



**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 Lauran 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. Attachment A

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. Attachment B

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.

Respectfully Submitted;



Lauran Willis, CMC
City Clerk



Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Friday, August 14, 2015
Re: Pocket Parks Update

The FY 2016 budget contains \$30,000 for four pocket parks. The idea is that each park will be a small neighborhood park with some equipment for smaller children.

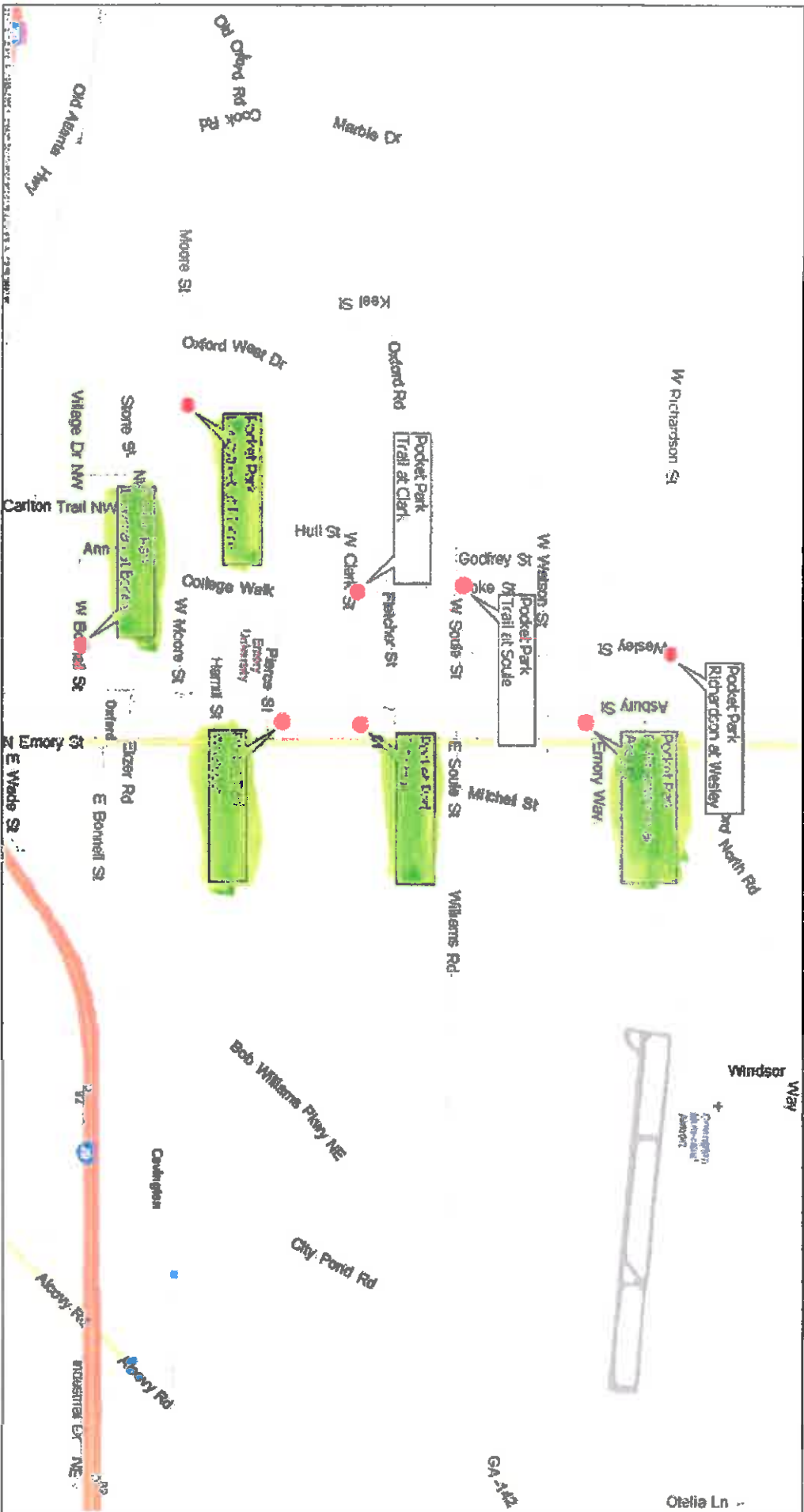
At its meeting of August 11, the Tree Board reviewed the eight possible locations for the pocket parks. The Tree Board recommends for Council consideration five locations which are marked in green on the enclosed map.

The Tree Board also recommended that we engage the residents of each community in a discussion about whether or not the park should be located there and what sort of equipment should be placed in it. Before starting that process I would like to receive Council endorsement of the locations for the four parks.

The Tree Board understands that we are only going to fund for this year, but decided that five could be recommended to Council so you could pick the top four of that group. Or, we could proceed with all five and discover whether or not the neighborhoods supports each one.

Enclosure

Possible pocket parks



Attachment B

Project	Date	Status
2 Cemetery Mapping		
Assigned: Lauran; STARTED 7/1/14; Discussed at Council meeting 8/6/2001	7/16/2014	Contractor will start in August; plans to finish by end of October.
	6/15/2015	Lauran and Len agreed the project for ground penetrating radar for SE section of cemetery will start in August.
	8/13/2015	Len is to begin work September 7 - 9.

3 City Hall and grounds		
Assigned: Lauran	6/1/2015	Included in FY2016 capital budget.
	8/14/2015	Meet with Cheryl Ready of Tree Board to discuss selections.
	9/1/2015	Order furniture and planters
	10/1/2015	installation

7 Electric Competitive Projects		
Assigned: Jody	6/1/2015	Included in FY2016 capital budget.
	???	Appoint CC ad hoc committee to review project. This may include WiFi, fiber, and automatic meter reading.

10 Moore Street Sidewalk		
Assigned: Jody & Bob; STARTED 7/1/14	7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
	2/2/2015	Oxford College is conducting a drainage study of the impact of the sidewalk on the runoff from the woods north of Moore Street. Study should be complete in June.
	6/15/2015	Waiting for OxC study to be complete.

11 Pedestrian Bridge/Sidewalk		
STARTED 7/1/14; grant accepted 11/5/2012; managed by City of Covington	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.
	8/17/2015	Construction is scheduled to start June 2017

17 Vehicles and Equipment		
Assigned: Jody	6/1/2015	Swap truck bodies included in FY2016 capital budget.
	6/15/2015	Will be done in August.

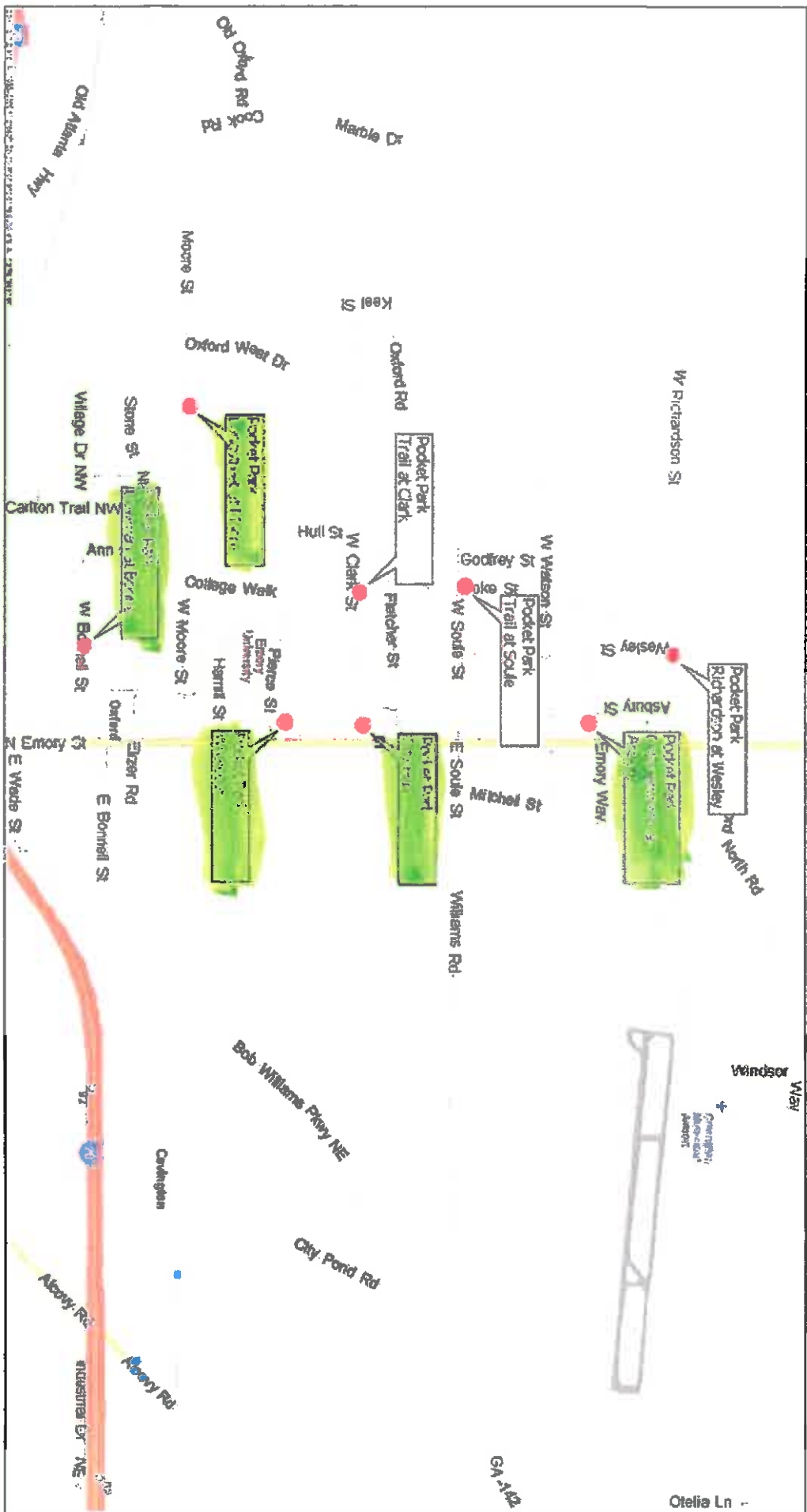
Project	Date	Status
	8/17/2015	Done, now we use one truck for both brush and leaves (grass), but we hook it to different machines.

Wayfinding signs		
Assigned: Bob	6/1/2015	Included in FY2016 capital budget.
	9/21/2015	Review locations with CC at work session.
	10/1/2015	Order signs
	10/15/2015	Install signs

Pedestrian crossing on SR99		
	3/2/2015	Ongoing discussions with Oxford College and GDOT.
	5/18/2015	GDOT may fund entire project.
	6/15/2015	Project will be funded by Oxford College.
	7/20/2015	Waiting for approval from DOT
	8/17/2015	Received approval from GDOT; ordered equipment.

Determine who is 100' from a sewer line and how to enforce ordinance	12/6/2013	We will have a report to Council for the January work session.
	6/15/2015	23 homes identified. 13 connected. 2 with court dates. 8 waiting for revised deadlines or for tap to be installed.
	7/20/2015	Only 4 homes left to go.

Possible pocket parks



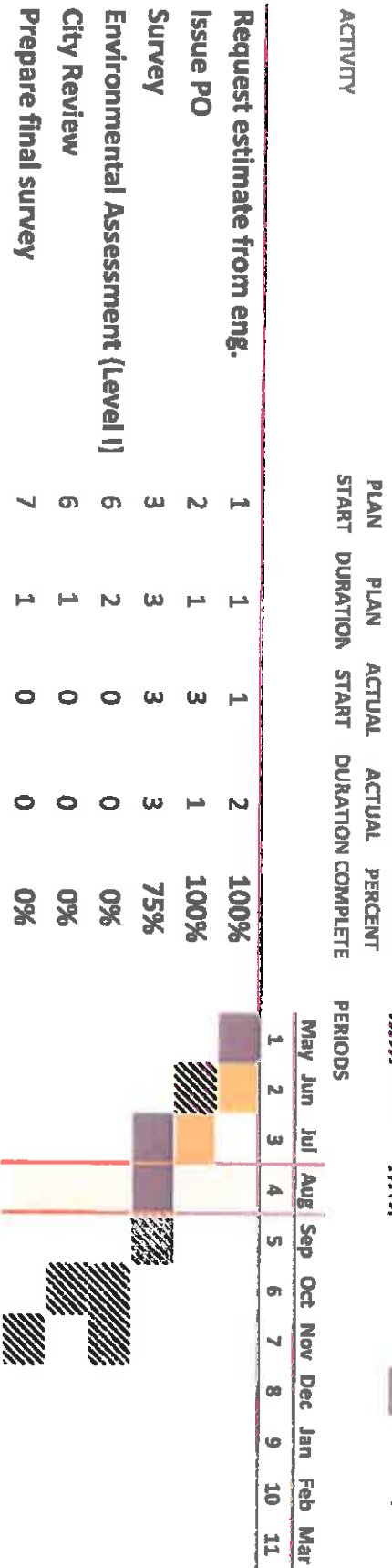
GA-142

Otelia Ln

5. Asbury Park Survey

\$6,700

Period Highlight: 4



8. Electric System Improvements

\$100,000

Period Highlight: **2**

ACTIVITY

PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

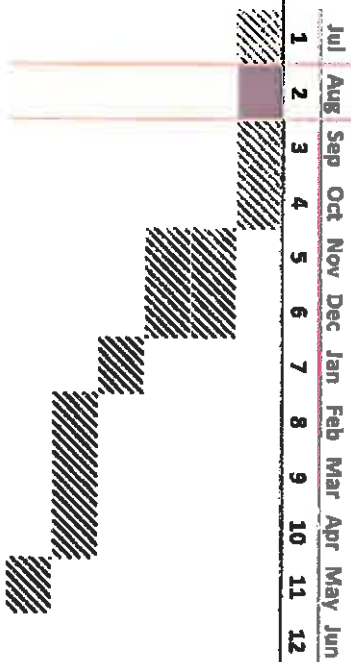
PERIODS

 Plan

 Actual

 % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Jody work with ECG to plan Bonnell St	2	3	2	0	10%
Bids on materials	5	2	0	0	0%
Bids on labor	5	2	0	0	0%
Award bids, issue PO	7	1	0	0	0%
Construction	8	3	0	0	0%
Final Inspection	11	1	0	0	0%



9. George St Park Drainage

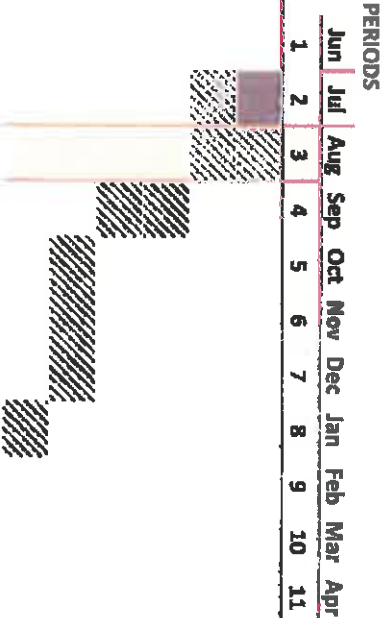
\$40,000

Period Highlight: 3

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Prepare bid documents	2	1	2	2	2	2	90%
Advertise for Bids	2	1	3	0	0	0	0%
Award Bid	4	1	0	0	0	0	0%
Preconstruction conference	4	1	0	0	0	0	0%
Construction	5	3	0	0	0	0	0%
Final Inspection	8	1	0	0	0	0	0%

 Plan
  Actual
  % Complete



12. Pocket Parks

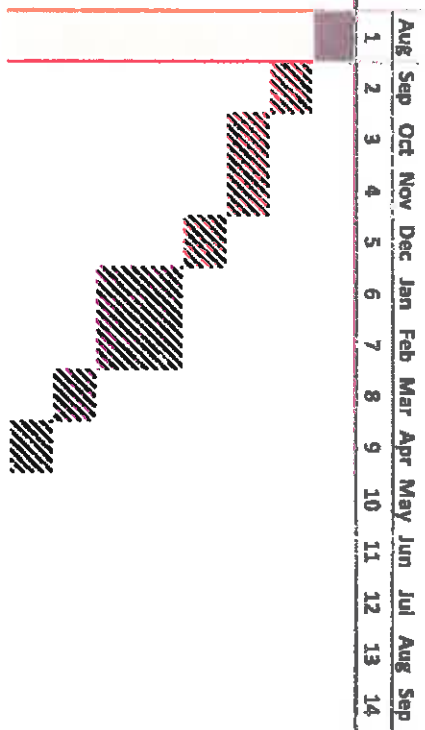
\$30,000

Period Highlight: 1

ACTIVITY PLAN START PLAN DURATION ACTUAL START ACTUAL DURATION PERCENT COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Meet with Tree Board	1	1	1	1	100%
CC select potential sites	2	1	0	0	0%
Discuss sites with neighborhoods	3	2	0	0	0%
CC select final sites	5	1	0	0	0%
Order equipment	6	2	0	0	0%
Prepare sites	6	2	0	0	0%
Install equipment	8	1	0	0	0%
Ribbon Cuttings (3)	9	1	0	0	0%

Plan Actual % Complete



PERIODS

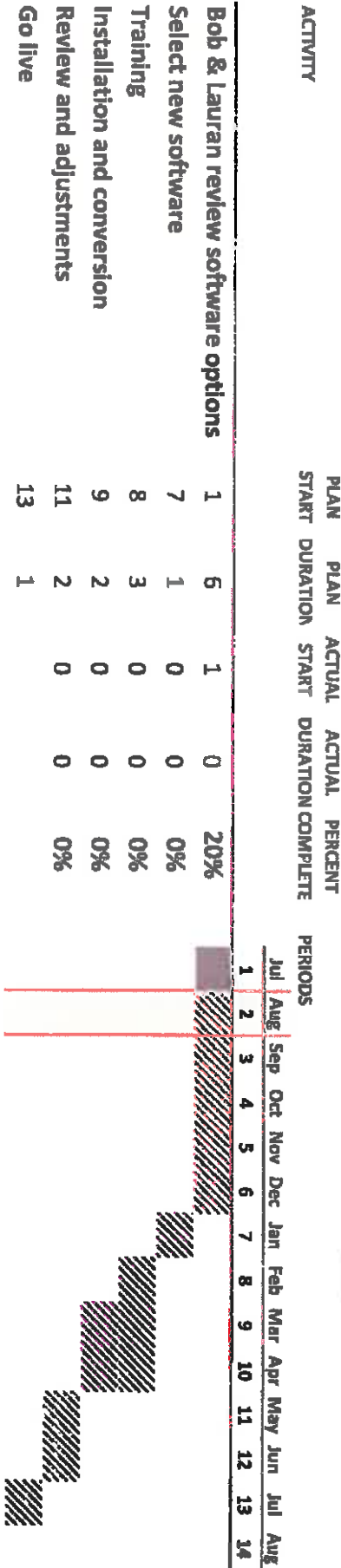
1 Aug 2 Sep 3 Oct 4 Nov 5 Dec 6 Jan 7 Feb 8 Mar 9 Apr 10 May 11 Jun 12 Jul 13 Aug 14 Sep

13. Software upgrade

\$15,000

Period Highlight: 2

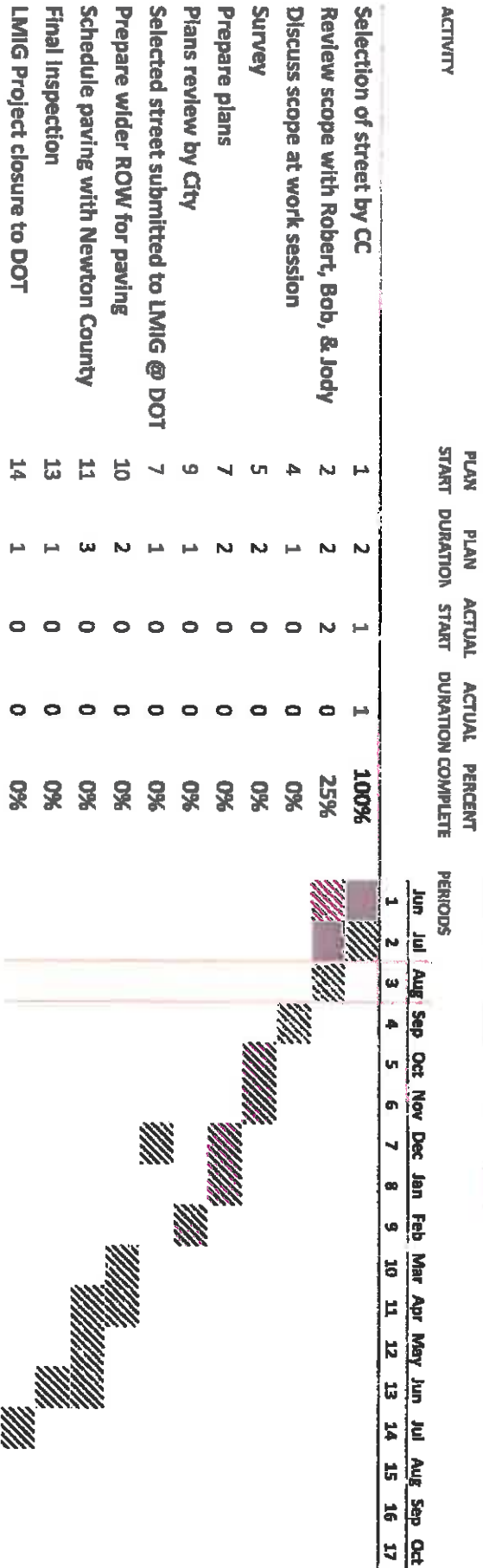
Plan Actual % Complete



15. Street Repairs

\$32,000

Period Highlight: 3



Plan Actual % Complete

PERIODS

1 Jun 2 Jul 3 Aug 4 Sep 5 Oct 6 Nov 7 Dec 8 Jan 9 Feb 10 Mar 11 Apr 12 May 13 Jun 14 Jul 15 Aug 16 Sep 17 Oct

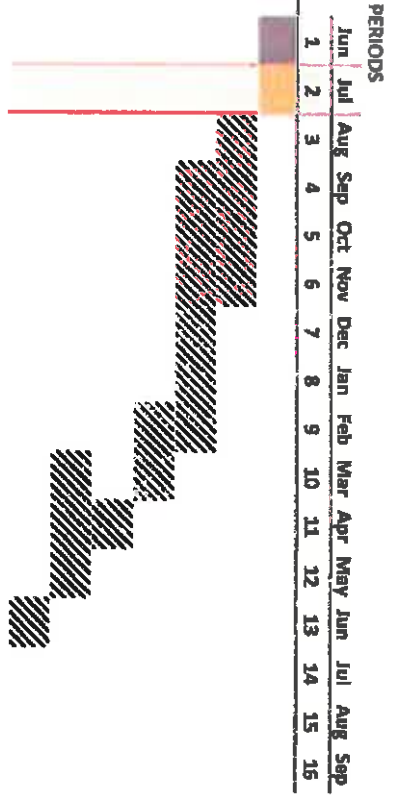
16. Survey of ROW

\$40,000

Period Highlight: 2

 Plan
  Actual
  % Complete

ACTIVITY	PLAN	PLAN	ACTUAL	ACTUAL	PERCENT	PERIODS																
	START	DURATION	START	DURATION		COMPLETE	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Issue PO - covering unopened ROW	1	1	1	2	100%																	
Documents and previous surveys review	3	4	0	0	0%																	
Field work	4	6	0	0	0%																	
Assemble preliminary survey	9	2	0	0	0%																	
Review by city	11	1	0	0	0%																	
Additional field work	10	3	0	0	0%																	
Completion	13	1	0	0	0%																	



18. Sewer System Improvements

\$200,000

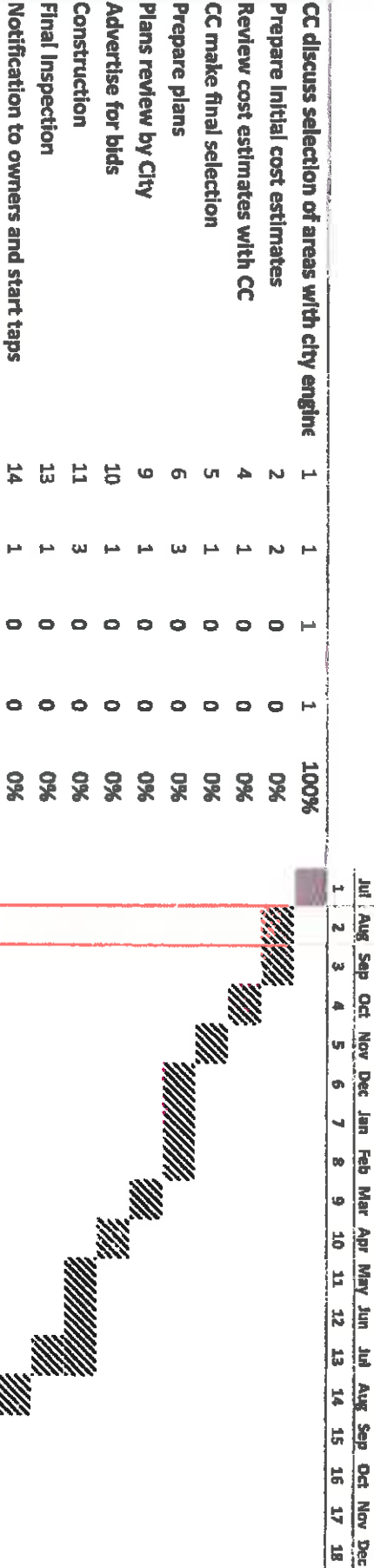
Period Highlight: 2

ACTIVITY

PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

PERIODS

Plan Actual % Complete

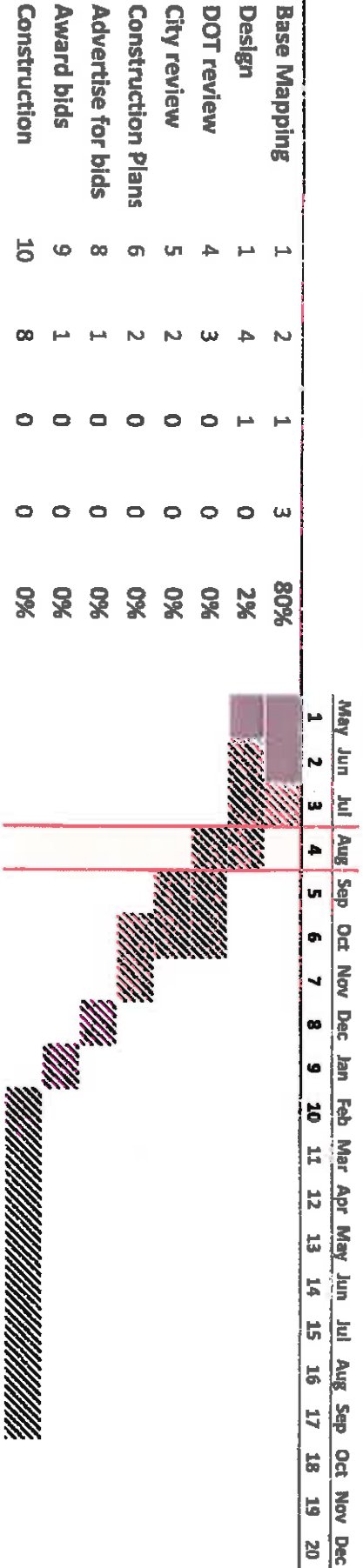


20. Whatcoat Street

\$200,000

Period Highlight: 4

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE



PERIODS

Plan Actual % Complete

May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20