



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
CALLED WORK SESSION AND REGULAR SESSION
MONDAY, NOVEMBER 7, 2016 – 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; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Dave Harvey, Police Chief; Hoyt and LaTrelle Oliver, Juanita Carson, Kendra Mayfield, Peggy Madden, Judy Greer, Todd Cain, Students from Oxford College: Caleb Sowgry, Jacob Hicks, Althea Johnson, Gabriel Moran.

**Called Work Session
5:30 P.M.**

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor.
City Manager Bob Schwartz introduced Monica Callahan, DDA Director and Planning Director from Madison.

Ms. Callahan gave a briefing on Downtown Development Authorities explaining the roles of a DDA in conjunction with City Officials and State Law. Callahan explained the roles of the DDA, the members, term limits, required reporting and ethic policies and gave examples of her current activities with the DDA for Madison. After a brief Q & A the meeting was adjourned at 6:55 P.M.

Regular Council Session

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 Windham, seconded by Baker to accept the Agenda for the November 7, 2016. The motion was approved 7/0. Attachment A

Mayor Roseberry announced Aaron Robinson as the Honorary Councilmember for November and presented him with a proclamation as appreciation for his participation. Attachment B

A motion was made by Davis, seconded by Windham to approve the minutes of the October 3, 2016 Regular meeting. The motion was approved 7/0. Attachment C

A motion was made by Baker, seconded by Windham to approve the minutes of the October 17, 2016 Work Session. The motion was approved 7/0. Attachment D

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

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None.

CITIZENS COMMENTS/CONCERNS

None.

Mayor's Report

Mayor Roseberry reminded everyone of the Mayors Retreat on Friday, November 11th at 8:30 at The Center. 2017 SPLOST - Mayor Roseberry said the cities met with the County Board of Commissioners and presented their requests for the 2017 SPLOST. Roseberry said Oxford should receive approximately \$1 ½ million on base and ¼ on overage for a total of approximately \$1.8 million.

Annual Employee Meeting – City Clerk Luran Willis said we need to confirm the date of December 13, 2016 for the annual Employee Meeting at Ashton Hills Golf Club on December 13, 2016 at 7:00 P.M. All Council was in favor of this date.

Councilmember Mike Ready announced that he, Cheryl Ready, and Bob Schwartz attended the Awards Ceremony as part of the Georgia Urban Forest Council 26th annual Conference. Oxford was presented with the 2016 Outstanding Community Grand Award. The award is a framed, limited edition print of a Georgia tree by artist Barry Nehr.

Intergovernmental Agreement

As we have for the last three years we have requested the County participate with our GDOT Local Maintenance and Improvement Grant (LMIG) towards repairing of George Street. The County will provide the labor and equipment with the city paying for the materials. We have attached the Intergovernmental Agreement prepared by Newton County. Attachment F

Motion was made by Windham, seconded by Eady. The motion was approved 7/0.

Random Drug Testing

As we discussed at the work session, we are recommending the attached Resolution to allow for random drug testing for city employees. Attachment G

Motion was made by Ready, seconded by Baker. The motion was approved 7/0.

Local Maintenance and Improvement Grant – FY2017

City Manager Bob Schwartz presented a resolution designating Green Street for the LMIG resurfacing work for FY2017. Attachment H

Motion was made by Eady, seconded by Ready. The motion was approved 7/0.

Civil War Heritage Trail Sign

Motion was made by Eady, seconded by Baker to table for further discussion. The motion was approved 7/0.

INVOICES OVER \$1,000.00

Invoice Approval

VENDOR	DESCRIPTION	AMOUNT
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (Oct)	1,535.01
City of Covington	Quarterly Sewer Charges 6/30/2016 – 9/30/2016	11,550.00
GMEBS Retirement	Employee Retirement Fund DB Plan (October)	6,527.91
GMEBS Retirement	Employee Retirement Fund DB Plan (November)	6,527.91
Humana	Health Insurance (November)	7,702.02
Latham Home Sanitation Co. Inc.	Monthly curbside service for September	5,636.10
Latham Home Sanitation Co. Inc.	Monthly curbside service for October	5,636.10
Newton County BOC	Water Purchase Cornish Creek Water Fund for Sept	17,397.00
Newton County W&SA	Land application/Plant Operations & MAINT (Sewer) 8/30/2016 – 9/29/2016	4,667.25
Newton County W&SA	Land application/Plant Operations & MAINT (Sewer) 9/19/2016 – 10/28/2016	5,770.83
Sophicity	IT in a Box (October)	1,701.68
Sophicity	IT in a Box (November)	1,701.68
Southeastern Power Administration	SEPA energy cost	3,466.39
Woco Pep Oil, Inc.	Fuel Charges	2,282.64
PURCHASES/CONTRACT LABOR		
Allan Vigil Ford	2016 Ford Interceptor Sedan Police FY2017 Budget	23,727.00
Anixter Inc.	1 – Saw Chain and 2 Hose Assembly's	1,221.00
Apollo Staffing	Temp Services 2 men (Week Ending 9/18/2016)	1,055.20
Apollo Staffing	Temp Services 2 men (Week Ending 9/25/2016)	1,055.20
Apollo Staffing	Temp Services 4 men (Week Ending 10/02/2016) 2 @ 8 hours and 2 @ 40 hours.	1,259.68
Apollo Staffing	Temp Services 3 men (Week Ending 10/09/2016)	1,553.62
Apollo Staffing	Temp Services 3 men (Week Ending 10/16/2016)	1,499.22
Cable East	Supplies & Materials for College Underground Project (Pipe/Conduit/Couplings etc.)	12,806.19
Foremost Promotions	Promotional items for Police Department	1,576.14
G & C Supply Co., Inc.	50 Green-Post/25 caps & 25 – 90 degree crosspieces	1,036.17
M. Qader A. Baig & Associates	Municipal Court Legal Services July – Sept 2016	1,200.00
McNair, McLemore, Middlebrooks	Preparation for Audit, recording financial transactions and bookkeeping for September	5,449.70
MEAG Power SCADA	ePRISM (Internet) annual renewal	1,440.00
NaturChem, Inc.	Brush Control Services, Asbury Park, 301 W. Soule, 808 Wesley, 303 Moore St. Kudzu, Ivy etc.	1,350.00
Otis Elevator Company	Annual Service 11/1/16 – 10/31/17	2,358.34
Progressive Business Systems	1 – Folder Inserter (FY2017 Budget)	3,795.00

RAE Products & Chemicals Corp.	25 rolls of Thermoplastic 12' x 30' – 90 MIL	3,921.25
David Strickland	Professional Services for September	1,436.02
APPROVED CONTRACTS		
ACE/Kimble Services	Install 95 12" wide 8' long thermoplastic stop bars.	7,600.00
Church Street Services	October Monthly billing for project update from UGA	1,603.80
Jordan Engineering	Sewer extension design/plans/route. Plat preparations, Set last r/w corners and report.	2,912.50
Scarborough Tree Service	Removal & Cleanup of 2 pines - West Clark Street	2,400.00

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

There being no further business:

A motion was made by Windham, seconded by Ready to adjourn the meeting at 7:35 PM. The motion was approved 7/0.

Respectfully submitted,

Lauran S. Willis, CMC/FOA
City Clerk

**OXFORD MAYOR AND COUNCIL
CALLED WORK SESSION
MONDAY, NOVEMBER 7, 2016 – 5:30 P.M.
CITY HALL
A G E N D A**

1. Call to Order, Mayor Jerry D. Roseberry
2. Briefing on Downtown Development Authorities – Monica Callahan, DDA director and Planning Director, Madison

**REGULAR MEETING – 7:00 P.M.
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 November 7, 2016 Mayor and Council Regular Meeting
5. **Honorary Councilmember of the Month** – Councilmember Ready appointed Aaron Robinson as the honorary councilmember of the month for November.
6. * Motion to approve the Minutes of the Regular Meeting of October 3, 2016.
7. * Motion to approve the Minutes of the Work Session October 17, 2016.
8. * Motion to accept the Minutes of the Planning Commission for September 13, 2016
9. Planning Commission Recommendations/Petitions
10. Citizen Concerns
11. Mayor's Report
12. *** Intergovernmental Agreement** – As we have for the last three years we have requested the County participate with our GDOT Local Maintenance and Improvement Grant (LMIG) towards repairing of George Street. The County will provide the labor and equipment with the city paying for the materials. We have attached the Intergovernmental Agreement prepared by Newton County.
13. *** Random Drug Testing** – As we discussed at the work session, we recommend the attached Resolution to allow random drug testing for city employees.

14. * **Local Maintenance and Improvement Grant – FY2017** – The attached Resolution designates Greene Street for the LMIG resurfacing work this fiscal year.

15. **Civil War Heritage Trail** – Mayor Roseberry and Councilmember Windham met with Steven W. Longcrier, Founder/Executive Director of the Georgia Civil War Heritage Trails, on Wednesday, November 2nd. Mr. Longcrier had several suggestions concerning the Civil War Heritage Trail signs.

16. Invoice Approval

17. Adjourn

ANNOUNCEMENTS

Annual City Council Retreat – The annual City Council retreat will be Friday, November 11, 2016. We will meet at “The Center” in Covington from 9 AM until 3 PM, gathering at 8:30 AM. Jim Dove and Mott Beck from NEGRC will facilitate the retreat.

Annual Employee Meeting – The venue is planned for Ashton Hills Golf Club in Covington, tentatively for December 13, 2016 @ 7:00.

INVOICES OVER \$1,000.00

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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 Ready has nominated Aaron Robinson to serve for this month.

NOW, THEREFORE, I, Mayor Jerry D. Roseberry, do hereby appoint Aaron Robinson as the Honorary Councilmember for the City of Oxford for the month of November.

SO PROCLAIMED, this 7th day of November, 2016.

MAYOR AND CITY COUNCIL OF OXFORD

BY: _____

Mayor

ATTEST: _____

City Clerk





**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, OCTOBER 3, 2016 – 7:00 P.M.
CITY HALL**

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; Councilmembers: Sarah Davis; George Holt; David Eady; Melvin Baker; Mike Ready; Councilmember Jim Windham was not in attendance.

OTHERS PRESENT: Bob Schwartz, City Manager; David Strickland, City Attorney; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt and LaTrelle Oliver, Jeff Wearing, Juanita Carson, Kendra Mayfield, Cheryl Ready, James Waddey, Officer Michele McClung, Office Jeff Novak, Peggy Madden, Patsy Burke, Anderson Wright, Juanita Carson, Mary Carter, Pastor Charles Williams, Todd Cain, Students from Oxford College: Laura Glucksman, Gabe Baskin, Gabriel Eisen, Derek Zoock, Jord Lozbury.

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 the October 3, 2016. The motion was approved 6/0. Attachment A

Mayor Roseberry announced James Waddey as the Honorary Councilmember for October and presented him with a proclamation as appreciation for his participation.

A motion was made by Holt, seconded by Eady to approve the minutes of the September 12, 2016 Regular meeting. The motion was approved 6/0. Attachment B

A motion was made by Eady, seconded by Baker to approve the minutes of the September 19, 2016 Work Session. The motion was approved 6/0. Attachment C

A motion was made by Baker, seconded by Ready to accept the minutes of the August 9, 2016 Planning Commission. The motion was approved 6/0. Attachment E

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

Vice Chairman Jeff Wearing addressed Council regarding future meetings. Wearing invited the Mayor and Council to attend the next meeting of The Planning Commission on Tuesday, October 11, at 7:00. His expressed

the need for the Planning Commission and Council to build a better working relationship and communication. Wearing referenced the future development plan for Oxford College and asked Kendra Mayfield to speak. Mayfield said the Future Development Plan for the College is due by January 1, 2017. She said the last plan was in 2007, however their plans have changed considerably since then. Mayfield said she feels there should be better communication between the college and the city. Mayfield suggested an annual review of their plans and creating a working document based on the college development plans and the city's Future Development plans. Mayfield said currently when they bring documents to the Planning Commission they are finished documents therefore an annual review would possibly alleviate delays in projects and project planning.

CITIZENS COMMENTS/CONCERNS

Chairman of Trees, Parks and Recreation, Cheryl Ready announced that the City of Oxford has been selected to receive the Georgia urban Forest Council's 2016 Outstanding Community "Grand" Award for it's strong urban forestry program and dedication to trees. She will be attending along with Beryl Budd to receive the award on November 2, 2016. Attachment F

LaTrelle Oliver of 312 West Clark Street asked Council if there will be any forthcoming update on the Asbury Street Park and questioned the expenses to Church Street Services.

Chief Dave Harvey introduced our newest police officer Michele McClung.

Mayor Roseberry introduced the students from the Oxford College Class "Understanding Community". Student Derek Zoock explained the focus of this class is the study and history of Oxford & is taught by Lyn Pace.

City Clerk Luran Willis explained the Proclamation for Red Ribbon Week – October 23-31 and its purpose. Attachment G

Mayor's Report

Mayor Roseberry presented Hoyt Oliver with a banner from the 175th Birthday Celebration for his dedication and commitment in the planning for the celebration and for delivering the opening speech on behalf of the City.

2017 SPLOST

City Manager Bob Schwartz presented a memo explaining the preparations for 2017 SPLOST projects with a draft 2017 SPLOST Budget. After review of the proposed budget, Eady requested that Schwartz modify the proposed budget to include only the headings to better utilize SPLOST funds for the specific categories.

A motion was made by Eady, seconded by Davis to amend the 2017 SPLOST budget proposal to show only heads with the cost amount for each category for Mayor Roseberry to propose to Newton County as the cities recommendation for the 2017 SPLOST request. The motion was approved 6/0. Attachment H

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for 7/18 – 8/12 (Sept)	1,476.88

GMEBS Retirement	Employee Retirement Fund DB Plan (September)	6,527.91
Humana	Health Insurance (October)	7,702.02
Newton County BOC	2016 Professional Fire Services	19,511.41
Newton County W&SA	Land application/Plant Operations & MAINT (Sewer) 6/29/2016 – 7/21/2016	4,667.25
Sophicity	IT in a Box (October)	1,701.68
Southeastern Power Administration	SEPA energy cost	3,663.41
PURCHASES/CONTRACT LABOR		
AT & T	Current charges under new contract	1,314.98
Electric Cities of Georgia (ECG)	Powerline Apprenticeship program for Jonathan Benton	2,700.00
GIRMA	Deductible for damage to City Managers Vehicle	1,000.00
Kauffman Tire	Tires for Police Department vehicles (10 Tires)	1,231.24
MasterCard Services	College Students Luncheon/Court Clerk Training Dawn/Clerk Conference Stacey/desk risers Bob & Dawn/rental car and fuel for City Manager/other miscellaneous items.	1,872.78
McNair, McLemore, Middlebrooks	Preparation for Audit, review of financials	3,125.20
Pro-Tec Fire & Safety	Annual inspection and recharge of all fire extinguishers at City Hall, Maintenance Facility, Police Dept and all city vehicles	1,361.94
Servpro of Conyers	Water Damage cleanup at 105 Emory Street	1,562.03
Utility Services Co., Inc.	Quarterly Tank Maintenance	2,715.32
APPROVED CONTRACTS		
ACE/Kimble Services	Moore St. Concrete Plant ¾" long side water service cooper, 2" long side water service PVC	6,250.00
ACE/Kimble Services	Locate AT&T phone duct for sewer crossing for GEFA sewer project.	1,000.00
Church Street Services/Kay Lee	Special project group services for August, 2016	1,071.00
Church Street Services/Kay Lee	Special project group services for September 2016	1,272.60
Jordan Engineering	Plat preparation and presentation of draft of right-of- way survey 8/6 – 8/29//sewer design areas 1 & 3/site visit and research, etc.	8,637.50
Marable-Pirkle, Inc.	Emory College Underground 100% complete	205,044.08
Stuart's Electrical Services, Inc.	Oxford College Underground conversion final draw	58,920.00

Invoice Approval

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

There being no further business:

A motion was made by Ready, seconded by Baker to adjourn the meeting at 7:40 PM. The motion was approved 6/0.

Respectfully submitted,

Lauran S. Willis, CMC/FOA
City Clerk



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
Work SESSION
MONDAY, OCTOBER 17, 2016 – 6:00 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; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt and LaTrelle Oliver, Jeff Wearing, Kendra Mayfield, Cheryl Ready, Aaron Robinson, Vivian Harris, Derek Harris, Students from Oxford College: Bella Wu, David Nifong, Abigail Maldonado-Figueroa.

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

Agenda – Attachment A

Honorary Councilmember

Mayor Roseberry announced Aaron Robinson of Wentworth Drive as the Honorary Councilmember for November as appointed by Councilmember Mike Ready.

Mayor's Announcements

Mayor Roseberry announced there will be a screening of the film, ROSENWALD, on Wednesday, October 26, 2016 at 7:30pm in Williams Hall on the Oxford College campus. Williams Hall is located beside the gym and swimming pool on campus. The filmmaker, Aviva Kempner will be present for a Q&A following the screening. This is free and open to the public. Roseberry announced that the cities will meet tomorrow with the BOC to discuss the 2017 SPLOST. Attachment B

Random Drug Test

City Manager Bob Schwartz presented a copy of the section of the Employee Handbook along with a recommendation to update this section to permit random drug tests of city employees. This item will be on the November agenda for a vote to add this one sentence. Attachment C

Annual City Council Retreat

Mayor Roseberry announced the annual retreat will be Friday, November 11, 2016. We will meet at "The Center" in Covington from 9 AM until 3 PM, gathering at 8:30 AM. Jim Dove and Mott Beck from NEGRC will facilitate the retreat.

Farmers Market

Mayor Roseberry asked that we review our regulations for the farmers market. Council was presented with a copy of the ordinance and the current application. After Q&A discussion Mayor Roseberry appointed a committee to review the current ordinance and application and come up with suggestions on how to expand and improve the Farmers Market. The committee will be chaired by David Eady; other members are Councilmember Melvin Baker, Daniel Parson from Oxford College and David Nifong of Oxford College. They will report back to Council at the November meeting. Attachment D

SPLOST 2017

Mayor Roseberry reported on the meeting that the mayors of Newton County held last week to discuss the 2017 SPLOST. As mentioned before Roseberry said he will be going into the meeting to ask for the city's fair share based on population of \$1,848,240. Attachment E

STREET RESURFACING

City Manager Bob Schwartz said the deadline for identifying the streets for resurfacing with GDOT funds is December 31, 2016. Schwartz presented a memo with a list of recommendations explaining there is a 30% increase this year in LMIG funding. Councilmember Eady asked Schwartz to provide a list of the top 10 – 12 streets that need resurfacing. He said there should be a list or record kept of past and present projects in order to gauge future projections. Councilmember Holt said that based on the figures presented it appears that Green Street is the one that will meet the city match. Holt also asked that Schwartz add a column to the report to show where the revenue will come from. Councilmember Eady and Windham expressed the need for sidewalks in various areas of the city. Schwartz will update the report and present it at the November meeting. Attachment F

Project Status and Engineer's Progress Reports

City Manager Bob Schwartz gave a brief update on the status of projects. There was discussion regarding the design study by the UGA students. Windham said he has received a pdf from Pratt Cassidy and is reviewing it. Eady asked where we are on the East Clark street project. Schwartz said he has the schematic and is reviewing the utilities, storm-drainage and other aspects. Eady asked if there will be options regarding the curb and gutters. LaTrelle Oliver asked if E. Clark is going to be a model which the city will use for future planning throughout the town center district. Hoyt Oliver asked if there is any timing on the city working on and demolishing the last house on Watson Street. Mayor Roseberry said it's being reviewed with the city attorney and the client's attorney. Attachment G

Citizen's Concerns and Comments

Vivian Harris asked for a status on the culverts by her house on West Soule Street. Schwartz said he has received the information from the engineer and is reviewing it.

There being no further business: The meeting was adjourned at 7:18 pm.

Respectfully submitted;

Lauran S. Willis, CMC/FOA
City Clerk

OXFORD PLANNING COMMISSION

Minutes – September 13, 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: Valerie and Larry Daniel, Jeremy and Felida Baker, and Kendra Mayfield from Oxford College.

OPENING: Mr. Eady called the meeting to order and welcomed the guests.

LARRY DANIEL AND VALERIE DANIEL AMENDMENT TO SITE PLAN – Larry Daniel, 590 West Richardson Street requested approval for a minor amendment to the site plan that was approved at the June Planning Commission meeting. Mr. Daniel explained his request to the Planning Commission. He is trying to square up the house with the center of the lot.

Upon motion of Mr. Wearing seconded by Mr. Manson, the request was approved. The vote was 4-0.

JEREMY AND FELIDA BAKER DEVELOPMENT APPLICATION – Jeremy and Felida Baker requested approval for a new home at 127 Oxford North Road. Mr. Eady noted that the house proposed met the minimum size requirement of 2,000 ft.² and was less than the maximum height permitted. Since we had not had a new home in some time, Mr. Eady reminded the Planning Commission of its responsibilities with regard to §40 – 814 of the zoning ordinance.

Upon motion of Mr. Manson, seconded by Mr. Wearing the request was approved. The vote was 4-0.

OXFORD COLLEGE – DEMOLITION PERMIT – 805 WHATCOAT STREET – Oxford College requested approval for a permit to demolish the house at 805 Whatcoat Street. After some discussion about the development plan and the septic tank,

Upon motion of Mr. Wearing, seconded by Mr. Manson the request was approved. The vote was 3-0 with Mr. Eady abstaining.

OXFORD COLLEGE – 415 DOWMAN – Oxford College requested a permit to locate offices for five staff positions at this location temporarily from January, 2017 until January, 2018. It is zoned R-20. After some discussion, the Planning Commission members felt that this could not be approved by the Planning Commission or even granted a variance by City Council based on the current zoning.

Upon motion of Mr. Manson, seconded by Mr. Wearing this request was rejected as it is not permitted within the zoning ordinance. Office use is not permitted within the R-20 zone. The vote was 3-0 with Mr. Eady abstaining.

OXFORD COLLEGE – PIERCE HALL RENOVATION – This was a preliminary discussion to determine what the Planning Commission needs in order to review the renovation of Pierce Hall. After some discussion Mr. Eady noted that the Planning Commission would need more information and the plans when the development permit application was submitted.

OXFORD COLLEGE – FUTURE DEVELOPMENT PLAN – Kendra Mayfield presented an initial outline of this planning process. {A copy is attached to these minutes.} The Planning Commission asked that this be placed on the agenda for the next meeting for discussion among Planning Commission members.

APPROVAL OF MINUTES: The Planning Commission members discussed that it was only necessary to include the motions that were approved in the minutes and not necessarily all of the discussion. Several changes were made to the minutes for the August 9th meeting. Upon motion of Mr. Wearing, seconded by Mr. Manson, the minutes for the meeting of August 9, 2016 were approved as modified. The vote was 4-0.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:35 PM.

Submitted by:

Bob Schwartz, zoning administrator

STATE OF GEORGIA
COUNTY OF NEWTON

**INTERGOVERNMENTAL AGREEMENT BETWEEN
NEWTON COUNTY AND THE CITY OF OXFORD
REGARDING IMPROVEMENTS TO WEST GEORGE STREET**

THIS AGREEMENT made and entered into this ____ day of _____, 2016, by and between **NEWTON COUNTY**, a political subdivision of the State of Georgia, acting by and through its Board of Commissioners (hereinafter referred to as “the County”), and **THE CITY OF OXFORD**, a municipal corporation chartered under the laws of the State of Georgia, acting by and through its Mayor and Council (hereinafter referred to as “Oxford” and collectively with “County” referred to as the “Parties”).

WITNESSETH:

WHEREAS, W. George St. is in need of repair; and

WHEREAS, the repair of this street is expected to use approximately 100 tons of asphalt at an estimated cost of \$5,500; and

WHEREAS, Oxford is willing to expend its GDOT Local Maintenance and Improvement Grant (LMIG) towards repairing this street; and

WHEREAS, Oxford has requested the County participate in the repairing of this street by providing the labor and equipment needed for the project; and

WHEREAS, the Parties, through their respective governing authorities, have found and declare it to be in the best interest of the Parties, their citizens, and taxpayers to enter into this agreement;

NOW THEREFORE, for and in consideration of the premises and of the mutual covenants herein contained and by virtue of the power and authority granted to the County and Oxford by virtue of Article IX, Section III, Paragraph I of the 1983 Constitution of the State of Georgia, the Parties do hereby covenant, contract and agree as follows:

1. LEGAL AUTHORITY

This instrument shall constitute a binding, legal contract by and between the parties hereto, in accordance with the authority granted by Article IX, Section III, Paragraph I of the 1983 Constitution of the State of Georgia. The Parties each covenant that they have the requisite legal authority to provide the services, perform the functions, and otherwise do all things necessary, convenient and expedient to carry out the obligations and responsibilities herein set forth, either expressly or by reasonable implication. Furthermore, during the term of this

Agreement, the Parties agree to exercise good faith and best efforts to fund such undertaking sufficiently. The Parties further covenant to cooperate fully with one another in the joint undertakings required to further the spirit and intent of this Agreement, including defending the validity and enforceability of this Agreement in any proceeding, in which it may be contested.

2. TERM OF AGREEMENT

This Agreement shall commence upon its approval by the respective governing bodies of the County and Oxford and shall continue for the time it takes to repair W. George Street, but in no event shall the term of the Agreement exceed the term allowed for intergovernmental contracts by Article IX, Section III, Paragraph I (a) of the 1983 Georgia Constitution.

3. SCOPE OF THE PARTIES' DUTIES

- 3.1 Oxford shall expend GDOT Local Maintenance and Improvement Grant (LMIG) funds and additional funds from its Capital Projects Fund, if needed, towards the purchase of all materials needed to repair W. George Street.
- 3.2 The County shall provide the labor and equipment to repair said street.
- 3.3 While said street is being repaired, Oxford shall provide assistance with traffic control as requested by the County.

4. ASSIGNMENT

Neither party shall assign this Agreement without the prior express written consent of the other party hereto.

5. INDEMNIFICATION AGREEMENTS

- 5.1 In addition to any other requirement of this Agreement, to the extent allowed by law, the County hereby agrees to defend, indemnify and hold harmless Oxford, its officers, employees, and agents from and against any and all losses, damages, costs, expenses, legal costs or attorney's fees, if, at any time during the term of this Agreement, any extension or renewal thereof, and for a reasonable time thereafter, any party shall make any claim or file any action against Oxford or any official, employee, or agent thereof, for any loss or damage caused or said to be caused by any act of the County intended to carry out any provision of the Agreement. The County further agrees to release, indemnify defend and hold harmless Oxford, its officers, employees, and agents from any injury (including death) loss, claim, demand, liability or damages sustained by the County, its

officers, employees, agents, successors, assigns and subcontractors as a result of this Agreement.

- 5.2 In addition to any other requirement of this Agreement, to the extent allowed by law, Oxford hereby agrees to defend, indemnify and hold harmless the County, its Commissioners, employees, and agents from and against any and all losses, damages, cost, expenses, legal costs or attorney's fees, if, at any time during the term of this Agreement, any extension or renewal thereof, and for a reasonable time thereafter, any party shall make any claim or file any action against the County or any official, employee, or agent thereof, for any loss or damage caused or said to be caused by any act of Oxford intended to carry out any provision of the Agreement. Oxford further agrees to release, indemnify, defend and hold harmless the County, its commissioners, employees, and agents from any injury (including death) loss, claim, demand, liability or damages sustained by Oxford, its officers, employees, agents, successors, assigns and subcontractors as a result of this Agreement.

6. DEFAULT

The Parties expressly acknowledge and agree that the obligation of each party to keep, observe and perform its covenants as herein set forth is specifically conditioned upon the other party's keeping, observing and performing its covenants as also herein set forth and failure of any party to do so shall constitute an event of default hereunder.

7. TERMINATION

This Agreement may only be terminated in accordance with the provisions of Section 10 below.

8. SEVERABILITY

Should any provision or portion of any provision of this Agreement be held invalid by a court of competent jurisdiction, the remainder of this Agreement or the remainder of such provision shall not be affected thereby.

9. ENTIRE CONTRACT

This Agreement embodies and sets forth all the provisions, agreements and understandings between the parties. Notwithstanding anything contained herein to the contrary, any other agreements between the parties shall remain in full force and effect.

10. MODIFICATION

No subsequent alteration, amendment, modification or change or addition to this Agreement shall be binding upon the Parties unless the same is reduced to writing and signed, sealed and delivered by the Parties.

11. WAIVER

No delay or omission of either party to exercise any right or power accruing upon any default shall impair any such right and power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time as often as may be deemed expedient. In the event any covenant contained in this Agreement shall be breached by any party and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other breach hereunder.

12. COUNTERPARTS

This Agreement may be executed in two or more counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

13. NOTICE

For the purpose of notices, reports and other writings called for by this Agreement or delivered between the parties because of this agreement, the Parties' addresses shall be as follows:

Newton County Board of Commissioners
1124 Clark Street
Covington, Georgia 30014

The City of Oxford
110 West Clark Street
Oxford, Georgia 30054

14. INCORPORATION INTO MINUTES

By execution of this Agreement, each party hereto warrants, represents and covenants that notice of the execution of this Agreement shall be spread upon the minutes of action of each respective party and a copy of this Agreement attached hereto and incorporated therein by express reference hereto.

IN WITNESS WHEREOF, the parties hereto, pursuant to authorizing resolutions duly passed and recorded in their respective minutes of action, have hereunto signed, sealed and delivered this Agreement in duplicate original on the day and year first above written.

NEWTON COUNTY, GEORGIA

BY: _____
 William K. Ellis, Chairman Date

ATTEST: _____
 Jackie Smith, County Clerk

THE CITY OF OXFORD

BY: _____
 Hon. Jerry D. Roseberry, Mayor Date

ATTEST: _____
 Lauran Willis, City Clerk

[CITY SEAL]

CITY OF OXFORD

RESOLUTION

WHEREAS, City Council has determined that it would be to the benefit of the city to require random drug tests for all city employees, and

WHEREAS, City Council has determined it is necessary to amend the "Employee Handbook" adopted February 1, 2011,

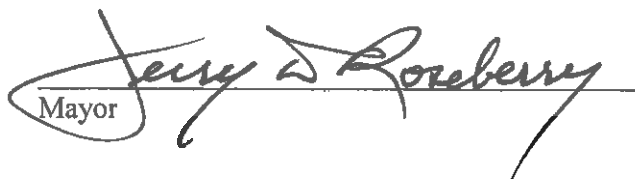
NOW THEREFORE BE IT RESOLVED, that

The "Employee Handbook" adopted February 1, 2011 is amended so that the fourth full paragraph on page 55 under Drug-Free Workplace shall be as follows (the changes are shown in **bold**);

The City may also require such tests whenever necessary to protect the safety and health of its employees. For example, all employees involved in accidents occurring during the performance of City business or on City property that result in injuries requiring medical treatment to themselves or others or damage to property shall be subject to undergoing a drug test at the City's expense. **The City may also require random drug tests of all city employees or of all employees in one department.**

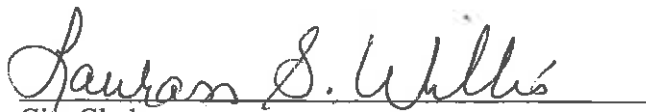
Adopted this seventh day of November, 2016.

BY:



Mayor

ATTEST:



City Clerk

CITY OF OXFORD

RESOLUTION

TO AUTHORIZE THE SUBMISSION OF A PROJECT TO THE STATE DEPARTMENT OF TRANSPORTATION FOR THE FY 2017 LOCAL MAINTENANCE AND IMPROVEMENT GRANT PROGRAM.

WHEREAS, the Georgia Department of Transportation has granted \$23,870.46 to the city of Oxford as part of the Local Maintenance and Improvement Grant (LMIG) program for FY 2017; and;

WHEREAS, the LMIG grant program requires a 30% local match or \$7,161.14; and;

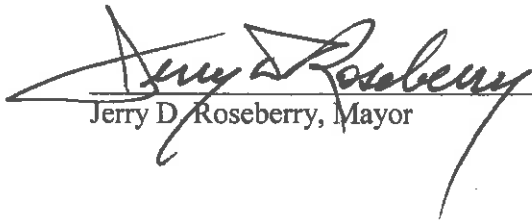
WHEREAS, City Council has determined that Greene Street is the street most in need of repair at this time.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF OXFORD,

That the Local Maintenance and Improvement Grant program for FY 2017 to be submitted to the state Department of Transportation shall include resurfacing and deep patching for Greene Street.

ADOPTED THIS MONDAY, NOVEMBER 7, 2016.

BY:


Jerry D. Roseberry, Mayor

ATTEST:


Lauran S. Willis, City Clerk