



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, May 4, 2020 – 7:00 PM  
Via Teleconference**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
Jim Windham – Councilmember  
Jeff Wearing – Councilmember  
Avis Williams – Councilmember  
Lynn Bohanan – Councilmember

**APPOINTED/STAFF PRESENT:**

Matt Pepper – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Jody Reid – Utility Superintendent  
Dave Harvey – Police Chief  
David Strickland – City Attorney

**ELECTED OFFICIALS NOT PRESENT:**

Laura McCanless – Councilmember

**OTHERS PRESENT:** Charlie Williams, Mike Ready, Art Vinson

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. The invocation was delivered by Sr. Pastor Charlie Williams (Mount Zion First Baptist Church).
3. **A motion was made by Jeff Wearing to accept the Agenda for May 4, 2020. George Holt seconded the motion. The motion was approved unanimously (6/0).** (Attachment A)
4. **A motion was made by Jeff Wearing to accept the Consent Agenda for May 4, 2020. George Holt seconded the motion. The motion was approved unanimously (6/0).** (Attachment B)
5. **Mayor's Report**  
Mayor Eady stated that the city will continue to operate as it has been through the month of May. City Hall is closed to the public, but customers needing to interact with a staff member can contact City Hall to make an appointment. This information is also posted on the city's website and Facebook page. City Manager Matt Pepper added that the pavilion and playground will remain closed. Mayor Eady advised that these decisions are being made in collaboration with other officials within the county and in accordance with statewide Public Health recommendations.

Mayor Eady shared that he, the City Clerk and City Manager are invited to participate in weekly calls with Kathleen Toomey (Georgia Dept. of Public Health) and Homer Bryson (Georgia Emergency Management Agency) on Tuesdays at 11:00 a.m. If any Councilmembers are interested in listening in, they can contact Marcia Brooks or Matt Pepper for information. These calls are a good opportunity to hear directly from them on where and when testing will be ramped up and other issues related to the COVID-19 pandemic.

6. **Planning Commission Recommendations/Petitions**

None

7. **Citizen Concerns**

Art Vinson asked the Mayor and Council to consider an intermediate approach to opening the restrooms at Asbury Street Park to the public that would comply with state requirements but give some relief to residents who have been shut in for some time now.

Mayor Eady expressed his appreciation to Mr. Vinson for raising the issue. He spoke about the challenge the city has with keeping surfaces and facilities clean if the restrooms are open. There may be some steps that can be taken like gyms which are open but enforcing strict wipe down policies between uses. Signs advising patrons of the requirements for using the facilities at their own risk might can be posted.

Mr. Vinson requested that he and the mayor continue this discussion.

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

Matt Pepper stated that it takes staff several months to prepare for the July 4<sup>th</sup> parade. Staff would like input from the Mayor and Council as to whether the parade can be held this year in compliance with federal guidelines for social distancing. Staff would like a decision made so that preparations can move forward if needed.

Mayor Eady added that the participants can keep adequate distance between each other but there is no way to control the attendees. The question is whether we want to move forward and ask attendees to observe social distancing practices and stay with their cohort of people they have cross-contaminated with and rely on them to practice these safety precautions.

George Holt expressed concern about the city putting on an event and being responsible for social distancing, which is impossible in such a situation. Avis Williams agreed and felt the crowds that usually attend would make it impossible to enforce social distancing. She also feels it would be too soon and there are still too many unknowns about the virus.

Lynn Bohanan's initial thought was to possibly hold the parade without the celebratory events. She understands people will want to gather but feels they should take responsibility for following social distancing standards. She is undecided.

Jeff Wearing asked if there would still be a picnic afterwards. Mayor Eady mentioned that there is usually a picnic on the evening of July 3<sup>rd</sup> sponsored by the Lions Club and Historical Society. Governor Kemp's requirements for limiting groups to ten people or less will have expired by then. Unless he imposes new restrictions or the city adopts its own restrictions, it will be up to those groups whether they have this event. Mr. Wearing expressed concern about the food that would be served at such an event being sanitary. He knows that a lot of people look forward to it every year, but he has concerns about safety. Like Ms. Bohanan, he is undecided.

Jim Windham discussed the stringent precautions the airlines and the NFL are taking as they move toward opening. He does not believe this event can be controlled, and therefore recommends that the parade and all associated events be canceled this year.

Mayor Eady asked Mr. Pepper and Marcia Brooks if they know whether the City of Covington has canceled their July 4<sup>th</sup> activities, which they did not.

Ms. Bohanan clarified that she is not in favor of any of the related activities at Old Church because they encourage close gathering, but she believes it may be possible to have the parade.

**Jim Windham stated he believes there may be another outbreak, and based on that possibility, made a motion to cancel all July 4<sup>th</sup> activities for 2020. Mr. Holt seconded the motion. The motion carried unanimously (6/0).**

9. **Bi-Directional Metering Charge** (Attachment C)

At the last City Council work session, the Council agreed to eliminate the monthly bi-directional metering charge of \$2.50 for customers with solar meters. The proposed revised electric service tariff book for the City of Oxford was presented reflecting this change.

**Jeff Wearing made a motion to eliminate the monthly bi-directional metering charge of \$2.50 for customers with solar meters. Avis Williams seconded the motion. The motion carried unanimously (6/0).**

10. **Electric System Improvements** (Attachment D)

At the last City Council work session, the Council discussed bids for pole replacements. The recommended bidder for the repair work, Marable-Pirkle, Inc., has updated their bid to indicate all their proposed work is based on drawings provided by Electric Cities of Georgia (ECG). The bid from Marable-Pirkle for repair work is \$69,700, and the bid from Gresco for materials is \$13,340.90. Staff recommends approval of these bids for the completion of the work described.

**George Holt made a motion to approve the bid by Marable-Pirkle for pole replacement work. Jeff Wearing seconded the motion. The motion carried unanimously (6/0).**

**11. Invoice Approval**

George Holt asked if the payment to Arbor Equity, Inc. was for the normal tree-trimming done each year for power lines. Utility Superintendent Jody Reid advised this charge is to prune some of the older trees that have been planted by the Trees, Parks, and Recreation Board, and the cost comes from their budget.

**George Holt made a motion to approve the invoices over \$1,000.00. Jeff Wearing seconded the motion. The motion carried unanimously (6/0).**

**12. Executive Session**

Mayor Eady stated that the Council needs to go to Executive Session to discuss personnel matters. Councilmembers need to leave this teleconference meeting and sign into the other meeting (instructions provided by Matt Pepper to Councilmembers). When Executive Session is completed, Councilmembers will return to this teleconference to complete the meeting.

**At 7:36 p.m. Jim Windham made a motion to go to Executive Session to discuss personnel matters. George Holt seconded the motion. The motion carried unanimously (6/0).**

**At 8:20 p.m. Jim Windham made a motion to return from Executive Session. George Holt seconded the motion. The motion carried unanimously (6/0).**

**George Holt made a motion to adjust the City Clerk's salary by \$5,000. Avis Williams seconded the motion. The motion carried unanimously (6/0).**

**13. Jim Windham made a motion to adjourn Regular Session at 8:21 pm. Lynn Bohanan seconded the motion. The motion was approved unanimously (6/0).**

Respectfully Submitted,



Marcia Brooks  
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL  
REGULAR MEETING  
MONDAY, MAY 4, 2020 – 7:00 P.M.  
CITY HALL (VIA TELECONFERENCE)  
A G E N D A**

1. Call to Order/Roll Call, Mayor David S. Eady
2. Invocation
3. Motion to accept the Agenda for the May 4, 2020 Mayor and Council Regular Meeting.
4. **CONSENT AGENDA**
  - a. \* Minutes of the Regular Session April 6, 2020.
  - b. \* Minutes of the Work Session April 20, 2020.
  - c. \* Minutes of Planning Commission March 10, 2020.
5. Mayor’s Report.
6. Planning Commission Recommendations/Petitions.
7. Citizen Concerns.
8. **July 4<sup>th</sup> Parade** – In response to the COVID-19 pandemic, Council will decide whether to host the July 4<sup>th</sup> Parade this year. If so, staff will need to begin preparations for the parade.
9. \* **Bi-Directional Metering Charge** – Council will decide whether to approve removing the \$2.50 metering charge for bi-directional meters currently listed in the city’s Distributed Generation rider. We have attached a copy of the city’s revised electric tariff.
10. \* **Electric Systems Improvements** – The FY2020 Capital Budget includes \$120,000 for a project to replace equipment, wires, and switches along W. Richardson Street and Moore Street. This will include replacing some of the poles with rotten tops. We will furnish the materials for the project. We recommend that Council award the contracts to Marable-Pirkle Inc. for \$69,700 to complete the repair work and to Gresco for \$13,340.90 for the materials. We have attached copies of the bids to complete the work and for the materials.
11. **Invoice Approval**

**INVOICES OVER \$1,000.00**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>MONTHLY/QUARTERLY SERVICES</b>		
<b>GMEBS Life Health Fund</b>	Health Insurance Employees (05/01/20-06/01/20)	12,028.10
<b>GMEBS Retirement Trust</b>	Monthly Retirement Fund April Inv# 374113	5,972.25

<b>City of Oxford Utilities</b>	Monthly utility charges month of March 2020	2,156.21
<b>Latham Home Sanitation</b>	Commercial Waste Removal Services April	6,891.38
<b>Newton County Board of Comm.</b>	Water Purchase for March Inv#2681	13,612.00
<b>Newton County Water &amp; Sewerage Authority</b>	Sewer Treatment Fees 2/27/20-3/18/20	5831.07
<b>City of Covington</b>	Sewer Charges 2019 Q4	9,894.00
<b>Sophicity</b>	Monthly IT Support for April 2020	1996.84
<b>AT&amp;T</b>	Phone Service Charges 2/29/20-3/28/20 Inv.#03292020	1,254.74
<b>Novatech</b>	Quarterly impressions charge – color copier	1,078.08
<b>Southern Power Administration</b>	SEPA Energy Cost (March) Inv. B-20-1471	3,285.38
<b>IRS</b>	Federal Payroll Taxes, April 2020	11,192.08
<b>PURCHASES/CONTRACT LABOR</b>		
<b>McNair McLemore Middlebrooks</b>	Professional Services for March 2020	1,200.00
<b>C. David Strickland, P.C.</b>	Professional Services for March 2020	1,657.96
<b>Scarborough Tree, Inc.</b>	Tree Removal	2,400.00
<b>Stephen A. Hathorn</b>	Professional Services	1,250.00
<b>Emory F. Thomas, III</b>	2019 Annual Stormwater Report	3,500.00
<b>Covington News</b>	Ads/Promos – March 2020	1,200.00
<b>Covington Ford</b>	Vehicle Maintenance – Police #03	1,634.74
<b>Utility Service Co., Inc.</b>	Water Tank Maintenance April-June	3,122.62
<b>Arbor Equity, Inc.</b>	Crown Pruning FY 2020	3,950.00
<b>Woco Pep Oil, Inc.</b>	Gasoline	1,241.40

12. Executive Session – Personnel

13. Adjourn



**Agenda Summary  
Oxford Mayor and Council Regular Meeting  
Monday, May 4, 2020 – 7:00 PM  
Via Teleconference**

1. Call to order: Hon. David S. Eady, Mayor
2. Invocation: Charlie Williams, Mt. Zion First Baptist Church
3. Agenda Adoption  
**Approved unanimously 6/0**
4. Consent Agenda
  - a. Minutes of the Regular Session April 6, 2020
  - b. Minutes of the Work Session April 20, 2020
  - c. Minutes of the Planning Commission March 10, 2020**Approved unanimously 6/0**
5. Mayors Report
6. Planning Commission Recommendations/Petitions  
**None**
7. Citizen Concerns  
**Art Vinson – Asbury Park Closure**
8. July 4th Parade  
**Cancellation of parade – Approved unanimously 6/0**
9. Bi-Directional Metering Charge  
**Elimination - Approved unanimously 6/0**
10. Electric System Improvement  
**Approved unanimously 6/0**
14. Invoice Approval  
**Approved unanimously 6/0**

15. Executive Session

**Personnel matters**

16. Adjourn 8:21 p.m.

**Approved unanimously 6/0**





**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, April 6, 2020 – 7:00 PM  
Via Teleconference  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
Jim Windham – Councilmember  
Jeff Wearing – Councilmember  
Avis Williams – Councilmember  
Lynn Bohanan – Councilmember  
Laura McCanless – Councilmember

**APPOINTED/STAFF PRESENT:**

Matt Pepper – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Jody Reid – Utility Superintendent  
Dave Harvey – Police Chief  
David Strickland – City Attorney

**OTHERS PRESENT:** Lyn Pace, Laura Gafnea

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. The invocation was delivered by Lyn Pace (Oxford College).
3. **A motion was made by Jim Windham to accept the Agenda for April 6, 2020. George Holt seconded the motion. The motion was approved unanimously (7/0).** (Attachment A)
4. **A motion was made by Jim Windham to accept the Consent Agenda for April 6, 2020. George Holt seconded the motion. The motion was approved unanimously (7/0).** (Attachment B)
5. **Mayor's Report**  
Governor Brian Kemp passed an emergency declaration that included a shelter-in-place mandate. In his order he stated that any local declarations/ordinance passed would be suspended and his would be the governing declaration. The scope of his order is very similar to Oxford's. Governor Kemp's order is scheduled to be in effect through April 13. If he does not extend it, Oxford's declaration will go back into effect. Oxford posted the information on social media sites and sent letters out to citizens. The city has also adopted procedures for waiving utility billing penalties and suspending cutoffs.
6. **Planning Commission Recommendations/Petitions**  
None

7. **Citizen Concerns**

Mayor Eady asked Laura Gafnea to give an update of the status of students on campus at Oxford College.

Ms. Gafnea stated that the final 49 students on campus were moved to housing on the Clairmont campus last weekend. Oxford College is operating under the state's order, with only essential personnel still on the Oxford campus. All other personnel are working remotely.

8. **City of Oxford Emergency Declaration** (Attachment C)

Mayor Eady asked if anyone has thoughts about amending or extending the city's declaration. It was the consensus of Mayor Eady and the Council members that since Governor Kemp's order supersedes Oxford's order, and it contains very similar provisions, they would wait to see if the governor's order is extended or allowed to expire before taking any additional action.

9. **Resolution for the Community Development Block Grant Application** (Attachment D)

Matt Pepper advised that this issue was discussed at the March Work Session, but since then he was asked to add the amounts involved. The revised version was sent to all Council members. The resolution must be submitted with the city's application for the Community Development Block Grant for proposed water main improvements. **Jeff Wearing made a motion to approve the resolution. George Holt seconded the motion. The motion carried unanimously.**

10. **City Welcome Sign Project** (Attachment E)

Jim Windham stated that given circumstances in the world at this time, he is convinced we are going into a recession. The revenue and cash flows for the city are in question currently. He supports everything on the agenda but believes some consideration should be given to a moratorium on non-essential spending.

Laura McCanless expressed similar concerns and stated the city should proceed with caution before making any large purchases.

Jeff Wearing also expressed concerns about spending money, and also has some issues with the sign itself.

**Mr. Wearing made a motion to table the City Welcome Sign Project. George Holt seconded the motion. The motion carried unanimously (7/0).**

Mr. Windham clarified that water main improvements could be considered essential, while a city welcome sign is not. Mr. Holt agreed and expressed his desire to reexamine some of the projects the city had planned for in the next fiscal year while developing the budget.

11. **SR 81 Sidewalk Study** (Attachment F)

The FY 2020 Capital Budget includes \$100,000 to repair existing sidewalks located along SR 81 and carry out a study to install a sidewalk along SR 81 from Soule Street to the

northern city limits. Keck & Wood has provided a quote to complete a concept plan for construction on the sidewalk.

Laura McCanless asked if there are any advantages to completing the study now rather than later. Mayor Eady stated that the city may be able to seek state or federal funding to complete this work. He also pointed out that during the last recession there was stimulus funding available for “shovel-ready” projects. Completing this study would position the city to apply for funds intended to help kickstart the economy. Mayor Eady would like to apply for some funds through the Georgia Department of Transportation (GDOT) and Keck & Wood was selected for this project because of their experience with GDOT projects.

George Holt stated that the city cannot enter an agreement to do work that was not budgeted. Mayor Eady stated there is some money in the budget for sidewalk work. Mr. Holt stated that the money in the budget has been there for about three years, and is for sidewalk repairs, not studies. He stated it was changed in the FY 2021 budget to say Sidewalk Repairs and Planning (Planning was added).

Jim Windham stated there is value in completing the study so that the City of Oxford is in a good position to apply for funds if the opportunity arises, and he has been advocating for the sidewalk for many years. Mr. Holt stated he advocates for the sidewalk as well, but wants it done properly, and there is no money in the FY 2021 budget for the sidewalk.

Mayor Eady clarified that the city does not yet have a FY 2021 budget. He also stated that the FY 2020 Capital Budget does explicitly include the concept study being discussed. At this point, the work would not start until FY 2021, and the thought is to include it next year’s budget or beyond, with the possibility of being able to move forward should the funds become available.

Lynn Bohanan asked if there is a problem with postponing until there is more information available about the economic situation. Mr. Windham pointed out that the study is a nominal cost. Also, the stretch of SR 81 being discussed also includes the future pedestrian crossing at Asbury Park, which needs to be completed. Mr. Windham recommends the city move forward with the study to get a firmer idea of the cost, which side of the street it should be own, etc., so that if money is available, the work can proceed.

Mr. Holt asked what happened with the original study completed by Jordan Engineering. The city paid for the feasibility study of which side of the street to put the sidewalk on, then nothing was done. He is not in favor of doing another study that will sit. By the time the city can do the work, the price will change.

Mayor Eady advised that Jordan Engineering gave an initial cost for both sides of the street in 2014, then gave a revised estimate for one side of the street in 2017. Robert Jordan has stated that this is not his area of expertise. It is a large project and he made a lot of assumptions. The idea is to have a firm analysis of the implications of having the sidewalk on either side, something that the city does not currently have.

Jeff Wearing agreed with Mr. Windham that \$4,500 is not a lot of money to have a shovel-ready project, and as long as the Council remains flexible and does not have to obligate itself to spending a large amount of money right now, he recommends that the city proceed with the study.

Laura McCanless advocated for the study because it includes analysis of the pedestrian crosswalk at Asbury Park, and the study puts the city in a strategic position to jump on the chance to start on this project if funds become available.

**Jeff Wearing made a motion to proceed with the SR 81 study. Avis Williams seconded the motion. The motion passed 6/1. George Holt voted nay, all other Council members and Mayor Eady voted yea.**

12. **Stop Sign Replacement Project** (Attachment G)

The Stop Sign Replacement Project uses state funding with a match from the City of Oxford in the amount of \$20,000 from GDOT to replace stop signs throughout the city limits. The grant requires a 30% match from the City of Oxford, which is \$6,000. The proposal is to go with the low bid of \$21,675 from Brown's Asphalt Maintenance. The balance of the funds would be used to replace other signs in the city on a prioritized list.

Mr. Holt asked which budget line item this is being paid from. Matt Pepper advised it will come from the Street Repairs and Resurfacing line item in the Capital Budget.

**Laura McCanless made a motion to approve the bid from Brown's Asphalt Maintenance for the Stop Sign Replacement Project. Jeff Wearing seconded the motion. The motion carried unanimously (7/0).**

13. **Resolution for City Health Insurance** (Attachment H)

May 1 is the annual date for renewal of health and life insurance coverage with the City of Oxford. The cost to remain with the broker the city has used for several years was increasing by about 40%. The increase over current rates with Georgia Municipal Association's plan is much less, between 10-20%, and the coverage is better. The City of Oxford is changing to GMA's plan for its health and life insurance coverage. GMA requires that the City Council adopt a resolution/ordinance to verify its agreement with the city's purchase of this insurance.

**Jeff Wearing made a motion to approve the resolution for City Health Insurance. George Holt seconded the motion. The motion carried unanimously (7/0).**

14. **Invoice Approval**

Jim Windham asked about the status of Jordan Engineering's work on Marshall Street and Moore Street. Matt Pepper advised that the invoice was for some final work with them on the right-of-way survey. There are still some tasks to wrap up with them that should be completed by the end of the fiscal year.

Mr. Windham asked about the percent of completion on the Moore Street work. Mr. Pepper advised it is about 50% complete. Mr. Windham asked how much HCS Services, LLC has drawn. Marcia Brooks stated that including the third draw listed in this month's invoices, they have drawn \$93,500. The total contract is \$228,835.75 and the remaining balance is \$135,335.75. Mr. Windham stated that they will need to show some progress on the project by the next meeting. He asked Jody Reid his opinion of their progress. Mr. Reid stated about 45-50%.

Mr. Windham asked if the meters the city is purchasing are forward compatible and can be used with electronic systems. Mr. Reid stated that the meters are compatible with several different automated systems, and that is why the city continues to buy from Sensus.

Mr. Windham expressed his appreciation to Mr. Reid for getting the pet sanitation stations set up in Asbury Park. It was a great addition for people under quarantine who are out walking their dogs.

**George Holt made a motion to approve the invoices as listed. Jim Windham seconded the motion. The motion was approved unanimously (7/0).**

George Holt asked if the city will follow the same budget it has been following for the FY 2021 Capital Budget. The document they received does not have some of the information that is needed for decision-making and for GASB requirements. Mayor Eady advised they will get a revised draft in the same format they are used to getting. What they received was just a first draft to get feedback from everyone.

Jim Windham asked if it is appropriate to discuss the moratorium on non-essential spending right now, or if the discussion should be deferred to the work session. He acknowledged that the topic is not on the agenda, but the economic environment we are in is unprecedented.

Mayor Eady advised a called meeting may be needed as part of the work session to review the declaration, and it could be taken up then. Discussion about the budget could occur during the work session. He also pointed out that there will not be any major expenses before the work session, so there is not really anything to put a moratorium on.

Laura McCanless asked if the city has delayed starting on the Maintenance Facility fence and the George Street Park fence. Mayor Eady advised that the work is delayed because the vendor selected for both projects brought up that he had not been paid for work on the original Maintenance Facility fence as a subcontractor, and he refused to do the work on the split rail fence.

Jim Windham stated that the city should be requiring affidavits from all contractors stating that they have paid all subcontractors. David Strickland stated that the city uses interim and final lien waivers and has been using them as long as he has been the city attorney. Mayor Eady advised that we know there was a lien waiver signed for this work, and we

were never notified of a lien being filed. Marcia Brooks stated that she searched for liens regarding this issue at the courthouse and did not locate any.

Mayor Eady asked David Strickland about Mr. Windham's question regarding changing the agenda.

David Strickland advised that the Mayor and Council always have the right to move that the agenda be amended and bring something up that has not been discussed previously.

Mr. Windham observed that it appears most are in favor of a spending moratorium. The next two weeks will give everyone time to think about it and it can be discussed further at the work session. Jeff Wearing stated he feels it is a little premature to impose a spending moratorium, but the Council is in a good position to call an emergency meeting if needed to take action. Mr. Holt stated that this decision cannot be delayed too long because the Council needs to decide whether to include the requested capital items in the FY 2021 budget. If they are included in the budget, they should not be purchased without approval from the City Council.

Mayor Eady stated that it is incumbent upon each Council member to share his/her reservations or concerns about the proposed expenditures in FY 2021 so that the Council can decide if they should be included.

Mr. Windham stated that he is not against putting the items in the budget, but they may need to be pushed back to later in the fiscal year if the economic situation looks dire at the beginning of the fiscal year. A decision needs to be made about a moratorium before the budget is finalized.

Mayor Eady advised that the first draft of the budget was constructed before the pandemic started. He wants to work on a second draft but needs everyone's specific input. He hopes to have a second draft to everyone before the April work session.

15. **Executive Session**

None.

16. **Jim Windham made a motion to adjourn Regular Session at 8:07 pm. George Holt seconded the motion. The motion was approved unanimously (7/0).**

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, APRIL 20, 2020 – 6:30 PM  
VIA TELECONFERENCE  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
Jim Windham – Councilmember  
Jeff Wearing – Councilmember  
Lynn Bohanan – Councilmember  
Laura McCanless – Councilmember  
Avis Williams – Councilmember

**APPOINTED/STAFF PRESENT:**

Matt Pepper – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Jody Reid – Utility Superintendent  
Dave Harvey – Police Chief

**OTHERS PRESENT:** Mike Ready, Laura Gafnea, Charlie Williams

**Agenda** (Attachment A)

**1. Mayor's Announcements**

Mayor Eady's comments all related to COVID-19 issues.

Mayor Eady expressed his appreciation to Barbara Cole, who has offered to make masks for the city staff.

Earlier on this date Mayor Eady forwarded information about President Trump's guidelines for reopening businesses, along with information from a press conference held by Governor Kemp. Governor Kemp has decided to allow hospitals to resume elective surgeries. He has also authorized the reopening of certain business on April 24<sup>th</sup> and April 27<sup>th</sup>, subject to restrictions/precautions. The shelter-in-place order will expire at 11:59 pm on April 30<sup>th</sup>. Governor Kemp has decreed that local governments cannot issue requirements that are more stringent than those he has issued. The only business impacted by the announcement is a hairdresser, which can open April 24<sup>th</sup> subject to the restrictions/precautions. Testing is available for symptomatic individuals. Those who believe they may have COVID-19 can contact the Gwinnett-Newton-Rockdale Health Department to get an appointment for a test.

Marcia Brooks asked if the Council is using the shelter-in-place date as a guideline for determining when the office can be reopened. Mayor Eady advised that his thought in talking with Matt is if the Governor does not extend the shelter-in-place order, to the extent we can maintain the safety of employees and people who come into City Hall, we can go back to City Hall being open. That is dependent on the ability of staff to maintain 6 feet of distance between each other, wear masks, wash hands frequently, wipe down surfaces frequently, and wait on customers only through safety glass.

The Public Works team has been able to continue basic functions such as cutting grass that do not require interacting with others and continuing other essential functions by practicing social distancing. Mayor Eady asked Jody Reid about his team's readiness to resume normal operations. Mr. Reid advised the leaf vacuum is currently not working, but he hopes to have it repaired by the end of the week. He plans to resume yard debris pickup with his team on April 21<sup>st</sup>.

**2. Emergency Declaration for the Coronavirus Disease (COVID-19) (Attachment B)**

So far at each stage, Governor Kemp has stated that cities cannot take actions more restrictive than the state's actions. If Governor Kemp does not extend the shelter-in-place requirements beyond April 30<sup>th</sup>, the Oxford City Council can implement restrictions beyond that date if it desires to. The Emergency Declaration the City of Oxford implemented expires today (April 20<sup>th</sup>). It was the consensus of the City Councilmembers to wait to see if the state would extend the shelter-in-place order beyond April 30<sup>th</sup>. If the Council feels it is needed, it can reconvene to take additional action.

**3. FY 2021 Operating and Capital Budgets (Attachment C)**

Mayor Eady discussed items that have been adjusted since the last discussion of the budget. George Holt asked that future revisions include a way to distinguish visually what has been changed from the previous version. Mayor Eady advised that some of the revenue projections may change as we learn more in the coming weeks about LOST and SPLOST revenue collections and other economic factors.

1. Property taxes – not changed from 2019 impact from current economic situation is delayed.
2. LOST – reduced by 20% from 2019 projection based on analysis of revenue reduction during last recession.
3. Police Department – fully staffed – personal services cost increased
4. Water/Sewer fund revenues – reduced to reflect worst-case scenario if Oxford College does not return to normal operations in the Fall.
5. Electric fund revenues – right now is the same as FY2020 budget. Projection comes from Electric Cities of Georgia (ECG). Worst-case scenario would probably be a loss of about \$335,000 for FY2021.
6. Electricity purchased – right now is the same as FY2020 budget. Will probably be less depending on how Oxford College impacts demand.

Bottom line, the City is able to maintain a positive balance for the FY2021 budget based on current knowledge, but that is subject to change before the FY2021 budget is passed.



Jeff Wearing observed that there may be an upswing in residential use due to the shelter-in-place order that could help to offset the reduced usage by Oxford College, the City's largest customer.

The Capital budget is a reformatting of the previous version with correction of a few errors. Mayor Eady stated that every year there is a large amount budgeted for Capital purchases, and every year, the amount spent is considerably less than what was budgeted. This is due to a variety of reasons including changing priorities, lack of capacity to execute projects, and lack of funding that was anticipated.

Among the projects listed for over \$3 million dollars, at least \$2.2 million of the projects can be delayed. He considers about \$1 million dollars of the listed projects as essential, which are water/sewer projects and sidewalk projects.

George Holt asked if the City is applying for a grant for the sidewalk project. Mayor Eady stated it is his plan to apply for a grant for this.

Mr. Holt feels that the City's main goal with the capital budget should be to spend for its needs, and not necessarily its wants. He feels that there are some things in the proposed capital budget, such as vehicles and equipment, that are wants.

Mayor Eady stated that the City has \$100,000 allocated in the 2017 SPLOST proceeds for police vehicles and radio upgrades. The budget includes one vehicle in FY2021 and one vehicle in FY2022. Mr. Holt asked if the computer upgrades for the Police Department would come from the SPLOST money. Mayor Eady advised they would not, they are included in the operating budget.

Laura McCanless stated she had done some research on miles typically driven on police cars before they are disposed of. Typically, that mileage is about 100,000. Based on her research, the City's cars are somewhat young to be replacing them, based on mileage. Mr. Holt stated that in the past the City had sold cars to other jurisdictions before the end of their useful life.

Mr. Holt's concern is with buying an additional car for a spare in a time of economic uncertainty. It has been stated that the Police Department currently uses their truck as a spare. When a car is purchased next year, the current one could then become a spare. Ms. McCanless agreed that the police cars do not have a lot of activity in miles, and she feels the purchase could wait.

Mayor Eady clarified that the SPLOST money can only be spent on designated uses, which are police cars and radio upgrades. Mr. Holt advised he understands that and does not want to take the cars away but is opposed to any vehicle purchases right now. Mayor Eady advised that the purchase is in next year's budget and would only be authorized when explicitly approved by the Council.

Lynn Bohanan expressed that the police vehicles need to be in good enough condition that any of them could actively engage in a pursuit if needed. The vehicles we have now may meet that requirement, but if one of them went bad, we should be able to limp along for a few weeks while the vehicle is being replaced.

Mr. Holt stated that he is not opposed to purchasing the police cars but does not want to purchase a new one that will just sit around. He wants the Police Department to get its money's worth out of the ones they have, and he believes they can use the truck to run radar.

Mayor Eady observed that there are two different issues being discussed. The vehicles listed in the Capital Budget are simply placeholders, which Council must approve before they can be purchased. They can be moved to other years if the Council wishes, but they are earmarked for purchase from SPLOST funds.

James Windham stated that Oxford's Police Department is one of the best equipped for its size, and it was the Council's intention to replace police vehicles every other year, not every year. He does not see any reason to spend \$50,000 for a vehicle.

Mayor Eady stated that the only thing being discussed is whether to include the possibility of replacing a police car in FY2021 and FY2022 if one needs to be replaced and using SPLOST funds to purchase the new vehicles. The Councilmembers were provided with information showing that police cars were purchased in 2012, 2013, 2014 and 2016. It has been four (4) years since a police car has been purchased. If the Council feels that purchasing one next fiscal year is not appropriate, the purchases can be pushed out to future fiscal years.

Mr. Holt pointed out that based on the maintenance records of the four vehicles, they are all in good condition and have not had any work other than routine maintenance. He feels the planned purchases could be pushed out a year.

Mayor Eady advised that the price for the vehicles is based on what is available now. The cost per vehicle is going to be about \$46,000. Mayor Eady stated that he will not allow any vehicle purchases to be made without Council approval.

Ms. Bohanan asked if we push the purchases out to FY2022, then the need arises to purchase a new vehicle before then, could the budget be amended to make the needed purchase.

Jeff Wearing recommended leaving a vehicle in the budget for FY2021 and leaving the decision of when to purchase it to the discretion of the Mayor, City Manager and Police Chief. Mr. Windham stated that no purchase of \$10,000 or more can be made without approval of the Council.

Mr. Holt asked if the need arose could someone drive the truck home and leave their patrol car at Oxford for use by another officer. He stated some agencies operate this way with

their vehicles. Chief Harvey stated that there would be a lot of equipment to switch out. He also pointed out that the truck cannot be used to pursue or to make an arrest.

James Windham asked for the rules regarding pursuit/arrest in vehicles. He also asked about the use of the vehicles assigned to Public Works. He questioned how the City Manager's vehicle could be in fair condition with 123,000 miles and no major repairs.

Avis Williams stated that she has no problem with leaving the vehicle in the FY2021 budget. She appreciates and trusts the information provided and understands Chief Harvey's needs. She is a new Council member along with a couple of others, and she believes the City should move forward with fiscally responsible policies, regardless of how many has been spent in the past. She advised that the law enforcement agencies she is familiar with have assigned vehicles and do not swap out equipment in the same vehicle.

Ms. Bohanan stated that she is torn because she wants to ensure that the Police Department has what it needs, but she also understands the need to be fiscally conservative during this period of economic uncertainty.

Mayor Eady summed up his understanding of the discussion: the majority recommendation is to push the first car to FY2022 and switch to a replacement schedule of every other year, with the next purchase in FY2024. If anything occurs that dictates the need for a new police car prior to FY2022, the budget can be amended to allow purchase of a new vehicle.

Mayor Eady thanked Matt Pepper, Jody Reid and Dave Harvey for compiling the vehicle information in a very short period of time. The purpose of the vehicles will be added to the data. Mr. Holt commended Chief Harvey for doing a good job in his department and keeping good records. Mr. Windham also expressed his appreciation. Mayor Eady advised this information goes a long way toward establishing a replacement schedule for vehicles.

Mr. Holt asked why a lawnmower that just had its engine replaced last year is now being replaced. Mr. Windham suggested purchasing one lawnmower instead of two lawnmowers because the sustainability measures and changes to rights of way should reduce the need for mowing. Mayor Eady stated that one of the lawnmowers is intended for a new groundskeeper position.

Jody Reid advised that the life of a mower is about 2,000 hours, not only for the engine but for all parts of a mower. Lynn Bohanan asked if we could purchase one mower right now, and if needed amend the budget to allow purchase of a second one.

Mayor Eady pointed out that Jody's team can barely keep up with the mowing. One of the mowers is for another groundskeeper who has not yet been hired. Mr. Holt asked if there would be three people mowing once the groundskeeper is hired. Mayor Eady stated that is the case. Mr. Holt stated that originally, the new groundskeeper was added to take care of Asbury Park, but we now have a third-party contract for this. Ms. McCanless asked if we are looking toward revisiting a third-party contractor maintaining Asbury Park if we hire the

other groundskeeper. Mayor Eady stated we are not, and that a different level of expertise is needed to maintain the grounds of the park. The additional groundskeeper is needed to keep up with the workload of mowing the Public Works team has to do.

Mayor Eady asked if there is agreement in moving \$12,000 of the \$24,000 allocated for mowers in FY2021 to FY2022. It will not be spent unless it's needed, and it must be approved by Council before it's spent.

Avis Williams, Laura McCanless and Lynn Bohanan agreed with this approach. Jeff Wearing disagreed with this approach. He believes the money for both should be left in the FY2021 budget.

Mayor Eady advised the proposal is based on the expectation that only one mower will need to be replaced during the FY2021 budget year. If the other one has to be replaced, Mr. Pepper and Mr. Reid can bring the request to Council for approval.

Mr. Holt asked why a F-250 is needed for the Public Works Department. Mr. Reid advised it is used for water main repairs and electric repairs. They also have to haul an air compressor sometimes and it carries about 2,500 pounds of tools. The F150 has had its transmission replaced twice because it is overloaded.

Mr. Windham observed that a truck is not needed to read meters. Mr. Holt observed that if the City Manager's vehicle is replaced, the old vehicle could be used to read meters. He proposed an amendment to the Capital Budget to remove the truck from Public Works and transfer the City Manager's vehicle to Public Works when the replacement car is purchased.

Mr. Windham suggested having the Public Works Department try the City Manager's car for about a year.

Mayor Eady asked Jody to go back and evaluate whether he can manage his department with three trucks. Depending on his response, the Council may add funds for a good used truck to the budget. He asked everyone to review the budget and send any specific questions to him.

#### **4. Moratorium on Non-Essential Spending**

Mayor Eady stated there is no non-essential spending that will occur before the end of the fiscal year. Any significant expenditures in next year's budget must be approved by the City Council before purchases can be made. Therefore, he does not feel it is necessary to impose a non-essential spending moratorium. The City Councilmembers agreed with this approach.

#### **5. Sanitation Services**

Latham Home Sanitation has requested rate increases for weekly garbage and recycling pickup. They have been notified that any changes will take effect on the contract renewal

date of July 1. City Manager Matt Pepper contacted nearby cities to find out what they are paying for services, and provided that information to the Councilmembers.

Laura McCanless expressed surprise that Latham's rates are on the low end compared to other cities. She also mentioned that they sometimes leave garbage cans in the road. Avis Williams stated she has had issues a couple of times that Mr. Pepper helped her address. Jeff Wearing also stated he has had problems with them in the past. Mayor Eady stated he and Mr. Pepper would take these additional concerns about the quality of the service Latham Sanitation is providing. When issues are brought to their attention, they usually correct them, so the City will need to continue to monitor them for contract compliance.

#### 6. **Whatcoat Street Improvements** (Attachment D)

The FY2020 Capital Budget includes \$300,000 to make improvements to Whatcoat Street. The improvements include installation of sidewalks and parking spaces along the street and realignment of the street where it ends at George Street to make it safer. Mayor Eady prepared several slides showing the current layout and the proposed future layout.

Lynn Bohanan indicated she has been approached by several residents who were concerned about the skating rink being eliminated. Jeff Wearing stated he had also mentioned that previously, but he believes destruction of the skating rink will be unavoidable to complete the job. He also believes a few trees along the path will need to be removed.

Laura McCanless asked about the integrity of the skating rink. The last time she was there she observed some degrading of the concrete. Mayor Eady agreed that if it remains it would probably need to be restored and that cost would need to be added to the project cost. The skating rink was installed by the Lions Club in the 1960s. It has limited use and mostly has sentimental value.

Lynn Bohanan asked if the sidewalk could go behind the memorial rather than in front of it to save a tree. Jeff Wearing stated that the sidewalk needs to go in front of the memorial so people utilizing the sidewalk will read it.

Mayor Eady stated the proposed project preserves most of the existing trees, and there are plans to plant additional trees. As the trees mature, the new area will look similar to the existing area.

George Holt asked if this project would duplicate the work that Oxford College did on the other side of the street. Mayor Eady stated that the drawing Robert Jordan prepared contemplates the same configuration as was previously installed by Oxford College.

Laura McCanless asked if the new parking spaces will be used by Oxford College because of its proximity to the Whatcoat building and Oxford Operations building. Mayor Eady stated that parking may overflow from those two areas, but one of the planned uses for the parking spaces is to accommodate larger crowds for events at Allen Memorial United Methodist Church.

James Windham expressed his concern about the sidewalk going to the Whatcoat building instead of joining the sidewalk on Emory Street. Mayor Eady stated the thought behind the proposed configuration was to wait until it is known what the long-term use of the Whatcoat building will be before extending it beyond that building. Mr. Windham stated he does not feel the sidewalk should service the Whatcoat building. Sidewalks have an environmental impact and should be used judiciously.

Ms. McCanless validated Mr. Windham's point, stating that there is hardly enough pedestrian traffic to support two sidewalks on this street. One sidewalk may be fine. The sidewalk going to the Whatcoat building could be held out for a later time. Mayor Eady observed that the proposed design takes the sidewalk around an existing concrete pad at the Whatcoat building. It could continue on toward Emory Street and eventually tie in with a sidewalk between George Street and Pierce Street.

Ms. Bohanan asked why this sidewalk is needed. Mr. Windham stated he advocated for the sidewalk originally because Whatcoat Street is the only part of the original planned City of Oxford that still exists. Making both sides of the street the same was intended to emphasize that Whatcoat Street was intentionally laid out diagonally. Ms. Bohanan stated that the students walk in Whatcoat Street rather than using the current sidewalk, so she does not see the need of installing an additional sidewalk they will not use.

Ms. McCanless asked if the proposed sidewalk could be deferred while completing the rest of the project. Deferring the sidewalk construction would give the City more time to understand what the long-term use of the Whatcoat building will be.

Mayor Eady asked if the Councilmembers are comfortable with completing the road improvements to eliminate the ambiguity with the current intersections of Whatcoat Street and George Street with Emory Street.

Jeff Wearing asked if the price for a sidewalk could be obtained for future planning. Ms. Bohanan felt that a price obtained now would not be relevant for when we actually plan to do it. Mr. Windham suggested a brick decorative area like the existing one on the other side rather than a sidewalk.

Mayor Eady stated there does not seem to be consensus on how and when to move forward on the sidewalk so the City will move forward on the road construction part of the proposed project at this time and defer the sidewalk discussion to the future.

#### 7. **City Welcome Sign Project** (Attachment E)

The FY2020 Capital Budget includes \$60,000 to construct a welcome sign and make improvements to the city-owned lot located at 6153 Emory Street. This item was tabled from the April 1<sup>st</sup> Regular Session meeting. Mayor Eady presented some photos of the Wentworth subdivision sign for comparison. Although the dimensions for the proposed sign are not quite the same, the proposed concept is similar.

Laura McCanless stated the Wentworth sign appears small traveling from one direction but larger from the other direction. She also observed that she feels there is too much space around the sign on the front panel of the Wentworth structure. Jeff Wearing suggested extending the side panels to 120 inches. Ms. McCanless and Lynn Bohanan stated the sign as depicted on the drawing needs to be rotated because it faces Geiger Street, which makes it less visible from Emory Street. Mr. Wearing and Mayor Eady also stated the sign should be placed further back on the property than depicted on the drawing.

Ms. McCanless suggested building a mockup that could help determine what the actual placement should be. She also recommended holding off on this project because of the expense involved and the need to ensure it is constructed as desired. James Windham asked that instead of a mockup, perhaps a sample design could be imposed on a picture of the property, which would be less expensive than a mockup. Mayor Eady asked Ms. McCanless if Forrest McCanless could do a CAD drawing, which she will check into. Ms. Bohanan also stated she has some experience with photo manipulation programs. Mr. Windham provided the names of some open-source programs she might can try. Mayor Eady stated the Council and staff will continue to work on this project.

#### 8. **Electric System Improvements** (Attachment F)

The FY2020 Capital Budget includes \$120,000 for a project to replace equipment, wires, and switches along W. Richardson Street and Moore Street. This will include replacing some of the poles with rotten tops. City staff has obtained bids from two vendors to perform the work, and the City would provide materials. Staff recommends granting the contract for this work to Marable-Pirkle, Inc., the low bidder.

James Windham asked for clarification about the statement in the Marable-Pirkle bid “rock and/or hand digging to be addressed on an hourly bases [sic]” compared to the statement further down that the bid is a firm price. Jody Reid stated that is their rock clause, and it is included in all their bid proposals. Mr. Windham stated he would like for that statement to be clearer.

George Holt expressed concern about the Marable-Pirkle bid providing very little information compared to the other bid, which provides an itemized list of what the company is bidding on. Mr. Windham stated their bids need to state what they are bidding for. Jody Reid stated they were provided drawings which they bid on. Mr. Windham stated bids need to reference the drawings. Laura McCanless asked for an amended bid for the vote that references the drawings. George Holt, Lynn Bohanan, and Mr. Windham agreed with Ms. McCanless. Mayor Eady pointed out that the Marable-Pirkle bid does refer to the drawings for part of the work. The punctuation in their statement needs to be modified to include that all the proposed work is based on the drawings.

Mr. Windham asked that in the future, all such bids should include the relevant drawings when presented to the Council.

**9. Bidirectional Metering Charge (added to agenda)**

Laura McCanless stated she was approached by a resident who was concerned because he was told at City Hall that there is a blind charge of \$2.50 added to the utility bills of all solar customers. Mayor Eady stated that there is a rider in the template provided by ECG that the City adopted in 2015 for a monthly charge on bidirectional meters of \$2.50 per month. Mayor Eady has not been able to determine the purpose for the charge. It is also troubling that it is not being shown on the bill.

Ms. McCanless proposed elimination of the charge from customer bills. The loss of revenue would be minimal. James Windham agreed with Ms. McCanless and proposed that this item be placed on the May Council Meeting agenda for a vote.

Lynn Bohanan agreed, and also stated customers may want to know if they can get a refund. Ms. McCanless stated this would be a change in policy, so a refund might not be justified, except for the fact that the charge has not been showing on the bills.

Marcia Brooks stated it should not be a problem to calculate the amount the affected customers are owed and eliminating the fee will actually save time for her staff, because they currently spend a couple of hours each month recalculating the utility bills for these customers.

George Holt recommended that April's utility bills not include the charge. Ms. Brooks verified that staff could take care of that and will work on the method for reimbursement of the past charges. The Council will vote to make the decision official at the May Council Meeting.

Mayor Eady adjourned the meeting at 8:45 p.m.

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



# OXFORD PLANNING COMMISSION

Minutes – March 10, 2020

**MEMBERS:** Jonathan Eady, Chair; Zach May, Vice Chair; Juanita Carson, Secretary; Kibbie Hatfield, Mike McQuaide, and Mike Ready.

**STAFF:** Matthew Pepper, city manager and zoning administrator.

**GUESTS:** Terry and Calvin Clayton; Nathan Bruot, Emory University; Randy Simon and Danielle Miller, Oxford College.

**OPENING:** At 7:00 PM, Mr. Eady called the meeting to order and welcomed the guests.

**MINUTES:** Upon motion of Mr. Ready, seconded by Ms. Carson, the minutes for the meeting of February 11, 2020 were adopted as amended. The vote was 6-0.

**TERRY CLAYTON DEVELOPMENT PERMIT APPLICATION (1406 Emory Street):** The Commission reviewed the development permit application to pave an existing drive with millings similar to asphalt. The Commission confirmed that the paving would take place in the same location as the existing unpaved driveway.

In addition, Mr. Clayton requested an opportunity to discuss a proposed full renovation of the existing dwelling located at 1207 Asbury Street. Mr. Clayton explained that the scope of work would include a 500 square foot addition, and improvements to the windows, roof, siding, doors, HVAC, plumbing, and electrical systems. With the 500 square foot addition, the dwelling would be approximately 1,300 square feet. During the discussion, the Commission explained that the minimum floor area per dwelling unit for the R-30 zoning district is 2,000 square feet. Given that the renovation would significantly improve a non-conforming dwelling, the Commission explained that Mr. Clayton would need to request a variance on the minimum square footage. In addition, the Commission explained the variance procedure as outlined in Article VIII (Oxford, Georgia, Municipal Code).

*Upon motion of Mr. Ready, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to pave the existing driveway with millings similar to asphalt. The vote was 6-0.*

**OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATION (2):** The Commission reviewed the development permit application to install a building identification sign in front of the office located at 602 Emory Street. During the discussion, the Commission confirmed that the proposed sign is a freestanding post sign as identified in Section 40-933 (Oxford, Georgia, Municipal Code). In addition, the Commission confirmed that the sign would be below the 15 square feet threshold as stated in Section 40-933. They further confirmed that the sign would be unlighted and installed on the college's property and not on the state right-of-way. The Commission amended the development permit application to include information pertaining to the size, location, and lighting of the sign.

The Commission reviewed the development permit application to complete a full renovation of the existing guest house located at 1205 Wesley Street. Mr. Simon explained the scope of work for the project, which includes repairs to the roof, siding, and other exterior features and a full replacement of the building's mechanical, electrical, and plumbing systems. Furthermore, Mr. Simon explained that the proposed brick pavers and patio are not included in the scope of work contemplated in the development permit application. They are an add alternate option. The Commission also reviewed the plans and specifications for the renovation provided by Oxford College. In addition, the Commission

amended the development permit application to clarify the type of structure that will undergo the renovation and the information pertaining to the zoning district and side and rear setbacks.

*Upon motion of Mr. Ready, seconded by Ms. Carson, the Planning Commission approved the development permit application to install a building identification sign in front of the office located at 602 Emory Street conditional upon the sign being located on college property. The vote was 5-0 with Mr. Eady abstaining.*

*Upon motion of Mr. May, seconded by Mr. Ready, the Planning Commission approved the development permit application to complete a full renovation of the existing guest house located at 1205 Wesley Street. The vote was 5-0 with Mr. Eady abstaining.*

**OTHER BUSINESS:** Mr. Pepper shared with the Commission the city's plans to construct a welcome sign on the city-owned property located at 6153 Emory Street.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 7:37 PM.

Submitted by:

Juanita Carson, Secretary



**ELECTRIC SERVICE TARIFF BOOK**

**RESIDENTIAL SERVICE ..... 2**

**COMMERCIAL NON-DEMAND SERVICE ..... 3**

**COMMERCIAL DEMAND SERVICE..... 4**

**COMMERCIAL MEDIUM DEMAND SERVICE..... 5**

**MUNICIPAL SERVICE ..... 6**

**SECURITY LIGHT SERVICE ..... 7**

**RIDERS AND ADJUSTMENTS..... 8**

**DISTRIBUTED GENERATION RIDER ..... 9**

## RESIDENTIAL SERVICE

<u>PAGE</u> 1 of 1	<u>EFFECTIVE DATE</u> Bills Rendered for the Month of September, 2016	<u>REVISION</u> 20160811
-----------------------	--	-----------------------------

**AVAILABILITY:**

Available in all areas served by the City of Oxford and subject to its service rules and regulations.

**APPLICABILITY:**

Applicable to domestic uses of the Customer in a separately-metered single-family or apartment dwelling unit.

**TYPE OF SERVICE:**

Single or three phase, 60 hertz, at a standard voltage. Three phase service is available only in those instances where the requesting customer fully reimburses the City for any additional costs incurred in providing the service.

**MONTHLY RATE:**

Customer Charge .....\$15.00

First 500 kWh .....@ ..... 10.720¢ per kWh

**SUMMER – May through October Billing**

Next 500 kWh .....@ ..... 13.930¢ per kWh

Over 1,000 kWh .....@ ..... 15.350¢ per kWh

**NON-SUMMER – November through April Billing**

Next 500 kWh .....@ ..... 10.700¢ per kWh

Over 1,000 kWh .....@ ..... 10.637¢ per kWh

**Minimum Monthly Bill: Customer Charge**

**ENVIRONMENTAL COMPLIANCE COST RECOVERY:**

The amounts calculated at the above rate shall be subject to increases under the provisions of the effective Environmental Compliance Cost Recovery rider (ECCR).

**POWER COST RECOVERY:**

The amounts calculated at the above rate are subject to increase or decrease according to the Power Cost Adjustment (PCA) clause.

**MULTIPLE SERVICE:**

Where two or more dwelling units are served through a single meter, each applicable tier in the monthly rate schedule presented above shall be multiplied by the number of dwelling units served prior to calculating the charge.

## COMMERCIAL NON-DEMAND SERVICE

<u>PAGE</u>	<u>EFFECTIVE DATE</u>	<u>REVISION</u>
1 of 1	Bills Rendered for the Month of September, 2016	20160811

**AVAILABILITY:**

Available in all areas served by the city of Oxford and subject to its service rules and regulations.

**APPLICABILITY:**

Applicable to non-residential uses where the average monthly metered energy is **less than 3,000 kilowatt-hours**.

**TYPE OF SERVICE:**

Single or three-phase, sixty (60) hertz, at a standard voltage, and supplied through a single meter.

**MONTHLY RATE:**

Customer Charge .....\$20.00

**SUMMER - May through October Billing**

First 3,000 kWh .....@ ..... 19.00¢ per kWh

Over 3,000 kWh .....@ ..... 18.00¢ per kWh

**NON-SUMMER – November through April Billing**

First 3,000 kWh .....@ ..... 17.00¢ per kWh

Over 3,000 kWh .....@ ..... 15.47¢ per kWh

**Minimum Monthly Bill: Customer Charge**

**ENVIRONMENTAL COMPLIANCE COST RECOVERY:**

The amounts calculated at the above rate shall be subject to increases under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) rider.

**POWER COST RECOVERY:**

The amounts calculated at the above rate are subject to increase or decrease according to the Power Cost Adjustment (PCA) clause.

## COMMERCIAL DEMAND SERVICE

<u>PAGE</u>	<u>EFFECTIVE DATE</u>	<u>REVISION</u>
1 of 1	Bills Rendered for the Month of September, 2016	20160811

**AVAILABILITY:**

Available in all areas served by the City of Oxford and subject to its service rules and regulations.

**APPLICABILITY:**

Applicable to non-residential uses where the **average monthly metered energy exceeds 3,000 kilowatt-hours and the average monthly demand does not exceed 25 kilowatts.**

**TYPE OF SERVICE:**

Single or three-phase, sixty (60) hertz, at a standard voltage.

**MONTHLY RATE:**

Customer Charge .....\$50.00

Demand Charge .....@ .....\$5.50 per kW of Billing Demand

All consumption (kWh) not greater than  
200 hours times the billing demand:

First 3,000 kWh.....@ ..... 12.50¢ per kWh  
Next 7,000 kWh.....@ ..... 12.00¢ per kWh  
Over 10,000 kWh.....@ ..... 11.50¢ per kWh

All consumption (kWh) in excess of 200  
hours and not greater than 400 hours  
times the billing demand .....

.....@ ..... 7.65¢ per kWh

All consumption (kWh) in excess of 400  
hours times the billing demand.....@ .....

..... 6.61¢ per kWh

**MINIMUM MONTHLY BILL: Customer Charge plus \$10.00 per kW of billing demand.**

**DETERMINATION OF BILLING DEMAND:**

The billing demand shall be the highest measured 30-minute demand during the current month.

**ENVIRONMENTAL COMPLIANCE COST RECOVERY:**

The amounts calculated at the above rate shall be subject to increases under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) rider.

**POWER COST RECOVERY:**

The amounts calculated at the above rate are subject to increase or decrease according to the Power Cost Adjustment (PCA) clause.

## COMMERCIAL MEDIUM DEMAND SERVICE

<u>PAGE</u>	<u>EFFECTIVE DATE</u>	<u>REVISION</u>
1 of 1	Bills Rendered for the Month of September, 2016	20160811

**AVAILABILITY:**

Available in all areas served by the City of Oxford and subject to its service rules and regulations.

**APPLICABILITY:**

Applicable to non-residential uses where the **average monthly metered energy exceeds 3,000 kilowatt-hours and the average monthly demand exceeds 25 kilowatts.**

**TYPE OF SERVICE:**

Single or three-phase, sixty (60) hertz, at a standard voltage.

**MONTHLY RATE:**

Customer Charge .....\$60.00

Demand Charge .....@ .....\$7.00 per kW of Billing Demand

All consumption (kWh) not greater than  
200 hours times the billing demand:

First 10,000 kWh.....@ ..... 10.00¢ per kWh

Over 10,000 kWh.....@ ..... 8.75¢ per kWh

All consumption (kWh) in excess of  
200 hours and not greater than  
400 hours times the billing demand .....

@ ..... 7.00¢ per kWh

All consumption (kWh) in excess of  
400 hours times the billing demand .....

@ ..... 6.50¢ per kWh

**MINIMUM MONTHLY BILL: Customer Charge plus \$10.00 per kW of billing demand.**

**DETERMINATION OF BILLING DEMAND:**

The billing demand shall be the highest measured 30-minute demand during the current month.

**ENVIRONMENTAL COMPLIANCE COST RECOVERY:**

The amounts calculated at the above rate shall be subject to increases under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) rider.

**POWER COST RECOVERY:**

The amounts calculated at the above rate are subject to increase or decrease according to the Power Cost Adjustment (PCA) clause.

## MUNICIPAL SERVICE

<u>PAGE</u>	<u>EFFECTIVE DATE</u>	<u>REVISION</u>
1 of 1	Bills Rendered for the Month of September, 2016	20141229

**AVAILABILITY:**

Available in all areas served by the City of Oxford and subject to its service rules and regulations.

**APPLICABILITY:**

Applicable to all aspects of the **government of the City of Oxford**, including, but not limited to, general government buildings and warehouses, recreation facilities, and all other City utility enterprise activities.

**TYPE OF SERVICE:**

Single or three phase, 60 hertz, at a standard voltage.

**MONTHLY RATE:**

Customer Charge .....\$0.00

Energy Charge .....@ ..... 8.20¢ per kWh

**Minimum Monthly Bill: Customer Charge**

**ENVIRONMENTAL COMPLIANCE COST RECOVERY:**

The amounts calculated at the above rate shall be subject to increases under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) rider.

**POWER COST RECOVERY:**

The amounts calculated at the above rate are subject to increase or decrease according to the Power Cost Adjustment (PCA) clause.



## SECURITY LIGHT SERVICE

<u>PAGE</u> 1 of 1	<u>EFFECTIVE DATE</u> Bills Rendered for the Month of September, 2016	<u>REVISION</u> 20160811
-----------------------	--	-----------------------------

**AVAILABILITY:**

Available in all areas served by the City of Oxford and subject to its service rules and regulations.

**APPLICABILITY:**

To unmetered dusk-to-dawn electric service used for illuminating public thoroughfares and private outdoor areas, including, but not limited to, highways, roadways, parking lots and yards.

**TYPE OF SERVICE:**

Service shall consist of a luminaire owned, installed, powered and maintained by the City. This schedule applies to ballast operated lamp fixtures of mercury vapor, high pressure sodium vapor or metal halide, on standard wood poles conforming to City’s specifications. Service will be rendered only at locations that, in the opinion of the City, are readily accessible for maintenance.

The customer may be required to reimburse the City for the cost of any replacements or maintenance work which is required due to vandalism or accidental damages.

<b>MONTHLY RATE PER FIXTURE:</b>		
<u>Lamp Wattage</u>	<u>Type</u>	<u>Rate</u>
175	Mercury Vapor	\$9.23
400	Mercury Vapor	\$15.38
100	High Pressure Sodium Vapor	\$9.23
150	High Pressure Sodium Vapor	\$12.30
400	Metal Halide	\$24.60
1,000	Metal Halide	\$36.90

**OTHER CHARGES:**

Additional charges may apply in situations where the customer desires special lighting facilities such as underground wiring, non-standard poles, and/or LED lighting.

**ENVIRONMENTAL COMPLIANCE COST RECOVERY:**

Does not apply.

**POWER COST RECOVERY:**

Does not apply.

## RIDERS AND ADJUSTMENTS

<u>PAGE</u> 1 of 1	<u>EFFECTIVE DATE</u> Immediately	<u>REVISION</u> 20160811
-----------------------	--------------------------------------	-----------------------------

### POWER COST RECOVERY:

The monthly power cost adjustment (PCA) in cents per kWh shall represent the difference between total electric department costs (including wholesale power, distribution system operation & maintenance, administrative charges and transfers to the general fund of the City) and total electric department revenues (including sales of electricity and other operating receipts) divided by the total kilowatt-hours sold to customer served under tariff subject to Power Cost Recovery. The monthly adjustment may be levelized to reduce the amount of variance.

Applicable Tariffs: All electric rates unless those agreed upon under separate agreement.

### ENVIRONMENTAL COMPLIANCE COST RECOVERY (ECCR):

The monthly environmental compliance cost recovery adjustment in cents per kWh shall be added to all metered bills for service. The ECCR shall represent an amount no higher than that which may be calculated using the economic compliance cost reporting issued from time to time by the City of Oxford's principal electricity supplier, MEAG Power. ECCR changes will normally occur annually with changes becoming effective with the first day of a new fiscal year (July 1).

Applicable Tariffs: All electric rates unless those agreed upon under separate agreement.

## DISTRIBUTED GENERATION RIDER

<u>PAGE</u> 1 of 2	<u>EFFECTIVE DATE</u> Bills Rendered for the Month of May, 2020	<u>REVISION</u> 20200428
-----------------------	--	-----------------------------

**AVAILABILITY:**

Applicable to Customers in all areas served by the City of Oxford (the City) and subject to its service rules, regulations, terms, policies and procedures, as amended from time to time, which are incorporated herein by this reference, and desiring to a distributed generation facility. Customer account(s) must be in good standing.

A distributed generation facility must:

1. Be owned (or leased) and operated by an existing Customer for production of electric energy, and
2. Be connected to and/or operate in parallel with the City’s distribution facilities, and
3. Be intended primarily to offset part or all of the Customer’s generator’s requirement for electricity, and
4. Have peak generating capacity of not more than 10 kW for residential applications and not more than 125% of actual or expected maximum annual peak demand of the premise for commercial applications.
5. Be installed on the customer side of the meter

**MONTHLY METERING COST:**

**Bi-Directional Metering Charge ..... \$0.00 per month**

**Single Directional**

**Single-Phase ..... \$0.00 per month**

**Poly-phase ..... \$0.00 per month**

The City Electric Department will install single directional metering or bi-directional metering depending on the Customer’s method of installation. All installed costs for metering and associated equipment will be paid by the Customer at the time service is initiated under this policy.

Bi-directional metering is defined as measuring the amount of electricity supplied by the City and the amount fed back to the City by the Customer’s distributed generation facility during the billing period using the same meter. Bi-directional metering shall be used where distributed generation facilities are connected to the City on the Customer’s side of the Customer’s meter.

Single directional metering shall be defined as measuring electricity produced or consumed during the billing period, in accordance with normal metering practices. Single directional metering shall be used where distributed generation facilities are connected to the City’s distribution system on the City’s side of the Customer’s meter.

**MONTHLY CAPACITY COST:**

The City requires each Customer with a distributed generation facility to pay the monthly Stand-By Capacity charges based on the installed Nameplate Capacity Rating (in kW) of the Customer’s system.

Stand-by Capacity Charge

**Residential ..... Not Applicable.**

**Commercial Non Demand ..... \$12.86 per kW**

**Demand Rates ..... \$20.00 per kW**

# DISTRIBUTED GENERATION RIDER (Continued)

<u>PAGE</u> 2 of 2	<u>EFFECTIVE DATE</u> Bills Rendered for the Month of May, 2020	<u>REVISION</u> 20200428
-----------------------	--	-----------------------------

## PAYMENT FOR ENERGY:

### Bi-directional metering

1. When electricity supplied by the City exceeds electricity generated by the Customer's distributed generation, the electricity shall be billed by the City in accordance with the applicable tariff(s).
2. When electricity generated by the Customer's distributed generation system exceeds electricity supplied by the City, the Customer shall be billed for the customer charges as described in the standard rate for that billing period and credited for excess kWh generated during the billing period at the City's avoided energy cost.

### Single directional metering

1. For kWh's generated by Customer's distributed generation facility, Customer shall be compensated at the City's avoided cost of energy (kWh) as determined by the City. The City will only compensate Customer for avoided energy kWh's as determined by metered energy delivered to the City's distribution system.
2. The Customer's net bill will be calculated using the City calculation for avoided energy cost (as described below) credited to the Customer, netted against the billing period charges for the Customer's regular service (according to the applicable tariff) based on actual metered energy.

### Avoided Energy Cost

Payments by the City to the Customer for the billing period metered avoided energy kWh's will be computed by the City in its sole discretion based on the average monthly wholesale market price as determined by the Municipal Electric Authority of Georgia (MEAG Power), the City's Wholesale Energy provider.

In the event Customer develops a credit balance during a billing period, the amount will remain as a credit on the Customer's account. Credit balances remaining at the end of the City's fiscal year will be cleared by the issuance of a check for the credit balance to Customer. Any other clearance of account credit balances will be at the City's discretion.

## SAFETY, POWER QUALITY, AND INTERCONNECTION REQUIREMENTS:

The Customer shall be responsible for ensuring a safe and reliable interconnection with the City and all costs incurred therein. The City has available, upon request, the following documents that must be completed and approved in their entirety prior to interconnection by the Customer to the City's distribution system:

1. Application for Interconnection of Distributed Generation Facility
2. Interconnection Agreement
3. Electrical Power Exchange Agreement

The provisions in all documents outlined above are incorporated into this Tariff in their entirety. For the avoidance of doubt, Customer shall be deemed to have agreed to such provisions by applying for service under this Tariff.

The City will only be required to purchase energy from eligible distributed generation facilities on a first-come, first-served basis until the cumulative generating capacity of all renewable energy sources from all Customers equals the percentage of the City's annual peak demand in the previous year as set forth in O.C.G.A. § 46-3-56(a). Additional energy may be purchased by the City at its sole discretion at a cost agreed to by it and the Customer provider. The City shall at no time be required to purchase energy from Customers in excess of amounts required by the DG Act.

The City reserves the right to separate the Customer generator's equipment from City lines and facilities when, in the City's judgment, the continued parallel operation is unsafe or may cause damage to persons or property. Upon such separation, the City shall promptly notify the Customer generator so that any unsafe condition can be corrected.



# SERVICE ELECTRIC *Company*

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

April 1, 2020

City of Oxford  
Attn: Jody Reid  
110 West Clark St.  
Oxford, Ga 30054

Re: Moore Street Pole Replacements

Mr. Reid,

Service Electric Company proposes to furnish necessary labor, equipment, and supervision for a lump sum total of **Seventy-Eight Thousand Five Hundred Dollars and 00/100 (\$78,500.00)** per the following scope of work.

- Replace 14 existing primary poles along Moore St. with new 45' wood poles
- Replace 1 30' overhead guy pole
- Transfer all City of Oxford attachments
- Remove or top existing poles on this project

Any work performed out of this scope will be performed at an additional agreed upon price. All work will be performed in a timely manner and good faith. Please advise if you need additional information. This quote valid for 60 days. All materials will be furnished by City of Oxford.

Thank you for the opportunity,

Lee Campbell  
Lead Estimator

# MARABLE-PIRKLE INC.

PHONE # 404-344-4411

FAX # (404) 349-4096

March 11, 2020

City of Oxford Electrical  
Jody Reid  
jreid@oxfordgeorgia.org

FROM: Mike Pirkle

PROJECT: Oxford Electrical System Pole Replacement; Moore St

**COMMENTS:**

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

MARABLE-PIRKLE, Inc. will furnish personnel and equipment to:  
Install new power poles and pole top assemblies to support the new pole installation, and transfer existing overhead electrical attachments as indicated on 485205R1 ECG print.

Pricing has been based on:  
Digging in soil/dirt rock and/or hand digging to be addressed on an hourly basis.  
Area to be accessible by trucks and trailer.  
All material to be furnished by the city.

Installations to be performed by experienced personnel to industry standards for the proposed pricing of; \$69,700.00.

Price qualifications and clarifications:  
Price firm for 30 days.  
Price based on normal working hours during straight time.  
Payment 30 day after invoice date. Past due invoices are subject to late fee charges.

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

ACCEPTED BY:

DATE

PURCHASE ORDER #

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Quote**

Order Date	Order #
04/16/20	10140224-00

PO Date	PO #	Page #
04/16/20	Jody	1

**Bill To** CITY OF OXFORD  
110 W Clark St  
Oxford, GA 30054-2274

**Remit To** GRESKO  
PO Box 932918  
Atlanta, GA 31193-2918

**Cust #** 1477

**Ship To** CITY OF OXFORD  
105 W Watson St  
Oxford, GA 30054-2014

**Instructions** Taken By  
csti

**Ship Point** Via  
Gresco-Forsyth, GA Gresco Truck  
SlsRepln/Out  
cale / csti

**Terms**  
Net 30 Days  
Freight Terms Description

Ln #	Product And Description	Quantity Ordered	Qty UM	Unit Price	Price UM	Amount (Net)
1	<b>7653LD</b> DEADEND AUTO 1/0 W/CLEVS 7653LD W/CLEVIS RELIABLE	25	EA	11.50		287.50
2	<b>3/8HSGUY500</b> WIRE GUY 3/8" HS 500'COI GALV STEEL CLASS A CLASS "a"****	500	FT	0.35		175.00
3	<b>D75D</b> ROD PISA 3/4X7 TW-EYE D75D DIXIE	5	EA	22.00		110.00
4	<b>FDA25-2-96-EB-FG</b> CROSSARM HEAVY DUTY 8FT DOUBLE DEADEND	2	each	210.00		420.00
5	<b>UHS09050B1A1A1A</b> ARR UHS POLY U-SIL 9KV W/HANGER NO MTG BKT CPS	8	EA	29.00		232.00
6	<b>J9412</b> BOLT OVALEYE 5/8X12" 6" THREADS J9412 JOSLYN	25	EA	3.60		90.00
7	<b>J8812</b> BOLT MACHINE 5/8X12" 6" THREAD 2400/PALLET	100	EA	1.35		135.00
8	<b>D1583</b> BRACKET STEEL T 25KV FOR CUTOUT & ARRESTER 75 TO THE CRATE	8	EA	25.00		200.00
9	<b>J1626</b> CLEVIS SERVICE SWG 2"SPL J1626 JOSLYN K-11	50	EA	3.50		175.00
10	<b>C1530AP</b> CLAMP HOTLINE AGP AL 6- 336.4 TAP6-3/0 ALL PURP	25	EA	10.95		273.75
11	<b>CPG15-100A-110-CN-10KA</b> CUTOUT NON-LB 100A 15KV ALUMA FORM	8	each	59.00		472.00
12	<b>AF1092</b> NUT OVAL EYE 5/8" 50/BOX ALUMA FORM	50	each	1.65		82.50
13	<b>OHDE-9538</b> GRIP OVERHEAD DE 1/0 OHDE-9538 #1/0	50	EA	7.75		387.50
14	<b>GDE-1107</b> GRIP GUY DE GALV STEEL 3/8" PREFORM PRODUCT	50	EA	2.45		122.50
15	<b>70380343</b> GUARD SHEDLOCK WILDLIFE FUNNEL CENTRAL MALONEY	5	EA	3.50		17.50
16	<b>PG-MS-3921</b> GUY GUARD POLY 8' YELLOW PG-MS-3921	25	EA	2.40		60.00
18	<b>MGA345</b> ATTACHMENT GUY MULTIPLE F/GUY WIRE & GUY STRAIN	25	EA	5.20		130.00

Quote



**Quote**

Order Date	Order #
04/16/20	10140224-00

PO Date	PO #	Page #
04/16/20	Jody	2

**Bill To** CITY OF OXFORD  
110 W Clark St  
Oxford, GA 30054-2274

**Remit To** GRESKO  
PO Box 932918  
Atlanta, GA 31193-2918

**Cust #** 1477

**Ship To** CITY OF OXFORD  
105 W Watson St  
Oxford, GA 30054-2014

**Instructions** Taken By  
csti

**Ship Point** Via  
Gresco-Forsyth, GA Gresco Truck  
SlsRepln/Out  
cale / csti

**Terms**  
Net 30 Days  
Freight Terms Description

Ln #	Product And Description	Quantity Ordered	Qty UM	Unit Price	Price UM	Amount (Net)
19	J203Z PIN DROP THRU STEEL 15KV 1"F/WOOD X-ARM NYLON THD	35	EA	4.25		148.75
20	2012-B 3" BROWN SPOOL INSULATOR VI-2612	24	EA	0.85		20.40
21	F2CS-MV-A36-VP-1 BRACKET 2-PHASE FGLASS 1" NYLON THREADS 36" W	12	each	65.00		780.00
22	ARP-15SKCE-S INS POLY SUSP DE 15KV SILICONE 10/BOX 600/PLT	10	EA	9.50		95.00
23	GCTE15-54-OS INS GUY STRAIN 54"C-T 15000# FCTE1554 C-THIMBL MUST BE 5/8" rods	10	EA	16.50		165.00
24	GSE-025 LUG TRANSFORMER GROUND LARGE #6-250MCM	25	EA	5.00		125.00
25	C722N015KVA-D-E TX 7.2 120/240 2B 15KVA 15KVA	1	EA	665.00		665.00
26	C722N025KVA-D-C TX 7.2 120/240 2B 25KVA 25KVA	2	EA	805.00		1610.00
27	J740Z PIN POLE TOP 15KV 1" NYLON HD 20"LG GALVSTL	10	EA	8.50		85.00
28	F1CS-MV-V13-RHP-1 PIN POLE TOP 1PH FBRGLS SUPPORT 1" PIN	12	each	24.50		294.00
29	J8754TP SCREW LAG 1/2X4 TW PILOT 5" HEAD EASY OUT J8754TP	250	EA	0.70		175.00
30	6SD.CU.TXR250C WIRE CU #6 SD INSULATED TXR SOLID RISER 250'C	250	FT	0.60		150.00
31	CW44-6 WASHER SQUARE CURVED 4X4 - 5/8 & 3/4" CECO	50	EA	3.05		152.50
32	6814/DF2W5 WASHER SQ 2-1/4X2-1/4X 3/16" 13/16" HOLE	200	EA	0.30		60.00
33	CRTK2C016DUT5RSRTH10MSP* LIGHT LED 41W CARETAKER2 GLOBE COMPLETE PART# CRTK2-C016-D-U-T5R-SR-TH-10MSP-V-A-U0256 5' LEADS, TOOL-LESS WITH GLOBE 24 PER PALLET 5864 LUMENS ***MAXIMO LABEL **GLOBE#2****	4	each	100.00		400.00

Quote





Quote

Order Date	Order #
04/16/20	10140224-00

PO Date	PO #	Page #
04/16/20	Jody	3

Bill To CITY OF OXFORD  
110 W Clark St  
Oxford, GA 30054-2274

Remit To GRESKO  
PO Box 932918  
Atlanta, GA 31193-2918

Cust # 1477

Ship To CITY OF OXFORD  
105 W Watson St  
Oxford, GA 30054-2014

Instructions Taken By  
csti

Ship Point Via  
Gresco-Forsyth, GA Gresco Truck  
SlsRepln/Out  
cale / csti

Terms  
Net 30 Days  
Freight Terms Description

Ln #	Product And Description	Quantity Ordered	Qty UM	Unit Price	Price UM	Amount (Net)
34	AMI-100-A ARM 2' X 1-1/4" ALUM WOOD POLE MNT Superseded Prod: 410.AMI-100 2' Long , 1 1/4" pipe ALUMINUM DOES NOT COME WITH MOUNTING HARDWARE	4	EA	20.00		80.00

33	Lines Total	Qty Shipped Total	1860	Total Invoice Total	8375.90
					8375.90

Quote

## Matt Pepper

---

**From:** Jody Reid  
**Sent:** Friday, April 17, 2020 8:25 AM  
**To:** Matt Pepper  
**Subject:** FW: Order update Job #724  
**Attachments:** E-Order 10140224-00 (002).pdf

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Cliff Stitcher <cliff.stitcher@gresco.com>  
**Date:** 4/17/20 8:17 AM (GMT-05:00)  
**To:** Jody Reid <JReid@oxfordgeorgia.org>  
**Cc:** Caleb Kirksey <caleb.kirksey@gresco.com>  
**Subject:** Order update Job #724

Mr. Jody,

Please see attached update of materials. Below are the added poles.

Pole Cost:

Qty of 1. 35 Class 5 \$135 Each Total cost: \$135.00

Qty of 15. 45 Class 2 \$322 Each Total cost: \$4830.00

Total for the poles: \$4965.00

Best Regards,

Cliff



6525 BEST FRIEND RD SUITE 100  
NORCROSS, GA 30071

ECG MATERIALS

www.anixterpowersolutions.com

Phone: 404.691.2605  
Fax: 770.798.1309

Quotation: **U00624456.01**

To: **CITY OF OXFORD  
ELECTRIC DEPT.  
110 WEST CLARK  
OXFORD, GA 30054**

Issued Date:  
Expiration Date: **May 17, 2020**  
Sales Contact: **Daniel Brown**

Attn:  
Phone:  
Fax: **7704268913**

**(P)**  
**(F)**  
**daniel.brown@anixter.com**

Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
------	----------	-------------------------	----------	-------	------	----------

**OXFORD**

1		<b>HDSO-47</b> CLAMP DE STRAIGHT BLTD .19"-.47" NO FTG <b>STD PKG: 20</b> CPN: 160-30070 DEL: STOCK	20	8.750	EA	175.00
2		<b>38UGGSA500C</b> GUY STRAND 3/8 UG CL-A GALV 500' C <b>STD PKG: 500</b> CPN: 3/8GW DEL: STOCK	750	0.450	FT	337.50
3		<b>D-104-6</b> ANCH PISA 10" HEL 6000# 1-3/8"SQ HUB 3/4-1"ROD <b>STD PKG: 4</b> CPN: ANCHR10HX DEL: STOCK	12	22.500	EA	270.00
4		<b>ZHP010-0000100</b> ARR DIST 10KV HD POLY 10KA W/BIRD CAP NO BRKT <b>STD PKG: 128</b> CPN: ARRESTER DEL: STOCK	13	31.000	EA	403.00
5		<b>J9410</b> BOLT OVALEYE 5/8"X10" <b>STD PKG: 25</b> CPN: BOLTEYE-10 DEL: STOCK	25	2.600	EA	65.00
6		<b>J8812</b> BOLT MACH 5/8"X12" <b>STD PKG: 50</b> CPN: BOLTMACH-12 DEL: STOCK	100	1.900	EA	190.00



6525 BEST FRIEND RD SUITE 100  
NORCROSS, GA 30071

ECG MATERIALS

Phone: 404.691.2605  
Fax: 770.798.1309

www.anixterpowersolutions.com

Quotation: **U00624456.01**

Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
------	----------	-------------------------	----------	-------	------	----------

**OXFORD**

7		<b>J8818</b> BOLT MACH 5/8"X18" <b>STD PKG:</b> 25 CPN: BOLTMACH-5/8 DEL: 2-3 WEEKS	25	3.250	EA	81.25
8		<b>G3MA024818DDB</b> BRKT C/O & ARR 18" 1.5"D 3-POS HDWR/SLOT IRON <b>STD PKG:</b> 10 CPN: BRKT-CA DEL: STOCK	13	142.500	EA	1,852.50
9		<b>J1300</b> CLEVIS SECONDARY LESS INSULATOR 5/8"BLT <b>STD PKG:</b> 25 CPN: CLEVISSEC DEL: STOCK	25	7.050	EA	176.25
10		<b>C-1520</b> CLAMP HL BRZ 8-2/0 MAIN AND TAP <b>STD PKG:</b> 25 CPN: LAMP-HL DEL: STOCK	25	7.000	EA	175.00
11		<b>X1NCNDLM11</b> CUTOOUT STD 15KV 110BIL PORC PG R90 100A 16KA L <b>STD PKG:</b> 54 CPN: CUTOOUT100AMP-SC DEL: STOCK	13	61.750	EA	802.75
12		<b>HSG-4506</b> GRIP DE SVC 1/0 ACSR YELLOW 0.365-0.409 DIA <b>STD PKG:</b> 100 CPN: GRIPDE-1/0 DEL: 2-3 WEEKS	100	1.100	EA	110.00
13		<b>DE-S1107</b> GRIP GUY DE GALV 3/8" ORANGE <b>STD PKG:</b> 40 CPN: GRIPGUY-3/8 DEL: STOCK	30	2.050	EA	61.50
14		<b>70380343</b> WILDLIFE GUARD SHEDLOCKBLK <b>STD PKG:</b> 150 CPN: GUARDANML DEL: STOCK	150	5.950	EA	892.50



6525 BEST FRIEND RD SUITE 100  
 NORCROSS, GA 30071

ECG MATERIALS

Phone: 404.691.2605  
 Fax: 770.798.1309

www.anixterpowersolutions.com

Quotation: **U00624456.01**

Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
<b>OXFORD</b>						
15		<b>PG-MS-3921</b> GUY GUARD W/ STRAP <b>STD PKG: 30</b> CPN: GUARDGUY DEL: STOCK	15	2.800	EA	42.00
16		<b>MGA-345</b> GUY ATTACHMENT IRON 9/16" 5/8" MTG BOLTS <b>STD PKG: 25</b> CPN: HOGEAR DEL: STOCK	25	5.400	EA	135.00
17		<b>5112-INSULATOR</b> Spool Insulator 2" Gray 11/16" Hole 53-1 CPN: INS-SPL DEL: STOCK	1	0.750	EA	0.75
18		<b>DS-15M</b> INSU SUSP DE 15KV POLY W/CLEVIS <b>STD PKG: 18</b> CPN: INS-SUSP DEL: 3 WEEKS	15	12.050	EA	180.75
19		<b>GCC15-78R2</b> INSU GUY STRAIN 15K 78" CLEVIS TO CLEVIS 2R <b>STD PKG: 10</b> CPN: INSGUY78-2R DEL: STOCK	15	29.100	EA	436.50
20		<b>GSE-C1</b> CONN BRZ XFMR GRD 10-1 STR 1/2"-13 ATHD STUD CPN: LUG-TGND DEL: STOCK	1	1.750	EA	1.75
21		<b>WL1 B R5 MP TL</b> LIGHT LED WATCH 48W 5000 LUMENS 120V TYPE 5 <b>STD PKG: 108</b> CPN: LUMSCH150 DEL: STOCK	7	98.000	EA	686.00
22		<b>J740Z</b> PIN POLE TOP 20" 1" NYLN THREADS <b>STD PKG: 15</b> CPN: PIN-PTF DEL: 2-3 WEEKS	15	10.900	EA	163.50



6525 BEST FRIEND RD SUITE 100  
NORCROSS, GA 30071

ECG MATERIALS

Phone: 404.691.2605  
Fax: 770.798.1309

www.anixterpowersolutions.com

Quotation: **U00624456.01**

Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
<b>OXFORD</b>						
23		<b>D-75-D</b> ROD ANCH PISA 3/4"X7' DE ASSY <b>STD PKG: 5</b> CPN: RODANCHR8 DEL: STOCK	15	21.100	EA	316.50
24		<b>J8754TP</b> LAG SCREW W/TWIST DRV 1/2 IN X 4 IN <b>STD PKG: 250</b> CPN: SCREW-LG1/2X4 DEL: STOCK	250	0.720	EA	180.00
25		<b>1572122BCNA</b> TRAN 15KVA 12.4GY/7.2 240/120 PT 2B CNV CPN: OHT15-120 DEL: 10 WEEKS	1	678.000	EA	678.00
26		<b>2572122BCNA</b> TRAN 25KVA 12.4GY/7.2 240/120 PT 2B CVN CPN: OHT25-120 DEL: STOCK	2	727.000	EA	1,454.00
27		<b>SC021</b> STIRRUP COMPRESS 2 - ACSR 2 CU BAIL <b>STD PKG: 20</b> CPN: STIRRUP6-2/0 DEL: STOCK	20	7.550	EA	151.00
28		<b>D6562A</b> NUT ANCH TWIN EYE PISA 1" THRD <b>STD PKG: 25</b> CPN: TWINEYENUT-3/4 DEL: 2-3 WEEKS	25	9.000	EA	225.00
29		<b>6SDBS25 W</b> WIRE 6 CU SOL SD BARE 25#/315' WOODEN S <b>STD PKG: 25</b> CPN: WIRE-RSR6 DEL: STOCK	25	4.250	LB	106.25
30		<b>6CUSOL5KVRISER250R</b> WIRE 6 CU SOL 5KV 110M RISER 250' R <b>STD PKG: 250</b> CPN: WIRE-RSR6 DEL: STOCK	250	0.570	FT	142.50



6525 BEST FRIEND RD SUITE 100  
NORCROSS, GA 30071

ECG MATERIALS

www.anixterpowersolutions.com

Phone: 404.691.2605  
Fax: 770.798.1309

Quotation: **U00624456.01**

Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
<b>OXFORD</b>						
31		<b>J113</b> WASHER SQ CURVED 3" FOR 5/8" BOLT <b>STD PKG: 50</b> CPN: WSHR-CRV4X4 DEL: STOCK	50	0.980	EA	49.00
32		<b>ATB030BLEDE13MVOLTR3P7NL</b> FIX RDWY LED 30B 1300MA MV TYPE III <b>STD PKG: 4</b> DEL: STOCK	4	289.900	EA	1,159.60
33		<b>RK11PKG M4 ARM</b> BRACKET ALUMINUM 1-1/4 X 24IN <b>STD PKG: 4</b> DEL: STOCK	4	13.250	EA	53.00
34		<b>XDB096G12242</b> 8 FT 12 500# DE ARM CPN: ARM-FDE DEL: 8-10 WEEKS	2	352.000	EA	704.00
35		<b>J6823</b> WASHER SQ CURVED 3" FOR 3/4" BOLT <b>STD PKG: 50</b> CPN: WSHR DEL: STOCK	50	1.180	EA	59.00
36		<b>J1075</b> WASHER SQ 2-1/4"X3/16" FOR 5/8" BOLT <b>STD PKG: 200</b> CPN: WSHR2 DEL: STOCK	200	0.400	EA	80.00
37		<b>35' WOOD POLE</b>  DEL: 2-3 WEEKS	1	175.000	EA	175.00
38		<b>45' WOOD POLE</b>  DEL: 2-3 WEEKS	15	408.000	EA	6,120.00

**SECTION TOTAL:** \$18,891.35

**QUOTE TOTAL:** **\$18,891.35**



6525 BEST FRIEND RD SUITE 100  
NORCROSS, GA 30071

ECG MATERIALS

www.anixterpowersolutions.com

Phone: 404.691.2605  
Fax: 770.798.1309

Quotation: U00624456.01

---

## Special Notes

- 1) All items are In Stock unless otherwise noted.
- 2) All item pricing on this quote is valid for thirty days unless otherwise specified.
- 3) All applicable taxes apply.

BY ACCEPTING THIS QUOTE, YOU AGREE THAT THE ANIXTER TERMS AND CONDITIONS OF SALE PUBLISHED AT THE LINK BELOW ARE EXPRESSLY INCORPORATED INTO AND SHALL GOVERN THIS TRANSACTION.

<http://www.anixter.com/TERMSANDCONDITIONS>

---

**Anixter Power Solutions offers the industry's most extensive and dynamic portfolio of products, services and solutions for the Public Power, Investor-owned Utilities, Construction and Industrial markets.**

**The impacts of COVID-19 cannot be reasonably determined at this time. This quote/proposal does not account for any potential adverse impacts COVID-19 may have on Anixter's performance or obligations herein. In the event of any delays or adverse impacts, Anixter reserves the right for an equitable adjustment of the delivery schedule and prices herein to offset the effects of COVID-19 delays, without fault or penalty of any kind.**





MATCH LINE

CARLTON TR NW

MAJOR ST

LONGSTREET CIR

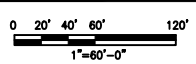
LONGSTREET CIR

MOORE ST

SERVICE CONT.

CITY OF OXFORD  
 MOORE STREET O.H. RECONDUCTOR PROJECT  
 PRELIMINARY DESIGN  
 NEWTON COUNTY  
 ELECTRICAL DISTRIBUTION SERVICES

LEGEND	
	EXISTING WOOD POLE
	INSTALL WOOD POLE
	EXISTING 3Ø O.H. PRIMARY
	EXISTING 1Ø O.H. PRIMARY
	INSTALL SPAN GUY
	PARCELS
	EXISTING O.H. FUSE
	INSTALL NEW STREET LIGHT
	INSTALL ANCHOR & GUY
	UXTR (USE EXISTING O.H. XFMR)
	INSTALL 1Ø TRANSFORMER



Engineer: G. Lee	Draftsman: D. Koopjes
Date: 10/16/19	Scale: 1:60
Drawing No.: 485205R1	Sheet No.: 1 of 1

I:\DATA\DESIGN\CONCRETE\PRODUCTS\4852 MOORE ST O.H. RECONDUCTOR\MOORE ST O.H. RECONDUCTOR.dwg, Plotted on: 10/16/2019 11:25 AM by: KMP/SE/EC

