



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, SEPTEMBER 19, 2016 – 6:00 P.M.  
CITY HALL**

**SUMMARY**

**MEMBERS PRESENT:** Jerry D. Roseberry, Mayor; Councilmembers: Jim Windham; Sarah Davis; Melvin Baker; George Holt; David Eady; Mike Ready.

**OTHERS PRESENT:** Bob Schwartz, City Manager; Dave Harvey, Police Chief; Lauran Willis, City Clerk; Kendra Mayfield, JP Godfrey, Hoyt and LaTrelle Oliver, Juanita Carson, James Waddey.

\* **AGENDA** – Attachment- A

**HONORARY COUNCILMEMBER**

Mayor Roseberry announced James Waddey as the Honorary Councilmember for October, appointed by Councilmember Sarah Davis.

**MAYORS ANNOUNCEMENTS**

Mayor Roseberry announced that **Chief Harvey has hired a new police officer, Michelle McClung**, who started with the city today. Chief Harvey gave a brief detail about Officer McClung and said she will be officially introduced at the October meeting.

**DDA STUDY COMMITTEE**

Councilmember Mike Ready as Chairman gave a presentation from the Ad Hoc study committee. He reported on what started the DDA inquiry, the State Laws of having a DDA, the alternatives and their resources they consulted with. Ready explained what can be done with a DDA, how it would fit into the existing city structure, how the city would guide the DDA and concluded with a checklist for starting a DDA. There was a lot of discussion and questions from councilmembers. **The final decision was to have City Manager Bob Schwartz invite Monica Callahan, executive director DDA and city planning director, Madison to come and talk to Council about how Madison got started with their DDA and offer suggestions to Oxford.** Attachment B

**SUBSTANDARD RENTAL PROPERTIES**

City Manager Bob Schwartz discussed the need for an ordinance to deal with substandard rental properties, including requiring inspections before connecting utilities. Council instructed Schwartz to prepare a draft ordinance and bring it back to council for review. Schwartz presented a memo with questions to council regarding the unfit building ordinance. Schwartz said our code is not much different from Porterdale and

Covington and then presented council with questions specific to the differences in duties and process of an enforcement official. **It was suggested that Schwartz proceed with the legal research on the side of rental properties.** Attachment C

#### **MISUSE OF THE 911 SYSTEM**

Chief Harvey said he met with City Solicitor Quader Baig and discussed the misuse of 911 calls. Baig suggested the Police Department issue citations under the section 20-45 of the city code. **False calls to E911 will fall under the category of "other misbehavior", city code section 20-45 – Maintaining a disorderly house.** Attachment D

#### **JOB DESCRIPTIONS**

Councilmember Holt recommends that we do not require a high school diploma or GED for the Groundskeeper position (job description attached). City Manager Bob Schwartz said to clarify the job description for Groundskeeper will remain the same with no changes to the requirements. Holt said we do not recommend removing the requirement for a high school diploma or a GED for the meter reader position. **To clarify Schwartz said this would be a requirement for hiring a meter reader and this will be part of the requirements for advertising and hiring. Schwartz said he and Jody Reid will run a new advertisement.** Attachment E

#### **SPLOST 2017**

City Manager Bob Schwartz said that Newton County is planning to schedule the SPLOST 2017 election for March 21, 2017. We need to have our projects selected by the October 3 Council meeting so Mayor Roseberry can present it in the negotiations with the other cities and the county. Schwartz said that only capital projects are eligible such as roads, streets, and bridges, which may include sidewalks and bicycle paths; a cultural, recreational or historic facility; a water or sewer capital outlay project and a public safety facility. Schwartz presented a draft of a budget for the projects to be considered. Mayor Roseberry said the SPLOST is based on population. With this the city can assume \$1.7 million. He said the County figure is approximately \$85 million. Councilmember Eady requested to add street lighting. It was suggested that Schwartz modify the project descriptions to show transportation which would include roads, streets, bridges and street lights. Schwartz also said the County E911 is wanting to construct a new Public Safety Facility and they are asking each city to list their projects and then add an additional \$100,000 as a shared cost for the replacement of the county-wide E911 facility. **Schwartz will modify the project descriptions and provide the list to Mayor Roseberry for the negotiations.** Attachment F

#### **PROJECT STATUS AND ENGINEER'S PROGRESS REPORT**

City Manager Bob Schwartz presented the gantt reports depicting the time lines of current projects and gave a brief summary of the status of each project. Attachment G

The meeting was adjourned at 7:33 PM.

Respectfully submitted,

Lauran S. Willis, CMC/FOA  
City Clerk