



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, June 5, 2017 – 7:00 P.M.  
CITY HALL**

**PUBLIC HEARING – 7:00 PM**

**Rezoning Request** - The Planning Commission recommends approval of the request from Oxford College to rezone the lot at 805 Whatcoat Street from R-20 to Institutional and recommends approval to rezone the lot at 107 George Street with conditions.

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

**OTHERS PRESENT:** Bob Schwartz, City Manager; Matthew Pepper, Assistant City Manager; David Strickland, City Attorney; Jeff Novak, Lieutenant; Luran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt & LaTrelle Oliver, Kendra Mayfield, Darryl Welch, Cheryl Ready, Peggy Madden, Jan Lewandowski, Louise Eady, Anderson Wright, Terry Smith, Terri Fullerton, Pastor Charlie Williams from Mt. Zion Baptist Church, Patsy Burke, Jeff Wearing.

City Manager Bob Schwartz announced that the purpose of this public hearing is for a recommendation and approval of a request from Oxford College to rezone the lot at 805 Whatcoat Street from (R-20) Residential to Institutional and approval to rezone the lot at 107 George Street with conditions, to provide for additional parking. Schwartz presented a layout depicting the request and explained the areas affected. He then turned the meeting over for any discussion and comments. Terri Fullerton - 208 W. Clark Street spoke on behalf of Allen Memorial Church and said the church is in favor of the proposed plan. Jan Lewandowski - 109 George Street said she is opposed to the plan. There being no further questions or comments the Public Hearing was closed at 7:08 PM. Attachment A

**REGULAR 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 June 5, 2017 Mayor and Council Regular Meeting. The motion was approved 6/0.** Attachment A

**Honorary Councilmember**

Mayor Roseberry announced Darryl Welch as the Honorary Councilmember for June appointed by Councilmember Sarah Davis. Mayor Roseberry presented him with a Proclamation as appreciation for his participation. Attachment B

**Consent Agenda**

- a. Motion to approve the Minutes of the Regular Meeting of May 1, 2017.
- b. Motion to approve the Minutes of the Work Session May 15, 2017.
- c. Motion to accept the Minutes of the Planning Commission for April 11, 2017.

Majority vote adopted. Attachment C a-c

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

None.

**CITIZENS COMMENTS/CONCERNS**

LaTrelle Oliver – 312 W. Clark Street addressed Council with concerns regarding the recycling and garbage pickup. Oliver said she has noticed only one truck picking up both items and asked why. Mayor Roseberry asked Jody Reid, Utility Superintendent to look into this matter.

Terri Fullerton – 208 W. Clark Street thanked Council on behalf of the Newton County 4-H for the use of the Community Room accommodating their monthly meetings.

**MAYOR'S REPORT**

Mayor Roseberry made the following announcements:

1. The Highway 81 and 142 intersection has been completed. Signs are up directing traffic to use 142. Roseberry said we hope this will reduce the number of large trucks traveling through Oxford.
2. Roseberry introduced Matthew Pepper, Assistant City Manager currently in training with City Manager Bob Schwartz until his retirement on June 30, 2017.
3. Roseberry announced that the Regular Session meeting for July 3<sup>rd</sup> has been rescheduled to July 10<sup>th</sup> so as not to interfere with the parade preparations and the annual picnic.

**Rezoning Request**

City Manager Bob Schwartz presented a report from the Planning Commission recommending the approval of a request from Oxford College to rezone the lot at 805 Whatcoat Street from R-20 Residential to Institutional and recommends approval to rezone the lot at 107 George Street with conditions. He said if the zoning is approved, the College will return to the Planning Commission with a development permit application for the construction of a parking lot.

**A motion was made by Baker, seconded by Windham to approve the zoning request as stated. The motion was approved 6/0.** Attachment D

**Pierce Street**

Kendra Mayfield presented a request to Council of a revised concept by Oxford College for the improvements to the Pierce Street entrance.

**A motion was made by Holt, seconded by Windham to accept the request for Pierce Street project as presented. The motion was approved 6/0.** Attachment E

**Grand Marshal for July 4th**

Councilmember Sarah Davis nominated Ms. Avis Williams as Grand Marshal for the 2017 July 4<sup>th</sup> Celebration.

**A motion was made by Davis, seconded by Windham to approve the nomination. The motion was approved 6/0.**

#### **Operating Budget and Capital Budget for FY2018**

City Manager Bob Schwartz presented the Operating and Capital Budgets for FY2018 with a Budget Resolution for adoption along with a Career Ladder Plan to be added to our Employee Handbook.

**A motion was made by Ready, seconded by Holt to adopt the FY2018 Budgets and the Career Ladder Plan. The motion was approved 6/0.** Attachment F

#### **Assistant City Manager Job Description**

**This item was tabled for further discussion at the June 19<sup>th</sup> work session.** Attachment G

#### **DDA Projects Discussion**

Mayor Roseberry has requested that Council discuss the City's commitments to the new DDA, particularly covering the E. Clark project. Councilmember Mike Ready said that since January when we approved the DDA there have been several meetings. Ready said we need to support the DDA in their efforts for the development of the property on E. Clark Street. Ready said Council will need to start working on a zoning request of certain properties that will allow them to move forward. Ready also said that the DDA is working with an attorney to create an Intergovernmental Agreement with the City and DDA at which time they will request City Clerk/Treasurer to set up a bank account for funding. Councilmember Baker said we need to work with the DDA making sure they know what the citizens want. Mayor Roseberry said Council should indicate to the DDA that they will turn property over to them with funding of \$30,000.

**A motion was made by Windham, seconded by Holt to approve these recommendations as indicated. The motion was approved 6/0.**

#### **Utility Pole Inspection and Replacement**

City Manager Bob Schwartz said the FY2017 Capital Budget included funding for this project. Schwartz said we have completed the pole inspections finding 20 poles that need to be replaced. Schwartz said we are going to use our crew to replace 10 and have 10 that will need to be replaced by a contractor due to the risk and intensity. Schwartz presented two bids with a recommendation for Council to approve a purchase order for the low bid from Over and Under Contractors for \$23,240. Utility Superintendent Jody Reid said he has looked at the poles and has determined which ones they can handle and the ones the contractor will do.

**A motion was made by Holt, seconded by Ready to approve the proposal from Over and Under Contractor to replace 10 poles as indicated. The motion was approved 6/0.** Attachment H

#### **106 West Watson Street**

City Manager Bob Schwartz said this is the last parcel in the Asbury Street Park. Schwartz said we have completed the asbestos assessment and found asbestos in the wall board and joint compound, the kitchen tile, and all of the exterior siding. Schwartz presented two bids for the abatement and demolition with a recommendation to Council for the approval of a purchase order for the low bid from Enviroprobe, LLC for \$18,750.

**A motion was made by Windham, seconded by Baker to approve the proposal from Enviroprobe, LLC for the abatement and demolition of the house at 106 West Watson Street. The motion was approved 6/0.**

Attachment I

#### **Invoice Approval**

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
<b>MONTHLY</b>		
<b>City Oxford Utilities</b>	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (May)	2,324.63
<b>Georgia Municipal Association</b>	Employee Retirement Contributions (May)	6,527.91
<b>BCBS</b>	Health Insurance (May)	8,215.37
<b>City of Covington</b>	Quarterly Sewer Service	10,992.00
<b>Latham Home Sanitation Co. Inc.</b>	Monthly curbside service for May	5,636.10
<b>Newton County BOC</b>	Water Purchase Cornish Creek Water Fund for April	14,849.00
<b>Newton County Water &amp; Sewer</b>	Monthly Sewer charges 03/30/17 – 04/27/2017	6,720.36
<b>Sophicity</b>	IT in a Box (May) Invoice 8484	1,752.60
<b>Sophicity</b>	IT in a Box (June) Invoice 8596	1,752.60
<b>Southeastern Power Admin.</b>	SEPA energy cost (April)	3,392.28
<b>PURCHASES/CONTRACT LABOR</b>		
<b>Apollo Staffing</b>	Temp services from week ending 5/5/2017	1,099.08
<b>Burford's</b>	Powerline Tree Trimming Week ending 4/22/2017	3,714.40
<b>Burford's</b>	Powerline Tree Trimming Week ending 4/29/2017	3,714.40
<b>Gresco</b>	15 Utility Poles	2,841.00
<b>David Strickland P.C.</b>	Professional Services Invoice# 11950/11953/11952	4500.00
<b>David Strickland P.C.</b>	Professional Services Invoice# 12010 May	3924.12
<b>MasterCard Services</b>	Election training 2/City Manager's & Honorary Council lunch/Apprenticeship training + hotel fees for Jay/Chiefs annual membership dues + other misc.	1,584.89
<b>MasterCard Services</b>	4 folding tables/health ins luncheon/supplies, lunch and snacks for DDA training/Asbury Park Committee/ECG Conference registration for Jody/4 <sup>th</sup> July promo items/ 2017 Chiefs conference and registration fees + other.	1,822.47
<b>Piedmont Preservation</b>	DDA Training	1,184.81
<b>The Hall Company</b>	Laser Utility Bills and Envelopes	1,574.94
<b>Treadwell, Tamplin &amp; Co.</b>	Professional Services Interim billing for FY2016 Audit	15,000.00
<b>Woco Pep Oil, Inc.</b>	Fuel + HTF Power Tran (April)	3,262.26
<b>APPROVED CONTRACTS</b>		
<b>Erik Oliver</b>	Restore Methodist Shrine marker at City Hall and 1960 Brick Monument at Whatcoat Street	3,250.00
<b>Gerald Whitley &amp; Son</b>	Cabinets/countertop installed & finished Clerks Office	3,875.00
<b>Gerald Whitley &amp; Son</b>	Paint Fuel Tank/primer/2 coats finish/wash concrete pad	3,125.00
<b>Harris Local Government</b>	Annual Software Maintenance of all modules & support	19,144.00
<b>HCS Services, LLC</b>	Install water service Airport road/Oxford N., Fletcher St and 2 Sewer tap cleanouts	4,725.00
<b>HCS Services, LLC</b>	Install Sewer tap on Wesley street	2,150.00
<b>Jordan Engineering</b>	Resch & Prepare water line construction estimates Invoice #14120/ Review, update and issue 29 sewer easement exhibits for Sewer Areas 1 & 3, Invoice 14119, Estimates for new sidewalks, sidewalk design overlay etc.	1,125.00

<b>Scarborough Tree</b>	Remove dead pine 510 Haygood/Dead Oak at 402 Moore Street, Oak at Wesley, Dead pines in cemetery, and Queen Ann and Wesley Street.	4,800.00
<b>Southland Paving Co. LLC</b>	Asphalt Patching, E. Richardson, W. Richardson, Oxford Drive, Oxford North, Wentworth Drive, Longstreet Circle	24,995.42

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

**Executive Session**

Roseberry announced that the Executive Session is cancelled. The items for discussion will be move the work session on June 19th for further discussion.

Respectfully submitted,

Lauran Willis  
City Clerk