

OXFORD MAYOR AND COUNCIL
MONDAY, JUNE 03, 2013 – 7:00 P.M.
CITY HALL
Minutes

This meeting was treated as a work session because we did not have a Quorum for votes. Items for approval were moved to later dates.

Members present were: Jim Windham, Terry Smith, and David Eady. George Holt and Lyn Pace were both out of town. Frank Davis was still recovering from a heart attack in Emory Medical Center.

Citizens Present were: Patsy Burke, Penny Windham, LaTrelle Oliver, Hoyt Oliver, Michael Peay, Neil Penn, Carol Penn.

1. Call to Order, Mayor Jerry D. Roseberry
 2. Invocation
 3. Pledge of Allegiance
 4. Motion to accept the Agenda for the June 3, 2013 Mayor and Council Meeting
 5. Honorary Councilmember –.
 6. Motion to approve the Minutes of the regular meeting of May 6, 2013.
 7. Motion to approve the Minutes of the Public Hearing of May 20, 2013.
 8. Motion to accept the Minutes of the April 9, 2013 Planning Commission Meeting
 9. Planning Commission Recommendations/Petitions
 10. Citizen Concerns
- LaTrelle Oliver asked everyone to remember long time citizens Ms. Elizabeth Taylor and Ms. Doris Williams as the both passed away over the weekend.**
11. Committee Reports
 12. Invoice Approval
 13. Executive Session – Personnel Matters
 - 14. Adjourn**

COMMITTEE REPORTS

1. JERRY D. ROSEBERRY, MAYOR

- a. **Council Committees** – We have the second reading of an ordinance to amend how our council committees function.
- b. **FY2014 Budget** – We have the FY2014 annual budget, capital budget, and adopting resolution ready for adoption.

2. DAVID STRICKLAND, CITY ATTORNEY

3. BOB SCHWARTZ, CITY MANAGER

- a. **City Property Maintenance** – It was suggested at the work session that we to do more to maintain existing city property and will have to do even more as we make additional beautification improvements in the city. Before we make a decision on additional personnel or contracts, we recommend that we prepare a list of projects or tasks that need to be done. This will allow us to build a job description or prepare a request for bids.
- b. **History Project** – Our 175th anniversary is approaching. We have some funds included in the FY2014 budget for the anniversary. We have had a suggestion from Erik Oliver of several historical projects. This was discussed briefly at the last work session. The finance committee met to review the whole project on Friday, May 24 and recommends that we have a full discussion of the history project and of our 175th anniversary at our next work session.

Bob presented these items of which there was little discussion. They are to be addressed at the next meeting.

4. GEORGE R. HOLT, FINANCE/OVERSIGHT/PERSONNEL

- a. **Employee Handbook Amendments** - We have a Resolution to adopt two amendments to the Employee Handbook that: 1) provides for annual physicals for police officers, and 2) provides educational reimbursements for employees for job-related courses.

5. DAVID EADY, PLANNING/ZONING/STORMWATER

6. LYN PACE, CEMETERY/PUBLIC SAFETY

7. FRANK J. DAVIS, STREETS/SIDEWALKS/SOLID WASTE

8. TERRY A. SMITH, UTILITIES/PUBLIC WORKS

- a. **Water Connection and Tap Fees** – We have enclosed a Resolution to conform our water connection and tap fees to those charged by the Newton County Water and Sewerage Authority.

9. JAMES H. WINDHAM, BUILDINGS & GROUNDS/PARKS/TREES

INVOICES OVER \$1,000.00
Routine Monthly Bills Paid

VENDOR	DESCRIPTION	AMOUNT
GMEBS Retirement Trust	Employees Retirement Fund for (May)	6,167.50
Humana	Employees Health Insurance (June)	7,259.03
Latham Home Sanitation	Waste & Recycle removal (April)	5,228.74
Newton County Commissioners	Water Purchase Cornish Creek	13,977.00
Sophicity	Monthly Technical Services for (May)	1,283.50
Southeastern Power Admin	SEPA Energy Cost (April)	3,128.55
<u>PURCHASES/CONTRACT LABOR</u>		
Apollo Staffing	Temp Services Week Ending 5/19/2013	1,278.72
Consolidated Disposal	Repair of Leaf Vacuum	2,465.00
Georgia Department of Labor	Unemployment Quarterly Fees	4,290.00
Global Equipment Company	Blueprint storage racks for Mtn. Facility	1,176.95
Harris (Formerly CSI)	Annual Software Contract Renewal	13,392.75
Monroe Tree Service	Tree Removal & Clean Up on Asbury and Williams St	2,100.00
McNair, McLemore & Middle	Professional Svcs Debt payoff/Payroll tax matters	3,523.50
Newton County Tomorrow	Baseline Ordinance	4,500.00
Strickland & Strickland	Legal/Professional (April)	1,747.00
Woco Pep Oil, Inc.	Fuel & Diesel	4,554.92
<u>APPROVED CONTRACTS</u>		
Cecil Key Paving	LIMG Project/Asphalt Patching	21,920.00
D+E=Design + Environment	Professional Svc George & Whatcoat Street	1,075.00
Kinnett Enterprise	Final + Retainer for Old City Hall Renovation	5,068.00

No approvals meeting was changed to a work session.