

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, JULY 20, 2015 – 6:00 P.M.
CITY HALL**

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

OTHERS PRESENT: Bob Schwartz, City Manager; Stacey Mullen, Deputy City Clerk, Dave Harvey, Police Chief; Jody Reid, Utility Superintendent; Mike and Cheryl Ready, Hoyt & LaTrelle Oliver, Kendra Mayfield, Judy Greer, Neil and Carol Penn, Susan Ballard, Hannah Ballard, Norbert Thompson, Vivian Harris

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

Honorary Councilmember

Mayor Jerry Roseberry introduced Susan Ballard as honorary councilmember for August as appointed by Councilmember David Eady.

Sidewalk Study

City Engineer Robert Jordan presented discussion regarding the possibility of designing a study on sidewalks in Oxford which need to be improved and sidewalks which need to be built. Jordan discussed several methods, ideas, the process and possible areas for sidewalks. The discussion concluded with this item being included for further discussion and planning in the City Master Plan for future development.

Sewer Line Extension

City Manager Bob Schwartz and City Engineer Robert Jordan presented a map with a layout of several potential areas where we might extend the city sewer lines and sewer service. We budgeted \$200,000 in the FY2016 budget for this purpose. Council was presented with a copy of the map with the areas and cost estimates of each area. Robert, Bob and Jody will make a recommendation of areas to begin based on the map and estimated cost at the August 3, 2015 meeting.

City Council Retreat for 2015

Mayor Roseberry said this item will be moved to the August 3, 2015 Regular Meeting for discussion since there were three councilmembers not present for input. The discussion will be to decide when to schedule the annual City Council retreat. Mayor Roseberry said it may make sense to meet in November after the November 3rd election rather than in October. We will need to pick a date and reserve the room and the facilitators.

Master Plan for future development

City Manager Bob Schwartz said the state has a standard approach for doing Comprehensive Plans. The Short Term Work Program this council adopted two years ago and again seven years ago is the final step in a Comprehensive Plan. We are on a schedule to have a Comprehensive Plan updated. Mayor Roseberry said we were scheduled for a review within the next twelve months as the new law requires. Roseberry said this is why we are trying to schedule it so we will be on track with the other cities and counties doing it at the same time. Mayor Roseberry will appoint a committee to work on a list of items to work on with the Planning Commission at the next meeting.

Line Truck Status

City Manager Bob Schwartz informed council the line truck has a blown main cylinder. Jody is working on getting the truck repaired, he has received two estimates with a low estimate of \$2500.00 dollars.

Discussion regarding approval of 3% employee increase

Mayor Roseberry said we need to adopt the resolution to approve the 3% across the board increase for all full time employees as included in the FY2016 budget.

Project Status Report

City Manager Bob Schwartz gave a summary of the current status of major projects.

Executive Session to consider real estate

The Executive Session was postponed for a future meeting.

Respectfully Submitted;

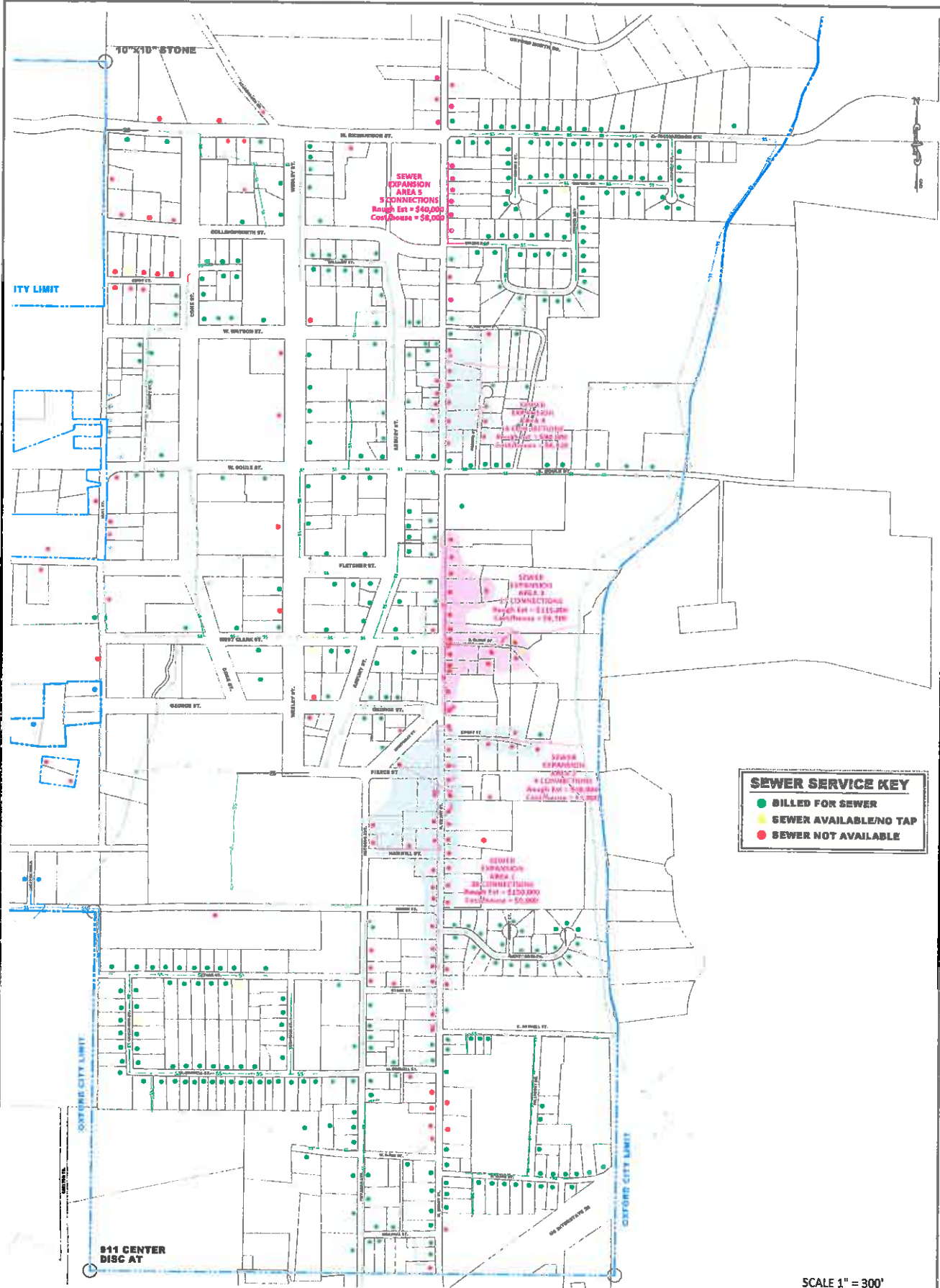


Lauran Willis, CMC
City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, JULY 20, 2015 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Honorary Councilmember** – Councilmember Eady has appointed Susan Ballard as the honorary councilmember for August.
2. **Sidewalk Study**-Robert Jordan will join us for discussion of the possibility of designing a small project to study which sidewalks and Oxford need to be improved and which sidewalks and Oxford need to be built.
3. **Sewer Line Extension** - Robert Jordan will join us for discussion to review several areas where we might extend our sewer lines and sewer service. We budgeted \$200,000 in the FY2016 budget for this purpose but we have not yet selected the areas.
4. **City Council Retreat for 2015** – We would like to discuss possible topics to be reviewed at the annual City Council retreat. Generally, we have met in October. This year it may make sense to meet in November after the Council elections on November 3rd. We need to pick the date so we can reserve the room and the facilitators.
5. **Master Plan for future development** – We need to discuss creation of a committee to work on the Master Plan for future development in the city.
6. **Line Truck Status**
7. **Discussion regarding approval of 3% employee increase** – The FY2016 budget contained a 3% across the board increase. We need to adopt a resolution to approve of the changes to our pay plan.
8. ***Projects Status Report**
9. **Executive Session to consider real estate**

*Attachments



SEWER SERVICE KEY

- BILLED FOR SEWER
- SEWER AVAILABLE/NO TAP
- SEWER NOT AVAILABLE

SCALE 1" = 300'

Rev	Revision Description	Date
0	Initial Issue	08/23/24
1	Updates with latest approved data	10/28/24

Sheet No. 1.0

City of Oxford
Newton County, Georgia

POTENTIAL SEWER
EXPANSION PROJECTS



Project	Date	Status
2 Cemetery Mapping		
Assigned: Lauran; STARTED 7/1/14; Discussed at Council meeting 8/6/2014	7/16/2014	Contractor will start in August; plans to finish by end of October.
	5/18/2015	Len Strozier is finished and presented report to Council at work session.
	6/15/2015	Lauran and Len agreed the project for ground penetrating radar for SE section of cemetery will start in August.

3 City Hall and grounds		
Assigned: Lauran	6/1/2015	Included in FY2016 capital budget.
	8/1/2015	Order furniture and planters
	9/15/2015	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.

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
19 Wayfinding signs		
Assigned: Bob	6/1/2015	Included in FY2016 capital budget.
	8/17/2015	Review locations with CC at work session.
	9/1/2015	Order signs
	9/21/2015	Install signs

Project	Date	Status
Pedestrian Crossing on GRB		
	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

Project	Date	Status
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.
Scheduled completion 2/17/2014; Assigned: Bob, Lauran, & Jody; STARTED 12/1/2013; original project was 2009; §36-93e mandatory connection adopted 10/9/2006	3/13/2014	Lauran and Jody have almost completed their analysis.
	2/16/2015	8 connected; one underway, 2 agreements signed; 3 title checks have been sent to city attorney. Checking elevations and availability of taps for balance.
	2/26/2015	Received 3 title checks. Submitted 2 names to police department
	3/13/2015	Preparing additional letters.
	5/18/2015	Additional taps have been made. Getting ready to turn additional names to the police department.
	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.

Project	Date	Status
Coke and George St ROW		
Assigned: Bob	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)

Project	Date	Status
	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.
	2/16/2015	Will be discussed at work session.
	3/2/2015	Will discuss license agreement at council meeting.
	3/16/2015	Will be discussed at work session.
	5/18/2015	Will be discussed at work session.

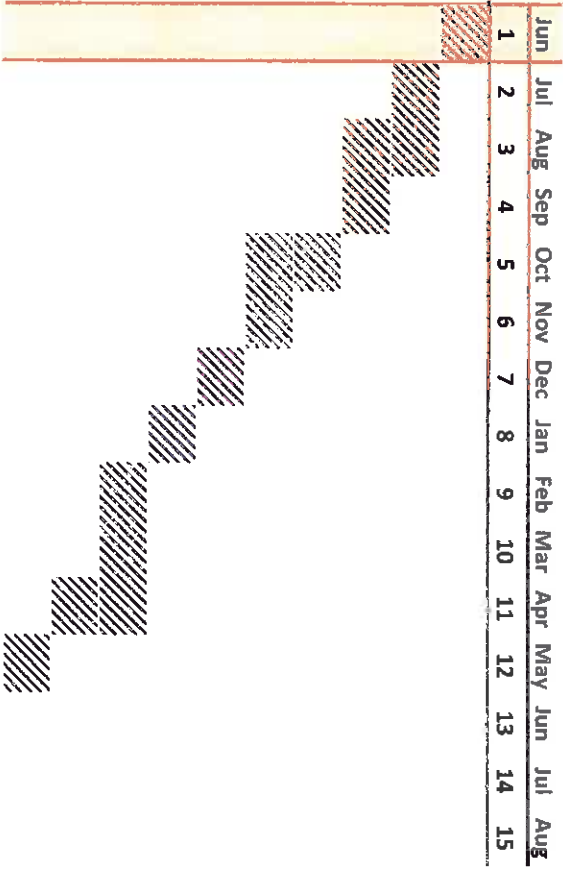
1. Trail - ON HOLD

\$80,000

Period Highlight: 1

Plan Actual % Complete

ACTIVITY	PLAN		ACTUAL		PERCENT COMPLETE	PERIODS														
	START	DURATION	START	DURATION		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
CC select trail	1	1	1	1	0%	1														
Survey	2	2	0	0	0%															
Design trail	3	2	0	0	0%															
City review of design	5	1	0	0	0%															
Construction Plans	5	2	0	0	0%															
Advertise for bids	7	1	0	0	0%															
Award bids	8	1	0	0	0%															
Construction	9	3	0	0	0%															
Final Inspection	11	1	0	0	0%															
Ribbon Cutting	12	1	0	0	0%															



5. Asbury Park Survey

\$6,700

Period Highlight: 3



ACTIVITY	PLAN		ACTUAL		PERCENT COMPLETE	PERIODS
	START	DURATION	START	DURATION		
Request estimate from eng.	1	1	1	2	100%	May 1, Jun 2, Jul 3
Issue PO	2	1	3	1	100%	May 1, Jun 2, Jul 3
Survey	3	3	3	0	33%	May 1, Jun 2, Jul 3
Environmental Assessment (Level I)	6	2	0	0	0%	May 1, Jun 2, Jul 3, Aug 4, Sep 5, Oct 6, Nov 7, Dec 8
City Review	6	1	0	0	0%	May 1, Jun 2, Jul 3, Aug 4, Sep 5, Oct 6, Nov 7, Dec 8, Jan 9, Feb 10, Mar 11
Prepare final survey	7	1	0	0	0%	May 1, Jun 2, Jul 3, Aug 4, Sep 5, Oct 6, Nov 7, Dec 8, Jan 9, Feb 10, Mar 11

8. Electric System Improvements

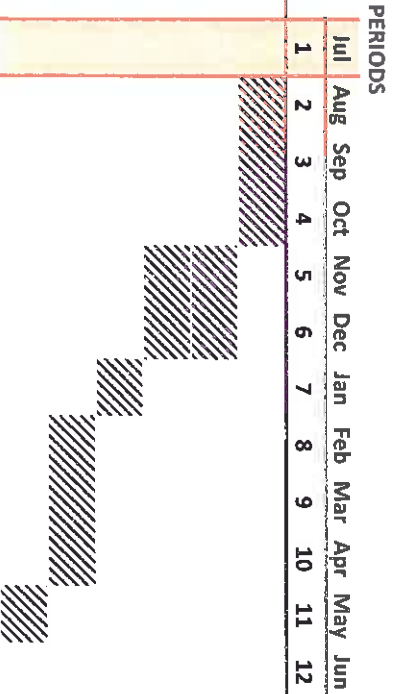
\$100,000

ACTIVITY

ACTIVITY	PLAN		ACTUAL		PERCENT COMPLETE
	START	DURATION	START	DURATION	
Jody work with ECG to plan Bonnell St	2	3	0	0	0%
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%

Period Highlight: 1

Plan Actual % Complete



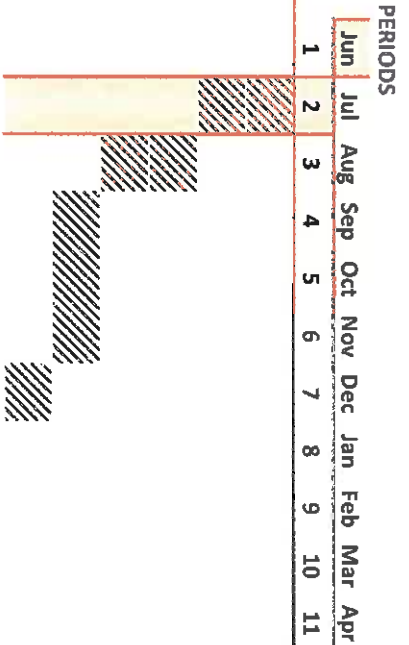
9. George St Park Drainage

\$40,000

Period Highlight: **2**



ACTIVITY	PLAN		ACTUAL		PERCENT COMPLETE
	START	DURATION	START	DURATION	
Prepare bid documents	2	1	0	0	0%
Advertise for Bids	2	1	0	0	0%
Award Bid	3	1	0	0	0%
Preconstruction conference	3	1	0	0	0%
Construction	4	3	0	0	0%
Final Inspection	7	1	0	0	0%

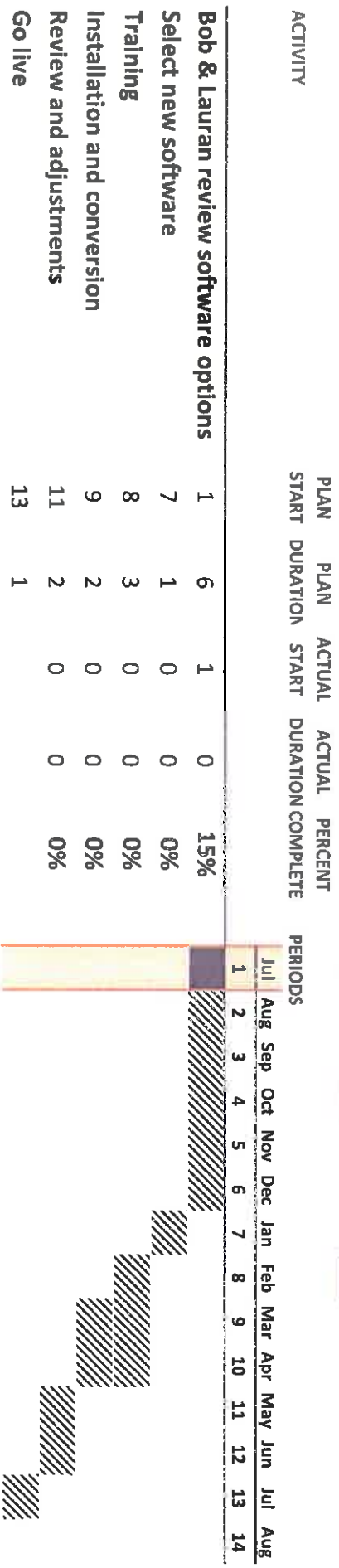


13. Software upgrade

\$15,000

Period Highlight: 1

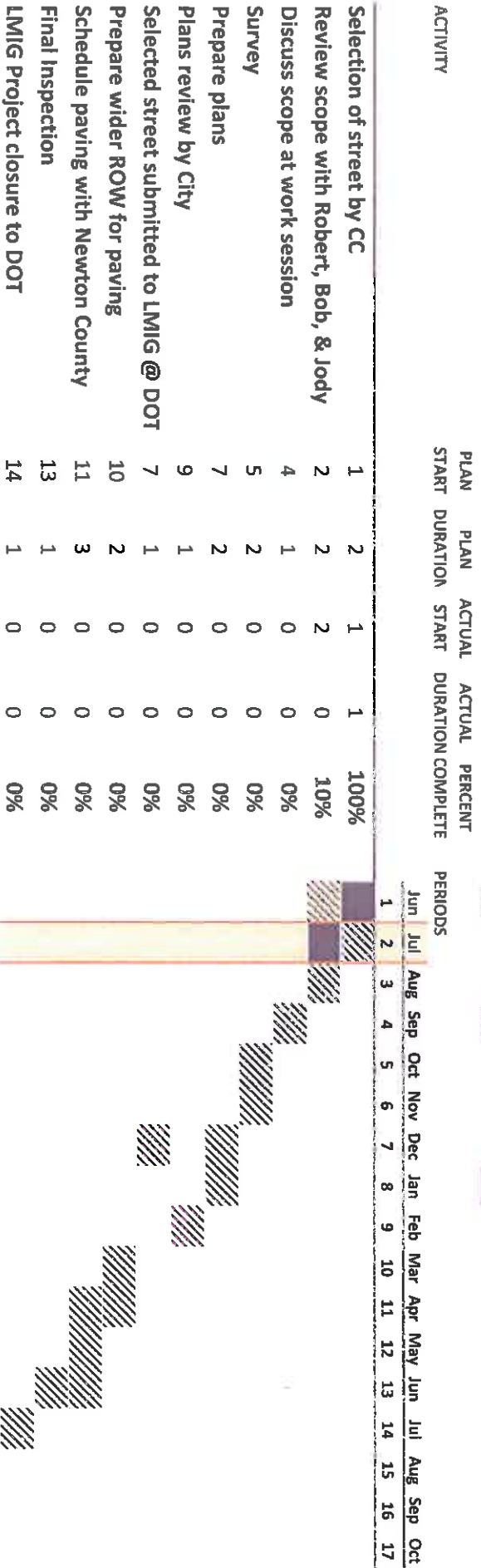
 Plan
  Actual
  % Complete



15. Street Repairs

\$32,000

Period Highlight: 2



18. Sewer System Improvements

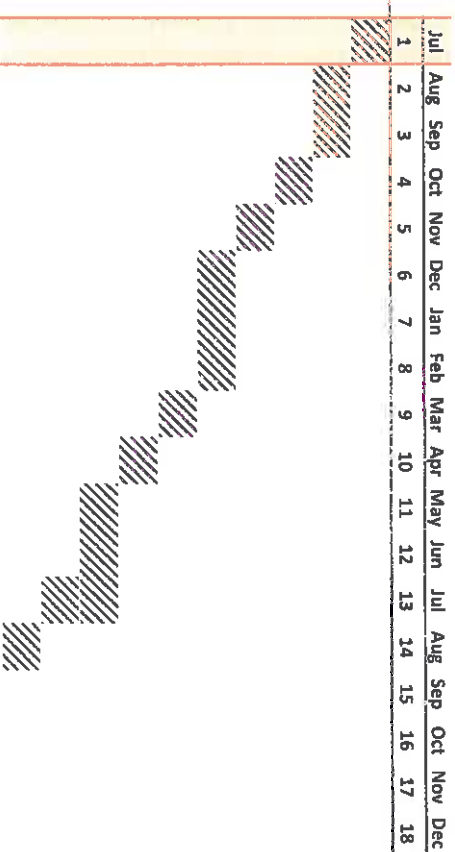
\$200,000

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
CC discuss selection of areas with city engine	1	1	0	0	0%
Prepare initial cost estimates	2	2	0	0	0%
Review cost estimates with CC	4	1	0	0	0%
CC make final selection	5	1	0	0	0%
Prepare plans	6	3	0	0	0%
Plans review by City	9	1	0	0	0%
Advertise for bids	10	1	0	0	0%
Construction	11	3	0	0	0%
Final Inspection	13	1	0	0	0%
Notification to owners and start taps	14	1	0	0	0%

PERIODS
 1 Jul 2 Aug 3 Sep 4 Oct 5 Nov 6 Dec 7 Jan 8 Feb 9 Mar 10 Apr 11 May 12 Jun 13 Jul 14 Aug 15 Sep 16 Oct 17 Nov 18 Dec



20. Whatcoat Street

\$200,000

Period Highlight: 3

ACTIVITY PLAN START DURATION ACTUAL START DURATION COMPLETE PERCENT

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	COMPLETE	PERCENT
Base Mapping	1	2	1	3	80%	
Design	1	4	1	0	2%	
DOT review	4	3	0	0	0%	
City review	5	2	0	0	0%	
Construction Plans	6	2	0	0	0%	
Advertise for bids	8	1	0	0	0%	
Award bids	9	1	0	0	0%	
Construction	10	8	0	0	0%	

PERIODS

Plan Actual % Complete

