



**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 an 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

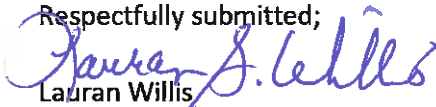
INVOICES OVER \$1,000.00

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

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, OCTOBER 5, 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 October 5, 2015 Mayor and Council Regular Meeting
5. * **Honorary Councilmember** – Councilmember Jim Windham has appointed Ms. Kibbie Hatfield as the honorary councilmember for October.
6. * Motion to approve the Minutes of the Regular Meeting September 8, 2015.
7. * Motion to approve the Minutes of the Work Session for August 17 and September 21, 2015.
8. Planning Commission Recommendations/Petitions
9. Citizen Concerns
10. Mayor's Report
11. * **Red Ribbon Week** - We have a Proclamation making October 23 - 31 Red Ribbon week in Oxford as part of a program of the Young Marines.
12. * **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 September 21st work session. We have attached a Resolution for the adoption of the new plan.
13. **Oxford College Dining Hall** – We had 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.
14. **Survey of City Rights-of-Way** – We have a request to authorize a purchase order for Jordan Engineering to complete the survey of city rights-of-way.
15. * **George Street Park Drainage Bids** – We will have a recommendation for the award by Council for the bid for the project to improve and repair the drainage in George Street Park.

16. Review of proposal from Church Street Services, LLC – Kay Lee to provide consulting services as the city develops a Master Plan.

17. Invoice Approval

18. Executive Session – To consider real estate acquisitions.

19. Adjourn

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 Brittni/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



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 Jim Windham has nominated Ms. Kibbie Hatfield to serve for this month.

NOW, THEREFORE, I, Mayor Jerry D. Roseberry, do hereby appoint Kibbie Hatfield as the Honorary Councilmember for the City of Oxford for the month of October.

SO PROCLAIMED, this fifth day of October 2015.

MAYOR AND CITY COUNCIL OF OXFORD

BY: _____
Mayor

ATTEST: _____
City Clerk





**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, SEPTEMBER 8, 2015 – 7:00 P.M.
CITY HALL**

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

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; David Strickland, City Attorney; Hoyt & LaTrelle Oliver, Judy Greer, Mike & Cheryl Ready, Vivian Harris, Anderson Wright, Norbert Thompson, Kendra Mayfield, Carol and Neil Penn, William Moran

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

Pledge of allegiance

A motion was made by Windham, seconded by Davis to accept the Agenda for the September 8, 2015 Mayor and Council Regular Meeting. The vote was 5 in favor and 0 opposed. The motion was approved.

Attachment A

HONORARY COUNCILMEMBER

Mayor Roseberry announced Cheryl Ready as the Honorary Councilmember for September as appointed by Councilmember George Holt. Mayor Roseberry presented her with a Proclamation as appreciation for her participation. Attachment B

A motion was made by Holt, seconded by Eady to approve the Minutes of the Regular Meeting, August 3, 2015. The vote was 5 in favor with 0 opposed. The motion was approved. Attachment C

A motion was made by Eady, seconded by Windham to accept the Minutes of the Trees, Parks and Recreations June 9, 2015 meeting. The vote was 5 in favor with 0 opposed. The motion was approved.

Attachment D

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None

CITIZENS COMMENTS/CONCERNS

LaTrelle Oliver addressed Council and Cheryl Ready in thanking her for her representing the Trees, Parks and Recreation. LaTrelle then presented to all gathered and City Council her "Thoughts on Oxford's future".

Judy Greer announced that Mrs. Sharp wife of Homer Sharp passed last week. She asked that everyone keep them in their prayers.

Mayor's Reports

Mayor Roseberry reminded Council of the retreat on November 13 and asked City Clerk Luran Willis to explain the lunch options. After discussion everyone was in agreement of having Luran reserve the private dining room at the college cafeteria and all attendees will select their lunch based on their own preferences.

Mayor Roseberry presented Council with a copy of an article he sent to the Newton Citizen titled "Spirit of Collaboration Lives on in Newton County". This article reflects the work and successful collaboration with school systems partnering with local governments. Attachment F

Tree Board Report

As chair of the Tree, Parks, and Recreation Board, Cheryl Ready gave a Power Point presentation on the functions of the Tree Board explaining the Arbor Day festivities, restoration of the tree canopy, revitalization of the parks, the immediate needs for pruning the trees, and future activities.

Consulting Services for Funding of City Projects

Mayor Roseberry requested Council continue discussion regarding retaining Kay Lee, dba Church Street Services LLC, to assist the city in identifying sources for funding of city projects. Councilmember Eady expressed concern stating perhaps Council should solicit to see if there are others who may be interested, also stating that Council should first discuss having a project focus with an objective and asked if we are going to hire someone to design the park in a way that Council desires, and keeping cost in mind. Councilmember Windham said that after meeting with Kay all of these items and concerns were discussed as well as having a facilitator, and a project manager to help make decisions. Windham stated that Kay is someone with a strong personality; she knows how planning works; she is familiar with the college planning; she knows the community not only Oxford but county as well. She will be someone able to suggest proper ways in handling the projects and is reasonably priced. Councilmember Holt said for clarification she would not be put on payroll that she would be assigned to projects based on the needs of the Council. After discussion:

A motion was made by Windham, seconded by Holt to authorize the Mayor and Committee to be appointed by the Mayor to negotiate with Kay Lee, dba Church Street Services LLC, to provide consulting services to include identifying sources for funding of city projects and persons or organizations qualified to prepare documentation needed to apply for such funding. Any negotiated agreement will be submitted to the Council for its approval prior to implementation. The vote was 5 in favor with 0 opposed. The motion was approved.

Mayor Roseberry appointed an *ad hoc* committee with Councilmembers Jim Windham and George Holt to serve with him appointing Jim Windham to serve as Chairman of the committee.

City Elections

Elections for the Mayor and City Council will be Tuesday, November 3, 2015. Those who qualified are:

Mayor – Jerry Roseberry - Incumbent
City Council Post 1 – Sarah Davis – Incumbent
City Council Post 2 – George Holt – Incumbent
City Council Post 3 – Michael Ready
City Council Post 3 – Jeff Wearing

INVOICE APPROVAL**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
ROUTINE MONTHLY BILLS PAID		
City of Oxford	Mthly Utility Billing/City properties August Billing	1,675.52
GMA	GMEBS Retirement Fund (August)	5,946.33
GMA	GMEBS Retirement Fund (September)	5,946.33
Humana	Health Insurance (September)	6,138.29
Newton County BOC	Cornish Creek Water Fund (July)	12,659.00
Newton County BOC	Cornish Creek Water Fund (August)	14,504.00
Newton County BOC	Insurance Premium Tax (Fire Tax)	18,202.09
Newton County Water & Sewer	Services from 6/29 – 7/30	6,371.39
Newton County Water & Sewer	Services from 7/30 – 8/28	6,371.39
Sophicity	IT in a Box August	1,352.13
Sophicity	IT in a Box September	1,352.13
Southeastern Power Administration	SEPA energy cost	3,358.25
PURCHASES/CONTRACT LABOR		
Ace/Kimble Service	W. Richardson St. Asphalt Patch at Mt. Zion Church	1,850.00
Altec Industries	Repairs to Line Truck	1,580.51
Bankcard Center	Flowers Womack/Croy Father/Bob Travel Exp. - Annual MEAG Meeting/Flowers Wilbanks Funeral /CDL Registration for Dustin/ Hotel for Dave, Chiefs Conference, Misc.	1,178.65
Barbara Dingler	Tax Commissioner, Property tax billing	1,630.00
Cintas	July Billing and purchase of floor mats for city hall & Maintenance (\$1,330.00)	2,54.96
Covington Ford	Oil change & repairs to 03 Dodge Ram 1500	1,003.77
David Strickland	July Billing	2,642.86
David Strickland	August Billing	1,136.33
Gresco	Electric Supplies & Material	1,446.00
Harris Computer System	Annual Software Maintenance	14,833.79
HOPI Contracting Inc.	Swap one truck body onto another	8,000.00
Keepers, Inc.	Police Uniforms	2,243.99
Latham Home Sanitation	Waste removal service (July)	5,525.18
Latham Home Sanitation	Waste removal service (August)	5,636.10
Mobile Communications	Rewire Impala due to electrical problems	1,115.00
Mobile Communication	Equipment & Installation for Police Vehicles	2,122.00
Premier Tree & Shrub Care	June 29 – July 29 Grounds Maintenance	4,367.00
State of GA DNR	Annual Water system fees	3,900.00
Stuart's Electrical	Welcome to Oxford sign LED lights installed	1,895.00
Woco Pep Oil, Inc.	July Gas & Fuel Charges	3,207.98
Woco Pep Oil, Inc.	August Gas & Fuel Charges	2,652.05
1-800-GOT-JUNK	Removal & Disposal service for 104 W. Watson	2,755.00
APPROVED CONTRACTS		
Designed Installations/Jim Williams	Hamill Street Intersection for Oxford College	102,350.00

Jordan Engineering	Survey E. Clark St 6.5 acre/Asbury Park base mapping and tree survey/Whatcoat project/George Street Park Drainage	7,995.00
Scarborough Tree	Tree Removal 1003 Wesley/1306 Coke St.	7,200.00

A motion was made by Holt, seconded by Windham to approve payment of the invoices. The vote was 5 in favor with 0 opposed. The motion was approved.

Adjourn

A motion was made by Windham, seconded by Eady to adjourn the regular session and go into an Executive Session at 7:52pm. The vote was 5 in favor with 0 opposed. The motion was approved.

A motion was made by Windham, seconded by Eady to leave the Executive Session at 8:25pm. The vote was 5 in favor with 0 opposed. The motion was approved.

A motion was made by Holt, seconded by Eady to adjourn 8:25pm. The vote was 5 in favor with 0 opposed. The motion was approved.

Respectfully submitted;

Lauran Willis
City Clerk

Attachments:

- A. Agenda for September 8, 2015
- B. Honorary Councilmember for September
- C. Minutes Regular Session August 3, 2015
- D. Minutes Trees, Parks, Recreation Board June 9, 2015
- E. Thoughts on Oxford's Future by LaTrelle Oliver
- F. Spirit of collaboration lives on in Newton County by Jerry Roseberry



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, AUGUST 17, 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; Jody Reid, Utility Superintendent; Mike and Cheryl Ready, Hoyt & LaTrelle Oliver, Norbert Thompson, Vivian Harris, Kay Lee, Robert Foxworth, Jeff Wearing

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

Honorary Councilmember

Mayor Jerry Roseberry introduced Ms. Cheryl Ready as honorary councilmember for September as appointed by Councilmember George Holt.

Kay Lee

Kay Lee Planning Consultant with The Center made a brief presentation to Council on what her roll with The Center and the Leadership Collaborative has been over the past thirteen years. Based on her qualifications and connections with various agencies throughout the state Mayor Roseberry asked if council would consider the idea of contracting Kay to do research and studies as a consultant for the Town Center Planning.

Next Meeting

Due to the Labor Day Holiday (September 7th) council discussed and agreed to move the regular council meeting to Tuesday, September 8.

2015 Council Retreat

The annual City Council retreat is scheduled for Friday, November 13th. The meeting will be held on the second floor meeting room (room 230) of the Oxford College library. Jim Dove and Mott Beck of NEGRC will facilitate the retreat. Council was asked to set a time for the retreat. It was decided the retreat will be from 9:00 to 4:00 pm. City Clerk Luran Willis will make arrangements for lunch.

Pocket Parks

City Manager Bob Schwartz said that at its meeting on August 11th, the Tree Board discussed several alternatives for pocket parks. Before convening any discussions with the neighborhood residents, we would like to discuss the tentative selection of the areas for pocket parks with Council. Schwartz presented a map defining possible pocket parks. In conclusion of the discussion it was suggested that due to the pending negotiation on other properties for a larger park efforts should be concentrated on only a couple of areas first such as City Hall and Bonnell at Dowman until there can be further discussion with the neighborhood residents.

Electric Rates

Councilmember George Holt reported that the *ad hoc* committee has not been able to find a workable solution that will affect all of the utility customers. They are researching ideas such as reducing the service charge and disconnect fees that hits those customers who have financial hardships.

Sidewalks and Trails

Councilmember Jim Windham asked for a discussion of sidewalks and trails. Windham presented a diagram which depicted areas which need the highest priority and concentration for future development.

GDOT

City Manager Bob Schwartz informed council that House Bill 170 passed and will result in several changes in the state's transportation program. One change will include contracting with cities to cut the grass along state rights-of-way.

Grass Cutting

City Manager Bob Schwartz informed council that our contract for the grass cutting was a one year contract with a one year extension. We started in January, 2014 and it expires December, 2015. As we get ready to rebid the contract Councilmembers Windham and Holt have asked that we consider doing this work with city staff. This would require hiring a "groundskeeper" who would cut grass pretty much full time during the summer and help with tree maintenance and other yard work during the rest of the time. After discussion council instructed City Manager Bob Schwartz to begin work on writing a job description for a grounds keeper and to stay abreast of the contract with the grass cutting in order to give the required thirty day notification to void our contract.

Project Status Report

City Manager Bob Schwartz presented council with an updated status on various projects that were approved in the FY2016 Budget with gantt reports depicting the time frame and status.

Other

Councilmember Jim Windham said he would like for council to review the city policy on Yard Sales and impose tighter restrictions regarding the signs posted for yard sales. He said that the citizens applying for a permit should include a name and phone number on the sign and be informed that they will be charged a fine for not removing any signs.

The work session was adjourned at 7:25 for a short break before entering into an executive session at 7:32 to consider real estate transactions.

August 17, 2015

City of Oxford

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Respectfully Submitted;

Lauran Willis, CMC
City Clerk



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, SEPTEMBER 21, 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; Jody Reid, Utility Superintendent; Lauran Willis, City Clerk; Hoyt & LaTrelle Oliver, Vivian Harris, Myra Frady, Kendra Mayfield, Jeff Wearing, Anderson Wright, Kibbie Hatfield, William Moran, Jody Nolan, Holly Bisig, Chau Nguyen, Paul Warfel.

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

Mayor's Announcements

Mayor Roseberry reminded everyone of the procedures regarding meeting conduct. He announced the appointment of a chairperson for the Asbury Street Park Citizens Advisory Committee. He announced the Comprehensive Plan Review by NEGRC at a joint meeting of the five cities in Newton County and the Board of Commissioners to be held at The Center on October 16, 2015. Details are as follows:

MEETING CONDUCT

Tonight's meeting is a work session for the council to discuss items that are likely to be on a future business agenda. Citizen participation is welcome and to facilitate that participation there are a few rules everyone should know.

(A) Anyone wishing to speak on any topic not on the agenda and related to the city may ask to be recognized before the first agenda item is announced.

(B) When an agenda item is announced for discussion the chair will recognize audience members to speak to that topic only. Any attempt to speak on a different topic will be out of order.

(C) All comments should be addressed to the chair and when appropriate the chair will recognize members of the council to comment.

(D) Anyone wanting information about city operations should see the city manager or the city clerk.

ASBURY STREET PARK

I have appointed Mrs. Cheryl Ready chairperson of a new committee to be known as the Asbury Street Park Citizens Advisory Committee. This committee will work with the Tree Board and the City Council in planning and developing the park. Because Newton County is providing a significant amount of the funds, the committee will include citizens from outside the City of Oxford. Also, the Newton County School System will name one person to serve on the committee as will Oxford College.

Each City Council member is asked to name one person to serve on the committee. All nominations should be given to the city manager as he will be working with the committee. The committee chairperson will name additional members to fill specific positions on the committee.

The committee will report to the Tree Board and to the City Council.

COMPREHENSIVE PLAN REVIEW

The State of Georgia now requires that all Comprehensive Plans be reviewed every two years. The reviews must be conducted by the Regional Commission and the highest ranking elected official (or another elected official named by that official) must be present for the review. NEGRC Director of Planning Burke Walker and Senior Planner John Devine will conduct the review at a joint meeting of the five cities in Newton County and the Board of Commissioners.

The review will cover items in the Comprehensive Plan that are to be completed, those items that have been completed and those items that should be removed from the list with explanation. Also any items that should be added will be discussed.

The meeting will be at The Center on October 16, 2015 and will begin at 8:45 am. It is estimated that the meeting will last about two hours. Members of the city council and city staff are urged to attend this meeting. Attachment B

Honorary Councilmember

Mayor Jerry Roseberry introduced Ms. Kibbie Hatfield as honorary councilmember for October as appointed by Councilmember Jim Windham. Councilmember Jim Windham gave a brief biography about Ms. Hatfield.

Electric System

Holly Bisig, regional manager with MEAG, along with Paul Warfel of MEAG and Chau Nguyen, Supervisor of Pricing Sales Support and National Accounts with ECG pricing presented a briefing about Oxford's electric system. Holly covered the History of Oxford with MEAG; Importance of the Electric System; Future of Power Industry; Oxford's Cost Projections and the Current Resource Mix in relation to Long Term Strategy; Contracts; Debt Obligations; and Municipal Competitive Trust credits. Chau Nguyen of Electric Cities of Georgia covered the PSC Rate Comparison with the Retail Customer, KWH and Revenues explaining the Delivered Energy as shown on the MEAG bills over an eleven month period. Chau also explained the impact in revenue should the city implement a discount for senior citizens. Attachment C

Newton County Hazard Mitigation Plan Update 2015-2020

Jody Noland presented the five year update of the Newton County Hazard Mitigation Plan for 2015-2020 with FEMA and GEMA. We will have a Resolution at the October meeting to adopt the new plan. Attachment D

Oxford College Dining Hall

City Manager Bob Schwartz indicated that Oxford College is getting ready to build a new dining hall for which City Council granted a setback variance for the project at its January meeting. The request for a development permit was reviewed by Planning Commission on September 15th. Through findings of a recent survey there are additional right-of-way issues. Schwartz asked Myra Frady with Oxford College to explain these findings. Myra presented a layout of the Impacts of Moving the Oxford College Dining Hall and explained the discrepancies found as a result of the survey with the building design overlapping the property line 12 to 17 feet and the financial impact it will have on the college as well as the city. Myra asked council to consider a swap of property or a Quit Claim deed. This item will be up for further review at a special called work session on October 5th prior to the regular scheduled meeting at 7:00. Attachment E

Asbury Street Park

This item was discussed in the Mayors Report.

Comprehensive Plan Review

This item was discussed in the Mayors Report.

George Street Park Drainage Bids

City Manager Bob Schwartz reminded Council we will receive bids for this project on Thursday, September 24th at 3:00 PM. We will present the low bid to Council for a decision at the October Meeting. This project was part of the FY2016 budget. 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. Attachment F

Groundskeeper Job Description

City Manager Bob Schwartz presented Council with a draft job description for a full time groundskeeper as it was discussed creating this position a month ago. Schwartz asked Council to review the job description and let him know of any necessary changes. Attachment GF

Sidewalks

Councilmember Windham requested this item be tabled for discussion at a later date.

Citywide Survey

Councilmember Windham asked that Council reconsider authorizing a survey of city rights-of-way. After discussion Schwartz indicated he will have a request on the October agenda for Council to approve a purchase order for Jordan Engineering to proceed with this project.

Project Status Reports

This item was tabled for discussion at the October work session. Attachment G

Executive Session

This item was tabled for discussion at a later date.

There being no further business the meeting was adjourned at 8:05pm.

Respectfully Submitted;

Lauran Willis, CMC

City Clerk

Attachments:

- A. Agenda
- B. Mayors 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

Newton County Tomorrow, Inc.

BOARD OF DIRECTORS

Executive Committee

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DATE: September 30, 2015
TO: Newton County Mayors and BOC Chairman
FROM: Chairman, Newton County Tomorrow
SUBJECT: State Mandated Comprehensive Plan Review

The State of Georgia requires that each city and county meet with their Regional Commission every two years for a formal review of their Comprehensive Plan. There are 54 cities and 12 counties in our region and the Northeast Georgia Regional Commission (NEGRC) has requested that the local governments hold joint meetings.

During the most recent meeting of the Newton County Tomorrow Executive Committee, the cities and the county agreed to participate in a joint meeting for the required review.

The Chairman of the Board of Commissioners and the Mayors are required to attend or designate another county commissioner or city council member to attend in their place. Staff members assigned planning duties, county commissioners and city council members should also attend.

Where: The Center

When: Friday, October 16, 2015

Time: 8:30 am - 9:00 am Arrive for Coffee and Conversation

9:00 am - 11:30 am Comprehensive Plan Formal Review

Though other members of the NCT Executive Committee (BOE, NCWSA and Chamber of Commerce) have different planning requirements, they are invited to attend this meeting.

Please confirm via email to lucy@newtontomorrow.org your plan to attend and the approximate number from your organization that will be attending.

Copy – Burke Walker, Northeast Georgia Regional Commission
Samantha Fuhrey, Newton County School System
Mike Hopkins, Newton County Water and Sewer Authority
Ralph Staffins, Covington – Newton County Chamber of Commerce

Newton County Tomorrow, Inc., is a non-profit organization IRS 501(c)(3) EIN 04-3628795 incorporated in the state of Georgia.

Document revised 9/29/15

PROCLAMATION
RED RIBBON WEEK OCTOBER 23-31

WHEREAS, communities across America have been plagued by the numerous problems associated with illicit drug use and those that traffic in them; and

WHERE AS, there is hope in winning the war on drugs, and that hope lies in education and drug demand reduction, coupled with the hard work and determination of organizations such as the Young Marines of Marine Corps League to foster a healthy, drug-free lifestyle; and

WHERE AS, governments and community leaders know that citizen support is one of the most effective tools in the effort to reduce the use of illicit drugs in our communities; and

WHERE AS, the Red Ribbon has been chosen as a symbol commemorating the work of Enrique "Kiki" Camarena, a Drug Enforcement Administration agent who was murdered in the line of duty, and represents the belief that one person can make a difference; and


WHERE AS, the Red Ribbon Campaign was established by Congress in 1988 to encourage a drug-free lifestyle and involvement in drug prevention and reduction efforts; and

WHERE AS, October 23-31 has been designated National Red Ribbon Week, which encourages Americans to wear a red ribbon to show support for a drug-free environment.

NOW, THEREFORE, we, The Mayor and Council of the City of Oxford, Georgia, do hereby proclaim October 23-31, 2015 as, Red Ribbon Week and encourage all citizens to participate in drug prevention education activities, not only during Red Ribbon Week, but all year long, making a visible statement that we are strongly committed as a drug-free city.

In Witness, Whereof, I have hereunto set my hand and cause the Seal of Oxford to be affixed upon the 5th day of October in the year 2015.

BY:
Mayor



ATTEST:


City Clerk



RESOLUTION – CITY OF OXFORD

NEWTON COUNTY HAZARD MITIGATION PLAN UPDATE 2015-2020

WHEREAS, NEWTON County and its municipalities recognize that it is threatened by a number of different types of natural and man-made hazards that can result in loss of life, property loss, economic hardship and threats to public health and safety; and

WHEREAS, the Federal Emergency Management Agency (FEMA) has required that every county and municipality have a pre-disaster mitigation plan in place, and requires the adoption of such plans in order to receive funding from the Hazard Mitigation Grant Program; and

WHEREAS, a Hazard Mitigation Plan is a community's plan for evaluating hazards, identifying resources and capabilities, selecting appropriate actions, and developing and implementing the preferred mitigation actions to eliminate or reduce future damage in order to protect the health, safety and welfare of the residents in the community; and

WHEREAS, the NEWTON County Hazard Mitigation Plan Update 2015 - 2020 has been prepared in accordance with FEMA requirements at 44 CFR 201.6; and

WHEREAS, the Plan will be updated every five years;

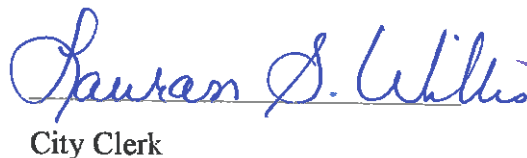
NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of NEWTON County, Georgia and the Mayors and City Councils of the Cities of COVINGTON, MANSFIELD, OXFORD, and PORTERDALE and the Town Council of the Town of NEWBORN, each meeting in respective session, that:

1) NEWTON County, Georgia and the Cities of COVINGTON, MANSFIELD, OXFORD, and PORTERDALE and the Town Council of the Town of NEWBORN have adopted the NEWTON County Hazard Mitigation Plan Update 2015 - 2020; and

2) It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range mitigation planning and budgeting for NEWTON County and its municipalities.

PASSED, APPROVED AND ADOPTED by the CITY COUNCIL OF OXFORD, GEORGIA, in regular session this 5 day of October, 2015.


Mayor


City Clerk

After Recording Return To:

Strickland & Strickland, LLP
P.O. Box 70
Covington, Ga. 30015-0070

QUITCLAIM DEED OF GIFT

**STATE OF GEORGIA
COUNTY OF NEWTON**

THIS INDENTURE, made this ____ day of October, 2015, by and between **EMORY UNIVERSITY**, a Georgia nonprofit corporation, of the first part (hereinafter called "Grantor"), and the **CITY OF OXFORD, GEORGIA**, a Georgia municipal corporation, of the second part (hereinafter called "Grantee"). (The words "Grantor" and "Grantee" to include their respective heirs, successors, and assigns, where the context requires or permits.)

WITNESSETH: For and in consideration of the sum of Ten Dollars (\$10.00), in hand paid by Grantee to Grantor at and before the execution, sealing and delivery hereof, and other good and valuable consideration, the receipt, adequacy and sufficiency of which is hereby acknowledged, Grantor has granted, bargained, sold, aliened, conveyed, confirmed, remised, released and forever quitclaimed, and does by these presents grant, bargain, sell, alien, convey, confirm, remise, release and forever Quitclaim unto Grantee all of the right, title and interest of Grantor in and to all that tract or parcel of land, containing approximately 0.139 acre, more or less, situated, lying and being in the **City of Oxford, Georgia, in Land Lot 288 of the 9th District of Newton County, Georgia**, and being more particularly described in **Exhibit "A"** annexed hereto (the "Property"). The property is granted subject to all recorded easements, agreements, covenants, restrictions and conditions affecting the Property or any portion thereof.

TO HAVE AND TO HOLD the Property unto Grantee, its successor and assigns forever.

GRANTEE ACKNOWLEDGES AND AGREES THAT GRANTOR HAS NOT MADE, DOES NOT MAKE AND SPECIFICALLY DISCLAIMS ANY REPRESENTATIONS, WARRANTIES, PROMISES, COVENANTS, AGREEMENTS OR GUARANTEES OF ANY KIND OR CHARACTER WHATSOEVER, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, PAST, PRESENT OR FUTURE, OF, AS TO, CONCERNING OR WITH RESPECT TO (A) THE NATURE, QUALITY OR CONDITION OF THE PROPERTY, OR (B) ANY OTHER MATTER WITH RESPECT TO THE PROPERTY. GRANTEE FURTHER ACKNOWLEDGES AND AGREES THAT THE CONVEYANCE OF THE PROPERTY AS PROVIDED FOR HEREIN IS MADE ON AN "AS IS, WHERE IS" CONDITION AND BASIS "WITH ALL FAULTS."

IN WITNESS WHEREOF, Grantor has signed, sealed and delivered this Quitclaim Deed under seal to Grantee, the day and year above written.

Signed, sealed and delivered
in the presence of:

Witness

Notary Public

{Notary Seal}

GRANTOR:

EMORY UNIVERSITY,
a Georgia non-profit corporation

By: _____

Title: _____

{Corporate Seal}

EXHIBIT "A"

All that parcel shown as Tract B, lying in Land Lot 288, Land District 9, in the City of Oxford, Newton County, Georgia, containing 0.139 acre, on a plat dated October 7, 2015, prepared for The City of Oxford by Robert Jordan, GA RLS 2902, and more particularly described as follows:

From the intersection of the east right-of-way line of Wesley Street (165-foot right-of-way) with the north right-of-way line of Pierce Street (66-foot right-of-way), having NAD83 Georgia State Plane West Zone coordinates north 1317279.53 and east 2386648.25, which is the POINT OF BEGINNING; Thence N00°01'44"W a distance of 25.05 feet to a point; thence S89°01'04"E a distance of 79.91 feet to a 1/2-inch rebar found; thence N20°31'38"E a distance of 210.50 feet to a point; thence N23°54'12"E a distance of 70.26 feet to a 5/8-inch rebar found; thence S85°02'38"E a distance of 9.29 feet to a point on the western right-of-way line of Asbury Street (132-foot right-of-way); thence S20°02'07"W a distance of 302.52 feet to a point at the intersection of the west right-of-way line of Asbury Street and the north right-of-way line of Pierce Street; thence S89°58'16"W a distance of 87.78 feet to the POINT OF BEGINNING.

For a more complete and accurate description see attached Exhibit "B".

EXHIBIT "B"

REFERENCES: D.S. 2032, p. 468
 OECO RECORD: D.B. 361, p. 94

PLAT REFERENCES: TOPOGRAPHIC, TREE, AND UTILITY SURVEY BY TRAVIS PRUITT ASSOC., MAY 14, 2015.
 CITY OF OXFORD TOWN PLAT SURVEYED BY E.L. THOMAS, 1837.

TAX RECORD: NEWTON CO TAX PARCELS X0100-19 AND X0100-20

THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 74,917 FEET.

FIELD DATA WAS COLLECTED USING A TOPCON GPT2003W ELECTRONIC TOTAL STATION AND A JAVAD TRIUMPH-LS DUAL FREQUENCY RTK GLOBAL POSITIONING SYSTEM RECEIVER REFERRING TO THE USGS STATEWIDE NETWORK AND HAVING A RELATIVE POSITIONAL ACCURACY OF LESS THAN 0.04 FEET.

FIELD SURVEY COMPLETED IN SEPTEMBER 2015.

EASEMENTS OR RIGHTS-OF-WAY MAY EXIST WHICH ARE NOT SHOWN HEREIN AND MAY BE RECORDED OR UNRECORDED.

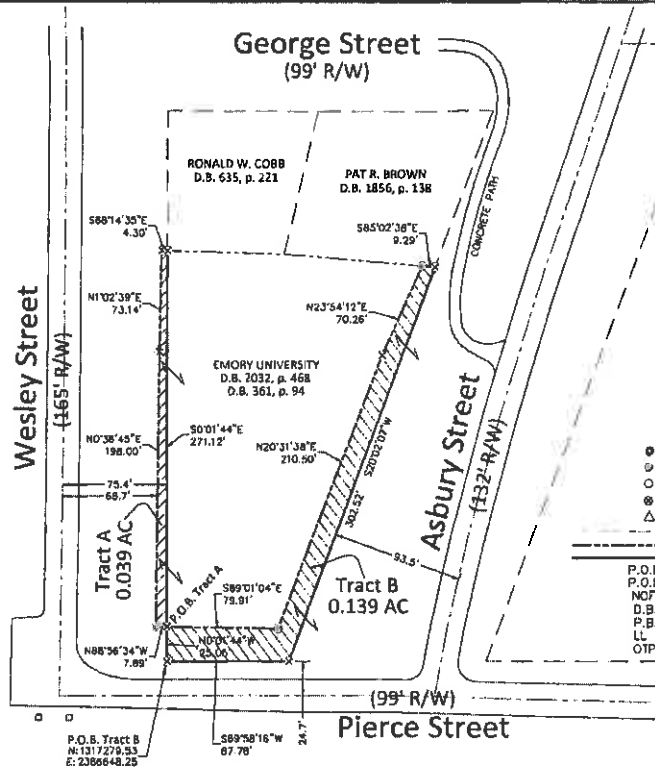
COORDINATES DEPICTED HEREON REFERENCE THE GEORGIA STATE PLANE SYSTEM, WEST ZONE, NAD83, IN US FEET. VERTICAL INFORMATION PROVIDED HEREON REFERENCE NAVD83.

A 25-FOOT UNDISTURBED BUFFER IS ESTABLISHED BY THE STATE OF GEORGIA FROM THE TOP OF CREEK BANKS ON BOTH SIDES OF CREEKS FOR EROSION CONTROL PURPOSES.

This survey was prepared in conformity with the Technical Standards for Property Surveys in Georgia as set forth in Chapter 180-7 of the Rules of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in the Georgia Plat Act O.C.G.A. 15-8-67, Authority G.C.A. Secs. 15-8-67, 43-15-4, 43-15-6, 43-15-19, 43-15-22.

RIGHT-OF-WAY MODIFICATION SURVEY FOR
The City of Oxford
 LAND LOT 288, DISTRICT 9
 OXFORD, NEWTON COUNTY, GEORGIA

SCALE 1"=80' OCTOBER 7, 2015



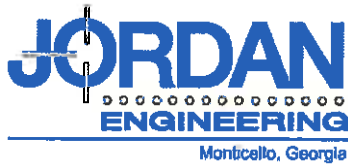
- LEGEND**
- OPEN-TOP PIPE FOUND
 - SOLID ROD (REBAR) FOUND
 - 1/2" SOLID ROD (REBAR) SET
 - BEARING CHANGE (NO PIN)
 - SURVEYOR'S NAIL SET
 - ADJOINING PROPERTY LINE
 - RECORD PROPERTY LINE
 - 1837 OXFORD RW LINE
 - P.O.B. POINT OF BEGINNING
 - P.O.R. POINT OF REFERENCE
 - N.O.F. NOW OR FORMERLY
 - D.B. DEED BOOK
 - P.B. PLAT BOOK
 - L.L. LAND LOT
 - TP OPEN-TOP PIPE

Corporate License No. 329 000708

JORDAN
 ENGINEERING

144 N. WARREN ST. MONTICELLO, GA 31064
 (706) 466-8269 www.jordan-eng.com

Engineering • Surveying • Utility • Geotechnical



Mr. Bob Schwartz, City Manager
City of Oxford
110 West Clark Street
Oxford, Georgia 30054

September 29, 2015

Re: George Street Park

Dear Mr. Schwartz:

I have evaluated the six bids received on September 24th for the George Street Park drainage improvements project, and I would like to recommend that the City enter contract negotiations with the low bidder, Ace/Kimble Services, for the low bid amount of \$79,775.

If you need more information regarding this recommendation, please contact me by phone or email.

Sincerely,
Jordan Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Robert O. Jordan", with a long, sweeping horizontal line extending to the right.

Robert O. Jordan, PE RLS

rj

George Street Park Drainage Improvements

Bid Summary Sheet

Bid Opening Thursday, September 24 at 3pm

Oxford City Hall

Bid #	Bidder	Total Bid Amount
1	Anderson Grading Service	\$ 79,928.00
2	ACE Kimbell Service	\$ 79,775.00
3	Cline Construction Service Corp.	\$ 116,500.00
4	M.V.P. Piping Co. Inc.	\$ 115,530.00
5	Site Engineering Inc.	\$ 125,495.00
6	Summit Construction Division, LLC	\$ 99,478.00

Bid Summary Sheet completed by: Lauran Willis, City Clerk

CHURCH STREET SERVICES, LLC

September 15, 2015

Mr. Jim Windham
Oxford City Hall
110 W. Clark Street
Oxford, GA 30054

Dear Mr. Windham,

Thank you for asking Church Street Services, LLC (CSS) to submit a scope of work and process for delivering services to the City of Oxford. Oxford is a unique and special community with caring citizens and a strong leadership team. I look forward to supporting the preservation and prosperity of the community as its partner in the upcoming year.

Attached is a LETTER OF AGREEMENT for your review along with a scope of work and fee structure.

Respectfully,

Kay B. Lee

Attachments

Cc: George Holt
Jerry Roseberry

2145 CHURCH STREET
COVINGTON, GA 30014

770.787.0848
KAYBLEE@BELLSOUTH.NET

CHURCH STREET SERVICES, LLC

LETTER OF AGREEMENT

September 15, 2015

The City of Oxford (Oxford) and Church Street Services, LLC (CSS) have agreed to enter into this letter of agreement for services designed to provide Oxford with support services related to a variety of projects and initiatives.

1. **Term:** The Scope of Work (Appendix 1) in this Letter of Agreement (LOA) will commence on September 15, 2015 and continue until June 30, 2016.
2. **Compensation and Expenses:** Church Street Services, LLC shall submit an invoice for payment on a monthly basis. Church Street Services shall bill as follows:
 - a. Services will be billed hourly as outlined in Appendix 2.
 - b. In addition to services, Oxford shall reimburse CSS for reasonable and actual out-of-pocket expenditures including, but not limited to, business meals, travel, sales tax, freight shipping, printing, postage, messenger services, fax and copy charges.
3. **Subsequent Terms and Conditions:** Subsequent terms and conditions will be contingent on Oxford's desire to engage CSS and Oxford's success in securing funding. Subsequent terms will be governed by a new LOA.
4. **Miscellaneous:** If necessary, an agreement may be executed with terms including, but not limited to, those covering expenses, billing, termination and confidentiality, independent contractor status, ownership and use of materials and indemnifications obligations.
5. Church Street Services, LLC will depend upon Oxford to provide complete and accurate information necessary to complete the project.
6. Church Street Services, LLC will ensure that any publicly disseminated materials are approved by Oxford prior to dissemination.

This letter sets forth the basic business terms by which the parties agree to work together.

Agreed and Accepted

Kay B. Lee
Church Street Services, LLC Date:

Jerry Roseberry, Mayor
City of Oxford Date:

CHURCH STREET SERVICES, LLC

Appendix 1

Scope of Services: Phase Two

City of Oxford Special Projects

Following is list of services to be provided by Church Street Services, LLC (CSS) to the City of Oxford (Oxford) from September 15, 2015 through June 30, 2016.

COORDINATION and PROJECT MANAGEMENT

Provide objective, fact-based expertise and agreed-upon services to Oxford. Based on the results of coordination meetings to date, the services may include (but are not limited to) the following:

PLANNING

- Facilitate planning process developed to consider, prioritize and implement targeted projects
- Conduct regularly scheduled work sessions with the project team and others as requested
- Minimize complexities for the project team to ensure projects stay on schedule
- Identify and provide fact-based decision making tools
- Maintain collaborative-based decision-making
- Promote the application of research and factual elements to decision making
- Facilitate development of the master schedule, identifying milestones
- Encourage regularly scheduled communications between stakeholders

RESEARCH

- Research and vet resources, identifying those that align with Oxford's unique needs as well as its scale and circumstance
- Accumulate and synthesize findings from:
 - Related studies, offering precedence information to the project team
 - Data and information, providing fact based information to decision makers
 - Community Input, ensuring that the public policy making process is recognized as collaborative, collective and transparent

COORDINATION

- Facilitate, coordinate and manage project details as dictated by Oxford's special project team

DELIVERY

- Facilitate the project planning team as it creates and implements a tracking system to monitor time-sensitive actions related to all special projects
- Serve as a strategic partner and troubleshooter, plugging gaps and finding resolutions for dilemmas as they occur

COMMUNICATIONS

- Facilitate development of a robust communications strategy and set of actions by the Oxford work team
- Create a tool to monitor implementation of the communications plan as the Oxford project team and their consultants use it to share information, solicit input and update project partners and local citizens

CHURCH STREET SERVICES, L.L.C.

Appendix 2

Fees

City of Oxford Special Projects

Services provided by Church Street Services, LCC (CSS) to the City of Oxford (OXFORD) will be billed using the following rate structure:

Principal

Kay Lee

\$75 per hour + 20% OH

GIS and Technical Support

Adam Kirk or Other

\$35 - \$125 per hour + 20% OH

Administrative Support

Lucy Courchaine

\$15.00 per hour + 20% OH