



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, July 11, 2016 – 7:00 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; SARAH DAVIS; GEORGE HOLT; DAVID EADY; MELVIN BAKER; MIKE READY WAS REPRESENTING THE CITY AT THE ANNUAL MEAG MEETING.

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; David Strickland, City Attorney; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt and LaTrelle Oliver, Peggy Madden, Judy Greer, Jeff Wearing, Anderson Wright, Penny Windham, Miriam Hall.

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 Baker, seconded by Windham to accept the Agenda for the July 11, 2016 Mayor and Council Regular Meeting. The motion was approved 6/0. Attachment A

Mayor Roseberry announced Miriam Hall as the Honorary Councilmember for July and presented her with a proclamation as appreciation for her participation. Attachment B

A motion was made by Eady, seconded by Davis to approve the Minutes of the June 6, 2016 Regular Meeting. The motion was approved 6/0. Attachment C

A motion was made by Holt, seconded by Eady to approve the Minutes of the June 20, 2016 Work Session. The motion was approved 6/0. Attachment D

A motion was made by Eady, seconded by Windham to accept the Minutes of the April 12, 2016 Planning Commission. The motion was approved 6/0. Attachment E

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

There were no new recommendations from the planning commission.

CITIZENS COMMENTS/CONCERNS

Judy Greer and Anderson Wright thanked everyone for their hard work and participation in the July 3rd Historical Society and Lions Club Picnic and the July 4th preparations and events.

Mayor Reports

Mayor Roseberry thanked all of the employees and volunteers for their hard work in making this year's July 4th a big success.

July 4th Parade

City Clerk Luran Willis gave an update on the parade paying special notice and thanks to Mayor and Council for their participation; the Shane Millwood Band for music; Jane and James O'Toole who performed the National Anthem; 2016 Parade Marshall Jim Watterson; and all of the other volunteers and vendors who participated. The parade and events went very well.

DDA ad hoc Study Committee

City Manager Bob Schwartz reported the study is ongoing and is almost complete. Mike Ready will give an update at the Work Session next week when he returns.

Millage Rate

City Manager Bob Schwartz presented a copy of the Public Notice that appeared in the Covington News explaining we are required to adopt the millage rate at a public meeting. The rollback rate is 7.23 mills; down from the 7.76 for FY2015. State Law requires us to conduct three public hearings if we plan to adopt the millage rate higher than the rollback rate. Based on statistics he recommended the city adopt the millage at the County Assessed Rollback rate of 7.23. Attachment F

A motion was made by Windham, seconded by Holt to adopt the millage at the rollback rate of 7.23 mills. The motion was approved 6/0.

Off System Safety Grant

City Manager Bob Schwartz presented estimates on the cost of stamped concrete raised pedestrian crosswalks compared to brick crosswalks and summarized the cost compared to the grant total from GDOT. After review and discussion.

A motion was made by Eady, seconded by Windham to accept the bid from Designed Installations by Jim Williams in the amount of \$37,150 and the total project cost of 49,150 with a local match of \$19,150. The motion was approved 6/0. Attachment G

104 West Watson

City Manager Bob Schwartz said we are requesting Council approval to proceed with the demolition of the house on 104 West Watson which is in the Asbury Street Park tract. We received two proposals for this work in February. Enviroprobe at \$9,500 and Designed Installations at \$9,400. We are checking to see if these prices are still valid and, if so, we will issue a purchase order to Designed Installations. The asbestos abatement has already been done.

A motion was made by Eady, seconded by Baker to accept the bid from Designed Installations by Jim Williams in the amount of \$9,400. The motion was approved 6/0.

Other Business

Mayor Roseberry asked City Attorney David Strickland for an update on the property at 1002 E. Clark Street. Strickland said all of the law firms he is working with have given approval for the demo. He is waiting to hear

back from the defendant's attorney for final confirmation in hand. He said the city should be good to start on the demo. Councilmember Baker said we should obtain pictures before anything is demolished. Mayor Roseberry asked City Manager Schwartz to get pictures and bids for the demo for Council to decide on at the Work Session.

Invoice Approval

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (June)	1,634.70
Georgia Municipal Association	2016 -2017 Membership Dues	1,300.67
GMEBS Retirement	Employee Retirement Fund (July)	6,527.91
Humana	Health Insurance (July)	7,702.02
Latham Home Sanitation	Monthly waste removal services (June)	5,636.10
NaturChem	Brush Control Services for Trail	1,600.00
NaturChem	Brush Control Services Future Park @ Asbury	1,350.00
Newton County BOC	Cornish Creek Water Fund (May)	12,665.00
Newton County BOC	Cornish Creek Water Fund (June)	15,598.00
Newton County Water & Sewer	Sewer charges for (May)	5,690.44
Northeast Georgia Regional Com.	FY2017 Per Capita Dues	2,262.00
Sophicity	IT in a Box (July)	1,701.68
Southeastern Power Administration	SEPA energy cost	3,016.57
PURCHASES/CONTRACT LABOR		
Air Conditioning Specialist Inc.	Repair two units, Police Dept and 2 nd floor break room	1,361.00
Anixter Inc.	End Poles for Emory's underground project.	2,805.00
Arbor Equity Inc.	Tree Pruning various	2,325.00
Card Services/Master Card	Hotel Fee for GRW Conference for Jody and Scottie/Honorary Council Lunch/Flags & Flagpoles for Emory Street/Miscellaneous parade supplies/coffee, etc.	2,524.14
Irby Electrical Distributor	Conduit for Underground project for Emory	10,865.00
Irby Electrical Distributor	Materials for Underground project for Emory/Cable w/260 MIL Insulation, 1/3 Copper & Overall Jacket	33,660.00
M. Qader Baig	Legal Services, Solicitor Municipal Court, April, May and June.	1,200.00
Scarborough Tree Service	Remove large Oak from ROW on Fletcher & Wesley	3,000.00
Sensus	16 - 3/4" water meters	1,830.10
Steven A. Hathorn	Legal Services Municipal Judge Jan-March 2016	1,250.00
Utility Services Co., Inc.	Quarterly Tank Maintenance	2,715.32
Woco Pep Oil	Fuel for city vehicles and equipment	2,435.04
APPROVED CONTRACTS		
Ace/Kimble Services	Repair Deck and Benches Old Church	1,125.00

Ace/Kimble Services	6" Sewer tap and bore road @ 1204 W. Soule St.	3,450.00
AT&T	Remove & Relocate Aerial Copper Cables & Service Wire for College Underground	11,356.92
Carr, Rahn & Associates, Inc.	Appraisal Report Update 1002 Emory Street	2,000.00
Church Street Services	City of Oxford Special Projects April 30 – May 31	2,324.70
Jarod Environmental	Backflow for new cafeteria for college (not to be reimbursed, part of tap fee cost)	1,566.00
Jordan Engineering	Professional Engineering/George St. Trail/Moore St. Sidewalk, data collection rights-of-way survey.	4,407.50
Jordan Engineering	Research, data management, and platting to prepare sidewalk easement across Emory property for Moore St. sidewalk project./Topo & locate specimen trees/work on boundary line resolution, evaluation & ROW mapping/Sewer route mapping (Areas 1 & 3)	9,730.00
Marable-Pirkle, Inc.	Provide labor and Equipment for Pole Change out and System Upgrade Bonnell St. 100% complete	37,242.30
Marable-Pirkle, Inc.	Change Order#1: Provide labor & Equip for Emory College Underground Installation, Transformer relocation.	2,956.68
Sumner Meeker, LLC	Professional services/Emory Street- June	2,895.00
University of Georgia	Special Projects Study, Part 1	4,092.00

After review and questions:

A motion was made by Holt, seconded by Windham to approve payment of the invoices. The motion was approved 6/0.

A motion was made by Eady, seconded by Baker to adjourn the meeting at 7:32 PM. The motion was approved 6/0.

Respectfully submitted,



Lauran S. Willis, CMC/FOA
City Clerk

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, JULY 11, 2016 – 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. Motion to accept the Agenda for the July 11, 2016 Mayor and Council Regular Meeting
5. **Honorary Councilmember of the Month** – Councilmember Jim Windham has appointed Miriam Hall as the honorary councilmember of the month for July.
6. * Motion to approve the Minutes of the Regular Meeting June 6, 2016.
7. * Motion to approve the Minutes of the Work Session June, 20, 2016.
8. Planning Commission Recommendations/Petitions
9. Citizen Concerns
10. Mayor's Report
11. **July 4th Parade** – The parade was another success. We will have a short report from Lauran Willis, city clerk and parade coordinator.
12. **DDA *ad hoc* Study Committee** – The study is ongoing. We will have an update from Councilmember Ready.
13. *** Millage Rate** – We have enclosed a copy of the Public Notice that appeared in the *Covington News*. We are required to adopt the millage rate at a public meeting. The rollback rate is 7.23 mills; down from the 7.76 for FY2015. State law requires us to conduct three public hearings if we plan to adopt a millage rate higher than the rollback rate.
14. **Off System Safety Grant** – We will have estimates on the cost of stamped concrete raised pedestrian crosswalks to compare to the estimates for brick crosswalks.
15. **104 West Watson** – We are requesting Council approval to proceed with the demolition of this house in the Asbury Street Park tract. We received two proposals for this work in February. Enviroprobe at \$9,500 and Designed Installations at \$9,400. We are checking to see if the prices are still valid and, if so, we will issue a purchase order to Designed Installations. The asbestos abatement has been done.

16. Invoice Approval

17. Adjourn

INVOICES OVER \$1,000.00

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Jarod Environmental	Backflow for new cafeteria for college (not to be reimbursed, part of tap fee cost)	1,566.00
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Sumner Meeker, LLC	Professional services/Emory Street- June	2,895.00
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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 Jim Windham has nominated Miriam Hall to serve for this month.

NOW, THEREFORE, I, Mayor Jerry D. Roseberry, do hereby appoint Miriam Hall as the Honorary Councilmember for the City of Oxford for the month of July.

SO PROCLAIMED, this eleventh day of July, 2016.

MAYOR AND CITY COUNCIL OF OXFORD

BY:

Mayor

ATTEST:

City Clerk





**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, June 6, 2016 – 7:00 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; SARAH DAVIS; GEORGE HOLT; DAVID EADY; MIKE READY; DR. MELVIN BAKER JOINED COUNCIL AFTER BEING SWORN IN.

OTHERS PRESENT: Bob Schwartz, City Manager; James Pilgrim, Lieutenant; David Strickland, City Attorney; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt and LaTrelle Oliver, Mary Carter, Peggy Madden, Terry Smith, Todd Cain, Kendra Mayfield, Cheryl Ready, Jeff Wearing.

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 Eady, seconded by Ready to accept the Agenda for the June 6, 2016 Mayor and Council Regular Meeting. The motion was approved 6/0. Attachment A

Mayor Roseberry announced Peggy Madden as the Honorary Councilmember for June and presented her with a proclamation as appreciation for her participation. Attachment B

A motion was made by Windham, seconded by Holt to approve the Minutes of the May 2, 2016 Regular Meeting. The motion was approved 6/0. Attachment C

A motion was made by Eady, seconded by Ready to approve the Minutes of the May 16, 2016 Public Hearing and Work Session. The motion was approved 6/0. Attachment D

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

There were no new recommendations from the planning commission.

CITIZENS COMMENTS/CONCERNS

LaTrelle Oliver applauded Mayor Roseberry in recognition of his article in relation to the three C's: Communication, Compromise and Collaboration. (News Article) Attachment E

Mayor Reports

Citizen Complaints – Traffic Control on East Soule

Mayor Roseberry reported on a citizen complaint regarding traffic control on East Soule Street. After discussion:

A motion was made by Windham, seconded by Davis to direct the Police Chief to prepare an evaluation of traffic control measures currently in place throughout the city and recommend to the council any changes he deems appropriate for the use of radar control. The motion was approved 6/0. Attachment F

PERSONAL FINANCIAL DISCLOSURE REPORTS

City Clerk Luran Willis reminded council of their Personal Financial Disclosure Reports due July 1, 2016.

BUILDING ON EAST CLARK STREET

Mayor Roseberry said a city employee has expressed interest in purchasing some of the material from the newly acquired building on East Clark Street. Scottie Croy has asked for permission to remove the roof and supporting trusses before the building is demolished. After discussion all council were in favor of a recommendation for city attorney to draft a contract for the city to sell the roof and other material to Scottie Croy for an amount equal to his fee for removing and disposing of the material after the city attorney has cleared the city to dispose of the building.

Councilmember Terry Smith resigned

Mayor Roseberry announced Councilmember Terry Smith has resigned as he and Kathie have moved to Covington and sold their house in Oxford. The city charter provides that the Mayor and Council shall elect a replacement to serve the balance of Councilman Smith's term which ends 12/31/17. Mayor Roseberry presented a letter of appreciation to Councilman Smith in recognition of his 18 years of service to the city. (Attachment G) Following the recognition to Smith, Mayor Roseberry asked for nominations for his replacement.

A motion was made by Windham, seconded by Holt to nominate Dr. Melvin O. Baker to fill the remainder of Terry Smith's term through 12/31/2017. The motion was approved 6/0.

David Strickland, City Attorney administered the Oath of Office to Dr. Baker officially swearing him in to fill the term as Council Member for Post 6 through 12/31/2017. Attachment H

GDOT

Mayor Roseberry announced that GDOT has awarded the city of Oxford \$27,300 for pedestrian safety improvements and presented a list of recommendations for council to review. After discussion City Manager Bob Schwartz was directed to discuss the recommended changes with GDOT and report back to council at the next work session with a project completion schedule. Attachment I

July 4th Parade update

City Clerk Luran Willis gave an update on the progress of July 4th parade and events. Willis said we are on schedule with the plans; notices have been sent to the citizens; and personal invitations have been sent to various constituents. She said that she and Councilmember Sarah Davis are still working to obtain concessions from the local churches and to acquire a color guard.

Downtown Development Authority (DDA) Update

Councilmember Mike Ready said the committee has met a couple of times, once with GMA, and they are scheduled to meet again Thursday, June 9th and will present their findings to council at a later date.

FY2017 Budget

City Manager Bob Schwartz presented a resolution to adopt the FY2017 Proposed Budget and FY2017 Capital Projects Budget. There being no further questions or discussion;

A motion was made by Holt, seconded by Eady To Adopt An Annual Balanced Budget In Accordance With Chapter 81, Title 36 Of The Official Code Of Georgia, Annotated. The motion was approved 7/0. Attachment J

Millage Rate

City Clerk Lauran Willis reported that we do not expect to have the figures from the tax assessor before June 20, 2016 at which time they will be presented to council for discussion.

Invoice Approval**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for April	1,088.84
City of Covington	Sewer 12/31/2015 – 3/31/2016	9,756.00
Consolidated Monthly Remittance	Municipal Court State Funds	1,211.10
Courtware Solutions Inc.	Monthly licensing, support and maintenance	1,151.71
GMEBS Retirement	Employee Retirement Fund (May)	5,946.33
Humana	Health Insurance (May)	6,993.20
Latham Home Sanitation	Monthly waste removal services	5,636.10
Newton County BOC	Cornish Creek Water Fund	11,937
Newton County Water & Sewer	Sewer charges for March	5,176.70
Sophicity	IT in a Box (May)	1,701.68
Southeastern Power Administration	SEPA energy cost	3,293.94
PURCHASES/CONTRACT LABOR		
Card Services/Master Card	GCCMA Conference for City Manager/Lunch for UGA Students/Coffee/Honorary Council Lunch/file cabinet clerk's office/Clerk training-Stacey/Refreshments Asbury Park Committee, misc.	1,611.12
Covington Automotive Repair	Replace transmission assembly 2008 Ford F150 truck	2,646.25
David Strickland	Invoices for April	2,169.83
Gresco	Electric supplies for Bonnell St. upgrade	2,885.00
Ground Effects Landscaping	To pump and treat Wearing's pond	6,357.85
Upbeat Site Furnishings	Picnic table at City Hall includes shipping charge	1,203.92
APPROVED CONTRACTS		
Burford's Tree Service	Powerline Tree Trimming 3/5	4,552.00
Burford's Tree Service	Powerline Tree Trimming 3/12	4,552.00
Jordan Engineering	Work completed in March	6,930.00
Scarborough Tree Service	Removal of 1 L Pine on Collingsworth/grinding and cleanup	1,800.00

Scarborough Tree Service	Removal of 2 Hardwoods on Clark St./stump grinding and cleanup	1,800.00
Sumner/Meeker, LLC	Professional Services 4/5 – 4/21	1,395.00
The Simshauser Company Inc.	Appraisal of Emory Street Sidewalk	1,750.00

After review and questions:

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

A motion was made by Windham, seconded by Holt to enter into an Executive Session at 7:45 PM. The motion was approved 7/0.

Executive Session

A motion was made by Ready, seconded by Davis to adjourn the Executive at 8:16 PM. The motion was approved 7/0.

A motion was made by Windham, seconded by Holt to return to the Regular Session at 8:16. The motion was approved 7/0.

A motion was made by Windham, seconded by Holt to adjourn the regular session at 8:16 PM. The motion was approved 7/0.

Respectfully submitted,

Lauran S. Willis, CMC/FOA
City Clerk



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, June 20, 2016 – 6:00 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; MELVIN BAKER; SARAH DAVIS; GEORGE HOLT; DAVID EADY; MIKE READY WAS NOT IN ATTENDENCE.

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Chief; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt and LaTrelle Oliver, Erik Oliver, Miriam Hall, Kendra Mayfield, Penny Windham, Lyn Pace.

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

***Agenda**

Honorary Councilmember

Mayor Roseberry introduced Miriam Hall as the Honorary Councilmember for July appointed by Councilmember Jim Windham.

Mayor's Announcements

Mayor Roseberry announced that Hoyt Oliver has been appointed to the Newton County Tomorrow Board, as an At-Large Board Member.

Mayor Roseberry announced the City has received approval of \$16,000 from Georgia DOT for roadside improvements at the Asbury Street Park.

*** Citizen Concerns:**

LaTrelle Oliver announced The Historical Society and Lions Club annual potluck picnic on Sunday, July 3, at 6:00 at Old Church.

*** MEAG Voting Representative**

Mayor Roseberry announced that since Terry Smith has resigned we need to appoint another voting representative to fill his place with MEAG. Councilmember Ready will be attending the MEAG annual meeting July 11th.

A motion was made by Davis, seconded by Windham to approve a Resolution appointing Mike Ready to serve as the City's voting delegate on the Municipal Electric Authority of Georgia's Election Committee. The motion passed 6/0.

*** Old Church**

City Manager Bob Schwartz presented documents for Old Church with the original lease from 1965, the lease transfer in 1975 from the North Georgia Conference to the Oxford Shrine Society, a memo dated July 1997 requesting that Kitty's Cottage be included in the lease, and an agreement in January 1998 to include Kitty's Cottage in the original lease. There was much discussion about Old Church and who is responsible for the maintenance and upkeep. Councilman Eady requested we obtain a copy of the financials from the Oxford Historical Society. Holt spoke on behalf of the OHS as Secretary and said he knows they have spent more than \$50,000 in the last four years on repairs and renovations. Davis said she knows the church was down to nothing before the Shrine Society took it over. The funds they had were from grants and membership dues. Holt said the dues are \$300 annually but a lot of members do not pay. Windham asked if they have reviewed other means of revenue. Eady said we need to shift our thinking on how it is maintained that we need to recognize this as a community asset. Perhaps the city should look into taking more ownership. Windham said we need a proposal we can consider. Mayor Roseberry asked City Manager Bob Schwartz to verify with the city attorney if it is legal for the city to sign a lease that exceeds 50 years and bring this back for more discussion.

*** GDOT Off-System Safety Grant**

City Manager Bob Schwartz presented a letter of approval from Georgia Department of Transportation for additional LMIG funding with a proposed revised budget. After reviewing the changes Holt asked why we are changing putting the pedestrian crossing at the Park to E. Clark Street. Mayor Roseberry said because we can use SPLOST funds for the one at the Park next spring. Eady said we should move forward with the raised cross walks because there are people living in those areas. Schwartz said he will have the new pricing by the July 11th meeting.

*** Project Status and Engineer's Progress Reports**

City Manager Bob Schwartz presented the project status reports depicting some ongoing projects and projects that will begin with the new fiscal year. He gave a summary of the ongoing projects being worked on by the city engineer such as the Right-of-Way surveys, George Street Trail and the Sewer Extension for E. Clark and N. Emory.

*** Radar Recorder Study**

Chief Dave Harvey presented a memorandum showing the utilization of the radar recording device the city purchased last year. Chief Harvey said the data collected on E. Soule Street shows a total of 17,769 vehicles traveled between March 21st and April 4, 2016 with 85% of the vehicles traveling west at 46 miles per hour and 85% of the vehicles traveling east at 48 miles per hour. The study showed that between May 23rd and June 13th vehicles on Wesley Street between W. Watson Street and W. Soule Street showed a total of 3,098 vehicles travelled that area with 85% of the northbound vehicles travelled at 33 miles per hour and 85% of the southbound vehicles traveled at 36 miles per hour. Dave said after meeting with a representative from DOT Wesley Street had previously been approved for radar use at 30 miles per hour. After the speed limit was changed to 25 miles per hour, Wesley Street was not checked by DOT to be approved due to the lack of violations on file. However, with the new data from the radar recorder, they feel radar should be approved for

Wesley Street. It appears all other streets in Oxford have no issues. Chief Harvey said he will continue to monitor various other streets to obtain data and address any issues.

July 4th Parade update

City Clerk Lauran Willis gave an update on the progress of July 4th parade and events.

Millage Rate

Mayor Roseberry announced we received the preliminary report from NC Tax Assessor today and it looks like the rollback millage rate for 2016 will be 7.236. Mayor Roseberry said we will vote on the millage rate at the July 11, 2016 meeting.

The meeting was adjourned at 7:25 PM.

Respectfully submitted,

Lauran S. Willis, CMC/FOA
City Clerk

* Attachments

OXFORD PLANNING COMMISSION

Minutes – April 12, 2016

MEMBERS: Jonathan Eady, Chair; Jeff Wearing, Vice-Chair; Penny England and Ron Manson. Absent were Shawn Gaither who was out of town working and Vivian Harris who was ill.

STAFF: Bob Schwartz, city manager and zoning administrator.

GUESTS: Pastor Josh Roberts and Richard Henderson from Allen Memorial United Methodist Church 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 Ms. England, the minutes for the meeting of February 9, 2016 were approved. (The Planning Commission did not meet in March.)

ALLEN MEMORIAL UNITED METHODIST CHURCH SIGN PERMIT - Richard Henderson submitted a sign permit request on behalf of Allen Memorial for two signs (one at the corner of Pierce and Emory and one at the corner of Hull and Fletcher). Mr. Eady opened the discussion by reporting that he had reread the entire sign ordinance. It does not appear that an off premises sign is permitted by the sign ordinance. Presently, no churches have off premises signs except for an existing sign for Allen Memorial which is on property owned by Oxford College.

Mr. Eady referenced **Section 40-936. - Prohibited signs**

“(a) The following signs are hereby expressly prohibited from erection, construction, repair, alteration, or use within the City, except as otherwise permitted in this chapter:

(2)Off-premises signs, including billboards.”

Mr. Eady noted that the only possible exception he could find would be for directional signs but that the definition did not include church signs erected by the church. The definition is contained in section 40 – 927.

“*Directional sign* means a sign permanently erected or permitted in the public right-of-way or private property by the state, or other governmental agency to denote the name of any thoroughfare, the route to any city, town, village, educational institution, public building, historic place, shrine, or hospital, to direct and regulate traffic, to denote any railroad crossing, bridge, or other transportation or transmission company for the direction or safety of the public.”

Mr. Manson noted that it is the duty of the Planning Commission to treat every applicant the same way. And that one of the purposes of the sign ordinance was to limit the number of signs within Oxford.

Mr. Eady noted that it might be possible for the town to put up a sign for the church as an historic site. Mr. Wearing noted that the entire town is a historic site according to the Methodist Church. It is a Methodist Church shrine.

Pastor Roberts asked how could we get a sign approved? Mr. Eady noted that the Council could amend the ordinance to permit any sign by any church. However, that would result in a great many more signs in town. There is a reason the ordinance is written this way - it is to limit the number of signs in town. And then there is the issue of locating the sign within the right-of-way. If it is within Highway 81 right-of-way it would require permission from Georgia DOT.

After further discussion Mr. Henderson said that he would withdraw the application. He and Pastor Roberts would look into another way to get the sign approved.

Mr. Wearing noted that the Planning Commission understood and sympathized with their situation.

Oxford College Demolition Permit Request - Oxford College has submitted a development permit application for the demolition of the house at 604 Emory Street. Mr. Eady asked Ms. Mayfield to summarize the situation. She noted that the original intent was to restore this house. The College had abated the asbestos and then through one delay or another the house has deteriorated and is now mold infested and unusable. The college has determined it is best to demolish it.

Meet Mr. Eady asked what the plan was for the eventual use of the land. Ms. Mayfield replied that in the short term it will be green space. The area where the house will be torn down will be seeded with grass.

Mr. Manson reminded the College that any building located on the site will have to be of a residential character.

Mr. Eady wanted it placed in the record that Emory University at the main campus is now a client of his so in most cases involving the University and the College he will abstain.

Mr. Wearing asked if it had been determined that the current status of the house is unsafe. Ms. Mayfield replied that it is. The plan is to have it torn down very soon.

Upon motion of Mr. Wearing, seconded by Ms. England the request for the development permit to permit the demolition of the house at 604 Emory Street was approved as submitted. The vote was three in favor with Mr. Eady abstaining.

Mr. Eady asked Ms. Mayfield if she could give the Planning Commission an overview of future construction projects. She said they were concentrating on building the dining hall. In addition, soon they would be starting on the renovation of the Pierce Science Building.

PLANNING COMMISSION TRAINING – Mr. Wearing gave a short report on the planning commission training he had attended in Athens. There were 60 people from all over the state and he learned a lot.

CHAIR'S COMMENTS – Before adjourning the meeting, Mr. Eady suggested to the members that it would be a good idea for them to review the sections of the Zoning Ordinance that apply to each application before each meeting.

ADJOURNMENT: Mr. Eady adjourned the meeting at 7:40 PM.

Submitted by:

Bob Schwartz, zoning administrator

2016 TAX DIGEST AND 5-YEAR HISTORY OF LEVY

The City of Oxford Governing Authority does hereby announce that the millage rate will be adopted at the Rollback rate at a Special Called Meeting to be held at Oxford City Hall located at 110 West Clark Street on Monday, July 11, 2016 at 7:00 PM Pursuant to the requirements of O.C.G.A. § 48-5-32 do hereby publish the following presentation of the current year's tax digest and levy along with the history of the tax digest and levy for the past five years.

CURRENT 2016 TAX DIGEST AND 5-YEAR HISTORY OF LEVY

CITY OF OXFORD	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Real & Personal	17,835,565	15,950,650	16,458,250	15,735,874	16,421,373
Motor Vehicles	2,866,000	3,089,870	2,624,080	1,981,300	1,438,080
Mobile Homes	753	753	753	502	480
Timer-100%					7950
Heavy Duty Equipment					
Gross Digest	20,702,318	19,041,273	19,083,083	17,717,676	17,867,883
Less M&O Exemptions	3,935,713	3,716,329	3,670,035	3,309,308	3,285,364
Net M&O Digest	16,766,605	15,324,944	15,413,048	14,408,368	14,582,519
Gross M&O Millage	22.58	25.18	24.17	26.17	25.77
Less Rollbacks	14.98	17.33	16.60	18.41	18.53
Net M&O Millage	7.60	7.85	7.57	7.76	7.23
Net Taxes Levied	127,376	120,316	116,692	111,867	105,577
Net Taxes \$ Increase	(22,750)	(7,060)	(3,624)	(4,809)	(6,280)
Net Taxes % Increase	(15.15)	(5.55)	(3.01)	(4.12)	(5.63)

Off System Safety Grant Summary

Item	Cost
Install 112 Thermoplastic Stop Bars	\$12,000
Build 6 raised pedestrian crosswalks	\$37,150
SUBTOTAL	\$49,150

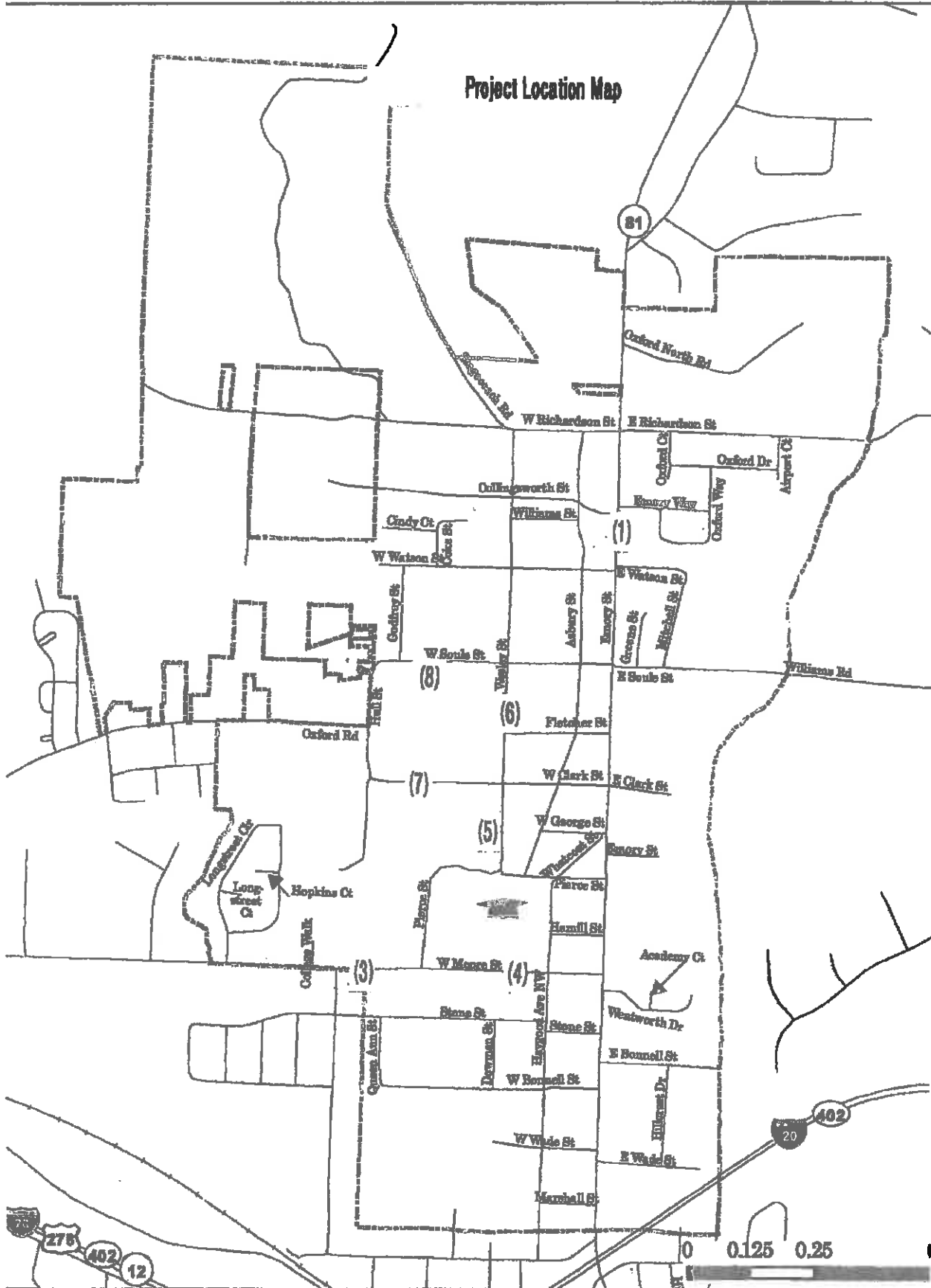
State grant is \$30,000 or 70% of total cost,
whichever is less. \$30,000

City share \$19,150

Comparison of brick and concrete costs

		Concrete		
		Brick	Ace Kimble	Marable-Pirkle
West Moore St. (#3 on map)	@ walking trail crossing west of Queen Ann St	\$12,800	\$11,500	\$12,824.00
West Moore St. (#4 on map)	at soccer field	\$3,600	\$4,200	\$5,152.35
Wesley St. (#5 on map)	Between George St Park and new walking trail	\$3,200	\$6,500	\$6,871.00
Wesley St. (#6 on map)	North of Fletcher, includes 40' of sidewalk	\$5,500	\$6,300	\$7,669.70
West Clark St. (#7 on map)	@ walking trail crossing east of Hull St.	\$6,800	\$6,200	\$10,196.25
West Soule St. (#8 on map)	@ walking trail crossing east of Godfrey St.	\$5,250	\$5,500	\$5,838.00
TOTALS		\$37,150	\$40,200	\$48,551

Project Location Map



- Oxford
- Covington
- Parcels
- Streams
- Shared-Use Path
- Oxford College

OXFORD, GEORGIA



NEGR
 NORTHEAST GEOGRAPHIC
 REGIONAL COMMISSION
Geographic Information System

Enviroprobe, LLC
1931 Highway 11 S
Covington, Georgia 30014
email: enviroprobe@bellsouth.net
Phone: 404-557-9320

7-15-16 EM

Mr. Jody Reid
City of Oxford
110 West Clark Street
Oxford, Georgia 30054

~~November 11, 2015~~

Ref: **Demolition Cost Proposal**
Residential House
104 West Watson Street
Oxford, Georgia 30054

Demolition of house, concrete and site work for the site referenced above.

Includes the following:

- Location of utilities
- Submit EPD demo notification
- Demolition of house & concrete driveway
- Equipment and labor
- Roll off Containers T&D
- Rough graded and balanced with dirt on site
- Seed and straw site on completion

Total Project Cost \$9,500.00

If you have any questions about the proposal please do not hesitate to call me at (404) 557-9320.
Thank you for the opportunity of being of service to you.

Sincerely,



Roy Mote