



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, July 10, 2017 – 7:00 P.M.
CITY HALL**

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

OTHERS PRESENT: Matt Pepper, Assistant City Manager; David Strickland, City Attorney; Dave Harvey, Chief ; Luran Willis, City Clerk; Jody Reid, Utility Superintendent; LaTrelle Oliver, Kendra Mayfield, Darryl Welch, Peggy Madden, Judy Greer, Patsy Burke, Norma Jones, Georgette Izen, Mark McKercher, Todd Cain, Robert Bayless.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor

Invocation: LaTrelle Oliver recited a lecture by Atticus Haygood.

Pledge of Allegiance:

Motion made by Windham, seconded by Baker to accept the Agenda for July 10, 2017 Mayor and Council Regular Meeting. The motion was approved 5/0. Attachment A

Honorary Councilmember

Mayor Roseberry has appointed Cathy Wooten with Oxford College. Wooten will attend the August meeting.

Consent Agenda

- a. Motion to approve the Minutes of the Regular Meeting of June 5, 2017.
- b. Motion to approve the Minutes of the Work Session June 19, 2017.
- c. Motion to accept the Minutes of the Planning Commission for May 9, 2017.

Majority vote adopted. Attachment B a-c

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None.

CITIZENS COMMENTS/CONCERNS

None

MAYOR'S REPORT

Roseberry read the statistics from the Police Department's annual report.

July 4th Parade – City Clerk Lauran Willis reported the Parade was a great success and thanked everyone for their assistance and participation.

Historic Preservation

Roseberry appointed an *ad hoc* committee to examine real estate properties the city has recently acquired and determine their historic significance and report back to council by year end. Attachment C

Emory Street Sewer Tap Fees

Assistant City Manager presented a sewer tap fee matrix for the Emory Street sewer project. This item was moved to the August work session for further discussion. Attachment D

Assistant City Manager Job Description

A motion was made by Holt, seconded by Eady to accept the revised job description. Attachment E

Public Works Truck

Motion made by Eady, seconded by Baker to approve the bid from Covington Ford for a Ford F-250 4x4 for \$25,335. The motion was approved 5/0. Attachment F

Electric System Improvements

Motion made by Windham, seconded by Baker to accept the low bid from Marable-Pirkle in the amount of \$147,120 for electrical project on Wesley and Richardson Street according to proposal and ECG plan sheet. The motion was approved 5/0. Attachment G

Bid Awards

Assistant City Manager announced the bid opening for the E. Clark Street extension will be Wednesday, July 12th at 3:00 pm. The George Street Trail project is still in negotiations.

Finance

City Clerk Lauran Willis presented a request to write off the budgeted FY2017 Bad Debt.

Motion made by Windham, seconded by Holt to approve the write of \$18,328.35 in bad debt for FY2017. The motion was approved 5/0.

City Clerk Lauran Willis presented a request to refund customer utility deposits for those customers who were in good standing for the past five years with a total in funds of \$2,825.

Motion made by Holt seconded by Windham to approve moving of funds from the Customer Deposit account to the General Fund account to apply these funds as a credit to the 22 qualified customers. The motion was approved 5/0.

City Clerk Lauran Willis announced there will be a special called meeting on Monday, July 17, 2017 at 6:00 PM to review and adopt the millage rate.

Invoice Approval

Motion made by Baker, seconded by Holt to approve the following invoices. The motion was approved 5/0.

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
MONTHLY		
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (June)	1,326.88
Georgia Municipal Association	Employee Retirement Contributions (June)	6,527.91
Georgia Municipal Association	Annual Membership Dues 2017-2018	1,313.32
Georgia Municipal Association	2016 Audited Annual Premium	2,664.00
Latham Home Sanitation Co. Inc.	Monthly curbside service for (June)	5,636.10
Newton County BOC	Water Purchase Cornish Creek Water Fund for May	12,126.00
Newton County Water & Sewer	Monthly Sewer charges 04/27/2017-05/30/2017	6,720.36
Northeast Georgia Regional Commission	FY2018 Per Capita Dues	2,262.00
Sophicity	IT in a Box (July) Invoice 8692	1,752.60
Southeastern Power Admin.	SEPA energy cost (May)	3,273.33
Utility Service Co. Inc.	Quarterly Elevated Tank Maintenance	2,715.32
PURCHASES/CONTRACT LABOR		
Courtware Solutions, Inc.	Monthly Licensing, Support, and Maintenance	1,058.00
Dial's Diesel Parts & Service, Inc.	Vehicle materials and repairs for Jody's truck	1,018.19
Doors By Mike	Remove & Replace springs on door 3 @ Maintenance	1,123.34
MasterCard Services	GA Rural Water Conference @ Jekyll Island for Jody & Scottie/Water License renewal for Jody & Scottie/Honorary Council lunch/Microsoft training for Brittini/Asbury Park Meeting + other misc.	2,110.42
MECO Atlanta	Pump repair & maintenance at shop	1,216.95
M. Qader Baig	Professional Court Solicitor Jan-June	2,400.00
McNair, McLemore, Middlebrooks	Professional Services Completion of MD&A and review of financial statements (2016)	2,100.00
Newton County Clerk of Superior Court	Additional cost for 1002 Emory Street Property.	20,743.92
Printability	New detour signs for Parade route	1,285.00
Ready Rent-All, Inc.	Chipper Rental 1 Week	1,457.50
SanTech Products Inc.	Mosquito Spray and shipping	1,715.37
Steven A. Hathorn, P.C.	Professional Services, Municipal Judge 2 nd Quarter	1,250.00
Strickland & Strickland	Professional Services Closing 107 Clark Street	200,660.97
Woco Pep Oil, Inc.	Fuel (June)	2,540.46
APPROVED CONTRACTS		
HCS Services, LLC	George Street & Asbury Storm Drain	1,050.00
HCS Services, LLC	Water Tower Replace roof valve	1,050.00
Jordan Engineering	Address GDOT comments/resubmit and Coordinate with E'dras Williams at GDOT to obtain encroachment permit.	5,535.00
Over and Under General Contractors	Replace 10 polls	23,340.00

July 10, 2017

City of Oxford/Regular Session

4

Respectfully submitted,

Lauran Willis
City Clerk