

**OXFORD MAYOR AND COUNCIL  
REGULAR MEETING  
MONDAY, APRIL 4, 2016 – 7:00 P.M.  
CITY HALL  
A G E N D A**

**MINUTE SUMMARY**

Members Present: Mayor Jerry D. Roseberry, Councilmembers: Jim Windham, Terry Smith, Sarah Davis, George Holt, David Eady, and Mike Ready.

Others Present: Bob Schwartz, City Manager: Dave Harvey, Police Chief; Luran Willis, City Clerk; Jody Reid, Utility Superintendent; Cheryl Ready, Hoyt and LaTrelle Oliver, Kendra Mayfield, Dr. Mike McQuaide, Oxford College; David Strickland, City Attorney; Mary Carter, Juanita Carson, Erik Oliver, Anderson Wright.

Call to Order, Mayor Jerry D. Roseberry

1. Invocation was given by Hoyt Oliver
2. Pledge of Allegiance
3. Motion to accept the Agenda for the April 4, 2016 Mayor and Council Regular Meeting.  
A motion was made by Jim Windham, seconded by T. Smith. Motion approved 7/0.
4. **Honorary Councilmember of the Month** – Councilmember Mike Ready has appointed Dr. Mike McQuaide of Oxford College as the honorary councilmember of the month for April.  
Mayor Roseberry announced the Honorary Councilmember for April and presented him with a Proclamation for his participation.
5. \* Motion to approve the Minutes of the Public Hearing and Regular Meeting March 7, 2016.  
A motion was made by David Eady, seconded by Sarah Davis with a minor correction to the wording in the Public Hearing minutes. Motion approved 7/0.
6. \* Motion to approve the Minutes of the City Council Work Session March 21, 2016.  
A motion was made by George Holt, seconded by Mike Ready with corrections to show Councilman Eady was absent from the work session. Motion approved 7/0.
7. Planning Commission Recommendations/Petitions  
None

8. Citizen Concerns

Hoyt Oliver on behalf of Jeff Wearing regarding the trail options presented a letter of concerns from the Wearing's regarding various trail options and the option they feel's best.

9. Mayor's Report

- . March 24, hosted BOC & Mayors of NC.
- . The city is experiencing loss of City Limit Signs.
- . County Commissioner Henderson, son in Grady in intensive care. Ask for prayers.

10. **July 4<sup>th</sup> Committee** – The committee will report on its recommendation for Citizen of the Year and Grand Marshal of the July 4<sup>th</sup> Parade. A motion was made by Sarah Davis, seconded by Jim Windham to appoint Jim Watterson as Grand Marshal for the 2016 July 4<sup>th</sup> Parade.

11. \* **George Street Trail Extension** – Robert Jordan has prepared pricing estimates for several alternatives (attached). We would like to select one of the options before proceeding with the project. City Manager Bob Schwartz presented three options for the trail extension with recommendation to move forward with Option 1. A motion was made by Jim Windham seconded by David Eady to accept Option 1. Eady noted that Option 1 will still be approx. 300 feet from the Wearing's property.

12. \* **Oxford College Utility Relocation Project** – We recommend Council authorize a contract with Oxford College for the conversion of the overhead electric system to an underground system in the vicinity of Pierce, George Street, and Wesley near the new dining hall and the old dining hall. We also request approval of the listed contracts with AT&T, Charter Cable, Irby Supply, Anixter Supply, Stuart Ozburn Electric, and Marable-Pirkle, Inc. City Manager Bob Schwartz presented the bids for the Oxford College Electric Project with a recommendation to accept the bids from Marable-Pirkle at \$490,070.00 for labor, Materials from Irby (w/o poles) at \$169,676.70, Sole Source Contracts from Stuart Ozburn Electric at \$98,200.00, Charter Cable \$12,180 and AT&T \$11,356.00. In addition Mayor Roseberry stated that based on ECG billing dated 6/30/2015 the city is charged \$187.50 per hour from ECG services and estimating that 40 hours of ECG services will be required for the project the city will bill Emory \$7,500 for ECG services. City Manager Bob Schwartz presented a service contract for approval. After discussion it was suggested that City Manager Schwartz meet with the City Attorney David Strickland to review the contract and make the suggested changes. A motion was made by Mike Ready seconded by George Holt to proceed with approval of the contract with changes as discussed. Motion approved 7/0.

13. \* **Cemetery Agreement** –The recommended renewal for the agreement between the City and the Oxford Historical Cemetery Foundation is attached. We have highlighted the changes suggested in the last two work sessions. City Manager, Bob Schwartz presented a revised agreement based on discussions from the past two work sessions. Eady said we should specify the caliber of trees. Schwartz will meet with Burl Budd. A motion was made by J. Windham seconded by T. Smith to accept the revised agreement with the condition of adding the caliber of trees. Motion approved 7/0.

14. \* **City Credit Cards** – We recommend the attached Resolution to update our financial policies based on state law (O.C.G.A. §36-80-24). **A motion was made by Jim Windham, seconded by G. Holt to approve the resolution to update the financial policies based on the state law for Credit card processing. Motion approved 7/0.**
15. **GEFA Loan** – We have received approval from GEFA to convert our loan application to state funds for ten years at 1.4% interest. We are ready to authorize the city engineer to prepare the construction drawings. **A motion was made by Jim Windham, seconded by Terry Smith to authorize the city engineer to proceed with the construction drawings. Motion approved 7/0.**
16. Invoice Approval - **A motion was made by Holt, seconded by Jim Windham. Motion approved 7/0.**
17. Adjourn **Motion by Jim Windham, seconded by Terry Smith. Motion approved 7/0.**

### INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
<b>MONTHLY/QUARTERLY</b>		
<b>City Oxford Utilities</b>	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for March	1,390.05
<b>GMEBS Retirement</b>	Employee Retirement Fund (April)	5,946.33
<b>Humana</b>	Health Insurance (April)	6,818.10
<b>Latham Home Sanitation</b>	Monthly waste removal services	5,636.10
<b>Sophicity</b>	IT in a Box (April)	1,701.68
<b>Southeastern Power Administration</b>	SEPA energy cost	3,393.02
<b>Utility Service Co., Inc.</b>	Quarterly Tank Maintenance Inv. 390987	2,715.32
<b>PURCHASES/CONTRACT LABOR</b>		
<b>Card Services/Master Card</b>	Muni Clerks Conf. Stacey & Luran, Stormwater Training/Scottie, Hotel Deposit for Judge Training/ Newly Elected Officials/Mike Ready, misc.	1,622.23
<b>Gresco</b>	Electric supplies for Bonnell St. upgrade	4,679.50
<b>Harris Computer Systems</b>	Work Order Module - Program Development	3,000.00
<b>M. Qader A. Baig &amp; Associates LLC</b>	Court Solicitor/Legal Services Jan-March	1,200.00
<b>McNair, McLemore, Middlebrooks</b>	Annual – Financial Transactions Bookkeeping	1,963.65
<b>Premier Tree Care</b>	Grounds Maintenance for February	1,997.00
<b>Printability</b>	10'x10' Pop up tent for Police Dept.	1,300.00
<b>Scarborough Tree Service</b>	Removal of 10-11 trees + total cleanup 220 E. Clark	4,200.00
<b>Stananco Tire &amp; Power Equipment</b>	Two Lawnmowers w/blades & belts	18,647.15
<b>Steven A. Hathorn</b>	Judge Legal Services for April – June	1,250.00
<b>Stuart's Electrical Services</b>	Cross walk power & install @ Emory/Hamill Street	11,640.00
<b>The Hall Company</b>	Bill Forms & Envelopes for Utility Billing	1,396.65
<b>Tres Thomas</b>	Develop & Submit 2015 Annual Storm Water Report	3,500.00
<b>Woco Pep Oil, Inc.</b>	Fuel for March 2016	2,172.24
<b>APPROVED CONTRACTS</b>		
<b>Ace/Kimble Services</b>	George Street Drainage Project 100% complete	49,775.00
<b>Ace/Kimble Services</b>	Clark Street gutter retro fit 1,000 sq. ft. Bermuda sod	5,200.00

<b>Ace/Kimble Services</b>	104 & 114 Long Street Circle, demo 2 storm drain tops, re-pour with ring and cover manhole access	3,000.00
<b>Burford's Tree Service</b>	Powerline Tree Trimming 2/27	4,552.00
<b>Church Street Services</b>	Special Projects March 1-29, 2016	2,420.44
<b>Jordan Engineering</b>	Evaluate GEFA loan application/Prepare Maps Moore St. and Whatcoat/E. Clark concept curb & gutter etc.	7,416.77
<b>Pittman Construction Co. Inc.</b>	Hauling fees for paving W. Bonnell & coke Street.	1,822.77
<b>Sumner Meeker, LLC</b>	Legal Services for East Clark Street	1,875.00

Respectfully Submitted,

Lauran S. Willis, CMC/FOA  
City Clerk