

MINUTES

City of Oxford
 Board of Aldermen
 Regular Meeting
 Tuesday, April 3, 2018, 5:00 pm - 7:00 pm
 City Hall Courtroom



THE CITY OF
OXFORD

1. Call to order.

The meeting of the Mayor and Board of Alderman of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 5:00pm on Tuesday, April 3, 2018, in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor
 Rick Addy, Alderman Ward I
 Mark Huelse, Alderman Ward II-via telephone
 Janice Antonow, Alderman Ward III
 Ulysses Howell, Alderman Ward IV-absent
 Preston Taylor, Alderman Ward V
 Jason Bailey, Alderman Ward VI
 John Morgan, Alderman At Large

 Mayo Mallette, PLLC-Of Counsel
 Ashley Atkinson, City Clerk
 Bart Robinson, Director of Public Works
 Reanna Mayoral, Assistant Director of Public Works
 Judy Daniel, Director of Planning
 Ben Requet, Assistant Director of Planning
 Joey East, Chief of Police
 Matt Davis, Director of Parking Enforcement
 Braxton Tullos, Human Resources Director
 Mark Heath, Fire Chief
 Seth Gaines, Director of Oxford Park Commission
 Randy Barber, Director of Building Department
 Rob Neely, Superintendent of Oxford Electric Department
 Bo Ragon, Superintendent of City Shop-absent
 Jimmy Allgood, Director of Emergency Management
 Amberlyn Liles, Environmental Services Director
 Gray Parker, Planning Department
 Greg Pinion-Director, Buildings & Grounds
 Donna Fisher-Municipal Court Clerk-absent
 Cindy Semmes-Executive Assistant to the Mayor-absent

2. Adopt the agenda for the meeting.

It was moved by Alderman Morgan, seconded by Alderman Addy to adopt the agenda for the meeting with the following changes: the deletion of items 12, 21 and 22 and the addition of item 24. Request approval to adopt a list of streets for the golf cart ordinance. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Mayor's Report

4. Authorize the approval of the minutes of the regular meeting on March 20, 2018.

It was moved by Alderman Antonow, seconded by Alderman Bailey to approve the minutes of the regular meeting on March 20, 2018. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Authorize the approval of accounts for all city departments.

MINUTE BOOK No. 79, CITY OF OXFORD

It was moved by Alderman Morgan, seconded by Alderman Bailey to approve the accounts for all city departments including a claims docket showing General Fund claims numbered 100912-101053, Trust & Agency claims numbered 27749-27806, Water & Sewer claims numbered 28844-28869, and Metro Narcotics claims numbered 7148-7155 and totaling \$663,980.13. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Consider the consent agenda:

It was moved by Alderman Morgan, seconded by Alderman Bailey to approve the following consent agenda. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- a. Request permission for two officers to attend Firearms and Instructor Course on April 16-20, 2018 in Moorhead, MS at an estimated cost of \$1,200.00 plus per diem. (Joey East)
- b. Request permission for two officers to attend the One Loud Voice Conference on April 3-5, 2018 in Biloxi, MS with the only cost being per diem. (Joey East)
- c. Request permission for one officer to attend Basic Crisis Negotiation class from April 9-13, 2018 in Jackson, MS at an estimated total cost of \$465.00 plus per diem. (Joey East)
- d. Request permission for three employees to attend the Fire and Life Safety Conference in Horn Lake, MS on April 26-27, 2018 at an estimated cost of \$330.00. (Mark Heath)
- e. Request permission for one employee to attend the Emergency Services Administrative Professionals Conference in Natchez, MS on May 2-4, 2018 at an estimated cost of \$285.70. (Mark Heath)
- f. Request permission for one employee to attend a Maintenance Workshop on April 20-22, 2018 in Philadelphia, MS at an estimated cost of \$444.89. (Ron Biggs)
- g. Request permission to employ Andre Hill, Laddarius Marshall, Anthony McKinney, Aaron Mathis, Aubrey Maghee, Braddick Boone, Kareem Thompson, Terrell Clayton, Nicholas Austin, and Torey Malone as seasonal workers in the Environmental Services Department with an hourly rate of \$9.00. (Braxton Tullos)
- h. Request approval of a step raise for Jeffrey Syes in the Environmental Services Department for the completion of their probational period. His new annual salary will be \$28,257.59 (G6-7) (Braxton Tullos)
- i. Request permission to accept the retirement of Randy Jones in the Oxford Fire Department effective April 25, 2018. (Braxton Tullos)
- j. Request permission to accept the resignation of Justin Sneed in the Oxford Fire Department effective April 11, 2018. (Braxton Tullos)

7. Adopt a proclamation declaring April 1-7, 2018, as Junior Auxiliary Week.

It was moved by Alderman Antonow, seconded by Alderman Taylor to adopt a proclamation declaring April 1-7, 2018 as Junior Auxiliary Week. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Adopt a proclamation declaring April as Sexual Assault Awareness Month.

It was moved by Alderman Taylor, seconded by Alderman Addy to adopt a proclamation declaring April as Sexual Assault Awareness Month. All the alderman present voting aye, Mayor Tannehill declared the motion carried.

9. Request permission to accept a donation for the Mayor's Leadership Program.

It was moved by Alderman Antonow, seconded by Alderman Taylor to accept a \$600.00 donation for the Mayor's Leadership Program. All the aldermen present

voting aye, Mayor Tannehill declared the motion carried.

10. Authorize an appointment to the Courthouse Square Historic Preservation Commission.

It was moved by Alderman Bailey, seconded by Alderman Morgan to appoint Griffin Tanner to the Courthouse Square Historic Preservation Commission. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

Alderman Addy recused himself and left the meeting at this time.

11. Consider an appeal regarding the decision on Planning Commission Case #2274. (Don Brewer)

After discussion between Don Brewer, Ray Garrett (counsel for Don Brewer), Todd Paine and the Board, it was moved by Alderman Bailey, seconded by Alderman Morgan to affirm the prior site plan submitted by Mr. Paine. Mr. Paine may begin his project at any time prior to the expiration of his current site plan but construction of curb and gutter will be delayed by up to 18 months pending an agreement by and between Don Brewer and Todd Paine that shifts the financial responsibility of installing the curb and gutter at the project from Mr. Paine to Mr. Brewer. This proposed agreement shall be attached to the property and follow through any future changes in ownership and should be in place before the next regular meeting of the Mayor and Board of Aldermen. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

12. Consider a request from FNB Oxford for relief from the Oxford Commons traffic study. (Bart Robinson/Ben Requet)

This item was deleted from the agenda.

13. Consider a request to amend the Taxi Ordinance regarding the age limit for low speed vehicles. (Flying Tuk)

Alderman Addy returned to the meeting at this time.

Danny Klimetz from Flying Tuk addressed the board to request that the age for drivers for low speed vehicles be lowered. The board discussed the request and will consider an ordinance to lower the age from 21 to 20. This was considered the first reading for the proposed ordinance change, the second reading and public hearing will be at the next regular meeting.

14. Request permission to apply for FY2019 Multi-Modal Funding through MDOT for Oxford-University Transit. (Donna Zampella)

It was moved by Alderman Morgan, seconded by Alderman Addy to apply for FY2019 Multi-Modal Funding through MDOT for the Oxford-University Transit System. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

15. Request permission for 7 employees to attend the MPTA Workshop for Drivers on April 20-22, 2018 in Choctaw, MS at an estimated cost of \$4,958.24. (Donna Zampella)

It was moved by Alderman Bailey, seconded by Alderman Addy to approve the travel of 7 employees for the MPTA Workshop for Drivers on April 20-22, 2018 in Choctaw, MS at an estimated cost of \$4,958.24. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

16. Fourth reading and vote on a proposed Ordinance enlarging the corporate limits of the City of Oxford. (Pope Mallette)

It was moved by Alderman Antonow, seconded by Alderman Bailey to adopt an ordinance enlarging the corporate limits of the City of Oxford and to direct counsel to schedule a court date for the annexation hearing. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

17. Second reading and public hearing for Case #2282 - Consideration of Amendments to the City of Oxford Land Development Code (Articles 2, 3, 5, 7, and 9) to correct mistakes and make modifications. (Judy Daniel)

There were no comments from the public. The third reading and vote will be at the next regular meeting.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

18. Second reading and public hearing for Case #2283 - Consideration of Amendments to the Municipal Code Chapter 66, Article VI. Mobile Food Vending. (Judy Daniel)

There were no comments from the public. The third reading and vote will be at the next regular meeting.

19. Second reading and public hearing for Case #2284 - Consideration of an Amendment to the City of Oxford Land Development Code (Article 2 - Multi-Family Residential) to establish a special exception process to allow a higher level of residential capacity for multi-family development in certain circumstances. (Judy Daniel)

There were no comments from the public. The third reading and vote will be at the next regular meeting.

20. Second reading and public hearing for Case #2285 - Consideration of Amendments to the City of Oxford Land Development Code (Article 3 - Wireless Communication Facilities use) to correct mistakes and provide standards for new technologies. (Judy Daniel)

There were no comments from the public. The third reading and vote will be at the next regular meeting.

21. Request permission to amend the Resolution Regarding Extension of Water & Sewer to Developments Outside the City Limits. (Judy Daniel)

This item was deleted from the agenda.

22. Update on construction project at the UM South Campus Recreation Facility and Transportation Hub located on Chucky Mullins Dr. (Pope Mallette)

This item was deleted from the agenda.

23. Reconsider contract with Tim Haahs for Parking Consultant Services. (Bart Robinson)

It was moved by Alderman Morgan, seconded by Alderman Bailey to authorize the Mayor to sign a contract with Tim Haahs for Parking Consultant Services to conduct an assessment of the proposed garage plan and the model used to project the revenue stream. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

24. Request approval of a list of streets for the operation of golf carts under the new ordinance. (Bart Robinson)

It was moved by Alderman Bailey, seconded by Alderman Addy to approve a list of streets for the operation of golf carts. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

25. Consider a temporary lease of the "Old Gin" property for additional parking needs. (Bart Robinson)

It was moved by Alderman Morgan, seconded by Alderman Bailey to approve a temporary lease for the "Old Gin" property for additional parking needs during the construction of the proposed parking garage. All the aldermen present voting aye, with the exception of Alderman Antonow who voted no, Mayor Tannehill declared the motion carried.

26. Authorize the Mayor to sign a contract with Wier Boerner Allin for architectural services for the design of the East Oxford Fire Station. (Bart Robinson)

It was moved by Alderman Addy, seconded by Alderman Antonow to authorize the Mayor to sign a contract with Wier Boerner Allin for architectural services for the design of the East Oxford Fire Station. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

27. Request permission to advertise for an RFQ for an Energy Services Company to provide an Investment Grade Audit. (Bart Robinson)

MINUTE BOOK No. 79, CITY OF OXFORD

<https://www.boardpaq.com/admir>
SAFEGUARD - DEMENT 62-0088

It was moved by Alderman Addy, seconded by Alderman Taylor to advertise for an RFQ for an Energy Services Company to provide an Investment Grade Audit. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

28. Approve Change Order 1 for 91 calendar days only for Belk Blvd-Old Taylor Road Water Distribution Project. (Bart Robinson)

It was moved by Alderman Morgan, seconded by Alderman Bailey to approve Change Order #1 for an additional 91 days for the Belk Boulevard-Old Taylor Road Water Distribution Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

29. Adopt a resolution for the sale of property. (Bart Robinson)

It was moved by Alderman Bailey, seconded by Alderman Antonow to adopt a resolution for the sale of property located on Price Street. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

30. Approve Change Order 3 for the Jackson Avenue Lift Station Wetwell Rehabilitation Project in the amount of \$73,081.00. (Bart Robinson)

It was moved by Alderman Bailey, seconded by Alderman Addy to approve Change Order #3 for the Jackson Avenue Lift Station Wetwell Rehabilitation Project in the amount of \$73,081.00. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

31. Consider an executive session.

It was moved by Alderman Bailey, seconded by Alderman Addy to consider an executive session for a personnel matter, matters of potential litigation and a matter related to land acquisition. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Morgan to enter into an executive session for two personnel matters in the Environmental Services Department, a matter of potential litigation regarding land acquisition on West Oxford Loop, a matter of potential litigation regarding land use on Hwy 6, an update on a litigation matter regarding a billboard, a matter of potential litigation regarding land use at Jefferson Avenue and North Lamar, and a matter related to land acquisition on Highway 30. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Morgan, seconded by Alderman Addy to accept Robert Edmister's offer of \$60,000.00 for the acreage located on the West Oxford Loop extension ROW. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Addy to make a counter offer to Larry McAlexander in the amount of \$110,000.00 for the lot at the corner of Washington Ave. and Molly Barr Road. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Morgan to offer \$3,000.00 to Don Waller as a settlement for the court proceeding regarding Mr. Waller's property on Hwy 6 West. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Addy to return to regular session. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

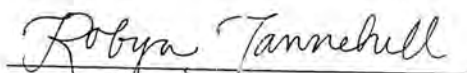
It was moved by Alderman Bailey, seconded by Alderman Morgan to follow the recommendation of the HR Director and terminate the employment of Nakeven Dancer and Garrick Moering in the Environmental Services Department due to job abandonment. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.


32. Adjourn.

MINUTE BOOK No. 79, CITY OF OXFORD

It was moved by Alderman Morgan, seconded by Alderman Bailey to adjourn Resolution 62-0088

Die. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.


Robyn Tannehill, Mayor


Ashley Atkinson, City Clerk

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

OFFICIAL PROCLAMATION

WHEREAS, The Junior Auxiliary of Oxford, Mississippi, a Chapter of the seventy-seven year old National Association of Junior Auxiliaries, Inc., represents a serious endeavor on the part of women to be active and constructive participants in the community and to assume responsible leadership in meeting community needs; and,

WHEREAS, The mission of the National Association of Junior Auxiliaries, Inc., is to encourage member Chapters to render charitable services which are beneficial to the general public, with particular emphasis on children, and to cooperate with other organizations performing similar services; and,

WHEREAS, The Junior Auxiliary of Oxford, Mississippi works actively to perform the mission of the National Association of Junior Auxiliaries, Inc., in this community since 1987, and we appreciate its efforts.

NOW, THEREFORE BE IT PROCLAIMED that I, Robyn Tannehill, Mayor of the City of Oxford, Mississippi, do hereby designate the week of April 1-7, 2018, as JUNIOR AUXILIARY WEEK in Oxford, Mississippi; sponsored by the National Association of Junior Auxiliaries, Inc., and urge all citizens, civic and fraternal groups, news media, and other community organizations to join in the salute to Junior Auxiliary volunteers who have been an important presence in this community since 1987.

IN WITNESS WHERE OF, I HAVE HEREUNTO SET MY HAND AND CAUSED THE SEAL OF THE CITY OF, OXFORD, MISSISSIPPI TO BE AFFIXED THIS THE 3RD DAY OF APRIL IN THE YEAR OF OUR LORD 2018.

Mayor

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

PROCLAMATION

A PROCLAMATION DECLARING APRIL AS SEXUAL ASSAULT AWARENESS MONTH

WHEREAS, Family Crisis Services of Northwest MS. Inc. recognizes that Sexual Assault is a serious crime that affects this LOU community; and

WHEREAS, sexual violence is widespread with 45 reported sexual assaults to the Oxford Police Department, University Police Department, and Lafayette County Sheriff's Department; and

WHEREAS, if all 45 were students and students report 20% of sexual assaults: you have 180 not reported and a total of 225 sexual assaults for our county in 2017. This equates to almost 19 a month; and

WHEREAS, if all 45 were not students and non-students report 32% of sexual assaults: you have 94 not reported and a total of 139 sexual assaults for our county in 2017. This equates to 11 per month; and

WHEREAS, the theme of this year's Sexual Assault Awareness Month campaign is "Embrace Your Voice". The campaign informs individuals on how they can use their words to stop sexual violence before it happens by promoting safety, respect, and equality; and

WHEREAS, our words shape the world around us. Your words can help someone better understand these issues, your voice is powerful and necessary in this conversation; and

WHEREAS, individuals can embrace their voices to show their support for survivors, stand up to victim blaming, shut down rape jokes, correct harmful misconceptions, promote everyday consent, and practice healthy communication with kids; and

NOW, THEREFORE, IT IS PROCLAIMED by the Mayor and Board of Alderman of the City of Oxford, Mississippi, proclaims the month of April as Sexual Assault Awareness Month, by working together to prevent sexual violence in our community.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Oxford to be affixed on this _____ day of _____ 2018.

Robyn Tannehill, Mayor of Oxford

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0068



OXFORD

PLANNING
DEPARTMENT

Memorandum

To: Mayor and Board of Aldermen
From: Judy Daniel, AICP, Planning Director
Date: April 3, 2018
Re: Public Hearing for Case #2274 – Appeal of Staff Approval of a Site Plan

Planners Comments: The applicant, Mr. Don Brewer, is requesting that the Commission overturn the staff approval of a Site Plan for “My Oxford Storage” issued on December 11, 2017.

This request is the result of a property dispute between the owner of the property where the “My Oxford Storage” (mini-warehouse) business was granted site plan approval (Todd Paine); and Mr. Brewer, the owner of the adjacent property and business (Napa Auto Parts) to the north at 1360 N. Lamar. In October 2015, Mr. Brewer sold the property in question to Mr. Paine via a division of his 5.1 acre parcel, creating a 1.5 acre lot (for Napa) and a 3.6 acre lot (for My Oxford Storage). *[[At the time a two lot subdivision of a parcel did not require subdivision review. The resultant concerns surrounding these properties resulted in a change to the subdivision regulations to require full subdivision review for a property that contains existing structures.]]*

In April of 2016 Mr. Paine submitted a Site Plan request to the City for the parcel he had purchased from Mr. Brewer. Although the City had not reviewed the subdivision, we felt that such a change should require the Napa site on the Brewer property to be brought into conformance with current city road and access standards (as would have otherwise been required for a change in the nature of a property).

Although the Paine Site Plan met the zoning standards at the time, final approval was held up pending discussions with Mr. Brewer about changes to his property to bring it into compliance with current road and fire standards, before allowing Mr. Paine to move forward. (This was another reason the subdivision requirement for a two lot division were changed.)

During these discussions it was discovered that the configuration of the parcel that Mr. Brewer sold to Mr. Paine, combined with required improvements to the frontage of the property, wound up constricting access to Mr. Brewer’s property, likely to affect elements of his business. This made the situation even more difficult. Subsequently, over the past year and a half staff had

MINUTE BOOK No. 79, CITY OF OXFORD

many discussions with Mr. Paine and Mr. Brewer (and their neighboring property owner to the south (the site of a liquor store and pawn shop) regarding this situation. There were also conversations between Mr. Brewer and Mr. Paine. Unfortunately, no resolution was reached.

Finally, last December, after concluding that Mr. Brewer and Mr. Paine were not going to be able to work out their differences, the staff approved the site plan for the Paine property. Although the zoning requirements had changed, it was approved under the prior standards as it had been held up due to attempts to work out a solution with his neighbor, not due to any elements of the Paine Site Plan. As that Site Plan fell under the threshold for Planning Commission review, it was a staff approval.

As previously stated, as a result of the division of property, the modifications required for site plan approval of the Paine property resulted in a constriction of the access to the Brewer property and Mr. Brewer believes that certain aspects of his business will be impacted by the changes required for the Paine site plan. This is why Mr. Brewer is requesting that the Site Plan be rescinded. Staff still supports the site plan approval. Mr. Brewer's concerns relate to the division of property with Mr. Paine, which was done before the City became involved. The Paine Site Plan meets all standards required at the time of the Site Plan review.

Summary of Rational for Request to Overturn the Site Plan Approval: Mr. Brewer's attorney submitted the attached letter on March 20 stating the reasons why and rationale for his request. The primary contention is that the changes to the front of the site would cause the Napa Auto Parts business to "suffer a severe negative impact".

First, the letter contends that a public hearing should have been required, citing a reference in the Land Development Code adopted in November. But as previously stated, the Site Plan for My Oxford Storage was below the threshold requiring a public hearing in Land Development Code under which it was reviewed. Therefore, no public hearing was required.

Next, the letter states that certain improvements required in the approved site plan will affect the ability of certain types of large vehicles or vehicles hauling trailers from being able to enter and leave the site safely. These changes include curbing, gutter, sidewalk, and grassed verge. These are, and have been for some time, standard elements along city streets as the City has long ago moved away from "open access" areas in front of businesses; that are more of a rural development pattern.

This evolution is important because it creates a safer environment for pedestrians, and it limits points of potential conflict between vehicles along a segment of N. Lamar that has become much more congested in recent years. It is certainly far more congested than it was in 1997, when this business was moved due to the increasing congestion downtown. Further, several other recent developments along N. Lamar have been required to implement measures to control access to their sites including the Brown Insurance building and The Lamar TND across the street.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 52-0085

The contention is that the changes will seriously damage the Napa Business by limiting access which has been operating at this location since 1997. Prior to that it operated downtown, near Lindsay's, and moved further out when the nature of development in that downtown area began to significantly change. That same type of evolution is now occurring along N. Lamar.

The submitted letter states that the "open access" has been there for "over two decades", and allows truck pulling trailer to park in the City right-of-way along N. Lamar. The trucks include customers and delivery trucks bringing inventory to the site. The changes will make it more difficult for them to do this; although such tight delivery areas become common in urbanizing areas. Given the site configuration created by Mr. Brewer's land sale to Mr. Paine, and given long standing city requirements to "close up" open sites over time, creating limited access to businesses, the required changes will inconvenience some of Mr. Brewer's customers and delivery trucks. Staff believes this type of change is inevitable as certain streets in Oxford evolve from open access rural street templates to closed access suburban and urban street templates. To reverse the staff approval of the site plan to correct a situation created by Mr. Brewer, could tempt others to ask relief for self-inflicted site design problems.

Recommendation: Staff recommended confirmation of approval of the Site Plan as issued, and at their March 12, 2018 meeting, the Planning Commission voted 5-1 (Commissioner Bradley voted Nay) to not overturn the staff approval for the Site Plan.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



OXFORD

PLANNING
DEPARTMENT

Case 2274

To: Oxford Planning Commission
From: Judy Daniel, AICP, Director
Date: March 12, 2018

Applicant: Don Brewer
Owner: Same
Request: Appeal of Site Plan Approval for "My Oxford Storage"
Location: Adjoining 1360 North Lamar, (PPIN #18889)
Zoning: Traditional Neighborhood Business

Surrounding Zoning:

North: Traditional Neighborhood Business
South: Traditional Neighborhood Business
East: Traditional Estate Residential
West: Urban Center

Planners Comments: The applicant, Mr. Don Brewer, is requesting that the Commission overturn the staff approval of a Site Plan for "My Oxford Storage" issued on December 11, 2017.

This request is the result of a property dispute between the owner of the property where the "My Oxford Storage" (mini-warehouse) business has been granted site plan approval (Todd Paine); and the owner of the adjacent property to the north (the applicant, Mr. Brewer) who owns a Napa Auto Parts store (1360 N. Lamar). In October 2015, Mr. Brewer sold the property in question to Mr. Paine via a division of his 5.1 acre parcel, creating a 1.5 acre lot (for Napa) and a 3.6 acre lot (for My Oxford Storage). *[[At the time a two lot subdivision of a parcel did not require subdivision review. The resultant concerns surrounding these properties resulted in a change to the subdivision regulations to require full subdivision review for a property that contains existing structures.]]*

In April of 2016 Mr. Paine submitted a Site Plan request to the City on the parcel he purchased from Mr. Brewer. Although the City had not reviewed the subdivision, we felt that such a change should require the Napa site on the Brewer property to be brought into conformance with current city road and access standards (as would have otherwise been required for a change in the nature of a property.)

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 52-0068

Although the Paine Site Plan met the zoning standards at the time, final approval was held up pending discussions with Mr. Brewer about changes to his property to bring it into compliance with current road and fire standards, before allowing Mr. Paine to move forward. (This was another reason the subdivision requirement for a two lot division were changed.) During these discussions it was discovered that the configuration of the parcels that Mr. Brewer sold to Mr. Paine wound up constricting access to the rear of Mr. Brewer's property and affecting elements of his business. This made the situation even more difficult. Subsequently, staff had many discussions with Mr. Paine and Mr. Brewer (and their neighboring property owner to the south (the site of a liquor store and pawn shop) regarding this situation over the past year or so, and unfortunately no resolution was reached.

Finally, last December, the staff approved a site plan for the Paine property. Although the zoning requirements had changed, it was approved under the prior standards as it had been held up due to attempts to work out a solution with his neighbor, not due to any elements of the Paine Site Plan. As that Site Plan fell under the threshold for Planning Commission review, it was a staff approval. As previously stated, as a result of the division of property, the modifications required for site plan approval of the Paine property resulted in a constriction of the access to the south side of the Brewer property. (This relates to Fire and Public Works requirements.) Mr. Brewer believes that certain aspects of his business may be impacted by the changes required for the Paine site plan, and Mr. Brewer is requesting that the Site Plan be rescinded.

Staff still supports the original site plan approval. Mr. Brewer's concerns relate to the division of property with Mr. Paine, which was done before the City became involved. The Paine Site Plan meets all standards required at the time of the Site Plan review process.

Public Works Comments:

Recommendation: Staff recommends confirmation of approval of the Site Plan as issued.

LAW OFFICES OF
MINUTE BOOK No. 79, CITY OF OXFORD
GARRETT, FRIDAY & GARNER, P.L.L.C.

SAFEGUARD - DEMENT 62-0088

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February 5, 2018

City of Oxford Planning Commission
 107 Courthouse Square
 Oxford, Mississippi 38655
 Via Hand Delivery

re: Site Plan for My Oxford Storage, to be located on North Lamar Boulevard
 (PPIN #18889)

Members of the City of Oxford Planning Commission:

Our firm has been retained by Don Brewer to appeal the City of Oxford Site Plan Review Committee's December 11th, 2017 decision approving the site plan for My Oxford Storage which is to be located immediately adjacent to our client's existing business location. Mr. Brewer is the owner of NAPA Auto Parts which is located at the address of 1360 North Lamar Boulevard and will be suffer severe negative impacts if construction of My Oxford Storage is allowed to move forward pursuant to the site plan as approved.

After reviewing the site plan as approved with our client we have identified multiple issues with the site plan as approved which we believe warrant the reversal of the decision of the Site Plan Review Committee. Our client was not afforded the opportunity to bring these matters to the attention of the City of Oxford Site Plan Committee as he was not provided with notice of any meeting at which the proposed site plan was to be considered and approved by either Todd Paine, the developer of My Oxford Storage nor the City of Oxford.

Section 9.7.1 of the Land Development Code speaks to public hearings and, in so doing, provides that "parties in interest and citizens shall have an opportunity to be heard." Given that Don Brewer is an adjacent landowner he was and is an interested party whose business will be negatively impacted by the construction of a the proposed My Oxford Storage development on property which adjoins that upon which his existing business is located and as such should have been afforded the right to be heard prior to the approval

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

City of Oxford Planning Commission
February 5, 2018
Page 2

of the site plan. As Mr. Brewer was not given the opportunity to voice his opposition to this development and advise the Committee of the negative impact the proposed development will have upon NAPA Auto Parts our client should be afforded the opportunity to be heard and the decision approving the site plan for My Oxford Storage as previously submitted reversed.

Section 4.3.1 of the Land Development Code requires developments to allow sufficient public road access to accommodate the ultimate traffic volume anticipated, and to also enable safe and convenient service by police, fire, and other emergency vehicles. The site plan for My Oxford Storage as approved compromises each of these factors as the same relate to Mr. Brewer's business, NAPA Auto Parts. After the decision of the City of Oxford Site Plan Review Committee to approve the site plan of My Oxford Storage as submitted our client was notified in writing by the Director of Planning that the same would negatively impact his property. Specifically, Mr. Brewer was advised that:

"The access drive that was approved resulted in less than acceptable access to the rear of your property by the Fire Department. Their assessment indicates this could create an unsafe situation for firefighters and the public as well as limit their response efforts in mitigating an emergency situation at the property, if you do not find a way to remedy the configuration."

As Mr. Brewer was not noticed of the meeting at of the Site Plan Review Committee at which the site plan for My Oxford Storage was approved and was not provided with a copy of the proposed site plan prior to the approval of the same our client was unaware that the proposed development would negatively impact his property and business in any way. Accordingly, this negative impact upon our client's property and business warrants the reconsideration of this matter and the reversal of the decision to approve the site plan of My Oxford Storage as submitted. A copy of the letter to Mr. Brewer from Judy Daniel, AICP is attached hereto as Exhibit "A".

Further, the site plan for My Oxford Storage as approved provides for the construction of the My Oxford Storage facility in a manner which will interfere with the normal traffic flow at Mr. Brewer's existing business. The site plan as approved calls for the erection of a retaining wall not exceeding six feet (6') in height adjacent to and parallel to the property upon which NAPA Auto Parts is located. This retaining wall will substantially interfere with or outright prevent delivery of inventory to NAPA Auto Parts as the proposed wall will limit or block access to the portion of our client's property where delivery of inventory by vendors is made. The erection of the proposed retaining wall would severely limit the ability of vendors attempting to make delivery of new inventory to NAPA Auto Parts or outright prevent them from doing so as well as hinder or prevent

Customers from unloading equipment needing repair. This issue also warrants the reconsideration and reversal of the decision to approve the site plan for My Oxford Storage as submitted. A copy of the Site Plan with Dimensions for My Oxford Storage prepared by Precision Engineering indicating the location of the proposed segmented block retaining wall is attached hereto as Exhibit "B".

In addition, the site plan for My Oxford Storage as approved provides for the construction and installation of curb and gutter as well as a sidewalk on property that has been and is used for parking by NAPA Auto Parts customers as well as a means to access NAPA Auto Parts by our client's customers, vendors and / or third-party delivery services / carriers. Many of our client's customers are required to use a truck and trailer to bring equipment to be repaired to our client's business or to remove equipment purchased from our client's place of business. As the members of this Commission are aware Section 4.9.6.4 provides that loading areas must not interfere with the safe movement of vehicles and pedestrians and must be separate from and not interfere with required parking. The installation of the proposed curb and gutter and / or sidewalk as required by the site plan for My Oxford Storage as approved will unreasonably restrict the ability of our client's customers to enter the parking area used by NAPA Auto Parts. A copy of the Site Aerial for My Oxford Storage is attached hereto as Exhibit "C".

Specifically, delivery trucks will be required to back into a lone access between parking spaces filled with vehicles and the front of our client's existing business structure while customers driving extended vehicles or trucks pulling trailers will find it impossible to reasonably access the existing parking spaces if required to navigate around the vehicles of other customers. This situation would compel customers to either forego doing business with NAPA Auto Parts and / or block traffic while waiting for other customers or vendors to exit the business and move their parked vehicles. The fact that the foreseeable result of implementation of the site plan of My Oxford Storage as approved will be unnecessary and unreasonable obstruction of business and street traffic and very likely a very serious negative impact on the business of NAPA Auto Parts which has been operated by our client in its current location and in the same manner for decades warrants the reconsideration and reversal of the decision to approve the site plan for My Oxford Storage as submitted.

Further, the site plan for My Oxford Storage as approved will have the direct, if unintended, result of requiring delivery trucks and the vehicles of customers of NAPA Auto Parts to access the existing loading and unloading areas by passing through what will become a constricted and often very congested parking area. As Section 4.9.6. of the Land Development Code requires that off street loading and unloading spaces "shall have access to a public street or alley" the site plan of My Oxford Storage as approved will necessarily place Don Brewer and his business, NAPA Auto Parts in violation of this

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

City of Oxford Planning Commission
February 5, 2018
Page 4

provision as the same will create an unavoidable situation which will frequently and continually result in direct interference with the safe movement of vehicles and pedestrians as the loading and unloading areas of our client's business will only be accessible directly through what will become the limited and constricted parking area of our client's business. This fact again warrants the reconsideration and reversal of the decision to approve the site plan for My Oxford Storage as submitted.

In light of the above detailed facts, referenced sections of the Land Development Code and the attached exhibits the prior decision to approve the site plan for My Oxford Storage should be reconsidered and reversed. A review of the records currently on file with the City of Oxford evidences that Don Brewer was neither provided notice of any hearing or meeting regarding the consideration and approval of the site plan for My Oxford Storage nor afforded an opportunity to be heard prior to the approval of the same. The construction of the proposed My Oxford Storage facility in compliance with its approved site plan will unfairly and unavoidably place Mr. Brewer and NAPA Auto Parts in violation of Land Development Code and other ordinances of the City of Oxford through no affirmative act of their own. Further, the business interests of Don Brewer will be severely and unfairly hindered and interfered with as a direct and unavoidable result of the implementation of the site plan of My Oxford Storage as submitted and approved. Accordingly, Don Brewer respectfully requests that the decision of December 11th, 2017 to approve the site plan of My Oxford Storage as submitted be reconsidered and reversed.

Respectfully



Preston Ray Garrett
Mississippi Bar No: 10186
Jesse M. McRight III
Mississippi Bar No.: 104518
Garrett, Friday & Garner, PLLC
Attorneys for Don Brewer

cc: Don Brewer

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



Mr. Don Brewer
NAPA Auto Parts
1360 N. Lamar
Oxford, MS 38655

RE: Impact of Land Sale on Fire Access

Mr. Brewer,

The City of Oxford has recently approved a site plan for a business (My Oxford Storage) on property that you sold to Todd Paine. Due to the configuration of the land sold, the approval for the site plan resulted in an impact to the site of your NAPA business. The access drive that was approved resulted in less than acceptable access to the rear of your property by the Fire Department. Their assessment indicates this could create an unsafe situation for firefighters and the public as well as limit their response efforts in mitigating an emergency situation at the property, if you do not find a way to remedy the configuration. As this situation was the result of a land sale completed without review by the City to consider such elements on your property, you will need to take this restricted access into account. It would be advisable to consider a modification to your site plan and structures to remedy this situation.

Sincerely,

A handwritten signature in black ink, appearing to read "Judy Daniel".

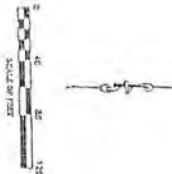
Judy Daniel, AICP
Director of Planning

CC: Bart Robinson, CAO
Mark Heath, Fire Chief



MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0068



SITE AERIAL
FOR
MY OXFORD STORAGE



REVISIONS:	
NO.	DATE
1	10/10/00
2	10/10/00
3	10/10/00
4	10/10/00
5	10/10/00
6	10/10/00
7	10/10/00
8	10/10/00
9	10/10/00
10	10/10/00

DATE	2.1
REVISIONS:	
NO.	DATE
1	10/10/00
2	10/10/00
3	10/10/00
4	10/10/00
5	10/10/00
6	10/10/00
7	10/10/00
8	10/10/00
9	10/10/00
10	10/10/00

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

THE CITY OF
OXFORD

December 11, 2017

Paul Koshenina
Precision Engineering
276 County Road 101
Oxford, MS 38655

RE: Notice of Site Plan Review Approval

Dear Mr. Koshenina:

Please be advised that the site plan submitted and dated November 21, 2017 for My Oxford Storage, located on North Lamar (PPIN #18889), was approved by the City of Oxford Site Plan Review Committee on Monday, December 11, 2017 with the following conditions:

1. Contingent on the City receiving the requested written easement for the water line, which must specifically indemnify the City from any damage to the retaining wall placed within the easement for the water line.
2. Contingent on the NAPA driveway being increased to 36' minimum at the throat.
3. Contingent on Public Works receiving an updated stormwater plan with the current plan date (November 21, 2017).
4. Permits, water and sewer taps will be held until the above items have been completed.
5. Site plan approved as submitted.

Any additional or new changes must be approved through a new Site Plan Review process, with consideration given to the use of the standards of the 2004 Zoning Ordinance.

Any required building, plumbing, gas and electrical permits must be obtained prior to the start of construction of any building proposed in your application. Please feel free to contact me directly with any questions or comments.

Sincerely,

Judy Daniel, AICP
Director of Planning

Geotechnical Engineering
Hydraulic Engineering
Civil Engineering
Surveying

276 County Road 101
Oxford, MS 38655
oxford@pecorpm.com

Land & Planning Subdivisions
Road and Bridge Design
Utility System Design
Materials Testing

Phone 662-234-8539
Fax 662-234-8639
www.pecorpm.com



NARRATIVE – 2nd Site Plan Review (Revision #1)

Client: AAA Holdings, LLC
Project: My Oxford Storage – North Lamar Blvd
Project #: PEC#6932.01

Date: 05/23/2016

Overview:

On behalf of our client, Mr. Todd Paine, I am requesting site plan approval for the above-referenced climate-controlled storage project to be located just west and south of the NAPA Auto Parts store on North Lamar Boulevard. The site is currently undeveloped. The project will involve the construction of one (1) building having a gross area of 9,600 square feet. There will be an attached awning that will serve as a covered drive-thru having an area of approximately 360 square feet. The superstructure will be a pre-engineered metal building. Approximately 89 storage units will occupy the floor space. There will also be approximately 450 square feet of office space in addition to the 89 climate-controlled storage units. There will be two (2) employee parking spaces and three (3) customer parking spaces. One of the customer parking spaces will be a handicap space (van accessible). There will be a double dumpster enclosure installed. The site will have one (1) entrance to North Lamar Blvd. The driveway around the building will be one-way traffic in a counterclockwise direction. The building will not be sprinkled. Storm Water runoff will be controlled by a detention basin located within the southeast quadrant of the site. The detentions system will offset the impacts of the post-construction peak storm water discharges as detailed and described in the enclosed storm water report. The site will connect to the City of Oxford's water, sewer and electrical utilities. A main line extension of the water distribution system is proposed with the installation of two (2) fire hydrants. A 20-ft perpetual utility easement will be dedicated to the City for the water main extension. Sewer will be conveyed to the existing gravity sewer collection system along North Lamar Blvd. Sewer will be pumped from the site via a solids handling pump and pressure sewer line to a new manhole constructed along the right-of-way of North Lamar Blvd. All sewer construction beyond the public right-of-way of North Lamar Blvd will be privately owned and maintained. Electrical service will be three (3) phase as indicated on the Utility Plans. The electrical service has been coordinated with Michael Stevens with the City of Oxford Electrical Department.

Respectfully submitted this the 23rd day of May, 2016,

James Cardwell

Shane Cardwell, P.E.

CONSTRUCTION PLANS FOR MY OXFORD STORAGE #4

(NORTH LAMAR BOULEVARD)

CITY OF OXFORD
LAFAYETTE COUNTY, MISSISSIPPI



VICINITY MAP
N.T.S.



CONSULTING ENGINEER:
PRECISION ENGINEERING CORPORATION
276 COUNTY ROAD 101
OXFORD, MS 38655
(662) 234-8539

OWNER/DEVELOPER:
AAA HOLDINGS, LLC
P.O. BOX 2701
OXFORD, MS 38655
(662) 832-8635

UTILITIES:
CITY OF OXFORD
WATER & SEWER DEPT. CITY HALL
OXFORD, MS 38655

FEBRUARY 23, 2016
REVISED: MAY 19, 2016
REVISED: NOVEMBER 21, 2017

INDEX OF SHEETS:

- 0.1 GENERAL NOTES & INFORMATION
- 1.0 BOUNDARY SURVEY PLAT
- 2.0 EXISTING CONDITIONS
- 2.1 SITE AERIAL
- 3.0 EROSION CONTROL PLAN
- 4.0 DEMOLITION PLAN
- 5.0 SITE PLAN
- 5.1 SITE PLAN W/ DIMENSIONS
- 6.0 GRADING and DRAINAGE PLAN
- 7.0 UTILITIES PLAN
- 8.0 HARDSCAPE and STRIPING PLAN
- 9.0 TREE MITIGATION PLAN
- 10.0 LANDSCAPE PLAN
- 11.0 FIRE PLAN
- 12.0 DETAILS
- 12.1 DETAILS
- 12.2 DETAILS
- 12.3 DETAILS
- 12.4 DOUBLE DUMPSTER ENCLOSURE DETAILS
- 12.5 DOUBLE DUMPSTER ENCLOSURE DETAILS
- 12.6 DETENTION DETAILS
- 12.7 BUILDING ELEVATIONS



GENERAL PROJECT NOTES and CONSTRUCTION SPECIFICATIONS

THESE THINGS

- [illegible]

CONCLUSION

- [illegible]

THESE RESULTS INDICATE THAT ECONOMIC GROWTH

- [illegible]

THE UNIVERSITY MUSEUM

- [illegible]

and throughout the construction period, temporary measures may be required.

- THE FOLLOWING INFORMATION WAS OBTAINED FROM THE RECORDS OF THE NEW YORK STATE DEPARTMENT OF CORRECTIONS:
- NAME: [REDACTED] DATE OF BIRTH: [REDACTED] RACE: [REDACTED] SEX: [REDACTED] HEIGHT: [REDACTED] WEIGHT: [REDACTED] EYES: [REDACTED] HAIR: [REDACTED] SKIN: [REDACTED]
- EDUCATION: [REDACTED] OCCUPATION: [REDACTED] MARITAL STATUS: [REDACTED] CHILDREN: [REDACTED]
- CRIMINAL RECORD: [REDACTED]
- REMARKS: [REDACTED]
- DATE: [REDACTED] BY: [REDACTED]

12. CONTACTS: 8
IMAGES: 1000

- [illegible]

ON PUMPING

- [illegible]

THE UNIVERSITY MUSEUM

- [illegible]

OWNER/DEVELOPER INFORMATION

— 178 —

SUBJECT PROPERTY INFORMATION

[illegible]

BUILDING SETBACKS and UTILITY EASEMENTS

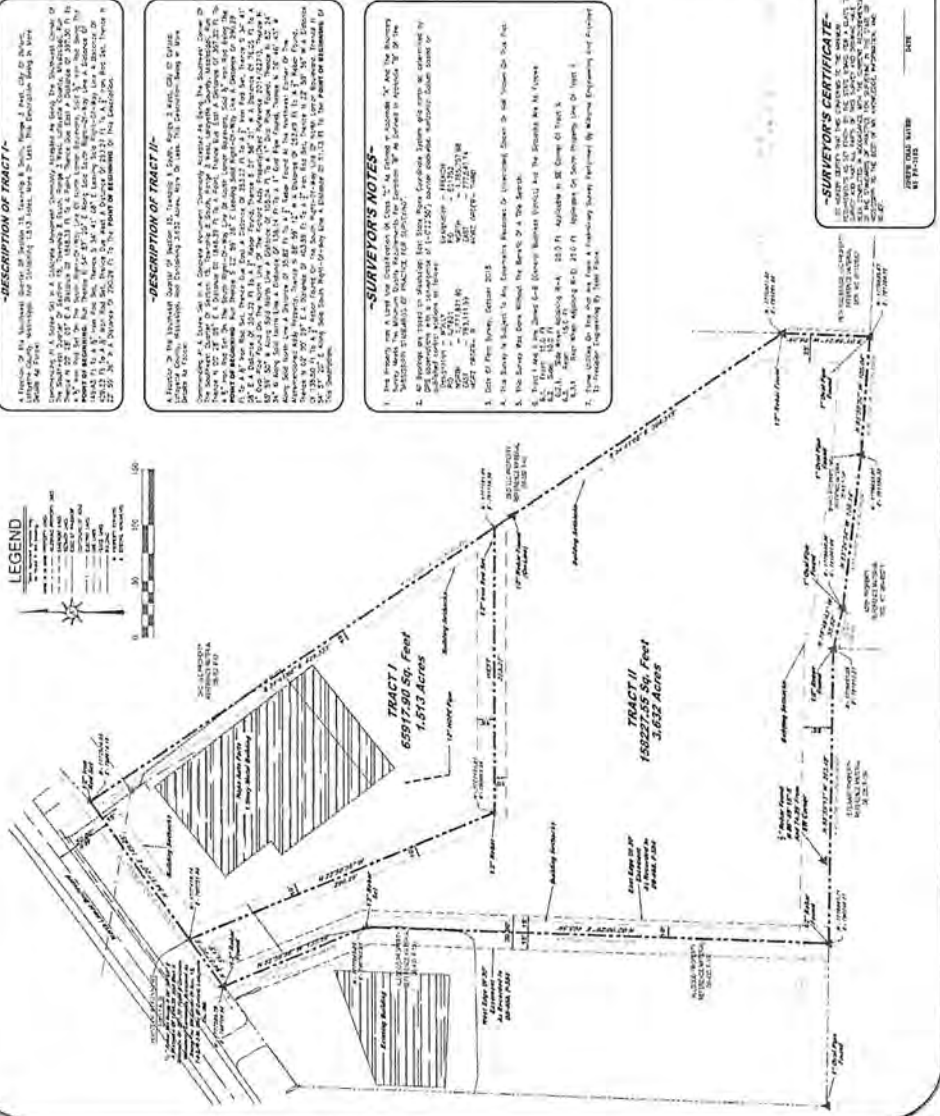
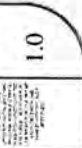
[illegible]

UTILITY and EMERGENCY CONTACT INFORMATION

[illegible]

811 Know what's below.
Call before you dig.

Call before you dig.





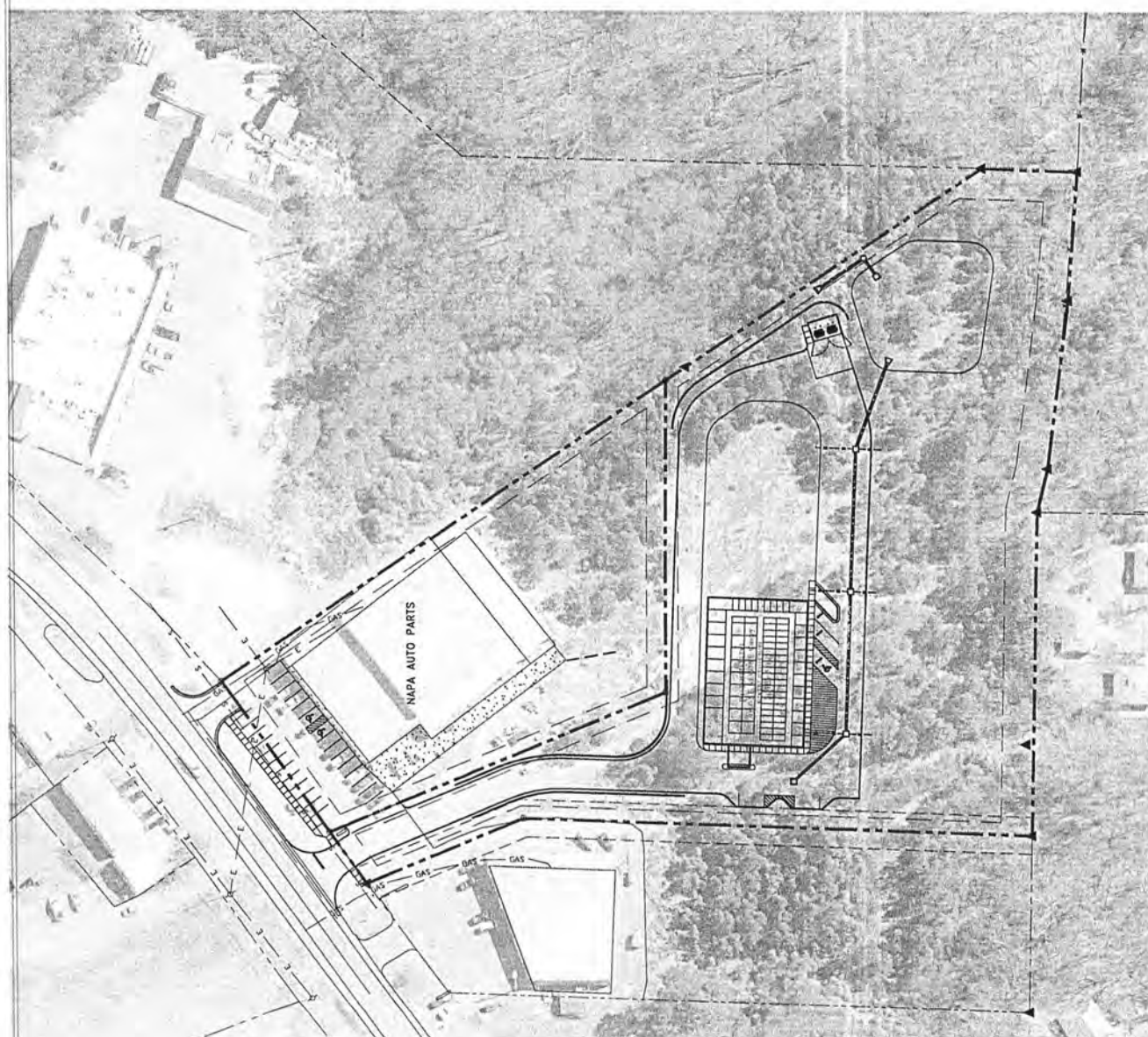
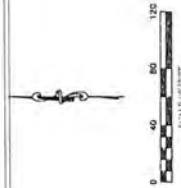
DATE	10/1/2010	BY	DAVID A. DEMENT
DESIGNED BY	DAVID A. DEMENT	CHECKED BY	DAVID A. DEMENT
REVISIONS:			
NO.	DATE	DESCRIPTION	BY
1	10/1/2010	Initial Design	DAVID A. DEMENT
2	10/1/2010	Final Design	DAVID A. DEMENT

SITE AERIAL
FOR
MY OXFORD STORAGE

DATE	10/1/2010
BY	DAVID A. DEMENT
CHECKED BY	DAVID A. DEMENT

SCALE	1" = 40'
DATE	10/1/2010
BY	DAVID A. DEMENT






2.1

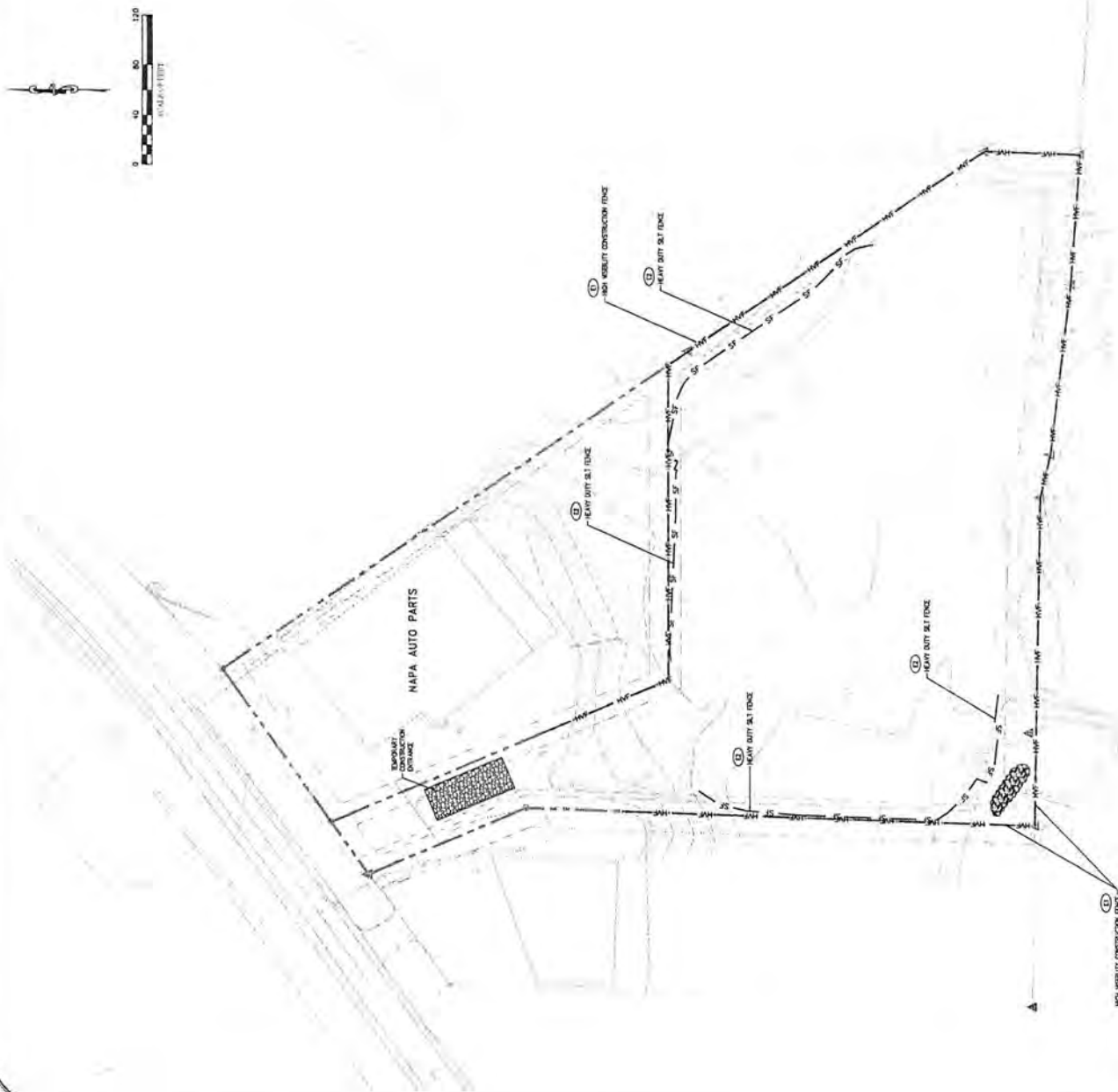


[illegible]

EROSION CONTROL KEY NOTES		
CODE	DESCRIPTION	DETAIL REF.
(E1)	HIGH MOBILITY CONSTRUCTION FENCE	N/A
(E2)	HEAVY DUTY Silt FENCE	1/12.2
(E3)	HAF WALL CHECK DAM	1/12.2
(E4)	12" HAF WALLS (AS NOTED)	N/A
(E5)	ROCK CHECK DAM (AS NOTED)	N/A
(E6)	RRF NAP OULS/INLETION (AS NOTED)	N/A

PROPOSED FEATURES LEGEND:

- | | |
|---|---------------------------------|
| ANY _____ | HIGH VISCOSITY COAGULATION FINE |
| 5" _____ | HEAVY DUTY 3/4" FINE |
| _____ | MULTI PROTECTION |
| _____ | ROCK CHECK DAM |
|  | 1 1/2" HOLE CHECK FOR MULETS |
|  | 1/4" DIRT |
|  | 1/4" PALE CHECK |
|  | 1/4" SAP |
|  | ROCKS BRIDGE |





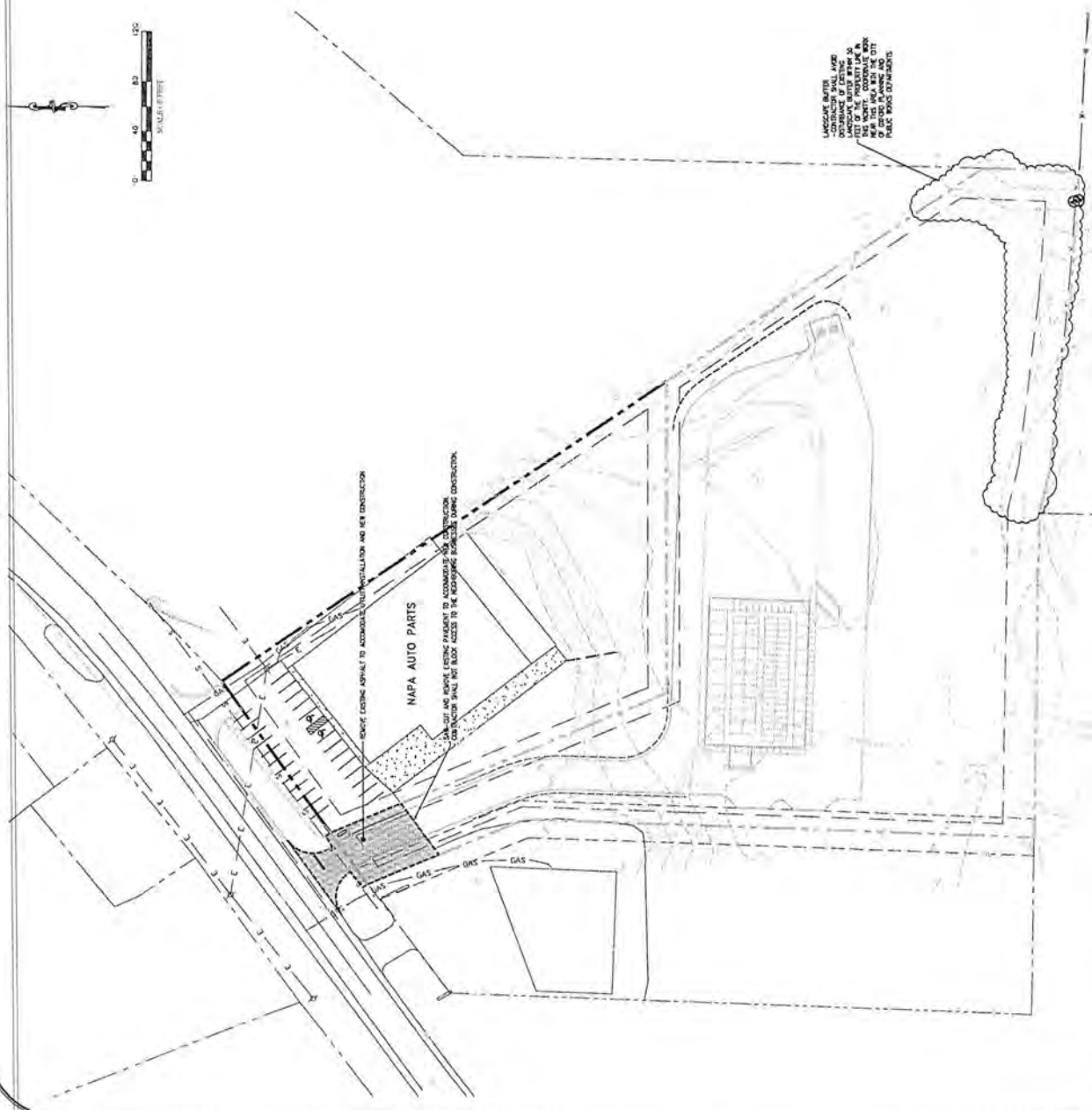
DATE	12/15/2011	BY	WJH
PROJECT	DEMOLITION OF NAPA AUTO PARTS	SCALE	AS SHOWN
REVISIONS:			
NO.	DATE	DESCRIPTION	BY
1	12/15/2011	ISSUED FOR PERMIT	WJH
2	12/15/2011	REVISED TO SHOW NAPA AUTO PARTS	WJH

DEMOLITION PLAN
FOR
MY OXFORD STORAGE

DATE	12/15/2011
BY	WJH
SCALE	AS SHOWN

SCALE	4.0
-------	-----

- DEMOLITION NOTES:
1. SEE SHEET 01 FOR GENERAL DEMOLITION GUIDELINES AND RECOMMENDATIONS.
 2. THE CONTRACTOR SHALL COORDINATE ALL WORK DONE WITH THE CITY OF OXFORD PUBLIC WORKS DEPARTMENT.
 3. SEE SHEET 01 FOR VARIOUS CITY AND UTILITY CONTACT INFORMATION.





PRECISION ENGINEERING CORPORATION
10000 WILLOW CREEK DRIVE
SUITE 100
DALLAS, TEXAS 75243
TEL: (214) 343-1111
FAX: (214) 343-1112
WWW.DEC-INC.COM

REVISIONS:

NO.	DATE	DESCRIPTION
1	10/1/00	ISSUED FOR PERMIT
2	10/1/00	ISSUED FOR PERMIT
3	10/1/00	ISSUED FOR PERMIT
4	10/1/00	ISSUED FOR PERMIT
5	10/1/00	ISSUED FOR PERMIT
6	10/1/00	ISSUED FOR PERMIT
7	10/1/00	ISSUED FOR PERMIT
8	10/1/00	ISSUED FOR PERMIT
9	10/1/00	ISSUED FOR PERMIT
10	10/1/00	ISSUED FOR PERMIT

MY OXFORD STORAGE

MINUTE BOOK No. 79, CITY OF OXFORD

SITE PLAN

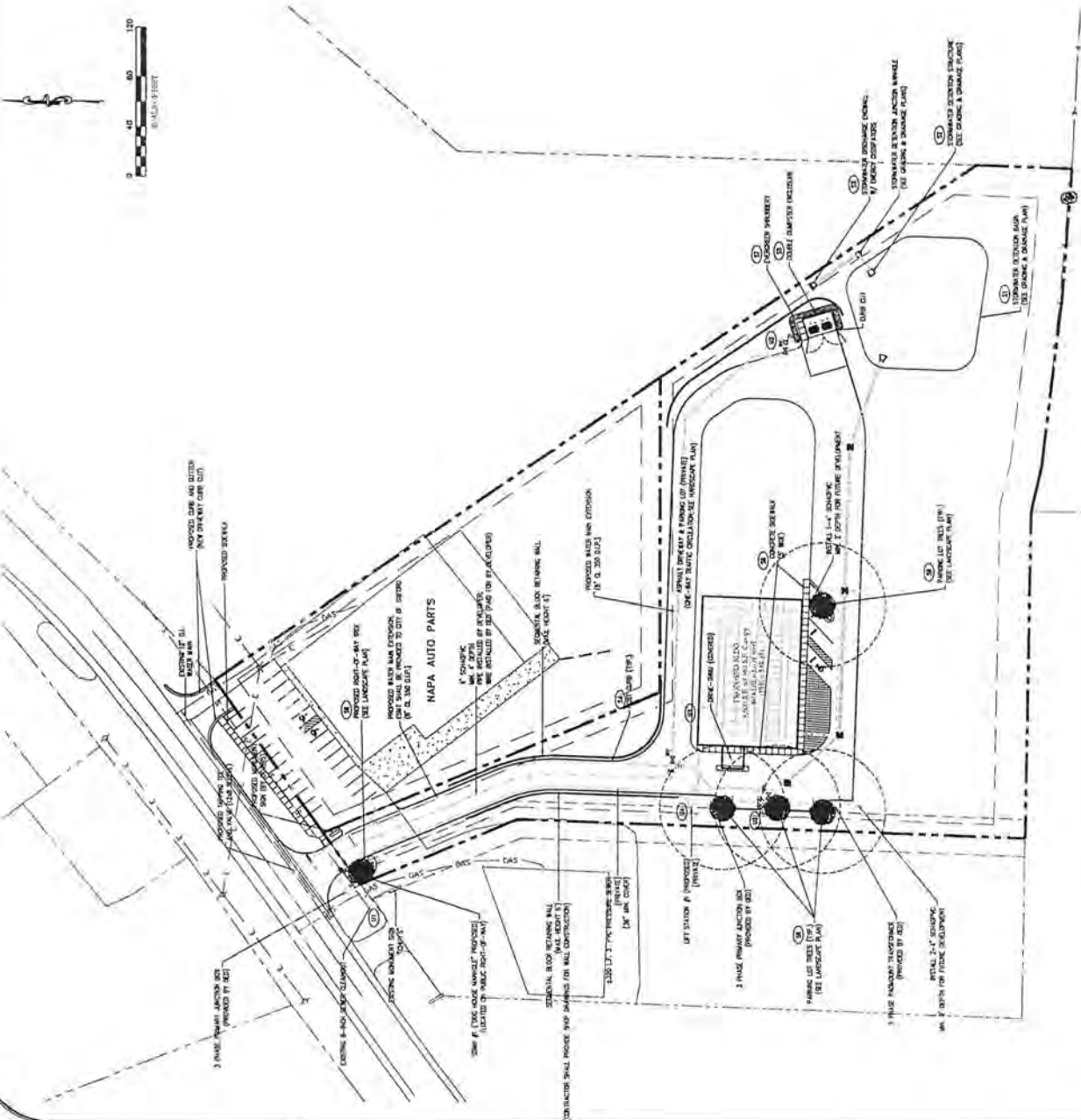
DATE	10/1/00
BY	DEC
CHECKED BY	DEC
APPROVED BY	DEC
SCALE	AS SHOWN
PROJECT NO.	62-0088
SHEET NO.	5.0

CODE	DESCRIPTION	DETAIL REF.
(1)	EXISTING SWAMPY AREA CLOSURE (4-100)	N/A
(2)	THE INSTANT ASST (PARKING LOT, SWAMP & HIGHWAY)	2/12.3
(3)	1-400 COMMERCIAL WATER WHEEL ASST	N/A
(4)	SHADED LOT STATION (BY 300 CHICKEN PLANT)	N/A

ITEM DATA	3.40 JAMES (10-1000-00 300)
TOTAL AREA	1000000
PERCENTAGE	1000000
PERCENTAGE	1000000
PERCENTAGE	1000000
PERCENTAGE	1000000
PERCENTAGE	1000000
PERCENTAGE	1000000
PERCENTAGE	1000000
PERCENTAGE	1000000
PERCENTAGE	1000000
PERCENTAGE	1000000

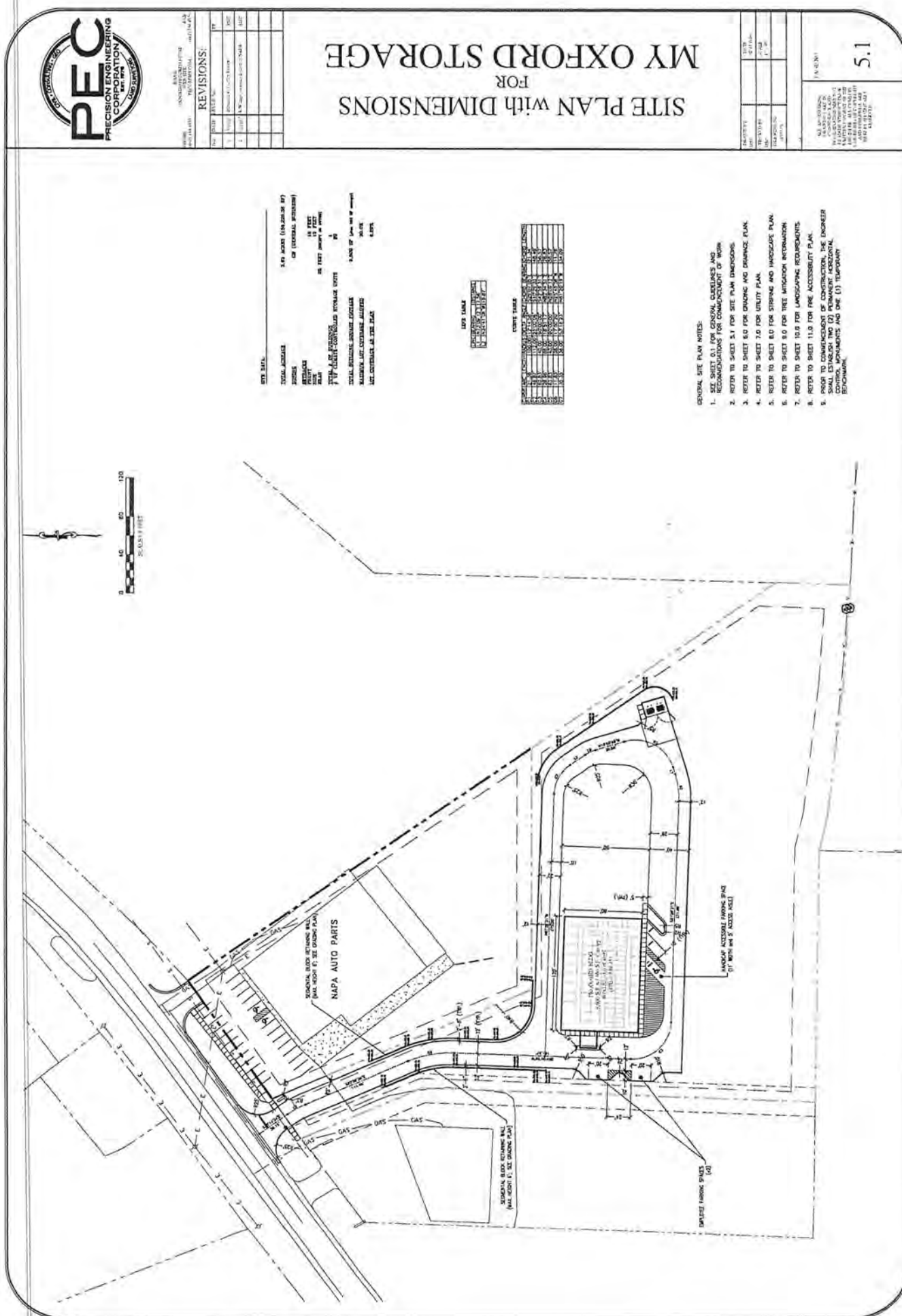
CODE	DESCRIPTION	DETAIL REF.
(1)	STORMWATER EXTENSION (100)	100
(2)	STORMWATER EXTENSION (100)	100
(3)	STORMWATER EXTENSION (100)	100
(4)	STORMWATER EXTENSION (100)	100
(5)	STORMWATER EXTENSION (100)	100
(6)	STORMWATER EXTENSION (100)	100
(7)	STORMWATER EXTENSION (100)	100
(8)	STORMWATER EXTENSION (100)	100
(9)	STORMWATER EXTENSION (100)	100
(10)	STORMWATER EXTENSION (100)	100

- GENERAL SITE PLAN NOTES:
- SEE SHEET 4.1 FOR GENERAL GUIDELINES AND RECOMMENDATIONS FOR CONSTRUCTION OF WORK.
 - REFER TO SHEET 4.1 FOR SITE PLAN DIMENSIONS.
 - REFER TO SHEET 5.0 FOR DRAINAGE AND DRAINAGE PLAN.
 - REFER TO SHEET 7.0 FOR UTILITY PLAN.
 - REFER TO SHEET 8.0 FOR STORMWATER AND WATERSHED PLAN.
 - REFER TO SHEET 9.0 FOR TREE MITIGATION INFORMATION.
 - REFER TO SHEET 10.0 FOR LANDSCAPING INFORMATION.
 - REFER TO SHEET 11.0 FOR THE ACCESSIBILITY PLAN.
 - REFER TO SHEET 12.0 FOR THE CONSTRUCTION, THE ENGINEER SHALL ESTABLISH TWO (2) PERMANENT HORIZONTAL BENCHMARKS AND ONE (1) TEMPORARY BENCHMARK.



MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088





MINUTE BOOK No. 79, CITY OF OXFORD

FOR MY OXFORD STORAGE

GRADING AND DRAINAGE PLAN

REVISIONS:

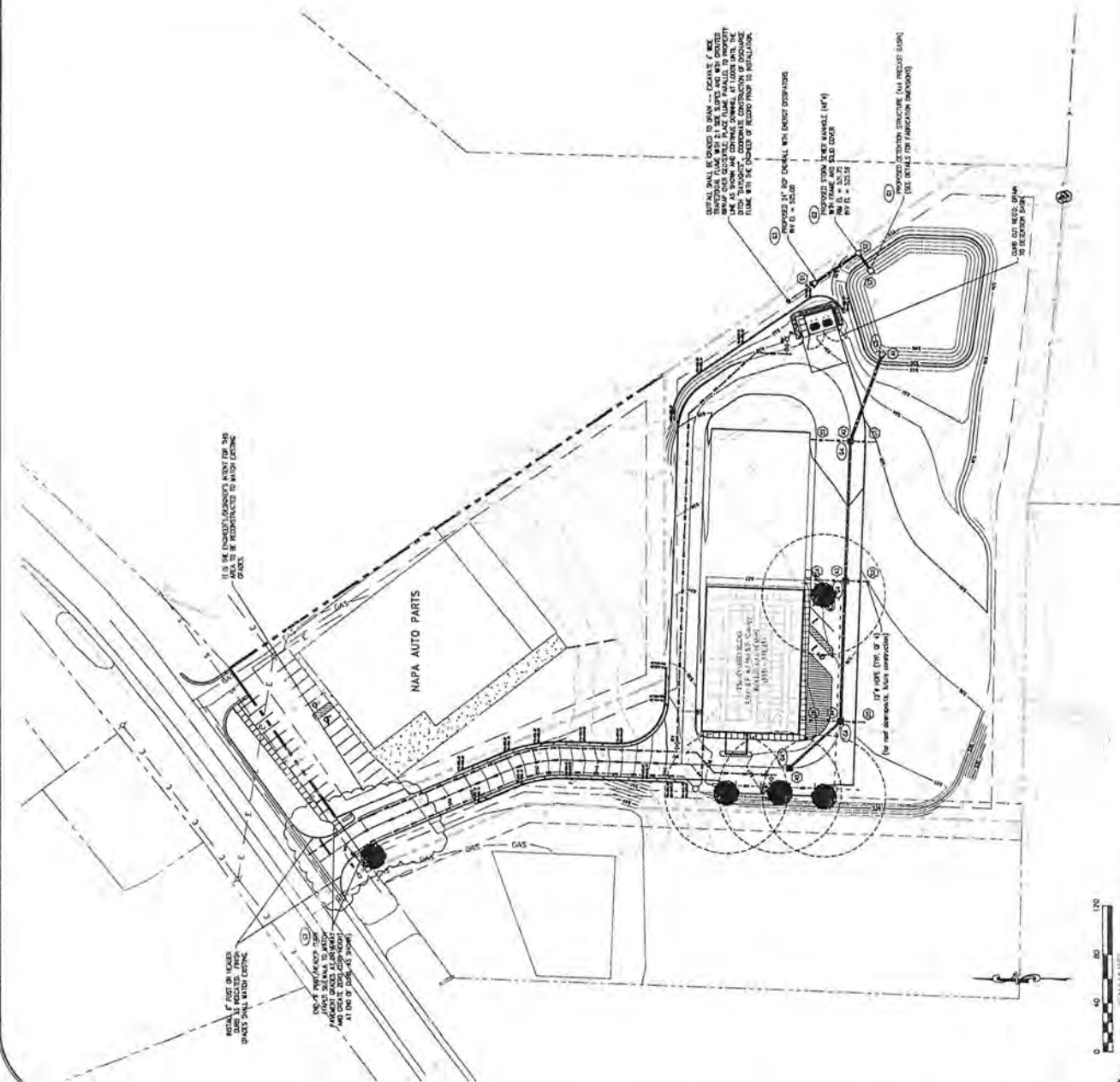
NO.	DATE	DESCRIPTION
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2	10/1/00	ISSUED FOR PERMIT
3	10/1/00	ISSUED FOR PERMIT
4	10/1/00	ISSUED FOR PERMIT
5	10/1/00	ISSUED FOR PERMIT
6	10/1/00	ISSUED FOR PERMIT
7	10/1/00	ISSUED FOR PERMIT
8	10/1/00	ISSUED FOR PERMIT
9	10/1/00	ISSUED FOR PERMIT
10	10/1/00	ISSUED FOR PERMIT

PROPOSED STORM DRAIN DATA

PIPE TABLE					
START NODE	CONCRETE ELEVATION (FT)	STOP ELEVATION (FT)	PIPE SIZE (INCHES)	PIPE LENGTH (FEET)	PIPE TYPE
A1	527.60	A2	24"	78	1500
A2	528.17	A3	24"	59.81	1500
A3	528.81	A4	24"	53.07	1500
A4	531.07	A5	18"	27	1500
A5	528.17	B1	12"	20	1500
A6	528.17	B2	12"	30	1500
A7	528.81	B3	12"	30	1500
A8	528.81	B4	12"	30	1500
A9	528.81	B5	12"	30	1500
A10	528.81	B6	12"	30	1500
B1	525.00	B2	24"	42	1405
B2	525.56	B3	24"	18	1500
B3	525.56	B4	24"	18	1500

STRUCTURE TABLE	
STRUCTURE	INVERT ELEVATION (FT)
A1	527.60
A2	528.17
A3	528.81
A4	528.81
A5	531.07
A6	528.17
A7	528.17
A8	528.17
A9	528.17
A10	528.17
B1	525.00
B2	525.56
B3	525.56
B4	525.56
B5	525.56
B6	525.56

GRADING PLAN KEY NOTES	
1	EXISTING GRADE
2	PROPOSED GRADE
3	PROPOSED GRADE WITH 2% SLOPE
4	PROPOSED GRADE WITH 4% SLOPE
5	PROPOSED GRADE WITH 6% SLOPE
6	PROPOSED GRADE WITH 8% SLOPE
7	PROPOSED GRADE WITH 10% SLOPE
8	PROPOSED GRADE WITH 12% SLOPE
9	PROPOSED GRADE WITH 14% SLOPE
10	PROPOSED GRADE WITH 16% SLOPE
11	PROPOSED GRADE WITH 18% SLOPE
12	PROPOSED GRADE WITH 20% SLOPE
13	PROPOSED GRADE WITH 22% SLOPE
14	PROPOSED GRADE WITH 24% SLOPE
15	PROPOSED GRADE WITH 26% SLOPE
16	PROPOSED GRADE WITH 28% SLOPE
17	PROPOSED GRADE WITH 30% SLOPE
18	PROPOSED GRADE WITH 32% SLOPE
19	PROPOSED GRADE WITH 34% SLOPE
20	PROPOSED GRADE WITH 36% SLOPE
21	PROPOSED GRADE WITH 38% SLOPE
22	PROPOSED GRADE WITH 40% SLOPE
23	PROPOSED GRADE WITH 42% SLOPE
24	PROPOSED GRADE WITH 44% SLOPE
25	PROPOSED GRADE WITH 46% SLOPE
26	PROPOSED GRADE WITH 48% SLOPE
27	PROPOSED GRADE WITH 50% SLOPE
28	PROPOSED GRADE WITH 52% SLOPE
29	PROPOSED GRADE WITH 54% SLOPE
30	PROPOSED GRADE WITH 56% SLOPE
31	PROPOSED GRADE WITH 58% SLOPE
32	PROPOSED GRADE WITH 60% SLOPE
33	PROPOSED GRADE WITH 62% SLOPE
34	PROPOSED GRADE WITH 64% SLOPE
35	PROPOSED GRADE WITH 66% SLOPE
36	PROPOSED GRADE WITH 68% SLOPE
37	PROPOSED GRADE WITH 70% SLOPE
38	PROPOSED GRADE WITH 72% SLOPE
39	PROPOSED GRADE WITH 74% SLOPE
40	PROPOSED GRADE WITH 76% SLOPE
41	PROPOSED GRADE WITH 78% SLOPE
42	PROPOSED GRADE WITH 80% SLOPE
43	PROPOSED GRADE WITH 82% SLOPE
44	PROPOSED GRADE WITH 84% SLOPE
45	PROPOSED GRADE WITH 86% SLOPE
46	PROPOSED GRADE WITH 88% SLOPE
47	PROPOSED GRADE WITH 90% SLOPE
48	PROPOSED GRADE WITH 92% SLOPE
49	PROPOSED GRADE WITH 94% SLOPE
50	PROPOSED GRADE WITH 96% SLOPE
51	PROPOSED GRADE WITH 98% SLOPE
52	PROPOSED GRADE WITH 100% SLOPE



UTILITY PLAN KEY NOTES		
CODE	DESCRIPTION	DETAIL REF.
(E1)	EXISTING SANITARY SINKER CLEANSUIT (8-INCH)	N/A
(E2)	EXISTING HYDRANT ASST (includes line, valve & hydrant)	3/12.3
(E3)	1-INCH COMMERCIAL WATER METER ASSY	N/A
(E4)	SMALLER LIFT STATION (N/ OTHER PUMP)	N/A



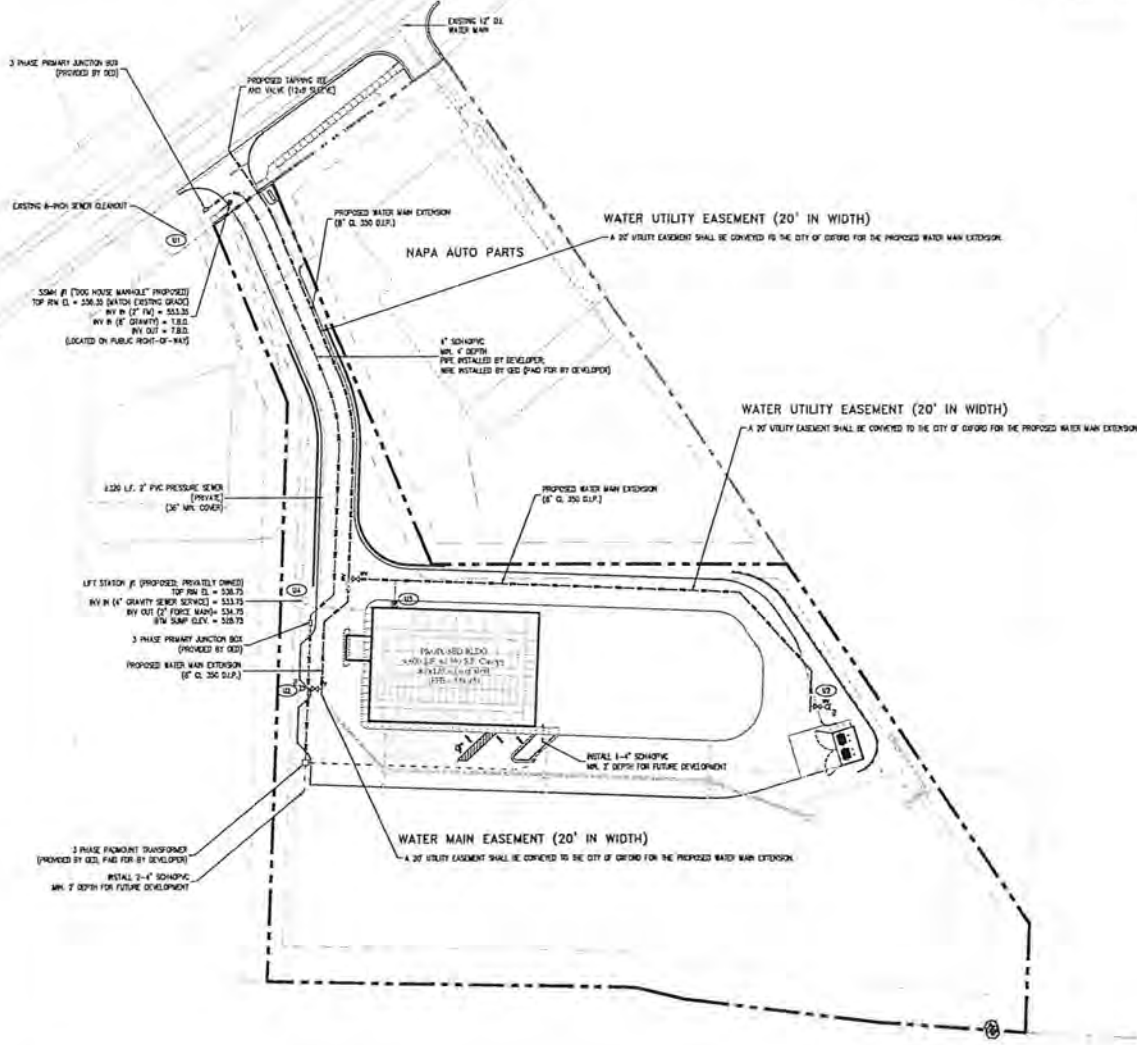
REVISIONS:			
NO.	DATE	REVISION	BY
1	11/11/2024	Revised Utility Plan	MD
2	11/11/2024	Revised Utility Plan	MD

UTILITY PLAN
FOR
MY OXFORD STORAGE

- GENERAL UTILITY NOTES:
- SEE SHEET 0.1 FOR GENERAL GUIDELINES AND RECOMMENDATIONS FOR COMMENCEMENT OF WORK.
 - COORDINATE THE UTILITY PLAN WITH FINAL ARCHITECTURE/MECHANICAL/PLUMBING DRAWINGS. THE CONTRACTOR SHALL ALSO CONSULT WITH THE BUILDING OFFICIAL PRIOR TO COMMENCEMENT OF ANY AND ALL DRAINAGE AND FIRE PROTECTION UTILITY WORKS.
 - REFER TO SHEET 5.1 FOR SITE PLAN DIMENSIONS.
 - REFER TO SHEET 6.0 FOR GRADING AND DRAINAGE PLAN.
 - REFER TO SHEET 6.0 FOR STRIPING AND HARDSCAPE PLAN.
 - REFER TO SHEET 9.0 FOR TREE MITIGATION INFORMATION.
 - REFER TO SHEET 10.0 FOR LANDSCAPING REQUIREMENTS.
 - REFER TO SHEET 11.0 FOR FIRE ACCESSIBILITY PLAN.
 - THE LOCATION OF ALL UNDERGROUND UTILITIES ARE APPROXIMATIONS FROM ABOVE GROUND EVIDENCE AND FROM INFORMATION PROVIDED BY UTILITY OWNERS AND MUNICIPALITIES. THE EXACT LOCATION OF ALL UTILITIES SHOULD BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THERE IS NO GUARANTEE THAT THE UTILITIES SHOWN COMPREHENSIVE ALL EXISTING UTILITIES IN THE AREA.
 - ALL EXISTING ITEMS DESIGNATED FOR REMOVAL SHALL BE DISPOSED OF BY THE CONTRACTOR OFF THE PROJECT LIMITS AT A SITE TO BE PROVIDED BY THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ACQUIRING THIS WORK IN FULL CONFORMANCE WITH THE REQUIREMENTS OF LOCAL, STATE AND FEDERAL AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FOR REMOVAL OF THE AREA UNDER CONSTRUCTION SHALL BE DETERMINED PRIOR TO COMMENCEMENT OF WORK.
 - ANY UTILITY MARKS OR SERVICE LINES DAMAGED BY THE CONTRACTOR'S OPERATIONS SHALL BE REPAIRED AND/OR REPLACED BY THE CONTRACTOR IMMEDIATELY. THERE SHALL BE NO SEPARATE PAYMENT FOR THIS WORK PRIOR TO COMMENCEMENT OF WORK. THE UTILITY MARKS OR SERVICE LINES, THE CONTRACTOR SHALL HAVE APPROPRIATE RESOURCES AVAILABLE TO MAKE REPAIRS WITHOUT UNDUE LENGTH OF SERVICE OUTAGE. THE LOCATION OF ALL MARKS NECESSARY FOR ISOLATION OF THE AREA UNDER CONSTRUCTION SHALL BE DETERMINED PRIOR TO COMMENCEMENT OF WORK.
 - ALL PARKING TO BE REMOVED SHALL BE SAN-COL.
 - ALL DISBURSED AREAS SHALL BE SEEDED AND MULCHED IN ACCORDANCE TO STATE AND SPECIFICATIONS. SEED MIXTURE TO BE APPROPRIATE FOR THE TIME OF YEAR.
 - ACCESS FOR EMERGENCY VEHICLES SHALL BE MAINTAINED AT ALL TIMES. CONTRACTOR SHALL COVER ANY EXPOSED TRENCHES AT THE END OF THE WORK DAY AND SHALL PLACE CRASHED WARNING FOR A DRIVING SURFACE.
 - ALL ASPECTS OF SAFETY ARE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
 - THE DEVELOPER WILL INSTALL STREET LIGHTS, POWER SERVED BY THE CITY OF OXFORD. FINAL LAYOUT TO BE COORDINATED BY DEVELOPER AND THE CITY OF OXFORD.

DESIGNED BY	DATE
TO: ARCHITECT	11/11/2024
DATE: 11/11/2024	

ALL EXISTING UTILITIES SHOWN ARE APPROXIMATIONS FROM ABOVE GROUND EVIDENCE AND FROM INFORMATION PROVIDED BY UTILITY OWNERS AND MUNICIPALITIES. THE EXACT LOCATION OF ALL UTILITIES SHOULD BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THERE IS NO GUARANTEE THAT THE UTILITIES SHOWN COMPREHENSIVE ALL EXISTING UTILITIES IN THE AREA.	SCALE: 1" = 10'
7.0	





MINUTE BOOK No. 79, CITY OF OXFORD

FOR MY OXFORD STORAGE

HANDSCAPE AND STRIPING PLAN

REVISIONS:

NO.	DATE	DESCRIPTION
1	11/1/12	Initial Design
2	11/1/12	Final Design

DATE	11/1/12
BY	DEC
CHECKED BY	DEC
APPROVED BY	DEC

SCALE	1" = 40'
DATE	11/1/12

PROJECT NO.	62-0088
DATE	11/1/12

PROJECT NAME	MY OXFORD STORAGE
DATE	11/1/12

PROJECT LOCATION	11/1/12
DATE	11/1/12

PROJECT DESCRIPTION	11/1/12
DATE	11/1/12

PROJECT DRAWN BY	11/1/12
DATE	11/1/12

PROJECT CHECKED BY	11/1/12
DATE	11/1/12

8.0

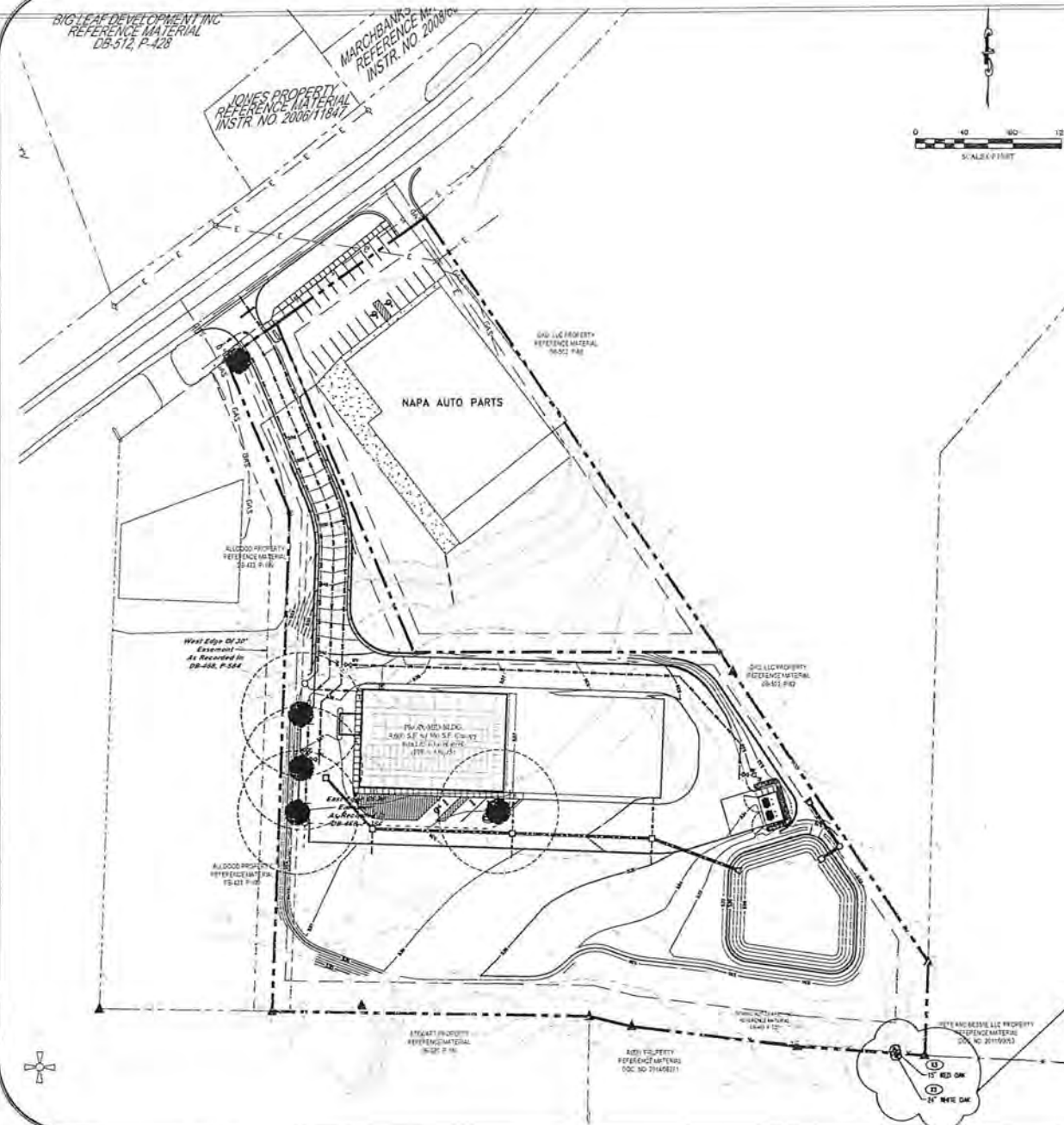
DATE	11/1/12
BY	DEC
CHECKED BY	DEC
APPROVED BY	DEC

CODE	DESCRIPTION	TOTAL SF
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(2)	ASPHALT DRIVE	111,111
(3)	ASPHALT DRIVE	111,111
(4)	ASPHALT DRIVE	111,111
(5)	ASPHALT DRIVE	111,111
(6)	ASPHALT DRIVE	111,111
(7)	ASPHALT DRIVE	111,111
(8)	ASPHALT DRIVE	111,111
(9)	ASPHALT DRIVE	111,111
(10)	ASPHALT DRIVE	111,111
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(12)	ASPHALT DRIVE	111,111
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REVISIONS:				
Rev.	Date	Description		
1	1/1/78	FOIA(b)(7)(D) Exemption	101	

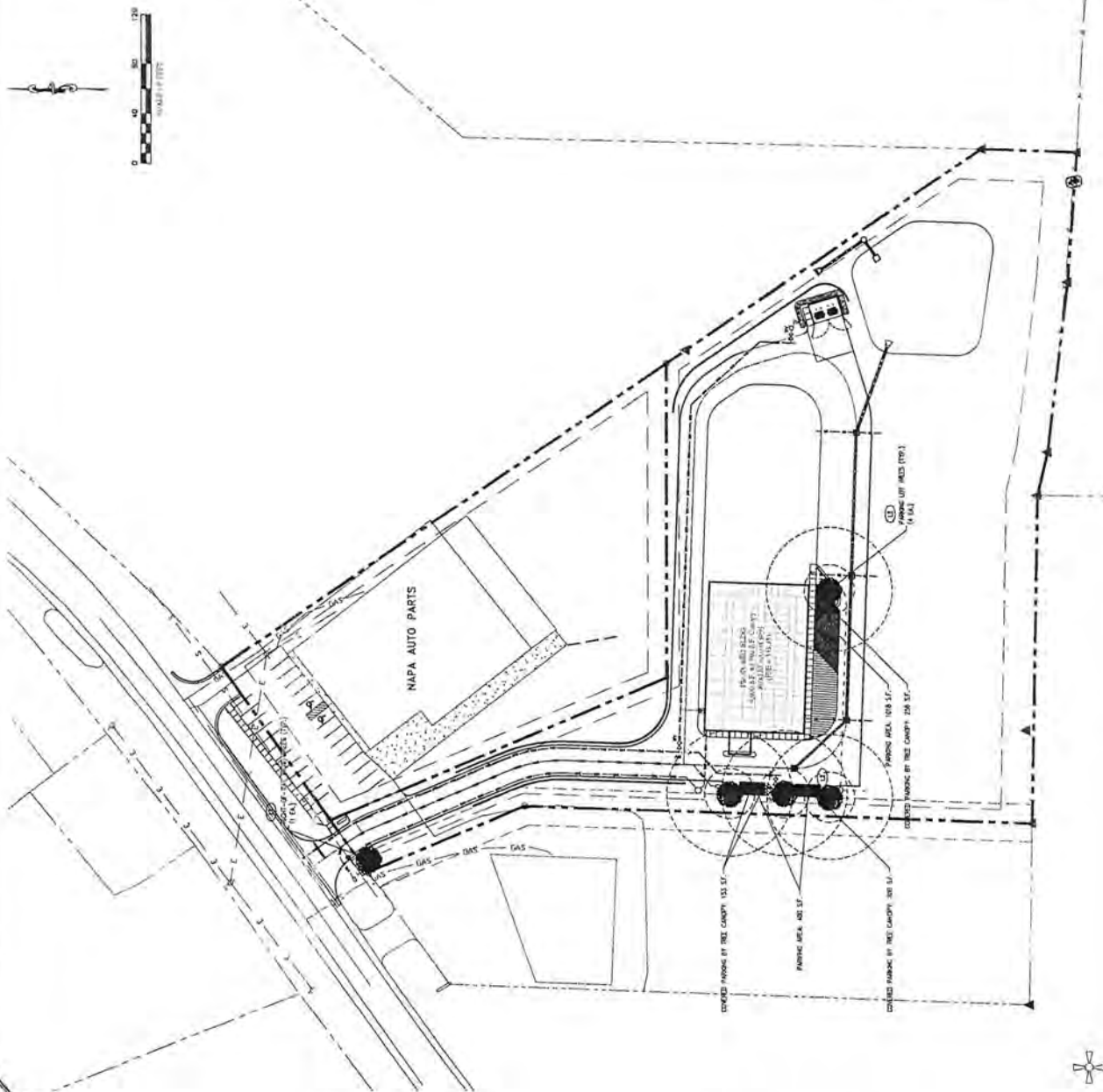
TREE MITIGATION PLAN FOR MASSEY RENTALS

2007-07-05 10:00	2007-07-05 12:00
2007-07-05 13:00	2007-07-05 14:00
2007-07-05 15:00	2007-07-05 16:00

[illegible]

NOTE:
TREE MITIGATION WILL NOT BE REQUIRED AS NO SIGNIFICANT
AND/OR HERITAGE TREES WILL BE REMOVED OR DISTURBED.
THE CONTRACTOR SHALL PRESERVE THE TREES NEAR THE
SOUTHEAST CORNER OF THE PROPERTY AS IDENTIFIED AND SHALL
PROTECT THE AREA AND THE TREES THROUGHOUT CONSTRUCTION.
HIGH VISIBILITY CONSTRUCTION FENCING SHALL BE PLACED
ALONG THE DRAIN LINE OF THESE TREES WITHIN THE SUBJECT
PROPERTY BOUNDARY. THERE ALSO EXISTS A 50-FT LANDSCAPE
BUFFER WITHIN THE SOUTHEAST CORNER OF THE PROPERTY THAT
WILL REMAIN UNDISTURBED AS WELL.

THESE ARE THE ONLY SIGNIFICANT HERITAGE TREES PRESENT AND WILL NOT BE DISTURBED





DATE:	11/11/2011	BY:	11/11/2011
PROJECT:	11/11/2011	BY:	11/11/2011
REVISIONS:			
NO.	DATE	DESCRIPTION	BY
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5	11/11/2011	11/11/2011	11/11/2011
6	11/11/2011	11/11/2011	11/11/2011
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8	11/11/2011	11/11/2011	11/11/2011
9	11/11/2011	11/11/2011	11/11/2011
10	11/11/2011	11/11/2011	11/11/2011

FIRE PLAN
FOR
MY OXFORD STORAGE

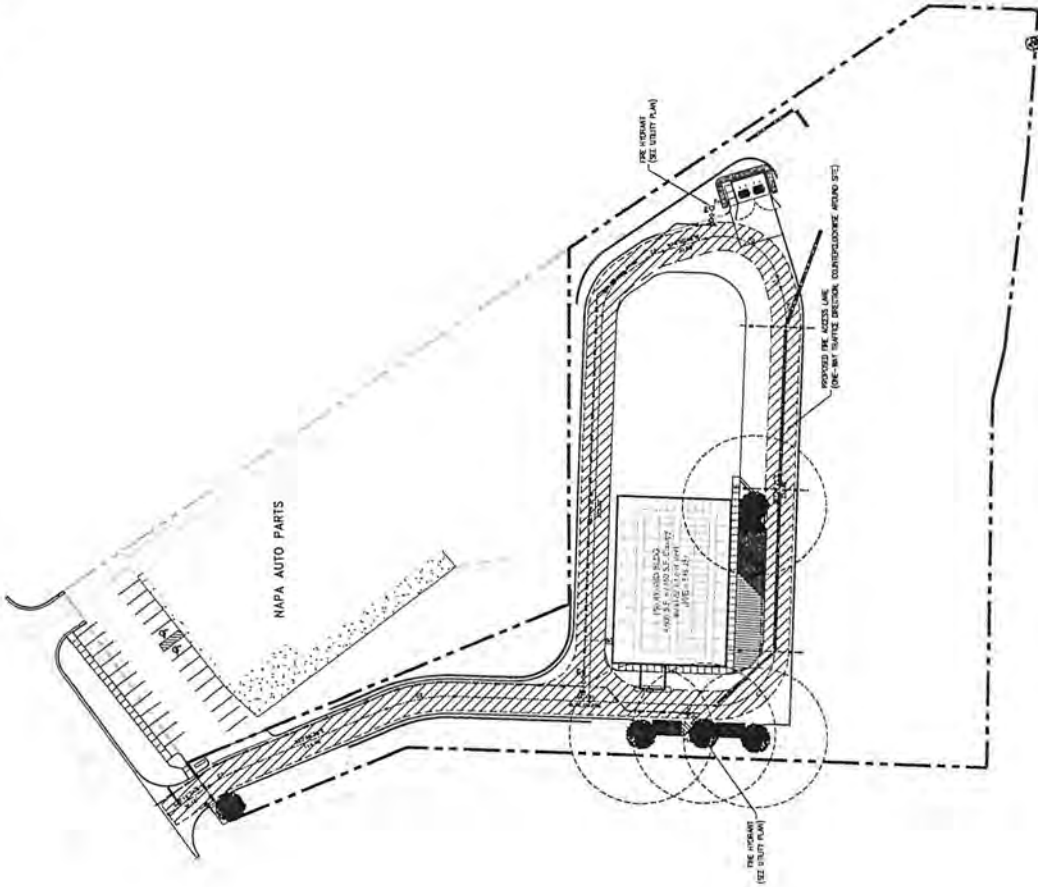
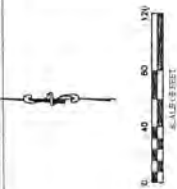
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9	11/11/2011	11/11/2011	11/11/2011
10	11/11/2011	11/11/2011	11/11/2011

DATE:	11/11/2011	BY:	11/11/2011
PROJECT:	11/11/2011	BY:	11/11/2011
REVISIONS:			
NO.	DATE	DESCRIPTION	BY
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7	11/11/2011	11/11/2011	11/11/2011
8	11/11/2011	11/11/2011	11/11/2011
9	11/11/2011	11/11/2011	11/11/2011
10	11/11/2011	11/11/2011	11/11/2011

11.0

- NOTES:
1. SEE SHEET 8.1 FOR GENERAL COMMENTS AND RECOMMENDATIONS FOR CONSTRUCTION OF WORK.
 2. REFER TO SHEET 8.1 FOR SITE PLAN DIMENSIONS.
 3. REFER TO SHEET 8.0 FOR GRADING AND DRAINAGE PLAN.
 4. REFER TO SHEET 7.0 FOR UTILITY PLAN.
 5. REFER TO SHEET 6.0 FOR STRIPING AND LANDSCAPE PLAN.
 6. REFER TO SHEET 5.0 FOR TREE MITIGATION INFORMATION.
 7. REFER TO SHEET 4.0 FOR LAKESIDE REQUIREMENTS.
 8. REFER TO SHEET 3.0 FOR FIRE ACCESSIBILITY PLAN.

- PROPOSED FEATURES LEGEND:
- ███ FIRE TRUCK ACCESS LANE
 - ███ FIRE DEPARTMENT CONNECTION
 - ███ FIRE HYDRANT
- THESE ABREVIATIONS MAY BE USED ON THIS SHEET.





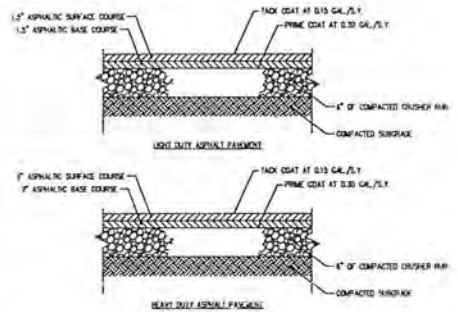
PRECISION ENGINEERING CORPORATION
REV. 10/18

REVISIONS:

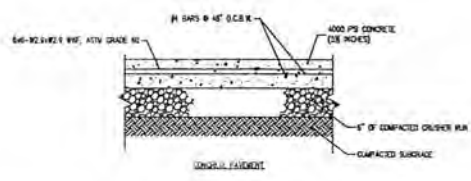
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9				

MINUTE BOOK No. 79, CITY OF OXFORD
FOR MY OXFORD STORAGE
DETAILS

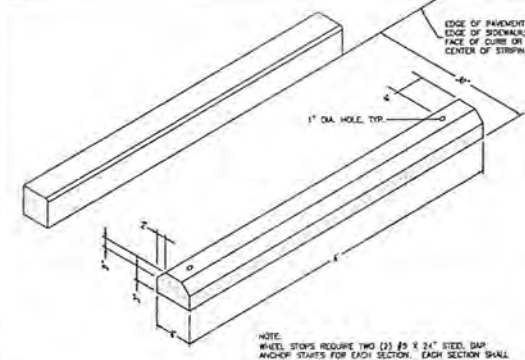
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10/18/18	1/2" = 1'-0"	



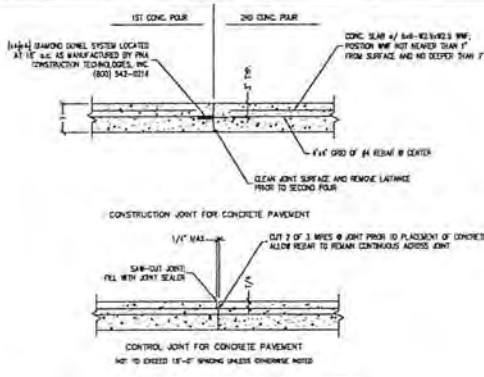
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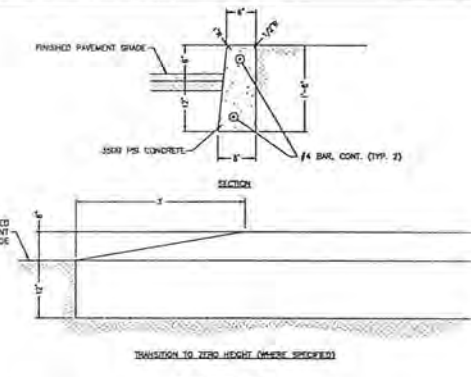
2 RIGID PAVEMENT
S.T.S.



3 PRECAST CONCRETE WHEEL STOP
S.T.S.



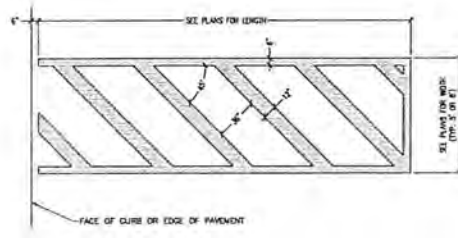
4 CONCRETE PAVEMENT JOINTS
S.T.S.



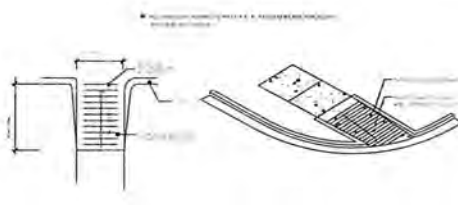
5 POST CURB
S.T.S.



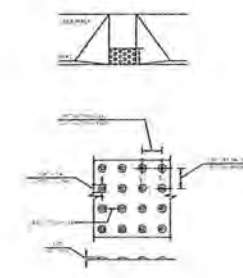
6 PAINTED ACCESSIBLE PARKING SYMBOL
S.T.S.



7 ACCESSIBLE PARKING AISLE MARKING
S.T.S.



8 A.D.A. DETECTABLE WARNING SURFACE
DETAIL (TYPE 1)
S.T.S.



9 A.D.A. DETECTABLE WARNING SURFACE
DETAIL (TYPE 2)
S.T.S.

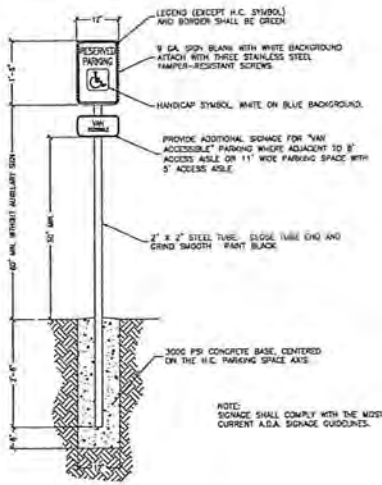


REVISIONS:			
NO.	DATE	DESCRIPTION	BY
1	11/10/11	Revised to meet City of Oxford requirements	MSD

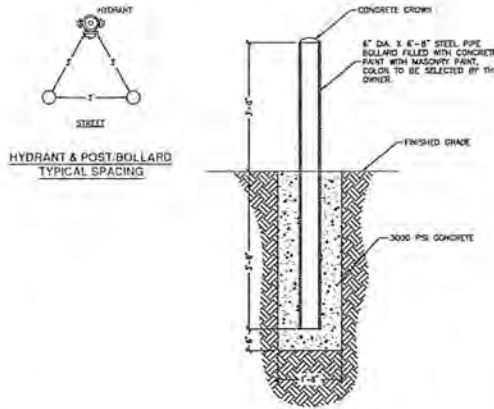
STANDARD DETAILS
FOR
MY OXFORD STORAGE

DESIGNED BY	MSD
CHECKED BY	MSD
DATE	11/10/11

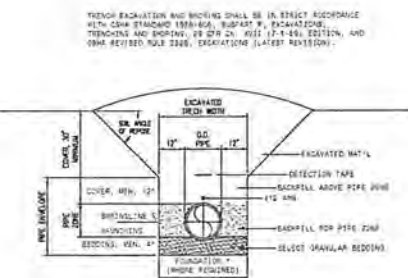
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PROJECT	12.1



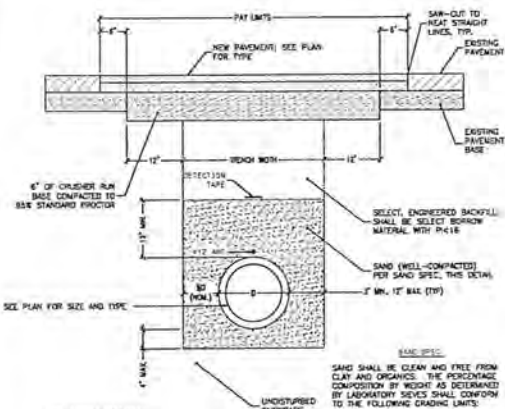
ACCESSIBLE PARKING SIGN
N 1.2



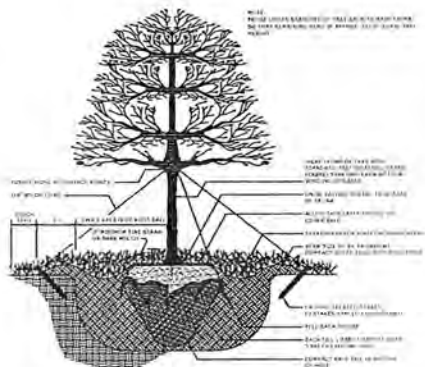
PIPE BOLLARD
N 1.3



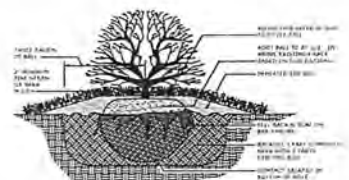
TYPICAL UTILITY TRENCH BACKFILL
THROUGH UNPAVED AREAS
N 1.4



TYPICAL UTILITY TRENCH BACKFILL
THROUGH PAVED AREAS
N 1.5



TYPICAL TREE PLANTING DETAIL
N 1.6



TYPICAL SHRUB PLANTING DETAIL
N 1.7



MINUTE BOOK No. 79, CITY OF OXFORD

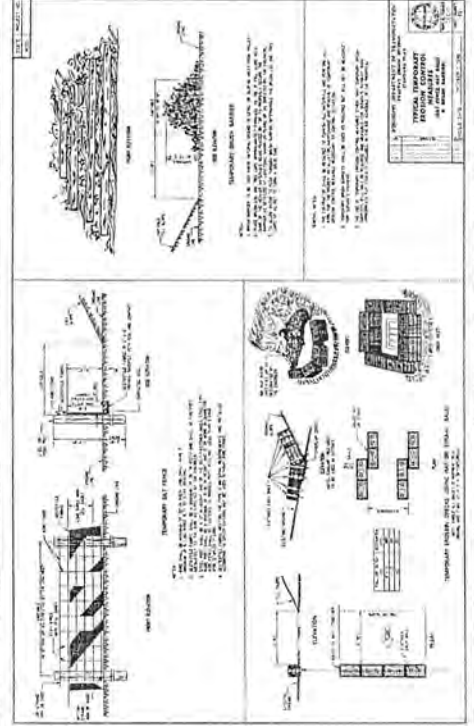
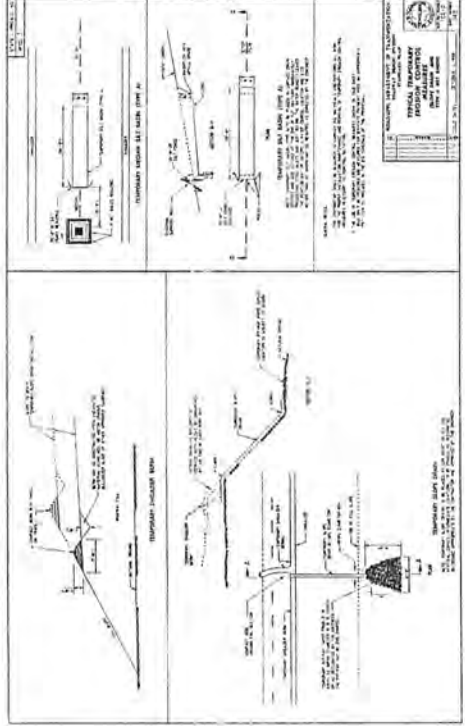
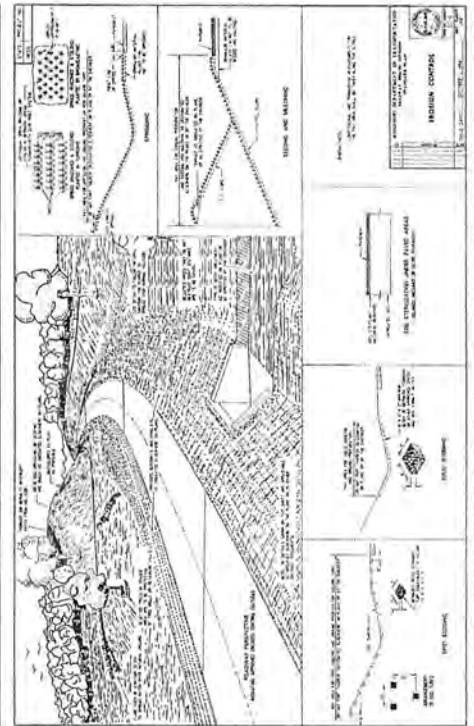
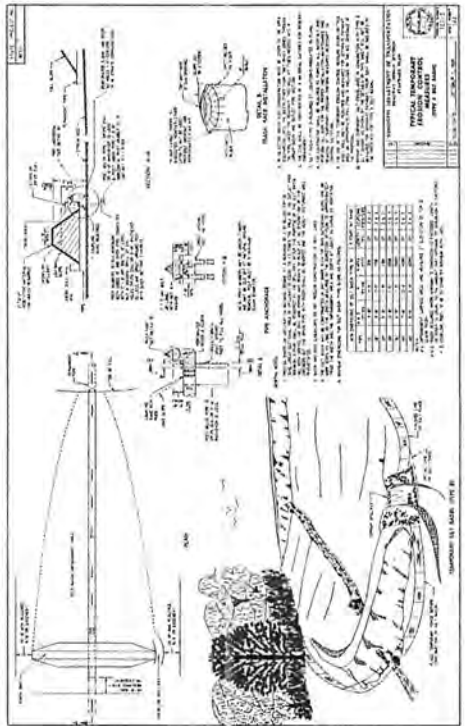
STANDARD DETAILS

FOR MY OXFORD STORAGE

Mod. 1000
Standard 1000
1000-1000-1000

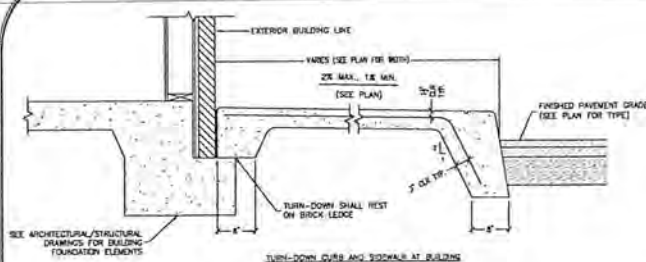
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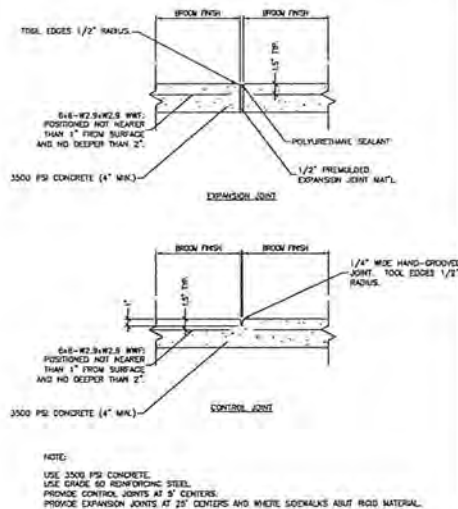


TYPICAL EROSION CONTROL DETAILS

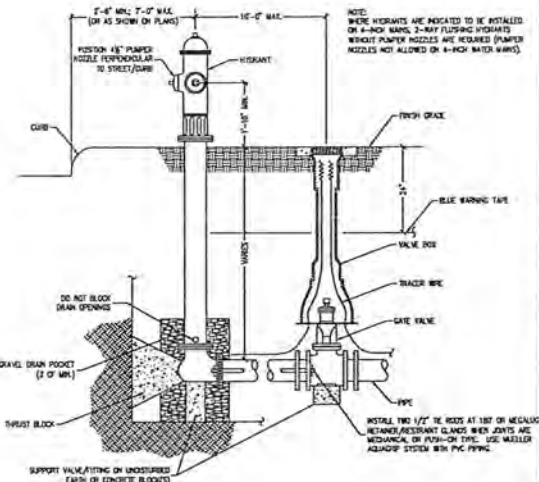
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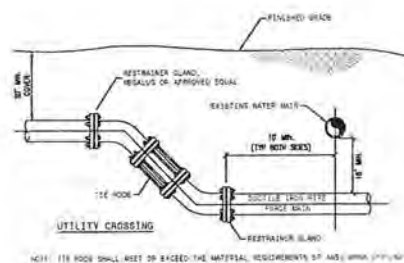
1 SIDEWALK DETAILS
N.T.S.



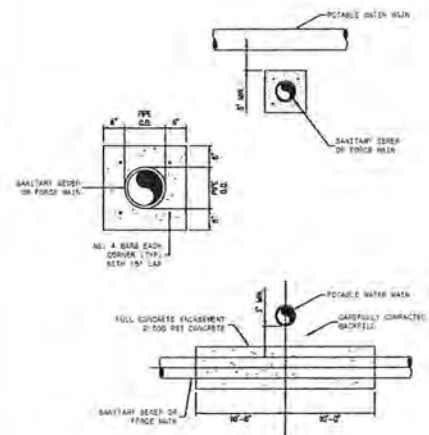
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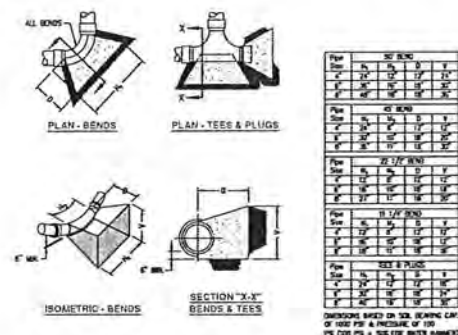
3 FIRE HYDRANT ASSY
N.T.S.



4 TYPICAL UTILITY CONFLICT
N.T.S.



5 UTILITY CONFLICT - CONCRETE ENCASEMENT
N.T.S.



6 THRUST BLOCK DIMENSIONS
N.T.S.



DATE	DESCRIPTION	BY

STANDARD DETAILS
FOR
MY OXFORD STORAGE

DATE: 10/1/10	SCALE: N.T.S.
DESIGNER: J.E.	CHECKED: J.E.
APPROVED: J.E.	DATE: 10/1/10

ALL DIMENSIONS SHOWN ARE IN FEET AND INCHES. DIMENSIONS SHOWN IN PARENTHESIS ARE IN METERS. DIMENSIONS SHOWN IN PARENTHESIS ARE IN METERS. DIMENSIONS SHOWN IN PARENTHESIS ARE IN METERS. DIMENSIONS SHOWN IN PARENTHESIS ARE IN METERS.

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DATE: 10/1/2011
DRAWN BY: JEFFREY R. BAX
CHECKED BY: JEFFREY R. BAX
PROJECT: 10-001

REVISIONS:

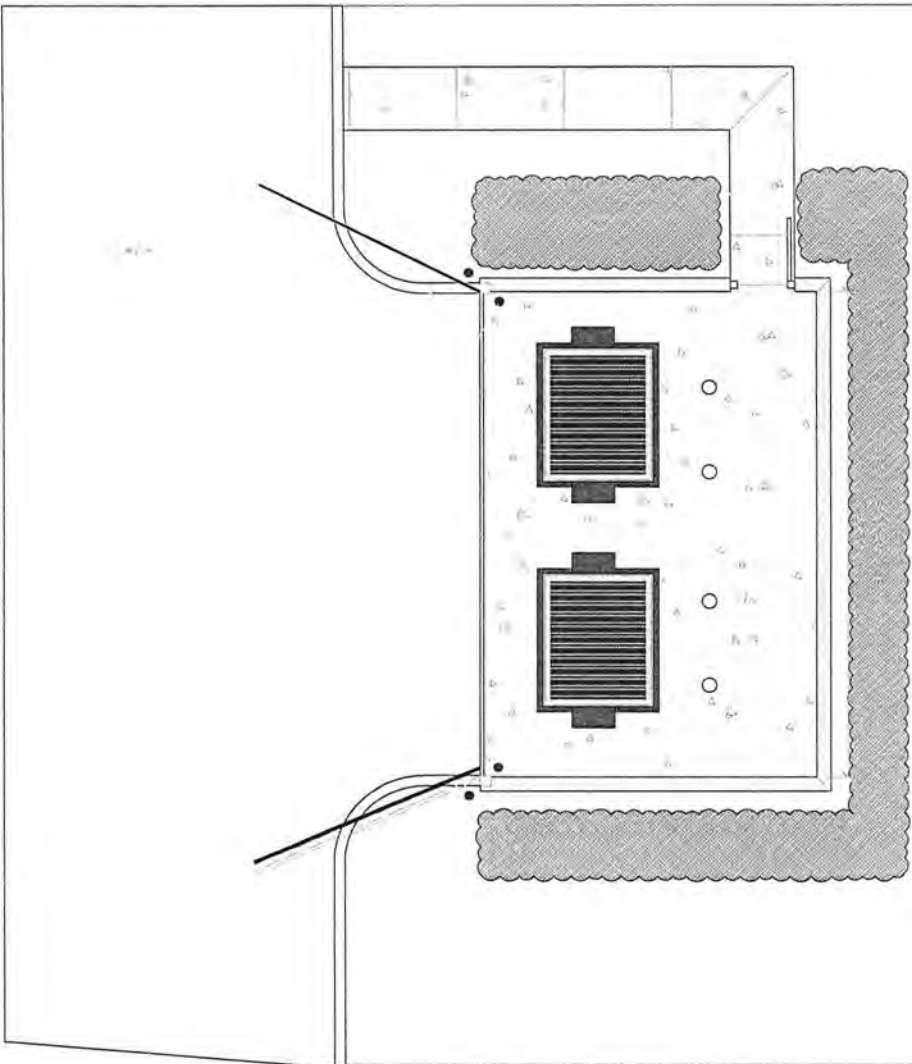
REV.	DATE	DESCRIPTION
1	10/1/2011	10-001

DOUBLE DUMPSTER ENCLOSURE DETAILS
(CITY OF OXFORD STANDARD DETAIL)
FOR
MY OXFORD STORAGE

QUANTITY	1.00
UNIT	SQ. FT.
PRICE	1.00
TOTAL	1.00

12.5

TYPICAL DOUBLE DUMPSTER ENCLOSURE - TYPE 1





REVISIONS:

NO.	DATE	DESCRIPTION
1	01/11/2019	ISSUED FOR PERMIT

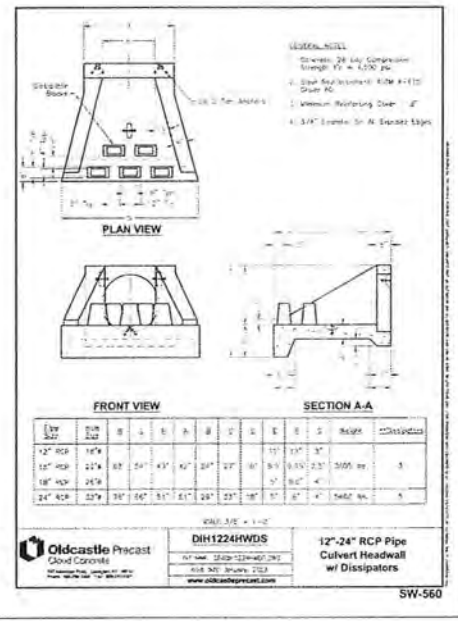
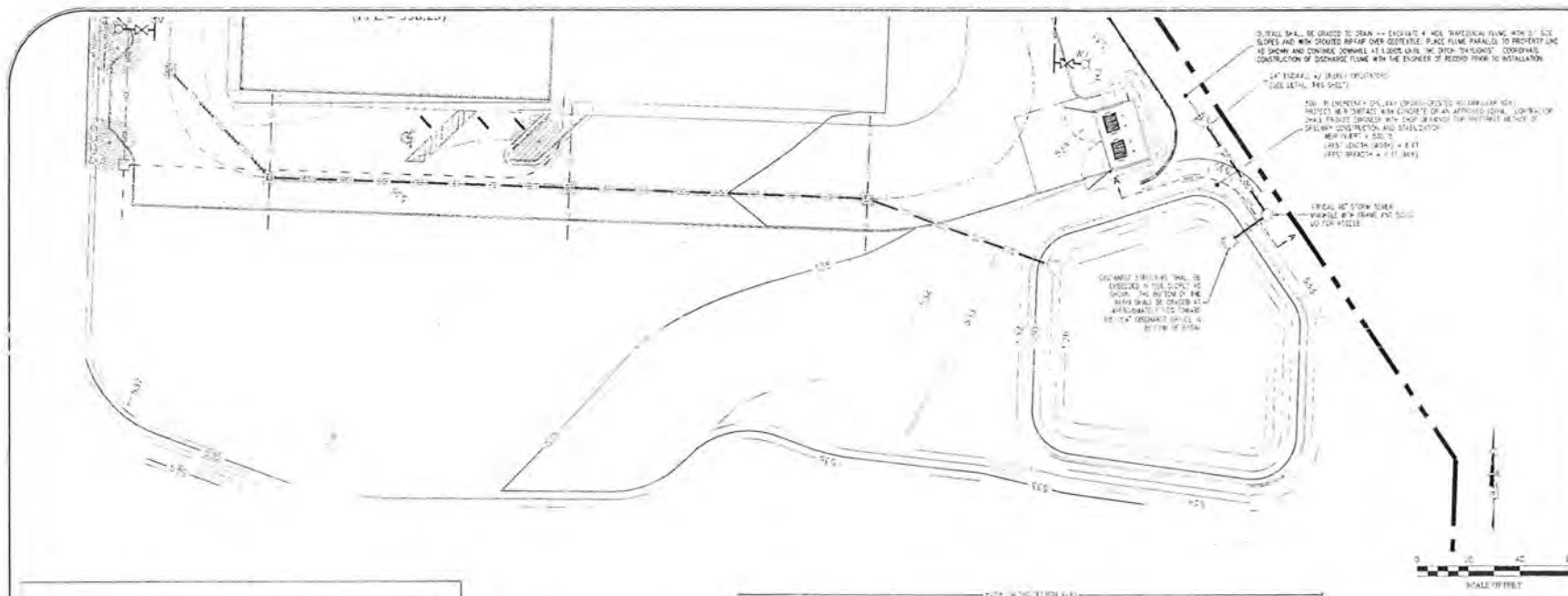
FOR MY OXFORD STORAGE

NO.	DATE	DESCRIPTION
1	01/11/2019	ISSUED FOR PERMIT

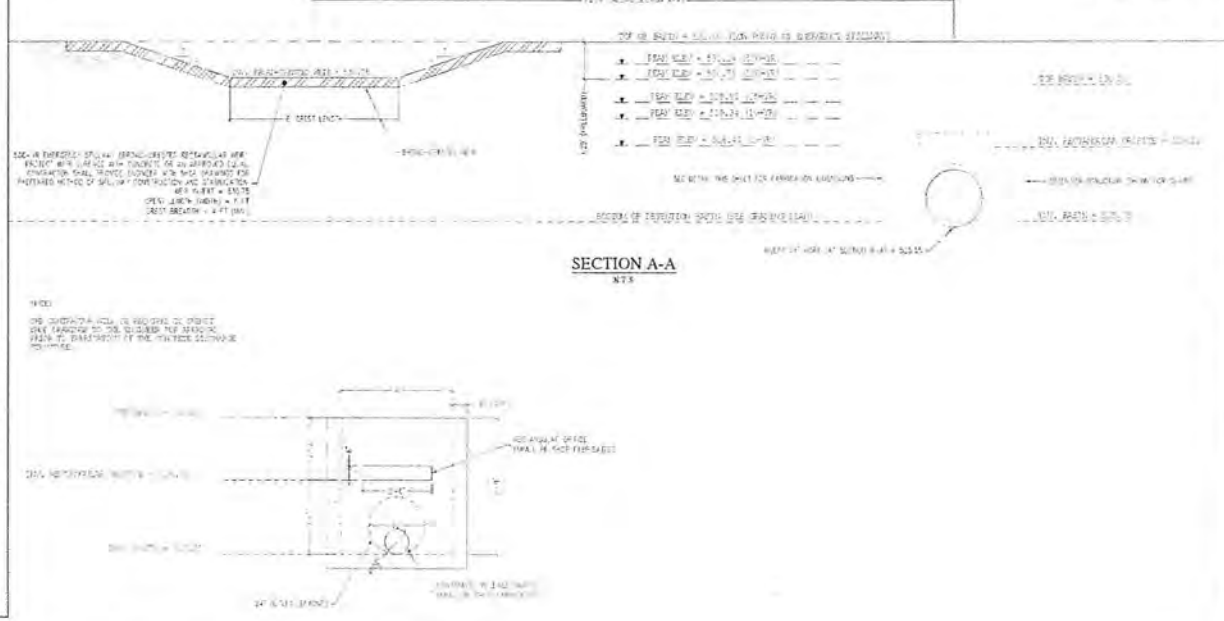
MINUTE BOOK No. 79, STATION 1+00 TO 1+100

12.6

NO.	DATE	DESCRIPTION
1	01/11/2019	ISSUED FOR PERMIT



TYPICAL CULVERT ENDWALL w/ DISSIPATORS



STAGED ORIFICE PRECAST CONCRETE DISCHARGE BASIN

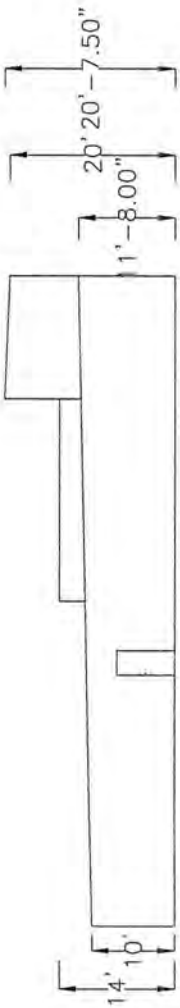


NAME	ADDRESS	CITY	STATE	ZIP
PROJECT	PROJECT NO.	DATE		
REVISIONS:				
NO.	DATE	DESCRIPTION	BY	APP.
1		Initial Design		
2		Revised Design		
3		Final Design		

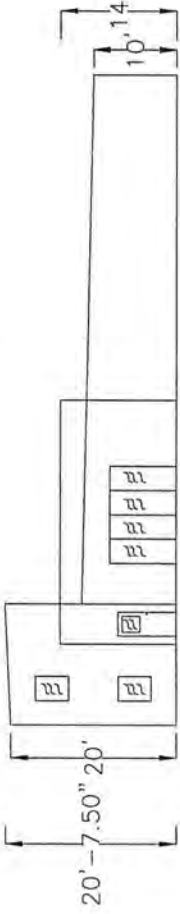
PROPOSED BUILDING PLAN and ELEVATION VIEWS FOR MY OXFORD STORAGE

DATE	SCALE	BY	CHKD.
10/1/00	1/8" = 1'-0"	JEP	JEP

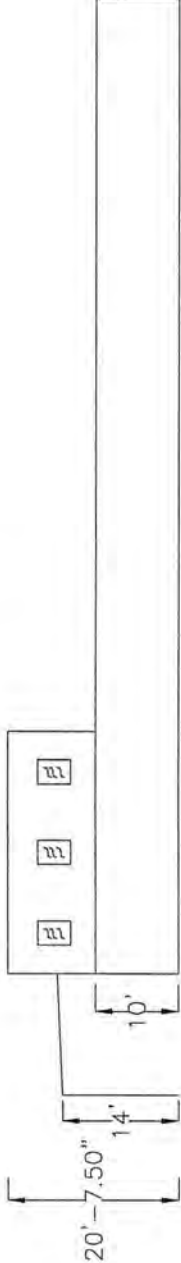
PAGE NO.	12.7
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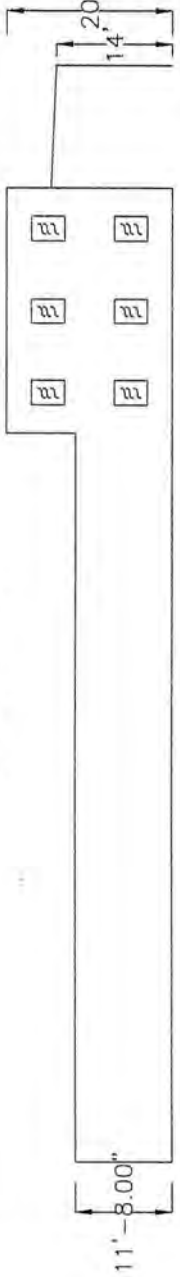
LEFT ENDWALL VIEW



RIGHT ENDWALL VIEW



BACK SIDEWALL VIEW



FRONT SIDEWALL VIEW

MINUTE BOOK No. 79, CITY OF OXFORD

LAW OFFICES OF
GARRETT, FRIDAY & GARNER, P.L.L.C.

ATTORNEYS AND COUNSELORS AT LAW
1205 Office Park Drive, Ste B
Oxford, Mississippi 38655

SAFEGUARD - DEMENT 62-0088

Preston Ray Garrett
Meredith S. Friday*
Rebecca Bond Garner
Jesse M. McRight

Telephone: (662)281-0438
Facsimile: 662-281-0439

Writer's Direct Email: prgarrett@garrettfridayandgarner.com

* Also licensed in Arkansas

20 March 2018

City of Oxford Planning Commission
Attention: Judy Daniel
107 Courthouse Square
Oxford, Mississippi 38655
Via Email: planning@oxfordms.net
Via Hand Delivery

Re: Site Plan for My Oxford Storage to be located on North Lamar Blvd.
(PPIN #18889)

Dear Ms. Daniel,

Our firm has been retained by Don Brewer to appeal the City of Oxford Planning Commissions March 12, 2018 decision approving the site plan for My Oxford Storage. My Oxford Storage is to be located immediately adjacent to our client's business location. As your department file will indicate, Mr. Brewer is the owner of NAPA Auto Parts which is located at the address of 1316 North Lamar Blvd. NAPA Auto Parts will suffer a severe negative impact if construction of My Oxford Storage is allowed to move forward pursuant to the site plan as currently approved.

After reviewing the site plan as approved, we have identified a significant issue which warrants the reversal or the amendment of the site plan of My Oxford Storage as approved by the Oxford Planning Commission. Mr. Brewer was not afforded the opportunity to bring this matter to the attention of the City of Oxford Site Plan Review Committee which originally approved the site plan. There was not a public hearing prior to the approval of the site plan and Mr. Brewer was not provided with any notice of any meeting at which he could express his concerns with the site plan which was moving forward prior to the approval of the same by either Todd Paine, the developer of My Oxford Storage or the City of Oxford.

MINUTE BOOK No. 79, CITY OF OXFORD

20 March 2018

Judy Daniel

Page 2

SAFEGUARD - DEMENT 62-0088

Section 9.7.1 of the Land Development Code speaks to public hearings and in so doing provides that "parties in interest and citizens shall have an opportunity to be heard." Given that my client is an adjacent landowner and he was and is an interested party whose business will be severely impacted in a negative manner by the construction of the proposed My Oxford Storage development, he should be allowed to express his concerns regarding the negative impact that the implantation of the proposed site plan as currently approved.

Todd Paine is being required to construct a sidewalk, curb, gutter and a grass island on the property directly between North Lamar Boulevard and NAPA Auto Parts as a condition of having had his site plan approved. The proposed curb, gutter, sidewalk and grass island will be constructed directly in front of NAPA Auto Parts and will dramatically and significantly change the configuration of the parking lot of NAPA Auto Parts in such a way as to make it unreasonably difficult if not entirely impossible for Don Brewer's business to remain in operation. This is a business which has been in continuous operation in the same location since 1997 and has been continually operated in the City of Oxford since 1958 and currently employs twelve local members of the community providing them with the means to support their families. Don Brewer also likely generates more sale tax revenue, which benefits the City of Oxford, more than any other retail business on North Lamar Boulevard and an action which seriously hinders and impairs the activities of NAPA Auto Parts is not only contrary to the best interests of Don Brewer, but the interest of the City of Oxford and its residents as well.

Specifically, the parking lot in front of NAPA Auto Parts currently has completely open access to North Lamar Boulevard and has continually has made use of this open access for over two decades. This allows extended bed trucks to pull directly into parking spaces in front of NAPA Auto Parts and allows truck pulling trailers to parallel park along the side of North Lamar Boulevard, (without impeding the normal flow of traffic on North Lamar Boulevard). Delivery trucks, which are often 18-wheelers, bringing inventory to NAPA Auto Parts on a daily basis. The construction of the proposed curb and gutter, sidewalk and grass island will result in a parking lot configuration which will require vehicles to pull down a single narrow lane in front of the business to access parking places and the tightness of this lane will make it difficult for extended bed vehicles to navigate this parking area and will make it impossible for trucks pulling trailers to do so without obstructing the flow of traffic either in the parking lot or on North Lamar Boulevard itself. Likewise, delivery trucks will be required to pull into this narrow lane and then back down the side of the building to unload inventory. This maneuver is certainly possible on paper, however, in reality these delivery vehicles will have to navigate around parked vehicles of customers or wait for those customer's vehicles to be moved. The inevitable end result will be a situation where some customers will be unable to park while others will be inconvenienced and accordingly, these customers will be compelled to choose between negotiating an inconvenient parking area and / or being

interrupted during their business transaction to move their vehicle to accommodate another customer or delivery person or simply chose to do business elsewhere.

Accordingly, this Board should either reverse the decision of the Oxford Planning Commission or modify the site plan so as to relieve Todd Payne of the obligation to construct curb and gutter, sidewalk and a grass island adjacent to North Lamar Boulevard directly in front of the business NAPA Auto Parts.

This matter has been in process since 2015, however, the fact that this matter has been pending for such an extended period of time does explain how this dilemma arose. Section 9.1 of the Land Development Code of the City of Oxford addresses the subdivision of land. At the time, Mr. Brewer sold a portion of this property to Todd Paine. Mr. Brewer was exempt from complying with the requirements of subdivision for the land as he only divided his existing parcel into two (2) tracts and accordingly Section 9.1.2.3 of the Land Development Code specifically exempted him from subdivision process. This exemption, which was intended to simplify such matters, actually resulted in Mr. Brewer's current problems. Being exempt meant that there was no pre-application conference required at which time a sketch plat would have been presented to both Mr. Brewer and his perspective buyer, Todd Paine, showing what the impact of this subdivision and the future development of the property being purchased by Mr. Paine would be on Mr. Brewer's property. The purpose of such meeting would have been to "acquaint the applicant with the requirements and procedures of this ordinance" and "to discuss the proposed subdivision layout and design" Further, there would have been a traffic impact analysis which would have alerted Mr. Brewer to potential problems with parking on his remaining property for customers and venders.

Admittedly, hindsight is 20/20 and as such the City of Oxford now requires that any division of property in the City adhere to the requirements for the subdivision of land and the Land Development Code of the City of Oxford, however, that should not subject Don Brewer to requirements which when complied with will severely damage if not destroy his business. Accordingly, we will respectfully request that the Board of Alderman either reverse the determination of the Oxford Planning Commission to approve the site plan of My Oxford Storage or modify said site plan so as to remove the requirement that Todd Paine, as developer of My Oxford Storage, install curb and gutters as well as a sidewalk and

MINUTE BOOK No. 79, CITY OF OXFORD

20 March 2018

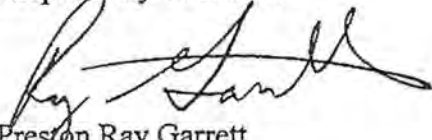
SAFEGUARD - DEMENT 62-0088

Judy Daniel

Page 3

grass island on property directly in front of the existing business, NAPA Auto Parts, due to the serious negative impact it would have upon the business of Don Brewer.

Respectfully Submitted

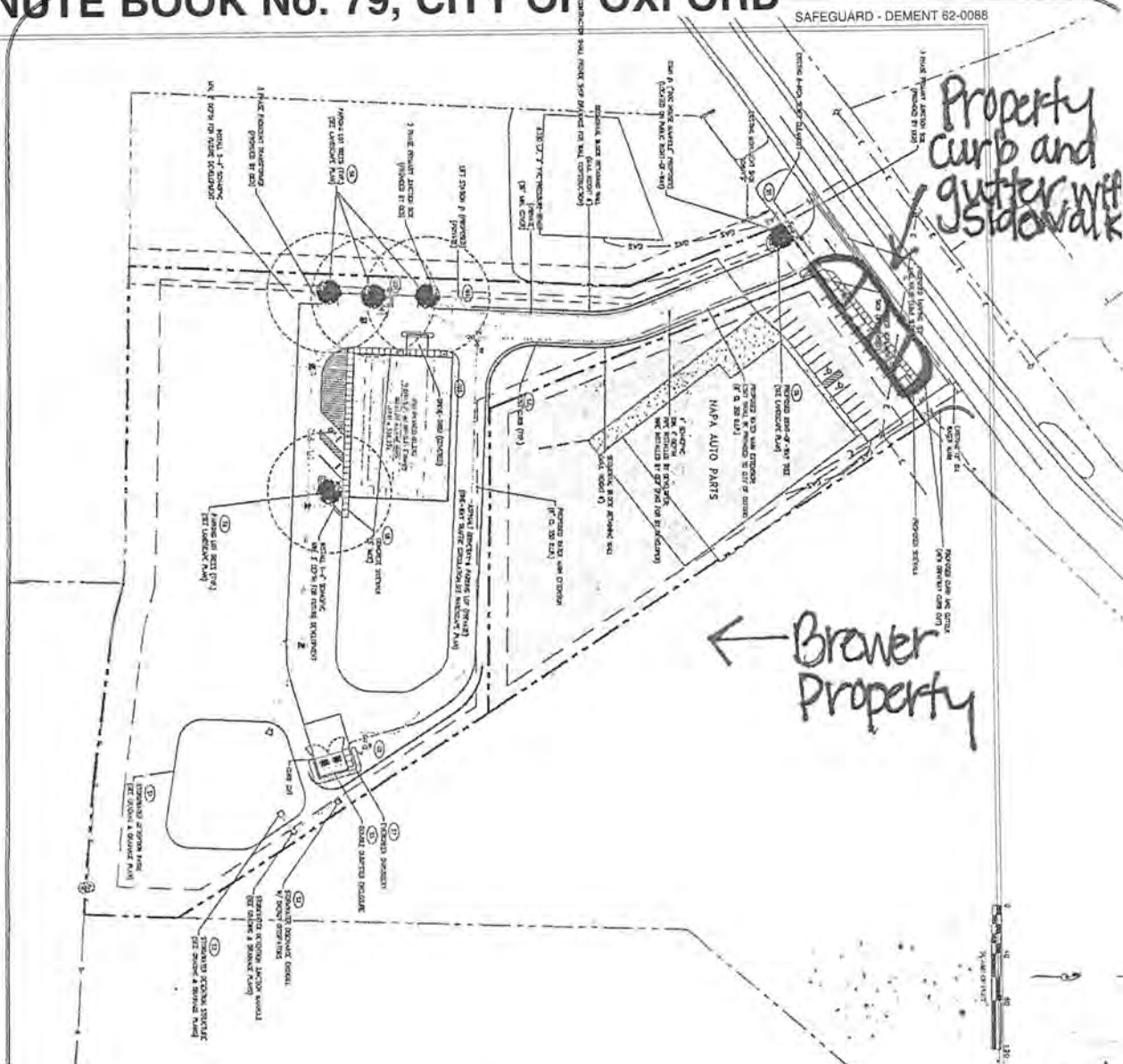


Preston Ray Garrett
Jesse M. McRight, III
Garrett, Friday & Friday, PLLC.
Attorneys for Don Brewer

cc: Don Brewer

~~MINUTE BOOK No. 79, CITY OF OXFORD~~

SAFEGUARD - DEMENT 62-0088




UTILITY PLAN KEYNOTES	
REVISIONS	
(1) 2	EXISTING WATER SEWER ALIGNED (2'-00")
(2) 3	THE EXISTING SEWER LOCATIONS MAY VARY (AS SHOWN)
(3) 4	1'-00" MINIMUM WIDTH WATER MAIN
(4) 5	SHOWN ON EXISTING (2'-00" MINIMUM MAIN)

[illegible]

SIT PLAN KEY NOTES	
DATE	SCHOOL SET
(1)	STANDARD 1: KNOWLEDGE
(2)	STANDARD 2: SKILLS
(3)	STANDARD 3: ATTITUDE
(4)	STANDARD 4: EVALUATION
(5)	STANDARD 5: COMMUNICATION
(6)	STANDARD 6: REASONING
(7)	STANDARD 7: PROBLEM SOLVING
(8)	STANDARD 8: SELF-MANAGEMENT
(9)	STANDARD 9: SOCIAL RESPONSIBILITY
(10)	STANDARD 10: ENVIRONMENTAL AWARENESS
(11)	STANDARD 11: HEALTH AND WELL-BEING
(12)	STANDARD 12: CREATIVITY
(13)	STANDARD 13: LEADERSHIP
(14)	STANDARD 14: TEAMWORK
(15)	STANDARD 15: RESILIENCE
(16)	STANDARD 16: EMOTIONAL INTELLIGENCE
(17)	STANDARD 17: DIGITAL LITERACY
(18)	STANDARD 18: GLOBAL CITIZENSHIP
(19)	STANDARD 19: ENTREPRENEURSHIP
(20)	STANDARD 20: SUSTAINABLE DEVELOPMENT
(21)	STANDARD 21: INCLUSIVE EDUCATION
(22)	STANDARD 22: PEACE AND CONFLICT RESOLUTION
(23)	STANDARD 23: CAREER GUIDANCE
(24)	STANDARD 24: FINANCIAL LITERACY
(25)	STANDARD 25: CULTURAL APPRECIATION
(26)	STANDARD 26: SCIENTIFIC THINKING
(27)	STANDARD 27: ARTS APPRECIATION
(28)	STANDARD 28: PHYSICAL EDUCATION
(29)	STANDARD 29: MENTAL HEALTH AWARENESS
(30)	STANDARD 30: CIVIC ENGAGEMENT
(31)	STANDARD 31: MEDIA LITERACY
(32)	STANDARD 32: INTERCULTURAL UNDERSTANDING
(33)	STANDARD 33: ENVIRONMENTAL ACTION
(34)	STANDARD 34: PERSONAL FINANCE
(35)	STANDARD 35: COMMUNITY SERVICE
(36)	STANDARD 36: SAFETY EDUCATION
(37)	STANDARD 37: INNOVATION
(38)	STANDARD 38: ETHICS
(39)	STANDARD 39: TEAMWORK
(40)	STANDARD 40: RESILIENCE
(41)	STANDARD 41: EMOTIONAL INTELLIGENCE
(42)	STANDARD 42: DIGITAL LITERACY
(43)	STANDARD 43: GLOBAL CITIZENSHIP
(44)	STANDARD 44: ENTREPRENEURSHIP
(45)	STANDARD 45: SUSTAINABLE DEVELOPMENT
(46)	STANDARD 46: INCLUSIVE EDUCATION
(47)	STANDARD 47: PEACE AND CONFLICT RESOLUTION
(48)	STANDARD 48: CAREER GUIDANCE
(49)	STANDARD 49: FINANCIAL LITERACY
(50)	STANDARD 50: CULTURAL APPRECIATION
(51)	STANDARD 51: SCIENTIFIC THINKING
(52)	STANDARD 52: ARTS APPRECIATION
(53)	STANDARD 53: PHYSICAL EDUCATION
(54)	STANDARD 54: MENTAL HEALTH AWARENESS
(55)	STANDARD 55: CIVIC ENGAGEMENT
(56)	STANDARD 56: MEDIA LITERACY
(57)	STANDARD 57: INTERCULTURAL UNDERSTANDING
(58)	STANDARD 58: ENVIRONMENTAL ACTION
(59)	STANDARD 59: PERSONAL FINANCE
(60)	STANDARD 60: COMMUNITY SERVICE
(61)	STANDARD 61: SAFETY EDUCATION
(62)	STANDARD 62: INNOVATION
(63)	STANDARD 63: ETHICS
(64)	STANDARD 64: TEAMWORK
(65)	STANDARD 65: RESILIENCE
(66)	STANDARD 66: EMOTIONAL INTELLIGENCE
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(68)	STANDARD 68: GLOBAL CITIZENSHIP
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(77)	STANDARD 77: ARTS APPRECIATION
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(80)	STANDARD 80: CIVIC ENGAGEMENT
(81)	STANDARD 81: MEDIA LITERACY
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(83)	STANDARD 83: ENVIRONMENTAL ACTION
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(92)	STANDARD 92: DIGITAL LITERACY
(93)	STANDARD 93: GLOBAL CITIZENSHIP
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(99)	STANDARD 99: FINANCIAL LITERACY
(100)	STANDARD 100: CULTURAL APPRECIATION

1. SELECTED 3d, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th, 31st, 32nd, 33rd, 34th, 35th, 36th, 37th, 38th, 39th, 40th, 41st, 42nd, 43rd, 44th, 45th, 46th, 47th, 48th, 49th, 50th, 51st, 52nd, 53rd, 54th, 55th, 56th, 57th, 58th, 59th, 60th, 61st, 62nd, 63rd, 64th, 65th, 66th, 67th, 68th, 69th, 70th, 71st, 72nd, 73rd, 74th, 75th, 76th, 77th, 78th, 79th, 80th, 81st, 82nd, 83rd, 84th, 85th, 86th, 87th, 88th, 89th, 90th, 91st, 92nd, 93rd, 94th, 95th, 96th, 97th, 98th, 99th, 100th, 101st, 102nd, 103rd, 104th, 105th, 106th, 107th, 108th, 109th, 110th, 111th, 112th, 113th, 114th, 115th, 116th, 117th, 118th, 119th, 120th, 121st, 122nd, 123rd, 124th, 125th, 126th, 127th, 128th, 129th, 130th, 131st, 132nd, 133rd, 134th, 135th, 136th, 137th, 138th, 139th, 140th, 141st, 142nd, 143rd, 144th, 145th, 146th, 147th, 148th, 149th, 150th, 151st, 152nd, 153rd, 154th, 155th, 156th, 157th, 158th, 159th, 160th, 161st, 162nd, 163rd, 164th, 165th, 166th, 167th, 168th, 169th, 170th, 171st, 172nd, 173rd, 174th, 175th, 176th, 177th, 178th, 179th, 180th, 181st, 182nd, 183rd, 184th, 185th, 186th, 187th, 188th, 189th, 190th, 191st, 192nd, 193rd, 194th, 195th, 196th, 197th, 198th, 199th, 200th, 201st, 202nd, 203rd, 204th, 205th, 206th, 207th, 208th, 209th, 210th, 211st, 212nd, 213th, 214th, 215th, 216th, 217th, 218th, 219th, 220th, 221st, 222nd, 223rd, 224th, 225th, 226th, 227th, 228th, 229th, 230th, 231st, 232nd, 233rd, 234th, 235th, 236th, 237th, 238th, 239th, 240th, 241st, 242nd, 243rd, 244th, 245th, 246th, 247th, 248th, 249th, 250th, 251st, 252nd, 253rd, 254th, 255th, 256th, 257th, 258th, 259th, 260th, 261st, 262nd, 263rd, 264th, 265th, 266th, 267th, 268th, 269th, 270th, 271st, 272nd, 273rd, 274th, 275th, 276th, 277th, 278th, 279th, 280th, 281st, 282nd, 283rd, 284th, 285th, 286th, 287th, 288th, 289th, 290th, 291st, 292nd, 293rd, 294th, 295th, 296th, 297th, 298th, 299th, 300th, 301st, 302nd, 303rd, 304th, 305th, 306th, 307th, 308th, 309th, 310th, 311st, 312nd, 313th, 314th, 315th, 316th, 317th, 318th, 319th, 320th, 321st, 322nd, 323rd, 324th, 325th, 326th, 327th, 328th, 329th, 330th, 331st, 332nd, 333rd, 334th, 335th, 336th, 337th, 338th, 339th, 340th, 341st, 342nd, 343rd, 344th, 345th, 346th, 347th, 348th, 349th, 350th, 351st, 352nd, 353rd, 354th, 355th, 356th, 357th, 358th, 359th, 360th, 361st, 362nd, 363rd, 364th, 365th, 366th, 367th, 368th, 369th, 370th, 371st, 372nd, 373rd, 374th, 375th, 376th, 377th, 378th, 379th, 380th, 381st, 382nd, 383rd, 384th, 385th, 386th, 387th, 388th, 389th, 390th, 391st, 392nd, 393rd, 394th, 395th, 396th, 397th, 398th, 399th, 400th, 401st, 402nd, 403rd, 404th, 405th, 406th, 407th, 408th, 409th, 410th, 411st, 412nd, 413th, 414th, 415th, 416th, 417th, 418th, 419th, 420th, 421st, 422nd, 423rd, 424th, 425th, 426th, 427th, 428th, 429th, 430th, 431st, 432nd, 433rd, 434th, 435th, 436th, 437th, 438th, 439th, 440th, 441st, 442nd, 443rd, 444th, 445th, 446th, 447th, 448th, 449th, 450th, 451st, 452nd, 453rd, 454th, 455th, 456th, 457th, 458th, 459th, 460th, 461st, 462nd, 463rd, 464th, 465th, 466th, 467th, 468th, 469th, 470th, 471st, 472nd, 473rd, 474th, 475th, 476th, 477th, 478th, 479th, 480th, 481st, 482nd, 483rd, 484th, 485th, 486th, 487th, 488th, 489th, 490th, 491st, 492nd, 493rd, 494th, 495th, 496th, 497th, 498th, 499th, 500th, 501st, 502nd, 503rd, 504th, 505th, 506th, 507th, 508th, 509th, 510th, 511st, 512nd, 513th, 514th, 515th, 516th, 517th, 518th, 519th, 520th, 521st, 522nd, 523rd, 524th, 525th, 526th, 527th, 528th, 529th, 530th, 531st, 532nd, 533rd, 534th, 535th, 536th, 537th, 538th, 539th, 540th, 541st, 542nd, 543rd, 544th, 545th, 546th, 547th, 548th, 549th, 550th, 551st, 552nd, 553rd, 554th, 555th, 556th, 557th, 558th, 559th, 560th, 561st, 562nd, 563rd, 564th, 565th, 566th, 567th, 568th, 569th, 570th, 571st, 572nd, 573rd, 574th, 575th, 576th, 577th, 578th, 579th, 580th, 581st, 582nd, 583rd, 584th, 585th, 586th, 587th, 588th, 589th, 590th, 591st, 592nd, 593rd, 594th, 595th, 596th, 597th, 598th, 599th, 600th, 601st, 602nd, 603rd, 604th, 605th, 606th, 607th, 608th, 609th, 610th, 611st, 612nd, 613th, 614th, 615th, 616th, 617th, 618th, 619th, 620th, 621st, 622nd, 623rd, 624th, 625th, 626th, 627th, 628th, 629th, 630th, 631st, 632nd, 633rd, 634th, 635th, 636th, 637th, 638th, 639th, 640th, 641st, 642nd, 643rd, 644th, 645th, 646th, 647th, 648th, 649th, 650th, 651st, 652nd, 653rd, 654th, 655th, 656th, 657th, 658th, 659th, 660th, 661st, 662nd, 663rd, 664th, 665th, 666th, 667th, 668th, 669th, 670th, 671st, 672nd, 673rd, 674th, 675th, 676th, 677th, 678th, 679th, 680th, 681st, 682nd, 683rd, 684th, 685th, 686th, 687th, 688th, 689th, 690th, 691st, 692nd, 693rd, 694th, 695th, 696th, 697th, 698th, 699th, 700th, 7

	
PREPARED BY DATE	DRAWN BY DATE
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EXHIBIT

 $\mathbb{N} \cap \mathbb{H}$

MY OXF

5.0

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

ORDINANCE No. 2018 - ____

An ordinance enlarging, extending, and defining the corporate limits and boundaries of the City of Oxford, Lafayette County, Mississippi; specifying the improvements to be made in the annexed territory and the municipal or public services to be rendered therein; and for other purposes related thereto.

BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF OXFORD, MISSISSIPPI:

SECTION I. It is hereby found and determined that the public convenience and necessity requires that the corporate boundaries of the City of Oxford, be and the same are hereby extended and enlarged so as to embrace the adjacent and unincorporated land and territory in Lafayette County, Mississippi, hereinafter described.

SECTION II. The unincorporated land and territory which is added to and included in the corporate limits of the City of Oxford, Mississippi, is situated in Lafayette County, Mississippi, and is more particularly described as follows:

PROPOSED ANNEXATION AREA 1

Commencing at the Northwest corner of Section 24, Township 8 South, Range 4 West, Lafayette County, Mississippi, Run thence Southerly along the Western boundary of said Section 24, a distance of 1980 feet, more or less, to the Northwest Corner of Woodlawn Subdivision, Phase V;

Thence run Easterly 1420 feet, more or less, along the North line of Woodlawn Subdivision, Phase V and Phase II, to the Northeast corner of Woodlawn Subdivision, said corner being the Northwest corner of a parcel described in Deed Book 472, Page 136, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 146z-24-9.00;

Thence Easterly a distance of 630 feet more or less to a point on the centerline of East Goose Valley Creek, said point being the POINT OF BEGINNING;

From said Point of Beginning, run a Northwesterly direction, along the centerline of said creek, a distance of 1710 feet, more or less, to a point;

Thence leaving said creek and along a line that is generally 600 feet from and parallel to the Western right-of-way line of Proposed West Oxford Loop, North 28 Degrees 37 Minutes 00 Seconds West a distance of 2500 feet, more or less, to a point on the western boundary of Section 13, Township 8 South, Range 4 West;

Thence continue in a Northwesterly direction along a line 600 feet West of and parallel to the West right-of-way of the proposed West Oxford Loop the following courses and distances: 1) North 28 Degrees 37 Minutes 00 Seconds West a distance of 653.03 feet more or less to a point;

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

2) North 28 Degrees 37 Minutes 00 Seconds West a distance of 683.77 feet to a point; 3) with a curve turning to the right with a radius of 2150.00 feet, an arc length of 720.49 feet, a chord bearing of North 19 Degrees 00 Minutes 59 Seconds West and a chord length of 717.12 feet to a point; 4) North 19 Degrees 14 Minutes 41 Seconds West a distance of 125.76 feet to a point;

Thence leaving said line, run North 20 Degrees 40 Minutes 42 Seconds West a distance of 800 feet, more or less, to the centerline of an unnamed creek;

Thence run Northerly along the centerline of said unnamed creek a distance of 860 feet more or less to the South line of Section 11, Township 8 South, Range 4 West;

Thence run Westerly along the South line of said Section 11 a distance of 1300 feet more or less, to the Southwest corner of a parcel described in Deed Book 332, Page 317, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 141-11-017.00), said point also being the Southwest corner of the Southeast $\frac{1}{4}$ of said Section 11;

Thence run North 00 Degrees 22 Minutes 59 Seconds West along the West line of said parcel described in Deed Book 332, Page 317, in the Office of the Chancery Clerk of Lafayette County, Mississippi, and the Western boundary of said Southeast $\frac{1}{4}$ a distance of 1341.95 feet to the Southeast corner of a parcel described in Deed Book 2009, Page 8414 in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 141-11-14.00);

Thence run along the East line of said parcel described in Deed Book 2009, Page 8414, in the Office of the Chancery Clerk of Lafayette County, Mississippi, the following courses and distances: 1) North 23 Degrees 08 Minutes 38 Seconds East a distance of 1974.80 feet; 2) North 15 Degrees 07 Minutes 51 Seconds East a distance of 509.66 feet; 3) North 35 Degrees 37 Minutes 51 Seconds East a distance of 305.24 feet to the South right-of-way line of Mississippi Highway No. 314;

Thence North 35 Degrees 37 Minutes 51 Seconds East a distance of 180.00 feet to the North right-of-way of Mississippi Highway 314, said point also being located at the Southwest corner of Tax Parcel 141-11-13.00 (Deed 417, page 575);

Thence run along the North right-of-way of Mississippi Highway 314, South 53 Degrees 19 Minutes 44 Seconds East a distance of 444.51 feet, to the West right-of-way of Lafayette County Road 199;

Thence run along the West right-of-way of Lafayette County Road 199 the following courses and distances: 1) North 55 Degrees 13 Minutes 07 Seconds East a distance of 142.43 feet; 2) North 44 Degrees 58 Minutes 45 Seconds East a distance of 428.52 feet; 3) North 50 Degrees 50 Minutes 12 Seconds East a distance of 221.06 feet; 4) North 50 Degrees 22 Minutes 27 Seconds East a distance of 91.98 feet; 5) North 58 Degrees 24 Minutes 27 Seconds East a distance of 278.27 feet; 6) North 51 Degrees 24 Minutes 00 Seconds East a distance of 255.14 feet to the Southeast corner of Tax Parcel 141-11-12.00 (Inst. No. 2013-7314);

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Thence continue in a Northeasterly direction along the Western right-of-way line of Lafayette County Road No. 199 a distance of 730 feet more or less, to the North line of Section 12, Township 8 South, Range 4 West;

Thence run Easterly along the North line of said Section 12 a distance of 3800 feet more or less to the Northeast corner of a parcel described in Deed Book 515, Page 476, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 141-12-31.00) also being at the Northwest Corner of Fox Trail Estates subdivision (Plat Cabinet B, Slide 42);

Thence run along the West line of Fox Trail Estates Subdivision the following courses and distances: 1) South 00 Degrees 02 Minutes 17 Seconds East a distance of 1914.29 feet; 2) South 87 Degrees 29 Minutes 33 Seconds East a distance of 332.43 feet; 3) South 00 Degrees 08 Minutes 39 Seconds East a distance of 794.40 feet to a point at the southwest corner of said subdivision;

Thence North 89 Degrees 08 Minutes 48 Seconds East, along the South boundary of said subdivision, a distance of 1190.92 feet to the Southeast corner of said Fox Trails Estate, said point is also on the West line of Deerfield Subdivision, Phase 2 (Plat Cabinet B, Slide 20);

Thence run South 00 Degrees 10 Minutes 00 Seconds East along the Western boundary of Deerfield Subdivision a distance of 465 feet more or less to the Southwest corner of said subdivision;

Thence run along the South line of said subdivision and continuing along the South line of Deerfield Subdivision, Phase 1, South 89 Degrees 16 Minutes 00 Seconds East a distance of 1450 feet more or less to its intersection with the West right-of-way line of the electrical utility;

Thence run Southwesterly along the West right-of-way of said electric utility a distance of 2140 feet more or less to the South line of Section 7, Township 8 South, Range 4 West;

Thence run Easterly along said South line a distance of 4320 feet more or less to the Southeast corner of said Section 7, said point also being on said existing corporate limits of the City of Oxford, Mississippi;

Thence run along said corporate limits of the City of Oxford, Mississippi, to its intersection with the centerline of East Goose Valley Creek, back to the POINT OF BEGINNING.

PROPOSED ANNEXATION AREA 2

Commencing at the intersection of the North line of Section 16, Township 8 North, Range 3 West, and the West right-of-way of Christman Drive, said point also being the Northeast corner of a parcel described in Deed Book 2014, Page 9842, in the Chancery Court of Lafayette County, Mississippi (Tax Parcel 135c-16-32.01), said point also being on the existing corporate limits of the City of Oxford, Mississippi, as described in the final judgment filed October 11, 2016, in the

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Chancery Court of Lafayette County, Mississippi; said point being the POINT OF BEGINNING;

Thence run in a Westerly direction along the North line of Section 16 a distance of 75 feet more or less to the Southwest corner of Tax Parcel 132-09-109.00 (Inst. No. 2013-6902);

Thence along the West line of said parcel the following courses and distances: 1) North 54 Degrees 26 Minutes 11 Seconds East a distance of 76.95 feet; 2) North 12 Degrees 52 Minutes 14 Seconds West a distance of 250.53 feet to its Northwest corner;

Thence North 83 Degrees 55 Minutes 38 Seconds East along the North line of said parcel and the North line of Tax Parcel 132-10-181.00 a distance of 153.37 feet to the West right-of-way line of Lafayette County Road No. 101;

Thence North 83 Degrees 55 Minutes 38 Seconds East across County Road 101 a distance of 70 feet more or less to the East right-of-way of Lafayette County Road 101;

Thence Southeasterly along said East right-of-way of Lafayette County Road 101 a distance of 690 feet more or less to the Southwest corner of North Oxford Baptist Church Property (Deed Book 2006, Page 7637) (Tax Parcel 135b-15-48.00);

Thence run North 84 Degrees 40 Minutes 05 Seconds East along the Southern boundary of said church property a distance of 517.83 feet to the Southeast corner of said parcel;

Thence run North 19 Degrees 23 Minutes 32 Seconds East along the East line of said church property a distance of 270.17 to the Northern boundary of Section 15, Township 8 South, Range 3 West;

Thence run Easterly along the South line of Section 10, Township 8 South, Range 3 West (also being the North line of Section 15), 2950 feet more or less to the West right-of-way line of Mississippi Highway 7;

Thence run along the West right-of-way of Mississippi Highway 7 the following courses and distances: 1) North 07 Degrees 29 Minutes 23 Seconds East a distance of 615.28 feet; 2) North 10 Degrees 59 Minutes 40 Seconds East a distance of 501.61 feet; 3) North 01 Degrees 31 Minutes 17 Seconds East a distance of 702.57 feet; 4) North 14 Degrees 00 Minutes 55 Seconds East a distance of 605.31 feet; 5) North 10 Degrees 08 Minutes 12 Seconds East a distance of 217.12 feet more or less to the Westerly extension of the North line of a parcel described in Deed Book 2016, Page 9526, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 132-10-6.00), also being the intersection of said Western right-of-way line with Northern boundary of the Southeast Quarter of Section 10, Township 8 South Range 3 East;

Thence run Easterly along said Northern boundary of the Southeast Quarter a distance of 280 feet more or less to a point on the Eastern right-of-way line of Mississippi Highway No. 7;

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Thence run South 89 Degrees 43 Minutes 15 Seconds East along said Northern Boundary and the Northern boundary of the Southwest Quarter of Section 11, Township 8 South, Range 3 West, (also being the Northern boundary of Tax Parcels 132-10-6.00 and 131-11-22.00), a distance of 2606 feet more or less, to the Northeast corner of a parcel described in Deed Book 2016, Page 9526, in the Office of the Chancery Clerk of Lafayette County, Mississippi Tax Parcel (131-11-22.00);

Thence run South 00 Degrees 55 Minutes 10 Seconds East a distance of 2668.00 feet to the Southeast corner of said parcel;

Thence run South 88 Degrees 40 Minutes 56 Seconds East along the Northern boundary of Tax Parcel 136-14-2.00 (Inst. No. 2009-3275), also being the Northern Boundary of Section 14, Township 8 South, Range 3 West, a distance of 565 feet more or less to the West right-of-way line of Lafayette County Road 207;

Thence continue along said Section line South 88 degrees 40 Minutes 56 Seconds East a distance of 50 feet more or less to the Eastern right-of-way line of said County Road No. 207;

Thence run along the East right-of-way line of Lafayette County Road 207 the following courses and distances: 1) with a curve turning to the left with a radius of 319.94 feet, an arc length of 165.68 feet, a chord bearing of South 33 Degrees 22 Minutes 05 Seconds East and a chord length of 163.83 feet; 2) South 48 Degrees 12 Minutes 11 Seconds East a distance of 393.01 feet; 3) South 44 Degrees 57 Minutes 32 Seconds East a distance of 415.05 feet; 4) with a curve turning to the right with a radius of 402.85 feet, an arc length of 496.40 feet, a chord bearing of South 05 Degrees 35 Minutes 29 Seconds East and a chord length of 465.59 feet; 5) South 45 Degrees 33 Minutes 30 Seconds West a distance of 346.29 feet; 6) South 46 Degrees 28 Minutes 39 Seconds West a distance of 302.52 feet; 7) with a curve turning to the right with a radius of 994.65 feet, an arc length of 282.51 feet, a chord bearing of South 56 Degrees 13 Minutes 35 Seconds West and a chord length of 281.56 feet; 8) South 64 Degrees 29 Minutes 20 Seconds West a distance of 598.68 feet; 9) with a curve turning to the left with a radius of 276.71 feet, an arc length of 195.69 feet, a chord bearing of South 47 Degrees 53 Minutes 32 Seconds West and a chord length of 191.64 feet; 10) South 23 Degrees 59 Minutes 27 Seconds West a distance of 217.09 feet; 11) South 36 Degrees 26 Minutes 35 Seconds West a distance of 84.27 feet; 12) South 34 Degrees 02 Minutes 42 Seconds West a distance of 71.72 feet; 13) South 26 Degrees 24 Minutes 55 Seconds West a distance of 58.56 feet; 14) South 16 Degrees 17 Minutes 04 Seconds West a distance of 118.87 feet; 15) South 11 Degrees 59 Minutes 40 Seconds West a distance of 90.91 feet; 16) South 11 Degrees 18 Minutes 05 Seconds West a distance of 101.56 feet; 17) South 11 Degrees 03 Minutes 20 Seconds West a distance of 54.63 feet; 18) South 09 Degrees 47 Minutes 35 Seconds West a distance of 82.55 feet; 19) South 12 Degrees 40 Minutes 32 Seconds West a distance of 70.61 feet; 20) South 15 Degrees 08 Minutes 12 Seconds West a distance of 60.11 feet; 21) South 18 Degrees 50 Minutes 24 Seconds West a distance of 85.76 feet; 22) South 19 Degrees 17 Minutes 33 Seconds West a distance of 136.26 feet; 23) South 18 Degrees 24 Minutes 28 Seconds West a distance of 70.51 feet; 24) South 18 Degrees 13 Minutes 52 Seconds

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

West a distance of 68.42 feet; 25) South 19 Degrees 11 Minutes 41 Seconds West a distance of 15.01 feet more or less to the Northern right-of-way line of Mississippi Highway 30;

Thence run South 19 Degrees 11 Minutes 41 Seconds West a distance of 176.41 feet more or less to the Southern right-of-way line of Mississippi Highway No. 30;

Thence run Northwesterly along the South right-of-way line of Mississippi Highway 30 1265 feet more or less to the West line of Section 14, Township 8 South, Range 3 West;

Thence run South 00 Degrees 59 Minutes 57 Seconds East along the West line of said Section 14 a distance of 495.88 feet to the Southeast corner of a parcel described in Deed Book 2016, Page 4867, in the office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 135h-15-16.01), said point being on said existing corporate limits of the City of Oxford, Mississippi;

Thence run along said existing corporate limits of the City of Oxford, Mississippi, to a point where the North right-of-way of Christman Drive intersects the North line of said Section 16, said point also being the POINT OF BEGINNING.

PROPOSED ANNEXATION AREA 3

Commencing at the Northeast corner of the Southeast quarter of Section 23, Township 8 South, Range 3 West, said point being on the existing corporate limits of the City of Oxford, Mississippi as described in the Final Judgement filed October 11, 2016 in the Chancery Court of Lafayette County, Mississippi, and also being the POINT OF BEGINNING;

Thence leaving said existing corporate limits, run Southerly along the east line of Section 23 a distance of 2640 feet more or less to the Southeast corner of said Section 23;

Thence continue in a Southerly direction along the East line of Section 26 a distance of 1015 feet, more or less, to the intersection of said East line of Section 26 with the South line of a parcel described in Deed Book 374, Page 4 in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 137X-26-146.00);

Thence run in a Northwesterly direction along the Southern boundary of the above described parcel a distance of 1655 feet more or less to the center of Four Mile Branch, said point also being the Northwest corner of parcel described in Deed Book 212, Page 51 (Tax Parcel 137X-26-145.00);

Thence run Southerly along the center of Four Mile Branch and the West line of said parcel described in Deed Book 212, Page 51 a distance of 860 feet more or less to a Western corner, said point also being the Northwest corner of a parcel described in Deed Book 2008, Page 7803 in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 137X-26-144.00);

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Thence run Southerly along the centerline of Four Mile Branch and the West line of said parcel described in Deed Book 2008, Page 7803, a distance of 800 feet more or less to its Southwest corner, said point also being on the Northern right-of-way of Mississippi Highway 6;

Thence run Southerly along said Four Mile Branch across said right-of-way of Mississippi Highway 6 to the Northeast corner of a parcel described in Deed Book 2007, Page 3060 in the Office of the Chancery Clerk of Lafayette County, Mississippi, (Tax Parcel 137x-26-155.00) said point also being on the South right-of-way of Mississippi Highway 6;

Thence run in a Northwesterly direction along the North line of said parcel described in Deed Book 2007, Page 3060, and along said Southern right-of-way line of Highway 6 a distance of 820 feet more or less to the Northwest corner of said parcel;

Thence run Southerly along the West line of said parcel described in Deed Book 2007, Page 3060, and along the West line of the East Half of Section 26, a distance of 2800 feet more or less to the Southwest corner of said parcel and the Southwest corner of the Southeast Quarter of Section 26, Township 8 South, Range 3 West;

Thence run Westerly along the South line of said Section 26 a distance of 2560 feet more or less to its intersection with the South right-of-way of County Road 406;

Thence run Westerly along the South right-of-way of County Road 406 a distance of 470 feet more or less to its intersection with the West line of a parcel described in Deed Book 345, Page 382, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel No. 138z-34-1.00);

Thence run Southerly, along the West line of said parcel described in Deed Book 345, Page 382, a distance of 125 feet more or less to the Northwest corner of a parcel described in Deed Book 284, Page 230, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel No. 138z-34-2.00);

Thence continue in a Southerly direction, along the West line of said parcel described in Deed Book 284, Page 230, a distance of 125 feet more or less to the Southwest corner of said parcel (Tax Parcel No. 138z-34-2.00);

Thence run in an easterly direction, along the South line of said parcel described in Deed Book 284, Page 230, a distance of 192 feet more or less, to the Southeast corner of said parcel (Tax Parcel No. 138z-34-2.00);

Thence run Southeasterly, along the West line of said parcel described in Deed Book 345, Page 382, a distance of 180 feet more or less to the Southeast corner of Tax Parcel No. 138z-34-1.00, said point being on the West line of Section 35, Township 8 South, Range 3 West;

Thence run Southerly along the West line of said Section 35, a distance of 1200 feet more or less

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

to the Southeast corner of a parcel described in Deed Book 356, Page 513 in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 138Z-34-10.00);

Thence run Westerly along the South line of said parcel described in Deed Book 356, Page 513 and the Westerly extension thereof a distance of 1050 feet more or less to its intersection with the West right-of-way of Mississippi Highway 334;

Thence run Northerly along the West right-of-way of Mississippi Highway 334, a distance of 85 feet more or less to the Southeast corner of a parcel described in Deed Book 452, Page 338 in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 138z-34-58.00);

Thence run Southwesterly along the Southern boundary of said parcel, 85 feet more or less to a point on the Eastern boundary of a parcel described in Deed Book 476, Page 503 in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 138z-34-53.00);

Thence run in a Northwesterly direction along said eastern boundary a distance of 420 feet more or less to the Northeast corner of said parcel (Tax Parcel 138z-34-53.00);

Thence run along the Northern boundary of said parcel, South 88 Degrees 32 Minutes 43 Seconds West a distance of 922.7 feet more or less to the Northwest corner of Tax Parcel 138z-34-53.00, said point being on said existing corporate limits of the City of Oxford, Mississippi;

Thence, following said existing corporate limits, run Northerly and continue to the Northeast corner of the Southeast quarter of said Section 23, said point also being the POINT OF BEGINNING.

PROPOSED ANNEXATION AREA 4

Beginning at a point where the west right-of-way line of Lafayette County, Mississippi, Road 403, also known as Bell River Road, intersects the north line of a parcel described in Deed Book 2006, Page 6248, in the office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 182-10-3.00), said point being on the existing corporate limits of the City of Oxford, Mississippi, as described in the final judgment filed October 11, 2016, in the Chancery Court of Lafayette County, Mississippi; said point being the POINT OF BEGINNING;

Thence run South 47 Degrees 59 Minutes 36 Seconds West continuing along said Western right-of-way line of County Road No. 403 a distance of 119.49 feet to the Southeast corner of said parcel described in Deed Book 2006, Page 6248 (Tax Parcel 182-10-3.00);

Thence run South 89 Degrees 53 Minutes 03 Seconds West along the Southern boundary of Tax Parcel 182-10-3.00 a distance of 3395.09 feet more or less, to the Southwest corner of said parcel, said point also being on the East line of a parcel described in Deed Book 2009, Page 8089, Tract 2 in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 182y-09-36.01), also being on the East line of Section 9, Township 9 South, Range 3 East;

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0068

Thence run North 01 Degrees 01 Minutes 16 Seconds East a distance of 1220 feet more or less, to the Northeast corner of said parcel;

Thence run North 89 Degrees 35 Minutes 56 Seconds a distance of 1488.90 feet to the Northwest corner of said parcel described in Deed Book 2009, Page 8089;

Thence along the West line of Tax Parcel 182y-09-36.01 the following courses and distances: 1) South 40 Degrees 25 Minutes 31 Seconds East a distance of 208.76 Feet to an existing 1/2" iron rod; 2) South 13 Degrees 16 Minutes 17 Seconds East a distance of 260.00 Feet to an existing 1/2" iron rod; 3) South 17 Degrees 16 Minutes 32 Seconds East a distance of 154.73 Feet to a 1/2" iron rod; 4) South 07 Degrees 28 Minutes 01 Seconds East a distance of 99.62 Feet to an existing 1/2" iron rod; 5) South 06 Degrees 55 Minutes 08 Seconds East a distance of 240.40 Feet to an existing 1/2" iron rod; 6) South 00 Degrees 06 Minutes 47 Seconds East a distance of 265.39 Feet to an existing 1" iron pipe; 7) South 22 Degrees 10 Minutes 32 Seconds West a distance of 154.99 Feet to a 1/2" iron rod; 8) South 27 Degrees 29 Minutes 55 Seconds West a distance of 115.80 Feet to a 1/2" iron rod; 9) South 01 Degrees 29 Minutes 06 Seconds East a distance of 220.45 Feet to a 1/2" iron rod; 10) South 20 Degrees 12 Minutes 08 Seconds East a distance of 445.50 Feet to 40" Oak tree; 11) South 01 Degrees 48 Minutes 53 Seconds West a distance of 159.27 Feet to 24" Sweet Gum tree; 12) South 22 Degrees 40 Minutes 54 Seconds West a distance of 341.94 Feet to an existing 1/2" iron rod; 13) North 66 Degrees 56 Minutes 07 Seconds West a distance of 528.67 Feet to an existing 1/2" iron rod; 14) South 15 Degrees 16 Minutes 41 Seconds West a distance of 37.09 Feet to an existing 1/2" iron rod; 15) North 63 Degrees 00 Minutes 32 Seconds West a distance of 435.86 Feet to an existing 1/2" iron rod; 16) South 57 Degrees 41 Minutes 44 Seconds West a distance of 325.15 Feet to a point; 17) North 66 Degrees 48 Minutes 55 Seconds West a distance of 144.04 Feet to a point; 18) North 57 Degrees 19 Minutes 00 Seconds West a distance of 133.37 Feet to a wood fence post; 19) South 00 Degrees 39 Minutes 36 Seconds West a distance of 338.76 Feet to an existing 1/2" iron rod; 20) South 01 Degrees 49 Minutes 50 Seconds West a distance of 220.18 Feet to an existing 1/2" iron pipe; 21) South 03 Degrees 53 Minutes 55 Seconds West a distance of 241.86 Feet to an existing metal bar; 22) South 03 Degrees 47 Minutes 03 Seconds West a distance of 169.96 Feet to an existing 1/2" iron pipe; 23) South 03 Degrees 11 Minutes 06 Seconds West a distance of 301.52 Feet to an existing wood fence post on the north right-of-way line of County Road 414;

Thence run N 89 Degrees 15 Minutes West along the North right-of-way of said road and along the South line of said parcel described in Deed Book 493, Page 177 (Tax Parcel 182y-09-34.00), a distance of 127 feet to the Southwest corner of said parcel, said point also being on the East right-of-way line of Mississippi Highway No. 7 (Project No. 102168-201000);

Thence run Southerly along said right-of-way line of Highway 7 and across the right-of-way of Lafayette County Road 414 South 10 Degrees 01 Minutes 25 Seconds West a distance of 36.25 Feet to a point on the South right-of-way line of County Road 414;

Thence along the East right-of-way line of said Project No. 102168-201000 (Highway 7) the

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

following courses and distances: 1) South 34 Degrees 47 Minutes 56 Seconds West a distance of 71.59 Feet 2) South 10 Degrees 01 Minutes 25 Seconds West a distance of 400.00 Feet; 3) South 44 Degrees 26 Minutes 19 Seconds East a distance of 86.02 Feet; 4) South 10 Degrees 01 Minutes 25 Seconds West a distance of 84.84 Feet; 5) along a circular curve to the left having a radius of 99.18 Feet, with an arc length of 60.30 Feet, a chord bearing of South 07 Degrees 23 Minutes 33 Seconds East, and a chord length of 59.37 Feet; 6) South 65 Degrees 11 Minutes 28 Seconds West a distance of 70.00 Feet; 7) South 24 Degrees 48 Minutes 32 Seconds East a distance of 225.83 Feet; 8) South 65 Degrees 11 Minutes 28 Seconds West a distance of 34.05 Feet to a point on the existing eastern right-of-way line of County Road No. 401;

Thence along said existing right-of-way line South 25 Degrees 06 Minutes 07 Seconds East a distance of 420.02 Feet to the intersection of said right-of-way line with the Southern boundary of Section 9, Township 9 South, Range 3 West;

Thence run East along the Southern boundary of said Section 9, a distance of 727 feet more or less to the Northeast corner of a parcel described in Deed Book 378, Page 420, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 185x-16-2.00), said point also being the Northwest corner of a parcel described in Deed Book 2009, Page 8089, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 158x-16-1.00);

Thence run Southerly and Southeasterly along the West line of said parcel the following courses and distances: 1) South 04 Degrees 12 Minutes 41 Seconds West a distance of 184.38 Feet; 2) South 04 Degrees 20 Minutes 10 Seconds West a distance of 423.52 Feet; 3) South 00 Degrees 30 Minutes 00 Seconds East a distance of 46.64 Feet; 4) South 06 Degrees 34 Minutes 00 Seconds East a distance of 78.40 Feet; 5) South 14 Degrees 49 Minutes 00 Seconds East a distance of 117.60 Feet; 6) South 17 Degrees 06 Minutes 00 Seconds East a distance of 497.60 Feet to the Southwest corner of said parcel, said point also being on the North line of a parcel described in Deed Book 2010, Page 2566, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 185x-16-11.00);

Thence run Easterly along the North line of said parcel described in Deed Book 2010, Page 2566 a distance of 170 feet more or less to the Northeast corner of said parcel;

Thence run Southerly along the East line of said parcel described in Deed Book 2010, Page 2566, a distance of 179 feet more or less to the Southeast corner of said parcel;

Thence run Westerly along the South line of said parcel described in Deed Book 2010, Page 2566, a distance of 381 feet more or less to the Southwest corner of said parcel, said point also being on the East right-of-way of Lafayette County Road 401;

Thence run Southerly along the East right-of-way of County Road 401 the following courses and distances: 1) South 12 Degrees 04 Minutes 51 Seconds East a distance of 205.53 Feet; 2) South 08 Degrees 44 Minutes 02 Seconds East a distance of 136.28 Feet; 3) South 06 Degrees 58 Minutes 27 Seconds East a distance of 43.43 Feet; 4) South 00 Degrees 14 Minutes 31 Seconds

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

East a distance of 342.73 Feet; 5) South 01 Degrees 10 Minutes 46 Seconds West a distance of 150.34 Feet; 6) South 01 Degrees 10 Minutes 46 Seconds West a distance of 451.95 Feet; 7) South 01 Degrees 05 Minutes 07 Seconds West a distance of 436.68 Feet; 8) South 01 Degrees 17 Minutes 59 Seconds West a distance of 487.15 Feet; 9) South 02 Degrees 10 Minutes 48 Seconds West a distance of 218.12 Feet; to the Northwest corner of the Twingates Subdivision as described in Plat Cabinet B, Slide 48 in the Office of the Chancery Clerk of Lafayette County, Mississippi;

Thence run East along the Northern boundary of said subdivision a distance of 654.06 feet to an oak tree at the Northeast corner of said Twingates Subdivision;

Thence run South along the East line of said Twingates Subdivision, and continue along the Southerly extension thereof, a distance of 1387 feet more or less to its intersection with the South line of Section 16, Township 9 South, Range 3 West;

Thence run Westerly along the South line of said Section 16 a distance of 2327 feet more or less to the West right-of-way of Mississippi Highway 7 (Project No. 102168-201000);

Thence run Northerly along the West right-of-way of Mississippi Highway 7 the following courses and distances: 1) North 01 Degrees 19 Minutes 34 Seconds East a distance of 136.46 Feet; 2) North 88 Degrees 40 Minutes 26 Seconds West a distance of 40.00 Feet; 3) North 01 Degrees 19 Minutes 34 Seconds East a distance of 200.00 Feet; 4) South 88 Degrees 40 Minutes 26 Seconds East a distance of 40.00 Feet; 5) North 01 Degrees 19 Minutes 34 Seconds East a distance of 700.00 Feet; 6) North 37 Degrees 20 Minutes 02 Seconds West a distance of 96.05 Feet; 7) North 01 Degrees 19 Minutes 34 Seconds East a distance of 225.00 Feet; 8) North 32 Degrees 38 Minutes 34 Seconds East a distance of 230.87 Feet; 9) North 01 Degrees 17 Minutes 40 Seconds East a distance of 502.63 Feet; 10) North 88 Degrees 42 Minutes 20 Seconds West a distance of 90.00 Feet; 11) North 01 Degrees 17 Minutes 40 Seconds East a distance of 200.00 Feet; 12) South 88 Degrees 42 Minutes 20 Seconds East a distance of 80.00 Feet; 13) North 01 Degrees 17 Minutes 40 Seconds East a distance of 550.00 Feet; 14) North 88 Degrees 42 Minutes 20 Seconds West a distance of 90.00 Feet; 15) North 01 Degrees 17 Minutes 40 Seconds East a distance of 1205.21 Feet more or less to its intersection with the South line of a parcel described in Deed Book 478, Page 595 in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 185x-16-109.00);

Thence run North 88 Degrees 41 Minutes 21 Seconds West along the South line of said parcel, a distance of 1699 feet more or less to its intersection with the West line of said Section 16;

Thence run North 00 Degrees 04 Minutes 57 Seconds West along the West line of Section 16 a distance of 1316 feet more or less to the Northwest corner of said Section 16 (also being the Southeast Corner of Section 8);

Thence run West along the Southern boundary of Section 8, Township 9 south, Range 3 West a distance of 1320.00 Feet more or less to the Southwest corner of a parcel described in Deed

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Book 2006, Page 6720, in the office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 183-08-47.00);

Thence run North 01 Degrees 32 Minutes 59 Seconds East along the Western boundary of said parcel a distance of 1294.69 Feet more or less to the Northwest corner of said parcel;

Thence run along the Northern boundary of said parcel, North 52 Degrees 18 Minutes East a distance of 1630 Feet more or less, to the Western boundary of South Oaks Subdivision (Plat Cabinet B Slide 11), said point also being on said existing corporate limits of the City of Oxford, Mississippi;

Thence run along said existing corporate limits of the City of Oxford, Mississippi, to a point where the north line of said parcel described in Deed Book 2006, Page 6248, intersects the west right-of-way of Bell River Road, said point also being the POINT OF BEGINNING.

PROPOSED ANNEXATION AREA 5

Commencing at the Southeast corner of a parcel described in Deed Book 210, Page 76, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 139L-31-220.00), said point being on the South line of the North half of Section 31, Township 8 South, Range 3 West, said point also being on the existing corporate limits of the City of Oxford, Mississippi, as described in the final judgment filed October 11, 2016, in the Chancery Court of Lafayette County, Mississippi, said point being the POINT OF BEGINNING;

Thence run Westerly along the South line of the North half of said Section 31 a distance of 3500 feet more or less, to the Southeast corner of the North half of Section 36, Township 8 South, Range 4 West;

Thence run Westerly along the South line of the North half of said Section 36, 5280 feet more or less, to the Southeast corner of the North half of Section 35, Township 8 South, Range 4 West;

Thence run Westerly along the South line of the North half of said Section 35 a distance of 5280 feet more or less to its Southwest corner;

Thence run Northerly along the western boundary of said section 35 a distance of 2640 feet more or less, to the Northwest corner of said Section 35;

Thence run Northerly along the West line of Section 26, Township 8 North, Range 4 West, a distance of 3600 feet more or less, to its intersection with the North right-of-way of United States Highway 278;

Thence run Easterly along said North right-of-way of United States Highway 278 a distance of 360 feet more or less to the Southwest corner of a parcel described in Deed Book 2009, Page 10123, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 147x-

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 92-0088

26-56.00), said point also being on the existing corporate limits of the City of Oxford, Mississippi;

Thence run along said existing corporate limits of the City of Oxford, Mississippi, to a point where the South line of said parcel described in Deed Book 210, Page 76, intersects the East line of said corporate limits, said point also being the POINT OF BEGINNING.

PROPOSED ANNEXATION AREA 6

Commencing at the Southeast corner of Lot 300 of Wellsgate, Phase VIII, subdivision as recorded in Plat Cabinet B, Slide 109, in the Office of the Chancery Clerk of Lafayette County, Mississippi, said point being on the existing corporate limits of the City of Oxford, Mississippi, as described in the final judgment filed October 11, 2016, in the Chancery Court of Lafayette County, Mississippi; said point also being the POINT OF BEGINNING;

Thence run Northerly and Westerly along the East and North lines of said Wellsgate, Phase VIII, subdivision the following courses and distances: 1) North 00 Degrees 01 Minutes 07 Seconds East a distance of 56.57 Feet; 2) North 11 Degrees 58 Minutes 36 Seconds East a distance of 78.11 Feet; 3) North 14 Degrees 51 Minutes 42 Seconds East a distance of 106.47 Feet; 4) North 16 Degrees 56 Minutes 56 Seconds East a distance of 107.76 Feet; 5) North 26 Degrees 46 Minutes 58 Seconds West a distance of 210.04 Feet; 6) South 88 Degrees 29 Minutes 50 Seconds West a distance of 220.68 Feet to a point on the North line of Lot 305 of said Wellsgate, Phase VIII, subdivision, said point also being the Southeast corner of a parcel described in Deed Book 2006, Page 13676, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 146y-23-046.01);

Thence run North 06 Degrees 37 Minutes 22 Seconds West a distance of 808.31 Feet more or less along the East line of said parcel, to the South right-of-way of Lafayette County Road 162;

Thence run Southwesterly along said South right-of-way at Lafayette County Road 162, the following courses and distances: 1) South 67 Degrees 46 Minutes 48 Seconds West a distance of 164.04 Feet; 2) South 67 Degrees 46 Minutes 46 Seconds West a distance of 86.03 Feet; 3) South 66 Degrees 18 Minutes 51 Seconds West a distance of 29.04 Feet; 4) South 64 Degrees 07 Minutes 44 Seconds West a distance of 392.09 Feet, to the Northwest corner of Lot R42 of Retreat Square at Wellsgate, Phase IV, subdivision recorded in Plat Cabinet B, Slide 106, in the Office of the Chancery Clerk of Lafayette County, Mississippi;

Thence run along the Northwest line of said Retreat at Wellsgate, Phase IV, subdivision the following courses and distances: 1) South 64 Degrees 07 Minutes 44 Seconds West a distance of 134.62 feet; 2) South 26 Degrees 59 Minutes 18 Seconds West a distance of 96.78 feet to the Western corner of Lot R41 of said Retreat at Wellsgate, Phase IV, subdivision, said point also being the Northeast corner of the Common Area of Wellsgate, Phase IV, subdivision as recorded in Plat Cabinet B, Slide 74, in the Office of the Chancery Clerk of Lafayette County, Mississippi;

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 52-0088

Thence run along the North and West line of said Wellsgate, Phase IV, subdivision the following courses and distances: 1) North 84 Degrees 31 Minutes 22 Seconds West a distance of 792.70 feet; 2) North 00 Degrees 14 Minutes 26 Seconds West a distance of 266.45 feet; 3) North 15 Degrees 36 Minutes 49 Seconds West a distance of 79.32 feet; to the Northeast corner of lot 253 of said Wellsgate, Phase IV, subdivision, said point also being the Southeast corner of Lot 11 of Wellsgate, Phase I, subdivision as recorded in Plat Cabinet B, Slide 30, in the Office of the Chancery Clerk of Lafayette County, Mississippi;

Thence run along the East line of said Wellsgate, Phase I, subdivision the following courses and distances: 1) North 15 Degrees 36 Minutes 47 Seconds West a distance of 109.30 feet; 2) North 00 Degrees 14 Minutes 28 Seconds West a distance of 38.20 feet to the Southeast corner of lot 12 of said Wellsgate, Phase I subdivision;

Thence due East a distance of 75.00 feet to the Southeast corner of Tax Parcel 146y-23-2005.00 (Inst. No. 2014-829);

Thence along the East boundary of said parcel North 00 Degrees 14 Minutes 28 Seconds West a distance of 183.58 feet to the Northeast corner of said parcel;

Thence due West a distance of 75.00 feet to the Southeast corner of Lot 13 of Wellsgate, Phase I, subdivision as recorded in Plat Cabinet B, Slide 30, in the Office of the Chancery Clerk of Lafayette County, Mississippi;

Thence run along the eastern boundary of Wellsgate, Phase I, subdivision, North 00 Degrees 14 Minutes 28 Seconds West a distance of 452.18 feet to the Southeast corner of Lot 16 of said subdivision, said point also being the Southwest corner of Tax Parcel 146y-23-43.01 (Inst. No. 2009-2315);

Thence due East a distance of 75.00 feet to the Southeast corner of said parcel;

Thence North 00 Degrees 10 Minutes 02 Seconds West along the Eastern boundary of said tax parcel a distance of 128.43 feet to its Northeast corner;

Thence due West a distance of 75.15 feet to the Northeast corner of said lot 16;

Thence run along the East line of said Wellsgate, Phase I, subdivision the following courses and distances: 1) North 00 Degrees 14 Minutes 30 Seconds West a distance of 117.20 feet; 2) South 89 Degrees 45 Minutes 32 Seconds West a distance of 50.00 feet; 3) North 00 Degrees 14 Minutes 28 Seconds West a distance of 299.67 feet to the Northeast corner of Wellsgate, Phase I, subdivision as recorded in Plat Cabinet B, Slide 30, in the Office of the Chancery Clerk of Lafayette County, Mississippi;

Thence run North 89 Degrees 47 Minutes 50 Seconds East along the Southern Boundary of Wellsgate, Phase X (10), subdivision a distance of 100 feet to its Southeast corner;

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Thence run North 89 Degrees 14 Minutes 28 Seconds West, along the Northern boundary of the Southwest $\frac{1}{4}$ of Section 23, Township 8 South, Range 4 West, a distance of 1320 feet more or less to the Northeast corner of the Southwest $\frac{1}{4}$ of said Section 23;

Thence run Northerly a distance of 977 feet more or less to the Northwest corner of a parcel described in Deed Book 2014, Page 58, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 146y-23-3.00);

Thence run Easterly along the North line of said parcel a distance of 1520 feet, more or less, to the Northeast corner of said parcel;

Thence run Southerly along the East line of said parcel a distance of 977 feet more or less, to the South line of the Northeast $\frac{1}{4}$ of Section 23;

Thence run Easterly along the South line of the Northeast $\frac{1}{4}$ of Section 23 a distance of 1120 feet more or less, to the Southeast corner of the Northeast $\frac{1}{4}$ of Section 23, said point being on said existing corporate limits of the City of Oxford, Mississippi;

Thence run Southerly and continue along said corporate limits of the City of Oxford, Mississippi, to the Southeast corner of Lot 300 in Wellsgate, Phase VIII, subdivision recorded in Plat Cabinet B, Slide 109, in the Office of the Chancery Clerk of Lafayette County, Mississippi, said point also being the POINT OF BEGINNING.

SECTION III. Upon the addition of the lands and territory described in Section II hereof, the corporate limits and boundaries of the City of Oxford, Mississippi, shall be and are described as provided in this Section III. Further, Section 1-10 of the City's Code of Ordinances shall be amended to read as follows:

Section 1-10. Corporate Limits

The boundaries and limits of the City of Oxford, Mississippi, shall be and are as follows:

Commencing at the Northeast corner of the Southeast quarter of Section 23, Township 8 South, Range 3 West, said point also being the POINT OF BEGINNING of this description;

Thence run Southerly along the east line of Section 23 a distance of 2640 feet more or less to the Southeast corner of said Section 23;

Thence continue in a Southerly direction along the East line of Section 26 a distance of 1015 feet more or less to the intersection of said East line of Section 26 with the South line of a parcel described in Deed Book 374, Page 4 in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 137X-26-146.00);

Thence run in a Northwesterly direction along the Southern boundary of the above described

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

parcel a distance of 1655 feet more or less to the center of Four Mile Branch, said point also being the Northwest corner of parcel described in Deed Book 212, Page 51 (Tax Parcel 137X-26-145.00);

Thence run Southerly along the center of Four Mile Branch and the West line of said parcel described in Deed Book 212, Page 51 a distance of 860 feet more or less to a Western corner, said point also being the Northwest corner of a parcel described in Deed Book 2008, Page 7803 in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 137X-26-144.00);

Thence run Southerly along the centerline of Four Mile Branch and the West line of said parcel described in Deed Book 2008, Page 7803, a distance of 800 feet more or less to its Southwest corner, said point also being on the Northern right-of-way of Mississippi Highway 6;

Thence run Southerly along said Four Mile Branch across said right-of-way of Mississippi Highway 6 to the Northeast corner of a parcel described in Deed Book 2007, Page 3060 in the Office of the Chancery Clerk of Lafayette County, Mississippi, (Tax Parcel 137x-26-155.00) said point also being on the South right-of-way of Mississippi Highway 6;

Thence run in a Northwesterly direction along the North line of said parcel described in Deed Book 2007, Page 3060, and along said Southern right-of-way line of Highway 6 a distance of 820 feet more or less to the Northwest corner of said parcel;

Thence run Southerly along the West line of said parcel described in Deed Book 2007, Page 3060, and along the West line of the East Half of Section 26, a distance of 2800 feet more or less to the Southwest corner of said parcel and the Southwest corner of the Southeast Quarter of Section 26, Township 8 South, Range 3 West;

Thence run Westerly along the South line of said Section 26 a distance of 2560 feet more or less to its intersection with the South right-of-way of County Road 406;

Thence run Westerly along the South right-of-way of County Road 406 a distance of 470 feet more or less to its intersection with the West line of a parcel described in Deed Book 345, Page 382, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel No. 138z-34-1.00);

Thence run Southerly, along the West line of said parcel described in Deed Book 345, Page 382, a distance of 125 feet more or less to the Northwest corner of a parcel described in Deed Book 284, Page 230, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel No. 138z-34-2.00);

Thence continue in a Southerly direction, along the West line of said parcel described in Deed Book 284, Page 230, a distance of 125 feet more or less to the Southwest corner of said parcel (Tax Parcel No. 138z-34-2.00);

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Thence run in an easterly direction, along the South line of said parcel described in Deed Book 284, Page 230, a distance of 192 feet more or less, to the Southeast corner of said parcel (Tax Parcel No. 138z-34-2.00);

Thence run Southeasterly, along the West line of said parcel described in Deed Book 345, Page 382, a distance of 180 feet more or less to the Southeast corner of Tax Parcel No. 138z-34-1.00, said point being on the West line of Section 35, Township 8 South, Range 3 West;

Thence run Southerly along the West line of said Section 35, a distance of 1200 feet more or less to the Southeast corner of a parcel described in Deed Book 356, Page 513 in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 138Z-34-10.00);

Thence run Westerly along the South line of said parcel described in Deed Book 356, Page 513 and the Westerly extension thereof a distance of 1050 feet more or less to its intersection with the West right-of-way of Mississippi Highway 334;

Thence run Northerly along the West right-of-way of Mississippi Highway 334, a distance of 85 feet more or less to the Southeast corner of a parcel described in Deed Book 452, Page 338 in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 138z-34-58.00);

Thence run Southwesterly along the Southern boundary of said parcel, 85 feet more or less to a point on the Eastern boundary of a parcel described in Deed Book 476, Page 503 in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 138z-34-53.00);

Thence run in a Northwesterly direction along said eastern boundary a distance of 420 feet more or less to the Northeast corner of said parcel (Tax Parcel 138z-34-53.00);

Thence run along the Northern boundary of said parcel, South 88 Degrees 32 Minutes 43 Seconds West a distance of 922.7 feet more or less to the Northwest corner of Tax Parcel 138z-34-53.00;

Thence South 6 degrees 43 minutes 00 seconds East a distance of 220 feet, more or less, to an existing iron pipe;

Thence South 3 degrees 59 minutes 41 seconds West a distance of 98.13 feet to an existing iron pipe on a fence line;

Thence South 0 degrees 48 minutes 46 seconds East along said fence line a distance of 256.63 feet to a fence corner;

Thence South 88 degrees 35 minutes 57 seconds West along said fence line a distance of 73.63 feet to a fence corner; run thence South 04 degrees 21 minutes 30 seconds West along said fence line a distance of 121.19 feet to a fence corner;

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 82-0088

Thence South 84 degrees 05 minutes 57 seconds East along said fence line a distance of 73.44 feet to a fence corner;

Thence South 2 degrees 19 minutes 40 seconds West along said fence line a distance of 797.18 feet to a fence corner said corner also being the Southeast corner of Lafayette County Tax Parcel Number 138-Z-34-0144.00 and also located on the North line of Tax Parcel Number 138-Z-34-0043.00;

Thence along the North line of Tax Parcel Number 138-Z-34-0043.00 and continuing along the North line of Tax Parcel 138z-34-43.01, South 89°16'46" East a distance of 1,054.49 feet, more or less, along the north line of the Southeast Quarter of said Section 34 to a 1/2-inch steel tube on the West line of the East Oxford Water Association, Inc. property (Tax Parcel 138z-34-48.00);

Thence South 02°16'51" East a distance of 182.37 feet along said East Oxford Water Association, Inc. West property line to a 3/8-inch iron bar;

Thence run North 87°43'11" East a distance of 206.46 feet along the South line of said East Oxford Water Association, Inc. property to a 3/8-inch rebar;

Thence run North 02°16'51" West a distance of 70.82 feet along the East line of said East Oxford Water Association, Inc. property to a chain-link fence corner;

Thence run North 23°58'11" East a distance of 109.47 feet along a chain-link fence on said East Oxford Water Association, Inc. East property line to a 1/2-inch steel tube on said Southeast Quarter North line;

Thence run South 89°16'46" East a distance of 370.27 feet along said southeast quarter north line to a 1/2-inch steel tube at the northwesterly corner of the Joyce R. McCain Property (Deed Book 518, Page 609) (Tax Parcel 138z-34-45.00);

Thence run South 33°35'46" East a distance of 285.84 feet along the Southwesterly line of said McCain property to a 1/2-inch steel tube at the Southerly corner of said Joyce R. McCain Property (Inst. No. 2012 - 5793) (Tax Parcel 138z-34-44.00);

Thence run North 53°41'59" East a distance of 221.00 feet along the Southeasterly line of said McCain property to a 1/2-inch steel tube on the south right-of-way line of Mississippi Highway 334 and the Northeast corner of Tax Parcel Number 138-Z-34-0043.01;

Thence run along the East line of Tax Parcel Number 138-Z-34-0043.00 South 41°32'03" East a distance of 201.58 feet along said Mississippi Highway 334 South right-of-way line to a 3/4-inch iron bar at the Northwest corner of the HH Rental, LLC property (Inst. No. 2015-3379) (Tax Parcel 138z-34-42.00);

Thence run South 40°26'49" West a distance of 610.38 feet along the West line of said property

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

to a 1/2-inch steel tube on the East bank of a ditch;

Thence run South 63°03'49" West a distance of 100.50 feet along said West property line and said East ditch bank to a 1/2-inch steel tube;

Thence run North 82°21'11" West a distance of 53.00 feet along said West property line and said East ditch bank to a 1/2-inch steel tube;

Thence run South 18°23'49" West a distance of 89.50 feet along said West property line and said East ditch bank to a 1/2-inch steel tube;

Thence run South 06°59'11" East a distance of 52.00 feet along said West property line and said East ditch bank to a 1/2-inch steel tube, said steel tube being the southwest corner of said property and the Northwest corner of the Austin Barbour Property (Inst. No. 2015-7654) (Tax Parcel 138z-34-40.01);

Thence run South 12°54'13" East a distance of 95.19 feet along the West line of said Barbour property to a steel fence rail at the Northeast corner of the David Smith property (Deed 495, Page 379) (Tax Parcel 138z-34-38.00);

Thence run North 72°37'18" West a distance of 469.57 feet along the North line of said David Smith property to a 3/8-inch iron bar;

Thence run South 63°33'51" West a distance of 52.08 feet along said David Smith North property line to a 3/8-inch iron bar;

Thence run North 86°29'59" West a distance of 97.64 feet along said David Smith North property line to a 3/8-inch iron bar;

Thence run South 72°02'09" West a distance of 145.75 feet along said David Smith North property line to a 3/8-inch iron bar;

Thence run South 49°10'13" West a distance of 214.37 feet along said David Smith North property line to a 3/8-inch iron bar;

Thence run South 25°15'38" East a distance of 444.83 feet along the West line of said David Smith property to a 3/8-inch iron bar;

Thence run South 85°02'05" East a distance of 441.08 feet along the South line of said David Smith property to a 3/8-inch rebar on the West line of the Loretta Fox property (Deed 384, Page 178) (Tax Parcel 138z-34-36.00);

Thence run South 14°09'00" West a distance of 62.2 feet along said Loretta Fox West property line to a 1/2-inch iron bar;

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Thence run South $73^{\circ}13'00''$ East a distance of 191.9 feet along the South line of said Loretta Fox property to a 1/2-inch steel tube;

Thence run South $18^{\circ}00'00''$ East a distance of 31.50 feet along said Loretta Fox South property line to a 1/2-inch steel tube in the centerline of a large gully on the North line of the Taylor Devan Langford property (Inst. No. 2012-767) (Tax Parcel 138z-34-34.03);

Thence run South $49^{\circ}12'12''$ West a distance of 142.16 feet along said gully and said Taylor Devan Langford's West property line to a 1/2-inch steel tube;

Thence run South $02^{\circ}54'25''$ West a distance of 47.11 feet along said gully and said Taylor Devan Langford's West property line to a 1/2-inch steel tube at the Northwest corner of Jody Davidson Property (Inst. No. 2011-9773) Tax Parcel 138z-34-34.02);

Thence along the West line of said Davidson Property South $02^{\circ}54'25''$ West a distance of 12.36 feet to a 1/2" steel tube;

Thence run South $17^{\circ}24'47''$ West a distance of 53.76 feet along said gully and said Davidson Property West line to a 1/2-inch steel tube;

Thence run South $12^{\circ}21'57''$ East a distance of 21.27 feet along said gully and said Davidson West property line to a 1/2-inch steel tube at the Northwest corner of Terry Tramel Property (Deed 379, Page 339) (Tax Parcel 138z-34-34.00);

Thence run South $12^{\circ}21'57''$ East a distance of 21.27 feet along the Western line of said Tramel Property to a point;

Thence run South $42^{\circ}19'13''$ East a distance of 53.56 feet along said gully and said Terry Tramel West property line to a 1/2-inch steel tube;

Thence run South $02^{\circ}44'36''$ East a distance of 45.87 feet along said gully and said Terry Tramel West property line to a 1/2-inch steel tube;

Thence run Due East a distance of 73.26 feet along said Terry Tramel West property line to a 1/2-inch steel tube;

Thence run Due South a distance of 100.00 feet along said Terry Tramel West property line to a 1/2-inch steel tube at the Southwest corner of said Terry Tramel property;

Thence run Due East a distance of 200.00 feet along the south line of said Terry Tramel property to a 1/2-inch steel tube on the West right-of-way line of Bell River Road;

Thence run Southwesterly along a 667.41-foot radius curve to the right, having a Chord Direction and Chord Distance of South $17^{\circ}50'14''$ West and 151.14 feet, a distance of 151.46 feet

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

along said Bell River Road West right-of-way line to a point, said point being the Southeast corner of Tax Parcel Number 138-Z-34-0043.00 and the Northeast corner of Tax Parcel Number 182-03-0002.00;

Thence run along the East line of Tax Parcel Number 182-03-0002.00 South 24°20'19" West a distance of 13.80 feet along said Bell River Road West right-of-way line to a 1/2-inch steel tube on the South line of said Southeast Quarter;

Thence run the following calls along said Bell River Road West right-of-way line: 1) South 24°20'19" West a distance of 168.69 feet to a point; 2) Southeasterly along a 384.84-foot radius curve to the left (Chord Bearing S 06°29'51" E, Chord Length 394.52') a distance of 414.23 feet to a point; 3) South 37°20'02" East a distance of 36.69 feet to a point; 4) Southeasterly along a 515.16-foot radius curve to the right (Chord Bearing S26°17'52" E, Chord Length 197.23') a distance of 198.46 feet to a point; 5) South 15°15'42" East a distance of 47.26 feet to a point; 6) Southeasterly along a 675.15 foot radius curve to the right (Chord Bearing S 08°32'54" E, Chord Length 157.85') a distance of 158.21 feet to a point; 7) South 01°50'05" East a distance of 39.54 feet to a point; 8) Southwesterly along a 335.54-foot radius curve to the right (Chord Bearing S 09°36'08" W, Chord Length 133.07') a distance of 133.96 feet to a point; 9) South 21°02'22" West a distance of 125.17 feet to a point; 10) Southwesterly along a 714.84-foot radius curve to the left (Chord Bearing S 15°52'36" W, Chord Length 128.65') a distance of 128.82 feet to a point; 11) Southwesterly along a 628.68-foot radius curve to the right (Chord Bearing S 26°41'26" W, Chord Length 346.08') a distance of 350.60 feet to a point; 12) South 42°40'00" West a distance of 217.39 feet to a point; 13) Southwesterly along a 645.03-foot radius curve to the left (Chord Bearing S 31°04'58" W, Chord Length 259.04') a distance of 260.82 feet to a point; 14) South 19°29'57" West a distance of 126.75 feet to a point; 15) Southwesterly along a 665.16-foot radius curve to the right (Chord Bearing S 31°12'25" W, Chord Length 269.95') a distance of 271.84 feet to a point; 16) Southwesterly along a 633.88-foot radius curve to the left (Chord Bearing S 24°48'13" W, Chord Length 394.09') a distance of 400.73 feet to a point; 17) South 06°41'34" West a distance of 100.79 feet to a point; 18) Southeasterly along a 294.84-foot radius curve to the left (Chord Bearing S 17°09'29" E, Chord Length 238.44') a distance of 245.47 feet to a point; 19) Southeasterly along a 981.66-foot radius curve to the left (Chord Bearing S 50°34'38" E, Chord Length 326.35') a distance of 327.87 feet to a point; 20) South 60°08'43" East a distance of 145.46 feet to a point; 21) Southeasterly along a 247.13-foot radius curve to the right (Chord Bearing S 30°57'48" E, Chord Length 241.00') a distance of 251.74 feet to a point; 22) South 01°46'53" East a distance of 219.94 feet to a point; 23) Southwesterly along a 619.37-foot radius curve to the right (Chord Bearing S 12°15'23" W, Chord Length 300.47') a distance of 303.50 feet to a point; 24) South 26°17'40" West a distance of 407.17 feet to a point; 25) Southwesterly along a 436.26-foot radius curve to the left (Chord Bearing S 08°29'27" W, Chord Length 266.77') a distance of 271.12 feet to a point; 26) South 09°18'46" East a distance of 30.54 feet to a point; 27) Southeasterly along a 858.22-foot radius curve to the left (Chord Bearing S 19°19'56" E, Chord Length 298.63') a distance of 300.16 feet to a point; South 29°21'06" East a distance of 156.41 feet to a point; 28) Southeasterly along a 250.66-foot radius curve to the right (Chord Bearing S 05°37'13" E, Chord Length 201.76') a distance of 207.64 feet

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

to a point; 29) South $18^{\circ}06'39''$ West a distance of 31.88 feet to a point; 30) Southwesterly along a 393.31-foot radius curve to the right (Chord Bearing $S\ 37^{\circ}56'35''\ W$, Chord Length 266.87') a distance of 272.28 feet to a point; 31) Southwesterly along a 459.84-foot radius curve to the left (Chord Bearing $S\ 34^{\circ}35'09''\ W$, Chord Length 362.14') a distance of 372.22 feet to a point; 32) Southwesterly along a 745.75-foot radius curve to the right (Chord Bearing $S\ 30^{\circ}00'16''\ W$, Chord Length 475.93') a distance of 484.40 feet to a point; 33) Southwesterly along a 959.84-foot radius curve to the left (Chord Bearing $S\ 40^{\circ}41'30''\ W$, Chord Length 264.54') a distance of 265.39 feet to a point; 34) Southwesterly along a 1,079.01 foot radius curve to the right (Chord Bearing $S\ 41^{\circ}03'23''\ E$, Chord Length 310.99') a distance of 312.08 feet to a point; 35) South $49^{\circ}20'31''$ West a distance of 159.01 feet to a 1/2-inch steel tube located at the Southeast corner of Tax Parcel Number 182-10-0002.00;

Thence run South 47 Degrees 59 Minutes 36'' West continuing along said Western right-of-way line of County Road No. 403 a distance of 119.49 feet to the Southeast corner of said parcel described in Deed Book 2006, Page 6248 (Tax Parcel 182-10-3.00);

Thence run South 89 Degrees 53 Minutes 03 Seconds West along the Southern boundary of Tax Parcel 182-10-3.00 a distance of 3395.09 feet, more or less to the Southwest corner of said parcel, said point also being on the East line of a parcel described in Deed Book 2009, Page 8089, Tract 2 in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 182y-09-36.01), also being on the East line of Section 9, Township 9 South, Range 3 East;

Thence run North 01 Degrees 01 Minutes 16 Seconds East a distance of 1220 Feet more or less to the Northeast corner of said parcel;

Thence run North 89 Degrees 35 Minutes 56 Seconds a distance of 1488.90 feet to the Northwest corner of said parcel described in Deed Book 2009, Page 8089;

Thence along the West line of Tax Parcel 182y-09-36.01 the following courses and distances: 1) South 40 Degrees 25 Minutes 31 Seconds East a distance of 208.76 Feet to an existing 1/2" iron rod; 2) South 13 Degrees 16 Minutes 17 Seconds East a distance of 260.00 Feet to an existing 1/2" iron rod; 3) South 17 Degrees 16 Minutes 32 Seconds East a distance of 154.73 Feet to a 1/2" iron rod; 4) South 07 Degrees 28 Minutes 01 Seconds East a distance of 99.62 Feet to an existing 1/2" iron rod; 5) South 06 Degrees 55 Minutes 08 Seconds East a distance of 240.40 Feet to an existing 1/2" iron rod; 6) South 00 Degrees 06 Minutes 47 Seconds East a distance of 265.39 Feet to an existing 1" iron pipe; 7) South 22 Degrees 10 Minutes 32 Seconds West a distance of 154.99 Feet to a 1/2" iron rod; 8) South 27 Degrees 29 Minutes 55 Seconds West a distance of 115.80 Feet to a 1/2" iron rod; 9) South 01 Degrees 29 Minutes 06 Seconds East a distance of 220.45 Feet to a 1/2" iron rod; 10) South 20 Degrees 12 Minutes 08 Seconds East a distance of 445.50 Feet to 40" Oak tree; 11) South 01 Degrees 48 Minutes 53 Seconds West a distance of 159.27 Feet to 24" Sweet Gum tree; 12) South 22 Degrees 40 Minutes 54 Seconds West a distance of 341.94 Feet to an existing 1/2" iron rod; 13) North 66 Degrees 56 Minutes 07 Seconds West a distance of 528.67 Feet to an existing 1/2" iron rod; 14) South 15 Degrees 16

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

Minutes 41 Seconds West a distance of 37.09 Feet to an existing 1/2" iron rod; 15) North 63 Degrees 00 Minutes 32 Seconds West a distance of 435.86 Feet to an existing 1/2" iron rod; 16) South 57 Degrees 41 Minutes 44 Seconds West a distance of 325.15 Feet to a point; 17) North 66 Degrees 48 Minutes 55 Seconds West a distance of 144.04 Feet to a point; 18) North 57 Degrees 19 Minutes 00 Seconds West a distance of 133.37 Feet to a wood fence post; 19) South 00 Degrees 39 Minutes 36 Seconds West a distance of 338.76 Feet to an existing 1/2" iron rod; 20) South 01 Degrees 49 Minutes 50 Seconds West a distance of 220.18 Feet to an existing 1/2" iron pipe; 21) South 03 Degrees 53 Minutes 55 Seconds West a distance of 241.86 Feet to an existing metal bar; 22) South 03 Degrees 47 Minutes 03 Seconds West a distance of 169.96 Feet to an existing 1/2" iron pipe; 23) South 03 Degrees 11 Minutes 06 Seconds West a distance of 301.52 Feet to an existing wood fence post on the north right-of-way line of County Road 414;

Thence run N 89 Degrees 15 Minutes West along the North right-of-way of said road and along the South line of said parcel described in Deed Book 493, Page 177 (Tax Parcel 182y-09-34.00), a distance of 127 feet to the Southwest corner of said parcel, said point also being on the East right-of-way line of Mississippi Highway No. 7 (Project No. 102168-201000);

Thence run Southerly along said right-of-way line of Highway 7 and across the right-of-way of Lafayette County Road 414 South 10 Degrees 01 Minutes 25 Seconds West a distance of 36.25 Feet to a point on the South right-of-way line of County Road 414;

Thence along the East right-of-way line of said Project No. 102168-201000 the following courses and distances: 1) South 34 Degrees 47 Minutes 56 Seconds West a distance of 71.59 Feet 2) South 10 Degrees 01 Minutes 25 Seconds West a distance of 400.00 Feet; 3) South 44 Degrees 26 Minutes 19 Seconds East a distance of 86.02 Feet; 4) South 10 Degrees 01 Minutes 25 Seconds West a distance of 84.84 Feet; 5) along a circular curve to the left having a radius of 99.18 Feet, with an arc length of 60.30 Feet, a chord bearing of South 07 Degrees 23 Minutes 33 Seconds East, and a chord length of 59.37 Feet; 6) South 65 Degrees 11 Minutes 28 Seconds West a distance of 70.00 Feet; 7) South 24 Degrees 48 Minutes 32 Seconds East a distance of 225.83 Feet; 8) South 65 Degrees 11 Minutes 28 Seconds West a distance of 34.05 Feet to a point on the existing eastern right-of-way line of County Road No. 401;

Thence along said existing right-of-way line South 25 Degrees 06 Minutes 07 Seconds East a distance of 420.02 Feet to the intersection of said right-of-way line with the Southern boundary of Section 9, Township 9 South, Range 3 West;

Thence run East along the Southern boundary of said Section 9, a distance of 727 feet more or less to the Northeast corner of a parcel described in Deed Book 378, Page 420, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 185x-16-2.00), said point also being the Northwest corner of a parcel described in Deed Book 2009, Page 8089, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 158x-16-1.00);

Thence run Southerly and Southeasterly along the West line of said parcel the following courses and distances: 1) South 04 Degrees 12 Minutes 41 Seconds West a distance of 184.38 Feet; 2)

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

South 04 Degrees 20 Minutes 10 Seconds West a distance of 423.52 Feet; 3) South 00 Degrees 30 Minutes 00 Seconds East a distance of 46.64 Feet; 4) South 06 Degrees 34 Minutes 00 Seconds East a distance of 78.40 Feet; 5) South 14 Degrees 49 Minutes 00 Seconds East a distance of 117.60 Feet; 6) South 17 Degrees 06 Minutes 00 Seconds East a distance of 497.60 Feet to the Southwest corner of said parcel, said point also being on the North line of a parcel described in Deed Book 2010, Page 2566, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 185x-16-11.00);

Thence run Easterly along the North line of said parcel described in Deed Book 2010, Page 2566 a distance of 170 feet more or less to the Northeast corner of said parcel;

Thence run Southerly along the East line of said parcel described in Deed Book 2010, Page 2566, a distance of 179 feet more or less to the Southeast corner of said parcel;

Thence run Westerly along the South line of said parcel described in Deed Book 2010, Page 2566, a distance of 381 feet more or less to the Southwest corner of said parcel, said point also being on the East right-of-way of Lafayette County Road 401;

Thence run Southerly along the East right-of-way of County Road 401 the following courses and distances: 1) South 12 Degrees 04 Minutes 51 Seconds East a distance of 205.53 Feet; 2) South 08 Degrees 44 Minutes 02 Seconds East a distance of 136.28 Feet; 3) South 06 Degrees 58 Minutes 27 Seconds East a distance of 43.43 Feet; 4) South 00 Degrees 14 Minutes 31 Seconds East a distance of 342.73 Feet; 5) South 01 Degrees 10 Minutes 46 Seconds West a distance of 150.34 Feet; 6) South 01 Degrees 10 Minutes 46 Seconds West a distance of 451.95 Feet; 7) South 01 Degrees 05 Minutes 07 Seconds West a distance of 436.68 Feet; 8) South 01 Degrees 17 Minutes 59 Seconds West a distance of 487.15 Feet; 9) South 02 Degrees 10 Minutes 48 Seconds West a distance of 218.12 Feet; to the Northwest corner of the Twingates Subdivision as described in Plat Cabinet B, Slide 48 in the Office of the Chancery Clerk of Lafayette County, Mississippi;

Thence run East along the Northern boundary of said subdivision a distance of 654.06 feet to an oak tree at the Northeast corner of said Twingates Subdivision;

Thence run South along the East line of said Twingates Subdivision, and continue along the Southerly extension thereof, a distance of 1387 feet more or less to its intersection with the South line of Section 16, Township 9 South, Range 3 West;

Thence run Westerly along the South line of said Section 16 a distance of 2327 feet more or less to the West right-of-way of Mississippi Highway 7 (Project No. 102168-201000);

Thence run Northerly along the West right-of-way of Mississippi Highway 7 the following courses and distances: 1) North 01 Degrees 19 Minutes 34 Seconds East a distance of 136.46 Feet; 2) North 88 Degrees 40 Minutes 26 Seconds West a distance of 40.00 Feet; 3) North 01 Degrees 19 Minutes 34 Seconds East a distance of 200.00 Feet; 4) South 88 Degrees 40 Minutes

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

26 Seconds East a distance of 40.00 Feet; 5) North 01 Degrees 19 Minutes 34 Seconds East a distance of 700.00 Feet; 6) North 37 Degrees 20 Minutes 02 Seconds West a distance of 96.05 Feet; 7) North 01 Degrees 19 Minutes 34 Seconds East a distance of 225.00 Feet; 8) North 32 Degrees 38 Minutes 34 Seconds East a distance of 230.87 Feet; 9) North 01 Degrees 17 Minutes 40 Seconds East a distance of 502.63 Feet; 10) North 88 Degrees 42 Minutes 20 Seconds West a distance of 90.00 Feet; 11) North 01 Degrees 17 Minutes 40 Seconds East a distance of 200.00 Feet; 12) South 88 Degrees 42 Minutes 20 Seconds East a distance of 80.00 Feet; 13) North 01 Degrees 17 Minutes 40 Seconds East a distance of 550.00 Feet; 14) North 88 Degrees 42 Minutes 20 Seconds West a distance of 90.00 Feet; 15) North 01 Degrees 17 Minutes 40 Seconds East a distance of 1205.21 Feet more or less to its intersection with the South line of a parcel described in Deed Book 478, Page 595 in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 185x-16-109.00);

Thence run North 88 Degrees 41 Minutes 21 Seconds West along the South line of said parcel, a distance of 1699 feet more or less to its intersection with the West line of said Section 16;

Thence run North 00 Degrees 04 Minutes 57 Seconds West along the West line of Section 16 a distance of 1316 feet more or less to the Northwest corner of said Section 16 (also being the Southeast Corner of Section 8);

Thence run West along the Southern boundary of Section 8, Township 9 south, Range 3 West a distance of 1320.00 Feet more or less to the Southwest corner of a parcel described in Deed Book 2006, Page 6720, in the office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 183-08-47.00);

Thence run North 01 Degrees 32 Minutes 59 Seconds East along the Western boundary of said parcel a distance of 1294.69 Feet more or less to the Northwest corner of said parcel;

Thence run along the Northern boundary of said parcel, North 52 Degrees 18 Minutes East a distance of 1630 Feet more or less, to the Western boundary of South Oaks Subdivision (Plat Cabinet B Slide 11);

Run thence Northerly a distance of 2,120 feet, more or less, along the West boundary line of South Oaks Subdivision Phase I, II and III and the West boundary of said Section 9 to the Northwest corner of said South Oaks Subdivision, Phase III, said corner also being the Northwest corner of Tax Parcel Number 182-Y-09-0131.00;

Thence North a distance of 1,130 feet, more or less, continuing along the West line of said Section 9 and the West line of Tax Parcel Number 182-Y-09-0204.00 to the Northwest corner of said Section 9, said corner also being the Northwest corner of Tax Parcel Number 182-Y-09-0204.00 and the Section corner common to Sections 4, 5, 8 and 9, Township 9 South, Range 3 West;

Thence North along the West line of said Section 4 one mile, more or less, to the section corner

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

common to Sections 4 and 5, Township 9 South, Range 3 West and Sections 32 and 33, Township 8 South, Range 3 West;

Thence westerly along the South line of said Section 32 a distance of 2640 feet more or less to the Southwest corner of the Southeast Quarter of said Section 32, said point being on the North-South half section line of said Section 32;

Thence northerly along the North-South half section line of said Section 32 a distance of 1890 feet more or less to the point of intersection with the Northern right-of-way line of County Road 300;

Thence Northwesterly a distance of 1,760.0 feet, more or less, along the North right-of-way line of said County Road 300 to a point on the North right-of-way of said County Road 300, said point also being the Southeast corner of Tax Parcel Number 139-K-32-0179.00;

Thence Northwesterly continuing along the North right-of-way line of said County Road 300 and the South line of Tax Parcel Number 139-K-32-0179.00, Tax Parcel Number 139-K-32-0180.00, Tax Parcel Number 139-K-32-0178.00 and Tax Parcel Number 139-K-32-0177.00 a distance of 1270 feet more or less to the point of intersection of the North right-of-way line of said County Road 300 and the West section line of said Section 32, said point also being on the West line of Tax Parcel Number 139-K-32-0177.00;

Thence Southerly a distance of 1,660.0 feet, more or less, along the West line of said Section 32 to a point, said point being the Southeast corner of Tax Parcel Number 139-P-31-0003.00 and said point also being the Northeast corner of Tax Parcel Number 139-P-31-0164.00;

Thence Southerly a distance of 960.0 feet, more or less, continuing along the West line of said Section 32 and the East line of Tax Parcel Number 139-P-31-0164.00 to a point, said point being the Southeast corner of Tax Parcel Number 139-P-31-0164.00;

Thence Westerly a distance of 1,430.0 feet, more or less, along the South line of Tax Parcel Number 139-P-31-0164.00, Tax Parcel Number 139-P-31-0165.00 and Tax Parcel Number 139-P-31-0166.00 to the Southwest corner of Tax Parcel Number 139-P-31-0166.00;

Thence along the West line of Tax Parcel Number 139-P-31-0166.00 North 19 Degrees 40 Minutes 27 Seconds East a distance of 190.34 feet, to a ½" iron pipe;

Thence continue along said West line North 29 Degrees 52 Minutes 57 Seconds West a distance of 196.39 feet to a ½" iron rod at the Northwest corner of Tax Parcel Number 139-P-31-0166.00, said corner also being a point on the East right-of-way line of County Road 303 (Old Taylor Road);

Thence North 29 Degrees 52 Minutes 57 Seconds West a distance of 80.0 feet, more or less, to a point on the West right-of-way line of Old Taylor Road;

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Thence Northeasterly a distance of 800.0 feet, more or less, along the West right-of-way line of Old Taylor Road to a point, said point being the Southeast corner of Tax Parcel Number 139-P-31-0200.02 (Inst. No. 2016-4358);

Thence North 81 Degrees 03 Minutes 11 Seconds West a distance of 1,470.60 feet, more or less, along the South line of Tax Parcel Number 139-P-31-0200.02 to the Southwest corner of Tax Parcel Number 139-P-31-0200.02, said corner also being a point on the East right-of-way of the Mississippi Central Railroad right-of-way line (now abandoned), said point also being on the East line of Tax Parcel Number 139-P-31-0222.00;

Thence Westerly a distance of 110.0 feet, more or less, to a point on the West right-of-way line of said abandoned Railroad, said point also being on the East line of Tax Parcel Number 139-P-31-0221.00;

Thence Northeasterly a distance of 800 feet, more or less, along the West right-of-way line of said abandoned Railroad and the East line of Tax Parcel Number 139-P-31-0221.00 to the Southeast corner of a parcel described in Deed Book 210, Page 76, in the Office of the Chancery Clerk of Lafayette County, Mississippi, said point being on the South line of the North half of Section 31, Township 8 South, Range 3 West;

Thence run Westerly along the South line of the North half of said Section 31 a distance of 3500 feet more or less, to the Southeast corner of the North half of Section 36, Township 8 South, Range 4 West;

Thence run Westerly along the South line of the North half of said Section 36, 5280 feet more or less, to the Southeast corner of the North half of Section 35, Township 8 South, Range 4 West;

Thence run Westerly along the South line of the North half of said Section 35 a distance of 5280 feet more or less to its Southwest corner;

Thence run Northerly along the western boundary of said section 35 a distance of 2640 feet more or less, to the Northwest corner of said Section 35;

Thence run Northerly along the West line of Section 26, Township 8 North, Range 4 West, a distance of 3600 feet more or less, to its intersection with the North right-of-way of United States Highway 278;

Thence run Easterly along said North right-of-way of United States Highway 278 a distance of 360 feet more or less to the Southwest corner of a parcel described in Deed Book 2009, Page 10123, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 147x-26-56.00);

Thence N01°00'00"E a distance of 419.81 feet to a point, said point being the Northwest corner of Tax Parcel Number 147-X-26-0056.00;

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

Thence N86°30'44"E a distance of 209.42 feet to a point, said point being the Northeast corner of Tax Parcel Number 147-X-26-0056.00;

Thence N89°09'31"E a distance of 428.80 feet to a point, said point also being the Northwest corner of Tax Parcel Number 147-X-26-0055.00;

Thence Due East a distance 334.60 feet along the North line of Tax Parcel Number 147-X-26-0055.00 to the Northeast corner of Tax Parcel Number 147-X-26-0055.00, said point also being on the West line of Tax Parcel Number 147-X-26-0054.00;

Thence Northerly a distance of 450.0 feet, more or less, along the West line of Tax Parcel Number 147-X-26-0054.00 to the Northwest corner of Tax Parcel Number 147-X-26-0054.00;

Thence Easterly a distance of 1,320 feet, more or less, along the North line of Tax Parcel Number 147-X-26-0054.00 and the North line of Tax Parcel Number 147-X-26-0051.01 to the Northeast corner of Tax Parcel Number 147-X-26-0051.01, said corner also being the Southeast corner of Tax Parcel Number 147-X-26-0090.08 and on the West line of Tax Parcel Number 147-X-26-018.00;

Thence Northerly a distance of 755.31 feet, more or less, along the West line of Tax Parcel Number 147-X-26-018.00 and along the East line of Halliburton Place at Wellsgate to the Northwest corner of Tax Parcel Number 147-X-26-018.00, said corner also being on the North line of said Section 26;

Thence Easterly a distance of 568 feet, more or less, along the North line of said Section 26 to the Southeast corner of Lot 300 of Wellsgate, Phase VIII, subdivision as recorded in Plat Cabinet B, Slide 109, in the Office of the Chancery Clerk of Lafayette County, Mississippi;

Thence run Northerly and Westerly along the East and North lines of said Wellsgate, Phase VIII, subdivision the following courses and distances: 1) North 00 Degrees 01 Minutes 07 Seconds East a distance of 56.57 Feet; 2) North 11 Degrees 58 Minutes 36 Seconds East a distance of 78.11 Feet; 3) North 14 Degrees 51 Minutes 42 Seconds East a distance of 106.47 Feet; 4) North 16 Degrees 56 Minutes 56 Seconds East a distance of 107.76 Feet; 5) North 26 Degrees 46 Minutes 58 Seconds West a distance of 210.04 Feet; 6) South 88 Degrees 29 Minutes 50 Seconds West a distance of 220.68 Feet to a point on the North line of Lot 305 of said Wellsgate, Phase VIII, subdivision, said point also being the Southeast corner of a parcel described in Deed Book 2006, Page 13676, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 146y-23-046.01);

Thence run North 06 Degrees 37 Minutes 22 Seconds West a distance of 808.31 Feet more or less along the East line of said parcel, to the South right-of-way of Lafayette County Road 162;

Thence run Southwesterly along said South right-of-way at Lafayette County Road 162, the following courses and distances: 1) South 67 Degrees 46 Minutes 48 Seconds West a distance of

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

164.04 Feet; 2) South 67 Degrees 46 Minutes 46 Seconds West a distance of 86.03 Feet; 3) South 66 Degrees 18 Minutes 51 Seconds West a distance of 29.04 Feet; 4) South 64 Degrees 07 Minutes 44 Seconds West a distance of 392.09 Feet, to the Northwest corner of Lot R42 of Retreat Square at Wellsgate, Phase IV, subdivision recorded in Plat Cabinet B, Slide 106, in the Office of the Chancery Clerk of Lafayette County, Mississippi;

Thence run along the Northwest line of said Retreat at Wellsgate, Phase IV, subdivision the following courses and distances: 1) South 64 Degrees 07 Minutes 44 Seconds West a distance of 134.62 feet; 2) South 26 Degrees 59 Minutes 18 Seconds West a distance of 96.78 feet to the Western corner of Lot R41 of said Retreat at Wellsgate, Phase IV, subdivision, said point also being the Northeast corner of the Common Area of Wellsgate, Phase IV, subdivision as recorded in Plat Cabinet B, Slide 74, in the Office of the Chancery Clerk of Lafayette County, Mississippi;

Thence run along the North and West line of said Wellsgate, Phase IV, subdivision the following courses and distances: 1) North 84 Degrees 31 Minutes 22 Seconds West a distance of 792.70 feet; 2) North 00 Degrees 14 Minutes 26 Seconds West a distance of 266.45 feet; 3) North 15 Degrees 36 Minutes 49 Seconds West a distance of 79.32 feet; to the Northeast corner of lot 253 of said Wellsgate, Phase IV, subdivision, said point also being the Southeast corner of Lot 11 of Wellsgate, Phase I, subdivision as recorded in Plat Cabinet B, Slide 30, in the Office of the Chancery Clerk of Lafayette County, Mississippi;

Thence run along the East line of said Wellsgate, Phase I, subdivision the following courses and distances: 1) North 15 Degrees 36 Minutes 47 Seconds West a distance of 109.30 feet; 2) North 00 Degrees 14 Minutes 28 Seconds West a distance of 38.20 feet to the Southeast corner of lot 12 of said Wellsgate, Phase I subdivision;

Thence due East a distance of 75.00 feet to the Southeast corner of Tax Parcel 146y-23-2005.00 (Inst. No. 2014-829);

Thence along the East boundary of said parcel North 00 Degrees 14 Minutes 28 Seconds West a distance of 183.58 feet to the Northeast corner of said parcel;

Thence due West a distance of 75.00 feet to the Southeast corner of Lot 13 of Wellsgate, Phase I, subdivision as recorded in Plat Cabinet B, Slide 30, in the Office of the Chancery Clerk of Lafayette County, Mississippi;

Thence run along the eastern boundary of Wellsgate, Phase I, subdivision, North 00 Degrees 14 Minutes 28 Seconds West a distance of 452.18 feet to the Southeast corner of Lot 16 of said subdivision, said point also being the Southwest corner of Tax Parcel 146y-23-43.01 (Inst. No. 2009-2315);

Thence due East a distance of 75.00 feet to the Southeast corner of said parcel;

Thence North 00 Degrees 10 Minutes 02 Seconds West along the Eastern boundary of said tax

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

parcel a distance of 128.43 feet to its Northeast corner;

Thence due West a distance of 75.15 feet to the Northeast corner of said lot 16;

Thence run along the East line of said Wellsgate, Phase I, subdivision the following courses and distances: 1) North 00 Degrees 14 Minutes 30 Seconds West a distance of 117.20 feet; 2) South 89 Degrees 45 Minutes 32 Seconds West a distance of 50.00 feet; 3) North 00 Degrees 14 Minutes 28 Seconds West a distance of 299.67 feet to the Northeast corner of Wellsgate, Phase I, subdivision as recorded in Plat Cabinet B, Slide 30, in the Office of the Chancery Clerk of Lafayette County, Mississippi;

Thence run North 89 Degrees 47 Minutes 50 Seconds East along the Southern Boundary of Wellsgate, Phase X (10), subdivision a distance of 100 feet to its Southeast corner;

Thence run North 89 Degrees 14 Minutes 28 Seconds West, along the Northern boundary of the Southwest $\frac{1}{4}$ of Section 23, Township 8 South, Range 4 West, a distance of 1320 feet more or less to the Northeast corner of the Southwest $\frac{1}{4}$ of said Section 23;

Thence run Northerly a distance of 977 feet more or less to the Northwest corner of a parcel described in Deed Book 2014, Page 58, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 146y-23-3.00);

Thence run Easterly along the North line of said parcel a distance of 1520 feet, more or less, to the Northeast corner of said parcel;

Thence run Southerly along the East line of said parcel a distance of 977 feet more or less, to the South line of the Northeast $\frac{1}{4}$ of Section 23;

Thence run Easterly along the South line of the Northeast $\frac{1}{4}$ of Section 23 a distance of 1120 feet more or less, to the Southeast corner of the Northeast $\frac{1}{4}$ of Section 23;

Thence run Northerly 700 feet, more or less, along the West line of Section 24, Township 8 South, Range 3 West, to the Northwest corner of Woodlawn Subdivision, Phase V, said corner also being the Northwest corner of a parcel described in Deed Book 483, Page 450, in the Office of the Chancery Clerk of Lafayette County, Mississippi;

Thence run Easterly 1420 feet, more or less, along the North line of Woodlawn Subdivision, Phase V and Phase II, to the Northeast corner of Woodlawn Subdivision, said corner being the Northwest corner of a parcel described in Deed Book 472, Page 136, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 146z-24-9.00);

Thence run Easterly along a line located 1,980.0 feet south of and parallel to the North line of

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Section 24, Township 8 South, Range 3 West, a distance of 630 feet more or less, to a point on the centerline of East Goose Valley Creek;

Thence in a Northwesterly direction, along the centerline of said creek, a distance of 1710 feet, more or less, to a point;

Thence leaving said creek and along a line that is generally 600 feet from and parallel to the Western right-of-way line of Proposed West Oxford Loop, North 28 Degrees 37 Minutes 00 Seconds West a distance of 2500 feet, more or less to a point on the western boundary of Section 13, Township 8 South, Range 4 West;

Thence continue in a Northwesterly direction along a line 600 feet West of and parallel to the West right-of-way of the proposed West Oxford Loop the following courses and distances: 1) North 28 Degrees 37 Minutes 00 Seconds West a distance of 653.03 feet more or less to a point; 2) North 28 Degrees 37 Minutes 00 Seconds West a distance of 683.77 feet to a point; 3) with a curve turning to the right with a radius of 2150.00 feet, an arc length of 720.49 feet, a chord bearing of North 19 Degrees 00 Minutes 59 Seconds West and a chord length of 717.12 feet to a point; 4) North 19 Degrees 14 Minutes 41 Seconds West a distance of 125.76 feet to a point;

Thence leaving said line run North 20 Degrees 40 Minutes 42 Seconds West a distance of 800 feet more or less, to the centerline of an unnamed creek;

Thence run Northerly along the centerline of said unnamed creek a distance of 860 feet more or less to the South line of Section 11, Township 8 South, Range 4 West;

Thence run Westerly along the South line of said Section 11 a distance of 1300 feet more or less, to the Southwest corner of a parcel described in Deed Book 332, Page 317, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 141-11-017.00), said point also being the Southwest corner of the Southeast $\frac{1}{4}$ of said Section 11;

Thence run North 00 Degrees 22 Minutes 59 Seconds West along the West line of said parcel described in Deed Book 332, Page 317, in the Office of the Chancery Clerk of Lafayette County, Mississippi, and the Western boundary of said Southeast $\frac{1}{4}$ a distance of 1341.95 feet to the Southeast corner of a parcel described in Deed Book 2009, Page 8414 in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 141-11-14.00);

Thence run along the East line of said parcel described in Deed Book 2009, Page 8414, in the Office of the Chancery Clerk of Lafayette County, Mississippi, the following courses and distances: 1) North 23 Degrees 08 Minutes 38 Seconds East a distance of 1974.80 feet; 2) North 15 Degrees 07 Minutes 51 Seconds East a distance of 509.66 feet; 3) North 35 Degrees 37 Minutes 51 Seconds East a distance of 305.24 feet to the South right-of-way line of Mississippi Highway No. 314;

Thence North 35 Degrees 37 Minutes 51 Seconds East a distance of 180.00 feet to the North

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

right-of-way of Mississippi Highway 314, said point also being located at the Southwest corner of Tax Parcel 141-11-13.00 (Deed 417, page 575);

Thence run along the North right-of-way of Mississippi Highway 314, South 53 Degrees 19 Minutes 44 Seconds East a distance of 444.51 feet, to the West right-of-way of Lafayette County Road 199;

Thence run along the West right-of-way of Lafayette County Road 199 the following courses and distances: 1) North 55 Degrees 13 Minutes 07 Seconds East a distance of 142.43 feet; 2) North 44 Degrees 58 Minutes 45 Seconds East a distance of 428.52 feet; 3) North 50 Degrees 50 Minutes 12 Seconds East a distance of 221.06 feet; 4) North 50 Degrees 22 Minutes 27 Seconds East a distance of 91.98 feet; 5) North 58 Degrees 24 Minutes 27 Seconds East a distance of 278.27 feet; 6) North 51 Degrees 24 Minutes 00 Seconds East a distance of 255.14 feet to the Southeast corner of Tax Parcel 141-11-12.00 (Inst. No. 2013-7314);

Thence continue in a Northeasterly direction along the Western right-of-way line of Lafayette County Road No. 199 a distance of 730 feet more or less, to the North line of Section 12, Township 8 South, Range 4 West;

Thence run Easterly along the North line of said Section 12 a distance of 3800 feet more or less to the Northeast corner of a parcel described in Deed Book 515, Page 476, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 141-12-31.00) also being at the Northwest Corner of Fox Trail Estates subdivision (Plat Cabinet B, Slide 42);

Thence run along the west line of Fox Trail Estates Subdivision the following courses and distances: 1) South 00 Degrees 02 Minutes 17 Seconds East a distance of 1914.29 feet; 2) South 87 Degrees 29 Minutes 33 Seconds East a distance of 332.43 feet; 3) South 00 Degrees 08 Minutes 39 Seconds East a distance of 794.40 feet to a point at the southwest corner of said subdivision;

Thence North 89 Degrees 08 Minutes 48 Seconds East, along the South boundary of said subdivision, a distance of 1190.92 feet to the Southeast corner of said Fox Trails Estate, said point is also on the West line of Deerfield Subdivision, Phase 2 (Plat Cabinet B, Slide 20);

Thence run South 00 Degrees 10 Minutes 00 Seconds East along the Western boundary of Deerfield Subdivision a distance of 465 feet more or less to the Southwest corner of said subdivision;

Thence run along the South line of said subdivision and continuing along the South line of Deerfield Subdivision, Phase 1, South 89 Degrees 16 Minutes 00 Seconds East a distance of 1450 feet more or less to its intersection with the West right-of-way line of the electrical utility;

Thence run Southwesterly along the West right-of-way of said electric utility a distance of 2140 feet more or less to the South line of Section 7, Township 8 South, Range 4 West;

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Thence run Easterly along said South line a distance of 4320 feet more or less to the Southeast corner of said Section 7;

Thence run Easterly along the North line of Section 17, Township 8 South, Range 3 West, a distance of 5,280.00 feet, more or less, to the section corner common to Sections 17, 16, 8, and 9, Township 8 South, Range 3 West;

Thence run Easterly along the North line of said Section 16, a distance of 338.26 feet to a point on the West right-of-way line of the Mississippi Central Railroad (now abandoned), said point also being the Northeast corner of a parcel described in Deed Book 222, Page 141, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 135d-16-3.00);

Thence run Easterly a distance of 100.0 feet, more or less, along the North line of said Section 16 to a point on the East right-of-way line of said abandoned railroad, said point also being the Northwest corner of a parcel described in Deed Book 2005, Page 10980, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 135d-16-1.00);

Thence run Easterly a distance of 4,800.0 feet, more or less, along the North line of said Section 16 to the southwest corner of Tax Parcel 132-09-109 (Inst. No. 2013-6902);

Thence along the West line of said parcel the following courses and distances: 1) North 54 Degrees 26 Minutes 11 Seconds East a distance of 76.95 feet; 2) North 12 Degrees 52 Minutes 14 Seconds West a distance of 250.53 feet to its Northwest corner;

Thence North 83 Degrees 55 Minutes 38 Seconds East along the North line of said parcel and the North line of Tax Parcel 132-10-181.00 a distance of 153.37 feet to the West right-of-way line of Lafayette County Road No. 101;

Thence North 83 Degrees 55 Minutes 38 Seconds East across County Road 101 a distance of 70 feet more or less to the East right-of-way of Lafayette County Road 101;

Thence Southeasterly along said East right-of-way of Lafayette County Road 101 a distance of 690 feet more or less to the Southwest corner of North Oxford Baptist Church Property (Deed Book 2006, Page 7637) (Tax Parcel 135b-15-48.00);

Thence run North 84 Degrees 40 Minutes 05 Seconds East along the southern boundary of said church property a distance of 517.83 feet to the Southeast corner of said parcel;

Thence run North 19 Degrees 23 Minutes 32 Seconds East along the East line of said church property a distance of 270.17 to the Northern boundary of Section 15, Township 8 South, Range 3 West;

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Thence run Easterly along the South line of Section 10, Township 8 South, Range 3 West (also being the North line of Section 15), 2950 feet more or less to the West right-of-way line of Mississippi Highway 7;

Thence run along the West right-of-way of Mississippi Highway 7 the following courses and distances: 1) North 07 Degrees 29 Minutes 23 Seconds East a distance of 615.28 feet; 2) North 10 Degrees 59 Minutes 40 Seconds East a distance of 501.61 feet; 3) North 01 Degrees 31 Minutes 17 Seconds East a distance of 702.57 feet; 4) North 14 Degrees 00 Minutes 55 Seconds East a distance of 605.31 feet; 5) North 10 Degrees 08 Minutes 12 Seconds East a distance of 217.12 feet more or less to the Westerly extension of the North line of a parcel described in Deed Book 2016, Page 9526, in the Office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 132-10-6.00), also being the intersection of said Western right-of-way line with Northern boundary of the Southeast Quarter of Section 10, Township 8 South Range 3 East;

Thence run Easterly along said Northern boundary of the Southeast Quarter a distance of 280 feet more or less to a point on the Eastern right-of-way line of Mississippi Highway No. 7;

Thence run South 89 Degrees 43 Minutes 15 Seconds East along said Northern Boundary and the Northern boundary of the Southwest Quarter of Section 11, Township 8 South, Range 3 West, (also being the Northern boundary of Tax Parcels 132-10-6.00 and 131-11-22.00), a distance of 2606 feet, more or less, to the Northeast corner of a parcel described in Deed Book 2016, Page 9526, in the Office of the Chancery Clerk of Lafayette County, Mississippi Tax Parcel (131-11-22.00);

Thence run South 00 Degrees 55 Minutes 10 Seconds East a distance of 2668.00 feet to the Southeast corner of said parcel;

Thence run South 88 Degrees 40 Minutes 56 Seconds East along the Northern boundary of Tax Parcel 136-14-2.00 (Inst. No. 2009-3275), also being the Northern Boundary of Section 14, Township 8 South, Range 3 West, a distance of 565 feet more or less to the West right-of-way line of Lafayette County Road 207;

Thence continue along said Section line South 88 degrees 40 Minutes 56 Seconds East a distance of 50 feet more or less to the Eastern right-of-way line of said County Road No. 207;

Thence run along the East right-of-way line of Lafayette County Road 207 the following courses and distances: 1) with a curve turning to the left with a radius of 319.94 feet, an arc length of 165.68 feet, a chord bearing of South 33 Degrees 22 Minutes 05 Seconds East and a chord length of 163.83 feet; 2) South 48 Degrees 12 Minutes 11 Seconds East a distance of 393.01 feet; 3) South 44 Degrees 57 Minutes 32 Seconds East a distance of 415.05 feet; 4) with a curve turning to the right with a radius of 402.85 feet, an arc length of 496.40 feet, a chord bearing of South 05 Degrees 35 Minutes 29 Seconds East and a chord length of 465.59 feet; 5) South 45 Degrees 33 Minutes 30 Seconds West a distance of 346.29 feet; 6) South 46 Degrees 28 Minutes 39 Seconds West a distance of 302.52 feet; 7) with a curve turning to the right with a radius of 994.65 feet,

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

an arc length of 282.51 feet, a chord bearing of South 56 Degrees 13 Minutes 35 Seconds West and a chord length of 281.56 feet; 8) South 64 Degrees 29 Minutes 20 Seconds West a distance of 598.68 feet; 9) with a curve turning to the left with a radius of 276.71 feet, an arc length of 195.69 feet, a chord bearing of South 47 Degrees 53 Minutes 32 Seconds West and a chord length of 191.64 feet; 10) South 23 Degrees 59 Minutes 27 Seconds West a distance of 217.09 feet; 11) South 36 Degrees 26 Minutes 35 Seconds West a distance of 84.27 feet; 12) South 34 Degrees 02 Minutes 42 Seconds West a distance of 71.72 feet; 13) South 26 Degrees 24 Minutes 55 Seconds West a distance of 58.56 feet; 14) South 16 Degrees 17 Minutes 04 Seconds West a distance of 118.87 feet; 15) South 11 Degrees 59 Minutes 40 Seconds West a distance of 90.91 feet; 16) South 11 Degrees 18 Minutes 05 Seconds West a distance of 101.56 feet; 17) South 11 Degrees 03 Minutes 20 Seconds West a distance of 54.63 feet; 18) South 09 Degrees 47 Minutes 35 Seconds West a distance of 82.55 feet; 19) South 12 Degrees 40 Minutes 32 Seconds West a distance of 70.61 feet; 20) South 15 Degrees 08 Minutes 12 Seconds West a distance of 60.11 feet; 21) South 18 Degrees 50 Minutes 24 Seconds West a distance of 85.76 feet; 22) South 19 Degrees 17 Minutes 33 Seconds West a distance of 136.26 feet; 23) South 18 Degrees 24 Minutes 28 Seconds West a distance of 70.51 feet; 24) South 18 Degrees 13 Minutes 52 Seconds West a distance of 68.42 feet; 25) South 19 Degrees 11 Minutes 41 Seconds West a distance of 15.01 feet more or less to the Northern right-of-way line of Mississippi Highway 30;

Thence run South 19 Degrees 11 Minutes 41 Seconds West a distance of 176.41 feet more or less to the Southern right-of-way line of Mississippi Highway No. 30;

Thence run Northwesterly along the South right-of-way line of Mississippi Highway 30 1265 feet more or less to the West line of Section 14, Township 8 South, Range 3 West;

Thence run South 00 Degrees 59 Minutes 57 Seconds East along the West line of said Section 14 a distance of 495.88 feet to the Southeast corner of a parcel described in Deed Book 2016, Page 4867, in the office of the Chancery Clerk of Lafayette County, Mississippi (Tax Parcel 135h-15-16.01);

Thence run South 00 Degrees 56 Minutes 34 Seconds East along the West line of Section 14, Township 8 South, Range 3 West, 1237.51 feet, more or less, to the Southeast corner of Section 14, Township 8 South, Range 3 West;

Thence run South 88 Degrees 28 Minutes 43 Seconds East along the South line of said Section 14 a distance of 5270.19 feet to a fence post at the Southeast corner of said Section 14;

Thence run thence South 01 Degrees 09 Minutes 06 Seconds West along the east line of Section 23, Township 8 South, Range 3 West, a distance of 2639.46 feet to the Northeast corner of the Southeast quarter of Section 23, Township 8 South, Range 3 West, said point also being the POINT OF BEGINNING of this description.

The land area described within this description contains 27.40 square miles, more or less.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

SECTION IV. Improvements. The City of Oxford, Mississippi, shall make the following improvements in said annexed territory to be completed within a reasonable time, not to exceed five (5) years from the effective date of the Ordinance, unless delayed by war or military preparedness:

- (a) Repair, replace or upgrade improved and in use streets to municipal standards as warranted by their age, condition and ability to accommodate traffic demands;
- (b) Develop such new major streets as required by increased traffic demands to City standards in conformance with the City's Comprehensive Plan;
- (c) Make intersection improvements, improve surface water drainage, install traffic control and safety devices, and install curbs, gutters, sidewalks, street signs, lighting and other related improvements to municipal standards where needed;
- (d) Develop and improve storm-water drainage facilities consistent with applicable laws in a manner adequate to accommodate development to be protected;
- (e) Construct and equip such additional public safety facilities as warranted by concentration of population and non-residential activities, proximity requirements and the operational realities of delivering public safety services;
- (f) Develop additional parks, recreation and public assembly facilities based on an assessment of needs for such improvements and in conformance with the Comprehensive Plan and established City-wide standards for such improvements; and
- (g) Acquire, upgrade and interconnect public water and sewer utility lines and extend new municipal utility services into developed areas annexed as necessary, where legally permissible and financially feasible. Provide adequate water pressure and volume for firefighting purposes in areas developed at sufficient density to be required consistent with standards established by the Mississippi State Rating Bureau. Municipal investment in new water and sewer infrastructure is to be determined through the feasibility of such development on a case by case basis. The extent of municipal financial commitment to utility system development is to be limited to securing of available Federal and State grants and loans for new facilities, organizing special improvement districts to fund private components of such infrastructures, and use of capital improvement reserves and revenue bond issues for system-wide improvements which will enhance the utility system's financial viability.

SECTION V. Services. The City of Oxford, Mississippi, shall furnish to the said annexed territory the following municipal and public services in the same manner and to the

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

same extent as such services are being furnished to the present citizens of the municipality, such services to begin on the effective date of this Ordinance, to wit:

- (a) police protection;
- (b) municipal court services;
- (c) animal control services;
- (d) first response fire protection and fire prevention services;
- (e) emergency medical services;
- (f) emergency preparedness and civil defense services;
- (g) engineering services;
- (h) maintenance of streets and related structures;
- (i) right of way maintenance services;
- (j) traffic systems maintenance services;
- (k) storm-water drainage maintenance services;
- (l) street lighting;
- (m) administration of sanitation service;
- (n) access to the City's cultural facilities, services and programs;
- (o) access to the City's parks and recreation facilities and programs;
- (p) water and sewer utility services at in-city rates for those who are customers of the City utility services;
- (q) municipal planning and zoning services;
- (r) municipal code enforcement and building inspection services;
- (s) the right to fully participate in the affairs of the municipality through direct involvement and the right to exercise the ballot (vote) in municipal elections upon registering and meeting all statutory and constitutional requirements; and
- (t) the use and benefit of all other municipal services and facilities furnished to all present citizens of the City of Oxford, Mississippi.

SECTION VI. Planning and Zoning. The City of Oxford, Mississippi, shall undertake the following redistricting, planning and zoning activities following the effective date of the Ordinance, to wit:

- (a) Within six (6) months of the effective date of this Ordinance, the City of Oxford will prepare and the Board of Aldermen will adopt a Redistricting Plan for the Board of Aldermen so as to include all territory and persons annexed into the City. The Redistricting Plan shall conform with the Voting Rights Act of 1965, as amended. This Redistricting Plan will provide for proportional representation of all persons annexed and will in all other ways conform with applicable Federal regulations.
- (b) If necessary, the City of Oxford shall enlarge, update, revise and amend its Comprehensive Plan to include all territory annexed into the municipality and the Board of Aldermen shall adopt such revisions fulfilling all legal

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0068

- requirements to do so including public notice and a public hearing on enlargement, updating, revision and amendment of the Comprehensive Plan; and
- (c) Following modification of the Comprehensive Plan to include territories annexed, the City of Oxford shall prepare and adopt an Official Zoning Map and such Zoning Ordinance text amendments, as are warranted to implement an adopted Comprehensive Plan. All territory annexed shall be included on the City's Official Zoning Map and shall be classified thereon in conformance with the City's adopted Comprehensive Plan. Adoption of Zoning Ordinance text amendments to the City's official Zoning Map by the Board of Aldermen shall occur after proper notice and public hearing(s).

SECTION VII. Chancery Court Petition. The City of Oxford, Mississippi, by and through its counsel Mayo Mallette, PLLC, of Oxford, Mississippi, shall file a petition in the Chancery Court of Lafayette County, Mississippi, which shall recite the facts of the adoption of this ordinance and shall pray for the approval, ratification and confirmation by said Court of the enlargement and extension of the municipal boundaries and limits of the City of Oxford, Mississippi, as herein fixed and determined. Said petition shall have attached thereto a certified copy of this ordinance and a plat or map showing the boundaries of the City of Oxford, Mississippi, as they will exist in the event such enlargement and extension becomes effective pursuant to this ordinance. The attorneys for the City of Oxford, Mississippi, and the governing authorities are hereby authorized to file such other pleadings in the Chancery Court of Lafayette County, Mississippi, and take all other necessary steps such that the expansion of the municipal boundaries authorized hereby be ratified, approved and confirmed according to the laws of the State of Mississippi.

SECTION VIII: Repealing Clause. All ordinances or parts of ordinances in conflict herewith shall be, and the same are hereby, repealed as of the effective date of this ordinance.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

SECTION IX: Effective Date. This Ordinance shall become effective ten (10) days after the date of the entry of decree of the Chancery Court of Lafayette County, Mississippi, approving, ratifying and confirming the enlargement and extension of the municipal boundaries of the City of Oxford, Mississippi, as established by this Ordinance and the final judgment of the said Chancery Court or, in the event an appeal is taken therefrom, within ten (10) days from the final determination of such appeal.

The above ordinance having been first reduced to writing and considered at a public meeting of the governing authorities of the City of Oxford, Mississippi, on motion of Alderman _____, seconded by Alderman _____, and the roll being called, the same were adopted by the following vote:

Alderman Addy	voted _____
Alderman Huelse	voted _____
Alderman Antonow	voted _____
Alderman Howell	voted _____
Alderman Taylor	voted _____
Alderman Bailey	voted _____
Alderman Morgan	voted _____

APPROVED, this the ____ day of _____, 2018

ROBYN TANNEHILL, MAYOR

ATTEST:

ASHLEY ATKINSON, CITY CLERK

90 Petition to the Mayor and Board of Aldermen of Oxford, MS to stop the Annexation of Southpointe Neighborhood

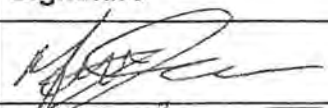

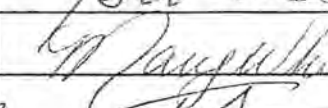
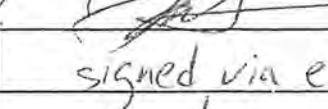
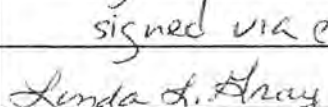

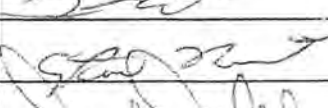
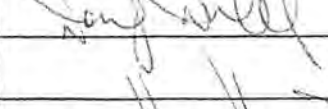

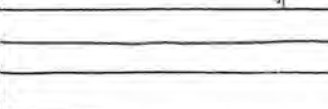
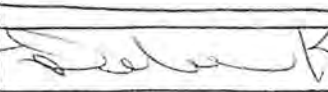
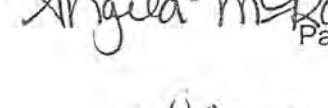
MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

We, the residents of Southpointe Neighborhood of Lafayette County, MS, petition the city of Oxford to not include the Southpointe Homes in the annexation plans for Oxford.

In the current proposal for annexation, the homes would fall under the city property taxes and county school taxes. In both cases, the city property millage rate is higher than the county, and the county school millage rate is higher than the city rate. This would negatively affect the attractiveness of our neighborhood and subsequently negatively affect our home values.

We demand that the Mayor and Board of Aldermen remove plans to annex Southpointe Neighborhood from annexation plans under the current proposal.

Name	Property Address	Phone #	Signature
Matthew Farrell	239 Forest Glen Dr	662-769-2171	
Jeffrey Byrd	501 South Creek Dr	662-514-5632	
Girady White	235 Forest Glen	901-837-4447	
Mary White	235 Forest Glen	901-299-7492	
Tom Hinton	404 Oak Ridge Lane	662-512-9352	
John Wilcox	210 Forest Glen		signed via email
Dennis Henderson	105 Bridge		signed via email
Linda Gray	106 Brookside	662-299-4634	
Judyn Howard	Other	Sheet	
Cory Fortner	102 Brookside	662-852-5139	
Steven Reed	305 Shady Grove	601-415-8128	
Paul Duxet	305 Shady Grove	662-701-7903	
Janice Fortner	307 Shady Grove		via email
Cory Hall	228 Forest Glen	662-832-2685	
Steve Smith	202 Forest Glen		
Margaret Reeves	Other	Sheet	
Hughes Corbett	Other	Sheet	
Kathleen	500 South Creek	225 405 4985	
Delores	209 Forest Glen Dr	601-932-8323	

Angela McRae

Angela McRae

Page 1 of 3

Teresa Carithers
Dan Huss

506
Southcreek
Ranch

via email

Cathie Hiding 5 - 227 Forest Glen Dr.
Riley Weaver 227 Forest Glen Dr.
Catherine Weaver 229 Forest Glen Dr.
Catherine Weaver

(out of state)
(out of county)

Petition to the Mayor and Board of Aldermen of Oxford, MS to stop the Annexation of Southpointe Neighborhood

[illegible]

SAFEGUARD - DEMENT 62-0088

lot 1	
lot 2	

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Subject: RE: upcoming Southpointe HOA meetings
From: Teresa Carithers (carither@olemiss.edu)
To: docgwhite@yahoo.com;
Date: Tuesday, March 6, 2018 11:21 AM

Grady,

Please use this as documentation of my opposition to the annexation proposal of Southpointe Subdivision. We purchased our home in 2007 and have weathered many changes over the years. We feel that Oxford benefits by having both City and County options and purchased our home specifically because it was in the County. Because of the strong relationship between the LOU community, we don't see the benefit of annexation at this time.

Charles and Teresa Carithers
506 Southcreek Dr.
662-801-6180

*Via Text, Mar. 6, 2018, Phone 940.224.8876
John and Arikka Haraka
308 Shady Grove Loop*

Annexation of Southpointe SD

2 messages

Crystal Warren <cmwarren7885@gmail.com>

Tue, Mar 6, 2018 at 11:13 AM

To: mafarrell4@gmail.com

My name is Crystal Warren, and I live at 505 Southcreek Drive in Southpointe SD. My contact phone number is 901-359-9316.

As a resident of Southpointe, I am opposed to the annexation of the subdivision from Lafayette County into the City of Oxford.

Matthew Farrell <mafarrell4@gmail.com>

Tue, Mar 6, 2018 at 11:19 AM

To: Crystal Warren <cmwarren7885@gmail.com>

Thank you Crystal.

Sent from my iPhone

[Quoted text hidden]

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

3/6/2018

Gmail - Annexation



Matthew Farrell <mafarrell4@gmail.com>

Annexation

Catina <catina.ridings@yahoo.com>
To: mafarrell4@gmail.com

Tue, Mar 6, 2018 at 12:14 PM

CaTina Ridings Bryan
231 Forest Glen Drive
Oxford, MS

I do not want the South Pointe neighborhood annexed within city limits.

96

M Gmail

Matthew Farrell <mafarrell4@gmail.com>

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 82-0088

Re: upcoming Southpointe HOA meetings

Jeff Byrd <jbyrdwv@yahoo.com>

Tue, Mar 6, 2018 at 7:25 AM

Reply-To: Jeff Byrd <jbyrdwv@yahoo.com>

To: mafarrell4@gmail.com

--- On Wed, 1/24/18, Steve Smith <rebelchief49@gmail.com> wrote:

> From: Steve Smith <rebelchief49@gmail.com>
 > Subject: Re: upcoming Southpointe HOA meetings
 > To: "Jeff Byrd" <jbyrdwv@yahoo.com>
 > Date: Wednesday, January 24, 2018, 3:36 PM
 > Sherri and I are NOT in favor of
 > annexation by the City of Oxford.
 > Steve and
 > Sherri Smith
 > 202 Forrest Glen
 > Thank you for your dedication of time and
 > effort for our HOA.
 >
 > Steve
 > Smith
 >
 > Sent from my iPad
 >
 > > On Jan 23, 2018, at 9:27 PM, Jeff Byrd
 > <jbyrdwv@yahoo.com>
 > wrote:
 > >
 > > Neighbors,
 > it was introduced at our recent HOA meeting that we petition
 > to be excluded from the annexation by the City of Oxford. If
 > you are in agreement, please contact me in order to add your
 > name. After researching the issue, I have found that it in
 > not in our best interest at this time. Please let me know
 > your thoughts.
 > >
 > >
 > -----
 > > On Mon, 1/22/18, Jeff Byrd <jbyrdwv@yahoo.com>
 > wrote:
 > >
 > > Subject:
 > Re: upcoming Southpointe HOA meetings
 > [Quoted text hidden]
 > [Quoted text hidden]
 > > Date: Monday, January 22, 2018, 8:30 PM
 > >
 > > There is a public
 > hearing for residents on
 > > the issue of
 > annexation on February 15 at 5:30. The location
 > [Quoted text hidden]
 > Drive at 10:00
 > > am. The purpose of
 > the
 > > meeting is to

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0085

3/6/2018

Gmail - Re: upcoming Southpointe HOA meetings



Matthew Farrell <mafarrell4@gmail.com>

Re: upcoming Southpointe HOA meetings

Jeff Byrd <jbyrdwv@yahoo.com>
 Reply-To: Jeff Byrd <jbyrdwv@yahoo.com>
 To: Mafarrell4@gmail.com

Tue, Mar 6, 2018 at 2:17 AM

--- On Mon, 3/5/18, John Wilcox <johnwilcoxrealty@gmail.com> wrote:

> From: John Wilcox <johnwilcoxrealty@gmail.com>
 > Subject: RE: upcoming Southpointe HOA meetings
 > To: "G W" <docgwhite@yahoo.com>, "Jeff Byrd" <jbyrdwv@yahoo.com>, "Matthew Farrell" <mafarrell4@gmail.com>
 > Date: Monday, March 5, 2018, 12:00 PM
 > #yiv1737763117
 > #yiv1737763117 --
 >
 > _filtered #yiv1737763117 {font-family:Helvetica;panose-1:2
 > 11 6 4 2 2 2 2 2 4;}
 > _filtered #yiv1737763117 {panose-1:2 4 5 3 5 4 6 3 2 4;}
 > _filtered #yiv1737763117 {font-family:Calibri;panose-1:2 15
 > 5 2 2 2 4 3 2 4;}
 > #yiv1737763117
 > #yiv1737763117 p.yiv1737763117MsoNormal, #yiv1737763117
 > li.yiv1737763117MsoNormal, #yiv1737763117
 > div.yiv1737763117MsoNormal
 > {margin:0in;margin-bottom:.0001pt;font-size:11.0pt;}
 > #yiv1737763117 a:link, #yiv1737763117
 > span.yiv1737763117MsoHyperlink
 > {color:blue;text-decoration:underline;}
 > #yiv1737763117 a:visited, #yiv1737763117
 > span.yiv1737763117MsoHyperlinkFollowed
 > {color:purple;text-decoration:underline;}
 > #yiv1737763117 p.yiv1737763117msonormal0, #yiv1737763117
 > li.yiv1737763117msonormal0, #yiv1737763117
 > div.yiv1737763117msonormal0
 > {margin-right:0in;margin-left:0in;font-size:11.0pt;}
 > #yiv1737763117 span.yiv1737763117EmailStyle18
 > {color:windowtext;}
 > #yiv1737763117 .yiv1737763117MsoChpDefault
 > {font-size:10.0pt;}
 > _filtered #yiv1737763117 {margin:1.0in 1.0in 1.0in 1.0in;}
 > #yiv1737763117 div.yiv1737763117WordSection1
 > {}
 > #yiv1737763117 Thanks for all of your effort
 > on this Grandy! (and Jeff and Mathew too) I live in Ca and rent my home
 > out at the moment, but Jeff has an email from me expressing
 > my opposition.
 > I have also sent an
 > email directly to the aldermen/women and mayor expressing my
 > opposition. Janice Antonow replied to my email and gave me
 > feedback on last week's meeting. I will let her know
 > that with the additional information provided since the
 > meeting, I am STRONGLY opposed! Feel free to add this email
 > to the petition to serve as my expression of opposition if
 > necessary. I hope our city
 > representatives will do everything in their power to uphold
 > the will of the residents! John WilcoxOwner of 210 Forest Glen
 [Quoted text hidden]

98

M Gmail

Matthew Farrell <mafarrell4@gmail.com>

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0068

Fw: Re: Public hearing on city annexation

Jeff Byrd <jbyrdwv@yahoo.com>
 Reply-To: Jeff Byrd <jbyrdwv@yahoo.com>
 To: Mafarrell4@gmail.com

Tue, Mar 6, 2018 at 2:09 AM

--- On Sat, 2/10/18, 1111111111111111 <dennisde6w@yahoo.com> wrote:

> From: 1111111111111111 <dennisde6w@yahoo.com>
 > Subject: Re: Public hearing on city annexation
 > To: "Jeff Byrd" <jbyrdwv@yahoo.com>
 > Date: Saturday, February 10, 2018, 7:20 PM
 > Jeff If you would please sign the petition
 > for us. The only benefit I see from moving Southpointe
 > into the city limits is the school district change.
 >
 > Dennis & Mercedes Ward
 > 105 Brookside Drive
 > Oxford MS 38655
 >
 > Thanks!

> -----
 > On Sun, 2/11/18, Jeff Byrd <jbyrdwv@yahoo.com>
 > wrote:

> Subject: Re: Public hearing on city
 > annexation
 > To: tcovington@bus.olemiss.edu,
 > "Thomas Gmail" <thomas.ardrey@gmail.com>,
 > "ron biggs" <reb653@yahoo.com>,
 > bullionh@hotmail.com,
 > "Ben Busching" <benbusching@gmail.com>,
 > "Jeff Byrd" <jbyrdwv@yahoo.com>,
 > carither@olemiss.edu,
 > "Judy Childress" <jchildress1013@gmail.com>,
 > "maddy clark" <whitneytruly@hotmail.com>,
 > gcoleman@colemanfuneralhome.com,
 > "Ted Eubank" <taeubank@gmail.com>,
 > "N KE" <nckevans@olemiss.edu>,
 > "Matthew Farrell" <mafarrell4@gmail.com>,
 > jvfortner@yahoo.com,
 > deltagirl422@gmail.com,
 > "Jeremy Gregory" <jeremy@desotohome.com>,
 > "Kathleen Hamilton" <kmjhamilton@gmail.com>,
 > "FearsThis1" <arikkafeears@yahoo.com>,
 > "Jennifer Roane" <jaroane84@gmail.com>,
 > "Monica Hern" <monica.hern33@gmail.com>,
 > "tom hinton" <tomhinton13@gmail.com>,
 > "Jaclyn Howard" <jaclyn.b.howard@gmail.com>,
 > "corinthian britton" <cdbritto21@gmail.com>,
 > "Cornelius Hughes" <tnatchiehughes@gmail.com>,
 > "Adam Jones" <jadamj@acm.org>,
 > "Julie Kelly" <julkel03@gmail.com>,
 > dtlewis404@yahoo.com,
 > "Jo Ann Long" <angelswork@hotmail.com>,
 > tjlong@orrick.com,

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

3/12/2018

Gmail - Southpointe Annexation



Matthew Farrell <mafarrell4@gmail.com>

Southpointe Annexation

Jamie Fortner <jvfortner@yahoo.com>
To: Matthew Farrell <mafarrell4@gmail.com>

Sat, Mar 10, 2018 at 12:31 PM

For the record, I am against the Southpointe annexation.
Jamie Vice Fortner
662-832-0534
307 Shady Grove Loop
Oxford, MS 38655

Sent from my iPhone
[Quoted text hidden]

MINUTE BOOK No. 79 CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



LINE	BEARING	ARC	CHORD	ANGLE	BEARING
C1	200.00	201.71	110.37	57°47'00"	26.43
C2	100.00	101.64	55.70	58°14'09"	14.47
C3	50.00	101.70	80.87	116°32'32"	45.08
C4	20.00	55.58	30.92	63°27'28"	8.75
C5	150.00	235.62	150.00	90°00'00"	62.13
C6	100.00	110.82	61.87	63°29'39"	17.59
C7	100.00	110.75	61.83	63°27'28"	17.57
C8	100.00	129.20	75.39	74°01'36"	25.24
C9	100.00	129.52	75.64	74°12'41"	25.30
C10	100.00	101.44	55.57	58°07'23"	14.40
C11	500.00	129.59	65.16	14°31'02"	4.23
C12	500.00	49.81	24.93	05°42'29"	0.62
C13	200.00	89.64	45.59	25°40'52"	5.13
C14	500.00	113.33	56.91	12°59'11"	3.23
C15	500.00	58.40	29.23	06°41'32"	0.85
C16	200.00	75.51	37.82	08°39'08"	1.43
C17	100.00	141.85	85.82	81°16'18"	31.79
C18	250.00	47.22	23.68	10°49'23"	1.12
C19	240.00	87.64	44.31	20°55'22"	4.06
C20	200.00	153.72	80.88	44°02'19"	15.74
C21	300.00	62.40	31.31	11°55'04"	1.63
C22	100.00	36.32	18.36	20°00'00"	1.67
C23	100.00	72.64	36.60	41°37'02"	6.58
C24	75.00	105.22	63.36	80°22'49"	23.18
C25	45.00	67.42	41.85	85°50'52"	16.45
C26	37.00	67.54	47.85	104°35'00"	23.49
C27	50.00	72.44	44.25	83°00'52"	16.77
C28	45.00	67.17	43.62	85°31'46"	16.30

LEGEND

- PROPERTY BOUNDARY LINES
- LOT LINES
- CURB AND GUTTER LINES
- SETBACK LINES - COMMERCIAL
- SETBACK LINES - TOWNHOUSE
- SETBACK LINES - RESIDENTIAL
- EXISTING MONUMENTS
- PROPERTY CORNERS (3/4" REBAR)
- DETENTION BASIN/VEGETATIVE BUFFER

- TYPICAL SETBACKS
- TOWNHOUSE
- FRONT - 30'
- BACK - 25'
- SIDE - 19' ONE SIDE
- RESIDENTIAL
- FRONT - 30'
- BACK - 25'
- SIDE - 10'
- COMMERCIAL
- FRONT - 30'
- BACK - 25'
- SIDE - 30'
- EXCEPTIONS
- REAR SETBACK IS 25' WHEN ADJOINING ANOTHER PROPERTY OWNER AND CORNER LOTS

NOTES

CLASS "C" SURVEY AS REQUIRED BY THE MISSISSIPPI STANDARDS FOR LAND SURVEYING, BUT IS SURVEYED TO CLASS "M" STANDARDS TO MEET THE REQUIREMENTS OF VARIOUS TITLE INSURANCE COMPANIES.

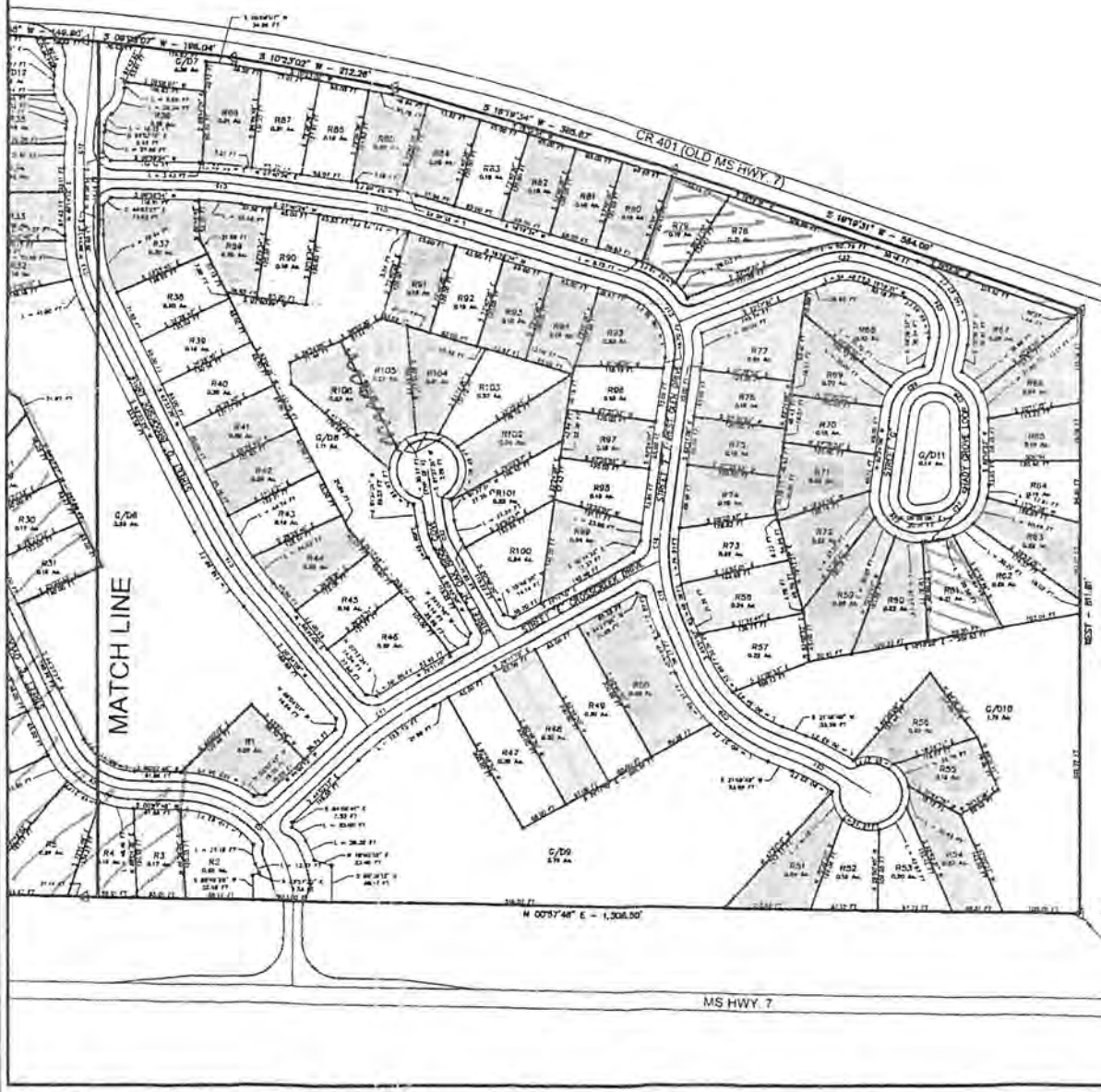
THIS IS TO CERTIFY THAT THIS PROPERTY IS NOT LOCATED IN A HUD IDENTIFIED SPECIAL HAZARD AREA ACCORDING TO FIA MAP NO. 350063 0155 D DATED JANUARY, 17, 1981.

ALL BUILDING SETBACKS SHOWN ARE DESIGNATED AS UTILITY EASEMENTS.

ALL BEARINGS ARE TRUE BEARINGS AS DETERMINED BY SOLAR OBSERVATION.

BOUNDARY RE-CREATED FROM SURVEY BY S & R SURVEYING INC.

LOT SETBACKS ARE DEDICATED UTILITY AND DRAINAGE EASEMENTS DEDICATED TO LAFAYETTE COUNTY, THE CITY OF OXFORD, AND ALL OTHER LOCAL UTILITIES.



PLAT SHEET 2

SOUTHPOINTE DEVELOPMENT

OWNER/DEVELOPER: K.G.C. PROPERTIES, INC.

LAFAYETTE COUNTY, MISSISSIPPI

ESI

Engineering Solutions Inc.

254 South Veterans Blvd.
Tupelo, MS 38804
PHONE: 662.840.9083
FAX: 662.840.9083

P.O. Box 811
100 West Reynolds St.
Pontotoc, MS 38663
PHONE: 662.489.1625
FAX: 662.489.1725

REVISIONS

NO.	DATE

PRODUCED BY

P.2

POA-610

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



OXFORD

PLANNING
DEPARTMENT

Memorandum

To: Mayor and Board of Aldermen
From: Judy Daniel, AICP, Planning Director
Date: April 3, 2018
Re: Second Reading and Public Hearing for Case #2282 – Consideration of Amendments to the City of Oxford Land Development Code (Articles 2,3,5,7 and 9) to correct mistakes and to make modifications.

Planners Comments: As anticipated, staff continued to discover minor mistakes in the Land Development Code adopted in November. Many of the proposed modifications are housekeeping in nature, and some of the more substantive items are noted below. Staff does, however, recommend removing some proposed language in Article 9, related to bonding for demolition of partially built structures on sites declared abandoned. On further reflection, we believe the financial implications of the proposal need further consideration. The change (with text to be removed printed in red and crossed out, is below:

Sec. 9.2.8. Site Plan Validity. MODIFY AS NOTED:

9.2.8. Validity. A site plan approval is valid for 18 months and a bond must be posted to allow, and authorize payment for the City to, demolish any structures on the property that have not been completed should the property be declared abandoned. If any permits have been issued within that timeframe, the permit is voided unless extended by the Planning Director. The Director may extend the site plan approval for twelve month increments annual if the request is made before expiration of the site plan.

Sec. 9.2.10. Site Restoration Performance Bond. MODIFY AS NOTED:

9.2.10.3.c.vii. After a determination has been made by the Director of Planning building official that a site has been abandoned, a certified letter will be sent by the city to the developer/owner/surety company notifying them that they have the opportunity to request, within 30 days from the date of the certified letter, one six-month extension from the building official Director of Planning before the city initiates site restoration activities including demolition of any partially built structures by contacting the surety company. The building official Director of Planning will consider the factors listed above when considering if the six-month extension is warranted and the extension is solely at the discretion of the Planning Director.

MINUTE BOOK No. 79, CITY OF OXFORD

A summary of the more substantive changes follows:

SAFEGUARD - DEMENT 62-0088

Sec. 2.6. Planned Unit Development District. / Table 2.6 Parameters PUDs.

The intent of a PUD is to provide orderly development, with flexibility. The adopted standards are more restrictive than staff intended, and we did not catch the “glitch” before adoption. PUDs can take several forms and items like unit mix, use mix, and height and proposals should have considerable potential flexibility to be considered. Changes proposed in Table 2.6 are:

Row 5 – Land Density and Intensity Allocations. Commercial without upper floor residential – Max 50% of total acres, Multi-Family not in a mixed use structure – Max 25% of total units.

[The change reflects intent to encourage mixed use commercial structures and to discourage free standing multi-family development in a mixed development.]

Row 6 – Use Limitations: ~~Commercial, Office, and Residential.~~ Any use allowed in the underlying zoning may be proposed. ~~When proposed, non-residential uses shall constitute no more than 50% of the land area of the PUD.~~

[The language is removed to broaden options for uses allowed to be proposed; and to eliminate a standard related to intensity not uses, governed elsewhere.]

Row 11 – Height: Attached or Detached Residential Max: 38 feet. All other uses height set by underlying zoning.

[The change is made because a 38-foot height is too restrictive for many use types. There was never an intent for such a restriction.]

Sec. 3.10.3. Storage – Self Storage Facility. *The correction clarifies that exterior access facilities are only allowed in the Industrial or Agricultural districts, and establishes the potential for a fully interior facility in a mixed use building in the TNB district by special exception.*

Sec. 3.10.3.2. Districts Permitted.

- a. Self-Storage Facilities are permitted in the IND district.
- b. Self-Storage Facilities (as limited in 3.10.3.5) are special exceptions in the A, TNB, SCN, and SCO districts.

Sec. 3.10.3.5. Additional Standards.

- a. Size.....
- b. Uses Not Allowed....

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0089

- c. Self-Storage facilities with exterior direct access are only allowed in the IND and A districts.
- d. Self-Storage Facilities with no exterior direct access may be considered as an interior element of a mixed-use commercial building in the TNB district. They shall not be permitted as a separate use.

Sec. 5.6. Building Form and Materials. *The modification eases the step back requirement in the suburban districts (helpful for chain type hotels), and corrects the numbering. The Ordinance Review Committee suggested making the step back process a special exception.*

5.6.1.3. Buildings over 3 stories in height shall step back or recess an additional 1.2 feet for every 1 foot of height above 3 stories. Buildings in the SCO and SCN districts may request exemption from this requirement by special exception.

Sec. 9.2.8. Site Plan Validity. *A modification for clarity is provided. And at the suggestion of the Ordinance Review Committee, a change is proposed to require bonding for demolishing any partially built structures should a site be abandoned after construction has begun.*

9.2.8. Validity. A site plan approval is valid for 18 months and a bond must be posted to allow and authorize payment for the City to demolish any structures on the property that have not been completed should the property be declared abandoned. If any permits have been issued within that timeframe, the permit is voided unless extended by the Planning Director. The Planning Director may extend the site plan approval for twelve month increments annually if the request is made prior to the site plan's expiration date.

Modification. Since the Planning Commission meeting, staff has found that the new definition of Forestry (3.11.2.1.) should indicate that Tree Farms are to be certified by the Mississippi Forestry Association, not the State of Mississippi. This definition should be revised to state:

Forestry: The act of managing the growth of trees with the goal of eventual harvesting (logging) the trees. Forestry is a permitted use only in the Agricultural and Institutional districts. In all other zoning districts, the existence of a stand of timber on a property where forest management has not been practiced shall not be considered Forestry, and tree harvesting shall only be authorized as stipulated in Article 6, Section 6.1.3 which establishes requirements for Forestry on Certified Tree Farms (certified by the Mississippi Tree Farm Committee of the Mississippi Forestry Association); and on a more limited basis for tracts of 10 or more acres.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



OXFORD

PLANNING
DEPARTMENT

Case 2282

To: Oxford Planning Commission
From: Judy Daniel, AICP, Director
Date: March 12, 2018
Applicant: City of Oxford Planning Department
Request: Amendments to Articles to correct mistakes and provide minor updates

Planners Comments: As anticipated, staff has continued to discover minor mistakes in the Land Development Code adopted in November. The following modifications and corrections are recommended. Annotated notes are provided for each.

Article 2

Sec. 2.6.5. Neighborhood Residential District. *The change corrects the name for the district.*

2.6.5.1: Traditional Neighborhood Residential. The district....

Sec. 2.6.8 and Sec. 2.6.9. Suburban Corridor and Suburban Center zoning districts.

The change modifies a footnote related to the height standard in these districts to return language that was inadvertently removed in the change from the prior Code.

(2) Structures on properties west of Anderson Road and with frontage on West Jackson Avenue; or on parcels located within 3,000 feet of the east right-of-way of MS Hwy 7 and 3,800 feet from the north right-of-way of Sisk Avenue, and 2,400 feet from the south right-of-way of Sisk Avenue; or adjacent to the right-of-way of MS Hwy 6 may be up to 65 feet but not more than five stories in height. Structures beyond these limits may request 5 stories (up to 65 feet in height) by special exception unless the structure adjoins residential uses in ER or SR.

Sec. 2.6.12. Historic Urban Center District.

The change relates to parking and height standards. It corrects the numbering of footnotes, clarify wording of footnote related to existing structures, add footnote related to parking requirements for properties with and without nearby on-street or other public parking.

Change footnotes: Structure height maximum – Footnotes 1, 2 and Parking – Footnotes 3 and 4

- (1) See exceptions to height limitations in Section 3.2.
- (2) New commercial buildings and structures facing the Lafayette County Courthouse may not exceed 2 stories. Any existing building that should be destroyed by natural disaster shall be allowed to rebuild to its current height.
- (3) Upper floor residential permitted by right. In structures existing as of July 2017, dwelling units do not require dedicated parking.
- (4) On-site parking shall not be required for any allowed use where on-street or nearby public parking exists.

Sec. 2.6. Planned Unit Development District. / Table 2.6 Parameters PUDs.

The intent of a PUD is to provide orderly development, with flexibility. The adopted standards are more restrictive than staff intended, and we did not catch the “glitch” before adoption. PUDs can take several forms and items like unit mix, use mix, and height and proposals should have considerable potential flexibility to be considered. Changes proposed in Table 2.6 are:

Row 5 – Land Density and Intensity Allocations. Commercial without upper floor residential – Max 50% of total acres, Multi-Family not in a mixed use structure – Max 25% of total units.

[The change reflects intent to encourage mixed use commercial structures and to discourage free standing multi-family development in a mixed development.]

Row 6 – Use Limitations: ~~Commercial, Office, and Residential.~~ Any use allowed in the underlying zoning may be proposed. ~~When proposed, non-residential uses shall constitute no more than 50% of the land area of the PUD.~~

[The language is removed to broaden options for uses allowed to be proposed; and to eliminate a standard related to intensity not uses, governed elsewhere.]

Row 11 – Height: Attached or Detached Residential Max: 38 feet. All other uses height set by underlying zoning.

[The change is made because a 38-foot height is too restrictive for many use types. There was never an intent for such a restriction.]

Article 3

MINUTE BOOK No. 79, CITY OF OXFORD**Sec. 3.2.8. Fence Height.** *The change better clarifies the intent of the section.*

SAFEGUARD - DEMENT 62-0088

Sec. 3.2.8 – Fences, Walls, and Hedges. Fences, walls, and hedges may be permitted in any required yard, or along the edge of any yard, provided that no fence, wall, or hedge along the side or edge of any yard that fronts on a public street shall be over four feet in height and any fence must allow for visibility. Article 5, Site and Design Standards,

Sec. 3.5.1. Dwellings, Detached. *The parking requirements are modified to clarify the parking standard for detached dwellings that are not on individual lots.*

Sec. 3.5.1.3. Parking: Two spaces per dwelling unit are required for homes on individual lots. ~~Otherwise~~ In all other instances, two spaces for up to three bedrooms, and four spaces for four or more bedrooms, and one guest parking space for every dwelling of three or more bedrooms. See Sec. 4.9 for general requirements.

Sec. 3.5.2. Dwellings, Zero Lot Line. *The language is clarified.*

Sec. 3.5.2.5.b. Side yard setback. The side yard setback shall measure a minimum of 10 feet along one side of the lot between the side lot line and the surface of the side building wall. No minimum side yard is required for the other side of the principle structure. No overhand, windows, door, or other openings shall be permitted on the side closest to the side lot line.

Sec. 3.5.3. Dwellings – Townhome. *The change better states the use type.*

Sec. 3.5.3. Dwellings, Attached: Townhouse.

Sec. 3.5.5. Dwellings, Multi-Family. *Correcting a "typo".*

Sec. 3.5.5.2.a. Multi-Family Dwellings are special uses in the SMF ~~distinct~~ District.

Sec. 3.10.3. Storage – Self Storage Facility. *The correction clarifies that exterior access facilities are only allowed in the Industrial or Agricultural districts, and establishes the potential for a fully interior facility in a mixed use building in the TNB district by special exception.*

Sec. 3.10.3.2. Districts Permitted.

- a. Self-Storage Facilities are permitted in the IND district.
- b. Self-Storage Facilities (as limited in 3.10.3.5) are special exceptions in the A, TNB, SCN, and SCO districts.

Sec. 3.10.3.5. Additional Standards.

- a. Size.....

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

b. Uses Not Allowed....

c. Self-Storage facilities with exterior direct access are only allowed in the IND and A districts.

d. Self-Storage Facilities with no exterior direct access may be considered as an interior element of a mixed-use commercial building in the TNB district. They shall not be permitted as a separate use.

3.11.2. Agriculture and Forestry. *A definition for Forestry, separate from agriculture, is provided related to the recent challenge to the city Tree Preservation standards.*

3.11.2.1. Definitions:

Agriculture: The act of and business of raising or growing of crops, fowl, or livestock, or the sale of agricultural produce grown on the premises in any district, provided such use does not constitute a nuisance or health hazard.

Forestry: The act of harvesting timber grown on a property of more than 10 acres. The existence of a stand of timber on a property that is not a Tree Farm certified by the State of Mississippi shall not be considered a forestry site. See Sec. 3.1.4 regarding nonconforming uses.

Article 5

Sec. 5.5. Fences and Walls. *The language provides additional clarity regarding fencing requirements.*

5.5.2.6 In a front yard the maximum height of fences and walls shall be four feet above grade, and shall allow for visibility. When located behind the front building line, the maximum height for a fence located in the side or rear yard shall be eight feet.

Sec. 5.6. Building Form and Materials. *The modification eases the step back requirement in the suburban districts (helpful for chain type hotels), and corrects the numbering. The Ordinance Review Committee suggested making the step back process a special exception.*

Sec. 5.6.1. Form.

5.6.1.1. When adjoining a residential zone, structures shall be compatible with the character of single-family residential structures. Compatibility shall be determined by comparing the consistency of existing and proposed design elements, colors, materials, height, bulk, and landscaping.

5.6.1.2. Building facades shall be oriented parallel to the streets they face. Main entrances shall be visible as a means of creating continuous streetscapes.

MINUTE BOOK No. 79, CITY OF OXFORD

5.6.1.3. Buildings over 3 stories in height shall step back or recess an additional 1.2 feet for every 1 foot of height above 3 stories. Buildings in the SCO and SCN districts may request exemption from this requirement by special exception.

5.6.1.4. Multiple buildings on a site should be clustered.....

.....

5.6.1.10. Roof design shall be appropriate.....

Sec. 5.7.1. Stormwater. *A correction of a cross reference.*

5.7.1.2 Stormwater management facility areas are to be landscaped as required in Section 5.7.8.

Sec. 5.7.6. Edges and Buffers. *A correction of terminology.*

5.7.6.1.a. The perimeter landscaped edge shall be a minimum width of eight feet, exclusive of street right-of-way; but for any non-residential parcel use that is adjacent....

5.7.6.2.a. A 50 foot buffer (to include the applicable setback requirement) is required between commercial or manufacturing properties uses and any detached...

Article 6

Sec. 6.1.4. Permit Required. *A standard is relocated to be more inclusive.*

Sec. 6.1.4.1. Tree Inventory Required. An inventory of existing trees is required for any site plan or subdivision. The inventory must be conducted by a Licensed Arborist and submitted to the Director of Planning for approval.

.....

Sec.6.1.4.3.b. On sites of more than 10 acres....

The developer must provide a recently dated.....for conducting the inventory. The inventory must be conducted by a Licensed Arborist and submitted to the Director of Planning for approval.

Article 7

Sec. 7.2. Signage. *Correction to allow for addition signs under limiting conditions related to multiple entrances on different facades.*

Sec. 7.2.9.6.f. Business signage is limited to no more than two signs per business façade, and no more than three total signs that shall include.....

Article 9

Sec. 9.2.8. Site Plan Validity. *A modification for clarity is provided. And at the suggestion of the Ordinance Review Committee, a change is proposed to require bonding for demolishing any partially built structures should a site be abandoned after construction has begun.*

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

9.2.8. Validity. A site plan approval is valid for 18 months and a bond must be posted to allow and authorize payment for the City to demolish any structures on the property that have not been completed should the property be declared abandoned. If any permits have been issued within that timeframe, the permit is voided unless extended by the Planning Director. The Planning Director may extend the site plan approval for twelve month increments annually if the request is made prior to the site plan's expiration date.

Sec. 9.2.10. Site Restoration Performance Bond. *Corrections provided to establish the Planning Department as the determining agent for abandonments.*

9.2.10.3.c.vii. After a determination has been made by the Director of Planning ~~building official~~ that a site has been abandoned, a certified letter will be sent by the city to the developer/owner/surety company notifying them that they have the opportunity to request, within 30 days from the date of the certified letter, one six-month extension from the ~~building official~~ Director of Planning before the city initiates site restoration activities including demolition of any partially built structures by contacting the surety company. The ~~building official~~ Director of Planning will consider the factors listed above when considering if the six-month extension is warranted and the extension is solely at the discretion of the Planning Director.

Sec. 9.7.4. Noticing Requirements. *Correction provided to replace antiquated language.*

9.7.4.2. Posted Notice. Notice of such hearing shall be posted on the property for which a special exception, variance, site plan, or zone change is requested at least 15 days prior to the date of said hearing which shall show the time, date, and place of said hearing, ~~the reason for the hearing,~~ the date of the notice, the name ~~signature~~ of the Director of Planning, and contacts for information.

Sec. 9.7.5. Public Hearing Procedure. *Modification to allow consideration of applications in a shorter timeframe at the discretion of the Director of Planning. The Planning Director would consider the time constraints of every reviewing department.*

Sec. 9.7.5.3. Applications requiring approval by the Planning Commission may be on file with the Director of Planning for up to 45 days, if needed, to allow sufficient time for staff review.

Recommendation: Staff recommends approval of the proposed modifications. The Ordinance Review Committee has considered these changes and supports the changes.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 52-0088



Memorandum

To: Mayor and Board of Aldermen
From: Paige A. Barnum, Planner II
Date: March 20, 2018
Re: Second Reading and Public Hearing for Case #2283 – Consideration of Amendments to Municipal Code Section 66 Licenses and Taxation, Article VI. Mobile Food Vending

Planner’s Comments: The City’s Mobile Food Vending Ordinance was established in 2016 to institute basic regulations for the burgeoning mobile food industry within the City. These operations are regulated under a transient vendor’s license with the City Clerk’s office and minimal oversight.

Staff is proposing modifications to the ordinance in response to the growing interest to operate a variety of food truck types in the community, and to clarify insurance requirements for legal operation. Additional changes are proposed in response to the modification of zoning district names within the recent 2017 Land Development Code and the extension of alcohol distribution hours within city limits. Staff believe these changes to be principally technical modifications to the original ordinance.

New language has also been added to the ordinance to standardize mobile food vending signage. The language is consistent with the City’s existing sign ordinance which seeks to protect public investment in streets and highways, promote safety, and preserve the quality of urban life in the community.

The City’s Planning Commission recommended to approve these changes in regular session on March 12, 2018.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



OXFORD

PLANNING
DEPARTMENT

Case 2283

To: Oxford Planning Commission
From: Paige Barnum, Planner II
Date: March 12, 2018

Applicant: City of Oxford Planning Department
Request: Modify Section 66 Licenses and Taxation, Article VI. Mobile Food Vending

Staff Comments: The City's Mobile Food Vending Ordinance was established in 2016 to institute basic regulations for the burgeoning mobile food industry within the City. These operations are regulated under a transient vendor's license with the City Clerk's office and with minimal regulation.

Staff is proposing modifications to the ordinance in response to the growing interest to operate a variety of food truck types in the community, and to clarify insurance requirements for legal operation. Additional changes are proposed in response to the modification of zoning district names within the Land Development Code, as well as the recent extension of the City's alcohol distribution hours.

New language has also been added to the ordinance to standardize mobile food vending signage. The language is consistent with the City's sign ordinance which seeks to protect public investment in streets and highways, promote safety, and preserve the quality of urban life in the community. Proposed changes to the ordinance are as follows:

Sec. 66-118. - Permits Required for Mobile Food Vending.

- (a) All mobile food vendors shall obtain and maintain a City of Oxford Privilege License and a Mobile Food Vending Permit for each mobile pushcart or mobile food preparation vehicle in operation. All applications for permit renewal shall be filed annually with the City of Oxford City Clerk.

The application may be reviewed by any department of the city as may be necessary or convenient to determine whether the application is complete or whether the permit should be granted. Permit applications shall contain the following information:

MINUTE BOOK No. 79, CITY OF OXFORD

7. All permit applicants must operate under a central kitchen within the City of Oxford Lafayette County that is approved by the Mississippi Department of Health for food service. A mobile food vehicle may be certified by the Mississippi Department of Health as a central kitchen.
9. Proof of a valid business insurance policy that provides minimum liability coverage of \$500,000.00 per mobile food preparation vehicle and \$500,000.00 per mobile pushcart, with the city named as an additional insured.

Sec. 66-119. - Location and Operation.

- a) Mobile pushcarts and mobile food preparation vehicles shall only conduct business on private property, in designated areas approved by the Department of Planning. These areas include: ~~Downtown Business (DB), General Business (GB), Shopping Center (SC), Professional Business (PB), Neighborhood Business (NB), Medical District (MD)~~ (HUCN) Historic Urban Center, (TNB) Traditional Neighborhood Business, (SCO) Suburban Corridor, (SCN) Suburban Center, (UCO) Urban Corridor, (UCN) Urban Center, (TND) Traditional Neighborhood Development, (INST) Institutional, and (PUD) Planned Unit Development~~(PUD)~~.
- 1) A Special Exception may be granted by the City of Oxford Planning Commission for a Mobile Food Vendor to operate in ~~Multi-Unit Residential (RC) Districts~~ (SMF) Suburban Multi-Family districts.
- c) Mobile pushcarts and mobile food preparation vehicles shall conform to the following regulations regarding location and operation:

(2) A mobile Food Vendor operating in all districts shall operate ~~Saturday-Wednesday between the hours of 6:00 a.m. and 1:00 a.m. and Thursday-Friday~~ Monday through Saturday between the hours of 6:00 a.m. and 2:00 a.m. and on Sunday between the hours of 6:00am and 10:00 p.m. Cleanup and removal of the pushcart or vehicle shall be completed within 30 minutes of closing.

Sec. 66-120. - Design standards.

- a) All mobile pushcarts and mobile food preparation vehicles must meet the following design standards:

(3) All signage on mobile pushcarts and mobile food preparation vehicles ~~shall comply with the City of Oxford Sign Ordinance~~ is limited to one (1) temporary sign.

a. Dimensions of a temporary sign shall not exceed 3' x 5' and shall otherwise comply with the provisions of the Land Development Code for regulating signage (Section 7.0).

b. Signs shall be removed each day from the site.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



Case 2284

To: Mayor and Board of Aldermen
From: Judy Daniel, AICP, Director
Date: March 20, 2018

Applicant: City of Oxford Planning Department
Request: Second Reading and Public Hearing for Case #2284 – Consideration of an Amendment to the City of Oxford Land Development Code (Article 2 – Multi-Family Residential) to Establish a Special Exception process to allow a higher level of residential capacity for multi-family development in certain circumstances.

Staff Comments: The proposed change establishes a new special exception provision that will allow additional bedrooms per acre (not to exceed 65) in the SMF, TNB, SCN, and SCO districts; but no additional density. It will require a finding that “special conditions and circumstances exist which are peculiar to the land, structure, or building(s) involved and which are not applicable to other lands, structures, or buildings in the same district”.

Staff considered requiring a percentage of the added dwelling units to be reserved for affordable housing, but there was not time to establish the criteria and standards for governing such units. Staff will be returning to the larger issue of affordable housing in the next several months. In the meantime, as this would be a special exception use, should the City be close to establishing affordable housing standards when a project requesting this bonus is under review, such a requirement could be considered as a condition of approval. The proposed change is:

3.5.5. Dwellings – Multi-Family

3.5.5.1. **Definition:** Dwellings within a residential structure containing more than four dwellings; including multi-family dwellings in a mixed-use building. Subject to the Dwelling Unit Occupancy Standard and definition of Family in Article 10.

3.5.5.2. Districts Permitted:

- a. Multi-Family Dwellings are special uses in the SMF district; and when located on the upper floors of mixed use buildings in TNB, SCN, SCO, UCN, UCO, and HUCN.

.....

3.5.5.6. **Residential Bonus.** In a mixed-use development in the SMF, TNB, SCN, and SCO districts a residential use bonus allowing up to (and no more than) 65 bedrooms per acre may be considered by special exception. A finding must be made that special conditions and circumstances exist which are peculiar to the land, structure, or building(s) involved and which are not applicable to other lands, structures, or buildings in the same district.

The Planning Commission recommended approval of staff recommendations at the March 5, 2018 meeting with a condition that the U.N. and U.C.O. districts be removed from Sec 3.5.5.1. Staff later realized that this recommendation was based on a misreading of that section and the districts should not be removed. That section has no direct relationship to the new Section 3.5.5.6; it is an addition to clarify that upper floor residential uses are to be considered multi-family dwellings.

SAFEGUARD - DEMENT 62-0088

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



OXFORD

PLANNING
DEPARTMENT

Case 2284

To: Oxford Planning Commission
From: Judy Daniel, AICP, Director
Date: March 12, 2018

Applicant: City of Oxford Planning Department
Request: Modify Sec. 3.5.5. Multi-Family Residential Uses

Staff Comments: The proposed change establishes a new special exception provision that will allow additional bedrooms per acre (not to exceed 65), but no additional density. It will require a finding that "special conditions and circumstances exist which are peculiar to the land, structure, or building(s) involved and which are not applicable to other lands, structures, or buildings in the same district".

Staff considered requiring a percentage of the added dwelling units to be reserved for affordable housing, but there was not time to establish the criteria and standards for governing such units. Staff will be returning to the larger issue of affordable housing in the next several months. In the meantime, as this would be a special exception use, should the City be close to establishing affordable housing standards when a project requesting this bonus is under review, such a requirement could be considered as a condition of approval. The proposed change is:

3.5.5. Dwellings – Multi-Family

3.5.5.1. Definition: Dwellings within a residential structure containing more than four dwellings; including multi-family dwellings in a mixed-use building. Subject to the Dwelling Unit Occupancy Standard and definition of Family in Article 10.

3.5.5.2. Districts Permitted:

- a. Multi-Family Dwellings are special uses in the SMF district; and when located on the upper floors of mixed use buildings in TNB, SCN, SCO, UCN, UCO, and HUCN.

.....

3.5.5.6. Residential Bonus. In a mixed-use development in the SMF, TNB, SCN, and SCO districts a residential use bonus allowing up to (and no more than) 65 bedrooms per acre may be considered by special exception. A finding must be made that special conditions and circumstances exist which are peculiar to the land, structure, or building(s) involved and which are not applicable to other lands, structures, or buildings in the same district.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



Memorandum

To: Mayor and Board of Aldermen
From: Judy Daniel, Planning Director
Date: March 20, 2018
Re: Second Reading and Public Hearing for Case #2285 – Consideration of Amendments to the City of Oxford Land Development Code (Article 3 - Wireless Communication Facilities use) to correct mistakes and provide standards for new technologies.

Planners Comments: The proposed modifications change the “Wireless Communications Facilities” use to accommodate new “microcell” technology, and to correct misnumbering issues in this section. The Ordinance Review Committee has considered the proposal and supports the changes. At the regularly scheduled Planning Commission meeting on Monday, March 12, 2018, the Commission recommended approval of the proposed modifications. Staff recommends approval of the proposed modifications. Staff also believes further changes may be required in the not distant future as this use is expected to continue to evolve and expand.

Many of the proposed modifications are housekeeping in nature and many more are technical in nature. The more substantive changes include:

3.11.8.2: Modifying the differences between when the use is allowed as Special Use (staff approval) or by Special Exception (Planning Commission approval) to reflect new types of Wireless Communication Facilities. The use is never to be allowed by right.

3.11.8.4.c. Adding new and more detailed application procedures.

3.11.8.4.d.vii. Modifying the setback requirements to accommodate new building technology for towers.

3.11.8.4.d.viii. Adding language to address potential interference concerns.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

3.11.8.4.d.x. Expanding the co-location requirements to address the newer "micro-cell" technology.

3.11.8.4.e. Adding an extensive new section to address the potential for accommodating micro-cell technology on structures within the public right-of-way.

3.11.8.4.f.ii.c. Augmenting the landscaping requirements.

3.11.8.4.g. Modifying for clarification the requirements for removal of abandoned towers and antennas.

9.1.7.2.b. Augmenting the subdivision approval procedures to require the designation of a location for a Telecommunication Support Facility on any Final Plat that has underground utilities.

Article 10 - Adding definitions for new terms under the umbrella of the existing Wireless Communication Facility term.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



Case #2285

To: Oxford Planning Commission
From: Judy Daniel, AICP, Director
Date: March 12, 2018

Applicant: City of Oxford Planning Department
Request: Modify Sec. 3.11.8. Wireless Communications Facilities, Sec. 9.1.7. Subdivision Application Procedures, and Article 10, Definitions

Staff Comments: The proposed modifications change the “Wireless Communications Facilities” use to accommodate new “microcell” technology, and to correct misnumbering issues in this section. The changes are substantial and substantive. Major changes noted with “crossouts” and red printing.

Sec. 3.11.8. Wireless Communications Facilities.

3.11.8.1. Definition. Towers, antennas, boxes, satellite dishes, or related ~~similar~~ facilities for digital distribution of communication with accompanying maintenance structures and equipment. Associated definitions are found in Article 10, under the umbrella of the “Wireless Communications Facility” term.

3.11.8.2. Districts Permitted:

- a. **Special Use:** Wireless Communication Facilities may be permitted as a Special use in in the AG, RCN, ER, SR, NR, SMF, TNB, SCN, SCO, UCN, UCO, IND, and INST districts when they meet the standards below. ~~are in the form of a rooftop antennae or mounted to existing structures in compliance with this ordinance (excluding any structure within a City of Oxford public right of way unless authorization is received from the Department of Public Works).~~ A permit from the Planning Department, with authorization from the Department of Public Works and the Electric Department shall be required before a building permit can be issued.
- i. Antennas attached to or within an existing tower or structure (excluding dwellings) and not extending more than 20 feet above the highest point of the

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

tower or structure. These may include, but are not limited to: steeples, silos, spires, water tanks, athletic field lighting poles, and utility poles; subject to structural adequacy and provide that the addition of the Antenna or any supporting structure shall not create a substantial change to the structure in which or on which the Antenna is placed (as determined by the Planning Director) subject to all applicable zoning, setback, design, and building code regulations.

ii. Transmission Equipment that is concealed within a building or structure so that it is architecturally indiscernible (as determined by the Planning Director), subject to building permit procedures and standards. This shall mean that the addition or feature containing the Antenna is architecturally harmonious in aspects such as material, height, bulk, scale, and design with the building or structure to which it is attached; or in which it will be housed.

iii. Towers and supporting equipment requesting to locate on publicly owned property, subject to all applicable zoning, setback, design, and building code regulations and the standards in "e" below.

- b. **Special Exception Use.** ~~All other forms of New Wireless Communication Facilities, in the A, RCN, ER, SR, NR, SMF, TNB, SCN, SCO, UCN, UCO, and HUC districts.~~ applications for more than one facility on the same property, any Tower facility without co-location capacity, and any facility or Antenna not meeting the standards for Special Permit approval above; are Special Exception uses.

3.11.8.3. Parking....

3.11.8.4. Additional Standards

a. Exemptions.

i. **Preexisting towers and antennas.** Any Tower or Antenna in existence prior to the effective date of this Code shall ~~not be required to meet the requirements of the Code, other than~~ only need to meet the requirements of Sec. 3.11.8.4.d (General Requirements). Any addition or modification to a preexisting tower or antenna shall comply with all applicable requirement of this Code.

ii. **Amateur radio.** Receive-only antennas. This Code shall not govern....

iii. **Satellite dishes and other antennae.** This Code shall not apply to...

(a) Any antenna or satellite dish described below that is mounted....

(b) Any antenna or satellite dish that is designed to receive direct broadcast satellite....

(c) Any antenna or satellite dish that is designed to receive video programming....

(d) Any antenna or satellite dish designed to receive television broadcast signals...

MINUTE BOOK No. 79, CITY OF OXFORD**b. Prohibitions**

SAFEGUARD - DEMENT 62-0088

i. No temporary mobile communications sites are permitted except as authorized in "e" below for special events; in the case of equipment failure, equipment testing, equipment replacement, or ~~in the case of~~ emergency situations. Placement of temporary equipment shall be limited to 120 days unless extended in writing by the Director of Planning ~~Commission~~.

ii. No advertising message or sign....

iii. Towers shall not be artificially illuminated unless required...

iv. Except for the provision of municipal utilities and services for public safety, no part of any Tower or Antenna shall extend across or over any right-of-way, public street, public highway, public sidewalk, or property line unless authorized as outlined in "e" below ~~without approval from the Board of Aldermen~~.

v. No ~~cell~~ Tower in the ~~public open land~~, Institutional, Industrial, or Agricultural ~~or general business~~ zoning districts shall be over 200 feet in height, and no ~~cell~~ Tower shall be over 150 feet in height in all other zoning districts ~~including planned unit development~~.

vi. No ~~cell~~ Tower shall be erected on a lot or parcel within a ~~single family residential~~ subdivision of individual residential building lots recorded in the office of the Clerk of the Chancery Court.

c. Application Requirements.

i. **Application Form.** All requests shall submit a complete application containing information as is outlined on the application form available in the Planning Department or on website of the Planning Department.

ii. The application shall state the intended user(s) of the Tower and shall include a statement prepared by the applicant that considers other alternatives to the proposed site and the impact of the proposed Tower. This shall include a map of the desired coverage area identifying all existing Towers and other sites with adequate land area to site a tower. The applicant shall justify the selection of the proposed site over the available alternative sites within the identified coverage area, weighing the relative impacts of the proposed site to other available sites; with particular consideration to the impact of the Tower upon adjacent properties, historic areas, scenic vistas, and residential neighborhoods.

iii. The applicable Historic Preservation Commission shall provide a certificate of appropriateness (COA) permit for a request within any historic district and/or any public right-of-way location abutting a historic district.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

v. **Leasing or Ownership Requirement.** The application shall include documentation of valid long term leasehold or ownership interest in the underlying property. This shall include: (1) Proof of the establishment of a financially secure and legally enforceable method of removing a Tower when it ceases to be used for a period of 30 days; as required in Sec. 3.11.8.4.g below.

vi. **Proof of Insurance.** The application shall include proof that all towers and antennas are adequately insured for injury and property damage. Proof of insurance shall be provided to the City of Oxford with any application submitted under this Code.

d. Requirements for Review

i. **Federal and State Requirements.** All towers and antennas shall comply with FCC and FAA rules and have all required licenses. Applications to erect new towers and antennas shall be accompanied by any required federal, state, or local agency license or application for such licenses. No permits shall be issued until proof of approval for any required license has been submitted.

ii. **Technical Standards.** Design and installation of all Towers and Antennas shall comply with the manufacturer's specifications and with ANSI/TIA/EIA standards. Plans shall be approved and certified by a professional engineer registered in the State of Mississippi.

The proposed site plan and Tower design plans shall also meet or exceed all applicable standards, as may be amended, including those of the Federal Communications Commission (FCC), American National Standards Institute (ANSI), and the Institute of Electrical and Electronics Engineers (IEEE) Standards for power density levels and structural integrity; American Concrete Institute (ACI), American Standards Testing and Materials Institute (ASTM), The National Electrical Code, National Electrical Safety Code, and the American Steel Institute. The proposed site shall also be designed and built in compliance with Section 106 of the National Historic Preservation Act of 1996.

iii. **General Standards.** In addition to the required findings outlined in Sec. 9.3 for the granting of special uses or special exceptions, all the following factors shall also be considered in determining whether to approve issue a special use or special exception use for wireless communication facilities:

- (a) The height of the proposed Antenna.
- (b) The proximity of the Tower or Antenna to residential structures and residential zoning district boundaries.
- (c) Technical or engineering requirements limiting placement of the Tower or Antenna in other areas to provide coverage.
- (d) The nature of uses on adjacent and nearby properties.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0068

~~(e) The surrounding topography, tree coverage, and foliage.~~

- (f) The design of the Tower or Antenna, with reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness.
- (g) The availability of suitable existing towers and other structures for location or co-location.
- (h) Camouflaged towers and related facilities may be required in any residential district, PUD, historic district, or neighborhood conservation overlay district as determined by the City of Oxford Planning Commission.

- (i) Unless expressly stated to the contrary, nothing in this section shall relieve any applicant from compliance with any other City ordinance regulating telecommunications permits, street trenching, or right-of-way management.

iv. Placement. Towers shall be sited to be as unimposing as practical. The applicant shall demonstrate that through location, construction, or camouflage, the proposed facility will have minimum visual impact upon the appearance of adjacent properties, views, and vistas of historic areas, scenic areas, and residential neighborhoods. False representations in an application shall be grounds for denial of a permit.

v. Multiple Towers. An application to place multiple towers upon a single parcel shall require credible evidence that collocation is not practical. Any application for multiple towers on one parcel shall require approval by Special Exception.

vi. Design of Towers. The monopole design is the preferred tower structure. Use of guyed or lattice towers must be justified based on collocation opportunities or specific structural requirements.

vii. Setback. All Towers shall be set back from all property lines on which the Tower is located by a minimum distance of 50 feet; provided that the setback shall be a distance equal to the height of the lowest engineered failure point on the propose structure; or the height of the Tower, as verified in a report sealed by a professional engineer registered in the State of Mississippi. No portion of the Tower structure shall be designed or constructed so that the height of the Tower allows it to fall across the property line of any abutting property. Towers shall not be located within a distance equal to twice the height of the Tower to any residence other than the residence on the parcel on which the Tower is located.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

viii. Interference Issues. If it is determined after installation of a Telecommunications Facility that any City infrastructure, or other users of the right-of-way, are experiencing interference, the Superintendent of Oxford Electric will contact all Providers in proximity to the interference to assess the cause of the interferences. The Superintendent of Oxford Electric shall provide a recommendation in regard to the potential of interference with City infrastructure from the requested application.

If the complexity of the analysis requires technical expertise and the Provider(s) are not able to provide such expertise and assistance to the satisfaction of the City within a 14 (fourteen) days, the reasonable direct costs of such review, in an amount not to exceed \$5,000.00 shall be reimbursed to the City by the Provider found to be causing the interference. *Pre-approval for such reimbursement shall be a condition of approval for any Telecommunications Facility permit.* If the Provider chooses not to cooperate in analyzing the interference issue, the Provider shall be directed to disconnect power to the suspected offending Telecommunications Facility.

ix. Alternative Tower Structure. If an antenna is installed on an alternative tower structure (defined under "Wireless Communication Facility" in Article 10):

(a) The antenna and supporting electrical and mechanical equipment must be of a neutral color that is identical to, or closely compatible with, the color of the supporting structure to make the antenna and related equipment as visually unobtrusive as possible; and

(b) The applicant shall furnish a report from a professional engineer licensed in the State of Mississippi certifying the proposed alternative tower structure to be suitable for the applicant's equipment and intended use.

x. Co-location Requirements. New Tower applications shall address the extent to which co-location will be allowed in the future. Co-location potential for Towers and Structures is strongly preferred, and substantial proof will be required if it is not offered.

Where co-location is planned, Towers and Structures shall be designed structurally and electrically for multi-tenant on the initial installation. Towers must also be designed to allow for future rearrangement of antennas on the Tower to accept Antennas mounted at different angles. The submittal shall include:

(a) Documentation of the number of other users that can be accommodate within the design parameters of the Tower as proposed.

(b) A statement indicating the owner's commitment to allow feasible shared use of the Tower within its design capacity for co-location. This shall include a letter of intent committing the Tower owner and his successors to allow co-location, if a potential user agrees in writing to pay a reasonable charge, shall be submitted

MINUTE BOOK No. 79, CITY OF OXFORD

with the application for a new Tower filed in the planning office prior to any building permit being issued. New Tower owners must demonstrate how co-

location would be potentially situated on the site.

(c) Detailed construction plans or drawings prepared by an engineer licensed in the State of Mississippi certifying that the Tower has sufficient structural integrity and equipment space to accommodate multiple users.

(d) New Towers that are more than 100 feet tall, but less than 200 feet tall must be designed and built to accommodate no less than three or more personal communication system carrier applications and must be made available upon reasonable terms for Co-location to at least three additional single Antenna applications. Additionally, the site must be sufficiently large to accommodate at least three telecommunication equipment shelters, cabinets, or additions to existing structures.

(e) New Towers that are 200 or more feet tall must be designed and built to accommodate at least three personal communication system applications and at least three additional single Antenna applications, plus at least one additional personal communications system application and at least one additional single Antenna application for each additional fifty (50) feet of height; to a maximum of six personal service communication system carriers and six single Antenna applications to be made available upon reasonable terms for Co-location.

(f) No new Tower shall be permitted unless the applicant provides supporting evidence that no existing tower or structure can accommodate the applicant's proposed Antenna. Supporting evidence may consist of any of the following conditions:

- i. No existing Towers or Structures are located within the geographic area required to meet the applicant's engineering requirements.
- ii. Existing Towers or Structures are not of sufficient height to meet the applicant's engineering requirements.
- iii. Existing Towers or Structures do not have sufficient structural strength to support the applicant's proposed antenna and related equipment.
- iv. The applicant's proposed system would cause electromagnetic interference with the system on the existing Tower or Structure, or the system on the existing Tower or Structure would cause interference with the applicant's proposed system.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

- v. The fees, cost, or contractual provisions required by the owner to share an existing Tower or Structure or to adapt an existing Tower or Structure for sharing are unreasonable. Costs are considered reasonable if the conform to standards of the industry or do not exceed new Tower development costs.

- vi. The applicant demonstrates that there are other limiting factors that render existing Tower or Structure unsuitable.

(f) If the applicant contends that a proposed Tower will not accommodate other users, the applicant must demonstrate with compelling evidence why it is not economically, aesthetically, or technologically feasible to construct the Tower without co-location capability. Any tower lacking co-location capacity must be approved by special exception.

e. Telecommunications Facilities Located Within Public Rights-of-Way. All such facilities are subject to the following conditions and approval by the Planning Department and the Department of Public Works, in coordination with the Electric Department.

i. **Standard Review Process.** Applications for a Telecommunications Facility within a Right-of-Way for any structure other than the Smart Pole Program shall be reviewed as follows:

(a) **Application Form.** All such requests shall submit a complete application containing all such information as is outlined on the application form available in the Planning Department or on website of the Planning Department.

(b) **Approval Process.** Approval by Special Exception required if proposed within or adjacent to residential districts, including TND and PUD districts. In other districts, the process shall be a Special use allowing staff approval. Telecommunications Facilities shall be found to be consistent with the design requirements of the Land Development Code, and where applicable, the Historic Preservation Commission(s).

(c) **Standard of Review.** The City shall review the application in light of its conformity with all applicable regulations for Wireless Telecommunications Facilities.

The City shall advise the applicant in writing of its final decision, and if the final decision is a denial, the document shall outline the basis for the denial, including the specific code provisions on which the denial was based. All final decisions shall be rendered within the time frame established in this Code. The applicant may submit documents to cure

MINUTE BOOK No. 79, CITY OF OXFORD

the deficiencies identified by the City and resubmit the application within the 30 days of the denial without paying an additional application fee. SAFEGUARD / ELEMENT 62-0088

ii. **Placement of Facilities on Existing City Owned Poles.** Wireless communications facilities may not be located on City-owned utility poles that carry 750 volts or more. Wireless communications facilities may only be allowed on other City-owned utility poles in accordance with the clearance requirements of the most current version of the National Electrical Safety Code. An applicant may propose replacement of a City-owned utility pole at the applicant's expense. Any such replacement pole will be subject to the height requirements below, and it must be of an appropriate type selected by the Planning Department.

iii. **Placement on Smart Poles.** Providers may elect to enter into an agreement, with and upon the approval of the City, to participate in the City's Smart Pole Program as explained below:

- (a) The Provider must submit an application as noted in "i" above.
- (b) The Smart Pole shall be subject to the volumetrics as established in the definition of a Small Cell Facility as defined in Article 10.
- (c) Regarding replacement of poles, the City shall review applications and render approval as to the location within 14 business days, and process the application for the requisite permits required within thirty (30) days.
- (d) After installation of any Smart Pole by the Provider, the ownership and maintenance of the newly-installed Smart Pole shall remain with the City.

iv. **Location of Support Structures in the Right-of-Way.** All Support Structures and above-ground Transmission Equipment are prohibited within the sidewalks, but may be located within a grass strip/green zone or frontage zone, generally defined as that area 24 inches from the face of the curb. The Clear Zone (1.5 feet from the edge of curb, and as designed for open ditch roads) must be free of must free from any Telecommunications facilities to meet the safety criteria for roadways.

Also, all sidewalks must at all times be free from any Telecommunications Facilities so as to meet ADA standards.

v. **Proximity to Existing Structures.** No new Telecommunications Facility Support Structure may be erected in the Right-of-Way within 300 feet of an existing Alternative Support Structure or Eligible Support Structure. This does not include relocation or replacement of a utility structure, or installation pursuant

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0085

to City standards for a Smart Pole within the Right-of-Way at a location approved by the City.

vi. Placement in Non-Residential Development. New Telecommunications Facility Support Structures in non-residential zoning districts may not be erected to a height exceeding the height of the tallest utility pole within 200 linear feet on either side of the same street, including Antennas, lightning rods, or other extensions. If no other pole exists within 200 linear feet on the same street, the maximum overall height shall not exceed 39 feet. All new proposed Support Structures, other than a Smart Pole, within the right-of-way shall be designed for a minimum of two Providers.

vii. Placement in Residential Development. In residential developments with underground utilities, a location for a Telecommunications Facility Support Structure will be identified and approved as a part of the approval of a final plat for the subdivision. In existing residential developments with underground utilities, the Provider will be required to incorporate Stealth Design as outlined in the Design Guidelines for any above-ground Support Structures.

The maximum overall height of new Telecommunications Facility Support Structures in residential development, including Antennas, lightning rods, or other extensions shall be determined through a Special Exception process. All new proposed Support Structures, other than a Smart Pole, within the right-of-way shall be designed for a minimum of two Providers.

viii. Each wireless communications facility located on a city owned utility pole must have a separate electric meter, regardless of the type of tower, structure, or pole on which it is mounted.

ix. Right to Remove Equipment.

- a. Notice to Remove. Within ninety (90) days following written notice from the City, a notified wireless provider shall, at its own expense; protect, support, temporarily or permanently disconnect, remove, relocate, change or alter the position of any small wireless facilities within the rights-of-ways whenever the City has determined that such removal, relocation, change, or alteration is reasonably necessary for the construction, repair, maintenance, or installation of any City improvement in or upon, or the operations of the City in or upon, the rights-of-way.

MINUTE BOOK No. 79, CITY OF OXFORD

b. **Emergency Removal or Relocation of Facilities.** The City retains the right to PERMIT 62-0088

privilege to cut or move any small wireless facility located within the rights-of-way of the City, as the City may determine to be necessary, appropriate, or useful in response to any public health or safety emergency. If permitted by circumstances, the City shall notify the wireless provider in advance and provide the wireless provider an opportunity to move its own facilities prior to cutting or removing a facility; or, when circumstances do not permit, shall notify the wireless provider after cutting or removing any such facility.

x. **Cellular on Wheels Permit.** A temporary use permit for a "Cellular on Wheels (COW) shall require a permit from the Parks Department in coordination with the Public Works Department in connection with an event. It shall be limited to the duration of the event, including set-up and break-down of the equipment, not to exceed fourteen (14) days, but when circumstances reasonably warrant, the permit may be renewed at the discretion of the Director of Parks.

xi. **Waiver.** The Director of Public Works shall be empowered to waive a utility structure relocation required if the Director determines that such utility structure relocation would prove to be a greater impediment to pedestrian traffic.

f. **Screening and Landscaping.** The Tower location shall provide for the maximum amount of screening of the facility. The site shall be landscaped with a buffer of plant materials that screens the view of all tower accessory structures, equipment, and improvements from adjacent properties at ground level ~~from adjacent properties~~. The buffer shall consist of a landscaped strip at least four feet wide outside the perimeter of the area where tower accessory structures, equipment, and improvement are located at ground level. Existing mature vegetation and natural landforms on the site shall be preserved to the maximum extent possible. A submittal shall include but is not limited to the following:

- i. The submittal shall include a schematic site plan, including the schematic landscaping plan with an elevation view of the type of facility to be placed on the site. It shall depict where the Tower is to be located on the site and where any additional co-located Transmission Equipment, shelters, or vaults can be placed.
- ii. The submittal shall include a landscaping plan that complies with all landscaping requirements of the Land Development Code, including details of placement and type of trees and other vegetation.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- (a) The visual impact of a Tower on adjacent properties shall be minimized to the extent practicable by using existing topography, structures, and natural vegetation to screen the Tower.
- (b) Trees and other vegetation shall be used to enhance the buffer and may be used in any landscape coverage ratios or requirements. Trees and vegetation shall be planted to provide an 80% year-round visual screening a maturity. Plants must be chosen that will reach maturity within two years. Staggered planting may be required to achieve this thicket effect.
- (c) All tower sites shall be landscaped with a ten (10) foot deep landscape yard with evergreen trees spaces a maximum of ten (10) feet on-center or two (2) staggered rows of shrubs spaced a maximum of eight (8) feet apart. Any existing vegetation can be taken into account in evaluation of the landscaping plan. The selected trees and/or shrubs must meet standards for landscaping in the Land Development Code and Appendix.

iii. Walls and fencing: Walls and fencing may be used within the buffer area. Where used, a six-foot masonry wall or solid chain link fence or a fence of approved wood of natural decay resistance must be placed along the inside perimeter of the buffer so as to provide 100 percent visual screening at the time of the issuance of the certificate of occupancy.

iv. Security Fencing, Lighting, and Signs.

- (a) All Towers shall be reasonable protected against unauthorized access.
- (b) Security lighting for on-ground facilities is permitted, if it is shielded to keep the light confined within the site.
- (c) Signs shall be mounted on the fence enclosure...

v. Maintenance. The property owner (or lessee if provided in a lease) shall be responsible for the maintenance of all required and provided landscaping. All landscaped area must present a healthy, neat, and orderly appearance and shall be kept free from refuse and weeds. Any dead or diseased plant material shall be replaced by the property owner with new plantings that meet the requirements of any permit approved.

vi. Exemptions.

- (a) In Industrial districts, a sight-obscuring fence at least eight (8) feet high and a minimum of 75% opacity may be substituted for screening trees or shrubs when the applicant can demonstrate that it is impractical to provide vegetation.

MINUTE BOOK No. 79, CITY OF OXFORD

(b) Screening shall not be required if the base of the Tower site is not visible from any adjoining property or is not otherwise visible from a dedicated right-of-way.

(C) Additional site landscaping is not required for Antennas that are being co-located on existing Towers, or which are being placed on other buildings or structures where the Antenna is being allowed as an accessory use.

g. **Removal of Abandoned Antennae and Towers.** Before the issuance of a building permit for the construction of a Tower, Antenna, or accessory structure, the applicant, as a condition of the building permit, shall agree, as a condition of approval, that in the event the Tower, Antenna, or accessory structure is no longer used or is abandoned by the owner, the owner shall notify the city within 30 days of such abandonment happening, and the owner will remove the Tower, Antenna, and/or any support facilities within six months of cessation of operation.

Shall the operator not inform the City of such abandonment, and it is found to be abandoned by the Building Inspector, the facilities must be removed within 30 days of receipt of notice by the Planning Director. This shall be the responsibility of the applicant company to whom the permit was issued or its successor company. After facilities are removed, the site shall be restored to its original or an improved condition, and anchoring elements shall be removed from the ground to within four feet of ground level.

Article 9. [Subdivision] Application Procedures. *The following are added to subdivision requirements to ensure a location for wireless facilities within subdivisions with underground utilities.*

9.1.7.2. Public Works Requirements.

9.1.7.2.b. A utilities plan shall be submitted showing.....Also, electric, gas, and cable utilities and any required retention/detention shall be shown. This plan shall include, in residential developments with underground utilities, a designated location (preferably in a rear yard area or on common space) for a Telecommunications Facility Support Structure. The location shall be identified and approved as a part of the approval of a final plat for the subdivision.

When proposed for installation, the maximum overall height of new Telecommunications Facility Support Structure in a residential development, including Antennas, lightning rods, or other extensions shall be determined through a Special Exception approval.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Article 10. Definitions. *The following are new definitions that relate to the Wireless Communications Facility use:*

Sec. 10.2.332(a) Wireless Communication Facility: Alternative Structure: A structure that is not primarily constructed for the purpose of holding wireless communication facility antennas but on which one or more Antennas maybe mounted, including but not limited to, buildings, water tanks, pole signs, billboards, church steeples or towers, electric power transmission poles/towers, streetlights, or utility structures.

Sec. 10.2.332(b) Wireless Communication Facility: Antenna: Any apparatus designed for the transmitting and/or receiving electromagnetic waves and/or radio frequency signals.

Sec. 10.2.332(c) Wireless Communication Facility: Base Station: Equipment and non-Tower supporting structure at a fixed location that enables wireless telecommunications between user equipment and a communications network. The term does not encompass a Tower or equipment associated with a Tower.

Sec. 10.2.332(d) Wireless Communication Facility: Co-location: The mounting or installation of Transmission Equipment of more than one wireless communications provider on an eligible support structure for the purpose of transmitting and/or receiving electromagnetic waves and/or radio frequency signals for communications purposes.

Sec. 10.2.332(e) Wireless Communication Facility: Distributed Antenna System (DAS): A system consisting of (1) a number of remote communications nodes deployed through a desired coverages area, each including at least one Antenna for transmission and reception; (2) a high capacity signal transport medium (currently typically fiber optic cable) connecting each node to a central communications hub site; and (3) radio transceivers locate at the hub site (radio transceivers located at the hub site (rather than at each individual node as is use for small cells) to process or control the communications signals transmitted and received though the Antennas.

Sec. 10.2.332(f) Wireless Communication Facility: Provider: Any entity who owns, leases, operates, installs, purchases capacity in or maintains any telecommunications network or equipment within the City of Oxford.

Sec. 10.2.332(g) Wireless Communication Facility: Smart Pole: Any pole, which consists of a design pre-approved by the City of Oxford, for the purpose of also serving as a Telecommunications Facility Support Structure.

MINUTE BOOK No. 79, CITY OF OXFORD

Sec. 10.2.332(h) Wireless Communication Facility: Small Cell Facility: A wireless service facility that meets the following qualifications or is within a stealth design that is consistent with the guidelines below:

1. Each Antenna shall be located inside an enclosure of no more than five (5) cubic feet in volume or, for Antennas with exposed elements, the Antenna and all of its exposed elements shall fit within an enclosure of no more than five (5) cubic feet.
2. Primary equipment enclosures are allowed provided that they are shrouded and concealed from view. Primary equipment enclosures larger than seventeen (17) cubic feet in volume shall be located underground. Equipment within a primary equipment enclosure may be no larger than seventeen (17) cubic feet in volume, located adjacent to an Eligible Support Structure or an Alternative Structure
3. No equipment, other than an electric meter and disconnect switch, may be installed on a pole within the first fourteen (14) feet above the ground level.
4. Only the following associated equipment may be located outside of the primary equipment enclosure of any Small Cell Facility other than a Smart Pole design, and if so located, will not be included in the calculation of equipment volume: electric meter, concealment material, underground enclosures, and grounding equipment. All other equipment shall be within the volumes specified or located in an underground vault.

Sec. 10.2.332(i) Wireless Communication Facility: Small Cell Network: A collection of interrelated Small Cell Facilities designed to deliver wireless service.

Sec. 10.2.332(j) Wireless Communication Facility: Stealth Design: Any telecommunications Transmission Equipment that is integrated as an architectural feature of a Support Structure so that the purpose of the facility for providing wireless services is less readily apparent to a casual observer.

Sec. 10.2.332(k) Wireless Communication Facility: Support Structure: Anything constructed or erected, the use of which requires permanent location on the ground, or attachment to something having a permanent location on the ground.

Sec. 10.2.332(l) Wireless Communication Facility: Telecommunications Facility: One or more Antenna or utility structures housing either fiber, cable, or wire, Tower, Base Station, Mechanical and/or electronic equipment, conduit, cable, fiber, wire, and associated structures, enclosures, assemblages, devices and supporting elements that generate, transmit, or produce a signal used for communication that is proposed by a Provider, including but not limited to

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

radio/tv/satellite and broadcast Towers, telephone service, including new microwave or cellular Towers, or small cell facilities.

Sec. 10.2.332(m) Wireless Communication Facility: Tower: Any Support Structure built for the primary purpose of supporting any Antennas and associated facilities for commercial, private, broadcast, microwave, public safety, licensed or unlicensed, and/or fixed or wireless services. A Tower may be concealed or non-concealed. Non-concealed Towers include: Guyed, Lattice, or Monopole.

Sec. 10.2.332(n) Wireless Communication Facility: Transmission Equipment: Equipment that facilitates transmission of communication service (commercial, private, broadcast, microwave, public, public safety, licensed or unlicensed, fixed or wireless), including but not limited to radio transceiver, Antennas, coaxial or fiber-optic cable, and regular and backup power supply.

Sec. 10.2.332(o) Wireless Communication Facility: Utility Pole: A pole or similar structure that is used in whole or in part for the purpose of carrying electric distribution lines or cables or wires for telecommunications, cable or electric service, or for lighting, traffic control, signage, or a similar function regardless of ownership, including City owned poles. Such term shall not include structures supporting only Wireless Facilities.

March 2, 2018
 Updated March, 12, 2018

Mr. Mark Levy
 Public Works Department
 City of Oxford
 107 Courthouse Square
 Oxford, MS 38655

RE: Downtown Oxford Parking Study

Dear Mark:

Please find herein our updated proposal which we can use as our agreement for performing the City of Oxford Parking Study. The following outlines our scope of work and professional fee for serving the City.

SCOPE OF SERVICES

Kickoff Meeting

1. Meet with the appropriate stakeholders to gather and discuss the objectives and goals of the parking study, discuss schedule, deliverables, available information, and allow us to observe current conditions in downtown Oxford.

Specific Tasks

1. Pricing structure for City facilities, types of permits by location, and design of needed materials
2. Hardware/software for new off-street lots
3. Integration plan
4. Signage/wayfinding recommendations
5. Parking violation fines and late fee review/recommendations
6. Neighborhood and church parking impact and recommendations
7. Validation options
8. Valet recommendation
9. Hardware/software to convey availability of parking by location
10. Garage traffic impact and flow analysis
11. Daily delivery loading/unloading recommendations
12. Integration plan for public transportation
13. Develop parking garage ongoing maintenance plan
14. Develop parking garage structural maintenance plan
15. Provide recommended website changes and new social media applications

Implementation Plan and Budget

1. Based on everything we learn, develop a strategy for the entire parking system of downtown so that all of the parking elements (on-street, off-street, valet parking, etc.) work together and are managed as desired.

Presentation of Findings

1. Develop a Draft Report for your review and comment. Once we receive your comments, we will prepare a Final Report for your use and distribution.
2. Throughout the study process, provide you with progress updates to keep you abreast of our progress and thinking.

PROFESSIONAL FEES

We will perform the above services on an hourly, not-to-exceed, basis. The attached Exhibit A summarizes our anticipated hours per task. In total, our upset limit for performing the study is \$49,000 (without presentations to the City). If the City desires presentations to the Alderman, our upset limit for the study would be \$56,700.

If you have any questions, please feel free to contact me directly at 404-444-2509. Thank you for giving us the opportunity to serve you!

Very truly yours,



Michael D. Martindill
Principal

AUTHORIZATION

Trusting the above is satisfactory, please sign and return one copy as our authorization to proceed.

Name/Title: _____

Date: _____

TimHaahs

EXHIBIT **MINUTE BOOK No. 79, CITY OF OXFORD**

SAFEGUARD - DEMENT 62-0086

Tim Ha a h s
City of Oxford Parking Study
Project Budget 2 (2/28/2018)

TASKS:		PM/ PS
		\$200
	Site Visit/ Kick-Off Meeting	2
	Draft and Final Reports	2
	Conference Calls	2
Open	Presentations to Parking Committee & Alderman (Shown in Project Budget 2)	16
vii	Pricing structure for City facilities, types of permits by location, and design of needed materials	12
iii	Hardware/software for new off-street lots	12
iv	Integration plan	8
v	Signage/wayfinding recommendations	12
NEW	Parking violation fines and late fee review/recommendations	4
xii	Neighborhood & church parking impact and recommendations	4
xiii	Validation options	8
viii	Valet recommendation	8
vi	Hardware/software to convey availability of parking by location	8
ix	Garage traffic impact and flow analysis	4
x	Daily delivery loading/unloading recommendations	4
xi	Integration plan for public transportation	8
i	Develop parking garage ongoing maintenance plan	2
iii	Develop parking garage structural maintenance plan	2
xiv	Provide recommended website changes and new social media applications	4
TOTAL BUDGET		192

- Notes:
- PS Parking Specialist
 - PM Project Manager
 - P Principal
 - ITS Integrity Parking Systems

TimHaahs

MINUTE BOOK No. 79, CITY OF OXFORD

Terms and Conditions of Services

C-S

SAFEGUARD - DEMENT 52-0088

Project: City of Oxford Parking Study
Oxford, MS
ATL18110.00

- A. Scope of Services
The services to be provided by Timothy Haahs & Associates, Inc. (TimHaahs) have been set forth in the Proposal/Scope of Services/Contract Document. All services not specifically identified in the Proposal/Scope of Services/Contract Document are excluded from TimHaahs' scope and will only be performed in accordance with a written amendment to the agreement outlining the exact services and the associated fees.
- B. Billing/Payment
Payments for services and expenses are to be made in accordance with the Proposal/Scope of Services/Contract Document. Invoices will be submitted monthly along with reasonable supporting documentation if requested by the Client. Payment is due within forty five (45) days of invoice date regardless of whether Client has or has not already received payment or other monies by any other party. There shall be no retainage of fees unless otherwise agreed to in writing. Past due amounts are subject to an interest charge of either one and one-half (1 ½) percent per month or the maximum rate permitted by law. Client agrees to pay all costs associated with collection efforts. TimHaahs reserves the right to stop work and/or withhold any and all work product until invoices that are more than seventy five (75) days past due are paid in full. Client agrees that any delays, claims or losses associated with stopping of work under these circumstances will not be the responsibility of TimHaahs and are otherwise waived.
If the project is suspended or abandoned in whole or in part for more than three (3) months, TimHaahs shall be compensated for all services performed and expenses incurred prior to receipt of written notice from Client of such suspension or abandonment in an amount as determined in accordance with the Proposal/Scope of Services/Contract Document together with all reasonable termination costs and expenses.
- C. Standard of Care
TimHaahs' services as defined by the Proposal/Scope of Services/Contract Document shall be performed in a manner consistent with the level of skill and care ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. Client agrees that TimHaahs' services will be rendered without any express warranties.
- D. Ownership of Documents
All claims, disputes, and other matters in controversy between TimHaahs and Client arising out of or in any way related to the Proposal/Scope of Services/Contract Document will be resolved in a court of competent jurisdiction in Lafayette County, Mississippi. Mississippi law shall apply to any such dispute. The parties may mutually agree to non-binding mediation prior to the initiation of any lawsuit.
- E. Dispute Resolution
All claims, disputes, and other matters in controversy between TimHaahs and Client arising out of or in any way related to the Proposal/Scope of Services/Contract Document will be resolved in a court of competent jurisdiction in Lafayette County, Mississippi. Mississippi law shall apply to any such dispute. The parties may mutually agree to non-binding mediation prior to the initiation of any lawsuit.
- F. Indemnification
TimHaahs shall indemnify and hold harmless, but not defend, Client, its employees, officers, directors, subsidiaries, subconsultants and agents from and against liabilities, damages, and costs, including reasonable attorney's fees arising out of the death or bodily injury to any person or the destruction or damage to any property, to the extent caused by the negligence or willful misconduct of TimHaahs in connection with the performance of services outlined in the Proposal/Scope of Services/Contract Document.

Client Signature: _____

Date: _____

MINUTE BOOK No. 79, CITY OF OXFORD

LAND LEASE

SAFEGUARD - DEMENT 62-0088

FOR AND IN CONSIDERATION of ten dollars, cash in hand, and other good and valuable consideration, the receipt and sufficiency of all of which is hereby acknowledged, this **LEASE AGREEMENT** ("Lease") is made and entered into this _____ day of March, 2018, by and between G5 Investments, LLC, a Mississippi limited liability company ("Lessor"), and the City of Oxford, Mississippi ("Lessee"), who agree as follows:

1. Purpose. The purpose of the Lease is for access to and use of the Premises by the Lessee as a temporary public parking lot (the "Premises"). The Lessor understands and agrees that during the term of the lease the Premises will be open to the public at large for parking and will be under the sole control of the Lessee. No construction equipment or trailers will be permitted to park on the Premises nor will vehicles that are unable to fit in a standard passenger vehicle parking space be permitted to park on the Premises. Lessee shall make reasonable efforts to ensure that such excluded vehicles, equipment, and trailers are not parked on Premises.

2. Premises. The property included in this Lease is described as follows:

See Legal Description attached hereto as Exhibit "A". Furthermore, Lessee agrees that in the construction of its public parking area that Lessee will include a fire exit easement as described in Exhibit "B" also attached hereto.

3. Term. The term of this Lease will begin on May 1, 2018 and will terminate at midnight on April 30, 2019.

4. Hazard Insurance/Indemnity. Lessee agrees that it shall be solely responsible for retaining all applicable, necessary and appropriate coverages and policy(ies) for the insurance of the Premises. ~~To the extent allowed by Mississippi law, the Lessee agrees to indemnify the Lessor for any claims arising out of the use of the property as a public parking lot during the term of the lease.~~

5. Rent. Lessor has been informed and understands and agrees that it has the right to receive full compensation for the value of real property interests granted herein, based on a professional valuation of said value. Lessor hereby waives its right to an appraisal, and further agrees that if fair market value of the real property interests has not been paid to the Lessor by Lessee, the Lessor waives its rights to such just compensation. For so long as the City of Oxford shall use the Premises but no less than the term stated herein, it shall pay ad valorem real property taxes for both Lafayette County and the City of Oxford in addition to any personalty taxes assessed against the Premises. Lessor's 2017 ad valorem real property tax liability was \$15,340.07. Using 2017 tax liability as an estimate, Lessee shall pay of \$1,278.34 per month. By January 15, 2018, Lessor shall present Lessee with documentation of the 2018 ad valorem tax assessments, and Lessee shall pay Lessor the difference between the estimated prorated monthly tax liability and actual prorated monthly tax liability by January 25, 2018. Thereafter, Lessee shall adjust his payments to reflect the 2018 assessment numbers. By January 15, 2019, Lessor will present Lessee with the actual 2019 ad valorem tax liability and Lessee shall pay Lessor the difference between the estimated prorated monthly tax liability and the actual prorated monthly tax liability for the months in which Lessee occupied the Premises. If Lessee occupies Premises for one day during a month, Lessee is responsible for a full month's prorated tax liability. If Lessee extends its Term

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

per Section 12 of this Lease, ~~Rent will continue payment of estimated taxes shall continue in the same manner as described above.~~

-Furthermore, prior to Lessee's occupation of the Premises, Lessee shall pay Lessor \$2,725.24 in securing an additional general liability and property policy on the Premises in Lessor's name. If Lessee should occupy the Premises beyond the Lease Term, Lessor shall present Lessee with the renewal quote for said policy, and Lessee shall pay Lessor the renewal price of the policy within 10 days of receipt. Nothing herein shall be construed to obligate Lessor for damages as a result of Lessee's occupation of the Premises.

6. Improvements and Return of Premises. The Lessee shall have the right to make improvements to the property during the term of the lease, and add or remove such improvements, as necessary, for the use of the property as a parking lot. It is anticipated that such improvements may consist of permanent or temporary lighting, removal of existing concrete, installation of gravel, installation of parking "bumpers," and/or other such improvements necessary to operate the Premises as a public parking lot. Such improvements existing on the property at the termination or expiration of the lease shall be considered the property of the Lessor. The Lessee shall be responsible for maintenance of the Premises or of any improvements made to the Premises during the term of the lease. Signs on premises shall state, "Park at your own risk, owner not responsible for damages." Lessee agrees that it shall leave a fire exit easement as depicted in Exhibit "B" that permits G6 Investments, LLC to exit per fire code to the public right of way and will make reasonable efforts to keep said easement free of obstructions including labeling the exit as a no parking area with tow warnings.

7. Miscellaneous. Lessor represents that it has full authority to enter and be bound by this agreement. This agreement constitutes the entire agreement of the parties to this Lease and supersedes any prior understandings or written or oral agreement between the parties respecting this subject matter. The agreements contained herein are not meant to bind successive Boards of the City of Oxford, Mississippi.

8. Lessee's Acceptance of Demised Premises. Lessee acknowledges that Lessee has inspected Premises and the Premises are in good condition to meet the needs of Lessee. Lessee accepts the Demised Premises in its "AS IS" condition and acknowledges that Lessor has made no representations or warranty, express or implied, with respect to the condition of the Premises.

9. Liens. Lessee shall not permit any liens to attach to the Lessor's interest in the Demised Premises. If any mechanic's lien or other lien or order for the payment of money shall be filed against Lessor/Premises, thereon by reason of, or arising out of, any labor or material furnished or alleged to have been furnished to or for Lessee on Demised Premises, or for or by reason of any change or alteration by Lessee, or the cost or expense or any contract relating thereto, then Lessee shall diligently pursue removal of such lien, ~~shall, within thirty (30) days of the notice of filing of the lien or, if tenant is diligently pursuing the removal of lien, a reasonably extended period of time, cause such lien to be canceled or discharged of record by bond or otherwise, at the election and expense of the Lessee and Lessee may insure over such lien with a title insurance company acceptable to Lessor. Lessee shall defend on behalf of Lessor, at Lessee's sole cost an expense, any action, suit or proceeding which may be brought thereon for the enforcement of such lien, liens or orders, and Lessee shall pay any damages and discharge any judgment entered thereon and shall indemnify and hold Lessor harmless from any claim or damage resulting therefrom.~~

MINUTE BOOK No. 79, CITY OF OXFORD

Subletting and Assignment. Lessee is not permitted to sublet the Premises or assign this Lease Agreement. Lessor may freely assign this Lease. SAFEGUARD - DEMENT 02-0088

11. Default. If Lessee fails to comply with any of the provisions of this Lease Agreement, Lessee shall be considered in default. In the event of default, Lessor shall have the right but not the obligation to retake the Premises.

12. Extension of Land Lease. Lessor and Lessee understand that Lessee will utilize the Premises as a parking lot to supplement parking while Lessee is constructing a parking garage. It is understood that Lessee may require an extension of the Land Lease to account for delays in construction. Therefore, if Lessee holds over on Premises after April 30th, 2019, Lessor will extend the lease for a one year period. However, an extension must be approved by Paragon Bank, which will not be unreasonably withheld. Nothing herein will require Lessor to allow an extension if Lessee is in default of any terms in this Land Lease. Furthermore, nothing herein shall obligate Lessor to extend the Land Lease after April 30, 2020.

13. Fire Access Easment. Lessee shall allow a fire access easement at the Northern portion of the Premises from 1210 Harrison Avenue, Oxford, Mississippi (i.e. Frank and Marlee’s building) to the public way.

14. Applicable Law. This Lease shall be construed in accordance with the laws of the State of Mississippi.

IN WITNESS OF THIS AGREEMENT, the undersigned execute this agreement as of the day and year first above written.

LESSOR:

G5 Investments, LLC

By: Chandresh Patel, President of Charter Road Hospitality, Inc., which is the General Partner of Sinoia Street Holdings, LP, which is the Managing Member of G5 Investments, LLC

LESSEE:

City of Oxford, Mississippi

Robyn Tannehill, Mayor

Attest:

Ashley Atkinson, Clerk

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

List of Streets Approved by the Mayor and Board of Alderman of the City of Oxford for the operation of golf carts.

The following streets are approved by the Mayor and Board of Alderman for the operation of Golf Carts:

Street	Subdivision/PUD	Date BOA Authorized	Note/Comment
Rosemont	Grand Oaks PUD 1 or 2		
Augusta Drive	Grand Oaks PUD 1 or 2		
Grand Oaks Boulevard	Grand Oaks PUD 1 or 2		
Majestic Oaks Drive	Grand Oaks PUD 1 or 2		
Lyles Drive	Grand Oaks PUD 1 or 2		
Greenway Cove	Grand Oaks PUD 1 or 2		
Gardenia Cove	Grand Oaks PUD 1 or 2		
Old Lake Cove	Grand Oaks PUD 1 or 2		
Normandy	Grand Oaks PUD 1 or 2		
Links Cove	Grand Oaks PUD 1 or 2		
Eagle Cove	Grand Oaks PUD 1 or 2		
Pinehurst	Grand Oaks PUD 1 or 2		
Fazio	Grand Oaks PUD 1 or 2		includes Legal crossing of OUS Drive
Clubhouse Drive (limited)	Grand Oaks PUD 1 or 2		Only between Pinehurst Cove and the end of Clubhouse Drive near the Country Club of Oxford

This list is to be maintained by the Chief of Police and the Director of Public Works.

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the Twenty-third day of March in the year Two Thousand Eighteen
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

City of Oxford, Other
107 Courthouse Square
Oxford, MS 38655

Telephone Number: 662-232-2301

and the Architect:
(Name, legal status, address and other information)

Wier Boerner Allin Architecture, Other
2727 Old Canton Road, Suite 200
Jackson, MS 39216

Telephone Number: 601.321.9107
Fax Number: 601.321.9108

for the following Project:
(Name, location and detailed description)

City of Oxford Fire Station
Sisk Avenue Extended, Oxford Mississippi
New 2 Bay Fire Station approximately 3,500-4,000 sf.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 ARCHITECT'S RESPONSIBILITIES
- 3 SCOPE OF ARCHITECT'S BASIC SERVICES
- 4 ADDITIONAL SERVICES
- 5 OWNER'S RESPONSIBILITIES
- 6 COST OF THE WORK
- 7 COPYRIGHTS AND LICENSES
- 8 CLAIMS AND DISPUTES
- 9 TERMINATION OR SUSPENSION
- 10 MISCELLANEOUS PROVISIONS
- 11 COMPENSATION
- 12 SPECIAL TERMS AND CONDITIONS
- 13 SCOPE OF THE AGREEMENT

EXHIBIT A INITIAL INFORMATION

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1 and in optional Exhibit A, Initial Information:

(Complete Exhibit A, Initial Information, and incorporate it into the Agreement at Section 13.2, or state below Initial Information such as details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, authorized representatives, anticipated procurement method, and other information relevant to the Project.)

§ 1.2 The Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

- .1 Commencement of construction date:

TBD

- .2 Substantial Completion date:

TBD

§ 1.3 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost:

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

- .1 General Liability
\$1,000,000 per occurrence, \$2,000,000 aggregate
- .2 Automobile Liability
\$1,000,000
- .3 Workers' Compensation
yes, MS statutory limits
- .4 Professional Liability
\$1,000,000 per occurrence with Travelers Insurance

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, consult with the Owner, research applicable design criteria, attend Project meetings, communicate with members of the Project team and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

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MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval.

§ 3.1.5 The Architect shall, at appropriate times, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 SCHEMATIC DESIGN PHASE SERVICES

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and the proposed procurement or delivery method and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project's requirements agreed upon with the Owner, the Architect shall prepare and present for the Owner's approval a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider environmentally responsible design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain other environmentally responsible design services under Article 4.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 DESIGN DEVELOPMENT PHASE SERVICES

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and

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MINUTE BOOK No. 79, CITY OF OXFORD

electrical systems, and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.4 CONSTRUCTION DOCUMENTS PHASE SERVICES

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 BIDDING OR NEGOTIATION PHASE SERVICES

§ 3.5.1 GENERAL

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 COMPETITIVE BIDDING

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by

- .1 procuring the reproduction of Bidding Documents for distribution to prospective bidders;
- .2 distributing the Bidding Documents to prospective bidders, requesting their return upon completion of the bidding process, and maintaining a log of distribution and retrieval and of the amounts of deposits, if any, received from and returned to prospective bidders;
- .3 organizing and conducting a pre-bid conference for prospective bidders;
- .4 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda; and
- .5 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

§ 3.5.3 NEGOTIATED PROPOSALS**§ 3.5.3.1** Proposal Documents shall consist of proposal requirements and proposed Contract Documents.**§ 3.5.3.2** The Architect shall assist the Owner in obtaining proposals by

- .1 procuring the reproduction of Proposal Documents for distribution to prospective contractors, and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors; and
- .3 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 The Architect shall consider requests for substitutions, if the Proposal Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective contractors.**§ 3.6 CONSTRUCTION PHASE SERVICES****§ 3.6.1 GENERAL****§ 3.6.1.1** The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2007, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2007, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.**§ 3.6.1.2** The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.**§ 3.6.1.3** Subject to Section 4.3, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.**§ 3.6.2 EVALUATIONS OF THE WORK****§ 3.6.2.1** The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.3.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.**§ 3.6.2.2** The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.**§ 3.6.2.3** The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

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MINUTE BOOK No. 79, CITY OF OXFORD

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2007, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 CERTIFICATES FOR PAYMENT TO CONTRACTOR

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 SUBMITTALS

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review.

§ 3.6.4.2 In accordance with the Architect-approved submittal schedule, the Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to the provisions of Section 4.3, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth in the Contract Documents the requirements for requests

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 CHANGES IN THE WORK

§ 3.6.5.1 The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to the provisions of Section 4.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 PROJECT COMPLETION

§ 3.6.6.1 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Additional Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. *(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)*

Additional Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 4.2 below or in an exhibit attached to this document and identified below)
§ 4.1.1 Programming	Not Provided	
§ 4.1.2 Multiple preliminary designs	Not Provided	
§ 4.1.3 Measured drawings	Not Provided	
§ 4.1.4 Existing facilities surveys	Owner	

MINUTE BOOK No. 79, CITY OF OXFORD

§ 4.1.5	Site Evaluation and Planning (B203™–2007)	Owner	SAFEGUARD - DEMENT 62-0088
§ 4.1.6	Building information modeling	Not Provided	
§ 4.1.7	Civil engineering	Architect	
§ 4.1.8	Landscape design	Architect	
§ 4.1.9	Architectural Interior Design (B252™–2007)	Not Provided	
§ 4.1.10	Value Analysis (B204™–2007)	Not Provided	
§ 4.1.11	Detailed cost estimating	Not Provided	
§ 4.1.12	On-site project representation	Architect	Section 4.3.3
§ 4.1.13	Conformed construction documents	Not Provided	
§ 4.1.14	As-Designed Record drawings	Not Provided	Section 4.2.1
§ 4.1.15	As-Constructed Record drawings	Not Provided	
§ 4.1.16	Post occupancy evaluation	Not Provided	
§ 4.1.17	Facility Support Services (B210™–2007)	Not Provided	
§ 4.1.18	Tenant-related services	Not Provided	
§ 4.1.19	Coordination of Owner’s consultants	Limited Provisions by the Architect	Section 4.2.2
§ 4.1.20	Telecommunications/data design	Not Provided	
§ 4.1.21	Security Evaluation and Planning (B206™–2007)	Not Provided	
§ 4.1.22	Commissioning (B211™–2007)	Not Provided	
§ 4.1.23	Extensive environmentally responsible design	Not Provided	
§ 4.1.24	LEED® Certification (B214™–2007)	Not Provided	
§ 4.1.25	Fast-track design services	Not Provided	
§ 4.1.26	Historic Preservation (B205™–2007)	Not Provided	
§ 4.1.27	Furniture, Furnishings, and Equipment Design (B253™–2007)	Not Provided	

§ 4.2 Insert a description of each Additional Service designated in Section 4.1 as the Architect’s responsibility, if not further described in an exhibit attached to this document.

4.2.1 The Architect shall provide the Owner a copy of the stamped set of construction documents for the Project.

4.2.2 The Architect’s basic services includes coordination with the Owner’s Consultants only as required for work directly related to the completion of the Architectural scope of work outlined herein.

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.3 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect’s schedule.

§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner’s written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner’s schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the Owner’s request for extensive environmentally responsible design alternatives, such as unique system designs, in-depth material research, energy modeling, or LEED® certification;
- .3 Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner’s consultants or contractors;

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- .5 Preparing digital data for transmission to the Owner's consultants and contractors, or to other Owner authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of bidders or persons providing proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.3.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Architect, and the Owner shall have no further obligation to compensate the Architect for those services:

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule agreed to by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker;
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom; or
- .6 To the extent the Architect's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion identified in Initial Information, whichever is earlier.

§ 4.3.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor
- .2 (NaN) visits to the site by the Architect over the duration of the Project during construction
- .3 Two (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Two (2) inspections for any portion of the Work to determine final completion

§ 4.3.4 If the services covered by this Agreement have not been completed within Twelve (12) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the

Init.

MINUTE BOOK No. 79, CITY OF OXFORD

Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

§ 5.7 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.8 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.9 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.10 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Architect's consultants through the Architect about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Architect of any direct communications that may affect the Architect's services.

§ 5.11 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.12 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.

Init.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work or from any estimate of the Cost of the Work or evaluation prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the program and scope of the Project; and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget for the Cost of the Work. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requests detailed cost estimating services, the Architect shall provide such services as an Additional Service under Article 4.

§ 6.4 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, through no fault of the Architect, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

1. give written approval of an increase in the budget for the Cost of the Work;
2. authorize rebidding or renegotiating of the Project within a reasonable time;
3. terminate in accordance with Section 9.5;
4. in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
5. implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect, without additional compensation, shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment

MINUTE BOOK No. 79, CITY OF OXFORD

of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

(Paragraph Deleted)

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 GENERAL

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2007, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 8.1.3

§ 8.2 MEDIATION

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

- ☐ Arbitration pursuant to Section 8.3 of this Agreement
- ☒ Litigation in a court of competent jurisdiction
- ☐ Other (Specify)

(Paragraphs Deleted)

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 9.7.

§ 9.7 Termination Expenses are in addition to compensation for the Architect's services and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 11.9.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2007, General Conditions of the Contract for Construction.

Init.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 10.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

8% of Construction cost. (Fee based on BOB state fee curve calculator).

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

Architect = \$150/hr

Interior Designer = \$110/hr

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

Architect = \$150/hr

Interior Designer = \$110/hr

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus Ten percent (10.00 %), or as otherwise stated below:

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Schematic Design Phase	Twenty	percent (20	%)
Design Development Phase	Twenty-five	percent (25	%)
Construction Documents Phase	Thirty	percent (30	%)
Bidding or Negotiation Phase	Five	percent (5	%)
Construction Phase	Twenty	percent (20	%)
Total Basic Compensation	one hundred	percent (100	%)

§ 11.6 When compensation is based on a percentage of the Cost of the Work and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent estimate of the Cost of the Work for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Employee or Category	Rate
Architect	\$150/hr.
Intern Architect	\$130/hr.
Interior Designer	\$110/hr.
Clerical	\$60/hr.
Consulting Engineers	\$150/hr.

§ 11.8 COMPENSATION FOR REIMBURSABLE EXPENSES

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

1. Transportation and authorized out-of-town travel and subsistence;
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
3. Fees paid for securing approval of authorities having jurisdiction over the Project;
4. Printing, reproductions, plots, standard form documents;
5. Postage, handling and delivery;
6. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
7. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
8. Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
9. All taxes levied on professional services and on reimbursable expenses;
10. Site office expenses; and
11. Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus Zero percent (0.00 %) of the expenses incurred.

Init.

MINUTE BOOK No. 79, CITY OF OXFORD

§ 11.9 COMPENSATION FOR USE OF ARCHITECT'S INSTRUMENTS OF SERVICE SAFEGUARD - DEMENT 62-0088

If the Owner terminates the Architect for its convenience under Section 9.5, or the Architect terminates this Agreement under Section 9.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Architect's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

\$10,000

§ 11.10 PAYMENTS TO THE ARCHITECT

§ 11.10.1 An initial payment of Zero Dollars and Zero Cents (\$ 0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid Thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

8.00 % per annum

§ 11.10.3 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

N/A

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents listed below:

- .1 AIA Document B101™-2007, Standard Form Agreement Between Owner and Architect
- .2 AIA Document E201™-2007, Digital Data Protocol Exhibit, if completed, or the following:
- .3 Other documents:
(List other documents, if any, including Exhibit A, Initial Information, and additional scopes of service, if any, forming part of the Agreement.)

Exhibit A, Initial Information will be collected during the Programming Phase, see Section 4.2.2.

This Agreement entered into as of the day and year first written above.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

OWNER

ARCHITECT

(Signature)
Mayor Robyn Tannehill, Mayor

(Printed name and title)

(Signature)
Jamie Wier, Principal

(Printed name and title)

Init.
/



THE CITY OF
OXFORD

Proposed Scope of Work

- > Interior & exterior lighting & controls - standardize to LED technology. Improve the look of facilities, reduce lighting energy usage by 50+% and replacement costs with 20+ year useful life
- > Traffic signal LED conversion on remaining fixtures – 90% savings per fixture
- > Building automation system – manage schedule & temperatures of HVAC across major City facilities
- > Retro-Commissioning – Tweak HVAC & controls to operate more efficiently @ Convention Center
- > Envelope sealing, weather stripping, insulation, etc. to save energy & improve comfort
- > Convert phone system to Voice over Internet Protocol (VoIP) – Improve functionality & substantially reduce phone costs
- > Renew outdated mechanical equipment throughout City as needed
- > Water Meters – comprehensive meter project to leverage existing AMI infrastructure to improve customer satisfaction and recover over 16% of lost revenues
- > Community Engagement & Marketing Services to showcase positive impact to community, budget and environment

Financial Overview

\$493K – \$583K

Estimated annual savings / revenue recovery opportunity

\$13.3 – \$15.7M

Estimated savings/ revenue recovery over 20 year guarantee, that can be leveraged to secure financing

MDA Energy Efficiency Lease Program

- No upfront cost or out-of-pocket necessary
- Not considered statutory debt

Estimated Financial Impact

	Baseline	Est. Savings / Revenue (%)	Estimated Savings / Revenue (\$)	Total Impact over 20 Yr Guarantee
Energy Costs – Facilities / Traffic	\$329,482	21 - 25%	\$70,016 - \$83,622	\$1.9 - \$2.2M
Phone Costs	\$112,800	60 - 71%	\$67,680 - \$80,088	\$1.8 - \$2.2M
Estimated Non-Revenue Water	\$2,540,000	14 - 16.5%	\$355,600 - \$419,166	\$9.5 - \$11.3M
			\$493,296 - \$583,521	\$13.3 - \$15.7M



MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



THE CITY OF
OXFORD

City of Oxford, Mississippi Energy Efficiency & Capital Reinvestment Program

Project Summary

- > Convert energy waste into a revenue stream to help fund needed upgrades throughout the City.
- > Annual savings are guaranteed for up to 20 years. If savings fall short, Schneider Electric covers the difference.
- > Accomplish several key projects under one umbrella – share engineering & construction management resources & the peace-of-mind of a performance guarantee
- > Project can be set up with no upfront cost or out-of-pocket based on the scope of work selected.

Enabling
Legislation:
Public
Contracts for
Energy
Efficiency
Services
MS Code
31-7-14

Case Studies

City of Tupelo, MS

- \$2.8 Million in guaranteed savings helped fund a \$5M comprehensive solution
- New sports lighting @ 27 fields
- Upgraded interior & exterior lighting @ 21 facilities & all parks
- HVAC renovations @ 2 buildings
- Building automation @ 17 facilities
- Extensive envelope sealing @ all facilities



City of Laurel, MS

- \$2.8 Million in guaranteed savings helped fund a \$2.8M comprehensive solution
- Complete HVAC renovations @ 3 facilities + new pool boiler & pump
- Building automation @ 7 buildings + Programmable thermostats @ 6 buildings
- Upgraded to LED lighting across all interior, exterior & city-owned streetlights
- VoIP conversion & data system improvements



Project Road Map

1. Business Case: Map out scope opportunities & quantify potential savings impact
2. Procurement: Select the most qualified Energy Services Company (ESCO) through RFQ (MS Code 31-7-14)
3. Investment Grade Audit: Develop solutions and provide turnkey cost and savings for each scope item. Agree on final project size & scope and proceed with Construction Agreement to implement project.
4. MDA Review & Approval of Contract & Technical Energy Analysis
5. Secure Financing
6. Project Installation
7. Savings Guarantee & Partnership

Schneider
Electric

MINUTE BOOK No. 79, CITY OF OXFORD

Date of Issuance: March 27, 2018

Effective Date: April 9, 2018

Owner: City of Oxford, MS
Contractor: Hemphill Construction Company
Engineer: Daniels & Associates, Inc.
Project: Water Distribution Improvements / Belk Blvd - Old Taylor Road

Owner's Contract No.:
Contractor's Project No.:
Engineer's Project No.:
Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: Increase contract time to due to delivery time on HDPE piping.

Attachments: Letter from Hemphill Construction requesting extension.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ 1,074,624.00	Original Contract Times: Substantial Completion: August 19, 2018 Ready for Final Payment: August 29, 2018 days or dates
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0: \$ 0.00	[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0: Substantial Completion: 0 days Ready for Final Payment: 0 days days
Contract Price prior to this Change Order: \$ 1,074,624.00	Contract Times prior to this Change Order: Substantial Completion: August 19, 2018 Ready for Final Payment: August 29, 2018 days or dates
[Increase] [Decrease] of this Change Order: \$ 0.00	[Increase] [Decrease] of this Change Order: Substantial Completion: 91 calendar days Ready for Final Payment: 91 calendar days days or dates
Contract Price incorporating this Change Order: \$ 1,074,624.00	Contract Times with all approved Change Orders: Substantial Completion: November 28, 2018 Ready for Final Payment: December 8, 2018 days or dates

RECOMMENDED:
By: David Daniels
Engineer (if required)
Title: David Daniels, PE
Date: 03/27/2018

ACCEPTED:
By: _____
Owner (Authorized Signature)
Title: Bart Robinson, COO
Date: _____

ACCEPTED:
By: _____
Contractor (Authorized Signature)
Title: Chris Buckalew, Project Mgr.
Date: _____

Approved by Funding Agency (if applicable)

Not Applicable

By: _____ Date: _____
Title: _____

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0085



P.O. Drawer 879
Florence, MS 39073-0879

Phone: 601-932-2060
Fax: 601-932-2550

Municipal & Public Works Construction

Heavy & Highway Construction

March 23, 2018

Daniels & Associates, Inc.
265 North Lamar Blvd.
Suite D
Oxford, MS 38655

Attn: David Daniels, P.E.

RE: City of Oxford, MS – Water Distribution Improvements (Belk Blvd / Old Taylor Road)

Dear Mr. Daniels:

Thank you for taking my phone calls over the last couple of days concerning the Water Distribution Improvements project that has been awarded to Hemphill Construction Company, Inc. As discussed there is long lead time for the HDPE pipe required for this project. Over the last 2 weeks our pipe supplier has contacted 6 different producers of HDPE pipe and all have returned long lead times on delivery. Due to high demand and shortage of resin production our current lead time for HDPE delivery is 12 – 14 weeks from the point of purchase order. Due to the nature of this particular project, pipe size and existing utilities, the installation of HDPE pipe by directional drilling is required to be installed first so the remaining ductile iron pipe can be installed, connected and tested with the HDPE pipe. The 140 calendar days set up for this project is an accurate time frame for this project without any major lead times or delays. Hemphill Construction Company, Inc. at this time would like to request an extension of the contract by 91 calendar days for material approval and delivery due to the long lead time that has occurred in this market.

Thank you,

HEMPHILL CONSTRUCTION COMPANY, INC.

Chris Buckalew
Hemphill Construction Co., Inc.
P.O. Drawer 879
Florence, MS 39073
Cell: 601-750-3339
Phone: 601-932-2060 Ext: 118
Fax 601-932-2550
cbuckalew@hemphillconstruction.com

Cc: File

The difficult we do immediately, the impossible takes a little longer!

MINUTE BOOK No. 79, CITY OF OXFORD**RESOLUTION OF OXFORD, MISSISSIPPI**

SAFEGUARD - DEMENT 62-0088

**REGARDING SALE OF CITY PROPERTY NOT NEEDED FOR MUNICIPAL
PURPOSE**

The Board took up for consideration the disposition of certain real property owned by the City (fully described in attached Exhibit "A"), and the City of Oxford, Mississippi, upon due consideration, adopts the following Resolution, which was first reduced to writing:

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN
OF THE CITY OF OXFORD, MISSISSIPPI, FINDING CITY
PROPERTY SURPLUS AND AUTHORIZING APPRAISALS AND
SALE OF PROPERTY PURSUANT TO MISS. CODE ANN. § 21-17-
1(2)**

WHEREAS, the City of Oxford has the power to sell and convey real property owned by it, and make such order respecting the same as may be deemed conducive to the best interest of the City, pursuant to Miss. Code Ann. § 21-17-1; and

WHEREAS, the City of Oxford wishes to sell and convey that a certain piece of property, located adjacent to and on the north side of Price Street, more particularly described and shown on the survey attached collectively in Exhibit "A" (all the "Property"); and

WHEREAS, the City of Oxford determines and finds that the Property, as described, is not needed for municipal or related purposes and it is not to be used in the operation of the City, and is therefore surplus; and

WHEREAS, the City of Oxford determines and finds that the sale of Property in the manner otherwise provided by law is not necessary or desirable for the City's financial welfare; and

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

WHEREAS, the City of Oxford further determines and finds that use of the Property for the purpose of which it is to be sold will promote and foster the development and improvement of the City and the civic and economic welfare thereof; and

WHEREAS, the City of Oxford wishes to sell and convey the Property in the manner set forth in Miss. Code Ann. § 21-17-1(2)(b), and therefore must value the property to be sold or conveyed in the manner provided by law; and convey the Property to Wilton L. Marsalis; and

NOW, THEREFORE, BE IT RESOLVED BY the Mayor and Board of Aldermen of the City of Oxford, Mississippi, as follows:

- 1. The City hereby declares the Property surplus and not needed for City or related purposes; and
- 2. The City hereby authorizes the payment of two professional property appraisers to appraise the Property; and
- 3. The City authorizes the sale of the Property to Winston L. Marsalis for the average between the two appraisals plus the costs of the sale for a total sale price of \$124,450.

After full discussion of this matter, Alderman _____ moved that the foregoing Resolution be adopted and said motion was seconded by Alderman _____, and upon the question being put to a vote, the vote was as follows:

Alderman Addy	_____
Alderman Hulse	_____
Alderman Antonow	_____
Alderman Howell	_____
Alderman Taylor	_____
Alderman Bailey	_____

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

WHEREUPON, the foregoing Resolution was declared passed and adopted at a regular meeting of the Mayor and Board of Aldermen of the City of Oxford, Mississippi; on this, the ____ day of _____, 2018.

Robyn Tannehill, Mayor

Ashley Atkinson, City Clerk

MINUTES

City of Oxford
 Board of Aldermen
 Regular Meeting
 Tuesday, April 17, 2018, 5:00 pm - 7:00 pm
 City Hall Courtroom



THE CITY OF
 OXFORD

1. Call to order.

The meeting of the Mayor and Board of Alderman of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 5:00pm on Tuesday, April 17, 2018, in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor
 Rick Addy, Alderman Ward I
 Mark Hulse, Alderman Ward II
 Janice Antonow, Alderman Ward III
 Ulysses Howell, Alderman Ward IV
 Preston Taylor, Alderman Ward V
 Jason Bailey, Alderman Ward VI
 John Morgan, Alderman At Large

Mayo Mallette, PLLC-Of Counsel
 Ashley Atkinson, City Clerk
 Bart Robinson, Director of Public Works
 Reanna Mayoral, Assistant Director of Public Works
 Judy Daniel, Director of Planning
 Ben Requet, Assistant Director of Planning
 Joey East, Chief of Police
 Matt Davis, Director of Parking Enforcement
 Braxton Tullos, Human Resources Director
 Mark Heath, Fire Chief
 Seth Gaines, Director of Oxford Park Commission
 Randy Barber, Director of Building Department
 Rob Neely, Superintendent of Oxford Electric Department
 Bo Ragon, Superintendent of City Shop-absent
 Jimmy Allgood, Director of Emergency Management
 Amberlyn Liles, Environmental Services Director
 Gray Parker, Planning Department
 Greg Pinion-Director, Buildings & Grounds
 Donna Fisher-Municipal Court Clerk-absent
 Cindy Semmes-Executive Assistant to the Mayor-absent

2. Adopt the agenda for the meeting.

It was moved by Alderman Howell, seconded by Alderman Addy to adopt the agenda with the following additions: Item 8. Recognize a city employee for outstanding service., Item 9. Adopt a resolution for Arbor Day., Item 29. Request permission to hire an engineer for the cemetery ditch rehab project., Item 30. Request permission to authorize a change order in the amount of \$13,081.49 on the Sisk Avenue Extension project, Item 6n. Request permission to hire a seasonal worker at FNC Park, and Item 6o. Request permission to hire seasonal workers in the Buildings and Grounds Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Mayor's Report

4. Authorize the approval of the minutes of the regular meeting on April 3, 2018.

It was moved by Alderman Antonow, seconded by Alderman Bailey to approve the corrected version of the minutes of the regular meeting for April 3, 2018. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

MINUTE BOOK NO. 79, CITY OF OXFORD

STANDARD ELEMENT 62-0088

5. Authorize the approval of accounts for all city departments.

It was moved by Alderman Morgan, seconded by Alderman Howell to approve the accounts for all city departments including a claims docket showing General Fund claims numbered 101062-101182, Trust & Agency claims numbered 27830-27939, Water & Sewer claims numbered 28876-28920, and Metro Narcotics claims numbered 7161-7164 and totaling \$1,351,333.92. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Consider the consent agenda:

It was moved by Alderman Howell, seconded by Alderman Taylor to approve the following consent agenda. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- a. Request permission to approve William D. White, Jr. and Connor M. Steptoe as taxi drivers for Unchained Pedicabs. (Joey East)
- b. Request permission for Emergency Management Coordinator to travel to Jackson, MS to pick up new MSWIN radios with mileage being the only cost. (Jimmy Allgood)
- c. Request permission for one officer to attend the MS Chief's Summer Conference on June 25-29, 2018 in Biloxi, MS at an estimated cost of \$797.00 plus per diem. (Joey East)
- d. Request permission for one officer to attend Background Investigations training on April 26-27, 2018 in Ridgeland, MS at an estimated cost of \$593.00 plus per diem. (Joey East)
- e. Request permission for one communications officer to attend Officer Involved Shooting Training on April 23-24, 2018 in Tupelo, MS at an estimated cost of \$300 plus per diem. (Joey East)
- f. Request permission for the Business Manager to attend the CSA User Education Conference on June 25-28, 2018 in Orange Beach, AL at an estimated cost of \$2,073.00. (Rob Neely)
- g. Request permission to accept the resignation of Mario Weekly in the Oxford Police Department effective June 29, 2018. (Braxton Tullos)
- h. Request permission to advertise for the Oxford Fire Department hiring pool. (Braxton Tullos)
- i. Request permission to hire Kylan Austin, Dominique Goolsby, Kareem Thompson, and Anthony Hilliard as seasonal workers in the Environmental Services Department with an hourly wage of \$9.00. (Braxton Tullos)
- j. Request permission to hire Charles Barranco, Christopher Mills, and La'Dwain Bankston as firefighters in the Oxford Fire Department with annual salaries of \$34,419.26 (G9-4) each and Mark Story as a Firefighter/EMT with an annual salary of \$37,610.85 (G9-7). (Braxton Tullos)
- k. Request permission to promote Austin Dennis from Firefighter to Firefighter/RDO in the Oxford Fire Department with an new annual salary of \$37,610.85 (G9-7). (Braxton Tullos)
- l. Request permission to accept the resignation of Michael Hudson in the Buildings & Grounds Department. (Braxton Tullos)
- m. Request permission to approve Brett Stewart as an unpaid intern in the Emergency Management Department. (Braxton Tullos)
- n. Request permission to hire Walter Dennis as a seasonal concessions worker at FNC Park with an hourly wage of \$8.25. (Braxton Tullos)
- o. Request permission to hire Brandon Barksdale and Taylor Jeffries as season workers in the Buildings and Grounds Department with an hourly wage of

\$9.00. (Braxton Tullos)

7. Adopt a retirement resolution for Rick Davis.

It was moved by Alderman Bailey, seconded by Alderman Addy to adopt a retirement resolution for Rick Davis. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Recognize a city employee for outstanding service.

The Mayor and Board recognized OPD Officer Donovan Lyons for his efforts in litter control within the City. Officer Lyons coordinates with volunteer organizations and the Environmental Services Department to facilitate the cleanup of City areas. Officer Lyons was also awarded the Keep Mississippi Beautiful 2018 Officer of the Year. The Board thanked Officer Lyons for his service to the community.

9. Adopt a resolution for Arbor Day.

It was moved by Alderman Antonow, seconded by Alderman Taylor to adopt a resolution for Arbor Day. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

10. Update on upcoming tourism events. (Visit Oxford)

LeAnn Stubbs and Joe Scott from Visit Oxford briefed the Board on the upcoming tourist events, including the Double Decker Arts Festival and the North Mississippi Classic Golf Tournament at the Oxford Country Club. The Board thanked them for their continued efforts to bring visitors to Oxford.

11. Consider a request to limit access to roads in all phases of Grand Oaks due to PGA Golf Tournament.

Based on the finding that there is a legitimate safety concern for pedestrian traffic in and around the clubhouse area in the Oxford Country Club during the web.com golf tournament, it was moved by Alderman Huelse, seconded by Alderman Morgan to approve the request made by Larry Britt as presented. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

A request for road/access closure on Friday, April 20-Sunday, April 22 for the two entrances to the old section of Grand Oaks subdivision was presented by Grand Oaks HOA President Chip Wade. The HOA request would prevent anyone who is not a homeowner, visitor or service provider from entering the neighborhood. After much deliberation and discussion, it was moved by Alderman Huelse that due to the safety concern for pedestrian traffic in the residential areas within the subdivision, security would be allowed to direct traffic and provide information to cars upon entering the neighborhood at the two checkpoints. The motion included clarification that roads would not be closed and access would not be denied to anyone seeking to enter the neighborhood. Security will provide information regarding parking for tournament attendees at the Conference Center and Oxford High School. It was clarified that there should be no intensive questioning of person seeking to enter the subdivision. The motion was seconded by Alderman Morgan. All the aldermen present voting aye, with the exception of Alderman Howelll who voted no and Alderman Taylor who abstained, Mayor Tannehill declared the motion carried.

12. Update on construction at activity center. (Seth Gaines)

Seth Gaines gave an update on the construction of the new Activity Center. Because of the recent wet weather, the project is behind several days but should catch back up just as soon as the ground dries out. The contractor will be pouring concrete for the foundation tomorrow.

13. Update on E911 address project. (Jimmy Allgood)

Jimmy Allgood gave an update on the E911 address project. Using grant money from NACCHO (National Association of County and City Health Officials) and the Medical Reserve Corps, the City of Oxford Emergency Management Agency will provide and install 911 numbers on homes inside the City limits beginning with

handicapped or disabled homeowners regardless of age or income, homeowners over the age of 65, homeowners with income below \$23,000.00, single individuals, and if funding remains available, all other homeowners.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

14. Request approval for a Notice to Proceed for the Renovation of Operations Facility for the Oxford-University Transit Service. (Tim Akers)

It was moved by Alderman Morgan, seconded by Alderman Taylor to approve the Notice to Proceed for the Renovation of Operations Facility for the Oxford-University Transit service contingent on approval by counsel. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.
15. Request approval to declare a bus surplus in the Oxford-University Transit Department. (Ron Biggs)

It was moved by Alderman Bailey, seconded by Alderman Howell to declare a 2000 Nova Low Floor bus, with VIN 2NVYL82P1T3000016, surplus in the OUT department and authorize its sale on govdeals.com. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.
16. Request approval for the Manager to attend the RTAP CTAA Expo 2018 on June 10-14, 2018 in Pittsburgh, PA at an estimated cost of \$3,700.00. (Ron Biggs)

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve the travel of the Manager and the Operations Manager for OUT to attend the RTAP CTAA Expo 2018 on June 10-14, 2018 in Pittsburgh, PA at an estimated cost of \$5,400.00 with \$3,700.00 to be reimbursed by MDOT. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.
17. Request permission to accept bids and award contract for bus-wrapping services. (Ron Biggs)

It was moved by Alderman Morgan, seconded by Alderman Bailey to accept the bids and award the contract to DIG, LLC in the amount of \$67,954.00 for bus-wrapping services for Oxford-University Transit. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.
18. Second Reading and public hearing on a proposed ordinance amending Chapter 118, Section 22, Driver Permits, to lower the age for low speed taxi driver permits. (Matt Davis)

After calling for public comment and receiving none, it was moved by Alderman Morgan, seconded by Alderman Addy to approve an ordinance amending Chapter 118, Section 22, Driver Permits, to lower the age for low speed taxi driver permits from 21 to 20. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.
19. Consider a request for approval of a final plat (amended) for Grand Oaks Subdivision Phase I, Case #2291, a commercial subdivision located at Barron Street and Lyles Drive, being further described as PPIN 8911. (Judy Daniel)

It was moved by Alderman Morgan, seconded by Alderman Bailey to approve a final plat (amended) for Grand Oaks Subdivision Phase I, Case #2291, a commercial subdivision located at Barron Street and Lyles Drive, being further described as PPIN 8911. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.
20. Consider a request for approval of a final plat for The Lamar, Phase 2, Case #2292, a residential subdivision located West of North Lamar Boulevard, South of Molly Barr Road, and East of Chickasaw Road, being further described as PPIN 5067. (Judy Daniel)

It was moved by Alderman Bailey, seconded by Alderman Antonow to approve a final plat for The Lamar, Phase 2, Case #2292, a residential subdivision located West of North Lamar Boulevard, South of Molly Barr Road, and East of Chickasaw Road, being further described as PPIN 5067 contingent on the project satisfying the conditions notated by the Public Works Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.
21. Third reading and vote for Case #2282 - Consideration of Amendments to the City

of Oxford Land Development Code (Articles 2, 3, 5, 7, and 9) to correct mistakes and make modifications. (Judy Daniel)

It was moved by Alderman Morgan, seconded by Alderman Antonow to approve an ordinance amending the City of Oxford Land Development Code (Articles 2,3,5,7, and 9), Case #2282, to correct mistakes and make modifications. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

22. Third reading and vote for Case #2283 - Consideration of Amendments to the Municipal Code Chapter 66, Article VI. Mobile Food Vending. (Judy Daniel)

It was moved by Alderman Antonow, seconded by Alderman Taylor to approve an ordinance amending the City of Oxford Land Development Code, Case #2283, amending Chapter 66, Article VI. Mobile Food Vending. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

23. Third reading and vote for Case #2284 - Consideration of an Amendment to the City of Oxford Land Development Code (Article 2 - Multi-Family Residential) to establish a special exception process to allow a higher level of residential capacity for multi-family development in certain circumstances. (Judy Daniel)

It was moved by Alderman Morgan, seconded by Alderman Hulse to approve an ordinance amending the City of Oxford Land Development Code, Article 2. Multi-Family Residential, to establish a special exception process to allow a higher level of residential capacity for multi-family development in certain circumstances. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

24. Third reading and vote for Case #2285 - Consideration of Amendments to the City of Oxford Land Development Code (Article 3 - Wireless Communication Facilities use) to correct mistakes and provide standards for new technologies. (Judy Daniel)

It was moved by Alderman Howell, seconded by Alderman Addy to approve an ordinance amending the City of Oxford Land Development Code, Article 3. Wireless Communication Facilities use, to correct mistakes and provide standards for new technologies. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

25. Request approval of the amendments to the resolution regarding the policy for extension of water and sewer services to developments outside the city limits. (Judy Daniel)

It was moved by Alderman Antonow, seconded by Alderman Taylor to approve the amendments to the resolution regarding the policy for the extension of water and sewer services to developments outside the city limits. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

26. Approve the withdrawal of an Intent Resolution for Tax-Increment Financing. (Pope Mallette)

It was moved by Alderman Addy, seconded by Alderman Morgan to approve the withdrawal of an Intent Resolution for Tax-Increment Financing that was adopted July 17, 2017. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

27. Update on South Campus Road closure. (Bart Robinson)

Bart Robinson briefed the Board about road closures on the University due to ongoing construction projects.

28. Request permission to declare a mower (Model LZ28KC724, SN 482534) surplus in the Public Works Department and authorize its disposal on govdeals.com. (Bart Robinson)

It was moved by Alderman Addy, seconded by Alderman Howell to declare a mower surplus in the Public Works Department and authorize its disposal on govdeals.com. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

29. Request permission to hire an engineer for the cemetery ditch rehab project.

(Bart Robinson)

MINUTE BOOK No. 79, CITY OF OXFORD

was moved by Alderman Morgan, seconded by Alderman Addy to hire an engineer for design services for the Cemetery Ditch Rehab project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 30. Request permission to authorize a change order in the amount of \$13,081.49 on the Sisk Avenue Extension project. (Bart Robinson)

It was moved by Alderman Addy, seconded by Alderman Taylor to approve a change order in the amount of \$13,081.49 for the Sisk Avenue Extension Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 31. Request permission to advertise for bids for the construction of the Downtown Parking Garage. (Bart Robinson)

It was moved by Alderman Huelse, seconded by Alderman Bailey to advertise for bids for the construction of the Downtown Parking Garage. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 32. Authorize the Mayor to sign and accept an easement from Lafayette County for the sewer line to serve the Lafayette County Office Complex. (Bart Robinson)

It was moved by Alderman Morgan, seconded by Alderman Addy to authorize the Mayor to sign and accept an easement from Lafayette County for the sewer line to serve the Lafayette County Office Complex. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 33. Consider a request for a sole source purchase from Environmental Technical Sales, Inc. (Bart Robinson)

It was moved by Alderman Huelse, seconded by Alderman Bailey to approve a sole source purchase from Environmental Technical Sales, Inc. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 34. Authorize the Mayor to sign the modified version of the Inter-local Agreement with Lafayette County and the University of Mississippi for the Transportation Plan. (Bart Robinson)

It was moved by Alderman Antonow, seconded by Alderman Addy to authorize the Mayor to sign the modified version of the Inter-Local Agreement with Lafayette County and the University of Mississippi for the Transportation Plan. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 35. Consider a request for a concrete pour outside allowed working hours at the Activity Center. (Bart Robinson)

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve a request for a concrete pour outside the allowed working hours at the Activity Center. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 36. Consider an executive session.

It was moved by Alderman Morgan, seconded by Alderman Addy to consider an executive session for personnel matters, matters of potential litigation and matters related to land acquisition. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Taylor to enter into an executive session for a personnel matter in the Planning Department, a personnel matter in the Environmental Services Department, a matter of potential litigation related to land use on Jefferson Avenue, a matter of potential litigation related to land use on Hwy 314, a matter of potential litigation related to land use on Jackson Avenue West, a matter of potential litigation related to land acquisition on West Oxford Loop, a matter of potential litigation related to zoning, and a matter related to land acquisition on Hwy 30. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

Based on the finding that there is an economic benefit in settling the

condemnation lawsuit, it was moved by Alderman Antonow, seconded by Alderman Addy to accept Robert Edmister's offer for the property located on the ROW of the new West Oxford Loop extension road. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Huelse to approve the remaining half of the approved a salary adjustment for Ben Requet in the Planning Department for \$1,034.60 and Amberlyn Liles in the Environmental Services Department for \$1,059.92. These adjustments were approved during the budget process and the first half was given in October 2017 and this is the remaining amount. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.


It was moved by Alderman Bailey, seconded by Alderman Addy to adjust the width of the proposed sidewalk on the South side of Jefferson Avenue next to Lindsey's Chevron from 5 feet to 4 feet. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Huelse to return to regular session. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

37. Adjourn.

It was moved by Alderman Morgan, seconded by Alderman Bailey to adjourn Sine-Die. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.


Robyn Tannehill, Mayor


Ashley Atkinson, City Clerk



THE CITY OF
OXFORD

RESOLUTION

Whereas, Richard C. "Rick" Davis has been a valued employee of the City of Oxford, since October 6, 1987, establishing himself as a valuable resource and not only among his fellow co-workers and colleagues, but the entire Oxford and Lafayette County community, and

Whereas, Rick Davis, with his unwavering and committed dedication he has shown while working for the City of Oxford, where he was employed as the Oxford Municipal Court Public Defender; and

Whereas, Rick Davis' knowledge of his job will be deeply missed; and

Whereas, Rick Davis, has always shown enthusiasm and a commitment to excellence in the representation of his clients in Municipal Court; and

Whereas, Rick Davis, has made a mark on the City of Oxford and the Oxford Municipal Court through his high standard of service to its citizenry, characterized by the willingness, patience, professionalism, passion and respect for the citizens he served; and

Now, therefore, be it resolved

That the Oxford Municipal Court, Mayor and Board of Alderman of the City of Oxford express with their sincere appreciation and gratitude to

Richard C. "Rick" Davis

For his work on behalf of the Oxford Municipal Court and community, we extend to him best wishes for a fulfilling and enriching retirement.

Be it further resolved that a copy of this resolution be spread upon the minutes of the City of Oxford and that a copy of same be presented to Richard C. Davis on this the 17th day of April, 2018.

Mayor Robyn Tannehill

Alderman Mark Hulse

Alderman Preston Taylor

Alderman Ulysses Howell

Alderman Janice Antonow

Alderman Jason Bailey

Alderman John Morgan

Alderman Rick Addy

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0085

RESOLUTION

Whereas, Arbor Day has been recognized Nation-wide since 1882 with the last Friday in April being the official National Day of Celebration, and

Whereas, It is recognized that the preservation of trees enhances scenic beauty, sustains long term increases in property values, encourages quality development, enhances the economic vitality of business areas, reduces erosion, reduces heating and cooling costs, moderates the temperature and cleans the air, and

Whereas, The public policy of the city of Oxford favors the preservation of large, mature trees which are a vital component of the beauty, charm and character of the city, and

Whereas, The stewardship of our urban forest not only requires planting of trees, but as importantly, the care and preservation of existing trees, especially since it is virtually impossible to replace heritage trees for the present generation of our citizens, and

Whereas, All citizens of the City of Oxford are urged to do their part to protect our urban forest canopy and to care for our trees in such a way as to preserve and promote their well-being for this and all future generations, so

Therefore, be it resolved on behalf of the citizens of the City of Oxford that this 27th day of April, 2018 is hereby recognized and celebrated in Oxford as

Arbor Day

Robyn Tannehill
Robyn Tannehill, Mayor

Aldermen: Dr. Janice Antonow
Ulysses "Coach" Howell

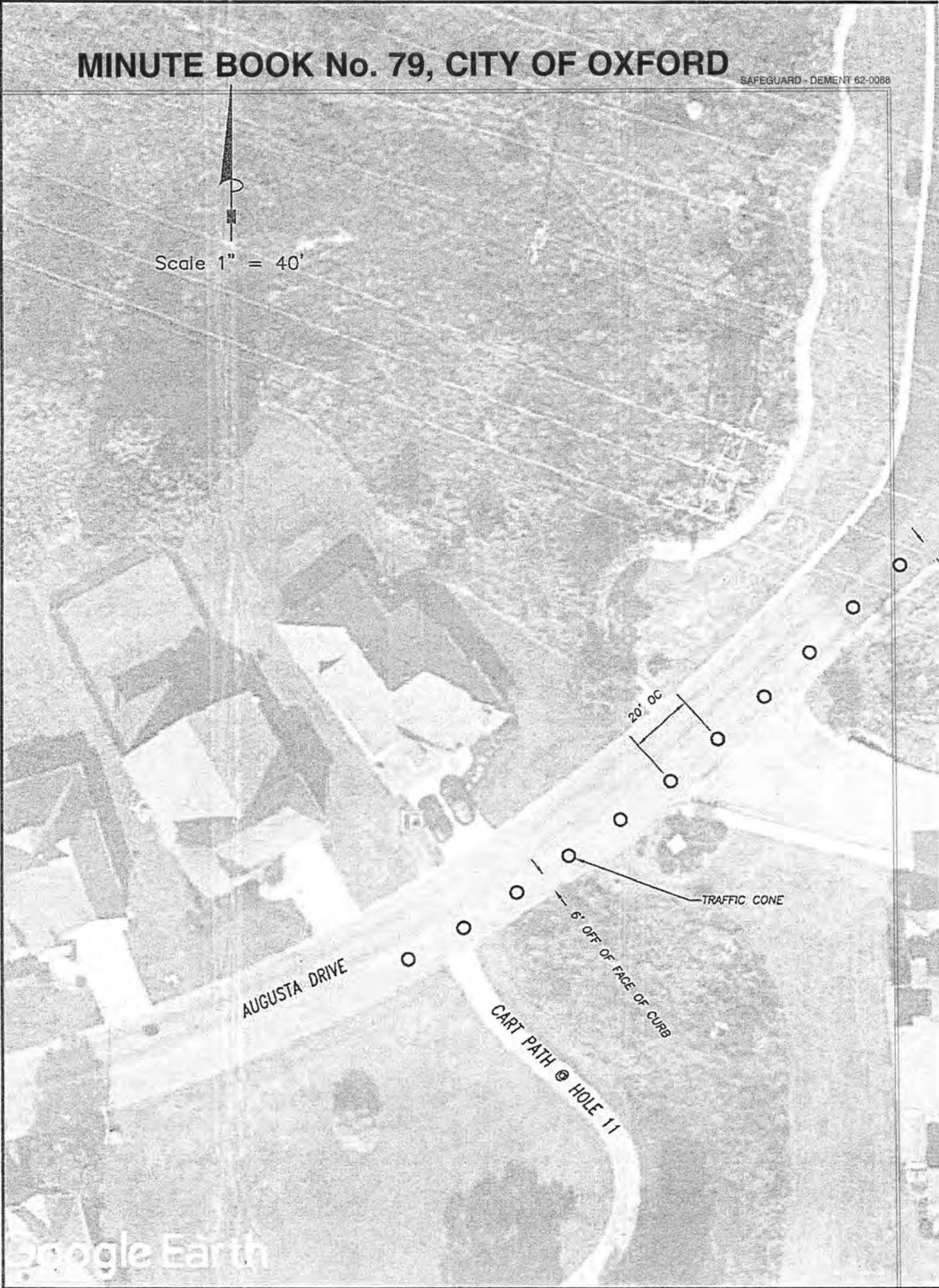
Jason Bailey
Rick Addy
John Morgan

Mark Huelse
Preston E. Taylor

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Scale 1" = 40'



175A

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Ashley Atkinson

From: Robyn Tannehill <robyn@oxfordms.net>
Sent: Tuesday, April 17, 2018 9:57 AM
To: Ashley Atkinson
Subject: Fwd: Grand Oaks Road Closure Request

Sent from my iPhone

Begin forwarded message:

From: Chip Wade <cwade@bus.olemiss.edu>
Date: April 13, 2018 at 4:18:40 PM CDT
To: robyn@oxfordms.net
Cc: Mark Hulse <hulse@bellsouth.net>
Subject: Grand Oaks Road Closure Request

Mayor Tannehill,

I wanted to send you an email with a request for a road/access closure on Friday (April 20)- Sunday (April 22). This would be for the 2 entrances to the old Section of grand oaks subdivision. Specifically this is due to the web.com golf tourneyment. There will be increased foot and vehicle traffic in the neighborhood and the closures would increase the safety for the homeowners, spectators and golfers.

The topography of the neighborhood already lends itself to a number of blind spots and hilly terrain. The closures would significantly deuce the risk of both moving traffic but also park vehicles increase the risk to pedestrians.

The HOA will be providing COBRA security at the entrances and will provide homeowners passes for the household, visitors, services providers.

We would appreciate the consideration of these closures at the entrances to the old section of grand oaks. These closures will help to ensure the safety of the homeowners, spectators and golf tourneyment officials and participants.

We truly appreciate all you do for the city of Oxford and look forward to a great inaugural web.com event. Please let me know if you have any questions or comment and if I can provide anything for your review.

Best
Chip
662-202-7197
Grand oaks HOA president

175B

Ashley Atkinson

MINUTE BOOK No. 79, CITY OF OXFORD

From: Bart Robinson <bartr@oxfordms.net>
Sent: Sunday, April 15, 2018 5:08 PM
Cc: Reanna Mayoral; City of Oxford Street Department
Subject: Fwd: Web.com Tour Event
Attachments: att00001.htm; image001.jpg; att00003.htm; Traffic Control at Golf _001.pdf; att00005.htm

SAFEGUARD - DEMENT 62-0088

Mayor, Board,

Attached is the request from Larry Britt on behalf of the PGA's Web.com Tournament and the Country Club for limiting access to the area around the Club House and to install cones on two streets to provide some separation for pedestrians and tournament participants from vehicles. This request is separate from the request received earlier from the Grand Oaks HOA. There are 4 parts to the request listed below and on the attached drawings. If you have any questions or want additional information for the board meeting please let me know.

Bart

Begin forwarded message:

> From: Connie Russell <CRussell@elliottbritt.com>
> Date: April 13, 2018 at 11:28:13 AM CDT
> To: Bart Robinson <bartr@oxfordms.net>
> Subject: Web.com Tour Event
>
> Bart,
>
> I have enclosed aerial drawings with the security check points and areas to have coned off for safety purposes for the Web.com Tour Event.
>
> Also this email is to serve as a brief narrative of what we are proposing and requesting to do at these areas.
>
> Drawing TC-1 Shows the area on Augusta Drive at Rosemont to be coned off between holes 10 and 11. The cones would be set 6 feet from the face of the curb. These cones are to protect the walking public and spectators, players, tournament officials and volunteers.
> Drawing TC-2 Shows the area on Majestic Oaks Drive to be coned off between holes 2 and 3. The cones would be set 6 feet from the face of the curb. These cones are to protect the walking public and spectators, players, tournament officials and volunteers.
> Drawing TC-3 Shows the three way intersection at Industrial Park Drive, Clubhouse Drive, and OUS Drive. Cobra Security personnel with man at the security check point to check parking passes entering/exiting The Grove at Grand Oaks.
>
> Any person affiliated with OUS School will be allowed to enter/exit without a parking pass. We have been in contact with the OUS Headmaster, Mr. Kim Chrestman, and he will be sending out today, a notice to all parents, teachers, students, etc. that they will have access without a pass.
> The four way intersection at Fazio Drive and Clubhouse Drive will be monitored by Oxford Police Department personnel for added security and to check parking passes.
> Drawing TC-4 Shows the intersection at Morris Drive and Fazio Drive to be monitored by Cobra Security personnel to check parking passes entering/exiting The Grove at Grand Oaks.

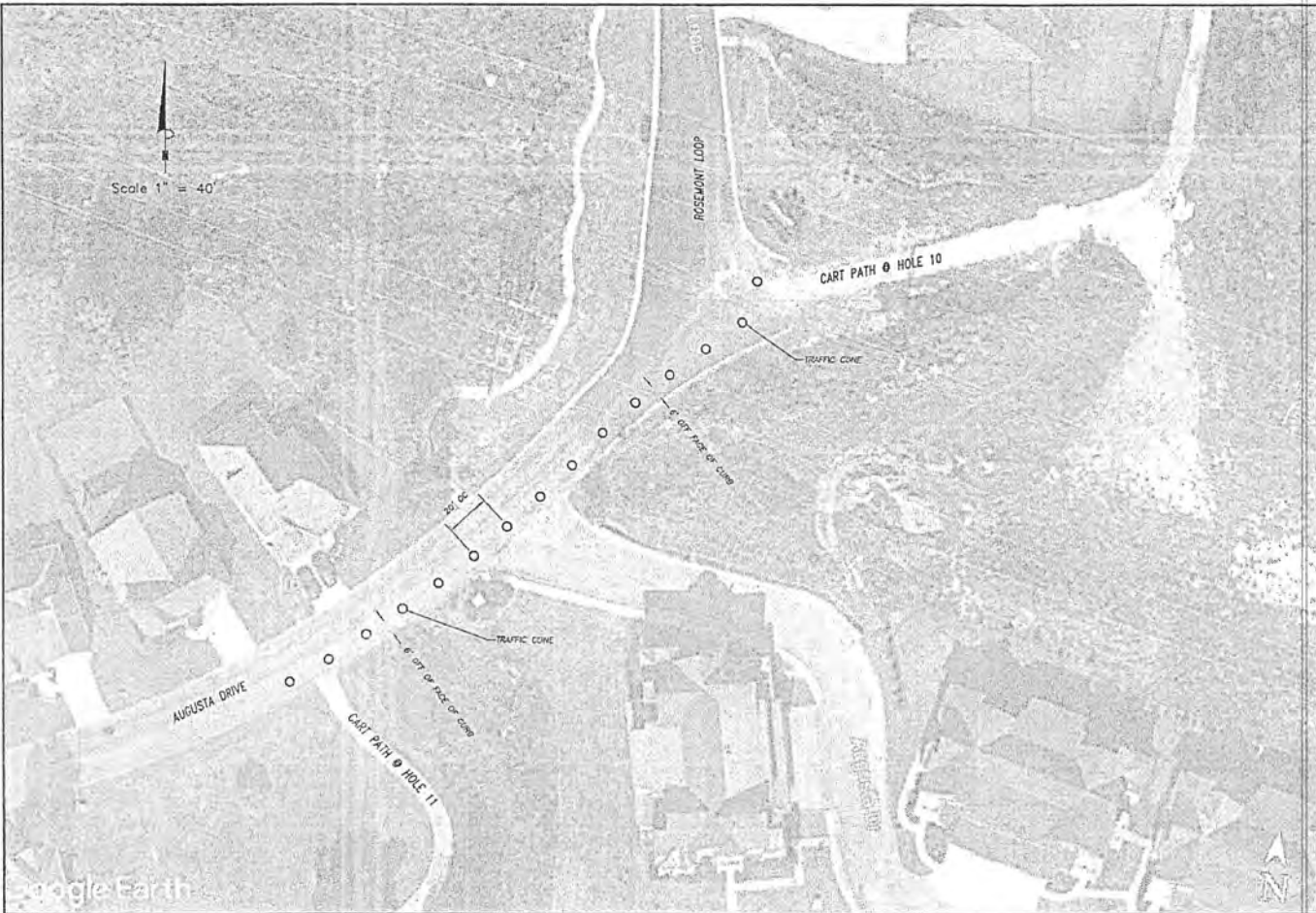
175C

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- >
- > Joseph Beck, Web.com Tournament Director, met with Captain Kim Sessums
- > of the Oxford Police Department and reviewed the planned check points
- > and worked out Police Department officers who will be manning the check point at Fazio Drive and Clubhouse. I hope this describes what safety measures we are proposing and requesting to insure all people associated with the Web.com Tournament are as safe as we can make it. If you need additional information please let me know.
- >
- > Sincerely,
- >
- > Larry L. Britt
- >
- >
- >
- >
- > Connie Russell
- >
- > (662)234-1763
- > crussell@elliottbritt.com
- > www.elliottbritt.com
- >

SAFEGUARD - DEMENT 62-0088



TRAFFIC CONTROL FOR
CONING OFF PART OF
AUGUST DRIVE FOR WEB EVENT
 CITY OF INDIANAPOLIS

Street: **CBA**
 DIRECTION: **ONEWAY**
 DIRECTION: **ONEWAY**
 DATE: **APR 11, 2018**
 JOB NUMBER: **00000000**
 WED-USE

ELLIOTT & BRITT
ENGINEERING, P.A.
 10000 E. 86th Ave., Suite 200
 Indianapolis, IN 46256-2000
 TEL: 317.234.1780
 FAX: 317.234.1780
 AUSTIN.BRITT@elliottbritt.com

STREET TYPE: **TRAFFIC CONTROL**
 SITE #:
 SHEET NUMBER:

TC.1

175E

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175F

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TRAFFIC CONTROL FOR CONING OFF PART OF CLUBHOUSE DRIVE FOR WEB EVENT CITY OF OXFORD	
DATE	08.11.2018
DESIGNED	LLB
DRAWN	LLB
CHECKED	LLB
DATE	08.11.2018
JOB NUMBER	6125-101
ELLIOTT & BRITT ENGINEERING, P.A. INCORPORATED IN ONTARIO 1000 SHEPPARD AVENUE EAST SUITE 1000 SCARBOROUGH, ONTARIO M1B 4Y1 416-291-1100	
SHEET TITLE TRAFFIC CONTROL SITE "C"	
SHEET NUMBER TC.3	

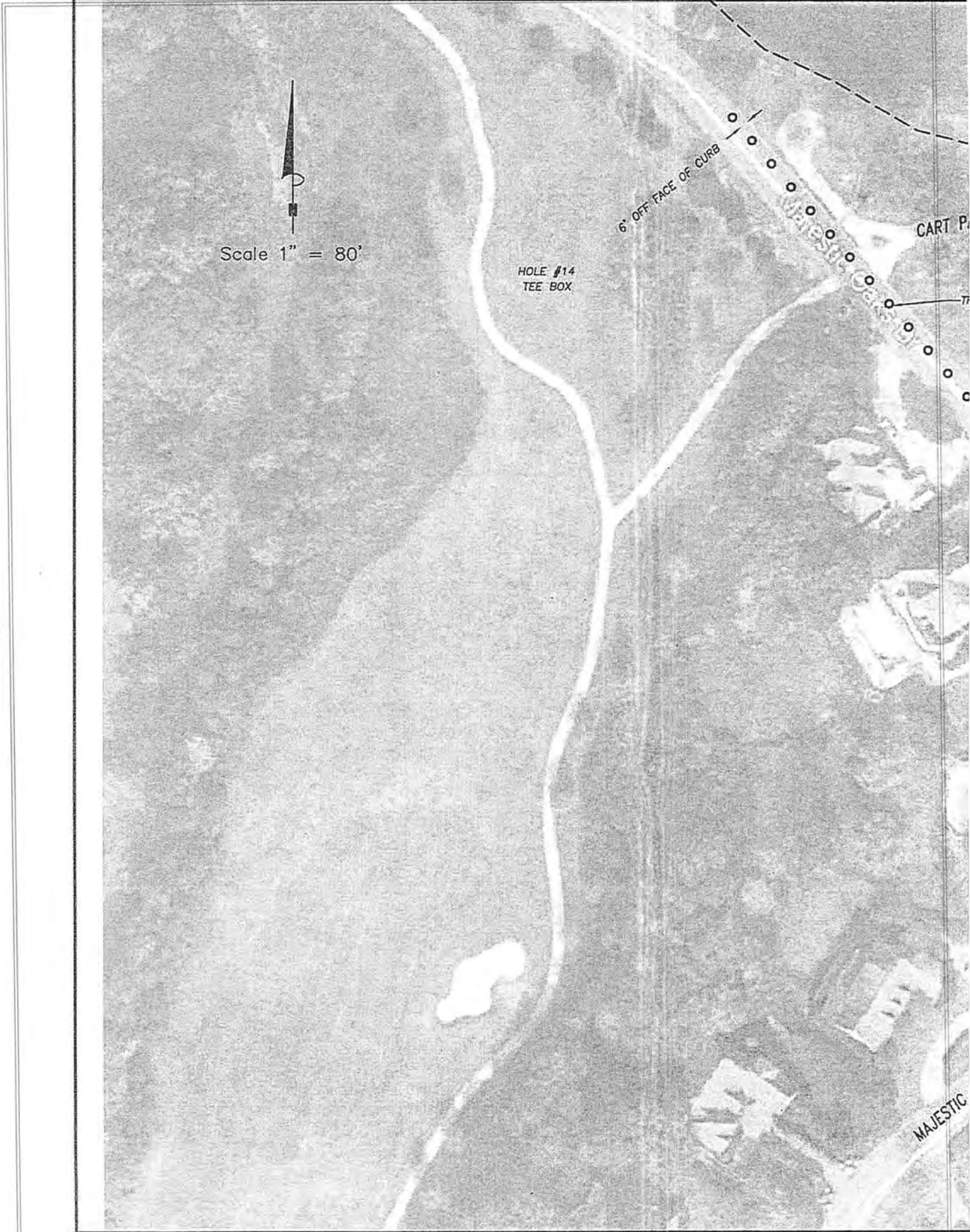
MINUTE BOOK No. 79, CITY OF OXFORD

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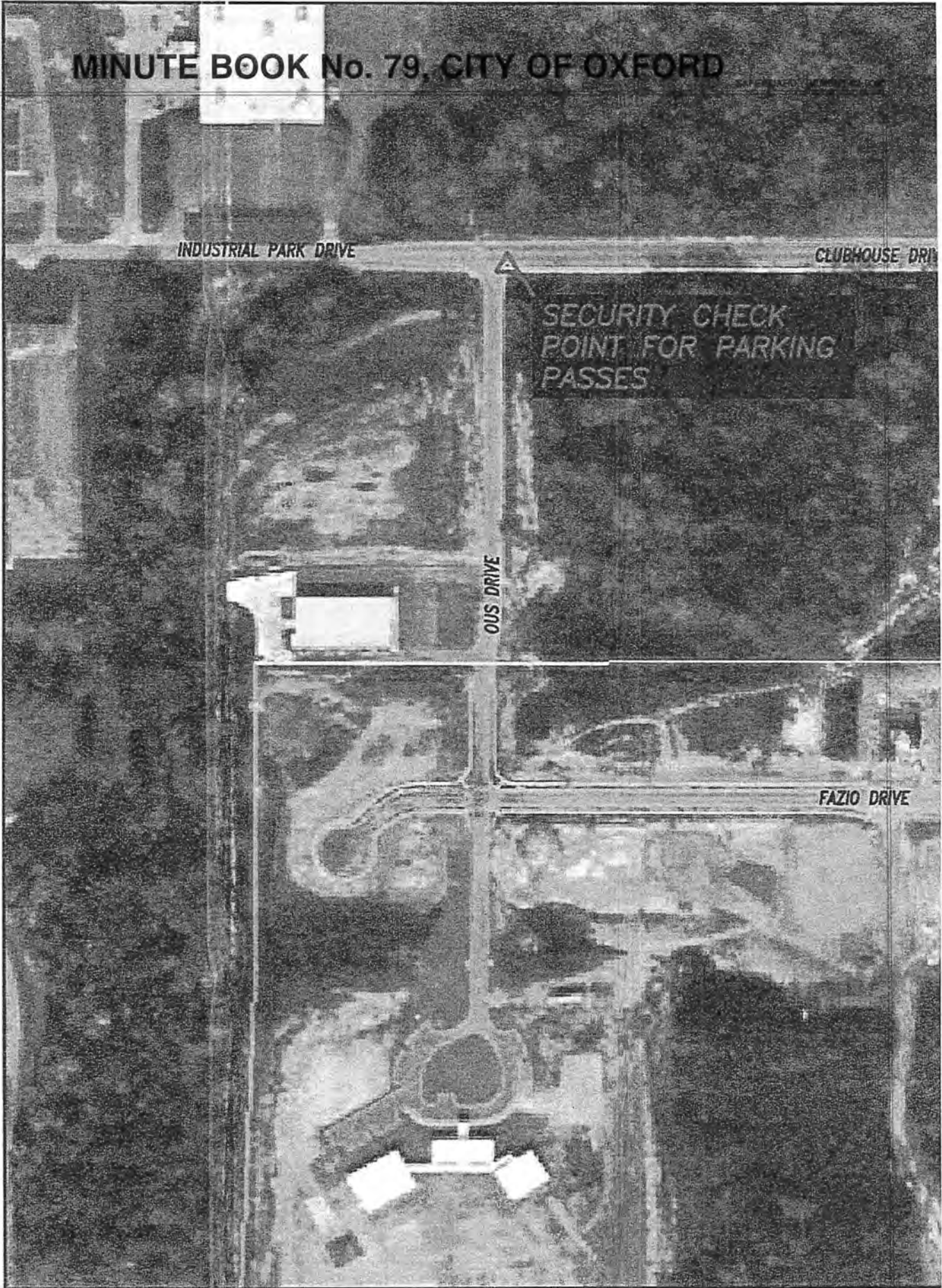
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on
purpose

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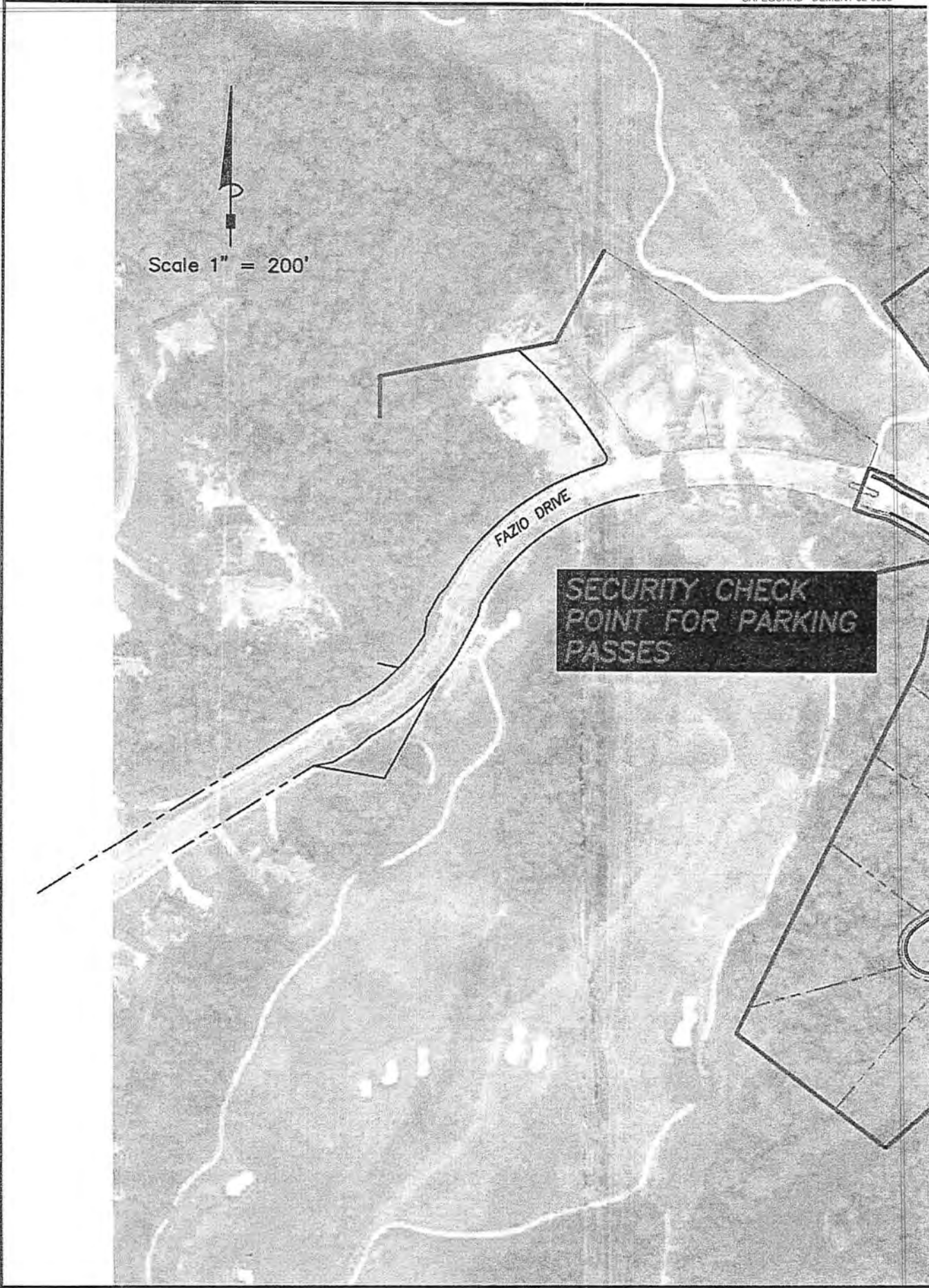


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SAFEGUARD - DEMENT 62-0088



Melinda L. McGrath
Executive Director

P. O. Box 1850
Jackson, MS 39215-1850
Telephone (601) 359-7001
FAX (601) 359-7110
GoMDOT.com

MINUTE BOOK No. 79 CITY OF OXFORD



James A. Williams, III
Deputy Executive Director/Chief Engineer
SAFEGUARD ELEMENTS
Lisa M. Hancock
Deputy Executive Director/Administration
Willie Huff
Director, Office of Enforcement
Charles R. Carr
Director, Office of Intermodal Planning

April 10, 2018

Mr. Ronald Biggs, General Manager
City of Oxford-Oxford University Transit
409 McElroy Drive
Oxford, MS 38655

Dear Mr. Biggs:

**Subject: Written Notice to Proceed – Architectural/Engineering Services Renovation of Operations Facility
5339 Bus and Bus Facility Program Contract No. 76-0039-17-902**

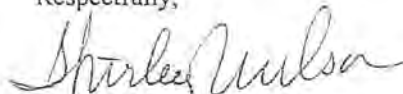
This letter is a follow-up to the Selection Concurrence Package. We have reviewed the Selection Procedures. Based on this review, it appears that the selection procedures were followed in accordance with the applicable guidelines established in the Federal Transit Administration Best Practice Procurement Manual and State Procurement Procedures. Therefore, the MDOT concurs with the City of Oxford-Oxford University Transit selection of Howorth & Associates Architects for the referenced project.

Projects funded with Federal Transit Administration (FTA) assistance must meet the requisite third party contracting guidance contained in FTA Circular 4220.1F "Third Party Contracting Guidance" and certain 49 CFR 18.36 requirements. In particular there are specific clauses that must be included in procurement documents /agreements for **all** contractors and sub-contractors.

In order to receive reimbursement of the eligible costs a numbered invoice on your agency's letterhead with attached vendor invoice and/or proof of payment must be submitted.

If you have questions or need further assistance, you may contact me or Roderick Bailey of my staff at 601-359-7800.

Respectfully,


Shirley Wilson
Director, Public Transit Division

Transportation: The Driving Force of a Strong Economy

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SAFEGUARD - DEMENT 62-0085



Oxford University Transit
409 McElroy, Oxford MS 38655
Tel. 662-234-3540 Fax 662-234-2064

April 12, 2018


City of Oxford
Board Meeting

RE: Bus Wrapping Services

April 3, 2018 we received proposals for the RFP – Bus Wrapping Services. The Commission met Wednesday April 11, 2018 and reviewed each of the responsive proposals. DIG met the required specifications and was the low bidder. DIG received 490 points of 500 from the Commissions evaluation criteria's.

We are requesting permission to award DIG the Bus Wrapping Services for the 12 remaining buses.

Sincerely,


Ronald Biggs
General Manager

/dz

Attachments

MDOT Written Notice of Concurrence
Bus Wrap Services Bidders List
DIG proposal

Melinda L. McGrath
Executive Director

P.O. Box 1850

Jackson, MS 39215-1850

Telephone (601) 359-7001

FAX (601) 359-7110

GoMDOT.com

MINUTE BOOK No. 79, CITY OF OXFORD



James A. Williams, III

Deputy Executive Director/Chief Engineer

SAFEGUARD DOCUMENT 62,0088

Lisa M. Hancock

Deputy Executive Director/Administration

Willie Huff

Director, Office of Enforcement

Charles R. Carr

Director, Office of Intermodal Planning

March 2, 2018

Mr. Ron Biggs, General Manager
City of Oxford/Oxford University Transit
409 McElroy Drive
Oxford, MS 38655

Dear Mr. Biggs:

Subject: Written Notice of Concurrence – Bus Wrapping Services

This letter is a follow-up to the Request for Proposals (RFP) Concurrence Package. We have reviewed the RFP. Based on this review, it appears that the RFP specifications are in accordance with the applicable third party contracting guidance contained in FTA Circular 4220.1F "Third Party Contracting Guidance" and certain 49 CFR 18.36 requirements. Therefore, the MDOT concurs with the City of Oxford RFP specifications for Bus Wrapping Services for twelve (12) Oxford University Transit buses currently in its transit system fleet. Please proceed with the solicitation process as requested.

Projects funded with Federal Transit Administration (FTA) assistance must meet the requisite third party contracting guidance contained in FTA Circular 4220.1F "Third Party Contracting Guidance" and certain 49 CFR 18.36 requirements. In particular there are specific clauses that must be included in procurement documents /agreements for all contractors and sub-contractors.

Once a contractor has been selected, MDOT must concur and issue a Notice to Proceed to purchase services from the selected contractor.

If you have questions or need further assistance, you may contact Roderick Bailey of my staff at 601-359-7800.

Respectfully,

Shirley Wilson
Director, Public Transit Division

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MINUTE BOOK No. 79, CITY OF OXFORD

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OXFORD UNIVERSITY TRANSIT BUS WRAP SERVICES BIDDERS LIST 4/11/2018

<u>RESPONSIVE PROPOSER</u>	<u>TOTAL BID</u>	<u>COMMISSION EVALUATION AWARDED POINTS</u>
DIG – Wes Harris wharris@dig.us.com	\$ <u>67,954.00</u>	<u>490</u>
Signature Graphics – Katie Gilmore kgillmore@signaturegraph.com	\$ <u>70,803.00</u>	<u>322</u>
LSI – Wayne Horton whorton@lsiid.com	\$ <u>96,106.17</u>	<u>312</u>

NON RESPONSIVE

Fastwrapz – Anthony Culver

\$72,393.75

Will not remove old graphics – wrap over them only

Signworx – Lee Pittman

\$79,720.00

Did not return all Attachments Signed

NO BID

Deltek – Jacqueline Sessa

Turbo Images – Anne-Laure Rey

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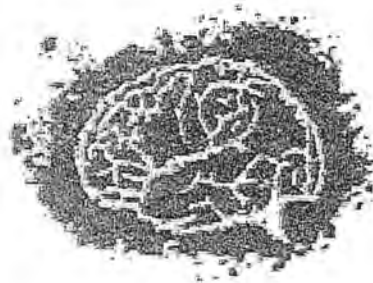
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SAFEGUARD - DEMENT 62-0088

DIG DEEP AND DISCOVER



Ok... so we don't really dig in the dirt each day but we don't mind getting our hands dirty when it comes to providing your visual needs.

We want to bring you exceptional creative work so that you can achieve the business that keeps you from being buried by the competition.

TRADESHOW SOLUTIONS

SIGNAGE SOLUTIONS

3-D WRAPS AND VISUAL SOLUTIONS

WEB SOLUTIONS AND CREATION

CREATIVE STRATEGY

PRINT PRODUCTION



Digital Imaging Group Creative + Solutions

778 Liberty Road, Suite 4b | Flowood, MS 39232 | 601.939.2008

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

CREATIVE
+
SOLUTIONS

778 Liberty Road
Flowood, MS 39232

April 2, 2018

Dear Tim,

Thank you for this opportunity to present our proposal to you for the Oxford University Transit Bus Wrap Project. We truly value the chance to show our services and bid on this project.

DIG Creative Solutions is a full service 3M Certified Sign and Wrap Company based in Jackson, MS and has completed projects all over North America, including Canada and Mexico. We appreciate the opportunity to submit a bid in our area of expertise and are confident we can provide Oxford University Transit superior workmanship for the vinyl production and installation of your buses.

We have carefully thought through the specifications for this project and have provided you with a competitive submission for the Oxford University Transit Bus Wrap project. We are confident that the specified bid coupled with our outstanding customer service will provide you with a quality solution for years to come.

Please let me know if I can be of any further assistance, or if you have any questions or concerns regarding our submissions.

Very Sincerely,

Wes Harris
Account Manager
Wharris@dig.us.com

Digital Imaging Group®

778 Liberty Road | Flowood, MS 39232

Ph| 601.939.2008 Fax| 601.939.2448 | www.dig.us.com



Evaluation Criteria

Digital Imaging Group, LLC (DIG) established in 2002, is a Jackson, MS based company that specializes in Project Design and Development consisting of creative and multi-talented account executives, an award winning graphic design team, rendering printers, project managers, and bid reviewers. Because of our expertise, we provide the complete package for our customers in design, project management, specification writing, rendering production, and project planning and coordination. As a complete project solution design and planning team, DIG offers a customer-oriented service that delivers creative and effective results. All of our designs are custom made to suit our client's needs and all of our solutions are outlined to needed specifications. We encourage function within our designs by utilizing and implementing thorough planning, and we outline all measurements, finishes, and power and communication requirements.

1. Bus Wrap Materials Quality and Durability:

DIG Creative Solutions DIG is the only 3M Certified Graphics Installation company within the state of Mississippi. DIG is also a Fellers Certified Wrap Provider and a member of UASG. DIG was at the forefront of the wrap industry when it was gaining ground and popularity. DIG has become a reputable source in the Southeast region for innovative and cost effective marketing that traditional advertising may not reach. Vehicle wraps, elevator wraps, window, floor and wall murals are all part of our services. We offer all facets of large format print production and use the printing knowledge and tools that we possess to broaden the scope of our client's branding and marketing strategies.

Our award winning design team is responsible for the design of graphics and visuals that are used throughout branding campaigns by implementing creative and artistic instincts. Our Lead Designer, a graduate of University of Southern Mississippi brings 20+ years of experience in the industry.

Installers - As the face of DIG, our installers are responsible for exhibiting the level of service that we are known for. Our Installers are trained, certified and travel to the work-site to install all of the products that we produce. Our Install team combined brings 25+ years of Experience.

DIG will provide a 4 year warranty on workmanship with the following conditions. It is common to have overlapping seams as well as possible small imperfections. Seams will occur when one panel is placed over the initial panel. 1/4" - 1" seams are to be expected. Vehicle contours, compound curves and vinyl stretching can cause wrinkling where excess material gathers. DIG will do its best to minimize this during the application process but some may be present.

Customer acknowledges being advised that application of graphics film to damaged, oxidized, dirty, non-OEM paint, or other imperfect surfaces may result in damage to such surfaces upon installation and/or removal of the film. Customer assumes the risk of all such damages. Company's sole and exclusive obligation to Customer for any breach of this Agreement is limited to the repair or replacement of defective film. Company shall not be responsible for any claim made under this Agreement in an amount in excess of the quoted price to Customer.

It is important to understand that the longevity of the wrap and its appearance over time will depend on a number of factors including, but not limited to, weather and local climate, road conditions, daily use and overall initial condition of the vehicle's surfaces before wrap installation. The buses will be wrapped using 3M - U180Cv3 and 3M8518 over laminate, 3M approved printer and inkset, plus 3M certified installers, which allows us to provide a 3M Match Component Warranty.



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SOLUTIONS

Fleet Standards

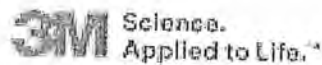
- ✦ No visible imperfections (zippers, bubbles, wrinkles) standing 4' from the vehicle
- ✦ Seams and relief cuts, acceptable and at the installer's discretion
- ✦ Wheel wells are not covered
- ✦ Hinges, slider rails, and latches are not covered— visible body paint around / behind
- ✦ Placement can vary up to 2" from rendering
- ✦ Up to 1/8" of visible body paint around trimmed areas (headlights, handles, moldings)
- ✦ Trim work is clean and unjagged
- ✦ Vehicle is post heated and no lifted edges

The intention is a cleanly installed, legibly read, advertisement that lasts up to 4 years with proper care.
It is not intended to be an OEM factory installed or color change effect installation.



Member

3M Certified
Graphics Installation Company



Warranty is stated in years for geographical zones 1/2/3 (for more details refer to the last page of this document)

Only graphics manufacturers having a current Certificate of 3M™ MCS™ Warranty are eligible to extend this Warranty to their customers.

Release : February 2017
Supersedes : October 2016

Review the notes below this table and on the last page of this document, please.

Expected performance life (durability), unprinted, outdoor

3M™ MCS™ Warranty for printers manufactured by HP

HP

Latex 360/365/370/375
Latex 560/570

HP831 / HP871 Latex Inks, or
3M™ MCS™ warranty
component

Printer Model		Area of application:		FL	SI	N
LX480Cv3 SV480Cv3	A B D F K	Unprotected	12	-	-	-
		8548G, 8549L	10	7/6/4	5/4/2	8
		8580, 8580M	7	-	-	-
		1920DR	7	3/2/1	3/2/1	5
		9740i UV	8	-	-	-
		SG8991	5	-	-	-
		SG8993	5	-	-	-
		SG8995-124	-	-	-	-
		Unprotected	10	-	-	-
		8548G, 8549L	10	7/6/4	5/4/2	8
U380-10 U380-20	A B	8580, 8580M	7	-	-	-
		1920DR	7	3/2/1	3/2/1	5
		9740i UV	8	-	-	-
		Unprotected	11	-	-	-
		8518, 8520, 8915	9	7/6/4	5/4/2	8
		8548G, 8549L	10	7/6/4	5/4/2	8
		8580, 8580M	7	-	-	-
		8900	4	4/2.5/1.5	-	4
		1920DR	7	3/2/1	3/2/1	5
		9740i UV	8	-	-	-
U180-10 U180Cv3-10	A B C K	9760LX	-	5/4/3	3/2/1	5
		SG8991	5	-	-	-
		SG8993	5	-	-	-
		SG8995-124	-	-	-	-
		Unprotected	8	-	-	-
		8518, 8520, 8915	8	5/4/3	4/3/2	5
		1920DR	7	3/2/1	3/2/1	5
		9740i UV	8	-	-	-
		SG8991	5	-	-	-
		SG8993	5	-	-	-
U160-10 U160C-10	A	SG8995-124	-	-	-	-
		Unprotected	8	-	-	-
		8518, 8520, 8915	8	5/4/3	4/3/2	5
		1920DR	7	3/2/1	3/2/1	5
		9740i UV	8	-	-	-
		SG8991	5	-	-	-
		SG8993	5	-	-	-
		SG8995-124	-	-	-	-
		Unprotected	8	-	-	-
		8518, 8520, 8915	8	5/4/3	4/3/2	5
U170Cv3-10	A C	8548G, 8549L	8	5/4/3	4/3/2	5
		8580, 8580M	7	-	-	-
		8900	4	4/2.5/1.5	-	4
		1920DR	7	3/2/1	3/2/1	5
		9740i UV	8	-	-	-
		9760LX	-	5/4/3	3/2/1	5
		SG8991	5	-	-	-
		SG8993	5	-	-	-
		SG8995-124	-	-	-	-
		Unprotected	6	-	-	-
U170-10 U170-114	A C	70-114, 8518, 8520, 8915	6	5/4/3	4/3/2	5
		8548G, 8549L	6	5/4/3	4/3/2	5
		8580, 8580M	6	-	-	-
		Unprotected	6	-	-	-

Confidential Information - For Board Use Only - Do not Redistribute Page 17 of 165

Important note:
3M™ MCS™ warranty for
this product does not
apply to UK & Ireland.

MINUTE BOOK No. 79, CITY OF OXFORD

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2. Time Frame:

If selected as the wrap company for the bus wrapping proposal for Oxford University Transit, we would first establish a production and installation timeline that would coincide with the roll out of the availability of the buses.

DIG will wrap the buses at Oxford University Transit located at 409 McElroy Drive, Oxford, MS 38655 and will wrap the buses with a combination of our own 3M certified team as well as qualified installers in the surrounding area. We would anticipate completing the 12 buses in 4 to 6 weeks, well within the required time frame.

3. Experience and Past Performance:

Qualifications:

DIG has become the go to source for vehicle wraps, elevator and wall wraps all over the Southeast.

Example:

Camellia Health Care via Enterprise Fleet

Camellia is one of the largest home health organization in the Southeast (MS, AL, GA, and TN). Most were unaware of how far reaching Camellia extended. We presented a marketing and branding solution for them, which was to wrap their fleet of vehicles. The one caveat: they needed to be wrapped within a tight deadline. We accomplished this goal and were able to wrap the entire Camellia fleet of 125 vehicles in 18 days across four states using our team of installers.

Blackberry RIM:

Snowboarding competition in Bend, OR. Blackberry needed a solution for freestanding cutouts for photoOps to promote the brand that was to be used outdoors and had to be anchored in the snow. We created the concept, prototype and produced and wrapped Snowboard Mobile Phone Tether Displays throughout the competition area.

C-Spire Wireless Brand Change:

Rebranded 63 Retail Locations and 60 vehicles. 21 Tier One Locations had to be completed in 36 hours with the remaining stores completed within 3 days. All vehicles had to be completed in that time frame as well. We also installed 3-D lettering, Vinyl Wall Striping, Wall Murals, Static Display Signage and Etched Vinyl Treatments on Glass.

AT&T Branding:

Wrapped Parking Lots, Common Areas, Window Clings, Pull Up Bannerstands, Custom Façade Cutouts for Monitors in five cities in one night (Redmond, WA, Dallas, TX, Atlanta, GA, Newark, NJ and Waterloo, ON Canada).

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Dick's Sporting Goods:

Responsible for Interior Signage for new location in Madison, MS. This installation included Wall Wraps, 3-D Aluminum letters and banners in windows.

Nissan North America:

Scope: Create an unveiling wall for the Intro of the Nissan NV Van. DIG devised the concept, created test prototypes and set up several test runs with the client. We designed the graphics, produced the banners, provided and assembled the truss structure, produced and installed vinyl decals for the sponsors on the vehicles. Fully wrapped five vehicles in three days for a National Tour to promote the vehicle.

Of course, this is just a small sampling of the work that we do. We are fully insured and can provide you with copies of our W9 and Certificate of Insurance.

4. Proposed Cost to include:

- 1. Roof wrap shall extend over the edge of the rooftop so that the existing rooftop colors will not be visible from street level. The entire rooftop need not be wrapped.
- 2. The removal and rewapping of the following:

Bus Number	Description
1008-1009,1014	Glaval/Apollo 21-32 Passenger 30 Foot Length
1112-1113	Champion 45 Passenger 40 Foot Length
1628-1627	Ford Starcraft 23 Passenger 25 Foot Length
2020-2024	Gillig (2) 40 Passenger 40 Foot Length
	Gillig (3) 28 Passenger 35 Foot Length

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SECTION VI. COST PROPOSAL

This is a fixed price contract between the City of Oxford and the provider of bus wrap services. Please provide all requested information and bid on all items. Incomplete forms will be rejected. Proposers shall submit six (6) originals and one digital copy of their cost proposals.

Unit Price: Price must include all costs associated with the process of wrapping, including the roof, of 12 buses with the attached design.¹

A. Glaval/Apollo (3) 21-32 Passenger 30 Foot Length

Unit Price \$ 3,768

B. Champion (2) 45 Passenger 40 Foot Length

Unit Price \$ 5,400

C. Ford Starcraft (2) 23 Passenger 25 Foot Length

Unit Price \$ 3,125

D. Gillig (2) 40 Passenger 40 Foot Length

Unit Price \$ 8,565

Gillig (3) 28 Passenger 35 Foot Length

Unit Price \$ 7,490

MINUTE BOOK No. 79, CITY OF OXFORD

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DIG Creative Solutions
778 Liberty Rd, Flowood, MS, 39232
Primary Email: sales@dig.us.com
Primary Phone: 601.939.2008
www.dig.us.com



Quote 44966
Bus Wrapping Services

SALES REP INFO
Wes Harris
wharris@dig.us.com

QUOTE DATE
01/23/2017
QUOTE EXPIRY DATE
07/02/2018
TERMS
Open
PAYMENT METHOD

ORDERED BY
Oxford-University Transit

CONTACT INFO
Ron Biggs
rbiggs@oxfordms.net
662-234-3540

#	ITEM	QTY	UOM	UNIT PRICE	TOTAL (EXCL. TAX)
1	Vehicle Wrap (3M Certified) Glaval/Apollo Buses 3M Vinyl 3M Lamination 3M Certified Ink 3M Certified Installer Full Color Includes : Premium digitally printed and laminated wrap media as per approved proof 1420-1425 (3) 2014 Glaval/Apollo 21-32 passenger 30 foot length 1.Roof wrap shall extend over the edge of the rooftop so that the existing rooftop colors will not be visible from street level. The entire rooftop need not be wrapped. 2. Air intake grate/grills on the six (3) Glaval/Apollos shall be removed, cleaned, painted blue (Axalta N0306 EX) and reinstalled. Blue Pantone 2767 Green Pantone 354 Red Pantone 186 Production and Installation of vehicle wrap - Roof not included. Includes Production, Removal, Installation, and all Travel Costs Sides: 1 Lam-Cast:3MÂ® 8518 Cast Overlaminate â€" Gloss 2 Mil Cast Gloss 8 Year Overlaminate Ink:HPG0Y79-85D All Inks HP 370 Latex Colors	3.0	Each	\$3,768.00	\$11,304.00
2	Vehicle Wrap (3M Certified) Gillig Buses 3M Vinyl 3M Lamination 3M Certified Ink 3M Certified Installer Full Color Includes : Premium digitally printed and laminated wrap media as per approved proof 2015-2019 (2) 2000 Gillig 40 passenger 40 foot length 1.Roof wrap shall extend over the edge of the rooftop so that the existing rooftop colors will not be visible from street level. The entire rooftop need not be wrapped.	2.0	Each	\$8,565.00	\$17,130.00

ITEM

QTY UOM UNIT PRICE TOTAL (EXCL. TAX)

Blue Pantone 2767
Green Pantone 354
Red Pantone 186

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Production and Installation of vehicle wrap - Roof not included.
Includes Production, Removal, Installation, and all Travel
Costs
Sides: 1
Ink:HPG0Y79-85D
All Inks HP 370 Latex Colors
Lam-Cast:3MÂ® 8518 Cast Overlamine â€" Gloss
2 Mil Cast Gloss 8 Year Overlamine

3 **Vehicle Wrap (3M Certified) Gillig Buses** 3.0 Each \$7,490.00 \$22,470.00

3M Vinyl
3M Lamination
3M Certified Ink
3M Certified Installer
Full Color
Includes :
Premium digitally printed and laminated wrap media as per
approved proof
2015-2019 (3) 2000 Gillig 28 passenger 35 foot length
1.Roof wrap shall extend over the edge of the rooftop so that
the existing rooftop colors will not be visible from street level.
The entire rooftop need not be wrapped.
Blue Pantone 2767
Green Pantone 354
Red Pantone 186
Production and Installation of vehicle wrap - Roof not included.
Includes Production, Removal, Installation, and all Travel
Costs
Sides: 1
Ink:HPG0Y79-85D
All Inks HP 370 Latex Colors
Lam-Cast:3MÂ® 8518 Cast Overlamine â€" Gloss
2 Mil Cast Gloss 8 Year Overlamine

4 **Vehicle Wrap (3M Certified) Starcraft Buses** 2.0 Each \$3,125.00 \$6,250.00

3M Vinyl
3M Lamination
3M Certified Ink
3M Certified Installer
Full Color
Includes :
Premium digitally printed and laminated wrap media as per
approved proof
(2) Ford Starcraft 23 passenger 25 foot length
1.Roof wrap shall extend over the edge of the rooftop so that
the existing rooftop colors will not be visible from street level.
The entire rooftop need not be wrapped.
Blue Pantone 2767
Green Pantone 354
Red Pantone 186
Production and Installation of vehicle wrap - Roof not included.
Includes Production, Removal, Installation, and all Travel
Costs
Sides: 1
Lam-Cast:3MÂ® 8518 Cast Overlamine â€" Gloss
2 Mil Cast Gloss 8 Year Overlamine
Ink:HPG0Y79-85D
All Inks HP 370 Latex Colors

5 **Vehicle Wrap (3M Certified) Champion Buses** 2.0 Each \$5,400.00 \$10,800.00

3M Vinyl
3M Lamination
3M Certified Ink

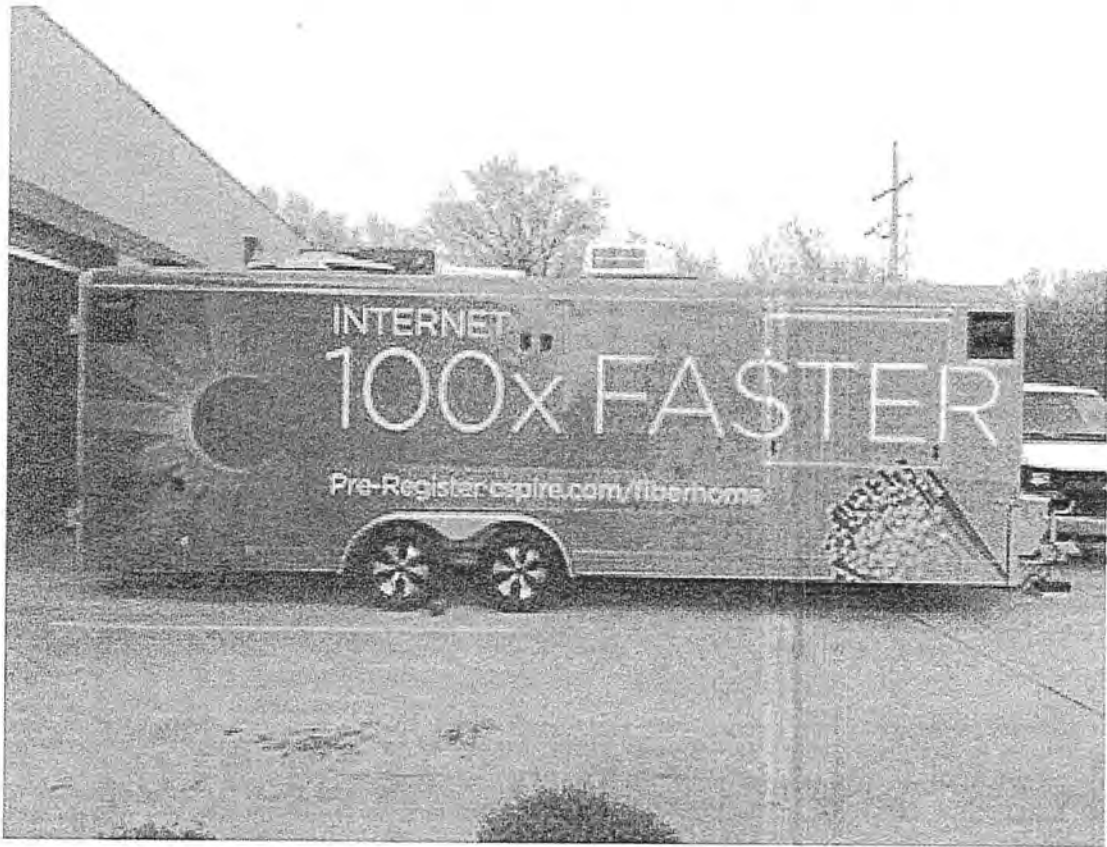
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SAFEGUARD - DEMENT 62-0088



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SAFEGUARD - DEMENT 62-0088



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SAFEGUARD - DEMENT 62-0086



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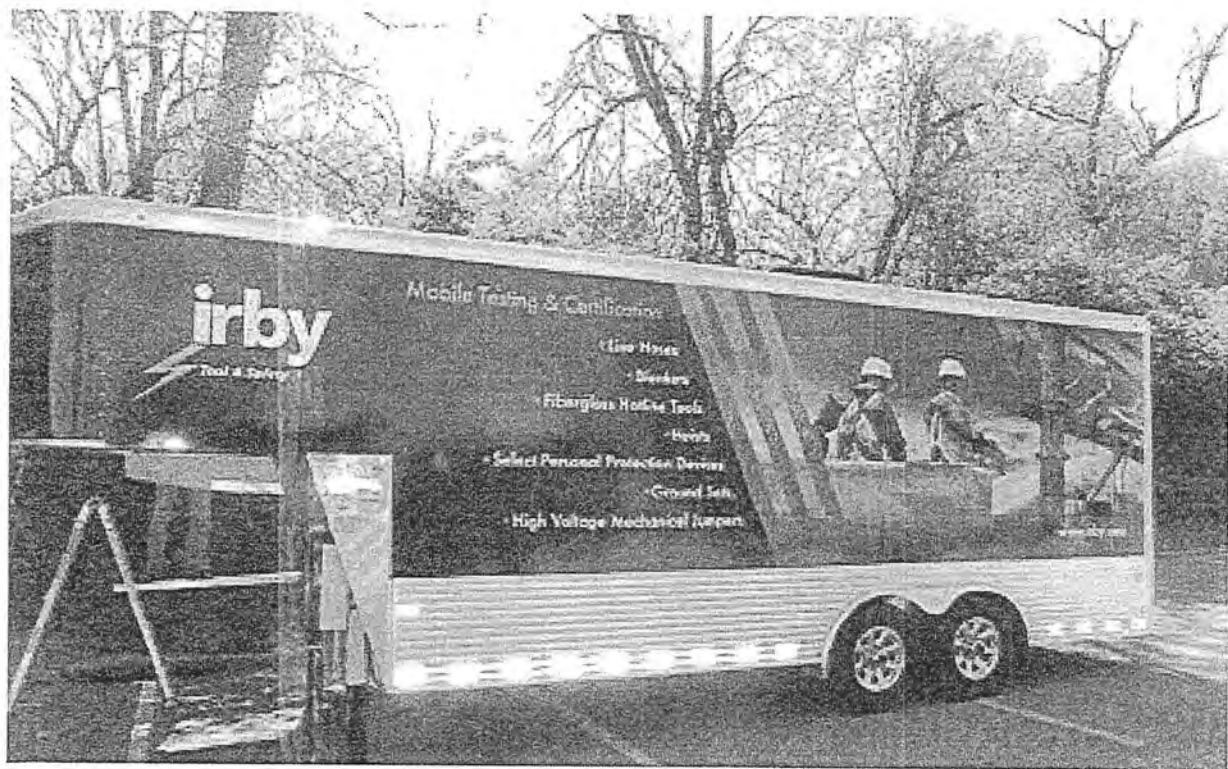
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SAFEGUARD - DEMENT 62-0088



MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Attachment 1

CERTIFICATION OF CONTRACTOR REGARDING DEBARMENT, SUSPENSION, AND
OTHER INELIGIBLE AND VOLUNTARY EXCLUSION

The undersigned, an authorized official of the Proposer stated below, certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

If the undersigned is unable to certify to any of the statements in this certification, such official shall attach an explanation to this document.

THE UNDERSIGNED CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S. C. SECTION 3801 ET SEQ. ARE APPLICABLE THERETO.

Name: Wes Harris

Company: DIG Creative Solutions

Address: 778 Liberty Road; Flowood, MS 39232

Signature: Wes Harris

Title: Sales Manager

Date: 4/02/2018

Telephone: office 601-939-2008 cell 601-850-9991

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

Attachment 2

Certification of Restrictions on Lobbying

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.).]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, DIC Private Sht., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

[Signature] Signature of Contractor's Authorized Official

Res Harris - Shts Mgr. Name and Title of Contractor's Authorized Official

4/02/2018 Date

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Attachment 3

BUY AMERICA CERTIFICATION

Certificate of Compliance with 49 U.S.C. 5323(j)(1)

The bidder or offeror hereby certifies that it will meet the requirements of 49 U.S.C. 5323(j)(1) and the applicable regulations in 49 C.F.R. Part 661.5.

Date 4/02/2018

Signature [Signature]

Company Name DIG Creative Solutions

Title Sales Manager

Certificate of Non-Compliance with 49 U.S.C. 5323(j)(1)

The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j)(1) and 49 C.F.R. 661.5, but it may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 C.F.R. 661.7.

Date 4/02/2018

Signature [Signature]

Company Name ~~MANA MANAGER~~ DIG Creative Solutions

Title Sales Manager

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Attachment 4

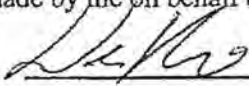
MDOT and FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF PROPOSER

Name of Proposer: DIG Creative SolutionsName and Relationship of Authorized Representative: Nes Harris Sales Mgr.

BY SIGNING BELOW, on behalf of the Proposer, I declare that the Proposer has duly authorized me to make these certifications and assurances and bind the Proposer's compliance. Thus, the Proposer agrees to comply with all State and Federal statutes, regulations, executive orders, and directives of the State of Mississippi, Mississippi Department of Transportation, and Federal Transit Administration (FTA).

The Proposer affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to the State of Mississippi and FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance or submission made to the State of Mississippi and FTA. The criminal fraud provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized in 49 U.S.C. Chapter 53 or any other statute. In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Proposer are true and correct.

Signature: Date: 4/02/2018

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, DTE-Greene Solutions, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

[Signature]

Signature of Contractor's Authorized Official

Asst. Dir. Sales Mgr.

Name and Title of Contractor's Authorized Official

MINUTE BOOK No. 79, CITY OF OXFORD

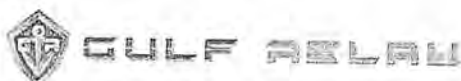
SAFEGUARD - DEMENT 62-0088

REFERENCES:



Joshua Simmons
 Account Executive Senior
 Fleet Management Birmingham
 205-824-8550 direct
 616-328-7224 cell
 Joshua.Simmons@efleets.com

Enterprise Fleet Management
 200 Vestavia Parkway Suite 3700
 Birmingham, AL 35216
 efleets.com



Douglas H Hindman | President

Gulf Relay LLC
 108 CrossPark Drive | Clinton, MS 39056
 O: 601-487-4852 | F: 601-510-9543 |
 C: 601-519-7757
 www.gulfrelay.com



C-Spire
 Lauren Shields
 Manager, Advertising & Creative Services
 601-624-7618
 Renaissance at Colony Park
 1018 Highland Colony Parkway
 #300
 Ridgeland, MS 39157

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0089



East Mississippi Community
College
Cade Wilkerson
Assistant Football Coach and
Marketing Coordinator
662-416-3640
1512 Kemper St, Scooba, MS
39358
dwilkerson@eastms.edu

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0068



Joseph B. East
Chief of Police
jeast@oxfordpolice.net

Oxford Police Department
715 Molly Barr Rd.
Oxford, MS 38655
Phone: (662) 232-2400
Fax: (662) 232-2314

To: Mayor and Board of Aldermen
Cc: Joey East, Chief of Police
From: Matt Davis, CPP, Director of Parking
Date: April 17th, 2018
Re: Amendment to the Vehicles for Hire Ordinance
Chapter 118, Section 22, Driver Permits

In working with the Code Enforcement Division, we are seeking a modification to our current Chapter 118 Vehicles for Hire Ordinance.

- 1) The modification is needed to lower the age limit for low speed taxi driver permits:

Modification of Sec. 118-22

Sec. 118-22. - Driver permits.

All drivers of taxicabs, low speed cabs or pedicabs shall obtain and maintain a permit issued by the city before driving a taxicab, low speed cab or pedicab upon the streets of the city. In order to secure a driver permit, an applicant must submit an application to the city clerk. Permits shall be posted in a prominent place immediately visible to a passenger and shall be renewed annually. The applicant must:

- (1) Be at least 21 years old for a taxi or 20 years old for a low speed taxi permit or 18 years old for a pedicab permit.
- (2) Possess at least a Mississippi commercial "class D" driver's license for a taxi permit or at least a valid state regular operator driver's license for a low speed or pedicab permit.
- (3) Be a citizen of the United States or an alien admitted for permanent residence who has otherwise been granted employment authorization by the United States Immigration and Naturalization Service.
- (4) Not have been convicted, plead guilty, been on probation, parole, or served time on a sentence for a period of five years previous to the date of application, for the violation of any criminal offense, felony, or misdemeanor, of the city, of the State of Mississippi or any other state or of the United States. If at any time during the application process the applicant is charged with any criminal offense, consideration of the application shall be suspended until entry of a judgment or dismissal. A plea of nolo contendere to a criminal offense shall constitute a conviction.
- (5) Not have been convicted of three or more violations of the provisions of this article within a period of two years prior to the date of application.

All applicants for taxicab, low speed, or pedicab driver permits shall be approved by the mayor and board of aldermen after a recommendation by the chief of police or designee.

(Ord. No. 2013-19, 11-19-2013; Ord. No. 2014-4, 2-18-2014; Ord. No. 2015-25, 9-15-2015)

MINUTE BOOK No. 79, CITY OF OXFORD

Ordinance # 2018

SAFEGUARD - DEMENT 62-0089

ORDINANCE AMENDING CHAPTER 118, SECTION 22, VEHICLES FOR HIRE, CODE OF ORDINANCES OF THE CITY OF OXFORD, MISSISSIPPI

BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF OXFORD, MISSISSIPPI AS FOLLOWS:

SECTION I. That Section 118-22, Driver Permits, of the Code of Ordinances, Oxford Mississippi, is hereby amended to read as follows:

Sec. 118-22. - Driver permits.

All drivers of taxicabs, low speed cabs or pedicabs shall obtain and maintain a permit issued by the city before driving a taxicab, low speed cab or pedicab upon the streets of the city. In order to secure a driver permit, an applicant must submit an application to the city clerk. Permits shall be posted in a prominent place immediately visible to a passenger and shall be renewed annually. The applicant must:

- (1) Be at least 21 years old for a taxi or 20 years old for a low speed taxi permit or 18 years old for a pedicab permit.
- (2) Possess at least a Mississippi commercial "class D" driver's license for a taxi permit or at least a valid state regular operator driver's license for a low speed or pedicab permit.
- (3) Be a citizen of the United States or an alien admitted for permanent residence who has otherwise been granted employment authorization by the United States Immigration and Naturalization Service.
- (4) Not have been convicted, plead guilty, been on probation, parole, or served time on a sentence for a period of five years previous to the date of application, for the violation of any criminal offense, felony, or misdemeanor, of the city, of the State of Mississippi or any other state or of the United States. If at any time during the application process the applicant is charged with any criminal offense, consideration of the application shall be suspended until entry of a judgment or dismissal. A plea of nolo contendere to a criminal offense shall constitute a conviction.
- (5) Not have been convicted of three or more violations of the provisions of this article within a period of two years prior to the date of application.

All applicants for taxicab, low speed, or pedicab driver permits shall be approved by the mayor and board of aldermen after a recommendation by the chief of police or designee.

(Ord. No. 2013-19, 11-19-2013; Ord. No. 2014-4, 2-18-2014; Ord. No. 2015-25, 9-15-2015)

SECTION II. REPEALING CLAUSE

All ordinances or parts of ordinances in conflict herein shall be, and the same are hereby repealed.

SECTION III. EFFECTIVE DATE

All ordinances shall take effect and be in force as provided by law.

The above ordinance having being first reduced to writing and read and considered section by section at a public meeting or the governing authorities of the City of Oxford Mississippi on motion of Alderman _____, seconded by Alderman _____, and the roll being called, the same by the following votes:

Alderman Addy	voted
Alderman Huelse	voted
Alderman Antonow	voted
Alderman Howell	voted
Alderman Taylor	voted
Alderman Bailey	voted
Alderman Morgan	voted

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

APPROVED, this day the _____ of _____, 2018

ROBYN TANNEHILL, MAYOR

ASHLEY ATKINSON, CITY CLERK



OXFORD

PLANNING
DEPARTMENT

Memorandum

To: Mayor and Board of Aldermen
From: Ben Requet, AICP, Assistant Director of Planning
Date: April 17, 2018
Re: Consider a request for approval of a Final Plat Approval (Amended) for 'Grand Oaks Subdivision Phase I', Planning Commission Case #2291, a commercial subdivision located at Barron Street and Lyles Drive. (PPIN #8911)

Planner's Comments: The subject property – situated between Barron Street, Lyles Drive, and Mississippi Highway 7 – is an original portion of the Grand Oaks Planned Unit Development (PUD) formerly known as South Park subdivision. According to the master plan for the original PUD, this phase is designated for commercial development with the potential for mixed-use.

In 2017, the Mississippi Department of Transportation (MDOT) – as part of its MS Highway 7 widening project – acquired right-of-way located in the middle of this subdivision phase, creating fragments of lots. Due to this transfer of land for new access onto MS Highway 7, the existing Phase I plat requires an amendment. Furthermore, the subdivision owner would also like to resize the existing lots in order to create additional ones.

The original Phase I subdivision plat consists of five (5) lots totaling an approximate +/- 8.4 acres. Grand Oaks, Inc. would like to amend the plat in order to create eleven (11) lots now totaling approximately +/- 8.09 acres.

A full set of construction documents has been submitted to the City in order to build a street into the subdivision (this roadway will in essence be an extension of Barron Street which will terminate in a cul-de-sac), drainage and utility connections; all mainline utilities (water, sewer, and gas) are in place. No buildings are proposed for construction in the amended subdivision at the writing of this report.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Public Works Comments:

Stormwater: Based on the commercial SCO zoning, a Stormwater plan is not required at this point. Each lot will be required to have their own Stormwater regardless of the type of development and this system would be developed at the time of site plan review regardless of the size of the lot. If residential uses are built, a Stormwater system would still be required as residential subdivisions require Stormwater at the time of plat approval rather than site plan.

The water and sewer mains are existing at this time and are not proposed to be changed. Public Works has noted concern regarding a storm drain that is proposed to be located along the lot lines of Lots 5 and 6 and over the existing sewer line. Public Works is concerned about the potential for future conflict regarding who is responsible for any repairs to the pipe (not the City) and for the potential for conflict between the pipes related to grading and future maintenance and access. Staff provided these comments to the Engineer but there was not time for a response prior to the writing of these case notes. An update will be provided at the meeting.

Technical Modifications: Public Works has requested several technical changes on the plans including identification of easements, clarification of the existing and proposed Highway references, clear dedication of Right-of-Way for the roadway, and identification that all storm drains outside of the right-of-way are privately owned and maintained. On the construction plans, Public Works has requested the addition of street lights, clarification regarding fire hydrants, information regarding lot grading, and additional questions regarding drainage.

Planning Commission Recommendation: At their April 9 meeting, the staff recommended approval with a several conditions. The Planning Commission recommended approval of the Grand Oaks Phase I (Amended) Final Plat with the conditions recommended by staff. These include:

1. Approval is for the plat as submitted.
2. Approval by the Mayor and Board of Alderman.
3. A copy of the stamped recorded covenants for the subdivision shall be submitted to the Planning Department prior to issuance of any permits.
4. Public Works Conditions:
 - a. All technical changes (e.g. storm drain, sewer, etc.) must be completed to the satisfaction of Public Works prior to the request for Final Plat approval being heard by the Board of Alderman.

MINUTE BOOK No. 79, CITY OF OXFORD

b. Prior to the case being heard by the Board of Alderman, a satisfactory resolution to the conflict between the storm drain at Lots 5 and 6 and the existing sewer must be achieved. DEMENT 62-0088

c. Prior to the sale of water and sewer taps, the construction plans must be approved (related to all site plan review comments provided which include the storm drain, fire hydrants, addition of street lights, drainage, water and sewer stub connections).

d. Each lot will be responsible for stormwater detention at the time of site plan approval (or requesting a building permit if residential use).

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD • DEMENT 62-0088



Case 2291

To: Oxford Planning Commission
From: Paige A. Barnum, Planner II
Date: April 9, 2018

Applicant: Grand Oaks, Inc.
Owner: Same
Request: Final Plat Approval (Amended) for 'Grand Oaks Subdivision, Phase I'
Location: Barron Street and Lyles Drive (PPIN #8911)
Zoning: (SCO) Suburban Corridor

Surrounding Zoning:

North: (SCO) Suburban Corridor; (NR) Neighborhood Residential
South: (INST-G) Institutional - Government; (IND) Industrial
East: (ER) Estate Residential
West: (UCO) Urban Corridor

Planner's Comments: The subject property – situated between Barron Street, Lyles Drive, and Mississippi Highway 7 – is an original portion of the Grand Oaks Planned Unit Development (PUD) formerly known as South Park subdivision. According to the master plan for the original PUD, this phase is designated for commercial development with the potential for mixed-use.

In 2017, the Mississippi Department of Transportation (MDOT) – as part of its MS Highway 7 widening project – acquired right-of-way located in the middle of this subdivision phase, creating fragments of lots. Due to this transfer of land for new access onto MS Highway 7, the existing Phase I plat requires an amendment. Furthermore, the subdivision owner would also like to resize the existing lots in order to create additional ones.

The original Phase I subdivision plat consists of five (5) lots totaling an approximate +/- 8.4 acres. Grand Oaks, Inc. would like to amend the plat in order to create eleven (11) lots now totaling approximately +/- 8.09 acres.

MINUTE BOOK No. 79, CITY OF OXFORD

A full set of construction documents has been submitted to the City in order to build a street into the subdivision (this roadway will in essence be an extension of Barron Street which will terminate in a cul-de-sac), drainage and utility connections; all mainline utilities (water, sewer, and gas) are in place. No buildings are proposed for construction in the amended subdivision at the writing of this report. DEMENT 62-0088

the subdivision (this roadway will in essence be an extension of Barron Street which will terminate in a cul-de-sac), drainage and utility connections; all mainline utilities (water, sewer, and gas) are in place. No buildings are proposed for construction in the amended subdivision at the writing of this report.

Public Works Comments:

Stormwater: Based on the commercial SCO zoning, a Stormwater plan is not required at this point. Each lot will be required to have their own Stormwater regardless of the type of development and this system would be developed at the time of site plan review regardless of the size of the lot. If residential uses are built, a Stormwater system would still be required as residential subdivisions require Stormwater at the time of plat approval rather than site plan.

The water and sewer mains are existing at this time and are not proposed to be changed. Public Works has noted concern regarding a storm drain that is proposed to be located along the lot lines of Lots 5 and 6 and over the existing sewer line. Public Works is concerned about the potential for future conflict regarding who is responsible for any repairs to the pipe (not the City) and for the potential for conflict between the pipes related to grading and future maintenance and access. Staff provided these comments to the Engineer but there was not time for a response prior to the writing of these case notes. An update will be provided at the meeting.

Technical Modifications: Public Works has requested several technical changes on the plans including identification of easements, clarification of the existing and proposed Highway references, clear dedication of Right-of-Way for the roadway, and identification that all storm drains outside of the right-of-way are privately owned and maintained. On the construction plans, Public Works has requested the addition of street lights, clarification regarding fire hydrants, information regarding lot grading, and additional questions regarding drainage.

Any recommendation for approval shall include the conditions noted in the staff recommendations.

Recommendation: As this amendment is necessary due to the acquisition of right-of-way by the Mississippi Department of Transportation, staff recommends approval with the following conditions:

1. Approval is for the plat as submitted.
2. Approval by the Mayor and Board of Alderman.
3. A copy of the stamped recorded covenants for the subdivision shall be submitted to the Planning Department prior to issuance of any permits.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

4. Public Works Conditions:
 - a. All technical changes (e.g. storm drain, sewer, etc.) must be completed to the satisfaction of Public Works prior to the request for Final Plat approval being heard by the Board of Alderman.
 - b. Prior to the case being heard by the Board of Alderman, a satisfactory resolution to the conflict between the storm drain at Lots 5 and 6 and the existing sewer must be achieved.
 - c. Prior to the sale of water and sewer taps, the construction plans must be approved (related to all site plan review comments provided which include the storm drain, fire hydrants, addition of street lights, drainage, water and sewer stub connections).
 - d. Each lot will be responsible for stormwater detention at the time of site plan approval (or requesting a building permit if residential use).

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

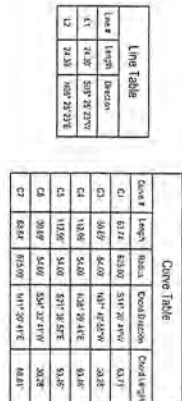
January 15, 2018

Re: Amended Subdivision Plat
Grand Oaks Phase 1 - Amended

PROJECT NARRATIVE

Grand Oaks Phase 1 is an original portion of the Grand Oaks PUD formerly known as South Park Phase 1. The Mississippi Department of Transportation (MDOT) has acquired right-of-way in the middle of this phase of the subdivision, therefore creating portions of lots. Due to the transfer of land from Grand Oaks, Inc. to the MDOT for a new access onto Mississippi Highway Number 7, the existing Phase I plat requires an amendment.

The current Phase 1 plat consists of five (5) lots totaling approximately 8.40 acres. The owner, after transfer of the MDOT portion and re-sizing the lots, would like to amend Phase I to eleven (11) lots totaling approximately 8.09 acres. A full set of construction plans has been submitted for construction of only the street, drainage and utility connections. All mainline utilities (water, sewer, gas) are in place. The existing roadway will be changed under the Construction Plans of the new Highway 7 project. This amendment is based upon those changes.



- [illegible]

WILLIAMS ENGINEERING CONSULTANTS, INC.
Professional Engineers | Professional Land Surveyors

City of Oxford, Lafayette County, Mississippi



★ NOTE
INDICATES APPROXIMATE
LOCATION OF PROJECT.

Sheet #	Sheet Name
C1.0	COVER SHEET
C2.0	EXISTING CONDITIONS
C3.0	SITE LAYOUT
C4.0	UTILITY LAYOUT
C5.0	PLAN AND PROFILE
C6.0	EROSION CONTROL PLAN
C10.0	SITE DETAILS
C10.1	WATER DETAILS
C10.2	SEWER DETAILS
C10.3	STORM DRAIN DETAILS
C10.4	EROSION CONTROL DETAILS
C11.0	MAPS

A map of Illinois showing its major highway network. The map includes labels for numerous cities and towns, such as Chicago, Springfield, Peoria, Rockford, and St. Louis. A star is placed in the northern central part of the state, near the intersection of major routes, to indicate the location of the National Automobile Location of Police (NAP). The map also shows the state's borders with Wisconsin, Indiana, Kentucky, and Missouri, as well as Lake Michigan to the north and Lake of the Two States to the west.

Construction Plans For:
Grand Oaks Subdivision Amended, Phase 1
(Formerly South Park Subdivision, Phase 1)
Lots 1, 2, 3, 4 & 6
City of Oxford, Lafayette County, Mississippi

REVISION	DATE
DESIGNED BY J. C. H. H. H. H.	4/15/2018
DESIGNED BY J. C. H. H. H. H.	4/15/2018
DESIGNED BY J. C. H. H. H. H.	4/15/2018
Scale	NTS
Date	1/15/2018
File Size	10.0 MB (10,000,000 Bytes)
Project	ED-162437
Drawn By	EDJ
Checked By	JWW

Cover

C1.0

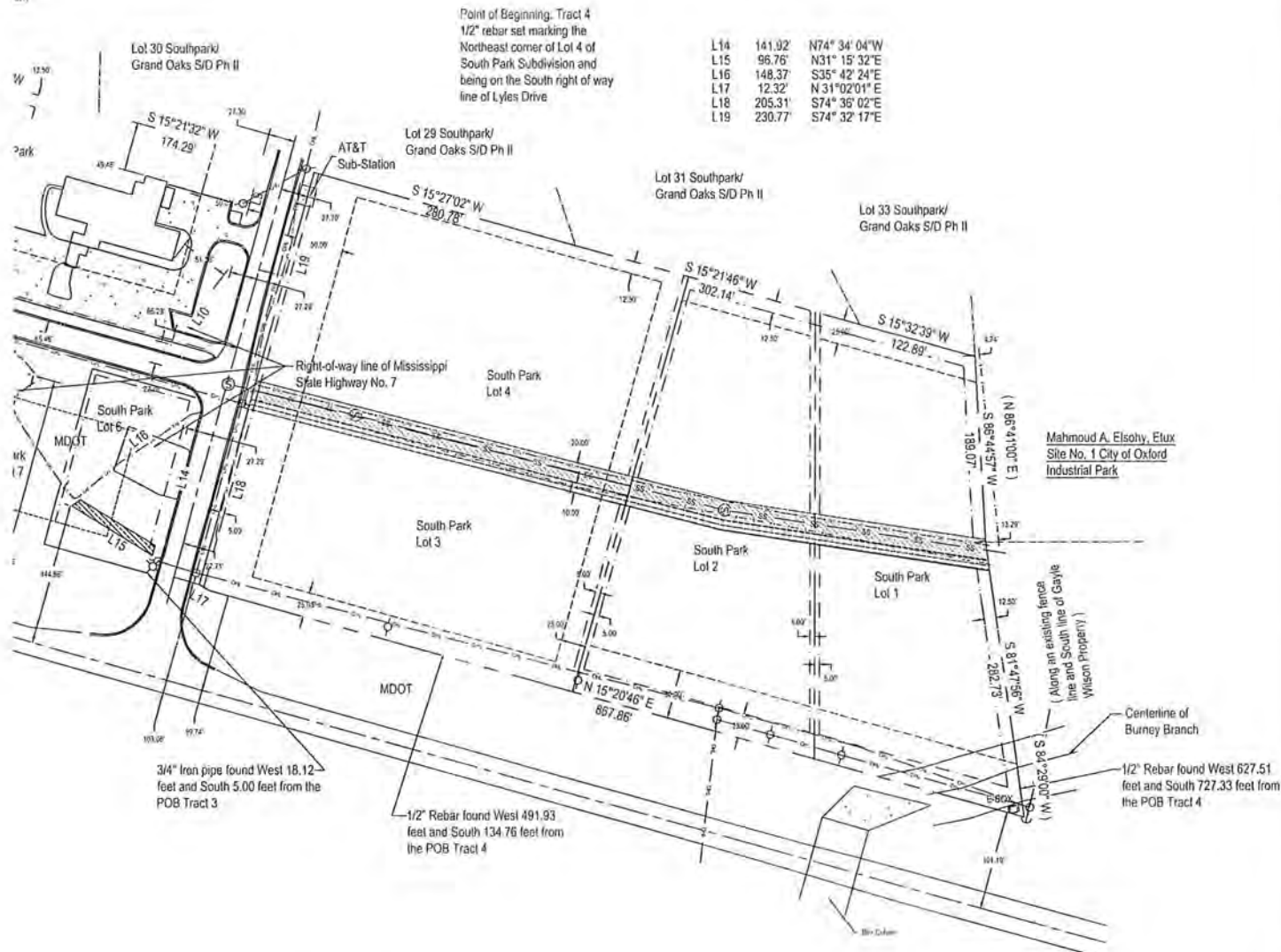


General Notes
1. IT IS RECOMMENDED THAT SOIL BORINGS BE PERFORMED ON SITE PRIOR TO CONSTRUCTION.
2. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROTECT EXISTING STRUCTURES SUCH AS PIPES, WELLS, CURBS, ETC. FROM DAMAGE WHICH MIGHT OCCUR DURING CONSTRUCTION. EXTREME CARE SHALL BE EXERCISED IN UNDERCUT AREAS AND THE UNDERCUT DEPTH MAY BE ADJUSTED BY CROSS-DRAWING, AS DIRECTED BY THE ENGINEER. THE CONTRACTOR SHALL REPAIR OR REPLACE AS DIRECTED BY THE ENGINEER ANY STRUCTURES DAMAGED DURING THE LIFE OF THE CONTRACT. NO PAYMENT WILL BE MADE FOR REPLACEMENT OR REPAIR OF DAMAGES.
3. ALL EXISTING UTILITIES OR OTHER OBSTRUCTIONS, WHICH CONFLICT WITH REQUIRED CONSTRUCTION, SHALL BE REMOVED AT THE CONTRACTOR'S EXPENSE AND AN ABSORBED ITEM.
4. THE EROSION CONTROL DEVICES REFERENCED IN THESE PLANS ARE A MINIMUM REQUIREMENT. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO INSURE THAT SILT DOES NOT LEAVE THE CONSTRUCTION SITE OR CONTAMINATE WATERS OF THE U.S. DURING CONSTRUCTION. THE CONTRACTOR SHALL MAINTAIN A SMALL CONSTRUCTION NOTICE OF INTENT PERMIT AS REQUIRED BY THE MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY AND MAINTAIN THE PLAN DURING CONSTRUCTION.
5. EXISTING UTILITIES ON THE DRAWINGS ARE SHOWN AT THEIR ORIGINAL LOCATION BASED UPON THE BEST INFORMATION AVAILABLE TO THE ENGINEER. THE ENGINEER CAN NOT AND DOES NOT WARRANT THAT THIS INFORMATION IS COMPLETE OR ACCURATE. THE CONTRACTOR MUST COORDINATE DIRECTLY WITH THE INVOLVED UTILITY OWNERS (INCLUDING MISSISSIPPI ONE CALL) TO HAVE UNDERGROUND UTILITY LINES LOCATED IN ADVANCE OF CONSTRUCTION.
6. WORK ON STRUCTURES FOR THIS PROJECT REQUIRES EXCAVATION IN THE IMMEDIATE VICINITY OF ADJACENT PROPERTIES. THEREFORE, THE RISK OF A FAILURE OCCURRING DURING THE EXCAVATION REQUIRES THAT EXTREME CAUTION BE EXERCISED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO PLACE WHAT BRACING, SHORING OR GROUND SUPPORT SYSTEM THAT IS DEEMED NECESSARY TO PREVENT A FAILURE AND PROTECT THE PROPOSED WORKING NEAR THE EXCAVATION. THE PUBLIC THAT MAY BE ABOVE THE EXCAVATION OR ANY STRUCTURE ADJACENT TO THE EXCAVATION ALL COSTS FOR ANY PROTECTIVE MEASURES, INCLUDING THE MATERIALS AND LABOR FOR DESIGNING, DRAWING AND CONSTRUCTING THE FACILITY, SHALL BE INCLUDED IN THE PRICE BID FOR CONTRACT ITEMS.
7. IN ORDER TO HOLD SILT TO A MINIMUM, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO INSTALL AND MAINTAIN TEMPORARY EROSION CONTROL MEASURES (SILT FENCE, SLOTTED CHECKS, ETC.).
8. ANY AREAS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED BY THE CONTRACTOR (TO INCLUDE DRAINAGE AND SITE GRADING) AS DIRECTED BY THE ENGINEER, ARCHITECT OR OWNER. CONTRACTOR SHALL PROVIDE TEMPORARY EROSION CONTROL FOR DISTURBED AREAS UNTIL THEY HAVE BEEN GRASSED AND GROWTH ESTABLISHED.
9. THIS PLAN DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF INSTALLING TRAFFIC CONTROL DEVICES IN ACCORDANCE WITH THE MUTCD. OTHER SIGNS AND TRAFFIC CONTROL DEVICES MAY BE REQUIRED DURING THE VARIOUS PHASES OF CONSTRUCTION.
10. TRAFFIC CONTROL DEVICES ON THIS PROJECT SHALL COMPLY WITH PART 7 OF THE MUTCD (LATEST EDITION).
11. THE CONTRACTOR IS TO REMOVE AND RESET ANY SIGNS WHICH CONFLICT WITH CONSTRUCTION.
12. THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFICATION OF EXISTING GRADES AND MAKING ADJUSTMENTS AS NECESSARY WITH THE APPROVAL OF THE PROJECT ENGINEER.
13. TRUNCATED DOWNS REQUIRED AT ALL SIDEWALK CROSSINGS, COLOR SHALL MEET SPECIFICATIONS FOR THE CITY OF OXFORD.
14. ALL SPOT GRADES SHOWN ALONG CURB ARE TO TOP BACK OF CURB. GRADES SHOWN IN OTHER AREAS ARE TO FINISHED GRADE.
15. CONTRACTOR SHALL ENSURE DRAINAGE AWAY FROM BUILDING.
16. CONTRACTOR SHALL VERIFY ALL SIDEWALKS AND RAMPS MEET A.D.A. REQUIREMENTS.

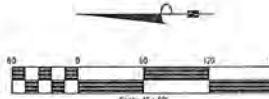
LEGEND

RIGHT OF WAY LINES	WILET
PROPERTY LINES	WILET NUMBER
SECTION LINE	UTILITY POLES
CENTERLINE ROAD	FAIR HYDRAULIC
APPARENT AND ADJACENT PROPERTY LINE	WATER METER
BUILDING SETBACKS	WATER VALVE
UTILITY EASEMENT LINES	EXISTING SANITARY MANHOLES
CHAIN LINK FENCE LINES	SPOT ELEVATION
RIGHT OF WAY FENCE	TREES
WOOD FENCE LINES	REINFORCED CONCRETE PIPE
EXISTING OVERHEAD ELECTRIC LINES	CORRUGATED METAL PIPE
EXISTING UNDERGROUND ELECTRIC LINES	POLYVINYL CHLORIDE
EXISTING OVERHEAD WATER LINES	TOP CURB
EXISTING UNDERGROUND WATER LINES	TOP SIDEWALK
EXISTING SEWER LINES	ASPHALT
EXISTING WATER LINES	CENTERLINE ROAD
EXISTING UNDERGROUND TELEPHONE LINES	CONCRETE
EXISTING GAS LINES	TOP LEVEL
EXISTING IRRIGATION WATER LINES	TW TOP WALL
OVERHEAD LINES	HIGH DENSITY POLYETHYLENE
UNDERGROUND ELECTRIC LINES	FINISHED FLOOR
OVERHEAD ELECTRIC LINES	FL FLOW LINE
SEWER LINES	TOPE OF PAVEMENT
WATER LINES	TOP
UNDERGROUND TELEPHONE LINES	BENCHMARKS
GAS LINES	SANITARY SEWER MANHOLE
IRRIGATION WATER LINES	

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Construction Plans For:
Grand Oaks Subdivision Amended, Phase 1
(Formerly South Park Subdivision, Phase 1)
Lots 1, 2, 3, 4 & 6
City of Oxford, Lafayette County, Mississippi

REVISION	DATE
1. Submittal	4/10/2018
2. Submittal	4/10/2018
3. Submittal	4/10/2018
4. Submittal	4/10/2018
5. Submittal	4/10/2018
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99. Submittal	4/10/2018
100. Submittal	4/10/2018

Existing Site
Conditions

C2.0

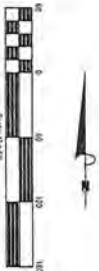
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1	1	POINT OF VIEW LINES	■	NET
2	2	SECTION LINE	□	MEASUREMENT
3	3	CAPITALEE BLOCK	□	UTILITY POLES
4	4	BRUNNEN	□	FIRE HYDRANT
5	5	RAILROAD	□	WATER METERS
6	6	RAILROAD	□	WATER MAIN
7	7	RAILROAD	□	WATER MAIN
8	8	RAILROAD	□	WATER MAIN
9	9	RAILROAD	□	WATER MAIN
10	10	RAILROAD	□	WATER MAIN
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84	84	RAILROAD	□	WATER MAIN
85	85	RAILROAD	□	WATER MAIN
86	86	RAILROAD		



Line Table		
Line #	Wagon	Direction
11	24-30	302° 22' 22" W
12	24-30	302° 22' 22" W

Curve #	Length	Radius	Construction	Final Length
C1	432.7	625.0	51° 39' 41" E	63.71
C3	30.87	54.00	N 07° 42' 55" W	30.87
C4	172.86	54.00	N 08° 29' 44" E	84.06
C3	172.86	54.00	S 21° 38' 37" E	93.46
C6	203.61	54.00	S 64° 33' 41" W	20.36
C7	184.87	615.00	N 01° 29' 41" E	68.47



Construction Plans For:
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Site Layout

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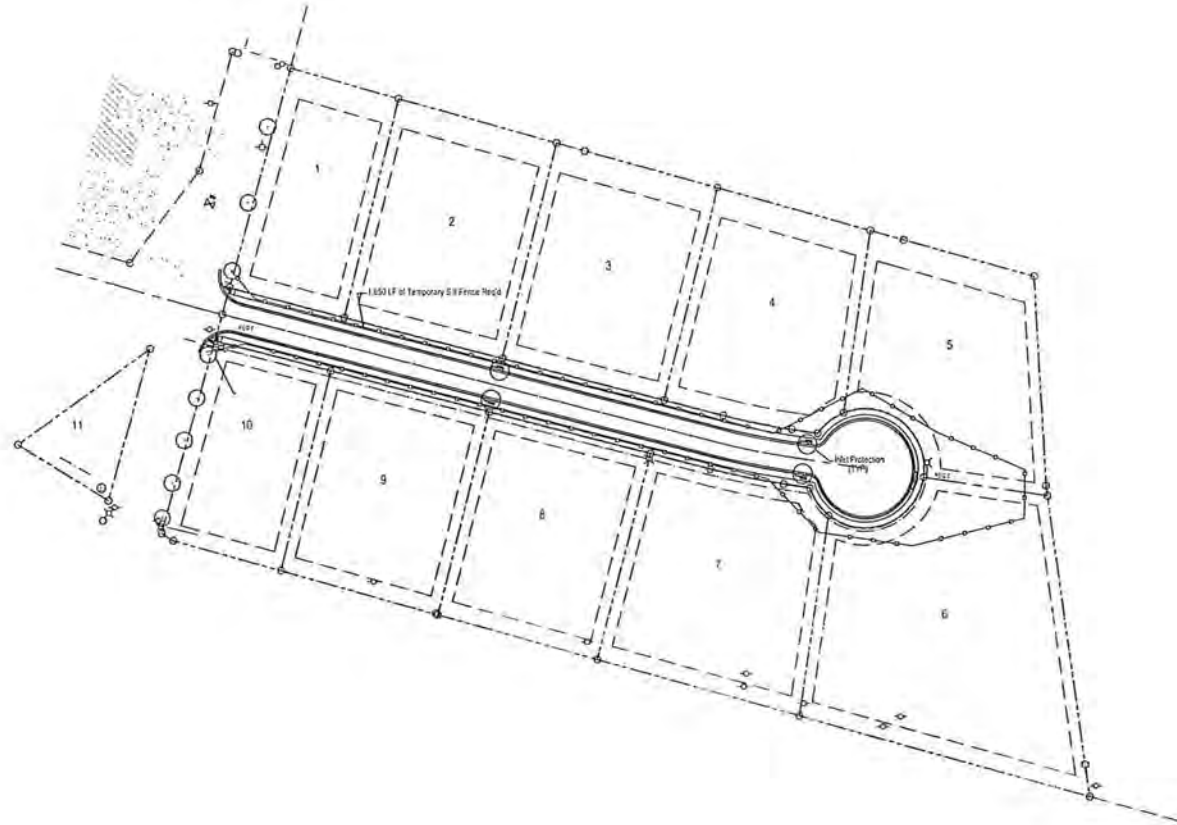
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General Notes

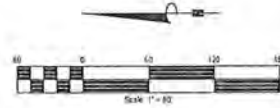
- 1) IT IS RECOMMENDED THAT SOIL BORINGS BE PERFORMED ON SITE PRIOR TO CONSTRUCTION.
- 2) IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROTECT EXISTING STRUCTURES SUCH AS PIPES, WELLS, CURBS, ETC. FROM DAMAGE WHICH MIGHT OCCUR DURING CONSTRUCTION. EXTREME CARE SHALL BE EXERCISED IN UNDERCUT AREAS AND THE UNDERCUTS MAY BE ADJUSTED AT DISCRETION OF THE ENGINEER. THE CONTRACTOR SHALL REPLACE OR REPAIR AS DIRECTED BY THE ENGINEER. ANY STRUCTURE DAMAGED DURING THE LIFE OF THE CONTRACT NO PAYMENT WILL BE MADE FOR REPLACEMENT OR REPAIR OF DAMAGES.
- 3) ALL EXISTING UTILITIES OR OTHER OBSTRUCTIONS WHICH CONFLICT WITH REQUIRED CONSTRUCTION SHALL BE REMOVED AT THE CONTRACTOR'S EXPENSE AS AN ASSUMED ITEM.
- 4) THE EROSION CONTROL DEVICES REFERENCED IN THESE PLANS ARE A MINIMUM REQUIREMENT. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO INSURE THAT SOIL DOES NOT LEAVE THE CONSTRUCTION SITE OR CONTAMINATE WATERS OF THE U.S. DURING CONSTRUCTION. THE CONTRACTOR SHALL MAINTAIN A SMALL CONSTRUCTION NOTICE OF INTENT PERMIT AS REQUIRED BY THE MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY AND MAINTAIN THE PLAN DURING CONSTRUCTION.
- 5) EXISTING UTILITIES ON THE DRAWINGS ARE SHOWN BY THEIR ORIGINAL LOCATION BASED UPON THE BEST INFORMATION AVAILABLE TO THE ENGINEER. THE ENGINEER CAN NOT AND DOES NOT WARRANT THAT THIS INFORMATION IS COMPLETE OR ACCURATE. THE CONTRACTOR MUST COORDINATE DIRECTLY WITH THE INVOLVED UTILITY OWNERS (INCLUDING MISSISSIPPI ONE CALL) TO HAVE UNDERGROUND UTILITY LINES LOCATED IN ADVANCE OF CONSTRUCTION.
- 6) WORK ON STRUCTURES FOR THIS PROJECT REQUIRES EXCAVATION IN THE IMMEDIATE VICINITY OF ADJACENT PROPERTIES. THEREFORE, THE RISK OF A FAILURE OCCURRING DURING THE EXCAVATION REQUIRES THAT EXTREME CAUTION BE EXERCISED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO PLACE WHAT BRACING, SHORING OR GROUND SUPPORT SYSTEM THAT IS DEEMED NECESSARY TO PREVENT A FAILURE AND PROTECT THE PERSONS WORKING NEAR THE EXCAVATION. THE PUBLIC THAT MAY BE ABOVE THE EXCAVATION OR ANY STRUCTURE ADJACENT TO THE EXCAVATION. ALL COSTS FOR ANY PROTECTIVE MEASURES INCLUDING THE MATERIALS AND LABOR FOR DESIGNING, DRAWING AND CONSTRUCTING THE FACILITY, SHALL BE INCLUDED IN THE PRICE BID FOR CONTRACT ITEMS.
- 7) IN ORDER TO HOLD SLOTT TO A MINIMUM, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO INSTALL AND MAINTAIN TEMPORARY EROSION CONTROL MEASURES (BUILT FENCE, DITCH CHECKS, ETC).
- 8) ANY AREAS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED BY THE CONTRACTOR (TO INCLUDE GRASSING AND SITE GRADING) AS DIRECTED BY THE ENGINEER, ARCHITECT OR OWNER. CONTRACTOR SHALL PROVIDE TEMPORARY EROSION CONTROL FOR DISTURBED AREAS UNTIL THEY HAVE BEEN GRASSED AND GROWTH ESTABLISHED.
- 9) THIS PLAN DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF INSTALLING TRAFFIC CONTROL DEVICES IN ACCORDANCE WITH THE MUTCD OTHER SIGNS AND TRAFFIC CONTROL DEVICES MAY BE REQUIRED DURING THE VARIOUS PHASES OF CONSTRUCTION. ALL TRAFFIC CONTROL DEVICES ON THIS PROJECT SHALL COMPLY WITH PART VI OF THE MUTCD (LATEST EDITION).
- 10) THE CONTRACTOR IS TO REMOVE AND RESET ANY SIGNS WHICH CONFLICT WITH CONSTRUCTION.
- 11) THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFICATION OF EXISTING GRADES AND MAKING ADJUSTMENTS AS NECESSARY WITH THE APPROVAL OF THE PROJECT ENGINEER.
- 12) TRUCKS AND TRAILERS REQUIRED AT ALL SIDEWALK CROSSINGS. COLOR SHALL MEET SPECIFICATIONS FOR THE CITY OF OXFORD.
- 13) ALL SPOT GRADES SHOWN ALONG CURBS ARE TO TOP BACK OF CURB. GRADES SHOWN IN OTHER AREAS ARE TO FINISHED GRADE.
- 14) CONTRACTOR SHALL ENSURE DRAINAGE AWAY FROM BUILDING.
- 15) CONTRACTOR SHALL VERIFY ALL SIDEWALKS AND DAMPS MEET A.D.A. REQUIREMENTS.

LEGEND

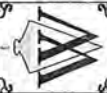
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| — | RIGHT OF WAY LINES | ■ | INLET |
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| — | CENTERLINE ROAD | — | FIRE HYDRANT |
| — | APPROVED ADJOINING PROPERTY LINE | — | WATER METERS |
| — | BUILDING SETBACKS | — | WATER VALVE |
| — | UTILITY BASEMENT LINES | — | EXISTING SANITARY MANHOLES |
| — | CHAIR/LOR FENCE LINES | — | SPOT ELEVATION |
| — | RIGHT OF WAY FENCE | — | TREES |
| — | WOOD FENCE LINES | — | RCF |
| — | EXISTING OVERHEAD LINES | — | REINFORCED CONCRETE PIPE |
| — | EXISTING OVERHEAD ELECTRIC LINES | — | CMF |
| — | EXISTING OVERHEAD ELECTRIC LINES | — | CORRUGATED METAL PIPE |
| — | EXISTING SEWER LINES | — | PVC |
| — | EXISTING WATER LINES | — | POLYETHYLENE GLYCOL |
| — | EXISTING UNDERGROUND TELEPHONE LINES | — | TOP CURB |
| — | EXISTING GAS LINES | — | SIDEWALK |
| — | EXISTING IRRIGATION WATER LINES | — | ASP |
| — | OVERHEAD LINES | — | ASPHALT |
| — | UNDERGROUND ELECTRIC LINES | — | CENTERLINE ROAD |
| — | OVERHEAD ELECTRIC LINES | — | CONCRETE |
| — | SEWER LINES | — | TOP LEVEL |
| — | WATER LINES | — | TOP WALL |
| — | UNDERGROUND TELEPHONE LINES | — | HOPE |
| — | GAS LINES | — | HIGH DENSITY POLYETHYLENE |
| — | IRRIGATION WATER LINES | — | FF |
| | | — | FINISHED FLOOR |
| | | — | FLOW LINE |
| | | — | EDGE OF PAVEMENT |
| | | — | TOP |
| | | — | BENCHMARKS |
| | | — | SANITARY SEWER MANHOLE |



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2.000	4/1/2018
3.000	4/1/2018

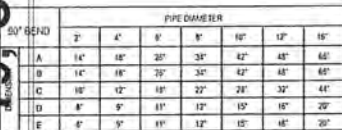
Scale: 1" = 80'
Date: 1/15/2018
File: BKG2 - Subdivision Amended
Project: 30-102007
Drawn By: E.O.
Checked By: J.W.

Sheet Title

Erosion
Control Plan

Sheet No.

C6.0



15' BEID	PIPE DIAMETER						
	2"	4"	6"	8"	10"	12"	16"
A	12'	16'	18'	24'	30'	36'	48'
B	12'	16'	18'	24'	30'	36'	48'
C	8'	9'	12'	12'	20'	24'	32'
D	8'	9'	11'	12'	15'	18'	20'
E	8'	9'	11'	12'	12'	15'	20'

2" / 1/2" BEND	PIPE DIAMETER						
	2"	4"	6"	8"	10"	12"	16"
A	3"	12"	44"	15"	74"	28"	54"
B	5"	12"	14"	15"	24"	38"	34"
C	5"	8"	10"	12"	16"	18"	22"
D	8"	9"	11"	12"	15"	16"	20"
E	11"	9"	11"	12"	15"	15"	20"

11/16" END	PIPE DIAMETER						
	2"	4"	6"	8"	10"	12"	16"
A	9"	10"	12"	14"	16"	20"	24"
B	9"	10"	12"	14"	16"	20"	24"
C	6"	8"	8"	10"	10"	14"	16"
D	6"	8"	11"	12"	13"	16"	20"
E	8"	9"	11"	12"	13"	16"	20"

CAP		PIPE DIAMETER						
		2"	4"	6"	8"	10"	12"	16"
DIMENSION	A	15'	18'	22'	24'	30'	42'	54'
	B	15'	18'	22'	24'	30'	42'	54'
	C	10'	12'	16'	20'	24'	28'	36'
	D	6'	9'	11'	12'	15'	16'	20'
	E	8'	9'	11'	12'	15'	16'	20'

REDUCERS		DIMENSION				
LARGE	SMALL	A	B	C	D	E
4"	3"	12"	12"	12"	12"	12"
4"	3"	20"	20"	18"	20"	20"
5"	4"	20"	20"	14"	20"	20"
5"	4"	26"	26"	18"	22"	22"
6"	5"	22"	22"	14"	22"	22"

16'	6'	20'	36'	29'	24'	24'
17'	6'	24'	24'	15'	24'	18'
17'	4'	46'	46'	27'	28'	29'
17'	6'	38'	38'	26'	28'	28'
17'	6'	32'	32'	22'	28'	28'
17'	10'	28'	28'	18'	28'	28'
18'	6'	54'	54'	30'	36'	36'
18'	6'	50'	50'	24'	36'	36'

11'	12'	45'	40'	33'	35'	36'
-----	-----	-----	-----	-----	-----	-----

TEES		DIMENSION				
RUN	BRANCH	A	B	C	D	E
2"	2"	15"	15"	12"	8"	5"
4"	3"	16"	16"	12"	13"	5"
6"	4"	18"	18"	13"	13"	6"

6'	7'	16'	16'	12'	15'	11'
6'	8'	18'	18'	12'	15'	11'
8'	8'	22'	22'	15'	18'	11'
8'	8'	18'	18'	12'	15'	12'
8'	6'	22'	22'	15'	18'	12'
8'	8'	28'	28'	20'	18'	12'
10'	8'	22'	22'	16'	22'	15'
10'	8'	22'	22'	16'	22'	15'

16'	16'	26'	26'	24'	27'	15'
12'	4'	24'	24'	15'	24'	16'
12'	5'	24'	24'	16'	24'	15'
12'	8'	26'	26'	20'	24'	16'
12'	10'	26'	26'	24'	24'	16'
6'	12'	42'	42'	28'	24'	15'
15'	5'	30'	30'	20'	30'	20'
—	—	30'	30'	24'	20'	20'

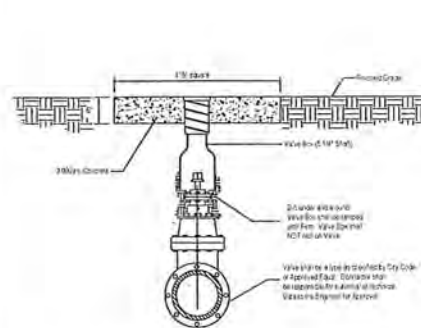
NOTE:

THRUST BLOCKS SHALL BE POURED AGAINST UNDISTURBED EARTH.

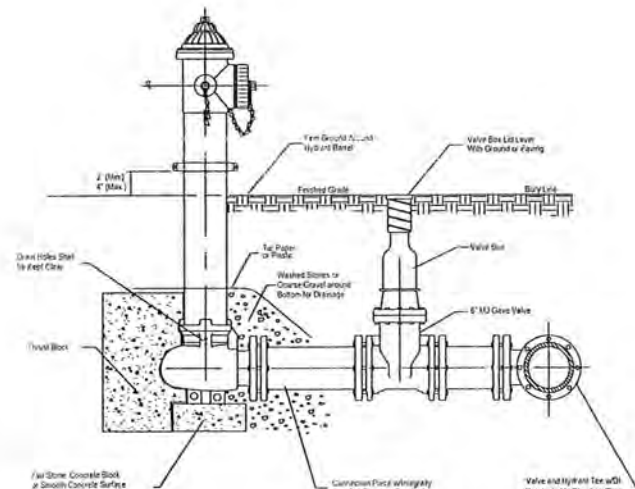
BEDS FOR VERTICAL GRADE CHANGE SHALL BE ANCHORED WITH RODS TO THE NEXT FITTING WHERE DISTANCE PERMITS.

BEDS FOR VERTICAL GRADE CHANGE SHALL BE ANCHORED WITH RODS TO THE NEXT FITTING WHERE DISTANCE PERMITS.

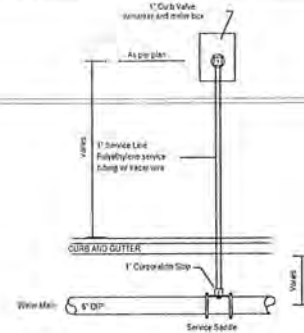
ALL VALVES, FITTINGS, TYPIC AND OTHER MATERIALS USED FOR THE CONSTRUCTION OF WATER SUPPLY SHALL MEET CITY SPECIFICAIONS.



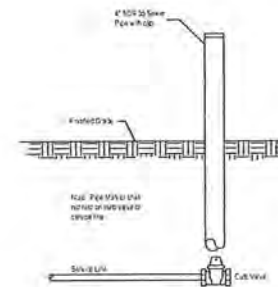
VALVE AND BOX ASSEMBLY



FINE HYDRANT ASSEMBLY



TYPICAL SERVICE INSTALLATION - SINGLE SERVICE

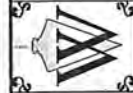


PIPE MARKER DETAIL for WATER SERVICE

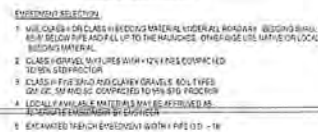
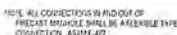
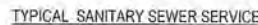
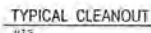
NOTE: REFER TO SPECIFICATIONS FOR ANGLE
OF SERVICE OUTLET AT MANIF.

REVISION	DATE
Check for L&L Lighting	4/9/2018
Check for W&L	4/9/2018
Review Available Impact Planning for Road and San City as of 4/11/2018	4/12/2018
Scale:	8" = 1'
Date:	11/15/2018
File:	5151701010001000.dwg
Proj No:	515-16287
Drawn By:	JHM
Checked By:	200W
Sheet Title:	
<h1>Water Details</h1>	
Sheet No:	
<h2>C 10.1</h2>	

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Construction Plans For:
Grand Oaks Subdivision Amended, Phase 1
(Formerly South Park Subdivision, Phase 1)
Lots 1, 2, 3, 4 & 6
City of Oxford, Lafayette County, Mississippi



1. ALL WASTEWATER PIPES CONSTRUCTION MUST CONFORM TO ALL CITY OF OXFORD STANDARDS AND SPECIFICATIONS
2. CONTRACTOR TO FIELD VERIFY LOCATION AND INVERT ELEVATIONS OF WASTEWATER PIPE FOR CONNECTION TO EXISTING WASTEWATER SYSTEMS
3. ALL PROPOSED SANITARY SEWER PIPING SHALL BE INSTALLED AT A GRADE OF NO LESS THAN 0.4% OR PER CITY OF OXFORD STANDARDS, WHICHEVER IS GREATER
4. TRENCH SHOULD BE AT LEAST 18" WIDE HORIZONTALLY AND 18" VERTICALLY FROM ANY EXISTING OR PROPOSED WATER MAIN, WITH THE WATER MAIN ABOVE THE SEWER PIPE. SEWERS CROSSING WATER MAINS SHALL BE AVOIDED SO THAT THE SEWER SHOUL BE EQUIDISTANT AND AS FAR AS POSSIBLE FROM THE WATER MAIN. THE SEWER SHOULD BE COVERED IN PLACE OR BE ENCASED IN CASTLE IRON OR CONCRETE FOR A MINIMUM OF ONE FULL JOINT LENGTH ON EACH SIDE OF THE CROSSING
5. ALL SEWER SERVICE SHALL BE 6" PCD UP TO BUILDING CLEARWAYS. REFER TO ARCHITECTURAL DRAWINGS FOR ADDITIONAL INFORMATION. ALL SERVICE LINES SHALL MEET THE SPECIFICATIONS OF THE CITY OF OXFORD
6. SEWER SERVICES SHALL BE INSTALLED TO WITHIN 5' OF THE BUILDING
7. ALL BARRICADED SERVICE LINES SHALL BE REMOVED OR PLUGGED AND COVERED FULL
8. CONTRACTOR TO FIELD VERIFY HOW SEWER MANHOLE DEPTHS AND SIZES PRIOR TO GRADING MATERIALS
9. ALL EXISTING SEWER SERVICES SHALL BE TIED INTO HEAVILY RELOCATED SEWER LINES VIA CLEARWAYS, WITH FUSION JOINTED BRASS CAPS
10. ALL UTILITIES SHALL BE VIDEOED AND RECORDED, AND ANY DEFICIENCIES FOUND SHALL BE CORRECTED PRIOR TO CITY ACCEPTANCE
11. WHERE SOIL AT THE ELEVATION OF THE BASE OF A MANHOLE IS UNSTABLE, THE THICKNESS AND/or COVER AREA SHALL BE INCREASED AS DIRECTED BY THE ENGINEER
12. TAPS TO EXISTING MANHOLES SHALL BE MADE BY COORDINATING WITH THE CONTRACTOR USING A 400-HR SEAL BOLT (ON APPROVED EQUAL) BOLT DRILLING WILL ONLY BE PERMITTED IN LIEU OF CORING WITH PRIOR CITY APPROVAL. ALL TAPS MUST BE MADE ABOVE GRADE/FLUSH WITH EXISTING FLOWLINE AND MUST BE 12" MIN. DIA. NOT EXCEED FIFTEEN FEET FROM MAIN

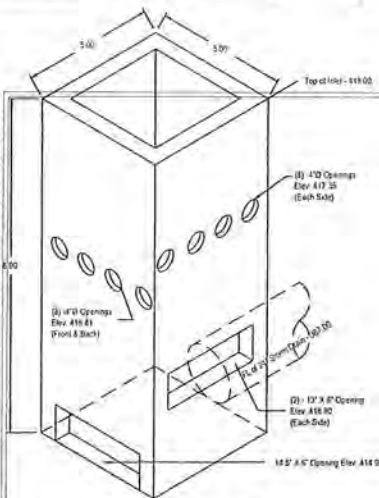
REVISION	DATE
Added material to layout	4/15/2018
Added material	4/17/2018
Added 4x12 posts to on corners of deck from City see 4/17/2018	4/17/2018
Scale	1/4" = 1'-0"
Date	4/15/2018
File	S:\2513\2513.dwg
Proj No	59-16249
Drawn By	JRM
Checked By	WWV
Sheet Title	

Sewer Details

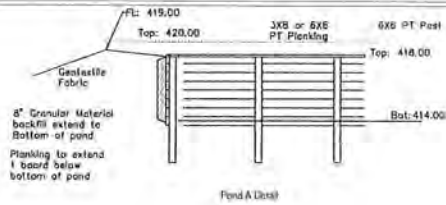
Sheet No.

C 10.2

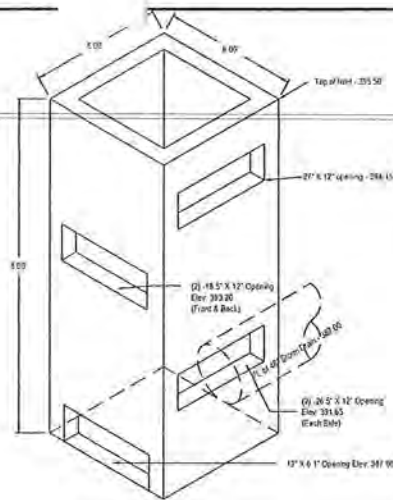
SAFEGUARD - DEMENT 62-0088



STORM CONTROL STRUCTURE
OUTLET CONTROL STRUCTURE
(DETENTION POND - COS A)



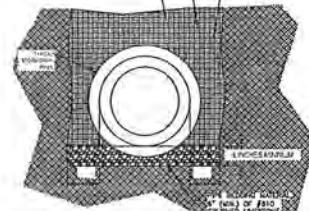
STORM CONTROL STRUCTURE
OUTLET CONTROL STRUCTURE
(DETENTION POND - COS F)



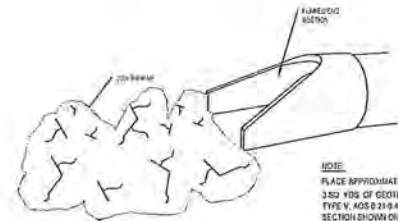
BACKFILL ALL PIPE UNDER ASPHALT OR CONCRETE SHALL BE DONE IN ACCORDANCE TO MANUFACTURER'S SPECIFICATIONS.

COMPLETED PIPE TRENCH TEMPORARY SHORING IS TO BE IN ACCORDANCE WITH THE LATEST OSHA REQUIREMENTS AND IS THE RESPONSIBILITY OF THE CONTRACTOR. PROVIDE CERTIFIED BRIDGE COMPLIANCE WITH SAID REQUIREMENTS TO THE ENGINEER OR CONTRACTING OFFICER PRIOR TO COMMENCING WITH THE EXCAVATION.

CONTRACTION AND BACKFILL MATERIAL REQUIREMENTS IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.

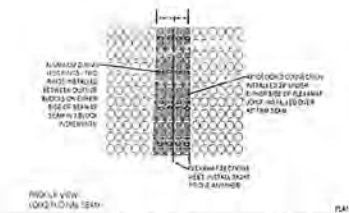
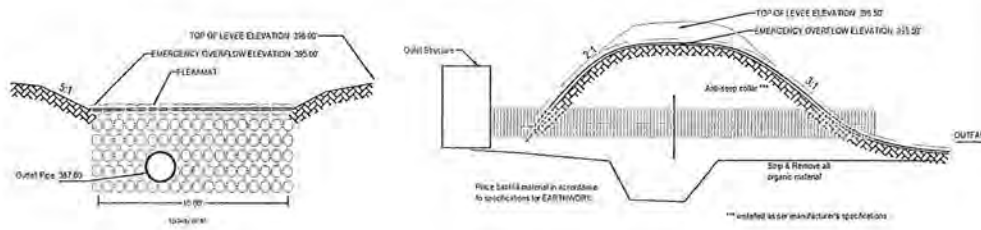


TYPICAL STORM DRAIN TRENCH DETAIL



TYPICAL RIPRAP BASIN DETAIL

*** OCCURRED RIPRAP SHALL BE USED AT OUTFALL TIE-IN.



CONSTRUCTION NOTES

1. ALL SUBGRADE SURFACE PREPARED FOR PLACEMENT OF MATS SHALL BE SMOOTH AND FREE OF ALL ROCKS, STICKS, ROOTS, OTHER PROTRUSIONS OR DEBRIS OF ANY KIND. THE PREPARED SURFACE SHALL PROVIDE A FIRM UNYIELDING FOUNDATION FOR THE MATS WITH NO SHARP OR ABRUPT BREAKS IN THE GRADE.
2. APPLY 55.00 DIRECTLY TO PREPARED SOIL PRIOR TO FLEXAMAT INSTALLATION. USE SEE PER PROJECT SPECIFICATIONS.
3. INSTALL FLEXAMAT ROLLS. MAT SHALL BE 10.0' BELOW NORMAL POND ELEVATION.
- 3.1. FOR WIDTHS WIDER THAN 16', INSTALL MATS ADJACENT TO ONE ANOTHER. BRIDGE LONGITUDINAL BEAM WITH 4" TRIM UNDERLAMENT. 24" OF 1/4" SHALL BE UNDER EACH MAT AND DIRECTLY AGAINST THE SUBGRADE.
- 3.2. INSTALL 4" WIDE GEOTEXTILE SEAM OVER 4" TRIM SEAM.
- 3.3. FLEXAMAT SECTIONS BACK AND FORTH TO BE TIGHTLY.
- 3.4. SECURE FLEXAMAT TO SEAM BY ALUMINUM DRIVING HEADS. TWO RINGS INSTALLED BETWEEN OVERLAP BLOCKS ON EITHER SIDE OF SEAM AT 3' INCREMENTS.
4. IF ADDITIONAL SECTIONS ARE REQUIRED FOR LENGTH OF CHANNEL, OVERLAP THE DOWNSTREAM SECTION 18" WITH UPSTREAM SECTION OR MAT. PRIOR TO OVERLAPPING, FLEXAMAT SHALL BE 24" WIDE AND 24" OF SOIL 18" FROM END OF UPSTREAM MAT. DOWNSTREAM SECTION IS LAD BY THE SHALLOW TRENCH. LIGHTLY SPREAD TOPSIDE OVER UPSTREAM EDGE. FLEXAMAT UPSTREAM MAT OVER THE SOIL COVERED INITIAL LEAD-IN EDGE OF DOWNSTREAM MAT.
5. INSTALL 18" 1/4" ANCHORS IN 34" INCREMENTS ACROSS THE OVERLAP. 1/4" ANCHORS CONSIST OF #2 REBAR 1/4" ANCHOR WITH 18" TIES.
6. AT THE END OF THE CHANNEL CHANNEL, BRIDGE THE MAT 18" IN A TERMINATION TRENCH. FILL AND COMPACT TERMINATION TRENCH WITH EXISTING FILL.

FLEXAMAT® INFORMATION

Manufacturer: Mitz Enterprises, Inc.
Product Name: Flexamat®
Address: 3153 Madison Road
Channah, Ohio 45205
Website: www.flexamat.com

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Construction Plans For:
Grand Oaks Subdivision Amended, Phase 1
(Formerly South Park Subdivision, Phase 1)
Lots 1, 2, 3, 4 & 6
City of Oxford, Lafayette County, Mississippi

REVISION	DATE
1. PRELIMINARY	4/20/18
2. PRELIMINARY	4/20/18
3. PRELIMINARY	4/20/18

Scale: 1" = 10'-0"

Date: 11/15/2018

File: 0321010001.dwg

Proj. No.: 20-102497

Drawn By: JMW

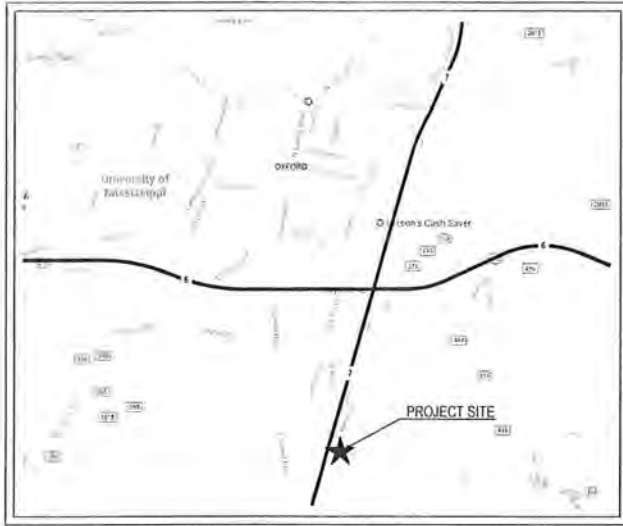
Checked By: JMW

Sheet Title:

Storm Drain Details

Sheet No.

C 10.3



VICINITY MAP

NOTE
★ INDICATES APPROXIMATE
LOCATION OF PROJECT.

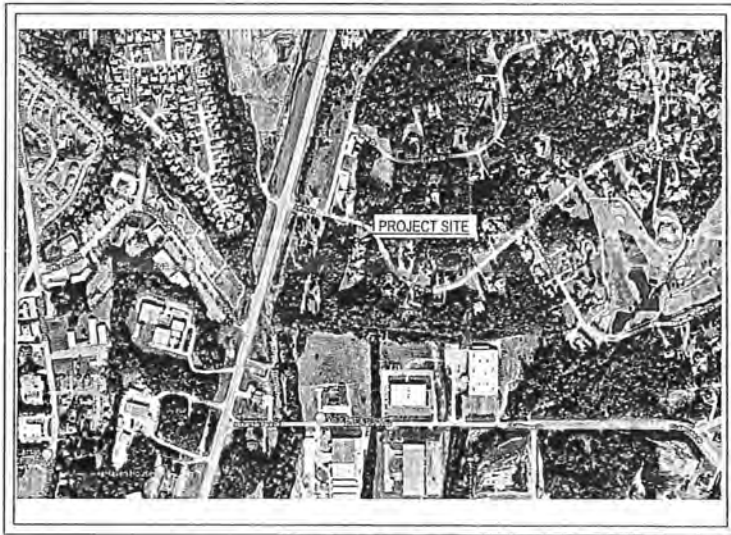


ZONING MAP

NOTE
★ INDICATES APPROXIMATE
LOCATION OF PROJECT.

Legend

[Symbol]	Conservation Overlay
[Symbol]	PUD Overlay 2013
[Symbol]	TND Overlay
LOW INTENSITY DISTRICTS	
[Symbol]	LAG Agriculture
[Symbol]	RCO Rural Center
[Symbol]	TER Traditional Estate Residential District
[Symbol]	ERR Estate Residential District
MODERATE INTENSITY DISTRICTS	
[Symbol]	TSR Traditional Suburban Residential District
[Symbol]	SRV Suburban Residential District
[Symbol]	TRH Traditional Neighborhood Residential District
[Symbol]	NRH Neighborhood Residential District
[Symbol]	SMF Suburban Multi-Family District
[Symbol]	LTNB Legacy Traditional Neighborhood Business District
[Symbol]	LTNB Traditional Neighborhood Business District
HIGHER INTENSITY DISTRICTS	
[Symbol]	SCC Suburban Center District
[Symbol]	SCN Suburban Center District
[Symbol]	UCD Urban Center District
[Symbol]	UCN Urban Center District
SPECIAL DISTRICTS	
[Symbol]	UUCB Historic Urban Center District
[Symbol]	IND Industrial
[Symbol]	POST-POST includes: Public Parks and Open Space
[Symbol]	POST-G Institutional - Government
[Symbol]	POST-E Institutional - Education
[Symbol]	POST-M Institutional - Medical
University of Mississippi Land Grant	



AERIAL MAP

NOTE
★ INDICATES APPROXIMATE
LOCATION OF PROJECT.

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Construction Plans For:
Grand Oaks Subdivision Amended, Phase 1
(Formerly South Park Subdivision, Phase 1)
Lots 1, 2, 3, 4 & 6
City of Oxford, Lafayette County, Mississippi

REVISION	DATE
1. Initial Review	6/2/2018
2. Final Review	6/2/2018
3. Final Review	6/2/2018

Scale: N.T.S.

Date: 6/15/2018

File: C:\Users\jmc\OneDrive\Projects\Grand Oaks\Grand Oaks.dwg

Proj No: SB-16289

Drawn By: JRM

Checked By: JRM

Sheet Title:

Maps

Sheet No:

C 11.0

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



Memorandum

To: Mayor and Board of Aldermen
From: Judy Daniel, AICP, Director of Planning
Date: April 17, 2018

Regarding: Final Plat Approval for "The Lamar TND – Phase 2" (PPIN #5067)
Zoning: (TND) Traditional Neighborhood Development
(Underlying Zoning of Phase 2 – NR Neighborhood Residential)

Planner's Comments: This report pertains to a request from Updraft Investments, LLC to approve the Final Plat for Phase 2 of this development. The property is located between Chickasaw and N. Lamar, south of Molly Barr Road. Surrounding zoning for Phase 2 to the north and west is TND, and to the east and south Traditional Neighborhood Business. The Preliminary Plat approved in October of 2017 (#2234) by Mayor and Board of Aldermen with minor conditions from Planning and substantial conditions from Public Works. The subdivision property is a residential phase of The Lamar, a multi-phased mixed-use Traditional Neighborhood Development.

The proposed subdivision consists of 20 lots surrounded by five street segments, identified as Roads A-E. There are 18 smaller lots and 2 larger lots on a total of +/- 3.59 acres. Multi-family residential structures are to later be proposed for Lot 1, a "townhouse" condominium development will later be proposed for Lot 8, and single family residential homes are proposed for the smaller lots (Lots 3-7 and Lots 9-20).

The proposed landscaping is sufficient to meet required standards; but due to right-of-way constraints, street trees will not be possible along entry road "A" at all until it meets Road B, and only along the north side of Road "A". The single family dwelling lots meet parking requirements for this use in the Land Development Code.

MINUTE BOOK No. 79, CITY OF OXFORD

Public Works Comments: ~~Public Works included a number of conditions with the Preliminary~~ Plat approval for the Lamar Phase 2. These conditions have either been satisfied in whole or will be satisfied during the Final Plat approval process and/or construction.

Technical Corrections: Public Works has requested technical corrections to the submitted Final Plat such as the addition of street names, a note that all setbacks are to be used for utilities, the addition of appropriate language regarding ownership of Stormwater detention, and a correction regarding ownership within the alleys. These corrections do not impact the shape, use, or any other feature of the lots or dedicated right-of-way. A correction is also needed to indicate location of street lights that will be installed on the right-of-way as required with all developments. These must be completed before approval by the Mayor and Aldermen.

Retaining Wall: The construction plans include a portion of retaining wall along public right-of-way that is to be owned and maintained by the City of Oxford. The Engineer has provided a preliminary design and calculations for this wall. Public Works had previously requested these plans be submitted and stamped by a registered structural engineer, but the Engineer stated that the manufacturer of the wall will provide the structural analysis and stamped plans prior to construction. This is acceptable.

Sewer Issues: The Lamar Phase II sewer service will be a gravity line that will connect to Chickasaw Road. Due to the topography of the Lamar Phase 2, and in order to maintain a gravity system, two separate sewer lines will have to be run which will join near Chickasaw. Staff notes that the extension of this line now, which is necessary to ensure gravity flow sewer, does not ensure approval of any street layouts for future phases. Also, installation of this line will require clearing outside of Phase II, as shown on the demolition and erosion control sheets within the preliminary plat construction plans. A sewer easement is also required for the sewer line to be constructed from Phase 2 to Chickasaw Road.

Stormwater Drainage: Public Works has requested changes to the submitted construction plans related to the storm drain between Drainage Structures (DS) 27 and 28. These lines have been run diagonally across the street, which is not preferred by staff. Public Works has requested that careful attention be placed to the installation of the pipe between DS-21 and DS-19 due to the depth of this line (approximately 11'). Staff has observed deformities in pipes at depths in excess of 8' and is concerned that improper construction methods may be the cause. The Engineer has stated that the applicant has agreed to meet the manufacturer's recommendations for compaction, work to have a manufacturer representative on-site during construction of this portion, and provide additional testing reports for this area.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0068

An additional drainage easement is required for this same section of pipe due to the narrower Right-of-way and the depth of pipe. This easement will extend into what has been shown as common open space in future phases. The easement will be for the sole purpose of maintenance of the drainage pipe located on right-of-way in this area.

Stormwater System Ownership: The Stormwater system design was approved during the Preliminary Plat approval stage, and covenant language regarding the proposed ownership methodology was submitted after the Planning Commission review.

The pond will be located in Common Open space that will serve all Phases of the Lamar, but as the final lot layout for all phases has not been determined and will not be known for some time, it is impossible to determine the percentage that each lot owner will be responsible for. An issue like this was most recently addressed for the Oakmont Subdivision Phase 5 (#2280) and the Briarwood Subdivision Phase 1 (#2258). With these cases, and with the help of the City's Legal Counsel, staff feels that appropriate language and mechanisms for this type of ownership have been established. These mechanisms ensure that the HOA (or combination of HOA's, whether commercial, condominium, or residential) owns and maintains the pond with a provision that ownership reverts to the individual lot owners in the event the HOA fails. This development is more complicated as it includes a mixture of uses with various size lots, and the language establishing the percentages of responsibility have been added to the covenants.

Stormwater Pond: The Stormwater runoff will be detained in a pond of approximately 0.91 acres in area. The perimeter of the pond will be irregularly shaped and follow the existing topography on its western and northern sides. A berm, approximately 210 feet long and 70 feet wide, will be constructed across the existing drainage and form the southern side of the pond. The road embankment for "Road D" will form the easterly side of the pond, although this does not mean that staff approves the proposed location of "Road D" at this time. The remaining perimeter of the pond footprint will follow the natural topography of the drainage and remain undisturbed.

The detention pond is designed to function as a dry pond and will not retain water longer than 48-hours after a given storm event. The overall depth of the pond will be 9 feet, but the actual peak storage depth during the 100-year storm event is limited to 5 feet. Because of this, no depth variance is required at this time. A single 48-inch diameter culvert will primarily control the rate of discharge from the pond. A concrete weir box constructed in front of the culvert will regulate the 2- and 10-year discharge rates. The western end of the berm will be approximately 110 feet from the property line paralleling Chickasaw Drive.

Western portions of the existing natural drainage that will be incorporated in the pond extend to within 90 to 100 feet from the property line paralleling Chickasaw Drive. The berm and road embankment portion of the pond's perimeter area considered permanent, and the overall footprint of the pond may change as future phases are developed.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Three small catch basins are formed where the road grade passes over existing drainages. At these locations, culverts will be installed to allow runoff to continue to pass. These catch basins will serve as sediment basins as part of the erosion control plan. These catch basins will be dry basins and are considered temporary and will be removed as future phases are developed.

The pond will use some existing topography and will also require some new grading. The "fingers" or irregularly shaped areas of the pond are existing features of the site that will be used as they currently exist and will not be graded or changed. The pond is located outside the limits of Phase 2 and will require clearing and grading beyond Phase 2.

Street Construction: Staff notes the need to insure that the striping plan meets the requests of the Pathways Commission regarding pedestrian crossings.

Traffic Issues: Staff has on file a letter dated September 25, 2017 from Neel-Schaffer regarding traffic associated with Phase 2. This study states that the addition of 60 beds of multi-family units *[not included in this final plat]* and 33 dwelling units of single-family detached housing is not anticipated to create any capacity related issues at the intersection of the main entry road (Road C) at North Lamar. The Traffic Impact Study dated February 14, 2017 does include recommendations for this intersection to be signalized based on future development. Again, the letter from September affirms that this improvement is not required or recommended as a result of the units planned in Phase 2.

Reflecting the above comments, a recommendation for approval of the Final Plat for the Lamar Phase 2 shall include the conditions noted in the staff recommendations.

Planning Commission Recommendation: At their April 9 meeting, the staff recommended approval with a range of conditions. The Planning Commission recommended approval of The Lamar Phase 2 Final Plat with the conditions recommended by staff. These include:

1. General Conditions:
 - a. Approval by the Mayor and Board of Alderman.
 - b. Approval is for the plat as submitted, with required modifications.
2. Planning Conditions:
 - a. All lots proposed for single family detached dwellings shall provide required on-site resident parking as established in the zoning code.
 - b. At time of Site Plan review for Lots 1 and 8, all development shall provide required on-site resident and visitor parking as established in the zoning code.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- c. Covenants – Required covenants have been submitted including language addressing responsibility for joint and individual ownership of Stormwater facilities by all lot owners in The Lamar. Prior to the issuance of any building permits, a stamped recorded copy of the Covenants governing The Lamar as a whole, and separately for Phase 2 be provided to the City of Oxford Planning Department. The submitted covenants appear to be sufficient to protect the interests of the City.
3. Public Works Conditions:
- a) Prior to the case being heard by the Board of Alderman, the technical corrections to the plat must be completed.
 - b) Prior to the case being heard by the Board of Alderman, easements must be received for the drainage between DS 21 and 19 and the sewer extension to Chickasaw.
 - c) Prior to the case being heard by the Board of Alderman, the appropriate language regarding the ownership of the Stormwater pond must be included on the plat, covenants and deeds. This shall include the plan for distribution of responsibility among the property owners in this and future Phases.
 - d) Prior to the sale of water and sewer taps, the construction plans must be approved (related to all site plan review comments provided which include the storm drain, addition of street lights, etc.)
 - e) Prior to the City accepting the roadways in Phase 2, density tests and a written certification from the Engineer must be received affirming that the pipe between DS-21 and DS-19 was installed correctly. Any egg-shaped pipe observed on video-inspection will be removed and replaced at the developer's expense.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



OXFORD

PLANNING
DEPARTMENT

Case 2292

To: Oxford Planning Commission
From: Judy Daniel, AICP, Director
Date: April 9, 2018

Applicant: Updraft Investments, LLC
Owner: Same
Request: Final Plat Approval for "The Lamar- Phase 2"
Location: Between Chickasaw and N. Lamar, South of Molly Barr (PPIN #5067)
Zoning: (TND) Traditional Neighborhood Development (Underlying TNB, NR, SR)

Surrounding Zoning:

- North: TNB – Traditional Neighborhood Business
- South: TNR – Traditional Estate Residential
- East: TNB – Traditional Neighborhood Business
- West: TSR – Traditional Suburban Residential

Planner’s Comments: This report pertains to a request to approve a Final Plat for a Preliminary Plant approved in October of 2017 (#2234) by Mayor and Board of Aldermen with minor conditions from Planning and substantial conditions from Public Works. The subdivision property is a residential phase of The Lamar, a multi-phased Traditional Neighborhood Development.

The proposed subdivision consists of 20 lots surrounded by five street segments, identified as Roads A-E. There are 18 smaller lots and 2 larger lots on a total of +/- 3.59 acres. Four-unit rental residential structures are to later be proposed for Lot 1, a “townhouse” condominium development will later be proposed for Lot 8, and single family residential homes are proposed for the smaller lots (Lots 3-7 and Lots 9-20). The proposed landscaping is sufficient to meet required standards; but due to right-of-way constraints, street trees will not be possible along entry road “A” at all until it meets Road B, and only along the north side of Road “A”.

The single family dwelling lots meet parking requirements for this use in the Land Development Code.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0068

Public Works Comments: Public Works included a number of conditions with the Preliminary Plat approval for the Lamar Phase 2. These conditions have either been satisfied in whole or will be satisfied during the Final Plat approval process and/or construction. A Land Disturbance permit has not been requested or granted as of the time of this report, but the Engineer has been notified that Public Works would approve its release when requested.

Technical Corrections: Public Works has requested technical corrections to the submitted Final Plat such as the addition of street names, a note that all setbacks are to be used for utilities, the addition of appropriate language regarding ownership of Stormwater detention, and a correction regarding ownership within the alleys. These corrections do not impact the shape, use, or any other feature of the lots or dedicated right-of-way. A correction is also needed to indicate location of street lights that will be installed on the right-of-way as required with all developments.

Retaining Wall: The construction plans include a portion of retaining wall along public right-of-way that is to be owned and maintained by the City of Oxford. The Engineer has provided a preliminary design and calculations for this wall. Public Works had previously requested these plans be submitted and stamped by a registered structural engineer, but the Engineer stated that the manufacturer of the wall will provide the structural analysis and stamped plans prior to construction. This is acceptable.

Sewer Issues: The Lamar Phase II sewer service will be a gravity line that will connect to Chickasaw Road. Due to the topography of the Lamar Phase 2, and in order to maintain a gravity system, two separate sewer lines will have to be run which will join near Chickasaw. Staff notes that the extension of this line now, which is necessary to ensure gravity flow sewer, does not ensure approval of any street layouts for future phases. Also, installation of this line will require clearing outside of Phase II, as shown on the demolition and erosion control sheets within the preliminary plat construction plans. A sewer easement is also required for the sewer line to be constructed from Phase 2 to Chickasaw Road.

Stormwater Drainage: Public Works has requested changes to the submitted construction plans related to the storm drain between Drainage Structures (DS) 27 and 28. These lines have been run diagonally across the street, which is not preferred by staff. Public Works has requested that careful attention be placed to the installation of the pipe between DS-21 and DS-19 due to the depth of this line (approximately 11'). Staff has observed deformities in pipes at depths in excess of 8' and is concerned that improper construction methods may be the cause. The Engineer has stated that the applicant has agreed to meet the manufacturer's recommendations for compaction, work to have a manufacturer representative on-site during construction of this portion, and provide additional testing reports for this area.

MINUTE BOOK No. 79, CITY OF OXFORD

~~An additional drainage easement is required for this same section of pipe due to the narrower~~ Right-of-way and the depth of pipe. This easement will extend into what has been shown as common open space in future phases. The easement will be for the sole purpose of maintenance of the drainage pipe located on right-of-way in this area.

Stormwater System Ownership: Although the Stormwater system design was approved during the Preliminary Plat approval stage, details regarding the ownership remain to be finalized. Specifically, the pond will be located in Common Open space that will serve all Phases of the Lamar. As the final lot layout for all phases has not been determined and will not be known for some time, it is impossible to determine the exact percentage that each lot owner will be responsible for. An issue like this was most recently addressed in Case 2280 for Oakmont Phase 5 and Case 2258 for Briarwood Phase 1. With the help of the City's Legal Counsel, staff feels that appropriate language and mechanisms for this type of ownership have been recently established. These mechanisms ensure that the HOA (or combination of HOA's, whether commercial, condominium, or residential) owns and maintains the pond with a provision that ownership reverts to the individual lot owners in the event the HOA fails. This development is more complicated as it includes a mixture of uses with various size lots, so the means of determining how the percentages are allocated could be complex, and it will be up to the developer to determine appropriate allocations as the ownership of The Lamar development becomes more complex. Staff will expect to see an ownership plan before Phase 2 is submitted to the Mayor and Board of Aldermen for approval.

Stormwater Pond: The stormwater runoff will be detained in a pond of approximately 0.91 acres in area. The perimeter of the pond will be irregularly shaped and follow the existing topography on its western and northern sides. A berm, approximately 210 feet long and 70 feet wide, will be constructed across the existing drainage and form the southern side of the pond. The road embankment for "Road D" will form the easterly side of the pond, although this does not mean that staff approves the proposed location of "Road D" at this time. The remaining perimeter of the pond footprint will follow the natural topography of the drainage and remain undisturbed.

The detention pond is designed to function as a dry pond and will not retain water longer than 48-hours after a given storm event. The overall depth of the pond will be 9 feet, but the actual peak storage depth during the 100-year storm event is limited to 5 feet. Because of this, no depth variance is required at this time. A single 48-inch diameter culvert will primarily control the rate of discharge from the pond. A concrete weir box constructed in front of the culvert will regulate the 2- and 10-year discharge rates. The western end of the berm will be approximately 110 feet from the property line paralleling Chickasaw Drive. Western portions of the existing natural drainage that will be incorporated in the pond extend to within 90 to 100 feet from the property line paralleling Chickasaw Drive. The berm and road embankment portion of the pond's perimeter area considered permanent, and the overall footprint of the pond may change as future phases are developed.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Three small catch basins are formed where the road grade passes over existing drainages. At these locations, culverts will be installed to allow runoff to continue to pass. These catch basins will serve as sediment basins as part of the erosion control plan. These catch basins will be dry basins and are considered temporary and will be removed as future phases are developed. The pond will use some existing topography and will also require some new grading. The "fingers" or irregularly shaped areas of the pond are existing features of the site that will be used as they currently exist and will not be graded or changed. The pond is located outside the limits of Phase 2 and will require clearing and grading beyond Phase 2.

Street Construction: Staff notes the need to insure that the striping plan meets the requests of the Pathways Commission regarding pedestrian crossings.

Traffic Issues: Staff has on file a letter dated September 25, 2017 from Neel-Schaffer regarding traffic associated with Phase 2. This study states that the addition of 60 beds of multi-family units *[not included in this final plat]* and 33 dwelling units of single-family detached housing is not anticipated to create any capacity related issues at the intersection of the main entry road (Road C) at North Lamar as the intersection already exists. The Traffic Impact Study dated February 14, 2017 does include recommendations for this intersection to be signalized based on future development. Again, the letter from September affirms that this improvement is not required or recommended as a result of the units planned in Phase 2.

Reflecting the above comments, a recommendation for approval of the Final Plat for the Lamar Phase 2 shall include the conditions noted in the staff recommendations.

Recommendation: Staff recommends approval of this Final Plat with the conditions stated below.

1. General Conditions:
 - a. Approval by the Mayor and Board of Alderman.
 - b. Approval is for the plat as submitted, with required modifications.
2. Planning Conditions:
 - a. All lots proposed for single family detached dwellings shall provide required on-site resident parking as established in the zoning code.
 - b. At time of Site Plan review for Lots 1 and 8, all development shall provide required on-site resident and visitor parking as established in the zoning code.

MINUTE BOOK No. 79, CITY OF OXFORD

c. ~~Covenants~~ — Prior to the issuance of any building permits, a stamped recorded copy of the Covenants governing The Lamar as a whole, and separately for Phase 2 be provided to the City of Oxford Planning Department.

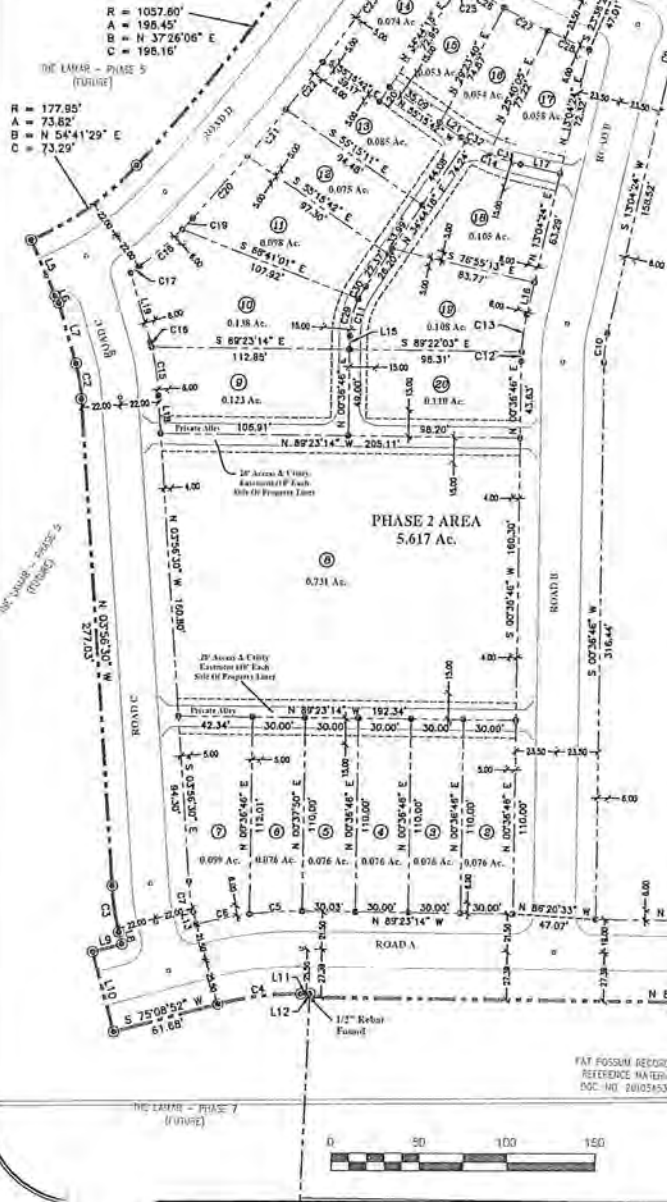
SAFEGUARD - DEFENSE 162-0088

3. Public Works Conditions:

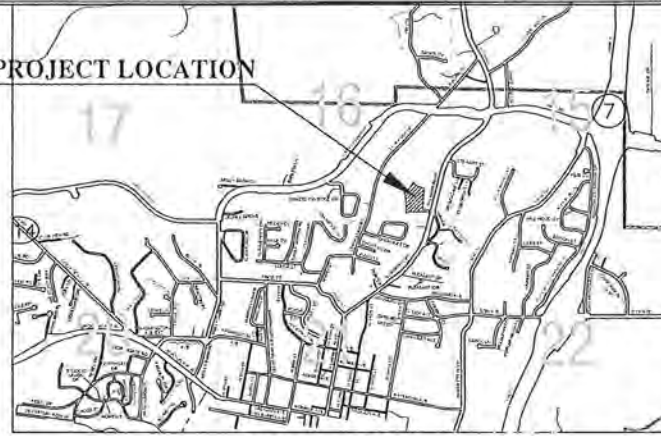
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LEGEND

- These standard symbols may be found in the drawing.
- PROPERTY LINES
 - ADJOINING PROPERTY LINES
 - EASEMENT LINES
 - SETBACK LINES
 - EDGE OF PAVEMENT
 - CENTERLINE OF ROAD
 - ELECTRIC LINES
 - FENCE LINES
 - BUILDING
 - PROPERTY CORNERS
 - EXISTING MONUMENTS
 - POWER POLES



PROJECT LOCATION



VICINITY MAP

PLAT AND SURVEY NOTES:

- THIS PROPERTY HAS A LAND USE CLASSIFICATION OF CLASS "B" AS DEFINED IN APPENDIX "A" AND THE BOUNDARY SURVEY MEETS THE MINIMUM QUALITY REQUIREMENTS FOR CONVEYANCE "B" AS DEFINED IN APPENDIX "B" OF THE "MISSISSIPPI STANDARDS OF PRACTICE FOR SURVEYING".
- ALL BEARINGS ARE BASED ON MISSISSIPPI EAST STATE PLANE COORDINATE SYSTEM AND NORTH AS DETERMINED BY GPS OBSERVATIONS WITH A CONVERGENCE OF (-017'43") COUNTER CLOCKWISE. HORIZONTAL DATUM BASED ON PUBLISHED CONTROL STATIONS AS FOLLOWS:
 DESIGNATION - MOLLY
 POINT - A-7821
 NORTH - 1,777,871.50
 EAST - 763,111.99
 HORIZ. ORDER - B
 DESIGNATION - FRENCH
 POINT - E-0752
 NORTH - 1,765,757.58
 EAST - 777,547.74
 HORIZ. ORDER - THREE
- DATE OF FIELD SURVEY: FEBRUARY, 2016.
- THIS SURVEY IS SUBJECT TO ANY EASEMENTS RECORDED OR UNRECORDED, SHOWN OR NOT SHOWN ON THIS PLAT.
- THIS SURVEY WAS DONE WITHOUT THE BENEFIT OF A TITLE SEARCH.
- SETBACKS ARE AS INDICATED ON THIS PLAT.
- ALL PROPERTY CORNER ARE 1/2" X 16" REBARS UNLESS NOTED OTHERWISE ON THE PLAT.
- ALL COMMON PROPERTY, INCLUDING THE STORM WATER DETENTION BASIN, SHALL BE MAINTAINED IN PERPETUITY AND CANNOT BE DEVELOPED FOR ANY OTHER USE WHICH WOULD LIMIT OR CAUSE TO LIMIT THE USE OF THE COMMON AREA/DETENTION BASIN. THE COMMON AREA/DETENTION BASIN SHALL BE OWNED AND/OR MAINTAINED BY THE PROPERTY OWNER'S ASSOCIATION OF THE DEVELOPMENT AND EACH PROPERTY OWNER SHALL OWN A PROPORTIONATE SHARE OF THE COMMON AREA/DETENTION BASIN AND SHALL BEAR HIS/HER PROPORTIONATE RESPONSIBILITY FOR THE CONTINUED MAINTENANCE IN ACCORDANCE WITH THE CITY OF OXFORD AND LAFAYETTE COUNTY.
- UTILITY AND STORM DRAIN INFRASTRUCTURE LOCATED WITHIN THE STREET RIGHT-OF-WAYS AND PRIVATE ALLEYS SHALL BE PROPERTY OF THE CITY OF OXFORD. ANY UTILITY OR STORM DRAIN PIPELINES OR STRUCTURES OUTSIDE OF THE STREET RIGHT-OF-WAY AND PRIVATE ALLEYS SHALL BE PRIVATELY OWNED AND MAINTAINED BY THE HOMEOWNER'S ASSOCIATION.
- ADEQUATE PARKING SHALL BE REQUIRED FOR EACH LOT. THE HOME, GARAGE AND DRIVEWAY AREA SHALL BE ARRANGED SUCH THAT THE PARKING FOR THE INDIVIDUAL LOT SHALL MEET OR EXCEED THE CURRENT CITY OF OXFORD CODE OF ORDINANCES.
- NO PORTION OF THIS TRACT IS WITHIN THE BOUNDARIES OF A 100 YEAR FLOOD PLAIN AS DEFINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S (FEMA) FLOOD INSURANCE RATE MAP NO. 2807100144G, EFFECTIVE DATE NOVEMBER 28, 2010 FOR LAFAYETTE COUNTY, MISSISSIPPI, AND INCORPORATED AREAS.
- NO STRUCTURES EXCEEDING 30 FEET IN HEIGHT SHALL FRONT ROAD A.

POINT OF COMMENCEMENT

A Concrete Monument Commonly Accepted As Being The SW Corner Of The NW 1/4 Of Sec. 15, T-8-S, R-3-W, City Of Oxford, Lafayette Co., MS.
 NITRILIN 1/2" X 16" REBAR
 E-780,000.00

POINT OF BEGINNING

1/2" Iron Rod Set
 N-177,584.44
 E-77,547.74

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	784.35	5.35	N 24°49'31" W	5.35
C2	78.00	20.51	N 08°15'54" W	20.45
C3	122.00	26.71	N 08°34'51" W	26.65
C4	122.00	47.80	S 82°42'49" W	47.65
C5	122.00	48.89	S 64°24'38" W	48.53
C6	122.00	30.20	N 29°02'11" E	30.38
C7	76.00	17.53	N 08°23'55" W	17.59
C8	76.00	49.14	N 15°10'28" W	49.41
C9	153.00	1.61	N 24°45'13" E	1.60
C10	76.14	16.81	S 05°59'19" W	16.57
C11	76.00	19.74	S 12°59'37" W	19.42
C12	122.00	5.42	S 01°49'51" W	5.38
C13	122.00	21.50	N 08°04'44" E	21.48
C14	108.75	33.58	N 02°11'28" W	33.77
C15	122.00	22.83	N 08°03'11" W	22.77
C16	122.00	1.00	N 15°27'13" W	1.00
C17	122.00	6.16	S 24°10'48" W	6.15
C18	122.00	13.19	N 49°15'11" E	13.18
C19	325.00	8.78	N 43°52'31" E	8.78
C20	1101.60	47.13	N 41°35'06" E	47.12
C21	1101.60	14.13	N 30°38'19" E	14.12
C22	1101.60	34.03	N 37°41'59" E	34.03
C23	1101.60	83.89	N 43°37'50" E	83.87
C24	122.00	19.35	S 35°50'55" E	19.34
C25	423.00	5.04	S 56°55'55" E	5.04
C26	423.00	23.13	S 38°40'48" E	23.12
C27	423.00	78.19	S 12°03'13" E	78.18
C28	221.00	25.74	S 05°59'50" E	25.72
C29	50.00	31.20	N 1°05'53" E	31.23
C30	50.00	6.08	N 10°06'30" W	6.07
C31	106.75	19.15	N 71°22'03" W	19.14
C32	106.75	18.55	S 60°32'03" E	18.54

LINE TABLE

LINE	BEARING	DISTANCE
L1	S 08°10'43" W	2.50
L2	S 67°42'01" E	18.23
L3	S 24°22'23" W	6.01
L4	N 35°41'33" W	7.71
L5	N 23°35'40" W	43.50
L6	S 22°37'48" W	2.31
L7	N 18°04'53" W	35.00
L8	N 14°51'08" W	7.11
L9	N 25°08'52" E	17.23
L10	N 14°51'08" W	47.60
L11	N 89°33'14" W	5.19
L12	N 03°30'39" E	1.89
L13	S 84°03'48" E	2.01
L14	N 01°03'31" E	5.25
L15	S 10°30'46" W	7.70
L16	N 13°03'24" E	18.53
L17	N 26°55'50" W	23.85
L18	N 03°55'50" W	21.83
L19	N 18°05'53" W	20.30
L20	N 24°44'18" E	10.00
L21	N 55°15'43" W	14.59



PROJECT: THE LAMAR - PHASE 2
 DRAWING: 16-0000000000
 DATE: 02/16/2016

REVISIONS:

NO.	DATE	REVISIONS	BY

FINAL PLAT FOR THE LAMAR - PHASE 2 IN THE SE 1/4 OF SEC. 16, T-8-S, R-3-W, CITY OF OXFORD, LAFAYETTE CO., MS

DRAWN BY: J. ADAMS	DATE: 02-16-2016
CHECKED BY: J. ADAMS	SCALE: 1"=40'
APPROVED BY: [Signature]	

ALL ENGINEERING, SURVEYING, AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE MISSISSIPPI BOARD OF SURVEYING AND MAPPING ACT, CHAPTER 17, MISSISSIPPI CODE OF 1972, AS AMENDED. THIS PLAT IS A PRELIMINARY PLAT AND IS NOT TO BE USED FOR CONSTRUCTION OR RECORDING PURPOSES WITHOUT THE SIGNATURE OF THE ENGINEER OR SURVEYOR.

PAGE NO.: 1.0

DESCRIPTIVE REPORT

The following description is based on the Mississippi East State Plane Coordinate System, grid north as determined by GPS observations with a convergence at (-0° 22' 54") and a scale factor of 0.99997587 calculated at the point of commencement.

A fraction of land located in the Southeast Quarter of Section 16, Township 8 South, Range 3 West, in the City of Oxford, Lafayette County, Mississippi and containing 5.617 acres. Said parcel being described in more detail as follows:

Commencing at an existing concrete monument commonly accepted as being the Southwest corner of the Northwest Quarter of Section 15, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi, said point being further defined by Mississippi East State Plane Coordinates of N: 1,778,184.35 and E: 780,360.80; Run thence due South a distance of 2320.09 feet to a point; Thence Due West a distance of 513.72 feet to a 1/2" iron rod set on the western right-of-way line of North Lamar Boulevard, hereinafter referred as the POINT OF BEGINNING and being further defined by Mississippi East State Plane Coordinates of N: 1,775,864.46 and E: 778,847.07;

From said Point of Beginning, run thence along said western right-of-way line, S 13°51'42" W a distance of 51.26 feet to a 1/2" iron rod set; Thence leaving said right-of-way line, run N 89°23'14" W a distance of 431.58 feet to a 1/2" iron rod found; Thence N 03°30'37" E a distance of 1.89 feet to a set 1/2" iron rod; Thence N 89°23'14" W a distance of 5.19 feet to a set 1/2" iron rod; Thence with a curve to the left having a radius of 177.00 feet, an arc length of 47.80 feet, a chord bearing of S 82°52'49" W, and a chord length of 47.65 feet to a 1/2" iron rod set; Thence S 75°08'52" W a distance of 61.68 feet to a 1/2" iron rod set; Thence N 14°51'08" W a distance of 47.00 feet to a 1/2" iron rod set; Thence N 75°08'52" E a distance of 17.23 feet to a 1/2" iron rod set; Thence N 14°51'08" W a distance of 7.11 feet to a 1/2" iron rod set; Thence with a curve to the right having a radius of 122.00 feet, an arc length of 26.71 feet, a chord bearing of N 08°34'51" W, and a chord length of 26.65 feet to a 1/2" iron rod set; Thence N 03°56'30" W a distance of 277.03 feet to a 1/2" iron rod set; Thence with a curve to the left having a radius of 78.00 feet, an arc length of 20.51 feet, a chord bearing of N 08°32'54" W, and a chord length of 20.43 feet to a 1/2" iron rod set; Thence N 16°04'52" W a distance of 35.60 feet to a 1/2" iron rod set; Thence N 27°37'38" W a distance of 4.51 feet to a 1/2" iron rod set; Thence N 23°25'40" W a distance of 34.50 feet to a 1/2" iron rod set; Thence with a curve to the left having a radius of 177.95 feet, an arc length of 73.82 feet, a chord bearing of N 54°41'29" E, and a chord length of 73.29 feet to a 1/2" iron rod set; Thence with a curve to the left having a radius of 1057.60 feet, an arc length of 198.45 feet, a chord bearing of N 37°26'08" E, and a chord length of 198.16 feet to a 1/2" iron rod set; Thence with a curve to the right having a radius of 784.35 feet, an arc length of 5.35 feet, a chord bearing of N 44°49'23" W, and a chord length of 5.35 feet to a 1/2" iron rod set; Thence N 45°43'32" W a distance of 7.74 feet to a 1/2" iron rod set; Thence N 44°16'28" E a distance of 52.80 feet to a 1/2" iron rod set; Thence S 47°42'36" E a distance of 52.80 feet to a 1/2" iron rod set; Thence S 47°22'21" W a distance of 6.01 feet to a 1/2" iron rod set; Thence with a curve to the left having a radius of 378.00 feet, an arc length of 108.17 feet, a chord bearing of S 59°33'37" E, and a chord length of 108.78 feet to a 1/2" iron rod set; Thence S 67°54'01" E a distance of 18.83 feet to a 1/2" iron rod set; Thence S 73°49'51" E a distance of 106.48 feet to a 1/2" iron rod set; Thence S 04°10'34" W a distance of 7.26 feet to a 1/2" iron rod found; Thence S 02°22'37" W a distance of 116.88 feet to a 1/2" iron rod found; Thence S 09°21'33" W a distance of 136.83 feet to a 1/2" iron rod found; Thence S 00°37'59" W a distance of 156.78 feet to an axle found; Thence S 01°03'31" W a distance of 60.81 feet to a 1/2" iron rod found; Thence S 89°27'49" E a distance of 170.72 feet back to the POINT OF BEGINNING.

SUBSCRIBER'S CERTIFICATE

I certify that the within plot of THE LAMAR SUBDIVISION, PHASE 2, in Lafayette County, Mississippi, is a true and correct representation of said subdivision and that I signed and delivered it as my own act and deed.

Witness my hand and signature this the _____ day of _____, 2018.

JONATHAN E. ADAMS
MISSISSIPPI PS. #2879

State of Mississippi
County of Lafayette
Personally appeared before me, the undersigned authority in and for said County and State, Jonathan E. Adams, who acknowledge to me that he signed and delivered the within plot of The Lamar, Phase II, on the day and year and for the purposes and in the capacities therein mentioned.

(Seal)

Notary Public

My Commission Expires: _____

ENGINEER'S CERTIFICATE

I certify that THE LAMAR SUBDIVISION, PHASE 2, is in conformance with the design requirements of the subdivision regulations and specific conditions imposed on this development, and takes into account all applicable federal, state and local laws and regulations.

Witness my hand and signature this the _____ day of _____, 2018.

MICHAEL SHANE CARDWELL
MISSISSIPPI PE #20243

CITY OF OXFORD
STATE OF MISSISSIPPI

Approved and recommended for acceptance by the CITY OF OXFORD PLANNING COMMISSION, this the _____ day of _____, 2018.

DARRYAIL WHITTINGTON, CHAIRMAN
CITY OF OXFORD PLANNING COMMISSION

CITY OF LAFAYETTE
STATE OF MISSISSIPPI

Approved and recommended for acceptance by the City of Oxford, Board of Aldermen, this the _____ day of _____, 2018.

ROBYN TANNEHILL
MAYOR, CITY OF OXFORD

CITY ENGINEER'S CERTIFICATE

I certify that UPDRAFT INVESTMENTS, LLC has complied with one of the following alternatives for THE LAMAR SUBDIVISION, PHASE 2:

1. All improvements have been installed by the sub-divider in accordance with the requirements of these regulations and with the action of the Board of Aldermen, giving approval of the preliminary plat, and accepting maintenance of utilities and streets.
2. A bond, certified check or irrevocable letter of credit has been posted by the sub-divider which is available to the city in a sufficient amount to ensure completion of all required improvements.

As of this the _____ day of _____, 20____.

BART ROBINSON, PE
CITY ENGINEER, CITY OF OXFORD

RESTRICTED EASEMENTS

Recorded in instrument number _____, of the Land Records in the Chancery Clerk's Office of Lafayette County, Mississippi.

OWNER'S CERTIFICATE

I, MAC MONTEITH, as Manager of UPDRAFT INVESTMENTS, LLC, and as owners of the tract of land herein described, certify that we did cause said land to be subdivided and plotted, as shown on the attached plot of THE LAMAR SUBDIVISION, PHASE 2, and said streets are dedicated to the use of the public forever. Streets are hereby dedicated to the use by the public and/or private utility companies which serve this subdivision, subject to the regulations of and approval by the Board of Alderman of Oxford, Mississippi. Utility easements are also dedicated to the public and/or private utility companies which serve this subdivision. Such subdivision and dedication is the owner's own act and deed of their own free will.

Witness my hand and signature this the _____ day of _____, 2018.

MAC MONTEITH, MANAGER
UPDRAFT INVESTMENTS, LLC
P. O. BOX 2701
OXFORD, MS 38655

State of Mississippi
County of Lafayette
Personally appeared before me, the undersigned authority in and for said County and State, Mac Monteith, who acknowledge to me that he signed and delivered the within plot of The Lamar, Phase II, on the day and year and for the purposes and in the capacities therein mentioned.

(Seal)

Notary Public

My Commission Expires: _____

STATE OF MISSISSIPPI
COUNTY OF LAFAYETTE

Personally appeared before me, the undersigned authority in and for the state and county aforesaid, the within named MAC MONTEITH, in the capacity as MANAGER of UPDRAFT INVESTMENTS, LLC, a Mississippi limited liability company, who acknowledged the he executed and delivered the above and foregoing OWNER'S CERTIFICATE, on behalf of said limited liability company, on the date and in the year therein mentioned, for the consideration therein recited, first being authorized so to do.

Witness my hand and official seal this the _____ day of _____, 20____.

NOTARY PUBLIC

STATE OF MISSISSIPPI
COUNTY OF LAFAYETTE

I, Sherry Wall, CHANCERY CLERK in and for said county and state, hereby certify that this instrument was filed for record in my office at _____ o'clock on the _____ day of _____, 20____, and was duly recorded in Plat Cabinet _____, Slide _____.

Witness my hand and official seal this the _____ day of _____, 20____.

SHERRY WALL
CHANCERY CLERK



SAFARI
CONFORMANCE WITH THE FPMR
FPMR 101.126.609
FPMR 101.126.609
FPMR 101.126.609

REVISIONS:

NO.	DATE	REVISIONS	BY

CERTIFICATE SHEET
FOR
THE LAMAR - PHASE 2
IN THE SE 1/4 OF SEC. 16, T-8-S, R-3-W,
CITY OF OXFORD, LAFAYETTE CO., MS

DESIGNED BY J. ADAMS	DATE 8-14-18
CHECKED BY J. ADAMS	SCALE AS SHOWN
IN CHARGE J. ADAMS	

ALL ENGINEERING
DRAWINGS MUST BE
SIGNED AND
STAMPED BY THE
ENGINEER OR ARCHITECT
AND MUST BE
APPROVED BY THE
ENGINEER OR ARCHITECT

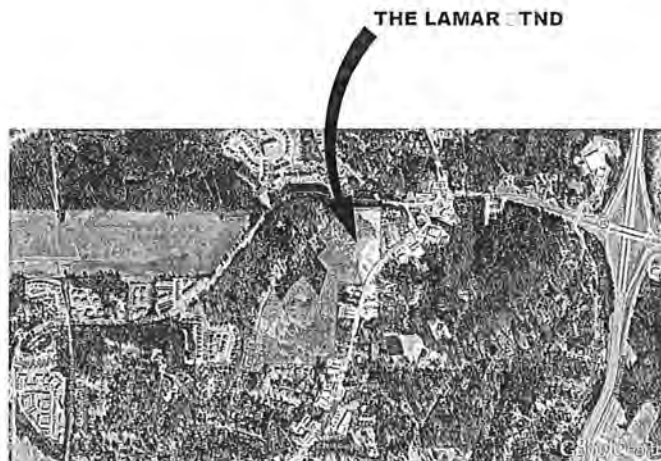
PAGE 812

1.0

LAFAYETTE COUNTY, MISSISSIPPI

CONSTRUCTION PLANS FOR THE LAMAR - PHASE 2

(a Traditional Neighborhood Development)



VICINITY MAP
N.T.S.



OWNER/DEVELOPER:
UPDRAFT INVESTMENTS, LLC
P.O. BOX 2701
OXFORD, MS 38655
(662) 801-0168
contact: Mr. Mac Monteith

CONSULTING ENGINEER:
PRECISION ENGINEERING CORPORATION
276 COUNTY ROAD 101
OXFORD, MS 38655
(662) 234-8539



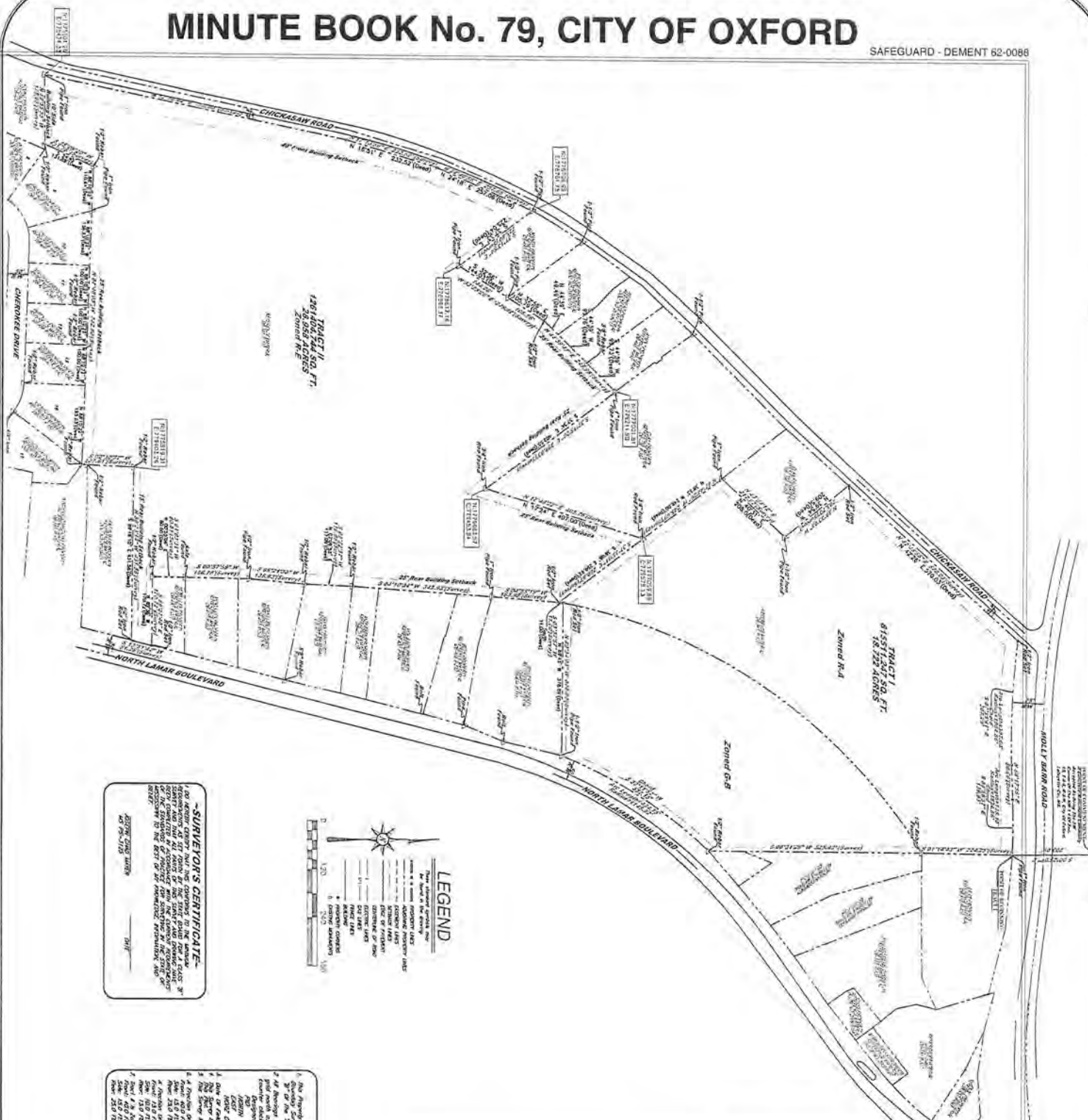
July 14, 2017
September 15, 2017
October 6, 2017

INDEX OF SHEETS:

V001	BOUNDARY SURVEY
V002	TOPO & TREE SURVEY
C001	GENERAL NOTES & INFORMATION
C002	AERIAL IMAGERY
C100	PRELIMINARY PLAT - PHASE 2
C101	(RESERVED)
C102	(RESERVED)
C103	EROSION CONTROL - SWPPP (NORTH)
C104	EROSION CONTROL - SWPPP (SOUTH)
C105	DEMOLITION PLAN
C106	TREE REMOVAL INVENTORY
C107	SITE PLAN
C108	LOT TYPE DIAGRAM
C109	GRADING PLAN
C110	GRADING PLAN (DETENTION POND)
C111	GRADING PLAN
C112	STORM DRAINAGE PLAN - (WEST)
C113	STORM DRAINAGE PLAN - (EAST)
C114	UTILITY PLAN - SEWER (WEST)
C115	UTILITY PLAN - SEWER (EAST)
C116	UTILITY PLAN - WATER LAYOUT
C117	HARDSCAPE PLAN
C118	STRIPING AND SIGNAGE PLAN
C201	TYPICAL SECTIONS DETAILS
C202	TYPICAL SECTIONS DETAILS
C203	TYPICAL SECTIONS DETAILS
C301	STREET PROFILE - ROAD A
C302	STREET PROFILE - ROAD B & ROAD C
C303	STREET PROFILE - ROAD D (1)
C304	STREET PROFILE - ROAD D (2) & ROAD E
C401	SANITARY SEWER PLAN & PROFILE
C402	SANITARY SEWER PLAN & PROFILE
C403	SANITARY SEWER PLAN & PROFILE
C501	DETAILS
C502	DETAILS
C503	DETAILS
C504	DETAILS
C505	DETAILS
C506	DETAILS
C507	DETAILS
L100	STREET/COMMON AREA PLANTING PLAN
L101	PLANTING SPECIFICATIONS

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

[illegible][illegible]

SUREVOR'S NOTES

1. The phrase "I had the Consecutive Days 1-7 in a Row" is incorrect. It should be "I had the Consecutive Days 1-7 in a Row" and "I had the Consecutive Days 1-7 in a Row" is incorrect.
2. At the beginning of the book, the author states that the book is a "Surevor's Notes" and that the book is a "Surevor's Notes" and that the book is a "Surevor's Notes".
3. The author states that the book is a "Surevor's Notes" and that the book is a "Surevor's Notes" and that the book is a "Surevor's Notes".
4. The author states that the book is a "Surevor's Notes" and that the book is a "Surevor's Notes" and that the book is a "Surevor's Notes".
5. The author states that the book is a "Surevor's Notes" and that the book is a "Surevor's Notes" and that the book is a "Surevor's Notes".
6. The author states that the book is a "Surevor's Notes" and that the book is a "Surevor's Notes" and that the book is a "Surevor's Notes".
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9. The author states that the book is a "Surevor's Notes" and that the book is a "Surevor's Notes" and that the book is a "Surevor's Notes".
10. The author states that the book is a "Surevor's Notes" and that the book is a "Surevor's Notes" and that the book is a "Surevor's Notes".

[illegible][illegible]

PLAT OF SURVEY
FOR
LANDRUM PROPERTY
IN THE SE 1/4 OF SECTION 16, T-8-S, R-3-W
IN THE CITY OF OXFORD
LAFAYETTE COUNTY, MISSISSIPPI

[illegible][illegible]

OWNER/DEVELOPER INFORMATION

SUBJECT PROPERTY INFORMATION

SALES LEAD	DATE	SALES LEAD	DATE
1327-10-018600	1327-11-01330	1327-10-018600	1327-11-01330
5042 and 5047		5042 and 5047	
REACT 20 410504		REACT 20 410504	
7 B23		7 B23	
E-6, E-4 and E-2 (downs rating as of 11/17/2014)		E-6, E-4 and E-2 (downs rating as of 11/17/2014)	
THIS DISCUSSION FOR STAFFING INVESTIGATION HAS BEEN FILED WITH CITY OF OAKLAND		THIS DISCUSSION FOR STAFFING INVESTIGATION HAS BEEN FILED WITH CITY OF OAKLAND	

BUILDING SETBACKS AND UTILITY EASEMENTS

Model	Year	Make	Model	Year	Make
1990	1990	1990	1990	1990	1990
1991	1991	1991	1991	1991	1991
1992	1992	1992	1992	1992	1992
1993	1993	1993	1993	1993	1993
1994	1994	1994	1994	1994	1994
1995	1995	1995	1995	1995	1995
1996	1996	1996	1996	1996	1996
1997	1997	1997	1997	1997	1997
1998	1998	1998	1998	1998	1998
1999	1999	1999	1999	1999	1999
2000	2000	2000	2000	2000	2000
2001	2001	2001	2001	2001	2001
2002	2002	2002	2002	2002	2002
2003	2003	2003	2003	2003	2003
2004	2004	2004	2004	2004	2004
2005	2005	2005	2005	2005	2005
2006	2006	2006	2006	2006	2006
2007	2007	2007	2007	2007	2007
2008	2008	2008	2008	2008	2008
2009	2009	2009	2009	2009	2009
2010	2010	2010	2010	2010	2010
2011	2011	2011	2011	2011	2011
2012	2012	2012	2012	2012	2012
2013	2013	2013	2013	2013	2013
2014	2014	2014	2014	2014	2014
2015	2015	2015	2015	2015	2015
2016	2016	2016	2016	2016	2016
2017	2017	2017	2017	2017	2017
2018	2018	2018	2018	2018	2018
2019	2019	2019	2019	2019	2019
2020	2020	2020	2020	2020	2020
2021	2021	2021	2021	2021	2021
2022	2022	2022	2022	2022	2022
2023	2023	2023	2023	2023	2023
2024	2024	2024	2024	2024	2024
2025	2025	2025	2025	2025	2025
2026	2026	2026	2026	2026	2026
2027	2027	2027	2027	2027	2027
2028	2028	2028	2028	2028	2028
2029	2029	2029	2029	2029	2029
2030	2030	2030	2030	2030	2030
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2046	2046	2046	2046	2046	2046
2047	2047	2047	2047	2047	2047
2048	2048	2048	2048	2048	2048
2049	2049	2049	2049	2049	2049
2050					

UTILITY and EMERGENCY CONTACT INFORMATION

OUTSTANDING OPERATIONS

OLFORD ELECTRIC DEPARTMENT
 100 N. MILITARY DR.
 OXFORD, MS 38655
 662-232-2573 (7mo)

CONTACT(s):
 M. J. M. STEVEN
 662-816-3770
 msteven@oxfordelectric.com

IN 2010, 2011

532 WEST GERRARD
CITY OF TORONTO
107 COMMERCIAL SQUARE
TORONTO, ON M5E 1B5

CONTACT(s):
ANDREW LEE, SUPERVISOR
416-392-2208
andrew.lee@toronto.ca

plastic water filters and some

PUBLISHERS DEPARTMENT
CITY OF DORFORD
101 COUNTESS SQUARE
DORFORD, MS 39055

CONTACT(S): EART ROBINSON, JR., CITY ENGINEER & PUBLIC WORKS DIRECTOR
857-212-2506

THE DEPARTMENT

CHILD PILE DEPARTMENT
P.O. BOX 853
OAKRIDGE, UT 84053
CONTACT (801):
TARY BAILEY, PILE CHIEF
801-232-2118
801-232-2118 ext.
WILLIAM STEVENS, HISTORY/PHILIC EDUCATION

PROJECT ORIENTED

715 HOLLY DAWN ROAD
 DRYDEN, IN 46733
 CONNELLY
 202 DART, DART OR POUCE
 833-237-2400
 paul@connelly.net
 JOHNNY SASSMAN, DOOL DIRECTION OFFICE
 697-815-1726
 john@connelly.net

Abstracts

ACCESS/PT 811, INC.
3250 CEDAR PARK DRIVE
SUITE 100
JACKSON, MS 39208

LOCAL REQUIREMENTS
0117 or (601)227-6177
http://www.accessmids1.org/Access/pt0117

GENERAL PROJECT NOTES and CONSTRUCTION SPECIFICATIONS

CONDOM NOTES

- [illegible]

CONCLUSION NOT

- [illegible]

KROGER PRODUCTION AND EDITING: CANTOR, MORT

- [illegible]

SUE COLEMAN, M.A.

- [illegible]

15. 11. 2011

- [illegible]

WATER ON

- [illegible]

1. THE SYSTEM

- [illegible]

AND REQU

10. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL MATERIALS AND METHODS USED IN THE CONSTRUCTION OF THE PROJECT. THESE RECORDS SHALL BE AVAILABLE FOR REVIEW BY THE ENGINEER AT ANY TIME DURING THE CONSTRUCTION PERIOD.
11. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL MATERIALS AND METHODS USED IN THE CONSTRUCTION OF THE PROJECT. THESE RECORDS SHALL BE AVAILABLE FOR REVIEW BY THE ENGINEER AT ANY TIME DURING THE CONSTRUCTION PERIOD.
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20 FROM THE
CONCRETE OF

11. ALL CONNECTIONS TO EXISTING MANHOLE SHALL BE TO THE CORNER AND RESIDENT SIDE WITHOUT RELOCATION AND/OR ADJUSTMENT WILL HAVE TO BE THE EXTENT OF WORK FOR THE CONTRACTOR. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING MANHOLE IN EXISTING SEWER MAINS. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING SEWER MAINS. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING SEWER MAINS.
12. CONTRACTOR SHALL HAVE THE LOCATION OF ALL NEW MANHOLE MARKED WITH 10 INCH DIAMETER CONCRETE SPICED BY THE LOCAL AUTHORITY.

REV.	DATE	DESCRIPTION	BY
1	9-0-0	2-DIMENSIONAL	MAR
2	6-27-87	NO DIMENSIONAL	MAR

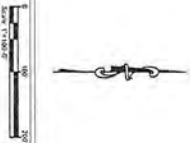
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COOI

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

1 AERIAL IMAGERY
SCALE 1"=100'



AERIAL IMAGERY
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)



PROJECT: OXFORD SUBDIVISION
DRAWN BY: J. L. HARRIS
CHECKED BY: J. L. HARRIS
DATE: 06/12/2017

REVISIONS:

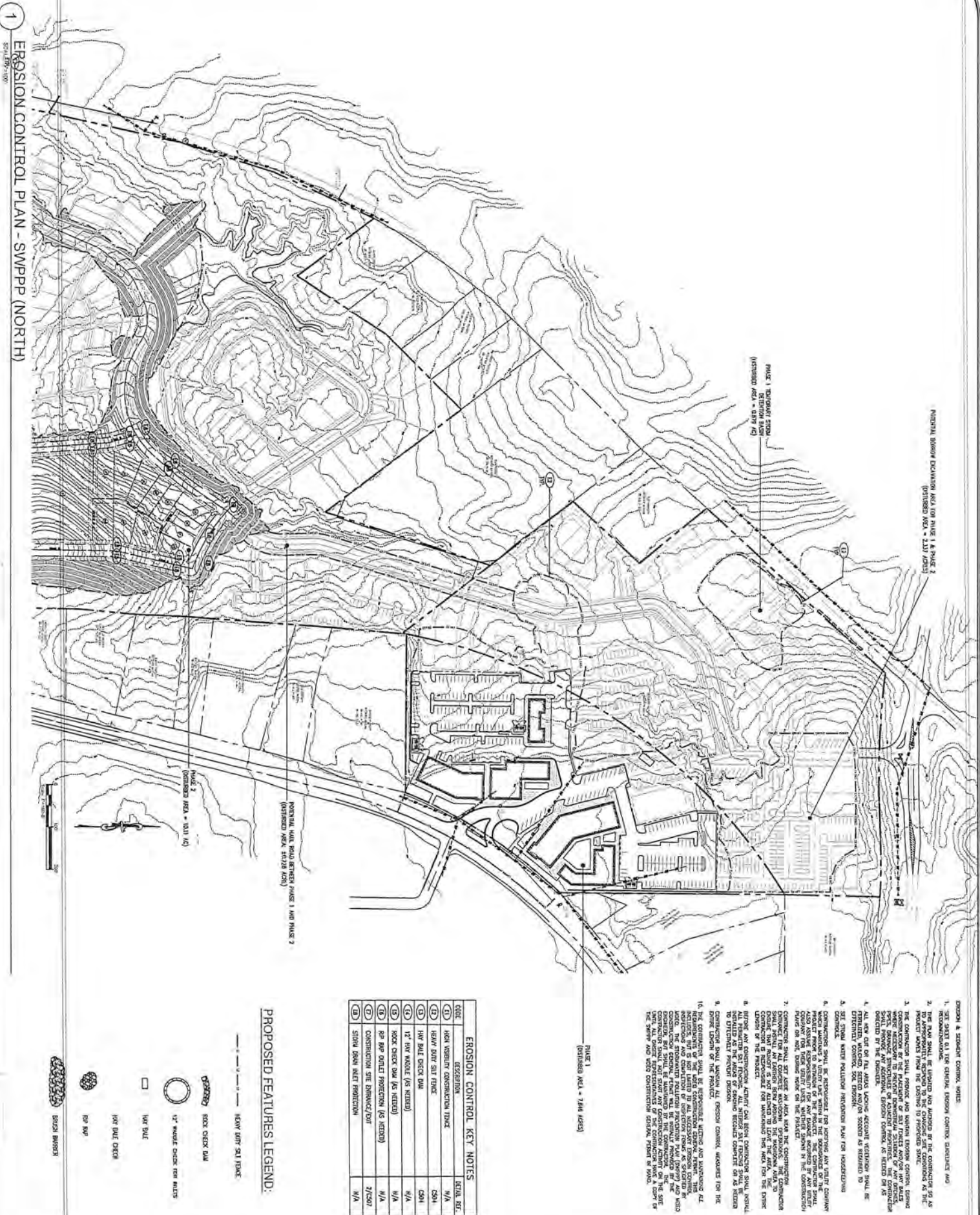
NO.	DATE	DESCRIPTION	BY
1	5/11/17	1st SUBMITTAL	MEG
2	5/23/17	2nd SUBMITTAL	MEG

DATE	BY
06/12/2017	MEG
06/12/2017	MEG

PAGE 2 OF 2

ALL SURVEYING AND
ENGINEERING WORK
WAS DONE IN ACCORDANCE
WITH THE OXFORD
SUBDIVISION ACT AND
THE OXFORD SUBDIVISION
REGULATIONS AND
BY-LAWS.

C002



EROSION CONTROL KEY NOTES		REIN. ETC.
NOTE	DESCRIPTION	
(1)	WALL VEGETATION CONSTRUCTION TRUCK	N/A
(1)	HAND DIRT SIX FENCE	CSH
(1)	HAY PAL CHECK DAM	CSH
(1)	12" WY W/ALUM. (AS NOTED)	N/A
(1)	ROCK CHECK DAM (AS NOTED)	N/A
(1)	RP APP DIRT PROTECTION (AS NOTED)	N/A
(1)	CONSTRUCTION DIRT DIVERSION/DIRT	2/CSH
(1)	STEEL BOLA W/LET PROTECTION	N/A

PROPOSED FEATURES LEGEND:

 HEAVY DUTY SALT PIPE

BOOK CHECK DAY



12" WADGE CHICK FOR EULETS



May Ball



For nap



BRUSH BRUSHES

EROSION CONTROL PLAN - SWPPP
(NORTH)
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)

PEC
PRECISION ENGINEERING
CORPORATION
EST. 1970
4400 SHERWOOD
DALLAS, TEXAS 75244
TEL: (214) 343-1100
FAX: (214) 343-1101

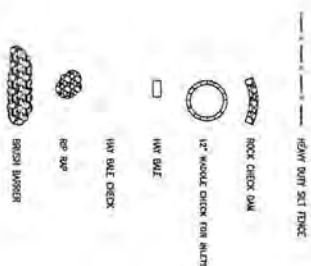


C103

[illegible]

EROSION CONTROL KEY NOTES		INITIAL ERT
(1)	HIGH VEGETATION CONSTRUCTION PACE	N/A
(1)	HEAVY DIRT SLO FORCE	CSM
(1)	HAY BALE CHECK DAM	CSM
(1)	12" HWY MULCH (AS NEEDED)	N/A
(1)	ROCK CHECK DAM (AS NEEDED)	N/A
(1)	ROD BOP COLLECT PROTECTION (AS NEEDED)	N/A
(1)	CONSTRUCTION SITE DYNAMIC/DIFF	3/CSM
(1)	STEEL BUSH MATT PROTECTION	N/A

PROPOSED FEATURES LEGEND:



EROSION CONTROL PLAN - SWPPP
(SOUTH)
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)



NO.	DATE	REVISIONS	BY
		REVISIONS:	
PROJECT:	OCEANOGRAPHIC		
NO.:	W10-0111		
DATE:	FEBRUARY 1994		
	PAGE 1 OF 1		

PROJ. #	PROJ. TITLE	PROJ. TYPE
1	2000000000	2000
2	2000000000	2000

DESIGNATION	DATE (DD/MM/YY)
108 VVCH (VI) MHC	
ETHIOPLIA (VI) MHC	30/06/12
PANAMA (VI) 2010 MHC	AS/06/01/10

[illegible]

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

1 TREE REMOVAL INVENTORY

SCALE 1"=100'



PHASE 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

2 TREE REMOVAL INVENTORY

SCALE 1"=100'

Map of the Lamar area showing tree removal inventory. The map includes property lines, lot numbers, and numerous tree symbols. A north arrow and a scale bar are located in the bottom left corner. The map is divided into several sections, with some areas labeled 'UNITS OF DEVELOPMENT FOR PHASE 2' and 'POTENTIAL PAIR ROAD BETWEEN PHASE 1 AND PHASE 2'.



Table with 2 columns: REVISIONS, DATE. It contains a list of revisions with dates.

TREE REMOVAL INVENTORY FOR THE LAMAR - PHASE 2 (a Traditional Neighborhood Development)

Table with 2 columns: DATE, TIME. It contains a list of dates and times.

C106

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

SITE PLAN KEY NOTES		
CODE	DESCRIPTION	DETAIL REF.
(S1)	CONCRETE CURB & GUTTER	C101
(S2)	PROPOSED WALK STREET	C102, C103
(S3)	PROPOSED ALLEY	C103
(S4)	PROPOSED PEDESTAL CROSSWALK	S1/S2/ST
(S5)	CONCRETE SIDEWALK	C103
(S6)	STREET SIGN	S1/S2/ST
(S7)	EXISTING NORTH LAMAR IMPROVEMENTS	



LEGEND

- PHASE 2 BOUNDARY
- PHASE 2 LOT LINES
- EXISTING BOUNDARY LINE
- CENTLINE OF ROAD
- PAVING SETBACK
 ACCESS SIDEWALK (PRIVATE ALLEY) |- EXISTING ALLEY
- LEFT CORNER SET
- RIGHT CORNER SET

1 SITE PLAN
SCALE 1"=40'

SITE PLAN
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)



DATE	REVISIONS	BY
1	1.0001 - SUBMITTAL	LMC
2	1.0002 - REVISIONS	LMC

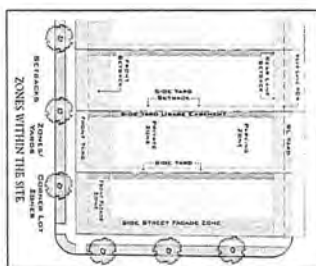
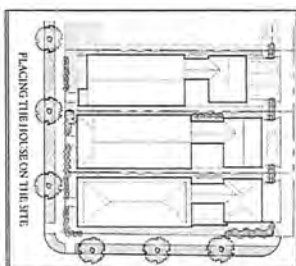
DATE	REVISIONS	BY
1	1.0001 - SUBMITTAL	LMC
2	1.0002 - REVISIONS	LMC

ALL ENGINEERING
CONSTRUCTION, INC.
10000 WILSON ROAD
SUITE 100
LAWRENCE, KS 66044
TEL: 781-228-1111
FAX: 781-228-1112
WWW.CONSTRUCTION.COM

C107

2 VILLAGE LOT DIAGRAM
SCALE: 1" = 10'

NOTE:
CARPETS ARE OPTIONAL



LOT TYPES	
CODE	DESCRIPTION
1	VILLAGE LOTS
2	MULTI-FAMILY LOTS
3	SINGLE FAMILY LOTS

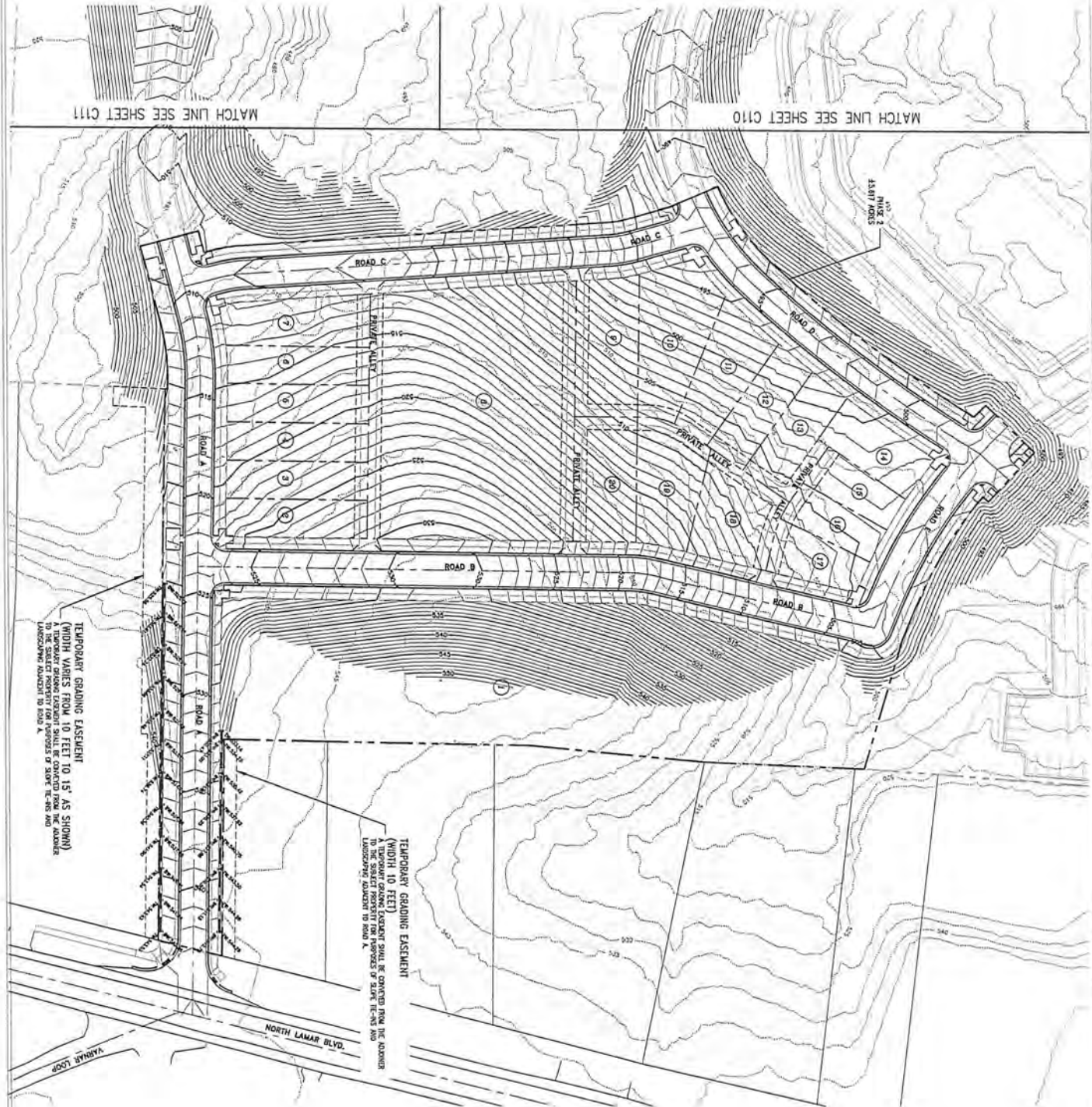


LOT TYPE DIAGRAM
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)

PHONE: 1-800-368-5859			INVOICE# 44700041616001		1-800-368-5859
FAX: 1-800-368-5859			HFC@PDL.COM		1-800-368-5859
REVISIONS:					
NO.	DATE	REVISIONS:	BY:		
1	5/10/11	2nd SUBMITTAL	HGC		
2	5/24/11	3rd SUBMITTAL	MGC		

[illegible]

1 GRADING PLAN
SCALE 1"=40'



TEMPORARY GRADING EASEMENT
(WIDTH RANGES FROM 10 FEET TO 15' AS SHOWN)
TO BE SAVED FOR FUTURE CONSTRUCTION OF ROAD A
LANDSCAPE ADJACENT TO ROAD A

TEMPORARY GRADING EASEMENT
(WIDTH 10 FEET)
A TEMPORARY GRADING EASEMENT SHALL BE OBTAINED FROM THE ADJACENT
TO BE SAVED FOR FUTURE CONSTRUCTION OF ROAD B AND
LANDSCAPE ADJACENT TO ROAD B

- LEGEND
- ROAD A BOUNDARY
 - ROAD B LOT LINES
 - BOUNDARY OF PLOTS
 - PRIVATE ALLEY
 - EXISTING LOT LINES
 - PROPOSED LOT LINES

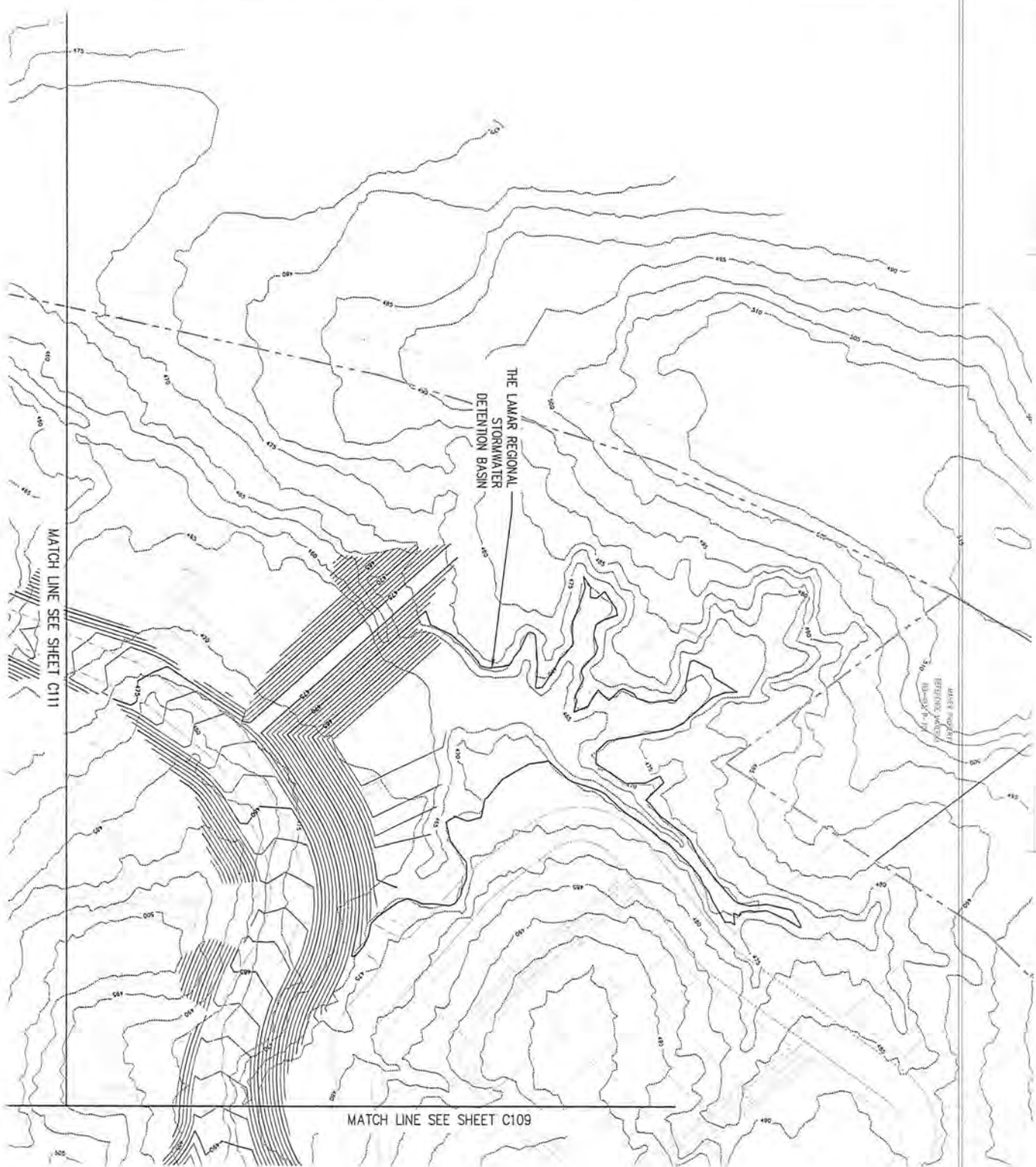
GRADING PLAN
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)

NO.	DATE	REVISIONS:
1	11/11/11	1. 11/11/11
2	11/11/11	2. 11/11/11



C109

1 GRADING PLAN (DETENTION POND)
SCALE 1"=40'



LEGEND

- Phase 2 Boundary
- Phase 2 Lot Lines
- Contours of Roads
- Future Reservoir Phase
- Retaining Wall
- Existing Contour Elevation
- Proposed Contour Elevation

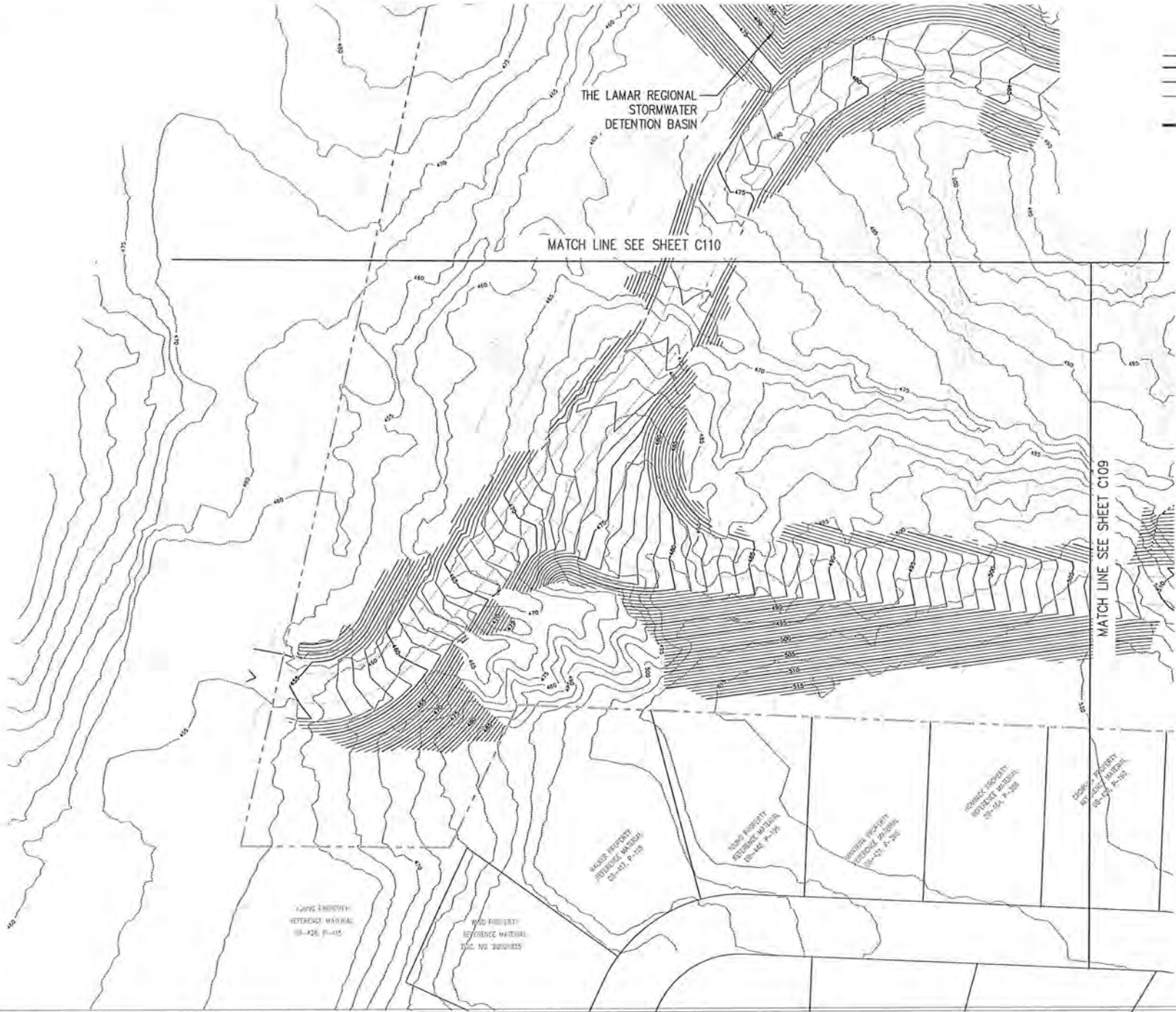
GRADING PLAN (DETENTION POND)
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)



REVISIONS:	
NO.	DATE
1	10/17/17
2	10/17/17

DATE	NO.
10/17/17	1
10/17/17	2

C110



1 GRADING PLAN
SCALE: 1"=40'

LEGEND

- PHASE 2 BOUNDARY
- PHASE 2 LOT LINES
- CENTERLINE OF ROADS
- FUTURE RESIDENTIAL PHASE
- RETAINING WALL
- EXISTING CONTOUR ELEVATION
- PROPOSED CONTOUR ELEVATION



EMAIL: INFO@PRECISIONCORP.COM FAX: (360) 218-0000
PHONE: (360) 218-0001 WEB SITE: WWW.PRECISIONCORP.COM

REVISIONS:			
NO.	DATE	REVISIONS	BY
1	04-17	SUBMITTAL	AMC
2	02-11	RESUBMITTAL	AMC

GRADING PLAN
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)

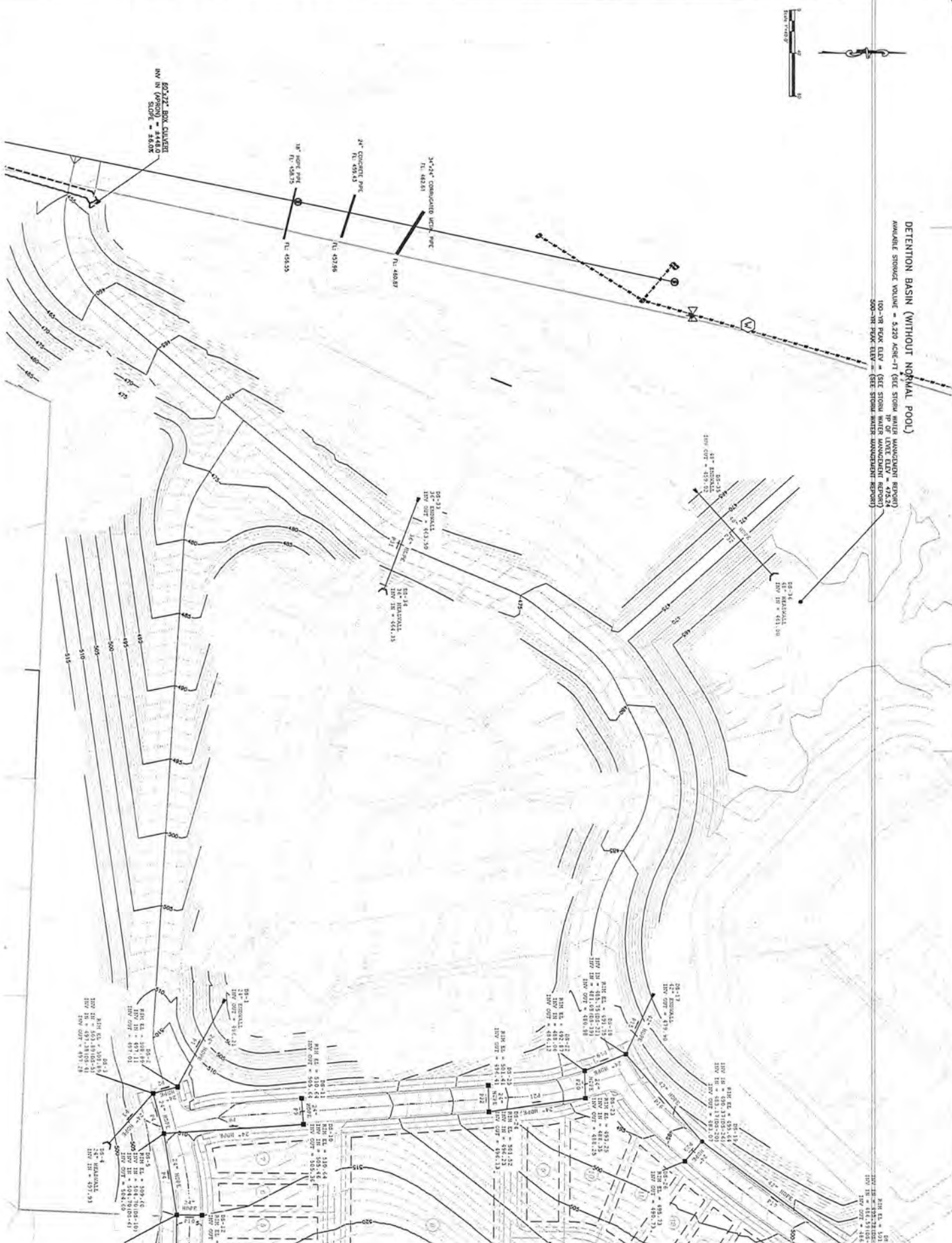
DRAWN BY: AMC	DATE: 04/17/11
CHECKED BY: AMC	SCALE: AS SHOWN
PROJECT NO: 006	

ALL ENGINEERING
DRAWINGS ARE TO
CONFORM TO THE
LATEST EDITION OF THE
CONSOLIDATED
UNIFORM BUILDING
CODES AND ALL
OTHERS ARE TO BE
IN ACCORDANCE
THEREWITH.

PAGE NO:

C111

Scale 1-5



(a Traditional Neighborhood Development)

NO.	DATE	REVISIONS:	BY:
1	9/1/15	2nd SUBMITTAL	MAE
2	9/25/17	3rd SUBMITTAL	MAE

DATE IN BY:		DATE:
MISC:		FBI #2007
OTHER ID NO:		NCM#:
DEG:		AS NOTED
PROOF OF POS:		
ISSUE:		

C112

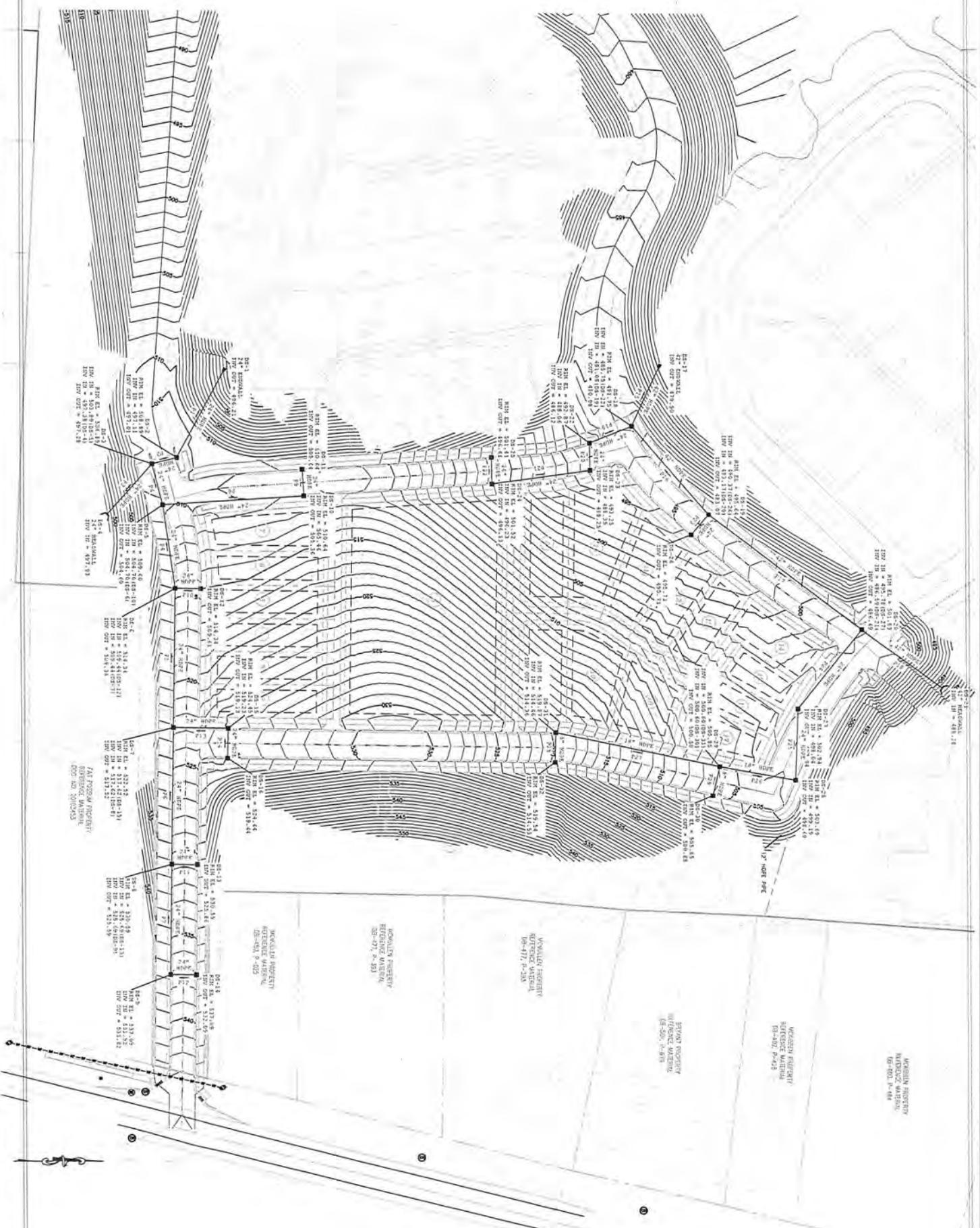


ALL ENGINEERING,
TECHNICAL AND IN-
FORMATIONAL ASSESS-
MENTS, WITHIN THE PRO-
JECTS CONSIST OF THE
FOLLOWING: ALL ENGINE-
ERING DESIGNS AND
CONSTRUCTION DETAILS
AND SPECIFICATIONS

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

1
SCALE 1"=40'
STORM DRAINAGE PLAN - (EAST)



STORM DRAINAGE PLAN - (EAST)
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)



REVISIONS:

NO.	DATE	REVISION
1	11/11/2010	ISSUED FOR PERMIT
2	11/11/2010	REVISED

NO.	DATE	REVISION
1	11/11/2010	ISSUED FOR PERMIT
2	11/11/2010	REVISED

DATE	11/11/2010
DESIGNED BY	W. J. DEMENT
CHECKED BY	W. J. DEMENT
IN CHARGE	W. J. DEMENT




C113

1 UTILITY PLAN - SEWER LAYOUT (EAST)



- [illegible]

LEGEND

	PROPOSED SANITARY SEWER LINE
	PROPOSED SANITARY SEWER MANHOLE
	FUTURE SANITARY SEWER LINE
	EXISTING SEWER LINE
	EXISTING SEWER MANHOLE
	PROPOSED SEWER LINE
	EXISTING WATER LINE
	PROPOSED ROAD
	PROPOSED UTILITY MANHOLE
	DATE NINE
	THE PROJECT
	REASON

REVISIONS:

Year	Rate	Rate	Rate
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1972	1.1	1.1	1.1
1973	1.1	1.1	1.1
1974	1.1	1.1	1.1
1975	1.1	1.1	1.1
1976	1.1	1.1	1.1
1977	1.1	1.1	1.1
1978	1.1	1.1	1.1
1979	1.1	1.1	1.1
1980	1.1	1.1	1.1
1981	1.1	1.1	1.1
1982	1.1	1.1	1.1
1983	1.1	1.1	1.1
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1985	1.1	1.1	1.1
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1996	1.1	1.1	1.1
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2018	1.1	1.1	1.1
2019	1.1	1.1	1.1
2020	1.1	1.1	1.1
2021	1.1	1.1	1.1
2022	1.1	1.1	1.1
2023	1.1	1.1	1.1
2024	1.1	1.1	1.1
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2060	1.1	1.1	1.1
2061	1.1	1.1	1.1
2062	1.1	1.1	1.1

FILE OR S. BY MFC	DATE OF FILING
ATTORNEY MFC	STATE AS SIGNED
PROPERTY MFC	

[illegible]

C115

NOTE:
ALL WATER LINES WITHIN THE PROPOSED FOOTPRINT OF THE DEVELOPMENT SHALL BE 8-INCH MINIMUM. FIRE HYDRANT ASSEMBLIES SHALL BE CONNECTED TO THE 8-INCH MAIN VIA AN 8X6 MECHANICAL JOINT TEE. FIRE HYDRANTS WITH PUMPER NOZZLES SHALL BE INSTALLED. ALL WATER UTILITY WORK SHALL BE DONE IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS OF THE CITY OF OXFORD.

END & CAP
(BLOCK REQ'D)END & CAP
(BLOCK REQ'D)

WATER UTILITY EASEMENT (20' IN WIDTH)
A 20' WIDE WATER UTILITY EASEMENT SHALL BE CONVEYED TO THE CITY OF OXFORD FOR THE PROPOSED WATER MAINS THROUGHOUT THE SITE.

LEGEND

- PROPOSED SANITARY SEWER LINE
- PROPOSED SANITARY SEWER MANHOLE
- FUTURE SANITARY SEWER LINE
- EXISTING SEWER LINE
- EXISTING SEWER MANHOLE
- PROPOSED WATER LINE
- EXISTING WATER LINE
- PROPOSED STORM
- PROPOSED UTILITY EASEMENT
- GATE VALVE
- FIRE HYDRANT
- BLOCK

WATER UTILITY NOTES

- ALL WATER MAINS SHALL BE OF 8" DUCTILE IRON PIPE (DIP) UNLESS OTHERWISE NOTED. AS LARGED, ALL FIRE HYDRANT FEEDS SHALL BE 8" DIP UNLESS OTHERWISE NOTED. DUCTILE IRON PIPE (DIP) SHALL BE CL 350.
- ALL WATER LINES AND APPURTENANCES SHALL BE OF MATERIALS AND CONSTRUCTION THAT CONFORM TO THE CITY OF OXFORD STANDARDS AND SPECIFICATIONS.
- PROVIDE A MINIMUM OF 36" OF COVER OVER ALL WATER LINES.
- THE CONTRACTOR SHALL MAINTAIN 10 FEET HORIZONTAL SEPARATION BETWEEN SANITARY SEWER LINES AND WATER LINES. WHERE THESE CRITERIA CANNOT BE MET, THE CONTRACTOR SHALL MAINTAIN 18" VERTICAL SEPARATION BETWEEN WATER AND SEWER LINES.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONDUCTING THE SCHEDULING OF CONSTRUCTION FOR ALL UTILITY LINES SO THAT WATER LINES DO NOT CONTACT WITH SANITARY SEWERS, SANITARY SEWER SERVICES, STORM SEWERS, OR ANY OTHER UTILITY OR STRUCTURES, EXISTING OR PROPOSED. THE LOCATION OF EXISTING UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL NOTIFY EACH INDIVIDUAL UTILITY OWNER OF HIS PLAN OF OPERATION IN THE AREA OF THE UTILITIES. PRIOR TO COMMENCING WORK, THE CONTRACTOR SHALL CONTACT THE UTILITY OWNERS AND REQUEST THEM TO PROPERLY LOCATE THEIR RESPECTIVE UTILITY ON THE GROUND. THIS NOTIFICATION SHALL BE GIVEN AT LEAST THREE (3) BUSINESS DAYS PRIOR TO COMMENCEMENT OF OPERATIONS AROUND THE UTILITY.
- BEFORE CORRECTIONS ARE MADE TO EXISTING UTILITIES, THE NEW LINES ARE TO BE FLUSHED AND TESTED BY THE CONTRACTOR IN ACCORDANCE WITH THE APPLICABLE UTILITY DEPARTMENT SPECIFICATIONS.
- REPAIR ALL DAMAGE TO EXISTING FEATURES (I.E. DRIVES, ROADS, YARDS, LANDSCAPES, ETC...) TO PRE-CONSTRUCTION CONDITION.
- THE CONTRACTOR SHALL PROVIDE ALL HORIZONTAL AND VERTICAL BENDS TO ATTAIN THE ALIGNMENT INDICATED ON THE PLANS. PROVIDE VERTICAL BENDS WHERE NECESSARY TO ALLOW WATER LINES TO PASS UNDER OR OVER OTHER UTILITY LINES (ALL BENDS AND BRACES NEEDED MAY NOT BE ACTUALLY SHOWN). PROVIDE BRACING AND/OR ROODING AT ALL BENDS AND TEES AS REQUIRED BY WATER DEPARTMENT.
- WATER METERS SHALL BE NO DEEPER THAN 24" FROM TOP OF METER TO PROPOSED FINISHED GRADE.
- THE CONTRACTOR SHALL VERIFY REQUIRED PIPE LENGTHS, EXISTING PIPE MATERIALS, AND EXISTING PIPE SIZES. REPORT DISCREPANCIES WITH THE PLANS TO THE ENGINEER IMMEDIATELY.
- NOTIFY EXISTING FENCEOWNERS, CURBS, WALKS, LANDSCAPES, ETC. THAT ARE DAMAGED BY CONSTRUCTION ACTIVITIES TO A LIKE NEW CONDITION AT NO ADDITIONAL COST TO THE OWNER.
- WHERE DAMAGE OR UTILITY LINES OCCUR IN PROPOSED FILL AREAS, THE FILL MATERIAL IS TO BE PLACED AND COMPACTED TO 95% OF MAXIMUM DRY DENSITY ACCORDING TO ASTM D2167-08 PRIOR TO INSTALLATION OF DAMAGE ON UTILITY LINES. FILL IS TO BE INSPECTED BY A PROFESSIONAL GEOTECHNICAL ENGINEERING TESTING FIRM EMPLOYED BY THE OWNER. RESULTS OF THE TEST SHALL BE FURNISHED TO THE OWNER'S REPRESENTATIVE. CONTRACTOR TO PAY FOR ANY RETESTING.
- THE CONTRACTOR SHALL ADJUST THE ALIGNMENT OF THE WATER LINES (HORIZONTALLY AND/OR VERTICALLY) TO ALLOW THE REQUIRED BRACING AT BENDS AND TEES.
- EXISTING CASTINGS LOCATED IN FULL/CUT AREAS SHALL BE ADJUSTED TO ENSURE THAT THE TOP OF CASTING IS FLUSH WITH THE FINISHED GRADE.
- THE CONTRACTOR WILL PROVIDE ALL NECESSARY PROTECTIVE MEASURES TO SAFEGUARD EXISTING UTILITIES FROM DAMAGE DURING CONSTRUCTION OF THIS PROJECT. IN THE EVENT THAT SPECIAL EQUIPMENT IS REQUIRED TO WORK OVER AND AROUND THE UTILITIES, THE CONTRACTOR WILL BE REQUIRED TO FURNISH SUCH EQUIPMENT AT NO ADDITIONAL COST TO THE OWNER.
- PRIOR TO SUBMITTING HIS BID, THE CONTRACTOR WILL BE SOLELY RESPONSIBLE FOR CONTRACTING OWNERS OF ALL AFFECTED UTILITIES IN ORDER TO DETERMINE THE EXTENT TO WHICH UTILITY RELOCATIONS AND/OR ADJUSTMENTS WILL HAVE UPON THE SCHEDULE OF WORK FOR THE PROJECT. WHILE SOME WORK MAY BE REQUIRED AROUND UTILITY FACILITIES THAT WILL REMAIN IN PLACE, OTHER UTILITY FACILITIES MAY NEED TO BE ADJUSTED CONCURRENTLY WITH THE CONTRACTOR'S OPERATIONS.
- FIRE HYDRANT ASSEMBLIES INCLUDE THE APPROPRIATE SIZED TEE (WITH HOOKS), 8" GATE VALVE (WITH VALVE BOX), AND FIRE HYDRANT (WITH HOOKS). HYDRANTS SHALL BE INSTALLED AT LOCATIONS SHOWN ON THE PLANS.
- CONTRACTOR SHALL MARK THE LOCATION OF NEW WATER LINES WITH #14 GAUGE TRACER WIRE (BLUE). TRACER WIRE INSTALLATION, PLACEMENT, SPACING, AND ACCESS SHALL BE IN ACCORDANCE WITH THE CITY OF OXFORD STANDARD SPECIFICATIONS FOR CONSTRUCTION OF WATER AND SEWER FACILITIES.



DATE: 06/11/2014
DRAWN BY: JPC/CHS/CSH
CHECKED BY: JPC/CHS/CSH
DATE: 06/11/2014

REVISIONS:

NO.	DATE	REVISIONS	BY
1	06/11/2014	2-DIMENSIONAL	JPC
2	06/11/2014	3-DIMENSIONAL	JPC

UTILITY PLAN - WATER LAYOUT FOR THE LAMAR - PHASE 2 (a Traditional Neighborhood Development)

DESIGNED BY: JPC	DATE: 06/11/2014
CHECKED BY: JPC	SCALE: AS SHOWN
PROJECT NO.:C116	

ALL EXISTING UTILITIES SHOWN ARE FOR INFORMATION ONLY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. THE CITY OF OXFORD WILL NOT BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING UTILITIES OR STRUCTURES DURING CONSTRUCTION OF THIS PROJECT.

C116



1 UTILITY PLAN - WATER LAYOUT

SCALE: 1"=40'

HARDSCAPE PLAN



LEGEND

	FLEXIBLE PARACHUT - HEAVY DUTY APPROX (SEE DETAIL SHEET C501)
	CONCRETE - 4000 PSLACONT (SEE DETAIL SHEET C501)
	FORMWORK ON WALK-USE PAVEN (SEE DETAIL SHEET C501)

HARDSCAPE PLAN THE LAMAR - PHASE 2 (a Traditional Neighborhood Development)

PROJECT:		UNIVERSITY OF CALIFORNIA		LAST	
WELL SITE:		PROJECT CODE:		DATE:	
REVISIONS:					
NO.	DATE	DESCRIPTION:	BY:	CHK:	
1	8/11/77	2. CATHODIC PROTECT.	ABC		
2	12/31/77	REL. CORROSION RATE	ABC		



ALL ENGINEERING
DRAWINGS ARE OF
ENGINEER'S SIZE
UNLESS OTHERWISE
NOTED

C117



LEGEND

	PHASE 2 BOUNDARY
	PHASE 2 LOT LINES
	ADJOINING BOUNDARY LINE
	CENTERLINE OF ROADS
	FUTURE NORTH LAMAR IMPROVEMENTS
	PROPOSED STOP SIGN
	STANDARD STREET BARRICADE

SITE PLAN KEY NOTES		
CODE	DESCRIPTION	DETAIL REF.
(31)	CONCRETE CURB & OUTER	C501
(32)	PROPOSED MAJOR STREET	C202, C203
(33)	PROPOSED ALLEY	C203
(34)	PROPOSED PEDESTRIAN CROSSWALK	5/C507
(35)	CONCRETE SIDEWALK	C503
(36)	STOP BAR	5/C507
(37)	FUTURE NORTH LAMAR IMPROVEMENTS	



DATE: 01/11/2024
DRAWN BY: JAC
CHECKED BY: JAC
PROJECT NO: 24-001

REVISIONS:		
NO.	DATE	REVISIONS
1	01/11/24	2-DIMENSIONAL
2	01/11/24	3-DIMENSIONAL

STRIPING AND SIGNAGE PLAN
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)

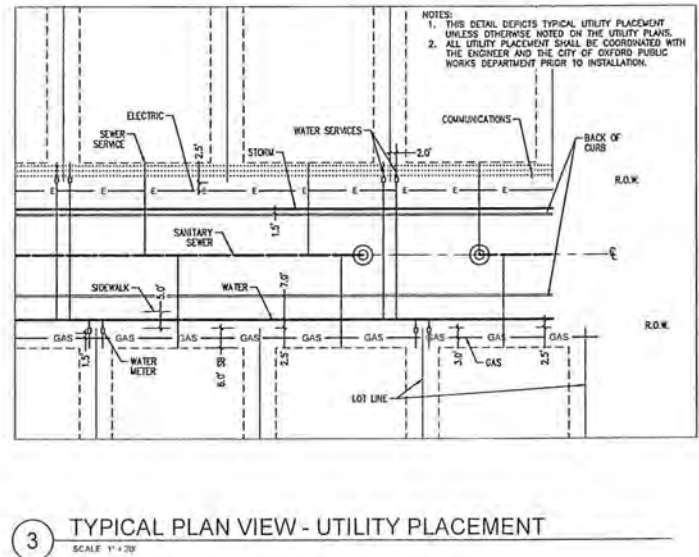
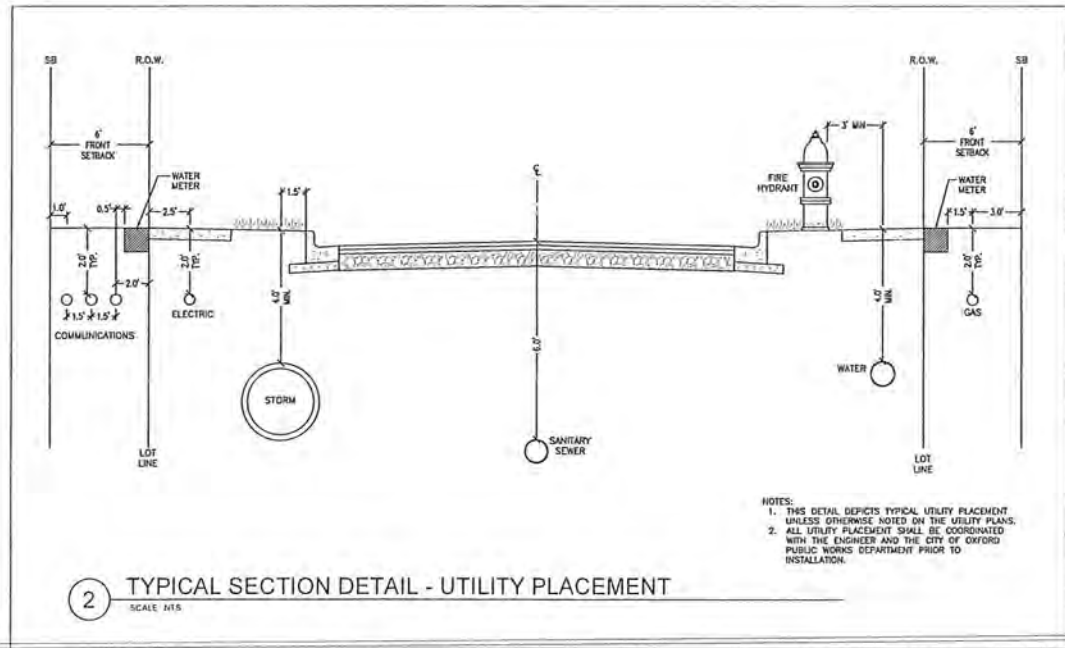
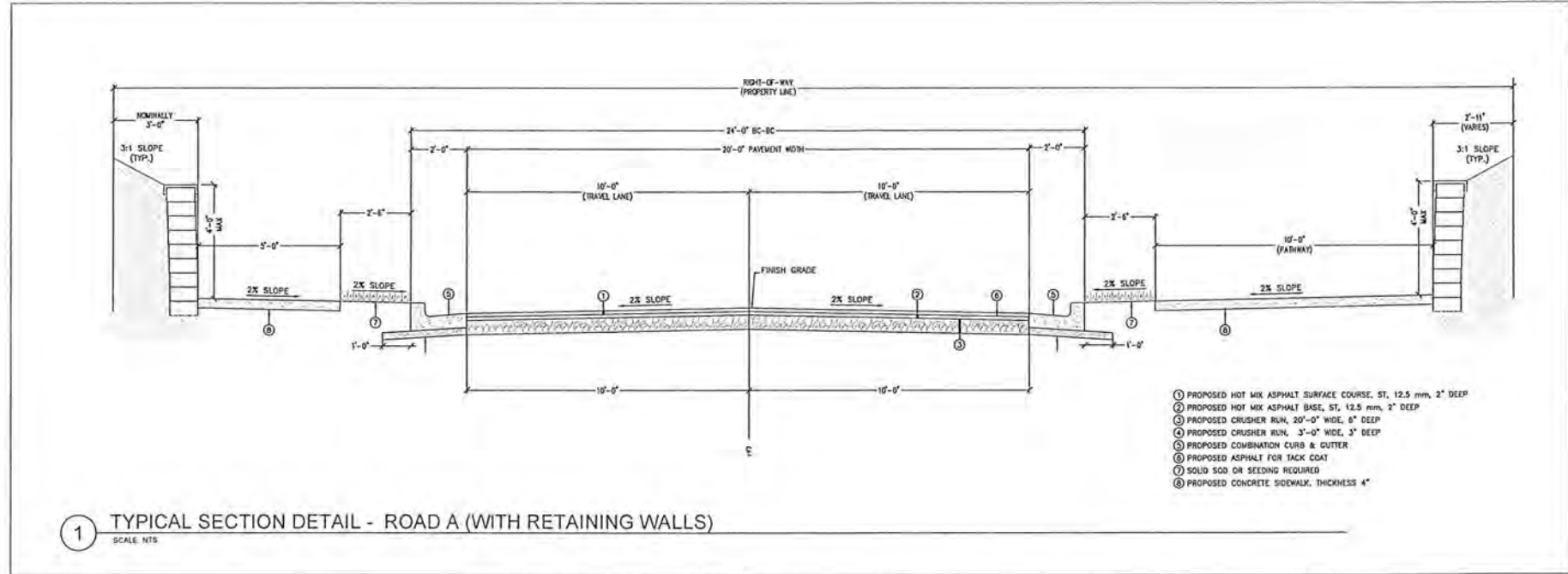
DRAWN BY:	JAC	DATE:	01/11/24
CHECKED BY:	JAC	SCALE:	AS SHOWN
PROJECT NO:	24-001		

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DATE: 01/11/24

C118

1 STRIPING & SIGNAGE PLAN
SCALE: 1"=60'



PROJECT: 002210A50
DRAWN BY: JAC
CHECKED BY: JAC
PROJECT NO.: 002210A50

REVISIONS:

NO.	DATE	REVISIONS	BY
1	11/17	2.0 HORIZONTAL	JAC
2	12/17	1.0 HORIZONTAL	JAC

TYPICAL SECTION DETAILS
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)

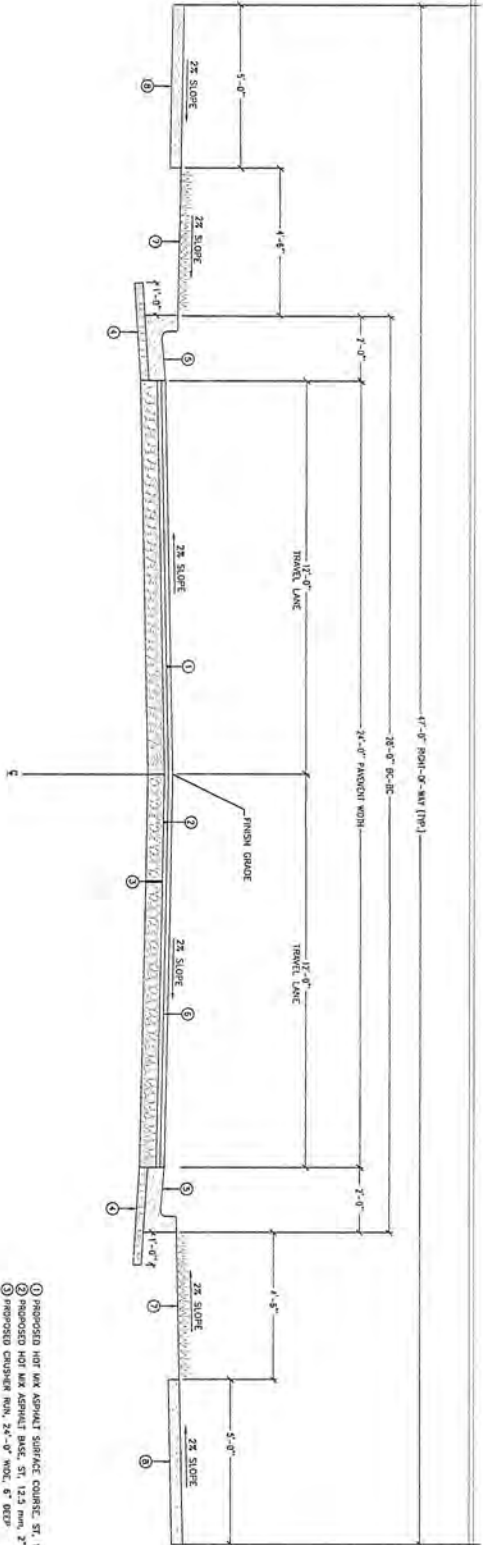
DRAWN BY: JAC	DATE: 11/17/17
CHECKED BY: JAC	SCALE: AS NOTED
PROJECT NO.: 002210A50	

ALL ENGINEERING DRAWINGS ARE IN CONFORMANCE WITH THE STANDARDS AND SPECIFICATIONS OF THE PROFESSIONAL ENGINEERS AND ARCHITECTS ACT. ANY VIOLATION OF THESE STANDARDS AND SPECIFICATIONS WILL BE CONSIDERED A VIOLATION OF THE PROFESSIONAL ENGINEERS AND ARCHITECTS ACT AND WILL BE PUNISHED AS SUCH.

PAGE NO.:
C201

1
TYPICAL SECTION DETAIL - ROAD B & E

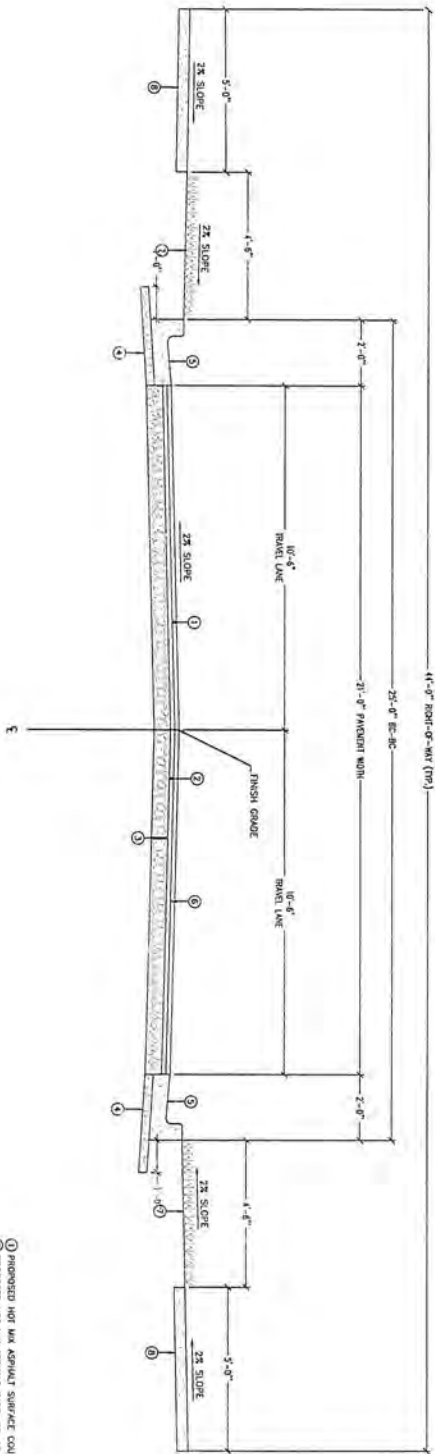
SCALE: 1/8" = 1'-0"



- 1 PROPOSED HOT MIX ASPHALT SURFACE COURSE, ST. 125 mm, 2" DEEP
- 2 PROPOSED HOT MIX ASPHALT BASE, ST. 125 mm, 2" DEEP
- 3 PROPOSED CRUSHER RUN, 24'-0" WIDE, 6" DEEP
- 4 PROPOSED CRUSHER RUN, 3'-0" WIDE, 3" DEEP
- 5 PROPOSED COMBINATION CURB & GUTTER
- 6 PROPOSED ASPHALT FOR TACK COAT
- 7 SOLID 500 OR STEERING REQUIRED
- 8 PROPOSED CONCRETE SIDEWALK, THICKNESS 4"

2
TYPICAL SECTION DETAIL - ROADS C & D

SCALE: 1/8" = 1'-0"



- 1 PROPOSED HOT MIX ASPHALT SURFACE COURSE, ST. 125 mm, 2" DEEP
- 2 PROPOSED HOT MIX ASPHALT BASE, ST. 125 mm, 2" DEEP
- 3 PROPOSED CRUSHER RUN, 24'-0" WIDE, 6" DEEP
- 4 PROPOSED CRUSHER RUN, 3'-0" WIDE, 3" DEEP
- 5 PROPOSED COMBINATION CURB & GUTTER
- 6 PROPOSED ASPHALT FOR TACK COAT
- 7 SOLID 500 OR STEERING REQUIRED
- 8 PROPOSED CONCRETE SIDEWALK, THICKNESS 4"

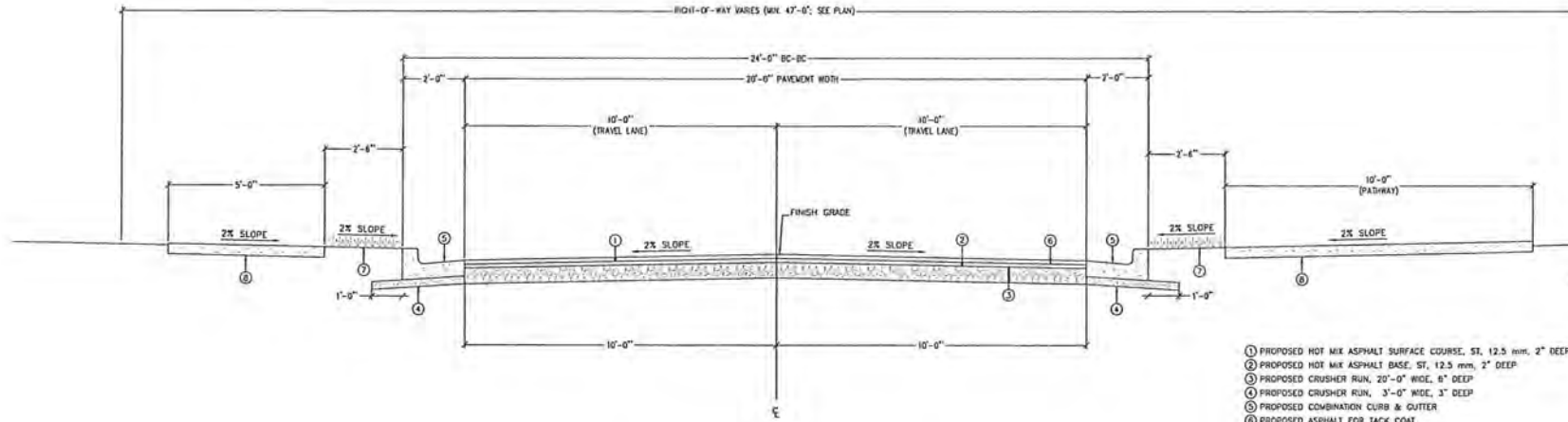
TYPICAL SECTION DETAILS
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)



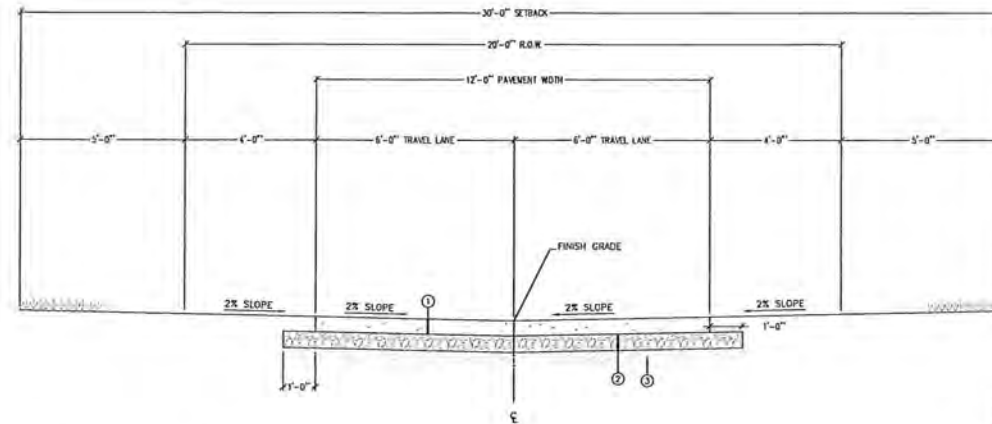
DATE: 09/15/10	BY: JMS
REVISIONS:	
1. 09/15/10 JMS	
2. 09/15/10 JMS	

DESIGNED BY: JMS	CHECKED BY: JMS
DATE: 09/15/10	DATE: 09/15/10
PROJECT NO: 06/09/09	SCALE: AS SHOWN

C202



1 TYPICAL SECTION DETAIL - ROAD A
SCALE: NTS



2 TYPICAL SECTION DETAIL - PRIVATE ALLEY
SCALE: NTS

- 1 PROPOSED HOT MIX ASPHALT SURFACE COURSE, ST. 12.5 mm, 2" DEEP
- 2 PROPOSED HOT MIX ASPHALT BASE, ST. 12.5 mm, 2" DEEP
- 3 PROPOSED CRUSHER RUN, 20'-0" WIDE, 6" DEEP
- 4 PROPOSED CRUSHER RUN, 3'-0" WIDE, 3" DEEP
- 5 PROPOSED COMBINATION CURB & GUTTER
- 6 PROPOSED ASPHALT FOR TACK COAT
- 7 SOLID SOO OR SEEDING REQUIRED
- 8 PROPOSED CONCRETE SIDEWALK, THICKNESS 4"

- 1 PROPOSED REINFORCED CONCRETE PAVEMENT (4000 PSI), 5.5" DEEP
- 2 PROPOSED COMPACTED CRUSHER RUN, 14'-0" WIDE, 6" DEEP
- 3 PROPOSED COMPACTED SUBGRADE



EMAIL: OXFORD@PRECISIONENGINEERING.COM
PHONE: (508) 243-8833 FAX: (508) 243-8833
WEB SITE: WWW.PRECISIONENGINEERING.COM

REVISIONS:			
NO.	DATE	REVISION	BY
1	11/17	3/20/2017	MEC
2	11/17	3/20/2017	MEC

TYPICAL SECTION DETAILS
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)

DRAWN BY: MEC	DATE: 05/02/17
CHECKED BY: MEC	SCALE: AS NOTED
PROJECT NO: 100	

ALL ENGINEERING
DRAWINGS ARE IN
CONFORMANCE WITH
THE MASSACHUSETTS
REGISTERED PROFESSIONAL
ENGINEERING ACT OF 1998
AND THE MASSACHUSETTS
REGISTERED PROFESSIONAL
LAND SURVEYING ACT OF 1998
UNLESS OTHERWISE
SPECIFIED

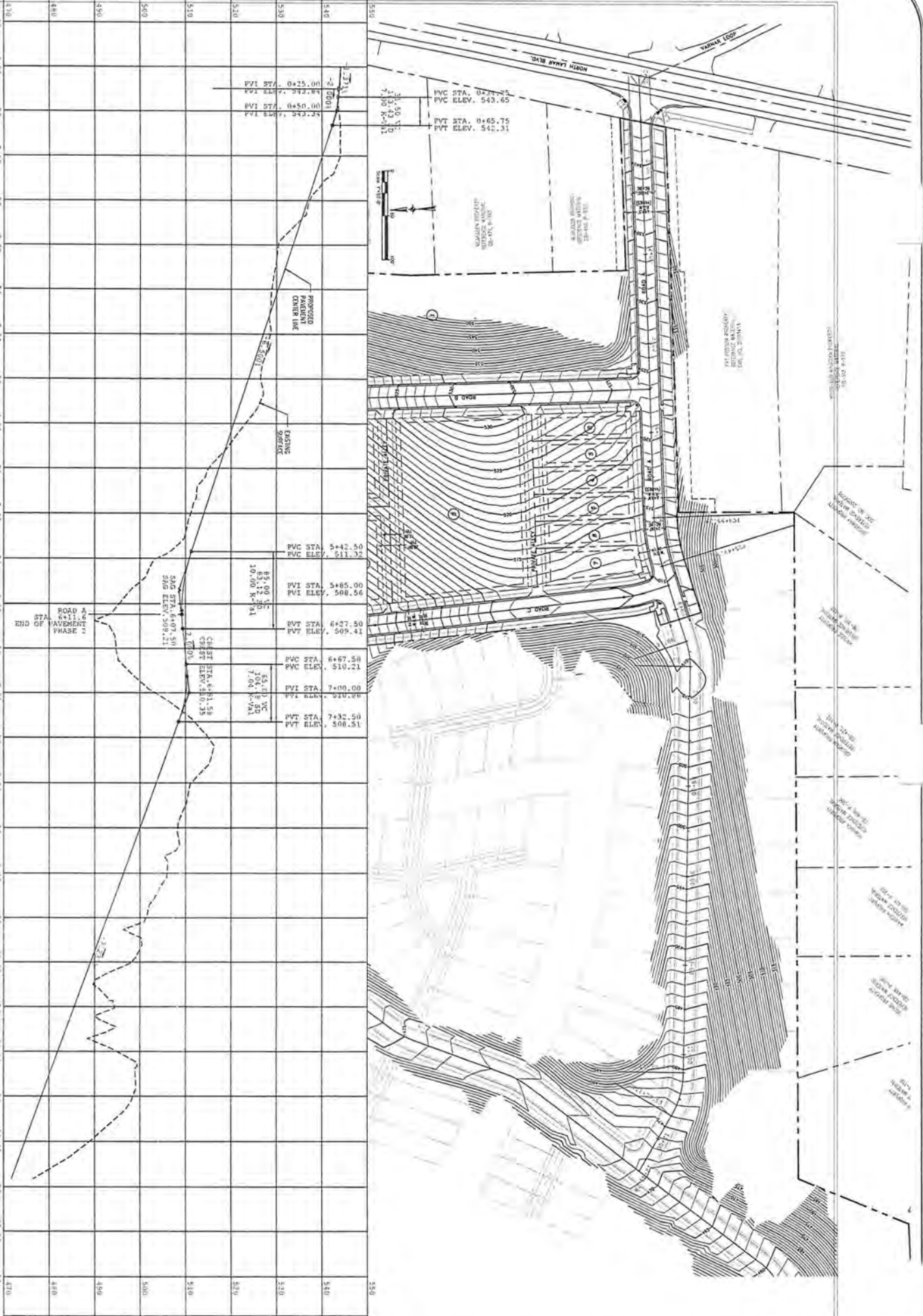
PAGE NO.:
C203

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

1 STREET PLAN/PROFILE - ROAD A

SCALE: HORIZ. 1"=50' VERT. 1"=10'



STREET PROFILE - ROAD A
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)



DATE: 04/10/2009
PROJECT: 042218-001
REVISIONS:

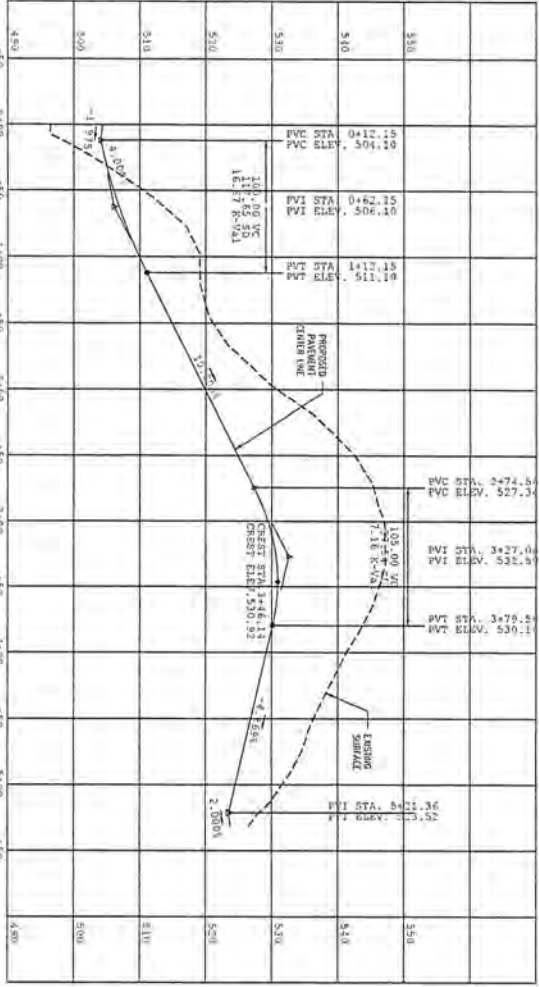
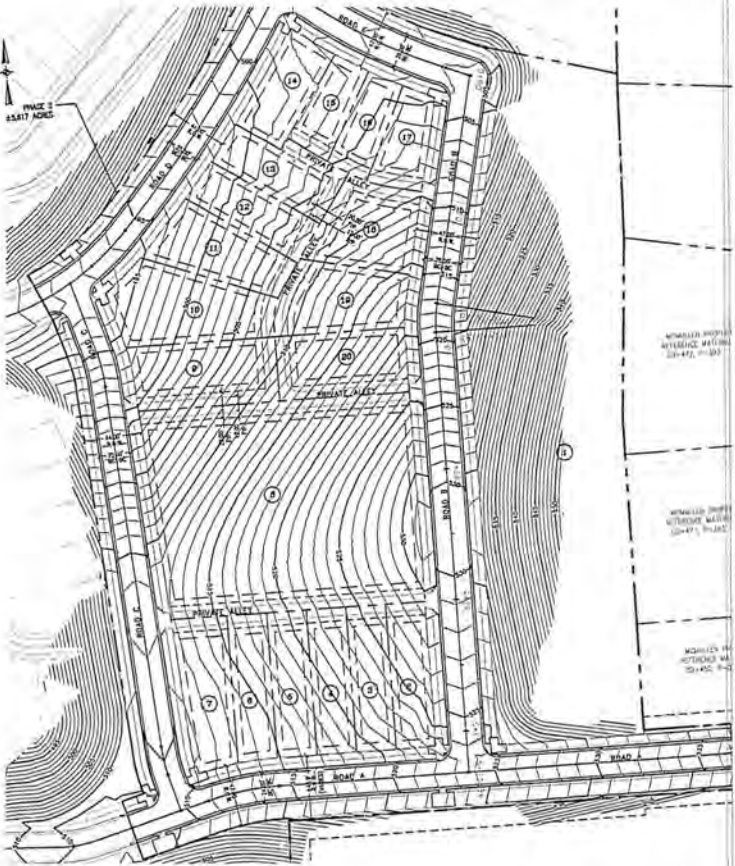
NO.	DATE	REVISIONS
1	04/10/2009	INITIAL
2	04/10/2009	INITIAL

DESIGNED BY	DATE
CHECKED BY	DATE
APPROVED BY	DATE

PROJECT NO.: C301

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



1 STREET PLAN/PROFILE - ROAD B

2 STREET PLAN/PROFILE - ROAD C

STREET PROFILE
ROAD B & ROAD C
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)



REVISIONS:

NO.	DATE	DESCRIPTION	BY
1	1/1/11	PRELIMINARY	WAC
2	1/1/11	AS SHOWN	WAC

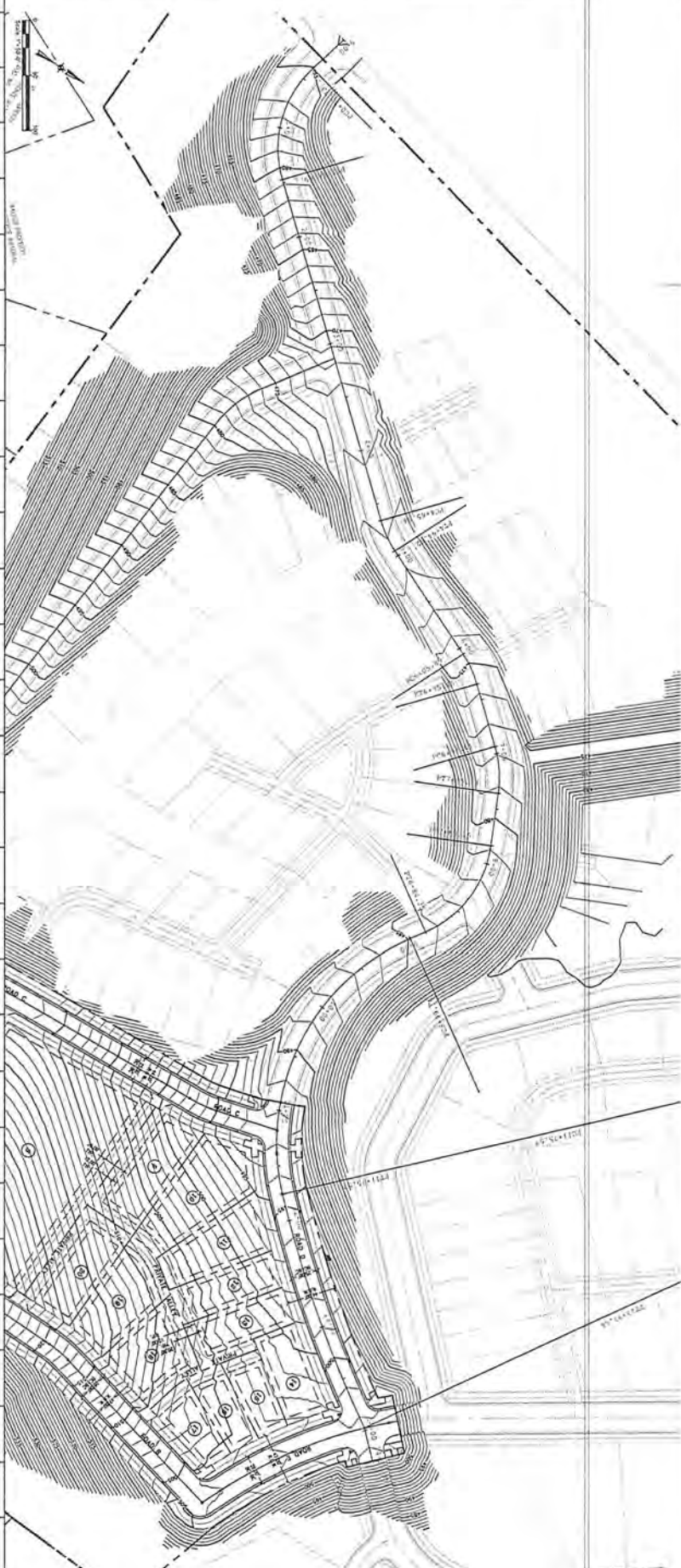
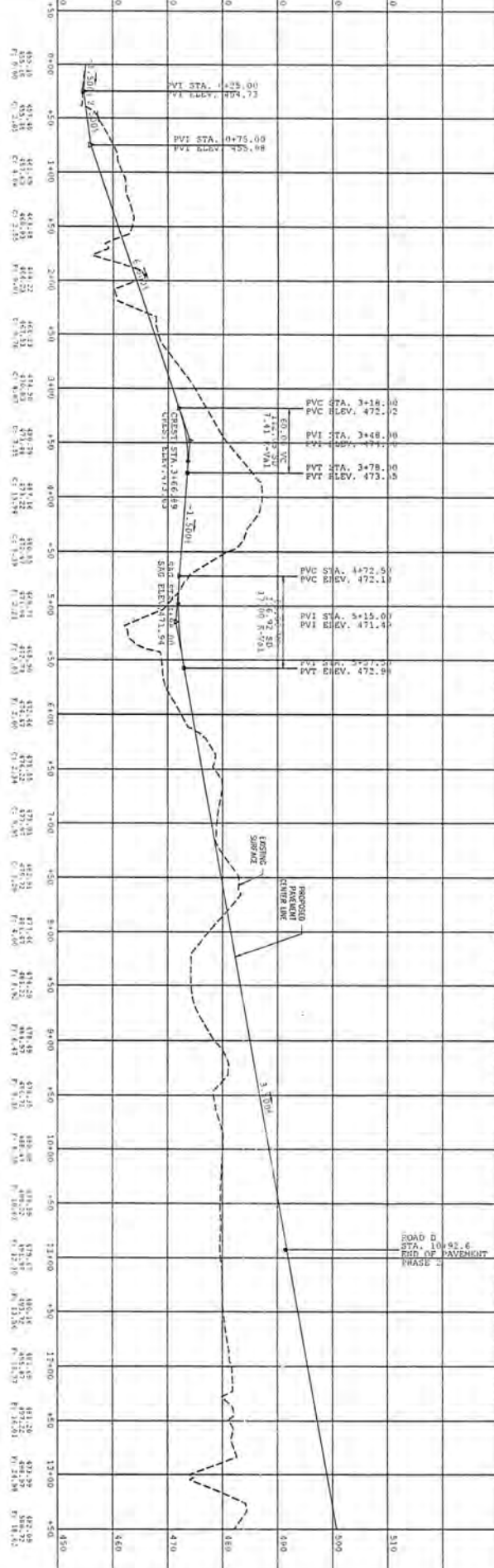
DATE	BY
1/1/11	WAC
1/1/11	WAC

C302

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

1 STREET PLAN/PROFILE - ROAD D (1)
SCALE: HORIZ. 1"=50' H. VERT. 1"=10'



STREET PROFILE - ROAD D (1)
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)

C303

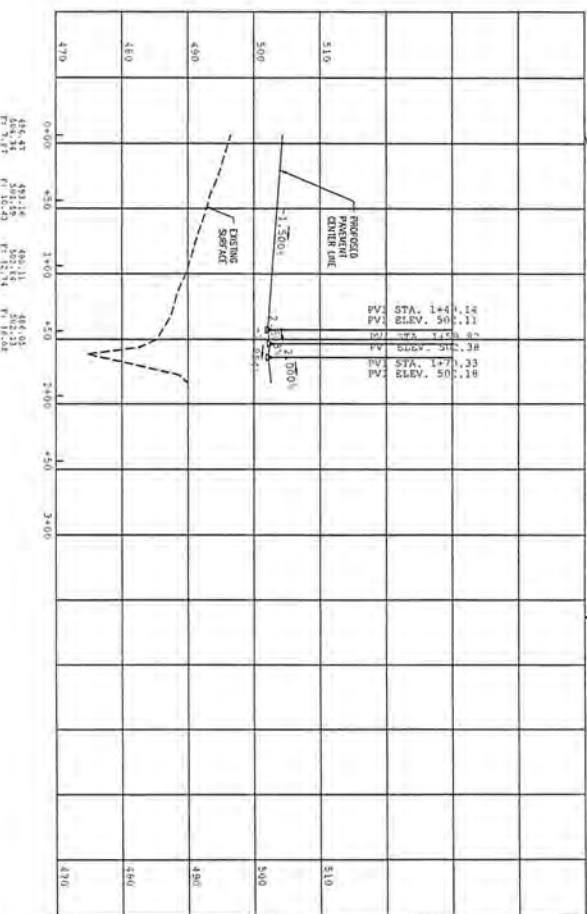
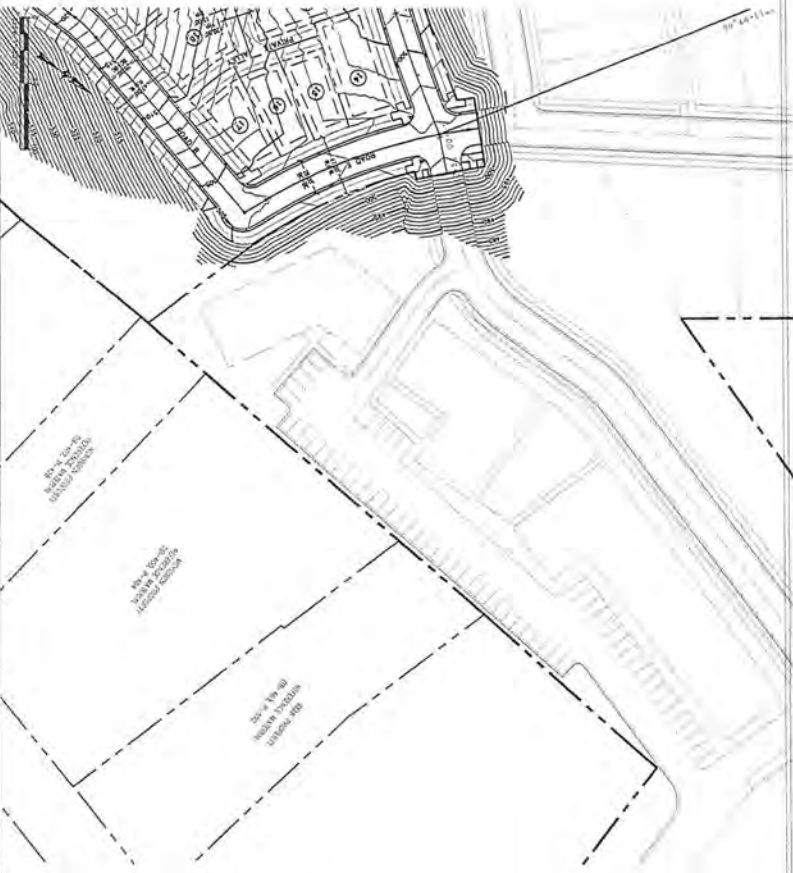
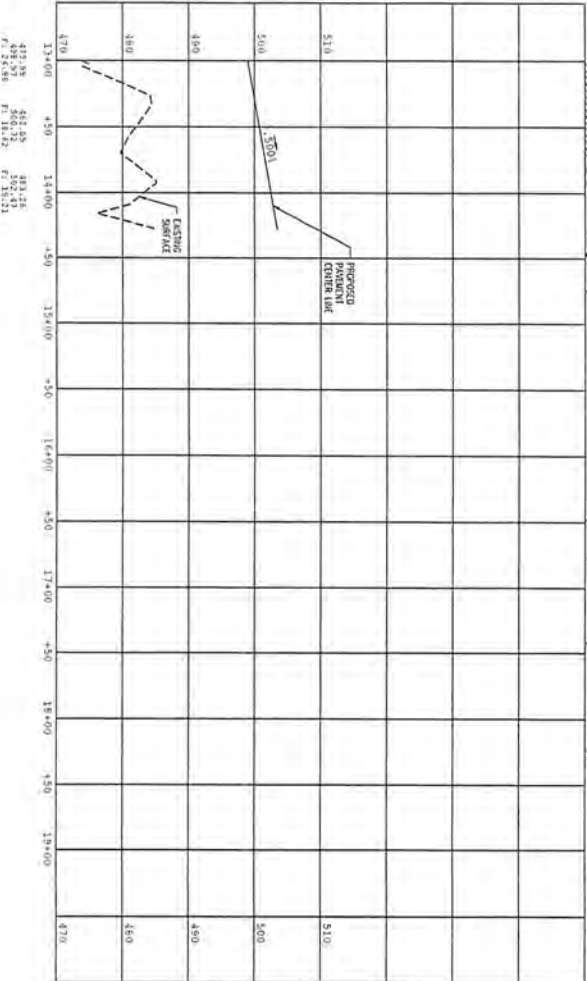


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PROJECT NO:	062220009	DATE:	10/22/2009

DESIGNED BY: JAS	CHECKED BY: JAS
DATE: 10/22/2009	SCALE: AS SHOWN
PROJECT NO: 062220009	DATE: 10/22/2009
NOTES:	
1. ALL EXISTING DIMENSIONS ARE AS SHOWN ON THE PLAN.	
2. ALL EXISTING DIMENSIONS ARE AS SHOWN ON THE PLAN.	
3. ALL EXISTING DIMENSIONS ARE AS SHOWN ON THE PLAN.	
4. ALL EXISTING DIMENSIONS ARE AS SHOWN ON THE PLAN.	
5. ALL EXISTING DIMENSIONS ARE AS SHOWN ON THE PLAN.	

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



1 STREET PLAN/PROFILE - ROAD D (2)

2 STREET PLAN/PROFILE - ROAD E

STREET PROFILE
ROAD D (2) & ROAD E
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)



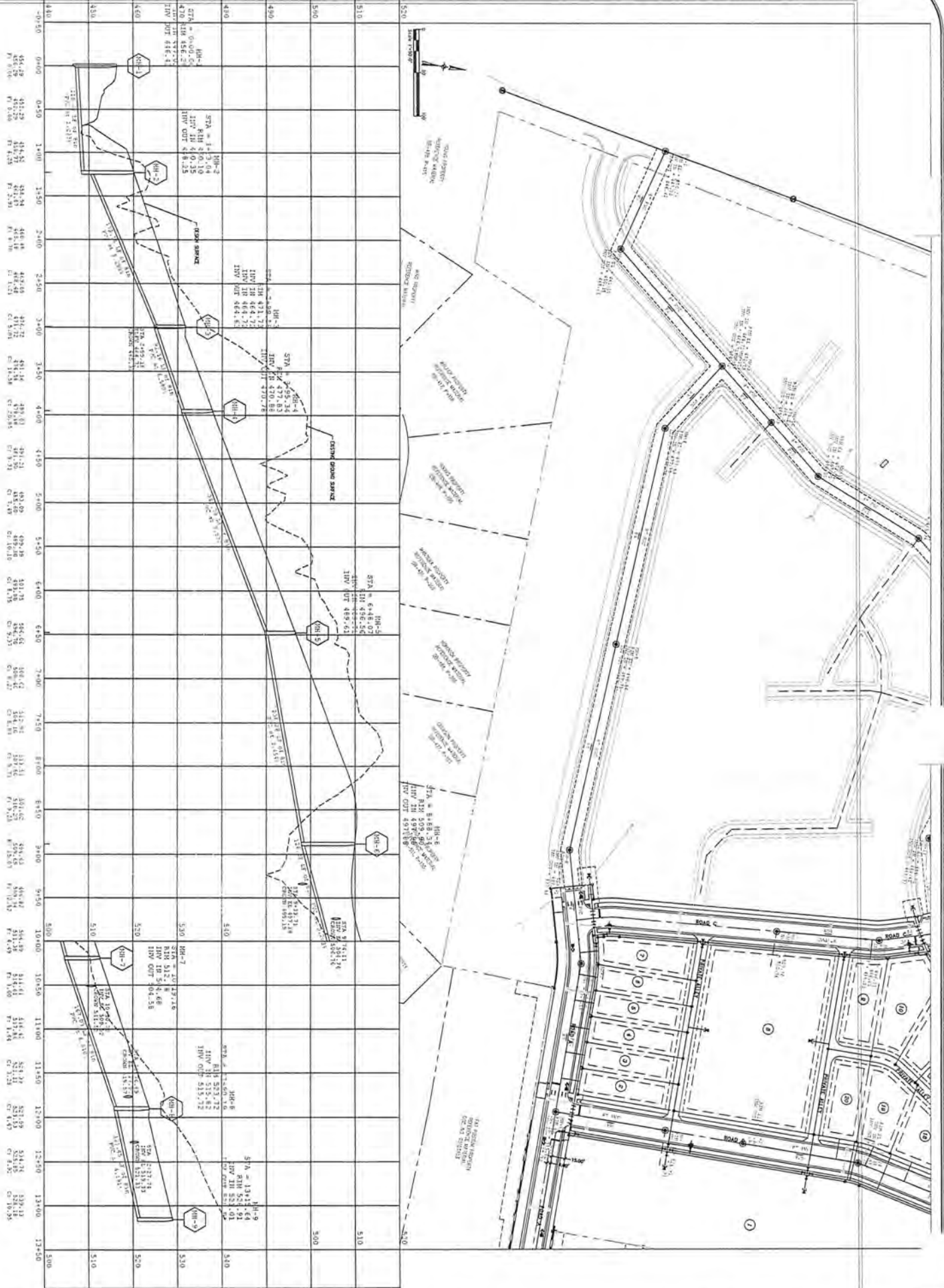
NO.	DATE	REVISION
1	1/1/11	DESIGN
2	1/1/11	CONSTRUCTION

C304

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0068

1 PLAN/PROFILE - SEWER LINE "A" - MH1 to MH9
SCALE: HORIZ. 1"=20' VERT. 1"=10'

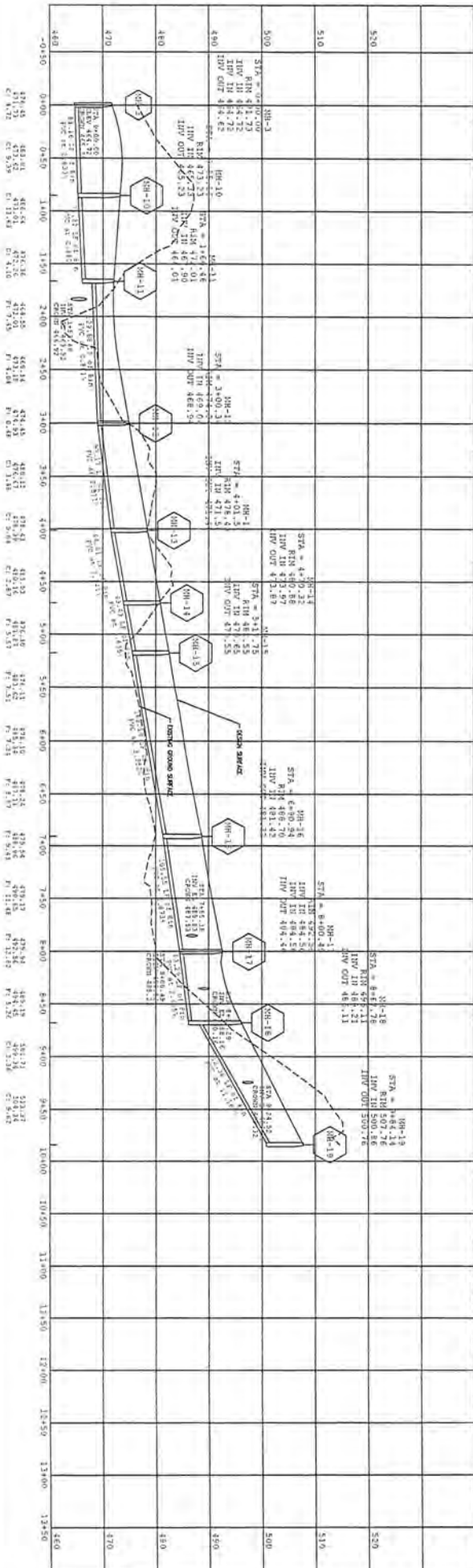


SANITARY SEWER
PLAN & PROFILE
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)

NO.	DATE	REVISIONS:	BY
1	11/11	1. LAYOUT	MAC
2	11/11	2. LAYOUT	MAC



C401



1 PLAN/PROFILE - SEWER LINE "B" - MH3 to MH19
SCALE: HORIZ. 1"=50' H. VERT. 1"=10'

SANITARY SEWER
PLAN & PROFILE
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)

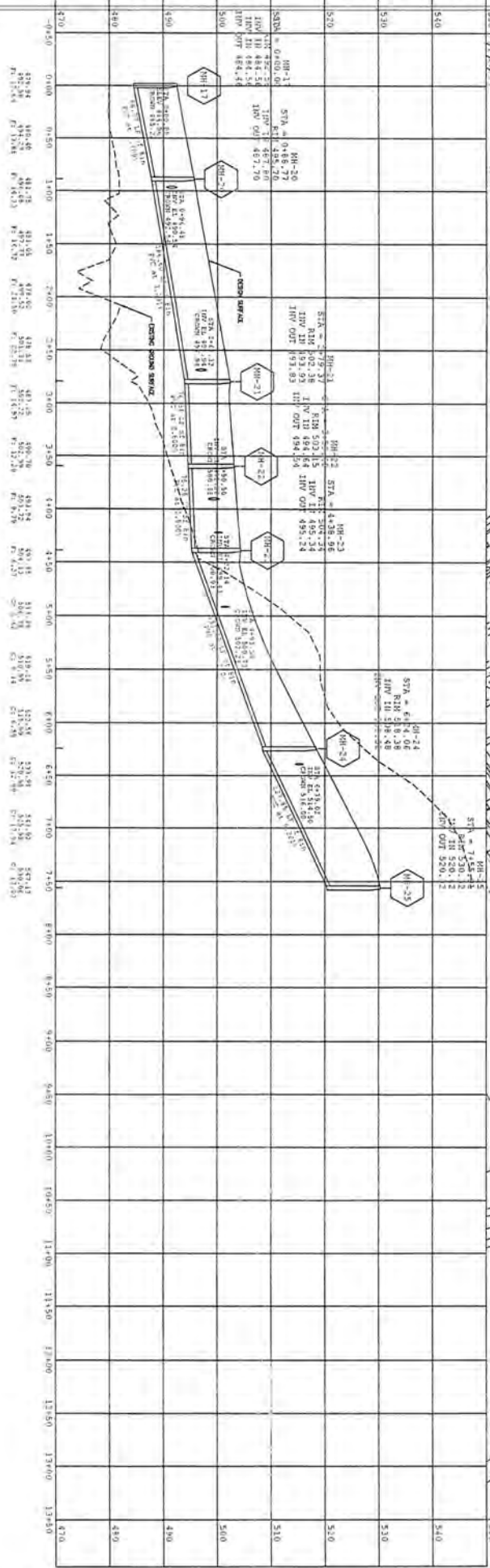
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PHOSPHATE		DATA
NO.		01/01/2018
UNIT NAME		PCNTR
NO.		AS NO. 1010
PHOSPHATE		
NO.		

ALL ENGINEERING-
ENGINEERS ARE AN
ENGINEERING FIRM
BUSINESS AND ANY FIRM
AT THE RESEARCH CENTER
WORTHY OF THE
FIRM. ALL ENGINEERS
CAREER OPPORTUNITIES
AND THE FIRM ARE
THE ONLY FIRM IN THE
RESEARCH CENTER.

C402

1 PLAN/PROFILE - SEWER LINE "C" - MH17 to MH25

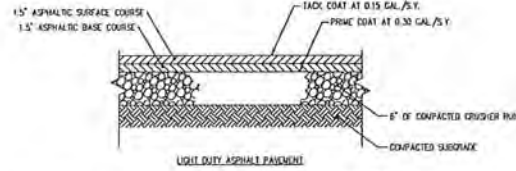


SANITARY SEWER
PLAN & PROFILE
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)

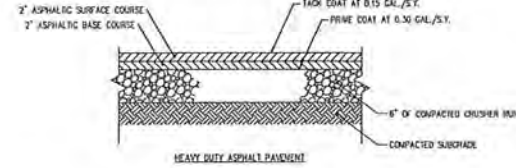


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PROJECT NAME	WINDY HILL	BY	MAC
PROJECT LOCATION	FRANKLIN CO. MD	DATE	02/24/00
REVISIONS:			
NO.	DATE	BY	REVISION
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2	03/01/00	MAC	3rd PROOF

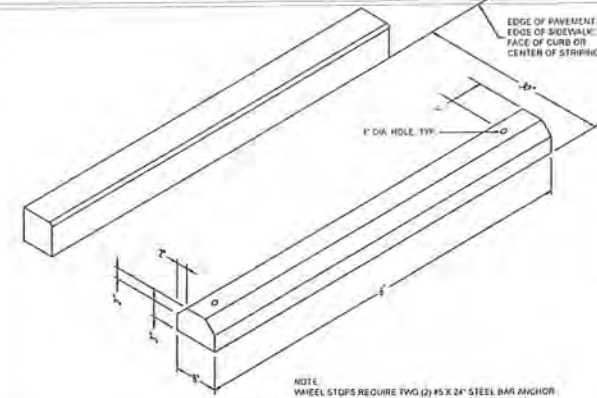
C403



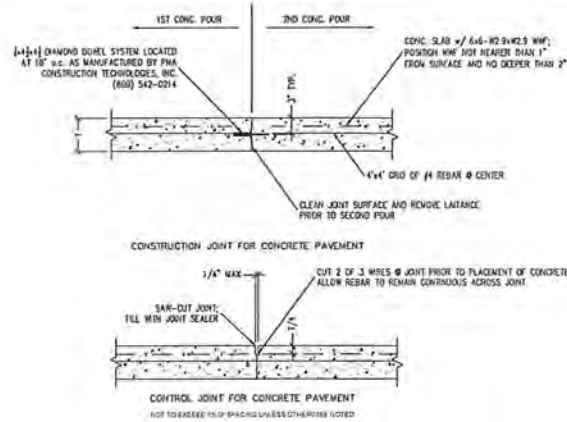
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FLEXIBLE PAVEMENT
N.T.S.



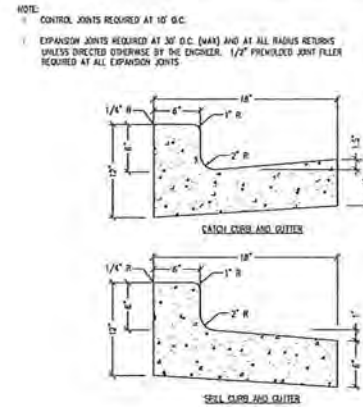
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RIGID PAVEMENT
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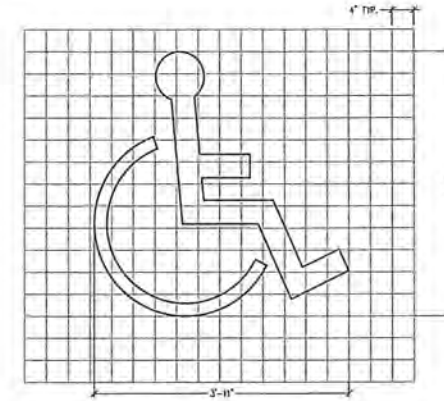
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PRECAST CONCRETE WHEEL STOP
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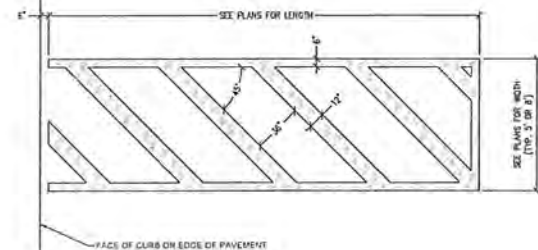
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CONCRETE PAVEMENT JOINTS
N.T.S.



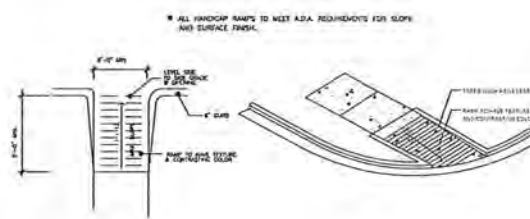
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COMBINATION CURB & GUTTER
N.T.S.



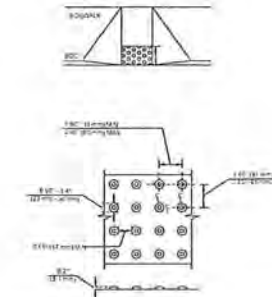
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PAINTED ACCESSIBLE PARKING SYMBOL
N.T.S.



7
ACCESSIBLE PARKING AISLE MARKING
N.T.S.



8
**A.D.A. DETECTABLE WARNING SURFACE
DETAIL (TYPE 1)**
N.T.S.



9
**A.D.A. DETECTABLE WARNING SURFACE
DETAIL (TYPE 2)**
N.T.S.



PHONE: (508) 204-4333 FAX: (508) 204-4333
FAX: (508) 204-4333

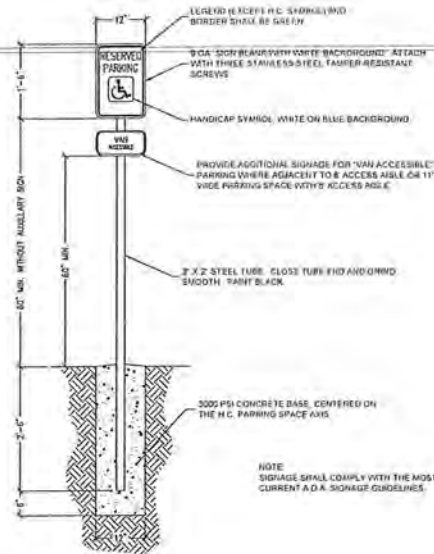
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NO.	DATE	REVISION	BY
1	07/18	2-DIMENSIONAL	SP
2	07/17	1-DIMENSIONAL	SP

**DETAILS
FOR
THE LAMAR - PHASE 2**
(a Traditional Neighborhood Development)

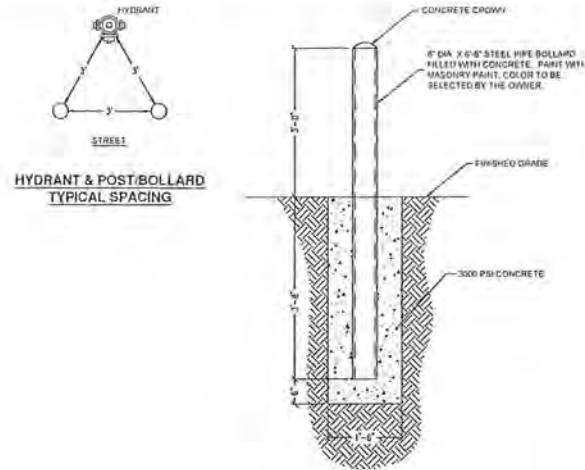
DESIGNED BY:	DATE:
CHECKED BY:	DATE:
PROJECT NO.:	DATE:

ALL ENGINEERING
DRAWINGS ARE IN
FINAL FORM AND
NO CHANGES SHALL BE
MADE WITHOUT THE
WRITTEN CONSENT OF THE
ENGINEER. ALL CORRECTIONS
AND REVISIONS SHALL BE
MADE IN THE ORIGINAL
DRAWING.

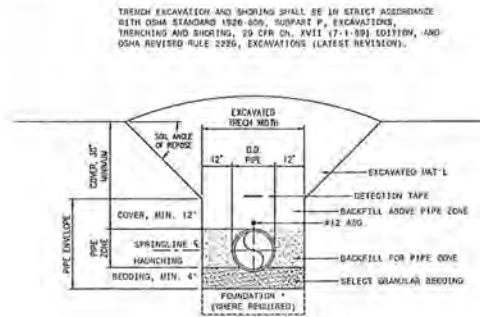
C501



ACCESSIBLE PARKING SIGN
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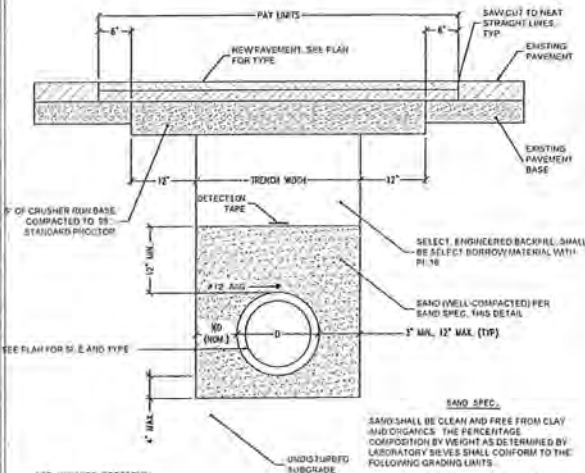
PIPE BOLLARD
N.T.S.



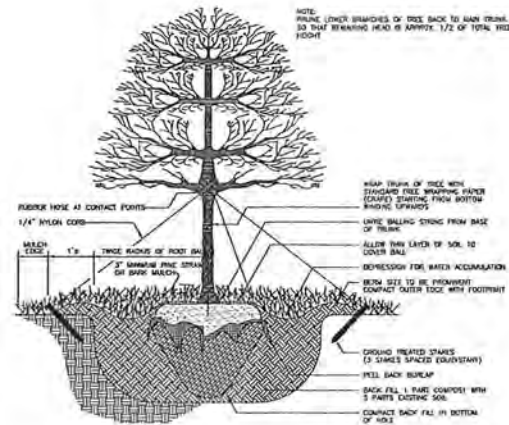
* SEE TECHNICAL SPECIFICATIONS

SOIL TYPE	ANGLE OF REPOSE
LYTHONIA, CEMENTED SAND AND SHELL OR SAND & GRAVEL	90°
COMPACTED ANGULAR GRAVELS, SHALE OR SHELL	60°
SANDY CLAY SOILS (AVERAGE)	45°
COMPACTED SHAIRY SAND	33.5°
FOUNDED LOOSE SAND	28.0°

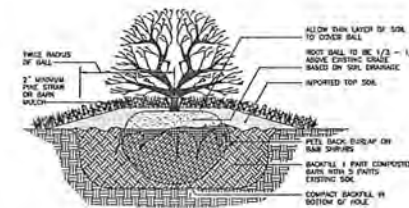
TYPICAL UTILITY TRENCH BACKFILL
THROUGH UNPAVED AREAS
N.T.S.



TYPICAL UTILITY TRENCH BACKFILL
THROUGH PAVED AREAS
N.T.S.



TYPICAL TREE PLANTING DETAIL
N.T.S.



TYPICAL SHRUB PLANTING DETAIL
N.T.S.



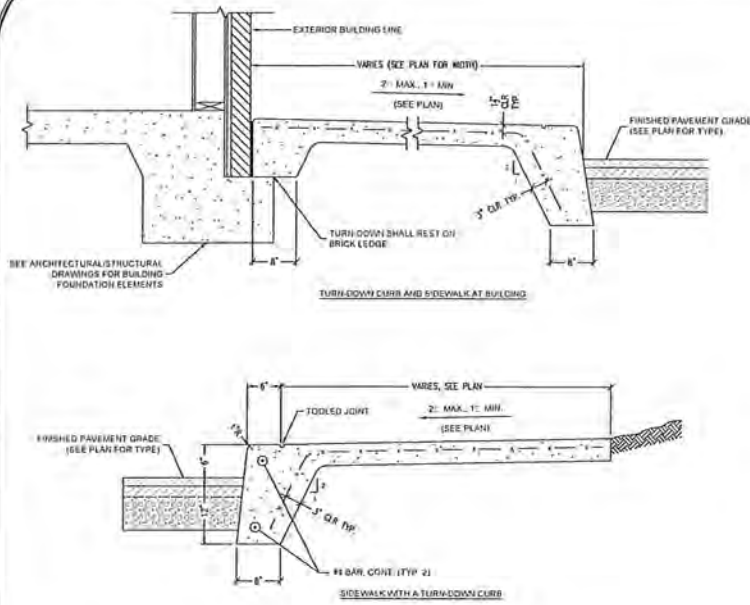
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2	8/2/17	2. SUBMITTAL	ADP

DETAILS FOR THE LAMAR - PHASE 2 (a Traditional Neighborhood Development)

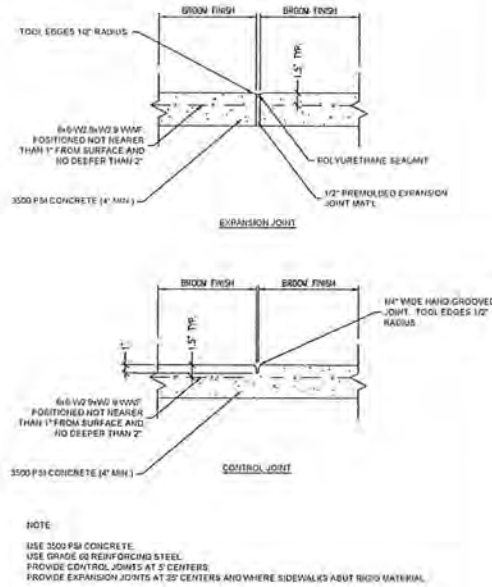
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CHECKED BY:	DATE:
PROJECT NO.:	DATE:

ALL DIMENSIONS
SHOWN ARE IN
FEET AND INCHES
UNLESS OTHERWISE
NOTED. DIMENSIONS
IN PARENTHESES ARE
FOR INFORMATION
ONLY. DIMENSIONS
IN PARENTHESES ARE
FOR INFORMATION
ONLY. DIMENSIONS
IN PARENTHESES ARE
FOR INFORMATION
ONLY.

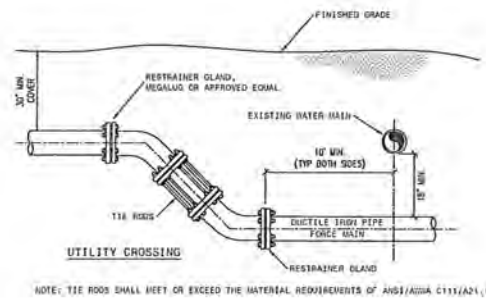
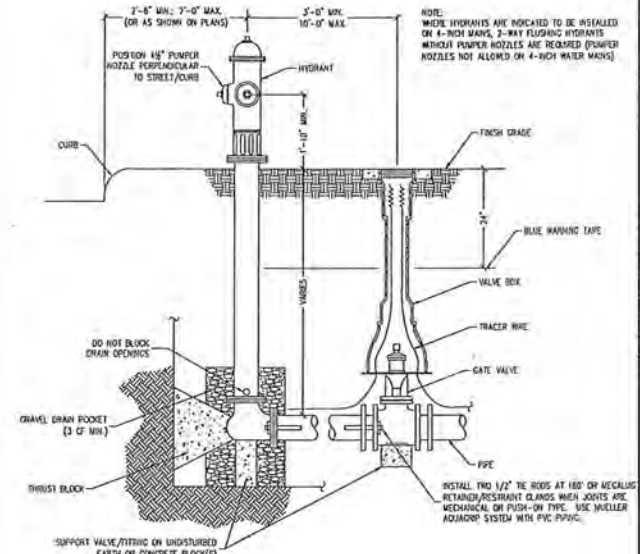
C502



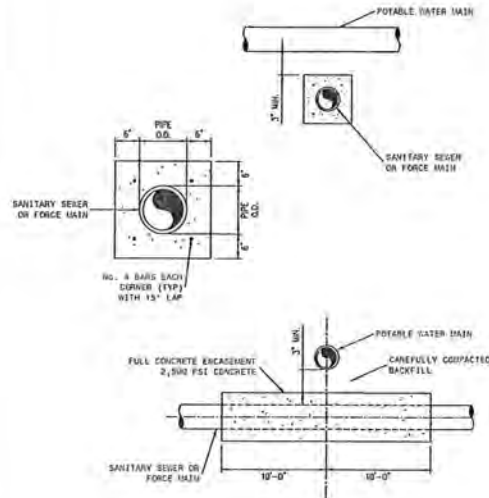
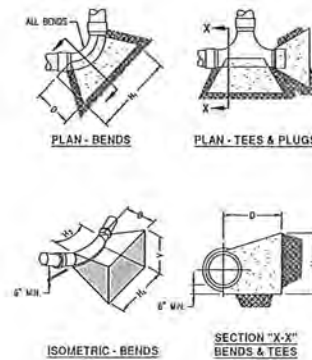
1 SIDEWALK DETAILS
N.T.S.



3 FIRE HYDRANT ASSY
NTS



4 TYPICAL UTILITY CONFLICT

5 UTILITY CONFLICT - CONCRETE ENCASEMENT
NTR

90° BEND					
Size	H ₁	H ₂	B	V	
4"	24	12	12	24	
6"	36	18	18	30	
8"	48	18	18	30	

45° BEND					
Size	H ₁	H ₂	B	V	
4"	24	8	12	12	
6"	30	10	18	20	
8"	34	11	18	30	

22 1/2° BEND					
Size	H ₁	H ₂	B	V	
4"	12	8	8	12	
6"	18	10	18	20	
8"	27	11	18	20	

11 1/4° BEND					
Size	H ₁	H ₂	B	V	
4"	12	8	12	12	
6"	18	10	18	12	
8"	18	11	18	18	

TEES & FLANGES					
Size	H ₁	H ₂	B	V	
4"	24	12	12	18	
6"	32	18	18	24	
8"	40	18	18	30	

OVERSIZES BASED ON S&W BEARING CO. DATA
 100 PSIG (50 PSI) & 100 PSI WATER HEAD
 PS2 (100 PSI & 50X100 WATER HEAD)

6 THRUST BLOCK DIMENSIONS
N.T.S.

FBI/DOJ		05/10/2017 10:11:03 AM		FAX	
PURCHASE		954-371-1111		204-223-0000	
CEN 234-4599		FPO 0023014 001			
REVISIONS:					
NO.	DATE	REVISIONS:	BY		
1	03/11/17	2-45370471 AL	ADD		
2	03/20/17	6-15045071 AL	ADD		

DETAILS FOR THE LAMAR - PHASE 2 (a Traditional Neighborhood Development)

EDWARD: 4444	DATE: 10/01/2011
THURGOOD: MASC	DEATH: AS BROTHER
PROCTER: 4444	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 08-11-2001 BY 60322 UCBAW/STP

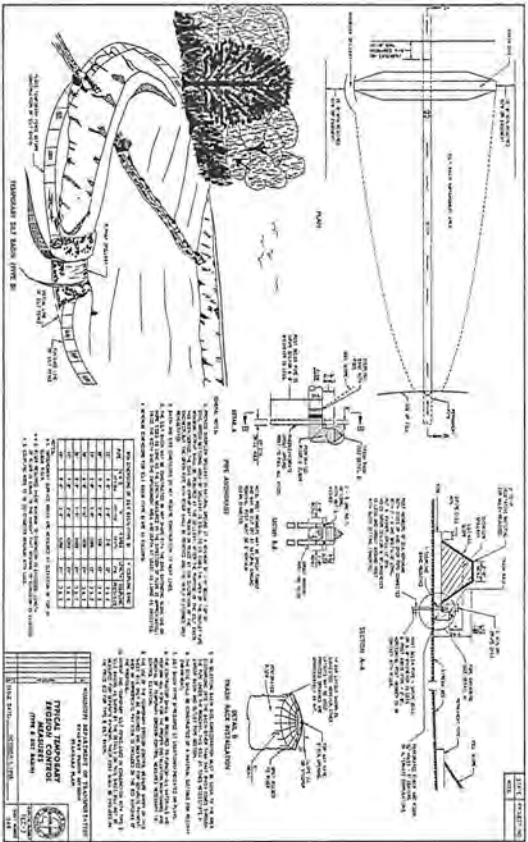
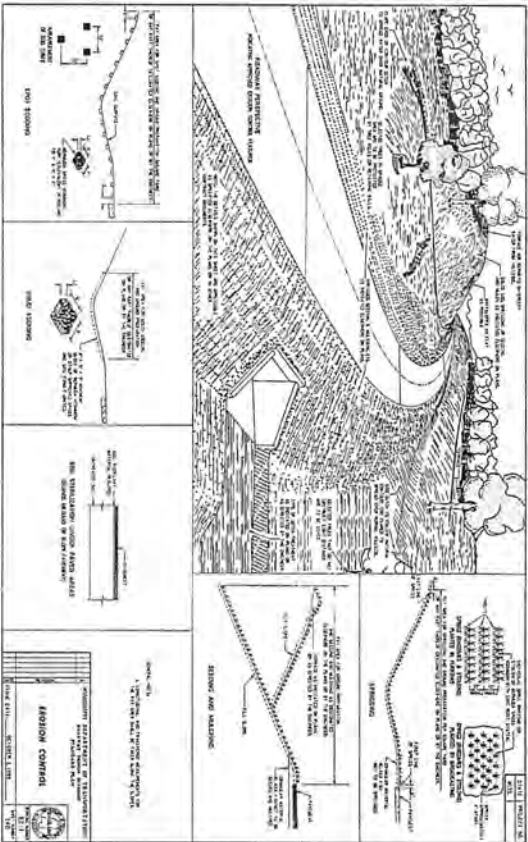
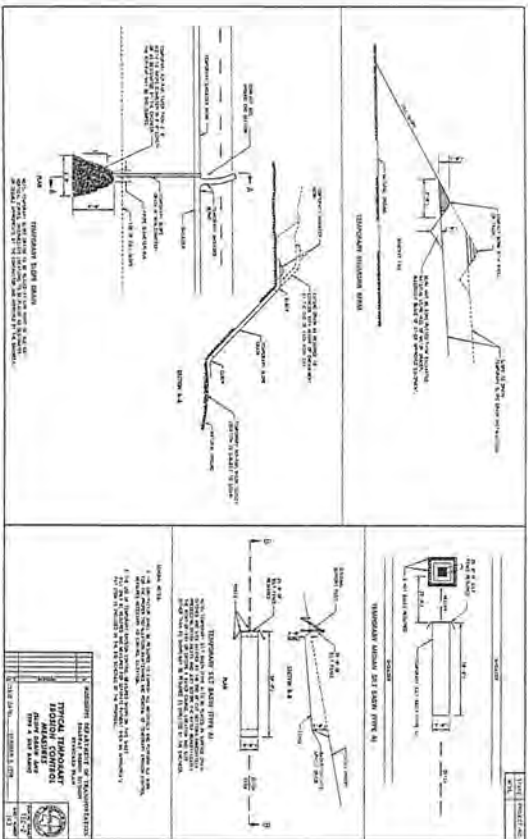
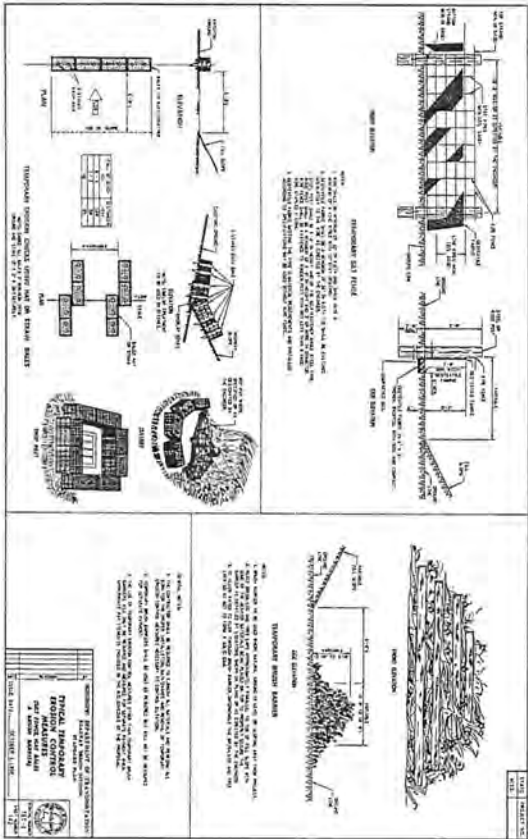
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C503)

1

TYPICAL EROSION CONTROL DETAILS

NOTES

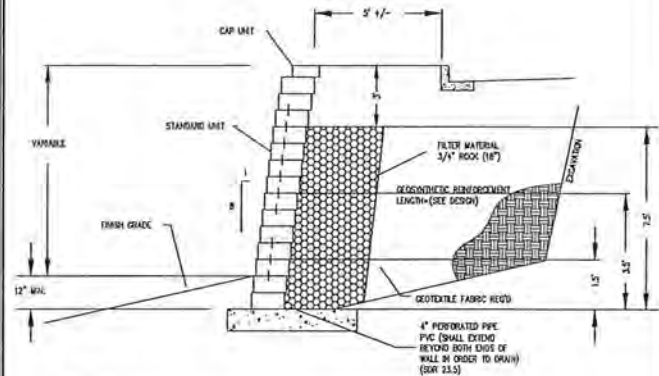


DETAILS
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)

REVISIONS:	
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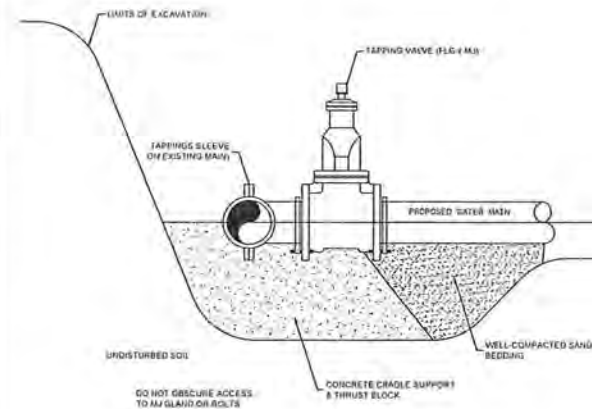


C504

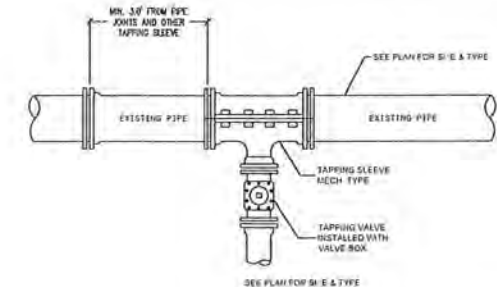


NOTES:
RETAINING WALL TO BE CONSTRUCTED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS.
MANUFACTURER'S LITERATURE (INCLUDING MATERIALS DESCRIPTION, INSTALLATION INSTRUCTIONS, AND DESIGN SPECIFICATIONS) SHALL BE SUBMITTED PRIOR TO INSTALLATION.
ALL WALLS EXCEEDING 30' IN HEIGHT FROM FINISH GRADE TO TOP OF WALL AT THE FACE SHALL HAVE FINCHING FOR FILL PROTECTION.
DETAILS SHOWN BELOW ARE TO BE USED AS A BASIC GUIDE (FOR ESTIMATING PURPOSES ONLY). FINAL DESIGN TO BE PROVIDED BY THE MANUFACTURER OR CONTRACTOR AND SIGNED AND SEALED BY A REGISTERED ENGINEER IN THE STATE OF MICHIGAN.

1 MODULAR BLOCK RETAINING WALL DETAIL
N.T.S.

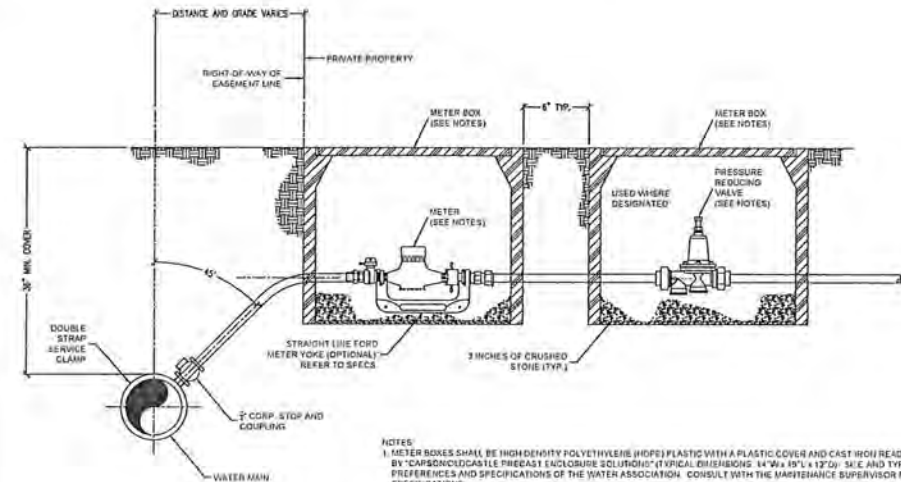


2 WET TAP DETAIL
N.T.S.



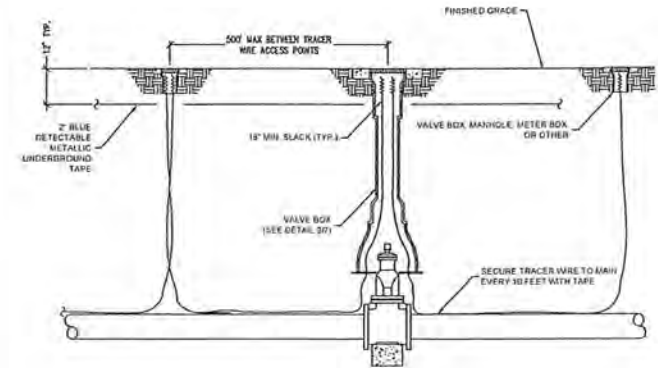
NOTES:
1. DUCTILE IRON HEAVY DUTY JOINT TAPPING SLEEVES FURNISHED BY TYLER UNION WATERWORKS, OR AN APPROVED EQUAL, ARE PERMITTED FOR THIS PROJECT.
2. INSTALLATION SHALL BE IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.
3. AFTER ASSEMBLY, PRESSURE-TEST ALL JOINTS BEFORE TAPPING.

3 TYPICAL TAPPING SLEEVE & VALVE
N.T.S.



NOTES:
1. METER BOXES SHALL BE HIGH DENSITY POLYETHYLENE (HDPE) PLASTIC WITH A PLASTIC COVER AND CAST IRON READER DOOR, AS MANUFACTURED BY CARPSON/CASTLE PRECAST ENCLOSURE SOLUTIONS (TYPICAL DIMENSIONS: 14\"/>

3 TYPICAL SERVICE CONNECTION & METER SETTING
N.T.S.



5 TRACER WIRE DETAIL
N.T.S.



THE CITY OF OXFORD
MINUTE BOOK NO. 79
REVISIONS:

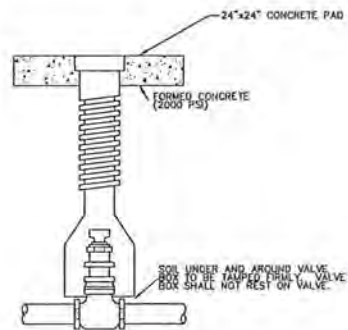
NO.	DATE	REVISIONS	BY
1	4/1/17	SUBMITTAL	ABC
2	5/2/17	BY MINUTE BOOK	ABC

DETAILS
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)

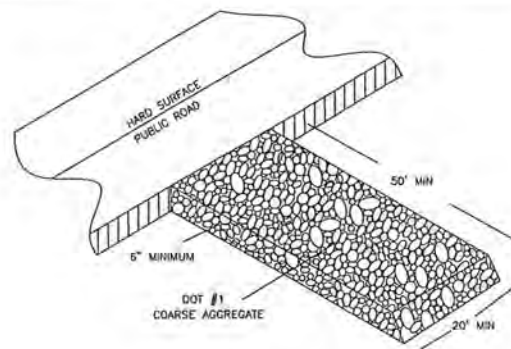
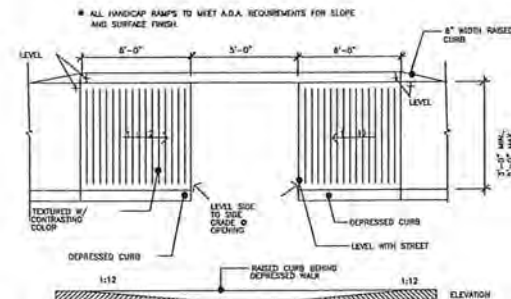
DESIGNED BY: DATE:	DATE: REVISED BY: DATE:
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ALL DIMENSIONS
UNLESS OTHERWISE
SPECIFIED ARE IN
FEET AND INCHES.
ALL DIMENSIONS
SHALL BE TO FACE
UNLESS OTHERWISE
SPECIFIED.

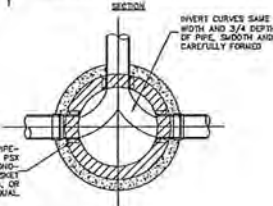
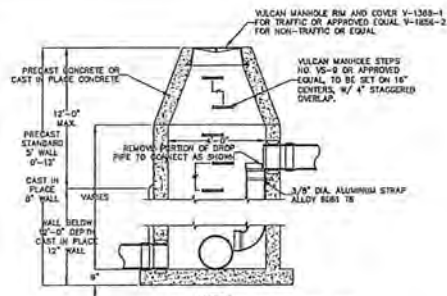
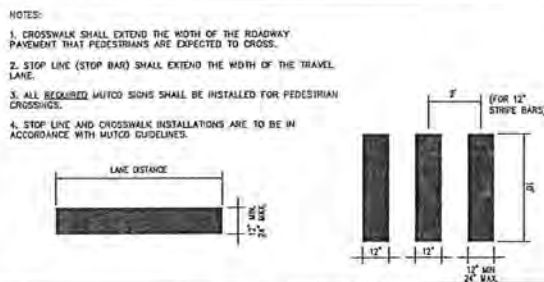
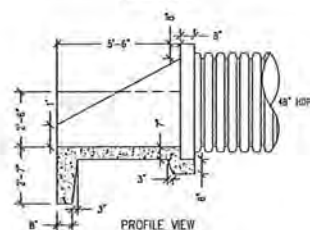
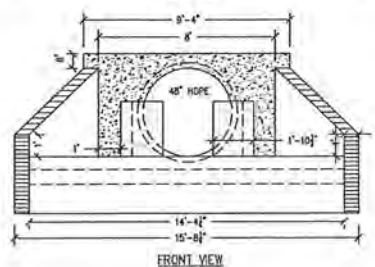
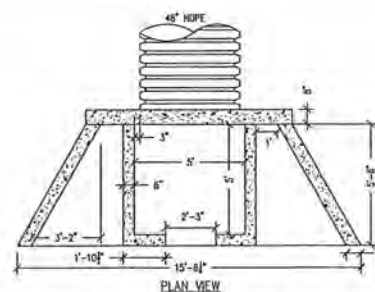
C505



1 VALVE AND BOX ASSEMBLY

2 GRAVEL CONSTRUCTION ENTRANCE
STB

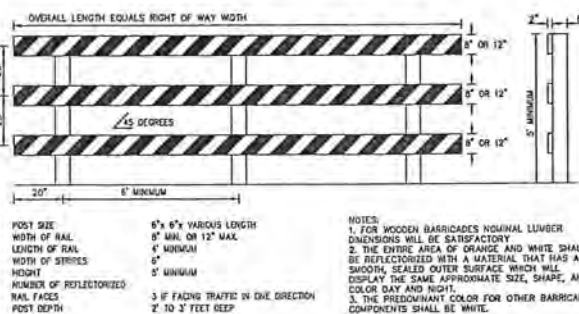
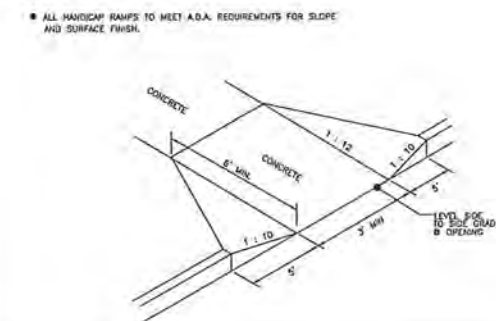
3 HANDICAP CURB CUT DETAIL
N.T.S.

4 STANDARD SANITARY SEWER MANHOLE
NLS5 TYPICAL STOP LINE & CROSSWALK
SIX

NOTES:

1. CONCRETE MINIMUM COMPRESSION STRENGTH $f'_m = 5,000$ PSI AT 28 DAYS.
2. REINFORCING STEEL: ASTM A615, $F_y = 60,000$ PSI
3. REFERENCE MOOT HEADWALL DETAIL HW-3130
(SHEET NUMBER 344) FOR REBAR PLACEMENT AND FABRICATION.

6 DETENTION STRUCTURE (DS-36) DETAIL

7 TYPE III BARRICADE
N.T.S.8 CURB CUT RAMP DETAIL
RT3[illegible]

REVISIONS:			
SN	DATE	REVISIONS:	BY
1	2011/11	2011/11/11	
2	2011/11	2011/11/11	

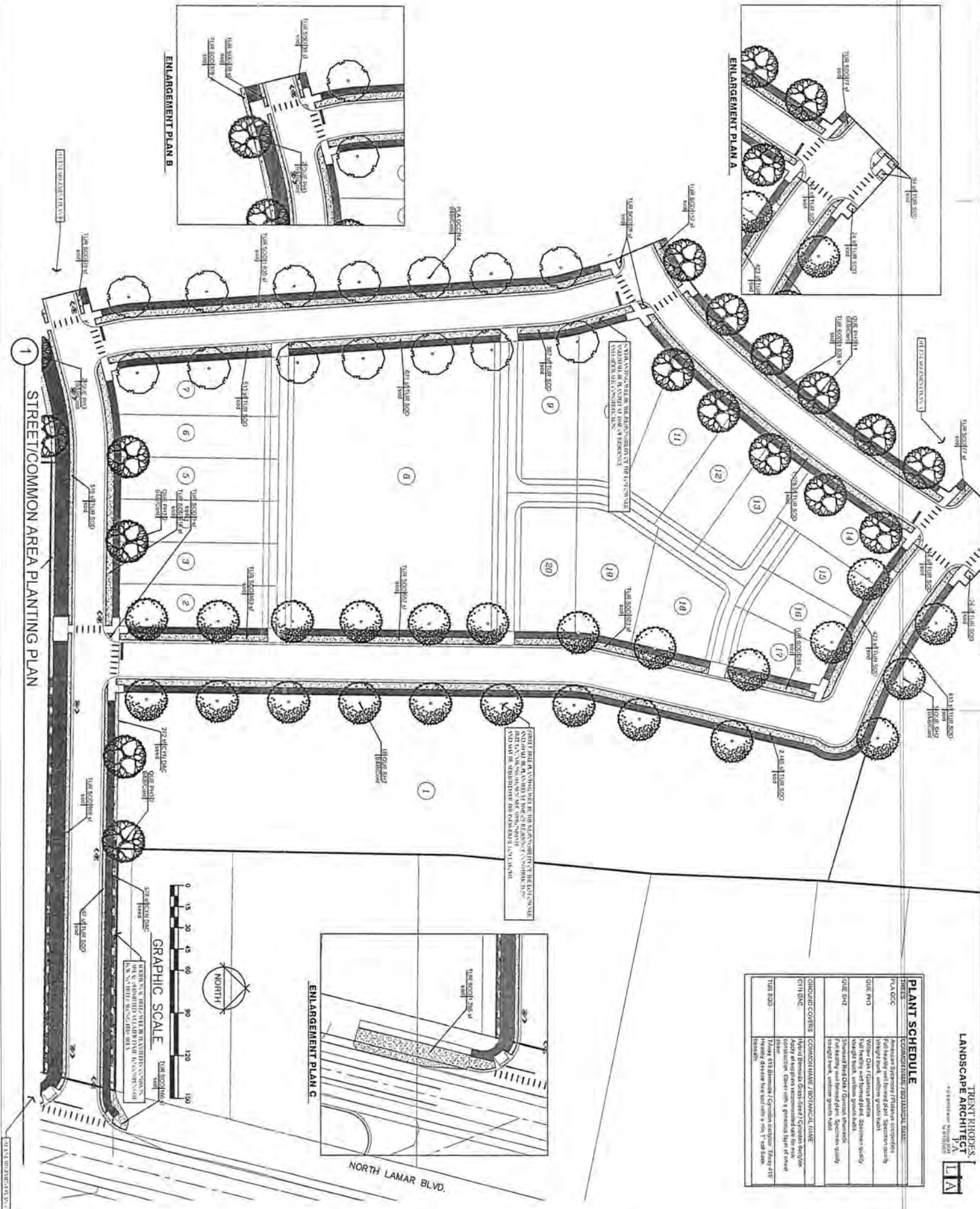
DETAILS FOR THE LAMAR - PHASE 2 (a Traditional Neighborhood Development)

DRUGS-PPV- BMC		DATE =1/1/11
ETHIC-GRV- JMC		SCALE =AS NOTED
PHASE 2- N/A		

ALL INFORMATION
CONTAINED HEREIN
IS UNCLASSIFIED
DATE 08-28-2001 BY 60322 UCBAW/STP

EAST 200

C507



PLANT SCHEDULE	
PLANT	COMMON NAME / BOTANICAL NAME
PLANT 1	Red flowering dogwood
PLANT 2	Red flowering dogwood
PLANT 3	Red flowering dogwood
PLANT 4	Red flowering dogwood
PLANT 5	Red flowering dogwood
PLANT 6	Red flowering dogwood
PLANT 7	Red flowering dogwood
PLANT 8	Red flowering dogwood
PLANT 9	Red flowering dogwood
PLANT 10	Red flowering dogwood
PLANT 11	Red flowering dogwood
PLANT 12	Red flowering dogwood
PLANT 13	Red flowering dogwood
PLANT 14	Red flowering dogwood
PLANT 15	Red flowering dogwood
PLANT 16	Red flowering dogwood
PLANT 17	Red flowering dogwood
PLANT 18	Red flowering dogwood
PLANT 19	Red flowering dogwood
PLANT 20	Red flowering dogwood

TRENT RHODES
LANDSCAPE ARCHITECT
LA

STREET/COMMON AREA PLANTING
PLAN
FOR
THE LAMAR - PHASE 2
(a Traditional Neighborhood Development)

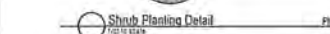


REVISIONS:	
NO.	DATE
1	10/1/00
2	10/1/00
3	10/1/00
4	10/1/00
5	10/1/00
6	10/1/00
7	10/1/00
8	10/1/00
9	10/1/00
10	10/1/00

L100



PLANT SCHEDULE						
TREES	COMMON NAME / BOTANICAL NAME	CONT	MOI CAL	M/1 HT	QTY	
PLA OCC	American Sycamore / <i>Platanus occidentalis</i> Full healthy well formed plant. Specimen quality, straight trunk, uniform growth habit.	B&B/Cont	2' Cal	12'-14'	14	
QUE RH3	Willow Oak / <i>Quercus phellos</i> Full healthy well formed plant. Specimen quality, straight trunk, uniform growth habit.	B&B/Cont	2' Cal	12'-14'	11	
QUE SH2	Shumard Red Oak / <i>Quercus shumardii</i> Full healthy well formed plant. Specimen quality, straight trunk, uniform growth habit.	B&B/Cont	2' Cal	12'-14'	23	
GROUND COVERS	COMMON NAME / BOTANICAL NAME	CONT	FIELD2	FIELD3	SPIACING	QTY
CYN DAC	Hybrid Bermuda Grass Seed / <i>Cynodon dactylon</i> Apply at supplier's recommended rate for new construction. Cover with a generous layer of wheat straw.	seed				2,068 sf
TUR SOD	Turf 419 Bermuda / <i>Cynodon dactylon</i> Turf 419 Healthy disease free sod with a min 5" soil base terefill	sod				15,895 sf



PLANTING SPECIFICATIONS FOR THE LAMAR - PHASE 2 (a Traditional Neighborhood Development)

(a Traditional Neighborhood Development)

DRAWN BY: TR		DATE: 1/1/77
CHECKED BY: TR		SCALE: AS NOTED
PROJECT NO.: 1000		

ALL ENCLOSING
DRAWINGS ARE BY
PROFESSIONAL AND
ENGINEERS MAY NOT
BE MADE WITHOUT PRIOR
WRITTEN CONSENT OF THE
ENGINEER. ALL CONCRETE
LAW ORDERS OF CONCRETE
AND OTHERS ARE
BEING SPECIALLY

PAYMENT

L101

L101



Memorandum

To: Mayor and Board of Aldermen
From: Judy Daniel, AICP, Planning Director
Date: April 17, 2018
Re: Third Reading and Vote for Case #2282 – Consideration of Amendments to the City of Oxford Land Development Code (Articles 2,3,5,7 and 9) to correct mistakes and to make modifications.

Planners Comments: As anticipated, staff continued to discover minor mistakes in the Land Development Code adopted in November. Many of the proposed modifications are housekeeping in nature, and some of the more substantive items are noted below. Staff does, however, recommend removing some proposed language in Article 9, related to bonding for demolition of partially built structures on sites declared abandoned. On further reflection, we believe the financial implications of the proposal need further consideration. The change (with text to be removed printed in red and crossed out, is below:

Sec. 9.2.8. Site Plan Validity. *MODIFY AS NOTED:*

9.2.8. Validity. A site plan approval is valid for 18 months and a bond must be posted to allow, and authorize payment for the City to, demolish any structures on the property that have not been completed should the property be declared abandoned. If any permits have been issued within that timeframe, the permit is voided unless extended by the Planning Director. The Director may extend the site plan approval for twelve month increments annual if the request is made before expiration of the site plan.

Sec. 9.2.10. Site Restoration Performance Bond. *MODIFY AS NOTED:*

9.2.10.3.c.vii. After a determination has been made by the Director of Planning ~~building official~~ that a site has been abandoned, a certified letter will be sent by the city to the developer/owner/surety company notifying them that they have the opportunity to request, within 30 days from the date of the certified letter, one six-month extension from the ~~building official~~ Director of Planning before the city initiates site restoration activities including demolition of any partially built structures by contacting the surety company. The ~~building official~~ Director of Planning will consider the factors listed above when considering if the six-month extension is warranted and the extension is solely at the discretion of the Planning Director.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

A summary of the more substantive changes follows:

Sec. 2.6. Planned Unit Development District. / Table 2.6 Parameters PUDs.

The intent of a PUD is to provide orderly development, with flexibility. The adopted standards are more restrictive than staff intended, and we did not catch the "glitch" before adoption. PUDs can take several forms and items like unit mix, use mix, and height and proposals should have considerable potential flexibility to be considered. Changes proposed in Table 2.6 are:

Row 5 – Land Density and Intensity Allocations. Commercial without upper floor residential – Max 50% of total acres, Multi-Family not in a mixed use structure – Max 25% of total units.

[The change reflects intent to encourage mixed use commercial structures and to discourage free standing multi-family development in a mixed development.]

Row 6 – Use Limitations: ~~Commercial, Office, and Residential.~~ Any use allowed in the underlying zoning may be proposed. ~~When proposed, non-residential uses shall constitute no more than 50% of the land area of the PUD.~~

[The language is removed to broaden options for uses allowed to be proposed; and to eliminate a standard related to intensity not uses, governed elsewhere.]

Row 11 – Height: Attached or Detached Residential Max: 38 feet. All other uses height set by underlying zoning.

[The change is made because a 38-foot height is too restrictive for many use types. There was never an intent for such a restriction.]

Sec. 3.10.3. Storage – Self Storage Facility. *The correction clarifies that exterior access facilities are only allowed in the Industrial or Agricultural districts, and establishes the potential for a fully interior facility in a mixed use building in the TNB district by special exception.*

Sec. 3.10.3.2. Districts Permitted.

- a. Self-Storage Facilities are permitted in the IND district.
- b. Self-Storage Facilities (as limited in 3.10.3.5) are special exceptions in the A, TNB, SCN, and SCO districts.

Sec. 3.10.3.5. Additional Standards.

- a. Size.....
- b. Uses Not Allowed....

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- c. Self-Storage facilities with exterior direct access are only allowed in the IND and A districts.
- d. Self-Storage Facilities with no exterior direct access may be considered as an interior element of a mixed-use commercial building in the TNB district. They shall not be permitted as a separate use.

Sec. 5.6. Building Form and Materials. *The modification eases the step back requirement in the suburban districts (helpful for chain type hotels), and corrects the numbering. The Ordinance Review Committee suggested making the step back process a special exception.*

5.6.1.3. Buildings over 3 stories in height shall step back or recess an additional 1.2 feet for every 1 foot of height above 3 stories. Buildings in the SCO and SCN districts may request exemption from this requirement by special exception.

Sec. 9.2.8. Site Plan Validity. *A modification for clarity is provided. And at the suggestion of the Ordinance Review Committee, a change is proposed to require bonding for demolishing any partially built structures should a site be abandoned after construction has begun.*

9.2.8. Validity. A site plan approval is valid for 18 months and a bond must be posted to allow and authorize payment for the City to demolish any structures on the property that have not been completed should the property be declared abandoned. If any permits have been issued within that timeframe, the permit is voided unless extended by the Planning Director. The Planning Director may extend the site plan approval for twelve month increments annually if the request is made prior to the site plan's expiration date.

Modification. Since the Planning Commission meeting, staff has found that the new definition of Forestry (3.11.2.1.) should indicate that Tree Farms are to be certified by the Mississippi Forestry Association, not the State of Mississippi. This definition should be revised to state:

Forestry: The act of managing the growth of trees with the goal of eventual harvesting (logging) the trees. Forestry is a permitted use only in the Agricultural and Institutional districts. In all other zoning districts, the existence of a stand of timber on a property where forest management has not been practiced shall not be considered Forestry, and tree harvesting shall only be authorized as stipulated in Article 6, Section 6.1.3 which establishes requirements for Forestry on Certified Tree Farms (certified by the Mississippi Tree Farm Committee of the Mississippi Forestry Association); and on a more limited basis for tracts of 10 or more acres.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086



Case 2282

To: Oxford Planning Commission
From: Judy Daniel, AICP, Director
Date: March 12, 2018
Applicant: City of Oxford Planning Department
Request: Amendments to Articles to correct mistakes and provide minor updates

Planners Comments: As anticipated, staff has continued to discover minor mistakes in the Land Development Code adopted in November. The following modifications and corrections are recommended. Annotated notes are provided for each.

Article 2

Sec. 2.6.5. Neighborhood Residential District. *The change corrects the name for the district.*

2.6.5.1: Traditional Neighborhood Residential. The district....

Sec. 2.6.8 and Sec. 2.6.9. Suburban Corridor and Suburban Center zoning districts.

The change modifies a footnote related to the height standard in these districts to return language that was inadvertently removed in the change from the prior Code.

(2) Structures on properties west of Anderson Road and with frontage on West Jackson Avenue; or on parcels located within 3,000 feet of the east right-of-way of MS Hwy 7 and 3,800 feet from the north right-of-way of Sisk Avenue, and 2,400 feet from the south right-of-way of Sisk Avenue; or adjacent to the right-of-way of MS Hwy 6 may be up to 65 feet but not more than five stories in height. Structures beyond these limits may request 5 stories (up to 65 feet in height) by special exception unless the structure adjoins residential uses in ER or SR.

Sec. 2.6.12. Historic Urban Center District.

The change relates to parking and height standards. It corrects the numbering of footnotes, clarify wording of footnote related to existing structures, add footnote related to parking requirements for properties with and without nearby on-street or other public parking.

Change footnotes: Structure height maximum – Footnotes 1, 2 and Parking – Footnotes 3 and 4

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- (1) See exceptions to height limitations in Section 3.2.
- (2) New commercial buildings and structures facing the Lafayette County Courthouse may not exceed 2 stories. Any existing building that should be destroyed ~~by natural disaster~~ shall be allowed to rebuild to its current height.
- (3) Upper floor residential permitted by right. In structures existing as of July 2017, dwelling units do not require dedicated parking.
- (4) On-site parking shall not be required for any allowed use where on-street or nearby public parking exists.

Sec. 2.6. Planned Unit Development District. / Table 2.6 Parameters PUDs.

The intent of a PUD is to provide orderly development, with flexibility. The adopted standards are more restrictive than staff intended, and we did not catch the “glitch” before adoption. PUDs can take several forms and items like unit mix, use mix, and height and proposals should have considerable potential flexibility to be considered. Changes proposed in Table 2.6 are:

Row 5 – Land Density and Intensity Allocations. Commercial without upper floor residential – Max 50% of total acres, Multi-Family not in a mixed use structure – Max 25% of total units.

[The change reflects intent to encourage mixed use commercial structures and to discourage free standing multi-family development in a mixed development.]

Row 6 – Use Limitations: ~~Commercial, Office, and Residential.~~ Any use allowed in the underlying zoning may be proposed. ~~When proposed, non-residential uses shall constitute no more than 50% of the land area of the PUD.~~

[The language is removed to broaden options for uses allowed to be proposed; and to eliminate a standard related to intensity not uses, governed elsewhere.]

Row 11 – Height: Attached or Detached Residential Max: 38 feet. All other uses height set by underlying zoning.

[The change is made because a 38-foot height is too restrictive for many use types. There was never an intent for such a restriction.]

Article 3

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Sec. 3.2.8. Fence Height. *The change better clarifies the intent of the section.*

Sec. 3.2.8 – Fences, Walls, and Hedges. Fences, walls, and hedges may be permitted in any required yard, or along the edge of any yard, provided that no fence, wall, or hedge along the side or edge of any yard that fronts on a public street shall be over four feet in height and any fence must allow for visibility. Article 5, Site and Design Standards,

Sec. 3.5.1. Dwellings, Detached. *The parking requirements are modified to clarify the parking standard for detached dwellings that are not on individual lots.*

Sec. 3.5.1.3. Parking: Two spaces per dwelling unit are required for homes on individual lots. ~~Otherwise~~ In all other instances, two spaces for up to three bedrooms, and four spaces for four or more bedrooms, and one guest parking space for every dwelling of three or more bedrooms. See Sec. 4.9 for general requirements.

Sec. 3.5.2. Dwellings, Zero Lot Line. *The language is clarified.*

Sec. 3.5.2.5.b. Side yard setback. The side yard setback shall measure a minimum of 10 feet along one side of the lot between the side lot line and the surface of the side building wall. No minimum side yard is required for the other side of the principle structure. No overhand, windows, door, or other openings shall be permitted on the side closest to the side lot line.

Sec. 3.5.3. Dwellings – Townhome. *The change better states the use type.*

Sec. 3.5.3. Dwellings, Attached: Townhouse.

Sec. 3.5.5. Dwellings, Multi-Family. *Correcting a "typo".*

Sec. 3.5.5.2.a. Multi-Family Dwellings are special uses in the SMF ~~distinct~~ District.

Sec. 3.10.3. Storage – Self Storage Facility. *The correction clarifies that exterior access facilities are only allowed in the Industrial or Agricultural districts, and establishes the potential for a fully interior facility in a mixed use building in the TNB district by special exception.*

Sec. 3.10.3.2. Districts Permitted.

- a. Self-Storage Facilities are permitted in the IND district.
- b. Self-Storage Facilities (as limited in 3.10.3.5) are special exceptions in the A, TNB, SCN, and SCO districts.

Sec. 3.10.3.5. Additional Standards.

- a. Size.....

- c. Self-Storage facilities with exterior direct access are only allowed in the IND and A districts.
- d. Self-Storage Facilities with no exterior direct access may be considered as an interior element of a mixed-use commercial building in the TNB district. They shall not be permitted as a separate use.

3.11.2. Agriculture and Forestry. *A definition for Forestry, separate from agriculture, is provided related to the recent challenge to the city Tree Preservation standards.*

3.11.2.1. Definitions:

Agriculture: The act of and business of raising or growing of crops, fowl, or livestock, or the sale of agricultural produce grown on the premises in any district, provided such use does not constitute a nuisance or health hazard.

Forestry: The act of harvesting timber grown on a property of more than 10 acres. The existence of a stand of timber on a property that is not a Tree Farm certified by the State of Mississippi shall not be considered a forestry site. See Sec. 3.1.4 regarding nonconforming uses.

Article 5

Sec. 5.5. Fences and Walls. *The language provides additional clarity regarding fencing requirements.*

5.5.2.6 In a front yard the maximum height of fences and walls shall be four feet above grade, and shall allow for visibility. When located behind the front building line, the maximum height for a fence located in the side or rear yard shall be eight feet.

Sec. 5.6. Building Form and Materials. *The modification eases the step back requirement in the suburban districts (helpful for chain type hotels), and corrects the numbering. The Ordinance Review Committee suggested making the step back process a special exception.*

Sec. 5.6.1. Form.

5.6.1.1. When adjoining a residential zone, structures shall be compatible with the character of single-family residential structures. Compatibility shall be determined by comparing the consistency of existing and proposed design elements, colors, materials, height, bulk, and landscaping.

5.6.1.2. Building facades shall be oriented parallel to the streets they face. Main entrances shall be visible as a means of creating continuous streetscapes.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT E2-0088

5.6.1.3. Buildings over 3 stories in height shall step back or recess an additional 1.2 feet for every 1 foot of height above 3 stories. Buildings in the SCO and SCN districts may request exemption from this requirement by special exception.

5.6.1.4. Multiple buildings on a site should be clustered.....

.....

5.6.1.10. Roof design shall be appropriate.....

Sec. 5.7.1. Stormwater. *A correction of a cross reference.*

5.7.1.2 Stormwater management facility areas are to be landscaped as required in Section 5.7.8.

Sec. 5.7.6. Edges and Buffers. *A correction of terminology.*

5.7.6.1.a. The perimeter landscaped edge shall be a minimum width of eight feet, exclusive of street right-of-way; but for any non-residential ~~parcel~~ use that is adjacent....

5.7.6.2.a. A 50 foot buffer (to include the applicable setback requirement) is required between commercial or manufacturing ~~properties~~ uses and any detached...

Article 6

Sec. 6.1.4. Permit Required. *A standard is relocated to be more inclusive.*

Sec. 6.1.4.1. Tree Inventory Required. An inventory of existing trees is required for any site plan or subdivision. The inventory must be conducted by a Licensed Arborist and submitted to the Director of Planning for approval.

.....

Sec.6.1.4.3.b. On sites of more than 10 acres....

The developer must provide a recently dated.....for conducting the inventory. ~~The inventory must be conducted by a Licensed Arborist and submitted to the Director of Planning for approval.~~

Article 7

Sec. 7.2. Signage. *Correction to allow for addition signs under limiting conditions related to multiple entrances on different facades.*

Sec. 7.2.9.6.f. Business signage is limited to no more than two signs per business façade, and no more than three total signs that shall include.....

Article 9

Sec. 9.2.8. Site Plan Validity. *A modification for clarity is provided. And at the suggestion of the Ordinance Review Committee, a change is proposed to require bonding for demolishing any partially built structures should a site be abandoned after construction has begun.*

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

9.2.8. Validity. A site plan approval is valid for 18 months and a bond must be posted to allow and authorize payment for the City to demolish any structures on the property that have not been completed should the property be declared abandoned. If any permits have been issued within that timeframe, the permit is voided unless extended by the Planning Director. The Planning Director may extend the site plan approval for twelve month increments annually if the request is made prior to the site plan's expiration date.

Sec. 9.2.10. Site Restoration Performance Bond. *Corrections provided to establish the Planning Department as the determining agent for abandonments.*

9.2.10.3.c.vii. After a determination has been made by the Director of Planning ~~building official~~ that a site has been abandoned, a certified letter will be sent by the city to the developer/owner/surety company notifying them that they have the opportunity to request, within 30 days from the date of the certified letter, one six-month extension from the ~~building official~~ Director of Planning before the city initiates site restoration activities including demolition of any partially built structures by contacting the surety company. The ~~building official~~ Director of Planning will consider the factors listed above when considering if the six-month extension is warranted and the extension is solely at the discretion of the Planning Director.

Sec. 9.7.4. Noticing Requirements. *Correction provided to replace antiquated language.*

9.7.4.2. Posted Notice. Notice of such hearing shall be posted on the property for which a special exception, variance, site plan, or zone change is requested at least 15 days prior to the date of said hearing which shall show the time, date, and place of said hearing, ~~the reason for the hearing,~~ the date of the notice, the name ~~signature~~ of the Director of Planning, and contacts for information.

Sec. 9.7.5. Public Hearing Procedure. *Modification to allow consideration of applications in a shorter timeframe at the discretion of the Director of Planning. The Planning Director would consider the time constraints of every reviewing department.*

Sec. 9.7.5.3. Applications requiring approval by the Planning Commission may be on file with the Director of Planning for up to 45 days, if needed, to allow sufficient time for staff review.

Recommendation: Staff recommends approval of the proposed modifications. The Ordinance Review Committee has considered these changes and supports the changes.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



OXFORD

PLANNING
DEPARTMENT

Memorandum

To: Mayor and Board of Aldermen
From: Paige A. Barnum, Planner II
Date: April 17, 2018
Re: Third Reading and Vote for Case #2283 – Consideration of Amendments to Municipal Code Section 66 Licenses and Taxation, Article VI. Mobile Food Vending

Planner's Comments: The City's Mobile Food Vending Ordinance was established in 2016 to institute basic regulations for the burgeoning mobile food industry within the City. These operations are regulated under a transient vendor's license with the City Clerk's office and minimal oversight.

Staff is proposing modifications to the ordinance in response to the growing interest to operate a variety of food truck types in the community, and to clarify insurance requirements for legal operation. Additional changes are proposed in response to the modification of zoning district names within the recent 2017 Land Development Code and the extension of alcohol distribution hours within city limits. Staff believe these changes to be principally technical modifications to the original ordinance.

New language has also been added to the ordinance to standardize mobile food vending signage. The language is consistent with the City's existing sign ordinance which seeks to protect public investment in streets and highways, promote safety, and preserve the quality of urban life in the community.

The City's Planning Commission recommended to approve these changes in regular session on March 12, 2018.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086



Case 2283

To: Oxford Planning Commission
From: Paige Barnum, Planner II
Date: March 12, 2018

Applicant: City of Oxford Planning Department
Request: Modify Section 66 Licenses and Taxation, Article VI. Mobile Food Vending

Staff Comments: The City’s Mobile Food Vending Ordinance was established in 2016 to institute basic regulations for the burgeoning mobile food industry within the City. These operations are regulated under a transient vendor’s license with the City Clerk’s office and with minimal regulation.

Staff is proposing modifications to the ordinance in response to the growing interest to operate a variety of food truck types in the community, and to clarify insurance requirements for legal operation. Additional changes are proposed in response to the modification of zoning district names within the Land Development Code, as well as the recent extension of the City’s alcohol distribution hours.

New language has also been added to the ordinance to standardize mobile food vending signage. The language is consistent with the City’s sign ordinance which seeks to protect public investment in streets and highways, promote safety, and preserve the quality of urban life in the community. Proposed changes to the ordinance are as follows:

Sec. 66-118. - Permits Required for Mobile Food Vending.

- (a) All mobile food vendors shall obtain and maintain a City of Oxford Privilege License and a Mobile Food Vending Permit for each mobile pushcart or mobile food preparation vehicle in operation. All applications for permit renewal shall be filed annually with the City of Oxford City Clerk.

The application may be reviewed by any department of the city as may be necessary or convenient to determine whether the application is complete or whether the permit should be granted. Permit applications shall contain the following information:

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

7. All permit applicants must operate under a central kitchen within the City of Oxford Lafayette County that is approved by the Mississippi Department of Health for food service. A mobile food vehicle may be certified by the Mississippi Department of Health as a central kitchen.
9. Proof of a valid business insurance policy that provides minimum liability coverage of \$500,000.00 per mobile food preparation vehicle and \$500,000.00 per mobile pushcart, with the city named as an additional insured.

Sec. 66-119. - Location and Operation.

- a) Mobile pushcarts and mobile food preparation vehicles shall only conduct business on private property, in designated areas approved by the Department of Planning. These areas include: ~~Downtown Business (DB), General Business (GB), Shopping Center (SC), Professional Business (PB), Neighborhood Business (NB), Medical District (MD)~~ (HUCN) Historic Urban Center, (TNB) Traditional Neighborhood Business, (SCO) Suburban Corridor, (SCN) Suburban Center, (UCO) Urban Corridor, (UCN) Urban Center, (TND) Traditional Neighborhood Development (Commercial Areas), (INST) Institutional, and (PUD) Planned Unit Development ~~(PUD)~~.
- 1) A Special Exception may be granted by the City of Oxford Planning Commission for a Mobile Food Vendor to operate in ~~Multi-Unit Residential (RC) Districts~~ (SMF) Suburban Multi-Family districts.
- c) Mobile pushcarts and mobile food preparation vehicles shall conform to the following regulations regarding location and operation:
 - (2) A mobile Food Vendor operating in all districts shall operate ~~Saturday-Wednesday between the hours of 6:00 a.m. and 1:00 a.m. and Thursday-Friday~~ Monday through Saturday between the hours of 6:00 a.m. and 2:00 a.m. and on Sunday between the hours of 6:00am and 10:00 p.m. Cleanup and removal of the pushcart or vehicle shall be completed within 30 minutes of closing.

Sec. 66-120. - Design standards.

- a) All mobile pushcarts and mobile food preparation vehicles must meet the following design standards:
 - (3) All signage on mobile pushcarts and mobile food preparation vehicles ~~shall comply with the City of Oxford Sign Ordinance~~ is limited to one (1) temporary sign.
 - a. Dimensions of a temporary sign shall not exceed 3' x 5' and shall otherwise comply with the provisions of the Land Development Code for regulating signage (Section 7.0).
 - b. Signs shall be removed each day from the site.



Memorandum

To: Mayor and Board of Aldermen
From: Judy Daniel, AICP, Director
Date: April 17, 2018

Applicant: City of Oxford Planning Department
Request: Third Reading and Vote for Case #2284 – Consideration of an Amendment to the City of Oxford Land Development Code (Article 2 – Multi-Family Residential) to Establish a Special Exception process to allow a higher level of residential capacity for multi-family development in certain circumstances.

Staff Comments: The proposed change establishes a new special exception provision that will allow additional bedrooms per acre (not to exceed 65) in the SMF, TNB, SCN, and SCO districts; but no additional density. It will require a finding that “special conditions and circumstances exist which are peculiar to the land, structure, or building(s) involved and which are not applicable to other lands, structures, or buildings in the same district”.

Staff considered requiring a percentage of the added dwelling units to be reserved for affordable housing, but there was not time to establish the criteria and standards for governing such units. Staff will be returning to the larger issue of affordable housing in the next several months. In the meantime, as this would be a special exception use, should the City be close to establishing affordable housing standards when a project requesting this bonus is under review, such a requirement could be considered as a condition of approval. The proposed change is:

3.5.5. Dwellings – Multi-Family

3.5.5.1. **Definition:** Dwellings within a residential structure containing more than four dwellings; including multi-family dwellings in a mixed-use building. Subject to the Dwelling Unit Occupancy Standard and definition of Family in Article 10.

3.5.5.2. Districts Permitted:

- a. Multi-Family Dwellings are special uses in the SMF district; and when located on the upper floors of mixed use buildings in TNB, SCN, SCO, UCN, UCO, and HUCN.

.....

3.5.5.6. **Residential Bonus.** In a mixed-use development in the SMF, TNB, SCN, and SCO districts a residential use bonus allowing up to (and no more than) 65 bedrooms per acre may be considered by special exception. A finding must be made that special conditions and circumstances exist which are peculiar to the land, structure, or building(s) involved and which are not applicable to other lands, structures, or buildings in the same district.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

The Planning Commission recommended approval of staff recommendations at the March 5, 2018 meeting with a condition that the UCN and UCO districts be removed from Sec. 3.5.5.2.a. Staff later realized that this recommendation was based on a misreading of that section and the districts should not be removed. That section has no direct relationship to the new Section 3.5.5.6; it is an addition to clarify that upper floor residential uses are to be considered multi-family dwellings.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



Case 2284

To: Oxford Planning Commission
From: Judy Daniel, AICP, Director
Date: March 12, 2018

Applicant: City of Oxford Planning Department
Request: Modify Sec. 3.5.5. Multi-Family Residential Uses

Staff Comments: The proposed change establishes a new special exception provision that will allow additional bedrooms per acre (not to exceed 65), but no additional density. It will require a finding that “special conditions and circumstances exist which are peculiar to the land, structure, or building(s) involved and which are not applicable to other lands, structures, or buildings in the same district”.

Staff considered requiring a percentage of the added dwelling units to be reserved for affordable housing, but there was not time to establish the criteria and standards for governing such units. Staff will be returning to the larger issue of affordable housing in the next several months. In the meantime, as this would be a special exception use, should the City be close to establishing affordable housing standards when a project requesting this bonus is under review, such a requirement could be considered as a condition of approval. The proposed change is:

3.5.5. Dwellings – Multi-Family

3.5.5.1. **Definition:** Dwellings within a residential structure containing more than four dwellings; including multi-family dwellings in a mixed-use building. Subject to the Dwelling Unit Occupancy Standard and definition of Family in Article 10.

3.5.5.2. Districts Permitted:

- a. Multi-Family Dwellings are special uses in the SMF district; and when located on the upper floors of mixed use buildings in TNB, SCN, SCO, UCN, UCO, and HUCN.

.....

3.5.5.6. **Residential Bonus.** In a mixed-use development in the SMF, TNB, SCN, and SCO districts a residential use bonus allowing up to (and no more than) 65 bedrooms per acre may be considered by special exception. A finding must be made that special conditions and circumstances exist which are peculiar to the land, structure, or building(s) involved and which are not applicable to other lands, structures, or buildings in the same district.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 52-0088



OXFORD

PLANNING
DEPARTMENT

Memorandum

To: Mayor and Board of Aldermen
From: Judy Daniel, Planning Director
Date: April 17, 2018
Re: Third Reading and Vote for Case #2285 – Consideration of Amendments to the City of Oxford Land Development Code (Article 3 - Wireless Communication Facilities use) to correct mistakes and provide standards for new technologies.

Planners Comments: The proposed modifications change the “Wireless Communications Facilities” use to accommodate new “microcell” technology, and to correct misnumbering issues in this section. The Ordinance Review Committee has considered the proposal and supports the changes. At the regularly scheduled Planning Commission meeting on Monday, March 12, 2018, the Commission recommended approval of the proposed modifications. Staff recommends approval of the proposed modifications. Staff also believes further changes may be required in the not distant future as this use is expected to continue to evolve and expand.

Many of the proposed modifications are housekeeping in nature and many more are technical in nature. The more substantive changes include:

3.11.8.2: Modifying the differences between when the use is allowed as Special Use (staff approval) or by Special Exception (Planning Commission approval) to reflect new types of Wireless Communication Facilities. The use is never to be allowed by right.

3.11.8.4.c. Adding new and more detailed application procedures.

3.11.8.4.d.vii. Modifying the setback requirements to accommodate new building technology for towers.

3.11.8.4.d.viii. Adding language to address potential interference concerns.

3.11.8.4.d.x. Expanding the co-location requirements to address the newer “micro-cell” technology.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

3.11.8.4.e. Adding an extensive new section to address the potential for accommodating micro-cell technology on structures within the public right-of-way.

3.11.8.4.f.ii.c. Augmenting the landscaping requirements.

3.11.8.4.g. Modifying for clarification the requirements for removal of abandoned towers and antennas.

9.1.7.2.b. Augmenting the subdivision approval procedures to require the designation of a location for a Telecommunication Support Facility on any Final Plat that has underground utilities.

Article 10 - Adding definitions for new terms under the umbrella of the existing Wireless Communication Facility term.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



Case #2285

To: Oxford Planning Commission
From: Judy Daniel, AICP, Director
Date: March 12, 2018

Applicant: City of Oxford Planning Department
Request: Modify Sec. 3.11.8. Wireless Communications Facilities, Sec. 9.1.7. Subdivision Application Procedures, and Article 10, Definitions

Staff Comments: The proposed modifications change the “Wireless Communications Facilities” use to accommodate new “microcell” technology, and to correct misnumbering issues in this section. The changes are substantial and substantive. Major changes noted with “~~crossouts~~” and red printing.

Sec. 3.11.8. Wireless Communications Facilities.

3.11.8.1. Definition. Towers, antennas, boxes, satellite dishes, or related ~~similar~~ facilities for digital distribution of communication with accompanying maintenance structures and equipment. Associated definitions are found in Article 10, under the umbrella of the “Wireless Communications Facility” term.

3.11.8.2. Districts Permitted:

a. **Special Use:** Wireless Communication Facilities may be permitted as a Special use in in the AG, RCN, ER, SR, NR, SMF, TNB, SCN, SCO, UCN, UCO, IND, and INST districts when they meet the standards below. ~~are in the form of a rooftop antennae or mounted to existing structures in compliance with this ordinance (excluding any structure within a City of Oxford public right of way unless authorization is received from the Department of Public Works).~~ A permit from the Planning Department, with authorization from the Department of Public Works and the Electric Department shall be required before a building permit can be issued.

i. Antennas attached to or within an existing tower or structure (excluding dwellings) and not extending more than 20 feet above the highest point of the

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

tower or structure. These may include, but are not limited to: steeples, spires, spires, water tanks, athletic field lighting poles, and utility poles; subject to structural adequacy and provide that the addition of the Antenna or any supporting structure shall not create a substantial change to the structure in which or on which the Antenna is placed (as determined by the Planning Director) subject to all applicable zoning, setback, design, and building code regulations.

- ii. Transmission Equipment that is concealed within a building or structure so that it is architecturally indiscernible (as determined by the Planning Director), subject to building permit procedures and standards. This shall mean that the addition or feature containing the Antenna is architecturally harmonious in aspects such as material, height, bulk, scale, and design with the building or structure to which it is attached; or in which it will be housed.
- iii. Towers and supporting equipment requesting to locate on publicly owned property, subject to all applicable zoning, setback, design, and building code regulations and the standards in "e" below.

b. **Special Exception Use.** ~~All other forms of New Wireless Communication Facilities, in the A, RCN, ER, SR, NR, SMF, TNB, SCN, SCO, UCN, UCO, and HUC districts.~~ applications for more than one facility on the same property, any Tower facility without co-location capacity, and any facility or Antenna not meeting the standards for Special Permit approval above: are Special Exception uses.

3.11.8.3. Parking....

3.11.8.4. Additional Standards

a. Exemptions.

- i. **Preexisting towers and antennas.** Any Tower or Antenna in existence prior to the effective date of this Code shall ~~not be required to meet the requirements of the Code, other than~~ only need to meet the requirements of Sec. 3.11.8.4.d (General Requirements). Any addition or modification to a preexisting tower or antenna shall comply with all applicable requirement of this Code.
- ii. **Amateur radio.** Receive-only antennas. This Code shall not govern....
- iii. **Satellite dishes and other antennae.** This Code shall not apply to...
 - (a) Any antenna or satellite dish described below that is mounted....
 - (b) Any antenna or satellite dish that is designed to receive direct broadcast satellite....
 - (c) Any antenna or satellite dish that is designed to receive video programming....
 - (d) Any antenna or satellite dish designed to receive television broadcast signals...

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

b. Prohibitions

i. No temporary mobile communications sites are permitted except as authorized in "e" below for special events; in the case of equipment failure, equipment testing, equipment replacement, or ~~in the case of~~ emergency situations. Placement of temporary equipment shall be limited to 120 days unless extended in writing by the Director of Planning ~~Commission~~.

ii. No advertising message or sign....

iii. Towers shall not be artificially illuminated unless required...

iv. Except for the provision of municipal utilities and services for public safety, no part of any Tower or Antenna shall extend across or over any right-of-way, public street, public highway, public sidewalk, or property line unless authorized as outlined in "e" below ~~without approval from the Board of Aldermen~~.

v. No ~~cell~~ Tower in the ~~public open land~~, Institutional, Industrial, or Agricultural ~~or general business~~ zoning districts shall be over 200 feet in height, and no ~~cell~~ Tower shall be over 150 feet in height in all other zoning districts ~~including planned unit development~~.

vi. No ~~cell~~ Tower shall be erected on a lot or parcel within a ~~single family residential~~ subdivision of individual residential building lots recorded in the office of the Clerk of the Chancery Court.

c. Application Requirements.

i. **Application Form.** All requests shall submit a complete application containing information as is outlined on the application form available in the Planning Department or on website of the Planning Department.

ii. The application shall state the intended user(s) of the Tower and shall include a statement prepared by the applicant that considers other alternatives to the proposed site and the impact of the proposed Tower. This shall include a map of the desired coverage area identifying all existing Towers and other sites with adequate land area to site a tower. The applicant shall justify the selection of the proposed site over the available alternative sites within the identified coverage area, weighing the relative impacts of the proposed site to other available sites; with particular consideration to the impact of the Tower upon adjacent properties, historic areas, scenic vistas, and residential neighborhoods.

iii. The applicable Historic Preservation Commission shall provide a certificate of appropriateness (COA) permit for a request within any historic district and/or any public right-of-way location abutting a historic district.

MINUTE BOOK No. 79, CITY OF OXFORD

v. ~~Leasing or Ownership Requirement.~~ The application shall include documentation of REQUIREMENT 62-006B

valid long term leasehold or ownership interest in the underlying property. This shall include: (1) Proof of the establishment of a financially secure and legally enforceable method of removing a Tower when it ceases to be used for a period of 30 days; as required in Sec. 3.11.8.4.g below.

vi. Proof of Insurance. The application shall include proof that all towers and antennas are adequately insured for injury and property damage. Proof of insurance shall be provided to the City of Oxford with any application submitted under this Code.

d. Requirements for Review

i. **Federal and State Requirements.** All towers and antennas shall comply with FCC and FAA rules and have all required licenses. Applications to erect new towers and antennas shall be accompanied by any required federal, state, or local agency license or application for such licenses. No permits shall be issued until proof of approval for any required license has been submitted.

ii. **Technical Standards.** Design and installation of all Towers and Antennas shall comply with the manufacturer's specifications and with ANSI/TIA/EIA standards. Plans shall be approved and certified by a professional engineer registered in the State of Mississippi.

The proposed site plan and Tower design plans shall also meet or exceed all applicable standards, as may be amended, including those of the Federal Communications Commission (FCC), American National Standards Institute (ANSI), and the Institute of Electrical and Electronics Engineers (IEEE) Standards for power density levels and structural integrity; American Concrete Institute (ACI), American Standards Testing and Materials Institute (ASTM), The National Electrical Code, National Electrical Safety Code, and the American Steel Institute. The proposed site shall also be designed and built in compliance with Section 106 of the National Historic Preservation Act of 1996.

iii. **General Standards.** In addition to the required findings outlined in Sec. 9.3 for the granting of special uses or special exceptions, all the following factors shall also be considered in determining whether to approve issue a special use or special exception use for wireless communication facilities:

- (a) The height of the proposed Antenna.
- (b) The proximity of the Tower or Antenna to residential structures and residential zoning district boundaries.
- (c) Technical or engineering requirements limiting placement of the Tower or Antenna in other areas to provide coverage.
- (d) The nature of uses on adjacent and nearby properties.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- (e) The surrounding topography, tree coverage, and foliage.
- (f) The design of the Tower or Antenna, with reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness.
- (g) The availability of suitable existing towers and other structures for location or co-location.
- (h) Camouflaged towers and related facilities may be required in any residential district, PUD, historic district, or neighborhood conservation overlay district as determined by the City of Oxford Planning Commission.
- (i) Unless expressly stated to the contrary, nothing in this section shall relieve any applicant from compliance with any other City ordinance regulating telecommunications permits, street trenching, or right-of-way management.

iv. Placement. Towers shall be sited to be as unimposing as practical. The applicant shall demonstrate that through location, construction, or camouflage, the proposed facility will have minimum visual impact upon the appearance of adjacent properties, views, and vistas of historic areas, scenic areas, and residential neighborhoods. False representations in an application shall be grounds for denial of a permit.

v. Multiple Towers. An application to place multiple towers upon a single parcel shall require credible evidence that collocation is not practical. Any application for multiple towers on one parcel shall require approval by Special Exception.

vi. Design of Towers. The monopole design is the preferred tower structure. Use of guyed or lattice towers must be justified based on collocation opportunities or specific structural requirements.

vii. Setback. All Towers shall be set back from all property lines on which the Tower is located by a minimum distance of 50 feet; provided that the setback shall be a distance equal to the height of the lowest engineered failure point on the propose structure; or the height of the Tower, as verified in a report sealed by a professional engineer registered in the State of Mississippi. No portion of the Tower structure shall be designed or constructed so that the height of the Tower allows it to fall across the property line of any abutting property. Towers shall not be located within a distance equal to twice the height of the Tower to any residence other than the residence on the parcel on which the Tower is located.

MINUTE BOOK No. 79, CITY OF OXFORD

viii. **Interference Issues.** If it is determined after installation of a Telecommunications Facility that any City infrastructure, or other users of the right-of-way, are experiencing interference, the Superintendent of Oxford Electric will contact all Providers in proximity to the interference to assess the cause of the interferences. The Superintendent of Oxford Electric shall provide a recommendation in regard to the potential of interference with City infrastructure from the requested application. SAFETY PERMIT 62-0088

Facility that any City infrastructure, or other users of the right-of-way, are experiencing interference, the Superintendent of Oxford Electric will contact all Providers in proximity to the interference to assess the cause of the interferences. The Superintendent of Oxford Electric shall provide a recommendation in regard to the potential of interference with City infrastructure from the requested application.

If the complexity of the analysis requires technical expertise and the Provider(s) are not able to provide such expertise and assistance to the satisfaction of the City within a 14 (fourteen) days, the reasonable direct costs of such review, in an amount not to exceed \$5,000.00 shall be reimbursed to the City by the Provider found to be causing the interference. *Pre-approval for such reimbursement shall be a condition of approval for any Telecommunications Facility permit.* If the Provider chooses not to cooperate in analyzing the interference issue, the Provider shall be directed to disconnect power to the suspected offending Telecommunications Facility.

ix. **Alternative Tower Structure.** If an antenna is installed on an alternative tower structure (defined under "Wireless Communication Facility" in Article 10):

(a) The antenna and supporting electrical and mechanical equipment must be of a neutral color that is identical to, or closely compatible with, the color of the supporting structure to make the antenna and related equipment as visually unobtrusive as possible; and

(b) The applicant shall furnish a report from a professional engineer licensed in the State of Mississippi certifying the proposed alternative tower structure to be suitable for the applicant's equipment and intended use.

x. **Co-location Requirements.** New Tower applications shall address the extent to which co-location will be allowed in the future. Co-location potential for Towers and Structures is strongly preferred, and substantial proof will be required if it is not offered.

Where co-location is planned, Towers and Structures shall be designed structurally and electrically for multi-tenant on the initial installation. Towers must also be designed to allow for future rearrangement of antennas on the Tower to accept Antennas mounted at different angles. The submittal shall include:

(a) Documentation of the number of other users that can be accommodate within the design parameters of the Tower as proposed.

(b) A statement indicating the owner's commitment to allow feasible shared use of the Tower within its design capacity for co-location. This shall include a letter of intent committing the Tower owner and his successors to allow co-location, if a potential user agrees in writing to pay a reasonable charge, shall be submitted

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

with the application for a new Tower filed in the planning office prior to any building permit being issued. New Tower owners must demonstrate how co-location would be potentially situated on the site.

(c) Detailed construction plans or drawings prepared by an engineer licensed in the State of Mississippi certifying that the Tower has sufficient structural integrity and equipment space to accommodate multiple users.

(d) New Towers that are more than 100 feet tall, but less than 200 feet tall must be designed and built to accommodate no less than three or more personal communication system carrier applications and must be made available upon reasonable terms for Co-location to at least three additional single Antenna applications. Additionally, the site must be sufficiently large to accommodate at least three telecommunication equipment shelters, cabinets, or additions to existing structures.

(e) New Towers that are 200 or more feet tall must be designed and built to accommodate at least three personal communication system applications and at least three additional single Antenna applications, plus at least one additional personal communications system application and at least one additional single Antenna application for each additional fifty (50) feet of height; to a maximum of six personal service communication system carriers and six single Antenna applications to be made available upon reasonable terms for Co-location.

(f) No new Tower shall be permitted unless the applicant provides supporting evidence that no existing tower or structure can accommodate the applicant's proposed Antenna. Supporting evidence may consist of any of the following conditions:

- i. No existing Towers or Structures are located within the geographic area required to meet the applicant's engineering requirements.
- ii. Existing Towers or Structures are not of sufficient height to meet the applicant's engineering requirements.
- iii. Existing Towers or Structures do not have sufficient structural strength to support the applicant's proposed antenna and related equipment.
- iv. The applicant's proposed system would cause electromagnetic interference with the system on the existing Tower or Structure, or the system on the existing Tower or Structure would cause interference with the applicant's proposed system.

MINUTE BOOK No. 79, CITY OF OXFORD

v. ~~The fees, cost, or contractual provisions required by the owner to share~~ SAFETY EQUIPMENT 62-0088

an existing Tower or Structure or to adapt an existing Tower or Structure for sharing are unreasonable. Costs are considered reasonable if the conform to standards of the industry or do not exceed new Tower development costs.

vi. The applicant demonstrates that there are other limiting factors that render existing Tower or Structure unsuitable.

(f) If the applicant contends that a proposed Tower will not accommodate other users, the applicant must demonstrate with compelling evidence why is it is not economically, aesthetically, or technologically feasible to construct the Tower without co-location capability. Any tower lacking co-location capacity must be approved by special exception.

e. **Telecommunications Facilities Located Within Public Rights-of-Way.** All such facilities are subject to the following conditions and approval by the Planning Department and the Department of Public Works, in coordination with the Electric Department.

i. **Standard Review Process.** Applications for a Telecommunications Facility within a Right-of-Way for any structure other than the Smart Pole Program shall be reviewed as follows:

(a) **Application Form.** All such requests shall submit a complete application containing all such information as is outlined on the application form available in the Planning Department or on website of the Planning Department.

(b) **Approval Process.** Approval by Special Exception required if proposed within or adjacent to residential districts, including TND and PUD districts. In other districts, the process shall be a Special use allowing staff approval. Telecommunications Facilities shall be found to be consistent with the design requirements of the Land Development Code, and where applicable, the Historic Preservation Commission(s).

(c) **Standard of Review.** The City shall review the application in light of its conformity with all applicable regulations for Wireless Telecommunications Facilities.

The City shall advise the applicant in writing of its final decision, and if the final decision is a denial, the document shall outline the basis for the denial, including the specific code provisions on which the denial was based. All final decisions shall be rendered within the time frame established in this Code. The applicant may submit documents to cure

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

the deficiencies identified by the City and resubmit the application within the 30 days of the denial without paying an additional application fee.

ii. **Placement of Facilities on Existing City Owned Poles.** Wireless communications facilities may not be located on City-owned utility poles that carry 750 volts or more. Wireless communications facilities may only be allowed on other City-owned utility poles in accordance with the clearance requirements of the most current version of the National Electrical Safety Code. An applicant may propose replacement of a City-owned utility pole at the applicant's expense. Any such replacement pole will be subject to the height requirements below, and it must be of an appropriate type selected by the Planning Department.

iii. **Placement on Smart Poles.** Providers may elect to enter into an agreement, with and upon the approval of the City, to participate in the City's Smart Pole Program as explained below:

- (a) The Provider must submit an application as noted in "i" above.
- (b) The Smart Pole shall be subject to the volumetrics as established in the definition of a Small Cell Facility as defined in Article 10.
- (c) Regarding replacement of poles, the City shall review applications and render approval as to the location within 14 business days, and process the application for the requisite permits required within thirty (30) days.
- (d) After installation of any Smart Pole by the Provider, the ownership and maintenance of the newly-installed Smart Pole shall remain with the City.

iv. **Location of Support Structures in the Right-of-Way.** All Support Structures and above-ground Transmission Equipment are prohibited within the sidewalks, but may be located within a grass strip/green zone or frontage zone, generally defined as that area 24 inches from the face of the curb. The Clear Zone (1.5 feet from the edge of curb, and as designed for open ditch roads) must be free of must free from any Telecommunications facilities to meet the safety criteria for roadways.

Also, all sidewalks must at all times be free from any Telecommunications Facilities so as to meet ADA standards.

v. **Proximity to Existing Structures.** No new Telecommunications Facility Support Structure may be erected in the Right-of-Way within 300 feet of an existing Alternative Support Structure or Eligible Support Structure. This does not include relocation or replacement of a utility structure, or installation pursuant

MINUTE BOOK No. 79, CITY OF OXFORD

to City standards for a Smart Pole within the Right-of-Way at a location approved by the City. SAFEGUARD DOCUMENT 62-0088

vi. Placement in Non-Residential Development. New Telecommunications Facility Support Structures in non-residential zoning districts may not be erected to a height exceeding the height of the tallest utility pole within 200 linear feet on either side of the same street, including Antennas, lightning rods, or other extensions. If no other pole exists within 200 linear feet on the same street, the maximum overall height shall not exceed 39 feet. All new proposed Support Structures, other than a Smart Pole, within the right-of-way shall be designed for a minimum of two Providers.

vii. Placement in Residential Development. In residential developments with underground utilities, a location for a Telecommunications Facility Support Structure will be identified and approved as a part of the approval of a final plat for the subdivision. In existing residential developments with underground utilities, the Provider will be required to incorporate Stealth Design as outlined in the Design Guidelines for any above-ground Support Structures.

The maximum overall height of new Telecommunications Facility Support Structures in residential development, including Antennas, lightning rods, or other extensions shall be determined through a Special Exception process. All new proposed Support Structures, other than a Smart Pole, within the right-of-way shall be designed for a minimum of two Providers.

viii. Each wireless communications facility located on a city owned utility pole must have a separate electric meter, regardless of the type of tower, structure, or pole on which it is mounted.

ix. Right to Remove Equipment.

- a. **Notice to Remove.** Within ninety (90) days following written notice from the City, a notified wireless provider shall, at its own expense; protect, support, temporarily or permanently disconnect, remove, relocate, change or alter the position of any small wireless facilities within the rights-of-ways whenever the City has determined that such removal, relocation, change, or alteration is reasonably necessary for the construction, repair, maintenance, or installation of any City improvement in or upon, or the operations of the City in or upon, the rights-of-way.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

b. **Emergency Removal or Relocation of Facilities.** The City retains the right and privilege to cut or move any small wireless facility located within the rights-of-way of the City, as the City may determine to be necessary, appropriate, or useful in response to any public health or safety emergency. If permitted by circumstances, the City shall notify the wireless provider in advance and provide the wireless provider an opportunity to move its own facilities prior to cutting or removing a facility; or, when circumstances do not permit, shall notify the wireless provider after cutting or removing any such facility.

x. **Cellular on Wheels Permit.** A temporary use permit for a "Cellular on Wheels (COW) shall require a permit from the Parks Department in coordination with the Public Works Department in connection with an event. It shall be limited to the duration of the event, including set-up and break-down of the equipment, not to exceed fourteen (14) days, but when circumstances reasonably warrant, the permit may be renewed at the discretion of the Director of Parks.

xi. **Waiver.** The Director of Public Works shall be empowered to waive a utility structure relocation required if the Director determines that such utility structure relocation would prove to be a greater impediment to pedestrian traffic.

f. **Screening and Landscaping.** The Tower location shall provide for the maximum amount of screening of the facility. The site shall be landscaped with a buffer of plant materials that screens the view of all tower accessory structures, equipment, and improvements from adjacent properties at ground level ~~from adjacent properties~~. The buffer shall consist of a landscaped strip at least four feet wide outside the perimeter of the area where tower accessory structures, equipment, and improvement are located at ground level. Existing mature vegetation and natural landforms on the site shall be preserved to the maximum extent possible. A submittal shall include but is not limited to the following:

- i. The submittal shall include a schematic site plan, including the schematic landscaping plan with an elevation view of the type of facility to be placed on the site. It shall depict where the Tower is to be located on the site and where any additional co-located Transmission Equipment, shelters, or vaults can be placed.
- ii. The submittal shall include a landscaping plan that complies with all landscaping requirements of the Land Development Code, including details of placement and type of trees and other vegetation.

MINUTE BOOK No. 79, CITY OF OXFORD

(a) The visual impact of a Tower on adjacent properties shall be minimized to the extent practicable by using existing topography, structures, and natural vegetation to screen the Tower. SAFEGUARD - DEMENT 62-0085

(b) Trees and other vegetation shall be used to enhance the buffer and may be used in any landscape coverage ratios or requirements. Trees and vegetation shall be planted to provide an 80% year-round visual screening a maturity. Plants must be chosen that will reach maturity within two years. Staggered planting may be required to achieve this thicket effect.

(c) All tower sites shall be landscaped with a ten (10) foot deep landscape yard with evergreen trees spaces a maximum of ten (10) feet on-center or two (2) staggered rows of shrubs spaced a maximum of eight (8) feet apart. Any existing vegetation can be taken into account in evaluation of the landscaping plan. The selected trees and/or shrubs must meet standards for landscaping in the Land Development Code and Appendix.

iii. **Walls and fencing:** Walls and fencing may be used within the buffer area. Where used, a six-foot masonry wall or solid chain link fence or a fence of approved wood of natural decay resistance must be placed along the inside perimeter of the buffer ~~so as~~ to provide 100 percent visual screening at the time of the issuance of the certificate of occupancy.

iv. Security Fencing, Lighting, and Signs.

- (a) All Towers shall be reasonable protected against unauthorized access.
- (b) Security lighting for on-ground facilities is permitted, if it is shielded to keep the light confined within the site.
- (c) Signs shall be mounted on the fence enclosure...

v. **Maintenance.** The property owner (or lessee if provided in a lease) shall be responsible for the maintenance of all required and provided landscaping. All landscaped area must present a healthy, neat, and orderly appearance and shall be kept free from refuse and weeds. Any dead or diseased plant material shall be replaced by the property owner with new plantings that meet the requirements of any permit approved.

vi. Exemptions.

- (a) In Industrial districts, a sight-obscuring fence at least eight (8) feet high and a minimum of 75% opacity may be substituted for screening trees or shrubs when the applicant can demonstrate that it is impractical to provide vegetation.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

(b) Screening shall not be required if the base of the Tower site is not visible from any adjoining property or is not otherwise visible from a dedicated right-of-way.

(C) Additional site landscaping is not required for Antennas that are being co-located on existing Towers, or which are being placed on other buildings or structures where the Antenna is being allowed as an accessory use.

g. **Removal of Abandoned Antennae and Towers.** Before the issuance of a building permit for the construction of a Tower, Antenna, or accessory structure, the applicant, as a condition of the building permit, shall agree, as a condition of approval, that in the event the Tower, Antenna, or accessory structure is no longer used or is abandoned by the owner, the owner shall notify the city within 30 days of such abandonment ~~happening~~, and the owner will remove the Tower, Antenna, and/or any support facilities within six months of cessation of operation.

Shall the operator not inform the City of such abandonment, and it is found to be abandoned by the Building Inspector, the facilities must be removed within 30 days of receipt of notice by the Planning Director. This shall be the responsibility of the applicant company to whom the permit was issued or its successor company. After facilities are removed, the site shall be restored to its original or an improved condition, and anchoring elements shall be removed from the ground to within four feet of ground level.

Article 9. [Subdivision] Application Procedures. *The following are added to subdivision requirements to ensure a location for wireless facilities within subdivisions with underground utilities.*

9.1.7.2. Public Works Requirements.

9.1.7.2.b. A utilities plan shall be submitted showing.....Also, electric, gas, and cable utilities and any required retention/detention shall be shown. This plan shall include, in residential developments with underground utilities, a designated location (preferably in a rear yard area or on common space) for a Telecommunications Facility Support Structure. The location shall be identified and approved as a part of the approval of a final plat for the subdivision.

When proposed for installation, the maximum overall height of new Telecommunications Facility Support Structure in a residential development, including Antennas, lightning rods, or other extensions shall be determined through a Special Exception approval.

Article 10. Definitions. *The following are new definitions that relate to the Wireless Communications Facility use:*

Sec. 10.2.332(a) Wireless Communication Facility: Alternative Structure: A structure that is not primarily constructed for the purpose of holding wireless communication facility antennas but on which one or more Antennas maybe mounted, including but not limited to, buildings, water tanks, pole signs, billboards, church steeples or towers, electric power transmission poles/towers, streetlights, or utility structures.

Sec. 10.2.332(b) Wireless Communication Facility: Antenna: Any apparatus designed for the transmitting and/or receiving electromagnetic waves and/or radio frequency signals.

Sec. 10.2.332(c) Wireless Communication Facility: Base Station: Equipment and non-Tower supporting structure at a fixed location that enables wireless telecommunications between user equipment and a communications network. The term does not encompass a Tower or equipment associated with a Tower.

Sec. 10.2.332(d) Wireless Communication Facility: Co-location: The mounting or installation of Transmission Equipment of more than one wireless communications provider on an eligible support structure for the purpose of transmitting and/or receiving electromagnetic waves and/or radio frequency signals for communications purposes.

Sec. 10.2.332(e) Wireless Communication Facility: Distributed Antenna System (DAS): A system consisting of (1) a number of remote communications nodes deployed through a desired coverages area, each including at least one Antenna for transmission and reception; (2) a high capacity signal transport medium (currently typically fiber optic cable) connecting each node to a central communications hub site; and (3) radio transceivers locate at the hub site (radio transceivers located at the hub site (rather than at each individual node as is use for small cells) to process or control the communications signals transmitted and received though the Antennas.

Sec. 10.2.332(f) Wireless Communication Facility: Provider: Any entity who owns, leases, operates, installs, purchases capacity in or maintains any telecommunications network or equipment within the City of Oxford.

Sec. 10.2.332(g) Wireless Communication Facility: Smart Pole: Any pole, which consists of a design pre-approved by the City of Oxford, for the purpose of also serving as a Telecommunications Facility Support Structure.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Sec. 10.2.332(h) Wireless Communication Facility: Small Cell Facility: A wireless service facility that meets the following qualifications or is within a stealth design that is consistent with the guidelines below:

1. Each Antenna shall be located inside an enclosure of no more than five (5) cubic feet in volume or, for Antennas with exposed elements, the Antenna and all of its exposed elements shall fit within an enclosure of no more than five (5) cubic feet.
2. Primary equipment enclosures are allowed provided that they are shrouded and concealed from view. Primary equipment enclosures larger than seventeen (17) cubic feet in volume shall be located underground. Equipment within a primary equipment enclosure may be no larger than seventeen (17) cubic feet in volume, located adjacent to an Eligible Support Structure or an Alternative Structure
3. No equipment, other than an electric meter and disconnect switch, may be installed on a pole within the first fourteen (14) feet above the ground level.
4. Only the following associated equipment may be located outside of the primary equipment enclosure of any Small Cell Facility other than a Smart Pole design, and if so located, will not be included in the calculation of equipment volume: electric meter, concealment material, underground enclosures, and grounding equipment. All other equipment shall be within the volumes specified or located in an underground vault.

Sec. 10.2.332(i) Wireless Communication Facility: Small Cell Network: A collection of interrelated Small Cell Facilities designed to deliver wireless service.

Sec. 10.2.332(j) Wireless Communication Facility: Stealth Design: Any telecommunications Transmission Equipment that is integrated as an architectural feature of a Support Structure so that the purpose of the facility for providing wireless services is less readily apparent to a casual observer.

Sec. 10.2.332(k) Wireless Communication Facility: Support Structure: Anything constructed or erected, the use of which requires permanent location on the ground, or attachment to something having a permanent location on the ground.

Sec. 10.2.332(l) Wireless Communication Facility: Telecommunications Facility: One or more Antenna or utility structures housing either fiber, cable, or wire, Tower, Base Station, Mechanical and/or electronic equipment, conduit, cable, fiber, wire, and associated structures, enclosures, assemblages, devices and supporting elements that generate, transmit, or produce a signal used for communication that is proposed by a Provider, including but not limited to

MINUTE BOOK No. 79, CITY OF OXFORD

~~radio/tv/satellite and broadcast Towers, telephone service, including new microwave or cellular~~
Towers, or small cell facilities. SAFEGUARD DOCUMENT 62-0086

Sec. 10.2.332(m) Wireless Communication Facility: Tower: Any Support Structure built for the primary purpose of supporting any Antennas and associated facilities for commercial, private, broadcast, microwave, public safety, licensed or unlicensed, and/or fixed or wireless services. A Tower may be concealed or non-concealed. Non-concealed Towers include: Guyed, Lattice, or Monopole.

Sec. 10.2.332(n) Wireless Communication Facility: Transmission Equipment: Equipment that facilitates transmission of communication service (commercial, private, broadcast, microwave, public, public safety, licensed or unlicensed, fixed or wireless), including but not limited to radio transceiver, Antennas, coaxial or fiber-optic cable, and regular and backup power supply.

Sec. 10.2.332(o) Wireless Communication Facility: Utility Pole: A pole or similar structure that is used in whole or in part for the purpose of carrying electric distribution lines or cables or wires for telecommunications, cable or electric service, or for lighting, traffic control, signage, or a similar function regardless of ownership, including City owned poles. Such term shall not include structures supporting only Wireless Facilities.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0068

**Memorandum**

To: Mayor and Board of Aldermen
From: Judy Daniel, AICP; Director of Planning
Date: April 17, 2018
Re: Amendments to Resolution Regarding Extension of Water and Sewer to Developments Outside City Limits

In February of 2006 the City adopted a resolution establishing requirements and guidelines for providing water and sewer service to development outside the city limits. That resolution was updated and modified last April. One provision of that update was that the policy should be again reconsidered if or when Lafayette County adopted a Master Plan and/or a Zoning Code.

Since both of those documents have been approved by the Lafayette County Board of Supervisors, and are now implemented, staff is proposing an update to the policy. The policy will continue to use the guidance of the Vision 2037 Future Land Use map in determining recommendations for the extension of city utilities. Staff believes that the densities and land uses envisioned in that map are the best guide for determining extension of city water and sewer.

Exhibit A consists of the Requirement Checklist and Planning Guidelines. Modifications are only recommended for the Planning Guidelines, as follows:

MINUTE BOOK No. 79, CITY OF OXFORD

Planning Guidelines

SAFEGUARD - DEMENT 62-0088

The following guidelines have been established to manage development requesting city water and sewer outside the City of Oxford corporate limits. The purpose of these guidelines is to ensure that future development located on the periphery of the City of Oxford is compatible with the land use patterns envisioned in the City of Oxford Vision 2037 Comprehensive Plan. The guiding principles for future development are as follows; and the proposed development requesting use of city utilities must be found to:

- *Applicable properties should be compatible with intended uses noted in the Vision 2037 Comprehensive Plan Future Land Use Map.*
- In appearance and design enhance Oxford's gateways, where applicable.
- Be compatible with surrounding development.
- To the greatest possible extent:
 - Protect and utilize natural topography.
 - Retain significant trees and/or vegetation.
 - Retain natural vegetation buffers along roadways and within and between developments.
 - Preserve wetlands, natural drainage, and scenic vistas.
 - Provide amenities appropriate to the scale of the proposed development.
 - Meet all other applicable standards for development in the City of Oxford Land Development Code.
 - Must provide the City of Oxford with either an executed Petition for Annexation or a petition for inclusion; at the discretion of the City. [New phrase added to establish option for a petition for inclusion.]

To help ensure that future development will comply with these guidelines, development outside the City of Oxford requesting city water and sewer service will be considered as follows:

- For property within the boundary of the Vision 2037 Future Land Use Map, preference will be to serve development providing land uses and density in a zoning district closely related to the recommended land use type on that map.
- Beyond the boundary of the Vision 2037 Future Land Use Map, in locations where the City has capacity to provide service, requests for city utilities shall be considered reflecting what is authorized in the zoning district established by Lafayette County.

Site Plans - Any Site Plan approved for the extension of city utilities shall include a memorandum stating the conditions of approval for the extension of the utilities in the file for the review.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Subdivisions - The process for approvals of subdivisions shall be for all requests at Preliminary and Final Plat to be heard before the Planning Commission and then the Mayor and Board of Aldermen. If a request is made to modify a Preliminary Plat or Final Plat that has been approved by the Lafayette County Board of Supervisors, it shall again be reviewed by the Planning Commission and then the Mayor and Board of Aldermen if determined by the Planning Director that the requested change is substantial and affect compliance with the initial water and/or sewer, or land use regulations. If the Planning Director finds that the change is not substantial, it shall be reviewed and noted as still approvable only by the Mayor and Board of Aldermen. Any subdivisions so approved for water and/or sewer service shall include the following signature blocks on the Final Plat:

City of Oxford Board of Aldermen approval:

CITY OF OXFORD
COUNTY OF LAFAYETTE
STATE OF MISSISSIPPI

Approved for extension of WATER / SEWER service by the City of Oxford, Board of Aldermen, this the _____ day of _____, 20__.

Mayor Name
MAYOR, CITY OF OXFORD

City Engineer's Certificate:

I certify that DEVELOPER has complied with one of the following alternatives for WATER/SEWER service to SUBDIVISION DEVELOPMENT NAME, PHASE X. Either all improvements have been installed by the sub-divider in accordance with the requirements of these regulations and with the action of the Board of Aldermen, accepting maintenance of the specified utilities; or a bond, certified check, or an irrevocable letter of credit has been posted by the sub-divider which is available to the City in a sufficient amount to ensure completion of all required improvements.

As of this the _____ day of _____, 20__.

City Engineer Name
City Engineer, City of Oxford.

MINUTE BOOK No. 78, CITY OF OXFORD

Resolution previously entered by the City of Oxford regarding tax increment financing for certain improvements at or near Oxford Commons in the City of Oxford, and after a discussion of the subject matter, Alderman _____ offered and moved the adoption of the following resolution:

RESOLUTION DECLARING THE INTENTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF OXFORD, MISSISSIPPI, TO WITHDRAW THEIR PRIOR RESOLUTION OF INTENT TO ISSUE TAX INCREMENT FINANCING BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED NINE MILLION DOLLARS (\$9,000,000) TO FINANCE THE COST OF INSTALLING AND CONSTRUCTING CERTAIN INFRASTRUCTURE IMPROVMENTS IN CONNECTION WITH THE DEVELOPMENT OF A MIXED-USE COMMERCIAL PROJECT WITHIN SAID CITY IN ACCORDANCE WITH THE AUTHORITY GRANTED TO MUNICIPALITIES BY THE LEGISLATURE WITH RESPECT TO TAX INCREMENT FINANCING AS SET FORTH IN CHAPTER 45 OF TITLE 21, MISSISSIPPI CODE OF 1972, AS AMENDED

WHEREAS, the City of Oxford ("City") previously passed a non-binding resolution of intent to issue tax increment financing ("TIF"), pursuant to Mississippi's "Tax Increment Financing Act," Sections 21-45-1 *et seq.*, Mississippi Code of 1972, as amended and supplemented from time to time ("the "TIF Act"), in connection with a project to be constructed in the City; and

WHEREAS, such intent resolution acknowledged that New Regional Planning, Inc. (the "Developer") had proposed to make certain improvements to State Highway 7 and Sisk Road and to develop a project to be known as "Oxford Commons" ("the Project"); and

WHEREAS, the Developer had requested that the City issue certain tax increment financing bonds, in one or more series, in a principal amount not to exceed Nine Million Dollars (\$9,000,000) (the "TIF Bonds"), to finance the installation and construction of various infrastructure improvements related to the Project; and

WHEREAS, the Developer owns or controls certain property within the TIF District; and

WHEREAS, the Developer has informed the City that, without rezoning or variances from currently allowable uses of certain of the Developer's property within the TIF District, the Developer is unwilling or unable to make the improvements contemplated by the Project;

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY, ACTING FOR AND ON BEHALF OF THE CITY, AS FOLLOWS:

The prior Resolution, dated _____, is hereby withdrawn.

Alderman _____ seconded the motion to adopt the foregoing resolution, and the question being put to a roll call vote, the result was as follows:

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Alderman Rick Addy voted: _____
Alderman Mark Hulse voted: _____
Alderwoman Janice Antonow voted: _____
Alderman Ulysses Howell voted: _____
Alderman Preston E. Taylor voted: _____
Alderman Jason Bailey voted: _____
Alderman John Morgan voted: _____

The motion having received the affirmative vote of a majority of the members of the Governing Body present, being a quorum of said Governing Body, the Mayor declared the motion carried and the resolution adopted this the 18th day of July, 2017.

(SEAL)

Mayor of the City of Oxford, Mississippi

ATTEST:

City Clerk of the City of Oxford,
Mississippi

MINUTE BOOK No. 79, CITY OF OXFORD
CONTRACT CHANGE ORDER

Change Order No. 2
Date: April 17, 2018
State: Mississippi
County: Lafayette

CONTRACT FOR: Sisk Avenue Extended

OWNER: Lafayette County and City of Oxford, Mississippi

To: M & N Excavators, Inc.
(Contractor)

You are hereby requested to comply with the following changes from the Contract Plans and Specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	Decrease in Contract Price	Increase in Contract Price
See attached sheet for pay item breakdown		
Installation of AT&T conduit and force main relocation		\$33,228.75
Raise grade of Sisk/CR 2020 intersection		\$18,745.38
Reduce paving footprint on Hwy. 6 Eastbound	\$38,892.64	
TOTALS:	\$38,892.64	\$51,974.13
Net Change in Contract Price:		\$13,081.49

JUSTIFICATION: See attached sheet.

The amount of the Contract will be (~~Decreased~~) (Increased) (~~Unchanged~~) by the Sum of Thirteen Thousand Eighty One and 75/100s Dollars (\$13,081.49)

The Contract Total including this and previous Change Orders will be Four Million Three Hundred Six Thousand Six Hundred Thirty One and 85/100s Dollars (\$4,306,631.85)

The Contract Period for Completion will be (~~Decreased~~) (~~Increased~~) (Unchanged) by _____ Days

This document will become a supplement to the Contract and all provisions will apply hereto.

Requested: _____
(Owner) (Date)

(Owner) (Date)

Recommended: _____
(Owner's Engineer) (Date)

Accepted: _____
(Contractor) (Date)

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Sisk Avenue Extended
Lafayette County and City of Oxford, Mississippi
Change Order No. 2 Attachment

Deletions:

209-A	Geotextile Stabilization, Type V, Non-Woven	913.00 SY @	\$2.28	\$2,081.64
S-304-D	Crushed Stone	340.00 Ton @	\$38.45	\$13,073.00
S-403-A	Hot Mix Asphalt, MT, 12.5-mm Mixture	100.00 Ton @	\$98.12	\$9,812.00
S-403-A	Hot Mix Asphalt, MT, 19-mm Mixture	150.00 Ton @	\$92.84	\$13,926.00

Subtotal Deletions: \$38,892.64

Additions:

S-203-A	Unclassified Excavation (FM)	3,000.00 CY @	\$2.90	\$8,700.00
901-S-502-D	8" PVC Sanitary Sewer Force Main (Installation)	1,200.00 LF @	\$17.41	\$20,892.00
901-S-502-F	Tracer Wire	1,200.00 LF @	\$0.78	\$936.00
901-S-502-I	Tie to Existing Force Main	1.00 Ea @	\$1,740.75	\$1,740.75
S-603-C-A	36" Reinforced Concrete Pipe, Class III	96.00 LF @	\$70.41	\$6,759.36
S-603-C-B	36" Reinforced Concrete Pipe, End Section	2.00 Ea @	\$1,643.01	\$3,286.02
S-603-PVC	4" PVC Conduit Installation	2,100.00 LF @	\$4.60	\$9,660.00

Subtotal Additions: \$51,974.13

Reasons:

- Relocation of existing 8" sanitary sewer force main.
- Installation of 4" conduit for AT&T to relocate their overhead lines underground.
- Raising proposed elevation of Sisk Extended/CR 2020 intersection 4.50 feet.
- Reduction in paving footprint in Highway 6 median for eastbound left turn lane.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

STATE OF MISSISSIPPI
COUNTY OF LAFAYETTE

PERMANENT SEWER LINE EASEMENT

IN CONSIDERATION of the sum of One and No/100 Dollars (\$1.00), cash in hand paid, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Grantor,

Lafayette County
300 North Lamar Boulevard
Oxford, MS 38655
(662) 236-2717

does hereby grant, bargain, sell, convey, and warrant unto, Grantee.

City of Oxford, Mississippi, a municipal corporation,
107 Courthouse Square
Oxford, MS 38655
(662) 232-2315

an exclusive, perpetual easement over, above, under, across and through certain areas of the Grantor property located near the intersection of MS Hwy. No. 6 and CR 406, City of Oxford, Mississippi, that is identified as "City of Oxford Sewer Line Easement" delineated twenty-five (25) feet centered on the main sewer line and being more particularly described and depicted on that certain Sewer Easement Exhibits, dated March 1, 2018, prepared by Elliott and Britt Engineering, PA, and attached hereto and incorporated herein as:

See Attached Exhibit "A" (Description) and "B" (Sewer Line Easement Area)
Indexing Instructions to be provided under separate cover

It is intended by this instrument to grant the exclusive, perpetual right to maintain, replace, reconstruct, access, inspect, operate, and repair the sewer lines, pipes, and all related facilities, and appurtenances thereto ("Sewer Lines"), all under, across and through the Sewer Line Easement Area, together with the right to perform such excavation, digging, grading, and general earth disturbing activities of such dimension and shape as those in charge of the construction and general disturbing deem necessary or incidental thereto, and such other rights as may be necessary or convenient for the enjoyment of the easements, rights and privileges provided herein. All such rights shall be exclusive and inure to the benefit of the City, its servants, agents, employees, and assigns. Notwithstanding the foregoing, Grantor and Grantee acknowledge and agree that Grantee shall not use the Sewer Line Easement Area for construction purposes, or for purposes of conducting construction activities, other than as necessary for the construction, installation, maintenance and repair of the Sewer Lines.

Notwithstanding the exclusive nature of this easement, the existing (**none present**) noted and as delineated on the attached Exhibit A and as approved in the construction site plan shall not be considered an encroachment.

The easement granted herein shall include all rights, benefits, privileges, and easements necessary or convenient for the full enjoyment and use of the Sewer Line Easement Area for the purposes described herein and shall include the necessary easements and rights for ingress and egress to and from the Sewer Line Easement over other property of the Grantor, and access to the sewer facilities, all for and to Grantee, servants, agents, employees and assigns, and the right to cut away and keep clear, remove and dispose of all trees and to remove and dispose of all obstructions now on the Sewer Line Easement Area by the Grantor or any person, which removal is necessary for the Grantee's use of the Sewer Line Easement Area; provided, however, that the Grantee shall restore the surface area as Grantee would restore and repair a city street (with crushed stone and asphalt patch) and seed with grass any non-paved areas, as needed and desired.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0068

Except for the rights, privileges, benefits and exclusive easement granted herein, Grantor reserves unto itself all rights of ownership and use to the Sewer Line Easement Area not inconsistent herewith; provided that such uses shall not interfere with the proper operation, maintenance and repair to the Sewer Lines. The easement granted herein shall run with and bind the land, benefiting the Grantee's property, and burdening the Grantor's property of which the Sewer Line Easement Area is a part.

The Grantee shall have the right to provide branch line connections to said lines and facilities whenever and wherever it shall deem advisable. Should the Grantee deem it advisable to increase the capacity of said lines and/or facilities, or any portion thereof, this instrument shall remain in force and effect for such increases in capacity the same as if repairs were being made.

The purpose of this instrument is to dedicate for public use the Sewer Lines. Grantor acknowledges and covenants that it is the sole, fee simple record holder of good and marketable title to the subject property described herein.

Grantor has been informed and understand that Grantor has the right to an appraisal and to the payment of fair market value for the property, and Grantor hereby waives said right to such an appraisal and compensation and hereby dedicates and donates the property to the City of Oxford.

TO HAVE AND TO HOLD said easement unto Grantee and its successors and assigns so long as the property described herein is used for the purpose designated above.

WITNESS MY SIGNATURE, this the _____ day of _____, 2018.

By: Lafayette County

By: Jeff Busby
Name: Jeff Busby
Title: President Board of Supervisors

CITY OF OXFORD MISSISSIPPI,
a municipal corporation

By: _____
Name: _____
Title: _____

STATE OF _____
COUNTY OF _____

Personally appeared before me, the undersigned authority in and for the said county and state, on this _____ day of _____, 2018, within my jurisdiction, the within named _____, who acknowledged to me that he is the authorized signatory of _____, and he executed the above and foregoing instrument for the purposes set forth therein, after first having been duly authorized so to do.

Notary Public

My Commission Expires:

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

EXHIBIT "A"**PERMANENT UTILITY EASEMENT****TO: THE CITY OF OXFORD, MISSISSIPPI****FROM: LAFAYETTE COUNTY, MISSISSIPPI****TAX PARCEL NO. 137X-26-157.00****STATE PLANE COORDINATE SYSTEM:***Bearings – Grid**Datum – NAD 83 (2011)**Zone – MS East**Scale Factor at P.O.B. – 0.99999515**Converg. At P.O.B. – -0°22'16.76"*

DESCRIPTION: A 0.38 acre, more or less parcel of land to be used for a permanent easement for utilities and being located in the Southwest Quarter (SW 1/4) of Section 26, Township 8 South, Range 3 West in Lafayette County, Mississippi and being more particularly described as follows:

Beginning at a 1/2" rebar set (N=1766839.1696, E=785659.1601) 2,021.47 feet North of and 10.22 feet West of a 1/2" rebar found (N=1764817.5147, E=785669.3894) at the Southwest Corner of Section 26, Township 8 South, Range 3 West in Lafayette County, Mississippi; run thence N 00°17'24" W for a distance of 300.17 feet to a 1/2" rebar set; run thence N 31°36'51" E for a distance of 319.72 feet to a 1/2" rebar set; run thence N 28°26'12" E for a distance of 45.00 feet to a 1/2" rebar set; run thence S 88°57'17" E for a distance of 28.20 feet to a 1/2" rebar set; run thence S 28°26'12" W for a distance of 58.64 feet to a 1/2" rebar set S 31°36'51" W for a distance of 320.41 feet to a 1/2" rebar set; run thence S 00°17'24" E for a distance of 269.99 feet to a 1/2" rebar set; run thence S 47°20'57" W for a distance of 33.83 feet to the point of beginning, containing 0.38 acres, more or less.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



To: Oxford, MS 04/09/2018

To whom it may concern:

This is to confirm that Evoqua Water Technologies is the sole source for Envirex™ Jet-Tech™, and Aqua-Lator™ systems.

Environmental Technical Sales Inc (ETEC) is our sales representative in the area and has exclusivity in the state of Mississippi for this equipment.

No one else is authorized to sell, solicit or manufacture our products in your area.

If you should have any questions regarding this matter, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Douglas E Pimlott".

Douglas Pimlott

Evoqua Water

2607 N Grandview Blvd. Suite 130

Waukesha, WI 53188

Tel: 262-521-8468

Fax: 262-521-8272

ENVIRONMENTAL TECHNICAL SALES, INC.
7731 OFFICE PARK BLVD
BATON ROUGE, LA 70809-7602

MINUTE BOOK No. 79, CITY OF OXFORD

QUOTATION

Quote Number: 48-0217
SAFEGUARD - DEMENT 62-0088
Quote Date: Apr 6, 2018
Page: 1

Contact: Abigail Ally
Voice: (225) 295-1200
Cell: (985) 373-1668
Fax: (225) 295-1800
Email: AAlly@ETEC-Sales.com

Customer Contact:
Contact: Randy McCluskey
Email: rgmcclusk@oxfordms.net
Voice:
Cell: (662) 816-5566
Fax:

Ship To:
City of Oxford
Oxford WWTP
559A Highway 7 South
Oxford, MS 38655

Customer ID	Good Through	Manufacturer / Lead Time	Sales Rep. Name
OXFORD	5/6/18	Envirex / 2-4 Weeks ARO	Abigail Ally

Quantity	Part Number	Description	Unit Price	Extended Price
108.00	W2T407002	Orbal Half Disc, 55.12 inch OD, 6 inch Bore, POLY	220.00	23,760.00
216.00	W2T122228	Cap Screw, Hex HD, .500 UNC x 2.75 inch, SS18-8		
432.00	W2T121105	Plain Washer, 0.500 inch Diameter SS 18-8SS		
216.00	W2T116723	Hex Nut, 0.5 inch Diameter UNC 304SS F594		
			Subtotal	23,760.00
			Sales Tax	
			TOTAL	23,760.00

Shipping Terms: Pre Pay & Add

ALL ORDERS RESULTING FROM THIS QUOTE WILL BE PROCESSED IN ACCORDANCE WITH ETEC'S TERMS & CONDITIONS

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Mississippi Procurement Manual

Effective Date: 01/01/18

the agency that published the proposed sole source procurement request with a detailed explanation of why the commodity is not a sole source procurement. If such an objection has been raised, the agency shall follow the following steps:

- (a) If the agency determines after review that the commodity in the proposed sole source request can be provided by another person or entity, then the agency must withdraw the sole source request publication from the procurement portal website and submit the procurement of the commodity to an advertised competitive bid or selection process.
- (b) If the agency determines after review that there is only one (1) source for the required commodity, then the agency may appeal to the Public Procurement Review Board. The agency has the burden of proving that the commodity is only provided by one (1) source.
- (c) If the Public Procurement Review Board has any reasonable doubt as to whether the commodity can only be provided by one (1) source, then the agency must submit the procurement of the commodity to an advertised competitive bid or selection process.

Once the procedures listed above have been followed, and an item has been certified as a single source item, the item may be purchased without complying with provisions for competitive bidding. Authority must be granted by the Office of Purchasing, Travel and Fleet Management prior to acquisition of the item by using the electronic P-1 process. A letter must be accompanied as an attachment to the P1 request outlining the results of the procedures that have been detailed above.

Following the approved purchase, per Section 31-7-13 (m)(viii), Mississippi Code of 1972, Annotated, the executive head of the state agency, or his designees, shall file with the Department of Finance and Administration, documentation of the purchase, including a description of the commodity purchased, the purchase price thereof and the source from whom it was purchased when submitting the applicable payment request as more particularly prescribed in the DFA MAAPP Manual. In the case of Institutions of Higher Learning, this can be done by adding an attachment to the university's previously approved P1 request.

3.109.03 Negotiation in Sole-Source Procurement

Once an item has been certified as sole source, the head of the purchasing agency or his/her designee shall conduct negotiations, as appropriate, as to price, delivery, and terms.

3.109.04 Sole-Source for Governing Authorities

In connection with the purchase by governing authorities of non-competitive items only available from one (1) source, a certification of the conditions and circumstances requiring the purchase shall be filed by the governing authority with the board of the governing authority.

3.110 Emergency Procurements

Notwithstanding any other provisions of this regulation, the Chief Procurement Officer, the head of a purchasing agency, or a designee of either officer may make or authorize others to make emergency procurements under emergency conditions as defined in Section 31-7-1(f), Mississippi Code of 1972, Annotated; provided, that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

INTERLOCAL AGREEMENT BETWEEN LAFAYETTE COUNTY, MISSISSIPPI, THE UNIVERSITY OF MISSISSIPPI, AND CITY OF OXFORD, MISSISSIPPI (Comprehensive Traffic Plan)

This Agreement (this "Agreement") is hereby entered into on the ____ day of April, 2018, by and between the Board of Supervisors of Lafayette County, Mississippi, the Mayor and Board of Aldermen of the City of Oxford, Mississippi, and the University of Mississippi, a state institution of higher learning duly existing under the laws of the State of Mississippi, which agreement is set forth as follows:

WHEREAS, the Board of Supervisors of Lafayette County, Mississippi, as the duly elected governing body of Lafayette County, Mississippi ("Lafayette County") has the authority and obligation to adequately promote the health, safety and welfare of the citizens of Lafayette County pursuant to Section 17-1-3 of the Mississippi Code of 1972, Annotated, as amended; and

WHEREAS, the Mayor and Board of Aldermen of the City of Oxford, Mississippi, as the duly elected governing authorities of the City of Oxford, Mississippi (the "City of Oxford"), have the duty to adequately promote the health, safety and welfare of the citizens of the City of Oxford, pursuant to Section 17-1-3, Section 21-17-1 and Section 55-9-1 of the Mississippi Code of 1972, Annotated, as amended; and

WHEREAS, the University of Mississippi's, (the "University") authority springs from its creation statute, Miss. Code Ann. § 37-115-1, from the statute enumerating the powers of the Board of Trustees of the Institutions of Higher Learning of the State ("IHL"), Miss. Code Ann. § 37-101-15, and from Miss. Code Ann. § 37-105-1 that empowers IHL to enact traffic rules and regulations for the control, direction, parking and general regulation of traffic and automobiles on the campus and streets of any state institution of higher learning under the supervision of the board, and has received approval from the Board of Trustees of State Institutions of Higher Learning to enter into this Agreement.

WHEREAS, the above parties have determined that it is in the best interest of the citizens of the aforesaid county and city and of the University and its student body to prepare and formulate a comprehensive traffic plan encompassing all of Lafayette County (the "Comprehensive Traffic Plan"); and

WHEREAS, the City of Oxford has engaged Waggoner Engineering, Inc. to prepare and formulate the Comprehensive Traffic Plan, and has requested financial assistance from Lafayette County and the University for one-third of that total cost; and

WHEREAS, the Board of Supervisors of Lafayette County, having now considered the City of Oxford's request, as well as feedback from its interested citizens, has found and determined that it is in the best interest of the citizens of Lafayette County to pursue an interlocal agreement with the City of Oxford and the University to contribute toward the cost of the Comprehensive Traffic Plan as set forth herein; and

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

WHEREAS, the University of Mississippi, having now considered the City of Oxford's request, has found and determined that it is in the best interest of the student body of the University to pursue an interlocal agreement with the City of Oxford to contribute toward the cost of the Comprehensive Traffic Plan as set forth herein; and

WHEREAS, the Mayor and Board of Aldermen of the City of Oxford have found and determined that it is in the best interest of the citizens of the City of Oxford to engage Waggoner Engineering, Inc. to prepare the Comprehensive Traffic Plan, and that it is further in the best interest of the citizens of the City of Oxford to secure a commitment from Lafayette County and the University for financial assistance to defray the cost of the preparation and development of the Comprehensive Traffic Plan.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein and pursuant to the authority of Section 17-13-1, et seq. of the Mississippi Code of 1972, Annotated, as amended, the Board of Supervisors of Lafayette County, Mississippi, the Mayor and Board of Aldermen of the City of Oxford, and the University of Mississippi do hereby agree as follows:

1. The foregoing recitals are hereby incorporated into and made a part of this Agreement.
2. This Agreement shall not take effect until it has been submitted to and approved by the Attorney General of the State of Mississippi in accordance with the provisions of the Interlocal Cooperation Act and has been filed with the Chancery Clerk of Lafayette County, Mississippi, and the Secretary of State. This Agreement shall continue for a period of two years or until the completed Comprehensive Traffic Plan has been received by the parties, whichever comes first. This agreement may be modified only by mutual written agreement of the parties hereto; however, any modification of this agreement must be approved by the Attorney General prior to the implementing of any such modifications. This Agreement does not bind successors in office and no real or personal property will be acquired or held pursuant to this Agreement.
3. There is hereby established a cooperative effort between the Board of Supervisors of Lafayette County, the Mayor and Board of Aldermen of the City of Oxford, and the University of Mississippi to obtain the Comprehensive Traffic Plan.
4. The Board of Supervisors of Lafayette County, Mississippi does hereby agree to pay the City of Oxford the sum of \$83,333.33 in fiscal year 2018 as one-third of the total cost of the Comprehensive Traffic Study.
5. The University of Mississippi does hereby agree to pay the City of Oxford the Sum of \$83,333.33 in the fiscal year 2018 as one-third of the total cost of the Comprehensive Traffic Study.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

6. The City of Oxford does hereby agree that all funds received from Lafayette County and the University for the purposes herein stated shall be appropriated and allocated toward the cost of the Comprehensive Traffic Study.
7. Based on this shared funding by the parties, it is hereby understood and agreed that all parties shall have equal access to the Comprehensive Traffic Plan once completed.
8. It is agreed that a Joint Comprehensive Traffic Study Steering Committee will be established for the purposes of making recommendations regarding the conduct of Waggoner Engineering, Inc. during all phases of the development of the Comprehensive Traffic Study. The Steering Committee will be comprised of six members. Two members will be appointed by the Board of Aldermen of the City of Oxford, two members will be appointed by the Lafayette County Board of Supervisors and two members will be appointed by the Chancellor of the University of Mississippi. It is contemplated that the Steering Committee will coordinate the activities of the Technical and Stakeholder Committees which will be formed after further consultation among the City, County and University. Upon final completion of the Traffic Study, the Steering Committee will give its recommendation as to the adoption of the Traffic Study by the respective entities.
9. The parties also agree that the City of Oxford may need or desire additional financial assistance from Lafayette County and/or the University as a result of changes in the scope and/or terms of the Comprehensive Traffic Study. In the event the City of Oxford makes a request to Lafayette County and/or the University for additional funds related to the completion of the Comprehensive Traffic Study, the Board of Supervisors of Lafayette County, Mississippi and/or the University of Mississippi agrees to consider such requests in good faith and within budgetary constraints.
10. This Agreement may be terminated by any of the Parties for any reason prior to the City's entering a binding agreement with Waggoner Engineering, Inc. This Agreement may be terminated by any of the Parties after having paid its share of the cost of the Comprehensive Traffic Plan; however, the amounts paid toward the cost of the plan shall not be refunded.

DATED: April ____, 2018.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

APPROVED:

JEFF BUSBY, PRESIDENT
LAFAYETTE COUNTY BOARD OF
SUPERVISORS

ATTESTED:

LISA CARWYLE, CLERK
LAFAYETTE COUNTY BOARD OF
SUPERVISORS

APPROVED:

MAYOR ROBYN TANNEHILL
CITY OF OXFORD, MISSISSIPPI

ATTESTED:

ASHLEY ATKINSON, CITY CLERK
CITY OF OXFORD, MISSISSIPPI

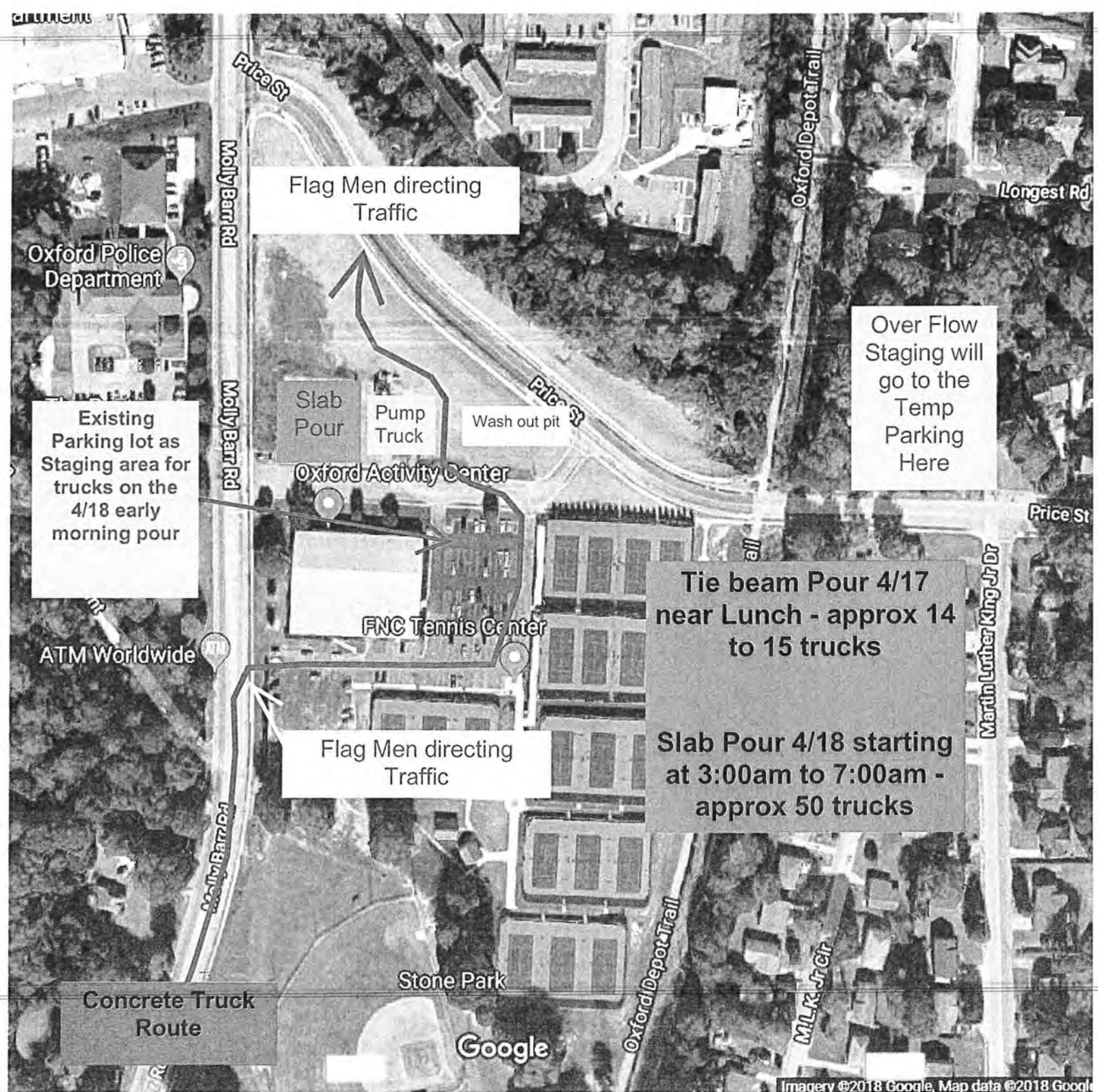
MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

CHANCELLOR, JEFF VITTER
THE UNIVERSITY OF MISSISSIPPI

ATTESTED:

THE UNIVERSITY OF MISSISSIPPI



MINUTE BOOK No. 79, CITY OF OXFORD

MINUTES

SAFEGUARD - DEMENT 62-0088

**THE CITY OF
OXFORD**

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, May 1, 2018, 5:00 pm - 7:00 pm

City Hall Courtroom

1. Call to order.

The meeting of the Mayor and Board of Alderman of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 5:00pm on Tuesday, May 1, 2018, in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor
 Rick Addy, Alderman Ward I
 Mark Huelse, Alderman Ward II-via telephone
 Janice Antonow, Alderman Ward III
 Ulysses Howell, Alderman Ward IV
 Preston Taylor, Alderman Ward V
 Jason Bailey, Alderman Ward VI
 John Morgan, Alderman At Large-via telephone

Mayo Mallette, PLLC-Of Counsel
 Ashley Atkinson, City Clerk
 Bart Robinson, Director of Public Works
 Reanna Mayoral, Assistant Director of Public Works
 Judy Daniel, Director of Planning
 Ben Requet, Assistant Director of Planning
 Joey East, Chief of Police
 Matt Davis, Director of Parking Enforcement
 Braxton Tullos, Human Resources Director
 Mark Heath, Fire Chief-absent
 Joey Gardner-Assistant Fire Chief
 Seth Gaines, Director of Oxford Park Commission
 Randy Barber, Director of Building Department
 Rob Neely, Superintendent of Oxford Electric Department
 Bo Ragon, Superintendent of City Shop-absent
 Jimmy Allgood, Director of Emergency Management
 Amberlyn Liles, Environmental Services Director
 Gray Parker, Planning Department
 Greg Pinion-Director, Buildings & Grounds
 Donna Fisher-Municipal Court Clerk
 Cindy Semmes-Executive Assistant to the Mayor
 Hollis Green-Director of Oxford Conference Center
 Mary Allyn Hedges-Visit Oxford
 Ron Biggs-Oxford University Transit
 Arledia Bennett-RSVP

2. Adopt the agenda for the meeting.

It was moved by Alderman Bailey, seconded by Alderman Howell to adopt the agenda for the meeting with one addition, item 11. Adopt a proclamation for Senior Volunteer Corps Week. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Mayor's Report

4. Authorize the approval of the minutes of the regular meeting on April 17, 2018.

It was moved by Alderman Antonow, seconded by Aldermen Taylor to approve the

minutes of the regular meeting on April 17, 2018. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Authorize the approval of accounts for all city departments.

It was moved by Aldermen Bailey, seconded by Aldermen Addy to approve the accounts for all city departments including a claims docket showing General Fund claims numbered 101197-101334, Trust & Agency claims numbered 27943-28014, Water & Sewer claims numbered 28922-28968, and Metro Narcotics claims numbered 7166-7169 and totaling \$2,213,807.89. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Consider the consent agenda:

It was moved by Alderman Bailey, seconded by Alderman Addy to approve the following consent agenda. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- a. Request approval of Bruce M. Greik as a driver for Unchained Pedicabs, LLC. (Joey East)
- b. Request permission to transfer a 1998 Ford Crown Vic, VIN 2FAP71W27X139257, from the Oxford Police Department to the Oxford-University Transit Department. (Ron Biggs/Joey East)
- c. Request permission for the Building Official to attend the BOAM Summer Conference in Bay St. Louis, MS on June 4-8, 2018 at an estimated cost of \$825.00. (Randy Barber)
- d. Request permission to hire Tyler Hill as a firefighter with an annual salary of \$34,419.26 (G9-4) and Jerry Rogers as a Certified Firefighter with an annual salary of \$36,515.34 (G9-7) in the Oxford Fire Department. (Braxton Tullos)
- e. Request permission for one communications officer to attend Behind the Badge training on May 21-22, 2018 in Tupelo, MS at an estimated cost of \$300.00 plus per diem. (Joey East)
- f. Request permission for two communications officers to attend APCO Summer Training on May 13-16, 2018 in Hattiesburg, MS at an estimated cost of \$1,294.11 plus per diem. (Joey East)
- g. Request permission for one communications officer to attend APCO Communications Supervisor class on May 23-25, 2018 in Gulfport, MS at an estimated cost of \$696.08 plus per diem. (Joey East)
- h. Request permission for two court employees to attend the Municipal Court Clerk Summer Program on June 24-26, 2018 in Biloxi, MS at an estimated cost of \$1,037.27. (Donna Fisher)
- i. Request approval to promote Derrick Gale in the Environmental Services Department, from Relief Driver/Operator to Driver, with a new annual salary of \$34,984.58 (G6-6) effective May 10, 2018. (Braxton Tullos)
- j. Request permission to hire Phillip Zampella as a part-time certified officer for the Oxford Police Department with an hourly rate of \$25.00. (Braxton Tullos)
- k. Request permission to hire Chandler Powell, Kegan Starks, and Jamarean Casey as Seasonal Laborers in the Buildings & Grounds Department, with an hourly rate of \$9.00 each. (Braxton Tullos)
- l. Request permission to hire Ajene Buchanan and Niamke Buchanan as seasonal workers in the Environmental Services Department, with an hourly rate of \$9.00 each. (Braxton Tullos)
- m. Request permission to adjust the salary of Andre Hill in the Environmental Services Department. Mr. Hill has his CDL and will be utilized as a seasonal driver. His new hourly rate will be \$15.00. (Braxton Tullos)
7. Adopt a retirement resolution for Clarence Williams in the Oxford Fire Department.

It was moved by Alderman Taylor, seconded by Alderman Bailey to adopt a

retirement resolution for Clarence Williams in the Oxford Fire Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

8. Adopt a retirement resolution for Randy Jones in the Oxford Fire Department.

It was moved by Alderman Addy, seconded by Alderman Bailey to adopt a retirement resolution for Randy Jones in the Oxford fire Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

9. Report from the Mayor's Council on Disability Issues. (Cameron Stubbs)

Cameron Stubbs, incoming Chair of the Mayor's Committee on Disability Issues, gave an update on the Committee's continued efforts in the community. The Board thanked the Committee for their service to the City.

10. Recognize Stacey Reycraft for her service on the Mayor's Council on Disability Issues.

The Board recognized Stacey Reycraft, outgoing Chair of the Mayor's Committee on Disability Issues, for her many years of service on the committee and to the citizens of Oxford.

11. Adopt a proclamation for Senior Volunteer Corps Week. (Arledia Bennett)

It was moved by Alderman Antonow, seconded by Alderman Taylor to adopt a proclamation for Senior Volunteer Corps Week. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

12. Request approval of a Notice to Proceed for the Architectural and Engineering Services for the Renovation of the Oxford University Transit Building and approve a contract for Architectural Services. (Tim Akers)

It was moved by Alderman Bailey, seconded by Alderman Addy to approve a Notice to Proceed for the Architectural and Engineering Services for the Renovation of the Oxford-University Transit building and approve a contract with Howorth Architects for architectural services. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

13. Consider a request for a water and sewer adjustment from the owner of 110 Anderson Rd. (Bart Robinson)

It was moved by Alderman Antonow, seconded by Alderman Taylor to approve a water and sewer adjustment for 110 Anderson Road in the amount of \$972.55. This is the second adjustment at this address in the last 12 months. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

14. Mid-Year report from Visit Oxford. (Mary Allyn Hedges)

Mary Allyn Hedges gave an update from Visit Oxford. This year's Double Decker Arts Festival was the biggest and best yet. The final numbers aren't in yet but the attendance was more than in years past. The Board thanked Mary Allyn and her staff for another successful event and for their hard work all year round.

15. Adopt a proclamation for Tourism Week. (Mary Allyn Hedges)

It was moved by Alderman Bailey, seconded by Alderman Addy to adopt a proclamation for Tourism Week. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

16. Request approval of a contract for website design services for the Oxford Conference Center. (Hollis Green)

It was moved by Alderman Bailey, seconded by Alderman Addy to approve a contract with Confit, LLC for website design services for the Oxford Conference Center. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

17. Request permission to advertise for Contract #2 on the WWTP Equalization Basin Project. (Bart Robinson)

It was moved by Alderman Bailey, seconded by Alderman Howell to advertise for Contract #2 for the WWTP Equalization Basin Project. All the aldermen present

voting aye, Mayor Tannehill declared the motion carried.

18. Consider a request for a Temporary Certificate of Occupancy for The Archive on Oxford Way. (Bart Robinson)

It was moved by Alderman Bailey, seconded by Alderman Antonow to approve a 60-day Temporary Certificate of Occupancy for The Archive on Oxford Way. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

19. Adopt Water Tank Way as the name of the driveway to the Whirlpool Water Tank for addressing purposes. (Bart Robinson)

It was moved by Alderman Antonow, seconded by Alderman Bailey to adopt Water Tank Way as the name of the driveway to the Whirlpool Water Tank. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

20. Request permission to transfer a 2007 Bobcat, VIN 563012886, from the Water & Sewer Department to FNC Park. (Bart Robinson)

It was moved by Alderman Bailey, seconded by Alderman Addy to transfer a 2007 Bobcat, VIN 563012886, from the Water & Sewer Department to FNC Park. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

21. Request permission to reallocate funds from the Sisk Avenue Transportation Enhancement Project to the East Jackson Avenue Sidewalk Project. (Bart Robinson)

It was moved by Alderman Addy, seconded by Alderman Bailey to ask MDOT to re-allocate funds from the Sisk Avenue Transportation Enhancement Project to the East Jackson Avenue Sidewalk Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

22. Request permission for an after hours concrete pour at the Activities Center for the week of May 14th. (Bart Robinson)

It was moved by Alderman Bailey, seconded by Alderman Antonow to approve a request for an after-hours concrete pour at the Activities Center for a day during the week of May 14th during the hours of 3:00am until 6:00am. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

23. Request permission to award contract for Jefferson Avenue Widening. (Bart Robinson)

It was moved by Alderman Bailey, seconded by Alderman Addy to accept the bids and award the contract for the Jefferson Avenue Widening Project to JM Duncan, Inc. in the amount of \$401,221.64 including alternates 1 and 2. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

24. Consider an executive session.

It was moved by Alderman Bailey, seconded by Alderman Addy to consider an executive session for matters related to police security measures, and matters of potential litigation. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Howell to enter into an executive session for a matter of police security measures in the downtown areas, a matter of police security measures related to Metro Narcotics, a matter of potential litigation related to property on Harrison Avenue, a matter of potential litigation related to property on West Jackson Avenue, and a matter of potential litigation related to property on CR 406. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Bailey to hire a appraiser for an easement on CR 406. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

25. Recess to meet on May 7, 2018 at 12:30pm.

It was moved by Alderman Antonow, seconded by Alderman Bailey to recess until

344

May 7, 2018 at 12:30pm. All the aldermen present voting aye, Mayor Tannehill
declared the motion carried.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088


Robyn Tannehill, Mayor


Ashley Atkinson, City Clerk

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0089

*RESOLUTION*

Whereas, Assistant Chief Clarence Williams has been a valued member of the City of Oxford since April 19, 1993, establishing himself as a valuable resource and respected among not only his fellow workers, but the entire Oxford and Lafayette County community; and

Whereas, Clarence Williams has served the City of Oxford for twenty-five years with dedication, purpose and passion while working as the Chief of Inspections in the Fire Department; and

Whereas, Clarence Williams' comprehensive knowledge and expertise in his job will be deeply missed; and

Whereas, Clarence Williams has always shown persistence in performing any tasks or projects when needed; and

Whereas, Clarence Williams, has made a mark on the City of Oxford characterized by his cutting to the safety of the public with a commendably high standard of service and respect to its citizens;

Now, therefore, be it resolved

That the City of Oxford, Mayor and Board of Aldermen of the City of Oxford express their sincere appreciation and gratitude to

*Clarence Williams
Chief of Inspections*

For his work on behalf of the Oxford Fire Department and community, we extend to him all the best wishes for a well-deserved and enriching retirement.

Be it further resolved that a copy of this resolution be spread upon the minutes of the City of Oxford and that a copy of same be presented to Clarence Williams on this day, the 1st of May 2018.

Mayor Robyn Tannehill

Alderman Jason Bailey

Alderman Preston Taylor

Alderman Ulysses Howell

Alderman Janice Antonow

Alderman Mark Hulse

Alderman John Morgan

Alderman Rick Addy



The City
Oxford
MISSISSIPPI

RESOLUTION

Whereas, Captain Randy Jones has been a valued member of the City of Oxford since April 19, 1993, establishing himself as a valuable resource and respected among not only his fellow workers, but the entire Oxford and Lafayette County community; and

Whereas, Randy Jones has served the City of Oxford for twenty-five years with dedication, commitment and passion while working as a Captain in the Fire Department; and

Whereas, Randy Jones knowledge and expertise in his job will be deeply missed; and

Whereas, Randy Jones, in his service as a Fire Investigator and as the Team Coordinator for the MS Task Force 1, Oxford Team has shown dedication in performing any tasks or projects when needed; and

Whereas, Randy Jones has made a mark on the City of Oxford characterized by his calling to the safety of the public with a commendably high standard of service and respect to its citizenry;

Now, therefore, be it resolved:

That the City of Oxford Mayor and Board of Aldermen of the City of Oxford express their sincere appreciation and gratitude to

Randy Jones
Captain, Truck 1 - 'B' Shift

For his work on behalf of the Oxford Fire Department and community, we extend to him all the best wishes for a well-deserved and enriching retirement.

Be it further resolved that a copy of this resolution be spread upon the minutes of the City of Oxford and that a copy of same be presented to Randy Jones on this day, the 1st of May 2018.

Mayor Robyn Tannehill

Alderman Jason Bailey

Alderman Preston Taylor

Alderman Ulysses Howell

Alderman Janice Antonow

Alderman Mark Hulse

Alderman John Morgan

Alderman Rick Addy

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0085

Melinda L. McGrath
Executive Director

P. O. Box 1850
Jackson, MS 39215-1850
Telephone (601) 359-7001
FAX (601) 359-7110
GoMDOT.com



James A. Williams, III
Deputy Executive Director/Chief Engineer
Lisa M. Hancock
Deputy Executive Director/Administration
Willie Huff
Director, Office of Enforcement
Charles R. Carr
Director, Office of Intermodal Planning

April 10, 2018

Mr. Ronald Biggs, General Manager
City of Oxford-Oxford University Transit
409 McElroy Drive
Oxford, MS 38655

Dear Mr. Biggs:

**Subject: Written Notice to Proceed – Architectural/Engineering Services Renovation of Operations Facility
5339 Bus and Bus Facility Program Contract No. 76-0039-17-902**

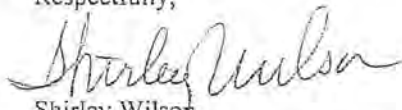
This letter is a follow-up to the Selection Concurrence Package. We have reviewed the Selection Procedures. Based on this review, it appears that the selection procedures were followed in accordance with the applicable guidelines established in the Federal Transit Administration Best Practice Procurement Manual and State Procurement Procedures. Therefore, the MDOT concurs with the City of Oxford-Oxford University Transit selection of Howorth & Associates Architects for the referenced project.

Projects funded with Federal Transit Administration (FTA) assistance must meet the requisite third party contracting guidance contained in FTA Circular 4220.1F "Third Party Contracting Guidance" and certain 49 CFR 18.36 requirements. In particular there are specific clauses that must be included in procurement documents /agreements for all contractors and sub-contractors.

In order to receive reimbursement of the eligible costs a numbered invoice on your agency's letterhead with attached vendor invoice and/or proof of payment must be submitted.

If you have questions or need further assistance, you may contact me or Roderick Bailey of my staff at 601-359-7800.

Respectfully,


Shirley Wilson
Director, Public Transit Division

Transportation: The Driving Force of a Strong Economy

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

**Design and Engineering RFQ Bidder's List
10-12-2017**Howorth Associates Architects – howo@howortharch.comKristen Doty - JBHM Architects – kdoty@jbhm.comAllen Hoshall Kimberly Theis ktheis@allenhoshall.comJustin Zahner - jzahner@szzarch.comBeard and Riser - Dale Riser - driser@beardriser.comBarlow, Eddy, Jenkins – Kim Khun - kkhun@bejarchitecture.comA2H - Andy Reynolds - andyr@a2h.comDean and Dean Associates – Kenny Oubre koubre@deandean.com**BIDS RECEIVED by DUE DATE, BID RESPONSIVENESS, AND RANKING**

Beard and Riser – Responsive

SCORE: 475

Howorth and Associates - Responsive

SCORE: 485

MDS Design Studio – Not Responsive (material deficiency)

Failed to send appropriate number of copies (digital and hard copies)

Failed to sign any of the required four attachments:

Attachment 1: Affidavit

Attachment 2: MDSOT and FTA Certifications and Assurances

Attachment 3: Certification of Contractor Regarding Debarment and Suspension

Attachment 4: Certification of Restrictions on Lobbying

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

April 26, 2018

Bart Robinson
Director of Public Works
107 Courthouse Square
Oxford MS 38655

Dear Mr. Robinson:

I'm writing to request a water adjustment for 110 Anchorage Road. I am the owner of the property, the tenant is not financially able to pay the \$1448.03. She is on the voucher program with Oxford Housing Authority. There was a toilet leak which I fixed myself. The tank inside the toilet was leaking without her realizing it. She received an adjustment in August of 2017 so as I understand it, she is not eligible for an adjustment currently without Board of Aldermen permission. I ask the Board to please consider this request and authorize an adjustment for her. Thanks.

Sincerely,



John Davis
Landlord for 110 Anchorage Road

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0068

INSIDE WATER LEAK - INSIDE RATES

OXFORD ELECTRIC DEPT

Account 210425
Name ANGELIA YOUNG
Street 110 ANCHORAGE RD
Address OXFORD MS 38655
Meter Number W5454079

MONTH	WT USAGE	WT CHARGE	WT TAX	WT TOTAL
Mar-18	529	\$187.80	\$0.00	\$187.80
Feb-18	1884	\$668.82	\$0.00	\$668.82
Jan-18	11	\$7.10	\$0.00	\$7.10
Dec-17	45	\$15.98	\$0.00	\$15.98
Nov-17	39	\$13.85	\$0.00	\$13.85
Oct-17	30	\$10.65	\$0.00	\$10.65
Sep-17	21	\$7.46	\$0.00	\$7.46
Aug-17	38	\$13.49	\$0.00	\$13.49
Jul-17	453	\$160.82	\$0.00	\$160.82

Normal Usage Average: 31
Number of Months Adjusted: 2
Water Rate: 0.355
Sewer Rate: 0.472
Total High Usage: 2413
High - Normal: 2351
Water Usage Adjustment: -1176
Sewer Usage Adjustment: -1176
Water Adjustment: -\$417.48
Sewer Adjustment: -\$555.07

ADJUSTMENT DATE: 4/26/2018
EMAIL: X

Usage History By Meter

Place Data in Excel | Extended History | Print Form

OXFORD ELECTRIC DEPT

Account

Name

Street

City/St

Service

Consumption

Equipment Mult.

Route

Meter No. W5454079

ERT ID.

024

Status	Month	Number Of Days	Total Usage	Water Charges	Water Tax	Water Totals	Sanitation Charges	Adjusted
	Mar 2018	30	523	\$187.80	\$0.00	\$187.80	\$21.00	
	Feb 2018	28	1884	\$668.82	\$0.00	\$668.82	\$21.00	
	Jan 2018	27	11	\$7.10	\$0.00	\$7.10	\$21.00	
	Dec 2017	30	45	\$15.98	\$0.00	\$15.98	\$21.00	
	Nov 2017	39	39	\$13.85	\$0.00	\$13.85	\$21.00	
	Oct 2017	29	30	\$10.65	\$0.00	\$10.65	\$21.00	
	Sep 2017	30	21	\$7.46	\$0.00	\$7.46	\$18.00	
	Aug 2017	28	38	\$13.49	\$0.00	\$13.49	\$18.00	
	Jul 2017	41	453	\$160.82	\$0.00	\$160.82	\$25.80	
P	Jun 2017	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
P	May 2017	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
P	Apr 2017	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
	Averages		254					

1

Usage History By Meter

Place Data in Excel

Extended History

Print Form

OXFORD ELECTRIC DEPT

Account: [REDACTED]

Service SW

Name [REDACTED]

Consumption 1

Street 110 ANCHORAGE RD

Equipment Mult. 1

City/St OXFORD MS 38655

Route 024

Meter No. W5454079

ERT ID.

Status	Month	Number Of Days	Total Usage	Sewer Charges	Tax	Totals	Adjusted
	Mar 2018	30	529	\$249.69	\$0.00	\$249.69	
	Feb 2018	28	1884	\$889.25	\$0.00	\$889.25	
	Jan 2018	27	11	\$9.44	\$0.00	\$9.44	
	Dec 2017	30	45	\$21.24	\$0.00	\$21.24	
	Nov 2017	39	39	\$18.41	\$0.00	\$18.41	
	Oct 2017	29	30	\$14.16	\$0.00	\$14.16	
	Sep 2017	30	21	\$9.91	\$0.00	\$9.91	
	Aug 2017	28	38	\$17.94	\$0.00	\$17.94	
	Jul 2017	41	245	\$213.82	\$0.00	\$213.82	Adj
P	Mar 2017	49	57	\$26.90	\$0.00	\$26.90	
P	Jan 2017	34	26	\$12.27	\$0.00	\$12.27	
P	Dec 2016	28	28	\$13.22	\$0.00	\$13.22	
	Averages		246				

1

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

Receipt Number: PYMT00001692339
Receipt Date: 8/29/2017
Customer ID: 012266
Location ID: 210425

On Behalf of:
ANGELIA YOUNG
110 ANCHORAGE RD
OXFORD MS 38655

Re Service Address:

110 ANCHORAGE RD
OXFORD MS 386552556
USA

Total Amount Received by	Credit Notes	\$73.84
INSIDE LEAK - WT ADJ - JULY 2017		

Receipt Number: PYMT00001692341
Receipt Date: 8/29/2017
Customer ID: 012266
Location ID: 010125

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

On Behalf of:
ANGELIA YOUNG
110 ANCHORAGE RD
OXFORD MS 38655

Re Service Address:

110 ANCHORAGE RD
OXFORD MS 386552556
USA

Total Amount Received by	Credit Notes	\$98.18
INSIDE LEAK - SW ADJ - JULY 2017		

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-008R



**NATIONAL
TRAVEL &
TOURISM
WEEK** MAY 6-12, 2018

Whereas travel has a positive effect on Mississippi and the nation's economic prosperity and image abroad, it also impacts business productivity and to individual travelers' well-being.

Whereas travel to and within the United States provides significant economic benefits for the nation, generating more than \$2.4 trillion in economic output in 2017, with nearly \$1 trillion spent directly by travelers.

Whereas travel is among the largest private-sector employers in the United States, supporting 15.6 million jobs in 2017, including 8.8 million directly in the travel industry and 6.8 million in other industries.

Whereas travelers' spending directly generated tax revenues of \$164.8 billion for federal, state and local governments, funds used to support essential services and programs.

Whereas Oxford, Mississippi collected over \$3 million from the food/beverage tax and \$449,000 from the hotel/motel tax. The estimated travel and tourism expenditures by visitors was \$174 million.

Whereas international travel to the United States is the nation's number one services export and number two overall.

Whereas meetings, events and incentive travel are core business functions that help companies strengthen business performance, educate employees and customers and reward business accomplishments—which in turn boosts the U.S. economy. In 2017, domestic and international business travelers spent \$317.2 billion.

Whereas leisure travel, which accounts for more than three-quarters of all trips taken in the United States, spurs countless benefits to travelers' health and wellness, creativity, cultural awareness, education, happiness, productivity and relationships.

Whereas travel is a pillar of economic growth, creating jobs at a faster rate than other sectors.

Whereas welcoming visitors from near and far always has been, and always will be, the enduring ethos of the travel industry and Oxford, Mississippi.

Now, therefore, I Mayor Robyn Tannehill do hereby proclaim May 6-12 as National Travel and Tourism Week in Oxford, Mississippi and urge the citizens of Oxford, Mississippi to join me in this special observance with appropriate events and commemorations.

Mayor

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

CONFIT LLC WEB DEVELOPMENT CONTRACT

This Agreement is between the Oxford Conference Center, hereinafter referred to as "Client" and Confit LLC, hereinafter referred to as "Contractor". This Agreement is with respect to the design and development of the Oxford Conference Center website, hereinafter referred to as the "Work." Whereas, Contractor is a professional web development company of good standing; whereas, Client wishes Contractor to create certain Work described more fully herein; and whereas, Contractor wishes to create such Work; now, therefore, in consideration of the foregoing premises and the mutual covenants hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. SCOPE OF WORK:**1.1 Project specifics:**

The Client wishes the Contractor to develop a new website, the scope of which is defined below:

- Creation of a clean, easy to navigate website that provides a seamless user experience across desktop computers, laptops, tablets, and mobile devices.
- A professional, modern website design, tailored towards showcasing the Client's facilities and services.
- Integration of an easy-to-use CMS allowing the website content to be maintained by the Client. We recommend WordPress as it is easy to maintain, easy to edit, and widely supported.
- Implementation of necessary third party WordPress plugins for security.
- Migration of necessary content from the Client's current website and addition of new content.
- Creation of a secure contact form that submits to selected staff and an online database.
- Integration of open graph meta tags.
- Bug, device and browser testing.
- Integration with social media services
- Google analytics and Webmaster tools integration.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- Migration to live server.
- Maintenance support and site edits for 30 days after site launch.

1.2 Fee Summary:

The price for the Work is \$4,750.

The Client shall pay the Contractor a deposit of \$2,000 upon project commencement.

A further \$2,000 is due upon completion of the website development.

The balance of \$750 will be paid upon launch of the site.

2. TERMS AND CONDITIONS:**2.1 Expiration:**

The terms of the Agreement shall be effective for 30 days after presentation to Client. If this Agreement is not executed by Client within 30 days of receipt it shall immediately terminate.

2.2 Invoices

All invoices are payable within 30 days of receipt. A 1.5 percent monthly service charge or the maximum amount allowable under Mississippi law, is payable on all overdue balances. Payments will be credited first to late payment charges and next to the unpaid balance. Contractor reserves the right to withhold delivery and any transfer of ownership of any current work if accounts are not current or overdue invoices are not paid in full. All grants of any license to use or transfer of ownership of any intellectual property rights under this Agreement are conditioned upon receipt of payment in full which shall be inclusive of any and all outstanding additional costs, taxes, expenses and fees, charges or the costs of changes.

2.3 Ownership

Upon Client's approval of the final version of the Work, or upon termination of this Agreement, whichever occurs earlier, Contractor shall deliver to Client all code, documentation, reports and other materials created by Contractor in the course of its performance under this Agreement and any other items reasonably necessary for the operation of the final version of the Work (other than third party operating system

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

software, third party networking software, web browsers and hardware) and all changes and enhancements thereto.

2.4 Accreditation/Promotions

All displays or publications of the Work shall bear accreditation and/or copyright notice in Contractor's name in the form, size and location as incorporated by Contractor in the Work, or as otherwise directed by Contractor. Contractor retains the right to reproduce, publish and display the Work in Contractor's portfolios and websites, and in galleries, design periodicals and other media or exhibits for the purposes of recognition of creative excellence or professional advancement, and to be credited with authorship of the Work in connection with such uses. Either party, subject to the other's reasonable approval, may describe its role in relation to the Work and, if applicable, the services provided to the other party on its website and in other promotional materials, and, if not expressly objected to, include a link to the other party's website.

2.5 Term and Termination

Either party may terminate this Agreement by giving 30 days written notice to the other of such termination. In the event that Work is postponed or terminated at the request of the Client, the Contractor shall have the right to bill pro rata for work completed through the date of that request, while reserving all rights under this Agreement. If additional payment is due, this shall be payable within thirty days of the Client's written notification to stop work. Upon termination of this agreement, Contractor will transfer to Client all property and materials in control of Contractor and for which Client has paid.

2.6 Force Majeure

Contractor shall not be deemed in breach of this Agreement if Contractor is unable to complete the Services or any portion thereof by reason of fire, earthquake, labor dispute, act of God or public enemy, death, illness or incapacity of Contractor or any local, state, federal, national or international law, governmental order or regulation or any other event beyond Contractor's control (collectively, "Force Majeure Event"). Upon occurrence of any Force Majeure Event, Contractor shall give notice to Client of its inability to perform or of delay in completing the Services and shall propose revisions to the schedule for completion of the Services.

2.7 Governing Law

The formation, construction, performance and enforcement of this Agreement shall be in accordance with the laws of the United States and the state of Mississippi.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

2.8 Integration

This Agreement comprises the entire understanding of the parties hereto on the subject matter herein contained, and supersedes and merges all prior and contemporaneous agreements, understandings and discussions between the parties relating to the subject matter of this Agreement.

By their execution below, the parties hereto have agreed to all of the terms and conditions of this Agreement effective as of the date of the last signature below, and each signatory represents that it has the full authority to enter into this Agreement and to bind her/his respective party to all of the terms and conditions herein.

CONTRACTOR:

Confit LLC – James Kelleway, Manager

Signed: _____ Date: 04/26/2018 _____

CLIENT:

Oxford Conference Center

Signed: _____ Date: _____

Print Name: _____ Title: _____

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD DEMEND 82-0088



MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



MINUTE BOOK No. 79, CITY OF OXFORD

City of Oxford Application
East Jackson Avenue Pedestrian Improvements
SAFEGUARD - DEMENT 62-0088
January 30, 2018

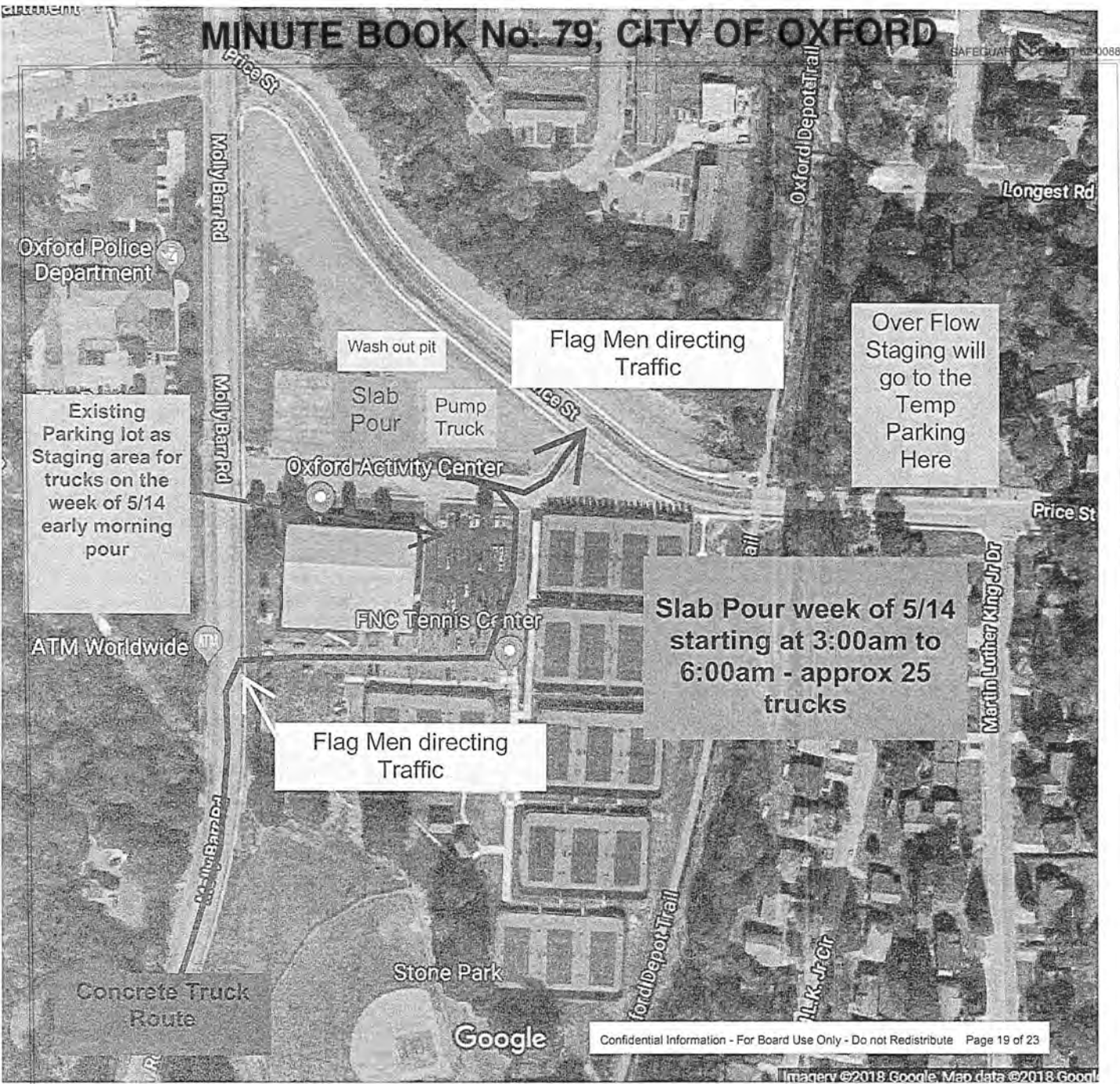
Maps, Plans, and Photographs

Project Map based on Functional Classification Map



URBAN FUNCTIONAL CLASSIFICATION LEGEND		
EXISTING	PROJECTED	
		INTERSTATE HIGHWAY
		OTHER FREEWAYS AND EXPRESSWAYS
		OTHER PRINCIPAL ARTERIAL
		MINOR ARTERIAL
		MAJOR COLLECTOR
		MINOR COLLECTOR
		URBAN BOUNDARY
		FEDERAL AID NUMBER

FUNCTIONAL CLASSIFICATION SYSTEM
OXFORD URBAN AREA
MISSISSIPPI
LAFAYETTE COUNTY
© 2015
MISSISSIPPI DEPARTMENT OF TRANSPORTATION
PLANNING DIVISION



MINUTE BOOK No. 79, CITY OF OXFORD

Bid Tabulation
Jefferson Wardening and Street Improvements
SAFEGUARD - DEMENT 62-0088

Bid Opening: April 26, 2018 at 2:00 pm

Location: City of Oxford - City Hall
107 Courthouse Square
Oxford, MS 38655

Bidder #	Company	Address	Certificate #	Contact
1	Bennett Construction	1109 North Lamar #2 Oxford, MS 38655		Fay Gillespie Tel: 662-234-4932 Fax: 662-234-7864 bennettconstruction1@yahoo.com
2	ENSCOR, LLC	5566 Commander Dr. Arlington, TN 38002		Debbie Ferrer Tel: 901-867-2297 Fax: 901-867-9410 debbie@enscor.net
3	JM Duncan Inc.	P.O. Box 1355 700 Terry Street Ripley, MS 38663		Robbie Sides Tel: 662-587-2221 Fax: 662-993-8579 robbie.jmduncaninc@yahoo.com
4	Pittman Construction Co., Inc.	509 Pinecrest Road Corinth, MS 38834		Tyler Pittman Tel: 662-808-5413 Fax: 888-456-6641 tpittman5400@gmail.com
5	Shaw Services, LLC	861 Old Hwy 4 W Holly Springs, MS 38635		Brian Clanton Tel: 662-544-1347 Fax: 662-544-1347 brian.clanton@shawllcms.com
6	Xcavators Inc.	20831A Highway 15 N Falkner, MS 38629		Caleb McAlister Tel: 662-512-8962 Fax: 662-502-0050 caleb@xcavators-inc.com

Bidder #	BASE BID	ALTERNATE NO. 1 1½" MILL & OVERLAY	ALTERNATE NO. 2 STAMPED HMA CROSSWALK
1	--	--	--
2	--	--	--
3	\$317,558.25	\$72,355.44	\$11,307.95
4	--	--	--
5	--	--	--
6	--	--	--

CERTIFICATION

I, Michael Shane Cardwell, Professional Engineer, do hereby certify that I have examined the Bid tabulated hereon and the same was found to be arithmetically correct as noted (complete unit price bid tabulation is attached hereto). The bid tabulated herein was opened and read aloud at 2:00 p.m. on the 26th day of April, 2018, at City Hall located at 107 Courthouse Square, Oxford, Mississippi.



PRECISION ENGINEERING CORPORATION
276 CR 101
Oxford, MS 38655
(662) 234-8539
Michael Shane Cardwell, P.E.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

276 County Road 101
Oxford, MS 38655
oxford@pecorpms.com



Phone 662-234-8539
Fax 662-234-8639
www.pecorpms.com

PROJECT NAME: JEFFERSON AVENUE WIDENING & STREET IMPROVEMENTS
PEC# 17247

A. DEMOLITION				JM DUNCAN, INC.	
ITEM NO.	DESCRIPTION	UNIT	APPROXIMATE QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	SAWCUT EXISTING ASPHALT/CONCRETE	LF	1,650	\$11.00	\$18,150.00
2	ASPHALT PAVEMENT REMOVAL	SY	400	\$15.00	\$6,000.00
3	CONCRETE PAVEMENT REMOVAL	SY	408	\$15.00	\$6,120.00
4	COMBINATION CURB AND GUTTER REMOVAL	LF	1,097	\$12.00	\$13,164.00
5	SIDEWALK REMOVAL	SY	273	\$10.00	\$2,730.00
6	REMOVAL OF EXISTING STRIPING	LS	1	\$16,050.00	\$16,050.00
SUB - TOTAL DEMOLITION					\$62,214.00
B. SANITARY SEWER SYSTEM					
1	MANHOLE FRAME & COVER ADJUSTMENTS (0-12", VERT.)	EA	3	\$650.00	\$1,950.00
SUB - TOTAL SANITARY SEWER SYSTEM					\$1,950.00
C. STORM SEWER SYSTEM					
1	15" RCP STORM DRAIN	LF	24	\$111.00	\$2,664.00
2	18" RCP STORM DRAIN	LF	8	\$176.00	\$1,408.00
3	CURB INLET (SS-2)	EA	1	\$8,100.00	\$8,100.00
4	GRATE INLET STRUCTURE	EA	1	\$9,100.00	\$9,100.00
5	STORM STRUCTURE ADJUSTMENTS TO FINISH GRADE (0-12", VERT.)	EA	1	\$650.00	\$650.00
6	RAISE & INSTALL NEW ACCESS FRAME & COVER (over existing storm drain manhole)	EA	2	\$1,500.00	\$3,000.00
SUB - TOTAL STORM SEWER SYSTEM					\$24,922.00
D. WATER DISTRIBUTION SYSTEM					
1	6" DUCTILE IRON WATERLINE	LF	20	\$25.00	\$500.00
2	DUCTILE IRON FITTINGS	LBS	200	\$8.00	\$1,600.00
3	RELOCATED EXISTING FIRE HYDRANT ASSEMBLY	EA	2	\$840.00	\$1,680.00
4	VALVE BOX ADJUSTMENTS TO FINISH GRADE (0-12", VERT.)	EA	5	\$250.00	\$1,250.00
SUB - TOTAL WATER DISTRIBUTION SYSTEM					\$5,030.00

				JM DUNCAN, INC.	
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
E. HARDSCAPE AND PAVING					
1	5.5" REINFORCED CONCRETE PAVEMENT/APRONS	SY	281	\$65.00	\$18,265.00
2	HOT MIX ASPHALT PATCH (19mm, ST)	TONS	163	\$216.00	\$35,208.00
3	CRUSHED LIMESTONE AGGREGATE BASE	TONS	449	\$50.00	\$22,450.00
4	6" SUBGRADE PREP (BENEATH TEMP. SIDEWALK)	SY	116	\$10.00	\$1,160.00
5	CONCRETE CURB AND GUTTER (COMBINATION)	LF	769	\$30.00	\$23,070.00
6	CONCRETE CURB AND GUTTER (MOUNTABLE)	LF	384	\$30.00	\$11,520.00
7	CONCRETE SIDEWALK	SF	3,255	\$7.00	\$22,785.00
8	TEMPORARY ASPHALT SIDEWALK	SF	866	\$3.50	\$3,031.00
9	ADA TACTILE PAVERS	SF	245	\$50.00	\$12,250.00
SUB - TOTAL HARDSCAPE AND PAVING					\$149,739.00
F. STRIPING					
1	LEFT TURN ARROW (WHITE)	EA	4	\$280.00	\$1,120.00
2	STRAIGHT ARROW (WHITE)	EA	1	\$280.00	\$280.00
3	STRAIGHT/RIGHT COMBO ARROW (WHITE)	EA	3	\$320.00	\$960.00
4	RIGHT TURN ARROW (WHITE)	EA	1	\$280.00	\$280.00
5	24" STOP BAR (WHITE)	LF	104	\$14.50	\$1,508.00
6	4" YELLOW STRIPE	LF	2,009	\$3.50	\$7,031.50
7	12" YELLOW STRIPE	LF	57	\$6.90	\$393.30
8	4" WHITE STRIPE	LF	453	\$3.50	\$1,585.50
9	4" WHITE PEDESTRIAN CROSSWALK STRIPE	LF	322	\$4.60	\$1,481.20
10	6" WHITE PEDESTRIAN CROSSWALK STRIPE	LF	274	\$5.75	\$1,575.50
11	12" WHITE PEDESTRIAN CROSSWALK STRIPE	LF	523	\$6.75	\$3,530.25
SUB - TOTAL STRIPING					\$19,745.25
G. MISCELLANEOUS ITEMS					
1	EROSION AND SEDIMENTATION CONTROL	LS	1	\$8,100.00	\$8,100.00
2	TRAFFIC CONTROL PLAN & IMPLEMENTATION	LS	1	\$32,730.00	\$32,730.00
3	ADVANCED WARNING MESSAGE BOARD	EA	2	\$5,100.00	\$10,200.00
SUB - TOTAL MISCELLANEOUS ITEMS					\$51,030.00
H. LANDSCAPING					
1	SOLID BERMUDA SOD	SY	366.00	\$8.00	\$2,928.00
SUB - TOTAL LANDSCAPING					\$2,928.00

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

				JM DUNCAN, INC.	
ITEM NO.	DESCRIPTION	UNIT	APPROXIMATE QUANTITY	UNIT PRICE	TOTAL AMOUNT
SUMMARY					
A. DEMOLITION					\$62,214.00
B. SANITARY SEWER SYSTEM					\$1,950.00
C. STORM SEWER SYSTEM					\$24,922.00
D. WATER DISTRIBUTION SYSTEM					\$5,030.00
E. HARDSCAPE AND PAVING					\$149,739.00
F. STRIPING					\$19,745.25
G. MISCELLANEOUS ITEMS					\$51,030.00
H. LANDSCAPING					\$2,928.00
SUB - TOTAL SUMMARY:					\$317,558.25

OTHER
(any additional amounts deemed necessary by Contractor to complete the WORK):

\$0.00

TOTAL CONSTRUCTION COSTS (BASE BID):

\$317,558.25

BID ALTERNATES:

ALTERNATE NO. 1					
			APPROXIMATE	UNIT	TOTAL
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	PRICE	AMOUNT
1	TEMPORARY STRIPING (PAINTED)	LS	1	6,700.00	6,700.00
2	MILLING (1½-INCHES)	SY	2,967	5.82	17,267.94
3	1½-INCH HOT MIX ASPHALT OVERLAY (12.5mm, ST)	TON	245	197.50	48,387.50
SUB - TOTAL ALTERNATE NO. 1					\$72,355.44

ALTERNATE NO. 1 (ADD) 1½-INCH MILL AND OVERLAY:

\$72,355.44

ALTERNATE NO. 2					
			APPROXIMATE	UNIT	TOTAL
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	PRICE	AMOUNT
1	STAMPED ASPHALT PEDESTRIAN CROSSWALK (JEFFERSON AVENUE at NORTH LAMAR)	SF	1,415	\$8.53	\$12,069.95
2	DEDUCT 6" WHITE PEDESTRIAN CROSSWALK STRIPE	LF	(274)	\$5.00	(\$1,370.00)
3	DEDUCT 12" WHITE PEDESTRIAN CROSSWALK STRIPE	LF	(282)	\$6.00	(\$1,692.00)
4	MOCKUP	LS	1	\$2,300.00	\$2,300.00
SUB - TOTAL ALTERNATE NO. 2					\$11,307.95

ALTERNATE NO. 2 (ADD) STAMPED ASPHALT CROSSWALK:

\$11,307.95

TOTAL CONSTRUCTION COSTS (BASE BID & ALTERNATES)

\$401,221.64

Note: Reference is made to the unit price for Item No. 3, Section G, Advanced Warning Message Board as proposed by JM Duncan, Inc., where the bidder provided a total price of \$10,200.00. The bidder provided a unit price of \$5,010.00, which would have corresponded to a total price of \$10,020.00. The discrepancy in the arithmetic has been resolved in favor of the total price so that the resolved unit price for Item No. 3 should have been \$5,100.00, which appeared to be the intent by the bidder. - MSC

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

City of Oxford
Board of Aldermen
Recess Meeting

Monday, May 7, 2018, 12:30 pm - 2:30 pm
Old RSVP Building next to City Hall



THE CITY OF
OXFORD

1. Call to order.

The meeting of the Mayor and Board of Alderman of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 12:30pm on Monday, May 7, 2018, in the Old RSVP Building next to City Hall when and where the following were present:

Robyn Tannehill, Mayor
Rick Addy, Alderman Ward I
Mark Hulse, Alderman Ward II
Janice Antonow, Alderman Ward III
Ulysses Howell, Alderman Ward IV
Preston Taylor, Alderman Ward V
Jason Bailey, Alderman Ward VI
John Morgan, Alderman At Large

Mayo Mallette, PLLC-Of Counsel
Ashley Atkinson, City Clerk
Bart Robinson, Director of Public Works
Judy Daniel, Director of Planning
Ben Requet, Assistant Director of Planning
Joey East, Chief of Police
Braxton Tullos, Human Resources Director
Rob Neely, Superintendent of Oxford Electric Department
Greg Pinion-Director, Buildings & Grounds

2. Adopt the agenda for the meeting.

It was moved by Alderman Morgan, seconded by Alderman Bailey to adopt the agenda for the meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Request permission for a current Environmental Services employee to serve as a driver for the Double Decker buses. (Braxton Tullos)

It was moved by Alderman Bailey, seconded by Alderman Addy to authorize Andre Hill, an Environmental Services employee, to also serve as a driver for the Double Decker buses. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Morgan, seconded by Alderman Bailey to advertise, open to the public, for drivers for the Double Decker buses. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4. Authorize the payment of a claim to Regions Bank for the 2014 GO Note, in the amount of \$105,113.26. (Ashley Atkinson)

It was moved by Alderman Bailey, seconded by Alderman Hulse to authorize the payment of a claim to Regions Bank for the 2014 GO Note in the amount of \$105,113.26. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Discuss signage and naming of the Pavilion. (Bart Robinson)

It was moved by Alderman Howell, seconded by Alderman Addy to formally name the pavilion, located at the corner of University Avenue and Bramlett Boulevard, "Old Armory Pavilion". Any signage to be located on the property will be consistent with the recommendations of the Wayfinding Master Plan. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Discuss signage at Oxford Park Commission. (Bart Robinson)

Bart Robinson presented a proposed sign for the new activity center. Pending further review, the board liked the idea of the sign simply reading "Oxford Park Commission" and not referencing the activity center itself.

7. Discuss placement of bistro lights in two alleys. (Bart Robinson)

After some discussion and citing safety concerns, it was moved by Alderman Bailey, seconded by Alderman Huelse to purchase and install cafe'/bistro style LED lights in the alleys located on 10th Street and 11th Street to be paid for from the 2% Food & Beverage fund. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Discuss the employee handbook. (Braxton Tullos)

The board discussed changes to the employee handbook as presented by Braxton Tullos. No action was taken at this time.

9. Consider an executive session.

It was moved by Alderman Morgan, seconded by Alderman Huelse to consider an executive session for a personnel matter and a matter related to police security measures. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Howell, seconded by Alderman Bailey to enter into an executive session for a personnel matter in the Oxford Electric Department and matters related to police security in the downtown area. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Huelse to suspend Jonathan Arbuckle in the Oxford Electric Department for one day without pay and require him to attend mandatory counseling. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.


Aldermen Howell, Morgan and Taylor left the meeting at this time.

It was moved by Alderman Bailey, seconded by Alderman Huelse to return to regular session. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

10. Adjourn.

It was moved by Alderman Bailey, seconded by Alderman Addy to adjourn Sine-Die. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.


 Robyn Tannehill, Mayor


 Ashley Atkinson, City Clerk

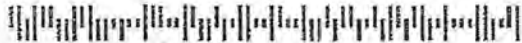


Oxford MS: Govt & Inst Banking
Officer: Anne Lary

11

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



0001452 01 MB 0.421 001
THE CITY OF OXFORD
107 COURTHOUSE SQUARE
OXFORD MS 38655-4068

2014
GO Note
001-201-850
AA 5/3/18

Acct Bk Use: MS522430086135732974

Due Date: 05/15/2018
Customer Number: 52-2430086135
Prepared Date: 04/30/2018
Total Amount Due: 105,113.26

COMMERCIAL LOAN STATEMENT

Page 01 of 02

Obligation Number	Maturity / Expiration Date	Principal Balance
0000732974	05/15/2019	204,153.59

Effective From - Thru	Description	Balance	Rate	Amount Due	Charge Type
05-15-18		204,153.59		101,636.41	Principal
05-15-17 - 05-21-17		204,120.35	1.6641	88.41	Interest
05-22-17 - 12-31-17		204,153.59	1.6641	2,113.89	Interest
01-01-18 - 05-14-18		204,153.59	1.6641	1,264.55	Interest

Interest Paid Prior Year Obligation: \$4,298.84
Interest Paid Prior Year Customer: \$4,298.84

Please disregard this statement if payment has already been made.

Detach and return bottom portion with your payment.



COMMERCIAL LOAN PAYMENT

Acct Bk Use: MS522430086135732974

52243008613591181001255500000000105113260

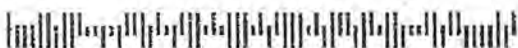
THE CITY OF OXFORD
Customer Number: 52-2430086135

Due Date: 05/15/2018
Total Principal: 101,636.41
Total Interest / Fees: 3,476.85
Total Late Charges: 0.00
Total Amount Due: 105,113.26

COMMERCIAL LOAN PROCESSING CTR
PO BOX 11407
BIRMINGHAM AL 35246-0054

Amount Enclosed:

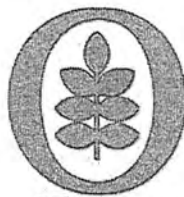
A late charge will be assessed on 05/30/2018 for \$50.00.



524320 5000 205 18 100 125550000000105113260 Confidential Information - For Board Use Only - Do not Redistribute Page 1 of 90

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088



The City
of
Oxford
MISSISSIPPI

Employee Handbook

“The Blue Book”

Adopted July 1, 2018_Supersedes policy adopted July 20, 2014

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MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

CITY OF OXFORD
EMPLOYEE HANDBOOK
"BLUE BOOK"
AGREEMENT

This employee handbook has been prepared for your information and understanding of the policies, philosophies, practices and benefits of the City of Oxford, Mississippi. PLEASE READ IT CAREFULLY. Upon completion of your review of this handbook, please sign the statement below and return to the Human Resources Department by the due date. A reproduction of this acknowledgment appears at the back of this booklet for your records.

I, _____, have received and read a copy of the City of Oxford Employee Handbook that outlines the goals, policies, benefits and expectations of the City of Oxford, as well as my responsibilities as an employee.

I have familiarized myself, at least generally, with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in Employee Handbook provided to me by the City of Oxford. I understand this handbook is not intended to cover every situation, which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of The City.

I understand that The City's Employee Handbook is not a contract of employment and should not be deemed as such, and that I am an employee at will. Nothing within this Handbook should be seen as granting me any contractual right. The City reserves the right to retain or terminate any employee pursuant to the employee's at-will status.

(Employee signature)

Please return by: _____

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

CITY OF OXFORD, MISSISSIPPI

EMPLOYEE HANDBOOK

JULY 1, 2018⁴
INDEX

<u>TITLE</u>	<u>SECTION</u>	<u>PAGE</u>
INTRODUCTION	1	1
PURPOSE OF RULES AND REGULATIONS/ NO CONTRACT OF EMPLOYMENT	1.1	1
DEPARTMENTAL RULES AND REGULATIONS	1.2	2
ADMINISTRATION OF THE PERSONNEL <u>REGULATIONS</u> <u>RULES</u>	1.3	2
2		
EMPLOYEE ACCESS TO PERSONNEL FILES	1.4	3
EQUAL EMPLOYMENT OPPORTUNITY	1.5	3
CONFLICT OF INTEREST/CODE OF ETHICS	1.6	3
CLASSIFIED & UNCLASSIFIED SERVICE	2	4
UNCLASSIFIED SERVICE	2.1	4
<u>THE CLASSIFICATION PLAN</u>	2.2	4
5		
PURPOSE OF THE CLASSIFICATION PLAN	2.3	5
CLASSIFICATION OF POSITIONS	2.4	6
EFFECT OF CLASSIFICATION CHANGES <u>ON EMPLOYEES</u>	2.5	6
6		
PAY PLAN	3	7 6
AUTHORITY TO APPROVE SALARIES	3.1	7 6
THE PAY PLAN	3.2	7
STANDARDS FOR DETERMINATION OF SALARY <u>GRADES</u> <u>STEPS</u>	3.3	7
7		
APPLICATION OF THE PAY PLAN/TOTAL REMUNERATION	3.4	8 7
BEGINNING SALARY	3.5	8
SALARY STEP ADVANCEMENTS	3.6	8
LONGEVITY PAY PLAN	3.7	9
PAY RATE ADJUSTMENTS	3.8	9
APPROVAL OF PAY ADJUSTMENTS	3.9	10
OVERTIME AND COMPENSATORY TIME	3.10	11 10
CALL-BACK TIME	3.11	12 11
<u>ON-CALL PAY</u> <u>HOLIDAY COMPENSATION</u>		
3.12	12 11	
<u>HOLIDAY COMPENSATION</u> <u>PAYROLL DEDUCTIONS</u>		

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

PAYROLL DEDUCTIONS TERMINATION PROCEDURE		
TERMINATION PROCEDURE FINAL PAY		
3.15	14 3	
FINAL PAY HEALTH COVERAGE		
3.16	15 4	
HEALTH COVERAGE DECEASED EMPLOYEE		
3.17	16	
DECEASED EMPLOYEE		
	3.18	17 5
SELECTION & PLACEMENT	4	17 6
APPLICATIONS & APPLICANTS	4.1	17 6
QUALIFICATIONS FOR EMPLOYMENT	4.2	19 8
DISQUALIFICATION FOR EMPLOYMENT	4.3	20 1 ⁹
AGE REQUIREMENTS	4.4	21 1 ⁹
RESIDENCY REQUIREMENT	4.5	21 0
NEPOTISM	4.6	21 0
CITIZENSHIP E-VERIFICATION	4.7	
21 0		
NOTIFICATION TO UNSUCCESSFUL APPLICANTS	4.8	22 0
NEW HIRE/IN-PROCESSING	4.9	22 0
TRAINING	4.10	22 0
AMERICANS WITH DISABILITY ACT	4.11	22 1
EMPLOYMENT PROBATIONARY PERIOD	—5	
23 1		
INITIAL PROBATION PERIOD	5.1	23 1
PROMOTIONAL PROBATION PERIOD	5.2	23 1
EVALUATION DURING ANY PROBATION PERIOD	5.3	23 2
EXTENSION OF ANY PROBATIONARY PERIOD	—5.4	
23 2		
RESIGNATION OR DISMISSAL DURING INITIAL	5.5	24
PROBATION PERIOD	5.5	22
APPEAL RIGHTS DURING PROBATION	5.6	22
CHANGE OF STATUS	6	24 2
PROMOTION	6.1	24 2
TRANSFERS	6.2	24 2
SALARY REDUCTION	6.3	25 3
DEMOTION	6.4	25 3
NOTIFICATION TO HUMAN RESOURCES DEPARTMENT	6.5	25 3
ATTENDANCE	7	26 4
WORK SCHEDULES	7.1	26 4
ATTENDANCE	7.2	26 4
LATE FOR WORK	7.3	26 4
WORK BREAKS	7.4	26 5

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

MEAL PERIODS	7.5	275
HOLIDAYS	7.6	26
VACATION, SICK LEAVE & OTHER LEAVE	8	276
VACATION LEAVE	8.1	276
SICK LEAVE	8.2	298
INJURY OR OCCUPATIONAL DISEASE LEAVE	8.3	310
MILITARY LEAVE	8.4	321
MATERNITY LEAVE	8.5	321
FAMILY & MEDICAL LEAVE	8.6	321
BEREAVEMENT LEAVE/EMERGENCY LEAVE DUE TO	8.7	34
CRITICAL ILLNESS	8.7	32
CIVIL LEAVE	8.8	343
LEAVE OF ABSENCE	8.9	354
ABSENCE WITHOUT LEAVE	8.10	354
LEAVE DONATION	8.11	354
EMPLOYEE BENEFITS	9	376
RETIREMENT	9.1	376
SOCIAL SECURITY	9.2	376
HEALTH CARE	9.3	376
LIFE INSURANCE	9.4	387
WORKER'S COMPENSATION	9.5	387
RISK MANAGEMENT	9.6	398
ANTI-DRUG PROGRAM	9.7	4038
EMPLOYEE ASSISTANCE PROGRAM (EAP)	9.8	
39 COBRA	9.9	4139
FLEXIBLE SPENDING ACCOUNT (FSA)	9.10	
419		
CONDUCT	10	420
DRESS AND APPEARANCE	10.1	420
POLITICAL ACTIVITY	10.2	420
OUTSIDE EMPLOYMENT	10.3	432
USE OF CITY VEHICLES (TAKE HOME)	10.4	
442		
VEHICLE ACCIDENTS	10.5	453
TRAVEL EXPENSE AND REIMBURSEMENT	10.6	475
WORKSHOP & SEMINARS	10.7	5048
EDUCATION POLICY	10.8	5048
TELEPHONE/CELL USAGE	10.9	5149
FINANCIAL OBLIGATIONS/GARNISHMENT	10.10	5351
SEXUAL HARASSMENT	10.11	5351

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

VIOLENCE IN THE WORKPLACE	10.12	56 5 4
WEAPONS	10.13	56
EMPLOYEE PERFORMANCE EVALUATIONS	11	57 5
GENERAL STATEMENT		11.1
FREQUENCY OF EVALUATIONS	11.2	57 5
RESPONSIBILITY FOR EVALUATIONS	11.3	57 5
MERIT INCREASE	11.4	58 5
UNSATISFACTORY EVALUATION	11.5	58 5
GRIEVANCE POLICY	12	58 6
GENERAL STATEMENT	12.1	58 6
DEFINITIONS	12.2	58 6
GRIEVANCE PROCEDURE	12.3	58
DISCRIMINATION GRIEVANCES	12.4	60
RULES OF CONDUCT	13	59 6 0
RESIGNATIONS	13.1	59 6 0
REASONS FOR DISCIPLINARY ACTION	13.2	59 6 0
REPRIMAND	13.3	64 6 5
ADMINISTRATIVE LEAVE/SUSPENSIONS		13.4
SUSPENSION		13.4
DISCIPLINARY PROBATION	13.5	66 7
SALARY REDUCTION	13.6	67 8
DEMOTION	13.7	67 8
DISMISSAL	13.8	68
REDUCTION IN FORCE - LAYOFF	13.9	68 9
CONFIDENTIALITY/REFERENCE GIVING	14	69
CONFIDENTIALITY	14.1	69
REFERENCE GIVING	14.2	69 7 0
CITY OF OXFORD SUBPOENA POLICY		14.3
SUBPOENAS		14.3
INFORMATION TECHNOLOGY POLICY	15	
GENERAL USE AND OWNERSHIP	15.1	70 7 1
SECURITY AND PROPRIETARY INFORMATION	15.2	71 2
UNACCEPTABLE USE	15.3	71 2
SYSTEM AND NETWORK ACTIVITIES	15.4	72 2 2
EMAIL AND COMMUNICATION ACTIVITIES	15.5	74 2 4
ENFORCEMENT	15.6	74 5
TOBACCO FREE FACILITY	16	74

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MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

PERSONAL VEHICLES	17	75
AMENDMENT OF POLICIES	<u>17</u>	
7475		
DEFINITION OF TERMS	19	<u>75</u>

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

SECTION 1: INTRODUCTION

~~1.1 Purpose~~ 1.1 Purpose of Rules and Regulations/No Contract of Employment

It is the purpose of these rules and regulations to set forth the principles and procedures which will be followed by the City of Oxford, Mississippi, in the administration of its personnel program. The contents of this handbook are presented as a matter of information only, and not as a contract of employment between the City and its employees. While the City believes in the plans, policies and procedures described herein, they are not conditions of employment. The City reserves the rights to modify, revoke, suspend, terminate, or change any or all such plans, policies or procedures, in whole or in part, at any time, with or without notice. Employment with the City of Oxford is at the discretion of the City and the employee. Either party may terminate the employment relationship at will and without cause. Nothing in this employee handbook shall be construed to create an implied or express agreement or contract of employment, nor shall anything in this manual be construed as creating an express or implied covenant of good faith and fair dealing between the City and any employee. The rules of conduct found in Section 13 are promulgated to give employees notice of the conduct expected of them during their term of employment. They in no way expressly or implicitly create a contract or agreement for employment. Further, the grievance policy found in Section 12 is promulgated to provide policies and procedures to adjust grievances in a fair manner. The establishment of a grievance policy and procedures in no way will be construed to create an express or implied agreement of employment or obligation on part of the City of Oxford. The language used in this handbook is not intended to create, nor is it to be construed to constitute a contract between the City of Oxford and any one or all of its employees. Employment with the City of Oxford is for no definite period of time and the City can change wages, benefits and conditions at any time.

Policies contained in this handbook apply to all City departments and employees, except for any contrary provisions or amendments, which may be approved by the Board of Aldermen.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

~~1.2 Departmental~~ 1.2 Departmental Rules and Regulations

—The "City of Oxford Employee Handbook"—shall not
be—construed as limiting the power and authority

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~~1.3 Administration~~ 1.3 Administration of the Personnel Regulations

The regulations contained in this manual will apply to all positions in all departments of the City. The Human Resources Department with approval of the Mayor shall be responsible for the administration of these rules and regulations, which may include but shall not be limited to:

- a. Encourage and exercise leadership in the development of effective personnel administration within the several departments in the City government, and to make available the facilities of his/her office to this end.
- b. Foster and develop programs for the improvement of employee effectiveness, including training, risk management, safety, health, counseling and personnel utilization.
- c. Assure equal opportunities and encouragement for every person regardless of race, sex, age, religion, national origin or ancestry, handicap or marital status in securing and holding without discrimination in employment in any field of work or labor for which (s)he is qualified.
- d. Investigate from time to time the operations and effectiveness of these rules and policies.
- e. Establish and maintain records of all employees of the City of Oxford. Records of employees may include but are not limited to: title, pay or status, evaluations, personnel actions and benefits.
- f. Apply and carry out these rules and the policies thereunder and to perform any other lawful acts which may be

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

necessary or desirable to carry out the purposes and provisions of these rules.

~~1.4 Employee~~ 1.4 Employee Access To Personnel Files

The Human Resources Director of the City may, upon the reasonable advance request of a City employee through his or her department head, provide access to the employee's record or to any information pertaining to the employee, permit the employee to review the record while in the Human Resources Department and have a copy made of all or any portion thereof in a form comprehensible to the employee. The records shall at all times remain property of the City of Oxford.

An employee may request an amendment to a record in his/her personnel file. The Human Resources Department shall respond to the request within seven (7) working days of its receipt. The response will indicate that the correction has been made or the reason for the refusal to make a change.

~~1.5 Equal~~ 1.5 Equal Employment Opportunity

The City of Oxford provides equal opportunity in any employment practice, education program, or education activity to all qualified persons. The city complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information.

Equal Employment Opportunity will be assured in the personnel system and affirmative action provided in its administration. This policy applies to all employees and includes recruitment, hiring, placement, promotion, demotions, discipline, termination, rates of pay and other forms of compensation. Such discrimination is prohibited except where age, sex or physical requirement constitute a bona fide occupational qualification, to the extent permitted by law only.

~~1.6 Conflict~~ 1.6 Conflict of Interest/Code of Ethics

"Conflict of interest" is defined as any situation or activity which may directly conflict with the City of Oxford's policies or procedures, including but not limited to (a) engaging in any

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

unethical or illegal practice, (b) taking any unfair advantage in business dealings, (c) buying and selling services to the extent that one may obtain a significant financial gain there from, (d) participating in transactions or relationships which might reasonably be expected to affect one's judgment in a manner which is adverse to the city, or (e) any other action which may give the appearance of impropriety.

The chief function of local government at all times is to serve the best interest of all of the people. To further this objective, certain ethical principles shall govern the conduct of every City employee, who shall:

- a. Be dedicated to the concepts of effective and democratic local government.
- b. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships.
- c. Emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
- d. Be foresighted, responsive, and accountable.
- e. Work as a team and communicate properly.
- f. Not, at any time, use the fact of his/her employment to secure unwarranted privileges, obtain personal gain, or influence the policies and actions of City officials.

All employees are further reminded that their acts and activities are governed by certain federal and State laws addressing ethical conduct, conflicts of interest, and nepotism. Employees, as public servants in the City are charged with familiarizing themselves with all such provisions that may be relevant to their positions or activities, and complying with all such provisions.

SECTION 2: CLASSIFIED AND UNCLASSIFIED SERVICE

~~2.1~~ 2.1 ~~Unclassified~~ Unclassified Service

The unclassified service shall comprise all appointed or elected positions and offices under all boards, commissions and persons appointed to any Board.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Persons who fall in the above category will not be included in the Position Classification Plan, nor will they be subject to these regulations unless otherwise stipulated.

~~2-2~~ 2.2 The Classification Plan

A current Position Classification Plan, based upon and graded according to assigned work duties and responsibilities, is maintained to provide standardization and the proper classification of all positions in the City's workforce. With the approval of the Board of Aldermen, positions may be established, combined or abolished. The Position Classification Plan shall include:

- a. An outline of positions in the City workforce arranged in appropriate groups.
- b. Job descriptions in such form that accurately reflect the duties and responsibilities of the position.

A copy of the current Position Classification Plan is available for review in the Human Resources Department.

~~2-3~~ 2.3 Purpose of the Classification Plan

- a. To clearly define the duties and responsibilities of each position through written job descriptions.
- b. To establish educational and work experience qualifications, standards for recruiting, testing and other selection devices.
- c. To provide appointing authorities with a means of analyzing work distribution, areas of responsibility, lines of authority and other relevant relationships between individuals and groups of positions.
- d. To assist appointing authorities in determining personal service costs and projections for annual budget requirements.
- e. To provide a basis for developing standards of work performance.
- f. To establish lines of promotional opportunity.
- g. To indicate employee training needs and development potential.

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MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- h. To provide uniform and meaningful titles for all positions.
- i. To provide the fundamental basis of the compensation program and other aspects of the personnel program.

~~2.4~~ Classification ~~2.4~~ Classification of Positions

- a. Each position in the City workforce shall be classified in accordance with the character, required skill level and responsibility of its designated duties.
- b. It shall be the duty of the Department Heads to report to the Human Resources Department any and all organizational and program changes, which will significantly alter or effect changes in existing positions or positions proposed to become established. When any department head requests the establishment of new or additional positions, or change in allocation of an existing position, (s)he shall address the request to the Mayor accompanied by a statement of the work duties and responsibilities and employment standards of the position.

~~2.5~~ Effect ~~2.5~~ Effect of Classification Changes on Employees

- a. Whenever the title of a position is changed without a change in duties and responsibilities, the employee shall have the same status in the re-titled position as (s)he had in the former position.
- b. When a position is assigned to a grade different from the one to which it was previously classified, the pay status of the employee(s) affected will be changed in accordance with applicable rules and regulations governing transfers, demotions and promotions in the City workforce-

SECTION 3: PAY PLAN

~~3.1~~ Authority ~~3.1~~ Authority ~~To~~ Approve Salaries

The Board of Aldermen shall have the exclusive power to approve a pay plan for all City employees.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

~~3-2~~ 3.2 The Pay Plan

The pay of all employees is established by the pay plan for the position in which each is employed. Each position is assigned a salary grade and step. The pay plan for the City's workforce shall include:

- a. A schedule of standard salary grades, steps and rates of pay indicating the rate of pay for each grade number.
- b. A list of all positions showing the salary and grade number.
- c. Supplements, amendments and/or revisions from time to time, as established and approved by the Board of Aldermen.
- d. Exempt employees will not be classified by salary grade or steps.

~~3-3~~ 3.3 Standards For Determination of Salary Grades

- a. Salary grades shall be related directly to the Position Classification Plan for the City workforce, and shall be determined with due consideration to the relative responsibility and difficulty of work tasks in the position.
- b. Salary grades may take into consideration prevailing rates/grades of pay for similar employment in private and other public jurisdictions in the area, employee turnover, cost of living factors, the budget policies and economic considerations of the City.
- c. An individual may be able to improve his/her level of pay by effective performance on the job. The minimum and maximum grade of pay assigned the position(s) shall be those, which most nearly reflect these factors.
- e. ~~_____~~ Salary grades may be improved by completion of _____ education, certifications or trainings.

~~3-4~~ 3.4 Application of The Pay Plan - Total Remuneration

- a. Full-time employees shall be paid at the salary grade

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MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

established for the regular hours worked and this amount shall be the total remuneration for the employee. Except as otherwise provided in this section, no employee shall receive pay from the City in addition to the salary authorized under the schedules provided in the pay plan for services rendered, either in the discharge of the ordinary duties or any additional duties, which may be required or which the employee may undertake or volunteer to perform, except the Mayor and Board of Aldermen at their discretion, may in order to recruit qualified, professional employees, increase the beginning salary step or any other employee benefit levels.

- a. ~~Full-time employees shall be paid at the salary grade established for the regular hours worked and this amount shall be the total remuneration for the employee. Except as~~
- b. Permanent Part-time employees shall be compensated on the basis of an equivalent hourly rate paid for only those hours, which were actually worked.
- c. Seasonal employees are exempt from the pay plan and shall be compensated on the basis of a hourly rate for only those hours which were actually worked.
- d. ~~If any provision of this handbook shall be in conflict with State or federal law pertaining to pay requirements, such State or federal law shall apply.~~

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~~3.5 Beginning~~ 3.5 Beginning Salary

The minimum grade and step of pay shall normally be paid to any person on his/her original appointment to a position in the municipal service. Original appointment above the minimum grade and step may be made upon the approval of the Board of Aldermen.

~~3.6 Salary~~ 3.6 Salary Step Advancements

The criteria for advancing within the appropriate grade shall include, but is not limited to, available funds, a satisfactory or higher rating on the employee's

performance evaluation report prepared by the Supervisor and/or Department Head and a recommendation by the employee's Department Head to the Board of Aldermen.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Employees who have reached their highest or last eligible salary step (known as topped out), will not be eligible for a salary step advancement, unless the step is adjusted and recommended and approved by the Board of Aldermen.

~~3.7~~ Longevity 3.7 Longevity Pay Plan

The Longevity Plan is compensation, as well as an incentive, for continuous employment with the City to decrease employment turnovers. To be eligible for the City's Longevity Pay Plan, the employee must have been employed with the City full-time for at least three years on December 31 preceding the first year of eligibility. All employees hired after October 1, 2006 are not eligible for longevity pay. This plan does not include the Board of Aldermen, City Attorney, Judge, Prosecutor or Public Defender. The pay schedule is as follows:

3-years = 1.00% of gross base pay
 5-years = 1.50% of gross base pay
 10-years = 2.00% of gross base pay
 15-years = 2.50% of gross base pay
 20-years = 3.00% of gross base pay

The check will be issued in the first pay period of each beginning calendar year and will not be paid on a pro-rated basis in the event an employee resigns or is terminated.

~~3.8~~ Pay 3.8 Pay Rate Adjustments

The following personnel actions may affect the pay status of an employee in the manner provided:

a. Transfer

- (1) When an employee is transferred between departments or to another position within the same department to a position with the same pay grade (and therefore the same salary step) the pay grade and step of the employee will remain unchanged.
- (2) When an employee is transferred between departments or to another position within the same department to a position with a different step where the current step being paid to the employee is below the step established for the position to which the person is transferring, the pay step of the employee will be increased to the salary step of the new position.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

(3) When an employee is transferred between departments or to another position within the same department where the employee's current pay is above the maximum salary step for that position the pay step of the employee will be maximized (topped out) unless a revision of the pay plan is proposed and approved by the Board of Aldermen. This provision does not require that any such revision be proposed or approved by the Board of Aldermen.

b. Promotion

When an employee is promoted to a position of a higher grade than the prior job, the amount of the promotional pay increase will be an increase of an amount sufficient to reach the minimum salary step for the new position, not less than the current salary and not to exceed the maximum of the salary step for the new position.

c. Demotion

When an employee is demoted to a position where the employee's current rate of pay is above the maximum salary step for the position, the employee will be assigned to the maximum salary step of the new position (topped out) a revision of the pay plan is proposed by the Mayor and approved by the Board of Aldermen. If the employee's current rate of pay is within the salary step for the new position the pay rate of the employee will remain unchanged-

~~3.9 Approval~~ 3.9 Approval of Pay Adjustments

Approval of the Board of Aldermen must be obtained for all changes in the employee's pay grade and step prior to the change becoming effective. No employee (whether supervisory or otherwise) or elected or appointed official may authorize any change in pay, as such authorization rests exclusively with the Board of Aldermen.

3.10 Overtime and Compensatory Time

The Fair Labor Standards Act (FLSA), as amended, provides that covered, nonexempt employees receive not less than one and one-half times their regular rate of pay for

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

hours worked in excess of 40 hours per week. This compensation for overtime may be in the form of time off or cash. Covered, nonexempt employees may occasionally be required to work overtime hours. Employees working in excess of 40 hours per week shall be paid at the rate of time and one-half of their regular rate of pay. Overtime shall not be paid twice for the same hours worked. Firefighter shift personnel for the City of Oxford will work 212 hours in a 28-day pay period with an additional 4 hrs of overtime. Employees whose work includes activities in public safety or emergency response can accrue a maximum of 480 hours of compensatory time. All other employees can accrue no more than 240 hours of compensatory time. To the extent the FLSA is revised or construed by a Court of competent jurisdiction in this jurisdiction to require some result that is different or in addition to any requirement in this Section 3.10, the terms of the FLSA shall prevail.

Overtime work shall not be undertaken by any City employee unless authorized in advance by the employee's Department Head, a designated assistant, or by other established administrative procedures. Failure to comply with this provision may be grounds for discipline, up to and including termination.

Personal days, vacations and work lost due to work related disability, bereavement leave, jury duty, sick leave, military leave, Family Medical Leave, Comp-time and leaves of absences shall not be eligible for purposes of computing overtime. Compensation in the form of compensatory time may be provided for under a memorandum of agreement or understanding. This agreement may take the form of an expressed condition of employment so long as the employee knowingly agrees to it as a condition of employment and the employee is informed that the compensatory time received may be preserved, used or cashed out consistent with the provisions of the FLSA.

Notwithstanding, any provisions of this section or any other section, it is the City's intent to comply with applicable provisions of the FLSA and implementing decisions regarding their enforcement, and such provisions and decisions shall control in the case of any conflict.

3.11 Call-back Time

Whenever an employee is called back in an emergency to work after his/her scheduled work day, payment will be made for a

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

minimum of two (2) hour's work, at overtime hourly rate.

Employee response to emergency situations outside the control of the City shall be defined as Emergency Work. Emergency Work shall be compensated at Overtime Hourly Rate (time-and one-half) without regard to the numbers of hours worked during the workweek.

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3.12 On-Call Pay

An employee defined as being "on-call" is currently off of the work premises however required to be available to return to work in case of an emergency. The employee must be within thirty minutes of their work environment and must be available for contact by telephone and/or pager.

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An employee should not receive payment for hours worked and on-call pay for the same hours. Once an employee reports to work, on-call pay stops. Since it is presumed that the employee would be unable to report to work when ill, an employee should not receive on-call pay at the same time they are receiving sick pay. The total hours paid plus the on-call hours may not exceed twenty-four (24) hours in a given day except in the case of a designated holiday or in the event an employee is required to remain on call while on paid leave for vacation or personal holiday. In such cases, the total hours payable could possibly exceed twenty-four (24) (i.e., 8 hours holiday and a maximum of 24 hours on call totaling thirty-two (32) hours.) This example assumes the employee is full time, eligible for holiday pay, and was required to be on call the entire twenty-four (24) hour designated holiday period but was not required to report to work.

Nonexempt employees who are placed on-call receive a set rate that is defined by Compensation. For each call-in the employee will be paid at the regular rate of pay for a minimum of two hours or the actual time worked, whichever is greater. Nonexempt employees who have worked in excess of forty hours in a work week will be paid at the overtime rate of 1-1/2 times their regular rate of pay.

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3.132 Holiday Compensation

Policy:— The City of Oxford recognizes the following days during the year as paid holidays for its regular,

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

benefits-eligible employees: New Year's Day (the first day of January), Martin Luther King Jr.'s Birthday (the third Monday of January), President's Day (the third Monday of February), Good Friday (the Friday before Easter), Memorial Day (the last Monday of May), Independence Day (the fourth day of July), Labor Day (the first Monday of September), Veterans' Day (the eleventh day of November), Thanksgiving Day (the day fixed by proclamation by the Governor of Mississippi as a day of Thanksgiving), and Christmas Day (the twenty-fifth day of December). These recognized holidays may be changed or altered from time to time, by action from the Board of Aldermen, consistent with State holiday allowances and/or requirements.

If the Governor of the State of Mississippi designates additional days as paid holidays by proclamation, the City may likewise designate such additional days as paid holidays for eligible employees.

Guidelines for Holiday Pay:

1. All fulltime equivalent employees are eligible.
2. Holiday pay shall be calculated as the regular straight time rate for the number of hours in an average workday.
3. An employee must work the day before the holiday and the day following the holiday to be eligible for holiday pay unless granted prior approval.
4. Unless designated otherwise, when a regular holiday falls on Saturday, the preceding Friday shall be recognized as a City holiday. When the regular holiday falls on Sunday, the following Monday shall be recognized as a City holiday.
5. If a City holiday occurs on an eligible employee's vacation day, it may be counted as a holiday instead of a vacation day.
6. Employees required to work on holidays shall, in addition to straight time pay for the period worked on the holiday, receive a day's straight time pay or one full floating holiday to use on a later date as approved by the department head. All floating holiday leave days must be used within one year of accrual. Any unused floating holidays will be lost one year from date accrued.
7. When a holiday falls on an employee's day off, the employee shall receive one full floating holiday, which must be used within one year of accrual.
8. Unused floating holidays are lost at the time of termination.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

9. Holiday pay shall not be considered hours worked in the computation of overtime.

10. Floating holidays shall be used prior to taking any vacation or sick leave.

b. Part-time Employees Seasonal and temporary employees shall not receive holiday pay.

3.143 Payroll Deductions

The City offers its employees the opportunity to voluntarily participate in a number of optional benefit plans established with outside providers through payroll deduction. Currently, these include:

- a. Deferred Compensation
- b. Voluntary Dental and Vision Insurance
- c. Life Insurance
- d. Health Benefits
- e. Voluntary Cafeteria Plan
- d. Short Term Disability

Information about these plans may be obtained by contacting the Human Resources Department.

Employees are also encouraged to voluntarily participate in direct deposit to their personal banking accounts.

3.154 Termination Procedure

Upon notification by an employee that she(he) is voluntarily terminating his or her employment with the City, the employee's Department Head shall notify the Human Resources Department of the action and timing. The Human Resources Department will initiate a final clearance checklist to the employee's department to ensure an orderly and comprehensive exit procedure. The Human Resources Department will also be notified to set a date for an Exit Interview. All items must be cleared prior to an employee receiving his/her final check.

The City's Human Resources Department will schedule an exit interview with the departing employee using the City's Employee Exit Interview Form.

3.165 Final Pay

Full-time employees leaving the service of the City

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

shall be paid according to the following terms:

a. Wage Rate Used To Compute Final Pay

Full-time employees will be paid for up to thirty ~~(30) days~~ 30 days of vacation upon termination of employment. Unused accumulated vacation ~~leave~~ leaves in excess of thirty (30) days shall be counted as creditable service for the purpose of the retirement system, consistent with the provisions in section 25-11-103 and 25-13-5, Mississippi Code of 1998, as amended, so long as such provisions remain in place. Shift personnel hours are calculated differently. Sworn Police Department shift personnel are counted as seven 12-hour days per pay period and Fire Department shift personnel are counted as 15 twenty-four (24) hour days per shift.

Employees who have not been in the service of the City for at least twelve (12) (continuous) full months at the time of resignation or termination will be entitled to pay for the unused portion of employee's earned vacation leave to the extent of employee's normal annual vacation credit, provided that proper notification of termination, or of remaining earned vacation leave has been given to the Department Head.

b. Sick Leave

Upon retirement all full-time employees' unused sick leave shall be counted as creditable service for the purpose of the retirement system, consistent with the provisions of Section 25-11-103 and 25-13-5, Mississippi Code 1998, as amended, so long as such provisions remain in place. As used in this section, "RETIRED" means any employee who has terminated his or her employment and is receiving a retirement benefit for service with the City.

3.167 Health Coverage

- a. Termination: Group Health coverage shall terminate on the last day of the month following the employee's final day on the payroll.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0085

- b. Option to Continue Health Coverage: Employees who resign from the service of the City and who will not be provided health coverage by their subsequent employer shall be eligible to continue group coverage with the City for a period not to exceed 18 months, or as otherwise may be required by State and federal law, provided that the former employee pays all premiums for such coverage under the terms set forth by the Mayor in accordance with applicable State and Federal laws. The group health plan provides the following individuals the opportunity to continue the group health coverage for up to 36 months after ~~their~~their coverage would otherwise terminate subject to certain conditions:

- (1) Widows of covered employees (applies to covered surviving spouses and children of deceased employees.)
- (2) Divorced or legally separated spouses of covered employees (applies to covered spouses and children of employees.)
- (3) Covered spouses and children of Medicare eligible covered employees; and
- (4) Covered dependent children who become ineligible under the group plan due to age or marriage.

Covered employees who lose their single or family group health coverage due to voluntary termination, strike, layoff, discharge, (other than for misconduct) or a reduction in work hours, will have the opportunity to continue their single or family group health coverage under the group plan for up to 18 months, subject to certain restrictions.

During the continuation period, the continuer must pay the full monthly cost for the health coverage. The City is not required to absorb any part of the cost of

impose different or additional provisions, those provisions shall apply.

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3.187 Deceased Employee

- a. Final Compensation for a deceased employee shall be paid to the dependents of the employee in accordance with the terms above.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- b. Health insurance for a deceased employee's dependents may continue. Dependents of a deceased employee shall be eligible to continue group coverage with the City for a period not to exceed 36 months provided that said dependents have been covered by the City's plan immediately preceding the employee's death and also provided that the dependent of the deceased employee pays all premiums for such coverage under applicable State and Federal laws.

SECTION 4: SELECTION AND PLACEMENT

4.1 ~~Application~~ 4.1 Application and Applicants

There will be open recruitment of applicants for all vacant positions within the guidelines set by this policy. In all recruitment activities the City will take steps to insure that individuals are not discriminated against because of their political or religious opinions or affiliation, race, color, sex, age, national origin or ancestry, physical handicap, or marital status. Such discrimination is prohibited except where age, sex, or physical requirements constitute a bona fide occupational qualification. The Board of Aldermen shall authorize all advertisements for positions to be filled with the qualification, job descriptions, and salary step established at the time the notice is authorized. The notice for employment is to run by public advertisement for three (3) working days. Department Heads are to provide the Human Resources Department with a copy of the notice prior to giving it to the newspaper. Cutoff date for applications will be five (5) working days after the last notice appears in the newspaper.

Except as may be specifically noted to the contrary, applications may be submitted regardless of residency. However, if applicants are equally qualified, priority will be given first to a resident of the City of Oxford and second to a resident of Lafayette County.

After the cutoff date, the Board of Aldermen may review all applications in the Human Resources Director's Office. At that time, they may sign the sheet that they have had the opportunity to see the applications.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Applications shall be valid for three hundred sixty-five (365) days from the cutoff date. In the event the same or a similar position becomes available during the three hundred sixty-five (365) day period, the position may, but is not required to be filled from applications on file from the previous advertisement. Applications will be received by the City of Oxford only for advertised vacancies.

Department Heads and the Human Resources Director may determine that a vacancy provides a logical promotion opportunity and may conduct direct recruitment initially from only individuals employed by the City. Additionally, if the Department Head and the Human Resources Director determine that an applicant pool, developed from previous recruitment efforts for a vacant position, contains sufficient numbers of qualified applicants, then that applicant pool may be utilized to assist in filling the vacant position. During certain times of the year Temporary and Seasonal Employees may be needed. The Mayor will inform the Board of the number of personnel required. Those employees may be employed by the Board of Aldermen at the next regularly scheduled meeting, from the existing applicant pool or from new applications, in the discretion of the Board of Aldermen.

A current employee of the City may upon his/her own initiative submit an application for any vacant position within the City. That application will be considered equally with all other applications. All applications shall be made on forms prescribed by the Human Resources Department. Applications may require information concerning education, experience, references and other pertinent information. All applications shall be signed and the truth of the statements contained therein certified by such signature. The applicant may be required to present proof of education, experience and other information represented on the application.

All applications will be processed through the Human Resources Department. Applications will then be reviewed by the Human Resources Department to capture information as it relates to Affirmative Action goals.

Applications will then be given to the receiving Department. The Department Head(s) will review and prepare for interviews.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

If time permits, the Department Head(s) may contact applicants for interview through correspondence. Otherwise, telephonic contact will be made with the applicants to establish times and dates for interviews.

Once an interview is set, the department Head(s) will ensure evaluation procedure and selection process is in accordance with Section 4.2 below. The Human Resources Director will assist the Department in conducting interviews.

Subsequent to interview and selection of candidate, background checks will be conducted on applicants considered for interviews. Upon completion of background checks, the Human Resources Department will then conduct a pre-employment drug and alcohol screen test for applicants applying for positions requiring Commercial Drivers Licensee and those positions designated otherwise. If result of test is negative, the Human Resources Director shall meet with the Mayor to obtain concurrence as to who is going to be recommended to the Board of Aldermen for employment. Also, before appointments to regular positions, applicants may be required to pass a physical examination. A qualified physician at the expense of the City shall examine the applicant. Upon approval of the Mayor and Board of Aldermen Department Head may extend an offer of employment to an approved candidate.

~~4.2 Qualifications~~ 4.2 Qualifications For Employment

All appointments to City employment are made upon merit and fitness alone. Applicants for any position with the City shall meet the minimum qualifications for the position as set forth in the class position description.

Consideration of an applicant may include (but shall not be limited to) factors such as education, experience, aptitude, knowledge and or any other qualifications or attributes which enter into the determination of the relative fitness of the applicant. Consideration of an applicant may also be based on the successful completion of an examination designed to test the aptitude, capacity and fitness required to discharge the duties of the position for which the application has been submitted.

The examination procedure may include written, oral, physical, psychological, or performance test or any other selection devices designed to determine the fitness or qualification for a particular position of employment.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

The Department Head or the Mayor and the Human Resources Director may require any employee to have a telephone with a listed number at their place of residence as an employment condition.

The Department Head or Mayor and the Human Resources Director may also require any employee to have a valid Mississippi driver's license and/or a Mississippi Commercial Drivers' License (CDL) with applicable endorsements as an employment condition. Applicants applying for a position requiring a CDL will be required to submit to a Drug and alcohol screening also as a condition of employment.

In the event a sufficient number of applicants has not made application for the vacant position, the final filing date and the examination procedure may be postponed and/or extended upon approval by the Board of Aldermen. In such cases, notification will be given to applicants.

~~4.3 Disqualification~~ 4.3 Disqualification Forfor Employment

- a. The Human Resources Director or Department Head may refuse to consider an applicant, or after examination, may disqualify such applicant, or may take steps to remove such person already appointed if one or more of the following are determined:
 - (1) The applicant does not meet the preliminary requirements established for the position.
 - (2) The applicant has made a false statement of material fact in the application or at some time during the selection process.
 - (3) The applicant has used or attempted to use political pressure or bribery to secure an advantage in the selection process.
 - (4) The applicant's past employment history indicates a poor employment risk.
 - (5) The applicant was previously dismissed from a department of the City.
 - (6) The applicant tested "confirmed positive" on drug and alcohol pre-employment screen test.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

(7) The Applicant has some legal or ethical conflict of interest which, in the judgment of the City, should preclude his or her employment with the City.

b. Conviction of a Felony

Conviction of a felony shall preclude service with the Police Department. A felony conviction record shall be an item that may be considered as part of the overall fitness for an employment of any applicant.

~~4.4 Age~~ 4.4 Age Requirements

Age requirements that constitute a bona fide occupational qualification may be established.

4.5 Residency Requirement

Residency requirements may be established by departmental policy due to the nature of the department functions and overall mission.

~~4.6 Nepotism~~ 4.6 Nepotism

A person in the immediate family of any employee of a department of the City will not be appointed to the same department in a supervisory or subordinate position affecting the. The City shall comply with all other nepotism laws that are in place pursuant to State or federal law.

~~4.7 Citizenship~~ 4.7 Citizenship Verification

All employees initially hired after November 7, 1986, for any position with the city, shall complete an employment eligibility verification statement (I-9) in compliance with the federal Immigration Reform and Control Act of 1986 as amended. The City shall comply with all then-applicable immigration laws in its hiring practices.

~~4.8 Notification~~ 4.8 Notification to Unsuccessful Applicants

Whenever an applicant is not hired, notice of such rejection

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Shall be given to such applicant. Applications will remain on file for three hundred sixty-five (365) days.

~~4.9~~ 4.9 New Hire In-processing

On an employee's first day at work (s)he will report to the Department Head or designee for Departmental orientation. Employee will be given an appointment with the Human Resources Department and a checklist of items needed for in-processing.

4.10 Training

The City believes that training is an integral part of the success and efficiency of the organization's operation, and instrumental to employee development within their jobs and in preparation for career advancement. Certain training activities are therefore, viewed as a shared responsibility of management and employees in order to accomplish the mutual benefit of an increasingly skilled and efficient work force. Such training shall be recommended by the Department Head and approved by the Board of Aldermen.

The cost of employee travel and attendance at qualifying seminars, lectures, conferences, meetings and training programs shall, when appropriate, be compensated in accordance with the provisions of the Fair Labor Standards Act (FLSA). Department Heads should consult the Human Resources Department regarding the applicability of the FLSA prior to requesting, requiring and/or approval of travel and attendance at off-site and/or out-of-City seminars, lectures, conferences, meetings and training programs, which must be approved by the Board of Aldermen.

4.11 Americans with Disability Act, as Amended

The City of Oxford will not discriminate against applicants and employees on the basis of disability. The City will provide reasonable accommodations to the known physical or mental limitations of a qualified applicant or employees with a disability, unless the accommodation will impose an undue hardship on the City or create an unsafe or dangerous environment for the applicant or employee or other employees or individuals.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

SECTION 5: EMPLOYMENT PROBATIONARY PERIOD

~~5.1 Initial~~ 5.1 Initial Probation Period

All original appointments are subject to a probationary period of twelve (12) months of actual service. The probation period is necessary to evaluate the work of the new employee and encourage his/her adjustment to the position. During this time the employee's work habits, skills, attitude, competence and other pertinent characteristics for successful job performance will be observed by the immediate supervisor and Department Head. The completion of the probation period does not mean that the employee may not be dismissed at the discretion of a City on any basis that may be determined by the Board of Aldermen to be appropriate.

~~5.2 Promotional~~ 5.2 Promotional Probationary Period

Each employee promoted to a classification with greater pay and responsibility shall satisfactorily complete a twelve (12) month probation period. Any employee who fails to satisfactorily complete such probationary period may be returned to the pay and position he held immediately prior to the promotion or to a position with the previous pay rate and responsibility, if available, or may be dismissed.

~~5.3 Evaluation~~ 5.3 Evaluation During Any Probationary Period

During the probation time, the Department Head and the immediate supervisor may conduct written performance evaluations of the employee. Copies of all evaluations are given to the employee and the Human Resources Department.

~~5.4 Extension~~ 5.4 Extension of Any Probationary Period

At the end of any probationary period if there is reason to believe that the employee's ability to perform satisfactorily is questionable, the appointing authority may, but shall not be required to, grant an extension of the period, not to exceed ninety (90) days.

~~5.5 Resignation~~ 5.5 Resignation or Dismissal During Initial Probation Period.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

During the initial probation period, any employee who resigns or is dismissed and who is subsequently re-employed shall commence a new initial probation period.

At any time during the probationary period, an employee whose performance does not meet the required standard may be dismissed with approval of the Board of Aldermen, by notifying the employee in writing.

~~5.6 Appeal Rights of Employees During Initial Probationary~~

SECTION 6: CHANGE OF STATUS

~~6.1 Promotion~~ 6.1 Promotion

It is the policy of the City of Oxford to fill all vacancies for supervisory, skilled and upper level positions from the ranks of employees whenever possible. All employees seeking promotion shall be expected to meet the established minimum qualifications for the position to which they seek promotion and comply with departmentally developed promotional policies. Also, the employee's merit and performance evaluation record, promotional tests, promotional interviews or length of service may be considered in determining promotions. The Human Resources Director will make recommendations for promotion to the Board of Aldermen for final approval.

~~6.2 Transfers~~ 6.2 Transfers

All transfers shall be made for the convenience of the City. When a vacancy occurs, an employee who wishes to transfer from his/her current position to the vacant position in another department or division, shall first obtain written permission from his/her Department Head along with approval from the Human Resources Department. The employee must provide a completed standard application form to the Human Resources Department. That application will be equally considered with all other applications.

~~6.3 Salary~~ 6.3 Salary Reduction

An employee's pay rate may be reduced within the pay step

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

established for the position held by that employee, as a result of performance evaluation, transfer, or for disciplinary purposes. Such a salary reduction shall be approved by the Board of Aldermen. A notice of this action will be given in writing to the employee.

~~6.4—Demotion~~ 6.4 Demotion

An employee may be demoted from a position in one classification grade to a position of another classification grade as a result of performance evaluation, transfer or for disciplinary purposes. Such a demotion shall be approved by the Board of Aldermen. A notice of this action shall be given in writing to the employee.

~~6.5—Notification~~ 6.5 Notification ~~To~~ Human Resources Department

An employee should notify his/her supervisor whenever there is a change in:

1. Address
2. Telephone number
3. Person to notify in case of accident and/or illness.
4. Marital status
5. Number of dependents
6. Insurance beneficiary
7. Military status
8. Change in health status that affects the employee's ability to perform the essential functions of the job.
9. Loss of driving privileges for any reason (R & CDL)
10. Any administrative or criminal charge which, if proven, could affect the employee's ability to drive, operate machinery, or otherwise perform his or her duties with the City.

This information is necessary to enable the City to help in emergencies, to contact employees in case of changes in

working schedules, to ensure employees can perform their duties, and to make sure an employee receives proper insurance coverage.

SECTION 7: ATTENDANCE

~~7.1—Work~~ 7.1 Work Schedules

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

This section is intended only to provide a basis for work schedules and none of its provisions shall be construed as a guarantee of minimum or maximum hours of work or weeks of work to any employee or to any group of employees.

- (1) An employee's work schedule shall be determined by the Department Head as approved by the Mayor. The Workweek is defined as ~~five (5)~~ consecutive eight (8) hour days beginning with the department's respective starting time on Monday through Friday, with one (1) unpaid period for lunch during the day. Additional circumstances may require a change in the normal workweek or the requirements of the various city departments may require a 12 or 24-hour shift schedule.

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~~7.2 Attendance~~ 7.2 Attendance

All employees of the City must be at work in accordance with the general regulations. Prompt appearance for work as well as preparation for work at the specified time is required for all employees, and is an essential function of all employees' duties with the City of Oxford.

~~7.3 Late~~ 7.3 Late For Work

If an employee knows (s)he will be late for work, or absent because of illness or other reasons, he must notify his/her Supervisor or Department Head as soon as possible. This enables the Supervisor or Department Head to make necessary arrangements to continue the employee's function while (s)he is absent. Continued lateness is grounds for disciplinary action to include dismissal. An employee who fails to call in prior to beginning of work day/shift or fails to show for work will not be paid for the day of absence, and may be subject to disciplinary measures.

~~7.4 Work~~ 7.4 Work Breaks

Work breaks are a privilege and not a condition of employment with the City of Oxford. Any time allocated during the day for work breaks cannot be accumulated and used for time off or for any absences from hours of employment and abuse of this handbook may be reason for the Department Head to take necessary disciplinary action as set forth in Section 13, or the suspension of this privilege.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Employees may be allowed two (2) 15-minute breaks during the duration of each workday under the following conditions:

- (1) Any work breaks taken shall be at a time as specified by supervisory personnel that does not adversely interfere with the work productivity of the department.
- (2) Work breaks taken by employees working out-of-doors shall be taken at the place of the working activity. Employees are not to take work breaks in restaurants or other commercial establishments unless specifically authorized by the Department Head.
- (3) Employees whose regular work activity takes place in a single location must take work breaks at the premises or general location of the work activity.
- (4) In special circumstances Department Heads are authorized to develop flexible alternatives to work break rules.

~~7-5~~ Meal 7.5 Meal Periods

Every employee, except those on continuous operations, shall receive one unpaid meal period during each work shift. Employees on continuous operations shall during the designated meal period, be completely relieved of all duties. However, employees on continuous operations shall take the designated meal period at the work site during their work shift. Meal periods may not be accumulated, if not taken. Nor may they be used to cover an employee's late arrival or early departure from work unless authorized by the employee's supervisor.

SECTION 8: VACATION, SICK LEAVE AND OTHER LEAVE

~~8-1~~ Vacation 8.1 Vacation Leave

a. Amount

- (1) Full-time employees will receive vacation leave in accordance with the following schedule, based on "anniversary date" with the City. Vacation time is earned as of the last day of each complete month worked. Vacation Leave is accrued as follows:

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

8 Hour Employees

From 1-4 yrs.	12 days/yr.	(8)
From 5-9 yrs.	15 days/yr.	(10)
From 10 yrs.	16.5 days/yr.	(11)
From 11 yrs.	18 days/yr.	(12)
From 12 yrs.	19.5 days/yr.	(13)
From 13 yrs.	21 days/yr.	(14)
From 14 yrs.	22.5 days/yr.	(15)

12 Hour Employees

From 1-4 yrs.	18 days/yr.
From 5-9 yrs.	21 days/yr.
From 10 yrs.	22.5 days/yr.
From 11 yrs.	24 days/yr.
From 12 yrs.	25.5 days/yr.
From 13 yrs.	27 days/yr.
From 14 yrs.	28.5 days/yr.

24 Hour Employees

From 1-4 yrs.	15 days/yr.
From 5-9 yrs.	24 days/yr.
From 10 yrs.	25.5 days/yr.
From 11 yrs.	27 days/yr.
From 12 yrs.	28.5 days/yr.
From 13 yrs.	30 days/yr.
From 14 yrs.	33 days/yr.

- (2) Part-time, Seasonal and Temporary employees shall receive no vacation leave credit.

b. When Taken

- (1) Vacation leave must be earned before it can be granted.
- (2) Although an employee may earn vacation leave credit for the first six (6) months of service, no vacation leave may be taken by an employee until (s)he has been in continuous service of the City for a period of six (6) months.
- (3) Each Department Head shall schedule vacation leave with particular regard to operational requirements

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

quarantined restriction, pregnancy, disabling injury or any reason allowable under the Family Medical Leave Act (See Section 8.6 below). Sick leave may also be used for medical and Dental appointments. The term "immediate Family for the purpose of this paragraph shall mean the same as contained in definition section of this book, or as may be defined under the Family Medical Leave Act.

- (4) No employee shall be entitled to regular pay for a holiday, except if it is a regularly scheduled work day on which the employee does work. If the employee is on sick leave the day preceding or the day following the holiday, said holiday shall be charged against the accrued sick leave of the employee. Accrued sick leave will not be charged for holidays when an employee has a verified medical appointment before or after a paid holiday, however, time off for such appointment charged to the appropriate leave benefit.

holiday,
will be

- (5) Sick leave taken, if also qualifying as Family Medical Leave Act (FMLA) leave, shall be deducted from total FMLA Leave available to the extent allowable by law.

c. When Credited

Sick leave is credited to employees on a monthly basis in accordance with the credit schedule outlined in Section 8.1a.

d. Accumulation of Sick Leave

All full-time employees of the City may accumulate Sick Leave in accordance with Section 8.2a.

~~8.3 Injury~~ 8.3 Injury or Occupational Disease Leave

- A. When an employee is injured or becomes ill due to an occupational disease and is covered by Mississippi Worker's compensation s(he) will receive a weekly check from Mississippi Municipal Service Company, once eligibility is determined. This check is equivalent to 66 and 2/3 percent of the employee's base pay, or as may be provided by then-applicable State law. This check

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

will be issued only when the employee is unable to work, or as otherwise allowed under Mississippi Workers' Compensation laws. If the injured employee wishes to make up the difference between the Workers' Compensation check and a full pay check, s(he) may elect to use a combination of vacation and/or sick leave. The employee will need to make arrangements with their department head within the first seven days after the date of injury.

~~8.4 Military~~ 8.4 Military Leave

Military duty means training and service performed by an inductee or enlistee in the armed forces of the United States, including time spent in reporting for and returning from such training in service. It also includes active duty training as a reservist in the armed forces of the United States or as a member of the National Guard. Military leave will be allowed in accordance with The Uniformed Services Employment and Reemployment Rights Act. See the Human Resources Department for more details.

~~8.5 Maternity~~ 8.5 Maternity Leave

Maternity Leave will be executed in accordance with the Family Medical Leave Act, or such other federal law as may specifically apply to such leave requirements. Refer to 8.6, a.

~~8.6 Family~~ 8.6 Family and Medical Leave

The Family and Medical Leave Act entitles "eligible" employees to take up to 12 weeks of unpaid, job-protected leave for one or more of the following reasons:

- a. to care for the employee's child after birth, or placement for adoption or foster care;
- b. to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- c. for a serious health condition that makes the employee unable to perform the employee's job.

Spouses employed by the City are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent (but not a parent "in-law") who has a serious health condition.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

City Employees who are "eligible" may take no more than 12 weeks of unpaid family and medical leave during a calendar year. Employee must have worked at least 1,250 hours during the 12 months preceding the leave.

The City is not required to continue non-health benefits such as life insurance and disability insurance, but must continue group health benefits-medical, dental, vision or other health plans-for employees on family medical leave, paying the same share of the cost it normally pays. The employee must continue paying for his/her share of premiums as well for coverage to continue. The City may require or an eligible employee may elect to substitute accrued paid leave days, vacation or sick leave for the unpaid family medical leave, however total leave qualifying as FMLA shall not exceed 12 weeks. The City may require medical certification before granting family medical leave for the employee's own illness, and certification that the employee is needed to care for a sick relative.

When employees return from family medical leave the City will reinstate them to the same or equivalent position and benefits. The employee will be given the same options they would have if not on leave, such as changing health plans during annual enrollment or being enrolled in a new plan established while they were on family medical leave. Any increase of premium during the leave will be passed on, just as it is to active employees.

If an employee fails to return from Family Medical Leave, except because of their own or a relative's serious health condition or another circumstance beyond their control, the City can recover health premiums if paid during the leave. The City can require medical certification of such a health condition. Also, the City can deny reinstatement from Family Medical Leave to salaried employees who are among the highest paid 10% of the City's workforce to prevent "Substantial and grievous economic injury" to the City.

See a Human Resources Department representative for further details and requirements. Should the requirements of the Family Medical Leave Act change, it is the City's intent to comply with all current requirements of that Act.

8.7 Bereavement Leave/Emergency Leave due to Critical Illness

Upon request, a regular full-time employee will be granted

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

up to three (3) consecutive days (1 day/shift Fire Department personnel) leave with pay when a death or critical illness occurs in the employee's or employee's spouse immediate family. The day of the funeral will be the last day for which payment will be made, unless the Mayor grants an extension. Part-time employees who have been employed for ninety (90) days will be granted up to eight (8) hours of bereavement leave with pay for immediate family.

A Full-time employee granted bereavement leave shall receive eight (8) hours pay or equal to the number of hours of his normal workday for each day that he misses work at the regular rate of pay. No bereavement pay will be paid if the funeral falls on a holiday, weekend, scheduled day off, if the employee is on leave of absence, sick leave, or if the employee is on layoff.

8.8 Civil Leave

While performing emergency civilian duty connected with national defense, jury duty, or appearing in Court as a subpoenaed witness (excluding Police Officers appearing in Court as a result of the performance of their duties) employees will receive full pay from the City, for the performance of such duties during normally scheduled hours of work.

If an employee is involved in a personal lawsuit either as plaintiff or as defendant in an action not related to his/her duties with the City, the employee may, at the discretion of the Department Head/Mayor, take leave without pay unless s(he) elects to utilize any accumulated vacation or personal leave.

8.9 Leave of Absence

A special leave of absence without pay may be granted under certain circumstances. With adequate justification, Department Heads may grant such leave if it is to be five (5) workdays or less in duration. If the request for a

leave of absence without pay is for a period of time longer than five (5) work days, it must also be approved by the Mayor. When the leave of absence without pay is for a period of more than five (5) workdays, the employee will not accrue sick or vacation leave credit as specified in Section 8.

8.10 Absence Without Leave

Any unauthorized absence from duty shall be deemed to be an absence without pay and may be grounds for disciplinary action by the employee's supervisor and/or Department Head. An employee who is absent for one (1) or more days/shifts without authorized leave shall be deemed to have voluntarily resigned. Employees needing time away from work must always call his/her supervisor for approval prior to the absence. Absences of such will be handled on a case by case basis.

8.11 Leave Donation

For the purposes of this subsection, the following words and phrases shall have the meaning ascribed in this paragraph unless the context requires otherwise:

- (i) "Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.
- (ii) "Immediate family" means spouse, parent, stepparent, sibling, child or stepchild.

(b) Any City employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the same department or another department who is

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MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:

- (i) The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the Human Resources Department or his designee of his or her designation.
- (ii) The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than eight (8) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
- (iii) An employee must have exhausted all of his or her available leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor and the Human Resources Department.
- (iv) Before an employee may receive donated leave, he or she must provide the Human Resources Department with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
- (v) If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to

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MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- the total number of days of leave donated by all donor employees.
- (vi) Donated leave shall not be used in lieu of disability retirement.
 - (vii) The City reserves the right to revoke or modify this policy at any time.

SECTION 9: EMPLOYEE BENEFITS

9.1 Retirement

All regular full-time employees are covered by the Mississippi Public Employee's Retirement System (PERS) (subject to membership rules of the system) and are required to enroll upon employment.

Sworn Police Officers and Uniform Fire personnel are covered under the Mississippi Public Employee Retirement System(PERS). Participation starts from the date of employment. Retirement benefits are calculated using formulas specified in state statutes.

9.2 Social Security

Social Security is an employee tax required by the federal government and consists of joint contributions by the employee and the City, based upon a percentage of the employee's salary, and is deducted from the paycheck. Details regarding current Social Security deductions and requirements are available from the Human Resources Department.

9.3 Health Care

The City has a group hospitalization and medical plan. Membership in the plan is completely voluntary. The City will contribute the amount of the cost for the employee to be enrolled in the individual plan. A Family plan is also available for enrollment, but the employee must contribute the difference in cost between the individual plan and the family plan.

The effective date of coverage is thirty (30) days following initial employment date. Employees who fail to enroll during their initial opportunity period may be required to provide evidence of insurability before enrollment and may

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

be subject to any waiting periods or other restrictions imposed by the health coverage provider.

Employees who are eligible under the provisions of the retirement systems may continue group health coverage to include dependents provided the retired employee pays all premiums for such coverage, under the terms set forth by the City in accordance with applicable State and Federal laws. Once a retiree becomes Medicare eligible he/she must take advantage of this opportunity and also obtain a Medicare supplement. If the retiree previously had employee/spouse coverage prior to Medicare eligibility and spouse is not Medicare eligible, spouse may remain on plan until he/she reaches Medicare eligibility as long as the premium is paid at the current member premium rate.

Dental and Vision Plans coverage for employees are voluntary and paid by Employees.

The City shall comply with then-applicable federal and/or State health care laws and regulations.

9.4 Life Insurance

Regular full-time employees are provided with \$15,000.00 life insurance coverage through their enrollment in the health care plan at no cost to the employee. Regular full-time employees are also required to pay a percentage of the premium of an additional \$20,000.00 mandatory life insurance coverage. Employees may have the option to purchase additional coverage.

9.5 Worker's Compensation

The Mississippi State Worker's Compensation laws cover employees injured on the job. This means that should an employee be injured on the job or contract an occupational disease, he or she may receive compensation consistent with those laws. To initiate a claim, the following procedure is established:

- a. The employee shall report any injury IMMEDIATELY regardless of extent of such injury, to his/her immediate Supervisor.
- b. The immediate Supervisor shall provide first aid treatment to the injured employee; the injured employee may be taken to a licensed physician or hospital,

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

designated by the City.

- c. The Supervisor shall inform the Department Head of the accident and the action taken as soon as possible.
- d. The Supervisor shall see that an "Official Accident Report" has been prepared and shall forward it to the Human Resources Department within 24 hours.
- e. This report shall be immediately processed with the City's Third Party Administrator worker's compensation organization with a copy forwarded to the Human Resources Department.

9.6 Risk Management

The purpose of the risk management and loss prevention program in the City of Oxford is twofold: First and most important is to protect the well being of all employees and second to maintain a safe and efficient operation; together, these risk management attempts should reduce insurance costs through elimination or control of exposed risks. It is the policy of the City of Oxford to take measures to provide for the safety of all employees. Likewise, all employees shall be required to comply with the safety rules outlined herein and that may be established for individual departments and divisions. Responsibility for using proper procedures in performing every duty will rest with each employee.

- a. All accidents shall be reported immediately in accordance with this handbook. The Supervisor and employee shall complete an Accident Report as soon as possible. The purpose of prompt reporting of accidents is to insure that injured personnel receive prompt medical attention and to enable prompt correction of any safety hazard that may be present.

9.7 Anti-Drug Plan

The City of Oxford recognizes that the use and abuse of drugs and alcohol in today's society is a very serious problem that has also found its way into work places. City of Oxford also recognizes the significant threat that a drug-impaired

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

employee can pose to the safety of the worker, co-workers and the general public. In order to address the safety threat presented by the problem of drug and alcohol abuse in the transportation industry, the Department of Transportation, and the Federal Highway Administration have established extensive regulations requiring drug and alcohol testing under certain circumstances to include the federally mandated Drug Free Workplace Act of 1988. In light of the above, City of Oxford has adopted this Anti-Drug Plan to specify the circumstances under which drug and alcohol testing may be required, the procedures for conducting such testing and the methods and procedures for complying with the requirements of the regulations.

Additionally, City of Oxford's drug and alcohol testing program is incorporated in an overall Anti-Drug Plan that is designed to create a drug-free work environment and provide help to those employees who may suffer from problems with substance abuse. The Plan has been developed in compliance with existing federal regulations in a manner, which ensures accurate and reliable test results, and thereby contains procedures designed to recognize and respect the dignity and privacy of all employees. More importantly, the City recognize that employees are valuable resource and wants to assist any employee who feels that he or she may have a problem with substance abuse. For more information on this policy contact the Human Resources Department.

9.8 Employee Assistance Program (EAP)

The City of Oxford recognizes that a wide range of individual problems not directly related to one's employment can affect job performance. These problems may include personal issues such as family and marital conflict, emotional difficulties, substance abuse, financial and/or legal difficulties.

Considering this, the City provides Employee Assistance for the welfare and protection of its employees and their dependents. The implementation of this program will be the joint responsibility of the management of the City and all of its employees. The employee may request an appointment with a counselor and the personal issues that are discussed are kept confidential by the counselor.

A separate policy defines the Employee Assistance Program (EAP) in detail, which includes both Anti-Drug Programs.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

9.9 Consolidated Omnibus Reconciliation Act (COBRA)

Under Federal law, known as the Consolidated Omnibus Reconciliation Act of 1985 (COBRA), most employers sponsoring group health plans are required to offer employees and their eligible dependents the opportunity for temporary extension of health coverage (called "continuous coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law. Both you and your dependents should take the time to read this notice carefully.

If you are an employee of the City of Oxford covered by the city's health plan, you have the right to choose continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part). Contact the Human Resources Department for more information.

9.10 Flexible Spending Account (FSA)

A flexible spending account (FSA), also known as a flexible spending arrangement, is one of a number of tax-advantaged financial accounts that can be set up through a cafeteria plan of an employer in the United States. An FSA allows an employee to set aside a portion of his or her earnings to pay for qualified expenses as established in the cafeteria plan, most commonly for medical expenses but often for dependent care or other expenses. Money deducted from an employee's pay into an FSA is not subject to payroll taxes, resulting in substantial payroll tax savings. One significant disadvantage to using an FSA is that funds not used by the end of the plan year are lost to the employer.

SECTION 10: CONDUCT

10.1 Dress Appearance

- The City of Oxford does not require specific dress
- for a non-uniformed employee. The City does, however,

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- expect a non-uniformed employee to be appropriately attired
- and groomed for his/her particular job.

10.2 Political Activity

Persons employed by the City of Oxford are free to register and vote on all persons employed by the City of Oxford are free to register and vote on all political issues and to express their opinions on political subjects and candidates. The following policies and limitations regarding political activities by employees of the City of Oxford are intended to maintain the neutrality and effectiveness of the public service.

a. Persons employed by the City of Oxford may:

- (1) Join political organization, civic association, or
~~(1)~~ -civic betterment groups.
- (2) Take part in political campaigns and activities,
 -subject to conditions in paragraph b. of
 this
~~(2)~~ -section.
- (3) Run for elective office:

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- A. A city employee, with the approval of his or her Department Head, may be permitted to run for a part-time governmental elective office if the elective office the employee is seeking does not in any way conflict with the course of the employee's City employment.
- B. City Employees desiring to run for a full-time governmental elective office shall request prior to announcing for such office a leave of absence. The Mayor and Board of Aldermen may grant the employee a leave of absence without pay unless the elective office he or she is seeking is outside of Lafayette County, Mississippi. If seeking an elected position in Lafayette County, and leave of absence is granted, the leave of absence shall begin at the time the employee qualifies or announces for office. If elected for a full-time elective office, the employee must offer resignation to the City of Oxford prior to taking over elected duties.
- C. No employee who is a candidate for an office shall campaign or engage in any activity related to the campaign while on duty. If an

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

employee is elected to a part-time office, the duties and responsibilities of that office shall not interfere with the employee's responsibilities in his/her position with the city.

b. Persons employed by the City of Oxford SHALL NOT:

- (1) Use their office/position to influence elections
 -or nominations, or for any other political
 +1+ -purpose.
- (2) Require or advise other employees to make
 +2+ -political contributions.
- (3) Use political influence in connection with their
 +3+ -employment status.
- (4) Engage in any type of political activity which
 +4+ -interferes with work responsibilities or
 becomes detrimental to constructive working
 relationships. Further, political activity of ANY
 type on the part of any employee while on duty is
 prohibited. This shall include but is not limited
 to soliciting or receiving political
 contributions, any form of campaigning for a
 candidate for public office, wearing or displaying
 political badges, buttons, or signs on their
 person or on City property.

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10.3 Outside Employment

While employed by the City, employees are discouraged from any outside employment. However, outside employment may be permitted subject to the following conditions:

- a. An employee must receive written approval from his/her Department Head and the Mayor prior to accepting outside employment or any change in the nature of such outside employment. The employee must provide to the Department Head pertinent information concerning the type of work to be engaged in, the name and address of the prospective employer and the hours of such employment.
- b. The outside work must not interfere with work for City employment, create a "conflict of interest", nor cause any decrease in present level of performance.
- c. If an employee has outside employment that has been approved by the Department Head and the Mayor, and (s)he is injured in the performance of the outside

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

employment, (s)he may elect to use any accumulated sick leave. If the employee receives worker's compensation from the outside employment, (s)he may utilize City sick leave only to the extent that, added to the worker's compensation, (s)he will receive the full regular city wages. Under no circumstances will an employee be permitted to use City worker's compensation or injury leave for injuries received while working for someone other than the City of Oxford. No application for permission to accept outside employment shall be approved if, in the judgment of the Department Head, there is any reasonable possibility that such outside employment will interfere, impair or conflict with employee's position with the City.

10.4 Use of City Vehicles/Take-Home ~~(See Minute Book 51, Page 465)~~

A City owned vehicle is to be used for official business only. ONLY EMPLOYEES, except with approval of the Board of Aldermen and/or Department Head, shall ride in City-owned vehicles. Employees required to retain vehicles overnight shall use such vehicles only for activities authorized by the Department Head and/or the Mayor and Board of Aldermen.

All employees authorized to drive a City vehicle shall have a current, valid Mississippi Driver's License. The status of an employee who has a violation or restriction imposed upon their license shall be subject to review by the Department Head and/or the Mayor.

Employees operating City vehicles or operating personal vehicles while on City business are expected to fully observe all traffic, Anti-litter Ordinances and other laws.

City employees who demonstrate careless disregard of traffic regulations damage the image of the City of Oxford and jeopardize their status as an employee of the City.

Non-Service carry-home vehicles shall be reported as an earnings at the rate set by the Internal Revenue Service (IRS), and as reported on your W-2.

10.5 Vehicle Accidents

It is the policy of the City of Oxford to provide a means to review all accidents involving approved operators of City vehicles by the City of Oxford Safety Committee. This

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

policy applies to all drivers of motor vehicles owned by the City of Oxford. The Safety Committee shall be composed of a representative (Safety Representative) of each major department responsible for the employees or drivers of city vehicles and the Director of Human Resources/Risk Manager.

PROCEDURES

(1) WITHIN THE CITY LIMITS: Any accident involving a City-owned vehicle will be investigated by the Oxford Police Department. The employee involved shall immediately notify his/her supervisor of the accident. The supervisor shall immediately notify the department head. The department head and the Oxford Police Department shall notify the Human Resources Department as soon as the accident report is available.

(2) OUTSIDE THE CITY LIMITS: Accidents occurring outside the City limits in city-owned vehicles will be investigated by the law enforcement agency having jurisdiction there. The employee involved shall immediately notify his/her Supervisor of the accident. The Supervisor shall immediately notify the department head who will notify the Human Resources Department.

The Safety Committee will meet after an accident has occurred, but no more than five business days after the appropriate investigating law enforcement agency has completed its investigation and forwarded same to the Human Resources Director. The Safety committee shall review accidents involving City vehicles where a tort liability claim is required. The committee may review specific accidents that do not involve a tort liability claim at the request of the Human Resources Director. In some cases, it may be necessary to delay this step until the case has been disposed of in court. The Safety committee will determine the cause of each motor vehicle accident and recommend appropriate corrective actions to the Human Resources Director.

Employees involved in an accident may be required to appear before the Safety committee to review the accident. The Safety committee shall objectively consider evidence presented by the driver involved, reports of the investigation, i.e. law enforcement agency, witnesses to the accident, and any other relative information.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

The accident investigation may include a review by a peer driver for any additional information relating to the operation of the vehicle involved in the accident. Peer driver(s) will not be involved in the assessment of points charged against the accident.

If a defect or malfunction of any vehicle component is claimed, the Safety committee will determine the validity of the claim by obtaining information from the mechanic involved in the post-accident examination.

Accidents found to be driver negligence will follow the below disciplinary actions:

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1st Offence with \$1000.00 or more damage_—letter of reprimand remedial driver training.

2nd Offense within 18 months of last accident- letter of reprimand and 5-days W/O Pay.

3rd Offense within three years - Disciplinary actions up to termination of employment.

The Safety committee recommendation will be submitted to the Human Resources Director for review and final approval by the Board of Aldermen. In addition to disciplinary actions above, the Human Resources Director may recommend any of the following depending on the situation:

- Physical examination and/or psychiatric examination
- Employee Assistance Program referral under current guidelines
- Driver testing or remedial driver training
- Appropriate driving class
- Other appropriate remedial action
- Termination of employment

The Director of Human Resources shall make a report to the Mayor on all accidents involving vehicles.

10.6 Travel Expense and Reimbursement

a. Administration

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- (1) Pre-Trip Estimate - Prior to embarking on a City related business trip, all employees will submit through their Department Head and to the Board of Aldermen for prior approval, a "Pre-Trip Estimate of Travel Expense" form before making confirming arrangements with airlines, hotels, rental car agencies, etc. Reimbursement for such travel and related expenses shall only be made if the employee seeks and is granted permission for such travel prior to the travel being taken or expenses incurred.
- (2) Documentation - At the conclusion of a trip, expenses should be documented on an "Expense Report Form" in sufficient detail to satisfy applicable income tax requirements and to allow proper review and approval of the expenses. At a minimum, this would include the following:
 - A. Record expenses daily and by each type of travel or business expense.
 - B. A business purpose should be noted for each expenditure.
 - C. Business meals and entertainment expenses must show the names, titles, and affiliation of each person involved, and the name of the establishment where the expense was incurred.
 - D. Only original receipts are acceptable.
- (4) Approval - Employee expense reports are to be approved by the employee's department head. The act of approval is a representation that the expenses are reasonable, adequately documented, serve a legitimate business purpose, and are in full accord with City policy.
- (5) Auditing - The City Clerk's Office will establish procedures to:
 - A. Check the adequacy of supporting documents.
 - B. Verify the mathematical accuracy of the data.
 - C. Provide reimbursement to the employee, when applicable.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

b. Air Travel

- (1) City employees are expected to fly at the lowest logical airfare available, consistent with their business needs. Accordingly, Y-Class (tourist, economy, coach) is to be used normally.
- (2) Every effort should be made in obtaining discounted airfares by making reservations as far in advance as possible.
- (3) Travel itineraries are not acceptable as support for airfare expenses. Only the original flight coupon receipt will suffice.

c. Rental Cars

- (1) Compact cars, only, should be rented from a car rental agency. If more than two employees are traveling together or if business equipment or supplies are being transported, a "mid" or "intermediate" vehicle may be permitted.
- (2) Refueling, if possible, should be done by the renter prior to returning car to the rental agency.

d. Lodging

- (1) The type of hotel/motel room selected should provide comfortable living quarters at a reasonable cost to the City.
- (2) Personal items such as in-room movies, toiletries, bar accessories and newspapers are not reimbursable.

e. Business Use of Personal Vehicle

- (1) Should it become necessary for an employee to use their personal vehicle in the performance of official duties for the City, the rate of reimbursement will be at the current IRS rate allowed per mile actually driven.
- (2) Tolls and parking fees are not included in the mileage allowance, and thus are separately reimbursable.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- (3) Traffic fines are not reimbursable.

f. Meals While Traveling

- (1) The actual cost of meals is reimbursable if away from home overnight and the cost is reasonable and customary for that location. (See g(3) below)
- (2) Receipts are required for all meals.
- (3) Meals should be reported separately and not totaled for each day.

g. Miscellaneous

- (1) Reasonable gratuities to waiters, waitresses, cab drivers, etc., are reimbursable.
- (2) Phone charges necessitated by out-of-town travel are reimbursable.
- (3) The City's travel expense policy cannot specifically cover every expenditure or set of circumstances that may relate to employee travel or other business matters. Therefore, employees and their Department Heads must exercise judgment in determining whether certain expenditures meet the criteria for reimbursement. Reimbursement for travel expenses shall be in accordance with the provisions of Section 25-3-41 of the Mississippi Code as amended.

Meals Reimbursement:

In-state - determined by Federal Register
(When supported by receipts)

High cost areas - determined by DFA

High cost areas are those areas outside the State of Mississippi designated in the Federal Register as having a prescribed maximum per diem daily rate. The Department of Finance and Administration, Bureau of Finance controls (BFC) determines the meal reimbursement amount semi-annually.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

The Oxford Park Commission and Visit Oxford employees will seek approval for travel from their respective Commission or Board.

10.7 Workshops and Seminars

Attendance of personnel at special workshops and seminars is based upon the needs of the City for information or training in special areas. Such attendance shall be at the discretion of the Board of Aldermen and subject to the annual budget.

10.8 Education Policy/Leave

It is the policy of the City to encourage employees to take advantage of relevant, job-related training opportunities in order to improve job performance and to qualify for positions of increased difficulty and responsibility. Full-time employees of the City of Oxford may be granted up to three (3) semester hours of paid Education Leave per semester locally, when such leave is used to develop job related professional and managerial positions within the City of Oxford. Any leave requested in excess of three (3) semester hours shall be taken as vacation leave or compensatory time.

Requests for Educational Leave must be submitted to, and reviewed by the Department Head. The Department Head shall, prior to granting Educational Leave, consider the work load of the Department, the availability of other personnel to perform the duties of the employee when absent, and relevant factors.

Employees granted Educational Leave must successfully complete the course taken, and submit to the Department Head at the end of each semester, a copy of the grade(s) received for each course. All courses taken shall be a required or elective course leading to a degree offered by the institution offering such course. Withdrawal or failure to successfully complete such course(s) by the employee shall result in termination of the Educational Leave granted to the employee, and future Educational Leave shall be granted to the employee only with approval of the Board of Aldermen.

10.9 Telephone/Cell Usage

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Use of telephones and cell phones is an excellent way to further good public relations. Department heads should be sure that an employee is always available to answer the phone.

—Employees speaking on the phone should identify the office and speak naturally and directly into the telephone, and should be brief, direct and courteous.

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(1) Personal cellular phones.

While at work, employees are to exercise the same discretion in using personal cellular phones as they do for City phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. The City encourages a reasonable standard of limiting personal calls during work time, ~~to no more than one per day as needed.~~ ~~Employees are therefore asked to make any other personal calls on~~ Employees are asked to make personal call during non-work time where possible and to ensure that friends and family members are aware of the City's policy. Flexibility will be provided in circumstances demanding immediate attention. The City will not be liable for the loss of personal cellular phones brought into the workplace.

(2) Personal use of City-provided cellular phones.

Where job or business needs demand immediate access to an employee, the City may issue a business cell phone to an employee for work-related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. Phone logs may be audited regularly to ensure no unauthorized use has occurred. The employee should expect no privacy in the use of city-issued phones, or other electronic or computer equipment.

If an employee experiences a severe personal emergency that results in the need to use the City's cellular phone, he or she is required to report this use to his or her Department Head within 48 hours. The employee will be asked to sign a form specifying the number called and the reason for the call, as well as a specific authorization to deduct the cost of the call

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

from his or her paycheck when the bill is received. Failure to report such use may result in disciplinary action. Failure to reimburse the City for the cost of the call will result in tax liability for the employee as well as possible disciplinary action.

Employees in possession of City equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested may be expected to bear the cost of a replacement.

(3) Safety issues for cellular phone use.

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving or texting. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional issues and keep their eyes on the road. Special care should be taken in situations where there is traffic; inclement weather or the employee is driving in an unfamiliar area.

In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to the highest forms of discipline, including termination.

(4) Special responsibilities for managerial staff.

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

10.10 Financial Obligations/Garnishment

Employees are expected to pay debts promptly and maintain a reputation in the community for honoring just debts. It is an embarrassment to the City administration when creditors contact the City in an effort to collect debts from employees. Employees receiving more than one judgment from one or more creditors will be required to seek financial counseling under the city's Employee Assistance Program (EAP). Time away from must be vacation leave. Employees should schedule counseling after work hours.

10.11 Sexual Harassment

The City desires to maintain a productive work environment characterized by cooperation and mutual respect. Any form of harassment or sexually oriented harassment by and of any city employee is prohibited. Employees who engage in sexual harassment are subject to the City's sexual harassment policy and procedures. Any employee who feels victim to sexual harassment should promptly report the problem, so that the City may investigate and take prompt, remedial action.

Sexual harassment not only conflicts with City policy; it also may violate Federal and State law. Those who participate in unlawful sexual harassment may be subject to both civil and criminal penalties.

The City has established the sexual harassment policy and procedures to discourage all forms of harassment and to provide for accessible remedial measures that are prompt, thorough, and as confidential as possible under the circumstances. Employees are encouraged to report incidents of sexual harassment as promptly as possible. No retaliation will occur against any individual making a good

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

faith complaint or for participating in an investigation related to a complaint.

Types of Sexual Harassment

While all forms of sexual harassment behavior are prohibited by the City, two specific situations have been indemnified in the law:

1. Quid Pro Quo ("This for that") Harassment - Conduct by an employee in a position of supervisory authority that conditions favorable/unfavorable treatment upon the acceptance/refusal of sexual advances. Example of such impermissible behavior includes, but are not limited to, offers to subordinates of job-related benefits in exchange for sexual favors, denial of job-related benefits as punishment for refusal to submit to sexual advances, and retaliation against an employee for intending to file a sexual harassment complaint, filing such a complaint, or cooperating with an investigator.
2. Hostile work environment harassment - Conduct by an employee (s) that creates an offensive, intimidating, or hostile work environment through the use of harassing remarks, gestures, and/or other behaviors, when such conduct is of a sexual nature. If an employee is unsure whether certain behavior constitutes sexual harassment, then the behavior is likely inappropriate and should be immediately ceased.

Harassment may take either or both forms, above, or some other form or combination of the two types described above. In any case, the employee who suspects he or she is being harassed should promptly report such harassment, pursuant to this policy.

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Complaint Procedures

1. Complaints of sexual harassment should be directed to the employee's immediate supervisor promptly after the alleged harassing behavior occurs. Should notification to the employee's immediate supervisor be impractical for some reason, the complaint may proceed directly to the Department Head. If exceptional circumstances require, and there is no practical method of complaint to the employee's supervisor or Department Head, the complainant may

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

proceed to the Human Resources Director or the Mayor of the City.

2. After a complaint is filed, an initial meeting will take place between the complaining employee and a designated investigator to be appointed for that purpose by the Mayor or, if the Mayor is unable to make such a designation, the Board of Aldermen. This investigator may be, as determined by the Mayor (or the Board), the complaining party's immediate supervisor, Department Head, or a representative from the Mayor's office. Should the Mayor (or the Board) determine that exceptional circumstances exist, the investigator may be retained from sources outside of City employees.
3. The purpose of the initial meeting will be to clarify the specifics of the complaint, to identify the nature and severity of the alleged behavior, and to determine relevant factual matters including dates, time and witnesses. The initial meeting and all matters relevant to the complaint will be kept as confidential as possible under the circumstances of any given situation.
4. Upon the information presented the investigator will draft an initial report of the meeting, detailing factual determinations and drawing conclusions as to the nature, severity and context of the allegedly harassing behavior. This initial report will be provided to the Mayor (or Board), who may order further investigation of the complaint if the Mayor (or Board) determines this to be necessary or helpful in determining whether harassment has occurred.
5. Before any further investigation is ordered pursuant to paragraph 4 above, or any disciplinary action taken, the alleged harasser(s) will be notified of the complaint, issued a copy of the investigator's initial report, and provided the opportunity to be heard by the investigator. The investigator may then undertake additional investigation, as he or she deems necessary and shall either adopt the initial report as the investigator's final conclusion or findings or issue a separate report, as he or she may determine under the circumstances. If additional findings substantiating the complaint

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

are made, the alleged harasser shall be notified of these findings and given an additional opportunity to respond.

- 6. In minor situations, discipline may range from an apology to attendance at a counseling session. If credible evidence of a severe incident surfaces, discipline may include, but is not limited to, transfer, loss of status, or discharge.

If the intent of the complainant is only to inform his/her immediate supervisor of a potential problem, and not to commence a formal complaint procedure, the complainant should notify the immediate supervisor of his/her intentions. The City shall maintain discretion, however, to undertake an investigation pursuant to the process provided herein if it determines that such investigation is necessary of beneficial. By signing the signature page of this handbook the City of Oxford employee attests that he/she had read and understands the sexual harassment policy and procedure.

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10.12 Violence in the workplace

Because the City of Oxford is concerned with the safety and security of its employees, any acts or threats of violence made by any employee against another employee or citizen's life, well-being, family or property will not be tolerated.

Any such acts or threats of violence, whether made directly or indirectly, by words, gestures, or symbols, infringe upon the rights or obligations of the City of Oxford to provide a safe work environment for its employees. Any person violating this policy will be subject to disciplinary action, up to and including termination.

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10-13 Weapons

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Possession or use of a firearm, illegal knife as defined by Mississippi law, explosive, and other prohibited weapons of any kind, while on City owned, leased, or controlled property, or while operating City owned, leased, or controlled vehicles is prohibited, unless the employee, is a duly authorized law enforcement official, or unless they are otherwise authorized, according to state law. In this

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MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

instance, they shall be allowed to carry or possess any pistol, firearm, or other weapon on City property.

Under Mississippi law, however, employees who have valid handgun carry permits are allowed to bring a firearm and ammunition onto the City's parking lot provided that the firearm and ammunition are kept in the employee's vehicle in accordance with Mississippi Code Ann. § 45-9-101.

The firearm and ammunition, however, may not be removed from the vehicle while it is on City property. Removal of the firearm and ammunition from the vehicle may result in discipline, up to and including immediate discharge unless the employee is in compliance with state law. The City will not discharge or take any adverse employment action against an employee who is in compliance with § 45-9-101 (a) or 97-37-7.

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SECTION 11: EMPLOYEE PERFORMANCE EVALUATIONS

11.1 General

Employee performance evaluations shall be prepared for all regular full-time employees of the City workforce.

11.2 Frequency of Evaluations

Employees shall be rated regularly on an annual basis or more frequently if the Department Heads determines that it is necessary. Employees shall also be rated on the following special occasions:

- (a) All employees will be evaluated annually.
- (b) At any time for exceptional or unsatisfactory performance.

11.3 Responsibility for Employee Performance Evaluation

The Office of the Human Resources Director shall have the responsibility for overseeing the performance evaluation system. Each employee shall be rated by his/her immediate

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

Supervisor, which will then be reviewed by the next higher Supervisor, when applicable. Copies of the performance evaluation shall be transmitted to the Human Resources Department for inclusion in each employee's individual personnel file.

11.4 Merit Increase Dependent On Performance Evaluation

One of the criteria for a merit increase is a satisfactory or higher rating on the previous job performance evaluation.

11.5 Unsatisfactory Performance Evaluation

An employee receiving a rating of unsatisfactory may be dismissed by the appointing authority for unsatisfactory service.

SECTION 12: GRIEVANCE POLICY

12.1 General Statement

It is the policy of the City of Oxford that any regular employee should have the right to air valid complaints and/or concerns regarding matters affecting his/her employment which (s)he considers unjust.

When a question exists as to whether or not a particular matter is covered by the grievance policy, final judgment will rest with the Mayor. A grievance claim will be denied when the grievance concerns Board of Aldermen policies, ordinances, or statutes; pertains to matter in which the grievant has no direct interest; or when the Mayor has good reason to believe that a grievance has been brought in bad faith or for inappropriate reasons. Grievance procedures will always be followed when the matter affecting employment involves a liberty interest of the employee.

12.2 Definitions

- A. Grievance: A complaint filed by a regular employee in response to action(s) of the employee's Supervisor involving interpretation or application of rules and regulations, suspension, demotion, and/or dismissal. Grievances founded in allegations of discrimination

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

should follow the procedure outlined in Section 12.4 herein.

- B. Liberty Interest: A liberty interest is that interest an employee has in his/her employment that can be adversely affected by an allegation of misconduct which, if publicized, could negatively impact on the employee's standing or reputation within the community concerning the employee's good name, honesty, honor or integrity and which could affect the employee's freedom or ability to obtain other employment.

SECTION 13: RULES OF CONDUCT

13.1 Resignations

Any employee who is in good standing may resign from the service of the City by presenting a written two-weeks notice of resignation to the Department Head. Such resignation shall be promptly forwarded to the Human Resources Director. The employee may withdraw such resignation at any time prior to the effective date with the approval of the (resigning) employee's Department Head and the Mayor.

13.2 Reasons ~~For~~for Disciplinary Action

In any organization, it is necessary to have established and understood policies and rules to protect the interests of all employees and to assure that all employees are treated fairly.

Violation of work rules may result in progressive disciplinary action. Discipline ranges from an oral reprimand to immediate discharge, depending on the seriousness of the violation and whether it is a first violation or a recurrence. A combination of work rule violations will be dealt with according to the

circumstances of each case. In addition, disciplinary action may be taken if an employee violates any state or federal law or violates any City ordinance.

If a circumstance arises which is not specifically covered by these rules, the City may take appropriate disciplinary

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

action.

The following are examples of improper conduct, together with guidelines for disciplinary action. Nothing herein shall be construed to limit the discretion of the Supervisor/Department Head or the Mayor and Board of Aldermen to either impose a lesser or greater disciplinary action than shown below. Disciplinary action in any case will depend on the facts of that case and the employment record of the person involved.

GROUP I

<u>OFFENSE</u>	
First	Verbal Warning
Second	Written Warning
Third	suspension up to forty (40) hours without pay.
Fourth	Discharge

For each three-month period of no incidents in this group only, the level of disciplinary action will be reduced on level for the next offense. Offenses will roll off after one year.

1. Late to work without an excuse acceptable to the City.
2. Failure to properly check in at the beginning of the work day/shift.
3. Failure to report personal injury or accident.
4. Disregarding job duties by neglect of work, carrying on personal business or activities for pleasure.
5. Unexcused or an unauthorized absence.
6. Establishing of a pattern of sick leave abuse.
Excessive absenteeism.
7. Careless workmanship resulting in spoilage or waste of materials or delay in production.
8. Failure to attend meetings called by the City without presenting an excuse acceptable to the City prior to the meeting.
9. Failure or delay in carrying out orders, work assignments or instructions.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- 10. Incompetence, inefficiency or unsatisfactory work performance.
- 11. Stopping work or making preparations to leave work without authorization before the lunch period, official break in work or before specified quitting time.
- 12. Distracting the attention of other employees.
- 13. Unauthorized use of City resources/assets to include, but not limited to; envelopes, stationery, typewriters, computer terminals, printers, computer software, photocopy machines, other office equipment, electricity, time and cell phones, etc., with regard to the filing of employee grievances versus the City.

GROUP II

OFFENSE

First	Written Warning
Second	Suspension up to forty (40) hours without pay
Third	Discharge

- 1. Smoking in an unauthorized area.
- 2. Permitting any person who is not an employee of the City of Oxford to enter or ride in a City vehicle without the authorization of the Supervisor, except when in the course and scope of their official duties as a City employee.
- 3. Unauthorized possession of, loss of, or damage to City property or the property of others, or endangering the same through carelessness.
- 4. Gambling or unlawful betting on City premises.
- 5. Covering up or attempting to conceal defective work; removing or destroying the same without permission.
- 6. Unauthorized posting of notices, or unauthorized removal of notices or signs from bulletin boards on City property.
- 7. Failure to report for overtime work without good reason after being scheduled to work according to overtime

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

policy.

8. Use of the City vehicle or City equipment or City buildings for other than employer directed use.
9. Unauthorized use of City property for private work or performing private work on City time.
10. Disclosing confidential records or information unless directed to do so by his/her Supervisor or Department Head.
11. Failure to observe precautions for personal safety, posted rules, signs, safety instructions or to use protective clothing or equipment. Neglect or carelessness that leads to unsafe conditions of self, other employees or the public. Contributing to, or creating, unsafe conditions.
12. Violating traffic regulations, reckless driving or improper operation of a motor vehicle owned by the City or owned by the employee which is used for City business in absence of a threat to life. Except in the Fire Department, regulations will be followed as established by each Department.
13. Inattentiveness to work: loafing, wasting time, failing to start work at the designated time, quitting work before the proper time or leaving the job during working hours without permission of the City.
14. Failure to report to work without giving proper notice to supervisor.
15. Leaving the worksite, without permission, during normal working hours.

GROUP III

OFFENSE

First Up to Eighty (80) hours suspension without pay or discharge

Second Discharge

1. Disorderly conduct; fighting or engaging in dangerous

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

horseplay.

2. Threatening, intimidating, coercing or interfering with employees or supervision at any time.
3. Resisting competent authority.
4. Reporting for duty or being on duty under the influence of intoxicants; unauthorized possession of, or attempting to, bring intoxicants on City premises.
5. Selling intoxicants or narcotics on City premises.
6. Sleeping during working hours. Fire fighter shift personnel excepted within established hours.
 7. Possession or concealment of firearms or other weapons in a manner in violation of State, federal, or local law or ordinances.
8. Conviction of a misdemeanor or felony while in the employment of the City.
9. Conviction of drunk or reckless driving while operating a City owned vehicle or operating a personal vehicle while doing City business. Failure to inform City of loss driving privileges, revocation, suspension.
10. Being under the influence of narcotics or drugs without the written orders of a physician during working hours.
11. The making or publishing of false, vicious or malicious statements concerning any employee, Supervisor, the City or its operations.
12. Actual or attempted theft of City property or the property of others.
13. Immoral, indecent or notoriously disgraceful conduct.
14. Discrimination against an employee or applicant because of race, color, religion, sex, national origin, ancestry, age, disability or marital status and any reprisal action against an employee for reporting such discrimination.
15. Falsifications, misstatement, exaggeration, or concealment of material facts in connection with the

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0086

employment, promotion, and record investigation or other proper proceeding concerning an employee or applicant.

16. Any verbal or physical conduct intended or reasonably perceived to be of an offensive sexual nature which would constitute sexual harassment.
17. Intentionally falsifying records for oneself or another employee.
18. Disobedience to constituted authorities, or deliberate refusal to carry out any proper order from any Supervisor having responsibility for the work of the Employee, insubordination.
19. Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, worker's compensation or unemployment compensation payment.
20. Accepting bribes in the course of work.
21. Refusing to provide, upon request, to a Supervisor accurate and timely information, oral or written, relating to the operation of the division or department; personal matters materially affecting job performance or personnel policies.
22. Disrespectful conduct; use of insulting, abusive, threatening or obscene language toward subordinate, fellow employees or Supervisor.
23. Texting while driving ~~and~~ City owned vehicle causing and accident.

13.3 Reprimand

A Supervisor or Department Head may reprimand an employee orally or in writing. Oral reprimands may be documented in writing for inclusion in the employee's personnel file.

Written reprimands shall be included in the employee's personnel file. The Department Head shall approve all reprimands.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

13.4 Administrative Leave/Suspension

Any employee of the City may be recommended for disciplinary action(s) by their Department Head and/or Supervisor. Any tangible employment action such as Administrative leave or suspensions without pay must be approved by the Board of Aldermen prior to actions being taken on any employee. The Human Resources Director shall review the department's recommendation prior to Board approval. Only the Board of Aldermen can take tangible disciplinary actions on an employee.

A. Administrative Leave - pending investigation

1. Any employee may be placed on administrative leave with pay pending investigation, but only after approval by the Mayor.
2. When an employee is placed on administrative leave with pay pending an investigation, the department head or Human Resources Department shall notify the employee at the time the reason(s) for the leave, and the duration. If during the investigation it is found that the employee has violated any additional Group III offense, the employee may be terminated for that offense alone.

B. Suspension without pay - Disciplinary

1. An employee may be suspended as a disciplinary measure and may be removed from payroll immediately and relieved of all responsibilities after approval of the Board of Aldermen. The employee will also surrender all City of Oxford equipment pending the outcome of the investigation.
2. When an employee is suspended, the Department Head and/or Supervisor shall notify the employee at the time of the suspension the reason(s) for the suspension and the duration of the suspension.

C. Suspension without pay - Pending further action.

1. An employee may be suspended without pay pending the investigation and outcome of criminal charges upon approval of the Board of Aldermen for an alleged offense:

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- a. occurring on the job; or
 - b. while utilizing City owned vehicles; or
 - c. machinery or other property; or
 - d. where the charge itself of such offense would interfere with the employee's abilities to perform his or her duties, or
 - e. which, if proven, would constitute a felony under the laws of Mississippi, another state, or the United States; or
 - f. is of such a nature, if proven, would bring discredit upon the City of Oxford.
2. If the employee is found guilty in a court of law of the criminal charges, the judgment may, with the approval of the Board of Aldermen, be grounds for termination effective the date of suspension.
 3. Nothing herein shall require the Board of Aldermen to suspend without pay an employee alleged to have committed an act as defined in paragraph 13.4 (C). Each situation shall be determined on a case-by-case basis by the Board with the recommendations of the Supervisor and/or Department Head.
 4. If an employee is suspended without pay for any reasons enumerated in paragraph 13.4 (C) such employee shall be notified of the grievance procedure shown in Section 12.

13.5 Disciplinary Probation

A Supervisor and/or Department Head may place an employee on disciplinary probation for a specific time period. During this probationary period, the employee may be required to demonstrate his fitness for the position (s) he holds by actual performance of the duties and/or attainment of any specific goals which may be established by the Supervisor and/or Department Head for the disciplinary probation time period. The Board of Aldermen must have approved this action.

1. A written statement of the reasons for an employee's

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

placement on disciplinary probation shall be furnished to the employee and a copy filed with the Human Resources Department.

2. During this probationary period, the employee may be required to demonstrate his/her fitness for the position (s)he holds by actual performance of the duties and/or attainment of any specific goals which may be established by the Supervisor and/or Department Head.
3. No pay increase shall be granted during this probationary period other than a cost of living adjustment.
4. There may be other reasons arising during the disciplinary probationary period that may result in discipline. The specific reasons stated for the disciplinary probation is not intended to be the only basis upon which discipline can be imposed upon an employee who is on disciplinary probation.

13.6 Salary Reduction

A Department Head with the approval of the Board of Aldermen may reduce an employee's rate of pay.

1. The pay rate of an employee shall be reduced within the pay step assigned to the position held by the employee.
2. A written statement of the reasons for a disciplinary salary reduction shall be furnished to the employee and a copy filed with the Human Resources Department.

13.7 Demotion

A Department Head with the approval of the Board of Aldermen may demote any employee.

1. No demotion shall be made as a disciplinary action unless the employee to be demoted is eligible for employment in the lower position and shall not be made if any regular employee in the lower position will be laid off by reason of such a disciplinary demotion.
2. A written statement of the reasons for a disciplinary demotion shall be furnished to the employee and a copy

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

filed with the Human Resources Department

13.8 Dismissal

A Department Head with the approval of the Board of Aldermen may dismiss for any reason an employee in his/her department.

1. A written statement of the reason for dismissal shall be prepared and furnished to the employee by the Department Head and a copy shall be filed with the Human Resources Director.

13.9 Reduction in Force-Layoff

A Department Head with the approval of the Mayor and Board of Aldermen may separate any employee because of City budget reductions or curtailment of work.

1. Written notification of Reduction in Force shall be furnished to the employee at least fifteen (15) calendar days prior to the effective date of the action.
2. No regular full-time employee shall be separated from any department while there are provisional, initial trial period, part-time or temporary employees serving in the same class of positions in that department.
3. Whenever a position is abolished or a reduction in force becomes necessary, the first employees to be laid off are those who received a rating of "Below Average" or "Unsatisfactory" on their last employee performance evaluation. The remainder of the employees shall be laid off on the basis that the employee best qualified to perform the duties of the position shall be retained.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

SECTION 14: CONFIDENTIALITY AND

14.1 Confidentiality

The City of Oxford seeks to maintain confidentiality for its current and former employees. For that reason, job reference information must be handled with careful attention to proper procedures. All contacts from outside parties regarding current or former employees must be referred to the Human Resources Department for handling. This includes giving or discussing employees' medical circumstances with other employees. Employees receiving such contacts, whether by phone or in person, must refer the inquiry to the Human Resources Department. It is impossible to tell who a caller is or why they are really calling. The proper response for an employee not in the Human Resources Department receiving a request for information about a current or former employee is "Please let me refer you to our Human Resources Department for information. Thank you." The Human Resources Department will handle all calls for such information.

14.2 Reference Giving

All employees are asked to sign a personal information confidentiality and disclosure statement in which they;

- 1) Acknowledge that certain types of information about them will be gathered and maintained by the City and;

- 2) Authorize disclosure of certain information to specified parties under specified circumstances. Subject to that procedure will be any information release that falls into the category of a job reference. Any release of information not in keeping with the authorization signed by the employee may lead to disciplinary action against the employee or employees responsible for such disclosure, up to and possibly including discharge from employment.

In lieu of employees not signing a confidentiality and disclosure statement, the Human Resources Department will only release the following information:

Employee's name
Date of hire
Job or position held
Date of termination

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

14.3 City of Oxford Subpoena Policy

The City of Oxford will release information sufficient to identify an employee only to comply with valid legal process such as a search warrant, subpoena or court order. If such information is requested in connection with a civil/criminal legal matter a valid subpoena must be served.

Upon receipt of a valid subpoena, it is the City's policy to promptly notify the Human Resources Department and City Attorney to coordinate any responses. If a specific employee is named in the subpoena whose information is sought s(he) will be notified by the Human Resources Department. The City of Oxford will seek reimbursement for costs associated with subpoena compliance, to the extent allowed by law.

SECTION 15: INFORMATION TECHNOLOGY POLICY

The purpose of this handbook is to outline the acceptable use of computer equipment at the City of Oxford. These rules are in place to protect the employee and the City of Oxford. Inappropriate use exposes the City of Oxford to risks including virus attacks, compromise of network systems and services, and legal issues. This handbook applies to employees, contractors, consultants, temporaries, and other workers at the City of Oxford, including all personnel affiliated with third parties. This handbook applies to all equipment that is owned or leased by the City of Oxford.

15.1 General Use and Ownership

- a. While the City of Oxford's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of the City of Oxford. Because of the need to protect the City of Oxford's network, management cannot guarantee the confidentiality of information stored on any network device belonging to the City of Oxford.
- b. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Only City authorized users may operate City owned computers. No family member, friend or associate is authorized. Individual departments are responsible for creating

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

- c. For security and network maintenance purposes, authorized individuals within the City of Oxford may monitor equipment, systems and network traffic at any time, and/or to audit networks and systems on a periodic basis to ensure compliance within this policy.

15.2 Security and Proprietary Information

- a. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
- b. Because information contained on portable computers is especially vulnerable, special care should be exercised.
- c. Postings by employees from a City of Oxford email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the City of Oxford, unless posting is in the course of business duties.
- d. All hosts used by the employee that are connected to the City of Oxford Internet/Intranet/Extranet, whether owned by the employee or the City of Oxford, shall be continually executing approved virus-scanning software with a current virus database, unless overridden by departmental or group policy.
- e. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

15.3. Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is an employee of the City of Oxford authorized to engage in any activity

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

that is illegal under local, state, federal or international law while utilizing the City of Oxford-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities that fall into the category of unacceptable use.

15.4 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

- a. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the City of Oxford.
- b. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the City of Oxford or the end user does not have an active license is strictly prohibited.
- c. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- d. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- e. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- f. Using the City of Oxford computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- g. Making fraudulent offers of products, items, or services originating from any City of Oxford account.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- h. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- i. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing of information for malicious purposes.
- j. Port scanning or security scanning is expressly prohibited unless prior notification to the IT department is made.
- k. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
- l. Circumventing user authentication or security of any host, network or account.
- m. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- n. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- o. Providing information about, or lists of, the City of Oxford employees to parties outside the City of Oxford.
- p. Under no circumstances shall a PDA, personal computer, laptop, or any other network device be connected to the City of Oxford network that is not owned or maintained by the City of Oxford without the express consent by the employee's department head and the IT network manager.
- q. Swapping disks in or outside the workplace.
- r. Acquiring academic or other restricted or non-retail software without a license for commercial use.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

15.5 Email and Communications Activities

- a. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- b. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- c. Unauthorized use, or forging, of email header information.
- d. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- e. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- f. Use of unsolicited email originating from within the City of Oxford's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the City of Oxford or connected via the City of Oxford's network.
- g. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

15.6 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

SECTION 16: TOBACCO FREE FACILITIES

All City of Oxford facilities are smoke-free. While in any City facility and/or on City business, do not smoke or chew tobacco.

SECTION 17: AMENDMENT OF POLICIES

This handbook is intended primarily as an outline of the important features of working relationships and is not to be construed as a contract for employment or continued employment with the City of Oxford. If any inconsistency

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

should arise between the handbook and practice, the handbook will govern. It should be understood that the City of Oxford may necessarily revise or amend these policies from time to time. Employees will be advised promptly of any amendments.

SECTION 19: DEFINITIONS OF TERMS

The following terms used throughout this manual shall be defined as follows UNLESS otherwise specified in an individual section herein.

Board of Alderman	Governing Body of the City of Oxford, Mississippi
CALL BACK duty	Every City employee may be called to 24 hours a day.
CITY	Oxford, Mississippi
MAYOR	Chief Administrative Officer of the City of Oxford, Mississippi.
CATASTROPHIC INJURY OR INJURY	A life-threatening injury or illness of an employee or a member of an employee's immediate family that total incapacitates the employee from work.
CLASSIFICATION in	The assignment of individual positions the service of the City on the basis of the type, difficulty and responsibility of the work performed in the position.
DEMOTION	The movement of an employee from a position to a position having a lower

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

	maximum salary step, initiated by the City for reasons including but not limited to: budget constraints, disciplinary action, and/or unsatisfactory work performance, or at the employee's request.
DEPARTMENT	A major functional unit of the municipal government. Departments of the City include but may not be limited to: City Clerk, Personnel, Planning & Zoning, Building and Grounds Municipal Court, Parks & Recreation, Police, Fire, and Public Works.
DEPARTMENT HEAD	The individual appointed by the Mayor who is responsible for the administration of a department.
DISCIPLINARY ACTIONS	A procedure designed to correct the actions of an employee for a violation of the personnel rules, department regulations or accepted work behavior.
DISCIPLINARY PROBATION	A time period specified by a Supervisor and/or Department Head in which an employee is required to demonstrate his/her fitness for the position (s)he holds by actual performance of the duties and/or attainment of any specific goals which may be established by the Supervisor and/or Department Head for the disciplinary probation.
DISCRIMINATION	To make a difference in treatment on a basis prohibited by Federal or State law.
DIVISION	An activity, program or sub-unit within a department.
DIVISIONS HEAD	A person appointed by a Department Head with the approval of the Mayor, who is responsible for the administration of a division and sometimes referred to as "Superintendent".
EMERGENCY	A sudden and unforeseen event that requires the immediate attention and/or

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

	services of an employee.
EXAMINATION	An assessment of an applicant's capability to perform the duties of a position by means of written, oral, physical, or performance tests including evaluation of the application and interviews.
EMPLOYEE	Any person working for the City of Oxford, Mississippi.
EXCESSIVE ABSENTEEISM	Documented, recurring lateness or absence which may include either frequency of lateness or absences, or length of lateness or absences.
GRADE	A determination within the workforce, of personnel according to job duties, tasks, and responsibilities.
GRIEVANCE	A disagreement relating to employment, between a regular employee and his/her supervisor regarding action(s) of the employee's Supervisor involving the interpretation or application of rules and regulations, suspension, demotion and/or dismissal.
GROSS MISCONDUCT	Indiscipline so serious (such as stealing or workplace violence) that justifies the instant dismissal of an employee even on the first occurrence.
HARASSMENT	Threatening or tormenting behavior: behavior that threatens or torments somebody, especially persistently
IMMEDIATE FAMILY	Employee's spouse, parent, stepparent, siblings, child, stepchild, grandchild, grandparent, son or daughter-in-law, mother or father-in-law or brother or sister-in-law. This term may be given a different meaning, if its context requires because of application of a specific state or federal law.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0085

INSUBORDINATION	The willful disobedience of an order issued by a Supervisor and/or Department Head or any disrespectful, mutinous, insolent or abusive act towards a Supervisor.
LAYOFF	The separation of an employee from City employment that has been made necessary by lack of work or funds or other reasons not related to fault, delinquency or misconduct on the part of the employee.
LEAVE	A period of authorized absence from work.
MATERNITY LEAVE	A type of leave taken by a female employee to cover the period of their own actual physical inability to work as a result of pregnancy, miscarriage, abortion, childbirth, or related medical conditions.
OVERTIME	Authorized time worked in excess of regularly scheduled work period.
PROBATION PERIOD	The job period of 12 months from the date of employment or promotion during which an employee is evaluated. This period may be extended as a disciplinary measure or to better judge the capabilities of the employee in a certain position.
SICK LEAVE ABUSE, PATTERN OF	Sick leave abuse occurs when an employee uses sick leave for unauthorized purposes or misrepresents the actual reason for charging an absence to sick leave. Abuse may also occur when an employee establishes a pattern of sick leave usage over a period of time such as the day before a holiday, on Mondays and Fridays, after paydays, any one specific day, half day, or a continued pattern of maintaining zero or near zero leave balance.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

- PAY PERIOD

An established interval of time during which the employee's attendance at work is accounted for in order to establish the individual's pay.
- POSITION

A group of duties and responsibilities assigned or delegated by an appointed authority, requiring the employment of one person. A position may be defined as one of, or a combination of, the following:

a. Full-time: A position regularly scheduled on an annual basis for not less than eight (8) hours a day or forty (40) hours in a standard workweek of seven (7) days (not less than 2080 hours per year.)

b. Permanent Part-time: A position regularly scheduled on an annual basis for not less than twenty (20) hours nor more than thirty-nine (39) hours in a standard work week of seven (7) days (not less than 1040 hours per year.)

c. Part-time: A position for which the work hours are not scheduled on an annual basis where the employee works less than forty (40) hours in a standard workweek of seven (7) days. The actual work hours of a part-time position may vary during the year.

d. Seasonal: A position that is scheduled for a period of time less than a budget year with the anticipated date of termination known prior to commencement of employment.

e. Temporary: A position scheduled to fill job requirements that occur intermittently or are created as a result of a federal or state grant of limited duration for a program or project. The anticipated date of termination is known prior to

79

Confidential Information - For Board Use Only - Do not Redistribute Page 87 of 90

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

commencement of employment.

- PROMOTION Assignment of an employee to a position of a higher class, which has a higher maximum salary step and which requires the assumption of additional responsibilities and duties.
- RECLASSIFICATION The reassignment of a position from one grade to another grade or to a newly created grade as a result of a change in duties or responsibilities performed by the employee or the requirements for the position; or upon approval by the Board of Aldermen for purposes of revising the pay plan. Pay rate may be changed as determined by the nature of the reclassification.
- RESIDENT A person whose principle place of domicile is within the boundaries of Lafayette County, Mississippi.
- RESIGNATION The formal notification by an employee that s(he) is relinquishing his/her position.
- SALARY STEP Level of the pay plan assigned to a position which establishes the minimum and maximum amounts of money that can be earned within one position.
- SALARY REDUCTION The lowering of the pay rate of an employee within the salary step established for the position held by the employee.
- SALARY SCHEDULE The listing of all salary steps for the entire City workforce, according to job specification.
- SEXUAL HARASSMENT Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. This may include but is not limited to offenses of sexual flirtations, advances or propositions; continued or repeated verbal abuse of a sexual nature; a display of sexually suggestive objects or pictures;

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

	demanding sexual favors accompanied by implied or overt threats; or any offensive or abusive physical contact.
SUPERINTENDENT	A person appointed by the Mayor or by the Department Head with the approval of the Mayor, who is responsible for the administration of a department or division.
SUPERVISOR	Any person responsible to a superior for directing the work of others.
SUSPENSION	The temporary removal of an employee from a position with or without pay.
SPAM	Unauthorized and/or unsolicited electronic mass mailings.
TERMINATION	The separation of an employee from service with the City.
TOPPED OUT	Employees who have reached their highest or last eligible step within an assigned salary step (known as topped out).
TRANSFER	The movement of an employee from one department, division or unit of the government to another.
UNCLASSIFIED SERVICE	All elected officials, the Mayor, and all persons appointed to any Board, or those persons who serve voluntarily without pay.
WORKWEEK	Normally considered the 40 hours of work performed between eight o'clock A.M. and five o'clock P.M., Monday through Friday. Special assignment may require different schedules.
VACANCY	An established position which is not occupied and for which funds have been budgeted.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

CITY OF OXFORD
EMPLOYEE HANDBOOK
"BLUE BOOK"
AGREEMENT

I, _____, have received and read a copy of the City of Oxford Employee Handbook that outlines the goals, policies, benefits and expectations of the City of Oxford, as well as my responsibilities as an employee.

I have familiarized myself, at least generally, with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in Employee Handbook provided to me by the City of Oxford. I understand this handbook is not intended to cover every situation, which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of The City.

I understand that The City's Employee Handbook is not a contract of employment and should not be deemed as such, and that I am an employee at will.

(Employee signature)
Please return by: _____

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

City of Oxford
Board of Aldermen
Regular Meeting

Tuesday, May 15, 2018, 5:00 pm - 7:00 pm

City Hall Courtroom



THE CITY OF
OXFORD

1. Call to order.

The meeting of the Mayor and Board of Alderman of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 5:00pm on Tuesday, May 15, 2018, in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor
Rick Addy, Alderman Ward I
Mark Hulse, Alderman Ward II
Janice Antonow, Alderman Ward III
Ulysses Howell, Alderman Ward IV
Preston Taylor, Alderman Ward V
Jason Bailey, Alderman Ward VI
John Morgan, Alderman At Large

Mayo Mallette, PLLC-Of Counsel
Ashley Atkinson, City Clerk
Bart Robinson, Director of Public Works
Reanna Mayoral, Assistant Director of Public Works
Judy Daniel, Director of Planning
Ben Requet, Assistant Director of Planning
Joey East, Chief of Police
Matt Davis, Director of Parking Enforcement
Braxton Tullos, Human Resources Director
Mark Heath, Fire Chief
Seth Gaines, Director of Oxford Park Commission
Randy Barber, Director of Building Department
Rob Neely, Superintendent of Oxford Electric Department
Bo Ragon, Superintendent of City Shop-absent
Jimmy Allgood, Director of Emergency Management
Amberlyn Liles, Environmental Services Director
Gray Parker, Planning Department
Greg Pinion-Director, Buildings & Grounds
Donna Fisher-Municipal Court Clerk
Cindy Semmes-Executive Assistant to the Mayor

2. Adopt the agenda for the meeting.

It was moved by Alderman Howell, seconded by Alderman Addy to adopt the agenda for the meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Mayor's Report

4. Authorize the approval of the minutes of the Regular meeting on May 1, 2018 and the Recess meeting on May 7, 2018.

It was moved by Alderman Antonow, seconded by Alderman Taylor to approve the minutes of the Regular Meeting on May 1, 2018 and the Recess meeting on May 7, 2018. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Authorize the approval of accounts for all city departments.

It was moved by Alderman Morgan, seconded by Alderman Howell to approve the accounts for all city departments including a claims docket showing General Fund claims numbered 101353 -101517, Trust & Agency Claims numbered 28025-28133, Water & Sewer claims numbered 28972-29019, and Metro Narcotics claims numbered 7173-7178 and totaling \$946,190.37. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Consider the consent agenda:

It was moved by Alderman Bailey, seconded by Alderman Howell to approve the following consent agenda. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- a. Request permission to hire Brecken Reeves as a part-time worker for City Hall with an hourly rate of \$10.00. (Braxton Tullos)
- b. Request approval of a step increase for Kenny Tidwell and Garfield Owens, from Captain III to Captain IV, in the Oxford Fire Department. Their new annual salaries are \$52,757.55 (G11-12) each. (Braxton Tullos)
- c. Request permission to hire Cortez Herod and Jalen Webb as seasonal employees in the Environmental Services Department with an hourly rate of \$9.00. (Braxton Tullos)
- d. Request permission to hire Brian Smith as a Full-time Laborer in the Recycling Department with an annual salary of \$27,434.55 (G6-6). (Braxton Tullos)
- e. Request approval of a promotion for Donovan Lyons in the Oxford Police Department from Patrol Officer to Sargent with a new annual salary of \$50,882.26 (G10-14) effective June 21, 2018. (Braxton Tullos)
- f. Request permission to hire Will Cronin and Jason Sawyer as seasonal employees in the Buildings and Grounds Department with an hourly rate of \$9.00. (Braxton Tullos)
- g. Request permission to hire Nicholas Matthews as a Full-time Grounds Worker in the Buildings & Grounds Department with an annual salary of \$25,859.70 (G6-4). (Braxton Tullos)
- h. Request permission to accept the retirement of Michael Todd in the Public Works Department effective May 31, 2018 and advertise for a replacement. (Braxton Tullos)
- i. Request permission to hire Hogan Linzy and John Roberts as seasonal employees in the Public Works Department with an hourly rate of \$9.00. (Braxton Tullos)
- j. Request approval of Taler D. Baker as an unpaid intern in the Municipal Court Department for the Summer 2018 semester. (Braxton Tullos)
- k. Request permission for an engineer to attend the TVPPA Engineering and Operations Conference on August 8-10, 2018 at an estimated cost of \$1,279.29. (Rob Neely)
- l. Request permission for four officers to attend Crisis Intervention Team training on June 4-8, 2018 in Meridian, MS at an estimated cost of \$820.00. (Joey East)
- m. Request permission for four officers to attend Leading Warriors for Law Enforcement on May 24-25, 2018 in Oxford, MS at a total of \$400.00. (Joey East)
- n. Request permission for four officers to attend Mounted Unit Tactical training on June 10-15, 2018 in D'Iberville, MS at an estimated cost of \$1,359.00. (Joey East)
- o. Request permission for four officers to attend K-9 Certification training on June 10-15, 2018 in D'Iberville, MS at an estimated cost of \$1,284.00. (Joey East)

East)

MINUTE BOOK No. 79, CITY OF OXFORD

p. Request permission for the Chief and Assistant Chief to attend the MS Fire Chiefs' Annual Meeting on May 31-June 3, 2018 in Gulfport, MS at an estimated cost of \$800.00. (Mark Heath)

- q. Request permission for the Fire Chief to attend the Drexel University Firefighter Injury Research and Safety Trends conference on July 16-17, 2018 in Philadelphia, PA at an estimated cost of \$1,175.00, which is covered by grant funds. (Mark Heath)

7. Presentation by Girl Scout Brownie Troop #13616.

Alderman Bailey recused himself and left the meeting at this time.

Members of the Girl Scout Brownie Troop #13616 presented the Mayor and Board with a wooden sign they made and performed a skit about compassion and kindness. The Board thanked the girls for their work in the community and making their hometown a great place to be.

8. Consider a request from Brighton Village for an adjustment on utility charges. (Bart Robinson)

After some discussion, it was moved by Alderman Antonow, seconded by Alderman Addy to approve a request from Brighton Village for an adjustment on utility charges. There were three buildings that had not been billed properly going back almost four years. Brighton Village will pay \$7,339.57, one-half of the original amount owed. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

Alderman Bailey returned to the meeting at this time.

9. Consider a request from William T. Sloan to accept a Deed of Dedication for right of way on Oxford Way. (Bart Robinson)

After much discussion, it was moved by Alderman Morgan, seconded by Alderman Addy to accept a Deed of Dedication from the Callicutt Family Trust for the ROW on Oxford Way with the following conditions: the final lay of asphalt may be placed when Mr. Callicutt is ready and at that time the City will accept maintenance of the road and release part of the surety bond that is in place and replace that surety with a 3-year warranty (from the date of completion of the final lay of asphalt) on the road. Mr. Callicutt agreed to those terms. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

10. Monthly update from OLHS. (Angie Avery)

Angie Avery presented the monthly report from OLHS. The Board thanked Ms. Avery and her staff for their work in the community.

11. Presentation by Leadership Lafayette regarding a fundraising event. (Cayce Read)

Members of the current Leadership Lafayette spoke to the Board about an upcoming fundraiser for the Harvest Angel Program. It will be at the Oxford Community Market on June 26, 2018 from 5:00pm until 8:00pm. The Board encouraged the public to attend and thanked Leadership Lafayette for their hard work on the project.

12. Adopt a proclamation for National Bike Month.

It was moved by Alderman Antonow, seconded by Alderman Bailey to adopt a proclamation for National Bike Month. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

13. Adopt a resolution naming the 2018 MML Voting Delegate for the City of Oxford. (Ashley Atkinson)

It was moved by Alderman Bailey, seconded by Alderman Addy to adopt a resolution naming Preston Taylor as the City's voting delegate for the 2018 MML Convention in June. All the aldermen present voting aye, Mayor Tannehill

declared the motion carried.

14. Authorize the Mayor to sign a memo of understanding with Communicare for workers at the Recycling Center. (Amberlyn Liles)

It was moved by Alderman Antonow, seconded by Alderman Bailey to authorize the Mayor to sign a memo of understanding with Communicare for workers at the Recycling Center. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

15. Request permission to declare equipment surplus in the Oxford Electric Department and authorize its disposal on govdeals.com. (Rob Neely)

It was moved by Alderman Addy, seconded by Alderman Morgan to declare a 2005 Dodge Ram Quadcab 4 x 4, a 2000 JCB Backhoe, and a 2004 Jeep Cherokee surplus in the Oxford Electric Department and list said equipment for sale on govdeals.com. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

16. Request permission to apply for a grant for Woodlawn-Davis Park. (Lynn Wilkins/Greg Pinion)

It was moved by Alderman Morgan, seconded by Alderman Addy to apply for a grant for the construction of Chimney Swift Towers at the Woodlawn-Davis Park. The amount of the grant is \$19,500.00 with no matching funds. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

17. Request permission to adopt a Travel Soccer Field Use Agreement for FNC Park. (Brad Freeman)

It was moved by Alderman Bailey, seconded by Alderman Huelse to adopt a Travel Soccer Field Use Agreement for FNC Park. This agreement will be in place for a year to see how it works, but may be adopted for an extended amount of time in the future. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

18. Request approval to temporarily close the inner traffic circle on the Square for Junior Bikes for Badges. (Joey East)

After some discussion, it was moved by Alderman Howell, seconded by Alderman Bailey to temporarily close the inner traffic circle on the Square for Junior Bikes for Badges on June 23, 2018 from approximately 8:30am -11:00am. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

19. Request permission for approval of the Friends of the Mounted Patrol Sponsorship Program. (Joey East)

It was moved by Alderman Howell, seconded by Alderman Bailey to approve the Friends of the Mounted Patrol Sponsorship Program with the Oxford Police Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

20. Discuss a proposed ordinance creating a Downtown District. (Joey East)

Chief East presented a proposed ordinance creating a Downtown District. Issues that were discussed included: requiring working cameras in any area in a restaurant or bar where the public has access, having a certain number of security personnel based the occupancy of the business, and requiring ID readers/scanners for areas where there is an age restriction for entry. No action was taken on this item. The first reading of the proposed ordinance will be at the next regular meeting.

21. Adopt the City of Oxford Employee Handbook. (Braxton Tullos)

It was moved by Alderman Bailey, seconded by Alderman Huelse to adopt the City of Oxford Employee Handbook with the changes noted by counsel and the HR Director. The board was offered two options for a weapons policy and option B, the policy requiring any employees who wished to carry a weapon on City property complete the enhanced conceal carry permit requirements, be registered with the HR department, and be approved by their department head, was

chosen. All the aldermen present voting aye, Mayor Tannehill declared the

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

22. Discuss a proposal from Punkin Water Association to purchase up to 250,000 gallons of water per day from the City of Oxford. (Bart Robinson)

It was moved by Alderman Antonow, seconded by Alderman Addy to approve a proposal from Punkin Water Association to purchase up to 250,000 gallons of water per day from the City. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

23. Discuss the termination of design services contract and construction professional contract for the Oxford Conference Center. (Bart Robinson)

It was moved by Alderman Bailey, seconded by Alderman Howell to terminate the design services contract and construction professional contract with A2H Engineers, Architects, Planners for the Oxford Conference Center. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

24. Accept bids for crawler dozer received by reverse auction and discuss purchase options. (Bart Robinson)

It was moved by Alderman Bailey, seconded by Alderman Antonow to accept the bid from John Deere for the crawler dozer in the amount of \$103,177.00. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

25. Discuss contract for surveying services. (Bart Robinson)

It was moved by Alderman Morgan, seconded by Alderman Bailey to approve a contract for surveying services with Precision Engineering. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

26. Authorize approval of Supplemental Agreement #2 for Xcavators, Inc. for project SEMP-36(1)-West Oxford Loop Extended. (Bart Robinson)

It was moved by Alderman Huelse, seconded by Alderman Bailey to approve Supplemental Agreement #2 for Xcavators, Inc. for Project SEMP-36(1)-West Oxford Loop Extended. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

27. Consider an executive session.

It was moved by Alderman Antonow, seconded by Alderman Bailey to consider an executive session for matters related to potential litigation, economic development, and personnel. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Morgan to enter into an executive session for a personnel matter in the Buildings & Grounds Department, a matter of potential litigation related to property ownership on CR 406, a matter of potential litigation related to a contract with OPC, a matter of potential litigation related to property on Harrison Avenue, a matter of potential litigation related to copyright infringement, a matter of potential litigation related to property use/zoning, and a matter related to potential economic development. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Aldermen Antonow to offer \$6,700.00 for an easement from the Hellums Estate for property located on CR 406. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Morgan, seconded by Alderman Bailey to return to regular session. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Antonow to terminate the employment of Kenyon Coleman for the violation of several City policies, including Section 10.11, two Group 3 violations and one Group 1 violation. All the

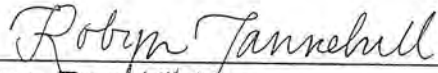
465

MINUTE BOOK No. 79, CITY OF OXFORD

aldermen present voting aye, Mayor Tannehill declared the motion carried.

28. Recess to meet on May 18, 2018 at 9:00am at the Oxford Electric Department.

It was moved by Alderman Antonow, seconded by Alderman Bailey to recess until May 18, 2018 at 9:00am at the Oxford Electric Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.



Robyn Tannehill, Mayor



Ashley Atkinson, City Clerk

466

MINUTE BOOK No. 79, CITY OF OXFORD

BRIGHTON VILLAGE OXLEY ASSOCIATION
3001 OLD TAYLOR ROAD - BUILDING 6 SAFEGUARD - DEMENT 62-0088

002360 - 015662

BILLING DATES	WT USAGE	CORRECT WT CHARGE	BILLED WT CHARGE	ADJUSTMENT	CORRECT SW CHARGE
12/08/14 - 01/09/15	16	\$62.48	\$62.48	\$0.00	\$75.52
01/10/15 - 02/09/15	52	\$56.80	\$56.80	\$0.00	\$75.52
02/10/15 - 03/10/15	55	\$56.80	\$56.80	\$0.00	\$75.52
03/11/15 - 04/06/15	63	\$56.80	\$56.80	\$0.00	\$75.52
04/07/15 - 05/06/15	90	\$56.80	\$56.80	\$0.00	\$75.52
05/07/15 - 06/08/15	88	\$56.80	\$56.80	\$0.00	\$75.52
06/09/15 - 07/11/15	56	\$56.80	\$56.80	\$0.00	\$75.52
07/12/15 - 08/07/15	340	\$120.70	\$56.80	\$63.90	\$160.48
08/08/15 - 09/08/15	245	\$86.98	\$56.80	\$30.18	\$115.64
09/09/15 - 10/07/15	206	\$73.13	\$56.80	\$16.33	\$97.23
10/08/15 - 11/09/15	285	\$101.18	\$56.80	\$44.38	\$134.52
11/10/15 - 12/09/15	159	\$15.80	\$56.80	-\$41.00	\$75.52
12/10/15 - 01/08/16	70	\$56.80	\$56.80	\$0.00	\$75.52
01/09/16 - 02/05/16	142	\$56.80	\$56.80	\$0.00	\$75.52
02/06/16 - 03/07/16	179	\$63.55	\$56.80	\$6.75	\$84.49
03/08/16 - 04/08/16	173	\$61.42	\$56.80	\$4.62	\$81.66
04/09/16 - 05/09/16	188	\$66.74	\$56.80	\$9.94	\$88.74
05/10/16 - 06/08/16	120	\$56.80	\$56.80	\$0.00	\$75.52
06/09/16 - 07/12/16	84	\$56.80	\$56.80	\$0.00	\$75.52
07/13/16 - 08/10/16	76	\$56.80	\$56.80	\$0.00	\$75.52
08/11/16 - 09/13/16	224	\$79.52	\$56.80	\$22.72	\$105.73
09/14/16 - 10/11/16	218	\$77.39	\$56.80	\$20.59	\$102.90
10/12/16 - 11/08/16	200	\$71.00	\$56.80	\$14.20	\$94.40
11/09/16 - 12/07/16	165	\$58.58	\$56.80	\$1.78	\$77.88
12/08/16 - 01/11/17	99	\$56.80	\$56.80	\$0.00	\$75.52
01/12/17 - 02/08/17	142	\$56.80	\$56.80	\$0.00	\$75.52
02/09/17 - 03/10/17	173	\$61.42	\$56.80	\$4.62	\$81.66
03/11/17 - 04/10/17	196	\$69.58	\$56.80	\$12.78	\$92.51
04/11/17 - 05/08/17	154	\$56.80	\$56.80	\$0.00	\$75.52
05/09/17 - 06/09/17	123	\$56.80	\$56.80	\$0.00	\$75.52
06/10/17 - 07/08/17	20	\$56.80	\$56.80	\$0.00	\$75.52
07/09/17 - 08/09/17	94	\$56.50	\$56.80	-\$0.30	\$75.52
08/10/17 - 09/08/17	734	\$260.57	\$56.80	\$203.77	\$346.45
09/09/17 - 10/09/17	1747	\$620.19	\$56.80	\$563.39	\$824.58
10/10/17 - 11/08/17	2133	\$757.22	\$56.80	\$700.42	\$1,006.78
11/09/17 - 12/12/17	2737	\$971.64	\$56.80	\$914.84	\$1,291.86
12/13/17 - 01/10/18	1884	\$668.82	\$56.80	\$612.02	\$889.25
			TOTAL:	\$3,205.89	

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

TOTAL WT LEAK ADJ:		-\$1,114.70
TOTAL SW LEAK ADJ:		-\$2,964.16
TOTAL WT & SW BILLING ADJUSTMENT:		\$3,836.95
		-\$241.92
BUILDING 6 SA:	\$144.00 PER MONTH	\$5,328.00
BUILDING 7 SA:	\$144.00 PER MONTH	\$5,328.00
	WT/ SW LEAK ADJ CREDIT:	-\$1,304.85
BUILDING 8 SA:	\$144.00 PER MONTH	\$5,328.00
	TOTAL SA CHARGES:	\$14,679.15

468

Brighton Village Condominium Homeowners Association
1739 University Ave., #245
Oxford, MS 38655
MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

5/10/18

Bart Robinson, P.E.
City Engineer and
Director of Public Works
107 Courthouse Sq.
Oxford, MS 38655

Re: Adjustment for unbilled sanitation charges at Brighton Village

Mr. Robinson:

My name is Ron Helmhout, and I am President of the Brighton Village Condominium Homeowners Association. We have recently been made aware of an issue concerning two years worth of unbilled sanitation charges for our buildings 6, 7, and 8. We were equally shocked and concerned that the unbilled fees total \$14,679.15.

As a homeowners association, we operate on an annually approved budget with limited income only designed to pay our bills and provide for our legally required reserves. Asking our association to pay this large unbudgeted amount of money for a billing oversight places a huge hardship on our organization and burdens commitments that we have already made for the remainder of this budget cycle.

In light of the hardship that this unfortunate billing oversight has created for our homeowners, we ask for your consideration that Brighton Village pay \$7,339.57 to serve as payment in full for our unbilled sanitation charges.

Respectfully Yours,

Ron Helmhout

Ronald H. Helmhout
President

2469

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

William T. Sloan
P. O. Box 913
Oxford, Mississippi 38655

May 2nd, 2018

Mayor Robyn Tannehill
City of Oxford, Mississippi
107 Courthouse Square
Oxford, Mississippi 38655

Re: Oxford Way/Farm View Drive

Dear Mayor Tannehill:

On behalf of The Andrew W. Callicutt Irrevocable Trust, and by extension also on behalf of Andrew W. Callicutt, individually, Emily Brummett Callicutt and Oxford Farms, LLC, I offer the donation and dedication of the underlying ownership of both Oxford Way and Farm View Drive to the City of Oxford.

It is certainly recognized that the streets in question have not yet been improved to the standard necessary for the City to undertake perpetual maintenance, and likewise the continuing duty to finish the installation and improvement of the streets is recognized. The City is not being requested to undertake perpetual maintenance at this time.

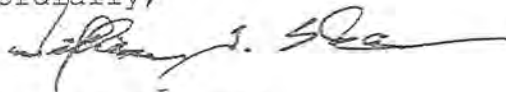
As you are aware, the final lay of asphalt has been postponed by the Department of Public Works, although a temporary Certificate of Occupancy for The Archive apartments was authorized at the last Board meeting. Under the circumstances this state of affairs presents various problems and concerns.

The streets now have raised manhole covers, and Mr. Callicutt is worried about any damages that might be sustained by users of the streets. I am not so much concerned about that as I am about the potential for violation of contractual duties to the owner of The Archive.

Please find attached a copy of my email message to Pope Mallette of April 20th, which explains the situation further, as well as a copy of the proposed Deed of Dedication.

I look forward to presenting this matter to the Board of Aldermen on May 15th, 2018.

Cordially,



William T. Sloan

Enclosures

470

MINUTE BOOK No. 79, CITY OF OXFORD

 William Sloan <william.sloan.oxfordlaw@gmail.com>
 SAFEGUARD DOCUMENT 62-0088

Farm View Drive and Oxford Way

William Sloan <william.sloan.oxfordlaw@gmail.com>

Fri, Apr 20, 2018 at 10:57 AM

Draft To: pmallette@mayomallette.com

Cc: Andy Callicutt <andy@callicuttrealty.com>, Michael Augustine <maugustine@homesteaddp.com>, Christopher Staller <cstaller@broadandcassel.com>, Jeff Williams email <jwilliams@williamsec.com>

Pope - I am no longer engaged in the active practice of law, having retired as of 9/1/17. However, I serve as the trustee of The Andrew W. Callicutt Irrevocable Trust, which Andy created several years ago for the benefit of his children. It is in this capacity that this is written.

Oxford Farms is a subdivision lying South of, but not contiguous to, the new hospital location. Ownership of various tracts within the project lie in either Andrew W. Callicutt, Emily Brummett Callicutt, Oxford Farms, LLC, and The Andrew W. Callicutt Irrevocable Trust. You may recall that Andy engineered the construction of a roadway between South Lamar and Old Taylor Road, giving some relief to traffic congestion of Old Taylor Road. This has been at no cost to the City.

The plats of the various phases of the subdivision have been approved and appropriate bonds, or rather cash deposits, have been posted. Both roads are substantially complete, and only lack the final top layer of asphalt. Bart Robinson has taken the position that the final layer should not be installed until three years has elapsed.

The Archive is a fairly large apartment complex situated on a 22+ acre tract fronting on and served by Oxford Way. The Archive is complete, and has approximately 500 bedrooms under lease, starting May 12th. At first Bart took the position that a Certificate of Occupancy could not be issued until the final lay of asphalt had been installed and accepted. Last Tuesday a meeting was held with Bart, at which Jeff Williams, Andy Callicutt and myself were in attendance, along with Mr. Michael Augustine, the operating officer of the owner of The Archive.


At the meeting it was explained to Bart that we did not have the time nor the inclination to argue about differences in engineering opinions, and requested the issuance of a temporary Certificate of Occupancy for The Archive in order to avert the projected substantial damage to be incurred if The Archive was not allowed to honor its leases. Bart, after conference with Reanna Mayoral, has since agreed to issue a temporary Certificate of Occupancy.

All of the above is to say that it appears that a bullet has been dodged. Nevertheless, the Callicutt group is contractually bound to furnish access to a public roadway to the owner of The Archive. The roadway has not been finally accepted for perpetual maintenance, and Callicutt is fully cognizant of his duty to finish the final layer of asphalt. In fact, as per above, Callicutt stands poised with Lehman-Roberts on site to complete this facet, but has been prevented from doing so. (The City is to install the traffic signal on South Lamar as well as the street lights, according to my understanding.)

Under the circumstances, from a title insurance standpoint someone could question whether or not the roadway is public in nature. If such a question arose then the fulfillment of the Callicutt group's contractual duties would also be in question. In order to alleviate or prevent any confusion or misunderstanding as to these potential questions, I have requested Matt Moore to prepare the attached Deed of Dedication.

I would appreciate your review of the same and letting me know of any objections. Presuming that there are none I would like to present this to the Board of Aldermen at the May 1st meeting. I look forward to hearing from you.

Cordially, Bill

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471

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

This instrument prepared by:

Matthew M. Moore, Lawyer

Mississippi State Bar No. 100779
P. O. Box 913, 1130 North Lamar
Oxford, Mississippi 38655
(662) 234-1667

Grantors:

Andrew W. Callicutt, Emily Brummett
Callicutt, Oxford Farms, LLC, and
The Andrew W. Callicutt Irrevocable
Trust
3850 Majestic Oaks Drive
Oxford, Mississippi 38655
(662) 236-2177

Grantee:

City of Oxford, Mississippi
107 Courthouse Square
Oxford, Mississippi 38655
(662) 236-1310

INDEXING INSTRUCTIONS: Sections 32 and 33, T8S, R3W
Lafayette County, Mississippi

STATE OF MISSISSIPPI

COUNTY OF LAFAYETTE

DEED OF DEDICATION

WHEREAS, the hereinafter described tracts of real property are set out and shown on the composite official map and plat of Oxford Farms, a subdivision, as filed among the land records of Lafayette County, Mississippi, in Plat Cabinet C, on Slide 65, as of May 11th, 2016, at 4:00 P.M., as of March 10th, 2017, at 10:15 A.M., and as of October 21st, 2016, at 1:40 P.M., reference to all of which is hereby made; and

WHEREAS, the hereinafter described tracts of real property constitute the public streets known as Oxford Way and Farm View Drive, the configurations and dimensions of which are reflected on the above referenced plats; and

WHEREAS, it is the intent of this instrument to spread upon the record the dedication and donation of said streets to public use and benefit,

NOW, THEREFORE, IN CONSIDERATION of the of the above and foregoing, and in furtherance of the gift, dedication and donation of the hereinafter described real property for public use, and other good and valuable consideration, the receipt and sufficiency of all of which is hereby acknowledged, the undersigned ANDREW W. CALLICUTT, EMILY BRUMMETT CALLICUTT, OXFORD FARMS, LLC, a Mississippi Limited Liability Company, and THE ANDREW W. CALLICUTT IRREVOCABLE TRUST do hereby grant, bargain, sell, convey and quitclaim unto

472

MINUTE BOOK No. 79, CITY OF OXFORD

~~a body politic of the State of Mississippi,~~

SAFEGUARD - DEMENT 62-0088

those certain tracts of real property lying situate in the County of Lafayette, Mississippi, being more particularly described as follows:

TRACT I: Farm View Drive Description: A strip of land to be used as a City of Oxford public street and appurtenant right-of-way, being 50.00 to 60.00 feet in width, and being a 2.83 acre, more or less, fraction of the Southwest Quarter(SW $\frac{1}{4}$) of Section 33, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi, described in more detail as follows:

Commencing at an 8" Wood Post found marking the Northeast corner of the Northwest Quarter (NW $\frac{1}{4}$) Section 33, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi; run thence South 12°06'55" West for a distance of 3,734.94 feet to a $\frac{1}{2}$ " rebar previously set at the intersection of the North right-of-way line of Farm View Drive and the West right-of-way line of South Lamar Boulevard (30.00 feet from centerline), said rebar being the Point of Beginning of this description,

From said Point of Beginning, run thence South 08°32'06" East, leaving said North right-of-way line and along said West right-of-way line, for a distance of 50.00 feet to a $\frac{1}{2}$ " rebar previously set (30.00 feet from centerline of South Lamar Boulevard) on the South right-of-way line of Farm View Drive; run thence, leaving said West right-of-way line of South Lamar Boulevard and along the South and West right-of-way lines of Farm View Drive as follows: South 81°27'54" West for a distance of 285.25 feet to a $\frac{1}{2}$ " rebar previously set; run thence South 08°32'06" East for a distance of 5.00 feet to a $\frac{1}{2}$ " rebar previously set; run thence South 81°27'54" West for a distance of 3.23 feet to a $\frac{1}{2}$ " rebar previously set at the beginning of a circular curve to the left; run thence along said curve, having a chord bearing of South 71°27'34" West, a radius of 120.00 feet, an arc length of 41.91 feet and a chord length of 41.70 feet, to a $\frac{1}{2}$ " rebar previously set; run thence South 61°27'14" West for a distance of 85.06 feet to a $\frac{1}{2}$ " rebar previously set at the beginning of a circular curve to the right; run thence along said curve, having a chord bearing of South 71°27'14" West, a radius of 280.00 feet, an arc length of 97.74 feet and a chord length of 97.24 feet, to a $\frac{1}{2}$ " rebar previously set; run thence South 81°27'14" West for a distance of 350.72 feet to a $\frac{1}{2}$ " rebar previously set at the beginning of a circular curve to the right; run thence along said curve, having a chord bearing of North 49°16'23" West, a radius of 330.00 feet, an arc length of 567.58 feet and a chord length of 500.17 feet, to a $\frac{1}{2}$ " rebar previously set; run thence Due North for a distance of 352.99 feet to a $\frac{1}{2}$ " rebar previously set at the beginning of a circular curve to the left; run thence along said curve, having a chord bearing of North 11°56'03" West, a radius of 295.00 feet, an arc length of 57.97 feet and a chord length of 57.88 feet, to a $\frac{1}{2}$ " rebar previously set; run thence North 16°28'57" West for a distance of 310.12 feet to a $\frac{1}{2}$ " rebar previously set on the South right-of-way line of Oxford Way (34.00 feet from centerline); run thence along said South right-of-way line (34.00 feet from centerline) as follows: North 81°37'34" East for a distance of 30.68 feet to a $\frac{1}{2}$ " rebar previously set at the beginning of a circular curve to the right; run thence along said curve, having a chord bearing of North 82°30'57" East, a radius of 966.00 feet, an arc

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

length of 30.00 feet and a chord length of 30.00 feet, to a $\frac{1}{2}$ " rebar previously set on the East right-of-way line of Farm View Drive; run thence, leaving said South right-of-way line of Oxford Way and along the East and North right-of-way line of Farm View Drive as follows: South $16^{\circ} 28' 57''$ East for a distance of 300.56 feet to a $\frac{1}{2}$ " rebar previously set at the beginning of a circular curve to the right; run thence along said curve, having a chord bearing of South $11^{\circ} 36' 27''$ East, a radius of 355.00 feet, an arc length of 72.63 feet and a chord length of 72.50 feet, to a $\frac{1}{2}$ " rebar previously set; run thence Due South for a distance of 356.14 feet to a $\frac{1}{2}$ " rebar previously set at the beginning of a circular curve to the left; run thence along said curve, having a chord bearing of South $49^{\circ} 16' 23''$ East, a radius of 270.00 feet, an arc length of 464.39 feet and a chord length of 409.23 feet, to a $\frac{1}{2}$ " rebar previously set; run thence North $81^{\circ} 27' 14''$ East for a distance of 350.72 feet to a $\frac{1}{2}$ " rebar previously set at the beginning of a circular curve to the left; run thence along said curve, having a chord bearing of North $71^{\circ} 27' 14''$ East, a radius of 220.00 feet, an arc length of 76.79 feet and a chord length of 76.41 feet, to a $\frac{1}{2}$ " rebar previously set; run thence North $61^{\circ} 27' 14''$ East for a distance of 85.06 feet to a $\frac{1}{2}$ " rebar previously set at the beginning of a circular curve to the right; run thence along said curve, having a chord bearing of North $71^{\circ} 27' 34''$ East, a radius of 180.00 feet, an arc length of 62.87 feet and a chord length of 62.55 feet, to a $\frac{1}{2}$ " rebar previously set; run thence North $81^{\circ} 27' 54''$ East for a distance of 3.23 feet to a $\frac{1}{2}$ " rebar previously set; run thence South $08^{\circ} 32' 06''$ East for a distance of 5.00 feet to a $\frac{1}{2}$ " rebar previously set; run thence North $81^{\circ} 27' 54''$ East for a distance of 285.25 feet to the Point of Beginning of the herein described tract of land.

"True" Geodetic bearings were established from GPS Observation by Williams Engineering Consultants, Inc. (662-236-9675)

TRACT II: Oxford Way Description: A strip of land to be used as a City of Oxford public street and appurtenant right-of-way, being 68.00 feet in width, and being a 7.14 acre, more or less, fraction of the Southwest Quarter (SW $\frac{1}{4}$) of Section 33 and of the Southeast Quarter (SE $\frac{1}{4}$) of Section 32, all in Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi, said centerline described in more detail as follows:

Commencing at an 8" Wood Post found marking the Northeast corner of the Northwest Quarter (NW $\frac{1}{4}$) Section 33, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi, run thence South $19^{\circ} 23' 17''$ West for a distance of 2,813.15 feet to a $\frac{1}{2}$ " rebar previously set at the intersection of the North right-of-way line of Oxford Way and the West right-of-way line of South Lamar Boulevard (30.00 feet from centerline), said rebar being the Point of Beginning of this description.

From said Point of Beginning, run thence South $08^{\circ} 36' 54''$ East, leaving said North right-of-way line and along said West right-of-way line, for a distance of 68.00 feet to a $\frac{1}{2}$ " rebar previously set (30.00 feet from centerline of South Lamar Boulevard) on the South right-of-way line of Oxford Way; run thence, leaving said West right-of-way line and along said South right-of-way line of Oxford Way as follows: South $81^{\circ} 34' 37''$ West for a distance of 667.31 feet to a $\frac{1}{2}$ " rebar previously set at the beginning of a circular curve to the right; run thence along said curve, having a chord bearing of South $84^{\circ} 45' 17''$ West, a radius of 1,034.00 feet, an arc length of 114.70 feet and a chord length of 114.64 feet, to a $\frac{1}{2}$ " rebar previously set; run thence South $87^{\circ} 55'$

474

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

run thence South 81°37'34" West for a distance of 30.68 feet to a ½" rebar previously set at the beginning of a circular curve to the left; run thence along said curve, having a chord bearing of South 85°40'08" West, a radius of 966.00 feet, an arc length of 76.32 feet and a chord length of 76.30 feet, to a ½" rebar previously set on the East right-of-way line of Farm View Drive, said rebar also being at the beginning of a circular curve to the left; run thence, leaving said East right-of-way line and along said curve, having a chord bearing of South 82°30'57" West, a radius of 966.00 feet, an arc length of 30.00 feet and a chord length of 30.00 feet, to a point in asphalt; run thence South 81°37'34" West for a distance of 30.68 feet to a ½" rebar previously set on the West right-of-way line of Farm View Drive; run thence South 81°37'34" West, leaving said West right-of-way line, for a distance of 416.62 feet to a ½" rebar previously set at the beginning of a circular curve to the left; run thence along said curve, having a chord bearing of South 54°27'07" West, a radius of 266.00 feet, an arc length of 252.32 feet and a chord length of 242.96 feet, to a ½" rebar previously set; run thence South 27°28'33" West for a distance of 72.10 feet to a ½" rebar previously set at the beginning of a circular curve to the right; run thence along said curve, having a chord bearing of South 46°49'16" West, a radius of 534.00 feet, an arc length of 363.68 feet and a chord length of 356.69 feet, to a ½" rebar previously set; run thence South 66°19'54" West for a distance of 212.39 feet to a ½" rebar previously set at the beginning of a circular curve to the right; run thence along said curve, having a chord bearing of North 80°43'26" West, a radius of 534.00 feet, an arc length of 614.09 feet and a chord length of 580.81 feet, to a ½" rebar previously set; run thence North 47°46'46" West for a distance of 98.10 feet to a ½" rebar previously set at the beginning of a circular curve to the left; run thence along said curve, having a chord bearing of North 68°06'45" West, a radius of 466.00 feet, an arc length of 330.75 feet and a chord length of 323.85 feet, to a ½" rebar previously set; run thence North 88°28'48" West for a distance of 465.44 feet to a ½" rebar previously set at the beginning of a circular curve to the left; run thence along said curve, having a chord bearing of South 69°27'01" West, a radius of 57.50 feet, an arc length of 44.30 feet and a chord length of 43.21 feet, to a ½" rebar previously set at the beginning of a circular curve to the right; run thence along said curve, having a chord bearing of South 88°34'34" West, a radius of 70.00 feet, an arc length of 100.66 feet and a chord length of 92.21 feet, to a ½" rebar previously set at the beginning of a circular curve to the left; run thence along said curve, having a chord bearing of North 72°17'52" West, a radius of 57.50 feet, an arc length of 44.30 feet and a chord length of 43.21 feet, to a ½" rebar previously set; run thence South 85°37'57" West for a distance of 85.09 feet to a ½" rebar previously set at the beginning of a circular curve to the right; run thence along said curve, having a chord bearing of South 88°25'12" West, a radius of 284.00 feet, an arc length of 27.64 feet and a chord length of 27.62 feet, to a ½" rebar previously set; run thence North 88°47'32" West for a distance of 192.43 feet to a ½" rebar previously set on the East line of Lafayette County Road No. 300; run thence North 02°09'57" East, leaving said South line of Oxford Way and along said East line, for a distance of 68.01 feet to a ½" rebar previously set on the aforementioned North right-of-way line of Oxford Way; run thence, leaving said East line and along said North line of Oxford Way, as follows: South 88°47'32" East for a distance of 191.29 feet to a ½" rebar previously set at the beginning of a circular curve to the left; run thence along said curve, having a chord bearing of North 88°25'12" East, a radius of 216.00 feet, an arc length of 21.02 feet and a chord length of 21.01 feet, to a ½" rebar previously set;

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

run thence North 85°37'57" East for a distance of 85.09 feet to a ½" rebar previously set at the beginning of a circular curve to the left; run thence along said curve, having a chord bearing of North 63°33'46" East, a radius of 57.50 feet, an arc length of 44.30 feet and a chord length of 43.21 feet, to a ½" rebar previously set at the beginning of a circular curve to the right; run thence along said curve, having a chord bearing of North 88°34'34" East, a radius of 70.00 feet, an arc length of 115.05 feet and a chord length of 102.53 feet, to a ½" rebar previously set at the beginning of a circular curve to the left; run thence along said curve, having a chord bearing of South 66°24'37" East, a radius of 57.50 feet, an arc length of 44.30 feet and a chord length of 43.21 feet, to a ½" rebar previously set; run thence South 88°28'48" East for a distance of 465.44 feet to a ½" rebar previously set at the beginning of a circular curve to the right; run thence along said curve, having a chord bearing of South 68°06'53" East, a radius of 534.00 feet, an arc length of 379.06 feet and a chord length of 371.15 feet, to a ½" rebar previously set; run thence South 47°46'46" East for a distance of 98.10 feet to a ½" rebar previously set at the beginning of a circular curve to the left; run thence along said curve, having a chord bearing of South 80°43'26" East, a radius of 466.00 feet, an arc length of 535.89 feet and a chord length of 506.85 feet, to a ½" rebar previously set; run thence North 66°19'54" East for a distance of 212.39 feet to a ½" rebar previously set at the beginning of a circular curve to the left; run thence along said curve, having a chord bearing of North 46°48'56" East, a radius of 466.00 feet, an arc length of 317.46 feet and a chord length of 311.36 feet, to a ½" rebar previously set; run thence North 27°28'33" East for a distance of 72.09 feet to a ½" rebar previously set at the beginning of a circular curve to the right; run thence along said curve, having a chord bearing of North 54°27'45" East, a radius of 334.00 feet, an arc length of 316.69 feet and a chord length of 304.96 feet, to a ½" rebar previously set; run thence North 81°37'34" East for a distance of 447.29 feet to a ½" rebar previously set at the beginning of a circular curve to the right; run thence along said curve, having a chord bearing of North 84°46'45" East, a radius of 1,034.00 feet, an arc length of 113.81 feet and a chord length of 113.75 feet, to a ½" rebar previously set; run thence North 87°55'57" East for a distance of 259.33 feet to a ½" rebar previously set at the beginning of a circular curve to the left; run thence along said curve, having a chord bearing of North 84°45'17" East, a radius of 966.00 feet, an arc length of 107.15 feet and a chord length of 107.10 feet, to a ½" rebar previously set; run thence North 81°34'37" East for a distance of 667.08 feet to the Point of Beginning of the herein described tract of land.

"True" Geodetic Bearings were established from GPS Observation by Williams Engineering Consultants, Inc. (662-236-9675)

The hereinabove described real property constitutes no part of the homestead of Andrew W. Callicutt nor of Emily Brummett Callicutt.

The Grantors recite that said streets have been partially installed and improved, and reaffirm their collective duty to complete the installation and improvement of the hereinabove described streets to City of Oxford, Mississippi, specifications as previously established by ordinance.

MINUTE BOOK No. 79, CITY OF OXFORD

WITNESS THE EXECUTION of this instrument on this, 15th day of May, 2018. WARD - DEMENT 62-0068

ANDREW W. CALLICUTT

EMILY BRUMMETT CALLICUTT

OXFORD FARMS, LLC
A Mississippi Limited Liability
Company

By: _____
ANDREW W. CALLICUTT
Member/Manager

THE ANDREW W. CALLICUTT
IRREVOCABLE TRUST

By: _____
WILLIAM T. SLOAN
Trustee

STATE OF MISSISSIPPI

COUNTY OF LAFAYETTE

THIS DAY PERSONALLY APPEARED BEFORE ME, the undersigned authority in and for the jurisdiction aforesaid, the within named ANDREW W. CALLICUTT, who acknowledged that he signed and delivered the above and foregoing Deed of Dedication on the day and year therein mentioned.

GIVEN UNDER MY HAND AND OFFICIAL SEAL on this, the _____ day of May, 2018.

NOTARY PUBLIC

My Commission Expires: _____

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

STATE OF MISSISSIPPI

COUNTY OF LAFAYETTE

THIS DAY PERSONALLY APPEARED BEFORE ME, the undersigned authority in and for the jurisdiction aforesaid, the within named EMILY BRUMMETT CALLICUTT, who acknowledged that she signed and delivered the above and foregoing Deed of Dedication on the day and year therein mentioned.

GIVEN UNDER MY HAND AND OFFICIAL SEAL on this, the ____ day of May, 2018.

 NOTARY PUBLIC

My Commission Expires:

STATE OF MISSISSIPPI

COUNTY OF LAFAYETTE

THIS DAY PERSONALLY APPEARED BEFORE ME, the undersigned authority in and for the jurisdiction aforesaid, the within named ANDREW W. CALLICUTT, in his capacity as the Member/Manager of OXFORD FARMS, LLC, a Mississippi Limited Liability Company who acknowledged that in such capacity he signed and delivered the above and foregoing Deed of Dedication on the day and year therein mentioned, for and on behalf of said limited liability company and as its act and deed, having been first duly authorized so to do.

GIVEN UNDER MY HAND AND OFFICIAL SEAL on this, the ____ day of May, 2018.

 NOTARY PUBLIC

My Commission Expires:

STATE OF MISSISSIPPI

COUNTY OF LAFAYETTE

THIS DAY PERSONALLY APPEARED BEFORE ME, the undersigned authority in and for the jurisdiction aforesaid, the within named WILLIAM T. SLOAN, in his capacity as the Trustee of THE ANDREW W. CALLICUTT IRREVOCABLE TRUST, as per the Certificate of Trust dated June 1st, 2006, as filed and found among the land records of Lafayette County, Mississippi, as Instrument Number 200605416 as of June 2nd, 2006, at 10:51 A.M., reference to which is hereby made, who acknowledged that he signed and delivered the above and foregoing Deed of Dedication on the day and year therein mentioned, for and on behalf of said trust and as its act and deed, having been first duly authorized so to do.

GIVEN UNDER MY HAND AND OFFICIAL SEAL on this, the ____ day of May, 2018.

 NOTARY PUBLIC

My Commission Expires:

BOARD OF ALDERMAN MEETING

TUESDAY
MAY 15, 2018
5:00 PM

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0068

Animal Control Report
– Total –

ACO INCIDENT REPORTS

	2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
City Resident		71	65	43	61									240
County Resident		21	20	18	22									81
Total Reports		92	85	61	83	0	0	0	0	0	0	0	0	321

ACO RESPONSES

	2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Dispatched to scene		5	3	11	22									41
No dispatch		8	4	4	21									37
Total Responses		13	7	15	43	0	0	0	0	0	0	0	0	78

ACO REPORT TYPES

	2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Dog at Large		3	3	7	19									32
Abandoned Animal		1	0	1	0									2
Neglected Animal		1	1	1	2									5
Abused Animal		0	2	0	0									2
Injured Animal		0	0	0	1									1
Wild Animal		0	0	4	1									5
Feral Cat		0	1	0	1									2
Other		2	2	3	5									12
Total Reports		7	9	16	29	0	0	0	0	0	0	0	0	61

ACO IMPOUNDS

	2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Canine Impounds		1	19	10	11									41
Other Impounds		0	0	0	0									0
Total Impounds		1	19	10	11	0	0	0	0	0	0	0	0	41

ACO REDEMPTIONS

	2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Canine Redemptions		1	0	6	8									15
Other Redemptions		0	0	0	0									0
Total Redemptions		1	0	6	8	0	0	0	0	0	0	0	0	15

ACO WARNINGS/CITATIONS

	2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Dog at Large Warnings		0	0	1	1									2
Dog at Large Citations		0	0	0	0									0
Unlicensed Dog Warnings		0	0	0	0									0
Unlicensed Dog Citations		0	0	0	0									0
No Rabies Vax Warnings		0	0	0	0									0
No Rabies Vax Citations		0	0	0	0									0
Total Warnings/Citations		0	0	1	1	0	0	0	0	0	0	0	0	2

DOG LICENSES

	2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Issued at OLHS		31	30	32	32									125
Issued in the field		0	0	0	0									0
Issued at vet		0	0	0	0									0
Total Licenses		31	30	32	32	0	0	0	0	0	0	0	0	125

– March 2018 –

Oxford Lafayette Humane Society
Income Statement

	1 Month Ended March 31, 2018	6 Months Ended March 31, 2018
Sales		
Contract Coll	\$ 11,250.00	\$ 95,318.72
Contract Goods	0.00	1,020.00
Contract Other	100.00	100.00
Donations Personal	25,412.46	57,064.17
Donations Business	25.00	6,794.34
Donation Dog Banks	291.41	1,121.01
Donation Event	0.00	6,100.00
Adoption - Canine	12,161.00	49,360.50
Adoption - Feline	2,300.00	17,875.00
Adoption - Other	575.00	879.00
Snip Fees - Canine	1,130.00	6,480.00
Snip Fees - Feline	576.00	4,090.00
SNAP Rabies	225.00	225.00
Impounding/Boarding Fees	0.00	1,501.00
Surrender Fee - Canine	21.00	411.00
Surrender Fee - Feline	107.00	107.00
Dog License	180.00	515.00
ID Tag Fees	180.00	655.00
Enrollment Fee	310.00	210.00
Boarding Fee	375.00	375.00
Vaccination Fee	115.00	115.00
Less Return and Allowances	(745.00)	(1,574.00)
Total Sales	55,213.82	245,601.25
Gross Profit	55,213.82	245,601.25
Operating Expenses		
Advertising	92.62	488.35
Automobile Expense	1,241.91	1,265.91
Bank & Credit Card Fees	303.25	1,189.31
Contract Labor	5,000.00	34,000.00
Depreciation Expense	0.00	10,754.00
Fundraising Expenses	0.00	300.00
Gas & Oil	61.81	615.49
Insurance - Health	902.86	4,059.50
Insurance - PMSE	0.00	748.50
Legal & Accounting	0.00	1,695.00
Meals & Entertainment	66.61	684.70
Office Supplies & Expense	612.75	7,168.51
Postage & Shipping	0.00	327.74
Repairs & Maintenance	0.00	1,147.65
Salaries	15,243.98	112,499.02
Supplies	1,106.92	5,772.38
Taxes - Payroll	1,308.90	8,407.11
Taxes - Other	0.00	106.10
Telephone	204.98	1,256.42
Travel	0.00	50.55
Veterinary Expenses	4,301.89	46,873.31
Vet Supplies	2,066.94	79,095.64
Total Operating Expenses	28,859.30	280,134.98
Operating Income (Loss)	18,354.52	(34,533.73)
Other Income (Expenses)		
Interest Income	434.35	2,546.10
Total Other Income (Expenses)	434.35	2,546.10
Net Income (Loss) Before Taxes	18,788.87	(31,987.63)
Net Income (Loss)	\$ 18,788.87	\$ (31,987.63)

Confidential Information - For Board Use Or

Financials
– April 2018 –

Oxford Lafayette Humane Society
Income Statement

	1 Month Ended April 30, 2018	7 Months Ended April 30, 2018
Sales		
Contract City	\$ 11,250.00	\$ 106,628.73
Contract County	0.00	1,020.00
Contract Other	0.00	100.00
Donations Personal	10,888.59	67,952.76
Donations Business	815.11	7,600.45
Donation Dog Bunkie	84.46	2,305.47
Donation Event	305.00	6,408.00
Adoption - Canine	11,375.00	60,735.50
Adoption - Feline	3,300.00	16,175.00
Adoption - Other	0.00	879.00
Snap Fees - Canine	1,021.36	7,510.36
Snap Fees - Feline	470.00	3,166.00
SNAP Rabies	200.00	425.00
Impounding/Boarding Fees	0.00	1,501.00
Surrender Fee - Dogster	14.00	435.00
Dog License	505.00	832.00
3D Tag Fees	191.00	706.00
Impound Fee	25.00	680.00
Boarding Fee	100.00	410.00
Vaccination Fee	150.00	525.00
Transport Canine	90.00	205.00
Transport Feline	40.00	40.00
Leak Returns and Allowances	10.00	10.00
	(150.00)	(2,054.00)
Total Sales	40,327.52	285,939.27
Gross Profit	40,327.52	285,939.27
Operating Expenses		
Advertising	431.00	939.25
Automobile Expense	0.00	1,285.91
Bank & Credit Card Fees	345.83	1,534.34
Contract Labor	5,000.00	39,000.00
Depreciation Expense	0.00	18,791.00
Fundraising Expenses	0.00	300.00
Gas & Oil	60.12	905.61
Insurance - Health	983.86	5,043.66
Insurance - PPE	0.00	748.50
Legal & Accounting	452.50	6,147.50
Meals & Entertainment	128.16	827.86
Office Supplies & Expense	856.18	8,024.66
Postage & Shipping	0.00	327.74
Repairs & Maintenance	482.00	1,029.45
Salaries	18,427.12	131,125.15
Supplies	661.41	6,433.79
ACO uniforms	1,023.92	1,023.92
Taxes - Payroll	3,444.34	10,251.85
Taxes - Other	0.00	100.28
Telephone	254.48	1,610.90
Travel	0.00	52.65
Veterinary Expenses	13,715.23	60,588.54
Vet Supplies	2,068.37	42,064.31
Total Operating Expenses	46,344.22	338,679.20
Operating Income (Loss)	(6,016.70)	(52,739.93)
Other Income (Expenses)		
Interest Income	420.59	3,766.69
Total Other Income (Expenses)	420.59	3,766.69
Net Income (Loss) Before Taxes	(5,596.11)	(48,973.24)
Net Income (Loss)	\$ (5,596.11)	\$ (48,973.24)

Confidential Information - For Board Use Only

Communication & Outreach

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

— Walter Lyle —

WHERE OUR SOCIAL MEDIA STANDS TODAY



FACEBOOK

We've jumped from 20,093 to 20,740 likes on Facebook in the last two months. That's 647 more people who wanted to keep up with what we're doing.



TWITTER

At the last Board of Directors meeting, we held steady at 1,641 followers. Today, we have 2,155. We're steadily growing and showing no signs of stopping.



INSTAGRAM

From 1,987 followers to 2,166, our Instagram is growing just as steadily as the other platforms.

MINUTE BOOK No. 79, CITY OF OXFORD

SAFEGUARD - DEMENT 62-0088

FACEBOOK STATS

Actions on Page

April 10 - May 7

447

Total Actions on Page ▲ 21%



Page Views

April 10 - May 7

14,297

Total Page Views ▼ 5%

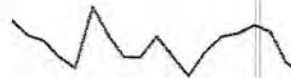


Page Previews

April 10 - May 7

612

Page Previews ▼ 9%



Page Likes

April 10 - May 7

480

Page Likes ▲ 43%



Reach

April 10 - May 7

175,554

People Reached ▲ 61%



Recommendations

April 10 - May 7

11

Recommendations ▼ 21%



Post Engagements

April 10 - May 7

121,275

Post Engagement ▲ 16%



Videos

April 10 - May 7

4,106

Total Video Views ▼ 29%

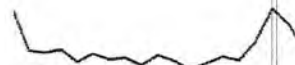


Page Followers

April 10 - May 7

513

Page Followers ▲ 45%



Confidential Information - For Board Use Only



Oxford Lafayette Humane Society

Visitors

141

Today

4983

7 days

Adoption applications are submitted through our website

MORE PAGE VISITS= MORE ADOPTIONS

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MINUTE BOOK No. 79, CITY OF OXFORD

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YAPPY HOUR AT THACKER 564



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BEST DRESSED PET CONTEST
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FOOTBALL PLAYER VISITS!



Confidential Information - For Board Use Only

Shelter Managers

– Grace Gillespie & Brindley Sis

Shelter Educational Conference
Sponsored By: PetSmart Charities

Information Packet



Saturday 2018 Sunday
April 21 April 22



ASPCA Animal Relocation Initiative

3 Phase Application Process:

1. Phone Interview (Fri, March 2)
2. Written Application (Sat, March 3)
3. Site Inspection (Wed, March 14)

Relocation Initiative

Required Improvements:

1. Vaccinating EVERY ANIMAL on intake
2. Adding external and internal parasite treatments (HW and Coccidia)
3. Scrubbing outdoor concrete with Trifectant/ Rescue
4. Communal cat room furniture removed or sealed for effective sanitation

ASPCA Animal Relocation Initiative

APPROVED on April 16!

Added to transport calendar for May

1. Monday, May 7 = Augusta Regional SPCA in Staunton, VA
2. Monday, May 21 = Brandywine Valley SPCA in West Chester, PA

Relocation Initiative



<https://youtu.be/OX73qhfmngN0>

Confidential Information - For Board Use Onl

Animal Report

INTAKE BY JURISDICTION

2018	JANUARY		FEBRUARY		MARCH		APRIL		YTD	
	Total number of animals impounded	% of Total	Total number of animals impounded	% of Total	Total number of animals impounded	% of Total	Total number of animals impounded	% of Total	Total number of animals impounded	% of Total
Jurisdiction:										
Oxford	52	20.55%	47	18.50%	50	18.05%	31	12.45%	180	17.42%
Lafayette County	28	11.07%	64	25.20%	70	25.27%	61	24.50%	223	21.59%
Alcorn County	0	0.00%	0	0.00%	1	0.36%	0	0.00%	1	0.10%
Benton County	8	3.16%	1	0.39%	5	1.81%	0	0.00%	14	1.36%
Calhoun County	3	1.19%	1	0.39%	6	2.17%	12	4.82%	22	2.13%
Chickasaw County	0	0.00%	1	0.39%	0	0.00%	0	0.00%	1	0.10%
Choctaw County	0	0.00%	1	0.39%	0	0.00%	0	0.00%	1	0.10%
De Soto County	1	0.40%	0	0.00%	2	0.72%	0	0.00%	3	0.29%
Grenada County	5	1.98%	0	0.00%	2	0.72%	2	0.80%	9	0.87%
Itawamba County	11	4.35%	0	0.00%	4	1.44%	0	0.00%	15	1.45%
Lee County	0	0.00%	3	1.18%	8	2.89%	1	0.40%	12	1.16%
Marshall County	6	2.37%	0	0.00%	6	2.17%	11	4.42%	23	2.23%
Panola County	55	21.74%	61	24.02%	21	7.58%	32	12.85%	169	16.36%
Pontotoc County	10	3.95%	26	10.24%	36	13.00%	10	4.02%	82	7.94%
Quitman County	0	0.00%	0	0.00%	7	2.53%	1	0.40%	8	0.77%
Tallahatchie County	2	0.79%	0	0.00%	8	2.89%	1	0.40%	11	1.06%
Tate County	0	0.00%	11	4.33%	1	0.36%	0	0.00%	12	1.16%
Tippah County	5	1.98%	1	0.39%	0	0.00%	13	5.22%	19	1.84%
Tunica County	0	0.00%	1	0.39%	0	0.00%	0	0.00%	1	0.10%
Union County	24	9.49%	14	5.51%	14	5.05%	24	9.64%	76	7.36%
Yalobusha County	34	13.44%	14	5.51%	28	10.11%	37	14.86%	113	10.94%
Other MS County	4	1.58%	4	1.57%	3	1.08%	10	4.02%	21	2.03%
Shelby County, TN	5	1.98%	0	0.00%	0	0.00%	2	0.80%	7	0.68%
State of Tennessee	0	0.00%	2	0.79%	0	0.00%	0	0.00%	2	0.19%
State of Alabama	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Out of State	0	0.00%	2	0.79%	5	1.81%	1	0.40%	8	0.77%
Abandoned at Shelter	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
TOTAL	253	100.00%	254	100.00%	277	100.00%	249	100.00%	1033	100.00%

Average Intake

258.3 per month
64.6 per week
9.2 per day

MINUTE BOOK No. 79, CITY OF OXFORD

Animal Report

WARD - DEMENT 62-0088

OUTCOME BY TYPE

2018	JANUARY		FEBRUARY		MARCH		APRIL		YTD	
	Total number of animals	% of Total	Total number of animals	% of Total	Total number of animals	% of Total	Total number of animals	% of Total	Total number of animals	% of Total
1 Adopted	129	48.13%	125	46.13%	132	43.56%	134	55.60%	520	48.01%
2 Redeemed	13	4.85%	32	11.81%	21	6.93%	12	4.98%	78	7.20%
3 Transferred	31	11.57%	35	12.92%	25	8.25%	11	4.56%	102	9.42%
4 Released (wildlife)	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
5 Admin Missing	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
6 Euthanized	92	34.33%	74	27.31%	120	39.60%	81	33.61%	367	33.89%
7 Died in Shelter	3	1.12%	4	1.48%	5	1.65%	3	1.24%	15	1.39%
8 DOA	0	0.00%	1	0.37%	0	0.00%	0	0.00%	1	0.09%
TOTAL	268	100.00%	271	100.00%	303	100.00%	241	100.00%	1083	100.00%

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EUTHANASIA BY REASON

2018	JANUARY		FEBRUARY		MARCH		APRIL		YTD	
	Total number of animals	% of Total	Total number of animals	% of Total	Total number of animals	% of Total	Total number of animals	% of Total	Total number of animals	% of Total
1 Health	50	54.35%	40	54.05%	67	55.83%	70	86.42%	227	61.85%
2 Behavior	21	22.83%	12	16.22%	23	19.17%	6	7.41%	62	16.89%
3 Capacity	21	22.83%	22	29.73%	30	25.00%	5	6.17%	78	21.25%
TOTAL	92	100.00%	74	100.00%	120	100.00%	81	100.00%	367	100.00%

Animal Report

– www.oxfordpets.com –

[Home](#) [About us](#) [Donate](#) [Spay/Neuter](#) [Foster Program](#) [Board of Directors](#)

City of Oxford Animal Control

OLHS contracts with the City of Oxford to provide animal control services inside the Oxford City limits.

ANIMAL CONTROL INFO

Animal Reports

In the interest of complete transparency and to keep our community fully informed, OLHS publishes our animal reports that are compiled and presented at the Board of Directors meetings and the City Aldermen meetings.

ANIMAL REPORTS

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ANIMAL REPORTS

OLHS Animal Report_2018.04 (pdf)

DOWNLOAD

OLHS Animal Report_2017 (pdf)

DOWNLOAD

Confidential Information - For Board Use On

MINUTE BOOK No. 79, CITY OF OXFORD

Fundraising

SAFEGUARD - DEMENT 62-0088

#OLHSCatioFixerUpper



**GIVE
NOW!**



92% to GOAL!

#OLHSCATIOFIXERUPPER

get our
kitties new
climbing
towers!

DONATE NOW!

Fundraising



#OLHSCatioFixerUpper
by Oxford Lafayette Humane Society

\$579 of \$500

11 Donors



ABOUT THIS CAMPAIGN

In an effort to transport cats with the ASPCA Animal Care and Control, OLHS had to make changes to our community cat program to meet the ASPCA's rigorous sanitation standards which e

Unfortunately those positive changes meant removing outdoor cat towers that cannot be sanitized and now our cats are uncomfortable while they are awaiting adoption or placement. We need your help us purchase new sanitizable Kuranda cat towers for our outdoor catio! These cat towers are designed for use for years.

Please donate today! Help spread the word by sharing the #OLHSCatioFixerUpper campaign with your friends.

Thank you from all the cats at OLHS!

<https://members.givelively.org/campaigns/olhscatiofixerupper>

MINUTE BOOK No. 79, CITY OF OXFORD

Fundraising

SAFEGUARD - DEMENT 62-0088

MAKE A DONATION

1 Cat Bed



\$25

1 Cat Bed

2 Cat Beds



\$50

2 Cat Beds

3 Cat Beds



\$75

3 Cat Beds

4 Cat Beds



\$100

4 Cat Beds

5 Cat Beds



\$150

6 Cat Beds

8 Cat Beds



\$200

8 Cat Beds

10 Cat Beds



\$250

10 Cat Beds

Any amount helps further our mission.

Monthly

One Time

CONTINUE

Confidential Information - For Board Use Only

Fundraising



<https://youtu.be/1KS7k7QZYWk>

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MINUTE BOOK No. 79, CITY OF OXFORD

Fundraising

SAFEGUARD - DEMENT 62-0085

Goal =
\$500
Raised =
\$579

116% of
GOAL!!

RECENT DONATIONS

- Timothy Nordstrom donated \$26
8 hours ago
- Linda Lewis Raney donated \$40
3 hours ago
- Natalie Marrar Estrada donated \$26
13 hours ago
- Hayley Rank donated \$25
a day ago
- Scottye CarterDewey donated \$104
2 days ago
- Janice A Antonow donated \$51
2 days ago
- Elise W. Gillespie donated \$26
5 days ago
- Aimee L Fyke donated \$100
6 days ago
- Larry P Avery donated \$104
7 days ago
- James A Velton donated \$51
6 days ago
- Elizabeth McPheters donated \$26
6 days ago

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