



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, August 15, 2016 – 6:00 P.M.
CITY HALL**

SUMMARY

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; SARAH DAVIS; MELVIN BAKER; GEORGE HOLT; DAVID EADY; MIKE READY.

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; David Strickland, City Attorney; Lauran Willis, City Clerk; Kendra Mayfield, Josh Roberts, Cheryl Ready, Peggy Madden, Judy Greer, Jeff Wearing, Dean Douglas Hicks, Robert Jordan.

*** AGENDA**

Attachment A

HONORARY COUNCILMEMBER

Mayor Roseberry announced Dean Douglas Hicks of Oxford College as the Honorary Councilmember for September.

MAYORS ANNOUNCEMENTS

Mayor Roseberry announced that on August 26, 2016 at 6:00 PM, Whatcoat Street will be closed off to traffic. Allen Memorial, Oxford Baptist and City of Oxford will host a BBQ for the new students entering Oxford College.

Mayor announced the City hosted a luncheon for the Oxford College (PALs) "Peer Assistant Leaders today at city hall. Mayor Roseberry welcomed this group of 31 students and Chief Harvey talked about the Oxford Police Department.

*** CITY RIGHTS-OF-WAY SURVEY**

City Engineer Robert Jordan presented a draft overview of the Oxford Right of Way Survey project. He outlined the project by first explaining the Project Tasks and Goals. He then covered the tools and evidence and then the end users of the final product. He presented the deliverable formats and the information depicted on the plat and concluded with the data provided on the plats. Jordan said the finished product will be put on record at Newton County Superior Court Clerk, City of Oxford City Council, Planning & Zoning, Oxford Police Department, Oxford Utility Department and will be made accessible for the Oxford residence. Attachment B

DDA STUDY COMMITTEE

Councilmember Mike Ready said the DDA Committee will remain a committee, they hope to have all questions and answers soon but need to do more research and study.

SUBSTANDARD RENTAL PROPERTIES

City Manager Bob Schwartz said we need to discuss the need for an ordinance to deal with substandard rental properties, including requiring inspections before connecting utilities. Council instructed City Manager Bob Schwartz to prepare a draft ordinance and bring it back to council and then to City Attorney to review.

***MISUSE OF THE 911 SYSTEM**

City Manager Bob Schwartz presented several examples of a possible ordinance provided by City Attorney David Strickland. Chief Harvey said we will try to come up with a false alarm code rather than writing a 911 code. Harvey said we need to find something that can be handled in city court rather than going to Superior Court. **Mayor and Council instructed Chief Harvey to come up with a draft plan and bring it to the next work session for review.** Attachment C

***INTERGOVERNMENTAL CONTRACT WITH THE CITY OF COVINGTON FOR RIGHT-OF-WAY ACQUISITION**

City Manager Bob Schwartz presented a resolution and said this is part of the GDOT project for the I-20 pedestrian bridge and the sidewalk on the west side of Emory from the bridge to Fletcher Street. GDOT is handling this as one project with the City of Covington as the primary local government involved. David Strickland and Frank Turner, Covington City Attorney, have prepared this contract which requires Oxford to do everything we would have had to do if we were contracting directly with GDOT. Schwartz said that GDOT is working with Covington on this project and since Covington is certified this contract only requires us to do what we would do if we were doing it ourselves. We are required to use someone who is certified. To move this project along we are asking for approval of this contract tonight. Attachment D

A motion was made by Eady, seconded by Ready to authorize Mayor Roseberry to sign the contract with City of Covington to move forward with the project. The motion on was approved 7/0.

NEWTON COUNTY WATER AND SEWER AUTHORITY

Mayor Roseberry said that Terry Smith was appointed in July, 2014 to a five year term on the Newton County Water and Sewer Authority to represent the City of Oxford. We have checked with the Authority's attorney and it is permissible for him to continue to represent the city even though he no longer lives here. We would like to reaffirm that he will serve as the city's representative until the conclusion of his current term in June, 2019. **All council was in favor and agreed that Mayor Roseberry will write a letter to NCWSA authorizing him to continue to serve as Oxford's representative.**

JOB DESCRIPTIONS

City Manager Bob Schwartz said recently, we have had difficulty recruiting for some of our lower skill positions. The requirement for a high school degree or a GED often seems to be the sticking point. It made it hard to find a groundskeeper and it is making it very difficult to find a meter reader. Mayor Roseberry has asked that we consider the possibility of removing this requirement for certain positions. As always, we have the six-month probationary period to make sure the individual selected can do the job. Roseberry said we should follow the guidelines of the EEOC set 1991. Councilman Eady said we need to maintain our commitment to the city. We

need to establish objective criteria. Councilman Holt said he understands the need for this but we must have someone that can accurately read meters. Councilman Windham said we need to be more specific about which jobs do not require a GED. **Mayor Roseberry asked that Councilman Holt and the City Manager get together and draft a new job description.**

*** SPLOST 2017**

City Manager Bob Schwartz said that Newton County has adopted a tentative timeline for the next SPLOST election. They plan to schedule the election on March 21, 2017. The other important date is the county will meet with the municipal officials in the county no later than November 6, 2016 to discuss projects to be included in the referendum. We will need to have our list prepared by the October Council meeting. Bob reminded everyone we are toward the end of the 2011 SPLOST. Mayor Roseberry said we have to have our plan on the table in October to present to the commission. We can be specific such as (water projects) etc. Roseberry suggested we ask for approximately \$2 million. We need to be ready by September 12 to vote on what we will do. Councilman Eady asked if this would include streetscapes, trails, and transportation. He said water works and transportation should be the two main items. **Roseberry said we are going to go for 25% and see what happens. Councilman Holt said we must convince the people this will be in their best interest.** Attachment E

*** ELECTRIC RATES**

City Manager Bob Schwartz said our budget this year included an adjustment in our electric, water and sewer rates in September. The changes to the water and sewer rates are straightforward and do not require any further action. The change to the electric rates have to be reflected in a revised electric tariff. Schwartz presented a new electric tariff for council to review. This new tariff includes the approved increase of 2.5% on all services. **There will be a resolution to vote on this new tariff at the September 12 meeting.** Attachment F

*** ALLEN MEMORIAL DIRECTION SIGN REQUEST**

City Manager Bob Schwartz said Allen Memorial presented its sign request to the Planning Commission on Tuesday, August 9. The request was denied. The Planning Commission recommended to Allen Memorial that it request City Council approve a directional sign as a governmental sign for Allen Memorial. The Planning Commission made it clear that it did not have the authority to approve any sign in the right-of-way. Such a sign could only be approved by City Council. We have attached a copy of the proposed sign along with two excerpts from the sign ordinance. Mayor Roseberry included that Pastor Josh Roberts has requested approval for a sign for Allen Memorial Church and they have already printed a sign. Councilman Windham said we can't deny this. Windham said we need to rewrite our code. It would be more appropriate to create a design standard. Judy Greer suggested we make a consistence with all signs in Oxford as they tried to do when she worked on the sign committee with Terry Smith and Sarah Davis. Councilman Eady said we need to move forward with this and I think the sign needs to be placed like the Old Church sign. It needs to be on the right-of-way. Councilman Windham said we cannot argue with the Supreme Court. After discussion: Attachment G

A motion was made by Windham, seconded by Baker to approve the sign be placed on private property. The motion was approved 7/0.

*** PROJECTS STATUS AND ENGINEER'S PROGRESS REPORTS**

City Manager Bob Schwartz present the projects status gaunt reports and the engineer's progress report for

Council to review. Attachment H

EXECUTIVE SESSION

A motion was made by Ready, seconded by Windham to go into an Executive Session at 7:20 PM. The Motion was approved 7/0.

After discussion regarding Real Estate matters:

A motion was made by Windham, seconded by Eady to come out of the executive session at 7:43 PM and go back into the regular session. The Motion was approved 7/0.

A motion was made by Windham, seconded by Eady to authorize City Attorney David Strickland to proceed with the purchase of the property at 6153 Emory Street. The Motion was approved 7/0.

A motion was made by Windham, seconded by Eady to adjourn at 7:45 PM. The motion was approved 7/0.

Respectfully submitted,

Lauran S. Willis, CMC/FOA
City Clerk