



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, JANUARY 9, 2017 – 7:00 P.M.  
CITY HALL**

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

**OTHERS PRESENT:** Bob Schwartz, City Manager; David Strickland, City Attorney; Dave Harvey, Chief; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt Oliver, Kendra Mayfield, Cheryl Ready, Mary Carter, Anderson Wright, Sylvia Godfrey, J.P. Godfrey, Mary Godfrey, Peggy Madden, Judy Greer, Cary Holt, Todd Cain.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor and the invocation given by Hoyt Oliver.

Pledge of Allegiance:

Organizational Meeting – The Honorable Steven A. Hathorn, Judge for the City of Oxford Municipal Court administrated the Oath of office for Mayor and Councilmembers: Mayor Jerry Roseberry, Councilmembers Sarah Davis – Post 1, George Holt – Post 2, Mike Ready – Post 3, David Eady – Post 4, Jim Windham – Post 5, Melvin Baker – Post 6.

City Attorney David Strickland administrated the Oath of office to Judge Steven A. Hathorn who in turn administrated the oath to Attorney David Strickland, City Clerk/Treasurer Lauran Willis and Police Chief David Harvey. Attachment A 1-13

**A motion was made by Ready, seconded by Eady to accept the Agenda for January 9, 2017. The motion was approved 7/0. Attachment B**

Mayor Roseberry announced Councilmember Holt has appointed Lisa Dorward as the honorary councilmember for the month of February.

**A motion was made by Davis, seconded by Baker to approve the minutes of the Regular Meeting for December 5, 2016. The motion was approved 7/0. Attachment C**

**A motion was made by Windham, seconded by Baker to approve the minutes of the Work Session for December 19, 2016. The motion was approved 7/0. Attachment D**

**A motion was made by Eady, seconded by Ready to accept the minutes of the Planning Commission for October 11, 2016. The motion was approved 7/0. Attachment E**

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

**A motion was made by Ready, seconded by Eady to appoint Aaron Robinson to the Planning Commission for a three year term. The motion was approved 7/0.**

**A motion was made by Eady, seconded by Holt to reappoint Penny England to the Planning Commission for a three year term. The motion was approved 7/0.**

**CITIZENS COMMENTS/CONCERNS**

Mr. Hoyt Oliver of West Clark Street alerted Council of the planned town center development at City Pond road and Alcovy Road stating this development will have an impact on Oxford.

**MAYOR’S REPORT**

Mayor Roseberry said this is the time of year we elect a new Mayor Pro-Tem. Going in order of past appointments this year falls to Councilmember Mike Ready.

**A motion was made by Baker, seconded by Davis to elect Mike Ready as Mayor Pro-Tem for calendar year 2017. The motion was approved 6/0. Mr. Ready abstained.**

Mayor Roseberry announced that the city charter requires the City Manager and the Mayor to prepare an annual Operating Budget and Capital Budget each year with the final draft of both budgets are subject to the approval of the City Council. Mayor Roseberry appointed the following *ad hoc* committees to assist in the preparation of these budgets. Both committees will work with the City Manager and Department Heads to determine a meeting schedule so that the first draft will be available at the March 20 work session. Employees will provide assistance to both committees as needed.

**Operating Budget Committee**

Chairman     George Holt  
Member       David Eady  
Member       Jim Windham

**Capital Budget Committee**

Chairman     Mike Ready  
Member       Sarah Davis  
Member       Melvin Baker

The Committee duties will cease with adoption of the budgets planned for the June 5 City Council meeting. Attachment F

Mayor Roseberry announced the work session will be Monday, January 23<sup>rd</sup> at 6 PM. Attachment F

**101 Longstreet Circle**

No report at this time.

**Electric System Upgrade**

City Manager Bob Schwartz said as part of ongoing upgrades to our electric system we will replace the 50+ years old poles on Wesley from George Street to West Richardson and along West Richardson to Emory. Schwartz presented a map of the project and asked Superintendent Jody Read to explain the project and give details.

**A motion was made by Windham, seconded by Holt to table this time for further discussion at the work session on January 23<sup>rd</sup>. The motion was approved 7/0. Attachment G**

**Finance Request** - City Clerk Lauran Willis presented the following transactions for authorization from Mayor and Council:

1. **General Operating Account/Georgia Fund 1** – A request to authorize City Clerk Lauran Willis to transfer \$600,000 from the General Fund Operating Account and deposit it into the Georgia Fund 1 Account. The internal control will be to move \$300,000 from the Electric cash fund and \$300,000 from the Water/Sewer cash fund. **A motion was made by Holt, seconded by Windham to authorize this request. The motion was approved 7/0.**

2. **2011 SPLOST** – A request to authorize City Clerk Lauran Willis to transfer \$150,000 from the 2011 SPLOST checking and move it to the Capital Project Fund cash as reimbursement from the loan to 2011 SPLOST for the Emory Street Water Project. This will leave a balance of \$20,000 owed to the Capital Project Fund from the 2011 SPLOST. **A motion was made by Windham, seconded by Eady to authorize this request. The motion was approved 7/0.**

3. **Off-System Safety Program** – A resolution requesting an amendment to the FY2017 Capital Budget for the 2016 Local Maintenance & Improvement Grant for the Off-System Safety Program in the amount of \$50,662.70. This is to cover the expenditures for the thermoplastic stop bars and raised brick paver crosswalks. **A motion was made by Holt, seconded by Windham to approve this resolution. The motion was approved 7/0.**

Attachment H1 – H3

**Invoice Approval**

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
<b>MONTHLY</b>		
AT & T	Phone services from 9/29 – 10/28	1,314.53
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (Nov)	1,325.14
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<b>PURCHASES/CONTRACT LABOR</b>		
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<b>McNair, McLemore, Middlebrooks</b>	Annual-Pre-Audit Recording Financial - (November)	2,289.50
<b>M. Qader A. Baig &amp; Associates</b>	Legal/Professional Services/Court Solicitor Oct-Dec	1,200.00
<b>Oxford Historical Cemetery</b>	Sale of 4 grave lots	2,000.00
<b>David Strickland</b>	Professional Services for September	4,436.02
<b>David Strickland</b>	Professional Services for December	2,156.02
<b>David Strickland</b>	Professional Services for January	2,972.02
<b>Georgia Municipal Association</b>	Annual 2017 Worker's Compensation Insurance Fund	15,369.00
<b>Georgia Municipal Association</b>	Annual 1/1/2017 – 12/31/2017 Cable and Telecommunication Management Services	1,175.40
<b>Jordan Engineering</b>	Asbury Park project October monthly report/Sewer design plans/erosion control plans/casement exhibits.	3,642.50
<b>Mobile Communications</b>	PD Equipment Installation for New Vehicle (approved with FY2017 Capital Budget)	9,868.74
<b>Mobile Communications</b>	Light Bar Installation & Repairs on Police Vehicles	5,700.00
<b>Social Circle Ace Hardware</b>	Aluminized Driveway pipes 4 (Culvert Pipes 18x20)	1,163.81
<b>Steven A. Hathorn</b>	Legal/Professional Services/Judge Oct-Dec	1,250.00
<b>Taser International</b>	Police Department Supplies & Materials	1,354.69
<b>Utility Service Co. Inc.</b>	Quarterly Tank Maintenance Jan – March 2017	2,715.32
<b>Woco Pep Oil, Inc.</b>	Fuel from October	2599.49
<b>APPROVED CONTRACTS</b>		
<b>ACE Kimble Services, Inc.</b>	Demolition & Asbestos Abatement of 1002 Emory St.	13,750.00
<b>Cappstone Energy Group, LLC</b>	GPS Inventory Project/Joint Use Pole Attachment Audit	7,500.00
<b>Church Street Services, LLC</b>	Kay Lee, Oxford Special Projects (November)	1,213.20
<b>Harris Local Government</b>	Online Utility Portal/Acct +Hosting Fees	1,350.00
<b>Jordan Engineering</b>	Sewer Extension Plans/Sewer route to new outfall (Sept)	2,845.00
<b>Mary Ellen Williams</b>	Sidewalk Easement Project	1,045.00
<b>Scott Harpe &amp; James Smith</b>	Sidewalk Easement Project	1,185.00
<b>Sumner/Meeker, LLC</b>	East Clark Property November	1,455.00
<b>Sumner/Meeker, LLC</b>	East Clark Property December	1,305.00

**A motion was made by Holt, seconded by Eady to approve payment of the invoices. The motion was approved 7/0.**

Mayor Roseberry announced there will be an executive session to discuss real estate and personnel matters following the regular session after a short recess.

**A motion was made by Windham, seconded by Holt to go into the executive session at 7:55 pm. The motion was approved 7/0.**

**A motion was made by Eady, seconded by Ready to adjourn the executive session 8:20 pm. The motion was approved 7/0.**

**A motion was made by Eady, seconded by Holt to adjourn the meeting at 8:21 pm. The motion was approved 7/0.**

Respectfully submitted,



Lauran Willis  
City Clerk




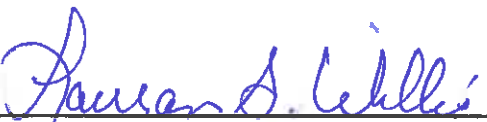
**OATH OF OFFICE**

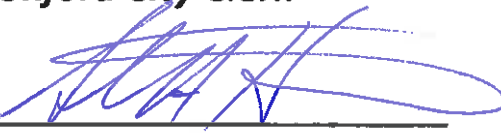
**Oxford Municipal Charter, Article II, Paragraph 10**

*I, Jerry Roseberry do solemnly swear or affirm that I will faithfully perform the duties of Mayor 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 9<sup>th</sup> day of January 2017*

  
\_\_\_\_\_  
**Jerry D. Roseberry**  
**Mayor, City of Oxford**

**Attest:**   
**Lauran S. Willis, CMC**  
**Oxford City Clerk**

**Witness:**   
**Steven A. Hathorn**  
**Judge, City of Oxford**

**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 9th day of January 2017

Sarah Davis

**Sarah Davis**

**Council Member/Post 1, City of Oxford**

Attest: Lauran S. Willis

**Lauran S. Willis, CMC**

**Oxford City Clerk**

Witness: Jerry D. Roseberry

**Jerry D. Roseberry**

**Mayor, City of Oxford**

**OATH OF OFFICE**

**Oxford Municipal Charter, Article II, Paragraph 10**

*I, George Holt 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 9th day of January 2017*



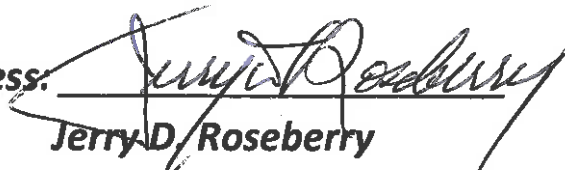
**George Holt**

**Council Member/Post 2, City of Oxford**

**Attest:** 

**Lauran S. Willis, CMC**

**Oxford City Clerk**

**Witness:** 

**Jerry D. Roseberry**

**Mayor, City of Oxford**

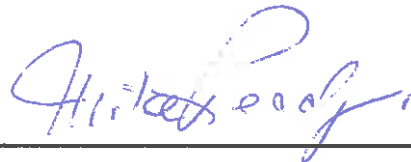


**OATH OF OFFICE**

**Oxford Municipal Charter, Article II, Paragraph 10**

I, **Mike Ready** 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 9th day of January 2017



**Mike Ready**

**Council Member/Post 3, City of Oxford**

Attest: 

**Lauran S. Willis, CMC**

**Oxford City Clerk**

Witness: 

**Jerry D. Roseberry**

**Mayor, City of Oxford**

**OATH OF OFFICE**

**Oxford Municipal Charter, Article II, Paragraph 10**

*I, Dawn Towns do solemnly swear or affirm that I will faithfully perform the duties of Municipal Court 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 19th day of January 2017*



**Dawn Towns**

**Municipal Court Clerk**

**Attest:**

  
**Steven A. Hathorn**

**Judge, City of Oxford**

**Witness:**

  
**M. Qader A. Baig**

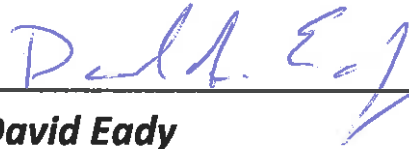
**Solicitor, City of Oxford**

**OATH OF OFFICE**

**Oxford Municipal Charter, Article II, Paragraph 10**


I, David Eady 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 9th day of January 2017



**David Eady**

**Council Member/Post 4, City of Oxford**

Attest: 

**Lauran S. Willis, CMC**

**Oxford City Clerk**

Witness: 

**Jerry D. Roseberry**

**Mayor, City of Oxford**

**OATH OF OFFICE**

**Oxford Municipal Charter, Article II, Paragraph 10**

*I, Jim Windham 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.*

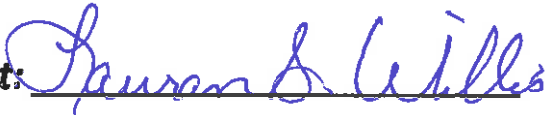
*This 9th day of January 2017*

A handwritten signature in black ink, appearing to read "Jim Windham", is written over a horizontal line. A large, light-colored oval is drawn around the signature.

**Jim Windham**

**Council Member/Post 5, City of Oxford**

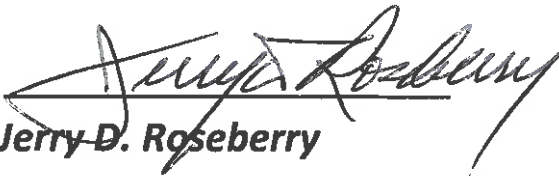
**Attest:**

A handwritten signature in blue ink, appearing to read "Lauran S. Willis", is written over a horizontal line.

**Lauran S. Willis, CMC**

**Oxford City Clerk**

**Witness:**

A handwritten signature in black ink, appearing to read "Jerry D. Roseberry", is written over a horizontal line.

**Jerry D. Roseberry**

**Mayor, City of Oxford**

**OATH OF OFFICE**

**Oxford Municipal Charter, Article II, Paragraph 10**

*I, Melvin O. Baker 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 9th day of January 2017*




**Melvin O. Baker**

**Council Member/Post 6, City of Oxford**

**Attest:** 

**Lauran S. Willis, CMC**

**Oxford City Clerk**

**Witness:** 

**Jerry D. Roseberry**

**Mayor, City of Oxford**

**OATH OF OFFICE**


**Oxford Municipal Charter, Article II, Paragraph 10**

I, Steven A. Hathorn do solemnly swear or affirm that I will faithfully perform the duties of Municipal Court Judge 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 9<sup>th</sup> day of January 2017



**Steven A. Hathorn**  
**Municipal Court Judge**

Attest: 

**Lauran S. Willis, CMC**  
**Oxford City Clerk**

Witness: 

**Jerry D. Roseberry**  
**Mayor, City of Oxford**

**OATH OF OFFICE**

**Oxford Municipal Charter, Article II, Paragraph 10**


*I, C. David Strickland do solemnly swear or affirm that I will faithfully perform the duties of City Attorney 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 9th day of January 2017*



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**C. David Strickland**  
**City Attorney**

**Attest:**   
**Lauran S. Willis, CMC**  
**City Clerk**

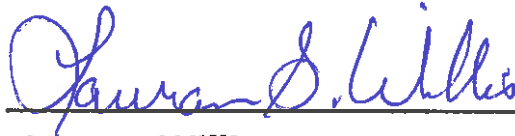
**Witness:**   
**Jerry D. Roseberry**  
**Mayor, City of Oxford**

**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.*

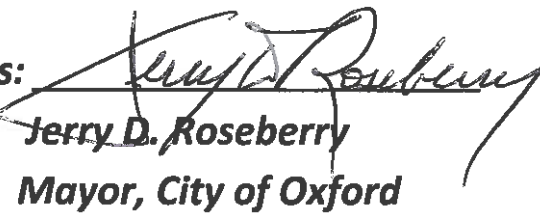
*This 9<sup>th</sup> day of January 2017*



**Lauran Willis**  
**City Clerk**

**Attest:** 

**Steven A. Hathorn**  
**City Attorney**

**Witness:** 

**Jerry D. Roseberry**  
**Mayor, City of Oxford**



**OATH OF OFFICE**

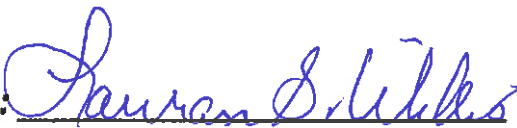
**Oxford Municipal Charter, Article II, Paragraph 10**

*I, Walter David Harvey do solemnly swear or affirm that I will faithfully perform the duties of Police Chief 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 9th day of January 2017*



**Walter David Harvey**  
**Police Chief, City of Oxford**

**Attest:** 

**Lauran S. Willis, CMC**  
**Oxford City Clerk**

**Witness:** 

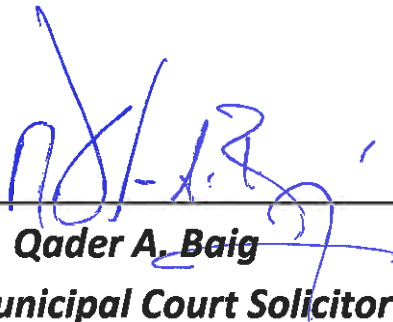
**Jerry D. Roseberry**  
**Mayor, City of Oxford**


**OATH OF OFFICE**


**Oxford Municipal Charter, Article II, Paragraph 10**

*I, M. Qader A. Baig do solemnly swear or affirm that I will faithfully perform the duties of Municipal Court Solicitor 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 19th day of January 2017*

  
\_\_\_\_\_  
**M. Qader A. Baig**  
**Municipal Court Solicitor**

**Attest:**   
\_\_\_\_\_  
**Steven A. Hathorn**  
**Judge, City of Oxford**

**Witness:**   
\_\_\_\_\_  
**Dawn Towns**  
**Municipal Court Clerk, City of Oxford**

**OXFORD MAYOR AND COUNCIL  
REGULAR MEETING  
MONDAY, JANUARY 9, 2017 – 7:00 P.M.  
CITY HALL  
A G E N D A**

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Organizational Meeting – The Honorable Steven A. Hathorn, Judge, presiding
  - a. Oath of office for Mayor and councilmembers continuing to serve
    - i. Mayor Jerry Roseberry
    - ii. Sarah Davis – Post 1
    - iii. George Holt – Post 2
    - iv. Michael Ready – Post 3
    - v. David Eady – Post 4
    - vi. Jim Windham – Post 5
    - vii. Melvin Baker – Post 6
5. Motion to accept the Agenda for the January 9, 2017 Mayor and Council Regular Meeting
6. **Honorary Councilmember of the Month** – Councilmember Holt has appointed Lisa Dorward as the honorary councilmember of the month for February.
7. \* Motion to approve the Minutes of the Regular Meeting of December 5, 2016.
8. \* Motion to approve the Minutes of the Work Session December 19, 2016.
9. \* Motion to accept the Minutes of the Planning Commission for October 11, 2016
10. Planning Commission Recommendations/Petitions.
11. Citizen Concerns
12. Mayor's Report – Appointment of special committees.
13. **Planning Commission** – Penny England and Shawn Gaither are at the end of their three year terms on the Planning Commission. Penny England is willing to be reappointed to another three year term.

14. Appointments by Mayor and Council

- a. City Attorney – David Strickland
- b. Municipal Court Judge – Steven A. Hathorn
- c. Municipal Court Solicitor – Qader Baig
- d. City Clerk/Treasurer – Lauran S. Willis
- e. Police Chief – W. David Harvey

15. **101 Longstreet Circle** – We will report on the bids received for the sale of this lot. The bids were due at 5 PM, Wednesday, January 18<sup>th</sup>.

16. \* **Electric System Upgrade** - As part of ongoing upgrades to our electric system we will replace the 50+ years old poles on Wesley from George Street to West Richardson and along West Richardson to Emory.

17. \***Finance Request** – We have the following transactions we are requesting authorization from Mayor and Council.

1. **General Operating Account/Georgia Fund 1** - A request to authorize City Clerk Lauran Willis to transfer \$600,000 from the General Fund Operating Account and deposit it into the Georgia Fund 1 Account. The internal control will be to move \$300,000 from the Electric cash fund and \$300,000 from the Water cash fund.

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3. **Off-System Safety Program** - A resolution requesting an amendment to the FY2017 Capital Budget for the 2016 Local Maintenance & Improvement Grant for the Off-System Safety Program in the amount of \$50,662.70. This is to cover the expenditures for the thermoplastic stop bars and raised brick paver crosswalks. We have received the check from GDOT for the approved \$30,000. The cities match portion will be \$35,463.89.

18. Invoice Approval

19. Executive Session – Real Estate / Personnel.

20. Adjourn

## ANNOUNCEMENTS

- The City Council work session will be Monday, January 23<sup>rd</sup> at 6 PM.
- 2017 is an election year. The election is in November for the Councilmembers for Posts 4, 5, and 6. Qualifying is Monday, August 21st through Friday, August 25th. Even though the election is eleven months away, the first legal ad will appear in the newspaper in January.

**INVOICES OVER \$1,000.00**

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<b>Steven A. Hathorn</b>	Legal/Professional Services/Judge Oct-Dec	1,250.00
<b>Taser International</b>	Police Department Supplies & Materials	1,354.69
<b>Utility Service Co. Inc.</b>	Quarterly Tank Maintenance Jan – March 2017	2,715.32
<b>Woco Pep Oil, Inc.</b>	Fuel from October	2599.49
<b>APPROVED CONTRACTS</b>		
<b>ACE Kimble Services, Inc.</b>	Demolition & Asbestos Abatement of 1002 Emory St.	13,750.00

<b>Cappstone Energy Group, LLC</b>	GPS Inventory Project/Joint Use Pole Attachment Audit	7,500.00
<b>Church Street Services, LLC</b>	Kay Lee, Oxford Special Projects (November)	1,213.20
<b>Harris Local Government</b>	Online Utility Portal/Acct +Hosting Fees	1,350.00
<b>Jordan Engineering</b>	Sewer Extension Plans/Sewer route to new outfall (Sept)	2,845.00
<b>Mary Ellen Williams</b>	Sidewalk Easement Project	1,045.00
<b>Scott Harpe &amp; James Smith</b>	Sidewalk Easement Project	1,185.00
<b>Sumner/Meeker, LLC</b>	East Clark Property November	1,455.00
<b>Sumner/Meeker, LLC</b>	East Clark Property December	1,305.00



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, DECEMBER 05, 2016- 7:00PM  
CITY HALL**

**DRAFT MINUTES**

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

**OTHERS PRESENT:** Bob Schwartz, City Manager; David Strickland, City Attorney; Dave Harvey, Chief; Stacey Mullen, Deputy City Clerk; Jody Reid, Utility Superintendent; Hoyt Oliver, Kendra Mayfield, Cheryl Ready, Mary Carter.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor and the invocation given by Hoyt Oliver.

Pledge of Allegiance:

**A motion was made by Ready, seconded by Davis to accept the Agenda for December 05, 2016. The motion was approved 7/0. Attachment A**

Mayor Roseberry announced Daniel Parsons as the Honorary Councilmember for December and presented him with a proclamation as appreciation for his participation. Attachment B

**A motion was made by Windham, seconded by Ready to approve the minutes of the Regular Meeting for November 7, 2016. The motion was approved 7/0. Attachment C**

**A motion was made by Baker, seconded by Eady to approve the minutes of the Work Session for November 21, 2016. The motion was approved 7/0. Attachment D**

**A motion was made by Eady, seconded by Baker to accept the minutes of the Planning Commission for September 13, 2016. The motion was approved 7/0. Attachment E**

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

There were no recommendations from the Planning Commission.

**CITIZENS COMMENTS/CONCERNS**

There were no comments from citizens.

**MAYOR'S REPORT**

Mayor Roseberry presented an update on the upcoming SPLOST referendum. The 2011 SPLOST was for \$57,600,000. Oxford's share of the base amount was \$1,233,050. Oxford's share of any overage was 3.02% for the total overage. The County is now estimating an overage of \$6,000,000. If that is correct, Oxford will receive an additional \$181,000 for transportation projects.

The Newton County Mayors met with Newton County on several occasions regarding the proposed 2017 SPLOST. The County Board of Commissioners has authorized a SPLOST in the amount of \$64,800,000 to be voted on by the citizens in March 2017. Division of the SPLOST base proceeds will be 78% to the County and 22% to the cities. Any overage will be split 75% to the County and 25% to the cities. Oxford will receive \$1,500,965 of the base amount. Oxford will receive 3.02% of any overage. Overage funds can be used for any of the projects listed in Oxford's base amount request.

Last Friday, the Mayors met in Oxford and after completing the final work on the SPLOST 2017, agreed that the City of Covington will monitor County disbursements of LOST and SPLOST funds to the cities. Covington's Finance Department will compare State reports with those provided by the County and each city will receive copies of those reports. Attachment F

**SIGNS FOR THE CIVIL WAR HERITAGE TRAIL**

A decision was made regarding placement of the signage for the Georgia Civil War Heritage Trail.

**A motion was made by Ready, seconded by Windham to approve the Georgia Civil War Heritage Trail signage to be placed at three locations: 1) the corner of Oxford Road and Hull Street; 2) the corner of West Soule Street and Wesley Street; and 3) at the historic marker across from the Old Church on Wesley Street; further that all signs to be placed on the L-shaped pole supplied by the City of Oxford and all the signs to be double-sided and of the small size. The motion was approved 6/1. All voted in favor, with Eady voting no.**

**Safety Manual**

City Manager Bob Schwartz presented an update on the safety manual. The safety manual has been revised to correct typos and change language as it relates to the use of golf carts for city employees. The safety manual is recommended, as well as required to qualify for annual awards by the city's Risk Management and Workers Comp Insurance, GIRMA.

**A motion was made by Holt, seconded by Eady to adopt the safety manual. The motion was approved 7/0. Attachment G**

**Downtown Development Authority**

Councilman Ready addressed Council regarding the resolution to direct the City Manager to work with members of ad hoc DDA (Downtown Development Authority) committee to prepare the activation resolution including both the specified area and the seven initial members.



**A motion was made by Ready, seconded by Baker to adopt resolution to prepare a recommended activation Resolution for City Council. The motion was approved 6/1. All voted in favor, with Eady voting no. Attachment H**

#### **SPLOST 2017**

Mayor Roseberry reviewed the terms of the intergovernmental agreement for the 2017 SPLOST.

**A motion was made by Windham seconded by Ready to approve the Intergovernmental agreement between Newton County and the cities in Newton County. The motion was approved 7/0.**

#### **101 Longstreet Circle**

City Manager Bob Schwartz reported to Council that he had received a request to purchase the property at 101 Longstreet Circle. This was to be discussed later in executive session.

#### **Invoice Approval**

#### **INVOICES OVER \$1,000.00**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>City Oxford Utilities</b>	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (Nov)	1,325.14
<b>MasterCard Services</b>	Lunch-Honorary Councilmember/Calendars/GUFC Luncheon/Hotel Fees-GCCMA Conference; Mayors Summit/Miscellaneous Items	2,093.33
<b>GMEBS Retirement</b>	Employee Retirement Fund DB Plan (December)	6,527.91
<b>Humana</b>	Health Insurance (December)	7,004.70
<b>Latham Home Sanitation Co. Inc.</b>	Monthly curbside service for November	5,636.10
<b>Newton County BOC</b>	Water Purchase Cornish Creek Water Fund for Oct	17,512.00
<b>Sophicity</b>	IT in a Box (December)	1,701.68
<b>Southeastern Power Administration</b>	SEPA energy cost (October)	3,261.79
<b>Woco Pep Oil, Inc.</b>	Fuel Charges	2,071.44
<b>PURCHASES/CONTRACT LABOR</b>		
<b>McNair, McLemore, Middlebrooks</b>	Pre-Audit assistance for October	5,775.20
<b>David Strickland</b>	Professional Services for October	1,823.02
<b>Jordan Engineering</b>	Asbury Park project mtg/Structural engineering for George St. pathway boardwalk & bridge design/Plat preparation/Sewer extension design & plans	7,575.00
<b>Rae Products &amp; Chemicals Corp</b>	Preformed Thermoplastic-white roll 12" x 30'-90 MIL	1,603.18

**A motion was made by Holt, seconded by Windham to approve payment of the invoices. The motion was approved 7/0.**

**A motion was made by Windham, seconded by Baker to go into executive session to discuss real estate matters at 7:27pm. The motion was approved 7/0.**

December 5, 2016

City of Oxford/Regular Session

4

**A motion was made by Windham, seconded by Ready to leave the executive session and return to regular session at 7:47pm. The motion was approved 7/0.**

City Manager Bob Schwartz will place an advertisement in the local paper to accept bids for property at 101 Longstreet Circle. The ad will include that the city has reserved the right to not accept any or all bids.

There being no further business:

**A motion was made by Windham, seconded by Holt to adjourn the meeting at 7:48pm. The motion was approved 7/0.**

Respectfully submitted,

Stacey Mullen  
Deputy City Clerk



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, DECEMBER 19, 2016 – 6:00 P.M.  
CITY HALL  
DRAFT MINUTES**

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

**OTHERS PRESENT:** Bob Schwartz, City Manager; Lauran Willis, City Clerk; Hoyt Oliver, Jeff Wearing, Cheryl Ready, Juanita Carson, Anderson Wright.

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

Agenda – Attachment A

**Honorary Councilmember**

Mayor Roseberry announced that Councilmember Holt appointed Lisa Dorward as the Honorary Councilmember for January but schedules have changed so she will serve in February and attend the January work session and the February council meeting.

**Mayor's Announcements**

Mayor Roseberry reminded everyone that the January organizational meeting will be moved to January 9, 2017 and the work session will be moved to the 23<sup>rd</sup> due to the New Year holiday schedule.

**Annual Appointments Discussion**

Mayor Roseberry said the agenda for the January meeting will include the consideration for appointment for the City Clerk and Treasurer, Police Chief, City Attorney, Municipal Court Judge, and Municipal Court Solicitor.

Attachment B

**Planning Commission**

City Manager Bob Schwartz said that Penny England and Shawn Gaither are at the end of their three year terms on the Planning Commission. Penny England is willing to be reappointed to another three term. Schwartz said they will need another nominee by the January council meeting. Schwartz said they have three people who were suggested however they all have not been contacted to see if they are interested in serving. Jeff Wearing said he will contact all three and report to Schwartz before the January meeting.

**Farmer's Market**

Committee Chairman David Eady said they do not have anything ready to report at this time and that they are reviewing the ordinances and rules before making a formal recommendation.

**6153 Emory Street**

City Manager Bob Schwartz reported on the status of the house at 6153 Emory Street. Schwartz said that Covington will de-annex this property and we will annex it. The easiest way to do this is through local legislation at the Legislature. Covington has passed a Resolution supporting the local legislation. We are requesting approval of a resolution for City Attorney David Strickland to expedite the process.

**A motion was made by Windham, seconded by Eady to approve the resolution supporting the local legislation. The motion passed 7/0.** Attachment C

**Wesley Street Poles Replacement**

City Manager Bob Schwartz said as part of ongoing upgrades to our electric system we will replace the 50+ years old poles on Wesley from George Street to West Richardson and along West Richardson to Emory. Schwartz presented installation bids from Marable-Pirkle Inc. and Service Electric Company. Due to inconsistencies in the bids, it was requested that Schwartz and Utility Superintendent Jody Reid create a detailed scope of work and request new bids to be discussed at the January meeting. Attachment D

**Projects Status and Engineer's Progress Report**

City Manager postponed this item for later date. Attachment E

There being no further business the meeting was adjourned at 7:40 PM.

Respectfully submitted;

Lauran S. Willis, CMC/FOA  
City Clerk

## OXFORD PLANNING COMMISSION

Minutes – October 11, 2016

**MEMBERS:** Jonathan Eady, Chair; Jeff Wearing, Vice-Chair; Vivian Harris, and Ron Manson. Penny England was out of town and Shawn Gaither was absent.

**STAFF:** Bob Schwartz, city manager and zoning administrator.

**GUESTS:** Kelly Ellis, Mayor Jerry Roseberry, two students from Oxford College (Joelle Danz and Sarah Kruelen) and Kendra Mayfield from Oxford College.

**OPENING:** 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 September 13, 2016 were approved. The vote was 4-0.

**KELLY ELLIS DEVELOPMENT PERMIT** - Mr. Kelly Ellis of 404 W. Richardson Street submitted a request for a development permit to install a 30' x 40' two-car garage at the side of his home. The Planning Commission reviewed the dimensions of the proposed garage and the requirements for what percent of the lot could be built upon. They reviewed the size of the house and the size of the existing accessory building.

*Upon motion of Mr. Manson seconded by Ms. Harris the request was approved as submitted. The vote was 4-0.*

**OXFORD COLLEGE – FUTURE DEVELOPMENT PLAN** – Kendra Mayfield discussed with the Planning Commission requirements for the Oxford College future development plan. It's a ten year plan that is updated every five years. After discussion, the Planning Commission noted that it appeared the next revision was due during the first half of 2017. They asked that Mr. Schwartz and Ms. Mayfield get together to review the existing ordinance and that Ms. Mayfield put together an outline for preparing the new plan. The Planning Commission will review the proposed changes submitted by Ms. Mayfield in preparation for a discussion at the November meeting.

**CITY REPORT** – Mr. Schwartz, with considerable help from Mayor Roseberry, reported on:

- a. City property acquisition
- b. Asbury Park planning and construction schedule
- c. I-20 pedestrian bridge and sidewalk on Emory Street schedule
- d. Sewer project on Emory Street
- e. Planning for a Downtown Development Authority

**NEXT MEETING** – Since the City Hall meeting room is the polling place on Tuesday, November 8, the next meeting of the Planning Commission will be on Wednesday, November 9.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:30 PM.

**Submitted by:**

**Bob Schwartz, zoning administrator**

## OXFORD CITY COUNCIL MEETING JANUARY 9, 2017

### Mayor's Report 1/9/2017

Oxford's city charter requires the City Manager and the Mayor to prepare an annual Operating Budget and a Capital Budget. The final draft of both budgets are subject to the approval of the City Council. Therefore, the following special committees are appointed to assist in the preparation of these budgets.

#### Operating Budget Committee

Chairman	George Holt
Member	David Eady
Member	Jim Windham

The Operating Budget Committee will work with the City Manager and Department Heads to determine a meeting schedule so that a first draft of the Operating Budget will be available at the March 20 work session. Adoption of the Operating Budget should be planned for the June 5 City Council meeting. Additional work sessions can be called as needed. The Committee duties will cease with adoption of the Operating Budget.

#### Capital Budget Committee

Chairman	Mike Ready
Member	Sarah Davis
Member	Melvin Baker

The Capital Budget Committee will work with the City Manager and Department Heads to determine a meeting schedule so that a first draft of the Capital Budget will be available at the March 20 work session. The Capital Budget should forecast capital projects for the next five years and longer as appropriate. A timeline reflecting the costs and revenue sources should be listed for each project. Adoption of the Capital Budget should be planned for the June 5 City Council meeting. Additional work sessions can be called as needed. The Committee duties will cease with adoption of the Capital Budget.

#### Employee Assistance to Committees

Employees will provide assistance to both committees as needed. Employees do have regular duties to perform and requests for information and assistance should be planned to allow sufficient time for a proper response.

# MARABLE-PIRKLE INC.

PHONE # 404-344-4411

FAX # (404) 349-4096

November 16, 2016

City of Oxford Electrical  
Jody Reid  
jreid@oxfordgeorgia.org

FROM: Marshall Collins

PROJECT: Oxford Electrical System Upgrade and Pole Replacement;

**COMMENTS:**

We appreciate the opportunity to provide the following proposal for the above referenced project.

MARABLE-PIRKLE, Inc. will furnish personnel and equipment to:

Install power poles, pole top assemblies with down guys and anchors to support the new pole line and transfer existing electrical attachments as indicated on ECG print.

Labor and Equipment \$147,120.00

Pricing has been based on:

Digging in soil/dirt rock and/or hand digging to be addressed on an hourly bases.

Area to be accessible by trucks and trailer.

Roll pipe for boring IS included in this pricing. All OTHER material to be furnished by the city.

Price qualifications and clarifications:

Price firm for 30 days.

Price based on normal working hours during straight time.

Payment 30 day after invoice date. Past due invoices are subject to late fee charges.

**BEFORE JOB CAN PROCEED WE MUST RECEIVE SIGNED & DATED ACCEPTANCE WITH PURCHASE ORDER # AS WELL AS LOCATE #**

ACCEPTED BY:

DATE

PURCHASE ORDER #

**PLEASE CALL (404) 344-4411 AS SOON AS POSSIBLE IF TRANSMISSION IS NOT LEGIBLE OR ALL PAGES WERE NOT RECEIVED. THANK YOU!**





## SERVICE ELECTRIC Company

P.O. Box 3656  
1631 East 25th Street  
Chattanooga, TN 37404  
Phone (423) 265-3161  
Fax (423) 265-3960

December 5, 2016

City of Oxford, Ga  
Attn: Jody Reid  
110 West Clark Street  
Oxford Ga, 30054-2274

Re: Wesley Street

Mr. Reid:

Service Electric Company proposes to furnish necessary labor, equipment, and supervision for a lump sum total of **One Hundred Eighty Five Thousand Dollars and 00/100 (\$185,000.00)** per the following scope of work. All material will be furnished by others.

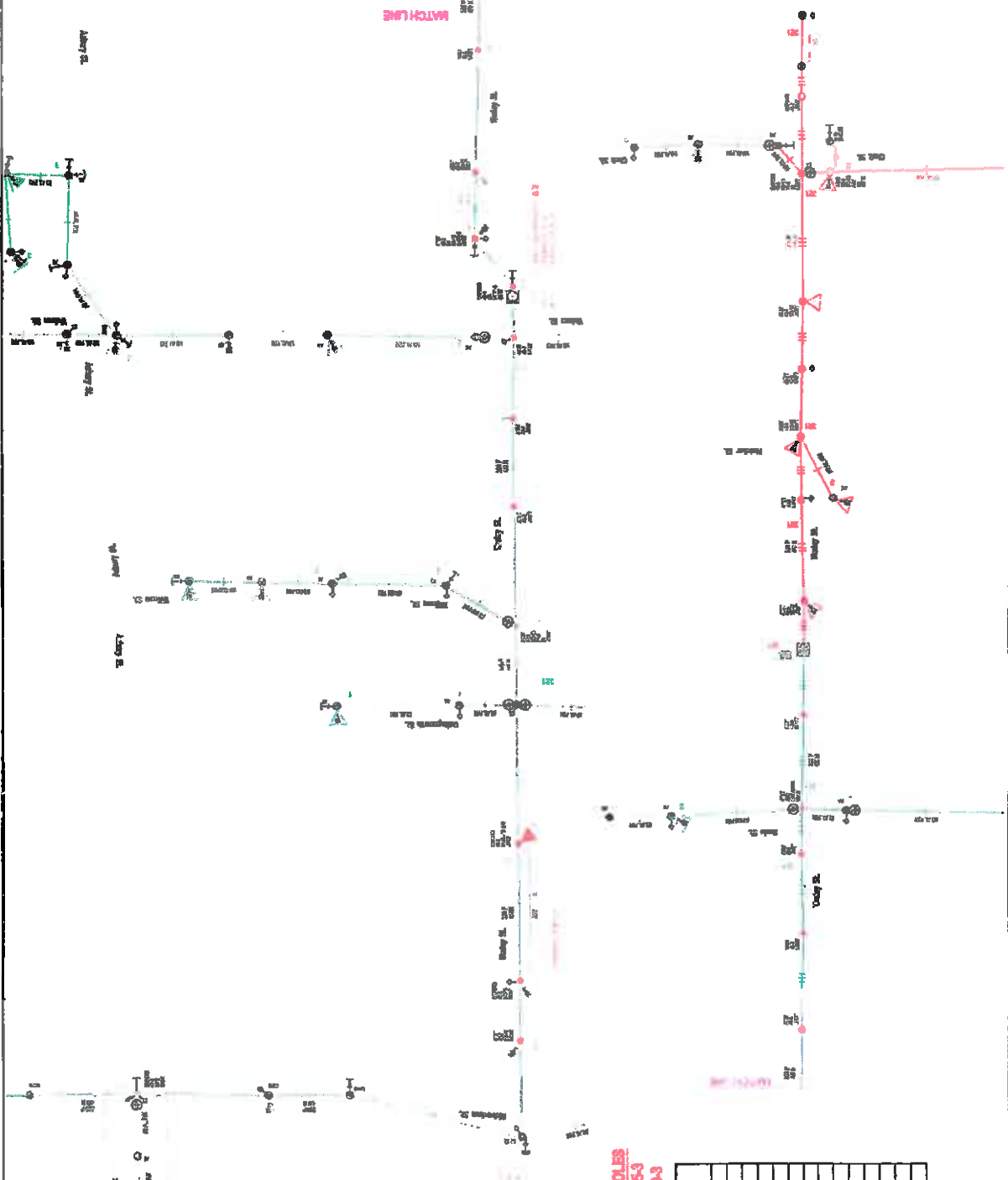
- Change-out (27) wood poles with attachments
- Bore 350' and install 2" conduit (X 3)
- Remove Overhead single phase tap

Any work performed out of this scope will be performed at an additional agreed upon price. All work will be performed in a timely manner and good faith. Please advise if you need additional information.

Thank you for this opportunity,

Lee Campbell  
Estimator

DATE	DESCRIPTION



**OXFORD POLES**  
 (0) 45-3  
 (2) 35-5

**AT&T POLES**  
 (10) 45-3  
 (1) 40-3

**LEGEND**

	STANDARD WOOD POLE
	METAL WOOD POLE
	STANDARD INTERMEDIATE POLE
	STANDARD HIGH CAPACITY POLE
	STANDARD POLE (PRIMARY)
	STANDARD POLE (SECONDARY)
	STANDARD POLE (TERTIARY)
	STANDARD POLE (QUATERNARY)
	STANDARD POLE (QUINARY)
	STANDARD POLE (SEINARY)
	STANDARD POLE (SEPTENARY)
	STANDARD POLE (OCTENARY)
	STANDARD POLE (NONARY)
	STANDARD POLE (DECENARY)



110 W. Clark Street  
Oxford, GA 30054  
Phone 770-786-7004  
Fax 770-786-2211  
www.oxfordgeorgia.org



Incorporated December 23, 1839

Mayor Jerry D. Roseberry  
City Manager Bob Schwartz  
City Clerk Lauran Willis

**REQUEST TO TRANSFER FUNDS**

Date: 01/09/2017


To: Mayor, Council and City Manager

From: Lauran Willis


SUBJECT: FINANCE AUTHORIZATION

This is a request to authorize City Clerk, Lauran Willis to notify United Bank to electronically transfer \$600,000 from the General Fund Operating Account and deposit it into the Georgia Fund 1 Account. This is to reduce the amount of funds in the Operating Cash account. For internal control we will move \$300,000 from Electric Cash and \$300,000 from Water Cash. This will leave approximately \$705,000 in the General operating funds.


Approved Effective Date: 1-9-2017

Signed:   
Jerry D. Roseberry, Mayor

Date: 1/9/17

Signed:   
Bob Schwartz, City Manager

Date: 1/9/17

Sincerely;  
  
Lauran S. Willis, CMC/FOA  
City Clerk  
City of Oxford

110 W. Clark Street  
Oxford, GA 30054  
Phone 770-786-7004  
Fax 770-786-2211  
www.oxfordgeorgia.org



Incorporated December 23, 1839

Mayor Jerry D. Roseberry  
City Manager Bob Schwartz  
City Clerk Lauran Willis

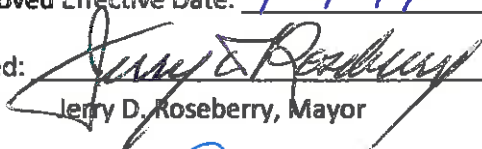
**TRANSFER REQUEST FOR LOAN to SPLOST**

Date: 01/09/2017

To: Mayor and City Manager  
From: Lauran Willis

Subject: This is a request to authorize City Clerk, Lauran Willis to do a Journal Entry to transfer \$150,000 from SPLOST to the Capital Project Funds as reimbursement for the Loan to 2011 SPLOST for the Emory Street Water Project. This will leave a balance owed to Capital of \$20,000 from the 2011 SPLOST.

Approved Effective Date: 1-9-17


Signed:   
Jerry D. Roseberry, Mayor

Date: 1-9-17

Signed:   
Bob Schwartz, City Manager

Date: 1/9/17

Sincerely;



Lauran S. Willis, CMC/FOA  
City Clerk  
City of Oxford

# CITY OF OXFORD

## RESOLUTION

**WHEREAS**, City Council has determined that it would benefit the City to utilize the funding from Georgia Department of Transportation's Local Maintenance & Improvement Grant Off-System Safety Program and a city match of 70% to install thermoplastic stop bars and raised brick paver crosswalks at various locations throughout the city.

**WHEREAS**, there are sufficient unallocated funds in the capital project fund to provide for this expenditure,

**NOW THEREFORE BE IT RESOLVED**, that

The capital budget for FY2017 is amended by adding a \$50,662.70 line item for the committed funds for the project.

Adopted this ninth day of January, 2017.

BY:

Mayor

Handwritten signature of Jerry D. Resberry in black ink, written over a horizontal line.

ATTEST:

City Clerk

Handwritten signature of Susan S. Wells in blue ink, written over a horizontal line.

110 W. Clark Street  
Oxford, GA 30054  
Phone 770-786-7004  
Fax 770-786-2211  
www.oxfordgeorgia.org



Incorporated December 23, 1839

Mayor Jerry D. Roseberry  
City Manager Bob Schwartz  
City Clerk Lauran Willis

Monday, November 21, 2016

Mr. Terry L. Gable, Local Grants Administrator  
Georgia Department of Transportation  
Office of Local Grants – 17<sup>th</sup> Floor  
One Georgia Center  
600 West Peachtree Street, NW  
Atlanta, GA 30308

Dear Mr. Gable:

We have attached a summary of our 2016 Local Maintenance & Improvement Grant for Off-System Safety Program. We have spent and committed \$50,662.70. 70% of that is \$35,463.89. The GDOT share was limited to \$30,000.

Please accept this as a request for payment of the \$30,000.

We have enclosed a chart summarizing all the costs along with the low bid for each item

Let me know if you need any additional information.

Thank you for your help.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Schwartz".

Bob Schwartz  
City Manager

ENCLOSURES

**City of Oxford 2016 Local Maintenance & Improvement Grant for Off-System Safety Program**

<b>PROJECT</b>	<b>STATUS</b>	<b>COST</b>
Pedestrian Crosswalk on Emory Street	CANCELLED	\$0.00
Thermoplastic stop bars	COMPLETE	
	Ace/Kimble Services, Inc. install stop bars	\$7,600.00
	RAE Products - thermoplastic rolls	\$3,921.25
	RAE Products - thermoplastic rolls	\$1,603.18
	RAE Products - thermoplastic rolls	\$388.27
	<b>SUBTOTAL</b>	\$13,512.70
Raised brick paver crosswalks	UNDER CONTRACT	
	Designed Installations, Inc.	\$37,150.00
	<b>TOTAL COST</b>	\$50,662.70
	70% of project cost	\$35,463.89
	GDOT Share	\$30,000.00