



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, FEBRUARY 17, 2020 – 6:30 PM
CITY HALL**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Jim Windham – Councilmember
Jeff Wearing – Councilmember
Lynn Bohanan – Councilmember
Laura McCanless – Councilmember

APPOINTED/STAFF PRESENT:

Matt Pepper – City Manager
Marcia Brooks – City Clerk/Treasurer
Jody Reid – Utility Superintendent
Dave Harvey – Police Chief

Councilmember Avis Williams was not present.

OTHERS PRESENT: Theresa Eady, Nick Cole, Barbara Cole, Cheryl Ready, Mike Ready, Gwendolyn Green, Darryl Welch – Covington News

Agenda (Attachment A)

1. Mayor's Announcements

Mayor Eady called the meeting to order and made the following announcements:

- The American Red Cross will have a Blood Drive in the Community Room at City Hall on April 1st from 10 am to 2 pm.
- Oxford College held a grand opening celebration on February 2, 2020 for its new Campus Life Center. Mayor Eady and Councilmembers George Holt and Avis Williams attended.
- The annual Arbor Day Celebration will be held in the Dean's Dining Hall at Oxford College at 10 am on February 22nd.
- The American Community Survey is not the same as the United States Census. Anyone who completed the American Community Survey a few months ago will still need to complete the 2020 U.S. Census. Residents should be receiving a census form in the mail in the near future. Completion of the census is important because local and federal funding is tied to it, and it is also good to know the makeup of the community.

2. Yarbrough House Renovations (Attachment B)

Mayor Eady has received several questions from the community that he would like to address concerning the Yarbrough House renovations.

a. Why is the structural integrity of the house just now being discussed?

The City of Oxford made a strategic decision to purchase the house when the opportunity became available. At the time of purchase, Bureau Veritas inspected the house and found nothing of any concern regarding structural integrity. The City of Oxford recently hired Carter Watkins to begin working on architectural designs, and they raised the concern in their report. A house of that age is likely to have rotted wood and termite damage, and the ability to examine the underside of Yarbrough House is very limited due to its close proximity to the ground.

The only viable solution that will give a high level of confidence in the condition of the house is to tear up the floor and examine the wood underneath. Hiring a structural engineer at this stage would not be helpful because they would not be able to give a definitive answer about the condition of the house without removing flooring either. The City Council and staff have been debating whether to tear up the floor, which is the reason this issue is coming up now. Mayor Eady advised as much wood as possible would be salvaged to put back in the house. The only alternative is jacking up the house, which is exorbitantly expensive, and not a realistic solution.

Mr. Windham stated that when Bureau Veritas inspected the house, an asbestos professional was on site who stated that there is asbestos in the home, and this information was included in their report, but it was not stated where in the house it was. Mr. Windham recommends an asbestos inspection before it is opened to the public. Mayor Eady asked Mr. Reid to follow up with Bureau Veritas to get some more information about this statement in the report.

b. Can the proposed uses of the house be accomplished through use of existing space at City Hall?

Mayor Eady stated that when Melvin Baker was on the City Council, he led a committee that spoke to a number of people in the community, and they sought input from historical experts at the Northeast Georgia Regional Commission (NEGRC). The recommendation of that committee was that the house would be well used as a welcome center/museum. Over time the purpose has evolved into a community center. The City of Oxford then hired Erik Oliver to conduct a historical study of the property, and he concurred with the City Council's plans. The Oxford Historical Society has walked through the house, and they concur as well. There has also been discussion about the Society curating displays in the building.

At City Hall we do have the Community Room, but there are issues with security of City Hall records and money in this building. Mr. Windham pointed out that if the Community Room is made available for this purpose, a staff member would have to let them in and work outside normal business hours.

Mr. Windham recommended a committee to come to some kind of compromise on the use of the building. Part of the responsibility with this house is to make sure taxpayer funds are spent to benefit the most people. He believes the greatest benefit would be derived from making part of it suitable for meeting space and locking off part of it to preserve it.

Mayor Eady is not interested in forming another committee. He believes the City Council needs to come to a decision about how the facility should be used and how it should be renovated.

Mr. Holt asked if the City of Oxford is still working with Carter Watkins. Mayor Eady advised the city is not working with them. Mr. Holt expressed concern about spending any more funds on professional consulting fees and wants to spend the least amount possible to get the building usable. He agrees with Mr. Windham's proposal.

Mr. Windham also stated that the outside would be appropriate as a quiet garden for the citizens of Oxford.

Ms. Bohanan agrees with making as few changes as possible to the inside and outside. As for end use of the house, she does not have any issues with the ideas that have been proposed thus far. She does agree that parts of the house not being used should be sectioned off.

Ms. McCanless agrees and supports Option A of the three architectural options included in the attachment. She feels that Option A retains the most historical value and charm, and therefore makes it more marketable.

- c. Have ongoing costs been considered once renovations have been considered?

The City of Oxford is aware that there will be ongoing costs of insurance and utilities. There are no plans to staff the facility with City employees. Once renovations are complete, the current thought is that the Oxford Historical Society will curate displays and manage rental of the facility. Mr. Windham feels that renters should be able to come to City Hall to pick up a key.

Mr. Wearing stated that completing the steps of verifying structural integrity of the house will dictate to some extent the next steps that are taken. Mayor Eady stated that the next step is to get to a point where the City Council can vote on one of the plans for renovation and release the project for bids. The City of Oxford will need to work with a contractor who understands that unforeseen issues may arise, but those issues will have to be dealt with as they come up.

Ms. Gwendolyn Green asked if interior sprinklers are required. She also expressed concerns about all the issues to deal with in an old house, such as moisture under

the house. Mayor Eady advised a water barrier will be put in when the floors are pulled up to protect the wood. The City is not aware of any requirements for sprinklers.

d. Is the standing seam metal roof historically appropriate?

Standing seam metal roofs have been used in the Southeast United States since the mid-1800s. They are found more often on farmhouses than on houses in cities, but this house is not considered “fancy.” This house was built around 1875. It is as appropriate as a variety of other materials that may have been used then, including asphalt shingles and wood shake shingles.

Ms. McCanless stated that the most likely roof types used on a house like this would have been a milled wood shingle or a standing seam metal roof. Mayor Eady stated that there has been a metal roof on the house for at least fifty years.

Mayor Eady advised he would put a document together for the Council to vote on once he has information back from Mr. Reid about the asbestos issue. He does not see the need to spend more money on additional architectural drawings.

Mr. Windham stated he hopes the result would be a combination of Options B and C. Ms. McCanless stated that would change the historical profile of the house and would cost more money. Ms. Bohanan feels Option A is the obvious choice because it is the most economical, stays true to the historical profile of the building, and is supported by the Oxford Historical Society. Mr. Holt wants to do the minimum amount of work required to make the building safe while keeping it basically like it is in appearance.

Mayor Eady stated the next steps to get drawings updated:

- Keep the house as is except for the back part
- Repurpose back section into ADA compliant bathrooms
- Make these bathrooms accessible from inside and outside
- Incorporate ability to shut off part of the house

Mayor Eady will work with Ms. McCanless to have Forrest McCanless update the CAD drawings, then talk to some contractors to find out how much documentation is needed before hiring a contractor. The plans provided by Carter Watkins are subject to copyright and they are not willing to release them to the City of Oxford.

Ms. Green asks where parking would be, and in particular, handicap parking. Mayor Eady advised the current plan is to have parking where the garage was, including handicap spaces, and have a ramp going into the building from the parking lot.

3. Traffic Calming (Attachment C)

Mr. Pepper discussed two bids the City of Oxford has received for placing traffic calming devices on East Soule Street. The lowest bid per speed hump is from Designed Installations at a cost of \$2,227.50 per speed hump. If the city wishes to move forward with installation of the speed humps, staff recommends hiring Designed Installations to complete the job. Mayor Eady added that the plan for now is to install two speed humps, and a third one can be added between the first two if it is determined later that it is needed.

Mr. Wearing asked Chief Harvey if the proposal is consistent with what he originally recommended. Chief Harvey confirmed that it is.

Mr. Holt asked if photographs are available to see what the finished product would look like. He has seen some that have concrete blocks and have white reflective paint shaped in triangles to give them some depth for visibility at night. Mr. Reid advised they will have yellow paint. They are made of asphalt and anchored into the road. They are similar to a speed table but create a hump rather than a flat top. Ms. Bohanan pointed out that there will also be signage to warn drivers on approach to the speed humps.

Mr. Reid advised he would find out if arrows could be painted on the humps. Mayor Eady advised the Council would vote on moving forward with this work at the next regular Council session.

4. Maintenance Contract for Asbury Street Park (Attachment D)

Mayor Eady stated that Great Estates Landscaping has been performing maintenance at Asbury Street Park on a month-to-month basis. The proposed contract retains Great Estates for one (1) year at a total cost of \$6,500 for grass cutting, weed control, and ant control. No pesticides or herbicides will be used.

Ms. Theresa Eady asked why this work is not done in house by City of Oxford employees. Mayor Eady explained that our grounds crew is extremely busy cutting rights of way and other city property. The City does not have a team trained for formal landscaping. The cost is less than hiring another full-time employee.

5. Replace Storm Drain on Longstreet Circle (Attachment E)

Mr. Pepper advised that the storm drain at this location has eroded away and is caving in. The City of Oxford plans for storm drain maintenance but does not have enough money budgeted to complete this replacement and the repair to the storm drain on Moore Street (see #6). Mayor Eady advised the City can make an amendment to the budget to move funds from the Capital Projects budget to cover these expenses. Two bids were obtained for this replacement. The staff recommendation is to hire the low bidder to make the replacement (HCS Services, LLC - \$11,700). The pipe will be replaced with reinforced plastic pipe.

6. Repair Storm Drain on Moore Street (Attachment F)

The storm drain box structure in the street has collapsed on Moore Street. The box will be moved to be under the sidewalk so that it will only have pedestrian traffic over it rather than motor vehicle traffic. This work will be performed concurrently with the Moore Street sidewalk project. The staff recommendation is to hire the low bidder to make the repair (HCS Services, LLC - \$23,500).

7. FY2019 LMIG Excess Funds (Attachment G)

Mr. Pepper stated that each year the City of Oxford receives funds from the State of Georgia to repair streets in the City. There were some funds remaining from FY2019, and the City has three (3) years to spend it. Staff proposes using the funds to do deep patching repairs to ten (10) areas on Longstreet Circle. This street never had a good base, which has contributed to this problem. Performing deep patching will seal the existing areas and prevent water damage to them. This is an interim solution until the road can be repaved. Staff recommends awarding this project to the low bidder of two (2) bids (MHB Paving - \$20,000.77). It is difficult to know how much base is needed before tearing up the road, so the actual cost may be a little more or less.

8. Maintenance Facility Fence (Attachment H)

During the last work session, the condition of the maintenance facility fence was discussed. Mr. Reid had recommended replacing it rather than repairing parts of it, to keep the whole fence on the same replacement cycle. At that time Mayor Eady advised the Councilmembers to go look at the fence themselves.

Mayor Eady has looked at the fence and observed that the section on Emory Street is much more weathered than the section on Asbury Street. The fence is about fourteen years old. Ms. McCanless added that the only section that looks decent is the section on Asbury Street. She also observed that the repaired/replaced fence needs to be lifted off the ground, because the parts touching the ground are infested with termites.

Ms. McCanless is willing to research other options for synthetic materials. She contacted the company that makes Trex. It is guaranteed for 25 years. It is made from recycled wood and plastic bags. The company makes a concerted effort to use environmentally friendly procedures in their manufacturing process. Mr. Reid advised that The Fence Man does not work with synthetic materials so he could not get a quote from him.

Ms. McCanless also observed that the area around the fenceposts was crumbling and did not seem like concrete.

Mayor Eady stated that the landscaping also needs some attention to keep moisture off it. Ms. Bohanan stated that the fence posts should be beveled at the top to help water run off them better. Ms. McCanless also had noticed that the basic design might need to be adjusted because there was a lot of warping in the current fence.

Ms. McCanless will continue with her research and get some bids and report back to the City Council in a few weeks.

9. George Street Park Fence (Attachment I)

Two bids are included in Attachment I for replacement of the split-rail fences on the North and South sides of George Street Park. Part of the fence sits in an easement, and that part will be replaced. The recommendation from the Trees, Parks and Recreation Board is to approve a contract with The Fence Man for \$2,675, which is the lower bid.

10. Participation in Earth Day Event

Mayor Eady announced that this year will be the 50th anniversary of Earth Day. Ms. McCanless stated that Sustainable Newton would like to celebrate the event county-wide. They are checking with municipalities to see how they would like to celebrate on different days of the week. It is the week of April 22nd. Oxford might choose something related to our trails or set up a farmer's market. Oxford College might also be willing to do a kids' science fair. Mr. Windham has advocated for a long time for a bike rally, which could be incorporated into the trail map. Mayor Eady suggested asking Melissa Hage if the possibility of doing something kid-focused related to science is feasible. Ms. McCanless will circle back with Sustainable Newton to get an update on their progress in planning, and also talk to Melissa Hage.

11. Reselling Plots at the Cemetery

City Clerk Marcia Brooks requested guidance from the City Council on reselling of plots. This issue came up during the Oxford Historical Cemetery Foundation's annual meeting. An individual who owns a plot in the Oxford Historical Cemetery wishes to have a pod burial. That issue will need to be researched further by staff and presented at a future work session for discussion, but the individual also asked if in the event burial is not allowed in this manner, the plot could be sold. The selling of plots to third parties by individuals who have purchased them is not contemplated in the city's ordinances.

Mayor Eady stated the ordinance does specify that someone purchasing burial rights must live within the city limits or have lived within them in the past, and the City Council can approve exceptions to this standard under special circumstances.

Mr. Windham stated that at some point the City had changed the ordinance to convey burial rights rather than convey ownership of the plot. Staff will need to research to determine when this change occurred. Any plots that were sold prior to this change are fee-simple, and the City of Oxford cannot prohibit the sale of them. However, the City of Oxford still owns the plots that were sold with burial rights only.

Mr. Reid and Mr. Holt stated that several individuals have sold and donated plots in the past.

Mayor Eady stated that the database/map of the cemetery maintained at City Hall needs to indicate whether each purchase was/is fee simple or burial rights so that if this

issue comes up again, staff or the City Council can refer to the information to answer whether the plot(s) can be sold or not.

The family of Marguerite Antoine approached the podium to inform the City Council of their request for an exception to the requirement that only those residing within the city limits or who have resided within the city limits in the past can purchase burial rights.

Ms. Antoine was killed in a car accident the previous week. She has lived at 80 Northwood Creek Way, Oxford, Georgia for the past seventeen years and paid taxes. She had walked through the Oxford Historical Cemetery and expressed her desire to be buried there upon her death. When she died, they spoke to the City Manager and were told that if the City of Oxford made an exception for them, they would have to make one for everyone.

Ms. Antoine's daughter Genevieve told the City Council that her mother moved around a lot as a child, and she had lived in Oxford longer than any other place in her life. She attended Newton County schools and was surprised to find out they lived outside the city limits. She asked if it was possible to make an exception for this situation to allow them to purchase burial rights for her mother's cremains since all the taxes her mother paid went to Oxford.

Ms. Antoine's cousin stated that Ms. Antoine worked for the Department of Defense. Before she came to Oxford, she researched the area to ensure she wanted to buy a house and raise her children here. She was impressed with how the cemetery was set up and appreciated its history and expressed that she wanted to be buried there if she should pass away while she lives here. Her children would like to honor her wishes, and request that the City Council waive the requirement of living in the city limits to purchase burial rights. The memorial service was held at Caldwell & Cowan, and they are waiting for the city's decision regarding burial of the cremains.

Mayor Eady spoke to the technical issues while stating that they have no bearing on the City Council's ultimate decision regarding this request. The address where Ms. Antoine lived is outside the city limits of Oxford. A lot of people live outside the city limits but have an Oxford address. Her taxes would have been paid to Newton County, and Oxford would not have received any of that money. The city ordinance does give the City Council the opportunity to consider special circumstances.

Mayor Eady stated that when he first heard about the request, he was not sure about the timing, and did not realize there would be time for the City Council to discuss it.

Mr. Holt asked if the family paid any utilities to Oxford. Mr. Reid stated they are about four (4) miles outside our service area.

Mayor Eady stated he was glad the family is attending so that he can hear their personal story, which he was not previously aware of. He is 100% sure that a spot can be found in the cemetery for the family if the City Council is amenable to this, whether it

be through a donation or sale, or through the City Council selling burial rights to them. It is within the City Council's power to make an exception based on special circumstances.

Mr. Windham stated that a vote cannot be made in a work session. The next opportunity to vote would be at the regular City Council session on March 2nd. Mr. Windham asked that City of Oxford staff try to locate someone who could donate or sell a fee simple lot to the family so that they did not have to wait until the next regular session, and report back to the City Council on their findings. Mr. Windham stated he would be in favor of allowing the family to buy burial rights. All Councilmembers present concurred that they would be in favor as well.

The cost to purchase one lot is \$750.

Ms. Barbara Cole asked if it would be possible to set aside some land on the back side of the cemetery for pod burials. Mayor Eady stated that is something we should explore further. Ms. McCanless stated that pod burials are better suited for more naturalistic areas and setting aside an area away from the stones and existing graves is an excellent idea to consider. Mr. Windham stated another possible area may be the land purchased behind Orna Villa that could be made into a park.

Ms. Eady stated that the City of Oxford needs to research state requirements concerning embalming and other requirements before proceeding with allowing this type of burial. Ms. McCanless stated that the Monastery of the Holy Spirit in Rockdale County allows pod burials now and the City of Oxford can look to their procedures for guidelines as well. She feels it is a realistic option and one that many would like to choose, so it would be good to offer it if we can.

Mayor Eady stated that the issue of ownership of plots will also come into play for those who have already purchased fee-simple lots or burial rights from the City of Oxford. Those who have purchased fee-simple lots can sell their lot if they would rather have a pod burial, but those who have purchased burial rights can only give theirs to a family member.

Ms. Green asked if there is a prohibition on planting trees in the cemetery, as she recalls a tree being planted during the Arbor Day celebration several years ago. Ms. Brooks stated that no decision was made at the annual Cemetery Foundation meeting.

Mayor Eady stated that the Cemetery Foundation makes no decisions about what is in the cemetery, these decisions are made by the City of Oxford.

12. Resolution for Franchise Fee (Attachment J)

Georgia Municipal Association (GMA) recommends we adopt a resolution setting our franchise fee for cable and video providers. A vendor is requesting to put fiber on

Moore Street, and the City of Oxford needs to negotiate a franchise fee with them. Setting this resolution will set a standard fee for all providers. The resolution will be voted on in the March 2nd regular session, and if passed, will be sent to the Georgia Secretary of State where a database is maintained. Major providers check this database to see if cities have these fees set.

Other Business

Mr. Windham requested that the City of Oxford draft a resolution objecting to HB 302 and Senate Bill 172 which prohibit municipalities from regulating design elements for one- and two-family dwellings. Mayor Eady asked Mr. Pepper to contact the City of Porterdale and request a copy of their resolution and Oxford can model its resolution after it.

Mr. Windham made a motion to adjourn at 8:20 p.m. Mr. Holt seconded the motion. The motion was approved unanimously (6/0).

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer

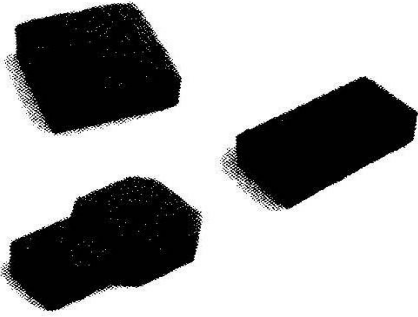
**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, FEBRUARY 17, 2020 – 6:30 P.M.
CITY HALL
A G E N D A**

1. **Mayor's Announcements**
2. **Yarbrough House Renovations** – Council will discuss options for renovating Yarbrough House. The assumed use is a welcome/history center and meetings/special events space.
3. ***Traffic Calming** – Council will continue the discussion regarding traffic calming measures on E. Soule St/Williams Rd. We have attached a map showing the proposed location for the speed humps. In addition, we have attached two quotes to install the speed humps.
4. ***Maintenance Contract for Asbury Street Park** – Council will discuss awarding a contract to Great Estates Landscaping to provide lawn maintenance services at Asbury Street Park for \$6,500 annually. We have attached the proposed contract.
5. ***Replace Storm Drain on Longstreet Circle** – Staff proposes that the city replace an aging storm drain located at Longstreet Circle. We recommend that Council award the contract to HCS Services, LLC for \$11,700. We have attached a copy of the bids.
6. ***Repair Storm Drain Repair on Moore Street** – Staff proposes that the city repair the existing storm drain located at the intersection of Moore Street and SR 81. We recommend that Council award the contract to HCS Services, LLC for \$23,500. We have attached a copy of the bids.
7. ***FY2019 LMIG Excess Funds** – For the city's FY2019 LMIG project, we resurfaced a large section of Asbury Street. With the remaining funds, staff proposes that the city repair the asphalt in 12 locations in the city. We have attached two quotes to complete this work. We recommend that Council award the contract to MHB Paving for \$20,000.77.
8. ***Maintenance Facility Fence** – Council will continue the discussion regarding replacing sections of the fence at the city's Maintenance Facility.
9. *** George Street Park Fence** – The Trees, Parks and Recreation Board recommend that the Council approve a contract with The Fence Man for \$2,675 to replace the existing split-rail fence at George Street Park. We have attached the two quotes received to complete the work.

10. **Participation in Earth Day Event** – Councilmember McCanless has requested that Council discuss the city’s participation in the county-wide Earth Day event.
11. **Reselling Plots at the Cemetery** – The City Clerk will lead a discussion on whether the city will allow individuals to resell a plot to a third-party.
12. ***Resolution for Franchise Fee** – The Georgia Municipal Association recommends that the city adopt a resolution to set the franchise rate for cable or video providers utilizing the city’s rights-of-way at 5% of the gross revenues these providers receive from doing business in Oxford. We have attached a copy of the proposed resolution.

*Attachments

PAVING



DESIGNED INSTALLATIONS

by *Jim Williams*

215 STONE LEA DRIVE • OXFORD, GA 30054 • PHONE/FAX 770-787-3778 • CELL 770-317-2670
EMAIL pdibjw@bellsouth.net

Estimate

City of Oxford
To: Jody Reid
Re: Oxford speed bumps

Install 2 speed bumps on Williams st.
Includes a 6' long 20' wide asphalt hump painted yellow as discussed.
Asphalt will be cut out and replaced with speed bumps.

\$2,227.50 each

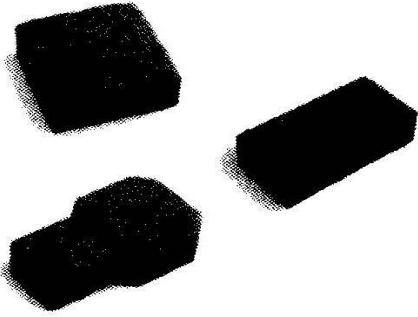
Total:

\$4,455.00

Thanks,

Tim Martin

PAVING



DESIGNED INSTALLATIONS

by *Jim Williams*

215 STONE LEA DRIVE • OXFORD, GA 30054 • PHONE/FAX 770-787-3778 • CELL 770-317-2670
EMAIL pdibjw@bellsouth.net

MHB Paving, Inc.

Quality - Experience - Service

113 S Cherokee Rd, Social Circle, GA 30025 (770) 786-8666 Fax (770) 786-1678

113

PROPOSAL AND CONTRACT

DATE: February 10, 2020

Attn: Estimating Department

Email: jreid@oxfordgeorgia.org

Project: City of Oxford Speed Humps

Location: Oxford, GA

MHB Paving, Inc. (Hereinafter called "MHB") proposes to furnish to you ("the "Buyer") the following material and/or services required for the above:

<u>Approx. Qty.</u>		<u>Description</u>	<u>Rate</u>	<u>Price</u>
1.00 Ea	<u>Asphalt</u>	8' Speed Hump	\$ 3,500.00	\$ 3,500.00
				\$ 3,500.00
			Total Estimate	\$ 3,500.00

Any item not explicitly stated above is NOT included in pricing. A change order will be issued for any additional work.

Plans: Quantities per email sent 2/6/2020

DUE TO THE RISING COSTS OF ASPHALT MATERIAL, MHB IS NOT ABLE TO HOLD VENDOR PRICING. THEREFORE, SHOULD THERE BE AN INCREASE BEFORE ACTUAL PLACEMENT, YOU AGREE TO PAY FOR THE INCREASE WITH NO INCREASE TO PROFIT/OVERHEAD.

Exclude: Demo, Grading, Utility Work, Stairs, Handrails, Guard Rails, Loading Docks and Ramps.

No night work or weekend work included in pricing

MHB not responsible for damages to binder caused by binder being used as a work surface

NOTES:

1. Subgrade to be +/- 1/10 of grade.
2. MHB will not warranty drainage in areas having less than 1 1/2% fall to low points.
3. Quantities above are estimated, invoices will be made from actual field measurements.
4. Traffic Control is NOT included
5. MHB is Not responsible for supplying erosion control. Damages caused by such are Not covered.
6. Any work not described above will require a signed Change Order.
7. No permits or engineered plans
8. Compaction to be 95% or better.
9. A Discount May Be Given If Payment Is Received Within 10 Days From Billing Date, please inquire.
10. Price Includes 1 Mobilization, All Others Billed @ \$2,200.00/ea.
11. Layout/Surveying Work is Not included unless otherwise specified.

THIS PROPOSAL & CONTRACT MUST BE MADE PART OF SEPARATE CONTRACT.

This proposal will remain a firm offer for a period of thirty-five (35) days from the above date, after which it will be invalid unless confirmed in writing by MHB. Payment in full is required at completion of above work, unless otherwise specified. Customer shall pay all costs for attorney fees that may be incurred in the collection of past due invoices.

(Signature & Title)

(Date of Acceptance)

MHB Paving, Inc.

Chris Snyder - Estimator
(Signature & Title)

Drawing 1

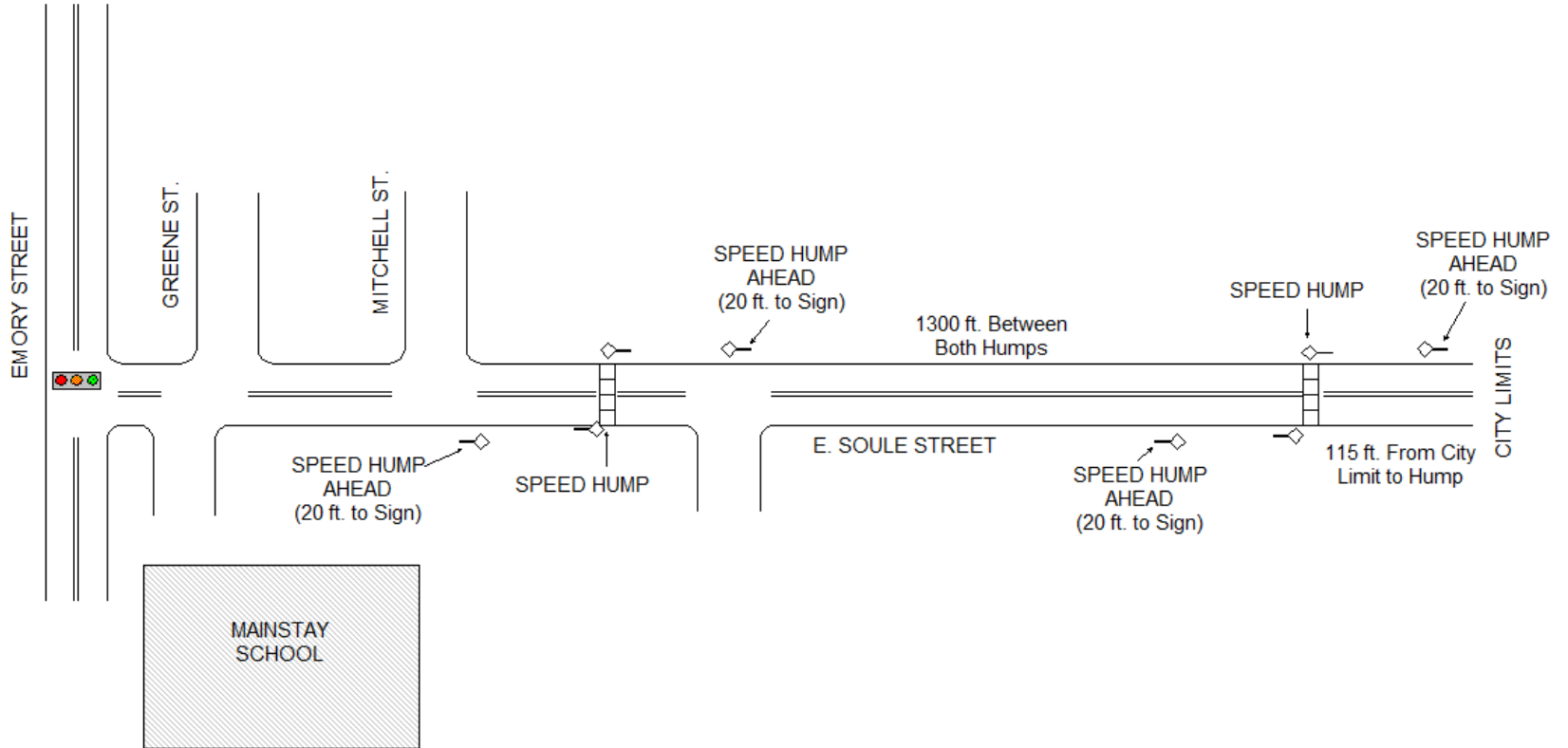




Exhibit A

2/7/2020

Project	The City of Oxford	Address	110 West Clark Street
Contact	Matt Pepper		Oxford, GA
Email	mpepper@oxfordgeorgia.org	Direct Line	404-925-9168

	Annual Included Price	Monthly Price
INCLUDED SERVICES TOTAL	\$ 6,300	\$ 525

See Exhibit B for details

ADDITIONAL SERVICES (Items NOT included in monthly price)

\$	-
\$	-
\$	-

* There will be no Pesticides or Herbicides used on this property *

Steve Head
by Steve Head

Title Manager
Date 2/7/2020

SIGNING BELOW ACCEPTS THE INCLUDED SERVICE TOTAL AMOUNT, SPECIFICATIONS (Exhibit B), AND TERMS & CONDITIONS (Exhibit C)

by

Title _____
Date _____

CONTRACT START DATE: _____

INCLUDED SERVICES

Site clean-up

General site clean-up each visit includes policing of all maintained areas for the removal of paper, cans, bottles, sticks, leaves, and other debris. A complete blowing, by mechanical means, of the entire roadways, curbs, gutters, drains, and sidewalk areas. Parking lot areas will be kept clean of organic material within fifteen feet (15') of curbs and planted areas.

Leaf clean-up

Fallen leaves on turf and planted beds will be collected and removed from site no less that (4) times per year. Weekly dispersal of leaves from focal areas, formal areas, and turf areas to prevent heavy build-up and damage to plant material.

Turf Mowing

All turf areas shall be mowed as needed throughout the year to maintain height by turf species: Warm season turf 1.5 to 2.5 inches, Cool season turf 3 to 4 inches, Utility turf will be maintained at the optimal aesthetic height. No more than 1/3 of the leaf blade will be removed with each frequency. Warm season turf will be scalped in late winter to remove previous season growth. Excessive grass clippings within turf or beds will be removed or distributed evenly after each mowing occurrence.

Edging

Turf adjacent to curbs or sidewalks and beds will be mechanically edged as needed to maintain a neat and clean appearance.

Shrub pruning

Shrubs will be pruned to maintain specific plant species requirements (This may include thinning, shearing, and structural pruning). To a maximum of 12 feet height. This specification does not include rejuvenation of previously neglected shrubs. While pruning may be possible, rejuvenation is available at an additional cost.

Tree pruning

Remove crossing, dead, dying or diseased branches, water sprouts, sprouts at or near the base of the tree trunk, branches that form with narrow angled crotches, branches damaged in storms or by other means. To a maximum of 12 feet height.

Groundcover pruning

All groundcovers shall be maintained within their borders and kept neat at all times. Perennials and ornamental grasses shall be pruned back in early spring, or as dictated by plant species

Bed Weed Management

Herbicides will be applied to weeds in bed and pavement areas. Mechanical removal of weeds will be done as needed.

Fire Ant Management

Fire ants are invasive pests, which are extremely difficult to control and nearly impossible to eradicate. Fire Ant baits shall be applied as necessary in an attempt to mitigate overall populations.

ADDITIONAL SERVICES (Items not included in monthly contract price)

Evaluate Irrigation System

Turn on all water supplies, set proper timer settings, adjust all heads and inspect the entire irrigation system to ensure proper operation. Inspect the entire system for proper operation and coverage. Heads shall be adjusted and timer settings made for optimal performance. Any defects or necessary repairs will be noted and proposed. Any irrigation components damaged by Great Estates will be repaired at no cost to the Customer.

Winterize Irrigation System

Shut off all water supplies at the source, drain all lines, Great Estates shall not be responsible for damage to the irrigation system in the event system is turned on by other individuals after system has been winterized.

Pine Straw

Pine straw shall be installed at a depth of three inches, which will settle to an average depth of two inches. Sticks, pinecones and other foreign matter shall be removed. All bed lines shall be tucked. All resulting debris will be removed.

Spring Seasonal Color

Remove existing plants. Prepare soil by trenching perimeter and deeply digging to a minimum of 6 inches to aerate and loosen soil. Fertilizer shall be top-dressed over bed areas at the rate of three (3) pounds of timereleased, high phosphate fertilizer per 100 square feet. Entire bed shall be mulched to a minimum depth of 1 inch.

Fall Seasonal Color

Remove existing plants. Prepare soil by trenching perimeter and deeply digging to a minimum of 6 inches to aerate and loosen soil. Fertilizer shall be top-dressed over bed areas at the rate of three (3) pounds of timereleased, high phosphate fertilizer per 100 square feet. Entire bed shall be mulched to a minimum depth of 1 inch.

Seasonal Color Maintenance

Maintenance of seasonal color includes the following services: All plants shall be fertilized with a combination of liquid and granular fertilizers. Fertilizers shall contain a high level of phosphorous to promote root growth and flower production. Preventative insecticides and fungicide will be applied. Any disease or insect outbreak will be treated with additional applications as needed. Spent blossoms will be removed from all appropriate flowering annuals on an as needed basis. This service is included with both Spring and Fall Seasonal Color Installation.

TERMS AND CONDITIONS

Agreement between:

Great Estates Landscaping
14481 Lochridge Blvd.
Covington, Ga 30014

AND

The City of Oxford
110 West Clark Street
Oxford, GA

- 1) Great Estates agrees to furnish to Customer all labor, equipment, materials and supplies required to perform the included services described in Exhibit B for the included price set forth in Exhibit A.
- 2) This agreement shall be in effect as of the contract start date specified on Exhibit A, shall continue in effect until either party give to the other at least thirty (30) days written notice of its desire to terminate. As a condition precedent to Customer's right to terminate, Customer recognizes that the equal monthly payments made to for monthly service are not a true representation of the actual amount of work performed in each given month. Customer agrees to tender payment in full for all goods and services received. In recognition of the services provided, should the contract be terminated by Customer the termination table below shall be utilized to determine the amount of the annual contract cost due at termination. In the event that the price of installation of seasonal color, mulch, pine straw, turf program, or or other goods included as part of the equal monthly payments, Customer agrees to pay in full any outstanding balance for such services at time of termination.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4.50%	4.50%	6.50%	9.00%	10.50%	12.00%	11.00%	10.00%	10.00%	9.50%	7.50%	5.00%

- 3) Customer agrees to pay in full before the last day for each invoice period during the term hereof for the services rendered by during said invoice period for the term of the Contract.
- 4) Invoices are payable upon receipt and are due in full on the 15th of each month (last day of invoice period). Great Estates reserves the right to suspend or terminate service on Customer if balance is outstanding for more than forty-five (45) days. Customer agrees to pay all costs, including attorney's fees incurred by in collecting any overdue balance. Failure of at anytime to exercise its rights hereunder shall not be construed as a waiver of such rights or as a bar to the later exercise thereof.
- 5) If Customer takes exception to any service performed or claims that has failed to perform any services, such exception or claim must be submitted in writing to within five (5) business days, or services in question shall be deemed accepted by Customer. In addition, Customer agrees to allow reasonable time for exception or claim to be rectified by .
- 6) If is prevented or hindered from performing the services herein by reasons beyond its control, including, without limitation, inclement weather, fire, floods, riots, strikes or acts of God, then shall be excused from the performance of such services and Customer from the obligation of payment thereof for the extent and for the period that such performance is prevented or hindered by such condition or event. In the event of a natural disaster such as ice storm, severe freeze, high winds, will not be responsible for any clean up outside of the scope of this contract. will provide service upon request of the Customer at an additional agreed compensation.
- 7) The prices provided in this Contract are valid for a period of sixty (60) days from the date herein. Should the contract fail to be executed within this period, reserves the right to withdraw or modify the prices presented herein.
- 8) This Contract will renew for a period of one (1) year from each anniversary date unless terminated or modified.

HCS Services, LLC

Waterline, sewer & Grading

PROPOSAL

DATE: 1/13/2020

150 Hardwick Drive
Covington, GA 30014
Cell (678)725-7058
Email huiestewart@gmail.com

CUSTOMER	
City Of Oxford	
ARTICLE AND DESCRIPTION	PRICE
- Longstreet Circle Replace 140ft of 30" storm drain	
Demo and haul off old pipe	\$2,000.00
20 tons of riprap	\$1,200.00
Install new 30" HDPE pipe	\$8,500.00
TOTAL DUE	\$ 11,700.00

If you have any questions about this proposal, please contact
Huie Stewart @ (678) 725-7058

Thank You For Your Business!



Proposal

To: **City of Oxford**
Address: **110 West Clark Street**
City / State: **Oxford, GA 30054**

Date: **February 5, 2020**

Attn: **Jody Reid**
Phone: (770) 786-7004
Email: jreid@oxfordgeorgia.org

Job: **Long Street**
Location: **Oxford, GA**

Engineer: *N/A*
Plan Date: *N/A*

Proposal good for 30 days

Standard Exclusions (Unless otherwise noted):

- Asbestos and/or other hazardous materials testing or abatement is excluded.
- Set up or maintenance of truck wash facility.
- Re-location, removal or replacement of existing utilities.
- Excavation below sub-grade in cut areas or below stated topsoil depth in fill areas.
- Removal/disposal of rock, unsuitable soils, hazardous materials. Rock Boring.**
- De-watering, well points, manipulation of soils to attain proper moisture content.
- Hauling off or hauling in dirt to achieve site balance.
- Hauling off or hauling in topsoil, except as noted.
- Water & sanitary sewer lines are priced to 5-ft outside buildings. Tie-in by others.
- Asphalt patching or asphalt overlay of existing streets.

- Field staking, layout or as-built drawings.**
- Bonds, Permits, Fees, Meters.**
- NPDES permitting or monitoring.**
- Compaction Testing**
- Maintenance or removal of erosion control items.
- Select clearing or hand clearing.
- Undercutting or de-mucking.
- Catch basin tops & throats
- Landscaping, hardscaping or fencing.

Description

Quantity Unit

30" HDPE (0'-12')	130	LF
BRICK INVERT	1	EA
SEED AND STRAW	1	LS
STONE BEDDING	36	TN

PROPOSAL TOTAL: \$ 17,180.00

HCS Services, LLC

Waterline, sewer & Grading

PROPOSAL

DATE: 2/10/2020

150 Hardwick Drive
Covington, GA 30014
Cell (678)725-7058
Email huiestewart@gmail.com

CUSTOMER	
City Of Oxford	
ARTICLE AND DESCRIPTION	PRICE
<u>Repair storm line @ Moore Street</u> - 16ft 30" RCP - 8ft 24" RCP - 8ft 18" RCP - brick in place junction box - throat and top - seed and straw <p style="text-align: center;">Material & Labor</p>	\$23,500.00
TOTAL DUE	\$ 23,500.00

If you have any questions about this proposal, please contact
Huie Stewart @ (678) 725-7058

Thank You For Your Business!



Proposal

To: **City of Oxford**
 Address: **110 West Clark Street**
 City / State: **Oxford, GA 30054**

Date: **February 5, 2020**

Attn: **Jody Reid**
 Phone: (770) 786-7004
 Email: jreid@oxfordgeorgia.org

Job: **Moore Street**
 Location: **Oxford, GA**

Engineer: *N/A*
 Plan Date: *N/A*

Proposal good for 30 days

Standard Exclusions (Unless otherwise noted):

- Asbestos and/or other hazardous materials testing or abatement is excluded.
- Set up or maintenance of truck wash facility.
- Re-location, removal or replacement of existing utilities.
- Excavation below sub-grade in cut areas or below stated topsoil depth in fill areas.
- Removal/disposal of rock, unsuitable soils, hazardous materials. Rock Boring.**
- De-watering, well points, manipulation of soils to attain proper moisture content.
- Hauling off or hauling in dirt to achieve site balance.
- Hauling off or hauling in topsoil, except as noted.
- Water & sanitary sewer lines are priced to 5-ft outside buildings. Tie-in by others.
- Asphalt patching or asphalt overlay of existing streets.

- Field staking, layout or as-built drawings.**
- Bonds, Permits, Fees, Meters.**
- NPDES permitting or monitoring.**
- Compaction Testing**
- Maintenance or removal of erosion control items.
- Select clearing or hand clearing.
- Undercutting or de-mucking.
- Catch basin tops & throats
- Landscaping, hardscaping or fencing.

Description

Quantity Unit

STORM DRAIN

18" RCP CLASS III (0'-12')	8	LF
24" RCP CLASS III (0'-12')	8	LF
30" RCP CLASS III (0'-12')	16	LF
BRICK INLET CONSTRUCTION	10.0	VF
BRICK INVERT	2	EA
4' DIA. ROUND TO SQUARE or FLAT TOP	2	EA
JUNCTION BOX RING & COVER - GRASS	1	EA
CATCH BASIN THROAT & TOP R&R	1	EA
CURB & GUTTER R&R	20	LF
SOD	2	PAL
#57 STONE	18	TN
STREET CUT & CONCRETE PATCH	12	SY
TRAFFIC CONTROL	2	LS

PROPOSAL TOTAL: \$ 25,306.00

Matt Pepper

To: Jody Reid
Subject: RE: Mhb paving

----- Original message -----

From: Mark Tumlin <mark@mhb paving.com>
Date: 1/27/20 5:18 PM (GMT-05:00)
To: Jody Reid <JReid@oxfordgeorgia.org>
Subject: Re: Mhb paving

4 inch of GAB and 2 inch of topping

217.07 Square yards of GAB at 4 inches
Some areas had rock already

Mill and repave at 4 inch

Hillcrest rd
5x20- 11.11 square yards

Perry cir
10x20 - 22.22 square yards

Long st cir
10 patches - total 217.07 square yards

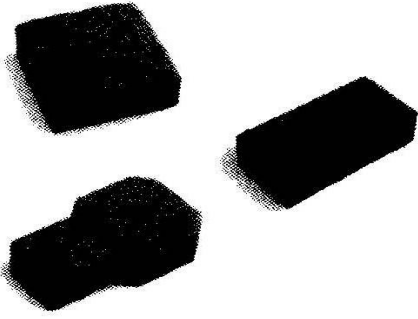
250.40 Square yards of topping at 2 inches

Total- 20,000.77

Mark Tumlin
MHB PAVING
Cell-678-859-4549

>

PAVING



DESIGNED INSTALLATIONS

by *Jim Williams*

215 STONE LEA DRIVE • OXFORD, GA 30054 • PHONE/FAX 770-787-3778 • CELL 770-317-2670
EMAIL pdibjw@bellsouth.net

Estimate

1/22/20

City of Oxford
To: Jody Reid
Re: Oxford Asphalt repairs

Repair asphalt in 12 locations as discussed.

This includes:

- Removing all asphalt
- Inspecting the sub base
- Digging out base as necessary
- Replacing with new base
- Rolling base
- Compaction test before asphalt is installed
- Install 3" of asphalt

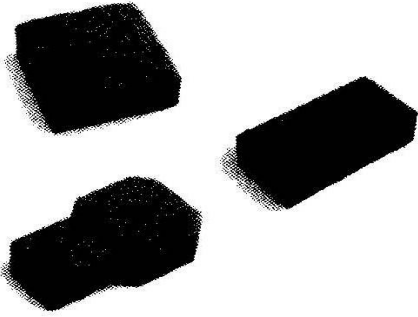
Total:

\$35,587.00

Thanks,

Tim Martin

PAVING



DESIGNED INSTALLATIONS

by *Jim Williams*

215 STONE LEA DRIVE • OXFORD, GA 30054 • PHONE/FAX 770-787-3778 • CELL 770-317-2670
EMAIL pdibjw@bellsouth.net

INVOICE

The Fence Man

P.O. Box 1302 • Covington, Georgia 30015
154*24*9701 Nextel • Pager 678-342-6769 • Contact 678-449-4165 ✓
Timothy Kirkland, Operator

RESIDENTIAL - COMMERCIAL - VINYL - PASTURE - WOOD (SELECT TYPES)
OVER 15 YEARS OF EXPERIENCE

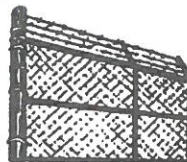
Date 12/13 2019

Customer Name City of Oxford

Telephone _____

Address Emory St. Oxford.

City, State Oxford Ga. 30267



DESCRIPTION:

① Replacing fence with New treated Pine fence
All New 2x4 runners will only Replace damaged post
4x6x12 - \$20,000 total.

② Repair damaged fence and clean off fence/stain \$3,700⁰⁰

③ Remove all wood fence and replace with
8ft Chain Link Fence with Silk Screen for Privacy \$16,400⁰⁰

note) All damaged Materials will be removed from property.
Fence will be Residential grade / Commercial grade \$19,500⁰⁰

PRICE \$ _____

Timothy Kirkland

Customer Acceptance

PLEASE NOTE WOOD FENCE HAS NO WARRANTY. CUSTOMERS ARE RESPONSIBLE FOR BOUNDARY LINES AND UNDERGROUND OBJECTS, POSTS ARE SET PERFECT, NOT RESPONSIBLE FOR CROOKED POST AFTER WE LEAVE THE JOB. - TO RESET POST, - \$5.00 PER POST - 50% DEPOSIT FOR LOCAL FENCE INSTALLATION, FULL PAYMENT ON OUT OF TOWN INSTALLATION BEFORE WORK BEGINS. - CUSTOMERS ARE RESPONSIBLE FOR REMOVAL OF VINES, ETC. BEFORE WORK BEGINS. - ALL RETURNED CHECKS REQUIRE A \$20.00 SERVICE CHARGE.

FREE ESTIMATES

FINANCING AVAILABLE

Thank You For Your Business!

Bentley Cannon

770 826 0095

WORK PERFORMED IN:

TO:

Oxford

Art. Jody

TEL: 770 786 2211

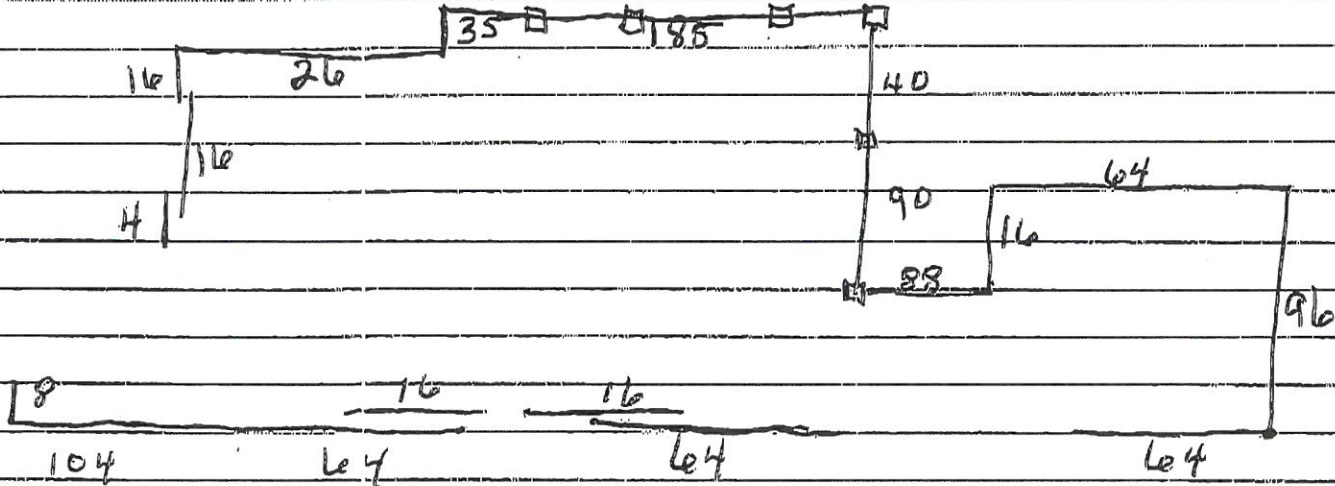
DATE

YOUR WORK ORDER NO.

QUANTITY NO.

Jan 24 2020

DESCRIPTION OF WORK PERFORMED



8' Wood Pr Pine	9.50	36.00	34,200.00
4x6 Post			
Remove old			2,850.00

12' 4x6	22.00		37,050.00
---------	-------	--	-----------

12' 6x6 - 35.00
 Dig @ 13.00 per post

37,050.00
 1,510.00
 38,560.00

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of _____

Dollars (\$ _____).

This is a Partial Full Invoice due and payable by: _____

in accordance with our Agreement Proposal No. _____ Dated _____

Invoice
 Contract

The Fence Man Rent-A-Fence LLC

SINCE 1985

RESIDENTIAL • COMMERCIAL • VINYL • PASTURE • ALUMINUM • WOOD (SELECT TYPES)

404-427-0301 • 678-449-4165

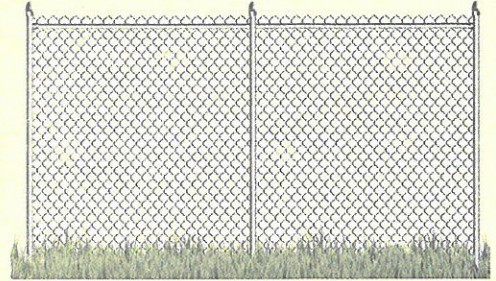
Date 1/30/20

Customer Name City of Oxford

Telephone _____

Address Hwy 81 North

City, State Oxford Ga



DESCRIPTION _____

2 rail split rail fence

Pine Material

1 1/2" post. All post in concrete

Replaced and remove all old fencing

from property.

total price 2675.00

complete project

Timothy Kirkland

Customer Acceptance

[Signature]

PLEASE NOTE WOOD HAS NO WARRANT. CUSTOMERS ARE RESPONSIBLE FOR BOUNDARY LINES AND UNDERGROUND OBJECTS, POSTS ARE SET PERFECT, NOT RESPONSIBLE FOR CROOKED POST AFTER WE LEAVE THE JOB. - TO RESET POST, -\$5 PER POST - 50% DEPOSIT FOR LOCAL FENCE INSTALLATION, FULL PAYMENT ON OUT OF TOW INSTALLATION BEFORE WORK BEGINS. - CUSTOMERS ARE RESPONSIBLE FOR REMOVAL OF VINES, ETC. BEFORE WORK BEGINS. - ALL RETURNED CHECKS REQUIRE A \$20 SERVICE CHARGE.

FREE ESTIMATES

REMOVE

Thank You For Your Business!

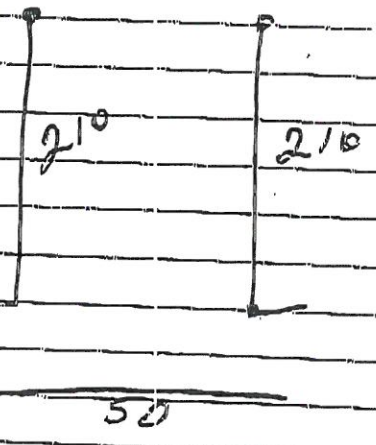
TO: Oxford
At - Jody

FAX 770 786 2211

DATE: Feb 10 2020 YOUR WORK ORDER NO. _____ OUR BID NO. _____

DESCRIPTION OF WORK PERFORMED

2' Rail All P. created



470' installed
 Remove all
 \$ 3,600.00

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of _____

Dollars (\$ _____)

This is a Partial Full Invoice due and payable by: _____

in accordance with our Agreement Proposal No. _____ Dated _____

CITY OF OXFORD

RESOLUTION

**A RESOLUTION OF THE CITY OF OXFORD THROUGH THE COUNCIL TO
AUTHORIZE THE MAYOR TO ESTABLISH A FRANCHISE FEE APPLICABLE TO
HOLDERS OF CABLE AND VIDEO FRANCHISES ISSUED BY THE STATE OF
GEORGIA**

WHEREAS, the City currently collects a franchise fee from any current cable or video providers;

WHEREAS, the City considers collecting a franchise fee from a cable or video provider utilizing the public rights of way as compensation to the public for the use of the rights of way and a means of promoting the public health, safety, welfare and economics development of the City and to protect public works infrastructure;

WHEREAS, the City of Oxford is authorized to collect a franchise fee of 5%, the maximum amount established by federal and state law, of each cable or video providers gross revenues received from the provision of cable or video service generated within the City;

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the City of Oxford hereby requires a franchise fee of 5% of any cable or video state franchise holder's gross revenues received from the provision of cable or video service generated within the corporate boundaries of the City of Oxford, pursuant to a franchise issued by the State of Georgia pursuant to O.C.G.A. 36-76-1 et seq. known as the "Consumer Choice for Television Act" of 2007.

Adopted this second day of March, 2020.

BY:

Mayor

ATTEST:

City Clerk

(SEAL)