

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, DECEMBER 2, 2013 – 7:00 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; TERRY SMITH; SARAH DAVIS; GEORGE HOLT; DAVID EADY; LYN PACE

OTHERS PRESENT: Bob Schwartz, City Manager; Luran Willis, City Clerk; Dave Harvey, Police Chief; Jody Reid, Utility Superintendent; David Strickland, City Attorney; Hoyt Oliver, Mike Ready, Anderson Wright, Rev. Tom Johnson, Emmie Johnson, J.P. Godfrey, Curtis Jackson, Penny Windham, Cheryl Ready, Martha Molyneux

The meeting was called to order by the Honorable Jerry D. Roseberry, Mayor and the invocation given by Councilmember Lyn Pace.

Pledge of Allegiance

A motion was made by Pace, seconded by Smith to accept the Agenda of the December 2, 2013 Mayor and Council Meeting. The Council vote was unanimous. Attachment A

Mayor Roseberry announced Ms. Martha Molyneux as Honorary Councilmember for December 2013 and presented her with a Proclamation as appreciation for her participation. Attachment B

A motion was made by Davis, seconded by Holt for the approval of the Minutes of the November 4, 2013 Regular Meeting. The Council vote was unanimous. Attachment C

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

Mike Ready – There was no new business to report.

CITIZENS COMMENTS/CONCERNS:

Reverend Tom Johnson talked about the history behind the city's historic marker explaining the text in relation to the Georgia Methodist Conference and the founding of Emory College and the naming of the town of Oxford. This was a prelude to discussion of replacing the historic marker which once stood at the old city hall building on Whatcoat Street. He concluded with his opinion the marker belongs to the city and should be placed somewhere in front of city hall on West Clark Street.

Mayor Roseberry thanked Reverend Johnson for his presentation and stated this will be put on the December work session for discussion of where to place the marker. Attachment D

Mayor's Report

Mayor Roseberry gave a brief update on the 175th Birthday Committee meetings and reminded everyone the next meeting is Wednesday, December 4th at 4:00.

Mayor Roseberry presented City Clerk Luran Willis with a plaque in recognition of her designation as a Certified Municipal Clerk for completion of requirements prescribed by the International Institute of Municipal Clerks (IIMC).

Bob Schwartz/City Manager

City Manager Bob Schwartz made a recommendation for the first reading of the Ordinance to adopt the new version of the city code.

A motion was made by Eady, seconded by Holt for the first reading of the Ordinance to adopt the new version of the city code. The council vote was unanimous. Attachment E

City Manager Bob Schwartz announced we have advertised for sealed bids on our surplus property. We will receive bids on December 10 with the plan to award the bids prior to the December 16, 2013 work session. He informed council that the City of Mansfield has made a proposal to purchase the 1994 Ford recycling truck in the amount of \$1,200.00. Since we can transfer property to other municipalities without bids, he recommended a motion to sell the 1994 Ford recycling truck to the City of Mansfield.

A motion was made by Smith, seconded by Eady to accept the proposal of \$1,200.00 from the City of Mansfield for the 1994 Ford recycling truck. The council vote was unanimous.

City Manager Bob Schwartz presented on behalf of Councilmember Sarah Davis the LMIG project requirements announcing the deadline for submitting the list of improvements to the state DOT is January 1, 2014. Bob presented a list of proposed streets to be resurfaced. After review of the list and discussion it was requested that he get prices on resurfacing all of Moore Street rather than the portion indicated as Moore – from Carlton Trail east and all of W. Soule Street for further discussion at the December 16th work session. Attachment F

City Attorney/David Strickland

No report

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

No Report

Terry Smith**Utilities/Public Works**

Councilmember Terry Smith announced the bids for the State Route 81/ Emory Street and Asbury Street Water Systems Improvement project have been reviewed and recommended awarding the low bid from Anderson Grading & Pipeline in the amount of \$938,867.00. He also recommended the authorization for Carter & Sloope to perform construction administration in the amount of \$6,550.00 and construction observation at the cost of \$27,000.00 at the price quoted in their May, 2012 proposal. After discussion:

A motion was made by Smith, seconded by Holt authorizing City Manager Bob Schwartz contact Carter and Sloope authorizing them to award the bid to Anderson Grading & Pipeline at the low bid price of \$938,867.00 and begin project process. The council vote was unanimous. Attachment G

After discussion regarding the construction administration and construction observation proposal. **A motion was made by Smith, seconded by Holt to accept the proposal from Carter and Sloope to perform construction administration at the cost of \$6,550.00 and construction observation at the cost of \$27,000.00 for a total cost of \$33,550.00 as quoted in their May 2012 proposal. The council vote was unanimous.** Attachment G

George Holt
Finance/Oversight/Personnel
 No Report

Lyn Pace
Cemetery/Public Safety

David Eady
Planning/Zoning/Storm water

Councilmember Eady stated the recommendation for two members of the Planning Commission will be deferred to the December 16, 2013 work session.

James H. Windham
Buildings & Grounds/Parks/Trees

Councilmember Jim Windham announced that after the work session, the low bidder for the grounds maintenance withdrew his bid. He made a recommendation to award the contract to the remaining low bidder – Premier Tree and Shrub Care at the bid amount of \$24,211 for the year beginning January 1, 2014. Attachment H

A motion was made by Windham, seconded by Smith to accept the contract from Premier Tree and Shrub Care at the bid amount of \$24,211.00 beginning January 1, 2014. The council vote was unanimous.

After further questions and discussion regarding the contents of the bid documents.

Councilmember Jim Windham amended the original motion, seconded by Eady to include the bid documents be inclusive of mulching, fertilization, trimming and edging sidewalks. The council vote was unanimous.

Mayor Roseberry requested City Manager Bob Schwartz clarify with the contractor there is to be no riding mowers on the sodded areas around city hall.

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 Luran 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	1,440.00
Municipal Code Corp	Images, Graphics & Tabular, 10 binders, 10 sets code pages	3,306.88

A motion was made by Holt, seconded by Smith for the approval of the invoices with striking the noted typing error under MEAG and the request to establish a separate fund or line item for College projects under the Electric Fund for project supplies. The council vote was unanimous.

Mayor Roseberry dismissed the regular session to enter into an Executive Session at 7:55 to discuss personnel matters. There was no action taken during the Executive Session. The Executive Session ended at 8:29pm.

A motion was made by Pace, seconded by Smith to adjourn the meeting at 8:30 p.m. The council vote was unanimous.

Respectfully submitted,

Luran Willis
City Clerk