



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, DECEMBER 7, 2015 – 7:00 P.M.
CITY HALL**

**MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; TERRY SMITH;
SARAH DAVIS; GEORGE HOLT; DAVID EADY; LYN PACE**

**OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; David Strickland, City Attorney;
Stacey Mullen, Deputy City Clerk; Jody Reid, Utility Superintendent; Pastor Josh Roberts, Mike and Cheryl
Ready, Anderson Wright, Kendra Mayfield, Hoyt and LaTrelle Oliver, Charles Green, Janice & Jeff Wearing.**

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

Pledge of allegiance

**A motion was made by Smith, seconded by Windham to accept the Agenda for the December 7, 2015 Mayor
and Council Regular Meeting. The vote was 7 in favor and 0 opposed. The motion was approved.**

Attachment A

HONORARY COUNCILMEMBER

Mayor Roseberry announced Pastor Josh Roberts as the Honorary Councilmember for December appointed by Councilmember Sarah Davis. Mayor Roseberry presented him with a Proclamation as appreciation for his participation. Attachment B

**A motion was made by Pace, seconded by Windham to approve the Minutes of the Regular Meeting,
November 2, 2015. The vote was 7 in favor with 0 opposed. The motion was approved.** Attachment C

**A motion was made by Windham, seconded by Eady to approve the Minutes of the November 16, 2015 Work
Session. The vote was 7 in favor with 0 opposed. The motion was approved.** Attachment D

**A motion was made by Windham, seconded by Smith to accept the Minutes of the Trees, Parks, and
Recreation Board for August 11, 2015 and October 13, 2015. The vote was 7 in favor with 0 opposed. The
motion was approved.** Attachment E

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None

CITIZENS COMMENTS/CONCERNS

Mr. Charles Green, 1214 Godfrey Street, thanked Mayor Roseberry, City Council and Chief Dave Harvey. He explained there was an incident on the trail involving his son and he is grateful for Lieutenant Pilgrim for the way he handled the situation and for the professional manner in which all of the Oxford Police Department operates.

Mrs. Janice Wearing, 905 Wesley Street, expressed concern regarding the upcoming proposed trails. She said she and her husband have walked the proposed trails and are not pleased with the cutting down of the trees. They feel the trail will be too close to the pond and it seems like it will be a hazard to others and especially small children. Mrs. Wearing suggested the trail be put next to the fence on a flatter surface. She said it is their understanding the College would be willing to help with the trail.

Councilmember Jim Windham recommended the city engineer work closely with the Wearing's; and said he has no issue with the trail being along the fence as Mrs. Wearing suggested.

Mayor's Reports

Mayor Roseberry reported that last Wednesday, December 2nd the city hosted a reception in honor of the Oxford College Tennis teams both men and women who won the national championship for Oxford College.

We will have a work session on December 21, 2015 at 6:00.

This week the annual employee dinner is at 7:00pm at the Blue Willow Inn.

We will not have an honorary council member for January due to a full agenda.

Local Maintenance & Improvement Grant

City Manager Bob Schwartz presented a letter from GDOT announcing our grant of \$18,640.86 with a deadline for submittal of January 1, 2016. He recommended we use this year's grant to assist in resurfacing George Street. We estimate the cost at \$36,000. The LMIG grant plus the 30% match of \$5,592.26 equals \$24,233.12. We budgeted \$32,000 in city funds together with \$18,000 in LMIG funds for street resurfacing in the FY2016 capital budget. We have investigated the possibility of resurfacing the streets within the cemetery with the remaining \$14,000 (\$50,000 less \$36,000) in capital funds. It is estimated the asphalt will cost approximately \$60,000. Newton County will do the construction; we will pay for the asphalt. City Manager Bob Schwartz is to prepare a cost schedule for the asphalt and hauling to be reviewed at the next work session. The approval will be only to meet the deadline for the submittal of the grant not cost figures of the project. After discussion:

A motion was made by Holt, seconded by Windham to authorize the submission of a project to The State Department of Transportation for the FY2016 LMIG Grant Program whereas, the GDOT has granted \$18,640.86 to the city of Oxford as part of the LMIG program for FY2015, whereas, the LMIG grant program requires a 30% local match or \$5,592.26; and; whereas, City Council has determined that George Street is the street most in need of repair at this time. The vote was 7 in favor with 0 opposed. The motion was approved.

Attachment F

Sewer Extensions

City Manager Bob Schwartz presented a map depicting a project to extend sanitary sewer lines in areas 1 and 3 along Emory Street and a memo describing the four loan options with Georgia Environmental Facilities Authority (GEFA). Bob explained there is the possibility of applying for 20% principal forgiveness if we get the application

to GEFA by December 31. However, there is no guarantee that the principal forgiveness will be approved. Based on the interest rates and payback, he recommended a 10 year loan at 0.52%. After discussion:

A motion was made by Smith, seconded by Windham to move forward with projects 1 and 3 and authorize City Manager Bob Schwartz to apply for the loan of \$525,000 for 10 years at the interest rate of "0.52%. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment G

Recreational Trails Grant Program

City Manager Bob Schwartz reminded council we did not receive this grant last year. Grants are available from \$25,000 to \$100,000. The deadline for the application is December 18, 2015. Bob presented a memo describing our application for extending the trail along the Coke Street right-of-way between Cindy Court and West Richardson and along the George Street right-of-way between Wesley Street and the existing trail. This section would connect the George Street Park to the trail system. After discussion:

A motion was made by Eady, seconded by Pace to adopt the resolution to authorize the submission of a grant application to the Georgia Recreational Trails Program. The vote was 7 in favor with 0 opposed. The motion was approved. In addition; Attachment H

A motion was made by Windham, seconded by Holt to move forward with the project providing there is no interference or problems with the grant. The vote was 7 in favor with 0 opposed.

INVOICE APPROVAL

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
ROUTINE MONTHLY BILLS PAID		
City of Oxford	Monthly Utility Billing of City owned properties Nov	1,409.87
GMA	GMEBS Retirement Fund (Nov)	5,946.33
GMA	GMEBS Retirement Fund (December)	5,946.33
GMA	Cable & Telecommunication Management Services	1,131.00
Humana	Health Insurance (December)	6,818.10
Newton County BOC	Cornish Creek Water Fund	13,706.00
Newton County Water & Sewer	Services from 9/29 – 10/29	4,380.34
Southeastern Power Administration	SEPA energy cost	3,246.53
PURCHASES/CONTRACT LABOR		
Bankcard Center	Frame work for City Hall/Hotel GCCMA- Bob/election supplies/Honorary Council lunch/various other charges	2,796.02
Consolidated Copier Services	Quarterly copy fees and annual maintenance contract	1,804.98
Consolidated Pipe & Supply Co.	300' ¾" Copper TBG Coil/6-8x3/4 JMC SDL's	1,527.00
Latham Home Sanitation	Waste Removal Services for October	5,636.10
Latham Home Sanitation	Waste Removal Services for November	5,636.10
McNair, McLemore, Middlebrooks	Audit Prep -Financial Transactions & bookkeeping	7,452.75
Premier Tree & Shrub Care	Grounds Maintenance - October	2,138.00
Sophicity	Monthly maintenance and management services	1,352.13

Strickland, David C	Professional Services 9/1 -10/1 (Missed on previous months invoice approval)	4,484.83
Strickland, David C	Professional Services 11/1/2015	2,184.83
Strickland, David C	Professional Services 12/1	1,209.83
Strickland & Strickland IOLTA	Professional Services/Property 102 Watson Street	23,284.50
Sumner/Meeker, LLC	Professional Services/Emory Street – October	1,590.00
Sumner/Meeker, LLC	Professional Services/Emory Street – November	1,425.00
Temple Inc.	Pedestrian Crosswalk for Emory St. & Hamill Street	15,473.12
Tires-N-Wheels	2 tires for backhoe	1,070.00
Woco Pep Oil, Inc.	Fuel and Diesel – October	2,906.49
APPROVED CONTRACTS		
Ace/Kimble Services	Airport Road install 6-3/4" water taps for Ballard Properties	3,300.00
Ace/Kimble Services	403 Emory Street/4" sewer tap, 190ft of 4"pvc, distribution box and tie in 2" force main	2,200.00
Church Street Services, LLC	Sept 1 – October 31 Professional Services	3,610.50
Church Street Services, LLC	Nov 1 – November 30 Professional Services	3,000.60
Jordan Engineering	George St Park Drainage etc. – Sept 30	5,220.00
Jordan Engineering	Plat for parcel swap/DOT project/various other Oct 30	3,395.00
Jordan Engineering	Phase 1 Environmental Asbury Park mapping Nov 19	2,400.00

A motion was made by Smith, seconded by Davis to approve payment of the invoices. The vote was 7 in favor with 0 opposed. The motion was approved.

A motion was made by Windham, seconded by Eady to adjourn the meeting at 7:50 for a break before going into and executive session at 8:00 PM. The vote was 7 in favor with 0 opposed. The motion was approved.

A motion was made by Holt, seconded by Smith to go into an executive session at 8:00 PM. The vote was 7 in favor with 0 opposed. The motion was approved.

Mayor Roseberry announced the purpose of the meeting was to discuss personnel matters.

Upon conclusion of discussion of each position.

A motion was made by Holt, seconded by Windham to go out of the executive session at 8:15 PM. The vote was unanimous.

A motion was made by Smith, seconded by Eady to adjourn at 8:16 PM. The vote was unanimous

Respectfully submitted;

Lauran Willis
City Clerk



**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, DECEMBER 7, 2015 – 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 December 7, 2015 Mayor and Council Regular Meeting.
5. * **Honorary Councilmember** – Councilmember Sarah Davis appointed Pastor Josh Roberts as the Honorary Councilmember for December.
6. * Motion to approve the Minutes of the Regular Meeting November 2, 2015.
7. * Motion to approve the Minutes of the Work Session November 16, 2015.
8. * Motion to accept the Minutes of the Trees, Parks, and Recreation Board for August 11, 2015 and October 13, 2015.
9. Planning Commission Recommendations/Petitions
10. Citizen Concerns
11. Mayor's Report
12. * **Local Maintenance & Improvement Grant** – The attached letter from GDOT announces our grant of \$18,640.86 with a deadline for submittal of January 1, 2016. We recommend we use this year's grant to assist in resurfacing George Street. We estimate the cost at \$36,000. The LMIG grant plus the 30% match of \$5,592.26 equals \$24,233.12. We budgeted \$32,000 in city funds together with \$18,000 in LMIG funds for street resurfacing in the FY2016 capital budget. We have investigated the possibility of resurfacing the streets within the cemetery with the remaining \$14,000 (\$50,000 less \$36,000) in capital funds. Newton County will do the construction; we will pay for the asphalt. We have attached a Resolution.
13. ***Sewer Extensions** – We prepared a project to extend sanitary sewer lines in areas 1 and 3 along Emory Street and to apply for a loan from the Georgia Environmental Facilities Authority (GEFA). We have attached a memo describing the four loan options along with a map of the areas.
14. * **Recreational Trails Grant Program** – We did not receive this grant last year. Grants are available from \$25,000 to \$100,000. The deadline for the application is December 18, 2015. We

have attached a Memo describing our application for extending our trail along the Coke Street right-of-way between Cindy Court and West Richardson and along the George Street right-of-way between Wesley Street and the existing trail. This section would connect the George Street Park to the trail system.

15. Invoice Approval

16. **Executive Session** – for personnel matters.

17. Adjourn

INVOICES OVER \$1,000.00

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Southeastern Power Administration	SEPA energy cost	3,246.53
PURCHASES/CONTRACT LABOR		
Bankcard Center	Framework for City Hall/Hotel GCCMA-Bob/election supplies/Honorary Council lunch/various other charges	2,796.02
Consolidated Copier Services	Quarterly copy fees and annual maintenance contract	1,804.98
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Latham Home Sanitation	Waste Removal Services for November	5,636.10
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Sumner/Meeker, LLC	Professional Services/Emory Street – November	1,425.00
Temple Inc.	Pedestrian Crosswalk for Emory St. & Hamill Street	15,473.12
Tires-N-Wheels	2 tires for backhoe	1,070.00
Woco Pep Oil, Inc.	Fuel and Diesel – October	2,906.49
APPROVED CONTRACTS		
Ace/Kimble Services	Airport Road install 6-3/4" water taps for Ballard Properties	3,300.00

Ace/Kimble Services	403 Emory Street/4" sewer tap, 190ft of 4"pvc, distribution box and tie in 2" force main	2,200.00
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Jordan Engineering	George St Park Drainage etc. – Sept 30	5,220.00
Jordan Engineering	Plat for parcel swap/DOT project/various other Oct 30	3,395.00
Jordan Engineering	Phase 1 Environmental Asbury Park mapping Nov 19	2,400.00

REMINDER

- 1. Employee Appreciation Dinner** – This dinner will be held at the Blue Willow in Social Circle at 7 PM on Thursday, December 10th.



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

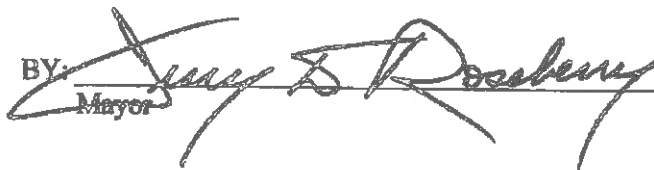
WHEREAS, Councilmember Sarah Davis has nominated Pastor Joshua J. Roberts to serve for this month.

NOW, THEREFORE, I, Mayor Jerry D. Roseberry, do hereby appoint Pastor Joshua J. Roberts as the Honorary Councilmember for the City of Oxford for the month of December.

SO PROCLAIMED, this seventh day of December, 2015.

MAYOR AND CITY COUNCIL OF OXFORD

BY:


Mayor

ATTEST:

City Clerk


City Clerk





**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, NOVEMBER 2, 2015 – 7:00 P.M.
CITY HALL**

**MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; TERRY SMITH;
SARAH DAVIS; GEORGE HOLT; DAVID EADY; LYN PACE**

**OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; David Strickland, City Attorney;
Hoyt & LaTrelle Oliver, Mike Ready, Anderson Wright, Kendra Mayfield, Jeff Wearing, Sarah Standard, Michael
Robinson, Todd Cain, Judy Greer**

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

Pledge of allegiance

A motion was made by Windham, seconded by Eady to accept the Agenda for the November 2, 2015 Mayor and Council Regular Meeting. The vote was 7 in favor and 0 opposed. The motion was approved.

Attachment A

HONORARY COUNCILMEMBER

Mayor Roseberry announced Ms. Sarah Standard as the Honorary Councilmember for November appointed by Councilmember Terry Smith. Mayor Roseberry presented her with a Proclamation as appreciation for her participation. Attachment B

A motion was made by Davis, seconded by Windham to approve the Minutes of the Regular Meeting, October 5, 2015. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment C

A motion was made by Holt, seconded by Windham to approve the Minutes of the October 5th and October 19, 2015 Work Session. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment D

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None

CITIZENS COMMENTS/CONCERNS

Ms. LaTrelle Oliver, 312 West Clark Street thanked Council for being willing to serve and thanked the staff for being so supportive and thank you to the two gentlemen who have agreed to run for Council. This is not a matter of the best person winning this is a matter of two fine humans caring a lot about this town.

Mayor's Reports**TRAIL GRANT**

Mayor Roseberry announced the city has received a letter from Department of Natural Resources that they have reopened the trail grant program. The applications are due by December 18th. Mayor Roseberry asked City Manager Bob Schwartz to start the preliminary work on the application because of the short deadline in getting the application to DNR. This will be on the work session agenda for a recommendation.

VETERANS DAY

On November 7th the Oxford Historical Cemetery Foundation with assistance of the local scouts will be placing flags in the Oxford Cemetery to honor any know Veterans with the upcoming Veterans Day Remembrance on November 11th. Mr. John Burson will be heading up this project.

EMPLOYEE APPRECIATION DINNER

This year's dinner will be held at the Blue Willow In Social Circle at 7 PM on Thursday, December 10th.

CITY COUNCIL ANNUAL RETREAT

The Council retreat will be held at The Center on Friday, November 13th. Coffee will be available at 8:00 AM. The meeting will start at 8:30, include lunch and last until about 3:30 PM. Jim Dove and Mott Beck with the Northeast Georgia Regional Council will facilitate.

Groundskeeper

City Manager Bob Schwartz - we have enclosed a Memo describing the new groundskeeper position along with a job description and a Resolution to create the position, a Resolution to amend the Streets Department budget to pay for the position, and a Resolution to amend the Capital Projects budget to purchase the lawnmowers.

A motion was made by Windham, seconded by Smith to table this item to be put on the November work session for further discussion. The vote was 7 in favor with 0 opposed. The motion was approved.

Water System Improvements Bid

City Manager Bob Schwartz - the FY2016 Capital budget includes \$15,000 to replace an old and deteriorated 2" line serving three homes and a church on North Emory and West Richardson. We did not receive the second bid until after the work session. We recommend that Council approve a purchase order to Ace/Kimble Services, the low bidder, for \$16,300 and amend the Capital Budget to increase this line item from \$15,000 to \$17,000. We are going to bore under Emory Street (Highway 81) and had some engineering costs to obtain the GDOT permit.

A motion was made by Eady, seconded by Holt to approve the low bid from Ace/Kimble Services in the amount of \$16,300 and approve to amend the Capital Budget to increase this line item from \$15,000 to \$17,000. The vote was 6 in favor with (1) Jim Windham abstained. The motion was approved.

Water and Sewer Budget amendment

City Manager Bob Schwartz - we recommend increasing the budget for "contract labor" in the Water and Sewer department budget by \$8,000 as explained in my memo dated Friday, October 30, 2015 depicting the two bids. Bid 1 represents proposals from Anderson Grading and Bid 2 represents Ace/Kimble Services. We have several water and sewer repairs and extensions come up that will require a budget amendment before we can award the purchase orders. After discussion:

A motion was made by Smith, seconded by Windham to approve increasing the budget by \$8,000 to cover the cost of this project. The vote was 7 in favor with 0 opposed. The motion was approved.

Roadside Enhancement and Beautification Council Grant Program

City Manager Bob Schwartz – this is a Georgia Department of Transportation grant program. It replaces the “Gateway Grant” which we used to beautify the area in and around the Turner maintenance building. Mayor Roseberry asked that we prepare a grant application to improve the Emory Street boundary of the Asbury Street Park. We are working with John Devine of NEGRC to prepare the application which is due by November 16th. We have enclosed a Resolution endorsing the application.

A motion was made by Windham, seconded by Eady to adopt the resolution for the Roadside Enhancement and Beautification Council Grant program. The vote was 7 in favor with 0 opposed. The motion was approved.

INVOICE APPROVAL

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
ROUTINE MONTHLY BILLS PAID		
City of Oxford	Monthly Utility Billing of City owned properties Oct	1,359.13
City of Covington	Sewer charges 6/30/2015 – 9/30/2015	10,368.00
GMA	GMEBS Retirement Fund (October)	5,946.33
Humana	Health Insurance (October)	8,177.72
Newton County BOC	Cornish Creek Water Fund	15,620.00
Newton County Water & Sewer	Services from 8/28 -9/29	6,371.39
Southeastern Power Administration	SEPA energy cost	3,391.41
PURCHASES/CONTRACT LABOR		
Archie Ballard	Maintenance on city vehicles & equipment	1,075.00
Bankcard Center	Vacuum for City Hall/planters/CDL Testing (Dustin)/Vehicle Maintenance on City Manager Car/Hotel for Court Clerk Training (Brittni) and various other charges	1,801.34
City of Covington	Pole repair on Emory St./Labor for 6 men + Line Truck for 3 hours.	1,221.35
City of Covington	Emory St. Science Building Under Ground Utilities	22,305.90
Designed Installations by Jim Williams	Additional part of phase 2, changes by college	28,818.00
McNair, McLemore, Middlebrooks	Audit Prep -Financial Transactions & bookkeeping	5,868.88
Otis	Annual Elevator service contract	2,285.76
Premier Tree & Shrub Care	September Grounds Maintenance	3,828.00
APPROVED CONTRACTS		
Scarborough Tree	Removal of two dead pines on Watson Street w/Stump grinding	2,400.00
Thacker & Sons Enterprises Inc.	Forestry mowing for new park	1,950.00

A motion was made by Eady, seconded by Holt to approve payment of the invoices. The vote was 7 in favor with 0 opposed. The motion was approved.

A motion was made by Windham, seconded by Eady to adjourn the meeting at 7:33 PM. The vote was 7 in favor with 0 opposed. The motion was approved.

Respectfully submitted;

Lauran Willis
City Clerk

Attachments:

- A. Agenda for October 5, 2015
- B. Honorary Councilmember for October
- C. Minutes Regular Session September 8, 2015
- D. Minutes of the August 17, 2015 Work Session
and Minutes of the September 21, 2015 Work Session
- E. Mayors report
- F. Proclamation Red Ribbon Week
- G. Resolution for Newton County Hazard Mitigation Plan Update 2015-2020
- H. Oxford College Dining Hall Property Survey
- I. George Street Drainage Bids
- J. Church Street Services, LLC/Letter of Agreement and scope of work



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, NOVEMBER 16, 2015 – 6:00 P.M.
CITY HALL**

**MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM;
GEORGE HOLT; SARAH DAVIS; LYN PACE; TERRY SMITH; DAVID EADY**

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; Luran Willis, City Clerk; Hoyt & LaTrelle Oliver, Kendra Mayfield, Todd Cain, Jeff Wearing, Robert Jordan, Officer Michele Peterson, J.P. Godfrey, Carol & Neil Penn, Pastor Josh Roberts

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

Honorary Councilmember

Mayor Roseberry introduced Pastor Josh Roberts as Honorary Councilmember for November as appointed by Councilmember Sarah Davis.

Mayor's Reports

Mayor Roseberry announced the Newton County Chamber Economic Development Committee will meet on Friday, November 19 at 8:30am at The Center.

Mayor Roseberry announced the city has received a check from the Newton County Board of Commissioners on behalf of Commissioner J. C. Henderson in the amount of \$100,000.00 for the new Asbury Street park development.

Sewer Extensions

Robert Jordan presented maps and information on the project to extend sanitary sewer lines along Emory Street with a concept plan. City Manager Bob Schwartz presented a cost analysis broken down by project and areas with a projection of a 15 year loan from GEFA and a payback schedule. Mayor Roseberry instructed City Manager Bob Schwartz to ask GEFA to run cost analysis numbers for a 20 year loan to be presented at the December meeting.

Oxford Planning Commission

City Manager Bob Schwartz announced that Mike Ready has resigned from the Oxford Planning Commission leaving a vacancy. Bob presented a list of the current members noting that Jonathan Eady's three year term will expire in December. Eady has expressed a desire to serve another term. Bob asked council to submit any request for new members at the December meeting

Local Maintenance & Improvement Grant

City Manager Bob Schwartz stated the LMIG program is three years old. He included a letter from GDOT announcing our grant for FY2016 of \$18,640.86 with the deadline to submit our application being January 1, 2016. Bob made a recommendation to use this year's grant to assist in resurfacing George Street. We estimate the cost at \$36,000. We will have a Resolution at the December 7th meeting. Mayor Roseberry asked Bob to research the possibility of adding the resurfacing of the streets in the Oxford Historical Cemetery. Bob indicated this cost is for the asphalt only, Newton County would do the paving. Mayor Roseberry stated we will also have to pay for the trucking of the asphalt.

Recreational Trails Grant Program

City Manager Bob Schwartz informed council that grants are available from \$25,000 to \$100,000. He indicated we did not receive this grant last year. The deadline for the application is December 18, 2015. Bob included a map from last year's application and asked council if they want to resubmit or redesign our application. Councilmember Eady said he feels we need to add option 4 (George Street) back to the application and drop option 3 (Hull Street). Councilmember Windham said his experience is you are more successful when you provide connectivity. Windham said he feels we need to put George Street back in and remove option 3 (Hull Street). Bob said he will put option 4 back into the design and submit the request for a vote at the December meeting.

Groundskeeper Job Description

City Manager Bob Schwartz advised council that we need to decide if we are going to create this position or rebid our landscape maintenance contract that our current contract expires in December. Bob presented the material that was prepared in anticipation of creating the new position. Councilmember George Holt stated we don't know what we had last time that there was confusion with the contract. His concern is that when we do a contract that we have a complete scope of work in writing. Councilmember David Eady concurred with Councilmember Holt and included we need to have a clear scope of what's to be done and have it mapped to show the exact amount of the rights-of way and make sure we are clear on what and how much is to be done. Councilmember Jim Windham said he thinks there is no imperative to get this done that we should wait until Robert Jordon gets all of the surveys of the rights-of-way completed so we know exactly what we are going to ask someone to do even if we have to use temps to do it. Based on the projects we are doing now this job description may not fit the needs of what we will need in future. City Manager Bob Schwartz asked what is the recommendation for the current contractor whose contract expires December 31, 2015. Mayor Roseberry concluded in instructing Bob that we will go month to month if the contractor is willing to continue under

those terms. Bob told council that he will send them a copy of the contract and asked them to red line the items they would like to change.

Asbury Street Park Sidewalks

City Manager Bob Schwartz informed council the house the city purchased on 104 West Watson Street contains asbestos throughout in the wallboard. He presented two quotes from Enviroprobe, LLC, one to remove the asbestos and another to demolish the house. Because the two prices were so close in price he asked council for guidance on which one they wish to do. Council informed Bob to proceed with the abatement of the wallboard and to ask for a quote on removing the back porch.

Project Status and Engineer's Progress Reports

Robert Jordan presented a narrative summary of the work he has completed during the prior month which included reports of general support, the Asbury Park site mapping, the George Street drainage improvements project, the Whatcoat Street design, and the city-wide right-of-way survey.

There being no further business the meeting was adjourned at 7:22pm.

Respectfully Submitted;

**Lauran Willis, CMC
City Clerk**

Trees, Parks, Recreation Board (TPR) – City of Oxford, GA
Minutes of Meeting August 11, 2015
Courtroom, Oxford City Hall

The meeting was called to order by Chairman Ready at 5:10 p.m.

Attendance – present

Members – Cheryl Ready, LaTrelle Oliver
City Manager Bob Schwartz
City Superintendent Jody Reid
City Arborist Beryl Budd

Approval of Minutes for meeting of June 9, 2015

*Due to lack of quorum of voting members, approval is postponed until next meeting.
Conversation continued according to agenda:*

Work Plan for August-September

A. Tree maintenance

1. Removing deadwood – from Pierce and Whatcoat:

- Complete except for the one tree on Pierce with the honey bees. Cheryl will contact Emory farmer Daniel Parsons for observation and consultation.

2. George St. Park:

- Dogwood and sourwood have died and can be removed by city crew.
- Deadwood in large pecan at SE trail entrance – probably by professional.
- River Birches need pruning – by city crew
- 2015 Arbor Day tree (southern sugar maple) is stressed. Now has bag.
- Arborist will consider viability of large branch overhanging Wesley (near Clark) and also deadwood in large tree on Clark ("Wearing" right-of-way).

3. Emory Street contract – health of trees, watering

- Some have not survived and will be replaced in Nov/Dec. Arborist will evaluate before leaf fall.

B. Storm Damage Plan – Beryl will assist city in preparing this document which should be on hand for reference in the event of substantial storm damage so that FEMA response can be expedited. Bob and Jody will participate in gathering the requisite information.

C. New tree plantings for 2015-16 (including site for Arbor Day tree) – Beryl has the list that Connie Head prepared. Bob asked him to pick the top 20 sites by December 1.

D. George Street Park Split rail fence repair – Rails continue to be dislodged.

1. Jody reports that some posts are rotten and should be replaced.

2. Kiosk cleaning, preservative, further needs – Crew power washed wood; Cheryl and Mike Ready applied preservative liberally; protective covers are inadequate (ill-fitting, unusual screws) and should be replaced. Jody will contact Gerald Whitley for design and cost estimate.

3. Drainage – Robert Jordan, engineer, has completed specs; cost is \$30,000; bids for the work should be sought week of August 17.

E. Mitchell Street Park

1. Jody reports that Anderson has placed timbers to define a parking area.
2. Jody replanted the seedlings Beryl provided to replace those mowed in error.

F. Pocket Parks – Bob offered print-outs (maps attached to filed minutes) of 8 possible sites that were picked after looking at a map of all city owned property. Of those, money is available for 4. Consensus of those in attendance is that City Council should address location preferences, guided by where the kids live, willingness of neighbors, and distribution of sites throughout the city. Further suggestions included inviting site neighbors to attend discussions at separate meetings for each of the sites prioritized by Council and TPR Board; also, an online survey might be a helpful tool for citizen input.

G. Emory Street revitalization plan committee – Cheryl and Andrea have not been able to schedule a visit with Mrs. Grace Phillips, whose property is most exposed after removal of street trees.

H. Clearing of right-of-way encroachment – Fletcher and Wesley Streets – Ten volunteers worked at Wesley Street on Saturday morning, June 27, 2015, from 8:00 until 11:00: the O'Toole family of 5, Anderson and Mary Wright, Beryl Budd, Erik Oliver, LaTrelle Oliver. The arborist's report is attached to these minutes. Jody will proceed with the work as directed by Arborist Budd in mid-September.

I. Arbor Day, 2016, committee – Seth Hawking of GUFCA was attending a conference and so was not in attendance. Planning continues.

J. Concerns and announcements

- Mowing company has been repeatedly directed to remove trash before mowing.
- Some street signs have been straightened.
- Growth award – Beryl can see if the never-received plaque can be acquired now.
- Andrea O'Toole proposed in writing that the site of the future family park include a memorial flag pole and monument/plaque honoring our veterans. See attachment. Cheryl and Beryl reported that grants are available that could help with this project.

K. Conversation ended at 6:20 p.m.

L. Next meeting – October 13, 2015

LaTrelle Oliver, Secretary

**Attachment #1
Wesley Street TPR pruning – Beryl Budd**

To Jody Reid
CC Bob Schwartz LaTrelle Oliver Cheryl Ready

July 17
Jody,

I recently worked as a volunteer with the Trees, Parks, and Recreation Board and others in the cleaning up of the right of way along the old sidewalk along Wesley St. across from the George St. Park. Volunteers cut privet, small trees, vines and other brush along the area. Some of the cut tree stumps were treated with herbicide to help prevent re-sprouting. The primary goals are to reclaim the right of way, expose the old sidewalk, and give existing planted street trees space needed to develop full canopy. The following are my recommendations for continued work along this area to help in meeting these goals:

- Prune large limbs extending over street trees this winter during the dormant season. This may be something the city crew can do with the bucket truck or we can get this done during the next contract pruning project.
- Allow privet and other vegetation to re-sprout during the months of July and August. Spray with a brush killer such as glyphosate (Roundup) about mid September. Larger stems that may re-sprout can be cut again at ground level and then spray the stump immediately with a brush killer.

I will be following up with Trees, Parks, and Recreation Board on this project. Please call if you have any questions.

Beryl Budd
City Arborist
404-357-0827

Attachment # 2

From: Andrea O'Toole

To: Cheryl Ready LaTrelle Oliver

Aug 7 at 8:53 AM

Ladies:

I will not be able to attend our next meeting, as I will be away on business.

If you discuss ideas for the new park, would you please mention my idea (as follows)?

Our Veterans should be honored by our great city. I propose we erect a large flag pole and monument/plaque in honor of all who have served, both past and present. This flag pole can be further utilized in conjunction with our local Boy/Cub Scouts in helping them earn credits toward their goals by holding flag ceremonies. It could also be a focal point when bringing the community together for family fun and picnics with a patriotic Pledge of Allegiance.

The Oxford community can stand proud as we thank those who have served with our hands over our hearts.

(Our Tree City flag could also be proudly displayed during special events)

Thank you for taking the time to read and deliver my proposal.

Best Regards,

Andrea O'Toole

Director of Career Services

Heavy Equipment College of Georgia

581 Sigman Road, Suite 300

Conyers, Georgia 30013

770-918-2577 office

770-918-2571 fax

APPROVED FOR VA EDUCATION BENEFITS

APPROVED YELLOW RIBBON SCHOOL

andrea.otoole@georgiacc.com

website: www.georgiacc.com

blog: blog.georgiacc.com

Trees, Parks, Recreation Board (TPR) – City of Oxford, GA
Minutes of Meeting October 13, 2015
 Courtroom, Oxford City Hall

The meeting was called to order by Chairman Ready at 5:00 p.m.

Attendance

Members Present – Cheryl Ready, LaTrelle Oliver, Hulon Clemons, Anderson Wright
 Member Absent – Andrea O'Toole
 City Manager Bob Schwartz
 City Superintendent Jody Reid
 City Arborist Beryl Budd
 GUFC Seth Hawkins
 Oxford College Senior Manager of Operations Kendra Mayfield
 Oxford College Director of Operations Todd Cain

Approval of Minutes for meeting of June 9, 2015 and August 11, 2015

Motion to approve by Hulon Clemons. Second by LaTrelle Oliver. Unanimous approval.

Tree Plan for Oxford College Dining Hall

On behalf of Oxford College, Kendra Mayfield and Todd Cain presented *Final Oxford Dining Hall Construction Design Documents* for tree removal and re-planting by architects Lord, Aeck, and Sargent Architects and landscape architects Wansley Associated. Reduced format copies of plan L-101 marked "for construction" (trees to be removed; trees to be protected) and detailed plan L-104 marked "for construction" (trees and shrubs to be replanted) were distributed to all persons present. Large renderings were displayed on a table. See copies attached to official minutes.

Throughout the site, twenty-four existing trees are banded for removal and will be replaced by a "mixture" of forty-nine trees and evergreen shrubs. See plan L-104 for species and intended function.

Six of the trees scheduled for removal are on City of Oxford rights-of-way. Eight other trees on these rights-of-way will be retained.

Oxford College requests permission to remove six (6) right-of-way trees as designated on construction drawing L-101 and replant as designated on construction drawing L-104.

Motion to approve as stated above made by LaTrelle Oliver. Motion seconded by Hulon Clemons. Unanimous approval.

Reports

1. Emory Street Revitalization Project – city proposal to plant with permission on private property
 - a. No word from Mrs. Grace Phillips. Chair asked Jody to follow up with her son, James.
 - b. Georgia Green Leaf award – No word on research (Andrea). Seth reports opportunity is now closed for this year.
2. Mitchell Street Park (Rosenwald School site) – Anderson Wright
 - a. Anderson reports dogwoods have survived well.
 - b. Removing woody debris and weeds is ongoing. Volunteers needed!
 - c. Parking spot should be better defined so vehicle will know how far to enter the site.
 - d. Culvert in ditch would enhance parking access. Jody will review.
3. George Street Park – Jody Reid
 - a. Drainage repair at Wesley Street side is in progress. Engineering work is complete and bid for construction has been awarded by the city. Work is expected to begin "soon."
 - b. Gerald Whitley has not yet been consulted about adding a third bench to the gazebo and reworking the display coverings on the kiosk.
 - c. Dead dogwood and sourwood have not yet been removed, nor has large pecan been pruned.
 - d. It is time to spray the re-growth in the area cleared in July, as per report of City Arborist Budd (7-17-15). Fletcher street brush removal has not been scheduled.
 - e. A balustrade on the Asbury side bridge is still missing.
 - f. Rail fencing needs repair.

Arbor Day, 2016

1. Program – Tim Womack will perform. Middle school students are considering a short play. Oxford College will provide refreshments. Bob Schwartz retained several copies of the booklet compiled for last year's program; these are available by contacting him directly.
2. Committee – will meet Tuesday, 5:00 p.m., Jan. 12, 2016, at City Hall. Kendra Mayfield and Oxford Staff Organization (OSO) will attend the TPR board meeting in December to begin sharing in planning.

Tree City application – Chairman Ready is preparing this. It is due by November 15, 2015.

"Asbury Street Park" ad hoc committee

1. Chairman Ready announced: this committee is open to all interested citizens, including TPR board.
2. First meeting is Tuesday, 5:00, October 20, 2015, at City Hall.
3. Underbrush has been removed. City Arborist has marked trees for removal at this early stage and reports that there are approximately forty valuable trees, with some being in clusters.
4. City Manager Schwartz stated the goal is for the committee to develop ideas which will be ready in three or four months for landscape architect consideration. The city expects to receive from Newton County \$100,000 – its designated share of SPLOST.

Young tree pruning and mulching needs

1. Emory Street DOT project trees may no longer be under warranty. Arborist Budd will pursue.
2. West Clark Street maples have been limbed up. Rains have washed soil from right-of-way onto the trail. Mulch is needed throughout, as well as a low retaining barrier. Jody will pursue.

Tree purchases and plantings – Beryl will proceed in December according to his assessment.

Concerns and announcements

1. Jody announced that annual line clearing will occur in November and December.
2. Thanks to Luran Willis and Jody Reid, the long lost Growth Award from GUFC has been found in storage. Seth Hawkins has recorded the years of missing pins and will attempt to resupply.

Adjournment – 6:30 p.m.

Next meeting – December 8, 2015

LaTrelle Oliver, Secretary

CITY OF OXFORD

RESOLUTION

TO AUTHORIZE THE SUBMISSION OF A PROJECT TO THE STATE DEPARTMENT OF TRANSPORTATION FOR THE FY 2016 LOCAL MAINTENANCE AND IMPROVEMENT GRANT PROGRAM.

WHEREAS, the Georgia Department of Transportation has granted \$18,640.86 to the city of Oxford as part of the Local Maintenance and Improvement Grant (LMIG) program for FY 2015; and;

WHEREAS, the LMIG grant program requires a 30% local match or \$5,592.26; and;

WHEREAS, City Council has determined that George 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 2016 to be submitted to the state Department of Transportation shall include resurfacing and deep patching for George Street.

ADOPTED THIS MONDAY, DECEMBER 7, 2014.

BY:


Jerry D. Roseberry, Mayor

ATTEST:


Lauran S. Willis, City Clerk



Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Friday, December 04, 2015
Re: Sewer Expansion Loan

After the discussion at the November work session, I have prepared a project that would include Areas 1 and 3. Please look at the attached map.

Here is a budget for this combined project. I've checked with GEFA, and when you get down to it, the interest varies with the length of the loan. The smaller rates are with the shorter terms.

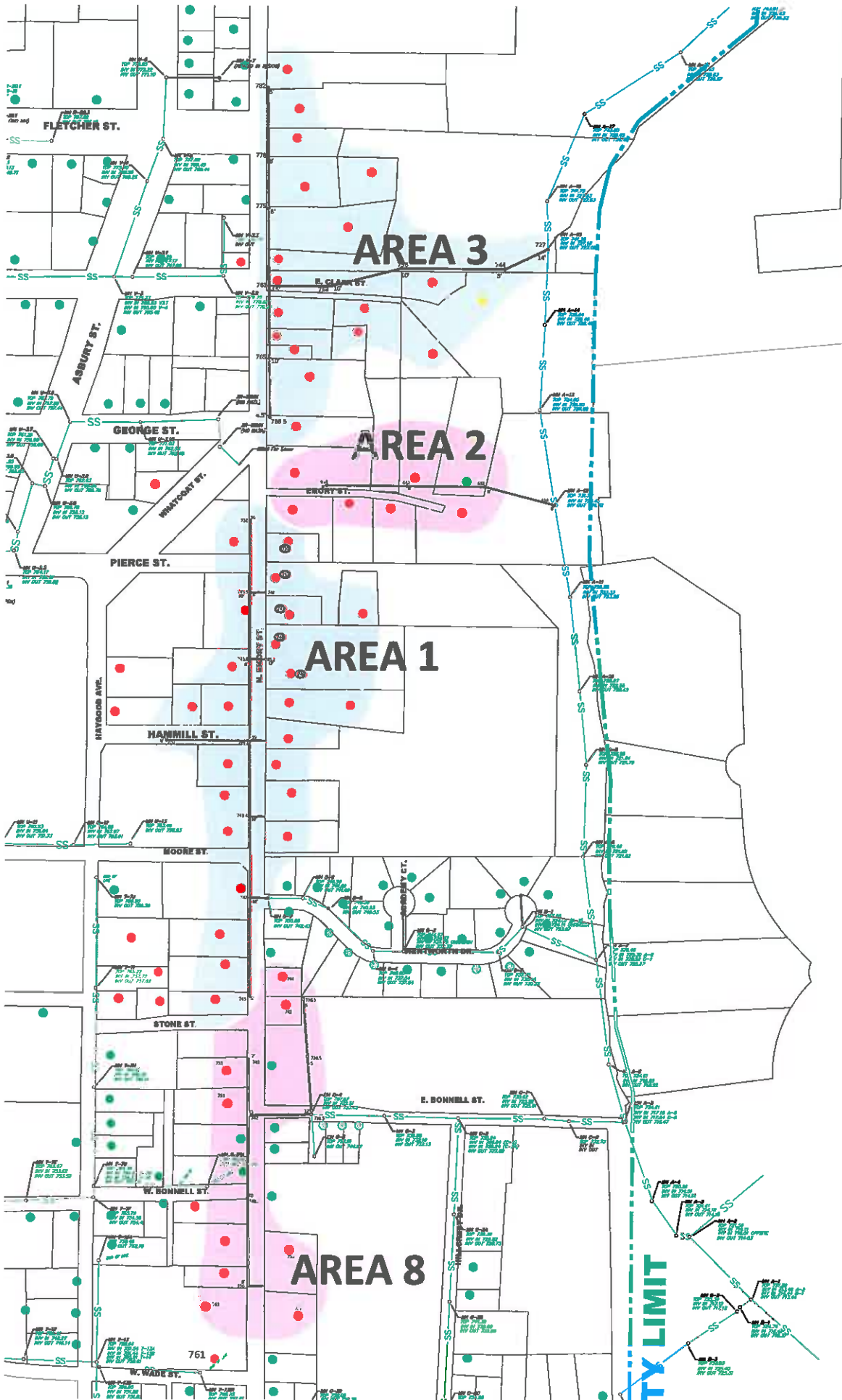
There is also the possibility of applying for 20% principal forgiveness if we get the application to GEFA by December 31. There is no guarantee that the principal forgiveness will be approved.

Based on the interest rates and payback, I recommend a 10 year loan at 0.52%. Here is the comparison of the four terms available. The Balance is the amount that would be repaid from the water and sewer fund over the life of the loan.

Loan	Length	Interest	Total
\$525,000	5years	\$6,699	\$531,699
Interest Rate	"0.5%		
Monthly Payment		\$8,862	
Payback			
Loan + interest	\$531,699		
Less tap fees	\$71,400		
Less monthly	\$13,230		
Balance	\$447,069		


Loan	Length	Interest	Total
\$525,000	10years	\$13,882	\$538,882
Interest Rate	"0.52%		
Monthly Payment		\$4,491	
Payback			
Loan + interest	\$538,882		
Less tap fees	\$71,400		
Less monthly	\$26,460		
Balance	\$441,022		
Loan	Length	Interest	Total
\$525,000	15years	\$51,870	\$576,870
Interest Rate	"1.27%		
Monthly Payment		\$3,205	
Payback			
Loan + interest	\$576,870		
Less tap fees	\$71,400		
Less monthly	\$39,690		
Balance	\$465,780		
Loan	Length	Interest	Total
\$525,000	20years	\$114,205	\$639,205
Interest Rate	"2.03%		
Monthly Payment		\$2,663	
Payback			
Loan + interest	\$639,205		
Less tap fees	\$71,400		
Less monthly	\$52,920		
Balance	\$514,885		

ATTACHMENT





Memo

To: City Council
From: Bob Schwartz, City Manager 
Date: Friday, December 4, 2015
Re: Recreational Trails Program Grant Application

INTRODUCTION – The recreational trails program is funded by the Federal Highway Administration and administered by Georgia state parks. This year, applications are being accepted until December 18. Last year we applied for a \$100,000 grant (the maximum amount) and we were going to match it with \$93,720. The trails were to be built along the Coke Street right-of-way in the Hull Street right-of-way.

THIS YEAR'S APPLICATION – We have three sections on this year's application. Please refer to the attached map. Section 1 is on the Coke Street right-of-way from Richardson to Collingsworth (\$57,120). Section 2 is on the Coke Street right-of-way from Collingsworth to Cindy Court (\$22,160). Section 3 is on the George Street right-of-way from Wesley Street to the existing trail (\$90,400). We have also included \$10,000 for directional signs both on the trail and within the city pointing to the trail. The total project will be \$179,680. The grant amount will be \$100,000; the city contribution will be \$79,680. Our capital projects budget for FY2016 includes \$80,000 for trails.

If the grant is approved, we will use city or LMIG funds from next year to construct a sidewalk along the Coke Street right-of-way to connect the existing trail that ends at West Watson to the extension north of Cindy Court. The grant cannot be used for sidewalks.

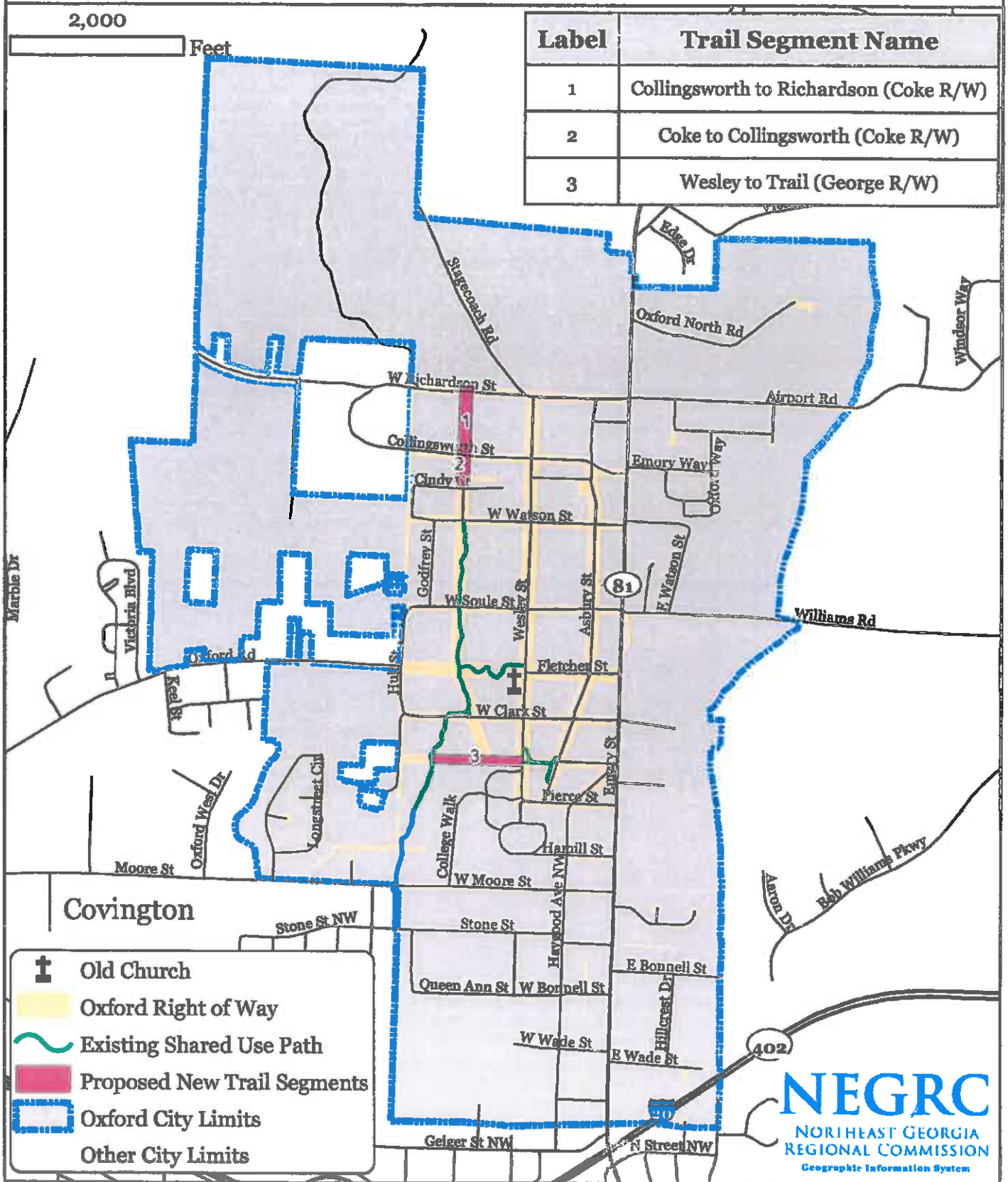
RECOMMENDATION – We recommend City Council approve this grant application and adopt the attached Resolution.

ATTACHMENTS

City of Oxford - Trail Grant Application Site Map

2,000 Feet

Label	Trail Segment Name
1	Collingsworth to Richardson (Coke R/W)
2	Coke to Collingsworth (Coke R/W)
3	Wesley to Trail (George R/W)



NEGRG
 NORTHEAST GEORGIA
 REGIONAL COMMISSION
 Geographic Information System

CITY OF OXFORD

RESOLUTION

**TO AUTHORIZE THE SUBMISSION OF A GRANT APPLICATION TO THE
GEORGIA RECREATIONAL TRAILS PROGRAM.**

WHEREAS, the one and a quarter miles of recreational trails throughout our city provide significant opportunities for recreational activities for all our citizens and opportunities to improve the health and general welfare of all our citizens; and;

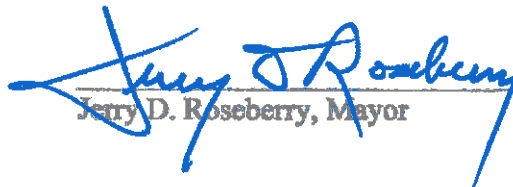
WHEREAS, the projects contained in the grant application would significantly enhance the recreational trails in our city.

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

That the application that has been prepared shall be submitted to the Georgia Department of Natural Resources for the Recreational Trails Program. City Council understands that this grant of \$100,000 will require 20 percent in matching funds or \$25,000 but that to complete the project in the application the City will provide a total of \$79,680 in city capital project funds.

ADOPTED THIS MONDAY, DECEMBER 7, 2015.

BY:


Jerry D. Roseberry, Mayor

ATTEST:


Lauran S. Willis, City Clerk