



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, OCTOBER 3, 2016 – 7:00 P.M.
CITY HALL**

DRAFT MINUTES

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; Councilmembers: Sarah Davis; George Holt; David Eady; Melvin Baker; Mike Ready; Councilmember Jim Windham was not in attendance.

OTHERS PRESENT: Bob Schwartz, City Manager; David Strickland, City Attorney; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt and LaTrelle Oliver, Jeff Wearing, Juanita Carson, Kendra Mayfield, Cheryl Ready, James Waddey, Officer Michele McClung, Office Jeff Novak, Peggy Madden, Patsy Burke, Anderson Wright, Juanita Carson, Mary Carter, Pastor Charles Williams, Todd Cain, Students from Oxford College: Laura Glucksman, Gabe Baskin, Gabriel Eisen, Derek Zoock, Jord Lozbury.

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

Pledge of Allegiance:

A motion was made by Ready, seconded by Davis to accept the Agenda for the October 3, 2016. The motion was approved 6/0. Attachment A

Mayor Roseberry announced James Waddey as the Honorary Councilmember for October and presented him with a proclamation as appreciation for his participation.

A motion was made by Holt, seconded by Eady to approve the minutes of the September 12, 2016 Regular meeting. The motion was approved 6/0. Attachment B

A motion was made by Eady, seconded by Baker to approve the minutes of the September 19, 2016 Work Session. The motion was approved 6/0. Attachment C

A motion was made by Baker, seconded by Ready to accept the minutes of the August 9, 2016 Planning Commission. The motion was approved 6/0. Attachment E

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

Vice Chairman Jeff Wearing addressed Council regarding future meetings. Wearing invited the Mayor and

Council to attend the next meeting of The Planning Commission on Tuesday, October 11, at 7:00. His expressed the need for the Planning Commission and Council to build a better working relationship and communication. Wearing referenced the future development plan for Oxford College and asked Kendra Mayfield to speak. Mayfield said the Future Development Plan for the College is due by January 1, 2017. She said the last plan was in 2007, however their plans have changed considerably since then. Mayfield said she feels there should be better communication between the college and the city. Mayfield suggested an annual review of their plans and creating a working document based on the college development plans and the city’s Future Development plans. Mayfield said currently when they bring documents to the Planning Commission they are finished documents therefore an annual review would possibly alleviate delays in projects and project planning.

CITIZENS COMMENTS/CONCERNS

Chairman of Trees, Parks and Recreation, Cheryl Ready announced that the City of Oxford has been selected to receive the Georgia urban Forest Council’s 2016 Outstanding Community “Grand” Award for it’s strong urban forestry program and dedication to trees. She will be attending along with Beryl Budd to receive the award on November 2, 2016. Attachment F

LaTrelle Oliver of 312 West Clark Street asked Council if there will be any forthcoming update on the Asbury Street Park and questioned the expenses to Church Street Services.

Chief Dave Harvey introduced our newest police officer Michele McClung.

Mayor Roseberry introduced the students from the Oxford College Class “Understanding Community”. Student Derek Zook explained the focus of this class is the study and history of Oxford & is taught by Lyn Pace.

City Clerk Lauran Willis explained the Proclamation for Red Ribbon Week – October 23-31 and its purpose. Attachment G

Mayor’s Report

Mayor Roseberry presented Hoyt Oliver with a banner from the 175th Birthday Celebration for his dedication and commitment in the planning for the celebration and for delivering the opening speech on behalf of the City.

2017 SPLOST

City Manager Bob Schwartz presented a memo explaining the preparations for 2017 SPLOST projects with a draft 2017 SPLOST Budget. After review of the proposed budget, Eady requested that Schwartz modify the proposed budget to include only the headings to better utilize SPLOST funds for the specific categories.

A motion was made by Eady, seconded by Davis to amend the 2017 SPLOST budget proposal to show only heads with the cost amount for each category for Mayor Roseberry to propose to Newton County as the cities recommendation for the 2017 SPLOST request. The motion was approved 6/0. Attachment H

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT

City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for 7/18 – 8/12 (Sept)	1,476.88
GMEBS Retirement	Employee Retirement Fund DB Plan (September)	6,527.91
Humana	Health Insurance (October)	7,702.02
Newton County BOC	2016 Professional Fire Services	19,511.41
Newton County W&SA	Land application/Plant Operations & MAINT (Sewer) 6/29/2016 – 7/21/2016	4,667.25
Sophicity	IT in a Box (October)	1,701.68
Southeastern Power Administration	SEPA energy cost	3,663.41
PURCHASES/CONTRACT LABOR		
AT & T	Current charges under new contract	1,314.98
Electric Cities of Georgia (ECG)	Powerline Apprenticeship program for Jonathan Benton	2,700.00
GIRMA	Deductible for damage to City Managers Vehicle	1,000.00
Kauffman Tire	Tires for Police Department vehicles (10 Tires)	1,231.24
MasterCard Services	College Students Luncheon/Court Clerk Training Dawn/Clerk Conference Stacey/desk risers Bob & Dawn/rental car and fuel for City Manager/other miscellaneous items.	1,872.78
McNair, McLemore, Middlebrooks	Preparation for Audit, review of financials	3,125.20
Pro-Tec Fire & Safety	Annual inspection and recharge of all fire extinguishers at City Hall, Maintenance Facility, Police Dept and all city vehicles	1,361.94
Servpro of Conyers	Water Damage cleanup at 105 Emory Street	1,562.03
Utility Services Co., Inc.	Quarterly Tank Maintenance	2,715.32
APPROVED CONTRACTS		
ACE/Kimble Services	Moore St. Concrete Plant ¾” long side water service cooper, 2” long side water service PVC	6,250.00
ACE/Kimble Services	Locate AT&T phone duct for sewer crossing for GEFA sewer project.	1,000.00
Church Street Services/Kay Lee	Special project group services for August, 2016	1,071.00
Church Street Services/Kay Lee	Special project group services for September 2016	1,272.60
Jordan Engineering	Plat preparation and presentation of draft of right-of-way survey 8/6 – 8/29//sewer design areas 1 & 3/site visit and research, etc.	8,637.50
Marable-Pirkle, Inc.	Emory College Underground 100% complete	205,044.08
Stuart’s Electrical Services, Inc.	Oxford College Underground conversion final draw	58,920.00

Invoice Approval

A motion was made by Holt, seconded by Eady to approve payment of the invoices. The motion was approved 6/0.

There being no further business:

A motion was made by Ready, seconded by Baker to adjourn the meeting at 7:40 PM. The motion was

approved 6/0.

Respectfully submitted,

Lauran S. Willis, CMC/FOA
City Clerk