

**OXFORD MAYOR AND COUNCIL  
REGULAR MEETING  
MONDAY, AUGUST 3, 2015 – 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 August 3, 2015 Mayor and Council Regular Meeting
5. \* **Honorary Councilmember** – Councilmember David Eady has appointed Susan Ballard as the Honorary Councilmember for August.
6. \* Motion to approve the Minutes of the Regular Meeting and Executive Session July 6, 2015.
7. \* Motion to approve the Minutes of the Public Hearing and Work Session Meeting July 20, 2015.
8. \* Motion to accept the Minutes of the Oxford Planning Commission Meeting April 14, 2015.
9. Planning Commission Recommendations/Petitions
10. Citizen Concerns
11. Mayor's Report
12. \* **Customer Security Deposit Refunds** – We have reviewed customer accounts and have found 44 customers who meet the qualifications for a refund of their security deposit as adopted by council in December 2010. The total amount to be refunded \$7,515.00 includes all customers who have had service the last five years in good standing. We recommend a motion to approve the refund for these 44 customers and authorize City Clerk Lauran Willis to transfer the funds from the Customer Deposit Checking account to the General Fund Account for distribution of the credit to the Utility Billing.
13. **Review of Electric Rates** – We will have a report from the *ad hoc* committee regarding the electric rates.
14. **Council Retreat for 2015** – We need to select a date for the annual Council Retreat. We recommend a Thursday or Friday in November after the November 3<sup>rd</sup> council election. (Perhaps November 12, 13, 19, or 20??)

15. **Salary Plan** – The annual budget for FY2016 included a 3% across the board salary increase. We recommend a motion to adopt the revised pay plan in accordance with the FY2016 Operating Budget effective July 2, 2015.

16. **Invoice Approval**

17. **Executive Session** – To discuss possible real estate transactions.

18. **Adjourn**

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
<b>ROUTINE MONTHLY BILLS PAID</b>		
City of Covington	Quarterly Sewer Charges 3/31/2015 – 6/30/2015	10218.00
City of Oxford	Monthly Utility Billing of City owned properties July	2292.22
Humana	Employee Health Insurance (August)	6138.29
Newton County BOC	Cornish Creek Water Fund June 2015	15227.00
Newton County Water & Sewer	Services from 5/28-6/29	5268.53
Southeastern Power Administration	SEPA energy cost June 2015	3098.60
<b>PURCHASES/CONTRACT LABOR</b>		
AllStar Alarms & Sound	Repair & Replace 4 Security Camera's	1295.00
Clerk of Superior Court	Retainer for Emory Street Property	107,600.00
David Strickland, P.C.	Legal Services (April)	1912.86
David Strickland, P.C.	Legal Services (June)	2152.86
Kauffman Tire/Georgia	Replace Ball Joints, 4 tires, brake svc, rotors, alignment on Dodge Pickup truck	1880.18
Oxford Historical Cemetery Found	Sale of Cemetery Lot W-7 4graves	2000.00
Oxford Historical Cemetery Found	Sale of Cemetery Lot X-22 4graves	2000.00
Perimeter Copier	New Copy Machine for Police Department	1800.00
Qader Baig & Associates, LLC	Court Solicitor January – June 2015	2000.00
<b>APPROVED CONTRACTS</b>		
Ace Kimble Services, Inc.	Pour 40x32 pad 6" thick with 4000 psi commercial grade concrete	6685.00
Enviroprobe, LLC	Demolition & Disposal of 101 Longstreet Circle	17500.00
Jordan Engineering	Whatcoat St. Base Map Survey data collection	2090.00
Scarborough Tree	Tree Removal Oak Tree on Moore St & Cindy Court blown down during the storm.	2400.00

**Adjourn**

**A motion was made by Windham, seconded by Eady to adjourn the meeting at 7:59pm. The vote was 6 in favor with 0 opposed. The motion was approved.**

Respectfully submitted,

Lauran Willis  
City Clerk

**Attachments:**

- A. Agenda for July 6, 2015**
- B. Honorary Councilmember for July**
- C. Minutes Regular Session June 1, 2015**
- D. Minutes Work Session June, 15, 2015**
- E. Public Hearing on Millage Rate**
- F. Community Development Coordinator**
- G. Community Development Coordinator Motion**
- H. Georgia Fund 1 (GF1)**

1 (GF1). Mayor Roseberry said initially we will only move money as CD's mature rather than renew them at 0% interest. We will move the money over to Georgia Fund 1 until we reach a balance that council is satisfied with.

**A motion was made by Windham, seconded by Holt to adopt a Resolution to Authorize Investment to the Georgia Fund 1 and using the existing protocol for moving and transferring funds. The vote was 6 in favor and 0 opposed. The motion was approved.** Attachment H

### **INVOICE APPROVAL**

#### **INVOICES OVER \$1,000.00**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>ROUTINE MONTHLY BILLS PAID</b>		
City of Oxford	Monthly Utility Billing of City owned properties May	1196.71
City of Oxford	Monthly Utility Billing of City owned properties June	1493.10
C. David Strickland, P.C.	Professional Services May 2015	1821.00
GMA	GMEBS Retirement Fund (June)	6,383.59
GMA	2015-2016 Membership Dues	1331.13
Humana	Health Insurance (July 2015) w/ credit (B. Schwartz)	4778.08
Newton County BOC	Cornish Creek Water Fund May 2015	13432.00
Newton County Water & Sewer	Services from 4/29-5/28/15	5268.53
NEGRC	FY 2016 Per Capita Dues	2137.00
Steve Hathorn	Legal Services-Municipal Judge (April-June)	1250.00
Sophicity	IT in a Box June 2015	1352.13
Sophicity	IT in a Box July 2015	1352.13
Southeastern Power Administration	SEPA energy cost May 2015	3092.15
Utility Service Company, Inc	Qtrly Water Tank Maintenance- Watson St. July-Sept	2715.32
<b>PURCHASES/CONTRACT LABOR</b>		
Arbor Equity	Oak Tree Pruning	1800.00
Irby Electrical Distributor	Underground Power Fuses & Holders	2292.00
Latham Home Sanitation	Waste removal service (May)	5475.18
Premier Tree & Shrub Care	May Grounds Maintenance	2138.00
Premier Tree & Shrub Care	June Grounds Maintenance	2138.00
Printability	9 "Oxford Chartered 1839" Signs w/ 8' Posts	3040.00
Woco Pep Oil	Gas charges for City Equipment & Vehicles	2655.60
Woco Pep Oil	Gas charges for City Equipment & Vehicles	2824.11
<b>APPROVED CONTRACTS</b>		
Ace Kimble Services, Inc.	Fire Hydrant Relocation (Service Rd on Moore St)	1950.00
Anderson Grading & Pipeline, LLC	Sewer Service Installation- 108 Marshall St.	3000.00
Omega Planning Resources	Cemetery Mapping	6940.00
Scarborough Tree	Tree Removal from bridge on Walking Trail	2400.00

**A motion was made by Holt, seconded by Eady to approve payment of the invoices. The vote was 6 in favor with 0 opposed. The motion was approved.**

**Public Hearing on Millage Rate**

City Manager Bob Schwartz, we have enclosed a copy of the Public Notice that appeared in the Covington News. We are required to conduct a public hearing to discuss the rollback millage rate. Bob gave a description of the 5 year history explaining the millage rate. Mayor Roseberry asked for a show of hands for those who will not be present on July 20<sup>th</sup>. Councilmembers David Eady and Lyn Pace said they will not be in attendance as well Terry Smith who is away in Maine. Mayor Roseberry said we have to have a quorum present to establish the new millage rate. After City Clerk Lauran Willis checked the legal timeline requirements it was confirmed there has to be fourteen days from the date of the advertisement to the date of actual adoption. After further discussion it was decided that Council will hold the Public Hearing on July 20, 2015 at 8:00am to adopt the millage rate. City Clerk Lauran Willis will run a new ad noting the change in time for the Public Hearing to be 8:00am. Mayor Roseberry asked as a formal request that any Councilmember who knows they are not going to be at a meeting to advise the City Clerk in advance. Attachment E

**Community Development Coordinator**

City Manager Bob Schwartz – we have enclosed a copy of the final job description and a memo outlining the plan to fill this position. We need to confirm the hiring process with the City Council. Bob presented a memo defining the time line and activity for the hiring process with a recommendation for the process to hire the Community Development Coordinator. Councilmember David Eady asked if there has been a vote of the council where we established the position of a Community Development Coordinator. Bob said yes it was part of the budget. George Holt stated no, that we put money in the budget for several positions but according to the charter and our manual of operations council has to create a new position of which we have not created a new position yet. Holt stated we have to vote to create a position and put a classification and pay for that position and that has not happened yet. George Holt stated according to the handbook, when there is a need for the establishment of new positions or the abolition of current positions, the City Clerk/Administrator shall submit findings and recommendations to the Mayor and Council, which shall take such action as deemed appropriate. It also says the Mayor and Council has to create any new positions or abolish positions and that can't be done without a vote. Bob said his assumption was by putting them on the budget and declaring that it was for the Community Development Coordinator you did that. George Holt said that he explained when we put money in the budget for a new position of a Meter Reader that wasn't a new position; that we already had that position. We never took Meter Reader out of our positions we just stopped budgeting for it so we eliminated the position as far as budget but we never took it out of the position classifications. We never had in our position classifications a Community Development Coordinator so in order to have one we have to vote to put one in. Based on this discussion Bob asked if council wants to create this position. There being no further discussion:

**A motion was made by Holt, seconded by Windham that council do not create a position at this time for a Community Development Coordinator. The vote was 5 in favor of the motion with 1 opposed vote by Mayor Roseberry. The motion was approved.** Attachments F & G

**Georgia Fund 1**

City Manager Bob Schwartz made a recommendation that the City start using the Georgia Fund 1 administered by the State Treasurer's Office naming City Clerk Lauran Willis, City Manager Bob Schwartz, and Mayor Jerry Roseberry as investment authority to move funds. Bob distributed a copy of the resolution for the Georgia Fund

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR MEETING  
MONDAY, JULY 6, 2015 – 7:00 P.M.  
CITY HALL**

**MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; SARAH DAVIS; GEORGE HOLT; LYN PACE; DAVID EADY; COUNCILMEMBER TERRY SMITH WAS NOT PRESENT**

**OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; David Strickland, City Attorney; Stacey Mullen, Deputy City Clerk, Hoyt & LaTrelle Oliver, Erik Oliver, Norbert Thompson, Judy Greer, Mike & Cheryl Ready, Kendra Mayfield, Patsy Burke, Vivian Harris, Margret Bokros, Charles Green**

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

Pledge of allegiance

**A motion was made by Windham, seconded by Eady to accept the Agenda for the July 6, 2015 Mayor and Council Regular Meeting. The vote was 6 in favor and 0 opposed. The motion was approved.** Attachment A

**HONORARY COUNCILMEMBER**

Mayor Roseberry announced Katherine Grace as the Honorary Councilmember for July as appointed by Councilmember Lyn Pace. Katherine Grace was not present to receive her Proclamation as appreciation for her participation. Attachment B

**A motion was made by Pace, seconded by Holt to approve the Minutes of the Regular Meeting June 1, 2015. The vote was 6 in favor with 0 opposed. The motion was approved.** Attachment C

**A motion was made by Holt, seconded by Windham to approve the Minutes of the June 15, 2015 Work Session. The vote was 6 in favor with 0 opposed. The motion was approved.** Attachment D

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

None

**CITIZENS COMMENTS/CONCERNS**

None

**Mayor's Reports**

**Parade** - Mayor Roseberry thanked all who worked on the parade giving special thanks to Sarah Davis, Laurant Willis and Stacey Mullen as well as the Lions Club and everyone who worked on the parade. The Lions Club did a special job and we want to thank them for the work they do.

**Annual Retreat** – The next work session will be July 20, 2015 where we plan to discuss the annual retreat and the subjects to be discussed at the retreat. We will need to make a commitment to the Regional Commission as soon as possible.



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
PUBLIC HEARING  
MONDAY, JULY 20, 2015 – 8:00 A.M.  
CITY HALL**

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

**OTHERS PRESENT: Bob Schwartz, City Manager; Stacey Mullen, Deputy City Clerk**

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

Mayor Roseberry announced the Public Hearing for the purpose of adopting the 2015 mileage rate at the rollback rate of 7.76. There being no further discussion.

**A motion was made by Windham, seconded by Eady to adopt the 2015 mileage at the rollback rate of 7.76. The vote was 5 in favor with 0 opposed. The motion was approved.**

**A motion was made by Windham, seconded by Eady to adjourn the meeting at 8:04 am. The vote was 5 in favor with 0 opposed. The motion was approved.**

Respectfully submitted,

Lauran Willis  
City Clerk

**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



**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 3<sup>rd</sup> 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.

property. Ms. Mayfield reported that Oxford College was naming the two parking lots after the closest large building. Mr. Manson asked about the usage of the lots. Ms. Mayfield replied that the lots would be both for faculty and staff and visitors. Mr. Ready noted that these were the standard Oxford College signs. The Williams sign will be one-half on college property and one-half on city right-of-way.

*Upon motion of Mr. Manson, seconded by Ms. England, the two signs were approved as requested. All members voted in favor.*

**SIGN ORDINANCE** - Mr. Schwartz reported on the difficulty he was having enforcing the sign ordinance with relation to Mr. Curtis Jackson. He gave the Planning Commission a copy of the letter he had sent to Mr. Jackson reminding him of the requirements in the sign ordinance to obtain a sign permit and asking him to submit a development application by March 31. No application had been received so this will no be turned over to the Police Department.

**ADJOURNMENT:** Mr. Ready adjourned the meeting at 7:30 PM.

Submitted by:

Bob Schwartz, zoning administrator

# OXFORD PLANNING COMMISSION

Minutes – April 14, 2015

**MEMBERS:** Mike Ready, Chair; Penny England, and Ron Manson. Jonathan Eady, Vice-Chair; Shawn Gaither, secretary; and Vivian Harris were absent.

**STAFF:** Bob Schwartz, city manager and zoning administrator.

**GUESTS:** Carolyn and R.A. Maddox, Hurenza Lewis, and Kendra Mayfield with Oxford College.

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

**APPROVAL OF MINUTES:** Upon motion of Mr. Manson, seconded by Ms. England, the minutes for the meeting of March 10, 2015 were approved.

**CAROLYN AND R.A. MADDOX** - Mr. and Mrs. Maddox, 408 Queen Ann Street, submitted an application for development permit approval for the installation of a 20' x 20' aluminum carport partially on the driveway. Mr. Ready asked Mrs. Maddox to explain their request. Mr. Manson asked whether or not they would have sides on the carport. Mrs. Maddox said they would only have a side on one edge and there would be two cars parked in the carport.

Mr. Ready noted that the setbacks were sufficient to locate this carport in the front of the house and it was similar to another carport in the same neighborhood.

*Upon motion of Mr. Manson, seconded by Ms. England, the development permit was approved as submitted. All members voted in favor.*

**HURENZA LEWIS** – Mr. Hurenza Lewis submitted an application for development permit approval for a 360 ft.<sup>2</sup> addition to the back of his house at 117 Longstreet Circle. Mr. Ready asked Mr. Lewis to explain his request. Mr. Lewis stated he intended to extend his kitchen, bathroom, and master bedroom behind the house. Mr. Schwartz noted that Mr. Lewis had supplied a detailed drawing of the addition but that it had been too large to copy or scan. The drawing was passed around for the Planning Commission members to review.

Mr. Manson discussed the details of the addition with Mr. Lewis.

*Upon motion of Ms. England, seconded by Mr. Manson, the development permit was approved as requested. All members voted in favor.*

**OXFORD COLLEGE REZONING REQUEST** - Mr. Ready reported that City Council had approved the three rezoning changes on Emory Street after holding a public hearing on April 6. The Planning Commission discussed the condition of the three houses on the three lots with Ms. Mayfield.

**OXFORD COLLEGE SIGN REQUESTS** - Oxford College has requested development permit approval to install two signs along Moore Street – one in the right-of-way and one on college

OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL  
CALLED MEETING  
MONDAY, DECEMBER 13, 2010 – 6:00 P.M.  
WEST CLARK STREET COMMUNITY CENTER, OXFORD, NEWTON, GEORGIA

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; FRANK J. DAVIS, MAYOR PRO-TEM; COUNCIL MEMBERS – TERRY A. SMITH; GEORGE R. HOLT; JAMES H. WINDHAM; AND HOYT P. OLIVER

ABSENT: COUNCIL MEMBER SUE DALE

OTHERS PRESENT: CLARK R. MILLER, POLICE CHIEF; ERIK OLIVER; VIRGIL Y.C. EADY, JR.; RAY WILSON; AND THARON GIDDENS, EDITOR FOR THE COVINGTON NEWS

The purpose of the called meeting is for: 1.) Customer deposits; 2.) Finance and Personnel; and 3.) Water regulations.

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

 Customer Deposits

Councilman Smith reported, after discussion with the City Attorney, it would be appropriate for the Council to propose refunding customers utility deposits for those that maintain good standing accounts within the last five (5) or more years. To prevent any discrimination, every account, both rental and residential, will be reviewed. It is projected that 25% could be eligible. A motion was made by Smith, seconded by Windham, to proceed. The Council vote unanimous.

Finance and Personnel

Ordinance

2<sup>nd</sup> Reading - Extension of Medical Insurance Coverage for employees injured on the job and not covered by Workers' Compensation Insurance

A motion was made by Holt, seconded by Smith, to adopt an ordinance allowing extension of medical insurance coverage for employees injured on the job and not covered by Workers' Compensation Insurance for up to ninety (90) days. The Council vote unanimous. Attachment A

Water Regulations


Ordinance

2<sup>nd</sup> Reading - Outdoor Watering of Landscape

A motion was made by Oliver, seconded by Holt, to adopt an ordinance for outdoor watering of landscape. The Council vote unanimous. The city will handle the enforcement. Attachment B

There being no further business, a motion was made by Smith, seconded by Windham, to adjourn. The Council vote unanimous.

Respectfully submitted,

  
Carol A. Poole  
City Clerk, CMC