



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, JUNE 15, 2020 – 6:30 PM
VIA TELECONFERENCE**

ELECTED OFFICIALS PRESENT:

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

APPOINTED/STAFF PRESENT:

Matt Pepper – City Manager
Marcia Brooks – City Clerk/Treasurer
Melissa Pratt – Associate Clerk

ELECTED OFFICIALS PRESENT:

Laura McCanless - Councilmember

OTHERS PRESENT: Laura Gafnea, Art Vinson, Laurie Vinson, Mike Ready, Michael McQuaide, Barbara Cole, Nick Cole

Agenda (Attachment A)

1. Mayor's Announcements

Several residents in Oxford were impacted by this afternoon's severe storm. A tree fell into the living room of a house on Emory Way, but no one was injured. Marable-Pirkle is assisting the Public Works staff with power restoration on West Bonnell Street. The Public Works staff will be working on downed trees and limbs once power is restored.

2. Reopening City Hall

Matt Pepper advised we have ordered hand sanitizer dispensers. Staff has plenty of masks and hand sanitizer. He feels that staff has the supplies and materials needed to stay safe for a reopening.

Mayor Eady asked if the staff feel comfortable with reopening. Mr. Pepper believes staff is comfortable with the protections in place. Marcia Brooks and Melissa Pratt both stated that they feel comfortable and that they City has done everything it can to make the office environment safe.

Mayor Eady expressed his appreciation for the staff's feedback and expressed that they do not want to put anyone unnecessarily at risk. He expressed his appreciation for the staff continuing to work during this difficult time and to meet the citizens' needs.

Further discussion resulted in the following decisions:

1. City Hall will reopen on June 29, 2020 provided the following conditions are met:
 - a. Employees in the City Clerk's office will practice safe distancing and will always wear masks.
 - b. Employees in the City Clerk's office will serve customers from behind the glass partition in the office.
 - c. All customers and visitors will be required to wear a mask inside City Hall.
2. Mayor Eady, Matt Pepper, and Marcia Brooks will have discretion to reclose City Hall if circumstances warrant without approval of the full Council.
3. The pavilion and playground at Asbury Street Park will also reopen on June 29, 2020. Signage will be placed throughout the park advising patrons to wear a mask, practice social distancing, and wash hands. The sign should also indicate that hand sanitizer is available at the pavilion. Patrons not following these requirements should be educated, not penalized. Mayor Eady requested that the staff share the sign design with the Council before ordering the signs.
4. The Farmer's Market will resume on June 29, 2020. Vendors should be advised to wear a mask when in close proximity with customers.
5. The Council does not feel that they can safely hold public meetings yet. There is not adequate space for them all to social distance. They may consider resuming in-person meetings with some Councilmembers present on site and some attending via teleconference. This issue will be discussed again at the July work session.

Mike Ready suggested that the boards and commissions such as the Downtown Development Authority and the Planning Commission could possibly begin meeting in person since they have smaller groups and can practice social distancing during their meetings. Laura Gafnea suggested allowing those groups to decide if they feel safe meeting in person and felt a hybrid approach for Council meetings may be feasible.

3. Penalties and Fees for Future Utility Bills

The City of Oxford has been waiving penalties and fees on utility bills for several months. The Council discussed whether the penalties and fees should be reinstated yet. Jeff Wearing expressed his opinion that the impact of COVID-19 is not yet over, and the penalties and fees should still be waived, with plans to discuss the issue again at the July work session. All other City Councilmembers agreed.

4. **Discussion on Variance Request for 903 Asbury Street** (Attachment B)

Art and Laurie Vinson submitted a request for a variance at their property to make improvements to an existing structure at 903 Asbury Street. A variance is requested for the 10-foot minimum side setback requirement. The Planning Commission recommends approval of the variance request. Mr. and Mrs. Vinson have spoken with their neighbors, and none have voiced any opposition. They have a letter indicating as such from one of their neighbors.

George Holt asked what criteria is being used to approve the variance. He just wants to ensure that there are valid grounds for approval that can apply to others who make this request. James Windham explained that in the past, if there was no opposition from neighbors, when the changes do not infringe on the property line, and particularly with existing buildings, the variance has been generally granted. Mayor Eady added that if the footprint of the building is not changing, the variance has been granted. Mr. Windham also stated that another criterion used in the past is that it is a permanent building.

A formal hearing for this request will be held at the beginning of the July regular session. The variance can then be voted on in the regular session. All Councilmembers present were in favor of approving the request. In the interest of fair due process, Mayor Eady asked Mr. Vinson if he feels comfortable with the hearing being held via teleconference. Mr. Vinson indicated he has no problem with this.

5. **July 4th Parade**

Mayor Eady stated that some from the community had expressed displeasure on the city's Facebook page concerning the cancellation of the July 4th parade. There is little time remaining to organize the event at the scale it is usually held, but if the Oxford Historical Society and Oxford Lions Club wish to take it on at this point we will not prohibit them from doing so. However, Highway 81 will not be blocked for a parade.

No Councilmembers were in favor of modifying their original decision.

6. **Emory Sewer Project** (Attachment C)

Grass seed was planted at six homes on Emory Street to restore grass that was dug up to install the sewer main on Emory Street. The seed that was planted has not grown well. Staff recommends replacement of the seed and straw with Centipede sod. Three bids have been obtained for this work. Staff recommends approval of the lowest bid by CMC Landscaping for \$7,100.00.

Matt Pepper added that the bid from CMC Landscaping was revised and sent out to the Councilmembers with specific details regarding the scope of the work to be performed. George Holt stated that the property owners should be required to sign a statement acknowledging that they will be required to water the sod at regular intervals to maintain its health.

All Councilmembers and citizens present were in favor of approving the installation of the sod and requiring the signed statement.

7. **Spare Vehicle for the Police Department**

During budget discussions Mayor Eady stated that the City may try to find a used police car that can serve as a spare until the Police Department can purchase a new car and rotate one of their current ones out for a spare. A fully equipped 2008 Crown Victoria Interceptor with approximately 86,000 miles is available from the City of Winterville for \$3,500. The odometer must be replaced, and the lettering must be changed. Chief Harvey has driven the vehicle and is impressed with it. Chief Harvey is requesting authorization to make the purchase. There was no opposition from Councilmembers present.

8. **101 Longstreet Circle Lot**

The lot at 101 Longstreet Circle was donated to the City of Oxford. A recommendation was made by James Windham to turn the lot into a passive park, however the Trees, Parks and Recreation Board recommended that a park not be built at this location. In the past one person had shown interest in purchasing the lot from the City of Oxford but would not agree to the terms proposed by the city. Mr. Hurenza Lewis has approached the city to express his interest in purchasing the lot to build a home on it. If the city wants to try to sell it, the proper procedures must be followed to solicit bids. The suggestion by Mr. Windham also still stands as a possible use of this land. Mr. Windham stated that it would also be a nice addition to the sidewalk that is already being installed.

Jeff Wearing stated that selling the property would generate tax and utilities revenue for the city. He is in favor of going through the process to solicit bids. He feels that a park is not feasible at this location.

George Holt stated he thought the neighbors in the area had indicated they did not want a park at the location. Mr. Windham agreed this was true, however, he thinks some may have misunderstood what he meant by park. He did not mean playground equipment or recreational areas. He meant an area of beautification. However, if Mr. Lewis is willing to meet the requirements of the solicitation and the city asks for a minimum bid, he does not have any major issues with moving forward with the bid solicitation.

Mayor Eady indicated the city would need to consult with its attorney to ensure procedures are followed. Mr. Windham stated that including a statement about the city having the right to refuse any and all bids should accomplish the same thing as setting a minimum bid. Mayor Eady summarized that the City Council is in agreement to try to obtain a market price for the lot and make it a home again. If this process is not successful, the city can return to the idea of making the lot an asset for the neighborhood.

Mayor Eady asked Matt Pepper to move forward with starting the procedure to solicit bids for the lot.

9. **Sustainability Committee**

Mayor Eady plans to appoint a standing committee that would continue to advise the City Council and to provide bandwidth for projects recommended by the previous committee. The committee will not have any authority per se, but will have permission to recommend and help execute projects the City Council is willing to invest in. Mayor Eady asked for

feedback from Councilmembers and recommend candidates for membership on this committee.

James Windham nominated Laura McCanless for the committee. He would also like to see the new committee review the recommendations from the previous committee to identify quick fixes. For example, he feels citizens calling for yard waste is more efficient than scheduling a day to drive throughout the city searching for yard waste that needs to be picked up. George Holt agreed with this recommendation.

Avis Williams expressed appreciation for the work done previously and would like to see movement on the recommendations from that group so that their effort is not wasted, and the new group does not have to start all over. Mayor Eady stated that he has spoken with Laura McCanless, and she is willing to serve on it.

Mayor Eady pointed out that some of the recommendations have already been implemented such as the ban on inorganic pesticides, the meadow rights-of-way, and the changes at City Hall which the staff have been very supportive of. These changes have laid the foundation for the new group moving forward. He will form the committee and asks anyone who has recommendations for membership to let him know.

10. Placement of the Little Library

The Councilmembers received an email with pictures of the Little Library that the Coles built. The Council approved placement of the Little Library within the city. The exact placement now needs to be decided.

Matt Pepper provided a recommendation from the Trees, Parks and Recreation Board to place it just off the concrete on the East side of the pavilion so that it is covered from the weather. Another option is to place it on one of the islands near the parking lot, but it would be more exposed to the weather there. Barbara Cole has advised that if it is not closed properly, rain can get inside it and damage the books.

Avis Williams asked who would be responsible for ensuring the compartment is closed properly. Jeff Wearing and James Windham both suggested adding a spring to the door. Mr. Wearing also would like to have another one installed close to Oxford College. Barbara Cole stated that when this project was approved, the plan was to have two placed in Oxford, one in Asbury Street Park and one near Oxford College. She also stated that the door may be too heavy for a spring, but it has a magnet and a latch. Her daughter's school has two on site, and they have not had problems. Mayor Eady and the Council thanked the Coles for completing the library. They made theirs extra-wide so that children's books and adult books could both be placed in it, and they have books to put in it when it is installed.

Mr. Windham suggested the door could face to the East to minimize exposure to weather. He also suggested placing covers over some of the benches and recommended having more than two Little Libraries. The bench areas would be good places for them.

All Councilmembers present were in favor of moving forward with the Little Library. Mayor Eady stated that the city does not have money in the budget for covers for the benches right now. His suggestion is to take the Trees, Parks and Recreation Board's recommendation of placing the first one on the East side of the pavilion. If this does not work well, it can always be moved later, and perhaps more can be installed at a later time. If all Councilmembers are amenable to this suggestion staff can proceed with getting the first one from the Coles and placing it at the park.

11. George Street Park Fence (Attachment C)

The Trees, Parks and Recreation Board recommends that the Council approve a contract with Bentley Cannon for \$3,600 to replace the existing split-rail fence at George Street Park. The Council previously approved a lower bid for this work, however, the bidder refused to sign the contract. The bid being presented for consideration was the other bid when the Council previously approved the work. Staff recommends that the Council award the contract to Bentley Cannon.

All Councilmembers approved moving forward with this contract.

12. Voting Delegates for the Municipal Electric Authority of Georgia (MEAG) (Attachment D)

A voting delegate and alternate are appointed by the city to serve as the city's representatives for MEAG. Neither of the designated officials are still on the City Council so new delegates must be appointed. A resolution should be signed stating that the City Council appoints Mayor Eady as the voting delegate. Mayor Eady recommended that James Windham serve as the alternate.

All Councilmembers were in agreement with the recommendations.

Mayor Eady adjourned the meeting at 8:09 p.m.

13. Executive Session

The City Council convened Executive Session at 8:15 p.m. to discuss real estate matters.

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, JUNE 15, 2020 – 6:00 P.M.
CITY HALL (VIA TELECONFERENCE)
A G E N D A**

1. **Mayor's Announcements**
2. **Re-Opening City Hall** – Council will discuss a timeline to re-opening City Hall and the bathrooms and playground at Asbury Street Park to the public.
3. **Penalties and Fees for Future Utility Bills** – Council will discuss whether to impose the penalties and fees for past due utility bills for July.
4. * **Discussion on Variance Request for 903 Asbury Street** – Art and Laurie Vinson will present to Council their plan to make improvements to an existing accessory structure located at 903 Asbury Street. To make the desired improvements, they are requesting a variance on the 10' minimum side setback requirement. The Planning Commission recommends that Council grant Art and Laurie Vinson's variance request. We have attached the formal variance request for the project.
5. **July 4th Parade** – In response to the COVID-19 pandemic, Council voted in May to cancel this year's July 4th Parade. However, some citizens have expressed an interest in holding the parade.
6. * **Emory Sewer Project** – The grass seed that we planted in several of the homes impacted by the installation of the sewer main on Emory Street has not grown properly. We recommend that we replace the seed and straw with Centipede sod. We have attached the quotes to complete the sod work.
7. **Spare Vehicle for the Police Department** – The City of Winterville is selling a fully-equipped police vehicle for \$3,500. It is a 2008 Crown Victoria Police Interceptor with approximately 86,000 miles. If purchased, we will need to fix the odometer and change the lettering to read "The City of Oxford".
8. **101 Longstreet Circle Lot** – Mr. Hurenza Lewis has approached the city to express his interest in purchasing the city-owned lot located at 101 Longstreet Circle. He would like to build a home on the lot.
9. **Sustainability Committee** – Mayor Eady will discuss with the Council the establishment of an enduring Sustainability Committee.
10. **Placement of the Little Library** – Council will discuss where to install the little library at Asbury Street Park.
11. * **George Street Park Fence** – The Trees, Parks and Recreation Board recommend that the Council approve a contract with Bentley Cannon for \$3,600 to replace the existing split-rail fence at George Street Park. We have attached the quote to complete the work.

12. * **Voting Delegates for the Municipal Electric Authority of Georgia** – Council will discuss appointing a new voting delegate and alternate to serve as the city’s representatives for the Municipal Electric Authority of Georgia. We have attached a copy of the resolution.

The Mayor and Council will hold a Special Called Meeting (Executive Session) on June 15, 2020 following the Work Session at City Hall to consider real estate matters.

*Attachments

**Arthur M. Vinson and Laurie T. Vinson
903 Asbury St.,
Oxford, Georgia 30054**

May 27, 2020

**Application for Variance
To Waive Side Setback requirements on an Existing Non-Conforming Structure**

Summary – In 1995 a quaint and architecturally appropriate 14' X 18' timber frame accessory building was constructed on what is now our property. This structure was situated between 4 and 5 feet from the side boundary on the north edge of our property. We seek a waiver of the 10' setback requirement so that the building is considered "conforming."

Application requirements per Sec. 40-711, Oxford Code of Ordinances:

1. Application Fee – N/A
2. Application Form- N/A
3. Metes and bounds legal description of the property; See Appendix A
4. Boundary survey plat of the property; in the case where a building or structure was already constructed and requires a setback variance, the boundary survey shall include as-built placement of the building or structure for which the setback is requested to be varied. See Appendix B
5. Letter of intent describing the regulations to be varied (specific sections and the amount of numerical variation sought), and including analysis of how the proposed development compares favorably with one or more of the criteria for granting variances as established in this section; See Appendix C
6. If pertaining to future development, a site plan of the property and proposed development shall be submitted at an appropriate engineering scale showing the proposed use and relevant information regarding the variance request. Site plans must show information as reasonably required by the Zoning Administrator. – N / A

Additional Items:

1. Letter of Support from adjoining property owners - See Appendix D
2. Development Permit Application – Submitted under separate cover

Appendix A

Metes and bounds legal description of 903 Asbury Street

All that tract or parcel of land lying and being in the Town of Oxford, Newton County, Georgia, being described as follows: Beginning at a point at the northwest intersection of George Street and Asbury Street; thence running due west 139.9 feet to an iron pin and property now or formerly belonging to J. Williams; thence running north 09 degrees 28 minutes west along property now or formerly belonging to J. Williams, a distance of 198 feet to the property now or formerly belonging to Cline; thence running due east 210 feet along property now or formerly belonging to Cline to the west side of Asbury Street; thence running south 09 degrees 28 minutes west a distance of 198 feet to the point of beginning.

Appendix B



Appendix C

Letter of Intent

1. Regulations to be varied (specific sections and the amount of numerical variation sought),
 - a. Section 40-524(b): *Setback*. Accessory buildings, unless otherwise specifically provided, shall be located a minimum of ten feet from any side or rear property line.
 - i. **We seek a variance to a. above as the existing setback is between 4 and 5 feet and relocation of the structure is not practical.**
2. Analysis of how the proposed development compares favorably with one or more of the criteria for granting variances as established in this section.
 - a. Section 40-714; Applicable Criteria for Variance Request. One or more of the following criteria may be considered applicable or potentially applicable:
 - (1) There are extraordinary and exceptional conditions or practical difficulties pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district. **There are practical difficulties associated with moving the structure 6 feet further away from the property line; a mature pecan tree would be sacrificed, and the heavy equipment required to move the structure would severely damage the landscaping and hardscaping.**
 - (2) A literal interpretation of the provisions of this chapter would effectively deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.
 - (3) Granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located. **Granting this variance does not hinder a similar request by any other property owner faced with the same dilemma.**
 - (4) The requested variance will be in harmony with the purpose and intent of this chapter and will not be injurious to the neighborhood or to the general welfare. **This variance will be in harmony with the neighborhood as the subject structure has been part of the neighborhood for 25 years and is stylistically compatible with the main structure on our property.**
 - (5) The special circumstances are not the result of the actions of the applicant. **This non-compliance existed when we purchased the property in 2017.**
 - (6) The variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure in the zoning district in which the development is located. **We have considered a number of alternate approaches to bringing the structure into compliance and they all have significant disadvantages – potential loss of tree cover, creating imbalance of the symmetry of the lot and its topography, high cost, and potential damage to the building through moving.**

We respectfully request your favorable consideration of this variance.

Thank you,

s/ Arthur M Vinson

s/ Laurie T Vinson

Appendix D

To Whom It May Concern

I am writing in support of the request by Art Vinson for a setback variance for the outbuilding behind his home at 903 Asbury St, which adjoins my now owned property at 203 W Clark St, Oxford. I have just purchased this property (May 14, 2020) from the estate of my mother, Grace Dearing Budd, who passed away last year. She had that home built ca 1989, and I am in the process of moving into the home.

I also write as one long familiar with the properties in question as I was a regular visitor in my mother's home, was born (1941 in Huson Hospital), and grew up in Oxford and attended Oxford College, as did my father and grandfather. I was actually in Mr Vinson's outbuilding in question (or it's predecessor) on occasion in the 1950s. At various points over the years, I personally knew occupants of nearly all homes in that entire block encompassing Wesley St, West Clark St, Asbury St, and bordered on the south by Emory College. That would include Pierce and Marie Cline, Mary Bates, the Williams family who once owned Mr Vinson's home, the "Jiggs" Williams family who lived on Wesley St behind the now Vinson home, the home most recently occupied by Peggy Cobb, and the home replaced by the new cafeteria that housed a number of Emory professors. I have visited in every one of those houses except what I recall as the Mitchell house, now torn down, directly across Asbury from Allen Memorial.

I have respect for history and tradition, and decided to return to my roots in Oxford largely for that reason. Notably, the structure in question literally affects no property boundary other than the one my wife and I now own. And I accept and support the history of the property, and therefore endorse the request by Art Vinson for a variance. My wife Cheryl L Budd is in agreement.

Joseph D. Budd 304-445-5337 681-368-7598 850-615-1234 (best number until about June 10)

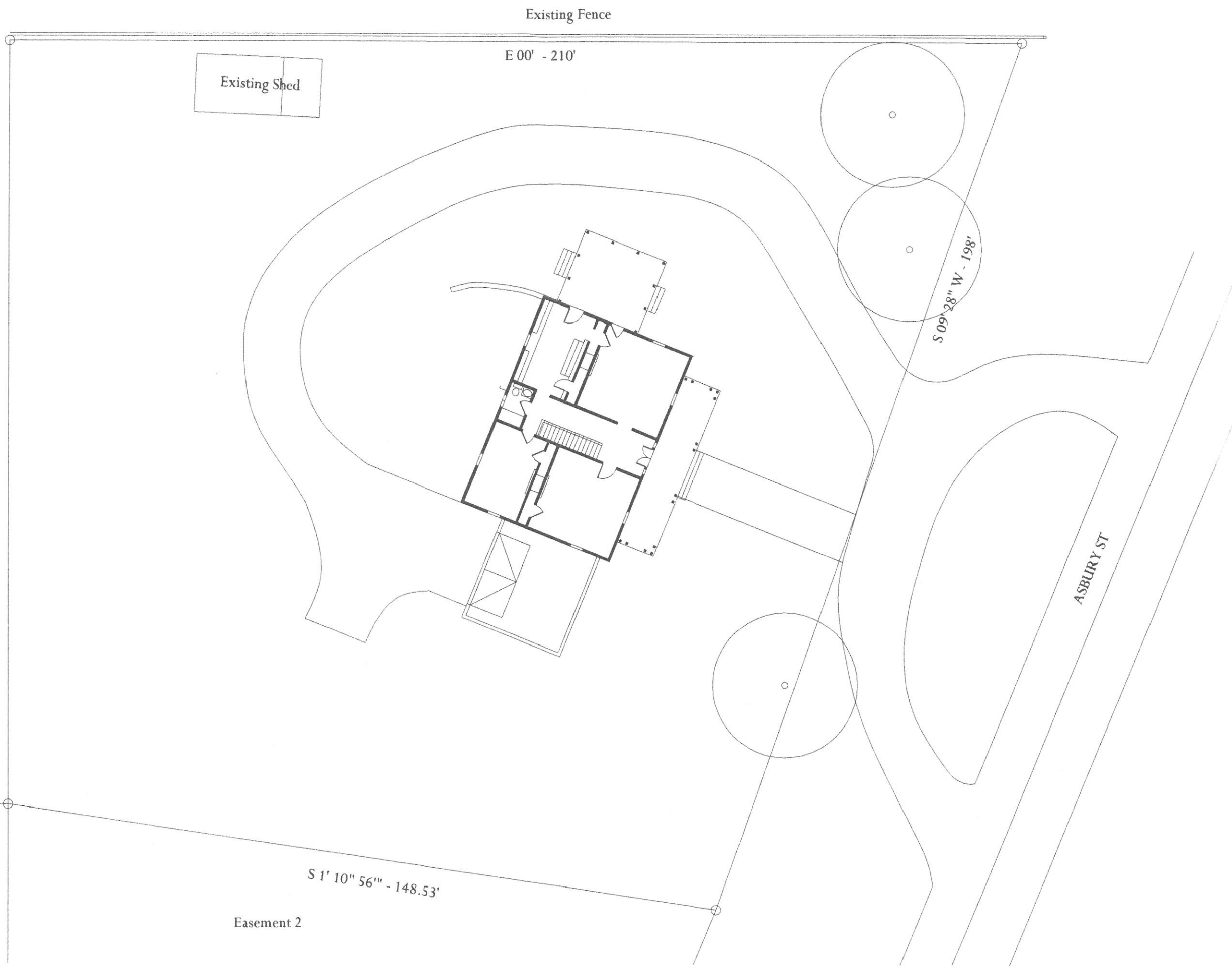
Cheryl L. Budd

903 Asbury St., Oxford, Georgia
Site Plan for Art & Laurie Vinson

February 12, 2020
Randy Vinson

Scale: 1" = 20'

N 09' 28" W - 198'





DEVELOPMENT PERMIT APPLICATION

This is **NOT** a Building Permit but, is a requirement for an application to the City of Oxford Building Inspector for the appropriate required Building Permit. All items must be completed, or marked N/A. See the attached Checklist. The completed form must be submitted 10 days before the next meeting of the Planning Commission.

GENERAL INFORMATION

Name of Applicant: Arthur & Laurie Vinson Date of Application: 6/2/2020
 Address of Applicant: 903 Asbury St Oxford
 Telephone # (s) of Applicant: 404 312 9048
 Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): 903 Asbury St Rear accessory building
 Owner of above location(s): Arthur & Laurie Vinson
 Name of General Contractor (if different from Applicant): _____

Type of work: New building Addition Alteration Renovation Repair Moving
 Land Disturbance Demolition Other

Type of dwelling: Single Family Multi-family Included Apartment Number of units: Accessory structure

Briefly describe the proposed work: install electrical service in accessory building

Does the proposed work change the footprint (ground outline) of any existing structures? YES NO

Does the proposed work add a structure(s)? YES NO

List additions to: Heated Sq.ft. 0 Unheated Sq.ft. 0 Garage Sq.ft. 0 New Sq.ft. 0

Is the above lot in the Special Flood Hazard Area on FEMA's Flood Insurance Rate Map? Yes No
 (Map available from City Clerk)

ZONING DISTRICT (the setback requirements and the zoning map are available from the City Clerk)

Zoning District R 30

Setback Requirements:

Front setback 10 ft. Side setback 10 ft. Rear setback 10 ft.

Minimum required lot width at building line 100 ft.

** Variance request pending*

MECHANICAL INFORMATION (if utility work is included in the proposed work)

A) Sewerage: Is there a change? Yes No City Sewer Septic If so, describe: _____

B) Water Supply: Is there a change? Yes No City Water Well If so, describe: _____

C) Number of Restrooms (Commercial): Is there a change? Yes No Full Half If so, describe: _____

D) Number of Baths (Residential): Is there a change? Yes No Full Half If so, describe: _____

E) Heating: Is there a change? Yes No Electric Gas Oil Propane Other If so, describe: _____

F) Electrical: number of outlets TBD

STRUCTURAL INFORMATION

Type of Foundation: Moveable Pier & Footer Slab on grade Basement Other

Type of Construction: Frame Masonry Structural Insulated Panel Insulated Concrete Form
 Panelized Industrialized Manufactured *Timber Frame*

SITE PLAN DRAWINGS (required for changes to the footprint of existing structures)

- A) Attach an accurate scale drawing or copy of official plat showing shape, size, dimensions, and location of the lot. Note the Zoning District on all drawings.
- B) Show the applicable minimum setback lines on all drawings, and the dimensions from the existing and proposed structure(s) to the lot lines.
- C) Attach a dimensioned drawing, showing the location of any proposed work that changes, or adds to the footprint of any structure(s) on the site.
- D) The following dimensions below **MUST** be included on the drawings:
 - Width of lot at proposed work location ___ feet Width of new work ___ feet
 - Depth of lot at proposed work location ___ feet Length of new work ___ feet
 - Height of new work ___ feet (the maximum habitable area is 35' above grade for R districts; 45' in PI districts)

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW IT TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THE TYPE OF WORK WILL BE FOLLOWED. GRANTING OF PLANNING APPROVAL DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL ORDINANCE OR REGULATION REGARDING CONSTRUCTION, OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Applicant

[Handwritten Signature]
6/2/2020

**----- OFFICIAL USE ONLY -----
DEVELOPMENT PERMIT**

Date Received by Zoning Administrator: _____
Date Reviewed by the Planning Commission: _____

The proposed work contemplated by this application meets the appropriate development standards for the Zoning District noted above. **This is not a building permit in Oxford.**

Approved by: _____ Date: _____
 Planning Commission

Development approval is hereby issued, and the applicant is authorized to apply for a building permit with the City of Oxford Building Inspector. **This Development Approval expires six months from the date issued.**

Issued by: _____ Date: _____
 Zoning Administrator

NOTE: This document must be accompanied by all supporting documentation, also signed by the Planning Commission, for consideration by the City of Oxford Building Inspector for a building permit. (Form October, 2018)

Austin Jones

770-624-4776

Estimate

DATE: June 9, 2020

Sod Installation
City of Oxford

DESCRIPTION	AMOUNT
Sod and Delivery	\$6,800.00
Equipment rental, attachments, and labor	\$3,030.00
Prep Ground and haul off debris	\$1,150.00
Cut, roll, and water sod	\$550.00
Helpers and fuel	\$860.00
Installation labor and other cost	\$2,600.00
TOTAL	\$ 14,990.00

THANK YOU FOR YOUR BUSINESS!



City of Oxford - Sewer Repair

Proposal

6/9/2020

Place	City of Oxford - Sewer Repair
Contact	Jody Reid
Phone	404-725-6519
Email	jreid@oxfordgeorgia.org

Company	City of Oxford
Physical Address	Emory Street
	Oxford, GA

Total Proposal Price

\$ 28,362

Scope of Work

Prep and lay sod in these areas:

- 1104 Emory Street – 600 sqft of Centipede - \$1,020.00
- 1026 Emory Street – 2,028 sqft of Centipede - \$3,448.00
- 1015 Emory Street – 2,700 sqft of Centipede - \$4,590.00
- 1008 Emory Street – 4,698 sqft of Centipede - \$7,986.00
- 814 Emory Street – 3,864 sqft of Centipede - \$6,568.00
- 804 Emory Street – 2,794 sqft of Centipede - \$4,750.00

** The city is responsible for providing fire hydrant water meter for initial watering. **

*Great Estates cannot warranty the Centipede Sod. *

by Jimmy Sprattler

Title Project Manager
Date 6/9/2020

SIGNING BELOW ACCEPTS THE SCOPE OF WORK AND TERMS & CONDITIONS

by _____

Title _____
Date _____

Terms and Conditions

6/9/2020

TERMS AND CONDITIONS

Agreement between:

Great Estates Landscaping
14481 Lochridge Blvd.
Covington, GA 30014

City of Oxford - Jody Reid
Emory Street
Covington, GA
hereafter referred to as "Customer"

1) Contractor agrees to furnish to Customer all labor, equipment, materials and supplies required to perform the Scope of Work described in the Proposal.

2) **Trees, shrubs, and groundcovers:** All tree, shrubs and groundcovers (one gallon and larger) installed in beds that Contractor has prepared is guaranteed for 1 year from the date of installation. Guaranteed plants that die will be replaced one (1) time with plants of the original size and quality at no cost to the customer. NO guarantees shall be given for bulbs, roses, annuals, perennials, grasses, seed and sod, potted or tuber plants, bedding plants, groundcover in 4" – inch or smaller pots, or plants specified but not growing in their normal growing climate zone or region. Plants are subject to availability. We reserve the right to substitute for any plants unavailable at time of installation with plants of similar character and equal or greater value. Customer may decline substitutions, but Customer agrees to pay for all work completed and materials installed less any substitute materials declined and consider this proposal completed upon installation of all available plants. Final payment cannot be withheld pending plant availability. The above guarantee will not apply where plants die because of chemicals, animal damage, vandalism, theft, fire, inadequate drainage, storms, hail, drought, insects, freeze damage or other acts of God, or by any other contingency beyond the control of Contractor.

All plant warranties are based on customers having some type of automated watering system that is working to adequately provide moisture to new plants. The customer hereby agrees that for the guarantee to be in effect, he/she understands that not all automatic watering systems provide adequate amounts of moisture and new plants may need to have supplemental hand watering during their first year during hot and dry periods. Any plant material that dies from over or under watering will not be covered under this warranty.

3) **Pre-Treat / remove grass:** Regardless of method used, Contractor does not guaranty complete elimination of grass or weeds in beds. Maintenance and/or weeding of beds after installation is the responsibility of Customer unless stated otherwise in this proposal.

4) **Rock Clause:** If in the course of digging and/or trenching rock is encountered, that cannot be reasonably removed by shovel or that standard trenching equipment will not penetrate, there may be additional labor charges for rock removal. Should a jackhammer or other equipment be required, the cost for rental of said equipment will also be added as a change order to the original proposal. Customer will be notified before additional charges are incurred.

5) **Sod/Hydro mulch:** Unless stated otherwise in this proposal, prices for grass coverage are based on estimated square footage of area. Customer will be billed for actual amount of grass used, which may be slightly more or less than estimated. Contractor warrants germination of hydro mulch only if prescribed watering procedures are followed and will re-apply any bare area. Contractor warranty on sod limited to be the product described on this proposal. Contractor makes no other warranties of purity, merchantability, fitness for a particular purpose, or otherwise.

6) **Water gardens:** Pumps, plumbing and all pond components: Manufacturer warranty and 1 year workmanship warranty. Fill valves may require slight adjustments periodically. Guarantee does not include adjustments to fill valve after 6 months.

Water gardens – cleaning/servicing: Contractor does not guarantee the survival of any fish removed during cleaning of pond. Contractor is not responsible for any damage to liners or shells that Contractor did not install.

7) **Landscape lighting:** Power Centers (Transformers) have a 1-year to lifetime (depending on model) limited manufacturer's warranty. Contractor will replace any defective components excluding bulbs free of charge for 1 year. After 1 year, there will be a service charge for Contractor to replace any defective components covered under manufacturer's warranty.

8) **Natural Stone:** Workmanship 1 year. Stone is a natural product and is sold without warranty. Stone is not guaranteed for uniformity of color, texture, wear, coverage, or chemical analysis.

9) **Concrete Pavers:** Patios, walks and driveways constructed with modular concrete products are guaranteed for workmanship and materials for a period on 1 year. Warranty is void if damage is caused by water damage from high-pressure washing, malfunctioning water lines, or drain lines not installed as a part of this contract. There is no warranty for uniformity of wear or color after installation.

10) **Retaining walls:** Workmanship and materials, 1 year.

11) **Drainage:** Contractor guarantees that any drain systems (French Drain, etc.) installed will facilitate a more rapid removal of water from the problem area. No other guarantee is implied or given.

12) **Statement concerning irrigation systems:** Contractor will repair or replace any defective components free of charge for a period of 1 year. All irrigation system components will carry a manufacturer warranty.

13) **Underground lines:** Contractor is responsible for calling utility companies to have lines located prior to beginning work. Customer is responsible for notifying Contractor of and clearly marking any other lines not covered by utility companies. Contractor is not responsible for damage to sprinkler pipes, electrical conduit, wires, gas lines, phone lines, coax cables, or any other buried lines except for items that Contractor has installed as a part of this contract and utility lines that have been marked correctly by a line location company authorized by said utility.

14) **Transplanting:** Existing plants are NOT guaranteed.

15) **Permits:** The Customer shall pay for all zoning, building and construction permits necessary.

16) **Right to authorize job:** Customer warrants that he/she has full legal right to authorize Contractor to perform the job at the location described on Quote/Contract.

17) **Change Orders:** Contract may be amended as needed with the consent of both parties to include changes in the landscape involving plant material, lighting, irrigation, etc., which may alter the total cost of the contract. In such cases a change order will be generated by the contractor which specifies the proposed changes, and which will be signed off on by the client prior to the changes being made.

18) **Disclaimer:** All warranties above are void if damage is caused by lightning, storms, hail, freezing, natural disasters, physical abuse, animals, insects, machinery, vandalism, improper usage, electrical power surges, outdoor water restrictions or alterations made by anyone other than an employee of Contractor. Warranties are void if damages are caused by contractors or parties not associated with Contractor who are working concurrently on the same job site as Contractor. Such damages will be repaired by Contractor only with the generation of a change order and signature of the client on said change order.

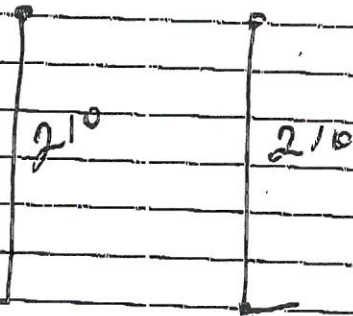
TO: Oxford
At - Jody

FAX 770 786 2211

DATE: Feb 10 2020 YOUR WORK ORDER NO. _____ OUR BID NO. _____

DESCRIPTION OF WORK PERFORMED

2' Rail All P. created



470' installed

Remove all

\$ 3,600.00

50

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of _____

Dollars (\$ _____)

This is a Partial Full Invoice due and payable by: _____

in accordance with our Agreement Proposal

No. _____

Dated _____

Month

Day

Year

Month

Day

Year

CITY OF OXFORD

RESOLUTION

BE IT RESOLVED by the Mayor and City Council of the City of Oxford that David S. Eady is hereby appointed to serve as this City's voting delegate on the Municipal Electric Authority of Georgia's Election Committee, with authority to cast all votes to which this City is entitled.

_____ is appointed as alternate voting delegate.

This sixth day of July, 2020.

BY:

Mayor

ATTEST:

City Clerk

[SEAL]

CMC Landscaping

7163 B Washington St. SW
Covington, GA 30014

Quote

Date	Quote #
6/10/2020	170

Name / Address
City of Oxford 110 West Clark St. Oxford, Ga. 30054

Rep	Project

Description	Qty	Total
Installation of 17000 sqft of Centipede Sod. Price includes machine raking the areas, Sod installation, Rolling, and Initial Watering. Sod will need to be continually watered for the root in period. Sod is priced at \$.71 per sqft installed		12,005.00
Thank you for the opportunity to quote you	Total	\$12,005.00