



**MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, JULY 17, 2023 – 6:30 PM
CITY HALL**

ELECTED OFFICIALS PRESENT:

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

STAFF PRESENT:

Marcia Brooks – City Clerk/Treasurer
Bill Andrew – City Manager
Mark Anglin – Police Chief
Jody Reid – Utilities/Maintenance
Superintendent

ELECTED OFFICIALS NOT PRESENT:

Erik Oliver – Councilmember

OTHERS PRESENT: Art Vinson, Laurie Vinson, Laura Gafnea (Oxford College), Mike McQuaide, Pat Hutchinson and Jamie Porges (Peak Solarworks)

Agenda (Attachment A)

1. **Mayor's Announcements**
2. **Committee Reports**
 - a. **Trees, Parks, and Recreation Board** – No report.
 - b. **Planning Commission** – Bill Andrew provided the report.
 - c. **Downtown Development Authority (DDA)** – Mike Ready provided the report.
 - d. **Sustainability Committee** – No report.
3. **Review of the 2 MW Solar Electric Generation Plant Proposals from Cherry Street, Inman Solar, and Peak Solarworks** (Attachment B)

Mayor Eady summarized the issue: This project would connect the solar power generated to our distribution lines but not to transmission lines, so the power generated would stay within the City of Oxford. Two locations are being considered. One location is close to the substation, and the other location is the Whelchel property owned by Oxford College on the north side of Oxford. The optimal connection point is the corner

of West Richardson St. and Wesley St, which would allow the north and south circuits to be connected. A commitment from Oxford College is needed to utilize the Whelchel property, however, this cannot be completed until the new Dean comes on board. The City of Oxford requested proposals from the three companies named.

Jim Windham stated that the three proposals were very different, making it difficult to compare them. He did find the alternative location of Geiger Street (proposed by Cherry Street) to be an interesting idea. He stated that Cherry Street brought up environmental impact site assessment while the other two did not. Mayor Eady stated that a Level 1 environmental site review has been completed.

Mr. Windham stated that he is very concerned about the loss of trees in Oxford and is concerned with how many trees would be taken out at either of the proposed sites.

Mayor Eady summarized the forecast from MEAG for the next ten years for Oxford. In 2023 and 2024 Oxford does not have enough capacity to meet its minimum requirements. Once the new solar project goes online that Oxford has already agreed to participate in, there will be just enough capacity for a couple of years, then further out there will not be enough capacity. There are also uncertainties with Plant Scherer that may further reduce Oxford's available capacity. This is why the 2 MW project being discussed is so important. It will give Oxford a surplus, but the City should easily be able to sell that surplus on the market.

Laura McCanless asked if Cherry Street and Peak Solarworks could address the Geiger Street property as an alternative site. Mayor Eady stated that the Whelchel property qualifies for REAP grant assistance, which figures heavily into the Cherry Street and Peak Solarworks proposals. The Geiger Street property is not eligible for this assistance. The City also does not have a good feel for the willingness of the Newton County Board of Education to help with the Geiger Street property.

Ms. McCanless stated she shares Mr. Windham's concern about taking out trees, given the City's sustainability goals. Mayor Eady stated there is no other cleared space in Oxford that could be used for this purpose. Mr. Windham stated there are privately owned properties near Oxford, and also suggested using the cemetery for solar panels.

Mike Ready asked what MEAG's plan for replacement of Scherer. Mayor Eady stated they will be putting out a new Integrated Resource Plan this year that will have to address Scherer. Mr. Ready also asked how Oxford will deal with additional demand in the future. Mayor Eady acknowledged that Oxford has been approached by developers but the land in question is not in Oxford's electric service area. He believes it is more likely that industrial growth could occur. He does not believe the areas within the Oxford service area subject to residential growth will put Oxford in the negative for capacity.

Laura McCanless recommended that properties adjacent to Oxford be checked for suitability without impact to trees as Mr. Windham suggested.

The bidders were invited to the meeting. Only Peak Solarworks was in attendance. They spoke of the restorative efforts they are willing to make to the property and the maintenance efforts required after the project is implemented.

Mr. Ready mentioned that price should not be the only factor in the decision. Mr. Windham asked how confident Peak Solarworks is about the grant. They advised they have been awarded the grant.

Mayor Eady stated that MEAG is working on 10-year projections with and without the 2 MW solar addition. This information should be ready when a vote is taken in the July regular session.

4. **Governor's Office of Planning and Budget's Improving Neighborhood Outcomes in Disproportionally Impacted Communities Grant for the Bike/Ped Path Update** (Attachment C) 1:12

Mayor Eady explained that after the vote on this issue at the most recent meeting, Bill Andrew spoke to the Director of the division at OPB that manages this grant. Mr. Andrew explained the information he obtained in a memo to the City Council.

In summary, the City can accept the grant without any punitive action if the City later decides not to move forward with it. No check will be cut; the grant is based on reimbursement. Any funds used for engineering or planning can be used toward the grant match. Also, scope changes can be considered as long as the new scope meets the objectives of the grant purpose.

Mr. Andrew distributed a map showing the census tract. The project has to stay within that area. The census tract is from the south side of Soule Street south to the Covington city limits. Mayor Eady proposes that the City accept the Terms and Conditions of the grant and appoint a committee to work with Atkins to identify some alternative trail locations.

Laura McCanless appreciated that the census tract provides opportunities to serve underserved communities further south in the City toward the Covington city limits than they previously believed.

Mayor Eady stated that the new understanding of the census tract area allows for several options for serving underserved communities and for facilitating interconnectivity with other trails.

The City must agree to the Terms and Conditions by midnight tonight to move forward. A consensus is needed tonight to move forward, and a vote will be taken at the next regular session to appoint a committee to work on alternatives. Mr. Andrew has compiled a list of potential committee members and asked for names of anyone else who wishes to participate.

Laura McCanless stated she supports this plan. There were no other concerns raised by other City Councilmembers.

5. Review of July 4th Parade Expenses and Budget (Attachment D)

The City Council reviewed the list of expenses and sources of revenue for the July 4, 2023 July 4th parade.

6. Asbury Street Park Turf Ponding Issues (Attachment E)

During the July 4, 2023 event at Asbury Street Park there was excessive ponding on the turf. However, Jody Reid advised that he forgot to turn off the irrigation equipment before the event, so the ponding was much worse because of that. However, he acknowledged that ponding is a problem. This issue was reviewed more than two years ago and was referred to the Trees, Parks and Recreation Board for recommendations.

Laura McCanless stated there are a number of sustainable methods to make the turf drain water more naturally, including allowing beneficial bugs and microbes to be in the soil. She suggested reaching out to the State Botanical Garden for assistance and advice. Jim Windham also suggested speaking to Daniel Parson at Oxford College Farm.

Mayor Eady recommended that Bill Andrew re-engage the Board on this issue and ask them for some recommendations to correct the problem. Marcia Brooks stated that as long as the expense is \$5,000 or more, it can be considered a capital improvement and therefore can be paid for from SPLOST funds. The City Council agreed that the problem should be corrected for the long term even if the cost is higher, and not spend money that may not correct the problem.

7. Invoices paid for \$1,000 or more in June 2023 (Attachment F)

No discussion.

8. Other Business

Bill Andrew provided updates on the CDBG 2021 grant work and the sidewalk project. A discussion was held about pros and cons of various light poles for the sidewalk project.

Jim Windham suggested having an app created for the City of Oxford to communicate information to residents.

Jody Reid stated that the new city limit signs will be up in the next few days. Bill Andrew provided some details on the placement of the signs in relation to issues with easement and rights-of-way.

Jody Reid provided feedback on the electric mowers they tried out. Based on their experience, he does not recommend purchasing one at this time.

9. Work Session Meeting Review

10. Executive Session

No Executive Session was held.

11. Adjourn

The meeting was adjourned by Mayor Eady at 8:39 p.m.

Respectfully Submitted,

Marcia Brooks

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

City Clerk/Treasurer

**Oxford Mayor and Council
Work Session
Monday, July 17, 2023 – 6:30 P.M.
Oxford City Hall
110 W. Clark Street, Oxford, Georgia
Agenda**

1. **Mayor's Announcements:**
2. **Committee Reports:** *The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, and Sustainability Committee will update the Council on their recent activities.
3. ***Review of the 2 MW Solar Electric Generation Plant Proposals from Cherry Street, Inman Solar, and Peak Solarworks:** Please see attached the proposals.
4. ***Governor's Office of Planning and Budget's Improving Neighborhood Outcomes in Disproportionally Impacted Communities Grant for the Bike/Ped Path Update**
5. ***Review of July 4th Parade Expenses and Budget**
6. ***Asbury Street Park Turf Ponding Issues**
7. ***Invoices paid for \$1,000 or more in June 2023**
8. **Other Business**
9. **Work Session Meeting Review:** Mayor Eady will review all the items discussed during the meeting.
10. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.
11. **Adjourn**

*Attachments



● Cherry Street
— Energy

Supporting your transition
to renewable energy.

About Us

Who we are

Cherry Street Energy is a power company, generating 100% renewable energy and making it simple for your organization to become more sustainable.

Our Process

Solar made simple.

We perfected these 6 steps so you don't have to

- 1 Site Consultation**
 - _rate analysis
 - _project assessment
- 2 Diligence & Design**
 - _engineering analysis
 - _detailed site diligence
- 3 Permit & Insure**
 - _local authority approval
 - _liability coverage
- 4 Solar Installation**
 - _premium equipment
 - _utility interconnection
- 5 Monitor & Maintain**
 - _24/7 monitoring
 - _rapid repairs
- 6 Improvements**
 - _system upgrades
 - _resilience add's



Our Value

Solar without the financial risk.

We build, maintain, and improve your solar array

5

**No upfront
investment**

**No maintenance
costs**

**No hidden
fees or tariffs**

You only pay for the energy produced on-site

**Clear and
transparent
energy rates**

**Pricing
certainty for
20+ years**

**No cost if
solar panels
malfunction**

Our Customers

Commercial
& industrial

University, hotel
& multifamily

Cities &
municipalities



● Cherry Street

Our Experience



City of Oxford
July 2023

Our Expertise

We can determine the best solution for your solar implementation.

Step — ①

Analyze Billing Info

Our rate analysts put each individual site under the microscope to determine the solar impact and make sure it's on their utility's best rate schedule.

Step — ②

On-Site Analysis

Our team visits each site to gather information, confirm interconnection ability, and make sure it's a good candidate for our premium solar installation.

Step — ③

Create Project Plan

We combine our billing analysis with our on-site analysis to create a long-term plan for solar implementation across your organization's portfolio.

The 3 steps above are based on the hierarchy represented below



Financial Feasibility

Appropriate utility rate for solar
Energy use pattern matches solar production

Structural Feasibility

Roof Mount

- Roof age <10 years
- Not obstructed by buildings or trees
- Not planned to be demolished or sold

Ground Mount

- Level ground
- No construction planned on site
- Close to interconnection point

Project Details

Overall Project goals, timing constraints, social/community benefits, etc.

Proposal

Here's what we recommend.

Site Details

Annual CO2 Emissions
Reduction (lbs)
2.7 million

Assumptions

- Field conditions are conducive for solar energy infrastructure.
- Assume interconnection will be accepted and take place in adjacent property. (Within 200 ft from CSE AC Panel or Transformer.
- The final point of interconnection has not been decided, which may impact the final pricing.
- Assumes our design will not require a reverse relay connection from the utility.
- Final pricing to be provided after site evaluation and Geotech review is conducted.

City of Oxford - Ground Mount

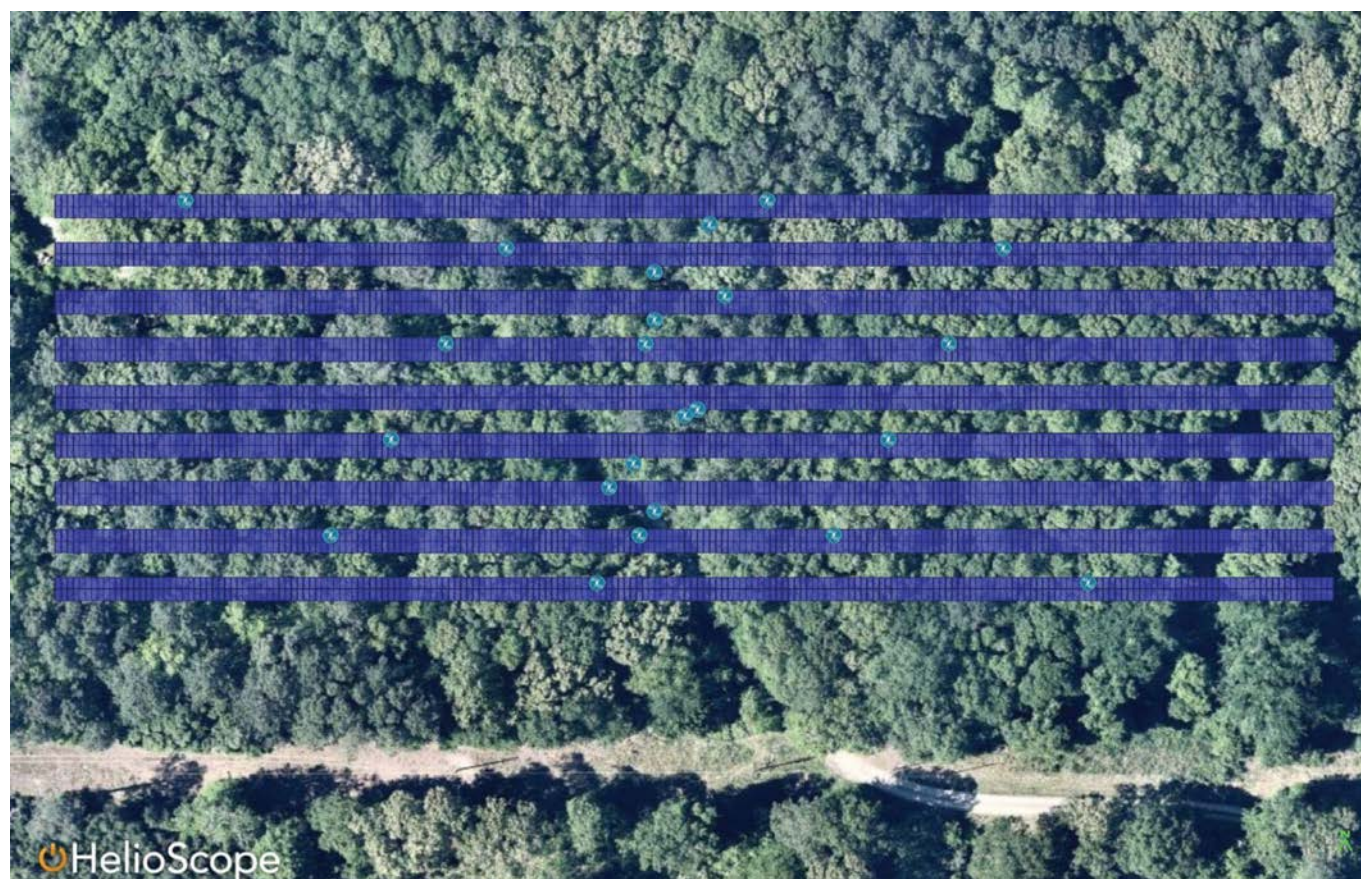
Parcel X060 048

1.8MW

System Size (DC)

7.6-8.6¢

Energy price per kWh



Financial Impact

All info is preliminary. Review of interval data is required to confirm financial findings. Renderings represented will be confirmed once a structural review is conducted in the design process.

Assumptions

- Field conditions are conducive for solar energy infrastructure.
- Assume interconnection will be accepted and take place in adjacent propert. (Within 200 ft from CSE AC Panel or Transformer.
- The final point of interconnection has not been decided, which may impact the final pricing.
- Assumes our design will not require a reverse relay connection from the utility.
- Final pricing to be provided after site evaluation and Geotech review is conducted.

***Offer valid for 45 days**

20

Year contract term

Energy Price/kWh
8.6¢

Annual Escalation
1.5%

Annual Generation
(kWhs)
2,830,000

25

Year contract term

Energy Price/kWh
7.9¢

Annual Escalation
1.75%

Annual Generation
(kWhs)
2,830,000

30

Year contract term

Energy Price/kWh
7.6¢

Annual Escalation
2.0%

Annual Generation
(kWhs)
2,830,000

\$3,000,000

Avoided Construction & Maintenance Costs

Thank You! 

Proposal

City of Oxford Solar Farm

Inman Solar Incorporated



July 7, 2023
Inman Solar Incorporated
320 North Highland Avenue NE
Atlanta, GA 30307
Otso Lehmussaari
otso@inmansolar.com
347-449-0405

Cover Letter

Inman Solar is pleased to provide this Proposal in response to your RFP for the Solar in Oxford, GA. As a local developer and EPC contractor with almost 100 similar projects completed in our home state of Georgia, we are confident of our ability to deliver this project efficiently in schedule and on budget.

Our partner in this Proposal is Madison Energy Investments. Based in Virginia, they specialize in owning and operating distributed solar farms with a large part of their fleet in Georgia. As the counterparty to the Power Purchase Agreement, Madison has experience from dozens of similar projects with cities and school districts.

Based on the guidance provided by Oxford, the proposed solar farm is 2 MW_{AC} on the Emory University parcel on Richardson St. The first-year production is 4,900 MWh, which is 25% of the Oxford annual load. The output will be split between the circuits A and B so all the power is consumed behind the MEAG meter. A preliminary site plan is included as Exhibit 1.

We propose a Power Purchase Agreement with a 25-year term selling the power to Oxford at the flat rate of \$0.0726/kWh. This includes the full turn-key delivery of the solar farm and delivering the power to both circuits at the Point of Interconnection at the intersection of Richardson St and Wesley St.

Large portion of the project costs are fixed, so increasing the system size will result in lower PPA rate. A 2.8MW_{AC} project could sell the output at a flat rate of \$0.0665/kWh. In this scenario, 36% of the Oxford load system would be served by solar and only 9% of the solar would be exported to MEAG.

The proposed PPA rates include all the construction and financing costs for the lifetime of the project. The construction budget is appropriately conservative reflecting the civil challenges of the Emory parcel (trees, topo and rock), but there needs to be more detailed design to confirm the buildability of the site. The PPA rates are intended to be budgetary in the sense, that aside from major economic shifts, they will in no instance be exceeded as the project moves further in development. On the contrary, any benefit from lowered interest rates or more ideal site would be passed on to the PPA rate.

The first section of this Proposal contains the experience and qualifications of Inman Solar and Madison Energy Investments with relevant references listed in Exhibit 2. The following Sections detail the customer business case, the proposed solar farm, and the pricing. Also, the alternatives site at Geiger St. is contemplated. The pricing section covers the PPA rate under the different size options.

We are excited to be considered for this opportunity and look forward to discussing our Proposal in more depth.

Sincerely,



Otso Lehmuusaari

VP of Development, Inman Solar

Table of Contents

Cover Letter	2
Table of Contents	3
List of Exhibits	3
1. Experience and Qualifications	1
2. Customer Case	1
Potential Locations.....	2
3. Oxford Load and Solar Generation	2
4. Description of the Proposed Solar Farm	4
5. Scope of Work.....	4
6. PPA Pricing	5
7. Analysis of Value to Oxford.....	5
8. Next Steps	6

List of Exhibits

Exhibit 1 – Site Plan

Exhibit 2 – Selected References

Exhibit 3 – Load and solar generation profiles

Exhibit 4 – Annual Production

1. Experience and Qualifications

Inman Solar (Inman) is a full-service solar developer and EPC Contractor based in Atlanta, GA. Since its founding in 2009, Inman Solar has completed 170 solar installations totaling 170 MW of installed solar capacity. Our customers include local and federal governments, Fortune 500 companies, and small businesses across 11 states and Washington DC. The vast majority of our work has been in our home state of Georgia and in the past 7 years, Inman Solar has delivered 80 ground-mounted solar projects between 200 and 4,500 kW in size. The closest Inman installation is only 3 miles from Oxford by the Georgia International Horse Park, which is a similar rocky site with a steep slope well observable from Centennial Parkway.

Inman's 2023 pipeline consists of 7 ground-mounted projects in Georgia sized 2-3 MW_{AC} totaling 20 MW. In Huntsville, AL, Inman is the EPC contractor for a 40MW solar farm selling power to Huntsville Utilities. The project is Owned by Toyota Tsusho America and supplies 70% of the usage of the adjacent Toyota engine plant.

Inman Solar's partner as the long-term owner of the solar farm and counterparty to the Power Purchase Agreement is Madison Energy Investments (Madison). They are a distributed generation platform with over 300 MW in operating assets, out of which ~10% are in Georgia. Madison specializes in municipal projects, and they sell power to dozens of cities and school districts through PPA's. References from relevant Inman and Madison projects are included as Exhibit 2.



Example of a fixed tilt installation in Conyers, GA on solid rock with ground screw foundations

2. Customer Case

The City of Oxford buys wholesale power from the Municipal Electric Authority of Georgia (MEAG). The city is served by two substations feeding their respective circuits 4108A and 4108B. The hourly load data for the year 2022 was provided in the RFP material. The goal of Oxford is to offset the amount of used wholesale electricity by entering into a Power Purchase Agreement (PPA) for the output of a solar farm connecting to the City's distribution grid.

The rates paid by Oxford to MEAG consist of the wholesale rate and a transmission fee. Any solar generation exceeding the load will be exported into the transmission system and compensated at the wholesale rate. The transmission fee is assumed to be \$0.01/kWh, which is the difference in value of the solar generation that is self-consumed versus exported to MEAG.

Potential Locations

Oxford has identified a suitable parcel on W Richardson St, owned by Emory University. Emory has expressed willingness to allocate 10 acres of the 176-acre parcel for solar, but may be open to providing more land. For the purposes of this Proposal we have considered a 2MW_{AC} solar farm as the smallest scenario, using ~16 acres of land including the access road and shade buffers. There is enough buildable land on the Emory parcel for a larger system.

The City has also identified parcels right next to the south substation on Geiger St NW. The two parcels best suitable are C062 001 owned by the Newton County Board of Education and X007 021 owned by a private person. Between these two parcels, there is ~16 acres of usable land after excluding setbacks and the transmission RoW, so the south parcels are a viable alternative. The build cost between the Emory parcel and Geiger St location is very similar due to both sites being wooded and with topo.

For the Emory parcel, the Point of Interconnection (POI) to both circuits A and B are at the intersection of Richardson and Wesley St., approximately 0.6 miles from the parent parcel along Richardson St. At Geiger St, the POI would be inside the substation. In both cases Inman Solar will deliver the power to the POI and include the overhead or underground line in their scope.

There is a further possibility to explore other parcels around the city. For example, northwest of the airport, there is a large open parcel not far from the circuits A and B. Following project award, Inman Solar can perform a targeted land campaign to explore the viability of these sites.

3. Oxford Load and Solar Generation

The year 2022 hourly load profiles for circuits 4108A and 4108B were provided in the RFP. We analyzed the profiles and compared them to the output of a single-axis tracker solar farm. The goal was to optimize the split of the solar output between the two circuits and understand how the sizing of the solar farm impacts the amount of the generated solar that is fed into the transmission system.

There is no hard cap on the size of the solar farm imposed by MEAG, so the main limiting parameter is the amount of available land.

Using industry-standard simulation methods and loss analysis, the proposed solar farm will produce ~1800 kWh/kW_{DC}. A 2 MW_{AC} solar farm will have a DC-ratio of 1.36, so it will correspond to a 2.711 MW_{DC} solar farm with the output of 4,880,500 kWh. The output for production scenarios is shown in the below table.

Size AC	Size DC	Specific Production kWh/kW	Production (kWh)
2,000	2,711	1,800	4,880,484
2,200	2,983	1,800	5,368,532
2,400	3,254	1,800	5,856,581
2,600	3,525	1,800	6,344,629
2,800	3,796	1,800	6,832,678
3,000	4,067	1,800	7,320,726

For the purpose of the analysis, we only analyzed the daytime hours when solar is producing. Absent high demand charges, there is no economic case for Battery Storage, so that was excluded from the evaluation. We compared the hourly load as well as typical 12x24 hours to derive a sensitivity of system size vs. exported power.

The Oxford load data appears to be driven by air conditioning load, which correlates with the solar output. The analysis was done using both a typical meteorological year (TMY) and actual year 2022 weather data.

The results of the hourly evaluations are shown in Exhibit 3. The most important results are shown in the below table. It shows the split of the solar output between circuit A and B on the rows and the amount of exported energy on the columns. The percentage of solar that is exported to MEAG grows as a function of the system size. The peak export in kW is shown in the lower section.

System Size AC (kW)	2000	2200	2400	2600	2800	3000
System Size DC (kW)	2711.38	2982.518	3253.656	3524.794	3795.932	4067.07
Solar Production (kWh)	4,873,497	5,360,846	5,848,196	6,335,546	6,822,895	7,310,245
Percentage of Solar Exported	0%	1%	3%	5%	8%	10%
Output of solar to circuit A	Exported Solar Power to MEAG					
50.0%	-172,888	-273,463	-396,724	-545,454	-725,516	-939,197
55.0%	-92,670	-168,254	-272,620	-412,443	-591,526	-811,160
60.0%	-37,927	-99,893	-199,882	-344,247	-532,134	-755,140
65.0%	-20,855	-79,044	-188,222	-345,764	-539,742	-764,493
70.0%	-45,302	-120,271	-243,920	-410,353	-611,599	-846,379
75.0%	-93,637	-208,669	-362,370	-544,722	-758,102	-1,011,028
	Max. Export (kW)					
40.0%	582	696	810	924	1,038	1,153
45.0%	487	591	696	801	905	1,010
50.0%	392	487	582	677	772	867
55.0%	426	530	635	739	844	949
60.0%	521	635	749	863	977	1,091
65.0%	616	739	863	987	1,110	1,234

4. Description of the Proposed Solar Farm

A preliminary site plans are included as Exhibit 1. Single-axis trackers (SAT) are the best racking solution for the project. Compared to fixed tilt, the solar window of a SAT is much longer and more balanced. SAT's provide 15% more output per kW_{AC} nameplate capacity than fixed tilt, but require slightly more land. The solar modules will be modern bifacial modules in power class over 535W from a Tier 1 manufacturer. The grid-tied inverter and Balance of System equipment will be highest industry standard with proven track record in Georgia.

On the Geiger St. site, despite the north-facing slope, all the area is buildable. The challenge on the Emory site is the topography and laying out the tracker tables efficiently to maximize production and minimize grading. There are steep hills on the east and the west side of the proposed solar area and the south side of the Parent Parcel slopes north towards the stream intersecting the parcel. A detailed 3D analysis of the site will be performed following the project award to determine the final layout. A charting of the surface rock is also needed to ensure the amount of refusals stays low.

Existing vegetation can be left in place on the property boundaries, maintaining a vegetative screen from nearby streets and residences. The trackers will be no taller than 8' at their maximum tilt and the electrical equipment is less than 8' tall.

The output of the solar modules degrades on average 0.5% per year. Because of the high DC-to-AC ratio, the annual decrease in the output will be less than that for the first 10 years. The annual output for the 25-year PPA term is tabulated in the Exhibit 4.

5. Scope of Work

The provided PPA rate covers all the costs associated with developing, designing, constructing, and operating the solar farm. Inman Solar will perform geotechnical, wetlands, endangered species and any other necessary environmental studies needed to permit and build the site. The site will be built according to industry standards and all applicable codes and regulations.

The power will be delivered to the POI at the intersection of Richardson St and Wesley St. It is assumed that Inman Solar can install an overhead line along the street and build a separate feeder across the road from the existing overhead line. We expect to provide a gang-operated air-break switch at the POI, any protective relaying is not included in the scope.

Zero rent was assumed to be paid by the solar farm. The solar farm will pay personal property taxes to the City and Newton County. Using FMV value \$0.80/W_{DC} and 13 years depreciation schedule (Group 3 - machinery), the first year property taxes will be ~\$39,000 and total property taxes for 25-years will be \$470,000k.

Because of the electrical equipment, the site will be fenced with a 7' chain link fence. Especially for the Geiger St. location, it is possible to add informational signs to the back of the ballfields telling about solar energy. The output of the solar farm can be sent to the City of Oxford for display on their website.

Listed exclusions from the PPA rate:

- Hazardous materials, contaminated or unsuitable soils
- Bedrock
- Interconnection or metering fees beyond the Point of Interconnection
- Primary metering, relay protection or telemetry equipment

Inman Solar will perform site studies to evaluate the conditions once the site location is more defined.

6. PPA Pricing

The below table summarizes the PPA rate as a function of the system size. The larger size helps with the construction and financing costs of the system, so there is a downward trend going from 2 to 3 MW_{AC} system.

PPA rate (\$/kWh)						
Project Size (kWac)	2000	2200	2400	2600	2800	3000
Project Size (kWdc)	2711.38	2982.518	3253.656	3524.794	3795.932	4067.07
PPA rate (\$/kWh)	\$0.0726	\$0.0711	\$0.0696	\$0.0680	\$0.0665	\$0.0650

In addition to the savings from the solar energy, the City of Oxford and Newton County will receive Personal Property taxes as a second stream of income from the project.

There is no simple way to seek a better PPA rate. The Emory site is challenging due to the topography and the clearing will be expensive. This is offset by assuming zero lease payments, so even finding a more suitable site would not necessarily mean a lower PPA rate. Even though the construction budget includes contingencies for the civil work, it is hard to estimate the final cost once all the design is completed. Therefore, Inman will want to retain the option of finding an easier-to-build site with potential to interconnect to the Oxford grid.

7. Analysis of Value to Oxford

Value of the solar output to Oxford is contemplated in this section. Assumed wholesale rate for Oxford's purchased energy is \$0.08/kWh plus the transmission fee of \$0.01/kWh. Exporting the electricity back to MEAG, the transmission fee is deducted from the price.

As the size of the project grows, more energy is exported to MEAG. This, however, has a negligible impact on the average value of the generated solar, as at least 90% is consumed behind the MEAG meter. Hence, the largest driving factor on maximizing the value of the project is to lower the PPA rate

through larger project size. For example, the savings from power purchases after the PPA payments is doubled going from a 2 to 3 MW_{AC} project size.

Assumptions						
Wholesale Rate	0.08	\$ /kWh				
Transmission Fee	0.01	\$ /kWh				
Specific Production	1,797	kWh/kWdc				
Sensitivity Analysis (kW)						
Project Size (kWac)	2000	2200	2400	2600	2800	3000
Project Size (kWdc)	2711.38	2982.518	3253.656	3524.794	3795.932	4067.07
Generated Solar	4,873,497	5,360,846	5,848,196	6,335,546	6,822,895	7,310,245
Oxford Load (A+B)	19,054,655	19,054,655	19,054,655	19,054,655	19,054,655	19,054,655
Self-consumption	4,700,608	5,087,383	5,451,472	5,790,091	6,064,793	6,299,217
Exported to MEAG	172,888	273,463	396,724	545,454	758,102	1,011,028
Sensitivity Analysis (\$)						
Value of Self-consumed Energy (\$)	\$423,055	\$457,864	\$490,632	\$521,108	\$545,831	\$566,930
Value of Exported Energy (\$)	\$13,831	\$21,877	\$31,738	\$43,636	\$60,648	\$80,882
Total Value of Solar (\$)	\$436,886	\$479,742	\$522,370	\$564,745	\$606,480	\$647,812
Average Value of Savings (\$/kWh)	\$0.090	\$0.089	\$0.089	\$0.089	\$0.089	\$0.089
PPA Rate (\$/kWh)	\$0.073	\$0.071	\$0.070	\$0.068	\$0.067	\$0.065
PPA Payments (\$)	\$353,816	\$381,022	\$406,742	\$430,975	\$453,723	\$474,983
Value of Solar (\$)	\$83,070	\$98,719	\$115,628	\$133,769	\$152,757	\$172,829

8. Next Steps

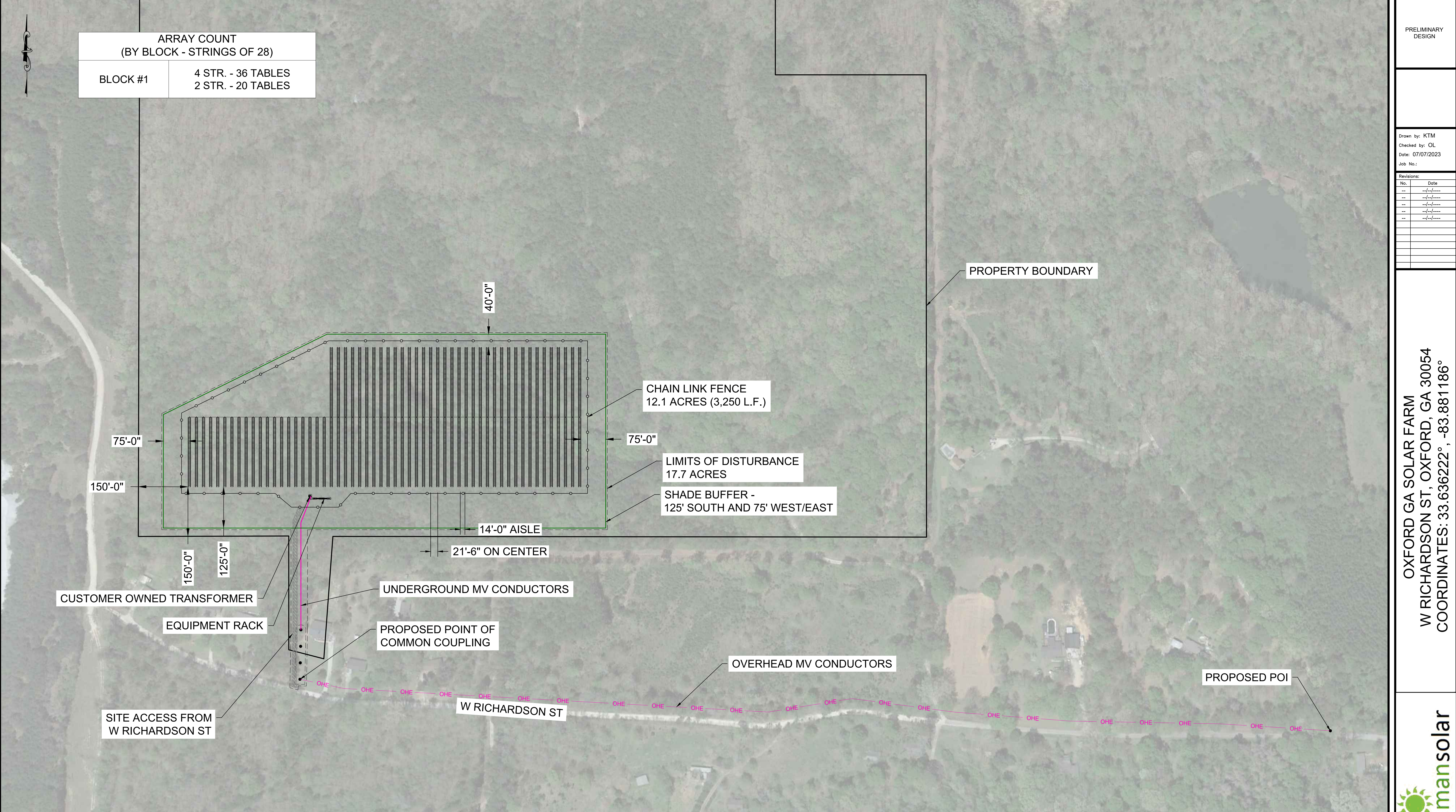
If awarded the project, Inman Solar will start the detailed development work to determine the buildability of the sites. The first step would be to refresh the Notice of Interest from Emory University and confirm the allowable land area for the solar project. At the same time, we will start the engineering to get detailed cost analysis of the site and topography.

If the Emory parcel is usable, the next step would be to decide the project size and get approval from Emory on the preliminary layout. Alternatively and in parallel, Inman would explore the Geiger St. location and proceed to look for new parcels of land outside the initial two sites. At this point, Inman would start conversations with MEAG about requirements on the interconnection as well as coordinate the details on the distribution side with the Oxford staff.

When the land is selected, Inman will work jointly with the City to prepare a Lease with the landowner. At this stage, we will perform the typical real estate and environmental due diligence consisting of title work, a wetland delineation and Phase 1 Environmental Site Assessment.

Immediately After the project award, the parties can start circulating the Power Purchase Agreement. Depending on the timeline to finalize the location, the development and due diligence process will take

~6 months, so the expectation would be to execute the main agreements (Lease, PPA, Interconnection Agreement) in Q1/24. The construction will take 9 months from the completion of the due diligence, so the commercial operation would start between the end of 2024 and the beginning of 2025.



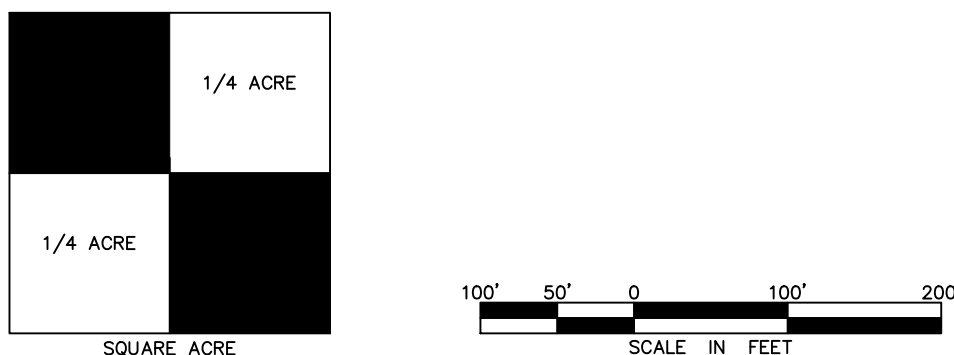
ARRAY COUNT (BY BLOCK - STRINGS OF 28)	
BLOCK #1	4 STR. - 36 TABLES 2 STR. - 20 TABLES

PRELIMINARY DESIGN	
Drawn by: KTM Checked by: OL Date: 07/07/2023 Job No.:	
Revisions:	
No.	Date
--	--/--/----
--	--/--/----
--	--/--/----
--	--/--/----
--	--/--/----
--	--/--/----

OXFORD GA SOLAR FARM
W RICHARDSON ST, OXFORD, GA 30054
COORDINATES: 33.636222°, -83.881186°

PROJECT:	OXFORD GA SOLAR FARM
Size:	2,807.84 kW DC / 2,000 kW AC
Address:	W Richardson St, Oxford, GA 30054
Module:	VSUN 545W
Module Qty:	5,152
Tilt:	+/- 52° E-W
Azimuth:	180°
Mounting System:	Ground Mount

A SITE PLAN
PV03 Scale: 1" = 125'



Sheet Title:	SITE PLAN
Scale:	AS NOTED
Sheet No.	PV03



GPC DG RFP 2020

Size	55 MW on 16 sites; 13 for Safari Energy, 3 for Duke Energy
EPC Contractor	Inman Solar
Contract Value	~\$55MM
Utility	Georgia Power
Offtaker	Georgia Power
Owner	Safari Energy, Duke Energy
Project Awarded	9-12/2021
Start Of Construction	11/2021 - 6/2022
Commercially Operational	6/2022 – 2/2023

Inman Solar developed and performed the turn-key EPC scope for this portfolio of 16 projects. All projects are interconnected to the Georgia Power Distribution grid. For 13 of these, Inman Solar was the developer originating the projects and submitting them into the Georgia Power RFP Program.

Inman Solar was able to deliver all projects within requested schedule despite the major supply chain challenges the whole industry was facing. Due to the long delay between bid submittals and project awards, only half of the total program capacity could be built as the economics changes drastically between 2019 and 2022. Inman Solar was able to successfully complete all of its awarded projects and also acquired projects from other developers.

In parallel to the main portfolio solar to Safari Energy, Inman Solar continued our long relationship with Duke Energy and constructed their portfolio of three sites as the EPC contractor.

Contact Information

Safari Energy (Owner)
 Jeff Sohn, Director of Asset Acquisition
 (212) 935-2500
jsohn@engie.com

Duke Energy (EPC Customer)
 John Moeller, Senior Project Manager
 513.520.3260
John.Moeller@duke-energy.com

Moccasin Bend Wastewater Treatment Plant

Size (kW DC)	4, 000 kW
EPC Contractor	Inman Solar
Contract Value	\$4,906,667.00
Utility	Electric Board of Chattanooga
Offtaker	City of Chattanooga
Owner	City of Chattanooga
Project Awarded	11/2019
Notice To Proceed	04/2020
Start Of Construction	04/2020
Commercially Operational	11/2020

Chattanooga established a program to decrease electrical spending at their largest wastewater treatment plant. In the resulting RFP, Inman Solar was selected based on lowest levelized cost of energy (LCOE) over the project lifetime.

The project is connected to the medium-voltage network supplying the wastewater plant. Thanks to an automated switching system, there are no exports from the WWTP to the grid, and the standard interconnection agreement with EPB could be used with no additional required Interconnection studies.

The Moccasin Bend Solar Farm was successfully completed on schedule despite the COVID-related supply chain issues that surfaced just before the NTP. Inman was awarded the City of Chattanooga Innovation Award for 2020 thanks to the successful execution of this project.



Contact Information

Jacobs (Owner's Engineer)
 Matt Reece, Construction Project Manager
 423.779.3075
matt.reece@jacobs.com

case study

VILLAGE OF MINSTER, OHIO

This \$6.5 million project includes a 6.561 MW ground-mount system that produces 8,397 MWh annually to support the Village of Minster, Ohio. MEI provided a turnkey solution to support the municipality and aide in their sustainability and savings efforts.



system size:
6,561 kW



location:
Minster, OO



client / offtaker:
Village of Minster, Ohio



partners:
Eitri Foundry



completed:
December 2021

case study

CITY OF WAPAKONETA, OHIO

This project includes a \$17.6 million, 17.985 MW dc / 13.500 MW ac ground mount system serving the citizens of Wapakoneta, Ohio. The system produces 25,340 MWh annually.



system size:
17,986 kW



location:
Wapakoneta, OH



client / offtaker:
City of Wapakoneta, Ohio



partners:
Eitri Foundry



completed:
December 2021

case study

CITY OF BOULDER, COLORADO

Madison Energy Investments worked closely with local partners and the City of Boulder to complete a multi-site solar portfolio across 13 city facilities. The solar portfolio is an integral part of the City of Boulder's robust sustainability program. The portfolio was completed in September 2020.



system size:
3,000 Kw



location:
Boulder, CO



client / offtaker:
The City of Boulder, Colorado



partners:
Unico Solar Investors, Namaste Solar



completed:
Q3 2020

Exhibit 3 – Summary of Load and Solar Generation Analysis

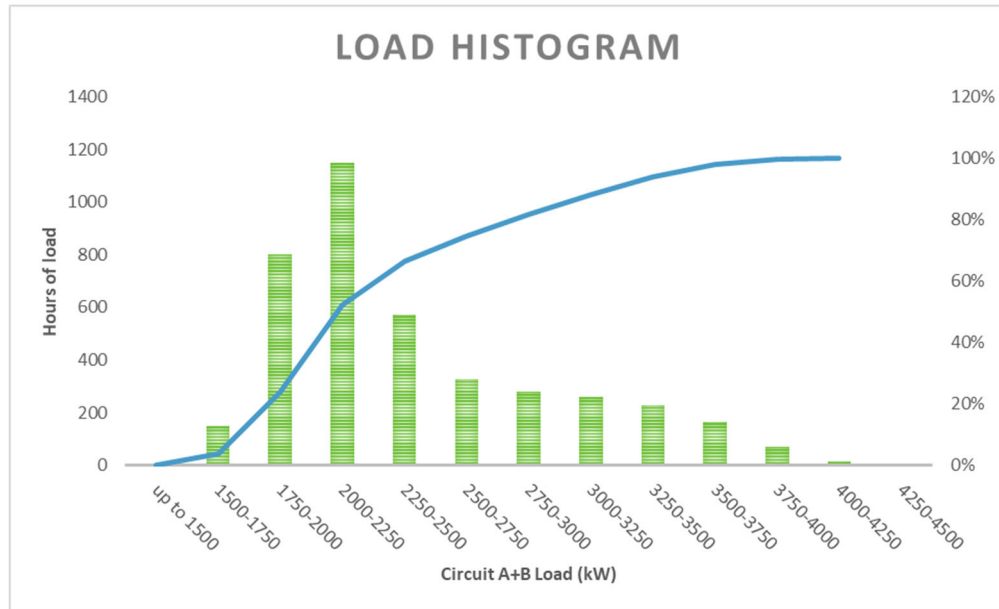
City of Oxford Load for year 2022

The below two tables show the 24x12 style combined A+B load hours for the solar window. Darker green is higher load, darker yellow lower load. There is a significant increase in load from the winter and shoulder months to summer. The winter months have a small day-time valley, where as the shoulder month load is more constant during the day. Note that the outages have been manually removed from the data.

4801A + B												
Min. Load	1	2	3	4	5	6	7	8	9	10	11	12
8	1,507	1,714	1,618	1,610	1,501	1,855	2,116	2,062	1,621	1,537	1,564	1,656
9	1,556	1,784	1,628	1,687	1,576	2,023	2,242	2,296	1,735	1,649	1,627	1,693
10	1,568	1,811	1,685	1,737	1,519	2,180	2,288	2,324	1,980	1,710	1,675	1,687
11	1,570	1,750	1,720	1,799	1,558	2,316	2,273	2,377	2,041	1,796	1,678	1,633
12	1,564	1,744	1,744	1,777	1,557	2,485	2,298	2,567	2,117	1,837	1,643	1,589
13	1,610	1,779	1,739	1,760	1,669	2,648	2,390	2,576	2,179	1,855	1,658	1,618
14	1,660	1,771	1,734	1,801	1,699	2,711	2,623	2,631	2,218	1,873	1,625	1,591
15	1,663	1,744	1,699	1,794	1,690	2,527	2,660	2,645	2,137	1,580	1,633	1,643
16	1,727	1,763	1,709	1,768	1,688	2,467	2,675	2,627	2,091	1,725	1,694	1,705
17	1,795	1,829	1,715	1,839	1,717	2,513	2,746	2,541	2,045	1,913	1,712	1,805
18	1,800	1,983	1,805	1,850	1,735	2,465	2,567	2,525	2,057	1,955	1,736	1,810

4801A + B												
Average Load	1	2	3	4	5	6	7	8	9	10	11	12
8	2,294	2,151	1,929	1,855	1,919	2,380	2,467	2,435	2,152	1,852	2,025	2,191
9	2,213	2,110	1,950	1,919	2,040	2,610	2,686	2,619	2,336	1,934	2,048	2,153
10	2,147	2,090	1,957	2,003	2,168	2,837	2,906	2,809	2,514	2,025	2,077	2,121
11	2,081	2,062	1,963	2,048	2,307	3,043	3,097	2,993	2,671	2,070	2,090	2,074
12	2,023	2,042	1,972	2,102	2,422	3,219	3,251	3,171	2,799	2,123	2,094	2,061
13	1,973	2,030	2,005	2,143	2,526	3,343	3,367	3,314	2,923	2,163	2,077	2,015
14	1,958	2,035	2,028	2,183	2,632	3,386	3,450	3,426	3,008	2,196	2,069	2,008
15	1,960	2,034	2,019	2,179	2,665	3,400	3,484	3,462	3,009	2,172	2,064	2,020
16	2,054	2,047	1,993	2,171	2,640	3,331	3,421	3,383	2,967	2,146	2,116	2,133
17	2,213	2,158	2,003	2,163	2,582	3,238	3,314	3,296	2,858	2,109	2,158	2,224
18	2,258	2,232	2,040	2,136	2,476	3,110	3,190	3,169	2,771	2,154	2,173	2,250

The histogram below shows that 60% of day-time hours have a load between 1750 and 2250 kW (green bars). The blue line shows the cumulative load plateauing after 3000 kW.



Solar Generation

The below heat charts show the minimum and average hourly output for 2000 kWac system.

PV Output 2000 kWac												
Max	1	2	3	4	5	6	7	8	9	10	11	12
0	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
1	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
2	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
4	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
5	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
6	-3	-3	-3	-3	-3	2	-3	-3	-3	-3	-3	-3
7	-3	63	181	186	690	739	542	200	59	-3	121	10
8	846	1778	1840	1740	1693	1561	1514	1398	1064	606	1529	887
9	1855	1962	1962	1962	1962	1962	1923	1894	1877	1808	1789	1669
10	1867	1962	1962	1962	1962	1962	1962	1962	1962	1954	1879	1673
11	1768	1962	1962	1962	1962	1962	1962	1962	1962	1952	1832	1552
12	1677	1962	1962	1962	1962	1962	1962	1962	1962	1919	1765	1501
13	1686	1962	1962	1962	1962	1962	1962	1962	1962	1910	1720	1548
14	1767	1962	1962	1962	1962	1962	1962	1962	1962	1916	1783	1640
15	1830	1962	1962	1962	1962	1962	1962	1962	1962	1948	1850	1643
16	1569	1962	1962	1962	1962	1962	1962	1962	1962	1926	1819	848
17	193	876	1962	1962	1962	1962	1952	1915	1888	1718	1052	-3
18	-3	-3	1405	1786	1722	1693	1692	1598	1281	416	12	-3
19	-3	-3	83	337	603	724	710	445	89	-3	-3	-3
20	-3	-3	-3	-3	-3	20	20	-3	-3	-3	-3	-3
21	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
22	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
23	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3

On clear days, the system will produce close to its nameplate capacity every month besides December and January. As can be seen, the generation profile is almost flat for the entire day because of the single-axis trackers.

PV Output 2000 kWac													
Average		1	2	3	4	5	6	7	8	9	10	11	12
0	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
1	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
2	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
4	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
5	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
6	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
7	-3	11	37	74	279	447	247	69	10	-3	26	-3	-3
8	418	682	597	956	1031	987	1044	809	562	276	679	457	-3
9	1127	1063	1191	1423	1437	1392	1445	1271	1253	1120	1170	1006	-3
10	1182	1307	1294	1452	1557	1595	1644	1429	1420	1309	1151	1123	-3
11	1103	1312	1517	1527	1650	1655	1667	1523	1588	1422	1191	1086	-3
12	1132	1261	1508	1602	1699	1701	1569	1505	1503	1385	1152	1054	-3
13	1096	1325	1446	1561	1634	1657	1524	1710	1449	1431	1209	996	-3
14	1070	1297	1451	1534	1648	1684	1583	1779	1468	1366	1198	1029	-3
15	1085	1383	1363	1540	1576	1567	1534	1718	1434	1437	1134	1090	-3
16	800	1278	1370	1488	1572	1550	1582	1601	1314	1385	653	493	-3
17	54	382	1131	1322	1520	1437	1612	1321	1122	1034	148	-3	-3
18	-3	-3	468	1117	1206	1109	1108	958	533	119	-2	-3	-3
19	-3	-3	18	161	342	475	439	177	17	-3	-3	-3	-3
20	-3	-3	-3	-3	-3	2	3	-3	-3	-3	-3	-3	-3
21	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
22	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
23	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3

The goal of the analysis was to find the optimal output to each circuit A and B and determine the amount of exports as a function of the system size. The results are tabulated below with the system size growing from left to right and percentage of the solar fed to circuit A growing from top to bottom.

Even though the amount of generated solar exported to the MEAG transmission system grows as a function of the size, it will stay under 10% of the total solar generation. The Oxford load is 19,000 MWh so even at the 3000 kW_{AC} system size, the exports would be 4% of the total load.

System Size AC (kW)	2000	2200	2400	2600	2800	3000
System Size DC (kW)	2711.38	2982.518	3253.656	3524.794	3795.932	4067.07
Solar Production (kWh)	4,873,497	5,360,846	5,848,196	6,335,546	6,822,895	7,310,245
Percentage of Solar Exported	0%	1%	3%	5%	8%	10%
Output of solar to circuit A	Exported Solar Power to MEAG					
50.0%	-172,888	-273,463	-396,724	-545,454	-725,516	-939,197
55.0%	-92,670	-168,254	-272,620	-412,443	-591,526	-811,160
60.0%	-37,927	-99,893	-199,882	-344,247	-532,134	-755,140
65.0%	-20,855	-79,044	-188,222	-345,764	-539,742	-764,493
70.0%	-45,302	-120,271	-243,920	-410,353	-611,599	-846,379
75.0%	-93,637	-208,669	-362,370	-544,722	-758,102	-1,011,028

Exhibit 4 – Annual Production during PPA term

Year	Size (kWac)					
	2,000.00	2,200.00	2,400.00	2,600.00	2,800.00	3,000.00
	MWh	MWh	MWh	MWh	MWh	MWh
1	4873	5360	5848	6335	6822	7310
2	4866	5360	5848	6335	6822	7310
3	4850	5360	5848	6335	6822	7310
4	4834	5360	5848	6335	6822	7310
5	4817	5360	5848	6335	6822	7310
6	4801	5360	5848	6335	6822	7310
7	4785	5360	5848	6335	6822	7310
8	4768	5360	5848	6335	6822	7310
9	4750	5360	5848	6335	6822	7310
10	4733	5360	5848	6335	6822	7310
11	4715	5360	5848	6335	6822	7310
12	4698	5360	5848	6335	6822	7310
13	4679	5360	5848	6335	6822	7310
14	4660	5360	5848	6335	6822	7310
15	4641	5360	5848	6335	6822	7310
16	4623	5360	5848	6335	6822	7310
17	4604	5360	5848	6335	6822	7310
18	4584	5360	5848	6335	6822	7310
19	4564	5360	5848	6335	6822	7310
20	4544	5360	5848	6335	6822	7310
21	4523	5360	5848	6335	6822	7310
22	4503	5360	5848	6335	6822	7310
23	4482	5360	5848	6335	6822	7310
24	4461	5360	5848	6335	6822	7310
25	4439	5360	5848	6335	6822	7310



Peak Solarworks Proposal to City of Oxford for 2MW Solar Plant

July 7, 2023

- I. Executive Summary**
- II. Generation Details**
- III. Distribution Options**
- IV. Pricing Details**
- V. Partnership Information**
- VI. Exhibits**

I. Executive Summary

Peak Solarworks proposes to build and maintain a 2MW solar plant to sell electricity to the City of Oxford for a fixed rate of \$0.047/kWH through a 15-year or 20-year PPA through Oxford Solar 1 LLC (OS1). The plant will be located on property owned by Oxford College at 490 Richardson Street and the Point of Delivery (POD) will be at an existing 12kV distribution pole on site. Peak Solarworks will also build an outdoor classroom on-site for faculty and students to safely gather and learn about engineering and design of solar plants and electrical power..

Peak Solarworks also commits to maintaining **ownership** of the plant through OS1. This is not a tax equity flip for us. We will own, operate, and maintain the plant for the duration of the PPA, maximizing up-time for your supplemental generation goals.

While this plant has many benefits to the citizens of Oxford, the main objectives are to:

1. Provide renewable energy to Oxford College
2. Provide supplemental generation to address upcoming shortfalls
3. Add solar energy to the City's portfolio to attract new industry
4. Engage and expose the students of Oxford College to the engineering and design of this renewable solar resource powering the Oxford campus.

Working with MEAG Power we have already identified and addressed many challenges to enable this project, specifically:

1. Impact to transmission system and need for a System Impact Study.
2. Distribution testing requirements
3. Fault conditions and anti-islanding

However, there are more challenges ahead, including:

1. Distribution system design optimization and reliability
2. Minimizing use of the MEAG Transmission system (reducing the Transmission Charge)
3. Other potential transmission and distribution grid challenges
4. Potential site and environmental challenges
5. Completing the lease agreement with Oxford College
6. Advising on sell-back agreement with MEAG Power

Our ownership team is uniquely qualified to guide the City and work with MEAG and the College through these and any other challenges that arise. Biren Patel, PE, PMP is a seasoned electrical engineer actively providing grid engineering services to Georgia Power and MEAG since 2005. Chad Hofstadter, PE, LEED AP is a civil engineer specializing in municipal projects for rural GA. Jamie Porges, **Oxford Alumni class of '88** former CEO and Founder of Radiance Solar, built the very first 12kV interconnected 1MW solar project in GA, and the on-campus 1MW UGA demonstration project open to students and professors. Although lengthy, please review **Section V** for additional details on our team. We are well suited to work with you through the challenges ahead without the need for additional outside consultants.

II. Generation Details

Peak Solarworks will engineer, procure, and install all required equipment, electrical conductors, monitoring applications, meters and any other miscellaneous items needed to fully deliver a 2.64 MW DC / 2 MW AC, operating solar project to fulfill Peak Solarworks' obligation under a proposed PPA with the City of Oxford.

Peak Solarworks shall procure all permits and licenses.

Peak Solarworks shall perform a high accuracy LiDAR topographical survey of the site and will perform all geotechnical and pile testing required to ensure the solar system meets code requirements and structural requirements of the equipment suppliers. Peak Solarworks will clear and grade the proposed site and will stabilize the site to ensure it meets all State of Georgia requirements for erosion and sediment control standards. Except for extreme unforeseen circumstances, we will be responsible for all costs associated with site preparation.

Design & Engineering:

Peak Solarworks is responsible for complete design and engineering for the PV system to include, but not be limited to, the following:

- a) 50% and 90% drawings for review prior to project commencement.
- b) Topographic survey
- c) Stamped civil and ES&PC drawings
- d) Stamped structural drawings
- e) Stamped electrical drawings
- f) Arc Flash study
- g) Step and Touch Potential study
- h) Surveying and staking for placement of array components

Procurement:

Peak Solarworks will procure and deliver, to the site, all equipment including the step-up transformer(s). Specific equipment will include, but not be limited to:

- a) (4,992) 530W Boviet Vega series solar modules or Tier 1 equivalent
- b) (16) Siemens Blue Planet 125kW inverters
- c) Array Technologies (ATI) DuraTrack HZ v3 tracking system inclusive of piles, racking, and tracking motors.
- d) Wattch revenue grade monitoring system with weather station
- e) All electrical switchgear between the inverters and the transformer
- f) All DC and AC conductors and related conduit and fittings.
- g) All wire management components for DC conductors
- h) 2MVA 12kV/480V step-up transformer(s) and all related medium voltage infrastructure

to interconnect the solar plant to City of Oxford's existing 12kV electrical distribution system.

- i) Metering and associated equipment (metering CTs and PTs) will be supplied by the City.

Installation and Project Management:

Peak Solarworks will perform all installation and project management services, including but not limited to:

- a) Installation of solar array components:
 - i. Racking piles
 - ii. Racking
 - iii. Modules
 - iv. DC home runs and integration into the inverters
 - v. Inverters
 - vi. AC Equipment: Conduits, conductors, subpanels, and disconnects
 - vii. 12kV medium voltage transformer and switchgear to the POI
- b) PV Performance Testing and Commissioning
- c) Maintenance of a safe safe worksite following OSHA safety standards
- d) Removal of all construction debris from the jobsite
- e) Installation and commissioning a Wattch revenue grade monitoring system
- f) All necessary activities related to interconnecting the solar plant to City of Oxford's existing 12kV electrical distribution system.

III. Distribution Options

We have studied the provided meter data and the City of Oxford's substation and distribution system. As the system lies now, over production on the North circuit (4801B) would require the City to sell a large portion (just over half) of the power to MEAG at the wholesale rate and repurchase it at the wholesale rate plus MEAG transmission charge (approximately \$0.008/kWH) to feed the South circuit. With no additional changes to the distribution system, at our proposed PPA rate, the City would still save money on electricity consumed on the North circuit, enjoy a margin for electricity sold to the transmission system and be revenue neutral for the South circuit.

Combining Circuits:

Of the 8760 hours in 2022, the majority exceeded 2MW of combined load (Meter 4801A and 4801B) and most of the remaining hours were outside of peak sun hours. Combining the loads of the North and South circuit would enable the City to directly consume most of the power from the plant without having to sell to MEAG and repurchase, saving the city roughly \$20,000 a year in transmission charges. The City has at two existing options for combining the circuits: close the Normally Open RLB 664 at the substation or close the Normally Open gang-operated switch at 1106 Wesley St between Fletcher and W Soule.

Combining the circuits has one significant drawback: A fault to one circuit now causes an outage to the other, reducing the reliability you enjoy today.

We propose one interconnection on a 3-phase distribution pole located on the parcel at 490 Richardson Street. (We have analyzed the existing 3-phase conductor and it is suitable for this project. For future expansion, the conductor could be upgraded at low-cost to match the conductor just east at the pole on Wesley St.) We also recommend replacing the N.O. RLB 663 at the substation (or the G.O. switch on at 1106 Wesley) with a sectionalizing recloser that can receive a Direct Transfer Trip signal to open should breaker 252 or 242 open. This would sectionalize the two newly combined circuits thus maintaining the reliability you currently have. During a fault condition, the faulted circuit would be out and the healthy circuit would come back on-line. If that healthy circuit is the South circuit, you would not be able to get solar power to it while the fault remains on the North. However, only 1 day in 2022 and 3 days in 2021 had this scenario totaling 6 hours over 2 years. (2020 data was not considered because the data sheet provided looks to be a copy of 2021) Even at full sun, the missed out solar consumption is extremely negligible.

Dividing the Plant:

Alternatively, we could divide the plant into two smaller plants (size ratio based on consumption) and have two step-up transformers and two interconnections, one to the North circuit and one to the South. The City of Oxford would have to close or remove the G.O. switch at 1106 Wesley and move it (or replace with new) to the pole at Richardson and Wesley.

The load profiles of each circuit would also change a bit unpredictably, since the customers on Wesley St, Collingsworth St, Watson, Soule, and others would move from the North circuit to the South. We would have to study this to correctly divide the plant to the right size ratio, but there would still be uncertainty as the loads change over time, and more power would be sold back to MEAG and repurchased with a transmission charge versus combining the circuits.

While the cost to the City for a new G.O. switch will be less than the sectionalizing recloser we proposed in combining the circuits, the lost savings from the additional transmission charges, plus the equipment associated with a second interconnection (meter, CT/PT, fused switch, etc). There will be significant cost additions to our plant, but we will honor the same proposed PPA rate if it is determined that this is the better option for the reliability of its citizens.

Other Options:

Peak Solarworks is happy to explore additional options, including substation upgrades, on-site switchgear at the plant, distribution line upgrades, transmission metering placement, etc. to optimize cost and reliability.

Recommendation:

We believe combining circuits and adding a sectionalizer is the best solution from the data we have. It allows the solar plant to access loads on both circuits without any reduction in reliability, minimal increase in system complexity (failure points), and for a low cost. However, we are happy to work with the City and MEAG Power to gather additional outage and cost data to analyze and quantify the different options for you. Our long-standing professional engineering relationship with MEAG Power enables us to help you find the best solution and avoid unnecessary costs such as system impact studies and facilities studies.

IV. Pricing Details

Peak Solarworks proposes to sell electricity through OS1 to the City of Oxford at a rate of \$0.047/kWH through a 15-year Power Purchase Agreement (PPA). Alternatively, if the City prefers, we will honor the \$0.047/kWH rate for a 20-year PPA. At the end of the PPA term, the plant can be sold at Fair Market Value to the City of Oxford, the College of Oxford, or the PPA with Peak Solarworks can be extended at a renegotiated rate.

Fixed Rate:

\$0.047/kWH, all inclusive, no additional fees or surcharges, no escalation.

Term Length:

City of Oxford can choose a 15-year PPA or 20-year PPA.

Pricing Assumptions:

Price includes the construction of an on-site, open-air facility for student and faculty to use as a classroom, meeting, or event space. Once built, the facility will be owned and maintained by the College of Oxford.

Peak Solarworks commits to maintaining ownership of the plant for the duration of the PPA.

Peak Solarworks will perform electrical and lawn maintenance of the plant and leased portion of the parcel.

Fair Market Value (FMV) will be determined by a third-party appraiser.

Rate assumes the College of Oxford provides a \$1/yr land lease agreement with OS1 in exchange for the plant's Renewable Energy Credits. OS1 will negotiate in good-faith with College of Oxford to reach a land lease agreement.

V. Partnership Information

We are not a financial institution, rather we are a partnership of local Georgia residents and solar professionals who build, own, and maintain solar plants just like the one proposed here.

Jamie Porges (Oxford College Class of '88)

A veteran solar executive and entrepreneur, Jamie co-founded Atlanta based Radiance Solar in 2007 and led Radiance as CEO until the company's successful acquisition in Q4 2022. Under his leadership, Radiance grew to become a regional leader in the construction and maintenance of commercial and utility scale solar projects with over 300 projects built in North America and Mexico and over 100MW of projects under operations and maintenance. In 2022, Georgia Trend named Porges one of Georgia's most influential business leaders.

Biren Patel, PE, MBA, PMP

Biren is a Substation Design Engineer with 20 years experience working on high voltage transmission substations for electric utilities. For the last decade, Biren and his company have also been designing solar plants and solar interconnections for developers and EPCs. Biren is a licensed PE in 16 states, a certified PMP, and an IEEE member since 2003. Biren holds a BSEE degree from Ga Tech and an MBA from UGA. In 2011, he founded Biren Patel Engineering and performs work for clients including Southern Company, Duke Energy, FPL/NextEra, MEAG Power, and Georgia Transmission Corp. Biren is the recipient of several prestigious awards: Engineering News Record Top 40 under 40, UGA Top 40 under 40, 6-times UGA Bulldog-100 and the 2023 Michael J Bryan Award.

Chad Hofstadter, PE, LEED AP, APM

Chad has 16 years of experience in civil engineering. His design experience includes designs and modeling for numerous municipal water distribution systems, wastewater collection and treatment plant designs, C&D and MSWL landfill design, road and hydraulic design, pavement management, SWPPP, and Solar Civil engineering and design. His firm, Hofstadter & Associates performs engineering services to over 50 City and County governments across Georgia. Chad has been the civil Engineer for Record for over 60 solar projects in Georgia, Alabama, and Florida, yielding over 300 MW of successfully designed and permitted single axis tracker arrays, including over 50 Georgia Power REDI projects which are similar in scope to this one. Chad also owns, operates and maintains 1.1 MW of solar generation across 4 plants.

Pat Hutchinson

Pat is the founder of Cansink, whose core business is the manufacture and installation of helical piles. Pat has been engaged in the solar business since 2011 as a solar developer, solar asset owner, solar subcontractor, and solar rack and pile manufacturer. Cantsink has been a solar subcontractor supplying rack, piles and installation services to the solar industry since 2012 and has been consistently ranked in the Top 25 solar subcontractors in the US by Solar Power World magazine. Pat was also an early investor with Jamie in Radiance. Pat also built, owns, and maintains 20MW of solar across several 1-3 MW plants just like the one proposed here.

www.peakssolarworks.com

404-825-3920

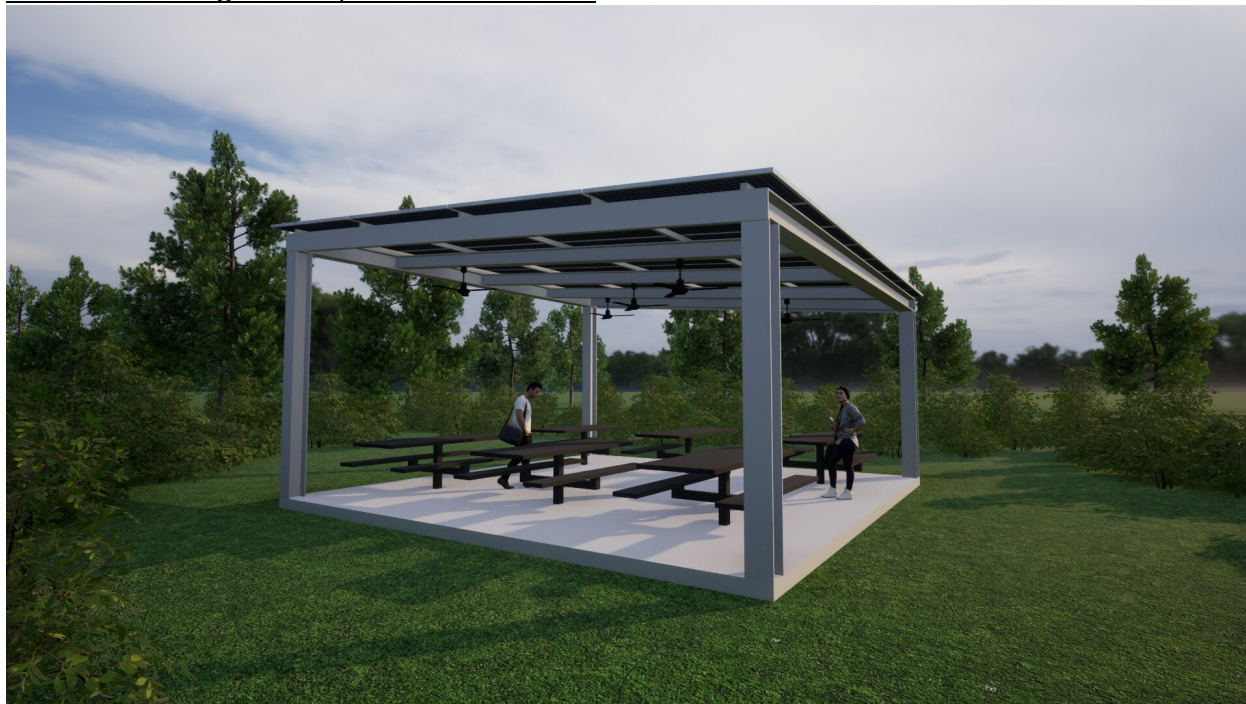
VI. Exhibits

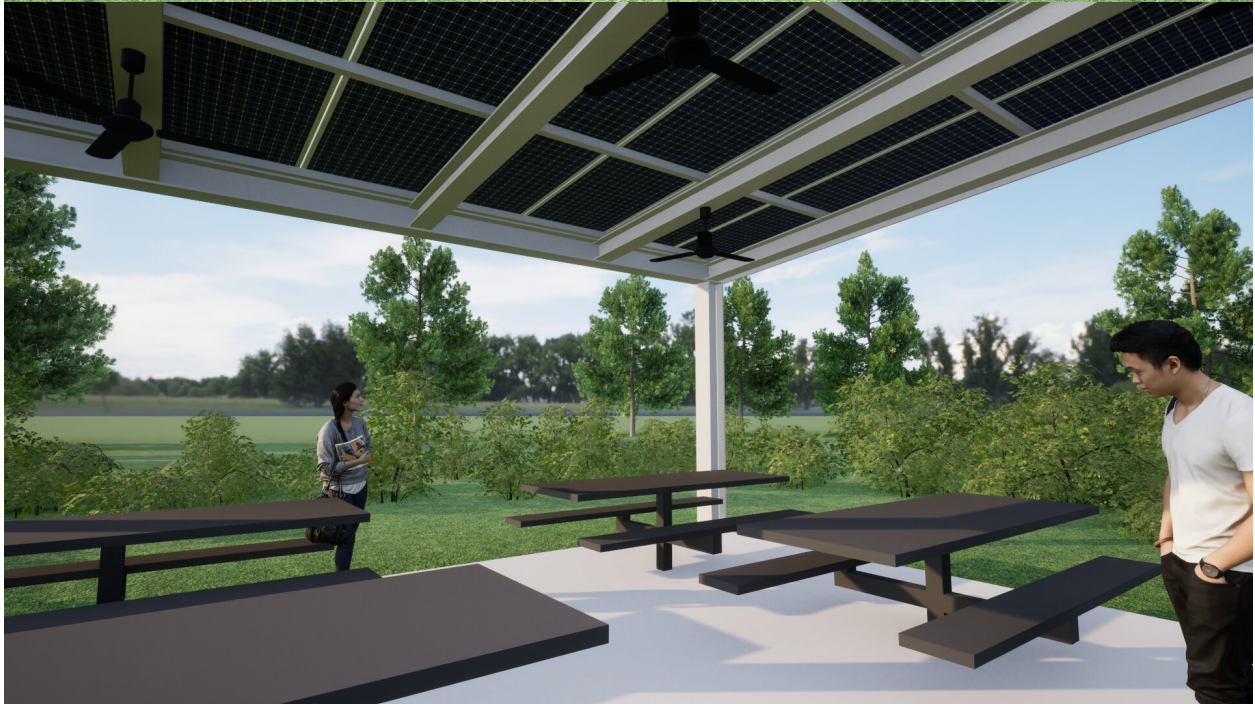
Rate Comparison:

Rate (\$/kWH)	Expected Annual Cost (\$)*
\$0.062	\$260,400
\$0.057	\$239,400
\$0.052	\$218,400
\$0.047	\$197,400

**Based on estimated annual production of 4,200,000 kWh per year, each 0.5 cent rate reduction results in an annual savings of \$21,000*

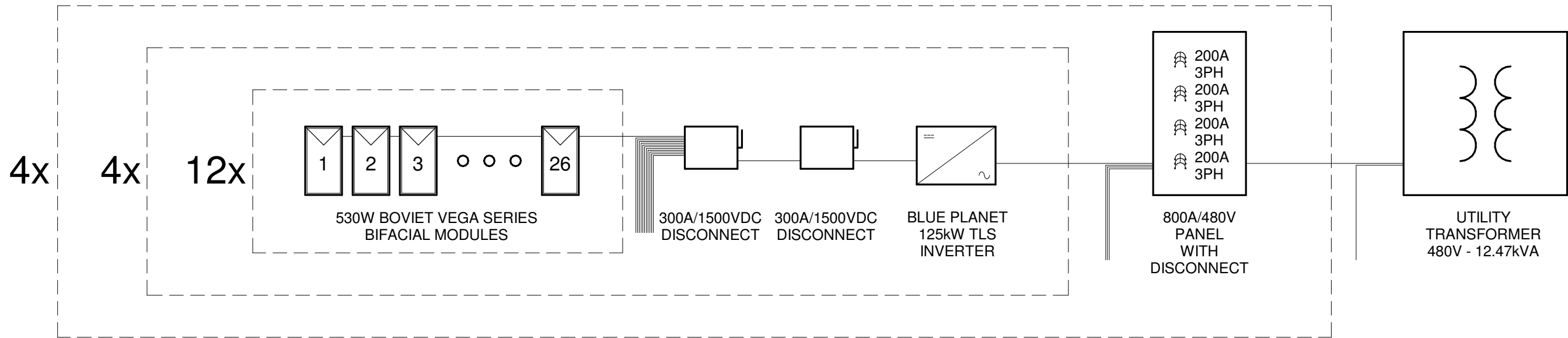
Artists' rendering for sample solar classroom:



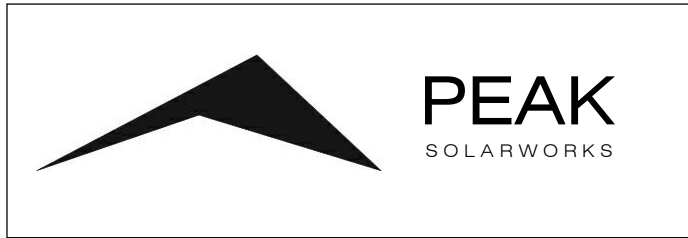


Sample design and layout:

(See the following pages)



1 One Line Diagram
3/32" = 1'-0"



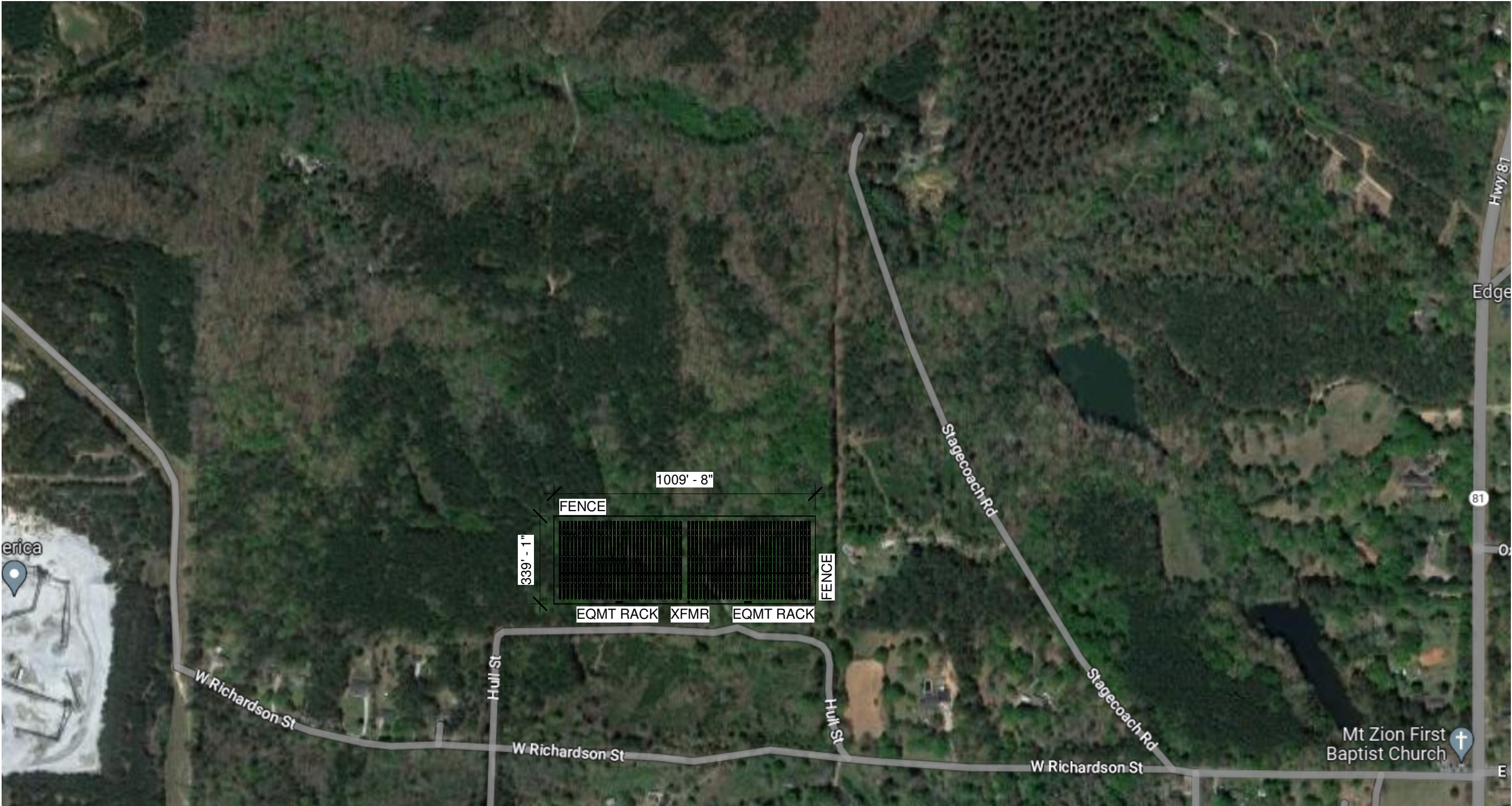
Oxford Solar Array

Oxford, Georgia

SYSTEM	SUMMARY
(4,992)	530W BOVIET VEGA SERIES BIFACIAL MODULES
(16)	125kW INVERTER (125 TL3-US)
(192)	STRINGS OF 26
2.64576	MW DC
2.00000	MW AC
1.32288	DC:AC RATIO
RACKING	ATI DURATRACK HZV3
TILT	52.-52 DEGREES
AZIMUTH	90°, 270°

No.	Description	Date

One Line Diagram		
Project number	Project Number	A010
Date	Issue Date	
Drawn by	Author	
Checked by	Checker	
		Scale 3/32" = 1'-0"



1 Aerial Underlay
1" = 400'-0"



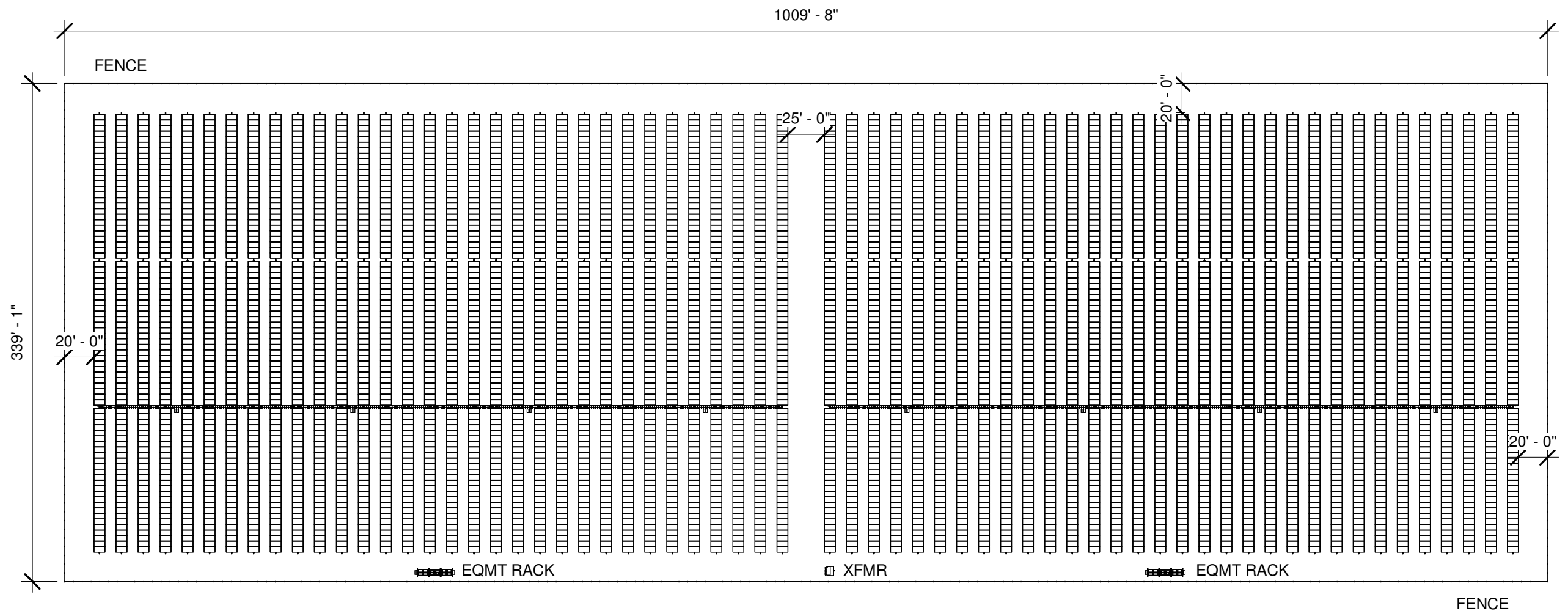
Oxford Solar Array

Oxford, Georgia

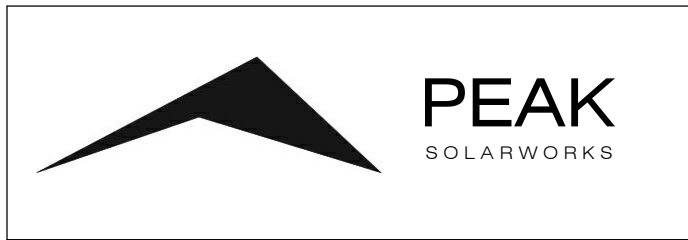
SYSTEM	SUMMARY
(4,992)	530W BOVIET VEGA
(16)	SERIES BIFACIAL MODULES
(192)	125kW INVERTER (125 TL3-US)
2.64576	STRINGS OF 26
2.00000	MW DC
1.32288	MW AC
RACKING	DC:AC RATIO
TILT	ATI DURATRACK HZV3
AZIMUTH	52.-52 DEGREES
	90°, 270°

No.	Description	Date

Aerial		
Project number	Project Number	A101
Date	Issue Date	
Drawn by	Author	
Checked by	Checker	
		Scale 1" = 400'-0"



1 Plan
1" = 80'-0"



Oxford Solar Array
Oxford, Georgia

SYSTEM	SUMMARY
(4,992)	530W BOVIET VEGA
(16)	SERIES BIFACIAL MODULES
(192)	125kW INVERTER (125 TL3-US)
2.64576	STRINGS OF 26
2.00000	MW DC
1.32288	MW AC
RACKING	DC:AC RATIO
TILT	ATI DURATRACK HZV3
AZIMUTH	52.-52 DEGREES
	90°, 270°

No.	Description	Date

Overall Plan		
Project number	Project Number	A102
Date	Issue Date	
Drawn by	Author	
Checked by	Checker	
		Scale 1" = 80'-0"

Sample construction schedule:

(See the following pages)

2MW Oxford Solar Sample Construction Schedule

<u>Activity Name</u>	<u>Days to Energization</u>
PROJECT DEVELOPMENT	
PPA Signature	1
Lease Signature	60
Survey Mobilized	70
Geotechnical Testing	90
ENGINEERING AND DESIGN	
50% Engineering and Design Complete	110
90% Engineering and Design Complete	140
Issued for Construcion	
Complete & Issue Stamped IFC Civil Site Plan	150
Release Final Construction Drawings	
PERMITTING	
Land Use Review and Permitting	175
Building Permit Review and Permit Complete	200
Electrical Permit Review and Permit Complete	200
MECHANICAL PROCUREMENT	
Foundation and Racking Purchase Order Issued	200
PV Module Purchase Order Issued	200
ELECTRICAL PROCUREMENT	
Inverter Procurement	200
Combiner Box/Harness and Cable Procurement	220
MVAC/HVAC SWITCHGEAR PROCUREMENT	
Procure MVAC Switchgear & Transformer	220
SITE PREP/MOBILIZATION	
Site Clearing & Civil works, Site Fully tabilized	225-275
Site Clearing & Civil works, Site Fully Stabilized	
MECHANICAL ASSEMBLY	
Site Clearing & Civil works, Site Fully tabilized	300
Racking	360-390
Modules	360-390
ELECTRICAL	
Inverter Foundations	300
DC Dorsal Conductor Install	310-330
Combiner Box/Harness Install	310-330
Inverter Install	330-350
DC Stringing and Homerun Wiring	390-400
DAS Install	390-400
MEDIUM VOLTAGE FEEDER CABLING AND SWITCHGEAR	
Trenching and cabling	330-350

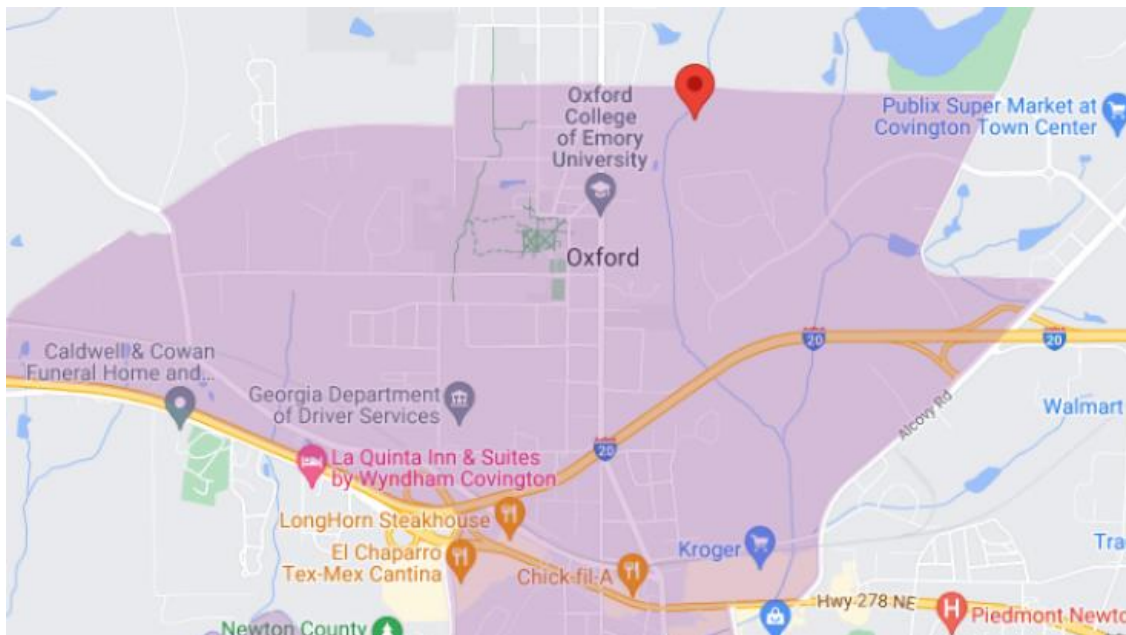
Switchgear	330-350
COMMISSIONING	
Pre-energization	400-410
Post-energization	410-430
SUBSTANTIAL COMPLETION	
PUNCHLIST	
Project Punchlist and Closeout	430-450
PERFORMANCE TESTING	
DAS Completion and Testing	430-450
Performance Test (Capacity)	430-450
FINAL COMPLETION/COMMERCIAL OPERATION	460



Memo

To: Mayor and City Council
From: Bill Andrew, City Manager
Date: July 13, 2023
Re: **Update on the Improving Neighborhood Outcomes in Disproportionally Impacted Communities Grant**

Mayor Eady and I have had a detailed conversation with Ms. Jen Wade, the Grants Division Director with the Governor's Office of Planning and Budget. Several issues have been clarified which led us to request the Council consider accepting the grant so we may reconsider the route of the trail within the Qualified Census Tract (QCT) as depicted in purple below:



As you can see from this email below from Ms. Wade, there would be no risk to accept the grant for the time we would need to consider a new route:

Bill - Thanks for the call today. To recap our discussion, OPB will consider a scope change for the project as long as it still resides in a QCT. We discussed potentially moving the street that still resides in a QCT. I am not sure where you guys heard that you would have to demonstrate the scope change is

the better choice. It may be helpful to take a look at what we look for in the scope change request. You can find the form and the information [here](#). You just need to tell us why this change is being made for the project. It may be as simple as access to a street, or something not being approved in a council meeting. If for some reason, the project does not move forward, you would just need to let us know and we will walk you through what we need from you in a memo to terminate the terms and conditions. There won't be any penalty for canceling anything if you don't have a project for grant spent. This will allow you guys some planning time to figure out how to adjust the project to make it work.

Hope this helps clarify.

Best,

Jen Wade
Grants Division Director

I would recommend we accept the grant so we may then use any of the expenses we incur as matching funds towards the grant. In the end, if we choose not to participate in this program, we may simply cancel as mentioned above by Ms. Wade.

A Bike/Ped Trail Route Study Team made up of the following would be my recommendation in order to have the route folded into Newton County's Yellow River Trail:

David Eady
Erik Oliver
Bill Andrew
Duane Ford, Newton Trails
Chester Clegg, Newton County Engineer
Jeff Prine, Yellow River Trail Coordinator

July 4 2023 Parade Expenses and Fund Sources

Vendor	Purpose	Cost	Budget/Donations
Stop the Time Photobooth	Photobooth	\$689.00	
Big Head Cartoons	Caricature	\$350.00	
Bubble Squad Entertainment	Face Painting	\$315.00	
Reivax Enterprises	Sound engineering/DJ	\$750.00	
Josh Millwood	Band	\$600.00	
City of Covington	Advertising	\$0.00	
Covington News	Advertising	\$350.00	
Kona Ice	refreshments vending	\$250.00	
Covington Rental	Tents	\$1,715.80	
Best Septic	jiffy johns	\$330.00	
Fat Boys Golf Carts	rental of 3 golf carts	\$754.00	
ABC Awards	plaque and ribbons	\$241.35	
Printability	signs	\$232.50	
Amazon/Oriental Trading	giveaways	\$259.91	
Sunbelt	lighted sign	\$500.00	
LRC Promotions	Tshirts	\$1,875.00	
4imprint	Fans	\$430.23	
Covington Rental	Tables/Chairs	\$235.80	
Ace Hardware	Bunting	\$149.95	
Mark Anglin	ice	\$25.00	
Jody Reid	ice	\$27.71	
Police Officers	Paid from Police Salaries budget	\$4,500.00	\$ 4,500.00
Budget Funds			\$ 6,000.00
Consolidated Pipe & Supply			\$ 250.00
Printability			\$ 200.00
Jarod Environmental			\$ 200.00
Gresco			\$ 250.00
HCS Services			\$ 250.00
Covington Ford			\$ 200.00
Newton County Sherriff			\$ 100.00
J&B Lawn Service			\$ 100.00
Newton Pregnancy Resource			\$ 325.00
Ginn			\$ 250.00
United Bank			\$ 500.00
		\$14,581.25	\$ 13,125.00

From: [Robert Jordan](#)
Sent: Thursday, August 27, 2020 1:51 PM
To: [Matt Pepper](#)
Cc: [Jody Reid](#)
Subject: Asbury Park field asbuilt
Attachments: [Asbury field asbuilt analysis R0.pdf](#)

Matt,

I've crunched the numbers for the asbuilt shots I took to check the drainage on the field at Asbury Park last week. Here's my overview:

The black numbers on the attached map are design slopes and elevations.
The **pink numbers** on the attached map are asbuilt slopes and elevations.

Design slopes range from 1.3% to 1.8%
Asbuilt slopes range from 0.4% to 2.9% (with most in the 0.5% to 1.5% range)
So asbuilt slopes are a little flatter than design slopes overall

Asbuilt elevations of the edge of the track are almost exactly at design grade
Asbuilt elevations of the grate inlets at center of field are about 0.22' higher than design grade
So the design drop from the edge of the track to the inlets is 1.0 foot. The asbuilt slope from edge to inlets is 0.78 foot.
Therefore, the average design slope to the center of the field from the track would be about 1.4% and the average asbuilt slope is about 1.0%.

The consistency of slope is variable, in some cases creating small depressions.
I don't have information on how the sod was installed or how the subgrade was prepared, but it appears there is minimal infiltration into the soil underneath the sod.

My assessment of the causes of excessive wetness and ponding:

1 – Although asbuilt elevations aren't far from design elevations (track matches design and grates are 0.22' high), the difference results in a field that's a slight bit flatter than it should be. This alone probably would not cause a problem.

2 – its obvious from observing the field (and proven from looking at survey data) that there are minor undulations in the surface. The slope from the perimeter to the inlets is not consistent. This causes flat areas and very small depressed areas that don't drain well.

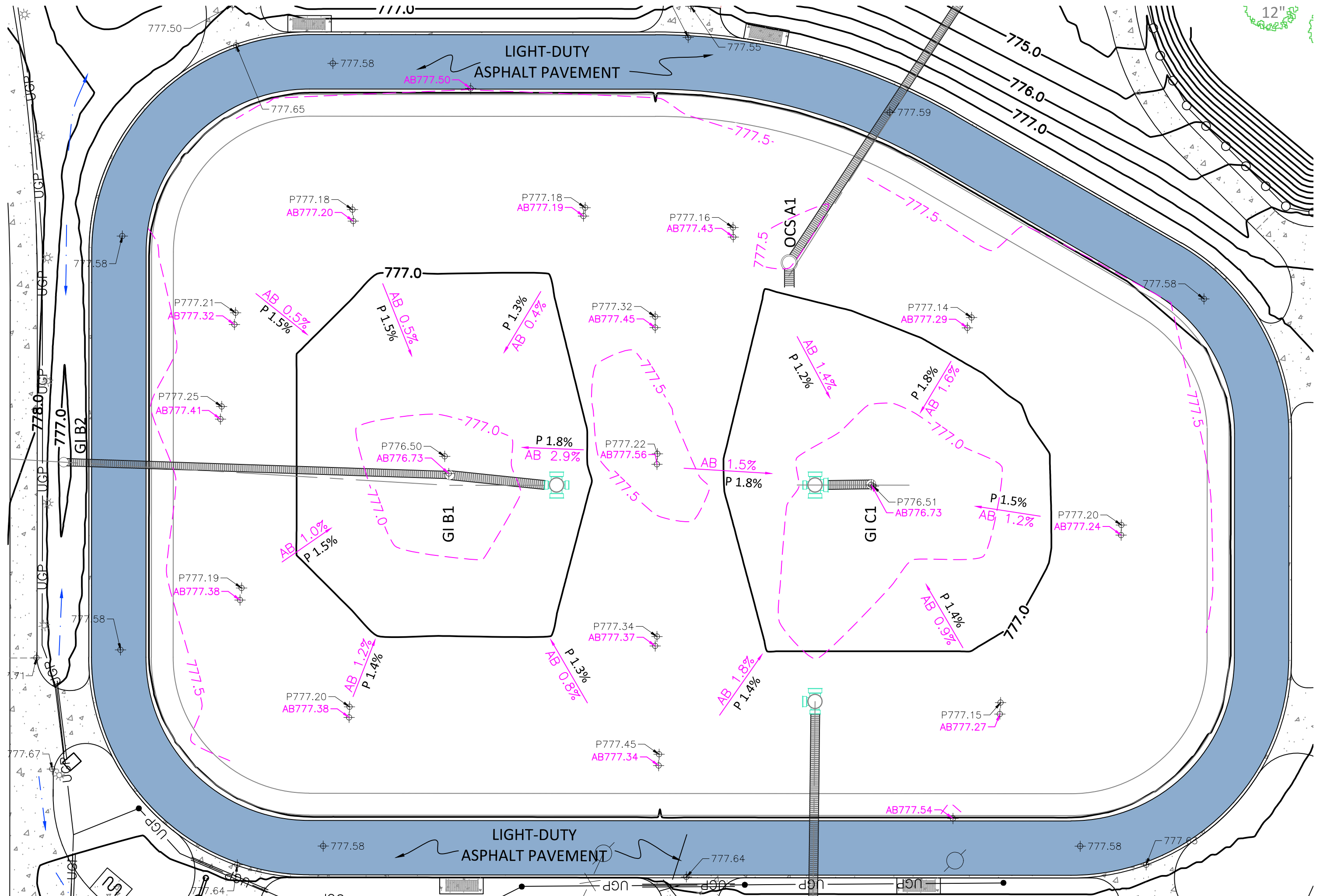
3 – I have no data to show it, but it appears to me that there is very little vertical movement of water into the ground below the surface. I'm not an agronomist, but I've played football and been around athletic fields a lot. Most of them seem to be 'softer' than Asbury Park field and most of them appear to accomplish better vertical drainage than the park, minimizing ponding.

I don't know if any of the three issued I've described above would cause wetness and ponding alone (I suspect issue 2 would have the biggest contribution), but in my opinion the three combined have resulted in the problems that you have seen at the field.

Please call me if you'd like to discuss in more detail.
Robert



Robert O. Jordan, PE RLS www.jordan-eng.com
Jordan Engineering, Inc. office (706) 468-8999
144 N. Warren Street cell (706) 318-6786
Monticello, GA 31064 fax (706) 504-9629





City of Oxford

Proposal

2/20/2020

Place	City of Oxford
Contact	Matt Pepper
Email	mpepper@oxfordgeorgia.org

Address	110 W Clark St
City & Zip	Oxford GA 30054
Phone	404-925-9168

Total Proposal Price

\$ 58,977

Scope of Work

Spray out existing turf, remove all dead preexisting sod and haul away debris.
Haul in new topsoil, grade area and prep for new Tifblair Centipede sod installation.
Repair any irrigation damaged during this process.
Install sod, roll and fertilize.
Pressure wash all hard surfaces impacted during renovation.

by Corbett Tucker

Title Account Manager

Date 2/20/2020

SIGNING BELOW ACCEPTS THE SCOPE OF WORK AND TERMS & CONDITIONS

by _____

Title _____

Date _____

Terms and Conditions

TERMS AND CONDITIONS

Agreement between:

Great Estates Landscaping
14481 Lochridge Blvd.
Covington, GA 30014

City of Oxford
110 W Clark St
Oxford GA 30054

hereafter referred to as "Customer"

1) Contractor agrees to furnish to Customer all labor, equipment, materials and supplies required to perform the Scope of Work described in the Proposal.

2) **Trees, shrubs, and groundcovers:** All tree, shrubs and groundcovers (one gallon and larger) installed in beds that Contractor has prepared is guaranteed for 1 year from the date of installation. Guaranteed plants that die will be replaced one (1) time with plants of the original size and quality at no cost to the customer. NO guarantees shall be given for bulbs, roses, annuals, perennials, grasses, seed and sod, potted or tuber plants, bedding plants, groundcover in 4" – inch or smaller pots, or plants specified but not growing in their normal growing climate zone or region. Plants are subject to availability. We reserve the right to substitute for any plants unavailable at time of installation with plants of similar character and equal or greater value. Customer may decline substitutions, but Customer agrees to pay for all work completed and materials installed less any substitute materials declined and consider this proposal completed upon installation of all available plants. Final payment cannot be withheld pending plant availability. The above guarantee will not apply where plants die because of chemicals, animal damage, vandalism, theft, fire, inadequate drainage, storms, hail, drought, insects, freeze damage or other acts of God, or by any other contingency beyond the control of Contractor.

All plant warranties are based on customers having some type of automated watering system that is working to adequately provide moisture to new plants. The customer hereby agrees that for the guarantee to be in effect, he/she understands that not all automatic watering systems provide adequate amounts of moisture and new plants may need to have supplemental hand watering during their first year during hot and dry periods. Any plant material that dies from over or under watering will not be covered under this warranty.

3) **Pre-Treat / remove grass:** Regardless of method used, Contractor does not guaranty complete elimination of grass or weeds in beds. Maintenance and/or weeding of beds after installation is the responsibility of Customer unless stated otherwise in this proposal.

4) **Rock Clause:** If in the course of digging and/or trenching rock is encountered, that cannot be reasonably removed by shovel or that standard trenching equipment will not penetrate, there may be additional labor charges for rock removal. Should a jackhammer or other equipment be required, the cost for rental of said equipment will also be added as a change order to the original proposal. Customer will be notified before additional charges are incurred.

5) **Sod/Hydro mulch:** Unless stated otherwise in this proposal, prices for grass coverage are based on estimated square footage of area. Customer will be billed for actual amount of grass used, which may be slightly more or less than estimated. Contractor warrants germination of hydro mulch only if prescribed watering procedures are followed and will re-apply any bare area. Contractor warranty on sod limited to be the product described on this proposal. Contractor makes no other warranties of purity, merchantability, fitness for a particular purpose, or otherwise.

6) **Water gardens:** Pumps, plumbing and all pond components: Manufacturer warranty and 1 year workmanship warranty. Fill valves may require slight adjustments periodically. Guarantee does not include adjustments to fill valve after 6 months. Water gardens – cleaning/servicing: Contractor does not guarantee the survival of any fish removed during cleaning of pond. Contractor is not responsible for any damage to liners or shells that Contractor did not install.

7) **Landscape lighting:** Power Centers (Transformers) have a 1-year to lifetime (depending on model) limited manufacturer's warranty. Contractor will replace any defective components excluding bulbs free of charge for 1 year. After 1 year, there will be a service charge for Contractor to replace any defective components covered under manufacturer's warranty.

8) **Natural Stone:** Workmanship 1 year. Stone is a natural product and is sold without warranty. Stone is not guaranteed for uniformity of color, texture, wear, coverage, or chemical analysis.

9) **Concrete Pavers:** Patios, walks and driveways constructed with modular concrete products are guaranteed for workmanship and materials for a period on 1 year. Warranty is void if damage is caused by water damage from high-pressure washing, malfunctioning water lines, or drain lines not installed as a part of this contract. There is no warranty for uniformity of wear or color after installation.

10) **Retaining walls:** Workmanship and materials, 1 year.

11) **Drainage:** Contractor guarantees that any drain systems (French Drain, etc.) installed will facilitate a more rapid removal of water from the problem area. No other guarantee is implied or given.

12) **Statement concerning irrigation systems:** Contractor will repair or replace any defective components free of charge for a period of 1 year. All irrigation system components will carry a manufacturer warranty.

13) **Underground lines:** Contractor is responsible for calling utility companies to have lines located prior to beginning work. Customer is responsible for notifying Contractor of and clearly marking any other lines not covered by utility companies. Contractor is not responsible for damage to sprinkler pipes, electrical conduit, wires, gas lines, phone lines, coax cables, or any other buried lines except for items that Contractor has installed as a part of this contract and utility lines that have been marked correctly by a line location company authorized by said utility.

14) **Transplanting:** Existing plants are NOT guaranteed.

15) **Permits:** The Customer shall pay for all zoning, building and construction permits necessary.

16) **Right to authorize job:** Customer warrants that he/she has full legal right to authorize Contractor to perform the job at the location described on Quote/Contract.

17) **Change Orders:** Contract may be amended as needed with the consent of both parties to include changes in the landscape involving plant material, lighting, irrigation, etc., which may alter the total cost of the contract. In such cases a change order will be generated by the contractor which specifies the proposed changes, and which will be signed off on by the client prior to the changes being made.

18) **Disclaimer:** All warranties above are void if damage is caused by lightning, storms, hail, freezing, natural disasters, physical abuse, animals, insects, machinery, vandalism, improper usage, electrical power surges, outdoor water restrictions or alterations made by anyone other than an employee of Contractor. Warranties are void if damages are caused by contractors or parties not associated with Contractor who are working concurrently on the same job site as Contractor. Such damages will be repaired by Contractor only with the generation of a change order and signature of the client on said change order.



City of Oxford

Proposal

2/20/2020

Place	City of Oxford
Contact	Matt Pepper
Email	mpepper@oxfordgeorgia.org

Address	110 W Clark St
City & Zip	Oxford GA 30054
Phone	404-925-9168

Total Proposal Price

\$ 67,977

Scope of Work

Spray out existing turf, remove all dead preexisting sod and haul away debris.
Haul in new topsoil, grade area and prep for new Zeon zoysia sod installation.
Repair any irrigation damaged during this process.
Install sod, roll and fertilize.
Pressure wash all hard surfaces impacted during renovation.

by Corbett Tucker

Title Account Manager

Date 2/20/2020

SIGNING BELOW ACCEPTS THE SCOPE OF WORK AND TERMS & CONDITIONS

by _____

Title _____
Date _____

Terms and Conditions

TERMS AND CONDITIONS

Agreement between:

Great Estates Landscaping
14481 Lochridge Blvd.
Covington, GA 30014

City of Oxford
110 W Clark St
Oxford GA 30054

hereafter referred to as "Customer"

1) Contractor agrees to furnish to Customer all labor, equipment, materials and supplies required to perform the Scope of Work described in the Proposal.

2) **Trees, shrubs, and groundcovers:** All tree, shrubs and groundcovers (one gallon and larger) installed in beds that Contractor has prepared is guaranteed for 1 year from the date of installation. Guaranteed plants that die will be replaced one (1) time with plants of the original size and quality at no cost to the customer. NO guarantees shall be given for bulbs, roses, annuals, perennials, grasses, seed and sod, potted or tuber plants, bedding plants, groundcover in 4" – inch or smaller pots, or plants specified but not growing in their normal growing climate zone or region. Plants are subject to availability. We reserve the right to substitute for any plants unavailable at time of installation with plants of similar character and equal or greater value. Customer may decline substitutions, but Customer agrees to pay for all work completed and materials installed less any substitute materials declined and consider this proposal completed upon installation of all available plants. Final payment cannot be withheld pending plant availability. The above guarantee will not apply where plants die because of chemicals, animal damage, vandalism, theft, fire, inadequate drainage, storms, hail, drought, insects, freeze damage or other acts of God, or by any other contingency beyond the control of Contractor.

All plant warranties are based on customers having some type of automated watering system that is working to adequately provide moisture to new plants. The customer hereby agrees that for the guarantee to be in effect, he/she understands that not all automatic watering systems provide adequate amounts of moisture and new plants may need to have supplemental hand watering during their first year during hot and dry periods. Any plant material that dies from over or under watering will not be covered under this warranty.

3) **Pre-Treat / remove grass:** Regardless of method used, Contractor does not guaranty complete elimination of grass or weeds in beds. Maintenance and/or weeding of beds after installation is the responsibility of Customer unless stated otherwise in this proposal.

4) **Rock Clause:** If in the course of digging and/or trenching rock is encountered, that cannot be reasonably removed by shovel or that standard trenching equipment will not penetrate, there may be additional labor charges for rock removal. Should a jackhammer or other equipment be required, the cost for rental of said equipment will also be added as a change order to the original proposal. Customer will be notified before additional charges are incurred.

5) **Sod/Hydro mulch:** Unless stated otherwise in this proposal, prices for grass coverage are based on estimated square footage of area. Customer will be billed for actual amount of grass used, which may be slightly more or less than estimated. Contractor warrants germination of hydro mulch only if prescribed watering procedures are followed and will re-apply any bare area. Contractor warranty on sod limited to be the product described on this proposal. Contractor makes no other warranties of purity, merchantability, fitness for a particular purpose, or otherwise.

6) **Water gardens:** Pumps, plumbing and all pond components: Manufacturer warranty and 1 year workmanship warranty. Fill valves may require slight adjustments periodically. Guarantee does not include adjustments to fill valve after 6 months. Water gardens – cleaning/servicing: Contractor does not guarantee the survival of any fish removed during cleaning of pond. Contractor is not responsible for any damage to liners or shells that Contractor did not install.

7) **Landscape lighting:** Power Centers (Transformers) have a 1-year to lifetime (depending on model) limited manufacturer's warranty. Contractor will replace any defective components excluding bulbs free of charge for 1 year. After 1 year, there will be a service charge for Contractor to replace any defective components covered under manufacturer's warranty.

8) **Natural Stone:** Workmanship 1 year. Stone is a natural product and is sold without warranty. Stone is not guaranteed for uniformity of color, texture, wear, coverage, or chemical analysis.

9) **Concrete Pavers:** Patios, walks and driveways constructed with modular concrete products are guaranteed for workmanship and materials for a period on 1 year. Warranty is void if damage is caused by water damage from high-pressure washing, malfunctioning water lines, or drain lines not installed as a part of this contract. There is no warranty for uniformity of wear or color after installation.

10) **Retaining walls:** Workmanship and materials, 1 year.

11) **Drainage:** Contractor guarantees that any drain systems (French Drain, etc.) installed will facilitate a more rapid removal of water from the problem area. No other guarantee is implied or given.

12) **Statement concerning irrigation systems:** Contractor will repair or replace any defective components free of charge for a period of 1 year. All irrigation system components will carry a manufacturer warranty.

13) **Underground lines:** Contractor is responsible for calling utility companies to have lines located prior to beginning work. Customer is responsible for notifying Contractor of and clearly marking any other lines not covered by utility companies. Contractor is not responsible for damage to sprinkler pipes, electrical conduit, wires, gas lines, phone lines, coax cables, or any other buried lines except for items that Contractor has installed as a part of this contract and utility lines that have been marked correctly by a line location company authorized by said utility.

14) **Transplanting:** Existing plants are NOT guaranteed.

15) **Permits:** The Customer shall pay for all zoning, building and construction permits necessary.

16) **Right to authorize job:** Customer warrants that he/she has full legal right to authorize Contractor to perform the job at the location described on Quote/Contract.

17) **Change Orders:** Contract may be amended as needed with the consent of both parties to include changes in the landscape involving plant material, lighting, irrigation, etc., which may alter the total cost of the contract. In such cases a change order will be generated by the contractor which specifies the proposed changes, and which will be signed off on by the client prior to the changes being made.

18) **Disclaimer:** All warranties above are void if damage is caused by lightning, storms, hail, freezing, natural disasters, physical abuse, animals, insects, machinery, vandalism, improper usage, electrical power surges, outdoor water restrictions or alterations made by anyone other than an employee of Contractor. Warranties are void if damages are caused by contractors or parties not associated with Contractor who are working concurrently on the same job site as Contractor. Such damages will be repaired by Contractor only with the generation of a change order and signature of the client on said change order.



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, DECEMBER 20, 2021 – 6:30 PM
VIA TELECONFERENCE**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Lynn Bohanan – Councilmember
Laura McCanless – Councilmember
Avis Williams – Councilmember

STAFF PRESENT:

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

ELECTED OFFICIALS ABSENT:

Jim Windham – Councilmember
Jeff Wearing – Councilmember

OTHERS PRESENT: Mike Ready, Cheryl Ready, Art Vinson, Robert Jordan (Jordan Engineering)

Agenda (Attachment A)

1. Mayor's Announcements

Mayor Eady announced that the City of Oxford is now officially the owner of 13.78 acres of land behind Palmer Stone Elementary and containing part of Dried Indian Creek. The purchase of this property closed today.

2. Committee Reports

- a. Trees, Parks, and Recreation Board – Cheryl Ready reported that the board is finishing its drive to encourage homeowners on Emory Street to agree to trees being planted on their property. Ms. Ready reported that response was slightly better than last time but not a tremendous response. The board is also working on a Master Plan and continuing to review bids for invasive species eradication.
- b. Planning Commission – No report.
- c. Downtown Development Authority (DDA) – No report.
- d. Sustainability Committee – Laura McCanless stated that a Special Called Meeting was held on December 6, 2021 to discuss large and small, short-term and long-term projects. She reported that the second right-of-way meadow is underway thanks to support provided by Oxford College Farm staff and students. The committee is working on compiling their minutes from previous meetings so that they can be posted on the City website.

- e. Committee on Race – Avis Williams reported that the Baskerville Architectural Firm was at Oxford College on December 17th. They also toured Rust Chapel United Methodist Church and Mt. Zion First Baptist Church. An announcement will be forthcoming early in January concerning community meetings about the twin memorials, one on the Atlanta campus, and one on the Oxford campus. The memorial here will acknowledge the contributions of formerly enslaved people who lived in and around Oxford. She is unsure about Watch Night services due to the increase of COVID-19 cases. She has also spoken with a student at Oxford College who wanted to do an article in the Emory Wheel.

3. **Next Steps for Asbury Street Park Ponding** (Attachment B)

The City Council previously discussed the problem with water ponding at Asbury Street Park. The staff and Council would like to discuss the next steps for this issue along with Robert Jordan of Jordan Engineering, who has examined the issue.

Mr. Jordan stated that this issue came to his attention about eighteen months ago. He conducted a quick asbuilt examination of the greenspace area inside the track in August of 2020. He identified three contributing factors: 1) The overall slope between the track and the inlets is supposed to be 1.5-1.8%. The slope varied a lot, but the average slope was .5% - 1.5%. The inlets are slightly higher than designed. He does not think that is the primary cause of the ponding. 2) There are undulations in the surface of the greenspace as depicted on the diagram he provided. 3) He does not know what instructions the landscape contractors were provided as far as installing the sod, but typically there would be three to six inches of granular high-permeable material beneath the sod for a project like this. It appears to him there is a lack of sub-surface drainage between two and eight inches deep.

The third factor is important because the presence of the sub-surface drainage materials allows adequate drainage from the undulations in the field. The absence of sub-surface drainage allows ponding to occur. It would be a simple matter to do a couple of borings to determine if the sub-surface material is missing. He believes this is the greatest contributor to the problem.

Mayor Eady stated the remedy would likely be to pull up the sod, remove some of the clay, then apply the sub-surface drainage material, then reseed or resod the area, which would be costly.

Mr. Jordan agreed with Mayor Eady's statement. He also suggested a less expensive remedy that involves removing the sod in narrow radial strips out from the inlets to the track, filling the strips in with sub-surface material, and putting the removed sod back down. This would cut the cost of repair considerably and would achieve some improvement in the current conditions.

Mayor Eady mentioned a way to level the surface would be to spread sand over the area to level out the undulations and let the grass grow through it over time. Mr. Jordan agreed that sand would level the area in that way and the grass would grow level over time, but the undulations would still be there. The ponding may not be as noticeable,

but it would still occur. It is an inexpensive short-term solution. The radial drains would be an intermediate solution, and a complete rework of the field would be the permanent fix.

Laura McCanless appreciated the information about the sand option since she and Jody had discussed this option previously. She also likes the radial drain option because it would focus on the problem areas. Not all of the area has the ponding problem. She asked if the grates are too high or if they have lips that may be preventing drainage.

Mr. Jordan stated that the elevation of the grates is about .2 higher than designed. If radial drains or replacement of the sod is undertaken, there would need to be some mechanism for the sub-surface drainage to get into the inlets. An approach that may be as cost-effective is to run one-inch PVC pipe from the inlets to the areas that are problematic or add sub-surface material and replace the sod along the path, and level the areas off with sand.

Ms. McCanless stated she hopes to use a less expensive approach. Mr. Jordan advised he may have some names of people with turf expertise. Mayor Eady also asked Bill Andrew to check with Laura Gafnea to see who they consulted for their soccer field at Oxford College.

Mr. Jordan recommended going to the field and doing some plugs to see what is under the sod before undertaking any major repair work.

George Holt would like to know if there are any specifications that address whether the sub-surface materials were included.

Lynn Bohanan stated that she does not want to spend money on something they are not sure will work. Ms. McCanless added that sand and French drains would be more likely to have a positive impact than sand alone.

Ms. Bohanan requested that the locations of the plugs be recorded when they are taken.

Art Vinson stated he was stunned when he saw the design plans, and the extent of the drainage system underneath the sod. He believes if it is not draining, it is a design problem.

Mayor Eady agreed and stated that it would be a good idea to go back to the landscape architect and see if there are any specifications that detail the sub-surface material requirements. However, taking a few plugs is an easy first step.

Mr. Vinson recommended that the current situation be documented before any steps are taken to address the problem.

Mayor Eady asked Jody Reid to work with the Trees, Parks and Recreation Board and go ahead with taking the samples. There are also some specialists at the University of Georgia who may be able to help with this issue.

4. **Next Steps for Coke Street Multi-Use Trail from Watson Street to W. Richardson Street** (Attachment C)

The FY2022 Capital Budget includes \$300,000 set aside for multi-use trails. Previous discussions centered around extending the Oxford Trail from its current northern terminus to W. Richardson Street. Robert Jordan had drafted an estimate at one time estimating costs for various segments.

There is a fairly significant drainage ravine just before W. Richardson Street. Mr. Jordan suggested that it would need to have a culvert or something similar installed if the trail is extended over it. Mayor Eady stated he would prefer to leave it natural and bridge it rather than putting a culvert in it. Ms. McCanless agreed.

Jody Reid recommended using an aluminum bridge like the one installed at George Street Park to minimize maintenance requirements.

Bill Andrew suggested routing the trail down Collingsworth to Hull to W. Richardson to bypass the ravine. He is not sure if there is a ravine on that route. He does know there is a substantial amount of dumped material at W. Richardson St. Some of the dumping is behind the house, but in the 1960s, the City of Oxford used the area as a sanitation landfill.

Mayor Eady suggested an environmental site assessment in the area of the dump. He asked Mr. Jordan if he could find the pins for the property and flag them.

George Holt stated a few years ago there were estimates for five or six different routes to take with the trail, and George Street was selected.

Mr. Jordan stated \$63,000 was the average bridge bid for the George Street Park bridge.

Laura McCanless stated she would like to see this project moving forward. Mayor Eady stated he will meet Bill and Jody on the site to look at the possible landfill site. Staff will work on updating the estimates obtained previously.

5. **Next Steps for Whatcoat Street Improvements** (Attachment D)

The FY2022 Capital Budget includes \$300,000 set aside for improvements to Whatcoat Street. The Mayor and City Council had previously considered adding a sidewalk to the right side of the street coming from the college toward Emory Street. The design included trees to try to achieve symmetry between the left and right side. There is a clear path that would allow avoidance of removal of any trees. Adjusting the route of the sidewalk slightly would also allow avoidance of disruption of the drain underneath.

Mr. Jordan added that aesthetically, sometimes some gentle bends in the sidewalk are preferred. It just depends on how rigid the desire for symmetry is.

Laura McCanless stated that she likes the new path of Whatcoat Street joining George Street. Her concern is what will happen to the sidewalk if the changes to the old City Hall building which are being discussed come to fruition. Will the sidewalk be chopped off to accommodate the building? She also stated that every tree died where the curbing and paving work was completed on Pierce Street very soon after the work was completed. She understands from Beryl Budd that installation of the porous parking area resulted in a lot of the root systems of the trees being stripped off during the grading.

Mayor Eady stated that his thought is a porous material will be used for the sidewalk. Ms. McCanless asked if it could be installed only on top to avoid grading down to the root systems of the trees. This will require further investigation.

Mayor Eady also indicated that the sidewalk could be postponed, and the work could focus for now on realignment of Whatcoat street into George Street to create a safer intersection. Ms. McCanless agreed with this approach.

Art Vinson asked if the traffic volume on Whatcoat Street is known. Mayor Eady stated the City has equipment to do that and can conduct one. Mr. Vinson stated the other northbound streets from campus work well without sidewalks.

Mr. Holt stated he does not think the sidewalks will be used on Whatcoat Street. He also cautioned against spending any money on Whatcoat Street for something that would have to be torn out if the building plans being discussed by the Downtown Development Authority (DDA) move forward. Mayor Eady stated that they are currently conducting an assessment of alternatives and possibly constructing some other buildings in the Town Center area.

Mike Ready commented that changing the alignment of Whatcoat Street coming into George Street benefits anything the DDA is looking at and would only have to be done once. Also, at the Pierce Street location, everything was dug up and redone, and some damage was done in the process. Whatcoat Street would only get a cover over after the work is complete and there would not be digging down into the tree root systems. Mr. Holt stated that Mr. Ready answered part of his concerns, and he does not have a problem with moving forward with the realignment.

Staff will conduct a traffic count on Whatcoat Street.

6. Consider a Final Plat for the Minor Subdivision of 202 Fletcher Street (Attachment E)

Lynn Bohanan has submitted a request to reconfigure her property at 202 Fletcher Street. Mayor Eady asked Ms. Bohanan to stand by to answer any questions but recuse herself from discussion.

The property owned by Ms. Bohanan consists of two lots. The request is to turn the large lot into two lots that both comply with the minimum requirements for lots of their size. The other existing lot would have the small wedge of property where a workshop used to be added to it. The change would be from two lots to three lots. The Planning Commission has recommended approval of the request.

No objections were raised by any Councilmembers. This item will be included on the agenda for the January organizational meeting and regular session.

7. Candidates for the Oxford Planning Commission

Mike Ready will be vacating the Planning Commission due to his election as a City Councilmember. Mayor Eady asked for recommendations to fill the vacancy. He emphasized the importance of this commission and the decisions they make. He stated that the members should be representative of the town in terms of geography and racial diversity.

He stated that the resident who is building a home on Emory Street was recommended to him as a possible candidate. Mike Ready stated that they had provided excellent material to the Planning Commission for their application, however they do not yet live in the City. Mayor Eady asked Bill to locate their development permit application and reach out to them.

Mike Ready also mentioned a resident on Longstreet Circle who came before the Planning Commission regarding a fence around the home and some interior work in March or April and had expressed an interest in being involved with the City.

8. Increase in Compensation for City Staff to be Considered (Attachment F)

A proposal by Mayor Eady to raise the City's minimum salary to \$31,200/year or \$15.00/hour and to raise all other salaries by the same proportional amount of 14.1% has been presented to the City Council for consideration. The goal with this proposal is to give employees of the City of Oxford a livable wage. Mayor Eady presented information documenting that the City's operating budget can support such an increase now and, in the future, based on revenue and expenditure trends.

The main points from the presentation regarding revenue are that Local Option Sales Tax (LOST) and Title Ad Valorem Tax (TAVT) are far outpacing previous predictions. To a lesser extent property values have continued to increase, resulting in an increase in property tax revenue. Over time, electric and water/sewer revenue sales have increased. This increase is mostly due to Oxford College increasing their square footage being serviced by the City of Oxford through capital projects.

The rate of increase for employee salaries has not kept pace with the rate of increase of revenue or expenditures. George Holt observed that perhaps the City should look at decreasing expenditures. Mayor Eady pointed out that total revenues was converging with total expenditures by FY2020, and in FY2021, revenues exceeded expenditures in

the general fund. Mayor Eady stated that it is time for an adjustment to the employee salaries.

Mr. Holt stated he does not have an issue with raising employee salaries. He and Matt Pepper tried last year to determine how salaries could be raised to \$15/hour but could not make it work. They did make some incremental changes to salaries but not to the level being proposed now.

Mayor Eady stated that the Carl Vinson Institute of Government (Institute) will be working with the Council in 2022 to conduct a classification and compensation study, but in the meantime, this is an interim step that can be taken toward right sizing the City's salaries and allowing the City to attract and retain qualified employees.

Mr. Holt observed that the City is not waiting for the results of the compensation and classification study it is paying for to increase salaries. Mayor Eady stated that the study is about more than salary – it is about the classification system as a whole and whether positions should be classified differently and whether compensation should be adjusted in relation to those changes.

Mr. Holt stated that the study seems to be the same thing the Institute did in 2006, from which the pay chart the City is currently using came about.

Mayor Eady presented data showing the impact to the budget of the 14.1% increase. The City has been banking money for several years.

Laura McCanless stated that the data and graphs presented by Mayor Eady are irrefutable, making the decision to go forward with the increases a complete no-brainer.

Mr. Holt asked if the cost for insurance for the City's police officer is for one year. Marcia Brooks confirmed that it is, and that the City pays 95% of his cost and 70% of the cost for his spouse and three dependents.

Mayor Eady stated that there is a push to bring minimum wage up to \$15.00/hour in the private sector, and he wants to be sure the City of Oxford is paying its employees enough for a more livable wage and ensure that no employees have a need to rely on any type of public assistance such as Peach Care to get by. The proposal includes all employees so that no employees will be leap-frogged by the increases on the lower levels.

Mr. Holt stated that when he and Matt Pepper raised the beginning pay scale to 11 and raised a couple of people in proportion, but they did not raise salaries across the board, because some of the employees are already paid more fairly and are not 14.1% behind what they should be paid.

Art Vinson stated that he believes a good argument can be made for bringing the lowest paid workers up to \$15/hour, but he sees no connection between those increases and

increases for all other employees. Mr. Holt agreed with Mr. Vinson. Ms. McCanless stated that Mr. Holt made a fair point. Mr. Holt added that he has always been a champion for paying people more but raising the lowest paid person's salary up to a certain level does not mean the boss's salary must be increased to \$100,000/year.

Mayor Eady stated that no one is getting rich from these raises, and the proposed increases are still significantly lower across the board than a lot of comparable cities that Oxford employees may go work for. One example is an employee that recently left Public Works.

Mr. Holt stated that there will always be situations where employees move on for better pay. Oxford does not have enough work to pay full-time lineman's pay when an employee may do lineman's work once a month.

Mayor Eady stated that in the particular situation he mentioned, it was not so much about paying a lineman's wage as paying a livable wage. He believes if the City could have paid this individual \$2 more per hour, he may have stayed. There is nothing in the proposal saying that the position being discussed would be paid a lineman's wage.

Bill Andrew stated when a lineman is needed, we need to pay someone a lineman's wage. Also, if the person is being asked to work on water and sewer issues, there is a specific skill set required for those tasks as well. He believes the Institute will see those individuals as even more valuable.

Mr. Holt stated that he does not like it being said that the City is losing employees because it will not pay them a lineman's wage. He can advocate for paying a lineman's wage when lineman tasks are being performed, but employees should not be paid a lineman's wage for mowing the grass.

Mr. Holt asked Jody Reid what a lineman does when he/she is not doing lineman's work. Mr. Reid stated that they do a lot more lineman work than one would think. They do some type of line work every day. There are also service orders, reconnects, meter changeouts, water main repairs and other things.

Mr. Holt stated he tried a long time ago to get proper work orders showing exactly what people are doing and has not ever received anything. This information would help the Council to know how much of each type of work is being done. Mayor Eady stated that one project being worked on is an update to the City's accounting and billing system that would have a better interface for work orders to manage workflow processes.

Lynn Bohanan asked if Mr. Holt is talking about a fluctuating pay rate based on what the employee is working on. Mr. Holt stated he was not; he just wants to know what tasks are being worked on if a raise is being asked for.

Mayor Eady asked Mr. Holt if he does not have a problem fundamentally with the 14.1% increase to bring the lowest-paid employees up to a living wage and bring the other

employees closer to par. He gave the example of Emory Police, which pays their starting officers \$46,000 per year, which is the same amount in the proposal for police officers.

Mr. Holt stated that what he said was if it takes a 14.1% increase to bring the lowest-paid employee up to parity, that does not mean everyone up the line should also get a 14.1% increase. Mayor Eady observed that it becomes an issue of how to implement it fairly.

Bill Andrew pointed out that increasing the grade 11 and 12 positions by 14.1% will make them bump right up against the starting pay for the grade 14 position. He believes that when the inflation rate is taken into consideration, the Institute's compensation and classification study will recommend increases beyond the 14.1% at all position levels to be competitive. Waiting for their recommendations is an option, but the City is in danger of losing employees and is unable to attract highly qualified employees at the current rates.

Mayor Eady challenged the Councilmembers to look at the Pay column on the attachment showing the increase and look at comparable cities of their choice, and he believes they will find that each one is comparable with the raise included. He also agreed with Mr. Andrew that the Institute's study will likely recommend further increases.

Mr. Holt asked if that is true, why not wait for completion of the study. Mayor Eady advised he believes the employees are owed increases now rather than waiting twelve months. This proposal is leveling the pay to where it should be. The employees have not benefited from the increase in revenue and expenditures by the City over time.

Ms. McCanless stated that raising the pay will result in the City drawing from a pool that will not even consider working for Oxford now.

Avis Williams thanked Mayor Eady, Mr. Andrew, and Ms. Brooks for putting the numbers together. She believes it looks reasonable to treat the City's people fair as rates of inflation have gone up and not their rates of pay.

Mayor Eady stated he spoke with James Windham and he does not have any issues with the proposal. He would like to have a vote on this proposal in January.

Mr. Holt asked if the proposal will move forward without demonstrating how it will impact the budget. Usually when changes such as this are proposed, the impact to the specific budget is shown. Mayor Eady stated he will work with Mr. Andrew and Ms. Brooks to come up with data showing how the raise will impact the FY 2022 budget and determine if any budget amendments are necessary.

Mike Ready pointed out that the change for FY 2022 is about \$65,000. He stated that he is in favor of an across-the-board raise. Changing only selected employees sends

the wrong message to employees. It needs to be done now to make the changes more incremental rather than making huge changes based on the Institute's recommendations.

Lynn Bohanan stated that she is in favor of the increase for all employees.

Mr. Holt clarified that he is not against raising pay but does not feel that all employees are 14.1% below their proper pay level. Mr. Vinson agreed with Mr. Holt's statement.

Mayor Eady disagreed and reiterated that the comparable positions from the competitive market demonstrate that a 14.1% increase of all positions brings all employees up to parity. He feels highly confident that the Institute's study, which will benchmark Oxford's salaries against those of other cities for comparable positions, will validate the 14.1% increase for all employees.

9. Contract with Carter & Sloope Consulting Engineers for the CDBG Water Line Replacement Project (Attachment G)

Carter & Sloope assisted the City of Oxford with the application for the CDBG Water Line Replacement Project. Staff proposes contracting with Carter & Sloope to complete the Final Design, Permitting Assistance, Bidding Supervision, Construction Contract Administration, Construction Observation, and any necessary Preliminary or Permanent Easement Drawings.

Mayor Eady stated that the firm has been a great partner throughout the City's two-year attempt to get the grant and he feels confident of their ability to handle completion of the listed tasks for the project.

There was no discussion. Approval of the contract will be put to a vote in the January regular session.

10. GDOT Local Maintenance Improvement Grant (LMIG) Application (Attachment H)

The City of Oxford must submit its LMIG application by February 1, 2022. Staff recommends banking the funds for one year, which is allowed by the Georgia Department of Transportation (GDOT), so that the funds can be applied to the roads where they are most needed based on the paving analysis recently contracted for. However, the City must list an intended use for the funds in the application.

Bill Andrew recommended using the manual rating list Jody Reid had compiled about one year ago to select a road that is rated as needing repairs soon. Mr. Andrew stated that E. Clark Street is most in need of repair and widening, but easements must be obtained from property owners to complete the work.

Mayor Eady stated that a project had been discussed to relocate E. Clark Street slightly north and align it with W. Clark Street. Laura McCanless reminded Mayor Eady that the E. Clark Street property had been deeded to the Downtown Development Authority

(DDA). Mayor Eady acknowledged this fact but felt that the City could work with the DDA to facilitate obtaining the easements.

Ms. McCanless asked how a turnaround for emergency vehicles at the end of the street would be handled. Mayor Eady stated there are several proposed ways to handle this and a decision would have to be made as to which one is chosen. He believes another road should be listed for the LMIG grant because the E. Clark Street project would require a much larger financial investment.

After discussion, it was determined that E. Richardson St. would be listed on the application.

11. Discussion to Provide Clarity on the Personnel to be Supervised by the City Manager

The City Charter states that the City Manager shall have the power and it shall be his duty to exercise supervision and control of all departments and all divisions created in this charter. The Code of Ordinances states that the Chief of Police and all other police officers shall be under the control of the City Manager.

Mayor Eady asked if it is more a matter of the City Council from a policy perspective to recognize that the Police Chief and all police officers report to the City Manager or does the City Council wish to amend its charter to remove any ambiguity.

George Holt stated that the Charter supersedes the handbook and ordinances. He also stated that the Charter does not say that the police officers are supervised by the City Manager. The City Manager's job description states that the City Manager has the power to appoint and employee all employees required by the City with the exception of those employees appointed by the Charter. The Charter specifies that the City Council will appoint the Police Chief at the first meeting of the year. It also states that appointed employees are not considered employees of the City, and the Mayor is the only one who has the authority to suspend or remove an appointed official. He believes there are conflicting provisions within the Charter, and it needs to be amended.

Bill Andrew stated he believes the Charter is referring to the judges and attorney not being employees. He believes the Police Chief is an employee. Mr. Holt asked how the Police Chief can be supervised by the City Manager if he gets all his orders from the Mayor and City Council. Mr. Andrew stated he does not believe the Police Chief gets all his order from the Mayor and City Council. He believes David Strickland needs to review these issues.

Mayor Eady stated that the appointment of the Police Chief by the Mayor and City Council does not preclude the City Manager's authority of oversight of the Police Department. Mr. Andrew added that the Police Department has a set of SOPs, but they are superseded by the Employee Handbook policies, which are administered by the City Manager.

Mr. Holt pointed out that the employees of the City Clerk are under the City Manager, but the City Clerk reports to the Mayor and City Council.

Mayor Eady stated that the legal points raised need to be clarified, but this is also an opportunity to clarify the ordinances as well.

Mr. Andrew asked if a Zoom meeting with Ms. Brooks, Mr. Strickland and Mr. Holt may be appropriate. Mayor Eady asked Mr. Andrew to set the meeting up.

12. Other Business

Bill Andrew stated that the new police chief is ready to start with Oxford. A vote will be taken at the January regular session to approve the appointment.

13. Work Session Meeting Review

14. Executive Session

The City Council went into Executive Session at 9:18 p.m. to discuss personnel matters. The City Council ended Executive Session and returned to open session at 9:25 p.m.

15. Adjourn

The meeting was adjourned by Mayor Eady at 9:26 p.m.

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer

City of Oxford
Invoices >=\$1,000
Paid June 2023

VENDOR	DESCRIPTION	AMOUNT
RECURRING CHARGES		
Newton County Sheriff's Office	Prisoner Housing, May 2023	1,020.00
Newton County Water & Sewerage Authority	Sewer Treatment Fees, 4/27/2023 – 5/30/2023	7,776.40
Georgia Municipal Association	GMEBS Retirement, June 2023, invoice #444104	5,780.92
Georgia Municipal Association	GMEBS Life & Health Premiums, June 2023	15,069.94
Georgia Department of Labor	Unemployment charges for quarter ending 12/31/2022 – Linda Sumner	1,071.00
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for May 2023	92,283.28
Southeastern Power Administration (SPA)	SEPA Energy Cost May 2023 – invoice #B-23-1991 – 2,980.58 April 2023 – invoice #B-23-1721 – 2,986.80	5,967.38
Electric Cities of Georgia	Consulting and planning services for June 2023	5,566.00
U.S. Dept. of Treasury	Federal Payroll Taxes, June 2023	15,969.99
VC3, Inc.	IT monthly services, May 2023, invoice #111243	2,722.22
Courtware Solutions	Licensing, support and maintenance for Municipal Court case management – May 2023	1,200.00
Latham Home Sanitation	Residential and Commercial Waste Removal Services May 2023	7,372.89
Bureau Veritas	Code Enforcement – October 2022 – January 2023; Planning Study – Laurie Deemer; Inspection 506 Moore Street; Permit Fees – March 2023	5,085.00

VENDOR	DESCRIPTION	AMOUNT
PURCHASES/CONTRACT LABOR		
C. David Strickland, P.C.	Legal services, May, 2023	1,335.00
Steven A. Hawthorn	Municipal Court Judge services, April – June 2023	1,562.50
Mauldin & Jenkins	Payment of balance due for FY 2022 independent audit	1,400.00
HCS Services	Water main repair, West Richardson Street	1,250.00
Cintas	Uniform expenses for Public Works, May 2023	1,107.84
Burford's Tree LLC	Powerline Tree Trimming 2023 (approved in FY 2023 budget)	40,020.96
Over and Under General Contractors, Inc.	Emergency repairs – 3/9/2023, 4/9/2023, 6/25/2023, 6/26/2023	4,934.86
Pi-Jon, Inc.	Fuel for Public Works and Police Departments; P.O. #15056	4,508.29
Big & Heavy Equipment Service, LLC	Repairs to Wood Chipper Truck	2,199.56
Air Conditioning Specialist, Inc.	Diagnostic charge for City Clerk's office and repair of hanging heater in Maintenance Facility	1,219.00
Shots Fired Indoor Range	Purchase of Two Rifles and setup for Police Department	1,204.00
Loyd's Glass Company	Repair of window at City Hall, P.O. 15073	1,118.75
Beryl Budd	Arborist services January – February 2023	1,612.50
UGA Research Foundation, Inc.	Work on Dried Indian Creek Restoration and Greenway Trail	36,631.00
Keck + Wood	Emory Street Sidewalk Replacement W. Soule to Post Office – Phase II	3,964.50
Stananco Power and Equipment	Repairs to 60" mower, P. O. 14466	1,491.46
G&C Supply Co., Inc.	Street signs, P.O. 14982	2,029.32
Benise-Dowling & Associates	Painting and Lead Paint Abatement, Old Church – work through June 30, 2023	32,049.00
Courtyard Jekyll Island	Municipal Court Judges Training - lodging (Steve Hathorn)	1,272.00
Goodyear	New tires, police units 04 and 05; P. O. 15098	1,256.00