

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, MARCH 5, 2012 – 7:00 P.M.
COMMUNITY CENTER, OXFORD, NEWTON, GEORGIA**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; DAVID EADY, MAYOR PRO-TEM; COUNCIL MEMBERS JIM WINDHAM; TERRY SMITH; FRANK DAVIS; GEORGE HOLT; LYN PACE

OTHERS PRESENT: Latrelle Oliver, Hoyt Olive, Myra Frady, Margaret Dugan, Chief Dave Harvey, Officer James Pilgrim

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

Pledge of Allegiance

OLD BUSINESS

A motion was made by Windham, seconded by Smith, for the approval of the Minutes of the February 6, 2012 Mayor and Council Organizational Meeting. The Council vote was unanimous.

A motion was made by Eady, seconded by Pace, for the approval of the Minutes of the February 6, 2012 Public Hearing. The Council vote was unanimous.

A motion was made by Windham, seconded by Holt, for the approval of the March 5, 2012 Agenda. The council vote was unanimous.

Attachment A

NEW BUSINESS

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

CITIZENS COMMENTS/CONCERNS:

Latrelle Oliver spoke on behalf of the Annual Arbor Day Celebration held by the Trees/Parks Committee and Recreation Board held February 18, 2012. The Theme was "We Love our Trees" and Our Trees Love Us. She delivered a copy of the Arbor Day Programs to all members and thanked them for their participation. She asked everyone to please recognize and observe the Red Bud Tree planted at the corner of Asbury and Clark Streets which will produce burgundy heart shaped foliage. Attachment B

Mayor Roseberry complimented the Committee for their hard work and participation and stated that was the best Arbor Day Event he has attended.

Jim Windham reported those who weren't there missed a very entertaining and educational event sponsored by the Georgia Forestry Commission.

MAYOR'S REPORT

Mayor Roseberry reminded everyone of the Celebrate Our Home Event, sponsored by The Newton County Leadership Collaborative in partnership with The Center for Community Preservation and Planning. Saturday, March 3rd was the first practice event with 5 other events planned during March, April and May. One of the events will be at Flint Hill Elementary School on April 14 and urged everyone to attend one of the events.

Attachment C

Mayor Roseberry announced the Committee Assignment change Effective March 1, 2012. Councilman Windham requested to be removed from Planning/Zoning due to a conflict with him reinstating his Real Estate business. Councilman Davis will replace Windham on the Planning and Zoning Committee with David Eady, Councilman Windham is now serving on the Cemetery/Public Safety Committee with Councilman, Pace.

Attachment D

Police Chief, Dave Harvey, introduced our newest Police Office, James Pilgrim to the council and welcomed him to the force.

Clark Miller/City Manager

Miller indicated he will have at the next work session figures for discussion of adding sewer to the Old City Hall building.

We will also be ready to present figures and proposal as reviewed by the Finance Committee of a new, Insurance Package for the city employees.

Miller reminded council this is the time to start planning and discussion of the 2012 Millage Rate.

Citizen Hoyt Oliver asked if there is a timeline on the sewer for the Old City Hall. Miller stated we will know more once the RFP's are received.

George Holt/Finance

A motion was made by Holt seconded by Smith to accept the January 1, 2011 – June 30, 2011 Fiscal Year Audit prepared by the city's audit firm, Treadwell and Tamplin. The council vote was unanimous.

David Eady/Planning/Zoning

A motion was made by Eady seconded by Davis to accept the Future Development Plan from Oxford College with the amendment to remove the Science Building Option on Wesley, Pierce and Asbury and with the stipulation that development on the east side of Haygood explicitly migrate safety concerns regarding pedestrian traffic crossing Haygood Street. The council vote was five in favor, with

Attachment F

Council Member Lyn Pace recusing himself from discussion and the vote due to a conflict of interest based on his employment with Oxford College.

Lyn Pace/Public Safety

Pace delivered the first reading of a Resolution to amend Chapter 30 Animal Control Ordinance; To Repeal all Conflicting Ordinances; To Provide for Severability, and effective Date; and for other purposes.

Citizen: Hoyt Oliver asked if the significant modification being proposed to the Animal Control Ordinance is regarding the tethering of animals and does it allow for tethering?

Pace, yes, the change to the code was to include tethering of animals. It will be allowed only in the presence of a caregiver.

Pace delivered the first reading of a Resolution to amend Penalties Chapter 31 General Offenses, Article II, by removing Section 31-117, Penalties of violation, and adding Chapter 31 General Offenses Article IV, Penalties, Section 31-401; Penalties of violation; to repeal all conflicting ordinances; Provide for Severability, and effective date; and for other purposes.

Pace delivered the first reading of an Ordinance to Amend Chapter 31, Article II, Sections 31-206; Discharging Firecrackers or fireworks, Section 31-207; disturbing Public Assemblies, Section 31-209; Lewd Houses; Section 31-211: Removal of Sand Dirt, Grass or Grassroots, Section 31-212; Obstruction Streets and Damaging Public Property, Section 31-213; Gambling Houses, Rooms, Tables, Alleys or other places, Section 31-214; Gambling; to repeal all conflicting ordinances, Section 31-215; Open and or used wells, Section 31-216 Moving or Concealing City Property, Section 31-219; Maintaining a Disorderly House and Section 31-220 Noise Control. This is to point to the new code section for the Penalty provision within that code. There is no change in the penalty provision it will only change the numbering of the codes within that chapter to make record keeping easier.

Frank Davis/Solid Waste

The City Manager will be requesting Proposals for privatizing sanitation services mainly garbage and recycling. Once proposals are received they will be brought before the council to make a decision as to whether or not they wish to make any changes in the garbage pickup.

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James H. Windham
Building & Grounds

A motion was made by Windham seconded by Eady to approve a (90 Day) Pilot Program (IT in a Box) with our current IT vendor, Sophicity.

Attachment G

Councilman Holt, question not that I'm against it but we had a presentation at our work session but we didn't fully discuss that to my knowledge at the work session. We listened to him but we didn't get any detail as far as what we are doing now as to how much we are paying for the type of services this is going to replace. That information to my knowledge has been talked about. They gave us a cost of about \$18,000 a year but we have not talked about if this is going to replace some of the things we are doing what the net amount is going to cost. I just want to make sure everybody is aware of what we are doing.

Windham stated we can discuss that and get that detail as we go forward because this is a 90 day Pilot program with the first 30 days is free we will pay for 60 days.

Holt, unless we are sure if we are thinking of going with this program should we do that. I'm not against it I just want to make sure we understand exactly what this is going to do for us versa what we have and the financial cost if want to that.

Windham, I can't address the financial cost but with councilman Eady's help I can address what it's going to do for us in many ways.

Holt, I will go along with the three month trial. But I wasn't aware that after that presentation that was considered a work session discussion for this.

Jim, you are probably right, we could have gone into it in more depth but I didn't have the dollar figures yet.

Miller, some will be a savings, we will take the Laserfiche and its annual contract out of the budget which is approximately \$2800. We will not have to replace a server which is need of replacement as well as the scanner which is in need of replacement. They are going to give us a much better scanner, a remote site location to move all archived documents to in the scan form. We will no longer be buying the packages of software the operating systems in office, nor the server applications. They will provide all upgrades. We will no longer be buying the server or site that will all be handled remotely. Additional, it will cost approximately four to five thousand dollars a year. With that you will also get the web-site which is totally again outside the city that doesn't require any city personnel or city hours to maintain. After you net out these cost with the savings cost your probably looking at an increase of about \$5,000.00 annually.

Eady wasn't there a question regarding the number of help desk calls we are paying on per hour basis and this would be included with the support.

Building and Grounds Continued

Miller, that can vary, if they come for a day it would be \$1200 for a half day \$800.00 this would be included.

Holt asked weren't we paying a set cost for a set number of hours from Think IT is this going to eliminate Think IT?

Miller, Think IT has been absorbed by Sophicity. The hourly contract is no longer available to us.

Windham, there are two things; one, off site security of all our data which will be tested and handled and two access to any information request including our emails.

Smith suggested the city manager put together a cost factor if we change and go to this new company and look at what we have been spending so it can be put in the new budget should we make a change.

Windham, the pilot program will run out about the time of our budget year change.

Holt, asked Windham to amend the motion to include the 90 day pilot program at a cost so we have some idea of what we are talking about.

Miller stated the cost is \$1499.00 for 10 users which includes a free on site audit. Windham added that the Pilot program does not include the web-site.

A motion was made by Windham seconded by Eady to amend the original motion to approve a (90 Day) Pilot Program (IT in a Box) with current IT vendor, Sophicity not to exceed \$3,000. The council vote was unanimous.

Windham, we have been in discussion with the College regarding leasing the Old City Hall/Fire Department in its entirety of which would be a market type rent and term. The rent for the first year would be spent on the building to finish it out. We have 63K in SPLOST funds that can be spent on the building itself 30K for sewer hookup. Ron Dimery is working up a price package to do the architectural and engineering aspects.

The College participated in the cost of the program with the UGA Metropolitan Design Students. In some discussion with other council members and the college we think we would be well served to offer an internship for 90 day to one of the students to fine tune the work they have done. They will work to fine turn the boundaries of the college the streets around the colleges in particularly Moore Street, Haygood and Pierce as well as Whatcoat and the area around Old City Hall in preparations of the Town Center. It suggested cost will be \$1800 for (90) days. The City would provide them, office space at City Hall were we will continue to have input as well as input from the citizens and the college.

A motion was made by Windham seconded by Eady to award one student an internship for 90 days at \$1800.00. The council vote was 5 in favor, with council member Pace recusing himself from any discussion and voting due to conflict of his employment with Oxford College.

Smith stated in regard to the college and the Old City Hall building, we have about \$2500 to \$3000 left in the previous SPLOST that hasn't been utilized that could go to aiding the renovations of the Old City Hall building. Also, whoever is working on any contractual information and discussion with the college, it's very important they know the utilities for that will be separate from the contract it will not be included.

Windham asked for permission to move forward before the lease is finalized on some aspects of the old town hall primarily the two restrooms. The renovation is to make them ADA compliant which would have to be done regardless of a contract with the college. I have a quote from a contractor for \$9,415.00 and would like to move forward with the remodeling of the restrooms.

A motion was made by Windham seconded by Davis to accept a quote from Carl's Honey Do Services in the amount of \$9,415.00 for the renovation of (2) bathrooms complete A.D.A. compliant. The council vote was unanimous.

Attachment H

INVOICES OVER \$1000.00

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
BB&T	Loan Pmt. /Community Center/City Hall Feb	6,146.25
BB&T	Loan Pmt. /Mtn. Facility Feb	7,405.94
GMA	Workers Comp Annual Premium	21,238.00
United Healthcare	March	6,814.68
Wagner Services	February	1,473.00
Southeastern Power Admin	SEPA Energy Cost January	2,987.05
N.C. Water & Sewer	Plant O & M January	6,297.95
NC BOC	Water Purchase Cornish Creek	11,253.00
NC BOC	Landfill Fees January	1,396.15
<u>PURCHASES/CONTRACT LABOR</u>		
Associated Staffing	Temp Service 1/23 -1/27	1,329.32
Associated Staffing	Temp Service 1/30 -2/03	1,181.95
Associated Staffing	Temp Service 2/06 – 2/10	1,347.36
Associated Staffing	Temp Service 2/13- 2/17	1,251.12
Alexander Royston, LLP	Legal Services for December November	3,783.00
Alexander Royston, LLP	Legal Services for January	3,468.50
Bankcard Center	Misc. S & M, Education/Training Clerk Conference	1,393.47
Computer Software	Tech Purchase Svc. Programming ECCR	2,500.00
Dell Marketing L.P.	2 New Computer for Police Department	1,118.62
HD Supplies	S&M for Underground College Project	8,357.08
HD Supplies	S&M for Underground College Project	3,455.92
Progressive Business Svc.	Small Equipment/Inserter/Folding Machine	3,595.00
Townsend	Power-line Tree-trimming for Period end Jan 7	2,131.04
Townsend	Power-line Tree-trimming for Period end Jan 14	2,478.36
Townsend	Power-line Tree-trimming for Period end Jan 21	3,605.60
Townsend	Power-line Tree-trimming for Period end Jan 28 L&E	3,030.30
Townsend	Power-line Tree-trimming for Period end Feb 4 L & E	2,704.20
Steven A. Hathorn	Professional Services Jan-March	1,250.00
<u>APPROVED CONTRACTS</u>		
Over & Under	Electric Project Labor (Final)	39,211.37

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A Motion was made by Smith seconded by Davis for the approval of the above invoices. The council vote was unanimous.

A Motion was made by Smith seconded by Eady to adjourn. The council vote was unanimous.

Respectfully Submitted:

Lauran S. Willis
City Clerk