



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
TUESDAY, JANUARY 19, 2016 – 6:00 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; SARAH DAVIS; MIKE READY; TERRY SMITH; DAVID EADY; COUNCILMEMBER GEORGE HOLT WAS NOT IN ATTENDANCE

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent, Hoyt Oliver, Kendra Mayfield, Jeff Wearing, Cheryl Ready, Juanita Carson, Steve Springer

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

Mayor Pro Tem

Mayor Roseberry announced that council should elect a new Mayor Pro Tem for 2016. Going back to 2008 the members who served were George Holt, 2009 Jim Windham, 2010 Sue Dale, 2011 Frank Davis, 2012 David Eady, 2013 Terry Smith, 2014 Lyn Pace, 2015 Sarah Davis. After discussion Mayor Roseberry asked City Manager Bob Schwartz to ask George Holt if he will serve.

Planning Commission

Mayor Roseberry said Council appointed Jeff Wearing to the Planning Commission at the January meeting. We neglected to officially reappoint Jonathan Eady to the Planning Commission. He advised this will be on the February meeting agenda.

Powerline Tree Trimming Contract

City Manager Bob Schwartz and Utility Superintendent Jody Reid presented discussion on the proposed tree trimming contract for the electric lines with Burford, Inc. Bob Schwartz said if you go back 10 or 12 years we have intermittently contracted with someone to trim the trees on the right-of-ways. Jody said Council decided to split the trimming and we did it yearly that when we contracted with Townsend. During that process we had issues with some of the techniques they used. We had Connie Head the city arborist assist in training them. We have followed through every year in keeping that same crew because Covington can use them over the year and we use

them for six weeks out of the year. That way we could maintain the same crew that the arborist and the Tree Board had trained. It worked fine until the last two years we had some issues with Townsend upgrading their equipment. They would have chain saw issues and various other problems. Covington looked into Burford's Tree Company and found they were a few dollars cheaper per hour than Townsend and had better equipment. The agreement was they would hire the crew leader that we had trained. City Manager Bob Schwartz said we had not done anything yet. Covington issued the request for bids, they got three companies, two submitted bids one did not. Of the two, one was Townsend and the other was Burford who was a little lower than Townsend. They went with Burford and started using them in August. After discussion it was decided this item will be on the February agenda for approval to issue a purchase order to adopt the Covington bid for Burford's Tree Company for up to \$25,000.

Special Projects Workgroup

Councilmember Jim Windham presented a report on the progress of this work group with the University of Georgia. He presented a timeline calendar defining each stage of the project and the approximate budget for each. Attachment A

2011 SPLOST Projects and 2017 SPLOST Projects

Mayor Jerry Roseberry said it's almost time to start preparing list of projects for the next SPLOST referendum. It looks like we should ask for one and a half million dollars. Some of the projects will be easy ones such as the Park and East Clark Street project. Councilmember Terry Smith included that there has been talk of adding the remainder of the sewer projects. Mayor Roseberry said we need to start working on projects that will qualify and everyone should understand the SPLOST does not include maintenance and operations. It is strictly capital projects. It appears we may receive more than we originally planned from the 2011 SPLOST and that any extra will be used for transportation.

Budget Amendment Request

City Manager Bob Schwartz our auditor has asked us to adopt a budget amendment to transfer \$24,000 from the General Fund Contingency and transfer it to the E-911 in Public Safety. Bob explained we did not receive a bill for 2014 and in 2015 we received an invoice for two years. Mayor Roseberry explained for the public audience concern, we don't normally make motions in a work session but certain circumstances are permissible.

A motion was made by Terry Smith, seconded by Jim Windham to authorize City Clerk Luran Willis to amend the budget by moving \$24,000 from Contingency in the General Fund and transferring it to the E-911 in the Public Safety fund. The vote was 6 to 0, motion approved.

Attachment B

Update on I-20 Pedestrian Bridge

City Manager Bob Schwartz said the latest schedule from GDOT shows the notice to proceed for construction will be issued in June 2017 with construction to be completed by August 2018. Bob indicated he and Jody will be meeting with a representative and going over the easement process which the city is responsible for and we expect this will take the better part of next year.

Mayor's Announcements

Mayor Roseberry took this time to make a few announcements of events. Lyn Pace requested the Mayor announce that on January 26th at 7:30 p.m. in Oxford's Old Church the College will observe the annual MLK service. Matthew Williams, vice president of strategic initiatives at the Forum for Theological Exploration (FTE), will present the keynote. He is a member of FTE's senior leadership team and provides leadership, management, and oversight for strategic initiatives to cultivate diverse leaders for the church and academy. Special music for the occasion will include performances by student groups Voices of Praise gospel choir and Oxapella as well as the Martin Luther King, Jr. Interdenominational Choir, composed of singers from the Covington area. The service is free and open to the public. Attachment C

Councilmember Jim Windham announced he and a friend have been in touch with Lyn Pace, Oxford College chaplain about meeting with Muslim students and assuring them we are supportive of them and their religion in our community. When the meeting is scheduled he will let everyone know for those who may be interested.

Landscaping Contract or Groundskeeper position

City Manager Bob Schwartz said at present we do not have a contract to trim the grass nor do we have anybody hired to trim the grass. At the moment it's been raining and there's not much sun so the grass has not been growing so it's not a big deal but it will become a big deal as time goes by. One of the last times we discussed this someone suggested we go on a month to month basis with our current contractor. Jody spent some time talking with them and he gave us a month to month price. The contract for the last two years has been about \$25,000 this would be around \$37,610 for the year. I'm not recommending this I'm giving it to you as a marker. If we bid it this is what the contractor would bid who has been doing it. He might bid a little less or a little more but this is a good guess of what it would be. The other bids I have are two and a half years old. If we do bid it we will do what we did before which is list every single lot along the street where we trim and list the right-of-ways showing how far back we go. We would encourage each bidder to ride the city with Jody because in some cases we trim all of the right-of-way and in some cases we trim to the tree line. Jody said it would be best to price it by every street right-of-way width to be fair. After discussion it was agreed that hiring a groundskeeper will be brought to the February meeting for approval. Attachment D

Project Status and Engineer's Progress Report

City Manager Bob Schwartz presented Council with an update status of the ongoing projects and a monthly summary for December from Robert Jordan, City Engineer. Attachment E

There being no further business the meeting was adjourned at 7:08pm.

Respectfully Submitted;



Lauran Willis, CMC
City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
TUESDAY, JANUARY 19, 2016 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Mayor Pro Tem** – Council should elect a Mayor Pro Tem for 2016. Here is a list of the councilmembers who have served recently: 2015 Sarah Davis; 2014 Lyn Pace; 2013 Terry Smith; 2012 David Eady; 2011 Frank Davis; 2010 Sue Dale; 2009 Jim Windham.
2. **Planning Commission** – Council appointed Jeff Wearing to the Planning Commission at the January meeting. We neglected to officially reappoint Jonathan Eady to the Planning Commission. This will be on the agenda at the February meeting.
3. **Powerline Tree Trimming Contract** – We will discuss the proposed tree trimming contract for the electric lines with Burford, Inc.
4. **Special Projects Workgroup** – Councilmember Jim Windham will report on the progress of this workgroup.
5. **2011 SPLOST Projects and 2017 SPLOST Projects** – It's almost time to start preparing a list of projects for the next SPLOST referendum.
6. **Update on I-20 Pedestrian Bridge** – The latest schedule from GDOT shows the notice to proceed for construction will be issued in June 2017 with construction to be completed by August 2018.
7. **Landscaping Contract or Groundskeeper position** – We need to return to this discussion.
8. ***Projects Status and Engineer's Progress Reports**

*Attachments

Spring Term 2016 - OXFORD

PRODUCT

Approximate Budget

Project # and Name	Responsible Party	January	February	March	April	May	June	Approximate Budget
INVENTORY 1. Asset Map To Showcase Assets	Arwen Chen	Assemble base map, vet design ideas & prototypes	Begin building final map	Map complete				1,500 <i>(Does not include production) (PC, can I say that cost of production is considered with final design?)</i>
1a. Historic Resource Survey To ensure all historic assets are identified and as a first step to updating Oxford's National Register designation - originally submitted in the 1970's	Laura Kviklys	Field work, research existing survey data, books and online data	Map resources Vet w/ Oxford	Add properties to Asset Map Make recommendations for next steps				2,500 <i>(PC explanation for if this from a different GIS format than Arwen's work? Just need some help with explanation)</i>
ANALYSIS 2 (and 3). Connectivity Charrette: Connection, Wayfinding, Pedestrians, Transportation and Corridors (PRATT, work consensus to AA, half to intersection drawings-shouldn't be, just get transportation plan)	Pratt Cassidy Jennifer Lewis	Assemble base maps and historical data	Begin arranging collaboration with Emory and stakeholders		Charrette April 1-3 OR April 8-10	Draft Final Report (2 nd week in May)		19,000 <i>(costs may be reduced for in-kind donation of lodging and food) (PC will assembly of base maps and historical data be resourced in any way from Project 1 and 2a?)</i>
RESEARCH Ideas of Community Planning Research Class (Research for Products 2-4) a. Map for Wayfinding b. Develop and program an academic partnership between UGA and EMORY c. Projects to inform the charrette in April d. Design and conduct an engagement event (pop-up class and open street maps)	Stephen Ramos		2 nd class project runs the full month of February					1000 <i>(PC do you consider items related PRODUCTS from this work? Does "2nd class" mean that there is more than one class working in Oxford?)</i>
DESIGN 4. Asbury Park detailed conceptual design	Doug Pardue				Recruit students for Maymester studio	3 weeks in May Studio dedicated to making the park the best it can be and connecting the park to other ideas generated throughout Spring semester	Final Product delivered	6,500

City of Oxford, Georgia
General Fund
Schedule of Operating Expenditures - Budget and Actual
For the Year Ended June 30, 2015

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
GENERAL GOVERNMENT				
Executive Administration				
Personal services	\$ 38,100	\$ 38,100	\$ 37,462	\$ 638
Purchased/contracted services	22,000	22,000	17,284	4,716
Total executive administration	<u>60,100</u>	<u>60,100</u>	<u>54,746</u>	<u>5,354</u>
Elections				
Personal services	500	500	-	500
Total elections	<u>500</u>	<u>500</u>	<u>-</u>	<u>500</u>
General Administration				
Personal services	302,635	302,635	302,983	(348)
Purchased/contracted services	254,100	254,100	252,162	1,938
Supplies	49,500	49,500	40,369	9,131
Capital outlay	-	-	-	-
Other costs	48,478	48,478	89	48,389
Debt service	-	-	-	-
Total general administration	<u>654,713</u>	<u>654,713</u>	<u>595,603</u>	<u>59,110</u>
Total General Government	<u>715,313</u>	<u>715,313</u>	<u>650,349</u>	<u>64,964</u>
JUDICIAL				
Municipal Court				
Personal services	12,000	12,000	10,653	1,347
Total probate court	<u>12,000</u>	<u>12,000</u>	<u>10,653</u>	<u>1,347</u>
Total Judicial	<u>12,000</u>	<u>12,000</u>	<u>10,653</u>	<u>1,347</u>
PUBLIC SAFETY				
Police				
Personal services	201,481	201,481	206,061	(4,580)
Purchased/contracted services	35,100	35,100	26,586	8,514
Supplies	36,700	36,700	30,936	5,764
Capital outlay	-	-	-	-
Other costs	14,906	14,906	12,389	2,517
Total police	<u>288,187</u>	<u>288,187</u>	<u>275,972</u>	<u>12,215</u>
Emergency services				
Purchased/contracted services	-	-	-	-
Other costs	15,000	15,000	38,158	(23,158)
Total Emergency services	<u>15,000</u>	<u>15,000</u>	<u>38,158</u>	<u>(23,158)</u>
Total Public Safety	<u>303,187</u>	<u>303,187</u>	<u>314,130</u>	<u>(10,943)</u>

**City of Oxford, Georgia
General Fund
Schedule of Operating Expenditures - Budget and Actual
For the Year Ended June 30, 2015**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
PUBLIC WORKS				
Highways and Streets				
Personal services	54,750	54,750	54,190	\$ 560
Purchased/contracted services	87,750	87,750	64,093	23,657
Supplies	71,500	71,500	58,813	12,687
Capital outlay	-	-	-	-
Total highways and streets	<u>214,000</u>	<u>214,000</u>	<u>177,096</u>	<u>36,904</u>
Total Public Works	<u>214,000</u>	<u>214,000</u>	<u>177,096</u>	<u>36,904</u>
Total Expenditures	<u>\$ 1,244,500</u>	<u>\$ 1,244,500</u>	<u>\$ 1,152,228</u>	<u>\$ 92,272</u>



Matthew Wesley Williams is the vice president of strategic initiatives for the Forum for Theological Exploration (FTE). He serves as a member of FTE's senior leadership team and is responsible for managing and overseeing the organization's strategic initiatives that advance its vision and mission.

During Williams's 11 years with FTE, he has guided recruitment efforts and leadership-development opportunities for young adults and students exploring vocations in Christian leadership through ministry and teaching. He also builds and sustains relationships with leaders of theological institutions and doctoral programs while overseeing FTE's doctoral fellowships and initiatives for PhD and ThD students of color in bible, religion, and theology. In his role, he oversees these doctoral initiatives along with FTE's other strategic initiatives.

Prior to his work at FTE, Williams served at the National Black Leadership Initiative on Cancer at Morehouse School of Medicine. There he coordinated the research, advocacy, and educational initiatives of 16 community cancer coalitions in 10 states in the South. He holds a master's of divinity degree from the Interdenominational Theological Center and bachelor's degrees in psychology as well as philosophy and religion from Florida A&M University. He is an ordained ruling elder in the Presbyterian Church (USA).



A CELEBRATION *of* THE LIFE

MARTIN LUTHER KING JR.

TUESDAY, JANUARY 26, 7:30 P.M.
OLD CHURCH
OXFORD, GEORGIA



EMORY

ORDER OF EVENTS



“LIFT EVERY VOICE AND SING”
by J. Rosamond Johnson and James Weldon Johnson
Pianist, Kenneth Bryant II

Gathering Words.....The Rev. Lyn Pace
Chaplain, Oxford College

Welcome.....Shoba S. Patel
President, Student Government Association

Opening Song*.....“Lift Every Voice and Sing”

Selected Readings.....Oxford College Students

Song.....Oxapella
Oxford College a Cappella Group

Introduction of Speaker.....Jamani Montague
President, Black Student Association

Speaker.....Matthew Wesley Williams
*Vice President of Strategic Initiatives
Forum for Theological Education*

Songs.....Interdenominational Choir
*Director, Valerie Bentley
Pianist, Antwon Barr*

The Challenge.....Stephanie Day-Goodman
Sophomore, Oxford College

Song of Sending.....Voices of Praise
Oxford College Gospel Choir

Blessing*.....The Rev. Lyn Pace



Lift every voice and sing
Till earth and heaven ring,
Ring with the harmonies of Liberty;
Let our rejoicing rise High as the listening skies,
Let it resound loud as the rolling sea.
Sing a song full of the faith that the dark past has taught us,
Sing a song full of the hope that the present has brought us;
Facing the rising sun of our new day begun,
Let us march on till victory is won.

Sony the road we trod,
Bitter the chastening rod,
Felt in the days when hope unborn had died;
Yet with a steady beat, Have not our weary feet
Come to the place for which our fathers sighed?
We have come over a way that with tears has been watered,
We have come, treading our path through the blood of the slaughtered,
Out from the gloomy past, Till now we stand at last
Where the white gleam of our bright star is cast.

God of our weary years,
God of our silent tears,
Thou who hast brought us thus far on the way;
Thou who hast by Thy might Led us into the light,
Keep us forever in the path, we pray.
Lest our feet stray from the places, our God, where we met Thee,
Lest, our hearts drunk with the wine of the world, we forget Thee;
Shadowed beneath Thy hand,
May we forever stand,
True to our God,
True to our native land.



*Please stand as you are able.

PREMIER TREE & SHRUB CARE

1778 HIGHWAY 78

MONROE, GA 30655

PHONE 770-267-TREE

FAX 770-267-8711

E-MAIL premiertreecare@yahoo.com

Name City of Oxford

Address 105 West Watson St

City Oxford **State** GA **Zip** 30054

Phone 404-725-6519 **Fax**

Date 1/6/16 **Rep** NP **T/M** Rate NA **Crew** + **Bucket** N **Climb** N **Drop** N **Stump Grinding** N

Lawn Maintenance Description of Work

January- Right of ways cut once, buildings twice \$2008

February- Right of ways cut once, buildings twice \$2008

March- Right of ways cut once, buildings twice \$2008

April- Right of ways cut twice, buildings weekly, and Emory St edged one time- \$4160

May- Right of ways cut twice, buildings weekly(5 times), and Emory St edged one time- \$4389

June- Right of ways cut twice, buildings weekly, and Emory St edged one time-\$4160

July- Right of ways cut twice, buildings weekly, and Emory St edged one time- \$4160

August- Right of ways cut twice, buildings weekly (5 times), and Emory St edged one time- \$4389

September- Right of ways cut twice, buildings weekly, and Emory St edged one time- \$4160

October- Right of ways cut once, buildings twice, and Emory St edged one time- \$2152

November- Right of ways cut once, buildings twice \$2008

December- Right of ways cut once, buildings twice \$2008

Buildings to be maintained include:

1. City Maintenance Barn
2. City Hall
3. The Whatcoat Building
4. George Street Park

0 * *

..... - P

2,008.00+

2,008.00+

2,008.00+

4,160.00+

4,389.00+

4,160.00+

4,160.00+

4,389.00+

4,160.00+

2,152.00+

2,008.00+

2,008.00+

012

37,610.00*

0 * *

PLEASE SIGN AND MAIL OR FAX TOP COPY TO AUTHORIZE

**Authorizing
Signature** _____

Date _____

Project	Date	Status
2 Cemetery Mapping		
Assigned: Lauran; STARTED 7/1/14; Discussed at Council meeting 8/6/2001	7/16/2014	Contractor will start in August; plans to finish by end of October.
	6/15/2015	Lauran and Len agreed the project for ground penetrating radar for SE section of cemetery will start in August.
	8/13/2015	Len is to begin work September 7 - 9.
	9/7/2015	Len started work.
	11/9/2015	Mapping should be done soon. Will install markers soon.
	12/21/2015	Len has ordered the #d stakes for the unmarked and is working on the final draft of his report. He has located 79 unmarked graves, mostly within family plots.
	1/19/2016	Rain has slowed the final part of this down.

3 City Hall and grounds		
Assigned: Lauran	6/1/2015	Included in FY2016 capital budget.
	8/14/2015	Meet with Cheryl Ready of Tree Board to discuss selections.
	9/1/2015	Order planters
	10/19/2015	Painting planters
	11/9/2015	Planters installed.
	12/17/2015	Plants planted in planters and thriving.

7 Electric Competitive Projects		
Assigned: Jody	6/1/2015	Included in FY2016 capital budget.
	???	Appoint CC ad hoc committee to review project. This may include Wi-Fi, fiber, and automatic meter reading.

10 Moore Street Sidewalk		
Assigned: Jody & Bob; STARTED 7/1/14	7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
	2/2/2015	Oxford College is conducting a drainage study of the impact of the sidewalk on the runoff from the woods north of Moore Street. Study should be complete in June.
	6/15/2015	Waiting for OxC study to be complete.
	9/8/2015	OxC is waiting for study to be approved by Emory.

11 Peppers Mill Bridge/Sidewalk		
--	--	--

Project	Date	Status
STARTED 7/1/14; grant accepted 11/5/2012; managed by City of Covington	7/21/2014	Proposed sidewalk now extends to Fletcher St. URS Engineering is working on plans for pedestrian bridge and sidewalk under contract with City of Covington.
	8/17/2015	Construction is scheduled to start June 2017
	1/19/2016	No status change

19 Wayfinding signs		
Assigned: Bob	6/1/2015	Included in FY2016 capital budget.

Pedestrian Crossing on SR34		
	3/2/2015	Ongoing discussions with Oxford College and GDOT.
	5/18/2015	GDOT may fund entire project.
	6/15/2015	Project will be funded by Oxford College.
	7/20/2015	Waiting for approval from DOT
	8/17/2015	Received approval from GDOT; ordered equipment.
	10/19/2015	Some equipment has arrived; but not all.
	11/16/2015	All equipment has arrived. Will set up coordination meeting with contractor and GDOT.
	12/14/2015	DOT cancelled coordination meeting. We're trying to set up another time when they can get here from Tennille.
	1/21/2016	on site meeting scheduled with GDOT.

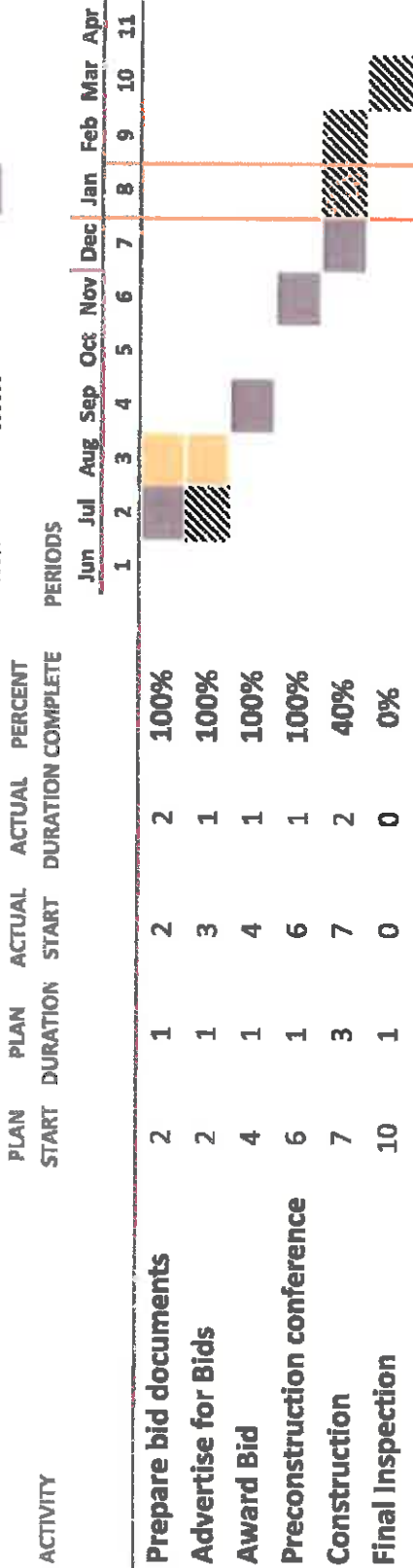
Determining who is 100' from a sewer line and how to enforce ordinances	12/9/2014	We will have a report to Council for the January work session.
	6/15/2015	23 homes identified. 13 connected. 2 with court dates. 8 waiting for revised deadlines or for tap to be installed.
	7/20/2015	Only 4 homes left to go.
	9/8/2015	Only 2 homes left to go.

9. George St Park Drainage

\$80,000

Period Highlight: 8

 Plan
  Actual
  % Complete



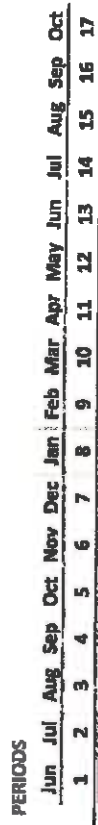
15. Street Repairs

\$32,000

Period Highlight: 8

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Selection of street by CC	1	2	1	1	100%
Review scope with Robert, Bob, & Jody	2	2	2	0	25%
Discuss scope at work session	6	1	6	1	100%
George street submitted to LMIG @ DOT	7	1	7	1	100%
Schedule paving with Newton County	11	3	0	0	0%
Final Inspection	13	1	0	0	0%
LMIG Project closure to DOT	14	1	0	0	0%



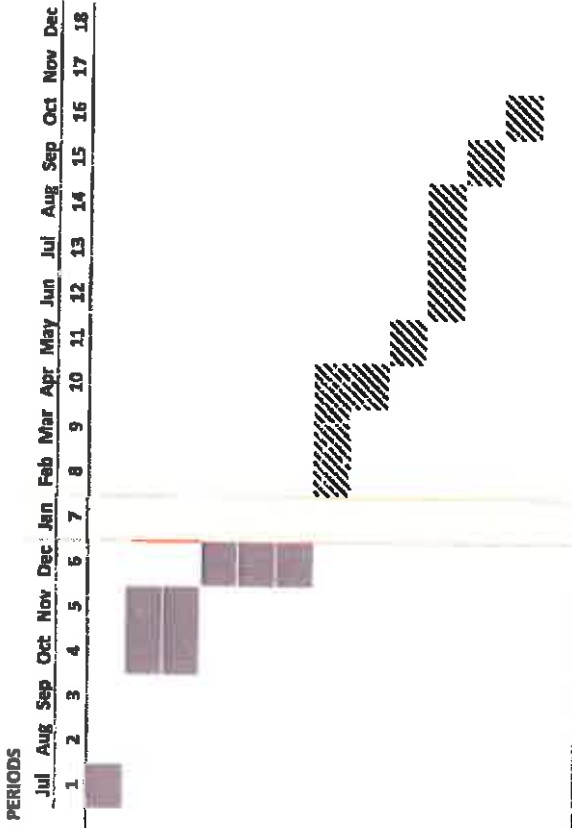
18. Sewer System Improvements

Period Highlight: 7

\$200,000

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
CC discuss selection of areas with city engine	1	1	1	1	100%
Review selection of areas with city council	4	2	4	2	100%
Prepare initial cost estimates	4	2	4	2	100%
Review cost estimates with CC	6	1	6	1	100%
CC make final selection	6	1	6	1	100%
Prepare GEFA loan application	6	1	6	1	50%
Prepare plans	8	3	0	0	0%
Plans review by City	10	1	0	0	0%
Advertise for bids	11	1	0	0	0%
Construction	12	3	0	0	0%
Final Inspection	15	1	0	0	0%
Notification to owners and start taps	16	1	0	0	0%



What area should we select??

20. Whatcoat Street

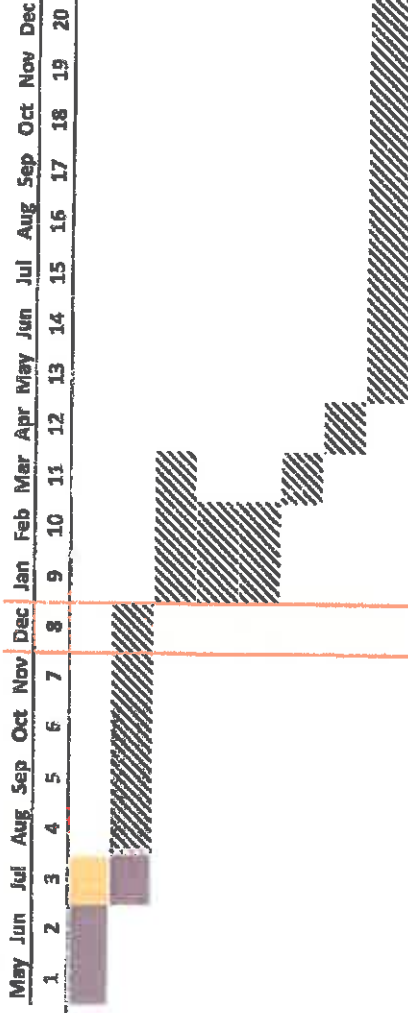
\$200,000

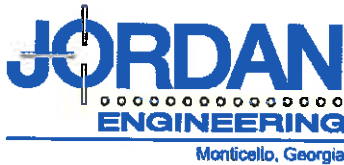
Period Highlight: 8

 Plan
  Actual
  % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Base Mapping	1	2	1	3	100%
Design	3	6	3	4	40%
GDOT review	9	3	0	0	0%
City review	9	2	0	0	0%
Construction Plans	9	2	0	0	0%
Advertise for bids	11	1	0	0	0%
Award bids	12	1	0	0	0%
Construction	13	8	0	0	0%

PERIODS





Mr. Bob Schwartz, City Manager
City of Oxford
110 West Clark Street
Oxford, Georgia 30054

January 14, 2016

Re: Monthly summary – December activities

Dear Mr. Schwartz:

The items below summarize the work we performed for the City of Oxford in November:

1. General Support
 - a. I located and mapped the location of the wooden fence near the southern right-of-way of George Street about 300 feet west of Wesley Street.
2. Right-of-Way survey project
 - a. Performed additional deed and plat research for right-of-way mapping project.
 - b. Performed data collection and began establishing control network for right-of-way mapping project. We made a lot of progress in December, including finding one very old stone mid-block monument that helps to confirm our location and orientation.
3. George Street Drainage Improvements project
 - a. Contractor was scheduled to begin in December, but rains prevented his start.
4. Whatcoat Street
 - a. Made progress on civil plans and paused to compare our proposed intersection design with plans underway by Oxford College.

Please call or email me if you have questions about any of the items listed below.

Sincerely,
Jordan Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Robert O. Jordan". The signature is fluid and cursive, written over a white background.

Robert O. Jordan, PE RLS

rj