



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, MAY 06, 2019 – 7:00 PM
CITY HALL**

PRESENT: Jerry D. Roseberry, Mayor; Council members: George Holt; Jim Windham; David Eady; Jeff Wearing, Sarah Davis. **Not present:** Mike Ready. **Staff members present:** City Manager Matt Pepper, City Clerk Connie Middlebrooks, Deputy City Clerk Stacey Mullen, Utilities Superintendent Jody Reid, Chief Dave Harvey, City Attorney David Strickland.

OTHERS PRESENT: Peggy Madden, Hoyt Oliver, Patsy Burke, Nick & Christy Schwane, Logan Schwane, Laura Gafnea and Danielle Miller from Oxford College; Nick Cole, Melissa Hage, Art & Laurie Vinson, Gwen Green, Mary Hutchinson, and Adrienne Vinson Waddey.

1. The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor
2. Invocation was delivered by Hoyt Oliver
3. Pledge of Allegiance
4. **Motion to accept the Agenda for May 06, 2019 – Wearing – Second – Davis, approved unanimous 6/0.**
Attachment A
5. **Consent Agenda - Approved unanimous 6/0.** Attachment B
6. **Mayors Report**
Mayor Roseberry announced that the Georgia Department of Transportation will be providing the city with a \$20,000 grant for the sole use of safety purposes, which will be used for the restriping of some streets within the city. The city's match is approximately \$8,000. Mayor Roseberry also recognized Logan Schwane, a student of Mainstay Academy, for his achievement as the first-place winner in the Georgia Municipal Association's Georgia Cities Week coloring contest. Logan was presented with a certificate and a Chic-fil-a gift card for his participation. Attachment C
7. **Planning Commission Recommendations/Petitions**
None

8. Citizens Concern

Gwendolyn Green (1214 Godfrey St) expressed her concerns for a member of the community, Mary Hutchinson (1105 Hull St). Ms. Hutchinson's driveway is in grave condition, making it problematic to access her home. Mrs. Green suggested the city provide Ms. Hutchinson with some assistance by possibly adding gravel to make the driveway more manageable. Ms. Hutchinson spoke about the condition of her driveway and asked the city for assistance to repair it. Superintendent Jody Reid will inspect the location to determine whether any assistance can be given, as part of Hull St is annexed into Newton County, and may be private property.

9. State-wide Pole Attachment Agreements

City Manager Pepper requested approval from Council for the new Pole Attachment License Agreements for Distribution Poles with both Verizon Wireless and New Cingular Wireless, renegotiated by Electric Cities of Georgia. *Attachment D* **Motion by Windham-second-Wearing, approved unanimous 6/0.**

10. Change Order for N. Emory Sewer Project

City Manager Pepper requested approval from Council for a change order for Site Engineering to remove 119 cubic yards of rock (encountered during construction) in order to lay the line and tie-on to the Dried Indian Creek outfall. This change order includes an additional cost of \$14,220. *Attachment E* **Motion by Eady – second – Wearing, approved unanimous 6/0.**

11. Emory Street Sidewalk Project.

City Manager Pepper recommended that Council award the contract to Keck & Wood for \$41,500 to facilitate the construction administration and material testing services for the sidewalk project. As a portion of the contract, \$6,500 will be to assist with the bidding phase, and \$5,000 per month for construction administration services, then up to \$10,000 for material testing. Keck & Wood predicts the project will take 4 months to complete, with a 5th month set aside for any project closeout items. As previously discussed with Keck & Wood, City Manager Pepper recommended having Keck & Wood to participate with the bidding process at rate of \$6,500 and if bids return at a cost higher than Council agrees with, the city can forgo the remaining contract with Keck & Wood. *Attachment F*

Motion by Davis- second- Eady, approved unanimous 6/0.

12. Moore Street Sidewalk Project

City Manager Pepper covered the new plans submitted by Jordan Engineering to include installing a sidewalk along the south side of Moore Street from Longstreet Circle east to Haygood Street, and extending the existing sidewalk, located on the north side of Moore Street to Emory Street. Also, two dogwood trees will be replaced on the right-of-way near the property of Tom Johnson (303 Moore Street). *Attachment G*

Motion by Windham- second- Holt, approved unanimous 6/0.

13. Resolution to Create Electric Capital Project Fund

City Manager Pepper discussed a resolution to create the Electric Capital Project Fund, which will be used specifically to pay for projects related to the maintenance of the city's electric infrastructure. The new fund will receive an annual transfer equal to the budgeted amount of depreciation for the Electric Fund for that given fiscal year. The city will make an initial cash transfer of \$500,000 from the Georgia Fund One into the new fund. The \$500,000 represents the city's last five years of depreciation in the Electric Fund. *Attachment H*

Motion by Wearing- second- Eady, approved unanimous 6/0.

14. Resolution to Create the Water & Sewer Capital Project Fund

City Manager Pepper discussed a resolution to create the Water & Sewer Capital Project Fund, which will be used specifically to pay for projects related to the maintenance of the city's water & sewer infrastructure. The new fund will receive an annual transfer equal to the budgeted amount of depreciation for the Water & Sewer Fund for that given year. The city will make an initial cash transfer of \$1,000,000 from the Georgia Fund One into the new fund. The \$1,000,000 represents the city's last five years of depreciation in the Water & Sewer Fund. *Attachment I* **Motion by Eady- second- Wearing, approved unanimous 6/0.**

15. Electric System Improvements

City Manager Pepper recommended that Council award the contract for the completion of this fiscal year's electric systems improvement project to Over & Under Contractors, Inc in the amount of \$91,601.40, with the cost for materials in the amount of \$32,322.15 awarded to Gresco. This project is budgeted in the FY2019 Capital Budget Fund for \$160,000, and includes the replacement of equipment, wires, switches and poles along Williams Street, Oxford North Road, West Clark Street and a section of Longstreet Circle. *Attachment J* **Motion by Holt- second- Eady, approved unanimous 6/0.**

16. Bureau Veritas February 2019 Invoice

City Manager Pepper discussed the contract with Bureau Veritas to provide building inspection services, which last year, the city agreed to a 75% and 25% split of the fees as payment for the service. The city collects the fees and remits the 75% payment to Bureau Veritas. The invoice for the month of February reflects a remittance fee of \$24,026.25 for building inspection services, largely driven by Oxford College of Emory University for the development of its Student Center. *Attachment K* **Invoice was made to council's attention due to the amount. No approval necessary, as approval was made at time of contract acceptance.**

17. Invoice Approval

Motion by Holt -second- Eady to accept invoices, approved unanimous 6/0.

Motion to go into an Executive Session at 7:36 pm – Windham – Second – Wearing, approved unanimous 6/0.

City Attorney Strickland updated Council regarding the East Clark Street Property.

Council discussed the Planning Commission member policies as it relates to attendance and propriety.

Council discussed a member vacancy on the Downtown Development Authority (DDA) with a recommendation to appoint Art Vinson as a replacement for Loren Roberts.

There being no further business:

Motion to adjourn the Execution Session at 7:45 pm – Windham – second – Wearing, approved unanimous 6/0.

Motion to return to Regular Session at 7:45 pm – Eady – second – Windham, approved unanimous 6/0.

Downtown Development Authority (DDA) Appointment

Motion by Eady -second- Windham to appoint Art Vinson as DDA member replacement for Loren Roberts, approved unanimous 6/0.

Motion to adjourn at 7:47 pm Wearing – second – Eady, approved unanimous 6/0.

Respectfully Submitted;

Stacey Mullen, CMC
Deputy City Clerk