or he would not have bid \$15,000.

Ms. McCanless asked Mayor Eady if he could review the zoning ordinances to verify if the lot is buildable. She does not want there to be a request for a major variance with the City Council divided on the disposition of the property. Mayor Eady agreed to do so and report the information back to the Councilmembers. Mr. Holt and Mr. Wearing can make a motion and second at the September Council meeting if they wish and the Council can vote on it.

7. **Right-of-Way Survey** (Attachment F)

The City of Oxford contracted with Jordan Engineering to survey the rights-of-way in the City and identify any encroachments. The original scope of this work was completed. In the process they have collected additional information and verified some additional parcels and streets that should be added.

Mayor Eady, Matt Pepper and Jody Reid have spoken with Jordan Engineering to determine what would be required to complete the survey for the additional properties in the northwest quadrant of the City so that the complete dataset can be turned over to the Newton County GIS Department to update the City's tax records. The estimate from Jordan Engineering to complete this work is \$1,760.00.

Mr. Holt asked if the additional properties are within the City of Oxford, as the original contract was to survey the properties within the City. Mayor Eady stated the original contract was to survey the streets and rights-of-way in the City. Mr. Holt stated they missed some locations in their original work and now want to charge the City for the locations they missed. Mr. Holt asked if the streets and rights-of-ways in the proposal are within the City of Oxford. Mayor Eady stated they are not streets and rights-of-way; they are privately owned easements. Mr. Windham requested to see the contract.

Mayor Eady advised that Jordan Engineering determined the portion of W. Richardson Street owned by the City ends at Hull Street, and beyond that there is an access easement going down the dirt part of the road until it terminates at the quarry. Jordan Engineering reached a similar conclusion about Stagecoach Road North of W. Richardson Street. Most of the properties along these easements are within the City of Oxford.

Mr. Holt asked how the City of Oxford would benefit from this additional survey work. Mayor Eady stated it would complete the dataset for the boundaries of the City of Oxford. Mr. Holt stated that should have been included in the original contract. Mayor Eady stated the matter can be tabled until another meeting. The contract, invoices for the actual work and minutes from the meeting when the contract was approved can be provided to the Council for review. He added that one benefit would be an accurate determination of which properties fall within the City of Oxford if the fifty acres nearby were sold to a developer and homes were built on it.

Ms. McCanless stated the research should be done, but the amount proposed is a worthwhile cost if it provides the City with accurate information for planning purposes. Mr. Windham stated that if it is determined that the properties along these easements are within the City but the easements are not, quit claim deeds should be obtained from the property owners.

Jody Reid stated Newton County Transportation Department has been maintaining the dirt portion of W. Richardson Street. Mayor Eady advised Jordan Engineering could not find any evidence that the dirt portion was ever deeded out of private hands to Newton County or the City of Oxford, but it has been maintained like a county road.

Mr. Windham and Mr. Wearing requested that they be sent the documents (contract, invoices, minutes) for review. They also requested that this issue be discussed with the City Attorney. Mayor Eady advised this information will be sent to all the Councilmembers.

8. Monthly Invoice Approval

Matt Pepper explained that this discussion has arisen in the past few months because financial policies have changed in recent years. Mr. Holt used to chair the Finance Subcommittee and routinely reviewed and approved invoices. However, since the City is now under a manager-council form of government, this need has decreased. The Council approves invoices \geq \$1,000, but many of them have already been paid on jobs and projects previously approved by the Council. The Council has asked that the staff determine a way to inform the Council and public of the finances for the previous month but

not ask the Council to approve the same expenditures multiple times. Staff propose providing the information on the agenda or as an attachment for the community's benefit and as an accountability measure but not asking the Council to vote on the listing.

Mr. Windham asked if the City of Oxford has appropriate safeguards and policies in place to avoid the type of situation that has recently occurred in the City of Porterdale. Mr. Holt stated he began reviewing the finances because the auditors suggested implementing procedures to improve the separation of duties between accounts receivable and accounts payable, and to have better oversight to know that the items being paid for were actually ordered and received.

A system was implemented requiring a purchase order for each purchase with approval, and sign-off was required that items were received. He continued reviewing the purchases before they were paid even after the first City Manager was hired. When Stacy Mullen began paying invoices, she became accustomed to the questions he asked and was prepared when he asked them. It became unnecessary to continue approving all payments. Mr. Holt confirmed to Mr. Windham that there is adequate separation of duties now that he feels comfortable with staff handling these responsibilities.

Matt Pepper added that the current staff has a culture of transparency, and any Councilmember or the public who wants to see any documentation needs only to ask. Mr. Windham agreed with Matt and commended the staff for the job they do. He only had concerns from the perspective of avoiding any issues such as occurred in Porterdale recently.

Mayor Eady stated the listing of payments will have some additional details about the payments to make clear what they are for.

Mr. Windham asked if there is a reason the City's budget is not on the website. Mr. Pepper stated he will add the budgets and audits on a separate page on the website.

The Councilmembers agreed to start including the invoice listing as a separate attachment rather than in the body of the Council Meeting agenda.

9. Annual Mayor and Council Retreat

Mayor Eady stated that due to the risks inherent with meeting in person, he and Mr. Pepper have discussed some ways they can make use of the time usually dedicated to the strategic planning meeting held in October of each year. This year his thoughts are to have the standing committees and boards present their activities over the past year and goals for the future. They also discussed trying to find ways to involve the public more actively in the City's strategic planning process. The meeting this year will be held virtually and will last no more than half a day.

Mr. Windham stated he feels the tone and feel of the City Council completely changed with the last election. There are a lot of new ideas and thoughts of what the Council should be, and he would like to get those ideas solidified so that Council decisions fit within that

alignment. Mayor Eady stated that when the zoning ordinances were passed about twelve years ago, an infill overlay was added. If the Council wants to take a new look at its land use policies, it would be an extensive discussion. Mr. Windham suggested discussing these issues at the retreat.

10. September Regular Session Meeting

The regular Council meeting for September will be moved to September 14, 2020 due to the Labor Day holiday falling on the Council's normal monthly meeting night.

11. 2nd Little Library

Mayor Eady expressed appreciation to Nick and Barbara Cole for their work on the first Little Library. He entertained discussion on placement of a second Little Library. Ms. Cole stated that there are already plans to place another one on the Oxford College campus. She would like to place another one in a different location for the public. Mayor Eady asked the Councilmembers to include their ideas for locations in the same email when they send their ideas about CARES Act Funding.

Mayor Eady adjourned the meeting at 8:31 p.m.

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
SPECIAL CALLED MEETING
MONDAY, AUGUST 24, 2020 – 7:00 PM
VIA TELECONFERENCE**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Jeff Wearing – Councilmember
Lynn Bohanan – Councilmember
Avis Williams – Councilmember
Laura McCanless – Councilmember

APPOINTED/STAFF PRESENT:

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

ELECTED OFFICIALS NOT PRESENT:

James Windham – Councilmember

OTHERS PRESENT: Art Vinson, Tom Spigolon (Covington News)

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. **A motion was made by Jeff Wearing to accept the Agenda for August 24, 2020. Avis Williams seconded the motion. The motion was approved unanimously (6/0).**
(Attachment A)
3. **Amendment to City Mask Resolution (Attachment B)**
A motion was made by Jeff Wearing to approve the modifications proposed to the City Mask Resolution. George Holt seconded the motion. The motion was approved unanimously (6/0).
4. **Bid for 101 Longstreet Circle Lot (Attachment C)**
A motion was made by George Holt to accept the bid from Mr. Hurenza Lewis for \$15,000 for the 101 Longstreet Circle lot. Jeff Wearing seconded the motion. The motion was approved unanimously (6/0).
5. **Jeff Wearing made a motion to adjourn. George Holt seconded the motion. The motion was approved unanimously (6/0).**

The meeting was adjourned at 7:05 p.m.

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer

OXFORD PLANNING COMMISSION

Minutes – August 11, 2020

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

STAFF: Matthew Pepper, City Manager and Zoning Administrator.

GUESTS: Troy and Brenda Willis; Stuart McCanless; Helen Griffin.

OPENING: At 7:02 PM, Mr. Eady called the meeting to order and welcomed the guests.

MINUTES: Upon motion of Mr. Ready, seconded by Mr. McQuaide, the minutes for the meeting of July 13, 2020 were adopted. The vote was 6-0.

TROY AND BRENDA WILLIS DEVELOPMENT PERMIT APPLICATION (1306 Emory Street): The Commission reviewed the development permit application to construct a home on the property located at 1306 Emory Street. During the discussion, the Commission confirmed that the location and type of fencing that will be installed is in accordance with the city's fence ordinance. In addition, Mr. Willis confirmed that a section of an existing wood privacy fence near the back-property line would be removed as part of the project.

The Commission also discussed the proposed garage apartment located behind the home. The Commission confirmed that the apartment would contain two bedrooms, a bathroom, and a small kitchen area. The Commission concluded that the apartment fits the definition of a separate dwelling unit as outlined in the city's code. The Commission recommended that Mr. and Mrs. Willis consider enclosing the breezeway connecting the two structures to ensure that it meets the city's permissible dwelling unit requirements. Further, the Commission explained that the city's building inspector may specify a distance requirement between the home and garage apartment.

Upon motion of Mr. Ready, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to construct a home and install a new driveway and fencing on the property located at 1306 Emory Street. The vote was 6-0.

STUART MCCANLESS DEVELOPMENT PERMIT APPLICATION (1106 Wesley Street): The Commission reviewed the development permit application to replace an existing storage shed on the property located at 1106 Wesley Street. During the discussion, the Commission confirmed the distance of the proposed shed from the existing house and the side and rear setbacks. In addition, the Commission stated that the city's building inspector may require that Mr. McCanless bury the power line running from the house to the proposed shed.

Upon motion of Ms. Hatfield, seconded by Mr. May, the Planning Commission approved the development permit application to replace an existing shed located at 1106 Wesley Street. The vote was 6-0.

HELEN GRIFFIN DEVELOPMENT PERMIT APPLICATION (103 E. Watson Street): The Commission reviewed the development permit application to complete interior and exterior renovations to the existing dwelling located at 103 E. Watson Street. During the discussion, the Commission reviewed the survey of the lot depicting the location of the existing house. The Commission explained that, based on the survey, the house encroaches on the front setback. The setback encroachment triggers the city's nonconforming use provisions of the city's ordinance. The Commission further explained that the house

was built in conformance with the ordinances in place at that time, making it a permitted non-conforming use.

In addition, the Commission explained that, according to the city code, the structure is considered a non-conforming building, situation, and use. The Commission also reviewed the Discontinuance or Abandonment and Repair provisions listed under Section 40-575. The Commission explained that the Service Assessment Inspection Report stated that the amount of repair work necessary to bring the house into a livable condition is above the 50 percent threshold stated in the Repairs provision of Section 40-575. The Commission further explained that the Discontinuance or Abandonment provision precludes individuals from re-establishing a non-conforming use after one year.

During the discussion, the Commission explained the variance process. Given the criteria for a variance and the condition of the house, the Commission explained that it would be difficult for them to recommend a variance to the City Council given the amount of money that would need to be invested in the non-conforming structure. Based on their analysis, the Commission concluded that Ms. Griffin should consider demolishing the existing house and build a new home within the setbacks. They also stated that the building theoretically could be moved to a location on the lot that meets the setbacks but did not recommend it.

The Commission also reviewed the lot size and width and minimum floor area requirements for the R-15 zoning designation. They also explained the documentation required to build a new home. The Commission took no action on the development permit application.

CONVERSATION WITH KELLY ELLIS (814 Emory Street): Mr. Ellis was not able to attend the meeting to discuss in person the development options that are permissible under the Town Center zoning designation. Consequently, the Commission deferred discussion on this item.

OTHER BUSINESS: Mr. Pepper reported that the City Council reviewed the Commission's proposed Minor Variance amendment. He explained that the City Council is in favor of giving authority to the Commission to make reasonable accommodations in a variety of contexts (e.g. – flexibility in permitted non-conforming uses, minor variances, etc.). In addition, Mr. Pepper shared that the city is supportive of the Commission making policy recommendations on amendments to the city's zoning code. The city will explore hiring a third-party to draft modifications to the ordinance under the Commission's direction.

In addition, the Commission discussed the reasoning and implications of assigning the Town Center zoning designation to six properties located on the east side of Emory Street. The Commission will make a recommendation to the City Council to rezone those properties.

The Commission will plan to hold a special called meeting to discuss the zoning code amendment and the rezoning recommendation.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:12 PM.

Submitted by:

Juanita Carson, Secretary

Chapter 38 - VEGETATION^[1]

Footnotes:

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State Law reference— Plant disease, pest control and pesticides, O.C.G.A. § 2-7-1 et seq.; forest resources and other plant life, O.C.G.A. § 12-6-1 et seq.; timber harvesting and removal requirements, O.C.G.A. § 12-6-23 et seq.

ARTICLE I. - IN GENERAL

Sec. 38-1. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Buildable area means the area of a lot remaining after minimum yard and open space requirements of the City's zoning ordinance set forth in chapter 40 have been met.

Drip line means the line enclosing the area directly beneath the tree's crown from which rainfall would drip from the outermost branch tips of the tree or group of trees collectively.

Parks, trails, and gardens mean existing or planted vegetation on property owned by the City, maintained by the City and which are open to the public for purposes of recreation, education, and other appropriate uses. Regulations for the use of such areas may be established by the City in consultation with the trees, parks and recreation board.

Street trees means trees and other sizable woody vegetation on land lying between property lines on either side of all streets, avenues, or ways within the City, including designated, but unopened City street rights-of-way.

(Ord. of 12-5-2011(06), § 1(39-101))

Sec. 38-2. – Native Vegetation

All Oxford city owned, or controlled property shall be landscaped exclusively with regionally native (to the Georgia Piedmont) forbs, ornamental grass, shrubs, and trees, except for on land specifically designated for the cultivation of edible plants.

Secs. 38-2—38-32. - Reserved.

ARTICLE II. - TREES, PARKS AND RECREATION BOARD

Sec. 38-33. - Creation and establishment.

There is hereby created and established a City Trees, Parks, and Recreation Board for the City which shall consist of seven members, a minimum of five members who shall be citizens and residents of this City, and up to two members who may be non-residents who own property within the City, all who shall be appointed by the Mayor with the approval of the City Council.

The Trees, Parks, and Recreation Board may include as non-voting participants in its meetings persons who are not residents of the City, but whose knowledge or experience will contribute to the work of the Trees, Parks, and Recreation Board. The immediate past chairperson of the Trees, Parks, and Recreation Board shall serve as a non-voting, ex-officio member of the Board for one year following his tenure.

(Ord. of 12-5-2011(06), § 1(39-102); Ord. of 12-16-2013, § 1)

Sec. 38-34. - Term of office; vacancies.

Each member of the Trees, Parks and Recreation Board shall serve for a three year term and may succeed themselves for unlimited terms. The chairperson of the Trees, Parks and Recreation Board shall be selected annually by board members. In the event that a vacancy occurs during the term of any member, his successor shall be appointed by the Mayor and City Council to serve for the unexpired portion of the term. Should any member fail to perform his duties as a member of the Trees, Parks and Recreation Board, the majority of members of the Trees, Parks and Recreation Board may recommend that a replacement member be appointed.

(Ord. of 12-5-2011(06), § 1(39-103))

Sec. 38-35. - Compensation.

Members of the Trees, Parks and Recreation Board shall serve without compensation, but may be reimbursed by the City for any pre-approved expenses incurred in connection with their responsibilities.

(Ord. of 12-5-2011(06), § 1(39-104))

Sec. 38-36. - Duties and responsibilities.

- (a) It shall be the responsibility of the Trees, Parks and Recreation Board to study, investigate, and counsel the City concerning street trees, parks, trails, and gardens in the City.
- (b) The Trees, Parks and Recreation Board shall also develop or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or distribution of trees and shrubs along streets and in other public areas such as parks, trails, gardens, and plantings around City buildings and facilities. Such plan will be presented annually to the City Council, and upon their acceptance and approval shall constitute the annual City tree plan.
- (c) The Trees, Parks and Recreation Board, when requested by the City Council, shall consider, investigate, make findings, report and recommend upon any special matter of question coming within the scope of its work.

(Ord. of 12-5-2011(06), § 1(39-105))

Sec. 38-37. - Officers, rules, quorum, and record of proceedings.

The Trees, Parks and Recreation Board shall choose its own officers, make its own rules and regulations, and keep a record of its proceedings. A majority of the members shall constitute a quorum for the transaction of business.

(Ord. of 12-5-2011(06), § 1(39-106))

Sec. 38-38. - Review by City Council.

Any person may appeal any recommendation of the City Trees, Parks and Recreation Board to the City Council that may hear the matter and make a final decision.

(Ord. of 12-5-2011(06), § 1(39-119))

Secs. 38-39—38-44. - Reserved.

ARTICLE III. - TREE MANAGEMENT

Sec. 38-45. - City tree plan.

The City tree plan developed by the Trees, Parks and Recreation Board shall serve as a guideline for all work on street, park and public trees in the City. The Mayor and City Council, employees of the City, and any persons or firms employed for services to the City that involve street trees or trees in other public areas, will be guided by the annual City tree plan. Any proposed action, which would depart significantly from this tree plan shall first be brought to the attention of the Trees, Parks and Recreation Board for comments. However, nothing in this section shall prohibit the City Council from taking needed emergency measures as provided for elsewhere in this Code.

(Ord. of 12-5-2011(06), § 1(39-105))

Sec. 38-46. - Tree care standards and guidelines.

The Trees, Parks and Recreation Board shall establish and submit to the City Council standards and guidelines for the planting and maintenance of street, park, and public trees in the City. Such standards and guidelines shall be in accord with standards and guidelines established by such agencies as ISA (International Society of Arboriculture), the American National Standards Institute, and other appropriate agencies. Copies of these tree maintenance standards and guidelines shall be available through the office of the City Clerk.

(Ord. of 12-5-2011(06), § 1(39-118))

Sec. 38-47. - List of trees.

The Trees, Parks and Recreation Board shall develop a list of trees that are desirable or undesirable for planting in the City. These will be classified as small, medium and large trees.

(Ord. of 12-5-2011(06), § 1(39-107))

Sec. 38-48. - Compliance with tree standards and guidelines required.

City employees shall be trained in the use of the standards and guidelines for work on City trees. Any firm doing tree work in the City (planting, pruning, treating, or removing street, park, and public trees) shall be provided with a copy of the tree maintenance standards and guidelines and shall in its contract with the City agree to follow provisions of the standards and guidelines.

(Ord. of 12-5-2011(06), § 1(39-118))

Sec. 38-49. - Barriers to be installed during tree work activities.

Effective barriers shall be installed at the dripline of trees when construction activity is taking place.

(Ord. of 12-5-2011(06), § 1(39-118))

Sec. 38-50. - Tree contractors required to carry liability insurance.

Each firm contracting to do tree work for the City shall file evidence of possession of liability insurance indemnifying the City of any personal injury or damage resulting from the pursuit of such endeavors as herein described.

(Ord. of 12-5-2011(06), § 1(39-118))

Sec. 38-51. - Certified arborist to supervise pruning of City trees.

Pruning of public trees shall be in accordance with specifications provided by an ISA Certified Arborist.

(Ord. of 12-5-2011(06), § 1(39-118))

Sec. 38-52. - Non-interference.

It is unlawful for any person to prevent, delay, or interfere with City employees or any agents of the City while they are engaged in and about the planting, cultivating, mulching, pruning, spraying, or removing of any street trees, or park trees.

(Ord. of 12-5-2011(06), § 1(39-117))

Sec. 38-53. - Timber harvesting notification.

A notice of timber harvesting activity form (on the State Forestry Commission website) is required to be submitted to the City prior to harvesting of trees from a property, unless the property is one acre or smaller within a single-family residential zone.

(Ord. of 12-5-2011(06), § 1(39-121))

Sec. 38-54. - Spacing of trees.

The spacing of street trees may not be closer together than 15 feet apart for small trees, medium trees, 20 feet apart for medium trees, and 25 feet apart for large trees. Exceptions to this spacing may be made in special plantings designed or approved by an arborist in consultation with the Trees, Parks and Recreation Board.

(Ord. of 12-5-2011(06), § 1(39-108))

Sec. 38-55. - Distances from curb and sidewalk.

The distances trees may be planted from the curbs or curblines and sidewalks shall not be closer than two feet for small trees, three feet for medium trees, and five feet for large trees. Where a paved City street does not have curb or sidewalk, these planting distances shall be doubled to four feet, six feet and ten feet, respectively, measured from the edge of the pavement. Distances of plantings from street drainage ditches, where these exist, shall be determined by the City in consultation with the Trees, Parks and Recreation Board on a case-by-case basis for specific streets or portions of streets.

(Ord. of 12-5-2011(06), § 1(39-109))

Sec. 38-56. - Distances from street corners, fire hydrants and other infrastructure.

No street tree shall be planted closer than 35 feet from any street corner, measured from the point of nearest intersecting curbs, curb lines or pavements. No street tree shall be planted closer than 20 feet from any fire hydrant or utility pole. No street tree shall be planted closer than 25 feet to any driveway or mailbox.

(Ord. of 12-5-2011(06), § 1(39-110))

Sec. 38-57. - Utility lines.

No tree shall be planted under overhead utility distribution lines if the average mature height of the tree is greater than the lowest overhead wire. No street tree may be planted over or within 20 feet of any underground water line, sewer line, transmission line or other utility line. Pruning shall be done in accordance with ANSI Standards and International Society of Arboriculture Best Management Practices.

(Ord. of 12-5-2011(06), § 1(39-111))

Sec. 38-58. - Public tree care.

- (a) The City shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, and public grounds as may be necessary to insure public safety or to enhance the symmetry and beauty of such public grounds. This section does not prohibit the planting of street trees by adjacent property owners providing that the selection and location of the trees is in accord with the tree plan and with all relevant sections of this article, and they obtain written permission from the Trees, Parks and Recreation Board before planting.
- (b) The Trees, Parks and Recreation Board may recommend to the City to remove or to order to be removed any tree or part thereof which is:
 - (1) In an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or any other public improvements; or
 - (2) Affected with any injurious fungus, insect or other pest.

(Ord. of 12-5-2011(06), § 1(39-112); Ord. of 3-5-2018)

Sec. 38-59. - Trees, cutting or defacing.

It is unlawful for any person to cut deface or destroy any tree on public property in the City unless authorized by the governing body, after recommendation by the Trees, Parks and Recreation Board.

(Ord. of 3-3-2014, § 1)

Editor's note— Ord. of 3-3-2014, § 1, amended the Code by repealing former § 38-59, which pertained to tree topping and derived from Ord. of 12-5-2011(06), § 1(39-114).

Sec. 38-60. - Pruning, corner clearance.

Every owner of any tree overhanging any street or right-of-way within the City shall prune the branches so that such branches shall not obstruct the light from any street light or obstruct the view of any street intersection and so that there shall be a clear space of eight feet above the surface of the street or sidewalk. The City shall have the right to require pruning of any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light or interferes with visibility of any traffic control device or sign.

(Ord. of 12-5-2011(06), § 1(39-114))

Sec. 38-61. - Removal of dead or diseased trees.

- (a) The City shall have the right to recommend the removal of any dead or diseased trees on private property within the City when such trees constitute a hazard to life or property, or when such trees harbor insects or disease which constitute a potential threat to other trees within the City.
- (b) When trees on private property are judged by the City to constitute a potential immediate hazard to City utility lines or to persons using City street rights-of-way, the City may require owners of such trees to trim or remove such trees at the owner's expense. The City will notify owners of such hazardous trees by registered mail, giving a reasonable period of time for the tree owner to take remedial action. The owners shall remove all dead, diseased, or dangerous trees, or broken or decayed limbs which constitute a danger to the safety of the public.
- (c) After the designated time period, if no remedial action has been taken, the City may notify the owners of such hazardous trees that the City will assume no liability for any harm which may occur to property or persons from such trees, and that tree owners may be held responsible for expenses and liabilities incurred should such hazardous trees cause damage or harm on, or to, public property.

(Ord. of 12-5-2011(06), § 1(39-115))

Sec. 38-62. - Tree canopy cover on new development.

- (a) Each new development within the City shall be required to conserve, or plant if trees are not available for conservation, a specified amount of tree canopy cover as a percent of the buildable land area. The tree canopy cover requirements are shown in table 38-62.

TABLE 38-62. TREE CANOPY COVER REQUIREMENTS BY ZONING DISTRICT

Zoning District	Tree Canopy Coverage (in percent)
R-30 Single-Family Residential - Low Density District	40
R-20 Single-Family Residential - Low To Medium Density District	30
R-15 Single-Family Residential - Medium Density District	30
R-7.5 Single-Family Residential - High Density District	20
R-TH Residential Townhouse District	10
INST Institutional District	40
IC Institutional Campus District	40

OP	Office Professional District	20
C	Commercial District	20
TC	Town Center District	N/A

- (b) The tree canopy shall be well-distributed throughout the property. Trees planted to achieve tree canopy cover requirements shall be chosen from the City tree species list, in good health, and shall be a minimum of five inches in caliper. Further, all parking areas with five or more parking spaces shall be designed to have 50 percent tree canopy cover within 15 years after completion of construction or renovation. Tree canopy cover credits for newly planted trees are included in the City tree species list.
- (c) All plans for subdivision development should be reviewed by the Trees, Parks and Recreation Board prior to any site disturbance including tree removal, soil disturbance including grading, grubbing, or timber harvesting or the issuance of any permits for such activities.

(Ord. of 12-5-2011(06), § 1(39-120))

City of Oxford Approved Planting List

A. Canopy Trees

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

B. Understory Trees

<i>Common Name</i>	<i>Botanical Name</i>
Southern Sugar Maple	Acer barbatum
Serviceberry	Amelanchier canadensis
Pawpaw	Asimina triloba
Ironwood	Carpinus caroliniana
Eastern Redbud	Cercis canadensis

Flowering Dogwood	Cornus florida
Cockspur Hawthorn	Craetagus crus-galli
Parsley Hawthorn	Craetagus marshalii
Green Hawthorn	Craetagus viridis
Washington Hawthorn	Craetagus phaenopyrum
Carolina Silverbell	Halesia carolina
American Holly	Ilex opaca
Big-leaf Magnolia	Magnolia macrophylla
Umbrella Magnolia	Magnolia tripetala
Hophornbeam	Ostrya virginiana
Sourwood	Oxydendrum arboreum
Georgia Oak	Quercus georgiana
Sassafras	Sassafras albidum
Crabapple	Malus angustifolia

C. Shrubs

Common Name	Botanical Name
Buckeye	Aesculus sylvatica, A. parviflora, A. pavia
Tag Alder	Alnus serrulata
Red Chokeberry	Aronia arbutifolia
Sweet shrub	Calycanthus floridus
American Beautyberry	Callicarpa americana
Buttonbush	Cephalanthus occidentalis
Sweet Pepperbush	Clethra alnifolia
Silky Dogwood	Cornus amomum, C. foemina
American Strawberry Bush	Euonymus americanus
Witchhazel	Hamamelis virginiana
Wild Hydrangea	Hydrangea arborescens
Oakleaf Hydrangea	Hydrangea quercifolia
Possumhaw	Ilex decidua
Winterberry	I. verticillata
Itea, Virginia Sweetspire	Itea virginica
Spice Bush	Lindera benzoin
Chickasaw and Hog Plum	Prunus angustifolia, P. umbellata
Wild Plum	P. americana
Piedmont Azalea	Rhododendron canescens,
Oconee Azalea	Rhododendron flammeum
Smooth or Winged Sumac	Rhus glabra, R. copallinum
Elderberry	Sambucus canadensis
Maple-leaf Viburnum	Viburnum acerifolium
Swamphaw Viburnum	Viburnum nudum, V. cassinoides

Arrowwood	Viburnum dentatum
Blackhaw Viburnum	Viburnum prunifolium
Hazelnut	Corylus Americana
NineBark	Physocarpus opulifolius
Mayhaw	Crataegus aestivalis
Devil's Walkingstick	Aralia spinosa
Littlehip Hawthorne	Crataegus spathulata
Strawberry Bush	Euonymus americanus
Drooping Leucothoe	Leucothoe fontanesiana
Hoptree\Wafer-Ash	Ptelea trifoliata
American Bladdernut	Staphylea trifolia
American Snowbell	Styrax americanus, S. gradifolius
Sparkleberry	Vaccinium arboretum
Yellow-Root	Xanthorhiza simplicissima

D. Ground layer Plants

Common Name

Botanical Name

Ferns

Southern Lady Fern	Athyrium filix-femina
Sensitive fern	Onoclea sensibilis
Cinnamon fern	Osmunda cinnamomea
Royal fern	Osmunda regalis
Christmas fern	Polystichum acrostichoides
Southern Chain fern	Woodwardia aereolata
Swamp Fern	Thelypteris palustris

Flowering Perennials

Swamp Milkweed	Asclepias incarnata
Butterflyweed	Asclepias tuberosa
New England Aster	Aster novae-angliae
Turtlehead	Chelone glabra Lanceleaved
Coreopsis	Coreopsis lanceolata
Hardy ageratum	Eupatorium coelestinum
Joe-Pye Weed	Eupatorium fistulosum
Wild Geranium	Geranium maculatum
Narrow-leaved sunflower	Helianthus angustifolius
Hibiscus (not shrub althea)	H. moscheutos
Gayfeather	Liatris spicata, L. aspera
Cardinal Flower	Lobelia cardinalis
Great Lobelia	Lobelia siphilitica
Partridgeberry	Mitchella repens
Evening Primrose	Oenothera speciosa, O. fruticosa

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

E. Emergents for Wetland/Bog Areas

(Not Applicable for most Buffer Re-vegetation)

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

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

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

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

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

City of Oxford
Invoices >=\$1,000
August 2020

VENDOR	DESCRIPTION	AMOUNT
RECURRING CHARGES		
City of Oxford Utilities	Monthly utility charges 7/14/20 – 8/13/20	2,203.80
City of Oxford Utilities	Monthly utility charges 6/16/20 – 7/14/20	2,082.06
Oxford Historical Cemetery Foundation, Inc.	FY 2021 Budget Request	5,000.00
Oxford Historical Cemetery Foundation, Inc.	2/3 proceeds from sales of cemetery lots	4,000.00
GMEBS Retirement Trust	Monthly Retirement Fund Charges September 2020, Inv# 382567	5,681.33
GMEBS Retirement Trust	Monthly Retirement Fund Charges August 2020, Inv# 381077	5,681.33
GMEBS Life and Health Insurance Program	Monthly Premiums September 2020, Invoice # 302639	12,862.64
GMEBS Life and Health Insurance Program	Monthly Premiums August 2020, Invoice #	
Georgia Environmental Finance Authority (GEFA)	Monthly Payment on Loan 2016L06WQ August 2020	4,556.05
Georgia Environmental Finance Authority (GEFA)	Monthly Payment on Loan 2016L06WQ July 2020	4,556.05
Newton County Board of Commissioners	Water Purchases for August, Invoice #2738	20,844.00
Newton County Board of Commissioners	Water Purchases for July, Invoice #2727	18,619.00
Newton County Board of Commissioners	Landfill Charges, July 2020	1,266.00
Newton County Board of Commissioners	2020 Insurance Premium Tax	28,870.01
Newton County Water & Sewerage Authority	Sewer Treatment Fees 7/30/20 – 8/28/20, Inv. #47221	7,467.66
Newton County Water & Sewerage Authority	Sewer Treatment Fees 6/29/20-7/30/20, Inv. #22169	7,467.66
Southeastern Power Administration (SPA)	SEPA Energy Cost (July 2020) Inv. #B-20-2559	2,741.30
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for July 2020	123,817.09
Electric Cities of Georgia (ECG)	Electric Utility Management Services September 2020, Inv. #53941-IN	4,938.00
Electric Cities of Georgia (ECG)	Electric Utility Management Services August 2020, Inv. #53886-IN	4,938.00
Sophicity	September IT in a Box/Maintenance Charges, Inv. #13337	1,996.84
Sophicity	August IT in a Box/Maintenance Charges, Inv. #13194	1,996.84
Latham Home Sanitation	Commercial Waste Removal Services July 2020	7,361.18
Latham Home Sanitation	Commercial Waste Removal Services August 2020	
Northeast Georgia Regional Commission (NEGRC)	FY2021 Per Capita Dues	2,109.00
Bureau Veritas	Building Code Administration/Permits June 2020, Invoice #1540666	1,719.00
Courtware Solutions	Monthly Licensing, Support and Maintenance August 2020, Invoice #20200831	1,469.20
Georgia Superior Court Clerks' Cooperative Authority (GSCCCA)	Municipal Court Fund Collections August 2020	1,615.08
IRS	Federal Payroll Taxes, August 2020	11,696.41

VENDOR	DESCRIPTION	AMOUNT
PURCHASES/CONTRACT LABOR		
C. David Strickland, P.C.	City Legal Services August 2020, Inv. #13422, 13423, 13424, 13425	1,158.00
C. David Strickland, P.C.	City Legal Services July 2020, Inv. #13385, 13386, 13387, 13388, 13389, 13390	1,567.96
McNair McLemore Middlebrooks & Co.	Financial Consultant Services July 2020, Inv. #86042	3,676.00
Covington News	Advertising in Legal Organ July 2020	1,700.00
CMC Landscaping	Emory Street Sewer Project - Highway 81 Sod Replacement at three locations; approved at the 6/15/20 Council Work Session	4,055.00
Keck + Wood	Emory Street Sidewalk Concept Study (Soule Street North to City Limits); approved at the April 6, 2020 Regular Council Meeting	4,500.00
Jordan Engineering	<ul style="list-style-type: none"> • LMIG 2019 engineering services (770.00) – paving approved at March 2, 2020 Regular Council Meeting • Oxford Cemetery Mapping (330.00) 	1,100.00
HCS Services, LLC	Repair of Storm Line at Moore Street – approved at March 2, 2020 Regular Council Meeting	23,500.00
MHB Paving, Inc.	2019 LMIG Patching, Inv. #20-18053; approved at March 2, 2020 Regular Council Meeting	1,418.60
Scarborough Tree, Inc.	Removal of four trees and stump grinding in city; P.O. 13565	6,600.00
Scarborough Tree, Inc.	Removal of one tree and stump grinding in city; P.O. 13560	5,700.00
Royal Flush Plumbing	Plumbing repairs in Police Department on 7/21/20, P.O. 13832	1,500.00
Covington Auto Collision	Repairs to Police Vehicle, P. O. 13584	1,659.59
Georgia Interlocal Risk Management Agency (GIRMA)	Deductible – Automobile Accident 6/5/20	1,000.00
Maxx Computer Technologies	Four Laptop Computers for Police Department, P.O. 13628; approved by Council in FY2021 Capital Budget at Regular Council Meeting on 6/1/20	6,283.44