

MINUTES

City of Oxford
 Board of Aldermen
 Regular Meeting-BOA
 Tuesday, September 18, 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, September 18, 2018, in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor-absent
 Rick Addy, Alderman Ward I
 Mark Huelse, 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-absent
 Reanna Mayoral, Assistant Director of Public Works
 Judy Daniel, City Planner
 Ben Requet, Senior Planner
 Joey East, Chief of Police
 Matt Davis, Director of Parking Enforcement
 Braxton Tullos, Human Resources Director
 Mark Heath, Fire Chief
 Joey Gardner, Deputy 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
 Kara Giles-Executive Assistant to the Mayor-absent
 Rusty Raspberry-Code Enforcement Officer-absent

2. Adopt the agenda for the meeting.

It was moved by Alderman Taylor, seconded by Alderman Morgan to adopt the agenda for the meeting with the following changes: the addition of item 6i, item 6j and the deletion of item 20. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

3. Mayor's Report

4. Authorize the approval of the minutes of the Special Meeting on September 4, 2018, the Regular Meeting on September 4, 2018, the Special Meeting on September 11, 2018 and the Recess Meeting on September 13, 2018.

It was moved by Alderman Antonow, seconded by Alderman Addy to approve the minutes of the Special Meeting on September 4, 2018, the Regular Meeting on September 4, 2018, the Special Meeting on September 11, 2018 and the Recess Meeting on September 13, 2018. All the aldermen present voting aye, Mayor Pro-

Tem Howell declared the motion carried.

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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 102690-102869, Water & Sewer claims numbered 29344-29377, Metro Narcotics claims numbered 7246-7253, Trust & Agency claims numbered 28877-28971 and a Tax Collector claim numbered 4362 and totaling \$2,243,725.20. All the aldermen present voting aye, Mayor Pro-Tem Howell 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 with the addition of items 6i and 6j. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

- a. Request permission to approve the following taxi drivers for the noted companies: Hattie A. Marshall and Dantavian K. Hicks, Flying Tuk and Bradley G. Bray, Angel Taxi. (Matt Davis)
- b. Request permission to promote Jody Black, Kevin Black, and Wade Smith from Lieutenant to Captain with new annual salaries of \$48,280.63 (G10-11) each, Adam Gafford from Captain to Captain with EMT Certification with a new annual salary of \$49,729.05 (G11-10) and Kyle Conner from Lieutenant to Lieutenant with EMT Certification with a new annual salary of \$43,891.49 (G10-9) in the Oxford Fire Department effective August 30, 2018. (Braxton Tullos)
- c. Request permission to promote Peter Heim and Derrick Conner in the Oxford Police Department for obtaining part-time certification, with a new hourly salary of \$10.00 each. (Braxton Tullos)
- d. Request permission to promote Alex Stratton from Patrol Officer to Lieutenant in the Oxford Police Department with a new annual salary of \$54,340.28 (G11-13). (Braxton Tullos)
- e. Request permission to hire Bailey Odum, Chrystian Scruggs, Taliyah Gross, and Lesley Campbell as Concession workers with an hourly rate of \$8.25, Samuel Woodall, Alec Vaugn, Walt Johnson, Kortlen Wilfawn, Spencer Norris, and Jamar James as Grounds Crew workers with an hourly rate of \$9.00, and Harry Rayburn as a Grounds Crew worker with an hourly rate of \$10.00, for FNC Park. (Braxton Tullos)
- f. Request permission for up to 4 employees to attend the National Association of Youth Sports/Athletic Business Conference on November 7-10, 2018 in New Orleans, LA at an estimated cost of \$2,700.00. (Seth Gaines)
- g. Request permission for one employee to attend the 2019 Association of Aquatic Professionals Conference on February 25-28, 2019 in Frisco, TX at an estimated cost of \$2,634.00. (Seth Gaines)
- h. Request permission for Anna Bess Pavlakovich to intern with the Oxford Police Department for the Fall 2018 semester. (Joey East)
- i. Request permission to adopt budgets for the two new funds for the Oxford Police Departments Alcohol and Traffic Services Grants. (Ashley Atkinson)
- j. Request permission to send two drivers to CDL training for Oxford-University Transit. (Ron Biggs)

7. Adopt a retirement proclamation for Jeff McClure with the Oxford Housing Authority.

It was moved by Alderman Addy, seconded by Alderman Antonow to adopt a retirement proclamation for Jeff McClure with the Oxford Housing Authority. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

8. Consider a request from Oxford-University Methodist Church to use an off-duty

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officer for their Sunday morning security/traffic detail.

It was moved by Alderman Bailey, seconded by Alderman Addy to approve a request from Oxford-University Methodist Church to us an off-duty police officer for their Sunday morning security/traffic detail. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

9. Request permission to advertise for reverse auction bids on supplies/equipment through Central Bidding. (Amberlyn Liles)

It was moved by Alderman Huelse, seconded by Alderman Addy to advertise for reverse auction bids on supplies/equipment through Central Bidding. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

10. Review of and comments on Case #2369, a redevelopment plan for the proposed Oxford Commons TIF Project. (Judy Daniel)

City Counsel, Pope Mallette, briefly went over the development plan for the proposed Oxford Commons TIF Project. There was no action taken on this item.

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

11. Adopt a resolution setting a public hearing on October 2, 2018 for a Tax Increment Financing Redevelopment Plan for the City of Oxford, Mississippi. (Sue Fairbank)

It was moved by Alderman Addy, seconded by Alderman Antonow to adopt a resolution setting a public hearing on October 2, 2018 for a Tax Increment Financing Redevelopment Plan for the City of Oxford, Mississippi. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

12. Adopt a resolution setting a public hearing on October 2, 2018 for a Tax Increment Financing Plan in connection with Tax Increment Financing Bonds to be issued by the City of Oxford, Mississippi. (Sue Fairbank)

It was moved by Alderman Antonow, seconded by Alderman Addy to adopt a resolution setting a public hearing on October 2, 2018 for a Tax Increment Financing Plan in connection with Tax Increment Financing Bonds to be issued by the City of Oxford, Mississippi. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

13. Adopt a proclamation declaring October as Domestic Violence Awareness Month.

Alderman Morgan returned to the meeting at this time.

It was moved by Alderman Antonow, seconded by Alderman Bailey to adopt a proclamation declaring October as Domestic Violence Awareness Month. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

14. Announce a vacancy on the Courthouse Square Preservation Commission.

Mayor Pro-Tem Howell announced a vacancy on the Courthouse Square Preservation Commission. Interested citizens may submit a letter of interest and an brief resume' to the Mayor's Office.

15. Authorize appointments to the Pathways Commission.

It was moved by Alderman Antonow, seconded by Alderman Taylor to authorize the appointment of Kate Kellum, Michael Worthy, and Will Townes to the Pathways Commission. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

16. Authorize appointments to the Animal Control Provider Committee.

It was moved by Alderman Addy, seconded by Alderman Huelse to appoint Mark Levy, Greg Pinion, David Rikard, Bill Rogers, Bob Guy, Tiffany Benson, Preston Taylor, and Janice Antonow to the Animal Control Provider Committee. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

17. Request permission to accept the proposal/bid from Alliance Bus Group for the purchase of 25 Heavy Duty Transit Buses over a five year period. (Donna Zampella)

It was moved by Alderman Antonow, seconded by Alderman Bailey to accept the proposal from Alliance Bus Group for the purchase of 15 Fleet Duty Transit Buses over a five year period in the amount of \$362,989.00. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

18. Request permission for up to four employees to attend the NRPA Conference on September 25-27, 2018 in Indianapolis, IN at an estimated cost of \$5,660.00. (Seth Gaines)

It was moved by Alderman Addy, seconded by Alderman Bailey to approve the travel of up to four employees to attend the NRPA Conference on September 25-27, 2018 in Indianapolis, IN at an estimated cost of \$5,660.00. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

19. Request permission to surplus 4 vehicles in the Metro Narcotics Department and authorize their sale on govdeals.com. (Joey East)

It was moved by Alderman Addy, seconded by Alderman Morgan to surplus a 1996 Cadillac Fleetwood with VIN 1G6DW52P0TR714348, a 2001 Ford F350 with VIN 3FTSW31F81MA51904, a 2009 Ford Focus with VIN 1FAHP35N59W156846 and a 1991 Chevrolet S-10 with VIN 1GCCS1423M8124342 in the Metro Narcotics Department and authorize their sale on govdeals.com. These are all seized vehicle that have been in the impound lot many years. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

20. Request approval to surplus/remove multiple items from the City of Oxford's fixed asset list. (Ashley Atkinson)

This item was removed from the agenda.

21. Authorize the City Clerk to sign a Computer Software Support Agreement with Delta Computer Systems, Inc. for Tax Collection & Privilege License Software. (Ashley Atkinson)

It was moved by Alderman Bailey, seconded by Alderman Addy to authorize the City Clerk to sign a Computer Software Support Agreement with Delta Computer Systems, Inc. for Tax Collection & Privilege License Software. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

22. Third reading and vote on a proposed ordinance for Case #2349-Consideration of Amendments to the City of Oxford Land Development Code to correct mistakes and make modifications. (Judy Daniel)

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve an Ordinance for Case #2349 amending the City of Oxford Land Development Code to correct mistakes and make modifications excluding Sections 9.5.1.2 and 9.5.1.3. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

23. First reading of Case #2368, a proposed ordinance amending the Land Development Code to correct mistakes and make modifications. (Judy Daniel)

The 2nd reading and public hearing on this proposed ordinance will be at the next regular meeting.

24. Request approval of a Final Plat (Amended) for Case #2312, Robert Veazey, for "Cullen Addition Subdivision, Lot 4 and a fraction of Lot 3 Amended" for property located at 235 Elm Street, being further identified as PPIN 5461. (Judy Daniel)

It was moved by Alderman Morgan, seconded by Alderman Huelse to approve a Final Plat (Amended) for Case #2312, Robert Veazey, for "Cullen Addition Subdivision, Lot 4 and a fraction of Lot 3 Amended" for property located at 235 Elm Street, being further described as PPIN 5461. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

25. Request approval of a Final Plat (amended), Case #2357, Tim and Linda Tatum, for "Ammadelle Subdivision Lots 60-64, for properties located on Price Street, being further identified as PPINs 5313, 5490, and 5491. (Judy Daniel)

It was moved by Alderman Bailey, seconded by Alderman Antonow to approve a Final Plat (Amended) for Case #2357, Tim and Linda Tatum, for "Ammadelle

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Subdivision Lots 60-64, for properties located on Price Street, being further identified as PPINs 5313, 5490, and 5491. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

26. Request approval of a Final Plat, Case #2359, Betsy Patton, for "Ammadelle Subdivision, Lot 17-B", for property located at 113 Price Street, being further described as PPIN 5380. (Judy Daniel)

It was moved by Alderman Bailey, seconded by Alderman Addy to approve a Final Plat, Case #2359, Betsy Patton, for "Ammadelle Subdivision, Lot 17-B", for property located at 113 Price Street, being further described as PPIN 5380. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

27. Request approval of a Preliminary and Final Plat (Amended), for Case #2365, Andy Callicutt, for "Oxford Farms, Phase 9", for property located at 3000 Oxford Way, being further described as PPINs 19223 and 34543. (Judy Daniel)

It was moved by Alderman Huelse, seconded by Alderman Antonow to approve a Preliminary and Final Plat (Amended) for Case #2365, Andy Callicutt, for "Oxford Farms, Phase 9", for property located at 3000 Oxford Way, being further described as PPINs 19223 and 34543. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

28. Request permission to grant city utilities for a development outside the City limits, Case #2367, Mac Construction, for "Keystone, Phase IV", for property located on Anchorage Road in Lafayette County, being further described as PPIN 6387. (Judy Daniel)

It was moved by Alderman Morgan, seconded by Alderman Huelse to grant a request for city utilities for Case #2367, Mac Construction, for "Keystone, Phase IV" for property located on Anchorage Road in Lafayette County, being further described as PPIN 6387, contingent on the development satisfying the conditions stipulated by the Public Works Department, and the creation of a second means in ingress/egress to the development. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

29. Announce a TVA Wholesale Rate Change and Rate Increase and request approval to pass through to Oxford Electric Department customers. (Rob Neely)

It was moved by Alderman Bailey, seconded by Alderman Addy to approve a TVA Wholesale Rate Increase to be passed through to the Oxford Electric Department customers. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

30. Consider a request for a second water adjustment in a one year period. (Reanna Mayoral)

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve a water adjustment for 103 Luther Street in the amount of \$331.39. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

31. Discuss work on Sunday and closure of South Lamar to make adjustments to grade at roundabout and complete final lift of asphalt. (Reanna Mayoral)

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve the closure of South Lamar at the roundabout on September 29th and 30th to make adjustments to grade at roundabout and complete the final lift of asphalt. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

32. Consider a request from Russell Construction for early morning work and closure of Jackson Avenue at Uncommon Oxford for placement of HVAC equipment on the roof. (Reanna Mayoral)

It was moved by Alderman Bailey, seconded by Alderman Antonow to approve a request from Russell Construction for early morning work on Thursday, September 20th for the placement of HVAC equipment on the roof of Uncommon Oxford. The crane should be in place at 4:00am and they should be finished by 6:00am. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

33. Request permission to cancel a loan from Oxford Wire & Cable, last payment

received circa 1995, based on promissory note. (Reanna Mayoral)

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It was moved by Alderman Morgan, seconded by Alderman Bailey to cancel a

loan from Oxford Wire & Cable. The last payment was received circa 1995 based on the promissory note and there is no record of the outstanding debt in the City's records at this time. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

34. Discuss the purchase of title insurance for purchase of property. (Reanna Mayoral)

It was moved by Alderman Bailey, seconded by Alderman Addy to purchase title insurance, in an amount not to exceed \$5,500.00, for the purchase of property in the industrial park. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

35. Request approval of Change Order #4 and Final and accept maintenance for Jackson Avenue Lift Station Wetwell Rehabilitation. (Reanna Mayoral)

It was moved by Alderman Addy, seconded by Alderman Taylor to approve Change Order #4 and Final and to accept maintenance for the Jackson Avenue Lift Station Wetwell Rehabilitation Project. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

36. Discuss Oxford Way and recommendation for acceptance, contingent on completion of punch list items. (Reanna Mayoral)

It was moved by Alderman Antonow, seconded by Alderman Addy to accept maintenance for Oxford Way, contingent on the completion of the presented punch list items provided by the Public Works Department. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

37. Accept maintenance of Ricky Britt, Jr. Boulevard extension as constructed (West End, Phase 2). (Reanna Mayoral)

It was moved by Alderman Addy, seconded by Alderman Morgan to accept maintenance of Rick D. Britt, Jr. Boulevard extension as constructed (West End, Phase 2). All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

38. Accept maintenance of infrastructure constructed as a part of The Preserve, platted as The Preserve, Phase 3, contingent on receipt of bond for installation of remaining infrastructure. (Reanna Mayoral)

It was moved by Alderman Hulse, seconded by Alderman Addy to accept maintenance of infrastructure constructed as a part of The Preserve, platted as The Preserve, Phase 3, contingent on receipt of bond for installation of remaining infrastructure. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

39. Accept annual materials bids for FY2018-2019. (Reanna Mayoral)

It was moved by Alderman Antonow, seconded by Alderman Addy to accept the annual materials bids for FY 2018-2019 as presented. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

40. Consideration and vote, if applicable, of a request by Shaw Services to be reinstated as a prime contractor on the Downtown Parking Garage Project. (Mark Levy/Pope Mallette)

It was moved by Alderman Hulse, seconded by Alderman Bailey to reinstate Shaw Services as a prime contractor on the Downtown Parking Garage Project, contingent on the receipt of email confirmation on Wednesday, September 19th of the successful purchase of the performance bond required and receipt of the actual performance bond by 12:00pm CST on Thursday, September 20th. All the aldermen present voting aye, with the exception of Alderman Antonow who voted no, Mayor Pro-Tem Howell declared the motion carried.

41. Consider an executive session.

It was moved by Alderman Morgan, seconded by Alderman Addy to consider an executive session for two personnel matters, three matters of potential litigation and a matter related to police security measures. All the aldermen present voting

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aye, Mayor Pro-Tem Howell declared the motion carried.

It was moved by Alderman Antonow, seconded by Alderman Addy to enter into an executive session for a personnel matter in the Oxford Police Department, a personnel matter in the Environmental Services Department, a matter of potential litigation related to the Downtown Ordinance, a matter of potential litigation related to a contract/performance bond, a matter of potential litigation related to land use on Jefferson Avenue and a matter related to police security measures on the Square. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

To deter potential litigation, it was moved by Alderman Bailey, seconded by Alderman Addy to pay \$345.00 in medical bills for Renika Ivy, an employee in the Oxford Police Department. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.

It was moved by Alderman Morgan, seconded by Alderman Addy to instruct counsel to ask that the lawsuit, filed by K & J Enterprises, be moved to federal court based on the constitutional claims listed in the notice. All the aldermen present voting aye, Mayor Pro-Tem Howell 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 Pro-Tem Howell declared the motion carried.

42. Adjourn.

It was moved by Alderman Huelse, seconded by Alderman Addy to adjourn Sine-Die. All the aldermen present voting aye, Mayor Pro-Tem Howell declared the motion carried.


Robyn Tannehill, Mayor


Ashley Atkinson, City Clerk

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SAFEGUARD - DEMENT 62-2139

**THE CITY OF
OXFORD**

To: Mayor and Board of Aldermen

From: Ashley Atkinson, City Clerk

Date: 9/18/2018

Re: Budget Amendments for OPD Alcohol and Traffic Safety Grants

For Fiscal Year 17/18, we have two grants that we had been accounting for within Oxford Police Department's budget in the General Fund: the OPD Alcohol – 405D Funds Grant and the OPD Traffic Services – 402 Funds Grant. We have accounted for these grants in the same way for the past few years, but recently the Mississippi Office of Highway Safety has requested that we account for them separately. Therefore, we are setting up two new funds to account for these grants. There are no changes as a result of these amendments; we are simply transferring the expenses and reimbursements from the General Fund to the Trust and Agency Fund for separation in accounting.

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635-100-### OPD Traffic Services - 402 Funds

Reciepts - State of MS	346	\$ 15,890.00	
Overtime	425	\$ 15,720.00	
Operating Supplies	555		
Dues & Registration Fees	585	\$ 170.00	(Contractual services)
Travel	610		
Mach & Equipment	730		
		\$ 15,890.00	total

Reciepts - State of MS

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346

\$ 112,219.20

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Salaries	420	\$ 92,955.20	
Overtime	425	\$ 18,864.00	
Operating Supplies	555		
Dues & Registration Fees	585		(Contractual services)
Travel	610	\$ 400.00	
Mach & Equipment	730		
		\$ 112,219.20	total

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*RESOLUTION*

Whereas, Jeff McClure has been a valued member of the City of Oxford since November 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, Jeff McClure with his dedication, knowledge and abilities has excelled while working for the City of Oxford, where he was originally employed as a Patrol Officer and in January of 2005 as the Executive Director of the Oxford Housing Authority; and

Whereas, Jeff McClure's comprehensive knowledge of his job will be deeply missed; and

Whereas, Jeff McClure has always shown a willingness to perform any tasks or projects when needed; and

Whereas, Jeff McClure, has made a mark on the City of Oxford through a commendably high standard of service to its citizenry, characterized by the exemplary willingness, patience and courtesy; and respect for the citizens he served; and

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

Jeff McClure

for his work on behalf of the Oxford Housing Authority and community, we extend to him all the best wishes for a happy 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 Jeff McClure on this day, the 17th of July 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

ADVERTISEMENT FOR BIDS
CITY OF OXFORD, MISSISSIPPI
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Notice is hereby given that the **CITY OF OXFORD**, will receive **BIDS** for the purchase of the following:

2 Rear Load Garbage Trucks

2 Front Load Garbage Trucks

1 Knuckleboom

Tractor + Bush Hog

Bids will be received by an Electronic Sealed Bidding Process administered by Central Bidding at the **CITY OF OXFORD PURCHASING OFFICE, OXFORD, MISSISSIPPI**, on **09/19/2018 at 10:00 AM CST** at which time bidding will begin and run until Suppliers have completed entering all bids. Thereafter, bids will be taken under advisement and awarded accordingly.

Official bid documents can be downloaded from Central Bidding at www.centralbidding.com. Electronic bids and/or reverse auction bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814. Please include full contact information, including company name, email address, telephone numbers and contact person in your email request. Email requests will be filled within 24 hours of submission or registration. **Registration with Central Bidding and acceptance of the Central Bidding Agreement is not optional and is required in order to participate in this bidding event. No exceptions will be made.**

Specification responses are due at Central Bidding no later than **10/05/2018 at 5:00 PM** local time in order to be considered for this bidding opportunity. Approved bidders will then receive email notification of eligibility.

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DO NOT INCLUDE PRICING INFORMATION WITH YOUR SPECIFICATION RESPONSE. BIDS WILL ONLY BE TAKEN ONLINE AT THE APPOINTED TIME AND DATE.

No bid shall be withdrawn after the scheduled date and time of the beginning of the bidding event without the written consent of the City of Oxford. Within the limitations of Mississippi State Purchasing Law, the City of Oxford reserves the right to reject any or all bids received, to waive any informalities or irregularities in the bids received, or to accept any bid which is deemed most favorable to the City of Oxford.

Anti-Sniping

What is Anti-Sniping?

The purpose of the anti-sniping tool is to assure all vendors have an opportunity to enter a bid regardless of the time a competing vendor places a bid. This prevents a last second bid to be the winner of the reverse auction which is known as bid sniping.

Anti-sniping is a feature that is determined by the agency at the time of creation of the reverse auction. If the agency determines to utilize the anti-sniping tool, the reverse auction end time is automatically extended by five (5) minutes if a bid is entered in the last five (5) minutes of the reverse auction. The reverse auction continues to auto extend as many times as a bid is placed in the last five (5) minutes.

Suggested language for consideration:

The city reserves the right to utilize "anti-sniping" for reverse auctions. Anti-sniping is a tool that automatically extends the bid time for a reverse auction by five (5) minutes if a vendor places a bid in the final five (5) minutes of the reverse auction. The anti-sniping effect will auto extend the reverse auction bid time any time a bid is placed in the last five (5) minutes of the reverse auction and can auto extend the reverse auction multiple times until the bidding on the reverse auction ends.

Advertise [09] [19] [2018]

Advertise [09] [26] [2018]

Bid Response Due [10] [05] [2018]

Bid Day [10] [11] [2018]

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OXFORD

PLANNING
DEPARTMENT

Memorandum

To: Mayor and Board of Aldermen
From: Pope Mallette, City Attorney
Date: September 18, 2018
Applicant: City of Oxford
Request: Approval of TIF Redevelopment Plan

Comments: The City is considering a tax incentive financing plan (or "TIF") to fund road improvements at and around the intersection of Highway 7 North and Sisk Avenue. One requirement of such a TIF plan is a "redevelopment plan" by which the City agrees to agree to develop the TIF project in compliance with its existing ordinances and comprehensive plan. The attached Redevelopment Plan, which was prepared by the City's bond counsel, satisfies that requirement and will allow the City to move forward with the TIF if the Board of Aldermen so chooses.

Recommendation: The Planning Commission recommended approval of the attached Redevelopment Plan, and approval by the Mayor and Board of Aldermen is recommended.

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**OXFORD**PLANNING
DEPARTMENT

Case 2369

To: Oxford Planning Commission
From: Paul Watkins, City Attorney
Date: September 10, 2018

Applicant: City of Oxford

Request: Approval of TIF Redevelopment Plan

Comments: The City is considering a tax incentive financing plan (or "TIF") to fund road improvements at and around the intersection of Highway 7 North and Sisk Avenue. One requirement of such a TIF plan is a "redevelopment plan" by which the City agrees to agree to develop the TIF project in compliance with the its existing ordinances and comprehensive plan. The attached Redevelopment Plan, which was prepared by the City's bond counsel, satisfies that requirement and will allow the City to move forward with the TIF if the Board of Aldermen so chooses.

Recommendation: Staff asks the Commission to recommend approval of the attached Redevelopment Plan to the Mayor and Board of Aldermen.

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**TAX INCREMENT FINANCING
REDEVELOPMENT PLAN
FOR THE
CITY OF OXFORD,
MISSISSIPPI,
AUGUST 2018**



Prepared by:

GOURAS & ASSOCIATES

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ARTICLE I INTRODUCTION

This *Tax Increment Financing Redevelopment Plan, City of Oxford, Mississippi, August 2008*, (the "Redevelopment Plan") is authorized pursuant to Section 21-45-1 et seq., Mississippi Code of 1972, as amended (the "TIF Act") and, among other things, is intended to facilitate the use of Tax Increment Financing ("TIF") in connection with the development and redevelopment of the City of Oxford, Mississippi (the "City"). This Redevelopment Plan has been developed in conformity with the goals, objectives, and strategies of the *Vision 2037 Comprehensive City Plan*, adopted August 2, 2016, as the same may be amended and supplemented from time to time (the "Comprehensive Plan").

ARTICLE II TAX INCREMENT FINANCING REDEVELOPMENT PLAN OBJECTIVES

A. This Redevelopment Plan hereby incorporates by reference the goals, objectives, and intended purposes of the Comprehensive Plan and the various elements of the Comprehensive Plan as the same may be amended from time to time. A copy of the most current Comprehensive Plan is available at City Hall located at 107 Courthouse Square, Oxford, MS 38655 as well as <http://www.oxfordms.net/planning-long-range-plans>

B. This Redevelopment Plan contemplates that the City will utilize TIF as a tool and incentive to assist the City in implementing goals, objectives, strategies, and recommendations of the Comprehensive Plan, and the Redevelopment Plan is intended to support and complement the Comprehensive Plan.

C. The Redevelopment Plan and TIF Plans adopted by the Board of Aldermen of the City (the "Governing Body") will require that developments induced with TIF be constructed in accordance with the Comprehensive Plan and the objectives and requirements of the *Oxford, Mississippi, Land Development Code*, adopted November 21, 2017, as the same may be amended from time to time (the "Official Zoning Code"); the Official Zoning Map, adopted November 21, 2017, as the same may be amended from time to time (the "Official Zoning Map"); the Oxford Design Guidelines, as revised June 2011, and as the same may be amended from time to time (the "Design Guidelines"); the Oxford Historic Preservation Commission Ordinances and Guidelines, as the same may be amended from time to time (the "Historic Guidelines"); the Code Ordinances of the City of Oxford, Mississippi, as the same may be amended from time to time, codified pursuant to Mississippi Code Annotated Section 21-13-15 (the "City's Code"); all building and related codes of the City as the same may be amended from time to time; all street and road design standards of the City and requirements of the City governing water, sanitary sewer, natural gas, and drainage improvements, all as may be hereafter amended or supplemented from time to time. Copies of the above plans and regulations are available at City Hall City Hall located at 107 Courthouse Square, Oxford, MS 38655.

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ARTICLE III

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DESCRIPTION OF REDEVELOPMENT AREA

It is the City's intention that this Redevelopment Plan apply to the City in its entirety as it currently exists and as its corporate limits may expand in the future. Accordingly, the "Redevelopment Area" designated by this Redevelopment Plan will consist of all real property located within the corporate limits of the City together with any real property that may hereafter be annexed by the City.

**ARTICLE IV
REDEVELOPMENT TECHNIQUES TO
IMPLEMENT POLICIES**

- A. This Redevelopment Plan shall be implemented primarily by the City, exercising the powers conferred upon the City by the TIF Act. The techniques to be used to meet the goals and objectives of this Redevelopment Plan include rehabilitation and renovation; expansion of existing buildings; acquisition of real property; demolition and removal of buildings; construction of improvements; new development and redevelopment; consolidation of title; elimination of environmental deficiencies and blighting influences; construction of off-street parking facilities; and encouragement of rehabilitation, renovation, new development and redevelopment by private enterprise.
- B. Pursuant to the TIF Act and Section 17-13-1 et seq., Mississippi Code of 1972, as amended (the "Interlocal Act"), the City may elect to enter into interlocal agreements to implement this Redevelopment Plan and TIF Plans adopted pursuant to this Redevelopment Plan.
- C. Pursuant to the TIF Act, the City may enter into agreements with a developer regarding the development and redevelopment proposed in this Redevelopment Plan and any TIF Plan presented to the City for approval in connection with this Redevelopment Plan. Consistent with Section 21-45-9 of the TIF Act, no breach of any such agreement shall impose any pecuniary liability upon a municipality or any charge upon its general credit or against its taxing powers.

**ARTICLE IV
RELATIONSHIP TO POLICIES REGARDING
APPROPRIATE LAND USES, IMPROVED TRAFFIC,
PUBLIC TRANSPORTATION, PUBLIC UTILITIES,
RECREATIONAL AND COMMUNITY FACILITIES,
AND OTHER PUBLIC IMPROVEMENTS**

- A. This Redevelopment Plan is intended to serve, support and complement the City's Comprehensive Plan and all applicable Official Zoning Code, the Design Guidelines, the Historic Guidelines, the City's Code, all other building and related codes, and other applicable codes and ordinances of the City as may be in force and effect. The Redevelopment Plan will ensure consistent development and redevelopment in the Redevelopment Area by adhering to the

purposes and the goals of the Comprehensive Plan, the ordinances and other regulations implemented by the City.

B. This Redevelopment Plan seeks to utilize TIF to encourage capital investment that will encourage the redevelopment of blighted areas, strengthen the entire community by carefully planning the location of shopping centers and the design of business establishments, increase the ad valorem tax base, increase retail sales tax rebates, and increase job opportunities in the City. The Redevelopment Plan seeks to encourage revitalization of the Redevelopment Area by inducing new development and redevelopment. Public facilities and services will be improved and properly maintained as a result of implementation of this Redevelopment Plan. The Redevelopment Plan seeks to encourage development and redevelopment projects and to insure their conformity to the City's Comprehensive Plan and all City ordinances.

ARTICLE V
PROVISIONS OF REGULATIONS
DECLARED TO BE MINIMUM REQUIREMENTS

For the purposes of this Redevelopment Plan, regulations referred to shall be interpreted and applied as *minimum requirements*. Whenever the requirements of these regulations are at variance with the requirements of any other lawfully adopted rules, regulations, ordinances, deed restrictions or covenants, the most restrictive or that imposing the higher standards shall govern.

ARTICLE XI
TAX INCREMENT FINANCING PLAN REQUIREMENTS ESTABLISHED

- A. A TIF Plan adopted pursuant to and in connection with the TIF Act and this Redevelopment Plan shall, at a minimum, include the requirements set forth in the TIF Act, which include the following:
- (1) A statement of the objectives of a municipality with regard to the plan;
 - (2) A statement indicating the need and proposed use of the tax increment financing plan in relationship to the redevelopment plan;
 - (3) A statement containing the cost estimates of the redevelopment project and the projected sources of revenue (ad valorem taxes, sales taxes, and the proceeds of any other financial assistance) to be used to meet the costs including estimates of tax increments and the total amount of indebtedness to be incurred;
 - (4) A list of all real property to be included in the tax increment financing plan;
 - (5) The duration of the tax increment financing plan's existence;
 - (6) A statement of the estimated impact of the tax increment financing plan upon

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the revenues of all taxing jurisdictions in which a redevelopment project is located;

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- (7)

A statement requiring that a separate fund be established to receive ad valorem taxes and the proceeds of any other financial assistance; and
- (8)

The amount of Captured Assessed value (as defined in the TIF Act) that a municipality intends to use for purposes of tax increment financing.

A TIF plan will also include provisions that the Governing Body shall by resolution, from time to time, determine (i) the division of ad valorem tax receipts, if any, that may be used to pay for the cost of all or any part of a redevelopment project, (ii) the duration of time in which such taxes may be used for such purposes, (iii) if the City shall issue bonds for such redevelopment project, and (iv) such other restrictions, rules and regulations as in the sole discretion of the Governing Body of the City shall be necessary in order to promote and protect the public interest.

B. Prior to approving any TIF Plan, the Governing Body of the City shall hold a public hearing as required by the TIF Act.

ARTICLE XII

WAIVER OF REQUIREMENTS AND SEVERABILITY

- A.

Any requirement or condition contained in this Redevelopment Plan may, upon request and for good cause shown, be waived or modified by the City to the extent permissible under law.
- B.

In any event any provision of this Redevelopment Plan is held by a court of competent jurisdiction to be illegal, invalid or contrary to public policy, such finding shall not affect the remaining provisions of this Redevelopment Plan, and this Redevelopment Plan shall be construed and continue in existence as if such illegal, invalid or contrary to public policy was not contained herein.

ARTICLE XIII

PROVISIONS FOR AMENDING THE PLAN

This Redevelopment Plan may be modified by the City in accordance with the provisions of the TIF Act, as the same may be amended from time to time.

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THERE CAME on for consideration the matter of the *Tax Increment Financing Redevelopment Plan for the City of Oxford, Mississippi, August 2018*, and a resolution regarding such Redevelopment Plan. After full consideration of the matter, Alderman _____ offered and moved the adoption of the following resolution:

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF OXFORD, MISSISSIPPI, DETERMINING THE NECESSITY FOR AND INVOKING 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, DETERMINING THAT A PUBLIC HEARING BE CONDUCTED IN CONNECTION WITH A TAX INCREMENT FINANCING REDEVELOPMENT PLAN FOR THE CITY OF OXFORD, MISSISSIPPI, AUGUST 2018, AND FOR RELATED PURPOSES.

WHEREAS, the Mississippi "Tax Increment Financing Act", Title 21, Chapter 45, Mississippi Code of 1972, as amended (the "Act"), authorizes municipalities and counties in the State of Mississippi (the "State") to undertake and carry out redevelopment projects as defined therein with the use of Tax Increment Financing as set forth in detail in the Act;

WHEREAS, the Mayor and Board of Aldermen (the "Governing Body") of the City of Oxford, Mississippi, (the "City") has been presented with the *Tax Increment Financing Redevelopment Plan for the City of Oxford, Mississippi, August 2018*, (the "Plan"), the purpose of which is to provide a financing mechanism to develop and redevelop various areas within the City; and

WHEREAS, the Governing Body has identified various parts of the City in need of development, redevelopment, rehabilitation, and conservation in the public interest of the public health, safety, morals, and welfare of the City; and

WHEREAS, as required by the Act, the Plan was submitted to the Planning Commission of the City (the "Planning Commission") for its review and approval and its consideration and recommendation on how the Plan affects the overall long-range planning objectives of the City; and

WHEREAS, on September 10, 2018, the Planning Commission approved the Plan; and

WHEREAS, the Governing Body does hereby approve the concept of the use of the incremental increase in real and personal property ad valorem taxes and/or sales tax rebates to be used to service Tax Increment Financing Debt obligations as set forth in the Plan.

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:

SECTION 1. The recitals contained in this resolution are incorporated herein as findings.

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SECTION 2. This resolution is adopted pursuant to the Act and other applicable laws of the State.

SECTION 3: As required by Section 21-45-21 of the Act and as set forth in Section 43-35-13, Mississippi Code of 1972, as amended, the Governing Body, acting for and on behalf of the City, does hereby direct that a public hearing (the "Public Hearing") on the Plan, which is on file with the City Clerk of the City (the "City Clerk"), be held at the hour of 5:00 o'clock p.m. on October 2, 2018, at the usual meeting place of the Governing Body at City Hall in the City.

SECTION 4. The City Clerk is hereby directed to publish a notice of the Public Hearing (the "Notice"), in substantially the form attached hereto as Exhibit A, at least once in the *Oxford Eagle*, a newspaper published in and having general circulation in the City and qualified under the provisions of Section 13-3-31, Mississippi Code of 1972, as amended, with such publication being not less than ten (10) days and not more than twenty (20) days prior to the Public Hearing.

SECTION 5. The City Clerk is hereby directed to procure from the publisher of the aforesaid newspaper the customary proof of publication of the Notice and to have the same before the Governing Body on the date and at the hour specified in Section 4 hereof.

SECTION 6. If any one or more of the provisions of this resolution shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any of the other provisions of this resolution, but this resolution shall be construed and enforced as if such illegal or invalid provision or provisions had not been contained herein.

SECTION 7. A copy of the Plan will be available for examination in the office of the City Clerk at City Hall, Oxford, Mississippi.

Alderman _____ seconded the motion to adopt the foregoing resolution, and the question being put to a roll call vote, the result was as follows:

- Alderman Rick Addy voted: _____
- Alderman Mark Huelse 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 September, 2018.

Robyn Tannehill, Mayor

ATTEST:

City Clerk

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EXHIBIT A

NOTICE OF PUBLIC HEARING TAX INCREMENT FINANCING REDEVELOPMENT PLAN FOR THE CITY OF OXFORD, MISSISSIPPI, AUGUST 2018

NOTICE IS HEREBY GIVEN that a public hearing, pursuant to Section 21-45-21 and Section 43-35-12, Mississippi Code of 1972, as amended and supplemented from time to time, will be held by the Mayor and Board of Aldermen of the City of Oxford, Mississippi (the "Governing Body"), acting for and on behalf of the City of Oxford, Mississippi (the "City") on the 2nd day of October, 2018, at 5:00 p.m., Mississippi time, at the usual meeting place of the Governing Body in the City Hall of the City located at 107 Courthouse Square, Oxford, Mississippi, for the purpose of providing a reasonable opportunity for interested individuals to express their views, either orally or in writing, on the approval by the Governing Body, acting for and on behalf of the City, of the *Tax Increment Financing Redevelopment Plan for the City of Oxford, Mississippi, August 2018* (the "Redevelopment Plan").

The Redevelopment Plan is to be implemented by the City of Oxford, and said Redevelopment Plan shall apply to the municipal limits of the City, as the same may hereafter be modified by annexation (the "Redevelopment Area"). The techniques to be used to meet the objectives of the Redevelopment Plan include: (a) rehabilitation of structures; (b) acquisition of real property within the Redevelopment Area; (c) demolition and removal of buildings; (d) construction of improvements on vacant or cleared lands; (e) redevelopment; (f) consolidation of title; (g) elimination of environmental deficiencies and blighting influences (including physical conditions, ownership patterns, and non-conforming land uses, which prevent or restrict development within the Redevelopment Area in accordance with the Redevelopment Plan; (h) construction of improvements including roads, water and sewer lines and parking; (i) encouragement of rehabilitation and redevelopment by private enterprise, including the making of loans from the proceeds of revenue bonds or notes to finance repair and rehabilitation of buildings or other improvements, acquisition of real property, demolition and removal of buildings and improvements, and construction of improvements in the Redevelopment Area in accordance with the Redevelopment Plan; and (j) construction, renovation, repair or rehabilitation of property for residential, commercial or other uses is in the public interest.

The Redevelopment Plan is available for inspection at the office of the Clerk of the City in the City Hall of the City.

The Governing Body, at the above stated time and place, will hear all persons with views in favor of or opposed to the approval of the Redevelopment Plan.

DATED this the 18th day of September, 2018.

CITY OF OXFORD, MISSISSIPPI

By /s/ Robyn Tannehill
Mayor

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**TAX INCREMENT FINANCING
REDEVELOPMENT PLAN
FOR THE
CITY OF OXFORD,
MISSISSIPPI,
AUGUST 2018**



Prepared by:

GOURAS & ASSOCIATES

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ARTICLE I INTRODUCTION

This *Tax Increment Financing Redevelopment Plan, City of Oxford, Mississippi, August 2018*, (the "Redevelopment Plan") is authorized pursuant to Section 21-45-1 et seq., Mississippi Code of 1972, as amended (the "TIF Act") and, among other things, is intended to facilitate the use of Tax Increment Financing ("TIF") in connection with the development and redevelopment of the City of Oxford, Mississippi (the "City"). This Redevelopment Plan has been developed in conformity with the goals, objectives, and strategies of the *Vision 2037 Comprehensive City Plan*, adopted August 2, 2016, as the same may be amended and supplemented from time to time (the "Comprehensive Plan").

ARTICLE II TAX INCREMENT FINANCING REDEVELOPMENT PLAN OBJECTIVES

A. This Redevelopment Plan hereby incorporates by reference the goals, objectives, and intended purposes of the Comprehensive Plan and the various elements of the Comprehensive Plan as the same may be amended from time to time. A copy of the most current Comprehensive Plan is available at City Hall located at 107 Courthouse Square, Oxford, MS 38655 as well as <http://www.oxfordms.net/planning-long-range-plans>

B. This Redevelopment Plan contemplates that the City will utilize TIF as a tool and incentive to assist the City in implementing goals, objectives, strategies, and recommendations of the Comprehensive Plan, and the Redevelopment Plan is intended to support and complement the Comprehensive Plan.

C. The Redevelopment Plan and TIF Plans adopted by the Board of Aldermen of the City (the "Governing Body") will require that developments induced with TIF be constructed in accordance with the Comprehensive Plan and the objectives and requirements of the *Oxford, Mississippi, Land Development Code*, adopted November 21, 2017, as the same may be amended from time to time (the "Official Zoning Code"); the Official Zoning Map, adopted November 21, 2017, as the same may be amended from time to time (the "Official Zoning Map"); the Oxford Design Guidelines, as revised June 2011, and as the same may be amended from time to time (the "Design Guidelines"); the Oxford Historic Preservation Commission Ordinances and Guidelines, as the same may be amended from time to time (the "Historic Guidelines"); the Code Ordinances of the City of Oxford, Mississippi, as the same may be amended from time to time, codified pursuant to Mississippi Code Annotated Section 21-13-15 (the "City's Code"); all building and related codes of the City as the same may be amended from time to time; all street and road design standards of the City and requirements of the City governing water, sanitary sewer, natural gas, and drainage improvements, all as may be hereafter amended or supplemented from time to time. Copies of the above plans and regulations are available at City Hall City Hall located at 107 Courthouse Square, Oxford, MS 38655.

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**ARTICLE II
DESCRIPTION OF REDEVELOPMENT AREA**

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It is the City's intention that this Redevelopment Plan apply to the City in its entirety as it currently exists and as its corporate limits may expand in the future. Accordingly, the "Redevelopment Area" designated by this Redevelopment Plan will consist of all real property located within the corporate limits of the City together with any real property that may hereafter be annexed by the City.

**ARTICLE IV
REDEVELOPMENT TECHNIQUES TO
IMPLEMENT POLICIES**

- A. This Redevelopment Plan shall be implemented primarily by the City, exercising the powers conferred upon the City by the TIF Act. The techniques to be used to meet the goals and objectives of this Redevelopment Plan include rehabilitation and renovation; expansion of existing buildings; acquisition of real property; demolition and removal of buildings; construction of improvements; new development and redevelopment; consolidation of title; elimination of environmental deficiencies and blighting influences; construction of off-street parking facilities; and encouragement of rehabilitation, renovation, new development and redevelopment by private enterprise.
- B. Pursuant to the TIF Act and Section 17-13-1 et seq., Mississippi Code of 1972, as amended (the "Interlocal Act"), the City may elect to enter into interlocal agreements to implement this Redevelopment Plan and TIF Plans adopted pursuant to this Redevelopment Plan.
- C. Pursuant to the TIF Act, the City may enter into agreements with a developer regarding the development and redevelopment proposed in this Redevelopment Plan and any TIF Plan presented to the City for approval in connection with this Redevelopment Plan. Consistent with Section 21-45-9 of the TIF Act, no breach of any such agreement shall impose any pecuniary liability upon a municipality or any charge upon its general credit or against its taxing powers.

**ARTICLE IV
RELATIONSHIP TO POLICIES REGARDING
APPROPRIATE LAND USES, IMPROVED TRAFFIC,
PUBLIC TRANSPORTATION, PUBLIC UTILITIES,
RECREATIONAL AND COMMUNITY FACILITIES,
AND OTHER PUBLIC IMPROVEMENTS**

- A. This Redevelopment Plan is intended to serve, support and complement the City's Comprehensive Plan and all applicable Official Zoning Code, the Design Guidelines, the Historic Guidelines, the City's Code, all other building and related codes, and other applicable codes and ordinances of the City as may be in force and effect. The Redevelopment Plan will ensure consistent development and redevelopment in the Redevelopment Area by adhering to the

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purposes and the goals of the Comprehensive Plan, the ordinances and other regulations implemented by the City.

B. This Redevelopment Plan seeks to utilize TIF to encourage capital investment that will encourage the redevelopment of blighted areas, strengthen the entire community by carefully planning the location of shopping centers and the design of business establishments, increase the ad valorem tax base, increase retail sales tax rebates, and increase job opportunities in the City. The Redevelopment Plan seeks to encourage revitalization of the Redevelopment Area by inducing new development and redevelopment. Public facilities and services will be improved and properly maintained as a result of implementation of this Redevelopment Plan. The Redevelopment Plan seeks to encourage development and redevelopment projects and to insure their conformity to the City's Comprehensive Plan and all City ordinances.

ARTICLE V PROVISIONS OF REGULATIONS DECLARED TO BE MINIMUM REQUIREMENTS

For the purposes of this Redevelopment Plan, regulations referred to shall be interpreted and applied as *minimum requirements*. Whenever the requirements of these regulations are at variance with the requirements of any other lawfully adopted rules, regulations, ordinances, deed restrictions or covenants, the most restrictive or that imposing the higher standards shall govern.

ARTICLE XI TAX INCREMENT FINANCING PLAN REQUIREMENTS ESTABLISHED

A. A TIF Plan adopted pursuant to and in connection with the TIF Act and this Redevelopment Plan shall, at a minimum, include the requirements set forth in the TIF Act, which include the following:

- (1) A statement of the objectives of a municipality with regard to the plan;
- (2) A statement indicating the need and proposed use of the tax increment financing plan in relationship to the redevelopment plan;
- (3) A statement containing the cost estimates of the redevelopment project and the projected sources of revenue (ad valorem taxes, sales taxes, and the proceeds of any other financial assistance) to be used to meet the costs including estimates of tax increments and the total amount of indebtedness to be incurred;
- (4) A list of all real property to be included in the tax increment financing plan;
- (5) The duration of the tax increment financing plan's existence;
- (6) A statement of the estimated impact of the tax increment financing plan upon

- (7) A statement requiring that a separate fund be established to receive ad valorem taxes and the proceeds of any other financial assistance; and
- (8) The amount of Captured Assessed value (as defined in the TIF Act) that a municipality intends to use for purposes of tax increment financing.

A TIF plan will also include provisions that the Governing Body shall by resolution, from time to time, determine (i) the division of ad valorem tax receipts, if any, that may be used to pay for the cost of all or any part of a redevelopment project, (ii) the duration of time in which such taxes may be used for such purposes, (iii) if the City shall issue bonds for such redevelopment project, and (iv) such other restrictions, rules and regulations as in the sole discretion of the Governing Body of the City shall be necessary in order to promote and protect the public interest.

B. Prior to approving any TIF Plan, the Governing Body of the City shall hold a public hearing as required by the TIF Act.

ARTICLE XII
WAIVER OF REQUIREMENTS AND SEVERABILITY

- A. Any requirement or condition contained in this Redevelopment Plan may, upon request and for good cause shown, be waived or modified by the City to the extent permissible under law.
- B. In any event any provision of this Redevelopment Plan is held by a court of competent jurisdiction to be illegal, invalid or contrary to public policy, such finding shall not affect the remaining provisions of this Redevelopment Plan, and this Redevelopment Plan shall be construed and continue in existence as if such illegal, invalid or contrary to public policy was not contained herein.

ARTICLE XIII
PROVISIONS FOR AMENDING THE PLAN

This Redevelopment Plan may be modified by the City in accordance with the provisions of the TIF Act, as the same may be amended from time to time.

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There came on for consideration the matter of issuing tax increment financing bonds of the City of Oxford, Mississippi and after a discussion of the subject matter, Alderman _____ offered and moved the adoption of the following resolution:

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF OXFORD, MISSISSIPPI DIRECTING THE HOLDING OF A PUBLIC HEARING CONCERNING A TAX INCREMENT FINANCING PLAN IN CONNECTION WITH TAX INCREMENT FINANCING BONDS TO BE ISSUED BY SAID CITY, FROM TIME TO TIME, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED ELEVEN MILLION DOLLARS (\$11,000,000) FOR THE PURPOSE OF FINANCING THE COST OF INSTALLING AND CONSTRUCTING CERTAIN INFRASTRUCTURE IMPROVEMENTS NECESSARY FOR THE DEVELOPMENT OF A RESIDENTIAL, COMMERCIAL, AND MIXED-USE DEVELOPMENT WITHIN SAID CITY; DIRECTING THE PUBLICATION OF NOTICE OF SUCH PUBLIC HEARING; AND FOR RELATED PURPOSES.

WHEREAS, the Mayor and Board of Aldermen of the City of Oxford, Mississippi (the "Governing Body"), acting for and on behalf of the City of Oxford, Mississippi (the "City"), is authorized by Sections 21-45-1 *et seq.*, Mississippi Code of 1972, as amended and supplemented from time to time (the "TIF Act"), to undertake redevelopment projects, including, but not limited to, the acquisition of project areas within the City, the removal of existing buildings and other improvements upon such project areas, the installation, construction or reconstruction of streets, utilities and site improvements on such project areas and/or preparatory work incidental thereto in order to encourage private redevelopment within the City; and

WHEREAS, the Governing Body, acting for and on behalf of the City, is also authorized by the TIF Act to issue tax increment financing bonds to finance such redevelopment projects; and

WHEREAS, Oxford Commons Improvements, LLC (the "Developer") is proposing to make certain improvements to State Highway 7 and Sisk Avenue to facilitate the development of a project to be known as "Oxford Commons," a residential, commercial, and mixed-use development (the "Project") located on approximately six hundred fifteen (615) acres in the City (the "TIF District") and approximately eight-five acres of land located in Lafayette County (the "County") which are currently under annexation by the City; and

WHEREAS, the Developer has requested that the City issue its tax increment financing bonds, in one or more series, in a principal amount not to exceed Eleven Million Dollars (\$11,000,000) (the "TIF Bonds") in order to finance the installation and construction of various infrastructure improvements within the TIF District or servicing the TIF District, which shall include but are not limited to, Highway 7 and Sisk Avenue improvements as ultimately approved by the Mississippi Department of Transportation and the City (the "Interchange Improvements"); installation, rehabilitation and/or relocation of utilities such as water, electrical, and sanitary sewer; construction, renovation, or rehabilitation of drainage improvements, roadways, curbs and gutters, sidewalks, multi-use paths, surface parking, including repaving and other related parking

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lot upgrades, landscaping of rights-of-way, signalization, signage, related architectural/engineering fees, attorney's fees, issuance costs, capitalized interest, and other related soft costs (collectively with the Interchange Improvements, the "Infrastructure Improvements") which Infrastructure Improvements may be constructed or installed within the TIF District or land adjacent to and serving the TIF District; and

WHEREAS, on June 4, 2018, the Board of Supervisors of the County adopted a resolution declaring its intention to enter into an interlocal cooperation agreement with the City (the "Interlocal Agreement") pursuant to the TIF Act and Sections 17-13-1 *et seq.*, Mississippi Code of 1972, as amended and supplemented from time to time (the "Interlocal Act") pursuant to which the County will agree to pledge certain taxes to be derived from the Project for the payment of a portion of the debt service on the TIF Bonds, when and if issued; and

WHEREAS, on June 5, 2018, the Governing Body adopted a resolution (the "Intent Resolution") declaring its intention to issue the TIF Bonds for the purpose of providing financing for the Infrastructure Improvements; and

WHEREAS, pursuant to the Intent Resolution, the Governing Body provided that no TIF Bonds would be issued after December 31, 2033; and

WHEREAS, because of delays in connection with the Interchange Improvements, the Governing Body has determined that it is necessary and advisable to extend the final date that TIF Bonds may be issued to December 31, 2034; and

WHEREAS, pursuant to the TIF Act and the Interlocal Act, the TIF Bonds will be secured by a pledge by the City of all of the tax revenues derived from the City's ad valorem tax levies on the "captured assessed value" (as defined in the TIF Act) of the real and personal property comprising the TIF District (the "City's Ad Valorem Tax Increment"), and the City's portion of the sales tax generated from the Project, excluding therefrom the City's special Food, Beverage and Hotel Tax and Tourism Tax (the "City's Sales Tax Increment" and together with the City's Ad Valorem Tax Increment, the "City's Tax Increment") and a pledge by the County of all of the tax revenues derived from the County's ad valorem tax levies on the "captured assessed value" (as defined in the TIF Act) of the real and personal property comprising the TIF District (the "County's Tax Increment" and together with the City's Tax Increment, the "Tax Increment"); and

WHEREAS, as authorized by the TIF Act and the Interlocal Act, the City and the County will enter into the Interlocal Agreement pursuant to which the City will agree to issue the TIF Bonds and the City and the County will agree to pledge the Tax Increment for payment of debt service on the TIF Bonds; and

WHEREAS, as required by the TIF Act, the Governing Body has been presented with the form of a Tax Increment Financing Plan for Oxford Commons, City of Oxford, Mississippi, July 2018 (the "TIF Plan"), in connection with the Project, the issuance of the TIF Bonds, the financing of the Infrastructure Improvements and the City's compliance with the TIF Act; and

WHEREAS, as more particularly described in the TIF Plan, a portion of the Infrastructure Improvements may be constructed on the privately owned portion of the Project or

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adjacent thereto and will not be dedicated or conveyed to the City upon completion of the Project; and

WHEREAS, it is in the best interest of the City that the Infrastructure Improvements, if any, constructed on the privately owned portion of the Project not be conveyed and dedicated to the City; and

WHEREAS, the TIF Plan is in appropriate form and is an appropriate document for the purposes identified; and

WHEREAS, pursuant to the TIF Act, in order to proceed with the issuance of the TIF Bonds and the financing of the Infrastructure Improvements, it is necessary to hold a public hearing on the TIF Plan as required by Section 21-45-11 of the TIF Act; and

WHEREAS, the Governing Body is authorized and empowered by the TIF Act to issue the TIF Bonds for the purposes as hereinafter set forth and there are no other available funds on hand or available from regular sources of income for such purposes.

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:

SECTION 1. The recitals contained in this resolution are incorporated herein as findings.

SECTION 2. This resolution is adopted pursuant to the TIF Act and other applicable laws of the State of Mississippi.

SECTION 3. The TIF Bonds are to be issued to finance the cost of installing, constructing and/or reconstructing the Infrastructure Improvements, including, but not limited to, Highway 7 and Sisk Avenue improvements; installation, rehabilitation and/or relocation of utilities such as water, electrical, and sanitary sewer; construction, renovation, or rehabilitation of drainage improvements, roadways, curbs and gutters, sidewalks, multi-use paths, surface parking, including repaving and other related parking lot upgrades; landscaping of rights-of-way; signalization; signage; related architectural/engineering fees, attorney's fees, issuance costs, capitalized interest, and other related soft costs incidental to the construction by the Developer of the Project and certain costs incidental to the sale and issuance of the TIF Bonds, all in accordance with the TIF Act. The TIF Bonds will be payable solely from the Tax Increment and will not constitute general obligations of the City or the County and neither the full faith and credit of the City or the County nor the full faith or credit of the State of Mississippi or any political subdivision thereof will be pledged to the payment of the TIF Bonds.

SECTION 4. The Governing Body does hereby find and determine that the Project is in the best interest of the City and its future development and that it is in the best interest of the City and the citizens of the City that the provision of Section 21-45-9 of the TIF Act requiring dedication of the "redevelopment project" to the City not apply to those Infrastructure Improvements, if any, which are constructed on the privately owned portion of the Project and adjacent to the Project.

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SECTION 5. Because of delays in connection with the Interchange Improvements, the

Governing Body does hereby extend the final date that TIF Bonds may be issued to December 31, 2034.

SECTION 6. As required by Section 21-45-11 of the TIF Act, the Governing Body, acting for and on behalf of the City, does hereby direct that a public hearing (the "Public Hearing") on the TIF Plan, which is on file with the City Clerk of the City (the "City Clerk"), be held at the hour of 5:00 o'clock p.m. on October 2, 2018, at the usual meeting place of the Governing Body at City Hall in the City.

SECTION 7. The City Clerk is hereby directed to publish a notice of the Public Hearing (the "Notice"), in substantially the form attached hereto as Exhibit A, at least once in the *Oxford Eagle*, a newspaper having general circulation in the City and qualified under the provisions of Section 13-3-31, Mississippi Code of 1972, as amended, with such publication being not less than ten (10) days and not more than twenty (20) days prior to the Public Hearing.

SECTION 8. The City Clerk is hereby directed to procure from the publisher of the aforesaid newspaper the customary proof of publication of the Notice and to have the same before the Governing Body on the date and at the hour specified in Section 5 hereof.

SECTION 9. If any one or more of the provisions of this resolution shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any of the other provisions of this resolution, but this resolution shall be construed and enforced as if such illegal or invalid provision or provisions had not been contained herein.

Alderman _____ seconded the motion to adopt the foregoing resolution, and the question being put to a roll call vote, the result was as follows:

- 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: _____

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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 18th day of September, 2018.

Mayor

ATTEST:

City Clerk

(SEAL)

43456894.v4

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EXHIBIT A

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**NOTICE OF PUBLIC HEARING ON PROPOSED
TAX INCREMENT FINANCING PLAN**

NOTICE IS HEREBY GIVEN that a public hearing, pursuant to Sections 21-45-11, Mississippi Code of 1972, as amended and supplemented from time to time, will be held by the Mayor and Board of Aldermen of the City of Oxford, Mississippi (the "Governing Body"), acting for and on behalf of the City of Oxford, Mississippi (the "City") on the 2nd day of October, 2018, at 5:00 p.m., Mississippi time, at the usual meeting place of the Governing Body in the City Hall of the City located at 107 Courthouse Square, Oxford, Mississippi, for the purpose of providing a reasonable opportunity for interested individuals to express their views, either orally or in writing, on the approval by the Governing Body, acting for and on behalf of the City, of a tax increment financing plan (the "TIF Plan") in connection with the financing, in part, of certain infrastructure improvements to be made, from time to time, in connection with a residential, commercial, and mixed-use development known as "Oxford Commons" and located at the corner of State Highway 7 and Sisk Avenue on approximately six hundred fifteen (615) acres in the City and approximately eight-five acres of land in Lafayette County, Mississippi which is currently under annexation by the City (the "Project").

The TIF Plan describes in detail the Project, certain infrastructure improvements to be constructed in connection with the Project and the financing of such improvements by the City through the issuance of tax increment financing bonds of the City in an aggregate principal amount not to exceed \$11,000,000 (the "Bonds").

More specific information concerning the TIF Plan, the Project and the Bonds is available for inspection at the office of the Clerk of the City in the City Hall of the City.

The Governing Body, at the above stated time and place, will hear all persons with views in favor of or opposed to the approval of the TIF Plan.

DATED this the 18th day of September, 2018.

CITY OF OXFORD, MISSISSIPPI

By /s/ Robyn Tannehill
Mayor

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TAX INCREMENT FINANCING PLAN FOR
OXFORD COMMONS
CITY OF OXFORD, MISSISSIPPI, JULY 2018,



Prepared by:

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TAX INCREMENT FINANCING PLAN FOR OXFORD COMMONS, CITY OF CITY OF OXFORD, MISSISSIPPI, JULY 2018

ARTICLE I

A. PREAMBLE

1. This *Tax Increment Financing Plan for Oxford Commons, City of Oxford, Mississippi, July 2018* (the "TIF Plan"), will be an undertaking of the City of Oxford Mississippi (the "City"), authorized pursuant to Sections 21-45-1, *et seq.*, Mississippi Code of 1972, as amended (the "TIF Act"), and in accordance with the *Tax Increment Financing Redevelopment Plan for the City of Oxford, Mississippi, August 2018*, (the "Redevelopment Plan") and will also be implemented as a joint undertaking of the City and Lafayette County, Mississippi (the "County").
2. Oxford Commons Improvements, LLC, a Mississippi limited liability company (the "Developer"), proposes to make certain improvements to State Highway 7 and Sisk Avenue to facilitate the development of a project to be known as "Oxford Commons," a residential, commercial, and mixed-use development (the "Project") located on approximately six hundred fifteen (615) acres in the City and approximately eight-five (85) acres of land in the County which are currently under annexation by the City (the "Annexed Property") as depicted on Exhibit A-1 and Exhibit A-2, respectively. The City is advised by the Developer that if the absorption rate within the Project continues as presently contemplated then the Developer believes that the total investment over a twenty year period could be significantly more than \$165,000,000. The Project will be located on real property more particularly described in Article VII of this TIF Plan and described in Exhibit A-1 (hereinafter referred to as the "TIF District"). After the City annexes the Annexed Property, the City intends to amend this TIF Plan to add the Annexed Property to the TIF District. It is anticipated that the Annexed Property will consist of approximately 273 single family residential units and related improvements.
3. The City and County will enter into an interlocal cooperation agreement pursuant to the Mississippi Interlocal Cooperation Act of 1974, codified at Section 17-13-1, *et seq.*, Mississippi Code of 1972, as amended (the "Interlocal Act"), which will designate the City as the primary party in interest in carrying the Project forward. The issuance of bonds to provide funds to finance the costs of infrastructure improvements identified in the TIF Plan will be a joint undertaking of the City and County whereby the City may issue Tax Increment Financing Bonds or notes or other indebtedness in one or more series (collectively the "TIF Bonds") in accordance with the Development Agreement (as defined in Article I, Section B.3) and as authorized herein to finance a portion of the Infrastructure Improvements (defined below). The TIF Bonds authorized by this TIF Plan shall not exceed Eleven Million Dollars (\$11,000,000); provided, however, that the total amount to be reimbursed to the

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Developer for Infrastructure Improvements (defined below) shall not exceed Nine Million Dollars (\$9,000,000).

4. The tax increment financing funds as identified herein will be used to defray and reimburse the cost of Infrastructure Improvements (defined below) to serve the Project and the community.
5. The Mayor and Board of Aldermen of the City (the "Governing Body") hereby finds and determines that the Project is in the best interest of the City and its future development and that it is in the best interest of the City and its citizens that the provision of Section 21-45-9 of the Act requiring dedication of the "redevelopment project" to the City not apply to those which are constructed on the privately owned portion of the Project.
6. The Developer has provided information to the City regarding the proposed site plan, the amount of the private investment, anticipated sales tax, and job creation projections. Estimates of ad valorem taxes were made based on information and valuations from the Lafayette County Tax Assessor, the City of Oxford and from information provided by the Developer.

B. STATEMENT OF INTENT

1. The City may issue TIF Bonds in one or more series, pursuant to the authority outlined hereinabove, in an amount not to exceed \$11,000,000 which will be secured solely by a pledge by the City of all of the tax revenues derived from the City's ad valorem tax levies on the "captured assessed value" (as defined in the Act) of the real and personal property comprising the TIF District (the "City's Ad Valorem Tax Increment"), and the City's portion of the sales tax generated from the Project, excluding therefrom the City's special Food, Beverage and Hotel Tax and Tourism Tax (the "City's Sales Tax Increment" and together with the City's Ad Valorem Tax Increment, the "City's Tax Increment") and a pledge by the County of all of the tax revenues derived from the County's ad valorem tax levies on the "captured assessed value" (as defined in the Act) of the real and personal property comprising the TIF District (the "County's Tax Increment"). The City's Tax Increment together with the County's Tax Increment are hereinafter collectively referred to as the "Tax Increment."
2. The Tax Increment will be used to pay the cost of installation and construction of various infrastructure improvements within the TIF District or servicing the TIF District, which shall include but are not limited to, Highway 7 and Sisk Avenue improvements as depicted on Exhibit B or as ultimately approved by the Mississippi Department of Transportation ("MDOT") and the City (the "Interchange Improvements"); installation, rehabilitation and/or relocation of utilities such as water, electrical, and sanitary sewer; construction, renovation, or rehabilitation of

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drainage improvements, roadways, curbs and gutters, sidewalks, multi-use paths, surface parking, including repaving and other related parking lot upgrades; landscaping of rights-of-way; signalization; signage; related architectural/engineering fees, attorney's fees, issuance costs, capitalized interest, and other related soft costs (collectively, together with the Interchange Improvements, the "Infrastructure Improvements"), which Infrastructure Improvements may be constructed or installed within the TIF District or land adjacent to and serving the TIF District.

3. The City may issue the TIF Bonds in one or more series and reimburse the Developer in accordance with a development agreement to be executed between the parties as authorized by the TIF Act (the "Development Agreement").
4. The construction of the Infrastructure Improvements will be undertaken, from time to time, to provide for the public convenience, health, and welfare.

C. PUBLIC CONVENIENCE AND NECESSITY

1. The public convenience and necessity requires participation by the City and the County in the Project. The Project will accomplish the following, which will provide for the public convenience and necessity and serve the best interests of the citizens of the City and the County, including:
 - a. Construction of the entire Project will represent a private investment in excess of \$165,000,000.
 - b. Over a twenty year build-out, the Project could create construction jobs with an estimated payroll of approximately \$210,000,000.
 - c. Over a twenty year build-out, the Project will create hundreds of new permanent full-time and part-time jobs. Annual payroll is currently unknown.
 - d. It is projected that over a twenty year build-out, the Project will result in an annual real and personal property tax *increase* of about \$2,053,154 for the City.
 - e. It is projected that over a twenty year build-out, the Project will result in an annual real and personal property tax *increase* of about \$2,285,935 for the County.
 - f. It is projected that over a twenty year build-out, the Project will yield an annual real and personal property tax increase of about \$3,889,431 for the Oxford City School District.

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- g. It is projected that over a twenty year build-out, the annual sales generated by the Project are expected to reach approximately \$198,649,400.
- h. It is projected that over a twenty year build-out, the Project is expected to result in annual sales tax rebates to the City of about \$2,572,510.
- i. The development of the Project will help expand the tax base of the City, the County, and the Oxford City School District.
- j. The Project will utilize and develop raw land currently served by no utilities, developing it into a mixed-use development.
- k. The Project will facilitate the development of the Interchange Improvements, which will alleviate the traffic issues in the area and permit more development.
- l. It is anticipated that the completed Project will generate \$100,000 annually pursuant to the City's 2% Tourism and Economic Development Tax.
- m. It is anticipated that the completed Project will generate \$364,788 annually pursuant to the City's 2% Tourism and Stadium Construction Tax.

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**ARTICLE II
PROJECT INFORMATION****A. REDEVELOPMENT PROJECT DESCRIPTION**

The Project is an approximately 700-acre mixed use development including hotels, multifamily housing, condominiums, single family residences, restaurants, banks, offices, and commercial space. The Project will be strategically located between Highway 7 and Sisk Avenue in the City and the County.

B. DEVELOPER'S INFORMATION

1. Name: Oxford Commons Improvements, LLC
2. Address: Oxford Commons Improvements, LLC
Attn: David B. Blackburn
2088 Old Taylor Rd.
Oxford, MS 38655

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ARTICLE III
ECONOMIC DEVELOPMENT IMPACT DESCRIPTION

A. JOB CREATION

1. Construction Jobs: It is projected that over a twenty year build-out, the Project will create hundreds of construction jobs with an estimated payroll of \$210,000,000.
2. Permanent Jobs: It is projected that over a twenty year build-out, the Project will create hundreds of new permanent full and part-time jobs. Annual payroll is currently unknown.

B. FINANCIAL BENEFIT TO THE COMMUNITY

1. Ad Valorem Tax Increases: The construction and development of the Project will generate significant ad valorem tax revenues for the City, the County, and the Oxford City School District.
2. Retail Sales: Retail sales are estimated to increase creating an additional annual sales tax rebate for the City.
3. Special Taxes:
 - (a) It is anticipated that the completed Project will generate \$100,000 annually pursuant to the City's 2% Tourism and Economic Development Tax.
 - (b) It is anticipated that the completed Project will generate \$364,788 annually pursuant to the City's 2% Tourism and Stadium Construction Tax.
4. Pledge: The City will pledge the City's Tax Increment and the County will pledge the County's Tax Increment. The TIF Bonds will be sized based on 75% of the Tax Increment, and debt service coverage (if required by a purchaser of the TIF Bonds) will first come from the remaining pledged 25% of the Tax Increment.

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ARTICLE IV**THE OBJECTIVE OF THE TAX INCREMENT FINANCING PLAN**

- A. **CONSTRUCTION OF IMPROVEMENTS:** The improvements constructed for the Project (including, but not limited to the Interchange Improvements and the Infrastructure Improvements) will be consistent with the Redevelopment Plan. The Project and the Infrastructure Improvements will be constructed in accordance with standards, codes, and ordinances of the City, and the Project will further the goals and objectives of the Redevelopment Plan.
- B. **PUBLIC CONVENIENCE AND NECESSITY:** The primary objective of this TIF Plan is to serve the public convenience and necessity by participating in the Project. The TIF Plan will provide financing to construct the Infrastructure Improvements to serve the general public and the Project.
- C. **HEALTH AND WELFARE OF THE PUBLIC PROVIDED FOR:** The Infrastructure Improvements will provide for the health and welfare of the public by providing for safe and adequate infrastructure for the use of the property and the public. The Project will develop raw land currently served by no utilities, developing it into a modern mixed-use development.

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ARTICLE V**A STATEMENT INDICATING THE NEED AND PROPOSED USE OF THE TAX INCREMENT
FINANCING PLAN IN RELATIONSHIP TO THE REDEVELOPMENT PLAN**

The use of tax increment financing is an inducement that will result in the development of vacant and underdeveloped prime property in the City and the County. The TIF Plan will allow the implementation of tax increment financing as a financing mechanism for the construction of Infrastructure Improvements necessary to induce development within the TIF District area and serve the public who will utilize and benefit from the development of the Project. This will be an undertaking of the City as described in the Redevelopment Plan and will include County participation.

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ARTICLE VI

A STATEMENT CONTAINING THE COST ESTIMATE OF THE REDEVELOPMENT PROJECT, PROJECTED SOURCES OF REVENUE TO MEET THE COSTS, AND TOTAL AMOUNT OF INDEBTEDNESS TO BE INCURRED

A. COST ESTIMATE OF REDEVELOPMENT PROJECT

1. The development of the TIF District will represent a private investment in excess of \$165,000,000. The proceeds of the TIF Bonds will be used to pay the cost of constructing various Infrastructure Improvements, more particularly described in Article I, Section B.
2. The construction of the Infrastructure Improvements will be undertaken to provide for the public convenience, health, and welfare.
3. Proceeds of the TIF Bonds may also be used to fund capitalized interest and/or a debt service reserve fund as may be permitted under Section 21-45-1, *et seq.*, Mississippi Code of 1972, as amended.

B. PROJECTED SOURCES OF REVENUE TO MEET COSTS

1. The Developer will secure financing to construct the Project including the work to be funded with TIF Bonds; however, the first series of TIF Bonds will be issued in connection with the construction of the Interchange Improvements and in an amount sufficient to net the Developer not less than \$3,000,000.
2. The sales tax rebates and the ad valorem tax increases from the real and personal property located within and comprising the TIF District will be pledged to secure the TIF Bonds. The TIF Bonds will be sized based on 75% of the Tax Increment, and debt service coverage (if required by a purchaser of the TIF Bonds) will first come from the remaining pledged 25% of the Tax Increment.

C. TOTAL AMOUNT OF INDEBTEDNESS TO BE INCURRED

1. The City will issue up to Eleven Million Dollars (\$11,000,000) in TIF Bonds in one or more series which shall be secured by the pledge of the Tax Increment, with the first series being issued in connection with the construction of the Interchange Improvements and in an amount sufficient to net the Developer not less than \$3,000,000. The TIF Bonds will be sized based on 75% of the Tax Increment, and debt service coverage (if required by a purchaser of the TIF Bonds) will first come from the remaining pledged 25% of the Tax Increment. The amount and timing of the issuance of the TIF Bonds shall be determined pursuant to further proceedings of the City and in accordance with the Development Agreement; provided, however, that the total amount to be reimbursed to the Developer for Infrastructure

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Improvements shall not exceed Nine Million Dollars (\$9,000,000) and the last series of TIF Bonds shall be issued not later than December 31, 2034.

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ARTICLE VII

REAL PROPERTY TO BE INCLUDED IN TAX INCREMENT FINANCING DISTRICT

A. PARCEL NUMBERS FOR THE TIF DISTRICT

The real property to be included in the TIF District from which the ad valorem real and personal property tax revenues and sales tax rebates will be generated to finance the TIF Bonds contains approximately 615 acres, more or less, and is described below and in the map attached hereto as Exhibit A-1. The below does not include the Annexed Property which will be added to the TIF district by amending the TIF Plan after the City's annexation is complete. The below True and Assessed Values were obtained from the Lafayette County Tax Assessor's office and the City of Oxford.

OXFORD COMMONS TIF DISTRICT 2017 Tax Year								
OWNER	PPIN	PARCEL	TRUE VALUE	ASSESSED VALUE	30.22 City	34.95 County	58.67 School	
Avent Edison Murray &	4502	136-23-001.00	\$ 40,650	\$ 6,098	\$ 184.28	\$ 231.82	\$ 357.77	
Avent Thomas W JR & E Murray	4705	135H-15-021.0C	\$ 1,160	\$ 175	\$ 5.29	\$ 6.65	\$ 10.27	
Blackburn Holdings LLC	4706	135H-15-020.0C	\$ 504,580	\$ 75,687	\$ 2,287.26	\$ 2,645.26	\$ 4,440.56	
Walker James W ETAL	4707	135H-15-019.0C	\$ 7,950	\$ 1,193	\$ 36.05	\$ 45.39	\$ 69.99	
Avent Thomas Webb JR & Murray	4712	135J-22-001.00	\$ 3,290	\$ 494	\$ 14.93	\$ 18.79	\$ 28.98	
Avent Thomas W JR & E Murray	4721	135J-22-002.00	\$ 1,040	\$ 157	\$ 4.74	\$ 5.82	\$ 9.21	
Avent Thomas W JR & E Murray	4958	135R-22-002.00	\$ 12,010	\$ 1,802	\$ 54.46	\$ 68.53	\$ 105.72	
Kenlan Development-Oxford LLC	26605	135J-22-002.01	\$ 235,000	\$ 35,250	\$ 1,065.26	\$ 1,231.99	\$ 2,068.12	
Avent Thomas Webb JR & Murray	26626	135J-22-001.02	\$ 150,000	\$ 22,500	\$ 679.95	\$ 786.38	\$ 1,320.08	
Jay 2 Investments	26628	135J-22-003.02	\$ 160,000	\$ 24,000	\$ 725.28	\$ 838.80	\$ 1,408.08	
Oxford Commons Phase I Retail LLC	26630	135J-22-003.04	\$ 240,000	\$ 36,000	\$ 1,087.92	\$ 1,258.20	\$ 2,112.12	
Kenlan Development-Oxford LLC	26631	135J-22-003.05	\$ 640,000	\$ 96,000	\$ 2,901.12	\$ 3,355.20	\$ 5,632.32	
Oxford Commons Retail Phase III LLC	27717	135J-22-002.05	\$ 19,440	\$ 2,916	\$ 88.12	\$ 101.91	\$ 171.08	
Oxford Commons Retail Phase III LLC	27718	135J-22-002.06	\$ 240,000	\$ 36,000	\$ 1,087.92	\$ 1,258.20	\$ 2,112.12	
Kenlan Development-Oxford LLC	27719	135J-22-002.07	\$ 150,000	\$ 22,500	\$ 679.95	\$ 786.38	\$ 1,320.08	
Kenlan Development-Oxford LLC	27720	135J-22-002.08	\$ 150,000	\$ 22,500	\$ 679.95	\$ 786.38	\$ 1,320.08	
Kenlan Development-Oxford LLC	27721	135J-22-002.09	\$ 150,000	\$ 22,500	\$ 679.95	\$ 786.38	\$ 1,320.08	
Avent Thomas Webb JR & Murray	27876	135J-22-002.10	\$ 125,000	\$ 18,750	\$ 566.63	\$ 655.31	\$ 1,100.06	
First National Holding Company	28528	135J-22-002.11	\$ 240,000	\$ 36,000	\$ 1,087.92	\$ 1,258.20	\$ 2,112.12	
Avent Thomas Webb JR & Murray	33596	135J-22-002.13	\$ 125,000	\$ 18,750	\$ 566.63	\$ 655.31	\$ 1,100.06	
Avent Thomas Webb JR & Murray	33597	135J-22-002.14	\$ 150,000	\$ 22,500	\$ 679.95	\$ 786.38	\$ 1,320.08	
Rebel Hospitality LLC	33598	135J-22-002.15	\$ 240,000	\$ 36,000	\$ 1,087.92	\$ 1,258.20	\$ 2,112.12	
Park At Oxford Commons	33599	135J-22-002.16	\$ 2,500	\$ 375	\$ 11.33	\$ 13.11	\$ 22.00	
Mission Estates LLC	34467	135J-22-003.06	\$ 100,000	\$ 15,000	\$ 453.30	\$ 524.25	\$ 880.05	
Avent Thomas Webb JR & Murray	34959	135J-22-001.04	\$ 100,000	\$ 15,000	\$ 453.30	\$ 524.70	\$ 880.05	
Munoz-Aguirre Ramiro	35118	135J-22-003.07	\$ 240,000	\$ 36,000	\$ 1,087.92	\$ 1,258.20	\$ 2,112.12	
Avent Thomas W JR & E Murray	35597	135R-22-002.07	\$ 150,000	\$ 22,500	\$ 679.95	\$ 786.38	\$ 1,320.08	
Oxford Commons II LLC	35534	136-23-001.36	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	35535	136-23-001.37	\$ 2,400	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
The Park At Oxford Commons LLC	35766	135J-22-002.24	\$ 80,000	\$ 12,000	\$ 362.64	\$ 419.40	\$ 704.04	
The Park At Oxford Commons LLC	35767	135J-22-002.25	\$ 535,700	\$ 80,355	\$ 2,428.33	\$ 2,808.41	\$ 4,714.43	
The Park At Oxford Commons LLC	35769	135R-22-002.08	\$ 80,000	\$ 12,000	\$ 362.64	\$ 419.40	\$ 704.04	
Brooks Susan Yorks	35778	136-23-001.54	\$ 322,100	\$ 32,210	\$ 973.39	\$ 975.74	\$ 1,889.76	
Oxford Commons II LLC	36015	135J-22-001.30	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	36517	136-23-001.61	\$ 1,000	\$ 150	\$ 4.53	\$ 5.24	\$ 8.80	

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OXFORD COMMONS TIF DISTRICT 2017 Tax Year CONTINUED								
OWNER	PPIN	PARCEL	TRUE VALUE	ASSESSED VALUE	30.22 City	34.95 County	58.67 School	
Oxford Commons II LLC	36701	136-23-001.61	\$ 240,000	\$ 36,000	\$ 1,087.92	\$ 1,258.20	\$ 2,112.12	
The Park At Oxford Commons LLC	36702	135R-22-002.09	\$ 70,000	\$ 10,500	\$ 317.31	\$ 367.11	\$ 616.04	
Oxford Commons II LLC	36713	136-23-001.63	\$ 70,000	\$ 10,500	\$ 317.31	\$ 367.11	\$ 616.04	
Oxford Commons II LLC	37276	136-23-001.64	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37277	136-23-001.65	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37278	136-23-001.66	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37279	136-23-001.67	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37280	136-23-001.68	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37281	136-23-001.69	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37282	136-23-001.70	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37283	136-23-001	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37284	136-23-001.72	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37285	136-23-001.73	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37286	136-23-001.74	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37287	136-23-001.75	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37288	136-23-001.76	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37289	136-23-001.77	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37290	136-23-001.78	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37291	136-23-001.79	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37292	136-23-001.80	\$ 1,000	\$ 150	\$ 4.53	\$ 0.16	\$ 8.80	
Oxford Commons II LLC	37293	136-23-001.81	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37294	136-23-001.82	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37295	136-23-001.83	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37296	136-23-001.84	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37297	136-23-001.85	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37298	136-23-001.86	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37299	136-23-001.87	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37300	136-23-001.88	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37301	136-23-001.89	\$ 24,000	\$ 3,600	\$ 108.79	\$ 125.82	\$ 211.21	
Oxford Commons II LLC	37303	136-23-008.00	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37304	136-23-009.00	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37305	136-23-010.00	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37306	136-23-011.00	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37307	136-23-012.00	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37308	136-23-013.00	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37309	136-23-014.00	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37310	136-23-015.00	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37311	136-23-016.00	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37312	136-23-017.00	\$ 1,000	\$ 150	\$ 4.53	\$ 5.24	\$ 8.80	
Oxford Commons II LLC	37313	136-23-018.00	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37314	136-23-019.00	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37315	136-23-020.00	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37316	136-23-021.00	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37317	135J-22-001.31	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37318	135J-22-001.32	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37319	135J-22-001.33	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37320	135J-22-001.34	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37321	135J-22-001.00	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37322	135J-22-001.36	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37323	135J-22-001.37	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37324	135J-22-001.38	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
Oxford Commons II LLC	37325	135J-22-001.39	\$ 30,000	\$ 4,500	\$ 135.99	\$ 157.28	\$ 264.02	
TOTALS:			\$ 6,894,820	\$ 1,021,362	\$30,895.78	\$ 35,607.65	\$ 59,981.97	

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

ARTICLE VIII

DURATION OF THE TAX INCREMENT FINANCING PLAN'S EXISTENCE

This TIF Plan shall remain in effect and existence so long as there are TIF Bonds outstanding.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

ARTICLE IX

ESTIMATED IMPACT OF TAX INCREMENT FINANCING PLAN UPON THE REVENUES OF ALL TAXING JURISDICTIONS IN WHICH A REDEVELOPMENT PROJECT IS LOCATED

A. **AD VALOREM TAX INCREASES:** It is projected that over a twenty year build-out, the construction and development of the Project will generate significant ad valorem tax revenues for the City, the County, and the Oxford City School District. The following are estimates of new ad valorem tax revenues expected to be generated after the twenty year build-out. The estimates for real property taxes for the TIF District are based on an assumed combined true value of \$510,858,246 and represents projected taxes after the Project has been completed.

ENTITY	MILLAGE RATE	CURRENT TAXES	AFTER PROJECT	INCREMENT
<i>City Real & Personal Property AV</i>	29.22	\$30,896	\$2,084,019	\$2,053,123
<i>County Real & Personal Property AV</i>	34.46	\$54,676	\$2,340,577	\$2,285,901
<i>School District Taxes</i>	58.67	\$90,130	\$3,979,503	\$3,889,372*
TOTAL	122.35	\$175,702	\$8,404,099	\$8,228,396

* School taxes are not eligible for use and are included for informational purposes only.

B. **RETAIL SALES:** It is projected that over a twenty year build-out, retail sales are estimated to be in excess of \$198,649,400 annually, creating an annual sales tax rebate of \$2,572,510 for the City.

C. **SPECIAL TAXES:**

1. It is anticipated that the completed Project will generate \$100,000 annually pursuant to the City's 2% Tourism and Economic Development Tax.
2. It is anticipated that the completed Project will generate \$364,788 annually pursuant to the City's 2% Tourism and Stadium Construction Tax.

The pledge of the Tax Increment and the sizing of the TIF Bonds are both set forth in Articles I, VI and XII of this TIF Plan.

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SAFEGUARD - DEMENT 62-2139

ARTICLE X

A STATEMENT REQUIRING THAT A SEPARATE FUND BE ESTABLISHED TO RECEIVE AD VALOREM TAXES, SALES TAX REBATES, AND THE PROCEEDS OF ANY OTHER FINANCIAL ASSISTANCE

A separate fund entitled the "Tax Increment Bond Fund: Oxford Commons" shall be established by the City to receive ad valorem taxes, sales tax rebates, and any other funds remitted in connection with this TIF Plan.

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ARTICLE XI

THE GOVERNING BODY OF THE CITY SHALL BY RESOLUTION FROM TIME TO TIME, DETERMINE (i) THE DIVISION OF AD VALOREM TAX RECEIPTS, IF ANY, THAT MAY BE USED TO PAY FOR THE COST OF ALL OR ANY PART OF A REDEVELOPMENT PROJECT; (ii) THE DURATION OF TIME IN WHICH SUCH TAXES MAY BE USED FOR SUCH PURPOSES; (iii) IF THE GOVERNING BODY SHALL ISSUE BONDS FOR SUCH REDEVELOPMENT PROJECT; AND (iv) SUCH OTHER RESTRICTIONS, RULES AND REGULATIONS AS IN THE SOLE DISCRETION OF THE GOVERNING BODY OF THE CITY SHALL BE NECESSARY IN ORDER TO PROMOTE AND PROTECT THE PUBLIC INTEREST.

Through the adoption of the TIF Plan, the Governing Body of the City acknowledges the above and shall adopt the necessary resolutions when deemed necessary and appropriate for the implementation of this TIF Plan and in accordance with the Development Agreement.

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SAFEGUARD - DEMENT 62-2139

**ARTICLE XII
PLAN OF FINANCING****A. SECURITY FOR THE TIF BONDS**

The TIF Plan provides for the City to issue the TIF Bonds in one or more series which will be secured by the pledge of the Tax Increment. The TIF Bonds will be sized based on 75% of the Tax Increment, and debt service coverage (if required by a purchaser of the TIF Bonds) will first come from the remaining pledged 25% of the Tax Increment.

B. FURTHER PROCEEDINGS OF THE CITY

The City shall take such further actions as required for the implementation of the TIF Plan.

C. AMOUNT AND TIMING OF ISSUANCE

The amount and timing of the issuance of each series of TIF Bonds shall be determined pursuant to further proceedings of the City. The total amount of the TIF Bonds shall not exceed Eleven Million Dollars (\$11,000,000), and the total amount to be reimbursed to the Developer from the TIF Bonds for the cost of the Infrastructure Improvements shall not exceed Nine Million Dollars (\$9,000,000). The TIF Bonds may be issued in multiple tax-exempt or taxable series for a term not to exceed fifteen (15) years; provided, however, that the last series of TIF Bonds shall be issued no later than December 31, 2034.

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SAFEGUARD - DEMENT 62-2139

EXHIBIT A-1
MAP OF TIF DISTRICT TO FOLLOW



LEGEND



PLAT OF SURVEY FOR OXFORD COMMONS

SE $\frac{1}{4}$ SEC. 15, T-8-S, R-3-W, EAST $\frac{1}{2}$ OF SEC. 22, T-8-S, R-3-W
N $\frac{1}{2}$ AND SW $\frac{1}{4}$ OF SEC 23, T-8-S, R-3-W
LAFAYETTE CO., MS

REVISED	DATE	BY	REVISIONS:
1.00	12-18-08	WJ	
1.01	12-18-08	WJ	
1.02	12-18-08	WJ	
1.03	12-18-08	WJ	
1.04	12-18-08	WJ	
1.05	12-18-08	WJ	



3.0

MINUTE BOOK No. 84, CITY OF OXFORD

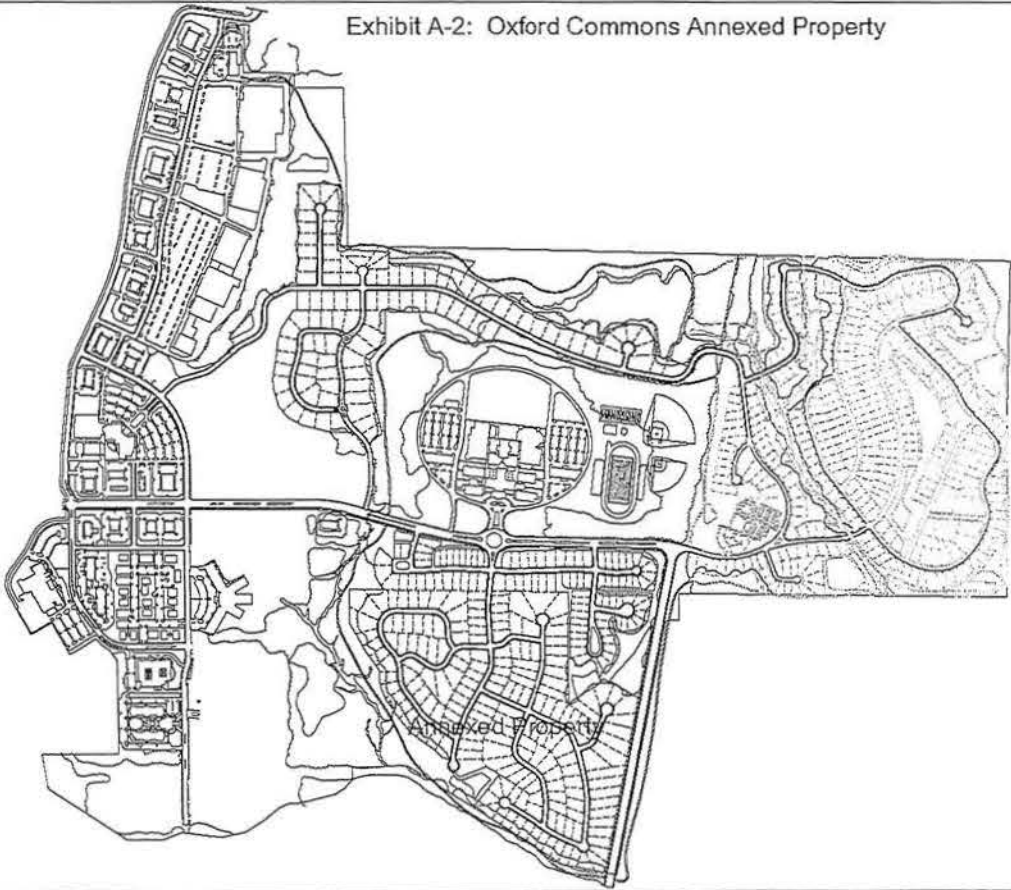
SAFEGUARD - DEMENT 62-2139

EXHIBIT A-2
MAP OF ANNEXED PROPERTY

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SAFEGUARD - DEMENT 62-2139

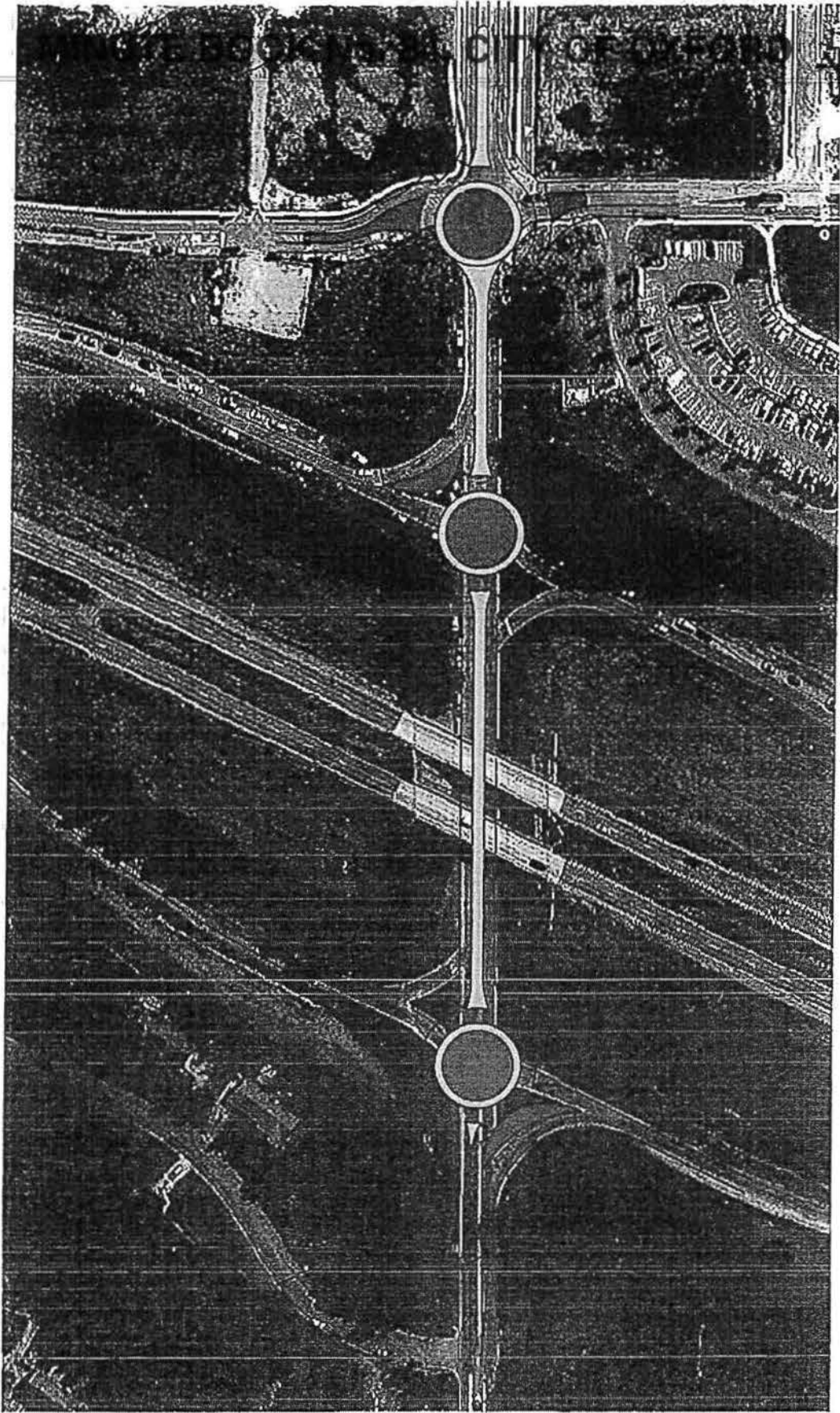
Exhibit A-2: Oxford Commons Annexed Property



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SAFEGUARD - DEMENT 62-2139

EXHIBIT B
INTERCHANGE IMPROVEMENTS



GUARD - DEMENT 62-2139

Exhibit B

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

PROCLAMATION

A PROCLAMATION DECLARING OCTOBER AS DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, **Family Crisis Services of Northwest MS, INC** recognizes that domestic violence is a serious crime that affects people of all races, ages, gender, and income levels; and

WHEREAS, Domestic violence is widespread and affects over four million Americans each year as well as thousands of Mississippians; and

WHEREAS, one in three Americans have witnessed an incident of domestic violence; and

WHEREAS, children that grow up in violent homes are believed to be abused and neglected at a rate higher than the national average; and

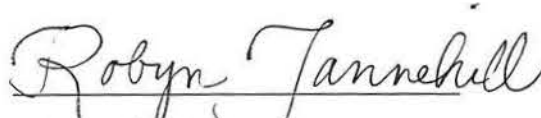
WHEREAS, domestic violence costs the nation billions of dollars annually in medical expenses, police and court costs, shelters, foster care, sick leave, absenteeism, and non-productivity; and

WHEREAS, only a coordinated community effort will put a stop to this heinous crime; and.

WHEREAS, Domestic Violence Awareness Month provides an excellent opportunity for the citizens of Oxford to learn more about preventing domestic violence and to show support for the numerous organizations and individuals who provide critical advocacy, services, and assistance to victims.

NOW, THEREFORE, IT IS PROCLAIMED by the Mayor and City Council of the City of Oxford, Mississippi, proclaims the month of October as Domestic Violence Awareness Month and urge the citizens of Oxford to work together to eliminate domestic violence from 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 13th day of September 2018.


Robyn Tannehill, Mayor of Oxford

MINUTE BOOK No. 84, CITY OF OXFORD
City of Oxford

SAFEGUARD - DEMENT 62-2139

Request for Bid 2018-1

30 Foot Low Floor Heavy Duty Transit Buses

Bid Due Date 9/10/2018 2:00 p.m.

Bidder List

<u>Responsive</u>	<u>Cost</u>
-------------------	-------------

Alliance Bus Group J. Doug Dunn dougduinn@AllianceBusGroup.com	\$362,989.00
--	--------------

<u>Non Responsive</u>	<u>Cost</u>
-----------------------	-------------

Creative Bus Sales Marcus Hoffman marcush@creativebussales.com	Unknown
--	---------

**Proposal was submitted for a Medium Duty Transit Bus
Part III Required Price Proposal Form was also missing

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

PART III - REQUIRED PRICE PROPOSAL FORM
RETURN WITH YOUR PROPOSAL

CLIN	Description	Cost
0001	Bus, Diesel, 30 Foot Low Floor	\$ 362,989.00
0002	Weighted Delivery Charge for Mississippi Agencies	\$ Included
Company Name		
Alliance Bus Group, Inc.		
Printed or Typed name of Authorized Official		Title of Authorized Official
J. Doug Dunn		Chief Executive Officer
Signature	Date	
	9/7/18	

Major Component Equipment Items

Each Proposer shall furnish a detailed pricing sheet for each major Contract Line Item number (CLIN). Please indicate the manufacturer and model number of the major components included in your base price (reflected in the CLIN's above) and the available options on a per bus add/delete cost.

Optional Equipment

Each Proposer shall include with the proposal response pricing on a per bus add/delete cost for the optional equipment listed in the RFB and any other equipment available.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



Minutes
Oxford Transit Management
Transit Commission
Regular Meeting
September 12, 2018

City Hall Boardroom

1. Call to Order:

The meeting of the Regular Commission Meeting was called to order by Commissioner Russ McNeese at 2:00 p.m. on September 12, 2018, in the boardroom of Oxford City Hall when and where the following were present:

Commissioners:

Jean Robinson	Russ McNeese
Mike Harris	Carole Haney
Mike Black	John Adrian

Others:

Ron Biggs, Donna Zampella, Carol Pringle, Dave Long

2. Adopt the agenda for the meeting

It was moved by Commissioner Carole Haney, seconded by Commissioner Mike Black to adopt the agenda with no changes. All commissioners present voting aye, Commissioner Russ McNeese declared the motion carried.

3. Authorize the approval of the Minutes of the regular meeting on August 8, 2018

It was moved by Commissioner Mike Black, seconded by Commissioner Mike Harris to approve the minutes of the regular meeting on August 8, 2018. All commissioners present voting aye, Commissioner Russ McNeese declared the motion carried.

4. General Managers Report – Ron Biggs

Total Passengers carried the month of August 2018 – 98,075
Fare Box Amount \$1,596.00
Monthly Passes Sold \$900.00

- Adding buses on Old Taylor has helped with the over loads and late runs students are learning get on the bus early so they can be on time to class

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

- Brittany Woods stop had to be temporarily stopped due to construction as of 9/12/2018. We will be calling to get an ETA on the timeline on this project.
- The new Gillig buses are ready 1 will arrive by Friday and the other by Monday.
- The facility renovations – MDOT is working to give us more money for the renovations to complete the project. Howorth has revised the plans so that the conference room can be on the ground floor, which saves on an elevator, and we don't have to do the water detention which is also a huge savings. We will be meeting with MDOT in the coming days to discuss the project. If it appears that it will be longer wait to get the money, we will begin the project with the money we have.

5. University of Mississippi Report – Mike Harris

- No changes to the campus. All is working great. The only complaints we have is traffic on Old Taylor which is beyond our control. Hopefully in the spring Chucky Mullins Road will open and that will relieve some of the traffic back up.
- Mr. Biggs and I had a webinar on 9/11/2018 with NextBus, which have been bought out by Cubic. Our contract is up for renewal in November so they are proposing a 5-year contract, no increase in cost, and no penalties for early termination of the contract.

They are working on improving the programs that are already in place and are working with amazon for their web service so we should not have any more down time.

We will get you a copy of the contract for your review and the next meeting we will vote on the changes.

6. RFP Evaluations – Donna Zampella

- September 10, 2018 at 2:00 p.m. the RFP was due. We received two proposals. Alliance Bus Group and Creative Bus Sales.

Creative Bus Sales based their proposal on a Medium Duty Transit Bus our RFP was for a Heavy Duty Transit Bus.

Commissioner Mike Black made the motion due to Creative Bus Sales proposing a Medium Duty Transit Bus instead of the Heavy Duty Transit Bus as stated in the RFP, Creative Bus Sales is deemed Non responsive. Commissioner Mike Harris seconded the motion. All commissioners present voting aye, Commissioner Russ McNeese declared the motion carried

MINUTE BOOK No. 84, CITY OF OXFORD

~~Commissioner Mike Harris made the motion to accept Alliance Bus Group RFP proposal for~~ the 5 year RFP for 5 new buses over the next five years at a cost of \$362,989.00
Commissioner Mike Harris seconded. All commissioners present voting aye, Commissioner Russ McNeese declared the motion carried

7. Adjourn

It was moved by Commissioner Mike Black and seconded by Commissioner Mike Harris to return to regular session. All Commissioners present voting aye, Commissioner Russ McNeese declared the motion carried.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

12A

Memo



Date: 6-22-18

To: Oxford Park Commission Board

From: Seth Gaines

Subject: NAYS/Athletic Business Travel

Approve/Discuss up to 4 to travel to the National Association of Youth Sports / Athletic Business conference in New Orleans Louisiana on November 7-10, 2018.

Early Bird Registration ends July 20, 2018

4 registrations = approximately \$1100
8 total hotel room nights = approx. \$1600
20 days per diem = approx. \$1120

Total Cost not to exceed \$2700

Motion - Mike McFree
Second - Allison Koestler
passed 3-0



Memo

To: OPC Board
From: Kris Brasher
Date: 8/1/2018
Re: Aquatics Travel

I am requesting approval to attend the 2019 Association of Aquatic Professionals Conference February 25-28, 2019 in Frisco, Texas. Approximate cost of \$2,634.00.

Air Fare -	\$450.00
Registration -	\$439.00
Hotel -	6 Nights X \$220.00 = \$1,320.00
Transportation -	\$100.00
Per Diem -	\$325.00

TOTAL	\$2,634 Estimate
-------	------------------

Motion - Allison Koesther
second - Missy Wilson
passed - ~~un~~ 5-0

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

Memo**Date:****To:** Oxford Park Commission Board**From:** Seth Gaines**Subject:** OPC Travel**NRPA – September 25-27, 2018 – Indianapolis Indiana**

Registration - up to four people at \$565 per person – early bird - \$2260

Hotel – 2 rooms at \$300/night for 4 nights - \$2400

Per Diem – 4 people at approximately \$50/day X 5 days - \$1000

Total approximate cost - \$5660**Mississippi Association of Coaches – July 17-20, 2018 – Jackson MS**

No Registration

Hotel -1 room for 3 nights at \$150 per night - \$450

Per diem - up to 6 days at approximately \$50/day - \$300

Total approximate cost - \$750**Mississippi Municipal League**

Registration – City

Hotel – 3 nights at \$200/night - \$600

Per Diem – 4 days at approximately \$50/day - \$200

Total Approximate cost - \$800

Motion - Mike McFar
 Second - Alfonso Carther
 passed

All Total - \$7210

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

THE CITY OF
OXFORD

SURPLUS FORM

PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET
BEING SURPLUSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.

Date of Request: 9/13/2018
Department that owns Fixed Asset: Metro Narcotics
Fixed Asset Tag Number (If item is not tagged, please put N/A): N/A
Physical Location of Asset: OPD Impound Lot

If the item being surplused is a vehicle or a piece of equipment, please provide:
Cadi \ Fleetwood \ 1996
Make Model Year
1G6DW52P0TR714348 \ Aluminum/Silver
VIN / Serial Number Color

If the item being surplused is a tool, please provide:
Description of Tool (including brand):
Serial Number (if none, write N/A) Color

For all other assets, please provide a complete description of the asset to be surplused:
This is a seized vehicle that will be sold on GovDeals.

Name of Person Submitting Surplus Request: Rod Waller

Date Approved by BOA:

107 Courthouse Square
Oxford, MS 38655

(p) 662-236-1310
(f) 662-232-2337

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



THE CITY OF
OXFORD

SURPLUS FORM

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Date of Request: 9/13/2018
Department that owns Fixed Asset: Metro Narcotics
Fixed Asset Tag Number (If item is not tagged, please put N/A): N/A
Physical Location of Asset: OPD Impound Lot

If the item being surplused is a vehicle or a piece of equipment, please provide:
Ford \ F350 \ 2001
Make 3FTSW31F81MA51904 Model \ White Year
VIN / Serial Number 3FTSW31F81MA51904 Color White

If the item being surplused is a tool, please provide:
Description of Tool (including brand):

Serial Number (if none, write N/A) Color

For all other assets, please provide a complete description of the asset to be surplused:
This is a seized vehicle that will be sold on GovDeals.

Name of Person Submitting Surplus Request: Rod Waller

Date Approved by BOA:

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

THE CITY OF OXFORD

SURPLUS FORM

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Date of Request: 9/13/2018

Department that owns Fixed Asset: Metro Narcotics

Fixed Asset Tag Number (If item is not tagged, please put N/A): N/A

Physical Location of Asset: OPD Impound Lot

If the item being surplused is a vehicle or a piece of equipment, please provide:

Ford \ Focus \ 2009

Make Model Year
1FAHP35N59W156846 \ Black

VIN / Serial Number Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): _____

_____ \ _____

Serial Number (if none, write N/A) Color

For all other assets, please provide a complete description of the asset to be surplused:

This is a seized vehicle that will be sold on GovDeals.

Name of Person Submitting Surplus Request: Rod Waller

Date Approved by BOA: _____

107 Courthouse Square
Oxford, MS 38655

(p) 662-236-1310
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MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



THE CITY OF OXFORD

SURPLUS FORM

PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET
BEING SURPLUSSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.

Date of Request: 9/13/2018
 Department that owns Fixed Asset: Metro Narcotics
 Fixed Asset Tag Number (If item is not tagged, please put N/A): N/A
 Physical Location of Asset: OPD Impound Lot

If the item being surplusd is a vehicle or a piece of equipment, please provide:

<u>Chev</u>	<u>S Truck</u>	<u>1991</u>
Make	Model	Year
<u>1GCCS1423M8124342</u>	<u>White</u>	
VIN / Serial Number	Color	

If the item being surplusd is a tool, please provide:
 Description of Tool (including brand): _____

Serial Number (if none, write N/A)	Color
------------------------------------	-------

For all other assets, please provide a complete description of the asset to be surplusd:
This is a seized vehicle that will be sold on GovDeals.

Name of Person Submitting Surplus Request: Rod Waller

Date Approved by BOA: _____



Delta Computer Systems, Inc.

A Harris Local Government Company

1085 Tommy Munro Drive
Biloxi, MS 39532
Phone : (228) 388-7688
Fax: (228) 388-7689

Computer Software Support Agreement MINUTE BOOK NO. 84, CITY OF OXFORD ADDENDUM

SAFEGUARD - DEMENT 62-2139

For: CITY OF OXFORD-CITY CLERK

MSC361

Below is a current list of maintenance/support/web hosting charges for the upcoming fiscal year 10/ 1/2018 These charges will be billed on 9/15/2018 due for payment 10/ 1/2018.

Delta Contract Number	Description	Date of Last Increase	Current Rate	New Rate	Rate Type
1749	Monthly Software Maintenance - Tax Office	09/2017	275.00	295.00	
2394	On-demand Receipts	09/2016	80.00	85.00	
2395	Privilege License Collections	09/2017	65.00	70.00	
2804	Web-hosting Real Property Tax Records Monthly Fee	09/2017	140.00	150.00	
26550	Web-Hosting Personal Property Tax Records	01/2018	75.00	80.00	
26560	Online Tax Payment Support - Real Property	01/2018	50.00	50.00	
26570	Online Tax Payment Support - Personal Property	01/2018	50.00	50.00	
IVMCBP03(1)		TOTAL:	735.00	780.00	MONTHLY

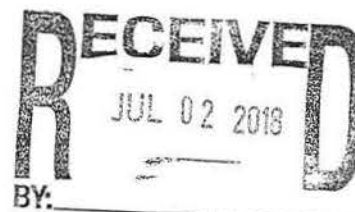
Agreed this _____ day of _____, 2018.

CITY OF OXFORD
County/Office Name

Accepted: Delta Computer Systems, Inc.

Client Signature

Printed Name



TO: CITY OF OXFORD
ATTN: CITY CLERK
107 SOUTH LAMAR
OXFORD MS 38655

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**Delta Computer Systems, Inc.***A Harris Local Government Company*

1085 Tommy Munro Drive
 Biloxi, MS 39532
 Phone : (228) 388-7688
 Fax: (228) 388-7688

Computer Software Support Agreement**Purpose**

The purpose of this agreement is to assure you that all software provided by Delta Computer Systems, Inc. (Delta) as listed on the addendum(s) to this agreement is in compliance with applicable laws, rules and regulations as they pertain to the software. As the laws change, Delta will provide updated programs to meet the demands of the legislation.

Delta's Obligations

Delta will analyze new regulations and prepare modifications of the software to ensure the system conforms. The modifications shall be limited to existing licensed software which you have purchased and shall not include new systems. New programs required to meet new, additional requirements shall not be provided under this agreement. For example, if you licensed the magnetic payroll tax reporting system and IRS initiates a change to the method of reporting, the changes will be provided under this agreement. However, if you had not purchased the magnetic reporting software initially, there would be an additional charge for the program.

Problem resolution is handled on a first come first serve basis within a priority group. Priority groups are determined by user need and externally defined deadlines. Completely down systems have priority over operational systems. Externally defined deadlines (IRS, State, Federal, etc.) have priority over non-deadline items. Average response for critical items is two hours or less depending upon the complexity of the request.

All software updates will be delivered to you electronically or by mail depending upon the size and urgency of the update. Delta shall provide installation instructions and/or telephone assistance for loading updates as appropriate. Delta shall not be responsible for maintaining any of your modifications. Corrections of difficulties or defects traceable to your errors or system changes will be billed at triple the standard rate.

Client's Obligations

Client shall inform Delta as soon as reasonably possible as to the nature and impact of upcoming legislative changes that affect the software system. Client shall provide copies of all pertinent documentation and shall assist Delta in understanding the new requirements and developing a method of meeting the requirements. During the term of the software support agreement, Client shall at Client's expense, provide Delta with secure telnet and ftp internet access to Client's server from Delta's server for the purpose of diagnosing problems and to facilitate software updates.

General Terms

This contract shall commence on the first day of delivery of the software or upon acceptance of the addendum(s) by both parties and shall remain in effect for one year. Fees for software support shall be payable monthly or annually in advance. A penalty of 1.5 percent per month of the outstanding balance will be assessed to accounts that remain past due more than 60 days. Delta reserves the right to withhold services for any account which is past due more than 60 days.

Client shall be responsible for all incidental costs such as mail, telephone, travel and subsistence in connection with support services.

Client shall use Delta's prescribed reporting procedures to outline software problems.

Either party may terminate this agreement after a 90 day written notice and payment of all outstanding amounts due.

This agreement shall automatically renew at each annual period. Delta reserves the right to modify its fees by providing notice of such 60 days prior to the renewal period.

Services provided by Delta that are above and beyond the scope of this agreement shall be billable at Delta's current rate at the time such services are rendered.

This agreement is binding on, the parties hereto and their successors, and to Seller's assigns, sub-lessees and transferees.

Agreed this _____ day of _____, _____

CITY OF OXFORD

Client Name _____

Client Signature _____

Printed Name _____

Accepted: Delta Computer Systems, Inc.
 1085 Tommy Munro Drive
 Biloxi, MS 39532

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OXFORD

PLANNING
DEPARTMENT

Memorandum

To: Mayor and Board of Aldermen
From: Judy Daniel, AICP, Director of Planning
Date: September 18, 2018
Re: Third Reading and Vote of Modifications to the City of Oxford Land Development Code and City of Oxford Code of Ordinances Planning Commission Case #2349

Comments: As anticipated, staff has continued to discover mistakes and elements that need to be revised in the Land Development Code adopted in November. The following modifications and corrections are recommended. Most of the changes have been discussed with the Ordinance Review Committee and they have recommended approval. The Planning Commission has recommended one modification to the changes in Section One. And staff has proposed one additional modification, not yet reviewed by the Planning Commission, discussed in Section 6

As with prior recommendations for modifications to the Land Development Code, the proposed changes are derived from discrepancies discovered, conflicts observed, and modified philosophies. Changes are proposed to Article 2 (PUD District), Article 3 (residential uses and religious institutions), Article 7 (signage), Article 9 (appeals), and Article 10 (definitions). The changed relate to residential occupancy limits, signage, waivers from standards, appeals from decisions of the Planning Commission, and certain definitions. Most are fairly technical, some to correct problems found, some philosophical.

Since the Planning Commission meeting one item has been added. The change is Section Six corrects a mistake found in Table 2.6 pertaining to uses allowed in PUDs. It is necessary to move this forward now, as the language impacts the proposed new PUD, Leslie Court, currently under consideration. It is recommended that a final vote on that change be held until you have received a recommendation from the Planning Commission. They may be holding a special meeting before your September 4 meeting, in order to get a recommendation to you before the second reading for the Leslie Court proposal.

Section One

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This section proposes changes to the Land Development Code and the Code of Ordinances Article 87. They are proposed to cure a discrepancy and conflict between a section in the Code of Ordinances and the Land Development Code in relation to residential occupancy standards. It appears that in 2015 changes to the Code of Ordinances were made to strengthen the enforcement powers of residential occupancy, and to adjust the occupancy limits in some zoning districts. But changes to the Land Development Code were not made to adjust to those changes or to cross-reference to them. In doing research for a concern about one of those elements, this conflict was uncovered. While multiple changes are required, most are essentially technical.

Staff has prepared changes to both documents to cure the conflict. The bulk of the regulations governing residential occupancy standards are placed in the Code of Ordinances. A copy of those changes is attached to this report. The Land Development Code is modified to cross-reference to those changes, rather than replicate them, in order to avoid confusion in the future. In the Land Development Code these changes are in Article 3 – referencing all the residential use types, and in Article 10 – referencing the definitions for a “Family Unit” and the “Dwelling Unit Occupancy Standard”. In Article 87, the changes eliminate references to older zoning districts, confirm the limit of three unrelated persons who may live in a detached dwelling in some zoning districts; but allow up to four unrelated persons to live in a detached dwelling in other zoning districts. The changes include:

- Modifications to the definitions to differentiate between a “family unit” (comprised of persons who are related) vs. a “housekeeping unit” (comprised of unrelated persons).
- Modifying 87-61 to create differentiation of standards based on the current zoning districts (eliminating language referencing no longer extant zoning districts).
- Retaining the limit of three unrelated persons who may live in a detached dwelling in the primary single-family residential districts; but allowing up to four unrelated persons to live in a detached dwelling in the districts that allow attached and multi-family development. This is the most substantive change.
- Reducing the number of unrelated persons who may live in an attached or multi-family dwelling unit from five to four. There did not seem to be any logic to allowing crowding in this dwelling type.
- Deletion of 87-62, as its content was mainly duplicative of 87-61, and the pertinent content is merged within 87-61.

There one substantive change relates only to detached dwelling units. It establishes that up to four unrelated persons (those not in a family unit) persons may reside in detached dwellings in the NR, SMF, TNB, SCO, and SCN districts; but no more than three who are unrelated in the AG,

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RCN, ER and TER, SR and TSR, and TNR districts. This will allow the higher occupancy for the newest type of student housing product which is four bedroom detached structures. These tend to be built in the NR, SMR, TNB, SCO, and SCN districts. Such developments will, however, still be required to obtain special exception approval for detached structures of four or more bedrooms.

The Planning Commission recommended modification to Sec. 87-61 in the Code of Ordinances to cure a discrepancy that still existed in the language regarding unrelated persons. Those changes were made and are highlighted in the attachments.

Section Two

A modification to Sec. 3.5.1.3 increases the parking requirements for detached dwellings that are not on individual lots and have more than three bedrooms to require 1 space per bedroom. This change reflects the above noted recent trend by developers of student housing to propose detached four bedroom (or more) structures where they are likely to need a parking space for each bedroom (plus guest parking) as they rent by the bedroom.

Section Three

A modification to change the approval process for religious assembly uses (Sec. 3.6.9) is proposed. Currently they are only allowed by Special Exception, with Planning Commission approval. The proposed change allows them with staff approval only (a Special Use), unless they are very large or have multiple functions with daily uses that could create access or activity issues. Those larger proposals would require the Special Exception approval to ensure that the activity and access would not cause concerns. In the absence of such issues, it seems unnecessary (and could create a constitutional conflict) to require Planning Commission approval by special exception.

Section Four

Modifications to Article 7 reduce the allowed height of monument and post signs in Historic Preservation Districts, and reduce the allowed distance between a business sign and a residential use in the more urban zoning districts where such proximity is likely to cause the need for a variance, which tends to be an easily approved unnecessary step.

Section Five

The first modification to Article 9 clarifies that minor "health/safety" modifications should be allowed within the scope of minor waivers that may be granted by the Planning Director. This was an inadvertent omission. The second modification clarifies the intent of the process for appeals of Planning Commission decisions to the Mayor and Board of Aldermen.

Section Six

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This new section proposes a change to the language that addresses allowed land uses in a Community PUD. A prior modification took out duplicative language related to allowed percentages; and added language to broaden uses allowed to include uses in underlying zoning. But a mistake was made and language that allows a broad range of uses related to the intention of the PUD sections was removed. This language is returned and clarified.

Recommendation

Staff recommended approval of the proposed changes for the reasons stated in the report. At their August 13 meeting the Planning Commission recommended approval of the changes to the Land Development Code and the Code of Ordinances with one modification request related to the proposed changes to the Code of Ordinances enforcement language that limits occupancy in detached dwellings by unrelated persons. To address that concern, that language in Sec. 87-61 has been further modified in Section One.

Also, staff recommends approval of the changes to the Land Development Code as noted in Section Six, with a condition that final approval of the changes to Sec. 2.6 related to land uses for a Community PUD be held until a recommendation has been received from the Planning Commission.

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SECTION ONE

MODIFICATIONS TO THE LAND DEVELOPMENT CODE and CODE OF ORDINANCES

Article 3, Section 3.5 Residential Use Types (Page 51-54)

These modifications change the cross-reference for the location of occupancy limits.

Sec. 3.51. Dwellings, Detached.

3.5.1.1. Definition: A freestanding structure for human habitation that is designed as a single dwelling, and which is not attached to any other dwelling by any means. Occupancy limitations for dwellings are governed, and subject to the limitations established in Chapter 87, Article IV, Section 87-61 of the City of Oxford Code of Ordinances. ~~Subject to the Dwelling Unit Occupancy Standard and definition of Family in Article 10.~~

.....

Sec. 3.5.2. Dwellings, Detached - Zero Lot Line (Patio Homes).

3.5.2.1. Definition: A type of detached structure designed for human habitation ~~residential dwelling~~ constructed with one or more walls located upon or near a side or rear lot line (also referred to as a "patio homes"). (See also Residential Common Interests Developments.) Occupancy limitations for dwellings are governed, and subject to the limitations established in Chapter 87, Article IV, Section 87-61 of the City of Oxford Code of Ordinances. ~~Subject to the Dwelling Unit Occupancy Standard and definition of Family in Article 10.~~

.....

Sec. 3.5.3. Dwellings, Attached – Townhouse.

3.5.3.1. Definition: A ~~residential~~ structure designed for human habitation containing a dwellings (normally 2-3 stories) that ~~is~~ are attached, usually via a common vertical sidewall, to other such dwelling units Also called a "Row House". (See also Residential Common Interests Developments.) Occupancy limitations for dwellings are governed, and subject to the limitations established in Chapter 87, Article IV, Section 87-61 of the City of Oxford Code of Ordinances. ~~Subject to the Dwelling Unit Occupancy Standard and definition of Family in Article 10.~~

.....

3.5.4. Dwellings, Attached – Duplex, Triplex, Quadplex.

3.5.4.1. Definition: A ~~residential~~ structure designed for human habitation containing dwellings attached to one to three other dwellings - duplex (2-unit), triplex (3-unit), or quadplex (4-unit) by common walls that may be horizontal or vertical. No more than two attached dwellings units in such a structure may be at ground level. The individual dwellings in such structures are

usually of similar size. (See also Residential Common Interests Developments.) Occupancy limitations for dwellings are governed, and subject to the limitations established in Chapter 87, Article IV, Section 87-61 of the City of Oxford Code of Ordinances. ~~Subject to the Dwelling Unit Occupancy Standard and definition of Family in Article 10.~~

.....

3.5.5. Dwellings, Multi-Family.

3.5.5.1. Definition: A ~~residential~~ structure designed for human habitation containing more than four attached dwellings. (See also Residential Common Interest Developments.) Occupancy limitations for dwellings are governed, and subject to the limitations established in Chapter 87, Article IV, Section 87-61 of the City of Oxford Code of Ordinances. ~~Subject to the Dwelling Unit Occupancy Standard and definition of Family in Article 10.~~

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Article 10 – Definitions of the City of Oxford Land Development Code

Modifications that change the cross-reference for the location of occupancy limits.

Accompanying changes to the Code of Ordinances are attached.

- 10.2.101 Dwelling Unit Occupancy standard:** See Chapter 87, Article IV, Section 87-61, of the City of Oxford Code of Ordinances. ~~When all occupants of a dwelling unit are not related to each other by blood, adoption, marriage, or foster care, the number of occupants in a unit shall not exceed the number of complete bathrooms (as defined below) multiplied by two, but in no event more than the number of unrelated persons indicated below for the specified dwelling types. A complete bath room is a room in the unit which contains complete toilet and bathing facilities.~~
- ~~10.2.101.1 In detached dwellings (including “zero lot line” or “patio” homes) the occupancy may not exceed three such unrelated occupants.~~
- ~~10.2.101.2 In attached dwellings the occupancy may not exceed four such unrelated occupants.~~
- ~~10.2.101.3 In multi-family dwellings the occupancy shall not exceed five such unrelated occupants.~~
- 10.2.110. Family Unit:** See Chapter 87, Article IV, Section 87-61, of the City of Oxford Code of Ordinances. ~~One or more persons who are related by blood, adoption, marriage, or foster care living together and occupying a single housekeeping unit with single culinary facilities, or a group of not more than three persons living together by joint agreement and occupying a single housekeeping unit with single culinary facilities on a nonprofit, cost sharing basis. Any household employees residing on the premises shall not be considered as a separate family for purposes of this Code.~~

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MODIFICATIONS TO CODE OF ORDINANCES

CHAPTER 87 – NEIGHBORHOOD CODE ENFORCEMENT

The proposed changes to Sec. 87-61 and the deletion of Sec. 87-62 accompany the changes to Article 2 and Article 10 in the Land Development Code in relation to the regulations governing the number of unrelated occupants who may live in residential structures. The sections highlighted have been modified to address concerns expressed by the Planning Commission.

Article IV – Livability

Sec. 87-61. Number of unrelated occupants in residential structures.

(1) Definitions.

- a. Unrelated: For purposes of this section, unrelated shall mean persons who are not residing in a dwelling unit within a family unit. ~~the definition of a "family" is the same as the definition of that term contained in the City of Oxford Land Development Code (see section 117.66), that is,~~
- b. Family Unit: One or more persons each of ~~who~~ whom are related to the others by blood, adoption, marriage, or foster care living together and occupying a single housekeeping unit with single culinary facilities. Any household employees residing on the premises shall not be considered as a separate family unit for purpose of this definition.
- c. Housekeeping Unit: A group of unrelated ~~not more than three~~ persons, as limited in (2) below living together by joint agreement and occupying a dwelling unit with single culinary facilities on a nonprofit, cost sharing basis. Any household employees residing on the premises shall not be considered as a separate housekeeping unit for purpose of this definition. This definition shall not include a Group Care Home, which is separately defined and governed in the Land Development Code (Sec. 3.6.5).
- d. ~~[b]~~ Occupancy or Occupy: The use of a dwelling unit or portion thereof for living, sleeping, and cooking or eating purposes.
- e. ~~[c]~~ To the extent necessary for the enforcement of this section all definitions set forth in the City of Oxford Land Development Code are adopted.

(2) Dwelling unit occupancy standard. Limitations on the number of unrelated persons who may occupy a dwelling unit shall be as established below. ~~Limited number of unrelated individuals. All dwelling units located in (A) Agricultural District, (C-E) Country Estate District, (R-E) Residential Estate District, (R-A) Single Family Residential District, (R-1A) Single Family~~

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~~Residential District, and areas of planned unit developments (PUDs) developed as single family residential subdivisions shall be restricted to occupancy by a family as defined, in subsection (a) above. No person who is not part of such a family may occupy any such dwelling unit.~~

There is no restriction on occupants in a dwelling unit when all occupants are a part of a family unit as defined in (1b) above.

When occupants are part of a housekeeping unit as defined in (1c) above, the number of occupants shall not exceed the occupancy indicated below for specified types of dwelling units in the specified zoning districts.

- a. In detached dwellings in the Agricultural (AG), Rural Center (RCN), Estate Residential (including Traditional Estate Residential) (ER and TER), Suburban Residential (including Traditional Suburban Residential) (SR and TSR), Traditional Neighborhood Residential (TNR), and detached residential areas of a Planned Unit Development (PUD) or Traditional Neighborhood Development (TND) occupancy may not exceed the number of bedrooms, but in no case more than three persons.
- b. In detached dwellings in the Neighborhood Residential (NR), Suburban Multi-family (SMF), Suburban Center (SCN), and Suburban Corridor (SCO) occupancy may not exceed the number of bedrooms, but in no instance more than four persons.
- c. In attached or multi-family dwellings in any zoning district, the occupancy may not exceed the number of bedrooms, but in no instance more than four persons.

(3) *Violation; prima facie proof of occupancy.* Prima facie proof of occupancy of a dwelling unit by more than three unrelated persons is established in any prosecution for violation of this section if it is shown that the same four or more vehicles with registration to persons having different surnames or addresses were parked overnight at the dwelling unit a majority of nights in any 14-day period. This establishment of a prima facie level of proof in this subsection does not preclude a showing of "occupancy" of a dwelling unit by a person in any other manner.

(4) *Violation by owner, occupant or lessee.* It shall also be a violation of this section for any owner, occupant, or lessee of any dwelling unit described in subsection (b) above to permit or fail to prohibit the occupancy of such dwelling unit by more than three unrelated persons.

(5) *Enforcement.* The City of Oxford's Code Enforcement Officer shall enforce this section as follows:

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a. When a complaint is received by the building official, the code enforcement officer shall initiate an investigation to determine if a violation may exist. This investigation shall be completed within 90 days of the complaint. GUARD - DEMENT 62-2139

b. If the code enforcement officer determines there are more than three unrelated people residing in any dwelling unit described in subsection (2) above, the code enforcement officer shall contact all identifiable property owners and occupants by certified mail and request voluntary compliance.

c. If compliance is not achieved in a reasonable amount of time, the code enforcement officer shall again contact all identifiable property owners and occupants by certified mail and inform all such parties that they have 30 days from the date of the certified letter to comply with the restrictions or municipal court citations may be issued.

d. No municipal court citation shall be issued unless and until the procedures described above have been followed.

(6) *Penalties.* For each violation of this section, each owner, occupant, or lessee of a single-family dwelling shall be subject to a fine not to exceed \$300.00 for each violation. Each day during which any violation of this section shall continue shall constitute a separate offense.

~~Sec. 87-62. Number of unrelated occupants in residential areas other than single family.~~

~~To help preserve neighborhood livability and quality and to insure adequate public services, infrastructure, and parking; the occupancy of detached single family dwelling units in residential areas other than those zoned single family shall be as follows:~~

- ~~(1) When all occupants of a detached single family dwelling unit within an RB zoning district are not related to each other by blood, adoption, marriage, or foster care; the number of occupants in a unit shall not exceed four such occupants.~~
- ~~(2) When all occupants of a detached single family dwelling unit within an RC zoning district are not related to each other by blood, adoption, marriage, or foster care; the number of occupants in a unit shall not exceed five such occupants.~~
- ~~(3) The term "occupancy" or "occupy" shall mean the use of a dwelling unit or portion thereof for living, sleeping, and cooking or eating purposes.~~
- ~~(4) To the extent necessary this section adopts all definitions set forth in the City of Oxford Land Development Code.~~
- ~~(5) Violation; prima facie proof of occupancy. Prima facie proof of occupancy of a dwelling unit by more than three unrelated persons is established in any prosecution for~~

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violation of this section if it is shown that the same four or more vehicles with registration to persons having different surnames or addresses were parked overnight at the dwelling unit a majority of nights in any 14 day period. This establishment of a prima facie level of proof in this subsection does not preclude a showing of "occupancy" of a dwelling unit by a person in any other manner.

~~(6) Violation by owner, occupant or lessee.~~ It shall also be a violation of this section for any owner, occupant, or lessee of any dwelling unit described in subsection (2) above to permit or fail to prohibit the occupancy of such dwelling unit by more than three unrelated persons.

~~(7) Enforcement.~~ The City of Oxford's Code Enforcement Officer shall enforce this section as follows:

a. When a complaint is received by the building official, the code enforcement officer shall initiate an investigation to determine if a violation may exist. This investigation shall be completed within 90 days of the complaint.

b. If the code enforcement officer determines there are more than three unrelated people residing in any dwelling unit described in subsection (2) above, the code enforcement officer shall contact all identifiable property owners and occupants by certified mail and request voluntary compliance.

c. If compliance is not achieved in a reasonable amount of time, the code enforcement officer shall again contact all identifiable property owners and occupants by certified mail and inform all such parties that they have 30 days from the date of the certified letter to comply with the restrictions or municipal court citations may be issued.

d. No municipal court citation shall be issued unless and until the procedures described above have been followed.

~~(8) Penalties.~~ For each violation of this section, each owner, occupant, or lessee of a single-family dwelling shall be subject to a fine not to exceed \$300.00 for each violation. Each day during which any violation of this section shall continue shall constitute a separate offense.

MODIFICATIONS TO THE LAND DEVELOPMENT CODE

SECTION TWO Parking Requirements for Detached Dwellings

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Article 3 Page 51 *A modification to Sec. 3.5.1.3 to modify the parking requirements for detached dwellings (that are not on individual lots) with more than three bedrooms to require 1 space per bedroom.* AFEGUARD - DEMENT 62-2139

Sec. 3.5.1.3. Parking: Two spaces per dwelling unit are required for homes on individual lots. Otherwise, two spaces for dwellings with up to three bedrooms, and one space per bedroom for dwellings with four or more bedrooms, and one guest parking space for every three dwelling units. See Section 4.9 for general requirements.

SECTION THREE Approval Process Standard for Religious Uses

Article 3 Page 64 *A modification to change the approval process for religious assembly uses (Sec. 3.6.9) is proposed to all staff approval in most instances.*

Table 3.3. Table of Uses: Change Religious Assembly Uses to S/SE

Sec. 3.6.9. Religious Assembly Uses.
Sec. 3.6.9.2. Districts Allowed: Religious Assembly uses Special Uses or Special Exception uses in all districts other than Industrial or Institutional, where they are not allowed. The threshold for Special Exception review is based on the seating and activity thresholds noted below.
.....

Sec. 3.6.9.5. Additional Standards.
3.6.9.5.b. Large Religious Assembly Uses. ~~Access. Places of assembly.~~ Religious Assembly Uses providing seating for more than 600 people, or with uses that go beyond the primary religious function of the use that operate on weekdays, will require approval by Special Exception, and must have direct access to a major thoroughfare.

SECTION FOUR Signage Standards for Certain Districts and Historic Districts

Article 7 *Modifications to Article 7, Sec. 7.2.9.6 allows a shorter distance between a sign and residential uses since the current standard is difficult in our more urban areas. And*

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modifications to Sec. 7.3.1.2. reduce the allowed height of monument or post signs in Historic Preservation Districts.

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7.2.9.6. Business Signs, Generally:

7.2.9.6.c. In the SCO and SCN zoning districts, may be erected no closer than 100 feet from any property zoned or used for residential purposes or from any residential portion of a master planned development. In the RCN, TNB, UCO, UCN, and HUCN or in any Historic District, may be erected no closer than 50 feet from property zoned or used for residential purposes.

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7.3.1.2. Specific Regulations in the Historic Preservation Districts.

7.3.1.2.g. Where permitted, freestanding (ground) signs (which may include post mounted signs) shall not exceed five (5) ~~eight~~ feet in height and twenty (20) square feet in sign area, and must meet all other requirement for ground signs ~~in this chapter~~.

SECTION FIVE Adjustments to Waivers and Appeals Provisions

Article 9 Page 176

A modification to Article 9, Sec. 9.5.1.3 to expand the elements of a development plan that may be waived by the Planning Director; and to Sec. 9.5.2 that clarifies the process for appeals of Planning Commission interpretation decisions to the Mayor and Board of Aldermen.

9.5.1.3. Waivers from Standards. The Planning Director may authorize waivers from the strict application of certain standards which derive from unusual situations that create practical difficulty but does not substantially change the intent of the standards in this ordinance, up to 10 percent more than the applicable standard. Standards appropriate for such waivers are limited to lot frontage, parking, setbacks, height, retaining wall height or length, required lot area, lot coverage, or modifications to address life safety requirements. Also, for corner residential lots, the Director or may make a determination as to placement of accessory structures or parking, based on the orientation of the dwelling. Any decision of the ~~Planning~~ Director is appealable by the applicant or any aggrieved party the Planning Commissions.

.....

9.5.2. Appeals to the Planning Commission or Mayor and Board of Aldermen. An appeal to the Planning Commission concerning interpretation or administration of this ordinance may be taken by any persons aggrieved by any decision of the applicable administrative official. Such appeals shall be taken within 14 days after the decision of the administrative official. And an appeal of a decision by the Planning Commission to the Mayor and Board of Aldermen must be

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made within 14 days after the decision of the Planning Commission. a reasonable time of the interpretation or administrative action, not to exceed 60 days or a shorter period that may be established by the Planning Commission. Once such appeal is made, the designated administrative official will transmit to the Commission or Mayor and Board of Aldermen as appropriate all papers constituting the record upon which the action appealed from was taken.

9.5.2.1 The date for hearing.

The administrative official shall set the date of public hearing for an appeal to the Planning Commission at their next regular meeting of the Planning Commission, provided that sufficient time is available for the required public notice as well as due notice to the parties in interest. The Planning Commission shall decide the matter within 60 days following the date of hearing. At the hearing, any party may appeal in person or by agent or attorney.

Should any party of interest wish to appeal the decision of the Planning Commission to the Mayor and Board of Aldermen, the City Clerk will set the date of the appeal.

9.5.2.2 Stay of proceedings. If an appeal is filed, the underling application will not be heard by the Planning Commission or Mayor and Board of Aldermen until the appeal is resolved.

9.5.2.3 In exercising the above mentioned powers the Planning Commission or Mayor and Board of Aldermen may, so long as such action is in conformity with the terms of this ordinance, reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from and may make such order, requirement, decision, or determination as ought to be made, and to that end shall have powers of the administrative official from whom the appeal is taken.

9.5.2.4 The concurring vote of a majority of members of the Commission or of the Mayor and Board of Aldermen present and voting shall be necessary to reverse any order, requirement, decision, or determination of the administrative official, or to decide in favor of the applicant on any matter upon which it is required to pass under this ordinance, or to effect any variance in the administration of this ordinance.

NEW - SECTION 6

Sec. 2.6.16. Planned Unit Development District.

This item in Table 2.6 is being modified to correct a staff mistake made in a prior amendment which inadvertently severely restricted uses in a Community PUD to those use allowed in the underlying zoning. That was not the intent of the change, which was to broaden uses that can

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be proposed, and remove a redundant requirement. The modification below corrects the mistake.

Table 2.6. Parameters of Planned Unit Developments

Row 6 – Use Limitations:
Any Commercial, Office, or Residential use allowed in any zoning district may be proposed. ~~Any use allowed in the underlying zoning may be proposed.~~

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OXFORD

PLANNING
DEPARTMENT

Memorandum

To: Mayor and Board of Aldermen
From: Judy Daniel, AICP, Director of Planning
Date: September 18, 2018
Re: First Reading for Modifications to the City of Oxford Land Development Code
 Planning Commission Case 2368

Comments: As anticipated, staff has continued to discover mistakes and elements that need to be revised in the Land Development Code. These changes include:

- Providing a methodology for modification of PUDs, duplicating the language for modification of TND developments,
- Allowing a range of additional uses by special exception in the UCN and UCO districts reflecting that market forces may prevent substantial redevelopment of many sites for a number of years,
- Expanding the options for use of Tree Escrow Account funds,
- Modifying surety requirements,
- Adding a definition for a "bedroom"; and
- Clarifications to the intent for two types of signs.

SECTION 1 - ARTICLE 2**Standards for Modification of PUDS**

Proposed changes add language allowing for modification to the PUD governing elements (as is allowed for a TND). Language is added that replicates this provision in the TND District, allowing modification to some "elements" of a PUD without requiring a rezoning process. Such provisions are common in PUD zoning districts, including in other Mississippi jurisdictions. Changes to governing elements are less intrusive than a rezoning, which changes the land area to a different zoning district. Changes deemed more "minor" would go directly to the Mayor and Board of Aldermen; changes deemed more substantial would go to the Planning Commission and then to the Mayor and Board of Aldermen for a final decision.

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2.6.16.9. Modifications to a PUD. From time to time, it may be necessary or desired by the developer or the City to modify elements of an approved plan for a PUD. Such elements may include: the geographic areas of the various Tracts allotted to different uses, the uses allowed in the various Tracts, the overall density allotted to the PUD and its various Tracts, the density distribution of lots within Tracts, the Stormwater management plan; the layout, location, and hierarchy of streets, public open spaces, and parking areas; the playout and location of residential, commercial, institutional, mixed-use lots; and proposals for intended densities and intensities, proposed uses in each Tract. The procedure for changes to these elements shall be:

- a. For modifications that the Planning Director determines to be more technical than substantial, the Planning Director will make a recommendation regarding the request to the Mayor and Board of Aldermen, who will determine whether to grant the modification.
- b. For modifications that the Planning Director determines to be substantial, the Planning Director will make a recommendation to the Planning Commission; and the Planning Commission will make a recommendation to the Mayor and Board of Aldermen who will determine whether to grant the modification.

SECTION 2 - ARTICLE 3

A change to allow a range of uses by special exception in the UCN and UCO districts. While these uses are usually lower intensity than envisioned for these very urban areas, they are uses that are not completely uncommon in urban areas. Some may serve as interim uses until market conditions allow interest in the higher density potential for these districts.

Modification to Table of Uses Table 3.3.

LDC Change: Allow certain uses by special exception in UCN/UCO not currently allowed: Residential CID (for residential developments), Assisted Living Facilities, Care Centers, Columbariums, Private Recreational Clubs, Recreational Uses, Commercial – Indoor, Vehicle Repair and Maintenance, Funeral Homes, Wholesale Sales.

- Modification to Residential CID: Allow by SE in UCN/UCO
- Assisted Living Facilities: Allow by SE in UCN/UCO
- Care Centers: Allow by SE in UCN/UCO
- Columbariums: Allow by SE in UCN/UCO
- Private Recreational Clubs: Allow by SE in UCN/UCO
- Recreational Uses, Commercial – Indoor: Allow by SE in UCN/UCO
- Vehicle Repair and Maintenance: Allow by SE in UCN/UCO
- Funeral Homes: Allow by SE in UCN/UCO
- Wholesale Sales: Allow by SE in UCN/UCO

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SECTION 3 - ARTICLE 6

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A change to allow added flexibility in the use of Tree Escrow Account funds for payment of personnel assigned to monitor and inspect tree canopy status.

6.1.10 Tree escrow account.

Any applicant unable to achieve on-site mitigation shall make a payment to the City of Oxford's Tree Escrow Account for each tree required to meet the mitigation requirements set forth above. The amount of money to be paid shall be based on the fair market value of materials and labor at the time of planting as determined by the Director of Planning based on standard costs incurred by the city, estimated annually. The applicant shall submit cost estimates to the Director of Planning for approval.

6.1.10.1 Money contributed in lieu of on-site mitigation shall be paid prior to issuance of a building permit and/or prior to final plat approval by the Board of Aldermen for all residential and nonresidential subdivisions.

6.1.10.2 Money contributed under this section:

- a. May be used for tree canopy management, replacement, and preservation including, but not limited to, tree acquisition and planting; canopy replacement site identification, acquisition, and preparation; the acquisition of parkland areas that preserve tree canopy; and the acquisition, planting and maintenance of trees on designated city property; salary (in full or in part) for consultant or staff assigned to monitor and inspect tree canopy management; and
- b. Shall not revert to the general fund for ongoing operations.

SECTION 4 - Article 9

Staff recently had to declare a site plan void, and call in the performance surety. In this instance the surety was a certified check. This has never happened before and it was discovered that while the check is secured, there was no accompanying document allowing the city to access and restore the site. That will have to be accomplished through a separate process. Since most surety is through a bond, it has been the duty of the bonding entity to ensure that the required work is done. Therefore, in order to avoid this situation in the future (although such situation are very rare); staff is proposing the following modification to the surety requirements.

Sec. 9.2.10.3.a. The site restoration performance bond, or certified check ~~or letter of credit~~ with a notarized statement of intent, shall be provided to guarantee to the city that should the city declare the site or a portion of the site abandoned the site will be restored in accordance with the minimum requirements. If a performance bond is provided, the development and/or the surety company will become obligated to restore the site in accordance with the stated minimum requirements.

If a certified check is provided, the notarized statement of intent shall guarantee the right of the city to access the property to restore the site, or have the site restored, in accordance with the minimum requirements. The notarized statement of intent to allow access which shall accompany the certified check shall include the following language:

Statement of Intent to Authorize Access to Perform Site Restoration

I NAME, developer/owner of and on behalf of NAME OF DEVELOPMENT, approved for SITE PLAN/SUBDIVISION on DATE by the City of Oxford Planning Commission and/or Mayor and Board of Aldermen; agree that if the City of Oxford should declare the site or a portion of the site where NAME OF DEVELOPMENT is abandoned , the City shall have the right to utilize the attached check #NUMBER and to access this property to restore the site, or to have the site restored, in accordance with the minimum requirements as outlined in Sec. 9.2.102. of the City of Oxford Land Development Code. This right shall be extended to any future owner of this development.

NAME
ADDRESS
PHONE

SECTION 5 –Article 10

10.2.21. Bedrooms: *In the Code, density in some zoning districts is limited by the number of bedrooms per acre, and some residential dwelling units are limited by their number of bedrooms. Given the new focus on “bedrooms” rather than “dwellings”, staff has begun to see more variations in floor plans for some structures, that include rooms that are not designated as “bedrooms”, but which could easily serve as sleeping rooms. To address this concern, a definition of a bedroom is proposed.*

Add after 10.2.21.

10.2.22. Bedroom - A bedroom, as intended in zoning districts that limit density by bedrooms per acre, or that limit the number of bedrooms in a dwelling unit; is defined as a room that can easily be used as a sleeping room. Such a room may or may not have a closet or attached bathroom, and must meet building code requirements for light and ventilation.

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SECTION 6 - Article 7 and Article 10

SAFEGUARD - DEMENT 62-2139

Signs: Some confusion as to the intent of the Code has become apparent with certain sign types. The modifications proposed are to address the differences between the intent for a "monument" sign and a "post" sign; both of which are intended to be allowed business signs.

ARTICLE 7

7.2.9.6.f. Business signage is limited to no more than two signs that shall include business identification, logo, or product advertising signs. Projecting, freestanding (~~monument~~), awning, window, wall, and marquee signs that display business advertisement shall be include in the number of allowed signs.

ARTICLE 10

Changes to 10.2.269:

- i. Freestanding sign:** Any sign (such as a monument or post sign) mounted on a support structure and ~~supported by supports which are~~ placed on or anchored in the ground; and which is independent from any building or other structure.
- n. Monument Sign:** A freestanding sign that ~~is detached from a building and having a support structure that is a solid appearing base~~ has a solid support structure with a base that is at least the width of the sign structure.
- s. Post Sign:** A freestanding sign that is mounted on one or two support posts.

Recommendation: Staff recommends approval of the proposed modifications.

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OXFORD

PLANNING
DEPARTMENT

Case 2368

To: Oxford Planning Commission
From: Judy Daniel, AICP, Director
Date: September 10, 2018
Applicant: City of Oxford Planning Department
Request: Amendments to Article 2, 3, 6, and 10 of the Land Development Code

Planners Comments: The changes proposed address concerns that have surfaced. The changes include:

- Providing a methodology for modification of PUDs, duplicating the language for modification of TND developments,
- Allowing a range of additional uses by special exception in the UCN and UCO districts reflecting that market forces may prevent substantial redevelopment of many sites for a number of years,
- Expanding the options for use of Tree Escrow Account funds,
- Modifying surety requirements,
- Adding a definition for a "bedroom"; and
- Clarifications to the intent for two types of signs.

SECTION 1 - ARTICLE 2

Standards for Modification of PUDS

Proposed changes add language allowing for modification to the PUD governing elements (as is allowed for a TND), and to correct language that puts overly restrictive upper limits on the "Community" type PUD related to Land Density and Intensity Allocation, Use Limitations, and Height; and to require regular consideration of the viability of the three "legacy" PUD zoning districts in Oxford. Language is added that replicates the provision in the TND District, allowing modification to the "elements" of a PUD without requiring a rezoning process. Changes to governing elements are less intrusive than a rezoning, which changes the land area to a different zoning district.

2.6.16.9. Modifications to a PUD. From time to time, it may be necessary or desired by the developer or the City to modify elements of an approved plan for a PUD. Such elements may include: the geographic areas of the various Tracts allotted to different uses, the uses allowed in the various Tracts, the overall density allotted to the PUD and

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its various Tracts, the density distribution of lots within Tracts, the Stormwater SAFEGUARD - DEMENT 62-2139

management plan; the layout, location, and hierarchy of streets, public open spaces, and parking areas; the playout and location of residential, commercial, institutional, mixed-use lots; and proposals for intended densities and intensities, proposed uses in each Tract. The procedure for changes to these elements shall be:

- a. For modifications that the Planning Director determines to be more technical than substantial, the Planning Director will make a recommendation regarding the request to the Mayor and Board of Aldermen, who will determine whether to grant the modification.
- b. For modifications that the Planning Director determines to be substantial, the Planning Director will make a recommendation to the Planning Commission; and the Planning Commission will make a recommendation to the Mayor and Board of Aldermen who will determine whether to grant the modification.

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LDC Change: Allow certain uses by special exception in UCN/UCO not currently allowed: Residential CID (for residential developments), Assisted Living Facilities, Care Centers, Columbariums, Private Recreational Clubs, Recreational Uses, Commercial – Indoor, Vehicle Repair and Maintenance, Funeral Homes, Wholesale Sales.

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- Vehicle Repair and Maintenance: Allow by SE in UCN/UCO
- Funeral Homes: Allow by SE in UCN/UCO
- Wholesale Sales: Allow by SE in UCN/UCO

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SECTION 3 - ARTICLE 6

A change to allow added flexibility in the use of Tree Escrow Account funds for payment of personnel assigned to monitor and inspect tree canopy status.

6.1.10 Tree escrow account.

Any applicant unable to achieve on-site mitigation shall make a payment to the City of Oxford's Tree Escrow Account for each tree required to meet the mitigation requirements set forth above. The amount of money to be paid shall be based on the fair market value of materials and labor at the time of planting as determined by the Director of Planning based on standard costs incurred by the city, estimated annually. The applicant shall submit cost estimates to the Director of Planning for approval.

6.1.10.1 Money contributed in lieu of on-site mitigation shall be paid prior to issuance of a building permit and/or prior to final plat approval by the Board of Aldermen for all residential and nonresidential subdivisions.

6.1.10.2 Money contributed under this section:

- a. May be used for tree canopy management, replacement, and preservation including, but not limited to, tree acquisition and planting; canopy replacement site identification, acquisition, and preparation; the acquisition of parkland areas that preserve tree canopy; and the acquisition, planting and maintenance of trees on designated city property; salary (in full or in part) for consultant or staff assigned to monitor and inspect tree canopy management; and
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SECTION 4 - Article 9

Staff recently had to declare a site plan void, and call in the performance surety. In this instance the surety was a certified check. This has never happened before and it was discovered that while the check is secured, there was no accompanying document allowing the city to access and restore the site. That will have to be accomplished through a separate process. Since most surety is through a bond, it has been the duty of the bonding entity to ensure that the required work is done. Therefore, in order to avoid this situation in the future (although such situation are very rare); staff is proposing the following modification to the surety requirements.

Sec. 9.2.10.3.a. The site restoration performance bond, or certified check ~~or letter of credit~~ with a notarized statement of intent, shall be provided to guarantee to the city that should the city declare the site or a portion of the site abandoned the site will be restored in accordance with the minimum requirements. If a performance bond is provided, the development and/or the surety company will become obligated to restore the site in accordance with the stated minimum requirements.

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If a certified check is provided, the notarized statement of intent shall guarantee the right of the city to access the property to restore the site, or have the site restored, in accordance with the minimum requirements. The notarized statement of intent to allow access which shall accompany the certified check shall include the following language: LIFE GUARD - DEMENT 62-2139

Statement of Intent to Authorize Access to Perform Site Restoration

I NAME, developer/owner of and on behalf of NAME OF DEVELOPMENT, approved for SITE PLAN/SUBDIVISION on DATE by the City of Oxford Planning Commission and/or Mayor and Board of Aldermen; agree that if the City of Oxford should declare the site or a portion of the site where NAME OF DEVELOPMENT is abandoned , the City shall have the right to utilize the attached check #NUMBER and to access this property to restore the site, or to have the site restored, in accordance with the minimum requirements as outlined in Sec. 9.2.102. of the City of Oxford Land Development Code. This right shall be extended to any future owner of this development.

NAME
ADDRESS
PHONE

SECTION 5 –Article 10

10.2.21. Bedrooms: In the Code, density in some zoning districts is limited by the number of bedrooms per acre, and some residential dwelling units are limited by their number of bedrooms. Given the new focus on “bedrooms” rather than “dwellings”, staff has begun to see more variations in floor plans for some structures, that include rooms that are not designated as “bedrooms”, but which could easily serve as sleeping rooms. To address this concern, a definition of a bedroom is proposed.

Add after 10.2.21.

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SECTION 6 - Article 7 and Article 10

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- n. **Monument Sign:** A freestanding sign that is ~~detached from a building and having a support structure that is a solid appearing base~~ has a solid support structure with a base that is at least the width of the sign structure.
- s. **Post Sign:** A freestanding sign that is mounted on one or two support posts.

Recommendation: Staff recommends approval of the proposed modifications.

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SAFEGUARD - DEMENT 62-2139



OXFORD

PLANNING
DEPARTMENT

Memorandum

To: Mayor and Board of Aldermen
From: Ben Requet, AICP, Assistant Director of Planning
Date: September 18, 2018
Re: Planning Commission Case #2312 – A request by Robert Veazey for a Final Plat Approval (Amended) for 'Cullen Addition Subdivision, Lot 4 and a fraction of Lot 3' for property located at 235 Elm Street. (PPIN #5461)

This request is to amend a subdivision plat in order to combine Lot 4 and a fraction of Lot 3 in the Cullen Addition Subdivision in order to create "Cullen Addition Subdivision New Lot 4."

The subject property is located on the west side of Elm Street, just south of Hickory Street, and is part of the Cullen Addition Subdivision. The owner's property – Lot Number 4 *and* the north 50 feet of subdivision Lot Number 3 – measures approximately 0.48 acres (+/-20,908 square feet) and has been developed with a one-story, single-family residence since 1954. In April 2018, the applicant submitted plans to the City in order to demolish the home currently on-site to build a new residence in its place. Upon reviewing the proposed construction plans Planning Department staff identified a problem related to the complexity of lot ownership as the new residence would straddle the property line between Lots 3 and 4. Accordingly, Staff advised the applicant to proposed a modification of the existing subdivision plat in order to create a single lot boundary.

The applicant has since proposed to modify the existing plat on file with the Chancery Clerk by redrawing the property line of Lot 4 to encompass the fraction of Lot 3 the applicant has owned for many years. The remaining fraction of Lot 3 is owned by the Ray L. Thornton Estate. This request was tabled from the Planning Commission agenda for several months to allow time for the applicant to work with the Thornton Estate to also address their need for a subdivision plat modification at the same time for the remainder of Lot 3 into their principal lot, Lot 2 (a home located at 233 Elm Street.). It is staff's understanding that title issues may exist with the Thornton Estate and Mr. Sayle is unable to delay this request any longer. Therefore, the remaining fraction of Lot 3 will create a non-conforming lot within the subdivision as the remaining fraction will measure +/- 7,300 square feet which is +/- 200 square feet less than the required lot size minimum of 7,500 square feet in a (TSR) Traditional Suburban Residential district.

This modification of subdivision plat highlights the fact that Lot 3 is currently a non-conforming lot because it doesn't comply with the minimum square footage of the district, however, because

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this condition already exists by virtue of the ownership of the two lots, staff does not feel that the lot to be should preclude the Sayles from moving forward with their requested plat amendment. Particularly when the adjacent property affected by the amendment does not object. If the Thornton Estate or a successor wants to modify their lot in the future, staff can address that non-conformity at that time.

Public Works Comments:

Most subdivisions provide for the setbacks to serve as utility easements, or call out specific utility easements. Utilities such as water, sewer, power, gas, telephone, and now internet and cable utilities, then use those areas to provide service to the homes in the neighborhood. Additional easements may also be provided depending on the needs of the provider and development. In previous plat amendment cases, staff has requested the amended plat include a statement that any utilities installed prior to the amendment were legally there. In this case, it appears that the home was likely built across the lot lines with the original development and before any utilities had opportunity to locate along the center lot line.

Staff received confirmation from the surveyor that "no physical evidence or Plat evidence of utilities running along and/or near the common line of Lot 3 and Lot 4 exist." In the event that there are utilities existing, it would be the responsibility of the utility and the property owner to resolve the matter according to the law. Staff also noted concern regarding the remainder of the original lot 3, which is not being amended in this revision.

Public Works staff feels that leaving this remnant of the lot unchanged on the plat (not becoming part of the adjacent lot 2) allows the remnant lot to be legally sold, even though it may not meet the requirements for a legal lot size, or it may not conform to the size of the other lots in the neighborhood. Public Works is concerned that the remnant of lot 3 could be sold to an unsuspecting property owner who would then be looking at the City as somehow responsible. Public Works does not make determinations on lot sizes, is not sure there is an issue and only made the comment during Staff review because of experience with other property owners in Oxford who have purchased property that could not be developed or built on due to noncompliance with City requirements.

At their regularly scheduled meeting in September, the Planning Commission recommended approval of this Final Plat Amendment with conditions. As of the writing of this report, all conditions of approval have been satisfied.

Recommendation: Staff and the Planning Commission recommend approval of the Final Plat Approval (Amended) for 'Cullen Addition Subdivision' creating new Lot 4 with the following conditions:

1. Approval is for the plat as submitted.

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OXFORD

PLANNING
DEPARTMENT

Case 2312

To: Oxford Planning Commission
From: Ben Requet, AICP, Assistant Director
Date: September 10, 2018

Applicant: Robert Veazy
Owner: Johnny G. Sayle
Request: Final Plat Approval (Amended) for Cullen Addition Subdivision Lots 4 and a Fraction of Lot 3
Location: 235 Elm Street (PPIN #5461)
Zoning: (TSR) Traditional Suburban Residential; Conversation Overlay

Surrounding Zoning:

- North:** (TSR) Traditional Suburban Residential; Conservation Overlay
- South:** (TSR) Traditional Suburban Residential; Conservation Overlay
- East:** (TNR) Traditional Neighborhood Residential; Conservation Overlay
- West:** (TSR) Traditional Suburban Residential; Conservation Overlay

Planner's Comments: This request is to amend a subdivision plat in order to combine Lot 4 and a fraction of Lot 3 in the Cullen Addition Subdivision in order to create "Cullen Addition Subdivision New Lot 4."

The subject property is located on the west side of Elm Street, just south of Hickory Street, and is part of the Cullen Addition Subdivision. The owner's property – Lot Number 4 *and* the north 50 feet of subdivision Lot Number 3 – measures approximately 0.48 acres (+/-20,908 square feet) and has been developed with a one-story, single-family residence since 1954. In April 2018, the applicant submitted plans to the City in order to demolish the home currently on-site to build a new residence in its place. Upon reviewing the proposed construction plans Planning Department staff identified a problem related to the complexity of lot ownership as the new residence would straddle the property line between Lots 3 and 4. Accordingly, Staff advised the applicant to proposed a modification of the existing subdivision plat in order to create a single lot boundary.

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The applicant has since proposed to modify the existing plat on file with the Chancery Clerk by redrawing the property line of Lot 4 to encompass the fraction of Lot 3 the applicant has owned for many years. The remaining fraction of Lot 3 is owned by the Ray L. Thornton Estate. The reason this request has been tabled for several months was to allow time for the applicant to work with the Thornton Estate to also address their need for a subdivision plat modification at the same time for the remainder of Lot 3 into their principal lot, Lot 2 (a home located at 233 Elm Street.). It is staff's understanding that title issues may exist with the Thornton Estate and Mr. Sayle is unable to delay this request any longer. Therefore, the remaining fraction of Lot 3 will create a non-conforming lot within the subdivision as the remaining fraction will measure +/- 7,300 square feet which is +/- 200 square feet less than the required lot size minimum of 7,500 square feet in a (TSR) Traditional Suburban Residential district.

Mississippi subdivision law requires that the applicant proposing any change in a platted subdivision notify all the "*persons to be adversely affected thereby or directly interested therein*," to allow them to express concerns they may have with the proposed change. The identification of who such persons may be is left to the discretion of the applicant. The applicant states that letters of support will be presented to the Planning Commission at the hearing as a demonstration that persons directly interested in the subdivision amendment do not find themselves to be adversely affected.

This modification of subdivision plat highlights the fact that Lot 3 is currently a non-conforming lot because it doesn't comply with the minimum square footage of the district, however, because this condition already exists by virtue of the ownership of the two lots, staff does not feel that the lot to be should preclude the Sayles from moving forward with their requested plat amendment. Particularly when the adjacent property affected by the amendment does not object. If the Thornton Estate or a successor wants to modify their lot in the future, staff can address that non-conformity at that time.

Public Works Comments:

Most subdivisions provide for the setbacks to serve as utility easements, or call out specific utility easements. Utilities such as water, sewer, power, gas, telephone, and now internet and cable utilities, then use those areas to provide service to the homes in the neighborhood. Additional easements may also be provided depending on the needs of the provider and development. In previous plat amendment cases, staff has requested the amended plat include a statement that any utilities installed prior to the amendment were legally there. In this case, it appears that the home was likely built across the lot lines with the original development and before any utilities had opportunity to locate along the center lot line.

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Staff received confirmation from the surveyor that "no physical evidence or Plat evidence of utilities running along and/or near the common line of Lot 3 and Lot 4 exist." In the event that there are utilities existing, it would be the responsibility of the utility and the property owner to resolve the matter according to the law. Staff also noted concern regarding the remainder of the original lot 3, which is not being amended in this revision.

Public Works staff feels that leaving this remnant of the lot unchanged on the plat (not becoming part of the adjacent lot 2) allows the remnant lot to be legally sold, even though it may not meet the requirements for a legal lot size, or it may not conform to the size of the other lots in the neighborhood. Public Works is concerned that the remnant of lot 3 could be sold to an unsuspecting property owner who would then be looking at the City as somehow responsible. Public Works does not make determinations on lot sizes, is not sure there is an issue and only made the comment during Staff review because of experience with other property owners in Oxford who have purchased property that could not be developed or built on due to noncompliance with City requirements.

Recommendation: If no person objects or are found by the Planning Commission to be sufficiently adversely affected, staff recommends approval of this amendment to the Final Plat with the conditions stated below.

1. Approval of 'Final Plat Approval (Amended) for Cullen Addition Subdivision,' Lots 4 and 3 by the Mayor and Board of Alderman.
2. Approval is for the plat as submitted.

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SAFEGUARD - DEMENT 62-2139



OXFORD
PLANNING
DEPARTMENT

CITY OF OXFORD, MISSISSIPPI
PRELIMINARY PLAT APPLICATION FOR SUBDIVISION

Project Name Cullen Addition Subdivision (Lot 4 and a fraction of Lot 3 Amended)

Physical Address of Site 235 Elm Street

Tax Parcel # 135 M-21-147.00 PPIN # 5461

Name of Applicant Robert Veazy

Applicant's Address 2217 Lee Loop Oxford, MS

Phone # 662-607-2576 Email Address _____

Name of Property Owner Johnny G. Sayle

Name of Professional Submitting Joey Moore

Engineer for Project Williams Engineering Phone # 236-9675

Architect for Project X Phone # X

Current Zoning TSA Proposed Units _____ Proposed Bedrooms _____

Proposed Parking _____ Proposed Total Square Footage _____

Proposed Number of Stories _____ Proposed Height _____

Signature of Owner

Date

4/19/18

Signature of Submitting Professional

Date

4-19-18

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SAFEGUARD - DEMENT 62-2139

CITY OF OXFORD, MISSISSIPPI FINAL PLAT APPLICATION FOR SUBDIVISION

Project Name Cullen Addition Subdivision (Lot 4 and a fraction of Lot 3 Amended)

Physical Address of Site 235 Elm Street

Tax Parcel # 135M-21-147.00 PPIN # 5461

Name of Applicant Robert Veazy

Applicant's Address 2217 Lee Loop Oxford, MS

Phone # 662-607-2576 Email Address N/A

Name of Property Owner Johnny G Sayle

Name of Professional Submitting JOET MOORE

Engineer for Project Williams Engineering Phone # 236-9675

Architect for Project X Phone # X

Current Zoning TSR Proposed Units _____ Proposed Bedrooms _____

Proposed Parking _____ Proposed Total Square Footage _____

Proposed Number of Stories _____ Proposed Height _____

Signature of Owner

Date

4/19/18

Signature of Submitting Professional

Date

4-19-18

FORM 2016.002

G:\Department of Planning and Development Documents\Planning Applications\Current Applications

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SAFEGUARD - DEMENT 62-2139

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CHANCERY
 BY D:

Chancery Clerk
 Lafayette County, Mississippi
 I certify the instrument
 was recorded on
 APRIL 20 2010 04:38:54PM
 Instrument 201002737 Page 1 of 5
 Witness my hand and seal
 _____ D.C.
 Sherry Wall

WARRANTY DEED

INSTRUMENT PREPARED BY AND TO BE RETURNED TO:

Hughes Brown, PLLC
 1300 Access Road, Suite 100
 Oxford, Mississippi 38655
 (662) 234-6080

GRANTORS' NAME & ADDRESS:

HAYDEN R. HALL
 DIXIE HALL f/k/a
 DIXIE TRAYWICK DEWEES
 P O Box 342
 MARK, MS 38646
 662-816-3152

GRANTEE'S NAME & ADDRESS:

JOHNNY G. SAYLE

235 ELM ST

OXFORD, MS 38655

662-809-1424

INDEXING INSTRUCTIONS:

Lot Number 4 and the North 50 feet of Lot Number 3 of Cullen's Addition,
 Lafayette County, Mississippi.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

STATE OF MISSISSIPPI

COUNTY OF LAFAYETTE

WARRANTY DEED

WHEREAS, HERBERT E. DEWEES, JR. and wife, DIXIE TRAYWICK DEWEES acquired the hereinafter described real property as joint tenants with full rights of survivorship and not as tenants in common by virtue of that Warranty Deed filed for record in Book 334 at page 339 as of May 15, 1978; and

WHEREAS, HERBERT E. DEWEES, JR. departed this life on January 25, 2008 (SEE ATTACHED EXHIBIT "A"); and

NOW, THEREFORE AND IN CONSIDERATION of the sum of Ten and No/100 Dollars (\$10.00), cash in hand paid and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned, **HAYDEN R. HALL, DIXIE HALL f/k/a DIXIE TRAYWICK DEWEES**, Grantors, do hereby grant, bargain, sell, convey, and warrant unto, **JOHNNY G. SAYLE**, Grantee, Individually, the following described real property, lying and situate in Lafayette County, Mississippi, more particularly described as follows:

Lot Number 4 and the North 50 feet of Lot Number 3 of said Cullen Addition in the City of Oxford, Lafayette County, Mississippi, in Section 21, Township 8 South, Range 3 West, as said lots are laid down and designated on the map of said Cullen Addition of record in the Office of the Clerk of the Chancery Court of Lafayette County, Mississippi, in Plat Book No. 1 Page 1 and particularly described as follows, to-wit:

Starting at the intersection of the South right-of-way of Hickory Street and the East right-of-way line of Elm Street, run South 1° 51' West a distance of 108 feet to the point of beginning of this description, run thence South 82° 37' East a distance of 109.8 feet to a point, thence South 50° 10' East a distance of 101.8 feet to a point, thence South 29° 59' East a distance of 49.95 feet to a point, thence South 77° 38' West a distance of 146.2 feet to a point in the East right-of-way line of Elm Street, thence North 29° 44' West a distance of 50 feet along the East right-of-way line of Elm Street to a point, thence north 21° 51' West along the

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

East right-of-way line of Elm Street a distance of 119 feet to a point in the East right-of-way line of Elm Street which is the point of beginning of this description.

INDEXING INSTRUCTIONS:

Lot Number 4 and the North 50 feet of Lot Number 3 of Cullen's Addition, Lafayette County, Mississippi.

This warranty deed is subject to the rights of way and easements for public roads and public utilities, zoning regulations in effect in Oxford, Lafayette County, Mississippi, and to any prior conveyance or reservation of minerals of every kind and character, including, but not limited to, oil, gas, sand, and gravel in, or under subject property.

This warranty deed is subject to Protective and/or Restrictive covenants of Cullen's Addition, if any.

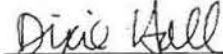
Ad valorem taxes and assessments, if any, for calendar year 2010 attributable to the real property hereby conveyed shall prorated. Grantee will assume all ad valorem taxes and assessments for subsequent years.

Possession is given upon delivery of this deed.

WITNESS OUR SIGNATURES, this the 19th day of APRIL, 2010

GRANTORS:


HAYDEN R. HALL


DIXIE HALL, f/k/a
DIXIE TRAYWICK DEWEES

MINUTE BOOK No. 84, CITY OF OXFORD

STATE OF MISSISSIPPI

SAFEGUARD - DEMENT 62-2139

COUNTY OF LAFAYETTE

Personally appeared before me, the undersigned authority in and for said County and State, on this 14th day of April, 2010, within my jurisdiction, the within named Hayden R. Hall and Dixie Hall f/k/a Dixie Traywick Dewees, who acknowledged that they executed the above and foregoing instrument.

WITNESS MY SIGNATURE AND OFFICIAL SEAL OF OFFICE, this the 14th day of APRIL, 2010.

My Commission Expires



NOTARY PUBLIC

A handwritten signature in black ink, likely belonging to the Notary Public, Jerry P. Hughes, Jr., written over the "NOTARY PUBLIC" text.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

STATE OF MISSISSIPPI

MISSISSIPPI STATE DEPARTMENT OF HEALTH
VITAL RECORDS

TYPE OR PRINT
WITH BLACK INK

FILING FEB 08 2008

CERTIFICATE OF DEATH

STATE FILE
NUMBER

12308-002065

DECEASED

1. NAME First Middle Last 2. SEX
Herbert Emille Dewees Jr. Male

3a. HOUR OF DEATH 3b. DATE OF DEATH (Month, Day, Year)
2:00a January 25, 2008

4. RACE (Specify White, Black, American Indian, etc.) 5a. AGE AT LAST BIRTHDAY ONLY IF UNDER 1 YEAR ONLY IF UNDER 1 DAY 6. DATE OF BIRTH (Month, Day, Year) 7a. COUNTY OF DEATH
White 65 Years December 27, 1942 Lee

If death occurred in an institution, see HANDBOOK regarding completion of RESIDENCE items

7b. CITY OR TOWN OF DEATH 7c. HOSPITAL OR OTHER INSTITUTION NAME AND NUMBER (If not in either, give street address, route number or other location) 7d. IF IN HOSP. OR INST. SPECIFY INPT, OUTPAT, EMER, HM OR DCA 7e. STATE OF BIRTH
Tupelo Sanctuary Hospice House Inpatient MS

9. DECEDENT'S EDUCATION (Specify only highest grade completed) 10. MARRIED, NEVER MARRIED, WIDOWED, DIVORCED (Specify) 11. SURVIVING SPOUSE (If wife, give maiden name) 12. WAS DECEASED EVER IN U.S. ARMED FORCES? (Yes or No)
Elementary School, College 5+ married Dixie Traywick No

For RESIDENCE items, enter actual location of home rather than mailing address

13. ORIGIN OR DESCENT (Specify Cuban, Afro American, Mexican, etc.) 14. SOCIAL SECURITY NUMBER 15a. USUAL OCCUPATION (Kind of work done, most of working life) 15b. KIND OF BUSINESS OR INDUSTRY
American 425-84-8659 Executive Director Education

16a. RESIDENCE-STATE 16b. COUNTY 16c. CITY OR TOWN 16d. INSIDE CITY LIMITS (Specify Yes or No) 16e. STREET AND NUMBER OR RURAL LOCATION
MS Lafayette Oxford Yes 235 Elm Street

PARENTS

17. FATHER-NAME First Middle Last 18. MOTHER-NAME First Middle Maiden
Herbert Emille Dewees, Sr. Hallie Claire Henson

INFORMANT

19a. INFORMANT-NAME (Type or print) 19b. MAILING ADDRESS (Street and number or route and box number, City or town, State, ZIP code)
Dixie Traywick Dewees 235 Elm Street, Oxford, MS 38655

DISPOSITION

20a. BURIAL, CREMATION REMOVAL (Specify) 20b. CEMETERY, CREMATORY-NAME 20c. LOCATION (City and State) 21a. EXEMPT-ER-SIGNATURE AND NUMBER
Cremation Magnolia Crematory Oxford, MS

21b. FUNERAL HOME-NAME AND MISSISSIPPI I.D. NUMBER 21c. MAILING ADDRESS (Street and number or route and box number, City or town, State, ZIP code)
Coleman Funeral Home 361 P.O. Box 160 Oxford, MS 38655

PRONOUNCEMENT

22a. PERSON WHO PRONOUNCED DEATH-NAME AND TITLE (Type or print) 22b. PRONOUNCED DEAD (Month, Day, Year) 22c. PRONOUNCED DEAD (Hour)
Carolyn Gillentine CMEI ON January 25, 2008 At 245a

CERTIFIER

23a. CERTIFIER-NAME (Type or print) 23b. MAILING ADDRESS (Street and number or route and box number, City or town, State, ZIP code)
Carolyn Gillentine P.O. Box 295 Mooreville MS 38857

Mississippi State Board of Health
Form No. 511
Revised 1-1-89

24a. To the best of my knowledge, death occurred due to the cause(s) and manner as stated. 24b. DATE SIGNED (Month, Day, Year) 24c. STATE LICENSE NUMBER
SIGNATURE MO

24d. NAME OF ATTENDING PHYSICIAN IF OTHER THAN CERTIFIER (Type or print) 24e. On the basis of examination and/or investigation, in my opinion, death occurred due to the cause(s) and manner as stated. 24f. TITLE
SIGNATURE Lee County Coroner

24g. DATE SIGNED (Month, Day, Year)
January 28, 2008

CAUSE OF DEATH

25. PART I. IMMEDIATE CAUSE (Enter one cause only)
(a) Prostate Cancer (metastatic)

Conditions, if any, which gave rise to immediate cause stating the underlying cause last

(b) DUE TO, OR AS A CONSEQUENCE OF (Enter one cause only)

(c) DUE TO, OR AS A CONSEQUENCE OF (Enter one cause only)

Had Decedent been Pregnant Within 90 Days Prior to Death?
☐ Yes ☐ No

26. PART II. OTHER SIGNIFICANT CONDITIONS-Conditions contributing to death but not resulting in the underlying cause given in PART I.

27. AUTOPSY (Yes or No) 28. WAS CASE REFERRED TO MEDICAL EXAMINER? (Yes or No)
NO YES

29a. ACCIDENT, SUICIDE, HOMICIDE, PENDING INVESTIGATION, OR UNDETERMINED (Specify) 29b. DATE OF INJURY (Month, Day, Year) 29c. HOUR OF INJURY (m) 29d. DESCRIBE HOW OR BY WHAT MEANS INJURY OCCURRED
INJURY AT WORK (Yes or No) 29e. PLACE OF INJURY (Specify Home, Farm, Street, Factory, Office building, etc.) 29f. LOCATION Street or route number City or town State

THIS IS TO CERTIFY THAT THE ABOVE IS A TRUE AND CORRECT COPY OF THE CERTIFICATE ON FILE IN THIS OFFICE

FEB 14 2008

Judy Moulder
STATE REGISTRAR

WARNING:

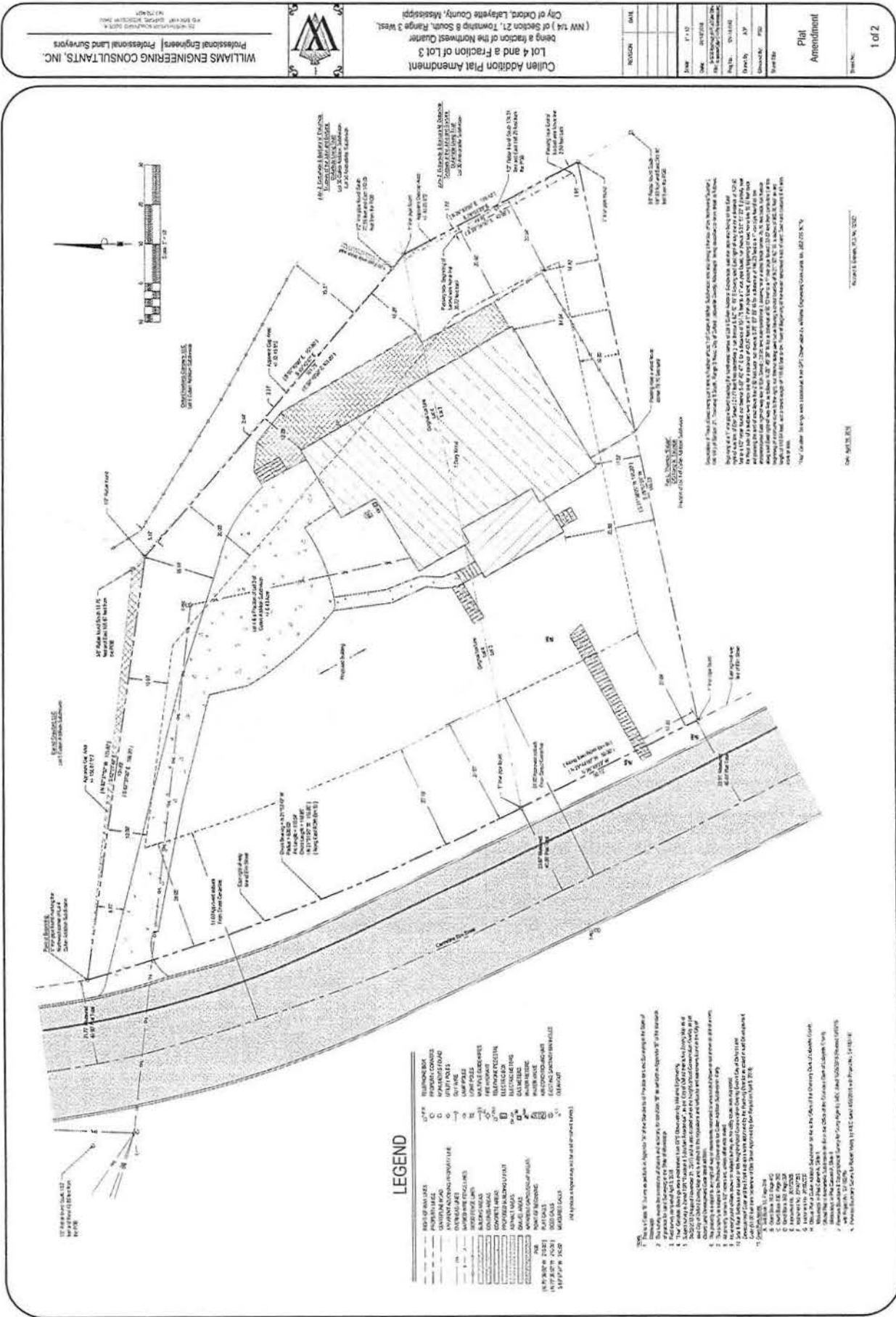
A REPRODUCTION OF THIS DOCUMENT RENDERS IT VOID AND INVALID. DO NOT ACCEPT UNLESS EMBOSSED SEAL OF THE MISSISSIPPI STATE BOARD OF HEALTH IS PRESENT. IT IS ILLEGAL TO ALTER OR COUNTERFEIT THIS DOCUMENT

VERIFY PRESENCE OF WATERMARK HOLD TO LIGHT TO

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER. THIS IS WATERMARKED PAPER. DO NOT ACCEPT WITHOUT FIRST HOLDING TO LIGHT TO VERIFY WATERMARK.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



CULLEN ADDITION SUBDIVISION (AMENDED)
LOT 4 AND A FRACTION OF LOT 3

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

CITY ENGINEER'S CERTIFICATE

I HEREBY CERTIFY THAT THE CITY ENGINEER HAS REVIEWED THE PLAT OF THE CULLEN ADDITION SUBDIVISION (AMENDED) LOT 4 AND A FRACTION OF LOT 3, AND THAT THE SAME IS IN ACCORDANCE WITH THE CITY ENGINEERING ORDINANCES AND THE CITY ENGINEER HAS NO OBJECTION TO THE SAME.

CITY ENGINEER

CITY OF OXFORD

CITY OF OXFORD, COUNTY OF LAMAR, STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR RECORDED BY THE CITY OF OXFORD ENGINEER, THIS

14th DAY OF

CITY ENGINEER

CITY OF OXFORD

CITY OF OXFORD, COUNTY OF LAMAR, STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR RECORDED BY THE CITY OF OXFORD ENGINEER, THIS

14th DAY OF

CITY ENGINEER

CITY OF OXFORD

CITY OF OXFORD, COUNTY OF LAMAR, STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR RECORDED BY THE CITY OF OXFORD ENGINEER, THIS

14th DAY OF

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CITY OF OXFORD, COUNTY OF LAMAR, STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR RECORDED BY THE CITY OF OXFORD ENGINEER, THIS

14th DAY OF

CITY ENGINEER

CITY OF OXFORD

CITY ENGINEER

CITY OF OXFORD

CITY ENGINEER'S CERTIFICATE

I HEREBY CERTIFY THAT THE CITY ENGINEER HAS REVIEWED THE PLAT OF THE CULLEN ADDITION SUBDIVISION (AMENDED) LOT 4 AND A FRACTION OF LOT 3, AND THAT THE SAME IS IN ACCORDANCE WITH THE CITY ENGINEERING ORDINANCES AND THE CITY ENGINEER HAS NO OBJECTION TO THE SAME.

CITY ENGINEER

CITY OF OXFORD

CITY ENGINEER

CITY OF OXFORD

CITY ENGINEER

CITY OF OXFORD

CITY OF OXFORD, COUNTY OF LAMAR, STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR RECORDED BY THE CITY OF OXFORD ENGINEER, THIS

14th DAY OF

CITY ENGINEER

CITY OF OXFORD

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CITY OF OXFORD, COUNTY OF LAMAR, STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR RECORDED BY THE CITY OF OXFORD ENGINEER, THIS

14th DAY OF

CITY ENGINEER

CITY OF OXFORD

CITY ENGINEER

CITY OF OXFORD



DATE	
REVISION	
DATE	
REVISION	
DATE	
REVISION	

Approval
Signatures

Date: _____

2 of 2

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



OXFORD

PLANNING
DEPARTMENT

Memorandum

To: Mayor and Board of Aldermen
From: Gray Parker, Planner II
Date: September 18, 2018
Re: Planning Commission Case #2357 – A request by Tim and Linda Tatum for a Final Plat Approval (Amended) for 'Ammadelle Subdivision, Lots 60-63' for property located on Price Street. (PPINs #5313, #5490, and #5491)

Planning Comments: This report pertains to a request to amend the Final Plat for four lots in the Ammadelle Subdivision. The subject property is located on the south side of Price Street, near the intersection of North Lamar Boulevard. This property measures approximately +/- .89 acres. The Tatum house was built on the property in 1948. The subject property was part of the Ammadelle Subdivision plat that was filed in May 1939.

The Tatum's now have the intent of demolishing the existing house in order to construct a new house. Early in the review process, Planning Staff identified that this property, that has had a house on it for more than fifty years, actually includes fractions of multiple lots. The Tatum's own all of original Lot 63 and fractions of original Lot 61 and original Lot 62. Adjacent to the Tatum's, Polly Taylor owns an existing house on fractions of original Lots 60 and 61. The Tatum's and their neighbor Polly Taylor would like to amend the plat to officially reflect the as-is conditions of the properties, and what Lafayette County tax maps show. This would create new Lot 60 and new Lot 63. Original Lots 61 and 62 would dissolve.

Many of the "lots" along Price Street and in the Ammadelle Subdivision, do not resemble the lots as recorded with the original Ammadelle Subdivision. As older areas of Oxford are seeing redevelopment, staff is regularly uncovering these existing situations, as evidenced by the numerous subdivision plat amendments over the last several years, as we work with individual applicants to remedy issues on these sites resulting from the conflict between recorded lots and long standing "as built" conditions.

Prior to the Planning Commission meeting, the applicant provided staff with signatures of those people that they have determined to be directly interested in or potentially adversely affected by this subdivision amendment.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

Public Works Comments: As has been noted on previous plat amendment cases, there may existing utilities installed along the original lot lines that would be legally allowed to remain in place regardless of this plat amendment. There are no water or sewer lines known to be in this area however. The new plat also provides for the setbacks to serve as utility setbacks for new utilities.

At their regularly scheduled meeting in September, the Planning Commission recommended approval of this Final Plat Amendment with conditions. As of the writing of this report, all conditions of approval have been satisfied.

Recommendation: Staff and the Planning Commission recommend approval of this Final Plat Approval (Amended) for 'Ammadelle Subdivision, Lots 60-63' with the following condition:

1. Approval is for the plat as submitted.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

**OXFORD**PLANNING
DEPARTMENT**Case 2357**

To: Oxford Planning Commission
From: Gray Parker, Planner II
Date: September 10, 2018

Applicant: Tim and Linda Tatum
Owner: Same
Request: Final Plat Approval (Amended) for 'Ammadelle Subdivision Lots 60-63'
Location: Price Street (PPINs #5313, #5490, and #5491)
Zoning: (TER) Traditional Estate Residential; (TSR) Traditional Suburban Residential

Surrounding Zoning:

North: (TNB) Traditional Neighborhood Business; (TSR) Traditional Suburban Residential
South and East: (TER) Traditional Estate Residential
West: (TSR) Traditional Suburban Residential

Planner's Comments: This report pertains to a request to amend the Final Plat for four lots in the Ammadelle Subdivision. The subject property is located on the south side of Price Street, near the intersection of North Lamar Boulevard. This property measures approximately +/- .89 acres. The Tatum house was built on the property in 1948. The subject property was part of the Ammadelle Subdivision plat that was filed in May 1939.

The Tatum's now have the intent of demolishing the existing house in order to construct a new house. Early in the review process, Planning Staff identified that this property, that has had a house on it for more than fifty years, actually includes fractions of multiple lots. The Tatum's own all of original Lot 63 and fractions of original Lot 61 and original Lot 62. Adjacent to the Tatum's, Polly Taylor owns an existing house on fractions of original Lots 60 and 61. The Tatum's and their neighbor Polly Taylor would like to amend the plat to officially reflect the as-is conditions of the properties, and what Lafayette County tax maps show. This would create new Lot 60 and new Lot 63. Original Lots 61 and 62 would dissolve.

Many of the "lots" along Price Street and in the Ammadelle Subdivision, do not resemble the lots as recorded with the original Ammadelle Subdivision. As older areas of Oxford are seeing redevelopment, staff is regularly uncovering these existing situations, as evidenced by the numerous subdivision plat amendments over the last several years, as we work with individual

MINUTE BOOK No. 84, CITY OF OXFORD

applicants to remedy issues on these sites resulting from the conflict between recorded lots and

long standing "as built" conditions. In many instances, the situations create a domino effect that would or should require many lots in a subdivision to also be modified but the means or willingness to do so collectively is often a barrier to that level of change. Staff encourages applicants to work with adjacent property owners to remedy any non-conformities in the subdivision all at one time, but that has proven to be challenging and we more often wind up addressing issues when each property owner decides to modify their structure in some way.

Mississippi subdivision law requires that the applicant proposing any change in a platted subdivision notify all the "*persons to be adversely affected thereby or directly interested therein*," to allow them to express concerns they may have with the proposed change. The identification of who such persons may be is left to the discretion of the applicant. Prior to the Planning Commission meeting, the applicant will provide staff with signatures of those people that they have determined to be directly interested in or potentially adversely affected by this subdivision amendment.

Public Works Comments:

As has been noted on previous plat amendment cases, there may existing utilities installed along the original lot lines that would be legally allowed to remain in place regardless of this plat amendment. There are no water or sewer lines known to be in this area however. The new plat also provides for the setbacks to serve as utility setbacks for new utilities.

Recommendation: If no person objects or are found by the Planning Commission to be sufficiently adversely affected, staff recommends approval of this amendment to the Final Plat with the following conditions:

1. Approval of 'Final Plat Approval (Amended) for 'Ammadelle Subdivision Lots 60-63' by the Mayor and Board of Alderman.
2. Approval is for the plat as submitted.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



MINUTE BOOK No. 84, CITY OF OXFORD

SAFE GUARD - DEMENT 82-2139

Attribute	Value
PPIN	5313
PARCEL_ID	135L-21-176.00
OWNERNAME	ROBERSON ROWLAND MARSHALL
ADDRESS1	ETUX ANN CHANCELLOR
ADDRESS2	641 N LAMAR BLVD
ADDRESS3	
CITY	OXFORD
STATE	MS
ZIP	38655
SECTION	21
TOWNSHIP	08
RANGE	03
LEGAL1	LOT 64 AMMADELLE S/D
LEGAL2	
LEGAL3	
TAX_DIST	2110
REGION	UCP
CULT_AC1	0
CULT_AC2	0
UNCULT_AC1	0
UNCULT_AC2	0
TOTAL_AC	0
CULT_VAL1	100000
CULT_VAL2	0

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

UNCUL_VAL1	0
UNCUL_VAL2	0
LAND_VAL	100000
IMP_VAL1	674670
IMP_VAL2	55240
TOTALVALUE	829910
EXEMPT_COD	0
SCHOOL_COD	
HOMESTEAD	
DEED_BOOK	
DEED_PAGE	201601359
DEED_DATE	17.2.2016
STREET_NUM	641
STREET	N LAMAR

Completed May 1939
by: H. L. Robinson, Eng.
and J. S. Thompson, L.
Minnie C. Davis

C.E. Smith, Clerk of the Chancery Court of the
Worcester County, in said State, certify that the within
copy of a Map of the AMPELLE SUBDIVISION
in the City of Oxford, said County and State, was
filed for record in my office on this the 11th day
of October, 1939

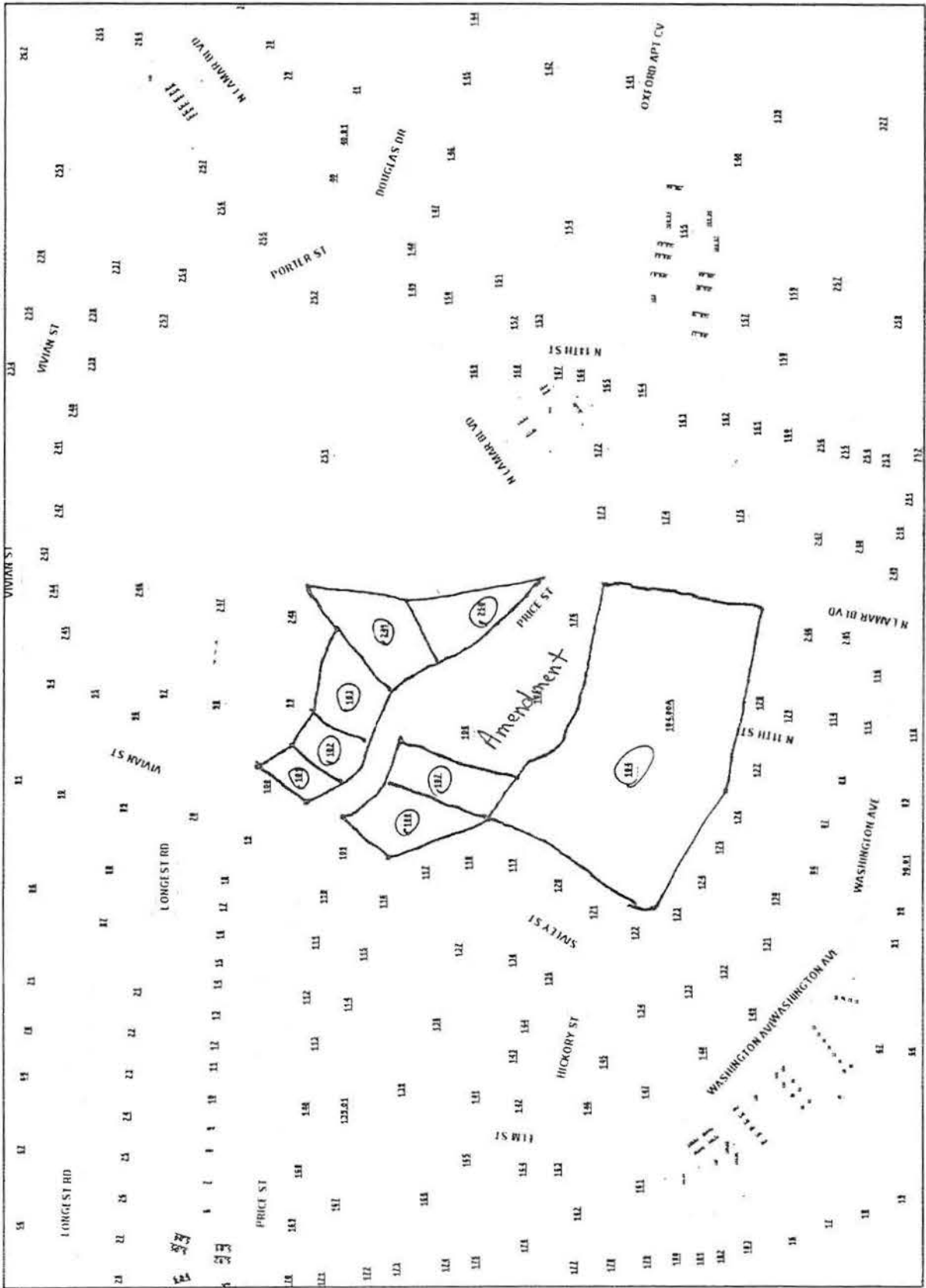
Completed May 1939
by: H. L. Robinson, Eng.
and J. S. Thompson, L.
Minnie C. Davis

AMMADELLE SUBDIVISION

[illegible]

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

As Lot 64 Owners, I/we:

- ☒ Approve of the Proposed Amended Plat for Lots 60-64 of Ammadelle Subdivision
- ☐ Disapprove of the Proposed Amended Plat for Lots 60-64 of Ammadelle Subdivision
- ☐ Request more information at a neighborhood meeting

Signed:

Date:



Rowland Roberson

6/22/18



Anne Roberson

6/22/18

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

As an adjoiner to Ammadelle Subdivision I/we:

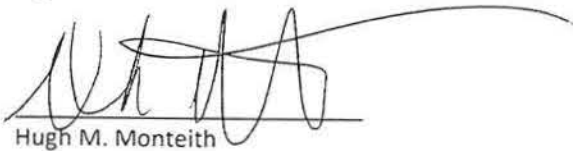
☒ Approve of the Proposed Amended Plat for Lots 60-64 of Ammadelle Subdivision

☐ Disapprove of the Proposed Amended Plat for Lots 60-64 of Ammadelle Subdivision

☐ Request more information at a neighborhood meeting

Signed:

Date:


Hugh M. Monteith

6/27/18


Elizabeth Monteith

6-27-18

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

As Lots 1 & 2 Owner(s), I/we:



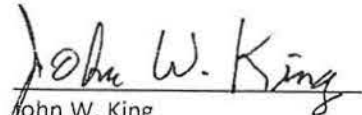
Approve of the Proposed Amended Plat for Lots 60-64 of Ammadelle Subdivision

Disapprove of the Proposed Amended Plat for Lots 60-64 of Ammadelle Subdivision

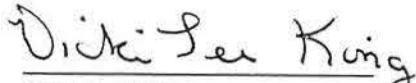
Request more information at a neighborhood meeting

Signed:

Date:


John W. King

6-25-2018


Dicki Lee King

6-25-2018

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

As Lot(s) 5 Owner(s), I/we:


☒ Approve of the Proposed Amended Plat for Lots 60-64 of Ammadelle Subdivision

☐ Disapprove of the Proposed Amended Plat for Lots 60-64 of Ammadelle Subdivision

☐ Request more information at a neighborhood meeting

Signed:

Date:


Davis L. Fair III

6/22/18


Anne D. Fair

June 22, 2018

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

As Lot(s) 3 & 4 Owner(s), I/we:

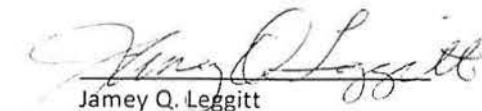
 X Approve of the Proposed Amended Plat for Lots 60-64 of Ammadelle Subdivision

 Disapprove of the Proposed Amended Plat for Lots 60-64 of Ammadelle Subdivision


 Request more information at a neighborhood meeting

Signed:

Date:


Jamey Q. Leggitt

0-24-18


Charles S. Noss

0-24-18

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

As lot 60 – 61 Owner I/we:

 X Approve of the Proposed Amended Plat for Lots 60-64 of Ammadelle Subdivision

 Disapprove of the Proposed Amended Plat for Lots 60-64 of Ammadelle Subdivision

 Request more information at the neighborhood meeting

Signed:

Polly Morrison Taylor

Polly Morrison Taylor

Date: June 27, 2018
(PINT)

ALL ANNUATING
FROM JANUARY
COMING FROM
CONSTITUTION MAY NOT
BE MADE WITHOUT PRIOR
WRITTEN CONSENT OF THE
SOCIETY. ALL CONVENTION
LAW REQUIRES
CONSTITUTION 500
CONSTITUTION 500
CONSTITUTION 500

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



OXFORD

PLANNING
DEPARTMENT

Memorandum

To: Mayor and Board of Aldermen
From: Ben Requet, AICP, Assistant Director of Planning
Date: September 18, 2018
Re: Planning Commission Case #2359 – A request by Betsy Patton for a Final Plat Approval (Amended) for 'Ammadelle Subdivision Lot 17-B' for property located at 113 Price Street. (PPIN #5380)

The subject property is located on the north side of Price Street, across from Martin Luther King Drive. This property measures approximately +/- .311 acres and is zoned (TSR) Traditional Suburban Residential. A house that was built circa 1950 previously existed on this property until it was demolished sometime in 2017. The subject property was part of the Ammadelle Subdivision plat that was filed in May 1939.

Ms. Patton purchased this property with the intent of demolishing the existing house in order to construct a new house. When she submitted the construction plans for review to get a building permit, Planning Staff identified that this property that has had a house on it for more than fifty years, and was actually a fraction of two lots. In fact, many of the "lots" along Price Street and in the Ammadelle Subdivision, do not resemble the lots as recorded with the original Ammadelle Subdivision. As older areas of Oxford are seeing redevelopment, staff is regularly uncovering these existing situations, as evidenced by the numerous subdivision plat amendments over the last several years, as we work with the applicants to remedy the issues with the site.

In many instances, the situations create a domino effect that would or should require many lots in a subdivision to also be modified but the means or willingness to do so is often a barrier to that level of change. Staff encourages applicants to work with adjacent property owners to remedy any non-conformities in the subdivision all at one time, but that has proven to be challenging and we more often wind up addressing issues when each property owner decides to modify their structure in some way.

In this instance, the applicant is requesting to amend the Ammadelle Subdivision plat to create new lot 17-B that reflects the as-is condition for the property she purchased. The subject property and new lot will well exceed the lot area and the lot width requirement for the district.

Public Works Comments:

Public Works staff received the initial application for plat amendment on August 13th and has not had opportunity to provide any comment to the engineer or owner at the time of this

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SAFEGUARD - DEMENT 62-2139

report. Staff would request that the existing curb cut be used for any future home constructed on this lot. There are no known water or sewer mains indicated on the City maps. Any utilities existing in previous utility setbacks would be legally allowed to remain in place. It seems to staff that this amendment to create Lot 17B also changes Lots 16 and 17 of the existing subdivision plat but fails to legally amend the lots on record. Therefore, there may be confusion in the future regarding the lot sizes, which are referred to in deeds as the owners having 2/3 of Lot X or 1/3 of Lot Y for example. At issue here is the potential confusion regarding the width of Lots 16 and 17, which will be recognized as 100' on the official plat but have been effectively changed to 66'-67' by creating this new lot 17B. This is an issue of deeds and Staff only notes it to make the property owners aware.

At their regularly scheduled meeting in September, the Planning Commission recommended approval of this Final Plat Amendment with conditions. As of the writing of this report, all conditions of approval have been satisfied.

Recommendation: Staff and the Planning Commission recommend approval of the Final Plat Approval (Amended) for 'Ammadelle Subdivision' creating new Lot 17-B with the following condition:

1. Approval is for the plat as submitted.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



OXFORD
PLANNING
DEPARTMENT

Case 2359

To: Oxford Planning Commission
From: Ben Requet, AICP, Assistant Director
Date: September 10, 2018

Applicant: Betsy Patton
Owner: Same
Request: Final Plat Approval (Amended) for Ammadelle Subdivision Lot 17-B
Location: 113 Price Street (PPIN #5380)
Zoning: (TSR) Traditional Suburban Residential

Surrounding Zoning:

North: (TER) Traditional Estate Residential
South: (TSR) Traditional Suburban Residential
East: (TSR) Traditional Suburban Residential
West: (TSR) Traditional Suburban Residential

Planners Comments: The subject property is located on the north side of Price Street, across from Martin Luther King Drive. This property measures approximately +/- .311 acres and is zoned (TSR) Traditional Suburban Residential. A house that was built circa 1950 previously existed on this property until it was demolished sometime in 2017. The subject property was part of the Ammadelle Subdivision plat that was filed in May 1939.

Ms. Patton purchased this property with the intent of demolishing the existing house in order to construct a new house. When she submitted the construction plans for review to get a building permit, Planning Staff identified that this property that has had a house on it for more than fifty years, and was actually a fraction of two lots. In fact, many of the "lots" along Price Street and in the Ammadelle Subdivision, do not resemble the lots as recorded with the original Ammadelle Subdivision. As older areas of Oxford are seeing redevelopment, staff is regularly uncovering these existing situations, as evidenced by the numerous subdivision plat amendments over the last several years, as we work with the applicants to remedy the issues with the site.

In many instances, the situations create a domino effect that would or should require many lots in a subdivision to also be modified but the means or willingness to do so is often a barrier to that level of change. Staff encourages applicants to work with adjacent property owners to remedy

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SAFEGUARD - DEMENT 62-2139

any non-conformities in the subdivision all at one time, but that has proven to be challenging and we more often wind up addressing issues when each property owner decides to modify their structure in some way.

In this instance, the applicant is requesting to amend the Ammadelle Subdivision plat to create new lot 17-B that reflects the as-is condition for the property she purchased. The subject property and new lot will well exceed the lot area and the lot width requirement for the district.

Mississippi subdivision law requires that the applicant proposing any change in a platted subdivision notify all the *"persons to be adversely affected thereby or directly interested therein,"* to allow them to express concerns they may have with the proposed change. The identification of who such persons may be is left to the discretion of the applicant. Prior to the Planning Commission meeting, the applicant will provide staff with signatures of those people that they have determined to be directly interested in or potentially adversely affected by this subdivision amendment.

Public Works Comments:

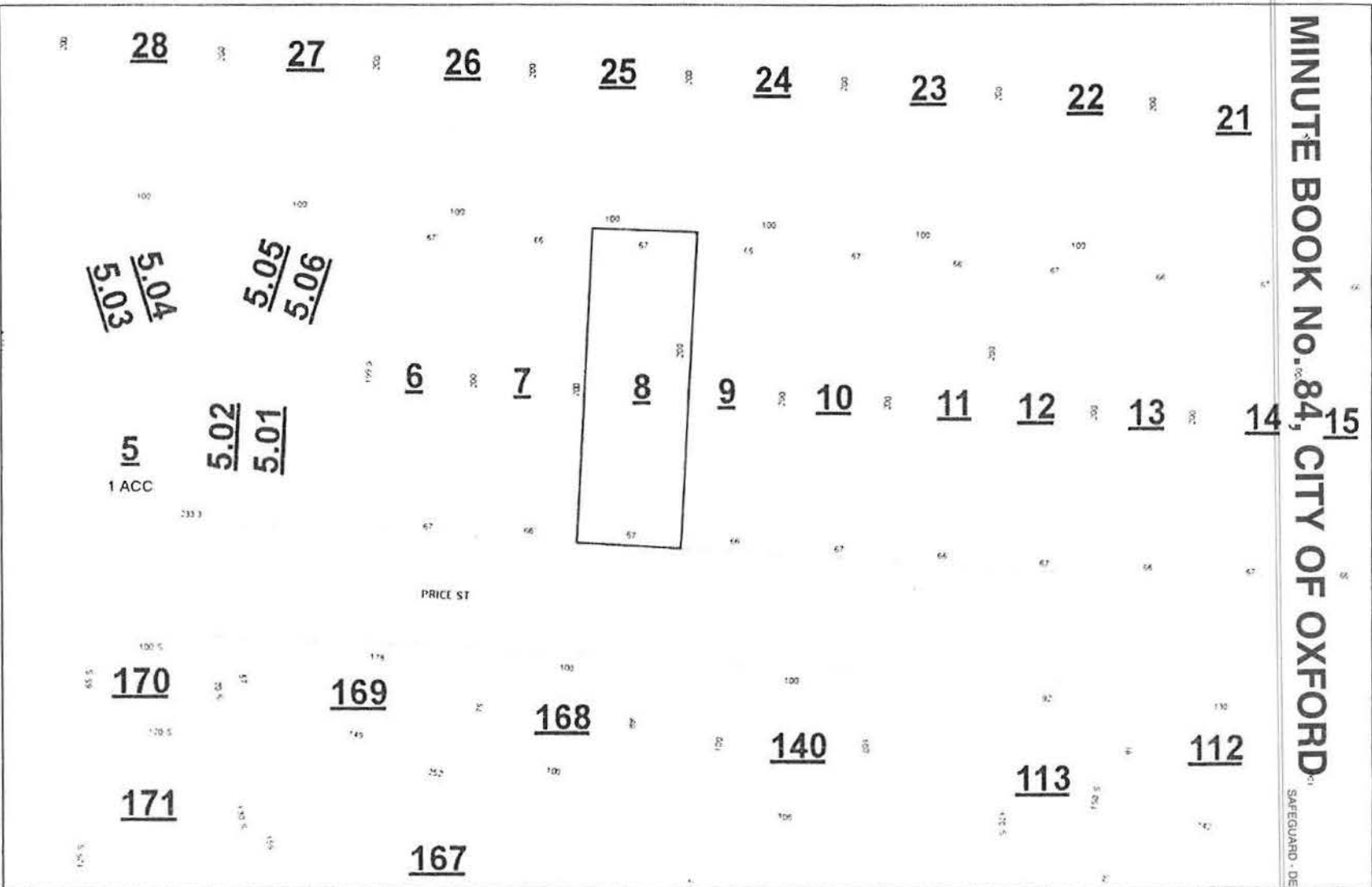
Public Works staff received the initial application for plat amendment on August 13th and has not had opportunity to provide any comment to the engineer or owner at the time of this report. Staff would request that the existing curb cut be used for any future home constructed on this lot. There are no known water or sewer mains indicated on the City maps. Any utilities existing in previous utility setbacks would be legally allowed to remain in place. It seems to staff that this amendment to create Lot 17B also changes Lots 16 and 17 of the existing subdivision plat but fails to legally amend the lots on record. Therefore, there may be confusion in the future regarding the lot sizes, which are referred to in deeds as the owners having 2/3 of Lot X or 1/3 of Lot Y for example. At issue here is the potential confusion regarding the width of Lots 16 and 17, which will be recognized as 100' on the official plat but have been effectively changed to 66'-67' by creating this new lot 17B. This is an issue of deeds and Staff only notes it to make the property owners aware.

Recommendation: If no person objects or are found by the Planning Commission to be sufficiently adversely affected, staff recommends approval of this amendment to the Final Plat with the conditions stated below.

1. Approval of 'Final Plat Approval (Amended) for 'Ammadelle Subdivision, Lot 17-B by the Mayor and Board of Alderman.
2. Approval is for the plat as submitted.

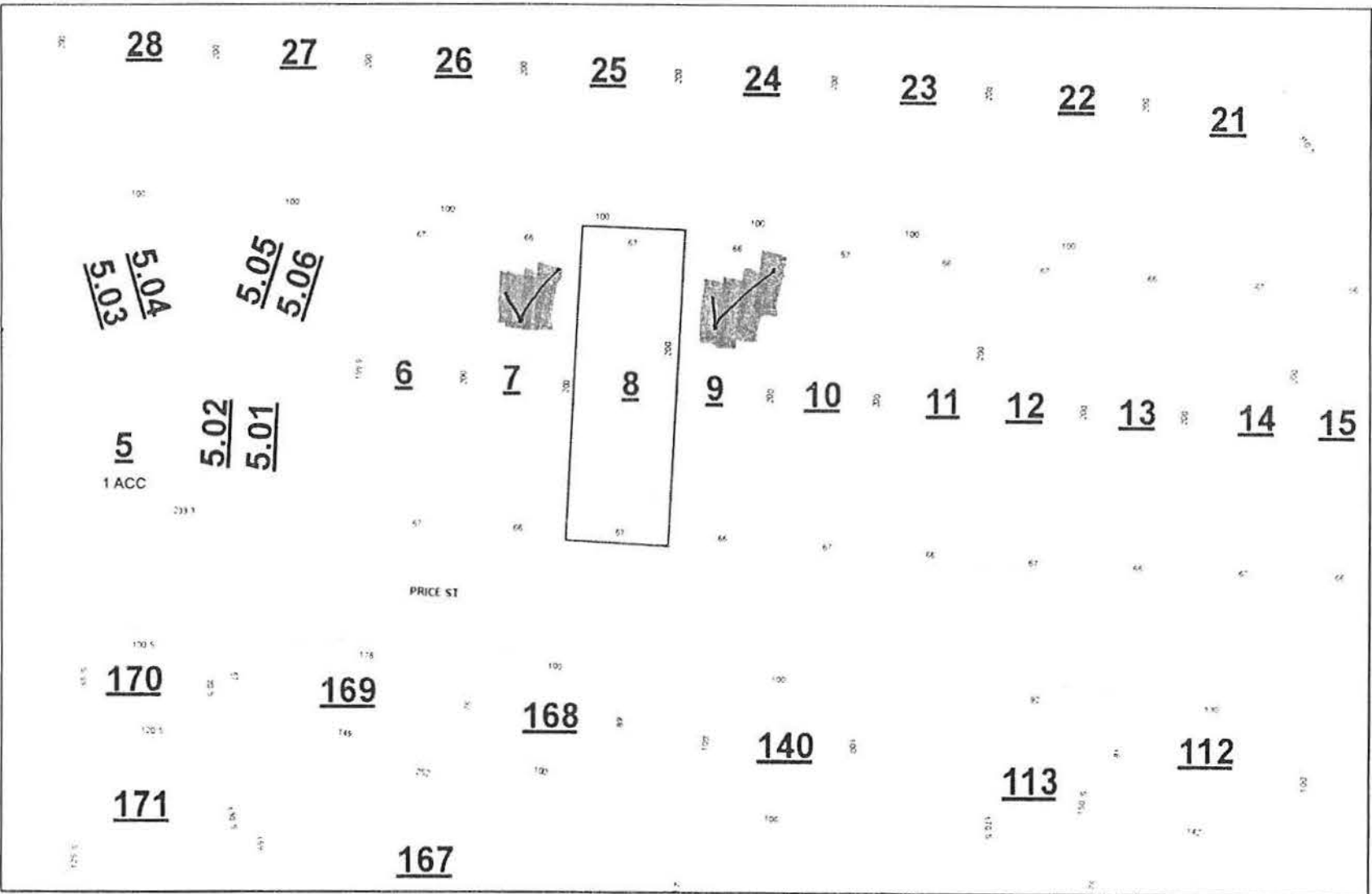
MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 82-2139



MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

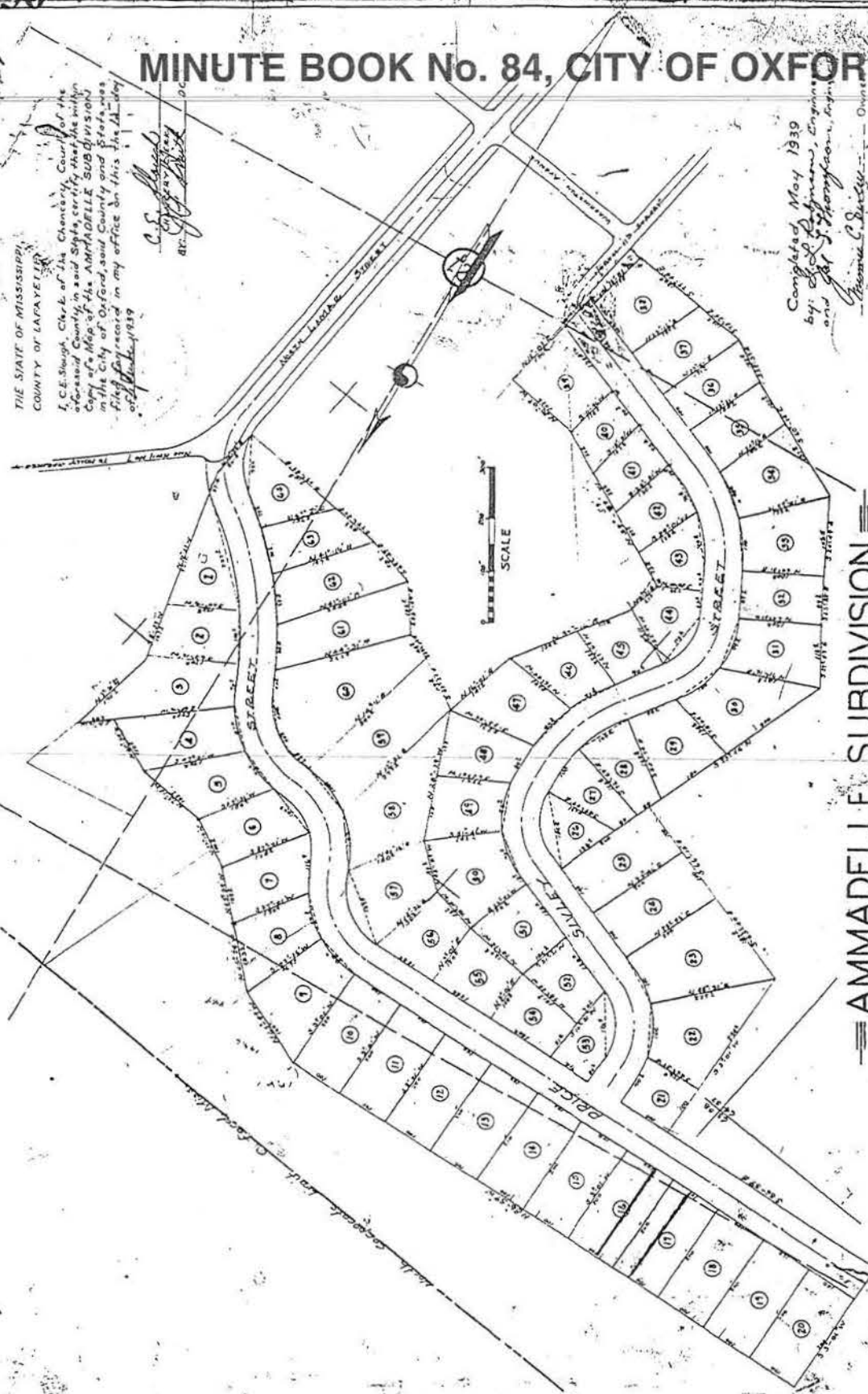


Completed May 1939
by: E. L. Robinson, Engr.
and J. S. Thompson, Engr.
James C. Dwyer

THE STATE OF MISSISSIPPI,
COUNTY OF LAFAYETTE.

I, C.E. Stough, Clerk of the Chancery Court of the
County of Oxford, in said State, certify that the within
Copy of a Map of the AMARDELLE SUBDIVISION
in the City of Oxford, said County and State, was
filed for record in my office on this the 11 day
of June, 1939

C. E. Davenport
Superintendent
Mar. 27, 1912



—AMMADELLE SUBDIVISION—

[illegible]

-DESCRIPTION OF PROPERTY-

This Description is Based On The Mississippi State Plane Coordinate System, East Zone, NAD 83 Grid Values, U.S. Survey Feet, Using A Scale Factor Of 0.999999423 And A Convergence Angle Of -00° 23' 20" Calculated At The Point Of Beginning Of This Survey.

Being Lot 17B Of The Amended Plot Of Annadelle Subdivision, Lot 17B And Also A Fraction Of The Northwest Quarter Of Section 21, Township 8 South, Range 3 West, City Of Oxford, Lafayette County, Mississippi And Containing 0.311 Acres. This Description Being In More Details As Follows:

Commencing At A 1" Iron Pipe Found On The North Right-Of-Way Line Of Price Street And Marking The Original Southwest Corner Of Lot 1B Of Annadelle Subdivision As Recorded In Cabinet 'A', Slide '1' Found In The Office Of The Lafayette County Chancery Clerk, Run Thence N 87° 14' 01" W Along Said North Right-Of-Way Line A Distance Of 67.01 Ft To A 1/2" Iron Rod Found Being The POINT OF BEGINNING; Thence N 86° 51' 17" W Along Said Right-Of-Way Line A Distance Of 68.49 Ft 1/2" Iron Pipe Found, Thence N 03° 14' 08" E Leaving Said Right-Of-Way Line A Distance Of 200.41 Ft 1/2" Iron Rod Found, Thence S 86° 24' 25" E A Distance Of 68.69 Ft 1/2" Iron Pipe Found, Thence S 03° 51' 59" W A Distance Of 199.89 Ft To The POINT OF BEGINNING Of This Description.

-CITY OF OXFORD-
-COUNTY OF LAFAYETTE-
-STATE OF MISSISSIPPI-

Approved and recommended for acceptance by the CITY OF OXFORD PLANNING COMMISSION, this the ____ day of ____ 2018.

BRANDYNTIMAN, CHAIRMAN
CITY OF OXFORD PLANNING COMMISSION

-CITY OF OXFORD-
-COUNTY OF LAFAYETTE-
-STATE OF MISSISSIPPI-

Approved and recommended for acceptance by the City of Oxford, Board of Aldermen, this the ____ day of ____ 2018.

ROBYN TANNERHILL
MAYOR, CITY OF OXFORD

-SURVEYOR'S CERTIFICATE-

I certify that the within this amended plot of Lot 17B of the Annadelle Subdivision, 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.

IGNATHIAN E. ADAMS
MISSISSIPPI REGISTERED PROFESSIONAL SURVEYOR

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 Annadelle Subdivision, on the day and year and for the purposes and in the capacities therein mentioned.

(Seal)

Notary Public

My Commission Expires:

-CITY ENGINEER'S CERTIFICATE-

I certify that Annadelle Subdivision, Lot 17B has complied with one of the following alternatives for the Annadelle Subdivision:

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.

As of this the ____ day of ____ 20____

BART ROBINSON, JR.
CITY ENGINEER, CITY OF OXFORD

-RESTRICTIVE COVENANTS-

Recorded in Instrument number _____, of the Land Records in the Chancery Clerk's Office of Lafayette County, Mississippi.

-OWNER'S CERTIFICATE-

I, Betty Patton, owner of Amended Lot 17B, certify that we did cause said land to be subdivided and plotted, as shown on the attached plat amendment for Annadelle Subdivision, Lot 17B. Such subdivision and dedication is the owner's own act and deed of their own free will.

Witness my hand and signature.

Betty Patton
Owner Of Lot 17B

Date: _____

-ACKNOWLEDGEMENT-
-COUNTY OF LAFAYETTE, STATE OF MISSISSIPPI-

Personally Appeared Before Me, The Undersigned Authority In And For Said County And State, Betty Patton, Who Acknowledged That He/She As Owner Of Lot 17B, And As His Act And Deed He/She Signed, Executed And Delivered The Above And Foregoing Instrument.

Given Under My Hand And Official Seal Of Office, This The ____ Of ____ 20____

Notary Public: _____

Date: _____

-STATE OF MISSISSIPPI-
-LAFAYETTE COUNTY-

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 ____ 2018, and was duly recorded in Plat Cabinet ____ Slide ____

Witness my hand and official seal this the ____ day of ____ 2018.

SHERRY WALL
CHANCERY CLERK



MINUTE BOOK NO. 84, CITY OF OXFORD
SUBDIVISIONS:

NO.	DATE	BY
NO.	DATE	BY
NO.	DATE	BY
NO.	DATE	BY
NO.	DATE	BY
NO.	DATE	BY

CERTIFICATE SHEET

LOTS 17B

NW 1/4 OF THE NE 1/4 SEC. 21, T-8-S, R-3-W,
LAFAYETTE CO., MS

EXAMINED	DATE
INDEXED	INDEXED
FILED	FILED

RECORDS
ALL INSTRUMENTS
FILED IN THE
CHANCERY AND
RECORDED IN THE
LAND RECORDS OF THE
COUNTY OF LAFAYETTE
AND THE STATE OF
MISSISSIPPI ARE
RECORDED IN THE
RECORDS
62-2139
PAGE NO.
2.0

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

**OXFORD**PLANNING
DEPARTMENT**Memorandum**

To: Mayor and Board of Aldermen
From: Ben Requet, AICP, Assistant Director of Planning
Date: September 18, 2018
Re: Planning Commission Case #2365 – A request by Andy Callicutt for a Final Plat Approval for 'Oxford Farms, Phase 9' for property located at 3000 Oxford Way. (PPIN #19223 & 34543)

This is a request for a Preliminary and Final Plat approval for Oxford Farms, Phase 9, a two-lot subdivision located to the north and south of Oxford Way at the roundabout. This property is the subject of several cases related to the proposed (currently named) Aspen Heights development, a student oriented rental development that spans portions of three zoning districts – (TNB) Traditional Neighborhood Business, (SMF) Suburban Multi-Family, and (NR) Neighborhood Residential. This subdivision proposes to create Lot 1 consisting of approximately +/- 11.19 acres and Lot 2 consisting of approximately +/- 5.20 acres.

Public Works Comments:

Traffic - The Oxford Farms development has grown over time, with various traffic studies or letters provided for individual developments but nothing considering the needs of the entire development. Staff had notified Mr. Callicutt with previous site plan approvals that future development will require a comprehensive study, which must also account for the traffic and impacts associated with the specific development. A traffic impact study for Oxford Farms was provided last month and an excerpt is included with this report. This study makes numerous recommendations for improvements including signalization at Farmview, Oxford Way and Old Taylor. The City is developing plans for the signalization of Oxford Way and South Lamar at this time and regardless of the traffic study we oppose a signal at Farmview and South Lamar due to the proximity of the signal that will soon begin construction at South Lamar and Azalea/Office Park.

Unfortunately, the traffic impact study does not appear to differentiate between what impacts or improvements would be associated with each individual development. As such, staff has previously expressed concern that it is unclear who intends to accept responsibility for the improvements. To address this issue, Mr. Callicutt has provided the attached letter which states

MINUTE BOOK No. 84, CITY OF OXFORD

that he will accept responsibility for the traffic signal as required in the traffic study upon closing of the proposed Aspen Heights transaction. SAFEGUARD - DEMENT 62-2139

As Aspen Heights (considered under Case 2366) is proposed for the property being considered for preliminary and final plat approval with this Case, staff requests that a subdivision bond be provided for the estimated cost of the required improvements as stated in the Traffic Impact Study provided. This bond would be required at the time of Final Plat approval for Oxford Farms Phase 9 should the owner decide to separate his request from the request for preliminary plat. Final Plat approval is required before more than one building can be constructed on a lot.

Also at issue with this plat is the proposed relocation of a road connecting to the north, which was originally indicated off of the roundabout on Oxford Way in the submittal documents for the Oxford Farms rezoning. Due to the size of Oxford Farms and the number of people located within the overall development, additional road connections are of vital importance. The owner did not feel that the northern road fit best with the layout and design for Aspen Heights (Case 2366) and has requested that the proposed future road be relocated to the west as indicated on Sheet 2.0 of the construction plans for Aspen Heights. Staff felt that it would be best to document this change in the northern road location as a future phase of Oxford Farms Phase 9. However, this has not been provided for on the plat submitted. Staff would prefer the future road be shown on the plat at this time, but will not stop the approval from moving forward without it as the owner has acknowledged his intent on the plans for Aspen Heights.

At their regularly scheduled meeting in September, the Planning Commission recommended approval of this Preliminary and Final Plat Amendment with conditions. As of the writing of this report, all conditions of approval have been satisfied.

Recommendation: Staff and the Planning Commission recommend approval of the Preliminary and Final Plat Approval for 'Oxford Farms, Phase 9' with the following conditions:

1. Approval is for the plat as submitted. (Planning)
2. A subdivision bond will be provided at the time of Final Plat approval for the infrastructure required by the traffic impact study. (Public Works)
3. The owner affirms his dedication to provide for a connector road to the north in the approximate location shown on Sheet 2.0 of the Aspen Heights construction plans dated May 14, 2018 before the Planning Commission and Board of Alderman or provides for it as a future phase of this plat.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

**OXFORD**PLANNING
DEPARTMENT**Case 2365**

To: Oxford Planning Commission
From: Ben Requet, AICP, Assistant Director
Date: September 10, 2018

Applicant: Andy Callicutt
Owner: Same
Request: Approve Preliminary Plat and Final Plat for Aspen Heights Student Rentals
Location: Aspen Heights (PPINs #34553 & #19223)
Zoning: (TNB) Traditional Neighborhood Business, (SMF) Suburban Multi-Family, and (NR) Neighborhood Residential

Surrounding Zoning: North: Institutional
 South: Suburban Residential
 East and West: Suburban Multi-Family

Planners Comments:

This is a request for a Preliminary and Final Plat approval for Oxford Farms, Phase 9, a two-lot subdivision located to the north and south of Oxford Way at the roundabout. This property is the subject of several cases related to the proposed (currently named) Aspen Heights development, a student oriented rental development that spans portions of three zoning districts – (TNB) Traditional Neighborhood Business, (SMF) Suburban Multi-Family, and (NR) Neighborhood Residential. This subdivision proposes to create Lot 1 consisting of approximately +/- 11.19 acres and Lot 2 consisting of approximately +/- 5.20 acres.

Public Works Comments:

Traffic - The Oxford Farms development has grown over time, with various traffic studies or letters provided for individual developments but nothing considering the needs of the entire development. Staff had notified Mr. Callicutt with previous site plan approvals that future development will require a comprehensive study, which must also account for the traffic and impacts associated with the specific development. A traffic impact study for Oxford Farms was provided last month and an excerpt is included with this report. This study makes numerous recommendations for improvements including signalization at Farmview, Oxford Way and Old Taylor. The City is developing plans for the signalization of Oxford Way and South Lamar at this

MINUTE BOOK No. 84, CITY OF OXFORD

time and regardless of the traffic study we oppose a signal at Farmview and South Lamar due to the proximity of the signal that will soon begin construction at South Lamar and Azalea/Office Park. PAID CHARGE - DEMENT 62-2139

Unfortunately, the traffic impact study does not appear to differentiate between what impacts or improvements would be associated with each individual development. As such, staff has previously expressed concern that it is unclear who intends to accept responsibility for the improvements. To address this issue, Mr. Callicutt has provided the attached letter which states that he will accept responsibility for the traffic signal as required in the traffic study upon closing of the proposed Aspen Heights transaction.

As Aspen Heights (considered under Case 2366) is proposed for the property being considered for preliminary and final plat approval with this Case, staff requests that a subdivision bond be provided for the estimated cost of the required improvements as stated in the Traffic Impact Study provided. This bond would be required at the time of Final Plat approval for Oxford Farms Phase 9 should the owner decide to separate his request from the request for preliminary plat. Final Plat approval is required before more than one building can be constructed on a lot.

Also at issue with this plat is the proposed relocation of a road connecting to the north, which was originally indicated off of the roundabout on Oxford Way in the submittal documents for the Oxford Farms rezoning. Due to the size of Oxford Farms and the number of people located within the overall development, additional road connections are of vital importance. The owner did not feel that the northern road fit best with the layout and design for Aspen Heights (Case 2366) and has requested that the proposed future road be relocated to the west as indicated on Sheet 2.0 of the construction plans for Aspen Heights. Staff felt that it would be best to document this change in the northern road location as a future phase of Oxford Farms Phase 9. However, this has not been provided for on the plat submitted. Staff would prefer the future road be shown on the plat at this time, but will not stop the approval from moving forward without it as the owner has acknowledged his intent on the plans for Aspen Heights.

Recommendation: Staff recommends approval of the 'Preliminary and Final Plat for Oxford Farms, Phase 9' with the following conditions:

1. Approval of Preliminary & Final Plat for 'Oxford Farms, Phase 9' by the Mayor and Board of Aldermen. (Planning)
2. Approval is for the plat as submitted. (Planning)
3. A subdivision bond will be provided at the time of Final Plat approval for the infrastructure required by the traffic impact study. (Public Works)

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SAFEGUARD - DEMENT 62-2139

4. The owner affirms his dedication to provide for a connector road to the north in the approximate location shown on Sheet 2.0 of the Aspen Heights construction plans before the Planning Commission and Board of Alderman or provides for it as a future phase of this plat.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

July 23, 2018

Re: Subdivision Plat
Oxford Farms, Phase 9

PROJECT NARRATIVE

Oxford Farms, Phase 9 is a 2 lot subdivisions on the west side of Oxford Farms Development with one lot on each side of the newly constructed Oxford Way.

Lot 1 consists of 11.19 acres on the north side of Oxford Way. Lot 1 will have multiple zonings including SMF, NR & TNB. Lot 2 will be made up of 5.20 acres south of Oxford Way. Lot 2 will also have multiple zoning including TNB & NR.

A construction plans have been submitted for this site titled "Aspen Heights at Oxford Farms."



City of Oxford, Lafayette County, Mississippi

[illegible]

SAFEGUARD - DEFEND 62-2139

MINUTE BOOK No. 84, CITY OF OXFORD

MONITORING CENTER ARE

simply as *Cultural Form Satisfaction*. Figure 3 is in conformance with the design requirements of the satisfaction questionnaires and specific conditions imposed on the development and layout to account of applicability to various sites and localities and regional trends in land use patterns for the

[illegible]

UNIVERSITY OF CALIFORNIA

I hereby certify that the within and to the best of my knowledge and belief is a true and correct representation of said subdivision and that I signed and caused to be signed my own act and deed in witness whereof and signature this the _____ day of _____ 20____.

Received 10 May 2003
Accepted 10 May 2003

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[illegible]

Journal of Consulting and Clinical Psychology, 2006, 74(1), 102–112. © 2006 by the American Psychological Association 0893-3200/06/\$12.00 DOI: 10.1037/0893-3200.74.1.102

[illegible]

Paul Gaudin, Editor, with a list of 11 Non-Zero Games, or more, follows: *Game Theory*, by 2027 (1944-1949).

1994, February 18, 2002.

Copyright © 2004 by John Wiley & Sons, Inc.

STATEMENT OF ACCEPTANCE BY CITY:

Approved and recommended for assignment by the City of Knox Planning Commission
on the _____ day of _____, 20____

by John W. Green *Quinn and Furberg Consulting*

Exposed and recommended for attention by the City of Dubai, Board of Directors. Exposed _____ day of _____ 20____

Robert Trenchard, Mayor, City of Chicago

THE ENGINEERS' CERTIFICATE

early that
has accepted with one of the following statements for Chapter 2, Section 2.1, Page 2
All respondents have been notified by the publisher in accordance with the requirements of these regulations and with the action of the
Board of Directors, giving notice of the preliminary plan, and accepting the same in full and correct
A hard and unyielding fact has been pointed by the publisher as a result. The city is a subject matter to make long list of all
required improvements.

100

David Robinson, PE
The Engineer, Great Oubert

THE JOURNAL OF THE AMERICAN SOCIETY OF CLIMATE ENGINEERS

I hereby certify that the above is a true and correct copy of the original as the same appears in the records of the _____ County, _____ State, _____ day of _____, 19____.

Witness my hand and seal of said County, _____ day of _____, 19____.

Source: U.S. Bureau of Census.

CONTRACTS CERTIFICATE OF CONFORMANCE

ADRIAN W. GELBERG is the Managing Director, ERM, LLC, and is one of the top 100 people in the world as ranked and named in *Forbes* magazine's annual list of "Global Power 100". He is also one of the top 100 people in the world as ranked and named in *Forbes* magazine's annual list of "Global Power 100". He is also one of the top 100 people in the world as ranked and named in *Forbes* magazine's annual list of "Global Power 100".

distance north and south from the _____ day of _____ 20____

DUCKDORF ASSOCIATES, LLC
a DuckDorff Investment Services Company

ANDREW W. CALHOUN, MEMBER
MANAGER

ACCOMPLISHMENT CENTER

CONSTITUTIONAL COURT

THIS DAY PERIOD

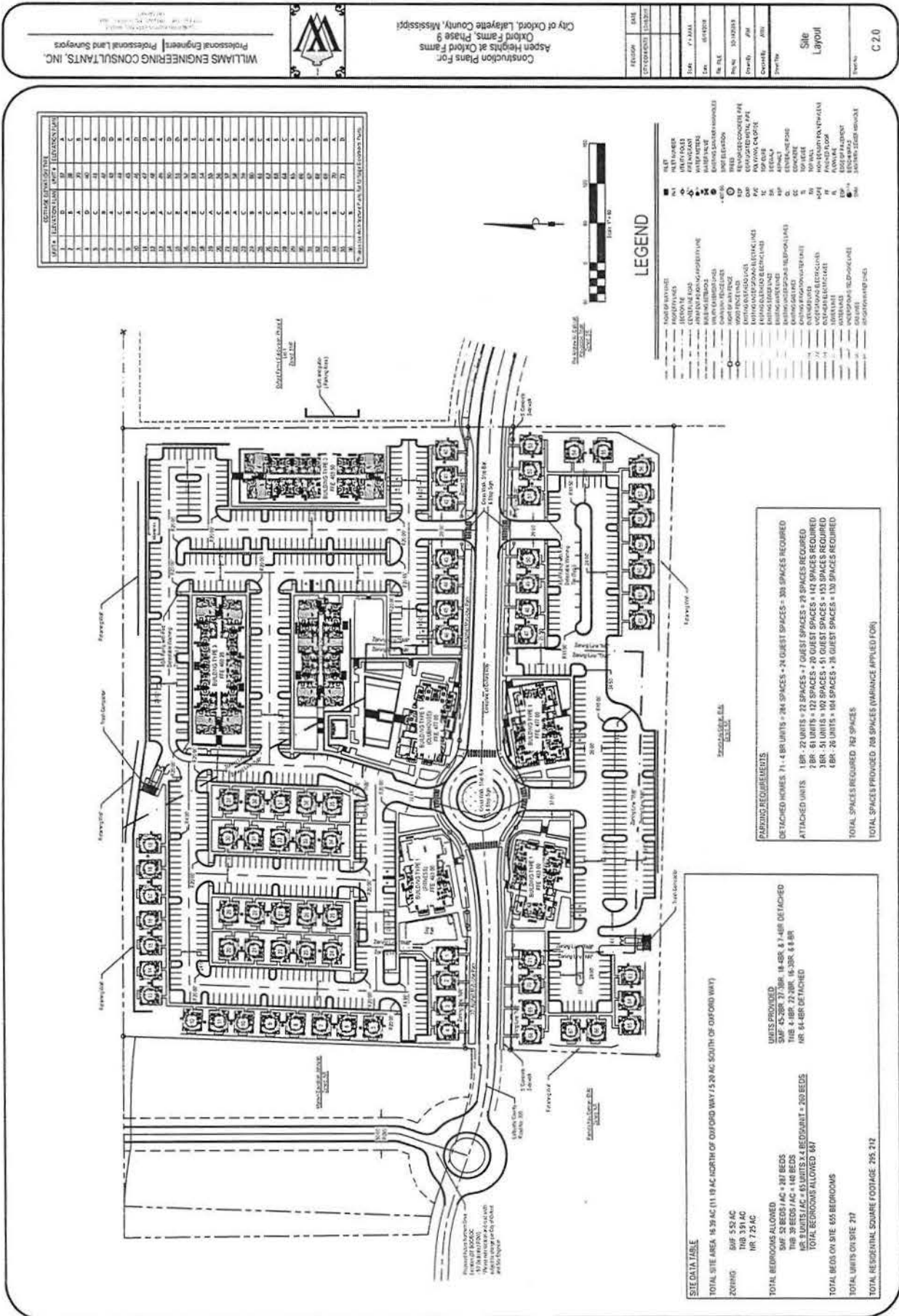
Other authors have attributed to the feedback loop a role in the development of CJD. Bhatia *et al.* (1997) found that the feedback loop is active in the development of CJD in the brain. The feedback loop is active in the development of CJD in the brain. The feedback loop is active in the development of CJD in the brain.

2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100 2101 2102 2103 2104 2105 2106 2107 2108 2109 2110 2111 2112 2113 2114 2115 2116 2117 2118 2119 2120 2121 2122 2123 2124 2125 2126 2127 2128 2129 2130 2131 2132 2133 2134 2135 2136 2137 2138 2139 2140 2141 2142 2143 2144 2145 2146 2147 2148 2149 2150 2151 2152 2153 2154 2155 2156 2157 2158 2159 2160 2161 2162 2163 2164 2165 2166 2167 2168 2169 2170 2171 2172 2173 2174 2175 2176 2177 2178 2179 2180 2181 2182 2183 2184 2185 2186 2187 2188 2189 2190 2191 2192 2193 2194 2195 2196 2197 2198 2199 2200 2201 2202 2203 2204 2205 2206 2207 2208 2209 2210 2211 2212 2213 2214 2215 2216 2217 2218 2219 2220 2221 2222 2223 2224 2225 2226 2227 2228 2229 2230 2231 2232 2233 2234 2235 2236 2237 2238 2239 2240 2241 2242 2243 2244 2245 2246 2247 2248 2249 2250 2251 2252 2253 2254 2255 2256 2257 2258 2259 2260 2261 2262 2263 2264 2265 2266 2267 2268 2269 2270 2271 2272 2273 2274 2275 2276 2277 2278 2279 2280 2281 2282 2283 2284 2285 2286 2287 2288 2289 2290 2291 2292 2293 2294 2295 2296 2297 2298 2299 2300 2301 2302 2303 2304 2305 2306 2307 2308 2309 2310 2311 2312 2313 2314 2315 2316 2317 2318 2319 2320 2321 2322 2323 2324 2325 2326 2327 2328 2329 2330 2331 2332 2333 2334 2335 2336 2337 2338 2339 2340 2341 2342 2343 2344 2345 2346 2347 2348 2349 2350 2351 2352 2353 2354 2355 2356 2357 2358 2359 2360 2361 2362 2363 2364 2365 2366 2367 2368 2369 2370 2371 2372 2373 2374 2375 2376 2377 2378 2379 2380 2381 2382 2383 2384 2385 2386 2387 2388 2389 2390 2391 2392 2393 2394 2395 2396 2397 2398 2399 2400 2401 2402 2403 2404 2405 2406 2407 2408 2409 2410 2411 2412 2413 2414 2415 2416 2417 2418 2419 2420 2421 2422 2423 2424 2425 2426 2427 2428 2429 2430 2431 2432 2433 2434 2435 2436 2437 2438 2439 2440 2441 2442 2443 2444 2445 2446 2447 2448 2449 2450 2451 2452 2453 2454 2455 2456 2457 2458 2459 2460 2461 2462 2463 2464 2465 2466 2467 2468 2469 2470 2471 2472 2473 2474 2475 2476 2477 2478 2479 2480 2481 2482 2483 2484 2485 2486 2487 2488 2489 2490 2491 2492 2493 2494 2495 2496 2497 2498 2499 2500 2501 2502 2503 2504 2505 2506 2507 2508 2509 2510 2511 2512 2513 2514 2515 2516 2517 2518 2519 2520 2521 2522 2523 2524 2525 2526 2527 2528 2529 2530 2531 2532 2533 2534 2535 2536 2537 2538 2539 2540 2541 2542 2543 2544 2545 2546 2547 2548 2549 2550 2551 2552 2553 2554 2555 2556 2557 2558 2559 2560 2561 2562 2563 2564 2565 2566 2567 2568 2569 2570 2571 2572 2573 2574 2575 2576 2577 2578 2579 2580 2581 2582 2583 2584 2585 2586 2587 2588 2589 2590 2591 2592 2593 2594 2595 2596 2597 2598 2599 2600 2601 2602 2603 2604 2605 2606 2607 2608 2609 2610 2611 2612 2613 2614 2615 2616 2617 2618 2619 2620 2621 2622 2623 2624 2625 2626 2627 2628 2629 2630 2631 2632 2633 2634 2635 2636 2637 2638 2639 2640 2641 2642 2643 2644 2645 2646 2647 2648 2649 2650 2651 2652 2653 2654 2655 2656 2657 2658 2659 2660 2661 2662 2663 2664 2665 2666 2667 2668 2669 2670 2671 2672 2673 2674 2675 2676 2677 2678 2679 2680 2681 2682 2683 2684 2685 2686 2687 2688 2689 2690 2691 2692 2693 2694 2695 2696 2697 2698 2699 2700 2701 2702 2703 2704 2705 2706 2707 2708 2709 2710 2711 2712 2713 2714 2715 2716 2717 2718 2719 2720 2721 2722 2723 2724 2725 2726 2727 2728 2729 2730 2731 2732 2733 2734 2735 2736 2737 2738 2739 2740 2741 2742 2743 2744 2745 2746 2747 2748 2749 2750 2751 2752 2753 2754 2755 2756 2757 2758 2759 2760 2761 2762 2763 2764 2765 2766 2767 2768 2769 2770 2771 2772 2773 2774 2775 2776 2777 2778 2779 2780 2781 2782 2783 2784 2785 2786 2787 2788 2789 2790 2791 2792 2793 2794 2795 2796 2797 2798 2799 2800 2801 2802 2803 2804 2805 2806 2807 2808 2809 2810 2811 2812 2813 2814 2815 2816 2817 2818 2819 2820

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TRAFFIC IMPACT STUDY*for***OXFORD FARMS***Oxford, Mississippi**July 16, 2018**Prepared By:***NEEL-SCHAFER**
Solutions you can build upon

Oxford Farms

Oxford, Mississippi

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*Oxford Farms**Oxford, Mississippi***1.0 Introduction**

The following report presents the findings of a traffic analysis performed by Neel-Schaffer, Inc. for the proposed Oxford Farms development located in Oxford, Mississippi. The project site is located along the west side of S. Lamar Boulevard and extends westward towards Old Taylor Road. **Figure 1** labels the various components of the Oxford Farms development.

1.1 Purpose

The purpose of this analysis is to provide an estimate of the trip generation potential of the site and its impacts on adjacent intersections. The analysis presented here is the most comprehensive analysis presented to date, and can be assumed to supersede previous preliminary studies/letters submitted to the city by Neel-Schaffer regarding Oxford Farms. Previously studied components of the site are included in this report as either existing generators of traffic captured in the new turning movement counts or estimated trips included in the trip generation calculations.

1.2 Development and Stages of Analysis

The development includes a mixture of single family housing, residential rental units, restaurants, specialty retail, professional offices, and related land uses. The site is anticipated to develop in stages, and the following study presents two analyses. The first analysis evaluates an interim condition for the year 2020 that represents committed developments. The second analysis evaluates the full build out potential of the site based on the best available information at the time of this study.

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Overall Oxford Farms Development

FIGURE 1

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*Oxford Farms**Oxford, Mississippi***2.0 Existing Traffic Volumes**

Turning movement counts were collected at four study area intersections on Thursday, April 26th, 2018, and Thursday, May 3rd, 2018. **Figure 2** presents the existing peak hour traffic volumes.

3.0 Projected No Build Volumes

No build traffic volumes were developed for the years 2020 and 2025. The no build traffic represents the amount of traffic likely to occur if the proposed new development is not constructed. The no build traffic is provided so that the analysis of the site's potential impacts in a future year can be compared to a condition that assumes all other factors remain unchanged except that the site is not built.

An annual growth rate of 2-percent per year was applied to existing peak hour volumes. The growth rate is consistent with the population growth in the vicinity of the site, as reported by the US Census. Over seven years, the background growth equates to an increase of approximately 15% over existing conditions. The 2020 and 2025 no build traffic volumes are presented in **Figure 3** and **Figure 4**, respectively.

4.0 Site Traffic Sources and Trip Generation

The following sections outline the site traffic sources and the trip generation calculation process. Site traffic volumes were developed for the years 2020 and 2025, and these volume depend the estimated completion dates for the various site componenets.

4.1 Analysis Zones and Classification

The Oxford Farms site was divided into seven zones for the purposes of developing a trip generation estimate. Each zone represents a standalone development or phase within the overall site. The completion date or estimated completion date for each component of the development varies from 2018 through 2025.

To simplify the analysis, two generic opening years were chosen. Site traffic for the year 2020 includes all developments that are committed or near completion. Site traffic for the year 2025 includes the 2020 traffic plus estimates for all remaining land uses. Traffic generated from the Oxford Farm land uses that were both open and occupied by May 2018 are reflected in the turning movement counts of existing conditions and are not included in the site traffic calculations. The seven zones are listed in the table below and roughly depicted previously in **Figure 1** on page 2.

Table 1. Zone Descriptions and Design Years

Zone	Zone Description	Design Year(s)
1	Village Center / Towncenter	2025
2	A potential residential development south of the Achieve	2025
3	The Mill	2020 & 2025
4*	Creekside, Medical Offices, and YMCA	2020 & 2025
5	The Adelia	2020 & 2025
6	The Achieve (Formerly the Helix)	2020 & 2025
7	Aspen Heights	2020 & 2025

Note: *Partially captured in existing count data

In addition to dividing the site into analysis zones, the land uses within each zone were subdivided using three classifications. These classifications were developed to help keep track of the development progress as the site builds out. The classifications are:

1. **Proposed:** Land uses in this category have not been built and are included in all trip generation calculations.
2. **Unoccupied or not yet Counted:** Land uses in this category are either not yet generating traffic or have not been open long enough to be reflected in recent turning movement counts. A trip generation estimate is still used to calculate trips assigned to these land uses.
3. **Built, Occupied, and Counted:** Lane uses in this category are open, have reasonably full occupancy, and have been captured in the most recent turning movement counts. These land uses are no longer included in the trip generation estimate since they are included in real-world count data. This category is included for tracking purposes and to provide a record of completed portions of the site.

Oxford Farms

Oxford, Mississippi

4.2 Trip Generation Estimate

Estimated traffic volumes for the anticipated land uses were developed using local data and the equations and methodologies found in the ninth edition of the Trip Generation Manual. Internal capture was included in the analysis.

The trip generation calculation results are presented in two tables. **Table 2** presents the trips generated by each zone of the development and each land use within the zone. The land uses are also subdivided into one of the three development classifications: 1) Proposed, 2) Unoccupied or not yet Counted, and 3) Built, Occupied and Counted. **Table 3** summarizes the total trip potential, the internal capture trip reductions, and the final trip generation estimate.

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Land Use	Intensity	Trips	Total		AM Peak Hour		PM Peak Hour	
			In	Out	In	Out		
Oxford Farms Village Center / Towncenter								
Camping Cottages/Small Hotel Cottages								
• Proposed	23 Rooms	54	11	4	7	12	6	6
• Unoccupied or not yet Counted	0 Rooms	0	0	0	0	0	0	0
• Built, Occupied, and Counted	0 Rooms	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Residential Condominium/Townhome								
• Proposed	80 D.U.	630	51	15	36	59	37	22
• Unoccupied or not yet Counted	0 D.U.	0	0	0	0	0	0	0
• Built, Occupied, and Counted	0 D.U.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Apartments								
• Proposed	84 Beds / 14 D.U.	97	20	3	17	36	17	19
• Unoccupied or not yet Counted	0 Beds / 0 D.U.	0	0	0	0	0	0	0
• Built, Occupied, and Counted	0 Beds / 0 D.U.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Grocery								
• Proposed	22,000 S.F.	2,772	84	50	34	252	129	123
• Unoccupied or not yet Counted	0 S.F.	0	0	0	0	0	0	0
• Built, Occupied, and Counted	0 S.F.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Restaurant								
• Proposed	18,000 S.F.	1,509	13	7	6	140	94	46
• Unoccupied or not yet Counted	0 S.F.	0	0	0	0	0	0	0
• Built, Occupied, and Counted	0 S.F.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Retail								
• Proposed	55,000 S.F.	4,004	179	111	68	349	168	181
• Unoccupied or not yet Counted	0 S.F.	0	0	0	0	0	0	0
• Built, Occupied, and Counted	0 S.F.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Hotel & Hotel Cottages								
• Proposed	360 Rooms	1,401	122	41	81	104	53	51
• Unoccupied or not yet Counted	0 Rooms	0	0	0	0	0	0	0
• Built, Occupied, and Counted	0 Rooms	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Single Family Dwellings								
• Proposed	24 D.U.	180	15	4	11	18	11	7
• Unoccupied or not yet Counted	0 D.U.	0	0	0	0	0	0	0
• Built, Occupied, and Counted	0 D.U.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Office								
• Proposed	18,000 S.F.	291	35	29	6	44	14	30
• Unoccupied or not yet Counted	0 S.F.	0	0	0	0	0	0	0
• Built, Occupied, and Counted	0 S.F.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
The Mill								
Apartments								
• Proposed	228 Beds / 36 D.U.	285	55	9	46	98	46	52
• Unoccupied or not yet Counted	0 Beds / 0 D.U.	0	0	0	0	0	0	0
• Built, Occupied, and Counted	93 Beds / 31 D.U.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Creekside, Medical Offices, and YMCA								
Medical-Dental Offices								
• Proposed	30,300 S.F.	1,024	73	58	15	99	28	71
• Unoccupied or not yet Counted	0 S.F.	0	0	0	0	0	0	0
• Built, Occupied, and Counted	30,000 S.F.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Residential Condominium/Townhome								
• Proposed	0 D.U.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
• Unoccupied or not yet Counted	0 D.U.	0	0	0	0	0	0	0
• Built, Occupied, and Counted	84 D.U.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Recreational Community Center (YMCA)								
• Proposed	95,000 S.F.	3,213	195	129	66	260	127	133
• Unoccupied or not yet Counted	0 S.F.	0	0	0	0	0	0	0
• Built, Occupied, and Counted	0 S.F.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
The Adelia								
Residential Condominium/Townhome								
• Proposed	22 D.U.	172	15	3	12	17	11	6
• Unoccupied or not yet Counted	0 D.U.	0	0	0	0	0	0	0
• Built, Occupied, and Counted	0 D.U.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
The Achieve (Formerly the Helix)								
Apartments								
• Proposed	0 Beds / 0 D.U.	0	0	0	0	0	0	0
• Unoccupied or not yet Counted	700 Beds / 256 D.U.	830	100	32	158	340	158	182
• Built, Occupied, and Counted	0 Beds / 0 D.U.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Aspen Heights								
Apartments								
• Proposed	688 Beds / 220 D.U.	721	160	28	138	296	138	158
• Unoccupied or not yet Counted	0 Beds / 0 D.U.	0	0	0	0	0	0	0
• Built, Occupied, and Counted	0 Beds / 0 D.U.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Unnamed Residential Development South of The Achieve								
Residential Condominium/Townhome								
• Proposed	122 D.U.	960	36	22	54	90	57	33
• Unoccupied or not yet Counted	0 D.U.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
• Built, Occupied, and Counted	0 D.U.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Single Family Dwelling								
• Proposed	91 D.U.	716	57	17	40	67	42	25
• Unoccupied or not yet Counted	0 D.U.	0	0	0	0	0	0	0
• Built, Occupied, and Counted	0 D.U.	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Source: Neel-Schaffer, Inc., 2018
Notes:
1) Land uses allocated to the "Built, Occupied, and Counted" category are reflected in the count of existing traffic.
2) Print this page on 11" x 17" paper

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Table 3. Trip Generation Summary and Grand Total

Summary of Trip Generation by Land Use							
	Daily Trips	AM Peak Hour			PM Peak Hour		
		Total	In	Out	Total	In	Out
Residential Trips	4,600	645	133	512	1,021	517	504
Retail/Restaurant Trips	8,285	276	168	108	741	391	350
Office	1,315	108	87	21	143	42	101
Lodging	1,454	133	45	88	116	59	57
YMCA	3,213	195	129	66	260	127	133
Sub-Total: All Site Trips Generated	18,867	1,357	562	795	2,281	1,136	1,145
Summary of Internal Capture Reductions							
	Daily Trips	AM Peak Hour			PM Peak Hour		
		Total	In	Out	Total	In	Out
Internal Capture Trips - Residential	-	41	16	25	270	110	160
Internal Capture Trips - Retail/Restaurant	-	51	20	31	291	190	101
Internal Capture Trips - Office	-	50	43	7	49	3	46
Internal Capture Trips - Lodging	-	16	0	16	24	14	10
Internal Capture Trips - YMCA	-	0	0	0	0	0	0
Sub-Total Internal Capture Reduction	-	158	79	79	634	317	317
Grand Total							
	Daily Trips	AM Peak Hour			PM Peak Hour		
		Total	In	Out	Total	In	Out
Total New External Trips	-	1,199	483	716	1,647	819	828

Source: Neel-Schaffer, Inc., 2018

4.3 Site Traffic Distribution

The site traffic distribution was based on existing travel patterns within the study area as well as the proximity of the various on-site land uses to the surrounding road network and access points. In general, the majority of site traffic was assumed to travel to and from the north by way of the access point nearest the evaluated land use. Smaller proportions of the site traffic were assigned to less direct site access points and to the south. **Figure 5** presents the year 2020 site traffic, and **Figure 6** presents the year 2025 site traffic.

7.0 Traffic Analysis Results

The traffic analysis evaluated five scenarios, and the results are summarized in two tables. **Table 6** presents the analysis results for unsignalized intersection. **Table 7** presents the results for signalized conditions. The evaluated scenarios are:

- *Existing Conditions:* This scenario evaluates the level of service for the existing intersections within the study area using their existing volumes (Year 2018).
- *No Build Conditions – Year 2020:* This scenario performs the same evaluation as the analysis of existing conditions, but the traffic volumes include two years of background growth (2% per year).
- *No Build Conditions – Year 2025:* This scenario performs the same evaluation as the analysis of existing conditions, but the traffic volumes include seven years of background growth (2% per year).
- *Build Conditions – Year 2020:* This scenario include two years of background growth (2% per year) plus site traffic generated by the developments identified in **Table 1** that are anticipated to be open in 2020.
- *Build Conditions – Year 2025:* This scenario include seven years of background growth (2% per year) plus site traffic generated by the developments identified in **Table 1** that are anticipated to be open in 2025.

In general, the addition of the estimated site traffic to the study area intersections primarily impacted the operations of the side-street movements. Without traffic signals, the Old Taylor Road and S. Lamar Boulevard access points have a minor impact on the higher volume major street movements while Oxford Way and Farm View Drive will experience levels of service ranging from LOS D to LOS F (primarily LOS E/F).

Table 7 presents the results from adding traffic signals at Old Taylor Road/Oxford Way, S. Lamar Boulevard/Oxford Way, and S. Lamar Boulevard/Farm View Drive. A traffic signal at S. Lamar Boulevard/Oxford Way was not found to adversely impact traffic along S. Lamar Boulevard while also improving the Oxford Way approach level of service to an acceptable LOS C or better. A traffic signal at the west end of Oxford Way at Old Taylor Road would operate adequately if some geometric improvements to the intersection were made prior to signalization.

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Table 6. Unsignalized Intersection Level of Service Analysis Results
AM Peak (PM Peak)

Location	Scenario	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Old Taylor Road at Oxford Way/Landas Rd with Minor Street Stop Control (EB/WB)	Existing	C (D)			B (B)			A* (A*)	Free		A (A)	Free	
	2020 No Build	C (E)			B (B)			A* (A*)	Free		A (A)	Free	
	2025 No Build	C (E)			C (B)			A* (A*)	Free		A (A)	Free	
	2020 Build	E (F)			D (E)			A* (A*)	Free		A (A)	Free	
	2025 Build	F (F)			F (F)			A* (A*)	Free		A (A)	Free	
S. Lamar Blvd at Oxford Way Minor Street Stop Control (EB)	Existing	C (D)	n/a	B (B)	n/a			A* (A*)	Free		n/a	Free	
	2020 No Build	C (D)	n/a	B (B)	n/a			A* (A*)	Free		n/a	Free	
	2025 No Build	C (E)	n/a	B (B)	n/a			A* (A*)	Free		n/a	Free	
	2020 Build	F (F)	n/a	B (B)	n/a			A* (A*)	Free		n/a	Free	
	2025 Build	F (F)	n/a	C (C)	n/a			A* (A*)	Free		n/a	Free	
S. Lamar Blvd at Farm View Dr Minor Street Stop Control (EB)	Existing	C (C)			n/a			A* (A*)	Free		n/a	Free	
	2020 No Build	C (D)			n/a			A* (A*)	Free		n/a	Free	
	2025 No Build	C (D)			n/a			A* (A*)	Free		n/a	Free	
	2020 Build	E (F)			n/a			A* (A*)	Free		n/a	Free	
	2025 Build	F (F)			n/a			A* (A*)	Free		n/a	Free	
S. Lamar Blvd at Azalea Dr Minor Street Stop Control (EB/WB)	Existing	D (D)			C (B)			A* (A*)	Free		A* (A*)	Free	
	2020 No Build	D (D)			C (B)			A* (A*)	Free		A* (A*)	Free	
	2025 No Build	E (E)			D (B)			A* (A*)	Free		A* (A*)	Free	
	2020 Build	E (F)			C (B)			A* (A*)	Free		A* (A*)	Free	
	2025 Build	F (F)			D (C)			A* (A*)	Free		A* (A*)	Free	

Note: *Left-turn from through lane

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Table 7. Signalized Intersection Level of Service Analysis Results
AM Peak (PM Peak)

Location	Scenario	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	Overall
Old Taylor Road at Oxford Way/Landas Rd with	2025 Build	B (C)	C (C)		B (B)	F** (F)**		B (B)	C (D)		B (C)	B (B)		D (D)
S. Lamar Blvd at Oxford Way	2025 Build	B (C)	n/a	B (C)	n/a			A (B)		n/a	A (A)	A (A)	A (B)	
S. Lamar Blvd at Farm View Dr	2025 Build	B (B)			n/a			A (A)		n/a	A (A)	A (A)	A (A)	

Note: **The poor LOS is due to a high volume of right-turning vehicles from the shared thru-left lane. The projected through volumes are minimal and the westbound thru/right functions as a defacto right-turn lane. The level of services improves to a LOS C/D with the addition of a channelized right-turn from westbound to northbound.

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SAFEGUARD - DEMENT 62-2139

*Taylor Ridge**Oxford, Mississippi*

8.0 Conclusions and Recommendations

The following sections present conclusions and recommendations per intersection. A section is devoted to each of the three intersections most impacted by the development: 1) Old Taylor Road at Oxford Way, 2) S. Lamar Boulevard at Oxford Way, and 3) S. Lamar Boulevard at Farm View Drive. Each section concludes with a bulleted list summarizing the recommendations discussed in that section.

In general, the recommendations include geometric improvements at the Oxford Way intersections with Old Taylor Road and S. Lamar Blvd. In addition, both locations are projected to warrant a traffic signal. Oxford Way/S. Lamar Blvd. will likely warrant a traffic signal first, and the Oxford Way/Old Taylor Road intersection is likely to warrant a traffic signal sometime between 2020 and 2025.

The intersection of Farm View Drive and S. Lamar Blvd. is also expected to warrant a traffic signal, but it is recommended that the developer defer to the City of Oxford as to whether or not a traffic signal should be installed. The Farm View Drive intersection's proximity to Oxford Way along with its connectivity to the route may be sufficient for the city to decide that two traffic signals along S. Lamar Boulevard would be redundant.

8.1 Old Taylor Rd. at Oxford Way

8.1.1 *Recommendations from Previous Studies*

Two previous studies have made recommendations regarding the Old Taylor Road/Oxford Way intersection.

First, a previous Oxford Farms Traffic Impact Study, dated January 6, 2017, included two recommended improvements at the intersection of Old Taylor Road and CR 356. The first recommendation was to construct a westbound left-turn lane from Oxford Way to Old Taylor Road within the existing Oxford Way median. The second recommendation was to install a traffic signal as a proactive measure in anticipation of additional development along Oxford Way. However, the City requested that the study be amended with a supplemental note stating that the installation of a traffic signal at this location should be postponed.

Second, a preliminary traffic study performed for the Taylor Ridge development included four recommendations: 1) construct an eastbound left-turn lane, 2) construct a northbound left-turn lane, 3) remove lane markings within the intersection, and 4) relocate the westbound stop line to before the crosswalk. It should be noted that a final traffic impact study for Taylor Ridge has not been submitted and that the traffic study referenced here was prepared as part of the zoning approval process.

8.1.2 Summary of Current Recommendations

- The recommendations presented here do not alter previous recommendations made for the Taylor Ridge development.
- It is recommended that a traffic signal be installed at the intersection of Old Taylor Road and Oxford Way. The year of need for the traffic signal is likely between 2020 and 2025, but geometric improvements may delay a traffic signal until 2025. Development along Old Taylor Road not related Oxford Farms may also impact the year of need. Planning and design for a traffic signal and geometric improvements could reasonably begin now with construction of the signal postponed at the city's discretion.
- A westbound left-turn lane is recommended. The lane configuration of westbound Oxford Way impacts the year of need for a traffic signal at this location. Separating the westbound left and right movements may postpone the year of need for a signal. Additionally, a westbound left would be required eventually under signalized operations.
- It is recommended that the developer and the city discuss the possibility of constructing a channelized right-turn for the westbound approach. There are pros and cons for installing a channelized right-turn which should be discussed with the city.
 - Constructing a westbound channelized right-turn may eliminate the need for a westbound left-turn lane. Allowing the westbound left/thru movements to share the existing lane. However, a shared left/thru lane would require the future signal to be split phased which may increase the cycle length.
 - A channelized right-turn lane removes a significant volume of traffic from signal control (right-turn stop on red versus channelized yield). Removing the heavy westbound right-turn volume from the signal would improve signal operations while increasing the right-turn flow rate.
 - The channelized right-turn may be less pedestrian friendly. The crosswalk crossing the channelized right-turn would not be signalized. Motorists entering the channelized right would be required to yield to pedestrians in the crosswalk. This is in contrast to right-turns on red during an active crosswalk signal.
 - Bicycles using the northbound bike lane correctly (i.e. traveling northbound) will be in the appropriate line of sight. Bicycles traveling the wrong way in the bike lane (a ticketable offense) would not.

8.1.3 Discussion of Current Recommendations

It is reasonable to expect a traffic signal at Old Taylor Road/Oxford Way will be warranted at some point as Oxford Farms develops. The intersection provides not only access to the Oxford Farms development but also much needed access between Old Taylor Road, S. Lamar Boulevard, and State Route 7, indirectly. Geometric upgrades to the intersection may delay the need for a traffic signal, but it is anticipated that the full 2025 site build out will require a signal. In the short term, geometric improvements compatible with a future traffic signal at this location are

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recommended. A left-turn lane from westbound Oxford Way is recommended in addition to left-turn lanes on the northbound and eastbound approaches. The eastbound and northbound left-turn lanes are based on previous recommendations for the Taylor Ridge development.

Based on the spring 2018 turning movement count at Old Taylor Road/Oxford Way, the intersection does not currently warrant a traffic signal if the westbound right-turn movement is reduced by 50-percent. Reducing the right-turn volume is a standard evaluation practice allowed under the MUTCD warrant evaluation process. Typically, a 50-percent reduction is applied when a dedicated right-turn lane is present, and a 100-percent reduction is used if the right-turn movement is properly channelized. Currently, 97% of all westbound traffic turns right onto Old Taylor road from a single approach lane. The lane functions as a defacto right-turn only lane, and the warrant analysis treated it as such.

However, as Oxford Farms develops, demand will increase for the westbound left-turn. With a higher left-turn demand, it would no longer be reasonable to treat the westbound lane as a defacto right-turn only. If the lefts and rights are not separated, the existing right-turn volume alone would be sufficient to warrant a traffic signal. Without a right-turn reduction factor, the intersection would satisfy Warrant 1 (8-hour warrant), Warrant 2 (4-hour warrant), and Warrant 3 (peak hour warrant) using 2018 traffic.

Constructing a separate westbound left-turn lane would allow the westbound through lane to continue operating as a defacto right-turn lane. The westbound left-turn lane likely delays the need for a traffic signal until the 2025 phases of the site approach substantial completion. Development of the Taylor Ridge property to the west will also impact the timing for signalization.

Additional Warrant Discussion

Due to the complexity of the Oxford Farms development with multiple phases, multiple land uses, and trip assignments that vary from one parcel to the next, developing a 12-hour forecast for every year between 2018 and 2025 was cost prohibitive given the scope of this study. As an alternative, the warrant analysis examined the AM and PM peak hours for the years 2020 and 2025 under build conditions as well as the no build conditions for the years 2020 and 2025.

Under build conditions, the AM and PM peak hours both satisfy the 4-hour warrant volume thresholds. The no build traffic volumes were evaluated to determine how likely it would be for another two hours outside the AM and PM peak hours to also satisfy the 4-hour warrant threshold. Two additional hours were found to be within 16 and 9 vehicles per hour of meeting the threshold requirement when using the no build volumes. Another three hours were identified to be with 28 and 37 vehicles per hour of satisfying the 4-hour warrant. It is reasonable to assume that the Oxford Farms development will contribute at least this amount of traffic to these off-peak periods.

8.2 South Lamar Blvd. at Oxford Way

8.2.1 Recommendations from Previous Studies

A traffic signal and northbound left-turn lane on S. Lamar Blvd. were recommended at the intersection of South Lamar Blvd. and Oxford Way as part of the Helix Apartments traffic impact study dated January 27, 2016.

8.2.2 Summary of Current Recommendations

- Signalizing Oxford Way at S. Lamar Boulevard is recommended based on previous studies related to Oxford Farms.
- Separate left and right-turn lanes on Oxford Way are recommended to improve signal operations.
- A dedicated northbound left-turn lane from S. Lamar Boulevard to westbound Oxford Way is recommended.
- *Option:* At the discretion of the city, a left-turn signal could be implemented without a northbound left-turn lane for the northbound direction only. This would require that the northbound direction leads with a left-turn phase every cycle even if left-turners are not present. The required left-turn phase is called every cycle since a vehicle detection zone only considers occupancy and cannot differentiate between left and through vehicles in a shared lane. In addition, the left-turn phase could not be skipped, extended, or shortened based on the demand of left-turners and would instead function as a pretimed indication. However, the left-turn phase can be omitted based on time of day. In general, this option is less efficient than a dedicated northbound left-turn lane with a separate detection zone for left-turning vehicles.

8.2.3 Discussion of Current Recommendations

The eastbound left-turn from Oxford Way will operate at a LOS F during the AM and PM peak hours under the build conditions in the years 2020 and 2025 without a traffic signal. Traffic flow along S. Lamar Boulevard would not be negatively impacted by the poor level of service on Oxford Way since S. Lamar Boulevard would remain free flowing.

Previous studies for the intersection have used 12-hour local residential trip generation data to perform warrant evaluations under projected conditions. However, the full evaluation of the Oxford Farms development is more complex with the addition of a variety of commercial and retail land uses which will be highly dependent on the type and mixture of tenants. Based solely on the determination of previous studies using apartment/residential trips, a traffic signal is anticipated to still be warranted at this intersection. This would be a reasonable assumption since the 2025 site traffic presented in this report is higher than previous site traffic estimates.

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*Taylor Ridge**Oxford, Mississippi*

The AM and PM peak hours for the years 2020 and 2025 both indicate that the eastbound left-turn from Oxford Way to northbound S. Lamar Boulevard will operate at a LOS F under unsignalized conditions. The unsignalized level of service retains the existing free-flow operation along S. Lamar Boulevard, and the free-flow operation would not be impeded by the poor operations on the Oxford Way approach. The LOS F for eastbound left-turns in both 2020 and 2025 demonstrates a need for a traffic signal when the development components slated for 2020 are complete, substantially complete, or as otherwise directed by the city.

The construction of a traffic signal at Oxford Way/S. Lamar Boulevard improves the year 2025 level of service on Oxford Way to a LOS C or better while maintaining a LOS B or better on S. Lamar Boulevard.

Separate eastbound left and right-turn lanes from Oxford Way are recommended. Separating these movements prevents the right-turning vehicles from getting queued behind left-turners and ensures a better right-turn on red operation. Additionally, separate lanes allow for separate traffic signal detection zones for left and right turns. The detector delay for the right-turn movement could be set higher than the left-turns or omitted entirely, and either situation would improve signal operations by reducing red time on S. Lamar Boulevard.

A dedicated northbound left-turn lane is recommended to improve signal operations at this location. In the year 2025 the PM peak hour northbound left-turn is projected to be 84 vehicles per hour. A left-turn lane at this location would improve the flow of northbound traffic on S. Lamar Boulevard. Without a left-turn lane, northbound S. Lamar Boulevard operates at a LOS B or better during the peak hours and short periodic stopping along S. Lamar Boulevard would occur due to northbound left-turners queuing in the through lane.

In 2025, the northbound left-turn is projected to be approximately 84 vehicles per hour that are opposed by 956 vehicles per hour southbound. The northbound left-turn of 84 vehicles represents approximately 10-percent of northbound traffic at the intersection.

8.4 South Lamar Blvd. at Farm View Blvd.

8.4.1 Recommendations from Previous Studies

A traffic signal and northbound left-turn lane on S. Lamar Blvd. were recommended at the intersection of South Lamar Blvd. and Oxford Way as part of the preliminary analysis of the Creekside development in June 2015. The Helix Apartments traffic impact study dated January 27, 2016, did not change that recommendation.

8.4.2 Summary of Current Recommendations

- The intersection of S. Lamar Blvd. and Farm View Blvd. is expected to satisfy traffic signal warrants. However, the City of Oxford may choose not to require a traffic signal at Farm View Blvd. in order to encourage drivers to use the recommended traffic signal at Oxford Farms. It is recommended that the developer consult with the City of Oxford to determine if a traffic signal is desired at this location. If the city requires a traffic signal, the traffic signal requirements would be the same as those presented at the Oxford Way/S. Lamar Blvd. intersection. Specifically, a northbound left-turn lane would be recommended to simplify signal phasing and improve operations.

8.4.3 Discussion of Current Recommendations

The eastbound approach of Farm View Blvd. will operate at a LOS E/F during the AM and PM peak hours under the build conditions in the years 2020 and 2025 without a traffic signal. Traffic flow along S. Lamar Boulevard would not be negatively impacted by the poor level of service on Farm View Blvd since S. Lamar Boulevard would remain free flowing. Additionally, the level of service on Farm View Blvd. may be better than predicted if the adjacent Oxford Way intersection is signalized. A traffic signal at Oxford Way would interrupt the traffic flow along S. Lamar Blvd. and may create gaps in the traffic flow that left-turners from Farm View could take advantage of.

Currently, the Farm View intersection satisfies six of the eight hours required under Warrant 1 of the MUTCD and three of the four hours required under Warrant 2 of the MUTCD. The three hours that satisfy the four-hour warrant all occur between 3 p.m. and 6 p.m. Under projected conditions for the year 2020, at least one additional hour (7 a.m. to 8 a.m.) will also satisfy the Warrant 2 requirements. It is predicted that the Farm View intersection will satisfy the four-hour warrant, Warrant 2, by the time the 2020 phases of the Oxford Farms development are substantially complete. The installation of a traffic signal at Oxford Way as well as better connectivity between the Creekside phase and Oxford Way may impact existing traffic patterns and shift current movements northward to Oxford Way.

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Andrew W. Callicutt
3850 Majestic Oaks Drive
Oxford, MS 38655

August 20, 2018

Mr. Bart Robinson
City Engineer and
Director of Public Works
107 Courthouse Square
Oxford, MS 38655

Re: Site plan approval for Adelia
Case 2346

Dear Bart:

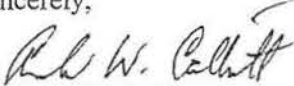
Thanks for meeting with us this morning. As discussed we all recognize the potential for a future traffic signal on Old Taylor Road and Oxford Way due to the future traffic as reflected in the traffic study. The city affirmed it will not require a traffic signal at FarmView because of the distance between it and the signals being installed by the city at Azelia Drive and Oxford Way. This letter is to comply with the required recommendations from the Planning Commission meeting held last Monday night and our meeting this morning.

Andy Fornea has made application for site plan approval for The Adelia and is eager to get started. The 3 acre site consists of only twenty two rental restricted units with garages. I have provided a letter from Neel-Schaffer stating that the site doesn't require a signal. The project simply will not economically support the cost of a traffic signal.

I am presently in negotiations involving 16.3 acres known as Aspen Heights coming before the planning commission in September. This development is closer to Old Taylor Road, much larger and can absorb the cost when it comes to fruition. Aspen Height or whatever project within Oxford Farms that triggers the need will satisfy the requirements of the traffic study.

Accordingly, in an effort to satisfy contingency item 5. from the Planning Commission, please accept this letter as assurance that I will undertake responsibility for the traffic signal as required in the traffic study upon closing of the proposed Aspen Heights transaction.

Sincerely,


Andrew W. Callicutt

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OXFORD

PLANNING
DEPARTMENT

Memorandum

To: Mayor and Board of Aldermen
From: Ben Requet, AICP, Assistant Director of Planning
Date: September 18, 2018
Re: Planning Commission Case #2367 – A request by Mac Construction for City Utilities for a development located outside the City Limits of Oxford for 'Keystone, Phase IV' for property located on Anchorage Road in Lafayette County. (PPIN #6387)

The subject property measures approximately +/- 17 acres and is located on the west side of Anchorage Road in Lafayette County. The lot currently is zoned (R-1) Residential Low Density and (R-2) Residential Medium Density in Lafayette County. The City of Oxford's Future Land Use Map proposes portions this site as suitable for being zoned (TNR) Traditional Neighborhood Residential and (SSF) Suburban Single Family compatible developments. Additionally, this area was located in the City of Oxford Annexation Area 1 that was approved at the April 03, 2018 Mayor and Board of Alderman meeting. The Chancery Court for Lafayette County held a hearing regarding this annexation with no objections received; the City is awaiting the judge's ruling.

The applicant is requesting city water and sewer services to construct sixty-nine (69) one-story detached dwelling units, that contain a total of one hundred and fifty-eight (158) bedrooms. The dwelling unit types consists of a mix of fifty (50) one-bedroom units, thirty (30) two-bedroom units, and sixteen (16) three-bedroom units. This project requires two hundred twenty-four (224) parking spaces to be provided but the applicant is proposing to provide two hundred eighty (280) spaces, which does not exceed the parking maximum that is allowed by code.

The applicant is proposing a minimalist cottage architectural design that is consistent with many of the homes in other rental developments that are located along the south side of Old Sardis Road (Highway 314) and along Anchorage Road. These functional and utilitarian structures in a development with few common amenities provide an affordable alternative for those of modest incomes who prefer to live in a detached dwelling. The Code is forgiving for detached dwellings and they sufficiently meet Code standards. The developer intends to construct this project in two phases; the first will consist of approximately thirty-three units that will only have direct access to Anchorage Road, and a second phase that will consist of the remainder of the units and will provide a secondary access from West Oxford Loop Extended that is currently being constructed.

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This site consists primarily of pine trees typically associated with tree farms but the tree survey provided found no significant or heritage trees on site, thus tree mitigation is not required. The proposal sufficiently meets the City's landscape standards for parking lot and frontage trees. Evergreen needlepoint hollies will be installed around the perimeter of the stormwater detention pond. The units will be landscaped with a mix of crape myrtles, magnolias, evergreen shrubs, and ornamental grasses around the foundations of the buildings. It is not known if they will be irrigated or watered by another method. A fenced recreational area (with undefined purpose) is proposed on the east portion of the site near buildings 42-44 but it is staff's understanding that this area will not include any additional amenities. The landscaping plan does provide for evergreen shrubs to be planted to provide a visual and noise buffer between the recreational area and buildings 42-44.

Public Works Comments: The City has the ability to provide water and sewer services to this development, provided there are some upgrades to existing infrastructure. The sewer mains and lift station within the development will be privately owned and maintained. A connection will be made from this development to the force main that was installed along Anchorage Road for the Wellington Place development. An additional gate valve will be installed inside a vault at the point of connection between the privately owned force main and the publicly owned main to allow for maintenance of the private line without risk of flooding from the City force main. This valve will also be privately owned and maintained. The City's Breckenridge Lift Station will be upgraded by the developer. The City will maintain water lines within the development up to the water meters and an easement will be provided.

The proposed development will be located between the future West Oxford Loop (currently under construction) and Anchorage Road and will ultimately take access from both streets. The access to West Oxford Loop will not be granted until the roadway is complete, which limits the number of units that can be occupied until the second means of emergency access can be provided for. West Oxford Loop is scheduled for completion in Fall 2019. The need for a public road connection between West Oxford Loop and Anchorage Road was identified considering the increased traffic and the location. The property owner requested that the streets in this particular development be allowed to remain private as designed due to the type of development but concurred with the creation of a future public street nearby as evidenced in the attached letter and Sheet C2.2 of the plans. The exact location, alignment and width of dedicated right-of-way will be agreed upon in the future. However, the intent is for a maximum right-of-way width of 62' with two lanes of travel (no turn lanes). The plans reference a Parkway-level 1 Rural arterial, although the City has not agreed that there would be no curb and gutter. The type of roadway will be determined in the future as well. The Public street in the area is desirable and will be beneficial to the citizens of Oxford and Lafayette County.

A traffic impact study was required and provided. The study stated that there would not be a negative impact associated with this development. There were no recommendations for improvements to Anchorage Road or future West Oxford Loop. Anchorage Road is a county road at this portion and the City is not aware of any improvements required by the County, although

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curb and gutter, a 5' bike lane and sidewalk will be installed along the property frontage as part of this project. The engineer has provided a stamped site distance analysis for the driveway locations on West Oxford Loop, as they are both located on the backside of a vertical crest, which states that the driveway entrances meet the required site distance as stated in the AASHTO Green Book. DEMENT 62-2139

of this project. The engineer has provided a stamped site distance analysis for the driveway locations on West Oxford Loop, as they are both located on the backside of a vertical crest, which states that the driveway entrances meet the required site distance as stated in the AASHTO Green Book.

The stormwater requirements will be met by two surface detention ponds that drains towards the future West Oxford Loop. The stormwater plan remains under review for technical issues. There is one pending comment that may require the pond sizes to increase, but it appears there is sufficient open space around the ponds if this is necessary. This site was reviewed under the July 2014 Stormwater ordinance as the recently approved stormwater ordinance has not become law yet. Due to the limitation on construction associated with the access on West Oxford Loop, the pond will be constructed in phases.

Transit service is not currently available to this development, but it could be available in the future. Should transit become available, the City may require the developer to install a shelter on the property. This shelter would have to meet all of the requirements for a transit shelter that are in place at that time. Examples of the types of requirements include but are not limited to being ADA compliant, having a trash can, lighting and possibly a real time passenger information display. Should the request to provide water and sewer services be approved, Public Works requests with multiple conditions.

At their regularly scheduled meeting in September, the Planning Commission recommended approval of this request for City Utilities with conditions.

Recommendation: The "Keystone, Phase IV" development sufficiently meets existing standards to be granted use of City Utilities outside the City Limits. The following conditions are recommended:

1. Approval by the Mayor and Board of Aldermen. (Planning)
2. Approval is for the plans as submitted; including all required landscaping. (Planning)
3. Prior to the issuance of a Certificate of Occupancy, the applicant shall provide the Planning Department with a stamped and recorded copy of the covenants. (Planning)
4. Prior to the issuance of a Land Disturbance Permit, the applicant shall provide the Planning Department with a Petition for Annexation. (Planning)
5. Access to West Oxford Loop will not be granted until the roadway is completed and has been accepted by the City of Oxford and Lafayette County. (Public Works)
6. Approval is contingent on the owner making any roadway improvements required by the County. (Public Works)

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7. Should transit service become available to this property in the future, the owner agrees to construct an ADA compliant transit shelter that meets all requirements of OUT and the city. (Public Works)
8. Water and sewer taps will not be provided until Public Works receives the required water line easement from the property owner. (Public Works)
9. Water and sewer taps will not be provided until the stormwater system is approved by the City. (Public Works)

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OXFORD
PLANNING
DEPARTMENT

Case 2367

To: Oxford Planning Commission
From: Ben Requet, AICP, Assistant Director
Gray Parker, Planner II
Date: September 10, 2018

Applicant: MAC Construction
Owner: Johnny Morgan
Request: Request for City Utilities for a development outside the City Limits of Oxford for 'Keystone, Phase IV'
Location: Anchorage Road in Lafayette County (PPIN #6387)
Zoning: Outside City Limits; Lafayette Co. Zoning – (R-1) Residential Low Density; (R-2) Residential Medium Density

Surrounding Zoning: Outside City Limits; Lafayette Co. Zoning – (R-1) Residential Low Density and (R-2) Residential Medium Density

Planner's Comments: The subject property measures approximately +/- 17 acres and is located on the west side of Anchorage Road in Lafayette County. The lot currently is zoned (R-1) Residential Low Density and (R-2) Residential Medium Density in Lafayette County. The City of Oxford's Future Land Use Map proposes portions this site as suitable for being zoned (TNR) Traditional Neighborhood Residential and (SSF) Suburban Single Family compatible developments. Additionally, this area was located in the City of Oxford Annexation Area 1 that was approved at the April 03, 2018 Mayor and Board of Alderman meeting. The Chancery Court for Lafayette County held a hearing regarding this annexation with no objections received; the City is awaiting the judge's ruling.

The applicant is requesting city water and sewer services to construct sixty-nine (69) one-story detached dwelling units, that contain a total of one hundred and fifty-eight (158) bedrooms. The dwelling unit types consists of a mix of fifty (50) one-bedroom units, thirty (30) two-bedroom units, and sixteen (16) three-bedroom units. This project requires two hundred twenty-four (224) parking spaces to be provided but the applicant is proposing to provide two hundred eighty (280) spaces, which does not exceed the parking maximum that is allowed by code.

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The applicant is proposing a minimalist cottage architectural design that is consistent with many of the homes in other rental developments that are located along the south side of Old Sardis Road (Highway 314) and along Anchorage Road. These functional and utilitarian structures in a development with few common amenities provide an affordable alternative for those of modest incomes who prefer to live in a detached dwelling. The Code is forgiving for detached dwellings and they sufficiently meet Code standards. The developer intends to construct this project in two phases; the first will consist of approximately thirty-three units that will only have direct access to Anchorage Road, and a second phase that will consist of the remainder of the units and will provide a secondary access from West Oxford Loop Extended that is currently being constructed.

This site consists primarily of pine trees typically associated with tree farms but the tree survey provided found no significant or heritage trees on site, thus tree mitigation is not required. The proposal sufficiently meets the City's landscape standards for parking lot and frontage trees. Evergreen needlepoint hollies will be installed around the perimeter of the stormwater detention pond. The units will be landscaped with a mix of crape myrtles, magnolias, evergreen shrubs, and ornamental grasses around the foundations of the buildings. It is not known if they will be irrigated or watered by another method. A fenced recreational area (with undefined purpose) is proposed on the east portion of the site near buildings 42-44 but it is staff's understanding that this area will not include any additional amenities. The landscaping plan does provide for evergreen shrubs to be planted to provide a visual and noise buffer between the recreational area and buildings 42-44.

Public Works Comments: The City has the ability to provide water and sewer services to this development, provided there are some upgrades to existing infrastructure. The sewer mains and lift station within the development will be privately owned and maintained. A connection will be made from this development to the force main that was installed along Anchorage Road for the Wellington Place development. An additional gate valve will be installed inside a vault at the point of connection between the privately owned force main and the publicly owned main to allow for maintenance of the private line without risk of flooding from the City force main. This valve will also be privately owned and maintained. The City's Breckenridge Lift Station will be upgraded by the developer. The City will maintain water lines within the development up to the water meters and an easement will be provided.

The proposed development will be located between the future West Oxford Loop (currently under construction) and Anchorage Road and will ultimately take access from both streets. The access to West Oxford Loop will not be granted until the roadway is complete, which limits the number of units that can be occupied until the second means of emergency access can be provided for. West Oxford Loop is scheduled for completion in Fall 2019. The need for a public road connection between West Oxford Loop and Anchorage Road was identified considering the increased traffic and the location. The property owner requested that the streets in this particular development be allowed to remain private as designed due to the type of development

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but concurred with the creation of a future public street nearby as evidenced in the attached

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letter and Sheet C2.2 of the plans. The exact location, alignment and width of dedicated right-of-way will be agreed upon in the future. However, the intent is for a maximum right-of-way width of 62' with two lanes of travel (no turn lanes). The plans reference a Parkway-level 1 Rural arterial, although the City has not agreed that there would be no curb and gutter. The type of roadway will be determined in the future as well. The Public street in the area is desirable and will be beneficial to the citizens of Oxford and Lafayette County.

A traffic impact study was required and provided. The study stated that there would not be a negative impact associated with this development. There were no recommendations for improvements to Anchorage Road or future West Oxford Loop. Anchorage Road is a county road at this portion and the City is not aware of any improvements required by the County, although curb and gutter, a 5' bike lane and sidewalk will be installed along the property frontage as part of this project. The engineer has provided a stamped site distance analysis for the driveway locations on West Oxford Loop, as they are both located on the backside of a vertical crest, which states that the driveway entrances meet the required site distance as stated in the AASHTO Green Book.

The stormwater requirements will be met by two surface detention ponds that drains towards the future West Oxford Loop. The stormwater plan remains under review for technical issues. There is one pending comment that may require the pond sizes to increase, but it appears there is sufficient open space around the ponds if this is necessary. This site was reviewed under the July 2014 Stormwater ordinance as the recently approved stormwater ordinance has not become law yet. Due to the limitation on construction associated with the access on West Oxford Loop, the pond will be constructed in phases.

Transit service is not currently available to this development, but it could be available in the future. Should transit become available, the City may require the developer to install a shelter on the property. This shelter would have to meet all of the requirements for a transit shelter that are in place at that time. Examples of the types of requirements include but are not limited to being ADA compliant, having a trash can, lighting and possibly a real time passenger information display. Should the request to provide water and sewer services be approved, Public Works requests with multiple conditions.

Recommendation: The "Keystone, Phase IV" development sufficiently meets existing standards to be granted use of City Utilities outside the City Limits. The following conditions are recommended:

1. Approval by the Mayor and Board of Aldermen. (Planning)
2. Approval is for the plans as submitted; including all required landscaping. (Planning)

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3. Prior to the issuance of a Certificate of Occupancy, the applicant shall provide the Planning Department with a stamped and recorded copy of the covenants. (Planning)
4. Prior to the issuance of a Land Disturbance Permit, the applicant shall provide the Planning Department with a Petition for Annexation. (Planning)
5. Access to West Oxford Loop will not be granted until the roadway is completed and has been accepted by the City of Oxford and Lafayette County. (Public Works)
6. Approval is contingent on the owner making any roadway improvements required by the County. (Public Works)
7. Should transit service become available to this property in the future, the owner agrees to construct an ADA compliant transit shelter that meets all requirements of OUT and the city. (Public Works)
8. Water and sewer taps will not be provided until Public Works receives the required water line easement from the property owner. (Public Works)
9. Water and sewer taps will not be provided until the stormwater system is approved by the City. (Public Works)

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

Goose Valley Ranch, Inc.
P.O. Box 8
Oxford, MS 38655

February 14, 2018

City of Oxford
c/o Bart Robinson
Courthouse Square
Oxford, MS 38655

RE: Keystone 4

Dear Bart:

I have been informed that you and our engineer, Jeff Williams, have discussed the possibility of Goose Valley Ranch, Inc., providing land for the construction of a roadway from Anchorage Road to the new Toby Tubby Parkway. Said road location to and south of proposed Keystone 4, at a mutually agree upon location.

Goose Valley Ranch, Inc., will reserve a strip of land between Anchorage Road to the new Toby Tubby Parkway road wide enough for a two lane road. The exact location of the strip to be mutually agreed upon, but generally located as indicated herein.

Should Goose Valley Ranch, Inc., sell property in the area it, will provide for this roadway in any subsequent transfer.

I can be available any time to discuss further the location of the road.

Sincerely,



Joseph S. Huggins, Pres.
Goose Valley Ranch, Inc.

CONSTRUCTION PLANS FOR:

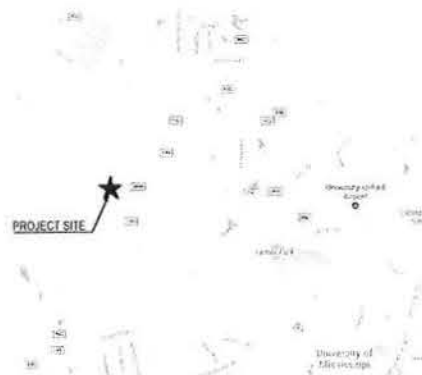
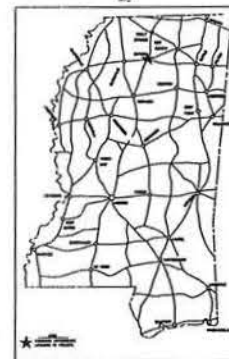
Keystone, Phase IV Anchorage Road

Lafayette County, Mississippi

INDEX OF DRAWINGS

Sheet #	Sheet Name
C0.0	COVER
C1.0	EXISTING CONDITIONS
C1.1	TREE SURVEY
C2.0	SITE LAYOUT
C2.1	COMPLETE STREET PLAN
C2.2	FUTURE CONNECTOR ROAD
C3.0	UTILITY LAYOUT
C3.0.1	ENLARGED UTILITY PLAN
C3.0.2	ENLARGED UTILITY PLAN
C3.0.3	ENLARGED UTILITY PLAN
C3.0.4	ENLARGED UTILITY PLAN
C3.1	WATER LAYOUT
C3.2	SEWER LAYOUT
C3.2.a	LIFTSTATION DETAILS
C3.2.b	BRECKENRIDGE L.S. UPGRADE
C3.3	STORM LAYOUT
C4.0	GRADING PLAN
C5.0	LANDSCAPE PLAN
C6.0	EROSION CONTROL PLAN
C10.0/10.1	SITE DETAILS
C10.2	WATER DETAILS
C10.3	SEWER DETAILS
C10.4	STORM DRAIN DETAILS
C10.5	EROSION CONTROL DETAILS
C11.0	MAPS
A1.0 - A3.0	BUILDING PLANS

LOCATION MAP



VICINITY MAP

NOTE
★ INDICATES APPROXIMATE
LOCATION OF PROJECT.

WILLIAMS ENGINEERING CONSULTANTS, INC.
Professional Engineers | Professional Land Surveyors



Construction Plans For:
Keystone, Phase IV
Anchorage Road
Lafayette County, Mississippi

REVISION	DATE
CITY CD44(03)	06/01/18
CITY CD44(03)	08/01/18
CITY CD44(03)	08/04/18
Scale	H 1/8
Doc	10/10/17
For FILE	
Proj No	10-10-2006
Drawn By	JHM
Checked By	JHM
Drawn For	

Cover

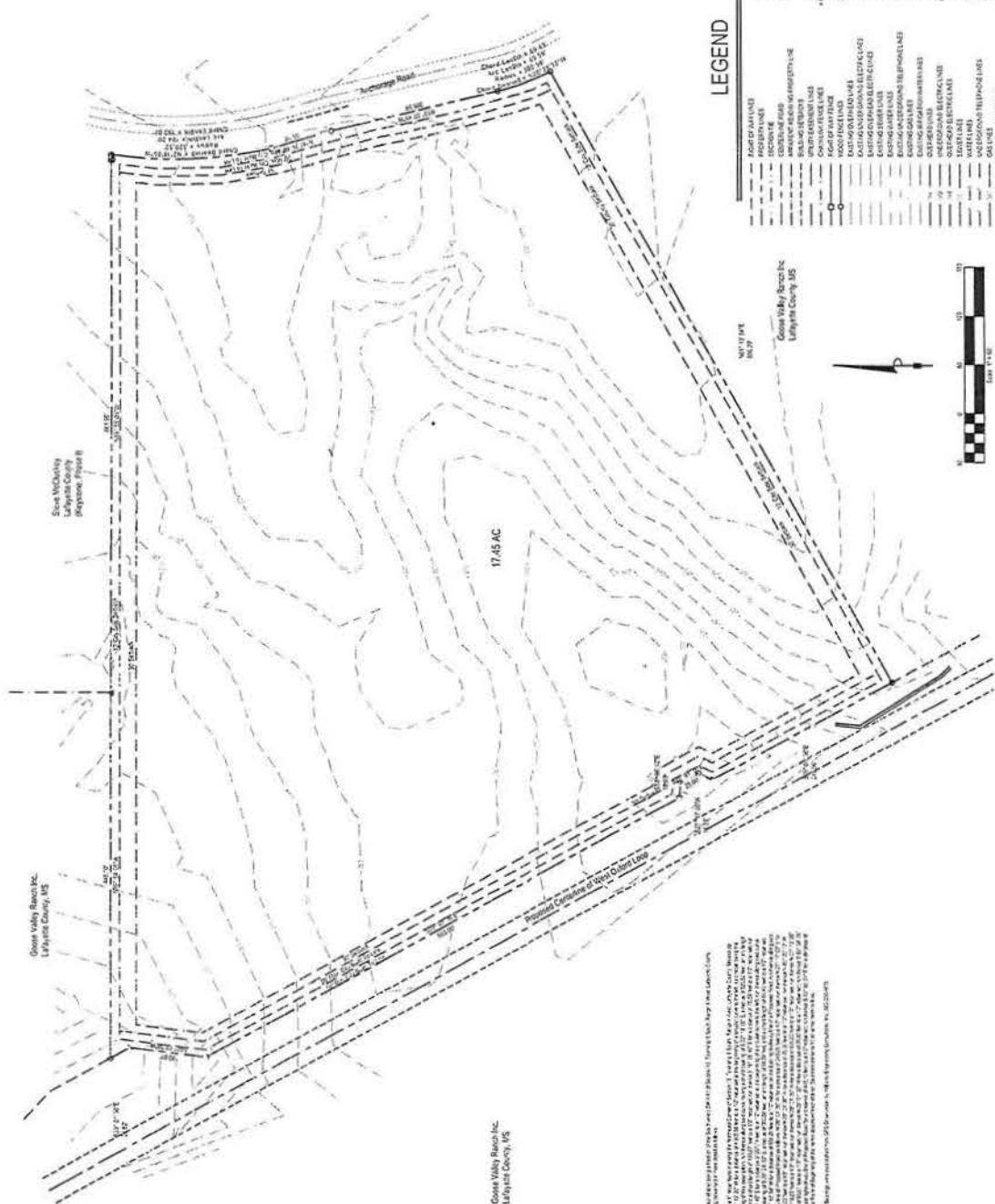
C 1.0



Construction Plans For:
Keystone, Phase IV
Anchorage Road
Lafayette County, Mississippi

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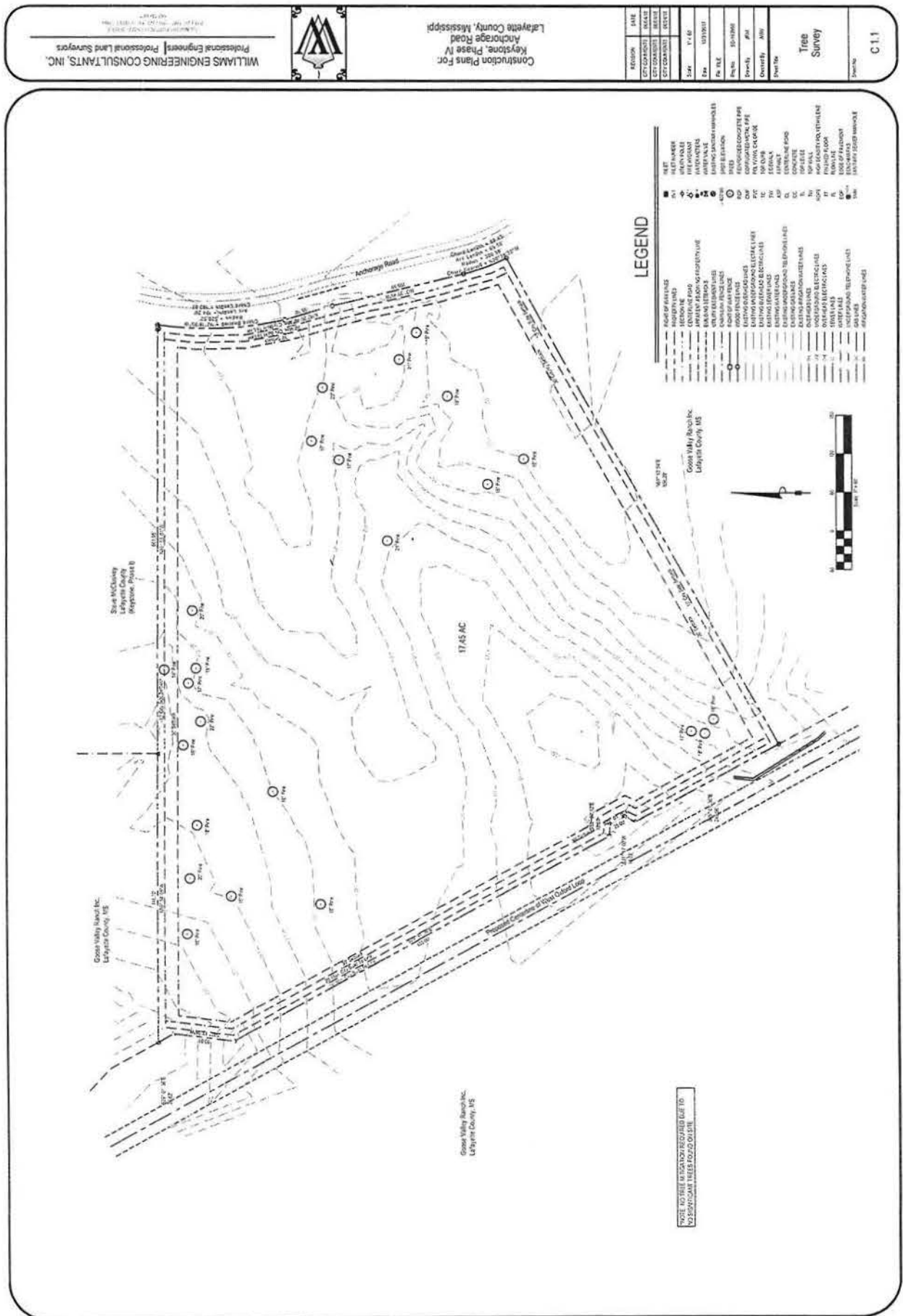
SAFEGUARD - DEMENT 62-2139



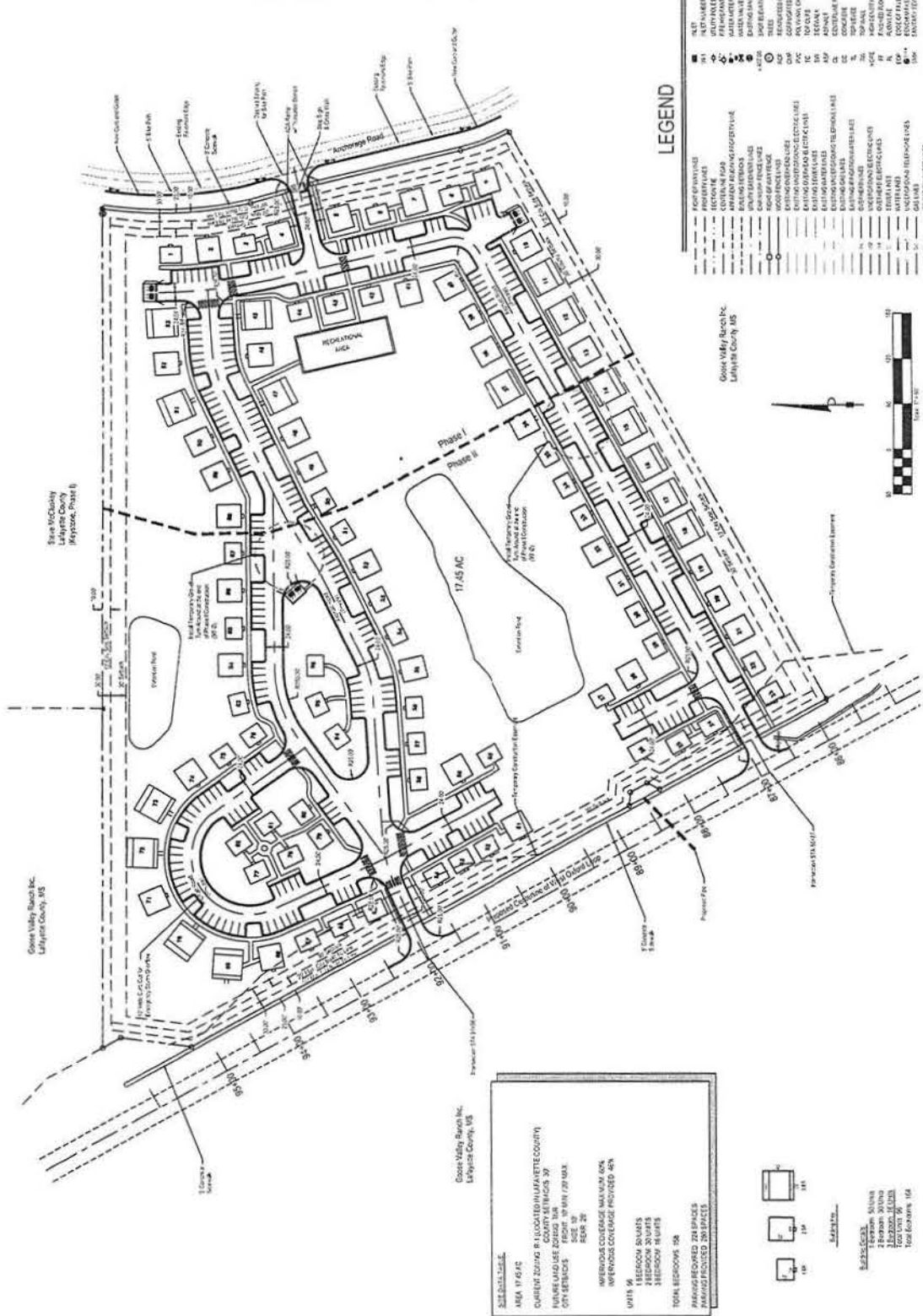
Source: *Journal of Interpersonal Violence* 22(2), doi:10.1177/0886260507305793

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



SAFEGUARD - ELEMENT 62-2139

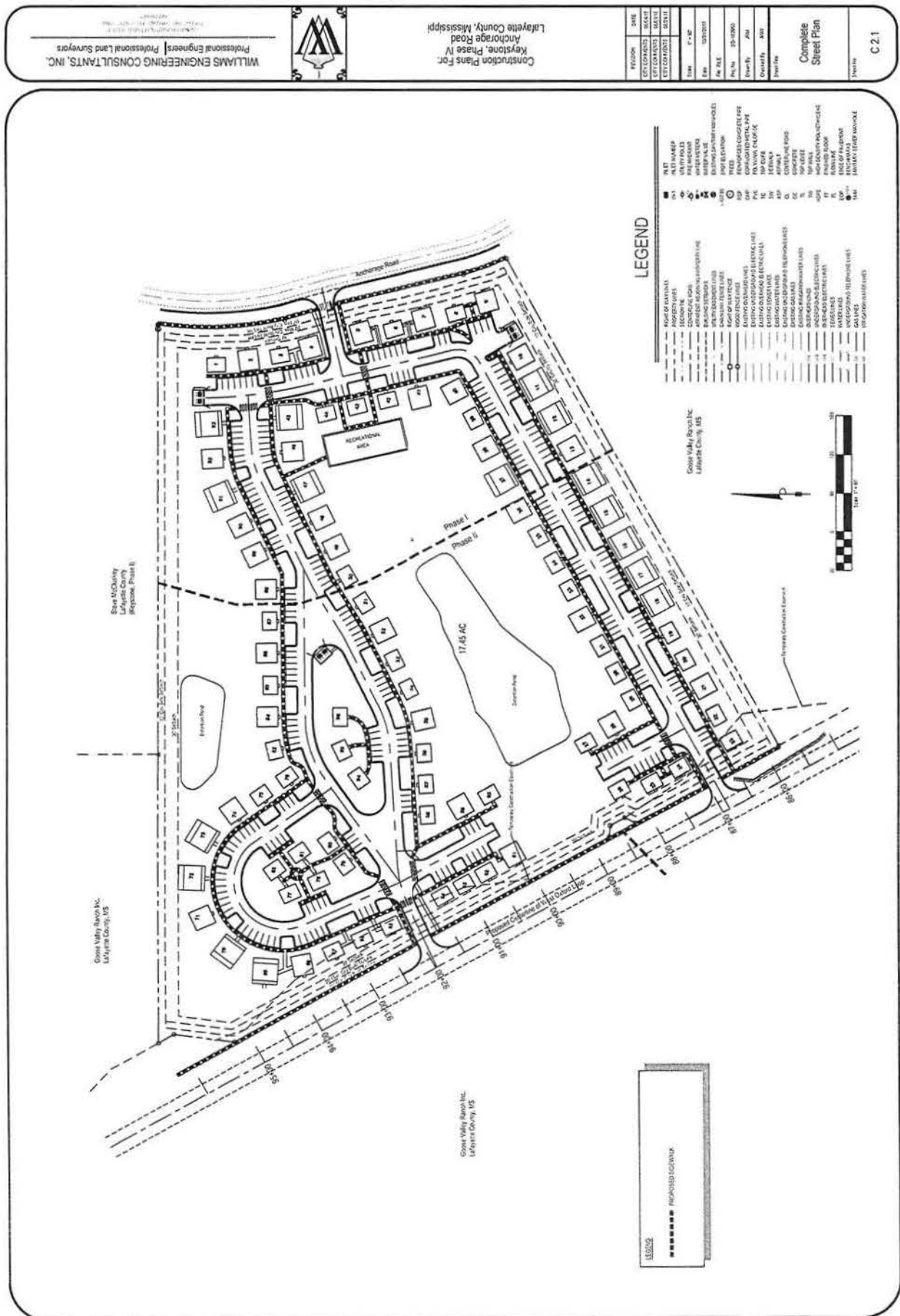


222 N. Main St.
AREA 1745 JC
CURRENT ZONING R 1 (COURTNEY HAVEN COUNTRY)
FUTURE (MAJOR ZONING) TDR
CITY SERVICES 10' WIDE 720' MAX.
SECT 20
BLK 20
INTERIOR COVERAGE MAX 1.6% 60%
INTERIOR COVERAGE MIN 0.2%
UNITS 94
BEDROOM SUITES
BEDROOM SUITES
BEDROOM SUITES
TOTAL BEDROOMS 28
PARKING REQUIRED 28 SPACES
MAINTAINED PROPOSED 10' MAX

1 Bedroom	50 Units
2 Bedroom	30 Units
3 Bedroom	16 Units
Total Units	96
Total Bedrooms	164

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139





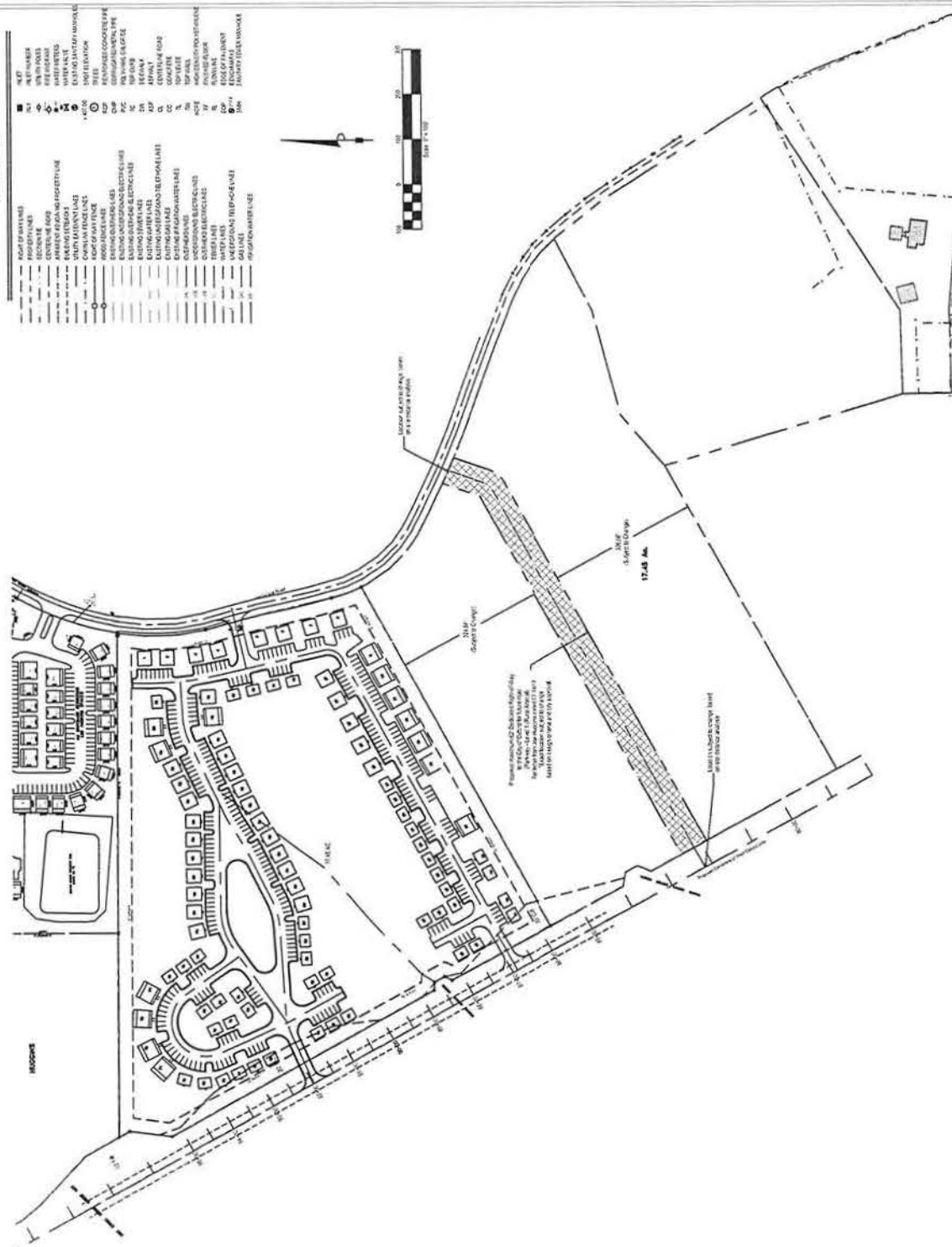
Construction Plans For:
Keystone, Phase IV
Anchorage Road
Lafayette County, Mississippi

REVISION	DATE
27-01-2010	2010.01.27
27-01-2010	2010.01.27
27-01-2010	2010.01.27

Future
Connector Road

C22

SAFEGUARD - ELEMENT 62-2139

[illegible]

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139





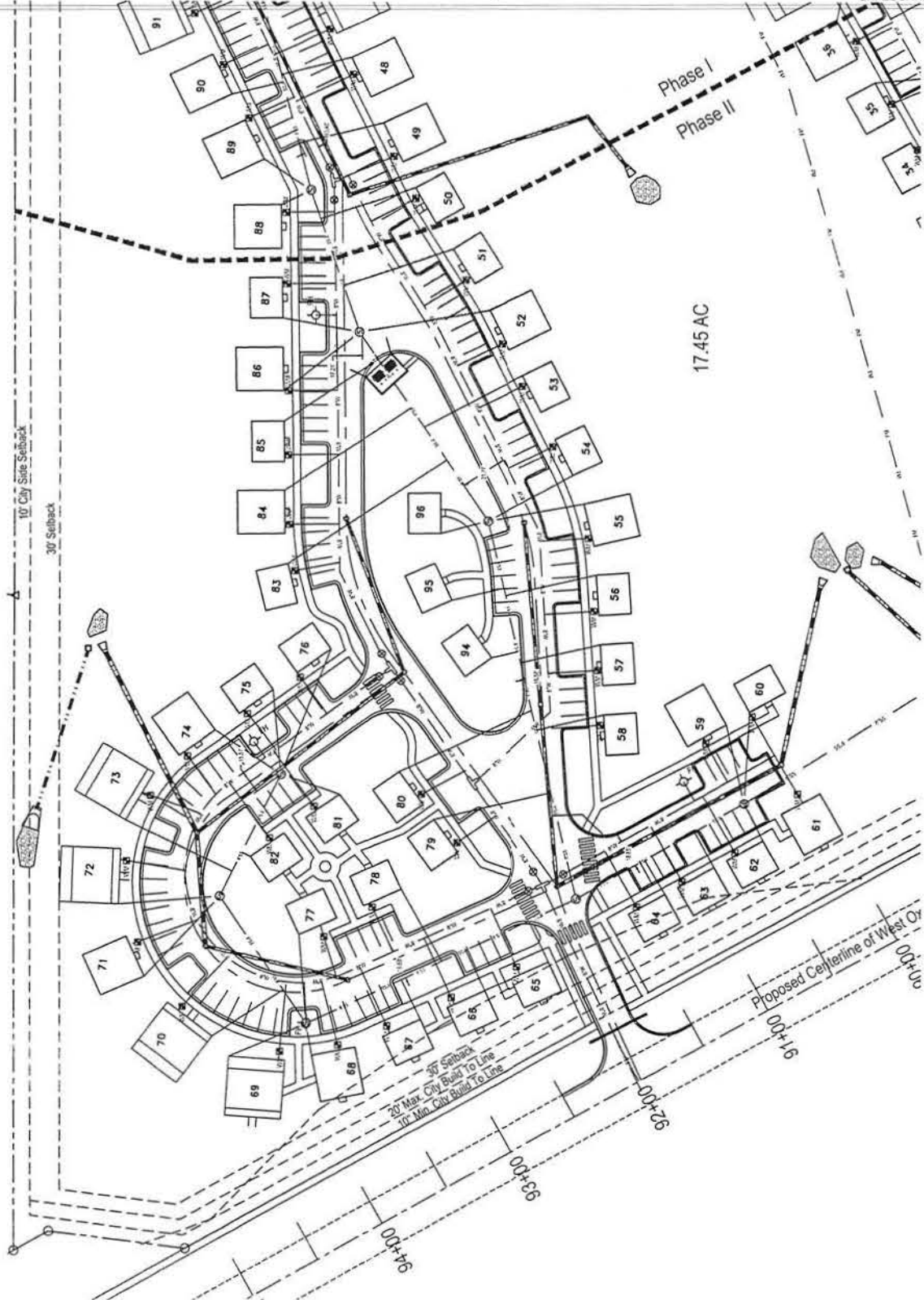
REGION	STATE
CITY/COUNTY	DATE
PROJECT	FILE
OWNER	BY
DESIGNED BY	CHECKED BY
DATE	DATE

Enlarged
Utility Layout

Sheet
C301

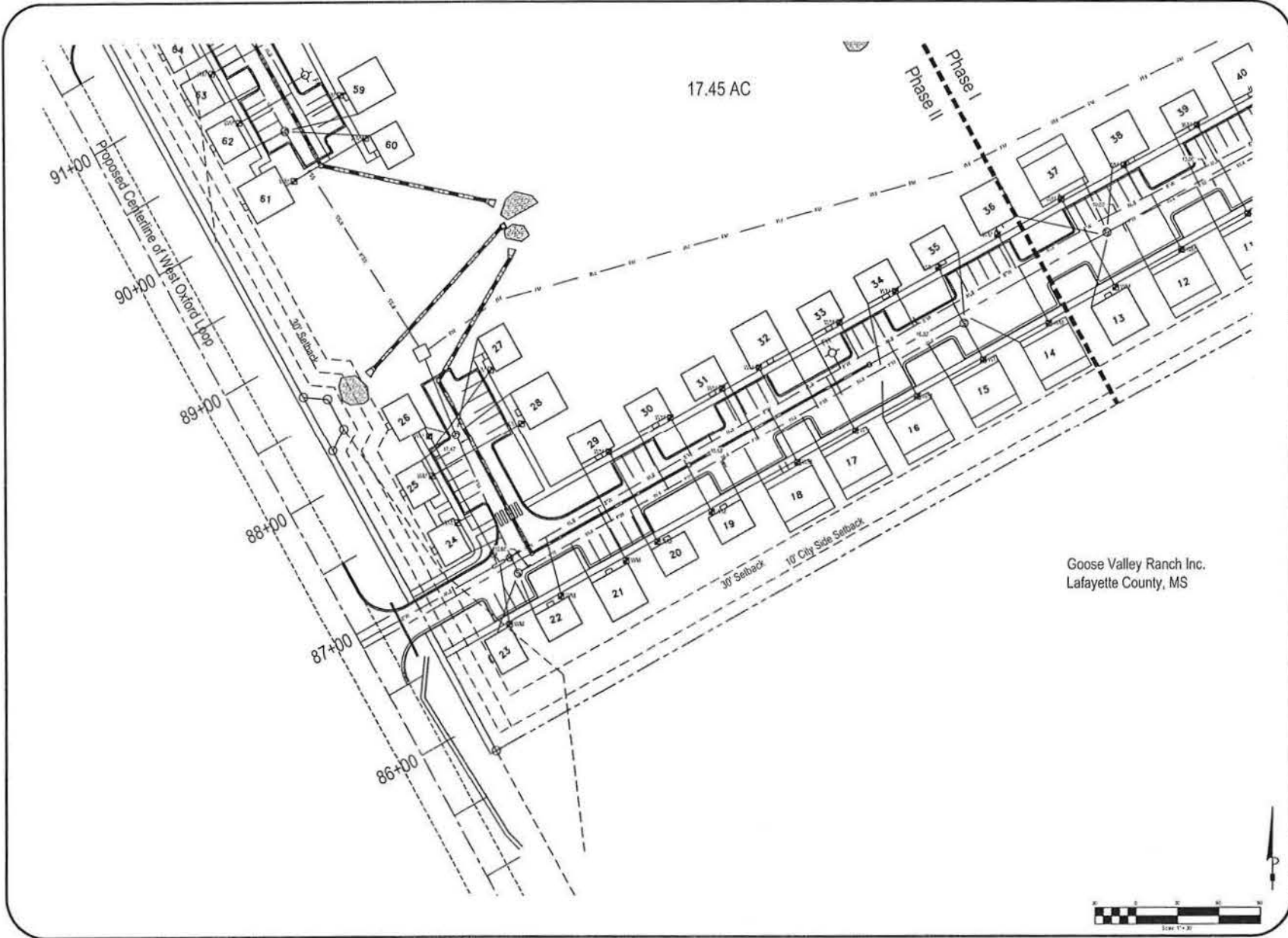
MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD ELEMENT 62-2139



MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



WILLIAMS ENGINEERING CONSULTANTS, INC.
Professional Engineer | Professional Land Surveyors

Construction Plans For:
Keystone, Phase IV
Anchorage Road
Lafayette County, Mississippi

REVISION	DATE
CITY COMMENTS	05/04/10
CITY COMMENTS	06/01/10
CITY COMMENTS	08/24/10

Scale	1" = 30'
Date	10/19/10
File #	FILE
Project	10-10-000
Drawn By	JRM
Checked By	AWH
Sheet Title	Enlarged Utility Layout

Sheet No.

C 3.0.2

WILLIAMS ENGINEERING CONSULTANTS, INC.
Professional Engineer | Professional Land Surveyors
JANUARY 1, 2008 TO JULY 1, 2008
C 303



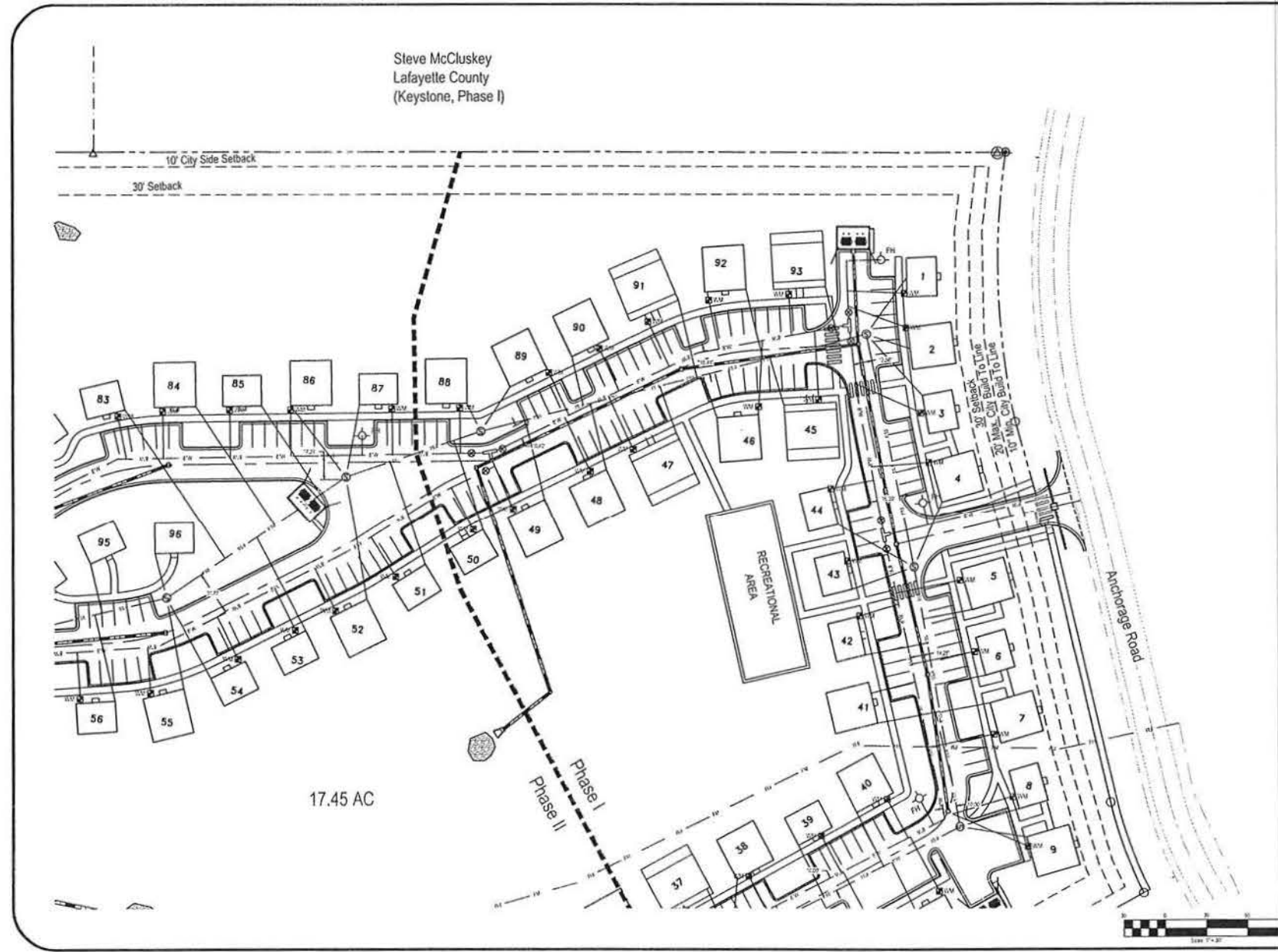
Construction Plans For:
Keystone, Phase IV
Anchorage Road
Lafayette County, Mississippi

REVISION	DATE
CITY ENGINEER'S	06/24/08
CITY ENGINEER'S	08/01/08
CITY ENGINEER'S	08/24/08
DATE	08/24/08
DATE	08/24/08
DATE	08/24/08
DATE	08/24/08
DATE	08/24/08
DATE	08/24/08
DATE	08/24/08

Enlarged
Utility Layout

MINUTE BOOK NO. 84, CITY OF OXFORD

SAFETY EQUIPMENT 82-2139

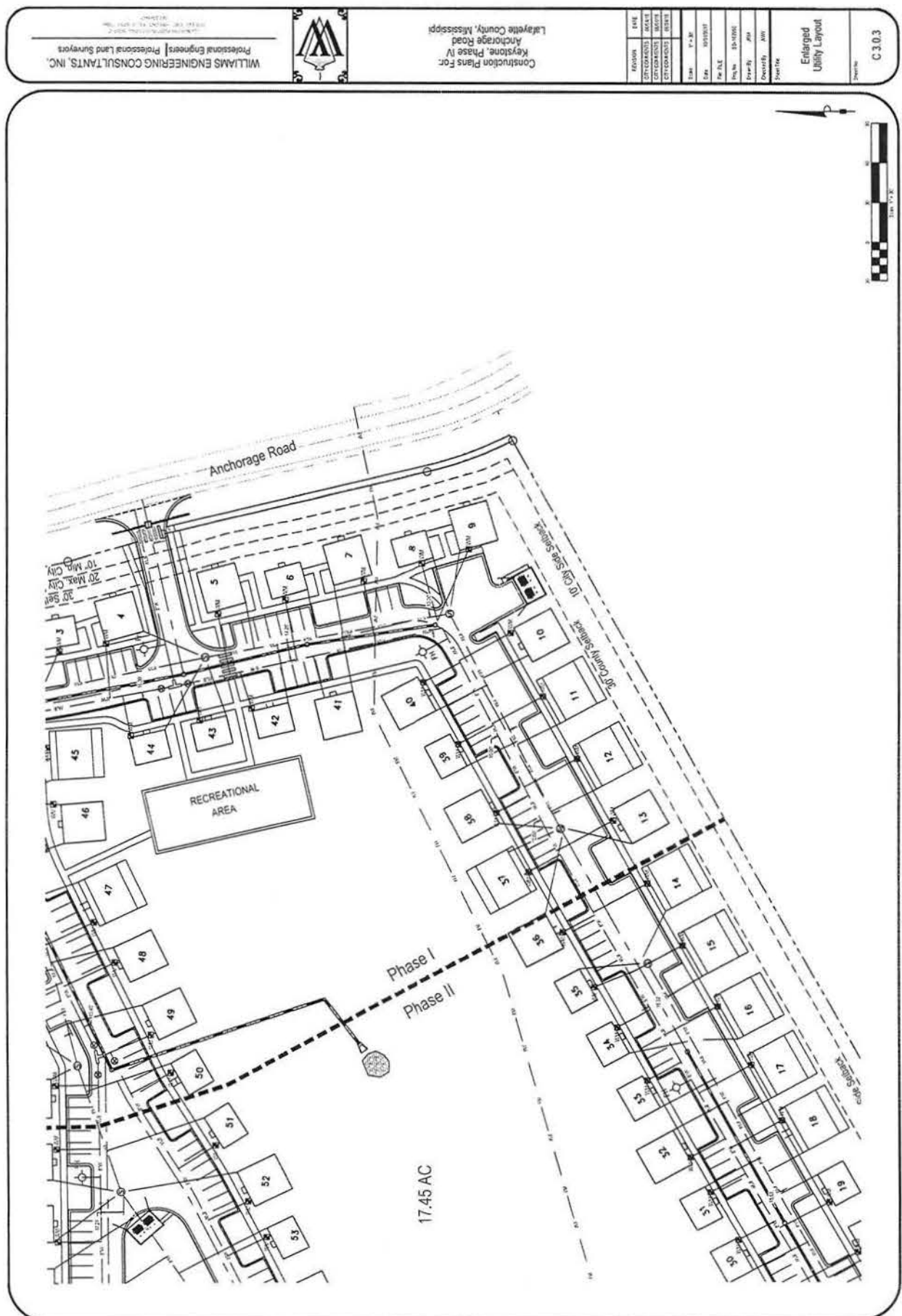


Steve McCluskey
Lafayette County
(Keystone, Phase I)

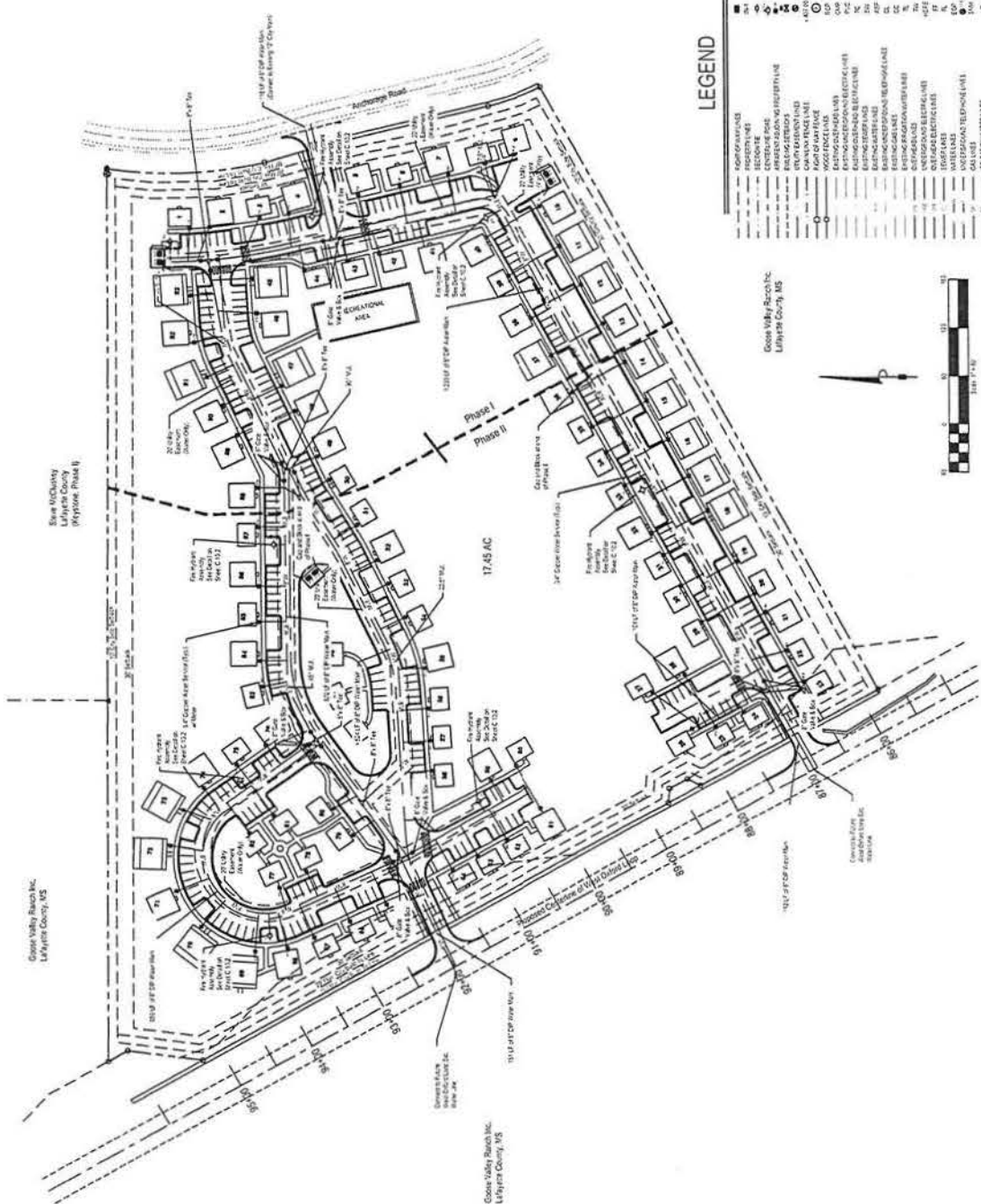
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MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



MINUTE BOOK No. 84, CITY OF OXFORD



LEGEND

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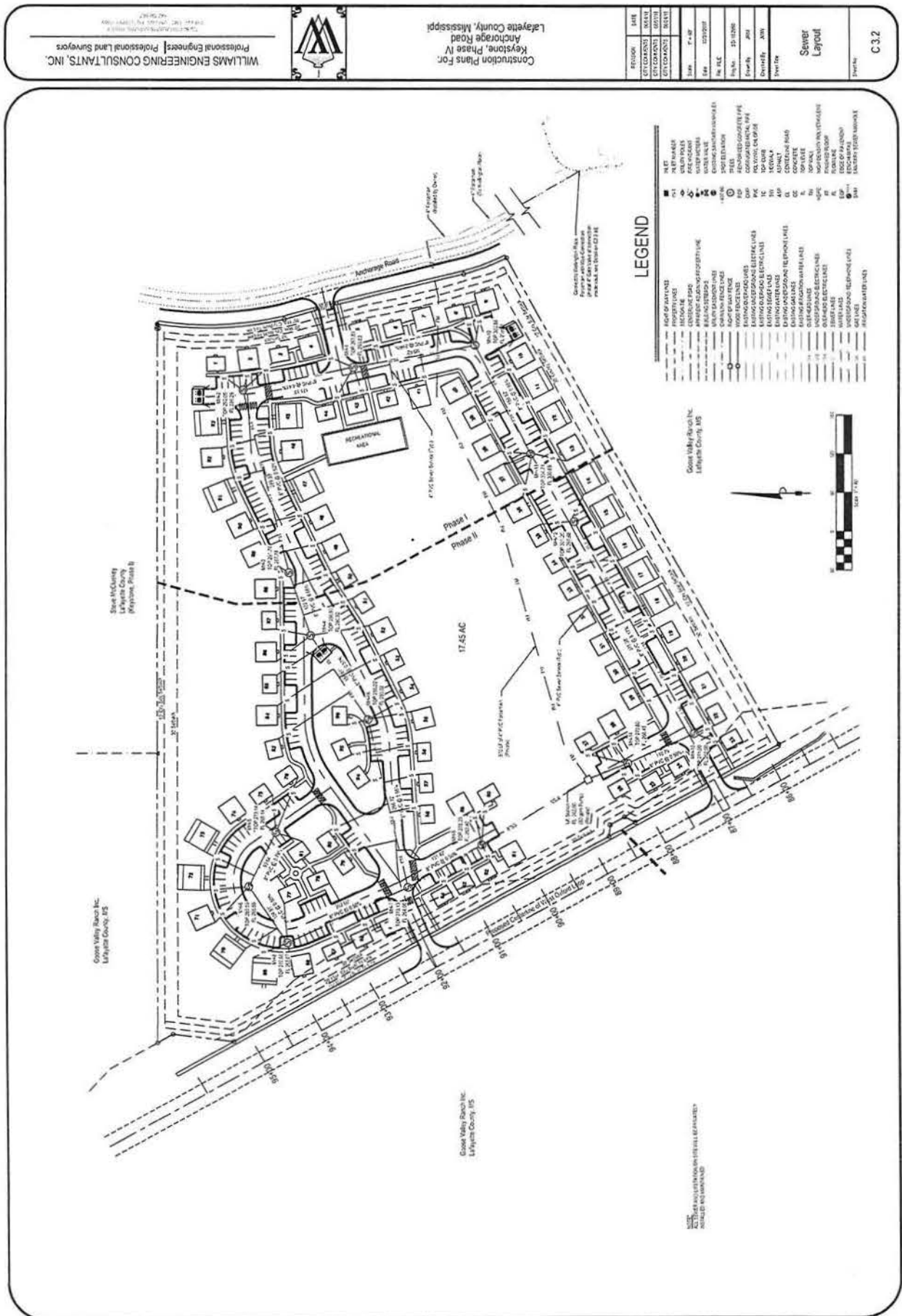
SAFEGUARD - DEMENT 62-2139

later.

C3.1

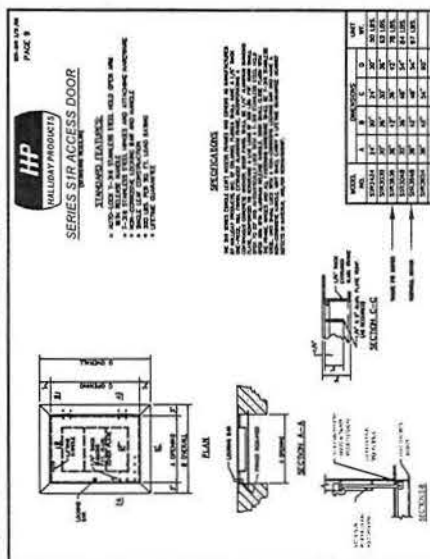
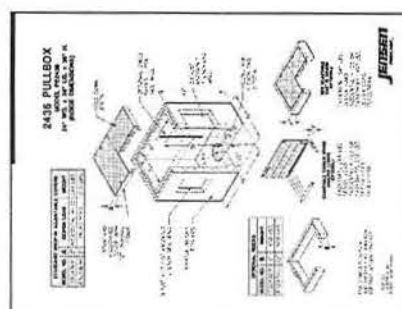
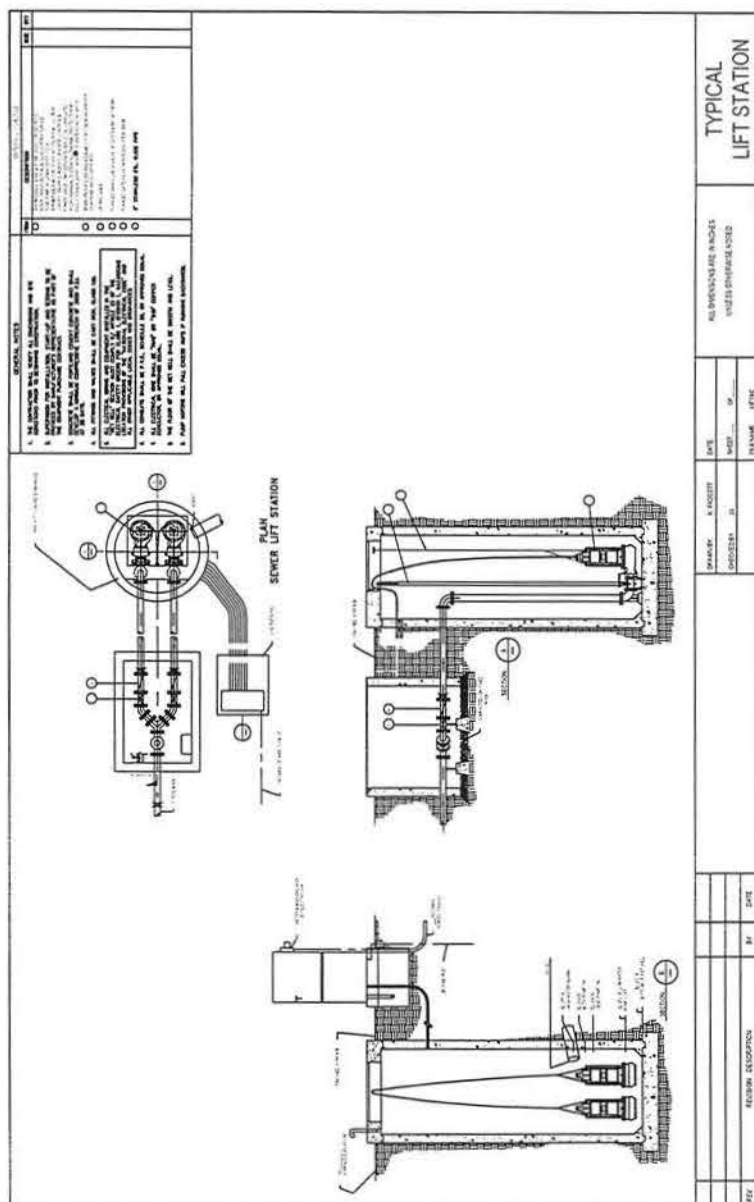
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SAFEGUARD - DEMENT 62-2139



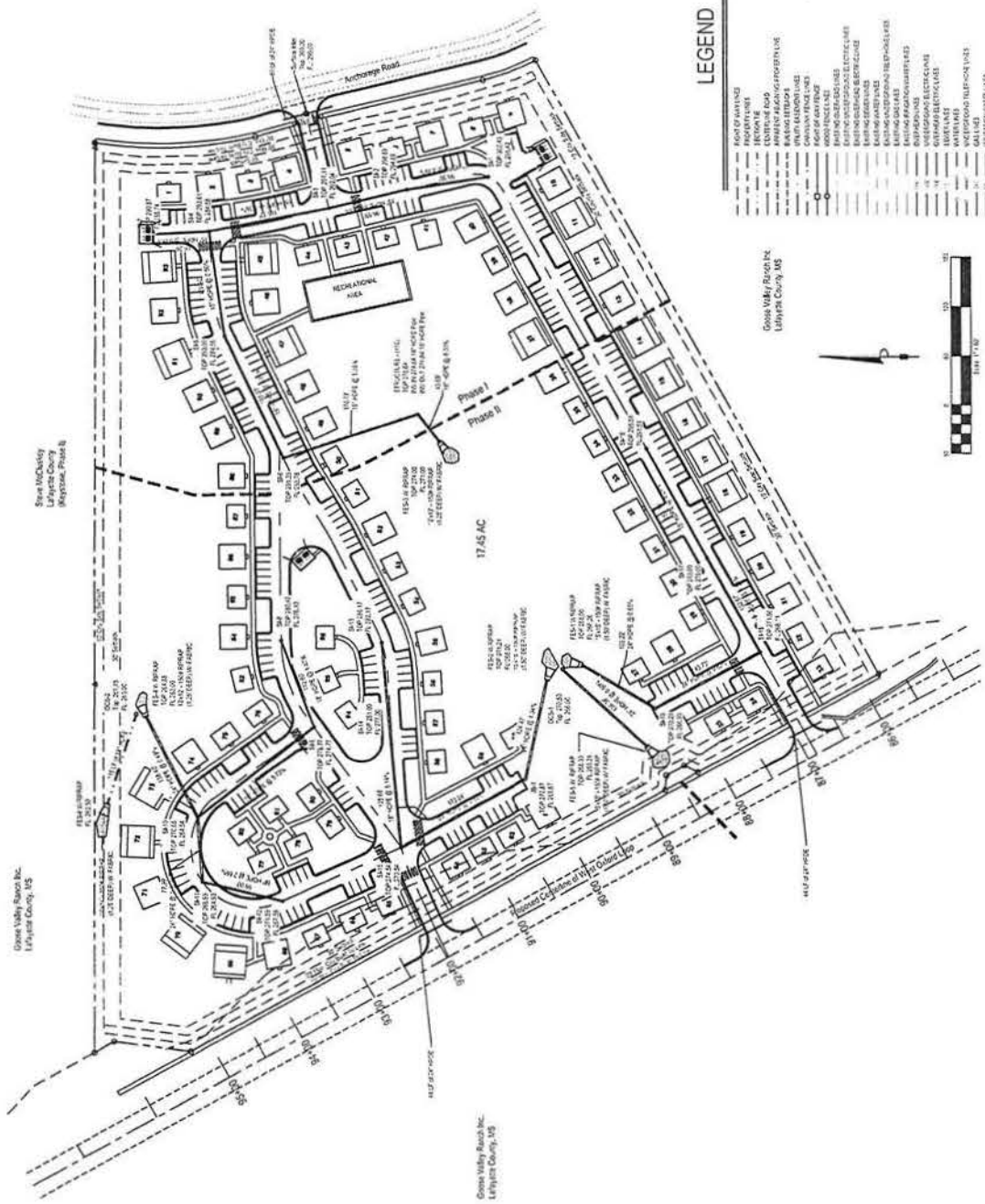
MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEFEND 62-2139



MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



LEGEND

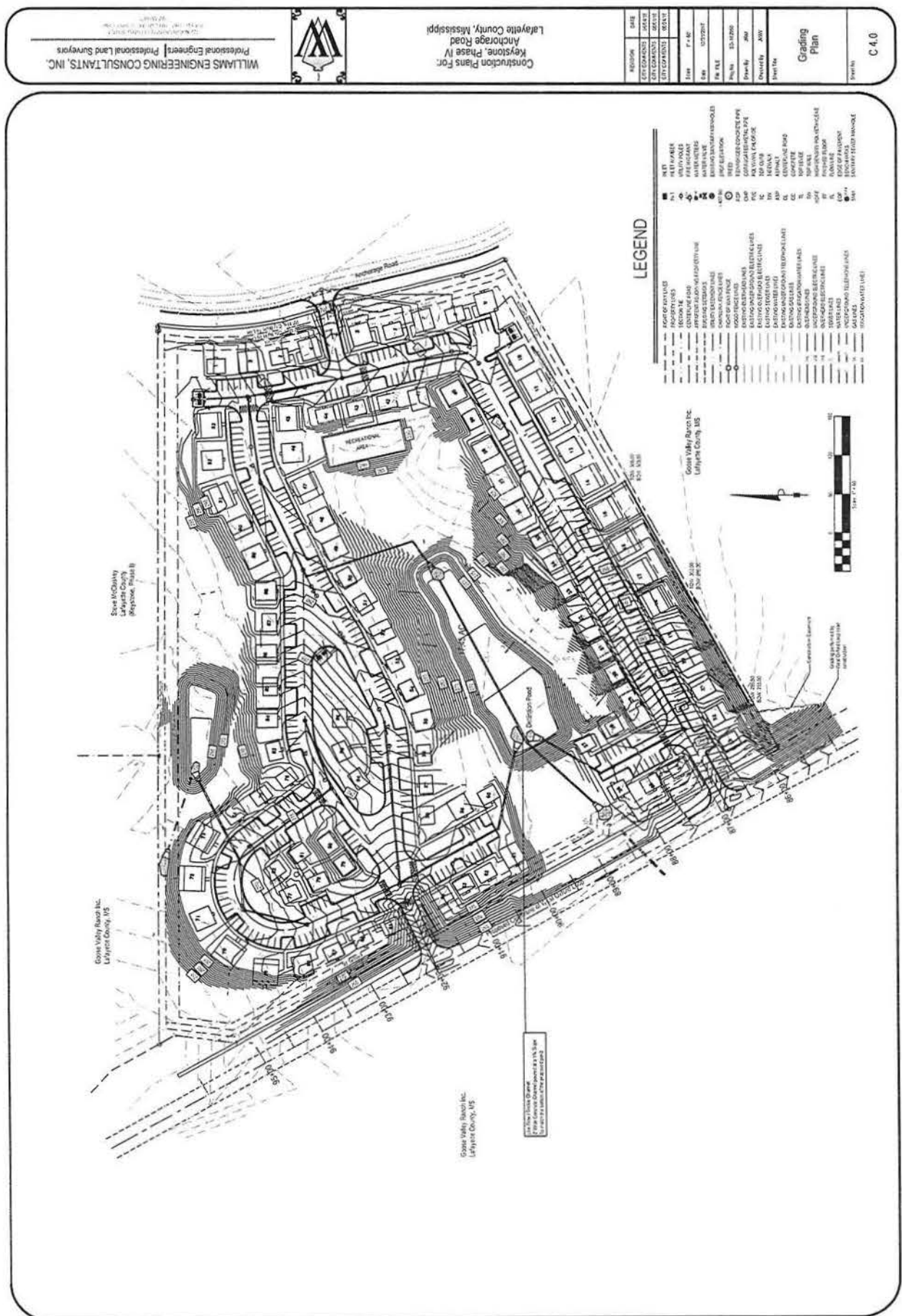
[illegible]

Goose Valley Ranch Inc.
Lafayette County, MS



MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139





Construction Plans For:
Keystone, Phase IV
Anchorage Road
Wayette County, Mississippi

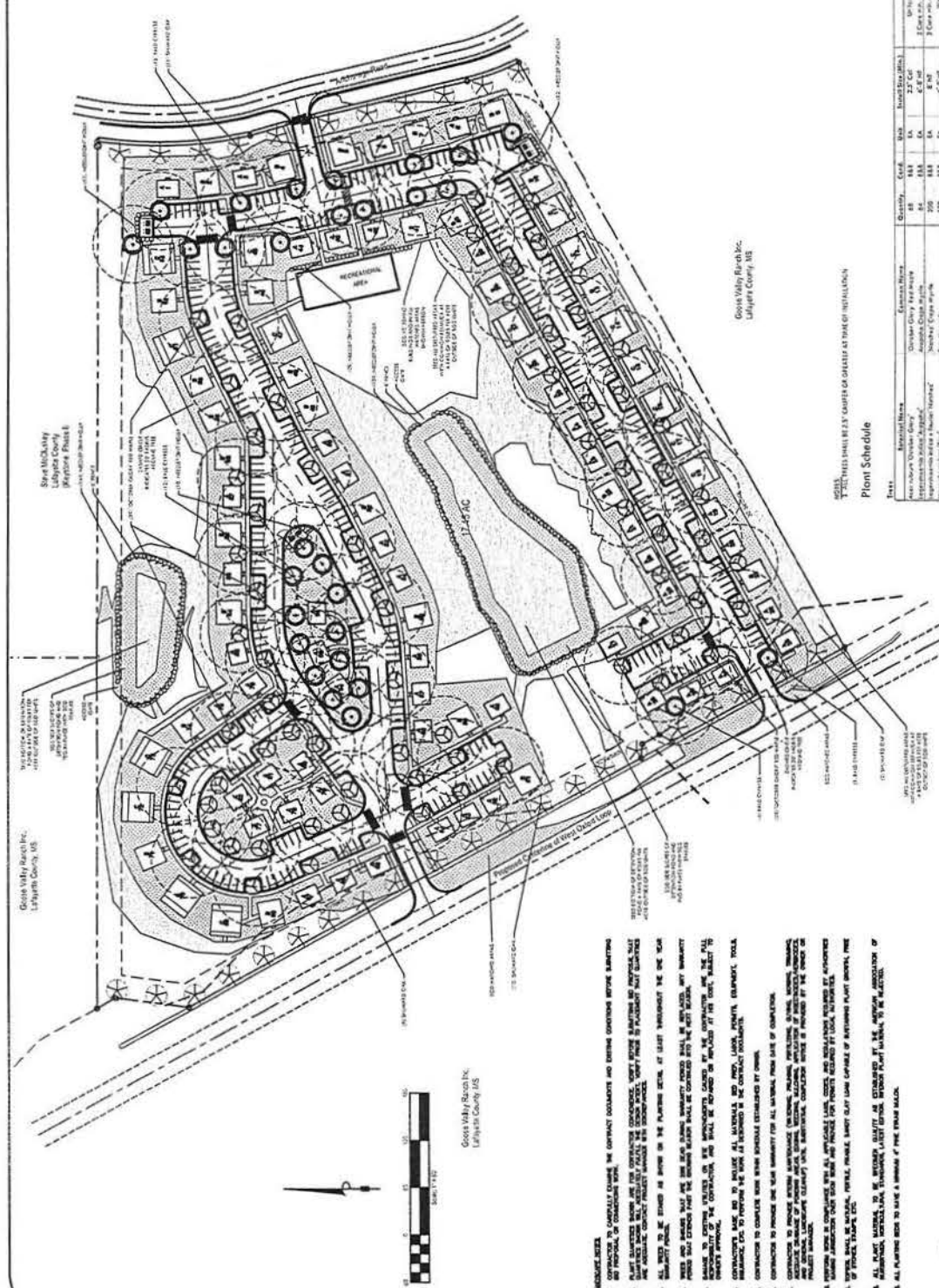
[illegible]Landscape
Plan

C 5.0

MINUTE BOOK No. 84, CITY OF OXFORD



SAFEGUARD - DEMENT 62-2139



Goose Valley Ranch Inc.
Lafayette County, MS

ALL TIES SHALL BE 2.5" CASTER OR GREATER AS TYPE OF INSTALLATION

[illegible]

**Salhoff Thomas
DESIGN STUDIO**

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

WILLIAMS ENGINEERING CONSULTANTS, INC.
Professional Engineers | Professional Land Surveyors

225 NORTH LAUREL AVENUE
ANN ARBOR, MI 48106-1500
734/763-7300



Construction Plans For:
Keystone, Phase IV
Anchorage Road
Lafayette County, Mississippi

[illegible]Landscape
Enlargement

C5.1

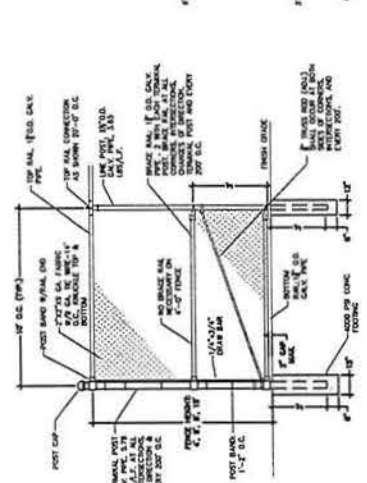
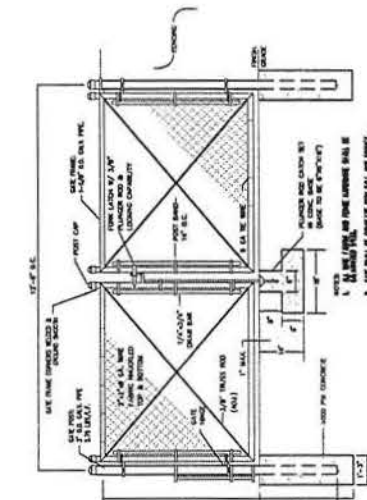
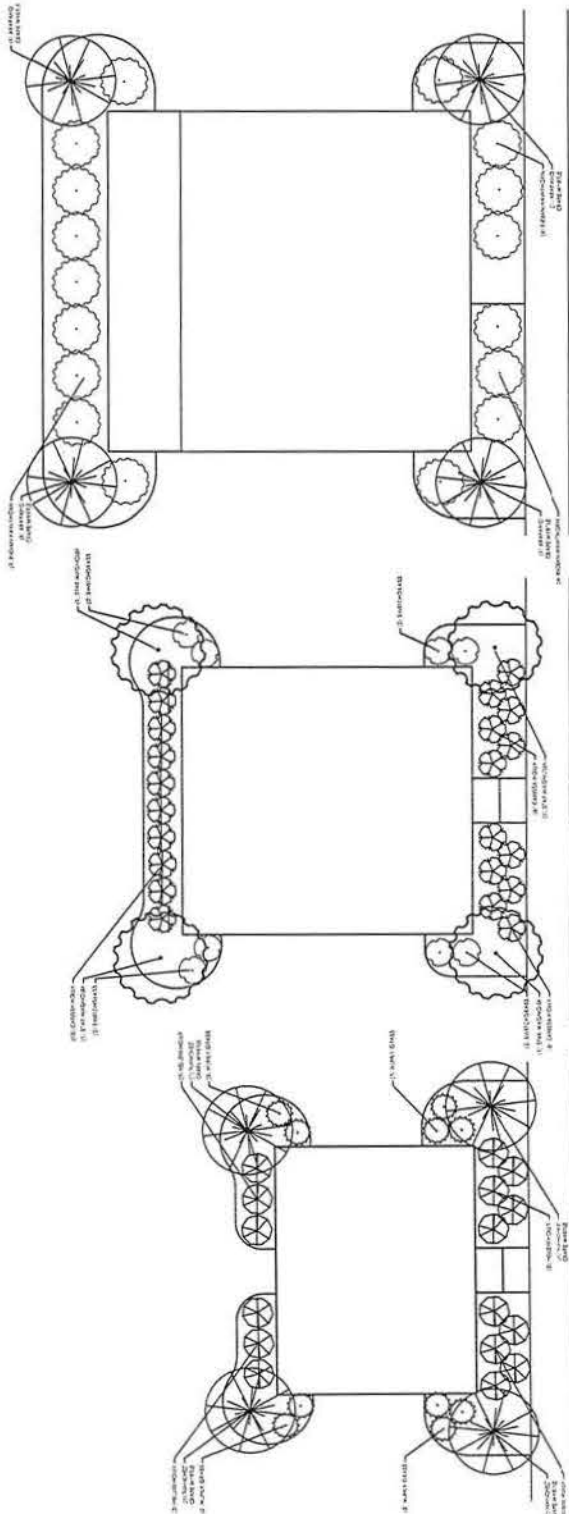


6 TREE STAKING AND SLOPE PLANTING DETAIL

TYPICAL LANDSCAPE PLAN - UNIT C

⑤ TYPICAL LANDSCAPE PLAN - UNIT B

TYPICAL LANDSCAPE PLAN - UNIT A

[illegible]

5 6"X12" SERVICE GATE

6 TREE STAKING AND SLOPE PLANING DETAIL
SCALE: NONE





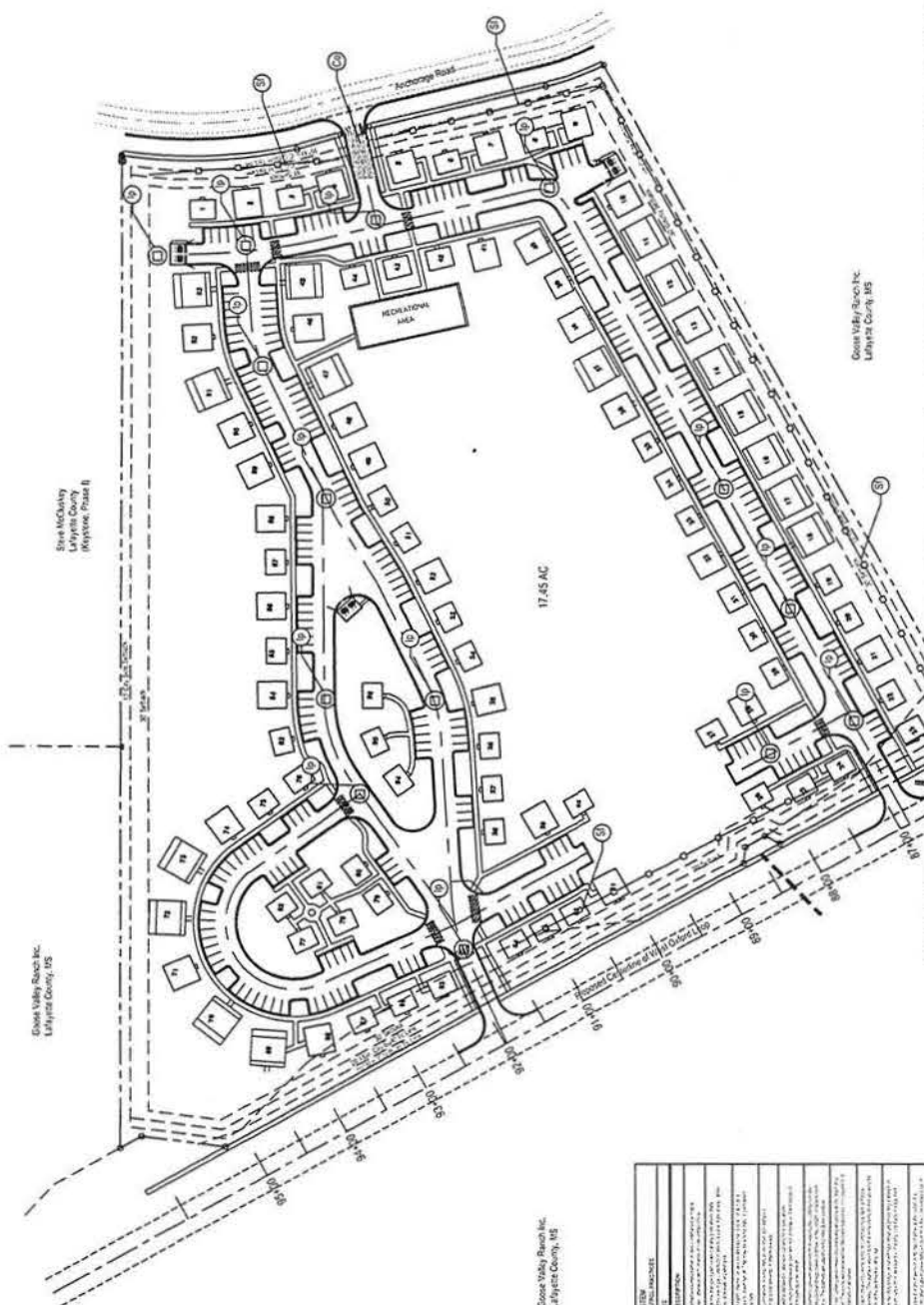
Construction Plans For
Keystone, Phase IV
Anchorage Road
Lafayette County, Mississippi

REVISION	DATE
1	06/04/18
2	08/09/18
3	08/24/18

Erosion Control Plan	C6.0
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MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



Donner Valley Ranch Inc.
Lafayette County, MS

Steve McKinley
Alameda County
Keynote, Phase II

Goose Valley Ranch Inc.,
Jeffette County, MT

SYMBOLS FOR THE 1000 MOST COMMON ENGLISH WORDS					SYMBOLS FOR THE 1000 MOST COMMON ENGLISH WORDS				
WORD	SYMBOL	WORD	SYMBOL	DEFINITION	WORD	SYMBOL	WORD	DEFINITION	
about	1	about	1	approximately	about	1	about	approximately	
across	2	across	2	from one side to the other	across	2	across	from one side to the other	
add	3	add	3	to put together	add	3	add	to put together	
after	4	after	4	later than	after	4	after	later than	
again	5	again	5	once more	again	5	again	once more	
against	6	against	6	in opposition to	against	6	against	in opposition to	
all	7	all	7	every	all	7	all	every	
allow	8	allow	8	to permit	allow	8	allow	to permit	
along	9	along	9	in a line	along	9	along	in a line	
among	10	among	10	between	among	10	among	between	
and	11	and	11	plus	and	11	and	plus	
another	12	another	12	one more	another	12	another	one more	
answer	13	answer	13	reply	answer	13	answer	reply	
any	14	any	14	some	any	14	any	some	
appear	15	appear	15	to show	appear	15	appear	to show	
as	16	as	16	like	as	16	as	like	
ask	17	ask	17	to question	ask	17	ask	to question	
at	18	at	18	in	at	18	at	in	
away	19	away	19	from	away	19	away	from	
because	20	because	20	for	because	20	because	for	
become	21	become	21	to grow	become	21	become	to grow	
before	22	before	22	earlier than	before	22	before	earlier than	
begin	23	begin	23	to start	begin	23	begin	to start	
between	24	between	24	among	between	24	between	among	
but	25	but	25	however	but	25	but	however	
by	26	by	26	near	by	26	by	near	
can	27	can	27	able to	can	27	can	able to	
can't	28	can't	28	cannot	can't	28	can't	cannot	
car	29	car	29	automobile	car	29	car	automobile	
case	30	case	30	instance	case	30	case	instance	
catch	31	catch	31	to take	catch	31	catch	to take	
cause	32	cause	32	reason	cause	32	cause	reason	
cell	33	cell	33	room	cell	33	cell	room	
cent	34	cent	34	hundredth	cent	34	cent	hundredth	
center	35	center	35	middle	center	35	center	middle	
century	36	century	36	hundred years	century	36	century	hundred years	
choose	37	choose	37	to select	choose	37	choose	to select	
clear	38	clear	38	obvious	clear	38	clear	obvious	
close	39	close	39	near	close	39	close	near	
cloud	40	cloud	40	mass of water vapor	cloud	40	cloud	mass of water vapor	
coast	41	coast	41	shore	coast	41	coast	shore	
coat	42	coat	42	covering	coat	42	coat	covering	
code	43	code	43	system of signs	code	43	code	system of signs	
coffee	44	coffee	44	beverage	coffee	44	coffee	beverage	
coin	45	coin	45	piece of money	coin	45	coin	piece of money	
cold	46	cold	46	illness	cold	46	cold	illness	
color	47	color	47	hue	color	47	color	hue	
common	48	common	48	usual	common	48	common	usual	
community	49	community	49	group of people	community	49	community	group of people	
compare	50	compare	50	to look at	compare	50	compare	to look at	
compared	51	compared	51	in comparison	compared	51	compared	in comparison	
company	52	company	52	business	company	52	company	business	
compare	53	compare	53	to look at	compare	53	compare	to look at	

[illegible]

the corporation shall be required to undergo and have reviewed by the board of directors the performance of its officers, directors, and other persons performing similar functions, and to make such review a condition of employment of such persons. The corporation shall be required to make such review a condition of employment of such persons, and to make such review a condition of employment of such persons, and to make such review a condition of employment of such persons.

REVISION	DATE
CITY COMMENTS	06/04
CITY COMMENTS	06/04
CITY COMMENTS	06/04

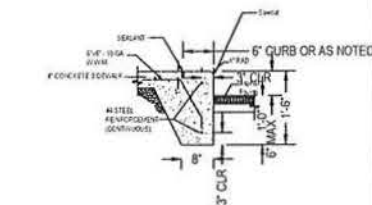
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Checked By	ANY
Sheet Title	

Site Details

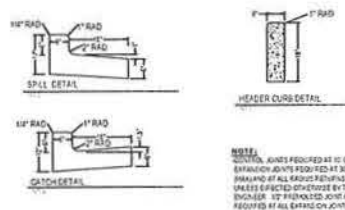
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MINUTE BOOK No. 84, CITY OF OXFORD

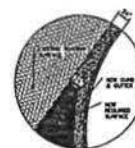
SAFEGUARD - DEMENT 62-2139



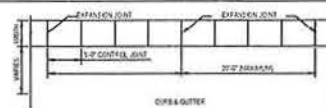
PAVEMENT EDGE CONCRETE SIDEWALK DETAIL



TYPICAL TYPE 1 CURB
AND GUTTER DETAIL



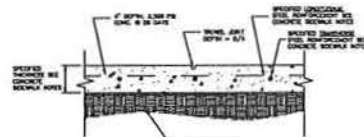
TYPICAL CURB & GUTTER DRIVE TIE DETAIL



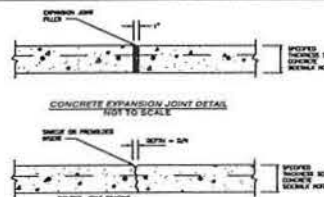
TYPICAL SIDEWALK JOINT DETAIL

CONCRETE SIDEWALK NOTES

- 1 SIDEWALK AND CURB RAMP SHALL BE A MINIMUM OF 4" IN THICKNESS
- 2 MINIMUM CROSS SLOPE FOR SIDEWALK SHALL NOT EXCEED 2%
- 3 MINIMUM LONGITUDINAL SLOPE SHALL BE 1% UNLESS APPROVED BY THE ENGINEER
- 4 ALL SIDEWALK SHALL CONFORM TO ADA GUIDELINES
- 5 EXISTING JOINTS REPAIRED AT LOCATION OF ALL APPLICANCES SUCH AS MANHOLE AND UTILITY POLE LOCATED WITHIN THE SIDEWALK



TYPICAL SIDEWALK SECTION
NOT TO SCALE



CONCRETE CONTROL JOINT - UNDOWELED

CONCRETE SITEWORK NOTES

- [illegible]



REVISION	DATE
CITY ENGINEER'S OFFICE	04/11/2017
CITY ENGINEER'S OFFICE	04/11/2017
CITY ENGINEER'S OFFICE	04/11/2017
CITY ENGINEER'S OFFICE	04/11/2017
CITY ENGINEER'S OFFICE	04/11/2017
CITY ENGINEER'S OFFICE	04/11/2017
CITY ENGINEER'S OFFICE	04/11/2017
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CITY ENGINEER'S OFFICE	04/11/2017

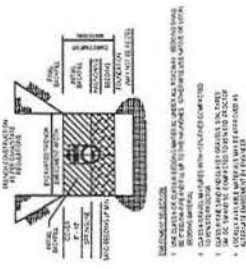
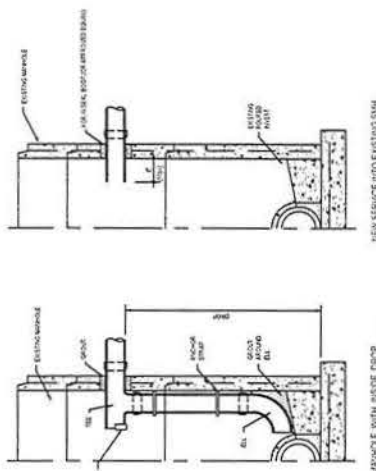
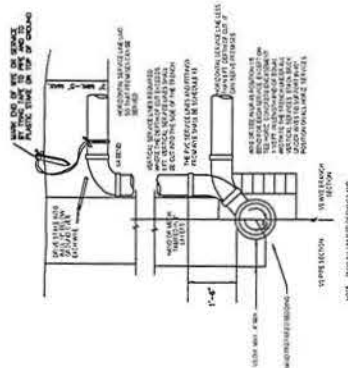
Sever
Details

C 10.3

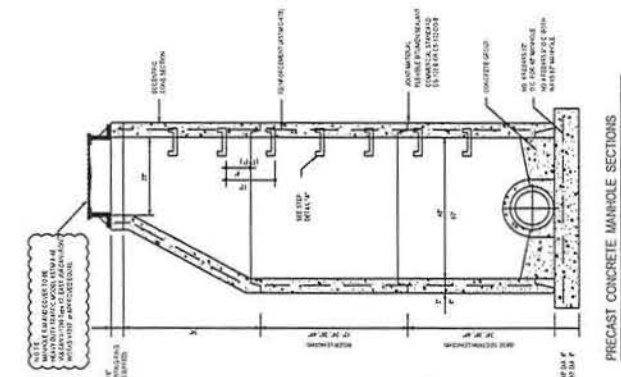
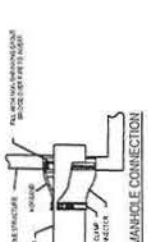
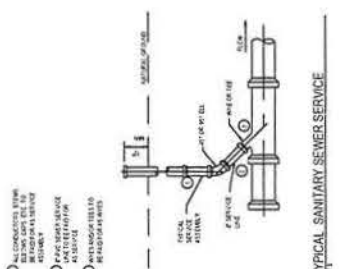
MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD DEMENT 62-2139

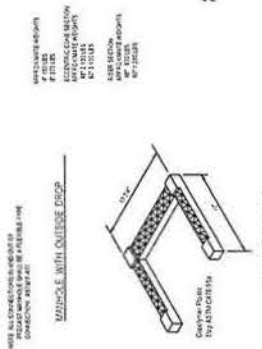
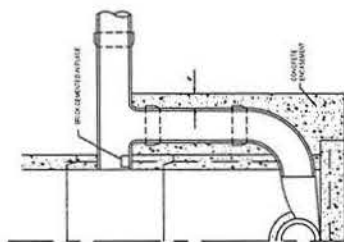
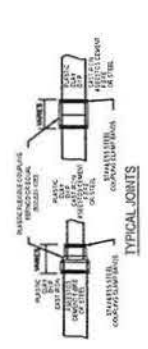
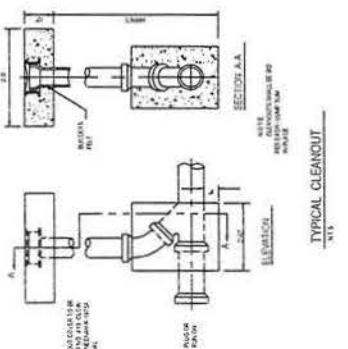
1. ALL PROPOSED SANITARY SEWER LINES SHALL BE INSTALLED AT A DEPTH OF NOT LESS THAN 4 FT. BELOW FINISHED GRADE.
2. ALL PROPOSED SANITARY SEWER LINES SHALL BE INSTALLED AT A DEPTH OF NOT LESS THAN 4 FT. BELOW FINISHED GRADE.
3. ALL PROPOSED SANITARY SEWER LINES SHALL BE INSTALLED AT A DEPTH OF NOT LESS THAN 4 FT. BELOW FINISHED GRADE.
4. ALL PROPOSED SANITARY SEWER LINES SHALL BE INSTALLED AT A DEPTH OF NOT LESS THAN 4 FT. BELOW FINISHED GRADE.
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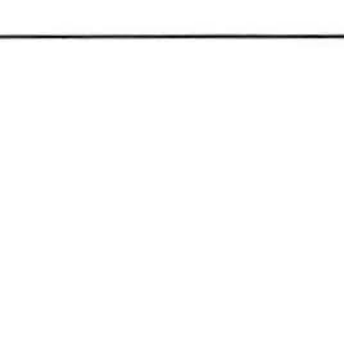
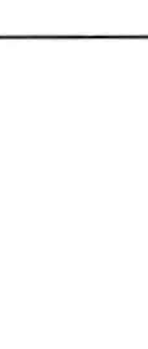
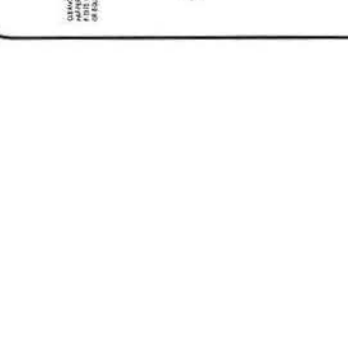
PLAN OF MANHOLE FLOW CHANNELS



SHALLOW PRECAST CONCRETE MANHOLE



PRECAST CONCRETE MANHOLE SECTIONS



STEP DETAIL 'A'

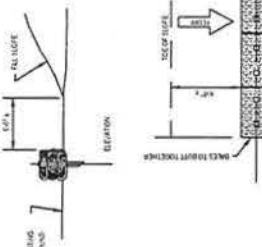
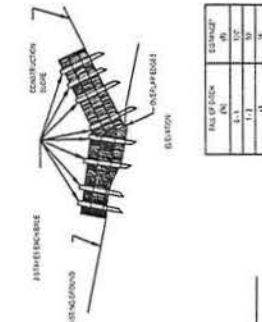
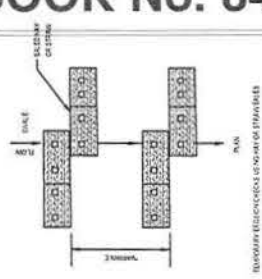
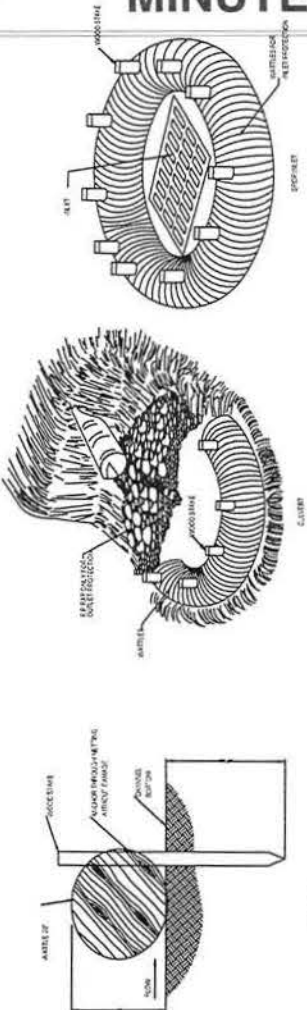


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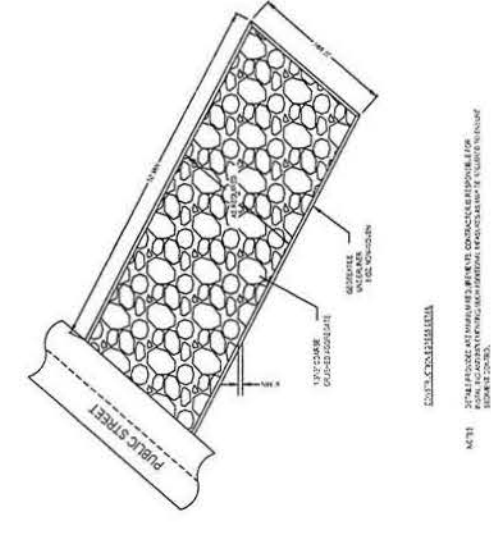
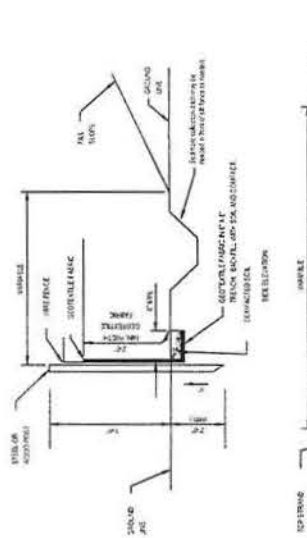
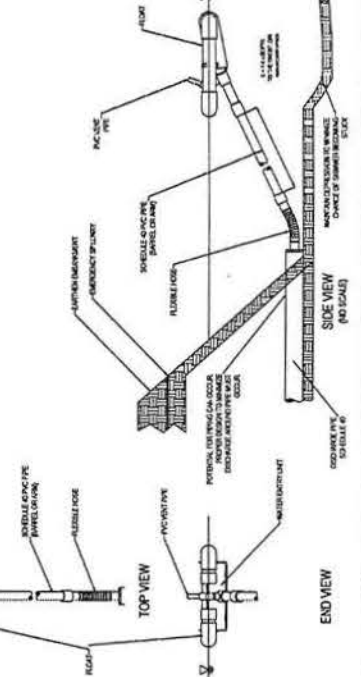
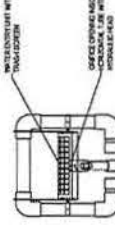
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MINUTE BOOK No. 84, CITY OF OXFORD



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GENERAL NOTES:
1. THE EROSION CONTROL MEASURES SHOWN ON THESE PLANS ARE TO BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE EROSION CONTROL MANUAL, 2ND EDITION, 1987, PUBLISHED BY THE U.S. ARMY CORPS OF ENGINEERS.
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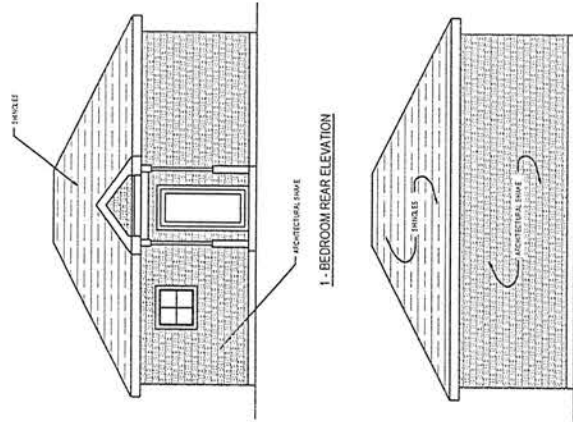


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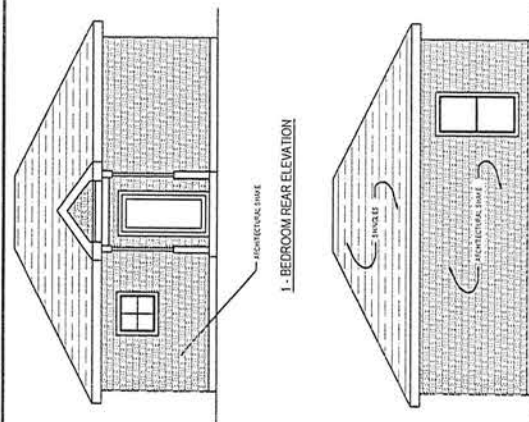
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MINUTE BOOK No. 84, CITY OF OXFORD

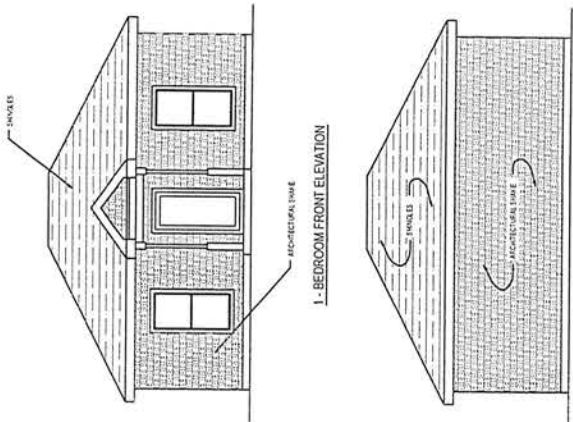
SAFEGUARD - DEMENT 62-2139



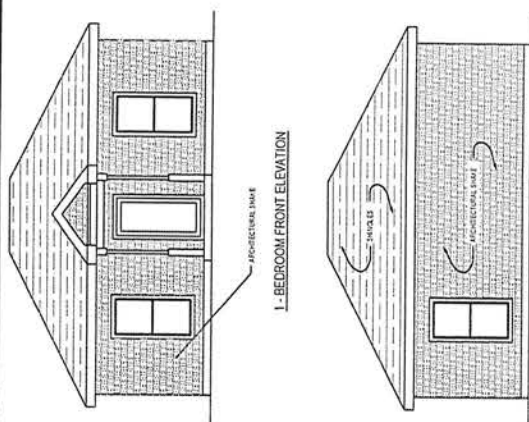
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1 - BEDROOM LEFT ELEVATION



1 - BEDROOM RIGHT ELEVATION



1 - BEDROOM RIGHT ELEVATION



1 - BEDROOM FLOOR PLAN



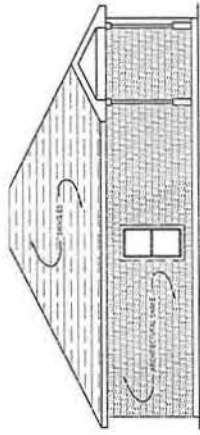
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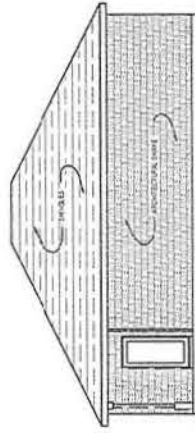


MINUTE BOOK No. 84, CITY OF OXFORD

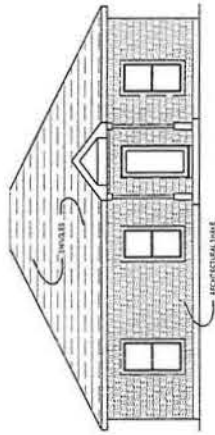
SAFEGUARD - DEMENT 62-2139



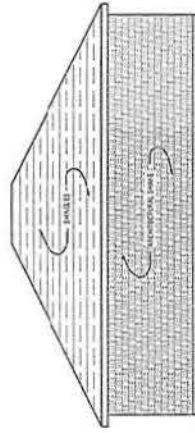
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3-BEDROOM LEFT ELEVATION



3 - BEDROOM FRONT ELEVATION



3 - BEDROOM RIGHT ELEVATION



3 - BEDROOM FLOOR PLAN

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

MEMO:

DATE: 9-13-18
TO: MAYOR TANNEHILL & BOARD OF ALDERMEN
CC: BART ROBINSON & ASHLEY ATKINSON
FROM: ROB NEELY
RE: AGENDA ITEMS

I have the following agenda items for the Tuesday, September 18, 2018 Board Meeting.

1. Announce TVA Wholesale Rate Change and Rate Increase and Request Approval to Pass-Through. (Rob Neely)

Please find a description for each agenda item on the following page. If you have any questions, please feel free to contact me.

Thanks

Robert M. Neely III, P.E., C.P.E.
Superintendent

1. **MINUTE BOOK No. 84, CITY OF OXFORD**
 Announce TVA Wholesale Rate change and Rate Increase and Request Approval to Pass-Through. (Rob Neely).

SAFEGUARD - DEMENT 62-2139

The Tennessee Valley Authority will boost electric rates by another 1.5 percent in October, adding about \$2 more to the typical monthly power bill in Chattanooga.

TVA directors approved the \$199 million rate hike Wednesday — the sixth such increase in as many years — as part of a \$10.7 billion budget that TVA supporters say leaves the federal utility in its strongest financial condition in decades and could negate the need for such rate hikes in the next several years.

"TVA is in the best shape it has been in a very long time, and we would hope that would mean we won't have these annual rate increases going forward, barring some unexpected problem," said Doug Peters, president of the Tennessee Valley Public Power Association, which represents the 154 local power companies that distribute TVA power.

Even though TVA is on pace to achieve record profits in the current fiscal year, TVA President Bill Johnson said the rate increase is still needed this fall to help implement the agency's long-term debt reduction plan to trim long-term debt to \$21.8 billion by 2023. With stagnant or declining power demand projected for the foreseeable future, TVA is eager to reduce its borrowing costs to cut interest expenses and its overall cost of power.

TVA has benefited over the past five years by reducing its operating and maintenance costs by more than \$800 million a year from its 2013 levels and taking advantage of cheaper natural gas and more nuclear power generation to reduce fuel costs.

As a result, even with the October rate hike, the wholesale price of power by TVA in fiscal 2019 will average 6.8 cents per kilowatt-hour, down from 6.98 cents per kilowatt-hour in fiscal 2014 and still below where it was in fiscal 2013. Cheaper natural gas, more abundant rain and increased nuclear generation have helped cut TVA's annual fuel costs by more than \$1 billion a year since 2014.

TVA said its residential power rates are among the 25 percent lowest in the country and its industrial rates are in the cheapest 10 percent of all utilities. "Both our residential and industrial rates have become more competitive," said Johnson, who predicted that rates should remain fairly stable over the next decade, as well.

Chief Financial Officer John Thomas said TVA has reduced its debt by \$1.6 billion over the past six years while investing \$15 billion in capital improvements and keeping rates relatively stable overall. With the completion in the past couple of years of major nuclear and gas power plants, the agency expects to make bigger reductions in its debt in coming years.

Additionally, on October 1, 2018, the TVA board approved imposing a grid access charge (GAC) to the wholesale power bill. The GAC will be a fixed component of the wholesale bill, and was the reason OED requested a revenue-neutral rate change on June 5, 2018. The impact of the wholesale rate change and rate increase to the average residential customer (928 kWh/month) is \$1.84/month. OED will pass through the rate increase to our customers with no increase to OED margin. TVA has said that current leadership expects to recommend 1.5% increases for at least one more year.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

Oxford
October 2018 Retail Rate Impact Analysis

Monthly Dollar Impact for LPC's Average Use Customer

	Customer Class	
	Residential	GSA 1
Local Rate Adjustment Retail Impact	\$0.00	\$0.00
TVA Wholesale Rate Change General Service B,C,D Offset	\$0.17	\$0.35
TVA Wholesale Rate Change Risk Premium Applied to Retail Rates	\$0.21	\$0.42
TVA Wholesale Rate Adjustment (2.395% at Wholesale)	\$1.46	\$2.92
TVA Hydro Debit Change	\$0.00	\$0.76
Total Retail Rate Impact	\$1.84	\$4.45

Monthly Percent Impact for LPC's Average Use Customer

	Customer Class	
	Residential	GSA 1
Local Rate Adjustment Retail Impact	0.00%	0.00%
TVA Wholesale Rate Change General Service B,C,D Offset	0.17%	0.16%
TVA Wholesale Rate Change Risk Premium Applied to Retail Rates	0.21%	0.20%
TVA Wholesale Rate Adjustment (2.395% at Wholesale)	1.46%	1.39%
TVA Hydro Debit Change	0.00%	0.36%
Total Retail Rate Impact	1.84%	2.11%

Notes:

The average Customer uses the following kWh per month:	928	1,733
Assumed the Fuel Cost for Calendar Year 2017 with line losses applied:	0.02079	0.02053
Line loss assumption	105.9%	104.5%

Oxford
Residential Class

MINUTE BOOK NO. 84 CITY OF OXFORD

Fuel Cost (CY2017) and specific LPC line losses applied

SAFEGUARD - DEMENT 62-2139

Average Monthly kWh	Current Retail Rates prior to October 2018					Annual Total Bill	Resulting Retail Rates					Annual Total Bill	Change from Current Rates			
	Energy Bill (4 months each season)				12 Mth Total		Energy Bill (4 months each season)				12 Mth Total		\$	%		
	Customer Charge	Summer	Winter	Transition			Customer Charge	Summer	Winter	Transition						
500	13.46	48.10	46.47	45.52	560	722	15.46	47.03	45.39	44.45	547	733	11.10	1.54%		
1000	13.46	96.20	92.93	91.04	1,121	1,282	15.46	94.05	90.78	88.89	1,095	1,280	-1.80	-0.14%		
928	13.46	89.27	86.24	84.49	1,040	1,202	15.46	87.28	84.24	82.49	1,016	1,202	0.06	0.00%		
2000	13.46	192.40	185.86	182.08	2,241	2,403	15.46	188.10	181.56	177.78	2,190	2,375	-27.60	-1.15%		
3000	13.46	267.03	257.22	251.55	3,103	3,265	15.46	260.58	250.77	245.10	3,026	3,211	-53.40	-1.64%		

Current Retail Rates prior to October 2018					Resulting Retail Rates				
Summer	Winter	Transition			Summer	Winter	Transition		
13.46	13.46	13.46	Base Customer Chg		15.46	15.46	15.46	Base Customer Chg	
0.09620	0.09293	0.09104	Energy (kwh) first 2,000kWh		0.09405	0.09078	0.08889	Energy (kwh) first 2,000kWh	
0.07463	0.07136	0.06947	Energy (kwh) above 2,000kWh		0.07248	0.06921	0.06732	Energy (kwh) above 2,000kWh	

*** TVA Wholesale Rate Change General Service B,C,D Offset ***

Fuel Cost (CY2017) and specific LPC line losses applied

Average Monthly kWh	Current Retail Rates prior to October 2018					Annual Total Bill	Resulting Retail Rates					Annual Total Bill	\$ Change of Current	% Increase of Current		
	Energy Bill (4 months each season)				12 Mth Total		Energy Bill (4 months each season)				12 Mth Total					
	Customer Charge	Summer	Winter	Transition			Customer Charge	Summer	Winter	Transition						
500	13.46	48.10	46.47	45.52	560	722	13.46	48.20	46.56	45.61	561	723	1.10	0.15%		
1000	13.46	96.20	92.93	91.04	1,121	1,282	13.46	96.39	93.11	91.22	1,123	1,284	2.20	0.17%		
928	13.46	89.27	86.24	84.49	1,040	1,202	13.46	89.45	86.41	84.65	1,042	1,204	2.04	0.17%		
2000	13.46	192.40	185.86	182.08	2,241	2,403	13.46	192.78	186.22	182.44	2,246	2,407	4.40	0.18%		
3000	13.46	267.03	257.22	251.55	3,103	3,265	13.46	267.60	257.76	252.09	3,110	3,271	6.60	0.20%		

Current Retail Rates prior to October 2018					Resulting Retail Rates				
Summer	Winter	Transition			Summer	Winter	Transition		
13.46	13.46	13.46	Base Customer Chg		13.46	13.46	13.46	Base Customer Chg	
0.09620	0.09293	0.09104	Energy (kwh) first 2,000kWh		0.09639	0.09311	0.09122	Energy (kwh) first 2,000kWh	
0.07463	0.07136	0.06947	Energy (kwh) above 2,000kWh		0.07482	0.07154	0.06965	Energy (kwh) above 2,000kWh	

*** TVA Wholesale Rate Change Risk Premium Applied to Retail Rates ***

Fuel Cost (CY2017) and specific LPC line losses applied

Average Monthly kWh	Current Retail Rates prior to October 2018					Annual Total Bill	Resulting Retail Rates					Annual Total Bill	\$ Change of Current	% Increase of Current		
	Energy Bill (4 months each season)				12 Mth Total		Energy Bill (4 months each season)				12 Mth Total					
	Customer Charge	Summer	Winter	Transition			Customer Charge	Summer	Winter	Transition						
500	13.46	48.10	46.47	45.52	560	722	13.46	48.22	46.58	45.63	562	723	1.34	0.19%		
1000	13.46	96.20	92.93	91.04	1,121	1,282	13.46	96.43	93.15	91.26	1,123	1,285	2.68	0.21%		
928	13.46	89.27	86.24	84.49	1,040	1,202	13.46	89.49	86.44	84.69	1,042	1,204	2.49	0.21%		
2000	13.46	192.40	185.86	182.08	2,241	2,403	13.46	192.86	186.30	182.52	2,247	2,408	5.36	0.22%		
3000	13.46	267.03	257.22	251.55	3,103	3,265	13.46	267.72	257.88	252.21	3,111	3,273	8.04	0.25%		

Current Retail Rates prior to October 2018					Resulting Retail Rates				
Summer	Winter	Transition			Summer	Winter	Transition		
13.46	13.46	13.46	Base Customer Chg		13.46	13.46	13.46	Base Customer Chg	
0.09620	0.09293	0.09104	Energy (kwh) first 2,000kWh		0.09643	0.09315	0.09126	Energy (kwh) first 2,000kWh	
0.07463	0.07136	0.06947	Energy (kwh) above 2,000kWh		0.07486	0.07158	0.06969	Energy (kwh) above 2,000kWh	

*** TVA Wholesale Rate Adjustment [2.395% at Wholesale] ***

Fuel Cost (CY2017) and specific LPC line losses applied

Average Monthly kWh	Current Retail Rates prior to October 2018					Annual Total Bill	Resulting Retail Rates					Annual Total Bill	\$ Change of Current	% Increase of Current
	Customer Charge	Energy Bill (4 months each season)					Customer Charge	Energy Bill (4 months each season)						
		Summer	Winter	Transition	12 Mth Total			Summer	Winter	Transition	12 Mth Total			
500	13.46	48.10	46.47	45.52	560	722	13.46	48.92	47.25	46.28	570	731	9.42	1.30%
1000	13.46	96.20	92.93	91.04	1,121	1,282	13.46	97.84	94.49	92.55	1,140	1,301	18.84	1.47%
928	13.46	89.27	86.24	84.49	1,040	1,202	13.46	90.80	87.69	85.89	1,057	1,219	17.48	1.46%
2000	13.46	192.40	185.86	182.08	2,241	2,403	13.46	195.68	188.98	185.10	2,279	2,441	37.68	1.57%
3000	13.46	267.03	257.22	251.55	3,103	3,265	13.46	271.95	261.90	256.08	3,160	3,321	56.52	1.73%

Current Retail Rates prior to October 2018					Resulting Retail Rates				
Summer	Winter	Transition			Summer	Winter	Transition		
13.46	13.46	13.46	Base Customer Chg		13.46	13.46	13.46	Base Customer Chg	
0.09620	0.09293	0.09104	Energy (kwh) first 2,000kWh		0.09784	0.09449	0.09255	Energy (kwh) first 2,000kWh	
0.07463	0.07136	0.06947	Energy (kwh) above 2,000kWh		0.07627	0.07292	0.07098	Energy (kwh) above 2,000kWh	

*** TVA Hydro Debit Change ***

Fuel Cost (CY2017) and specific LPC line losses applied

Average Monthly kWh	Current Retail Rates prior to October 2018					Annual Total Bill	Resulting Retail Rates					Annual Total Bill	\$ Change of Current	% Increase of Current
	Customer Charge	Energy Bill (4 months each season)					Customer Charge	Energy Bill (4 months each season)						
		Summer	Winter	Transition	12 Mth Total			Summer	Winter	Transition	12 Mth Total			
500	13.46	48.10	46.47	45.52	560	722	13.46	48.10	46.47	45.52	560	722	0.00	0.00%
1000	13.46	96.20	92.93	91.04	1,121	1,282	13.46	96.20	92.93	91.04	1,121	1,282	0.00	0.00%
928	13.46	89.27	86.24	84.49	1,040	1,202	13.46	89.27	86.24	84.49	1,040	1,202	0.00	0.00%
2000	13.46	192.40	185.86	182.08	2,241	2,403	13.46	192.40	185.86	182.08	2,241	2,403	0.00	0.00%
3000	13.46	267.03	257.22	251.55	3,103	3,265	13.46	267.03	257.22	251.55	3,103	3,265	0.00	0.00%

Current Retail Rates prior to October 2018					Resulting Retail Rates				
Summer	Winter	Transition			Summer	Winter	Transition		
13.46	13.46	13.46	Base Customer Chg		13.46	13.46	13.46	Base Customer Chg	
0.09620	0.09293	0.09104	Energy (kwh) first 2,000kWh		0.09620	0.09293	0.09104	Energy (kwh) first 2,000kWh	
0.07463	0.07136	0.06947	Energy (kwh) above 2,000kWh		0.07463	0.07136	0.06947	Energy (kwh) above 2,000kWh	

*** Total Retail Rate Impact ***

Fuel Cost (CY2017) and specific LPC line losses applied

Average Monthly kWh	Current Retail Rates prior to October 2018					Annual Total Bill	Resulting Retail Rates					Annual Total Bill	\$ Change of Current	% Increase of Current
	Customer Charge	Energy Bill (4 months each season)					Customer Charge	Energy Bill (4 months each season)						
		Summer	Winter	Transition	12 Mth Total			Summer	Winter	Transition	12 Mth Total			
500	13.46	48.10	46.47	45.52	560	722	15.46	48.06	46.37	45.40	559	745	22.96	3.18%
1000	13.46	96.20	92.93	91.04	1,121	1,282	15.46	96.11	92.74	90.80	1,119	1,304	21.92	1.71%
928	13.46	89.27	86.24	84.49	1,040	1,202	15.46	89.19	86.06	84.26	1,038	1,224	22.07	1.84%
2000	13.46	192.40	185.86	182.08	2,241	2,403	15.46	192.22	185.48	181.60	2,237	2,423	19.84	0.83%
3000	13.46	267.03	257.22	251.55	3,103	3,265	15.46	266.76	256.65	250.83	3,097	3,282	17.76	0.54%

Current Retail Rates prior to October 2018					Resulting Retail Rates				
Summer	Winter	Transition			Summer	Winter	Transition		
13.46	13.46	13.46	Base Customer Chg		15.46	15.46	15.46	Base Customer Chg	
0.09620	0.09293	0.09104	Energy (kwh) first 2,000kWh		0.09611	0.09274	0.09080	Energy (kwh) first 2,000kWh	

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

Septmeber 12, 2018

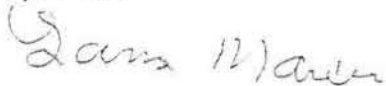
At 103 Luther Street, my father, Larry Marion, fixed a water leak that I had. No tools were necessary for this fix, therefore, there was no proof of something purchased. The cause was the hot water line in the bathroom sink was leaking slowly. The line was cut where the leak was and then fused back together with pipe glue. The leak was fixed at the beginning of August, and my water returned to normal for the next bill. I am requesting a water adjustment for May, June, and July of 2018. Thank you.

Sincerely,

Felecia Marion



Larry Marion



MINUTE BOOK No. 84, CITY OF OXFORD

OXFORD ELECTRIC DEPT

SAFEGUARD - DEMENT 62-2139

Account 224648
Name FELICIA MARION
Street 103 LUTHER ST
Address OXFORD MS 38655
Water Meter: W11371532

MONTH	WT USAGE	WT CHARGE	WT TAX	WT TOTAL
Aug-18	56	\$27.27	\$0.00	\$27.27
Jul-18	298	\$145.13	\$0.00	\$145.13
Jun-18	331	\$161.20	\$0.00	\$161.20
May-18	108	\$52.60	\$0.00	\$52.60
Apr-18	35	\$17.05	\$0.00	\$17.05
Mar-18	32	\$15.58	\$0.00	\$15.58
Feb-18	20	\$9.74	\$0.00	\$9.74
Jan-18	29	\$14.12	\$0.00	\$14.12
Dec-17	28	\$13.64	\$0.00	\$13.64
Nov-17	40	\$19.48	\$0.00	\$19.48
Oct-17	24	\$11.69	\$0.00	\$11.69
Sep-17	24	\$11.69	\$0.00	\$11.69

Normal Usage Average: 32
Number of Months Adjusted: 3
Water Rate: 0.487
Sewer Rate: 0.547
Total High Usage: 737
Normal - High: 641
Water Usage Adjustment: -321
Sewer Usage Adjustment: -321
Water Adjustment: -\$156.08
Sewer Adjustment: -\$175.31

total adjustment
\$331.39

INSIDE WATER LEAK - OUTSIDE RATES

OXFORD ELECTRIC DEPT

Account

224648

Name

FELICIA MARION

Street

103 LUTHER ST

Address

OXFORD MS 38655

W11371532

MONTH	WT USAGE	WT CHARGE	WT TAX	WT TOTAL
Sep-17	24	\$11.69	\$0.00	\$11.69
Aug-17	203	\$98.86	\$0.00	\$98.86
Jul-17	595	\$289.77	\$0.00	\$289.77
Jun-17	64	\$31.17	\$0.00	\$31.17
May-17	45	\$21.92	\$0.00	\$21.92
Apr-17	49	\$23.86	\$0.00	\$23.86

10/3/2017

Previous

Normal Usage Average: 46
 Number of Months Adjusted: 2
 Water Rate: 0.487
 Sewer Rate: 0.547
 Total High Usage: 798
 Normal - High: 706
 Water Usage Adjustment: -353
 Sewer Usage Adjustment: -353
 Water Adjustment: -\$171.91
 Sewer Adjustment: -\$193.09

Date of Adjustment: 10/3/2017

Email: X

> Previous
Adjustment

VCD

[Signature]

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

From: John M. Ellis, Landlord

RE: water leak at 103 Luther Street

The water leak has been repaired
at 103 Luther St.

For more information call me at (662)
538-1790

224648-105151

John M. Ellis

~~224648~~

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



CHANCELLOR BROS.
CONSTRUCTION LLC.

7474 Raleigh LaGrange Road • Memphis, Tennessee 38018
Office 901.754.2063 Fax 901.754.1987

September 13, 2018

Ms. Reanna Mayoral, PE
Assistant City Engineer
City of Oxford, MS
107 Courthouse Square
Oxford, MS 38655

RE: Baptist Memorial Hospital
North Mississippi
Belk Boulevard Realignment
Oxford, MS

Dear Ms. Mayoral:

Per the meeting dated 9/12/2018 with Chancellor Brothers, Lehman Roberts Company, A2H (engineer) and City of Oxford it was brought to everyone's attention about the paving of the final surface on the above referenced project. Due to the excessive amount of traffic and the tight working conditions in this particular area it was discussed to close this intersection on September 29th and 30th in lieu of having to provide one lane closures (North bound & South Bound) to allow the placement and the curing of this final surface before traffic can run on the new product. Closing this intersection will also provide a much safer working environment for both the Contractor and the Public. Before this work takes place Chancellor, Lehman Roberts and the City of Oxford will get together to implement a plan that will work for everyone.

Appreciate your help in this matter.

Any questions please feel free to call.

Sincerely Yours,

David M. Chancellor
Manager
Chancellor Brothers, LLC

From: drussell@russellcontracting.com
To: reanna@oxfordms.net
Subject: Russell Contracting Request for Road Closure on Jackson Avenue
Date: Thursday, September 13, 2018 1:07:51 PM

SAFEGUARD - DEMENT 62-2139

Reanna,

We would like to request for Jackson Avenue in front of Uncommon Oxford to be closed 9/19 or 9/20 at 5 am or 6 am for one hour. We need to set two roof top AHU's and it will take approximately 30 minutes.

We will have workers that will direct traffic around the back of the building up s 6th street to Depot street and vice versa.

Please add this to the agenda.

If you have any question, let me know.

Thanks,

David Russell
Russell Contracting, LLC
P.O. Box 2910
Oxford, MS 38655
Cell: (662) 816-2453

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



Change Order No. 4 & Final

Date of Issuance:	August 24, 2018	Effective Date:	September 4, 2018
Owner:	City of Oxford, MS	Owner's Contract No.:	
Contractor:	Hemphill Construction Company	Contractor's Project No.:	
Engineer:	Daniels & Associates, Inc.	Engineer's Project No.:	
Project:	Jackson Avenue Lift Station Wetwell Rehabilitation	Contract Name:	

The Contract is modified as follows upon execution of this Change Order:

Description: Adjust unit price quantities to those actually installed. Provide compensation for exposed rebar cleaning and coating. Provide compensation for infiltration leak repair product.

Attachments: Summary of additions and deletions (1 page).

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>400,642.20</u>	Original Contract Times: Substantial Completion: <u>April 7, 2018</u> Ready for Final Payment: <u>April 12, 2018</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>3</u> : \$ <u>115,650.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>3</u> : Substantial Completion: <u>56 days</u> Ready for Final Payment: <u>56 days</u> days
Contract Price prior to this Change Order: \$ <u>516,292.20</u>	Contract Times prior to this Change Order: Substantial Completion: <u>June 9, 2018</u> Ready for Final Payment: <u>June 14, 2018</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>(69,596.86)</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>0 calendar days</u> Ready for Final Payment: <u>0 calendar days</u> days or dates
Contract Price incorporating this Change Order: \$ <u>446,695.34</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>June 9, 2018</u> Ready for Final Payment: <u>June 14, 2018</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>David Daniels</u>	By: _____	By: <u>Richard M. Wilson</u>
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>David Daniels, PE</u>	Title: <u>Bart Robinson, COO</u>	Title: <u>Wilson Crockett, Project Mgr.</u>
Date: <u>8/24/2018</u>	Date: _____	Date: <u>8/27/18</u>

Approved by Funding Agency (if applicable)

By: _____ Date: _____

Title: _____

Not Applicable

CHANGE ORDER NO. 4 & FINAL
CITY OF OXFORD
JACKSON AVENUE LIFT STATION
HEMPHILL CONSTRUCTION

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

SUMMARY OF ADDITIONS AND DELETIONS

ADDITIONS

	Item	Amount
Lump Sum 7	Surface Preparation and Coating of Rebar	\$1,915.60
Lump Sum 8	Infiltration Repair Products Purchased and Not Applied to Wetwell	1,304.34
Total Additions - Change Order No. 4		\$3,219.94

DELETIONS

Bid Form Item No.	Item Description	Amount
Lump Sum 5	Aluminum Covers to Cover Existing Wetwell Vent Openings	-\$22,260.00
Unit Price 1	Cementitious Repair Coating - 259 C.F. @ \$195.20/C.F.	-50,556.80
Total Deletions Change Order No. 4		-\$72,816.80
Net Decrease in Contract Amount by Change Order No. 4		-\$69,596.86
Change Order Recap		
Original Contract Amount		\$400,642.20
Change Order No. 1 (Time Extension Only)		\$0.00
Change Order No. 2		\$42,569.00
Change Order No. 3		\$73,081.00
Change Order No. 4		-\$69,596.86
FINAL CONTRACT AMOUNT		\$446,695.34

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

1328 North Lamar Blvd., Ste D
P.O. Box 1056
Oxford, MS 38655

DANIELS &
ASSOCIATES
CIVIL ENGINEERS

Phone: 662-236-3981

September 10, 2018

Wilson Crockett
Hemphill Construction Company, Inc.
PO Drawer 879
Florence MS 39073-0879

Re: City of Oxford
Jackson Avenue Lift Station Wetwell Rehabilitation
Oxford, MS

Dear Mr. Crockett:

Substantial completion was attained for the above referenced project on May 14, 2018.

The one year warranty period for all items of work except the wetwell coatings will run from May 14, 2018, through May 13, 2019.

The three year warranty period for all wetwell coating products and application will run from May 14, 2018, through May 13, 2021.

Please acknowledge the above warranty periods by signature below. Please return the acknowledged warranty letter to PO Box 1056, Oxford, MS 38655, or email to ddaniels@danielsassociates.com.

Sincerely,



David Daniels, PE

I hereby acknowledge the warranty periods specified above.



Signature

9/10/18
Date

Wilson Crockett - PROJECT MANAGER
Printed Name and Title

MINUTE BOOK No. 84, CITY OF OXFORD

CONTRACTORS AND DEEDS OF RELEASE OF LIENS

SAFEGUARD - DEMENT 62-2139

TO OWNER:
City of Oxford, MS
C/O
Daniels & Associates, Inc.
265 North Lamar Blvd.
Suite D
Oxford, MS 38655

Attn: David Daniels, P.E.

PROJECT NAME: Jackson Avenue Lift Station
Wetwell Rehabilitation

PROJECT ADDRESS: Oxford, MS

ARCHITECT'S PROJECT NUMBER: NA

CONTRACT FOR: General Construction

CONTRACT DATED: January 10, 2018

STATE OF MISSISSIPPI
COUNTY OF SIMPSON

The undersigned hereby certifies that to the best of the undersigned's knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens or encumbrances or the right to asset liens or encumbrances against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

EXCEPTIONS: None.

SUPPORTING DOCUMENTS ATTACHED HERETO:

- 1. Contractor's Conditional Release or Waiver of Liens, conditional upon receipt of final payment.

CONTRACTOR:

Hemphill Construction Company, Inc.

BY: *Wilson Crockett*
Authorized Representative

Wilson Crockett, Project Manager
Printed Name and Title

Subscribed and sworn to before me on this
date: August 27, 2018



Rebecca Joy Morrison Graham
Notary Public

My Commission Expires: February 21, 2020

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

CONTRACTOR'S CONDITIONAL RELEASE OF WAIVERS OF LIENS

TO: City of Oxford, MS
 C/O
 Daniels & Associates, Inc.
 265 North Lamar Blvd., Suite D
 Oxford, MS 38655

Attn: David Daniels, P.E.

We, the undersigned, are General Contractor furnishing services, labor, and/or material for:

Project: Jackson Avenue Lift Station Wetwell Rehabilitation

Draw/Application #: 6 Final

Applicable Period: 8/31/18 – 8/31/18

For good and valuable consideration, receipt of which is hereby acknowledged, we hereby acknowledge full payment for services rendered, work performed, and/or materials furnished with regard to the above project.

The undersigned warrants that all laborers and furnishers employed by them upon said project have been fully paid for all work performed.

It is further understood and agreed that our signature to this agreement constitutes a full release of all claims, a waiver of lien rights against said project, and an acknowledgment of payment in full for work performed.

WITNESS my signature this 27th day of August, 2018.

CONTINGENT ON PAYMENT OF \$834.77 and the release of \$21,500.00 in certificates of deposit.

Hemphill Construction Company, Inc.

By: [Signature]
 Name: Wilson Crockett
 Its: Project Manager

STATE OF MISSISSIPPI
 COUNTY OF Simpson

Personally appeared before me, the undersigned authority in and for the said county and state, on this 27th day of August, 2018, within my jurisdiction, the within named Wilson Crockett, who acknowledged that he is Project Manager of Hemphill Construction Company, Inc., a Mississippi corporation, and that for and on behalf of the said corporation, and as its act and deed he executed the above and foregoing instrument, after first having been duly authorized by said corporation so to do.

[Signature]
 (NOTARY PUBLIC)



Commission expires: February 21, 2020

222
CONSENT OF
SURETY COMPANY

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
SURETY ☒

TO FINAL PAYMENT BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

AIA DOCUMENT G707

FEDERAL INSURANCE COMPANY BOND NO. 8245-68-95

PROJECT: Jackson Avenue Lift Station Wetwell Rehabilitation, Oxford, MS

TO (Owner)
City of Oxford
107 Courthouse Square
Oxford MS 38655

ARCHITECT'S PROJECT NO.:
CONTRACT FOR: SAME AS ABOVE
CONTRACT DATE: January 10, 2018

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(here insert name and address of Surety Company)

FEDERAL INSURANCE COMPANY
P O Box 1650
Whitehouse Station NJ 08889-1650

, SURETY COMPANY,

on bond of (here insert name and address of Contractor)

Hemphill Construction Company, Inc.
P O Drawer 879
Florence, MS 39073-0879

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve
the Surety Company of any of its obligations to (here insert name and address of Owner)

City of Oxford
107 Courthouse Square
Oxford MS 38655


, OWNER

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF,
the Surety Company has hereunto set its hand this 28 day of August, 2018.

FEDERAL INSURANCE COMPANY

Surety Company


Signature of Authorized Representative

Mary Anne Goodin

Title: Attorney In Fact

NOTE: This form is to be used as a companion document to AIA DOCUMENT G706, CONTRACTOR'S AFFIDAVIT OF PAYMENT OF
DEBTS AND CLAIMS, Current Edition

CONSENT OF SURETY COMPANY TO FINAL PAYMENT, APRIL 1970 EDITION, AIA®
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ONE PAGE

FORM 15-10-87 (ED. 4-77)

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

CHUBB

Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company

Know All by These Presents, That FEDERAL INSURANCE COMPANY, an Indiana corporation, VIGILANT INSURANCE COMPANY, a New York corporation, and PACIFIC INDEMNITY COMPANY, a Wisconsin corporation, do each hereby constitute and appoint Ronald Lee Andrews, Mary Anne Goodin and Susan G. Johnston of Vicksburg, Mississippi

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY have each executed and attested these presents and affixed their corporate seals on this 22nd day of June, 2018.

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

Stephen M. Haney

Stephen M. Haney, Vice President



STATE OF NEW JERSEY

County of Hunterdon

SS.

On this 22nd day of June, 2018 before me, a Notary Public of New Jersey, personally came Dawn M. Chloros, to me known to be Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros, being by me duly sworn, did depose and say that she is Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY and knows the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that she signed said Power of Attorney as Assistant Secretary of said Companies by like authority; and that she is acquainted with Stephen M. Haney, and knows him to be Vice President of said Companies; and that the signature of Stephen M. Haney, subscribed to said Power of Attorney is in the genuine handwriting of Stephen M. Haney, and was thereto subscribed by authority of said Companies and in deponent's presence.

Notarial Seal



KATHERINE J. ADELAAR
NOTARY PUBLIC OF NEW JERSEY
No. 2318965
Commission Expires July 16, 2019

Katherine J. Adelaar
Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect.
- (ii) the Companies are duly licensed and authorized to transact surety business in all 50 of the United States of America and the District of Columbia and are authorized by the U.S. Treasury Department; further, Federal and Vigilant are licensed in the U.S. Virgin Islands, and Federal is licensed in Guam, Puerto Rico, and each of the Provinces of Canada except Prince Edward Island; and
- (iii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this August 28, 2018



Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:

Telephone (908) 903-3493 Fax (908) 903-3656 e-mail: surety@chubb.com



P.O. Box 819
Florence, MS 39073-0879

MINUTE BOOK No. 81, CITY OF OXFORD

Phone: 601-932-2060
Fax: 601-932-2550
DEMENT 62-2139

Municipal & Public Works Construction

Heavy & Highway Construction

August 27, 2018

City of Oxford, MS
C/O
Daniels & Associates, Inc.
265 North Lamar Blvd.
Suite D
Oxford, MS 38655

Attn: David Daniels, P.E.

Re: Jackson Avenue Lift Station Wetwell Rehabilitation

Dear Sir:

Hemphill is submitting our final pay application. We ask that as you process our final estimate, that you also process any paper work necessary to release our Certificates of Deposit that you are holding as retainage. Please, have the Owner enclose the certificates with our payment for the final estimate when you mail it to us. Your immediate help in closing this project out is greatly appreciated. **Please, return the original powers of attorney and certificates of deposit. We will return it to the bank. You will not need to take any other action. Thank you.**

Sincerely,

HEMPHILL CONSTRUCTION CO., INC.

Richard A. Rula, P.E.
President

RR/rg

The difficult we do immediately, the impossible takes a little longer.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

EJCDC

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner:	City of Oxford	Owner's Contract No.:
Contractor:	Hemphill Construction Company, Inc.	Contractor's Project No.:
Engineer:	Daniels & Associates, Inc.	Engineer's Project No.:
Project:	Jackson Avenue Lift Station Wetwell Rehabilitation	Contract Name:

This ~~preliminary~~ final Certificate of Substantial Completion applies to:

- ☒ All Work
- ☐ The following specified portions of the Work:

May 14, 2018

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows: *[Note: Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.]*

Amendments to Owner's responsibilities:

☒ None

☐ As follows

Amendments to Contractor's responsibilities:

☒ None

☐ As follows:

The following documents are attached to and made a part of this Certificate: ~~punch list; others~~ None

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

EXECUTED BY ENGINEER:		RECEIVED:		RECEIVED:	
By:	<u>David Daniels</u>	By:	<u>Bart Robinson</u>	By:	<u>Wilson Crockett</u>
	(Authorized signature)		Owner (Authorized Signature)		Contractor (Authorized Signature)
Title:	<u>David G. Daniels, PE</u>	Title:	<u>Bart Robinson, Public Works Dir.</u>	Title:	<u>Wilson Crockett, Project Mgr</u>
Date:	<u>5/17/18</u>	Date:	<u>7/6/18</u>	Date:	<u>7/6/18</u>

**MINUTE BOOK No. 84, CITY OF OXFORD INC.**

Professional Engineers | Professional Land Surveyors

SAFEGUARD - DEMENT 62-2139

September 14, 2018

Mr. Bart Robinson, City Engineer
City of Oxford
107 Courthouse Square
Oxford, MS

RE: Certification of Completion
Oxford Way & Farm View
Oxford Farms
City of Oxford

Dear Mr. Robinson,

This letter is intended to serve as certification that the above referenced project has been constructed in substantial accordance with the plans approved by the City of Oxford Planning Commission and the Board of Aldermen.

We are requesting that the city accept these two roadways for ownership and maintenance at the next Board of Alderman meeting.

If you have any questions, do not hesitate to call.

Sincerely,

Jeffery W. Williams, PE/PLS
Consulting Engineer

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

Bart Robinson

From: Bart Robinson <bartr@oxfordms.net>
Sent: Wednesday, September 12, 2018 3:28 PM
To: 'Andy Callicutt'; 'Jeff Williams'
Cc: 'Reanna Mayoral'
Subject: FW: Oxford Way, Farmview inspection
Attachments: RE: Oxford Way/Farm View Drive

Andy, Jeff,

Attached is the email I sent to Pope and Bill Sloan in May when Andy decided to not place the final lift of asphalt on Oxford Way. Andy was copied on the email. As I agreed in May, I have inspected the roadway; albeit, a couple of weeks earlier than I agreed. The roadway appears to be holding up relatively well; even though, there are a few areas of settlement along what appears to be utility trenches and water valves. Below is my list of items to be addressed

Below is my punch list from the Oxford Way inspection. Because of the way the Board made the previous motion, I think we should go back to next meeting to insure they will accept it if you do the final lift now. I have not been asked but I included a couple of comments for Farmview. Because of the issues with plans etc. for the northern portion of Farmview, we may want to lump it with Oxford Way. If we are going to get some of it and take the chance of damages from future construction, we should present it all at once.

1. There does not appear to be any permanent grassing along the roadway. It appears to be weeds. Grass should be mowed and overseeded with a fall/winter mix from the Green Book.
2. There is a water valve east of the roundabout that shows a couple of inches of settlement.
3. The entire right should be cleaned up and construction debris removed. Particular attention should be paid to the laydown area west of the Archive.
4. The gravel ramps over the curb should be removed. I witnessed Southern General driving over the curb near the roundabout. This is a prime example of why the ordinance exist the way it does.
5. There exist trench settlement and pothole west of primary entrance to the Archive. Asphalt appears to be extremely thin at pot hole.
6. Remove T post from silt fence at edge of roadway. Any additional needs for silt fence shall be placed at the right of way. Particular attention should be paid to the area south of the Archive.
7. We will need to either keep the existing bond in place or the bond must be in place for any remaining items such as sidewalk, bike lanes, etc.
8. A warranty bond will be required before the existing bond is released.
9. Check for missing water valve covers. There is at least two. One is located east of the intersection of Farmview at a fire hydrant. Another is located at the second fire hydrant east of Farmview.
10. Backfill behind curb east of Farmview. Missing water valve Cover at second fire hydrant east of Farmview.
11. There is significant erosion around detention pond at intersection of Lamar and Oxford Way.
12. The detention pond appears to contain a large amount of silt and beginning to grow willow trees. The pond needs to be continually maintained.
13. There are multiple inlets with rebar exposed in the opening. Some of this rebar is bent towards the street. What is the purpose of the rebar? It should be removed if there is not a valid reason for it to remain.
14. There is an unexplained issue with an inlet near a streetlight and transformer on the south side of Oxford Way across the street from the building on the east end of the Archive. The inlet appears to be raised in the middle. Box is cracked where wing is attached to main structure.
15. Need a striping plan to remove and approve before striping but striping will be required before acceptance.
16. Street signs including name and regulatory (Stop, Stop Ahead, etc.) signs are required before acceptance.
17. On Farmview, there is a missing water valve cover at fire hydrant near the north entrance of the Fornea Condos.

228

There is a pothole at north entrance of Fornea Condos on Farmview

19. There is a fire hydrant that needs to be raised at the edge of the part of Farmview accepted on the part not accepted.

20. On Farmview, there is significant erosion west of Freckle's driveway.

21. On Farmview, the inlets tops are broken and need to be repaired.

22. On Farmview, there are multiple places the curb has been badly damaged (top edges broken off).

23. Concrete around manholes and valves needs to be removed and replaced with asphalt.

24. On Farmview, confirm that repairs were made to damaged pipes from 1-10-17 video inspection.

25. On Oxford Way, confirm that pipe damaged by SEC near roundabout was repaired.

26. This may not include items discussed at the walk-through inspection in April with Joey and Reanna. Check for a list from that inspection.

27. There was an issue with water bleeding from slope north of Oxford Way on southwest boundary of Archive and standing on the sidewalk. Had silt and algae growth. Has this been addressed?

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

Thank you,
Bart Robinson

City of Oxford

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

Bart Robinson

From: Bart Robinson <bartr@oxfordms.net>
Sent: Thursday, May 24, 2018 8:16 AM
To: 'Pope Mallette'; 'William Sloan'
Cc: 'Andy Callicutt'
Subject: RE: Oxford Way/Farm View Drive

Pope, Bill,

I spoke with Andy this morning. Andy is concerned about the end point of any warranty. Primarily, Andy said he does not want to take a chance on a patched up roadway. At this point, Andy wants to put everything on hold. He has agreed to watch the road through the summer at the very least. Also, Public Works will watch the road and the areas of concern through the summer. If any concerns still exist after this time (October is the time frame we said we would consider again), we may continue to watch, but I agreed to recommend acceptance if we did not have any remaining concerns at the end of this period of time. Then the decision will be up to the board, but typically they accept our recommendation.

To answer the emails below which appears to mute at this time, my understanding is the Board will accept the deed and/or maintenance once the final lift of asphalt is installed. The acceptance will be accompanied by a warranty bond for three years. Currently, we have a performance bond in place for approximately \$750k. As is typical, I will request the board reduce the amount of the performance bond to 150% of the estimated cost to complete any remaining items such as bike paths and sidewalks.

Since, Andy is not going forward, I don't believe it will take any action from the board at this time. If you disagree, please let me know. I will send the Board an email to update them.

Andy,

If this is incorrect, please let us know.

Bart

From: Pope Mallette [mailto:pmallette@mayomallette.com]
Sent: Wednesday, May 23, 2018 9:57 AM
To: William Sloan <william.sloan.oxfordlaw@gmail.com>
Cc: Bart Robinson <bartr@oxfordms.net>
Subject: RE: Oxford Way/Farm View Drive

Bill,

I think there is some disconnect, so I'm looping in Bart. See below, Bart.

As I understood the Board, their "compromise" (rather than flatly rejecting the acceptance of the deed, as they were leaning toward), was to agree to accept the deed on the condition that the final lift be put down immediately, but that it's warranted for 3 years and backed up with a bond. Once that's done, as I understood it, they'd accept the deed

Bill is that your understanding? Separately, Bill just informed me that Andy's ready to go with the final lift. I presume that before he does, you and he will agree on the form of the bond, and that with that bond in hand, and once the lift is down, the Board can accept the deed.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

Pope

Pope S. Mallette**Mayo Mallette PLLC**

5 University Office Park

2094 Old Taylor Road, Suite 200

Oxford, Mississippi 38655

662.236.0055 p

662.513.4898 d

662.236.0035 f

mayomallette.com**From:** William Sloan [<mailto:william.sloan.oxfordlaw@gmail.com>]**Sent:** Wednesday, May 23, 2018 9:41 AM**To:** Pope Mallette <pmallette@mayomallette.com>**Subject:** Re: Oxford Way/Farm View Drive

Pope - Maybe there is a disconnect here. The final lift of asphalt cannot be accomplished until Bart gives the go-ahead. Once the final lift is installed there should not be any further question as to liability to travelers. Also, until the final lift, there remains the title insurance question as to whether the streets are in fact owned by the public. Once the final lift is installed both of these go away.

Based on the above, I feel the need to go ahead and file the deed now to remove any question as to premises liability and ownership.

Cordially, Bill

On Tue, May 22, 2018 at 5:40 PM, Pope Mallette <pmallette@mayomallette.com> wrote:

Bill,

That language should do. As I understood the Board, they're only accepting the deed once Andy puts the final lay of asphalt down and provides a warranty bond, so those problems work themselves out, it seems to me.

Pope

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

Pope S. Mallette

Mayo Mallette PLLC

5 University Office Park

2094 Old Taylor Road, Suite 200

Oxford, Mississippi 38655

662.236.0055 p

662.513.4898 d

662.236.0035 f

mayomallette.com

From: William Sloan [mailto:william.sloan.oxfordlaw@gmail.com]

Sent: Monday, May 21, 2018 9:55 AM

To: Pope Mallette <pmallette@mayomallette.com>

Subject: Re: Oxford Way/Farm View Drive

Pope - Thanks for the reply. Your proposed route leaves the liability and the title insurance issues open to question. The Board elected to accept ownership of the streets now, with the recognition of Andy's responsibility to finalize the final lift of asphalt and to warrant materials/workmanship for an additional three years.

I suggest the following language for the deed - "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. In addition, the Grantors warrant the suitability of the materials and workmanship of said streets for a period of three years next following the completion of said installation."

If that is not suitable please advise. I look forward to hearing from you.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

On Fri, May 18, 2018 at 3:11 PM, Pope Mallette <pmallette@mayomallette.com> wrote:

Bill,

I began drafting some wording with Bart's help, and we came to the conclusion that putting language in the deed is making this harder than it needs to be.

As I understood the Board's motion, they agreed to accept the deed if Andy agreed to put on the final lift and provide a surety bond to warranty the materials and workmanship on the street for 3 years. If that's the case, and if Andy has chosen to go that route, then he simply needs to have the paving done (he should work out those details with Bart) and provide the acceptable bond (again, to work out the language with Bart), and the City would then accept the deed, but without the language now in there at the end, or the need for anything new to replace that language.

Make sense to you? Thanks for following up.

Pope

Pope S. Mallette

Mayo Mallette PLLC

5 University Office Park

2094 Old Taylor Road, Suite 200

Oxford, Mississippi 38655

662.236.0055 p

662.513.4898 d

662.236.0035 f

mayomallette.com

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

From: William Sloan [mailto:william.sloan.oxfordlaw@gmail.com]

Sent: Friday, May 18, 2018 9:42 AM

To: Pope Mallette <pmallette@mayomallette.com>

Subject: Oxford Way/Farm View Drive

Pope - Have you had a chance to think about the exact language that should be inserted in the proposed deed? According to my understanding, the Board required a three year warranty following the filing of the deed. If that is not correct please advise.

Andy will be required to post an appropriate bond or other surety to cover the costs of any repairs that might be necessary. I presume that the amount will be subject to Bart's calculations, and that it will be posted after the final lift of asphalt has been installed.

I look forward to hearing from you.

Cordially, Bill

Geotechnical Engineering
Hydraulic Engineering
Civil Engineering
Surveying

MINUTE BOOK No. 84, CITY OF OXFORD

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

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



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

September 13, 2018

Mr. Bart Robinson, P.E.
Director of Public Works
City of Oxford
107 Courthouse Square
Oxford, MS 38655

RE: West End Phase II
City Acceptance of extension of Ricky D. Britt Blvd.

Dear Bart,

This letter is being written as certification that the extension of Ricky D. Britt Blvd as well as all storm drainage, potable water and sanitary sewer infrastructure within the right-of-way have been completed in substantial compliance with the original plans and specifications.

During construction, it was determined that a French drain system was needed to alleviate groundwater from beneath the roadway. As-built information will be provided on said drain system. After installation of the storm water infrastructure, by a televised inspection, it was discovered that a section of pipe had been damaged. Said pipe was repaired and another televised inspection was done to verify repairs were done properly. A record of the televised inspection of the storm and sanitary sewer is on file and can be provided if necessary.

A site inspection has been performed and a punch list has been created noted various items that need to be addressed. These items include replacing damaged sidewalk, grouting lift hooks, and installing a French drain along the east side of the south end of Ricky D. Britt Blvd. to alleviate ground water from bleeding out of the slope. It should also be noted that during the initial inspection, cracks in the curb and gutter were noted and repaired. These repairs do not appear to be sufficient and the developer acknowledges that the city will be monitoring these areas and reserves the right to require repairs before the one (1) year warranty expired.

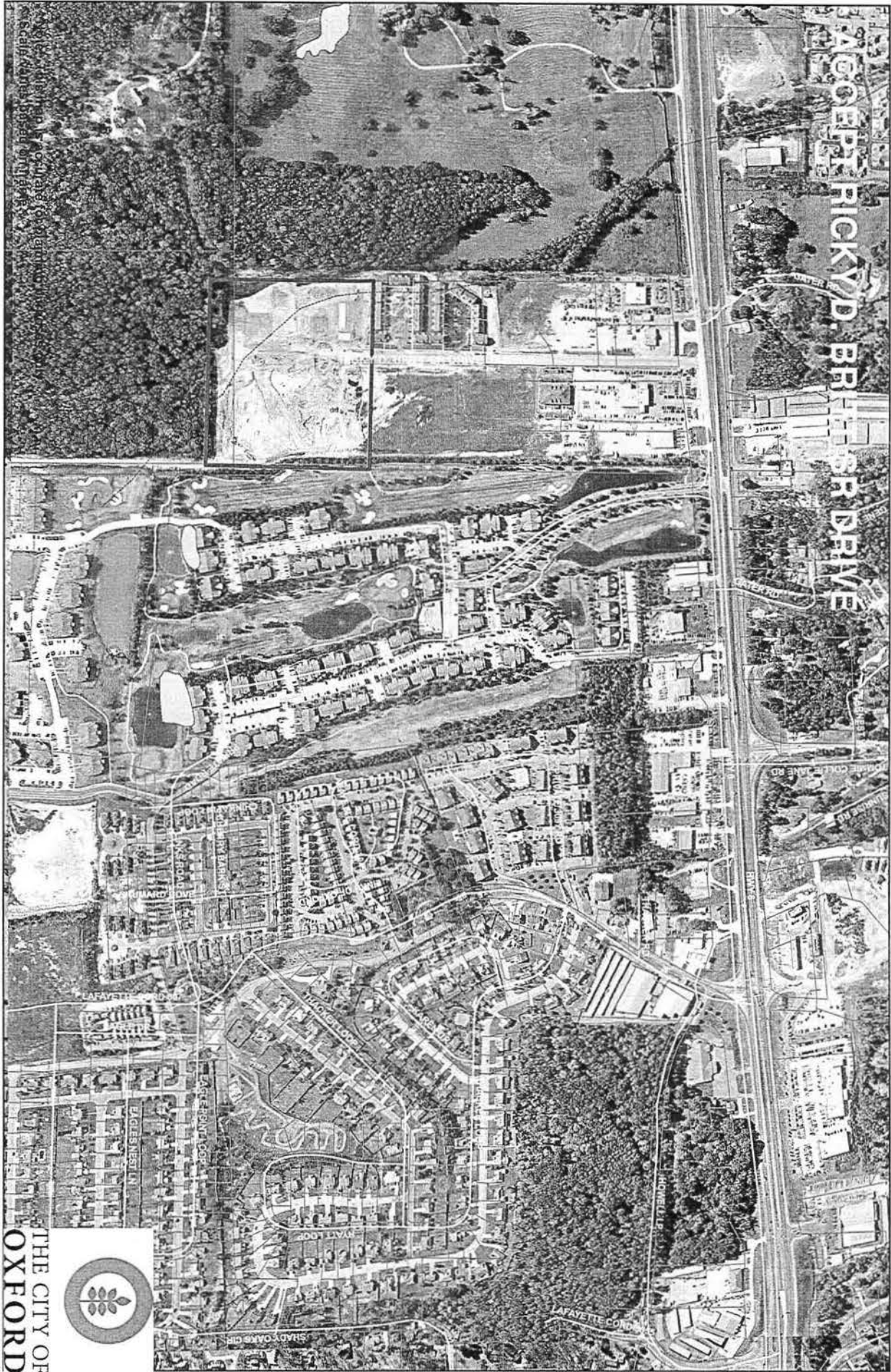
If you have any questions or need any additional information please don't hesitate to contact me.

Sincerely,

Lee Mize, P.E.
Precision Engineering Corporation

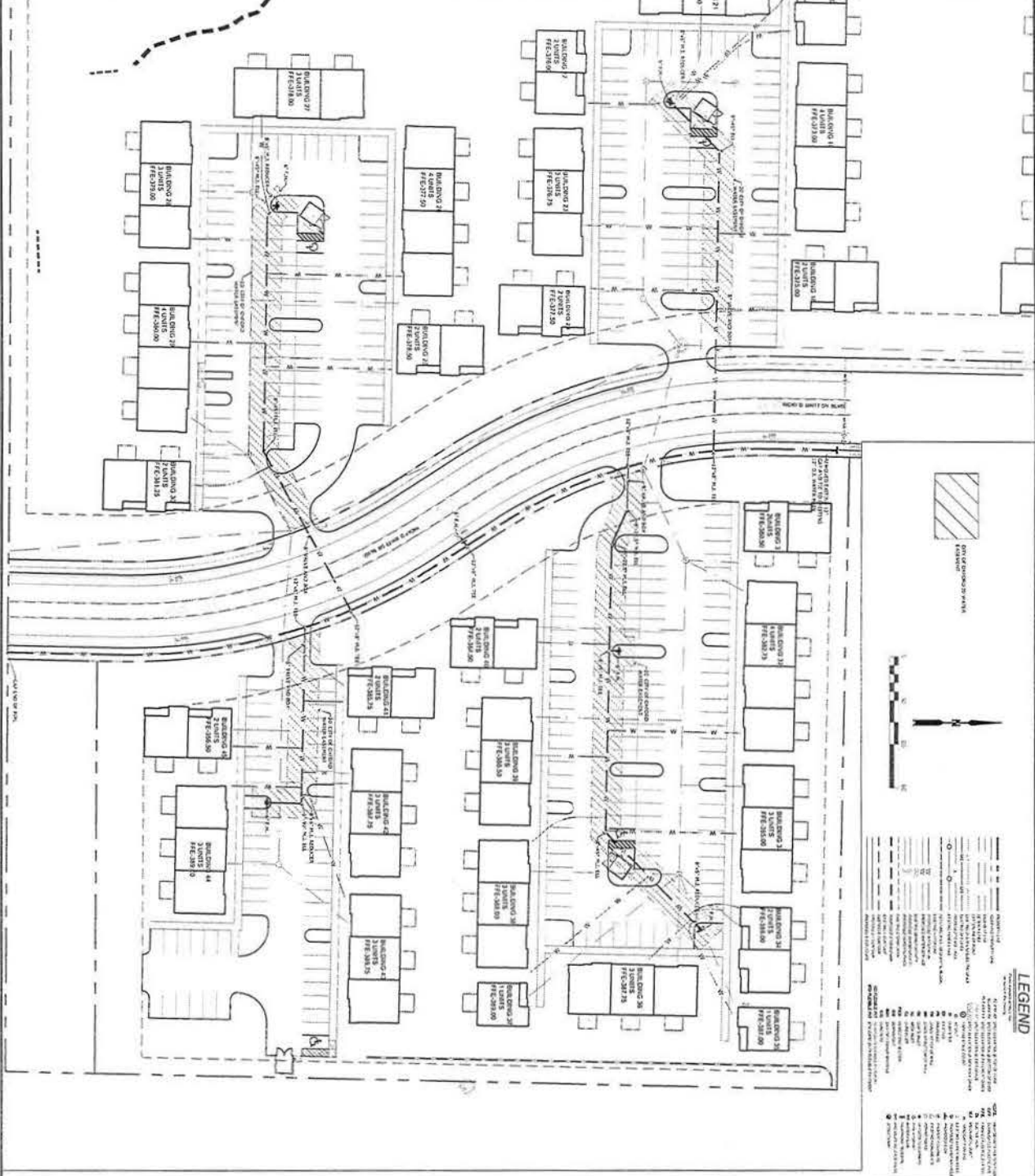
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SAFEGUARD - DEMENT 62-2139



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SAFEGUARD - DEMENT 62-2139



LEGEND

1	EXISTING BUILDING FOOTPRINT
2	EXISTING DRIVEWAY
3	EXISTING PARKING LOT
4	EXISTING SIDEWALK
5	EXISTING CURB
6	EXISTING STREET
7	EXISTING FENCE
8	EXISTING UTILITY
9	EXISTING LANDSCAPE
10	EXISTING TREES
11	EXISTING SHRUBS
12	EXISTING GRASS
13	EXISTING ASPHALT
14	EXISTING CONCRETE
15	EXISTING BRICK
16	EXISTING STONE
17	EXISTING METAL
18	EXISTING WOOD
19	EXISTING PLASTER
20	EXISTING GYPSUM
21	EXISTING CEMENT
22	EXISTING SAND
23	EXISTING GRAVEL
24	EXISTING DIRT
25	EXISTING WATER
26	EXISTING SEWER
27	EXISTING GAS
28	EXISTING ELECTRIC
29	EXISTING TELEPHONE
30	EXISTING CABLE
31	EXISTING FIBER
32	EXISTING RAILROAD
33	EXISTING HIGHWAY
34	EXISTING AIRPORT
35	EXISTING MARINA
36	EXISTING PORT
37	EXISTING CANAL
38	EXISTING LAKE
39	EXISTING RIVER
40	EXISTING OCEAN

WATER LINE EASEMENT AREA FOR WEST END - PHASE II



REVISIONS

NO.	DATE	DESCRIPTION
1	10/1/10	ISSUED FOR PERMIT
2	10/1/10	REVISED PER CITY OF OXFORD
3	10/1/10	REVISED PER CITY OF OXFORD
4	10/1/10	REVISED PER CITY OF OXFORD
5	10/1/10	REVISED PER CITY OF OXFORD
6	10/1/10	REVISED PER CITY OF OXFORD
7	10/1/10	REVISED PER CITY OF OXFORD
8	10/1/10	REVISED PER CITY OF OXFORD
9	10/1/10	REVISED PER CITY OF OXFORD
10	10/1/10	REVISED PER CITY OF OXFORD

PROJECT INFORMATION

PROJECT NO.	C501-A
PROJECT NAME	WATER LINE EASEMENT AREA FOR WEST END - PHASE II
PROJECT LOCATION	LOT 1, BLOCK 1, SUBDIVISION 1, CITY OF OXFORD
PROJECT OWNER	CITY OF OXFORD
PROJECT ENGINEER	PEC PRECISION ENGINEERING CORPORATION
PROJECT DATE	10/1/10

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

Geotechnical Engineering
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Land Planning/Subdivisions
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September 13, 2018

Mr. Bart Robinson, P.E.
Director of Public Works
City of Oxford
107 Courthouse Square
Oxford, MS 38655

RE: The Preserve Phase 3 & 4 – City Acceptance
Oxford, MS

Dear Bart,

This letter is being written as certification that the above mention projects have been constructed in substantial accordance with the plans as they were approved. We are requesting that the City accept the associated roadways for ownership and maintenance.

A site inspection has been performed and a punch list has been created noting various items that need to be addressed. The punch list has been provided for your reference and has been sent to the Developer. A televised inspection was done of the underground storm sewer and any deficiencies discovered were repaired.

If you have any questions, or need additional information, please feel free to contact our office.

Sincerely,

Lee Mize, P.E.
Precision Engineering Corporation

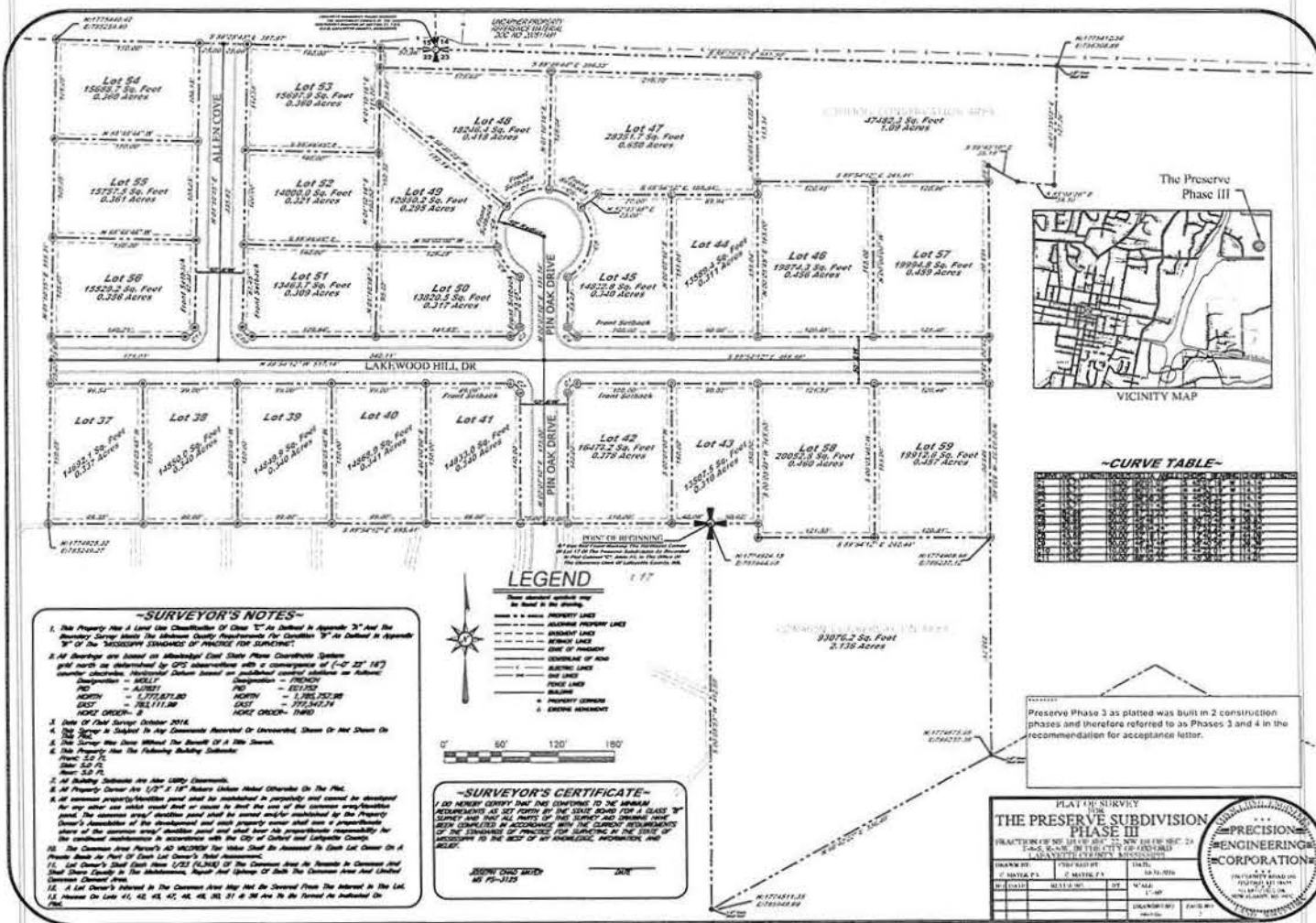
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SAFEGUARD - DEMENT 62-2139



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CITY OF OXFORD (PUBLIC WORKS) SUPPLIERS LIST FOR OPERATING MATERIALS (2019)

20

AGGREGATE MATERIALS HAULING

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	TANDEM TRUCK WITH DRIVER	HR	NO BID	NO BID	

AGGREGATE MATERIALS

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	CLAY GRAVEL	TON	\$ 20.50	CROSSWAY TRUCKING	662-720-9970
2	WASHED ROAD GRAVEL	TON	NO BID	NO BID	
3	CRUSHED LIMESTONE	TON	\$ 25.00	CROSSWAY TRUCKING, NUNLEY TRUCKING	662-424-0080
4	REA GRAVEL	TON	\$ 27.10	CROSSWAY TRUCKING	662-720-9970
5	72 CLEAN SLAG	TON	\$ 24.80	CROSSWAY TRUCKING	662-720-9970

ASPHALT

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	HMA ASPHALTS HAULED AND PLACED ON CITY STREETS 1-250 TONS	TON	\$ 70.00	LEHMAN ROBERTS	234-5313
2	HMA ASPHALTS HAULED AND PLACED ON CITY STREETS 250 & 500	TON	\$ 40.00	LEHMAN ROBERTS	234-5313
3	HMA ASPHALTS HAULED AND PLACED ON CITY STREETS 501-750	TON	\$ 35.00	LEHMAN ROBERTS	234-5313
4	HMA ASPHALTS HAULED AND PLACED ON CITY STREETS 750 & UP	TON	\$ 32.00	LEHMAN ROBERTS	234-5313
5	Seal Coat (Rate .05-.10 gallons per square yard)	S.Y.	\$ 0.30	LEHMAN ROBERTS	234-5313
6	Grinding or Shaping	S.Y.	\$ 15.00	LEHMAN ROBERTS	234-5313

COLD MILLING

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	COLD MILLING OF BITUMINOUS PAVEMENT				
	0 TO 500	TON	\$ 70.00	LEHMAN ROBERTS	234-5313
	501-1000	TON	\$ 40.00	LEHMAN ROBERTS	234-5313
	1001-1500	TON	\$ 36.00	LEHMAN ROBERTS	234-5313
	1501-2000	TON	\$ 36.00	LEHMAN ROBERTS	234-5313
	2001 & UP	TON	\$ 36.00	LEHMAN ROBERTS	234-5313
2	COLD MILLING OF CONCRETE PAVEMENT				
	0 TO 500	TON	NO BID		
	501-1000	TON	NO BID		
	1001-1500	TON	NO BID		
	1501-2000	TON	NO BID		
	2001 & UP	TON	NO BID		
3	One Day Milling	DAY	\$ 18,000.00	LEHMAN ROBERTS	234-5313

CONCRETE MATERIALS AND SUPPLIES

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1a	2,500 PSI (> 5)	C.Y.	\$ 112.90	LAFAYETTE READY MIX	662-234-7547
b	2,500 PSI (< 5)	C.Y.	\$ 112.90	LAFAYETTE READY MIX	662-234-7547
c	SMALL LOAD (TRUCK CHARGE)	SMALL TRUCK	5 c.y. x 20	LAFAYETTE READY MIX	662-234-7547
2a	3,000 PSI (> 5)	C.Y.	\$ 114.90	LAFAYETTE READY MIX	662-234-7547
b	3,000 PSI (< 5)	C.Y.	\$ 114.90	LAFAYETTE READY MIX	662-234-7547
c	SMALL LOAD (TRUCK CHARGE)	SMALL TRUCK	5 c.y. x 20	LAFAYETTE READY MIX	662-234-7547
3	FLOWABLE FILL	EA.	\$ 107.90	LAFAYETTE READY MIX	662-234-7547

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
PRECAST CONCRETE MANHOLES					
ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	48" - CONE	EA.	\$ 240.00	B&B CONCRETE	662-234-7088
2	48" - FLAT TOP	EA.	\$ 145.00	B&B CONCRETE	662-234-7088
3	48" MANHOLE SECTION	L.F.	\$ 80.00	B&B CONCRETE	662-234-7088
4	48" MANHOLE BOTTOM	EA.	\$ 145.00	B&B CONCRETE	662-234-7088
5	48"x 24" DOGHOUSE(12 OCLOCK AND 6 OCLOCK POSTION)	EA.	\$ 160.00	B&B CONCRETE	662-234-7088
6	48" X26" DOGHOUSE (3 OCLOCK AND 6 OCLOCK POSITION	EA.	\$ 160.00	B&B CONCRETE	662-234-7088
7	4" CONCRETE RISER	EA.	\$ 26.00	B&B CONCRETE	662-234-7088
8	6" CONCRETE RISER	EA.	\$ 31.00	B&B CONCRETE	662-234-7088
9	V 1317 RING AND LID	EA.	\$ 270.00	B&B CONCRETE	662-234-7088
10	VULCAN- VM7 MOD RING AND LID (TRAFFIC DUTY)	EA.	NO BID	NO BID	NO BID
11	RAMNECK	CASE	\$ 44.00	B&B CONCRETE	662-234-7088

DRAINAGE PIPE - CORRUGATED HDPE

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	12-INCH HDPE PIPE	L.F.	\$ 5.82	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	WILLIAMS 662-232-1933
2	15-INCH HDPE PIPE	L.F.	\$ 8.03	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	
3	18-INCH HDPE PIPE	L.F.	\$ 10.57	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	CONSOLIDATED 662-841-1270
4	24-INCH HDPE PIPE	L.F.	\$ 17.98	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	
5	30-INCH HDPE PIPE	L.F.	\$ 25.06	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	G&O 662-840-3003
6	36" HDPE DRAINAGE PIPE	L.F.	\$ 31.43	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	COBURN 662-269-2862
7	48" HDPE PIPE	L.F.	\$ 51.41	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	SOUTHERN PIPE 662-393-1922

CORRUGATED POLYETHYLENT T'S

8	12-INCH	EACH	\$ 143.66	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	WILLIAMS 662-232-1933
9	15-INCH	EACH	\$ 214.72	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	
10	18-INCH	EACH	\$ 301.22	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	CONSOLIDATED 662-841-1270
11	24-INCH	EACH	\$ 465.69	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	
12	30-INCH	EACH	\$ 939.76	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	G&O 662-840-3003
13	36 INCH	EACH	\$ 1,264.21	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	COBURN 662-269-2862
14	48 INCH	EACH	\$ 2,159.22	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	SOUTHERN PIPE 662-393-1922

CORRUGATED POLYETHYLENE - 45 DEGREE ELBOWS

15	12-INCH	EACH	\$ 84.90	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	WILLIAMS 662-232-1933
16	15-INCH	EACH	\$ 117.12	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	
17	18-INCH	EACH	\$ 156.05	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	CONSOLIDATED 662-841-1270
18	24-INCH	EACH	\$ 318.69	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	
19	30-INCH	EACH	\$ 496.30	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	G&O 662-840-3003
20	36 INCH	EACH	\$ 760.18	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	COBURN 662-269-2862
21	48 INCH	EACH	\$ 1,386.12	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	SOUTHERN PIPE 662-393-1922

CONGUATED POLYETHYLENE- 90 DEGREE FITTINGS

22	12-INCH	EACH	\$ 74.77	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	WILLIAMS 662-232-1933
23	15-INCH	EACH	\$ 135.16	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	
24	18-INCH	EACH	\$ 189.62	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	CONSOLIDATED 662-841-1270
25	24-INCH	EACH	\$ 374.94	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	
26	30-INCH	EACH	\$ 775.99	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	G&O 662-840-3003
27	36-INCH	EACH	\$ 1,033.91	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	COBURN 662-269-2862
28	48-INCH	EACH	\$ 1,822.69	G&O, COBURN,SOUTHERN,WILLIAMS, CONSOLIDATED	SOUTHERN PIPE 662-393-1922

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
CORRUGATED POLYETHYLENE 22 1/2 DEGREE FITTINGS					
29	12-INCH	EACH	\$ 61.65	G&O, COBURN SOUTHERN, WILLIAMS, CONSOLIDATED	WILLIAMS 662-232-1933
30	15-INCH	EACH	\$ 96.57	G&O, COBURN SOUTHERN, WILLIAMS, CONSOLIDATED	
31	18-INCH	EACH	\$ 130.02	G&O, COBURN SOUTHERN, WILLIAMS, CONSOLIDATED	CONSOLIDATED 662-841-1270
32	24-INCH	EACH	\$ 282.22	G&O, COBURN SOUTHERN, WILLIAMS, CONSOLIDATED	
33	30-INCH	EACH	\$ 435.79	G&O, COBURN SOUTHERN, WILLIAMS, CONSOLIDATED	G&O 662-840-3003
34	36-INCH	EACH	\$ 623.24	G&O, COBURN SOUTHERN, WILLIAMS, CONSOLIDATED	COBURN 662-269-2862
35	48-INCH	EACH	\$ 1,032.18	G&O, COBURN SOUTHERN, WILLIAMS, CONSOLIDATED	SOUTHERN PIPE 662-393-1922
HDPE BANDS					
36	12-INCH	EACH	\$ 10.86	G&O, COBURN WILLIAMS, CONSOLIDATED	
37	15-INCH	EACH	\$ 18.09	G&O, COBURN, WILLIAMS, CONSOLIDATED	WILLIAMS 662-232-1933
38	18-INCH	EACH	\$ 30.83	G&O, COBURN, WILLIAMS, CONSOLIDATED	
39	24-INCH	EACH	\$ 43.48	G&O, COBURN, WILLIAMS, CONSOLIDATED	CONSOLIDATED 662-841-1270
40	30-INCH	EACH	\$ 101.08	G&O, COBURN, WILLIAMS, CONSOLIDATED	
41	36-INCH	EACH	\$ 140.64	G&O, COBURN, WILLIAMS, CONSOLIDATED	G&O 662-840-3003
42	48-INCH	EACH	\$ 241.65	G&O, COBURN, WILLIAMS, CONSOLIDATED	COBURN 662-269-2862
GRATES					
43	CAST IRON GRATES- 35 7/8" x 17 7/8" x 2 3/4" GR Frame and Grate Sat V5754 FR- V5759-1	EACH	\$ 410.75		SOUTHERN PIPE 662-393-1922
44	CAST IRON GRATES- 29 3/4" x 17 3/4" x 3" GR Frame and Grate Sat V4600A-V5460Z	EACH	\$ 422.00	WILLIAMS	WILLIAMS 662-232-1933
45	CAST IRON GRATES- V5724-3 24" x 24" x 2 5/8"	EACH	\$ 80.50	COBURN	COBURN 662-269-2862
46	CAST IRON GRATES- V5752 18" x 23 3/4"	EACH	\$ 126.75	COBURN	COBURN 662-269-2862
47	CAST IRON GRATES- V4230 18" x 30"	EACH	\$ 166.50	COBURN	COBURN 662-269-2862
48	15" DIA. ROUND GRATE (DROP-IN CAST IRON LIGHT DUTY FOR USE WITH HDPE	EACH	\$ 74.00	COBURN	COBURN 662-269-2862
49	18" DIA. ROUND GRATE (DROP-IN CAST IRON LIGHT DUTY FOR USE WITH HDPE	EACH	\$ 123.00	COBURN	COBURN 662-269-2862
50	24" DIA. ROUND GRATE (DROP-IN CAST IRON H.D.) FOR USE WITH HDPE	EACH	\$ 233.00	COBURN	COBURN 662-269-2862
51	12" DIA. ROUND GRATE (DROP-IN CAST IRON H.D.) FOR USE WITH HDPE	EACH	\$ 78.31	COBURN, CONSOLIDATED	CONSOLIDATED 662-841-1270
52	15" DIA. ROUND GRATE (DROP-IN CAST IRON H.D.) FOR USE WITH HDPE	EACH	\$ 116.21	G&O	G&O 662-840-3003
53	18" DIA. ROUND GRATE (DROP-IN CAST IRON H.D.) FOR USE WITH HDPE	EACH	\$ 146.31	G&O	G&O 662-840-3003
54	24" DIA. ROUND GRATE (DROP-IN CAST IRON H.D.) FOR USE WITH HDPE	EACH	\$ 239.80	G&O	G&O 662-840-3003
55	30" DIA. ROUND GRATE (DROP-IN CAST IRON H.D.) FOR USE WITH HDPE	EACH	\$ 325.00	COBURN	COBURN 662-269-2862
56	V4280 GUTTER INLET - 33 1/4" X 21 3/4" X 4"	EACH	\$ 241.00	CONSOLIDATED	CONSOLIDATED 662-841-1270
57	V4275 GUTTER INLET - 28 3/4" X 21" X 2 9/16"	EACH	\$ 206.75	COBURN	COBURN 662-269-2862
FLARED ENDS					
58	12-INCH	EACH	\$ 171.31	G&O, COBURN, WILLIAMS, CONSOLIDATED	WILLIAMS 662-232-1933
59	15-INCH	EACH	\$ 171.31	G&O	G&O 662-840-3003
60	18-INCH	EACH	\$ 230.14	G&O, COBURN, WILLIAMS, CONSOLIDATED	CONSOLIDATED 662-841-1270
61	24-INCH	EACH	\$ 295.35	G&O, COBURN, WILLIAMS, CONSOLIDATED	CENTRAL 601-927-3770
62	30-INCH	EACH	\$ 718.15	G&O, COBURN, WILLIAMS, CONSOLIDATED	G&O 662-840-3003
63	48 INCH	EACH	\$ 760.40	COBURN, G&O	COBURN 662-269-2862

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
FINISHED TRAFFIC SIGNS AND SIGN POST					
ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	R-1-1 STOP 24"x24"	EACH	\$14.97	G&C SUPPLY	601-932-5854
2	R1-1 STOP 30"x30"	EACH	\$23.34	G&C SUPPLY	601-932-5854
3	R1-2 YIELD 30"x30"x30"	EACH	\$19.39	G&C SUPPLY	601-932-5854
4	R1-2 YIELD 36"x36"x36"	EACH	\$25.97	G&C SUPPLY	601-932-5854
5	R2-1 SPEED LIMIT (SPEED GIVEN) 24"x30"	EACH	\$20.38	G&C SUPPLY	601-932-5854
6	R2-5A REDUCE SPEED AHEAD 24"x30"	EACH	\$20.38	G&C SUPPLY	601-932-5854
7	R2-5C SPEED ZONE AHEAD 24"x30"	EACH	\$20.38	G&C SUPPLY	601-932-5854
8	R3-1 NO RIGHT TURN(SYMBOL) 24"x24"	EACH	\$17.24	G&C SUPPLY	601-932-5854
9	R3-2 NO LEFT TURN(SYMBOL) 24"x24"	EACH	\$17.24	G&C SUPPLY	601-932-5854
10	R3-4 NO U TURN(SYMBOL) 24"x24"	EACH	\$17.24	G&C SUPPLY	601-932-5854
11	R3-5L LEFT TURN ONLY 30"x36"	EACH	\$30.30	G&C SUPPLY	601-932-5854
12	R3-5R RIGHT TURN ONLY 30"x36"	EACH	\$30.30	G&C SUPPLY	601-932-5854
13	R3-5S STRAIGHT ONLY 30"x36"	EACH	\$30.30	G&C SUPPLY	601-932-5854
14	R3-7L LEFT LANE MUST TURN LEFT 30"x30"	EACH	\$25.26	G&C SUPPLY	601-932-5854
15	R3-7R RIGHT LANE MUST TURN RIGHT 30"x30"	EACH	\$25.26	G&C SUPPLY	601-932-5854
16	R4-7 KEEP RIGHT 24"x30"	EACH	\$20.38	G&C SUPPLY	601-932-5854
17	R4-7 KEEP RIGHT 30"x36"	EACH	\$30.30	G&C SUPPLY	601-932-5854
18	R4-7A KEEP RIGHT (90) 24"x30"	EACH	\$20.38	G&C SUPPLY	601-932-5854
19	R4-7B KEEP RIGHT (45) 24"x30"	EACH	\$20.38	G&C SUPPLY	601-932-5854
20	R4-8 KEEP LEFT 24"x30"	EACH	\$20.38	G&C SUPPLY	601-932-5854
21	R5-1 DO NOT ENTER 30"x30"	EACH	\$25.26	G&C SUPPLY	601-932-5854
22	R5-1A WRONG WAY 36"x24"	EACH	\$34.99	G&C SUPPLY	601-932-5854
23	R5-2 NO TRUCKS SYMBOL 24"x24"	EACH	\$17.24	G&C SUPPLY	601-932-5854
24	R6-1L ONE WAY LEFT 36"x12"	EACH	\$13.90	G&C SUPPLY	601-932-5854
25	R6-1R ONE WAY RIGHT 36"x12"	EACH	\$13.90	G&C SUPPLY	601-932-5854
26	R6-1RL ONE WAY (BACK & FRONT) 36"x12"	EACH	\$22.54	G&C SUPPLY	601-932-5854
27	R7--2A NO PARKING ANYTIME 12"x18"	EACH	\$6.49	G&C SUPPLY	601-932-5854
28	R7-8 RESERVED HANDICAPPED (SYMBOL) 12"x18"	EACH	\$6.49	G&C SUPPLY	601-932-5854
29	R10-11A NO TURN ON RED 24"x30"	EACH	\$20.38	G&C SUPPLY	601-932-5854
30	R11-2 ROAD CLOSED 48"x30"	EACH	\$40.84	G&C SUPPLY	601-932-5854
31	R11-4 ROAD CLOSED TO THRU TRAFFIC 60"x30"	EACH	\$58.60	G&C SUPPLY	601-932-5854
32	W9-2R MERGE RIGHT 30"x30"	EACH	\$25.26	G&C SUPPLY	601-932-5854
33	W11-2 PEDESTRIAN SYMBOL 36"x36"	EACH	\$34.54	G&C SUPPLY	601-932-5854
34	ST-67A6 STREET MARKER NAME GIVEN	EACH	\$10.94	G&C SUPPLY	601-932-5854

STREET SIGN POST AND MISCELLANEOUS MATERIALS

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	10' LONG 4-CHANNEL SIGN (GALVANIZED)	EACH	18.36	G&C SUPPLY	601-932-5854
2	12' LONG 4-CHANNEL SIGN (GALVANIZED)	EACH	22.03	G&C SUPPLY	601-932-5854
3	CAPS FOR U-CHANNEL POST FOR EXTRUDED STREET NAME SIGNS	EACH	3.10	G&C SUPPLY	601-932-5854
4	CROSSES FOR EXTRUDED STREET SIGNS	EACH	3.10	G&C SUPPLY	601-932-5854
5	JUMBO 12" CROSS BRACKETS	EACH	8.50	G&C SUPPLY	601-932-5854
6	JUMBO 12" 90 DEGREE POST CAP (4 CHANNEL) BRACKETS	EACH	8.50	G&C SUPPLY	601-932-5854
7	JUMBO 12" 180 DEGREE (U CHANNEL) BRACKETS	EACH	8.50	G&C SUPPLY	601-932-5854

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
HEAT FUSED DURABLE RETROFLECTIVE PREFORMED PAVEMENT MARKINGS					
ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	THERMOPLASTIC SYMBOLS AND LEGEND (90 mil)	S.F.	\$ 4.95	FLINT TRADING CO.	336-436-9412
2	THERMOPLASTIC LINE (WHITE OR YELLOW)(90 mil) (FLAT SECTIONS)				
	4"	L.F.	\$ 0.90	FLINT TRADING CO.	336-436-9412
	6"	L.F.	\$ 1.36	FLINT TRADING CO.	336-436-9412
	8"	L.F.	\$ 1.69	FLINT TRADING CO.	336-436-9412
	12"	L.F.	\$ 2.71	FLINT TRADING CO.	336-436-9412
	16"	L.F.	\$ 3.47	FLINT TRADING CO.	336-436-9412
	24"	L.F.	\$ 5.43	FLINT TRADING CO.	336-436-9412
3	THERMOPLASTIC LINE (WHITE OR YELLOW)(90 mil) (ROLLS)				
	4"	L.F.	\$ 0.43	FLINT TRADING CO.	336-436-9412
	6"	L.F.	\$ 1.44	FLINT TRADING CO.	336-436-9412
	8"	L.F.	\$ 1.92	FLINT TRADING CO.	336-436-9412
	12"	L.F.	\$ 2.89	FLINT TRADING CO.	336-436-9412
	16"	L.F.	\$ 3.99	FLINT TRADING CO.	336-436-9412
	24"	L.F.	\$ 5.90	FLINT TRADING CO.	336-436-9412

PAINTED TRAFFIC MARKINGS

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	4" THERMOPLASTIC TRAFFIC STRIPE (SKIP WHITE)(90 mil)	L.F.	\$ 0.15	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
2	4" THERMOPLASTIC TRAFFIC STRIPE (CONT. WHITE)(90 mil)	L.F.	\$ 0.45	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
3	4" THERMOPLASTIC TRAFFIC EDGE STRIPE (CONT. WHITE)(60 mil)	L.F.	\$ 0.45	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
4	4" THERMOPLASTIC TRAFFIC STRIPE (SKIP YELLOW)(90 mil)	L.F.	\$ 0.15	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
5	4" THERMOPLASTIC TRAFFIC STRIPE (CONT. YELLOW)(90 mil)	L.F.	\$ 0.45	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
6	4" THERMOPLASTIC TRAFFIC EDGE STRIPE (CONT. YELLOW)(60 mil)	L.F.	\$ 0.45	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
7	4" THERMOPLASTIC TRAFFIC DETAIL STRIPE (4" EQ. LENGTH WHITE OR YELLOW)(90 mil)	L.F.	\$ 1.45	SOUTHERN GENERAL CONTRACTORS	(662) 832-4951
8	THERMOPLASTIC LEGEND (WHITE)(120 mil)	L.F.	\$ 5.75	SOUTHERN GENERAL CONTRACTORS	(662) 832-4951
9	RED CLEAR REFLECTIVE RAISED MARKERS	L.F.	\$ 4.95	SOUTHERN GENERAL CONTRACTORS	(662) 832-4951
10	TWO-WAY YELLOW REFLECTIVE RAISED MARKERS	L.F.	\$ 4.95	SOUTHERN GENERAL CONTRACTORS	(662) 832-4951
11	PAINTED CURB FACE FAST DRYING YELLOW	L.F.	\$ 1.40	SOUTHERN GENERAL CONTRACTORS	(662) 832-4951
12	PAINTED STRIPING FAST DRYING WHITE	L.F.	\$ 1.40	SOUTHERN GENERAL CONTRACTORS	(662) 832-4951

STONE RIP RAP

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	100 LB. STONE	TON	NO BID	NO BID	NO BID
2	200 LB. STONE	TON	NO BID	NO BID	NO BID
3	300 LB. STONE	TON	NO BID	NO BID	NO BID
4	GABION STONE	TON	NO BID	NO BID	NO BID
5	6/10 STONE	TON	NO BID	NO BID	

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
WATER AND WASTEWATER TREATMENT CHEMICAL					
ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	150 LB. CHORLINE GAS CYLINDERS	EACH	\$ 66.00	HARCROS CHEMICAL	901-948-3321
2	1 TON CHORLINE GAS CYLINERS	EACH	\$ 560.00	BRENNTAG MIDSOUTH	800-283-0585
3	SODIUM FLUORIDE	LBS.	\$ 0.82	HARCROS CHEMICAL	901-948-3321
4	1 TON SULFUR DIOXIDE GAS CYLINDERS	LBS.	\$ 0.36	HARCROS CHEMICAL	901-948-3321
5	SULFUR DIOXIDE GAS 150LB CYLINDERS	EACH	\$ 0.52	HARCROS CHEMICAL	901-948-3321
6	HYDRATED LIME	LBS.	\$ 0.20	BRENNTAG MIDSOUTH	800-283-0585
7	Aqua-Mag	GAL	NO BID	NO BID	NO BID
8	HYDROFLUOROSILICIC ACID	GAL	\$ 0.51	BRENNTAG MIDSOUTH	800-283-0585

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
WATER SUPPLIES					
1	WATER METERS Note: All meters quoted by HD Supply Waterworks are Master Meter				
a	BOTTOM LOAD MULTI-JET MASTER METER 5/8" X 3/4" (U.S. GALLONS)	EACH	\$ 61.00	SOUTHERN PIPE	662-393-1922
b	BOTTOM LOAD MULTI-JET MASTER METER 1" (U.S. GALLONS)	EACH	\$ 130.00	SOUTHERN PIPE	662-393-1922
c	BOTTOM LOAD MULTI-JET MASTER METER 1-1/2" (U.S. GALLONS)	EACH	\$ 400.00	SOUTHERN PIPE	662-393-1922
d	BOTTOM LOAD MULTI-JET MASTER METER 2" (U.S. GALLONS)	EACH	\$ 550.00	SOUTHERN PIPE	662-393-1922
e	5/8" X 3/4" MASTER METER WATER METER DIALOG 3G-DS	EACH	\$ 195.00	SOUTHERN PIPE	662-393-1922
f	1" MASTER METER WATER METER WITH TRANSCEIVER, DIALOG 3G-DS	EACH	\$ 280.00	SOUTHERN PIPE	662-393-1922
g	1-1/2" MASTER METER WATER METER WITH TRANSCEIVER, DIALOG 3G-DS	EACH	\$ 560.00	SOUTHERN PIPE	662-393-1922
h	2" MASTER METER WATER METER WITH TRANSCEIVER, DIALOG 3G-DS	EACH	\$ 700.00	SOUTHERN PIPE	662-393-1922
i	3" OCTAVE MASTER METER	EACH	\$ 1,460.00	SOUTHERN PIPE	662-393-1922
j	1" OCTAVE MASTER METER	EACH	\$ 2,017.00	SOUTHERN PIPE	662-393-1922
k	1-1/2" OCTAVE MASTER METER	EACH	\$ 3,334.00	SOUTHERN PIPE	662-393-1922
l	2" OCTAVE MASTER METER	EACH	\$ 3,980.00	SOUTHERN PIPE	662-393-1922
2	COORPORATION STOPS				
a	FORD CORPORATION STOP -3/4" FB 1000-3G- ALL GRIP COMPRESSION	EACH	\$ 38.36	SOUTHERN PIPE	662-393-1922
b	FORD CORPORATION STOP - 1" FB 1000 4G - ALL GRIP COMPRESSION	EACH	\$ 48.64	SOUTHERN PIPE	662-393-1922
c	FORD CORPORATION STOP IP - IP - 1-1/2" BALL VALVE FB 500-6	EACH	\$ 103.74	SOUTHERN PIPE	662-393-1922
d	FORD CORPORATION STOP IP X IP - 2" BALL VALVE FB 500-7	EACH	\$ 176.91	SOUTHERN PIPE	662-393-1922
3	CURB STOPS				
a	FORD CURB STOPS - 3/4" B41-333GW BALL VALVE - ALL GRIP COMPRESSION X FEMALE IP THREA	EACH	\$ 34.82	SOUTHERN PIPE	662-393-1922
b	FORD CURB STOPS-IP X IP -- 3/4" BALL VALVE B11-333W	EACH	\$ 42.45	CENTRAL PIPE SUPPLY	800-844-7700
c	FORD CURB STOPS--1" B41-344GW BALL VALVE-ALL GRIP COMPRESSION X FEMALE IP THR	EACH	\$ 62.04	SOUTHERN PIPE	800-844-7700
d	FORD CURB STOPS- 1" BALL VALVE B11-444W	EACH	\$ 65.08	SOUTHERN PIPE	800-844-7700
e	FORD CURB STOPS IP X IP- 1 1/2" BALL VALVE B11-666W	EACH	\$ 131.52	SOUTHERN PIPE	800-844-7700
f	FORD CURB STOPS- 1 1/2" BALL VALVE B41-666GW	EACH	\$ 155.88	SOUTHERN PIPE	800-844-7700
g	FORD CURB STOPS- IP X IP - 2" BALL VALVE B11-777W	EACH	\$ 191.57	SOUTHERN PIPE	800-844-7700
h	FORD CURB STOPS- 2"- B41-777GW BALL VALVE-CTS X FIP	EACH	\$ 216.06	SOUTHERN PIPE	800-844-7700
4	METER COUPLINGS				
a	FORD METER COUPLING 3/4"	EACH	\$ 7.71	CENTRAL PIPE SUPPLY	800-844-7700
b	FORD METER COUPLING 1"	EACH	\$ 11.87	CENTRAL PIPE SUPPLY	800-844-7700
c	FORD METER COUPLING 1-1/2"	EACH	\$ 32.92	SOUTHERN PIPE	662-393-1922
d	FORD METER COUPLING 2"	EACH	\$ 45.85	SOUTHERN PIPE	662-393-1922
e	FORD METER COUPLING BUSHING 1-1/2" - BB1M-66	EACH	\$ 28.96	SOUTHERN PIPE	662-393-1922
f	FORD METER COUPLING BUSHING 2" - BB1M-77	EACH	\$ 41.98	SOUTHERN PIPE	662-393-1922
5	ALL BRASS SHALL BE ALL COMPRESSION ALL GRIP STYLE				
a	FORD MALE ADAPTER -3/4" C84-33G COMPRESSION-ALL GRIP	EACH	\$ 11.87	CENTRAL PIPE SUPPLY	800-844-7700
b	FORD FEMALE ADAPTER-3/4" C14-33G COMPRESSION-ALL GRIP	EACH	\$ 12.50	CENTRAL PIPE SUPPLY	800-844-7700
c	FORD MALE ADAPTER -1" C84-44G COMPRESSION-ALL GRIP	EACH	\$ 14.06	CENTRAL PIPE SUPPLY	800-844-7700
d	FORD FEMALE ADAPTER-1" C14-44G COMPRESSION-ALL GRIP	EACH	\$ 16.96	CENTRAL PIPE SUPPLY	800-844-7700
e	FORD MALE ADAPTER- 1 1/2" COMPRESSION ALL GRIP C84-66	EACH	\$ 38.55	SOUTHERN PIPE	662-393-1922
f	FORD FEMALE ADAPTER 1 1/2" COMPRESSION ALL GRIP C14-66G	EACH	\$ 49.32	SOUTHERN PIPE	662-393-1922
g	FORD MALE ADAPTER 2" COMPRESSION- ALL GRIP C84-77G	EACH	\$ 56.18	SOUTHERN PIPE	662-393-1922
h	FORD FEMALE ADAPTER- 2" COMPRESSION- ALL GRIP C14-77G	EACH	\$ 58.73	SOUTHERN PIPE	662-393-1922
i	U-BRANCH - 14" SPACING - U48-43G, 1" CTS X 3/4" MIP	EACH	\$ 63.56	SOUTHERN PIPE	662-393-1922
j	U-BRANCH - 14" SPACING - U18-44, 1" FIP X 1" MIP	EACH	\$ 59.22	SOUTHERN PIPE	662-393-1922

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
6	COUPLINGS				
a	GALVANIZED DRESSER COUPLING - 3/4" COMPRESSION STYLE 65	EACH	\$ 9.75	CENTRAL PIPE SUPPLY	800-844-7700
b	FORD BRASS FOR COPPER DRESSER COUPLING - 3/4" COMPRESSION ALL GRIP G44-33G	EACH	\$ 14.48	CENTRAL PIPE SUPPLY, SOUTHERN PIPE	800-844-7700
c	GALVANIZED DRESSER COUPLING - 1" COMPRESSION STYLE 65	EACH	\$ 10.85	CENTRAL PIPE SUPPLY	800-844-7700
d	1" FORD BRASS CTS COUPLING - C44-44G	EACH	\$ 16.56	CENTRAL PIPE SUPPLY, SOUTHERN PIPE	800-844-7700
e	GALVANIZED DRESSER COUPLING - 1-1/2" COMPRESSION, STYLE 65	EACH	\$ 16.22	CENTRAL PIPE SUPPLY	800-844-7700
f	FORD BRASS FOR COPPER DRESSER COUPLING - 1-1/2" COMPRESSION ALL GRIP C44-66G	EACH	\$ 55.41	SOUTHERN PIPE	662-393-1922
g	GALVANIZED DRESSER COUPLING - 2" COMPRESSION, STYLE 65	EACH	\$ 20.72	CENTRAL PIPE SUPPLY	800-844-7700
h	FORD BRASS FOR COPPER DRESSER COUPLING - 2" COMPRESSION - ALL GRIP C44-77G	EACH	\$ 74.80	SOUTHERN PIPE	662-393-1922
7	SERVICE SADDLES				
a	4" X 3/4" DOUBLE STRAP SADDLE, CC THREAD STYLE 202B	EACH	\$ 71.84	SOUTHERN PIPE	662-393-1922
b	4" X 1" DOUBLE STRAP SADDLE, CC THREAD	EACH	\$ 71.84	SOUTHERN PIPE	662-393-1922
c	4" X 1-1/2" DOUBLE STRAP SADDLE, IP THREAD	EACH	\$ 84.75	CENTRAL PIPE SUPPLY	800-844-7700
d	4" X 2" DOUBLE STRAP SADDLE, IP THREAD	EACH	\$ 92.20	CENTRAL PIPE SUPPLY	800-844-7700
e	6" X 3/4" DOUBLE STRAP SADDLE, CC THREAD	EACH	\$ 85.60	CENTRAL PIPE SUPPLY	800-844-7700
f	6" X 1" DOUBLE STRAP SADDLE, CC THREAD	EACH	\$ 85.60	CENTRAL PIPE SUPPLY	800-844-7700
g	6" X 1-1/2" DOUBLE STRAP SADDLE, IP THREAD	EACH	\$ 97.85	CENTRAL PIPE SUPPLY	800-844-7700
h	6" X 2" DOUBLE STRAP SADDLE, IP THREAD	EACH	\$ 107.50	CENTRAL PIPE SUPPLY	800-844-7700
i	8" X 3/4" DOUBLE STRAP SADDLE, CC THREAD	EACH	\$ 105.80	CENTRAL PIPE SUPPLY	800-844-7700
j	8" X 1" DOUBLE STRAP SADDLE, CC THREAD	EACH	\$ 105.80	CENTRAL PIPE SUPPLY	800-844-7700
k	8" X 1-1/2" DOUBLE STRAP SADDLE, IP THREAD	EACH	\$ 111.47	CENTRAL PIPE SUPPLY	800-844-7700
l	8" X 2" DOUBLE STRAP SADDLE, IP THREAD	EACH	\$ 121.00	CENTRAL PIPE SUPPLY	800-844-7700
m	10" X 1-1/2" DOUBLE STRAP SADDLE, IP THREAD	EACH	\$ 143.70	CENTRAL PIPE SUPPLY	800-844-7700
n	10" X 2" DOUBLE STRAP SADDLE, IP THREAD	EACH	\$ 154.25	COBURN	COBURN 662-269-2862
o	12" X 1-1/2" DOUBLE STRAP SADDLE, IP THREAD	EACH	\$ 173.00	COBURN, CENTRAL PIPE SUPPLY	COBURN 662-269-2862
p	12" X 2" DOUBLE STRAP SADDLE, IP THREAD	EACH	\$ 176.00	COBURN, CENTRAL PIPE SUPPLY	COBURN 662-269-2862
q	(Left Blank Intentionally)				
r	(Left Blank Intentionally)				
s	(Left Blank Intentionally)				
t	(Left Blank Intentionally)				
8	COUPLINGS				
a	STEEL BOLTED COUPLINGS - 2" X 12" LONG, PVC	EACH	\$ 47.50	CENTRAL PIPE SUPPLY	800-844-7700
b	STEEL BOLTED COUPLINGS - 3" X 12" LONG, PVC	EACH	\$ 68.10	CONSOLIDATED PIPE	662-841-1270
c	STEEL BOLTED COUPLINGS - 4" X 12" LONG PVC DR21	EACH	\$ 86.49	CONSOLIDATED PIPE	662-841-1270
d	STEEL BOLTED COUPLINGS - 6" X 12" LONG PVC DR21	EACH	\$ 144.91	CONSOLIDATED PIPE	662-841-1270
e	STEEL BOLTED COUPLINGS - 8" X 12" LONG PVC DR 21	EACH	\$ 173.79	CONSOLIDATED PIPE	662-841-1270
f	STEEL BOLTED COUPLINGS - 10" X 12" LONG PVC DR 21	EACH	\$ 184.80	CONSOLIDATED PIPE	662-841-1270
g	STEEL BOLTED COUPLINGS - 12" X 12" LONG PVC DR 21	EACH	\$ 248.53	CONSOLIDATED PIPE	662-841-1270
9	FULL CIRCLE CLAMPS FORD ONLY (FOR USE WITH DUCTILE IRON PIPE) NOTE: ALL VALVES AND DUCTILE IRON FITTINGS TO BE DOMESTIC				
a	FORD FULL CIRCLE CLAMP - ALL STAINLESS - 2" X 12" LONG	EACH	\$ 45.50	CONSOLIDATED PIPE	662-841-1270
b	FORD FULL CIRCLE CLAMP - ALL STAINLESS - 4" X 12" LONG	EACH	\$ 62.40	CONSOLIDATED PIPE	662-841-1270
c	FORD FULL CIRCLE CLAMP - ALL STAINLESS - 6" X 12" LONG	EACH	\$ 73.30	CENTRAL PIPE SUPPLY	800-844-7700
d	FORD FULL CIRCLE CLAMP - ALL STAINLESS - 8" X 12" LONG	EACH	\$ 85.60	CONSOLIDATED PIPE	662-841-1270
e	FORD FULL CIRCLE CLAMP - ALL STAINLESS - 10" X 12" LONG	EACH	\$ 115.65	CONSOLIDATED PIPE	662-841-1270
f	FORD FULL CIRCLE CLAMP - ALL STAINLESS - 12" X 12" LONG	EACH	\$ 133.70	CONSOLIDATED PIPE	662-841-1270
g	FORD FULL CIRCLE CLAMP - ALL STAINLESS - 16" X 12" LONG	EACH	\$ 238.00	CONSOLIDATED PIPE	662-841-1270
10	SOLID SLEEVES DOMESTIC FITTINGS ONLY				
a	SOLID SLEEVES - 4" (4" X 12" LONG WITH ACCESSORIES)	EACH	\$ 25.00	CENTRAL PIPE SUPPLY	800-844-7700
b	SOLID SLEEVES - 6" (6" X 12" LONG WITH ACCESSORIES)	EACH	\$ 42.00	CENTRAL PIPE SUPPLY	800-844-7700
c	SOLID SLEEVES - 8" (8" X 12" LONG WITH ACCESSORIES)	EACH	\$ 65.00	CENTRAL PIPE SUPPLY	800-844-7700
d	SOLID SLEEVES - 10" (10" X 12" LONG WITH ACCESSORIES)	EACH	\$ 85.30	CENTRAL PIPE SUPPLY	800-844-7700
e	SOLID SLEEVES - 12" (12" X 12" LONG WITH ACCESSORIES)	EACH	\$ 103.00	CENTRAL PIPE SUPPLY	800-844-7700
f	SOLID SLEEVES - 16" (16" X 12" LONG WITH ACCESSORIES)	EACH	\$ 173.00	CENTRAL PIPE SUPPLY	800-844-7700

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
11	DUCTILE IRON FITTINGS				
a	DUCTILE IRON 90 WITH ACCESSORIES - 3"	EACH	\$ 31.00	CONSOLIDATED PIPE	662-841-1270
b	DUCTILE IRON 90 WITH ACCESSORIES - 4"	EACH	\$ 33.00	CONSOLIDATED PIPE	662-841-1270
c	DUCTILE IRON 90 WITH ACCESSORIES - 6"	EACH	\$ 55.00	CONSOLIDATED PIPE	662-841-1270
d	DUCTILE IRON 90 WITH ACCESSORIES - 8"	EACH	\$ 74.00	CENTRAL PIPE SUPPLY	800-844-7700
e	DUCTILE IRON 90 WITH ACCESSORIES - 10"	EACH	\$ 120.00	CENTRAL PIPE SUPPLY	800-844-7700
f	DUCTILE IRON 90 WITH ACCESSORIES - 12"	EACH	\$ 164.81	CENTRAL PIPE SUPPLY	800-844-7700
g	DUCTILE IRON 90 WITH ACCESSORIES - 16"	EACH	\$ 356.00	CENTRAL PIPE SUPPLY	800-844-7700
h	DUCTILE IRON 45 WITH ACCESSORIES - 3"	EACH	\$ 28.00	CONSOLIDATED PIPE	662-841-1270
i	DUCTILE IRON 45 WITH ACCESSORIES - 4"	EACH	\$ 28.00	CONSOLIDATED PIPE	662-841-1270
j	DUCTILE IRON 45 WITH ACCESSORIES - 6"	EACH	\$ 45.00	CONSOLIDATED PIPE	662-841-1270
k	DUCTILE IRON 45 WITH ACCESSORIES - 8"	EACH	\$ 65.75	CENTRAL PIPE SUPPLY	800-844-7700
l	DUCTILE IRON 45 WITH ACCESSORIES - 10"	EACH	\$ 95.00	CONSOLIDATED PIPE	662-841-1270
m	DUCTILE IRON 45 WITH ACCESSORIES - 12"	EACH	\$ 139.19	CENTRAL PIPE SUPPLY	800-844-7700
n	DUCTILE IRON 45 WITH ACCESSORIES - 16"	EACH	\$ 277.00	CONSOLIDATED PIPE	662-841-1270
o	DUCTILE IRON TEE WITH ACCESSORIES - 3"	EACH	\$ 42.00	CONSOLIDATED PIPE	662-841-1270
p	DUCTILE IRON TEE WITH ACCESSORIES - 4"	EACH	\$ 44.00	CONSOLIDATED PIPE	662-841-1270
q	DUCTILE IRON TEE WITH ACCESSORIES - 6"	EACH	\$ 79.00	CONSOLIDATED PIPE	662-841-1270
r	DUCTILE IRON TEE WITH ACCESSORIES - 8"	EACH	\$ 152.21	G&C SUPPLY	
s	DUCTILE IRON TEE WITH ACCESSORIES - 10"	EACH	\$ 171.00	CONSOLIDATED PIPE	662-841-1270
t	DUCTILE IRON TEE WITH ACCESSORIES - 12"	EACH	\$ 232.40	CENTRAL PIPE SUPPLY	800-844-7700
u	DUCTILE IRON TEE WITH ACCESSORIES - 16"	EACH	\$ 544.00	CONSOLIDATED PIPE	662-841-1270
v	DUCTILE IRON REDUCER WITH ACCESSORIES - 4" X 3"	EACH	\$ 28.00	CONSOLIDATED PIPE	662-841-1270
w	DUCTILE IRON REDUCER WITH ACCESSORIES - 6" X 4"	EACH	\$ 32.00	CONSOLIDATED PIPE	662-841-1270
x	DUCTILE IRON REDUCER WITH ACCESSORIES - 8" X 4"	EACH	\$ 44.00	CONSOLIDATED PIPE	662-841-1270
y	DUCTILE IRON REDUCER WITH ACCESSORIES - 8" X 6"	EACH	\$ 47.00	CONSOLIDATED PIPE	662-841-1270
z	DUCTILE IRON REDUCER WITH ACCESSORIES - 10" X 8"	EACH	\$ 66.00	CONSOLIDATED PIPE	662-841-1270
aa	DUCTILE IRON REDUCER WITH ACCESSORIES - 12" X 10"	EACH	\$ 90.00	CONSOLIDATED PIPE	662-841-1270
bb	DUCTILE IRON CAP WITH ACCESSORIES - 4"	EACH	\$ 13.00	CONSOLIDATED PIPE	662-841-1270
cc	DUCTILE IRON CAP WITH ACCESSORIES - 6"	EACH	\$ 23.00	CONSOLIDATED PIPE	662-841-1270
dd	DUCTILE IRON CAP WITH ACCESSORIES - 8"	EACH	\$ 36.00	CONSOLIDATED PIPE	662-841-1270
ee	DUCTILE IRON CAP WITH ACCESSORIES - 10"	EACH	\$ 46.00	CONSOLIDATED PIPE	662-841-1270
ff	DUCTILE IRON CAP WITH ACCESSORIES - 12"	EACH	\$ 68.28	CENTRAL PIPE SUPPLY	800-844-7700
gg	DUCTILE IRON CAP WITH ACCESSORIES - 16"	EACH	\$ 139.00	CONSOLIDATED PIPE	662-841-1270
hh	DUCTILE IRON PLUG WITH ACCESSORIES - 4"	EACH	\$ 16.00	CONSOLIDATED PIPE	662-841-1270
ii	DUCTILE IRON PLUG WITH ACCESSORIES - 6"	EACH	\$ 26.00	SOUTHERN PIPE	662-393-1922
jj	DUCTILE IRON PLUG WITH ACCESSORIES - 8"	EACH	\$ 38.67	SOUTHERN PIPE	662-393-1922
kk	DUCTILE IRON PLUG WITH ACCESSORIES - 10"	EACH	\$ 67.33	SOUTHERN PIPE	662-393-1922
ll	DUCTILE IRON PLUG WITH ACCESSORIES - 12"	EACH	\$ 68.00	SOUTHERN PIPE	662-393-1922
mm	DUCTILE IRON PLUG WITH ACCESSORIES - 16"	EACH	\$ 175.00	SOUTHERN PIPE	662-393-1922

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
12	TAPPING VALVES AND SLEEVES				
a	3" FLANGED X MJ GATE VALVE	EACH	\$ 251.00	COBURN	COBURN 662-269-2862
b	4" FLANGED X MJ GATE VALVE	EACH	\$ 282.00	COBURN	COBURN 662-269-2862
c	6" FLANGED X MJ GATE VALVE	EACH	\$ 377.00	COBURN	COBURN 662-269-2862
d	8" FLANGED X MJ GATE VALVE	EACH	\$ 579.90	CENTRAL PIPE SUPPLY	800-844-7700
e	10" FLANGED X MJ GATE VALVE	EACH	\$ 936.00	COBURN	COBURN 662-269-2862
f	12" FLANGED X MJ GATE VALVE	EACH	\$ 1,100.00	CENTRAL PIPE SUPPLY	800-844-7700
g	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) - 4" X 4"	EACH	\$ 259.47	SOUTHERN PIPE	662-393-1922
h	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) - 6" X 4"	EACH	\$ 284.00	SOUTHERN PIPE	662-393-1922
i	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) - 6" X 6"	EACH	\$ 290.94	SOUTHERN PIPE	662-393-1922
j	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) - 8" X 4"	EACH	\$ 313.25	CONSOLIDATED PIPE	662-841-1270
k	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) - 8" X 6"	EACH	\$ 331.20	SOUTHERN PIPE	662-393-1922
l	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) - 8" X 8"	EACH	\$ 420.00	COBURN	COBURN 662-269-2862
m	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) - 10" X 4"	EACH	\$ 339.45	CONSOLIDATED PIPE	662-841-1270
n	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) 10" X 6"	EACH	\$ 365.45	CONSOLIDATED PIPE	662-841-1270
o	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) 10" X 8"	EACH	\$ 443.95	CONSOLIDATED PIPE	662-841-1270
p	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) 10" X 10"	EACH	\$ 672.71	SOUTHERN PIPE	662-393-1922
q	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) 12" X 4"	EACH	\$ 375.95	CONSOLIDATED PIPE	662-841-1270
r	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) 12" X 6"	EACH	\$ 407.15	CONSOLIDATED PIPE	662-841-1270
s	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) 12" X 8"	EACH	\$ 480.25	CONSOLIDATED PIPE	662-841-1270
t	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) 12" X 10"	EACH	\$ 683.00	COBURN	COBURN 662-269-2862
u	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) 12" X 12"	EACH	\$ 824.00	COBURN	COBURN 662-269-2862
13	MISC. WATER DEPT. SUPPLIES (ALL GATE VALVES TO BE DOMESTIC)				
a	CAST IRON METER BOX - 19 1/2" LONG X 10 1/2" WIDE X 10" DEEP	EACH	\$ 31.00	SOUTHERN PIPE	662-393-1922
b	CAST IRON METER BOX - 24" LONG X 13 3/4" WIDE X 13" DEEP	EACH	\$ 84.00	CENTRAL PIPE SUPPLY	800-844-7700
c	GATE VALVE - CLASS 50 MECHANICAL JOINT WITH ACCESSORIES - 3"	EACH	\$ 261.60	CENTRAL PIPE SUPPLY	800-844-7700
d	GATE VALVE - CLASS 50 MECHANICAL JOINT WITH ACCESSORIES - 4"	EACH	\$ 279.91	CONSOLIDATED PIPE	662-841-1270
e	GATE VALVE - CLASS 50 MECHANICAL JOINT WITH ACCESSORIES - 6"	EACH	\$ 376.10	CENTRAL PIPE SUPPLY	800-844-7700
f	GATE VALVE - CLASS 50 MECHANICAL JOINT WITH ACCESSORIES - 8"	EACH	\$ 584.35	CENTRAL PIPE SUPPLY	800-844-7700
g	GATE VALVE - CLASS 50 MECHANICAL JOINT WITH ACCESSORIES - 10"	EACH	\$ 962.00	CENTRAL PIPE SUPPLY	800-844-7700
h	GATE VALVE - CLASS 50 MECHANICAL JOINT WITH ACCESSORIES - 12"	EACH	\$ 1,157.00	CENTRAL PIPE SUPPLY	800-844-7700
i	GATE VALVE - CLASS 50 MECHANICAL JOINT WITH ACCESSORIES - 16"	EACH	\$ 3,911.00	CENTRAL PIPE SUPPLY	800-844-7700
j	CLASS 50 SLIP JOINT DUCTILE IRON PIPE - 3"	L.F.	\$ 32.00	CENTRAL PIPE SUPPLY	800-844-7700
k	CLASS 50 SLIP JOINT DUCTILE IRON PIPE - 4"	L.F.	\$ 16.14	CONSOLIDATED PIPE	662-841-1270
l	CLASS 50 SLIP JOINT DUCTILE IRON PIPE - 6"	L.F.	\$ 11.88	SOUTHERN PIPE	662-393-1922
m	CLASS 50 SLIP JOINT DUCTILE IRON PIPE - 8"	L.F.	\$ 15.33	CENTRAL PIPE SUPPLY	800-844-7700
n	CLASS 50 SLIP JOINT DUCTILE IRON PIPE - 10"	L.F.	\$ 19.00	CENTRAL PIPE SUPPLY	800-844-7700
o	CLASS 50 SLIP JOINT DUCTILE IRON PIPE - 12"	L.F.	\$ 24.50	CENTRAL PIPE SUPPLY	800-844-7700
p	C-900 CLASS 200 DR21; PVC WATER PIPE - 2"	L.F.	\$ 0.44	CENTRAL PIPE SUPPLY	800-844-7700
q	C-900 CLASS 200; DR 14; PVC WATER PIPE - 4"	L.F.	\$ 2.60	CENTRAL PIPE SUPPLY	800-844-7700
r	C-900 CLASS 200; DR 14; PVC WATER PIPE - 6"	L.F.	\$ 5.08	CENTRAL PIPE SUPPLY	800-844-7700
s	C-900 CLASS 200; DR 14; PVC WATER PIPE - 8"	L.F.	\$ 8.22	SOUTHERN PIPE	662-393-1922
t	C-900 CLASS 200; DR 14; PVC WATER PIPE - 10"	L.F.	\$ 12.51	SOUTHERN PIPE	662-393-1922
u	C-900 CLASS 200; DR 14; PVC WATER PIPE - 12"	L.F.	\$ 17.68	SOUTHERN PIPE	662-393-1922
v	RESTRAINING GLANDS - MEGA LUG OR ALL GRIP - 3"	EACH	\$ 13.11	CENTRAL PIPE SUPPLY	800-844-7700
w	RESTRAINING GLANDS - MEGA LUG OR ALL GRIP - 4"	EACH	\$ 14.00	CENTRAL PIPE SUPPLY	800-844-7700
x	RESTRAINING GLANDS - MEGA LUG OR ALL GRIP - 6"	EACH	\$ 16.20	CENTRAL PIPE SUPPLY	800-844-7700
y	RESTRAINING GLANDS - MEGA LUG OR ALL GRIP - 8"	EACH	\$ 24.13	CENTRAL PIPE SUPPLY	800-844-7700
z	RESTRAINING GLANDS - MEGA LUG OR ALL GRIP - 10"	EACH	\$ 42.66	SOUTHERN PIPE	662-393-1922

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
aa	RESTRAINING GLANDS - MEGA LUG OR ALL GRIP - 12"	EACH	\$ 52.00	CENTRAL PIPE SUPPLY	800-844-7700
bb	RESTRAINING GLANDS - MEGA LUG OR ALL GRIP - 16"	EACH	\$ 117.25	SOUTHERN PIPE	662-393-1922
cc	1/2" H - 3 WAY FIRE HYDRANT- SAFETY YELLOW- 5-1/4" - 200 PSI WORKING PRESSURE- 400 PSI HYDROSTATIC PRESSURE- WITH MECHANICAL JOINT ACCESSORIES- 3' BURY-STYLE	EACH	\$ 1,219.00	SOUTHERN PIPE	662-393-1922
dd	1/2" H - 3 WAY FIRE HYDRANT- SAFETY YELLOW- 5-1/4" - 200 PSI WORKING PRESSURE- 400 PSI HYDROSTATIC PRESSURE- WITH MECHANICAL JOINT ACCESSORIES- 4' BURY-STYLE	EACH	\$ 1,350.00	CENTRAL PIPE SUPPLY	800-844-7700
ee	1/2" H - 3 WAY FIRE HYDRANT- SAFETY YELLOW- 5-1/4" - 200 PSI WORKING PRESSURE- 400 PSI HYDROSTATIC PRESSURE- WITH MECHANICAL JOINT ACCESSORIES- 5' BURY-STYLE	EACH	\$ 1,410.00	CENTRAL PIPE SUPPLY	800-844-7700
14	INSTA VALVES				
a	1" INSTA-VALVE	EACH	NO BID	NO BID	NO BID
b	1/2" INSTA-VALVE	EACH	NO BID	NO BID	NO BID

SEWER PIPE - PVC

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	4" - SDR 40- PVC	500 L.F.	\$ 1.69	CONSOLIDATED PIPE	662-841-1270
2	4" - SDR 21 - PVC	200 L.F.	\$ 1.40	SOUTHERN PIPE	662-393-1922
3	6" - SDR 21 - PVC	500 L.F.	\$ 2.98	SOUTHERN PIPE	662-393-1922
4	8" SDR 21- PVC	500 L.F.	\$ 5.04	SOUTHERN PIPE	662-393-1922
5	18"SDR 21-PVC	500 L.F.	\$ 44.00	CENTRAL PIPE	800-844-7700
6	4" - SDR 26 - PVC	100 L.F.	\$ 1.06	SOUTHERN PIPE	662-393-1922
7	6" - SDR 26 - PVC	1500 L.F.	\$ 2.26	SOUTHERN PIPE	662-393-1922
8	8" - SDR 26 - PVC	3000 L.F.	\$ 3.07	SOUTHERN PIPE	662-393-1922
9	10" - SDR 26 - PVC	1500 L.F.	\$ 6.85	CENTRAL PIPE	800-844-7700
10	12" - SDR 26 -PVC	500 L.F.	\$ 9.62	CENTRAL PIPE	800-844-7700
11	15" - SDR 26- PVC	500 L.F.	\$ 15.15	COBURN	662-269-2862
12	18" SDR 26-PVC	500 L.F.	\$ 28.89	COBURN	662-269-2862

VIDEO MONITORING

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	MINIMUM SERVICE CHARGE	L.S.	\$ 375.00	SOUTHERN GENERAL CONTRACTORS	662-832-4951
2	6" TO 8" SEWER LINE	L.F.	\$ 1.35	SOUTHERN GENERAL CONTRACTORS	662-832-4951
3	10" TO 12" SEWER LINE	L.F.	\$ 1.35	SOUTHERN GENERAL CONTRACTORS	662-832-4951
4	15" TO 18" SEWER LINE	L.F.	\$ 1.35	SOUTHERN GENERAL CONTRACTORS	662-832-4951
5	21" TO 24" SEWER LINE	L.F.	\$ 1.95	SOUTHERN GENERAL CONTRACTORS	662-832-4951
6	36" TO 54" SEWER LINE	L.F.	\$ 1.95	SOUTHERN GENERAL CONTRACTORS	662-832-4951
7	MOBILIZATION	L.S.	\$ 175.00	SOUTHERN GENERAL CONTRACTORS	662-832-4951

PIPE CLEANING

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	6" TO 8" SEWER LINE	L.F.	\$ 1.35	SOUTHERN GENERAL CONTRACTORS	662-832-4951
2	10" TO 12" SEWER LINE	L.F.	\$ 1.35	SOUTHERN GENERAL CONTRACTORS	662-832-4951
3	15" TO 18" SEWER LINE	L.F.	\$ 1.75	SOUTHERN GENERAL CONTRACTORS	662-832-4951
4	21" TO 24" SEWER LINE	L.F.	\$ 2.00	SOUTHERN GENERAL CONTRACTORS	662-832-4951
5	36" TO 54" STORM DRAIN	L.F.	\$ 2.00	SOUTHERN GENERAL CONTRACTORS	662-832-4951
6	MANHOLE CLEANING	HR.	\$ 175.00	SOUTHERN GENERAL CONTRACTORS	662-832-4951
7	MOBILIZATION	L.S.	\$ 175.00	SOUTHERN GENERAL CONTRACTORS	662-832-4951
8	MINIMUM SERVICE CHARGE	L.S.	\$ 375.00	SOUTHERN GENERAL CONTRACTORS	662-832-4951

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
ROOT CUTTING					
ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	6" SEWER LINES	L.F.	\$ 1.80	M&M	662-587-1058
2	8" SEWER LINES	L.F.	\$ 1.80	M&M	662-587-1058
3	10" SEWER LINES	L.F.	\$ 1.95	M&M	662-587-1058
4	12" SEWER LINES	L.F.	\$ 2.25	M&M	662-587-1058

ROOT KILLING (MN. OF 400')					
ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	ROOT X 400' TO 1000'	L.F.	NO BID	NO BID	NO BID
2	ROOT X 1001' TO 2000'	L.F.	NO BID	NO BID	NO BID
3	ROOT X 2001' AND UP	L.F.	NO BID	NO BID	NO BID

SEWER VACUUMING					
ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	VACUUM TRUCK	HR.	\$ 175.00	M&M	662-587-1058

SMOKE TESTING					
ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	SMOKE TEST SEWER LINE	L.F.	\$ 0.75	M&M	662-587-1058

EROSION CONTROL					
ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	TEMPORARY SILT FENCE	L.F.	\$ 4.00	CLASSIC LAWN (ARBUCKLE)	816-3965
2	TEMP HAY CHECKS	EACH	\$ 9.50	CLASSIC LAWN (ARBUCKLE)	816-3965
3	GROUND PREP	ACRE	\$ 600.00	CLASSIC LAWN (ARBUCKLE)	816-3965
4	AGRICULTURE LIMESTONE	TON	\$ 200.00	CLASSIC LAWN (ARBUCKLE)	816-3965
5	COMMERCIAL FERTILIZER 13-13-13	TON	\$ 750.00	CLASSIC LAWN (ARBUCKLE)	816-3965
6	BERMUDA GRASS SEEDING	ACRE	\$ 350.00	CLASSIC LAWN (ARBUCKLE)	816-3965
7	WINTER GRASS SEEDING	ACRE	NO BID	NO BID	NO BID
8	SOLID SODDING(COMMON BERMUDA)	SQUARE YARD	\$ 3.25	CLASSIC LAWN (ARBUCKLE)	816-3965
9	BERMUDA GRASSING AND PLANT ESTABLISHMENT	ACRE	\$ 1,700.00	CLASSIC LAWN (ARBUCKLE)	816-3965
10	WINTER GRASSING ANDS PLANT ESTABLISHMENT	ACRE	\$ 1,600.00	CLASSIC LAWN (ARBUCKLE)	816-3965
11	CHEMICAL WEED TREATMENT MSMA (OR EQUAL)	ACRES	\$ 100.00	CLASSIC LAWN (ARBUCKLE)	816-3965
12	CHEMICAL GRASS CONTROL ROUNDUP (OR EQUAL)	ACRES	\$ 90.00	CLASSIC LAWN (ARBUCKLE)	816-3965
13	2 MAN CREW (FOR SEDIMENT CLEANUP)	HOURL	\$ 90.00	CLASSIC LAWN (ARBUCKLE)	816-3965
14	BACKHOE WITH OPERATOR (FOR SEDIMENT CLEANUP)	HOURL	\$ 225.00	CLASSIC LAWN (ARBUCKLE)	816-3965
15	SKID STEER WITH OPERATOR (FOR SEDIMENT CLEANUP)	HOURL	\$ 225.00	CLASSIC LAWN (ARBUCKLE)	816-3965
16	SKID STEER WITH SWEEPER ATTACHMENT (FOR SEDIMENT CLEANUP)	HOURL	\$ 220.00	CLASSIC LAWN (ARBUCKLE)	816-3965
17	SMALL DUMP TRUCK OR DUMPTRAILER WITH DRIVER (FOR SEDIMENT CLEANUP)	HOURL	\$ 250.00	CLASSIC LAWN (ARBUCKLE)	816-3965
18	BUSH HOGGING	ACRE	\$ 250.00	CLASSIC LAWN (ARBUCKLE)	816-3965
19	FLEX A MAT	S.F.	\$ 3.92	SOUTHERN PIPE	662-393-1922

MISC CONSTRUCTION					
ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	CONCRETE SIDEWALK	SQ. FT.	NO BID	NO BID	
2	COMB. CURB & GUTTER	LIN. FT.	NO BID	NO BID	
3	SS-2 CURB INLET WITH MANWAY	EACH	NO BID	NO BID	
4	SS-2 CURB INLET TOP	EACH	NO BID	NO BID	
5	SS-3 SURFACE INLET	EACH	NO BID	NO BID	

MINUTE BOOK No. 84, CITY OF OXFORD

From: Mark Levy <mlevy@oxfordms.net>
Sent: Tuesday, September 18, 2018 4:35 PM
To: Pope Mallette; Ashley Atkinson
Subject: FW: City Letter
Attachments: AIAa312SBA.pdf

SAFEGUARD - DEMENT 62-2139

This just in...

From: Casey Rogers [mailto:casey@icmlcms.com]
Sent: Tuesday, September 18, 2018 4:21 PM
To: Mark Levy <mlevy@oxfordms.net>; bart robinson <bartr@oxfordms.net>
Subject: Fwd: City Letter

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From: Jessica Reno <jreno@nielsonbonds.com>
Sent: Tuesday, September 18, 2018 4:19:29 PM
To: Richard Zimmerman
Cc: casey@icmlcms.com
Subject: RE: City Letter

Casey –

As requested, here is a sample of the bond forms that will be utilized for issuance of the performance and payment bonds for the Oxford Parking Garage job for your review/acceptance. (item 3)

Further, please consider this email confirmation that Shaw Services, LLC has satisfied ALL conditions of their bond approval, as the SBA has recommended their bond for approval with payment made, and we will be in a position to have their bonds issued tomorrow as the deadline given. We will have an emailed copy of the issued bonds sent to you for your acceptance along with tracking information for the originals being delivered.

Please let me know if you need anything further.

Best regards,

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



NIELSON, WOJTOWICZ, NEU & ASSOCIATES
A NIELSON HOOVER GROUP COMPANY

Jessica Reno
Surety Business Development Manager
jreno@nielsonbonds.com

1000 Central Avenue, Suite 200
St. Petersburg, FL 33705
Direct: 727.258.0807
Main: 727.209.1803 ext. 226
Cell: 904.314.9819
Fax: 727.209.1335
www.nielsonbonds.com

Best Compliment you can give is a referral for business!

From: Casey Rogers <casey@icmlcms.com>

Sent: Monday, September 17, 2018 5:43 PM

To: Richard Zimmerman; Bobby Clanton

Subject: RE: City Letter

Richard

Below is what I received from the city. I am confirming the letter you sent will suffice for item 1. Can you provide item 3? Bobby what do you think about item #2?

Casey,

The Board has discretion to decide how it wishes to proceed regarding Shaw's attempt to go forward as the prime contractor, but these conditions would assist the Board in reconsidering its prior revocation of acceptance which occurred after Shaw failed to timely produce payment and performance bonds:

1. An unconditional letter of approval of the bond from the surety, subject to no conditions or contingencies, other than payment;
2. Proof before tomorrow night's meeting that Shaw has escrowed funds sufficient to pay for the bond, no later than 2:00 p.m. on Wednesday, September 19 (the afternoon after tomorrow night's meeting board); and

254 A copy of the form of the bond to be issued.

MINUTE BOOK No. 84, CITY OF OXFORD

If the second condition can't be met, maybe the Board would have to rescind its prior revocation of the award, but only

SAFEGUARD - DEMENT 62-2139

on the condition that a valid, executed and issued bond, with no conditions or contingencies, is provided to the City by 2:00 p.m. on Wednesday, September 19 (the afternoon after tomorrow night's board meeting). However, to be clear, nothing about these proposed conditions guarantees any action by the Board of Aldermen at their meeting on Tuesday night. The decision, and the conditions (if any) that might underlie a decision, rest entirely with the Board of Aldermen.

Casey B. Rogers

ICM

C. 662.816.7326

P. 662.550.3051

casey@icm.construction

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From: Richard Zimmerman <RZimmerman@nielsonbonds.com>

Sent: Monday, September 17, 2018 4:30 PM

To: Bobby Clanton <shawllcms@gmail.com>; Casey Rogers <casey@icmlcms.com>

Subject: City Letter

See attached

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SAFEGUARD - DEMENT 62-2139



Richard Zimmerman

Surety Bond Specialist

rzimmerman@nielsonbonds.com

Phone: 561.713.1452

Cell: 561.676.2322

Fax: 561.713.1455

Nielson, Rosenhaus & Associates

A Nielson Hoover Group Company

8401 Lake Worth Road, Suite 2-231

Lake Worth, FL 33467

<http://nielsonbonds.com>



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AGENDA MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

City of Oxford
Board of Aldermen
Special Meeting

Tuesday, September 25, 2018, 1:00 pm - 3:00 pm
Old RSVP Building next to City Hall



THE CITY OF
OXFORD

Notice that certain aldermen will be included in the meeting via teleconference, subject to the City of Oxford Code of Ordinances, Section 2-82.

- Pursuant to Section 21-3-21, Mississippi Code of 1972 Annotated, I, Robyn Tannehill, Mayor of the City of Oxford, Mississippi, do hereby call the Mayor and Board of Aldermen of Oxford, MS, to a SPECIAL MEETING to be held on **September 25, 2018 at 1:00pm**, for the transaction of important business. The meeting will be held in the Old RSVP Building next to City Hall. The business to be acted upon at the Special Meeting is the consideration of the following:

1. Call to order.
2. Adopt the agenda for the meeting.
3. Consider proposals and recommendation from committee for animal control.
4. Consider an executive session.
5. Adjourn.

If you need special assistance related to a disability, please contact the ADA Coordinator or visit the office at: 107 Courthouse Square, Oxford, MS 38655. (662) 232-2453 (Voice) or (662) 232-2300 (Voice/TTY)

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SAFEGUARD - DEMENT 62-2139

Robyn Tannehill
ROBYN TANNEHILL, MAYOR

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Rick Addy of the foregoing meeting on 9/25/18 at 8:45 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Mark Huelse of the foregoing meeting on 9/25/18 at 8:45 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Janice Antonow of the foregoing meeting on 9/25/18 at 8:45 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Ulysses Howell of the foregoing meeting on 9/25/18 at 8:45 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Preston Taylor of the foregoing meeting on 9/25/18 at 8:45 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Jason Bailey of the foregoing meeting on 9/25/18 at 8:45 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman John Morgan of the foregoing meeting on 9/25/18 at 8:45 a.m./p.m.

[Signature]

MINUTES **MINUTE BOOK No. 84, CITY OF OXFORD**

SAFEGUARD - DEMENT 62-2139

City of Oxford
Board of Aldermen
Special Meeting

Tuesday, September 25, 2018, 1:00 pm - 3:00 pm
Old RSVP Building next to City Hall



THE CITY OF
OXFORD

- Pursuant to Section 21-3-21, Mississippi Code of 1972 Annotated, I, Robyn Tannehill, Mayor of the City of Oxford, Mississippi, do hereby call the Mayor and Board of Aldermen of Oxford, MS, to a SPECIAL MEETING to be held on September 25, 2018 at 1:00pm, for the transaction of important business. The meeting will be held in the Old RSVP Building next to City Hall. The business to be acted upon at the Special Meeting is the consideration of the following:

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 1:00pm on Tuesday, September 25, 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-absent
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-absent

Ashley Atkinson, City Clerk
Bart Robinson, Director of Public Works

2. Adopt the agenda for the meeting.

It was moved by Alderman Bailey, seconded by Aldermen Addy to adopt the agenda for the meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Consider proposals and recommendation from committee for animal control.

Based on the recommendation from the Animal Control Committee, it was moved by Alderman Antonow, seconded by Alderman Taylor to enter into a contract, contingent on counsel's review and approval, with MS Critterz for animal control and shelter services for the City of Oxford for a period of one year and to be paid an amount not to exceed \$135,000.00 for that period of time. Initially two proposals were received, but MS Humane Society withdrew their proposal during the interview process. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4. Consider an executive session.

There was no action taken on this item.

5. Adjourn.

It was moved by Alderman Antonow, seconded by Alderman Taylor to adjourn the meeting Sine-Die. All the aldermen present, voting aye, Mayor Tannehill declared the motion carried.

Robyn Tannehill
MINUTE BOOK No. 84, CITY OF OXFORD
Robyn Tannehill, Mayor

SAFEGUARD - DEMENT 62-2139

Ashley Atkinson
Ashley Atkinson, City Clerk

MISSISSIPPI CRITTERZ

Animal Shelter Services
RFP NO. 8152018

501(c)3 Nonprofit Organization
Fed ID Tax No. 82-4835778

Gail Tidwell Brown, President
Cellphone: 662-816-0871
MS Critterz Board of Directors
PO Box 2494
Oxford, Mississippi 38655

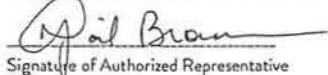
MINUTE BOOK No. 84, CITY OF OXFORD

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ATTACHMENT B: COVER SHEET

Name of Person, Business or Organization:	Gail Brown, MS Critterz
Type of Entity: (e.g. Sole-Proprietorship, Partnership, Corp., Non-Profit, Public Agency)	501(C)3 Nonprofit
Federal Tax ID Number:	82-4835778
Contact Person - Name	Gail Brown
Contact Person - Address	229, Hwy 328 Oxford, MS 38655
Contact Person - Phone Number(s)	662-816-0871
Contact Person - e-mail address	gailinot@gmail.com

By signing this Cover Sheet I hereby attest: that I have read and understood all the terms listed in the RFP; have read and understood all terms listed in this proposal; that I am authorized to bind the listed entity into this agreement; and that should this proposal be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFP as published by the City of Oxford, including any amendments or addenda thereto except as explicitly noted or revised in my submitted proposal.


Signature of Authorized Representative

Gail Brown
Printed Name of Authorized Representative

9-20-18
Date

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SAFEGUARD - DEMENT 62-2139

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Description of Services:

Core Services to be provided:

- A. Animal Control Services
- B. Animal Intake
- C. Animal Care
- D. Animal Service Programs

Itemized List of Core Services:

In all core areas, Mississippi Critterz will administer and operate consistent and uniform procedures and processes that promote the health and safety of all animals, staff, volunteers, the public, and City workers. This includes following all federal, state, and local rules and regulations applicable to shelter operations.

In reference to Oxford/Lafayette County throughout this proposal, the intake from Lafayette County will be pending upon negotiating terms with County Officials.

Animal Control Services

- A. Routine patrol of city for dog's at large for impoundment to inhibit hazards to public health, safety, or welfare and protection of animals from harm.
- B. Respond and follow-up to calls from public regarding animal complaints and/or dogs running at large within the Oxford City Limits.
- C. Enforcement of city leash law.
- D. Issue and maintenance of City Dog License(s).
- E. Investigate animal complaints within Oxford City Limits regarding animal welfare and protection of mistreatment.
- F. Assist local law enforcement in the search and seizure of animals within the Oxford City Limits.

Services exceed expectations:

1. Enforcement of the city leash law will help reduce the number of animals running at large, public complaints, and general safety of the animal and public by inhibiting animals to roam in city streets and business areas.
2. By checking and maintenance of city license(s), will reduce the time and care of the animal in the shelter by having tags to reference for owner information and return to owner more efficiently by use of License number.

Services do not meet expectations:

1. There are no noted services that do not meet expectations.

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Noted cost efficiencies to city:

1. Unaltered animals running at large increases the likelihood of unwanted litters, which results in more animals being surrendered to shelter within Oxford City Limits. By utilizing daily patrol, and enforcing leash laws, will decrease the likelihood of unwanted litters, resulting in less cost for the City for surrender of unwanted litters of animals from within the Oxford City Limits.

Animal Intake

- A. Ensure documentation of place of origin of animal before surrender (city, county).
 - a. Intake of surrendered animal(s) will require validation of residence of Oxford/Lafayette County, which includes, but not limited to a valid driver's license, utility bill with name/address, or renter's lease.
 - b. Any animal which is brought in from residents who do not reside in Oxford/Lafayette County will be provided a list and contact information to qualified shelters/rescues available for intake within their local community.
- B. Secure intake information of animal being relinquished.
- C. Intake and assessment of animal's condition.
- D. Assessment of initial intake of animal's behavior.
- E. Thorough check of animal (if feasible for animal and/or staff safety) for identifying information for possible ownership (tags, microchip, tattoos, or comparison markings noted from submitted lost animal reports).
- F. Maintain records and track all animals input data into MS Critterz online database with RescueGroups.org.
- G. Intake services include:
 - a. Provide intake vaccinations/de-wormer and/or necessary emergency medical care for owner surrender and strays.
 - b. Provide medical quarantine and behavior isolation for the duration of the legal holding for a minimum of five (5) days (including day of impound) for stray animals and evaluation as appropriate to protect the shelter population and the people working at or visiting the facility.
 - c. Provide food, water, shelter, exercise and necessary medical treatments (if applicable) for animal(s) surrendered by owner and/or stray intake. Stray animals will be held for a minimum of five (5) days to give the owner an opportunity to claim the animal before transfer, transport, availability for adoption, or foster home. *Special needs animals may require foster care prior to five (5) day stray hold, which includes, but not limited to unweaned or sick animal(s) which require special care and/or feedings.
- H. Provide the evaluation and euthanasia of dangerous or diseased animals.
 - a. Euthanasia will be done on a case-by-case basis, for animals as noted:
 - Serious aggression issues that pose a health and safety risk to the community, regardless of where or under whose care (i.e. behaviorist, veterinarian clinic, foster home)
 - Medical condition which causes great suffering with little hope of recovery determined by a veterinarian.
 - Medical condition which causes an agonizing death regardless of where or under whose care (i.e. a veterinarian clinic or foster home).

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- I. Document and report any incidents of bites, mishandling of the animal(s) or other non-routine activity.
- J. Extended Hours for public operation: (total per week 30 hours)
 - a. Monday - Closed
 - b. Tuesday through Friday - 12:00 - 6:00 pm
 - c. Saturday - 11:00 am - 6:00 pm
 - d. Sunday - 2:00 pm - 5:00 pm

Services exceed expectations:

- 1. Limitation of intake to Oxford/Lafayette County residents will decrease the need for additional employees and overtime reducing overall cost for care of animals.
- 2. Administering vaccinations and medical care upon intake will increase the likelihood of fostering, adoptions and/or transfers to partner organizations.
- 3. Extended operating hours to 6 days to include Saturday and Sunday, per week with later times (35 hours per week) for the public, will increase public accessibility for viewing available animals for adoption or reclaim for strays.

Services do not meet expectations:

- 1. There are no noted services that do not meet expectations.

Noted cost efficiencies to city:

- 1. Requiring validation of place of residence will inhibit falsification of surrendering individuals living outside of Oxford City Limits.
- 2. Extending public hours will decrease overall time of animals being housed in the shelter for owner reclaim of strays and/or availability for increased time for public adoptions.

Animal Care

- A. Appropriate placement of animals according to health and/or behavior.
- B. Ensure overall comfort of animal - flea/tick treatment, medical care, grooming.
- C. Provide adequate and appropriate food accordingly to age/species.
- D. Properly cleaning of all kennels, cages, exercise areas and other areas where animals are exposed once a day at minimum, or more frequently, as needed.
- E. Maintain and properly clean animal care equipment such as, but not limited to, food, water bowls, bedding, toys, litter boxes and crates.
- F. Provide adequate medical isolation for sick or diseased animals to prevent exposure to shelter population.
- G. Perform regular janitorial services throughout the facility including public and staff areas, restrooms, medical areas, storage areas, entrances, lobby areas, visitation rooms, isolation areas, etc.
- H. Coordinate with Animal Intake and Animal Service Programs to assess each animal for ongoing suitability for volunteer contact, foster, adoption, and transport programs.
- I. Provide appropriate medical care for animals in shelter which includes, but not limited to, mange, ringworm, skin infection, etc.
- J. Ensure adequate ventilation, heating, and air conditioning.

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- K. Ensure adequate drainage to all for hosing out of pens.
- L. Document and report any incidents of bites, mishandling of the animal(s) or other non-routine activity.
- M. Prior to adoption, all age appropriate cats/dogs (3 months or older) will be spayed/neutered prior to adoption. Cats/dogs between 8 to 12 weeks will be scheduled to return for spay/neuter surgery upon reaching the appropriate age. Certain health conditions, at veterinarian's discretion, which may cause harm to the cat/dog for spay/neuter, will be determined on a case-by-case basis.

Services exceed expectations:

- 1. Providing the overall comfort to the animal by treating for fleas/ticks, grooming for matted coats, and sickness/injury not only improves the behavior of the animal, thus, increasing the visual appeal of a happier, healthier animal for potential adopters or transfer to other rescue organizations.
- 2. A cleaner, healthier environment throughout each day will reduce the spread of disease, decrease likelihood of pest infestations, and be virtually more appealing for the public.

Services do not meet expectations:

- 1. There are no noted services that do not meet expectations.

Noted cost efficiencies to city:

- 1. Enforcing spay/neuter of animals prior to adoption (or return of younger animals at appropriate age for spay/neuter) will eliminate the intake of unwanted litters.

Animal Service Programs

- A. Mississippi Critterz maintains a public website (mscritterz.com), Facebook page, Instagram, and Twitter account to publicize and showcase available animals for adoption. Additionally, through our data management system, RescueGroups.org, upon entering data, available animals are publicized through a host of 100+ various pet adoption portal websites.
- B. Low Cost Spay/Neuter for public
 - Partnered with Animal Clinic of Oxford and Bottletree Animal Hospital to perform low cost spay/neuter surgeries for cats/dogs.
 - By promoting and providing low cost spay/neuter options to the public will decrease unwanted litters of kittens/puppies in the community, thus, reducing intake of unwanted litters into the shelter.
 - Mississippi Critterz will maintain scheduling for spay/neuters for the public for drop off and pick up at the shelter and transport scheduled animals to/from Partner Clinics on scheduled dates.
- C. Spay days (free and/or low cost) for the public.
 - Partnered with local veterinarian clinics to host free and/or low cost events to the community to prevent intake of unwanted litters.
 - MS Critterz will also be seeking local veterinarian's to host a free spay day at least once per year during National Spay Day (last Tuesday in February) and/or provide free spay/neuter surgeries to low income individuals at no cost

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utilizing various clinics every one to two months. *This program will be determined by local veterinarian clinics willingness to participate.

- D. Prevent A Litter (PAL) – to decrease intake of unwanted litters of stray kittens by initiating a Partner with local feline rescues to incorporate Trap/Neuter/Release (TNR) within the Oxford City Limits.

The majority of the public would prefer a stray/community cat to be allowed to live its life in the community rather than having it euthanized.

- Partnering with local rescue groups targeting/trapping community cats practicing the non-lethal method of Trap/Neuter/Return (TNR) to control community cat population within Oxford City Limits will decrease intake of stray litters and over time decrease stray populations in the areas of business' and within the Oxford community.
- A designated area for post-surgery recovery site for community cats, as needed, at the shelter with supplies and care provided by affiliating Rescue will help decrease City cost by reducing stray intake of litters.

Methodology: On average 60% of animal intake are kittens and puppies from unaltered animals in the community. On average, a litter consisting of 5 to 6 kittens is surrendered as strays to the shelter within the Oxford City Limits at a cost of \$78 per animal. By incorporating TNR to help control and prevent breeding of stray cats will eliminate an average cost of \$390 to \$468 per litter by targeting overpopulated areas to alter felines.

- E. Adoption events – partnered with PetSmart (Oxford location) to host monthly public adoption events.
- F. Dog license(s) and associated fees on site and by the Animal Control Officer.
- G. Administer adoption fees.
- H. Administer impound fees for return to owner.
- I. Record all revenue collected.
- J. Public outreach for safe, healthy animal care and promotion of spay/neuter.
- K. Assistance and counseling to maintain animal ownership to avoid intake or return of animal(s).
- L. All cats/dogs will be microchipped prior to adoption to decrease time in shelter and return to owner for stray animals.
- M. Foster Program
 - Recruitment, evaluate, and monitor foster homes for animal safety and appropriate level and environment of care.
 - Maintain records and track all animals in foster care online in RescueGroups.org Data Management System.
 - Coordinate with adoption counselor to encourage the adoption of eligible animals in foster programs.
 - Utilize foster homes to provide a healthier, more suitable living environment to animal(s) that await transfer to partner rescues/shelters. *Many rescues

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require transport animals to be in a foster home for at least two (2) weeks to ensure the animal is in good health prior to transport.

- Coordinate with foster homes to publicize available foster pets including, but not limited to, social media and attending public adoption events.
- Mississippi Critterz Foster Home Group page (linked to MS Critterz Facebook page) will be utilized for foster homes to seek advice for successful fostering and to showcase the animals (personality, quality traits) in a home environment for possible adopters. Adoption approval will only be done through MS Critterz.
- Support line (online/phone) for fosters to help with integrating new animal into household.
- Document and report any incidents of bites, mishandling of animals or other non-routine activity.

N. Volunteer Program

- Administer and maintain a Volunteer Program policy and procedures that outlines allowable and non-allowable activities. A volunteer application with areas of interest with liability waiver are available online on MS Critterz website (mscritterz.com).
- Volunteer recruitment will be ongoing through social media, events, and public on-site visits. MS Critterz will thrive to encourage community involvement by not only recruiting for volunteer activities, but by encouraging attendance in monthly board meetings with allotted times for public discussion for ideas, volunteer activities, and overall support and commitment.
- Recruit and coordinate volunteers with assigned activities (training will be provided in specified area).
- Document and report any incidents of bites or other injuries, mishandling of animals or other non-routine activity.

O. Adoption Program

- Support line (online/phone) for adopters to help with integrating new animal into household.
- Counseling to prevent return of animal(s) to shelter.

P. Animal Surrender

- Preferably by appointment only.
- Counseling before surrendering to avoid intake.
- Offer low cost/free spay/neuter surgery to surrendering person to avoid intake.

Records Management: All records will be maintained and tracked online in the RescueGroups.org Data Management System.

Services exceed expectations:

1. Efforts to promote spay/neuter, foster/adopter support avenues, low/cost spay neuter for the public, and prevent a litter for stray cats will decrease intake of unwanted litters or owner surrenders.

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2. By hosting free or lower cost spay/neuter days to the public, will decrease the number of unwanted litters of kittens/puppies in the community, thus, reducing intake into the shelter.

Services do not meet expectations:

1. There are no noted services that do not meet expectations.

Noted cost efficiencies to city:

1. Promoting spay/neuter surgeries to prevent unwanted litters will, in turn, reduce intake of unwanted litters decreasing cost for City on animal intake by utilizing Low Cost spay/neuter assistance, Low Cost Spay Days in the community and Prevent A Litter (PAL).

Organizational Commitments:**Transparency**

- Publicize number of intake.
- Publicize numbers of animals in foster homes/on site and at partner location(s).
- Publicize number of animal reclaims/adoptions/transport/euthanasia.
- Monthly public board meetings.
 - Encourage public attendance.
 - 15-minute allotted time following business agenda for public discussion.

Fundraising

Mississippi Critterz has a team with a substantial background into setting up and execution of fundraising events. Two members have extensive fundraising backgrounds established while serving on the Board of Directors for 501(c)3 nonprofits over the last 10 years. Two additional members have degrees in marketing and/or design for public outreach within the community by utilizing a range of skills, knowledge, and design through a variety of social media sites and computer software technology. Fundraising will consist of a minimum of one (1) large events, with a minimum of four (4) variable size events throughout each year to cover additional cost incurred for successful operation.

Prospective Fundraisers:

1. Silent/Live Auction
2. 5K/Fun Run
3. Paws versus Laws
4. Haunted House
5. Spaygetti Dinner/No Balls
6. Doggone Carriage Ride

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Partnerships:

Mississippi Critterz has partnered with the following organizations to provide low cost spay/neuter services, adoption events, donor drives and/or donation of pet supplies/food, and rescue/transport organizations to lower animal populated areas for adoption:

Veterinarians to offer low cost spay/neuter:

Animal Clinic of Oxford	Oxford, MS
Bottletree Animal Hospital	Oxford, MS
Mississippi State Veterinary Medicine	Starkville, MS

Local Business' to Host Off-Site Adoption Day Events:

PetSmart	Oxford, MS
Chaney's Pharmacy	Oxford, MS
Homeward Bound – The Spaw	Oxford, MS

Local Business' to offer pet supplies and/or pet food:

PetSmart	Oxford, MS
WalMart	Oxford, MS
Chaney's Pharmacy/Aynslee Smith Designs - donations secured by retail suppliers of business	Oxford, MS

Rescue/Transport 501(c)3 Organizations (additional partners - ongoing)

9 Lives Cat Rescue	Oxford, MS
Feral University Rebel Rescuers	Oxford, MS
Cats of Catnip Row	Oxford, MS
Companion Pet Rescue & Transport of West Tennessee	Jackson, TN
HappiDog Animal Rescue	Memphis, TN
Lucky Dog Animal Rescue	Washington, DC
National Great Pyrenees Rescue	New Orleans, LA
Petsmart #1965	Stoney Creek, ON - Canada
Russell's Rescue	Columbia, TN
Southern Paws Virginia Animal Rescue	Winchester, VA
Twice Purrfect Feline Rescue	Littleton, CO
Wolftrap Animal Rescue	Washington, DC

Shelter Building Use:

Mississippi Critterz intends to utilize the Shelter building located at 413 McElroy Drive Oxford, MS for use of purposes as outlined in submitted proposal and in accordance with the City Contract.

Our goal is we hope to continually see the shelter develop and transform in stages over the coming years into a space that is inviting to the community and makes them comfortable enough to create a relationship with a pet. The design is simply marketing

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for animals. Animals are a lot like humans, they like fresh air, sunlight, and a peaceful, quiet place to call home. Designing for pets in a no-kill shelter requires greater sensitivity to the needs of the animals as they may temporarily stay awhile before finding a new home.

We want the facility to represent a unique public/private partnership between the city and friends of the shelter. Located beside the City's public dog park, we hope to revamp the design into a reflection of Oxford's unique and charismatic charm. With time, we hope to incorporate green features and become energy-efficient, using alternative energy sources and acquiring LEED (Leadership in Energy and Environmental Design) certification.

As euthanasia numbers continue to drop around the country, approaches to sheltering and the buildings themselves will likely continue to evolve. We plan to design flexible spaces into the shelter so that if overpopulation developed of a certain species or type of animal, we can utilize different areas as needed. We hope to see the space devoted more towards community outreach programs. The main objective behind the design for the Oxford Animal Shelter is to create a high quality environment for the animals, staff, and visitors that encourages the adoption of animals.

Core Service Areas Check and Balance Systems:

- A. Animal Control Services
- B. Animal Intake
- C. Animal Care
- D. Animal Service Programs

We will utilize RescueGroups.org mobile app and cloud software as our primary management and tracking portal. This SaaS includes, but is not limited to, the following tools:

- Pet adoption portal with listings to major national adoption websites and 100+ adoption portal sites
- Animal managements, tracking, and reporting in real-time.
- Call tracking.
- Foster, volunteer, donors, sponsors, transport, citizen drop-offs, and adopter contact management and tracking.
- Cloud storage for digitized papers and documents.
- Creating and managing online forms.
- Donation tracking.
- Pet adoption tracking.
- Client appointment management.
- Inventory management and tracking.
- Feral Colony tracking and caretaker knowledgebase.
- Adding the animal's health records to their online journals.
- Event management.
- Processing adoptions.
- API to maximize custom integration into website(s) and web app(s).

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- Microchip registration.
- Report generation.

Additionally a website, social media accounts, animal listing site accounts, review sites, and donation portal accounts will be utilized to optimize the reach for community engagement online, as well as, adoption listing notices.

Secure email hosting and management.

Intake of Animals

The formation of Mississippi Critterz was based on the idealization that the key to success is to serve the needs for the unwanted/homeless animals for the Oxford/Lafayette County community. It is the intent of this organization to focus strictly on the needs within our own community, making outside counties accountable for overpopulation within their own areas, thus, decreasing the financial burden on this shelter facility. In retrospect, in the event of a natural disaster/emergency, we bequest the City to act accordingly to assist in times of crisis to aid animals in need outside of our local city/county area.

*It is not the intent for Mississippi Critterz to do intake of animals from outside of the Oxford/Lafayette County area. However, if there maybe implication of harm to an animal such as threat of abandoning, maiming, or killing an animal of a person surrendering an animal not within our jurisdiction, we will take appropriate action to secure the animal at no cost to the City or County.

Standard Operating Policies:

The health and safety of both the animals and employees/public will be the highest priority to Mississippi Critterz. Each animal will be evaluated on behavior and overall health before proceeding to any other step.

- Intake and Care
 - All age groups will have fecal test to determine any parasites within the animal followed by dewormer, flea/tick treatment, if needed, and a Bordetella vaccine. Upon initial evaluation, animals will be housed accordingly in regards to health and overall condition.
 - Each animal (falling into safety category) will be given a bath with appropriate shampoos (flea/tick, medical, or regular), followed by either brushing, cutting out matts, or shaving. Cats will be given dry shampoo baths, if possible, to prevent any further stress and safety for the employee.
 - Animals will be given appropriate vaccines upon intake and monitored closely for vaccination reactions, unless owner surrender provides proof of current vaccination records.
 - Each animal will be provided with a fully disinfected cage and given clean bedding and accessories. Once a day all bowls and accessories will be

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- changed and properly cleaned. Kennels/cages will be cleaned twice a day with disinfectants with a mop or new rag/cloth for each individual space. All laundry will have specific locations to be placed in each room to prevent cross-contamination.
- Animals will stay in their locations (inside and outside location) until they require medical quarantine or are adopted. Once an animal leaves their assigned space for any reason, their space will be fully disinfected to prevent contamination of future animals.
 - Dogs 8 months and older will be tested for heartworms if they are approved for adoption or if the receiving rescue requires test prior to transport.
 - Isolation Room
 - Isolation rooms will be utilized for any serious infections or diseases which may occur (parvo, ringworm, etc.) Again, each animal brought into the room will receive a fully disinfected and cleaned cage. Twice a day the cages/kennels will be cleaned and provided fresh bedding. All bowls will be washed once a day unless soiled throughout the day. All bodily fluids will be cleaned by rag/cloth that will then be rinsed out before placing in assigned laundry basket with liner.
 - All materials in this room will never leave isolation room. Laundry will be cleaned and stocked with separate units in the room.
 - Before attending to other sick animal(s), the person will be required to spray/clean gloves and any material the previous animal touched, to prevent cross-contamination
 - The public will not be allowed to view this room due to contamination issues, and any employee that enters this room will not be allowed to handle the other animals in the facility. Proper attire of gowns, shoe covers, and gloves will be required and either disposed of or thrown in laundry after use. Before exiting isolation, the person will be required to spray disinfectant on all normal clothing that was covered by gowns, gloves, and shoe covers. They will also be required to wash hands before leaving the room.
 - Proper cleaning
 - All bowls will be cleaned by dishwasher or by a sink filled with a diluted bleach concentration and then cleaned with a rag/cloth and soap. Each bowl that is hand washed will be towel dried or allowed to air dry before placing back in stock
 - All laundry will be designated to specific laundry baskets placed in each room. Laundry will run throughout the day in small loads to ensure proper disinfection has occurred and on cold temperature. If materials entering the machine are soiled; materials will be rinsed out and then placed in machine. Once a month the machines will run on an empty cycle with disinfectant to clean and maintain the lifespan of the machine.
 - All kennels that have fecal matter will be scooped and disposed of properly to the designated trashcans. Trash will be changed twice a day to contain smells.

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- If a hose is needed to direct matter to drains, only low-pressure water will be used to prevent spraying and contamination.
- Isolation room materials will never leave the room unless to dispose of and will be cleaned in isolation.
- All carriers used to transport an animal will be taken apart and fully disinfected before being used again for another animal.
- Once a week, all rooms are to be properly disinfected and cleaned to maintain cleanliness, proper care of the building, deter unpleasant smells, and an overall well-being to employees and the public.
- Outbreaks
 - In the event that an outbreak of infection occurs, all animals infected will be quarantined and treated with the proper medical procedures directed by a veterinarian.
 - All areas that the infected animal had encountered would be fully disinfected before allowing new animals to enter.
 - If at all possible, minor medical outbreaks will be treated by willing foster homes. They will be given guidelines on how to properly clean all areas the animal will encounter and given any veterinarian instructions that the animal would have.

Background and Experience:

Mississippi Critterz was established in April 2018 and currently continues to operate as an all-volunteer organization comprised of the Board of Directors which organizes all facets of animal intake, data entry, fosters, animal care, adoptions, transports to partner organizations, website, and social media outlets. Although, Mississippi Critterz is a newly formed organization, the Board of Directors brings a vast amount of knowledge, experience, and expertise in the operation of animal care, business operations, and marketing/public outreach. The Board of Directors is comprised of the following:

Executive Directors:

Gail Brown, OTR/L, President - Gail is a native of the Oxford/Lafayette county community. She has lived in this area all of her life, excluding 2 years, which she resided in Jackson, MS while obtaining her Bachelor of Science in Occupational Therapy. Gail has an extensive history in the animal welfare field which began in 2007 upon becoming a member of the Board of Directors for the Oxford-Lafayette Humane Society. She served on the OLHS Board until 2017 and was a very active member in all aspects of the shelter's daily operations, fundraising, animal transport, data management system utilizing PetPoint, community outreach, and Animal Control Services. On occasion, she assisted City and County Law Enforcement for instances of animal neglect and vicious dog intake. Additionally, she formed a statewide organization initially organized in 2009, Mississippi - Fighting Animal Cruelty Together, and lobbied to get the first recorded felony offense cruelty law passed in 2011 which is current law entitled the "Mississippi Dog and Cat Pet Protection Law of 2011."

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Brandee Ledene, Vice President - Brandee Ledene has worked in the animals services industry since 2014, covering all aspects possible. She worked at the Oxford Lafayette Humane Society from November 2014, until July 2017. During this time, she served as a kennel attendant for all rooms, administered medical exams and tests for all animals, and served as an adoptions counselor, transport coordinator, and office manager. She also coordinated multiple foster and fundraising opportunities during her time working with the facility. She currently works at Pampered Paws, and has been employed there since July 2017. She began as a Caregiver and a Hospital Helper, and is now the Resort Coordinator, handling all day to day activities concerning the vastly growing resort. Brandee has her Bachelor of Science in Criminal Justice with an emphasis in Law Enforcement, and aspires to one day create her own task force battling animal cruelty and abuse within the Southeastern area of the country. She is beneficial in all aspects of running an ethical, effective and beneficial business that will successfully serve the Oxford/Lafayette county area.

Natascha Tehen Scott, Ph.D., Treasurer - Natascha moved to Oxford in 2002 to start a job as a research scientist at the Natural Center for Natural Product Research, University of Mississippi, where she currently is still employed. Since 2003 she has remained an active staff advisory member of the student organization, Feral University Rebel Rescuer (FURR) that maintains the community cat population on the Ole Miss Campus. Natascha has co-founded the no-kill, non-profit group, 9 Lives Cat Rescue in 2006 and resided as the group's President since 2010. She has an extensive history in all aspects of the rescue group's daily operations, fundraising, grant writing, animal transport, community outreach, and is an experienced trapper of community cats. The 9 Lives Cat Rescue team has successfully applied the non-lethal Trap/Neuter/Return (TNR) method in the city of Oxford to help reduce the overpopulation of community cat colonies in the Oxford area. Natascha and her 9 Lives Cat Rescue team are well known throughout this area to assist the community with cat related issues. In 2016 she relocated to Senatobia, MS and commutes Monday through Friday and some weekends to Oxford for animal related events.

Aynslee Smith, Secretary - Aynslee is a native of Oxford, MS. She graduated from the University of Mississippi in 2009 with a B.B.A. in Marketing. She also attended the University of Memphis Architecture program to obtain an interior design degree. Aynslee serves as the visual merchandiser, buyer, and marketing designer for Chaney's Pharmacy. In 2015, she established her own design business, Aynslee Smith Designs. She has fundamental talents essential in the marketing, public outreach, and commercial design, as well as extensive experience with her involvement in a family owned and self-managed business. Aynslee's love and compassion is strong to benefit the welfare and care of the homeless animals in our community. Her immense abilities to promote the mission for Mississippi Critterz in an array of areas will promote the success of this organization within the Oxford community.

Board Members:

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Barry Scott – Barry is a Certified Public Accountant (CPA) and University of Mississippi alumnus who has been active in animal rescue since 2011. Barry assists the board with business and financial decisions. He has resided in Senatobia, MS since 2016.

Rushton Mayo – Rushton has predominantly resided in Oxford since 1990. He graduated from the Oxford School District. After attaining his BA in Business with an emphasis in Marketing from the University of Mississippi, he returned to web programming and started his first of company. Rushton's first introduction to animal rescuing was in 2001. Since then he has been an avid animal safety proponent. His energy for animal welfare coupled with his years of web and print marketing will drive forward Mississippi Critterz's programs in a streamlined manner utilizing evolving technologies.

Kayla Shaver – Kayla has resided in Oxford, MS since 2004. She graduated from the University of Mississippi with a B.S. in Biology and a minor in Chemistry. Kayla has worked for the Animal Clinic of Oxford since 2011. Her main occupation is Surgical Technician, but also assists in farm calls, Veterinarian Technician, and all other areas within the clinic. Over the years, Kayla has furthered her animal experience by training dogs, pet sitting, and in 2018 began aiding with Hunt Test clubs as a Veterinarian Technician on hand. Her experiences through both the Clinic and through the public can aid Mississippi Critterz in working better with the surrounding clinics and schools, while also helping in bringing awareness to the public on the importance of spay/neuter, behavioral issues, and overall health of the animals within the community.

Mississippi Critterz was recently established and this contract will represent the organization's first contracted work as an entity. However, the organization has been formed with a group of Board Members who are highly committed to the success of the organization and the success of the City's shelter in animal intake, animal care, animal control operations and animal service programs.

Since beginning intake of animals in late-June of 2018, Mississippi Critterz has secured intake of animals from the Oxford/Lafayette County area to provide necessary vaccinations, foster homes, spay/neuter surgeries, adoptions, and animal transfer/transports. Additionally, MS Critterz has performed public outreach utilizing Facebook, Instagram, and Twitter. Adoptions have included transport to Animal Clinic of Oxford for Spay/Neuter Surgeries and rabies vaccinations. Transports have been coordinated and conducted to transfer to Partnering Rescue Organizations. Board representatives participated in the Mississippi Statewide Craft Show in Pearl, MS as the chosen charity to benefit from proceeds to this organization. Additionally, Mississippi Critterz has hosted a Low Cost Feline Spay Day with Bottletree Animal Hospital in Oxford, MS and participated in the University of Mississippi "Get Involved" event on the Ole Miss campus to encourage students to volunteer in various aspects to this organization. Partnered with the local Petsmart, MS Critterz has participated in the Petsmart Charities National Adoption Weekend.

Partnership/Agreements with Outside Agencies:

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Mississippi Critterz has partnered with the following organizations to provide low cost spay/neuter services, adoption events, donor drives and/or donation of pet supplies/food, and rescue/transport organizations to lower animal populated areas for adoption:

Veterinarians to offer low cost spay/neuter:

Animal Clinic of Oxford	Oxford, MS
Bottletree Animal Hospital	Oxford, MS
Mississippi State Veterinary Medicine	Starkville, MS

Local Business' to Host Off-Site Adoption Day Events:

PetSmart	Oxford, MS
Chaney's Pharmacy	Oxford, MS
Homeward Bound – The Spaw	Oxford, MS

Local Business' to offer pet supplies and/or pet food:

PetSmart	Oxford, MS
WalMart	Oxford, MS
Chaney's Pharmacy/Aynslee Smith Designs - donations secured from retail suppliers of business	Oxford, MS

Rescue/Transport 501(c)3 Organizations (additional partners - ongoing)

9 Lives Cat Rescue	Oxford, MS
Feral University Rebel Rescuers	Oxford, MS
Cats of Catnip Row	Oxford, MS
Companion Pet Rescue & Transport of West Tennessee	Jackson, TN
HappiDog Animal Rescue	Memphis, TN
Lucky Dog Animal Rescue	Washington, DC
National Great Pyrenees Rescue	New Orleans, LA
Petsmart #1965	Stoney Creek, ON - Canada
Russell's Rescue	Columbia, TN
Southern Paws Virginia Animal Rescue	Winchester, VA
Twice Purrfect Feline Rescue	Littleton, CO
Wolftrap Animal Rescue	Washington, DC

Business Model: Our goal as a business is much broader than serving as just an animal shelter, but to promote education into the community in regards to appropriate animal care, the importance of spay/neuter throughout all areas within our community to prevent unwanted litters, to provide more affordable low cost spay/neuter assistance to the public, and involving the community to work toward a common goal to reduce the overpopulation of unwanted litters.

Litigations: There have been no past, current, or pending litigations for MS Critterz.

Injury of staff or public by Animal: There have been no incidents of injury to any of the Board of Directors nor public volunteers for MS Critterz.

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Data Management Systems: Current board members have experience in utilizing animal data management systems using PetPoint and RescueGroups.org.

Experience with Animal Control and Public Sector Agencies: Current board members have experience in working with ACO Officers, acted in place of ACO officer, in times of need for public calls, and worked with law enforcement in neglect and vicious dog attack in securing animals.

Staffing: Currently, MS Critterz is an all-volunteer organization and has no paid employees. Staffing plan is addressed below, with procedures to address staff and volunteer training in attached MS Critterz Standard Operations Manual.

Subcontractors will be utilized accordingly to specified areas needed based upon availability to provide services within an animal operated facility, recommendations, and most cost effective manner to seek bids from various subcontractors, if applicable.

Mississippi Critterz's Board of Directors come from a wide-range of backgrounds in various areas. This brings forth a host of possible opportunities to reach out to the community for support within the community, allowing our organization to operate many fundamental aspects at little to no cost from the family, friends, and within the community.

Proposed Cost:

With this proposal, it is Mississippi Critterz intent for the City contract to pay all of the minimum necessary standards for performing the shelter duties for intake of animal(s) within Oxford City Limits. The organization will then utilize fee-for-service revenue streams, donor development, fundraising events and activities, and grant writing to all become part of MS Critterz funding strategy. MS Critterz strategic planning will include targeted development goals for funding of various programs and projects for each fiscal year. Upon initial takeover of the Animal Control Services and shelter operations, MS Critterz requests that the City pay 1/4th of the contract (3 months of the total of the first year) upon the initial takeover of the Animal Control Services and shelter operation, in order to assure a smooth transition for staff and to ensure there are appropriate vaccinations for all animals immediately upon taking over the contract. The remaining 3/4ths of the contract can then be amortized over the remaining 11 months of the contract.

Budget Proposal:

Three Year Budget Proposal – See Appendix A Proposed Budget

One Year Annual Budget – See Appendix A Proposed Budget
Staffing Plan/Cost

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It is projected in order to sustain a clean, safe, and healthy environment for the animals, employees, volunteers, and the general public, the following staffing plan is recommended:

- ▶ Shelter Director
- ▶ 1 Full-time Receptionist (40 hours per week)
- ▶ 1 Adoption Counselor/Transport Coordinator – (30 hours per week)
- ▶ 1 Full-time Kennel Attendant Supervisor (40 hours per week)
- ▶ 1 Full-time Kennel Attendant (40 hours per week)
- ▶ 2 Part-time Kennel Attendants – (20 hours per week)
- ▶ 1 Full-time Animal Control Officer
- ▶ 1 Part-time Animal Control Officer

*Will discuss additional staffing through Ability Works for clerical and cleaning staff and use of volunteers for assistance.

Volunteers will be utilized for cleaning, such as sweeping, mopping, dishwashing; office assistance, such as answering calls, greeters for public assistance; socializing animals, photography, fundraising events, adoption days, and donor drives. Other areas will be utilized upon need.

Budget and Cost Methodology:

Kennel Attendant	\$7.75 hr
Receptionist	\$8.25 hr
Adoption/Transport Coordinator	\$8.50 hr
Kennel Attendant Supervisor	\$9.50 hr
ACO – 1 Full-time	\$27,000 yr
ACO – 1 Part-time	\$ 6,300 yr
Shelter Director	\$30,000 yr

Animal Cost Methodology – average cost per animal \$78.00.

Canine – for average 10-day period cost limited to, but in totality of,
2 DHHP's Vaccinations
1 Bordetella Vaccination
2 doses dewormers,
1 Rabies Vaccination
Pet Food
Staff Care

Feline – for average 10-day period cost limited to, but in totality of,
2 FVRCP's Vaccinations

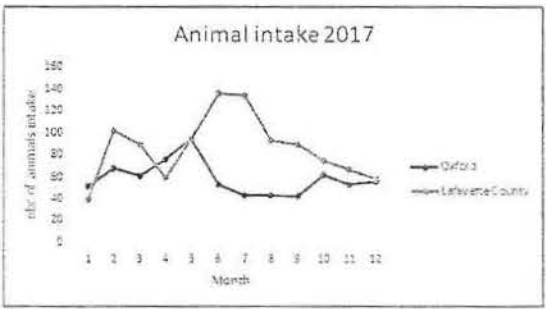
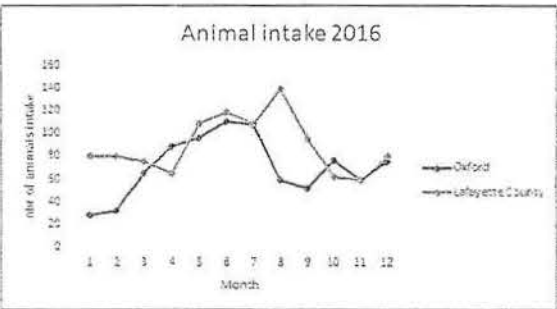
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2 doses dewormers,
1 Rabies Vaccination
Pet Food
Staff Care

Mississippi Critterz feels that the contract renewal price should be adjusted each year to reflect changes in inflation on average at 3% per year.

Oxford City Limits/Lafayette County Animal Intake Ratios



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Budget

	% Increase	First 6 Months	Year 1	Year 2	Year 3
Beginning Balance			0	\$ 72,908.13	\$ 108,252.57
Revenue	3%				
Contributions		\$ 30,000.00	\$ 60,000.00	\$ 75,000.00	\$ 90,000.00
Spacial Events		\$ 25,000.00	\$ 50,000.00	\$ 70,000.00	\$ 85,000.00
Contract Fee City of Oxford		\$ 31,484.70	\$ 62,969.40	\$ 64,858.48	\$ 66,804.20
Contract Fee Lafayette County		\$ 46,419.75	\$ 92,839.50	\$ 95,624.69	\$ 98,493.40
Shelter income: Spay/Neuter program, adoption program		\$95,641.82	\$ 201,595.00	\$ 207,642.85	\$ 213,872.14
Total Revenue		\$ 132,904.45	\$ 467,403.90	\$ 513,126.02	\$ 554,169.80
Expenses	3%				
Accounting and legal fees		\$ 1,000.00	\$ 500.00	\$ 515.00	\$ 530.45
Advertising and fundraising expenses		\$ 3,500.00	\$ 6,000.00	\$ 6,180.00	\$ 6,365.40
Automobile		\$ 10,000.00	\$ 15,000.00	\$ 15,450.00	\$ 15,913.50
Hardware and Software		\$ 1,467.50	\$ 2,935.00	\$ 3,023.05	\$ 3,113.74
Insurance business		\$ 16,496.50	\$ 32,993.00	\$ 33,982.79	\$ 35,002.27
Equipmant and supplies		\$ 14,000.00	\$ 19,876.04	\$ 20,472.32	\$ 21,086.49
Misc. Expenses		\$ 3,078.86	\$ 6,157.72	\$ 6,342.45	\$ 6,532.73
Payroll and Taxes			\$ 17,705.00	\$ 18,236.15	\$ 18,783.23
Salaries and Wagas	2%	\$ 72,860.00	\$ 145,720.00	\$ 148,634.40	\$ 151,607.09
Repairs and maintenance		\$ 1,801.52	\$ 3,603.04	\$ 3,711.13	\$ 3,822.47
Staff Training		-	\$ 1,000.00	\$ 1,030.00	\$ 1,060.90
Veterinarian Service		\$ 55,367.31	\$ 83,005.97	\$ 85,496.15	\$ 88,061.03
Veterinarian Supplies		\$ 25,000.00	\$ 60,000.00	\$ 61,800.00	\$ 63,654.00
Total		\$ 204,571.69	\$ 394,495.77	\$ 404,873.44	\$ 415,533.30
Ending Fund Balance			\$ 72,908.13	\$ 108,252.57	\$ 138,636.50

Salary and Wages

	Full-Time Animal Control Officer	Part-Time Animal Control Officer	Director	Full Time Kennel Supervisor	Adoption & Transport Coordinator	Receptionist	Part-Time Kennel Attendant	Part-Time Kennel Attendant	Part-Time Kennel Attendant	Total \$\$
Salary/ Hourly Rate	\$27,000.00	\$ 6,300.00	\$ 30,000.00	\$ 9.50	\$ 8.50	\$ 8.25	\$ 7.75	\$ 7.75	\$ 7.75	
Weekly Hours	-	-	-	40	30	40	40	20	20	
Yearly Weeks	-	-	-	52	52	52	52	52	52	
Yearly Salary/Wage	\$27,000.00	\$ 6,300.00	\$ 30,000.00	\$ 19,760.00	\$ 13,260.00	\$ 17,160.00	\$ 16,120.00	\$8,060.00	\$8,060.00	\$145,720.00
6 month period	\$13,500.00	\$ 3,150.00	\$ 15,000.00	\$ 9,880.00	\$ 6,630.00	\$ 8,580.00	\$ 8,060.00	\$4,030.00	\$4,030.00	\$ 72,860.00

Business Plan Mississippi Critterz

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Executive Summary

Mississippi Critterz is a nonprofit 501(c)(3) animal welfare organization dedicated to rescuing homeless dogs, cats, and other from the Oxford/Lafayette County area. By working with a network of volunteer advocates, foster caregivers, local veterinarians, and shelters/rescue groups, Mississippi Critterz is able to rescue hundreds of animals every year. We provide these animals with care, shelter or temporary homes until we can place them into their permanent homes. We also serve as a resource to our community by providing information on pet ownership, including resources for low cost spay/neuter surgeries, positive behavior training, nutrition, veterinary care, and community cat management. We believe that no animal should be mistreated and are working towards the day when no companion animal is euthanized for lack of a home.

Mississippi Critterz was founded in 2018 by a group of animal advocates in Oxford to provide an alternative to the Oxford Lafayette Humane Society (OLHS). Mississippi Critterz was formed to rescue as many stray and homeless animals as possible by partnering with out of state rescues and shelters. In addition to transferring homeless animals from Oxford/ Lafayette county, we

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have a fostering network to place the animals in temporary homes and adopting them out. We also have partnered with PetSmart (store 2148) in Oxford, which provides us with cat cages and adoption events at their facility on 2303 Jackson Ave W Oxford, MS.

Board of Directors

The Board of Directors of Mississippi Critterz consists of seven individuals from varying backgrounds.

Gail Brown is President of the board. Ms. Brown has over 10 years of experience in the animal welfare field which began in 2007 upon becoming a member of the Board of Directors for the Oxford-Lafayette Humane Society. She served on the OLHS Board until 2017 and was a very active member in all aspects of the shelter's daily operations, fundraising, animal transport, data management, and Animal Control Services.

Brandee Ledene is the Vice President and has worked in the animal services industry since 2014. She worked at the Oxford Lafayette Humane Society (OLHS) for three years where she acquired experiences in all aspects of the daily management of shelter activities, such as kennel attendant, giving medical exams, adoption counselor, transport coordinator, fundraising organizer, and office manager.

Natascha Techen Scott, Ph.D., is the Board Treasurer. She has co-founded the no-kill, non-profit group, 9 Lives Cat Rescue in 2006 and resided as the group's President since 2010. She has an extensive history in all aspects of the rescue group's daily operations, fundraising, grant writing, animal transport, community outreach, adoptions, counseling with cat issues, and is an experienced trapper of community cats. The 9 Lives Cat Rescue team has successfully applied the non-lethal Trap/Neuter/Return (TNR) method in the city of Oxford to help reduce the overpopulation of community cat colonies in the Oxford area. Dr. Techen works as a research scientist at the Natural Center for Natural Product Research, University of Mississippi.

Aynslee Smith is the Board Secretary. She graduated from the University of Mississippi in 2009 with a B.B.A. in Marketing. Ms. Smith serves as the visual merchandiser, buyer, and marketing designer for Chaney's Pharmacy, Oxford MS. In 2015, she established her own design business, Aynslee Smith Designs. She has fundamental talents essential in the marketing, public outreach, and commercial design, as well as extensive experience with her involvement in a family owned and self-managed business.

Board member **Barry Scott** is a Certified Public Accountant (CPA) and University of Mississippi alumnus who has been active in animal rescue since 2011. Mr. Scott assists the board with business and financial decisions.

Board member **Rushton Mayo** graduated with a BA in Business with an emphasis in Marketing from the University of Mississippi. After that he returned to web programming and started his first of company. His energy for animal welfare coupled with his years of web and print marketing will drive forward Mississippi Critterz's vision in a streamlined manner utilizing evolving technologies.

Board member **Kayla Shaver** graduated from the University of Mississippi with a B.S. in Biology and a minor in Chemistry. Ms. Shaver has an extensive experience as Surgical Technician, in farm calls, as Veterinarian Technician, and all other areas within the veterinarian Animal Clinic of Oxford. Ms. Shaver has furthered her animal experience by training dogs and pet sitting.

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Organizational Structure

Mississippi Critterz is organized exclusively for charitable and educational purposes of companion animal rescue. The organization is not-for-profit and obtained 501(c)(3) status from the IRS in 2018. We are committed to fiscal responsibility and conduct independent audits in compliance with state law.

Ms. Gail Brown serves as board president of Mississippi Critterz, overseeing the day-to-day operations. In addition to Ms. Brown, the organization has very active board members managing surrender prevention, coordinating spay/neuter surgeries prior to adoptions, managing social media outlets and online database, recruiting and coordinating foster homes and volunteers, organizing and managing events.

Mississippi Critterz is currently an all-volunteer based rescue without any paid employees. If awarded with the City of Oxford Contract for Animal Control we will hire full and part-time receptionists, an adoption counselor/transport coordinator, full and part-time kennel attendants, and full and part-time animal control officers. Fundraising, grant applications, volunteer and foster recruitment is and will be performed by the board members or volunteers that want to do so.

Mississippi Critterz has already partnered with PetSmart in Oxford to provide spaces to keep some of the organization's adoptable animals. As we obtain additional space and foster homes, the organization will also expand its staff and volunteer base.

Services

Mississippi Critterz fosters, adopts out, and transfers to other rescues dogs and cats who are currently homeless or unwanted by accepting owned animals and picking up strays from the Oxford/Lafayette County community. All animals in our care are checked for common diseases, assessed behaviorally, provided with necessary medical care, vaccinated and altered before they are adopted into permanent homes. We have several board members and volunteers and who are knowledgeable about common dog and cat behavior issues and are available to advise all foster providers and adopters. For our Surrender Prevention Program, we offer advice to residents with cat or dog related issues so the animal can stay in its home.

In addition, we partner with other community resources such as veterinarians who are willing to give us a discount for spay/neuter surgeries, local stores to provide free pet food, and the local PetSmart to have adoption events.

Good customer service is a cornerstone of our philosophy. We want every person who encounters the organization to feel like he or she has been folded into our family. We also want to get the animals out of our care and into their permanent homes or on transport to other rescues as quickly as possible so that we may save even more lives. We are committed to making the adoption process as seamless as possible.

Intake and Humane Capacity

Mississippi Critterz obtains all its animals from the Oxford/Lafayette County community. The animals come to us as stray intake or owner surrenders.

We take as many animals as we can while still ensuring that all animals under our care are receiving all Five Freedoms*. We take care to ensure that we are not overwhelmed with the

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number of difficult cases or animals in general. While we will always take back an animal we adopted out, we provide resources to encourage adopters to rehome the animal on their own. Interested potential adopters have to undergo our adoption application process.

Mississippi Critterz takes care to ensure that we do not exceed our humane capacity, which means that animals are provided with all Five Freedoms* while in our care. We have ongoing conversations with foster providers to determine their capacity and we do not exceed those limitations. Specifically, we consider the number of pets in a home (their own plus any fosters), special medical issues, special behavior issues, pregnant animals, mothers and their babies as well as other issues.

Once we are at capacity with foster homes or we don't have suitable foster homes available for an animal, we do not bring any additional animals into the rescue until a space at an appropriate foster home opens up or we recruit a new foster provider. If Mississippi Critterz will be awarded the facility on 413 McElroy Drive Oxford, MS we will keep animals that cannot go to a foster home at the facility.

We also ask foster providers to send the foster coordinator a brief weekly report with any health or behavior concerns so that we can stay ahead of any problems.

*The Five Freedoms. Freedom from Hunger and Thirst. By ready access to fresh water and diet to maintain health and vigor. Freedom from Discomfort. Freedom from Pain, Injury or Disease. Freedom to Express Normal Behavior. Freedom from Fear and Distress.

Adoptions

Our goal year is to become a no-kill shelter (90% live release rate). In addition to promoting animals through Petfinder.com, our website and social media channels, the main way for potential adopters to meet and adopt our animals is through our adoption events at PetSmart in Oxford. We try to have between 6-10 cats and dogs at the adoption events.

We would like to hold more adoption events at other locations and partnering events and are actively looking for volunteers interested in running adoption events.

All animals attending the adoption event are current on their shots, spayed/neutered and free of any communicable illnesses. Animals should be in our organization and healthy before they are allowed to attend an adoption event. We generally require that all animals attending an adoption event behave well in unfamiliar areas and can co-exist with other animals. We will not allow, for example, a dog to attend an adoption event if that dog is highly reactive to other animals. Cats need not be as well socialized with other animals as they are all in cages for the duration of the event, unless a potential adopter is interested in meeting one.

For animals that do not go to adoption events, we help them through other advertising channels, such as continued promotion on our social media pages.

Fostering

Fostering animals in need of permanent homes is an essential part of this organization. Indeed, without our network of foster homes, Mississippi Critterz would have been unable to take in the number of animals that have found their permanent homes or went on transport through the organization.

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Once foster caregivers go through an orientation process, animals may be delivered to their homes. We also provide foster providers with contact information for emergencies and questions. We will always find a new foster home for a pet when requested by a foster provider. Foster responsibilities and procedures are explained to every foster provider before they bring any of our animals into their home.

Humane Education/Surrender Prevention

While our goal is to get as many pets into homes as possible, we want to keep them there for the remainder of the pets' lives.

When an adopter wants to return a pet or when a member of the public wants to surrender a pet, we first attempt to resolve the issue by providing behavior and medical resources. If that does not work, we will always take back a pet we have adopted out.

Market Analysis

According to The Humane Society of the United States, approximately 2.4 million healthy, adoptable companion animals are euthanized in the United States annually. The goal of Mississippi Critterz is to help every homeless pet in our community find a home and reduce the number of companion animals that are euthanized. We know we cannot do this on our own and have enlisted the help and resources of other local rescue groups, trap-neuter/spay-return ("TNR") groups, veterinarians, and other community advocates to help reduce the number of homeless animals, find new homes for ones that are in need and prevent pets from being surrendered into the shelter and rescue group system in the first place.

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SWOT Analysis

Strengths:

- Work collaboratively with other organizations to increase chance of reducing the homeless animal population on a community level
- Overhead is reduced by dispersing animals into foster homes

Weaknesses:

- Without a physical location we are limited in intake
- We were just recently founded and need to expand our network of donors, foster homes, and active community members
- Requires a significant amount of funding dependent on donations and fundraising events
- Requires significant dedication from a volunteer staff

Opportunities:

- Build additional relationships with community animal advocates
- Increase staff and volunteer knowledge regarding community education
- Increase presence in rural and economically disadvantaged populations
- Can grow the organization without space constraints based on the number of foster homes available
- Can grow the organization and their intake if location at 413 McElroy Drive Oxford, MS is awarded to MS Critterz

Threats:

- Failing to acquire necessary funding to sustain the program will limit the number and type of animals we can accept and medical cases that we can treat
- Failing to properly manage and sustain a team of volunteers, staff, and foster providers will limit our ability to run the organization effectively
- Failing to maintain capacity will cause harm to the animals

Funding

Mississippi Critterz will fund its operations with City of Oxford and Lafayette County contract fees, adoption fees, fundraising events, donations, corporate matching programs and grants. Once awarded the City Animal Control contract and 413 McElroy Drive Oxford, MS location we will hire full and part-time receptionists, an adoption counselor/transport coordinator, full and part-time kennel attendants, and full and part-time animal control officers. As such, the vast majority of funds will go towards either caring for the animals in our charge or salary and wages. Spay/neuter program and adoption fees are expected to account for approximately 44% of income.

In general, MS Critterz will encourage foster providers to provide their own resources for the daily care of their foster dog or cat (e.g., food, bowls, litter, litter pans, toys, bedding) but will assist with the necessities if needed. In addition, Mississippi Critterz will provide collars, leashes and all veterinary care, as long as the foster uses the approved veterinarians. These expectations are clearly explained to foster providers at time of animal pick up by the fosters.

Mississippi Critterz keeps supplies on hand at a local storage unit and will have supplies at the facility on 413 McElroy Drive Oxford, MS if awarded. Additionally, PetSmart has agreed to

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provide supplies (e.g., food, litter, litter pans, toys, cleaning supplies) for the cats that we keep in their store.

As such, the bulk of our expenses will be for veterinary care, staff, transport, adoption events and advertising. We have teamed up with two local veterinarians (Animal Clinic of Oxford and Bottletree Animal Hospital) who give us highly discounted rates for examinations, treatments, and spay/neuter surgeries. Additionally, we teamed up with the Mississippi State University College of Veterinary Medicine that will have animals altered at no cost.

The budget for 2018-2021 is found at **Appendix A**.

Marketing Plan and Strategy

Our marketing strategy is based on exposure from social media as well as developing relationships with local vendors and media outlets.

Mississippi Critterz has registered the domain name www.msccritterz.com. The website contains all the basic information regarding the organization (e.g., tax-exempt status, contact information, who we are, adoptable animals, where the animals come from, adoption application, request for volunteers, request for donations).

We utilize Facebook, Twitter, and Instagram to promote our animals, adoption events and fundraisers as well as to request donations. Our goal is to achieve a growth of 1,500 followers by the end of the year 2018, and raise \$110,000 for both general funding and specific medical cases by the end of 2019. We will also create a regularly published newsletter that we send to supporters and place at local participating veterinarian clinics. The newsletter includes updates on some of the animals we have saved, pet behavior tips, and other general information about Mississippi Critterz. Each newsletter has a call to action requesting a donation, which promises to be a successful way to raise funds.

One of our volunteers is a retired professional photographer and he will be in charge of photographing animals for our animal data management system and for publication on social media. Fosters are responsible for providing pictures of their charges. In terms of volunteers, donors, foster providers and adopters, people in the Oxford/ Lafayette community are our target audience. We plan on partnering with local stores (not just pet stores, but also grocery stores, and community centers) to post flyers in order to reach this population.

We have the following marketing goals for 2018-2019:

Goal 1: To increase the number of online supporters to find new adopters, volunteers and donors.

- Target Audience: online communications
 - Strategy 1: Promote our website and social media outlets
 - Strategy 2: Plan and schedule for online postings for at least one per day
 - Strategy 3: Ask adopters to review Mississippi Critterz on Yelp
 - Strategy 4: Include a section on our web site dealing with pet issues

• Performance Measure: We had 664 online followers on August 23 and 815 online followers on September 19 of 2018. We would like to have 1,500 by the end of the year 2018.

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Goal 2: To increase partnerships with local vendors. We have three now and would like to increase it to eight by the end of the year 2018.

- Target Audience: local vendors
 - Strategy 1: Schedule meetings with 10 local businesses
 - Strategy 2: Plan adoption events in different parts of the community
- Performance Measure: Number of corporate partnerships in a year

Goal 3: To increase media coverage to at least 5 stories in media in 2018 to grow public awareness about the organization.

- Target Audience: TV, newspaper, online communications and general public
 - Strategy 1: Send out press releases
 - Strategy 2: Schedule media interviews (Oxford Eagle, Oxford Citizen, HottyToddy)
 - Strategy 3: Cultivate relationships with the media to become a resource for specific issues
- Performance Measure: We would like to have three stories in the media by the end of the year.

Fundraisers

All of the Mississippi Critterz board members are encouraged coming up with ideas for fundraisers and implementing the plans. At the beginning of the physical year MS Critterz will provide a fundraising plan which lays out the proposed events over the calendar year, how much each event will cost in terms of volunteers and funding and the amount we expect to raise from each event. Additional events can be added on the calendar at any time during the year. Our goal is to hold four small events and one major event bringing in \$110,000 in total by the physical end of 2019. We will reach out to local businesses to partner with them on these events as well as community support.

We also utilize an *amazon.com* wish list, which allows us to create a list of the exact items Mississippi Critterz needs. Donors can purchase items directly off the list and they are sent to the organization. We will also have food and supply drives Walmart and Kroger. We have found that many donors feel more comfortable purchasing specific items than donating money. The organization gains additional revenue through the AmazonSmile program, which allows supporters who shop on *amazon.com* to select Mississippi Critterz to receive a small portion of the price they pay for items purchased.

In addition, MS Critterz will sign up with the Kroger Community Rewards Program that makes fund-raising easy by donating to local organizations based on the shopping our Oxford/Lafayette county residents do every day. Also, the local PetSmart does week long food drives by asking patrons at the cash registers if they would like to donate leashes, bedding, litter, cans and bags of food to our organization.

Grants

Large grants are difficult to come by in the animal welfare world. All of our board members are encouraged to research various opportunities for grants, to write them, keep track of which grants

have been submitted and report which are successful. The grants we apply for are consistent with our strategic plan and long-term goals, such as low cost/free spay neuter surgeries and help with transport costs. In addition, all of the board members are encouraged to reach out to corporations and ask them for donations, either in funding or in products. We plan on applying for at least six grants (PetSmart, Maddie's Fund, ASPCA, Petfinder Foundation, etc.) and hope to be awarded \$15,000 (or the equivalent amount in products) by the end of 2019.

Euthanasia Policy

Mississippi Critterz provides a lifetime commitment to all animals that come into our care by arranging for a foster home until they are adopted into their permanent home. While we do not euthanize any animal for time or space, unfortunately, there are some instances where euthanasia is the best or only humane option for an animal in our care. Each animal is evaluated as an individual and assessed under the circumstances as a whole. Euthanasia is only considered after an appropriate investigation of other viable and reasonable options. The following outlines the circumstances in which we consider euthanasia for an animal in our care, how that decision is made and how it will be carried out.

Circumstances that may require euthanasia

Mississippi Critterz only considers euthanasia as an option for animals that are suffering mentally, emotionally or physically and have a poor prognosis; are experience unremitting pain or mental suffering that cannot be reasonably alleviated; or pose danger to other animals, themselves or people. Euthanasia is not an option we take lightly and it will be done only when it we have determined that is the only humane option for the animal.

Medical Issues

After consulting with a veterinarian and following his/her recommendations, we will consider euthanasia for an animal who has a poor prognosis, will have a long and painful rehabilitation process with little chance of a meaningful recovery, has an incurable debilitating illness or is not responding to the available treatment.

Behavioral Issues

If an animal has a history of unprovoked biting and/or is exhibiting aggressive behaviors that pose unacceptable risk to other animals or people, we will euthanize the animal. In our opinion, if an animal is so aggressive that it poses a danger to other animals and/or people, life in a sanctuary is simply not a humane option. We will not transfer an animal to another rescue group or shelter to avoid the difficult decision of having to euthanize for a behavioral issue.

How we make the decision to euthanize

For standard medical cases, we will defer to the judgment of our veterinarians in making euthanasia recommendations. For those rare, controversial medical cases where the animal's quality of life may be unclear, the board of directors and shelter director will convene to evaluate the data, consult other resources if necessary and decide by a simple majority vote. The foster provider for the animal in question will also be allowed to participate in the discussion and request a vote.

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How the animal is euthanized

The foster provider or another representative from Mississippi Critterz will be responsible for taking the animal to one of the organization's partner veterinarians for euthanasia. Whenever possible and appropriate, the foster provider or other representative from Mississippi Critterz will remain with the animal during the entire process.

Intake Plan

All newly arrived animals, even those who go straight to foster homes where the home itself or a room within the home is the primary enclosure, must be isolated from all other animals for a minimum of 24 hours after arrival to ensure that there are no disease concerns. During that time, it is also important that the animal is housed in an area that can be properly and easily sanitized. Once the animal has arrived at its destination home within the organization, the facility director, foster provider or another volunteer should conduct a behavior assessment. Depending on where the animal comes from, the source shelter may be able to provide a medical assessment. Otherwise, an animal should also be medically assessed by a partner veterinarian. Observations made during the initial behavior assessment, along with any medical and identifying information, must be input into the database within five days of bringing the animal into our program. Any animal that is returned needs to be reassessed behaviorally and medically.

Information to be included in all records:

- Identifying information: name, species, microchip number, age, sex, breed, color, weight, distinguishing marks
- Medical: spay/neuter date, dates of most recent vaccinations, date of most recent rabies shot, any other medical issues
- Behavior assessment: Both dogs and cats should be evaluated for signs of aggression, biting, extreme fear, excessive shyness, housetraining, and any evidence of obedience training or willingness to obey commands. Animals should also be evaluated for behavior around other cats or dogs.
 - Dogs should be assessed using a behavior assessment tool. Dogs that are healthy and friendly with no need for medical or behavioral intervention should be put on the fast-track for adoption.
 - Cats should also be assessed using an assessment tool. Cats that are healthy and friendly with no need for medical or behavioral intervention should be put on the fast-track for adoption.

Any animal that needs time to improve, either medically or behaviorally, should be given sufficient time to do so. In addition, an individualized medical or behavioral plan should be created for each animal by the adoption counselor in conjunction with veterinarians, behavior experts and trainers. Every foster provider should be given a realistic assessment for the length of time an animal will need specialized care before the pet can be put on the fast-track for adoption. Once ready for adoption, the animal should attend as many adoption events as possible and be promoted heavily using social media and websites such as pet finder software such as petfinder.com.

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Owner Surrender Information

Collect the following information on every owner-surrendered pet your rescue takes in:

- Basic information

- Name, address and contact information of all owners
- Name, species, breed, sex, color, markings, age and weight of animal
- Reasons the animal is being surrendered
- Whether the pet is microchipped and, if so, the chip number
- Type, brand and amount of food the animal eats
- Activity level

- Medical information

- Name and contact information of veterinarian
- All veterinary records
- Whether the pet is spayed or neutered
- Date of most recent rabies shot
- Date of most recent vaccinations
- Any medical issues, including heartworm, distemper, FIV or FeLV

- Behavior information

- Any behavior issues
- If the animal has lived with children or other pets and, if so, how the animal behaves with them
- How the animal behaves around strangers
- Any housetraining issues
- Any prior bite issues
- Any behavior training completed

Conclusion

Although we are a young organization, we believe that collectively we have the experience, savvy and diversity to allow Mississippi Critterz to grow and flourish and be an asset to the Oxford/Lafayette community. While we are mindful of not overextending ourselves, we are looking forward to expanding in the future as resources allow.

For more information, please contact us at info@mscritterz.com.

Appendix B
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	% Increase	First 6 Months	Year 1	Year 2	Year 3
Beginning Balance			0	\$ 72,908.13	\$ 108,252.57
Revenue	3%				
Contributions		\$ 30,000.00	\$ 60,000.00	\$ 75,000.00	\$ 90,000.00
Special Events		\$ 25,000.00	\$ 50,000.00	\$ 70,000.00	\$ 85,000.00
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Payroll and Taxes			\$ 17,705.00	\$ 18,236.15	\$ 18,783.23
Salaries and Wages	2%	\$ 72,860.00	\$ 145,720.00	\$ 148,634.40	\$ 151,607.09
Repairs and maintenance		\$ 1,801.52	\$ 3,603.04	\$ 3,711.13	\$ 3,822.47
Staff Training		-	\$ 1,000.00	\$ 1,030.00	\$ 1,060.90
Veterinarian Service		\$ 55,367.31	\$ 83,005.97	\$ 85,496.15	\$ 88,061.03
Veterinarian Supplies		\$ 25,000.00	\$ 60,000.00	\$ 61,800.00	\$ 63,654.00
Total		\$ 204,571.69	\$ 394,495.77	\$ 404,873.44	\$ 415,533.30
Ending Fund Balance			\$ 72,908.13	\$ 108,252.57	\$ 138,636.50

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Standard Operating Procedures

BY-LAWS OF MISSISSIPPI CRITTERZ

ARTICLE I

Definitions and Construction

Section 1.01. DEFINITIONS: The following terms shall have the definitions listed below:

- (a) Act. - The Mississippi Nonprofit Business Corporation Act however codified in the Mississippi Code as existing or hereafter amended as well as any corresponding successor statutes.
- (b) Articles. - Means articles of incorporation and/or the charter of incorporation granted by the Secretary of State of the State of Mississippi.
- (c) Corporation. - Mississippi Critterz, a Mississippi nonprofit corporation.

Section 1.02. CONSTRUCTION. Any conflicts between the provisions of these bylaws, the non-discretionary provisions of the Act, and the charter of incorporation shall be resolved in favor of the Act, then the charter of incorporation, and then the by-laws.

ARTICLE II

NAME, LOCATION AND DURATION

Section 2.01. The name of this corporation is Mississippi Critterz.

Section 2.02. The principal and registered office of the corporation in the State of Mississippi shall be Mississippi Critterz, P.O. Box 2494 Oxford, MS 38655. The corporation may have such other offices, either within or outside the State of Mississippi as the Board of Directors may designate or as the business of the corporation may require from time to time.

Section 2.03 The Corporation may be perpetually renewed.

ARTICLE III

PURPOSES

Section 3.01. This corporation is a not for profit corporation organized pursuant to Mississippi Code Ann. § 79-11-101, et seq., and Section 501(c)(3) of the Internal Revenue Code of 1986.

Section 3.02. The purpose of Mississippi Critterz shall be to support responsible pet ownership by promoting spay/neuter, reduce animal cruelty and neglect, and to engage the hearts, hands and minds of the community to help create a healthy animal community. The mission of Mississippi Critterz is provide temporary shelter to stray, abandoned, and surrendered animals for the purpose of finding permanent suitable homes, to promote adoptions, to find foster homes, and to organize transports to reputable animal shelters/rescue groups to help reduce excessive euthanasia with the goal of no-kill (90% live release rate) within our community, provide referrals for low cost spay/neuter services from participating veterinarians, and the humane treatment of animals within the Lafayette County community.

Section 3.03. This corporation is created and shall be operated exclusively for charitable, literary, or educational purposes for the State of Mississippi. Such activities may be conducted by the corporation either directly or by contributions to organizations duly authorized to carry on charitable, scientific, literary, or educational activities for Mississippi Critterz. Notwithstanding any other provision hereof, this corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and its Regulations as they now exist or as they may hereafter be amended, or by an organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as they now exist or as they may hereafter be amended, and any other applicable legislation and regulations as may now or hereafter exist.

Section 3.04. Upon the dissolution of the corporation, its assets shall be used to pay any outstanding debts, liabilities or obligations. The remainder shall be distributed for one or more exempt purposes within the meaning of §501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code or as determined by the membership. Any such assets not so disposed of shall be disposed of by the chancery court of the county of which the principal office of the corporation is then located, exclusively for such purposes or to such organizations, as said court shall determine, that are organized and operated exclusively for such purposes.

ARTICLE IV

MEMBERS

Section 4.01. There shall be two classes of membership:

- (a) Board of Directors. Members who guide and direct the organization's policies and platform and must be dues paying members of the corporation. See Section 5.01.
- (b) Voting. Active, dues paying, members of the corporation. This group will consist of Committee Chairmen and other dues paying members of the corporation to vote in general elections for Executive Board member positions.

Section 4.02. General association is open to all who register with the corporation.

Section 4.03. A majority of the Officers must approve the denial of membership to any individual.

Section 4.04. All voting members must pay an annual fee of \$50.00 to maintain their voting rights.

Dues are by calendar year, January 1st through December 31st. Members must have paid dues at least 90 days prior to the annual

January meeting in order to vote in the election for Executive positions.

ARTICLE V

BOARD OF DIRECTORS

Section 5.01. Composition of the Board of Directors. A member of the Board of Directors must be an individual over the age of eighteen and an Officer of the Corporation. The Board of Directors shall be composed of no less than five and no more than nine members. The initial directors of the corporation shall be Gail Brown, Danielle Little, Brandee Ledene, Natascha Techen Scott, and Barry Scott, who shall serve as directors for an initial term of their position on the Executive Board and/or serve as an Officer of the Board, unless they resign, become incapacitated or are removed. Upon the death, resignation, or determination of incapacity of any director, the remaining directors shall continue to serve as the directors of the corporation and the vacancy shall be filled pursuant to Section 5.03. No member of the Board of Directors may serve more than two consecutive terms on the board.

Section 5.02. Change in Size of Board. The Board of Directors may, by its own resolution, increase or decrease the size of the Board of Directors at any meeting and the number so determined shall remain fixed until changed by a subsequent resolution. If the number is increased at a meeting other than an annual meeting, the new directors may be elected at the same meeting by a two-thirds vote of the directors. Unless removed as authorized in these by-laws, all directors shall hold office until their respective successors are elected and qualified.

Section 5.03. Vacancies. Vacancies in the Board of Directors shall be filled by an individual meeting the qualification requirements expressed herein and elected by a majority vote of the voting members serving on the residing Board of Directors. A vacancy or vacancies in the Board of Directors shall be deemed to exist in the case of death, resignation or removal of any director, or at the expiration of the directors' term. No reduction of the number of directors shall have the effect of removing any director prior to the expiration of his term of office.

Section 5.04. Resignation. Any director may resign at any time by giving written notice of his resignation to the Board at a meeting of the Board. Any such resignation shall take effect at the time specified therein or, if the time when it shall become effective shall not be specified therein, immediately upon its receipt. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. If the Board of Directors accepts the resignation of a director rendered to

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take effect at a future time, a majority vote of the Board of Directors shall have the power to elect a successor to take office when the resignation is to become effective.

Section 5.05. Removal. Any individual director may be removed from office with or without cause by vote of two-thirds of the directors entitled to vote at any meeting of the Board of Directors. In case any one or more directors be so removed, a majority vote of the Voting members shall have the power to elect a successor to take office immediately upon removal. If any director shall be removed from office, then the President will call a special meeting of the Voting Members within 30 days of such removal so that a director may be elected to fulfill the remainder of the term of the removed director.

Section 5.06. When Board May Declare Vacancies. The Board of Directors shall declare vacant the office of a director if he be declared of unsound mind by order of court, if convicted of a felony, or if within sixty (60) days after notice of his election if he does not accept such office in writing or does not attend a meeting of the Board of Directors.

Section 5.07. Salaries and Compensation. Members of the Board of Directors shall not be entitled to a salary for their service as members of the Board of Directors of the corporation.

Section 5.08. Proxies. Members of the Board of Directors are entitled to vote by use of proxy as long as written consent is given physically or electronically.

Section 5.09. Director Authority. Unless duly authorized by the Board of Directors, no director, in his capacity as such, shall individually take any action with respect to the corporation's administrative affairs.

Section 5.10. Duties of the Board of Directors.

(a) The directors shall have responsibility for the general management and control of the business and affairs of the corporation and shall exercise all powers that may be exercised or performed by a nonprofit charitable corporation under the laws of the State of Mississippi, the certificate of incorporation, and these by-laws. The power of the corporation shall be exercised by or under the authority of, and the business, affairs and property of the corporation shall be managed and controlled under, the direction of the Board of Directors which may exercise all powers of the corporation.

(b) The Board of Directors shall be responsible for formulating policy for the corporation.

(c) The Board of Directors shall not invest its assets in such a manner that jeopardizes carrying out the expected purpose of the corporation.

(d) The Board of Directors shall require that payments, distributions, and contributions are paid in accordance with Internal Revenue Code and regulations.

ARTICLE VI

QUALIFICATIONS FOR DIRECTORS

Section 6.01. Qualifications. Before any person can be appointed or elected as a Director, he or she must meet the following eligibility requirements:

(a) The individual shall be a member of the Organization for a period of at least 90 consecutive days;

(b) The individual shall be current in membership fees;

(c) The individual shall not have been convicted of any criminal felony, nor shall be arrested or convicted of any crime or offense to animals.

Section 6.02. Exceptions. If any person desiring to be a Director does not meet the eligibility requirements stated above, such person must first obtain a ratified waiver from the Nominating Committee, before being eligible to run for Director, or to accept a Director vacancy.

ARTICLE VII

NOMINATE BOARD DIRECTORS CITY OF EXTENDED ANNUAL MEETING

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Section 7.01. Nomination Procedure. Any person desiring to be on the election ballot for the Board and meeting the eligibility requirements herein, or needing to obtain a waiver of the eligibility requirements, may submit a resume with his or her name, address, telephone number and email, to the Chair of the Nominating Committee. The Nominating Committee shall make nominations for the Board to be elected at the Annual Meeting and report the same to the Secretary by the end of business on January 31 of each year.

Section 7.02. Certification of Names for Election. The Secretary shall certify that the applicant meets the eligibility requirements, or has received the ratified waiver from the Nominating Committee, and that the applicant has met the deadlines herein. Upon certification, the Secretary shall place the applicant's name on the election ballot at the Annual Meeting. The Board of Directors will publish a ballot at least 30 days prior to the vote.

ARTICLE VIII

EXECUTIVE BOARD

Section 8.01. Executive Board. The Corporation shall have an Executive Board which include; a President, Vice-President, Secretary, and Treasurer. The President will serve as the Chairman of the Board of Directors. Executive Board Members shall serve a term of twentyfour months, beginning June 1 of each year and ending May 31 two years later. The President and Secretary shall be elected on odd years beginning in 2019 and the Vice President and Treasurer will be elected on even years beginning 2020.

Section 8.02. Election. An individual must be a voting member (See Section 4.01) of the corporation to hold office. Voting members must be present to vote or may vote by absentee ballot by approved electronic methods. Nominations for Executive Board positions must be made in writing to the Board of Directors. The Board of Directors will publish a ballot at least 30 days prior to the vote, and submit such ballot to each voting member present at the annual meeting, as well as the approved electronic method for absentees. Ballots submitted by voting members present at the annual meeting, or by absentee ballot, will be eligible. If any officer resigns or has been removed or otherwise disqualified to serve, the Board of Directors may appoint interim officers in accordance with the provisions of Sections 5.03, 5.04, 5.05, and 5.06, and each shall hold his office until he shall resign or have been removed or otherwise disqualified to serve, or his successor shall be qualified.

Section 8.03. President. The President shall be the Chairman of the Board, and Chief Executive Officer of the corporation and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the corporation consistent with the express policies and goals of the corporation. The President shall preside at all meetings of the Board of Directors. The President is authorized to sign all documents requiring execution in the name of the corporation as may pertain to the ordinary course of the corporation's business and shall, with the Secretary, sign the minutes of all meetings over which he may have presided.

Section 8.04. Vice-President. In the extended absence or the disability of the President, the Vice-President shall perform all the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall have such other powers and perform such other duties as from time to time may be prescribed by the Board of Directors or the by-laws.

Section 8.05. Secretary. The Secretary shall keep or cause to be kept, at the principal office of the corporation or such other place as the Board of Directors may order, a book of minutes of all meetings of directors, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice thereof given, the names of those present at director's meetings, and the proceedings thereof. The Secretary shall give, or cause to be given, notice of all meetings of the Board of Directors required by the by-laws to be given, and he shall keep the seal of the corporation in safe custody. He shall also sign, with the President or Vice-President, all contracts, deeds, licenses and other instruments when so ordered. He shall make such reports to the Board of Directors as they may require and shall also prepare such reports and statements as are required by the laws of the State of Mississippi and shall perform

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such other duties as may be prescribed by the Board of Directors or by the by-laws. He shall attend to such correspondence and perform such other duties as may be incidental to his office or as may be properly assigned to him by the Board of Directors. The Secretary shall also maintain the roles of membership and officers.

Section 8.06. Treasurer. The Treasurer shall perform the duties of the Secretary in the case of his absence or disability and such other duties as may be specified by the Board of Directors. He shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation, including account of its assets, liabilities, receipts, disbursements, gains, losses, capital, and surplus. The books of account shall at all reasonable times be open to inspection by any director. The Treasurer shall deposit all monies and other valuables in the name and to the credit of the corporation with such depositories as may be designed by the President. He shall disburse the funds of the corporation as may be ordered by the President, shall render to the President and directors, whenever they require it, an account of all of his transactions as Treasurer and of the financial condition of the corporation, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the by-laws. The Treasurer shall not approve of organizational payments of bills or obligations greater than five hundred dollars without prior approval by vote from the Board of Directors. The Treasurer does have the authority to pay recurring expenditures greater than five hundred dollars for subscriptions, fees or taxes.

Section 8.07. Authority to Bind Corporation. Only the President or Treasurer of the corporation shall have the authority to cause the corporation to become obligated in any manner or form whatsoever except as may be prescribed by the Board of Directors.

ARTICLE IX

COMMITTEES

Section 9.01. Standing Committees. The President may designate such standing or other committees of the corporation as it deems appropriate and advisable. All actions of committees must be submitted to and approved by the President in advance of the action.

Section 9.02. Committee Chairman. The President shall appoint the chairman of any committees, and he shall serve at the pleasure of the President.

Section 9.03. Committee Members. The chairman of each committee shall choose its members subject to approval by the Board.

Section 9.04. Reports. The chairman of any committee shall maintain complete and accurate records of the committee's actions and undertakings. The chairman of each committee shall provide a report to the President.

Section 9.05. Meetings. Each committee shall meet at reasonable and regular time intervals.

ARTICLE X

FINANCIAL MATTERS

Section 10.01. Financial Year. The fiscal year of the corporation shall terminate on the 30th day of September of each calendar year and all records, books and accounts and all tax returns shall be kept and filed accordingly.

Section 10.02. Financial Records. The corporation shall establish and maintain appropriate financial records to allow it to conduct its business in an appropriate manner.

Section 10.03. Checks and Accounts. The corporation shall be authorized to establish any checking, savings or other account of any kind or nature at a bank or other institution as deemed appropriate by the Board. The Board shall also establish and approve by two-thirds vote other appropriate procedures for the writing of checks, borrowing of funds, receipt of funds, expenditure of funds and similar financial transactions.

Section 10.04. Budget. Each year the Board of Directors shall adopt a budget for the coming year.

Section 10.05. Tax Returns and Audits. All required tax returns shall be filed with the Internal Revenue Service and the Mississippi State Tax Commission annually at the close of the fiscal year. An audit of the corporation may be conducted in such time and in such manner as directed by the Board of Directors.

ARTICLE XI

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Section 11.01 Regular Annual Meeting. A regular annual meeting of the Board of Directors for the purpose of transacting any business coming before such meeting shall be held on the 3rd Monday of May or within 30 days, beginning in 2018. No notice of such meeting to the elected directors, other than this by-law, shall be necessary in order to constitute the legal meeting, provided a majority of the whole Board shall be present. If a majority of the Board shall not be present, then such regular annual meeting may be held at such time as shall be fixed by the consent of all the directors.

Section 11.02. The Corporation shall hold monthly meetings to allow the Board to plan, discuss, and vote on necessary issues in regards to the Corporation and promote transparency for community input and involvement. Notice of meeting will be given to members no later than 15 days prior to date of meeting.

- (a) Telephonic Meeting. Members of the Board of Directors may participate in a meeting of such Board by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other and participation in a meeting pursuant to this section shall constitute presence in person at such meeting.

Section 11.03. Place of Meeting. Regular meetings of the Board of Directors shall be held at any place within or outside the State of Mississippi that has been designated by resolution of the board or by consent of all members of the Board.

Section 11.04. Special Meeting. Special meetings may be called at any time by the Secretary when so directed by the President or, in his/her absence or incapacity by the Vice President, or by any three members of the Board. Every written request for a meeting shall state the purpose or purposes of the proposed meeting. No business shall be considered at any special meeting other than the purposes mentioned in the notice given to each director of the meeting, except upon the unanimous consent of all directors. Special meetings for which written request is made shall be held not less than 15 days nor more than 30 days after the filing of the request, and shall be held at a time and location that the President shall designate.

- (a) Notice of Special Meeting. Written notice of the time, place and purpose of all special meetings shall be delivered to each director via email at least three business days prior to the time of the meeting and shall be posted at the Organization's headquarters and on its website at least 3 days in advance of the date set for such meeting.

Section 11.05. Waiver of Notice. Any actions taken or approved at any meeting of the Board of Directors, however called and noticed or wherever held, shall be as valid as though had at a meeting duly held after regular call and notice, if a quorum be present.

Section 11.04. Quorum. In all meetings of the Board, a quorum shall consist of not less than two-thirds (2/3) of the fixed or prescribed number of directors present in person, or by telephone or similar communications equipment, and the acts of a majority of the directors present at a meeting in which a quorum is present shall be the acts of the Board of Directors except as may be otherwise specifically provided by statute or by the certificate of incorporation or by these bylaws and except to adjourn as hereinafter provided.

Section 11.05. Adjournment. A quorum of the directors may adjourn any directors meeting to meet again at a stated day and hour; provided, however, that in the absence of a quorum of a majority of the directors present at any directors meeting, either regular or special, may adjourn to a later date but may not transact any business until a quorum has been secured. At any adjourned meeting at which the required number of directors shall be present, any business may be transacted which might have been transacted at the meeting as originally noticed. Notice of the time and place of holding an adjourned meeting need not be given to absent directors if the time and place be fixed at the meeting adjourned.

Section 11.06. Action without Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if all members of the Board of Directors consent

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thereto in writing. Such written action by unanimous consent shall have the same effect as actions taken at a meeting of the Board of Directors and shall be filed with the Secretary of the corporation and made a part of the minutes of proceedings of the Board of Directors.

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ARTICLE XII**PARLIAMENTARY AUTHORITY**

Section 12.01. The current edition of Robert Rules of Order shall be the final source of authority on all questions of parliamentary procedure when such rules are not inconsistent with the articles of incorporation and by-laws of the corporation.

ARTICLE XIII**INDEMNIFICATION**

Section 13.01. Indemnification of the Board of Directors (Officers). The corporation shall provide for indemnification by the corporation for all of its directors and officers to the greatest extent allowed by the Act or other applicable law, against expense actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding, in which they are or any of them are made parties or a party, by reason of having held their office with the corporation, except in relation to matters as to which such person shall be adjudged in such action, suit or proceeding to be liable for gross negligence or misconduct in the performance of their duty and to such matters as shall be settled by agreement predicated on the existence of such liability for gross negligence or misconduct.

ARTICLE XIII**AMENDMENTS**

Section 14.01. These by-laws may be altered or amended by the affirmative vote of twothird (2/3) of the whole Board of Directors at any meeting of the Board of Directors; provided, however, if any director shall object to the consideration of any proposed amendment, the proposal may not be voted on unless notice of the proposed amendment was given at least thirty days prior to the meeting.

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~~CERTIFICATION OF ADOPTION OF BY-LAWS~~

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The undersigned hereby certifies that these By-laws are the true and correct By-laws of the corporation of the Board of Directors for Mississippi Critterz duly adopted on 2/1/2018.

Dated and executed this 1st day of February, 2018.

By: Gail Brown
Name: Gail Brown
Title: Director

By: Brandee Ledene
Name: Brandee Ledene
Title: Director

By: Natascha Techos Scott
Name: NATASCHA TECHOS SCOTT
Title: Director

By: Danielle Little
Name: Danielle Little
Title: Director

By: Barry Batt
Name: Barry Batt
Title: Director

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Standard Operating Procedures

INTERNAL REVENUE SERVICE
P. O. BOX 2208
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 04 2018

MS CRITTER
PO BOX 2494
OXFORD, MS 38635-0000

Employer Identification Number:
62-4815778
EIN:
26053489101718
Contact Person:
CUSTOMER SERVICE ID# 31554
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
August 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N required:
Yes
Effective Date of Exemption:
January 02, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 347

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**Mississippi
Critterz**

Mississippi Critterz: Manual of Standard Operating Procedures

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This is your personal copy of the Standard Operating Procedures (SOPs) Manual. SOPs are a key tool for the operation and management of Mississippi Critterz. They establish a baseline for how all staff and volunteers perform routine shelter tasks. The consistency and predictability that SOPs can provide helps make life less stressful for the animals — and for people, too.

The Standard Operating Procedures were written with everyone's input, and all staff are accountable for following them. These SOPs enable us to be consistent about expectations for every employee and to determine whether performance meets, exceeds, or falls short of expectations. Be sure to read the entire document and then review the sections that relate to your job. Discuss any questions that you have with your supervisor.

The SOP manual is a 'living' document that will be updated as we identify better ways of doing our jobs and responding to the needs of the animals in our care and of the human community we serve. The formal procedure for suggesting and making changes to SOPs is outlined below. The Director of Operations will have the master and current copy of the SOPs.

Process for changes, updates or clarifications to the SOPs:

To avoid confusion and inconsistency, only the board of directors can make the actual written changes to the SOPs. However, all staff can suggest changes as described below:

- If you have suggestions for change, deletions, or additions, ask your supervisor to include SOPs on the agenda of the department staff meeting.
- After discussion with the department, the department supervisor advises the Shelter director of his/her team's suggestions or needed clarification.
- The director of operations evaluates the requested change and if necessary discusses it with the board of directors at the next board meeting.
- If the board of directors agree to make the change, that section of the master SOP manual (both electronic and physical copy) is updated with the new wording and instruction.
- A memo then goes out to the entire staff with a summary of the update, and the page and section number that was updated. Each staff person also receives a printed copy of the new revised section for the staff member to update their own manual.

This manual is the foundation for the continued excellent performance of our staff and the organization. The manual will be used as a training document throughout the agency. We strongly encourage you to review SOPs in your department staff meetings on a regular basis. The supervisors are responsible for ensuring that their staff understand and follow the SOPs that apply to their roles in the agency.

Thank you for all the hard work you do each day for the animals in our care.

Sincerely,

Gail Brown, President

Standard Operating Procedures

Shelter Operations MSCritterz-01
Effective as of August 2018

HOURS OF OPERATION

General

The hours of operation are designed to ensure that all domestic and wild animals are properly and humanely cared for and that the public has adequate and ample opportunity to conduct business at Mississippi Critterz.

Business Hours

The Shelter is open for all other animal-related services during the following hours:

Monday –	Closed
Tuesday through Friday	12:00 pm – 6:00 pm
Saturday	11:00 am – 6:00 pm
Sunday	2:00 pm – 5:00 pm

Emergency Service Hours

The Shelter promptly responds to animal emergencies from 6 am to 10 pm 7 days a week. Hours between 10 pm and 6 am, local law enforcement should be contacted. Any situation is considered an emergency in which a domestic or wild animal is in danger or is creating a danger to the community.

DISPOSITION OF ANIMALS

General

Domestic animals housed at the **Mississippi Critterz** location leave in one of following ways: they are adopted, returned to owner, euthanized, rehabilitated or transferred. Wild animals are released, sent to a certified rehabilitator, or euthanized.

Adoption

Information about animals adopted from the Shelter must be recorded in the RescueGroups.org Data Management System. This includes the date of adoption and the name, address and telephone number of the adopter with microchip information of animal adopted.

Return to Owners

Owners claiming a stray animal as their own must provide evidence of ownership such as a bill of purchase, pictures that document ownership over time (i.e. puppy thru adult pictures), proof of rabies vaccination or licensing, and/or medical records.

The owner's name, address, and telephone number and the date of return should be noted in the RescueGroups.org Data Management System.

If someone claims an animal after the stray hold date or there is lacking proof of ownership, **Mississippi Critterz** can choose to adopt the animal pending an approved application and the animal is spayed or neutered prior to adoption.

Euthanasia

When deemed necessary for medical or behavioral issues, domestic and wild animals may be euthanized. Unweaned, critically ill, or seriously injured domestic animals may be euthanized prior to conclusion of the stray holding period to prevent any additional suffering (only with the recommendation of the veterinarian).

The date of and reason for euthanasia, the dosage and type of drugs used, and the technician's or veterinarian's initials are recorded in the RescueGroups.org Data Management System and on the hard copy of the kennel card.

Rehabilitation

Domestic animals, such as chickens, and wild animals may be placed in rehabilitative care. The name of the wildlife rehabber and the date of release should be noted in the RescueGroups.org Data Management System.

Release

Depending on the condition of the animal and circumstances regarding rabies control in Lafayette County, wild animals may be set free in a safe release area. Personnel should indicate disposition in the RescueGroups.org Data Management System.

Transfer

Animals are released to shelter and rescue partners, if the receiving agency is approved by Mississippi Critterz. All transfers/transport animals will be recorded in the RescueGroups.org Data Management System.

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ANIMAL INTAKE PROCEDURE

Mississippi Critterz is an open admission shelter in that we will never turn away an animal from the Oxford/Lafayette County community.

It is our mission and mandate that we accept every animal from within the Oxford/Lafayette County community. We evaluate each animal individually and will make decisions regarding adoption, transfer, foster or euthanasia based on the animal and his or her ability to be safely re-homed.

Animal Process

Greet the person: "Is this your animal?" "Where is the animal?" if it is in the car – ask if the animal is on a leash or in a carrier?

If the animal is not on a leash or carrier –and the animal belongs to the person, provide the owner with a leash or transfer cage for the animal. Instruct the owner to secure the animal in the car with the doors closed – i.e. dog on the leash or cat in the carrier before they open the car doors.

If the animal is a stray, follow them to the car and escort them and the animal to the front desk of the shelter – if staffing allows. You may need to get the assistance if the animal is fractious or you feel that you cannot control the animal.

If the animal is a feral cat, see the *Intake Procedure for Feral Cats*.

Dogs and cats are placed in the temporary hold or new arrival runs or cages for that species.

If a person brings in a stray and refuses to sign intake paperwork– just write in the signature area "refused to sign" and then sign your name for notation and tracking. The animal will be reflected as a stray and held for the stray period. If possible, note the make, model, and color of vehicle of person surrendering, and secure the tag number/county location.

Intake Procedures for Feral Cats

Feral cats brought in over the front counter or from an animal control vehicle should be transported in a wire transfer cage (animal control) or the trap (front office) already covered with a towel or sheet to minimize stress. The cat will then be brought to the examination room for an exam.

Counseling Owner Relinquished Intakes

When someone is bringing in another person's animal:

- We must call the owner at the time of relinquishment to get a verbal release – we read the release statement to them from the intake paperwork and then indicate the date and time of the verbal release. We also must write on the intake slip the name and driver's license number of the person who did bring in the animal.
- If the animal is obviously not adoptable due to illness, injury, or behavior, the person handling the intake must inform the owner that the animal is unlikely to be placed for adoption and could be euthanized. We do not want to give people a false sense of what we can do. This will give them an opportunity to take the animal somewhere else.

When a person who relinquished their animal calls wanting the animal back:

This is a situation that must be handled by the Shelter Director, Adoptions Counselor, or if either of these individuals are not available, an Executive Board Member.

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Check to see if animal is still here, and if so, put an immediate Supervisor Hold on that animal's computer record and kennel card.

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- If the animal has an adoption application, list the previous owner as a backup pending approval of the first adoption application.
- Ask why the person wants the animal back, what has changed, what is the reason?
- If the situation appears okay for the animal, place a hold in the animal's computer record. The previous owner follows the adoption process as all potential adopters do.
- If the situation is acceptable and there is a first hold on the animal, inform the owner that they will be placed as a back-up pending the outcome with the first hold.
- The animal must be spayed or neutered before release.

When someone brings in a stray and wants it back after the stray period:

- Explain the stray hold state law. Ask them to fill out an adoption application on the animal and inform them of the next steps.

Completing the Intake Process:

After creating a record in the RescueGroups.org Data Management System for the animal, take a photo of the animal. See *Photographs for animal record*. If the animal is frightened or you cannot safely control the animal, do not try to take a picture at this time. Print out the kennel card and place it in a plastic sleeve in the designated area into which the animal is placed.

When owner relinquished animals come in with collars, the collars are to be removed and discarded.

When strays enter with collars, any ID, rabies tag, license information on the collar or the tags are entered into the computer and the front office staff then starts tracing the information to find the owners. Stray animal collars should remain with animal, if appropriately fitting, or removed and then placed in a zip lock bag with the animal number noted on the outside of the bag with a Sharpie pen, if not appropriately fitting for the animal. Bagged collars are then kept with the animal behind his/her kennel card in the sleeve. If the animal is moved to adoption, then the collar is thrown away.

The animal is then taken for the complete physical exam and preventive treatments, such as parasite treatments and vaccinations.

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PHOTOGRAPHS FOR ANIMAL RECORD

A good photograph of each animal is necessary for matching animals in the shelter with owners looking for their lost pets.

To help ensure that the animal is readily identifiable in the photo, check to be sure that:

- Animal is sideways, and picture includes the feet and tail
- Person holding animal does not block body of animal
- Picture is properly lit, and animal can easily be seen

Please take time to be sure the picture is good. Check the printed kennel card picture and if necessary re-take pictures. Look at the photo **CRITICALLY**, as though you are an outside critic of the agency reviewing the animals on our site.

Also, if an animal came in on a control pole or you must leash muzzle the animal, or the animal is fractious at the time of intake, do not attempt to take the picture at this time. Enter intake information for the animal in the RescueGroups.org Data Management System and print out a kennel card with a sticky note to take the picture of the animal after he/she calms down or is in the cage.

HOUSING DECISIONS AFTER INTAKE

Housing Areas

Adoption area (dogs and cats) – these are the areas where the animals that have been deemed adoptable by the organization are housed. The public can visit these areas without being escorted by the shelter staff.

Healthy Hold – these runs/cages house healthy dogs or cats that are either strays in their hold period or owner-relinquished animals who need time to calm down and time for a behavior evaluation. The public is not allowed in this area unless escorted by a staff member.

Quarantine– these runs house bite case animals, confiscated animals, and aggressive animals. Animals in this area should not be handled by anyone except experienced staff. When animals that are acting aggressive relax and calm down, they are moved to Healthy Hold. The public is not allowed in this area unless escorted by a staff member.

Isolation Area- these runs house sick and injured animals away from the general population to help prevent the spread of disease. It is very important to strictly follow our protocols for preventing the spread of disease because the animals housed here are identified as sick by the vet staff. The public is not allowed in this area unless escorted by a staff member.

Feral Cat Area – this room is designed specifically for feral or fearful cats. The cages are set up with Feral Cat Handling Cages, which provide extra quiet and safety for the cats and the staff. This room is kept calm and lights low to minimize stress for these fearful cats.

Decision Process

After the physical exam and preventive healthcare, all animals are housed in Isolation, Quarantine, Feral Cat, or Healthy Hold. After the animal is placed in the appropriate cage, the staff person who housed the animal updates the computer records with the location of the animals. The Kennel Supervisor and/or the Shelter Director decide during the daily walk through whether animals are to be moved to another area.

The person conducting the daily walk through will have a cart with a laptop or tablet so each animal's record can be accessed and notes made regarding that animal and any decisions. During this walk through, decisions will be made as to how animals are routed. Animals will be listed as:

- "Behavior Hold"— Put on behavior evaluation status, meaning they are ready for evaluation.
- "Kept in Hold Status"— being held through stray hold only.
- "Ready for Spay or Neuter" — Animals who are considered candidates for adoption based on behavior and health evaluation and are scheduled for spay/neuter.
- "Consider for Foster" — Animal should be move into foster care.

Immediately notify the Kennel Supervisor or the Shelter Director of any animal who shows any signs of illness so that the animal can be moved to the isolation area. We cannot house sick animals in the healthy sections because this puts healthy animals at risk of disease.

Decisions about euthanasia are made by the kennel manager, director of shelter operations, and the veterinarian and take into consideration:

- Any notes based on the behavior evaluation or the animal's situation
- How the animal is handling the shelter environment
- Prognosis of the animal
- Behavior of the animal
- Number of animals waiting in Healthy Hold for adoption consideration

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LIMITING TRANSMISSION OF DISEASE

Animals come to the shelter from many different levels of care; some known and some unknown, but mostly unknown. Most shelter animals have not received prior benefit of routine preventive health care. The stress of entering a shelter, the shelter environment itself, and several other factors contribute to an increased risk for developing illness.

When animals arrive at the shelter, they are evaluated medically with a physical examination, vaccinated, treated for internal and external parasites, and may be treated for injury and illness.

We vaccinate upon entry to limit widespread disease in the population and protect each individual animal as much as possible, but vaccines are not a guarantee against infection.

Disease can be transmitted in several ways, and we must work diligently to prevent transmission as much as possible. The 5 main modes of disease transmission are:

- Direct contact (one animal to another, such as nose to nose)
- Fomite (indirect) transmission (germ transmission on an inanimate object, such as a mop, hand, shirt)
- Aerosol (in the air, such as via a fan)
- Droplet (sneezing, coughing, less than three feet distance transmission)
- Vector (via a flea, mouse, tick)

Common diseases seen in shelter environments include: feline upper respiratory infection and canine infectious upper respiratory disease (kennel cough). These are spread mainly through aerosol, droplet transmission and through fomite transmission, such as via the hands, feet, and even on clothing of staff and volunteers.

For this reason, please wear disposable gloves that need to be washed with a bleach cleaner between handling each animal. You do not have to wash your gloved hands between the mother and puppies or kittens in a litter, but you must do so before you interact with another dog or cat.

Other diseases, such as parvovirus in dogs and panleukopenia (the cat form of parvo virus), are spread mainly through fomite transmission of bodily secretions, such as vomit and feces. These viruses are very environmentally hardy and can be difficult to eradicate from the shelter environment if proper sanitation procedures are not in place.

Staff or volunteers who observe animals exhibiting any signs of illness (such as diarrhea, vomiting, sneezing, coughing, nasal discharge etc.) should immediately notify the kennel supervisor or Shelter Director.

Every-day Practices that Help Prevent Spread of Disease

- Report any animal that appears sick to the Kennel Supervisor or the Shelter Director immediately.
- Wash your hands between animals.
- Do not let animals housed apart interact or touch noses.
- Immediately pick up all feces once a dog has defecated on the grounds.
- After picking up feces, wash and then disinfect any cement or solid surface.
- Any time you disinfect, rinse or wipe the area thoroughly.
- Wash the laundry and dishes according to the posted written protocol.
- Don't keep dirty dishes lying around – take them to the dirty dish bin quickly.
- Change trash liners on a regular basis; don't let the trash receptacles overflow.
- Sanitize equipment such as coaxing sticks between cats; disinfect control poles and pooper scoopers between uses.

If we all follow the same procedures the risk of having a disease problem will be greatly minimized.

KENNEL DUTIES

Morning Duties

The first staff on duty each morning are responsible for feeding the animals. After the animals are fed (this should take a total of 45 minutes for dogs and cats) morning clean up starts. All staff are to follow the instructions on the assignment board at Information Central regarding what areas they are assigned. Staff cannot change these assignments. If you are not able to work in the area assigned, discuss the situation with the kennel supervisor. Inside clean-up will begin following moving animals deemed appropriate for being in outside runs, weather permitting.

Afternoon Duties

Kennel Inventory - The Kennel Supervisor and/or Shelter Director will walk through the kennels and make decisions about what animals are to be moved. For instance, a dog or cat in healthy hold that is ready to be moved to adoption or a dog in adoption that needs to be moved to isolation.

The Supervisor will use "sticky notes" to indicate to the shelter staff "move to adoption" or "move to isolation." This way, the kennel staff can, during clean up, move the animal to the new area and ensure the old kennel is thoroughly disinfected. The staff person moving the animal is responsible for making the change in the computer record by noon that same day.

After Clean-up, On-going Duties

- Spot clean animals after morning clean-up and three times during the afternoon
- Disinfect and set up dirty cages; see *EMPTY CAGE DISINFECTING (AFTER ANIMAL LEAVES)*
- Sweep/mop floors
- Walk the dogs in Healthy Hold and other behind the scenes areas
- Re-stock supplies based on schedule
- Check water for all animals
- Assist with intake of incoming animals
- Clean toys from exercise yard
- Bathe and groom animals as needed
- Socialize those animals that are frightened or scared
- Disinfect the exercise areas with bleach solution and wash properly
- Other duties as assigned

Closing Duties

- Spot check dogs and cats one last time/ scoop kennels
- Check water
- Walk all housebroken dogs
- Clean break room
- Clean bathrooms
- Keep intake areas clean, organized and neat
- Intake any animals that arrive; do not leave animals in temporary holding without food, water, or litter
- Put away supplies in the appropriate place
- Turn off the lights in the shelter
- Lock the door as you exit

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DOG AND PUPPY FEEDING

Morning Feeding

Using food scoops, scoop appropriate amounts of dry food for size/weight of the animal. If animal is deemed unable to eat dry food, due to young age, tooth loss, feed canned food and/or moistened wet food.

Keep the area clean as you make the food; discard the cans and can tops in the trash.

Using clean bowls, appropriate in size for animal, work in a clockwise system to ensure animals in each kennel has food/water.

**IF THERE IS A "DO NOT FEED" SIGN ON AN ANIMAL'S CAGE, DO NOT FEED THAT ANIMAL!!
ANIMALS THAT ARE FED BEFORE SURGERY CANNOT BE SPAYED OR NEUTERED.**

Amounts per serving are as follows

- X-Large dogs (90 lbs. and over) = 5 cups of mix
- Large dogs (60 - 90 lbs.) = 4 cups (not heaping) of mix
- Medium dogs (35 - 50 lbs.) = 2 cups of mix
- Small dogs (5 - 30 lbs.) = ½ to 1 cup of mix
- Puppies = ½ cup of dry and/or wet food (FEED TWICE A DAY)

If there is any food left over in the bins, go back and give more food to the skinny dogs or the large dogs.

Staff assigned to clean puppies are responsible for feeding the puppies and the nursing mothers. Use puppy chow and wet food. If there is a mother nursing, she gets puppy chow also. Puppies must be fed in a large flat bowl that allows all the puppies to eat easily. If necessary, use two bowls.

After feeding, take the containers to the dish washing area and wash them.

The food dishes are collected during clean up and taken to the dish area for cleaning and disinfection.

Afternoon Feeding (Puppies and Underweight Dogs)

Puppies 6 months and younger are fed again at 3pm along with any animal who needs to gain weight. Kennel staff mark on the animal's cage card if they want the animal to be fed twice a day.

DOG MORNING CLEAN UP

The dog morning scrub begins right after the dogs are all fed and placed in outside runs. The morning scrub for all animals must be complete by noon each day.

Work in teams of two based on the assignment board from the kennel manager or manager on duty:

- One team of two people starts in the front with the healthy dogs.
- The other team of two starts at the back of healthy hold.
- When done, both teams clean quarantine and lastly isolation.

Equipment needed:

- 5-gallon bucket lined with a trash bag and secured with a bungee cord
- Pooper scooper
- Sprayer with disinfectant (Trifectant)
- Long handled scrub brush
- Squeegee

Daily Cleaning Process

Adult dogs should be taken one kennel at a time to let out in the appropriate dog runs. Puppies should be handled to not cross-contaminate between litters while being carried to outside puppy runs.

- Scoop up all the solid fecal material or toy parts with the scooper in each kennel all at once.
- Spray detergent [enter type used] on every surface of the run.
- Scrub with a stiff brush all the areas, removing the organic material.
- Rinse kennels.
- Go back to the start of each kennel, and spray the walls, floor, and the gate of each run with the disinfectant solution.
- When you are finished with the entire row, and it has been at least 10 minutes to ensure proper contact time for disinfectant to work, go back to the first kennel and rinse with clear water.
- Fill clean water bucket/pails.
- Squeegee each run and walkway.
- Replace beds if needed.
- Provide toy.
- Empty the poop pail into the dumpster.
- Soak the scoopers in the disinfectant bucket.
- Empty the trash for your area and replace with clean bags

When you remove a dog from his/her cage permanently, place a red "dirty cage" card on the cage to indicate that the cage needs to be disinfected. (See *EMPTY CAGE DISINFECTING (AFTER ANIMAL LEAVES)*).

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CAT MORNING CLEANING

Non-Feral Cats:

- At the beginning of cleaning, kennel staff will check each animal and its environment in their assigned section, including inside and outside of the animal's cage, to determine if it needs immediate attention or if spot cleaning is inappropriate.
- Always work in order of age and susceptibility when cleaning
 1. Pediatric
 2. Vaccinated healthy adult
 3. Unvaccinated adult
 4. Sick
- Please wear disposable gloves that need to be washed with a bleach cleaner between handling each animal.
- Whenever possible, cats should be provided an area to hide in their kennel. A feral cat den, paper bag, box etc. will work well for this purpose. The cat can be encouraged to enter the hiding area (often will enter on her/his own) while spot cleaning occurs. If double sided cages are available, cats can be placed on the opposite side of the cage. Handling should be minimized during cleaning.
- Kennel walls can be wiped down with a paper towel and animal-safe disinfectant or mild detergent to remove any organic material.
- Litter box should either be disposed of or soiled litter should be disposed of and fresh litter replaced.
- Empty water bowls and refill with fresh water.
- Provide fresh food based on kitten or adult.
- Shake bedding out to remove litter and food, then return bedding to cage if not soiled. Provide clean bedding if needed.

The rest of the animal area (floors, garbage) etc. should be cleaned as usual.

Feral Cats:

If a cat is in the feral cat handling box, use a coaxing stick to shut the circle door. Remove the whole box and place the cat in the box on the floor.

- Remove the dirty litter box.
- Discard any paper food dish, empty the water, and remove the newspaper.
- If you have a film or body grease build up, spray animal-safe disinfectant or mild detergent on all surfaces and wipe down all surfaces with a paper towel.
- Set up the cage:
 - Return the cat in the feral cat box back to the cage in the back of the cage.
 - Place a fresh litter box in the cage.
 - Place fresh water and food bowl in the cage.
 - Securely shut the cage door.
 - Reach through the bars and using the coaxing stick, open the door to the feral box so it stays up.
- Repeat for other feral cats.
- Sweep and mop the room.
- Turn off the lights.

EMPTY CAGE DISINFECTING (AFTER ANIMAL LEAVES)

Cages that require disinfecting should have a "Dirty Cage" sign hanging on the kennel. The person removing the animal from the kennel (for Return to Owner (RTO), Adoption, Euthanasia, or Transfer) is responsible for hanging the card.

- Empty the entire cage, and take dishes, any blanket or toy to the washing area.
- Scoop out any organic material
- Spray detergent on every surface of the kennel.
- Scrub with a stiff brush all the areas, removing the organic material.
- Rinse kennel.
- Apply disinfectant or bleach solution to all surfaces of kennel including the top, sides and gate.
- Let it sit for 10 minutes, rinse, and wipe or let dry.

Disinfected dog run set up:

- Hang a clean water pail on the outside of the run, which provides the visual cue that this is a clean kennel.
- Remove the "Dirty Cage" sign and put back in the sign area.

Disinfected cat cage set up:

- Set up with a full litter pan in the back of the cage.
- Place an empty water dish in the cage upside down.

This setup is a visual sign for all staff and volunteers that the cage is disinfected and ready for a new animal.

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MEDICAL PROTOCOL FOR INCOMING ANIMALS

Enter all medical treatments, including injections, topical treatments, and oral treatments into the animal's computer record when they are administered.

Healthy and Potentially Adoptable Dogs

- Take the dog into the dog or puppy area.
- Perform a visual and hands-on physical examination, nose to tail and record directly into the computer system or the intake form.
- Check for spay scar or for neuter. If observed, note in computer or intake form.
- Scan for microchip, and check for tattoo or other ID markings.
- Apply external parasite treatments.
- Administer vaccines.
- Administer internal parasite treatments.
- Based on examination, place the animal in the appropriate facility area (healthy hold, isolation, or quarantine).

Healthy and Potentially Adoptable Cats

- Take the cat into the cat area.
- Perform a visual and hands-on physical examination, nose to tail and record directly into the computer system or the intake form.
- Note if ear is tipped, which indicates that the cat belongs to a feral cat colony (Flag this animal so we can call caregivers in the area to see if this is their cat.)
- Note if declawed or polydactyl.
- Check for spay scar or for neuter incl. tattoo on belly indicating cat is 'altered'. If observed, note in computer or intake form.
- Scan for microchip, and check for tattoo or other ID markings.
- Apply external parasite treatments.
- Administer vaccines.
- Administer internal parasite treatments.
- Based on examination, place the animal in the appropriate facility area (healthy hold, isolation, or feral, quarantine)

Fractious Animal Medical Protocol

- The staff will perform a visual health scan, with a hands-on examination if possible.
- If possible, animals will be vaccinated.
- Scan for microchip if possible.

TREATMENT PROTOCOL FOR SICK/INJURED ANIMALS OR ANIMALS BREAKING WITH VIRUS/DISEASE

It is critical that we evaluate the animals in our care daily. This is done primarily by the Kennel Supervisor or Shelter director in their daily walk through, but also by the kennel staff who bring problems to the attention of the Kennel Supervisor or Shelter director for their follow up. The table below gives guidance about viruses/diseases we treat and situations that would cause us to make euthanasia decisions.

Problem	Hold or Not Hold?	Treatable	Treatment	Comments
Severe Mange covering more than 50% of the body. Not bleeding, just itching				
Severe Mange covering more than 50% of the body – open sores/bleeding				
Ringworm				
URI – Major – crusted eyes shut, cannot eat				
Kennel Cough				
Parvo Symptoms				
Hookworm				
Giardia				
Tapeworm				
Coccidia				
Distemper Symptoms				
Broken Bones/Injuries				

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PHYSICAL EXAMINATION

Exam Process

General appearance/ initial observations

- General appearance
- Body condition examine body for symmetry, masses, tenderness
- Mentation
- Posture and gait
- Hydration status
- Temperature
- Head and neck (eyes, mouth/oral cavity)
- Trunk and limbs
- Examine skin and hair coat to masses, parasites
- Respiratory rate, depth/effort
- External genitalia and perineum

Finalizing the Exam

- Place a secondary ID collar on each animal: blue for males, red for females. Write the animal's ID number on the collar with a permanent marker.
- Place the cat in its carrier or dog on a leash.
- Record your examination findings. In addition, record vaccination and parasite treatments in the computer record and/or intake form. Record any abnormalities observed and action taken.

Kenneling Cats after Exam

- Find a clean disinfected cage. Such cages have a clean litter pan in the back and empty food and water bowls upside down in the center of the cage.
- Fill the food dish with appropriate (kitten or adult) food and fill the water bowl.
- Place the cat in the kennel.
- Place the kennel card in the plastic sleeve on the front of the cage.
- Ensure that the cage is properly closed but do not slam the door.
- Place special needs notes on kennels of cats with special needs. Special needs include but are not limited to feeding, medical treatment, or calm down needs.
- Remove all newspaper from cat carrier(s) and return carrier to the dirty crate area for disinfecting.

Kenneling Dogs after Exam

- Find a clean disinfected kennel (identified by an empty water bucket hanging outside the run).
- Place the dog in the kennel.
- Fill up the water bucket.
- Give dog an appropriate amount of food. (See *DOG AND PUPPY FEEDING*.)
- Give an appropriate toy.
- If the dog is a small dog or frightened, place ½ of a carrier with a towel inside so the dog can curl up and gain some confidence.
- If the dog is fractious or very fearful, take a blanket and use clamps to hang the blanket in front of the run to create a quiet, calmer environment. This helps the dog to relax.

USING MEMOS IN THE ANIMAL RECORD

The way to communicate anything about an animal is to place a hold on that animal in the comment field of the computer record or intake form. It is imperative that you use this format to communicate. Before any decision is made about an animal, the Shelter Director, Kennel Supervisor, or designee will review the computer record or intake form for that animal to be sure there are no holds for that particular animal.

If the finder is interested in adopting a stray, or the animal has an adoption application, or a rescue group has been contacted for this animal, these communications must be in the memo field or on the intake form. A sign on the cage is not a guarantee as that paper could get lost or destroyed in the daily activity in the kennel.

If an animal has been selected for euthanasia or transfer to a rescue group and there is a hold in the computer record, suspend the euthanasia or transfer until you address the hold.

To be official, all holds must have the name of person who put the hold on the animal and the date of the hold along with description of the situation.

A hold without a name or date will not be considered a formal hold.

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PREPARING A LIST OF ANIMALS FOR TRANSFER TO PARTNER SHELTERS OR BREED RESCUE

The Director of Shelter Operations, kennel manager or other designee can prepare a list of animals for transfer, export or offsite adoptions.

- Animals are selected for possible transfer during the daily walk through by the Kennel Supervisor, transport coordinator, or Shelter Director.
- Animals are selected based on their ability to be adopted by the receiving agency, time at the shelter, health, and how they are doing in this environment. We will also transfer animals that have borderline behavior concerns that are workable in a different environment.
- We do not transfer problem animals just so we do not have to euthanize them.

The following must be done by the person preparing the list.

- Access the computer record or intake form for each animal and check the memo field for holds or notes about that animal that would prevent the transfer or export.
- Check the lost reports for each of the animals on the list for possible matches.
- Give the list to the transport coordinator or staff person who will contact our partner shelters and our approved breed rescue list.
- Change the computer routing status for each animal to **rescue**. Enter a note in the memo field that the animal is being transferred to (enter the group name and contact information and the date) or being exported to (enter what agency), and your name and date.

SPAY/NEUTER SURGERY

Animals 3 months and older scheduled for surgery are fasted from the night before.

After recovering from surgery, animals are returned to their kennel/run.

The person returning the animal to the cage/run must circle on the kennel card that the animal is spayed or neutered.

The animal's computer record and/or intake form is updated to indicate the animal is now spayed or neutered.

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ADOPTIONS

Guidelines for adoption procedures and the handling of adoption applications/surveys ensure that potential adopters are given an equal opportunity to adopt. The Adoption Counselor is responsible for adhering to adoption procedures, for reviewing and approving or declining adoption applications and for handling adoption contracts and fees.

Adoption procedures. The following procedures are designed to help place an animal in a suitable home.

- Adoption area. On-site and off-site partners hosting adoption events.
- Application. Potential pet adopters must complete an adoption application before approval is made before an adoption is confirmed. This information provides staff with a better understanding of the pet adopter's past animal history, their expectations for a pet, lifestyle, and the environment in which a new animal would be placed.
- Family/household members. Because the decision to adopt a lifelong companion is a big step in one's life, it is recommended that family and household members participate in the selection of a pet.
 - If possible, children under the age of 8 years should be observed interacting with the proposed animal.
 - Adult members of the household must be a part of the selection. This can be completed with a phone call when one of the adults cannot come to the shelter.
- Consultation. Once an animal is selected, the computer record is reviewed for information about that animal and to inform the applicant of any current holds on the animal or medical issues.
 - If there are holds, explain them to the applicant and encourage the applicant to complete the process and be a backup adoption.
 - The Adoption Counselor will work with the applicant and the animal they are interested in and engage in a dialog with the applicant to determine if this is a suitable match.
- Spay/Neuter. Most of the animals available for adoption have been spayed or neutered. This should be verified by the staff. All age appropriate animal(s) that have not been sterilized must be before it will be allowed to be adopted. Certain instances, at the discretion of a veterinarian due to sickness and/or injury, may delay, or prevent an animal from being altered. This will be done on a case-by-case basis. Prior to adoption of age/appropriate and healthy animals will be scheduled and transported to partner Clinic(s) for sterilization.

Processing an adoption application. The adoption process is designed to give Shelter staff more information about the adopter's household, expectations, and experience with animals and generally assist in making a good match between animal and home.

- Applicants. All adoption applications submitted within a reasonable time frame following intake of an animal will be reviewed with selection for the most suitable home in regard to the best home and environment for the applicant and animal being carefully selected.
 - All active applications will be kept and reviewed by the Adoption Counselor.
 - Any time there is an application on a specific animal that is not finalized by an adoption that same day, the animal's status must be changed to "Adoption Pending" This places a hold for that person on that animal to allow for surgical alters, rabies vaccinations, or pending checks on applicant's veterinarian references and, if applicable, lease terms.
- Back-up applicants. We will accept back up applicants on animals who will be eligible to adopt that animal if the applicant ahead of them forfeits. The Adoption Counselor should record in the animal's computer record these back-up applications. Back-up applications with a copy of the Adoption Status Form, will be maintained in the RescueGroups.org Data Management System.

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- Adoption Status Form. There may be occasions where an application is pending because other family members want to visit the selected pet or for other reasons. When an Adoption Status Form is given to an applicant a hold MUST be completed for that person in that animal's record.
 - Applicants are given until close of the next visiting day on the selected animal to complete the needed steps.
 - The staff person reviewing the application will complete the two-part Adoption Status Form indicating the time frame we will hold the application. IT IS CRITICAL THAT STAFF EXPLAIN THE DOCUMENT AND IT IS CLEAR TO THE APPLICANT WHAT THEY NEED TO DO AND IN WHAT TIME FRAME.
 - The applicant will then receive the specific information and time-frame before animal(s) status will change clearly communicating the next steps in the adoption process.
 - The information provided to the applicant must also be indicated in the animal's record with the specifics on what they need to do and in what time frame
 - Holds can be extended ONLY if there is no other person as a back-up on that animal.
- Declining an applicant. Staff should carefully review each application. In the event an individual appears unstable or intoxicated or does not agree to abide by reasonable adoption conditions, the application may be declined. Justification should be given to the individual and, if handled tactfully, can be an excellent opportunity to educate.
 - The Adoption Counselor should write the reason for denial on the application as well as in the computer record
- Finalizing an adoption.

The final adoption process includes witnessing the adoption contract, payment of adoption fees, issuance of medical information, checking for microchip information and completion of in-house forms.

 - Review the contract completely, including all the medical information at the bottom; get client's initials where required and signature at the end.
 - Collect payment.
 - Ring amount of sale into register
- Adoption contract. Adopters are required to carefully read the adoption contract and affix their signatures to this document indicating agreement to its terms, conditions, and spay/neuter and health exam requirements. A staff member will witness and date the contract.
- Be sure to explain where the medical information is and remind them to take their copy of the contract to their veterinarian on the first visit. The pet adopter will receive his or her copy of the contract. The original and Shelter copies of the contract are submitted to the Adoption Counselor.
- Medical information. All medical information is kept current in the animal's record. This information is to be given to the adopter, so their veterinarian knows what we have done for the animal.
 - When the animal's previous medical history is released to the adopter, staff will eliminate any reference to the previous owner's name and address.
- Documentation. The animal's record is updated to record the date of adoption and the name, address, and telephone number of the adopter. Pet behavior evaluations can be given to the new owner. Any pending applicants listed on the tracking slip should be notified that the animal has been placed in a new home.
- Refunds. No matter how careful the Shelter is in attempting to match the right pet with the right family, there will be occasions where animals will be returned to the Shelter. Adoption fees are refundable if the animal is returned within five (5) days of adoption. Managers can override this policy.

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TAKE INTO CONSIDERATION BEFORE APPROVING AN ADOPTION**ISSUES OF CONCERN FOR ADOPTIONS**

- Lack of commitment of family and/or other adult household members
- History of previous animals (deaths, not altered, not up to date with vaccinations)
- Owned animals that are not spayed/neutered
- Landlords/Renting/ Animal deposit not paid yet
- Outside-only Dog
- Guard Dog
- Inappropriate or lack of fences and dog shelter
- Chaining
- Outside Cat or Inside/Outside Cat without appropriate shelter
- Declawing
- Involved/suspected of animal cruelty

FOSTER PROGRAM

We want every animal brought to us to have a chance for a long and happy life. Because of our limited resources and personnel, we are not able to care for the many sick, injured and very young but otherwise adoptable animals as we would like to. Foster care will allow some of the young ones to grow and the sick and injured to heal.

The Foster Care Program brings caring individuals and needy animals together, providing special care in a home setting until the animals are ready for adoption.

Animals eligible for foster care:

- Very young kittens and puppies that are approved by the Shelter Director or the kennel supervisor.
- Animals with a treatable illness, with reasonable intervention
- Animals with a treatable injury, with reasonable time and treatment
- Single raised kittens and puppies, when they can be added to an existing group of siblings with a mother to learn cat/dog behavior.
- Others as approved by the Shelter Director, veterinarian or kennel supervisor.

Animals usually not eligible for foster care:

- Animals with serious medical problems and a poor prognosis for recovery or rehabilitation
- Animals with serious behavior problems, such as serious aggression issues that put humans or other animals at risk of harm
- Unthrifty young animals

Staff fostering:

- Staff requesting to foster must get the approval of the Shelter Manager. Dogs considered for behavioral foster only must be approved by the Shelter Director.
- Staff fostering the animals need to understand that ongoing decisions about care will remain in the hands of the shelter and are dependent on financial resources and prognosis for recovery.
- Any animal that leaves the shelter in foster care must be recorded as such. The hard copy of the animal's record is filed in the Animals in Foster binder with the Kennel Card and vaccination/medical history records with the Adoption Counselor with the name and contact person who is the foster provider and a Contact Record entered in RescueGroups.org Data Management System about where the animal is and the date the animal went into foster.
- When the animal is returned to the shelter, the file hard copy is retrieved and placed with the animal and the computer record is updated showing the animal has been returned.

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Volunteer fostering:

- When an animal is a candidate for foster, fosters will be determined based on experience and required level of care of each animal.
- The approval for the animal to be fostered must first be obtained by the Shelter Director, Adoption Counselor, or Kennel Supervisor. The status of the animal is changed to "ready for foster" and appropriate foster placement will be found by submitted and approved foster application applicants.
- Volunteers that are approved to foster are organized by Shelter Director, Adoption Counselor, or Kennel Supervisor.
- Volunteers fostering the animals need to understand that ongoing decisions about care will remain in the hands of the shelter and are dependent on financial resources and prognosis for recovery.
- Volunteers also need to be aware that the shelter makes all medical/surgical decisions about foster animals. The shelter provides a contact for medical emergencies. Volunteers will not be reimbursed if they take an animal to another veterinarian for exam, diagnostic testing, treatment, etc.
- Any animal that leaves the shelter in foster care must be recorded as such. The hard copy of the animal's record is put in the kennel supervisor's box with the name and contact person who is the foster provider and a note in the computer record about where the animal is and the date the animal went into foster and the date that the next examination/recheck is due.
- When the animal is returned to the shelter, the file hard copy is retrieved and placed with the animal and the computer record is updated showing the animal has been returned.

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DOG WALKING

When removing a dog from the kennel or run, always use a thick slip lead. Never use the clip end of a leash on the collar. Frightened animals may pull back when being walked, and they can easily slip out of the clip collar and run away.

Leave an "I am being walked" notice on each dog's kennel to indicate that the dog will be back in kennels shortly.

As you walk outside, keep the dog on a short leash and do not allow the dog to interact, sniff, touch noses, etc. with any other dog or person.

Only staff are allowed to walk animals from the quarantine area and the isolation area.

Volunteers can walk dogs from the adoption area only. Trained volunteers can walk dogs from Healthy Hold if the dogs have been behavior evaluated. Any dog in the healthy hold area with a sign that says "do not walk" should be walked only by staff.

Dogs that are indicated by the staff as being housebroken should be walked at least twice a day. Please keep poop bags with you and pick up any feces.

If a dog gets away from a staff person or volunteer, never chase the dog. Instead, alert the staff and encourage the dog to come back to you with soft voices and treats.

When a dog has been walked, please indicate the time on the animal care sheet on the kennel.

Deposit the feces in the trash can.

Walk dogs in the designated area. Follow the protocols posted on the gate of the dog exercise area.

To reduce the spread or outbreak of infectious disease, the dog walking area will be sanitized every night following a posted protocol.

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WORKING IN THE FOOD PREP AREA GENERAL

- Please keep this area clean and neat.
- If supplies of rawhides and biscuits run low, re-stock the area from main inventory supplies.
- Keep the stock of canned dog food on the shelves complete, re-stocking as needed.
- Immediately take all dirty dishes to the dish washing station for disinfection.
- Please do not leave open bags of dog food lying around. All food should be in the rolling bin either labeled "dog food" or "puppy food."
- Use an approved spray cleaner, such as Trifectant, to keep the table clean; be sure to mix the cleaner fresh each day.
- Keep the tops tight on the food holders for adult and puppy food.
- When these food holding containers are empty, roll them over to the supply corner and re-fill with appropriate food type.
- Sweep up any spilled dog food after each feeding.

Filling Water Pails

- The water at the shelter is potable.
- Fill the watering can with water.
- The water pails are to be hung on the inside front of the cage to the side of the gate, so it is easy to fill the bowl without opening the cage.
- When putting water in cages of puppies, place the bowls to the back of the cage – they are less likely to be tipped over.
- When there are no available bowls, please try to use sturdy, flat bottomed bowls – preferably stone crocks or rubber bottomed stainless steel if possible – this will save you lots of cleaning of spilled water!

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WASHING THE DISHES

Note: bleach becomes inert after exposure to light and air, so yesterday's mixture is no longer effective.

Please mix up fresh cleaning solution first thing in the morning and set up 4 separate tubs.

- Fill the first wash tub with water and detergent.
- Fill the second wash tub with plain water for rinsing.
- Fill the third tub with a bleach mix: add 1 Tablespoon bleach to 1 gallon of water.
- Fill the last tub full of plain water for rinsing. (The rinse after bleach may also be performed under running water.
- When finished with the dishes, drain all the tubs.

Disinfecting Dishes:

- Clean any food particles from the dishes by wiping them out into the trash.
- Place dishes in the detergent solution and scrub completely with a green scrubby (no sponges) inside and place the bowl in a clear water rinse:
- Place dishes in the bleach solution and leave for a minimum of 10 minutes.
- Place dishes in the rinse water and thoroughly rinsed under running water until there is no bleach residue.
- Stack dishes upside down so they can drain on the racks next to the dish area.
- When dishes are dry, take them back to the proper area: clean dish area for dogs and cats or the food prep area. Do this by the end of the day so there are clean dishes for the next day.

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FELINE ENVIRONMENTAL ENRICHMENT:

Benefits of Enrichment for Cats and Kittens:

While kenneled in Healthy Hold (an average of two to five days), Isolation, or Quarantine, cats and kittens have limited handling contact, although they also have some interaction with people as staff and patrons walk through the area-- usually responding to the animals by talking to them. Many of these animals are high-energy and need outlets for mental and physical energy. Cats and kittens are usually more inclined than dogs and puppies to invent play with "found toys," even without a playmate.

Examples of Active Toys:

- small rolling balls (with or without bells inside) to move around the cage floor and to hide under a towel
- crinkle balls
- small stuffed animals (mice/ teddy bears, etc.)

Here are some basic health and safety requirements for cat toys:

- Toys must be easily and thoroughly able to be disinfected; or be disposable after single use. Disinfect toys before giving to another animal using the procedure used to disinfect dishes.
- Rolling toys must be too large to fit between cage bars.
- Any toys for kittens or cats must be safe; that is, of sturdy construction and appropriate materials so that cats cannot ingest toy parts or injure themselves with the toy or its components.
- No toys with strings (e.g. teaser)

Providing a Secure Area:

Provide as needed a hiding area for cats, specifically for cats or kittens who appear frightened. Consider hanging a towel over the front of the cage to allow the cat to relax.

CANINE ENVIRONMENTAL ENRICHMENT:**Benefits of Canine Enrichment:**

Enrichment helps dogs and puppies maintain their mental, physical, and emotional health so that they remain good adoption candidates and don't become behaviorally at risk.

Examples of Enrichment for Dogs and Puppies:

- Very hard rubber chewable toys. Kong toys, if the appropriate size is given to each dog, are too rigid to be chewed into pieces.
- In addition, volunteers should be encouraged to use "dog walk time" or playtime in the shelter dog park to its greatest advantage and as much more than simply the chance to eliminate.
- Individual exercise opportunities should average 15-20 minutes, including leash time, talking, petting, and interactive play. Active "people time" allows an outlet for mental AND physical energy through focused, interactive play.
- By focusing on a specific task (repeatedly returning a ball, Kong, or Frisbee; playing "hide-and-seek" with treats or toys, etc.), dogs are able to expel much more pent-up mental and physical energy in a limited amount of time and space. Therefore, they greatly reduce stress due to confinement, isolation, and boredom.

Here are some basic health and safety requirements for dog and puppy toys:

- Toys must be easily and thoroughly able to be disinfected; or be disposable after single use. Disinfect toys before giving to another animal using the procedure used to disinfect dishes.
- Toys must be of sturdy construction and appropriate materials so that they pose no danger if ingested or damaged.

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LOST ANIMALS

It is the goal of Mississippi Critterz to return all strays entering the Shelter to their owners and to provide assistance to those who have lost pets or to individuals who have found animals. Mississippi Critterz defines reasonable attempts to contact the owner as:

- checking lost reports;
- checking found reports;
- listing the animal on suitable websites (Facebook, Instagram, Twitter)
- checking animal for microchip, ID tags, or identifying tattoos

If the owner is known, reasonable attempts include phone calls, internet messages, and a certified return receipt letter to the last known address.

Holding Animals for Law Enforcement

Mississippi Critterz occasionally is asked to hold animals while their owners are being detained by law enforcement. It is critical that we get the following information from the Police or person delivering the animal:

- name and badge number of police person,
- name of owner,
- contact phone numbers of the owner,
- location of owner, any known relatives, etc.

Holding Period for Lost Animals

Office staff are to record the date each animal is available for release on the animal's record. The stray hold is five (5) days (including day of impound).

Sick or Injured Stray Animals

The veterinarian will determine the correct treatment for the pet.

- If the pet is severely injured or ill, the veterinarian will determine if euthanasia is appropriate.
- Pets that, in the opinion of the veterinarian, are experiencing extreme pain or suffering, may be euthanized after the staff has exhausted reasonable efforts to contact the owner.
- If the pet is wearing identification, the veterinarian will determine appropriate treatment to make the pet comfortable while reasonable attempts are made to contact the owner.

The pet MUST BE HELD FOR AT LEAST 24 HOURS, as we attempt to track the owner. All attempts must be documented on the animal's computer record. If the animal cannot be kept calm or free of pain during this period or the animal is dying, a veterinarian must decide whether to euthanize the animal.

Matching Animals

The description of the animal, date lost or found, location where animal was lost or found, and any forms of identification are important factors used for matching animals. Our goal is to assist the person who is looking for their lost pet!

Taking a Lost Pet Report

- Ask the person if they have previously filled out a lost report.
 - If they have, ask them when (we keep reports for 30 days from the date of the report).
 - If they filled out a report within the last month, check to be sure the report is on file.
 - If the report is still active for that animal, escort the person through the shelter.
 - If their report has expired, they need to fill out a new report before they can be escorted through the shelter.
 - If the report is for a pit bull, ask the client/patron to stay in the front office while the client care staff takes the written report and walks through the shelter to see if there is a match.
- Only if the client care staff person feels there is a match will the person filing the report be escorted directly to the animal that may be a match.

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All reports must be reviewed by the client care staff or volunteer to ensure the information is clear, the description is clear, and the contact information is complete.

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- Explain to the patron they should visit the shelter every 3-4 days to check. We do check daily but there are many animals and sometimes descriptions do not match.
- Explain the stray hold period.
- Explain that their lost report will be held in our system for 30 days from the day it was filed.
- Encourage them to post flyers around their neighborhood and post on their social media websites.
- The staff or volunteer who took the report will at this time check the found animal binder to see if there are any matches.
- When there is time, client care staff or trained volunteers should call people who have filed lost and found reports to see if they have found their animal or found the owner. Many times, they forget to call us back.

Calls from Citizens Reporting Lost Animals

Any time an individual calls to report a lost animal, ask them to come to the shelter to complete a lost report or send us pictures and a description via social media or email.

Checking Lost Reports Daily

The Kennel Supervisor will assign lost report checking to client care staff and/or trained volunteers, so the duties can be spread out over more people. The following daily checks need to be made:

- Lost reports against found reports
- Lost reports against Shelter on hand animals
- On-hand animals against the Lost Pets section on social media and/or websites.

These checks are done by walking through the shelter with the lost reports in front of you and looking at each animal to see if there is a possible match.

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FOUND ANIMALS

Animals with Traceable Identification

- The staff person who intakes the animal will enter all the information in the animal's record and create a memo and HOLD in the record that you have started tracing the identification.
- That same person will start tracing the identification information to locate the owner (call the vet hospital to trace the tag even if it is long distance, call the owner listed on the ID tag, call the microchip company and find out the owner's information if it is available).
- Make notes in the animal's record that the attempts have been made and the result, i.e. contacted owner – current contact information, what the status is of being picked up, your name and date.
- If able to contact the owner, explain the fees, what our hours are, that the animal must leave the shelter in a carrier or on a collar and leash.
- If there is no response from the phone call or from an agreement by the owner to come in to reclaim the animals within 5 days of the initial contact, the animal status will be updated to available for adoption, transfer, or euthanasia.

Stray Animals

The person handling the intake of a stray animal brought to the Shelter by a citizen or Shelter personnel will promptly check:

- lost reports on file,
- lost reports from social media

The animal computer record should reflect the date and time the animal was found, the initials of the employee, and the date lost reports were first checked.

Matching

The description of stray animals that have been brought to the Shelter by citizens or through the animal control department should be immediately cross-checked with lost animal reports.

If a match is made, owners should be **promptly** called and notified of the process involved for the release of the animal. Should the owner be unreachable by telephone, personnel will post a notice at the door of the residence.

- A Hold is put on the animal's record of a possible match and return to owner.
- A note is put on the kennel card of the animal with the date and name of the staff person writing the information.
- The possible owner is provided the information or steps he/she must take to finalize the return to owner.

Office staff should educate citizens reporting lost animals about the benefits of spaying or neutering, the hazards of leaving animals outside unattended and the importance of identification.

Calls from Citizens Reporting Found Animals.

When individuals call or visit the Shelter to report a found animal, office staff will complete the appropriate form and obtain as much detailed information as possible.

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Lost animal reports should be promptly checked.

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- If a match is made, the person should be referred to the owner of the animal.
- If no match is made, office staff should encourage the person to bring the animal to the Shelter if he or she is unable to keep it and report the found animal to other local shelters, to post signs in the area the animal was found and to post on social media websites.

Processing Reports

Lost/found reports are kept in a current file until a match is made or 30 days after the report was filed. Staff and volunteers should call owners of lost animals and citizens reporting found animals on a frequent basis to see if they found their pet or found the owner as way to clear out reports and/or update the lost/found reports.

If animals are reunited with owners with Agency assistance, the lost/found reports are submitted to the office staff for adding to the mailing list. All other reports are transferred to a secondary file. Staff is responsible for re-checking the secondary file on a weekly basis.

Return to Owners: Proof of Ownership

Our mission is to GET THE ANIMAL HOME. Therefore, the following guidelines have been put into place. Proof of ownership can be determined in many ways:

- ID tag, rabies tags or license tags
- Microchip
- Veterinary records
- Pictures
- Bill of sale
- Registration papers

If the above are lacking, take into consideration:

- Where the animal was lost compared to where found
- Zip code
- Description
- Coordinating dates
- How the animal reacts to the person
- Neighbors identification
- Social media posts.

You may also try:

- Calling the vet or the groomer
- A call to a neighbor or friend
- If all these fail a patron may put a finder's hold on the animal.
- Notify your manager about all ownership disputes.

Animals are personal property and cannot be withheld from an owner without due cause.

Persons claiming a stray animal as their own must provide proof of ownership (see above). Pictures will be accepted only if they can show time, i.e. several pictures taken over time. Furthermore, pet owners may have to pay certain fees to reclaim the animal. If there are vet fees the owner will be responsible for those fees. The Shelter Director should have fees noted in the computer record in case an owner comes forth.

Impound

The impound fee is \$15 + \$5.00 per day boarding; additional cost for vaccinations, medications, or medical care will be calculated, as applicable, for animal.

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Boarding Fees

For each night a stray animal is housed at the Shelter, a boarding fee of \$5.00 per animal will be charged to the owner.

Owners of unsterilized pets are to be encouraged to spay or neuter their animals. Upon the approval the Shelter Director or Kennel Supervisor, impound and boarding fees may be reduced if the owner opts to allow spay/neuter surgery to be done prior to return through the Low Cost Spay/Neuter program. The receipt should reflect the reason why fees are being reduced and be signed by the Shelter Director or Kennel Supervisor.

In cases where a stray animal is being returned to an owner and the animal entered the Shelter without identification, office staff should explain to the individual the importance of identification and encourage the person to purchase a tag. In addition, owners should be cautioned about leaving animals outside unattended.

Leashes and collars can be made available for a \$5 fee to send the animal out the door.

Cats need to be placed in a (cardboard) carrier to ensure they make it home safely.

EUTHANASIA DECISIONS

Humane euthanasia of animals - a practice acknowledged by most animal protection organizations as an acceptable means for alleviating or preventing suffering – is still necessary due to the surplus of animals received at our shelter and those in the surrounding communities. Euthanasia is not a decision we take lightly, but one we must make nonetheless.

We sincerely wish that every animal that comes to us could be adopted to a caring, responsible home. Unfortunately, there aren't enough quality homes for placement. We evaluate the health and temperament of each animal on an individual basis. We use our experience and protocol to evaluate an animal's needs and balance those needs with the greater good of the animal population in our care. Since euthanasia is the final act of kindness that can be shown to an animal, it is the policy of Mississippi Critterz that animals be handled with respect and sensitivity and protected from stress, fear, discomfort, and pain.

Each animal who comes to us is evaluated in entirety; considering both behavior and medical conditions. Euthanasia must be considered:

- When an animal is felt to be suffering mentally, emotionally or physically with a poor prognosis, protracted painful recovery, or incurable illness
- When an animal is deemed to pose an unacceptable danger to other animals, itself, or the public

We also recognize the adoptability of animals in shelters may be impacted by:

- temperament
- previous history, age, breed, health
- ability to cope with kennel stress
- foster care resources, human resources, budget
- personal attachments by staff and volunteers
- requirements ordered by the courts or Animal Control

Our evaluation process assesses an animal's behavior, temperament and health. The evaluation process is a tool to help the Shelter Director, Kennel Supervisor, or assess an animal's behavior and health. This information is used to determine if an animal is healthy, treatable, or unhealthy/untreatable:

- Animals that rate high in the evaluation are healthy and adoptable.
- Treatable animals may be borderline but could respond with treatment.
- Unhealthy animals are clearly sick or are unsafe for the community.

Animals may display behavior patterns or have physical conditions that would make them difficult to care for at the shelter or in a home environment. Some animals may be dangerous to people or other animals and it would be not be in the best interest of Mississippi Critterz or the community to place such animals.

Information from the behavior and health evaluations is included in the decision-making process. Management reviews euthanasia decisions daily. When there are conflicts about a euthanasia decision, the management team will review the case and make a final decision. Staff members must bring questions about euthanasia decisions directly to the Shelter Director and/or Kennel Supervisor.

Evaluators clearly document the specific reasons for euthanasia decisions based on the language used in the guideline. All animals slated for euthanasia will be scanned for a microchip and checked for a tattoo. If the animal is a stray, a final search will be conducted in lost animal reports.

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THE DECISION MAKERS

Daily Walk-Through Process

The kennel supervisor, and/or the Shelter Director, in consultation with the veterinarian if necessary, walk through the shelter daily to select animals for possible euthanasia, considering the animal's health, behavior assessment, "holds", and adoptability.

During this walk through the shelter each afternoon animals are evaluated.

- If an animal is sick or it is showing signs of an oncoming illness, the animal is moved to the isolation area for that species, notations are made on an animal's kennel card and in the computer record as to the type of illness and its severity.
- If the animal is treatable with medication, therapy will be offered and documented by the Kennel Supervisor, Shelter Director, veterinarian, or staff.
- If an animal's illness is contagious (i.e. it may infect the entire kennel or human health) or if the animal is suffering, the veterinarian may authorize euthanasia and note accordingly.
- Animals with clinical signs and a positive Parvo snap test are immediately euthanized.

NOTE: Although an animal may be considered for euthanasia, if euthanasia is not immediate and the animal can be kept comfortable, the animal is still given medications to increase his or her comfort and reduce pain.

Alternatives

Alternative options will always be reasonably explored for animals initially accepted for adoption but that fail to continue to meet the criteria for adoptability. Some examples of options to pursue include cooperating with other placement facilities and assisting with appropriate foster care. The shelter works with many reputable breed placement partners who may also be able to assist.

Pre-euthanasia Checklist.

- This checklist is then checked against lost reports on file.
- Pull files for any animals in the adoption area who are on the checklist and clip these files to the checklist.
- The checklist with any file attachments is given to the Kennel Supervisor and Shelter Director for final approval.
 - The Shelter Director or Kennel Supervisor pulls up the computer record and ensures that the checks the animal against lost reports, adoption applications, special holds, etc., to ensure then animal can be euthanized and no mistakes are being made.
 - The Shelter Director of Kennel Supervisor then creates a memo that says "approved and scheduled for E and D"
 - The checklist is complete when it is approved, signed, and dated by the Shelter Director.
 - Any animals on the list currently in the adoption area must then be moved to the back to ensure no mistake is made. The Shelter Director or Kennel Supervisor should do this at the time the list is approved.

CRITERIA FOR EVALUATING ANIMALS FOR EUTHANASIA

It is critical for staff and volunteers who do not make euthanasia decisions to understand the pain, emotion, and guilt associated with this role. The decision-makers face a difficult task, and their selections must be respected, even if they are different from your own.

We strive to be compassionate, fair, and professional as we accept the responsibility for managing the thousands of homeless animals that enter our shelter each year. Making euthanasia decisions is difficult and emotional for those who must choose.

Determinations regarding some animals are clearer than others. To assist the staff who must perform that role, criteria are listed below that may help in those grueling moments.

MINUTE BOOK No. 84, CITY OF OXFORD**Stray Animals**

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Strays are kept for 5 days before we can make the decision to place the animal up for adoption or consider euthanasia. However, if the animal is suffering due to severe injury or illness, the animal may be euthanized before hold period ends with a veterinarian's approval. Records must be clearly noted with the medical reasons for euthanasia. (See next page for the full policy.)

If the animal is neither ill nor claimed, he or she can be considered for adoption, transfer to partner shelter, remain at the shelter, or euthanized on the sixth day.

Owner-surrendered Animals

The Shelter will accept animals of citizens requesting euthanasia. Prior to surrender, the owner will be informed that it may be deemed that euthanasia is not necessary for the animal. If the owner is not in agreement, they will be directed to their personal veterinarian. If surrendered, upon intake, the animal becomes the sole property of MS Critterz and decisions of adoptability, transfer, or euthanasia will be determined upon the animal's behavior and/or overall health.

Purebred Animals

Because many breeds have rescue groups, purebreds are not to be euthanized without first attempting to place the animal in rescue. All efforts must be exhausted before euthanizing these animals. However, if the animal is aggressive or ill, he or she may be euthanized without consulting rescue.

Illness or Injury

Animals can be considered for euthanasia if:

- their injuries or illness is untreatable
- treatment is cost prohibitive for the average person (i.e. severely broken bones, broken backs, and extensive burns)
- keeping the animal alive would result in pain or a poor quality-of-life

Other circumstances may also affect euthanasia decisions:

- If a veterinarian has noted that an animal has a serious illness, that animal is to be selected for euthanasia over a healthy animal.
- If an animal is suffering, euthanasia is to be performed on the same day. The kennel staff must advise the veterinarians immediately of any sick, injured, or suffering animal.
- If the animal has an injury or condition that is painful but not life-threatening, he or she is to be medicated to relieve the pain. However, if evaluating for space reasons, injury or illness may be considered a reason for euthanasia.

Stray Animals Euthanized before Stray Period or Brought in Dead on Arrival (DOA).

When an animal is euthanized before the stray period expires, communicate this information to the front office in case any owner comes in looking for that animal.

In addition:

- Update the euthanized animal's computer record.
- Copy the intake form with the reason the euthanasia was performed and obtain pictures of the animal. Submit these to the Office Staff Receptionist to be entered in the RescueGroups.org Data Management System and label them as "STRAY EUTHANASIA/DOA".

It is the responsibility of the person performing the euthanasia to take the picture and make the copy of the intake and bring it to the Office Staff Receptionist. Since only the staff veterinarian can authorize the euthanasia of a stray animal still in the stray period, the veterinarian or those directed by that person are responsible for following through the process.

If the animal is taken to an emergency clinic and euthanized at the clinic, a photo of the animal needs to be taken either by the individual that transported the animal to the clinic. Submit these

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to the Office Staff Receptionist to be entered in the RescueGroups.org Data Management System.

- Bag the animal and place the bag in the Freezer with a HOLD sign filled out and taped to the bag. This will prevent the animal from being picked up for disposal until the stray period is over.

Any DOA's picked up are handled in the same manner.

The STRAY EUTHANASIA/DOA binder should be reviewed daily by client care staff against any lost reports filed in addition to the shelter inventory. After the stray hold has expired, the intake form and photo can be discarded.

Animals in Adoption Area

Euthanasia decisions must be made when there are animals in the healthy hold area of the shelter who are adoption candidates and need to move to adoption. Animals who have been in the adoption area who may fall in one of these categories may need to be considered for euthanasia:

- Dogs whose behavior is becoming worse: i.e. leaping up, trying to escape, trying to bite, and charging the gate.
- Dogs who have been up for adoption for weeks/months with no interest and are becoming lethargic, aggressive, or barrier aggressive.

Aggressive Animals

Any animal regardless of its size, sex, or breed who is known to be aggressive or exhibits signs of aggression towards people or other animals may be euthanized. Determination of aggression can be made from history, day-to-day interaction with the staff and volunteers, and through a behavior evaluation.

Aggression includes:

- defensive and threatening behaviors
- actual attacks
- lunging at humans
- baring teeth
- exhibiting other characteristics that may make it a poor family companion for the average adopter

Generally, cats need more time to adjust to the surroundings and noises. They should be placed in a quiet cage, with the front covered with a towel, and then re-evaluated after they have been given time to relax.

Wildlife

When wildlife comes to Mississippi Critterz a licensed wildlife rehabilitation facility or rehabilitator is located to help making decisions of how to proceed with the wildlife.

Holding Times

Individual animals may be marked "Do not E&D" which means that animal cannot be euthanized without permission from the Executive Director or the person who asked for the animal to be held. Holding animals makes euthanasia decisions extremely difficult. It is important to understand that if one dog is held, another is euthanized in its place.

If "do not E&D" is placed on the animal's record, it must also contain the full name of the staff person who placed the hold.

Summary

Euthanasia is an emotional and heart-wrenching process for those involved. It's a decision no one wants to make or carry out. But, we also know there isn't another option unless the animals are housed indefinitely in a cage or kennel off-premises. Quality-of-life is our guiding principle. Our educational and veterinary programs are attacking the problems at the source with aggressive spay/neuter, education, and adoption programs.

EUTHANASIA TECHNICAL PROCEDURES

Euthanasia will be performed according to the HSUS Euthanasia reference manual found here:
<https://www.animalsheltering.org/sites/default/files/content/euthanasia-reference-manual.pdf> accessed
9/16/2018

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SAFETY RULES

PERSONAL SAFETY

Following these common-sense rules will help prevent many accidents.

- **Report all injuries**, no matter how slight, to your supervisor.
- All Operations personnel and administrative persons working with animals are required to purchase and wear **skid- or slip- resistant shoes**.
- Do not attempt to lift/push objects or animals that are too heavy--ask for help. Bend at the knees and hips and lift with your legs. Adjustable tables should be lowered to the floor for animals weighing over 75 lbs., or for any employee unable to lift an animal onto a table.
- Identify and remember the location of fire extinguishers, fire alarm pull boxes, and emergency exits. **NEVER** block these areas with materials or equipment. Keep floors and aisles free of debris at all times.
- Use personal protective equipment as described below:
 - Goggles, safety glasses, gloves must be worn when working with chemicals (quaternary ammonia, degreaser, etc.) or while performing or holding for euthanasia.
 - Safety glasses are also to be worn when preparing rabies specimens.
 - Maintenance staff will wear customary safety equipment when performing applicable tasks.
 - Ear protection is provided and should be worn when working in Dog Holding, Kennels, or any other high noise area.
- Horseplay is prohibited.
- Seat belts are always to be worn when driving on business, whether in agency vehicles or personal automobiles.
- When restraining animals over 60 lbs. seek assistance if necessary.
- Any person known or observed to be under the apparent influence of drugs or alcohol will not be allowed to work, and will be subject to discipline, up to and including termination.
- Any person willfully violating safety procedures and/or endangering the safety of other employees will be subject to discipline, up to and including termination.

HOUSEKEEPING AND CLEANING

- All employees are responsible for maintaining the general orderliness and cleanliness of their work areas. Keep floors and aisles free of debris at all times. Housekeeping is an important part of maintaining a safe work environment. It reduces the spread of disease harbored by clutter and waste and eliminates tripping and falling hazards.
- Do not eat, drink, smoke, apply cosmetics, or store food in areas where animals are handled. These practices encourage the spread of disease.
- **ALWAYS** wash your hands in between handling animals to minimize the transmission of disease, and after handling chemicals to avoid potential allergic reactions.

HAZARDS AND HAZARDOUS SUBSTANCES

- Report all hazards to a supervisor immediately.
- Only properly trained employees are to undertake any repair work involving electrical equipment.
- Do not overload outlets.
- Know the safety precautions for each chemical BEFORE you use it. The Material Safety Data Sheets (MSDS) sheets can be found in the office receptionist area.
- Refer to the Hazard Communication Program SOP for more specific policies for dealing with workplace hazards.

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ANIMAL HANDLING SAFETY

This information is a general overview of safe animal handling practices. **It is not intended to replace actual safe animal handling training conducted by the behavior department.** When handling animals, be sure to:

- take your time,
- don't over stimulate the animal, and
- remember that the animal may *perceive* a threat, even though you do not intend to threaten.

If you do not feel comfortable handling an animal, DON'T!! Get a supervisor to help you--don't risk getting dragged, scratched, or bitten!

CATS

- When removing a cat from a kennel, be sure to get the cat's attention before opening the gate.
- Allow the cat to check out your fingers before you pick it up. The cat should come to you, not the other way around. Talk to the cat calmly and softly to avoid over-stimulating the cat.
- When handling a cat, always control the head and neck. Hold the cat firmly—left hand controlling the head and neck, right elbow supporting/gripping the hindquarters, right hand controlling the front paws. Take a moment to readjust your grip if you need to. Keep the cat's face away from other cats. (You can reverse this procedure if you are left-handed.)
- Always use a carrier to transport the cat more than a few feet.
- Watch for signs of stress/fear--enlarged pupils, thrashing tail, growling, hissing, and attempting to hide or escape. If these signs appear, carefully remove the cat from the source of stress--out of the visiting room or into a less stressful kennel.
- If a cat is fearful, do not make direct eye contact. Approach the cat at his or her level. Do not reach over the cat's head. Move slowly because rushing the cat only adds more stress, leading to unpredictable behavior and increasing the likelihood of injury.
- Document and report any incidents of bites or other injuries, mishandling of animals or other non-routine activity.

DOGS

- When removing a dog from a kennel, distract the dog, and enter the kennel with your leash ready.
- Attempting to "noose" a dog through the gap in the gate can lead to an escape by the dog.
- Approach the dog from the side. Do not attempt to "noose" it over the top of its head, as this will only intimidate the dog. If the dog has a kennel mate, remove the kennel mate from the kennel if he or she is making it difficult to get the dog you need. Talk calmly to the dog to avoid over-stimulating him or her.
- When moving the dog, keep the dog away from other kennels, and break his or her line of vision. Use proper leash techniques, looping the handle of the leash over your thumb and across your palm (like a joystick). Keep the leash short, bend your arms and knees and use both hands for better control.
- Only small dogs and puppies should be carried, and then only as you carry a cat. Carrying a dog like a baby is not permitted. If the dog won't move on the leash, coax the dog by moving in front and down low. Dragging a dog is never permitted.
- Watch for signs of stress/fear:
 - ears back,
 - hackles raised, tail down,
 - dilated pupils,
 - lifted lip,
 - submissive posture,
 - growling, snarling, barking, or lunging.

If these signs appear, remove the dog from the source of the stress--out of the visiting room, away from other animals, or into a less stressful kennel.

WITH ANY ANIMAL

- Inform a supervisor immediately if an animal is displaying signs of aggression and/or may be a threat to other animals or people.
- Wear protective gloves, long-sleeved shirts, and shoes with closed toes (no sandals) to reduce the degree of injury from bites and scratches.
- **If you have questions, ask a supervisor. If you feel uncomfortable handling an animal,**
- **DON'T!**

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RESTRAINT OF ANIMALS

It is the goal of Mississippi Critterz to treat all animals as humanely as possible. We expect everyone to use the least amount of restraint necessary to both secure the animal and protect the staff and volunteers. The following policies for restraint, from least to most restraint, are the only ones that are appropriate to use:

- All staff must always have a slip leash on their belt.
- Pick up and carry or place the animal in an appropriately sized carrier. No dragging, ever.
- If necessary, use a leash muzzle wrap when picking up an animal.
- Frightened dogs or cats that try to bite or are fearful can be safely and humanely moved by wrapping the animal in a heavy blanket or towel and carrying the animal to the run or kennel.
- When lifting animals, work in teams of two. Both people lift the animal: one supports the animal's weight and the other controls the animal's head.
- Use control poles only when absolutely necessary and only by staff who are properly trained on their use. Do not use control poles on cats.
- Use cat nets only when handling fractious cats.
- Transport all cats in transfer cages covered by a towel to minimize stress. Never hold cats in your arms to transport from room to room.
- Use the feral cat box to transport feral cats for surgery or euthanasia, and then transfer the cat to a squeeze cage where the drugs are administered. While the cat is in the squeeze cage it will be covered with a towel to minimize the stress for the cat.

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APPROACHING FEARFUL KENNELED ANIMALS

When approaching a fearful animal, you should make every effort to be as non-threatening as possible. Remember that a caged animal may not show you signs of fear until it feels cornered (i.e. when you close off the only visible exit path).

Consider your purpose: Are you evaluating the animal, attempting socialization, or trying to catch the animal to move and/or treat it? Then only approach as close as is absolutely necessary.

- **Remember that the animal may PERCEIVE a threat**, even though you do not intend to threaten.
- **Move slowly and deliberately.** Quick, sudden, or tentative movements may produce more fearful reactions. Be sure that the animal sees you.
- **Do not make direct eye contact.** While you obviously need to watch where you are going and what you are doing, direct eye contact is very intimidating and threatening to the animal. Look to the side, above the head, or toward the floor.
- **Approach at the animal's level.** Even if you are not a very large person, you are taller than the animal and may seem to loom over it. Crouch down (bending at the knees) or kneel or sit on the floor; you should be stable in whatever position you choose. (When working with higher cages, try to bring your hand in from the bottom, rather than the top, of the cage.
- **Do not reach over the animal's head.** Reach out and touch under the chest or chin, or behind and under the ears, rather than over the head. Allow the animal to sniff your fingers first if he wants to investigate you. (Cats will generally "tell" you where they prefer your finger to touch them; the jawbone is often selected!)

Rushing an animal increases stress for the animal and the situation. Increased stress means more unpredictable circumstances, which lead to dangerous situations.

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SECURITY OF CONTROLLED SUBSTANCES

Controlled substances

- All controlled substances, needles and syringes are to be kept securely locked and should never be accessible to the public or any unauthorized persons.
- Only staff members who have been adequately trained to use such supplies will have access to them.
- Drugs are kept under lock and key (e.g. in a refrigerator) and only trained employees will have access to it. It will be secured with a Biometric Keyless Lock. The unlocking of it will be traced and recorded.
- No controlled substance is to be removed from the Shelter.

Recordkeeping

- Each time any amount of a controlled substance is used it must be completely and accurately documented in a bound book with numbered pages kept in the medical treatment room.
- The following information must be documented according to the Drug Enforcement Agency: date, animal's intake number, and description of animal, weight, and amount used, balance remaining, technician, assistant and (if appropriate) reason for euthanasia (e.g., health, age, behavior). The animal's record should be updated to record the date of and reason for euthanasia, weight of animal, the type and amount of controlled substance used, and the technician's initials.
- Immediately report any discrepancy in the drug balance to the kennel supervisor, the lead veterinarian, operations director, or the executive director.
- The supervisor will conduct daily checks of this book to ensure proper accounting of the substance is being followed.

Inventory

- All controlled drugs must be carefully inventoried.
- The general supply of drugs are locked in a refrigerator, and only managerial employees will have access to the fridge secured with a Biometric Keyless Lock. The unlocking of it will be traced and recorded.
- Each time a shipment of a controlled drug is received, it should be immediately placed in the safe and the appropriate paperwork completed, to include matching the invoice with the order slip.
- Each bottle should be numbered in sequential order to allow for extra accounting oversight.
- A bound book is kept in the main supply safe listing the type and amount of each controlled drug within.
- Each time a drug is removed from the safe, the person taking the drug is to mark it in the book and then re-count the bottles and provide that tally in the log book. This helps keep the inventory accurate.
- Under no circumstances should a page be removed from the book. If a mistake is made, a thin line should be drawn through the error with the necessary correction being made and initialed.
- Any time the supply safe is opened, either to add drugs from a shipment or to remove a bottle the process must be witnessed by another staff person. The witness should sign the inventory book along with the person removing the drugs.
- All entries should be made in ink, and no entry should be erased or completely obliterated. Any discrepancy should be immediately reported.
- A complete inventory should be conducted twice annually and kept in the file, to be provided to any inspecting agent.

HAZARD COMMUNICATION PROGRAM**Material Safety Data Sheets (MSDS)**

Mississippi Critterz does not expect its employees to use a chemical that does not have a MSDS to explain the hazards and safety precautions that should be used with the chemical.

The Shelter Director will be responsible for obtaining MSDS for each new chemical used at the facility. If a MSDS is not delivered with the first shipment of a new chemical, the Shelter Director will call the company providing the service and request an MSDS to be emailed immediately.

The Shelter Director will also maintain hard copies of each MSDS in a MSDS folder placing inside the staff/volunteer break room, a place accessible to all employees at all times.

Container Labeling

Each department manager is responsible for checking arriving containers in their department to verify that they are appropriately labeled. If a container is not labeled, the department manager will obtain a label from the kennel supervisor for the chemical immediately.

Any container with a worn or missing label needs to be brought to the kennel supervisor who will then label the container before it goes back into use. The kennel supervisor is also responsible for ensuring that "in-facility" containers are labeled.

Hazards in Unlabeled Pipes

All pipes that are accessible to the public or employees will be labeled with their contents.

Non-Routine Tasks

Before any employee engages in a non-routine task the employee shall consult the SOP for that task.

Information Exchange with Other Employees

Mississippi Critterz will verbally give the information on where our MSDS are located to each employee.

Employee Training and Information

Hazard Communication Training for employees will be given at the time of initial assignment, twice a year, and whenever a new hazard is introduced. Training will include the following:

- The nature of hazards posed by chemicals in the workplace.
- Right to Know
- Measures that employees can take to protect themselves from these hazards.
- Instructions on work practices, personal protection equipment, and any special procedures to be followed in an emergency.
- An explanation of the hazard communication program, including information on labeling and MSDS.

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TELEPHONE INTERACTION

Telephone etiquette is important for establishing good community relations. In addition, the information line voice-mail system provides important information to individuals needing assistance with animal-related problems.

Answering Calls

All incoming calls will be answered with the following greeting: Hello, this is {say your name} with Mississippi Critterz how may I help you?

If You Must Place a Caller on Hold

Answer as follows: "You have reached Mississippi Critterz this is {say your name} do you have an animal emergency?" Wait for a response, in case the caller has an animal emergency, and then ask, "May I place you on hold?"

Don't let callers linger on hold. Offer to take a message, or suggest a time to call back when they are more likely to reach the person they need or when staff will be available to assist them.

MEDIA CONTACTS

If you are contacted by a reporter or representative of any TV, radio, newspaper, or magazine reporters, or by other media reps, you need to direct him or her to the Shelter Director or an Executive Member of the Board of Directors.

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OXFORD ANIMAL CONTROL REPORT

PART-TIME OFFICER: FRANK ESTRADA & CYD DUNLAP)

July 11, 2018

1. 6:39 PM – 561-401-8309
 - a. Palm Beach, FL (Airbnb}
 - b. Found dog with bitten ears and possible skunk attack
 - c. Wrong city/state
 - d. No dispatch
2. 7:07 PM – 601-573-1508
 - a. Josh Guarls at the Mark Condos, Apt. 50
 - b. Silver Pitbull from county charged at him
 - c. City Dispatch, but could not locate

July 12, 2018

1. 6:20 PM – 228-282-9672
 - a. Amanda Williams, Cottage Point
 - b. Female Beagle Mix roaming with collar
 - c. County, No Dispatch

July 13, 2018

1. 7:00 PM – 662-380-0947
 - a. Deer keeps jumping in backyard near Avant Park
 - b. Texted her Nancy Fachman's number
 - c. City, No Dispatch

July 14, 2018

1. Sam McAlilly
 - a. White Poodle near Frank & Marlee's
 - b. Will get close but no close enough to catch
 - c. City Dispatch, but could not locate

July 15, 2018

1. 2:34 PM – OPD
 - a. Border colliez at the Oxford Growler
 - b. Employee named Stephen, 662-801-1624
 - c. Took to shelter and vaccinated it with Morgan
 - d. Owner was out of town and dog sitter lost it in the rain
 - e. Left a voice mail for owner, Scott Caradine, 662-816-3950
 - f. City Dispatch

July 17, 2018

1. 7:49 AM – 662-816-9393
 - a. 719 MLK Jr. Circle
 - b. Momma dog and puppies running loose
 - c. City, No Dispatch, changing shifts

OXFORD ANIMAL CONTROL REPORT

PART-TIME OFFICER: FRANK ESTRADA & CYD DUNLAP)

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July 26, 2018

1. 7:55PM – OPD
 - a. Girl called about a pregnant dog by Boys & Girls Club.
 - b. Possibly same momma dog on MLK
 - c. City Dispatch, but could not locate

July 28, 2018

1. 5:31AM – Text Message
 - a. Two dogs loose on South Lamar past Belk construction roundabout
 - b. City, No Dispatch
2. 4:13PM – 601-214-4420
 - a. Pitbull mix, sandy color with blue eyes, about 80 lbs
 - b. Mother is Jennifer, son is Anderson form Jackson, MS
 - c. Lost by Fieldstone across from LHS
 - d. Missing since yesterday
 - e. Fixed, runs around the neighborhood
 - f. Posted it on our OLHS Facebook Page
 - g. County, No Dispatch
3. 4:28PM – Elaine Cox
 - a. Black and white dog, about 1 year old
 - b. Found near Pet Smart
 - c. Took to shelter
 - d. City, No Dispatch
4. 6:20PM – UPD Officer Mandy
 - a. Found a dog near Highway 30 running in traffic
 - b. Met at OLHS and vaccinated it
 - c. Left voicemail for owner, put in Kennel 18
 - d. City, Dispatch
5. 7:42PM – 601-214-4420
 - a. Jennifer texted back letting me know their dog was found

July 29, 2018

1. 9:55AM – 662-816-9057
 - a. County Deputy brought dog to the shelter
 - b. Told her someone was at shelter to help her
 - c. City, No Dispatch
2. 8:04PM – 330-550-5839
 - a. Momma dog from MLK near tennis court and walking trail
 - b. City Dispatch, but could not catch

July 30, 2018

1. 7:42AM – 701-330-2654
 - a. Jennifer Patel, left voicemail

OXFORD ANIMAL CONTROL REPORT
PART-TIME OFFICER: FRANK ESTRADA & CYD DUNLAP)

August 5, 2018

1. 5:27PM – Elizabeth Hiatt (sp?)
 - a. Labradoodle/black Irish Setter, named Lobo
 - b. Missing for 2 weeks, seen 4 days ago near Cookout
 - c. Fixed, collar, microchipped
 - d. Home is Old Sardis
 - e. No Dispatch

August 6, 2018

1. 6:38AM – 662-234-4156
 - a. Manager at Sherman-Williams on West Oxford Loop
 - b. Injured kitten
 - c. Told him to take to shelter since I was about to change shifts
 - d. City, No Dispatch

August 11, 2018

1. 8:18AM – 662-832-6237
 - a. Stray dog out on CR 328, 10 Tatum Lane
 - b. Explained no leash laws in County
 - c. County, No Dispatch
2. 2:38PM – David Levy
 - a. Called to see if anyone has picked the pit bulls that would be around Brighton Village
 - b. City, No Dispatch

August 15, 2018

1. 7:43AM – 662-701-9460
 - a. Cross Creek Subdivision on HWY 7
 - b. Five dogs running loose
 - c. Explained that there is no leash law
 - d. County, No Dispatch

August 17, 2018

1. 7:49AM – 203-209-7880
 - a. Asked why the door was locked for surgeries
 - b. Griffin was there to unlock it
 - c. City, Dispatch

August 20, 2018

1. Pitbulls roaming in Brighton Village
2. City, Dispatch but could not locate

OXFORD ANIMAL CONTROL REPORT
PART-TIME OFFICER: FRANK ESTRADA & CYD DUNLAP)

August 27, 2018

1. 8:33PM - 662-832-9320
 - a. Stray dog about 30LB
 - b. City, Dispatch could not locate

August 28, 2018

1. 6:15PM - 662-638-5530
 - a. Ginny Baker calling to let me know she's picking up her dogs tomorrow
 - b. City, No Dispatch
2. The Archive (Cyd Dunlap ACO)
 - a. Beagle left on balcony
 - b. Talked with the owner and his mom
 - c. City, Dispatched

August 29, 2018

1. 6:20AM - 757-903-9994
 - a. Found a kitten and would take to shelter
 - b. City, No Dispatch
2. 7:04AM - 662-419-4772
 - a. Chief of Police Matt Stringer
 - b. Asked if he could bring 12 feists to the shelter, told him yes at 12pm
 - c. County, No Dispatch
3. 7:31AM - Ginny Baker
 - a. Calling to pick up her dogs
 - b. City, No Dispatch
4. Conference Center (Cyd Dunlap, Griffin Nielson ACO)
 - a. Loose dog but couldn't catch
 - b. City, Dispatched
5. CVS Pharmacy (Cyd Dunlap)
 - a. Loose dogs but couldn't find
 - b. City, Dispatched

August 30, 2018

1. 12:07AM - 817-944-1599
 - a. Avril Boswell
 - b. Managed to catch dog at conference center but escaped when brought to Anchorage
 - c. City, Dispatched could not locate
2. 6:53AM - Avril Boswell
 - a. Told me the dog was seen in Magnolia Grove
 - b. City, No Dispatch, Shift change

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OXFORD ANIMAL CONTROL REPORT

PART-TIME OFFICER: FRANK ESTRADA & CYD DUNLAP

2. 1:00PM – 662-832-1747
 - a. 229 Sivley Street
 - b. Momma dog and puppies from MLK are in garage
 - c. Managed to catch 2/3 puppies and took to the shelter
 - d. Went back for the momma and puppy but couldn't locate
 - e. City, Dispatch
3. 2:30PM – 901-687-7657 (Skylar Rice's Number, she was not home)
 - a. Went to the Archive to check up on "so-called" neglected dog
 - b. Home or Skylar Rice, Savannah Geving, and Patrick Jenkins
 - c. Skylar keeps black lab puppy locked up all day in a small kennel
 - d. Dog seemed fine, nothing wrong. It was a civil matter according to OPD and they brought the dog into play when nothing was being down about moving Skylar out.
 - e. City, Dispatch

September 4, 2018

1. 7:45PM - 662-832-8420
 - a. Chris King, found a small kitten behind China Royal
 - b. Took to the shelter
 - c. City, Dispatch

September 7, 2018

1. 6:50PM – 801-913-6742
 - a. Hunter, lost his dog near Chickasaw Raod
 - b. Told him to send photos and we would post on Facebook
 - c. Dog was found later
 - d. City, No dispatch

September 12, 2018

1. 8:22PM – 612-978-9005
 - a. 502 Brighton Village
 - b. Pitbulls roaming the trash cans, being aggressive
 - c. City, dispatch could not locate
2. C.B Weeb (Cyd Dunlap ACO)
 - a. Dog running loose by laundry mat
 - b. City, Dispatch but could not locate

September 14, 2018

1. 8:44PM – 662-801-0413 (Caroline Kessinger)
 - a. 203 Fairway, Waterstone near Grand Oaks
 - b. Blond Lab laying in the front door during block party
 - c. Claimed it was being a "nuisance," it wasn't at all.
 - d. It belonged to someone down the street, a party-goer decided to return it

September 24, 2018

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Janice Antonow, Board of Alderman, City of Oxford

RE: OLHS Property outside the transfer of building from OLHS to City of Oxford, non-renewal of Contract

Dear Janice:

As per our contract with the City, Section 4., *"OLHS shall retain ownership of, and be responsible for the maintenance of, any equipment, cages, appliances, computer systems, or similar items obtained by OLHS and installed in the Oxford Animal Shelter."* We hereby offer to sell some items used in the daily operation and care of the animals and office equipment to the City of Oxford (list attached). We have priced them for the most part at less than our purchase prices with no additional cost added to you for installation. Many of the cages and kennels are custom to the space.

Please reply in writing, email acceptable, if you do or you do not desire to purchase any, all or none of the items on the list. Be advised, we are continually selling items and they may or may not be available to you. These are good, fair market prices; the prices are not negotiable and are good only before any articles are moved and stored.

Sincerely,

OLHS Board of Directors

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THE CITY OF OXFORD

Request for Proposals
For

CITY OF OXFORD ANIMAL SHELTER SERVICES

Date Issued August 17, 2018

Proposal Submission Deadline:
Thursday, September 20, 2018 at 2 p.m.

Proposal Submission Instructions:

Submit one (1) hard copy of complete proposals with "CITY OF ANIMAL SHELTER SERVICES" clearly written on the outside of the envelope to:

US Mail, Fed Ex, UPS, etc. to:
Ashley Atkinson
107 Courthouse Square
Oxford, MS 38655

Hand Deliver to:
Ashley Atkinson
1st floor City Hall
107 Courthouse Square
Oxford, MS 38655

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1. SUMMARY

The term “proposer” as used herein shall refer to providers submitting proposals in response to this RFP. The term “Contractor” or “Provider” is also used to describe the successful proposer(s) in the context of providing services under a contract resulting from this RFP.

The City of Oxford (hereafter ‘City’) is requesting proposals from all interested and qualified public entities or private firms, to establish a contract for animal shelter services. The term of the contract is expected to be for three (3) years with two (2) one-year options to renew. Longer initial and extended terms will be considered depending upon the proposer’s submission. The City is seeking services for the administration and operation of its animal shelter. Many animal shelters are administered and operated through collaborative approaches between City personnel and contractors, each being unique to its given circumstance. Therefore, this Request for Proposal (RFP) has broken down the requested scope of work into four Core Service Areas: 1). Animal Control Officer; 2) Animal Intake; 3) Animal Care, and 4) Animal Service Programs. Proposers are encouraged to apply for all Core Service Areas, if qualified. The City’s current animal shelter is located in a City owned facility at 413 McElroy Drive, Oxford, MS 38655. If proposals elect to not use the City’s facility, then proposals should describe the proposed facility to include capacity, compatible use, staffing, ownership/lease arrangement, location, services area, etc.

Each proposal received in response to this RFP will be evaluated on the criteria described herein. All proposals must be sealed, clearly marked “PROPOSAL – “Animal Shelter Services” and must include all elements described in the PROPOSAL CONTENT AND FORMAT REQUIREMENTS section of this RFP. One unbound, signed original proposal and one copy in PDF format must be submitted as directed on page 1 before the date and time listed in the CONTRACT AWARD SCHEDULE section of this RFP. The City will not be responsible for proposals delivered to a person or location other than that specified herein, and reliance on the postal service will not excuse late proposals.

Any amendment or addendum to this RFP is valid only if issued in writing by the City of Oxford Director of Public Works.

2. CONTRACT AWARD SCHEDULE

Publish RFP	8/17/2018 and 8/24/2018
Deadline for Questions	8/30/2018
Proposal Submission Deadline	9/20/2018
Contract Approval (tentative)	9/24/2018
Services to Begin (tentative)	10/1/2018

3. GENERAL CONDITIONS

3.1. Prime Responsibility: The selected Contractor(s) will be required to assume full responsibility for all services and activities offered in its/their proposal(s), whether or not provided directly. Further, the City will consider the selected Contractor(s) to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

3.2. Assurance: Any contract awarded under this RFP must be carried out in full compliance with Title VI and VII of the Civil Rights Act of 1964 as amended, and Section 504 of the Rehabilitation Act of 1973 as amended.

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The Provider must guarantee that services provided will be performed in compliance with all applicable City, state and federal laws and regulations pertinent to this project. Prior to executing an agreement, the Provider will be required to provide evidence substantiating the necessary skill to perform the duties through the submission of references.

3.3. If this contract involves protected health information and the Health Insurance Portability and Accountability Act of 1996 (Public Law 104-199 (HIPAA) applies: Any contract awarded under this RFP must comply with the requirement of 42 U.S.C. §§ 1171 et seq., Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its subsequent amendments, related to Protected Health Information (PHI), in performing any task or activity related to this Agreement.

3.4. Independent Contractor: In performance of the work, duties and obligations assumed by the proposer, it is mutually understood and agreed that the proposer, including any and all of the proposer's officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of the City.

3.5. Proposers may submit alternate proposals. Alternate proposals shall be clearly marked as such.

3.6. The City prohibits discrimination in employment or in the provision of services because of race, color, religion, religious creed, sex, age, marital status, ancestry, national origin, political affiliation, physical disability or medical condition. This clause does not require the hiring of unqualified persons.

3.7. The City reserves the right to reject any and all proposals, to negotiate specific terms, conditions, compensation, and provisions on any contracts that may arise from this solicitation; to waive any informalities or irregularities in the proposals; and to accept the proposal(s) that appear(s) to be in the best interest of the City of Oxford. In determining and evaluating the proposals, costs will not necessarily be controlling; the experience of those who will be providing services under the contract, quality, equality, efficiency, utility, suitability of the services offered, and the reputation of applicants will be considered, along with other relevant factors.

3.8. City of Oxford reserves the right to:

- Request clarification of any submitted information;
- Not enter into any agreement;
- Not to select any applicant;
- Amend or cancel this process at any time;
- Interview applicants prior to award and request additional information during the interview;
- Negotiate a multi-year contract or a contract with an option to extend the duration;
- Award more than one contract if it is in the best interest of the City; and/or
- Issue similar RFPs in the future.

3.9. Qualified providers must be prepared to enter into the City's Management Agreement, a sample of which is attached as Attachment A to this RFP. Please review the details of Attachment A carefully.

3.10. Prior to commencement of services, the Contractor must provide evidence of the following insurance coverages: Worker's Compensation, Commercial General Liability (naming the City of Oxford as additional insured), Comprehensive Business or Commercial Automobile Liability for Owned Automobiles and Non-owned /Hired Automobiles, and may also be required to provide Errors and Omissions insurance, Professional Liability or Malpractice Insurance depending on the nature and risks associated with the services provided. The Contractor will be required to maintain the required coverages, at its sole cost and expense, throughout the entire term and any subsequent renewal terms of the contract.

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3.11. **Proprietary Information:** Trade secrets or similar proprietary data that the prospective contractor does not wish disclosed to other than personnel involved in the proposal evaluation effort or post- award contract administration will be kept confidential to the extent permitted by law as follows. Each page alleged to contain proprietary information shall be identified by the prospective contractor in boldface text at the top and bottom as "PROPRIETARY." Any section of the proposal that is requested to remain confidential shall also be so marked in boldface text on the title page of that section. Despite what is labeled as confidential, proprietary, or trade secret, the determination as to whether or not certain material is confidential, proprietary or trade secret shall be determined in accordance with applicable law. If a prospective contractor designates any information in its proposal as proprietary pursuant to this provision, the prospective contractor must also submit one copy of the proposal from which the proprietary information has been excised. The proprietary material shall be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the content of the proposal as possible.

3.12. **Naming:** The selected contractor should not use "Oxford" or "Lafayette" as a part of the organization's name.

3.13. **Fundraising:** Historically, the City has not covered all of the expenses related to operation of the four core services. The proposer will be expected to raise additional support over and above contracted funds to fulfill the requirements established in this RFP. Proposer's that have a strong track-record of raising support are highly preferred.

3.14. **Services and administration** of the four core services is intended to apply specifically for animals originating, detained, or surrendered within Oxford City limits. Services for animals originating, detained, or surrendered outside of the city limits, but within Lafayette County will be considered, but must be clearly separated within the budget methodology as provided in Section 6.3.2f. Proposers must clearly delineate the costs per animal based on historical intake numbers for city animals and county animals. The costs per animal for both city and county animals is to adhere to the Description of Services in Section 5. Services for animals outside of the City of Oxford and Lafayette county must not be considered.

4. BACKGROUND

4.1. For nearly 25 years, the City of Oxford has worked with the Oxford Lafayette Humane Society for the administration and operation of its animal shelter and related services. The current contract was entered into on January 2, 2018 and will end on September 31, 2018.

4.2. The City's current shelter facility is located at 413 McElroy Drive and is approximately 6,492 square feet.

4.3. The animal shelter took in 4,352 animals in 2016. Approximately 1,408 animals were from City of Oxford and Lafayette County.

5. DESCRIPTION OF SERVICES

5.1. To provide flexibility and promote partnership, the City has identified four Core Service Areas. Proposals that address all core service areas are preferred, however a combination of services may be considered. Proposals should clearly identify which service area/s the proposal addresses. The four Core Service Areas are: Animal Control Officer, Animal Intake, Animal Care, and Animal Service Programs.

5.2. The City's shelter facility, located at 413 McElroy, is available to provide the core service areas. If proposers elect to not use the City's facility, then the proposal should describe the proposed facility to include capacity, compatible

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use, staffing, ownership/lease arrangement, location, service area, etc. All facilities must be open to the public for a reasonable amount of time each week.

5.3 Services described in this RFP, and included in responses, apply only to City of Oxford/Lafayette County animals and not ancillary animal rescue operations which a provider may additionally engage in.

5.4 **Animal Control Services:** Perform labor and technical services to assure that City of Oxford citizens will be free from animals at large, creating hazards of public health, safety, or welfare and protect animals from mistreatment.

- a. Animal Control Services must be performed by a certified animal control officer for seven (7) days a week, 6:00 am to 10:00 pm, as well as holidays.
 - i. Removal of dead animals from street right-of-way or any other public or private property is NOT the responsibility of the animal control officer.
- b. Assist local law agencies in the search and seizure of animals.
- c. The City will provide animal control services vehicle. If the proposer uses the City-owned vehicle, then all insurances will be covered by the proposer.

5.5 **Animal Intake:** Includes animals detained by Animal Control Officers, or surrendered by a member of the public when the animal originated, or was found, in the City of Oxford or Lafayette County, Mississippi.

- a. Administer and operate consistent and uniform procedures and processes that promote the health and safety of all animals, staff, volunteers, the public, and City workers. This includes following all federal, state, and local rules and regulations applicable to shelter operations.
- b. Intake services should include:
 - i. Provide medical quarantine and behavior isolation for the duration of the legal holding for a minimum of five (5) days (including day of impound) and evaluation as appropriate to protect the shelter population and the people working at or visiting the facility.
 - ii. Provide food, water, shelter, exercise and medical care to each animal for a minimum of 5 days to give the owner an opportunity to claim the animal before transporting or making available for adoption or fostering.
- c. Provide the evaluation and euthanasia of dangerous or diseased animals.
- e. Provide public hours of operation at least five (5) days a week including one (1) weekend day for 24/hours per week.
- f. Document and report any incidents of bites, mishandling of animals or other non-routine activity.
- g. Maintain records and track all animals in an appropriate data management system.

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5.6 Animal Care: Upon transfer from intake, all animals are provided ongoing animal care that includes food, water, administering medication, shelter, cleaning and first-aid medical services. Socialization and exercise are addressed in the Animal Service Programs area.

- a. Administer and operate consistent and uniform procedures and processes that promote the health and safety of all animals, staff, volunteers, the public, and City workers. This includes following all Federal, State and Local rules and regulations applicable to shelter operations.
- b. Provide for the administration and operation of all animal care services at the shelter for adoptable, long term and dangerous animals that include:
 - i. Provide adequate and appropriate food to all types of animals.
 - ii. Properly cleaning all kennels, cages, exercise areas and other areas where animals are exposed once a day at minimum, or as needed.
 - iii. Maintain and properly clean animal care equipment such as but not limited to food/water bowls, bedding, toys, and cat boxes.
 - iv. Provide adequate medical isolation for sick or diseased animals to prevent exposure to shelter population.
 - v. Perform regular janitorial services throughout the facility including public and staff areas, restrooms, medical or clinic rooms, storage areas, entrances, lobby areas, visitation rooms, isolation areas, etc.
 - vi. Coordinate with Animal Intake and Animal Service Programs to assess each animal for ongoing suitability for volunteer contact, foster and adoption programs.
 - vii. Provide medical care for animals.
 - viii. Ensure adequate ventilation, heating and air condition.
 - ix. Ensure adequate drainage to all for hosing out of pens.
- c. Provide for the administration and provision of animal medical care that includes:
 - i. Provide baseline veterinarian care and medical treatment for animals within financial limits that are agreed upon between contractor and City per animal. Medical care above the agreed upon limit are the financial responsibility of the contractor.
 - ii. Provide for the administration and operation of a spay and neuter program for all cats and dogs prior to being fostered or adopted into the community.
 - iii. Document and report any incidents of bites, mishandling of animals or other non-routine activity.

5.7 Animal Service Programs: All animals, upon determination of eligibility, shall be enrolled into applicable programs to promote adoption and healthy behavior.

- a. Administer and operate consistent and uniform procedures and processes that promote the health and safety of all animals, staff, volunteers, the public, and City workers. This includes following all Federal, State, and Local rules and regulations applicable to shelter operations.
- b. Adoption Program:
 - i. Provide public outreach and maintain a website and social media presence that includes promoting

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the adoption of animals through animal pictures, profiles and other applicable information.

- ii. Provide public hours of operation at least five (5) days a week for 24/hours per week to allow members of the public to view, interact, and adopt animals.
- iii. Administer dog licenses and associated fees.
- iv. Administer adoption fees.
- v. Document and report any incidents of bites, mishandling of animals or other non- routine activity.
- vi. Record all revenue collected.

c. Foster Program:

- i. Recruit, evaluate and monitor foster homes for animal safety and appropriate level and environment of care.
- ii. Maintain records and track all animals in foster program in Pet Point Data Management System
- iii. Coordinate with adoption program to encourage the adoption of eligible animals in foster program.
- iv. Document and report any incidents of bites, mishandling of animals or other non- routine activity.

e. Volunteer Program:

- i. Develop, administer, and maintain a Volunteer Program policy and procedures that outline allowable and non-allowable activities. Procedures should include volunteers signing a liability waiver.
- ii. Recruit and coordinate volunteers and assigned activities.
- iii. Provide and track volunteer training.
- iv. Document and report any incidents of bites or other injuries, mishandling of animals or other non-routine activity.

d. Records Maintenance

- i. Maintain records and track all animals an appropriate data management system.

5.8 Use of City shelter facility: If proposer chooses to utilize the City's facility, the following applies:

a. Maintenance and operation responsibilities of the Contractor include:

- i. Provide regular janitorial services and non-structural maintenance of all buildings, out buildings, grounds and parking areas including but not limited to landscaping maintenance and irrigation requirements.
- ii. Provide snow and ice removal on all parking areas appurtenant to the buildings, sidewalks, walkways and entrance areas to the building prior to, and during regular business hours.
- iii. Pick up and properly dispose of animal waste in and around the shelter grounds.
- iv. Properly store animal feed to secure it from vermin and wildlife.
- v. Report damages or maintenance issues to City Officials on the same day the issue is discovered.
- vi. Provide and maintain furnishings such as cages, shelving, seating, computers, desks, phones, office supplies, trash and recycling receptacles, etc.
- vii. Identify, manage and fund any security related needs such as alarms, video systems, panic alarms, etc.
- viii. Provide and pay for structural pest control services either through an internal system or through a licensed pest control vendor.
- ix. Provide evacuation of all animals in case of emergency.

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b. The City will provide major repair and maintenance of the shelter through the City's Building and Grounds Department. This includes, but is not limited to, the structure (both interior and exterior), exterior roof, exterior sidewalls, common areas, the main plumbing and water systems, electrical systems and HVAC systems.

6. PROPOSAL CONTENT AND FORMAT REQUIREMENTS

Interested proposers shall submit **one original copy** of their proposal and **one copy in PDF format** as directed on Page 1 of this RFP.

Proposals shall be delivered no later than the date and time listed in the CONTRACT AWARD SCHEDULE and shall contain at a minimum the following items:

6.1. Cover Sheet (Attachment B)

- 6.1.1. Provide the full legal name of the Contractor who will execute the contract. Provide specific information concerning the agency, including: the agency's legal name, type of entity, and Federal Tax ID #.
- 6.1.2. The cover sheet must be signed by an owner, corporate officer, or agent authorized by the Contractor.

6.2. Description of Services, Background and Staff

6.2.1. Services

- a. Clearly identify which of the four core services (animal control services, animal intake, animal care, animal service programs) are to be provided.
- b. Itemize the complete list of services to be provided within each core service area.
- c. Note instances where services exceed the scope or detail offered in this proposal, including medical and other treatment provided.
- d. Note instances where services do not meet the scope offered in this proposal.
- e. Address instances where possible cost efficiencies may be gained, quality may be improved or City may otherwise benefit from adopting your proposal over the generally listed terms of this RFP.
- f. Provide detailed narrative on any partnerships or arrangements with outside agencies or organizations that would be involved in delivering core services. (i.e. nonprofit volunteers, humane society organizations, etc.)
- g. Clearly indicate if the proposal includes use of the existing City facility and if not, provide a detailed narrative, with detailed supporting documents on proposed facility. City may at its discretion require a physical inspection.
- h. Provide specific details on proposed metrics the provider will use to audit, monitor and assess its administrative and operational activities in providing the core service areas.
- i. Provide information on if any animals will be accepted into the Animal Shelter outside of this proposal, including the exchange of animals from other shelters.
- j. Provide details on the standard of care that animals will receive including, standard operating procedures to address and prevent medical outbreaks, emergency continuity of operation planning, etc. Proposers are encouraged to submit a copy of their current standard operating policies and procedures to meet the above requirement.

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6.2.2. Background and Experience

- a. Provide an overview of the types of work and history of your organization. Include a high level account of your qualifications as they relate to this proposal.
- b. Provide information on any past or present partnerships or arrangements with outside agencies or organizations as they may relate to this proposal.
- c. Provide examples and references that substantiate your (organization's) experience in providing the types of service requested in this proposal. This needs to be detailed and verifiable.
- d. Provide details on business model and strategic development as it may relate to this proposal.
- e. Please describe any current, pending or past litigation (within the last 10 years) that the organization has been, is, or is expected to be a party to.
- f. Provide background information on any previous experience where someone was hurt by an animal, whether an employee or member of the public.
- g. Provide experience with animal data and case management systems.
- m. Provide information on your experience working with animal control and public sector agencies.

6.2.3. Staffing

- a. Provide names and qualifications of key employees and assigned or shared duties.
- b. Provide a staffing plan for meeting the requirements including use of volunteers.
- c. Provide information on how staff and volunteers will be trained.
- d. Provide information on any subcontractors that will be used.
- e. Provide other relevant information that can aid City in its selection process.

6.3. Proposed Costs

6.3.1. Budget Proposals

- a. Provide a three-year budget proposal. Include overall proposed
- b. Provide a one-year annual budget that breaks out costs by category or item as presented in the description of services.
- c. Provide costs for the staffing plan.

6.3.2 Budget and Cost Methodology

- d. Provide a costing strategy that breaks out fixed and variable costs.
- e. Describe the cost basis for all variable charges. (E.g. hourly rates for staff).
- f. Describe the per animal cost basis and its methodology.
- g. Describe the basis for costing adjustments on subsequent years in contract or for potential future contract extensions.

7. SELECTION PROCEDURES

Proposals will be evaluated on the criteria out lined in the PROPOSAL CONTENT AND FORMAT REQUIREMENTS section.

After an initial review and evaluation of each of the proposals, the proposers submitting the most highly rated proposals may be

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invited for interviews prior to final selection, to further elaborate on their proposals. The City reserves the right to award a contract without holding interviews, in the event the written proposals provide a clear preference on the basis of the criteria described.

The Contractor(s) selected for this project will be required to accept the City's standard contract and to comply with insurance standards as deemed acceptable to the City Clerk's office. No agreement with the City of Oxford is in effect until both parties have signed a contract.

8. INQUIRIES

Direct all inquiries regarding the proposal process or proposal submissions to:

Mark Levy

Public Works Department

107 Courthouse Square

Oxford, MS 38655

(662) 236-1206

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ATTACHMENT A: SAMPLE MANAGEMENT AGREEMENT

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Management Agreement

WHEREAS, the City of Oxford, Mississippi ("City") and the Oxford-Lafayette Humane Society, Inc. ("OLHS") wish to work together for the control and prevention of cruelty to animals; and

WHEREAS, the City wishes to provide for the health, safety and welfare of the citizens of Oxford by protecting them from loose, dangerous or otherwise uncontrolled animals; and

WHEREAS, the City also wishes to provide for experienced, effective, and transparent management of its animal shelter facilities; and

WHEREAS, the City and the OLHS have agreed that, for the consideration hereinafter set out, the OLHS should manage the City's new animal shelter facilities, which will continue to be known as the "Oxford Animal Shelter," and shall perform all duties attendant to and in connection with such animal care.

NOW THEREFORE, for and in consideration of good and valuable considerations, including the mutual benefits accruing to both parties, the receipt of which is hereby acknowledged, the parties agree as follows:

1. Purpose: This agreement is entered into this the 2nd day of January, 2018, by the City of Oxford and the Oxford-Lafayette Humane Society, Inc. for the purpose of providing for animal control services and management of the City's animal shelter by the OLHS. OLHS shall undertake these services as an independent contractor, and shall at all times comply with the terms of this Agreement, the statutes and common-law of the State of Mississippi, and its own bylaws and requirements of its non-profit agency or corporate status. Both parties acknowledge that certain requirements of this contract with the City of Oxford, a governmental entity within the State of Mississippi, may be in addition to or separate from those requirements mandated of a non-profit agency or corporate entity, and neither party seeks by this Agreement to alter or decrease those separate or additional requirements otherwise imposed by law, rules, regulations, or policies, upon OLHS. Management shall be carried out in accordance with all applicable standards promulgated by the Humane Society of the United States, the American Humane Association, the National Animal Control Association, its own rules and bylaws, the laws of the State of Mississippi, the laws or ordinances of the City of

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Oxford, and any additional standards or requirements contained herein or which may be promulgated by the Oxford Board of Aldermen. Furthermore, the City of Oxford requires that the OLHS perform its duties under this contract in the public interest and to the extent legally permissible with the same level of public disclosure, openness, and candor as is required by a sub-entity, committee, or agency of the City of Oxford.

2. **Term and renewal:** This Agreement shall remain in effect until the end of the current fiscal year, and may be terminated prior thereto upon a material breach of the terms hereof, provided however that the terminating party, prior to termination, must give to the other party written notice of the material breach and 15 days to cure any such material breach ("cure period"). If the material breach is not cured within fifteen days after written notice is received by the party in default, then said agreement will terminate upon the expiration of fifteen days after the expiration of the cure period. This Agreement shall be renewed for additional one year periods under the same terms as stated herein, unless written notice of non-renewal is given, by either party, at least fifteen days before the expiration of the Term.

3. **Utilities:** The City shall be responsible for provision of and payment for all utilities required by the animal shelter and incurred at the Oxford Animal Shelter, including but not limited to water, electricity, heating and cooling, and garbage pick-up. Telephone service at the shelter facility, or otherwise utilized by the OLHS, shall be provided by OLHS.

4. **Alterations and Maintenance:** Without the City's prior written consent, OLHS will not make any major alterations or changes in the animal shelter that exceed \$500, either to the exterior or to the interior of the facility or its adjoining grounds, or to the equipment or the fixtures provided by the City. Further, OLHS shall not install any equipment that may necessitate any changes in or additions to the water, heating, or electrical systems of the animal shelter, or that require unusual usage of water, heat, or electricity. OLHS has no authorization to incur any debt or make any charge against the City or to create a lien upon the animal shelter or any other property of the City for any work done or materials and equipment furnished except as provided in paragraph 5 below. The City shall be responsible for all maintenance of the animal shelter building, both exterior and interior, and of any equipment installed therein by the City, including but not limited to fans, light fixtures, hot water heaters, and the heating, ventilation, and air conditioning system. This includes regular

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maintenance of the grounds, such as lawn mowing and landscaping. OLHS shall retain ownership of, and be responsible for the maintenance of, any equipment, cages, appliances, computer systems, or similar items obtained by OLHS and installed in the Oxford Animal Shelter.

5. Repairs: All necessary, ordinary (non-emergency) repairs and maintenance of the shelter shall be done within a reasonable period of time not to exceed 5 days after the repair or maintenance is requested by OLHS, unless a longer time period is agreed to by the parties, or unless the City, in its reasonable discretion, determines that the repair or maintenance cannot be done within 5 days, in which case the City shall provide written notification of the time required to conduct such repairs. All requests by OLHS for ordinary repairs or maintenance shall be made via e-mail to the Director of Buildings and Grounds by the Executive Director of OLHS or the director of the Oxford Animal Shelter. If requests for needed repairs or maintenance are not honored by the City within 5 days, or within the time required to complete such repairs as provided by written notification from the City, or within any longer time period otherwise agreed upon by both parties, OLHS shall have the right to contract for the needed repairs or maintenance and be reimbursed by the City for the cost, conditioned on OLHS compliance with any bid laws that would otherwise have been applicable to the City in obtaining the needed repairs or maintenance. In the event of an emergency requiring repairs or maintenance during a time when the City is available to respond to an emergency repair or maintenance request, the City shall respond with provision of repairs and/or maintenance immediately and on an emergency basis. In the event of an emergency requiring repairs or maintenance at (a) a time when it is not possible to contact the City for emergency repairs or maintenance (e.g. weekends or holidays) or (b) a time when it is not possible for the City to respond to the repair or maintenance request on an emergency basis, OLHS may contract for the repairs with a reputable outside contractor. Before obtaining any emergency repairs or maintenance, OLHS shall notify either the Mayor, or the Director of Buildings and Grounds, of the emergency and the need for emergency repairs or maintenance, and OLHS shall take steps to secure such emergency repairs at the lowest and best costs available to OLHS under the circumstances. The City shall reimburse OLHS for any emergency repair or maintenance costs so incurred.

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6. **Facility Management:** OLHS is responsible for the daily operations of the animal shelter, for hiring and managing employees at the shelter, for care and feeding of the animals at the shelter, for ensuring that the interior of the shelter is sanitary, and for ensuring that the shelter complies with the applicable Guidelines for the Operation of an Animal Shelter and with any other applicable guidelines promulgated by the Humane Society of the United States and/or the American Humane Association, in addition to, but in no way limited to the responsibilities enumerated herein, and any additional standards or requirements which may be promulgated by resolution of the Oxford Board of Aldermen.

Further, OLHS shall conduct its business on the City's animal shelter facilities in a manner that is transparent and consistent with other municipal business and its conduct by sub-agencies, committees, or commissions of the City. By way of example, the City shall require the following of OLHS in the conduct of its business:

- a. It shall hold its elections pursuant to statutory requirements for non-profits, and bylaws lawfully adopted and enforced by its governing body;
- b. It shall hold regular meetings, at least bi-monthly, which shall be open to the public, at a time and place reasonably accessible to the public and not in conflict with the Board of Aldermen's meeting for the City. The public shall be given at least three (3) days' notice of such meetings, including the meeting agenda, by reasonable advance postings, both at the facility and on the website of the OLHS, in a fashion designed to allow interested parties the opportunity to attend such meetings. Minutes of the meetings shall be kept and shall be available to the public for review on the OLHS website. Minutes shall include all topics discussed and votes taken.
- c. It shall conduct its meetings pursuant to Robert's Rules of Order;
- d. It shall allow a member of the City of Oxford Board of Aldermen (as nominated by the Board of Aldermen), and a member of the Lafayette County Board of Supervisors (as nominated by the Board of Supervisors) to attend its meetings as community liaisons, and shall conduct bi-monthly meetings at which it shall provide updates and information to those liaisons as may be reasonably requested regarding the operation of the animal shelter facilities and the performance of the contractual duties by the OLHS under this agreement;
- e. It shall provide an oral and written report, to the Board of Aldermen, of its

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activities under this agreement, and of other activities conducted at the animal control facilities, on a bi-monthly basis. This requirement shall not relieve the OLHS of providing such information as may be required by subparagraph d., above, on an ongoing basis.

f. It shall obtain prior approval from the OLHS Board of Directors for out-of-the-ordinary expenditures over \$500.

7. **Animal Control and Handling Services:** OLHS shall provide all needed animal control and handling services, including service after hours, on weekends, and in emergencies. OLHS shall be responsible for obtaining and paying for emergency veterinary medical treatment for animals picked up by the animal control officer or by the police department that are injured or severely ill. OLHS shall provide such services pursuant to Mississippi law and City ordinance or policies as may be adopted and promulgated. In those cases in which no law speaks to specific activities of the OLHS, the OLHS shall provide its services in the most prudent manner under the circumstances, and shall provide the City with its rationale for its decisions or activities upon reasonable request by the City. OLHS shall not be responsible for removing dead animals from the sides of roads or other public or private property or for responding to complaints of habitually barking dogs.

8. **Employees:** OLHS shall be responsible for hiring sufficient employees and recruiting sufficient volunteers to adequately staff the Oxford Animal Shelter, to provide animal control service, and to enable the shelter to be open to the public for a reasonable amount of time during each week. OLHS shall be responsible for all aspects of those employees' lawful employment, including but not limited to payment of wages, for withholding taxes, and for payment of all payroll taxes with regard to those employees. All such employees hired by OLHS are employees of OLHS and are not employees of the City. The City is not responsible for providing any insurance for OLHS employees. It shall be the sole responsibility of OLHS to insure that all of its employees, whether engaged in Animal Control or any other activity, strictly comply with all local, state and federal statutes, ordinances, and regulations, and that OLHS, likewise, complies with all applicable statutes, ordinances, and regulations in its management of its employees. The Animal Control Officer shall undergo a background check and driver's license verification to be conducted by the City's Human Resource Director.

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9. **Operating Expenses:** Subject to the provisions of paragraph 11, below, and paragraphs 3, 4, 5, and 7, above, OLHS shall be responsible for all of the operating expenses of the Oxford Animal Shelter, including, but not limited to, the cost of feeding the animals within the shelter, the cost of providing essential veterinary assistance, vaccinations, and medications, and the cost of any necessary euthanasia.

10. **Animal Control Vehicle and Equipment:** The City shall be responsible for providing OLHS with an appropriate animal control vehicle for the use of the animal control officer, which vehicle is already be in the possession of the OLHS. The animal control vehicle shall be owned and insured by OLHS. As part of the compensation set forth in paragraph 11, the City shall provide all needed maintenance and fuel for the animal control vehicle. The parties acknowledge that the City previously has provided funds for animal control equipment to OLHS. Repair and replacement of the animal control equipment shall be the responsibility of OLHS. Should either party to the contract invoke the termination or non-renewal provisions of paragraph 2, OLHS shall return title of the vehicle and equipment to the City for the City's use as an animal control vehicle.

11. **Contract Fee and Audit Requirement:** For management of the shelter and for the provision of animal control services by OLHS, the City shall pay to the OLHS a monthly contract fee in an amount calculated and detailed according to the terms contained in attached Exhibit "A." This fee shall be paid to the OLHS on a monthly basis. The payment of all fees, payments and reimbursable amounts from the City to the OLHS shall be contingent upon the OLHS meeting the requirements listed on attached Exhibit "B" ("Requirements for Non-Profit Organizations Receiving City of Oxford Funds"). OLHS shall have the authority to set a reasonable boarding charge for animals picked up on City animal control. In addition, OLHS may set an adoption fee for all animals adopted from the shelter. All such fees and/or boarding charges collected by OLHS shall be used solely for the operation of the Oxford Animal Shelter. Prior to submitting a funding request for FY 18-19, OLHS shall submit to the City, a full audit report prepared by a Certified Public Accountant.

12. **Alteration of Provisions:** The provisions of this agreement shall not be altered without mutual consent of both parties to the agreement, and any alterations in this

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agreement's provisions will not be effective unless reduced to writing and signed by an authorized representative of both parties.

14. Representations and Warranties: Without limiting the general responsibilities and agreements and applicable standards contained herein, the OLHS agrees, represents and warrants that it shall:

- a) Comply with and enforce all City and State regulations, laws, or adopted policies in regard to operation of an animal shelter;
- b) Carry out the provisions of the laws of the City and the State of Mississippi in regard to the confinement for observation of animals apprehended or surrendered after biting a person, and such other laws that may govern the keeping, boarding, or disposal of animals held in the facilities;
- c) Have the books and records of the OLHS made available for inspection at any time during the life of the Agreement;
- d) Ensure adequate ventilation, heating and air condition at said shelter through proper care and operation of systems;
- e) Ensure adequate drainage to allow for hosing out of pens through proper care and operation of systems;
- f) Employ adequate personnel to keep the shelter and its animals clean and to perform all necessary operations under this agreement and as may be required by law;
- g) Keep the animals fed and nourished.
- h) Employ personnel trained to recognize the need for medical care.
- i) Provide adequate medical care for the animals under its control.
- j) Perform euthanasia under appropriate circumstances.
- k) Accept dogs and cats turned in by the City animal control officers and not release same, except in the case of adoption, termination, delivery to owner, or surrender to appropriate rescue organizations.
- l) Provide general liability insurance in the amount of \$500,000.00, with the City of Oxford listed as an additional insured on such policy, and proof of such insurance to be provided to the City of Oxford at the time this Agreement is

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executed;

- m) Accept dogs and cats turned in from City residents.

In addition, OLHS warrants that it is a Mississippi non-profit corporation, in good standing, and that this Agreement constitutes a legal, valid and binding obligation, enforceable in accordance with its terms; that OLHS shall follow its own policies and bylaws and the laws applicable to a non-profit corporation in Mississippi; that OLHS has full power and authority to enter into and perform the terms and conditions of this Agreement; that it has obtained all necessary approvals and consents to enter the Agreement; and that the person executing this Agreement is fully and duly empowered and authorized so to act.

15. **Abrogation:** It is expressly understood that the City, by this Agreement, is only delegating ministerial functions to the OLHS and that this Agreement does not abrogate any of the powers given to the City by law, as well as to adopt ordinances or otherwise to exercise its police powers in relation to animals. The City does not, by entry into this agreement, waive any of its rights, powers, or immunities under applicable law.

16. **Agreement Supersedes:** This Agreement shall replace and supersede all previous management agreements between the parties. This Agreement shall be considered a cancellation and alteration of the Management Agreement in accordance with paragraph 11 of said agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed, effective as of the date mentioned above.

THE CITY OF OXFORD

Robyn Tannehill

Robyn Tannehill, Mayor

Ashley Atkinson

Ashley Atkinson, City Clerk

OXFORD-LAFAYETTE HUMANE SOCIETY, INC.

By: Cyd Dunlap

Title: BOARD PRESIDENT

MINUTE BOOK No. 84, CITY OF OXFORD**Requirements for Non-Profit Organizations Receiving City of Oxford Funds**

D. SAFEGUARD - DEMENT 62-2139

All non-profit organizations who receive funds in any amount from the City of Oxford whether as matching funds for grants, as compensation for the provision of services, or as a donation, shall meet the following requirements.

1. The City shall be provided with the names, addresses, phone numbers and e-mail addresses of all members of the governing board along with the designations of current officers. Any time there is a change in board membership or officers, an updated list will be provided to the City Clerk.
2. The governing board or authority shall ensure that donors, stakeholders and interested members of the public have access to appropriate and accurate information regarding finances, operations and results. In addition, every board member shall have equal access to relevant information when making decisions.
3. The governing board shall operate using sound by-laws and other appropriate mechanisms for active oversight which ensure accountability and sufficient fiduciary controls, and perform accordingly.
4. The City shall be provided with the organization's by-laws with an updated copy being provided whenever the by-laws are amended.
5. Reasonable notice for the organization's meetings shall be provided through the local newspaper and/or on the organization's web site, and shall be open to the general public.
6. Prior to July 15, of each year, requests for funds for the following fiscal year shall be submitted to the City in writing and shall be accompanied by the organization's proposed or approved budget. Subsequent changes to the proposed or approved budget shall be provided to the City.
7. A representative from the organization shall make regular reports, including complete financial reports, to the mayor and board of aldermen at times and intervals requested by the mayor and board.
8. Within six months of the end of the organization's fiscal year, a copy of the annual audit report prepared by a Certified Public Accountant shall be provided to the City.
9. Failure to comply with these guidelines may result in a termination of funding and possible revocation of funds.

All required documents will be received by the City of Oxford Clerk for distribution to the Mayor and Board of Aldermen.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

ATTACHMENT B: COVER SHEET

Name of Person, Business or Organization:	
Type of Entity: (e.g. Sole-Proprietorship, Partnership, Corp., Non-Profit, Public Agency)	
Federal Tax ID Number:	
Contact Person - Name	
Contact Person - Address	
Contact Person - Phone Number (s)	
Contact Person - e-mail address	

By signing this *Cover Sheet* I hereby attest: that I have read and understood all the terms listed in the RFP; have read and understood all terms listed in this proposal; that I am authorized to bind the listed entity into this agreement; and that should this proposal be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFP as published by the City of Oxford, including any amendments or addenda thereto except as explicitly noted or revised in my submitted proposal.

Signature of Authorized Representative

Printed Name of Authorized Representative

Date

AGENDA **MINUTE BOOK No. 84, CITY OF OXFORD**

SAFEGUARD - DEMENT 62-2139

City of Oxford
Board of Aldermen
Special Meeting
Friday, September 28, 2018, 8:30 am - 9:30 am
City Hall Conference Room



THE CITY OF
OXFORD

Notice that certain aldermen will be included in the meeting via teleconference, subject to the City of Oxford Code of Ordinances, Section 2-82.

- Pursuant to Section 21-3-21, Mississippi Code of 1972 Annotated, I, Robyn Tannehill, Mayor of the City of Oxford, Mississippi, do hereby call the Mayor and Board of Aldermen of Oxford, MS, to a SPECIAL MEETING to be held on **September 28, 2018 at 8:30am** for the transaction of important business. The meeting will be held in the City Hall Conference Room. The business to be acted upon at the Special Meeting is the consideration of the following:
 1. Call to order.
 2. Adopt the agenda for the meeting.
 3. Consider whether or not to extend the effective date of enforcement of the newly-passed ordinance, 2018-17, to October 15, 2018.
 4. Consider an executive session.
 5. Adjourn.

If you need special assistance related to a disability, please contact the ADA Coordinator or visit the office at: 107 Courthouse Square, Oxford, MS 38655. (662) 232-2453 (Voice) or (662) 232-2300 (Voice/TTY)

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

Robyn Tannehill
ROBYN TANNEHILL, MAYOR

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Rick Addy of the foregoing meeting on 9/27/18 at 3:40 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Mark Huelse of the foregoing meeting on 9/27/18 at 3:40 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Janice Antonow of the foregoing meeting on 9/27/18 at 3:40 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Ulysses Howell of the foregoing meeting on 9/27/18 at 3:40 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Preston Taylor of the foregoing meeting on 9/27/18 at 3:40 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Jason Bailey of the foregoing meeting on 9/27/18 at 3:40 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman John Morgan of the foregoing meeting on 9/27/18 at 3:40 a.m./p.m.

[Signature]

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

City of Oxford
Board of Aldermen
Special Meeting
Friday, September 28, 2018, 8:30 am - 9:30 am
City Hall Conference Room



THE CITY OF
OXFORD

- Pursuant to Section 21-3-21, Mississippi Code of 1972 Annotated, I, Robyn Tannehill, Mayor of the City of Oxford, Mississippi, do hereby call the Mayor and Board of Aldermen of Oxford, MS, to a SPECIAL MEETING to be held on **September 28, 2018 at 8:30am** for the transaction of important business. The meeting will be held in the City Hall Conference Room. The business to be acted upon at the Special Meeting is the consideration of the following:

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 8:30am on Friday, September 28, 2018, in the Conference Room of City Hall when and where the following were present:

Robyn Tannehill, Mayor
Rick Addy, Alderman Ward I-absent
Mark Huelse, Alderman Ward II-via teleconference
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-absent

Ashley Atkinson, City Clerk
Bart Robinson, Director of Public Works
Pope Mallette-Counsel

2. Adopt the agenda for the meeting.

It was moved by Alderman Bailey, seconded by Alderman Antonow to adopt the agenda for the meeting moving the executive session consideration to item 3. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Consider an executive session.

It was moved by Alderman Bailey, seconded by Alderman Antonow to consider an executive session for a matter of potential litigation. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Antonow, seconded by Alderman Bailey to enter into an executive session to discuss a matter of potential litigation related to the effective date of an ordinance. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

4. Consider whether or not to extend the effective date of enforcement of the newly-passed ordinance, 2018-17, to October 15, 2018.

It was moved by Alderman Antonow, seconded by Alderman Bailey to extend the effective date of enforcement of the newly-passed ordinance, 2018-17, to October 15, 2018. All the aldermen present voting aye, Mayor Tannehill declared the

motion carried.

5. Adjourn.

It was moved by Alderman Bailey, seconded by Alderman Taylor to adjourn the meeting Sine-Die. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.



Robyn Tannehill, Mayor



Ashley Atkinson, City Clerk

AGENDA MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

City of Oxford
Board of Aldermen
Special Meeting
Tuesday, October 2, 2018, 1:00 pm - 3:30 pm
City Hall Conference Room



THE CITY OF
OXFORD

- Pursuant to Section 21-3-21, Mississippi Code of 1972 Annotated, I, Robyn Tannehill, Mayor of the City of Oxford, Mississippi, do hereby call the Mayor and Board of Aldermen of Oxford, MS, to a SPECIAL MEETING to be held on **October 2, 2018 at 1:00pm**, for the transaction of important business. The meeting will be held in the City Hall Conference Room. The business to be acted upon at the Special Meeting is the consideration of the following:

1. Call to order.
2. Adopt the agenda for the meeting.
3. Consider an executive session for a personnel matter.
4. Adjourn.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

Robyn Tannehill
 ROBYN TANNEHILL, MAYOR

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Rick Addy of the foregoing meeting on 10/1/18 at 12:51 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Mark Huelse of the foregoing meeting on 10/1/18 at 12:51 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Janice Antonow of the foregoing meeting on 10/1/18 at 12:51 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Ulysses Howell of the foregoing meeting on 10/1/18 at 12:51 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Preston Taylor of the foregoing meeting on 10/1/18 at 12:51 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman Jason Bailey of the foregoing meeting on 10/1/18 at 12:51 a.m./p.m.

[Signature]

I, City Clerk of the City of Oxford, Mississippi, or a Deputy Clerk, do hereby certify that I have notified Alderman John Morgan of the foregoing meeting on 10/1/18 at 12:51 a.m./p.m.

[Signature]

MINUTES **MINUTE BOOK No. 84, CITY OF OXFORD**

SAFEGUARD - DEMENT 62-2139

City of Oxford
 Board of Aldermen
 Special Meeting
 Tuesday, October 2, 2018, 1:00 pm - 3:30 pm
 City Hall Conference Room



THE CITY OF
 OXFORD

- Pursuant to Section 21-3-21, Mississippi Code of 1972 Annotated, I, Robyn Tannehill, Mayor of the City of Oxford, Mississippi, do hereby call the Mayor and Board of Aldermen of Oxford, MS, to a SPECIAL MEETING to be held on **October 2, 2018 at 1:00pm**, for the transaction of important business. The meeting will be held in the City Hall Conference Room. The business to be acted upon at the Special Meeting is the consideration of the following:

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 1:00pm on Tuesday, October 2, 2018, in the Conference Room of City Hall when and where the following were present:

Robyn Tannehill, Mayor
 Rick Addy, Alderman Ward I
 Mark Huelse, 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-absent

Ashley Atkinson, City Clerk
 Bart Robinson, Director of Public Works
 Braxton Tullos, Human Resources Director

2. Adopt the agenda for the meeting.

It was moved by Alderman Addy, seconded by Alderman Huelse to adopt the agenda for the meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Consider an executive session for a personnel matter.

It was moved by Alderman Bailey, seconded by Alderman Addy to consider an executive session for a personnel matter. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Bailey to enter into an executive session for a personnel matter in the Public Works Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

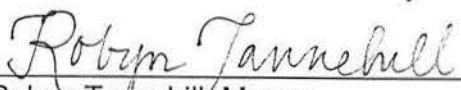
Alderman Howell and Bailey left the meeting at this time.

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.

4. Adjourn.

It was moved by Alderman Huelse, seconded by Alderman Addy to adjourn the meeting Sine-Die. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

MINUTE BOOK No. 84, CITY OF OXFORD


Robyn Tannehill, Mayor


Ashley Atkinson, City Clerk

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

City of Oxford
Board of Aldermen
Regular Meeting-BOA
Tuesday, October 2, 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, October 2, 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
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-absent

Mayo Mallette, PLLC-Of Counsel
Ashley Atkinson, City Clerk
Bart Robinson, Director of Public Works
Reanna Mayoral, Assistant Director of Public Works
Judy Daniel, City Planner
Ben Requet, Senior Planner
Joey East, Chief of Police
Matt Davis, Director of Parking Enforcement
Braxton Tullos, Human Resources Director
Joey Gardner, Interim 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
Kara Giles-Executive Assistant to the Mayor-absent
Rusty Raspberry-Code Enforcement Officer-absent

2. Adopt the agenda for the meeting.

It was moved by Alderman Howell, seconded by Alderman Bailey to adopt the agenda for the meeting with the addition of items 6m, 6n and item 8 and the change to item 10. 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 September 18, 2018, the Special Meeting on September 25, 2018 and the Special Meeting on September 28, 2018.

It was moved by Alderman Antonow, seconded by Alderman Addy to approve the minutes of the Regular Meeting on September 18, 2018, the Special Meeting on September 25, 2018 and the Special Meeting on September 28, 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 Bailey, seconded by Alderman Huelse to approve the accounts for all city departments including a claims docket showing General Fund claims numbered 102879-103035, Water & Sewer claims numbered 29381-29424, Trust & Agency claims numbered 28981-29057, Metro Narcotics claims numbered 7256-7261 and a Bond & Interest Claim numbered 6011 and totaling \$5,451,179.74. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Consider the consent agenda:

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

- a. Request permission to hire John Haynes and Miranda Strother as Firefighters in the Oxford Fire Department with an annual salary of \$34,763.42 (G9-4) each. (Braxton Tullos)
- b. Request permission to advertise, open to the public, the CPAT testing and hiring pool for the Oxford Fire Department. (Braxton Tullos)
- c. Request permission to accept the resignations of Maryanna Story, Johnna Jordan, and Ian Magandy in the Financial Administration Department. (Braxton Tullos)
- d. Request permission to promote Torey Malone from Part-time Laborer to Full-time Laborer in the Environmental Services Department with a new annual salary of \$27,708.89 (G6-6). (Braxton Tullos)
- e. Request permission to hire Terris Blake as a seasonal worker in the Environmental Services Department with an hourly wage of \$9.00. (Braxton Tullos)
- f. Request permission to approve the promotion of Jamie Phillips in the Oxford Fire Department to fill the position of Inspector with a new annual salary of \$50,226.33 (G11-10). (Braxton Tullos)
- g. Request permission for three employees to attend the Wastewater Treatment Plant Operators Fall Training on October 23-25, 2018 in Tupelo, MS at an estimated cost of \$625.00. (Bart Robinson)
- h. Request permission for three employees to attend the 2018 Keep Alabama/Mississippi Beautiful Conference on October 24-26, 2018 in Orange Beach, AL at an estimated cost of \$696.00 (\$500.00 reimbursed by Keep MS Beautiful). (Amberlyn Liles)
- i. Request permission for one officer to attend the ICAP National Conference on behalf of the MS Association of Chiefs of Police on October 4-9, 2018 in Orlando, FL at no cost to the City. (Joey East)
- j. Request permission for 3 employees to attend the MPTA 42nd Annual Convention, Training and Professional Development Conference on November 13-16, 2018 in Biloxi, MS at an estimated cost of \$2,772.33, a portion of which is reimbursed by RTAP scholarships. (Ron Biggs)
- k. Request permission for three employees to attend the BOAM Winter Training Event on December 5-7, 2018 in Oxford, MS with an estimated cost of \$300.00. (Randy Barber)
- l. Request permission to send drivers for CDL testing for Oxford-University Transit. (Ron Biggs)
- m. Request permission for the Environmental Services Director to attend the SWANA Magnolia Chapter Conference in Natchez, MS on October 16-18, 2018 at an estimated cost of \$843.00. (Amberlyn Liles)
- n. Request permission for three Planning Department employees and members of the Planning Commission to attend the MS-AL APA Conference in Oxford, MS on October 10-12, 2018 at a cost of \$1,025.00. (Judy Daniel)

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7. Adopt a retirement resolution for Samuel K. "Buster" Hollowell in the Oxford Fire Department.

It was moved by Alderman Howell, seconded by Alderman Bailey to adopt a retirement resolution for Samuel K. "Buster" Hollowell in the Oxford Fire Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Consider a request from the Lafayette County School District to shoot fireworks at home football games.

It was moved by Alderman Howell, seconded by Alderman Addy to allow the Lafayette County School District to continue to shoot the same style fireworks at all home football games and playoff games as they have done in the past. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

9. Public hearing for a Tax Increment Financing Redevelopment Plan for the City of Oxford, Mississippi. (Sue Fairbank)

After calling for public comment and receiving none, it was moved by Alderman Addy, seconded by Alderman Huelse to adopt a resolution approving the Redevelopment Plan for the City of Oxford, Mississippi. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

10. Public hearing for a Tax Increment Financing Plan in connection with Tax Increment Financing Bonds to be issued by the City of Oxford, Mississippi. (Sue Fairbank)

There were no comments from the public on this item.

11. Consideration of adoption of a resolution approving a TIF Plan, Interlocal Agreement, and Development Plan and Reimbursement Agreement in connection with Tax Increment Bonds. (Sue Fairbank)

It was moved by Alderman Huelse, seconded by Alderman Addy to adopt a resolution approving a TIF Plan and Interlocal Agreement with Lafayette County in connection with Tax Increment Financing Bonds. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

12. Consider an appeal of Case #2361, Corey Alger has filed a request for a Special Exception from Section 2.6.12 HUCN-Historic Urban Center to allow residential on the ground floor for property located at 1000 Jefferson Avenue, being further described as PPIN 34087.

After much discussion and hearing from attorneys on both sides of the issue, Mayor Tannehill called for a motion to either uphold the decision of the Planning Commission or to reverse the decision and hearing none, this item died for lack of a motion and the decision by the planning commission stands. A copy of the court reporters transcript is included for the official record.

13. Authorize appointments to the Parking Commission.

It was moved by Alderman Bailey, seconded by Alderman Antonow to re-appoint Tom Sharpe and Dreher Harris to the Downtown Parking Commission. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

14. Authorize an appointment to the Economic Development Foundation Board.

It was moved by Alderman Bailey, seconded by Alderman Addy to appoint Drew Stephens to the Economic Development Foundation Board. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

15. Authorize an appointment to the Courthouse Square Preservation Committee.

It was moved by Alderman Huelse, seconded by Alderman Addy to appoint Johnny Barrett to the Courthouse Square Preservation Committee. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

16. Request approval of the annual Municipal Compliance Questionnaire. (Ashley Atkinson)

It was moved by Alderman Howell, seconded by Alderman Huelse to approve the annual Municipal Compliance Questionnaire. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

17. Request permission to surplus two Dell computers and authorize their disposal. (Ashley Atkinson)

It was moved by Alderman Bailey, seconded by Alderman Addy to surplus two Dell computers, showing service tags C9YN6Y1 and 5MH1KS1 and property tags 1009 and 1011, respectively. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

18. Request permission to accept a \$1,000.00 donation from Tennessee Valley Authority for the Mayor's Girls Leadership Program. (Ashley Atkinson)

It was moved by Alderman Bailey, seconded by Alderman Antonow to accept a \$1,000.00 donation from Tennessee Valley Authority for the Mayor's Girls Leadership Program. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

19. Request permission to accept a \$500.00 donation from Keep Mississippi Beautiful. (Michelle Robinson)

It was moved by Alderman Addy, seconded by Alderman Taylor to accept a \$500.00 donation from Keep Mississippi Beautiful. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

20. Approve a one year contract with MS Critterz for Animal Control and Shelter Services.

It was moved by Alderman Antonow, seconded by Alderman Taylor to approve a one-year contract with MS Critterz for Animal Control and Shelter Services. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

21. Consideration of the purchase of two commercial washers and two commercial dryers for the Animal Shelter.

It was moved by Alderman Bailey, seconded by Alderman Addy to purchase two commercial washers and two commercial dryers for the Animal Shelter based on the quotes provided. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

22. Second reading, public hearing and vote on a proposed ordinance amending Section 18-46 of the Animal Control ordinance with regards to the dropping off of animals.

It was moved by Alderman Antonow, seconded by Alderman Taylor to approve an ordinance amending Section 18-46 of the Animal Control ordinance with regards to the dropping off of animals and based on the finding that there is an immediate need to preserve the health, welfare and safety of the public and the animals therein, the 30 day waiting period is hereby waived and this ordinance shall become effective immediately. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

23. Second reading and public hearing of Case #2368, a proposed ordinance amending the Land Development Code to correct mistakes and make modifications. (Judy Daniel)

The third reading and vote will be at the next regular meeting.

24. Fourth reading and vote on a proposed ordinance for Case #2349-Consideration of Amendments to the City of Oxford Land Development Code to correct mistakes and make modifications. (Judy Daniel)

It was moved by Alderman Addy, seconded by Alderman Huelse to approve an Ordinance amending the City of Oxford Land Development Code to correct mistakes and make modifications. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

25. Request permission to accept two Conservation Easements for the Oxford Commons Development. (Judy Daniel)

It was moved by Alderman Bailey, seconded by Alderman Huelse to accept two

Conservation Easements for the Oxford Commons Development. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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26. Request permission to accept the recommendation from the Downtown Parking Advisory Commission to contract with Kimley Horn as a parking consultant. (Matt Davis)

It was moved by Alderman Huelse, seconded by Alderman Bailey to accept the recommendation from the Downtown Parking Advisory Committee to contract with Kimley Horn as a parking consultant for the Downtown Parking Garage Project, Phase I only. All the aldermen present voting aye, with the exception of Alderman Antonow who voted no, Mayor Tannehill declared the motion carried.

27. Consider a new proposed route for the 2018 Christmas Parade. (Jimmy Allgood/Bart Robinson)

Jimmy Allgood presented a new route for the 2018 Christmas Parade. The parade has grown so much over the last few years, that it has outgrown the Mid-Town shopping center. There are also more businesses located in the shopping center that are open after 5:00pm and the staging of the parade interferes with patrons being able to enter the businesses. The new route would start near the intersection of University Avenue and Old Taylor Road. The section of University Avenue between Old Taylor Road and South 5th Street would be closed for the staging of floats and then the parade would proceed east towards the square, around the square, and then down North Lamar to Price Street with floats exiting the parade to the Mid-Town shopping center or continuing down Price Street to the Activity Center. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

28. Consider a request from Harrison's (formerly Murff's) for a revocable license for two sets of stairs on City property. (Bart Robinson)

This item was discussed and then continued until the next regular meeting.

29. Consider Supplemental Agreement No. 3 for the Traffic Signal on Sisk to Highway 6. (Bart Robinson)

It was moved by Alderman Antonow, seconded by Alderman Bailey to approve the City's portion of Supplemental Agreement No. 3 for the Traffic Signal on Sisk to Highway 6, in the amount of \$160,850.77. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

30. Consider a Change Order for West Oxford Loop-SEMP-23(1). (Bart Robinson)

It was moved by Alderman Bailey, seconded by Alderman Addy to approve a Change Order, in the amount of \$23,662.14, for West Oxford Loop-SEMP-23(1). 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 Antonow to consider an executive session for matters related to personnel and potential litigation. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Bailey to enter into an executive session for personnel matters in the Oxford Police Department, Oxford Fire Department, Building Department, and Public Works Department and matters of potential litigation related to land use on Jefferson Avenue and Police Security Measures. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Addy to follow the recommendation of the HR Director and suspend Matthew Brown in the Oxford Police Department for three days without pay for violation of city policy related to traffic accidents in City vehicles. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Huelse to follow the recommendation of the HR Director and return one year of service credit to Greg

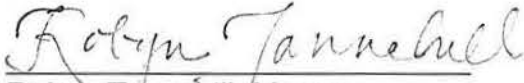
May in the Oxford Fire Department for the ability to take promotional tests only and with no change in pay. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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32. Adjourn.

It was moved by Alderman Howell, seconded by Alderman Addy to adjourn the meeting Sine-Die. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.



Robyn Tannehill, Mayor



Ashley Atkinson, City Clerk

Resolution

Whereas, Captain Buster Hollowell has been a valued member of the Oxford Fire Department since his hire on December 1, 1993, establishing himself as an invaluable resource and respected, beloved fixture among not only his fellow workers but the entire Oxford fire and emergency service community; and

Whereas, Captain Buster Hollowell has instilled the quality of commitment by example to his firefighters, and they reciprocate by devoting their time and skills to protecting the property and personal safety of others; and

Whereas, Captain Buster Hollowell has been a positive personal influence to the firefighters at the Oxford Fire Department; and

Whereas, Captain Buster Hollowell fire ground leadership has always been a model for all firefighters to aspire to; and

Whereas, Captain Buster Hollowell has made a mark on the City of Oxford Fire Department, through his service to its citizens, has positively touched many lives; and that his legacy will be remembered and celebrated for many years to come. Lo,

Therefore, be it resolved

That the Mayor and Board of Aldermen of the City of Oxford
express their sincere appreciation and gratitude to

Buster Hollowell

for his work on behalf of the community.

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 Buster Hollowell.

Robyn Tannehill
Mayor Robyn Tannehill

Deputy Chief Joey Gardner

Alderman Mark Huelse
Alderman Ulysses Howell

Alderman Preston Taylor
Alderman Janice Antonow
Alderman Rick Addy

Alderman Jason Bailey
Alderman John Morgan

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There came on for consideration the matter of the approval of a *Tax Increment Financing Redevelopment Plan for the City of Oxford, Mississippi, August 2018*, and after a discussion of the subject matter, Alderman _____ offered and moved the adoption of the following resolution:

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF OXFORD, MISSISSIPPI FINDING AND DETERMINING THAT A NOTICE OF PUBLIC HEARING ON A PROPOSED TAX INCREMENT FINANCING REDEVELOPMENT PLAN FOR THE CITY OF OXFORD, MISSISSIPPI, AUGUST 2018 WAS DULY PUBLISHED AS REQUIRED BY LAW; THAT NO WRITTEN PROTEST OR OTHER OBJECTION OF ANY KIND OR CHARACTER AGAINST SUCH TAX INCREMENT FINANCING REDEVELOPMENT PLAN HAS BEEN FILED BY QUALIFIED ELECTORS OF SAID CITY; APPROVING AND ADOPTING SUCH TAX INCREMENT FINANCING REDEVELOPMENT PLAN; AND FOR RELATED PURPOSES.

WHEREAS, the Mayor and Board of Aldermen of the City of Oxford, Mississippi (the "Governing Body"), acting for and on behalf of the City of Oxford, Mississippi (the "City"), is authorized by Sections 21-45-1 *et seq.*, Mississippi Code of 1972, as amended and supplemented from time to time (the "TIF Act"), to undertake redevelopment projects, including, but not limited to, the acquisition of project areas within the City, the removal of existing buildings and other improvements upon such project areas, the installation, construction or reconstruction of streets, utilities and site improvements on such project areas and/or preparatory work incidental thereto in order to encourage private redevelopment within the City; and

WHEREAS, the Governing Body, acting for and on behalf of the City, is also authorized by the TIF Act to provide tax increment financing for such redevelopment projects; and

WHEREAS, as required by the TIF Act, the Governing Body has been presented with the form of a *Tax Increment Financing Redevelopment Plan for the City of Oxford, Mississippi, August 2018* (the "Redevelopment Plan"), the purpose of which is to provide a financing mechanism to develop and redevelop various areas within the City; and

WHEREAS, the Governing Body has identified various parts of the City in need of development, redevelopment, rehabilitation, and conservation in the public interest of the public health, safety, morals, and welfare of the City; and

WHEREAS, as required by the TIF Act, the Redevelopment Plan was submitted to the Planning Commission of the City (the "Planning Commission") for its review and approval and its consideration and recommendation on how the Plan affects the overall long-range planning objectives of the City; and

WHEREAS, on September 10, 2018, the Planning Commission approved the Redevelopment Plan; and

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WHEREAS, the Governing Body adopted a resolution on September 18, 2018 (the "September Resolution") setting a public hearing to consider the approval of the Redevelopment Plan; and

WHEREAS, as required by the TIF Act and the September Resolution, a Notice of Public Hearing for the proposed Redevelopment Plan (the "Notice") was published in the *Oxford Eagle*, a newspaper published in and having general circulation in the City and qualified under the provisions of Section 13-3-31, Mississippi Code of 1972, as amended, on September 20, 2018, said publication being not less than ten (10) days and not more than twenty (20) days prior to October 2, 2018; and

WHEREAS, the Redevelopment Plan has been on file with the City Clerk of the City (the "City Clerk") since September 18, 2018, and has been available for inspection by residents of the City; and

WHEREAS, the Governing Body has reviewed the Redevelopment Plan; and

WHEREAS, the Redevelopment Plan conforms to the TIF Act, the codes and ordinances of the City and the Comprehensive Plan of the City; and

WHEREAS, as of the hour of 5:00 o'clock p.m. on October 2, 2018, no qualified elector of the City had filed a written protest or objection of any kind or character against the Redevelopment Plan with the City Clerk or any member of the Governing Body; and

WHEREAS, at the hour of 5:00 o'clock p.m. on October 2, 2018, at the usual meeting place of the Governing Body in the City Hall of the City located at 107 Courthouse Square, Oxford, Mississippi, a public hearing was held pursuant to the TIF Act and all persons present or represented by counsel or otherwise were given the opportunity to be heard concerning the approval of the Redevelopment Plan and no protest or objection of any kind or character against the approval of the Redevelopment Plan was presented; and

WHEREAS, the Governing Body has determined that it is in the best interest of the City to proceed with approval of the Redevelopment Plan.

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:

SECTION 1. The recitals contained in this resolution are incorporated herein as findings.

SECTION 2. This resolution is adopted pursuant to the TIF Act and the Constitution of the State of Mississippi.

SECTION 3. The Governing Body, acting for and on behalf of the City, does hereby find and determine that as required by the TIF Act and the September Resolution, the Notice was published in the *Oxford Eagle*, a newspaper published in and having general circulation in the City and qualified under the provisions of Section 13-3-31, Mississippi Code of 1972, as

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amended, on September 20, 2018, said publication being not less than ten (10) days and not more than twenty (20) days prior to October 2, 2018.

SECTION 4. Proof of Publication of the Notice, attached hereto as Exhibit A, is hereby accepted and spread upon the minutes of the Governing Body.

SECTION 5. The Governing Body does further find and determine that as of the hour of 5:00 o'clock p.m. on October 2, 2018, (a) no qualified elector of the City had filed a written protest or objection of any kind or character against the Redevelopment Plan with the City Clerk or the members of the Governing Body and (b) all persons present or represented by counsel or otherwise were given the opportunity to be heard concerning the approval of the Redevelopment Plan and no protest or objection of any kind or character against the approval of the Redevelopment Plan was presented.

SECTION 6. The Governing Body does hereby find and determine that the Redevelopment Plan conforms to the TIF Act, the codes and ordinances of the City and the Comprehensive Plan of the City.

SECTION 7. The Governing Body does hereby further find and determine that the Redevelopment Plan is to be implemented by the City and shall apply to the municipal limits of the City, as the same may hereafter be modified by annexation. The techniques to be used to meet the goals and objectives of the Redevelopment Plan include rehabilitation and renovation; expansion of existing buildings; acquisition of real property; demolition and removal of buildings; construction of improvements; new development and redevelopment; consolidation of title; elimination of environmental deficiencies and blighting influences; construction of off-street parking facilities; and encouragement of rehabilitation, renovation, new development and redevelopment by private enterprise.

SECTION 8. The Redevelopment Plan, in the form submitted to this meeting and attached hereto as Exhibit B, shall be, and the same hereby is, approved and adopted.

SECTION 9. If any one or more of the provisions of this resolution shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any of the other provisions of this resolution, but this resolution shall be construed and enforced as if such illegal or invalid provision or provisions had not been contained herein.

SECTION 10. Alderman _____ seconded the motion to adopt the foregoing resolution, and the question being put to a roll call vote, the result was as follows:

Alderman Rick Addy voted:	_____
Alderman Mark Hulse voted:	_____
Alderdwoman Janice Antonow voted:	_____
Alderman Ulysses Howell voted:	_____
Alderman Preston E. Taylor voted:	_____
Alderman Jason Bailey voted:	_____
Alderman John Morgan voted:	_____

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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 2nd day of October, 2018.

Mayor

ATTEST:

City Clerk

(SEAL)

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EXHIBIT A

PROOF OF PUBLICATION

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EXHIBIT B
REDEVELOPMENT PLAN

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EXHIBIT D
INTERLOCAL AGREEMENT

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EXHIBIT D
DEVELOPMENT AGREEMENT

TAX INCREMENT FINANCING
REDEVELOPMENT PLAN
FOR THE
CITY OF OXFORD,
MISSISSIPPI,
AUGUST 2018



Prepared by:

GOURAS & ASSOCIATES

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ARTICLE I
INTRODUCTION

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This *Tax Increment Financing Redevelopment Plan, City of Oxford, Mississippi, August 2018*, (the "Redevelopment Plan") is authorized pursuant to Section 21-45-1 et seq., Mississippi Code of 1972, as amended (the "TIF Act") and, among other things, is intended to facilitate the use of Tax Increment Financing ("TIF") in connection with the development and redevelopment of the City of Oxford, Mississippi (the "City"). This Redevelopment Plan has been developed in conformity with the goals, objectives, and strategies of the *Vision 2037 Comprehensive City Plan*, adopted August 2, 2016, as the same may be amended and supplemented from time to time (the "Comprehensive Plan").

ARTICLE II
TAX INCREMENT FINANCING
REDEVELOPMENT PLAN OBJECTIVES

- A. This Redevelopment Plan hereby incorporates by reference the goals, objectives, and intended purposes of the Comprehensive Plan and the various elements of the Comprehensive Plan as the same may be amended from time to time. A copy of the most current Comprehensive Plan is available at City Hall located at 107 Courthouse Square, Oxford, MS 38655 as well as <http://www.oxfordms.net/planning-long-range-plans>
- B. This Redevelopment Plan contemplates that the City will utilize TIF as a tool and incentive to assist the City in implementing goals, objectives, strategies, and recommendations of the Comprehensive Plan, and the Redevelopment Plan is intended to support and complement the Comprehensive Plan.
- C. The Redevelopment Plan and TIF Plans adopted by the Board of Aldermen of the City (the "Governing Body") will require that developments induced with TIF be constructed in accordance with the Comprehensive Plan and the objectives and requirements of the *Oxford, Mississippi, Land Development Code*, adopted November 21, 2017, as the same may be amended from time to time (the "Official Zoning Code"); the Official Zoning Map, adopted November 21, 2017, as the same may be amended from time to time (the "Official Zoning Map"); the Oxford Design Guidelines, as revised June 2011, and as the same may be amended from time to time (the "Design Guidelines"); the Oxford Historic Preservation Commission Ordinances and Guidelines, as the same may be amended from time to time (the "Historic Guidelines"); the Code Ordinances of the City of Oxford, Mississippi, as the same may be amended from time to time, codified pursuant to Mississippi Code Annotated Section 21-13-15 (the "City's Code"); all building and related codes of the City as the same may be amended from time to time; all street and road design standards of the City and requirements of the City governing water, sanitary sewer, natural gas, and drainage improvements, all as may be hereafter amended or supplemented from time to time. Copies of the above plans and regulations are available at City Hall City Hall located at 107 Courthouse Square, Oxford, MS 38655.

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ARTICLE III DESCRIPTION OF REDEVELOPMENT AREA

It is the City's intention that this Redevelopment Plan apply to the City in its entirety as it currently exists and as its corporate limits may expand in the future. Accordingly, the "Redevelopment Area" designated by this Redevelopment Plan will consist of all real property located within the corporate limits of the City together with any real property that may hereafter be annexed by the City.

ARTICLE IV REDEVELOPMENT TECHNIQUES TO IMPLEMENT POLICIES

A. This Redevelopment Plan shall be implemented primarily by the City, exercising the powers conferred upon the City by the TIF Act. The techniques to be used to meet the goals and objectives of this Redevelopment Plan include rehabilitation and renovation; expansion of existing buildings; acquisition of real property; demolition and removal of buildings; construction of improvements; new development and redevelopment; consolidation of title; elimination of environmental deficiencies and blighting influences; construction of off-street parking facilities; and encouragement of rehabilitation, renovation, new development and redevelopment by private enterprise.

B. Pursuant to the TIF Act and Section 17-13-1 et seq., Mississippi Code of 1972, as amended (the "Interlocal Act"), the City may elect to enter into interlocal agreements to implement this Redevelopment Plan and TIF Plans adopted pursuant to this Redevelopment Plan.

C. Pursuant to the TIF Act, the City may enter into agreements with a developer regarding the development and redevelopment proposed in this Redevelopment Plan and any TIF Plan presented to the City for approval in connection with this Redevelopment Plan. Consistent with Section 21-45-9 of the TIF Act, no breach of any such agreement shall impose any pecuniary liability upon a municipality or any charge upon its general credit or against its taxing powers.

ARTICLE IV RELATIONSHIP TO POLICIES REGARDING APPROPRIATE LAND USES, IMPROVED TRAFFIC, PUBLIC TRANSPORTATION, PUBLIC UTILITIES, RECREATIONAL AND COMMUNITY FACILITIES, AND OTHER PUBLIC IMPROVEMENTS

A. This Redevelopment Plan is intended to serve, support and complement the City's Comprehensive Plan and all applicable Official Zoning Code, the Design Guidelines, the Historic Guidelines, the City's Code, all other building and related codes, and other applicable codes and ordinances of the City as may be in force and effect. The Redevelopment Plan will ensure consistent development and redevelopment in the Redevelopment Area by adhering to the

B. This Redevelopment Plan seeks to utilize TIF to encourage capital investment that will encourage the redevelopment of blighted areas, strengthen the entire community by carefully planning the location of shopping centers and the design of business establishments, increase the ad valorem tax base, increase retail sales tax rebates, and increase job opportunities in the City. The Redevelopment Plan seeks to encourage revitalization of the Redevelopment Area by inducing new development and redevelopment. Public facilities and services will be improved and properly maintained as a result of implementation of this Redevelopment Plan. The Redevelopment Plan seeks to encourage development and redevelopment projects and to insure their conformity to the City’s Comprehensive Plan and all City ordinances.

ARTICLE V
PROVISIONS OF REGULATIONS
DECLARED TO BE MINIMUM REQUIREMENTS

For the purposes of this Redevelopment Plan, regulations referred to shall be interpreted and applied as *minimum requirements*. Whenever the requirements of these regulations are at variance with the requirements of any other lawfully adopted rules, regulations, ordinances, deed restrictions or covenants, the most restrictive or that imposing the higher standards shall govern.

ARTICLE XI
TAX INCREMENT FINANCING PLAN REQUIREMENTS ESTABLISHED

- A. A TIF Plan adopted pursuant to and in connection with the TIF Act and this Redevelopment Plan shall, at a minimum, include the requirements set forth in the TIF Act, which include the following:
- (1) A statement of the objectives of a municipality with regard to the plan;
 - (2) A statement indicating the need and proposed use of the tax increment financing plan in relationship to the redevelopment plan;
 - (3) A statement containing the cost estimates of the redevelopment project and the projected sources of revenue (ad valorem taxes, sales taxes, and the proceeds of any other financial assistance) to be used to meet the costs including estimates of tax increments and the total amount of indebtedness to be incurred;
 - (4) A list of all real property to be included in the tax increment financing plan;
 - (5) The duration of the tax increment financing plan’s existence;
 - (6) A statement of the estimated impact of the tax increment financing plan upon

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the revenues of all taxing jurisdictions in which a redevelopment project is located;

- (7) A statement requiring that a separate fund be established to receive ad valorem taxes and the proceeds of any other financial assistance; and
- (8) The amount of Captured Assessed value (as defined in the TIF Act) that a municipality intends to use for purposes of tax increment financing.

A TIF plan will also include provisions that the Governing Body shall by resolution, from time to time, determine (i) the division of ad valorem tax receipts, if any, that may be used to pay for the cost of all or any part of a redevelopment project, (ii) the duration of time in which such taxes may be used for such purposes, (iii) if the City shall issue bonds for such redevelopment project, and (iv) such other restrictions, rules and regulations as in the sole discretion of the Governing Body of the City shall be necessary in order to promote and protect the public interest.

B. Prior to approving any TIF Plan, the Governing Body of the City shall hold a public hearing as required by the TIF Act.

**ARTICLE XII
WAIVER OF REQUIREMENTS AND SEVERABILITY**

A. Any requirement or condition contained in this Redevelopment Plan may, upon request and for good cause shown, be waived or modified by the City to the extent permissible under law.

B. In any event any provision of this Redevelopment Plan is held by a court of competent jurisdiction to be illegal, invalid or contrary to public policy, such finding shall not affect the remaining provisions of this Redevelopment Plan, and this Redevelopment Plan shall be construed and continue in existence as if such illegal, invalid or contrary to public policy was not contained herein.

**ARTICLE XIII
PROVISIONS FOR AMENDING THE PLAN**

This Redevelopment Plan may be modified by the City in accordance with the provisions of the TIF Act, as the same may be amended from time to time.

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There came on for consideration the matter of the issuance of tax increment financing bonds of the City of Oxford, Mississippi and after a discussion of the subject matter, Alderman _____ offered and moved the adoption of the following resolution:

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF OXFORD, MISSISSIPPI FINDING AND DETERMINING THAT A NOTICE OF PUBLIC HEARING ON A PROPOSED TAX INCREMENT FINANCING PLAN IN CONNECTION WITH TAX INCREMENT FINANCING BONDS TO BE ISSUED BY SAID CITY, FROM TIME TO TIME, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED ELEVEN MILLION DOLLARS (\$11,000,000) FOR THE PURPOSE OF FINANCING THE COST OF INSTALLING AND CONSTRUCTING CERTAIN INFRASTRUCTURE IMPROVEMENTS NECESSARY FOR THE DEVELOPMENT OF A RESIDENTIAL, COMMERCIAL, AND MIXED-USE DEVELOPMENT WITHIN SAID CITY WAS DULY PUBLISHED AS REQUIRED BY LAW; THAT NO WRITTEN PROTEST OR OTHER OBJECTION OF ANY KIND OR CHARACTER AGAINST SUCH TAX INCREMENT FINANCING PLAN HAS BEEN FILED BY QUALIFIED ELECTORS OF SAID CITY; APPROVING AND ADOPTING SUCH TAX INCREMENT FINANCING PLAN; APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF A DEVELOPMENT AND REIMBURSEMENT AGREEMENT BETWEEN SAID CITY AND OXFORD COMMONS IMPROVEMENTS, LLC IN CONNECTION WITH SAID DEVELOPMENT; APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF AN INTERLOCAL COOPERATION AGREEMENT BETWEEN SAID CITY AND LAFAYETTE COUNTY, MISSISSIPPI IN CONNECTION WITH THE ISSUANCE OF SAID TAX INCREMENT FINANCING BONDS AND SAID DEVELOPMENT; AND FOR RELATED PURPOSES.

WHEREAS, the Mayor and Board of Aldermen of the City of Oxford, Mississippi (the "Governing Body"), acting for and on behalf of the City of Oxford, Mississippi (the "City"), is authorized by Sections 21-45-1 *et seq.*, Mississippi Code of 1972, as amended and supplemented from time to time (the "TIF Act"), to undertake redevelopment projects, including, but not limited to, the acquisition of project areas within the City, the removal of existing buildings and other improvements upon such project areas, the installation, construction or reconstruction of streets, utilities and site improvements on such project areas and/or preparatory work incidental thereto in order to encourage private redevelopment within the City; and

WHEREAS, the Governing Body, acting for and on behalf of the City, is also authorized by the TIF Act to issue tax increment financing bonds to finance such redevelopment projects; and

WHEREAS, Oxford Commons Improvements, LLC (the "Developer") is proposing to make certain improvements to State Highway 7 and Sisk Avenue to facilitate the development of a project to be known as "Oxford Commons," a residential, commercial, and mixed-use development (the "Project") located on approximately six hundred fifteen (615) acres in the City and Lafayette County, Mississippi (the "County") and approximately eight-five (85) acres of land

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located in the County which has recently been annexed by the City to the extent that such annexation is not subject to a timely and successful contest (the "TIF District"); and

WHEREAS, the Developer has requested that the City issue its tax increment financing bonds, in one or more series, in a principal amount not to exceed Eleven Million Dollars (\$11,000,000) (the "TIF Bonds") in order to finance the installation and construction of various infrastructure improvements within the TIF District or servicing the TIF District, which shall include but are not limited to, Highway 7 and Sisk Avenue improvements as ultimately approved by the Mississippi Department of Transportation and the City; installation, rehabilitation and/or relocation of utilities such as water, electrical, and sanitary sewer; construction, renovation, or rehabilitation of drainage improvements, roadways, curbs and gutters, sidewalks, multi-use paths, surface parking, including repaving and other related parking lot upgrades; landscaping of rights-of-way; signalization; signage; related architectural/engineering fees, attorney's fees, issuance costs, capitalized interest, and other related soft costs (collectively, the "Infrastructure Improvements") which Infrastructure Improvements may be constructed or installed within the TIF District or land adjacent to and serving the TIF District; and

WHEREAS, on June 4, 2018, the Board of Supervisors of the County adopted a resolution declaring its intention to enter into an interlocal cooperation agreement with the City (the "Interlocal Agreement") pursuant to the TIF Act and Sections 17-13-1 *et seq.*, Mississippi Code of 1972, as amended and supplemented from time to time (the "Interlocal Act") pursuant to which the County will agree to pledge certain taxes to be derived from the Project for the payment of a portion of the debt service on the TIF Bonds, when and if issued; and

WHEREAS, on June 5, 2018, the Governing Body adopted a resolution (the "Intent Resolution") declaring its intention to issue the TIF Bonds for the purpose of providing financing for the Infrastructure Improvements; and

WHEREAS, pursuant to the TIF Act and the Interlocal Act, the TIF Bonds will be secured by a pledge by the City of all of the tax revenues derived from the City's ad valorem tax levies on the "captured assessed value" (as defined in the TIF Act) of the real and personal property comprising the TIF District (the "City's Ad Valorem Tax Increment"), and the City's portion of the sales tax generated from the Project, excluding therefrom the City's special Food, Beverage and Hotel Tax and Tourism Tax (the "City's Sales Tax Increment" and together with the City's Ad Valorem Tax Increment, the "City's Tax Increment") and a pledge by the County of all of the tax revenues derived from the County's ad valorem tax levies on the "captured assessed value" (as defined in the TIF Act) of the real and personal property comprising the TIF District (the "County's Tax Increment" and together with the City's Tax Increment, the "Tax Increment"); and

WHEREAS, as authorized by the TIF Act and the Interlocal Act, the City and the County will enter into the Interlocal Agreement pursuant to which the City will agree to issue the TIF Bonds from time to time and the City and the County will agree to pledge the Tax Increment for payment of debt service on the TIF Bonds; and

WHEREAS, as required by the TIF Act, the Governing Body has been presented with the form of a Tax Increment Financing Plan for Oxford Commons, City of Oxford, Mississippi, July

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2018 (the "TIF Plan"), in connection with the Project, the issuance of the TIF Bonds, the financing of the Infrastructure Improvements and the City's compliance with the TIF Act; and

WHEREAS, the Governing Body adopted a resolution on September 18, 2018 (the "September Resolution") setting a public hearing to consider the approval of the TIF Plan; and

WHEREAS, as required by the TIF Act, by resolution adopted on October 2, 2018, the Governing Body approved the Tax Increment Financing Redevelopment Plan for the City of Oxford, Mississippi, August 2018 (the "Redevelopment Plan"); and

WHEREAS, as required by Section 21-45-11 of the TIF Act and the September Resolution, a Notice of Public Hearing on Proposed Tax Increment Financing Plan (the "Notice") was published in the *Oxford Eagle*, a newspaper published in and having general circulation in the City and qualified under the provisions of Section 13-3-31, Mississippi Code of 1972, as amended, on September 20, 2018, said publication being not less than ten (10) days and not more than twenty (20) days prior to October 2, 2018; and

WHEREAS, the TIF Plan has been on file with the City Clerk of the City (the "City Clerk") since September 18, 2018, and has been available for inspection by residents of the City; and

WHEREAS, the Governing Body has reviewed the TIF Plan; and

WHEREAS, the TIF Plan conforms to the TIF Act and the Redevelopment Plan; and

WHEREAS, there are no families who will be displaced from the area where the Project is located; and

WHEREAS, the TIF Plan conforms to the general plan of the City as a whole and the Redevelopment Plan and will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the rehabilitation or redevelopment of the area where the Project is located by private enterprise; and

WHEREAS, the Project and its uses are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local objectives; and

WHEREAS, as of the hour of 5:00 o'clock p.m. on October 2, 2018, no qualified elector of the City had filed a written protest or objection of any kind or character against the TIF Plan with the City Clerk or any member of the Governing Body; and

WHEREAS, at the hour of 5:00 o'clock p.m. on October 2, 2018, at the usual meeting place of the Governing Body in the City Hall of the City located at 107 Courthouse Square, Oxford,, Mississippi, a public hearing was held pursuant to the TIF Act and all persons present or represented by counsel or otherwise were given the opportunity to be heard concerning the approval of the TIF Plan and no protest or objection of any kind or character against the approval of the TIF Plan was presented; and

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WHEREAS, the Governing Body has determined that it is in the best interest of the City to proceed with approval of the TIF Plan; and

WHEREAS, there has been presented to the Governing Body at this meeting the form of the Interlocal Agreement setting forth the agreement of the City and the County in connection with the pledge of the Tax Increment as security for the TIF Bonds and related matters; and

WHEREAS, the Interlocal Agreement is in appropriate form and is an appropriate document for the purposes identified; and

WHEREAS, the Board of Supervisors of the County adopted a resolution on October 1, 2018, authorizing the County to enter into the Interlocal Agreement and approving the form of the Interlocal Agreement; and

WHEREAS, there has been presented to the Governing Body at this meeting the form of a Development and Reimbursement Agreement between the City and the Developer (the "Development Agreement"), setting forth the agreement of the City and the Developer in connection with (a) the construction and installation of the Project, (b) the construction and installation of the Infrastructure Improvements by the Developer; and (c) the reimbursement of the Developer for a portion of the Developer's expenditures in connection with the construction and installation of the Infrastructure Improvements from the sale and issuance of the TIF Bonds; and

WHEREAS, the Development Agreement is in appropriate form and is an appropriate document for the purposes identified; and

WHEREAS, in order to proceed with the sale and issuance of the TIF Bonds and the financing of the Infrastructure Improvements, it is necessary to approve the TIF Plan and approve and enter into the Interlocal Agreement and the Development Agreement.

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:

SECTION 1. The recitals contained in this resolution are incorporated herein as findings.

SECTION 2. This resolution is adopted pursuant to the TIF Act, the Interlocal Act and the Constitution of the State of Mississippi.

SECTION 3. The Governing Body, acting for and on behalf of the City, does hereby find and determine that as required by Sections 21-45-11 of the TIF Act and the September Resolution, the Notice was published in the *Oxford Eagle*, a newspaper published in and having general circulation in the City and qualified under the provisions of Section 13-3-31, Mississippi Code of 1972, as amended, on September 20, 2018, said publication being not less than ten (10) days and not more than twenty (20) days prior to October 2, 2018.

SECTION 4. Proof of Publication of the Notice, attached hereto as Exhibit A, is hereby accepted and spread upon the minutes of the Governing Body.

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SECTION 5. The Governing Body does further find and determine that as of the hour of 5:00 o'clock p.m. on October 2, 2018, (a) no qualified elector of the City had filed a written protest or objection of any kind or character against the TIF Plan with the City Clerk or the members of the Governing Body and (b) all persons present or represented by counsel or otherwise were given the opportunity to be heard concerning the approval of the TIF Plan and no protest or objection of any kind or character against the approval of the TIF Plan was presented.

SECTION 6. The Governing Body does hereby find and determine that (a) no families will be displaced from the area where the Project is located; (b) the TIF Plan conforms to the general plan of the City as a whole and the Redevelopment Plan; (c) the TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the rehabilitation or redevelopment of the area where the Project is located by private enterprise; and (d) the Project and its uses are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local objectives.

SECTION 7. The TIF Plan, in the form submitted to this meeting and attached hereto as Exhibit B, shall be, and the same hereby is, approved and adopted.

SECTION 8. The Governing Body, acting for and on behalf of the City, hereby authorizes the City to enter into the Interlocal Agreement by and between the City and the County.

SECTION 9. The form of the Interlocal Agreement in the form submitted to this meeting and attached hereto as Exhibit C, shall be, and the same hereby is, approved in substantially said form. The Mayor of the City (the "Mayor") and the City Clerk are hereby authorized and directed to execute and deliver the Interlocal Agreement on behalf of the City with such changes, insertions and omissions as may be approved by such officers, said execution being conclusive evidence of such approval.

SECTION 10. The City Clerk is hereby authorized, upon approval and execution by the County, to timely submit the Interlocal Agreement to the Attorney General and the Secretary of State of the State of Mississippi and the Chancery Clerk of the County as required by Section 17-13-11, Mississippi Code of 1972, as amended.

SECTION 11. The Development Agreement, in the form submitted to this meeting and attached hereto as Exhibit D, shall be, and the same hereby is, approved in substantially said form. The Mayor and the City Clerk are hereby authorized and directed to execute and deliver the Development Agreement with such changes, insertions and omissions as may be approved by such officers, said execution being conclusive evidence of such approval.

SECTION 12. The Mayor and the City Clerk are hereby authorized and directed to execute such other documents, instruments and papers and to do such acts and things as may be necessary or advisable in connection with the TIF Bonds, the Infrastructure Improvements and the Project, subject to subsequent approval and ratification by the Governing Body.

SECTION 13. The TIF Bonds will be sold and issued from time to time pursuant to the terms and provisions of the Development Agreement and subsequent resolutions and proceedings of the Governing Body.

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SECTION 14. If any one or more of the provisions of this resolution shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any of the other provisions of this resolution, but this resolution shall be construed and enforced as if such illegal or invalid provision or provisions had not been contained herein.

SECTION 15. Alderman _____ seconded the motion to adopt the foregoing resolution, and the question being put to a roll call vote, the result was as follows:

- 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 2nd day of October, 2018.

Mayor

ATTEST:

City Clerk

(SEAL)

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EXHIBIT A

PROOF OF PUBLICATION

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EXHIBIT B

TIF PLAN

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EXHIBIT D
INTERLOCAL AGREEMENT

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EXHIBIT D
DEVELOPMENT AGREEMENT

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Oxford Commons Improvements, LLC

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2088 Old Taylor Rd.

Oxford, MS 38655

Phone: (662)513-4194 Fax: (662)513-7998

May 16, 2018

Mayor Robyn Tannehill
107 Courthouse Square
Oxford, Mississippi 38655

Supervisor Jeff Busby
300 North Lamar Blvd.
Oxford, Mississippi 38655

Re: Interchange Improvements at Highway 7 and Sisk Avenue

Dear Mayor Tannehill:

Below is an outline of proposed terms for Oxford Commons Improvements, LLC ("Blackburn") to fund the interchange improvements at Highway 7 and Sisk Avenue and the traffic signal at the corner of Commonwealth Blvd. and Sisk Avenue ("Improvements"):

- Blackburn will fund all design necessary for the completion of the Improvements.
- The City of Oxford and Lafayette County will provide Tax Increment Financing ("TIF") in an amount not to exceed \$11MM that will yield a net of \$9MM to Blackburn based on ad valorem and sales tax revenues generated within the TIF District. These bonds will be secured by all the tax revenues from the district; however, the amount of the TIF Bonds that can be issued will be determined upon 75% of the increase in the ad valorem and sales tax revenues generated from the TIF District (see the attached projections).
- A minimum net of \$3MM (out of the \$9MM) in TIF Bonds will be issued to reimburse Blackburn as expenses are incurred for the Improvements. By adding the residential portion of the development to the TIF, there is adequate near term revenue to issue this series of bonds concurrent with the construction of the Improvements. If necessary, David Blackburn will provide a personal guaranty for this initial series of TIF Bonds.
- Blackburn will have 20 years to request that the City issue the bonds, with not less than a 15-year amortization.
- Additionally, a Public Improvement District ("PID") will be established for the Oxford Commons master planned area that will allow the issuance of bonds through Special Assessments on land owned or controlled by David Blackburn to fund infrastructure.

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Mayor Robyn Tannehill

Supervisor Jeff Busby

May 16, 2018

Re: Interchange Improvements at Highway 7 and Sisk Avenue

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- The City of Oxford will provide all necessary rights-of-way in order to allow for the construction of the Improvements.
- The City of Oxford will provide permits/donate for construction on any land that the City owns that is needed for the Improvements.
- Once construction begins on the Improvements, all Oxford Commons landowners will be allowed to move forward with construction and receive Certificates of Occupancy with all areas of development within the Oxford Commons master planned area (see attached). This is contingent on a performance bond being in place ensuring the completion of the Improvements.
- The City of Oxford and Lafayette County agree that no streets or roads within or outside the Oxford Commons Master Planned Area, other than the Improvements and streets and roads specifically to or within an approved development or phase within a development of Oxford Commons, shall be required for development within the Oxford Commons Master Planned Area until the total number of occupied residential units exceeds 1,200 as stated in the existing PUD as amended by the Board of Aldermen on February 2, 2016, assuming that no property owner requests and is granted an increase in density for his property. However, minor improvements or modifications to existing streets within the Oxford Commons Master Planned Area (such as turn lanes) may be required from time-to-time to mitigate impacts as indicated by Traffic Impact Studies when the Traffic Impact Study is required by the Code of Ordinances of the City of Oxford. Amendments to the Oxford Commons Planned Unit Development increasing the densities approved in the February 2, 2016 amendment may require additional improvements as determined by Traffic Impact Studies. If additional improvements are required, then the City of Oxford shall require the property owner requesting increased densities to make all such additional improvements as a condition to the approval of the increased density. Furthermore, once construction begins on the Improvements, the City of Oxford will promptly terminate in writing its policy outlined in the July 10, 2017 Memorandum from Reanna Mayoral to the City of Oxford Planning Commission, which is attached to this letter.

If the City is in agreement with the above, we are ready to move forward immediately with the complete design, permitting, and construction of the Improvements. We anticipate this design and permitting process to take approximately 6 months.

Sincerely,

David B. Blackburn
Manager

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INTERLOCAL COOPERATION AGREEMENT

by and between

CITY OF OXFORD, MISSISSIPPI

and

LAFAYETTE COUNTY, MISSISSIPPI

Dated October ____, 2018

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THIS INTERLOCAL COOPERATION AGREEMENT, is made and entered into on October __, 2018 (this "Agreement"), by and between the City of Oxford, Mississippi (the "City"), a body politic of the State of Mississippi (the "State"), and Lafayette County, Mississippi (the "County"), a body politic of the State;

WITNESSETH:

WHEREAS, pursuant to the Interlocal Cooperation Act of 1974, being Sections 17-13-1 *et seq.*, Mississippi Code of 1972, as amended and supplemented from time to time (the "Interlocal Act"), local governmental units (as defined in the Interlocal Act) are permitted to contract with one another to provide services and facilities in a manner pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, pursuant to Sections 21-45-1 *et seq.*, Mississippi Code of 1972, as amended and supplemented from time to time (the "TIF Act"), municipalities (as defined in the TIF Act) of the State, including the City and the County, are authorized to undertake redevelopment projects (as defined in the TIF Act) in connection with redevelopment plans (as defined in the TIF Act) within such municipalities in order to encourage private redevelopment therein and are authorized to finance such redevelopment projects through the issuance of tax increment financing bonds; and

WHEREAS, Section 17-13-7 of the Interlocal Act and Section 21-45-3(c) of the TIF Act authorize the City and the County to enter into an interlocal cooperation agreement and to agree to pledge certain sales and ad valorem taxes payable to both the City and the County in order to pay debt service on tax increment financing bonds issued by the City pursuant to the TIF Act in connection with such a redevelopment project; and

WHEREAS, Oxford Commons Improvements, LLC, a Mississippi limited liability company, and its affiliates, including any successors and/or assigns thereto (the "Developer"), is in the process of developing a residential, commercial, and mixed-use development known as Oxford Commons" (the "Project") and located on approximately six hundred fifteen (615) acres in the City and Lafayette County, Mississippi (the "County") and approximately eight-five acres of land located in in the County which has recently been annexed by the City to the extent that such annexation is not subject to timely contest (together, the "TIF District"). all as depicted on Exhibits A-1 and A-2 hereto, which exhibits are incorporated herein by reference; and

WHEREAS, the Developer has requested the City to issue its tax increment financing bonds (the "Bonds"), in one or more series, pursuant to the TIF Act in a principal amount of not to exceed Eleven Million Dollars (\$11,000,000), in order to finance the installation and construction of various infrastructure improvements within the TIF District or servicing the TIF District, which shall include but are not limited to, Highway 7 and Sisk Avenue improvements as ultimately approved by the Mississippi Department of Transportation and the City (the "Interchange Improvements"); installation, rehabilitation and/or relocation of utilities such as water, electrical, and sanitary sewer; construction, renovation, or rehabilitation of drainage improvements, roadways, curbs and gutters, sidewalks, multi-use paths, surface parking, including repaving and other related parking lot upgrades; landscaping of rights-of-way;

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signalization, signage, related architecture/engineering fees, attorney's fees, issuance costs, capitalized interest, and other related soft costs (collectively and together with the Interchange Improvements, the "Infrastructure Improvements") which Infrastructure Improvements may be constructed or installed within the TIF District or land adjacent to and serving the TIF District; and

WHEREAS, pursuant to the TIF Act and the Interlocal Act, the Bonds will be secured by a pledge by the City of all of the tax revenues derived from the City's ad valorem tax levies on the "captured assessed value" (as defined in the TIF Act) of the real and personal property comprising the TIF District (the "City's Ad Valorem Tax Increment"), and the City's portion of the sales tax generated from the Project, excluding therefrom the City's special Food, Beverage and Hotel Tax and Tourism Tax (the "City's Sales Tax Increment" and together with the City's Ad Valorem Tax Increment, the "City's Tax Increment") and a pledge by the County of all of the tax revenues derived from the County's ad valorem tax levies on the "captured assessed value" (as defined in the TIF Act) of the real and personal property comprising the TIF District (the "County's Tax Increment" and together with the City's Tax Increment, the "Tax Increment"); and

WHEREAS, the City and the County have approved the *Tax Increment Financing Plan for Oxford Commons, City of Oxford, Mississippi, July 2018* (the "TIF Plan"); and

WHEREAS, the City and the County now desire to enter into this Agreement pursuant to the Interlocal Act and the TIF Act in order to, among other things, provide for (a) the issuance of the Bonds by the City in order to finance the costs of the Infrastructure Improvements, and (b) the pledge by the City and the County of the Tax Increment in order to secure and pay debt service on the Bonds.

NOW, THEREFORE, in consideration of the premises and the mutual agreements and covenants herein contained, the City and the County, subject to the terms hereof, hereby agree as follows:

1. **The Bonds.** Pursuant to a Development and Reimbursement Agreement, dated October ____, 2018, by and between the City and the Developer (the "Development Agreement"), the City has agreed to issue the Bonds, from time to time, in one or more series, in the aggregate principal amount of not to exceed \$11,000,000, in order to finance the costs of the Infrastructure Improvements. The Bonds will be issued from time to time under and pursuant to the TIF Act, this Agreement, the Development Agreement and resolutions of the Mayor and Board of Aldermen of the City (the "Governing Body"). The amount of the Bonds to be issued from time to time by the City shall be determined based upon the amount of debt which can be serviced with 75% of the actual or anticipated Tax Increment.

2. **Term.** This Agreement shall be for the term of the Bonds; provided, however, that this Agreement shall remain in full force and effect until such time as the principal of, premium, if any, and interest on any series of the Bonds or any bonds subsequently issued to refund any series of the Bonds are paid in full or until such time as this Agreement is otherwise terminated as provided herein; provided further that the final maturity date of any series of the Bonds shall be no later than December 31, 2049.

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3. **Purpose.** This Agreement is made and entered into by the parties hereto in order to define the responsibilities of the City and the County in connection with the development of the Project, the financing of the Infrastructure Improvements through the issuance of the Bonds and the provision of security for and the payment of debt service on the Bonds.

4. **Statutory Authority.** The City and the County are authorized by Section 17-13-7 of the Interlocal Act and Section 21-45-3(c) of the TIF Act to jointly exercise and carry out the powers, authorities and responsibilities to be exercised by each of them pursuant to the terms of this Agreement and are both local governmental units under the Interlocal Act and municipalities under the TIF Act.

5. **Administration.** This Agreement shall be administered as a joint undertaking of the City and the County. The creation of a separate entity is not required for the purposes of this Agreement. The City and the County authorize and direct the City, acting through its Governing Body, to (a) issue the Bonds, from time to time, in one or more series, to finance the costs of the Infrastructure Improvements and to pledge the Tax Increment for the payment of debt service on such Bonds as provided herein, (b) to reimburse itself and the Developer for advances made in connection with the installation and construction of the Infrastructure Improvements from the proceeds of the Bonds, (c) to enter into such agreements with the Developer and to do such other things in connection with the development of the Project and the installation and construction of the Infrastructure Improvements as it deems advisable, including, but not limited to, the review and approval of plans and specifications for the Project, without any further approval from the County, and (d) to use the Tax Increment to pay debt service on the Bonds. The City shall have no liability to the County for any actions taken in good faith in connection with this Agreement.

6. **Pledge of the Tax Increment.** Pursuant to the TIF Act, the City is authorized to pledge the City's Tax Increment and the County is authorized to pledge the County's Tax Increment to secure and provide for the payment of the principal of, premium, if any, and interest on the Bonds. The City hereby agrees to pledge to the payment of the Bonds and the funding of a reserve fund, if any, in connection with a series of the Bonds (the "Reserve Fund"), the City's Tax Increment, until the Bonds or any bonds subsequently issued to refund the Bonds are paid in full. The County hereby agrees to pledge to the payment of the Bonds and the funding of the Reserve Fund, if any, the County's Tax Increment until the Bonds or any bonds subsequently issued to refund the Bonds are paid in full. The County hereby authorizes the City to pledge in the documents pertaining to the issuance of the Bonds, the County's Tax Increment for such period of time.

7. **Payment of the Bonds.** The City and the County shall each act as their own agent for collection of the Tax Increment. The County Tax Collector shall collect the County's Tax Increment and shall periodically, but no later than the twentieth (20th) day of the month succeeding the month in which the taxes were collected, in each year commencing upon the execution of this Agreement and during which the Bonds are outstanding, pay over to the City the County's Tax Increment and any investment earnings thereon. The City shall collect the City's Ad Valorem Tax Increment and deposit it as provided herein. The City's Sales Tax Increment will be collected and distributed to the City pursuant to a separate agreement between the City and the Mississippi Department of Revenue. Collection of the Tax Increment will

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commence upon execution and delivery of this Agreement and the Development Agreement and shall continue until all Bonds are paid in full. SAFEGUARD - DEMENT 82-2139

Prior to the issuance of any Bonds as provided herein, the City will deposit the Tax Increment collected into the Debt Service Reserve Fund created by the City pursuant to the Development Agreement and used to fund a reserve fund for Bonds issued to finance the Infrastructure Improvements. Once Bonds have been issued by the City, the City will timely deposit the Tax Increment as collected to the credit of the bond fund or bond funds for the Bonds (the "Bond Fund"). The City and/or each Paying and Transfer Agent for the Bonds (the "Paying and Transfer Agent"), as appropriate, will invest monies in each Bond Fund pursuant to the direction of the City and will disburse monies in the Bond Fund pursuant to the terms of the resolution or resolutions of the Governing Body under which the Bonds will be issued (the "Bond Resolution"). Pursuant to the Bond Resolution, any surplus Tax Increment not needed to fund the Bond Fund for each series of the Bonds outstanding will be deposited by the City on a pro rata basis to the credit of any Reserve Fund which is not fully funded until such time as all Reserve Funds for the Bonds outstanding have been fully funded. In the event that there shall be any surplus of the City's Ad Valorem Tax Increment and the County's Tax Increment (together, the "Ad Valorem Tax Increment") in the Bond Fund on December 31 of any year in which the Bonds are outstanding and such surplus Ad Valorem Tax Increment is not needed to fund a Reserve Fund for the Bonds, then the City shall disburse such surplus Ad Valorem Tax Increment to the City and the County on a pro rata basis. Any surplus of the City's Sales Tax Increment shall be paid to the City. At the time of payment in full of the Bonds, whether by maturity or redemption, any moneys remaining in the Reserve Fund shall be distributed to the City and the County based on the percentages of Ad Valorem Tax Increment and City's Sales Tax Increment deposited to the Reserve Fund. The percentage of such moneys representing the City's Sales Tax Increment shall be paid to the City. The percentage of such moneys representing the Ad Valorem Tax Increment shall be paid to the City and the County on a pro rata basis. Notwithstanding anything herein to the contrary, any amounts in the Reserve Fund shall first be used to pay any amounts owing on the Bonds on the last principal and interest payment date for the Bonds.

8. Investment of Funds. The County shall direct the investment of amounts on deposit in the Oxford Commons Tax Increment Fund, if any. The City shall direct the investment of amounts on deposit in funds held by the City or a Paying and Transfer Agent, including but not limited to the Bond Fund and the Reserve Fund.

9. Annual Certifications. To the extent required by the TIF Act, the City and the County hereby agree that they will have their respective "clerks" as defined in the TIF Act annually provide the certification required by Section 21-45-21(2) of the TIF Act.

10. Termination. This Agreement shall terminate upon payment in full of the principal of, premium, if any, and interest on the Bonds issued by the City from time to time or any bonds subsequently issued to refund such Bonds, including the defeasance or redemption thereof.

11. Amendment. No amendment, change, modification, alteration or termination of this Agreement shall be made other than pursuant to a written instrument signed by the parties to

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

this Agreement. No such amendment shall in any way effect the security for and the payment of the Bonds.

12. Miscellaneous.

(a) The City and the County hereby agree that this Agreement shall not become effective until it has been approved by the Governing Body of the City, the Board of Supervisors of the County and the Attorney General of the State as required by Section 17-13-11 of the Interlocal Act and until it has been filed with the Chancery Clerk of the County and the Secretary of State of the State.

(b) If any paragraph or part of a paragraph of this Agreement shall be declared null and void or unenforceable against any of the parties hereto by any court of competent jurisdiction, such declaration shall not affect the validity or enforceability of any other paragraph or part of a paragraph of this Agreement.

(c) In the event any agreement contained in this Agreement shall be breached and such breach shall thereafter be waived, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other breach hereunder.

(d) This Agreement shall inure to the benefit of the City and the County and shall be binding upon the City and the County and their respective successors and assigns.

(e) This Agreement shall be governed as to validity, construction and performance by the laws of the State.

(f) This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original; but such counterparts shall constitute but one and the same agreement.

(g) The descriptive headings of the several paragraphs of this Agreement are inserted for convenience only and do not constitute a part of this Agreement.

(h) No amendment, change, modification, alteration or termination of this Agreement shall be made other than pursuant to a written agreement signed by the City and the County.

(i) Any capitalized terms or other terms used herein and not defined herein shall have the meanings ascribed to them in the Bond Resolution.

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IN WITNESS WHEREOF, the parties hereby have caused this Agreement to be duly executed as of the _____ day of October, 2018.

(SEAL)

CITY OF OXFORD, MISSISSIPPI

By _____
Mayor

ATTEST

City Clerk

(SEAL)

LAFAYETTE COUNTY, MISSISSIPPI

By _____
President of the Board of Supervisors

ATTEST

Clerk of the Board of Supervisors

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SAFEGUARD - DEMENT 62-2139

STATE OF MISSISSIPPI

COUNTY OF LAFAYETTE

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 Robyn Tannehill and Ashley Atkinson, who acknowledged they are the Mayor and City Clerk, respectively, of the City of Oxford, Mississippi, and that for and on behalf of said city and as its act and deed, they executed the above and foregoing instrument, after first having been duly authorized by said city so to do.

Notary Public

My Commission Expires:

STATE OF MISSISSIPPI **MINUTE BOOK No. 84, CITY OF OXFORD**

SAFEGUARD - DEMENT 62-2139

COUNTY OF LAFAYETTE

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 Jeff Busby and Sherry Wall, respectively, who acknowledged they are the President and Clerk of the Board of Supervisors of Lafayette County, Mississippi, , respectively, and that for and on behalf of said county and as its act and deed, they executed the above and foregoing instrument as of the date therein mentioned with actual execution on the date of this acknowledgment, after first having been duly authorized by said county so to do.

Notary Public

My Commission Expires:

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SAFEGUARD - DEMENT 62-2139

EXHIBITS A-1 AND A-2

TIF DISTRICT

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



OXFORD

PLANNING
DEPARTMENT

Memorandum

To: Mayor and Board of Aldermen
From: Judy Daniel, AICP, Planning Director
Date: October 2, 2018
Re: Public Hearing for Case #2351 – Appeal of Planning Commission Approval of a Special Exception at 1000 Jefferson Avenue (PPIN #34087)

Staff Comments: This appeal relates to a special exception approved by the Planning Commission at their September 10 meeting. The appeal is being made on behalf of Mike Bridges. The special exception was to allow ground floor residential uses in a building in the HUCN District, as allowed in Sec. 2.6.12. The site is across the street from TNR/NCO (Traditional Neighborhood Residential/Neighborhood Conservation Overlay), adjoining Institutional (INST) to the west, and HUCN to the south and west.

The subject property is a 3,136 sq. ft. lot that slopes steeply downward along Jefferson to the west. The applicant wishes to construct a +/- 8,635 sq. ft. structure that includes a partially below-grade private parking garage, and two living units - each unit has three bedrooms with a rooftop terrace level room. Previously the applicant requested a height variance for a structure at this location which was denied by the Planning Commission but was overturned by the Mayor and Board of Aldermen. While that decision is being appealed, that process does not prevent the developer from moving forward (at his own risk).

The HUCN District (Sec. 2.6.12), as in the other mixed-use commercial districts, allows upper floor residential uses by right, and first floor residential by special exception. The special exception request seems to have derived from discussions with the Courthouse Square Historic Preservation Commission (CHS HPC) in February during a complementary review of the proposed architecture. At their review the historically residential nature of uses across the street were a substantial part of the discussion. It was noted that this lot confronts residential uses on the north side of Jefferson, and as such, it was implied that residential use of this property as well as a structure complementary to the confronting residential uses should be considered. The Commissioners noted the need to take into account the context of the historic residential nature of nearby properties. Further, staff noted in the Planning Commission report that the steep slope of this lot may make it difficult for a commercial use to be viable.

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At the meeting an attorney representing Mike Bridge came to testify at great length about the reasons his client thought the special exception should be denied. Most of these seemed to relate to a misunderstanding of the legal nature of the differences between a special exception, variance, and rezoning. His most extensive arguments included statements equating a grant of a special exception equal to a rezoning, and that a residential use would be a greater parking and traffic hazard than a commercial use. Some of his arguments were disputed on the floor by the City Attorney. A summary of his arguments is attached within the (draft) minutes of the Planning Commission, and a copy of the extensive legal brief with attachments that he presented is available in the Planning Department office or online. The Planning Commission did not find any of his arguments to be persuasive, and on a unanimous vote they supported the special exception. That approval is being appealed.

From:

To:

Subject:

Date:

Attachments:

MINUTE BOOK No. 84, CITY OF OXFORD

FW: Corey Alger ((Case # 2361) Bridge Properties of Lafayette's appeal of Planning Commission's grant of Special Exception)

Friday, September 28, 2018 10:37:14 AM

image001.png

SAFEGUARD - DEMENT 62-2139

From: Mike Graves [mailto:mgraves@gravessmith.com]
Sent: Friday, September 14, 2018 10:52 AM
To: Paul Watkins <pwatkins@mayomallette.com>; jdaniel@oxfordms.net; Brian Hyneman <BHyneman@hickmanlaw.com>
Cc: Walter Davis <waltdavis@dunbardavis.com>; Clark Trout <clark@troutlawfirm.com>; Ashley Atkinson <aatkinson@oxfordms.net>
Subject: FW: Corey Alger ((Case # 2361) Bridge Properties of Lafayette's appeal of Planning Commission's grant of Special Exception)

Paul: By copy of this email, I am informing all parties involved in Bridge Properties of Lafayette's appeal to the Mayor and Board of Aldermen of the Planning Commission's decision in the above matter being set to be heard at the meeting of the Mayor and Board of Aldermen on October 2, 2018, per Ms. Ashley Atkinson's email (below).

If I have overlooked anyone who should also be notified, please let me know.

Thank you,

Michael K. Graves, Esq.
Graves, Smith, Palmertree, & Shaw, PLLC
140 W. Center Street
P. O. Drawer 969
Hernando, MS 38632
(662) 429-9302 – Phone
(662) 429-9304 – Facsimile
mgraves@gravessmith.com
www.gravessmith.com



Mid-South Super Lawyer
"Top 100 Litigation Lawyer In Mississippi" (American Society of Legal Advocates)
Litigation Counsel of America
National Academy of Jurisprudence

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From: Ashley Atkinson [<mailto:aatkinson@oxfordms.net>]
Sent: Wednesday, September 12, 2018 8:39 AM
To: Mike Graves
Subject: RE: Corey Alger ((Case # 2361) Bridge Properties of Lafayette's appeal of Planning Commission's grant of Special Exception)

Mr. Graves,

Your appeal will be heard at our October 2nd meeting of the Mayor and Board of Aldermen.

Thank you,

Ashley Atkinson
 City Clerk
 Tax Collector/City Clerk's Office

107 Courthouse Square
 Oxford, MS 38655
 t: (662) 232-2312 c:
 f: (662) 232-2337 w: oxfordms.net

From: Mike Graves [<mailto:mgraves@gravessmith.com>]
Sent: Tuesday, September 11, 2018 2:03 PM
To: aatkinson@oxfordms.net
Cc: Brian Hyneman <BHyneman@hickmanlaw.com>; Walter Davis <waltdavis@dunbardavis.com>; mbridge@planning-consultants.com; Alex Bridge <bridgepropertymgmt@gmail.com>; Clark Trout <clark@troutlawfirm.com>
Subject: Corey Alger ((Case # 2361) Bridge Properties of Lafayette's appeal of Planning Commission's grant of Special Exception)

Dear Ms. Atkinson: I was informed by your office that the means by which to appeal the Planning Commission's decision on September 10, 2018, to grant a "Special Exception" to Mr. Corey Alger for property located at 1000 Jefferson Avenue is to contact you via email and inform you of Bridge Properties of Lafayette, LLC's appeal of that decision. I was also told that you would then inform me as to whether the appeal would be placed on the agenda for the next Mayor and Board of Aldermen meeting to be held on September 18th or the following Board meeting.

Please accept this as notice of Bridge Properties of Lafayette, LLC's appeal to the City of Oxford Mayor and Board of Aldermen of the Planning Commission's decision on September 10, 2018, to

grant a "Special Exception" to Mr. Corny Alger for property located at 1800 Jefferson Avenue, Case 2361.

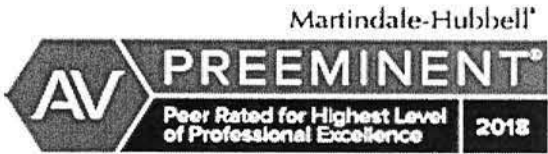
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I would very much appreciate being informed as soon as possible as to the hearing date on which this appeal will be placed on the Board's agenda.

Thank you,

Michael K. Graves, Esq.
Graves, Smith, Palmertree, & Shaw, PLLC
140 W. Center Street
P. O. Drawer 969
Hernando, MS 38632
(662) 429-9302 – Phone
(662) 429-9304 – Facsimile
mgraves@gravessmith.com
www.gravessmith.com



Mid-South Super Lawyer
"Top 100 Litigation Lawyer In Mississippi" (American Society of Legal Advocates)
Litigation Counsel of America
National Academy of Jurisprudence

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MINUTES

City of Oxford
 Planning Commission
 Planning Commission
 Monday, September 10, 2018, 5:00 pm - 8:00 pm
 City Hall Courtroom



- Notice that certain Commission members may be included in the meeting via teleconference, subject to City of Oxford Code of Ordinances Section 2-82.

1. Call to Order
2. Approval of the Agenda

Commissioners Bradley, King, and Riddell not present. Commissioner Gray present by telephone.

Move: J.R. Rigby Second: Darryail Whittington Status: Passed

3. Approval of minutes from August 13, 2018 Meeting and September 4, 2018 Special Meeting

Change to Item #2 of the August minutes. Commissioner Bradley opposed, but the minutes have him as the moving commissioner. It should reflect that Commissioner Rigby made the motion, and Commissioner Whittington seconded.

Move: J.R. Rigby Second: Darryail Whittington Status: Passed

4. Staff Report
5. Map of Cases this Month

A. Administrative Approval

Assistant Director Benjamin Requet stated that Case #2356 for Sonic is a site plan under 5,000 sq.ft. which could be approved administratively, but it was postponed because Staff did not receive a final site plan addressing concerns regarding landscaping. Mr. Requet said he expects to see it on next month's agenda.

1. Case #2350-A – Planning Director has approved a site plan (less than 5,000 sq/ft) for 'Leflore Veterinary Clinic' at 1623 MS Highway 30. (PPIN #4568) (Approved August 8, 2018)
2. Public Hearing for Case #2351-A – Pearson and Ashley Windham have filed a request for a Special Use for an Accessory Dwelling Unit as authorized in Section 3.5.6 Dwellings – Accessory of the Land Development Code for property located at 206 St. Andrews Circle. Staff has recommended approval. (PPIN #17343) Should an objection to the use be received by the Planning Department, the use shall be reviewed as a Special Exception.
3. Public Hearing for Case #2356 – Ronald T. Solberg has filed a request for Site Plan Approval for 'Sonic on University Avenue' for property located at 1207 East University Avenue. (PPIN #8284) (POSTPONED)

B. Consent Agenda

Move: J.R. Rigby Second: Darryail Whittington Status: Passed

- MINUTE BOOK No. 84, CITY OF OXFORD**
1. Public Hearing for Case #2352 – Beth and Sherri Boatright have filed a request for a five-foot (5') side yard (south) setback Variance for property located at 603 S. 8th Street. (PPIN #8454)
 2. Public Hearing for Case #2353 – Pearson and Ashley Windham have filed a request for a Variance from Section 3.11.1.5 Accessory Uses or Structures (Excluding Dwellings): Additional Standards to construct an accessory structure in a front yard for property located at 206 St. Andrews Circle. (PPIN #17343)
 3. Public Hearing for Case #2354 – Belle Rivers 2017, LP has filed a request for a Variance from Section 7.2.9.2 Commercial Banners and Temporary Signs for 'Belle Rivers Workforce Housing' for property located on Belle River-Slack Road. (PPIN #9154)
 4. Public Hearing for Case #2355 – Ronald T. Solberg has filed a request for a Variance from Section 2.6.12 Historic Urban Center: Front Yard Build-To Line for 'Sonic on University Avenue' for property located at 1207 East University Avenue. (PPIN #8284)

C. Public Hearings

1. Public Hearing for Case #2312 – Robert Veazey has filed a request for Final Plat Approval (Amended) for 'Cullen Addition Subdivision Lot 4 and a fraction of Lot 3 Amended' for property located at 235 Elm Street. (PPIN #5461) (Postponed from June, July and August)

Commissioner Rigby asked if there were similar issues in this subdivision with other homes, and Assistant Director Benjamin Requet said that was correct. The applicant's engineer, Jeff Williams, said that Lot 4 would become Lot 4 Amended.

Move: J.R. Rigby Second: Darryail Whittington Status: Passed

2. Public Hearing for Case #2357 – Tim and Linda Tatum have filed a request for Final Plat Approval (Amended) for 'Ammadelle Subdivision Lots 60-63' for properties located on Price Street. (PPINs #5313, #5490, & #5491)

Move: J.R. Rigby Second: Darryail Whittington Status: Passed

3. Public Hearing for Case #2358 – Betsy Patton has filed a request for a Variance from Section 2.6.4 SR – Suburban Residential: Lot Width at Front Build-To Line, Minimum for property located at 113 Price Street. (PPIN #5380) (**WITHDRAWN**)
4. Public Hearing for Case #2359 – Betsy Patton has filed a request for Final Plat Approval (Amended) for 'Ammadelle Subdivision Lot 17-B' for property located at 113 Price Street. (PPIN #5380)

Move: Darryail Whittington Second: J.R. Rigby Status: Passed

5. Public Hearing for Case #2360 – Jason Cousar has filed a request for a Variance from Section 2.6.4 TNR – Traditional Neighborhood Residential: Lot Width at Front Build-To Line, Minimum for property located at 1402 S. 16th Street. (PPIN #8704)

Applicant Jason Cousar said that he had met with Ben Requet and felt like this proposal would be a difficult ask. Mr. Cousar said that he has been working on new routes to take, because this proposal to subdivide the lot would result in too many setback violations. Mr. Cousar said that he came before the Commission to fill a contractual obligation with the seller.

Motion made to deny the request.

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Move: J.R. Rigby Second: Darryail Whittington Status: Failed

6. Public Hearing for Case #2361 – Corey Alger has filed a request for a Special Exception from Section 2.6.12 HUCN – Historic Urban Center to allow residential on the ground floor for property located at 1000 Jefferson Avenue. (PPIN #34087)

Planners Comments: This is a request for a Special Exception to permit residential use of the ground floor in the (HUCN) Historic Urban Center zoning district.

The subject property is a 3,136 sq. ft. lot on the south side of Jefferson Avenue, just east of North 9th Street. The property slopes steeply downward along Jefferson to the west. The applicant is proposing to construct a +/- 8,635 sq. ft. residential structure that includes a partially below-grade private parking garage, two living units (each unit has three bedrooms), and a rooftop terrace level room.

Previously the applicant requested a height variance for this structure which was denied by the Planning Commission but was overturned by the Mayor and Board of Aldermen. While that decision is being appealed, that does not prevent the developer from moving forward (at his own risk).

The special exception request is derived from discussions with the Courthouse Square Historic Preservation Commission about this project. At their review it was noted that this lot confronts residential uses on the north side of Jefferson, and as such, it would be appropriate to consider full residential use of this property. Further, staff notes that the steep slope of this lot may make it difficult for a commercial use to be viable.

Recommendation: Staff recommends approval of the special exception to allow ground floor residential use of this structure.

Summary of Discussion:

Commissioner Rigby asked why the Board of Aldermen overturned the Planning Commission's recommendation for denial from Mr. Alger's request for a height variance for this site. Planning Director Judy Daniel said she that the Board thought that the request was acceptable.

Applicant Corey Alger said that the property is across the street from a residential neighborhood and at the very edge of the downtown business district. Mr. Alger said that he has made an effort to reduce the density and impact of the development by proposing two residential units.

Commissioner Rigby asked Mr. Alger to elaborate on the Board of Aldermen's reasoning for the granting the height variance. Mr. Alger said that at his first hearing, there was confusion about what would be on the first floor. Mr. Alger introduced a map of properties that have received height variances in and around downtown Oxford. Mr. Alger said he was not requesting anything different, and that the height variance was not due to the proposed residential use, but was based on what has been allowed to be built nearby.

Chairman Hyneman asked if the project would be accessed via Jefferson Avenue, and Mr. Alger said yes. Mr. Alger added that there would be no on-site parking. Mr. Alger reiterated that this project is for two townhouses. Mr. Alger said it would be for two units, and no commercial space.

Attorney Mike Graves of Hernando came forward representing Mike Bridge. Mr. Graves said his client, Mike Bridge, owns property immediately east and adjacent to Mr. Alger's site. Mr. Graves provided the commissioners with a bound report (see attached). Mr. Graves requested that a copy of the materials be in the minutes. Mr. Graves said that it was important that commission members know how this property is situated and how the zoning is within the historic district. Mr. Graves emphasized the important of the Neighborhood Conservation Overlay, the historic district and zoning as important because they are part of a comprehensive plan.

Mr. Graves stated that there is currently on-street parking on the Alger property. Mr. Graves said the current parking is located near where the proposed ingress/egress would be onto Jefferson Avenue. Mr. Graves said that nowhere on the vicinity map that Mr. Alger provided has shown any of the homes on the north side of Jefferson Avenue. Mr. Graves added that everything existing that is immediately adjacent to this property is consistent with HUCN Historic Urban Center zoning and the City's Comprehensive Plan. Mr. Graves said that every other use that is adjacent to this property is completely in accordance with the HUCN Historic Urban Center zoning district regulations and the City's Land Development Code. Mr. Graves added that he appreciated the question from Commissioner Rigby as to why the Board of Aldermen reversed the denial recommendation from the Planning Commission for Mr. Alger's height variance.

Mr. Graves brought up the relation of the height variance to this public hearing saying that the height variance was requested specifically to enable this Special Exception for ground floor residential. Mr. Graves said that the height variance that Mr. Alger received is on appeal to the Circuit Court.

Mr. Graves said that there are many permitted uses under HUCN zoning that Mr. Alger could develop on his property. Mr. Graves referenced Section 3.3 of the Land Development Code and referenced professional office, bank, medical, and restaurant use types that would be allowed. Mr. Graves said that this proposal should be in accordance with the goals and objectives of the Comprehensive Plan. Mr. Graves referenced pg. 16 of the comprehensive plan which says "need for more diverse shopping and business mix". Mr. Graves stated that granting this Special Exception according to this Comprehensive Plan, would further exacerbate the issues in the housing market in Oxford. Mr. Graves went on to reference pg. 17 of the Comprehensive Plan where it mentions the high rental vacancy rates and the 2,100 multi-family units that have been added since 2000 in Oxford. Mr. Graves said that if granted, this Special Exception would permit spot zoning. Mr. Graves referenced a spot zoning case from the Supreme Court of Mississippi, *Drews vs. City of Hattiesburg*. Mr. Graves said there should not be a fully residential use in a district that does not allow strictly residential uses.

City Attorney Paul Watkins interrupted Mr. Graves to state that this was a very different request from the *Drews* case. Mr. Graves stated that Mr. Alger's request was incompatible with the zoning ordinance and that no one would be at this point without the variance, which the Board of Aldermen granted.

Mr. Graves referenced another Supreme Court of Mississippi case that he felt was relevant to Mr. Alger's requests, which was *Westminster Presbyterian Church vs. City of Jackson*. Mr. Graves said he appreciated the City Attorney's previous comments about the Supreme Court cases not relating to this request, but that no one would be here without the height variance that was granted to Mr. Alger. Mr. Graves said there had been no discussion of what needs to be shown to receive a Special Exception. Mr. Graves referenced Section 9.3.1 of the Land Development Code which allows planning commissioners to review and approve or deny Special Exceptions. Mr. Graves felt that

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the intent of the Special Exception within HUCN Historic Urban Center District was to provide more business uses in the zone. Mr. Graves also referenced Section 9.3.2.4 which states that the granting of the Special Exception will not adversely affect the public interest. Mr. Graves said that Mr. Alger's proposal would most certainly adversely affect the public interest.

Mr. Graves went on to reference how Mr. Alger said that he needed the height variance because of severe topographic challenges, but Mr. Alger knew the topography when he purchased the property. Mr. Graves argued that Mr. Alger is trying to make this site work for his convenience and profit. He said this site's topography and development proposal would create a tremendous traffic hazard. Mr. Graves said this stretch of Jefferson Avenue has been found by Chancery Clerk of Lafayette County to be dangerous.

City Attorney Paul Watkins interrupted Mr. Graves to state that this lawsuit has nothing to do with this property or this application and that Mr. Graves's opinion relates to the property on the north side of Jefferson Avenue. Mr. Graves said he did not believe that his statements detract the judges opinion from that case. Mr. Graves said the City should ask about how the public interest is considered in this proposal.

Chairman Hyneman said he believed that Mr. Graves is taking the side that the Special Exception to allow residential should be denied, but would agree that Mr. Alger could have a commercial use on the bottom floor. Mr. Graves said that he and his client are not opposed to all development, but feel that it should be commercial. Mr. Graves said there is plenty of available public parking in this area to support a commercial use and not create another point of ingress/egress. He added that most HUCN lots do not have their own private parking garages as Mr. Alger has proposed.

Mr. Graves said the parking pad on that property right now has been used by Bridge Properties for decades.

Mr. Graves went on to reference the Planning Department Staff Report regarding this Special Exception request. He said on pg. 2 that it seems to suggest that the Courthouse Square Preservation Commission encouraged Mr. Alger to proceed with a full residential use of this property. Planning Director Judy Daniel said it did not appear to her that the Courthouse Square commissioners came to a recommendation that it be used for complete residential purposes.

Mr. Graves reiterated that he and his client do not believe this request is in harmony with the Land Development Code and rejects the goals of the Comprehensive Plan by adversely affecting the public interest at this location. Mr. Graves said they do not think Mr. Alger has satisfied the requirements to satisfy the request for Special Exception. He said this proposal relates to the Drews vs. City of Hattiesburg Mississippi Supreme Court case that he mentioned earlier in the meeting. Mr. Graves said he and his client request to be made aware and have notice of any further action related to this request.

City Attorney Paul Watkins interjected to state that all proceedings would be noticed and publicly available on the City website and through the electronic ListServ service.

Mr. Alger spoke, saying that the variance request has nothing to do with the Special Exception, and he added that the height above grade is allowed by right. Mr. Alger said that defining the first floor grade is a conversation that is ongoing. Mr. Alger stated that all he wants is residential on the ground floor. Commissioner Rigby asked Mr. Alger if he had not gotten the height variance, would he go ahead with commercial. Mr. Alger responded saying he still would have gone ahead with the Special Exception. Mr. Alger

added that floor area ratio (FAR) had more to do with the height variance than anything. He said that FAR does not change the use, just the shape. Mr. Alger said the variance request had nothing to do with the ground floor and he said he thinks this proposal is better and safer.

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Mr. Alger's attorney, Walt Davis, said that most of what Mr. Mike Graves had to say has nothing to do with this request. Mr. Davis said stated this is a request for a Special Exception for residential on the ground floor, and that residential is already permitted. Mr. Davis said the real question is whether the layout should be two residential units vs. two residential units and a commercial space. Mr. Davis said they could propose a dance club, but he and Mr. Alger do not want that because they want what will be more harmonious with the residential across the street.

Chairman Hyneman asked Mr. Davis what the viability was between it being residential vs. commercial. Mr. Davis asked who would walk down the hill from the Square. Mr. Davis said traffic will still exist on this street and it will be an issue for later at site plan. Mr. Davis said if commercial is required on the first floor, what constitutes the first floor must be resolved. Mr. Davis said he believes that there is flexibility built into this code to address this concern.

Commissioner Rigby questioned the means of construction and the poor accessibility to the proposed building. Commissioner Rigby asked why would people have to walk down into a hole to access the building. He said the plans as presented indicate that someone would have to walk down in a hole to access the garage. Mr. Davis said even if there is a new garage, it still will not be enough spaces. He added that the garage would be a very appropriate use for private residences. Commissioner Rigby asked Mr. Davis if he thought the Square could not handle additional commercial development. Mr. Davis said he did feel that the Square could handle additional commercial space, just not in this location. Mr. Davis added that if this all had to be professional office, more spaces would be taken than if it was for two residences with private parking.

Mr. Graves returned and reminded the Commission that we are talking about a Special Exception. Planning Director Judy Daniel said the Special Exception was considered entirely separate from the variance request. Ms. Daniel said her recommendation would have been the same if Mr. Alger came in with a Special Exception before the variance. Commissioner Rigby asked if staff would have recommended residential on the ground floor and if staff would have introduced it as a consideration. Ms. Daniel said that this proposal makes sense from a staff viewpoint, and that is why the Special Exception is available. Ms. Daniel added that commercial viability was just one thing staff considered, not the main consideration.

Approved unanimously, 4-0.

Commissioners Bradley, King, and Riddell not present.

Move: Darryail Whittington Second: J.R. Rigby Status: Passed

7. Public Hearing for Case #2362 – Andy Callicutt has filed a request for a parking Variance from Sections 3.5.1.3, 3.5.5.3, and 3.8.5.3 for 'Aspen Heights at Oxford Farms' for property located at 3000 Oxford Way. (PPINs #19223 & #34543)

Move: J.R. Rigby Second: Darryail Whittington Status: Passed

8. Public Hearing for Case #2363 – Andy Callicutt has filed a request for a Special

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

**BEFORE THE PLANNING COMMISSION OF THE
CITY OF OXFORD****September 10, 2018****BRIDGE PROPERTIES OF LAFAYETTE, LLC****MATERIALS PRESENTED IN OPPOSITION TO COREY
ALGER REQUEST FOR SPECIAL EXCEPTION FOR
1000 JEFFERSON AVENUE, OXFORD, MISSISSIPPI****PREPARED BY:**

MICHAEL K. GRAVES, MSB NO. 9359
Graves, Smith, Palmetree, & Shaw, PLLC
140 W. Center Street
P. O. Drawer 969
Hernando, MS 38632
mgraves@gravessmith.com
(662) 429-9302

Attorneys for Bridge Properties of Lafayette, LLC

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<u>Tab</u>	<u>Description</u>
1	City of Oxford Planning Department Report on Corey Alger Request For Special Exception
2	Current "Zoning Map" and "Existing Land Use Plan"
3	"Vicinity Map" prepared by Alger
4	Current Photographs of Subject Site
5	City of Oxford <i>Land Development Code</i> (excerpts)
6	City of Oxford <i>Comprehensive Plan</i> (excerpts)
7	City of Oxford Planning Department Report on appeal of Planning Commission's "Denial" of requested Variance by Alger on Subject Site to Mayor and Board of Aldermen
8	<i>Notice of Appeal</i> of City of Oxford Mayor and Board of Aldermen's "Grant" of requested Variance by Alger on Subject Site
9	<i>Drews v. City of Hattiesburg</i> , 905 So.2d 719 (Miss.Ct.App. 2004)
10	<i>Westminster Presbyterian Church v. City of Jackson</i> , 176 So.2d 267 (Miss. 1965)
11	<i>Bowling v. Madison Cty. Bd. of Supervisors</i> , 724 So.2d 431 (Miss.Ct.App. 1998)
12	Alger "Application For Variance To Zoning Ordinance" dated May 24, 2018
13	City of Oxford Planning Department Report on Corey Alger Request For Special Exception (excerpt)
14	"Opinion" of Chancery Court of Lafayette County, Mississippi, in <i>Bridge Properties of Mississippi, LLC v. Oxford Manor Condominium Homeowners Ass'n, et al.</i> , Cause No. 2014-589W (Jan. 6, 2015)
15	City of Oxford Planning Department Report on appeal of Planning Commission's "Denial" of requested Variance by Alger on Subject Site to Mayor and Board of Aldermen (excerpt)
16	Existing "Street Parking" at Subject Site
17	City of Oxford Planning Department Report on Corey Alger Request For Special Exception
18	City of Oxford Courthouse Square Historic Preservation Commission <i>Minutes</i> from "Complimentary Hearing" on Proposed Use (Feb. 5, 2018)

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SAFEGUARD - DEMENT 62-2139



OXFORD

PLANNING
DEPARTMENT

Case 2361

To: Oxford Planning Commission
From: Judy Daniel, AICP, Director
Date: September 10, 2018

Applicant: Corey Alger
Owner: Same
Request: Special Exception under Section 3.2.4 of the Land Development Code to allow residential use of the ground floor
Location: 1000 Jefferson Avenue (PPIN #34087)
Zoning: (HUCN) Historic Urban Center; Neighborhood Conservation Overlay; Courthouse Square Historic District

Surrounding Zoning:

North: (TNR) Traditional Neighborhood Residential; Neighborhood Conservation Overlay; North Lamar Historic District

South and East: (HUCN) Historic Urban Center; Neighborhood Conservation Overlay; Courthouse Square Historic District

West: (INST-G) Institutional - Government; Neighborhood Conservation Overlay

Planners Comments: This is a request for a Special Exception to permit residential use of the ground floor in the (HUCN) Historic Urban Center zoning district.

The subject property is a 3,136 sq. ft. lot on the south side of Jefferson Avenue, just east of North 9th Street. The property slopes steeply downward along Jefferson to the west. The applicant is proposing to construct a +/- 8,635 sq. ft. residential structure that includes a partially below-grade private parking garage, two living units (each unit has three bedrooms), and a rooftop terrace level room.

Previously the applicant requested a height variance for this structure which was denied by the Planning Commission but was overturned by the Mayor and Board of Aldermen. While that decision is being appealed, that does not prevent the developer from moving forward (at his own risk).

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The special exception request is derived from discussions with the Courthouse Square Historic Preservation Commission about this project. At their review it was noted that this lot confronts residential uses on the north side of Jefferson, and as such, it would be appropriate to consider full residential use of this property. Further, staff notes that the steep slope of this lot may make it difficult for a commercial use to be viable.

Recommendation: Staff recommends approval of the special exception to allow ground floor residential use of this structure.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



RECEIVED

JUL 11 2018

Per

LM

APPLICATION FOR SPECIAL EXCEPTION

Applicant's Name Mr. Corey AlgerMailing Address 1403 Van Buren Ave.Address of Property in Question 1000 Jefferson Ave. PPIN # 34087Telephone Number (s) Day 6622328887 (Night) 6622328887Interest in Property ☒ Owner ☐ Leaseholder ☐ Option to Purchase ☐ OtherApplication for Special Exception is being made under Section 3.2.4 and table 3.3 of Zoning Ordinance
Property is zoned HUCN

Describe in detail the proposed Special Exception being sought

A Special Exception to allow Townhouse Dwelling in the HUCN and a Special Exception to allow this use on the "ground floor".

Explain how the proposed Special Exception would be in harmony with the character of the neighborhood and not detrimental to other property or persons in the neighborhood

The property is located on the edge of the HUCN district and is across the street from a residential district. the distance from any public parking area makes a commercial use not desirable. in addition, the residential use lowers the activity and traffic normally associated with commercial uses.

Attach a map or sketch of what you propose including applicable measurements along with a filing fee made payable to the City of Oxford.

Signature of Owner or Authorized Agent [Signature] Date 13 July 2018

FOR CITY USE ONLY

Date Filed _____

Date of Public Hearing _____

Decision of Board of Adjustment _____

Effective Date _____

Zoning Administrator

Date

18 July 2018

Planning Commission
City of Oxford
107 Courthouse Square
Oxford, MS 38655

re: Alger Property, 1000 Jefferson Ave.

Dear Commission Members,

We are very excited about proposing a new project on Jefferson Avenue adjacent to the Etheridge Professional Building. It has a private parking garage in the 'basement' or lower floor area and two townhouses above. The drawings are attached.

The Land Development Code (3.2.4 and Table 3.3) restricts the building's residential use to Townhouse and only on the upper floors. We are requesting a special exception to that rule.

This parcel of property rests on the edge of the slope defining the HUCN District and is directly across the street from a Residential District.

We feel the Commercial requirement is not desirable without on site parking and the new land development code requires on site parking for residential use, which we are providing.

Our complimentary review with the Courthouse Square Preservation Commission discussed this limited use and the recommendation was to pursue a residential special exception. We agree. Therefore, we feel that the best long term solution for this property is a lower activity residential use.

We appreciate your time and consideration.

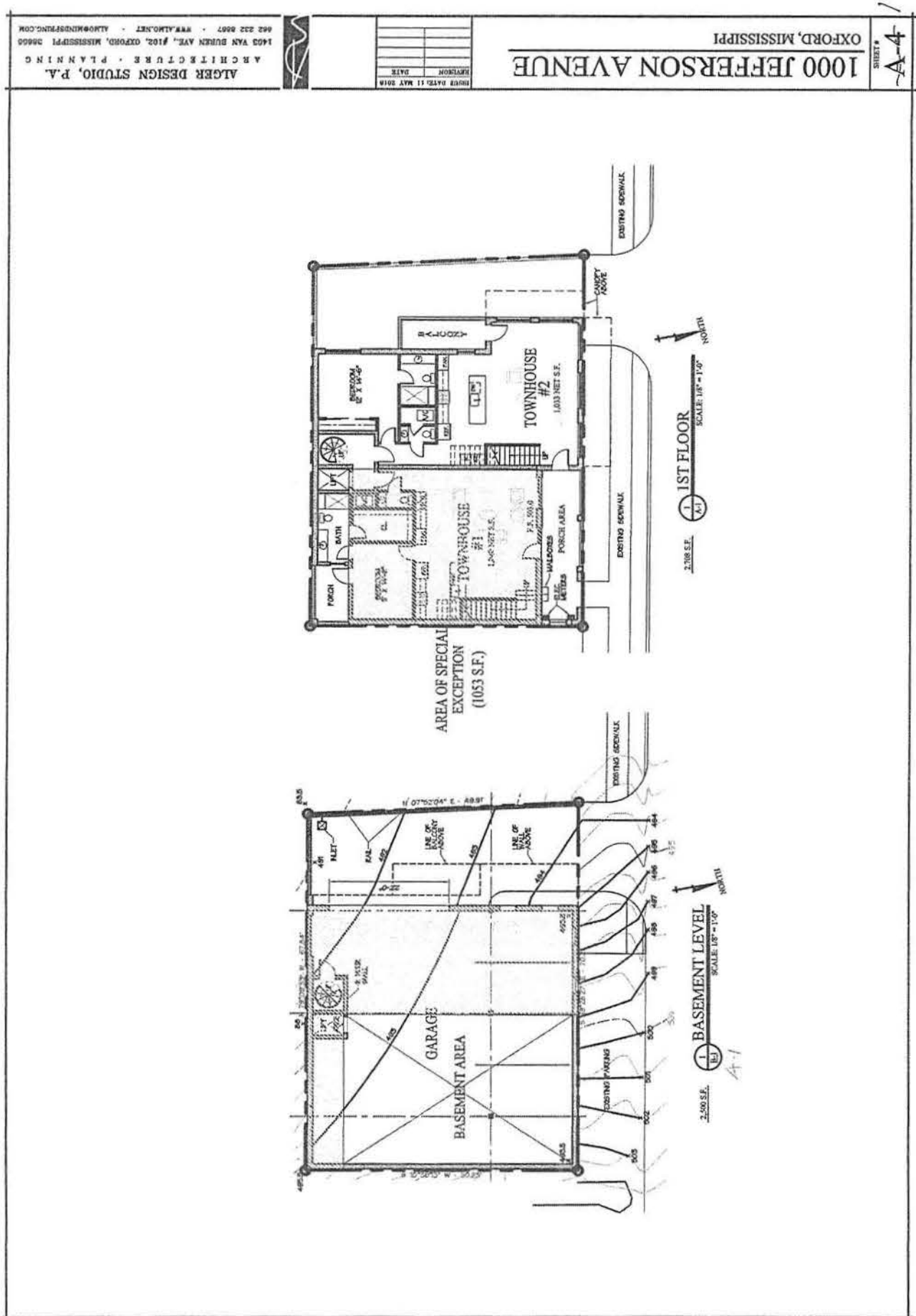
Sincerely,

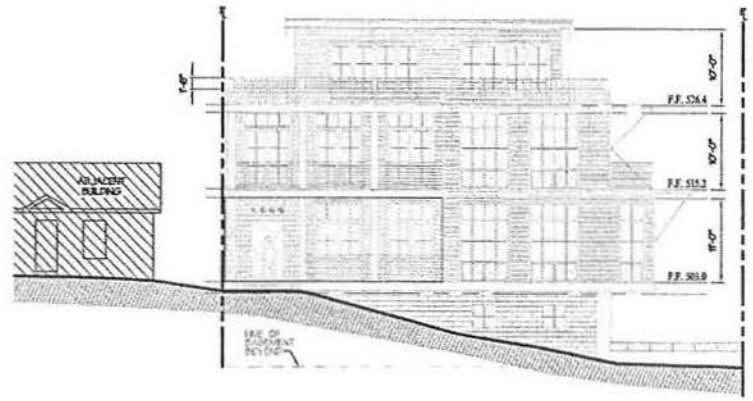


Corey Almo Alger, Architect, AIA

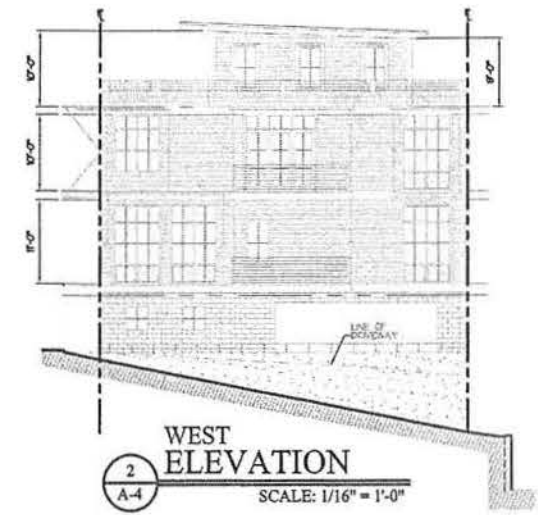
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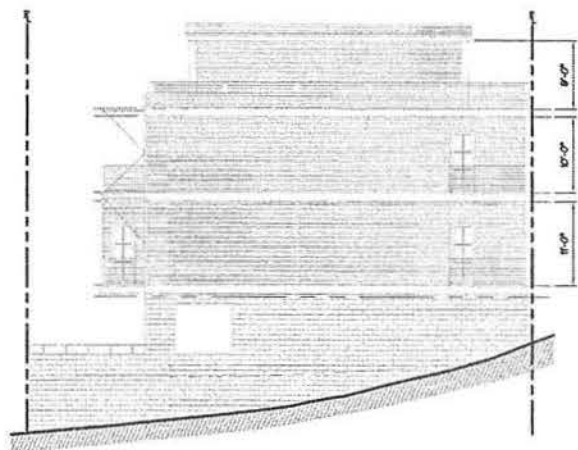




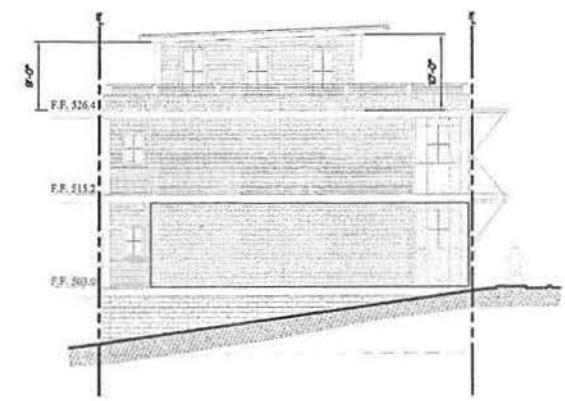
NORTH (JEFFERSON AVE.)
 ELEVATION
 1
 A-4
 SCALE: 1/16" = 1'-0"



WEST
 ELEVATION
 2
 A-4
 SCALE: 1/16" = 1'-0"



SOUTH
 ELEVATION
 3
 A-4
 SCALE: 1/16" = 1'-0"



EAST
 ELEVATION
 4
 A-4
 SCALE: 1/16" = 1'-0"

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3/6/2018

Paq

MINUTES

City of Oxford
 Courthouse Square Historic Preservation Commission
 Courthouse Square Historic Preservation Commission
 Monday, February 5, 2018, 5:00 pm - 8:00 pm
 City Hall Courtroom



THE CITY OF
 OXFORD

In Attendance

Andy Phillips; Donna B. Gottshall; Dorothy Laurenzo; Lee Benoit; Mike Overstreet; Tom Howorth

Not In Attendance

Bill Turner

- Notice that certain Commission members may be included in the meeting via teleconference, subject to City of Oxford Code of Ordinances Section 2-82.

1. Call to Order
2. Approval of the Agenda
 Move: Mike Overstreet Second: Tom Howorth Status: Passed
3. Approval of Minutes from January 4, 2018
 Move: Dorothy Laurenzo Second: Donna B. Gottshall Status: Passed
4. Complimentary Hearing for Corey Alger, Property Located at 1000 Jefferson Avenue
 Corey Alger appearing for complimentary review.

Alger says property is tiny spot on steep hill and is trying to determine what best use for site (commercial, residential, parking). With design, has pulled building away from retaining wall, cantilevered features, uncovered roof terraces. Is thinking commercial on ground floor with two residential townhouses; height issue would require variance. Believes FAR of 2.5. People would enter site at grade on high side.

Commissioner Howorth says not sure how the Commission is positioned to discuss issues of FAR, is Planning Commission's purview; Preservation Commission to respond more to architecture in context of district. Planning Director Judy Daniel agrees. Chairman Phillips says Commission comments on materials, windows, roof, design, etc. Commissioner Laurenzo adds that Commission charged with determining if building suits neighborhood, has appropriate rhythm and scale. Phillips says can offer suggestions to applicant.

Alger asks if cases come before Preservation Commission first, then Planning after. Chairman Phillips says is not consistent. Assistant Planning Director Ben Requet says have been recently advising applicants to seek variances and such with Planning Commission first so that the applicant appears in front of Preservation with all information at hand/so case is not subject to a potential granting of a variance. Commissioner Overstreet asks if applicant presented yet to Planning; no, says Alger.

Commissioner Howorth says design appears to be a 'kit of parts, little bit of everything,' has a suburban conceit; is also not sure code wise how building will pull off windows on property lines, not be issued and could have corns with no egress. Alger says building designed so that people could have conversation about all things that could be on site. Chairman Phillips says is curious about roof and windows, if windows wrap around to south side. Alger says building right at property line, faces toward federal building. Philips asks purpose of particularly small windows; to let light into room, says Alger, has little vaulted ceiling, too. Two residential units above commercial planned, says Alger, still uncertain what building elements contribute to FAR (rooftop, parking). Alger says site is opposite new parking garage; size and height of parking garage approved.

Commissioner Overstreet asks if only residential uses north of Jefferson; predominately residential and Oxford Floral, says Alger. Some setback condominiums next to Isom House, says staff. Commissioner Benoit asks about small white houses across from property, if those town down what could be build. Overstreet says Commission charged to look at neighborhood context, too; need to think about what uses are in that area, at least on south side of Jefferson; should look at historical nature of surrounding.

Commissioner Philips asks if anywhere else in district has seam roof; Ice House and High Cotton, says Alger. Planning Director Daniel says there is a lot of architectural variety in downtown historic district, not have to bring something from particular period, lots of freedom but must consider context of where it's at, consider bulk and scale of potential building. Alger says still in conceptual planning, design phase. Difficult for the Commission to consider because not certain what Planning Commission will/won't allow, says Daniel; upper floor, open balcony fairly unique to downtown, semi-underground parking good way to handle on slope, but how front will look against sidewalk is something they'll want to consider, what view will look like from different perspectives.

Commissioner Overstreet asks if balcony extends across property line; no, says Alger. Assistant Director Requet says looks like would be on south side and overhang driveway. Alger says on plans, two-dash lines indicate property line, pulled away from back property line to reduce massing on downhill side; individual roof terraces, not communal. Alger says was mistake on his part to think Preservation Commission would decide what appropriate or not, need to go to Planning Commission.

Commissioner Gotshall says if Alger were to formally present building as is she would say it doesn't flow with neighborhood; has a lot going on, massive structure, understands Alger is working at disadvantage with slope/parking, but architecturally doesn't care about building at all. Alger says feels important to have this dialogue; because sandwiching building between other buildings and parking garage, is trying to make look more residential. Commissioner Overstreet says north side faces old residential neighborhood, but at same time building is in central business district, and with additional stipulations from Planning Commission, cannot see structure as purely residential, this is combination residential/commercial, not sure how Alger will address that.

Commissioner Laurenzo says a minimalist, contemporary building might fit in hill. Planning Director Daniel says that what her thinking was, at present is trying to look like an older building, but just looks blocky. Commissioner Howorth says has suburban feel, if more contemporary design would have urban feel. Commissioner Overstreet says looks too much like a house. Alger says is much more residential looking and not sure which way Planning Commission will make him go. Laurenzo says Alger should think about architecture around the corner, elements of south 9th Street, borrow from that vibe, could be really cool. Chairman Philips says lots of red brick. Alger says will rework design and go to Planning Commission.

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3/6/2018

Paq

Commissioner Benoit asks about lot size; Alger says 35,00 square feet, will put pressure on adjacent properties. Commissioner Gottshall says with little windows, has blocky, prison look. Alger says will bring back something with right height, massing. Assistant Director Requet says, clarifying for Commissioner Benoit's earlier question, that site itself is HUCN, but residential across street; if smaller houses torn down would probably have to be built back residential.

5. FY 2018 CLG Training Opportunities

Planner Paige Barnum comments that two opportunities in the year; 1) MDAH's Bootcamp in Jackson (April 26 - 27), and 2) MDAH Regional Training (August 14). One commissioner must attend from each Preservation board for City to remain in good CLG standing.

In closing, Commissioner Benoit asks that notification of time/meeting date changes be sent if a Commissioner is absent from meeting in which changes made.

6. Motion to Adjourn

Move: Mike Overstreet Second: Dorothy Laurenzo Status: Passed

- "Auxiliary aids and services may be available to individuals with disabilities upon twenty-four (24) hours request by contacting Braxton Tullos, City of Oxford ADA Coordinator at 662-232-2453."

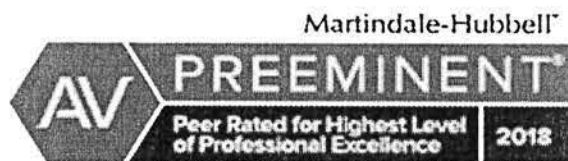
MINUTE BOOK No. 84, CITY OF OXFORD

From: Mike Graves <mgraves@gravessmith.com>
Sent: Tuesday, November 06, 2018 8:52 AM
To: Ashley Atkinson
Subject: RE: Alger appeal-10/2/18

SAFEGUARD - DEMENT 62-2139

Good morning, Ashley. The Board's decision was not appealed, so we did not incur the expense of having the court reporter's recording transcribed. If the City would nevertheless like to have a copy of the transcript, I am sure that City Attorney Pope Mallette could obtain a copy from the court reporter; he knows her and how to get in touch with her. Thank you for following up,

Michael K. Graves, Esq.
 Graves, Smith, Palmertree, & Shaw, PLLC
 140 W. Center Street
 P. O. Drawer 969
 Hernando, MS 38632
 (662) 429-9302 – Phone
 (662) 429-9304 – Facsimile
mgraves@gravessmith.com
www.gravessmith.com



Mid-South Super Lawyer

"Top 100 Litigation Lawyer In Mississippi" (American Society of Legal Advocates)

Litigation Counsel of America

National Academy of Jurisprudence

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From: Ashley Atkinson [mailto:aatkinson@oxfordms.net]
Sent: Tuesday, November 6, 2018 8:41 AM
To: Mike Graves
Subject: Alger appeal-10/2/18

Good Morning,

I was wondering if you could forward me a copy of the court reporter's transcript from the meeting of October 2nd? I just realized I never received one and I believe you wanted it to be included as a part of my official minutes.

Thanks,

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



Ashley Atkinson

City Clerk

Tax Collector/City Clerk's Office

107 Courthouse Square
Oxford, MS 38655

t: (662) 232-2312 c:

f: (662) 232-2337 w: oxfordms.net

MINUTE BOOK No. 84, CITY OF OXFORD
Municipal Compliance Questionnaire

As part of the municipality's audit, the governing authorities of the municipality must make certain assertions with regard to legal compliance. The municipal compliance questionnaire was developed for this purpose.

The following questionnaire and related certification must be completed at the end of the municipality's fiscal year and entered into the official minutes of the governing authorities at their next regular meeting.

The governing authorities should take care to answer these questions accurately. Incorrect answers could reduce the auditor's reliance on the questionnaire responses, resulting in the need to perform additional audit procedures at added cost.

Information

Note: Due to the size of some municipalities, some of the questions may not be applicable. If so, mark N/A in answer blanks. Answers to other questions may require more than "yes" or "no," and, as a result, more information on this questionnaire may be required and/or separate work papers may be needed.

1. Name and address of municipality: City of Oxford 107 Courthouse Square Oxford, MS 38655
2. List the date and population of the latest official U.S. Census or most recent official census:

3. Names, addresses and telephone numbers of officials (include elected officials, chief administrative officer, and attorney).

4. Period of time covered by this questionnaire:
From: 10/1/17 To: 9/30/18
0/2021
5. Expiration date of current elected officials' term: 0/2021

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

MUNICIPAL COMPLIANCE QUESTIONNAIRE

Year Ended September 30, 2018

Answer All Questions: Y - YES, N - NO, N/A - NOT APPLICABLE

PART I - General

1. Have all ordinances been entered into the ordinance book and included in the minutes? (Section 21-13-13) Y
2. Do all municipal vehicles have public license plates and proper markings? (Sections 25-1-87 and 27-19-27) Y
3. Are municipal records open to the public? (Section 25-61-5) Y
4. Are meetings of the board open to the public? (Section 25-41-5) Y
5. Are notices of special or recess meetings posted? (Section 25-41-13) Y
5. Are all required personnel covered by appropriate surety bonds?
 - Board or council members (Sec. 21-17-5) Y
 - Appointed officers and those handling money, see statutes governing the form of government (i.e., Section 21-3-5 for Code Charter) Y
 - Municipal clerk (Section 21-15-38) Y
 - Deputy clerk (Section 21-15-23) Y
 - Chief of police (Section 21-21-1) Y
 - Deputy police (Section 45-5-9) (if hired under this law) Y
7. Are minutes of board meetings prepared to properly reflect the actions of the board? (Sections 21-15-17 and 21-15-19) Y
8. Are minutes of board meetings signed by the mayor or majority of the board within 30 days of the meeting? (Section 21-15-33) Y
9. Has the municipality complied with the nepotism law in its employment practices? (Section 25-1-53) Y
10. Did all officers, employees of the municipality, or their relatives avoid any personal interest in any contracts with the municipality during their term or within one year after their terms of office or employment? (Section 25-4-105) Y
11. Does the municipality contract with a Certified Public Accountant or an auditor approved by the State Auditor for its annual audit within twelve months of the end of each fiscal year? (Section 21-35-31) Y

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12. Has the municipality published a synopsis or notice of the annual audit within 30 days of acceptance?
(Section 21-35-31 or 21-17-19)

✓

PART II - Cash and Related Records

1. Where required, is a claims docket maintained?
(Section 21-39-7)
2. Are all claims paid in the order of their entry in the claims docket? (Section 21-39-9)
3. Does the claims docket identify the claimant, claim number, amount and fund from which each warrant will be issued?
(Section 21-39-7)
4. Are all warrants approved by the board, signed by the mayor or majority of the board, attested to by the clerk, and bearing the municipal seal? (Section 21-39-13)
5. Are warrants for approved claims held until sufficient cash is available in the fund from which it is drawn?
(Section 21-39-13)
6. Has the municipality adopted and entered on its minutes a budget in the format prescribed by the Office of the State Auditor? (Sections 21-35-5, 21-35-7 and 21-35-9)
7. Does the municipality operate on a cash basis budget, except for expenditures paid within 30 days of fiscal year end or for construction in progress? (Section 21-35-23)
8. Has the municipality held a public hearing and published its adopted budget? (Sections 21-35-5, 27-39-203, & 27-39-205)
9. Has the municipality complied with legal publication requirements when budgetary changes of 10% or more are made to a department's budget? (Section 21-35-25)
10. If revenues are less than estimated and a deficit is anticipated, did the board revise the budget by its regular July meeting? (Section 21-35-25)

✓

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11. Have financial records been maintained in accordance with the chart of accounts prescribed by the State Auditor? (Section 21-35-11)

Y

12. Does the municipal clerk submit to the board a monthly report of expenditures against each budget item for the preceding month and fiscal year to date and the unexpended balances of each budget item? (Section 21-35-13)

Y

13. Does the board avoid approving claims and the city clerk not issue any warrants which would be in excess of budgeted amounts, except for court-ordered or emergency expenditures? (Section 21-35-17)

Y

14. Has the municipality commissioned municipal depositories? (Sections 27-105-353 and 27-105-363)

Y

15. Have investments of funds been restricted to those instruments authorized by law? (Section 21-33-323)

Y

16. Are donations restricted to those specifically authorized by law? [Section 21-17-5 (Section 66, Miss. Constitution) -- Sections 21-19-45 through 21-19-59, etc.]

Y

17. Are fixed assets properly tagged and accounted for? (Section II - Municipal Audit and Accounting Guide)

N, in progress

18. Is all travel authorized in advance and reimbursements made in accordance with Section 25-3-41?

Y

19. Are all travel advances made in accordance with the State Auditor's regulations? (Section 25-3-41)

N/A, no advances given

PART III - Purchasing and Receiving

1. Are bids solicited for purchases, when required by law (written bids and advertising)? [Section 31-7-13(b) and (c)]

Y

2. Are all lowest and best bid decisions properly documented? [Section 31-7-13(d)]

Y

3. Are all one-source item and emergency purchases documented on the board's minutes? [Section 31-7-13(m) and (k)]

Y

4. Do all officers and employees understand and refrain from accepting gifts or kickbacks from suppliers? (Section 31-7-23)

Y

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SAFEGUARD - DEMENT 62-2139

PART IV - Bonds and Other Debt

1. Has the municipality complied with the percentage of taxable property limitation on bonds and other debt issued during the year? (Section 21-33-303)
2. Has the municipality levied and collected taxes, in a sufficient amount for the retirement of general obligation debt principal and interest? (Section 21-33-87)
3. Have the required trust funds been established for utility revenue bonds? (Section 21-27-65)
4. Have expenditures of bond proceeds been strictly limited to the purposes for which the bonds were issued? (Section 21-33-317)
5. Has the municipality refrained from borrowing, except where it had specific authority? (Section 21-17-5)

yyyyy**PART V - Taxes and Other Receipts**

1. Has the municipality adopted the county ad valorem tax rolls? (Section 27-35-167)
2. Are interest and penalties being collected on delinquent ad valorem taxes? (Section 21-33-53)
3. Has the municipality conducted an annual land sale for delinquent ad valorem taxes? (Section 21-33-63)
4. Have the various ad valorem tax collections been deposited into the appropriate funds? (Separate Funds for Each Tax Levy) (Section 21-33-53)
5. Has the increase in ad valorem taxes, if any, been limited to amounts allowed by law? (Sections 27-39-320 and 27-39-321)
6. Are local privilege taxes collected from all businesses located within the municipality, except those exempted? (Section 27-17-5)
7. Are transient vendor taxes collected from all transient vendors within the municipality, except those exempted? (Section 75-85-1)
8. Is money received from the state's "Municipal Fire Protection Fund" spent only to improve municipal fire departments? (Section 83-1-37)

yyyyyyyy**IV-B4**

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9. Has the municipality levied or appropriated not less than 1/4 mill for fire protection and certified to the county it provides its own fire protection or allowed the county to levy such tax? (Sections 83-1-37 and 83-1-39)
10. Are state-imposed court assessments collected and settled monthly? (Section 99-19-73, 83-39-31, etc.)
11. Are all fines and forfeitures collected when due and settled immediately to the municipal treasury? (Section 21-15-21)
12. Are bids solicited by advertisement or, under special circumstances, three appraisals obtained when real property is sold? (Section 21-17-1)
13. Has the municipality determined the full and complete cost for solid waste for the previous fiscal year? (Section 17-17-347)
14. Has the municipality published an itemized report of all revenues, costs and expenses incurred by the municipality during the immediately preceding fiscal year in operating the garbage or rubbish collection or disposal system? (Section 17-17-348)
15. Has the municipality conducted an annual inventory of its assets in accordance with guidelines established by the Office of the State Auditor? (MMAAG)

N/A, county funds

y

y

y

y

y

not yet, will start
in the next week
or two

MINUTE BOOK No. 84, CITY OF OXFORD

(MUNICIPAL NAME)

SAFEGUARD - DEMENT 62-2139

Certification to Municipal Compliance Questionnaire

Year Ended September 30, 20__

We have reviewed all questions and responses as contained in this Municipal Compliance Questionnaire for the Municipality of Oxford, and, to the best of our knowledge and belief, all responses are accurate.

[Signature]
(City Clerk's Signature)

(Mayor's Signature)

10/2/18
(Date)

(Date)

Minute Book References:

Book Number _____

Page _____

(Clerk is to enter minute book references when questionnaire is accepted by board.)

SURPLUS FORM

Physical Location of Asset: City Clerk's Office

Color

Color

(p) 662-236-1310
(f) 662-232-2337

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

THE CITY OF
OXFORD

SURPLUS FORM

PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET
BEING SURPLUS. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.

Date of Request: 9/20/2018
Department that owns Fixed Asset: City Clerk
Fixed Asset Tag Number (If item is not tagged, please put N/A): 01011
Physical Location of Asset: City Clerk's Office

If the item being surplusd is a vehicle or a piece of equipment, please provide:

Make	Model	Year
VIN / Serial Number		Color

If the item being surplusd is a tool, please provide:

Description of Tool (including brand):
Serial Number (if none, write N/A) Color

For all other assets, please provide a complete description of the asset to be surplusd:

Dell Computer - Service Tag 5MH1KS1

Name of Person Submitting Surplus Request: Ashley Atkinson

Date Approved by BOA:

107 Courthouse Square
Oxford, MS 38655

(p) 662-236-1310
(f) 662-232-2337

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



KEEP AMERICA BEAUTIFUL AFFILIATE

Our mission is to engage individuals, businesses and governments in beautifying Mississippi and improving the quality of life.

~~June 29, 2018~~

Sept. 17, 2018

Michelle Robinson
Keep Oxford/Lafayette County Beautiful
107 Courthouse Square
Oxford, MS 38655

2nd Check

Dear Michelle,

Congratulations on receiving a Keep Mississippi Beautiful Grant. Thank you for the outstanding work you are doing in your community. Keep Mississippi Beautiful is very thankful to Keep Oxford/Lafayette County Beautiful on helping us to **KEEP MISSISSIPPI CLEAN & GREEN !**

Keep up the good work.

Sarah

Sarah, Executive Director
Keep Mississippi Beautiful

208 Key Drive, Suite B · Madison, Mississippi 39110
sarah@keepmsbeautiful.com · www.keepmsbeautiful.com
601.853.4210 · Fax 601.853.4150




OXFORD

PUBLIC WORKS

Bid Tabulation

Animal Shelter Commercial Washer and Dryer

9/28/2018

Company	30 lb commercial Washer	50 lb commercial Dryer	Base	Delivery	Installation	Total
L&M Laundry Service	\$5,503.20	\$3,680.80	\$230.00	\$300.00	\$600.00	\$10,314.00
Laundry South Systems and Repair	\$4,584.00	\$3,194.00	\$265.00	\$300.00	\$650.00	\$8,993.00
	20 lb commercial Washer	50 lb commercial Dryer	Base	Delivery	Installation	Total
L&M Laundry Service	\$3,895.20	\$3,680.80	\$230.00	\$150.00	\$250.00	\$7,576.00
Laundry South Systems and Repair	\$3,358.00	\$3,194.00	\$255.00	\$300.00	\$650.00	\$7,757.00
L&M Laundry Service Total						\$17,890.00
Laundry South Systems and Repair						\$16,750.00

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139



LAUNDRY SOUTH
SYSTEMS & REPAIR

2215 Hwy 80 E
Pearl, Mississippi 39208
www.laundrysouth.com
601-420-9414
601-420-0667 fax
info@laundrysouth.com

Estimate #7511
Thu Sep 27, 2018

Customer

OXFORD ANIMAL
SHELTER
Mcelroy Rd
Oxford, MmS
662-236-1206

Item(s)

Qty	Name	Description	Rate	Amount
1	WN0400XA- 12EV2X- SSKCS-USX	DEXTER 30 LB WASHER EXTRACTOR ON PREMISE MACHINE 6 PROGRAMMABLE CYCLES BLACK GRAPHICS STAILESS STEEL PANELS 4.0 CU.FT DRUM 100 G FORCE DURING EXTRACT 208-240/60/1 OR 3 PHASE ***10 YR WARRANTY*** BEARINGS,BASKET,SHAFT,FRAME ***3 YR WARRANTY*** ALL MAJOR PARTS ***90 DAY WARRANTY*** LABOR/INSTALLATION	\$4,584.00	\$4,584.00
1	T-400 6" 1 UNIT	6" BASE FOR 30 LB. DEXTER WASHER	\$265.00	\$265.00
1	DN0050NC- 10EB1X- WWKSG-USX	OPL DEXTER 50LB NATURAL GAS DRYER,BLACK GRAPHICS,W/PROG.MICRO,SS DOOR 120/60/1	\$3,194.00	\$3,194.00
1	FREIGHT IN	FREIGHT FROM FACTORY	\$300.00	\$300.00
1	DELIVERY AND INSTALLATION	WE WILL BOLT, LEVEL AND GROUT THE BASE FRAME TO THE FLOOR. WE WILL BOLT THE WASHER TO THE BASE FRAME. if THIS IS REPLACEMENT, WE WILL REMOVE OLD MACHINE AND INSTALL NEW MACHINE, CONNECTING TO ALL UTILITIES WITHIN 3' OF MACHINE.	\$650.00	\$650.00

MINUTE BOOK No. 84, CITY OF OXFORD

Subtotal	\$8,993.00
Tax	\$0.00
SAFEGUARD - DEMENT 62-21	
Total	\$8,993.00

Notes

Terms

Your signature is acceptance of this quote. You are placing an order with us and your signature creates a BINDING contract. Upon delivery you will be obligated to purchase these parts or machines for the price listed on the quote. If it is not your intention to commit to a contract for the purchase of this equipment then DO NOT SIGN.

Signature _____ Date _____



ON-PREMISE LAUNDRY T-400 WASHER



T-400 WASHER

Dexter On-Premise 6-Cycle Washer

On-Premise laundry solutions you can depend on.

Dexter on-premise washers are engineered to show up for work in even the harshest laundry environments. Featuring flexible controls and the same Dexter quality materials and structures our customers have come to trust, each on-premise washer is designed to help you process laundry faster and more efficiently.

When your business depends on clean laundry, choosing the right equipment is an important decision. Our products will provide you the efficiency, flexibility, performance, and durability you need to be confident in your choice. With lifetime technical support and an industry leading 10-year limited warranty, you can be confident that we will stand behind every machine you invest in.

Contact your Dexter Authorized Distributor today for more details.

DURABLE:

With heavy-duty bearings in a cast iron bearing housing, a welded steel spider and shaft, and a rugged frame design that has been proven over two decades, Dexter washers are built to last.

Every model is designed to withstand our extreme 1,000 hour out-of-balance test.

The polished chrome doors and AISI 304 stainless steel tub, cylinder, top, front, and side panels keep washers looking great year after year.

RELIABLE:

Our industry leading 10-year warranty covers the frame, tub, cylinder, shaft, seals, bearings, and bearing housing.

A 3-year parts warranty covers the rest.

We stand behind every machine you invest in with lifetime technical support.

EFFICIENT:

Perforated cylinders and raised baffles create superior wash action, while the efficient washer design saves water on every cycle.

The automatic chemical injection feature allows for the perfect combination of chemicals and helps protect your staff from harmful substances.

Standard 100 g-force extraction removes more water and enhances turnover with great wash performance.

INSTALLATION:

Adjustable final extract speeds and other customizable options allow Dexter washers to fit almost any installation.

This Dexter washer fits through a standard 36" doorway.

FLEXIBLE:

The 6-cycle control provides a flexible and easy to use control with six preset cycles that are programmable to fit your laundry needs.

The key-lock programming access allows quick access for programming and troubleshooting.

Our electronic pressure sensor offers a range of water level options to increase efficiency and help save on water expenses.

OPTIONS:

Dexter C-Series 100G washers are available in 20lb, 30lb, 40lb, 60lb, and 80lb capacities.

Capacity:

Dry Weight Capacity - lb (kg)	30	(13.6)
Cylinder Volume - cu ft (L)	4	(113.3)

Speed:

High Extract Speed - g (RPM)	100	(532)
Intermediate Extract Speed - g (RPM)	60	(412)
Washing Speed - g (RPM)	0.9	(50)
Motor Size - hp (kW)	2	(1.5)

Dimensions:

Cabinet Height - in (cm)	48 3/16	(122.4)
Cabinet Width - in (cm)	29 7/8	(75.9)
Cabinet Depth - in (cm)	27 3/8	(69.5)
Door Opening - in (cm)	15 1/4	(38.7)
Floor to Door Bottom - in (cm)	16 1/4	(41.3)
Cylinder Diameter - in (cm)	25	(63.5)
Cylinder Depth - in (cm)	14 1/8	(35.9)

Weight:

Net Weight - lb (kg)	432	(196)
----------------------	-----	-------

Shipping Information:

Shipping Weight - lb (kg)	450	(204.1)
Shipping Height - in (cm)	53 1/4	(135.3)
Shipping Width - in (cm)	31 1/2	(80)
Shipping Depth - in (cm)	33 1/2	(85.1)

Water Requirements:

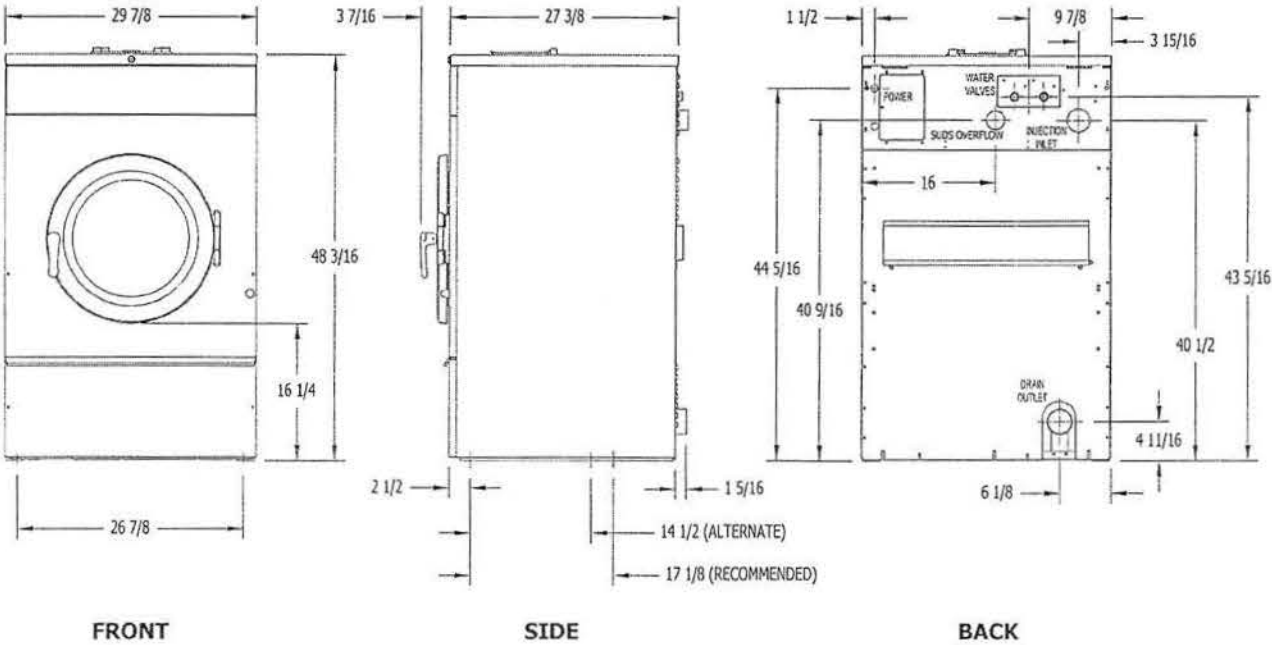
Water Inlet Size - in (mm)	3/4	(19)
Pressure (min/max) - psi (kPa)	30-120	(207-827)
Flow Rate - gal/min (L/min)	9	(34)
Drain Diameter (O.D.) - in (cm)	3	(7.6)
Floor to Center of Drain - in (cm)	4 11/16	(11.9)

Electrical Requirements:

Model	Volts / Hz / Phase / Wiring	Circuit Breaker Amps / Running Amps / Wire Size
-12	208-240 / 60 / 1 / 2 wire + ground	15 / 6.2 / #12
-12	208-240 / 60 / 3 / 3 wire + ground	15 / 6.2 / #12
-39/-59	230 / 50 / 1 / 2 wire + ground	15 / 6.2 / 3.5 mm ²

Installation Recommendations:

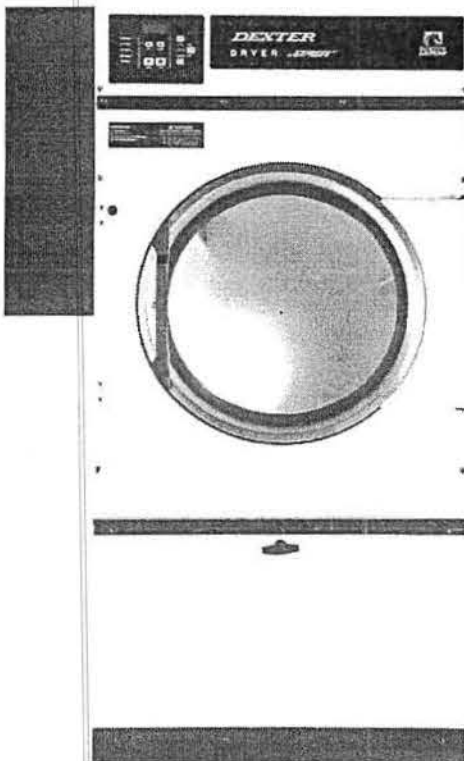
Minimum Clearance Between Machines - in (cm)	1/2	(1.3)
Minimum Clearance Behind Machines - in (cm)	24	(61)
Minimum Concrete Thickness - in (cm)	6	(15.2)



Due to continuous product improvements specifications are subject to change, please consult the installation manual for the most accurate information.
*Agency approval may vary depending on the machine configuration, consult Dexter Laundry or your Dexter Authorized Distributor for details.



ON-PREMISE LAUNDRY T-30 EXPRESS DRYER



T-30 EXPRESS DRYER

Dexter On-Premise 6-Cycle Dryer

On-premise laundry solutions you can depend on.

Dexter on-premise dryers are engineered to show up for work in even the harshest laundry environments. Featuring flexible controls and high quality materials, these fast and efficient dryers are designed to help you process laundry faster and more efficiently.

When your business depends on clean laundry, choosing the right equipment is an important decision. Our products will provide you the efficiency, flexibility, performance, and durability you need to be confident in your choice. With lifetime technical support and an industry leading 5-year limited warranty, you can be confident that we will stand behind every dryer you invest in.

Contact your Dexter Authorized Distributor today for more details.

EFFICIENT:

Perforated tumblers, balanced radial airflow, and the right amount of air recirculation provide maximum efficiency.

The anti-wrinkle feature offers an intermittent tumble to keep laundry wrinkle free.

DURABLE:

With heavy-duty bearings in a cast iron bearing housing and a fully welded and painted cabinet, Dexter dryers are built to last.

Using proven washer-style technology, welded steel spider assemblies support the tumbler from the rear and eliminate the need for front support rollers.

Formed in tumbler baffles are strong and stable while providing great tumbling action.

RELIABLE:

Our industry leading 5-year warranty covers the trunnion, bearings, and bearing housing.

A 3-year parts warranty covers the rest.

We stand behind every machine you invest in with lifetime technical support.

FLEXIBLE:

The reversible door option on all on-premise single dryers allows for a more ergonomic set up when needed.

The 6-cycle control is a simple control with five preset cycles and one temporary cycle to fit your laundry needs.

INSTALLATION:

Vertical exhaust and venting come standard on every dryer for easy installation.

The exhaust cleanouts are easy to reach and allow for regular maintenance.

The hinged lower service door makes cleaning the lint screen quick and easy.

OPTIONS:

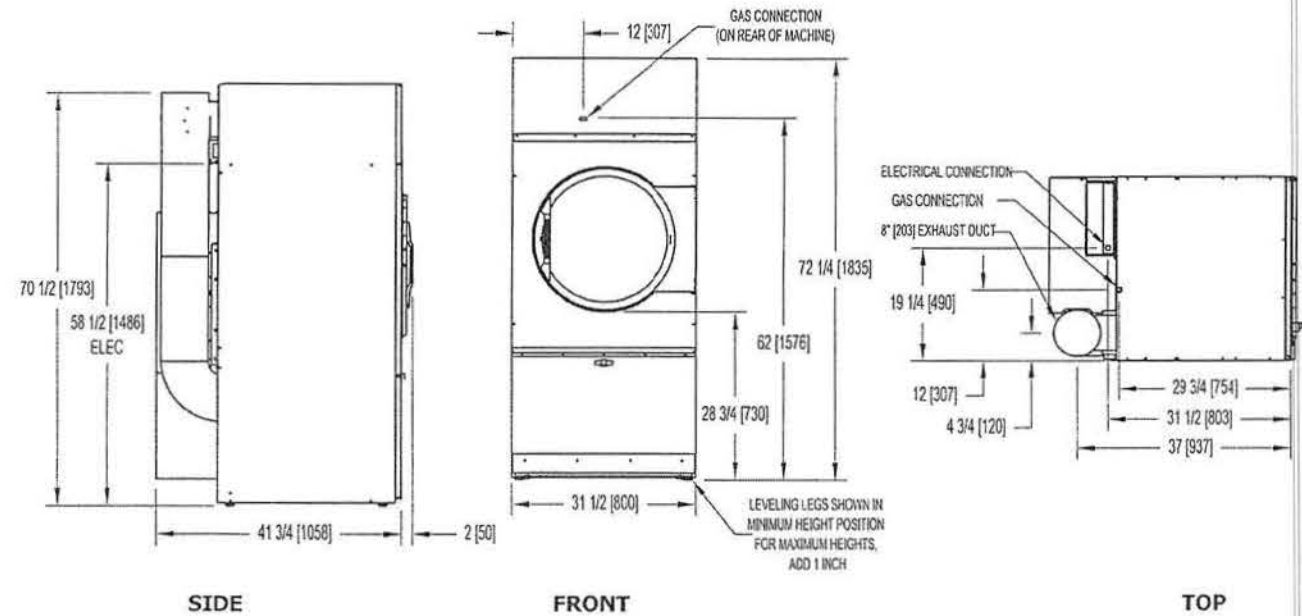
Available with stainless or galvanized tumblers and white or stainless panels.

Choose between gas models or electric models. Propane kits are available.

Dexter single dryers are available in 30lb, 50lb, 80lb, and 120lb capacities.

Capacity:		
Dry Weight Capacity - lb (kg)	30	(13.6)
Cylinder Volume - cu ft (L)	11.3	(320)
Speed:		
Tumbler Speed - RPM	47	
Motor Size - hp (kW)	0.5	(0.38)
Airflow:		
60 Hz Model - cfm (M3/min)	830	(23.5)
50 Hz Model - cfm (M3/min)	690	(19.5)
Dimensions:		
Cabinet Height - in (cm)	72 1/4	(183.5)
Cabinet Width - in (cm)	31 1/2	(80)
Cabinet Depth - in (cm)	41 3/4	(106)
Door Opening - in (cm)	22 5/8	(57.5)
Floor to Door Bottom - in (cm)	28 3/4	(73)
Cylinder Diameter - in (cm)	30	(76.2)
Cylinder Depth - in (cm)	27 1/2	(69.9)
Lint Screen Area - sq in (sq cm)	515	(3323)
Weight:		
Net Weight - lb (kg)	454	(205.9)
Shipping Information:		
Shipping Weight - lb (kg)	499	(226.3)
Shipping Height - in (cm)	77 1/4	(196.2)
Shipping Width - in (cm)	32 3/4	(83.2)
Shipping Depth - in (cm)	45 1/2	(115.6)

Gas Requirements (Gas Models Only):		
Gas Supply Connection - in (mm)	1/2	(12.7)
Natural Gas Supply (Water Column) - in (cm)	5-10	(12.7 - 25.4)
LP Gas Supply (Water Column) - in (cm)	11 1/2 - 13 1/2	(29.2 - 34.3)
Gas Usage (Gas Models Only):		
60Hz Model - BTU/hr (kW)	90,000	(26.4)
50Hz Model - BTU/hr (kW)	74,000	(21.7)
Electrical Requirements:		
Gas Models:		
Model	Volts / Hz / Phase / Wiring	Circuit Breaker / Running Amps / Wire Size / Reversing
-10	120 / 60 / 1 / 2 wire + ground	15 / 9.6 / #12 / Non-Rev
-39	230 / 50 / 1 / 2 wire + ground	10 / 5.1 / 2.1 mm ² / Non-Rev
-59	230 / 50 / 1 / 2 wire + ground	10 / 5.1 / 2.1 mm ² / Non-Rev
Electric Models:		
Model	kW / Volts / Hz / Phase / Wiring	Circuit Breaker / Running Amps / Wire Size / Reversing
-71	24 / 208 / 60 / 3 / 4 wire + ground	90 / 85 / #2 / Non-Rev
-74	24 / 240 / 60 / 3 / 4 wire + ground	80 / 75 / #3 / Non-Rev
-77	20 / 208 / 60 / 1 / 3 wire + ground	125 / 120 / (1/0) / Non-Rev
-78	20 / 240 / 60 / 1 / 3 wire + ground	110 / 105 / (1/0) / Non-Rev
-79	24 / 400 / 50 / 3 / 4 wire + ground	50 / 45 / 13.3 mm ² / Non-Rev
Installation Recommendations:		
Minimum Clearance Between Machines - in (cm)	0	(0)
Minimum Clearance Behind Machines - in (cm)	18	(45.7)
Make-Up Air Required - sq ft (sq cm)	1	(929)
Exhaust Size - in (cm)	8	(20.3)
Max. Exhaust Back Pressure (Water Column) - in (mm)	0.3	(7.6)
Recommended Exhaust Length - ft (m) & 2 elbows	14	(4.3)



MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

Hardmount washer extractors: (see OPL Washer-Extractor Spec Sheet)

- Huebsch Hardmount Washer-Extractor, OPL, 20 lb. capacity Galaxy 200, HCT020FNOF. List 4994. Our price 3995.20. With show discount, 3895.20
- Huebsch Hardmount Washer-Extractor, OPL, 30 lb. capacity Galaxy 200, HCT030FNOF. List 7129. Our price 5703.20. With show discount, 5503.20
 - Steel bases are required for these Hardmount machines:
 - 20 lb. base 197.00
 - 30 lb. base 230.00
- Installation for Hardmount washer extractor \$250.00
- Freight included if ordered this week (if not ordered under show freight deal—if not, \$150 each)

Horizon washers (lighter duty): (see OPL Frontload spec sheet)

- Huebsch Frontload washer, OPL, electromechanical controls, YFNE, white. List 2426.00. Our price 1940.80. With show discount, 1890.80

Small dryer to match Horizon washer: (see Commercial Dryer spec sheet)

- Dryer YDGE, white, gas list price 874.00. Our price 699.20. With show discount 649.20
- Dryer YDEE, white, gas list price 768.00. Our price 614.40. With show discount 564.40
- Installation for pair no charge
 - You can add bases to these to elevate but not necessary
- Freight included if ordered this week (if not ordered under show freight deal—if not, \$125 each)

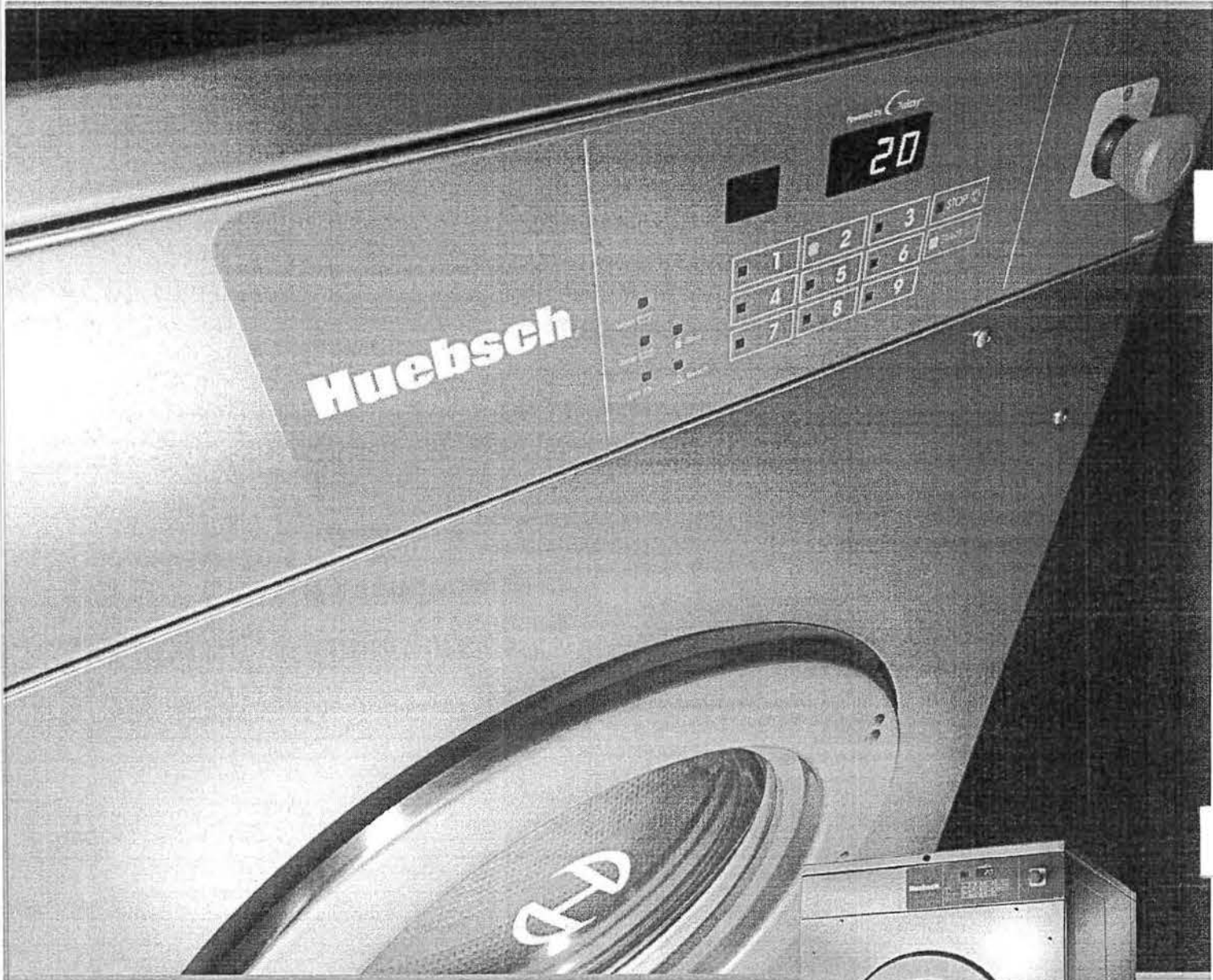
Large drying tumbler: (see OPL Tumbler spec sheet)

- Huebsch HT050FN, Basic controls, white, gas. List 4726.00. Our price 3780.80. With show discount 3680.80
- Installation for 50 lb. dryer—must see installation to quote exactly but estimate \$350
- Freight included if ordered this week (if not ordered under show freight deal—if not, \$150 each)

Carol Leake
 Larry & Mike's Laundry Service
 901-546-8151
www.lmlaundryservices.com

MINUTE BOOK No. 84, CITY OF OXFORD
Huebsch is the answer.

SAFEGUARD - DEMENT 62-2139



OPL Galaxy™ 400, 200
Washer-Extractors with
eBoost



MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 02-2139



Introducing the line of Galaxy[™] 400 and 200 washer-extractors with eBoost from Huebsch.

At Huebsch, our priority is to make the most efficient commercial laundry equipment in the industry. We do this by creating products that make your business easier to run and more profitable. And our washer-extractors with eBoost are no exception.

Customers have selected Huebsch products for their ease of use, supreme durability and because owning a Huebsch product brings a service and support network that's unmatched within the industry. For profitability, reliability and ease of use, Huebsch is the answer.

Quality You Can Touch

I need a machine that's durable and works. What do Huebsch Galaxy 400 and 200 washer-extractors with eBoost bring to the table?

Continued industry-leading performance.

We've made our frames even stronger and quieter with computer-optimization. Our proprietary inverter drive technology provides smooth, reliable power for optimal wash and extraction performance.

Convenient chemical dispensing.

Our fill-and-forget dispenser lets staff add all chemicals — four in total — at the start of the cycle. That means your laundry workers can be more productive. Huebsch washer-extractors also are designed for automatic supply injection systems for greater convenience.



Open, shut and lock with ease.

Our ergonomically-friendly door handles close easily and lock reliably. No more wasted time due to door lock error codes. Huebsch keeps your laundry running at maximum productivity.



Shown with chrome door. Stainless steel also available.

Advanced protection where you need it.

To keep your washer running strong, we've designed seals and bearings for optimal corrosion resistance, seven times the water protection and premium heat and wear protection.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

What makes our line so efficient?

It's **eBoost**, our revolutionary extraction technology that makes us supremely efficient in the following ways:

Uses 33% less electrical energy and 11% less water than two-speed models.

This is made possible by our advanced inverter drive technology and improved cylinder and sump system design, which optimizes water use to maximize cleaning and customer satisfaction while reducing non-wash water below the cylinder.

High-speed extraction reduces drying time.

Our improved technology spins up to 200 G-Force, removing more water than competitive 100 G-Force models (as much as a 1/2 gallon in a 30 lb. washer-extractor). That means reduced drying time and lower gas consumption for your laundry... did we mention improved throughput? Huebsch Galaxy 200 models produce extracts of 100 G-Force.

Multiple water levels deliver major savings.

With the Galaxy 400 control, Huebsch gives you the power to set water levels to conserve this precious (and often expensive) resource. There are three water levels to choose from - low, medium and high. The Galaxy 200 control offers high and low water selections.

Advanced leak detection eliminates wasted water.

We've answered laundry managers' calls to help eliminate the issue of stuck drain valves. We offer patented Water Guardian leak detection. This one-of-a-kind technology detects leaks for both the drain and fill valve, eliminating wasted water and resources.

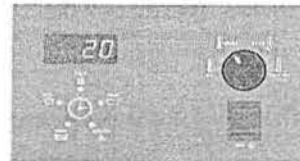
How does the Galaxy 400 control increase my productivity?

Infrared communication means fast and easy changes to programs.

Managers with the Galaxy 400 control can easily program and retrieve operations data about their machines through a PDA or laptop PC. Simple access to data and easy programming helps save time and ensures proper wash programs are being followed.



Galaxy 400 (G400)



Galaxy 200 (G200)

Unmatched Durability

Commercial laundry equipment is no small expense; I want peace of mind my equipment will last well into the future. What sets Huebsch apart from other brands in terms of reliability?

Tested to the limit.

At Huebsch, we test our machines against the toughest standards in our state-of-the-art test lab. This allows us to create efficient and reliable commercial-quality machines you can trust in the field.

Not just standing behind our equipment, but standing beside you and your business.

Our Galaxy washer-extractors with eBoost are manufactured at our Ripon, Wis. headquarters. We warranty the frame, cylinder, shaft, bearings and seals for five years. The entire machine receives Huebsch's standard three-year warranty.

In addition, we have more service representatives in the field than most brands have in their whole organization, and our support is further bolstered by an online component and a help line that takes over 120,000 calls per year.

*See Huebsch Warranty Book for specifics.

MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

OPL

20-100 lb G400/G200 Washer-Extractor Specifications

Models	HCN020	HCN030	HCN040	HCN060	HCN080	HCN100
Control Option	Galaxy 400, Galaxy 200	Galaxy 400, Galaxy 200	Galaxy 400, Galaxy 200	Galaxy 400, Galaxy 200	Galaxy 400, Galaxy 200	Galaxy 400, Galaxy 200
Capacity - lb (kg)	20 (9)	30 (13.6)	40 (18)	60 (27)	80 (36)	100 (45)
Overall Width - in (mm)	26 (660)	29 (737)	30 5/8 (777)	34 1/16 (866)	41 1/2 (1054)	41 1/2 (1054)
*Overall Depth - in (mm)	30 1/4 (767)	34 9/16 (878)	39 3/4 (1009)	42 9/16 (1081)	48 5/8 (1234)	52 5/8 (1336)
Overall Height - in (mm)	43 (1092)	45 (1143)	47 1/4 (1199)	50 (1270)	56 3/16 (1427)	56 3/16 (1427)
Cylinder Diameter - in (mm)	21 (533)	24 (610)	26 1/4 (667)	30 (762)	36 (914)	36 (914)
Cylinder Depth - in (mm)	13 3/4 (349)	16 (406)	20 1/4 (514)	22 (559)	22 (559)	26 (660)
Cylinder Volume - cu. ft. (liters)	2.76 (78.1)	4.19 (116)	6.34 (180)	9.0 (255)	12 3/8 (367)	15 5/16 (434)
Door Opening Size - in (mm)	11 5/8 (295)	14 5/16 (364)	16 1/4 (413)	16 1/4 (413)	18 1/2 (470)	18 1/2 (470)
Door Bottom to Floor - in (mm)	14 3/8 (365)	14 (356)	14 9/16 (370)	14 15/16 (379)	17 15/16 (455)	17 15/16 (455)
Water Inlet Connection - in (mm)	2 @ 3/4 (19)	2 @ 3/4 (19)	2 @ 3/4 (19)	2 @ 3/4 (19)	2 @ 3/4 (19)	2 @ 3/4 (19)
Drain Diameter - in (mm)	1 @ 2 (52)	1 @ 2 (52)	1 @ 3 (76)	1 @ 3 (75)	1 @ 3 (76)	1 @ 3 (76)
Drain Height to Floor - in (mm)	4 1/2 (114)	4 1/2 (114)	4 13/16 (122)	4 11/16 (119)	5 3/4 (145)	5 3/4 (145)
Motor Power Consumption - HP (kW)	1 (.75)	1 (.75)	2 (1.7)	3 (2.2)	5 (3.7)	5 (3.7)
Total # of Speeds	6, 9	6, 9	6, 9	6, 9	6, 9	6, 9
Cylinder Speeds - RPM (G-Force)	Gentle	37 (0.4)	34 (0.4)	33 (0.4)	31 (0.4)	28 (0.4)
	Wash	51 (.8)	48 (.8)	45 (.8)	43 (.8)	39 (.8)
	Distribution	92 (2.5)	86 (2.5)	82 (2.5)	77 (2.5)	70 (2.5)
	Very Low	301 (27)	282 (27)	269 (27)	252 (27)	230 (27)
	Low	513 (80)	485 (80)	464 (80)	434 (80)	396 (80)
	Medium	579 (100)	542 (100)	518 (100)	485 (100)	443 (100)
	** High	648 (120)	606 (120)	579 (120)	542 (120)	495 (125)
	**Very High	710 (150)	664 (150)	635 (150)	594 (150)	542 (150)
*** Agency Approvals	120/60/1	15-12	N/A	N/A	N/A	N/A
	15-6 (1 Ph)	15-6 (1 Ph)	15-10 (1 Ph)	15-11 (1 Ph)	20-16 (1 Ph)	20-16 (1 Ph)
	15-4 (3 Ph)	15-4 (3 Ph)	15-6 (3 Ph)	15-8 (3 Ph)	15-11 (3 Ph)	15-11 (3 Ph)
	15-5	15-5	15-6	15-8	15-11	15-11
Shipping Dimensions	Width	28 (711)	31 1/2 (800)	32 1/2 (826)	37 1/2 (953)	44 (1118)
Approx. - in (mm)	Depth	33 13/16 (859)	38 5/16 (973)	43 1/2 (1105)	48 15/16 (1191)	54 1/2 (1384)
	Height	49 3/8 (1256)	51 5/16 (1303)	53 5/8 (1361)	56 5/16 (1430)	58 5/8 (1488)
Net Weight - lb (kg)		335 (152)	460 (209)	550 (249)	695 (315)	1260 (572)
Shipping Weight - lb (kg)		365 (166)	495 (225)	590 (268)	745 (338)	1310 (594)
Slat Crate Shipping Weight - lb (kg)		450 (204)	590 (268)	690 (313)	860 (390)	1435 (651)
*** Agency Approvals	cETLus, CE	cETLus, CE	cETLus, CE	cETLus, CE	cETLus, CE	cETLus

*Overall depth includes vacuum breaker to door handle.

**High, Very High, and Ultra High Spin Speeds are available on the Galaxy 400 models only.

***Circuit breaker and amp draw data shown are for models without electric heat. Consult factory for other configurations. Manufacturer strongly recommends using a circuit breaker instead of fuses. Use 3-pole circuit breakers for 3-phase machines.

****Agency approvals may vary depending on configuration. Consult factory for details. Steam connection requires 1/2" N.P.P.

For the most accurate information, the installation guide should be used for all design and construction purposes. Due to continuous product improvements, design and specifications subject to change without notice. The quality management system of Alliance Laundry Systems' Ripon facility has been registered to ISO 9001:2000.

Printed in the U.S.A.

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AH13-0008

MINUTE BOOK No. 84, CITY OF OXFORD
Huebsch is the answer.

SAFEGUARD - DEMENT 62-2139



OPL
25-35 lb DryStar™ Tumble Dryers
and 30-45 lb TwinStar™
Stack Tumble Dryers





Huebsch is the answer.

Anybody can sell you laundry equipment and discuss the merits of each nut and bolt. However, at Huebsch, our priority is answering your questions about how working with us will make your business easier to run and more profitable.

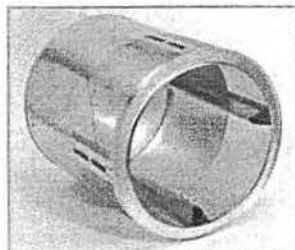
Customers have selected Huebsch products for their ease of use, supreme durability and because owning a Huebsch product brings a service and support network that's unmatched within the industry. For profitability, reliability and ease of use, Huebsch is the answer.

Staying a Load Ahead

How are Huebsch DryStar™ tumble dryers the answer to helping my operation stay on top of its laundry challenges?

Highly efficient.

Huebsch DryStar® tumble dryers utilize an axial airflow process, which reduces energy consumption and produces some of the industry's fastest dry times. This innovative drying process directs all heated air through the load at the optimum time in the tumble process. Faster drying cycles reduce processing times and help your operation maximize throughput.



Extra capacity.

With today's large capacity washers, it's easy for there to become backups on the drying side. Huebsch DryStars™ are offered in 25, 30 and 35 lb models to alleviate this scenario. Even the 25 lb model boasts a spacious 7.7 cu. ft. cylinder for efficient drying of large loads, ultimately giving your operation the tools for maximum productivity.

Laundry equipment is a sizable investment, how do I know Huebsch products are up to the rough demands of my on-premises laundry?

Rugged doors.

Doors can expect to see their share of slamming, wear and tear and overall mistreatment. DryStar™ and TwinStar™ doors are made of stainless steel to resist chipping and incorporate durable latches and hinges, to stand up to years of wear and stay looking good. You will see, feel and hear the quality every time you open or close the door.

Rugged shells.

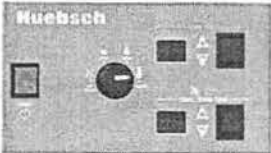
Huebsch electrostatically applies paint for superior bonding. A baking process then produces a hard exterior shell that's both durable and looks good.

Staying in control.

DryStar™ models can be configured with either the Galaxy control or Dual Digital control. The Galaxy control features 30 programmable cycles and three cycle types that allow for greater consistency in drying. Laundry managers will see savings on their energy and labor costs as well as extended linen life. With the Dual Digital control, operators can set drying time (0-60 minutes), cool down time (0-15 minutes) and temperature (high, medium, low, no heat). Additional user-friendly features include a one-touch cycle repeat, automatic anti-wrinkle, extended tumble and time remaining display.



Galaxy Control



Dual Digital Control

Easy To Own

How do DryStar™ models make things easier on me as an owner?

Low maintenance.

Large lint compartments mean DryStars™ don't have to be emptied as often as other models. Huebsch's

Short on Time and Space?

My laundry needs more drying capacity, but lacks the room to add equipment. How can Huebsch meet my needs?

Stack up the drying power.

The Huebsch TwinStar45™ and TwinStar30™ stack tumble dryers deliver 90 and 60 lbs of capacity, respectively. Laundries get the benefit of having two tumble dryers in the space of one. Best of all, splitting wash loads between the two cylinders delivers faster drying results than putting the full load in a 50 or 75 lb radial airflow tumble dryer.

A perfect fit.

Not only do Huebsch TwinStars™ deliver superior capacity and performance, but they also fit through a standard 36" door, making them the perfect replacement units.

Unmatched Durability

Commercial laundry equipment is no small expense; I want peace of mind my equipment will last well into the future. What sets Huebsch apart from other brands in terms of reliability?

Not just standing behind our equipment, but standing beside you and your business.

Our Made-In-America product comes with an industry-leading band. The entire machine receives Huebsch's standard three-year warranty.



In addition, Huebsch has more service representatives in the field than most brands have in their whole organization. Huebsch support is further bolstered

by an online component and a distribution network that assists customers with their laundry questions.

*Parts and labor not included. See Huebsch Warranty Book for specifics.



MINUTE BOOK No. 84, CITY OF OXFORD

SAFEGUARD - DEMENT 62-2139

25-35 lb Tumble Dryers and 30-45 lb Stack Tumble Dryer Specifications

Models	HT025	HT030	HTT30	HT035	HTT45
Control Options	Micro-Display (DM), Dual Digital (DT)	Micro-Display (DM), Dual Digital (DT)	Dual Digital (DT)	Micro-Display (DM), Dual Digital (DT)	Dual Digital (DT)
Dry Weight Capacity - lb (kg)	25 (11.3)	30 (13.6)	2 x 30 (13.6)	35 (15.9)	2 x 45 (20.4)
Width - in (mm)	25" (711)	28" (711)	31 1/2" (800)	31 1/2" (800)	34 1/2" (876)
Depth - in (mm)	40 7/8" (1036)	45 7/8" (1161)	42 3/4" (1086)	46 7/8" (1191)	48 5/8" (1235)
Height - in (mm)	63 7/8" (1622)	63 7/8" (1622)	78 1/4" (1937)	63 7/8" (1622)	81 1/16" (2059)
Cylinder Depth - in (mm)	24" (610)	30" (762)	26" (660)	30" (762)	30" (762)
Cylinder Diameter - in (mm)	26 1/2" (673)	26 1/2" (673)	30" (762)	30" (762)	32" (838)
Cylinder Volume - cu. ft. (liters)	7.7 (217)	9.6 (271)	10.6 (301)	12.3 (347)	14.8 (421)
Door Opening Size - in (mm)	22 11/16" (576)	22 11/16" (576)	22 11/16" (576)	22 11/16" (576)	25 7/8" (683)
Airflow - cfm (liters/sec.)	50 Hz: 430 (203) 60 Hz: 500 (236)	50 Hz: 430 (203) 60 Hz: 500 (236)	50 Hz: 340 (160) 60 Hz: 400 (189)	50 Hz: 550 (260) 60 Hz: 650 (307)	50 Hz: 500 (236) 60 Hz: 600 (283)
Energy Data	Gas Models: 50 Hz: 64,000 Btu/hr (18.8 kW) 60 Hz: 64,000 Btu/hr (18.8 kW) Steam Models: At 100 psi (6.9 bar): 3.9 BHP 135,000 Btu/hr (39.6 kW) Electric Models: 12 kW	Gas Models: 50 Hz: 73,000 Btu/hr (21.4 kW) 60 Hz: 73,000 Btu/hr (21.4 kW) Steam Models: At 100 psi (6.9 bar): 3.9 BHP 135,000 Btu/hr (39.6 kW) Electric Models: 21 kW	Gas Models: 50 Hz: 73,000 Btu/hr (21.4 kW) per pack 60 Hz: 73,000 Btu/hr (21.4 kW) per pack Steam Models: At 100 psi (6.9 bar): 3.2 BHP 111,000 Btu/hr (32.5 kW) Electric Models: 21 kW	Gas Models: 50 Hz: 90,000 Btu/hr (26.4 kW) 60 Hz: 90,000 Btu/hr (26.4 kW) Steam Models: At 100 psi (6.9 bar): 3.8 BHP 166,000 Btu/hr (48.6 kW) Electric Models: 24 kW	Gas Models: 50 Hz: 87,000 Btu/hr (25.5 kW) per pack 60 Hz: 85,000 Btu/hr (27.8 kW) per pack Steam Models: N/A Electric Models: N/A
Electrical Specifications	Gas and Steam 100/200-220/60/1 200/60/1 120/208-240/60/1 208-240/60/1 200-208/240/60/3 380/60/3 480-480/60/3 100/200/50/1 200/50/1 230-240/50/1 200/50/3 230-240/50/3 380/400-415/50/3 Electric* 200/60/1 240/60/1 200/60/1 200-200/60/3 240/60/3 380/60/3 480-480/60/3 200/50/1 230-240/50/1 200/50/3 230-240/50/3 380/50/3 400-415/50/3	Amps: 11.0/5.8 N/A 12.0/6.7 N/A 3.2/3.2 1.5 1.6 12.1/7.5 N/A 7.5 2.9 3.5 1.5/1.6 108 94 108 62 54 33 27 105 95 60 55 33 20 31	Amps: 22.0/11.5 total N/A 16.0/8.0 total N/A 6.4/6.4 total 3.0 total 3.3 total 24.2/15.0 total N/A 15.0 total 5.8 total 7.0 total 3.0/3.2 total N/A N/A N/A N/A N/A 120 total 110 total 66 total 62 total	Amps: 11.0/5.8 N/A 12.0/6.7 N/A 3.2/3.2 1.5 1.6 12.1/7.5 N/A 7.5 2.9 3.5 1.5/1.6 122 107 122 71 62 38 31 119 106 65 62 38 35	Amps: N/A 11.2 total N/A 12.0 total N/A 9.6/9.6 total N/A N/A 11.2 total 10.8 N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A
Plumbing Connections - in	Gas Models: 1/2" - NPT Steam Models: 3/4" - NPT	Gas Models: 1/2" - NPT Steam Models: 3/4" - NPT	Gas Models: 1/2" - NPT Steam Models: 3/4" - NPT	Gas Models: 1/2" - NPT Steam Models: 3/4" - NPT	Gas Models: 1/2" - NPT Steam Models: N/A
Shipping Dimensions	Width: 30" (762) Depth: 43" (1092) Height: 69" (1753)	Width: 30" (762) Depth: 49" (1245) Height: 69" (1753)	Width: 32 1/2" (825) Depth: 47" (1194) Height: 81" (2057)	Width: 33" (838) Depth: 49" (1245) Height: 69" (1753)	Width: 35 1/2" (902) Depth: 54" (1372) Height: 85" (2159)
Net Weight - lb (kg)	299 (135)	331 (150)	544 (247)	381 (164)	673 (305)
Shipping Weight - lb (kg)	332 (151)	364 (165)	582 (264)	394 (179)	719 (326)
Agency Approvals	CSA, CE, CSA Star, CSA Flame	CSA, CE, CSA Star, CSA Flame	CSA, CE, CSA Star, CSA Flame	CSA, CE, CSA Star, CSA Flame	CSA, CE, CSA Star, CSA Flame

Tumble dryer models are made to suit a variety of electrical service characteristics. See your Huebsch distributor for specifications. For further details on installation, refer to Installation, Operation and Maintenance instructions supplied with the tumble dryer. USA and Canada models are certified by C.S.A. International.

For the most accurate information, the installation guide should be used for all design and construction purposes. Due to continuous product improvements, design and specifications subject to change without notice. The quality management system of Alliance Laundry Systems - Ripon facility has been registered to ISO 9001:2000.

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www.huebsch.com

48-11-6400

Sec. 18-46. – Impoundment – Authorized. *Drop-off - Prohibited.*

1. Any animal seized in accordance with this article may be impounded in the city animal shelter. It shall be unlawful for any person to break open or in any manner directly or indirectly aid, counsel, or advise the breaking open of any animal shelter, or any vehicle used for the purpose of collecting or conveying animals to the animal shelter.

2. *It shall be unlawful for any person, except for law enforcement or animal control officers, to drop-off any animal at the city animal shelter or shelter grounds when the shelter is not open to receive animals. Animals shall not be left unattended in the city dog park.*