

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, JANUARY 26, 2015 – 6:00 P.M.
CITY HALL**

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

OTHERS PRESENT: Bob Schwartz, City Manager; Lauran Willis, City Clerk; Dave Harvey, Police Chief; Jody Reid, Utility Superintendent; Carol & Neil Penn, Vivian Harris, Mike and Cheryl Ready, Hoyt & LaTrelle Oliver, Kendra Mayfield, Mary Godfrey, J.P. Godfrey, Jeff Wearing, Judy Greer, Lisa Dorward, Robert Jordan, Norbert Thompson.

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

Mayor Announcements

Mayor Jerry Roseberry made the following announcements:

1. The Economic Development committee will meet February 13 at 10:00 am to noon at the Historic Winterville Train Depot, 101 Marigold Lane, Winterville, GA. Those interested in attending please RSVP to Julie Ball, jball@negrc.org or call 706-0369-5650 by February 17th.
2. Electric Cities of Georgia, John Giles President has called a meeting of member cities to meet in Oxford's Community room on February 5, 2015 at 9:00 am. The meeting will conduct an Economic Development workshop at City Hall on February 5th. The meeting will be about ECG services, cost allocation methodologies in preparation for ECG's FY16 budget. If you want to attend, ECG request you RSVP Rita Hillhouse at rhillhouse@ecoga.org or call her at 770-563-1256.
3. The proposed meeting for the Board of Commissioners at Charles Elliott scheduled for February 13 has been cancelled.
4. Newton County Tomorrow is going through changes and reorganization. Mayor Roseberry was asked to join the board as chairman. After consulting with the city attorney to examine any possible legal conflicts with him accepting the position. Mayor Roseberry met with Newton County Tomorrow's Executive Director and after some discussion agreed to accept the appointment.

Whatcoat Street

City Engineer Robert Jordan gave an update regarding options of design for Whatcoat Street stating that the main focus and goal is to eliminate a large portion of asphalt while improving the connectivity to the post office and to Pierce Street. Jordan also presented a cost estimate as requested in prior meeting to survey the city right-of-ways. It was requested that Jordan do a layout of the south end of Pierce Street to show the connectivity to the sidewalk in front of Allen Memorial church.

Management of Undeveloped land owned by the city, including rights-of way

City Attorney David Strickland reported on the use and management of land owned by the city in respect to future planning, maintenance, liabilities and permitting private organizations or persons to use property whether it be temporary or long term. Strickland said the city can dispose of property as they see fit or they can allow continued use of property by way of a license and easement. Each would go with the property should they choose to sell, lease or purchase it. He suggested property should be leased at

market value or the city could choose to set a gratuity. Mayor Roseberry said continued discussion of these matters will be on the February work session agenda.

Planning Commission Members

City Manager Bob Schwartz stated the Planning Commission members serve three year terms on a rotating basis. This year the terms of Ron Manson and Vivian Harris expired in December 2014. Both member may be reappointed and both have said they are willing to serve another term. These two members will be on the February business agenda for reappointment by council.

July 4th Parade Committee

Mayor Roseberry said council should appoint a Committee for this year's July 4th Parade at the February business meeting. The parade committee should report back to council at its April meeting including an operational plan for the parade and recommendations for a Grand Marshal.

Grounds Maintenance

City Manager Bob Schwartz informed council that the contract with Premier Tree and Shrub Care was for one year and may be renewed for one additional year. It was recommended the contract be renewed for 2015. This will be on the February meeting for a vote.

Sewer Connection Status

City Manager Bob Schwartz gave an update on where we are with the sewer connections. He stated we have three who have paid and connected, there approximately 18 whose notices will expire on February 5th and Chief Harvey will be writing citations where necessary.

City Entrance Signs

City Manager Bob Schwartz presented the final draft of the primary signs and the secondary signs for review by Council. After discussion it was decided there needed to be a slight modification made to the wording and some council members requested a sample of the composite material before a final vote.

Honorary Councilmember Program

City Manager Bob Schwartz asked should we continue this program on a monthly basis in 2015 or should we scale back to a quarterly program. After discussion the consensus was to continue on a monthly basis starting over with Councilmember Jim Windham who will appoint an honorary member for March.

Project Status Report

City Manager Bob Schwartz presented a copy of the Project Status report making special note of the completed Emory & Asbury Water project and stating there will be a follow up of other ongoing projects at the next work session. Schwartz announced a special service honoring Emory's King Week at Old Church being sponsored by Councilmember and Oxford College chaplain Lyn Pace on Tuesday, January 27 at 7:30pm.

Respectfully Submitted,



Lauran Willis, CMC
City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, JANUARY 26, 2015 – 6:00 P.M.
CITY HALL
A G E N D A**

5:00 PM - Executive Session – to consider real estate transaction.

1. **Honorary Councilmember** – Councilmember Holt has appointed Mrs. Mary Godfrey of West Soule Street as the honorary councilmember for February.
2. **Whatcoat Street** – Robert Jordan will meet with Council to review some options on this project.
3. **Management of Undeveloped land owned by the city, including rights-of-way** – We will have a report from David Strickland concerning the Coke and George Street rights-of-way. We have sent a memo along with several attachments to City Council. In addition we should also discuss:
 - a. Planned future use by the city
 - b. Maintenance
 - c. Liabilities
 - d. Permitting private organizations or persons to use
 - i. Temporary
 - ii. Long term
4. **Planning Commission Members** – Planning Commission members serve three year terms on a rotating basis. This year the terms of Ron Manson and Vivian Harris expired in December, 2014. Both may be reappointed and both are willing to serve another term.
5. **July 4th Parade Committee** – Council should appoint the July 4th parade committee members at the February regular meeting. The parade committee should report back to council at its April meeting including an operational plan for the parade and a recommendation of Grand Marshal.
6. **Grounds Maintenance** – Our contract with Premier Tree and Shrub Care was for one year and may be renewed for one additional year. We recommend that it be renewed for 2015.
7. **Sewer Connection Status** – We will report on where we are in the process to connect properties within 100 feet of the sewer lines.
8. * **City Entrance Signs** – We have a final draft attached for both the primary signs and the secondary signs to be reviewed by Council.

9. **Honorary Councilmember Program** – Should we continue this program on a monthly basis in 2015 or should we scale back to a quarterly program?

10. ***Projects Status Report**

*Attachments

ANNOUNCEMENT

Emory's King Week concludes with service in Old Church

The 2015 Martin Luther King, Jr. national holiday was January 19, a day that was the beginning of a longer observance at Emory University. King Week 2015 has included a variety of events on Emory's Atlanta campus, and the final service honoring the life of the civil-rights leader will take place in Oxford's Old Church on **Tuesday, January 27 at 7:30 pm.**

The featured speaker for this year's service is Rep. Stacey Abrams (D-Atlanta), who is the House Minority Leader for the Georgia General Assembly and State Representative for Georgia's 89th district. She is the first woman to lead either party in the Georgia General Assembly, and is the first African-American to lead in the House of Representatives.

Says Lyn Pace, Oxford College chaplain and sponsor of the event, "It is an honor to have Stacey Abrams as the speaker for this year's ceremony. She brings a life-long passion for public service and civic engagement and a commitment to community that I know will infuse her words and inspire all of us, especially our students, as we gather to celebrate Dr. King's legacy."

Special music for the occasion will include performances by student groups Voices of Praise gospel choir and Oxapella as well as the Martin Luther King, Jr. Interdenominational Choir, composed of singers from the Covington area.

The service is free and open to the public. For more information, contact Lyn Pace, Oxford College chaplain, at 770-784-8392.

NOTES FOR WORK SESSION 1/26/15

1. ECONOMIC DEVELOPMENT THROUGH TOURISM

Regional meeting, February 20, 2015, 10:00 am to noon at the Historic Winterville Train Depot, 101 Marigold Lane, Winterville, GA. If interested RSVP to Julie Ball, jball@negrc.org or call 706-369-5650 by February 17th.

2. ELECTRIC CITIES OF GEORGIA OXFORD MEETING

As you were previously advised, John Giles, President, Electric Cities of Georgia, has called a meeting of member cities to meet in Oxford's community room on February 5, 2015 at 9:00 am. The meeting will be about ECG services, cost allocation methodologies in preparation for ECG's FY16 budget. If you want to attend, ECG requests you RSVP Rita Hillhouse at rhillhouse@ecoga.org or call her at 770-563-1256.

3. PROPOSED MEETING WITH BOC HAS BEEN CANCELLED

The Visioning Meeting called for February 13 at Charlie Elliott has been cancelled by the BOC and may be rescheduled at a later date. Some commissioners were unable to attend due to other commitments.

4. NEWTON COUNTY TOMORROW, INC.

Newton County Tomorrow is a non-profit with 501 (c) (3) IRS tax exemption. It was formed several years ago to provide a management structure for The Center for Community Preservation.

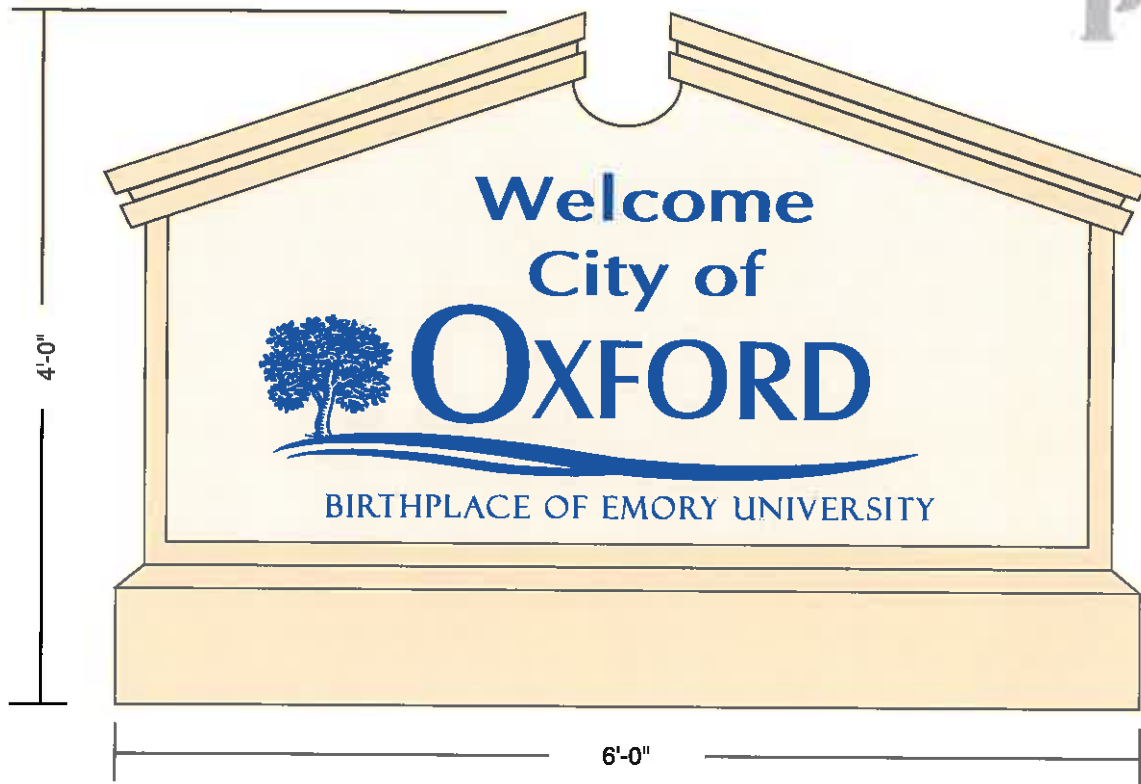
We are all familiar with the Leadership Collaborative and the excellent work it has done over the past ten years. Members of the Oxford Mayor and Council have had an active role in the Leadership Collaborative since its inception. It is the desire of the NCT board that this service to the community continue. Members of the NCT board include: BOC Chairman; BOE Superintendent; Executive Director NCWSA; Mayor of Covington; Former Covington City Manager Frank Turner, Sr.; Former Director of Georgia Department of Natural Resources David Waller; President of the Newton-Covington Chamber of Commerce; and Rob Fowler.

Recently I was contacted by the Executive Director of NCT and advised that the board of directors had requested that I join the board as chairman. After consulting with the city attorney to examine any possible legal conflicts with my accepting the position, I met with Newton County Tomorrow's Executive Director and after some discussion I agreed to accept the appointment.

The Newton County Mayors met recently in Oxford and are supportive of efforts to continue the collaborative process.

City of Oxford | Monument QTY (2)

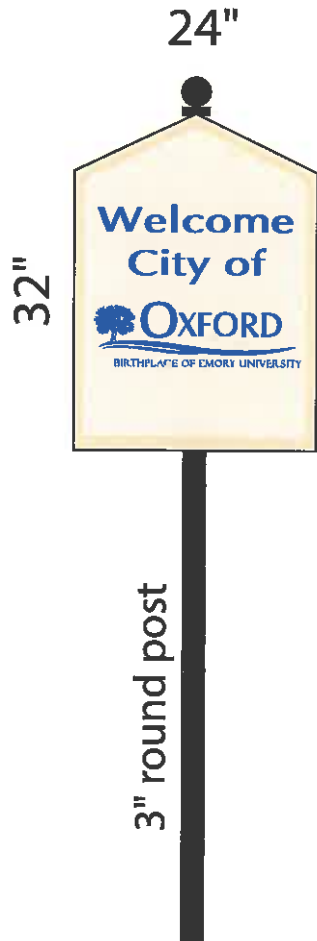
PROOF



433 Canton Rd. Suite 108 Cumming, Ga 30040 | 678-341-9227 | makeitmeridian.com



City of Oxford | Secondary Entrance Signs QTY (6)



PROOF



Project	Scheduled Completion	Responsible	Report Date	Status
Emory & Ashbury Water Lines	1/30/2015	Warner & Storage Jody	12/6/2013	Bid has been awarded, contracts being prepared. preconstruction conference scheduled for Dec 13; will prepare a letter to residents soon.
STARTED 12/1/2013			12/18/2013	Preconstruction conference held. Project start date is January 6.
			12/11/2014	Tree Planting on Emory complete. Final project punch list and clean up in progress.
			1/26/2015	Project complete - waiting for final invoice and final inspection.

Determine who is 100' from sewer line and how to enforce ordinance	2/17/2014	Bob, Lauran, & Jody	12/6/2013	We will have a report to Council for the January work session.
STARTED 12/1/2013			3/13/2014	Lauran and Jody have almost completed their analysis.
original project was 2009			6/16/2014	Almost finished.
§36-93 e mandatory connection adopted 10/9/2006			7/30/2014	Refining the list. Bob and Dawn removed 21 names from the list: 7 who are paying for sewer, 4 where sewer is not available, and 10 for nonexistent addresses or addresses for vacant lots. We are now double checking sewer availability for the balance of the list.
			9/8/2014	Discussed at Council meeting.
			9/15/2014	Revised letters and agreement to be reviewed at work session.
			10/17/2014	All letters mailed. We have received two tap payments so far.
			11/17/2014	four payments so far
			1/14/2015	120 day deadline for six customers.
			1/26/2015	Preparing to go to court with five of first six.
			2/5/2015	120 day deadline for remaining 18 customers.

Bike/Pedestrian Pathways/Trails/Street				
STARTED 7/1/14			7/31/2014	Received announcement of August pre-application informational meeting about state trails grants.
2008 STWP			8/19/2014	Jim Windham and Bob Schwartz will attend state trails workshop.
			9/8/2014	Discussed at council meeting.

Project	Scheduled Completion	Responsible	Report Date	Status
			9/15/2014	Setting up committee.
			10/20/2014	Recommendation to Council at work session.
			11/17/2014	Application almost finished.
			11/24/2014	Application mailed (TWO DAYS EARLY)
			3/31/2015	Should hear from state on grant award.

Geographic Mapping				
STARTED 7/1/14			7/16/2014	Contractor will start in August; plans to finish by end of October.
Discussed at Council meeting 8/6/2014			9/15/2014	Len Strozier has started, made one visit, and has completed 25% of GPS mapping. Will return first week in October for about 3 days.
			10/17/2014	Radar work is complete, Len Strozier is working on preparing the map.
			1/26/2015	Contractor plans to be finished February 15.

City Archives				
STARTED 7/1/14			8/21/2014	Checked with State Archives, they only accept municipal documents older than 1875. We have minutes from 1912+.
2008 STWP			9/9/2014	Bob and Kendra Mayfield met with John D. Bence, Emory University Archivist at the Emory Manuscript, Archives, and Rare Book Library. Viewed old Town of Oxford minutes and discussed care of other old records.
			9/15/2014	Bob will meet with Jennifer Sirotkin in College library to review records.
			10/20/2014	Recommendation to Council
			11/17/2014	work session
			12/1/2014	Resolution to transfer records to Emory approved at Council meeting.
			12/8/2014	Bob called John Bence, Emory Archivist. He will prepare and send agreement to us. He will discuss our map with the preservation department.
			1/26/2015	Should receive agreement from Emory Archives.

Project	Scheduled Completion	Responsible	Report Date	Status
City Entrance Signs				
STARTED 7/1/14			7/17/2014	Sent Email to Laura McCanless.
Discussed at Council meeting 9/12/2011			7/18/2014	Laura and her husband do not have time to work on this project.
Funded in FY2014 budget.			9/15/2014	Mayor Roseberry has requested a proposal from a sign company.
2008 STWP			10/20/2014	Will be discussed at work session.
			12/1/2014	Alternative selected at council meeting.
			1/26/2015	Review final draft of signs at work session.

City Master Plan Implementation		Boudi		
STARTED 7/1/14			7/21/2014	Met with NEGRC several times. John Devine and Nina Kelly met with City Council at July 21 work session.
			8/4/2014	Mayor, Jim, and Bob to meet with John and Nina.
			8/18/2014	Will discuss NEGRC draft at work session.
			9/4/2014	Mayor, Jim, and Bob met with John and Nina to review changes from work session and plan next steps.
			10/17/2014	Nina Kelly is working on implementation plan.
			12/16/2014	Received Oxford Town Center Development Strategy from Nina Kelly, NEGRC.

City Park Land Acquisition		Boudi		
STARTED 7/1/14			8/4/2014	discussion during City Council meeting.
2008 STWP				

Electric System Improvements		Jody		
STARTED 7/1/14			8/5/2014	Jody working with Greg Lee on project to replace lines in Oxford Square.
			1/5/2015	Purchase order to be discussed at council meeting.

Maintenance Facility Generator		Jody		
STARTED 7/1/14			7/21/2014	Jody working to get bids.
Discussed at work session 10/21/2013			8/15/2014	Jody working with contractors to get prices on same size generators.
			9/15/2014	Prices received.

Project	Scheduled Completion	Responsible	Report Date	Status
			10/6/2014	PO approved at council meeting.
			10/23/2014	PO issued to Ozburn Electric.
			11/17/2014	generator to be billed to city.
			1/26/2015	Generator is being built, Ozburn will schedule installation when it arrives.

Propose Street Sidewalk		Today and Date		
STARTED 7/1/14			7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
			7/31/2014	Robert is working on a sketch of proposed easement so we can discuss with Oxford College.
			8/13/2014	Sketch sent to Oxford College for review.
			10/20/2014	Discuss at work session.
			11/6/2014	Met with Oxford College to discuss.

Propose Oxford Street Sidewalk		Today		
STARTED 7/1/14			7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
			7/31/2014	Robert has started preliminary evaluation of which side of the road to use for the sidewalk.
			10/20/2014	Discuss at work session.

Propose Sidewalk Bridges/Sidewalk		Key/Trigger		
STARTED 7/1/14			7/21/2014	Proposed sidewalk now extends to Fletcher St. URS Engineering is working on plans for pedestrian bridge and sidewalk under contract with City of Covington.
grant accepted 11/5/2012				

Propose New Computer System		Equipment		
STARTED 7/1/14			7/21/2014	Implementation is scheduled for February, 2015.
			12/12/2014	New server and receipt printers received. Installation of software may be pushed to March.
			1/26/2015	Implementation now scheduled for April.

Project	Scheduled Completion	Responsible	Report Date	Status
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Storm Drainage		Jody		
STARTED 7/1/14			7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
			7/30/2014	Jody taking bids for Whatcoat storm water culvert.
			7/31/2014	Robert working on design for George St. park drainage repairs or replacement.
			8/29/2014	Whatcoat culvert replaced.
			9/15/2014	Robert has completed plans for George St. park drainage repairs.
			10/20/2014	May be a project for FY16 budget, will be discussed at work session.
			12/12/2014	Will be budget request for FY16.

Street Repairs and Traffic Control		Jody		
STARTED 7/1/14			7/21/2014	Will have recommendations for street resurfacing using LMIG funds by October work session.
			10/20/2014	Discuss at work session.
			11/17/2014	LMIG application submitted.
			1/26/2015	Jody is talking to Newton County to schedule resurfacing.

Water/Sewer System Improvements		Robert		
STARTED 7/1/14			7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
2008 STWP			7/21/2014	On hold until sewer availability list completed.

Whatcoat Street				
			11/19/2012	Contract with Peter Drey for design.
FY2014 budget			7/1/2013	Whatcoat streetscape in FY2014 capital budget.
			10/5/2014	Estimates for some of work received from Jim Williams, Designed Installations.
			12/1/2014	Council selects design option, referred to city engineer for detailed layout and cost estimates
			1/26/2015	Work Session - Report from city engineer on detailed layout and cost estimate.

Project	Scheduled Completion	Responsible	Report Date	Status
Coke and George St ROW				
			6/26/1895	Lease for portions of Coke Street and George Street granted to Bishop A. G. Haygood for 99 years.
			0/0/1972	Jeff and Janice Wearing purchase property.
			5/2/1977	Council authorized city attorney to draw up legal papers to approve lake for Jeff Wearing.
			6/27/1994	Lease expired. (presumably)
			9/8/2014	Jeff Wearing discussed right of way at council meeting.
			10/7/2014	PO issued to Jordan Engineering to survey boundaries for George and Coke Street ROW.
			11/14/2014	Survey received from Jordan Engineering.
			1/26/2015	Issue on agenda for work session.
City Street Survey				
			12/15/2014	Council requested cost estimate from city engineer to survey city streets within area bounded by Richardson and Moore and Hull and Emory.
			1/26/2015	Will have estimate from Robert Jordan.
Pocket Parks				
			12/15/2014	Council requested cost estimates for three pocket parks.
Water Station #11 Upgrade				
			1/5/2015	Discussed at Council meeting. Will get cost estimates for pump upgrades in FY2016 budget.

DIANNA HUNT & ASSOCIATES, INC.

January 23, 2015

Mr. David Strickland, Esq.
Strickland & Strickland, LLP
P. O. Box 70
Covington, GA 30015-0070

RE: ACQUISITION SERVICES IN CONNECTION WITH THE CITY OF OXFORD'S
INTEREST IN ACQUIRING A 0.76 ACRE TRACT UNDER THE OWNERSHIP OF
CURTIS K. JACKSON FOR THE PROPOSED TRANSPORTATION IMPROVEMENTS
TO EAST CLARK STREET

Dear David:

Thank you for the opportunity to provide the City of Oxford with a Fee Proposal for appraisal and negotiation services in connection with the above referenced Transportation Improvement Project. Based on my review of the information provided and our discussion, you will need an appraisal procured that meets Georgia's requirements under condemnation law as well as negotiation services. You will provide the title report and closing services associated with this project.

I have consulted with Dennis Carr, MAI with Carr, Sigsbee & Associates, Inc. to undertake the appraisal work. Mr. Carr's fee quote is \$3,000.00 with completion of the appraisal within three weeks of notice to proceed. Mr. Carr is currently working with Newton County on a number of projects. If any other parcels are anticipated to be acquired requiring appraisal services, Mr. Carr stated he could reduce the fee but based on the preparation of just one appraisal, he would have to quote \$3,000.00 for the work. With respect to the negotiation services, the consultant will be expected to fully describe and explain the need for the project to the property owner and bring to successful completion the negotiation for the acquisition of the property. In the event of condemnation, I will be available to support you in whatever additional work that may be required. My fee for negotiation services is \$1,700.00 (flat rate).

Again, thank you for the opportunity to provide you with a fee proposal in connection with this project and please do not hesitate to contact me if you should have any questions.

Sincerely,

Dianna D. Hunt

DIANNA HUNT & ASSOCIATES, INC.

DDH/h