



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION**

**Monday, September 18, 2017 – 6:00 P.M.**

**CITY HALL**

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

**OTHERS PRESENT: Matt Pepper, Assistant City Manager; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Dave Harvey, Chief, Darryl & Teresa Welch, Terri Fullerton, Audrey Fullerton, Pam Helton, Bob Schwartz, Todd Cain, Kendra Mayfield, Norma Jones, Georgette Izen, Josh Roberts, Robert Bayless, Steve Roan, Louise Eady, Mike Besaw, Michael McQuaide, Lisa Dorward, Judy Greer, Patsy Burke, Donna Sneed, Jeff Wearing.**

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

**Mayors Announcements**

**Bob Schwartz – Lifetime Service Award** - Mayor Roseberry introduced Pam Helton from Georgia Municipal Association and said she is here to present our former City Manager, Bob Schwartz with an award.

Pam presented Bob with a Lifetime Service Award for his service as Oxford's first professional city manager. He assisted the city's elected officials, employees, and citizens during the transition to a different form of government. He was also recognized for his contributions to other cities in Georgia before coming to Oxford.  
Attachment B

**Staff Recognition** – Roseberry congratulated and presented Cory Alt with a Certification of Achievement for the completion of the course of study required to obtain the GED General Education Diploma. Attachment C

**Proclamation** – Roseberry recognized all of the city employees with a proclamation expressing gratitude and appreciation for the outstanding work and recovery from the damaged caused by hurricane force wind and rain on September 11, 2017 and declared September 18, 2017 City of Oxford Employee Day. Attachment D

**AMC Studios/ Sundance TV** – Roseberry said he received a request from AMC Studios requesting permission to film a brief scene on Wednesday, October 4<sup>th</sup> in the Historic Oxford Cemetery for a TV series, Hap and Leonard. Roseberry said he has discussed the request with members of the Historic Oxford Cemetery Foundation and there are no objections as long as proper respect is paid to existing grave sites, and the city has someone on site and the site is restored properly. In addition AMC Studios will make a \$5,000 contribution to the Oxford Historical Cemetery Foundation.

A motion was made by Eady, seconded by Holt to approve the request from the AMC Studios. The motion was approved 7/0.

**2017 Annual Retreat**

Roseberry announced having received no objections, the 2017 Annual Retreat will be October 27, at City Hall.

**Whatcoat Street Parking Lot East Side**

Kendra Mayfield from Oxford College presented a revised parking concept for the parking lot. After much discussion Mayor Roseberry announced this item will follow on the regular session at 7:00 for a vote.

Attachment E

**Asbury Street Parking Lot**

Council asked at its previous meeting for a new design that would not include the East side of Whatcoat as a parking lot and to see if they can straighten or realign Asbury St to include more green space or a buffer between the street and the Church and bring back a new proposal. There was no conclusive discussion regarding the Asbury Street Parking Lot.

**N. Emory Street Project**

There have been several proposals and discussions. A new proposal was presented which takes into consideration several ideas with emphasis on the need to treat the project as a public health matter that needs to proceed. Mayor Roseberry presented the new plan and explained the timeline and details with positive response from many of the citizens. Roseberry said this item will be voted on at the regular session following at 7:00pm. Attachment F

**Executive Session**

This item was moved to the regular session at 7:00 pm.

**Adjourn**

The meeting was adjourned at 6:57 pm.

Respectfully Submitted;



Lauran Willis, CMC/FOA  
City Clerk

**OXFORD MAYOR AND COUNCIL  
WORK SESSION  
MONDAY, SEPTEMBER 18, 2017 – 6:00 P.M.  
A G E N D A**

**PUBLIC HEARING**

The City of Oxford announces a Public Hearing for the beginning of its comprehensive planning process at 2:00 pm on September 18, 2017 in the Oxford City Hall Community room. The purpose of the Public Hearing is to brief the community on the planning process and opportunities for public participation therein. A Public Meeting, at which attendees will be asked for their input on the City's future, will be held immediately afterward at the same location.

**1. Mayor's Announcements**

- a. Bob Schwartz – Lifetime Service Award – The Georgia Municipal Association will present Bob with the Lifetime Service Award for his service as Oxford's first professional city manager. He assisted the city's elected officials, employees, and citizens during the transition to a different form of government. He is also being recognized for his contributions to other cities in Georgia prior to coming to Oxford.

**2. Staff Recognition** – We would like to congratulate Corey Alt on earning his GED. Last week, Corey started as our new meter reader.

**3. Honorary Councilmember of the Month Program** – We will discuss possibly transitioning the city's Councilmember of the Month program to every other month.

**4. \* Whatcoat Street Parking Lot East Side** – As part of the Oxford College's proposed Pierce Street and Whatcoat Street design. City Council will discuss and decide to approve or disapprove the proposed parking lot on the east side of Whatcoat Street.

**5. \* Asbury Street Parking Lot** – City Council will discuss and decide to approve or disapprove Oxford College's proposed parking behind Allen Memorial and on the west side of Asbury Street.

**6. \* N. Emory Sewer Project** – There have been several proposals and discussions. We recommend the city council approve the attached proposal which takes into consideration several ideas with emphasis on the need to treat the project as a public health matter that needs to proceed.

**7. Executive Session** – for personnel matters and real estate matters.

\*Attachments



**Bob Schwartz Lifetime Service Award**

**Presented by GMA on September 18, 2017**

**Bob was Oxford's first professional city manager. He provided important assistance to elected officials, city employees and citizens during the transition to a different form of government. Bob's affinity for people was evident as he built lasting relationships with everyone he met. Oxford is a "town and gown" city and Bob worked to sustain the cooperative spirit between the city and Oxford College of Emory University.**

# CERTIFICATE OF ACHIEVEMENT


Presented to

**Corey Alt**

The Mayor and Council of the City of Oxford hereby express  
congratulations for completion of the course of study required to  
obtain the General Education Diploma.

On this 18th Day of September Year of 2017



  
Mayor Jerry D. Roseberry

## PROCLAMATION

*Whereas the city of Oxford recognizes its responsibility to provide those public services essential for the health and safety of its citizens, and*

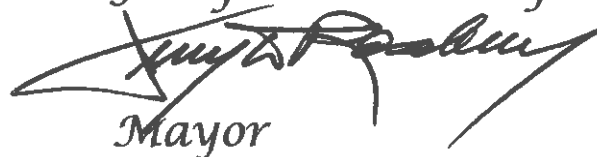
*Whereas the city of Oxford can provide those essential services only through the efforts of its dedicated employees, and*

*Whereas the city's recovery from the damage caused by hurricane force wind and rain on September 11, 2017, was wholly dependent on the extra ordinary efforts of its employees, and*

*Whereas the Mayor and City Council, along with all residents of Oxford, wish to express their gratitude and appreciation for the outstanding work of those employees,*

*Therefore I, Jerry D. Roseberry, Mayor of the City of Oxford, declare today to be **City of Oxford Employee Day**.*

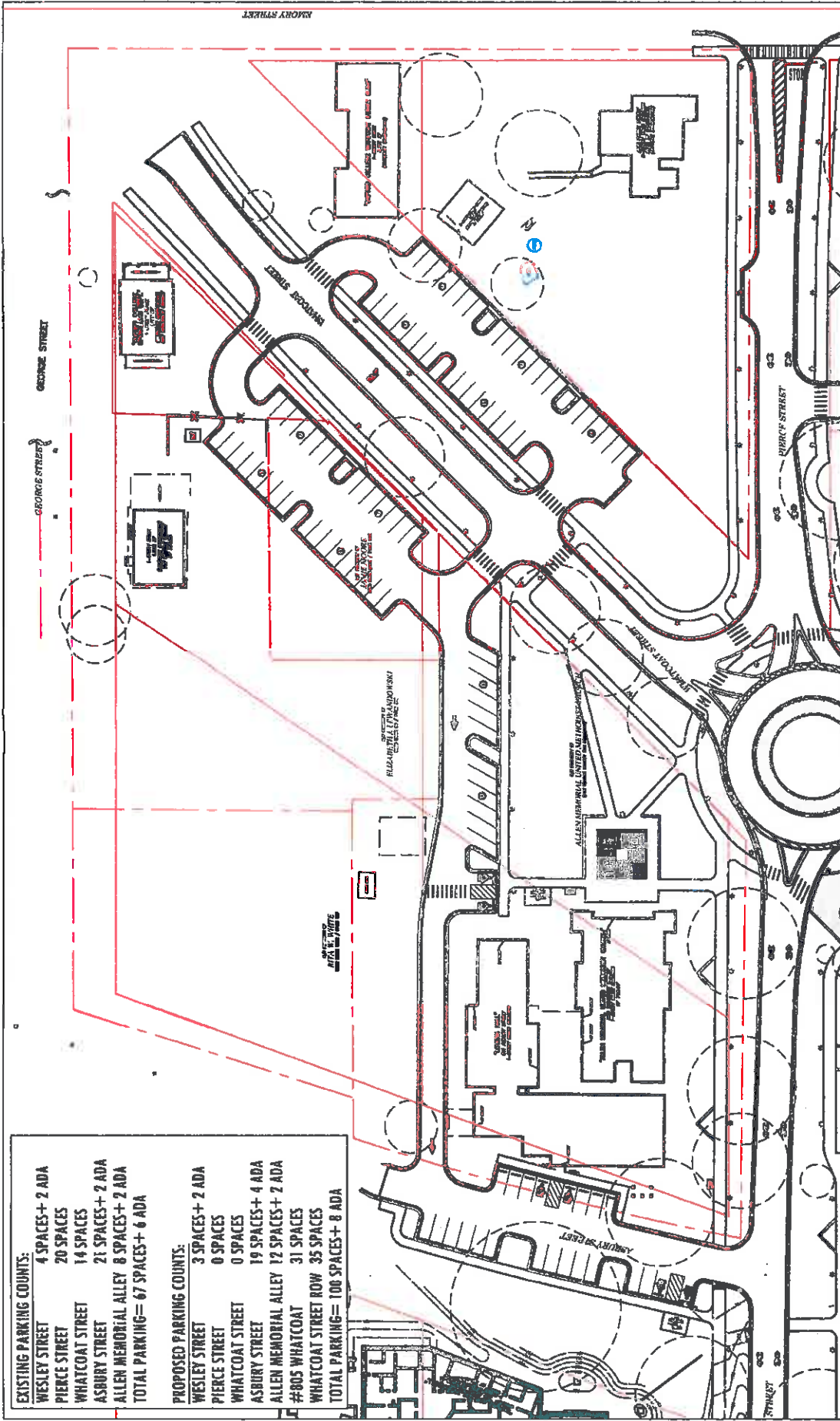
Jerry D. Roseberry



Mayor

September 18, 2017

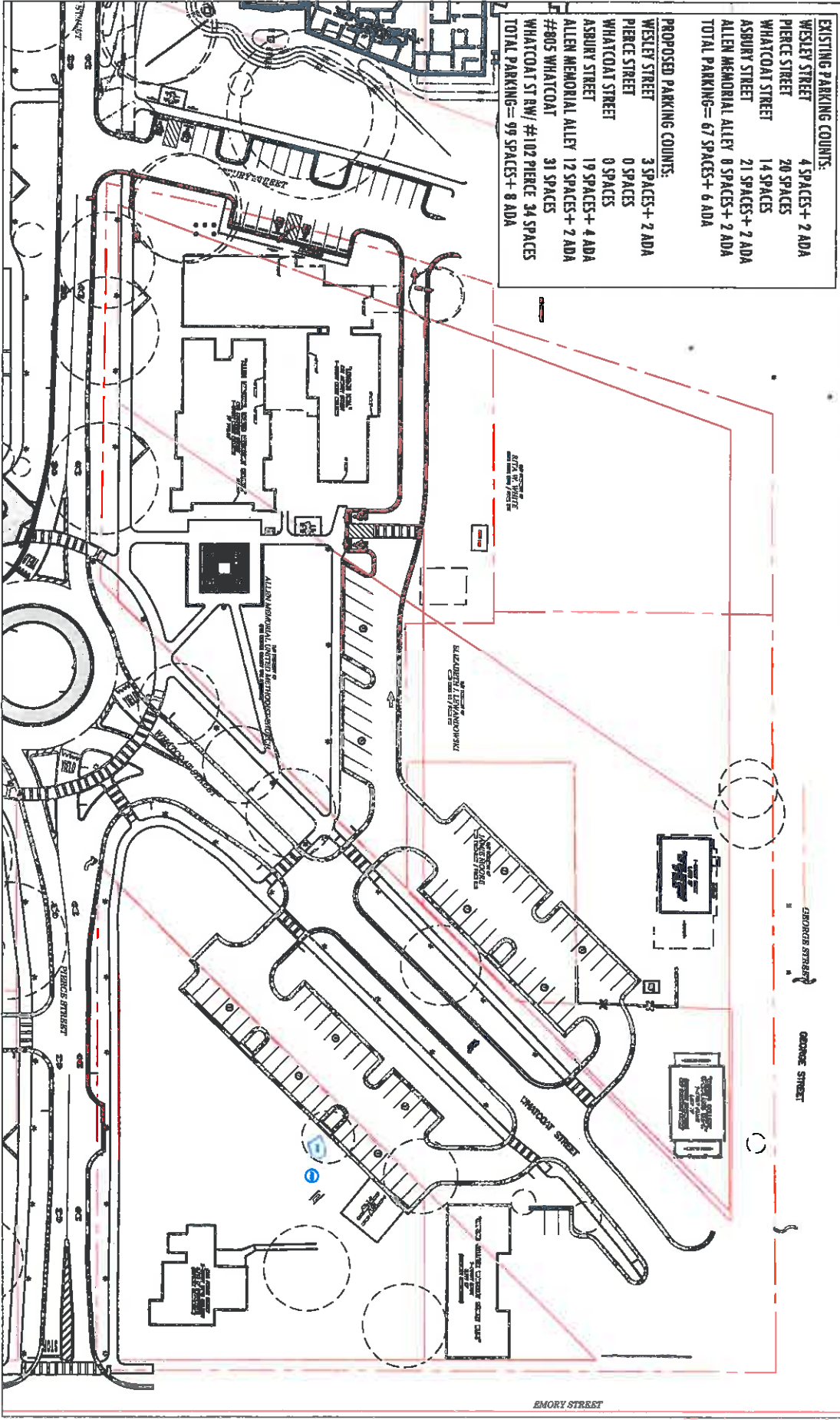




OXFORD COLLEGE OF EMORY UNIVERSITY  
**PIERCE STREET IMPROVEMENTS- PARKING COUNTS**  
 options A.

<b>EXISTING PARKING COUNTS:</b>	
WESLEY STREET	4 SPACES+ 2 ADA
PIERCE STREET	20 SPACES
WHATCOAT STREET	14 SPACES
ASBURY STREET	21 SPACES+ 2 ADA
ALLEN MEMORIAL ALLEY	8 SPACES+ 2 ADA
<b>TOTAL PARKING=</b>	<b>67 SPACES+ 6 ADA</b>
<b>PROPOSED PARKING COUNTS:</b>	
WESLEY STREET	3 SPACES+ 2 ADA
PIERCE STREET	0 SPACES
WHATCOAT STREET	0 SPACES
ASBURY STREET	19 SPACES+ 4 ADA
ALLEN MEMORIAL ALLEY	12 SPACES+ 2 ADA
#805 WHATCOAT	31 SPACES
WHATCOAT STREET ROW	35 SPACES
<b>TOTAL PARKING=</b>	<b>100 SPACES+ 8 ADA</b>

EXISTING PARKING COUNTS:	
WESLEY STREET	4 SPACES+ 2 ADA
PIERCE STREET	20 SPACES
WHATCOAT STREET	14 SPACES
ASBURY STREET	21 SPACES+ 2 ADA
ALLEN MEMORIAL ALLEY	8 SPACES+ 2 ADA
TOTAL PARKING=	67 SPACES+ 6 ADA
PROPOSED PARKING COUNTS:	
WESLEY STREET	3 SPACES+ 2 ADA
PIERCE STREET	0 SPACES
WHATCOAT STREET	0 SPACES
ASBURY STREET	19 SPACES+ 4 ADA
ALLEN MEMORIAL ALLEY	12 SPACES+ 2 ADA
#805 WHATCOAT	31 SPACES
WHATCOAT ST RW/ #102 PIERCE	34 SPACES
TOTAL PARKING=	99 SPACES+ 8 ADA





## SEWER TAP FEES 2017

9/14/2017

## Existing Residential Housing Within City of Oxford

FEE SCHEDULE	A	B
CONNECT BEFORE	12/31/2019	12/31/2023
TAP FEE	\$3,600	\$3,600
INCENTIVE TO CONNECT	\$1,800 Credit Toward Tap Fee	\$1,800 Credit Toward Tap Fee
IF EASEMENT IS REQUIRED TO CROSS PROPERTY TO INSTALL SEWER	\$1,800 Credit Toward Tap Fee	\$1,800 Credit Toward Tap Fee
PLUMBING COST TO CONNECT TO SEWER	HOMEOWNER'S RESPONSIBILITY	HOMEOWNER'S RESPONSIBILITY
CREDIT PLAN - Minimum Monthly Payment of \$20.00 plus \$2.00 fee	60 equal monthly payments plus \$2.00 monthly fee	60 equal monthly payments plus \$2.00 monthly fee
MANDATORY CONNECTION REQUIRED	When Septic System Fails and Requires Health Department Permit to Repair	When Septic System Fails and Requires Health Department Permit to Repair

- (1) Establishes a base line for all residential sewer tap fees
- (2) Allows for incentives to replace septic systems for public health reasons
- (3) Splost 2017 contains funds for water and sewer projects to repay loan
- (4) Emory Street has more density and older homes than other areas on septic systems
- (5) Many Emory Street lots are less than the minimum required for septic systems
- (6) All incentives will expire December 31, 2023
- (7) Maximum anyone would pay monthly is \$32.00 if they tap on before 12/31/23.