

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

**MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCIL MEMBERS-HOYT P. OLIVER; SUE DALE; GEORGE R. HOLT; FRANK J. DAVIS; JIM WINDHAM; TERRY SMITH**

**OTHERS PRESENT: CITY ATTORNEY, DAVID STRICKLAND; CITY CLERK, CAROL POOLE; POLICE CHIEF, CLARK R. MILLER; CLAUDE AND EVA SITTION; TOM TURNER; JP GODFREY JR.; PENNY WINDHAM; REV. THOMAS JOHNSON; JOHN BURSON; ANDERSON WRIGHT; JODY REID, SUPERVISOR UTILITIES; ERIC OLIVER; MARGARET DUGAN**

Pledge of Allegiance

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

**A motion was made by Sue Dale, seconded by Davis, for the approval of the agenda for February 7, 2011. The Council vote unanimous.**

**A motion was made by Sue Dale, seconded by Holt, for the approval of the Minutes of the January 2, 2011 Organizational and Regular Session of the Mayor and Council Meeting. The Council vote unanimous.**

**A motion was made by Windham, seconded by Dale, for the approval of the Minutes of the January 18, 2011 Public Hearing on Proposed changes to the City Charter for a City Manager form of government. The Council vote unanimous.**

**A motion was made by Davis, seconded by Oliver, to accept the Minutes of the January 18, 2011 Public Hearing on a proposal to provide for a Homestead Exemption from City Ad Valorem Taxes. The Council vote unanimous.**

**A motion was made by Sue Dale, seconded by Windham, to accept the Minutes of the January 18, 2011 Special Called Meeting. The Council vote unanimous.**

**A motion was made by Windham, seconded by Sue Dale, to accept the Minutes of the January 24, 2011 Public Hearing on Proposed changes to the City Charter for a City Manager form of government. The Council vote unanimous.**

**A motion was made by Windham, seconded by Holt, to accept the Minutes of the January 24, 2011 Public Hearing on a proposal to provide for Homestead Exemption from City Ad Valorem Taxes. The Council vote unanimous.**

**A motion was made by Windham, seconded by Sue Dale, to accept the Minutes of the January 24, 2011 Special Called Meeting. The Council vote unanimous.**

**A motion was made by Oliver, seconded by Smith, to accept the December 14, 2010 Planning Commission Minutes. The Council vote unanimous.**

Attachment A

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

Hoyt Oliver, Liaison

Report:

Oliver reported the Planning Commission had two meetings in January, one was a Special Called Meeting working on the last chapters of the amended zoning ordinance Chapter 40 with reference to questions raised by Dean Bowen at the public hearing on this chapter. The Planning Commission is working to revise this ordinance to have what will be called a Campus Institutional district, which would apply to institutions in town such as Oxford College, the old Cousins Middle School campus and if and when it becomes available the Palmerstone campus. There are still details to work out on that and the corresponding modifications of the city map. The Planning Commission hopes to be able to resolve those at their meeting tomorrow night February 8, 2011, 7:00 PM, so the ordinance will be complete and can be presented to the council at the February 21, 2011 work session.

**CITIZEN PARTICIPATION**

Cemetery / Reverend Thomas Johnson

Reverend Johnson along with John Burson, JP Godfrey and Anderson Wright gave a presentation of the new Cemetery Map and Directory as well as a update of the Oxford Historical Cemetery Foundation. The effort was to get a map and directory of the entire cemetery and update it yearly. Mr. Johnson recognized Dawn Towns as the person on staff at City Hall who transfers the computer information to the directory. A copy of the directory is kept at City Hall, Mr. Johnson keeps a copy and there is a copy at the cemetery. This committee along with Less Hampton with Newton County G.I.S., assisted in pin pointing each grave located on the map.

John Burson, acknowledged the late, Marshal Elizer for his dedication and hard work with the Foundation. Burson expressed a concern regarding issues with the grave diggers. He said the grave diggers had covered a small grave with dirt from another grave they were digging and left it. They are not putting the grass back and cleaning up the grave sites. He, ask the council if it is the foundations responsibility to handle these issues or the city's. Oliver speaking as chairman of the Cemetery Committee said, since the city charges the fees for the grave openings it should be the city's responsibility to set the grave diggers straight once they are made aware of issues. Mr. Burson, said he will notify Mr. Schneider. Reverend Johnson reminded the council and guest the next Foundation Meeting is February 13, 2011 @ 2:00 in the old community center.

Mr. Anderson Wright, thanked Jody Reid and City Clerk, Carol Poole for assisting in helping him with a matter of a tombstone that had been knocked over. Jody and his crew got the tombstone put back in place.

Cemetery continued:

Jim Windham asked if the city had looked into the possibility of having a Ground Penetrating Radar done on the unmarked graves. Oliver said he will bring it up to the Cemetery Committee at their next meeting.

**SPLOST UPDATE / JP GODFREY JR.**

JP Godfrey on behalf of President Wagner & Bishop Watson they expressed a sincere appreciation in being invited to participate in the past weekend events surrounding the Resolution of Welcome to the descendants of Nathan and Catherine (Miss Kitty) Boyd and Rev. Alford and Malvina Boyd. They wanted to say a special thanks to the council and all the citizens of Oxford. Mr. Godfrey expressed a special thanks to the council and particularly the security with the Police Chief and his staff in keeping everything moving and everybody moving in the right direction. Mr. Godfrey encouraged anyone who has not seen the art work currently on display at Old Church to drop by and do so. The art work is being donated to Grace United Methodist Church. A Resolution of Welcome was presented by Mayor, Roseberry. Attachment B

Mr. Godfrey gave update on SPLOST 2011. Mayor Roseberry had ask Mr. Godfrey to attended the committee meeting at the county on behalf of the city due to legal technicalities with the SPLOST option coming up on the March 15, 2011 election. This committee is responsible for getting information out to the public. The committee met last week with Billy Fortson and Denny Dobbs. Elected officials are prohibited from discussing the SPLOST referendum. According to Mr. Godfrey a lot of the public is confused as to what the SPLOST Funds will be used for. The options are to vote for or against it otherwise it dies. The committee meets every Monday at 5:00 at the Chamber Building.

Mr. Roseberry reiterated that elected officials and employees of the cities are prohibited from advocating or working against the SPLOST. That's why you don't see any signs or here us talking about it. We can answer any questions if anyone ask.

**MAYOR'S REPORT**

1. Event on Sunday February 6, 2011 well attended, church was full of people from all over. The complete ceremony was taped by CNN and Emory University. A documentary was made of the event. According to JP Godfrey, they will provide the city with a copy of the documentary.
2. Request for proposals for the Sanitation Department have been sent so the council can make a decision if they want to privatize that operation.
3. Saturday was the annual meeting of the NC Collaborative, it was well attended. Oxford had four members of the council and the Mayor attended

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Mayors Report continued:

4. Mayor received a letter and e-mail that the city has to notify the state as to how many miles of street the city has measured by the center line. The county GIS has volunteered to file this on behalf of the city. It was agreed to let the county go ahead and file this for the city.
5. On Friday, February 4, Mayor Roseberry and council-man Frank Davis attended a meeting with DOT, counties and cities to discuss different projects. They will meet again in two week at which time the city must present the cities projects. If no project is submitted the city will not get any money to fix our streets. Frank Davis and Mayor Roseberry are working on this project. Any request should be submitted to Mr. Davis.
6. The city's request for change in charter has gone to delegation, they have acknowledged it and have indicated delegation is going to approve it, then it will be voted on by the legislation.
7. Terry Smith and Mayor will meet with the president of MEAG in Monroe February 8, 2011, any messages pass them along to Terry Smith.
8. Wednesday, February 9, 2011, the City/College committee will meet at 10:00 am. in the city hall community center.
9. The February work session will be on February 21, 2011 at 6:00.
10. February 28<sup>th</sup>, 2011 at 6:00, Georgia Municipal Association representatives will meet at city hall to discuss proposed retirement plan and any changes in the retirement plan.
11. Mayor signed a Proclamation and announced February 19, 2011 as Arbor Day. Attachment C

**CITY ATTORNEY**

Attorney, David Strickland

Attorney, Strickland has submitted the draft for the pre-clearance and the resolution which the council will need to sign to be submitted with a copy of the survey of the prior Whatcoat Street building as a requirement for the pre-clearance. The resolution will take effect once the city has received the pre-clearance from Justice.

**A motion was made by Oliver and seconded by Windham, for the approval of the resolution to change the City of Oxford Voting Precinct to be submitted to the state for pre-clearance. The Council vote unanimous.**

Attachment D

FINANCE

**A motion was made by Holt, seconded by Sue Dale, to approve the additional cost for the 2011 audit to include the single audit requirements for the Community Development Block Grant with an approximate cost of \$4,000 to \$6,000. The Council vote unanimous.**

Attachment E

PERSONNEL/PUBLIC SAFETY/PARKS/TREES

1. Sue Dale, presented the 1<sup>st</sup> reading of a resolution to repeal Article VII – City of Oxford Personnel Policies and Procedures of the Official Code of Ordinances. Attachment F
2. Sue Dale, announced the Arbor Day activities will be Saturday, February 19<sup>th</sup> at City Hall at 10:00am.
3. Sue Dale announced the Tree Care Workshop, Thursday, March 10, 2011 in the Public Meeting Room at City Hall from 9:00 a.m. – 3:00 p.m., City employees and tree board members may attend free-of-charge. Attachment G

PLANNING/STORM WATER/CEMETERY

Hoyt Oliver announced the Oxford Historical Cemetery Foundation meeting will be Sunday, February 13<sup>th</sup> 2:00 p.m. in the old community center building.

**A motion was made by Oliver, seconded by Windham, to approve the budgeted contribution to the Oxford Cemetery Foundation. The Council vote unanimous.**

**A motion was made by Oliver, seconded by Windham, to amend the approved budgeted contribution to the Oxford Cemetery Foundation to the appropriate budgeted contribution to the Oxford Cemetery Foundation. The Council vote unanimous.**

**A motion was made by Oliver, seconded by Windham, to approve the budgeted contribution to Keep Covington/Newton Beautiful, for storm water education in the amount of \$2000.00. The Council vote unanimous.**

Oliver, announced Saturday March 26<sup>th</sup> as “Great American Cleanup Day” for Oxford and its citizens to participate with the County KCNB’ activities. Oliver also requested notice be put on the utility bills for the citizens.

STREETS/SIDEWALKS/SOLID WASTE

**A motion was made by Davis, seconded by Smith, to approve and proceed with the purchase of a Trac Unit Loader (Bobcat) from Gridiron at the quoted price of @29,295.00. The Council vote unanimous.**

Attachment H

Streets/Sidewalks/Solid Waste continued:

Frank Davis, notified council that he had a conversation with Mr. Donald Ballard regarding the Mitchell Street Park. Mayor Roseberry ask Mr. Davis to gather more information and provide an update for further discussion at the February 21<sup>st</sup> work session.

**UTILITIES/PUBLIC WORKS**

Terry Smith read a letter from the President, Nancy Henderson of the Oxford Lions Club regarding the letter from the city requiring them to connect the Scout Hut to the city sewerage system. Mrs. Henderson requested the Mayor and Council to consider a request for a waiver of the tap fee. After much deliberation, Jim Windham said he will go to the executive board of the Lions Club and obtain further information to be discussed at the February 21, 2011 work session. Attachment I

Terry Smith pointed out he will bring to council shortly information prior to going out for bid for infrastructure projects for electric distribution system. Will contact GEFA to gather information on what we need to do to begin if necessary the paper work to consider a long term loan for part of the water project based on SPLOST.

**BUILDING/GROUNDS**

Jim Windham, requested for e-mail program to allow citizens to receive the packages for the agendas. Mayor, Roseberry said this will be done moving forward.

**INVOICES OVER \$1,000**  
**FEBRUARY, 2011**

**INVOICES**

**Routine Monthly Bills Paid**

VENDOR	DESCRIPTION	AMOUNT
N.C. Board of Commissioners	Wholesale Water- DEC	\$9,370.00
N.C. Board of Commissioners	Landfill Fees-Dec	1,344.00
N.C. Water & Sewerage Authority	Sewer Treatment Fees- Dec	8,758.64
City of Covington Sewer	Fourth Qtr Sewer Charge	9,384.00
GMEBS	January Retirement Fund	7,049.59
GMEBS	February Retirement Fund	7,049.59
NC Board of Commissioners	Jan Water Purchase	9,081.00
NC Board of Commissioners	Landfill Fees January	1,386.70
NC Water & Sewer	Sewer treatment fees for Jan	7,728.21
United Healthcare	Feb Health Insurance	8,455.74
U.S. Dept of Energy	Sepa Power for December	3,402.33

**Purchases/Contract Labor**

Associated Staffing	Temporary Hire 12/13 -12/31	\$ 3,615.10
HD Supply Utilities	Utility Supplies	1,501.40
Mid Georgia Nursery, Inc.	24 Trees for Trails and various other locations	1,915.00
Elastic Designs	Website redesign	1,000.00
Woco Pep Oil Company	Gasoline Purchase-Jan	4,254.82
Alexander, Royston	Attorney Fees for January	5,623.00
Covington News	Advertising	1,152.45
H.D. Supply	Electric Supplies	1,410.07
Reed & Shows Meter R & S	Meter Recalibration and Test	2,967.44

**Approved Contracts**

Utility Service Co., Inc.	Water Tower R/M 1 <sup>st</sup> Qtr	\$ 2,361.15
Wagner Services	Janitorial services for Jan	1,473.00

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Invoices Continued:

**A motion was made by Oliver, seconded by Smith to approve all invoices. The Council vote unanimous.**

**EXECUTIVE SESSION – PERSONNEL**

**A motion was made by Dale, seconded by Oliver to name Clark Miller as interim City Clerk effective March 1, 2011 to expire on or before June 30, 2011 and to begin training February 9, 2011. The Council vote unanimous.**

**A motion was made by Dale, seconded by Windham, to ask the Mayor and Finance Chairman to negotiate with the retiring city clerk to act as a consultant by contractual agreement. The Council vote unanimous.**

**A motion was made by Dale, seconded by Holt, to approve a promotion for Dave Harvey from patrolman to lieutenant. The Council vote unanimous**

Personnel Matters - Affidavit Attachment J

There being no further business or discussion **a motion was made by Smith, seconded by Dale, to adjourn. The Council vote unanimous.**

Respectfully submitted,

Lauran S. Willis  
Deputy Clerk

Attachment A: Planning Commission Minutes December 14, 2010  
Attachment B: Resolution of Welcome  
Attachment C: Resolution for Pre-Clearance of Voting Precinct  
Attachment D: Proclamation for Arbor Day  
Attachment E: 2010 Single Audit for CDBG Project  
Attachment F: Employee Handbook  
Attachment G: Tree Maintenance Workshop  
Attachment H: Quote for purchase of Bobcat  
Attachment I: Letter from Lions Club  
Attachment J: Affidavit, Personnel Matters