

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR MEETING  
MONDAY, OCTOBER 14, 2013 – 7:00 P.M.  
CITY HALL**

**MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; TERRY SMITH; SARAH DAVIS; GEORGE HOLT; DAVID EADY; COUNCILMEMBER LYN PACE WAS NOT IN ATTENDANCE FOR THIS MEETING.**

**OTHERS PRESENT: Bob Schwartz, City Manager; Lauran Willis, City Clerk; Dave Harvey, Police Chief; Jody Reid, Utility Superintendent; David Strickland, City Attorney; Patsy Burke, Hoyt Oliver, LaTrelle Oliver, Mike Ready; Anderson Wright; Ann Cranford**

The meeting was called to order by the Honorable Jerry D. Roseberry, Mayor and the invocation given by Hoyt Oliver.

Pledge of Allegiance

**A motion was made by Smith, seconded by Holt to accept the Agenda of the October 14, 2013 Mayor and Council Meeting. The Council vote was unanimous.** Attachment A

Mayor Roseberry announced Mrs. Emmie Johnson as Honorary Councilmember for November 2013. Mrs. Johnson was appointed by Mayor Jerry Roseberry. Mrs. Johnson will attend the October work session and the regular meeting in November. Attachment B

**A motion was made by Holt, seconded by Windham for the approval of the Minutes of the September 9, 2013 Regular Meeting. The Council vote was unanimous.** Attachment C

**A motion was made by Windham, seconded by Holt to accept the Minutes of the August 13, 2013 Tree Board Meeting. The Council vote was unanimous.** Attachment D

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

Patsy Burke gave a brief review of the Draft minutes of the September 10, 2013 Planning Commission Meeting regarding a request from Oxford College requesting approval for a Shuttle Bus Stop and possible addition of a sidewalk west of Haygood Street. Attachment E

**CITIZENS COMMENTS/CONCERNS:**

LaTrelle Oliver expressed concern regarding two maple trees which were removed on Haygood Street as part of the construction project. Her concern was these were two very young trees and it was not brought to the attention of the Tree Board that these trees needed to be removed and wanted to know if the city had given permission for their removal. LaTrelle also expressed concern regarding the placement of the prohibition signs and the garbage can in George Street Park. She suggested adding two additional signs and moving the current ones to another location in the park as well as finding a more appropriate location for the garbage can. Chief Harvey informed council two additional signs are on order.

**Mayor's Report**

Mayor Roseberry announced with the passing of Councilmember Frank Davis there is a vacancy to fill the position for Post 1. He asked Councilmember George Holt as chairman of personnel if he would like to make a recommendation to appoint someone to fill the position for the remainder of Councilmember Frank Davis's term.

**A motion was made by Holt, seconded by Windham to appoint Mrs. Sarah Davis to serve the remainder of Councilmember Frank Davis' term. The council vote was unanimous.** Attachment F

Mayor Roseberry announced the first meeting of the 175<sup>th</sup> Anniversary Committee will be October 15, 2013 from 3-4:45 at City Hall.

Mayor Roseberry reminded council of the City Council Retreat – The annual city council retreat will be facilitated by Jim Dove and Mott Beck with the Northeast Georgia Regional Commission and will be held Thursday, October 31, beginning at 8:30 AM in the Oxford College Library. City Auditors Wayne Tamplin and Pat Malcom will present the 2012 – 2013 Fiscal Year audit.

**Bob Schwartz/City Manager**

City Manager Bob Schwartz presented discussion regarding two proposed parking lots, one at Old Church and one at the George Street Park for the purpose of a decision to obtain bids for construction. After some discussion it was requested by Mayor Roseberry this be put on the agenda for the work session on October, 21, 2013. City Manager Bob Schwartz also presented an update on backup power for city hall and the maintenance facility. After discussion it was suggested that Bob obtain additional prices on Option #2 as presented which involves a basic coverage including one small single phase generator.

Attachment G & H

**City Attorney/David Strickland**

No report

**Sarah Davis****Streets/Sidewalks/Solid Waste**

No Report

**Terry Smith****Utilities/Public Works**

Councilmember Terry Smith presented to council the need for a Pressure Reducing Valve on the new Cook Road water main. After discussion:

**A motion was made by Smith, seconded by Windham to approve a Resolution to award the low bid by D & J's Trenching Services for \$40,775.00 to install a 12" pressure reducing valve on the new Cook Road Water main. The Resolution also amends the SPLOST budget for water improvements to include this expenditure. The council vote was unanimous.** Attachment I

**A motion was made by Smith, seconded by Holt to approve a Resolution to designate voting representatives for Electric Cities of Georgia for Oxford, Councilmember Terry Smith and Bob Schwartz, city manager as the alternate. The council vote was unanimous.** Attachment J

**George Holt****Finance/Oversight/Personnel**

**A motion was made by Holt, seconded by Windham for a budget amendment to reduce the capital budget for the purchase of a vehicle for the city manager by \$500.00 because the car that was purchased was \$500.00 under the budgeted amount. The council vote was unanimous.**

Attachment K

**Lyn Pace****Cemetery/Public Safety**

Chief Harvey presented on behalf of Councilmember Pace in his absence the first reading of an ordinance which would prohibit basketball goals on city streets. Attachment L

**David Eady****Planning/Zoning/Stormwater**

Councilmember Davis Eady presented to council the request from Oxford College for a temporary Shuttle Bus Stop and an extended van parking area on Asbury Street. After much discussion: **A motion was made by Eady, seconded by Holt to approve the request for a temporary shuttle bus stop with asphalt paving and an extended van parking area constructed of some form of pervious paving on Asbury Street. This agreement includes a caveat that this does not include long term parking. Council will revisit this project in May of 2014 at which time they will determine the possibility of extending this request after the completion of the construction project. The council vote was unanimous.**

Attachment M

Councilmember David Eady presented a request from Oxford College requesting permission to complete the sidewalk on the west side of Haygood between Hamill and Pierce Street.

**A motion was made by Eady, seconded by Windham to move to the next phase of the completion of the sidewalk on the west side of Haygood between Hamill and Pierce Street in obtaining a design and bids for construction. The council vote was unanimous.**

**James H. Windham****Buildings & Grounds/Parks/Trees**

Councilmember Jim Windham presented a project overview with The Center – This project would review all the plans that have been done recently and make recommendations on priorities. The proposed cost of this project would range from \$3,000 – \$5,000. It would be funded from the capital budget under the Whatcoat Street project. After discussion of the details of this project: **A motion was made by Windham, seconded by Smith to accept the proposal from The Center to review and inventory all existing plans, ordinances and related documents City, College, Historic and other. Assess the documents and studies for consistencies and incongruities. Host a series of discussions between the Oxford principles regarding the findings. Develop findings, priorities and recommendations.**

Attachment N

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

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
GMEBS Retirement Trust	Employees Retirement Fund for (Sept)	6,342.83
Humana	Employees Health Insurance (Oct)	6,698.39
Newton County Water & Sew	Plant Operations & Maintenance (Sept)	6,295.91
Newton County Commissioner	Water Purchase Cornish Creek	13,821.00
Southeastern Power Admin	SEPA Energy Cost (September)	3,446.36
<b><u>PURCHASES/CONTRACT LABOR</u></b>		
Apollo Staffing	Temp Services Week Ending 9/22	1,053.64
Georgia Municipal	Deductible-Loss Damage to City Truck	1,000.00
HD Supply	Meter 1 120-480/ 2-CL 100/Splice 100	1,050.00
Mason Tractor & Equipment	Model 990xp Brush Bandit Chipper	29,866.20
McNair McLemore	Management Advisory and Audit Preparations	5,216.55
Sophicity	IT in a Box Monthly Maintenance (September)	1,287.00
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The Covington News	Qualifying/Labor Day/New Comers Guide	1,611.55
Scarborough Total Tree	9/26 Removal of Pine tree over power lines @ 402 Moore	
	Street, Removal of Oak Tree @ 1417 Wesley Street, removal, stump	
	Grind and Clean-up.	2,700.00
<b>APPROVED CONTRACTS</b>		

**A motion was made by Windham, seconded by Holt for the approval of the invoices. The council vote was unanimous.**

**A motion was made by Windham, seconded by Smith to adjourn the meeting at 7:55 p.m. The council vote was unanimous.**

Respectfully submitted,

Lauran Willis  
City Clerk