



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, FEBRUARY 03, 2020 – 7:00PM  
CITY HALL**

**PRESENT:** David Eady, Mayor; Council members: George Holt, Laura McCanless, Avis Williams, Lynn Bohanan, Jim Windham, Jeff Wearing. **Staff members present:** City Manager Matt Pepper, Deputy City Clerk Stacey Mullen, Utility Superintendent Jody Reid, Police Chief Dave Harvey, City Attorney David Strickland.

**OTHERS PRESENT:** Mike Ready, Cheryl Ready, Art Vinson, Laurie Vinson, Linda Allen, Judy Greer, Peggy Madden, Theresa Eady, Erik Oliver, Hoyt Oliver, Nick Cole, Louise Eady, Sherry Jackson, Melissa Hage, Mike McQuaide, Scott Fairclough and Laura Gafnea of Oxford College.

1. The meeting was called to order by David S. Eady, Mayor
2. Invocation was delivered by Hoyt Oliver
3. Pledge of Allegiance
4. **Motion to accept the Agenda for February 03, 2020 was made by Wearing- seconded- Williams, approved unanimous 7/0. Attachment A**
5. **Consent Agenda- Approved unanimous 7/0. Attachment B**

**6. Mayor's Report**

Mayor Eady announced that the annual meeting for the Oxford Historical Cemetery Foundation would take place on Sunday, February 09, 2020 at 2:00pm in the Community Room at City Hall. He encouraged all to attend.

**7. Planning Commission Recommendations/Petitions**

None

**8. Citizen Concerns**

Melissa Hage (211 West Bonnell St.) expressed her concerns regarding the development being pursued by the City of Covington and Newton County on the borders of the City of Oxford. She advised she chose to live in the City of Oxford rather than Atlanta, because of its quiet community, abundant trees and green spaces. She is concerned the proposed development puts the preservation of the city's vital green spaces and wholesome charm in jeopardy. There was also worry that the properties on the margins of Oxford, not yet built on, but slated for development, will be developed and destroy the peaceful atmosphere, creating pervasive noise and potentially polluting our clean air and water. She said that trees and green spaces increase property values and are necessary for human health and well-being. According to the World Health Organization, having access to green spaces can reduce health

inequalities and aid in the treatment of mental illness. Forests ecosystems and green spaces provide numerous environmental benefits; such as: buffering noise, absorbing airborne pollutants, mitigating soil erosion, filtering polluted run-off water and sequestering CO2. As such, she requested that the city considers the acquisition of available property on the perimeter of the City of Oxford and consider greening or reforesting any acquired properties.

Mike McQuaide (1026 Emory St) provided context to Ms. Hage's comments. He mentioned that some citizens formed a group (Sustainable Oxford) that developed their first project of creating a pollinator garden; subsequently, this group was commissioned by former Mayor Jerry Roseberry as an *ad hoc* committee, under the leadership of councilmembers Jim Windham and George Holt. Their role was to propose a series of suggestions for the city council's consideration regarding sustainability that were limited to steps that the city could take. After such time, the group decided to take it a step further and pursue more broadly based ideas regarding sustainability, which was the superior quality of life in the community of Oxford. Mr. McQuaide stated that the group's latest mission is to explore the option of containing a green buffer around the city.

Mr. McQuaide presented a land use map for the City of Covington, which detailed the zoning. It showed the surrounding areas of Oxford zoned as heavy industrial. Based on these findings, Sustainable Oxford began to explore the plausibility of containing a green buffer around the City of Oxford. Considering no one in the group had experience with such an undertaking, they met with the organizers of the Madison-Morgan Conservancy, as well as a real-estate attorney of downtown Madison, and development officers with Oxford College. They were advised to find a 501(c)(3) group that could be in receipt of land, restricted covenants, or conservation easements, which would simplify the proposed plan. From there, they spoke with President Maurice Carter, of Sustainable Newton, and proposed that Sustainable Newton would be the receiver of any real estate that the city may or may not try to protect. Since then, Mr. Carter went to Sustainable Newton's attorney (Frank Turner, Jr.) to determine the plausibility. Turned out, there was plausibility but not without many contingencies.

Mr. McQuaide mentioned there was a consensus among the citizens that the threat of well-being, as a small town, arise from outside of Oxford. The intrinsic dynamics don't really pose a threat to what is most valued about the town of Oxford. The group has exhausted their opportunities; all the data has been gathered and they have spoken to those with knowledge of such processes. He informed Mayor & Council of the possibility of coming before them in the future with a request for support with the next step, which may include finding a grant writer. The overall goal is to determine what can be done and what the means would be to achieve such goals.

Mr. Windham raised a concern regarding the city allowing another public entity to acquire the land. He explained that by doing so, the city would sacrifice some control over the land. Mr. McQuaide responded that Mr. Windham's concerns were legitimate. Mr. McQuaide related that they asked Sustainable Newton that, if the land became available, would they entertain the idea of acquiring it. He continued that other contingencies (funds, owner's willing to sell) exist to which there are no answers currently. He added that this Mayor and Council could acquire the land with the understanding that future Councils are not bound to keep the land as a buffer. He advised there is no mandate or statutory authority to do anything. The idea is to just determine what's possible to do to try to protect what citizens deem are the most valued parts of living in Oxford.

Ms. Williams questioned if the city had ever considered having our own land trust alliance, like in Newton County. Mr. McQuaide advised that there was an upcoming appointment on February 29th

with the executive director of the Georgia-Alabama Land Trust to explore the plausibility of Ms. Williams' suggestion, though nothing binding will come out of it.

Mr. Windham asked if any discussion has occurred with the Newton County Land Trust. They may be an option for the city to use to help acquire the land.

Erik Oliver (402 West Clark Street) added that when Newton Trails was planning out the trails systems, several citizens deeded portions of their land to Newton Trails.

Mr. Windham asked Mr. Strickland if the city had their own trust or conservancy and someone decided to contribute land, would it be tax deductible? Mr. Strickland advised that if anyone did donate land to the city or a 501(c)(3) entity, he presumed that the same tax deduction would be available.

Mr. Windham asked Mr. Strickland if the city itself could form a conservancy and a 501(c)(3) and make it an independent entity like the Downtown Development Authority. Mr. Strickland advised that research would be necessary to determine the possibility. Mayor Eady suggested that it would be beneficial for Mr. Strickland to speak with Frank Turner, Jr. regarding the existing mediums. Mr. Windham's overall concern would be if the conservancy would be independent from the vote of future councils.

Cheryl Ready (70 Wentworth Dr) announced that the Tree Board would be hosting their annual Arbor Day festivities, held at the Oxford College dining hall on Saturday, February 22, 2020 at 10am.

Erik Oliver made an announcement to remind citizens that the Historical Society's annual meeting would be held at Old Church on Monday, February 10<sup>th</sup> at 7:00pm.

#### **9. Yarbrough House Renovation**

**A motion was made by Wearing-second- Windham to table any decisions on the design options, subject to getting together with the Historical Society, then have the Council meet at the Yarbrough House and go over the plans to decide what's most suited. As well as, hiring a structural engineer to provide an assessment on the condition of the flooring to determine its future uses. Approved unanimous 7/0. Attachment C**

Erik Oliver stated that the Historical Society recently met at the Yarbrough House with prior knowledge of the existing plans presented by the *ad hoc* Yarbrough House Committee. It was the unanimous consensus that minimal changes to the structure of the house were in the best interest of the house, its future uses, as well as personal use.

Ms. Williams asked how long the process would take to obtain a structural assessment of the Yarbrough House. Mayor Eady advised that it would be contingent upon the hiring process of a structural engineer (based on standard city processes for procurement), as well as the completion of the engineering report. His intention would be to get it on the work session agenda as soon as possible. Mr. Wearing added that he promised to continue the effort in ensuring the Yarbrough House renovation is completed.

#### **10. Right-of-way to Meadow Experiment Site**

**A motion was made by Holt-second- Williams to convert a section of the city's right-of-way to a meadow, located on Wesley Street, just north of Fletcher Street. This project will be cultivated by Daniel Parsons of the Oxford College organic farm and budgeted with the remaining funding from the pollinator garden. Approved unanimous, 7/0. Attachment D**

**11. Planning Commission Appointment**

**A motion was made by McCanless-second- Wearing to appoint Mike Ready to serve on the Planning Commission, Approved unanimous 7/0.**

**12. Invoice Approval**

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

**Motion to adjourn Regular Session at 7:38pm- Windham-second- Wearing, Approved unanimous 7/0.**

Respectfully Submitted,



Stacey Mullen  
Deputy City Clerk

**OXFORD MAYOR AND COUNCIL  
REGULAR MEETING  
MONDAY, FEBRUARY 3, 2020 – 7:00 P.M.  
CITY HALL  
A G E N D A**

1. Call to Order, Mayor David S. Eady
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the February 3, 2020 Mayor and Council Regular Meeting.
5. **CONSENT AGENDA**
  - a. \* Minutes of the Regular Session January 6, 2020.
  - b. \* Minutes of the Work Session January 27, 2020.
  - c. \* Minutes of Planning Commission November 12, 2019.
6. Mayor’s Report.
7. Planning Commission Recommendations/Petitions.
8. Citizen Concerns.
9. \* **Yarbrough House Renovation** – Council will decide whether to approve one of the renovation options presented at the January Work Session meeting for the Yarbrough House (107 W. Clark Street).
10. \* **Right-of-way to Meadow Experiment Site** – Council will decide whether to approve converting a section of the city’s right-of-way to a meadow. The proposed section is located on Wesley Street, just north of Fletcher Street. We have attached the proposal and map.
11. **Planning Commission Appointment** – Council will approve a nomination for membership to the city’s Planning Commission.
12. **Invoice Approval**

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
<b>MONTHLY</b>		
<b>Blue Cross Blue Shield</b>	Health Insurance Employees (02/01/20-03/01/20)	8,280.13
<b>City of Oxford Utilities</b>	Monthly utility charges month of December 2019 (\$168.71 of total for Asbury Street Park)	1,689.74

<b>City of Covington (Covington-Newton County Communication Center)</b>	2020 Dispatch Services Fee	24,158.69
<b>Georgia 811 Utility Protection Center</b>	2020 Annual Membership Fee	1,037.52
<b>GMEBS Retirement Trust</b>	Monthly Retirement Fund November Inv# 370226	5,972.25
<b>Latham Home Sanitation</b>	Commercial Waste Removal Services December	6,891.38
<b>Newton County Board of Comm.</b>	Water Purchase for December Inv#2645	14,899.00
<b>Newton County Water &amp; Sewerage Authority</b>	Sewer Treatment Fees 11/27/19-12/30/19	6,747.76
<b>Sophicity</b>	Monthly IT Support for February 2020	1,939.34
<b>Sophicity</b>	PS-Consulting-Full Day (Installation of New Server)	1,572.00
<b>Southern Power Administration</b>	SEPA Energy Cost (December) Inv. B-20-0653	2,902.47
<b>PURCHASES/CONTRACT LABOR</b>		
<b>Steven A. Hathorn, P.C.</b>	Legal Services as Municipal Judge Oct-December '19	1,250.00
<b>HCS Services, LLC</b>	Moore Street Sidewalk (Draw 2)	20,000.00
<b>McNair McLemore Middlebrooks</b>	Preparation for FY 2019 Pre-Audit Assistance	1,050.00
<b>Phoenix Personnel</b>	Temporary Services (2 Temps) Week 1/6-1/12/2020	1,004.85
<b>C. David Strickland, P.C.</b>	Professional Services for December 2019	1,021.96
<b>Suez (Utility Service Company, Inc)</b>	Quarterly Water Tank Maintenance Jan-March 2020	3,122.62
<b>Treadwell, Tamplin &amp; Co.</b>	Interim Billing for Audit Services for FY 2019	5,000.00
<b>Scarborough Tree</b>	Tree Removal Svc- 1 Tree at Walking Trail & Soule Street; 2 Trees on Emory Street at Cemetery; 3 Pine Trees on Stone Street (12/24/2019)	6,000.00
<b>Scarborough Tree</b>	Tree Removal Service- Oak Tree on Coke Street & Limb Removal on Moore Street (1/17/2020)	2,400.00
<b>Woco Pep Oil</b>	Gas/Diesel Fuel Invoice#10265	3,330.03

13. Executive Session

14. Adjourn



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

**ELECTED OFFICIALS PRESENT:**

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

**APPOINTED/STAFF PRESENT:**

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

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

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

## 7. **Mayor's Report**

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

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

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

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

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

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

## 9. **Planning Commission Recommendations/Petitions**

None

## 10. **Citizen Concerns**

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

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

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

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



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

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

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

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

13. **Planning Commission Appointment**

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

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

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

15. **Invoice Approval**

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

16. **Executive Session**

None.

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

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, January 27, 2020 – 6:30 PM  
CITY HALL  
DRAFT**

**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  
Stacey Mullen – Deputy City  
Clerk/Elections Superintendent  
Jody Reid – Utility Superintendent  
Dave Harvey – Police Chief  
David Strickland – City Attorney

**OTHERS PRESENT:** Chris Madden, Erik Oliver, Hoyt Oliver, Theresa Eady, Juanita Carson, Peggy Madden, Judy Greer, Nick Cole, Barbara Cole, Cheryl Ready, Louise Eady, Dave Huber, Melissa Hage, Mike McQuaide, Art Vinson, Laurie Vinson

**Agenda (Attachment A)**

**1. Mayor's Announcements**

Mayor Eady explained the purpose of this meeting as a less formal session. Audience members are welcome to ask questions.

**2. Yarbrough House Renovations (Attachment B)**

Mayor Eady provided a brief history of the city's actions regarding the Yarbrough House (107 West Clark Street) since its purchase by the City of Oxford. The City of Oxford has made repairs to the roof and shored it up to prevent any deterioration while the city decides how to use it. A committee of the Council came back with recommendations to use it as a history center/community center. Erik Oliver also provided recommendations related to the history of the house and concurred with the committee's recommendations. A second committee worked to come up with some recommendations for renovation. The attachments include three design options. All three options include modifications to bring the facility into ADA compliance. The first option retains the current layout. The second and third options include modifications to the layout to create different sizes of rooms and a different number or location of bathrooms. The third option involves extensive wall removal.

Mr. Holt commented that it would be more economical to have bathrooms located in the same area.

Ms. Williams asked if we have an official recommendation from the committee. Mr. Eady advised the committee recommended Option C. Mr. Wearing advised the committee's recommendation is based on facilities they saw in other cities. The goal was to create an open area to display items for the city, such as pictures of historical locations. A bookcase is also included in the plans for selling books and other items for meetings. The building could also be used as a meeting facility for various civic groups.

Mr. Wearing clarified that the structural integrity of the building still needs to be evaluated. They only took steps to make it safe enough to walk through while determining how to use the building.

Ms. Bohanan expressed concern that Option C takes away from the charm of the interior and compromises the historical integrity of the house. As an example, she referenced the built-in woodwork next to the fireplaces that would be removed if the walls come out. Taking the walls out makes it more like a contemporary floor plan. Mr. Wearing commented that the fireplaces are coal fireplaces and are not original to the house.

Ms. McCanless agreed that the historical integrity is retained in Option A and removed in Option C. She also noted that the footprint of the original bathroom remains the same with Option C. She feels there are more options for use of the facility in Option A, as well as more charm with this option.

Ms. Bohanan asked if the doors are ADA compliant. Mr. Eady advised they are all 35 or 36 inches, which is ADA compliant except for one bathroom door.

Ms. Barbara Cole asked about the historical significance of the building. She expressed concern about spending \$500,000-\$600,000 on this building when we could have built a new building that would be energy efficient and meet all the city's needs.

Mr. Eady clarified that the City of Oxford has spent about \$250,000 on the house thus far and has \$350,000 reserved in this year's Capital Budget for the renovation. It is not known at this time if that much will be spent on the renovation. The purpose of the discussion is to determine which direction to go in so that the cost for renovation can be determined.

Mr. Erik Oliver provided a history of the house and its significance to the City of Oxford. It is the only historic home left from the original era of Oxford that will provide access to the public. It is also where Atticus Haygood, perhaps Oxford's most famous resident, boarded when he went to Emory College before any dorms were built, and where he met his future wife.

Mr. Oliver advised that the Oxford Historical Society recently met to discuss plans for the building. It is the consensus of the Oxford Historical Society that the integrity of the house is critical to telling the story of Mr. Haygood and helping people understand how life was during the early era of Oxford (this house dates from about 1850). The group also wants to limit the amount of money spent on renovations, given the amount already spent on the house from taxpayer money. They feel the core integrity of the house as a 4-room with a dogtrot needs to be retained. There is no need for another large meeting space, nor is there a need for a large kitchen. Also, they need walls in order to display the kinds of items they want to display.

The Oxford Historical Society is very glad to work with the City of Oxford to curate displays in the facility. They feel it is more important to make it useful for now while the actual use of the building for the long-term is determined.

Ms. Bohanan asked if the City of Oxford had explored a grant for this project. Ms. Williams indicated she is in favor of keeping the house the way it is. Mr. Oliver indicated he had researched grant options and identified several possible options. One option is for structural renovations, but it is usually granted to much larger projects, and he did not feel that an application for this structure would be competitive, especially since the City of Oxford has the capacity to complete the renovation as opposed to some other cities whose fiscal positions are not as stable. The Oxford Historical Society also has the ability among themselves to raise money for minor changes to the interior.

Ms. Williams stated she agrees with Option A to keep the structure historic. She agrees with Ms. Cole that we could build a new building if we just want another space. But we want to keep the integrity of the building, tell its history and have a place to share. She also wants to make the outside pleasant so that people attending events can enjoy using the deck and moving between the deck and the interior. Keeping the historical integrity of the building lends itself to having simple events, which is how things were during the era the house was built.

Mr. Holt advised he is in favor of Option A.

Mr. Windham advised he does not have any specific comments.

Mr. Hoyt Oliver feels that what we have will be attractive to visitors. The Oxford Historical Society has rich resources that he would like to see included. A book was written to commemorate the 175<sup>th</sup> anniversary of Oxford, which he hopes can be reprinted. They also have a website that includes a great deal of information. He would like for a computer to be available for visitors to view the website information. Several citizens have donated historic artifacts that can be displayed. He does not feel that another meeting space is needed. He believes attracting people to historic Oxford is more important.

Mr. Wearing inquired about the number of bathrooms. Mayor Eady clarified that Option A has two bathrooms that would be unisex bathrooms. One is ADA compliant; one is not. Only one ADA compliant bathroom is required.

Mr. Wearing stated the roof would have to be extended on the back to keep part of the deck from being exposed to the elements. Mayor Eady stated his assumption was part of the deck would be open for fair-weather days, but the Council can decide specific architectural changes for the back area once one of the designs is voted on by the City Council. The back porch will be shored up to support the ADA ramp, and the deck can be left off at first and added later if that is what is desired.

Mr. Wearing inquired about next steps for the project. Mayor Eady advised the Committee will suspend its activities, and there needs to be some offline discussions with the architect. The Council will vote on which option to support at its next formal meeting.

Mr. Erik Oliver invited the public to the next meeting of the Oxford Historical Society at Old Church for its annual business meeting. The program will be about potential displays at Yarbrough House. They will also have some books and items available that attendees can look at to help facilitate the discussion. The meeting will be February 10, 2020 at 7:00 p.m. The fee to join the Oxford Historical Society is \$10 per year for an individual or \$15 per year for a family, but the meeting is open to the public and all are welcome.

### 3. **The FY2021 Budgets**

Mayor Eady and City Manager Matt Pepper presented a mid-year review (July 1, 2019-December 31, 2019) of the FY2020 budgets compared to actual expenditures and revenue projections as a kickoff for preparation of the FY 2021 budgets.

Mayor Eady observed that the FY2020 budget is on track, and one of his goals with development of future budgets will be to reduce the amount of funds we move from the Electric fund to the General operating fund through increases in other revenue sources.

### 4. **Traffic Calming (Attachment C)**

Mayor Eady explained the need for traffic calming devices on East Soule Street. Additional traffic is anticipated on Williams Road/East Soule Street when Covington's Town Center is completed on City Pond Road. The City Manager and Utilities Superintendent have researched how traffic can be calmed within the city limits on this road, and possibly even create a disincentive to utilize this road as a cut through to/from the development.

Matt Pepper stated that a proposal was presented for speed tables, but it was cost prohibitive. The attachment includes an estimate of the cost for two speed humps, which are more cost effective. Mr. Pepper displayed the map showing where the speed humps would be placed between Highway 81 and the city limits on East Soule Street with appropriate signage for each speed hump on both sides of the road. In the

proposed configuration, an adequate amount of space has been left to insert another speed hump between these two if the City of Oxford later determines it is needed.

Theresa Eady asked if the proposed speed humps are like the one in front of Old Church. Jody Reid advised they are not; they are rounded and made entirely of asphalt.

Ms. Bohanon asked if there is a type that is bolted down to the pavement. Mr. Reid advised the City of Oxford had tried that type on Moore Street, and although they are less expensive, the bolts end up sticking out in the street, making them dangerous and destructive to vehicles.

Ms. McCanless asked who would be responsible for installing the signs. Mr. Pepper advised the City of Oxford would be responsible for the signs. The bid does not include signage, only the cost of the speed humps.

Ms. Eady asked if the Covington Town Center is definitely being built. Mayor Eady and Mr. Pepper both stated that is their understanding.

Mr. Erik Oliver stated that the speed hump in front of Old Church is on the July 4<sup>th</sup> parade route and cannot support low-rider vehicles. This restriction needs to be noted in the parade application.

Mayor Eady advised the bid we have is from Jim Williams, who installed the other traffic calming devices in the City of Oxford. We will get additional bids and vote on moving forward with this project as soon as possible if the Council members are comfortable with doing so. The Council members concurred with this plan.

## **5. Large/Heavy Vehicles**

Mayor Eady explained there are two inter-related issues that the City of Oxford has been discussing for several months:

- a. The City of Oxford has an ordinance regarding parking of large vehicles in yards. Such vehicles must be parked on the side or in the back of property.
- b. The City of Oxford has weight limits for the streets within the city limits of Oxford based on what weights they can handle according to their design. The city has signage that indicates what these weight limits are. Larger vehicles that exceed the limit will cause damage to the streets.

Mayor Eady, Matt Pepper and Jody Reid have discussed a permitting program tied to the size and weight of the vehicle. The larger and heavier the vehicle, the higher the permit would be to compensate for the additional wear and tear to city streets. There would also be an absolute limit to avoid catastrophic damage to streets. Research is ongoing as far as reasonable break points with a three-level scale and finding out how other municipalities are addressing this issue. The permit would also make the permit holder aware of the ordinance requiring parking on the side or back of their property.

Mayor Eady stated that he had discussed this issue with Chris Madden and asked Mr. Madden if that seemed fair to him. Mr. Madden answered yes. Mayor Eady stated that the City of Oxford also wants to treat everyone fairly and equitably. Mayor Eady advised the details will be brought back in a future meeting for a vote.

Mr. Windham asked if there had been any discussion regarding buses. Emory College at Oxford brings in six to eight buses at a time, and all exceed the weight limit. If we are going to encourage tourist buses they will need to be addressed. Large RVs and tractor trailers making deliveries also should be addressed.

Mayor Eady stated that the ordinance regarding parking large vehicles addresses RVs, but buses had not been discussed. Jody Reid stated he believes the buses coming to the college are justifying their presence on Oxford's streets because they are making deliveries of students.

Chief Harvey asked about residents parking tractor trailer cabs (tractors) beside their houses and running them all night. Mr. Reid advised the tractors are likely under the weight limit so they can be parked there. Mr. Holt stated that could be a problem if someone's yard where the tractor is running all night is right next to another home. Mayor Eady advised it may be necessary to cross-reference the city's noise ordinance in dealing with that issue.

**6. Right-of-way to Meadow Experiment Site (Attachment D)**

Ms. McCanless read her statement explaining that the group of citizens and Council members that installed the George Street Park pollinator garden would like to use leftover funds to place a meadow of native plants on the right-of-way on Wesley Street. It would serve as a pollinator garden. The location is on Wesley Street just north of Fletcher Street along a chain-link fence. Stuart and Alice McCanless are fine with the installation, but contact has not yet been made with the other resident whose property is contiguous to the proposed meadow (Goldie Fletcher). Ms. Fletcher has a stand of dense evergreens along the chain link fence. If this experiment is successful, the meadow could be extended almost to the decorative trees across from Old Church if the Oxford Historical Society is amenable to this extension.

Erik Oliver stated that a sewer line runs along that right of way, and it is also clay, which would require cultivation of a lot of new soil. However, the proposed location is good because it is just above a spring, so it stays moister than other places. Another good location is on George Street. Ms. McCanless agreed and stated there are many possibilities for pollinator gardens throughout Oxford. She would like to see a pollinator corridor.

Mayor Eady stated the meadow would also reduce the amount of mowing the City of Oxford would have to do.



Theresa Eady stated that she feels permission from contiguous homeowners is necessary. She also recommended signs because the area will not look good immediately.

Ms. McCanless agreed. She also stated residents could also request the gardens adjacent to their property.

Ms. Bohanan asked how much of an impact the stand of evergreens along the fence would have. Ms. McCanless stated that the meadow will get five to six hours of sun each day, which is adequate, so the stand of evergreens should not have an adverse impact on the meadow.

Mayor Eady asked Ms. McCanless to obtain permission from Ms. Fletcher. If she agrees, this issue can be brought for a vote at the next official meeting.

#### **7. Maintenance Facility Fence (Attachment E)**

The fence around the maintenance facility is in poor condition. Mr. Windham had asked staff to obtain bids to repair. Mr. Jody Reid has obtained quotes from two vendors. Bently Cannon was not willing to repair the fence because he would not be able to match up old and new parts, so his quote only addresses replacing the fence. The original builder, The Fence Man, Tim Kirkland, provided quotes for replacing the fence, repairing the damaged portions, and removing the fence and replacing with chain link fence.

Mr. Holt expressed concern with replacing the entire fence for \$20,000 if there are parts that are still good, and it can be repaired for \$7,700.

Mayor Eady and Mr. Reid clarified that parts of the fence are falling over, but the entire fence is in poor condition and will require repairing again soon if it is not replaced. The rationale behind replacing the fence is to get it all done at once and keep it on a repair cycle. Also, new parts cannot be matched back to old parts.

Ms. Bohanan asked about the chain-link option. Mr. Reid advised it is just an option someone had asked about. Mayor Eady added that when the maintenance facility was built, it was the City Council's desire to make the fence aesthetically pleasing since it was being built in a residential area.

Mr. Holt asked Mr. Windham if he feels the fence needs to be replaced. Mr. Windham advised he does not think it needs to be replaced. He feels most of the damage is not as conspicuous to the public, and those parts should be repaired, specifically, the part hidden by landscaping on Highway 81, the part perpendicular to Highway 81, and the part along Asbury Street across from where Tommy Ballard used to live. These parts have less exposure to sun and wind, and therefore have deteriorated more quickly. He suggests that the other Council members go look at it and see what they think.

Mr. Wearing suggested a fence with a mural as another possible option along the part that faces Highway 81 as a way to show off Oxford. Mayor Eady advised as a nearby homeowner he would not favor this option because it would take away the landscaping. Mr. Wearing advised the landscaping could be modified so that it could remain, but a mural could also be seen.

Mayor Eady agreed with Mr. Windham's suggestion that other Council members go look at the fence.

Ms. Bohanan asked how the subject matter would be determined and who would do the mural. Mr. Wearing did not have that information, he is just putting the suggestion on the table. There are several artists around who could paint murals.

Mayor Eady clarified that an estimate has not been obtained for this suggestion, and the type of fence needed is not known.

Mr. Reid advised the total length of the portion along Highway 81, excluding the indentation, is 181 feet.

Ms. McCanless agreed with Mayor Eady that nice landscaping is preferable to her along this part of the fence (Highway 81).

Mr. Windham pointed out that the Trees, Parks, and Recreation Board had invested a lot of time, including getting permission from the State of Georgia, to put the landscaping on the right of way.

Ms. McCanless asked if a bid good be obtained for synthetic wood-like material. It may be more expensive to begin with but might save money in the long run. Mr. Reid advised we can get a bid, but it cannot be stained. Mayor Eady asked Mr. Reid to check into this option.

Since there is no consensus on this issue, it will be discussed at the next work session, which will give Mr. Reid time to obtain a bid for repair using synthetic material, and the other Council members can go by and look at the fence.

#### **8. Transportation System Analysis and Prioritization Study (Attachment F)**

The City of Oxford's participation in the Transportation System Analysis and Prioritization Study by the Northeast Georgia Regional Commission (NEGRC) was approved at the January 6, 2020 Council meeting. Mayor Eady is asking for nominations from the Planning Commission, the Downtown Development Authority, and the Trees, Parks and Recreation Board of individuals to serve on the committee which will represent the City of Oxford on this study being conducted by the NEGRC.

Mayor Eady allowed others to speak who previously had their hands raised. Ms. Greer commented that since the maintenance facility fence is next to the new park, it is much more visible now. She also asked how a mural would change maintenance needs for the fence.

A comment was made that the split-rail fence at George Street park is in bad repair. Ms. Cheryl Ready commented that it has long been on the Trees, Parks and Recreation Board's list. They have one bid for repair and are waiting for another one. Once they receive a second bid, they will be ready to proceed with repairs.

Mayor Eady advised that the City Council would convene for Executive Session following a five-minute break, and no other matters would be discussed or voted upon afterwards.

**Mayor Eady entertained a motion to go into Executive Session at 8:20 p.m. Mr. Wearing made a motion to go into Executive Session. Mr. Holt seconded the motion. The motion was approved unanimously (7/0).**

**9. Executive Session**

The City Council discussed real estate litigation exposure issues.

**Mr. Windham made a motion to adjourn Executive Session at 8:58 p.m. Mr. Holt seconded the motion. The motion was approved unanimously (7/0).**

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer

# OXFORD PLANNING COMMISSION

Minutes – November 12, 2019

**MEMBERS:** Jonathan Eady, Chair; Juanita Carson, Secretary; Kibbie Hatfield, and Mike McQuaide. Zach May was absent.

**STAFF:** Matthew Pepper, city manager and zoning administrator.

**GUESTS:** Debbie Ball.

**OPENING:** At 7:01 PM, Mr. Eady called the meeting to order and welcomed Ms. Ball.

**MINUTES:** Upon motion of Mr. McQuaide, seconded by Ms. Carson, the minutes for the meeting of October 8, 2019 were adopted. The vote was 4-0.

**DEBBIE BALL DEVELOPMENT PERMIT APPLICATION:** The Commission reviewed the development permit application to make repairs to the existing structure located at 503 B Emory Street. During the discussion, the Commission reiterated that making improvements to the structure is permissible as a non-conforming use. In addition, the Commission amended the development permit application to add the proper Zoning District (R-20) and setback information (Front – 50'; Side & Rear – 10') to reflect that the proposed repairs are intended for an accessory dwelling unit where the owner will not occupy either existing dwelling. Further, the Commission emphasized that if the structure was destroyed or removed, Ms. Ball would not be able to rebuild it under the city's current zoning ordinance. The Commission confirmed with Ms. Ball that the scope of work is reflected accurately in the development permit application. Mr. Pepper stated that the city's building inspector will contact Ms. Ball to discuss the building permitting process and required documents.

*Upon motion of Ms. Hatfield, seconded by Ms. Carson, the Planning Commission approved the development permit application to complete the repair work detailed in the scope of work described in the application for the structure located at 503 B Emory Street. The vote was 4-0.*

**REVIEW MINOR VARIANCE ORDINANCE:** The Commission reviewed the city's former minor variance ordinance. The Commission agreed to the following amendments to the ordinance:

**Item 1:** Reduce allowable variance for a minimum lot width at the building line from 20% to 10% of the minimum requirement.

**Item 2:** Remove the language in its entirety from the ordinance.

**Item 3:** Replace the allowable variance for a minimum side setback from a maximum of five (5) feet to 20% of the minimum requirement.

**Item 4:** Replace the allowable variance for a minimum rear setback from a maximum of five (5) feet to 20% of the minimum requirement.

**Second Paragraph:** Modify the language to allow for the Planning Commission to issue a minor variance without approval from the Mayor and City Council.

**Final Paragraph:** Remove the language in its entirety from the ordinance.

**RECOMMENDATION FOR NEW PLANNING COMMISSION MEMBER:** The Commission discussed their recommendations for who could serve on the Planning Commission.

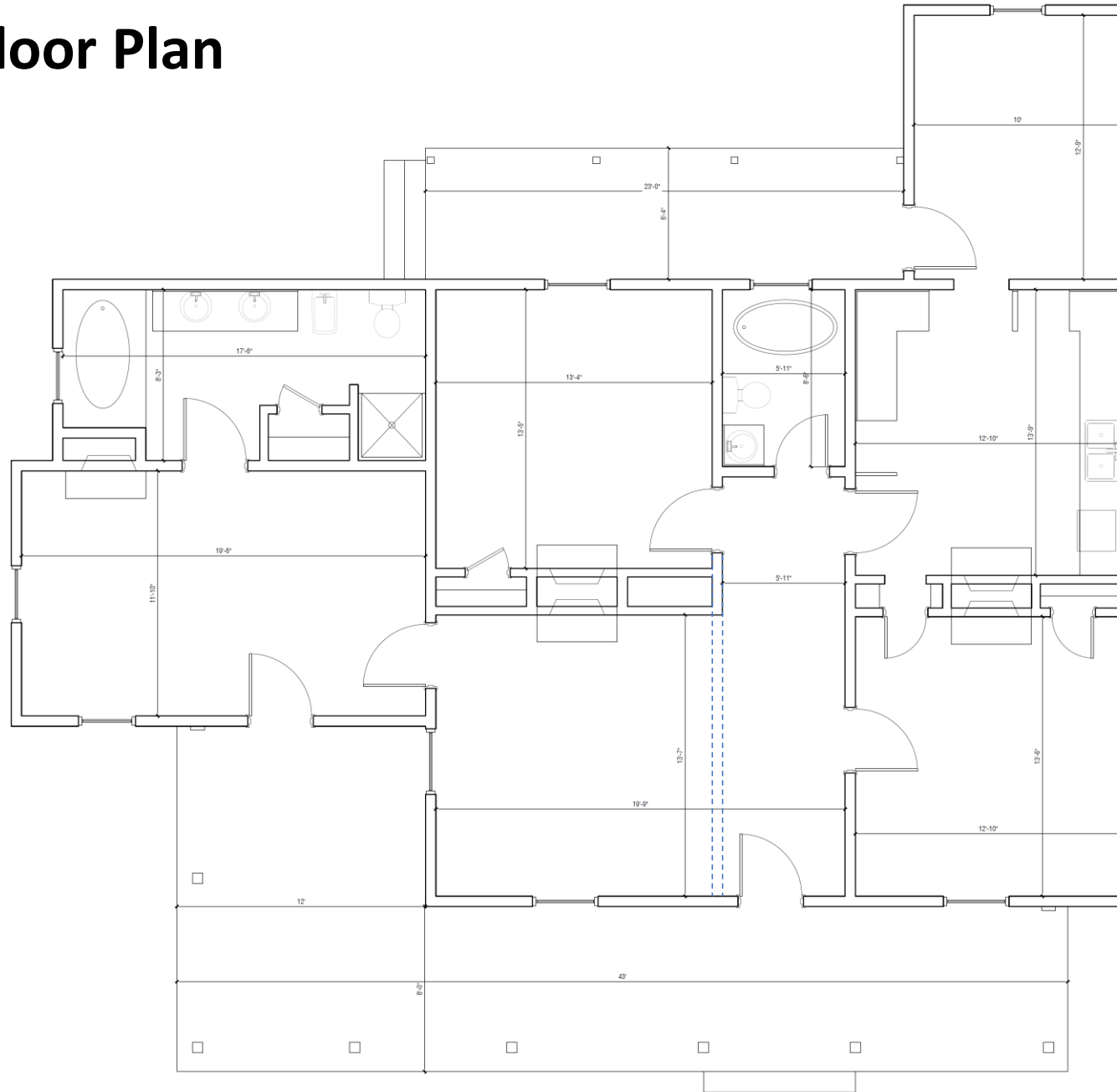
**OTHER BUSINESS:** Mr. Pepper informed the Commission that the City Council had adopted a new ordinance to regulate the deployment of small cell technology within the city's right-of-way.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 7:54 PM.

Submitted by:

Juanita Carson, Secretary

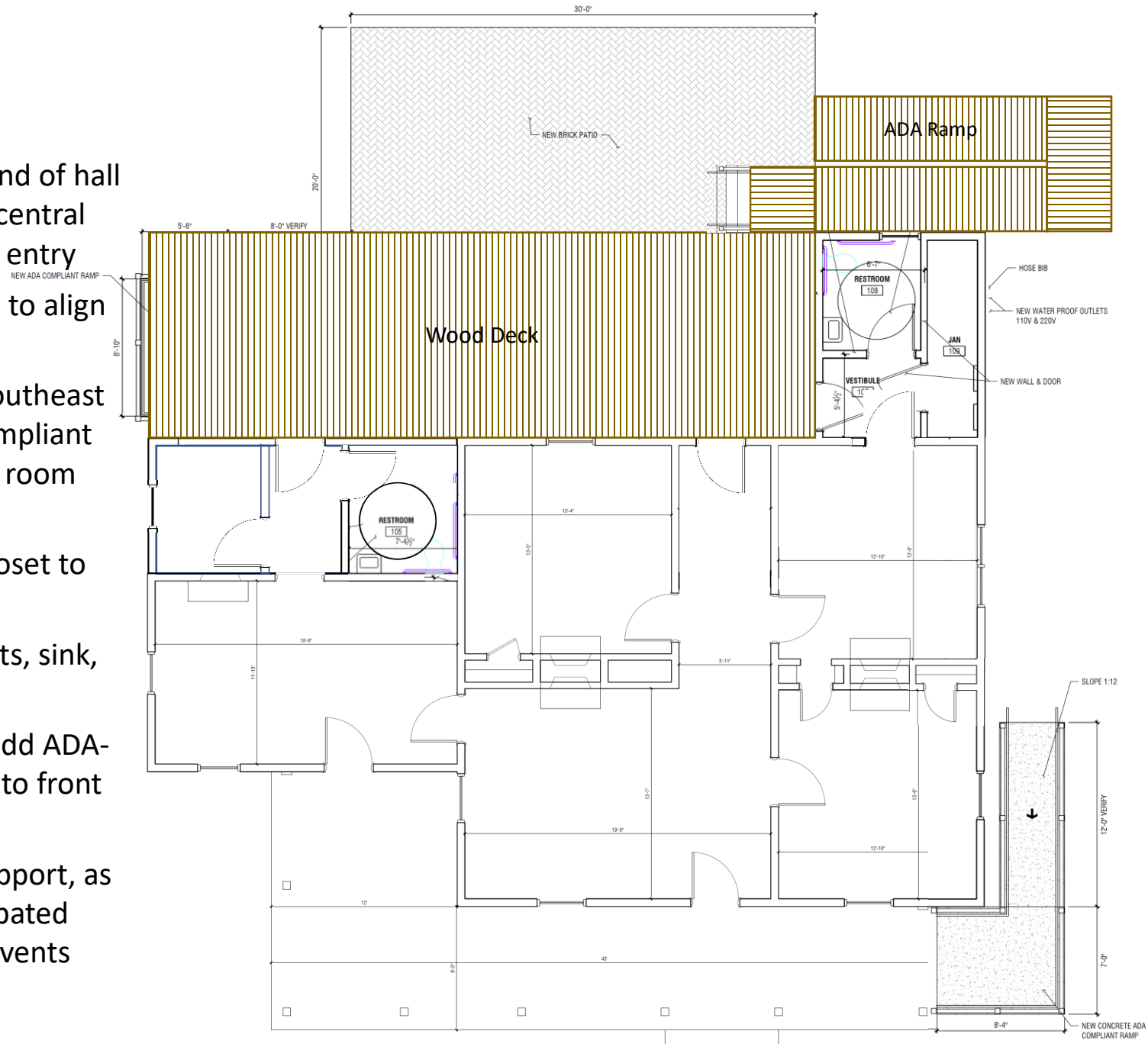
# Existing Floor Plan





# Option B

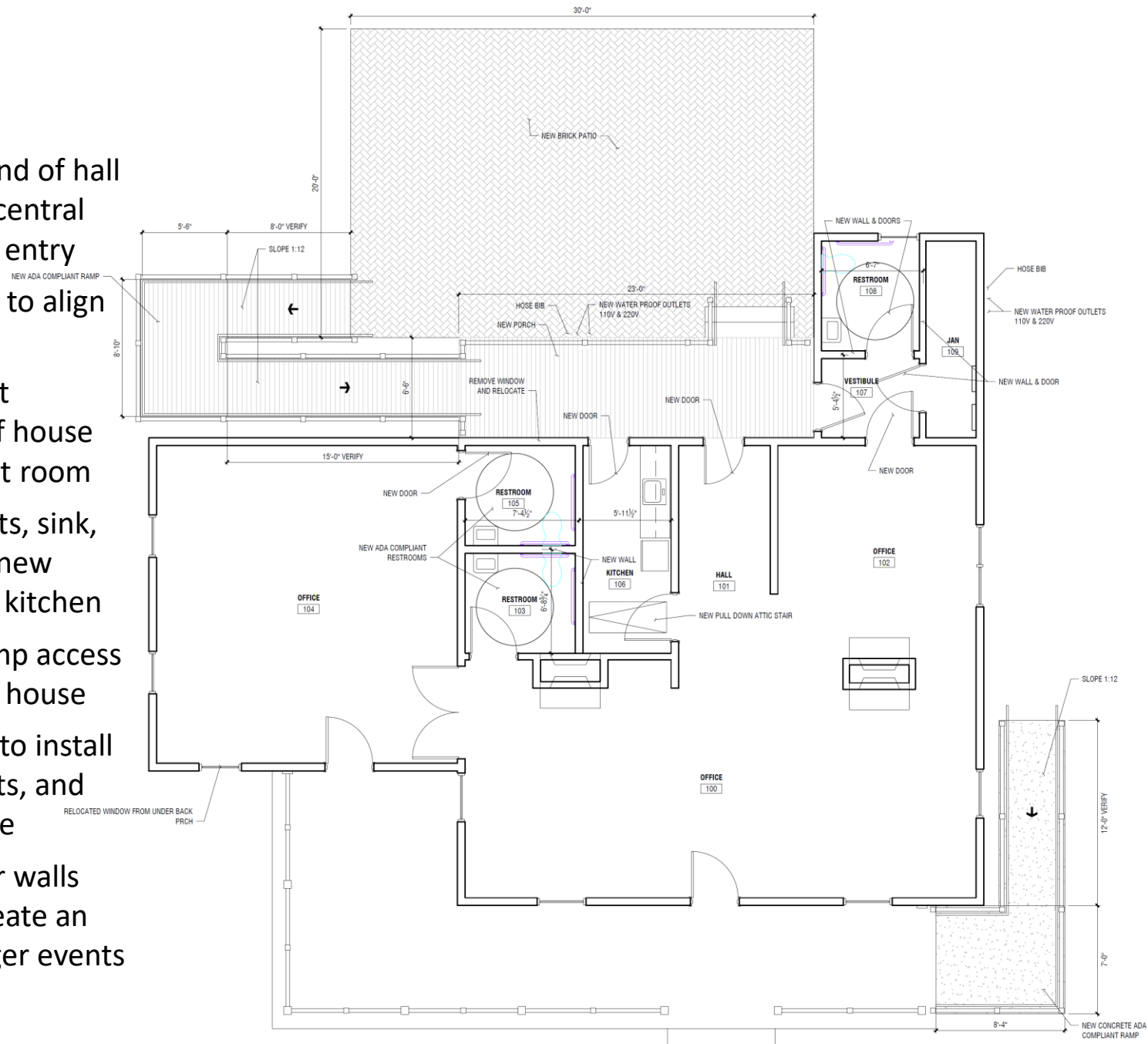
- Remove bathroom at end of hall to restore “dog trot”—central hall with front and rear entry
- Extend southeast room to align with northeast room
- Replace bathroom in southeast corner with an ADA-compliant and changing/lactation room
- Add an ADA-compliant bathroom and utility closet to southwest room
- Remove kitchen cabinets, sink, and appliances
- Expand rear deck and add ADA-compliant ramp access to front and rear of the house
- Add additional floor support, as needed, to meet anticipated weight intensity from events



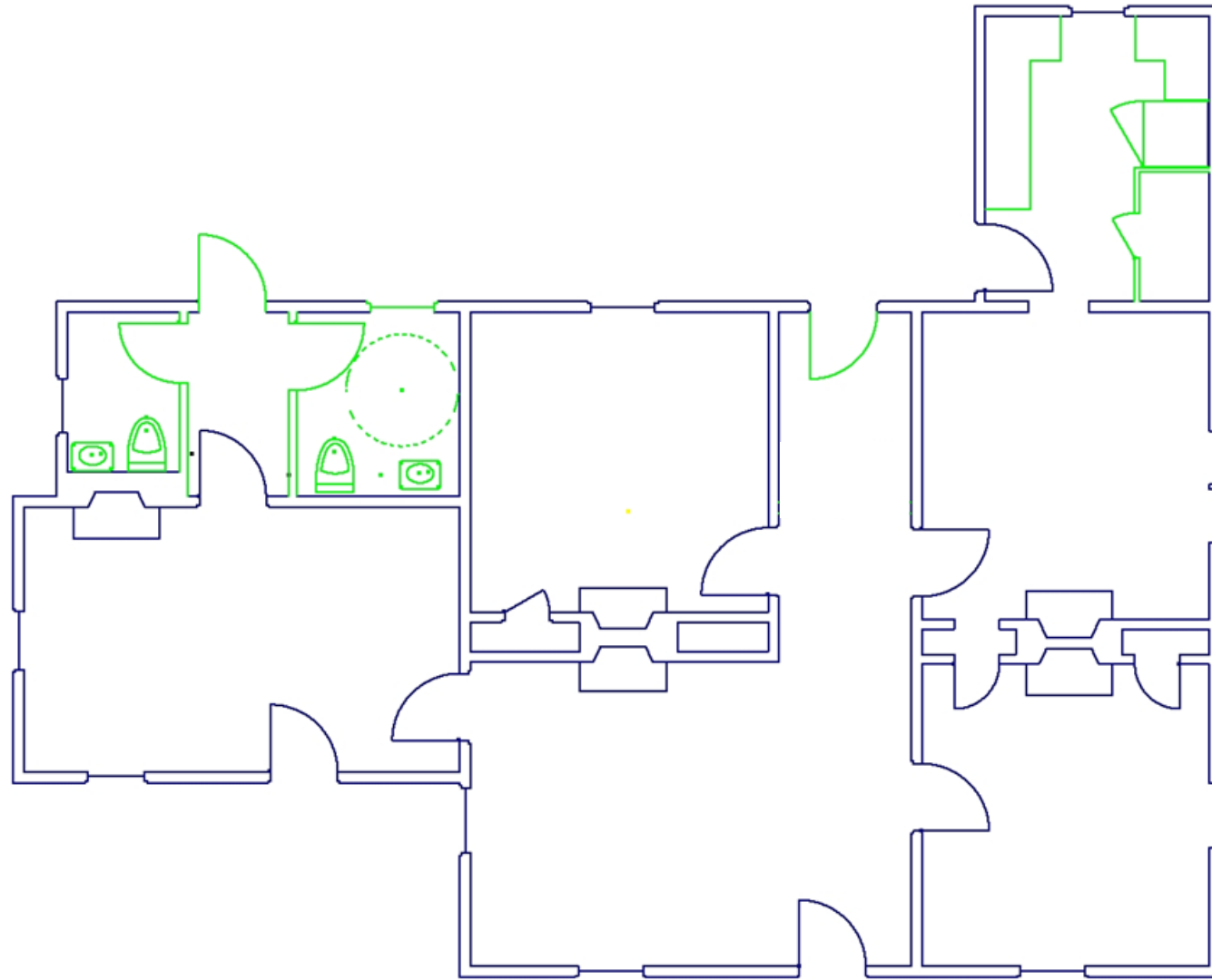


# Option C

- Remove bathroom at end of hall to restore “dog trot”—central hall with front and rear entry
- Extend southeast room to align with northeast room
- Add two ADA-compliant bathrooms to middle of house and a third in southwest room
- Remove kitchen cabinets, sink, and appliances; create new centrally-located galley kitchen
- Add ADA-compliant ramp access to front and rear of the house
- Remove wood flooring to install additional floor supports, and reuse flooring if possible
- Remove several interior walls and one fireplace to create an “open concept” for larger events



# Option A



The group of citizens and council members who installed the George St. Park pollinator garden are happily way under the figure budgeted for that installation, thanks to all the wonderful volunteer help. The remaining plants to go in this spring have been included in that figuring.

For some time the same group has talked about expanding its effort to both help pollinators and beautify Oxford:

We propose an experiment with a small part of the right-of-way on Wesley St, less than ¼ acre and not in front of anyone's house, that would be planted with a regionally-native mix of flowering pollinator plants and grasses. All the plants would be perennial, coming back year after year, providing nectar and habitat for butterflies, hummingbirds, bees, etc.

The space would take a couple years to mature, as the plants are putting down deep roots their first year.

We feel like this is a low impact improvement in which the city can engage. If this experiment is successful, we can contemplate other parts of the rights-of-way that could be converted to relatively low maintenance pollinator habitat.

Care the first year would include three mowings, with the mower decks at 6 – 8 inches off the ground. After that, the meadow will be mowed once a year in late winter.

To plant, we would cultivate the patch twice and seed the space in mid to late May. All of this can be done within the budgeted amount left over from the pollinator garden at George St.

The location in question is on Wesley St., just north of Fletcher, beside a stretch of chain link fence. Stuart and Alice McCanless are fine with the installation. We have not been able to speak to the other resident contiguous to the proposed meadow.

(See map)



## Right of ways to Meadows Project:

### About Roundstone Native Seed –

Roundstone Native Seed has been growing and supplying clean, high quality, regionally adapted Native Seed to the Eastern half of the US for over 20 years. We have grown from a small family-owned business to one of the largest seed providers in the East. Our success can be attributed to the quality of our seed, our development of locally adapted seed, and our knowledgeable staff dedicated to friendly helpful service. Whatever your seed need is, with over 300 individual species, 125 standard seed mixes, and unlimited custom mixes, we have what you need. Just contact us and we'll be happy to talk with you about your needs.

All our Native Seed is sold on **Pure Live Seed** weight. This is really important to you! It means that a Government certified testing lab has tested our seed and we only charge you for the seed you receive that is guaranteed to be viable. It means you do not pay for empty seeds, dead seeds, leaves, stems, dirt, weed seeds or any other contaminants that may be in the seed from others who charge for their seed on **Bulk** weight. From Roundstone Native Seed you only pay for viable seed and this can be a huge difference.