

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR MEETING  
MONDAY, JULY 7, 2014 – 7:00 P.M.  
CITY HALL**

**MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; LYN PACE; SARAH DAVIS; GEORGE HOLT; DAVID EADY; COUNCILMEMBER: TERRY SMITH WAS OUT OF TOWN**

**OTHERS PRESENT: Bob Schwartz, City Manager; Lauran Willis, City Clerk; Dave Harvey, Police Chief; Jody Reid, Utility Superintendent; David Strickland, City Attorney; Hoyt Oliver, Vivian Harris, Anderson Wright, Kendra Mayfield, Dean Steve Bowen, Mike Ready, Cheryl Ready**

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

Pledge of allegiance

**A motion was made by Eady, seconded by Pace to accept the Agenda for the July 7, 2014 Mayor and Council meeting. The vote was 6 in favor and 0 opposed, motion approved.** Attachment A

**A motion was made by Holt, seconded by Eady for the approval of the Minutes of the June 2, 2014 Regular Meeting. The vote was 6 in favor with 0 opposed, motion is approved.** Attachment B

**A motion was made by Windham, seconded by Davis for the approval of the Minutes of the May 19, 2014 Public Hearing. The vote was 6 in favor with 0 opposed, motion approved.** Attachment C

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

None

**CITIZENS COMMENTS/CONCERNS**

Hoyt Oliver extended an appreciation for all the people that made our 4<sup>th</sup> of July celebration such a success this year. He extended a special appreciation for the Oxford Lions Club, Cheryl Ready and parade committee the city staff, particularly Lauran Willis and her husband for building such a great float as well as the City Police Department for making the city safe and to all who participated in making it a great celebration they were proud to be a part of.

Mayor Roseberry announced Ms. Louise Eady as Honorary Councilmember for July, 2014 appointed by Councilmember George Holt. Ms. Eady was not present to receive her Proclamation as appreciation for her participation. Attachment D

Mayor Roseberry presented Ms. Judy Greer with a Plaque as Parade Marshal for the 2014 July 4<sup>th</sup> celebration.

**Oxford College science building** – Mayor Roseberry announced Councilmember Lyn Pace is recusing himself for this discussion and voting on this matter as an employee of Oxford College. Mayor Roseberry asked City Manager Bob Schwartz to present this item for discussion.

Bob Schwartz - The Planning Commission conducted a pre-application meeting with Oxford College Tuesday, June 3, to discuss this 57,000 square foot, \$29 million building. Oxford College submitted a request for a variance of the height requirement. The IC zone has a maximum height of 45 feet. Oxford College requested a variance to 55 feet for the new building. The Planning Commission reviewed the request and, subject to an

opinion from the Newton County fire marshal, recommended approval by City Council an email reporting on the recommendation from the Newton County Fire Department. The Development Application for the science building will be considered by the Planning Commission at its next meeting on July 8<sup>th</sup>. Attachment E

After discussion and questions:

**A motion was made by Holt, seconded by Eady to approve the variance request for the new Science Building as requested by Oxford College. The vote was 5 in favor, with councilmember Lyn Pace recused and councilmember Terry Smith not present, motion approved.**

#### **Newton County Water and Sewerage Authority**

City Manager Bob Schwartz announced the term of office for the City's representative on the Newton County Water and Sewerage Authority is expiring. Councilmember Terry Smith is eligible to be reappointed and has expressed that he wishes to continue to serve.

**A motion was made by Windham, seconded by Holt to reappoint Terry Smith to serve as representative for the city. The vote was 6 in favor with 0 opposed, motion approved.**

#### **Millage Rate**

City Manager Bob Schwartz announced we have advertised for a public hearing to review the millage rate for FY2015. This will be conducted during the work session on July 21. Also, we will have a Resolution to adopt the millage rate to be voted on during the work session on July 21, 2014. Attachment F

#### **Moore Street Sidewalk**

City Manager Bob Schwartz announced Oxford College has requested permission to install a sidewalk along the north side of Moore Street from Haygood to the parking lot of Williams Gymnasium. A portion of the project would include curb and gutter. The Planning Commission approved the portion of the sidewalk that is on college property and recommended that City Council approve the portion of the sidewalk that is on the city right-of-way. In addition, the Planning Commission recommended that City Council seriously consider requiring curb and gutter along the entire portion of the project on the north side of the street and curb and gutter along the south side of the street as well. At the June 16 work session, City Council asked for a report from the city consulting engineer, Mr. Robert Jordan. We have enclosed a copy of Mr. Jordan's letter report. Attachment G

There being no further questions or discussion:

**A motion was made by Eady, seconded by Windham to approve the development permit as requested by Oxford College for the extension of the sidewalk along Moore Street in front of the Tennis Courts. The vote was 6 in favor with 0 opposed, motion approved.**

#### **Engineering for North Emory Street Sidewalk**

Mayor Roseberry announced this item will be moved to the July 21<sup>st</sup> work session.

**Police Car**

City Manager Bob Schwartz – This is a request from the Police Department for the purchase of a replacement police car. Chief Dave Harvey added he has received three quotes for a 2015 Ford Police Interceptor and recommends the quote of \$23,609.00 from Allen Vigil Ford in Morrow, Georgia. Attachment H  
 After discussion and questions:

**A motion was made by Windham, seconded by Eady to accept the quote of \$23,609 from Allen Vigil Ford. The vote was 6 in favor with 0 opposed, motion approved.**

**City Manager’s Report**

City Manager Bob Schwartz referring back to the Moore Street Sidewalk - Now that we have approved the sidewalk would it not make sense to approve installing a new waterline on Moore Street prior to installing a sidewalk? The contract with Anderson Grading is almost complete and will be an estimated \$50,000 under the original contracted cost. Bob suggested a change order to the original contract for an estimated \$98,607.00. Mayor Roseberry added that according to the 2011 SPLOST contract with Newton County any overage of SPLOST funds remain with the city. Council discussed replacing all the water line on Moore Street. There being no further discussion:

**A motion was made by Windham, seconded by Pace to approve a change order for Anderson Grading not to exceed \$200,000 to extend a new waterline on Moore Street. The vote was 6 in favor with 0 opposed, motion approved.**

City Manager Bob Schwartz reported that in addition to the public hearing and vote on the millage rate, we have several items on the agenda for the July 21 work session. This includes the beginning of our discussions with John Devine with the Northeast Georgia Regional Commission for the preparation of our master plan. We will discuss several projects planned for FY2015 with Robert Jordan, consulting city engineer. We will have a short demonstration of the online capabilities of the Municipal Code Corporation website where our city code is posted and a briefing on the Retirement system DB/DC projected ratio.

Mayor Roseberry announced that AT&T will be giving a presentation on wireless phone service at City Hall on July 21, 2014 at 11:00 for anyone who wishes to attend. This will also involve Oxford College and they will have representatives attend.

**INVOICES OVER \$1,000.00**

Routine Monthly Bills Paid

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
C. David Strickland	Attorney Fees (June)	1,412.45
GMA	GMEBS Retirement Fund (June)	6,342.83
GMA	Annual 2014-2015 Membership Dues	1,272.55
Humana	Employees Health Insurance (July)	6,201.59
Newton County Water & Sewer	Monthly Billing (May)	7,082.90

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Newton County BOC	Cornish Creek Monthly Billing (May 2014)	12,792.00
Sophicity	IT in a Box (June)	1,402.87
Southeastern Power Admin	SEPA Energy Cost (May Billing Period)	3,152.49
Steven H. Hathorn	Municipal Judge Legal Service (Qtr. April/May/June 2014)	1,250.00
Qader Baig & Associates	Legal Services Municipal Solicitor (Jan – June)	2,400.00
<b><u>PURCHASES/CONTRACT LABOR</u></b>		
Apollo Staffing	Temp Services Week Ending 5/18/2014	1,095.00
Display Sales	July 4 <sup>th</sup> and Welcome to Oxford Banners	3,356.75
Harris Local Government	Annual Software Maintenance and support	14,263.27
Kesco, Inc.	New Pump and assembly for Victoria Station	2,628.16
Latham Home Sanitation	Monthly Sanitation Fees (May)	5,353.74
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Maxx Computer Technologies	Jet book Mobile Computer (Officer Novak police car)	1,386.00
Microsoft Online Services	Online service provider fees	2,666.00
Northeast Georgia Regional	FY2015 Per Capita Dues	2,585.00
Technical Forestry Service	Connie Head 12/2013 – 2/2014 Consulting Services	1,331.25
<b><u>APPROVED CONTRACTS</u></b>		
Anderson Grading	Water Improvement Asbury & Emory Street 5/3 – 5/30	90,770.17
Anderson Grading	Water Improvement Asbury & Emory Street 5/31-6/26	118,587.40
Premier Tree & Shrub Care	Grounds Maintenance 5/6/2014 – 5/27/2014	2,621.00
Premier Tree & Shrub Care	Grounds Maintenance 6/9/2014 – 6/23/2014	2,304.00
Technical Forestry Service	Connie Head Consult Services Emory/Asbury Water Project	1,125.00

**A motion was made by Holt, seconded by Windham for the approval of the invoices. The vote was 6 in favor and 0 opposed, motion approved.**

**A motion was made by Windham, seconded by Eady to adjourn at 8:05pm. The vote was 6 in favor and 0 opposed, motion approved.**

Respectfully submitted,

Lauran Willis  
City Clerk