



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, AUGUST 15, 2022 – 6:30 PM
CITY HALL**

ELECTED OFFICIALS PRESENT:

Jeff Wearing – Councilmember
Laura McCanless – Councilmember
Mike Ready – Councilmember
Jim Windham – Councilmember

STAFF PRESENT:

Marcia Brooks – City Clerk/Treasurer
Bill Andrew – City Manager
Jody Reid – Supervisor –
Utilities/Maintenance

ELECTED OFFICIALS NOT PRESENT:

David Eady – Mayor
Lynn Bohanan – Councilmember
George Holt – Councilmember

OTHERS PRESENT: Cheryl Ready, Art Vinson, Laurie Vinson

Agenda (Attachment A)

1. Mayor Pro Tem's Announcements

None.

2. Committee Reports

- a. **Trees, Parks, and Recreation Board** – Cheryl Ready provided the report for this Board.
- b. **Sustainability Committee** – Laura McCanless provided the report for this Committee. She announced plans to move forward with fall plantings of native plants for an estimated cost of \$3,670 to be paid from funds available in the FY 2023 budget. Mayor Eady has approved moving forward with this purchase due to the need to get on ReForest ATL's planting list quickly.
- c. **Planning Commission** – Bill Andrew provided the report for this Commission.
- d. **Downtown Development Authority (DDA)** – Mike Ready provided the report for this Authority.

3. Consider the Pricing so the City may Contract for Bike/Ped Path Concrete Repair and Removal of Whatcoat Sign and the Catherine Boyd Memorial Stone at the Cemetery (Attachment B)

Jody Reid stated that there are two separate proposed contracts for work to be considered. One is for concrete repair behind Old Church and the other one is for removal of the Whatcoat Sign and the Catherine Boyd Memorial Stone at the Cemetery. Bids were received from American Field Maintenance and HCS Services for both jobs. American Field Maintenance provided the lower bids for both projects. Staff has verified with other cities that American Field Maintenance is reputable and does good work.

City Manager Bill Andrew advised that the sign and memorial stone will be stored at the Maintenance shop. Mayor Eady has reached out to Professor Ellison with Emory University about facilitating a discussion regarding how to properly recognize the contributions of enslaved African Americans in the Oxford community. Other resources for this effort are also being sought.

Mr. Andrew also mentioned that the State owns the Whatcoat sign, and they have recommended that it be destroyed since it is being removed from its location. However, the City of Oxford has declined to destroy it until further discussion is held.

Art Vinson asked if there is some kind of reassurance that the items being removed will not be damaged while being moved or stored in the event a decision is made to restore them to their original places.

Jim Windham stated that the City requires a \$1,000,000 liability Certificate of Insurance for all contracts. Both of the items are outside currently, so storage should not cause them to deteriorate further. Jody Reid advised he plans to store them out of the way of normal work traffic flow.

4. Consideration of the Recommendation to Change Credit Card Providers for In-Person Services and to Add Online and IVR (Phone) Payments for Citations (Attachment C)

City Clerk Marcia Brooks stated that the City of Oxford has an opportunity to provide enhanced payment services for individuals paying for traffic citations by providing online and pay-by-phone options. The customer is charged a fee of 6% for using the service. There is no additional cost to the City, and there is no contract term.

In addition, the company, Government Window, can provide point-of-sale (POS) terminals at our lobby window which would allow us to accept Visa, Mastercard, Discover and American Express in person. We currently do not accept Visa payments in-house and must ask many customers for another form of payment because of this. There is no cost to the City for the POS terminals, and no cost per card transaction for the City. The cost to the customer in person is 4% of the amount being paid for citations, and 3.5% (1.50 minimum charge) for all other types of payments.

Ms. Brooks discussed the advantages of this arrangement, which were outlined in a memorandum to the City Council. She asked that these be voted on as two different issues, because either change would benefit the City Clerk's office staff.

She confirmed that she does not know at this time whether this service will integrate with BS&A software. However, since there is no long-term contract, it will not be a problem to transition to another company.

5. Consider a request by Mauldin & Jenkins to increase audit costs by 7%
(Attachment D)

Bill Andrew stated that Mauldin & Jenkins, the City's audit firm, made a request to increase their fee for the FY 2022 audit by 7% over their original proposal. They indicated that they lost money on the FY 2021 audit and would like to recoup those losses. Mr. Andrew pointed out that even with the 7% increase, their proposed fee for the FY 2022 audit is still less than the fees proposed by the other bidders.

6. Update on the Dried Indian Creek Project Funding: Congressional Earmark, Transportation Alternatives Program (TAP), and Georgia Outdoor Stewardship Program (GOSP)

Bill Andrew presented an update on the funding for the Dried Indian Creek Project. He explained that the project is going to be more costly than originally believed, and that funding will need to come from several sources including the Congressional Earmark, TAP funds and GOSP funds along with a 20% match. The anticipated cost of the project is estimated to be about \$5 million and will cover stream restoration and development of a trail from around E. Soule Street to I-20.

The TAP application is due this Friday, and the City is required to commit to a match of \$250,000. Mayor Eady has advised Mr. Andrew he agrees the City needs to submit the application. There was no opposition from those present.

7. Other Business

- a. Consider moving the September 5, 2022 Regular City Council Meeting to September 6, 2022 at 7:00 p.m. to avoid a conflict with the Labor Day Holiday.**
The City Council agreed to make this change.

8. Work Session Meeting Review

- a. Contracts for repair of concrete behind Old Church and removal and storage of sign and memorial stone – vote in September regular session
b. Payments online and by phone for citations and change of credit card providers for in-person transactions – vote in September regular session
c. Increase Mauldin & Jenkins rate by 7% for the FY 2022 audit – vote in September regular session

9. Executive Session

None.

10. Adjourn

The meeting was adjourned by Mayor Pro Tem Ready at 7:29 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Marcia Brooks". The signature is written in a cursive, flowing style.

Marcia Brooks
City Clerk/Treasurer