



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
PUBLIC HEARING AND REGULAR SESSION  
MONDAY, MARCH 6, 2017 – 7:00 P.M.  
CITY HALL**

**MEMBERS PRESENT:** Jerry D. Roseberry, Mayor; Councilmembers: Sarah Davis; George Holt; David Eady; Melvin Baker; Mike Ready; Jim Windham.

**OTHERS PRESENT:** Bob Schwartz, City Manager; David Strickland, City Attorney; Chief Dave Harvey, Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt & LaTrelle Oliver, Curtis Jackson, Laura McCanless, Peggy Madden, Judy Greer, Nita Carson, Darryl Welch with Covington News.

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 Windham, seconded by Davis to accept the Agenda of the March 6, 2017 Regular Meeting of Mayor and Council. The motion was approved 7/0.** Attachment A

**Consent Agenda**

- a. Motion to approve the Minutes of the Regular Meeting of February 6, 2017.
- b. Motion to approve the Minutes of the Work Session February 20, 2017.
- c. Motion to accept the Minutes of the Planning Commission for January 17, 2017.

Majority vote adopted 3/6/17 Attachment B

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

None.

**CITIZENS COMMENTS/CONCERNS**

LaTrelle Oliver of 312 W. Clark Street said it would be nice if someone could give a background history of the members who were appointed to the Downtown Development Authority so the citizens know who they are.

Hoyt Oliver of 312 W. Clark Street gave an update on the 2017 SPLOST Committee and thanked everyone who assisted in preparing and getting the notices out to the voters. Oliver announced that the Oxford Historical Society will hold its annual business meeting on Tuesday, March 7 at Old Church at 7:00 PM.

**MAYOR'S REPORT**

Mayor Roseberry announced the next work session will be March 20, 2017 at 6:00 PM. The agenda topic will be to discuss the draft FY2018 budgets.

Roseberry announced that Deputy City Clerk Stacey Mullen has completed all of the required hours through the Carl Vinson Institute for the University of Georgia and is now qualified as a Certified Municipal Clerk.

**PUBLIC HEARING**

Mayor Roseberry opened the Public Hearing at 7:05 PM and announced the purpose of the Public Hearing is: Pursuant to the City of Oxford Zoning Ordinance, Section 40-637 Text Amendments. Roseberry turned the meeting over the City Manager Bob Schwartz. Schwartz announced this is the first reading of an ordinance to amend Section 40-349 Future Development Plan required of Oxford College. Schwartz explained that the amendment removes some duplicative requirements and changes the time required for updates to the plan. The amendment has been reviewed and recommended by the Planning Commission.

Mayor Roseberry called for comments or discussion in favor or opposed. There being no comments or further discussion the Public Hearing was adjourned at 7:10 PM.

**Zoning Text Amendment**

The Planning Commission recommended amending the zoning ordinance concerning the future development plan required of Oxford College. Attachment C

**A motion was made by Eady, seconded by Baker to approve the first reading. The motion was approved 7/0.**

**Street Patching Bid**

City Manager Bob Schwartz said we have six locations in the city where we need to make extensive patching. These were caused either by the wear and tear on the road or by digging we had to do in order to repair utilities. We have returned to the low bidder who put in writing the requirement to follow the GDOT specifications. The low bid is \$24,995.40. Schwartz said this project will be funded from the street paving item in the capital budget and we will offset what we can with our LMIG grant from GDOT. Schwartz recommended Council approve a purchase order for Southland Paving Co., LLC.

**A motion was made by Windham, seconded by Holt to approve the bid from Southland Paving Co., LLC in the amount of \$24,995.40 as requested. The motion was approved 7/0.** Attachment D

**Invoice Approval**

**INVOICES OVER \$1,000.00**

| VENDOR                                 | DESCRIPTION  | AMOUNT    |
|--|--|-----------|
| <b>MONTHLY</b>                         |  |           |
| <b>City Oxford Utilities</b>           | City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (Feb) | 1,191.28  |
| <b>Georgia Municipal Association</b>   | Employee Retirement Contributions (March)  | 6,527.91  |
| <b>Humana</b>                          | Health Insurance (March)   | 10,491.30 |
| <b>Latham Home Sanitation Co. Inc.</b> | Monthly curbside service for February  | 5,636.10  |
| <b>Newton County BOC</b>               | KCNB- Storm Water Education Service Fee  | 2,000.00  |
| <b>Newton County BOC</b>               | Water Purchase Cornish Creek Water Fund for Jan  | 21,427.00 |
| <b>Newton County Water &amp; Sewer</b> | Monthly Sewer charges 01/30/17-02/27/17  | 4,871.29  |
| <b>Sophicity</b>                       | IT in a Box (March)  | 1,752.60  |

|  |   |          |
|--|---|----------|
| <b>Southeastern Power Administration</b> | SEPA energy cost (January)  | 3,684.46 |
| <b>PURCHASES/CONTRACT LABOR</b>          |   |          |
| <b>Beryl Budd</b>                        | Professional Services- January & February   | 1,237.50 |
| <b>E.F. (Tres) Thomas, III, P.E.</b>     | Develop and Submit - 2016 Annual Storm Water Report   | 3,500.00 |
| <b>Anderson Grading &amp; Pipeline</b>   | 1" Copper Service on Airport Rd   | 2,280.00 |
| <b>Master Card Services</b>              | Plant Vogel Tour (Schwartz, Ready, Baker & Reid) - Hotel fees; Honorary Councilmember lunch; Oil change/maintenance- 2 maintenance vehicles; Copier/Printer- Police; etc.   | 1,080.02 |
| <b>Scarborough Tree Service</b>          | Tree Removal (Elm) on Emory and (Oak) Haygood   | 4,200.00 |
| <b>Scarborough Tree Service</b>          | Pine tree removal on Asbury St  | 1,050.00 |
| <b>Jimmy Harris Trucking, Inc</b>        | 3 Loads of Gravel for Maintenance Dept. (stock)   | 1,413.02 |
| <b>HCS Services, LLC</b>                 | Driveway Repair at 104 Longstreet Circle (water leak)   | 2,800.00 |
| <b>APPROVED CONTRACTS</b>                |   |          |
| <b>Legacy Mark, LLC</b>                  | Cemetery Office Management System 50% down  | 6,493.51 |
| <b>University of Georgia</b>             | Oxford Proposal- Part 2 (Asbury Park Plans)   | 8,690.00 |
| <b>Omega Mapping Services</b>            | Ground Penetrating Radar, On-site GPS Field Collection, Computer Drafting, Cemetery Roster, Travel/Per Diem/Lodging/ Field Supplies   | 5,020.00 |
| <b>Jordan Engineering</b>                | Asbury Park-tree mapping, cost estimating, correspondence & sketch print for park; E. Clark St. extension- Civil plans, storm water/sewer design; Monthly update; George St. Trail- Route base mapping & civil plans; new field data & trail design; Sewer Areas 1 & 2- Plan submission to EPD Watershed Protection Branch GDOT GUPS; correspondence w/ Jody, Tres Thomas, GA EPD, NCWSA & URS. | 5,540.00 |

**A motion was made by Holt, seconded by Eady to approve payment of the invoices. The motion was approved 7/0.**

Respectfully submitted,

Lauran Willis  
City Clerk