

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

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; TERRY SMITH; SARAH DAVIS; GEORGE HOLT; LYN PACE; DAVID EADY

OTHERS PRESENT: Bob Schwartz, City Manager; Luran Willis, City Clerk; Dave Harvey, Police Chief; Jody Reid, Utility Superintendent; David Strickland, City Attorney; Mike Ready, Hoyt Oliver, LaTrelle Oliver, Anderson Wright, Judy Greer, Kayla Robinson, Covington News

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

Pledge of Allegiance

A motion was made by Smith, seconded by Holt to accept the Agenda for the April 7, 2014 Mayor and Council Meeting. The Council vote was unanimous. Attachment A

Mayor Roseberry announced Ms. Judy Greer as Honorary Councilmember as appointed by Mayor Roseberry for April 2014 and presented her with a Proclamation as appreciation for her participation. Attachment B

A motion was made by Pace, seconded by Davis for the approval of the Minutes of the March 3, 2014 Regular Meeting. The Council vote was unanimous. Attachment C

A motion was made by Windham, seconded by Eady to accept the Minutes of the February 13, 2014 Meeting of the Trees, Parks, Recreation Board. The Council vote was unanimous. Attachment D

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

Commission Chairman Mike Ready gave a summary of the Planning Commission Meeting held March 11, 2014. The items discussed were: A demolition request from the College for the Branham and East dormitory complex. A demolition request for a dilapidated dwelling at 7126 Durden Circle; and a predevelopment application request from Mike McCormick and Jackie Ellis for an addition of 960 ft. to an existing residence at 105 Stagecoach Road. The Planning Commission also discussed combining the predevelopment and demolition forms into one. Attachment E

CITIZENS COMMENTS/CONCERNS:

LaTrelle Oliver presented a composition outlining her concerns in relation to various city projects and the direction and actions of the revitalization of the city. Her conclusion was addressed to Mayor and Council for further ad hoc committees to help create Oxford's future. Attachment F

MAYOR ANNOUNCEMENTS

Mayor Roseberry announced as part of our 175th birthday celebration, the April 21 work session will include reports from the 175th birthday subcommittees including: Plans for the July 4th Parade, the December 6 convocation, identifying historic sites within the city, a photography contest relating to a commemorative calendar, a collection of remembrances about life in Oxford and the selection of 175

persons to honor for their contributions to the Oxford community. After the committee reports Erik Oliver will present readings from his excellent book on Emory and Oxford: *Cornerstone and Grove*.

Mayor Roseberry announced there will be a public meeting of City Council and Oxford College, May 13, 2014 at 10:00 am in the Oxford City Hall to discuss future planning of the city and college.

RECEIPT OF FUNDS

City Manager Bob Schwartz noted the resolution adopted by Council on March 3rd which requires approval of Council before we make any transfers within the municipal competitive trust. Each year we receive a year-end settlement from MEAG. This year it's \$70,123. He stated we could deposit this in the municipal competitive trust; however, our practice recently has been to deposit this in our capital projects fund. We are requesting Council approval for this transfer and deposit.

A motion was made by Smith, seconded by Holt to authorize the City Manager Bob Schwartz and Mayor Roseberry to deposit the year end settlement from MEAG of \$70,123 into the Capital Projects Fund. The council vote was unanimous.

CREDIT CARDS

City Clerk Lauran Willis presented a follow up status of the discussion from the March 17th work session regarding the implementation of credit card processing with Govolution, LLC with a request to move forward. Attachment G

A motion was made by Holt, seconded by Windham to authorize the City Clerk Lauran Willis to proceed with the implementation of credit card processing with Govolution, LLC. The council vote was unanimous.

BUDGET ADVISORY COMMITTEE

Mayor Roseberry announced the city's charter requires the mayor to submit an annual Operating Budget to the city council for review and amending as appropriate. The charter also requires the mayor to submit to the city council a Multi-year Capital Improvements Plan as well as a Capital Budget for the 2015 fiscal year.

The mayor has appointed an ad hoc Budget Advisory Committee to assist the mayor and city manager in preparation of the Operating Budget, the Multi-year Capital Improvements Plan, and the Capital Budget for fiscal year 2015.

Appointed to the committee are council members George Holt (Chairman), Terry Smith, and Jim Windham. The committee will meet as often as necessary to accomplish its objective. The committee will comply with all provisions of the Open Meetings Law. Once the city council has approved the Operating Budget and the Capital Budget the committee will be dissolved. Attachment H

City Manager Bob Schwartz presented Mayor and Council copies of the Budget Calendar and first draft of the FY2015 Annual Budget. The first budget advisory committee meeting is set for April 11, 2014 at 10:00 am. Attachment I

INVOICES OVER \$1,000.00Routine Monthly Bills Paid

VENDOR	DESCRIPTION	AMOUNT
GMEBS Retirement Trust	Employees Retirement Fund for (March 2014)	6,342.83
Humana	Employees Health Insurance (April)	5,068.28
Latham Home Sanitation	Waste Removal and Recycling (February)	5,478.74
Newton County Water & Sew	Plant Operations & Maintenance (1/30-2/27)	5,508.92
Newton County Water & Sew	Plant Operations & Maintenance (2/27-3/31)	5,508.92
Newton County Commissioner	Water Purchase Cornish Creek (February)	11,952.00
Newton County Commissioner	Water Purchase Cornish Creek (March)	13,061.00
Sophicity	IT in a Box (March)	1,331.97
Southeastern Power Admin	SEPA Energy Cost (February Billing Period)	3,232.56
<u>PURCHASES/CONTRACT LABOR</u>		
Air Conditioning Specialist	Repair 2 AC units, 1 Coil, 1 compressor (Labor only)	1,426.00
Apollo Staffing	Temp Services Week Ending February 9	1,025.95
Apollo Staffing	Temp Services Week Ending February 16	1,229.72
Apollo Staffing	Temp Services Week Ending February 23	1,090.56
Apollo Staffing	Temp Services Week Ending March 2	1,297.88
Bankcard Center	Bucket Truck Carburetor//HC Lunch/UGA Training/other misc.	1,370.76
City of Covington	Gas Charges at Maintenance Facility 1/27 – 2/27	1,166.82
Electric Cities of Georgia	Powerline Workers Apprenticeship Program (Dustin James)	1,800.00
McNair, McLemore, Middle	Management Advisory Services	1,387.49
Moon's Tree Farm, Inc.	Tree Board Purchase of 21 trees and shipping	2,790.00
Omega Mapping	Markers & Placement of Stainless Markers in Cemetery	2,492.40
Otis Elevator Company	Annual Inspection	2,170.56
Strickland & Strickland	Legal Services for February	1,404.20
Woco Pep Oil	Fuel & Diesel for March 6	4,359.30
<u>APPROVED CONTRACTS</u>		
Anderson Grading	Water Improvement Asbury & Emory Street	70,028.60
Carter Sloope	Engineering Services Oct 13 – Feb 2 Const. Observation	26,519.87
Tres Thomas	Storm Water Management Program	3,500.00
Townsend	Powerline tree trimming February 1, 2014	2,933.28
Townsend	Powerline tree trimming February 8, 2014	4,118.01
Townsend	Powerline tree trimming February 15, 2014	1,965.90
Townsend	Powerline tree trimming February 22, 2014	4,345.60
Southeastern Wood Pole Insp.	Inspect and Treated 86 Poles	3,031.82
Omega Mapping	Cemetery Ground Radar North East Section	6,733.00

A motion was made by Smith, seconded by Holt for the approval of the invoices. The council vote was unanimous.

A motion was made by Smith, seconded by Holt to adjourn the meeting at 7:33 p.m. The council vote was unanimous.

Respectfully submitted,

Lauran Willis
City Clerk