

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR MEETING  
MONDAY, FEBRUARY 3, 2014– 7:00 P.M.  
CITY HALL**

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

**OTHERS PRESENT: Bob Schwartz, City Manager; Lauran Willis, City Clerk; Dave Harvey, Police Chief; Jody Reid, Utility Superintendent; David Strickland, City Attorney; Patsy Burke, Hoyt Oliver, LaTrelle Oliver, Mike Ready, Anderson Wright, Gwen Green, Carol Penn, Neal Penn, Laura McCanless, Florian Pohl.**

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 Eady to accept the Agenda for the February 3, 2014 Mayor and Council Meeting. The Council vote was unanimous.** Attachment A

Mayor Roseberry announced Mrs. Laura McCanless as Honorary Councilmember as appointed by Council Member Terry Smith for February 2014 and presented her with a Proclamation as appreciation for her participation. Attachment B

Mayor Roseberry presented Ms. Patsy Burke a plaque in appreciation for her services as a long term member of the Planning Commission.

**A motion was made by Windham, seconded by Pace for the approval of the Minutes of the January 6, 2014 Regular Meeting. The Council vote was unanimous.** Attachment C

**A motion was made by Eady, seconded by Windham to accept the Minutes of the January 14, 2014 Called Meeting of the Tree Board. The Council vote was unanimous.** Attachment D

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

**CITIZENS COMMENTS/CONCERNS:**

No comments.

**MAYOR ANNOUNCEMENTS**

Mayor Roseberry asked Hoyt Oliver to announce the events this weekend at Old Church. Oliver stated the Oxford Historical Society will have its annual business meeting followed by a special program Friday night at 7:00pm. Gary Houk the Executive Vice President of Emory University who wrote the history of Emory College from 1936 on will be there. He and Eric Oliver will do a talk on the transition from Oxford to Atlanta and how that happened and the events surrounding how the University got started in Atlanta. Gary Houk is an excellent speaker and the public is invited to attend. They both have books coming out this summer.

Mayor Roseberry announced that Sunday, February 9<sup>th</sup> the Oxford Historical Cemetery Foundation will hold its annual business meeting at City Hall at 2:00.

Mayor Roseberry announced that Saturday, February 15, the City will celebrate Arbor Day from 10:00 to noon at City Hall.

Mayor Roseberry announced the Newton Collaborative annual meeting will meet March 7<sup>th</sup> and 8<sup>th</sup> at the Career Academy on Friday from noon to five and a dinner from 6:00 – 9:00 pm., and Saturday from 8:00 – 12.00.

The next meeting of the Mayor and Council is the work session on Monday, February 17 at 6:00pm.

### **COMMITTEE REPORTS**

Council Member David Eady presented nominations and motion for two new members to fill the vacancies on the Planning Commission.

**A motion was made by Eady, seconded by Holt to appoint Ms. Penelope (Penny) England, 310 West Stone Street and Ms. Shawonna (Shawn) Gaither, 1401 Wesley Street to fill the vacancies on the planning commission for three year terms. The Council vote was unanimous.**

### **HISTORIC SHRINE SIGN**

Mayor Roseberry presented a reading of a resolution with a recommendation as to where the sign should be placed which reads:

WHEREAS, the historic sign honoring the City of Oxford as an Shrine of the Methodist Church stood for some years in front of the old city hall building on Whatcoat Street, and

WHEREAS, now that city hall has relocated to the New City Hall building at 110 West Clark Street, and

WHEREAS, City Council has heard from several citizens who have recommended a location for the sign,

NOW THEREFORE, BE IT RESOLVED THAT, the historic sign honoring the City of Oxford as a Shrine of the Methodist Church be erected in front of City Hall on Clark Street as shown on the presented diagram.

**A motion was made by Holt, seconded by Davis for the approval of a resolution that the historic sign honoring the City of Oxford as a Shrine of the Methodist Church be erected as shown on the diagram at the corner of City Hall on Clark Street as shown on the attachment A. The council vote was five votes in favor with two opposed Council Members David Eady and Jim Windham opposed.**

Attachment E

### **MEMORANDUM OF UNDERSTANDING WITH NEWTON TRAILS**

City Manager Bob Schwartz presented a memorandum reminding everyone it had been discussed at the last work session of whether or not we would limit some of the motorized vehicles on the trail. We have taken that language out to be put off for discussion at another date. The remainder of the memorandum is an attempt to put an agreement in writing with the Newton Trail-Path Foundation for the purpose to provide a framework and a mechanism to adequately maintain the trail through joint efforts rather than by separate efforts of each party; and to prevent duplication of effort and to maximize cost effectiveness, and to mobilize community resources to effectively and economically maintain the Oxford Trail.

Mayor Roseberry asked if this has been reviewed by the City Attorney. City Manager Bob Schwartz acknowledged that it has. Mayor Roseberry then asked if anyone would like to make a motion.

**A motion was made by Smith, seconded by Pace to execute the Memorandum of Understanding between Newton County Trail-Path Foundation, Inc. ("Newton Trails") and the City of Oxford to be effective immediately by and between the City of Oxford and Newton Trail-Path Foundation, Inc. ("Newton Trails"). The council vote was unanimous.**

### **COUNCIL COMMITTEES**

City Manager Bob Schwartz presented a recommendation for a first reading of an Ordinance to amend the method appointing council committees explaining this ordinance removes the language about January appointments and size of committees giving the Mayor the option of appointing a one member committee or a seven member committee. This is amending what is left of the language on committees. This will amend what was adopted in the new Code of Ordinances one month ago. Council Member Terry Smith asked Bob to clarify the purpose of this to the citizens as they may not have access to or looked at the Code. Bob explained that instead of standing committee on the topic of six different topic areas in effect the council becomes the standing committee on all topic areas. This way the council acts a committee as a whole, everyone gets treated with the same information at the same time on every issue. Mayor Roseberry added that we do hope those council members with special expertise will continue to provide leadership in those areas. The thing driving this is the new state law where committees come under the same rule as the full council where each time you have a meeting it has to be advertised and you have to take minutes and the minutes have to be filed with the clerk. This would eliminate a lot of the paperwork if you have two members who want to meet. We want to try this and see how it works.

### **FINANCIAL POLICIES**

City Manager Bob Schwartz presented the new City of Oxford Financial Policies explaining the changes that had been made as discussed at the last work session with a recommendation as this being the first reading for approval. After further comments and discussion:

**A motion was made by Holt, seconded by Smith this item be tabled to the next meeting and be put on the work session agenda for further discussion. The council vote was unanimous.**

### **FLOOD ZONE ORDINANCE**

City Manager Bob Schwartz presented an ordinance as a first reading to amend Chapter 14: Environment; Article II: Flood prevention and control. We have been asked by (FEMA) Federal Emergency Management Agency to revise our ordinance to conform to their model and base maps. The ordinance we have put together with the help of the city attorney defines the changes. Most of which is language we have had in place since 1997 when we first adopted the flood ordinance. Some of the changes are additions to the definitions. David Eady requested Bob send this electronically to the planning commission so they can have a chance to review it before the second reading and adoption.

### **MUNICIPAL COMPETITIVE TRUST**

City Manager Bob Schwartz presented a resolution to update the persons and positions authorized to sign for our municipal competitive trust transactions. After further comments and discussion it was agreed to postpone this for the next meeting.

**A motion was made by Windham, seconded by Holt to table the resolution for the Municipal Competitive Trust to the next meeting to allow the City Manager time to modify the resolution to include language where these items would be brought to council for a decision. The council vote was unanimous.**

**PROHIBITION OF TREE CUTTING**

City Manager Bob Schwartz presented a first reading of an ordinance to Amend Chapter 38 Vegetation, Article III Tree Management, by adding Section 38-59 Trees, Cutting or Defacing. This ordinance would make it unlawful for any person to cut, deface or destroy any tree on public property in the city unless authorized by the governing body, after recommendation by the Trees, Parks and Recreation Board.

**ENGINEERING PROPOSALS**

City Manager Bob Schwartz explained we have taken proposals for engineering services for the purpose to provide expertise that we do not have on staff. With big projects this would eliminate a (RFP) Request for Proposal process. if we have a large project. Many grants and other projects require a preliminary engineering report. This would also help us do budget estimates for the capital budget. They would also help prepare specifications when we are taking bids and perform surveys on call. Of the twenty-four (24) proposals we received, I recommended four (4) at the January work session. Terry Smith and Jody met and narrowed it down to two. Jody and I met with Jordon Engineering and Surveying and with Alcovy Engineering. To conclude the presentation of the details and comparison of both of the contractors Bob made a recommendation to accept the proposal from Jordon Engineering and Surveying. After further discussion:

**A motion was made by Smith, seconded by Holt to accept the Jordon Engineering and Surveying as per the presented proposal. The council vote was unanimous.**

**INVOICES OVER \$1,000.00**Routine Monthly Bills Paid

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
City of Covington	Quarterly Sewer Charges from 9/30/2013 to 12/31/2013	9,810.00
GMA	Telecommunication Management (1/1/2014 – 12/31/2014)	1,084.50
GMEBS Retirement Trust	Employees Retirement Fund for (January 2014)	6,342.83
Humana	Employees Health Insurance (January)	6,189.56
Latham Home Sanitation	Waste Removal and Recycling (December)	5,353.74
MetLife	Group Benefits	1,992.27
Newton County Water & Sew	Plant Operations & Maintenance (December Usage)	6,689.41
Newton County Commissioner	Water Purchase Cornish Creek (December)	12,321.00
Sophicity	It in a Box (January)	1,330.97
Southeastern Power Admin	SEPA Energy Cost (December Billing Period)	3,406.09
Utility Service Co., Inc.	Quarterly Tank Maintenance	2,715.32
<b><u>PURCHASES/CONTRACT LABOR</u></b>		
Apollo Staffing	Temp Services Week Ending January 19 <sup>th</sup>	1,127.48
Bankcard Center	Jan 2014 PD/Web domain/Mayors Summit/Holiday Décor	1,199.58
Bankcard Center	Feb 2014 ICMA Internet/ICMA Publication for Training	1,654.35
Dixie Decorations	30-24" banner hardware	1,625.00
Irby Electrical Distributors	Pad mount Transformer for College Project	8,180.00
M & S Construction	Roof Repair at 810 Whatcoat Building	1,400.00
Newton County Sheriff's	Prisoner Housing (2-31 days)	1,425.00

<b>APPROVED CONTRACTS</b>		
Fat Boy's Golf Cart	EZGO Golf Cart for Maintenance & PD	3,800.00
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 Eady, seconded by Windham to adjourn the meeting at 7:59 p.m. The council vote was unanimous.**

Respectfully submitted,

Lauran Willis  
City Clerk