



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

ELECTED OFFICIALS PRESENT:

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

STAFF PRESENT:

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

OTHERS PRESENT: Larry Westmoreland, Terry White

Agenda (Attachment A)

1. Mayor's Announcements

Police Chief Mark Anglin introduced the City's newest police officer, Terry White. Officer White was a member of the military and retired from another law enforcement agency. Chief Anglin stated that he has five applicants for the remaining vacancy in the Oxford Police Department. The City Council welcomed Officer White.

2. Committee Reports

- a. **Trees, Parks, and Recreation Board** – Cheryl Ready provided the report for this Board. She announced that Mike Rogers is the new Chairman, she is the Co-Chairman, and Theresa Eady remains the Secretary.
- b. **Planning Commission** – Bill Andrew provided the report for this Committee.
- c. **Sustainability Committee** – Laura McCanless provided the report for this Committee. A discussion was held about property owner rights regarding the spread of wisteria to other properties.
- d. **Downtown Development Authority (DDA)** – Mike Ready provided the report for this Authority. He stated the RFP for the Whatcoat Street development will go out soon for forty-five (45) days.

3. Discussion of Latham Home Sanitation Co., Inc. proposal for Solid Waste and Recycling Collection Service (Attachment B)

The City Council held a discussion with Rick Jarvis of Latham Home Sanitation concerning the continuing problems the City experiences and their request to increase the rates the City is paying. City staff have also prepared documents to release a RFP if the City Council desires to obtain bids.

Mr. Jarvis stated that the last City to request bids was Grayson. He bid \$21.00 and won the contract. The rate he is proposing to Oxford is lower than that. He stated that our route does not generate a profit – it only has 600 or so houses, and it takes 1,000 houses on a route to make a profit. Disposal charges have gone up 20%, and recycling charges have gone up 50%.

He advised that they will bid if a RFP is released by Oxford. He advised that they take all recycling to Pratt or West Rock. He then stated that they may not bid or may not bid at the same rate.

Marcia Brooks stated that the City does have a good relationship with Latham, and that Latham is responsive when her staff calls them.

The City Councilmembers did not wish to release a RFP. They plan to move forward with the increased rates and add the bulk/white good pickup that is on the current contract.

The City Council will need to discuss increasing the customer rates separately.

4. Award of the FY 2019 CDBG and City Funds to Anderson Grading & Pipeline, LLC for water line replacement (Attachment C)

Bill Andrew stated that the RFP for bids on the FY 2019 CDBG project did not receive any responses the first time it was released. The second time it was released, three bids were received. Carter and Sloope recommend awarding the contract to Anderson Grading & Pipeline who submitted the low bid. The bid is considerably higher than the project was originally planned for. One decision is whether to use the ARPA funds. Mr. Andrew is currently waiting for approval from the Georgia Department of Community Affairs to allow this. There is also money available in the Water/Sewer Capital account. SPLOST excess funds are also available. Anderson is proposing better materials for a lower price.

Mayor Eady summarized that if ARPA funds can be used, local funds of about \$350,000 will be needed.

Erik Oliver and Mike Ready were in favor of using SPLOST excess funds. George Holt and Jim Windham requested clarification on the base bid materials.

5. City of Oxford to assume caretaking and management of Old Church and Catherine Boyd's Cottage (Attachment D)

The Oxford Historical Society has unanimously agreed to a request from the Oxford City Council to terminate the lease for Old Church and Catherine Boyd's Cottage. The City of Oxford will take over caretaking and management of the buildings as event spaces. Mayor Eady recommended making the transfer effective July 1, 2023. The City Council will vote on this in May. David Strickland will take care of the legal requirements of terminating the lease. A fee structure will also need to be developed. The City anticipates that it will be available for weddings in the Fall of 2023. Erik Oliver stated that they plan to have the July 3rd events this year. The City Council will vote on this in May.

6. Correcting the City Boundary via the Official Zoning Map (Attachment E)

Mayor Eady stated that at some point along the way, the City Charter in Municode has lost the correct information about lot numbers. Oxford was originally incorporated on three land lots. The charter also says the boundaries are wherever they are shown on the official zoning map. Somewhere along the way the boundaries on the official zoning map have become inconsistent with the right-of-way survey done by Robert Jordan. The goal at this time is to establish a basis for correctly identifying the boundaries on the zoning map.

The City Council was in agreement with adopting Robert Jordan's survey as the official map for the City of Oxford.

7. Other Business

8. Work Session Meeting Review

- a. Continue contract with Latham Home Sanitation, stay in contact with Rick Jarvis
- b. Use SPLOST excess funds for CDBG project
- c. Terminate lease with Oxford Historical Society for Old Church and Catherine Boyd's cottage and assume management of the facilities
- d. Adopt Robert Jordan's survey map as the official city boundaries map.

9. Executive Session

No Executive Session was held.

10. Adjourn

The meeting was adjourned by Mayor Eady at 9:15 p.m.

Respectfully Submitted,

Marcia Brooks



City Clerk/Treasurer

**Oxford Mayor and Council
Work Session
Monday, March 20, 2023 – 6:30 P.M.
Oxford City Hall
110 W. Clark Street, Oxford, Georgia
Agenda**

1. **Mayor's Announcements:** Introduction of our newest Police Officer, Mr. Terry White
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. ***Discussion of Latham Home Sanitation Co. Inc. proposal for Solid Waste and Recycling Collection Service:** Please note that staff is endeavoring to map out a Request for Proposal for this service in order to compare pricing.
4. ***Award of the FY 2019 CDBG and City Funds to Anderson Grading & Pipeline, LLC for Water Line Replacement:** Please see attached document "CDBG Budget Detail" for more information.
5. ***As requested by the Oxford Historical Society (OHS), consider terminating the Lease for The Old Church and Catherine Boyd's Cottage with the OHS and for the City of Oxford to assume the caretaking and management of these facilities for use as a venue.**
6. ***Correcting the City Boundary via the Official Zoning Map:** The City Council needs to review the ROW survey and adopt it as the official map of the city and have NEGRC correct the Official Zoning Map accordingly.
7. **Other Business**
8. **Work Session Meeting Review:** Mayor Eady will review all the items discussed during the meeting.
9. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

*Attachments

Latham Home Sanitation Co., Inc.

P.O. Box 515 • Loganville, GA 30052 • 770-554-0455

31 March 2023

Mr. Bill Andrew
City Manager
City of Oxford
110 West Clark Street
Oxford, Georgia 30054

RE: Solid Waste and Recycling Collection Service

Dear Mr. Andrew,

Latham Home Sanitation began servicing the City of Oxford on 1 July 2012 with once weekly solid waste and recycling collection service. As an Oxford College graduate, Class of '78, the City of Oxford has been a sentimental favorite of mine and a source of pride to provide contracted service to your beautiful city. As discussed in late fall, LHS is now officially requesting a rate increase from the City of Oxford to accurately reflect the current industry market.

Over the years, we have deflected numerous consumer cost-of-living adjustment opportunities by rearranging routes to incorporate Oxford's business within other neighboring routes/cities. We have requested and received a total of two rate increases in the last eleven years. Our last rate increase was awarded on 1 July 2020. In addition, we have successfully maintained our current rate over the last three years despite nationwide inflation and surging diesel prices which have not abated. As a result, we have exhausted all our efforts to maintain service at the current rate.

I understand budgets are being created for the City's upcoming fiscal year, beginning 1 July 2023. I would like to request the proposed new monthly rate for once-per-week solid waste collection and recycling service be approved and implemented on our contract's anniversary date of 1 July 2023.

Please find a Price Sheet attached with our newly proposed itemized prices.

We recognize this increase may raise questions with the City's leadership. We are available to meet with you, Mayor, and City Council to discuss any identified issue or concern regarding this request.

Again, LHS remains committed and will continue to strive to ensure Oxford's weekly solid waste and recycling collection remains a successful endeavor. We are honored to continue service while keeping our rates competitive and level of service sustainable. Your prompt attention and approval shall be greatly appreciated.

Sincerely submitted,

Barbara Latham Jarvis
President

"Your Recycling Specialist"

1 July 2023 Proposed monthly charges for the City of Oxford are as follows:

Once per week residential collection with a 95 or 65 gallon Roll-A-Waste container

\$ 16.25 per house/per month

Price per each additional 95 or 65 gallon Roll-A-Waste residential container

\$ 7.50 per container/per month

Once per week commercial collection with 95 or 65 gallon Roll-A-Waste container

\$19.75 per commercial business/ per month

Price per each additional 95 or 65 gallon Roll-A-Waste commercial container

\$ 7.50 per commercial container/ per month

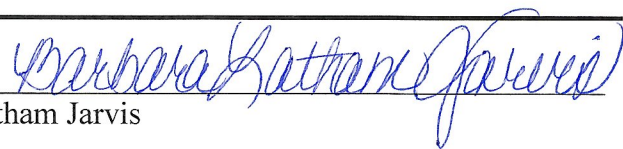
Price for an 18 gallon recycling tub

NO CHARGE

Price for a 95 or 65 Roll-A-Waste RECYCLING Container is an additional

\$ 10.00 /per month

Dated 31 March 2023

Signed by: 
Barbara Latham Jarvis
President

CDBG Budget Detail

On October 21, 2021, the City was awarded a Community Development Block Grant (CDBG) grant in the amount of \$750,000 to perform water system improvements in the following location(s): Oxford Road, Keel Street, West Keel Street, Beakhead Court, Cat Paw's Court, and Perry Circle.

When the CDBG application was put together, the original budget for this project was \$1,228,900. However, the Preliminary Engineering Report (PER) prepared by Carter & Sloope indicated a budget of \$1,340,630. Both these numbers obviously did not anticipate the recent surge in inflation.

In the initial round of bidding, the City did not receive any response. In the second (current) round, the low bid is \$1,978,475 of which \$750,000 would be covered by the CDBG funds. The City has \$877,285 in American Rescue Plan Act (ARPA) funds. Combining the CDBG and ARPA funds would equal \$1,627,285, leaving a deficit of \$351,190 to be paid by local funds. The required match for the CDBG funds is \$478,900 in local funds. To date, the City has spent \$85,811 dollars in engineering from FY 2022 and 2023.

$\$85,811 + 351,190 = \$437,001$ in local dollars we could spend if we used all the ARPA funds. But this would leave us short \$41,899 in our local dollar match.

The Northeast Georgia Regional Commission has checked the award special conditions, in which #2 states "to prevent a duplicate benefit, the Recipient must certify it will not use American Rescue Plan Act or State Fiscal Recovery Act dollars (from the competition ending October 31, 2021) for the awarded CDBG project without prior DCA approval."

NEGRC indicated DCA has been a bit more lenient on local governments using ARPA funds for CDBG projects, but that it is up to their discretion. NEGRC has reached out to Malisa Thompson at DCA to see if we may use ARPA funds for the project, and if so, if the ARPA funds can count towards our match.

The preference would be to use all the ARPA funds for one project so as to create the least burden for reporting and auditing.

Currently, the City has \$1,500,753 in our Water/Sewer Capital Account.

The City had planned to use the ARPA funds for the transite pipe replacement, but the cost of this project could now delay that project.

BID TABULATION RECEIVED ONLINE THROUGH QUESTCDN for the City of Oxford March 30, 2023 at 3:00 pm				CARTER & SLOOPE, INC. CONSULTING ENGINEERS 1031 Stonebridge Parkway Watkinsville, GA 30677					
PROJECT: City of Oxford FY 2019 CDBG C&S PROJECT NO.: 09800.003				BIDDERS: Anderson Grading & Pipeline, LLC 221 S. Mildred Ave. Monroe, GA 30655		FS Scarborough, LLC 500 Lanier Ave. W, Ste 911 Fayetteville, GA 30214		Site Engineering Inc. 7025 Best Friend Rd. Atlanta, GA 30340	
ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
1. Fixed - ROCK EXCAVATION & REMOVAL									
1001	390	CY	Rock Removal	\$ 95.00	\$ 37,050.00	\$ 95.00	\$ 37,050.00	\$ 95.00	\$ 37,050.00
2. SOIL EROSION & SEDIMENT CONTROL									
2001	3500	LF	Sd1-NS, Silt Fence - Non-Sensitive	\$ 3.00	\$ 10,500.00	\$ 2.76	\$ 9,660.00	\$ 4.00	\$ 14,000.00
2002	4	EA	Sd2-P, Inlet Sediment Trap, Type P	\$ 244.00	\$ 976.00	\$ 159.26	\$ 637.04	\$ 500.00	\$ 2,000.00
2003	75	EA	Cd-Hb, Check Dam - Hay Bale	\$ 407.00	\$ 30,525.00	\$ 196.01	\$ 14,700.75	\$ 200.00	\$ 15,000.00
2004	3	EA	Construction Exit	\$ 2,926.00	\$ 8,778.00	\$ 3,983.68	\$ 11,951.04	\$ 2,500.00	\$ 7,500.00
2005	11000	SY	Permanent Grassing complete including sod, fine grading, fertilizing, & all necessary appurtenances to establish an acceptable stand of grass.	\$ 13.00	\$ 143,000.00	\$ 1.84	\$ 20,240.00	\$ 15.00	\$ 165,000.00
2006	6	MTHS	NPDES Monitoring	\$ 620.00	\$ 3,720.00	\$ 459.39	\$ 2,756.34	\$ 800.00	\$ 4,800.00
2007	1.9	Acres	Notice of Intent (NOI) Filing Fee	\$ 90.00	\$ 171.00	\$ 61.25	\$ 116.38	\$ 500.00	\$ 950.00
3. WATER DISTRIBUTION - Water mains and freebores									
3001	80	LF	8" Dia. RJ DIP Water Main, Pressure Class 350	\$ 102.00	\$ 8,160.00	\$ 147.59	\$ 11,807.20	\$ 180.00	\$ 14,400.00
3002	5500	LF	8" Dia. DIP Water Main, Pressure Class 350	\$ 97.00	\$ 533,500.00	\$ 140.02	\$ 770,110.00	\$ 170.00	\$ 935,000.00
3003	180	LF	6" Dia. RJ DIP Water Main, Pressure Class 350	\$ 87.00	\$ 15,660.00	\$ 136.97	\$ 24,654.60	\$ 175.00	\$ 31,500.00
3004	440	LF	6" Dia. DIP Water Main, Pressure Class 350	\$ 71.00	\$ 31,240.00	\$ 129.53	\$ 56,993.20	\$ 165.00	\$ 72,600.00
3005	2700	LF	6" Dia. PVC Water Main, C900 DR 14	\$ 83.00	\$ 224,100.00	\$ 119.58	\$ 322,866.00	\$ 160.00	\$ 432,000.00
3006	3	EA	Connect to Existing 6" Water Main	\$ 7,103.00	\$ 21,309.00	\$ 7,421.75	\$ 22,265.25	\$ 5,000.00	\$ 15,000.00
3007	1	EA	Connect to Existing 6" Water Main at Tee Connction	\$ 6,689.00	\$ 6,689.00	\$ 10,756.14	\$ 10,756.14	\$ 5,000.00	\$ 5,000.00
3008	40	LF	Open Cut 16" Dia. Steel Casing, 0.250" WT (carrier pipe paid under separate item)	\$ 209.00	\$ 8,360.00	\$ 181.65	\$ 7,266.00	\$ 500.00	\$ 20,000.00
3009	160	LF	Open Cut 12" Dia. Steel Casing, 0.250" WT (carrier pipe paid under separate item)	\$ 141.00	\$ 22,560.00	\$ 130.86	\$ 20,937.60	\$ 450.00	\$ 72,000.00
3010	75	LF	Freebore 8" Water Main	\$ 77.00	\$ 5,775.00	\$ 294.31	\$ 22,073.25	\$ 200.00	\$ 15,000.00
3011	75	LF	Freebore 6" Water Main	\$ 77.00	\$ 5,775.00	\$ 294.31	\$ 22,073.25	\$ 200.00	\$ 15,000.00
3012	300	LF	8" Polyethylene Encasement	\$ 4.00	\$ 1,200.00	\$ 13.69	\$ 4,107.00	\$ 10.00	\$ 3,000.00
3013	50	LF	6" Polyethylene Encasement	\$ 11.00	\$ 550.00	\$ 13.69	\$ 684.50	\$ 10.00	\$ 500.00
4. WATER DISTRIBUTION - Appurtenances									
4001	6	EA	8" Gate Valve, MJ w/Box	\$ 4,234.00	\$ 25,404.00	\$ 3,473.40	\$ 20,840.40	\$ 6,000.00	\$ 36,000.00
4002	15	EA	6" Gate Valve, MJ w/Box	\$ 3,325.00	\$ 49,875.00	\$ 2,488.90	\$ 37,333.50	\$ 5,000.00	\$ 75,000.00
4003	9	EA	Fire Hydrant Assembly on 8" Main, complete with 3-way Fire Hydrant, +/- 5 LF 6" DI lead, hydrant tee, 6" gate valve with box, gravel, rodding, etc.	\$ 9,249.00	\$ 83,241.00	\$ 7,574.47	\$ 68,170.23	\$ 12,000.00	\$ 108,000.00
4004	1	EA	Fire Hydrant Assembly on 8" Main, complete with 3-way Fire Hydrant, Gradelok anchor coupling, +/-5 LF 6" DI lead, hydrant tee, 6" gate valve with	\$ 9,778.00	\$ 9,778.00	\$ 7,574.47	\$ 7,574.47	\$ 12,000.00	\$ 12,000.00
4005	7	EA	Fire Hydrant Assembly on 6" Main, complete with 3-way Fire Hydrant, +/-5 LF 6" DI lead, hydrant tee, 6" gate valve with box, gravel, rodding, etc.	\$ 9,134.00	\$ 63,938.00	\$ 7,480.35	\$ 52,362.45	\$ 12,000.00	\$ 84,000.00
4006	1	EA	12"x8" Tapping Sleeve & Valve with V.B.	\$ 13,785.00	\$ 13,785.00	\$ 9,915.37	\$ 9,915.37	\$ 12,500.00	\$ 12,500.00
4007	21	EA	Concrete Valve Marker	\$ 83.00	\$ 1,743.00	\$ 80.72	\$ 1,695.12	\$ 100.00	\$ 2,100.00
4008	1.4	TN	Fittings (Including MJ, DJ, & RJ)	\$ 27,840.00	\$ 38,976.00	\$ 18,161.51	\$ 25,426.11	\$ 20,000.00	\$ 28,000.00
4009	2	EA	Adjust Valve Boxes to Grade	\$ 521.00	\$ 1,042.00	\$ 1,509.27	\$ 3,018.54	\$ 1,000.00	\$ 2,000.00
5. WATER DISTRIBUTION - New Services									
5001	45	EA	Relocate Existing Water Meter to R/W	\$ 649.00	\$ 29,205.00	\$ 1,364.25	\$ 61,391.25	\$ 400.00	\$ 18,000.00
5002	45	EA	Reconnect Existing Water Meter	\$ 959.00	\$ 43,155.00	\$ 1,364.25	\$ 61,391.25	\$ 400.00	\$ 18,000.00
5003	5	EA	Replace Water Meter Lid	\$ 49.00	\$ 245.00	\$ 156.67	\$ 783.35	\$ 200.00	\$ 1,000.00
5004	50	EA	3/4" Service Connection to 8" Main (Including Tapping Saddle, Corporation Stop, Curb Stop, etc.)	\$ 1,816.00	\$ 90,800.00	\$ 1,439.10	\$ 71,955.00	\$ 1,800.00	\$ 90,000.00
5005	15	EA	3/4" Service Connection to 6" Main (Including Tapping Saddle, Corporation Stop, Curb Stop, etc.)	\$ 1,804.00	\$ 27,060.00	\$ 1,432.20	\$ 21,483.00	\$ 1,800.00	\$ 27,000.00
5006	15	EA	1" Double-Set Service Connection to 6" Main (Including 1x Tapping Saddle, 1x Corporation Stop, 1x Yoke, 2x Curb Stops, etc.)	\$ 2,612.00	\$ 39,180.00	\$ 2,037.32	\$ 30,559.80	\$ 2,000.00	\$ 30,000.00
5007	1500	LF	3/4" Copper Service Tubing	\$ 23.00	\$ 34,500.00	\$ 36.65	\$ 54,975.00	\$ 40.00	\$ 60,000.00
5008	400	LF	1" Copper Service Tubing	\$ 27.00	\$ 10,800.00	\$ 39.69	\$ 15,876.00	\$ 50.00	\$ 20,000.00

PROJECT: City of Oxford FY 2019 CDBG C&S PROJECT NO.: 09800.003				BIDDERS: Anderson Grading & Pipeline, LLC 221 S. Mildred Ave. Monroe, GA 30655		FS Scarborough, LLC 500 Lanier Ave. W, Ste 911 Fayetteville, GA 30214		Site Engineering Inc. 7025 Best Friend Rd. Atlanta, GA 30340	
ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
5009	1000	LF	3/4" Service Connection Free Bore (Including PVC Casings, etc.)	\$ 35.00	\$ 35,000.00	\$ 77.53	\$ 77,530.00	\$ 25.00	\$ 25,000.00
5010	250	LF	1" Service Connection Free Bore (Including PVC Casings, etc.)	\$ 35.00	\$ 8,750.00	\$ 80.56	\$ 20,140.00	\$ 25.00	\$ 6,250.00
6. WATER DISTRIBUTION - Abandon old mains									
6001	10	EA	Remove existing fire hydrant, valve box and cut & plug	\$ 1,038.00	\$ 10,380.00	\$ 1,745.53	\$ 17,455.30	\$ 1,500.00	\$ 15,000.00
6002	10	EA	Abandon existing valve box & fill w/ conc.	\$ 295.00	\$ 2,950.00	\$ 860.05	\$ 8,600.50	\$ 500.00	\$ 5,000.00
6003	5	EA	Cut & Cap 6" Water Main	\$ 2,852.00	\$ 14,260.00	\$ 1,958.43	\$ 9,792.15	\$ 2,000.00	\$ 10,000.00
7. REMOVING & REPLACING PAVEMENTS									
7001	350	SY	Asphalt Roadway Repair/Replacement	\$ 326.00	\$ 114,100.00	\$ 116.38	\$ 40,733.00	\$ 150.00	\$ 52,500.00
7002	100	SY	Asphalt Driveway Repair/Replacement	\$ 168.00	\$ 16,800.00	\$ 106.58	\$ 10,658.00	\$ 100.00	\$ 10,000.00
7003	20	SY	Dirt Driveway Repair/Replacement	\$ 13.00	\$ 260.00	\$ 29.40	\$ 588.00	\$ 20.00	\$ 400.00
7004	120	SY	Gravel Driveway Repair/Replacement	\$ 18.00	\$ 2,160.00	\$ 42.88	\$ 5,145.60	\$ 30.00	\$ 3,600.00
7005	250	SY	Concrete Driveway Repair/Replacement	\$ 127.00	\$ 31,750.00	\$ 183.76	\$ 45,940.00	\$ 80.00	\$ 20,000.00
7006	20	LF	Concrete Curb & Gutter Repair/Replacement	\$ 112.00	\$ 2,240.00	\$ 73.50	\$ 1,470.00	\$ 100.00	\$ 2,000.00
8. Allowances									
8001	1	EA	Material Price Escalation Allowance	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
8002	1	EA	Testing Allowance	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
TOTAL COST ITEMS 1-8 FOR THE AMOUNT OF:					\$ 1,978,475.00		\$ 2,234,008.93		\$ 2,708,150.00
9. Alternates									
9001	80	LF	8" Dia. RJ PVC Water Main, C900 DR 14Installed with Type 6 Bedding	\$ 91.00	\$ 7,280.00	\$ 142.03	\$ 11,362.40	\$ 205.00	\$ 16,400.00
9002	5500	LF	8" Dia. PVC Water Main, C900 DR 14Installed with Type 6 Bedding	\$ 102.00	\$ 561,000.00	\$ 135.47	\$ 745,085.00	\$ 185.00	\$ 1,017,500.00
9003	180	LF	6" Dia. RJ PVC Water Main, C900 DR 14Installed with Type 6 Bedding	\$ 70.00	\$ 12,600.00	\$ 123.70	\$ 22,266.00	\$ 200.00	\$ 36,000.00
9004	440	LF	6" Dia. PVC Water Main, C900 DR 14Installed with Type 6 Bedding	\$ 70.00	\$ 30,800.00	\$ 119.04	\$ 52,377.60	\$ 180.00	\$ 79,200.00
I hereby certify that this Bid Tabulation is a true and accurate representation of all Bids received on March 30, 2023.									
Chad Peden PE James Chad Peden PE#042771									



April 7, 2023

Mr. Bill Andrew
City Manager
City of Oxford
110 West Clark Street
Oxford, GA 30054

RE: City of Oxford
FY 2019 CDBG
C&S Project No.: O9800.003

Dear Mr. Andrew:

As you are aware, bids were received and opened for the referenced project on March 30, 2023, at 3:00 PM. We have checked and tabulated the base bids received as follows:

<u>Contractor</u>	<u>Base Bid</u>	<u>Base Bid with Alternates</u>	<u>% Over Low Bid</u>
1. Anderson Grading & Pipeline, LLC	\$1,978,475.00	\$2,001,595.00	-
2. FS Scarborough, LLC	\$2,234,008.93	\$2,201,534.93	12.9%
3. Site Engineering, Inc.	\$2,708,150.00	\$2,803,750.00	36.9%

Bidders were requested to submit prices on alternate bid items, which included installing PVC C900 water main in lieu of DIP. Since the price for the alternate bid items was greater than the base bid for the apparent low bidder and the use of PVC C900 for this project does not offer any advantage over DIP, C&S recommends accepting the base bid **without** the alternate bid items.

Since the low bidder appears to have adequate experience, technical ability, and financial capability to complete this project and has successfully completed similar projects, **Carter & Sloope recommends that this Contract be awarded to Anderson Grading & Pipeline, LLC in an amount equal to \$1,978,475.00.**

We are attaching the certified "Bid Tabulation" to this letter for your records. We are also transmitting the Notice of Award for this project. Please print and execute four (4) copies of the Notice of Award and return the original executed documents to our office as soon as possible. We will prepare four (4) originals of the Agreement and forward them to you once the Contractor has executed the Agreement and delivered all the necessary Payment and Performance bonds and Certificates of Insurance.

Mr. Bill Andrew, City Manager
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April 7, 2023

If you have any questions or need any additional information, please call us.

Sincerely,

Chad Peden, P.E.

JCP:jal

Enclosures: Certified Bid Tabulation
 Notice of Award

NOTICE OF AWARD

Date of Issuance:

Owner: City of Oxford

Owner's Project No.:

Engineer: Carter & Sloope, Inc.

Engineer's Project No.: 09800.003

Project: FY 2019 CDBG

Contract Name: FY 2019 CDBG

Bidder: Anderson Grading & Pipeline LLC

Bidder's Address: 221 S. Mildred Ave., Monroe, GA 30655

You are notified that Owner has accepted your Bid dated March 30, 2023 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

FY 2019 CDBG

The Contract Price of the awarded Contract is \$ 1,978,475.00. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

4 unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☒ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner **4** counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): **[Describe other conditions that require Successful Bidder's compliance]**

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **City of Oxford**

By (signature): _____

Name (printed): _____

Title: _____

Copy: Engineer

City of Oxford
FY 2019 CDBG

C&S Project No: **09800.003**
October 2022

LEASE AGREEMENT

GEORGIA, FULTON COUNTY.

THIS INDENTURE, made and entered into this the 5
day of April, 1965, by and between the
TOWN OF OXFORD, GEORGIA, an incorporated municipality of the
State of Georgia, having been incorporated on the 23rd day
of December, 1939, hereinafter referred to as the "Lessor",
and THE NORTH GEORGIA CONFERENCE OF THE METHODIST CHURCH, INC.,
a corporation organized under the laws of the State of Georgia,
hereinafter referred to as the "Lessee",

WITNESSETH:

WHEREAS, the Lessor is the owner of the property
hereinafter described, which is located in the TOWN OF OXFORD,
GEORGIA, and

WHEREAS, the said property contains a building known
as "THE OLD CHURCH", and

WHEREAS, "THE OLD CHURCH" has great historical and
religious significance to the Methodist Church, and particu-
larly to EMORY COLLEGE, as it operated in the TOWN OF OXFORD,
and

WHEREAS, the desire exists within The Methodist Church
to keep and maintain the premises and property of "THE OLD
CHURCH", and

WHEREAS, the desire exists in the Council of the TOWN
OF OXFORD to make the said property available for use by The
Methodist Church and its several agencies,

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, and other good and valuable considerations flowing from each of the parties to the other, the parties hereto do, for themselves, their successors and assigns, agree between themselves as follows:

1.

The Lessor does, by this instrument and these presents, lease to the Lessee for a period of ninety-nine (99) years, the following described property and all improvements thereon:

STARTING at a point on the Southwest intersection of Wesley and Fletcher Streets and running along the Southern boundary of Fletcher Street a distance of 2-1/2 chains (165 feet); thence in a Northerly direction parallel to Wesley Street a distance of 2-1/2 chains to the Northern boundary of Fletcher Street; thence in an Easterly direction along the North boundary of Fletcher Street 2-1/2 chains to the Northwest intersection of Fletcher and Wesley Streets; thence in a Southerly direction along the West boundary of Wesley Street a distance of 2-1/2 chains to the starting point. This area forms an approximate square.

2.

The Lessee agrees to pay to the Lessor for the demised premises the sum of One (\$1.00) Dollar per year, and to maintain "THE OLD CHURCH", located on the said property, in a reasonable degree of repair and maintenance as the exigencies of the situation and the feasibility of use of the said property may be felt by the Lessee.

3.

The Lessee agrees that it will not use the said property except for educational, religious, charitable and non-profit purposes.

4.

The Lessor shall have no obligation to repair, restore or maintain any part of the property referred to herein, nor the improvements thereon, and Lessor does hereby agree that as long as the property shall be leased pursuant to this instrument, no taxes shall be assessed against it by the Lessor.

5.

Should improvements on the premises now, or to be placed there hereafter, be destroyed or so damaged by fire or other casualty as to become untenable and uneconomical to replace, this Lease may be terminated at the option of the Lessee. or lessor. *C. H. Jackson Mayor*
Hubert Tinslie, Chair, Tinslie

6.

The Lessee shall comply with all of the laws, orders, ordinances and regulations of the Lessor in any and all of its departments, and with all of the statutes, rules and regulations of the State of Georgia in any or all of its departments.

7.

The Lessor covenants that it is the owner in fee simple of the premises and should Lessor subsequently sell the property, it will give to the Lessee an option to purchase at the price at which a sale is contemplated and acceptable to the Lessor.

8.

Lessor covenants that the premises are free and clear from all encumbrances and restrictions and limitations which

would or will prevent or interfere with the use of the said premises by the Lessee, as contemplated herein, and, if the Lessee shall keep and maintain the premises, and perform all of the covenants of this Lease on the part of the Lessee to be performed, the Lessor will and does warrant and guarantee to the Lessee the quiet, peaceful and undisturbed possession of said premises.

9.

Lessee agrees that it will not assign the interest created by this instrument to anyone else, other than to a different division, agency, or body of The Methodist Church, or its successors.

10.

Lessee agrees that the Lessor may, at all reasonable times, enter upon the premises for the purpose of inspection of the buildings, and such other purposes as may be necessary or proper for the reasonable protection of its interests in the premises.

11.

IT IS MUTUALLY COVENANTED AND AGREED that upon the termination of this Lease, the said Lessee will peaceably and quietly deliver up the said premises and improvements thereon to the said Lessor.

12.

This writing contains the entire agreement between the parties hereto and nothing except that which is stated herein

shall be binding as between the parties.

IN WITNESS WHEREOF, the Lessor and the Lessee have hereunto set their hands and affixed their seals, the day and year first above written, this instrument being executed in duplicate with each copy being considered an original.

TOWN OF OXFORD, GEORGIA

By: Mrs. V. L. Bankston, Clerk

(Lessor)

(CORPORATE SEAL)

THE NORTH GEORGIA CONFERENCE OF
THE METHODIST CHURCH, INC.

By: W. L. Radd, Sec

(Lessee)

(CORPORATE SEAL)

old Church

AGREEMENT TO TRANSFER OF
LEASE

GEORGIA, NEWTON COUNTY

THIS INDENTURE, Made and entered into this 12 day
of May 1975, 1975, by and between the TOWN OF OXFORD,
GEORGIA, an incorporated municipality of the State of Georgia, having
been incorporated on the 23rd day of December, 1839, hereinafter re-
ferred to as the "Lessor", and THE NORTH GEORGIA CONFERENCE
OF THE METHODIST CHURCH, INC., a corporation organized under
the laws of the State of Georgia, hereinafter referred to as the "Lessee",
and OXFORD SHRINE SOCIETY, INC., hereinafter referred to as the
"Transferee",

WITNESSETH:

WHEREAS, on April 5, 1965, Lessor leased to Lessee the
old church in Oxford under certain terms and specifications as set forth
in said lease, same of which is hereafter referred to and made a part
of this Agreement;

WHEREAS, OXFORD SHRINE SOCIETY, INC., the Transferee,
wishes to take over lease of THE NORTH GEORGIA CONFERENCE OF
THE METHODIST CHURCH, INC., to carry out provisions set forth in
said lease previously mentioned and

WHEREFORE, Transferee agrees to live up to and carry
out all the terms and specifications set forth in said lease of April 5,
1965, and Lessor, TOWN OF OXFORD, does herewith consent and agree
to the transfer of said lease from THE NORTH GEORGIA CONFERENCE
OF THE METHODIST CHURCH, INC. to OXFORD SHRINE SOCIETY,
INC., all as approved and set forth in the minutes of the meeting of the

LARD, THIGPEN
and GRIFFITH
ATTORNEYS AT LAW
207 CECIL ST., N.W.
ATLANTA, GA. 30303
788-5123

Mayor and Council of Town of Oxford on the 12 day of May 1975,
1975.

TOWN OF OXFORD, GEORGIA

By: Wiley Allgood
(Lessor)

THE NORTH GEORGIA CONFERENCE
OF THE METHODIST CHURCH, INC.

By: John F. Thigpen
(Lessee)

OXFORD SHRINE SOCIETY, INC.

By: William A. Atkinson
(Transferee)
James P. Atkinson

Consent members
J. Weldon Carson
Thomas W. Dial
L. H. Hester
Fred E. Taylor

OXFORD HISTORICAL SHRINE SOCIETY, INC.

OXFORD, GEORGIA 30267

MEMO TO THE OXFORD CITY COUNCIL

July 7, 1997

My name is Eva Sitton. I am president of the Oxford Historical Shrine Society and am here tonight representing the Society. As you probably know, the Society holds a lease - which expires in 2064 - from the City for the Old Church building and for the property on which it stands. This property is a square - 165 feet on each side - on part of the undeveloped section of right-of-way of Fletcher Street west of Wesley Street.

Since 1994, this piece of property has also been the site of historic Kitty's Cottage. The cottage, you may know, originally stood on the lot north of Old Church. It was moved to Salem Campground in 1938 and stayed there for 56 years, until Salem's trustees decided to give it to the City of Oxford.

The City paid for most of the expense of moving the Cottage. The Society solicited donations for the remainder, and also raised \$6,000 toward restoration of the Cottage. We would like to do more, but we are hampered by the fact that we have no legal document giving us responsibility for the Cottage.

What we are requesting tonight is that the City Council direct its lawyer to prepare a lease for the Cottage, to the Society, under the same terms as those already in effect for the Old Church property. This new document might be in the form of an amendment to the present lease, or it might be a complete new lease, as the lawyer thinks best.

The terms of the present lease, by the way, include the Society taking the total responsibility for maintenance and upkeep of the property, while allowing the City access at all times. The terms also specify only non-profit use of the building and payment by the Society of one dollar a year.

SECOND AMENDMENT TO LEASE
CITY OF OXFORD, NEWTON COUNTY, GEORGIA
OXFORD HISTORICAL SHRINE SOCIETY, INC.

COPY

THIS INDENTURE made and entered into this 30th day of January, 1998, by and between the City of Oxford, Georgia, an incorporated municipality of the State of Georgia, and the Oxford Historical Shrine Society, Inc., of the City of Oxford, Newton County, Georgia.

WITNESSETH:

That a lease between Grantor herein and the North Georgia Conference of the Methodist Church, Inc., for the leasing of certain properties in the City of Oxford was entered into on the 5th day of April, 1965, all as setforth in said lease.

That said lease was transferred to the Oxford Shrine Society, Inc., by the North Georgia Conference of the Methodist Church, Inc., on the 12th day of May 1975, same being approved by the Town of Oxford.

That the name of the Oxford Shrine Society, Inc. on the 27th day of October, 1985 was changed from Oxford Shrine Society, Inc., to Oxford Historical Shrine Society, Inc.

That there has now been placed upon said leased property a building designated "Kitty's Cottage" which was given to the City of Oxford by the Trustees of Salem Camp Ground in 1994.

That the Oxford Historical Shrine Society, Inc. requested, by letter dated November 24, 1997, that the City of Oxford amend the lease of the Old Church property be to include "Kitty's Cottage"

ELW
NOW THEREFORE, the City of Oxford does herewith amend it's lease to the
Oxford Historical Shrine Society, Inc.,

1.

By adding after the words[#]The Old Church" and at the end of line FOURTEEN
(14) on page one (1) of lease dated April 5, 1965 the following:

ELW ^{and} "That building known as Kitty's Cottage" and

2.

ELW By adding after the words " The Old Church" on line three (3) of paragraph two
^{page 2}
(2) the following: "and Kitty's Cottage".

3.

That all other terms and obligations of both parties and their successors to said
lease and transfer shall remain the same and shall apply to the "Kitty's Cottage" added
hereto, the same as if originally incorporated therein and all terms and conditions therein
and hereto are approved and adopted by the Mayor and Council of the City of Oxford, by
resolution at the regular meeting of Mayor and Council the ^{5 - 4 W8} 8th day of January, 1998.

IN WITNESS WHEREOF, the Lessor and the Lessee have hereunto set their
hands and affixed their seals, the day and year first above written, this instrument being
executed in duplicate with each copy being considered an original.

TOWN OF OXFORD, GEORGIA

By: *Don Turner*
DON TURNER, Mayor

(CORPORATE SEAL)

OXFORD HISTORICAL SHRINE SOCIETY, INC.

By: Eva W. Sittler
President

Martha M. Farney
Secretary

(CORPORATE SEAL) (NA)

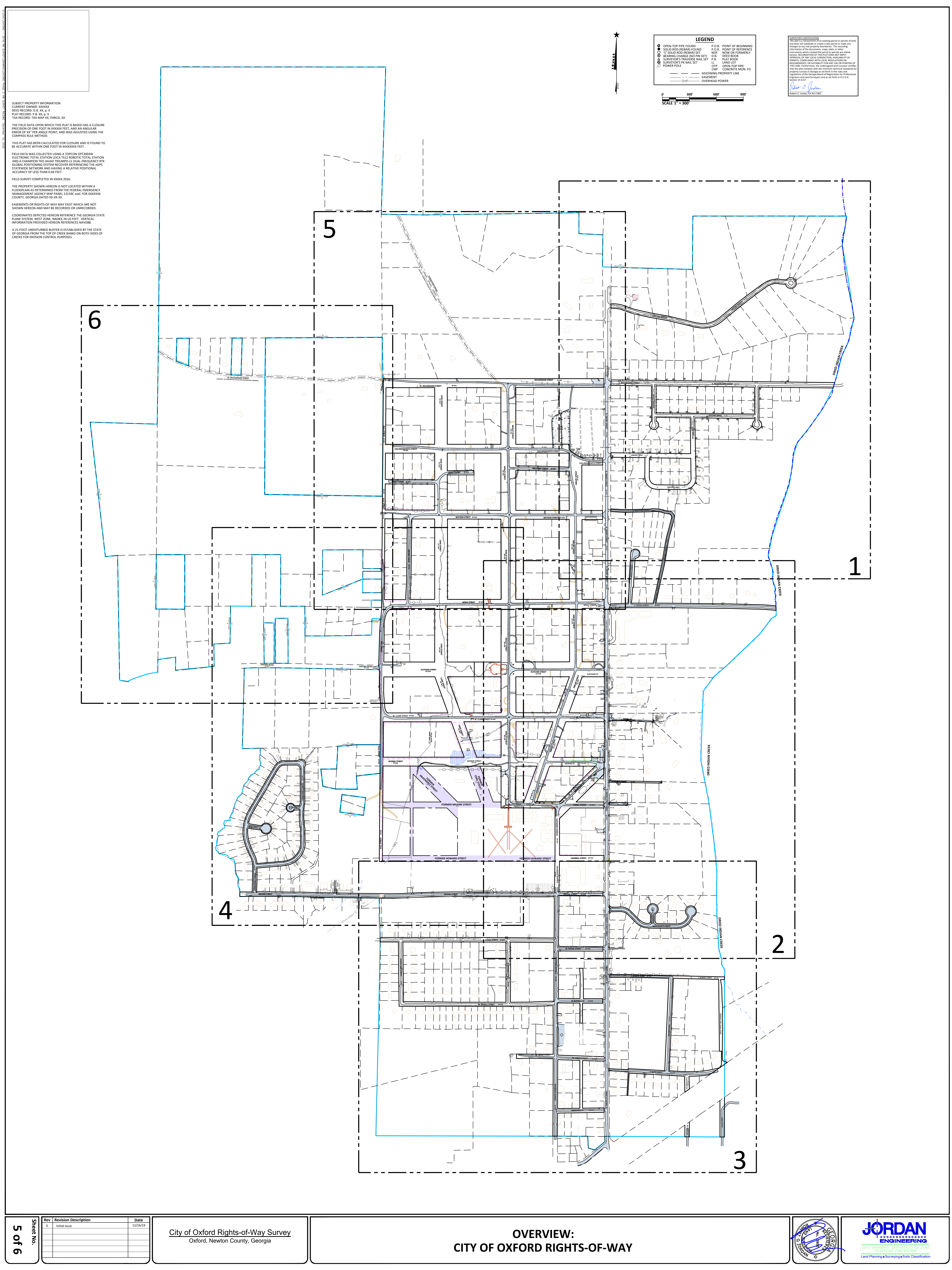
From the City of Oxford Charter:

- **[Sec.] 2. - Corporate boundaries as stated in Charter of 1914.**

Present and future boundaries. The boundaries of the City of Oxford shall be those existing on the earliest effective date of the adoption of this Charter with such alterations as may be made from time to time in the manner provided by local law or general State law.

The boundaries of the City of Oxford at all times shall be shown on a map, a written description, or any combination thereof, to be retained permanently in the office of the City Clerk of the City and to be designated, as the "Official Comprehensive Zoning Map." Photographic, typed, or other copies of such map or description certified by the City Clerk shall be admitted as evidence in all courts and shall have the same force and effect as with the original map or description.

Mayor and Council may provide for the redrawing of any such map by resolution to reflect lawful changes in the corporate boundaries. A redrawn map shall supersede for all purposes the entire map or maps which it is designated to replace.



SUBJECT PROPERTY INFORMATION:
CURRENT OWNER: XXXXX
DEED RECORD: J.B. XX, p. X
PLAT RECORD: P.B. XX, p. X
TAX RECORD: TAX MAP XX, PARCEL XX

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN XXXXXX FEET, AND AN ANGULAR ERROR OF XX" PER ANGLE POINT, AND WAS ADJUSTED USING THE COMPASS RULE METHOD.

THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN XXXXXX FEET.

FIELD DATA WAS COLLECTED USING A TOPCON OPT2000W ELECTRONIC TOTAL STATION LEICA TS12 ROBOTIC TOTAL STATION AND A CHAMPPON T20 JAVAD TRIUMPH IS DUAL-FREQUENCY RTK GLOBAL POSITIONING SYSTEM RECEIVER REFERENCE THE KOPS STATEWIDE NETWORK AND HAVING A RELATIVE POSITIONAL ACCURACY OF LESS THAN 0.04 FEET.

FIELD SURVEY COMPLETED IN XXXX 2016.

THE PROPERTY SHOWN HEREON IS NOT LOCATED WITHIN A FLOODPLAIN AS DETERMINED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY MAP PANEL 33526-WAC FOR XXXXXX COUNTY, GEORGIA DATED XX-XX-XX.

EASEMENTS OR RIGHTS-OF-WAY MAY EXIST WHICH ARE NOT SHOWN HEREON AND MAY BE RECORDED OR UNRECORDED.

COORDINATES DEPICTED HEREON REFERENCE THE GEORGIA STATE PLANE SYSTEM, WEST ZONE, NAD83, IN US FEET. VERTICAL INFORMATION PROVIDED HEREON REFERENCE NAVD83.

A 25-FOOT UNDISTURBED BUFFER IS ESTABLISHED BY THE STATE OF GEORGIA FROM THE TOP OF CREEK BANKS ON BOTH SIDES OF CREEKS FOR EROSION CONTROL PURPOSES.

LEGEND

○	OPEN TOP PIPE FOUND	P.O.B.	POINT OF BEGINNING
●	SOLID ROD (REBAR) FOUND	P.O.R.	POINT OF REFERENCE
○	SOLID ROD (REBAR) SET	NOI	NOT ON INTEREST
○	BEARING CHANGE (END PIN SET)	D.B.	DEED BOOK
○	SURVEYOR'S TRANSFER MAIL SET	P.B.	PLAT BOOK
○	SURVEYOR'S PK NAIL SET	LL	LAND LOT
○	POWER POLE	OTD	OPEN TOP PIPE
○		CMF	CONCRETE MON. FD
○		ADJ	ADJOINING PROPERTY LINE
○		EASEMENT	EASEMENT
○		OPED	OVERHEAD POWER

0' 300' 600' 900'

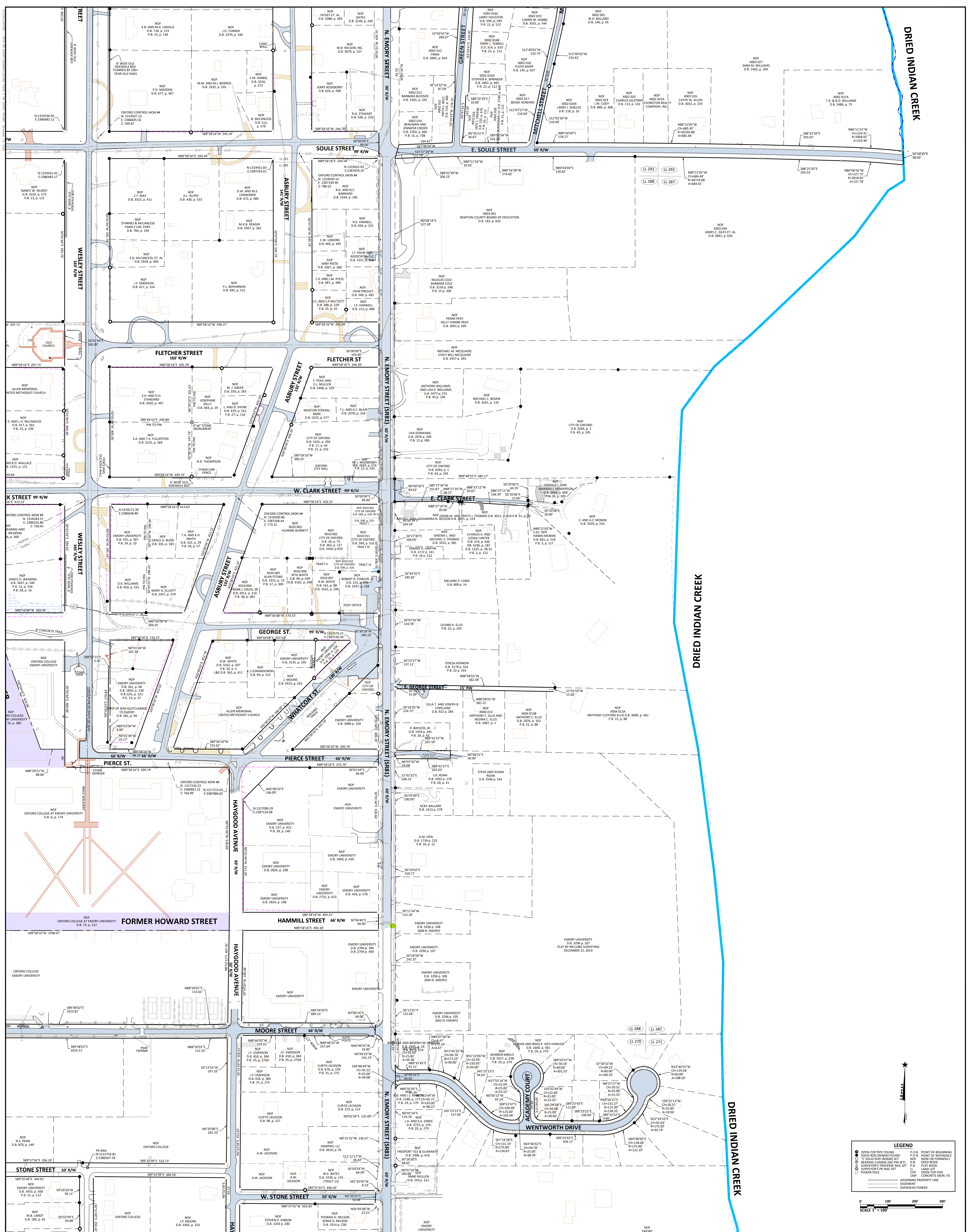
SCALE 1" = 300'

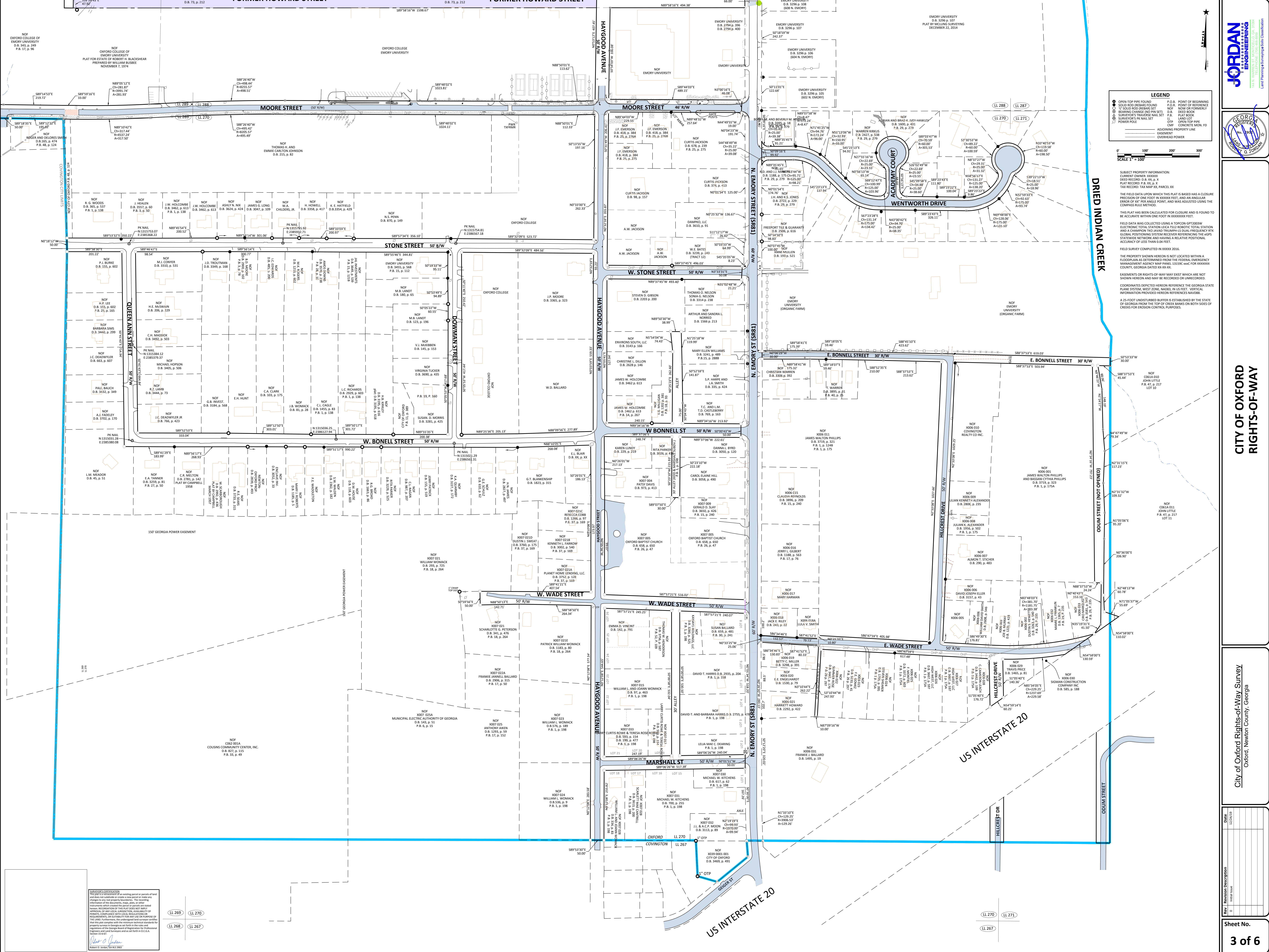
DISCLAIMER

This plat is not a warranty of any kind, and does not constitute a contract or any other legal obligation. The accuracy of the information herein is not guaranteed, and the user assumes all responsibility for the use of the information herein. The user agrees to hold the surveyor harmless from all claims, damages, and expenses, including reasonable attorney's fees, arising from the use of the information herein, regardless of whether the claim, damage, or expense is caused in whole or in part by the negligence of the surveyor.

John D. Jordan, Surveyor

John D. Jordan, Surveyor





JORDAN

ENGINEERING

PLANNING & SURVEYING

LAND PLANNING & SURVEYING

1000 N. JORDAN STREET, SUITE 100

OXFORD, GEORGIA 30050

GEORGIA

REGISTERED PROFESSIONAL ENGINEER

NO. 10000

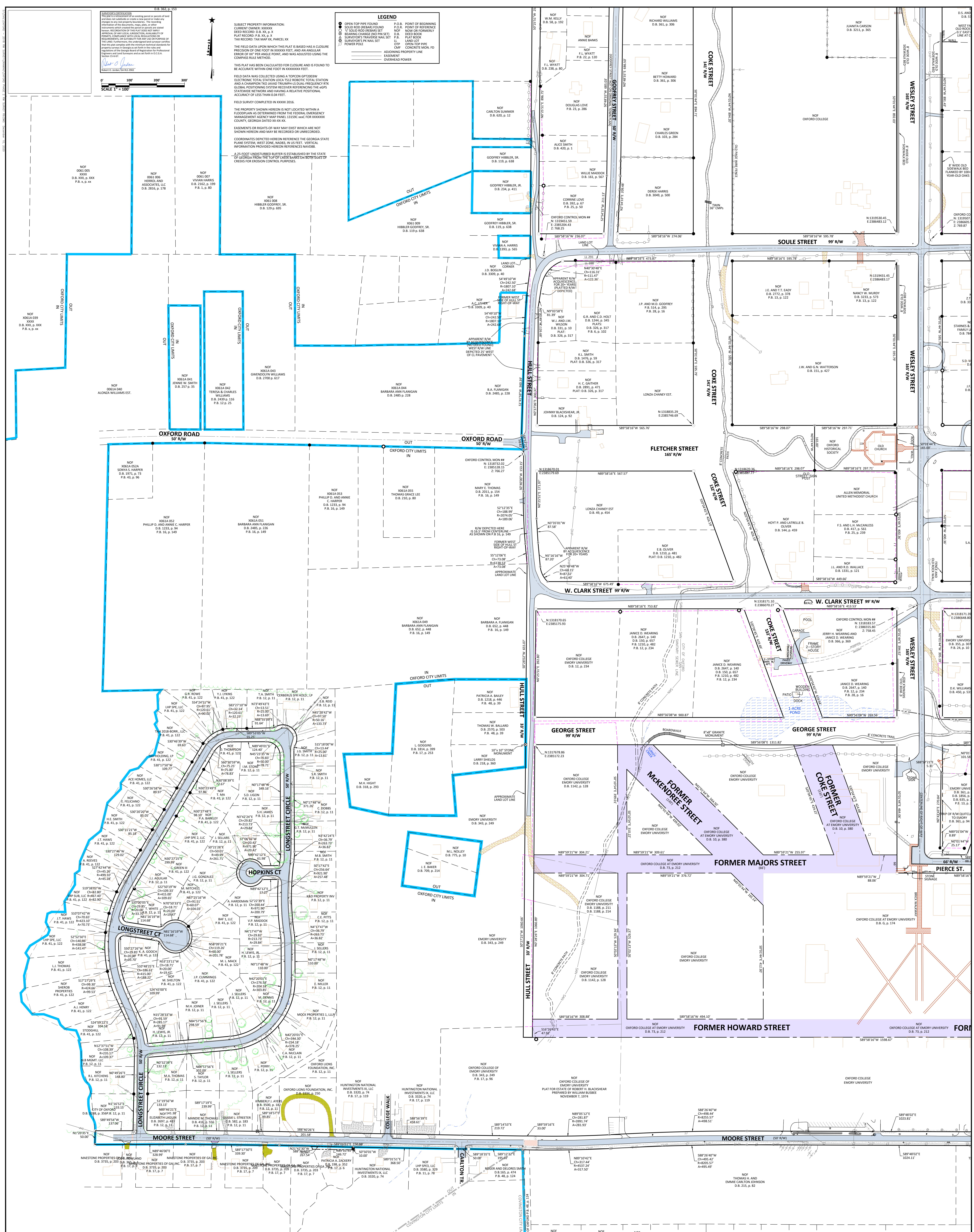
DATE: 12/15/2014

City of Oxford Rights-of-Way Survey

Oxford, Newton County, Georgia

Rev.	Revision Description	Date
0	Initial Issue	12/15/2014

Sheet No.
3 of 6



Robert O. Jordan, GA FLS 2900



NOF
X060 048
EMORY UNIVERSIT
D.B. 3283, p. 415
P.B. 24, p. 75

NOF
0060 049
AUGUSTUS WRIGHT
JACKSON
D.B. 361, p. 322

NOF
0060 049
AUGUSTUS WRIGHT
JACKSON
D.B. 361, p. 322

NOF
X061 001
GREGORY BROTHERS
PROP, LLC
D.B. 3223, p. 29

NOF
X061 002
EMORY UNIVERSITY
D.B. 362, p. 153

NOF
MORY UNIVERSITY
P.B. 24, p. 65

NOF
GODFREY HILL

NOF
GODFREY HIBBL
D.B. 119, p. 1

NOF
USHER
309, p. 40

FORM
SIDE O
RIGHT

S4°49'10"W
Ch=242.50'

NOF
B.A. FLANIGA
O.B. 2485, p. 2

CONTROL MON ##
N: 1318732.02
E: 2385128.15
Z: 766.27

FORMER
SIDE OF F-
RIGHT-O

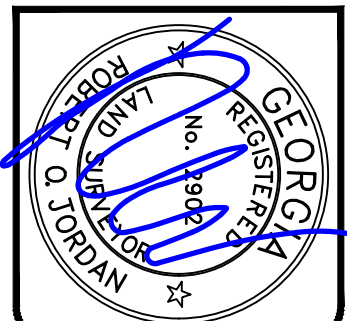
S5*12Y067E

33

Rev	Revision Description	Date
0	Initial Issue	12/24/19

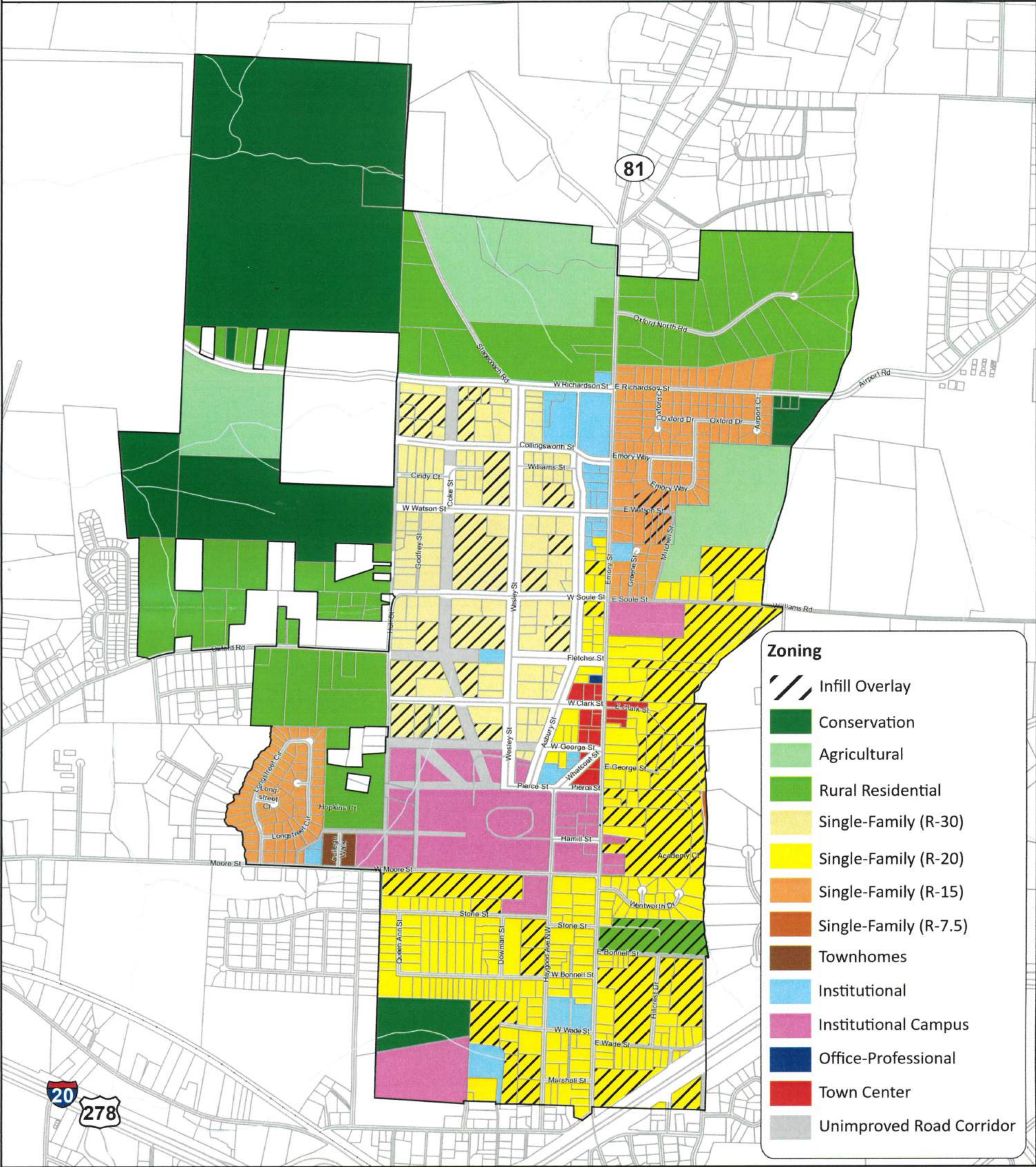
City of Oxford Rights-of-Way Survey
Oxford, Newton County, Georgia

CITY OF OXFORD RIGHTS-OF-WAY



JORDAN
ENGINEERING
144 N. WARREN ST., MONTICELLO, GA. 31060
TELEPHONE: (706) 468-8999
Land Planning • Surveying • Soils Classification

Oxford, GA Zoning Map (Revised July 8, 2021)



Streams
Parcels
Oxford City Limits

0 1,000 2,000 4,000 Feet



NEGRC
NORTHEAST GEORGIA
REGIONAL COMMISSION

Oxford, GA Zoning Map (Revised July 8, 2021)

