



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, JUNE 22, 2022 – 7:00 PM
CITY HALL**

ELECTED OFFICIALS PRESENT:

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

STAFF PRESENT:

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

OTHERS PRESENT: None

Agenda (Attachment A)

1. Mayor's Announcements

- a. The Newton County Board of Commissioners has invited the mayors of the cities in the county to a meeting June 27, 2022 at 6:00 p.m. at the historic courthouse to discuss SPLOST negotiations. The meeting is open to the public, and he encourages everyone to attend.

2. Committee Reports

- a. **Trees, Parks, and Recreation Board** – Mike Ready provided the report for this Board.
- b. **Sustainability Committee** – Laura McCanless provided the report for this Committee.
- c. **Planning Commission** – Bill Andrew provided the report for this Commission.
- d. **Comprehensive Plan Steering Committee** – Jim Windham provided the report for this Committee.
- e. **Downtown Development Authority (DDA)** – Mike Ready provided the report for this Authority.

3. **Review of the Georgia Secure Deposit Program (Attachment B)**

At a previous meeting, the City Council discussed moving two accounts to another bank. The City Council had expressed concerns about having all accounts at one bank. However, City Manager Bill Andrew presented information documenting that the State of Georgia requires that banks protect the deposited funds of government agencies regardless of amount. The banks provide information each year documenting that the funds are adequately secured.

In light of this information, he feels that the City's two Truist accounts previously discussed could be moved to United Bank, which has all of the City's other accounts. Staff have a good rapport with the United Bank staff, and the Police Department does not have issues making deposits at United Bank.

Several Council members expressed that they were comfortable with all accounts being with United Bank. George Holt advised that a letter to United Bank signed by Mayor Eady should be prepared to document that the change was authorized.

4. **Change in Meeting Date for the Council's regular meeting on July 4, 2022**

The City Council's regular meeting for July falls on the Independence Day holiday. Due to the extraordinary effort on the part of staff to prepare for and execute the parade and celebration on July 4th, Mayor Eady recommended that the regular session for July be moved to July 11th. No concerns were raised.

5. **Review and Discussion of Six-Month Police Department Report (Attachment C)**

Chief Mark Anglin gave a presentation outlining the six-month report he had prepared for the City Council.

6. **Nominations Needed for the Oxford Planning Commission**

There is a vacancy on the Oxford Planning Commission because Zach May is moving out of town. Dave Huber has offered to serve in this capacity. There are no other nominations. This nomination will be voted out in July.

7. **Review of Coke Street Trail Scope of Work and Budget Estimate (Attachment D)**

Laura McCanless stated she was impressed with the thoroughness of Robert Jordan's estimate. The next step will be to obtain actual bids for the work.

8. **Other Business**

- The City Council reviewed the latest draft of the proposed firearms resolution. Jim Windham advised that he was told a Newton County Commissioner has agreed to move the resolution forward as soon as it is passed by Oxford. The resolution will be voted on in a Special Called meeting Friday, July 24, 2022 at 7:00 p.m. Upon passing, Jim Windham suggested it be sent to all the local, state, and federal representatives.
- Mayor Eady notified the City Council that the intention for 2022 property taxes is to maintain the millage rate passed in 2021. Public hearings will be held in the near

future regarding this proposal. The rationale is that the cost of doing business is increasing, and the City just got back to where it was in 2007. He also mentioned that Oxford's electric rates are some of the highest in the state. Oxford has been taxing electric customers with its rates and relying on moving money to the General Fund each year while keeping property taxes low.

9. Work Session Meeting Review

- a. Georgia Secure Deposit Program – write memo to move all accounts to United Bank
- b. July 2022 regular session – rescheduled to July 11, 2022
- c. Oxford Planning Commission vacancy – vote on nomination of Dave Huber at July 11, 2022 meeting
- d. Firearms Resolution – vote at Special Called Meeting June 24, 2022
- e. Property Taxes – three hearings will be held to discuss the proposal to maintain the current millage rate for 2022.

10. Executive Session

None.

11. Adjourn

The meeting was adjourned by Mayor Eady at 8:42 p.m.

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer

Oxford Mayor and Council
Work Session
Wednesday, June 22, 2022 – 7:00 P.M.
Oxford City Hall
110 W. Clark Street, Oxford, Georgia
Agenda

1. Mayor's Announcements
2. **Committee Reports** – The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, and Sustainability Committee will update the Council on their recent activities.
3. ***Review of the Georgia Secure Deposit Program** – Does Oxford need to utilize more than one bank since our deposits are covered by the Georgia SDP?
4. **Change in meeting date for the Council's regular session meeting on July 4, 2022**
5. ***Review and Discussion of Six-Month Police Department Report**
6. **Nominations Needed for the Oxford Planning Commission**
7. ***Review of Coke Street Trail Scope of Work and Budget Estimate**
8. **Other Business**
9. **Work Session Meeting Review** – Mayor Eady will review all the items discussed during the meeting.
10. **Executive Session**

*Attachments

Greetings Tom,

I hope you are doing well. I had a chance to meet Mr. Bill Andrew this morning. He is the new City Manager for the City of Oxford. As you know the Edwards family has a special affinity for Oxford, and we try to take great care of our friends there. Oxford has historically had a relationship with both BB&T and United Bank. However with the recent merger of BB&T and Suntrust into Truist and the consolidation of their local offices, there is a desire to consolidate those accounts over to United Bank. Some of the City Council members for Oxford expressed some concerns about FDIC insurance, but I assured Mr. Andrew that we collateralize our municipal deposits as required by law through the GBA pledging facility to eliminate FDIC coverage concerns. Mr. Andrew has requested a letter, or any information that we can provide confirming our participation in the pledging pool so that he can assure the council members that deposits with our bank are not at risk. If you could provide Mr. Andrew with the information that he needs, I am confident that we can expand our relationship. I am copying Bill on this email so that you have his contact info.

Thanks,

Thomas Kephart
Covington Division President
United Bank
770-504-7067 Office
678-972-7546 Cell
tkephart@unitedbank.net
NMLS# 713294

Hello Mr. Andrew,

My name is Joe Langford and I work in the Finance dept at United Bank. I want to give you a brief description explaining how all municipal deposits are fully protected at United Bank regardless of account balance. On 2/1/22, United Bank entered into the Georgia Secure Deposit Program (SDP). This is a program run by the Office of the State Treasurer and provides full protection to all municipal deposits in excess of the \$250,000 in deposit insurance that is provided by the FDIC. All public funds on deposit with us are secured by a combination of collateral pledged to the program and a financial commitment by all the approved Covered Depositories in the program to cover any losses that would arise in the unlikely event of a bank failure. The City of Oxford deposits that are already with United Bank are currently protected under this program. I have attached a letter I originally emailed to the City of Oxford on 1/24/22 as well as a page from the Covered Depositor Report that is published daily by the State of Georgia that shows the City of Oxford is currently protected under the GA SDP. The link for the entire report can be found here: <https://sdp.treasury.ga.gov/Home/Reports#> and then by selecting 'Covered Depositors.'

Please feel free to contact me with any questions/concerns.

Thanks,

Joe Langford

Staff Accountant

315 Thomaston St
PO Box 160
Barnesville, GA 30204
Direct: 770-412-4996
Email: jlangford@unitedbank.net



Post Office Box 160
Barnesville, Georgia 30204
(770) 567-7211

January 24, 2022

City of Oxford
110 W Clark St
Oxford, GA 30054

Dear Public Depositor,

In 2016, the Georgia General Assembly passed and Gov. Deal signed Senate Bill 283 authorizing a multibank, contingent liability pledging pool to protect public deposits.

United Bank has been approved by the State Depository Board and State Treasurer to participate in this program, which is called the Georgia Secure Deposit Program (SDP).

Beginning February 1, 2022, your deposits with our bank will be fully protected through this new program.

The way the program works is that 100 percent your deposits with us in excess of FDIC insurance limits will be fully protected by the program. The funds on deposit with us in excess of FDIC insurance limits will be secured by a combination of collateral pledged to the program by us and a financial commitment by all the approved Covered Depositories in the program to cover any losses resulting from the failure of any bank participating in the SDP. As explained in the SDP Policy, in the event of the failure of a Covered Depository, public depositors will be covered by FDIC insurance, the liquidation of collateral pledged to the State Treasurer by the failed institution, and assessments made by the State Treasurer on all other SDP Covered Depositories to the extent needed to cover any shortfall.

Because we are participating in this program, **our bank can no longer use the direct pledging method of collateralization for public deposit accounts.** As described above, your deposits will be fully protected and covered by FDIC insurance and the Georgia Secure Deposit Program.

As part of the oversight of the program to ensure bank compliance and protection of public deposits, beginning in July 2019, the Treasurer, through the Georgia Bankers Association Services, Inc. as Administrator of the program, provides public reporting about the depositories participating in the program. Reporting includes information about each covered depository's total deposits in the program, each depository's required collateralization level, the amount each covered depository is over or under its required collateralization amount and the pro-rata share of each covered depository's balance as a percent of the total amount of deposits in the program. Also, the Treasurer will also post monthly a list of depositors covered by the program, which will include your account name, but not the amounts you have on deposit.

Your auditors may continue to request confirmation that your deposits are protected. The monthly reports about the banks participating in the Secure Deposit Program, lists of depositors they report being covered and the monthly summary of the program's status are available at <https://sdp.treasury.ga.gov/Home/Reports>

This letter and a download of the summary reports available for a particular period should serve to meet your needs for audit purposes that your bank's deposits are appropriately protected according to Georgia law.

To verify protection of your organization's public deposits by the Georgia Secure Deposit Program:

- Select the period for which you're seeking confirmation from the drop-down menu. The July 17, 2019 report was a special mid-month report we did to get a snapshot of the first couple weeks of the program, which went live July 1, 2019. Reports are prepared once a month after all participants report their prior months' information.
- Check the List of Covered Depositories to make sure your bank is in the program.
- Check the List of Depositors provided by banks to see if your organization/account name is included. This is a list of all depositors banks have reported as being covered by the program. Duplicates are removed, so a customer may have relationships with multiple banks participating in the program and they'll only show up once if both banks have the same account named. There is also an FEIN lookup feature that may be helpful to you in identifying your accounts and the banks you have relationships with. Enter the FEIN exactly as your bank has reported, including hyphens and spaces and select search. Note: your organization's official name may differ slightly from how you and your bank have your covered account named/listed/reported. If you have questions, contact your bank.
- If your bank is listed as a Covered Depositor and your organization/account is listed as a depositor, your accounts are protected by the program.
- There's also a summary report of the program by bank, of deposits, required collateral, reported collateral values etc. This is a snapshot in time, and it's important to note that if a bank is listed as under collateralized on a particular report, the bank would have had three-business days to add pledged collateral to be in compliance.

The policy governing the Secure Deposit Program is available online at <https://ost.georgia.gov/news-events>

Please contact Joseph Langford at jangford@unitedbank.net, or Haley Green at hgreen@unitedbank.net, if you have any further questions regarding the SDP.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas L. Redding". The signature is fluid and cursive, with a large, stylized initial "T" and "R".

Thomas L. Redding, CPA, CGMA
Chief Financial Officer
United Bank

As of: 5/17/2022

2,805 Unique Depositor Account Names Covered.

City of Nunez

CITY OF OAKWOOD

CITY OF OAKWOOD GEORGIA

CITY OF OCILLA

City of Oconee

CITY OF OGLETHORPE

CITY OF ORCHARD HILL

CITY OF OXFORD

CITY OF PALMETTO

City of Pavo

CITY OF PEACHTREE CITY

CITY OF PEACHTREE CORNERS

CITY OF PEACHTREE CORNERS GA

CITY OF PEARSON

City Of Pelham

CITY OF PEMBROKE

CITY OF PENDERGRASS

CITY OF PERRY

City of Pine Lake

City of Pinehurst

CITY OF PITTS

CITY OF PLAINVILLE

City of Pooler

CITY OF PORT WENTWORTH

CITY OF PORTERDALE

CITY OF POULAN

CITY OF POWDER SPRINGS

CITY OF QUITMAN

CITY OF QUITMAN DEVELOPMENT AUTHORITY

CITY OF REBECCA

City of Reidsville

CITY OF REMERTON

City of Rentz

City of Rentz TIA Tax Fund

CITY OF RICEBORO

CITY OF RICHMOND HILL

CITY OF RINCON



**CITY OF OXFORD
POLICE DEPARTMENT**



**Mark A. Anglin
Chief of Police**

June 16, 2022

Mayor Eady and City Council Members,

After taking office as Police Chief, I encountered a few challenges. Unfortunately, the only Officer who was employed left to take a position at the Newton County Sheriff's Department. Lt. Westmoreland was hired in February shortly after the resignation of Officer Johnson. Through little work of our own, several candidates applied for the remaining two positions that were filled in May, and June. Officer Mike Roberts came to us from the City of Social Circle with over 20 years' experience, Officer Tony Menichini came to us from Emory Police Department, and he has 33 years of experience. The police department is currently working from 8:00 AM to 11:00 PM, with two shifts. A weekend schedule is forth coming with alternating duty assignments.

Currently we have three GA POST (Peace Officer and Standards Training) Certified Law enforcement instructors. Our abilities to train within the department range from firearms, driving, defensive tactics, and general instruction. We look forward to offering our training classes to other departments as well as partnering with the local jurisdictions within Newton County. Within the next six months it is the goal of the department to have all officers trained in the Georgia Crisis Intervention Course (CIT). The CIT training prepares law enforcement and other public safety personnel with the skills to assist people with a variety of situations like co-occurring disorders, substance abuse, and more. It is the goal to utilize our time wisely by using the second half of the monthly scheduled court day for training or special events.

The Property and Evidence Room Audit was concluded in May with outstanding results. 273 cases had to be researched with dates ranging from 1997 to 2021. Through research of police records, City of Oxford Municipal Court, and Newton County Superior Court dispositions, it was determined the items could be destroyed or returned to the owner. 19 firearms will be destroyed, 134 packages of marijuana were destroyed, 1 firearm was returned to the owner after a background check, and \$95.00 was returned to the owner after his arrest in 2006. Other items such as alcohol, knives, found property etc. was also destroyed.

The new body worn cameras (BWC) were received in June and have been deployed. The side arm signal kit will be installed, and operation before the end of the month. The ease of operating the new BWC is far superior to the old equipment. We have added one new vehicle to the fleet that is currently being outfitted and hopefully fully operational in July.

Going forward a new uniform patch will be unveiled. The officers will be equipped with a new model of TASER that will also activate the BWC upon deployment. Bicycles will be added to the department that will be utilized for better engagement with the community. The bicycles will be used for short periods of time while working with other officers, special events, and with other departments. A Hi Vis uniform shirt and a lightweight uniform pant will be incorporated that will only increase our visibility on the walking trails. We look forward to the Bike Rodeo in the fall and beginning in late July or early August we will host a series of community meetings. This may include cookouts, pizza, or light refreshments.

Each officer will have a single laptop that will allow the officers to have a one computer instead of a vehicle laptop, and an individual desktop. The utilization of a docking station will allow the officer to work on two monitors and a full-size keyboard, if need be in the office, or they can just work completely from the vehicle. Currently we must utilize both computers to complete certain tasks. Cellphones will be distributed that will also allow the officers to stay mobile as much as possible. Visibility is one of the visions of the department.

Many changes have already been made and more will come. It is my pleasure to serve the City of Oxford. My goal is to ensure a safe community while enhancing the quality of Oxford.

Mark A. Anglin

From: [Robert Jordan](#)
Sent: Friday, June 17, 2022 9:03 AM
To: [Bill Andrew](#)
Subject: Coke St Trail
Attachments: [Oxford Coke St Trail updated concept R2.pdf](#)
[Coke St Trail very rough preliminary construction cost estimate R0.pdf](#)

Follow Up Flag: Follow up
Flag Status: Flagged

Bill,

As best I can estimate, I expect to be able to begin in earnest on the Coke Street trail civil plans in July. Work to date: Our preliminary recon, surveying and mapping, conceptual design, and on-site meeting costs to date has been \$4050. My best guess at time to complete the civil plans is around 80 hours. If that turns out to be correct, my design cost would be \$10,000. It's possible it could be 25% lower or higher than that number depending on how smoothly the bridge, utility modification, and boardwalk portions progress. Depending on how much staking support the contractor will request, our surveying layout and staking cost during construction would be expected to be around \$2500.

Looking back at the George Street Trail project, it looks like the geotechnical investigation cost was \$2380 and the structural engineering consultant cost was \$4200.

So non-construction costs might look like this:

Surveying/concept design	\$4050
Civil site plans	\$10000
Geotechnical study	\$3000
Structural engineering	\$5000
Construction staking	<u>\$2500</u>
Total	\$24,550

My scope of work for civil plans would be development of drawings suitable to permit, bid, and construct the trail and associated bridge/boardwalk features as depicted on the attached concept plan. The civil plans would likely include the following sheets and information:

- Existing conditions
- Geometry/site plan
- Grading and drainage plan
- Trail and storm conveyance profiles and cross sections as appropriate
- Utilities relocation and/or modification plan
- Erosion control plan
- Construction details
- Erosion BMP details
- Bridge and abutment details and specs from geotechnical/structural engineer consultants

The sequence of work might look like this:

1. Request pre-fab bridge manufacturer like York Bridge (used on George St Trail) to provide proposed bridge concept and cost

2. Request geotechnical subconsultant to install borings near creek and provide data for bridge abutment design
3. Request structural engineering subconsultant to provide design of bridge abutments and review/approve bridge design
4. Prepare civil plans for project
5. Submit civil plans to Georgia EPD for review (since Oxford is not a Local Issuing Authority). EPD has never responded to my Oxford submittals, so I don't expect we'd receive comments from this submittal.
6. Once we have a complete set of civil/erosion, geotechnical, and structural specs and plans we can prepare an invitation to bid and advertise/issue to request bids.
7. We'd hold a mandatory pre-construction meeting a week prior to the bid date.
8. Hold a public bid opening.
9. I will review bids and make a recommendation regarding contractor selection
10. Council will select contractor and prepare/execute contract for construction
11. Work would begin within 60-90 days of contract and likely take 1-3 months to complete

It's hard to put an accurate date on it, but I expect it will take several months to get geotechnical and structural approvals for the bridge and abutments, drawings, and specs. Meantime I hope to have civil plans completed. If we could go to bid in the fall, have a contractor selected before the end of the year, then construction might could be completed by late spring 2023.

As I stated in a prior email, I find construction costs impossible to estimate accurately, but my best guess on the cost of construction is in the range of \$400,000. That's partly based on the cost to construct the George Street Trail in 2018 with extrapolations and modifications for inflation.

If I have omitted any information you need to address council on this issue, please let me know and I'll try to get what you need. Sorry it's taken so long to get back to you on this. Upon getting a go-ahead, I'll contact geotechnical consultant and a structural engineer and begin scheduling that work and I'll contact bridge contractors to begin acquiring proposals and cost information.

Robert



Robert O. Jordan, PE RLS www.jordan-eng.com
Jordan Engineering, Inc. (706) 468-8999 office
144 N. Warren Street (706) 318-6786 cell
Monticello, GA 31064

Oxford Coke St Trail extension

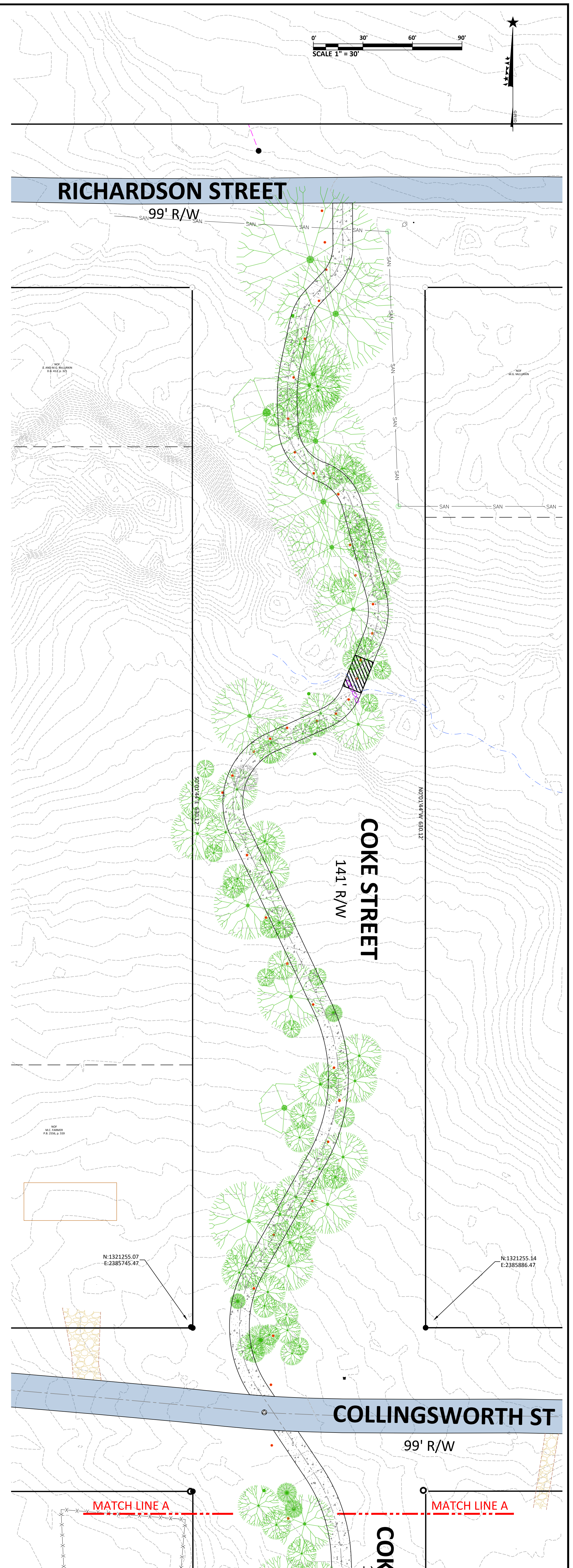
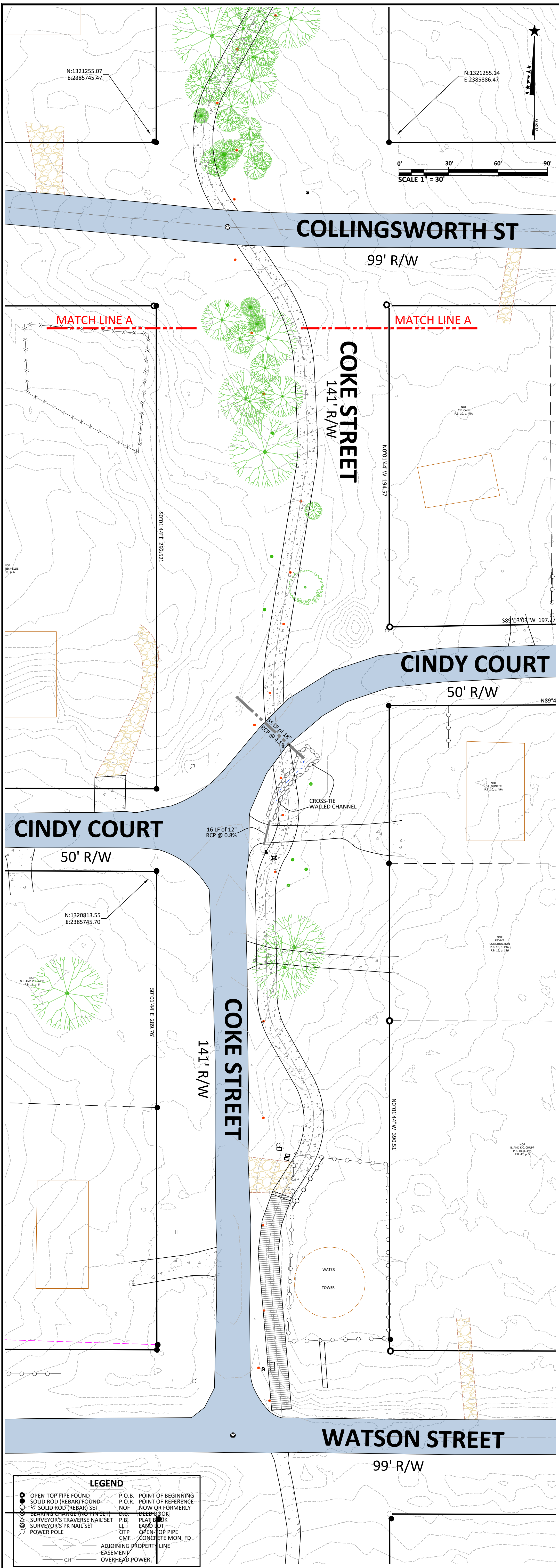
Construction cost estimate - preliminary rough approximation

Trail length is 1582 feet, thickness is 5 inches, and width is 12 feet

The rough estimate total cost is \$251 per foot. For comparison, the average bid on the George St Trail project in 2018 was \$326/ft and the low bid was \$201/ft.

4/28/2022

<u>Item No</u>	<u>Description</u>	<u>Qty</u>	<u>Units</u>	<u>Unit cost</u>	<u>Item cost</u>
1	Mobilization/Demob/Bonding	1	LS	\$15,000.00	\$15,000.00
2	Demo/utility relocation	1	LS	\$10,000.00	\$10,000.00
3	New fence/gate @ watr tower	1	LS	\$5,000.00	\$5,000.00
4	Clearing/grubbing	1	LS	\$20,000.00	\$20,000.00
5	Erosion control	1	LS	\$10,000.00	\$10,000.00
6	Grading	1	LS	\$15,000.00	\$15,000.00
7	12' concrete path x 1377'	1836	SY	\$60.00	\$110,160.00
8	12' boardwalk	138	LF	\$500.00	\$69,000.00
9	Prefab aluminum bridge (24')	1	LS	\$85,000.00	\$85,000.00
10	Stripe for ped crossing	3	EA	\$750.00	\$2,250.00
11	Geotechnical testing	1	LS	\$3,500.00	\$3,500.00
12	Structural engineering	1	LS	\$4,000.00	\$4,000.00
13	Civil site/erosion plans	1	LS	\$10,000.00	\$10,000.00
14	Construction staking	1	LS	\$2,500.00	\$2,500.00
15	10% contingency	10.00%	total	\$361,410.00	\$36,141.00
				Project total	\$397,551.00



LEGEND

●	OPEN-TOP PIPE FOUND	P.O.B.	POINT OF BEGINNING
○	SOLID ROD (REBAR) FOUND	P.O.R.	POINT OF REFERENCE
○	SOLID ROD (REBAR) SET	NOF	NOW OR FORMERLY
○	DEPT. BOOK	NOF	NOW OR FORMERLY
○	SURVEYOR'S TRAVELER NAIL SET	P.B.	PLAT BOOK
○	SURVEYOR'S PK NAIL SET	LL	LAND LOT
○	POWER POLE	OTF	OPEN TOP PIPE
○		CMF	CONCRETE MON. FD
---	ADJOINING PROPERTY LINE		
---	EASEMENT		
---	OVERHEAD POWER		

Sheet No. 1	Rev	Revision Description	Date
	0	Initial Issue	XX/XX/XX

City of Oxford
Newton County, Georgia

**COKE TRAIL
CONCEPT DESIGN**

JORDAN ENGINEERING
144 N. WARREN ST. MONTICELLO, GA. 31064
TELEPHONE: (706) 468-8999
Land Planning • Surveying • Soils Classification

S:\CIVIL\OXFORD COKE ST TRAIL\OXFORD COKE ST TRAIL_R2.DWG April 28, 2022