



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, April 6, 2020 – 7:00 PM
Via Teleconference**

ELECTED OFFICIALS PRESENT:

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

APPOINTED/STAFF PRESENT:

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

OTHERS PRESENT: Lyn Pace, Laura Gafnea

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. The invocation was delivered by Lyn Pace (Oxford College).
3. **A motion was made by Jim Windham to accept the Agenda for April 6, 2020. George Holt seconded the motion. The motion was approved unanimously (7/0).** (Attachment A)
4. **A motion was made by Jim Windham to accept the Consent Agenda for April 6, 2020. George Holt seconded the motion. The motion was approved unanimously (7/0).** (Attachment B)
5. **Mayor's Report**
Governor Brian Kemp passed an emergency declaration that included a shelter-in-place mandate. In his order he stated that any local declarations/ordinance passed would be suspended and his would be the governing declaration. The scope of his order is very similar to Oxford's. Governor Kemp's order is scheduled to be in effect through April 13. If he does not extend it, Oxford's declaration will go back into effect. Oxford posted the information on social media sites and sent letters out to citizens. The city has also adopted procedures for waiving utility billing penalties and suspending cutoffs.
6. **Planning Commission Recommendations/Petitions**
None

7. **Citizen Concerns**

Mayor Eady asked Laura Gafnea to give an update of the status of students on campus at Oxford College.

Ms. Gafnea stated that the final 49 students on campus were moved to housing on the Clairmont campus last weekend. Oxford College is operating under the state's order, with only essential personnel still on the Oxford campus. All other personnel are working remotely.

8. **City of Oxford Emergency Declaration** (Attachment C)

Mayor Eady asked if anyone has thoughts about amending or extending the city's declaration. It was the consensus of Mayor Eady and the Council members that since Governor Kemp's order supersedes Oxford's order, and it contains very similar provisions, they would wait to see if the governor's order is extended or allowed to expire before taking any additional action.

9. **Resolution for the Community Development Block Grant Application** (Attachment D)

Matt Pepper advised that this issue was discussed at the March Work Session, but since then he was asked to add the amounts involved. The revised version was sent to all Council members. The resolution must be submitted with the city's application for the Community Development Block Grant for proposed water main improvements. **Jeff Wearing made a motion to approve the resolution. George Holt seconded the motion. The motion carried unanimously.**

10. **City Welcome Sign Project** (Attachment E)

Jim Windham stated that given circumstances in the world at this time, he is convinced we are going into a recession. The revenue and cash flows for the city are in question currently. He supports everything on the agenda but believes some consideration should be given to a moratorium on non-essential spending.

Laura McCanless expressed similar concerns and stated the city should proceed with caution before making any large purchases.

Jeff Wearing also expressed concerns about spending money, and also has some issues with the sign itself.

Mr. Wearing made a motion to table the City Welcome Sign Project. George Holt seconded the motion. The motion carried unanimously (7/0).

Mr. Windham clarified that water main improvements could be considered essential, while a city welcome sign is not. Mr. Holt agreed and expressed his desire to reexamine some of the projects the city had planned for in the next fiscal year while developing the budget.

11. **SR 81 Sidewalk Study** (Attachment F)

The FY 2020 Capital Budget includes \$100,000 to repair existing sidewalks located along SR 81 and carry out a study to install a sidewalk along SR 81 from Soule Street to the

northern city limits. Keck & Wood has provided a quote to complete a concept plan for construction on the sidewalk.

Laura McCanless asked if there are any advantages to completing the study now rather than later. Mayor Eady stated that the city may be able to seek state or federal funding to complete this work. He also pointed out that during the last recession there was stimulus funding available for “shovel-ready” projects. Completing this study would position the city to apply for funds intended to help kickstart the economy. Mayor Eady would like to apply for some funds through the Georgia Department of Transportation (GDOT) and Keck & Wood was selected for this project because of their experience with GDOT projects.

George Holt stated that the city cannot enter an agreement to do work that was not budgeted. Mayor Eady stated there is some money in the budget for sidewalk work. Mr. Holt stated that the money in the budget has been there for about three years, and is for sidewalk repairs, not studies. He stated it was changed in the FY 2021 budget to say Sidewalk Repairs and Planning (Planning was added).

Jim Windham stated there is value in completing the study so that the City of Oxford is in a good position to apply for funds if the opportunity arises, and he has been advocating for the sidewalk for many years. Mr. Holt stated he advocates for the sidewalk as well, but wants it done properly, and there is no money in the FY 2021 budget for the sidewalk.

Mayor Eady clarified that the city does not yet have a FY 2021 budget. He also stated that the FY 2020 Capital Budget does explicitly include the concept study being discussed. At this point, the work would not start until FY 2021, and the thought is to include it next year’s budget or beyond, with the possibility of being able to move forward should the funds become available.

Lynn Bohanan asked if there is a problem with postponing until there is more information available about the economic situation. Mr. Windham pointed out that the study is a nominal cost. Also, the stretch of SR 81 being discussed also includes the future pedestrian crossing at Asbury Park, which needs to be completed. Mr. Windham recommends the city move forward with the study to get a firmer idea of the cost, which side of the street it should be own, etc., so that if money is available, the work can proceed.

Mr. Holt asked what happened with the original study completed by Jordan Engineering. The city paid for the feasibility study of which side of the street to put the sidewalk on, then nothing was done. He is not in favor of doing another study that will sit. By the time the city can do the work, the price will change.

Mayor Eady advised that Jordan Engineering gave an initial cost for both sides of the street in 2014, then gave a revised estimate for one side of the street in 2017. Robert Jordan has stated that this is not his area of expertise. It is a large project and he made a lot of assumptions. The idea is to have a firm analysis of the implications of having the sidewalk on either side, something that the city does not currently have.

Jeff Wearing agreed with Mr. Windham that \$4,500 is not a lot of money to have a shovel-ready project, and as long as the Council remains flexible and does not have to obligate itself to spending a large amount of money right now, he recommends that the city proceed with the study.

Laura McCanless advocated for the study because it includes analysis of the pedestrian crosswalk at Asbury Park, and the study puts the city in a strategic position to jump on the chance to start on this project if funds become available.

Jeff Wearing made a motion to proceed with the SR 81 study. Avis Williams seconded the motion. The motion passed 6/1. George Holt voted nay, all other Council members and Mayor Eady voted yea.

12. **Stop Sign Replacement Project** (Attachment G)

The Stop Sign Replacement Project uses state funding with a match from the City of Oxford in the amount of \$20,000 from GDOT to replace stop signs throughout the city limits. The grant requires a 30% match from the City of Oxford, which is \$6,000. The proposal is to go with the low bid of \$21,675 from Brown's Asphalt Maintenance. The balance of the funds would be used to replace other signs in the city on a prioritized list.

Mr. Holt asked which budget line item this is being paid from. Matt Pepper advised it will come from the Street Repairs and Resurfacing line item in the Capital Budget.

Laura McCanless made a motion to approve the bid from Brown's Asphalt Maintenance for the Stop Sign Replacement Project. Jeff Wearing seconded the motion. The motion carried unanimously (7/0).

13. **Resolution for City Health Insurance** (Attachment H)

May 1 is the annual date for renewal of health and life insurance coverage with the City of Oxford. The cost to remain with the broker the city has used for several years was increasing by about 40%. The increase over current rates with Georgia Municipal Association's plan is much less, between 10-20%, and the coverage is better. The City of Oxford is changing to GMA's plan for its health and life insurance coverage. GMA requires that the City Council adopt a resolution/ordinance to verify its agreement with the city's purchase of this insurance.

Jeff Wearing made a motion to approve the resolution for City Health Insurance. George Holt seconded the motion. The motion carried unanimously (7/0).

14. **Invoice Approval**

Jim Windham asked about the status of Jordan Engineering's work on Marshall Street and Moore Street. Matt Pepper advised that the invoice was for some final work with them on the right-of-way survey. There are still some tasks to wrap up with them that should be completed by the end of the fiscal year.

Mr. Windham asked about the percent of completion on the Moore Street work. Mr. Pepper advised it is about 50% complete. Mr. Windham asked how much HCS Services, LLC has drawn. Marcia Brooks stated that including the third draw listed in this month's invoices, they have drawn \$93,500. The total contract is \$228,835.75 and the remaining balance is \$135,335.75. Mr. Windham stated that they will need to show some progress on the project by the next meeting. He asked Jody Reid his opinion of their progress. Mr. Reid stated about 45-50%.

Mr. Windham asked if the meters the city is purchasing are forward compatible and can be used with electronic systems. Mr. Reid stated that the meters are compatible with several different automated systems, and that is why the city continues to buy from Sensus.

Mr. Windham expressed his appreciation to Mr. Reid for getting the pet sanitation stations set up in Asbury Park. It was a great addition for people under quarantine who are out walking their dogs.

George Holt made a motion to approve the invoices as listed. Jim Windham seconded the motion. The motion was approved unanimously (7/0).

George Holt asked if the city will follow the same budget it has been following for the FY 2021 Capital Budget. The document they received does not have some of the information that is needed for decision-making and for GASB requirements. Mayor Eady advised they will get a revised draft in the same format they are used to getting. What they received was just a first draft to get feedback from everyone.

Jim Windham asked if it is appropriate to discuss the moratorium on non-essential spending right now, or if the discussion should be deferred to the work session. He acknowledged that the topic is not on the agenda, but the economic environment we are in is unprecedented.

Mayor Eady advised a called meeting may be needed as part of the work session to review the declaration, and it could be taken up then. Discussion about the budget could occur during the work session. He also pointed out that there will not be any major expenses before the work session, so there is not really anything to put a moratorium on.

Laura McCanless asked if the city has delayed starting on the Maintenance Facility fence and the George Street Park fence. Mayor Eady advised that the work is delayed because the vendor selected for both projects brought up that he had not been paid for work on the original Maintenance Facility fence as a subcontractor, and he refused to do the work on the split rail fence.

Jim Windham stated that the city should be requiring affidavits from all contractors stating that they have paid all subcontractors. David Strickland stated that the city uses interim and final lien waivers and has been using them as long as he has been the city attorney. Mayor Eady advised that we know there was a lien waiver signed for this work, and we

were never notified of a lien being filed. Marcia Brooks stated that she searched for liens regarding this issue at the courthouse and did not locate any.

Mayor Eady asked David Strickland about Mr. Windham's question regarding changing the agenda.

David Strickland advised that the Mayor and Council always have the right to move that the agenda be amended and bring something up that has not been discussed previously.

Mr. Windham observed that it appears most are in favor of a spending moratorium. The next two weeks will give everyone time to think about it and it can be discussed further at the work session. Jeff Wearing stated he feels it is a little premature to impose a spending moratorium, but the Council is in a good position to call an emergency meeting if needed to take action. Mr. Holt stated that this decision cannot be delayed too long because the Council needs to decide whether to include the requested capital items in the FY 2021 budget. If they are included in the budget, they should not be purchased without approval from the City Council.

Mayor Eady stated that it is incumbent upon each Council member to share his/her reservations or concerns about the proposed expenditures in FY 2021 so that the Council can decide if they should be included.

Mr. Windham stated that he is not against putting the items in the budget, but they may need to be pushed back to later in the fiscal year if the economic situation looks dire at the beginning of the fiscal year. A decision needs to be made about a moratorium before the budget is finalized.

Mayor Eady advised that the first draft of the budget was constructed before the pandemic started. He wants to work on a second draft but needs everyone's specific input. He hopes to have a second draft to everyone before the April work session.

15. **Executive Session**

None.

16. **Jim Windham made a motion to adjourn Regular Session at 8:07 pm. George Holt seconded the motion. The motion was approved unanimously (7/0).**

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer

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

1. Call to Order/Roll Call, Mayor David S. Eady
2. Invocation
3. Motion to accept the Agenda for the April 6, 2020 Mayor and Council Regular Meeting.
4. **CONSENT AGENDA**
 - a. * Minutes of the Regular Session March 2, 2020.
 - b. * Minutes of the Work Session March 23, 2020.
 - c. * Minutes of the Emergency Called Meeting March 26, 2020.
 - d. * Minutes of Planning Commission February 11, 2020.
 - e. * Minutes of Downtown Development Authority February 10, 2020.
5. Mayor's Report.
6. Planning Commission Recommendations/Petitions.
7. Citizen Concerns.
8. * **City of Oxford Emergency Declaration** – Council will discuss whether the Oxford Emergency Declaration requires any amendments. We have attached the declaration.
9. * **Resolution for the Community Development Block Grant Application** – Council must approve a resolution to submit the application for the Community Development Block Grant for the city's proposed water main improvement project. We have attached the resolution.
10. * **City Welcome Sign Project** – The FY2020 Capital Budget includes \$60,000 to construct a welcome sign and make improvements to the city-owned lot located at 6153 Emory Street. We have attached the bid tabulation.
11. * **SR 81 Sidewalk Study** – The FY2020 Capital Budget includes \$100,000 to repair existing sidewalks located along SR 81 and carry out a study to install a sidewalk along SR 81 from Soule Street to the northern city limits. Staff asked Keck & Wood to provide a quote to complete a concept plan to construct a sidewalk along SR 81. We have attached their quote and an example concept plan.
12. * **Stop Sign Replacement Project** – The Georgia Department of Transportation awarded the city a \$20,000 grant to upgrade our stop signs and posts. The grant funds require a 30% match. We issued a Request for Proposals for the project. We received four bids. We recommend that Council award the contract to Brown's Asphalt Maintenance, Inc for \$21,675. We have attached the copies of the bids.

13. * **Resolution for City Health Insurance** – We are required to adopt an ordinance to accept the health insurance plan with the Georgia Municipal Association. We have attached a copy of the resolution.

14. **Invoice Approval**

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
MONTHLY		
Blue Cross Blue Shield	Health Insurance Employees (04/01/20-05/01/20)	11,364.59
City of Oxford Utilities	Monthly utility charges month of February 2020	2,004.18
City of Oxford Utilities	Monthly utility charges month of March 2020	2,352.36
GMEBS Retirement Trust	Monthly Retirement Fund March Inv# 372729	5,972.25
Latham Home Sanitation	Commercial Waste Removal Services March	6,891.38
Newton County Board of Comm.	Water Purchase for February Inv#2669	15,550.00
Newton County Board of Comm.	Water Purchase for March Inv#2681	13,612.00
Newton County Water & Sewerage Authority	Sewer Treatment Fees 1/30/2020-2/27/2020	5,831.07
Sophicity	Monthly IT Support for April 2020	1,996.84
AT&T	Phone Service Charges 1/29/20-2/28/20 Inv.#01292020	1,220.31
City of Covington	Quarterly Sewer Charges 9/30/2019-12/31/2019	9,396.00
Newton County Sheriff's Office	February Prisoner Board/Processing Fees	1,170.00
Southeastern Power Administration	SEPA Energy Cost (February) Inv. B-20-1199	3,236.02
PURCHASES/CONTRACT LABOR		
McNair McLemore Middlebrooks	FY 2019 City Audit preparation Inv. #80451	1,700.00
Axon Enterprises, Inc.	Body Camera w/accessories - Police Dept.	1,035.50
Dell Marketing L.P.	Replacement Server for City Hall	6,043.41
Card Services Center	Lodging, training, trees	1,007.16
Sensus USA, Inc.	Purchase of twelve (12) water meters	1,502.10
Woco Pep Oil	Fuel	2,782.56
Jordan Engineering	Work on Marshall Street and Moore Street	3,405.00
HCS Services, LLC	3 rd Draw for Moore Street Sidewalk	11,000.00
HCS Services, LLC	Replace storm drain on Longstreet Circle	11,700.00
City of Covington	Emory Street Sidewalk Project	52,000.00

15. Executive Session

16. Adjourn



**Agenda Summary
Oxford Mayor and Council Regular Meeting
Monday, April 6, 2020 – 7:00 PM
Via Teleconference**

1. Call to order: Hon. David S. Eady, Mayor
2. Invocation: Lyn Pace, Oxford College
3. Agenda Adoption
Approved unanimously 7/0
4. Consent Agenda
 - a. Minutes of the Regular Session March 2, 2020
 - b. Minutes of the Work Session March 23, 2020
 - c. Minutes of the Emergency Called Meeting March 26, 2020
 - d. Minutes of the Planning Commission February 11, 2020
 - e. Minutes of the Downtown Development Authority meeting February 10, 2020**Approved unanimously 7/0**
5. Mayors Report
6. Planning Commission Recommendations/Petitions
None
7. Citizen Concerns
None
8. City of Oxford Emergency Declaration
No action taken.
9. Resolution for the Community Development Block Grant Application
Approved unanimously 7/0
10. City Welcome Sign Project
Approved unanimously 7/0

11. SR 81 Sidewalk Study

Approved 6/1

12. Stop Sign Replacement Project

Approved unanimously 7/0

13. Resolution for City Health Insurance

Approved unanimously 7/0

14. Invoice Approval

Approved unanimously 7/0

15. Executive Session

None

16. Adjourn 8:07 p.m.

Approved unanimously 7/0



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, March 2, 2020 – 7:00 PM
CITY HALL
DRAFT**

ELECTED OFFICIALS PRESENT:

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

APPOINTED/STAFF PRESENT:

Matt Pepper – City Manager
Marcia Brooks – City Clerk/Treasurer
Jody Reid – Utility Superintendent
Dave Harvey – Police Chief
Stephen Wagner – Police Officer
David Strickland – City Attorney

OTHERS PRESENT: Jasmine Floyd, Vicki Eady, Mike Ready, Dave Huber, Erik Oliver, Hoyt Oliver, Mike McQuaide, Peggy Madden, Anderson Wright, Gwen Green, M. Cockrell and Dr. Cockrell.

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. The invocation was delivered by Rev. Natalie Faulkner (Allen Memorial United Methodist Church).
3. Pledge of Allegiance.
4. **A motion was made to accept the Agenda for March 2, 2020 – Wearing - Second - Williams, Approved unanimous 7/0.** (Attachment A)
5. **A motion was made to accept the Consent Agenda – Wearing – Second – Williams - Approved unanimous 7/0.** (Attachment B)
6. **Mayor's Report**
 - The Arbor Day event at the Dean's Dining Hall at Oxford College was a great success. Tree saplings were donated by Charlotte Johnson in memory of Don Ballard, and every attendee got to take one home.
 - Mayor Eady attended an event with City Manager Matt Pepper concerning the Comprehensive Plan implementation at the county level. The Northeast Georgia

Regional Commission (NEGRC) does an annual review with each city on the short-term work program each year in the Fall, and Matt Pepper has reviewed Oxford's plan with John Devine of NEGRC.

- There is a proposal from Newton County to pass a TSPLOST up to 1%, which would raise the tax rate in Newton County to 8%. This matter will be discussed at the March Council Work Session meeting.

7. **Planning Commission Recommendations/Petitions**

None

8. **Citizen Concerns**

None.

9. **Burial Rights at Oxford Cemetery**

The Antoine family requested at the February Work Session meeting that they be allowed to bury their mother's cremains in the Oxford City Cemetery. Oxford City Ordinance Sec. 10.22 states that the sale of burial rights can only be made to those who live or have lived in the Oxford city limits, however, the ordinance also grants the City Council discretion to waive this restriction under special circumstances. The recommendation of staff is that the City Council exercise its power to make special exceptions to Oxford City Ordinance Sec. 10.22 and approve the sale of burial rights to the Antoine family. **A motion was made to grant the request for an exception to Oxford City Ordinance Sec. 10-22 and approve the sale of burial rights to the Antoine family – McCanless – Second – Holt - Approved unanimous 7/0.**

10. **Yarbrough House Renovation** (Attachment C)

Several renovation options for Yarbrough House were presented at the January work session meeting. The City Council planned to select a renovation option at this meeting, however, Mayor Eady requested that the City Council table this matter to discuss implications of investing in the property and future uses. The current proposed use is as a history center, but Mayor Eady would like to solicit feedback about other potential commercial uses, and would also like to work with the Oxford Historical Society to see if any funding is available to help defer the remaining costs to restore the property. **A motion was made to table the selection of a renovation option for the Yarbrough House – Windham – Second – Wearing - Approved unanimous 7/0.**

11. **FY 2019 Operating Budget Amendment** (Attachment D)

While conducting the FY2019 City of Oxford audit, the auditor identified several line items within the General Fund which were overspent based on the FY2019 budget. Overall, the City of Oxford did not overspend, but funds need to be moved to these line items from a line items that had a surplus to eliminate the deficiencies. Staff recommends that the City Council approve the proposed budget amendment within the city's General Fund for the FY 2019 Operating Budget. **A motion was made to approve the proposed budget amendment – Holt – Second – Williams - Approved unanimous 7/0.**

12. Traffic Calming on E. Soule Street/Williams Road (Attachment E)

Quotes from two vendors were presented at the January work session meeting to perform work related to traffic calming on E. Soule Street/Williams Road within the City of Oxford. Specifically, the design involves two speed humps with reflective paint that is durable in the heat. Staff recommends that the City Council award the contract for this work to the low bidder, Designed Installations, Inc., for \$2,627.50 per speed hump for a total of \$5,255.00.

A motion was made to award the contract for speed humps on E. Soule Street/Williams Road to Designed Installations – Wearing – Second – Windham - Approved unanimous 7/0.

13. Landscape Maintenance Contract for Asbury Street Park (Attachment F)

The City of Oxford has received a quote from Great Estates Landscaping to provide landscape maintenance services at Asbury Street Park for \$6,300 annually. As part of the bid, Great Estates Landscaping agreed not to use any fertilizers, pesticides or herbicides in the performance of this work. Staff recommends that Council award this contract to Great Estates Landscaping.

A motion was made to award the contract for landscape maintenance to Great Estates Landscaping – Windham – Second – Wearing - Approved unanimous 7/0.

14. Replace Storm Drain on Longstreet Circle (Attachment G)

Quotes from two vendors were presented at the January work session meeting to perform work to replace an aging storm drain on Longstreet Circle that is rusted in numerous places. Staff recommends that the City Council award the contract for this work to the lower bidder, HCS Services, LLC, for \$11,700.

A motion was made to award the contract for replacing the storm drain on Longstreet Circle to HCS Services, LLC – McCanless – Second – Wearing - Approved unanimous 7/0.

15. Repair Storm Drain on Moore Street (Attachment H)

Quotes from two vendors were presented at the January work session meeting to perform work to repair the existing storm drain on Moore Street at Georgia Highway 81. The repair includes moving the drain box to the curb at the end of the sidewalk. Staff recommends that the City Council award the contract for this work to the lower bidder, HCS Services, LLC, for \$23,500.

A motion was made to award the contract for repairing the storm drain on Longstreet Circle to HCS Services, LLC – Windham – Second – Bohanan - Approved unanimous 7/0.

16. FY 2019 LMIG Excess Funds (Attachment I)

For the city's FY 2019 Local Maintenance Improvement Grant (LMIG) project, a large section of Asbury Street was resurfaced. With the remaining funds, staff proposes that the city repair the asphalt in twelve (12) locations in the city limits. While it is true that the City of Covington provides paving services under this grant, they do not provide deep patching services. Quotes have been received from two vendors. Staff recommends that the City Council award the contract to complete this work to the lowest bidder, MHB Paving, for \$20,000.77.

A motion was made to award the contract for repairing the asphalt in twelve locations in the city limits to MHB Paving – McCanless – Second – Holt - Approved unanimous 7/0.

17. **George Street Park Fence** (Attachment J)

The Trees, Parks and Recreation Board reported earlier this year that the split rail fence at George Street Park is in poor condition and needs replacing. Quotes from two vendors were presented at the January work session to perform this work. Staff recommends that the City Council award the contract to complete this work to the lowest bidder, The Fence Man, for \$2,675. **A motion was made to award the contract for replacing the split rail fence at George Street Park to The Fence Man – Holt – Second – Wearing - Approved unanimous 7/0.**

18. **Resolution for the Municipal Competitive Trust** (Attachment K)

The Municipal Electric Authority of Georgia (MEAG) has requested that the City of Oxford update the Resolution and Incumbency Certificate for the Municipal Competitive Trust Year End Settlement to add Mayor Eady as an “Authorized Official” to communicate city decisions to MEAG regarding the trust funds. Staff recommends approval of this resolution by the City Council. **A motion was made to approve the proposed resolution for the Municipal Competitive Trust – Windham – Second – Holt - Approved unanimous 7/0.**

19. **Resolution for Local Design Standards** (Attachment L)

The Georgia Municipal Association (GMA) has requested that all cities in Georgia adopt a resolution to oppose House Bill 302 and Senate Bill 172, which prohibit municipalities from regulating design elements for one or two-family dwellings. The bills are being promoted by the vinyl siding industry. The Georgia Municipal Association (GMA) opposes these bills, and every other city in Newton County has adopted a resolution opposing them. Staff recommends approval of the proposed resolution by the City Council. **A motion was made to approve the proposed resolution opposing House Bill 302 and Senate Bill 172 – Wearing – Second – McCanless - Approved unanimous 7/0.**

20. **Resolution for Franchise Fees** (Attachment M)

The Georgia Municipal Association recommends that the City of Oxford adopt a resolution to set the franchise rate for cable or video providers utilizing the city’s rights-of-way at 5% of the gross revenues these providers receive from doing business in Oxford. This resolution will be filed with the Secretary of State’s office so that it will be available in the future to cable and video providers researching installation requirements. Staff recommends approval of the proposed resolution by the City Council. **A motion was made to approve the proposed resolution for cable and video franchise fees – Wearing – Second – Bohanan - Approved unanimous 7/0.**

21. **Downtown Development Authority Appointment**

A vacancy on the Downtown Development Authority was created by the resignation of Martha Molyneux. The City Council had planned to approve a nomination for someone to fill the vacancy. However, Mayor Eady requested that this matter be tabled until a future session to review the qualifications of a couple of interested candidates. **A motion was made to table the appointment to the Downtown Development Authority – Wearing – Second – Windham - Approved unanimous 7/0.**

22. Invoice Approval

A motion was made by Holt – Second - Wearing to approve the invoices, Approved unanimous 7/0.

23. Executive Session

None.

24. Motion to adjourn Regular Session at 7:26 pm – Wearing – Second Windham - Approved unanimous 7/0.

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, MARCH 23, 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
Laura McCanless – Councilmember
Avis Williams – Councilmember

APPOINTED/STAFF PRESENT:

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

OTHERS PRESENT: Mike Ready, Art Vinson, Laurie Vinson, Laura Gafnea, Beth Morgan

Teleconference # 1-650-215-5226, Access Code 950685756; Notified Covington News, posted on doors of City Hall, distributed to Citizens' List and posted on City of Oxford's website and Facebook page.

Agenda (Attachment A)

1. Mayor's Announcements

Mayor Eady advised that since we are conducting this meeting via teleconference, he will facilitate the discussion and ask for comment from each Councilmember as each item is discussed. He will also open the discussion up to the community during the meeting.

Mayor Eady sent a presentation to the Councilmembers shortly before this meeting summarizing the points from a conference call for mayors that was organized by the Georgia Municipal Association (GMA). During the conference call, Dr. Del Rio, Executive Dean of the Emory University School of Medicine, spoke about the COVID-19 pandemic. Dr. Del Rio has urged Governor Kemp to essentially shut down the State of Georgia, similar to what other states have done. Governor Kemp gave a press conference at 5:00 p.m. but did not restrict the State of Georgia to the extent other states have.

Mayor Eady wants to urge people in the Oxford community to take heed of the advice of public health professionals. Only go out if absolutely necessary. If buying groceries, try order and pick up rather than going into grocery stores. If enjoying the outdoors, follow

social distancing protocols, and stay within your social cohort of individuals you have been in contact with over the past couple of weeks.

It is anticipated that the number of cases will increase as testing sites become more readily available. Anyone needing to be tested should contact the Georgia Department of Public Health to find out the nearest testing site.

City of Oxford administrative staff are working remotely except when they must be on site for tasks such as monthly billing. City Hall is closed to the public. Customers can place their payments in the mail or in the drop box. City staff are accommodating cash paying customers through appointments. Phone calls are being forwarded to administrative staff. Public works staff are working on an on-call basis, responding to work orders as needed. They are being paid during this time. Mayor Eady asked if there are any questions from the Councilmembers about these procedures.

Mr. Windham asked if a decision has been made about utility service cutoffs for those who work on an hourly basis and therefore are not being paid and may not have adequate funds during this time. Mayor Eady's thought is that we will suspend all utility cutoffs for the time being if the Council approves.

Mr. Vinson asked for clarification that cutoffs would be suspended, which Mayor Eady confirmed.

Chief Harvey stated that his department is working in full force. They have had one officer sick, and he believes it is due to pollen and allergies. He is supposed to go to the doctor on March 24. His staff is stopping vehicles only for egregious violations and using Personal Protective Equipment (PPE) during contact with anyone, including gloves and masks.

Mayor Eady advised Chief Harvey that priority testing is available for law enforcement officers.

Ms. Williams asked if we have enough PPE for our police officers and public works staff. Chief Harvey indicated that Newton County EMA provided them with an ample supply. Mayor Eady stated that the administrative staff have gloves in the office, but they are not interacting with the public much since the office is closed.

Mr. Windham recommended covering the mouthpiece hole in the glass at the City Clerk's window to keep droplets from coming in, and for the long term, place a device such as those theaters have in the hole. Mayor Eady advised city staff will check with the Health Department for recommendations.

2. **Resolution for the Community Development Block Grant Application** (Attachment B)
City Manager Matt Pepper advised that the City Council must pass a resolution stating that it approves submission of the application for the Community Development Block Grant for the city's proposed water main improvement project. The application due date is May 1.

No questions were raised. The resolution will be voted on during the April regular Council meeting.

3. **FY 2021 Operating and Capital Budgets** (Attachment C)

Matt Pepper presented a first draft of the proposed FY 2021 Operating and Capital Budgets for review and comment.

Operating Budget:

- Property tax revenue – assumption is same millage rate will be retained.
- Motor vehicle ad valorem and TAVT revenue – Newton County Tax Commissioner is placing the vast majority of these taxes in TAVT.
- LOST revenue – increase based on upward growth and spending in Newton County.
- Professional services expenses – pertains to expenses for legal services and the city's external audit. This amount can be decreased because of a reduction in need of utilizing these services for specialized situations.
- Yarbrough House operating expenses – In light of recent discussions which reflect that no staff will be needed, this line items is reduced. The remaining amount will cover utilities.
- Computer upgrades – four (4) new laptops for police cars for \$6,500. Laptops must be upgraded to accommodate the Windows 10 operating system. This is currently a separate item, but the purchase falls under Small Equipment Under \$5,000, and it will be moved to that category.
- Parks and Recreation – decreased supplies and materials and energy and utilities because the city has a better idea of the cost to run Asbury Park. City Park and Trail Maintenance is also decreased based on past spending.
- Small increase in water charges and sales based on historic collections.
- Water and sewer fund expenditures increase – new sewer line on Emory Street.
- Electric revenue and expenditures are placeholders while the city works with Electric Cities of Georgia (ECG) to fine tune these figures.
- Sanitation – includes potential rate increases to be discussed later in this meeting.

Mayor Eady commented that adjustments may be required to the LOST revenue estimates depending on the impact of the COVID-19 pandemic. We may not know the full impact until after the beginning of the fiscal year, and a budget amendment may be required to address the updated revenue projections. Mr. Holt stated that this issue could impact multiple areas of the budget, and customers may not be able to pay for their services, which could reduce revenue.

Mr. Holt and Ms. Bohanan asked if the \$5,000 in Small Equipment Under \$5,000 is separate from the Computer Upgrades. Mayor Eady asked Chief Harvey if there is equipment other than the laptops that will need to be replaced. Chief Harvey indicated he might if equipment breaks down and needs to be replaced. Mayor Eady acknowledged that these amounts are to some extent placeholders for unknowns. They are based on historical cost to replace equipment.

Mr. Windham expressed concern about combining line items at a time when the budget will be strained. He feels it's important to be able to see where money is being spent and combining budgeted items into groups makes them less transparent. Mayor Eady clarified that the Computer Upgrades line item amount should have been included with Small Equipment Under \$5,000 in the past, but at some point, a new account was created. Moving the amount into Small Equipment Under \$5,000 would simply be correcting this error. However, he will not protest if the City Council wants to keep the item separate, or if they want to decrease the other amounts that are based on historical costs to tighten the budget.

Capital Budget

Mayor Eady stated that this year's budget starts with the previous year's budget which was built based on the Financial Sustainability Assessment that Mike Ready and his committee completed. There were projected expenditures out through 2024, but there have also been some new priorities emerge and things that were not represented in the 2024 projections, such as buffers to protect the city from encroachment. Some items in the proposed Capital Budget may be partially or fully covered in the operating budget. Blue items are new items.

Mayor and Councilmember request in the Capital Budget:

- Emory Street Sidewalk – I-20 bridge – documents completed, about to break ground. The City of Oxford contributed \$180,000 of the \$700,000 in the FY2020 budget, and the rest came from federal or state sources
- Emory Street Sidewalk – E. Soule Street to city limits - \$500,000
- Hwy. 81 Streetlamps – for safety walking on sidewalks at night
- Radar/Speed Signs – based on concern for speed coming into Oxford
- Pedestrian Crossing at Asbury Park
- Speed Humps – may be covered in FY2020 budget, but included as a placeholder for now
- Lawnmowers – Public Works staff needs two (2) new lawnmowers
- Professional Services – placeholder for DDA if Town Center progress occurs (will be repaid to city upon development)
- Smart Meters for Electric and Water Systems

Mayor Eady asked Ms. McCanless to comment on the need for funds for the pollinator gardens in the Capital Budget. She stated that traditionally, the Tree Board pays for trees and tree health. The pollinator right-of-way experiment will take a couple of years to mature. She is not sure if maintenance of those areas will require equipment. Currently a volunteer is providing equipment for cultivation. Other options may be paying by the job or working with Oxford College in partnership. Mr. Windham recommended putting \$4,500 in the Operating Budget instead of the Capital Budget for this purpose.

Staff requests in the Capital Budget:

- Sewer camera/locator – the City of Oxford currently asks City of Covington to locate a blockage. Mr. Reid stated that this service is needed 8-10 times per year.
- Water Tower altitude valve – Is about 38 years old, has been rebuilt three times. It is failing right now, causing the water tank to overflow periodically. Mr. Windham added

that when the tank overflows, it undermines the street and the trail. The \$33,000 cost includes installation.

- Police vehicles – Ford is no longer making police sedans. The police department is requesting Ford Explorers, which are considerably more expensive.

Mr. Wearing stated that a locator for the sewer camera would help isolate a blockage to within about a foot. The current method is not very precise and requires tearing up a lot of asphalt and property. Mr. Holt observed that it may be more cost-effective to rent this device when needed to avoid upkeep costs. Mr. Wearing acknowledged that they are very expensive to repair.

Mayor Eady suggested looking at some other brands of vehicles to see if they have what Chief Harvey needs. Chief Harvey mentioned that the police equipment makes up a lot of the cost. Based on his experience he does not feel very good about Dodge Chargers or Chevrolet models. Mr. Windham suggested also checking with Toyota, Honda, and Hyundai. Mr. Wearing commented that the other vehicles besides Ford are not as safe. Mayor Eady asked that staff obtain some additional price and vehicle rating information as well as equipment needs and durability for comparison between a few alternatives.

Mr. Holt asked for clarification on the expenditures in FY2020 for the line item of City Master Plan. Mayor Eady advised a large part of that amount was for strategic land purchases. Staff will provide Mr. Holt with a complete breakdown of these costs.

Mr. Windham asked why a separate line item is needed for land purchases on the East side of town for \$50,000. Mayor Eady stated it may not be needed and recommended that the Councilmembers think about it some more. He put it in as a placeholder for the concerns about protecting the East side of town from encroachment.

Mike Ready stated he would provide any comments to Mayor Eady and Matt Pepper.

Ms. McCanless noted that there is no amount listed for speed humps. Mayor Eady acknowledged he added that as a placeholder, and the Council can plug in an amount if it is needed.

4. **City Health Insurance**

City Clerk/Treasurer Marcia Brooks advised the City Council that she and Matt Pepper had sought a quote from the GMA's health insurance plan for employee coverage for medical, dental, vision and life insurance. The renewal for the city's current plan was also received from a local broker, who has provided insurance coverage to the City of Oxford's employees for the past eight or so years. Both are through Anthem Insurance. The quote from the city's current provider increased medical insurance rates by about 40% compared to the city's current cost. The GMA plan increases the cost by about 20%. In addition, the GMA plan provides lower deductibles, out of pocket maximums, copayments and coinsurance in many cases.

Staff recommends that the City of Oxford accept the GMA plan for the coming plan year. The city's plan currently begins on May 1. The city would also like to convert to a calendar year to standardize its plan and make it more like other plans. The quote from GMA is for May-December 2020. In the fall of 2020, GMA will provide a quote for calendar year 2021. If rates increase for January-June of 2021, an amendment to the FY2021 operating budget may be needed. Since both plans are through Anthem for medical and vision coverage, the city anticipates little if any disruption to employees as far as being required to change doctors. The dental plan is different, so there could be some changes for dental insurance. The city has prepared documentation to distribute to employees to help them navigate the change.

All council members and the mayor are in favor of the change.

5. **Sanitation Services**

Matt Pepper advised that the current garbage/recycle pickup contractor (Latham Sanitation) has requested a \$.26 cost of living adjustment on the residential rate as well as an additional \$.50 on the residential rate to help cover the cost of the site they take the recyclables to, which has begun charging them a tonnage rate (Pratt Industries in Conyers). Mr. Pepper advised them that he would present these requests to the City Council for consideration.

Mayor Eady indicated he had an issue with this request coming so soon after we advised them of issues we had with their service. If the Council wishes to grant Latham's request, they should be advised that per our contract, any changes will go into effect with the new contract year, which is July 1. We could also advise them that we are going to rebid the contract and see if anyone bids lower.

Mr. Windham stated that the City of Covington recently contracted with Latham, so they likely are still offering the lowest price. With the recycling market changing dramatically, they may be in a position where they need additional help. He has no issues with the increase if it starts at the beginning of the new contract term.

Mr. Wearing voiced his displeasure with the service provided by Latham. He understands that rates can change, but he recommends checking the prices of some other vendors. He would not mind paying more if the service is acceptable.

Ms. Bohanan asked if we should let Latham know if we check prices of other vendors. After consulting with Mr. Reid, Mayor Eady suggested we informally conduct some market research to find out what rate structures other vendors have.

Mr. Holt pointed out that the city has dealt with this issue in the past. The last time Latham asked for a price increase, they were advised then that a price increase would not go into effect until the next fiscal year, which coincides with the term of the contract. Mr. Holt has no concerns about checking prices of other vendors but pointed out that when they asked for price increase previously, research was done at that time, and Latham had the lowest prices.

Mr. Holt asked how Latham charges for recycling services. Mayor Eady stated they have advised us that about 20% of the customers participate in recycling each week. They check what they pickup to ensure it is not contaminated, then deliver it to Pratt Industries in Conyers for processing. If there is any market value to the materials Latham gets a credit and passes that on to the City of Oxford. The credit has historically been minimal.

Ms. McCanless agrees with Mr. Wearing concerning the level of service, and with Mr. Eady concerning the timing of the requests. She believes it may not be a bad thing for Latham to know the city is putting out the work for bids. They may adjust their requests as a result.

Mayor Eady advised that Latham has been asked what the savings would be if recycling is discontinued. They advised it would only save \$.50 per household to do so.

Ms. Williams agrees with Mr. Wearing about the service quality. She would like for the research to include service information so that we can compare service costs across companies and determine if we are getting the best deal.

Mayor Eady requested that Matt Pepper and Jody Reid move forward with the market research and report their findings back to the City Council.

6. Town Center Development Discussion

Mayor Eady would like to table this discussion until after the COVID-19 pandemic is over. Some additional discussion also needs to happen with the Downtown Development Authority before bringing the issue to the City Council, and they are not meeting in March.

7. Whatcoat Street Improvements (Attachment D)

The FY2020 Capital Budget includes \$300,000 to make improvements to Whatcoat Street. A first draft of a concept plan provides details. This issue has been in discussion since 2013 or 2014. The drawing is overlaying an aerial photograph. The black lines are existing property lines and features in the landscape, including changes made to Pierce Street and part of Whatcoat Street. The proposed changes to Whatcoat Street are noted in pink and the items that will be moving are noted in red. The current plan has the sidewalk terminating at the Whatcoat Building. Further discussion is needed on the extension of the sidewalk to George Street. The plan also includes realigning George Street and Whatcoat Street to create a perpendicular intersection, which will eliminate some asphalt and allow the city to create some green space or use it for something else. A sidewalk from George Street to the Post Office is also included.

Mr. Windham advised he would like to look at the plan on the ground before commenting. Mr. Wearing, Ms. Bohanan, Ms. McCanless and Ms. Williams agreed with Mr. Windham. Mr. Wearing has a question about the trajectory of one of the sidewalks. Ms. McCanless questioned who the parking spaces are for and what their installation will change. She likes the plan to realign George Street and Whatcoat Street and get rid of some asphalt. Ms. Bohanan questioned whether Oxford College should be involved in helping to finance these changes. Mr. Holt had no comment.

Mike Ready, who sat on a committee to restart this process last Fall, stated that the Council has reviewed several proposals over the last several years, and he feels the current proposal is the best one to move forward with.

8. City Welcome Sign Project (Attachment E)

The FY2020 Capital Budget includes \$60,000 to construct a welcome sign and make improvements to the city-owned lot located at 6153 Emory Street. Mayor Eady acknowledged that the materials provided may not have been the easiest to understand. However, this is another project that has been discussed in the past. The city has obtained three bids that vary in price based on materials to be used and method of construction. He recognizes that the City Council may or may not want to go with the lowest bid due to the Council's preferred construction method and materials. He mentioned that Designed Installations is a company the city has worked with before, and the quality of their work is known. They restored the gate at the cemetery which was built in honor of Mayor Eady's great grandfather. However, they are also the highest bidder.

Mr. Holt asked for confirmation that the city has worked with Designed Installations before. Mayor Eady responded that they had built a speed table for the city. He commented that they are always high, and he does not see much difference between their design and the mid-priced design (Cardoza).

Ms. Williams agreed with Mr. Holt's comments. Mr. Holt asked for confirmation that the sign would be made of stone. Mayor Eady asked Matt Pepper to comment on the contact he has had with Cardoza. Mr. Pepper stated that they do have adequate liability insurance, and they provided samples of previous work they have done.

Ms. McCanless stated that the samples provided by Cardoza appear to show very fine stonework, and their bid is a great bid that she would be in favor of. Mr. Holt and Mr. Wearing recommended that city staff confirm the samples and references Cardoza provided to verify their legitimacy and the quality of their work. Ms. Bohanan agreed with verifying Cardoza's work and references.

Mr. Wearing advised he would check Cardoza's samples and references if Matt could provide them to him. He also asked if the sign is supposed to be like the cemetery sign, which Mayor Eady confirmed. Mr. Wearing asked if a decision has been made for placement of the sign. Mayor Eady advised Mr. Reid and Mr. Pepper had marked off a possible spot with flags but the final decision has not been made. He recommended that the Council members go by and look at the flag placement.

Mr. Windham feels that city staff should always ask for references and samples of previous work when obtaining bids. He does not feel that we can make a decision on this issue until Cardoza's work and references are checked.

Mayor Eady asked the City Council to also look at the lettering options.

9. **SR 81 Sidewalk Study** (Attachment F)

The FY2020 Capital Budget includes \$100,000 to repair existing sidewalks located along SR 81 and carry out a study to install a sidewalk along SR 81 from Soule Street to the northern city limits. Jordan Engineering provided a rough cost estimate in 2017 for this work, however, he is not in a position to take the work right now. Staff asked Keck & Wood to provide a quote to complete a concept plan to construct a sidewalk along SR 81. Keck & Wood provided a quote of \$4,500 and a sample of what the finished product would look like.

Mr. Holt stated that he is not in favor of doing more studies. He feels that the city needs to issue a contract for the work to get it done. Mr. Windham agreed with Mr. Holt and stated that the City Council should vote whether or not to have the work done before deciding on the quote from Keck and Wood for the concept plan. Mayor Eady stated that he considered the vote on the quote from Keck & Wood to be the vote on whether to authorize the work. But he does not have a problem with clearly including the decision to authorize the work in the vote.

10. **Stop Sign Replacement Project** (Attachment G)

The Georgia Department of Transportation (GDOT) awarded the city a \$20,000 grant to upgrade its stop signs and posts (113 total existing). The grant funds require a 30% match, which makes the total cost \$26,000. The city issued a Request for Proposals for the project and received four (4) bids. The bids are based on a cost per sign. If the City Council is comfortable with the low bid, we can move forward based on staff's recommendation of awarding the contract for this work to the lowest bidder, Brown's Asphalt Maintenance, Inc. for \$21,675. The city could then negotiate with them for additional signs. Or if the City Council prefers, staff can contact each of the bidders to see if the cost is lower per sign if more signs are added.

Mr. Holt recommended that the city award the contract to the lowest bidder and negotiate with them for additional signs. Ms. McCanless asked if the signs to be placed with the speed humps on E. Soule Street/Williams Road could be included. Mayor Eady confirmed that these signs could be included.

Mr. Holt made a motion to adjourn at 8:53 p.m. Mr. Windham seconded the motion. The motion was approved unanimously (7/0).

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL
EMERGENCY CALLED MEETING
THURSDAY, MARCH 26, 2020 – 7:00 PM
VIA TELECONFERENCE
DRAFT**

ELECTED OFFICIALS PRESENT:

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

Matt Pepper – City Manager
Marcia Brooks – City Clerk/Treasurer
Stacey Mullen – Deputy City Clerk
Jody Reid – Utility Superintendent
Dave Harvey – Police Chief
David Strickland – City Attorney

APPOINTED/STAFF PRESENT:

NOT PRESENT: Avis Williams – Councilmember

OTHERS PRESENT: Mike Ready, Art Vinson, Laurie Vinson, Laura Gafnea, James and Adrienne Waddey, Sonia

Teleconference # 1-650-215-5226, Access Code 145489731; Notified Covington News, posted on doors of City Hall, distributed to Citizens' List and posted on City of Oxford's website and Facebook page.

Agenda (Attachment A)

- 1. Call to Order, Mayor David S. Eady**
- 2. Roll Call of Council Members, Mayor David S. Eady**
- 3. Roll Call of Attendees, Mayor David S. Eady**
- 4. City of Oxford Emergency Declaration and Ordinance (Attachment B)**
Mayor Eady stated that since the Council's March 23rd meeting, the Georgia Municipal Association (GMA) provided a model declaration of a state of emergency to cities and recommended that cities adopt this declaration with any adjustments needed for their jurisdictions. The declaration contains requirements for staying home and is more restrictive than the requirements put in place by Governor Kemp on March 23rd. The model document was based on the best advice from health professionals, Georgia Department of

Public Health, and Emory University. A proposed declaration for Oxford was drafted based on this information.

Last night Newton County Board of Commissioners and the City of Covington voted on and passed declarations based on language Athens-Clarke County used that is much more descriptive and detailed on what is permitted and prohibited. In the interest of being unified in Newton County with our approach to preventing the spread of COVID-19, Mayor Eady recommended uniformity with the other Newton County declarations. Several drafts have been worked on since last night, and adjustments have been made by attorneys.

GMA arranged a conference call for mayors Monday morning in which Dr. Carlos Del Rio from Emory University shared very dire predictions if some drastic changes in behavior did not occur. Also, the Chief Medical Officer of Piedmont Healthcare advised that if drastic measures were not taken soon, Piedmont Newton would very quickly be filled to capacity and run out of room to treat patients. The voluntary shelter in place recommendations up to this point do not give law enforcement officers authority to give people gathered together a citation when they are practicing social distancing to disperse,

The proposed declaration ensures that the City of Oxford is doing everything in its power to slow the spread of COVID-19 so that our local hospital is not overwhelmed by requiring people to stay at home when possible, to not gather in groups of ten (10) or more people, and to practice social distancing with others.

The proposed order:

- prohibits public and private gatherings beyond immediate household or social cohort.
- allows residents to leave their homes for essential activities, which are defined in the document.
- prohibits non-essential businesses and non-essential travel as defined in the order.

The City Council does not want to prohibit people from going outside, walking the trails, etc. However, people must practice social distancing when in public, and cannot gather in groups of ten (10) or more.

Mr. Windham agreed with implementing the order. Mr. Wearing approved the order and also emphasized the importance of the City of Oxford being unified on this issue with the other government entities in Newton County.

Ms. Bohanan asked how Oxford's declaration will work, since Newton County already has a declaration in place. Mayor Eady stated that each city has its own authority to regulate within its city limits. The county's order would apply in unincorporated areas of the county. If Oxford does not adopt its own declaration, the county's declaration would apply, but cities are being encouraged to take care of their communities so that the counties can focus on the unincorporated areas. Mayor Eady also added that the proposed declaration for Oxford has an ending date of April 20th which is longer than Covington's and Newton County's

declarations. That is the date of the Council's monthly work session, and the date can be extended at that time if needed.

Ms. McCanless agreed with Oxford's declaration being in line with other Newton County jurisdictions' declarations, but she agrees with putting the longer termination date in so that Oxford will not have to call another meeting to extend it. Mr. Holt agreed with Ms. McCanless and was also pleased that Newton County changed theirs from a curfew to shelter in place.

Mayor Eady expressed his appreciation to David Strickland for working on multiple drafts in very short order for Oxford. Mr. Strickland thanked Mayor Eady and advised he did not have any further comment. Mayor Eady commented on the cooperation between the jurisdictions in Newton County in this effort.

The proposed ordinance will not impact city operations. The city has already implemented procedures to limit exposure from customers and to practice social distancing with each other.

Mr. Windham made a motion to adopt the declaration as presented. Ms. McCanless seconded the motion. The motion was approved unanimously (6/0).

5. Approval of Billing Modifications (Attachment C)

Stacey Mullen stated that staff needs a procedure for dealing with customers during the extent of the COVID-19 pandemic. Staff proposes to waive the \$25 delinquent fee normally assessed on the 25th of each month for March and April, waive the 10% penalty on unpaid balances for April, and suspend service disconnections until further notice. Staff would reevaluate conditions later and determine if these measures need to be extended into May.

Mayor Eady advised the City Council that the purpose of these recommended measures is to avoid penalizing people who are experiencing economic hardships during this time. The March bills were sent out at the end of February before COVID-19 became a major issue, so it is not recommended that March 10% penalties be waived.

Mr. Windham recommended development of a recovery plan for how customers will be allowed to catch up their accounts by April 20. Mr. Holt suggested sending out a notice to all customers advising them there will be no disconnection right now, but customers should pay what they can and will have the opportunity to enter into payment arrangements when conditions return to normal. Mr. Wearing agreed.

Mayor Eady agreed and stated he would work with staff to come up with some recommendations for contingency plans by April 20.

Mr. Wearing made a motion to adopt the staff recommendations. Mr. Windham seconded the motion. The motion was approved unanimously (6/0).

Mayor Eady asked if anyone from the community had any questions or comments. Art Vinson asked what the communications plan for these requirements is, with the thought in mind of easing the enforcement burden. Mayor Eady advised we can send out a “plain speak” notice to all members of the community. The City Council members agreed with this plan. The information will also be placed on our website and Facebook page and sent to the newspaper.

Mr. Holt suggested having our police officers distribute the information. Mayor Eady advised the goal of this is information and education. However, Ms. Bohanan cautioned against the police officers having such contact with people. Mr. Holt agreed this could be a problem.

Marcia Brooks advised she would take the lead on working on these communication items with staff and keep the Mayor and City Council updated.

Mr. Windham asked if the city’s police officers have masks. Mayor Eady advised that they indicated Monday night that they had some. Police are taking a very conservative approach and trying to inform and educate on these requirements as much as possible. They are only taking action for blatant violations, and then trying to avoid arrests and only issue citations.

Mayor Eady asked Laura Gafnea about the status of students still on site at Oxford College and if she has any questions. Ms. Gafnea advised they will be moving about fifty (50) remaining students to the Atlanta campus this weekend. They will be moved to the Clairmont campus in single person apartments with single access bathrooms. Emory has been following Atlanta’s shelter-in-place order on the Atlanta and Oxford campuses. The only major difference is the ending date, but she anticipates that Atlanta’s requirements will be extended. Faculty and staff are practicing social distancing. Mayor Eady asked Ms. Gafnea to share the declaration information with the Emory police officers.

Adrienne Wadley stated that she has shared the information from Newton County and Covington with the college’s leadership and will also share the Oxford information, and they are available to assist the city if needed.

Mr. Wearing made a motion to adjourn at 7:57 p.m. Ms. McCanless seconded the motion. The motion was approved unanimously (6/0).

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer

OXFORD PLANNING COMMISSION

Minutes – February 11, 2020

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

STAFF: Matthew Pepper, city manager and zoning administrator.

GUESTS: Brian Barnard; Randy Conyers; Tony and Lisa Williams; Art and Laurie Vinson; Dan Meyers, Green Fields Land Management Services, LLC.

OPENING: At 7:00 PM, Mr. Eady called the meeting to order and welcomed the guests.

MINUTES: Upon motion of Mr. McQuaide, seconded by Mr. Ready, the minutes for the meeting of January 14, 2020 were adopted as amended. The vote was 6-0.

TONY AND LISA WILLAMS DEVELOPMENT PERMIT APPLICATION (1018 Emory Street): The Commission reviewed the development permit application to install 163 feet of four-rail fencing on the side yard of the home. The Commission asked if the wire mesh depicted in the example photograph would be included as part of the installation of the fence. The applicants indicated that the wire mesh would be included and that it would be a black matte.

Upon motion of Mr. Ready, seconded by Ms. Carson, the Planning Commission approved the development permit application to install 163 feet of four-rail fencing on the side yard of the house located at 1018 Emory Street. The vote was 6-0.

RANDY CONYERS DEVELOPMENT PERMIT APPLICATION (114 Oxford North Rd): The Commission reviewed the development permit application to install a 10' X 14' wood frame shed in the backyard.

Upon motion of Mr. Ready, seconded by Ms. Carson, the Planning Commission approved the development permit application to install the wood frame shed in the backyard of the property located at 114 Oxford North Road. The vote was 6-0.

BRIAN BARNARD DEVELOPMENT PERMIT APPLICATION (1112 Asbury Street): The Commission reviewed the development permit application to pave the existing drive and a small parking area with recycled asphalt millings. During the discussion, the Commission confirmed that the proposed paving was in the location of the existing drive. In addition, the Commission reviewed Sections 40-875 and 40-869 (Oxford, Georgia, Municipal Code) that dictate the city's paving and access requirements. Mr. Barnard explained that the recycled asphalt will resemble black gravel. Given that the proposed paving included two property owners, the Commission discussed whether an easement or agreement had been executed between the two properties to allow for a shared drive. Mr. Barnard stated that he purchased the property with the understanding that an easement or similar agreement had been executed. He further explained that the paving work for both properties would be completed at the same time by the same contractor.

Upon motion of Mr. May, seconded by Mr. Ready, the Planning Commission approved the development permit application to pave the existing driveway and small parking area at 1112 Asbury Street with recycled asphalt millings. The vote was 6-0.

CLARK LEMONS DEVELOPMENT PERMIT APPLICATION (1110 Asbury Street): The Commission reviewed the development permit application to pave the existing drive and a small parking area with recycled asphalt millings.

Upon motion of Ms. Hatfield, seconded by Ms. Carson, the Planning Commission approved the development permit application to pave the existing driveway and small parking area at 1110 Asbury Street with recycled asphalt millings. The vote was 6-0.

DISCUSSION WITH ART VINSON (903 Asbury Street): Mr. Vinson reviewed the status of the permitted development activities for the existing accessory building with the Commission. During the discussion, he reminded the Commission that in March 2019 he received approval to complete electric and plumbing work on the accessory building conditional upon the building being moved to a location on the property that was compliant with the rear and side setbacks. In the end, he was unable to move the building due, in part, to the difficulty of getting the necessary equipment to the location without causing damage to an existing tree and the property itself.

In addition, Mr. Vinson reported that the building requires repairs to the exterior boards and the wood floor, and replacement of the windows. The Commission reviewed the proposed scope of repairs in the context of a non-conforming structure. The Commission agreed that the proposed repairs complied with the threshold allowed for making repairs to a non-conforming structure.

Mr. Vinson continued that he planned to convert the building into a guest room. He shared that the structure is approximately 250 square feet. In order to meet the required square footage of 300 for an accessory dwelling unit as indicated in Section 40-525 (Oxford, Georgia, Municipal Code), he planned to enclose the existing lean-to structure that is affixed to the building. In response, the Commission explained that the minimum square footage requirement was not applicable because the structure would not be considered a dwelling unit with a kitchen, bathroom, etc.

The Commission discussed that the proposed scope of work to renovate the structure into a guest room would likely be above the threshold dictated in the city's non-conforming structure ordinance. In addition, the Commission stated that where the structure is currently located does not meet the setback requirements. Therefore, they stated that Mr. Vinson could ask for a variance on the setback requirements. Mr. Vinson plans to submit the variance request to the Commission at their March meeting.

REVIEW MINOR VARIANCE ORDINANCE: The Commission continued their review of the city's former minor variance ordinance. The Commission modified the draft ordinance to replace the allowable variance for a minimum side and rear setback from a maximum of five (5) feet to 25% of the minimum requirement.

Upon motion of Mr. McQuaide, seconded by Mr. May, the Planning Commission will recommend to the Council that they adopt the minor variance procedure as outlined in the Commission's proposal. The vote was 6-0.

DEVELOPMENT PERMIT REMINDER LETTER: The Commission reviewed the letter describing the type of work that requires a development permit. They recommended edits to the letter that provided a better understanding of what type of development work requires a permit. Before mailing the letters, Mr. Pepper will make the desired edits and re-send to the Commission for final approval.

OTHER BUSINESS: The Commission discussed reviewing the city's ordinance regarding the scope of construction-related work that requires development permit application in the coming months.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:16 PM.

Submitted by:

Juanita Carson, Secretary

DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF OXFORD

Minutes – February 10, 2020

MEMBERS: Mr. Brian Barnard, Chair; Mr. Jonathan Eady, Mr. Mike Ready, Ms. Danielle Miller, Mr. Art Vinson, and Mr. Ray Wilson. Ms. Martha Molyneux was absent.

STAFF: Matthew Pepper, city manager and DDA secretary/treasurer.

GUESTS: Doug Hicks, Dean of Oxford College; Nick and Barbara Cole.

OPENING: At 6:04 PM, Mr. Barnard called the meeting to order and welcomed the guests.

APPROVAL OF MINUTES: Upon motion of Mr. Ready, seconded by Mr. Vinson, the minutes for the meeting on November 26, 2019 were approved as amended. The vote was 6 – 0.

DISCUSSION OF PARTNERSHIP WITH OXFORD COLLEGE:

Motion by Mr. Eady, seconded by Mr. Ready, to enter the Executive Session at 6:07 PM . The vote was 6 – 0.

The DDA discussed the potential acquisition and disposition of real estate.

Motion by Mr. Ready, seconded by Mr. Eady, to leave the Executive Session and return to the regular meeting at 7:14 PM. The vote was 6 – 0.

OTHER BUSINESS: The DDA will continue discussions via email on whether they will hold their scheduled meeting for February 25th.

ADJOURNMENT: Mr. Barnard adjourned the meeting at 7:15 PM.

Submitted by:

Matthew Pepper, Secretary/Treasurer

**STATE OF GEORGIA
COUNTY OF NEWTON**

**A DECLARATION OF A STATE OF EMERGENCY ARISING BECAUSE OF
COVID-19; AN ORDINANCE TAKING
IMMEDIATE EMERGENCY MEASURES, AND TO REPEAL, REVOKE AND
SUPERSEDE ALL ORDINANCES IN CONFLICT, TO PROVIDE
FOR SEVERABILITY, TO PROVIDE FOR AN EFFECTIVE DATE,
AND FOR OTHER LAWFUL PURPOSES**

WHEREAS, The City of Oxford, Georgia has experienced an event of critical significance as a result of the Coronavirus (COVID-19) disease (“COVID-19”); and

WHEREAS, the Centers for Disease Control and Prevention, (the “CDC”) indicates that COVID-19 is a new and contagious respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in more than 100 locations internationally, including in the United States; and

WHEREAS, as reported by the World Health Organization (“WHO”), the world has experienced a deep humanitarian crisis with 416,686 confirmed cases and 18,589 confirmed deaths due to COVID-19 as of March 26, 2020; and

WHEREAS, COVID-19 is officially a global pandemic according to the WHO; and
WHEREAS, President Trump has declared a national emergency for the United States of America in response to COVID-19; and

WHEREAS, on March 14, 2020, Governor Brian Kemp declared a public health state of emergency due to COVID-19; and

WHEREAS, as reported by the Georgia Department of Public Health effective as of noon on March 26, 2020, Georgia now has 1,525 confirmed cases of COVID-19 and 48 confirmed COVID-19 related deaths and the numbers continue to increase; and

WHEREAS, the CDC and Georgia Department of Public Health have issued guidance on the emerging and rapidly evolving situation of the COVID-19 pandemic, including how to protect oneself from illness; and

WHEREAS, social distancing is recommended by the CDC and Georgia Department of Public Health to prevent the continued spreading of the illness in the community; and

WHEREAS, cities, states and counties, including, but not limited to, Athens-Clarke County, Georgia; Madison, Georgia; Los Angeles, California; Alameda, California; Seattle, Washington; and the states of California, Pennsylvania, New Jersey, New York and Connecticut; have recently enacted regulations to help curb the spread of COVID-19; and

WHEREAS, the Georgia Department of Public Health reports that COVID-19 is currently present in our community; and

WHEREAS, the CDC expects that additional cases of COVID-19 will be identified in the coming days and that person-to-person spread is likely to continue to occur; and

WHEREAS, Dr. Carlos Del Rio, MD, epidemiologist and chair of the global health department at Emory University, has reported to officials of the Georgia Municipal Association, that a shortage of personal protective equipment is eminent in Georgia, and already being experienced in certain communities, which places the health, safety, and welfare of emergency medical personnel at risk and the general public; and

WHEREAS, the Georgia Department of Public Health and the chief of medicine at Piedmont Newton Hospital are concerned that any increase in COVID-19 cases within the community could easily exceed Piedmont Newton Hospital and the medical community's capacity as to both personnel and equipment; and

WHEREAS, the Piedmont Healthcare system, which provides the City's sole hospital, has modeled its daily COVID-19 patient numbers using peer-reviewed, academic modeling made available to the nation by the University of Pennsylvania; and

WHEREAS, based on Georgia-specific numbers and infection rates, Piedmont's model shows that if a mandatory shelter-in-place is not enacted to flatten the curve by the end of the day on Wednesday, March 25, Piedmont Healthcare's entire system will be at capacity with no beds available by Tuesday, April 7, 2020; and

WHEREAS, the Georgia Department of Public Health has advised that if COVID-19 spreads further in Newton City and the rest of Georgia, at a rate comparable to the rate of spread in other affected areas, it may greatly strain the resources and capabilities of City and municipal governments, including public health agencies, that provide essential services for containing and mitigating the spread of contagious diseases, such as COVID-19, and the situation may become too large in scope to be handled in its entirety by the

normal City and municipal operating services in some parts of this State, and this situation may spread to other parts of the State; and

WHEREAS, O.C.G.A. § 38-3-28 provides the political subdivisions of this state with the authority to make, amend, and rescind such orders, rules, and regulations as may be necessary for emergency management purposes to supplement rules and regulations promulgated by the Governor during a State of Emergency; and

WHEREAS, the United States Supreme Court has previously held that “[u]pon the principle of self-defense, of paramount necessity, a community has the right to protect itself against an epidemic of disease which threatens the safety of its members”; and

WHEREAS, the Charter of the City of Oxford, in Paragraph 4 (N) grants to the City the power to protect the safety, health, peace, good order, and general welfare of the public; and

WHEREAS, the code of ordinances of the City of Oxford, Georgia, at Section 2-22 grants to the Mayor of the City of Oxford the power to determine that an emergency exists, and the Mayor of the City of Oxford joins in execution of this resolution to evidence that determination by him individually; and

WHEREAS, to prevent or minimize injury to people resulting from this event, certain actions are required, including but not limited to, a mandatory curfew and prohibition on gatherings;

NOW, THEREFORE, IT IS HEREBY DECLARED that a local state of emergency exists within the City and shall continue until the conditions requiring this declaration are abated.

THEREFORE, IT IS ORDERED AND ORDAINED BY THE AUTHORITY OF THE MAYOR AND CITY COUNCIL OF THE CITY OF OXFORD AS FOLLOWS:

1. The Oxford City Council adopts and makes the findings discussed in the “Whereas” paragraphs the factual findings of the Council.
2. The Oxford City Council hereby reaffirms its determinations that a local state of public health emergency exists within the territorial limits of the City of Oxford, Georgia due to COVID-19.

3. The intent of this Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential services to continue, to slow the spread of COVID-19 to the maximum extent possible. When people need to leave their places of residence, whether to obtain or perform vital services, or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times reasonably possible comply with Social Distancing Requirements as defined in Section 12 below. All provisions of this Order should be interpreted to effectuate this intent. Failure to comply with any of the provisions of this Order constitutes an imminent threat to public health.
4. All individuals currently living within the territorial limits of the City of Oxford (the “City”) shall shelter at their place of residence. To the extent individuals are using shared or outdoor spaces, they must at all times as reasonably possible maintain social distancing of at least six feet from any other person when they are outside their residence. All persons may leave their residences only for Essential Activities, Essential Governmental Functions, or to operate Essential Businesses, all as defined in Section 12. Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to utilize Social Distancing Requirements in their operation).
5. All businesses with a facility in the City, except Essential Businesses as defined below in Section 12, are required to cease all activities at facilities located within the City except Minimum Basic Operations, as defined in Section 12. For clarity, businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home). To the greatest extent feasible, Essential Businesses shall comply with Social Distancing Requirements as defined in Section 12 below, including, but not limited to, when any customers are standing in line. To the extent a business facility engages in both the functions of an Essential Business and other business functions,

except as otherwise herein provided, only the functions of the Essential Business may continue except Minimum Basic Operations.

6. All public and private gatherings of any number of people occurring outside a household or living unit are prohibited, except for the limited purposes as expressly permitted in Section 12. Nothing in this Order prohibits the gathering of members of a household or living unit. For the duration of the declared emergency, there shall be no public gatherings on any property owned or controlled by the City and all public parks shall be closed. Nothing herein shall prohibit individuals or families from using sidewalks or designated pedestrian walking areas within parks for walking or other exercise if they are not participating in an organized gathering.
7. All travel, including, but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, except Essential Travel and Essential Activities as defined below in Section 12, is prohibited. This Order allows travel into or out of the City to perform Essential Activities, operate Essential Businesses, or maintain Essential Governmental Functions.
8. This Order is issued based on evidence of increasing occurrence of COVID-19 within the City and throughout the State of Georgia, scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically, and evidence that the age, condition, and health of a significant portion of the population of the City places it at risk for serious health complications, including death, from COVID-19. Due to the outbreak of the COVID-19 virus in the general public, which is now a pandemic according to the World Health Organization, there is a public health emergency throughout the City. Making the problem worse, some individuals who contract the COVID-19 virus have no symptoms or have mild symptoms, which means they may not be aware they carry the virus. Because even people without symptoms can transmit the disease, and because evidence shows the disease is easily spread, gatherings can result in preventable transmission of the virus. The scientific evidence shows that at this stage of the emergency, it is essential to slow virus transmission as much as possible to protect the most vulnerable and to prevent the health care system from being overwhelmed. One proven way to slow the

transmission is to limit interactions among people to the greatest extent practicable. By reducing the spread of the COVID-19 virus, this Order helps preserve critical and limited healthcare capacity in the City.

9. This Order also is issued in light of the existence of 10 confirmed cases of COVID-19 in Newton County, Georgia as of 12:00 noon on March 26, 2020, including a significant and increasing number of suspected cases of community transmission and likely further significant increases in transmission. Widespread testing for COVID-19 is not yet available but is expected to increase in the coming days. This Order is necessary to slow the rate of spread and the Oxford City Council will re-evaluate it as further data becomes available.
10. This Order is issued in accordance with, and incorporates by reference, the March 16, 2020, Proclamation of a State of Emergency issued by Governor Brian Kemp.
11. This Order comes after the release of substantial guidance from the Centers for Disease Control and Prevention, the Georgia Department of Public Health, and other public health officials throughout the United States and around the world, including a variety of prior orders to combat the spread and harms of COVID19. The Oxford City Council will continue to assess the quickly evolving situation and may modify or extend this Order, or issue additional Orders, related to COVID-19.
12. Definitions and Exemptions.
 - a. For purposes of this Order, individuals may leave their residence only to perform any of the following “Essential Activities.” But people at high risk of severe illness from COVID-19 and people who are sick are urged to stay in their residence to the extent possible except as necessary to seek medical care.
 - i. To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members or partners or significant others (including, but not limited to, pets), such as, by way of example only and without limitation, obtaining medical supplies or medication, visiting a health care professional, or obtaining supplies they need to work from home.

- ii. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, canned food, dry goods, fresh fruits and vegetables, pet supplies, fresh meats, fish, and poultry, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences.
 - iii. To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements as defined in this Section, such as, by way of example and without limitation, walking, hiking, running, or bicycling.
 - iv. To perform work providing essential products and services at an Essential Business or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations.
 - v. To care for a family member or pet in another household.
- b. For purposes of this Order, individuals may leave their residence to work for or obtain services at any “Healthcare Operations” including hospitals, clinics, dentists, pharmacies, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, hospice providers, mental health providers, or any related and/or ancillary healthcare services. “Healthcare Operations” also includes veterinary care and all healthcare services provided to animals. This exemption shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined. “Healthcare Operations” does not include fitness and exercise gyms and similar facilities.
- c. For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of “Essential Infrastructure,” including, but not limited to, public works construction, construction and all related activities (in particular affordable housing or housing for individuals experiencing homelessness), airport operations, water, sewer, gas, electrical, oil refining, roads and highways,

public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services), provided that they carry out those services or that work in compliance with Social Distancing Requirements as defined this Section, to the extent possible.

- d. For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services as determined by the Oxford City Council are categorically exempt from this Order. Further, nothing in this Order shall prohibit any individual from performing or accessing “Essential Governmental Functions,” as determined by the governmental entity performing those functions. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements as defined in this Section, to the extent possible.
- e. For the purposes of this Order, covered businesses include any for-profit, nonprofit, or private educational entities, regardless of the nature of the service, the function they perform, or its corporate or entity structure.
- f. For the purposes of this Order, “Essential Businesses” means:
 - i. Healthcare Operations and Essential Infrastructure;
 - ii. Grocery stores, certified farmers’ markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other

nongrocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences;

- iii. Food cultivation, including farming, livestock, and fishing;
- iv. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
- v. Newspapers, television, radio, and other media services;
- vi. Gas stations, auto-supply, auto-repair, and related facilities;
- vii. Banks and related financial institutions;
- viii. Hardware stores;
- ix. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses;
- x. Businesses providing mailing and shipping services, including post office boxes;
- xi. Educational institutions—including private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
- xii. Laundromats, drycleaners, and laundry service providers;
- xiii. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall

not permit the food to be eaten at the site where it is provided, or at any other gathering site;

- xiv. Businesses that supply products needed for people to work from home;
- xv. Businesses that supply other Essential Businesses with support or supplies and all industrial manufacturers;
- xvi. Businesses that ship or deliver groceries, food, goods, or services directly to residences;
- xvii. Airlines, taxis, and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
- xviii. Home-based care for seniors, adults, or children;
- xix. Residential facilities including hotels, motels, shared rental units and similar facilities and shelters for seniors, adults, and children;
- xx. Professional services, such as legal, accounting services, real estate services, when necessary to assist in compliance with legally mandated activities or while supporting other Essential Businesses.
- xxi. Unless otherwise preempted by state law, childcare facilities providing services that enable employees exempted in this Order to work as permitted. To the extent possible, childcare facilities must operate under the following mandatory conditions:
 - A. Childcare must be carried out in stable groups of 12 or fewer (“stable” means that the same 12 or fewer children are in the same group each day).
 - B. Children shall not change from one group to another.
 - C. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other.

- D. Childcare providers shall remain solely with one group of children.
- xxii. All businesses which possesses a Class A, retail liquor package license; Class B, retail beer package license; or a Class C, retail wine package license shall be authorized, but only via drive-thru or in parking lots or at curb.
- xxiii. Religious Assemblies; however, the City encourages Religious Assemblies to voluntarily limit their assembly to no more than ten (10) people for the purpose of conducting and producing a religious service for video or audio transmission.
- g. For the purposes of this Order, “Minimum Basic Operations” include the following, provided that employees comply with Social Distancing Requirements as defined in this Section to the extent possible, while carrying out such operations.
 - i. The minimum necessary activities to maintain the value of the business’s inventory, necessary physical maintenance, ensure security, process payroll and employee benefits, or for related functions.
 - ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.
 - iii. One owner of the business, or one designee of the owner, on site at the business performing functions necessary to maintain the business, provided that the business must be physically closed to the public.
- h. For the purposes of this Order, “Essential Travel” includes travel for any of the following purposes. Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in this Section below.
 - i. Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations.

- ii. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
- iii. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
- iv. Travel to return to a place of residence from outside the jurisdiction.
- v. Travel required by law enforcement or court order.
- vi. Travel required for non-residents to return to their place of residence outside the City. Individuals are strongly encouraged to verify that their transportation out of the City remains available and functional prior to commencing such travel.

- i. For purposes of this Order, residences include hotels, motels, shared rental units and similar facilities.
- j. For purposes of this Order, “Social Distancing Requirements” includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

13. For the duration of the declared emergency, the City Manager shall be vested with the following discretion and authority, to wit:

- (a) To categorize City services as either “required” or “discretionary,” and to periodically review and modify such categories.
- (b) To assign specific employees to required or discretionary services, and to periodically review and modify such assignments.
- (c) To use his or her discretion to permit employees to telework.
- (d) To temporarily suspend the provision of discretionary services and to direct employees who provide discretionary services not to report to work until such

time as the service suspension is lifted or until such time as the City Manager redirects the employee to other services.

- (e) To contract for and expend non-budgeted sums and services, as may in his or her discretion be required to meet the demands upon government and services of the City for the duration of the declared emergency, including therein authority to spend such sums from the reserves of the City. Any such non-budgeted expenditures shall be reported to the governing authority of the City.
 - (f) To maintain, to the best of the ability of the resources of the City, the provision of essential services, which shall include, but not be limited to, public safety, public works, healthcare, and building permits.
14. Any deadlines for the purchasing or obtaining by persons or businesses of occupation tax certificates, permits or similar civil approvals mandated by the City Code shall be tolled for the duration of the emergency as established herein, and for 15 days thereafter. Such persons or businesses shall obtain necessary permissions required by law but deadlines set by the City Code are tolled for the duration of the emergency as established herein, and for 15 days thereafter.
15. Enforcement and Remedies.
- a. Individuals: In recognition that the City does not have the personnel or resources to monitor and police distancing or gathering limitations or shelter in place requirements for all individuals currently living within the territorial limits of the City, the Oxford Police Department and other departments of the City as deemed necessary by the City manager are authorized to support compliance with this Order through information delivery and education of individuals regarding the imminent threat to public health posed by COVID-19.
 - b. Covered Businesses: Any violations of this Order by covered businesses shall be considered ordinance violations subject to the general penalty provisions outlined in Section 4-24 of the Oxford Code of Ordinances.

16. This Order shall become effective at 11:59 p.m. on March 26, 2020 and will continue to be in effect until 11:59 p.m. on April 20, 2020, or until it is extended, rescinded, superseded, or amended in writing by the Oxford City Council.
17. Copies of this Order shall promptly be: (1) made available at the Oxford City Hall; (2) posted on the City's website; and (3) provided to any member of the public requesting a copy of this Order.
18. It is hereby declared to be the intention of the Oxford City Council that all sections, paragraphs, sentences, clauses, and phrases of this Resolution are and were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable, and constitutional.
19. It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.
20. In the event that any phrase, clause, sentence, paragraph or section of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Resolution and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs, and sections of the Resolution shall remain valid, constitutional, enforceable, and of full force and effect.

21. All ordinances, resolutions or parts of ordinances or resolutions in conflict with this Resolution are, to the extent of such conflict, hereby repealed or set aside.
22. The City Clerk, in consultation with the City Attorney, shall have the power to correct scrivener's errors.
23. Given the emergency, this Ordinance after adoption by the Council and upon approval by the Mayor shall become effective immediately.

Reading and adoption, this 26th day of March, 2020.

CITY OF OXFORD

David S. Eady, Mayor

Lynn Branham Bohanan, Council Member

George R. Holt, Council Member

Laura McCanless, Council Member

Avis Williams, Council Member

James H. Windham, Council Member

Jeff Wearing, Council Member

ATTEST:

Marcia Brooks, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:

C. David Strickland, City Attorney

CITY OF OXFORD

RESOLUTION

WHEREAS, the City of Oxford desires to submit an application for a Community Development Block Grant (CDBG) grant to finance Water System Improvements on Clark Street, Hull Street, Oxford Road, Keel Street, Beakhead Court, Cat Paw's Court, and Perry Circle; and

WHEREAS, the Mayor and Council have requested the assistance of the Northeast Georgia Regional Commission in preparing the CDBG application; and

WHEREAS, certain actions are required by the City in support of the application;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the City of Oxford by this resolution do hereby approve the submission of a Community Development Block Grant (CDBG) application for \$750,000 with a match of \$150,000 to finance Water System Improvements on Clark Street, Hull Street, Oxford Road, Keel Street, Beakhead Court, Cat Paw's Court, and Perry Circle;

BE IT FURTHER RESOLVED, that the Mayor and Council do hereby authorize the Mayor to execute any and all documents necessary to apply for and obtain the CDBG.

BE IT FURTHER RESOLVED, that if awarded, the Mayor and Council designate the Northeast Georgia Regional Commission as the grant administrator, in accordance with local government requirements, the Common Rule Selection Process, and the Community Development Block Grant program guidelines.

Adopted this sixth day of April, 2020.

BY:

David S. Eady, Mayor

ATTEST:

Marcia Brooks, City Clerk

SEAL



CITY OF
OXFORD
Chartered 1859
Birthplace of Emery

6'

1'

7'

1'

6'



[Handwritten notes and sketches on the right side of the page, including a large tree-like drawing and various scribbles.]

[Faint handwritten signature or name at the bottom right corner.]

CITY OF
OXFORD

CHARTERED 1839

BIRTHPLACE OF EMORY COLLEGE

WELCOME TO
OXFORD

CHARTERED 1839

BIRTHPLACE OF EMORY COLLEGE

OXFORD

CHARTERED 1839

BIRTHPLACE OF EMORY COLLEGE

OXFORD

CHARTERED 1839



Memo

To: City Council
From: Matthew Pepper, City Manager
Date: Wednesday, March 18, 2020
Re: City Welcome Sign

The purpose of this memo is to provide the bid information and tabulation for the city's welcome sign project. The proposed location for the sign is the city-owned lot located at 6153 Emory Street. We budgeted \$60,000 to construct the sign and make other site improvements. In February, we reached out to several local stone masons and we received four bids in return.

We asked each contractor to provide us with two bids: Granite Entire (back and front of the sign faced with granite) and Granite Facing (granite on the front and stucco/mortar on the back). I have also included below the details we sent to each contractor:

- The portion of the sign containing the "face" is 7' across as measured from the centers of the two main columns. In addition, the "wings" are six feet long if measured from the centers of the two main columns. The drawing shows the two "wings" as moving toward the road, however we have decided that we would like them moving back or away from the road. We would like the sign to look like what you find at the sign for Wentworth subdivision.
- The base of the sign can be made up of brick, block, etc. However, we would like visible portion of the sign to be made of Fresh Cut Lithonia Granite Rubble.
- Sign Thickness – The thickness of the sign is 20'.
- Sign Caps – The caps will be the same style and stone that will be used for the face of the sign. The project does not require any type of special caps.
- Sign Center Piece – Include the center piece of the sign in the bid. It reads, "Welcome to Oxford" with our motto.
- Site Grade – We plan to add a few inches of topsoil to the area near where the sign will be located for future plantings. We do not expect the volume of topsoil that we will add to cause significant grade issues for the sign.

Below is the bid tabulation to construct the city's welcome sign:

Contractor	Granite Entire	Granite Facing
Designed Installations	\$28,875	\$22,950
Vicente Romero	\$22,980	\$17,200
Fred Johnson	\$6,812	\$5,531
Cardoza Stone Works	\$13,400	\$11,850

March 19, 2020

City of Oxford
Mr. Matthew Pepper, City Manager
mpepper@oxfordgeorgia.org (via email)

Subject: Proposal for SR 81/Emory Street Sidewalk Concept Study

Dear Mr. Pepper:

The City of Oxford is interested in studying the concept and feasibility to install and rehabilitate sidewalk along SR 81/Emory Street from Soule Street to the northern city limits near Bryant Road. Keck & Wood, Inc. ("Engineer") is pleased to submit this proposal for professional services to assist the City of Oxford ("City") with this study.

We propose the following scope of services:

Sidewalk Concept Study: The Engineer will:

1. Meet with City representatives to review and discuss the propose sidewalk scope of work.
2. Prepare sidewalk concept study report, which includes:
 - a. the project location and termini,
 - b. the existing design features (functional classification, posted speed, typical section, right-of-way width, and length of roadway,
 - c. potential alternatives (including proposed design features, property impacts, potential utility impacts, drainage concerns, constructability challenges, and construction cost estimates),
 - d. evaluation of potential locations and treatment for an east-west crossing of SR 81/Emory Street in the vicinity of Asbury Street Park,
 - e. evaluation of costs and conceptual layout of pedestrian lighting,
 - f. conclusions and recommendations.

Compensation for work performed shall be a lump sum fee for the Sidewalk Concept Study. Once the study is completed, the Engineer will submit to the City an invoice for full payment. Our proposed fees are as follows:

Sidewalk Concept Study Lump Sum of \$4,500

Please contact me if you have any questions or need additional information.

Sincerely,



Robert Renwick, PE
Associate Vice President



LEE BYRD RD SIDEWALK CONCEPT STUDY

To: Danny Roberts, City of Loganville
Project Name: Lee Byrd Road Sidewalk Concept Study
K&W Project Number: 190169.00
Date: 11/1/2019
From: Robert Renwick

1. Project Identification Information

- a. **Project Name:** Lee Byrd Road Sidewalk Concept Study
- b. **Project Location and Termini:** City of Loganville. Lee Byrd Road, from Winder HWY to US HWY 78.

2. Existing Design Features:

- i. **Functional Classification:**
 - Lee Byrd Road - Local Road
- ii. **Posted Speed:**
 - Lee Byrd Road – 35 mph
- iii. **Typical Section (Lee Byrd Road):**
 - Lee Byrd Road, from SR 78/Atlanta Highway to SR 81/Winder Highway
 - a. Two 10' to 11' travel lanes, no paved shoulder, no curb and gutter
- iv. **Right of Way Width:**
 - Lee Byrd Road, from SR 78 to SR 81: 80' per Walton County GIS
- v. **Length of Roadway:**
 - Lee Byrd Road, from HWY 78 to SR 81: 1.6 mi

3. Alternatives Considered:

- a. **Alternative 1: Sidewalk along entire West side of Lee Byrd Rd, from SR 78 to SR 81**
 - i. **Proposed Design Features:** 11' travel lanes, 2' curb and gutter, 2' grass strip, 5' sidewalk on West of road
 - ii. **Property Impacts:**
 - With an existing right-of-way width of 80', much of the sidewalk construction can be completed within the existing right-of-way.
 - There are 26 adjacent parcels along the west side of the roadway, with 18 driveways that would require reconstruction to be ADA compliant.
 - The frontage of the west side of Lee Byrd Road consists of an elementary school, an apartment complex, several undeveloped parcels, and several large residential parcels with houses setback far from the roadway. Very little impact will be expected to these parcels from sidewalk construction and associated grading. Approximately seven residential parcels near Bay Creek Road have relatively smaller house setbacks, and may have minimal impacts to front yards from construction activity. Very little mature vegetation or landscaping is expected to be impacted by sidewalk construction.
 - iii. **Utility Impacts:**
 - Utility poles with overhead utilities are present along both sides of Lee Byrd Road. These poles are set back from the edge of pavement by at least 20' in most locations, and would not be expected to be impacted by sidewalk construction.
 - Fire hydrants are located along with west side of Lee Byrd Road. These are offset from the edge of pavement approximately 10' to 15' at most locations. It is expected that

sidewalk construction could work around these hydrants, with minimal impacts such as adjustments to fire hydrant heights at some locations.

- Installation of curb and gutter will require longitudinal piped storm drainage. The design of this storm drainage system would minimize impact to underground utilities, such as water, natural gas, and fiber optic communications. However, some relocation or adjustments to existing underground utilities may be necessary.

iv. Drainage Concerns:

- Lee Byrd Road does not have existing curb and gutter for the majority of the road. Stormwater runoff at all locations is currently collected in roadside ditches, and conveyed to outfalls at low points in the roadway. These drainage patterns will be maintained with a closed pipe system. Therefore, there are no apparent concerns with adding curb and gutter to the west side of Lee Byrd Road.
- An existing box culvert is present on Big Flat Creek within the project limits. Sidewalk construction will likely require extension of this culvert, or modification to the existing headwall. Existing guardrail as this culvert will have to be replaced.

v. Construction Cost Estimates: \$1,350,000

b. Alternative 2: Sidewalk along entire East side of Lee Byrd Rd, from SR 78 to SR 81

- i. Proposed Design Features:** 11' travel lanes, 2' curb and gutter, 2' grass strip, 5' sidewalk on East of road

ii. Property Impacts:

- With an existing right-of-way width of 80', much of the sidewalk construction can be completed within the existing right-of-way.
- There are 42 adjacent parcels along the west side of the roadway, with 47 driveways that would require reconstruction to be ADA compliant.
- The frontage of the east side of Lee Byrd Road consists of dense residential development, with typical house setbacks of 60' from the edge of pavement. Some impact is to be expected to the front yards of these parcels due to sidewalk construction and associated grading.
- 1 possible retaining wall needed, approximately 400 LF

iii. Utility Impacts

- Utility poles with overhead utilities are present along both sides of Lee Byrd Road. These poles are set back from the edge of pavement by at least 20' in most locations, and would not be expected to be impacted by sidewalk construction.
- Installation of curb and gutter will require longitudinal piped storm drainage. The design of this storm drainage system would minimize impact to underground utilities, such as water, natural gas, and fiber optic communications. However, some relocation or adjustments to existing underground utilities may be necessary.

iv. Drainage Concerns:

- Lee Byrd Road does not have existing curb and gutter for the majority of the road. Stormwater runoff at all locations is currently collected in roadside ditches, and conveyed to outfalls at low points in the roadway. These drainage patterns will be maintained with a closed pipe system. Therefore, there are no apparent concerns with adding curb and gutter to the west side of Lee Byrd Road.
- An existing box culvert is present on Big Flat Creek within the project limits. Sidewalk construction will likely require extension of this culvert, or modification to the existing headwall. Existing guardrail as this culvert will have to be replaced.

v. Construction Cost Estimates: \$1,500,000

4. Cost Summary:

Alternative 1: West side from HWY 78 to Winder HWY

CONSTRUCTION SUB-TOTAL	\$1,350,000
ROW SUB-TOTAL	\$20,000
PE SUB-TOTAL (15%)	\$150,000
UTILITIES SUB-TOTAL	\$20,000
CONTINGENCY (10%)	\$155,000
TOTAL	\$1,695,000

Alternative 1: West side from HWY 78 to Winder HWY

Alternative 2: East side from HWY 78 to Winder HWY

CONSTRUCTION SUB-TOTAL	\$1,500,000
ROW SUB-TOTAL	\$50,000
PE SUB-TOTAL (15%)	\$175,000
UTILITIES SUB-TOTAL	\$20,000
CONTINGENCY (10%)	\$175,000
TOTAL	\$1,920,000

Alternative 1+2: Both sides from HWY 78 to Winder HWY

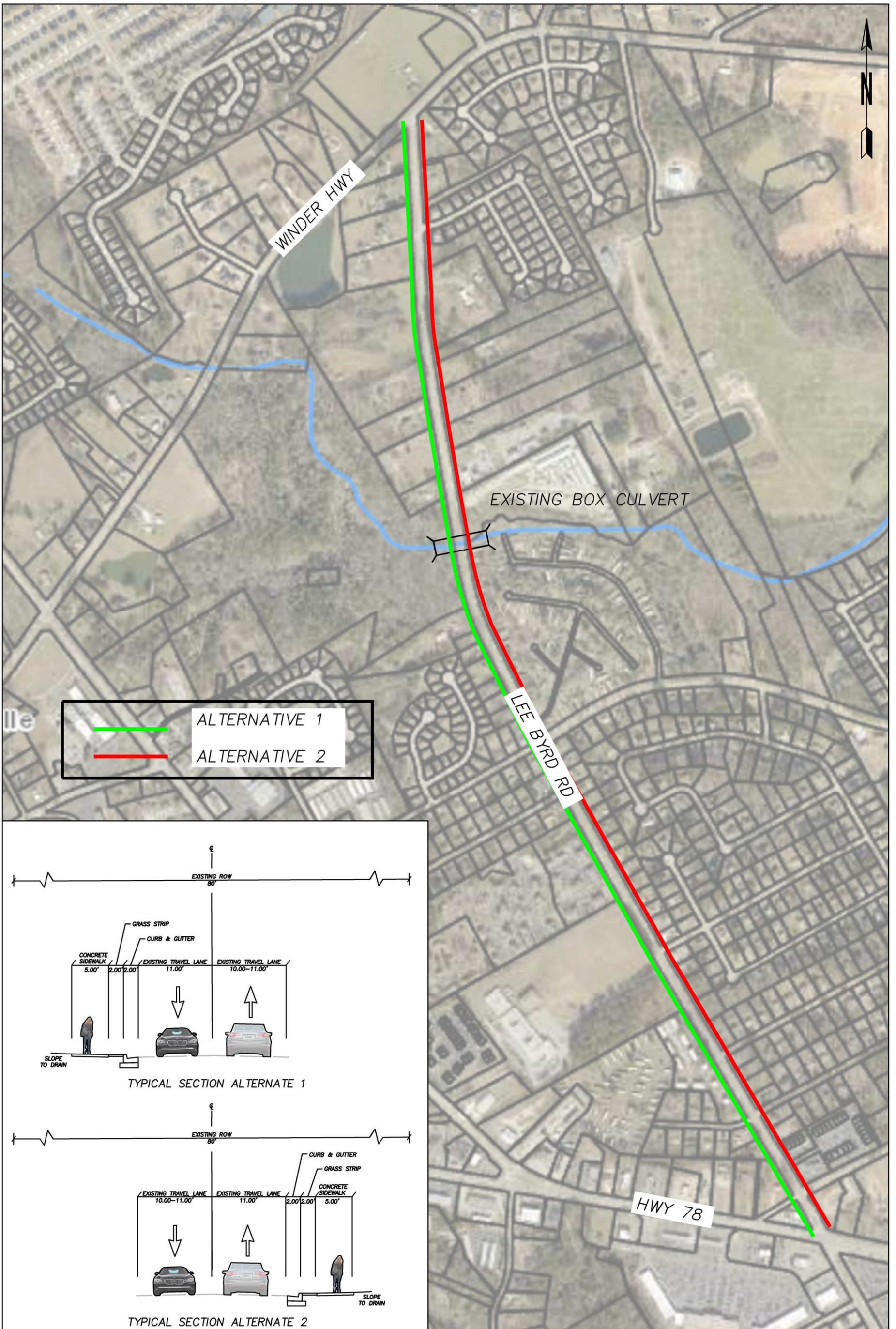
CONSTRUCTION SUB-TOTAL	\$2,750,000
ROW SUB-TOTAL	\$500,000
PE SUB-TOTAL (15%)	\$300,000
UTILITIES SUB-TOTAL	\$70,000
CONTINGENCY (10%)	\$320,000
TOTAL	\$3,509,000

5. Conclusion:

Sidewalk could be constructed on either side of Lee Byrd Road with minimal utility impacts, right-of-way requirements, impacts to adjacent properties, and drainage concerns. If sidewalk is preferred only on one side of the roadway; the west side has fewer parcels along it's frontage, fewer driveway requiring reconstruction, significantly fewer residential properties with relatively short building setbacks, and fewer locations requiring significant grading or retaining walls. In addition, sidewalk on the west side of Lee Byrd Road would provide direct pedestrian connectivity to Bay Creek Elementary School.

Attachments:

1. Concept Evaluation Exhibit



SCALE: 1" = 600'

CHECKED BY: WRR

DRAWN BY: DPS

DATE: 10/31/2019



LEE BYRD RD SIDEWALK
CONCEPT STUDY

JOB NUMBER: 190169.00

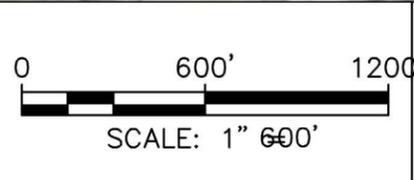


EXHIBIT NO. 1

Bid Tabulation for FY2020 Oxford Sign Project

Brown's Asfalt Maintenance, Inc.	\$21,675
Middle Georgia Signs	\$28,137
RoadSafe Traffic Systems	\$23,645
The L.C. Whitford Co., Inc.	\$48,887



Proposed Estimate

Mail: P.O. Box 276, Winterville, GA 30682 President: Ken Brown
 Shipping: 423 Smithonia Rd, Winterville, GA 30683 Estimator: Tracy Massey
Office: 706-742-7853 Cell: 706-424-6147 EMAIL: brownsasphalt@gmail.com

DATE: 3/16/2020

Project Title: **FY 2020 Oxford Signage Proposal**

Location: Various Roads to receive New Posts and 30" Stop Signs.

<i>Total of proposed items listed below:</i>	\$	21,675.00
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Proposed Item	Description	Qty	Units	Unit Price	Total
<div style="border: 1px solid black; padding: 5px;"> Furnish all labor, materials, and equipment to remove 113 existing stop signs and corresponding signposts and install new Type 11 Reflective Sheeting stop signs coupled with a Type 7 Galvanized posts. </div>					
	30" x 30" Stop Signs, Type 11 Reflective sheeting, Type 7 Galv Posts.	113	EA	\$	21,675.00

Specifications are understood, adequate and we accept the terms and conditions therein.

Signature of Authorized Representative: Ken Brown, Owner and President of Brown's Asphalt Maintenance, Inc.

Emailed to Matthew Pepper 3/16/2020
mpepper@oxfordgeorgia.org

MIDDLE GEORGIA SIGNS
DESIGNEFFEX, INC.

GDOT & SCDOT DBE CERTIFIED

March 11, 2020

296 Westside Rd.
Mailing Address : PO BOX 496
Cochran, GA 31014
Ph 478-934-1094 Fax 478-934-0888
mgsdfx.com

QUOTE

City of Oxford - Stop Sign Project

	Lump Sum
Installation of stop signs with TP11 sheeting mounted on TP7 posts as per specifications provided	\$25,877.00
Removal of existing stop signs and posts	\$2,260.00

Total: \$28,137.00

Includes all material & labor

3-11-20

John Narius V.P.

3765 Francis Circle
Alpharetta, GA 30004

Phone: 770-346-0610
Fax: 770-346-0525
www.lcwhitford.com



March 16, 2020

The City of Oxford
110 West Clark Street
Oxford, GA 30054
ATTN: Matthew Pepper
mpepper@oxfordgeorgia.org

RE: Stop Sign Replacement Proposal

Dear Mr. Pepper,

The L.C. Whitford Co., Inc. is a family-owned-and-operated general contractor that has been in business for over 100 years in Wellsville, NY. Since 1995 we have also operated a second division located in Alpharetta, GA, which serves the southeastern states. Our specialties include highway signs & sign structure projects along with bridge rehabilitation work.

Among the company's list of past clients here in the southeast is the Atlanta Committee for the Olympic Games, Georgia Department of Transportation, City of Atlanta, MARTA (Metropolitan Atlanta Rapid Transit Authority), Norfolk Southern Railway Company, Oglethorpe Power Corporation, South Carolina Department of Transportation, and many other local governments and businesses.

LCW has been a GDOT industry leader in sign and sign structure installations for many years including major recent replacement projects on I-285, I-75, I-20 and I-16. Currently we are replacing GDOT signs and structures for Tyler Perry Studios in Atlanta, GA. We have also performed many smaller roadway sign replacement projects for numerous municipalities throughout the State.

We are pleased to offer this proposal to the City of Oxford at the lump sum price of \$48,887.00. This price includes all costs to "furnish all labor, materials and equipment to remove 113 existing stop signs and corresponding signposts and install new Type 11 Reflective Sheeting stop signs coupled with a Type 7 Galvanized posts."

If you have any questions or require any additional information, please don't hesitate to contact me. Thank you for considering our proposal.

Sincerely,

A handwritten signature in blue ink that reads "Karl C. Young". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Karl C. Young
General Manager
The L. C. Whitford Co., Inc.
www.lcwhitford.com

AN ORDINANCE

An Ordinance to provide for participation by the City of _____ (“Participating Employer” or “Employer”) in the Georgia Municipal Employees Benefit System (GMEBS) Life and Health Program, in accordance with and subject to the terms of the GMEBS Life and Health Program Trust Agreement, the GMEBS Life and Health Program Participation Agreement, the Participating Employer’s Declaration Page(s), and the Rules governing the Program, all as authorized and provided by Chapter 5 of Title 47 of the O.C.G.A.; to provide an effective date; to repeal conflicting ordinances; and for other purposes.

WHEREAS, the Participating Employer has determined that it wishes to provide certain employee benefits to its employees by participating in the Georgia Municipal Employees Benefit System Life and Health Program (“GMEBS Life and Health Program” or “Program”) and by making contributions to the GMEBS Life and Health Program Trust Fund (“Trust Fund”); and

WHEREAS, the Participating Employer has reviewed the terms of the GMEBS Life and Health Program Trust Agreement (“Trust Agreement” or “Trust”), which Trust is intended to be a tax-exempt trust established under Internal Revenue Code Section 115 and under the applicable laws of the State of Georgia; and

WHEREAS, the Participating Employer has reviewed the terms and conditions of the GMEBS Life and Health Program Participation Agreement (“Participation Agreement”) and the various forms of coverage and/or benefit plans offered under the GMEBS Life & Health Program; and

WHEREAS, the Participating Employer has reviewed the Declaration Page(s) (“Declaration”) accompanying the GMEBS Life and Health Program Participation Agreement and has completed and will amend, as necessary or required, said Declaration to reflect its elections with respect to employee eligibility requirements and Program benefits that the Participating Employer intends to make available to eligible employees; and

WHEREAS, the Mayor and Council/Commission of the Participating Employer (“Governing Authority”) is authorized by law to adopt this Ordinance, the Trust Agreement, the Participation Agreement, and the Declaration on behalf of the Participating Employer;

NOW, THEREFORE, BE IT ORDAINED by the Governing Authority of the Participating Employer and it is ordained by the authority thereof:

Section 1. The Participating Employer hereby adopts and agrees to be bound by the terms of the following GMEBS Life and Health Program Trust Agreement, the Participation Agreement, and Declaration which are attached hereto and made a part of this Ordinance. The Participating Employer also agrees to be bound by any Program Rules adopted by the GMEBS Board of Trustees (“Trustees”). The Participating Employer further agrees to abide by the terms of any amendments made by the Trustees to the Trust Agreement or the Program Rules.

Section 2. Severability. In the event that any section, subsection, sentence, clause or phrase of this Ordinance shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect the previously existing provisions or the other section or sections, subsections, sentences, clauses or phrases of this Ordinance, which shall remain in full force and effect, as if the section, subsection, sentence, clause or phrase so declared or adjudicated invalid or unconstitutional were not originally a part hereof. The Governing Authority hereby declares that it would have adopted the remaining parts of this Ordinance or retained the previously existing provisions if it had known that such part or parts hereof would be declared or adjudicated invalid or unconstitutional.

Section 3. Approval by Trustees or the Program Administrator. The Participating Employer's Ordinance and Declaration are subject to approval by the Trustees or the Program Administrator. The Trustees or Program Administrator may refuse to approve or may delay the effective date of an Ordinance and Participation Agreement or Declaration that is not in order as determined by the Trustees or the Program Administrator. The Governing Authority of the Participating Employer hereby acknowledges that it is responsible to assure that this Ordinance is adopted and executed by the Participating Employer in accordance with the requirements of applicable law.

Section 4. Effective Date. This Ordinance shall be effective on the date of approval by the Governing Authority or, if later, such other effective date designated by the Trustees below upon approval and acceptance of the signed Ordinance and Declaration.

Section 5. Repeal. All ordinances and parts of ordinances in conflict herewith are expressly repealed.

Approved by the Governing Authority of _____, this _____ day of _____, 20__.

Attest:

Signature

Signature

City Clerk

Mayor

(SEAL)

Approved:

Signature

Attorney

TRUSTEES' APPROVAL

The terms of the foregoing Ordinance and Participation Agreement are approved on behalf of the Board of Trustees of the Georgia Municipal Employees Benefit System.

The effective date of the Employer's participation in the GMEBS Life and Health Program will be _____ [insert date *only if* Trustees' approved effective date for Employer's participation is later than effective date designated in Section 4 above].

IN WITNESS WHEREOF, the Board of Trustees of the Georgia Municipal Employees Benefit System has caused its Seal and the signatures of its duly authorized officer to be affixed this _____ day of _____, 20____.

Board of Trustees
Georgia Municipal Employees
Benefit System

(SEAL)

Secretary