

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, MARCH 7, 2016 – 7:00 P.M.
CITY HALL
A G E N D A**

PUBLIC HEARING

The Mayor and City Council of the City of Oxford will conduct a public hearing on Monday, March 7th at 7 PM to receive comments about the city's pending application with the Georgia Environmental Finance Authority for a loan to construct sewer line extensions in the Emory Street neighborhood. The proposed loan is for \$525,000 for ten years at an anticipated interest rate of 0.52%. The public hearing will be held in the council chambers in City Hall, 110 W Clark Street, Oxford, GA. For further information, please contact the city manager at 770-786-7004.

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the March 7, 2016 Mayor and Council Regular Meeting
5. **Honorary Councilmember of the Month** – Mayor Roseberry has appointed Dean Stephen Bowen of Oxford College as the honorary councilmember of the month for March.
6. * Motion to approve the Minutes of the Regular Meeting February 1, 2016.
7. * Motion to approve the Minutes of the City Council Work Session February 15, 2016.
8. * Motion to accept the Minutes of the Planning Commission's meeting of December 8, 2015.
9. Planning Commission Recommendations/Petitions
10. Citizen Concerns
11. Mayor's Report
12. **Trees, Parks and Recreation Board** – The Trees, Parks and Recreation Board recommends that Ms. Glenda Stewart be appointed to one of the two openings on the Board.
13. **July 4th Committee** – It is time to appoint a committee for the July 4th parade and celebration.
14. * **Budget Amendment** – We have attached a Resolution to amend the general fund budget and the capital projects budget as discussed at the February work session.

15. * **GEFA Loan** – We will have an additional expense in connection with the GEFA loan application. Please see the attached memo for an explanation.
16. **Finance** – Request to authorize City Clerk to wire transfer \$500,000 from General Fund Operating Account with United Bank to Georgia Fund 1.
17. **Finance** – Request to authorize City Clerk Lauran Willis to change the Commercial Money Market Account (better known as Capital Project Fund Account) with United Bank which has restricted transaction limitations, to an Interest Checking Account with unlimited transaction capability. This is to avoid monthly service charges based on transaction limitations and risk of mandatory charge by the FDIC.
18. **Finance** – Request to authorize City Clerk Lauran Willis, to move the funds from the closed Public Fund CD with United Bank that was previously wired to Georgia Fund 1 in September 2015 and was in the electric fund to transfer these funds into the General Fund/Georgia Fund 1 account. The purpose is to show all of the Georgia Fund 1 monies in one account defined as Georgia Fund 1.
19. * **Lawnmower Bids**
20. Invoice Approval
21. **Radar Recorder** – Police Chief Dave Harvey will report on the workings of the new radar recorder.
22. Adjourn

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
City of Covington	E-911 2016 Calls 7/20/2015 – 06/2016	9,539.50
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for February	1,805.80
GMA Workers Compensation	Employees Workers Comp 2016	16,819.00
GMEBS	Employee Retirement Fund	5,946.33
Humana	Health Insurance (March)	6,818.10
Latham Home Sanitation	Monthly waste removal services	5,636.10
Newton County BOC	Cornish Creek Water Fund (January)	9,205.00
Newton County BOC	Cornish Creek Water Fund (February)	7,847.00
Newton County BOC	Landfill Fees (January)	1,005.90
Newton County Water & Sewer	Monthly charges 12/30/15 – 1/28/16	5,176.76
Newton County Water & Sewer	Monthly charges 01/28/2016 – 02/16/2016	5,176.76
Rehrig Pacific Company	(54) Roll carts	2,844.50

Sophicity	IT in a Box January	1,401.68
Sophicity	IT in a Box February	1,401.68
Southeastern Power Administration	SEPA energy cost	4,186.99
Utility Service Co., Inc.	Quarterly Tank Maintenance	2,715.32
PURCHASES/CONTRACT LABOR		
AllStar Alarms & Sound	Repair Nexus 220 Access Control Panel & Labor	1,780.00
C. David Strickland	Legal Services February	7,434.83
Consolidated Monthly Remittance	Municipal Court State Funds for February	1,336.35
Courtware Solutions	Monthly Licensing, Support & Maintenance	1,242.00
GMA	Employer Retirement Fund	5,946.33
Harris Computer Systems	New Server Conversion	1,275.00
Jacks Creek Farms, LLC	Trees ordered by Tree Board (31)	3,241.00
McNair, McLemore, Middlebrooks	Annual – Recording Financials & W-2 Preparation	2,663.55
Oxford Historical Cemetery	Foundation FY2016 Request	5,000.00
Premier Tree Care	Grounds Maintenance for January 1/25/16 - 1/26/16	1,768.00
Woco Pep Oil, Inc.	Fuel for February 3, 2016	1,812.36
APPROVED CONTRACTS		
Anderson Grading	Water main relocation for College Cafeteria	19,031.00
Burford's Tree Service	Powerline Tree Trimming Week 2/13/16 35.5 hrs.	3,983.00
Burford's Tree Service	Powerline Tree Trimming Week 2/20/16 40.0 hrs.	4,552.00
Church Street Services	Special Projects December 1, 2015 – January 31, 2016	5,280.30
Church Street Services	Special Projects February 1, 2016 – February 29, 2016	2,739.60
Designed Installations by Jim Williams	Draw 3 – Hamill Street Contract w/Oxford College	105,038.00
Designed Installations by Jim Williams	Installed Handicapped ramp at Hamill St. & Hwy 81	2,900.00
Georgia Hydrant Services Inc.	2-10" Team Insert Valve for Oxford College	26,200.00
Jordan Engineering	Data Collection/Control loops – ties etc. 1/5/2016 – 1/21/2016,, East Clark Extension/Civil design and construction plans – approx. 85% complete, excluding GDOT portion	7,535.00
Omega Mapping Service	Ground Penetrating Radar SE Quadrant/GPR & GPS collection discovery	7,805.00



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, FEBRUARY 1, 2016 – 7:00 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; SARAH DAVIS; GEORGE HOLT; DAVID EADY; MIKE READY, COUNCILMEMBER TERRY SMITH WAS NOT IN ATTENDANCE.

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; David Strickland, City Attorney; Lauran Willis, City Clerk; Cheryl Ready, Anderson Wright, Hoyt and LaTrelle Oliver, Jeff Wearing, Steve Springer, Carol & Neil Penn, Judy Greer, Juanita Carson, Mary Carter.

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 Windham, seconded by Davis to accept the Agenda for the February 1, 2016 Mayor and Council Regular Meeting. The vote was 6 in favor and 0 opposed. The motion was approved.

A motion was made by Davis, seconded by Windham to approve the Minutes of the Regular Meeting, January 4, 2016. The vote was 6 in favor with 0 opposed. The motion was approved.

A motion was made by Ready, seconded by Eady to approve the Minutes of the January 19, 2016 Work Session. The vote was 6 in favor with 0 opposed. The motion was approved.

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None

CITIZENS COMMENTS/CONCERNS

Cheryl Ready reminded everyone of the Arbor Day celebration that will be held at City Hall on February 20, 2016 at 10:00 am.

Anderson Wright announced that the Oxford Shrine Society will have their annual meeting on Monday, February 22, 2016 at 7:00 pm at City Hall. The main speakers and introduction to the new website will be Hoyt Oliver and Lisa Dorward.

Mayor's Reports

Mayor Roseberry announced the February work session will be on Monday, February 15, 2016 at 6:00 pm, and the Oxford Historical Cemetery Foundation will meet Sunday, February 14, 2016 at 2:00 at City Hall.

Mayor Pro Tem-

City Manager Bob Schwartz said based on the discussion at the January work session, we request a motion electing Councilmember George Holt as Mayor Pro Tem for 2016.

A motion was made by Eady, seconded by Ready to appoint Councilmember George Holt to serve as Mayor Pro Tem for 2016. The vote was 5 in favor with Holt abstaining and Councilmember Terry Smith not present. The motion was approved.

Oxford Planning Commission

City Manager Bob Schwartz said that at the January meeting, we overlooked reappointing Jonathan Eady to a three year term on the Planning Commission. We recommend a motion that would reappoint Mr. Eady.

A motion was made by Hold, seconded by Eady to reappoint Jonathan Eady to serve another three year term on the Planning Commission. The vote was 6 in favor with 0 opposed. The motion was approved.

Groundskeeper

City Manager Bob Schwartz presented a memo describing the new groundskeeper position along with a job description and a Resolution to create the position, a Resolution to amend the Streets Department budget to pay for the position, and a Resolution to amend the Capital Projects budget to purchase the lawnmowers. After discussion:

A motion was made by Eady, seconded by Ready to approve the position description and associated budget resolution to proceed with the hiring of a Groundskeeper. The vote was 5 in favor with 1 nay. Councilmember Jim Windham was opposed and Councilmember Terry Smith not present.

Tree Trimming Contract

City Manager Bob Schwartz explained to Council that each January, we trim the trees near our powerlines. This year we need to change contractors. As was discussed during the work session, we are requesting City Council approve a purchase order for Burford, Inc. for tree trimming based on a bid submitted to the City of Covington for \$113.80 an hour. This was the lower of two bids submitted. After discussion:

A motion was made by Eady, seconded by Holt to approve the proposal based on Covington's bids at \$113.80 per hour not to exceed \$25,000. The vote was 6 in favor with 0 opposed. The motion was approved.

INVOICE APPROVAL**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
	City of Oxford	
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for January	1,544.87
City of Covington	Quarterly Sewer charges 9/30/15-12/31/15	9,810.00
GMEBS	Employee Retirement Fund	5,946.33

Humana	Health Insurance (February)	6,818.10
Latham Home Sanitation	Monthly waste removal services	5,636.10
Newton County BOC	Cornish Creek Water Fund	9,190.00
Newton County Water & Sewer	Monthly charges 11/30/15 – 12/30/15 (two months)	11,149.97
Sophicity	IT in a Box	1,401.68
Southeastern Power Administration	SEPA energy cost	3,463.49
Steven A. Hathorn	Professional Services Judge Oct-Dec 2015	1,250.00
PURCHASES/CONTRACT LABOR		
Dial's Diesel Parts & Service	Leaf /Chipper Truck repair	1,157.99
Ellis Trucking	4 loads of gravel spread on Stagecoach Road/1 load for stock pile.	1,700.00
Jamar Technologies, Inc.	Radar Recorder	3,995.00
MasterCard Services	Christmas Dinner/Calendars/Council member orientation lunch/Clerks Conference registration (Lauran and Stacey)/Postage/Framing/Mayors meetings/etc.	3,059.22
Treadwell, Tamplin & Co.	Professional Services - Interim billing for FY2015 audit including Council Retreat, DCA & MEAG reporting	10,000.00
APPROVED CONTRACTS		
Ace/Kimble Services	First Draw-George Street Drainage Project	30,000.00
Enviroprobe, LLC	Asbestos abatement residential house Watson Street	5,500.00
Jordan Engineering	Data Collection/Survey City Rights-of-Way calculations/research/mapping/Wooden fence on George Street/sewer expansion timing estimation /November monthly summary report.	6,298.75
Scarborough Tree	Remove Poplar tree next to gas lines/grinding stump	1,950.00

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.

Adjourn

A motion was made by Eady, seconded by Windham to adjourn the meeting at 7:26 PM. The vote was 6 in favor with 0 opposed. The motion was approved.

Respectfully submitted;

Lauran Willis
City Clerk



**MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION MEETING
MONDAY, FEBRUARY 15, 2016 – 6:00 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; TERRY SMITH; SARAH DAVIS; GEORGE HOLT; DAVID EADY; MIKE READY.

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; Lauran Willis, City Clerk; Cheryl Ready, Anderson Wright, Hoyt and LaTrelle Oliver, Jeff Wearing, Carol & Neil Penn, Judy Greer, Peggy Madden, Dean Stephen Bowen, Kendra Mayfield, Todd Cain, Rev. Tom Johnson.

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

1. **Honorary Councilmember – Mayor Roseberry introduced Dean Stephen Bowen as the Honorary Councilmember for March. Dean Bowen gave a short speech and expressed gratitude to the Mayor and Council for their support of Oxford College.**
 - **Mayors Announcements**
Mayor Roseberry reminded everyone of the following upcoming events.
 - **Arbor Day Celebration is Saturday, February 20, 2016 at 10:00 am in the City Hall Community Room.**
 - **March 7th, 2016 there will be a Reception honoring retiring Dean Stephen Bowen at 5:45 PM in the City Hall Community Room. This will be prior to the Regular Session at 7:00 PM with a Public Hearing as the first item on the agenda at 7:00 PM concerning our application for a loan from GEFA to construct sewer lines.**
 - **Mayor Roseberry said at the March 7th, 2016 meeting Council will consider a committee for the July 4th Parade.**
 - **The Oxford Historical Shrine Society will meet on Monday, February 22, 2016 at 7:00 PM in the City Hall Community Room.**
2. **Cemetery Agreement – Our five year agreement with the Oxford Historical Cemetery Foundation was signed February 5, 2011. It may be renewed with the agreement of both parties. City Manager Bob Schwartz explained the findings of a conflict between the Cemetery agreement and the City Ordinance in the percentage of funds being paid to the Foundation. Reverend Tom Johnson**

gave a report to Council regarding the Cemetery Foundation's annual meeting held Sunday, February 14, 2016 and its relation to the City as it pertains to the funds.

3. Budget Calendar – City Manager Bob Schwartz presented Council with the budget calendar for FY2017 (July 2016 – June 2017) saying we will start work the end of this month.
4. Public Hearing – City Manager Bob Schwartz reminded everyone we will have a public hearing at the March City Council meeting concerning our application for a loan from GEFA to construct sewer lines. The lowest interest rate is offered on federal funds and the federal funds loans require a public hearing.
5. 104 West Watson Street – City Manager Bob Schwartz said we acquired this house and lot as part of the Asbury Street Park. Bob presented Council with a copy of an inspection by a home inspector. After reviewing the report, we are recommending Council authorize us to tear down the house. We will get bids in time for the March Council meeting. Councilmember Jim Windham said he ran some comparison figures to see what the cost would be to replace the house if that is the route Council wants to consider. His estimated cost came to \$120,000.00. After discussion it was decided to have the city Maintenance Department put tarps over the entire roof until Council receives the studies from the Park Committee and the Special Study Committee from UGA before making a decision.
6. Oxford College Dining Hall Construction – City Manager Bob Schwartz presented to Council a report regarding the construction of some of the drainage system for this project. He said in order to complete the construction of some of the drainage system, we need to relocate a portion of a 10" water line. The drainage system needs to be completed before the slab can be poured. We need to reroute the water line, and we may (or may not) need two insertion valves and we may (or may not) need two wet taps. The insertion valves and wet taps may be necessary to maintain uninterrupted service to the Jolley Residential Center. Bob presented two bids. The total project could be as low as \$19,031 or as high as \$43,841. The entire project will be reimbursed by Oxford College. Bob presented a map created by Jody Reid showing the location of the existing line and where the line will be relocated to. Bob requested a motion to issue a purchase order to proceed with this project.

A motion was made by Eady, seconded by Windham for the approval to accept the proposals and proceed with this project. The vote was 7 to 0. The motion was approved.

7. Budget Amendments – City Manager Bob Schwartz presented a description on three proposed budget amendments which he will present with a Resolution for approval at the March meeting. One will be to the Professional Services for the contract with Kay Lee, one will be to the City Master Plan Development for the expenditures for the Special Projects with UGA and one will be for the City Park Playground and Pavilion Design and Build.
8. George Street Trail – City Manager Bob Schwartz said we are ready for to start designing the extension of the trail between the George Street Park and the trail. If agreeable with Council, we will ask the city engineer to begin the design. Councilmember David Eady said the Trees, Parks and Recreation Board as well as the College should be a part of the design planning.
9. City of Covington Emergency Service Agreement – Mayor Roseberry said he met with a Captain from the Covington Fire Department. There is discussion of the need for an intergovernmental agreement with

Covington to provide emergency fire and medical service in the City of Oxford. Covington would not replace Newton County but would be authorized to respond with the County as they now do in the unincorporated area of the county.

Mayor Roseberry said he will ask Council at the next meeting to adopt an agreement with Covington so they do not have to wait to be called they will be dispatched with the county.

10. Project Status and Engineer's Progress Report - City Manager Bob Schwartz presented an update and gave a summary of the current projects.

Respectfully submitted;

Lauran Willis
City Clerk

OXFORD PLANNING COMMISSION

Minutes – December 8, 2015

MEMBERS: Jonathan Eady, Vice-Chair; Shawn Gaither, secretary; Penny England, and Ron Manson. Vivian Harris joined the meeting on the speaker phone.

STAFF: Bob Schwartz, city manager and zoning administrator.

GUESTS: Crystal Johnson, Michael Strange, Judy Carter, Chloe Carter, and Morgan Carter who were all present concerning the request on behalf of Joyce Sullivan.

OPENING: Mr. Eady 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 September 15, 2015 were approved.

JOYCE SULLIVAN DEVELOPMENT PERMIT APPLICATION: Mr. Michael Strange, who is one of the tenants, spoke on behalf of the application. They are leasing the home for one year. The lease will be up in February. They would like to move the portable metal building into the backyard and they will take it with them when the lease is up. The portable building will be 10' x 16'.

Mr. Eady asked if it would have electricity and Mr. Strange said it would not. Mr. Eady and Mr. Schwartz noted that the setback requirements would be met. Mr. Schwartz and Jody Reid had been at the site earlier in the week and measured the setbacks for the proposed location for the portable building.

Upon motion of Mr. Manson, seconded by Ms. Gaither the request for the development permit was approved as submitted. The vote was unanimous including Ms. Harris on the telephone.

DEVELOPMENT APPLICATION CHECKLIST: Mr. Eady introduced the discussion of a checklist which would be given to applicants along with the development permit application. This is something that the Planning Commission had used several years ago. During the discussion the Planning Commission modified the checklist. Mr. Schwartz is going to make the changes and start using the checklist whenever anyone requests a development permit application.

ADJOURNMENT: Mr. Eady adjourned the meeting at 7:28 PM.

Submitted by:

Bob Schwartz, zoning administrator

CITY OF OXFORD

RESOLUTION

WHEREAS, City Council has determined that the special projects committee would benefit from a consulting contract with Kay Lee, and

WHEREAS, City Council has determined that it is not in the best interest of the city to create a position for a community development coordinator at this time, and

WHEREAS, City Council has determined it is necessary to make two changes in the capital projects budget to account for changes in the spending plan,

NOW THEREFORE BE IT RESOLVED, that

1. The general fund FY2016 budget for general government, regular employees of \$251,482 is reduced by \$30,000 to \$221,482 and the general government, professional services budget of \$89,000 is increased by \$30,000 to \$119,000.
2. The FY2016 capital projects budget, city master plan development and implementation account is increased by \$75,000 from \$100,000 to \$175,000.
3. The FY2016 capital projects budget, city park playground and pavilion design and build account is increased by \$100,000 from \$20,000 to \$120,000.

Adopted this seventh day of March, 2016.

BY:

Mayor

ATTEST:

City Clerk



Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Thursday, March 03, 2016
Re: GEFA loan requirements

The GEFA (Georgia Environmental Finance Authority) loan we have applied for to fund our sewer project will come from a pool of federal money managed by GEFA. The main advantage of this program is the lower interest rate. The alternative is a state program with a higher interest rate. Under the federal program we will have a 10 year loan at 0.5% interest with a total principal and interest payment of \$538,343. Under the state program we would have a 10 year loan at 1.44% interest with total principal and interest repayment of \$564,021. The differential is \$25,678.

Like many federal programs this loan comes with some additional requirements. One of the requirements is the public hearing we will have at the March 7 Council meeting. An additional requirement is an environmental review and planning document. Because this program is administered together with the Environmental Protection Division (EPD), this report will be reviewed by the EPD before any action is taken by GEFA on the loan. The report is very involved and needs to be prepared by an engineer. It generally takes three months for EPD to review the report.

I have been working with Robert Jordan to determine the best way to prepare this very extensive report. Robert does not have the staff resources at his firm or the time to prepare it. He has checked with three or four other firms and found one who has experience with these type of reports and also has the time to prepare it. This is the Triple Point engineering firm in Macon. The cost for the report would be \$8,000. Since this is much less than the interest we would save during the life of the loan, it makes sense to me to continue with the process. However, I wanted to make sure Council was aware of this requirement.