



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, OCTOBER 3, 2016 – 7:00 P.M.
CITY HALL**

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; Councilmembers: Sarah Davis; George Holt; David Eady; Melvin Baker; Mike Ready; Councilmember Jim Windham was not in attendance.

OTHERS PRESENT: Bob Schwartz, City Manager; David Strickland, City Attorney; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt and LaTrelle Oliver, Jeff Wearing, Juanita Carson, Kendra Mayfield, Cheryl Ready, James Waddey, Officer Michele McClung, Office Jeff Novak, Peggy Madden, Patsy Burke, Anderson Wright, Juanita Carson, Mary Carter, Pastor Charles Williams, Todd Cain, Students from Oxford College: Laura Glucksman, Gabe Baskin, Gabriel Eisen, Derek Zoock, Jord Lozbury.

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 Ready, seconded by Davis to accept the Agenda for the October 3, 2016. The motion was approved 6/0. Attachment A

Mayor Roseberry announced James Waddey as the Honorary Councilmember for October and presented him with a proclamation as appreciation for his participation.

A motion was made by Holt, seconded by Eady to approve the minutes of the September 12, 2016 Regular meeting. The motion was approved 6/0. Attachment B

A motion was made by Eady, seconded by Baker to approve the minutes of the September 19, 2016 Work Session. The motion was approved 6/0. Attachment C

A motion was made by Baker, seconded by Ready to accept the minutes of the August 9, 2016 Planning Commission. The motion was approved 6/0. Attachment E

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

Vice Chairman Jeff Wearing addressed Council regarding future meetings. Wearing invited the Mayor and Council to attend the next meeting of The Planning Commission on Tuesday, October 11, at 7:00. His expressed

the need for the Planning Commission and Council to build a better working relationship and communication. Wearing referenced the future development plan for Oxford College and asked Kendra Mayfield to speak. Mayfield said the Future Development Plan for the College is due by January 1, 2017. She said the last plan was in 2007, however their plans have changed considerably since then. Mayfield said she feels there should be better communication between the college and the city. Mayfield suggested an annual review of their plans and creating a working document based on the college development plans and the city’s Future Development plans. Mayfield said currently when they bring documents to the Planning Commission they are finished documents therefore an annual review would possibly alleviate delays in projects and project planning.

CITIZENS COMMENTS/CONCERNS

Chairman of Trees, Parks and Recreation, Cheryl Ready announced that the City of Oxford has been selected to receive the Georgia urban Forest Council’s 2016 Outstanding Community “Grand” Award for it’s strong urban forestry program and dedication to trees. She will be attending along with Beryl Budd to receive the award on November 2, 2016. Attachment F

LaTrelle Oliver of 312 West Clark Street asked Council if there will be any forthcoming update on the Asbury Street Park and questioned the expenses to Church Street Services.

Chief Dave Harvey introduced our newest police officer Michele McClung.

Mayor Roseberry introduced the students from the Oxford College Class “Understanding Community”. Student Derek Zoock explained the focus of this class is the study and history of Oxford & is taught by Lyn Pace.

City Clerk Lauran Willis explained the Proclamation for Red Ribbon Week – October 23-31 and its purpose. Attachment G

Mayor’s Report

Mayor Roseberry presented Hoyt Oliver with a banner from the 175th Birthday Celebration for his dedication and commitment in the planning for the celebration and for delivering the opening speech on behalf of the City.

2017 SPLOST

City Manager Bob Schwartz presented a memo explaining the preparations for 2017 SPLOST projects with a draft 2017 SPLOST Budget. After review of the proposed budget, Eady requested that Schwartz modify the proposed budget to include only the headings to better utilize SPLOST funds for the specific categories. **A motion was made by Eady, seconded by Davis to amend the 2017 SPLOST budget proposal to show only heads with the cost amount for each category for Mayor Roseberry to propose to Newton County as the cities recommendation for the 2017 SPLOST request. The motion was approved 6/0.** Attachment H

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for 7/18 – 8/12 (Sept)	1,476.88

GMEBS Retirement	Employee Retirement Fund DB Plan (September)	6,527.91
Humana	Health Insurance (October)	7,702.02
Newton County BOC	2016 Professional Fire Services	19,511.41
Newton County W&SA	Land application/Plant Operations & MAINT (Sewer) 6/29/2016 – 7/21/2016	4,667.25
Sophicity	IT in a Box (October)	1,701.68
Southeastern Power Administration	SEPA energy cost	3,663.41

PURCHASES/CONTRACT LABOR

AT & T	Current charges under new contract	1,314.98
Electric Cities of Georgia (ECG)	Powerline Apprenticeship program for Jonathan Benton	2,700.00
GIRMA	Deductible for damage to City Managers Vehicle	1,000.00
Kauffman Tire	Tires for Police Department vehicles (10 Tires)	1,231.24
MasterCard Services	College Students Luncheon/Court Clerk Training Dawn/Clerk Conference Stacey/desk risers Bob & Dawn/rental car and fuel for City Manager/other miscellaneous items.	1,872.78
McNair, McLemore, Middlebrooks	Preparation for Audit, review of financials	3,125.20
Pro-Tec Fire & Safety	Annual inspection and recharge of all fire extinguishers at City Hall, Maintenance Facility, Police Dept and all city vehicles	1,361.94
Servpro of Conyers	Water Damage cleanup at 105 Emory Street	1,562.03
Utility Services Co., Inc.	Quarterly Tank Maintenance	2,715.32

APPROVED CONTRACTS

ACE/Kimble Services	Moore St. Concrete Plant ¾” long side water service cooper, 2” long side water service PVC	6,250.00
ACE/Kimble Services	Locate AT&T phone duct for sewer crossing for GEFA sewer project.	1,000.00
Church Street Services/Kay Lee	Special project group services for August, 2016	1,071.00
Church Street Services/Kay Lee	Special project group services for September 2016	1,272.60
Jordan Engineering	Plat preparation and presentation of draft of right-of-way survey 8/6 – 8/29//sewer design areas 1 & 3/site visit and research, etc.	8,637.50
Marable-Pirkle, Inc.	Emory College Underground 100% complete	205,044.08
Stuart’s Electrical Services, Inc.	Oxford College Underground conversion final draw	58,920.00

Invoice Approval

A motion was made by Holt, seconded by Eady to approve payment of the invoices. The motion was approved 6/0.

There being no further business:

A motion was made by Ready, seconded by Baker to adjourn the meeting at 7:40 PM. The motion was approved 6/0.

Respectfully submitted,



Lauran S. Willis, CMC/FOA
City Clerk

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, OCTOBER 3, 2016 – 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 3, 2016 Mayor and Council Regular Meeting
5. **Honorary Councilmember of the Month** – Councilmember Davis appointed James Waddey as the honorary councilmember of the month for October.
6. * Motion to approve the Minutes of the Regular Meeting of September 12, 2016.
7. * Motion to approve the Minutes of the Work Session September 19, 2016.
8. * Motion to accept the Minutes of the Planning Commission for August 9, 2016
9. Planning Commission Recommendations/Petitions
10. Citizen Concerns
11. Mayor's Report
12. * **2017 SPLOST** – We need to prepare our list of projects for the 2017 SPLOST. Please see the attached Memo including the *DRAFT* 2017 SPLOST budget.
13. Invoice Approval
14. **Executive Session** – Real estate matters.
15. Adjourn

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Humana	Health Insurance (October)	7,702.02
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Newton County W&SA	Land application/Plant Operations & MAINT (Sewer) 6/29/2016 – 7/21/2016	4,667.25
Sophicity	IT in a Box (October)	1,701.68
Southeastern Power Administration	SEPA energy cost	3,663.41
PURCHASES/CONTRACT LABOR		
AT & T	Current charges under new contract	1,314.98
Electric Cities of Georgia (ECG)	Powerline Apprenticeship program for Jonathan Benton	2,700.00
GIRMA	Deductible for damage to City Managers Vehicle	1,000.00
Kauffman Tire	Tires for Police Department vehicles (10 Tires)	1,231.24
MasterCard Services	College Students Luncheon/Court Clerk Training Dawn/Clerk Conference Stacey/desk risers Bob & Dawn/rental car and fuel for City Manager/other miscellaneous items.	1,872.78
McNair, McLemore, Middlebrooks	Preparation for Audit, review of financials	3,125.20
Pro-Tec Fire & Safety	Annual inspection and recharge of all fire extinguishers at City Hall, Maintenance Facility, Police Dept and all city vehicles	1,361.94
Servpro of Conyers	Water Damage cleanup at 105 Emory Street	1,562.03
Utility Services Co., Inc.	Quarterly Tank Maintenance	2,715.32
APPROVED CONTRACTS		
ACE/Kimble Services	Moore St. Concrete Plant ¾" long side water service cooper, 2" long side water service PVC	6,250.00
ACE/Kimble Services	Locate AT&T phone duct for sewer crossing for GEFA sewer project.	1,000.00
Church Street Services/Kay Lee	Special project group services for August, 2016	1,071.00
Church Street Services/Kay Lee	Special project group services for September 2016	1,272.60
Jordan Engineering	Plat preparation and presentation of draft of right-of-way survey 8/6 – 8/29//sewer design areas 1 & 3/site visit and research, etc.	8,637.50
Marable-Pirkle, Inc.	Emory College Underground 100% complete	205,044.08
Stuart's Electrical Services, Inc.	Oxford College Underground conversion final draw	58,920.00



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 Davis has nominated James Waddey to serve for this month.

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

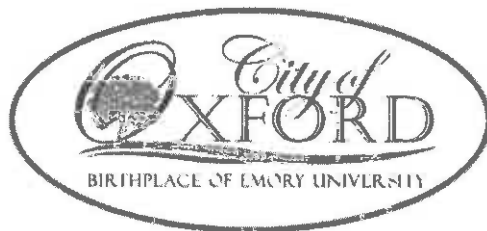
SO PROCLAIMED, this 3rd day of October, 2016.

MAYOR AND CITY COUNCIL OF OXFORD

BY: *Jerry D. Roseberry*
Mayor

ATTEST: *Lauran S. Wallis*
City Clerk





**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, SEPTEMBER 12, 2016 – 7:00 P.M.
CITY HALL**

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

OTHERS PRESENT: Bob Schwartz, City Manager; David Strickland, City Attorney; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt and LaTrelle Oliver, Judy Greer, Jeff Wearing, Juanita Carson, Kendra Mayfield, Cheryl Ready, Dean Douglas Hicks.

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 Eady, seconded by Davis to accept the Agenda for the September 12, 2016. The motion was approved 7/0. Attachment A

Mayor Roseberry announced Dean Douglas Hicks as the Honorary Councilmember for September and presented him with a proclamation as appreciation for his participation.

A motion was made by Ready, seconded by Eady to approve the minutes of the August 1, 2016 Regular meeting. The motion was approved 7/0. Attachment B

A motion was made by Holt, seconded by Baker to approve the minutes of the August 1, 2016 Special Called Meeting. The motion was approved 7/0. Attachment C

A motion was made by Windham, seconded by Davis to approve the minutes of the August 15, 2016 Work Session. The motion was approved 7/0. Attachment D

A motion was made by Ready, seconded by Eady to accept the minutes of the April 12 and June 14, 2016 Trees, Parks and Recreation Committee. The motion was approved 7/0. Attachment E and F

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

There were no recommendations from the Planning Commission.

CITIZENS COMMENTS/CONCERNS

Cheryl Ready of 70 Wentworth Drive announced that the Georgia Urban Forest Council College Canopy Conference is scheduled for September 14 at Oxford College. The college will host the conference as they deliver talks on the best management practices and campus management plans. They will have tours which include the trees of the Oxford College Quad and Oxford's famed Yarbrough Oak. The public is invited to attend. There is a \$50 registration fee.

City Manager Bob Schwartz reported on a notice received from Georgia EPD announcing that Georgia EPD has declared several counties as well as Newton County in a level 1 drought status. They are requesting that notices be posted and sent to all citizens. We have posted a notice on the city website and flyers in the lobby.

Hoyt Oliver of 312 W. Clark Street reported to Council that he has heard and noticed activity on the Trail behind his house some nights as late as midnight. Mayor Roseberry advised Oliver to notify the Police Department of any unusual activity regardless of the time.

Mayor's Report

Mayor Roseberry announced the next work session will be September 19, 2016 at 6:00 PM. He said there will be an update from the DDA Study Committee, we will discuss the substandard rental properties, the misuse of the 911 system, Job Descriptions, and the 2017 SPLOST.

GEFA Loan

City Manager Bob Schwartz said our loan for \$525,000 for the sewer line extensions was approved by Georgia Environmental Finance Authority on August 23rd. Schwartz presented a Resolution for approval for Mayor Roseberry to execute the loan documents.

A motion was made by Windham, seconded by Eady authorizing Mayor Roseberry to execute the loan documents. The motion passed 7/0. Attachment G

Speed limit on E. Soule Street

City Manager Bob Schwartz said in order to receive state DOT permission to use radar on E. Soule we are recommending the speed limit on E. Soule be increased from 25 mph to 30 mph. Schwartz presented an ordinance for the second reading approval.

A motion was made by Baker, seconded by Windham to adopt the ordinance to increase the speed limit on E. Soule from 25 mph to 30 mph. The motion passed 7/0. Attachment H

Electric, Water, and Sewer Rates

City Manager Bob Schwartz said our FY2017 Budget included a two and a half percent adjustment in our electric, water, and sewer rates effective September 1, 2016. Schwartz presented a revised electric tariff prepared by Electric Cities of Georgia with the modifications and recommended a motion for approval of the new tariff. Schwartz also presented a resolution to adopt the increase change for the water and sewer rates.

A motion was made by Windham, seconded by Ready to approve the rate increase based on the new electric tariff. The motion was approved 7/0. Attachment I A motion was made by Ready, seconded by Baker to adopt the resolution for the increase in the water and sewer rates. The motion passed 7/0. Attachment J

Invoice Approval**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for 7/18 – 8/12 (Sept)	1,735.85
GA Superior Court Clerk Authority	Consolidated Monthly Remittance Fines & Fees (July)	1,010.57
GMEBS Retirement	Employee Retirement Fund (September)	6,527.91
Humana	Health Insurance (September)	7,702.02
Latham Home Sanitation	Monthly waste removal services (August)	5,636.10
Newton County BOC	Water and meter maintenance (Cornish Creek) July	15,281.00
Newton County BOC	Water and meter maintenance (Cornish Creek) August	16,103.00
Newton County W&SA	Land application/Plant Operations & MAINT (Sewer) 6/29/2016 – 7/21/2016	4,667.25
Newton County W&SA	Land application/Plant Operations & MAINT (Sewer) 7/21/16 – 8/30/2016	4,667.25
Sophicity	IT in a Box (September)	1,701.68
Southeastern Power Administration	SEPA energy cost	3,409.41
PURCHASES/CONTRACT LABOR		
Associated Printing Company	Advertising items for college cookout and other	1,026.45
AT & T	Service agreement ending, working on renewals	1,324.52
Barbara Dingler	2016 Billing and Tax Digest	1,610.00
David Strickland, P.C.	Professional Services as of August 1	2,439.83
Display Sales	8 additional seasonal wreaths (approved in Capital projects budget)	3,256.00
Fat Boys Golf Carts	YAMAHA Gas Power Golf Cart for Police	4,236.00
Irby Electrical Distributor	1 112.5KVA/2 58X12 cabinet base for 3 phase/cable adapter/1-PH Padmount transformer 240/120 volts/1 75KVA transformer for underground project Emory	8,163.00
Irby Electrical Distributor	2 Concrete Vaults for PMH-9 Switchgear and 9 support grips for OD cable for underground service at Emory.	18,060.50
Irby Electrical Distributor	1 Concrete Vault for PMH-9 Switchgear for underground service at Emory.	8,899.25
Irby Electrical Distributor	1 3-PH Padmount Transformer and underground marking tags	6,694.29
Lakota Contracting	Raptor Dual K-Band Antenna Radar for New Police Vehicle. (Capital Budget)	1,625.00
Loudoun Communications	Prepaid Mobile radio, mounts etc. for New Police Vehicle. (Capital Budget)	14,272.00
Loudoun Communications	Base install for radio system	3,516.00
Maxx Computer Technologies, LLC	ioSafe 214 Fireproof/Waterproof drives, Cyber Power USB charger, Seagate Backup External Hard Drive for Police Department	2,095.90

MasterCard Services	Thermoplastic Paint Material for streets, Hotel fees for Chief Conference, Hotel fees City Clerk Contracts Seminar, Lunch honorary council members, various other charges.	1,464.92
Newton Electric Supply	Supplies for Underground project	1,065.70
Newton County Tax Commissioner	Property taxes for 6153 Emory St. aka Green House	1,142.44
Scarborough Tree Service	Remove large Oak @ 308 Emory, Large Pine @ Haygood	2400.00
Scarborough Tree Service	Remove large Oak Emory St/West Watson St/dead trees off of Wesley St including removal and stump grinding.	4,800.00
Steven A. Hathorn, P.C.	Legal Services Judge, July – September	1,250.00
Sensus	1" water meter for Deans House, 2" WM for College	1,083.36
Strickland & Strickland LLP	Purchase property 6153 Emory Street aka Green House	43,558.91
Strickland & Strickland LLP	Earnest Money for 6153 Emory Street	1,000.00
Stuart's Electrical Services	Oxford College Underground Project/Utility relocation 1 st draw request 40% of quote	39,280.00
The Covington News	Ads for Police Officer, Equipment Operator/Meter Reader/4 th of July Parade/Five Year Tax History	1,724.80
APPROVED CONTRACTS		
ACE/Kimble Services	5 Manhole top repairs and one ring	1,750.00
ACE/Kimble Services	Add bench to gazebo at George St. Park and Cemetery	1,025.00
ACE/Kimble Services	Install 1" water tap @ 1105 Wesley Street	1,250.00
Church Street Services/Kay Lee	Special project group services for July, 2016	3,115.80
Jordan Engineering	Reset modified pins/set monuments/site recon and mapping detail addition, research, data reduction, platting.	7,262.50
Marable-Pirkle, Inc.	Labor, equipment & material for communication conduit. Invoice 00265 8/30/2016	2,214.00
Marable-Pirkle, Inc.	Directional Drilling, Installing 4" & 2" Duct for Power, AT&T and Comcast, Installing wire & terminations, Installing switches, Termination Cabinets & Transformers, Labor & Equipment for Underground Project. Invoice 00261 8/25/2016	120,750.00
Marable-Pirkle, Inc.	Directional Drilling, Installing 4" & 2" Duct for Power, AT&T and Comcast, Labor & Equipment for Underground Project. Invoice 00248 7/26/2016	131,250.00

A motion was made by Holt, seconded by Windham to approve payment of the invoices. The motion was approved 7/0.

A motion was made by Windham, seconded by Baker to go into a executive session at 7:25 PM. The motion was approved 7/0.

A motion was made by Ready, seconded by Holt to leave the executive session and return to the regular session at 7:36 PM. The motion was approved 7/0.

There being no further business:

A motion was made by Eady, seconded by Davis to adjourn the meeting at 7:37 PM. The motion was approved 7/0.

Respectfully submitted,

Lauran S. Willis, CMC/FOA
City Clerk



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

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; Luran 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

OXFORD PLANNING COMMISSION

Minutes – August 9, 2016

MEMBERS: Jonathan Eady, Chair; Jeff Wearing, Vice-Chair; Vivian Harris, and Ron Manson. Penny England was out of town and Shawn Gaither was absent.

STAFF: Bob Schwartz, city manager and zoning administrator.

GUESTS: Robert Pope, Susie Reid, Charlie Williams, Pastor Josh Roberts, and Kendra Mayfield from Oxford College. Mike Ready, city councilmember, joined the meeting for the agenda item about the Downtown Development Authority.

OPENING: Mr. Eady called the meeting to order and welcomed the guests.

APPROVAL OF MINUTES: Upon motion of Mr. Wearing, seconded by Mr. Manson, the minutes for the meeting of June 14, 2016 were approved. (The Planning Commission did not meet in July.) The vote was 4-0.

SUSIE REID DEVELOPMENT APPLICATION – Ms. Reid submitted a development application to permit the addition of a dining room on the rear of her home located at 134 Longstreet Circle. Mr. Eady reviewed the application and noted that Mr. Schwartz and Mr. Wearing had both made site visits. Mr. Schwartz reported the distance from the rear of the new dining room to the rear property line was 37 feet. The setback distance required in the R-15 zone is 25 feet. The members of the Planning Commission did not have any questions for Ms. Reid who was in attendance along with Mr. Pope and Mr. Williams on her behalf.

Upon motion of Mr. Wearing, seconded by Ms. Harris, the Planning Commission voted to approve the development application as submitted. The vote was 4-0.

NAMETAGS - During the interval between cases, Ms. Harris suggested that in the future, it might be helpful to the public for the Planning Commission members to have nametags at their places so that everyone would know who everyone else was. After some discussion the Planning Commission agreed this would be a good idea. Mr. Schwartz promised to have nametags at the next meeting.

ALLEN MEMORIAL SIGNS REQUEST - Mr. Eady suggested we should start by reviewing what we had done before. The Church came to the Planning Commission with a sign request in April. The Planning Commission discussed the request and determined it would not be able to approve it. Before any vote was taken, the Church withdrew the request.

Since then the church has had a dialogue with the City. City Council determined the process in the zoning ordinance would require the request return to the Planning Commission.

Pastor Roberts noted the Church has done what they felt they should do. Mr. Eady suggested if the Church was an historic structure, it might be possible for the City Council to approve the

sign. It would not be possible under the current ordinance for the Planning Commission to approve an off premises sign. However, City Council could approve an historic directional sign.

Pastor Roberts noted that this would be the best outcome for the Church. The goal is to have a sign on the right-of-way on the east side of Emory pointing toward the Church to give directions to out-of-town visitors.

Mr. Schwartz apologized to the Planning Commission for the method in which this was handled. He noted if he had called the chair perhaps he would have received advice to go in another direction. However, he and the Mayor had felt that by treating this request "under the radar" it could be handled better.

Mr. Wearing noted the Planning Commission is bound by the ordinance and needs to follow it. Mr. Eady suggested there is an avenue to grant the church an historic sign.

Upon motion of Mr. Wearing, seconded by Mr. Manson, the Planning Commission rejected the request for the private off premises sign of Allen Memorial Church. The motion passed 4-0.

OXFORD COLLEGE FUTURE DEVELOPMENT PLAN - Kendra Mayfield introduced an informal discussion about the requirements in the zoning ordinance for a Future Development Plan for Oxford College. It is required to be updated every ten years which would be January, 2017. Ms. Mayfield and the members of the Planning Commission discussed several of the requirements for the update. One of the suggestions from Ms. Mayfield was to provide an annual update with only a yearly projection of future plans. It is difficult to make accurate ten year projections. Mr. Eady asked that Ms. Mayfield prepare an outline of what she would like to do and the Planning Commission would give it serious consideration.

PRIVATE COVENANTS - Mr. Manson brought up the issue of the private covenants in the Wentworth neighborhood which were difficult to enforce. Initially, the Planning Commission had asked the developer to supply it with the covenants when Wentworth was developed. However, Wentworth never formed a homeowners association. Mr. Eady noted in his experience private covenants are governed by contract law and are independent of zoning. Often, the covenants expire after twenty years. It is usually not the purview of the governing jurisdiction to oversee the covenants. The homeowners could modify the covenants or create a homeowners association but that may be difficult to do.

MAYOR'S QUESTIONS – Mayor Roseberry had asked for advice from the Planning Commission in answering a series of questions about the current sign ordinance and its possible future replacement. Mr. Eady suggested the City find a model for revisions to the sign ordinance. He suggested it be submitted to the Planning Commission after it has been reviewed by the city attorney.

DOWNTOWN DEVELOPMENT AUTHORITY - Mike Ready, former chair of the Planning Commission and current city councilmember was present to discuss with the Planning Commission the possibility of the City forming a Downtown Development Authority. Mr. Ready

used a PowerPoint presentation to frame the discussion. (A copy of the PowerPoint presentation is attached to these minutes.)

Mr. Ready noted that a Downtown Development Authority may be one of the mechanisms used to help get the City to another plateau. On May 16th, Mayor Roseberry had appointed him to chair a city council study committee. The other members were councilmembers David Eady and Jim Windham. So far, the committee has met six times.

Mr. Eady noted that greater communication between the Council and the Planning Commission would be helpful. For example the proposed Asbury Park has not yet been included in the land use plan. The City Council should let the Planning Commission know about future land use plans. It should be a formal notification so that the Planning Commission can respond.

There was some discussion about the revision to the right-of-way survey of the whole city being prepared by city engineer Robert Jordan. The Planning Commission asked that a copy of the survey be sent to them when it is available.

Mr. Eady and the Planning Commission thanked Mr. Ready for spending the time to brief them on the discussions concerning a possible Downtown Development Authority.

ADJOURNMENT: Mr. Eady adjourned the meeting at 9:15 PM.

Submitted by:

Bob Schwartz, zoning administrator



September 29, 2016

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

Dear Bob:

Congratulations! We are pleased to announce that the City of Oxford has been selected to receive the Georgia Urban Forest Council's **2016 OUTSTANDING COMMUNITY GRAND AWARD** for your strong urban forestry program and dedication to trees. The nomination was submitted by Beryl Budd.

All award recipients will be honored at our 26th Annual Awards Luncheon on Wednesday, **November 2** at 12:00 noon at the **Brasstown Valley Resort**, 6321 Highway 76, Young Harris, Georgia 30582. The awards luncheon will be in the Ballroom. This year's recipients will be given a framed, limited edition print of a Georgia tree by artist Barry Nehr. The Awards Ceremony is part of GUFC's 26th Annual Conference November 2-3 entitled "Partnerships for a Greener Community: The Power of Collective Impact in Urban Forestry."

We are pleased to offer you a complimentary admission to the Awards Luncheon where you will be recognized and presented with the award. Additional tickets for friends, family or colleagues may be ordered using the enclosed registration form or online at www.gufc.org. If you have any questions, please feel free to call me at 470-210-5900 or e-mail me at marylynne@gufc.org.

The Georgia Urban Forest Council is proud to present this award for outstanding achievement. We hope to see you on November 2!

Sincerely,

A handwritten signature in black ink that reads 'Mary Lynne Beckley'.

Mary Lynne Beckley
Executive Director



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

WHEREAS, 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

WHEREAS, 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

WHEREAS, 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

WHEREAS, 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

WHEREAS, 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, I, The Mayor of the City of Oxford, Georgia, do hereby proclaim October 23-31, 2016 as, Red Ribbon Week and urge all citizens to join me in this special observance.

In Witness, Whereof, I have hereunto set my hand and cause the Seal of Oxford to be affixed upon the 3rd day of October in the year 2016.

BY:
Mayor

ATTEST:
City Clerk

A blue ink signature of the Mayor, written over a horizontal line.
A blue ink signature of the City Clerk, written over a horizontal line.





Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Friday, September 30, 2016
Re: 2017 SPLOST

INTRODUCTION – Newton County will schedule the 2017 SPLOST election for March 21, 2017. We need to have our projects selected by the October 3 Council meeting so Mayor Roseberry can use the projects in the discussions with the other cities and the county. All this goes into preparing the Referendum for the 2017 SPLOST.

Only capital projects are eligible. These include: roads, streets, and bridges, which may include sidewalks and bicycle path; a cultural, recreational or historic facility; a water or sewer capital outlay project; a public safety facility. There are several other projects which are possible countywide but that would not include a City of Oxford project. And it's possible to issue a bond but that must be on the SPLOST ballot question separately.

The County estimates the 2017 SPLOST will raise about \$65,000,000. Based on population our share is 2.1% or about \$1,400,000.

Here is a draft of a budget for the projects to be considered.

SPLOST 2017 - proposed

Water and Sewer system		
Replace water main on Clark Street, Oxford Road, and Hull Street.	\$250,000	
Extend sanitary sewer system - areas to be selected.	\$250,000	
SUBTOTAL		\$500,000
Transportation		
Resurface existing streets	\$200,000	
Construct new sidewalks	\$200,000	
SUBTOTAL		\$400,000
Recreation		
Asbury Street Park	\$300,000	
Additional parks in city	\$100,000	
SUBTOTAL		\$400,000
Public Safety Facility		
Share in cost of replacement county-wide E911 facility.		\$100,000
TOTAL		\$1,400,000