

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, SEPTEMBER 21, 2015 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Honorary Councilmember** – Councilmember Windham has appointed Ms. Kibbie Hatfield as the honorary councilmember for October.
2. **Electric System** – Holly Bisig, regional manager with MEAG and Chau Nguyen, Supervisor of Pricing Sales Support and National Accounts with ECG, will present a briefing about our electric system.
3. **Newton County Hazard Mitigation Plan Update 2015-2020** – We will hear from Jody Noland and Katy Westbrook regarding the five year update of the Hazard Mitigation Plan in Newton County with FEMA and GEMA. We will have a Resolution for the October meeting to adopt the new plan.
4. **Asbury Street Park** – Mayor Roseberry will discuss the appointment of the Asbury Street Park Citizens Advisory Committee to advise and assist the Tree Board and the City Council in the planning and development of the Asbury Street Park.
5. **Oxford College Dining Hall** – Oxford College is getting ready to build a new dining hall. City Council granted a setback variance for the project at its January meeting. The request for a development permit was reviewed by the Planning Commission on September 15th. We have some additional right-of-way issues to discuss with Council.
6. **Citywide Survey** – Councilmember Windham asked that we reconsider authorizing a survey of city rights-of-way.
7. **Sidewalks** - Councilmember Windham asked that we discuss sidewalks.
8. **George Street Trail Extension** - Councilmember Windham asked that we discuss the George Street Trail Extension.
9. *** Groundskeeper Job Description** - We discussed creating this position a month ago and so have enclosed a DRAFT job description.
10. *** George Street Park Drainage Bids** – We will receive bids for this project on Thursday, September 24th at 3:00 PM. We will present the low bid to Council for a decision at the October meeting. This project was part of the FY2016 budget. After reviewing the condition of a stretch of drainage pipe on the west side of Wesley we have included that additional work in the bid package. We recently cut back the brush in this area and exposed the deteriorating drainage pipe.

11. ***Project Status Reports** – Please see attached.

12. **Executive Session** – For discussion of possible real estate transactions.

***Attachments**



JOB TITLE: Groundskeeper

DEPARTMENT: Public Works

JOB SUMMARY: This position is responsible for operating mowing equipment to maintain grounds of parks, trails, and city properties, and maintaining trees and plantings.

MAJOR DUTIES:

- Operates a zero-turn mower and bush hog to cut grass on all city property, trails, and city rights-of-way.
- Operates a push mower, weed eater, and trimmers to cut and trim grass and prune hedges. Also edges sidewalks and pavement edges when necessary.
- Performs tree maintenance duties including low level trimming, mulching, and watering.
- Plants and maintains flower beds, rain gardens, and shrubs.
- Operates a chain saw and other small equipment to cut and clear unwanted or dead trees from parks or city grounds. Operates debris blowers either hand carried or mounted on a golf cart.
- Performs such laboring duties as placing sod, spreading fertilizer, picking up litter, emptying trash cans, and blowing or raking leaves.
- Performs routine maintenance on equipment; sharpens or changes blades, preventive maintenance on mowing decks and small engines.
- Clears debris from storm drains; grades ditches for proper drainage. Assists with maintenance required by storm water regulations and storm water ordinance.
- Assists with DOT required traffic control on construction and repair projects.
- Pick up trash and debris on streets, trails, and rights-of-way.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of safety procedures pertaining to public works activities.
- Knowledge of city geography, city streets, and rights-of-way boundaries.
- Skill in operating groundskeeping equipment.
- Ability to acquire training and learn new skills required for flower bed maintenance, tree trimming, and mulching

SUPERVISORY CONTROLS: The Supervisor of Public Works and Utilities assigns work in terms of general instructions. The Supervisor reviews work in progress and upon completion for compliance with instructions and procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include city and department policies and procedures, safety guidelines, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related equipment operation duties in the maintenance of grounds. Inclement weather conditions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to cut grass and perform other related duties to maintain city properties. Successful performance helps ensure attractive and well maintained grounds in parks and properties.

PERSONAL CONTACTS: Contacts are typically with co-workers, city employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, climb ladders, and use equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is performed outdoors, where the employee is exposed to occasional inclement weather, noise, dust, dirt, grease, and machinery with moving parts. The work may require the use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- High school diploma or GED. Ability to read, write, and perform basic mathematical calculations.
- Experience with equipment such as lawn mowers, debris blowers, and weed eaters.
- Possession of a valid driver's license issued by the State of Georgia, with a 3-year clear record with the DMV.
- Prefer experience with a bush hog, and experience and skills in tree planting, pruning, mulching, and landscape horticulture.

George Street Park Drainage Improvements Prospective Bidders List

<u>Bidder</u>	<u>Company</u>	<u>email</u>
Huie Stewart	Ace Kimbell Services	huiestewart@gmail.com
George Stokes	Stokes Construction	gstocon42@aol.com
Gina Shelnutt	Anderson Grading and Pipeline, LLC	gina@andersongrading.com
Ray Cline	Cline Const Service Corp	clineserv@aol.com
Debora Durham	MVP Piping	debora@mvppiping.com
Tamara Isbell	Site Engineering, Inc.	tamara@siteengineeringinc.com
Michael Huston	iSqFt	mhuston@ISQFT.com
Amrita Rakshit	Data Acquisition Group	projects@cmdgroup.com

Sent	Provided	Address
<u>Electronic Pkg</u>	<u>Paper Copy</u>	
9/9/2015		436 W. Macedonia Church Rd., Oxford 30054
9/8/2015		Newton County
9/4/2015		134.5 N. Broad St., PO Box 602, Monroe, GA 30655
9/2/2015		342 Farr Rd., Columbus, GA 31907
9/14/2015		Acworth, GA
9/16/2015		7025 Best Friend Rd, Atlanta, GA 30340
9/4/2015		4500 Lake Forest Drive, Suite 502, Cincinnati, OH 45242
9/4/2015		

Project	Date	Status
Assigned: Lauran; STARTED 7/1/14; Discussed at Council meeting 8/6/2001	7/16/2014	Contractor will start in August; plans to finish by end of October.
	6/15/2015	Lauran and Len agreed the project for ground penetrating radar for SE section of cemetery will start in August.
	8/13/2015	Len is to begin work September 7 - 9.
	9/7/2015	Len started work.

Project	Date	Status
Assigned: Lauran	6/1/2015	Included in FY2016 capital budget.
	8/14/2015	Meet with Cheryl Ready of Tree Board to discuss selections.
	9/1/2015	Order planters
	10/1/2015	Install planters.

Project	Date	Status
Assigned: Jody	6/1/2015	Included in FY2016 capital budget.
	???	Appoint CC ad hoc committee to review project. This may include WiFi, fiber, and automatic meter reading.

Project	Date	Status
Assigned: Jody & Bob; STARTED 7/1/14	7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
	2/2/2015	Oxford College is conducting a drainage study of the impact of the sidewalk on the runoff from the woods north of Moore Street. Study should be complete in June.
	6/15/2015	Waiting for OxC study to be complete.
	9/8/2015	OxC is waiting for study to be approved by Emory.

Project	Date	Status
STARTED 7/1/14; grant accepted 11/5/2012; managed by City of Covington	7/21/2014	Proposed sidewalk now extends to Fletcher St. URS Engineering is working on plans for pedestrian bridge and sidewalk under contract with City of Covington.
	8/17/2015	Construction is scheduled to start June 2017

Project	Date	Status

Project	Date	Status
Assigned: Bob	6/1/2015	Included in FY2016 capital budget.
	9/21/2015	set up CC committee to propose signs.

Project	Date	Status
	3/2/2015	Ongoing discussions with Oxford College and GDOT.
	5/18/2015	GDOT may fund entire project.
	6/15/2015	Project will be funded by Oxford College.
	7/20/2015	Waiting for approval from DOT
	8/17/2015	Received approval from GDOT; ordered equipment.

Project	Date	Status
Regulate who is 100' from a sewer line and how to enforce ordinance	12/8/2014	We will have a report to Council for the January work session.
	6/15/2015	23 homes identified. 13 connected. 2 with court dates. 8 waiting for revised deadlines or for tap to be installed.
	7/20/2015	Only 4 homes left to go.
	9/8/2015	Only 2 homes left to go.

5- Asbury Park Survey

\$6,700

Period Highlight: 5



ACTIVITY	PLAN START	PLAN DURATION	PLAN END	ACTUAL START	ACTUAL DURATION	ACTUAL END	PERCENT COMPLETE
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ACTIVITY	PLAN START	PLAN DURATION	PLAN END	ACTUAL START	ACTUAL DURATION	ACTUAL END	PERCENT COMPLETE
Request estimate from eng.	1	1	1	1	2	100%	
Issue PO	2	1	3	3	1	100%	
Survey	3	3	3	3	3	75%	
Environmental Assessment (Level I)	6	2	0	0	0	0%	
City Review	6	1	0	0	0	0%	
Prepare final survey	7	1	0	0	0	0%	

8. Electric System Improvements

\$100,000

Period Highlight: 3

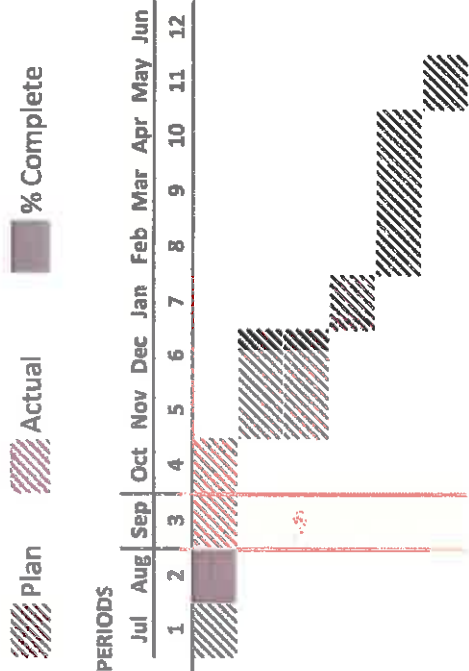
Plan Actual % Complete

PLAN START DURATION PLAN START DURATION PERCENT COMPLETE

PERIODS

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Jody work with ECG to plan Bonnell St	2	3	2	0	10%
Bids on materials	5	2	0	0	0%
Bids on labor	5	2	0	0	0%
Award bids, issue PO	7	1	0	0	0%
Construction	8	3	0	0	0%
Final Inspection	11	1	0	0	0%



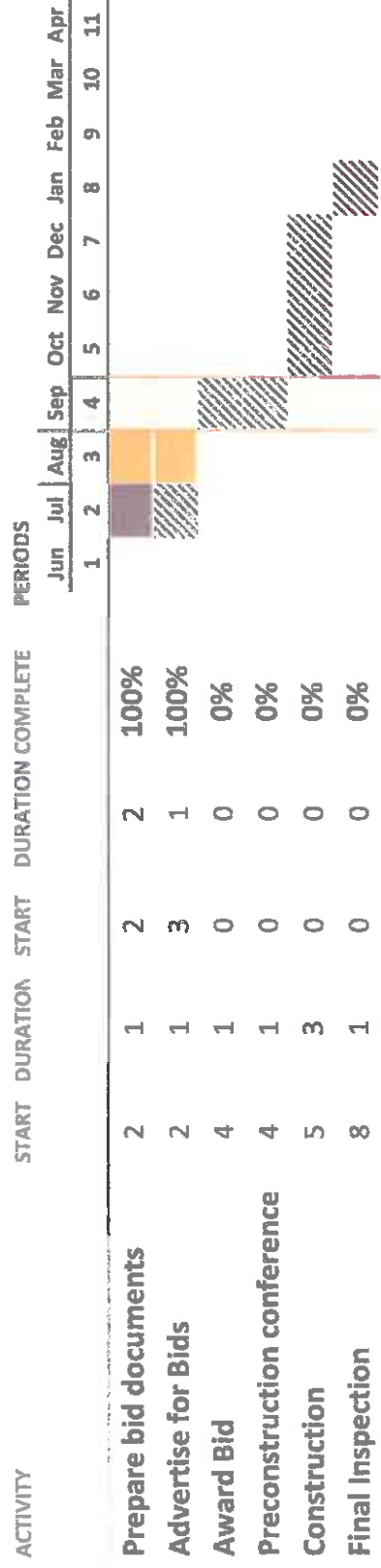
9. George St Park Drainage

\$40,000

Period Highlight: 4



ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
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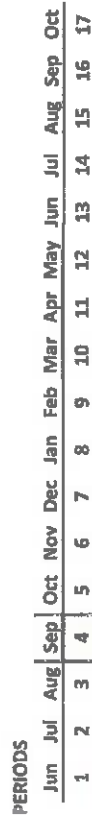
15. Street Repairs

\$32,000

Period Highlight: 4

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	PLAN ACTUAL START	PLAN ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Selection of street by CC	1	2	1	1	100%
Review scope with Robert, Bob, & Jody	2	2	2	0	25%
Discuss scope at work session	4	1	0	0	0%
Survey	5	2	0	0	0%
Prepare plans	7	2	0	0	0%
Plans review by City	9	1	0	0	0%
Selected street submitted to LMIG @ DOT	7	1	0	0	0%
Prepare wider ROW for paving	10	2	0	0	0%
Schedule paving with Newton County	11	3	0	0	0%
Final inspection	13	1	0	0	0%
LMIG Project closure to DOT	14	1	0	0	0%



18. Sewer System Improvements

\$200,000

Period Highlight: 3

 Plan
  Actual
  % Complete

ACTIVITY	PLAN		ACTUAL		PERCENT COMPLETE
	START	DURATION	START	DURATION	
CC discuss selection of areas with city engine	1	1	1	1	100%
Review selection of areas with city council	4	1	0	0	0%
Prepare initial cost estimates	5	2	0	0	0%
Review cost estimates with CC	6	1	0	0	0%
CC make final selection	7	1	0	0	0%
Prepare plans	8	3	0	0	0%
Plans review by City	10	1	0	0	0%
Advertise for bids	11	1	0	0	0%
Construction	12	3	0	0	0%
Final Inspection	15	1	0	0	0%
Notification to owners and start taps	16	1	0	0	0%

What area should we select??

20. Whatcoat Street

\$200,000

Period Highlights: 5

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Base Mapping	1	2	1	3	100%
Design	3	4	3	0	2%
GDOT review	6	3	0	0	0%
City review	7	2	0	0	0%
Construction Plans	8	2	0	0	0%
Advertise for bids	10	1	0	0	0%
Award bids	11	1	0	0	0%
Construction	12	8	0	0	0%

