



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, MAY 16, 2022 – 6:38 PM  
CITY HALL**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
Laura McCanless – Councilmember  
Mike Ready – Councilmember  
Jim Windham – Councilmember  
Jeff Wearing – Councilmember

**STAFF PRESENT:**

Marcia Brooks – City Clerk/Treasurer  
Bill Andrew – City Manager  
Mark Anglin – Police Chief

**ELECTED OFFICIALS NOT PRESENT:**

Lynn Bohanan – Councilmember

**OTHERS PRESENT:** Mike McQuaide, Mike Hopkins (Newton County Water and Sewer Authority), Art Vinson, Laurie Vinson

**Agenda (Attachment A)**

**1. Mayor's Announcements**

- a. July 4<sup>th</sup> parade is back on this year. The parade committee is working hard on planning this event and will be putting out signs to let people know about the event.
- b. Dean Hicks will be leaving Oxford College. He will be the President at his alma mater, Davidson College.

**2. Committee Reports**

- a. **Trees, Parks, and Recreation Board** – David Eady and Laura McCanless provided the report for this Board.
- b. **Sustainability Committee** – Laura McCanless provided the report for this Committee.
- c. **Downtown Development Authority (DDA)** – Mike Ready provided the report for this Authority.

3. **Newton County Water & Sewerage Authority (NCWSA) Request for Service Area Swap**

Mike Hopkins with the NCWSA spoke to the Mayor and City Council concerning a service area swap with the City of Covington for water/wastewater. Service delivery areas are outlined in the Newton County Service Delivery Strategy (SDS). Amendments to the SDS require approval by the County, County Seat, and three additional cities. Mr. Hopkins requested support from the City of Oxford for this change.

4. **Review of FY 2023 Budget** (Attachment B)

Mayor Eady discussed the Capital budget documents distributed to the City Council Members. Jim Windham suggested the City's proposed sign should be similar to the new sign the City of Grayson has installed on Highway 20.

5. **Adding Banking Services for United Bank Accounts** (Attachment C)

City Clerk/Treasurer Marcia Brooks discussed a proposal for adding Remote Deposit Capture which allows depositing of checks without taking them to the bank for an additional \$25 per month, and ACH origination and wire transfers electronically for an additional \$10 per month.

ACH origination will allow direct deposit of paychecks and for drafting accounts. The monthly cost would increase from \$14.95 per month to \$49.95. Remote deposit capture will also ensure that customer checks clear sooner and will reduce the number of deposits police officers must take to the bank. The remote deposit capture equipment is a one-time cost of \$700.

Staff recommends contracting for both additional services with United Bank.

6. **Outsourcing Printing and Mailing of Utility Bills** (Attachment D)

Marcia Brooks discussed a proposal to outsource printing and mailing of utility bills. Staff recommends contracting with Enco Utility Services. They require a deposit of two-months postage which is refundable upon termination of the contract.

Outsourcing this process will save the City money due to the reduction of costs for paper, toner, billing forms, mailing envelopes and return envelopes. Outsourcing will also eliminate about eight hours of manual labor on the part of staff members.

Jim Windham and Laura McCanless expressed a desire to show more usage information for customers on the utility bill.

7. **Review of Coke Street Trail Alignment and Budget Estimate** (Attachment E)

Mayor Eady discussed the project map and project plan provided by Jordan Engineering. The estimated cost for the project has been added to the proposed FY 2023 budget. Chief Mark Anglin stated that he conducted a traffic study of the area for one month, which showed about 2,400 vehicles traveling in the area. City Manager Bill Andrew stated he would work with Mr. Jordan to get an estimate of specific costs and timeline.

**8. Other Business**

Marcia Brooks mentioned that staff is working on a proposal to begin accepting payments online for citations. She will be providing additional information in future meetings.

**9. Work Session Meeting Review**

**10. Executive Session**

Real estate matters were discussed in Executive Session.

**11. Adjourn**

The meeting was adjourned by Mayor Eady at 8:00 p.m.

Respectfully Submitted,



Marcia Brooks  
City Clerk/Treasurer