

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, SEPTEMBER 8, 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 September 8, 2015 Mayor and Council Regular Meeting
5. * **Honorary Councilmember** – Councilmember Holt has appointed Cheryl Ready as the Honorary Councilmember for September.
6. * Motion to approve the Minutes of the Regular Meeting August 3, 2015.
7. * Motion to accept the Minutes of the TPR meeting June 9, 2015.
8. Planning Commission Recommendations/Petitions
9. Citizen Concerns
10. Mayor's Report
11. **Tree Board Report** – Since Cheryl Ready is the honorary councilmember this month and since she is chair of the Tree, Parks, and Recreation Board, we have asked her to present a short report.
12. **Consulting Services for Funding of City Projects** – Continue Council discussion regarding retaining Kay Lee, dba Church Street Services LLC, to assist the city in identifying sources for funding of city projects. If Council approves moving forward, then:

Move to authorize the Mayor and Committee to be appointed by the Mayor to negotiate with Kay Lee, dba Church Street Services LLC, to provide consulting services to include identifying sources for funding of city projects and persons or organizations qualified to prepare documentation needed to apply for such funding. Any negotiated agreement will be submitted to the Council for its approval prior to implementation.

13. **City Elections** – Elections for the Mayor and City Council will be Tuesday, November 3rd. Here is who has qualified for the election.

- Mayor – Jerry Roseberry
- City Council Post 1 – Sarah Davis
- City Council Post 2 – George Holt
- City Council Post 3 – Michael Ready
- City Council Post 3 – Jeff Wearing

14. Invoice Approval

15. **Executive Session** – To consider real estate transactions.

16. Adjourn

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
ROUTINE MONTHLY BILLS PAID		
City of Oxford	Mthly Utility Billing/City properties August Billing	1,675.52
GMA	GMEBS Retirement Fund (August)	5,946.33
GMA	GMEBS Retirement Fund (September)	5,946.33
Humana	Health Insurance (September)	6,138.29
Newton County BOC	Cornish Creek Water Fund (July)	12,659.00
Newton County BOC	Cornish Creek Water Fund (August)	14,504.00
Newton County BOC	Insurance Premium Tax (Fire Tax)	18,202.09
Newton County Water & Sewer	Services from 6/29 – 7/30	6,371.39
Newton County Water & Sewer	Services from 7/30 – 8/28	6,371.39
Sophicity	IT in a Box August	1,352.13
Sophicity	IT in a Box September	1,352.13
Southeastern Power Administration	SEPA energy cost	3,358.25
PURCHASES/CONTRACT LABOR		
Ace/Kimble Service	W. Richardson St. Asphalt Patch at Mt. Zion Church	1,850.00
Altec Industries	Repairs to Bucket Truck	1,580.51
Bankcard Center	Flowers Womack/Croy Father/Bob Travel Exp.- Annual MEAG Meeting/Flowers Wilbanks Funeral /CDL Registration for Dustin/ Hotel for Dave, Chiefs Conference, Misc.	1,178.65
Barbara Dingler	Tax Commissioner, Property tax billing	1,630.00
Cintas	July Billing and purchase of floor mats for city hall & Maintenance (\$1,330.00)	2,549.96
Covington Ford	Oil change & repairs to 03 Dodge Ram 1500	1,003.77
David Strickland	July Billing	2,642.86
David Strickland	August Billing	1,136.33
Gresco	Electric Supplies & Material	1,446.00
Harris Computer System	Annual Software Maintenance	14,833.79
HOPI Contracting Inc.	Swap one truck body onto another	8,000.00

Keepers, Inc.	Police Uniforms	2,243.99
Latham Home Sanitation	Waste removal service (July)	5,525.18
Latham Home Sanitation	Waste removal service (August)	5,636.10
Mobile Communications	Rewire Impala due to electrical problems	1,115.00
Mobile Communication	Equipment & Installation for Police Vehicles	2,122.00
Premier Tree & Shrub Care	June 29 – July 29 Grounds Maintenance	4,367.00
State of GA DNR	Annual Water system fees	3,900.00
Stuart's Electrical	Welcome to Oxford sign LED lights installed	1,895.00
Woco Pep Oil, Inc.	July Gas & Fuel Charges	3,207.98
Woco Pep Oil, Inc.	August Gas & Fuel Charges	2,652.05
1-800-GOT-JUNK	Removal & Disposal service for 104 W. Watson	2,755.00
APPROVED CONTRACTS		
Designed Installations/Jim Williams	Hamill Street Intersection for Oxford College	102,350.00
Jordan Engineering	Survey E. Clark St 6.5 acre/Asbury Park base mapping and tree survey/Whatcoat project/George Street Park Drainage	7,995.00
Scarborough Tree	Tree Removal 1003 Wesley/1306 Coke St.	7,200.00

REMINDER

The annual city council retreat will be Friday, November 13th. We will meet on the second floor (room 230) of the Oxford College Library from 9 AM until 3 PM. The meeting will be facilitated by Jim Dove and Mott Beck of NEGRC.



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 George Holt has nominated Cheryl Ready to serve for this month.

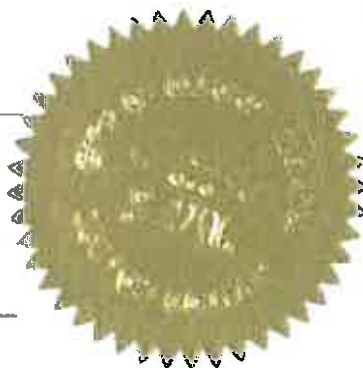
NOW, THEREFORE, I, Mayor Jerry D. Roseberry, do hereby appoint Cheryl Ready as the Honorary Councilmember for the City of Oxford for the month of September.

SO PROCLAIMED, this eighth day of September 2015.

MAYOR AND CITY COUNCIL OF OXFORD

BY: _____
Mayor

ATTEST: _____
City Clerk



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, AUGUST 3, 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, Judy Greer, Mike & Cheryl Ready, Patsy Burke, Vivian
Harris, Anderson Wright, Lisa Dorward**

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 Eady, seconded by Pace to accept the Agenda for the August 3, 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 Susan Ballard as the Honorary Councilmember for August as appointed by
Councilmember David Eady. Mayor Roseberry presented her with a Proclamation as appreciation for her
participation. Attachment B

**A motion was made by Davis, seconded by Pace to approve the Minutes of the Regular Meeting and the
Executive Session July 6, 2015. The vote was 6 in favor with 0 opposed. The motion was approved.**
Attachment C

**A motion was made by Eady, seconded by Davis to approve the Minutes of the July 20, Public Hearing and
Work Session. The vote was 6 in favor with 0 opposed. The motion was approved.** Attachment D

**A motion was made by Pace, seconded by Eady to accept the minutes of the Oxford Planning Commission
Meeting from April 14, 2015. The vote was 6 in favor with 0 opposed. The motion was approved.**
Attachment E

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

Chairman Mike Ready gave an update on the demolition of the house at 608 Emory Street belonging to Oxford
College. There was some abatement that had to be done prior to the demolition. At the time they asked for the
demolition permit they asked for it to be ground cover. Ready said they were reminded of the request for the
zoning change of their limitations on rebuilding a house or offices. They were reminded it would revert back to
the original set-backs for construction since the house is no longer there. Chairman Mike Ready said there has
been some dialogue concerning the organic farm in that they have not been able to come up with an
appropriate fence. They are reviewing it.

CITIZENS COMMENTS/CONCERNS

Terri Fullerton, 4-H County Extension Agent presented a certificate to the City of Oxford and council on behalf of

Newton County 4-H in support for the past year 2014—2015. Terry expressed that the city has provided a meeting place which has lent a great sense of importance for the members to meet in an actual council chamber setting. The design of the facility is more accessible for the disabled. Terri thanked the council for their continued support.

Judy Greer announced that Mrs. Nancy Murdy fell and broke her hip Saturday night. She is in Newton General Hospital. She had a successful surgery today and is doing well.

Mayor Roseberry announced the Newton County boys All Star baseball team has progressed to the Dixie World Series. We are always proud to see our youth participate and grow in community activities.

City Manager Bob Schwartz gave an update of activity around the college campus. One item was the raised table pedestrian crossing at Hamill Street stating the majority of the work should be completed by weeks end with the remainder of work that will be done during the fall semester. DOT has approved the work for the rectangular flashing beacon. The materials have been ordered and our Utility department will coordinate with the college and DOT on the installation. The work at the Emory Street side of Hamill steps over the line onto DOT right-of-way. The engineer for the college has sent a request for encroachment to DOT for the location where the bollards will be installed. They are waiting for the approval of the request by DOT.

Mayor's Reports

None

Customer Security Deposit Refund

City Clerk Lauran Willis reported that we have reviewed the 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 of \$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. Attachment F

A motion was made by Holt, seconded by Windham to authorize City Clerk Lauran Willis to apply the security deposit to be distributed to the 44 customers and transfer the funds in the amount of \$7,515.00 from the Customer Deposit Cash account to the General fund operating account for distribution to the utility billing. The vote was 6 in favor with 0 opposed. The motion was approved.

Review of Electric Rates

City Manager Bob Schwartz said the committee is working on various ideas but have not concluded on a plan that will work best for all citizens. Councilmember George Holt said this is a tremendous undertaking to come up with a method where we can adjust rates not only for certain groups such as those with disabilities or those on fixed incomes but something that will work for all customers based on the different modules in the utility rate and billing system. He said the committee is still reviewing options and will have a new report by the work session on August 17th.

Council Retreat for 2015

City Manager Bob Schwartz said we need to select a date for the annual Council Retreat. He recommended a

Thursday or Friday in November after the November 3rd election to give the opportunity to any newly elected officials to attend. Suggested dates were November 12, 13, 19 and 20th. Everyone was in favor of Friday, November 13th. City Manager Bob Schwartz will try and schedule the meeting site at the college.

Salary Plan

City Manager Bob Schwartz informed council that the annual budget for FY2016 included a 3% across the board salary increase. Schwartz recommended a motion to adopt the revised pay plan in accordance with the FY2016 Operating Budget effective July 2, 2015. Attachment G

A motion was made by Holt, seconded by Windham to amend the pay plan to include the 3% across the board salary increase for all employees retroactive to July 2, 2015. The vote was 6 in favor with 0 opposed. The motion was approved.

INVOICE APPROVAL

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
ROUTINE MONTHLY BILLS PAID		
City of Covington	Quarterly Sewer Charges 3/31/2015 – 6/30/3015	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
PURCHASES/CONTRACT LABOR		
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
APPROVED CONTRACTS		
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

A motion was made by Holt, seconded by Pace 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 Windham, seconded by Pace to adjourn the regular session and go into an Executive Session at 7:37pm. The vote was 6 in favor with 0 opposed. The motion was approved.

A motion was made by Windham, seconded by Eady to leave the Executive Session at 7:50pm. The vote was 6 in favor with 0 opposed. The motion was approved.

A motion was made by Windham, seconded by Eady to adjourn 7:50pm. The vote was 6 in favor with 0 opposed. The motion was approved.

Respectfully submitted;

Lauran Willis
City Clerk

Attachments:

- A. Agenda for August 3, 2015**
- B. Honorary Councilmember for August**
- C. Minutes Regular Session July 6, 2015**
- D. Minutes Work Session and Public Hearing July 20, 2015**
- E. Oxford Planning Commission Minutes April 14, 2015**
- F. Customer Security Deposit Refunds**
- G. Salary Plan**

Trees, Parks, Recreation Board (TPR) – City of Oxford, GA
Minutes of Meeting June 9, 2015
Courtroom, Oxford City Hall

The meeting was called to order by Chairman Ready at 5:00pm.

Attendance – present

Members – Cheryl Ready, LaTrelle Oliver, Hulon Clemons, Andrea O'Toole, Anderson Wright
City Manager Bob Schwartz
Georgia Forester Seth Hawkins
Mayor Jerry Roseberry

Approval of Minutes for meeting of April 14, 2015

Motion to approve made by Andrea; seconded by Hulon

Yes @4 – Cheryl Ready, LaTrelle Oliver, Hulon Clemons, Andrea O'Toole, Anderson Wright.

No @0. Motion carried.

Reports

A. Parks

1. Mayor Roseberry presented Council's proposal to create a park for small children and families on City-owned property bordered by Emory, Asbury, Collingsworth, and Watson. Currently City owns five of the seven lots. See maps attached to official minutes.
2. Jody Reid (absent) – George Street Park: The rail fences need regular monitoring and repair. Mike and Cheryl Ready will seal the kiosk, which has been power washed by staff.
3. Anderson Wright – Mitchell Street Park: The young trees are thriving; however, seedlings to replace lost ones will not be replanted/ flagged until fall/winter. Recent storms caused a large limb to fall, which has been removed. Bob will report to Jody re: clean-up of downed branches in right-of-way across the street.
4. Arbor Day, 2016 Committee – Seth Hawkins: He will contact Joan Scales (GFC) re: inviting Tim Womack to present his tree-care program, Trail of Trees, on February 13 or 20. Cheryl will stay in touch with Kendra Mayfield (Oxford College) re: this joint city-college event.
5. Emory Street Revitalization Plan – Committee: Cheryl has not yet had contact with homeowner Grace Phillips. Andrea's research re: Georgia ReLeaf Program – applications must be submitted by August 1, 2015.
6. Trash cans at trail entrances: Discussion of the need and possible solutions.

Status of Work Plan, 2015 – Beryl Budd (absent). Discussion of project activities for May-July: Unknown if City Arborist met with College tree committee. Seth will contact Beryl to offer help as needed with inspections and maintenance recommendations. Cheryl urged members to bring their copies of Work Plan to each meeting to avoid reprinting of multiple copies.

Status of Watering and Pruning Projects – new trees on Emory Street (City Utility Project) are being watered regularly as required when rain is insufficient. Pruning needs: dead limbs in old tree on south side of Clark (mid-block) and on south side of Pierce. Rights-of-way encroachment on Fletcher and Wesley have been reduced, but further work is required; TPR volunteers will work on selective hand pruning, beginning at 8:00, Saturday morning, June 27.

Adjournment – The Chair adjourned the meeting at 6:20pm. Next Meeting – August 11, 2015

LaTrelle Oliver, Secretary