



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, February 18, 2019 – 6:00 PM
CITY HALL**

MEMBERS PRESENT: Mayor Jerry D. Roseberry; Councilmembers: Jim Windham; George Holt; David Eady; Mike Ready, and Sarah Davis. Councilmember Jeff Wearing was not in attendance.

OTHERS PRESENT: Matt Pepper, City Manager; Dave Harvey, Chief; Lauran Willis, City Clerk; Connie Middlebrooks, City Clerk; Jody Reid, Utility Superintendent; Hoyt Oliver, Mike McQuaide, Peggy Madden, David Huber MD, James and Adrienne Waddey from Oxford College, Nick Cole, Melissa Hage, Art and Laurie Vinson, Laura Gafnea from Oxford College, Angela Pilgrim, Laura McCanless, and Cheryl Freeman from Freeman Law.

The meeting was called to order by Mayor Jerry D. Roseberry.

Agenda (Attachment A)

1. Mayor's Announcements

Mayor Roseberry announced that the Tree Board hosted their annual Arbor Day Celebration on Saturday February 9, 2019 and the turnout was standing room only. He also announced that Congressman Hank Johnson will be at Phi Gamma Hall at Oxford College on February 19th. Mayor Roseberry announced there would be a breakfast at the Center with guest speakers Samantha Fuhrey, Newton County School Superintendent, Ralph Staffins, President/CEO of the Newton County Chamber of Commerce and Shamica Tucker, Covington Housing Director. Program starts at 8:30 A.M. Mayor Roseberry asked that everyone remember that Jim Dove the Executive Director of the Northeast Georgia Regional Commission would be retiring on June 30th and his replacement will be announced on Thursday February 21st.

2. City Solicitor Position

Cheryl Freeman from Freeman Law introduced herself to the Mayor and Council and presented her qualifications for the Solicitor Position.

3. Amendment to Code Sec. 10-52 Burial Depth

After review of the request from the Oxford Historical Cemetery Foundation, the consensus was to leave the ordinance as is. (Attachment B)

4. Financial Sustainability Discussion

Councilmember Mike Ready reviewed the findings from the Financial Sustainability Committee's report that detailed the five-year estimates for revenue and expenditures for the city's operating and capital budgets.

(Attachment C)

5. Moore Street Sidewalk Project

The Tree Board and the Planning Commission recommend that the Moore Street sidewalk on the south side stop at Haygood to save the trees that would have to be removed. The sidewalk would continue on the north side of Moore Street to Emory Street. The consensus of the council was to agree with the recommendations.

6. Distributed Generation Rider Discussion

Councilman Eady recommended that the city remove the proposed distributed generation charge for electricity customers installing solar panels. Mayor Roseberry reminded the council that the city owes MEAG more than 5 million dollars and the contract requires the city to raise ad valorem taxes, if necessary, to pay the debt. And Emory University is committed to reducing its energy usage by 25% (Oxford College purchases 44% of the electricity sold by the city).

Old Business

Councilmember Windham inquired regarding the pedestrian bridge/sidewalk. Mayor Roseberry stated that the City of Covington was not going to proceed with the construction of the pedestrian bridge/sidewalk. He stated he would contact ARC to discuss the requirements for Oxford to pursue construction of the pedestrian bridge/sidewalk.

Meeting Adjourned at 7:20 pm.

Respectfully Submitted,



Lauran Willis, MMC/FOA
City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, FEBRUARY 18, 2019 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Mayor's Announcements**
2. **City Solicitor Position** – Council will hear from Ms. Cheryl Freeman as an applicant for the available position.
3. *** Amendment to Code Sec. 10-52. Burial Depth** – The Oxford Historical Cemetery Foundation requests that Council consider an amendment to Sec. 10-52. Burial Depth to include a sentence that states that no more than 2 urns or cremains shall be placed in one gravesite and that the remains be from the same immediate family (Request and Code Section Attached).
4. *** Financial Sustainability Discussion** – Councilmember Ready will present to Council the Financial Sustainability Committee's report that details five-year estimates for the revenues and expenditures for the city's operating and capital budgets.
5. **Moore Street Sidewalk Project**– Council will continue discussions regarding the city's plan to install a sidewalk along the south side of Moore Street from Longstreet Circle to Emory Street (Hwy 81).
6. **Distributed Generation Rider Discussion** – Councilmember Eady has requested that Council discuss the city's monthly fee for the use of distributed generation technologies including roof-top solar systems.

*Attachments

Financial Sustainability Report

The Oxford Financial Sustainability Report

Mike Ready, Chairman

George Holt, Member

Jeff Wearing, Member

General Fund 5-Year Estimates

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Revenues	1,008,676	908,085	929,635	958,811	951,302	936,958
Expenses	1,316,658	1,209,158	1,219,105	1,229,714	1,243,659	1,225,409
Excess of Revenues (loss)	(307,982)	(301,072)	(289,471)	(270,903)	(292,357)	(288,451)
Transfers	550,000	500,000	500,000	500,000	500,000	500,000
Amount Available for Capital Fund or Rainy Day Fund	242,018	198,928	210,529	229,097	207,643	211,549
% Change	N/A	-18%	6%	9%	-9%	2%

*Molt Personnel
 Planning Capital
 funding*

Enterprise Fund 5-Year Estimates

*Water - 2.4% increase in rates
effect in next
year -*

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Revenues	3,814,395	3,463,782	3,528,713	3,576,682	3,595,893	3,541,268
Expenditures	2,788,639	2,570,418	2,591,935	2,624,585	2,643,894	2,607,708
Operating Income (loss)	1,025,756	893,364	936,779	952,097	951,999	933,560
Transfers to General Fund	(550,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)
Amount Available for Capital Fund or Rainy Day Fund	\$525,756	\$393,364	\$436,779	\$452,097	\$451,999	\$433,560
% Change	N/A	-25%	11%	4%	0%	-4%

Capital Budget 5-Year Estimates

*Use EPA fund for future capital projects
Ledy - Buildup next yr*

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Revenues	6,097,706	5,210,259	4,438,316	3,341,316	2,244,316	1,147,316
Expenses	2,240,447	2,124,943	2,450,000	2,450,000	2,450,000	2,450,000
Excess of Revenues (loss)	3,857,259	3,085,316	1,988,316	891,316	(205,684)	(1,302,684)
% Change	N/A	-20%	-36%	-55%	-123%	533%

City of Oxford Personnel Budget

*Cost of living
1.5%
2.5 every other year*

	Current	FY2020	FY2021	FY2022	FY2023	FY2024
Reg. Employees	(15)	16 <i>part seasonal</i>	16	16	16	16
Temp. Employees	1 FTE	1 FTE & 1 Seasonal	-----	-----	-----	-----
Reg. Employees	\$952,007	\$988,892	\$1,003,775	\$1,019,332	\$1,034,662	\$1,050,141
Temp. Employees	\$34,093	\$43,740	\$44,177	\$44,619	\$45,065	\$45,516
1.5% Wage						
Increase - Career Ladder	\$0	\$14,883	\$15,557	\$15,290	\$15,519	\$15,752
TOTAL	\$986,100	\$1,047,515	\$1,063,509	\$1,079,241	\$1,095,246	\$1,111,409

Oxford Historical Cemetery Foundation, Inc.

P.O. Box 127
Oxford, Georgia 30054

Jan. 28, 2019

*Oxford City Council
Oxford, Ga.*

Dear City Council:

The executive committee of the Oxford Historical Cemetery Foundation makes the following recommendation to you: that not more than two cremations be placed on (in) one grave site and that the remains be from the same immediate family.

The above recommendation was made at our Jan. 26, 2019 meeting.

Cordially,

Sam W. Johnson, president

Chapter 10

CEMETERIES*

Article I. In General

- Sec. 10-1. Division into lots; establishing walks and roads.
Secs. 10-2—10-20. Reserved.

Article II. Burial Rights

- Sec. 10-21. Eligibility to purchase burial rights.
Sec. 10-22. Sale of burial rights.
Sec. 10-23. Conveyance of burial rights.
Secs. 10-24—10-49. Reserved.

Article III. Use and Maintenance

- Sec. 10-50. General maintenance.
Sec. 10-51. Erecting, cleaning or repairing cemetery fixtures.
Sec. 10-52. Burial depth.
Sec. 10-53. Grave opening permit required.

*State law references—Cemetery and Funeral Services Act, O.C.G.A. § 10-14-1 et seq.; abandoned cemeteries and burial grounds O.C.G.A. § 36-72-1 et seq.; grants to municipalities for improvement and preservation of cemeteries or burial lots, O.C.G.A. § 36-37-4.

ARTICLE I. IN GENERAL

Sec. 10-1. Division into lots; establishing walks and roads.

The City cemetery shall be laid off into such lots, in such sizes and shapes as the Mayor and City Council deem appropriate with suitable walks and road, as needed.
(Code 1997, § 24-101)

Secs. 10-2—10-20. Reserved.

ARTICLE II. BURIAL RIGHTS

Sec. 10-21. Eligibility to purchase burial rights.

Lots shall be for sale to qualified person or persons who are residents of the City, or those persons who are buying lots for the burial of a city resident, or previous residents, or as may be approved under certain circumstances by the Mayor and City Council.

(Code 1997, § 24-102; Ord. of 12-2005)

Sec. 10-22. Sale of burial rights.

Burial rights in any lots or fractional part thereof shall be sold by the City to proper persons for cemetery purposes, as before set out, at prices ranging from \$750.00 per grave lot (one-third or \$250.00 to the City and two-thirds or \$500.00 for maintenance fees to the Oxford Historical Foundation). There shall be a limit of one four-grave site parcel allowed to each family. This dictates that no single family will be allowed to purchase burial rights to more than four grave sites. Upon an appeal to the Mayor and City Council for additional grave sites, special exception to this regulation can be made when approved by vote of the majority of the Mayor and City Council.

(Code 1997, § 24-103; Ord. of 6-2-2008)

Sec. 10-23. Conveyance of burial rights.

The City shall issue an indenture conveying the burial rights when sold which indenture shall be executed by the Mayor and the City Clerk and the affixing of the City seal thereto and attested to by the City Clerk.

(Code 1997, § 24-104; Ord. of 4-7-2008; Ord. of 6-2-2008)

Secs. 10-24—10-49. Reserved.

ARTICLE III. USE AND MAINTENANCE

Sec. 10-50. General maintenance.

Pursuant to the contract between the City and the Oxford Historical Cemetery Foundation, Inc. and by resolution of the Mayor and City Council on December 5, 2005, the City entered into a contract with the Oxford Historical Cemetery Foundation, Inc., for the responsibility of the maintenance and upkeep of the of the Oxford Historical Cemetery.

(Code 1997, § 24-109; Ord. of 2-5-2006)

Sec. 10-51. Erecting, cleaning or repairing cemetery fixtures.

(a) For the protection of all lot owners, it is necessary that persons erecting, cleaning or repairing materials obtain a permit, and in doing such work comply with the directions of the City or its designate. The persons or firms requesting such permit may be required to furnish satisfactory evidence of their ability to properly perform the work proposed.

(b) Monuments, markers and tombs must be of first quality granite, marble or other natural stone suitable for outside memorials. They must be set in accordance with the trade standard and the workmanship must be first class. A permanent marker shall be placed on the grave site within 30 days after burial.

(c) Should any monument or tomb become unsightly, dilapidated or a menace to visitors, the City or its designate shall first notify the owner to correct. When the owner does not comply, then the City shall have the right, at the expense of the lot owner, to correct the conditions or to remove same.

(d) All workmen employed by outside firms, while in the cemetery, are subject to reasonable regulations of the City and must leave the premises in an orderly fashion.

(e) No freestanding statuary shall be permitted. Carving of figures in bas-relief of proper design will be acceptable.

(f) Old flowers will be removed as necessary.

(Code 1997, § 24-107; Ord. of 6-2-2008)

Sec. 10-52. Burial depth.

The top of each vault must be covered by at least 18 inches of soil, with the top of the site for the grave, flush with the immediate area around the grave. Urns containing cremains must be covered with 18 inches of soil. Should no urn be used for cremains, ashes must be covered with 18 inches of soil. No more than two urns or cremains shall be placed in one gravesite.

(Code 1997, § 24-108)

CEMETERIES

§ 10-53

Sec. 10-53. Grave opening permit required.

(a) No person shall dig or cause to be dug any graves on any lot in the cemetery without first obtaining a permit from the City and paying the grave opening fee in the amount provided in the city fee schedule.

(b) To procure a grave opening permit, the person or persons opening the grave or doing the interment shall, before starting any digging or placement of any stone, sepulcher or burial chamber of any nature upon the cemetery, contact the person or persons designated by the City to supervise and confirm the location of the gravesite to be used.

(c) The City Clerk or designated party, upon request, shall provide the name, address and telephone number, to the permit holder, of the person to be contacted, as set out above.

(d) Persons receiving the permit and the grave opening shall make known to the designated city official, the name of the owner of the gravesite, if possible, copy of deed, and with whose permission same is being used and a signed affidavit as to the owner and permission so given.

(Code 1997, § 24-106)