



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, July 10, 2017 – 7:00 P.M.  
CITY HALL**

**MEMBERS PRESENT:** Jerry D. Roseberry, Mayor; and Councilmembers: George Holt; Melvin Baker; Jim Windham; David Eady. Councilmembers Mike Ready and Sarah Davis were not in attendance.

**OTHERS PRESENT:** Matt Pepper, Assistant City Manager; David Strickland, City Attorney; Dave Harvey, Chief ; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; LaTrelle Oliver, Kendra Mayfield, Darryl Welch, Peggy Madden, Judy Greer, Patsy Burke, Norma Jones, Georgette Izen, Mark McKercher, Todd Cain, Robert Bayless.

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

Invocation: LaTrelle Oliver recited a lecture by Atticus Haygood.

Pledge of Allegiance:

**Motion made by Windham, seconded by Baker to accept the Agenda for July 10, 2017 Mayor and Council Regular Meeting. The motion was approved 5/0. Attachment A**

**Honorary Councilmember**

Mayor Roseberry has appointed Cathy Wooten with Oxford College. Wooten will attend the August meeting.

**Consent Agenda**

- a. Motion to approve the Minutes of the Regular Meeting of June 5, 2017.
- b. Motion to approve the Minutes of the Work Session June 19, 2017.
- c. Motion to accept the Minutes of the Planning Commission for May 9, 2017.

Majority vote adopted. Attachment B a-c

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

None.

**CITIZENS COMMENTS/CONCERNS**

None

**MAYOR'S REPORT**

Roseberry read the statistics from the Police Department's annual report.

**July 4<sup>th</sup> Parade** – City Clerk Lauran Willis reported the Parade was a great success and thanked everyone for their assistance and participation.

**Historic Preservation**

Roseberry appointed an *ad hoc* committee to examine real estate properties the city has recently acquired and determine their historic significance and report back to council by year end. Attachment C

**Emory Street Sewer Tap Fees**

Assistant City Manager presented a sewer tap fee matrix for the Emory Street sewer project. This item was moved to the August work session for further discussion. Attachment D

**Assistant City Manager Job Description**

**A motion was made by Holt, seconded by Eady to accept the revised job description.** Attachment E

**Public Works Truck**

**Motion made by Eady, seconded by Baker to approve the bid from Covington Ford for a Ford F-250 4x4 for \$25,335. The motion was approved 5/0.** Attachment F

**Electric System Improvements**

**Motion made by Windham, seconded by Baker to accept the low bid from Marable-Pirkle in the amount of \$147,120 for electrical project on Wesley and Richardson Street according to proposal and ECG plan sheet. The motion was approved 5/0.** Attachment G

**Bid Awards**

Assistant City Manager announced the bid opening for the E. Clark Street extension will be Wednesday, July 12<sup>th</sup> at 3:00 pm. The George Street Trail project is still in negotiations.

**Finance**

City Clerk Lauran Willis presented a request to write off the budgeted FY2017 Bad Debt.

**Motion made by Windham, seconded by Holt to approve the write of \$18,328.35 in bad debt for FY2017. The motion was approved 5/0.**

City Clerk Lauran Willis presented a request to refund customer utility deposits for those customers who were in good standing for the past five years with a total in funds of \$2,825.

**Motion made by Holt seconded by Windham to approve moving of funds from the Customer Deposit account to the General Fund account to apply these funds as a credit to the 22 qualified customers. The motion was approved 5/0.**

City Clerk Lauran Willis announced there will be a special called meeting on Monday, July 17, 2017 at 6:00 PM to review and adopt the millage rate.

**Invoice Approval**

**Motion made by Baker, seconded by Holt to approve the following invoices. The motion was approved 5/0.**

INVOICES OVER \$1,000.00

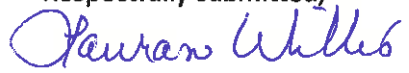
VENDOR	DESCRIPTION	AMOUNT
<b>MONTHLY</b>		
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (June)	1,326.88
Georgia Municipal Association	Employee Retirement Contributions (June)	6,527.91
Georgia Municipal Association	Annual Membership Dues 2017-2018	1,313.32
Georgia Municipal Association	2016 Audited Annual Premium	2,664.00
Latham Home Sanitation Co. Inc.	Monthly curbside service for (June)	5,636.10
Newton County BOC	Water Purchase Cornish Creek Water Fund for May	12,126.00
Newton County Water & Sewer	Monthly Sewer charges 04/27/2017-05/30/2017	6,720.36
Northeast Georgia Regional Commission	FY2018 Per Capita Dues	2,262.00
Sophicity	IT in a Box (July) Invoice 8692	1,752.60
Southeastern Power Admin.	SEPA energy cost (May)	3,273.33
Utility Service Co. Inc.	Quarterly Elevated Tank Maintenance	2,715.32
<b>PURCHASES/CONTRACT LABOR</b>		
Courtware Solutions, Inc.	Monthly Licensing, Support, and Maintenance	1,058.00
Dial's Diesel Parts & Service, Inc.	Vehicle materials and repairs for Jody's truck	1,018.19
Doors By Mike	Remove & Replace springs on door 3 @ Maintenance	1,123.34
MasterCard Services	GA Rural Water Conference @ Jekyll Island for Jody & Scottie/Water License renewal for Jody & Scottie/Honorary Council lunch/Microsoft training for Brittini/Asbury Park Meeting + other misc.	2,110.42
MECO Atlanta	Pump repair & maintenance at shop	1,216.95
M. Qader Baig	Professional Court Solicitor Jan-June	2,400.00
McNair, McLemore, Middlebrooks	Professional Services Completion of MD&A and review of financial statements (2016)	2,100.00
Newton County Clerk of Superior Court	Additional cost for 1002 Emory Street Property.	20,743.92
Printability	New detour signs for Parade route	1,285.00
Ready Rent-All, Inc.	Chipper Rental 1 Week	1,457.50
SanTech Products Inc.	Mosquito Spray and shipping	1,715.37
Steven A. Hathorn, P.C.	Professional Services, Municipal Judge 2 <sup>nd</sup> Quarter	1,250.00
Strickland & Strickland	Professional Services Closing 107 Clark Street	200,660.97
Woco Pep Oil, Inc.	Fuel (June)	2,540.46
<b>APPROVED CONTRACTS</b>		
HCS Services, LLC	George Street & Asbury Storm Drain	1,050.00
HCS Services, LLC	Water Tower Replace roof valve	1,050.00
Jordan Engineering	Address GDOT comments/resubmit and Coordinate with E'dras Williams at GDOT to obtain encroachment permit.	5,535.00
Over and Under General Contractors	Replace 10 polls	23,340.00

July 10, 2017

City of Oxford/Regular Session

4

Respectfully submitted,

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

Lauran Willis  
City Clerk

**OXFORD MAYOR AND COUNCIL  
REGULAR MEETING  
MONDAY, JULY 10, 2017 – 7:00 P.M.  
CITY HALL  
A G E N D A**

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the July 10, 2017 Mayor and Council Regular Meeting
5. **Honorary Councilmember** – Mayor Roseberry has appointed Cathy Wooten with Oxford College as the honorary councilmember for July. Because of her travel schedule she will attend the work session in June and the council meeting in August.
6. **CONSENT AGENDA**
  - a. \* Motion to approve the Minutes of the Regular Meeting of June 5, 2017.
  - b. \* Motion to approve the Minutes of the Work Session June 19, 2017.
  - c. \* Motion to accept the Minutes of the Planning Commission for May 9<sup>th</sup>, 2017.
7. Planning Commission Recommendations/Petitions.
8. Citizen Concerns
9. Mayor's Report
10. **July 4<sup>th</sup> Parade** – We will report on the July 4<sup>th</sup> Parade.
11. **Historic Preservation** – Mayor Roseberry will discuss this item.
12. **\* Emory Street Sewer Tap Fees** – We have attached the sewer tap fee matrix for the Emory Street sewer project for discussion. We will discuss a timeline for the sewer project and sidewalk project.
13. **\* Assistant City Manager Job Description** – We have attached the revised job description which we discussed at the work session. We recommend Council approve the new job description.
14. **\* Public Works Truck** – The FY2018 Capital Budget includes \$28,000 for a replacement pick-up truck. As discussed at the work session, we recommend that Council award the purchase order to Covington Ford for a Ford F-250 4X4 for \$25,336.

15. \* **Electric System Improvements** – The FY2018 Capital Budget includes \$175,000 for a project to replace equipment, wires, and switches along Wesley Street and Richardson. This will include replacing some of the poles with rotten tops. As discussed at the work session, we recommend that Council award the purchase order to the lowest bidder at \$147,120, along with a copy of the ECG plan sheet for this project (Drawing No.: 485501R1, dated 11/2/16).
16. **Bid Awards** – We will have recommendations from City Engineer Robert Jordan for bid awards for construction for the E. Clark Extension project at the work session on July 17<sup>th</sup>. As for the George Street Trail bid, we are continuing negotiations with the apparent low bidder.
17. **Finance** – 1. The FY2017 budget included the writing off of annual bad debt in the amount of \$18,500, with 8,000 in Electric, 9,000 in Water/Sewer and 1,500 in Sanitation. Our total to be written off for FY2017 is \$18,328.35. We are requesting approval to write off bad debt for FY2017.
2. Council approved by way of a motion in December 2010 that we refund customers utility deposits for those that maintain good standing accounts within last five (5) years. This year as of June 30, 2017 we have 22 customers who qualify for a refund of their utility deposit with an amount totaling \$2,825.00. We are asking for approval to move these funds from the Customer Deposit cash account to the General Fund cash account and apply the refund to the customer’s accounts.
3. \* **Millage** – We will have a special called meeting on Monday, July 17, 2016 at 6:00 PM to review and adopt the Rollback millage rate.
18. Invoice Approval
19. **Executive Session** – Personnel and real estate matters.
20. Adjourn

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
	<b>MONTHLY</b>	
<b>City Oxford Utilities</b>	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (June)	1,326.88
<b>Georgia Municipal Association</b>	Employee Retirement Contributions (June)	6,527.91
<b>Georgia Municipal Association</b>	Annual Membership Dues 2017-2018	1,313.32
<b>Georgia Municipal Association</b>	2016 Audited Annual Premium	2,664.00
<b>Latham Home Sanitation Co. Inc.</b>	Monthly curbside service for (June)	5,636.10
<b>Newton County BOC</b>	Water Purchase Cornish Creek Water Fund for May	12,126.00
<b>Newton County Water &amp; Sewer</b>	Monthly Sewer charges 04/27/2017-05/30/2017	6,720.36
<b>Northeast Georgia Regional Commission</b>	FY2018 Per Capita Dues	2,262.00

<b>Sophicity</b>	IT in a Box (July) Invoice 8692	1,752.60
<b>Southeastern Power Admin.</b>	SEPA energy cost (May)	3,273.33
<b>Utility Service Co. Inc.</b>	Quarterly Elevated Tank Maintenance	2,715.32
<b>PURCHASES/CONTRACT LABOR</b>		
<b>Courtware Solutions, Inc.</b>	Monthly Licensing, Support, and Maintenance	1,058.00
<b>Dial's Diesel Parts &amp; Service, Inc.</b>	Vehicle materials and repairs for Jody's truck	1,018.19
<b>Doors By Mike</b>	Remove & Replace springs on door 3 @ Maintenance	1,123.34
<b>MasterCard Services</b>	GA Rural Water Conference @ Jekyll Island for Jody & Scottie/Water License renewal for Jody & Scottie/Honorary Council lunch/Microsoft training for Brittni/Asbury Park Meeting + other misc.	2,110.42
<b>MECO Atlanta</b>	Pump repair & maintenance at shop	1,216.95
<b>M. Qader Baig</b>	Professional Court Solicitor Jan-June	2,400.00
<b>McNair, McLemore, Middlebrooks</b>	Professional Services Completion of MD&A and review of financial statements (2016)	2,100.00
<b>Newton County Clerk of Superior Court</b>	Additional cost for 1002 Emory Street Property.	20,743.92
<b>Printability</b>	New detour signs for Parade route	1,285.00
<b>Ready Rent-All, Inc.</b>	Chipper Rental 1 Week	1,457.50
<b>SanTech Products Inc.</b>	Mosquito Spray and shipping	1,715.37
<b>Steven A. Hathorn, P.C.</b>	Professional Services, Municipal Judge 2 <sup>nd</sup> Quarter	1,250.00
<b>Strickland &amp; Strickland</b>	Professional Services Closing 107 Clark Street	200,660.97
<b>Woco Pep Oil, Inc.</b>	Fuel (June)	2,540.46
<b>APPROVED CONTRACTS</b>		
<b>HCS Services, LLC</b>	George Street & Asbury Storm Drain	1,050.00
<b>HCS Services, LLC</b>	Water Tower Replace roof valve	1,050.00
<b>Jordan Engineering</b>	Address GDOT comments/resubmit and Coordinate with E'dras Williams at GDOT to obtain encroachment permit.	5,535.00
<b>Over and Under General Contractors</b>	Replace 10 polls	23,340.00



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING**  
**REGULAR SESSION**  
**MONDAY, June 5, 2017 – 7:00 P.M.**  
**CITY HALL**  
**DRAFT**

**PUBLIC HEARING – 7:00 PM**

**Rezoning Request** - The Planning Commission recommends approval of the request from Oxford College to rezone the lot at 805 Whatcoat Street from R-20 to Institutional and recommends approval to rezone the lot at 107 George Street with conditions.

**MEMBERS PRESENT:** Jerry D. Roseberry, Mayor; and Councilmembers: Sarah Davis; George Holt; Melvin Baker; Jim Windham and Mike Ready. Councilmember David Eady was not in attendance.

**OTHERS PRESENT:** Bob Schwartz, City Manager; Matthew Pepper, Assistant City Manager; David Strickland, City Attorney; Jeff Novak, Lieutenant; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt & LaTrelle Oliver, Kendra Mayfield, Darryl Welch, Cheryl Ready, Peggy Madden, Jan Lewandowski, Louise Eady, Anderson Wright, Terry Smith, Terri Fullerton, Pastor Charlie Williams from Mt. Zion Baptist Church, Patsy Burke, Jeff Wearing.

City Manager Bob Schwartz announced that the purpose of this public hearing is for a recommendation and approval of a request from Oxford College to rezone the lot at 805 Whatcoat Street from (R-20) Residential to Institutional and approval to rezone the lot at 107 George Street with conditions, to provide for additional parking. Schwartz presented a layout depicting the request and explained the areas affected. He then turned the meeting over for any discussion and comments. Terri Fullerton - 208 W. Clark Street spoke on behalf of Allen Memorial Church and said the church is in favor of the proposed plan. Jan Lewandowski - 109 George Street said she is opposed to the plan. There being no further questions or comments the Public Hearing was closed at 7:08 PM. Attachment A

**REGULAR SESSION**

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor and the invocation given by Hoyt Oliver.

Pledge of Allegiance:



**A motion was made by Windham, seconded by Baker to accept the Agenda for June 5, 2017 Mayor and Council Regular Meeting. The motion was approved 6/0.** Attachment A

#### **Honorary Councilmember**

Mayor Roseberry announced Darryl Welch as the Honorary Councilmember for June appointed by Councilmember Sarah Davis. Mayor Roseberry presented him with a Proclamation as appreciation for his participation. Attachment B

#### **Consent Agenda**

- a. Motion to approve the Minutes of the Regular Meeting of May 1, 2017.
- b. Motion to approve the Minutes of the Work Session May 15, 2017.
- c. Motion to accept the Minutes of the Planning Commission for April 11, 2017.

Majority vote adopted. Attachment C a-c

#### **PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

None.

#### **CITIZENS COMMENTS/CONCERNS**

LaTrelle Oliver – 312 W. Clark Street addressed Council with concerns regarding the recycling and garbage pickup. Oliver said she has noticed only one truck picking up both items and asked why. Mayor Roseberry asked Jody Reid, Utility Superintendent to look into this matter.

Terri Fullerton – 208 W. Clark Street thanked Council on behalf of the Newton County 4-H for the use of the Community Room accommodating their monthly meetings.

#### **MAYOR'S REPORT**

Mayor Roseberry made the following announcements:

1. The Highway 81 and 142 intersection has been completed. Signs are up directing traffic to use 142. Roseberry said we hope this will reduce the number of large trucks traveling through Oxford.
2. Roseberry introduced Matthew Pepper, Assistant City Manager currently in training with City Manager Bob Schwartz until his retirement on June 30, 2017.
3. Roseberry announced that the Regular Session meeting for July 3<sup>rd</sup> has been rescheduled to July 10<sup>th</sup> so as not to interfere with the parade preparations and the annual picnic.

#### **Rezoning Request**

City Manager Bob Schwartz presented a report from the Planning Commission recommending the approval of a request from Oxford College to rezone the lot at 805 Whatcoat Street from R-20 Residential to Institutional and recommends approval to rezone the lot at 107 George Street with conditions. He said if the zoning is approved, the College will return to the Planning Commission with a development permit application for the construction of a parking lot.

**A motion was made by Baker, seconded by Windham to approve the zoning request as stated. The motion was approved 6/0.** Attachment D

#### **Pierce Street**

Kendra Mayfield presented a request to Council of a revised concept by Oxford College for the improvements to the Pierce Street entrance.

**A motion was made by Holt, seconded by Windham to accept the request for Pierce Street project as presented. The motion was approved 6/0.** Attachment E

**Grand Marshal for July 4th**

Councilmember Sarah Davis nominated Ms. Avis Williams as Grand Marshal for the 2017 July 4<sup>th</sup> Celebration.

**A motion was made by Davis, seconded by Windham to approve the nomination. The motion was approved 6/0.**

**Operating Budget and Capital Budget for FY2018**

City Manager Bob Schwartz presented the Operating and Capital Budgets for FY2018 with a Budget Resolution for adoption along with a Career Ladder Plan to be added to our Employee Handbook.

**A motion was made by Ready, seconded by Holt to adopt the FY2018 Budgets and the Career Ladder Plan. The motion was approved 6/0.** Attachment F

**Assistant City Manager Job Description**

**This item was tabled for further discussion at the June 19<sup>th</sup> work session.** Attachment G

**DDA Projects Discussion**

Mayor Roseberry has requested that Council discuss the City's commitments to the new DDA, particularly covering the E. Clark project. Councilmember Mike Ready said that since January when we approved the DDA there have been several meetings. Ready said we need to support the DDA in their efforts for the development of the property on E. Clark Street. Ready said Council will need to start working on a zoning request of certain properties that will allow them to move forward. Ready also said that the DDA is working with an attorney to create an Intergovernmental Agreement with the City and DDA at which time they will request City Clerk/Treasurer to set up a bank account for funding. Councilmember Baker said we need to work with the DDA making sure they know what the citizens want. Mayor Roseberry said Council should indicate to the DDA that they will turn property over to them with funding of \$30,000.

**A motion was made by Windham, seconded by Holt to approve these recommendations as indicated. The motion was approved 6/0.**

**Utility Pole Inspection and Replacement**

City Manager Bob Schwartz said the FY2017 Capital Budget included funding for this project. Schwartz said we have completed the pole inspections finding 20 poles that need to be replaced. Schwartz said we are going to use our crew to replace 10 and have 10 that will need to be replaced by a contractor due to the risk and intensity. Schwartz presented two bids with a recommendation for Council to approve a purchase order for the low bid from Over and Under Contractors for \$23,240. Utility Superintendent Jody Reid said he has looked at the poles and has determined which ones they can handle and the ones the contractor will do.

**A motion was made by Holt, seconded by Ready to approve the proposal from Over and Under Contractor to replace 10 poles as indicated. The motion was approved 6/0.** Attachment H

**106 West Watson Street**

City Manager Bob Schwartz said this is the last parcel in the Asbury Street Park. Schwartz said we have completed the asbestos assessment and found asbestos in the wall board and joint compound, the kitchen tile, and all of the exterior siding. Schwartz presented two bids for the abatement and demolition with a recommendation to Council for the approval of a purchase order for the low bid from Enviroprobe, LLC for \$18,750.

**A motion was made by Windham, seconded by Baker to approve the proposal from Enviroprobe, LLC for the abatement and demolition of the house at 106 West Watson Street. The motion was approved 6/0.**

Attachment I

**Invoice Approval**

## INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
<b>MONTHLY</b>		
<b>City Oxford Utilities</b>	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (May)	2,324.63
<b>Georgia Municipal Association</b>	Employee Retirement Contributions (May)	6,527.91
<b>BCBS</b>	Health Insurance (May)	8,215.37
<b>City of Covington</b>	Quarterly Sewer Service	10,992.00
<b>Latham Home Sanitation Co. Inc.</b>	Monthly curbside service for May	5,636.10
<b>Newton County BOC</b>	Water Purchase Cornish Creek Water Fund for April	14,849.00
<b>Newton County Water &amp; Sewer</b>	Monthly Sewer charges 03/30/17 – 04/27/2017	6,720.36
<b>Sophicity</b>	IT in a Box (May) Invoice 8484	1,752.60
<b>Sophicity</b>	IT in a Box (June) Invoice 8596	1,752.60
<b>Southeastern Power Admin.</b>	SEPA energy cost (April)	3,392.28
<b>PURCHASES/CONTRACT LABOR</b>		
<b>Apollo Staffing</b>	Temp services from week ending 5/5/2017	1,099.08
<b>Burford's</b>	Powerline Tree Trimming Week ending 4/22/2017	3,714.40
<b>Burford's</b>	Powerline Tree Trimming Week ending 4/29/2017	3,714.40
<b>Gresco</b>	15 Utility Poles	2,841.00
<b>David Strickland P.C.</b>	Professional Services Invoice# 11950/11953/11952	4500.00
<b>David Strickland P.C.</b>	Professional Services Invoice# 12010 May	3924.12
<b>MasterCard Services</b>	Election training 2/City Manager's & Honorary Council lunch/Apprenticeship training + hotel fees for Jay/Chiefs annual membership dues + other misc.	1,584.89
<b>MasterCard Services</b>	4 folding tables/health ins luncheon/supplies, lunch and snacks for DDA training/Asbury Park Committee/ECG Conference registration for Jody/4 <sup>th</sup> July promo items/2017 Chiefs conference and registration fees + other.	1,822.47
<b>Piedmont Preservation</b>	DDA Training	1,184.81
<b>The Hall Company</b>	Laser Utility Bills and Envelopes	1,574.94
<b>Treadwell, Tamplin &amp; Co.</b>	Professional Services Interim billing for FY2016 Audit	15,000.00
<b>Woco Pep Oil, Inc.</b>	Fuel + HTF Power Tran (April)	3,262.26
<b>APPROVED CONTRACTS</b>		
<b>Erik Oliver</b>	Restore Methodist Shrine marker at City Hall and 1960 Brick Monument at Whatcoat Street	3,250.00
<b>Gerald Whitley &amp; Son</b>	Cabinets/countertop installed & finished Clerks Office	3,875.00
<b>Gerald Whitley &amp; Son</b>	Paint Fuel Tank/primer/2 coats finish/wash concrete pad	3,125.00
<b>Harris Local Government</b>	Annual Software Maintenance of all modules & support	19,144.00
<b>HCS Services, LLC</b>	Install water service Airport road/Oxford N., Fletcher St and 2 Sewer tap cleanouts	4,725.00
<b>HCS Services, LLC</b>	Install Sewer tap on Wesley street	2,150.00
<b>Jordan Engineering</b>	Resch & Prepare water line construction estimates Invoice #14120/ Review, update and issue 29 sewer easement exhibits for Sewer Areas 1 & 3, Invoice 14119, Estimates for new sidewalks, sidewalk design overlay etc.	1,125.00

<b>Scarborough Tree</b>	Remove dead pine 510 Haygood/Dead Oak at 402 Moore Street, Oak at Wesley, Dead pines in cemetery, and Queen Ann and Wesley Street.	4,800.00
<b>Southland Paving Co. LLC</b>	Asphalt Patching, E. Richardson, W. Richardson, Oxford Drive, Oxford North, Wentworth Drive, Longstreet Circle	24,995.42

**A motion was made by Holt, seconded by Baker to approve payment of the invoices. The motion was approved 7/0.**

**Executive Session**

Roseberry announced that the Executive Session is cancelled. The items for discussion will be move the work session on June 19th for further discussion.

Respectfully submitted,

Lauran Willis  
City Clerk



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL  
WORK SESSION**

**June 20, 2017**

**MINUTE SUMMAY**

**MEMBERS Present:** Jerry D. Roseberry, Mayor; Councilmembers: Sarah Davis; George Holt; Mike Ready; Jim Windham, David Eady and Melvin Baker.

**Attendees:** Bob Schwartz, City Manager; Matthew Pepper, Assistant City Manager; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Dave Harvey, Police Chief; Hoyt Oliver, Kendra Mayfield, Darryl & Teresa Welch, Judy Greer, Jeff Wearing, Todd Cain, Cathy Wooten.

**Minutes**

**Honorary Councilmember**

Mayor Roseberry introduced Cathy Wooten with Oxford College as the honorary councilmember for July.

**Mayors Announcements**

The July meeting has been moved from July 3<sup>rd</sup> to July 10<sup>th</sup>.

The work session will remain on July 17<sup>th</sup>.

There will be a retirement reception for Bob Schwartz on June 27<sup>th</sup> from 4:00pm until 5:30pm at City Hall.

**July 4<sup>th</sup> Parade**

City Clerk Lauran Willis gave an update on the event preparations.

**Bid Awards**

Assistant City Manager Matthew Pepper gave a report on bids for George Street Trail extension. Recommend we negotiate with low bidder for minor changes in specs to reduce cost. Will bring new cost back to council on July 10<sup>th</sup>.

On the E. Clark Extension the city engineer recommended moving the pre-bid conference to July 5<sup>th</sup> with the bids due by July 12<sup>th</sup> and will present to council at the July 17 work session.

**Assistant City Manager Job Description**

City Manager Bob Schwartz presented revised job description. We will request approval at the July 10<sup>th</sup> council meeting.

**Zoning Administrator**

Motion made by Eady, seconded by Windham, motion passed unanimously to appoint Matthew Pepper as zoning administrator.

**DDA Projects Discussion**

Councilmember Mike Ready presented map and gave update in preparation for the joint meeting with the DDA on the July 17 work session.

**Public Works Truck**

Assistant City Manager Matt Pepper presented two bids with a recommendation to award the purchase order to Covington Ford for a Ford F-250 4x4 for \$25,336. This item will be on the July 10th meeting for a vote.

**Electric System Improvements**

Assistant City Manager Matt Pepper presented bids with a recommendation to award the low bid of \$147,120 from Marable-Pirkle. This item will be on the July 10<sup>th</sup> meeting for a vote.

**Projects Status and Engineer's Progress Reports**

City Manager Bob Schwartz gave update of project.

**Executive Session- Canceled**

**Adjourn**

The meeting was adjourned at 6:44pm.

## OXFORD PLANNING COMMISSION

Minutes – May 9, 2017

**MEMBERS:** Jonathan Eady, Chair; Jeff Wearing, Vice-Chair; Penny England, Ron Manson, and Aaron Robinson. Vivian Harris was absent.

**STAFF:** Bob Schwartz, city manager and zoning administrator.

**GUESTS:** Kendra Mayfield, Oxford College.

**OPENING:** At 7:09 PM, Mr. Eady called the meeting to order and welcomed Ms. Mayfield.

**APPROVAL OF MINUTES:** Upon motion of Mr. Manson, seconded by Mr. Wearing, the minutes for the meeting of April 11, 2017 were approved. The vote was 5-0.

**OXFORD COLLEGE REZONING REQUEST** – Oxford College submitted a request to rezone two lots (805 Whatcoat Street and 107 George Street) from R-20 to TC (Town Center). The purpose is to construct a parking lot.

Mr. Schwartz noted that he had distributed to the Planning Commission copies of an email from May 5<sup>th</sup> from Councilmember Eady concerning this issue.

The Commission members had an extended discussion concerning the rezoning request for the two lots both together and individually. They reviewed the “Criteria for Amendments to Official Zoning Map” found in §40-638 (g) of the Zoning Ordinance.

On a suggestion from the Planning Commission Ms. Mayfield amended the requested zone from TC to “Institutional”. She noted that if she returned with a Development Permit request, the design would include a fence to shield the adjacent residential property.

*Upon motion of Mr. Manson, seconded by Mr. Wearing the Planning Commission recommends that 805 George Street be rezoned from “R-20” to “Institutional”. Further, that 107 George Street be rezoned from “R-20” to “Institutional” conditioned upon the retention of the existing use and that the parking not exceed the area shown on a plan submitted by Oxford College on May 9, 2017. The vote was 4 – 0 with Mr. Eady abstaining.*

A copy of the plan submitted by the College is attached to these minutes.

**CITY REPORT** – Mr. Schwartz reported on the recruitment for a new city manager and on the status of a couple of construction projects.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:25 PM.

Approved by:

Aaron Robinson, Secretary

## HISTORIC PRESERVATION COMMITTEE July 10, 2017

Examine real estate properties the city has recently acquired and determine their historic significance, if any.

Recommend to the city council what actions it should take to protect all or any portion of the properties.

Suggest possible uses for the properties that would be in keeping with their historical value.

The committee should complete its work with a report to the City Council, the Planning Commission and the DDA before the end of calendar year 2017.

The Assistant City Manager and the City Clerk's office will assist the committee as appropriate.

The committee will be dissolved once it submits its final report.

Members of the committee:

City Council Member and DDA Member, Melvin Baker – Chairman

City Council Member, Sarah Davis – Vice Chairman

J P Godfrey, President of the Oxford Historical Shrine Society

Tom Johnson, President of the Oxford Historical Cemetery

Jeff Wearing, Oxford Planning Commission

Kendra Mayfield, Oxford College of Emory University



## SEWER TAP FEES

OPTIONS	OPTION 1		OPTION 2		OPTION 3	
	OPTION A	OPTION B	OPTION A	OPTION B	OPTION A	OPTION B
TAP FEE	\$3,600	\$3,600	\$3,600	\$3,600	\$3,240	\$3,240
CONNECT TIME LINE	When Septic System Requires Service or Repair	When Septic System Requires Service or Repair	Within 120 days of sewer tap being available	Within 120 days of sewer tap being available	Within 120 days of sewer tap being available	Within 120 days of sewer tap being available
EASEMENT REQUIRED	NO	YES	NO	YES	NO	YES
EASEMENT PAYMENT	N/A	\$1,200 credit to be used upon connection to sewer system	N/A	\$1,200 credit to be used upon connection to sewer system	N/A	\$1,200 credit to be used upon connection to sewer system
PLUMBING CONNECTION COST	Homeowner	Homeowner	City pays lesser of 50% of total cost or \$1,200	City pays lesser of 50% of total cost or \$1,200	City pays lesser of 50% of total cost or \$1,200	City pays lesser of 50% of total cost or \$1,200
CREDIT PLAN	60 equal monthly payments plus \$5 monthly fee	60 equal monthly payments plus \$5 monthly fee	60 equal monthly payments plus \$5 monthly fee	60 equal monthly payments plus \$5 monthly fee	Payment in full at time of connection	Payment in full at time of connection
MONTHLY PAYMENT	\$65.00	\$45.00	\$65.00	\$45.00	N/A	N/A
CONNECT WITHIN 5 YEARS OF AVAILABILITY	City pays lesser of 50% of total cost or \$1,200	City pays lesser of 50% of total cost or \$1,200	N/A	N/A	N/A	N/A

TAP FEE - The basic fee is \$3,600. Option C includes a 10% discount for full payment and connection when sewer tap is available.

CONNECT TIME LINE - When connection is required by city ordinance.

EASEMENT REQUIRED - Does the city need to purchase an easement to cross the land owner's property?

EASEMENT PAYMENT - The amount the city will pay for an easement and the form of payment.

PLUMBING CONNECTION COST - The amount the city will pay toward plumbing costs to connect to sewer.

CREDIT PLAN - The plan for payment of tap fee.

MONTHLY PAYMENT - The monthly payment amount if the resident chooses the credit plan.

CONNECT WITHIN 5 YEARS OF AVAILABILITY - The option for property owners with septic systems that are working properly.

**CITY OF OXFORD, GEORGIA**

**Job Description**

**CLASSIFICATION TITLE: ASSISTANT CITY MANAGER**

**GENERAL PURPOSE**

Under general policy guidance from the City Council and the City Manager, assists the city manager as he plans, organizes, integrates, fiscally controls, directs, administers, reviews and evaluates the activities, operations, programs and services of the City of Oxford; responsible for assisting the city manager in carrying out the policies and programs determined by the elected City Council; ensures development and execution of the municipality's strategic plan and budget; ensures City government operations and functions effectively serve the needs of Oxford residents and other stakeholders, while complying with applicable laws and regulations; and performs related duties as assigned by the City Council.

**DISTINGUISHING CHARACTERISTICS**

The incumbent of this class is appointed by the City Council and serves as the assistant chief administrative officer of Oxford's municipal government.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Assists the city manager as he plans, organizes, controls, integrates and evaluates the work of all City departments to ensure that operations and services comply with the policies and direction set by the City Council and with all applicable laws and regulations; with the City's management team, develops and recommends adoption of the annual budget and other business, infrastructure and resource plans; directs the development of the capital improvement plan budget for approval by the Council; monitors the implementation of adopted budgets.

Assists the city manager as he plans and evaluates management staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel rules and policies.

Assists the city manager as he coordinates work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; interprets and explains city ordinances; initiates any actions necessary to correct deviations or violations.

Participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to municipal programs and operations.

Participates in professional and community organizations on behalf of the City and as part of the City's public affairs program; maintains good working relationships with key community constituencies.

Communicates with employees, residents, engineers, contractors, vendors, local businesses, other government agencies, the public, outside agencies, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, negotiate issues, resolve problems, or give/receive advice or direction; meets with industry management personnel on strategic growth issues and water/gas/wastewater demand; responds to questions or complaints related to city operations; provides information, researches problems, and initiates problem resolution.

Assists the city manager as he develops and implements annual city budgets; prepares/reviews budget reports; ensures compliance with approved budget; ensures competitive bidding of large purchases; monitors expenditures and schedules purchases as appropriate; assists in establishing tax rates and utility rates.

Works closely with the City Council, a variety of public, private and community organizations and citizens groups in developing and implementing programs to achieve City priorities and solve community problems; directs and coordinates preparation of analyses and recommendations on public policy issues and on long-range plans for City services; develops and coordinates proposals for action on current and future City needs; represents the City and works closely with appointed boards, committees, and public and private officials to achieve planned action and results.

Assists the city manager as he develops Council meeting agenda with Mayor; attends and participates in all City Council meetings.

Prepares of a wide variety of reports and presentations for the City Council, citizen committees and outside agencies; oversees the preparation of press releases and materials for dissemination to the media and the public; maintains effective relationships with the media.

Assists the city manager as he assesses community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high-quality municipal services; directs development and implementation of initiatives for service quality improvement; provides day-to-day leadership and works with the City's management team to

ensure a high-performance, service-oriented work environment consistent with sound management principles.

Prepares or completes various forms, reports, correspondence, budgets, financial reports, bid tabulations, presentations, or other documents.

Receives various forms, reports, correspondence, departmental reports, financial statements, engineering plans, paychecks, accounts payable, policy statements, procedures, ordinances, zoning maps, publications, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Serves as the acting city manager in the absence of the city manager.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Public Administration or closely related field; and any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Master's degree preferred. Must possess and maintain a valid Georgia driver's license.

#### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions.

**Human Interaction:** Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest,

profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Plan, integrate and direct a broad range of complex municipal services and programs; define complex public policy, management and operational issues; perform complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations; present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply city, state and federal laws and regulations governing the conduct of City operations; evaluate, develop and implement management systems, policies and controls.

**Situational Reasoning:** Requires the ability to exercise expert, independent judgment, decisiveness and creativity within general policy guidelines; prepare clear, concise and comprehensive correspondence, reports and other written materials; establish and maintain effective working relationships with the City Council, all levels of City management, other governmental officials, community and civic organizations, employee organizations, employees, the media and the public; exercise tact and diplomacy in dealing with highly sensitive political, public policy, community and employee issues and situations.

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, rain, temperature extremes, traffic hazards, violence, disease, or pathogenic substances.

330-4600-542200-008

Attachment F



COVINGTON FORD INC.  
9101 DR. MARTIN LUTHER KING JR. AVE.  
COVINGTON, GEORGIA 30014  
770-786-3432 OFC  
770-787-7103 FAX  
www.covingtonford.net

6-15-17

2017 Ford F250.

F2B F250 4X4 SD R/C \$35330  
142" WHEELBASE  
Z1 OXFORD WHITE  
A VNYL 40/20/40  
S MEDIUM EARTH GR  
600A PREF EQUIP PKG  
.XL TRIM  
.TRAILER TOW PKG  
572 .AIR CONDITIONER NC  
.AM/FM STER/CLK  
996 .6.2L EFI V8 ENG NC  
44S 6-SPD AUTOMATIC NC  
TD8 .LT245 BSW AS 17  
X3E 3.73 ELOCKING 390  
90L PWR EQUIP GROUP 915

JOB #2 BUILD  
10000# GVWR PKG  
425 50 STATE EMISS NC  
512 SPARE TIRE/WHL2 NC  
TELE TT MIR-PWR  
JACK  
SP DLR ACCT ADJ  
SP FLT ACCT CR  
FUEL CHARGE  
B4A NET INV FLT OPT NC  
DEST AND DELIV 1295  
TOTAL BASE AND OPTIONS 37930  
TOTAL 37930  
\*THIS IS NOT AN INVOICE\*

F1=Help F2=Return to Order F3/F12=Veh Ord Menu  
F4=Submit F5=Add to Library

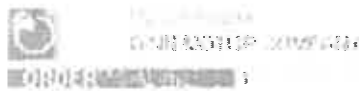
S099 - PRESS F4 TO SUBMIT QC00269

TOTAL \$25,336.00

CONSIDER ORDERING - SHIFT ON THE FLY 4X4 - \$171.00 MORE  
- CHROME BUMPERS - \$203.00 MORE  
(w/ CHROME HUB COVERS)

SINCERELY,  
wl  
MOTT CROWE, VP

BID EXPIRES 7-7-17



jvm01 Logout

PLAN & FORECAST ORDER VEHICLES MANAGE INVENTORY LOCATE VEHICLES DELIVER VEHICLES REPORTS & TOOLS

Configure a New Vehicle. Choose Options

MY CONFIGURATION

2018 CHEVROLET TRUCK  
CREGHD - CK25003 - 2500HD  
Silverado: LWB, 4WD, Reg Cab  
Pickup

1WT

FLT Fleet  
FBC-Fleet Political  
Subdivision

RELATED LINKS

- View List of All Options and Their Detailed Descriptions
- US On-Line Order/Reference Guide

Options Added and Removed

View Weekly Constraints Report (Retail)

Select Vehicle Options

Primary Color [GAZ]

MSRP	None
<input type="checkbox"/>	G1K Deep Ocean Blue Metallic \$385.00
<input type="checkbox"/>	G2X Havana Metallic \$0.00
<input type="checkbox"/>	G7C Red Hot \$0.00
<input type="checkbox"/>	GAN Silver Ice Metallic \$0.00
<input checked="" type="checkbox"/>	GAZ Summit White \$0.00
<input type="checkbox"/>	G8A Black \$0.00
<input type="checkbox"/>	GPA Graphite Metallic \$0.00
<input type="checkbox"/>	GPJ Cajun Red Tintcoat \$495.00

Trim [H2Q]

<input type="checkbox"/>	H0J Jet Black, Cloth seat trim \$0.00
<input checked="" type="checkbox"/>	H2Q Dark Ash with Jet Black Interior Accents, Vinyl seat trim \$0.00
<input type="checkbox"/>	H2R Dark Ash with Jet Black Interior Accents, Cloth seat trim \$0.00
<input type="checkbox"/>	H2S Dark Ash with Jet Black Interior Accents, Cloth seat trim \$0.00
<input type="checkbox"/>	H2T Cocoa/Dune, Cloth seat trim \$0.00

Body Code [E83]

<input checked="" type="checkbox"/>	E83 Pickup box \$0.00
<input type="checkbox"/>	ZW9 Pickup box, delete -\$875.00

Weight [CAM]

<input type="checkbox"/>	CAM GVWR, 9500 lbs (4490 kg) \$0.00
<input checked="" type="checkbox"/>	GEH GVWR, 8500 lbs (4309 kg) \$0.00

Engine [L96]

<input type="checkbox"/>	L5P Engine, Duramax 6.6L Turbo-Diesel V8, B20-Diesel compatible \$9,005.00
<input checked="" type="checkbox"/>	L96 Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85 compatible, FlexFuel \$0.00

Transmission [MYD]

<input type="checkbox"/>	MV7 Transmission, Allison 1000 6-speed automatic, electronically controlled \$0.00
<input checked="" type="checkbox"/>	MYD Transmission, 8-speed automatic, heavy-duty, electronically controlled \$0.00

Emissions [FE9]

<input checked="" type="checkbox"/>	FE9 Emissions, Federal requirements \$0.00
<input type="checkbox"/>	NE1 Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements \$0.00
<input type="checkbox"/>	YF5 Emissions, California state requirements \$0.00

Rear Axle [GT4]

<input type="checkbox"/>	GT4 Rear axle, 3.73 ratio \$100.00
--------------------------	------------------------------------

**GINN COMMERCIAL**  
Marion Sherrill  
Government Municipal Sales Mgr  
6263 Turner Lake Road  
Covington, GA 30014  
(p)678-825-4000/(f)678-825-4300  
msherrill@getginn.com

*Your cost = \$31,600 each*  
includes  
*WRAP AROUND*  
*FRONT BUMPER/w weinch*  
*12,000 TB*  
*without weinch*  
*deduct \$2340.50 from price.*

# MARABLE-PIRKLE INC.

PHONE # 404-344-4411

FAX # (404) 349-4096

November 16, 2016

City of Oxford Electrical  
Jody Reid  
jreid@oxfordgeorgia.org

FROM: Marshall Collins

PROJECT: Oxford Electrical System Upgrade and Pole Replacement;

**COMMENTS:**

We appreciate the opportunity to provide the following proposal for the above referenced project.

MARABLE-PIRKLE, Inc. will furnish personnel and equipment to:  
Install power poles, pole top assemblies with down guys and anchors to support the new pole line  
and transfer existing electrical attachments as indicated on ECG print

Labor and Equipment                      \$147,120.00

Pricing has been based on:

Digging in soil/dirt rock and/or hand digging to be addressed on an hourly bases.

Area to be accessible by trucks and trailer.

Roll pipe for boring IS included in this pricing. All OTHER material to be furnished by the city.

Price qualifications and clarifications:

Price firm for 30 days.

Price based on normal working hours during straight time.

Payment 30 day after invoice date. Past due invoices are subject to late fee charges.

**BEFORE JOB CAN PROCEED WE MUST RECEIVE SIGNED & DATED ACCEPTANCE WITH  
PURCHASE ORDER # AS WELL AS LOCATE #**

ACCEPTED BY:

DATE

PURCHASE ORDER #

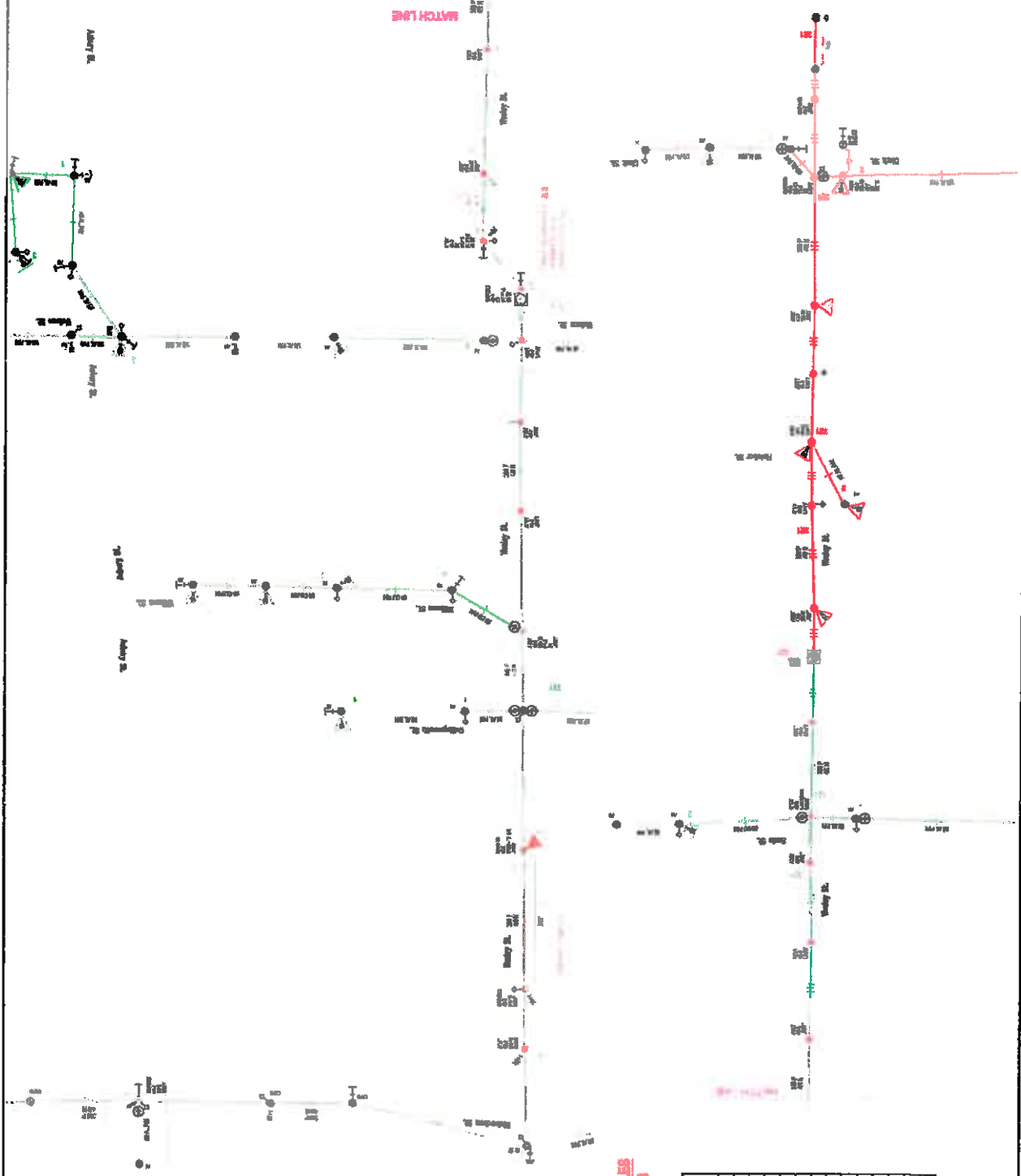
PLEASE CALL (404) 344-4411 AS SOON AS POSSIBLE IF TRANSMISSION IS NOT  
LEGIBLE OR ALL PAGES WERE NOT RECEIVED. THANK YOU!





**CITY OF OXFORD**  
**POLE CHANGE OUT ON**  
**WESLEY STREET BETWEEN PIERCE STREET & W. SOULE STREET**  
 PRELIMINARY DESIGN  
 ELECTRICAL DISTRIBUTION SERVICES

DATE	11/11/2011
BY	J. B. BROWN
APP'D	J. B. BROWN
SCALE	AS SHOWN
SHEET NO.	11 OF 11



**OXFORD POLES**  
 (0) 45-3  
 (2) 85-6

**AT&T POLES**  
 (10) 45-3  
 (1) 40-3

**LEGEND**

●	OXFORD WOOD POLE
○	AT&T WOOD POLE
■	OXFORD CAST IRON POLE
□	AT&T CAST IRON POLE
+	OXFORD METAL FRAME
△	AT&T METAL FRAME
▽	OXFORD METAL FRAME
◇	AT&T METAL FRAME
⊙	OXFORD METAL FRAME
⊖	AT&T METAL FRAME
⊕	OXFORD METAL FRAME
⊗	AT&T METAL FRAME
⊘	OXFORD METAL FRAME
⊙	AT&T METAL FRAME
⊖	OXFORD METAL FRAME
⊕	AT&T METAL FRAME
⊗	OXFORD METAL FRAME
⊘	AT&T METAL FRAME





# SERVICE ELECTRIC *Company*

P.O. Box 3656  
1631 East 25th Street  
Chattanooga, TN 37404  
Phone (423) 265-3161  
Fax (423) 265-3960

December 5, 2016

City of Oxford, Ga  
Attn: Jody Reid  
110 West Clark Street  
Oxford Ga, 30054-2274

Re: Wesley Street

Mr. Reid:

Service Electric Company proposes to furnish necessary labor, equipment, and supervision for a lump sum total of **One Hundred Eighty Five Thousand Dollars and 00/100 (\$185,000.00)** per the following scope of work. All material will be furnished by others.

- Change-out (27) wood poles with attachments
- Bore 350' and install 2" conduit (X 3)
- Remove Overhead single phase tap

Any work performed out of this scope will be performed at an additional agreed upon price. All work will be performed in a timely manner and good faith. Please advise if you need additional information.

Thank you for this opportunity,

Lee Campbell  
Estimator



Quotation

STUART C IRBY BR743 KENNESAW  
 1025-A COBB INTERNATIONAL PLACE  
 SUITE A  
 KENNESAW GA 30152  
 770-422-1005 Fax 770-427-8455

QUOTE DATE	ORDER NUMBER
07/09/17	S010279508
REMIT TO: STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	PAGE NO.  1

SOLD TO:  
 CITY OF OXFORD  
 110 W. CLARK STREET  
 OXFORD, GA 30054-2274

SHIP TO:  
 CITY OF OXFORD  
 110 W. CLARK STREET  
 OXFORD, GA 30054-2274  
 770-786-7004

ORDERED BY:

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON	
128681						Michael K Cadenhead	
INSIDE SALESPERSON		REQD DATE		FRGHT ALLWD		SHIP VIA	
Todd E Horto		07/09/17		No			
ORDER QTY	SHIP QTY	LINE	DESCRIPTION	Prct/UM	Ext Amt		
			***** Shipping Instructions *****				
			* DELIVERY=STOCK-8WKS				
			* -----*				
			*****				
15EA		1	MACL HDSO-88 2/0-556 AL DE CLAMP	13.500EA	202.50		
20EA		2	*HELI AAR-533 ARMOR ROD FOR 336ACSR 18/1	14.400EA	288.00		
1000EA		3	GUY 3/8 UG CLS-A 500' COIL A475	285.000M	285.00		
1500FT		4	*DURA 2002634030 2-1/2" SDR13.5 REGULAR/UV-RED/UV-RED, WET LUBE, HOT INDENT PRINT, STANDARD PRINT+ LIGHTNING BOLT	1.700EA	2550.00		
10EA		5	MACL D104-6 10" HELIX ANCHOR FOR 3/4 -1" ROD STANDARD DUTY 6000# TORQUE RATING	21.500EA	215.00		
11EA		6	MACL ZHP010-0000000 10KV SRG ARST	29.750EA	327.25		
1EA		7	MACL ZRP010-0000000 10KV SRG ARST RISER 10KV 8.4KV	30.350EA	30.35		
25EA		8	MACL J9412 5/8X12 OVAL EYEBOLT	3.550EA	88.75		
100EA		9	MACL J8812 5/8X12 MACHINE BOLT	1.150EA	115.00		
25EA		10	MACL J8051 STR THIMBLEYE BOLT 5/8"X10"	4.150EA	103.75		
12EA		11	*SFRM SF-12L SINGLE PHASE 25KV ARRESTER/CUTOUT T-BRACKET	14.850EA	178.20		
2EA		12	ESNA 1601A4 BUSHING INSERT	27.000EA	54.00		
25EA		13	MACL J1300 CLEVIS	4.750EA	118.75		
25EA		14	BLAC HLC2108 HOT LINE CLAMP	7.400EA	185.00		
*** Continued		on Next Page		***			

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STUART C IRBY BR743 KENNESAW  
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 KENNESAW GA 30152  
 770-422-1005 Fax 770-427-8455

Quotation

QUOTE DATE	ORDER NUMBER
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REMIT TO:	PAGE NO.
STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	2

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 CITY OF OXFORD  
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 110 W. CLARK STREET  
 OXFORD, GA 30054-2274  
 770-786-7004

ORDERED BY:

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON	
128681						Michael K Cadenhead	
INSIDE SALESPERSON		REQD DATE	FRGHT ALLWD	SHIP VIA			
Todd E Horto		07/09/17	No				
ORDER QTY	SHIP QTY	LINE	DESCRIPTION	Prc/UOM	Ext Amt		
3EA		15	HOMA CSW6500 1 QUICK DISCONNECT W/INHIBITING COMP AND COVER FOR 1 STUD QUICK DISCONNECT	26.500EA	79.50		
12EA		16	MACL 89031R10D CUTOUT TYPE XS 14.4KV 100A ULTRA-HEAVY-DUTY OVER HEAD POLE-TOP; 2 PARALLEL-GROOVE CONNECTORS	61.350EA	736.20		
1EA		17	ESNA 161LR-C-5240 1/0AWG CONN	25.150EA	25.15		
25EA		18	*HELI HD-528 DEADEND DIST GRIP	4.500EA	112.50		
4EA		19	*DCDD 00800-098 SUPPORT GRIP FOR 1.00-1.24" CABLE	26.500EA	106.00		
50EA		20	MACL J6555 5/8 GUY ATTACHMENT MALLEABLE STEEL 50/BOX	4.750EA	237.50		
18EA		21	*POHA P8215-S 15KV POLYMER SUSPENSION INSULATOR	8.750EA	157.50		
25EA		22	MACL J24515 ARRESTER X-ARM BRKT	7.250EA	181.25		
50EA		23	*PEUN GSE-C1-TN TRANSFORMER GROUNDING LUG; TIN PLATED	1.750EA	87.50		
1EA		24	*GE QAMW754 (5501AB0015) 15KVA XFM 1PH CONV POLE-MT HV: 7200/12470Y LV: 120/240 2-BUSH	530.000EA	530.00		
25LB		25	UTBC 2 SD BARE 7STR 25LB SPOOL (10686412)	360.000C	90.00		
10EA		26	MACL D75D 3/4X7 TWINEYE ANCHOR ROD	20.500EA	205.00		
27EA		27	*POHA PLH-588C COPPER-CLAD GROUND ROD, 5/8 X 8FT	9.750EA	263.25		
4EA		28	*ESNA PCT11240-4 1/0 TERMIN.	25.300EA	101.20		
*** Continued on Next Page ***							

\*\* Reprint \*\* Reprint \*\* Reprint \*\*



Quotation

STUART C IRBY BR743 KENNESAW  
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 SUITE A  
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CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON	
128681						Michael K Cadenhead	
INSIDE SALESPERSON			REQD DATE	FRGHT ALLWD	SHIP VIA		
Todd E Horto			07/09/17	No			
ORDER QTY	SHIP QTY	LINE	DESCRIPTION	Prc/UDM	Ext Amt		
50EA		29	*HELI HSFT-033 "F"-NECK SIDE TIE 336.4 ACSR	5.600EA	280.00		
100EA		30	*HELI HSPT-028 SPOOL TIE 4/0-6/1 ACSR 100/BOX	3.900EA	390.00		
50EA		31	MACL J6516 3/4 TWINEYE NUT	12.900EA	645.00		
15LN		32	*ELEM PE2UG10ST U-GUARD 2" X 10FT HDPE (1500' PER PALLET) (PRICE PER LENGTH) (ALT UOM PER FT) (1LN=10FT) (1EA=1 LENGTH)	8.900LN	133.50		
1EA		33	*GE QGCR964 (6817PB0025) 25KVA XFM 1PH PAD-MT HV: 12470 GRDY/7200 LV: 240/120; LOOP FEED; DEAD FRONT BAYONET FUSE; NO TAPS	1055.000EA	1055.00		
125LB		34	UTBC 6 SD BARE SOL 25LB SPOOL	360.000C	450.00		
250FT		35	COND 6 SD POLY RISER SOL TRANS 250FT	470.000M	117.50		

\* This is a quotation \*

Prices firm for acceptance within 30 days with the exception of commodity prices which are subject to change daily. Quotation is void if changed. Complete quote must be used unless authorized in writing.

For Terms and Conditions, Please See our website.

Subtotal	10725.10
S&H CHGS	0.00
Sales Tax	0.00
<b>TOTAL</b>	<b>10725.10</b>

\*\* Reprint \*\* Reprint \*\* Reprint \*\*

