

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, AUGUST 5 – 7:00 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: GEORGE HOLT; JIM WINDHAM; DAVID EADY; LYN PACE; MAYOR PRO-TEM TERRY SMITH ATTENDED VIA TELECONFERENCE; COUNCILMEMBER FRANK DAVIS WAS NOT IN ATTENDANCE

OTHERS PRESENT: Bob Schwartz, City Manager; Lauran Willis, City Clerk; Dave Harvey, Police Chief; David Strickland, City Attorney; Patsy Burke, Hoyt Oliver, LaTrelle Oliver, Margaret Dugan, Anderson Wright, Shirley Ross, Max Vincent

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

Pledge of Allegiance

A motion was made by Pace, seconded by Eady to accept the Agenda of the August 5, 2013 Mayor and Council Meeting. The Council vote was unanimous. Attachment A

Mayor Roseberry introduced Mrs. Shirley Ross as Honorary Councilmember for August 2013 and presented her with a Proclamation in recognition. Attachment B

A motion was made by Eady, seconded by Windham to accept the Minutes of the May 14, 2013 Planning Commission Meeting. The Council vote was unanimous. Attachment C

A motion was made by Windham, seconded by Pace for the approval of the Minutes of the Regular Session of Mayor and Council July 1, 2013. The Council vote was unanimous. Attachment D

A motion was made by Eady, seconded by Windham for the approval of the Minutes of the Special Called Meeting of July 15, 2013. The Council vote was unanimous. Attachment E

A motion was made by Windham, seconded by Eady for the approval of the Minutes of the Special Called Meeting of July 22, 2013. The Council vote was unanimous. Attachment F

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

Patsy Burke gave a brief summary of the minutes from the May 14, 2013 Planning Commission meeting regarding the temporary signs and the request from Oxford College to close Hammil Street.

CITIZENS COMMENTS/CONCERNS:

LaTrelle Oliver addressed council with concern of the number of trees to be removed with the planned construction on Emory Street. It was her suggestion to remove them in stages rather than all at once creating a large void along Emory Street. LaTrelle also expressed concern in that the Tree Board is not being included in the planning and removal of trees.

Mayor's Report

Mayor Roseberry announced the work session on August 19 at 6:00pm.

Bob Schwartz/City Manager

City Manager Bob Schwartz presented a memo with two options for a replacement vehicle for the City Manager. After, review of the options and discussion among council as to the economic value of the options.

A motion was made by Eady, seconded by Holt to approve the purchase of the Ford C-Max Hybrid SE 2013 with 665 miles from Covington Ford at the cost of \$22,500.00. The Council vote was unanimous.

Attachment G

City Manager Bob Schwartz presented a proposal from Chad Scarborough D/B/A Scarborough Tree. Chad Scarborough wishes to replace his grandfather's tree service contract currently known as Roberts Tree and Clean-up service due to his retiring and going out of business. This proposal would replace the contract with its successor company. Attachment H

After, review and discussion among council it was a majority consensus that City Manager Bob Schwartz ask Utility Superintendent Jody Reid seek additional bids before reaching a final decision.

City Attorney/David Strickland

No report

George Holt**Finance/Oversight/Personnel**

Councilmember George Holt announced for the benefit of those who were not present at the July 15, 2013 work session of discussion regarding the unemployment insurance trust fund created by former City officials in 1977. It has been years since the fund has shown any activity. We currently pay unemployment claims from the annual budget out of the General Fund operating account. The funds are currently in a checking account at BB&T earning 0.05% interest. The drafted resolution is a request to authorize the City Clerk/Treasurer to transfer the balance of these funds into the General Fund operating account.

A motion was made by Holt, seconded by Pace for the approval of a resolution to authorize the City Clerk/Treasurer to close the Unemployment Insurance checking account with BB&T and deposit the resulting sum of \$47,946.87 as well as any additional accrued interest into the General Fund operating account. The Council vote was unanimous. Attachment I

Lyn Pace**Cemetery/Public Safety**

No Report

Frank J. Davis**Streets/Sidewalks/Solid Waste**

City Manager Bob Schwartz reported on behalf of Councilmember Frank Davis regarding the request from Oxford College to temporarily close Hamill Street during the construction of Fleming Hall (the new dorm). This was discussed at the July 15 work session with a consensus to adopt a resolution authorizing

Oxford College permission for the closure of Hamill Street at Haygood Avenue to facilitate construction of the new dorm.

A motion was made by Windham, seconded by Holt for the approval of a resolution allowing Oxford College to temporarily close Hamill Street between Emory Street and Haygood Avenue to facilitate construction. The Council vote was unanimous. Attachment J

For discussion: Councilmember Jim Windham - do we need to include in the resolution the possibility that we might want to reopen Hamill Street during the term of the closure?

City Manager Bob Schwartz - Once they stack items in the road it would be awkward to reopen it.

Councilmember George Holt - Why do you anticipate we might need to reopen it?

Councilmember Jim Windham - Part of the discussion at the work session was this might be a test for future. For some reason unforeseen to us those things have unintended and unforeseen consequences. I would just like to have an out. I don't know if we would need it or not.

Councilmember David Eady - One consideration would be for emergency vehicle access for fire service should they need to get to the existing residence halls.

Councilmember Jim Windham - I think it would be ill advised to block it off entirely to traffic.

Councilmember David Eady - Do we need to amend our resolution to allow for emergency access and other contingencies.

Mayor Roseberry - We don't have a time frame on this we're just doing this as a convenience for them. It's not a contract.

Councilmember George Holt - We talked about this at the work session. I thought it was understood they would have emergency access.

Councilmember David Eady - The resolution says it would be closed through the duration of the project. I'm asking for a contingency clause to allow for emergency access as needed.

Mayor Roseberry - As I read it says closed to facilitate construction.

Councilmember David Eady - I'm looking at the resolution Mr. Mayor where it says resolved.

City Manager Bob Schwartz - Who every makes the motion can include a clause that says it shall remain open to emergency vehicles.

Councilmember Jim Windham - At the work session it was said it would be a staging area.

Councilmember David Eady - It should actually be open to emergency services and utility services as needed. The point is to make sure everybody knows we've got to have vehicle access to the road you can't block the entire road just because the road is closed its got to remain accessible.

Councilmember Jim Windham - I see questions forming in George Holt's mind.

Councilmember George Holt - No I understand everything we are talking about and we talked about it at the work session and I thought it was understood by the parties that all of this would happen. As far as we knew we have water lines there and we talked about where they might place equipment over the water lines. I thought it was an understanding with the college that what we talked about at the work session that might happen. Maybe not maybe we do need to put it on paper.

Councilmember Jim Windham - You are absolutely right. My question is do we need to include it in a resolution? If we don't need to include it in a resolution I'm good.

Councilmember David Eady - I would prefer we put it in a resolution.

City Attorney David Strickland - What I might suggest as Mr. Eady suggested is below the bold line Now Therefore, be it resolved to include on the next sentence something to the effect of "subject to required emergency and utility service access, that Hamill Street between Haygood Avenue and Emory Street shall be closed".

Mayor Roseberry would you all want to approve the resolution with that stipulation without waiting another month? The consensus was all were in favor of moving forward with amending the motion.

The motion was amended by Windham, seconded by Eady for the approval of a resolution to allow Oxford College to close Hamill Street between Haygood Avenue and Emory Street during the duration of the Fleming Hall construction project subject to required emergency and utility service access. The Council Vote was unanimous. Attachment K

Jim Windham

Buildings & Grounds/Parks/Trees

Councilmember Jim Windham delivered the first reading of an ordinance to amend Chapter 39 Tree Ordinance, by amending section 39-102 Establishment of City Trees, Parks and recreation Board. This ordinance will change the existing board which shall consist of seven (7) members, a minimum of five (5) members who shall be citizens and residents of the City, and up to two (2) members who may be non-residents who own property within the City, all who shall be appointed by the Mayor with approval of the City Council. And the immediate past chairperson of the Trees, Parks, and Recreation Board shall serve as a non-voting, ex-officio member of the Board for one (1) year following his or her tenure. Attachment L

Councilmember Jim Windham requested that City Manager Bob Schwartz present the next item under his committee reports. Bob presented two proposals for review of the installation of an Automatic Door Opener. One was from Overhead Door Co. of Atlanta in the amount of \$2,665.00 the other from Doors by Mike in the amount of \$3,799.00. After review and discussion of the proposals it was recommended by City Manager Bob Schwartz to select Overhead Door Co. of Atlanta.

A motion was made by Windham, seconded by Eady to approve the proposal from Overhead Door Co. of Atlanta in the amount of \$2,665.00. The Council vote was unanimous. Attachment M

Terry A. Smith

Utilities/Public Works

City Manager Bob Schwartz presented items on the Committee Report on behalf of Councilmember Terry Smith who joined the meeting via teleconference from Maine. The first item was regarding the Emory and Asbury Street Water Line. Councilmember Terry Smith and City Manager Bob Schwartz met with the engineer and asked him to attend the work session on August 19th to cover the plans in detail. Terry added the purpose of having Marty Boyd, who is the engineer representing Carter and Sloope is to make the council aware of the planning of the installation of the water line and for them to have opportunity to question the engineer who has done the plan for the water line. This is so ever-body understands it before we move to the next step which will be to advertise bids. The second item was regarding the Sewer Service Project – Bob indicated we have \$250,000 budgeted for sewer work for FY2014. We are currently working on the contents of the (RFP's) Request for Proposals. Bob presented two maps. One depicts all of the sewer lines in the city, the other identifies each lot in the city which is not currently on sewer due to, availability or lots where the city has installed taps, and the customer has not tied in to service. It is estimated to be 150 or more customers in the city who are not on sewer. The primary areas are Oxford North Road and Emory Street. This issue will come back to Council for additional review later. Attachment N

INVOICES OVER \$1,000.00

Routine Monthly Bills Paid

| VENDOR | DESCRIPTION | AMOUNT |
|--|---|---------------|
| GMEBS Retirement Trust | Employees Retirement Fund for (July) | 6,342.83 |
| Humana | Employees Health Insurance (August) | 7,259.03 |
| Latham Home Sanitation | Waste & Recycle removal (July) | 5,288.74 |
| Newton County Water & Sew | Plant Operations & Maintenance | 7,241.07 |
| Newton County Commissioner | Water Purchase Cornish Creek (June) | 10,713.00 |
| Sophicity | IT in a Box Tech Services (June) | 1,283.50 |
| Sophicity | IT in a Box Tech Services (July) | 1,283.50 |
| Southeastern Power Admin | SEPA Energy Cost (June) | 3,133.60 |
| Utility Service | Quarterly Tank Maintenance | 2,361.15 |
| <u>PURCHASES/CONTRACT LABOR</u> | | |
| Apollo Staffing | Temp Services Week Ending 6/23/2013 | 1,144.52 |
| Apollo Staffing | Temp Services Week Ending 6/30/2013 | 1,059.32 |
| Apollo Staffing | Temp Services Week Ending 7/14/2013 | 1,090.56 |
| Apollo Staffing | Temp Services Week Ending 7/21/2013 | 1,278.00 |
| AT & T | Phone Services Police Dept. /City Hall 5/29 – 6/28 | 1,211.83 |
| AT & T | Phone Services Police Dept. /City Hall 6/29 – 7/28 | 1,185.03 |
| Consolidated Pipe & Supply | Material & Supplies Water | 1,018.00 |
| Covington News | Five Year History & Parade Ads | 1,013.70 |
| D & J Trenching | Repair Water Main/Moore St, Install Sewer Tap, Pierce St. | 2,300.00 |
| Gresco Utility Supply | Supplies & Materials | 1,163.67 |
| HD Power Solutions | Supplies for George St. Reconductoring Project | 4,961.19 |
| Microsoft Corporation | Licensing Renewal 2013-2014 (May) | 2,424.00 |
| M. Qader Baig & Associates | Legal Services (Court Solicitor) (Jan-June) | 2,400.00 |
| McNair, McLemore & Middle | Management Advisory, Budget & Pre-Audit Services (June) | 1,616.70 |
| Strickland & Strickland | Legal/Professional (June) | 1,546.50 |
| Wagner Services | Floor Care Sept 2012 – March 2013 | 1,911.00 |
| Woco Pep Oil, Inc. | Fuel & Diesel (July 11, 2013 – Inv22565) | 4,608.57 |
| Woco Pep Oil, Inc. | Fuel & Diesel (April 1, 2013 – Inv22146) left off May Agenda | 4,845.63 |
| <u>APPROVED CONTRACTS</u> | | |
| Allan Vigil Ford | 2013 Ford Taurus Interceptor for Police Department | 23,906.00 |
| Air Condition Specialist Inc. | HVAC & Electrical for Old City Hall/Fire Department | 9,862.00 |
| Carter & Sloope | Engineering design, CADD drafting, Cost est. to bore trees Meeting 6/12 | 6,459.55 |
| Marable-Pirkle, Inc. | George St. Reconductoring Project Labor & Equipment only | 34,260.00 |
| Oxford Historical Cemetery | One half of yearly budgeted of \$5,000.00 | 2,500.00 |
| D+E=Design+Environment | Professional Svc George & Whatcoat Street (Blueprints & mileage) | 1,084.41 |

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

A motion was made by Windham, seconded by Eady to adjourn the meeting at 7:58 p.m. The council vote was unanimous.

Respectfully submitted,

Lauran Willis
City Clerk