



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, APRIL 7, 2025 – 7:00 PM  
CITY HALL**

**ELECTED OFFICIALS PRESENT:**

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

**APPOINTED/STAFF PRESENT:**

Marcia Brooks - City Clerk/Treasurer  
Bill Andrew – City Manager  
Mark Anglin – Police Chief  
David Strickland – City Attorney

**OTHERS PRESENT:** Nick Cole, Jane Fadely

1. The meeting was called to order by the Honorable David Eady, Mayor.
2. **Erik Oliver made a motion to accept the agenda for the April 7, 2025 Mayor and Council Regular Meeting. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).** (Attachment A)
3. **Laura McCanless made a motion to approve the Consent Agenda. Mike Ready seconded the motion.**

Discussion:

Mayor Eady noted that the title of the March 25, 2025 minutes should reflect the Capital Budget rather than the Operating Budget.

**The motion was approved unanimously (7/0)**

4. **Mayor's Report**  
None.
5. **Citizen Concerns**  
Nick Cole thanked the City for installing the fountains in Asbury Street Park. He also asked if the City is finished with paving.

6. **Newton County Request to Continue Use of Community Room for a Polling Place During 2025 and 2026** (Attachment C)

**Erik Oliver made a motion to approve the request of Newton County. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).**

**Erik Oliver made a motion to move the June 16, 2025 Work Session to June 23, 2025 and move the December 1, 2025 Regular Session to December 8, 2025. Mike Ready seconded the motion. The motion was approved unanimously (7/0).**

7. **Consider a Task Order from AtkinsRealis for Coordination between Oxford and GDOT on the New I-20 Bridge** (Attachment D)

**Laura McCanless made a motion to approve the task order. Mike Ready seconded the motion. The motion was approved unanimously (7/0).**

8. **Consideration of a Task Order from AtkinsRealis for a Sign Inventory and Traffic Control Plan** (Attachment E)

**Erik Oliver made a motion to approve the task order. Jeff Wearing seconded the motion.**

Discussion:

Laura McCanless does not support this expense by the City, especially considering there were no other bids.

**The motion carried (6/1) with Laura McCanless voting Nay.**

9. **Revised Proposal from TSW for Planning Services** (Attachment F)

**Mike Ready made a motion to approve the proposal. Jim Windham seconded the motion.**

Discussion:

Erik Oliver expressed discomfort with the speculative aspects of the project and prefers that it just be a rewrite of the code. Laura McCanless requested that all Council committees should be represented at the initial stakeholder meeting. Erik Oliver also requested that Councilmembers also be included.

**The motion carried (6/1) with George Holt voting Nay.**

10. **Annual Electric Utility Pole Replacement – Materials** (Attachment G)

See #11.

**11. Annual Electric Utility Pole Replacement – Labor (Attachment H)**

Erik Oliver made a motion to approve the materials quote from Gresco and the bid of Over and Under Contractors, Inc. for the labor. His motion also includes approval of a budget amendment to move \$45,000 from 510-4600-117300-001 Power System Upgrades to 510-4600-541402-001 Electric System Improvements to cover the full cost. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).

**12. Invoices (Attachment I)**

The City Council reviewed invoices paid for \$1,000 or more in the month of March 2025.

**13. Executive Session**

Erik Oliver made a motion at 7:15 p.m. to enter Executive Session to discuss real estate matters. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

Jim Windham made a motion to exit Executive Session at 7:50 p.m. Mike Ready seconded the motion. The motion was approved unanimously (7/0).

**14. Adjourn**

Jim Windham made a motion to adjourn at 7:50 p.m. Mike Ready seconded the motion. The motion was approved unanimously (7/0).

Respectfully Submitted,



Marcia Brooks  
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL  
REGULAR SESSION  
APRIL 7, 2025 – 7:00 P.M.  
CITY HALL – 110 W. CLARK ST. OXFORD, GA 30054  
A G E N D A**

- 1. Call to Order – Mayor David S. Eady**
- 2. Motion to accept the Agenda for the April 7, 2025 Mayor and Council Regular Meeting.**
- 3. Consent Agenda:**
  - a. \*Minutes of the City Council Regular Session on March 3, 2025
  - b. \*Minutes of the City Council Work Session on March 17, 2025
  - c. \*Minutes of the City Council Special Called Work Session on March 20, 2025
  - d. \*Minutes of the City Council Special Called Work Session on March 25, 2025
  - e. \*Minutes of the City Council Special Called Regular Session on March 25, 2025
- 4. Mayor's Report:**
- 5. Citizen Concerns:**
- 6. \*Newton County Request to Continue Use of Community Room for a Polling Place During 2025 and 2026:** The Board of Elections and Registration has asked to continue the use of our building. Please see the attached memo and related information to confirm its use and to plan for changes in the Council meeting schedule.

If we allow use of the Community Room as a polling place in 2025, there are two City Council meetings that conflict with election dates and will need to be changed:

  - a. June 16, 2025 Work Session – recommend change to June 18 (Wednesday) or June 23 (Monday)
  - b. December 1, 2025 Regular Session – recommend change to December 3 (Wednesday) or December 8 (Monday).
- 7. \*Consider a Task Order from AtkinsRéalis for Coordination between Oxford and GDOT on the New I-20 Bridge:** GDOT's current proposals for the bridge have some alignment issues and have raised concerns by not initially including bike/pedestrian accommodations. AtkinsRéalis would assist the city in representing our needs for a structure that is likely to be in place for another 60 or more years.
- 8. \*Consideration of a Task Order from AtkinsRéalis for a Sign Inventory and Traffic Control Plan:** This effort would provide an inventory of the existing traffic control signage within the city limits and provide recommendations on future traffic control signage improvements to conform with the 11<sup>th</sup> Edition of the Manual of Uniform Traffic Control Devices.

**9. \*Revised Proposal from TSW for Planning Services:** During the Council Retreat the City Manager was directed to find a path to update the City's Planning, Development, and Zoning Code to meet the likely development pressures along Oxford Road and Airport Road. Since the last voting meeting, Mr. Caleb Racicot and Ms. Allison Stewart-Harris (TSW) had a Zoom meeting with Mayor Eady, Councilmember Laura McCanless, Planning Commission Chair Jonathan Eady, and City Manager Bill Andrew. Please see the revised proposal from that meeting.

**10. \*Annual Electric Utility Pole Replacement:** Due to the current lead time in ordering polls and materials, staff are requesting consideration at this meeting of voting on the materials purchase and the installation contract. We will be replacing 24 poles which have been deemed to be past their useful life.

**Materials Pricing**

- a. Anixter - \$34,170.70
- b. Gresco - \$30,662.11
- c. Irby - \$36,900.04

**11. \*Installation**

- a. Over and Under Contractors, Inc. - \$49,500
- b. U-TEC Construction Inc. - \$71,400
- c. Service Electric Company - \$90,000

**12. \*Invoices:** Council will review the city's recently paid invoices over \$1,000.

**13. Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

**14. Adjourn**

\*Attachments

*Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact City Hall at 770-786-7004 promptly to allow the City to make reasonable accommodations for those persons.*



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, MARCH 3, 2025 – 7:00 PM  
CITY HALL  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
Laura McCanless – Councilmember  
Mike Ready – Councilmember  
Erik Oliver – Councilmember\*  
George Holt – Councilmember  
Jeff Wearing – Councilmember

**ELECTED OFFICIALS NOT PRESENT:**

Jim Windham – Councilmember  
\*Note: Erik Oliver not present for votes  
on Items 1 and 2 and vote on HB 581

**APPOINTED/STAFF PRESENT:**

Marcia Brooks - City Clerk/Treasurer  
Bill Andrew – City Manager  
Mark Anglin – Police Chief  
David Strickland – City Attorney

**OTHERS PRESENT:** Nick Cole, Mike McQuaide, Kip Hart

1. The meeting was called to order by the Honorable David Eady, Mayor.
2. **Jeff Wearing made a motion to accept the agenda for the March 3, 2025 Mayor and Council Regular Meeting. Mike Ready seconded the motion. The motion was approved unanimously (5/0).** (Attachment A)
3. **Jeff Wearing made a motion to approve the Consent Agenda. Laura McCanless seconded the motion. The motion was approved unanimously (5/0)**
4. **Mayor's Report**  
The Councilmembers present discussed the requirement of HB 581 to provide an estimated, nonbinding millage rate for 2025 to the Newton County Tax Assessor by mid-March. After discussion, Councilmembers agreed to amend the agenda to vote on this matter.

**Mike Ready made a motion to amend the agenda to include a vote on the estimated millage rate for 2025. Laura McCanless seconded the motion. The motion was approved unanimously (5/0).**

**Mike Ready made a motion to provide an estimated millage rate of 5.444 (same as last year). Laura McCanless seconded the motion. The motion was approved unanimously (5/0).**

Mayor Eady stated that an audit of the City's signs is needed. The scope of the audit would be limited to compliance with the signs required by State and/or Federal law. Atkins had proposed applying for a grant to expand the scope of this work, however, the availability of the grant is uncertain at this time due to Presidential Executive Orders. Mayor Eady proposed asking Atkins to prepare a Task Order specifically for the audit and a plan to bring the City into compliance to be presented at the March 17, 2025 work session.

The City Council agreed to reschedule the Special Called Work Session for the Capital Budget from April 3<sup>rd</sup> to April 2<sup>nd</sup>, and to ask Chad Peden from Carter & Sloope to come to the meeting and provide updated cost information for the planned water/sewer capital projects.

## **5. Citizen Concerns**

Nick Cole thanked the City for installation of fountains at Asbury Street Park and for starting paving on City streets. He also asked some questions about street work in progress.

Mike McQuaide commented on the proposal from TSW for Planning Services. He stated that it seems there is a logic about having a vision for the town and crafting ordinances consistent with the vision for the town. How do we know what the vision is? What are the mechanics for creating a vision for the town?

Mayor Eady stated that a revised proposal from TSW includes public input elements. It also proposes rewriting the code to reflect concerns about development on bordering properties.'

Laura McCanless stated she believes the Planning Commission, Trees, Parks and Recreation Board, and Sustainability Committee should be involved with the effort from its inception during the public input phase. Mayor Eady stated he would expect them to talk to the DDA as well as the other committees.

Erik Oliver stated that any development in Oxford will also impact other things like schools.



**6. Proposal from TSW for Planning Services (Attachment C)**

Erik Oliver stated it seems like a lot of money to spend with little return. He expected a vendor to tweak the ordinances that need to be tweaked. He also would like additional quotes. He feels rushed to make this decision, and believes the vision is already established in the Comprehensive Plan and Short-Term Work Program.

Laura McCanless expressed uncertainty about how she feels on this issue. She is concerned about the time it would take to complete and wants to focus on the quick fixes to the ordinances. She also would like more quotes. She would also like to hear from the Chairman of the Planning Commission regarding this proposal. She also feels rushed to make a decision and thought there would be another work session to discuss the revised proposal.

Mayor Eady reminded the Councilmembers that the reason a proposal was brought to them was because a desire was expressed at the Mayor and Council Retreat in November 2024 to get the Planning, Zoning and Development ordinances updated. There are inconsistencies within the code, and it was bastardized when it was codified. It essentially needs to be recodified. He believes the visioning tasks are included because the vendor does not know where the City stands on its vision. If the City Council prefers, they can be asked what the cost would be to make the corrections that are known to be needed.

Mike Ready recommends having the Planning Commission work with the vendor to prepare a package of amendments to present to the City Council. He recommends skipping the vision part of the proposal.

George Holt advised he is opposed to the proposal. He does not understand why the City needs someone to tell it what its vision is. We need to know what we really want to do and see if the code matches that.

Jeff Wearing expressed a need to review the codes based on future plans for surrounding areas but does not agree with spending the amount of money proposed.

Ms. McCanless reiterated her request to have additional input from the Planning Commission Chairman. Mayor Eady stated he will ask the Chairman to attend the March Work Session or obtain his written input if he is unable to attend. A vote can be taken at the end of the Work Session.

**7. Approval of a Revised Resolution Pledging the Matching Funds for the 2025 CDBG Application for Water Line Replacement (Attachment D)**

**Erik Oliver made a motion to approve the resolution to increase the Matching Funds for the CDBG application to \$250,000. Jeff Wearing seconded the motion.**

Discussion:

Mayor Eady advised that he needs to recuse himself from the discussion, and asked the Mayor Pro Tempore, Erik Oliver to ask for a motion.

**Mike Ready made a motion to approve the resolution to increase the Matching Funds for the CDBG Application to \$250,000. Laura McCanless seconded the motion. The motion was approved unanimously (5/0).**

8. **Invoices** (Attachment I)

The City Council reviewed invoices paid for \$1,000 or more in the month of February 2025.

9. **Executive Session**

None.

10. **Adjourn**

**Mike Ready made a motion to adjourn at 8:22 p.m. Jeff Wearing seconded the motion. The motion was approved unanimously (6/0).**

Respectfully Submitted,



Marcia Brooks  
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, MARCH 17, 2025 – 6:30 PM  
CITY HALL  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

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

**STAFF PRESENT:**

Marcia Brooks –City Clerk/Treasurer  
Bill Andrew – City Manager  
Mark Anglin – Police Chief  
Jody Reid – Utilities Supervisor  
David Strickland – City Attorney

**OTHERS PRESENT:** Roderick Stubbs (Oxford College), Laura Gafnea (Oxford College), Daniel Parson (Oxford College), Nick Cole, Kip Hart, Mike McQuaide, Jane Fadely

**Agenda (Attachment A)**

**1. Mayor's Announcements**

None.

**2. Committee Reports**

- a. **Trees, Parks, and Recreation Board** – No report.
- b. **Planning Commission** – No report.
- c. **Downtown Development Authority** – No report.
- d. **Sustainability Committee** – No report.

**3. Discussion to Improve Safety at the Oxford College Athletic Field (Appendix B)**

Roderick Stubbs, Athletic Director for Oxford College, spoke to the City Council regarding recent occurrences of balls from the soccer field rolling out into the street. There are nets installed on the Moore Street side and the Stone Street side of the

field. On the Haygood side, most balls are blocked by the opposing team fans. Some still get through on all three sides.

Possible solutions discussed included additional netting, caution signs, and temporary signs that would be put up during the games.

Mayor Eady asked Mr. Stubbs to consult with his colleagues and come back to the City with some recommendations to mitigate the situation. Mayor Eady also reminded Mr. Stubbs of the agreement with Oxford College concerning cutting off the field lights around 9:00 p.m. so they do not disturb residents at a late hour.

**4. Trail Selection for the Governor's Office of Planning and Budget (OPB) Funding (Appendix C)**

After discussion and input from the public, the Councilmembers took a straw vote to decide which trail would be eliminated. The vote was 4-3 to eliminate Trail #3. Trails 1, 2 and 4 will be voted on at the April regular session.

**5. Newton County Request to Continue Use of Community Room for a Polling Place During 2025 and 2026 (Appendix D)**

There were no concerns raised about continuing to use the Community Room as a polling place.

**6. Task Order from AtkinsRealis for Coordination between Oxford and GDOT on the New I-20 Bridge (Attachment E)**

There was no opposition to proceeding with the task order. A vote will be taken at the April regular session.

**7. Task Order from AtkinsRealis for a Sign Inventory and Traffic Control Plan (Attachment F)**

Mayor Eady clarified that the scope of the task order would be limited to traffic control signs. A majority of the Councilmembers were in favor of proceeding. A vote will be taken at the April regular session.

**8. Purchasing Card Agreement with Bank of America (Attachment F)**

Several City Councilmembers had reservations about why another credit card is needed. Laura McCanless was opposed to giving credit cards to department heads and recommended limiting participation to use of the card for central procurement processing. Ms. McCanless and George Holt felt that there may be more burden keeping up with the increased requirements. Bill Andrew suggested developing written controls that would guide use of the purchasing card. Marcia Brooks will work on a policy for this purpose.

**9. Revised Proposal from TSW for Planning Services (Attachment G)**

Erik Oliver expressed concerns about discussing changes to Oxford zoning related to anticipated development of properties outside the Oxford City limits. A vote will be taken at the April regular session.

**10. Other Business**

- a. Code Enforcement Update – Bill Andrew announced that he and Chief Anglin have been working on their approach for several properties.
- b. City Manager Update

**11. Work Session Meeting Review**

**12. Executive Session**

**Erik Oliver made a motion to enter Executive Session at 8:36 p.m. to discuss real estate matters. Mike Ready seconded the motion. The motion was approved unanimously (7/0).**

**Jim Windham made a motion to exit Executive Session at 8:48 p.m. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).**

**13. Adjourn**

Mayor Eady adjourned the meeting at 8:48 p.m.

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
SPECIAL CALLED WORK SESSION  
FY2026 OPERATING BUDGET  
THURSDAY, MARCH 20, 2025 – 8:00 AM  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
Laura McCanless – Councilmember  
Jim Windham – Councilmember  
Erik Oliver – Councilmember

**APPOINTED/STAFF PRESENT:**

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

**ELECTED OFFICIALS NOT PRESENT:**

Mike Ready – Councilmember  
Jeff Wearing – Councilmember

**OTHERS PRESENT:** None.

**Agenda (Attachment A)**

1. The meeting was called to order by the Honorable David S. Eady, Mayor.
2. **First Review of the FY 2025 Operating Budget (Attachment B)**  
Marcia Brooks briefly reviewed the first draft of the FY 2026 Operating Budget, a document summarizing the highlights in the document, and a detailed listing of personal services projected costs for FY 2026 at a high level. Questions and comments are listed under each department. Staff was asked to add an estimated COLA for January–June of 2026 of 3% in the personal services costs for all departments. George Holt suggested adding back a line item in the Electric budget for emergencies. Bill Andrew advised that he is trying to get a company on contract before the next hurricane season.
3. **Police Department**  
Chief Mark Anglin provided details regarding the projected decrease in revenue for Fines and Forfeitures. He also explained that the increase in Uniforms for FY 2026 is for a one-time replacement of all uniforms to go from black to blue because of the difficulty finding black uniform items in stock.
4. **Administration Department**
  - Does Judge Hathorn work as a judge for any other jurisdictions? Is there an opportunity for cost-sharing of his training costs with other jurisdictions?

- Jim Windham requested an updated comparison of revenues vs. fees for Bureau Veritas.
- Mayor Eady advised to remove the recommendation of \$10,000 for the YH Welcome Center.
- Computer Upgrades were increased by \$1,000 (\$5,000 to 6,000) to fully cover the cost of purchase and installation of two computers in the City Clerk's office.
- Mayor Eady asked staff to check on prices for upgrading restroom facilities at the tennis courts on July 4<sup>th</sup> to a restroom trailer rather than porta-potties.

#### **5. Streets, Cemetery, and Parks & Recreation Departments**

- Mayor Eady stated he has asked the Trees, Parks & Recreation Board for a Strategic Landscape Plan for rights-of-way and parks throughout the City. Bill Andrew indicated that the City has a Task Order with AtkinsRealis for such a plan. Mayor Eady stated that the City can define the requirements and have Atkins work on a RFP.

Mayor Eady created a Strategic Landscape Committee to make the recommendations for the RFP. Members of the Committee: David Eady, Bill Andrew, Jim Windham, Laura McCanless, Mike McQuaide.

- Mayor Eady stated that stormwater revenue is needed. If creating a stormwater utility is not feasible for Oxford due to its size, property taxes will need to be increased to support this cost.

#### **6. Water & Sewer Department**

- Staff discussed the possible need for rate adjustments to cover the deficit in the Water & Sewer fund. Staff was asked to get a request in for a rate study.

#### **7. Electric Department**

- A review of the Oxford College rates was discussed and contemplated.
- David Eady advised that when the new smart meters are installed, he wants to have some rate adjustments made to our tariff to implement a time of day/use rate structure.
- Laura McCanless stated that when the Sustainability Committee was first constituted, one of their original recommendations was to place solar panels on the City Hall and Maintenance buildings. She recommended reconsideration of this suggestion.

#### **8. Solid Waste Department**

#### **9. Discussion Recap**

Mayor Eady asked all Councilmembers to review the documentation and provide any feedback to Marcia Brooks by April 4 for presentation in the next meeting. She will make all updates discussed and send out revised documents in the next day or so. He can meet on April 9<sup>th</sup> or April 11<sup>th</sup> 8 am – 10 am. He also asked staff to review their departments looking for any areas for potential savings.

#### **10. Executive Session**

None.

**11. Adjourn**

Mayor Eady adjourned the meeting at 11:00 a.m.

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer





**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
SPECIAL CALLED WORK SESSION  
FY2026 OPERATING BUDGET  
THURSDAY, MARCH 25, 2025 – 8:17 AM  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
Laura McCanless – Councilmember  
Jim Windham – Councilmember  
Erik Oliver – Councilmember (9:10 a.m.)  
Mike Ready – Councilmember  
Jeff Wearing – Councilmember

**APPOINTED/STAFF PRESENT:**

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

**OTHERS PRESENT:** None.

**Agenda** (Attachment A)

1. The meeting was called to order by the Honorable David S. Eady, Mayor at 8:17 a.m. following the Special Called Regular Session.
2. **Overview and Scope of Discussion**  
Mayor Eady provided the overview and scope of discussion.
3. **Review of FY 2025 Budget Status** (Attachment B)
  - Staff were instructed to have sand placed on the green at Asbury Street Park ASAP so that the grass has time to catch hold before the July 4<sup>th</sup> events.
  - Bill will research granite slabs for replacement of benches along the trails.
  - The consensus of those present was that sound buffering is not needed for the Asbury Street Park Pavilion. Also, it was expressed that it will diminish the feeling of being in nature if any part of the pavilion is blocked off.
  - Speed tables were rolled into the paving contract, therefore the \$40,000 allotted for speed tables will be combined with other funds paying for the paving.
  - Use the \$50,000 budgeted for E. Clark St. improvements toward the paving work being performed this year.
  - The threshold for capitalizing an expenditure is \$5,000. Marcia Brooks and Bill Andrew will evaluate whether the expenditures posted to Power System Upgrades can be included with Electric System Improvements. If the expenditures for the new position in the Police Department remain under \$5,000 at the end of the year, they will need to be reallocated to Operating in the Police Department.

- Will there be any additional expenditures under the Electric System Improvements line item in FY 2025?
- George Holt requested data on the trucks in the Public Works Department. He does not agree with spending \$55,000 on a truck to read meters with. Mayor Eady stated that the purpose of the truck to be purchased was discussed during last year's budget development sessions and it would be used for any needs in the Public Works department. He asked staff to bring quotes to the April work session along with information about where it can be serviced.

#### 4. **Water/Sewer Capital Projects Discussion**

Chad Peden and Isaac St. Clair from Carter & Sloope presented information about the condition of Oxford's water and sewer infrastructure and discussed the replacements the City should plan for in the near future.

#### 5. **FY 2026 Capital Budget and 5-Year Plan**

- Move \$400,000 for Coke Street Trail from FY 2026 to FY 2027.
- Marcia Brooks to verify 3 Trails project total for FY 2026.
- Jim Windham requested placing a gazebo in Asbury Street Park that can be rented out like the pavilion is in the northeast area of the green.
- Laura McCanless advised that ReForest ATL has stopped their invasive eradication work under the TAG Grant due to the uncertainty of funding availability. Mayor Eady advised Bill Andrew to let them know that the City will pay for the work if the grant money does not come through, and ask them to resume their work.
- Street Repairs annual schedule should have enough for one year in each fiscal year column. Work to be performed every two years (FY 2027 and FY 2029) to leverage economies of scale with the contract price.
- E. Clark Street improvements - \$100,000 in FY 2026 (engineering); \$700,000 in FY 2027 (construction).
- Eliminate line item for Emory Street/Highway 81 Complete Streets Plan and Dev.
- Emory Street/Highway 81 bridge – move out to FY 2030 and increase amount by \$500,000 to \$1,000,000.
- City-Wide Complete Streets Plan and Development – \$100,000 in FY 2026 for planning and assessment, \$400,000 in FY 2027.
- Extend sidewalk for P.O. to Soule Street into FY 2026 (amount needed). George Holt requested that the street crossings along this route be inlaid brick. Bill Andrew will contact Keck & Wood to add this to the design.
- City Council requested additional details regarding the request for a bushhog. Why doesn't the equipment purchased last year cover the need? What is wrong with the bushhog we already have?
- Add a line item for Water Line Replacement on Godfrey Street - \$100,000 for engineering in FY 2026 and \$300,000 for construction in FY 2027. This is a minority resident area that should qualify for another CDBG grant.
- Justification needed for large bucket truck. Delivery is one year or longer, so it will be paid from FY 2027 funds if purchased. Why the change from a small bucket truck in previous requests to a large bucket truck? City Council wants to see service records for the current truck. What is its age and how many hours does it have on it? Can hours for the bucket be measured separately?
- Active Threat/Shooter Equipment can be charged to SPLOST and can start purchasing the items in FY 2025 since training will start in April.

**6. Discussion Recap**

Marcia Brooks will send updated Capital schedules to Mayor Eady and Bill Andrew for review.

**7. Executive Session**

None.

**8. Adjourn**

Mayor Eady adjourned the meeting at 12:10 p.m.

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
SPECIAL CALLED MEETING  
WEDNESDAY, MARCH 25, 2025 – 8:00 AM  
OXFORD CITY HALL  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

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

**STAFF PRESENT:**

Bill Andrew – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Mark Anglin – Police Chief

**ELECTED OFFICIALS NOT PRESENT:**

Erik Oliver – Councilmember

**OTHERS PRESENT:** None.

**Agenda (Attachment A)**

1. The meeting was called to order by the Honorable David Eady, Mayor.
2. **Jeff Wearing made a motion to accept the agenda for the March 25, 2025 Special Called Meeting. Mike Ready seconded the motion. The motion was approved unanimously (6/0).** (Attachment A)
3. **Mayor's Report**  
None.
4. **Citizen Concerns**  
None.
5. **Approval of a Revised Resolution Pledging the Matching Funds for the 2025 Application for Water Line Replacement (Attachment B)**  
**Mayor David Eady recused himself because he will be a beneficiary of the work to be performed during the project, and appointed Mike Ready to chair the discussion. George Holt made a motion to approve the resolution. Jeff Wearing seconded the motion. The motion was approved unanimously (5/0).**

**6. Other Business**

None.

**7. Executive Session**

A motion was made by Jim Windham to enter Executive Session at 8:04 a.m. to discuss a real estate matter. Jeff Wearing seconded the motion. The motion was approved unanimously (6/0).

A motion was made by Jim Windham to exit Executive Session at 8:16 a.m. George Holt seconded the motion. The motion was approved unanimously (6/0).

Laura McCanless made a motion to authorize Mayor Eady to negotiate with the property owner discussed in Executive Session starting at \$85,000 with a maximum offer of \$102,000. George Holt seconded the motion. The motion was approved unanimously (6/0).

**8. Adjourn**

Jim Windham made a motion to adjourn at 8:17 a.m. Jeff Wearing seconded the motion. The motion was approved unanimously (6/0).

Respectfully Submitted,



Marcia Brooks  
City Clerk/Treasurer



## Memo

**To:** Bill Andrew

**From:** Marcia Brooks

**Date:** March 5, 2025

**Re:** Use of Community Room as Polling Place

---

I have received the election calendar for 2025 for Newton County along with a form to commit the City of Oxford Community Room as a Newton County polling place for the years of 2025-2026 (attached). If you approve, I request that the Mayor and City Council address a couple of items related to this memo and form.

1. Do the Mayor and Council wish to continue committing the Community Room for the next two years as a Newton County polling place? There are no insurmountable problems that arise when elections are held. I just wanted to give the Mayor and City Council an opportunity to weigh in on this since I do not know when they were last involved in this decision.

The issues that we encounter are:

- a. We may have to reschedule City Council meetings because the Newton County Board of Elections and Registration delivers the voting equipment on Monday, the day before an election, and sets it up for voting.
  - b. Parking for employees and customers is less abundant.
  - c. Police must adjust their schedule to accommodate early arrival of poll workers and securing the building when they are finished counting votes.
  - d. There is a constant flow of voters coming into the office and asking where to vote, even though there are signs outside directing them to the west end of the building.
2. If we allow use of the Community Room as a polling place in 2025, there are two City Council meetings on the 2025 Calendar that conflict with election dates and the meeting dates will need to be changed (schedule attached):
    - a. June 16, 2025 Work Session – recommend change to June 18 (Wednesday) or June 23 (Monday).
    - b. December 1, 2025 Regular Session – recommend change to December 3 (Wednesday) or December 8 (Monday).

I will be happy to address any questions regarding this matter.



## NEWTON COUNTY BOARD OF ELECTIONS AND REGISTRATION

February 24, 2025

To: Newton County Polling Locations

I would like to Thank You for all of your support for the past elections. We are working on the election cycle of 2025 - 2026. The assigned Poll Managers to your location will be in contact with you around April 01, 2025 if not before just to remind your location of the dates of delivery and pick up for equipment.

Again, I want to Thank each of you for your support. Without the community we would not be able to conduct a successful election.

This is an odd year election cycle. We are more subject to 'Special Elections' during this cycle. Per O.C.G.A 21-2-540

**Special elections and special primaries are called due to some special need outside of the usual routine. ♦ Referendums ♦ SPLOST ♦ Resignation or death of election official**

Scheduled below are the current dates confirmed for this election cycle.

Special Election Primary (Public Service Commissioner- PSC) - **June 17, 2025** (Tuesday) Statewide  
Special Election Primary Run Off (PSC) **July 15, 2025** (Tuesday) Statewide (TBD)

Municipal General / Special Election (PSC) - **November 4, 2025** (Tuesday) Statewide  
Municipal General / Special Election (PSC) Runoff - **December 2, 2025** (Tuesday) Statewide (TBD)

Delivery of equipment will always be the Monday before and election and pick up will the Wednesday following the elections. (Unless other arrangements have been discussed)

Full Election Calendar can be viewed : <https://www.newtoncountyga.gov/171/Election-Calendar>  
Info- Public Service Commissioners - <https://psc.ga.gov/about-the-psc/commissioners/>

Our main office will be moving to a new location Old RL Cousins School off of Geiger St. Covington, Ga (Still under construction) Estimated move Mid- March 2025

We are always welcoming more poll workers so if you know of a person who may have interest please have them complete and application on line. We also have applications in the office available.

Enclosed: Election Calendar – Polling Place Reservation Form

Thanks again for all of your support

*Angela White-Davis, Director*

Newton County Board of Elections / Registration.

**BOARD OF ELECTIONS AND REGISTRATION**

Administration Building  
1113 Usher St Ste. 101  
Covington, Ga 30015  
770-784-2055

**2025 – 2026 POLLING PLACE RESERVATION**

March 18 / April 15, 2025	Special Election / Special Run Off – Nothing Currently Scheduled
June 17, 2025	Special Primary ( Public Service Commissioner) - PSC
July 15, 2025	Special Primary ( PSC) TBD
September 16, 2025	Special Election (TBD)
October 14, 2025	Special Election Run Off (TBD)
November 4, 2025	Municipal General / Special Elections ( PSC)
December 2, 2025	Municipal General / Special Elections ( PSC) Run Off

**Precinct Name :** \_\_\_\_\_**Precinct Address:** \_\_\_\_\_**Precinct City, St Zip Code:** \_\_\_\_\_**Preferred Mailing Address:** \_\_\_\_\_

FACILITY PHONE #: \_\_\_\_\_ FACILITY FAX #: \_\_\_\_\_

FACILITY EMAIL: \_\_\_\_\_

AREA / ROOM IN FACILITY TO BE USED FOR VOTING: \_\_\_\_\_

**\*\* PERSONS RESPONSIBLE FOR PROVIDING FACILITY ACCESS TO ELECTION WORKERS \*\*****PRIMARY CONTACT PERSON:** \_\_\_\_\_

CELLULAR PHONE #: \_\_\_\_\_ ALTERNATE PHONE #: \_\_\_\_\_

**SECONDARY CONTACT PERSON:** \_\_\_\_\_

CELLULAR PHONE #: \_\_\_\_\_ ALTERNATE PHONE #: \_\_\_\_\_

ELECTION EQUIPMENT IS DELIVERED MONDAY PRIOR TO THE ELECTION DAY  
DELIVERY TIMES RANGE FROM 8:30AM – 2:00PM (COUNTY PUBLIC WORKS DEPT)

POLL WORKERS ARRIVAL TIME ON ELECTION DAY WILL BE AT 5:30AM TO SET UP.  
WILL THE POLL MANAGER HAVE ACCESS TO KEY? YES / NO  
IF NO, WHO WILL BE THE CONTACT PERSON/ NUMBER? \_\_\_\_\_

CAN THE POLL MANAGER SET UP THE POLLING SUPPLIES THE EVENING PRIOR TO THE ELECTION? YES / NO  
Additional Information: Voting Equipment will need to be stored in a secured locked location pre and post-election.

PLEASE PROVIDE AVAILABILITY OF (10-12) RECTANGULAR TABLES & (12) CHAIRS FOR THE ELECTIONS  
STAFF. ARE TABLES & CHAIRS AVAILABLE FOR ELECTION USE AT THE FACILITY? YES / NO  
ADDITIONAL INFORMATION: \_\_\_\_\_

**ELECTIONS EQUIPMENT IS PICKED UP ON THE WEDNESDAY AFTER THE ELECTION**  
**FOR ANY DELIVERY AND/OR PICKUP QUESTIONS PLEASE CALL THE ELECTIONS OFFICE AT (770) 784-2055**

1. The facility will need to have suitable and appropriated access for disabled electors during voting hours and adhere to ADA specifications. 183-1-6-.04 (Georgia Election Code)
2. If at any point in time the facility can no longer accommodate the Board with use as a polling place, the Board would like adequate notice (six months, if at all possible) prior to an election to locate another polling place. O.C.G.A.21-2-265
3. The Board will compensate the facility in the amount of \$100.00 per election to cover the use of the facility, janitorial services, utilities, and other miscellaneous expenses. In the case of an election run-off the board will compensate the facility in the amount of \$100.00. O.C.G.A. 21-2-268
4. All checks will be mailed after certification of election to the mailing address on file.
5. If your location is used for Advance Voting compensation will be \$100.00 per voting day.
6. Checks are made out to the Precinct Name and address listed above.

**THANK YOU FOR YOUR COOPERATION****AUTHORIZED SIGNATURE:** \_\_\_\_\_**PRINT NAME/ JOB TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLEASE RETURN THIS COMPLETED & SIGNED FORM TO**  
**elections@co.newton.ga.us -OR- FAX TO (770) 784-2057**





BIRTHPLACE OF EMORY UNIVERSITY

## 2025 CITY COUNCIL MEETINGS

January 6, 2025	Organizational Meeting and Regular Session
January 21, 2025	Work Session
February 3, 2025	Regular Session
February 17, 2025	Work Session
March 3, 2025	Regular Session
March 17, 2025	Work Session
April 7, 2025	Regular Session
April 21, 2025	Work Session
May 5, 2025	Regular Session
May 19, 2025	Work Session
June 2, 2025	Regular Session
June 16, 2025	Work Session
July 7, 2025	Regular Session
July 21, 2025	Work Session
August 4, 2025	Regular Session
August 18, 2025	Work Session
September 8, 2025	Regular Session
September 15, 2025	Work Session
October 6, 2025	Regular Session
October 20, 2025	Work Session
November 10, 2025	Regular Session
November 17, 2025	Work Session
December 1, 2025	Regular Session
December 15, 2025	Work Session



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

**RE: Attachment A  
City of Oxford- On Call Services – Task Order 09  
Scope of Services: Coordination with Georgia Department of Transportation  
on I-20 Bridge Enhancements.**

March 13, 2025

Dear Mr. Andrew,

The City of Oxford has requested that AtkinsRéalis provide assistance with I-20 Bridge design with GDOT. AtkinsRéalis appreciates the opportunity to assist the City of Oxford for this important project. The following is our proposed scope of services.

**AtkinsRéalis**  
1500 & 1600 RiverEdge  
Parkway, NW  
7th & 8th floor  
Atlanta, GA 30328

**Project Tasks**

AtkinsRéalis will:

- **Attend coordination meetings/conference calls with GDOT to discuss the proposed bridge design.**
- **Atkins anticipates between 3-4 meetings/conference calls with the City and GDOT will be held to discuss the proposed bridge design improvements.**
- **Provide recommendations to the city on the potential enhancements including but not limited to**
  - **Width of the bridge to accommodate sidewalk, side path and or multi-use trail improvements**
  - **Lighting improvements**
  - **Signage improvements**
  - **Barrier wall enhancements**
  - **Fencing improvements**

**Professional Fees for proposed Services:**

[atkinsrealis.com](http://atkinsrealis.com)

This task order will be performed for an Hourly Fee to Not To Exceed Fee without prior authorization in the amount of \$2,500.00.

**Proposed Schedule:**

It is projected this task order will be completed within 2-3 months from the City and Notice to Proceed.

**Assumptions/Exclusions:** Atkins has identified the following Assumptions and Exclusions for this project. Should the City request an additional service that has been excluded from the proposed scope of services, Atkins will prepare an Additional Task Order for the City review and approval.

**The following Assumptions and Exclusions to the proposed scope of work include:**

- The City will provide a manager with the authority to review the progress of the work, meeting(s), and make decisions and recommendations that may impact the project.
- The following services are not included in the scope of services:
  - Conceptual and or Final Design Services.
  - As built survey of any kind including utilities
  - Traffic analysis studies, warrants or other traffic studies.
  - Right of Way Documents and/or Easement Plans
  - GDOT Agency approvals
  - Cost Estimating Services
  - Bidding and Construction Assistance

Service will be invoiced monthly. Additional services requested by the Client, not specifically identified in the above scope of services, will be invoiced separately in accordance with our standard hourly rate schedule. To provide the City of Oxford with these proposed services and for our Atkins accounting records, please provide a written Notice to Proceed.

We appreciate the opportunity to serve you and the City of Oxford, and we look forward to assisting the city this effort. Should you have any questions or require additional information, please do not hesitate to contact me at 770.933.0280 or by email at [john.boudreau@atkinsglobal.com](mailto:john.boudreau@atkinsglobal.com).

Sincerely,

John Boudreau  
Landscape Architecture

## TASK ORDER

**ATKINSRÉALIS Project Number:** TBD

**Task Order Number:** TO-09

This Task Order is made part of and governed by the terms and provisions of the Master Services Agreement, dated the 5 day of May, 2022 ("Agreement"), by and between AtkinsRéalis ("ATKINSRÉALIS") and City of Oxford (the "Client"). All capitalized terms used but not otherwise defined herein shall have the meanings given to them in the Agreement.

**Scope of Services:** In performing its work under this Task Order, ATKINSRÉALIS shall perform its services to the standard of care of a reasonable professional that is performing the same or similar work, at the same time and locality and under the same or similar conditions faced by ATKINSRÉALIS. ATKINSRÉALIS agrees to perform the following scope of services in accordance with the Payment Basis set forth below.

Describe Scope of Services here

**Payment Basis:** Select the basis of payment for this Task Order:

<input type="checkbox"/> <b>Time and Materials (T&amp;M)</b>
Total Labor: _____
Total Materials: _____
Total Ceiling "NTE" Amount: \$2,500.00

<input type="checkbox"/> <b>Firm-Fixed Price (FFP)</b>
Total Task Order Amount: _____

<input type="checkbox"/> <b>Cost Plus Fixed Fee (CPFF)</b>
Total Estimated Costs: _____
Fixed Fee: _____
Total Price: _____

<input type="checkbox"/> <b>Fixed Unit Rates/Prices</b>
Total "NTE" Amount: _____

<input type="checkbox"/> <b>Labor-Hour (LH)</b>
Total Ceiling (NTE) Amount: _____

<input type="checkbox"/> <b>Other</b>
Describe basis of payment: _____

### APPROVAL/ACCEPTANCE

Acceptance of the terms of this Task Order is acknowledged by the following signatures of the authorized representatives of the parties to the Agreement. This Task Order consists of this document and any supplemental pages attached and referenced hereto.

**IN WITNESS WHEREOF**, this Agreement is accepted on the date last written below, subject to the terms and conditions above stated and the provisions set forth herein.

**AtkinsRéalis:**

Name: \_\_\_\_\_  
 Title: R. Brian Bolick, PE- Vice President  
 Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 Title: David S. Eady- Mayor  
 Date: \_\_\_\_\_



# Transportation Bridge Aesthetics - Sandy Springs, Georgia





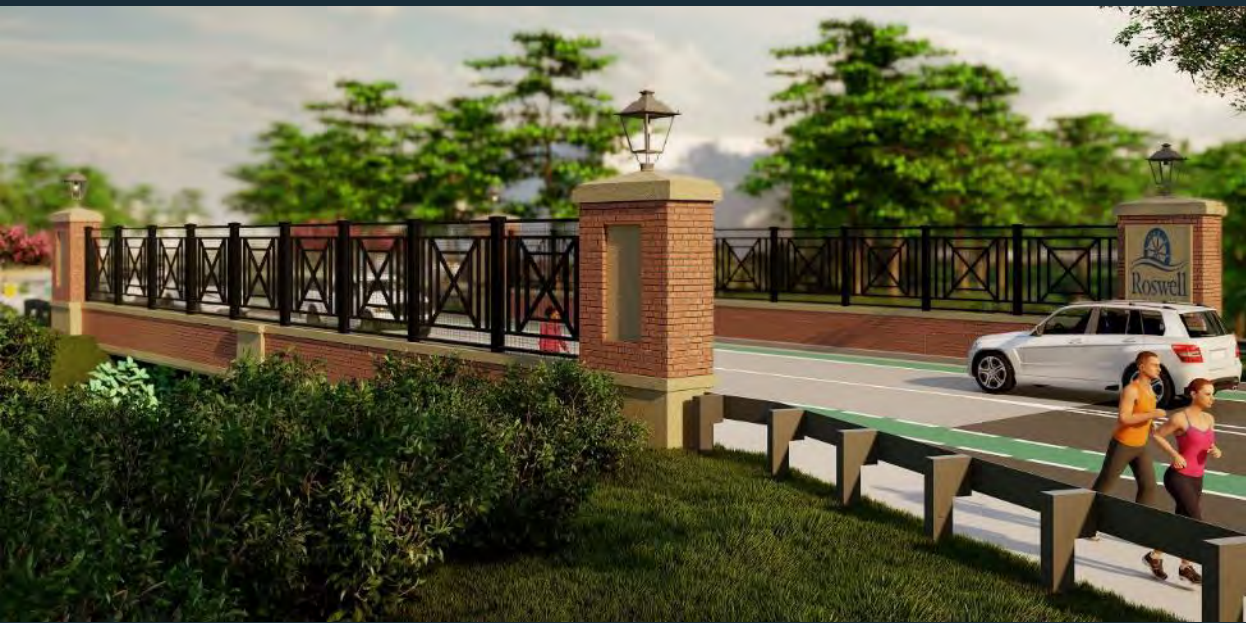
# Transportation Bridge Aesthetics - Roswell, Georgia





# Transportation

## Bridge Aesthetics - Roswell, Georgia







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

**RE: Attachment A  
City of Oxford- On Call Services – Task Order #8  
Scope of Services: Existing Traffic Control Signage Inventory and  
Recommendations**

November 13, 2024

Dear Mr. Andrew,

**AtkinsRéalis**  
1500 & 1600 RiverEdge  
Parkway, NW  
7th & 8th floor  
Atlanta, GA 30328

The City of Oxford has requested that AtkinsRéalis provide an inventory the existing traffic control signage within the city limits and provide recommendation on future traffic control signage improvements. AtkinsRéalis appreciates the opportunity to assist the City of Oxford for this important project. The following is our proposed scope of services.

### **Project Tasks**

#### **Task 1. Project Management**

AtkinsRéalis will:

- Provide project management to facilitate efficient project progress while maintaining ongoing, clear communication with the City of Oxford and City Manager.
- Services include organizing, managing, and coordinating the services required to perform the scope of work.
- Plan and facilitate a project kick-off meeting and site visit. At the conclusion of this meeting, AtkinsRéalis will develop a final project schedule.
- Conduct project management meetings to review project status, schedule, and budget and provide meeting notes at the conclusion of each meeting.

#### ***Deliverables:***

- *Kick-off Meeting agenda and notes*
- *Project management meetings/phone calls to discuss project progress and issues with agenda and action items*

[atkinsrealis.com](https://atkinsrealis.com)



- *Final project management schedule*
- *Monthly invoices and progress reports on task completion and budget status*
- *Agenda and notes for coordination meetings with stakeholders and partners*

### **Task 2. Site Inventory and Analysis:**

AtkinsRéalis Design Team will:

- Attend three-four (3-4) day review of project area, gather signage information related to the existing signage locations.
- During site visit conduct visual assessment/photo site documentation of the existing signage locations. Document location of existing signage in relation to roadway.
- AtkinsRéalis will look at type, location, signage clutter, and missing signage that may be required.

#### ***Deliverables:***

- Prepare inventory base maps (utilizing available surveys, mapping, aerial photography and/ or Google Street View.
- Document existing traffic signage data. This includes any existing traffic control and street signage within the city limits.

### **Task 3. Preliminary Signage Plan**

The AtkinsRéalis team will prepare preliminary traffic control signage plan, illustrating the proposed signage and its location. The preliminary signage plan will show the signage location and design type. A detailed estimate of probable costs will be provided by the AtkinsRéalis team that will include signage items recommended for future construction.

#### ***Deliverables:***

- *One proposed city-wide traffic control signage plan.*
- *An estimate of probable costs*
- *Meeting with the City Manager to discuss the proposed traffic control signage and cost.*

### **Professional Fees for proposed Services:**

This task order will be performed for a lump sum (firm -fixed price) of \$20,000.00.

### **Proposed Schedule:**

It is projected this task order will be completed within 2-3 months from execution of the task order from the City and Notice to Proceed.

**Assumptions/Exclusions:** Atkins has identified the following Assumptions and Exclusions for this project. Should the City request an additional service that has been excluded from the proposed scope of services, Atkins will prepare an Additional Task Order for the City review and approval.

**The following Assumptions and Exclusions to the proposed scope of work include:**

- The City will provide a manager with the authority to review the progress of the work, meeting(s), and make decisions and recommendations that may impact the project.
- The following services are not included in the scope of services:
  - As built survey of any kind including utilities
  - Traffic analysis studies, warrants or other traffic studies.
  - Right of Way Documents and/or Easement Plans
  - GDOT Agency approvals
  - Bidding and Construction Assistance

Service will be monthly. Additional services requested by the Client, not specifically identified in the above scope of services, will be invoiced separately in accordance with our standard hourly rate schedule. To provide the City of Oxford with these proposed services and for our Atkins accounting records, please provide a written Notice to Proceed.

We appreciate the opportunity to serve you and the City of Oxford, and we look forward to assisting the city in successfully completing the City Traffic Control Signage Effort. Should you have any questions or require additional information, please do not hesitate to contact me at 770.933.0280 or by email at [john.boudreau@atkinsglobal.com](mailto:john.boudreau@atkinsglobal.com).

Sincerely,

John Boudreau  
Director of Urban Design  
and Landscape Architecture

## TASK ORDER

**ATKINSRÉALIS Project Number:** TBD

**Task Order Number:** TO-08

This Task Order is made part of and governed by the terms and provisions of the Master Services Agreement, dated the 5 day of May, 2022 ("Agreement"), by and between AtkinsRéalis ("ATKINSRÉALIS") and City of Oxford (the "Client"). All capitalized terms used but not otherwise defined herein shall have the meanings given to them in the Agreement.

**Scope of Services:** In performing its work under this Task Order, ATKINSRÉALIS shall perform its services to the standard of care of a reasonable professional that is performing the same or similar work, at the same time and locality and under the same or similar conditions faced by ATKINSRÉALIS. ATKINSRÉALIS agrees to perform the following scope of services in accordance with the Payment Basis set forth below.

Describe Scope of Services here

**Payment Basis:** Select the basis of payment for this Task Order:

<input type="checkbox"/> <b>Time and Materials (T&amp;M)</b>
Total Labor: _____
Total Materials: _____
Total Ceiling "NTE" Amount: _____

<input type="checkbox"/> <b>Firm-Fixed Price (FFP)</b>
Total Task Order Amount: \$20,000.00

<input type="checkbox"/> <b>Cost Plus Fixed Fee (CPFF)</b>
Total Estimated Costs: _____
Fixed Fee: _____
Total Price: _____

<input type="checkbox"/> <b>Fixed Unit Rates/Prices</b>
Total "NTE" Amount: _____

<input type="checkbox"/> <b>Labor-Hour (LH)</b>
Total Ceiling (NTE) Amount: _____

<input type="checkbox"/> <b>Other</b>
Describe basis of payment: _____

### APPROVAL/ACCEPTANCE

Acceptance of the terms of this Task Order is acknowledged by the following signatures of the authorized representatives of the parties to the Agreement. This Task Order consists of this document and any supplemental pages attached and referenced hereto.

**IN WITNESS WHEREOF**, this Agreement is accepted on the date last written below, subject to the terms and conditions above stated and the provisions set forth herein.

**AtkinsRéalis:**

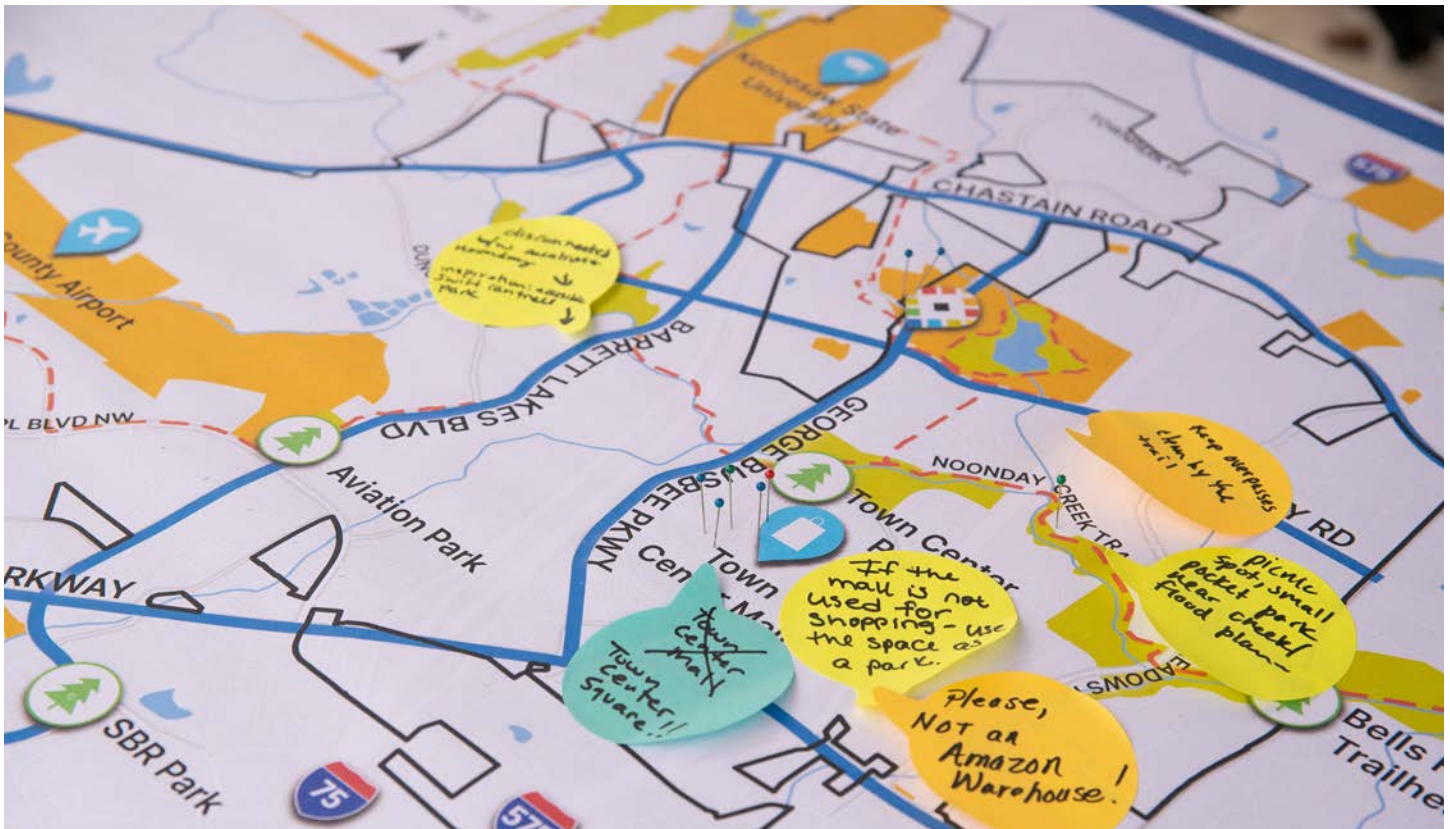
Name: \_\_\_\_\_  
Title: R. Brian Bolick, PE- Vice President  
Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: David S. Eady- Mayor  
Date: \_\_\_\_\_

REVISED PROPOSAL - February 2025

# City of Oxford

## Planning Services



### SUBMITTED BY:

TSW

**Primary Contact: Allison Stewart-Harris, AICP**

1447 Peachtree Street NE, Suite 850

Atlanta, GA 30309

Main: 404.873.6730

Direct: 470.751.2420

Email: [astewart-harris@tsw-design.com](mailto:astewart-harris@tsw-design.com)

Web: [www.tsw-design.com](http://www.tsw-design.com)





February 27, 2025

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

Dear Mr. Andrew:

Thank you for the opportunity to provide a revised proposal to the City of Oxford. We are pleased to offer our planning services to your community.

Enclosed you will find our recommended approach and cost proposal for working with the City to address its existing planning and development challenges, with a more focused look at the code and likely development outcomes.

If you have any questions, please do not hesitate to reach out.

Sincerely,

A handwritten signature in blue ink, appearing to read "Allison Stewart-Harris".

Allison Stewart-Harris, AICP  
Associate Principal

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# 1. About Us

## TSW

For over 30 years, we have been proud to create award-winning designs that embody the principles of livable communities: walkability, sense of place, compelling public spaces, human-scaled buildings, and connectivity. We are involved in all stages of placemaking, including outreach, visioning, coding, public and private planning, architecture, and streetscape design, and are gratified to see many of our projects move from concept to completion in a range of diverse locations throughout the Southeast, around the United States, and internationally.

TSW's personnel includes 48 full-time employees, several of whom work in multiple studios. Our staff members include:

- 22 planners (13 with AICP accreditation)
- 11 registered landscape architects
- 5 landscape designers
- 1 transportation engineer
- 4 registered architects
- 6 project architect designers
- 8 LEED Accredited Professionals
- 2 administrative employees

## Croy Engineering

Croy is an award-winning, consulting firm based in Georgia. Croy offers a diversified range of capabilities in various fields, including planning, municipal utility design, transportation, traffic engineering, parks and recreation, and environmental services. Croy's more than 100-person firm is headquartered in Marietta, Ga. with additional offices in Chattanooga, Tenn. and Huntsville, Ala. TSW worked with Croy recently on the Henry County Comprehensive Plan, which linked future land use and development potential to wastewater capacity across the County's multiple basins.

## Codes & Zoning Experience

TSW has completed dozens of coding efforts, including mixed-use codes, neighborhood codes, downtown district codes, project specific codes, and SmartCodes, working for a range of clients from local governments to private developers. Below is a list of TSW's recent code and comprehensive planning experience.

### Zoning Ordinances & Unified Development Codes

- Atlanta Zoning Ordinance Rewrite: Atlanta, GA (ongoing)
- Berkeley Lake Unified Development Code: Berkeley Lake, GA (ongoing)
- Braselton Development Code Update: Braselton, GA
- Chattahoochee Hills Unified Development Code: Chattahoochee Hills, GA
- Decatur Unified Development Ordinance: Decatur, GA
- Dunwoody Unified Development Ordinance: Dunwoody, GA (ongoing)
- Gainesville Unified Land Development Code: Gainesville, GA
- Glynn County Zoning and Subdivision Ordinances: Glynn County, GA
- Hall County Unified Development Code: Hall County, GA
- Hampton Zoning Ordinance: Hampton, GA
- Henry Unified Development Ordinance: Henry County, GA (ongoing)
- Hochatown Zoning Ordinance: Hochatown, OK (ongoing)
- Milton Unified Development Code: Milton, GA
- Roswell Unified Development Code: Roswell, GA
- Snellville Unified Development Ordinance: Snellville, GA
- Statesboro Unified Development Code: Statesboro, GA

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## Specialized & Small Area Codes or Guidelines

- Creek Central Creek District Design Standards: Goose Creek, SC
- Downtown and Northpoint Codes: Alpharetta, GA
- Dunwoody Sign Ordinance: Dunwoody, GA
- Forsyth County Residential Design Standards: Forsyth County, GA
- Gwinnett Unified Development Ordinance Code Updates: Gwinnett County, GA
- Hapeville Urban Design Standards: Hapeville, GA
- Milton Historic Preservation Design Guidelines: Milton, GA
- Poncey-Highland Historic District: Atlanta, GA
- Regulatory Economic Development Audit and Updates: Barrow County, GA
- Sapulpa Code and Design Guidelines: Sapulpa, OK
- Tucker Sign Ordinance: Tucker, GA
- Urban Growth Master Plan Regulatory Updates: Lexington, KY

## Comprehensive, Strategic, and Visioning Plans

- City of Buford Comprehensive Plan: Buford, GA
- City of Dunwoody Comprehensive Plan: Dunwoody, GA
- City of Brookhaven Comprehensive Plan: Brookhaven, GA
- City of Red Bank Comprehensive Plan: Red Bank, TN
- Barrow County Comprehensive Plan: Winder, GA
- Douglas County Comprehensive Plan: Douglasville, GA
- Gwinnett County Comprehensive Plan: Lawrenceville, GA
- Henry County Comprehensive Plan: McDonough, GA

## Wastewater Capacity Planning (Croy Engineering)

- City of Smyrna 30-Year Capital Improvement Plan: Smyrna, GA
- City of Loretto Water and Sewer 2033 Ten-Year Capital Improvement Plan: Loretto, TN
- Bartow County Asset Management Plan: Bartow County, GA
- McDonald Farm Utility Planning: Hamilton, TN
- North West Utility District (NWUD) Five-Year Capital Improvement Plan, Soddy-Daisy, TN

## TSW Team Organizational Chart

### TSW TEAM MANAGEMENT:

**Principal-in-Charge:** Caleb Racicot

**Project Manager/Senior Planner:** Allison Stewart-Harris

### PLANNING

Christopher Myers  
Nick Johnson

### ENGINEERING

Bert Kuyrkendall  
Melanie Brueggemann





## Caleb Racicot, AICP, LEED AP

### Principal-in-Charge

Caleb, a Principal at TSW, is a community planner specializing in urban design, smart growth codes, community retail strategies, and the use of corridor studies as catalysts for community building. Caleb has worked in both the public and private sectors and led numerous community workshops. Caleb frequently speaks on coding implementation to municipalities, professional organizations, and neighborhood groups.

#### Education:

2001 Master of City Planning  
Georgia Institute of Technology

1997 Bachelor of Science in Environmental Design  
University of Massachusetts at Amherst

#### Professional Affiliations:

- American Planning Association
- American Institute of Certified Planners
- CNU

#### Awards:

- 2021 GPA Outstanding Planning Process for City of Decatur's Destination 2030
- 2017 VeloCity Award for Bike-Friendly Policy: Atlanta Zoning Update
- 2012 GPA Outstanding Plan Implementation: Crabapple SmartCode and TDR Ordinance



### Representative Projects

**Decatur Unified Development Ordinance** (Decatur, GA) – Principal-in-Charge/Project Manager for developing a unified development code that supports the 2010 Decatur Strategic Plan.

**City of Atlanta Zoning Ordinance Rewrite** (Atlanta, GA) – Principal-in-Charge/Project Manager to conduct a general assessment and rewrite of the existing Zoning Ordinance, focusing on policy strengths and weaknesses and identification of other municipal zoning ordinance models/typologies that may be appropriate for the City and will work under State Zoning Statutes.

**City of McDonough Unified Development Ordinance** (McDonough, GA) – Principal-in-Charge for developing a unified development code.

**City of Hampton Zoning Update** (Hampton, GA) – Principal-in-Charge for comprehensive update of this small city's zoning and subdivision codes, including community engagement, code writing, and coordinating with subconsultant experts.

**City of Milton Form-Based Codes** (Milton, GA) – Principal-in-Charge for locally-calibrated SmartCode for the Crabapple and Deerfield (Highway 9 corridor) areas. Both codes included an extensive public participation process.

**City of Snellville Towne Center Districts** (Snellville, GA) – Principal-in-Charge for Towne Center Districts regulations to support the vision of the 2003 LCI, 2030 Comprehensive Plan, and Towne Center Master Plan.

**Dunwoody Village Master Plan Update & Dunwoody Village District Regulations** (Dunwoody, GA) – Principal-in-Charge for update to the 2011 Dunwoody Village Master Plan to include proposed street improvements and new district regulations that included general regulations, building types, and open space types.

**Perimeter Community Improvement Districts Planning Services** (Fulton and DeKalb Counties, GA) – Principal-in-Charge for various planning services, including an LCI update, code updates, and public place standards.

**Creek Central Creek District Design Standards** (Goose Creek, SC) – Principal-in-Charge for development of zoning code best practices and design standards for the city's Central Creek District that focus on supporting the Comprehensive Plan and encouraging quality incremental development over time. The standards include guidelines on site planning, buildings, lighting, site furniture, and landscaping.



## Allison Stewart-Harris, AICP

### Project Manager/Senior Planner

Allison joined TSW in 2022 as a Senior Associate to lead the Planning Studio. She has a broad range of experience in developing livable, memorable places throughout the southeast, with a special focus on comprehensive planning, open space planning, and the connection between land use and transportation.

### Representative Projects:

#### Education:

2006 MCRP, City and Regional Planning  
University of Pennsylvania

2006 Historic Preservation Certificate  
University of Pennsylvania

2004 BA, History  
Rice University

#### Professional Status:

- American Institute of Certified Planners

**City of Porterdale Planning Services** (Porterdale, GA) – Project Manager for a high-level review of the City's code and identification of options for comprehensive planning and code updates.

**Barrow County Comprehensive Plan** (Winder, GA) – Project Manager for the update of Barrow County's Comprehensive Plan, currently underway. This plan will be focused on developed comprehensive strategies for seven major issues and opportunities in the county, particularly around the interaction between land use, transportation, and wastewater infrastructure, and how to manage high demand for housing at a range of price points.

**Henry County Comprehensive Plan Update** (Henry County, GA) – Project Manager and Senior Planner for the County's update to the comprehensive plan. Provided project leadership and developed an innovative strategy to land use policy that balances flexibility with predictability.

**Paulding County Comprehensive Plan** (Paulding County, GA) – Project Manager for development of Paulding County's update to its comprehensive plan that was developed in coordination with the County's Comprehensive Transportation Plan. Building off the strong existing plan already place, the update focused on defining policies for community crossroads and special areas particularly around how to preserve rural character in the face of oncoming growth.

**Douglas County Comprehensive Plan and Small Area Updates** (Douglasville, GA) – Project Director for the update to Douglas County's Comprehensive Plan and small area studies for the Winston and Lithia Springs areas. Currently underway, the update is taking a closer look at future land use, refining character areas, and providing more detailed guidance to areas that have suffered neglect and disinvestment over the past 20 years.

**Coweta County Comprehensive Plan and Comprehensive Transportation Plan Update** (Coweta County, GA) – Senior Land Use Planner. Coweta County is a fast-growing county south of Atlanta and is currently transforming from a largely rural place to a suburban/urbanizing community. The County undertook much of the Comprehensive Plan update internally with direction from the consultant team; Allison led the land use planning components of the plan, including establishing growth tiers to help better define areas where growth is desired versus those where new growth should be limited. Completed during the COVID-19 epidemic, the project included a series of online engagement events and close coordination with the Comprehensive Transportation Plan.





## Christopher Myers

### Historic Preservation Specialist and Project Manager

Christopher, an Associate at TSW, has more than 10 years of experience as a planner and historic preservationist, administering design guidelines, developing historic preservation plans, reviewing site development plans, completing environmental reviews, and conducting site and literature research. He has extensive experience supporting the work of historic preservation commissions and preparing context-based analyses of proposed changes to properties and sites. Christopher previously served as president of Preserve Greater Indy, a volunteer group of young and young-at-heart professionals with an interest in programming and community building in the preservation field.

#### Education:

2014 Master of Science  
in Historic Preservation  
Ball State University

2013 Bachelor of  
Urban Planning and  
Development  
Ball State University

#### Professional Status:

- Professional  
Qualification  
Standards (36 CFR  
Part 61): IN, KY

#### Professional Affiliations:

- American Planning  
Association

#### Awards:

- 2024 Cincinnati  
Preservation  
Association Award  
of Preservation  
Excellence in  
Education for  
Covington Academy  
of Heritage Trades
- 2024 Kentucky  
Heritage Council  
Award of Service  
to Preservation for  
Covington Academy  
of Heritage Trades



#### Work Experience:

Prior to joining TSW, Christopher was a project manager and code specialist with ZoneCo, a zoning and historic preservation administrator with the City of Covington, KY, and a senior planner and preservation planner with the City of Indianapolis, IN.

#### Representative Projects:

**Statesboro Unified Development Ordinance\*** (Statesboro, GA) - Lead code writer with a subconsultant team to create a unified set of development standards that supports historic preservation through zoning incentives, among other objectives from the City's Comprehensive Plan. This project included in-depth draft reviews with the client's code administrators.

**Covington Academy of Heritage Trades\*** (Covington, KY) - Lead organizer, cheerleader, and pivot manager for the creation of the Covington Academy of Heritage Trades; a trades training program focused on increasing our skilled trades labor force. Utilizing a data-driven approach, our collaborative team identified accessible trades training as the missing link to address high unemployment, a severe shortage of skilled workers, and prolonged wait times for services catering to historic properties.

**Fox Lake National Register Expansion\*** (Fox Lake/Angola, IN) - Project manager for preparing the National Register of Historic Places expansion for Fox Lake, a historic and one-of-a-kind community in Indiana with rich history that is owned, developed, and maintained by Black families and their descendants. This project included extensive archival research and on-the-ground analysis of existing conditions.

**Historic Covington Design Guidelines\*** (Covington, KY) - Preservation specialist responsible for updating the City's design guidelines, modernizing graphics, and turning the document into a resource guide for historic property owners. This project involved refreshing the resource appendix, adding clarity around the review of wood window reparability, simplifying review standards and procedures (to allow staff to handle more reviews with clarity and consistency), and embedding sensible flexibility that meets the Secretary of the Interior's Standards for the Treatment of Historic Properties.

\* Completed while with another firm



## Bert Kuyrkendall, PE, AICP

Senior Associate / Transportation Engineer and Planner

Bert, a Senior Associate at TSW, has more than 25 years of experience as a Transportation Planner and Engineer. Bert's planning work focuses on helping cities and towns become more sustainable, just, and livable places. He has led and collaborated on numerous transportation plans, comprehensive plans, corridor studies, bike/ped network plans, and Complete Streets design projects. As an engineer and planner, Bert is able to bring a balanced approach to transportation planning and implementation. He has extensive experience in street and multimodal facility design, with a firm grasp on state and city/county design standards, including the ability to modify and draft new transportation standards. He has shepherded many projects from concept design and public input, to estimating and budgeting, grant application, schematic and engineering design, bidding, construction oversight, and maintenance.

### Education:

1995 Bachelor of Science in Civil Engineering  
Mississippi State University

1993 Bachelor of Arts in Mathematics  
Belhaven University

### Professional Status:

- Registered Engineer: AL, GA, MS, TN, KY
- American Institute of Certified Planners

### Professional Affiliations:

- APA
- CNU (Accredited)
- Bike Walk Tennessee, Board Member
- Association of Pedestrian and Bicycle Professionals



### WORK EXPERIENCE:

Prior to joining TSW, Bert was a Transportation Planner and Engineer with Orion Planning + Design, and served as City Transportation Engineer for the City of Chattanooga.

### Representative Projects:

**Natchez Downtown Transportation and Parking Plan** (Natchez, MS) - Project Manager for Downtown Transportation Plan that focuses on converting one-way streets to two-way, traffic analysis, and developing an area-wide parking plan that takes into account current conditions and future development, with specific surface and structured parking lot recommendations and design.

**City of Maryville Downtown Master Plan** (Maryville, TN) - Mobility Lead for Downtown Master Plan. The goal of the mobility sector of the plan is to create a more walkable town center, recommending streetscapes which accent and serve existing and new development, facilitate walking and biking connections from neighborhoods, and propose street sections which promote traffic calming, add on-street parking and provide multimodal facilities.

**Madison Transportation Plan** (Madison, GA) - Project Manager for the citywide transportation plan, which will serve as the foundation for all transportation-related capital project decisions, guide departmental implementation strategies, and address transportation aspects of land development throughout the city. The plan encompasses traffic volume assessments and level of service analysis for major streets and intersections, level of comfort evaluations for walking and bicycling, in-depth vehicle speed and safety analysis, and connectivity assessments across all modes of transportation.

**City of Atlanta Complete Street Projects\*** (Atlanta, GA) - Project Lead for conversion of two roads, North Avenue and JE Lowery Boulevard, to Complete Streets to promote safer neighborhoods and corridors. The North Avenue projects included resurfacing, sidewalk repair, landscaping, curbing, ADA-compliant crosswalks and ramps, lighting, and traffic calming devices from Beltline East to Moreland Ave. The design also includes bicycle infrastructure improvements at the BeltLine access point.

\* Completed while with another firm





## Nick Johnson, AICP

### Community Planner / Community Engagement Specialist

Nick joined the TSW Planning Studio in 2023. Within community and land use planning projects, he specializes in finding common ground between environmental sustainability and economic growth and revitalization. He has experience working across Georgia in rural, suburban, and urban contexts, and is passionate about identifying a community's unique traits and under-appreciated assets.

#### Education:

2019 Master of City and Regional Planning  
Georgia Institute of Technology

2013 Bachelor of Arts in Global Studies and Spanish  
University of North Carolina at Chapel Hill

#### Professional Status:

- American Institute of Certified Planners

Prior to joining TSW, Nick was a Senior Planner at Georgia Conservancy for five years.

#### Representative Projects:

**Gwinnett County 2045 Unified Plan** (Gwinnett County, GA) – Deputy Project Manager for development of Gwinnett County's 2045 Unified Plan, which focuses on designing a typology of Gwinnett's "daily communities" and provides recommendations for strategic redevelopment that fits within the County's suburban and diverse community context.

**Henry County Comprehensive Plan Update** (Henry County, GA) – Community Planner for the County's update to the comprehensive plan. Provided technical support evaluating changing land use patterns and land development trends.

**Covington Corridors: Housing and Land Use Study\*** (Covington, GA) – Community Planner for a corridor study focused on alignment of multi-family and mixed-use project development with key growth corridors. Provided technical analysis on land uses along corridors and presented text amendments to municipal zoning categories.

**Villa Rica Downtown Placemaking & Alley Activation Study\*** (Villa Rica, GA) – Project Manager for a Community Development Assistance Program project exploring placemaking, community development, and economic development policies and projects for underutilized spaces in downtown Villa Rica.

**Douglas County Comprehensive Plan Update and Small Area Studies\*** (Douglas County, GA) – Community Planner leading land use analysis for Douglas County's update to its comprehensive plan. Provided in-depth land use analysis for the Winston neighborhood as part of associated Small Area Study.

**NPU-G Community Master Plan Update\*** (Atlanta, GA) – Community Planner for neighborhood master plan project for 13 neighborhoods, which was adopted as an amendment to the City of Atlanta's Comprehensive Development Plan. The plan focused on issues pertaining to connectivity, redevelopment, and stewardship of natural resources.

**Newton County Housing Study\*** (Newton County, GA) – Project Manager for a housing study for Newton County and its five cities. Included a housing and urban design vision which analyzed sites in Covington for strategic redevelopment.

\* Completed while with the Georgia Conservancy





# Melanie Brueggemann, PE

## Utilities Design Lead

### Education:

Bachelor of Science  
in Civil Engineering,  
Auburn University

### Professional Status:

- Professional Engineer: Georgia, Alabama, Tennessee
- GSWCC Level II Certified Design Professional in Erosion/Sedimentation Control

Melanie has more than a decade of utility design experience and leads Croy's Municipal Utilities Department at the firm's Georgia headquarters location. She brings project management and communications skills to our team, as well as a wide range of technical skills in design for water, sewer, and stormwater infrastructure. Her experience spans projects across the South – from Georgia to Texas. In recognition of her contributions to the industry, Melanie has been named to Engineering Georgia Magazine's lists of "35 Under 35 Women to Know" in both 2024 and 2023, as well as the publication's "50 Women in the Know" in 2021. In addition, she was recognized as a "Rising Star in the A/E/C Industry" by the Zweig Group in 2022 and as the Jack C. Dozier Emerging Leader Award recipient by the Georgia Association of Water Professionals (GAWP) in 2019. Select project experiences are profiled below..

### Representative Projects:

#### **MCDONALD FARM SEWER PLANNING | HAMILTON COUNTY, TN**

As project manager, Brueggemann led the efforts to provide the County with a preliminary plan to provide sewer services for a 2,000-acre farm in north Hamilton County, Tenn. Melanie worked as the lead designer to model the future sewer system, including 36,000 linear feet of new gravity sewer, a regional pump station, two intermediate pump stations, 43,000 linear feet of force main, and upgrades to 15,000 linear feet of existing sewer. She also provided a report including alternatives for the design, cost estimates, phasing of the project, and a project work schedule.

#### **CITY OF LORETTO WATER AND SEWER 10-YEAR CAPITAL IMPROVEMENT PLAN | LORETTO, TN**

Melanie led a team to complete the Loretto Water and Sewer 10-Year Capital Improvement Plan. A review of the water system, including the water treatment plant, storage tanks, booster pumps and distribution piping, was completed, as well as the sewer system, including the sewer treatment plant, gravity sewer system, and sewer pump stations.

#### **NORTH WEST UTILITY DISTRICT FIVE-YEAR CAPITAL IMPROVEMENT PLAN | SODDY DAISY, TN**

Brueggemann worked with North West Utility District (NWUD) to provide a five-year capital improvement plan for the water system in efforts to receive upcoming funding for needed projects. Melanie reviewed all existing data including pipe sizes, as-built mapping, service areas, break history, and installation date of piping. To better understand the system, she created a water model to depict the system and calibrated it by performing fire flow testing throughout the system. The goal of the project was to assess, plan, and upgrade facilities to account for both population growth and maintain facility quality.



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## 2. References

### Milton Unified Development Code

**Robyn MacDonald, Zoning Manager**  
2006 Heritage Walk  
Milton, GA 30004  
Gainesville, GA 30503  
678.242.2540  
robyn.macdonald@miltonga.gov

### Hall County Unified Development Code

**Beth Garmon, Director of Planning and Development**  
2875 Browns Bridge Road  
Gainesville, GA 30503  
770.297.6295  
robyn.macdonald@miltonga.gov

### Chattahoochee Hills Unified Development Code

**Mayor Tom Reed**  
6505 Rico Road  
Chattahoochee Hills, GA 30268  
678.561.0011  
tom.reed@chatthillsga.us

### Statesboro Unified Development Code

**Kathy Field, Director of Planning and Development**  
50 E. Main Street  
Statesboro, GA 30458  
912.764.0630  
kathy.field@statesboroga.gov

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# 3. Project Scope + Fees

## Project Understanding

The City of Oxford is a unique jurisdiction. It is a small community with a significant institution at its heart, Oxford College of Emory University. Beyond the College, the vast majority of Oxford is single-family residential, public facilities, and undeveloped land. There are very few commercial properties, and because the College is a non-profit, the tax base is limited. The City's primary revenue source is its provision of electric, water, and wastewater utilities.

Despite notable growth in Newton County, Oxford has seen very little growth and development in recent decades. Nearby industrial growth is expected to spur potential growth pressure on Oxford's east side, and there are several large (over 5 acres) privately held parcels that could develop in the future. There are indications that growth is on the way, but Oxford's current policies and code are not currently aligned with the type of development the community desires. A moratorium on growth in the Turkey Creek sewer basin is likely to be lifted in 2025, and some pent-up demand for developed in this area is anticipated. The current Comprehensive Plan was not fully updated since 2018 (completed by NEGRC); although the plan is well done and meets state standards, it does not communicate a clear vision for Oxford, nor does it address the nuanced challenges the City is facing now. Further hamstringing the City's abilities to move forward is its zoning code, which dates to 1997. The code is outdated, confusing, difficult to administer, and sparks as many questions as it has answers.

To address these challenges, TSW recommends the following two-step approach:

Step 1: Create development "test cases" of five sites in/near Oxford to illustrate how current policy and zoning are likely to play out, and provide alternatives

Step 2: Update the code to steer development in a more desirable direction

## Revised Scope of Work

### Step 1: Development Test Cases

#### Task 1.1. Kick-Off and Tour

The TSW team will come to the City of Oxford for a kick-off meeting and tour. At the kick-off meeting, the team and City staff will review the project goals, scope, and schedule. Following the meeting, City representatives will take the team on a tour of up to ten (10) potential sites for more focused study.

#### Task 1.2 Site Identification + "As Is" Development Outcomes

Following the tour, TSW will work with the City to select up to five (5) sites to use as test cases for policy and zoning changes. These sites will be selected based off of multiple factors, but primarily the propensity for the site to develop in the next five to ten years, and the potential impacts of that development on the city. For each of the six sites, TSW will do the following:

- Create a basemap
- Determine the range of potential development outcomes based on current policy and regulations
- Identify a most likely development outcome based on current policy/regulations/general market conditions. TSW will create a visual representation of this likely development outcome, as well as a high-level assessment of likely infrastructure impacts (water, wastewater, transportation).



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## SECTION 3: **PROJECT UNDERSTANDING & APPROACH**

### Task 1.3 Stakeholder Review

TSW will facilitate up to eight (8) hours of stakeholder review sessions to discuss the five sites and their “as is” outcomes. The City of Oxford will be responsible for identifying the stakeholders and scheduling these sessions; the sessions can occur in-person in during a single day, or in blocks of 2 hours virtually (or some combination thereof). At these sessions, the TSW team will share how the current regulations would likely “behave” on each site, and discuss possible alternative outcomes if policies and regulations were revised. Stakeholders will have an opportunity to learn more about the current code and its anticipated impacts, and share their vision for alternative development outcomes.

### Task 1.4 Development Alternatives

Based on stakeholder input and direction from the City, TSW will create up to two (2) reality-based alternatives for each site if policy and regulations were changed, supported by character imagery and a high-level discussion of infrastructure impacts.

### Task 1.5 Public Input

TSW will create and facilitate an engagement opportunity for residents and other stakeholders to learn about each of the five sites, their most likely “as is” development outcomes, and the potential alternatives. The public will have the opportunity to provide input on which development outcomes/alternatives they prefer, and why. This engagement exercise can occur as an online exercise or as an in-person meeting.

### Task 1.6 Summary Document

TSW will create a succinct report summarizing tasks 1.2 through 1.5, including preliminary recommendations for policy and regulatory changes.

### Task 1.7 Presentation to City Council and Revised Summary Document

TSW will present the summary document content to City Council for discussion and feedback. Based off feedback and comments from City Council, TSW will revise the Summary Document.

**Fee for Tasks 1.1 – 1.7: hourly, not to exceed \$38,000**

**Anticipated Timeline: 3-4 months**

## **Step 2. Code Revisions**

### Task 2.1 Draft Coding Memo

Towards the end of Step 1, TSW will prepare a draft Coding Memo. The memo will confirm the specific zoning updates to be made before actually starting the coding process. Experience has shown that this is the best use of public resources because it allows local governments to confirm what will and won’t change before any text is written.

Recommendations will be based on:

- Comments received during stakeholder interviews.
- An evaluation of the effectiveness of current zoning and the Official Zoning Map to implement the vision emerging from Step 2. This will include identifying deficiencies and potential “hot button” items.
- An quick evaluation of the clarity, consistency, and usability of the zoning ordinance.

### Task 2.2 Draft Coding Memo Review

Provide time for City review of the draft Coding Memo, then:

- Meet virtually with City staff to discuss the outline and necessary modifications.
- Facilitate a City Council work session to present and review the draft Coding Memo.

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## SECTION 3: **PROJECT UNDERSTANDING & APPROACH**

Based on the direction provided by City Council, TSW will finalize the memo and proposed fee for Tasks 2.3 through 2.8.

### Task 2.3 Draft Zoning Updates – Discussion Draft

Prepare draft zoning text amendments for City staff review and comment. Once the code writing process begins, TSW often identifies additional items that need confirmation from the City. These will be identified in this Task and discussed in Task 2.4.

### Task 2.4 Draft Zoning Updates V0 Review

After allowing adequate time to review the draft, TSW will meet with City staff to discuss comments and revisions. After staff review, Steering Committee Meeting #3 will be held to review it.

### Task 2.5: Draft Zoning Updates V1

The draft zoning text amendments will be updated in response to comments received in Task 2.4.

### Task 2.6: Public Review

After delivery of the Draft Zoning Updates V1, and after allowing adequate time for distribution and review, TSW will facilitate a Public Open House to present the draft and solicit input.

### Task 2.7. Draft Zoning Updates V2

Revisions based on comments from the City and the public will be made. Draft Zoning Updates V2 (a public hearing draft, ready for the formal public hearing process) will be provided.

### Task 2.7. Public Adoption Hearings

TSW will present Draft Zoning Updates V2 at up to four public hearings, including the Planning Commission and City Council meetings. Updates will be incorporated into the up to three draft revisions, as needed.

### Task 2.8. Final Updates

After adoption, final revisions will be made, and a final digital copy of the updates will be delivered, including all photos, images, and graphics.

### Step Assumptions and Exclusions

For the purpose of this proposal, these fees assumes the following:

- Zoning updates will be limited to focused text amendments as opposed to a full rewrite of the code
- Zoning updates excluded Official Zoning Maps changes
- The City will provide legal review and all meeting notice,

Fee for Tasks 2.1 – 2.2: hourly, not to exceed \$12,000

Anticipated Timeline: 2 months

Fee for Tasks 2.3 – 2.8: typically \$20,000 – \$60,000 depending on complexity

Anticipated Timeline: to be determined



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# 4. Experience

## TSW Code Experience Examples in the Last 5 Years

### Hall County Unified Development Code

After TSW completed Hall County's Comprehensive Plan, TSW was retained to create the County's Unified Development Code to ensure that regulations were aligned with the vision and goals of the Comp Plan regarding growth management, attainable housing, infrastructure maintenance and expansion, parks and recreation, resource and greenspace conservation, multi-modal transportation, safety and security, and economic development.

**Client Information:**

Hall County  
Randi Doveton, Director of Planning and Development  
770.297.5544

**Services Provided by TSW:**

- Diagnostic Review
- Solutions and Code Outline
- Code Drafting
- Community Engagement
- Public Adoption Hearings

**Value of Services:** \$230,000

**Status:** Final review before adoption

**Project Management:**

Caleb Racicot, Principal-in-Charge  
Nathan Brown, Lead Planner

### Milton Unified Development Code

TSW has worked with the City of Milton to update its zoning and development regulations since the city's incorporation in 2006. Most recently, TSW completed a comprehensive update of all the city's zoning and development regulations, resulting in the creation of a new unified development code (UDC). Key regulatory updates included enhancing the clarity and usability of the regulations, aligning them with current city policies, and eliminating outdated standards that were carried over when the newly incorporated city initially adopted Fulton County's regulations.

**Client Information:**

City of Milton  
Robyn MacDonald, Zoning Manager  
678.242.2540  
robyn.macdonald@miltonga.gov

**Services Provided by TSW:**

- Code Audit
- Draft Solutions
- New UDC
- Community Engagement

**Value of Services:** \$200,000

**Status:** Adopted 2024

**Project Management:**

Caleb Racicot, Principal-in-Charge

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## City of Gainesville Unified Land Development Code

TSW was retained by the City of Gainesville to update its Unified Land Development Code. The process began with a Diagnostic Review of the existing code, which helped develop overall recommendations and an approach to the update. Key focus areas include general ULDC usability (update use provisions to reflect current terms and purposes, clarify language to eliminate ambiguity, reorganize code so that regulations are easier to find, update graphics, add hyperlinks, and remove exceedingly technical or legal language), general city standards, Downtown and Midland, gateways, corridors, and overlays, and neighborhoods, and a legal approach.

### **Client Information:**

City of Gainesville  
Rusty Ligon, Director, Community and Economic Development  
770.531.6570

### **Services Provided by TSW:**

- Diagnostic Review
- Diagnostic Report
- Code Drafting
- Public Input

**Value of Services:** \$268,000

**Status:** Diagnostic Report completed

### **Project Management:**

Caleb Racicot, Principal-in-Charge  
Nathan Brown, Project Manager / Planner

## Forsyth County Residential Design Standards

TSW created residential design standards for most single family residential zoning categories for the entire County as well as a more stringent requirement for the more-developed Southeast portion of the County. These design standards were originally suggested by the 2017 Comprehensive Plan to help enhance the sense of place in the County.

The standards were not without contention. Even though builders were interviewed early in the process, several building groups expressed concern with the new standards. However, TSW worked with the County to integrate builder feedback and ultimately the modified standards were adopted by the Board of Commissioners.

### **Client Information:**

Forsyth County  
Jennifer Scott, Town Manager  
706.654.5720

### **Services Provided by TSW:**

- Issue Identification
- Draft of Guidelines
- Public Input
- Draft Code
- Approval Process

**Value of Services:** \$71,845

**Status:** Adopted in 2019

### **Project Management:**

Caleb Racicot, Project Advisor

# Dunwoody Comprehensive Plan & Unified Development Ordinance

Dunwoody, GA



TSW assembled a team to guide the City of Dunwoody through an update of its Comprehensive Plan and Unified Development Ordinance (UDO). As a dynamic suburban community in the Atlanta metropolitan area, Dunwoody faces opportunities and challenges related to transportation connectivity and a growing population with housing needs. With its established neighborhoods and thriving commercial hubs, the City required a strategic framework to guide future growth in these areas while preserving their unique character.

The updated Comprehensive Plan serves as a roadmap for decision-making, offering priorities and actionable strategies focused on Dunwoody's character areas. Informed by public engagement—including dynamic pop-up events, workshops, and community survey—the plan reflects the priorities of Dunwoody's diverse stakeholders.

The UDO modernizes zoning and development regulations to ensure alignment with the vision set forth in the Comprehensive Plan. It establishes clear, consistent standards for [insert key regulatory focus areas, e.g., mixed-use development, walkability, environmental protection]. Together, these tools provide a cohesive guide for sustainable growth while maintaining community identity.

## CLIENT:

City of Dunwoody

## PROJECT STATUS:

Ongoing

## PROJECT HIGHLIGHTS:

- Comprehensive Plan and UDO update aligning Dunwoody's growth, housing, and transportation with community-driven priorities.ct





# Buford 2045 Comprehensive Plan Update

Buford, GA



TSW was hired by the City of Buford in 2023 to update their comprehensive plan to accommodate the changes the community has seen since its last plan was adopted in 2019.

Since 2019, Buford has experienced a high level of development activity; approximately 25 acres of land was developed into commercial/mixed use, about 534 acres have developed into industrial uses (primarily warehouses and logistics centers), and about 46 acres have transitioned to residential uses. A number of transportation projects were completed, including roadway, intersection, and bicycle/pedestrian projects.

The 2045 Comprehensive Plan is the City's overarching policy statement and blueprint for the community's future and acts as a "playbook" for the future. This plan replaces the City's previous comprehensive plan, the Comprehensive Plan 2040 Update. Looking at a 20-year planning horizon, this 2045 plan continues to advance strides made in land use, transportation, housing, economic development, and quality of life. It folds in existing

plans and considers the impacts that proposed projects and policies have across disciplines. This plan retained the overall vision of the 2040 plan, but made significant changes to the priority strategies to maintain the energy, leadership, and policy direction that has brought the city to where it is today. Strategies were concentrated in Buford's downtown to reflect the City's renewed focus in its development. To reflect these changes, the plan's goals and policies were updated, along with the future land use plan and Community Work Program. Lastly, the resulting document was populated with updated maps and graphics to communicate the plan's new ideas.

## CLIENT:

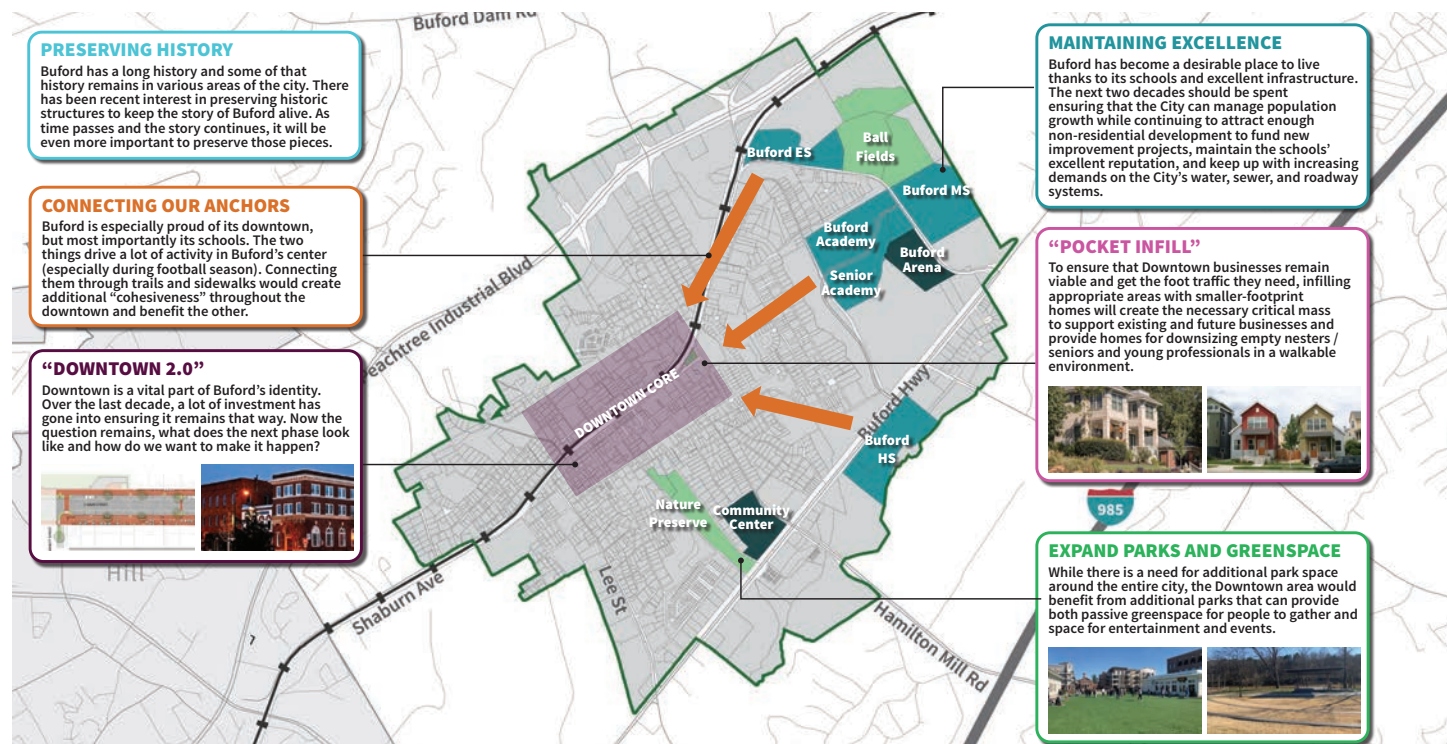
City of Buford

## PROJECT STATUS:

Adopted in 2024

## PROJECT HIGHLIGHTS:

- Revised priority strategies



# Henry County Comprehensive Plan Update

Henry County, Georgia



TSW was retained by Henry County to develop an update to their Comprehensive Plan. One of the major challenges of Comprehensive Plans is that they tend to be a mile wide and an inch deep—they touch most topics very lightly and broadly. Although this is good from a breadth perspective, it often translates into policies and recommendations that are vague and difficult to implement.

The Henry County Comprehensive Plan 2023 Update takes a different approach. Rather than trying to cover everything at a very high level, this plan seeks to tackle a handful of the County's most pressing challenges comprehensively and across disciplines.

The main achievement of the plan was creating a Development and Infrastructure Strategy approach to land use that provides clarity yet flexibility for future land use decisions.

The Update also zeroed in on the Central District around Jonesboro Road, recommending a robust Complete Streets approach and focused investment in this growing area.

## CLIENT:

Henry County

## PROJECT STATUS:

Started in February 2022 - Ongoing

## PROJECT HIGHLIGHTS:

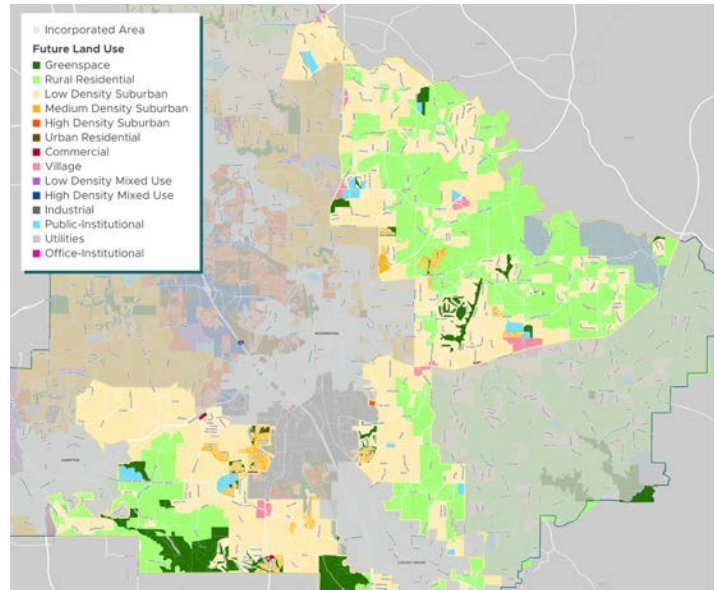
- Project Management
- Inventory and Analysis
- Community Engagement
- Project and Policy Recommendations

## CLIENT REFERENCE:

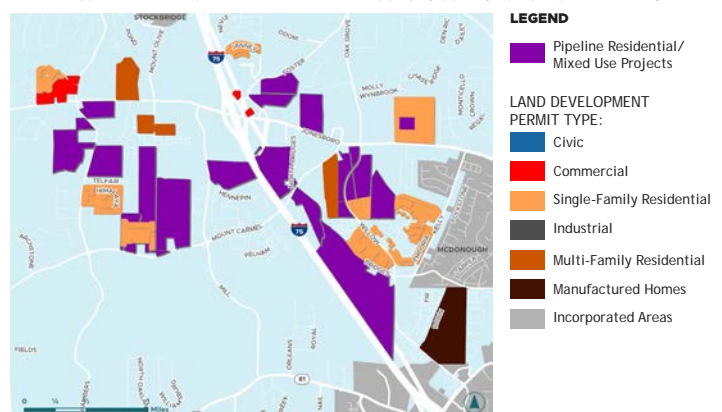
Henry County Department of Planning & Zoning  
Kamau As-Salaam, Assistant Director  
140 Henry Parkway, McDonough, GA 30253  
Phone: 770.288.7553  
Email: ksalaam@co.henry.ga.us

## DESIGN FEES:

\$187,700



>> MAP 16. NEW DEVELOPMENT + PIPELINE PROJECTS JONESBORO ROAD AND I-75











6700 Oakley Industrial Blvd  
UNION CITY, GA 30291

Estimate # 882

www.anixterpowersolutions.com

Phone: 404.691.2605  
Fax: 770.798.1309

Quotation: U00776049.00

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

Issued Date: **Mar 19, 2025**

Expiration Date: **Apr 13, 2025**

Sales Contact: **Fiedka Rosa**

Attn:

(P)

Phone:

(F)

Fax: **7704268913**

Fiedka.rosa@wescodist.com

Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
1		<b>RALS-1-N</b> CLAMP SUSP BLTD ANGLE AL 4-397.5 ACSR 90DEG <b>STD PKG: 25</b> CPN: 160-20000 DEL: IN STOCK	25	15.700	EA	392.50
2		<b>HDSO-47</b> CLAMP DE STRAIGHT BLTD .19"-.47" NO FTG <b>STD PKG: 20</b> CPN: 160-30070 DEL: IN STOCK	20	15.200	EA	304.00
3		<b>38UGGSA500C</b> GUY STRAND 3/8 UG CL-A GALV 500' C <b>STD PKG: 500</b> CPN: 3/8GW DEL: IN STOCK	500	0.700	FT	350.00
4		<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: 3-4 WEEKS FOR DELIVERY	12	52.800	EA	633.60
5		<b>ZHP010-0000100</b> ARR DIST 10KV HD POLY 10KA W/BIRD CAP NO BRKT <b>STD PKG: 128</b> CPN: ARRESTER DEL: IN STOCK	14	48.050	EA	672.70
6		<b>J9412</b> BOLT OVALEYE 5/8" X 12" <b>STD PKG: 25</b> CPN: BOLTEYE-12 DEL: IN STOCK	25	4.750	EA	118.75



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Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
7		<b>J8812</b> BOLT MACH 5/8"X12" STD PKG: 50 CPN: BOLTMACH-12 DEL: STOCK	50	2.150	EA	107.50
8		<b>J25256.1</b> BRKT INSU POST 11/16" MT HOLES CPN: BRKT-1PI DEL: 6 WEEKS FROM FACTORY	4	45.450	EA	181.80
9		<b>G1HDA318DE</b> BRKT INSU FBRGLS SPSN 1P STD PKG: 3 CPN: BRKT-1PNF18 DEL: STOCK	6	103.850	EA	623.10
10		<b>G1MDA318ADB</b> BRKT C/O & ARR 18" 1.5" DIA 3-POS HDWR & SLOT AL STD PKG: 4 CPN: BRKT-CA DEL: STOCK	14	54.400	EA	761.60
11		<b>J1300</b> CLEVIS SECONDARY LESS INSULATOR 5/8"BLT STD PKG: 25 CPN: CLEVISSEC DEL: STOCK	25	11.700	EA	292.50
12		<b>GRC58</b> CLAMP GRC 5/8" FOR 5/8" GRD ROD STD PKG: 100 CPN: CLMP-GR DEL: STOCK	100	2.200	EA	220.00
13		<b>X1NCNDLM11</b> CUTOUT STD 15KV 110BIL PORC PG R90 100A 16KA L STD PKG: 3 CPN: CUTOUT100AMP-SC DEL: 5-6 WEEKS FOR DELIVERY	15	105.400	EA	1,581.00
14		<b>J1092</b> EYENUT OVAL 5/8" STD PKG: 50 CPN: EYENUT-5/8 DEL: STOCK	50	3.350	EA	167.50



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Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
15		<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: 15-16 WEEKS FOR DELIVERY	100	1.000	EA	100.00
16		<b>HSG-4504</b> GRIP DE SVC #2 6-7/1 7W 0.290-.325 RH ACSR/AL R <b>STD PKG:</b> 200 CPN: GRIPDE-2 DEL: 15-16 WEEKS FOR DELIVERY	200	0.900	EA	180.00
17		<b>DE-S1107</b> GRIP GUY DE GALV 3/8" ORANGE <b>STD PKG:</b> 40 CPN: GRIPGUY-3/8 DEL: 3-4 WEEKS FOR DELIVERY	40	3.150	EA	126.00
18		<b>PG-MS-3921</b> GUY GUARD W/ STRAP <b>STD PKG:</b> 25 CPN: GUARDGUY DEL: 3-4 WEEKS FOR DELIVERY	25	4.400	EA	110.00
19		<b>DP57-21A</b> WITH 2' BOLT CPN: INS-HPCT DEL: 6-7 WEEKS FOR DELIVERY	3	79.350	EA	238.05
20		<b>HPI-55-4</b> INSU PIN 15KV F-NECK POLYE GRY <b>STD PKG:</b> 30 CPN: INS-PIN DEL: STOCK	12	7.300	EA	87.60
21		<b>5112-INSULATOR</b> Spool Insulator 2" Gray 11/16" Hole 53-1 <b>STD PKG:</b> 50 CPN: INS-SPL DEL: STOCK	25	1.050	EA	26.25
22		<b>DS-15M</b> INSU DE SUSP 15KV SIL IRON END FITTINGS <b>STD PKG:</b> 9 CPN: INS-SUSP DEL: STOCK	18	18.000	EA	324.00





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Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
23		<b>GCC15-78R2</b> INSU GUY STRAIN 15K 78" CLEVIS TO CLEVIS 2R <b>STD PKG: 10</b> CPN: INSGUY78-2R DEL: 7-8 WEEKS FOR DELIVERY	10	40.900	EA	409.00
24		<b>1572122BCNA</b> TRAN 15KVA 12.4GY/7.2 240/120 PT 2B CNV CPN: OHT15-120	0		EA	No Quote
25		<b>2572122BCNA</b> TRAN 25KVA 12.4GY/7.2 240/120 PT 2B CVN CPN: OHT25-120 DEL: STOCK	2	1,553.950	EA	3,107.90
26		<b>1/0ACSR-6/1</b> 1/0ACSR-6/1 RAVEN1/2 6/1 ACSR DEL: 2 WEEKS FOR DELIVERY	4000	0.550	EA	2,200.00
27		<b>j2840z</b> PIN TRANS LEAD MOLED NYLON THRD F/ INSU <b>STD PKG: 25</b> DEL: 3-4 WEEKS FOR DELIVERY	25	11.900	EA	297.50
28		<b>J740Z</b> PIN POLE TOP 20" 1" NYLN THREADS <b>STD PKG: 15</b> DEL: 3-4 WEEKS FOR DELIVERY	15	16.000	EA	240.00
29		<b>PEP-66-45</b> PLATE POLE EYE 3/4" PIN 3/4" MTG BOLTS <b>STD PKG: 20</b> CPN: PLATEPOLEEYE DEL: 3-4 WEEKS FOR DELIVERY	20	11.050	EA	221.00
30		<b>D-75-D</b> ROD ANCH PISA 3/4"X7' DE ASSY <b>STD PKG: 5</b> CPN: RODANCHR8 DEL: STOCK	10	30.400	EA	304.00
31		<b>615883</b> ROD GROUND 5/8 X 8 FT CU 13MIL REA NON-TH YEL <b>STD PKG: 100</b> CPN: RODGRND5/8 DEL: STOCK	100	34.850	EA	3,485.00



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Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
32		<b>J8754TP</b> LAG SCREW W/TWIST DRV 1/2 IN X 4 IN <b>STD PKG:</b> 200 CPN: SCRE-LG1/2X4 DEL: STOCK	200	1.050	EA	210.00
33		<b>KGM 88</b> STAPLE GROUND WIRE <b>STD PKG:</b> 50 CPN: STAPLEGW-350 DEL: STOCK	350	3.000	LB	1,050.00
34		<b>J25249.1</b> STUD LINE POST 3/4" X 1-3/4" <b>STD PKG:</b> 100 CPN: STUD-PI	100	5.700	EA	570.00
35		<b>UTF-1205</b> TIE DIST 1/0 6/1) F W/PAD <b>STD PKG:</b> 100 DEL: 2-3 WEEKS FOR DELIVERY	100	5.300	EA	530.00
36		<b>UTF-1204</b> TIE DIST F-NECK AAC #1 7STR .328 <b>STD PKG:</b> 100 DEL: 2-3 WEEKS FOR DELIVERY	100	4.700	EA	470.00
37		<b>SPT-0318</b> TIE SPOOL AAC 1/0 7STR 0.398 PAD <b>STD PKG:</b> 100	100	2.000	EA	200.00
38		<b>SPT-0312</b> TIE SPOOL #2 6-7/1 .316- .357 PAD <b>STD PKG:</b> 100	100	1.900	EA	190.00
39		<b>D-6562-A</b> ANCH EYENUT TWINEYE 3/4" - 1" ROD GALV <b>STD PKG:</b> 25 CPN: TWINEYENUT-3/4 DEL: 7-8 WEEKS FOR DELIVERY	25	13.900	EA	347.50
40		<b>CPI-42100</b> RISER U-GUARD 2"X10' SCH40 BELLED <b>STD PKG:</b> 300 CPN: U-GUARD2 DEL: STOCK	15	1.950	FT	29.25



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Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
41		<b>CL4 30FT- PINEPOLE</b> CL4 30FT CCA TREATED SYP SPECIES SOUTHERN YELLOW PINE POLES, FULL LENGTH CCA TREATED TO A FINAL NET RETENTION OF .60# PER CUBIC FOOT, FRAMED, WQC OR INDEPENDENT INSPECTION AND CONFORMING TO RUS 2011 SPECIFICATIONS.  DEL: 1-2 WEEKS FROM FACTORY	4	232.550	EA	930.20
42		<b>CL4 35FT- PINE POLE</b> CL4 35FT CCA TREATED SYP SPECIES SOUTHERN YELLOW PINE POLES, FULL LENGTH CCA TREATED TO A FINAL NET RETENTION OF .60# PER CUBIC FOOT, FRAMED, WQC OR INDEPENDENT INSPECTION AND CONFORMING TO RUS 2011 SPECIFICATIONS.  DEL: 1-2 WEEKS FROM FACTORY	2	297.600	EA	595.20
43		<b>CL3 40FT- PINE POLE</b> CL3 40FT CCA TREATED SYP SPECIES SOUTHERN YELLOW PINE POLES, FULL LENGTH CCA TREATED TO A FINAL NET RETENTION OF .60# PER CUBIC FOOT, FRAMED, WQC OR INDEPENDENT INSPECTION AND CONFORMING TO RUS 2011 SPECIFICATIONS.  DEL: 1-2 WEEKS FROM FACTORY	13	426.550	EA	5,545.15
44		<b>CL3 45FT- PINE POLE</b> CL4 30FT CCA TREATED SYP SPECIES SOUTHERN YELLOW PINE POLES, FULL LENGTH CCA TREATED TO A FINAL NET RETENTION OF .60# PER CUBIC FOOT, FRAMED, WQC OR INDEPENDENT INSPECTION AND CONFORMING TO RUS 2011 SPECIFICATIONS.  DEL: 1-2 WEEKS FROM FACTORY	6	512.050	EA	3,072.30
45		<b>1/0CU7STRSDB500R</b> WIRE 1/0 CU 7STR BARE SD 500' R <b>STD PKG: 500</b> CPN: WIRE-1/0WP DEL: 1-2 WEEKS FOR DELIVERY	500	3.000	FT	1,500.00
46		<b>6SDBS25 W</b> WIRE 6 CU SOL SD BARE 25#/315' WOODEN S <b>STD PKG: 25</b> CPN: WIRE-6SD DEL: STOCK	100	8.400	LB	840.00





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47		<b>6CUSOL5KVRISER250R</b> WIRE 6 CU SOL 5KV 110M RISER 250' R STD PKG: 250 CPN: WIRE-RSR6 DEL: STOCK	250	0.900	FT	225.00
48		<b>J113</b> WASHER SQ CURVED 3" FOR 5/8" BOLT STD PKG: 50 CPN: WSHR-CRV4X4 DEL: 3-4 WEEKS FOR DELIVERY	1	2.450	EA	2.45
49		<b>J1075</b> WASHER SQ 2-1/4"X3/16" FOR 5/8" BOLT STD PKG: 200 CPN: WSHR2-1/2SQ5/8-1 DEL: 3-4 WEEKS FOR DELIVERY	1	0.800	EA	0.80

SECTION TOTAL: \$34,170.70

QUOTE TOTAL: \$34,170.70

### 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 THE WESCO TERMS CONDITIONS PUBLISHED AT WWW.WESCO.COM/TERMSOFSALE ARE EXPRESSLY INCORPORATED INTO AND GOVERN THIS TRANSACTION. Storage transport fees may apply if delivery isn't accepted w/in 90 days of availability. Price subject to change based on duties, freight, tariffs, or supplier increases.

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.



## Quote



Entered Date	Taken By	Customer #	Order #
3/14/25	amul	1477	10261594-00
Expiration Date	PO #	Page #	
5/13/25	ECG 882	1	

Bill To	Ship To	Remit To
CITY OF OXFORD 110 W CLARK ST OXFORD, GA 30054-2274	CITY OF OXFORD 105 W WATSON ST OXFORD, GA 30054-2014	Gresco Utility Supply, Inc. PO Box 932918 Atlanta, GA 31193-2918

Please note that the quote's expiration date, pricing, and lead times are subject to change based on manufacturing updates. GRESKO will communicate any changes at the time the order is placed.

Instructions

Ship Point	Via	Shipped	Terms	SlsRepln/Out
Gresco-Forsyth, GA	Gresco Truck		Net 30 Days	jwin / csti

Notes

Correspondence address: 1135 Rumble Road Forsyth GA 31029. If you have any questions, please do not hesitate to contact our Accounts Receivable department at ar@gresco.com. Thank you.

Line	Product and Description	Order Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
1	<b>RALS-1N</b> CLAMP ANGLE SUS .23-.75 4-397.5 #RALS-1N/AAC-301 STOCK	25.00	EA	15.88	EA	397.00
2	<b>ASD-2N</b> CLAMP DE STRAIGHT #6-2/0 .19-.47 500/PALLET STOCK	25.00	EA	12.95	EA	323.75
3	<b>3/8UGGUY250</b> WIRE GUY 3/8" UG 250' COIL UTILITY GRADE TENSILE STRENGTH IS 11,500LBS STOCK	750.00	FT	0.67	FT	502.50
4	<b>D104-6</b> ANCHOR PISA 10" 6000# 3/4&1" RODS MID-STRENG STOCK	12.00	EA	54.77	EA	657.24
5	<b>ZHP010-0000000</b> ARR POLY DIST 10KV ZHP HD MOV (7695) STOCK	14.00	EA	56.10	EA	785.40
7	<b>J8812</b> BOLT MACHINE 5/8X12" 6" THREAD 50/STD 1800/PLT STOCK	100.00	EA	2.36	EA	236.00



Line	Product and Description	Order Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
8	<b>F1CS-HV-A18-JVP-1</b> BRACKET VERTICAL PIN 1" 18" LONG 2" HEAVY DUTY QTY. 6 PER BOX STOCK	8.00	EA	115.40	EA	923.20
9	<b>AF24712</b> BRACKET CROSSARM MOUNTIN FOR FUSE CUTOOUT OR ARRES STOCK	20.00	EA	18.30	EA	366.00
10	<b>J1399</b> CLEVIS SECONDARY I-20 LEAD TIME 2-4 WEEKS	25.00	EA	13.87	EA	346.75
11	<b>WB5/8H.JAB5/8H</b> ROD GRD CLAMP 5/8" CU ROD HEX HD #8- #1/0 T&B pallet qty 16000 STOCK Customer Prod: WB5/8H	50.00	EA	3.20	EA	160.00
12	<b>CSG15-100A-110-CN-10KA</b> CUTOOUT NON-LB 100A 15KV POLYMER PARALLEL GROOVE STOCK	15.00	EA	98.78	EA	1,481.70
13	<b>AF1092</b> NUT OVAL EYE 5/8" 50/BOX ALUMA FORM MAXIMO# 406711 STOCK	50.00	EA	2.84	EA	142.00
14	<b>SG-4506</b> GRIP SERVICE DE 1/0 ACSR SG-4506 #1/0 STOCK Customer Prod: SG4506	100.00	EA	2.00	EA	200.00
15	<b>SG-4504</b> GRIP SERVICE DE 2 ACSR SG-4504 #2 STOCK	200.00	EA	1.20	EA	240.00
16	<b>GDE-1107</b> GRIP GUY DE GALV STEEL 3/8" PREFORM PRODUCT STOCK	100.00	EA	3.65	EA	365.00
18	<b>KL15SK</b> INS. SILICONE LINE POST W/K-CLAMP STOCK	1.00	EA	104.00	EA	104.00
19	<b>366S/PI23253RT</b> INS PORC PIN 15KV F-NECK 1"R GRY 366-SPP 504/PLT STOCK	12.00	EA	6.86	EA	82.32
20	<b>2012/VI2612</b> INS PORC SPOOL 3" 24/BX ANSI 53-2/C909-1032 STOCK	24.00	EA	1.36	EA	32.64
21	<b>ARP-15SKCE-S</b> INS POLY SUSP DE 15KV SILICONE 10/BOX 600/PLT STOCK	20.00	EA	14.00	EA	280.00

Line	Product and Description	Order Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
22	<b>FGS16-78CT AF</b> INS GUY STRAIN 78" C-C 16000# 5/8" ROD STOCK	20.00	EA	35.20	EA	704.00
23	<b>C722N015KVA-E</b> TX 7.2 120/240 2B 15KVA NI W/SEC ARRESTOR STOCK	2.00	EA	1,467.50	EA	2,935.00
25	<b>RAVEN885R-FT-G</b> COND ACSR 1/0 6/1RAVEN 885# REEL / 6095' 902035 STOCK	6,095.00	FT	0.49	FT	2,986.55
26	<b>F1CS-MV-A18-BHP-2</b> BRACKET F/G JUMPER 18" OFFSET 1-1/2"DIA STOCK	5.00	EA	55.72	EA	278.60
27	<b>J715Z</b> PIN POLE TOP 15KV 1" THR J715Z NYLON 15"L GALV ST LEAD TIME 8-10 WEEKS	20.00	EA	13.10	EA	262.00
28	<b>GAU35/UGA-653</b> ATTACHMENT GUY UNIVERSAL INS & UNINSULATED GUY STOCK Customer Prod: GAU35	25.00	EA	11.11	EA	277.75
29	<b>J7528</b> ROD ANCHOR 3/4X8 TWEYE GALV C J7528 LEAD TIME 2-4 WEEKS	15.00	EA	45.67	EA	685.05
30	<b>W588/615883</b> ROD GRD 5/8X8 CU NON-SEC 6258G13/615883/588RUS STOCK	35.00	EA	23.12	EA	809.20
31	<b>J8754TP</b> SCREW LAG 1/2X4 TW PILOT 5" HEAD EASY OUT J8754TP STOCK	200.00	EA	1.0533	EA	210.66
32	<b>J1672</b> STAPLES GROUND STEEL 1/4"X 1-3/8 x .9GA 50LB STOCK	100.00	LB	4.89	LB	489.00
33	<b>J25249.1</b> BOLT STUD 3/4-3/4 F/PST INS 1-3/4 LONG F/STL ARM STOCK	100.00	EA	2.94	EA	294.00
34	<b>WTJ-0412</b> TIE WRAPLOCK 1/0 J-NECK WTJ-0412 #1/0 STOCK	100.00	EA	9.32	EA	932.00
35	<b>WTJ-0406</b> TIE WRAPLOCK 2 J-NECK WTJ-0406 #2 STOCK	100.00	EA	9.10	EA	910.00
36	<b>SPL-1355-P</b> TIE SPOOL 1/0 W/PAD SPL-1355-P #1/0 STOCK	100.00	EA	3.97	EA	397.00

Line	Product and Description	Order Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
37	<b>SPL-1354-P</b> TIE SPOOL 2 W/PAD #2 PREFORMED 2000/PALLET STOCK Customer Prod: SPL1354	100.00	EA	0.00	EA	0.00
38	<b>J6516</b> EYENUT TWIN 3/4 LEAD TIME 20-22 WEEKS	25.00	EA	14.14	EA	353.50
39	<b>PM2-40</b> CABLE RISR SHLD PVC 2"X10' 1000/PLT RECEIVE BY TOTAL FOOTAGE AMOUNT, NOT BY EACH STICK STOCK	100.00	FT	5.00	FT	500.00
40	<b>1/0-7ST.CU500R</b> WIRE CU #1/0-7 STR SD RL 500' BARE/ 163# PER REEL STOCK	500.00	FT	2.50	FT	1,250.00
41	<b>6SD.CU315-FT</b> WIRE CU #6 SD SPL BARE S 315' 25# SPL HRD-CW STOCK	100.00	FT	0.61	FT	61.00
42	<b>6SD.CU.TXR</b> WIRE CU #6 SD INSULATED TXR SOLID 500' COIL STOCK	500.00	FT	0.95	FT	475.00
43	<b>CW44-6</b> WASHER SQUARE CURVED 4X4 - 5/8 & 3/4" CECO STOCK	25.00	EA	4.69	EA	117.25
44	<b>J1075</b> WASHER SQ 2-1/4X2-1/4X3/ 16" W/11/16" HOLE 200/BX STOCK	200.00	EA	0.75	EA	150.00
45	<b>POLE WOOD 30'CL4-MC</b> CCA 30' CLASS 4 LEAD TIME 1-3 WEEKS	4.00	EA	179.35	EA	717.40
46	<b>POLE WOOD 35'CL4-MC</b> CCA 35' CLASS 4 * LEAD TIME 1-3 WEEKS	2.00	EA	230.45	EA	460.90
47	<b>POLE WOOD 40'CL3-MC</b> CCA 40' CLASS 3 LEAD TIME 1-3 WEEKS	13.00	EA	330.45	EA	4,295.85
48	<b>POLE WOOD 45'CL3-MC</b> CCA 45' CLASS 3 LEAD TIME 1-3 WEEKS	6.00	EA	414.15	EA	2,484.90

<b>45</b>	<b>Lines Total</b>	<b>Total Order Quantity</b>	<b>10,043.00</b>	<b>Subtotal</b>	<b>30,662.11</b>
				<b>Taxes</b>	<b>0.00</b>
				<b>Total</b>	<b>30,662.11</b>



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

## Quotation

QUOTE DATE	ORDER NUMBER
04/01/25	S014224473
REMIT TO:	PAGE NO.
STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	1

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

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

ORDERED BY:

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON	
128681						Gregory T Blankenshi	
INSIDE SALESPERSON				REQD DATE	FRGHT ALLWD	SHIP VIA	
Todd E Horto				04/01/25	Yes		
ORDER QTY	SHIP QTY	LINE	DESCRIPTION			Prc/UOM	Ext Amt
10EA		1	MACL RALS3N CLAMP ANGLE 1.02-1.6			92.500EA	925.00
			-----				
			STANDARD PACKAGE = 10				
			-----				
			LEAD TIME = 6-8 WEEKS				
			-----				
20EA		2	MACL HDSO47 HOT LINE DEADEND CLAMP			16.500EA	330.00
			AL SIDE OPENING .19 -.47" #6-2/0				
			ACSR				
			-----				
			STANDARD PACKAGE = 20				
			-----				
			LEAD TIME = 4-6 WEEKS				
			-----				
750FT		3	GUY 3/8 UG CLS-A 250' COIL A-4757ST			640.000M	480.00
			-----				
		LEAD TIME = 6-8 WEEKS					
		-----					
12EA	4	MACL D104-6 10" HELIX ANCHOR FOR			55.750EA	669.00	
		3/4 -1" ROD STANDARD DUTY 6000#					
		TORQUE RATING					
		-----					
		STANDARD PACKAGE = 4					
		-----					
		LEAD TIME = 8-10 WEEKS					
		-----					
*** Continued on		Next Page ***					

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

## Quotation

QUOTE DATE	ORDER NUMBER
04/01/25	S014224473
REMIT TO: STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	PAGE NO.  2

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

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

ORDERED BY:

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON		
128681						Gregory T Blankenshi		
INSIDE SALESPERSON				REQD DATE	FRGHT ALLWD	SHIP VIA		
Todd E Horto				04/01/25	Yes			
ORDER QTY	SHIP QTY	LINE	DESCRIPTION			Prc/UOM	Ext Amt	
14EA		5	MACL ZHP010-0000000 10KV SRG ARST ----- ITEM IS IN STOCK -----			57.500EA	805.00	
25EA		6	POHA P9412 5/8 X 12 OVAL EYE BOLT ----- STANDARD PACKAGE = 25 ----- ITEM IS IN STOCK -----			4.200EA	105.00	
100EA		7	POHA P8812 5/8 X 12 MACHINE BOLT HO ----- STANDARD PACKAGE = 50 ----- ITEM IS IN STOCK -----			2.890EA	289.00	
14EA		8	*ACMA AMI-53 HANGER SWITCH & ARRESTER 3 PHASE ----- LEAD TIME = 6-8 WEEKS -----			203.000EA	2842.00	
25EA		9	POHA P0322 SWINGING CLEVIS W/O INSULATOR ----- STANDARD PACKAGE = 25 ----- ITEM IS IN STOCK -----			4.750EA	118.75	
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## Quotation

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04/01/25	S014224473
REMIT TO: STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	PAGE NO.  3

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ORDERED BY:

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON		
128681						Gregory T Blankenshi		
INSIDE SALESPERSON				REQD DATE	FRGHT ALLWD	SHIP VIA		
Todd E Horto				04/01/25	Yes			
ORDER QTY	SHIP QTY	LINE	DESCRIPTION			Prc/UOM	Ext Amt	
50EA		10	ERC CP58 GRD ROD CLAMP SIL BRZ STD DUTY 1/2IN-5/8IN DIA ROD #8SOL-#2STR ----- STANDARD PACKAGE = 50 ----- ITEM IS IN STOCK -----			2.500EA	125.00	
14EA		11	POHA SIL115-195-PN 15KVA CUTOUT WITH PARALLEL GROVE CLAMP AND NEMA BRKT ----- ITEM IS IN STOCK -----			118.000EA	1652.00	
50EA		12	LINE OEN58 5/8 OVAL EYENUT ----- STANDARD PACKAGE = 50 ----- ITEM IS IN STOCK -----			1.950EA	97.50	
50EA		13	HELI HD-522 DEADEND DIST GRIP ----- STANDARD PACKAGE = 50 ----- LEAD TIME = 4-6 WEEKS -----			3.300EA	165.00	
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## Quotation

QUOTE DATE	ORDER NUMBER
04/01/25	S014224473
REMIT TO:	PAGE NO.
STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	4

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

ORDERED BY:

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON	
128681						Gregory T Blankenshi	
INSIDE SALESPERSON				REQD DATE	FRGHT ALLWD	SHIP VIA	
Todd E Horto				04/01/25	Yes		
ORDER QTY	SHIP QTY	LINE	DESCRIPTION			Prc/UOM	Ext Amt
100EA		14	HELI HD-518 DEADEND PREF ROD ----- STANDARD PACKAGE = 100 ----- LEAD TIME = 6-8 WEEKS -----			3.200EA	320.00
100EA		15	HELI HG-210-3/8 DEADEND GUY GRIP ----- STANDARD PACKAGE = 50 ----- ITEM IS IN STOCK -----			3.550EA	355.00
25EA		16	ELEM 707YTIE 8' YELLOW GUY GUARD ----- STANDARD PACKAGE = 25 ----- ITEM IS IN STOCK -----			3.250EA	81.25
50EA		17	POHA P532G P53-2G POWER LINE 3" PORCELAIN SPOOL INSULATOR ----- STANDARD PACKAGE = 50 ----- ITEM IS IN STOCK -----			1.800EA	90.00
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## Quotation

QUOTE DATE	ORDER NUMBER
04/01/25	S014224473
REMIT TO: STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	PAGE NO.  5

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

ORDERED BY:

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON	
128681						Gregory T Blankenshi	
INSIDE SALESPERSON				REQD DATE	FRGHT ALLWD	SHIP VIA	
Todd E Horto				04/01/25	Yes		
ORDER QTY	SHIP QTY	LINE	DESCRIPTION			Prc/UOM	Ext Amt
32EA		18	POHA P8215-S 15KV POLYMER SUSPENSION INSULATOR ----- STANDARD PACKAGE = 16 ----- ITEM IS IN STOCK -----			15.500EA	496.00
10EA		19	MACL GCC1578R2 CLEVIS W/2 ROLLERS ----- STANDARD PACKAGE = 10 ----- LEAD TIME = 7-8 WEEKS -----			48.400EA	484.00
2EA		20	*GE QAOP103 (5501AB0015) 15KVA XFM 1PH CONV POLE-MT HV: 7200/12470Y LV: 120/240 2-BUSH ----- ITEM IS IN STOCK -----			1030.000EA	2060.00
2EA		21	*GE QAOP104 (5501AB0025) 25KVA XFM 1PH CONV POLE-MT HV: 7200/12470Y LV: 120/240 2-BUSH ----- ITEM IS IN STOCK -----			1310.000EA	2620.00
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## Quotation

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04/01/25	S014224473
REMIT TO:	PAGE NO.
STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	6

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

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

ORDERED BY:

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON	
128681						Gregory T Blankenshi	
INSIDE SALESPERSON				REQD DATE	FRGHT ALLWD	SHIP VIA	
Todd E Horto				04/01/25	Yes		
ORDER QTY	SHIP QTY	LINE	DESCRIPTION			Prc/UOM	Ext Amt
6090FT		22	COND ACSR 1/0 RAVEN 6090FT RL EA/F			406.000M	2472.54
			-----				
			1 X 6090FT REEL				
			-----				
			LEAD TIME = 3-4 WEEKS				
			-----				
25EA		23	MACL J2840Z 1-IN ADAPTER PIN, NYLON THREADS			22.500EA	562.50
			-----				
			STANDARD PACKAGE = 25				
			-----				
			LEAD TIME = 8-10 WEEKS				
			-----				
15EA	24	MACL J740Z PIN PT W/NA THD			17.500EA	262.50	
		-----					
		STANDARD PACKAGE = 15					
		-----					
		LEAD TIME = 3-4 WEEKS					
		-----					
15EA	25	HPS GEP5 PLATE; POLE EYE			15.500EA	232.50	
		-----					
		STANDARD PACKAGE = 15					
		-----					
		LEAD TIME = 6-8 WEEKS					
		-----					
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STUART C IRBY BR743 KENNESAW  
1025-A COBB INTERNATIONAL PLACE  
SUITE A  
KENNESAW GA 30152  
770-422-1005 Fax 770-427-8455

## Quotation

QUOTE DATE	ORDER NUMBER
04/01/25	S014224473
REMIT TO: STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	PAGE NO.  7

SOLD TO:  
CITY OF OXFORD  
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OXFORD, GA 30054-2274

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

ORDERED BY:

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON		
128681						Gregory T Blankenshi		
INSIDE SALESPERSON				REQD DATE	FRGHT ALLWD	SHIP VIA		
Todd E Horto				04/01/25	Yes			
ORDER QTY	SHIP QTY	LINE	DESCRIPTION			Prc/UOM	Ext Amt	
15EA		26	MACL D75D 3/4X7 TWINEYE ANCHOR ROD ----- STANDARD PACKAGE = 5 ----- ITEM IS IN STOCK -----			34.500EA	517.50	
25EA		27	GALV 6258 5/8X8 CU CTD GND ROD ----- ITEM IS IN STOCK -----			20.500EA	512.50	
200EA		28	MACL J8754TP 1/2X4 LAG SCREW TWIST DRIVE, DRIVE POINT ----- STANDARD PACKAGE = 200 ----- ITEM IS IN STOCK -----			1.150EA	230.00	
7000EA		29	MACL J7656 STAPLE STEEL ----- STANDARD PACKAGE = 3500 ----- LEAD TIME = 8-10 WEEKS -----			0.750EA	5250.00	
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1025-A COBB INTERNATIONAL PLACE  
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## Quotation

QUOTE DATE	ORDER NUMBER
04/01/25	S014224473
REMIT TO:	PAGE NO.
STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	8

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

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CITY OF OXFORD  
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770-786-7004

ORDERED BY:

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON	
128681						Gregory T Blankenshi	
INSIDE SALESPERSON				REQD DATE	FRGHT ALLWD	SHIP VIA	
Todd E Horto				04/01/25	Yes		
ORDER QTY	SHIP QTY	LINE	DESCRIPTION			Prc/UOM	Ext Amt
100EA		30	MACL J25247.1 SHRT LINE POST STUD 5/8 X 1-3/4"			6.250EA	625.00
			----- STANDARD PACKAGE = 100 -----				
			LEAD TIME = 4-6 WEEKS -----				
25EA		31	MACL J6516 3/4 TWINEYE NUT -----			26.500EA	662.50
			STANDARD PACKAGE = 25 -----				
			LEAD TIME = 26-28 WEEKS -----				
15LN		32	ELEM PE2UG10ST U-GUARD 2" X 10FT HDPE (1500' PER PALLET) (PRICE PER LENGTH) (ALT UOM PER FT) (1LN=10FT) (1EA=1 LENGTH) -----			11.500LN	172.50
			ITEM IS IN STOCK -----				
4EA		33	POLE 30FT-CL-4 (APALACHEE) 30FT CLASS-4 WOOD POLE CCA TREATMENT -----			183.000EA	732.00
			LEAD TIME = 2-3 WEEKS -----				
*** Continued on Next Page ***							

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1025-A COBB INTERNATIONAL PLACE  
SUITE A  
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## Quotation

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04/01/25	S014224473
REMIT TO:	PAGE NO.
STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	9

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

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

ORDERED BY:

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON		
128681						Gregory T Blankenshi		
INSIDE SALESPERSON				REQD DATE	FRGHT ALLWD	SHIP VIA		
Todd E Horto				04/01/25	Yes			
ORDER QTY	SHIP QTY	LINE	DESCRIPTION			Prc/UOM	Ext Amt	
2EA		34	POLE 35FT-CL-4 (APALACHEE) 35FT CL4 CCA TREATED WOOD POLE ----- LEAD TIME = 2-3 WEEKS -----			191.000EA	382.00	
13EA		35	POLE 40FT-CL-3 (APALACHEE) 40FT CL3 CCA TREATED WOOD POLE ----- LEAD TIME = 2-3 WEEKS -----			280.000EA	3640.00	
6EA		36	POLE 45FT-CL-3 (APALACHEE) 45FT CL3 CCA TREATED WOOD POLE ----- LEAD TIME = 2-3 WEEKS -----			399.000EA	2394.00	
500FT		37	CUWI 1/0 THHN STR BLK- CUT ----- 1 X 500FT REEL ----- ITEM IS IN STOCK -----			3150.000M	1575.00	
100LB		38	UTBC 6 SD BARE SOL 25LB SPOOL (315FT) ----- ITEM IS IN STOCK -----			805.000C	805.00	
*** Continued on Next Page ***								

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1025-A COBB INTERNATIONAL PLACE  
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## Quotation

QUOTE DATE	ORDER NUMBER
04/01/25	S014224473
REMIT TO:	PAGE NO.
STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	10

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

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770-786-7004

ORDERED BY:

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON	
128681						Gregory T Blankenshi	
INSIDE SALESPERSON				REQD DATE	FRGHT ALLWD	SHIP VIA	
Todd E Horto				04/01/25	Yes		
ORDER QTY	SHIP QTY	LINE	DESCRIPTION			Prc/UOM	Ext Amt
250FT		39	COND 6 SD POLY RISER SOL TRANS 250FT ----- STANDARD PACKAGE = 250FT ----- ITEM IS IN STOCK			860.000M	215.00
50EA		40	MACL CW-44-6 4X4 CURV WASHER ----- STANDARD PACKAGE = 50 ----- LEAD TIME = 6-8 WEEKS			6.500EA	325.00
250EA		41	MACL J1075 3/16X2-1/4 SQ WASHER 11/16 HOLE ----- STANDARD PACKAGE = 200 ----- LEAD TIME = 3-4 WEEKS -----			0.890EA	222.50

**\* This is a quotation \***

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

All transactions are subject to and exclusively governed by our Terms and Conditions of Sale which are incorporated herein and available at: <https://www.irbyutilities.com/terms>. Additional or conflicting terms are rejected, void, and of no force or effect.

Subtotal	36900.04
S&H CHGS	0.00
Sales Tax	0.00
<b>TOTAL</b>	<b>36900.04</b>

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



# Quotation

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

QUOTE DATE	ORDER NUMBER
04/01/25	S014224473
REMIT TO:	PAGE NO.
STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	11

**SOLD TO:**  
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**770-786-7004**

**ORDERED BY:**

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB/RELEASE NUMBER	OUTSIDE SALESPERSON
128681			Gregory T Blankenshi
INSIDE SALESPERSON	REQD DATE	FRGHT ALLWD	SHIP VIA
Todd E Horto	04/01/25	Yes	

## Terms and Conditions of Sale for Quotes

A. Seller assumes no responsibility whatsoever for any interpretation of bid documents, plans, or specifications provided to Seller (i.e., customer shall be solely responsible for ensuring interpretation of such documents, plans and/or specifications and for conformity and appropriateness of all goods and services ordered in comparison to same).

B. Prices are subject to change at any time prior to shipment unless otherwise agreed in writing signed by an authorized Seller representative.

C. Pricing and estimated delivery dates are based solely on the quantities and specific products and/or scope of services identified in this quote. Seller may refuse, terminate, or change pricing, estimated dates, and other terms of its offer if customer requests changes or deviations from the original quote. Unless an authorized Seller representative accepts customer's proposed deviations in an explicit signed agreement modifying this quotation, any such proposed deviations are automatically rejected, void, and of no force or effect.

D. Quotation does not include special mounting or installation hardware, equipment options, accessories, samples, spares, or mock-up equipment unless otherwise noted.

E. Seller is not responsible for the design of the project or any goods supplied.

F. Seller reserves the right to increase the pricing quoted herein to account for force majeure events, the imposition of new or increased tariffs, shipping costs, import/export fees, duties, customs, or taxes, currency fluctuations, or increases in commodity or market pricing.

G. Pre-shipment of anchor bolts is plus freight.

H. Where applicable, fabrication and shipment of goods can only be made after Seller receives the following: (i) purchase order conforming to this Quotation, (ii) customer's verification and approval of technical information, (iii) approved Submittal Drawings, and (iv) credit approval.

I. Lead times are strictly estimates. Seller is not responsible for ship dates beyond estimated dates unless Seller's President or VP Finance otherwise explicitly agrees in a signed writing as part of this Quotation and then only to the extent so agreed.

J. All orders are FCA Shipping Point, prepaid and billed, unless otherwise noted in quote.

K. Logistic solutions, storage, handling, kitting, expedited or special delivery, testing, including, but not limited to, infrared scanning and NETA testing, spares, start-up, installation, commissioning, arc flash studies, and other services are excluded unless otherwise specified in this quote. Please contact your Seller representative for additional information on any such services if desired.

L. This quotation and all related transactions are also subject to the applicable manufacturer's published warranties, including all applicable disclaimers, exclusions, and limitations.

M. This quotation constitutes Seller's confidential information, and customer shall not share or distribute this quotation to third parties other than to the extent reasonably necessary to process the transactions contemplated herein with Seller.

N. Unless otherwise expressly agreed in a separate writing signed by Seller's President or VP Finance, Seller does not agree and is not subject to any contractual flow-down or pass-through terms from customer, including, but not limited to, DFARs, FARs, Prime Contracts, Minority Business requirements, Buy America Act, etc.

*Over and Under Contractors, Inc.*

*Post Office Box 53 Suwanee, Georgia 30024*

*Office (770) 682-9160 Fax (770) 682-1059 E-mail [overunde@bellsouth.net](mailto:overunde@bellsouth.net)*

TO: City of Oxford  
ATTN: Jody Reid  
REF: Watson Street Pole Change Out

Over & Under to layout primary. Frame and set new poles. Then transfer primary, neutral, transformer, secondaries and street lights to the new pole. Wreck out the old and saw them off just above telecommunications. From Wesley St down past Godfrey St we will lay out the primary. Frame and set new wood poles. Pull in new 1/0 primary and neutral. Tie in the new wire. Transfer the transformers, secondaries and street lights to the new poles. Dropout the old primaries, wreck out the old poles and cut off just above telecommunications. Clean up mess.

Over & Under will supply all labor, equipment and supervision to complete the project.

City of Oxford to supply all materials necessary to complete the project.

We will do this work for the lump sum of \$49,500.00. Should rock be encountered while digging we will remove at cost plus 15%

Sincerely



Jerry T. Blackwell Jr.  
27 FEB 2025



**JODY REID**

**City of OXFORD**

**Project POLE CHANGE OUT WATSON ST & VICINITY**

**JODY,**

**Thank you for allowing Utec the opportunity to price the pole replacement on Watson st and the reconduct of the eight spans. Here is our total price \$71,400. And again, thank you for the opportunity.**

**IF ROCK OR ANY OTHER UNFORSEEN OBJECTS WHILE EXCAVATING/DRILLING POLE HOLES UTEC WILL NOT BE RESPONSIBLE FOR THE REMOVAL. U-tec will not be responsible for any non-locatable UTILITIES. Sewer, water, storm drainage.**

**Thanks ANDY NORMAN**



## SERVICE ELECTRIC *Company*

---

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

March 26, 2025

City of Oxford  
110 W Clark St  
Oxford, GA 30054  
Attn: Jody Reid

Reference: Drawing no. 484202R0

Mr. Reid,

Service Electric Company proposes to provide necessary supervision, labor and equipment to complete the above referenced project for a lump sum total of **Ninety Thousand Dollars and 00/100 (90,000.00)** per the following scope of work;

- Install (24) new poles with framing and Reconductor approximately 3500' 1/0 ACSR

All work will be performed in a timely manner and good faith. We trust our proposal will have your favorable approval. Please advise if you need additional information. This quote is contingent on mutually agreeable terms and conditions.

Respectfully submitted,

Lee Campbell  
Lead Estimator

**City of Oxford**  
**Invoices >=\$1,000**  
**Paid March, 2025**

VENDOR	DESCRIPTION	AMOUNT
<b>RECURRING CHARGES</b>		
City of Oxford	January-February Services	1,418.65
City of Covington	Natural gas services, Maintenance Facility and Old Church, February 2025	1,556.96
Newton County Board of Commissioners	Water Purchases – February 2025; Invoice 3353	18,355.00
Newton County Water and Sewer Authority	Sewer operation fees – February 2025	9,547.77
Georgia Municipal Association	GMEBS Life & Health Program – March 2025	21,950.48
Georgia Municipal Association	Workers Compensation Audited Annual Premium	3,505.00
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for February 2025	107,840.31
Electric Cities of Georgia	Consulting and planning services for February 2025	6,956.00
U.S. Dept. of Energy	SEPA Energy Cost – February 2025 – Invoice #B-25-1176	2,807.27
Georgia Dept. of Revenue	State Payroll Taxes, March 2025	3,029.96
Georgia Dept. of Revenue	State Sales Tax Collected, February 2025	5,832.69
U.S. Dept. of Treasury	Federal Payroll Taxes, March 2025	18,875.48
Courtware Solutions	Licensing, support and maintenance for Municipal Court case management – February 2025	1,200.00
Latham Home Sanitation	Residential and Commercial Waste Removal Services - February 2025	10,432.50
Kellermeyer Bergensons	Janitorial services, City Hall and Asbury Street Park, March 2025	1,110.31
VC3 Inc.	Contracted IT Support Services – February 2025; Invoice #191588	3,978.26
BS&A Software	Fees for Online Payments February 2025; Invoice #159289	2,748.93
<b>PURCHASES/CONTRACT LABOR</b>		
C. David Strickland, P.C.	Legal services, February 2025	2,560.00
Steven A. Hathorn	Municipal Judge services, January - March 2025	1,562.50
Beryl Budd	Arborist Services, January-February 2025; Invoice #60	2,972.94
Rushton	FY 2024 Audit	15,000.00
Keck + Wood	<u>208 Emory Street Drainage Improvements:</u> <ul style="list-style-type: none"> <li>• Invoice #1351775 – 1,385.00</li> <li>• Invoice #1352104 – 4,720.00</li> </ul> <u>Emory Street Sidewalks, Phase II:</u> <ul style="list-style-type: none"> <li>• Invoice #135288 – 2,754.00</li> </ul>	8,859.00
AtkinsRealis	Three Trails Project; Invoice #2038210	18,173.98
Jordan Engineering	Oxford ROW encroachments; Invoice #19245	5,260.00
Vanesse Hangen Brustlin, Inc.	Sewage Spill Monitoring; Invoice #0470248	2,814.75
Hill Foley Rossi & Associates	Space Analysis for City Hall; Invoice #40871	2,500.00
Peach State Construction Co., LLC	<u>Realignment of Whatcoat Street</u> <ul style="list-style-type: none"> <li>• Invoice #02-2430-25 – 61,159.50</li> <li>• Invoice #03-2430-25 – 258,613.20</li> </ul>	319,772.70
HCS Services	<ul style="list-style-type: none"> <li>• Replace Storm Drain on Collingsworth Street – 27,750.00</li> <li>• Wesley Street Water Main Repair 3/13 and 3/15/2025 – 3,000.00</li> </ul>	30,750.00



VENDOR	DESCRIPTION	AMOUNT
<b>Over and Under General Contractors, Inc.</b>	<ul style="list-style-type: none"> <li>Emergency service – tree fell on Longstreet Circle 3/15/2025; P.O. 16100 – 1,387.02</li> <li>Emergency service – tree fell on Soule Street 3/17/2025; P.O. 16101 – 1,995.36</li> </ul>	4,985.61
<b>Big &amp; Heavy Equipment Service</b>	Repairs to Leaf Vacuum; P.O. #16002	1,180.30
<b>Air Conditioning Specialist, Inc.</b>	Replace blower motor on AC unit at Oxford Mailroom (Whatcoat Building); P.O. 15872	1,920.00
<b>Cintas</b>	Uniform services for Public Works Dept. January 2025 – 1,916.46 February 2025 – 1,510.71	3,427.17
<b>Gresco Utility Supply, Inc.</b>	Chainsaw and Drill for Small Bucket Truck; P.O. 16018	1,266.50
<b>Christopher Broadnax</b>	Cash Bond Refund Check – Charges dismissed. This was a replacement check for the original refund issued in June of 2024 which was returned undeliverable.	1,165.00