



**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

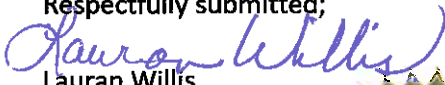
INVOICES OVER \$1,000.00

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 (Brittani) 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



**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, NOVEMBER 2, 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 November 2, 2015 Mayor and Council Regular Meeting
5. * **Honorary Councilmember** – Councilmember Terry Smith has appointed Ms. Sarah Standard as the Honorary Councilmember for November.
6. * Motion to approve the Minutes of the Regular Meeting October 5, 2015.
7. * Motion to approve the Minutes of the Work Session October 5th and 19th 2015.
8. Planning Commission Recommendations/Petitions
9. Citizen Concerns
10. Mayor's Report
11. ***Groundskeeper** – 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.
12. * **Water System Improvements Bids** – 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 have had some engineering costs to obtain the GDOT permit.
13. * **Water and Sewer Budget amendment** - We recommend increasing the budget for "contract labor" in the Water and Sewer department budget by \$8,000 as explained in the attached Memo.
14. * **Roadside Enhancement and Beautification Council Grant Program** – 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 with due date of November 16th. We have enclosed a Resolution endorsing the application.

15. Invoice Approval

16. Adjourn

INVOICES OVER \$1,000.00

ENDOR	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	Annual 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

REMINDERS

1. **Employee Appreciation Dinner** – This dinner will be held at the Blue Willow in Social Circle at 7 PM on Thursday, December 10th.
2. **City Council Annual Retreat** – The annual 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.

3. **City Elections** – The city election is Tuesday, November 3rd. We will reset the council room after the meeting so it can become the polling place bright and early Tuesday morning. Voting is from 7 AM until 7 PM.



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 Terry Smith has nominated Ms. Sarah Standard to serve for this month.

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

SO PROCLAIMED, this second day of November 2015.

MAYOR AND CITY COUNCIL OF OXFORD

BY:

Mayor

ATTEST:

City Clerk





**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, OCTOBER 5, 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 & Cheryl Ready, Vivian Harris, Anderson Wright, Patsy Burke, Kendra Mayfield, Dean Myra Frady, Jeff Wearing, Robert Jordan, Kibbie Hatfield, Carol and Neil Penn, William Moran

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 Holt, seconded by Smith to accept the Agenda for the October 5, 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. Kibbie Hatfield as the Honorary Councilmember for October appointed by Councilmember Jim Windham. Mayor Roseberry presented her with a Proclamation as appreciation for her participation. Attachment B

A motion was made by Pace, seconded by Eady to approve the Minutes of the Regular Meeting, September 8, 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 August 17 and September 21, 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

Mr. William Moran addressed Council with an inquiry regarding payment of invoices to Oxford College for Hamill Street Project. Mayor Roseberry informed Mr. Moran the city has a contract with the college for various projects and they reimburse the city once the invoices have been submitted according to the contract agreement.

Mayor's Reports

Mayor Roseberry reminded Council of the state mandated comprehensive plan review on October 16, 2015 at 8:30 AM at The Center. Attachment E

Red Ribbon Week

Mayor Roseberry presented a Proclamation to Brandon Borg making October 23-31 Red Ribbon Week in Oxford as part of a program with the General Raymond G. Davis Metro Atlanta Young Marines unit of Canton, GA. Attachment F

Newton County Hazard Mitigation Plan Update 2015-2020

Jody Noland presented the new five year update of the Newton County Hazard Mitigation Plan 2015-2020 in Newton County with FEMA and GEMA at the October 5, 2015 Work Session.

A motion was made by Smith, seconded by Windham to adopt the new five year update of the Newton County Hazard Mitigation Plan 2015-2020 in Newton County with FEMA and GEMA. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment G

Oxford College Dining Hall

A request was received from Oxford College for the construction of a new dining hall. We have issues with the property survey and a request from Oxford College for permission to install two drainage structures under the Wesley Street right-of-way both of which require action from the Council. Robert Jordan, City Engineer presented a revised survey for the block where Oxford College is planning to build the new dining hall. Jordan summarized the issues and presented various pieces of evidence which he reviewed in detail at the October 5, 5:00 o'clock work session. Based on Robert's review from the work session Mayor Roseberry asked for a vote on this item. Councilmember Holt stated he would like to entertain a motion that we either license the eight feet or sell it. Councilmember Windham stated he feels we would be better to swap than sell it.

A motion was made by Eady, seconded by Holt to grant a license to the college to construct according to the existing site plan as opposed to and exchange of the property so we maintain the integrity of the city property as established in 1837 by the town surveyed by R.L. Thomas. And to develop the lot to minimize our existing landscape and that we proceed in a license rather than a sale. City Attorney David Strickland explained to the Council that the motion to grant a license would not be approved by Emory's attorney because the license could be revoked by future city councils. After discussion:

A motion was made by Windham, seconded by Smith to amend Eady's motion to provide a land swap on the east side and west side via Quitclaim Deed of Gift. The council voted 5 to 1 to accept Windham's amendment to Eady's motion. Councilmember Eady voted no and Councilmember Lyn Pace recused. The council voted 5 to 1 to approve the motion as amended. Attachment H

Survey of City Right-of-Way

City Manager Bob Schwartz indicated we have a request to authorize a purchase order for Jordan Engineering to complete the survey of the city rights-of-way. After discussion:

A motion was made by Eady, seconded by Windham to accept Robert Jordan's proposal in its entirety and

move forward with the survey of all the city rights-of-way. The vote was 5 in favor with 1 nay vote by Councilmember George Holt. The motion was approved.

George Street Park Drainage Bids

City Engineer Robert Jordan presented his evaluation of the six bids received for the George Street Park drainage improvements project with a recommendation that the City enter contract negotiations with the low bidder, Ace/Kimble Services, for the low bid amount of \$79,775. After discussion regarding amending the budget to accommodate for this project:

A motion was made by Windham, seconded by Holt to move forward to amend the capitol budget and to proceed with this project and approve the low bid in the amount of \$79,775. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment I

Drainage Structures under the Wesley Street right-of-way

City Engineer Robert Jordan explained there is a requirement by NPDES and NC regulations to not release more water from a site after it is developed. Since the College will be releasing stormwater from the roof and various areas from the site through a storm sewer system that connects to the George Street Park drain system, they have to find a way to store some of the water and release it more slowly. They have chosen to do that by storing it in long underground pipes that are proposed to be located on the right-of-way of Wesley Street.

A motion was made by Eady, seconded by Windham to permit Oxford College to add two drainage structures on the Wesley Street right-of-way. The vote was 6 in favor with Councilmember Lyn Pace recused. The motion was approved.

Review of proposal from Church Street Services, LLC

Councilmember Jim Windham presented discussion regarding contracting with Church Street Services, LLC to provide consulting services as the city develops a Master Plan. There being no further discussion.

A motion was made by Windham seconded by Holt to accept the letter of agreement from Kay Lee of Church Street Services, LLC to provide consulting services for the city as to the Letter of Agreement and scope of work and fee structure. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment J

VOICE APPROVAL

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
ROUTINE MONTHLY BILLS PAID		
City of Oxford	Monthly Utility Billing of City owned properties Oct	1,832.07
Humana	Health Insurance (October)	6,138.29
Southeastern Power Administration	SEPA energy cost	3,523.91
PURCHASES/CONTRACT LABOR		
AllStar Alarms	Hardwire Outdoor Intercom System for Police Dept	1,650.00

Bankcard Center	HC Lunch/Water Pamphlets/Clerks Conference Stacey & Dawn/Municipal Clerk Training for Brittini/Coffee	1,409.23
Designed Install/Jim Williams	Install asphalt patch, curb & gutter & brick mailbox in Wentworth due to water leak repair.	2,500.00
Florida Transformers	Recharge 4 transformers	1,854.00
Foremost Promotions	Public Safety Educational & Promotional Products	1,665.96
Latham Home Sanitation	Monthly Waste Removal Services	5,636.10
MEAG Power SCADA Emulation	ePrism (Internet) Utilities Dept. annual 11/15-10/16	1,440.00
Premier Tree & Shrub Care	August Grounds Maintenance	3,138.00
Taser Protect Life	2 Tasers w/4year warranty Police Department	2,255.22
Sophicity	IT in A Box monthly maintenance & license	1,352.13
Steven Hathorn	Judge /Legal Services July - September	1,250.00
Utility Service Co., Inc.	Quarterly Water Tank Maintenance	2,715.32
APPROVED CONTRACTS		
Designed Install/Jim Williams	College Hamill St. Project/Draw 1	187,081.00
Jordan Engineering	General Support/Asbury Park topo/George St. Park/Whatcoat St. Project/Oxford R/W survey etc.	4,837.50
Scarborough Tree	Removal 2 Oak Trees/ 1 @ 1003 Wesley St. & 1 @ 1306 Coke Street on 8/17/2015	7,200.00
Sumner/Meeker, LLC	Professional Legal Services/Emory St. Property	1,653.20

A motion was made by Holt, seconded by Windham to approve payment of the invoices. 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
SPECIAL CALLED WORK SESSION
MONDAY, OCTOBER 5 – 5:00 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; GEORGE HOLT; SARAH DAVIS; TERRY SMITH; DAVID EADY JOINED THE MEETING AT 5:30; LYN PACE WAS NOT PRESENT

OTHERS PRESENT: Bob Schwartz, City Manager; David Strickland, City Attorney; Robert Jordan, City Engineer; Dave Harvey, Police Chief; Jody Reid, Utility Superintendent; Lauran Willis, City Clerk; Hoyt & LaTrelle Oliver, Vivian Harris, Myra Frady, Kendra Mayfield, Jeff Wearing, Anderson Wright, Kibbie Hatfield, Teresa & Brandon Borg, Mike & Cheryl Ready:

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

Mayor Announcements

Mayor Roseberry reminded everyone of the rules for participation in the meeting, he then thanked Jody and his crew for the quick response and work in getting power restored on Sunday due to a fallen tree at Oxford North road which broke the utility pole.

Red Ribbon Week

Mayor Roseberry presented a Proclamation to Brandon Borg making October 23-31 Red Ribbon Week in Oxford as part of a program with the General Raymond G. Davis Metro Atlanta Young Marines unit of Canton, GA. Attachment A

Honorary Councilmember

Mayor Roseberry announced that Councilmember Windham appointed Ms. Kibbie Hatfield as the honorary councilmember for October. Ms. Hatfield will join us for the Regular Session at 7:00PM. Attachment B

Oxford College Dining Hall Plat

Robert Jordan, City Engineer presented a revised survey for the block where Oxford College is planning to build a new dining hall. Jordan explained he has spent the past few weeks

reconstructing the old original town plan that was prepared in 1837. You have a report that summarizes the various pieces of evidence that I have gathered and used to evaluate the location and orientation of the original plan as accurately as possible using modern day help and information. I am confident we are very close. There is not enough original information left. On page 2 the blue parcel represents a survey of the piece of land where the dining hall is to be built. As discussed in detail a couple of weeks ago in the Planning Commission hearing there was nothing wrong with the survey. I think the survey was done as well as can be expected short of surveying the whole City of Oxford. The surveyor found existing amination that matched deeds and plats that were on record at the court house and probably have reflected the blue parcel as that piece of land for at least a number of decades. When I was asked by the City Manager to take the whole City of Oxford and do a comprehensive look at the right-of-way locations the results of my study are shown by the black lines. You can tell from the diagram (Figure 1) the blue parcel encroaches into the Wesley Street right-of-way by a small amount. At the northwest corner of the blue parcel the distance is a little over four feet (4') and at the southwest corner it's about eight feet (8'), it's about twenty-three feet (23') along the south side of Pierce Street, but that's a gore it's not an encroachment. The dining hall parcel does not reach the right-of-way on the south side, it's also a gore on the southeast side along Asbury Street. It ranges about fifteen feet (15') on the south end to about nine feet (9') at the north east corner. Over the years through assumptions and incomplete information has resulted in this parcel being shifted by a few feet to the west and it's slightly smaller in width than the original town plan calls for.

Mayor Roseberry – If I understand you correctly, there is no reasonable way to expect it to be exact with these type findings?

Robert Jordan – I have as much confidence as I can possible have 175 years later. I can say we are looking at errors in the long work, we are looking at encroachments here the blue parcel encroaches eight feet (8') on the south west and about four feet (4') on the North West line. I can say with a very high level of confidence my lines are not off eight feet (8') and four feet (4'). There is an encroachment either eight feet (8'), seven feet (7') or nine feet (9') that part may be hard to get exact but I am very confident that there is an encroachment.

Mayor Roseberry – Do you have an idea or an explanation of why the other survey is off?

Jordan – I do, about a year ago the council hired me to do some work across Wesley Street and the unopen portion of George Street. At that point I had not done any city wide survey work and on the old town plan. I was using primarily record data that was thirty to seventy years old. Based on that information and based on pins and monuments found on the ground it appears that Wesley Street, the asphalt itself was approximately eighteen or nineteen feet off of the center line of the right-of-way. I came to that conclusion because of several decades of record information. I think what happened on the side of the street where the dining hall is located is a very similar situation. Maybe in the 1880's surveys someone drove a stake in not quite the correct place and didn't go all the way to the end. In 1910 another surveyor came in and found it a little similar to that and then maybe the next door neighbor came in and hired another surveyor and he copied the last one. Over the years without having a city wide global view of the survey small errors happened. If you look at parcels all over the city you will find some of the same things. It's

nobody's fault, it's not an error by one surveyor or one person it's like a game where you pass a message down the line and by the time it gets to the tenth person it says something different.

Councilman Windham – Do you have any idea what the encroachment of the building would be and where exactly it is.

Robert Jordan – I believe I can answer that accurately. There are two points short distances twenty feet or so along the western side of the blue line where the building has to have a zero set back property line. If I'm correct with that statement I can tell you that the encroachment would range from about seven feet down to about five feet depending on where you measured it.

Councilman Windham – So the bump outs on the west side of the building, is that where it's at?

Robert Jordan – The bump out is a pretty good description. The entire west wall of the building does not extend to the line, just the two little parts. Going by memory I believe they are fire places.

City Manager Bob Schwartz – asked Kendra Mayfield to explain what the bump outs are.

Kendra Mayfield – They are both part of the dining hall, we are doing it in three separate dining rooms. The one directly across from the Deans dining room is an open room with a fire place, that is one and the other bump out is a dining room adjacent to the pizza oven.

Terry Smith – Robert, I presume this was done by laser is that correct?

Robert Jordan – Our survey was done primarily using GPS with some code station work. The code station does use a laser.

Councilman Windham – In your opinion what long term effect will this have on the streets so far as maintenance etc.?

Robert Jordan – From an engineering and maintenance standpoint I would have to say there's no effect. If the building stays where it was designed and slightly encroaches Wesley Street you will see no effect. Attachment C

Oxford College Dining Hall –Dean Myra Frady and Kendra Mayfield will return to discuss.

Dean Myra Frady indicated she has nothing new to present that she didn't present earlier. There were questions about whether the trees that would have to be removed if we had to move the dining hall are in good shape. She stated they are in good shape they have all been evaluated on the property and are worthy of saving. We will put the appropriate tree save around them during construction. I think what you are talking about and what Robert mentioned are the footings that are going to come over they would not be seen. The jut-out areas are the one large room that is divided up into three sections as Kendra explained without dividers. The indentation you are seeing is a patio area which means there is more hardscape than anything.

Councilman Terry Smith – Where the property line meets the right-of-way and the right-of-way is the road at Wesley Street does the college plan to put a curb to protect the dirt that's on that property?

Dean Myra Frady – I know there is a very steep area along that line and we don't want students crossing. We are thinking about how we planned it and how we leave the elevation such that it does have a drop off. We are thinking about curb and gutter, I don't think it will have curb and gutter on Wesley. Robert Jordan according to the sketch it does show curb and gutter along Pierce to Wesley. So, yes there will be curb and gutter.

Councilman Windham – North of the proposed dining hall plan (referring the blue line) there is a large parcel there. Does the College own any of that property?

Dean Myra Frady – Our variance was to build up to the property line. Our build to line is the property line, that's what we own.

Councilman Windham – So you don't own any of those areas to the George Street Park?

Dean Myra Frady – I think there are two. We tried to get the other one but it didn't have a clear title so we couldn't pursue it we couldn't get a clear title.

Mayor Roseberry – Myra remind us of the time line when the construction goes into service.

Dean Myra Frady – The construction starts the last week to ten days in November to finish November 2016. The move of the dining hall, old dining hall to the new dining hall will take about a month and will open for business when the students come back in January 2017.

LaTrelle Oliver – How will those streets be impacted will they be closed down during the construction?

Dean Myra Frady – We have not completely determined what or how it will all work we haven't determined a pathway yet. However Wesley will remain open and Pierce will remain open and we are looking at using the service road to come up to service the project as we have done everything else. That has not been completely determined yet.

Mayor Roseberry – Have you announced any plans for the old dining hall?

Dean Myra Frady – No, but we have done a preliminary study to see if it would be appropriately sized for a student center. The grill in the old dining hall is not going to move to the new dining hall. It will remain operational in the old dining hall. There are thoughts of moving the book store there or possibly campus life but we would have to have a much more detailed feasibility study to determine the program.

Mayor Roseberry – For the audience this will come up at the regular meeting for a vote from the council.

Councilman Holt – What will come up what will the question be?

Mayor Roseberry – On the regular meeting item number 13, it states we have a request from Oxford College for the construction of a new dining hall. We have issues with the property survey and need to act on the request of the College for permission to install two drainage structures under the Wesley Street right-of-way.

City Manager Bob Schwartz – It seems to me Mr. Mayor that this might be a good time to discuss it. You have at least two options. One option would be to swap property with the College. Another possibility would be to require the College to move its building over into the correct right-of-way five to eight feet. Although as we heard at the last meeting that would be an expensive proposition. Another option would be to give the College permission to build on city property on the left side (Wesley Street) which is what was done in 1993 with Lovern Hall, I'm not sure we want to repeat that, it might be easier to swap properties so the College owns where they are going to pour concrete.

Mayor Roseberry – What we might do on this and I appreciate the question from Councilman George Holt, we need to clear this up. If we are expecting to act on this tonight I would like our attorney draw up a motion to that effect, we want to get this right.

Councilman Windham – I keep going back to the bump outs, so are the bumps outs the only thing that would be encroaching on the property is that correct? Are there any mechanical devices any

underground piping at that point? Are we talking about shaving 50 square feet off the building, are we talking about destroying the design of the building any of those type things?

Dean Myra Frady – As the building is designed right now the whole building would have to shift. That means totally new landscaping plan, moving the building over as its design right now. We don't have time to go back and redesign the building and not lose more than six months. It will delay from the January 2017 opening probably until August 2017 which is another eight months. That is really problematic for us, the bump outs do not have any mechanical. All you are going to have there are the windows and seating. All your mechanical is somewhere else. The fire place is there, you are going to have footings along that side but you won't see those and in the indentation there will be a trellis over the brick. What will actually be encroaching largely will be unseen. We couldn't just shave the building off. In order to keep it we would have to move the whole thing or go back to the redesign. When we start shaving off five feet here and five feet there we lose our seat count. So we would have to probably utilize the extra property we have on the south side and redesign the building.

Councilman George Holt – From what I understand it would be a tremendous cost to move the building am I correct?

Dean Myra Frady – Yes a half million dollars. That's the list I gave you last time in detail.

Councilman Holt – I will ask this while we are in the work session. I see on item 13 we have a request from Oxford College for the construction of a new dining hall. The next sentence state we have issues with the property survey and need to act on the request of the College for permission to install two drainage structures under the Wesley Street right-of-way. I don't see the exact question that we need to vote on at our regular session concerning the options the City Manager just gave.

City Manager Bob Schwartz – I was trying not to presuppose what you would decide. I said we have issues and we do. I didn't put anything in that you are going to vote on. That's one of the reasons Mr. Strickland is here. If you want to form some sort of resolution he can help.

Councilmember Holt – From what I see we haven't talked about the drainage in this particular item. I have no problem with voting one way or another as to whether we allow the College to continue to proceed as originally planned.

City Manager Bob Schwartz – I wrote the language and was a little fuzzy. The intention was that we will talk about the survey issues and the drainage issues.

Councilman Smith – Myra looking at that footprint of the building the dotted line on the left to the west is that city right-of-way?

City Manager Bob Schwartz – That is what the College survey shows to be city right-of-way. What Robert has showed to be city right-of-way is a little further to the east.

Councilman Smith – To the west of the city right-of-way line or the building itself it shows ten or fifteen feet of plantings. So are we as the city plan to give away that property for landscaping?

City Manager Bob Schwartz – There is a request pending in front of the tree board for planting on city right-of-way just as you would for anybody else who wants to plant on city right-of-way. So you don't give it away, you get permission to plant a tree with the tree boards permission.

George Street Park Drainage Bids

City Manager Bob Schwartz we received bids for this project on Thursday, September 24th. We have attached a summary and a recommendation. This project was part of the FY2016 budget and funded at \$40,000. After reviewing the condition of a stretch of drainage pipe on the west side of Wesley we have included that additional work in the bid package. We recently cut back the brush in this area and exposed the deteriorating drainage pipe. We will need to amend the budget to accommodate the additional work. Robert Jordon – I have reviewed the six bids, received on September 24th for the George Street Park drainage improvements project, and would like to recommend entering contract negotiations with low bidder, Ace/Kimble Services, for the low bid amount of \$79,775. This will be on the regular session for a vote. Attachment D

Citywide Survey

City Engineer Robert Jordan presented a proposal for a city wide survey. Jordon's proposal detailed the individual phases of the work explaining what each phase would entail. To conclude he explained to council it is their decision whether or not to contract him to do the entire project or they can chose which phases they would like for him to perform. This will be on the regular session for a vote. Attachment E

Asbury Street Park

Mayor Roseberry announced the appointments to the Asbury Street Park Citizens Advisory Committee are Cheryl Ready, Chair, Anderson Wright, Beryl Budd, and Helen Griffin. He asked all Councilmembers if they know of anyone willing to serve to submit their names to City Manager Bob Schwartz as soon as possible. This committee is to advise and assist the Tree Board and City Council in the planning and development of the Asbury Street Park. Mayor Roseberry said Asbury Street Park is only the working name at this time an official legal name will be decided at a later date. He announced the first meeting will be October 20th at 5:00 in the Community Room at city hall.

Review of proposal from Church Street Services, LLC

Councilmember Jim Windham, Chair announced that committee members met with Kay Lee and are finalizing a proposed agreement to present to Council. The essential item worked into the proposal was to have a Comprehensive Plan to the state in 2017 as we agreed to put everything we can toward the Comprehensive Plan. We are building everything we can into that plan, the key elements are the upgrade and beautification of Emory Street, wayfinding for our assets within the city, connectivity and parks. Councilmember George Holt presented the cost of services provided by Church Street Services, LLC (CSS) to the City of Oxford will be as follows: Principal (Kay Lee) \$75 per hour plus 20% for any over hours, GIS and Technical Support (Adam Kirk or Other), \$35-\$125 per hour plus 20% for any over hours, and Administrative Support (Lucy Courchaine) at \$15.00 per hour plus 20% for any over hours. The funds for this will be billed in our budget from the position we elected not to establish for a Community Development Coordinator not to exceed \$30,000. Councilmember Jim Windham included the list of services that will be provided are: Coordination and Project Management, Planning, Research, Coordination, Deliver and Communications. Mayor Roseberry stated this item will be on tonight's Regular Session agenda for a vote and asked if there are any comments from citizens.

Hoyt Oliver made comment that as Mayor and Council looks at the Comprehensive Plan they should not only look inside the City of Oxford they should also look at outside as well as Covington has talk of some major developments which may impact Oxford as well. Attachment F

There being no further business the meeting was adjourned at 6:20pm.

Respectfully Submitted;

Lauran Willis, CMC
City Clerk

Attachments:

- A. Agenda
- B. Mayor's Announcements
- C. Power Point from MEAG and ECG
- D. Hazard Mitigation Plan Update 2015-2020
- E. Oxford Dining Hall Impacts
- F. George Street Drainage Bid Contractor List
- G. Draft Job Description for Groundskeeper
- H. Project Status Report



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION, MONDAY, OCTOBER 19 – 6:00 P.M.**

**MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM;
GEORGE HOLT; SARAH DAVIS; TERRY SMITH; LYN PACE; DAVID EADY WAS NOT PRESENT**

**OTHERS PRESENT: Bob Schwartz, City Manager; Robert Jordan, City Engineer; Dave Harvey,
Police Chief; Jody Reid, Utility Superintendent; Lauran Willis, City Clerk; Stacey Mullen, Deputy
City Clerk, Hoyt & LaTrelle Oliver, Mike & Cheryl Ready, Judy Greer, Todd Cain, Sarah Standard,
Carol & Neil Penn**

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

Honorary Councilmember

Mayor Roseberry announced that Councilmember Terry Smith appointed Ms. Sarah Standard as the honorary councilmember for November.

Mayor's Announcements

Mayor Roseberry made the following announcements:

ASBURY STREET PARK

County Commissioner J. C. Henderson has advised that the Board of Commissioners has approved the use of \$100,000 SPLOST 2011 funds for the development of the Asbury Street Park. We will be setting up a ceremony for presentation of the check to the city.

We have closed on the purchase of the vacant lot on West Watson Street.

The owners of the remaining lot on West Watson Street have advised that they want to sell the property to the city but have several issues to resolve before the sale can be completed.

RETREAT

The Mayor and City Council Retreat is Friday, November 13th at the Center. It was moved from the College Library when the city received notice that 150 additional students would be using the dining hall that day.

The auditors have advised that they will not be prepared to make a presentation to the Council as originally planned for the October work session. They will make their presentation at the retreat.

COMPREHENSIVE PLAN MEETING

The Northeast Georgia Regional Commission staff presented a program on Comprehensive Planning at The Center last Friday. All of Newton County's five cities and the Board of Commissioners had representatives at the meeting. There are some new rules on Comprehensive Planning with one being the requirement that every city and every county meet with the Regional Commission every two years for a review of their plans.

OXFORD COLLEGE NEW DINING HALL LAND SWAP

The required documentation to complete the Dining Hall land swap has been completed.

INTERSECTION OF HIGHWAYS 81 AND 142

BOC Chairman Keith Ellis has advised that GDOT will soon have a design ready to make some changes to the intersection of Highway 81 and 142. South bound traffic on Highway 81 will have a left turn lane to access Highway 142. The original design proved to be too expensive because of the location of in-ground tanks serving the gas station at that intersection.

NEWTON COUNTY FIRE STATION ON HIGHWAY 81

BOC Chairman Keith Ellis has advised that the county is actively seeking land to build the new fire station on Highway 81 North. The new station will improve the level of service to Oxford and the North Newton area, including Flint Hill Elementary School. The 2011 SPLOST contains \$1 Million for the new station and the BOC has approved moving forward with the construction. Attachment A

Lease Agreement Oxford College

City Manager Bob Schwartz informed council that the lease agreement with Oxford College for the 810 Whatcoat Street building expired in April 2015. He provided a draft of the new three year lease agreement adding a renewal clause stating the lease will automatically renew for an additional three (3) years at the same annual rate, of THIRTY THOUSAND AND NO/100 DOLLARS (\$30,000.00), with all other provisions to remain the same. Should either TENANT or LANDLORD not desire for this lease to renew, they shall inform the other of their intention not to renew no later than sixty (60) days from the date of renewal. After discussion it was decided this clause should be removed and council will determine any new terms at time of future renewal. This will be included on the November agenda for a vote. Attachment B

Groundskeeper

City Manager Bob Schwartz provided a job description and a proposed budget which would bring our rights-of-way and park maintenance in-house. This item will be on the November 2nd agenda for a vote. Attachment C

Sewer Extensions

City Manager Bob Schwartz discussed proposed plans for sewer extensions including locations and financing options. He presented a draft map from city engineer Robert Jordan depicting target areas with the estimated cost for each area. He also presented cost estimates should the city decide to finance the project with a loan from GEFA. This item will be discussed in further detail at the November work session with the goal of making some decisions at the December meeting. Attachment D

Memorandum of Understanding

Mayor Roseberry announced that Commissioner J. C. Henderson has advised that the Board of Commissioners has approved the use of \$100,000 SPLOST 2011 funds for the development of the Asbury Street Park. We will be setting up a ceremony for presentation of the check to the city. Mayor Roseberry will sign the Memorandum of Understanding tomorrow authorizing this transaction. Attachment E

Retreat

Mayor Roseberry reminded everyone of the retreat on November 13, 2015 at The Center. He asked council for suggestions of items they would like to discuss at the retreat and commented that the focus should be sustainability for the future and also think of ways and areas which can be improved.

Project Status Report

City Manager Bob Schwartz presented a list of active projects giving a brief summary of the status on each one. Attachment F

There being no further business the meeting was adjourned at 7:00pm.

Respectfully Submitted;

Lauran Willis, CMC

City Clerk

Attachments:

- A. Mayor's Announcements
- B. Lease Agreement Oxford College 810 Whatcoat St.
- C. Grounds Keeper
- D. Sewer Extension
- E. Memorandum of Understanding SPLOST 2011 Park Development
- F. Project Status Report



Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Friday, October 16, 2015
Re: Groundskeeper

INTRODUCTION – In a way, we are the victims of our own success. We started contracting for grounds maintenance in January, 2014. Since then, more and more citizens have elected to have the city contractor cut the grass on the right-of-way adjoining their yard. When we bid this contract, the Emory water line was under construction, so the Emory right-of-way was not an issue for the first year. While we do not own any more right-of-way, we have more to maintain. Based on the request of a council sub-committee, we have prepared this recommendation to maintain the rights-of-way, city parks, and city grounds with city employees and part-time assistance.

JOB DESCRIPTION – Working with Jody Reid and Lauran Willis, we prepared the attached job description for a new position for Groundskeeper. We think it covers all the essential elements of the job. We have included tree maintenance. We have a responsibility to continue to mulch, water, and maintain all of the city trees in the rights-of-way and in our parks and city grounds. During the summer, this will be a minor part of the job, but during the fall and winter, it will be a major part of the job.

STRATEGY – When we bid this in November 2013, the bids ranged from \$24,000 to \$63,000. We have added about 50% more right-of-way to the list to be maintained since then. It's likely that new bids will be substantially higher. We can get the job done with one full time position and a part time position during the grass growing season – about seven months, depending on rainfall. Our zero turn lawnmower went down for the count at just about the time we started our contract in 2014, so we need to buy two mowers.

BUDGET – Here is a draft budget for this change.

Groundskeeper (Grade 10A)	\$24,691.59
Fringe Benefits	\$10,945.41
SUBTOTAL	\$35,637.00
Part-time	\$12,320.00
Total personnel	\$47,957.00
Lawnmower 60" cut	\$10,000.00
Lawnmower 50" cut	\$10,000.00
	\$20,000.00

TIMING – Our current contract expires in December 2015. If council is agreeable, we will prepare a budget amendment and a final approval for the new position for the November council meeting.

CITY OF OXFORD

RESOLUTION

WHEREAS, City Council has determined that it would be to the benefit of the city to provide groundskeeping and landscape maintenance services using both full-time city employees and part-time employees, and

WHEREAS, City Council has determined it is necessary adopt a job description for "groundskeeper"; place the new position on the city pay plan; and authorize the recruitment for the new position,

NOW THEREFORE BE IT RESOLVED, that

1. The attached job description for the job title groundskeeper is adopted.
2. The job title groundskeeper is placed on the city pay plan as Grade 10.
3. A position for groundskeeper is created effective January 1, 2016 and the city manager is authorized to recruit and fill this position.

Adopted this second day of November, 2015.

BY:

Mayor

ATTEST:

City Clerk



JOB TITLE: Groundskeeper

DEPARTMENT: Public Works

JOB SUMMARY: This position is responsible for operating mowing equipment to maintain grounds of parks, trails, and city properties, and maintaining trees and plantings.

MAJOR DUTIES:

- Operates a zero-turn mower and bush hog to cut grass on all city property, trails, and city rights-of-way.
- Operates a push mower, weed eater, and trimmers to cut and trim grass and prune hedges. Also edges sidewalks and pavement edges when necessary.
- Performs tree maintenance duties including low level trimming, mulching, and watering.
- Plants and maintains flower beds, rain gardens, and shrubs.
- Operates a chain saw and other small equipment to cut and clear unwanted or dead trees from parks or city grounds. Operates debris blowers either hand carried or mounted on a golf cart.
- Performs such laboring duties as placing sod, spreading fertilizer, picking up litter, emptying trash cans, and blowing or raking leaves.
- Performs routine maintenance on equipment; sharpens or changes blades, preventive maintenance on mowing decks and small engines.
- Clears debris from storm drains; grades ditches for proper drainage. Assists with maintenance required by storm water regulations and storm water ordinance.
- Assists with DOT required traffic control on construction and repair projects.
- Pick up trash and debris on streets, trails, and rights-of-way.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of safety procedures pertaining to public works activities.
- Knowledge of city geography, city streets, and rights-of-way boundaries.
- Skill in operating groundskeeping equipment.
- Ability to acquire training and learn new skills required for flower bed maintenance, tree trimming, and mulching

SUPERVISORY CONTROLS: The Supervisor of Public Works and Utilities assigns work in terms of general instructions. The Supervisor reviews work in progress and upon completion for compliance with instructions and procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include city and department policies and procedures, safety guidelines, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related equipment operation duties in the maintenance of grounds. Inclement weather conditions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to cut grass and perform other related duties to maintain city properties. Successful performance helps ensure attractive and well maintained grounds in parks and properties.

PERSONAL CONTACTS: Contacts are typically with co-workers, city employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, climb ladders, and use equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is performed outdoors, where the employee is exposed to occasional inclement weather, noise, dust, dirt, grease, and machinery with moving parts. The work may require the use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- High school diploma or GED. Ability to read, write, and perform basic mathematical calculations.
- Experience with equipment such as lawn mowers, debris blowers, and weed eaters.
- Possession of a valid driver's license issued by the State of Georgia, with a 3-year clear record with the DMV.
- Prefer experience with a bush hog, and experience and skills in tree planting, pruning, mulching, and landscape horticulture.

CITY OF OXFORD

RESOLUTION

WHEREAS, City Council has determined that it would be to the benefit of the city to provide groundskeeping and landscape maintenance services using both full-time city employees and part-time employees, and

WHEREAS, City Council has determined that it is necessary to amend the operating budget for the streets department and the contingency budget in the general fund,

NOW THEREFORE BE IT RESOLVED, that

1. The streets department budget is amended as follows: reduce contract lawn care by \$8,000; increase regular employee salaries by \$11,850; increase overtime by \$500; increase group insurance by \$4,000; increase Social Security by \$950; increase retirement (401(k)) by \$500; and increase contract labor by \$6,200. The total increase is \$24,000. The total reduction is \$8,000. The net increase is \$16,000.
2. Decrease the general fund contingency amount by \$16,000. This will reduce it from \$46,363 to \$30,363.

Adopted this second day of November, 2015.

BY:

Mayor

ATTEST:

City Clerk

CITY OF OXFORD

RESOLUTION

WHEREAS, City Council has determined that it would be to the benefit of the city to provide groundskeeping and landscape maintenance services using both full-time city employees and part-time employees, and

WHEREAS, City Council has determined that it is necessary to purchase two additional zero turn lawnmowers at a cost of \$20,000 total, and

WHEREAS, there are sufficient unallocated funds in the capital project funds to provide for this expenditure,

NOW THEREFORE BE IT RESOLVED, that

The capital budget for FY2016 is amended by adding a \$20,000 line item for the purchase of 2~~0~~ turn lawnmowers.

Adopted this second day of November, 2015.

BY:

Mayor

ATTEST:

City Clerk

Ace/Kimble Services

Septic Tank Pumping, Installation & Repair

436 West Macedonia Church Road
Oxford, GA 30054
Cell (678)898-6159
Email ckimble89@yahoo.com

PROPOSAL

DATE: 10/15/2015

RECEIVED
OCT 22 2015

City of Oxford

ARTICLE AND DESCRIPTION	PRICE
<u>Hwy 81</u> - 4 1" Long side services - 3 1/4" poly Services to houses - 1 service to church open cut asphalt and replace	16,300.00
Material And Labor	
** If all 4 jobs are awarded at same time will reduce bid by \$400**	
TOTAL DUE \$ 16,300.00	

If you have any questions about this proposal, please contact
Huie Stewart @ (678) 725-7058
Thank You For Your Business!



RECEIVED
OCT 22 2015

Proposal

Highway 81 Water Services

October 21, 2015

To: City of Oxford
Address: 110 West Clark Street
Address: Oxford, GA 30054

Date: October 21, 2015

Attn: Jody Reid
Phone: (770) 788-7004
Email: jreid@oxfordgeorgia.org

Job: Highway 81 Water Services
Location: Oxford, Georgia

Summary

Erosion Control	\$	1,200.00
Water	\$	21,110.00
General Conditions	\$	1,500.00
TOTAL:	\$	23,810.00

Proposal good for 30 days

Standard Exclusions:

- Asbestos and/or other hazardous materials testing or abatement is excluded.
- Set up or maintenance of truck wash facility.
- Re-location, removal or replacement of existing utilities (unless noted otherwise).
- Excavation below sub-grade in cut areas or below stated topsoil depth in fill areas.
- Removal/disposal of rock, unsuitable soils, hazardous materials. Rock Boring.
- De-watering, well points, manipulation of soils to attain proper moisture content.
- Hauling off or hauling in dirt to achieve site balance, except as noted.
- Hauling off or hauling in topsoil, except as noted.
- Water & sanitary sewer lines are priced to 5-ft outside buildings. Tie-in by others.
- Field staking, layout or as-built drawings.
- Bonds, Permits, Fees, Meters.
- NPDES permitting or monitoring.
- Compaction Testing
- Maintenance or removal of erosion control items.
- Select clearing or hand clearing.
- Undercutting or de-mucking.
- Catch basin tops & throats
- Landscaping, hardscaping or fencing.
- Repairing work damaged by others.

Job Specific Notes:

- Compaction is quoted at 95%, Standard Proctor.
- This proposal includes the addition of 4 water services on the west side of Highway 81 between W. Richardson St. and Oxford North Rd.
- This includes a new 1/2" water service for Mt. Zion First Baptist Church.

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
EROSION CONTROL				
TEMPORARY & PERMANENT GRASSING	750	LF	\$ 1.60	\$ 1,200.00
EROSION CONTROL SUB-TOTAL:				\$ 1,200.00
WATER				
1" COPPER TUBING	280	LF	\$ 17.00	\$ 4,420.00
BORE 2" PVC SCH 40 CASING	120	LF	\$ 15.00	\$ 1,800.00
1" POLYETHYLENE	820	LF	\$ 12.00	\$ 9,840.00
1" BACKFLOW PREVENTER	4	EA	\$ 210.00	\$ 840.00
1" SVC CONNECTION TO 8" MAIN	4	EA	\$ 400.00	\$ 1,600.00
CONNECT TO EXISTING METER	4	EA	\$ 150.00	\$ 600.00
CUT PARKING LOT, 8" GAB & 2" ASPHALT PATCH	30	SY	\$ 67.00	\$ 2,010.00
WATER SUB-TOTAL:				\$ 21,110.00
GENERAL CONDITIONS				
MOBILIZATION	1	LS	\$ 1,500.00	\$ 1,500.00
GENERAL CONDITIONS SUB-TOTAL:				\$ 1,500.00
PROPOSAL TOTAL:				\$ 23,810.00



Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Friday, October 30, 2015
Re: Water and Sewer Budget Amendment

INTRODUCTION – We have had several water and sewer repairs and extensions come up (we received the last bid after the work session) that will require a budget amendment before we can award the purchase orders. We have a line item in the Water and Sewer Department for “Contract Labor” which we use when we have to hire a contractor to make repairs or extensions. We budgeted \$5,000 for this item in FY2016. We also budgeted \$5,000 for this item in FY2015. We were luckier in FY2015 and we didn’t spend any of this account last year.

	Bid1	Bid2
1. Airport Road Water Taps - Six 3/4" water taps on a water line we installed in 2012, the total tap fee for all six taps was \$16,380.	\$4,400	\$3,300
2. 405 Emory Street sewer service - Years ago, this was served by a 2" line and a small pump going all the way to the main. The line has failed and we are replacing it with a 4" line to provide gravity service from the property line.	\$10,230	\$2,200
3. West Bonnell Street water line - We had three homes served by a 2" dead end line. The line has finally failed (it clogged up and broke). We are going to replace it by tapping to the 8" on Haygood and the 8" on Emory.	\$23,451	\$7,260
TOTAL		\$12,760

BUDGET AMENDMENT – We have issued purchase orders for projects 1. And 2. Above. We cannot issue a purchase order for project 3. without a budget amendment.

We recommend a budget amendment to increase the “Contract Labor” line item in the Water and Sewer Department from \$5,000 to \$13,000. We will transfer the additional \$8,000 from the \$14,102 Water and Sewer Department contingency account for FY2016.



A RESOLUTION* OF THE City Council **OF THE** City of Oxford

WHEREAS, many roadside areas within Department of Transportation rights of way must be maintained and attractively landscaped; and

WHEREAS, the City Council of the City of Oxford desire(s) to beautify and improve various rights of way by landscaping within the City of Oxford; and

WHEREAS, the City Council of the City of Oxford desire(s) to authorize the Mayor to apply for an REBC Grant from the Georgia Department of Transportation, and if awarded, to enter into a Mowing and Maintenance Agreement between the City of Oxford and the Georgia Department of Transportation.

NOW THEREFORE,
BE IT RESOLVED by the City Council of the City of Oxford

Section 1. The City Council of the City of Oxford hereby authorize(s) the Mayor to apply for an REBC Grant. Upon award of the grant, the City of Oxford shall enter into a Mowing and Maintenance Agreement between the City of Oxford and the Georgia Department of Transportation.

Section 2. The City/County Clerk of City of Oxford is hereby directed to send copies of this Resolution to the Department of Transportation and all other persons as directed by the City Council.

APPROVED AND ADOPTED by the City Council of the City of Oxford at the regular meeting assembled this 2nd day of November, 2015.

ATTEST:

CITY/COUNTY CLERK

(City Seal)

EXECUTIVE OFFICER

APPROVED AS TO FORM:

CITY/COUNTY ATTORNEY

SPONSORED BY: _____ of the _____

* This Resolution is an anticipatory document to allow the local government entity to be aware they will eventually be required to sign a Mowing and Maintenance Agreement for the roadside enhancement site.