



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, SEPTEMBER 18, 2017 – 7:00 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; David Strickland, City Attorney; Dave Harvey, Chief; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt & LaTrelle Oliver, Todd Cain, Kendra Mayfield, Teresa & Darryl Welch, Terri Fullerton, Audrey Fullerton, Pam Helton, Bob Schwartz, Josh Roberts, Robert Bayless, Steve Roan, Louise Eady, Mike Besaw, Michael McQuaide, Donna Sneed, Jeff Wearing, Peggy Madden, Judy Greer, Patsy Burke, Norma Jones, Georgette Izen, Lisa Dorward, Jeff Wearing, Mary Carter, Cheryl Ready.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor
Invocation: Hoyt Oliver / Pledge of Allegiance:

Motion made by Ready, seconded by Windham to accept the Agenda for September 18, 2017 Mayor and Council Regular Meeting. Motion passed 7/0. Attachment A

Honorary Councilmember

Mayor Roseberry introduced Frances Redick, Vice President for Peoples Bank, as the honorary councilmember for September appointed by councilmember Mike Ready. Roseberry presented her with a proclamation for her participation. Attachment B

Consent Agenda

- a. Motion to approve the Minutes of the Regular Meeting of August, 7, 2017.
- b. Motion to approve the Minutes of the Work Session August 21, 2017.
- c. Motion to accept the Minutes of the Planning Commission for June 13, 2017.
- d. Motion to accept the Minutes of the Trees Parks & Recreation for April 11 & June 13, 2017.
- e. Motion to accept the Minutes of the Historic Preservation Committee meeting July 27, 2017.

Majority vote passed 7/0. Attachment C

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None.

CITIZENS COMMENTS/CONCERNS

None

MAYOR’S REPORT

N. Emory Sewer Project

Motion by Eady, seconded by Baker, to approve the proposed plan dated 9/14/2017 with additional clarification on the distance of line to properties and to direct City Attorney Strickland to prepare amendment to ordinance. Motion passed 6 yea/1 nay with Councilmember Windham’s vote no. Attachment D

Whatcoat Street Parking Lot East Side

Motion by Eady, seconded by Holt to approve option B dated 9/15/2017 as presented by Kendra Mayfield of Oxford College with the addition that the attorney prepare a resolution where the College agrees to maintain the parking lot on the East Side which is city property. The motion failed 3 yea/4 nay. Councilmember Davis, Baker, Windham and Roseberry’s vote no. Attachment E

Comprehensive Plan 2018-2028

Councilmember Eady gave an update of the 2:00 Public Meeting regarding the Comprehensive Plan and said there will be an online questionnaire forthcoming on the city website and at the other public meetings that will be held in October and November where citizens will have opportunity for input.

The Georgia Trust for Historic Preservation Ramble Sub-Committee

Roseberry said that The Georgia Trust for Historic Preservation has named Newton County as the host for its fall 2018 ramble. To prepare for the event, the county created a steering committee comprised of representatives from each participating city. The steering committee asked cities to appoint a local sub-committee to assist in the event’s preparation. Attachment F

Roseberry appointed The sub-committee members for Oxford as follows:

- Sarah Davis – Chairman, Oxford City Councilmember
- Melvin Baker – Oxford City Councilmember
- Kendra Mayfield – Oxford College of Emory University
- Anderson Wright – Vice-President of the Oxford Historical Cemetery
- Valerie McKibben, Oxford Resident
- Jeff Wearing, Oxford Planning Commission

The Assistant City Manager and the City Clerk’s office will assist the sub-committee as appropriate. The sub-committee will be dissolved once the event has taken place on September 28-30, 2018.

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
	MONTHLY	
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (July)	2,021.74
Georgia Municipal Association	Employee Retirement Contributions (Aug) 323082	6,279.16
Georgia Municipal Association	Employee Retirement Contributions (Sept) 325510	6,279.16
Blue Cross Blue Shield	Health Insurance (Sept)	9,365.48

Blue Cross Blue Shield	Health Insurance (Oct)	7,271.09
City of Covington	Annual FY E-911 Surcharges for Call from 7/20/17-12/31/2017 Inv#1714	12,118.68
Latham Home Sanitation Co. Inc.	Monthly curbside service for July	5,636.10
Latham Home Sanitation Co. Inc.	Monthly curbside service for August	5,636.10
Newton County BOC	Water Purchase Cornish Creek Water Fund for July Inv#2324	14,074.00
Newton County BOC	2017 Insurance Premium Tax -- Invoice # 48393	21,569.68
Newton County Water & Sewer	Monthly Sewer charges 7/28/2017- 08/30/2017 944504	6,768.30
Newton County BOC	Landfill Fees for (June) 5/31-6/30	1,348.20
Newton County BOC	Keep Covington/Newton Beautiful-Annual Stormwater Education Service fees	2,000.00
Newton County Sheriff's Office	Prisoner Board and processing fee 28 days	1,455.00
Sophicity	IT in a Box (September) Invoice 8903	1,752.60
Southeastern Power Admin.	SEPA energy cost (July) Inv. B-17-2655	3,607.39
Steven Hathorn	Professional Services Municipal Court Judge July-Sept	1,250.00
PURCHASES/CONTRACT LABOR		
Barbara Dingler	Tax Commissioner 2017 Billing & Payment Tax Digest	1,592.50
Consolidated Copier Services	Copy fees impressions 4/30 – 7/30	1,309.07
Covington News	Ads/July 4 th , Five Year History, Election, Newcomers	1,025.00
David Strickland P.C.	Professional Services As of July 1, 2017	1,747.00
David Strickland P.C.	Professional Services As of September 1, 2017	2,486.38
HCS Services, LLC	Storm Clean-up 10 hours	1,500.00
Phoenix Staffing	Temp services from week ending 8/6/17 (3 temps) 4519	1,499.40
Phoenix Staffing	Temp services from week ending 8/13/17(3 temps) 4540	1,193.85
Phoenix Staffing	Temp services from week ending 8/20/17(3 temps) 4559	1,499.40
Phoenix Staffing	Temp services from week ending 8/27/17(3 temps) 4585	1,455.40
Phoenix Staffing	Temp services from week ending 9/03/17(3 temps) 4609	1,250.55
Phoenix Staffing	Temp services from week ending 9/10/17(3 temps) 4636	1,193.85
PI-Tech, Inc.	Boardwalk redesign for George Street Trail	3,200.00
Irby Electrical Distributor	Electric Supplies/general stock	1,013.36
Irby Electrical Distributor	Supplies for Electrical system improvement	2,809.25
Kraft Power Corporation	Generator repairs in Victoria Station	1,287.10
MasterCard Services	MEAG annual meeting/Mike Ready-Hotel Fees/Chiefs conference/Dave Harvey, other misc.	1,669.47
Rehrig Pacific Company	112 Roll Carts & lids	5,896.00
Treadwell, Tamplin & Co.	Final Billing FY2016 Audit	5,000.00
Woco Pep Oil, Inc.	Fuel August Inv#6927	2,652.26
APPROVED CONTRACTS		
University of Georgia	Final Design Workshop for coordination, final presentation, and pre-and post-production of charrette phases.	14,160.00
Jordan Engineering	Communication & coordination for bid solicitation, Prep, pre-bid meeting, and update for Addendum 2, bid opening. George Street trail	1,440.00
Jordan Engineering	E. Clark Pre-bid prep and attend/Septic lot/sewer service exhibit/E. Clark discussions with Mgr. and councilman, re-issue DDA mapping.	1,080.00

Sumner Meeker, LLC As we prepare for our upcoming FY2017 Audit we found the following invoices were not included on prior agenda's for your review and approval.	Legal Services 1002 E. Clark Property	4,425.38
Blue Cross Blue Shield	Employee Health Insurance for July	8,757.15
Newton County Clerk of Court	Payout of additional 664 days on E. Clark litigation	20,743.92
Strickland and Strickland	Professional/Attorney Fees for 106 W. Watson Street	1,477.50
Strickland and Strickland	Professional/Sewer Project R&R Ltd. Title, sewer easement, owner's affidavits.	4,590.00
Scarborough Tree	Tree removal on Pierce Street/Dead Oak	2,400.00

Invoice Approval

Motion made by Holt, seconded by Eady to approve invoices. Motion passed 7/0.

Motion by Holt, seconded by Eady to adjourn the Regular Session for a break before entering the Executive Session at 7:37 pm. Motion passed 7/0.

Executive Session

Motion by Windham, seconded by Ready to go into Executive at 7:45 pm. Motion passed 7/0.

Roseberry gave a brief update on some personnel matters.

Motion by Holt, seconded by Eady to leave Executive Session 7:47 pm. Motion passed 7/0.

Motion by Holt, seconded by Eady to return to the Regular session at 7:47 pm. Motion passed 7/0.

There being no further business.

Motion by Windham, seconded by Baker to adjourn at 7:47 pm. Motion passed 7/0.

Respectfully Submitted;

Lauran Willis, CMC/FOA
City Clerk

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, SEPTEMBER 18, 2017 – 7:00 P.M.
(Rescheduled from September 11 due to Hurricane Irma)
CITY HALL
A G E N D A**

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the September 18, 2017 Mayor and Council Regular Meeting
5. **Honorary Councilmember** – Councilmember Ready has appointed Frances Redick, Vice President for Peoples Bank, as the honorary councilmember for September.
6. **CONSENT AGENDA**
 - a. * Motion to approve the Minutes of the Regular Meeting of August 7, 2017.
 - b. * Motion to approve the Minutes of the Work Session August 21, 2017.
 - c. * Motion to accept the Minutes of the Planning Commission for June 13, 2017
 - d. * Motion to accept the Minutes of the Trees Parks & Recreation for April 11, and June 13, 2017.
 - e. * Motion to accept the Minutes of the Historic Preservation Committee meeting July 27, 2017.
7. Planning Commission Recommendations/Petitions.
8. Citizen Concerns
9. Mayor's Report
10. **N. Emory Sewer Project** – Council will decide on the rate structure for the sewer tap fees for the Emory Sewer Project, and potential changes to the city's code regarding connection to the sewer system.
11. **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.
12. **Comprehensive Plan 2018-2028** – Councilmember Eady will report on today's public hearing and input meeting for the city's Comprehensive Plan.

13. **The Georgia Trust for Historic Preservation Ramble Sub-Committee** – Mayor Roseberry will discuss this item.

14. Invoice Approval

15. **Executive Session** – Personnel and real estate matters.

16. Adjourn

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Where storm evacuees can park their RVs

County Public Information Officer Bryan Fazio provided a list of places where out of town evacuees can park RVs.

13501 City Pond Road, Covington, GA 30014

- 20-25 spaces for self-sustaining campers/RVs-no hookups
- Dirty lit parking lot
- No amenities

Marlin's Crossing-Left side: 9128 Hwy. 278 NE, Covington, GA 30014

- 20-25 spaces for self-sustaining campers/RVs-no hookups
- No amenities

Oxford meeting postponed for Irma

DARRYL WELCH
dwelch@covnews.com

OXFORD — With Hurricane Irma bearing down on Florida and eventually Georgia, Oxford city leaders have decided to push Monday's scheduled city council meeting back for one week.

Because of inclement weather, Porterdale City Hall will be closed Monday, Sept. 11. Porterdale Municipal Court will be cancelled for Sept. 11.

City Clerk Lauren Willis said in an email the decision was made in the best interests of elected officials, staff and the community to postpone the council's Sept. 11 meeting until Monday, Sept. 18.

SAFETY TIPS

Walton EMC urges preparation for impact of strong hurricane

EMERGENCY CONTACTS

The Covington-Newton County 911 Center Facebook page lists numbers for to people to use in the event their power goes out:

Considering the potential for severe weather from Hurricane Irma that could impact our area Monday and Tuesday we wanted to remind everyone in the case of a power outage in your area be sure to contact your electric company instead of 911. Below are the numbers to some of the companies that service the Newton County area.

City Of Covington - 770-385-2000

Snapping Shoals EMC - 678-814-4961 - This number is just for reporting outages, you will not be able to speak with anyone. You can also report outages with the mySSEM app. You may call 770-786-3484 for other service issues. Here is a link that will take you to Snapping Shoals website where they have some tips to help you get your lights on quicker <http://www.ssemc.com/electric/outages.asp>

Walton EMC - 770-267-2505- You can also report outages online at: <http://www.waltonemc.com/>

Georgia Power - 1-888-660-5690- You can also report outages online at - <https://georgiapower.com/in-your-area/storm-center/home.cshml>

City of Oxford - 770-786-7004
City of Mansfield - 770-786-7345/770-710-8235



PROCLAMATION

WHEREAS, citizen input is important to the City Council of the City of Oxford so we can better govern our City; and

WHEREAS, it is important to show the citizens of our City how our City operates and how City Council functions; and

WHEREAS, City Council has created the Honorary Councilmember of the Month Program in Oxford; and

WHEREAS, Councilmember Ready has nominated Frances Redick to serve for this month.

NOW, THEREFORE, I, Mayor Jerry D. Roseberry, do hereby appoint Frances Redick as the Honorary Councilmember for the City of Oxford for the month of September.

SO PROCLAIMED, this 11th day of September, 2017.

MAYOR AND CITY COUNCIL OF OXFORD

BY: _____
Mayor

ATTEST: _____
City Clerk





**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, August 7, 2017 – 7:00 P.M.
CITY HALL
DRAFT**

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; David Strickland, City Attorney; Dave Harvey, Chief ; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt & LaTrelle Oliver, Kendra Mayfield, Darryl Welch, Peggy Madden, Judy Greer, Patsy Burke, Norma Jones, Georgette Izen, Tim McGaffney, Lisa Dorward, Jeff Wearing, Mary Carter, Cheryl Ready.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor
Invocation: Hoyt Oliver / Pledge of Allegiance:

Motion made by Ready, seconded by Davis to accept the Agenda for August 7, 2017 Mayor and Council Regular Meeting. Motion passed 7/0.

Honorary Councilmember

Mayor Roseberry appointed Cathy Wooten with Oxford College as honorary councilmember for August. Because of her travels she attended the June work session however, was unable to attend the August meeting.

Consent Agenda

- a. Motion to approve the Minutes of the Regular Meeting of July 10, 2017.
- b. Motion to approve the Minutes of the Work Session July 17, 2017.
- c. Motion to accept the Minutes of the Planning Commission for May 9, 2017.

Majority vote passed 7/0.

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None.

CITIZENS COMMENTS/CONCERNS

LaTrelle Oliver of 312 W. Clark Street offered her invitation to The Georgia Trust for Historic Preservation Fall Ramble in Savannah to anyone interested in attending. Mrs. Oliver also expressed her concern regarding the George Street Trail project.

Mary Carter of 220 E. Clark Street expressed that she is not in favor of the E. Clark Street expansion project.

Lisa Dorward of 1008 Emory Street expressed that she is not in favor of the E. Clark Street expansion project.

MAYOR'S REPORT

Roseberry read the statistics from the Police Department's monthly report.

Roseberry announced Oxford will participate in The Georgia Trust for Historic Preservation planning for fall 2018. Roseberry announced the sewer project will be the topic for discussion at the August 21 work session. Councilmember Baker reported on the status of the Historic Preservation ad hoc committee.

East Clark Street Extension

Motion by Windham, seconded by Ready, to accept proposal from HCS Construction in the amount of \$281,000. Motion passed 7/0.

Motion by Windham, seconded by Ready to approved the materials for the project from Gresco Utility Supply for \$18,843.66. Motion passed 7/0

Motion by Windham, seconded by Baker to accept the proposal from Over and Under Construction for the electrical work for the East Clark Street project. Motion passed 7/0.

George Street Trail Extension

Motion by Eady, seconded by Windham to accept the bid from HCS Construction in the amount of \$187,500 for the George Street Trail extension. Motion passed 7/0.

MEAG Power Purchase Agreement

Motion by Ready, seconded by Windham to approve Mayor to authorize MEAG to do negotiations. Motion passed 7/0.

Qualifying

City Clerk Lauran Willis announced Qualifying will begin August 21-24 from 8:30 to 4:30 at City Hall for Council Post 4, 5, and 6.

Invoice Approval

Motion made by Baker, seconded by Holt to approve invoices. Motion passed 7/0.

INVOICES OVER \$1,000.00

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Latham Home Sanitation Co. Inc.	Monthly curbside service for June	5,636.10
Newton County BOC	Water Purchase Cornish Creek Water Fund for June	15,834.00
Newton County Water & Sewer	Monthly Sewer charges 06/29/2017-07/28/2017	6,768.30
Newton County BOC	Landfill Fees for June	1,348.20
Sophicity	IT in a Box (August) Invoice 8802	1,752.60

Southeastern Power Admin.	SEPA energy cost (June)	3,256.81
PURCHASES/CONTRACT LABOR		
ACS Inc.	Remove & replace Mitsubishi system in mechanical room. Outdoor condenser & indoor wall unit + labor.	2,300.00
Phoenix Staffing	Temp services from week ending 6/25/2017 (2 temps)	1,008.00
Georgia DNR	Annual Drinking Water Fees	3,900.00
Gresco	Electrical supplies, switches, lighting arrestors, etc.	1,062.00
David Strickland P.C.	Professional Services As of August 1, 2017	2,193.02
Junk Removal by Marines	Demolition of deck, fence & playground at 107 W. Clark	1,500.00
Irby Electrical Distributor	Electric Supplies	3,822.61
MasterCard Services	Judge's Municipal Law training, Honorary Council lunch, items for Bob's retirement reception + other.	1,381.94
Nationwide Safes	Fire/Burglary Safe for Clerk Office	1,448.00
Ready Rent-All, Inc.	Chipper rental for 174hours	2,200.00
APPROVED CONTRACTS		
Enviroprobe, LLC	Asbestos abatement & demolition of 106 W. Watson + additional concrete slab and structure	19,750.00
Jordan Engineering	Communication & coordination for bid solicitation, Prep, pre-bid meeting, place stakes at Wentworth/N. Emory right-of-way, Analysis of sewer service to grassy lot at W. Clark and N. Emory St.	1,917.50
Marable-Pirkle, Inc.	50% Completed on Electrical System upgrade and Pole replacement. Labor & Equipment and Material	73,560.00

Executive Session

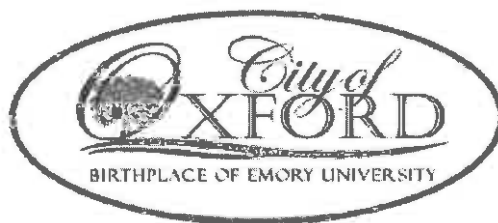
Motion by Windham, seconded by Eady to leave Regular Session and go into Executive at 7:30 pm.

Attorney Strickland gave update on Real Estate matters.

Motion by Windham, seconded by Ready to leave Executive Session and adjourn at 7:38 pm.

Respectfully Submitted;

Lauran Willis, CMC/FOA
City Clerk



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, August 22, 2017 – 6:00 P.M.
CITY HALL
DRAFT**

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; Lieutenant Jeff Novak, Hoyt & LaTrelle Oliver, Kendra Mayfield, Darryl & Teresa Welch, Norma Jones, Georgette Izen, Tim McGaffney, Jeff Wearing, Cheryl Ready, Mike Besaw, Samantha Lowe, Nicholas Cole, Jason Thomas, Frank Peay.

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

Honorary Councilmember

Mayor Roseberry introduced Frances Redick as the honorary councilmember for September appointed by Councilmember Mike Ready.

Mayor's Announcements

September meeting will be moved to September 11, 2017 due to the Labor Day holiday.

The Comprehensive Transportation Plan for Newton County will have an Open House on Wednesday, August 23, 6:00 pm to 8:00 pm at The Center.

CITIZENS COMMENTS/CONCERNS

None

N. Emory Sewer Project – Sewer tap fees and various laws and regulations regarding septic systems.

Assistant City Manager Matt Pepper presented a video that covered the importance of septic systems vs sewer systems. The following citizens expressed their concerns to Mayor and Council: Mike McQuaide 1026 Emory St.; Mike Besaw 1020 Emory St.; Frank Peay (formally of 1102 Emory St.), and Samantha Lowe 904 Emory St.; Nicholas Cole 1104 Emory St.; Jason Thomas 118 East Clark St.; Norma Jones 702 Emory St, and Georgette Izen 704 Emory St. After discussion Roseberry asked that Council submit their suggestions to Assistant City Manager Matt Pepper for continued discussion at the September 11 meeting.

Comprehensive Plan – Discussion regarding plan adopted in December 2007

Assistant City Manager Matt Pepper said that John Devine with NEGRC has agreed to prepare the new

comprehensive plan which is due by February 28, 2018 if Council approves. The plan takes approximately six months to prepare, we will need to appoint a steering committee advertise and hold public hearings. Roseberry appointed David Eady as Chair along with Mike Ready and asked them to appoint 4 additional members. All members are in favor of using John Devine and NEGRC. Roseberry authorized Matt to contact John Devine to begin the planning.

Annual Mayor and Council Retreat

Roseberry said we are proposing that the retreat focus on long-term planning with emphasis on sustainability. After some discussion it was the consensus to hold this year's retreat at City Hall in the Community Room. A date and time to be announced.

Whatcoat and Asbury Street Parking

Kendra Mayfield from Oxford College presented the College's proposed parking development plan for Whatcoat Street. After discussion, Council requested that the College's present a redesign 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.

Project Status and Engineer's Progress Reports

Council asked Assistant City Manager Matt Pepper to contact the city engineer for an update on Moore street Sidewalk and requested an update on the Asbury Street Park.

Adjourn

The Regular Session was adjourned at 7:33 pm.

Executive Session

A motion was made by Windham, seconded by Eady to go into an Executive Session at 7:38 pm. Motion passed 7/0.

Mayor Roseberry made an announcement regarding a personnel matter.

A motion was made by Eady, seconded by Ready to leave the Executive Session at 7:40 pm. Motion passed 7/0.

A motion was made by Windham, seconded by Holt to adjourn the meeting at 7:40 pm. Motion passed 7/0.

Respectfully Submitted;

Lauran Willis, CMC/FOA
City Clerk

OXFORD PLANNING COMMISSION

Minutes – June 13, 2017 (Amended)

MEMBERS: Jonathan Eady, Chair; Jeff Wearing, Vice-Chair; Vivian Harris, Ron Manson, and Aaron Robinson. Penny England was absent.

STAFF: Bob Schwartz, city manager and zoning administrator; Matthew Pepper, assistant city manager.

GUESTS: Art & Laurie Vinson; Kevin & Kimberly Stafford.

OPENING: At 7:00 PM, Mr. Eady called the meeting to order and welcomed the guests.

APPROVAL OF MINUTES: Upon motion of Mr. Manson, seconded by Mr. Wearing, the minutes for the meeting of May 9, 2017 were approved. The vote was 5-0.

ART & LAURIE VINSON DEVELOPMENT PERMIT: Art & Laurie Vinson requested approval to relocate a deck that was formerly attached to the main house and move it to the front of the outbuilding in the backyard. The Commission members had an extended discussion concerning the side set back limit of 10 feet for the existing non-conforming outbuilding. It was noted that the outbuilding is 5 feet from the side property line, where a 10 foot set back is required in the R-30 zone, and the Commission reviewed the requirements of §40-574.

Upon motion of Mr. Manson, seconded by Mr. Wearing, the Planning Commission approved the development permit for the deck to be located adjacent to the outbuilding on the condition that the deck cannot be affixed to the non-conforming outbuilding. The vote was 5 – 0.

KIMBERLY STAFFORD DEVELOPMENT PERMIT: Kimberly Stafford requested approval for an above ground pool in the backyard.

Upon motion of Mr. Wearing, seconded by Mr. Robinson, the Planning Commission approved the development permit including a 6'X10' deck adjacent to the pool. The vote was 5 – 0.

CITY REPORT: Mr. Schwartz reported the capital budgets for the coming fiscal year.

ADJOURNMENT: Mr. Eady adjourned the meeting at 7:50 PM.

Approved by:



Aaron Robinson, Secretary

Trees, Parks, Recreation Board (TPR) – City of Oxford, GA
Minutes of Meeting April 11, 2017
Community Room, Oxford City Hall

At 5:00 p.m. Chairman Ready called the meeting to order.

Attendance

Present – Members: Cheryl Ready, LaTrelle Oliver, Andrea O’Toole, Anderson Wright,
Laura McCanless, Sallie Robinson
City Manager Bob Schwartz,
Oxford College Senior Manager of Operations Kendra Mayfield

Absent – Member Glenda Stewart
City Superintendent Jody Reid
City Arborist Beryl Budd GUFC – but emailed report referenced herein
GUFC Community Forester Seth Hawkins

New Members introduced to the Board. At the City Council meeting of April 3, 2017, Mayor Roseberry appointed Laura McCanless and Sallie Robinson as new members to the TPR Board. Council approval was unanimous.

Approval of Minutes of October 11, 2016, January 10, 2017, February 14, 2017.

Motion to approve by Andrea O’Toole. Second by Laura McCanless.

Unanimous approval.

Reports and Updates

1. Fire in forest on west side of trail between Clark and Soule, Friday evening, April 6, 2017 on undeveloped property of the Chaney family, who no longer reside in Oxford. **Access onto this private property was from the public trail; hence, see City Ordinance Chapter (?) I, Article V, Sec. 31-506.** Apparently the blaze resulted from an unauthorized “campsite” set up by unidentified partiers. Newton County Fire Department and City of Oxford PD responded to an apparent 911 notification made by a non-publicized caller. Neighbors and Board Members Laura McCanless and LaTrelle Oliver reported their direct experience of the incident. Discussion included the need for a program for controlling/eradicating invasive Japanese privet throughout our town forests, as well as the imperative to communicate meaningfully with Oxford College regarding possible student responsibility. The McCanless family photographed the campsite debris: burn barrel, grill, beer bottles, an apparently new water bottle.

Action taken: Documentation should be collected.

- A. City Manager Schwartz will contact Newton County Fire for their report (to file together with City PD’s).
- B. Oxford College Senior Manager of Operations Kendra Mayfield will consider options for communicating with College personnel.
- C. **Motion** made by Mrs. Oliver, seconded by Mr. Wright requesting that copies of the McCanless photographs be forwarded to the City Manager.
Unanimous approval.
- D. Consensus emerged informally that rather than pursue removal of downed logs which can provide access into secluded areas and thus result in unfortunate disturbance of the forest floor, direct communication through signage and discussion would be more effective.

2. Continuation of privet control along Wesley Street – Chairman Ready suggested we put this item on the work plan so that Arborist Budd can facilitate action. Engineer Jordan has now completed the survey of Wesley Street right-of-way, which establishes the interface of public and private property lines.

3. Replacement trees for Emory Street – What's the plan?

The October 11, 2016 Minutes state that Seth Hawkins said he will inspect the "condition of the young trees along Emory and dogwood in City Hall Park." Arborist Budd's report for today's meeting: "When I return I will do an evaluation of the planted trees along Emory St. Several of these are in poor shape and should be removed and some are in need of pruning. Additionally many trees are in need of mulching."

4. Completion of Old Church crosswalk extension

Soil has been added to connect concrete to grass area, but as yet no grass has "taken." City Manager Schwartz will follow up. He acknowledged that no TPR representative was involved with the decision to design and monitor this area, which manifests itself as a "mini pocket park" because of its elements (historical marker, bench, shrubs) and thus its apparent intended uses (rest, education). See City Ordinance Chapter 39, Section 101 Definitions # 3 Parks, Trails, and Gardens.

5. Mitchell Street Park – Anderson Wright

The City crew mows. Mr. Wright continues to remove fallen sticks and limbs. The poles which are in the way have not been removed even after many months of reminders. Benches are still needed and should be budgeted. A drainage culvert/entrance access has not been yet been installed, though long requested. City Manager Schwartz will address.

6. George Street Park – Jody Report

Mrs. Oliver noted that the huge aging pecan has been crowned-cleaned. She also observed that the Jack Atkinson memorial "Sunrise Red Bud" has suffered repeated damage and perhaps should be removed and replaced with a more substantial specimen. Arborist Budd will examine and determine action.

7. Asbury Street Park ad hoc committee's recommendations for park; seek approval from TPR and recommendation to present to City Council

City Manager Schwartz delivered three helpful hand-outs to each person present: (1) Park Planning Process; (2) Construction Cost Estimate (received 4/10/2017); and, (3) the latest Preliminary Site Plan (received 4/1/2017). A hard copy of each one is attached to the official minutes. Bob and Cheryl made note of a few ideas. Conversation was limited due to the late hour, but no general reservations were expressed. There was no discussion of naming or of an interpretative marker that would tell the history of the family and community who lived there. There was general consensus that the project should move forward according to plan.

8. Pruning issues – status and concerns

Arborist Budd reports: "Pruning completed last month on 15 large trees by North American Tree. The pruning was primarily crown cleaning and several were raised for clearance. Two additional trees were approved for clearance and crown cleaning and this work should be completed soon."

Oxford College's Interests and Concerns

Kendra Mayfield introduced an intriguing idea for developing and enhancing relationships in the two communities by telling the story of trees in the "Oxford Arboretum" – College Quadrangle and City's George Street Park (currently identified as Murdy Arboretum). Limited only by imagination, the project could be available broadly via multi-media as well as on site. The scope could include not only visual and descriptive identification, poetry, and site maps locating the current trees, but also information about them. There are currently two local models for this concept: The Yarbrough Oak and The Oxford Oak.

Arbor Day, 2018 – will be discussed during a later meeting.

Concerns and Announcements

- Sallie Robinson reported multiple loose boards on the trail causeway near Clark Street. Others concurred.
- Chairman Ready reported that a large tree on the corner of Haygood and Moore may be dead.
- City Manager Schwartz will see that these issues are addressed.

Adjournment – The meeting adjourned at 6:45.

Next Meeting – June 13, 2017

LaTrelle Oliver, Secretary

Trees, Parks, Recreation Board (TPR) – City of Oxford, GA
Minutes of Meeting June 13, 2017
Community Room, Oxford City Hall

At 5:00 p.m. Chairman Ready called the meeting to order.

Attendance

Present – Members Cheryl Ready, LaTrelle Oliver, Sallie Robinson
City Manager Bob Schwartz
Assistant City Manager Matt Pepper
City Superintendent Jody Reid
City Arborist Beryl Budd GUFCA
GUFCA Community Forester Seth Hawkins
Oxford College Senior Manager of Operations Kendra Mayfield

Guests – Jeff Wearing, Planning Commission Vice Chairman
Deanna Kelly, Porterdale Tree Board Chairman

Absent – Members Laura McCanless, Anderson Wright, Andrea O'Toole, Glenda Stewart

Agenda for meeting, accepted

Minutes from meeting of April 11, 2017 could not be approved due to lack of a quorum.

Reports and updates:

1. Protocol for engaging professional help in controlling forest fires, according to Arborist Budd and Forester Hawkins: In case of a fire anywhere, the procedure is to call 911, which then contacts the County Fire Department, whose battalion chief then determines when/if to call in Georgia Forestry Service if GFC is not already aware of the fire.
2. Continuation of privet control along Wesley and Fletcher Streets: Beryl and Seth direct that best control comes from first spraying with Roundup when foliage is new and then cut. Jody will acquire work order to proceed.
3. Replacement trees for Emory Street – What's the plan? Beryl reports: Mowing too close has resulted in pushing the mulch rings too high on the base of the new trees; dead wood should be removed; stump sprouts could be selected for removal and remaining strongest ones encouraged to become strong; and, consider replacing certain young trees this fall.
4. Completion of Old Church crosswalk extension – Jody reports that the sod is greening.
5. Mitchell Street Park: Jody reports that the poles have been removed as requested but that the swale is not deep enough (according to requirements for volume of water) to warrant a culvert. Engineer Robert Jordan can suggest possible solution to address the concern. Suggestion discussed: parking should be restricted to street for 2 reasons: vehicular intrusion into the small park limits exploration and future of the City's lease is uncertain.
6. George Street Park – Jody reports that the Murdy tree is fine.
7. Asbury Street Park ad hoc committee's recommendations for park; seek approval from TPR and recommendation to present to City Council – No vote could be taken due to lack of a quorum; however, the members present accepted the plan as presented. One member expressed the possibility that cost overruns should be anticipated and that additional funds could be reallocated from the George St. trail extension project. The suggestion was not discussed.
8. Pruning issues – status and concerns: See items 2 and 3 above. Jody reports clearing from the Asbury Park site all trees marked for removal by Beryl and Seth.

Arbor Day, 2018

Date decided: 3rd Saturday, February 17, 2018

Cheryl has ideas and solicits others (Sallie Robinson offered help engaging teachers):

Dramatic reading of *The Giving Tree*

Poetry contest

Children receive understory dogwoods for planting among Asbury Park canopy trees. These should be ordered now from Forestry Service. (Concerns: weather and readiness of park)

Oxford College's interests and concerns Kendra Mayfield clarified the arboretum concept.

Arboretum to extend from College quadrangle, all the way through Asbury Park.

Create app accessed by personal smart phones – College IT would develop.

Purpose: engage participants in tangible and intangible values of the trees.

Include scientific identifications, economic worth, aesthetic appeal, poetry, song, reading, video.

Concerns and announcements

1. One member expressed concern about loss of tree canopy to create the George Street trail extension, as well as the cost of this currently budgeted project (see 7 above).
2. In response to a report of the Oxford Historical Society Executive Board's planting two crepe myrtle trees street-side of the wall at Old Church, discussion followed and this question was raised: Our ordinance prohibits cutting of trees on City right-of way; but, does City have a position on planting new trees on right-of-way without TPR consultation? City Manager Schultz will research.

Adjournment 6:25 PM

Next meeting August 8, 2017

LaTrelle Oliver, Secretary

HISTORIC PRESERVATION COMMITTEE OF THE CITY OF OXFORD

Minutes – July 27, 2017

MEMBERS: Dr. Melvin Baker, Chair; Ms. Sarah Davis, Vice-Chair; Mr. J P Godfrey, Mr. Jeff Wearing, and Ms. Kendra Mayfield. Mr. Tom Johnson was absent.

STAFF: Matthew Pepper, assistant city manager.

GUESTS: Mike Ready, councilmember.

OPENING: At 5:58 PM, Dr. Baker called the meeting to order and welcomed the guests.

PURPOSE OF THE HISTORICAL PRESERVATION COMMITTEE: The Committee members reviewed their responsibilities as set forth by City Council. They will focus on two historic properties: the Yarborough House (107 W. Clark) and the Bloodworth House (6153 Emory Street). The Committee members agreed to submit their final report to City Council between late October and early November of 2017.

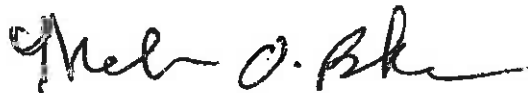
STRATEGY FOR EVALUATING THE PROPERTIES: The Committee members decided to evaluate the two properties on the basis of their historical significance and physical condition. It was decided that Mr. Godfrey, Mr. Johnson, and Ms. Davis will study the history of the two properties, and Mr. Wearing, Ms. Mayfield, and Dr. Baker will evaluate their physical condition. Each group will report their findings at the next meeting.

SETTING FUTURE MEETING TIMES: The Committee members decided to meet every third Thursday of the month at 6 PM.

YARBOROUGH HOUSE TOUR: Due to inclement weather, the Committee members did not take a tour of the property on 107 W. Clark as planned. It was decided that they can tour the property individually at a later date.

ADJOURNMENT: Dr. Baker adjourned the meeting at 6:35 PM.

Approved by:



Melvin Baker, Chair

SEWER TAP FEES 2017

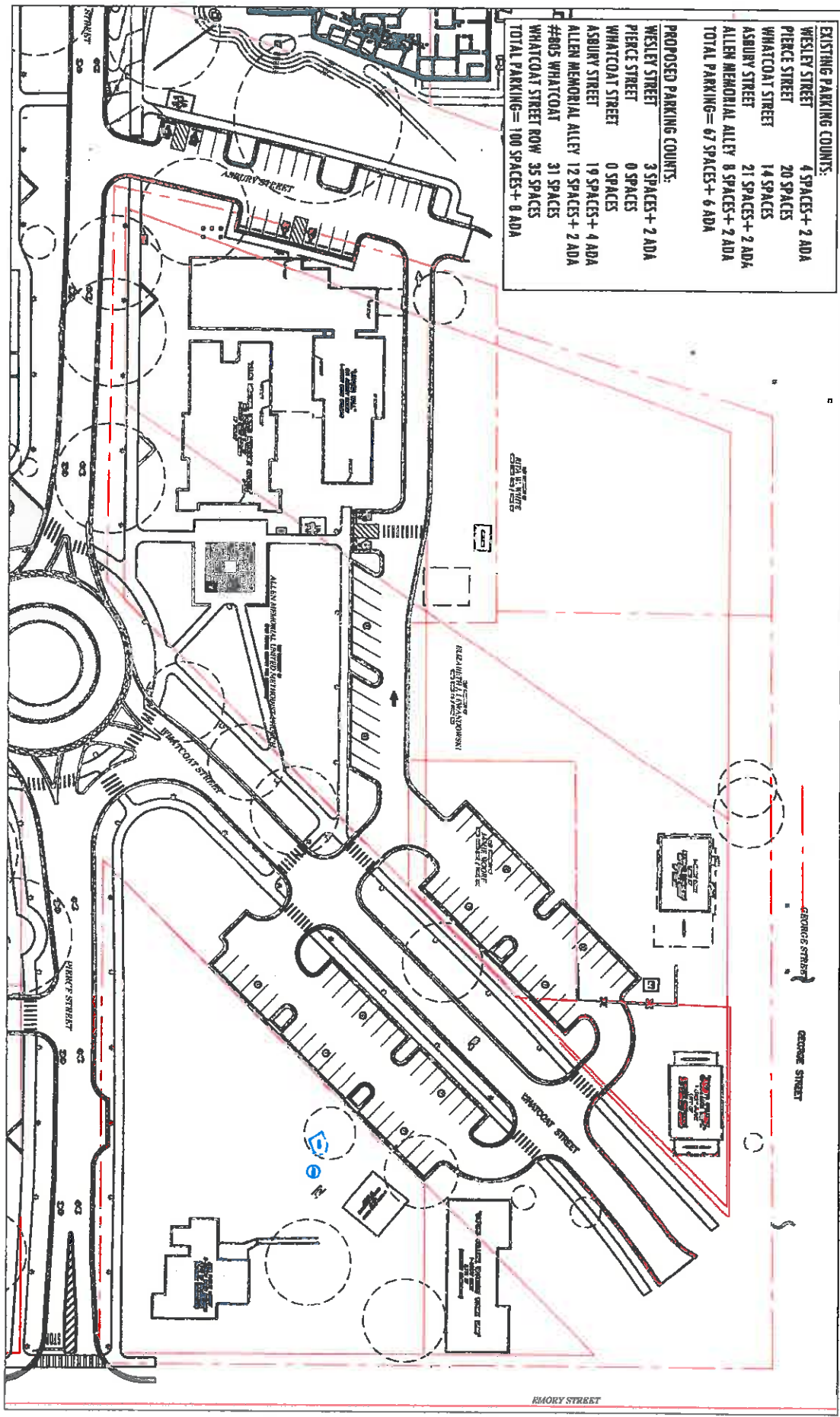
9/14/2017

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.

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 STREET ROW	35 SPACES
TOTAL PARKING	= 100 SPACES+ 8 ADA

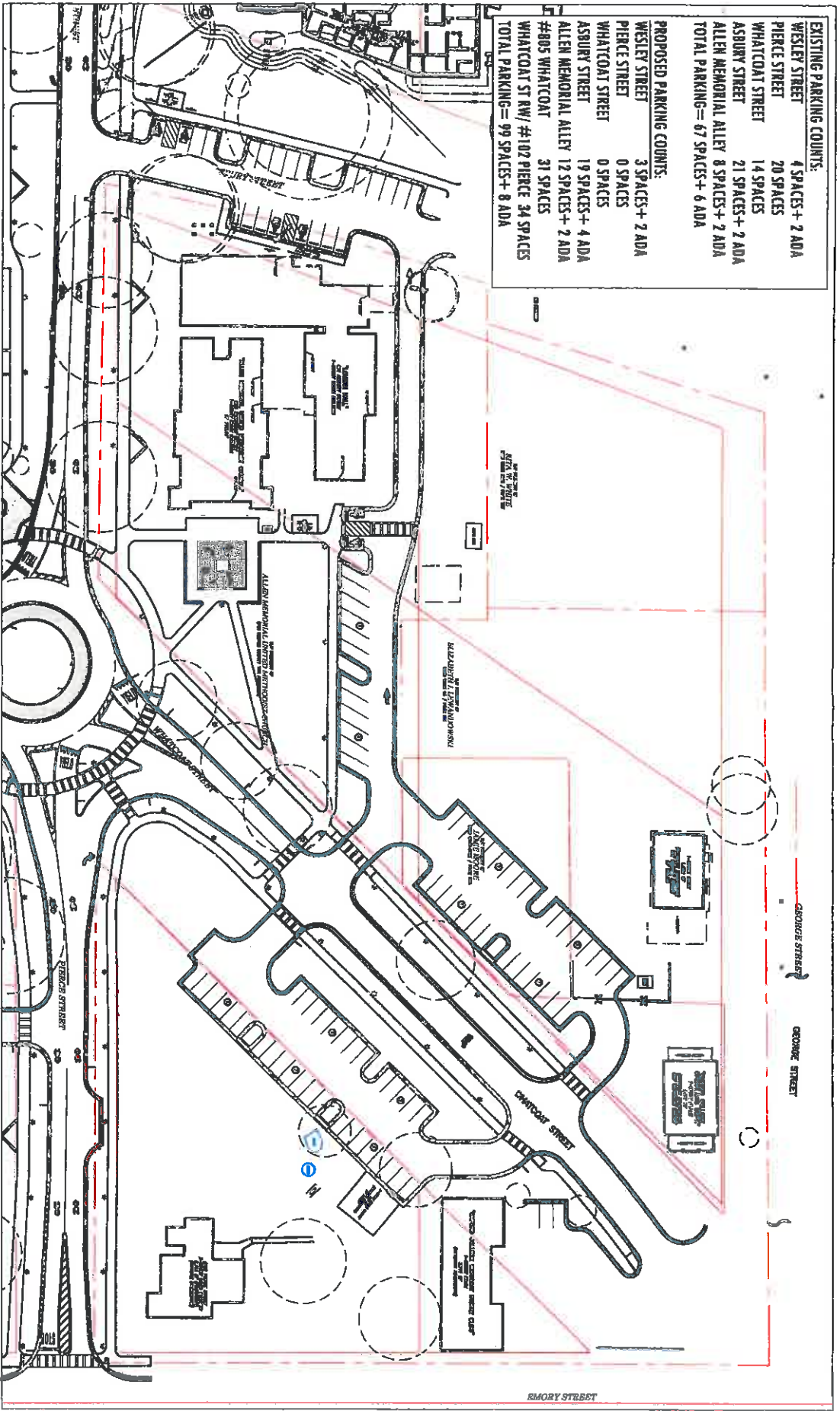



WANSLEY ASSOCIATES LANDSCAPE ARCHITECTS, INC. **Kimley»Horn**
 DATE: 09.15.17 SCALE: 1"=60'

OXFORD COLLEGE OF EMORY UNIVERSITY
PIERCE STREET IMPROVEMENTS- PARKING COUNTS

Option A.

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



Option B.

The Georgia Trust for Historic Preservation Ramble City of Oxford Sub-Committee
September 18, 2017

The Georgia Trust for Historic Preservation has named Newton County as the host for its Fall 2018 Ramble. A Ramble features “exclusive tours and social events in historic properties not usually open to the public.” To prepare for the event, the county created a steering committee comprised of representatives from each participating city. On August 22nd, the steering committee asked cities to appoint a local sub-committee to assist in the event’s preparation.

The city’s sub-committee is primarily responsible to identify, secure, and prepare potential sites in Oxford for the Ramble. The committee may also recruit event volunteers, and provide some administrative assistance to the Georgia Trust. The sub-committee will report its progress to the county steering committee.

The Assistant City Manager and the City Clerk’s office will assist the sub-committee as appropriate.

The sub-committee will be dissolved once the event has taken place on September 28-30, 2018.

Members of the City of Oxford Sub-Committee:

- * Sarah Davis – Chairman, Oxford City Councilmember
- * Melvin Baker, Oxford City Councilmember
- * Kendra Mayfield, Oxford College of Emory University
- * Anderson Wright, Vice-President of the Oxford Historical Cemetery
- * Valerie McKibben, Oxford Resident
- * Jeff Wearing, Oxford Planning Commission