

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, DECEMBER 2, 2013 – 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 December 2, 2013 Mayor and Council Regular Meeting
5. Honorary Councilmember – Councilmember Windham has appointed Martha Molyneux to serve for the month of December.
6. Motion to approve the Minutes of the regular meeting of November 4, 2013.
7. Planning Commission Recommendations/Petitions
8. Citizen Concerns
9. Committee Reports
10. Invoice Approval
11. ANNOUNCEMENTS
 - a. The annual employee meeting and luncheon will be at noon on Thursday, December 12.
 - b. The work session for January will be on Tuesday, January 21 instead of Monday, January 20 which is the Martin Luther King Holiday.
12. Executive Session for discussion of personnel issues.
13. Adjourn

COMMITTEE REPORTS

1. JERRY D. ROSEBERRY, MAYOR

- a. **175th Birthday Committee Update** – We have had several full committee meetings and all three subcommittees have been busy.

2. DAVID STRICKLAND, CITY ATTORNEY

3. BOB SCHWARTZ, CITY MANAGER

- a. **New City Code** – We recommend first reading of the Ordinance to adopt the new version of the City Code.
- b. **Surplus Property** – We have advertised for sealed bids our surplus property. We will receive bids on December 10 with the plan to award the bids on December 16. Since we can transfer property to other municipalities without bids, we recommend that we sell the 1994 Ford recycling truck to Mansfield for \$1,200.

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

5. DAVID EADY, PLANNING/ZONING/STORMWATER

- a. **Planning Commission** – Jim Patrick and Patsy Burke both announced at the Planning Commission meeting on November 12 that they do not wish to be reappointed to the Planning Commission. Patsy has served two terms of three years. Jim has served two three year terms and about a year of another term.

6. LYN PACE, CEMETERY/PUBLIC SAFETY

7. SARAH DAVIS, STREETS/SIDEWALKS/SOLID WASTE

- a. **LMIG** – The deadline for submitting our list of improvements to the state DOT for the Local Maintenance & Improvement Grant (LMIG) program is January 1, 2014. We have enclosed a memo with a list of streets to be resurfaced and a suggested budget.

8. TERRY A. SMITH, UTILITIES/PUBLIC WORKS

- a. **Emory and Asbury Water Lines Bids** – We recommend approval of the low bid was \$938,867 from Anderson Grading & Pipeline. We also recommend the authorization for Carter & Sloope to perform construction administration (\$6,550) and construction observation (\$27,000) at the price quoted in their May, 2012 proposal.

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

- a. **Grounds Maintenance Bids** – After our work session, the low bidder withdrew his bid. We recommend awarding this contract to the remaining low bidder – Premier Tree and Shrub Care, Monroe for \$24,211 for the year beginning January 1, 2014.

INVOICES OVER \$1,000.00
Routine Monthly Bills Paid

VENDOR	DESCRIPTION	AMOUNT
GMEBS Retirement Trust	Employees Retirement Fund for (Nov)	6,342.83
Latham Home Sanitation Co.	October monthly sanitation and recycling	5,403.74
Newton County Water & Sew	Plant Operations & Maintenance (Oct)	6,689.41
Newton County Commissioner	Water Purchase Cornish Creek (Oct)	16,271.00
Southeastern Power Admin	SEPA Energy Cost (Billing Period Oct)	3,112.37
Sophicity	IT in a box monthly maintenance	1,286.00
Utility Service Co. Inc.	Quarterly Tank Maintenance	2,361.15
<u>PURCHASES/CONTRACT LABOR</u>		
Bankcard Center	Education Training, Dustin, Jody, Scottie, New Computer for Bob and Lauran and various other purchases	1,416.72
Irby Electrical Distributors	Electrical supplies for Oxford College Dorm project	9,168.90
MEAG	Annual SCADA Emulation – ePrism 11/1/13 – 10/31/14 discuss project design and bid process, revising plans per Connie Head’s comments, submitting plans to EPD for permitting and land disturbance project.	1,440.00 6,072.88
Municipal Code Corp	Images, Graphics & Tabular, 10 binders, 10 sets code pages	3,306.88