



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, JANUARY 22, 2019 – 6:00 PM
CITY HALL**

MEMBERS PRESENT: Mayor Jerry D. Roseberry; Councilmembers: Jim Windham; George Holt; Mike Ready, Jeff Wearing. David Eady and Sarah Davis were not present.

OTHERS PRESENT: Matt Pepper, City Manager; Dave Harvey, Chief; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Connie Middlebrooks, Danny Middlebrooks, Hoyt Oliver, Peggy Madden, David Huber MD, James and Adrienne Waddey, Laura Gafnea, and Danielle Miller with Oxford College; Dawn Towns, Angela Pilgrim, Jason Thomas, Judy Grier, Terry Smith, Bethany Lavigno, and Goldie Emerson

The meeting was called to order by Mayor Jerry D. Roseberry.

Agenda (Attachment A)

1. Mayor's Announcements

Mayor Roseberry appointed Connie Middlebrooks as City Clerk to replace retiring City Clerk Lauran Willis. Roseberry announced the MLK program tonight at 7:30 at Old Church. He also announced that Jim Dove and Mott Beck with NEGRC will be retiring June 30, 2019. Roseberry announced that our police chief Dave Harvey will be ticketing any overweight vehicles/dump trucks for driving on city streets as they are not designated for overweight vehicles. (Attachment B)

2. City Solicitor

Council discussed the appointment of new city solicitor. Mayor Roseberry invited Bethany Lavigno to present her qualifications to the Council.

3. Change Order for the Insertion Valve for Emory Sewer Project

City Manager Matt Pepper said as part of the construction of the sewer main, we added a 6" insertion valve in the cast iron water main the parallels the new sewer line on the west side of Emory Street. The estimated cost for the work associated with adding the valve will be approximately \$10,000.00. Council will vote to formally approve the change order at the February meeting.

4. GEFA Loan Modification Resolution

Council will vote on resolution to update the project completion date for the North Emory Sewer Project. (Attachment C)

5. Moore Street Sidewalk Civil Plans

Goldie Emerson property owner of 107 Moore Street, appealed to Council concerns regarding the tree at the corner of the lot. This item will be moved to the Regular Session for Council to vote on possibility of removing the tree. (Attachment D)

6. E. Clark Street Extension

It was consensus of Council to stay with original plans as approved in August of 2017. This item will be approved at the February Regular Session. (Attachment E)

7. 107 W. Clark Street Extension

Councilman Jeff Wearing updated the Council regarding the house being stabilized. Mayor Roseberry dissolved the original committee and appointed a new committee consisting of Jeff Wearing as Chairman, with Mike Ready and Jim Windham as committee members. The new committee will continue the renovation project.

8. Community Development Coordinator

It was the consensus of Council members present that there was no need for a Community Development Coordinator at this time. (Attachment F)

9. City Representative with the Newton County Water & Sewerage Authority

Former Council member Terry Smith gave an update to Council of the current activities of NCWSA. He expressed his desire to continue to represent the City of Oxford with NCWSA. This item will be voted on at the February meeting to reappoint Terry Smith as representative for the City of Oxford with NCWSA.

Meeting Adjourned at 6:50 pm.

Respectfully Submitted,



Lauran Willis, MMC/FOA
City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, JANUARY 22 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Mayor's Announcements**
2. **City Solicitor** – Council will discuss the process to appoint a new City Solicitor.
3. **Change Order for the Insertion Valve for Emory Sewer Project** – As part of the construction of the sewer main, we added a 6" insertion valve in the cast iron water main that parallels the new sewer line on the westside of Emory Street. We estimate that the cost for the work associated with adding the valve will be approximately \$10,000. Council will vote to formally approve the change order at the February Regular Session meeting.
4. * **GEFA Loan Modification Resolution** – The Georgia Environmental Finance Authority has asked us to update, for a second time, our project completion date for the N. Emory Sewer Project. We have attached the resolution.
5. * **Moore Street Sidewalk Civil Plans** – Council will continue discussions regarding the city's plan to install a sidewalk along the south side of Moore Street from Longstreet Circle to Emory Street (Hwy 81).
6. * **E. Clark Street Extension** – Council will discuss how the project will be adapted to reflect the new street design that was approved at the January Regular Session meeting.
7. **107 W. Clark Street Renovation Project** – The *ad hoc* Yarbrough House Renovation Committee will report on the progress of the 107 W. Clark Street Renovation Project.
8. * **Community Development Coordinator** – Council previously considered but did not approve creation of the position. Some members have expressed interest in revisiting the subject. We have attached a draft job description for the position.
9. **City Representative with the Newton County Water & Sewerage Authority** – Council will discuss whether they will re-appoint Terry Smith as the representative for the city with the Newton County Water & Sewerage Authority.

*Attachments

OATH OF OFFICE

Oxford Municipal Charter, Article II, Paragraph 10

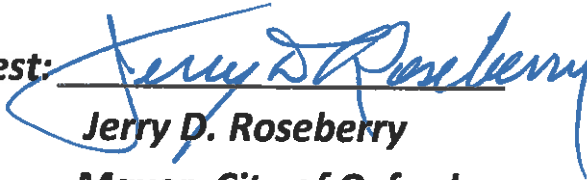
I, Connie Middlebrooks do solemnly swear or affirm that I will faithfully perform the duties of City Clerk for the City of Oxford, and that I will support and defend the Charter thereof as well as the Constitution and laws of the State of Georgia and of the United States of America.

This 22nd day of January 2019



Connie Middlebrooks
City Clerk

Attest:



Jerry D. Roseberry
Mayor, City of Oxford

Witness:



Matt Pepper, City Manager

EXHIBIT F

**EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY**

Recipient: CITY OF OXFORD

Loan Number: 2016L06WQ

At a duly called meeting of the governing body of the Borrower identified above (the "Borrower") held on the _____ day of _____, _____, the following resolution was introduced and adopted.

WHEREAS, the Borrower has borrowed **\$525,000** from the **GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "Lender"), pursuant to the terms of the Loan Agreement (the "Loan Agreement"), dated **DECEMBER 2, 2016**, between the Borrower and the Lender; and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement is evidenced by a Promissory Note (the "Note"), dated **NOVEMBER 21, 2016**, of the Borrower; and

WHEREAS, the Borrower and the Lender have determined to amend and modify the Note and the Loan Agreement, pursuant to the terms of a **Second Modification of Promissory Note and Loan Agreement** (the "Second Modification") between the Borrower and the Lender, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the form, terms, and conditions and the execution, delivery, and performance of the **Second Modification** are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the **Second Modification** are in the best interests of the Borrower, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the **Second Modification**, and any related documents necessary to the consummation of the transactions contemplated by the **Second Modification**.

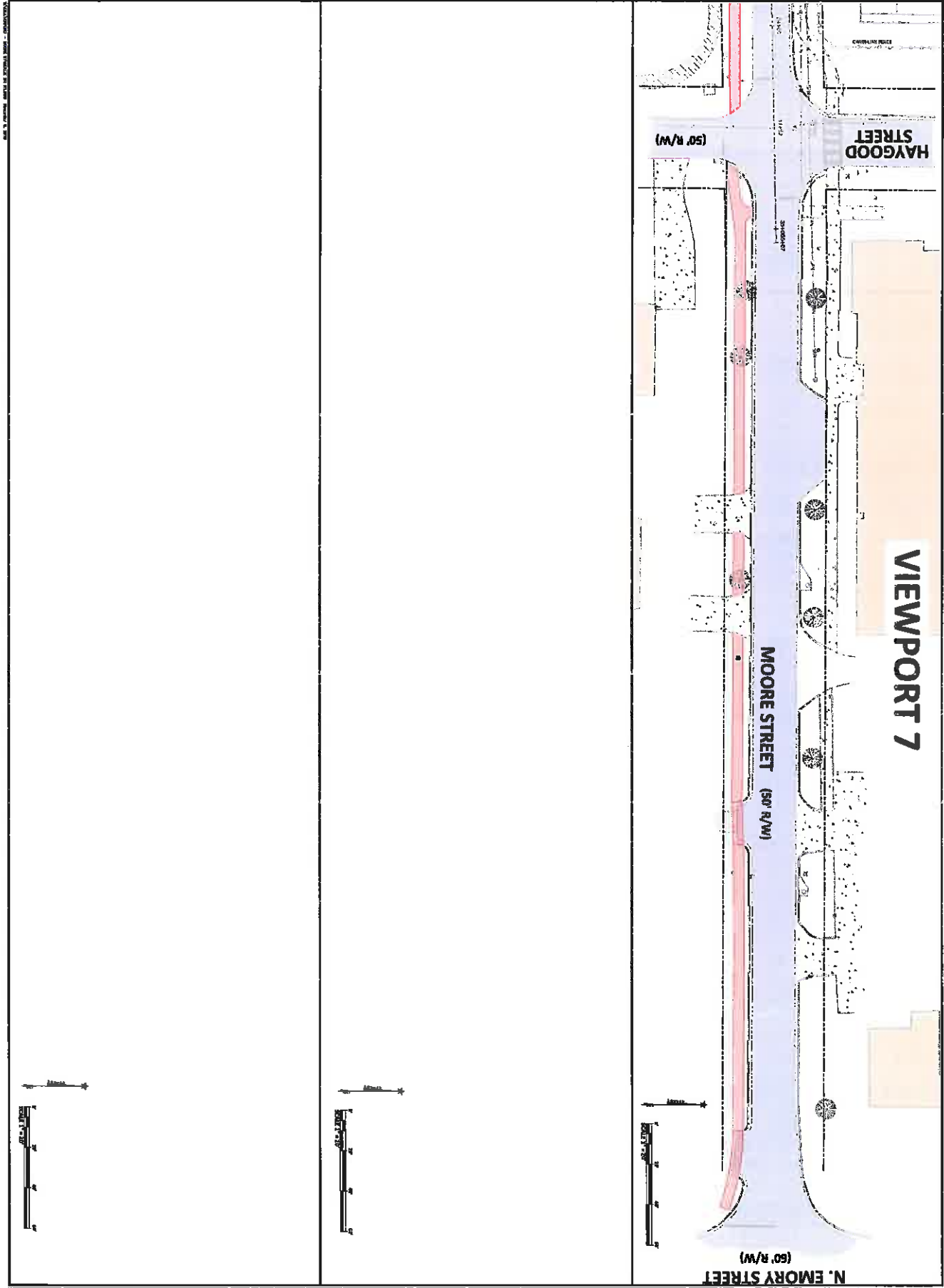
(Signature of Person to Execute Documents) (Print Title)

(Signature of Person to Attest Documents) (Print Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Date: _____ Secretary/Clerk

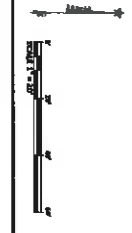
(SEAL)

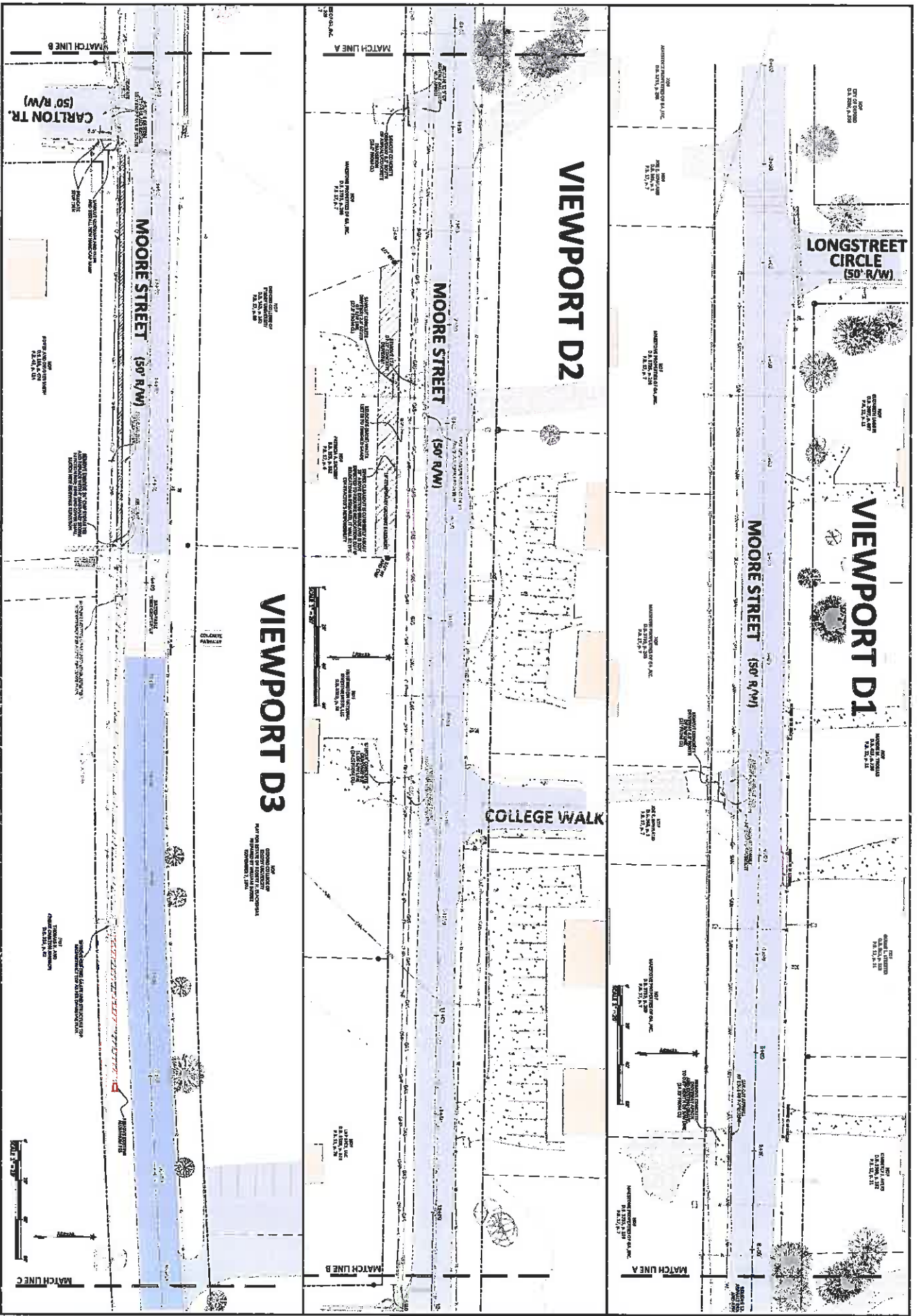


Sheet No.	3	
Rev.	Description	Date
1	Initial Issue	10/07/2015

Moore Street Sidewalk
Oxford, Newton County, Georgia

GEOMETRY PLAN
PANELS 4-6



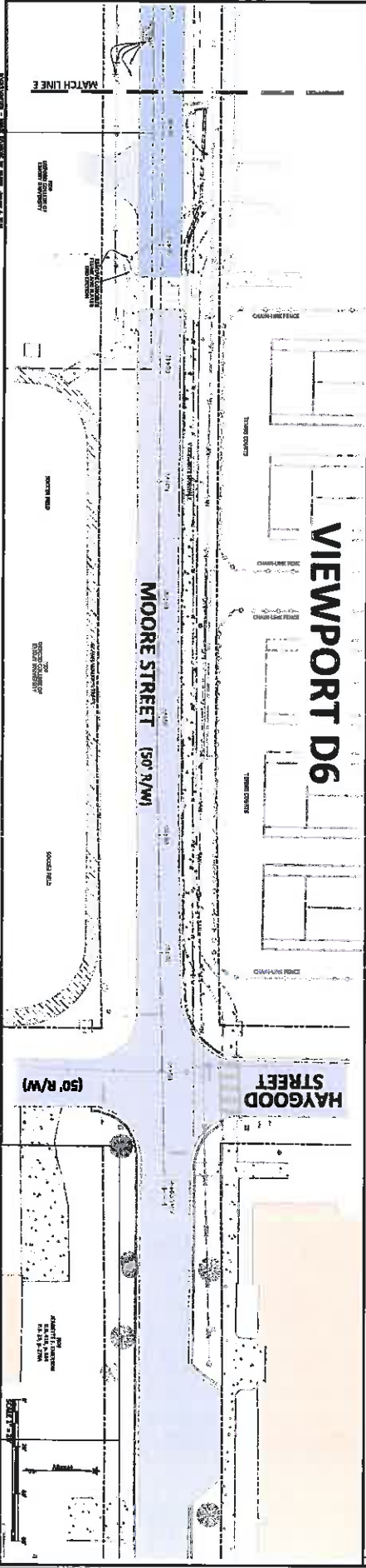
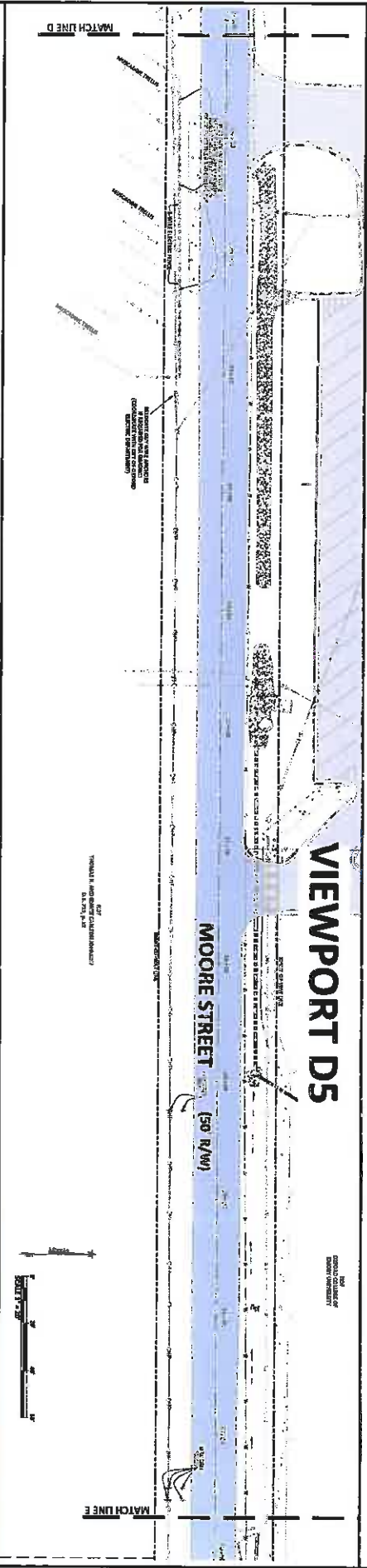
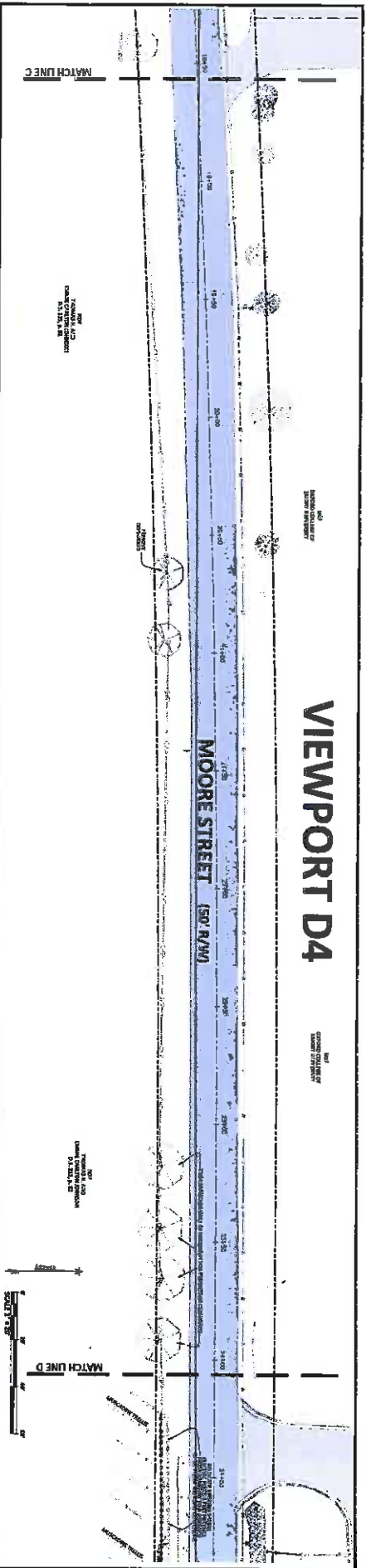


Rev	Description	Date
1	Issue for Review	12/15/2023
2	Issue for Construction	01/10/2024
3	Final Issue	01/10/2024

Moore Street Sidewalk
 Oxford, Newton County, Georgia

**DEMOLITION PLAN
 PANELS D1-D3**





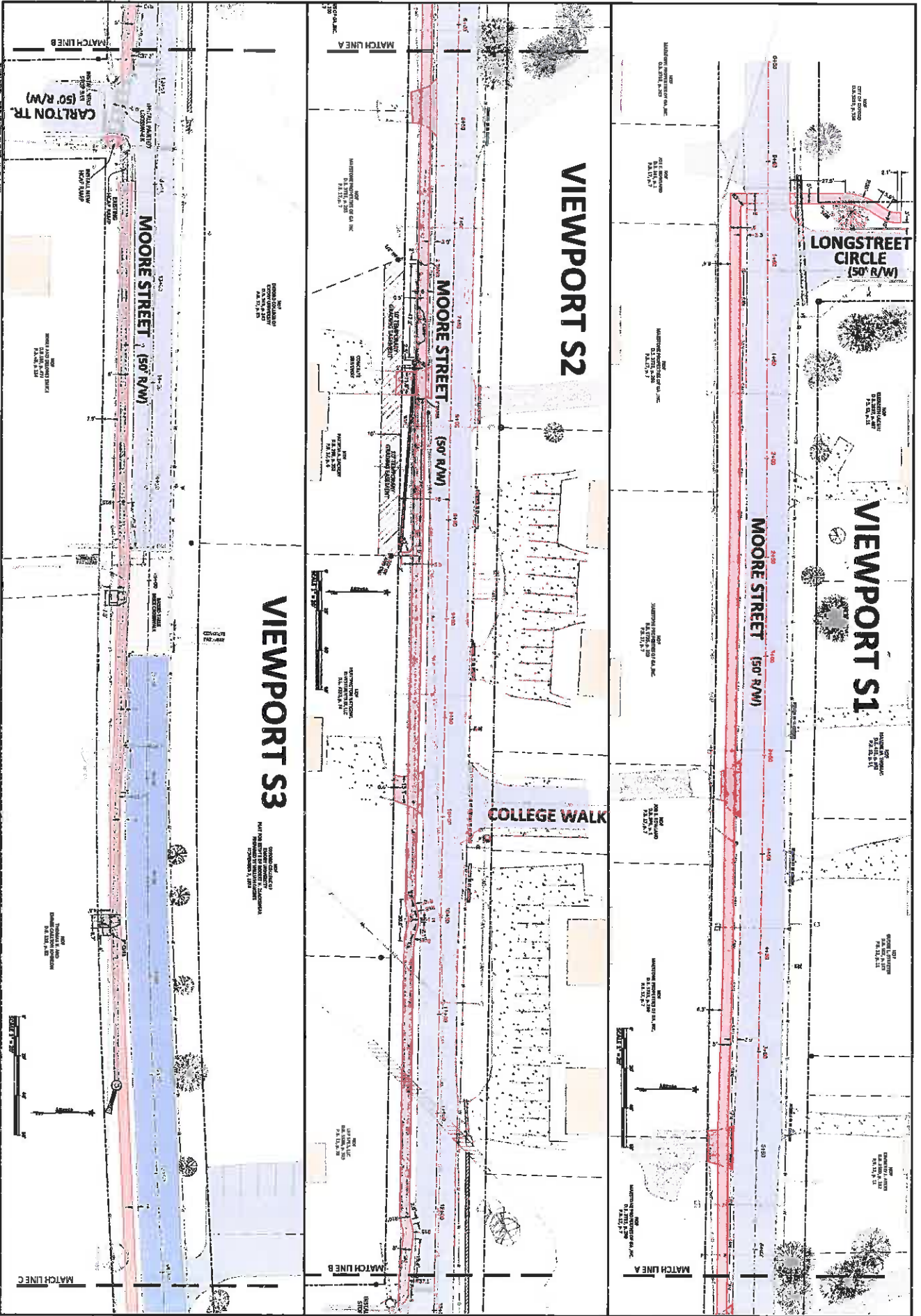
Rev	Revision Description	Date
1	Issue	11/15/18
2	Issue	11/15/18

Sheet No. **4**

Moore Street Sidewalk
Oxford, Newton County, Georgia

DEMOLITION PLAN
PANELS D4--D6





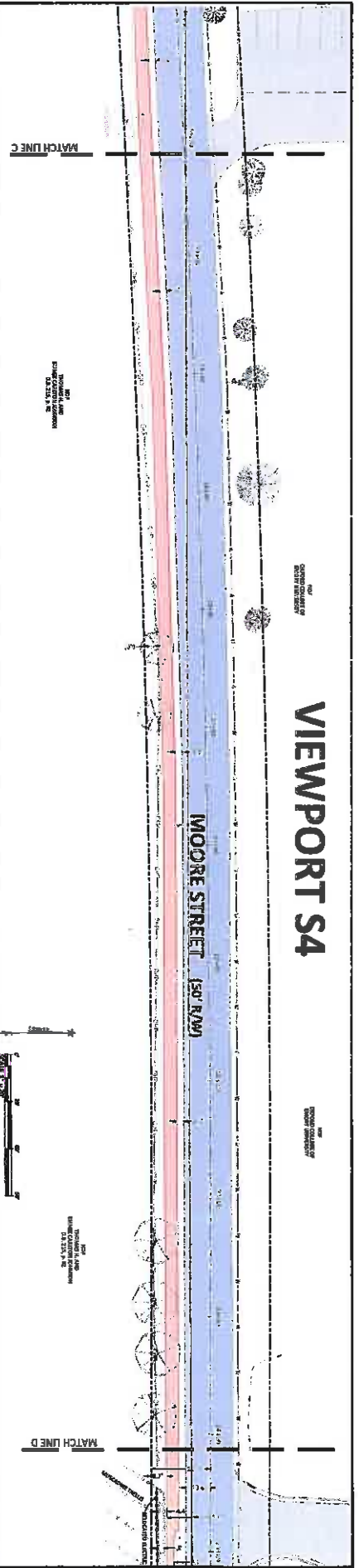
Sheet No.	Revision	Date
5		

Moore Street Sidewalk
Oxford, Newton County, Georgia

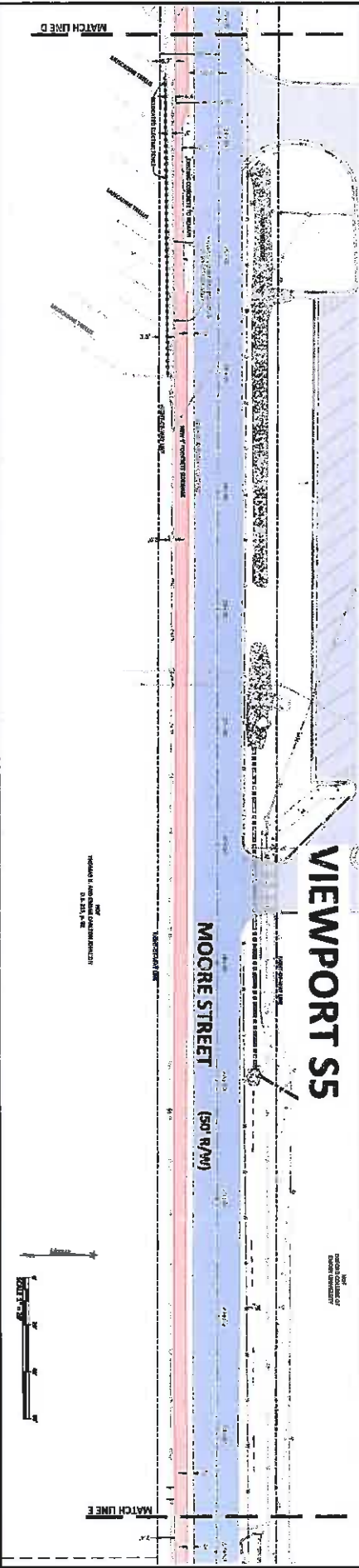
SITE PLAN
PANELS S1-S3



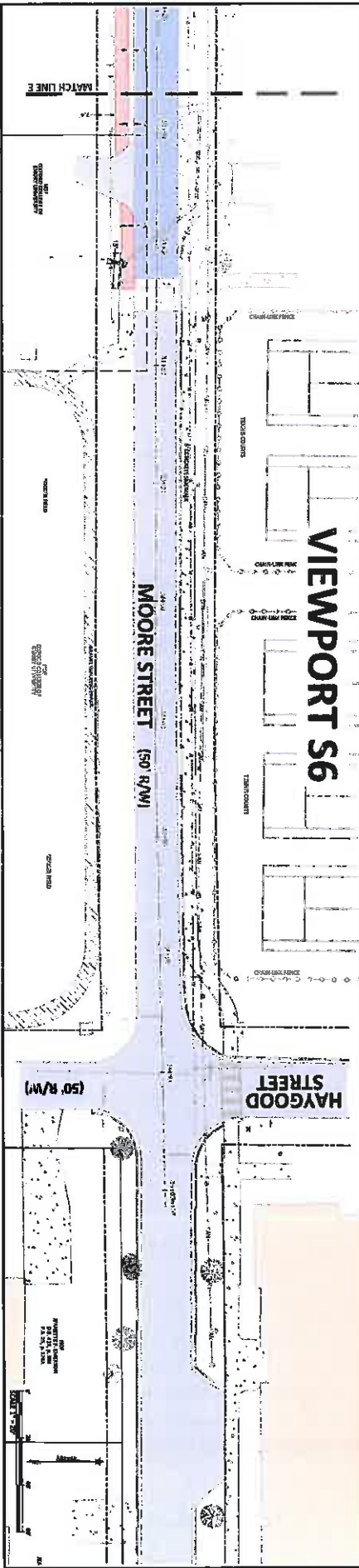
VIEWPORT S4



VIEWPORT S5



VIEWPORT S6



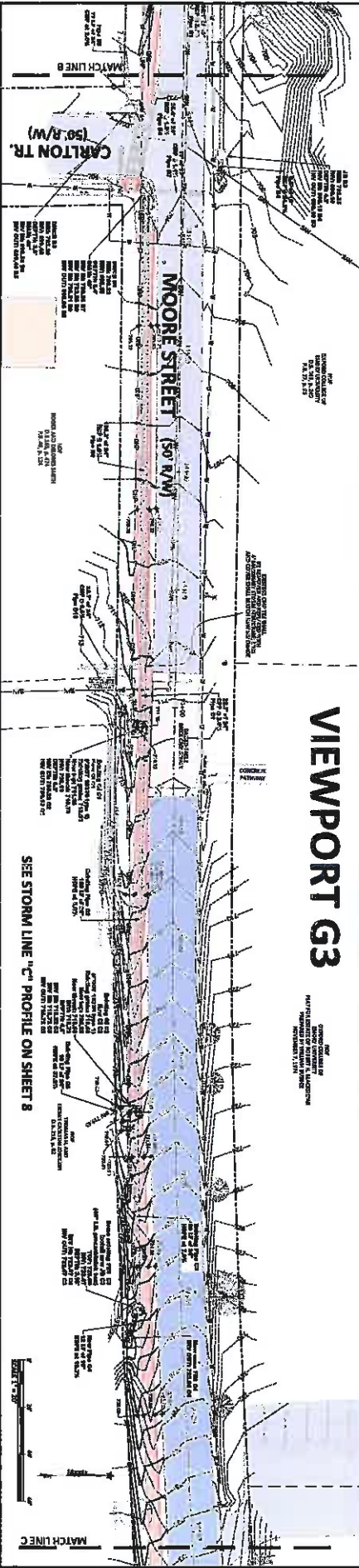
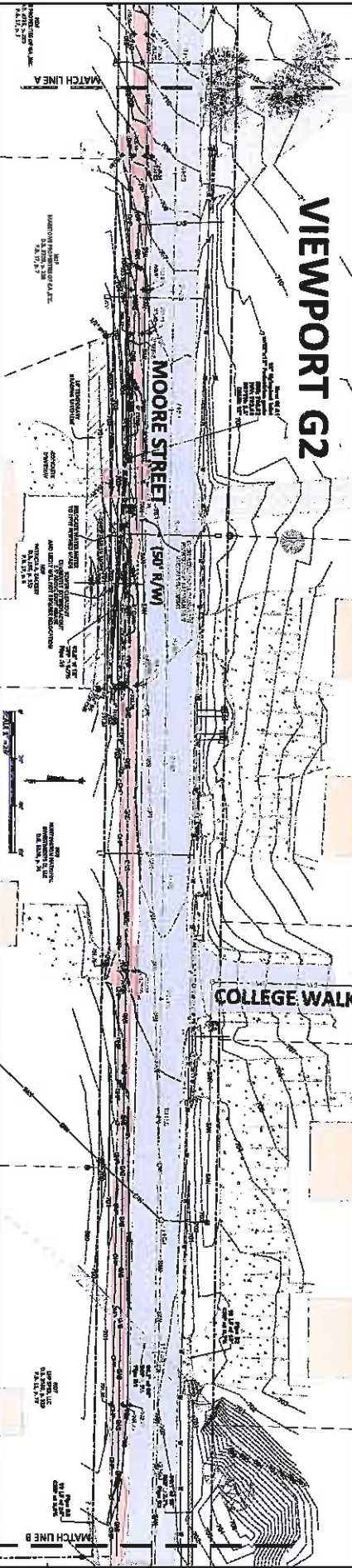
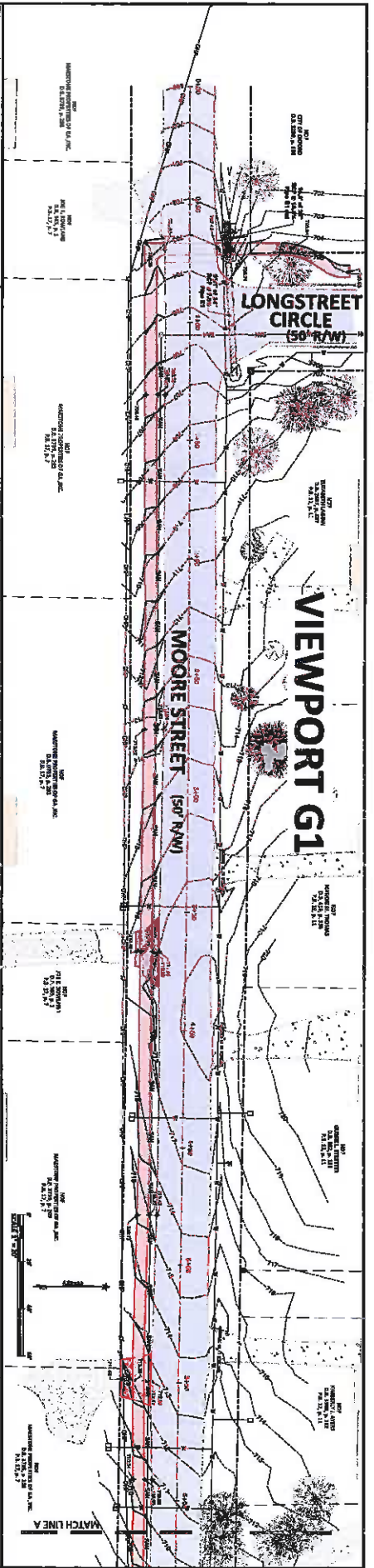
Rev	Revision Description	Date
0	Initial Issue	01/20/15

Street No. **6**

Moore Street Sidewalk
Oxford, Newton County, Georgia

**SITE PLAN
PANELS S4-S6**





VIEWPORT G1

VIEWPORT G2

VIEWPORT G3

SEE STORM LINE "C" PROFILE ON SHEET 8

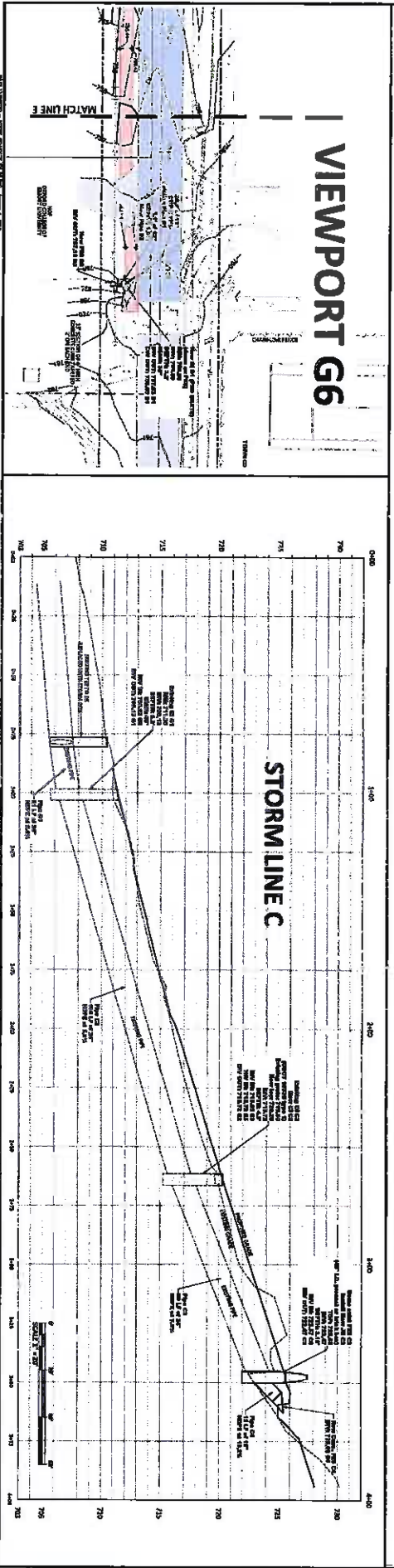
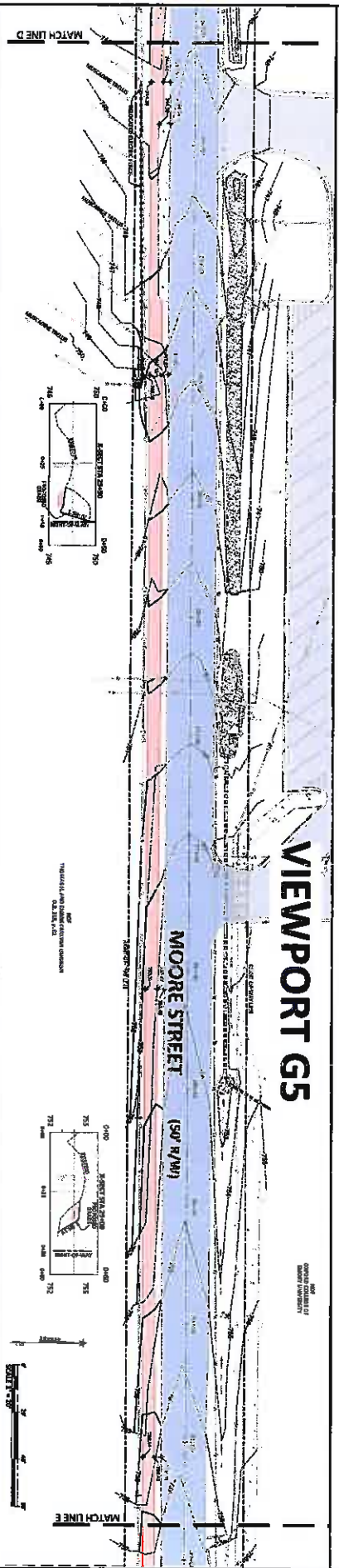
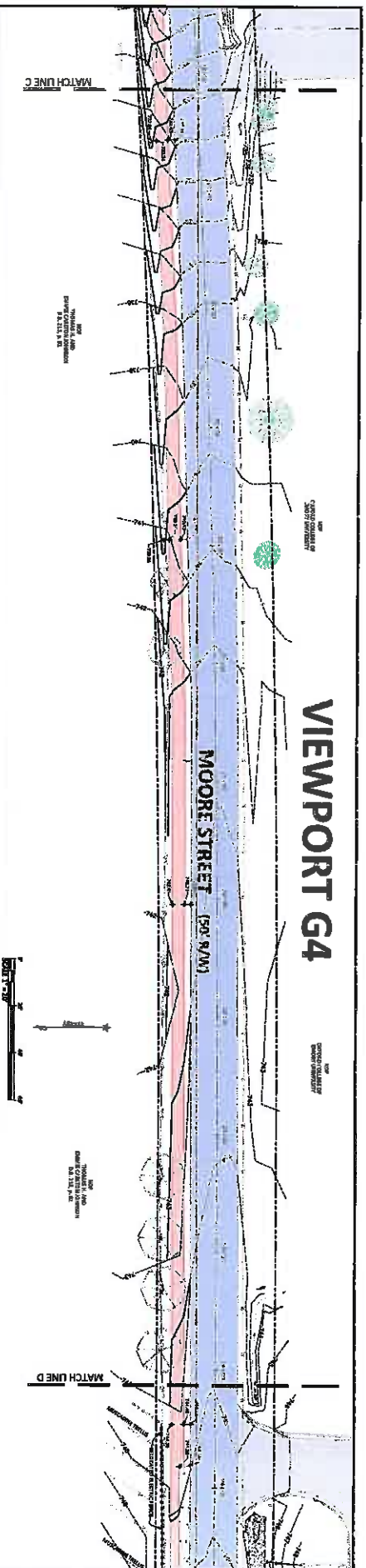
Date	Revision Description
6/20/15	ISSUE

Sheet No. **7**

Moore Street Sidewalk
Oxford, Newton County, Georgia

**GRADING AND DRAINAGE PLAN
VIEWPORTS G1-G3**



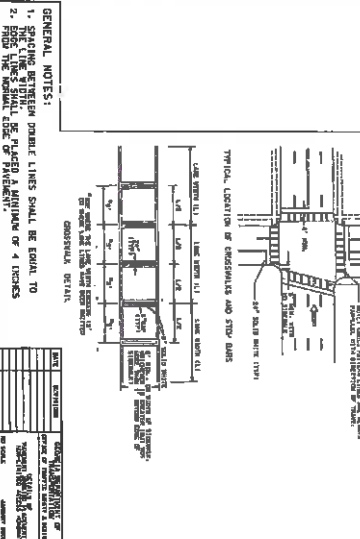
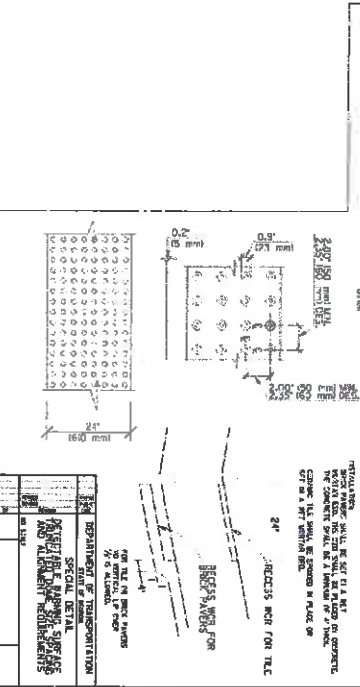
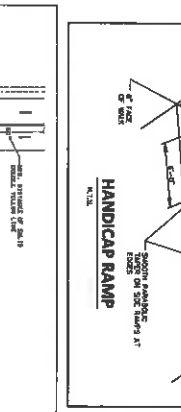
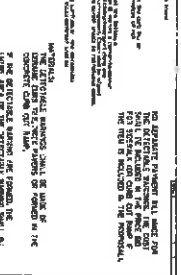
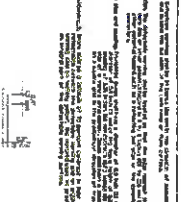
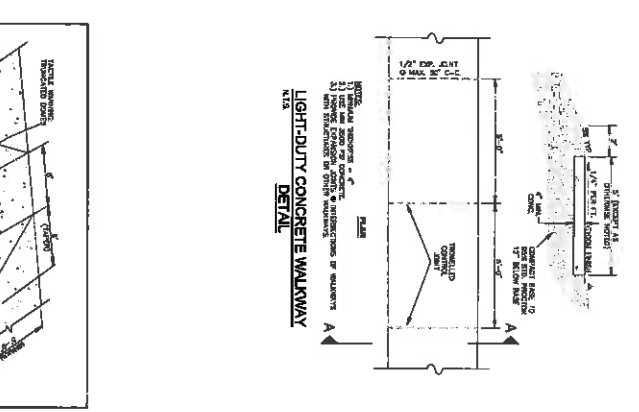
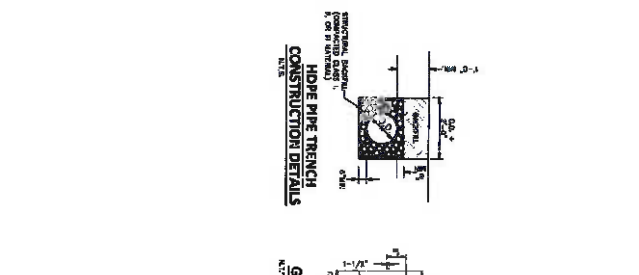
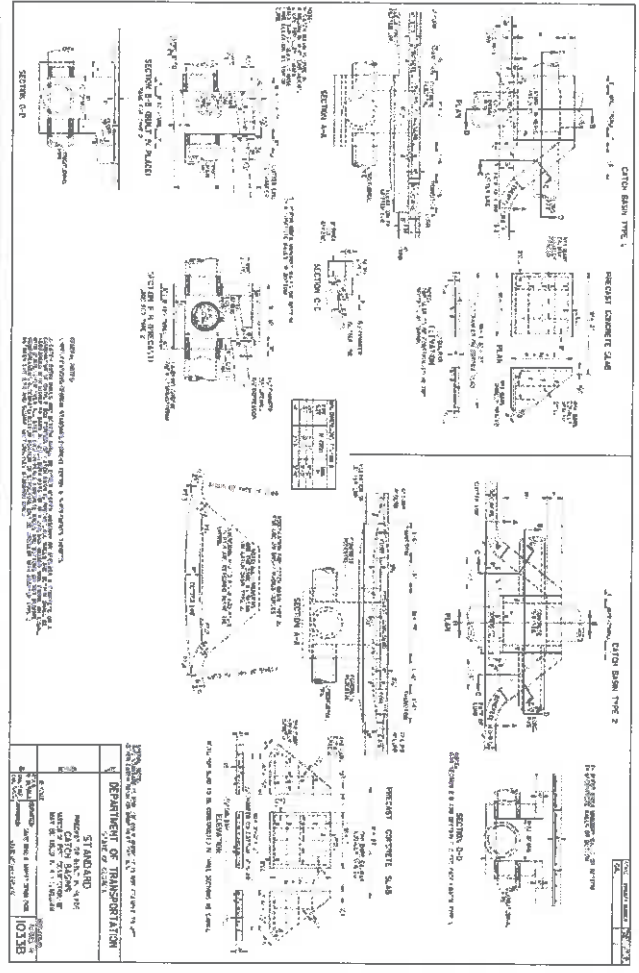


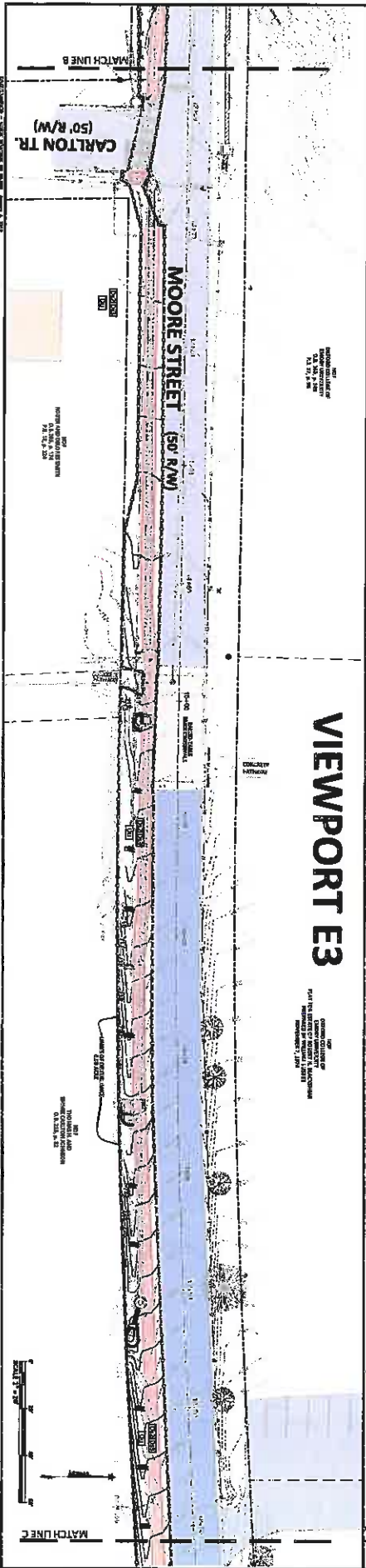
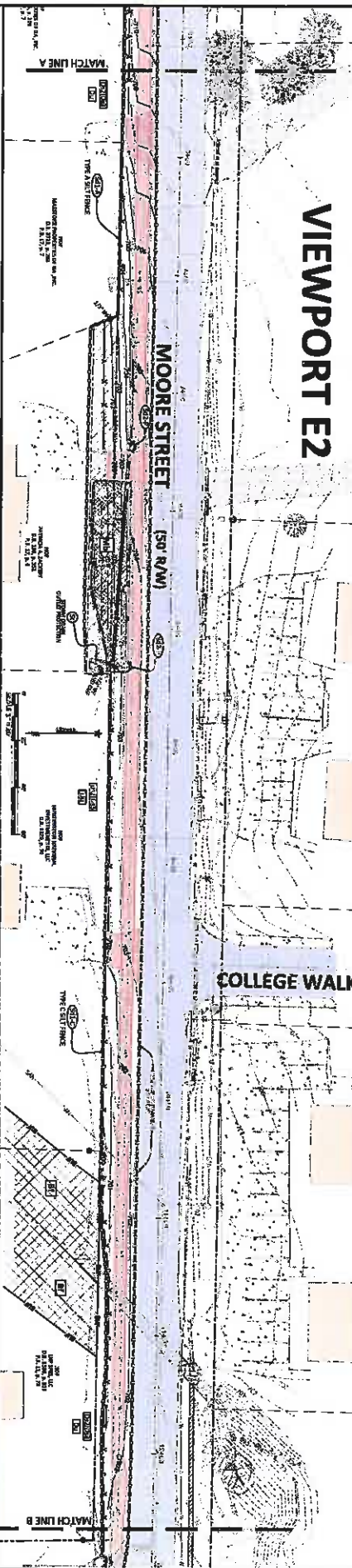
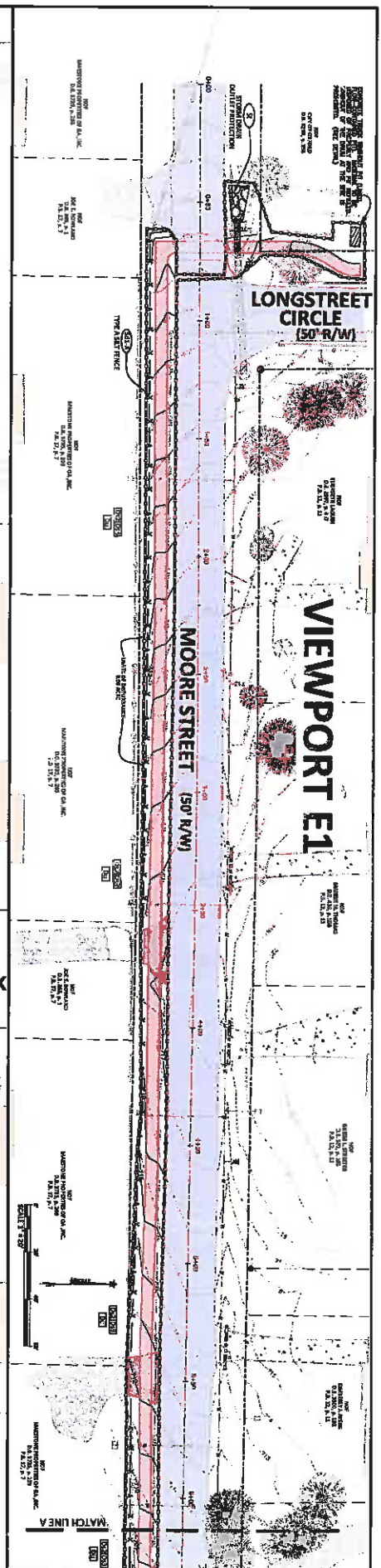
Rev	Revision Description	Date
1	Initial Issue	01/15/2011

Moore Street Sidewalk
Oxford, Newton County, Georgia

**GRADING AND DRAINAGE PLAN
VIEWPORTS G4-G6**







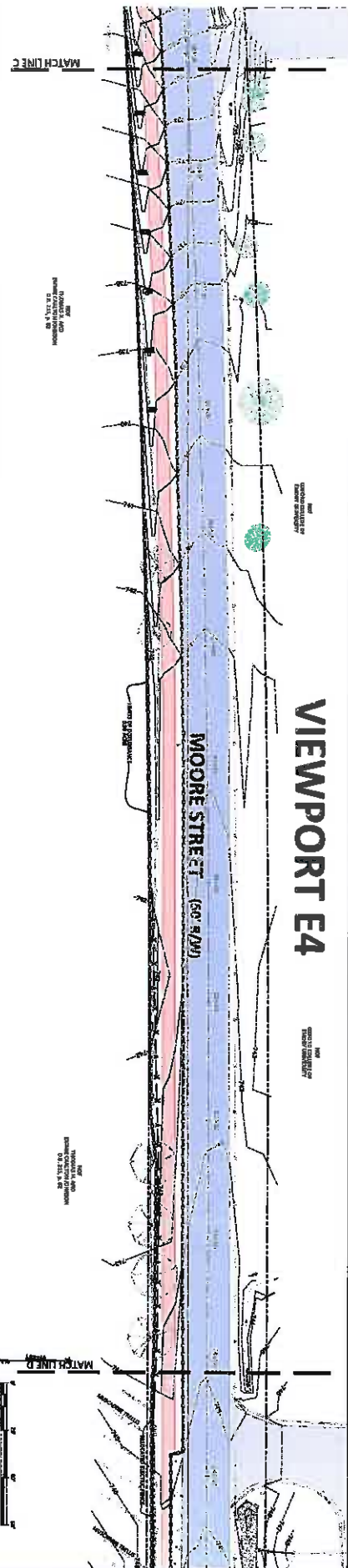
Dist.	Sanitation Description	Dist.
0	Initial Issue	800
		810
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		830
		840
		850
		860
		870
		880
		890
		900

Moore Street Sidewalk
Oxford, Newton County, Georgia

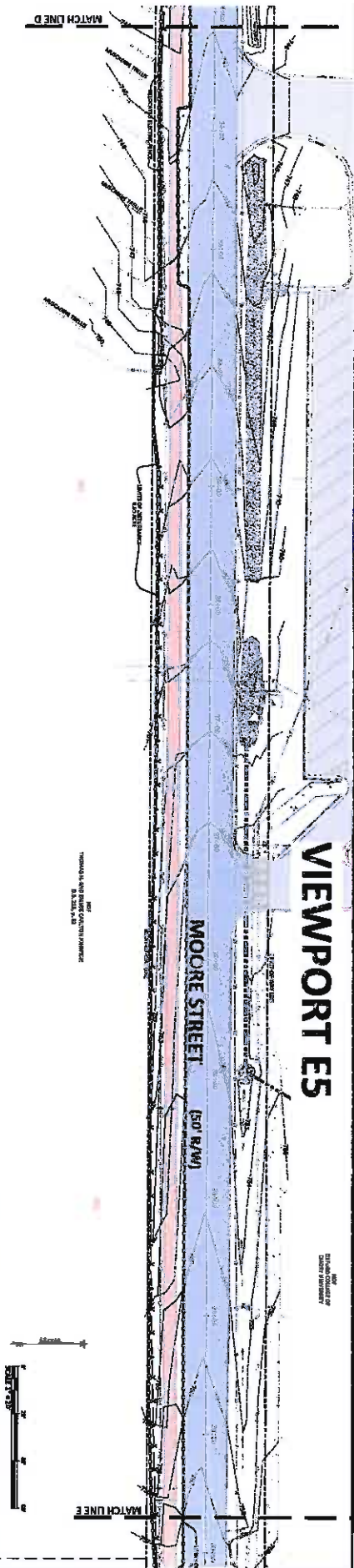
EROSION CONTROL PLAN
VIEWPORTS E1-E3



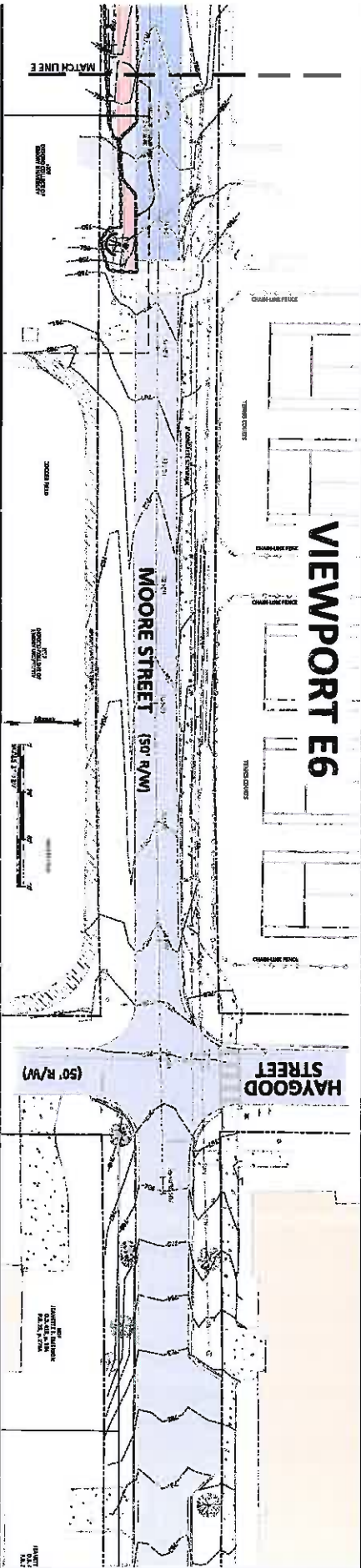
VIEWPORT E4



VIEWPORT E5



VIEWPORT E6



EROSION CONTROL PLAN VIEWPORTS E4-E6

Moore Street Sidewalk
Oxford, Newton County, Georgia

Date	Revisions	Drawn
02/20/20		

Sheet No. 11

Matt Pepper

From: Robert Jordan <robert@jordan-eng.com>
Sent: Friday, January 11, 2019 1:37 PM
To: Matt Pepper
Subject: E. Clark modification
Attachments: E Clark Extension geometry plan.pdf; Grading overview E size.pdf

Matt,

I reviewed my design drawings for the E. Clark Street extension project to see how the scope/design might most easily be modified to eliminate the curve at the eastern end. Here's my preliminary assessment:

- The PC (point of curvature) is located at roadway station 3+38, so the final 262 feet of road (grading, base, asphalt, curb, sidewalk, water line) would be eliminated. That's about 44% of the roadway length.
- There is a driveway apron proposed to serve the Thomas parcel that's right at the PC, so the street would need to be extended past the driveway to make the entrance work.
- There are two single-wing catch basins located at station 3+88 (50' beyond the curve). They'll need to be moved back to the PC to capture water from the new gutter. But due to the driveway apron, they'll need to be placed at about station 3+68.
- Since the road would need to be constructed beyond the PC, we'd need to decide if the roughly 40 feet of road past the PC will have a curve or will be straighten it -that's the City's call.
- Storm inlets B1, A2, and A3 will remain in the project and must be discharged somewhere at the east end of the site, and there must be sediment storage area and stormwater detention for the project, so even though inlets A2 and B1 will be shifted westward, the storm lines conveying flow eastward to the sediment pond (and the sediment pond) will need to remain in the project. If the area is later developed residentially, the pond will need to be relocated appropriate to the new design of the residential area.
- The new water main will stop just after the PC. I suppose the new main would connect over to the old water service line past that point.
- In the design, there is a new section on drive/road to connect the eastern end of the current E. Clark Street to the new construction (labelled as E. Clark Lane). That connector entered the new street at a perpendicular angle at station 4+05, which will now not be constructed. I'm not sure how the residents at the east end of the Current E. Clark street will connect to the new construction. Either they will leave the existing 1-lane asphalt drive and cross the new gravel emergency vehicle turnaround to get to the new pavement or there will need to be a new 12' asphalt driveway constructed from the old road across the gravel cul-de-sac to the new road. If we go with the new 12' driveway option, it would be about 120' long.

Please give me a call if you'd like to discuss the issues I've mentioned.

Thanks,
Robert



Robert O. Jordan, PE RLS www.jordan-eng.com
Jordan Engineering, Inc. office (706) 468-8999
144 N. Warren Street cell (706) 318-6786
Monticello, GA 31064 fax (706) 504-9629



Amended January 9, 2019

JOB TITLE: Community Development Coordinator

DEPARTMENT: General Government

JOB SUMMARY: This position is responsible for managing, directing, and supervising economic and community development activities for the city.

MAJOR DUTIES:

- Facilitate the economic development of the city; participate in activities related to the Downtown Develop Authority and related historic preservation functions. Serve as the City's primary point of contact for all development inquiries.
- Develop, promote, and carry out community events and celebrations within the City. Work with city staff in the presentation of the July 4th Parade.
- Manage the city's social media accounts to alert residents of upcoming events and other important information.
- Coordinate development activities with Oxford College, Newton County, the City of Covington, the Covington-Newton County Chamber of Commerce, the Electric Cities of Georgia, and the Georgia Department of Community Affairs.
- Work to incorporate the development of technology in the city with the future development of the city.
- Work with and support the Oxford Planning Commission. Develop recommendations for the Planning Commission on Applications for Development Permit Approval.
- Research rezoning and zoning amendment requests. Prepare recommendations for the Planning Commission.
- Work with and support the Oxford Building Department. Collect building permit applications for review by the city's building inspector. Maintain database of approved permits.
- Perform research that will support retail and residential development.
- Research, prepare, and write grant applications related to economic and community development as needed.
- Investigate possible annexations to the City.

- Prepare monthly reports to the City Council and the City Manager.
- Perform other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the prerequisites for downtown development and the factors that influence developers to locate in a city.
- Familiar with residential development.
- Skill in preparing and maintaining reports and records.
- Skill in written and oral communication and interpersonal relations.
- Skill in operating and working with computers, online searches, and social media.
- Ability to develop informative brochures and information packages.
- Ability to understand zoning principles, laws, and regulations.

SUPERVISORY CONTROLS: This position reports to the city manager.

COMPLEXITY: The work consists of varied administrative and creative duties. Budgetary constraints and frequent contact with the public and the governing body contribute to the complexity of the work.

PERSONAL CONTACTS: Contacts are typically with co-workers, local elected officials, employees from other departments, employees from other governments, developers, and the general public.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk and in the field. The employee occasionally lifts light objects, uses equipment requiring dexterity, and must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office and in the field.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has no supervisory responsibility.

MINIMUM QUALIFICATIONS:

- BA degree in a related field. MA preferred.
- Grant writing skills and experience preferred.
- Experience with historic preservation preferred.
- Experience with social media applications (Facebook, Twitter, etc.) preferred.
- Some experience with local government.