

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR MEETING  
MONDAY, SEPTEMBER 8, 2014 – 7:00 P.M.  
CITY HALL**

**MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; LYN PACE; DAVID EADY; GEORGE HOLT; COUNCILMEMBER: TERRY SMITH AND SARAH DAVIS WERE OUT OF TOWN**

**OTHERS PRESENT: Bob Schwartz, City Manager; Dawn Towns, Associate Clerk; Dave Harvey, Police Chief; Jody Reid, Utility Superintendent; David Strickland, City Attorney; Hoyt Oliver, LaTrelle Oliver, Anderson Wright, Vivian Harris, Jeff and Janice Wearing, Kendra Mayfield, Neal and Carol Penn, Margaret Bokros, Michael McQuaide**

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor and the invocation given by Lyn Pace.

Pledge of allegiance

**A motion was made by Windham, seconded by Pace to accept the Agenda for the September 8, 2014 Mayor and Council meeting. The vote was 5 in favor and 0 opposed, motion approved.** Attachment A

Mayor Roseberry announced Mrs. LaTrelle Oliver as the Honorary Councilmember for September as appointed by Councilmember Terry Smith and presented her with a Proclamation as appreciation for her participation. Attachment B

**A motion was made by Pace, seconded by Windham for the approval of the Minutes of the August 4, 2014 Regular Meeting. The vote was 5 in favor with 0 opposed, motion is approved.** Attachment C

**A motion was made by Eady, seconded by Pace to accept the Minutes of the August 12, 2014 Planning Commission meeting. The vote was 5 in favor with 0 opposed, motion approved.** Attachment D

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

None

**CITIZENS COMMENTS/CONCERNS**

None

**Mayor Announcements –**

The 175<sup>th</sup> Birthday Committee meets Wednesday, September 10, 2014 at 3:00 at City Hall. The work session will be Monday, September 15, 2014 at 6:00 pm at City Hall.

**City Right of way -**

Bob Schwartz, City Manager introduced Jeff and Janice Wearing of 905 Wesley Street, Oxford, Georgia. Jeff Wearing stated the reason they are here is to discuss their concern regarding the parking lot Oxford College is installing next to the back of their property. Our concern is the right of way on George Street and Coke Street. We are concerned regarding the lease we had when we bought the property in 1972. We never got a formal lease agreement, but I know there is one recorded in the County Court House that ran out in 2002. We applied a few years ago to have the new lease requested at the same time the college was requesting a lease for Coke Street and part of the George Street right of way. It apparently didn't work out at that time. Our request to council is for a lease or continued lease. I understand from the City Attorney there are other ways to handle

this. We would like to discuss it and come up with a good plan to continue with the utilization of that property and for the beautification of the area and the city and to keep it in pristine condition where our house will be a proud replica of what the college and the City of Oxford represent.

Mayor Roseberry asked City Attorney David Strickland to explain what the city recommends. David Strickland stated the council could lease the property if they wish or they can do a license agreement which is 99% of a lease. It will still permit the Wearing's to use the property. The main distinction between a license and an easement is the license permits the city to terminate it; you're not committed to ten, fifty or ninety-nine years. As for the Wearing's usage there wouldn't be any difference, the property owner could terminate it earlier if they wish. Based on the characteristics of what the Mayor and Council are looking for it would be more in line with the lease agreement rather than an easement. Mayor Roseberry added the idea is to get a legal document so each party is aware of their obligations and each party can prepare should someone get injured on that right of way, it's clear as to who is responsible. Mayor Roseberry asked Mr. and Mrs. Wearing to come back next Monday, September 15 for the work session to move forward with more details.

#### **Request for Plat Approval –**

Bob Schwartz, City Manager presented a plat depicting a tract of land owned by Mr. Emmett Hughes with his request for the subdivision of a portion of his property off of Emory Street. This was reviewed and recommended by the Planning Commission at its August 12<sup>th</sup> meeting and discussed at the work session on August 18<sup>th</sup>. All plats require the approval of Mayor and Council. Attachment E

**A motion was made Windham, seconded by Eady to approve the subdivision of the said property as requested from Emmett Hughes and at the recommendation of the Planning Commission at their August 12, 2014 meeting. The vote was 5 in favor with 0 opposed. The motion approved.**

#### **Pickup Truck for Public Works -**

City Manager Bob Schwartz presented bids with a recommendation for council approval for a purchase order for Covington Ford for \$20,752 which was budgeted in the capital budget at \$24,000 for the Utility Department.

After discussion regarding of the condition of the 2003 Dodge truck it was requested by council that Bob and Jody get a cost for repairs on the 2003 Dodge truck before a decision is made on what the city wants to do with it. Attachment F

**A motion was made by Holt, seconded by Windham to approve a purchase order for the purchase of a 2015 F-250 Ford Truck from Covington Ford in the amount of \$20,752. The vote was 5 in favor with 0 opposed. The motion approved.**

#### **Sanitary Sewer Connections -**

The city code requires any house located within 100 feet of a sewer line connect to the sanitary sewer. We have identified twenty-four homes in our city that meet this requirement and have not connected. City Manager Bob Schwartz presented a proposed letter notifying these homeowners, along with a copy of a payment policy of the requirements. The standard tap fee is \$3,600. We recommend a special tap fee for this case of \$1,700. Mayor Roseberry explained the objective is to get as many citizens as possible off septic tanks and hooked up to the sewer system. A proposed alternate Sewer Tap Fee Payment Method was presented which would offer citizens a choice of a monthly payment arrangement to assist those who cannot make a lump sum payment. After discussion it was agreed this item should be moved to the work session on September 15 for further discussion before proceeding. Attachment G

**Recreational Trails Grant Program –**

City Manager Bob Schwartz presented a memo outlining the process to prepare an application for a recreational trails grant program with approval of the process. After discussion it was agreed to start the application process and return to City Council when approvals are necessary. Attachment H

**Downtown Development Authority -**

City Manager Bob Schwartz presented a memo recommending the creation of the Oxford Downtown Development Authority along with a fact sheet prepared by GMA with more detail. There was a suggestion of the possibility of creating a Local Development Authority as prepared by Nina Kelly with NEGRC. After reviewing the differences, it was determined it's easier to form a board for a Downtown Development Authority and the DDA has a few more powers than a local development authority. It was decided this item be moved to the work session for further discussion. Attachment I

**Invoice Approval -**

**A motion was made by Holt, seconded by Eady to approve the invoices. The vote was 5 in favor with 0 opposed. The motion approved.**

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
<b>ROUTINE MONTHLY BILLS PAID</b>		
<b>C. David Strickland</b>	Professional Services for August	3,814.61
<b>City of Oxford</b>	Monthly Utility Billing of City owned properties	1,516.94
<b>GMA</b>	GMEBS Retirement Fund (September)	6,383.59
<b>Humana</b>	Health Insurance (August)	7,437.55
<b>Newton County BOC</b>	Cornish Creek Water Fund	13,434.00
<b>Newton County Water &amp; Sewer</b>	Monthly Billing 7/30/2014 – 8/28/2014	5,619.76
<b>Sophicity</b>	IT in a Box (August)	1,402.87
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<b>Southeastern Power Administration</b>	SEPA energy cost	3,256.25
<b>PURCHASES/CONTRACT LABOR</b>		
<b>Apollo Staffing</b>	Temporary Services Week ending 7/20	1,226.88
<b>Apollo Staffing</b>	Temporary Services Week ending 8/3	1,124.64
<b>Barbara Dingler</b>	Tax Collection 2014	1,647.50
<b>Cintas</b>	Monthly Uniform Service	1,029.21
<b>Covington News</b>	Ad for public works and Newcomers guide	1,196.90
<b>Display Sales</b>	Vinyl Digital Custom Banners	3,356.75
<b>Harris</b>	Annual Service +Plus software Maintenance	14,263.27
<b>HD Supply</b>	Pad Mount and Transformer Dining Hall at College	11,820.00
<b>L3 Communications</b>	HD Digital Video System for Police Vehicles	21,760.34
<b>Latham Home Sanitation</b>	Waste removal service (July)	5,403.74
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<b>McNair McLemore Middlebrooks</b>	CPA Professional Services Audit Prep	3,421.40
<b>Municipal Code Corporation</b>	Update of Supplement Ordinances	1,634.00
<b>NaturChem Inc.</b>	Weed Control of nature trail	1,600.00
<b>Premier Tree &amp; Shrub Care</b>	July Grounds Maintenance	3,589.00

<b>Steven A. Hathorn</b>	Legal Services as Municipal Judge July-Sept	1,250.00
<b>Woco Pep Oil</b>	Gas and Diesel Fuel (August)	4,556.21
<b>APPROVED CONTRACTS</b>		
<b>Anderson Grading &amp; Pipeline</b>	Emory/Asbury	48,832.35
<b>Anderson Grading &amp; Pipeline</b>	Moore Street Water System Imp	70,782.31
<b>Anderson Grading &amp; Pipeline</b>	Emory/Asbury Street Water System	19,250.85
<b>Galls</b>	Portable Walk Through Metal Detector	4,373.99
<b>Jordan Engineering</b>	Survey mapping & calculations, City boundary	4,850.00
<b>Oxford Cemetery Foundation</b>	Annual Contribution from City	5,000.00
<b>Scarborough Tree</b>	Removal 1 large oak over power lines on W. Watson and 1 tree on Haygood Ave. including stump grinding and clean-up	3,600.00
<b>Scarborough Tree</b>	Removal of tree at 107 W. Clark and 1223 Wesley Street, including stump grinding	7,500.00

**Executive Session -**

**A motion was made by Windham, seconded by Holt to go into an Executive Session at 7:52pm. The vote was 5 in favor, 0 opposed. The motion approved.**

**A motion was made by Windham, seconded by Pace to go out of the Executive Session at 8:02pm. The vote was 5 in favor, 0 opposed. The motion approved.**

**A motion was made by Windham, seconded by Eady to sign a contract to purchase property on Emory Street, 6.35 acres at the cost of \$31,750. Tax Parcel X0030-00000-005. The vote was 5 in favor, 0 opposed. The motion approved.**

**A motion was made by Pace, seconded by Eady to Adjourn the regular session at 8:03 pm. The vote was 5 in favor, 0 opposed. The motion approved.**

Respectfully submitted,

Lauran Willis  
City Clerk