

**OXFORD MAYOR AND COUNCIL
SPECIAL MEETING
MONDAY, JUNE 17, 2013 – 6:00 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 June 17, 2013 Mayor and Council Special Meeting
5. Honorary Councilmember – Councilmember Lyn Pace has appointed Mr. Walter Snipes to serve as honorary councilmember for July. Mr. Snipes' tour was June 7 and he will attend the June work session along with the July council meeting.
6. Motion to approve the Minutes of the regular meeting of May 6, 2013.
7. Motion to approve the Minutes of the Public Hearing of May 20, 2013.
8. Motion to accept the Minutes of the April 9, 2013 Planning Commission Meeting
9. Planning Commission Recommendations/Petitions
10. Citizen Concerns
11. Committee Reports
12. Invoice Approval
13. Executive Session – Personnel Matters
14. Adjourn

COMMITTEE REPORTS

1. JERRY D. ROSEBERRY, MAYOR

- a. **Council Committees** – We have the second reading of an ordinance to amend how our council committees function.
- b. **FY2014 Budget** – We have the FY2014 annual budget, capital budget, and adopting resolution ready for adoption.

2. DAVID STRICKLAND, CITY ATTORNEY

3. BOB SCHWARTZ, CITY MANAGER

- a. **City Property Maintenance** – It was suggested at the work session that we do more to maintain existing city property and will have to do even more as we make additional beautification improvements in the city. Before we make a decision on additional personnel or contracts, we recommend that we prepare a list of projects or tasks that need to be done. This will allow us to build a job description or prepare a request for bids.
- b. **History Project** – Our 175th anniversary is approaching. We have some funds included in the FY2014 budget for the anniversary. We have had a suggestion from Erik Oliver of several historical projects. This was discussed briefly at the last work session. The finance committee met to review the whole project on Friday, May 24 and recommends that we have a full discussion of the history project and of our 175th anniversary at our next work session.

4. GEORGE R. HOLT, FINANCE/OVERSIGHT/PERSONNEL

- a. **Employee Handbook Amendments** - We have a Resolution to adopt two amendments to the Employee Handbook that: 1) provides for annual physicals for police officers, and 2) provides educational reimbursements for employees for job-related courses.

5. DAVID EADY, PLANNING/ZONING/STORMWATER

6. LYN PACE, CEMETERY/PUBLIC SAFETY

7. FRANK J. DAVIS, STREETS/SIDEWALKS/SOLID WASTE

8. TERRY A. SMITH, UTILITIES/PUBLIC WORKS

- a. **Water Connection and Tap Fees** – We have enclosed a Resolution to conform our water connection and tap fees to those charged by the Newton County Water and Sewerage Authority.
- b. **MEAG Voting Delegate** – As discussed at the May work session we have a Resolution to replace the former city manager with the current city manager as an alternate voting delegate.

9. JAMES H. WINDHAM, BUILDINGS & GROUNDS/PARKS/TREES

- a. **Old Fire Station** – We will have a proposal to install heating and air conditioning in the old fire station portion of the building. This will be used by Oxford College for an art studio.

INVOICES OVER \$1,000.00**Routine Monthly Bills Paid**

VENDOR	DESCRIPTION	AMOUNT
GMEBS Retirement Trust	Employees Retirement Fund for (May)	6,167.50
Humana	Employees Health Insurance (June)	7,259.03
Latham Home Sanitation	Waste & Recycle removal (April)	5,228.74
Newton County Commissioners	Water Purchase Cornish Creek	13,977.00
Sophicity	Monthly Technical Services for (May)	1,283.50
Southeastern Power Admin	SEPA Energy Cost (April)	3,128.55
<u>PURCHASES/CONTRACT LABOR</u>		
Apollo Staffing	Temp Services Week Ending 5/19/2013	1,278.72
Consolidated Disposal	Repair of Leaf Vacuum	2,465.00
Georgia Department of Labor	Unemployment Quarterly Fees	4,290.00
Global Equipment Company	Blueprint storage racks for Mtn. Facility	1,176.95
Harris (Formerly CSI)	Annual Software Contract Renewal	13,392.75
Monroe Tree Service	Tree Removal & Clean Up on Asbury and Williams St	2,100.00
McNair, McLemore & Middle	Professional Svcs Debt payoff/Payroll tax matters	3,523.50
Newton County Tomorrow	Baseline Ordinance	4,500.00
Strickland & Strickland	Legal/Professional (April)	1,747.00
Woco Pep Oil, Inc.	Fuel & Diesel	4,554.92
<u>APPROVED CONTRACTS</u>		
Cecil Key Paving	LIMG Project/Asphalt Patching	21,920.00
D+E=Design + Environment	Professional Svc George & Whatcoat Street	1,075.00
Kinnett Enterprise	Final + Retainer for Old City Hall Renovation	5,068.00