



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

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

**OTHERS PRESENT:** Bob Schwartz, City Manager; Lauran Willis, City Clerk; Hoyt Oliver, Jeff Wearing, Cheryl Ready, Juanita Carson, Anderson Wright.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor.  
Agenda – Attachment A

**Honorary Councilmember**

Mayor Roseberry announced that Councilmember Holt appointed Lisa Dorward as the Honorary Councilmember for January but schedules have changed so she will serve in February and attend the January work session and the February council meeting.

**Mayor's Announcements**

Mayor Roseberry reminded everyone that the January organizational meeting will be moved to January 9, 2017 and the work session will be moved to the 23<sup>rd</sup> due to the New Year holiday schedule.

**Annual Appointments Discussion**

Mayor Roseberry said the agenda for the January meeting will include the consideration for appointment for the City Clerk and Treasurer, Police Chief, City Attorney, Municipal Court Judge, and Municipal Court Solicitor.  
Attachment B

**Planning Commission**

City Manager Bob Schwartz said that Penny England and Shawn Gaither are at the end of their three year terms on the Planning Commission. Penny England is willing to be reappointed to another three term. Schwartz said they will need another nominee by the January council meeting. Schwartz said they have three people who were suggested however they all have not been contacted to see if they are interested in serving. Jeff Wearing said he will contact all three and report to Schwartz before the January meeting.

**Farmer's Market**

Committee Chairman David Eady said they do not have anything ready to report at this time and that they are reviewing the ordinances and rules before making a formal recommendation.

**6153 Emory Street**

City Manager Bob Schwartz reported on the status of the house at 6153 Emory Street. Schwartz said that Covington will de-annex this property and we will annex it. The easiest way to do this is through local legislation at the Legislature. Covington has passed a Resolution supporting the local legislation. We are requesting approval of a resolution for City Attorney David Strickland to expedite the process.

**A motion was made by Windham, seconded by Eady to approve the resolution supporting the local legislation. The motion passed 7/0.** Attachment C

**Wesley Street Poles Replacement**

City Manager Bob Schwartz said as part of ongoing upgrades to our electric system we will replace the 50+ years old poles on Wesley from George Street to West Richardson and along West Richardson to Emory. Schwartz presented installation bids from Marable-Pirkle Inc. and Service Electric Company. Due to inconsistencies in the bids, it was requested that Schwartz and Utility Superintendent Jody Reid create a detailed scope of work and request new bids to be discussed at the January meeting. Attachment D

**Projects Status and Engineer's Progress Report**

City Manager postponed this item for later date. Attachment E

There being no further business the meeting was adjourned at 7:40 PM.

Respectfully submitted;



Lauran S. Willis, CMC/FOA  
City Clerk

**OXFORD MAYOR AND COUNCIL  
WORK SESSION  
MONDAY, DECEMBER 19, 2016 – 6:00 P.M.  
CITY HALL  
A G E N D A**

1. **Honorary Councilmember** – Councilmember Holt appointed Lisa Dorward as the Honorary Councilmember for January but schedules have become crowded so she will serve in February and attend the January work session and the February council meeting.
2. **Mayor’s Announcements**
3. \* **Annual Appointments Discussion** – The agenda for the January meeting will include the consideration for appointment for the following positions: City Clerk and Treasurer, Police Chief, City Attorney, Municipal Court Judge, and Municipal Court Solicitor.
4. **Planning Commission** – Penny England and Shawn Gaither are at the end of their three year terms on the Planning Commission. Penny England is willing to be reappointed to another three year term. We will need another nominee by the January council meeting.
5. **Farmer’s Market** – We will have a report from the study committee.
6. \* **6153 Emory Street** – We will report on the status of the house at 6153 Emory Street. Covington will de-annex this property and we will annex it. The easiest way to do this is through local legislation at the Legislature. Covington has passed a Resolution supporting the local legislation. We request approval of the attached Resolution at this work session to expedite the process.
7. \* **Wesley Street Poles Replacement** – As part of ongoing upgrades to our electric system we will replace the 50+ years old poles on Wesley from George Street to West Richardson and along West Richardson to Emory. We will discuss the installation bids (attached) and the equipment list at the meeting.
8. \* **Projects Status and Engineer’s Progress Reports** – Attached.

\*Attachments

**ANNOUNCEMENTS**

1. City Hall will be closed December 23 and 26 for the Christmas holiday.

**STRICKLAND & STRICKLAND, LLP**  
*Attorneys at Law*

*Charles D. Strickland  
C. David Strickland, P.C.*

*1138 Conyers Street, SE  
Covington, Georgia 30014-2851*

*Post Office Box 70  
Covington, Georgia 30015-0070*

*david.strickland@strickland-law.com*

*Established 1962*

*Telephone (770) 786-5460  
Facsimile (770) 786-5499*

November 15, 2016

Hon. Jerry D. Roseberry, Mayor  
Mr. Bob Schwartz, City Manager  
City of Oxford  
110 West Clark Street  
Oxford Georgia 30054-2274

**Re: Reappointment as City Attorney.**

Dear Jerry and Bob,

I would like to respectfully ask both of you and the City Council to consider my continuing as City Attorney for Oxford for the next year; I would be glad to do so under same terms as this past, and prior years. Please show appointment as **C. David Strickland (C. David Strickland, P.C.)**.

If I can be of further assistance, please call.

Sincerely,



C. David Strickland, PC

**STEVEN A. HATHORN, P.C.**

2104 Usher Street  
P. O. Box 1946  
Covington, Georgia 30015  
(770) 786-8595  
(770) 786-8596 - facsimile

December 2, 2016

Ms. Lauren Willis, City Clerk  
City of Oxford  
110 W. Clark Street  
Oxford, Georgia 30054

RE: Legal Services  
Municipal Judge

Dear Ms. Willis:

Please allow this letter to serve as my written request to be reappointed as Oxford's Municipal Judge for the 2017 calendar year. Having served twenty (21) years as your Municipal Judge, I have enjoyed this position and would like to continue to serve the City in that capacity.

I am available to attend the City Council Meeting in January 2017, or as needed, to swear-in the new elected and appointed officials.

I remain . . .

Sincerely,

STEVEN A. HATHORN, P.C.



Steven A. Hathorn

SAH/jl

**M. QADER A. BAIG & ASSOCIATES, LLC**

A T T O R N E Y S & C O U N S E L O R S , A T L A W  
A L L I M I T E D L I A B I L I T Y C O M P A N Y

913 Commercial Street  
Conyers, Georgia 30012  
770 929 1665 Office  
770 929 1197 Fax  
[www.MQABLAW.com](http://www.MQABLAW.com)

December 2, 2016

Mayor Jerry Roseberry  
City Council  
110 West Clark Street  
Oxford, Georgia 30054

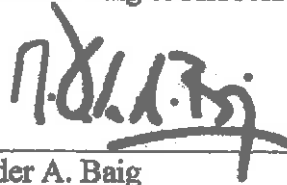
Re: 2017 Re-Appointment Municipal Court Solicitor

Dear Mayor Roseberry:

I, M. Qader A. Baig, respectfully petition the City of Oxford for re-appointment for the position of Municipal Court Solicitor for the year 2017 and to allow my firm, M. Qader A. Baig & Associates, LLC to provide said legal prosecutorial services.

Respectfully submitted, the 2<sup>nd</sup> day of December, 2016.

M. Qader A. Baig & Associates, LLC



M. Qader A. Baig  
Managing Partner

**STATE OF GEORGIA  
COUNTY OF NEWTON**

**RESOLUTION**

**TO PETITION THE GEORGIA GENERAL ASSEMBLY TO ENACT A LOCAL ACT TO ANNEX THE PARCEL LOCATED AT 6153 EMORY STREET, COVINGTON, GEORGIA 30014 INTO THE CITY OF OXFORD PURSUANT TO ARTICLE 1(A), CHAPTER 36, TITLE 36, OFFICIAL CODE OF GEORGIA, ANNOTATED; AND TO REPEAL, REVOKE AND SUPERSEDE ALL RESOLUTIONS OR ORDINANCES IN CONFLICT.**

**WHEREAS**, the City of Oxford, Georgia, hereinafter referred to as the ("City") pursuant to O.C.G.A. Secs. 36-36-1 through 36-36-11, O.C.G.A. Sec. 28-1-14, O.C.G.A. Sec. 36-35-2, and O.C.G.A. Secs. 36-36-15 through 36-36-16, may request the Georgia General Assembly to pass a Local Act to annex parcels into the City; and

**WHEREAS**, the Mayor and Council of the City of Oxford deem it in the best interest of the government, the residents of Oxford and the public to request that the General Assembly enact a Local Act to annex the following single residential parcel, located at 6153 Emory Street, Covington, Georgia 30014 into the City; and

**WHEREAS**, the single parcel located at 6153 Emory Street, Covington, Georgia 30014 is a residential parcel (in compliance with O.C.G.A. Secs. 36-36-15 and 36-36-16); and

**WHEREAS**, the City of Oxford is the legal owner of the parcel, located at 6153 Emory Street, Covington, Georgia 30014; and

**WHEREAS**, the City of Oxford requests that the parcel, located at 6153 Emory Street, Covington, Georgia 30014 be annexed into the City subject to Single Family Residential Zoning Category R-20, within the Oxford Zoning Ordinance (which is the analogous zoning category as the parcel was formerly zoned within the City of Covington, from which the parcel is de-annexed); and

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF OXFORD**, that the Georgia General Assembly is requested to enact a Local Act to annex the parcel, located at 6153 Emory Street, Covington, Georgia 30014 into the City of Oxford:

The parcel is identified as follows:

All that tract or parcel of land lying and being in Land Lot 267 of the 9th Land District, City of Oxford (formerly within the City of Covington), Newton County, Georgia, and being more particularly described as follows:

Beginning at a point on the Land Lot line dividing Land Lot 267 and Land Lot 270 at its intersection with the western right of way of Emory Street (50' ROW), also known as Georgia Highway 81, and being the Point of Beginning; thence, running westerly along said land lot line a distance of 184 feet to a point; thence, running south a distance of 130 feet to a point; thence, running east a distance of 110 feet to a point on the northerly right of way of Geiger Street (50' ROW); thence, running northeasterly along the northerly right of way of Geiger Street a distance of 110 feet to a point marking the intersection of Geiger Street and Emory Street; thence, running north along the westerly right of way of Emory Street a distance of 65 feet to the Point of Beginning.

Said property being now known as 6153 N. Emory Street, Oxford, Georgia 30054, and formerly known as 6153 and 6155 N. Emory Street, Covington, Georgia 30014, in accordance with the current system of numbering houses in Newton County, Georgia.

**RESOLVED AND APPROVED** by the Mayor and Council of the City of Oxford, Georgia, this 19 day of December 2016

**CITY OF OXFORD**

  
\_\_\_\_\_  
Jerry D. Roseberry, Mayor

  
\_\_\_\_\_  
Sarah T. Davis, Council Member

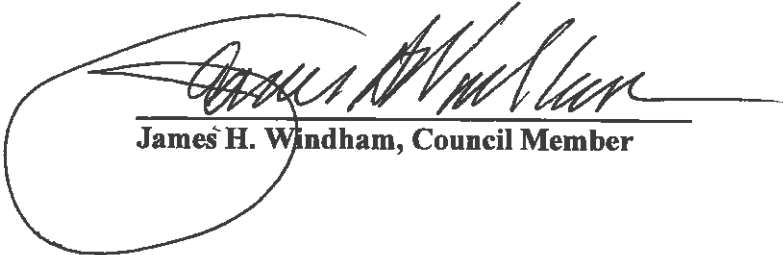
  
\_\_\_\_\_  
David Eady, Council Member

  
\_\_\_\_\_  
George R. Holt, Council Member

  
\_\_\_\_\_  
Michael Ready, Council Member

  
\_\_\_\_\_  
Dr. Melvin O. Baker, Council Member





James H. Windham, Council Member

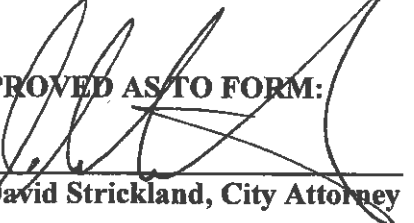
**ATTEST:**



Lauran Willis, City Clerk

{The Seal of the City of Oxford, Georgia}

**APPROVED AS TO FORM:**



C. David Strickland, City Attorney

# MARABLE-PIRKLE INC.

PHONE # 404-344-4411

FAX # (404) 349-4096

November 16, 2016

City of Oxford Electrical  
Jody Reid  
jreid@oxfordgeorgia.org

FROM: Marshall Collins

PROJECT: Oxford Electrical System Upgrade and Pole Replacement;

**COMMENTS:**

We appreciate the opportunity to provide the following proposal for the above referenced project.

MARABLE-PIRKLE, Inc. will furnish personnel and equipment to:  
Install power poles, pole top assemblies with down guys and anchors to support the new pole line  
and transfer existing electrical attachments as indicated on ECG print .  
Labor and Equipment \$147,120.00

Pricing has been based on:  
Digging in soil/dirt rock and/or hand digging to be addressed on an hourly bases.  
Area to be accessible by trucks and trailer.  
Roll pipe for boring IS included in this pricing. All OTHER material to be furnished by the city.

Price qualifications and clarifications:  
Price firm for 30 days.  
Price based on normal working hours during straight time.  
Payment 30 day after invoice date. Past due invoices are subject to late fee charges.

**BEFORE JOB CAN PROCEED WE MUST RECEIVE SIGNED & DATED ACCEPTANCE WITH  
PURCHASE ORDER # AS WELL AS LOCATE #**

ACCEPTED BY: \_\_\_\_\_ DATE \_\_\_\_\_ PURCHASE ORDER # \_\_\_\_\_

**PLEASE CALL (404) 344-4411 AS SOON AS POSSIBLE IF TRANSMISSION IS NOT  
LEGIBLE OR ALL PAGES WERE NOT RECEIVED. THANK YOU!**



# SERVICE ELECTRIC Company

P.O. Box 3656  
1631 East 25th Street  
Chattanooga, TN 37404  
Phone (423) 265-3161  
Fax (423) 265-3960

December 5, 2016

City of Oxford, Ga  
Attn: Jody Reid  
110 West Clark Street  
Oxford Ga, 30054-2274

Re: Wesley Street

Mr. Reid:

Service Electric Company proposes to furnish necessary labor, equipment, and supervision for a lump sum total of **One Hundred Eighty Five Thousand Dollars and 00/100 (\$185,000.00)** per the following scope of work. All material will be furnished by others.

- Change-out (27) wood poles with attachments
- Bore 350' and install 2" conduit (X 3)
- Remove Overhead single phase tap

Any work performed out of this scope will be performed at an additional agreed upon price. All work will be performed in a timely manner and good faith. Please advise if you need additional information.

Thank you for this opportunity,

Lee Campbell  
Estimator

# 1 Trails - George Street Trail

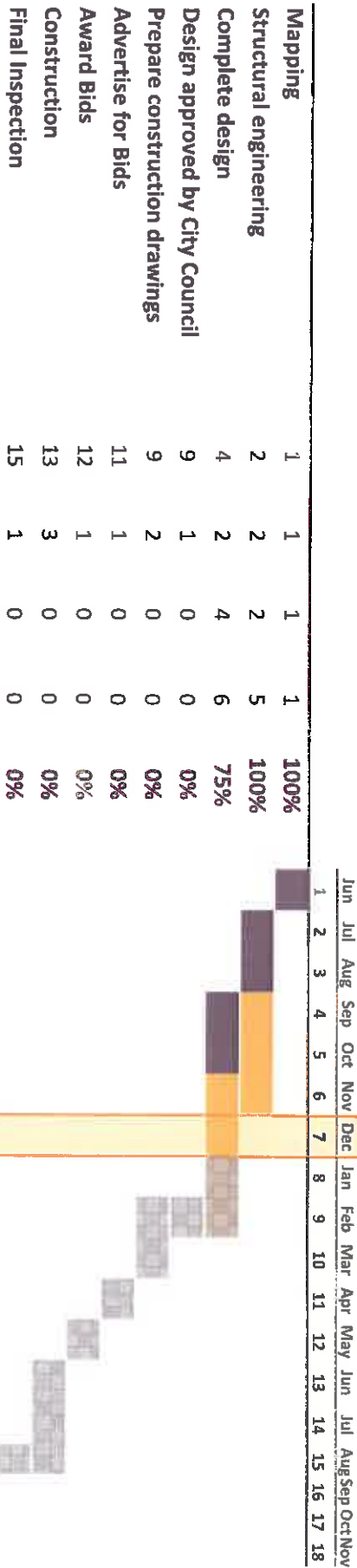
FY2017 - \$115,000

Period Highlight: 7

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT  
START DURATION START START DURATION COMPLETE

PERIODS

Plan Actual % Complete







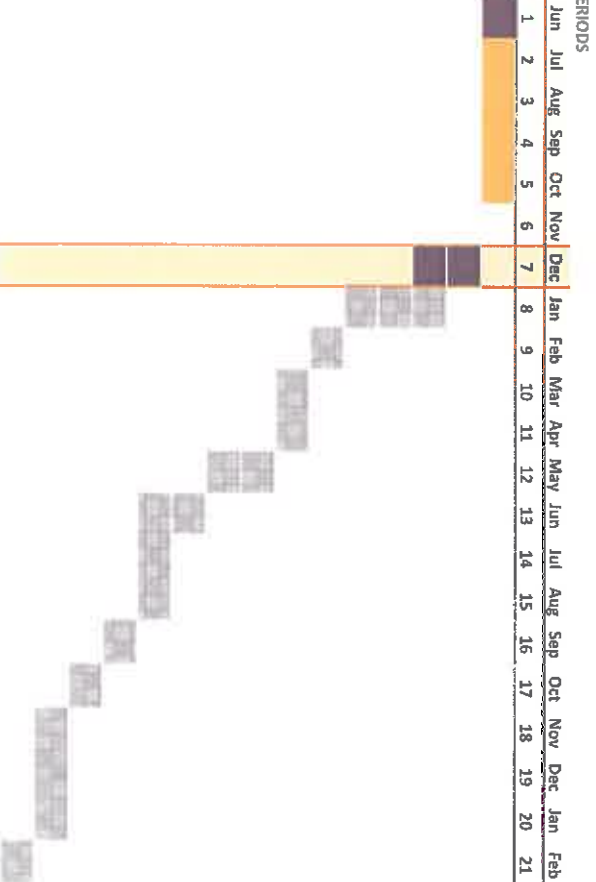
# 5 City Parks - Asbury Street Park

FY2017 - \$150,000

ACTIVITY	PLAN		ACTUAL		PERCENT		PERIODS
	START	DURATION	START	DURATION	COMPLETE	COMPLETE	
Schematic design from UGA	1	1	1	5	100%		1
Review UGA design by Committee & Tree Board	7	1	7	1	100%		1
Prepare preliminary design	7	2	7	1	50%		1
Preliminary design reviewed by Park Committee	8	1	0	0	0%		1
Preliminary design reviewed by Tree Board	8	1	0	0	0%		1
Preliminary design approved by City Council	9	1	0	0	0%		1
Prepare final design	10	2	0	0	0%		1
Final design reviewed by Park Committee	12	1	0	0	0%		1
Final design reviewed by Tree Board	12	1	0	0	0%		1
Final design approved by City Council	13	1	0	0	0%		1
Prepare construction drawings	13	3	0	0	0%		1
Advertise for Bids	16	1	0	0	0%		1
Award Bids	17	1	0	0	0%		1
Construction	18	3	0	0	0%		1
Final Inspection	21	1	0	0	0%		1

Period Highlight: 7

Plan Actual % Complete







# 7<sup>th</sup> Electric System Improvements

FY2017 - \$100,000 Utility Pole Replacement W Richardson & Wesley

Period Highlight: 6

ACTIVITY

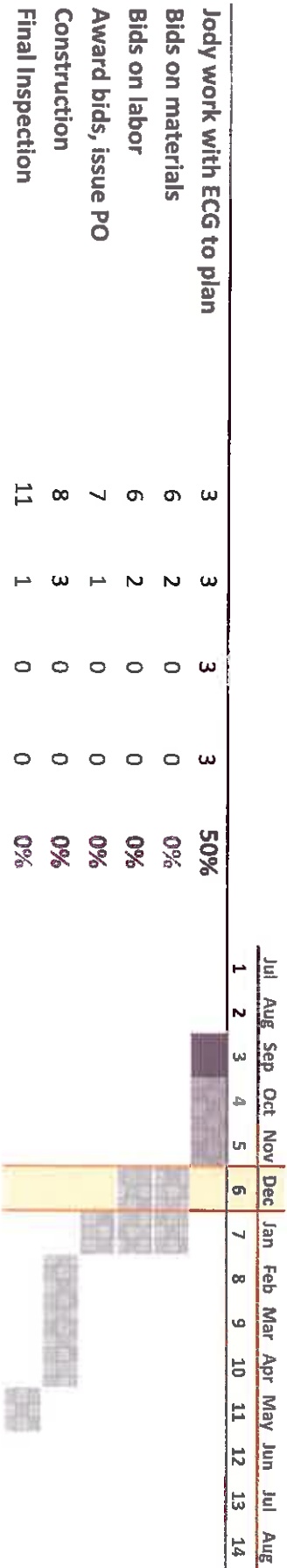
PLAN PLAN ACTUAL ACTUAL PERCENT  
START DURATION START DURATION COMPLETE

PERIODS

Plan

Actual

% Complete



# 8. Moore Street Sidewalk

FY2017 - \$175,000

Period Highlight: 6

ACTIVITY

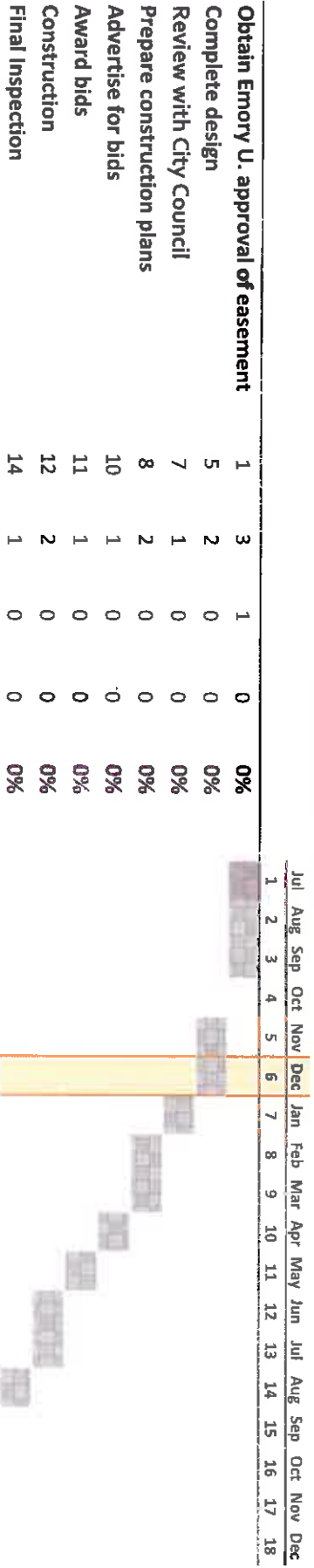
PLAN PLAN ACTUAL ACTUAL PERCENT  
START DURATION START DURATION COMPLETE

PERIODS

Plan

Actual

% Complete



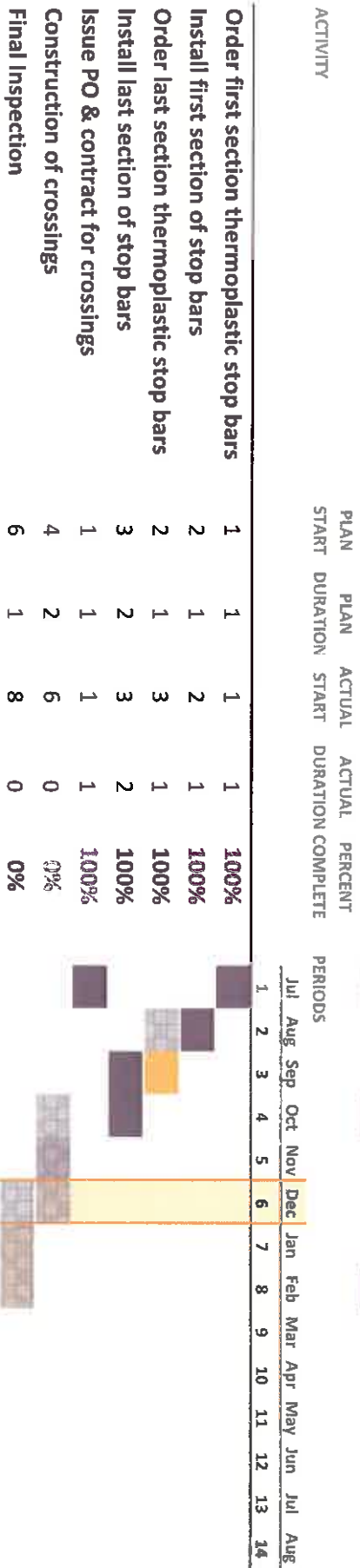


# 10 Pedestrian crosswalks and stopbars

FY2017 - \$49,150 including GDOT grant

Period Highlight: \$

Plan Actual % Complete





# 13. Street Repairs FY17

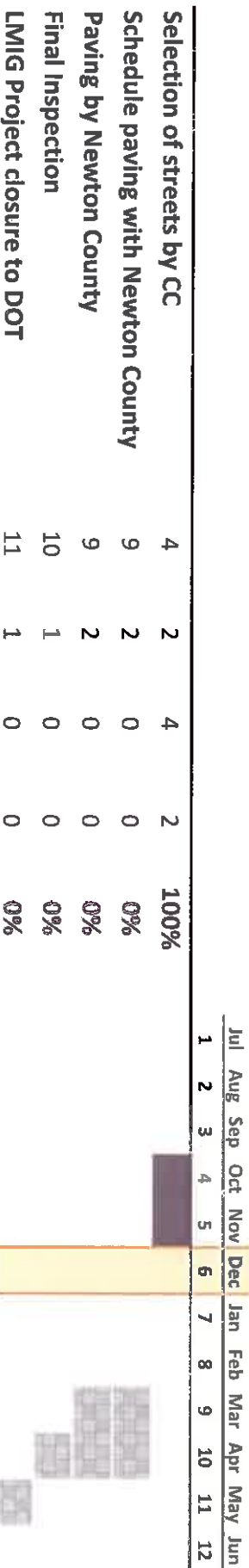
\$100,000

Period Highlight: 6

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT  
START DURATION START DURATION COMPLETE

PERIODS

Plan Actual % Complete



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

# 16<sup>th</sup> Survey of ROW

40000 - FY16 & FY17

Period Highlight: 16

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT  
START DURATION START DURATION COMPLETE

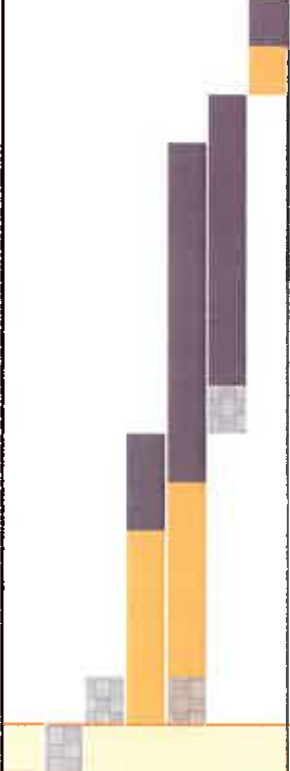
ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Issue PO - covering unopened ROW	1	1	1	2	100%
Documents and previous surveys review	3	7	3	6	100%
Field work	4	7	4	12	95%
Assemble preliminary survey	10	2	10	6	100%
Review by city	15	1	0	0	0%
Completion	16	1	0	0	0%

PERIODS

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

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

Plan Actual % Complete



Preparing final copies of the plat.

# 15. Utility Pole Inspection & Replacement

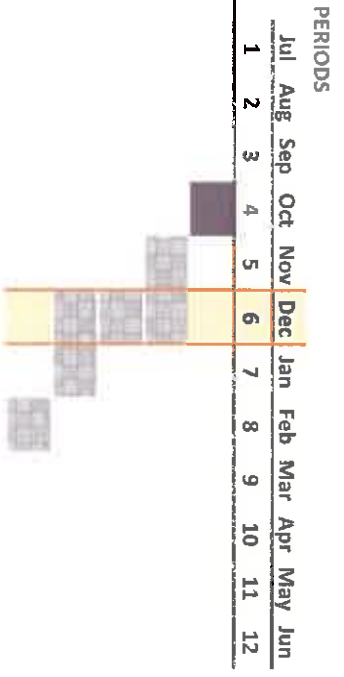
\$35,000

ACTIVITY

ACTIVITY	PLAN	PLAN	ACTUAL	ACTUAL	PERCENT
	START	DURATION	START	DURATION COMPLETE	
Contract with inspection company	4	1	4	1	100%
Pole inspection	5	2	0	0	0%
Review list of poles to be replaced	6	1	0	0	0%
Replace poles	6	2	0	0	0%
Final Inspection	8	1	0	0	0%

Period Highlight: 6

Plan Actual % Complete





# 17<sup>th</sup> Sewer System Improvements

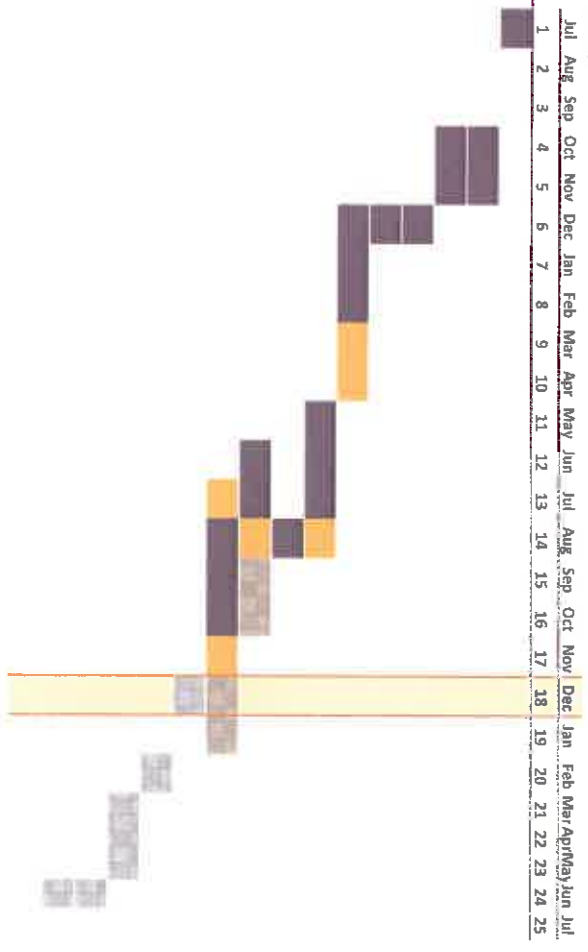
\$525,000

Period Highlight: 18

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT  
START DURATION START START DURATION COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	PLAN START	ACTUAL START	ACTUAL DURATION	ACTUAL COMPLETE	PERCENT
<b>CC discuss selection of areas with city engine</b>	1	1	1	1	1	1	100%
Review selection of areas with city council	4	2	4	4	2	2	100%
Prepare initial cost estimates	4	2	4	4	2	2	100%
Review cost estimates with CC	6	1	6	6	1	1	100%
CC make final selection	6	1	6	6	1	1	100%
Prepare GEFA loan application	6	3	6	6	5	5	100%
Surveying and mapping	11	3	11	11	4	4	100%
GEFA loan approval - Aug 23?	14	1	14	14	1	1	100%
CAD mapping	12	2	12	12	5	5	75%
Design and prepare plans	14	3	13	13	7	7	80%
Plans review by City	18	1	0	0	0	0	0%
Advertise for bids	20	1	0	0	0	0	0%
Construction	21	3	0	0	0	0	0%
Final Inspection	24	1	0	0	0	0	0%
Notification to owners and start taps	24	1	0	0	0	0	0%

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

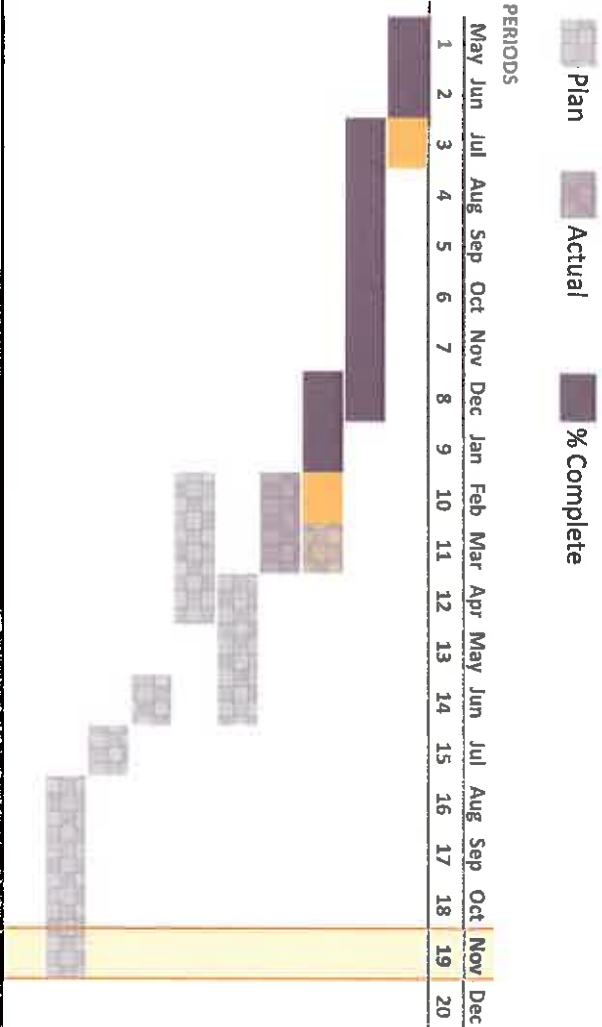


# 18<sup>a</sup> Whatcoat Street

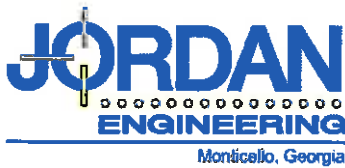
\$300,000

Period Highlight: 19

ACTIVITY	PLAN	PLAN	ACTUAL	ACTUAL	PERCENT COMPLETE
	START	DURATION	START	DURATION	
Base Mapping	1	2	1	3	100%
Design	3	6	3	6	100%
Construction Plans	8	2	8	4	90%
Review with OxC	10	2	10	2	0%
GDOT review	12	3	0	0	0%
City review	10	3	0	0	0%
Advertise for bids	14	1	0	0	0%
Award bids	15	1	0	0	0%
Construction	16	4	0	0	0%



**On Hold**



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

December 14, 2016

Re: Monthly summary – November activities

Dear Mr. Schwartz:

The items below summarize the work we performed for the City of Oxford in November 2016:

1. General Support
  - a. Attended an Asbury Park citizen's advisory committee meeting with landscape architect, J. Tanner to discuss plans for the park with the committed and get feedback.
  - b. Prepared the October monthly summary.
2. Right-of-Way survey project
  - a. Final round of internal review in preparation for recording before the end of the year. Correspondence with several local surveyors regarding the information they can extract from the document. Project is 99% complete.
3. N. Emory Street Sewer Extension
  - a. Sewer design plans are complete, erosion control plans are in final review, and submittals for EPD, NCWSA, SWCC, and GDOT are being prepared for submission.
  - b. Easement exhibits for all affected properties are in progress.
  - c. Sewer details were obtained from NCWSA.
  - d. Questionnaire for NCWSA regarding sewage quality data is in preparation for submittal to Georgia EPD.

Please call or email me if you have questions about any of the items listed above.

Sincerely,  
Jordan Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Robert O. Jordan", written in a cursive style.

Robert O. Jordan, PE RLS