

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, SEPTEMBER 12, 2011 – 7:00 P.M.
COMMUNITY CENTER, OXFORD, NEWTON, GEORGIA**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; FRANK DAVIS, MAYOR PRO-TEM; COUNCIL MEMBERS JIM WINDHAM; HOYT P. OLIVER; GEORGE HOLT; Councilman David Eady, absent.

OTHERS PRESENT: Erik Oliver, LaTrelle Oliver, Anderson Wright, J.P. Godfrey, Amanda Vincent, Jody Reid, Chief Dave Harvey

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

Pledge of Allegiance

Mayor Roseberry requested an Amendment to the September 12, 2011 Agenda to allow council to consider authorizing the mayor to apply for three grants. Councilman Oliver requested an amendment to the agenda to announce the publication and distribution of the city newsletter.

A motion was made by Windham, seconded by Smith, for the approval to amend the September 12, 2011 agenda to allow the council to consider authorizing the mayor to apply for three grants through The Center in addition to a request from Oliver to announce the publication and distribution of the city newsletter. The council vote was unanimous.

A motion was made by Holt, seconded by Smith, for the approval of the September 12, 2011 Agenda with amendments. The council vote was unanimous.

A motion was made by Holt, seconded by Smith, for the approval of the August 1, 2011 Mayor and Council meeting. The council vote was unanimous.

A motion was made by Oliver, seconded by Windham, for the approval of the Minutes of the Special Called meeting August 15, 2011/Millage. The council vote was unanimous.

A motion was made by Smith, seconded by Windham, for the approval of the Minutes of the Special Called meeting August 15, 2011/Pedestrian Calming. The council vote was unanimous.

A motion was made by Oliver, seconded by Windham, to accept the Minutes of the July 12, 2011 Planning Commission. The council vote was unanimous.

Attachment A

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

Chairman, Erik Oliver

Planning Commission Chairman Erik Oliver announced the planning commission has neared completion of a draft of other ordinances that were covered in the Robert & Company contract i.e. Subdivisions, Tree ordinances and other. Next will be to review the documents with the consultants and present to the council by the next work session. In addition they are working to develop a green plan for the city and request council to give direction as they move forward with developing these plans. Windham suggested Recycling as one of the largest, more Paths, Bicycling and use of electric carts anything in the green category that can be incorporated and adapted to the lifestyle of the city with attention to the environment. Oliver asked if the council if they would allow them to look beyond environmental to talk about other aspects of sustainability as it relates to the community such as development patterns in and outside the city limits. Examples were, SKC, the Rock Query, Airport as well as housing patterns, things that might help people in their houses to equip them better or insulate them better. Councilman Windham suggested the feasibility of solar panel feedback into the grid.

CITIZEN COMMENTS OR CONCERNS:

LaTrelle Oliver expressed concern about the entrance to the city on the Southside. It looks shabby and hard to keep up. Not sure of responsibility for upkeep. Latrelle addressed concern of appearance with visitors who will be coming into city for the October activities. She asked if council would investigate and act upon situation.

Councilman Windham said the council has discussed in prior meetings replacing the deteriorating city signs with brick structures that coincide with the New City Hall sign. Windham asked Superintendent Jody Reid if both signs are deteriorating. Reid confirmed both signs the one on the South and North are deteriorating badly with rot and chipping paint. Windham suggested moving forward with a design to replace the signs. Holt recalled discussion last year concerning the North and South signs to make them close to the design of the one in front of City Hall. However this issue was not included in the budget. Smith stated we did get pricing and estimates of cost if we match the existing sign and built that on any entrance coming into the city. The approximate cost was \$2500.00 to \$2600.00., per sign to match the city hall sign.

Windham requested discussion be put on the September 19, 2011 work session.

MAYOR'S REPORT

Jerry D. Roseberry

Announcements:

- Citizen Ossie May Perryman; Mother of Simon Perryman will be turning 100 years old October 2nd, 2011.
- September 11 Ceremony on Sunday at Newton County Court House had 200 plus participants, Great Ceremony
- The Mayor congratulated city employee Troy Womack in receiving his GED.
- GA DOT will hold public hearings at Perimeter College on September 22, 2011 at 6:00 pm regarding regional transportation sales tax.
- On September 28, 2011, the Chamber of Commerce will release a report resulting from a survey conducted from business in Newton County.
- Newton County said we should be receiving our first SPLOST 2011 payment later this month. Based on the SLOST it is expected to be approximately \$26,000.00.
- Work Session is scheduled for Monday, September 19, 2011 at 6:00 pm.
- Kay Lee from The Center contacted Mayor Roseberry and extended an invitation for the city to apply for three grants for up to \$25,000.00 for planning and design work. If the city wishes to apply \$800.00 to \$1,000.00 on each grant this will enhance the opportunity for acceptance.
- Oliver suggested this could be good to use for planning the town center district in areas were the city might need to define rights of way and acquire property that would enhance that.
- Mayor Roseberry requested suggestions for the use of the three grants be emailed to him and soon as possible.

A motion was made by Windham, seconded by Smith to allow the Mayor to apply for the three grants with a maximum total cost to the city of \$3000.00. The council vote was unanimous.

FINANCE/OVERSIGHT/PERSONNEL

George Holt, Chairman

To update approximately a year ago there had been discussion regarding the fund balance and how the reserved and restricted funds were being identified. GASB has established a New Fund Balance Classifications under the new GASB54 Classifications. These new standards are in effect for any Fiscal Year beginning after 6/15/2010.

Finance Continued:

We are required to report to the auditors a different process of assigning our fund balances. The Finance committee and the Utility committee have developed a work sheet which will define these fund balances. This plan is not much different from the 2010 Capital Budget we had over a year ago. Holt added this would not change much in the way we do business. It will only affect the way we assign it. Holt asked for all members to review this plan to be discussed further in a work session or move forward with a motion. Holt asked if this should be done with the committed Funds by a resolution or by an ordinance. This change should be one that could not be arbitrarily changed. The entire council will have to decide if this is a change they should do.

Windham was in favor of the second in making this change an ordinance. To restate the discussion you think the committed funds should be done by ordinance and the assigned funds by resolution. Windham was in favor of this providing it that's legal. Holt deferred this question to Attorney Strickland, and asked if this would be legal to make this change by way of ordinance without being too restricted? Strickland, you can do anything by ordinance as long as it is not contrary to state law. Windham expressed concern in committing a plan for future council.

Holt said that accordingly what will be done in consistence to the work sheet which is based on a five year projection and will be reviewed annually by the council. The amounts of the expenditures and balances will be reviewed quarterly by the finance committee. The transfers of the operating account which is our checking account will be determined by the finance committee. We try to keep a balance of three months of expenditures in that account which fluctuates. So the unassigned funds will be used to keep that in track. If the unassigned funds begin to escalate the council will then decide where those funds should go.

Smith suggested we verify this information with the auditor based on the time line in getting this data completed and to the state on time. Strickland said a first reading you need to have the actual verbiage. You can't say we want to pass this so you would count tonight as the first reading. His suggestion was if the deadline for this year is such you can't get it in for this year you can have a motion no you this year you can have a motion for this first time and get it active for the next meeting then come back in with a first and second reading and go behind that with an actual ordinance.

Strickland stated, to make sure he understands the request; the council wants to make the limitation as formal as possible. You want to do it as an ordinance; if this is unacceptable you would like to do it as a resolution to include as much control as possible. Strickland stated he will verify this change with the auditor.

Mayor agrees with Strickland to make a motion to adopt the general outline then come back at the work session and refine it more. Then if we want to put the committed section in an ordinance we can have the first reading in October and finalize it in November. Smith suggested making it as part of the motion to follow up with this plan to generate an ordinance that will govern this activity. Roseberry was in favor of this suggestion and requested Attorney Strickland draw up an ordinance.

Finance Continued

A motion was made by Holt, seconded by Windham, to adopt the worksheet as indicated showing Restricted funds in the amount of \$180,495.00, Committed Funds \$2,000,000.00, Assigned Funds \$1,859,000 and Unassigned Funds \$54,186.00 in conjunction with the GSAB 54. To be followed by an ordinance to address the Committed Funds.

Strickland said to make sure he understands the motion. You want to adopt this scheme or this way of classifying the funds, and you want to classify each account within each individual category. Windham's concern is with the committed funds. Holt stated he has on his sheet exactly what Attorney Strickland stated, but he wasn't clear that they wanted the motion with all this detail. **Holt withdrew his motion and Windham withdrew the second to this motion.**

A motion was made by Holt, seconded by Windham, to Restrict funds for Customer deposits, Unemployment Insurance and Confiscated Assets, and to assign Committed Funds in the following categories, Capitol Improvement Account, Emergency General Operating Funds and Utility Department Emergency Repairs and the Assigned Funds as follows, Total Operating Account, Parks Development and Land Purchase, Electrical Purchase Police Vehicles and Equipment, Public Works Vehicles and Equipment, Budget Stabilization, Develop Old Fire Station, Water and Sewer Expansion & Upgrades and Utility Upgrades. The council vote was unanimous. **Attachment B**

A motion was made by Holt, seconded by Windham, to approve a resolution to Request Amendments to the Provisions of Article III, of the Charter of The City of Oxford, Georgia (2001) to Provide for City Manager Form of Municipal Government. The council vote was unanimous. **Attachment C**

PLANNING/STORM WATER/CEMETERY

Hoyt Oliver, Chairman

Oliver addressed council regarding his request to amend the Agenda to include information about the Oxford News Letter. Oliver thanked all who wrote articles to Erik Oliver who formatted it and the city hall staff who saw to getting it printed and are in the process of getting it mailed out.

Attachment D

Oliver announced that on October 23, 2011 the city will be carrying through with the new headstone marker for "Miss Kitty's" grave. He has one bid from Atlanta Monument for \$1135.00 and one from Greater Atlanta Memorials for \$695 with the wording that was suggested. Oliver asked the City manager to carry through with the contract with Atlanta Memorials. The council had approved up to \$1000.00. Oliver has been in correspondence with Dr. Auslander who is in touch with the descendants

Planning/Storm Water/Cemetery continued:

of "Miss Kitty", who have requested more wording on the marker. The monument company will be able to add the additional wording with minimal charge more. The monument will read, CATHERINE ANDREW BOYD on first line "Miss Kitty", second line, CIRCA 1822-1851, then Beloved wife and mother, member of the Oxford and Emory College Communities. The cost is not expected to exceed \$800. The monument will be completed and in place before the October 23, 2011 unveiling. Miss Kitty's descendants will be present as will Dr. Auslander and some of the Emory administration. This event will be at 2:00 on October 23, 2011. Dr. Mark Auslander will be at the Oxford College book store on October 25, 2011 @ 4:00 pm signing autographs for his new book, "The Accidental Slave Owner Revisiting a Bit of Race and Finding an American Family" published August 31, 2011. Oliver recommended the city have a copy of this book at city hall. Attachment E

October 13, 2011 the city will be hosting a "Voices from the Past" tour of the Oxford Cemetery. The tour is sponsored by Newton County Historical Society. Penny Windham and Anderson Wright will be representing deceased citizens as part of this event. Jim Watterson has been assisting with scriptwriting.

Oliver informed council that the city has received a request from a citizen inquiring if the city would buy back her cemetery lots. Oliver requested the council address the buying back of cemetery lots at the work session on order to develop a policy for handle such requests.

The 2010 Storm Water Report has been revised and submitted.

The Tree board has decided they are changing their meetings from Monthly to Quarterly.

Monroe Tree Works with the help of the city crew has removed hazardous trees on the walking trail.

STREETS/SIDEWALKS/SOLID WASTE

Frank Davis, Chairman

Davis updated council regarding the Rosenwald School Plaque. Due to some communication problems with Southwell Company Inc., he has selected and is working with a different vendor who responded to the bid request. He hopes to hear back from them soon. Attachment F

UTILITIES/PUBLIC WORKS

Terry Smith

The City of Covington is constructing a hanger on their property at the Covington Airport. They have asked the City of Oxford to provide water to that property. They are willing to pay for the tap fee and pay the monthly cost for water as well as they will pay for all construction cost to tap into the city of Oxford water line on Airport Road.

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Utilities/Public Works continued;

A motion was made by Smith, seconded by Davis to enter into an Intergovernmental Agreement with the City of Covington and City of Oxford to allow Covington to tap into Oxford's 6" water main as indicated in the said document. The council voted, Oliver No, Windham No, The motion carried with a vote of (4) to (2).

Attachment G

JAMES H. WINDHAM
Building/Grounds

The Artist working on the Art display for City Hall has requested a \$1500.00 advance.

A motion was made by Windham, seconded by Oliver to pay \$1500.00 fee upon acceptance of the contract after Attorney Strickland has completed the review. The council vote was unanimous.

**INVOICES OVER 1,000.00
 SEPTEMBER 12, 2011**

Routine Monthly Bills Paid

VENDOR	DESCRIPTION	AMOUNT
Utility Services	Quarterly tank Mtn.	\$ 2,361.15
GMEBS	Retirement Trust Fund	\$ 7,049.59
US Department of Energy	Purchase Power Cost	\$ 2,830.83
Newton County BOC	Landfill Fees June	\$ 1,429.75
NC Water Authority	Plant O & M June	\$ 6,697.78
NCBOC	Cornish Creek	\$12,574.00
United Healthcare	Employee Health Ins July	\$ 7,502.94
City of Covington	Sewer Fee's 3/31 – 6/30	\$ 9,396.00
United Healthcare	Employee Health Ins- August	\$ 9,109.88
WOCO PEP OIL	Diesel Fuel/Gas June 27	\$ 5,387.44

Purchases/Contract Labor

Bankcard Center	S & M Flags for 4 th + other	\$2,679.56
Tires – N – Wheels	S&M Tires for Garbage Truck	\$1,396.00
Covington News	Ads PH/Tax Digest	\$1,271.90
Associated Staffing	Temp Svc 6/13-6/24	\$6,676.67
Associated Staffing	Temp Svc 6/27 – 7/1	\$6,676.67
Consolidated Pipe	S&M Sewer/rise & tap project	\$3,481.65
H D Supply	Supplies & Material Electric	\$1,652.23
Taser International	S & Materials Tasers PD	\$1,300.00
United American	Election Voting Booths	\$1,195.00

Approved Contracts

Cintas Corp	Uniform Rental	\$1,383.70
Marable-Pirkle, Inc.	Emergency Power Outage	\$2,028.88
Wagner Service Solutions	Janitorial Service June	\$1,473.00
Robert & Company	Rewrite of Ordinance 3/1-4/30	\$1,850.00
Robert & Company	Rewrite of Ordinance 5/1-5/31	\$1,850.00
STS Systems	Microphone Syst Council Rm	\$1,133.55
Treadwell, Tamplin & Co	Audit Year Ending 12/31/2010	\$2,500.00
Wagner Service Solutions	Janitorial Service July	\$1,473.00
D & J Trenching Services	Sewer Tap Services Install	\$12,100.00
Robert & Company	Rewrite of Ordinance 6/1-6/31	\$3,700.00

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A Motion was made by Smith, seconded by Davis for the approval of the September 12, 2011 invoices. The council vote was unanimous.

There being no further business, a Motion was made by Oliver, seconded by Holt to Windham to adjourn at 8:30 pm.

Respectfully Submitted;

Lauran S. Willis
City Clerk

Attachments A- G