



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, JANUARY 22, 2018 – 6:00 PM
CITY HALL**

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; and Councilmembers: George Holt; Jim Windham; David Eady; Mike Ready; Jeff Wearing, and Sarah Davis.

OTHERS PRESENT: Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Jody Reid, Utility Superintendent; Luran Willis, City Clerk, Hoyt and LaTrelle Oliver, Kendra Mayfield, James Johnson, Dean Hicks, Teresa and Darryl Welch, Judy Greer, Cheryl Ready, Juanita Carson, Danielle Miller, Loren Roberts, Louise Eady, Peggy Madden, Judy Greer.

Agenda – Attachment A

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

Mayor's Announcements:

Mayor Roseberry administered the Oath of Office to Councilmember Sarah Davis and City Clerk Luran Willis. Roseberry introduced Loren Roberts as the Honorary Councilmember for the month of February. He also reminded everyone on the Arbor Day festivities coming up on February 3rd at City Hall starting at 10:00 a.m. Attachment B

Pierce Street Corridor Re-design

Kendra Mayfield, James Johnson and Dean Hicks of Oxford College presented a proposed re-design of Pierce Street. After the presentation all members of council were in favor of moving this item to the February 5th meeting for a vote. Attachment C

Asbury Street Parking

Dean Hicks also presented a re-design of the parking behind Allen Memorial Church on the Asbury Street side. After discussion all member of council were in favor of moving this item to the February 5th meeting for a vote.

Police Department

Assistant City Manager Matt Pepper presented a salary recommendation for our Patrol Officer and Lieutenant positions as the police department transitions from four to three officers. After discussion all member were in favor of moving this item to the February 5th meeting for a vote. Attachment D

Latham Home Sanitation, Inc.

Councilmember Holt provided an update regarding the city's rates for trash and recycle pickup in comparison to other cities and his conversation with Latham Home Sanitation. Based on a discrepancy in the timing of the

increase notice vs the annual contract council instructed Assistant City Manager Matt Pepper to contact Latham and advise that while council is not opposed to the increase, and because the timeline stated in the contract they will have to wait until the new fiscal year July 2018.

Code Enforcement Bids

Assistant City Manager Matt Pepper presented bids for the code enforcement service. The proposed contract will provide one code enforcement officer to visit homes on a complaint-basis. The bids reflect the required scope of work, and each bidder possesses relevant certifications from the International Code Council. Pepper made a recommendation to go with Bureau Veritas North America, Inc. After discussion all members of council were in favor of moving this item to the February 5th meeting for a vote. Attachment E

Planting Trees in City R-O-W

Chairman Cheryl Ready of the Tree Board said the TPR board request that council amend the ordinance Chapter 38 Vegetation, Article III. – Tree Management, Section 38-58 to include a requirement that property owners obtain written permission from the Trees, Parks and Recreation Board before planting in the city rights-of-way. Assistant City Manager Matt Pepper will meet with City Attorney to make the necessary amendment to the ordinance and will schedule the appropriate public hearings. Attachment F

Executive Session

None

Adjourn

Motion made by Windham, seconded by Wearing, to adjourn 6:57 PM. Motion passed 7/0.

Respectfully Submitted; 

Lauran Willis, CMC/FOA
City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, JANUARY 22, 2018 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Honorary Councilmember of the Month** – Mayor Roseberry appointed Loren Roberts as the Honorary Councilmember for February.
2. **Mayor’s Announcements**
3. **Pierce Street Corridor Re-design** – The Planning Commission recommends supporting Oxford College’s proposed re-design of Pierce Street. Kendra Mayfield will discuss with City Council in detail the proposed street improvements.
4. **Asbury Street Parking** – City Council will revisit Oxford College’s proposed plan to construct parking behind Allen Memorial and on Asbury Street.
5. *** Police Department** – We will continue our discussion on some potential departmental changes within the police department.
6. **Latham Home Sanitation, Inc.** – Councilmember Holt will provide an update regarding the city’s rates for trash and recycle pickup with Latham Home Sanitation, Inc.
7. *** Code Enforcement Bids** – We have enclosed a memo recommending that Council award this bid to Bureau Veritas for an hourly rate of \$80. Bureau Veritas will provide code enforcement services on a complaint-basis.
8. *** Planting Trees in City R-O-W** – The Trees, Parks, and Recreation Board would like to discuss with City Council the public tree care section of the city’s code.
9. **Executive Session** – Personnel matters.

*Attachments

OATH OF OFFICE

Oxford Municipal Charter, Article II, Paragraph 10

I, Sarah Davis do solemnly swear or affirm that I will faithfully perform the duties of Council Member 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 2018

Sarah Davis

Sarah Davis

~~City Manager, City of Oxford~~
Council member

Attest:

Jerry D. Roseberry
Jerry D. Roseberry

Mayor, City of Oxford

Witness:

Matt Pepper
Matt Pepper, Assistant City Manager

OATH OF OFFICE


Oxford Municipal Charter, Article II, Paragraph 10

I, Lauran Willis 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 2018



Lauran Willis
City Clerk

Attest: 
Jerry D. Roseberry
Mayor, City of Oxford

Witness: 
Matt Pepper, Assistant City Manager



Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, the first Arbor Day in Oxford was celebrated by the students of Emory College by planting a tree on February 27, 1891, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Jerry D. Roseberry, Mayor of the City of Oxford, Georgia, do hereby proclaim Saturday, February 3, 2018 as

Arbor Day

in the City of Oxford, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 3rd day of February, 2018.

BY:


Mayor



Special thanks to:

Beryl Budd, GUFC Arborist, City of Oxford

Seth Hawkins, GUFC Community Forester

Charlotte Johnson, Covington Service Guild,
Seedling Donation

Andy Offutt Irwin, Newton County Native Son,
Musician, Storyteller

Washington Street Community Center
Beatrice Jackson, Executive Director
Leila Jackson, Choral Director

Montessori School of Covington (MSC)
Tamela Mills, Middle School Teacher

Oxford College of Emory University
Kendra Mayfield, Senior Manager of Operations
Bon Appetit, Oxford College Dining Service

City of Oxford
Matt Pepper, City Manager
Jody Reid, City Superintendent
Trees, Parks, and Recreation Board

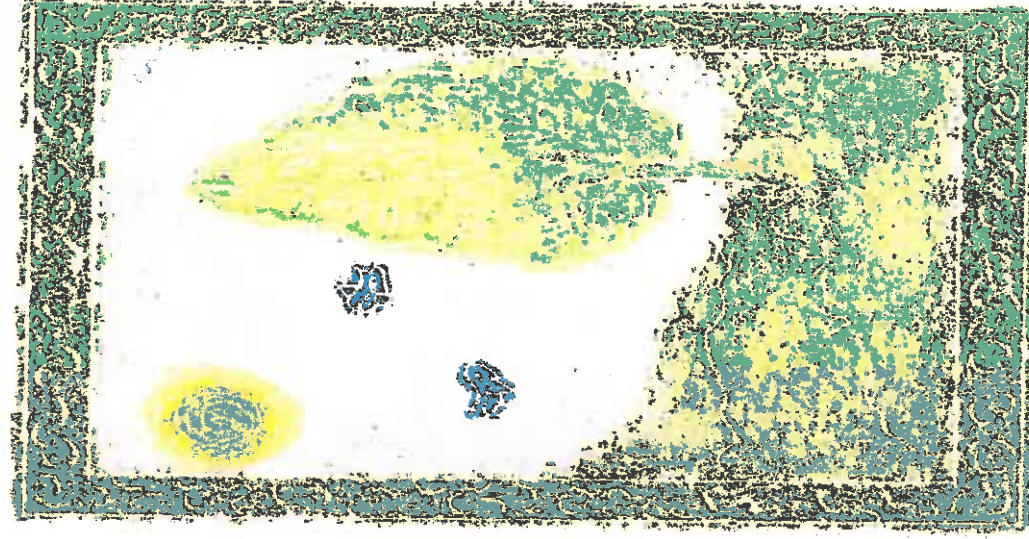
Flowering Dogwood



Flowering dogwood is one of the most common and beautiful native trees with its showy, white, petal-like bracts that form in the spring. It is a small understory tree rarely reaching 40 feet in height with a short trunk 12-18 inches in diameter. The species grows on a wide range of sites varying from deep, fertile, moist soils along streams to light textured, well-drained, upland soils. The species can be adversely affected and even killed by prolonged drought or flooding because of its shallow root system. Its thin bark is easily injured by fire, lawn mowers, and string trimmers. Dogwood is a slow to moderate grower. Its greatest value comes from ornamental and landscape uses. The shiny, bright red seeds that mature in the fall are an excellent food for many wildlife species.

Swamp Chestnut Oak

Swamp chestnut oak is a well-formed tree with a massive trunk and narrow crown, averaging 60-80 feet in height and 2-3 feet in diameter. It is found on the best, well-drained ridges and loamy terraces in bottomlands throughout the piedmont and coastal plain. Swamp chestnut oak is intolerant of shade. The quality of its wood is second only to the very best white oak. The wood is used in many kinds of construction and for implements. The acorns are sweet and serve as food for wildlife. Very nice shade tree.



20th Anniversary Arbor Day

City of Oxford

2018

For information about

Tree Campus USA and Tree City USA
visit the Arbor Day Foundation website
www.arborday.org

If interested in working with the City of Oxford Trees, Parks and Recreation Board,
please contact City Manager

Matthew Pepper @ 770 786 7004
or mpepper@oxfordgeorgia.org

*Presented to you by the
City of Oxford
Trees, Parks and Recreation Board,
in conjunction with Oxford College*

Arbor Day in Oxford, Georgia

Saturday, February 3, 2018

Opening *Plant a Tree for Your Tomorrow* by John Denver, Commissioned by The National Arbor Day Foundation

Welcome Cheryl Ready, TPR Board Chairperson

Pledge Boy Scout and Cub Scout Troops 211

Washington Street Children's Choir *Star Spangled Banner, Sing About Arbor Day* directed by Leila Elkins

Official Proclamation Oxford Mayor Jerry Roseberry

Friends of Trees Award LaFrelle Oliver, TPR Board Secretary

"A History" *An adapted play of Kathryn Galbraith's Arbor Day Square* MSC Middle School Students

City and College Awards Tree Campus, USA and Tree City, USA

Poetry Contest Winners Students from Flint Hill Elementary School and Montessori School of Covington

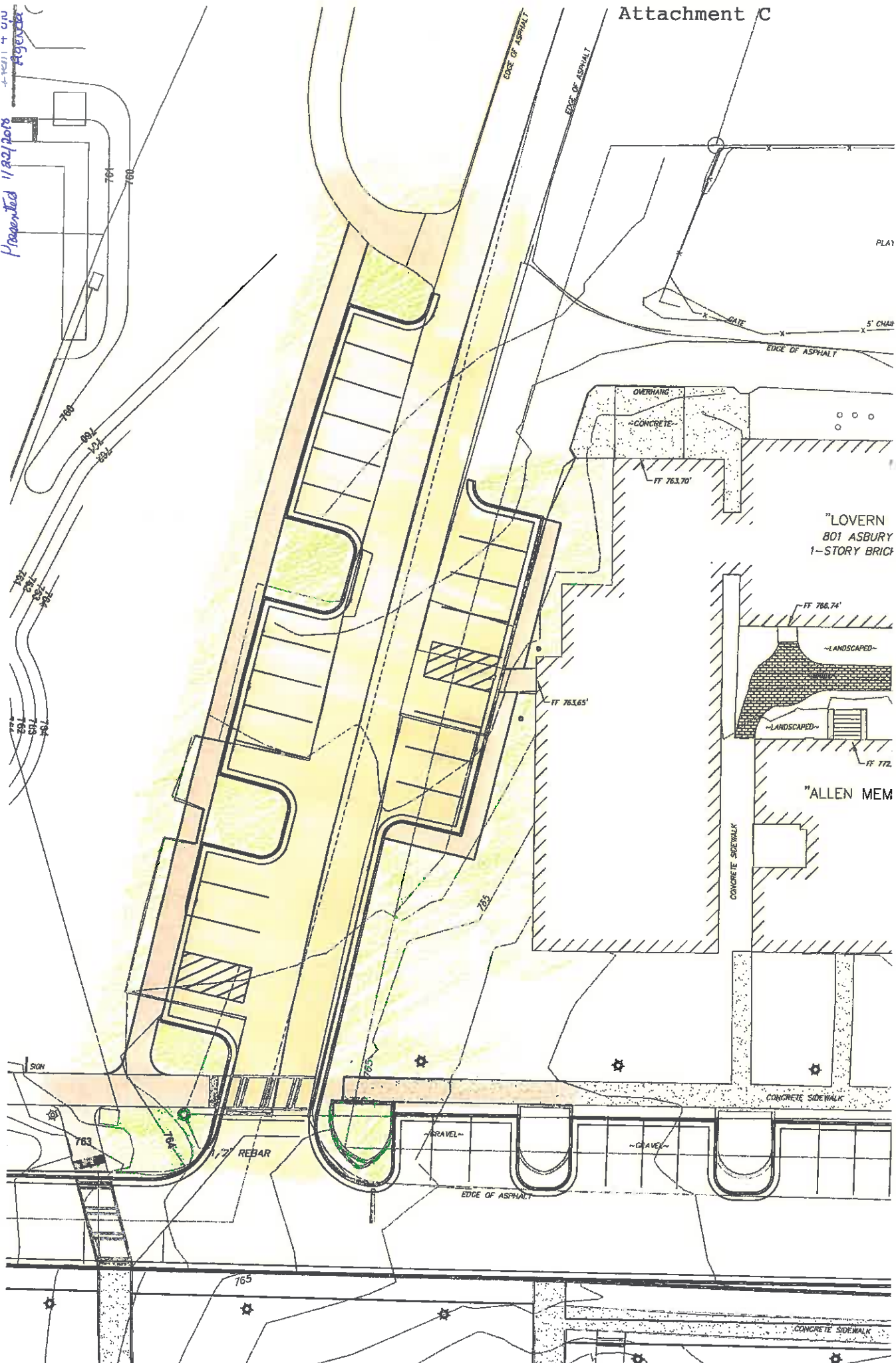
Special Arbor Day Guest *Andy Offutt Irwin, friend of trees and people and animals and bicycles*

Tree Care Tips Arborist Beryl Budd, Long-time Friend of Oxford

Closing Cheryl Ready

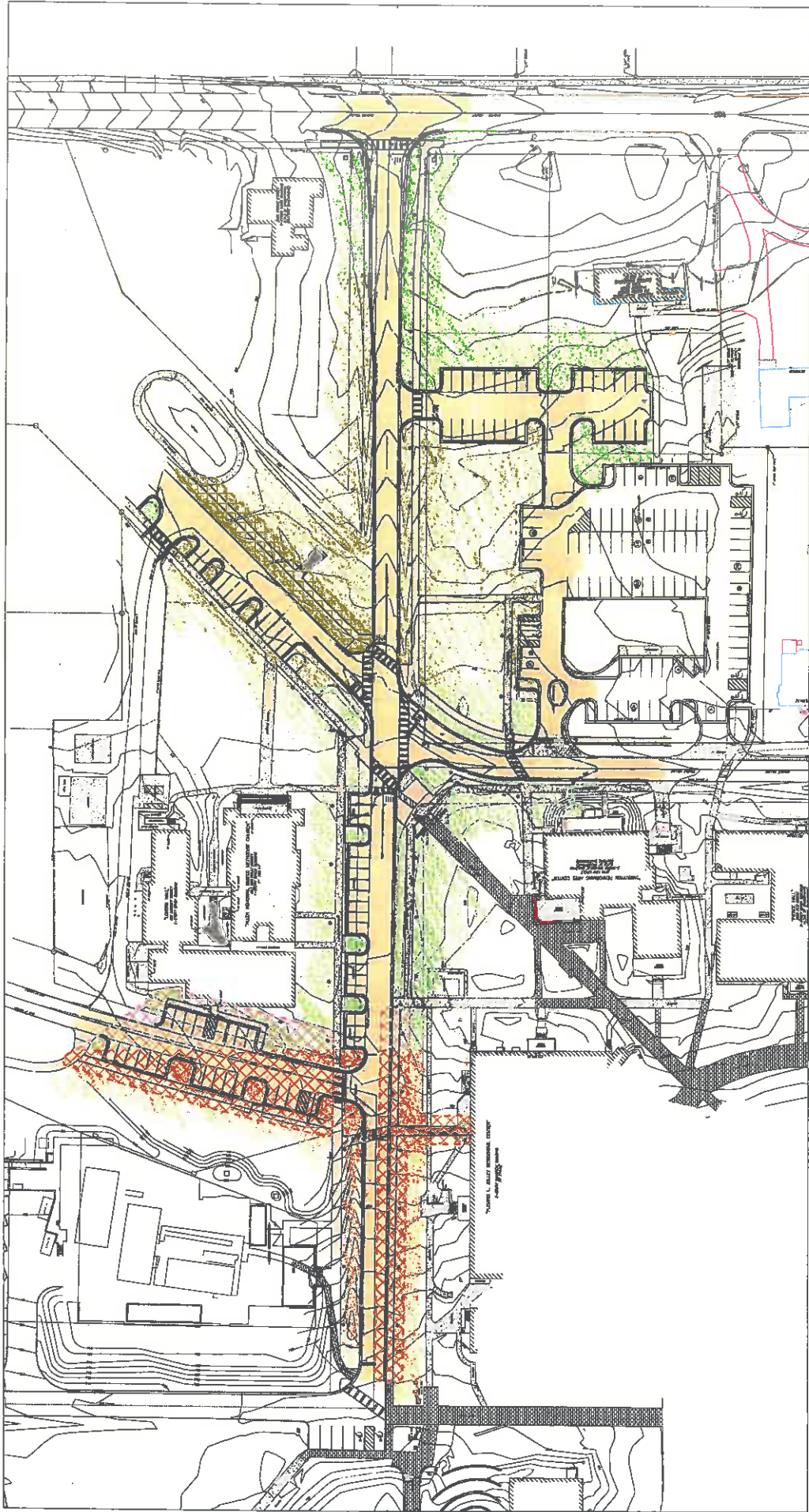
Distribution of Gift Saplings and Planting of Oxford's 2018 Arbor Day Tree Everybody!

Sponsored by *City of Oxford Trees, Parks, Recreation Board & Oxford College of Emory University*



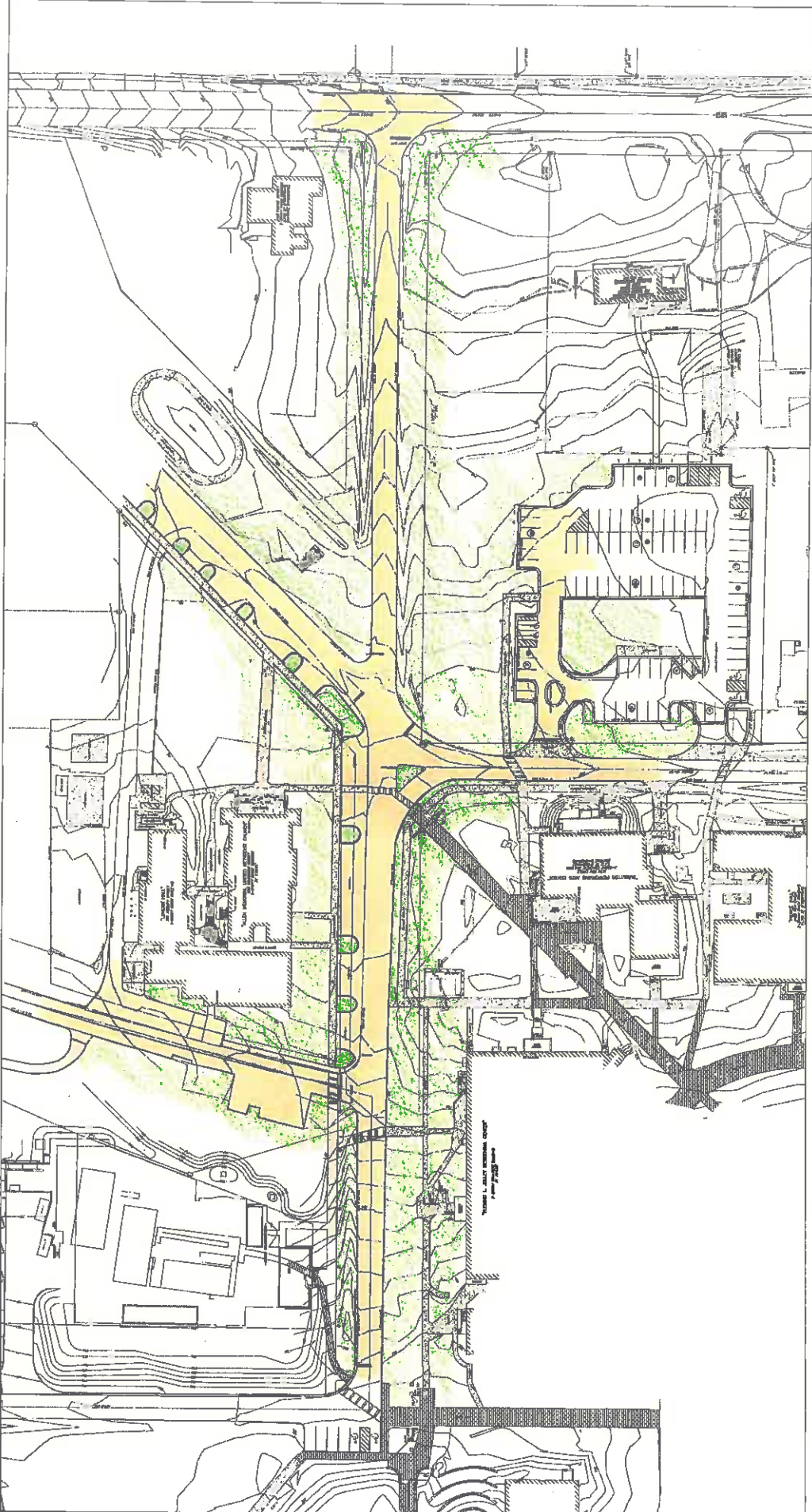
Proposed 11/22/2018
 4-15/11 + 0/0
 1/2/18

Presented 1/30/2018
Item 3 on Agenda

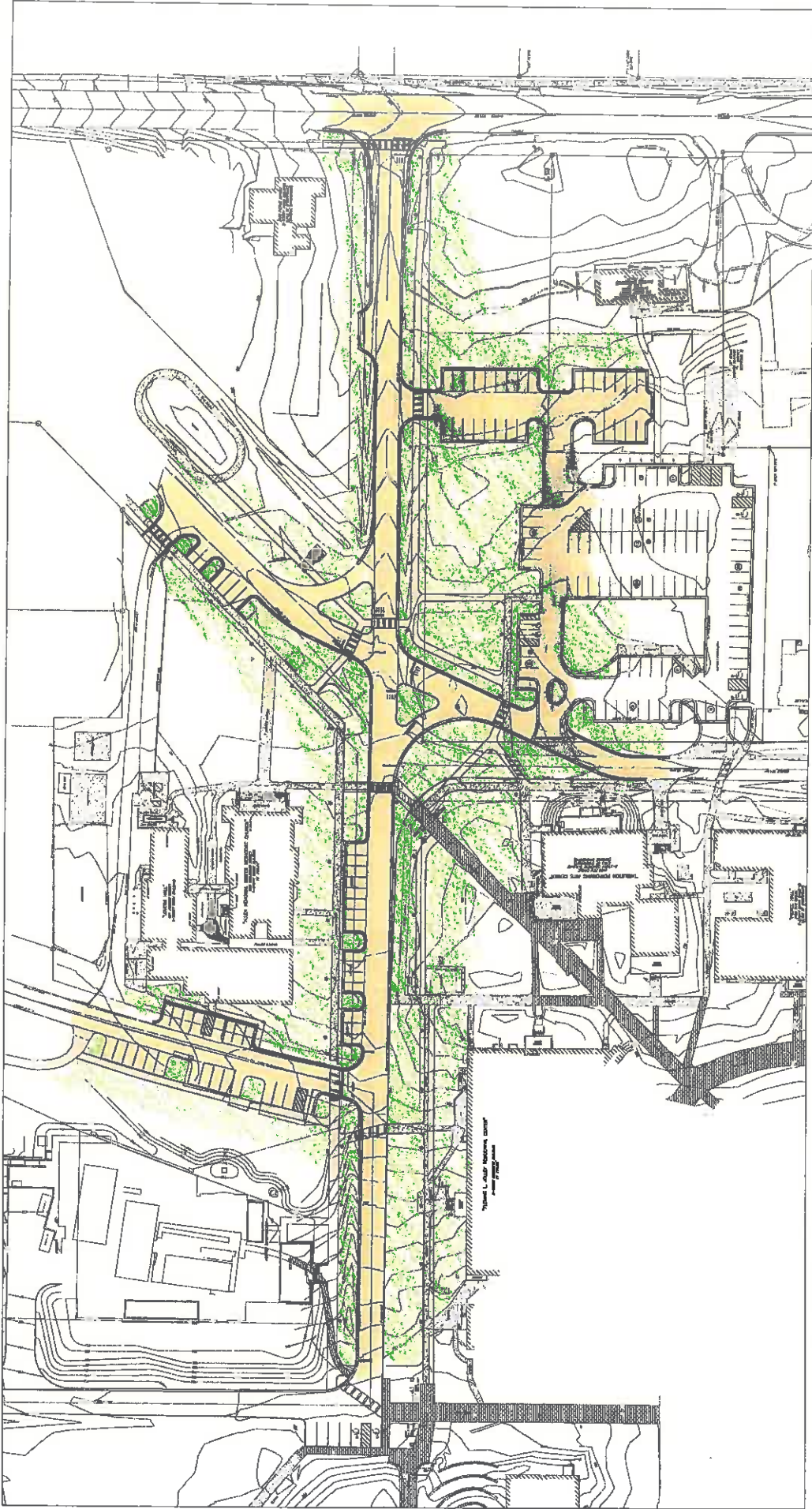


Revised Proposal
Scale 1" = 40'

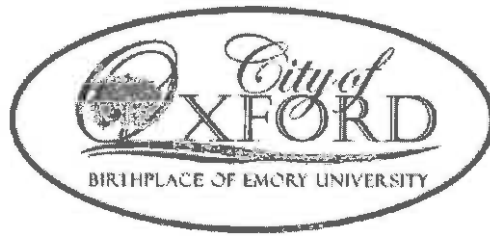
Presented 1/22/2008



Existing Conditions
Scale 1" = 40'



Proposed Plan
Scale: 1" = 40'



Memo

To: City Council
From: Matthew Pepper, Assistant City Manager
Date: Thursday, January 18th, 2018
Re: Police Department Salary Recommendations

The purpose of this memo is to propose salary recommendations for our Patrol Officer and Lieutenant positions as the police department transitions from four to three officers.

Currently, the starting salary range for the Patrol Officer position is 17-A to 17-D, or \$16.99-\$18.30 an hour. We recommend that we reclassify the police officer position from Grade 17 to Grade 18. Commensurately, the starting salary would now range from \$17.85-\$19.23 an hour. This change reflects an increase in the base pay of \$.86 an hour.

As for the Lieutenant position, the starting salary is 18-A to 18-D, or \$17.85-\$19.23 an hour. We likewise recommend a salary reclassification of the position from Grade 18 to Grade 19. With this change, the new starting salary range would be from \$18.76-\$20.20 an hour. This change reflects an increase in the base pay of \$.91 an hour.

By eliminating one police officer position, we estimate a total savings of \$54,000 in personnel costs for the police department.

As part of the salary increases, we recommend reclassifying the Lieutenant position to Sargent, as it becomes available, to better reflect the position's current responsibilities.

ENCLOSURES



Memo

To: City Council
From: Matthew Pepper, Assistant City Manager
Date: Thursday, January 18, 2018
Re: Code Enforcement Bids

We have received the bids for code enforcement services. The proposed contract will provide one code enforcement officer to visit homes on a complaint-basis. The bids reflect the required scope of work, and each bidder possesses relevant certifications from the International Code Council (ICC).

Although not the low bidder, we recommend that the contract be awarded to Bureau Veritas North America, Inc. for the remainder of 2018. The \$2,000 code enforcement software subscription required by Clark Patterson Lee is an unnecessary expense given our total amount of housing units.

Name	Normal Business Hours Rate	Outside Business Hours Rate	Notes
Clark Patterson Lee	\$75.00	\$75.00	Requires an annual code enforcement software subscription of \$2,000.
Bureau Veritas North America, Inc.	\$80.00	\$125.00	

Chapter 38 - VEGETATION

ARTICLE III. – TREE MANAGEMENT

Sec. 38-58. - Public tree care.

- (a) The City shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, and public grounds as may be necessary to insure public safety or to enhance the symmetry and beauty of such public grounds. This section does not prohibit the planting of street trees by adjacent property owners providing the selection and location of the trees is in accord with the tree plan and with all relevant sections of this article, and they obtain written permission from the Trees, Parks and Recreation Board before planting.
- (b) The Trees, Parks and Recreation Board may recommend to the City to remove or to order to be removed any tree or part thereof which is:
 - (1) In an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or any other public improvements; or
 - (2) Affected with any injurious fungus, insect or other pest.

(Ord. of 12-5-2011(06), § 1(39-112))

STATE OF GEORGIA
COUNTY OF NEWTON

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF OXFORD TO AMEND CHAPTER 38 VEGETATION, ARTICLE III TREE MANAGEMENT, BY AMENDING SECTION 38-58 PARAGRAPH (A), PUBLIC TREE CARE; TO REPEAL ALL CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY, AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City pursuant to O.C.G.A. Sec. 36-35-3 known as the “Home Rule for Municipalities”, is authorized under paragraph (a) of the rule to adopt clearly reasonable ordinances, resolutions or regulations related to its property, affairs, and local government for which no provision has been made by general law and which are not inconsistent with the Constitution or any charter provision applicable thereto; and

WHEREAS, the Mayor and Council of the City deem it in the best interest of the government and the residents of the City, and further as a matter of public safety, to permit private property owners adjacent to City streets, alleys, avenues, and public grounds to plant street trees, but only after obtaining written permission from the Oxford Trees, Parks and Recreation Board; and

WHEREAS, the Mayor and Council of the City of Oxford have determined that the proper means of addressing said concern is to amend Chapter 38: Vegetation; Article III: Tree Management: Section 38-58: Public Tree Care; and

NOW THEREFORE, be it ordained by the Mayor and Council of the City of Oxford that Chapter 38: Article III: Section 38-58 be amended in paragraph (a), as follows:

(Additions are in ***underlined bold italics***; deletions are ~~struck through~~)

Section 1.

CHAPTER 38 - VEGETATION

ARTICLE III. – TREE MANAGEMENT

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 - (1) In an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or any other public improvements; or
 - (2) Affected with any injurious fungus, insect or other pest.

Section 2. Repeal of All Ordinances in Conflict

All ordinances and resolutions or portions thereof in conflict with this ordinance are repealed to the extent of their conflict.

Section 3. Severability

If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, and such remainder shall remain in full force and effect.

Section 4. Effective Date

Pursuant to Sec. 2-21 (9) (D), this Ordinance shall be in full force and effect five (5) days after its final passage.

First reading, this ___ day of _____, 2018.

Second reading and adoption, this ___ day of _____, 2018.

CITY OF OXFORD

Jerry D. Roseberry, Mayor

Sarah T. Davis, Council Member

David Eady, Council Member

George R. Holt, Council Member

Michael Ready, Council Member

Jeff Wearing, Council Member

James H. Windham, Council Member

ATTEST:

Lauran Willis, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:

C. David Strickland, City Attorney