

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, DECEMBER 3, 2012 – 7:00 P.M.  
CITY HALL, OXFORD, NEWTON, GEORGIA**

**MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; DAVID EADY, MAYOR PRO-TEM; COUNCIL MEMBERS JIM WINDHAM; GEORGE HOLT; TERRY SMITH; COUNCIL MEMBERS FRANK DAVIS AND LYN PACE WERE NOT IN ATTENDANCE**

**OTHERS PRESENT: Hoyt Oliver, Patsy Burke, Anderson Wright, Jody Reid, Utility Superintendent, Carol Penn, Neal Penn, Officer Eric Almond, Bob Schwartz, City Manager, Luran Willis, City Clerk**

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

Pledge of Allegiance

**A motion was made by Windham, seconded by Smith to accept the Agenda for the December 3, 2012 Mayor and Council Meeting. The Council vote was unanimous.**

**A motion was made by Holt, seconded by Windham for the approval of the Minutes of the November 5, 2012 Mayor and Council Meeting. The Council vote was unanimous.**

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

Planning Commission member Patsy Burke stated there was no news to report.

**CITIZENS COMMENTS/CONCERNS:**

There were no citizen comments or concerns.

## **MAYOR'S REPORT**

Mayor Roseberry reminded everyone of the employee luncheon December 17, 2012 at 12:00 noon in the City Hall Community Room.

Mayor Roseberry announced the next work session will be Monday, December 17, 2012 at 6:00 pm in the City Hall Community Room.

Mayor Roseberry reported the Mayor's Retreat went very well. The city will receive a written report from North East Georgia Regional Commission on the Short Term Work Program.

Mayor Roseberry announced he received notice from Erik Oliver stating he and Planning Commission member Jackie Ellis are not going to seek reappointment to the Planning Commission. This item will be discussed at the December work session and appointments made at the January Mayor and Council meeting.

There was discussion of the Intergovernmental Agreement with (KCNB) Keep Covington/Newton Beautiful after which Mayor Roseberry called for a motion to adopt a resolution to approve the Intergovernmental Agreement with Keep Covington/Newton Beautiful. "Whereas, the City of Oxford is required to implement certain Public Education and Outreach and Public Participation/Involvement Best Management Practices in its Stormwater Management Plan, and to promote public interest in the general improvement of the environment of the Oxford/Newton County area."

**A motion was made by Windham, seconded by Eady for the approval of the Intergovernmental Agreement with Keep Covington/Newton Beautiful. The council vote was unanimous.**

City Manager Bob Schwartz distributed the revised Short Term Work Program received from John Devine. Mayor Roseberry explained the purpose and the responsibilities of the city which are required by the State of Georgia Department of Community Affairs for this program.

After questions from citizens and discussion Mayor Roseberry called for a motion for the adoption of the Short Term Work Program.

**A motion was made by Windham, seconded by Eady for the adoption of the Short Term Work Program prior to submission to The Department of Community Affairs. The council vote was unanimous.**

**City Attorney/David Strickland**

No report

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**Bob Schwartz/City Manager**

City Manager Bob Schwartz reported he and City Clerk Luran Willis are working on preparing a budget exception report for council. Once completed the report will be reviewed with Councilman Holt and then presented to council.

City Manager Bob Schwartz announced the movie featuring Arnold Schwarzenegger was filmed in Oxford at Orna Villa this past Thursday and Friday. We have received a check from Brentwood Productions in the amount of \$1,550.00 for the rental of the city parking lot and the Community room.

City Manager Bob Schwartz announced he and councilman Windham met with Oxford College at their planning meeting. They have invited The Oxford College Landscape Architect to attend a meeting at Oxford on Friday, December 7, 2012 at 1:30 in the City Hall second floor conference room with Architect Peter Drey to discuss landscapes.

**George Holt**

**Finance/Oversight/Personnel**

**A motion was made by Holt, seconded by Smith for the approval of the 2012 Budget amendments. The council vote was unanimous.**

**David Eady**

**Planning/Zoning/Stormwater**

Councilman Eady stated there was discussion regarding the rezoning of the Elizer Property at the work session and the retreat. There are a couple of ideas which need to be presented to the College for their consideration to see how they would like to proceed. One option would be to proceed as they requested to take a vote on rezoning from R20 to Agricultural. Another option was rezoning the property as conservation. Another suggestion was the possibility of subdividing the property and rezoning the back eastern section as Agricultural.

There is no action to be taken at this time.

**Lyn Pace**

**Cemetery/Public Safety**

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**Frank Davis**

**Streets/Sidewalks/Solid Waste**

Councilman Davis was not in attendance. Superintendent Jody Reid discussed his meeting with property owner Mrs. Georgette Izen of 702 Emory Street regarding trimming the Leland Cyprus trees which have encroached over the city sidewalk. Reid reported he and the city arborist, Connie Head, met with Mrs. Izen on Friday, November 30, 2012 to discuss the proper pruning of the trees. Mrs. Izen expressed she will hire a private arborist to assess the trees and do the pruning without doing harm or losing the trees.

Councilman Eady requested a time line be established with Mrs. Izen for the completion of this project due to safety of those using the sidewalk.

**Terry A. Smith**

**Utilities/Public Works**

**A motion was made by Smith, seconded by Eady for the approval of a resolution approving the revised participant's contract with Electric Cities of Georgia. The council vote was unanimous.**

Councilman Smith presented Mayor and council with the Cook Road Water System Improvement Project regarding the extending of the twelve inch (12") waterline connecting the existing City of Oxford waterline with the Newton County Water & Sewerage Authority (NCWSA) service on Cook Road. This project is to provide sufficient PSI to meet fire flow needs. It is to loop all west side waterlines to create a more efficient water distribution system. The funds are set aside in the capital improvement fund to complete this project. The project was approved by the previous city council. Oxford and Newton County Water and Sewer Authority worked together to complete the engineering and the bid process to complete this project.

As a joint project the 2012 Engineering Award was \$46,000.00. Oxford's portion (33.8%) at a cost of \$15,548.00 with NCWSA's portion (66.2%) at a cost of \$30,452.00.

The 2012 Construction Bids (November 2012) consisted of eight bids ranging from \$531,900 to \$711,407.00. There were two low bids within \$1,000.00. The low construction bid was approximately \$93,000.00 under the 2012 estimate or approximately 15%.

Based on the 2012 bids for engineering and construction, Oxford's portion will be for Construction \$179,785.00, Engineering \$15,548.00 for a total of \$195,333.00. NCWSA's portion will be for Construction \$352,115.00, Engineering \$30,452.00 for a total of \$382,567.00.

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This will be a savings for the City of Oxford of approximately \$75,000.00 as compared to the 2009 estimate or 27.7%.

The low Bidder was Strickland & Sons Pipeline, Inc. with a bid of \$531,895.00 for construction.

If Oxford approves this project, notice will be sent for construction to begin within 30 days. The length of the job will be awarded six (6) months with an estimated job completion of three (3) to four (4) months.

After questions and discussion, **a motion was made by Smith, seconded by Windham to accept the low bidder Strickland and Son's Pipeline, Inc. in a joint contract with NCWSA for the bid amount of \$531,895.00. The council vote was unanimous.**

**JAMES H. WINDHAM  
BUILDINGS & GROUNDS/PARKS/TREES**

Councilman Windham presented the second reading of an Ordinance to amend Chapter 31 General Offenses, Use of Parks, Recreation Facilities and Multi-Use Trails.

**A motion was made by Windham, seconded by Eady to adopt an Ordinance to amend Chapter 31 General Offenses, by adding Chapter 31 General Offenses, Use of Parks, Recreation Facilities and Multi-Use Trials. The council vote was unanimous.**

**A motion was made by Windham, seconded by Eady to approve funding of \$7,000.00 for the University of Georgia Metropolitan design group project. The council vote was unanimous.**

**A motion was made by Windham, seconded by Holt for the approval of a revised contract with Kinnett Enterprises for additional work on the Old City Hall/Fire Station at a cost of \$60,577.00 with funding from the 05 SPLOST and second year lease payment from Oxford College. The council vote was unanimous.**

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**INVOICES OVER \$1,000.00**

Routine Monthly Bills Paid

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
BB&T	Loan Pmt. /Community Center/City Hall (Oct)	6,146.25
BB&T	Loan Pmt. /Community Center/City Hall (Nov)	6,146.25
BB&T	Loan Pmt. /Mtn. Facility, (Oct)	7,405.94
BB&T	Loan Pmt. /Mtn. Facility, (Nov)	7,405.94
GMEBS Retirement Trust	Employees Retirement Fund for (Nov)	6,167.50
Humana	Employees Health Insurance (Dec)	7,628.88
Latham Home Sanitation	Waste & Recycle removal (Oct)	5,403.74
MEAG	SCADA Emulations 11/1/12 – 10/31/13 annual	1,440.00
NC BOC/Cornish Creek	Water Purchase for (Oct)	15,134.00
N.C. Water & Sewer	Plant Operations& Maintenance (Oct)	6,766.33
Sophicity	Monthly Technical Services for (Nov)	1,280.00
Qader Baig, Solicitor	Legal service (July – Sept)	1,200.00
Southeastern Power Admin	SEPA Energy Cost (Sept)	3,210.72
<b><u>PURCHASES/CONTRACT LABOR</u></b>		
Associated Staffing	Temp Service 10/01 – 10/5 & 10/22 – 10/26	1,539.84
Consolidated Pipe	Materials for Airport Rd Water Line	2,393.60
Consolidated Pipe	Materials for Airport Rd Water Line	3,838.78
Consolidated Copier	New copy machine for City Hall/Best ever	6,700.00
Tractor Supply	Supplies & Materials	1,149.95
Marble-Pirkle	Underground Transformer install at Oxford College	11,750.00
Marble-Pirkle	Electric pole replacement	25,189.73
Maxx Computer, LLC	Jetbook mobile computer for Police Department	1, 121.00
Strickland & Strickland	Legal/Professional Services (10/18 – 11/8)	2,139.50
Treadwell & Tamplin & Co.	Professional audit services year end June 30, 2012	16,000.00
Treadwell & Tamplin & Co.	Interim billing for year end June 30, 2012 audit	4,000.00
Treadwell & Tamplin & Co.	Client assist with non-audit issues	1,311.00
Woco Pep Oil Company	Gas & Diesel (Nov)	4,785.78
<b><u>APPROVED CONTRACTS</u></b>		
Carl's Honey DO Service	Installation of shelving & rework cash drawers	1,847.50
Carl's Honey DO Service	Sound proofing of restroom in administration office	1,915.80

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**A Motion was made by Smith, seconded by Holt for the approval of the December 3, invoices. The council vote was unanimous.**

**A Motion was made by Windham seconded by Eady to adjourn the meeting at 7:50 pm. The council vote was unanimous.**

Respectfully submitted,

Lauran Willis  
City Clerk