



AGENDA

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, January 20, 2026 at 05:00 PM

City Hall Courtroom

Notice that certain aldermen may be included in the meeting via teleconference, subject to the City of Oxford Code of Ordinances, Section 2-82.

If you need special assistance related to a disability, please contact the ADA Coordinator or visit the office at: 107 Courthouse Square, Oxford, MS 38655. You may also call (662) 234-2453 (voice) or (662) 232-2300 (voice/TTY).

1. Opening the Meeting

- 1.a. Call to Order.
- 1.b. Adopt the agenda for the meeting.
- 1.c. Mayor's Report.

2. Regular Agenda: City Clerk's Office

- 2.a. Request permission to approve the minutes of the Regular Board of Aldermen meeting on January 6, 2026. (Leslie McCormick)
- 2.b. Request permission to approve the accounts for all city departments. (Leslie McCormick)

3. Consider the consent agenda:

- 3.a. Human Resources:
 - i. Request permission to hire Mattison Waller in the General Government department as an Assistant Project Manager with an annual salary of \$55,000. (Braxton Tullos)
 - ii. Request permission to approve a step increase for Lawson Tharpe due to obtaining a Commercial Driver's License in the Facilities Maintenance Division of the Building and Grounds Department at an annual salary increase to \$50,923.20. (Braxton Tullos)
 - iii. Request permission to approve the resignation of Elijah House as a Maintenance Technician in the Facilities Maintenance Division of the Building and Grounds Department. (Braxton Tullos)
 - iv. Request permission to hire Charles Tyler Gardner as a full-time HVAC Technician in the Facilities Maintenance Division of the Building and Grounds Department with an annual salary of \$42,580.20. (Braxton Tullos)
 - v. Request permission to approve the resignation of Administrative Assistant, Ryley Butler, in the Development Services Department. (Braxton Tullos)
 - vi. Request permission to approve the removal of Clay Brownlee as Safety Leader for mTrade

- Park and appoint Jodey Varner as the new Safety Leader with an annual stipend of \$1,200.00. (Braxton Tullos)
- vii. Request permission to hire Kiyon Williams as a Turf Grass Specialist for mTrade Park with an annual salary of \$41,375.00. (Braxton Tullos)
 - viii. Request permission for the transfer of James Bryant from the Development Services Department as a Street Operator I to the Oxford Fire Department as a Hydrant Technician with an annual salary of \$41,702.66. (Braxton Tullos)
 - ix. Request permission to approve the resignation of PACE Officer Gage Maness from the Oxford Police Department. (Braxton Tullos)
 - x. Request permission to approve the removal of Antonella Rescigno and Grace Cecchini as interns in the Oxford Police Department. (Braxton Tullos)
 - xi. Request permission to hire Bryan Heredia as a Patrol Officer with an annual salary of \$54,107.60, Dustin Weeks as a PACE Officer with an annual salary of \$41,460.84, and John Dukes as a Patrol Officer with an annual salary of \$54,107.60 in the Oxford Police Department. (Braxton Tullos)
 - xii. Request permission to approve a promotion for Michael Burks Jr. to Criminal Investigations Lieutenant in the Oxford Police Department with an annual salary of \$73,393.91. (Braxton Tullos)
 - xiii. Request permission to approve a step increase for Jeran Brown in the Environmental Services Department for obtaining a Commercial Class I Rubbish Site Operator Certification with an annual salary of \$43,894.74. (Braxton Tullos)
 - xiv. Request permission to approve a step increase for David Gray in the Building Division of the Development Services Department for successfully passing the Residential Building examination and receiving certification with an annual salary of \$46,987.26. (Braxton Tullos)
 - xv. Request permission to approve a promotion for Jeremy Williams in the Oxford Fire Department to Captain I/EMT with an annual salary of \$69,316.84. (Braxton Tullos)
 - xvi. Request permission to approve volunteer, Dakota Hurdle, for the Oxford ARC. (Kelli Briscoe)
 - xvii. Request permission to accept the resignation of Fireman, Jason Treadwell, from the Oxford Fire Department. (Braxton Tullos)

Attachments

- 1. [HR - RESIGNATION TREADWELL - OFD \(002\).PDF](#)

3.b. Miscellaneous:

- i. Request permission to approve the water and sewer adjustments as per the Oxford Utilities Adjustment Policy. (Rob Neely)
- ii. Request permission for an employee from the Emergency Management Department to apply for the State Executive Development Institute through the John C. Stennis Institute of Government. (Shane Fortner)
- iii. Request permission to approve a taxi/pedicab applicant, Anna Thriffiley as a new driver for Oxford Pedicab Co., LLC. (Jeff McCutchen)
- iv. Request permission to approve donations on behalf of the Oxford ARC. (Kelli Briscoe)

Attachments

- 1. [OU - ADJUSTMENTS.PDF](#)
- 2. [OPD - OXFORD PEDICAB BOA LETTER FOR ANNA THRIFFILEY80 \(002\).PDF](#)
- 3. [EMERGENCY MANAGEMENT - STATE EXECUTIVE DEVELOPMENT INSTITUTE MEMO.PDF](#)

3.c. Travel Requests:

- i. Request permission for an employee from the Environmental Services Department to attend the Keep America Beautiful National Summit on February 25– 27, 2026, in New Orleans, Louisiana, at an estimated cost of \$1702.00 for per diem, lodging, and registration. (Amberlyn Liles)
- ii. Request permission for an employee from the Municipal Court Department to attend the 2026 Municipal Court Clerk's Conference on September 16-18, 2026, at the IP Casino Resort in Biloxi, Mississippi, at no cost to the city. (Nickie Denley)
- iii. Request permission for an employee from the General Government Department to attend the Mississippi SCAUG Conference on February 10-12, 2026, in Jackson, Mississippi, at an estimated cost of \$487.85 for per diem and lodging. (Hollis Green)
- iv. Request permission for two employees from the Oxford Police Department to attend IAED

- 40-Hour Basic Dispatcher Training on February 9–13, 2026, in Oxford, Mississippi at an estimated cost of \$790.00 for registration only. (Jeff McCutchen)
- v. Request permission for one employee from the Oxford Police Department to attend the Command Leadership Institute on March 16–20, 2026, in Southaven, Mississippi, at an estimated cost of \$795.00 for registration only. (Jeff McCutchen)
 - vi. Request permission for one employee from the Oxford Police Department to attend FBINAA Leadership Culture for LE on February 18–19, 2026, in Huntsville, Alabama, at an estimated cost of \$831.35 for registration, lodging, and per diem. (Jeff McCutchen)
 - vii. Request permission for three employees from the Oxford Police Department to attend SWAT School on February 23–March 6, 2026, in Holly Springs, Mississippi, at an estimated cost of \$600.00 for registration only. (Jeff McCutchen)
 - viii. Request permission for one employee from the Oxford Police Department to attend the Adaptive Decision Making Training in Pearl, Mississippi, at an estimated cost of \$239.00 for registration only. (Jeff McCutchen)
 - ix. Request permission for one employee from the Oxford Police Department to attend the First Aid Certification Training on February 1, 2026, in Oxford, Mississippi, at an estimated cost of \$13.00 for registration only. (Jeff McCutchen)
 - x. Request permission for two employees from the Oxford Police Department to attend the IACP Officer Safety and Wellness Conference on March 5–9, 2026, in New Orleans, Louisiana, at an estimated cost of \$3,999.36 for registration, lodging, and per diem. (Jeff McCutchen)
 - xi. Request permission for two employees from the Financial Administration Department to attend the Spring MMCCA Conference on April 29–May 1, 2026, in Starkville, Mississippi, at an estimated cost of \$1,700.00. (Rhonda Burchett)
 - xii. Request permission for one employee from the Financial Administration Department to attend Tyler Connect on April 6-10, 2026, in Las Vegas, Nevada, at an estimated cost of \$3,250.00. (Rhonda Burchett)
 - xiii. Request permission for one employee from the Oxford Conference Center to attend ACAE Lunch and Learn on February 2, 2026, in Montgomery, Alabama, at an estimated cost of \$413.25. (Micah Quinn)
 - xiv. Request permission for multiple employees from the Electric Division of Oxford Utilities to attend the Tennessee Valley Public Power Association Apprentice Lineman training in Jackson, Tennessee, in 2026 at an estimated cost of \$13,903.86. (Rob Neely)
 - xv. Request permission for an employee from Oxford Utilities to attend Tennessee Valley Authority meetings in 2026, at an estimated cost of \$1,062.00. (Rob Neely)
 - xvi. Request permission for an employee from Oxford Utilities to attend Tennessee Valley Public Power Association meetings in 2026 at an estimated cost of \$708.00. (Rob Neely)
 - xvii. Request permission to update the Training Calendar for the Oxford Fire Department. (Joey Gardner)
 - xviii. Request approval for the Mayor, Aldermen, Department Heads (and/or their designee), and the City Attorney to attend the 2026 MML Annual Conference in Biloxi, Mississippi, on June 29–July 1, 2026. (Rhonda Burchett)

Attachments

1. [OU - TVA 2026 MEETINGS.PDF](#)
2. [OU - TVPPA APPRENTICE LINEMAN TRAINING.PDF](#)
3. [OCC - TRAVEL REQUEST ACAE LUNCH AND LEARN 26.PDF](#)
4. [GENERAL GOVERNMENT - MAYOR.BOA MEMO 2026 MS-SCAUG](#)
5. [MUNICIPAL COURT - 2026 CLERKS CONFERENCE MEMO.PDF](#)
6. [ENVIROMENTAL SERVICES - REQUEST PERMISSION TO SEND AN ENVIRONMENTAL SERVICES EMPLOYEE TO THE KEEP AMERICA BEAUTIFUL NATIONAL SUMMIT, FEBRUARY 25TH-27TH,2026 IN NEW ORLEANS, LA., \\$1702](#)

4. Regular Agenda: Other Departments

- 4.a. Discussion about sale of City owned silver.
- 4.b. Announce the 2025 USSSA Facility of the Year was awarded to mTrade Park. (Brad Freeman)
- 4.c. Request permission to sign contract with Advance Local Media Group, LLC for Oxford Conference Center's yearly digital marketing. (Micah Quinn)

Attachments

1. [OCC - FY2025 FRONT.PDF](#)
2. [OCC - FY2025 BACK.PDF](#)
3. [OCC - FY2025 MIDDLE.PDF](#)
4. [OCC - CONTRACT.PDF](#)

4.d. Annual report presentation for Oxford Conference Center. (Micah Quinn)

Attachments

1. [OCC - OXFORD CONFERENCE CENTER FY25 DIGITAL CAMPAIGN REPORT.PDF](#)

4.e. Request permission to amend Oxford Fire Department budget to reallocate proceeds from sale of vehicles to complete purchase of new vehicle. (Joey Gardner)

Attachments

1. [OFD - TRUCK REALICATION.PDF](#)

4.f. Request permission to update the test requirements for Battalion Chief from six years to four years and Captain from four years to two years in the Oxford Fire Department. (Joey Gardner)

4.g. Nomination and approval of an additional Acting Mayor Pro-Tem.

5. Regular Agenda: Police Department

5.a. First Reading of a proposed Nitrous Oxide Ordinance. (Jeff McCutchen)

Attachments

1. [OPD - NITROUS OXIDE ORDINANCE1 \(002\).PDF](#)

6. Regular Agenda: Development Services-Planning Department

6.a. Request approval for Preliminary Plat Approval for Case #3311, Forest Hill Development (John Gallina), for 'The Grove at Grand Oaks, Phase 9', for property located on Crowson Drive (PPIN #26136). (Ben Requet)

Attachments

1. [PLANNING - CASE #3311 MBOA.PDF](#)

7. Regular Agenda: Special Projects

7.a. Consider Change Order No. 5 from Century Construction for the renovation to historic Oxford City Hall. (Mark Levy)

Attachments

1. [SPECIAL PROJECTS - CONSIDER CHANGE ORDER NO. 5 WITH CENTURY CONSTRUCTION FOR THE RENOVATION TO THE HISTORIC CITY HALL](#)

7.b. Permission to solicit proposals for vending services for City Hall and Development Services. (Mark Levy)

Attachments

1. [SPECIAL PROJECTS - PERMISSION TO SOLICIT PROPOSALS FOR VENDING SERVICES FOR CITY HALL-DEVELOPMENT SERVICES.PDF](#)

8. Regular Agenda: Development Services-Engineering Department

8.a. Request approval of the Professional Services Engineering Agreement with Daniels & Associates, Inc. for engineering services related to water distribution upgrades along Old Taylor Road from Chucky Mullins Drive to Landas Road.

Attachments

1. [ENGINEERING - PROFESSIONAL SERVICES AGREEMENT WITH DANIELS AND ASSOCIATES.PDF](#)

8.b. Request permission to install a lane closure, on West Jackson Avenue at the Overlook Development near Fraternity Row. (John Crawley)

Attachments

1. [ENGINEERING - JACKSON AAVE TCP 1.16.26](#)
2. [ENGINEERING - MEMO-REQUEST PERMISSION FOR LANE CLOSURE ON WEST JACKSON AVE.PDF](#)

8.c. Request permission for Century Construction to install scaffolding at the Magnolia Collection on N 14th Street. (John Crawley)

9. Regular Agenda: Closing the Meeting

9.a. Consider an executive session.

9.b. Adjourn.



MEMORANDUM

To: Board of Aldermen
Thru: Braxton Tullos, Human Resources Director
From: Joey Gardner, Fire Chief
Date: January 20, 2026
Re: Request Approval of Resignation

The City of Oxford's Fire Department requests approval from the Mayor and Board of Aldermen to accept the resignation of Fireman, **Jason Treadwell**, effective January 22, 2026.

I recommend approval.

1. Consider water and/or sewer bill adjustments in accordance with Oxford Utilities Leak Adjustment Policy. (Rob Neely)

The Oxford Utilities Billing Supervisor has reviewed the accounts listed in the attached spreadsheet and confirmed that 1) The leaks associated with the referenced accounts meet the criteria of the Board approved leak adjustment policy and 2) The customer did not receive the benefit of the utility service being adjusted. Based on those findings, Oxford Utilities recommends that the board approve the adjustment of the referenced accounts.

WATER/SEWER ADJUSTMENTS | OXFORD UTILITIES

JANUARY 13, 2026 - JANUARY 14, 2026

TO BE APPROVED: JANUARY 20, 2026

ACCOUNT NUMBER	CUSTOMER NAME	ADDRESS	WATER ADJUSTMENT	SEWER ADJUSTMENT	ADJUSTMENT TYPE
201062-046840	MARSHALL ELEUTERIUS	1909 WOLFE STREET	-\$131.35	-\$174.64	INSIDE
202951-052386	CHRISTIE FREEMAN	402 SADDLECREEK LOOP	-\$58.58	-\$155.76	OUTSIDE
201565-101586	LAW OFFICE ROBERT PAINE	130 A COURTHOUSE SQUARE	-\$28.76	-\$38.23	INSIDE
000932-046173	WILLIAM B OLDHAM III	1211 S 16TH STREET UNIT A	-\$101.89	-\$135.46	INSIDE
201230-002260	BILL ROGERS	2160 S LAMAR BLVD	-\$33.02	-\$43.90	INSIDE
201844-017286	ADOLE MURUAKO	101 WILLIAMSBURG COVE	-\$73.13	-\$97.23	INSIDE
000722-052271	ASHLYN HOLLINGSWORTH	2950 S LAMAR BLVD APT 13	-\$65.68	-\$87.32	INSIDE
205391-051459	JESSICA GAFFORD	113 PEYTON CIRCLE	-\$38.70	-\$51.45	INSIDE
209518-005072	MIRANDA BROWN	412 NORTHPOINTE LAKE DRIVE	-\$155.84	-\$175.04	INSIDE
004512-106695	GUEST REALTY & LAND CO	2000 TAYLOR COTTAGE COVE	-\$112.89	-\$150.10	INSIDE
225702-051611	KAY ROSSETTI	2527/2547 UNIVERSITY AVENUE	-\$54.06	X	WT ONLY
205368-022979	MICHAEL KENT	151 PEYTON CIRCLE	-\$9.94	-\$26.43	OUTSIDE
204074-048952	DUNCAN K UNDERWOOD	202 N 5TH STREET	-\$45.80	-\$60.89	INSIDE
004522-106695	GUEST REALTY & LAND CO	2501 TAYLOR COTTAGE COVE	-\$149.81	-\$199.18	INSIDE
204583-114093	LATOYA WATERS DUKES	8 HILLTOP DRIVE	-\$137.03	-\$182.19	INSIDE
205487-105393	SANDRA KENNEDY	327 TANNER DRIVE	-\$21.66	-\$28.79	INSIDE
204028-033077	KESHA ATKINSON	701 MARTIN L KING JR DRIVE	-\$10.30	-\$13.69	INSIDE
224128-121956	MARY CARROTHERS	1038 SUNCREST DRIVE	-\$30.89	-\$81.66	OUTSIDE
209107-105126	EVELYN JOHNSON	124 GREYSTONE BLVD	-\$89.46	-\$118.94	INSIDE
208882-034771	THI HO	149 EAGLE POINTE LOOP	-\$175.02	-\$465.39	OUTSIDE
001260-053493	JOAN ANDERSON	307 SHUMARD COVE	-\$89.82	\$119.42	INSIDE
208904-002289	STEVE STEWART	212 EAGLE NEST LANE	-\$128.16	-\$340.78	OUTSIDE
207126-106931	WANDA IKEDA	418 CHEROKEE DRIVE	-\$13.85	-\$18.41	INSIDE
208263-123832	BRITTANY HILLIARD	28 PR 3151 APT 9	-\$43.31	-\$57.58	INSIDE
001032-053433	AMBER LEGRETT	100 TANGLEWOOD DRIVE	-\$31.60	-\$42.01	INSIDE
002529-022485	QUORDONIS CARTER	100 SHADOW CREEK DRIVE APT 103	-\$59.29	-\$78.82	INSIDE
TOTAL:			-\$1,889.84	-\$2,704.47	



Jeff McCutchen

Chief of Police

jmccutchen@oxfordpolice.net

Date: 01/07/2026

Subject: Oxford Pedicab Co. LLC- Driver approval recommendation

I, Cpt. David Sabin, recommend approval of the applicant Anna Thriffiley as a new driver for Oxford Pedicab Co. LLC. I cannot find anything that would restrict Anna Thriffiley from operating a taxi / pedicab in the City of Oxford, MS.

Chief Jeff McCutchen
Oxford Police Department

Date

Captain David Sabin
Oxford Police Department

David Sabin

1/07/26

Date

Officer Brandon House
Oxford Police Department

Brandon House

1/07/26

Date

Oxford Police
Department
9 Industrial Park Drive
Oxford, MS 38655
Phone: (662) 232-2400



MEMORANDUM

To: Robyn Tannehill, Mayor

CC: Board of Aldermen

From: Shane Fortner, Director

Date: January 20, 2025

Subject: State Executive Development Institute Application

I am requesting permission to apply for the State Executive Development Institute through the John C. Stennis Institute of Government.

3. Request permission for employee to attend Tennessee Valley Authority (TVA) meetings in 2026. (\$1,062) (Rob Neely)

The following Tennessee Valley Authority (TVA) meetings are planned for 2026. Because TVA is our electric utility regulator and wholesale power provider, I request permission to attend or send an employee to the meetings as they provide pertinent information to our city and electric utility (rates, governance, regulatory, etc.). There are no fees to attend these meetings, only hotel, and/or meal costs, if an overnight stay is needed. The cost of this travel, which is estimated to be \$177/meeting (\$109 hotel/\$68 meals), is included in the FY26 budget. Occasionally TVA committee/working group meetings are called on short notice, therefore I request that I be allowed to attend those as needed. Work conflicts may arise that prohibit Oxford Utilities personnel from attending these meetings, which are listed below for your review:

TVA Customer Council – Feb 3, 2026 and TBD – Middle, TN area

TVA Valley Partner Meeting – Date and Location TBD

TVA Board of Directors Meeting – Location TBD

TVA All Customer Meeting (August, 2026) - Middle TN area

TVA Power Play Committee Meeting (Spring and Fall 2026) – Middle TN area

2. Request permission for apprentice linemen to attend TVPPA Apprentice Lineman training in Jackson, TN in 2026. (\$13,903.86) (Rob Neely)

Oxford Utilities requests permission to send multiple apprentice linemen to TVPPA Apprentice Lineman training, as listed below. This training is essential to develop the lineman's skills and education. This training is in line with the Oxford Utilities approved Apprentice Lineman Training Program Schedule. I have detailed the cost of the training and travel required for this item, which is included in the FY2026 budget. The total estimated cost, which includes training, hotel, and meals (\$68/day), is \$13,903.86.

<u>Employee</u>	<u>Training</u>	<u>City</u>	<u>Training Cost</u>	<u>Dates</u>	<u>Cost</u>	<u>Meals</u>
Landon Denley	Apprentice Lab 1	Jackson, TN	\$ 845.00	6/21-6/26	\$ 631.13	\$ 340.00
Dylan Houston	Apprentice Lab 1	Jackson, TN	\$ 845.00	6/21-6/26	\$ 631.13	\$ 340.00
Brandon Washington	Apprentice Lab 4	Jackson, TN	\$ 845.00	11/1-11/6	\$ 631.13	\$ 340.00
Shedd Castle	Apprentice Lab 4	Jackson, TN	\$ 845.00	11/1-11/6	\$ 631.13	\$ 340.00
Brandon Washington	Apprentice Lab 5	Jackson, TN	\$ 845.00	12/6/12/11	\$ 631.13	\$ 340.00
Shedd Castle	Apprentice Lab 5	Jackson, TN	\$ 845.00	12/6/12/11	\$ 631.13	\$ 340.00
Steven Hale	Final Exam	Jackson, TN	\$ 823.75	2/23-2/27	\$ 504.90	\$ 272.00
Wyatt Smith	Final Exam	Jackson, TN	\$ 823.75	2/24-2/27	\$ 378.68	\$ 204.00
TOTAL			\$ 6,717.50		\$ 4,670.36	\$2,516.00



Travel Request

Employee Traveling: Monique Horan, Sales Manager
Dates of travel: 2/2/2026
Location: Montgomery, AL
Reason: ACAE Lunch an Learn - Presenting Sponsor

Estimated Expenses:

Registration	
Mileage	413.25
Hotel Estimate	
Meals per diem	
Total	\$ 413.25





THE CITY OF OXFORD

Memorandum

To: Mayor and Board of Aldermen
From: Hollis Green
Date: January 14, 2026
Re: Travel Request

What: Mississippi SCAUG Conference

Where: Jackson, MS

When: February 10-12, 2026

Cost: \$487.85 – Lodging and Per Diem

Use of City Vehicle



MARC BOUTWELL
MUNICIPAL COURT JUDGE

NICKIE DENLEY
MUNICIPAL COURT CLERK

MEMO

To: Mayor and Board of Aldermen

From: Nickie Denley, Court Clerk

Date: January 13, 2026

IN RE: 2026 Municipal Court Clerk's Conference

Dear Mayor Tannehill and Board of Aldermen,

I am requesting approval to attend the 2026 Municipal Court Clerk's Conference, which will be held at the IP Casino Resort in Biloxi, Mississippi. The conference is scheduled for September 16-18, 2026.

The Mississippi Judicial College will cover the cost of conference registration and travel for the duration of the event. Therefore, there will be no cost to the city associated with my attendance.

My attendance fulfills the mandatory training hours required for me to continue serving in the position of Municipal Court Clerk. Attendance ensures that our court remains compliant with current standards and continues to operate efficiently and effectively.

I respectfully request approval to attend.

Sincerely,

Nickie Denley
Municipal Court Clerk





OXFORD

ENVIRONMENTAL
SERVICES

MEMORANDUM

To: Board of Alderman

From: Amberlyn Liles

CC: Mayor, Board of Alderman and City Clerk

Date: 1.9.2026

Re: Keep Mississippi Beautiful National Affiliate Summit

Request permission to send an Environmental Services employee to the Keep America Beautiful National Summit, February 25th-27th, 2026 in New Orleans, LA., \$1702

Taking a City Vehicle – No Mileage = \$0

Meals – Day Rate = \$80 = \$240

Lodging = \$687

Registration - \$775

Total = \$1702

2025 FISCAL YEAR AT A GLANCE

OXFORD CONFERENCE CENTER

OUR MISSION

To provide exceptional meeting space for events that generate economic benefits for the community.

OUR OFFERING

The Oxford Conference Center offers a fully renovated meeting facility including a new outdoor terrace. With over 25,000 square feet of rentable space, the venue accommodates everything from corporate meetings, conferences, and trade shows to birthday parties, reunions, and weddings. The ballrooms vary in size with capacity ranging from 26 to 1,000 and have state of the art audio visual equipment throughout.

OUR MARKET

Local and Regional Associations, Government Entities, Corporate Business, Non-Profit Organizations, SMERF (Sports, Military, Education, Religious & Fraternal)

LOCAL PARTNERS

Visit Oxford, Oxford-Lafayette Chamber of Commerce and EDF, Visit Mississippi, University of Mississippi, our local hotel and catering partners.



37,000+

People through the doors



276

events totalling \$1,259,573



\$1,259,573

annual revenue

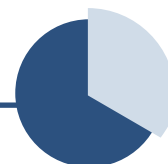
12% increase from last FY



18

conferences totalling \$481,215

approx. 38 % of annual revenue





LOOKING TO FY2026

Completed our terrace renovation by adding new furniture

OCC will continue indoor renovations by updating our lights and lighting system in our terrace hallway, auditorium, and ballroom

Adding new monument signage on Ed Perry Blvd to better direct our attendees into our parking lot

Booked \$804,000 worth of confirmed events for FY26, with an additional \$351,000 in pending events

The OCC has a total of 14 multi day conferences booked for FY 26, with 6 more pending

The OCC now offers an upgraded beverage service presentation for our clients

Updated room rates and beverage service pricing will produce more revenue

The OCC is in the process of optimizing our brand new website for AI, along with adding a chat bot for 24 hour service



Facebook

1,868 total followers

136.9K views on content reaching 118,658 accounts, resulting in 7.6K profile visits, 294 new followers



Instagram

1,487 total followers

71.4K views on content reaching 22K accounts, resulting in 1.3K profile visits, 395 new followers



TikTok

41 followers

4,9198 views on content, reaching 2,940 accounts

2025 FISCAL YEAR AT A GLANCE



ECONOMIC IMPACT



\$755,235

Catering revenue
for partners



2,304

Hotel room
nights booked



\$328,857

Hotel revenue
generated

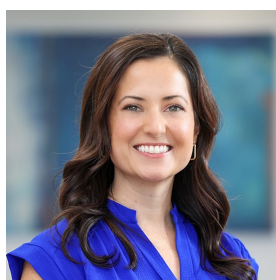
90% of hotel revenue
is on low-demand
weeknights

MEET OUR TEAM

Meet our experienced and professional OCC Team!



MICAH QUINN
Director



MONIQUE HORAN
Sales and Marketing
Manager



JEREMY WILLIAMS
Event Manager



LORI MARKLE
Office Manager



GLEN WILSON
Senior Event
Coordinator



DESTINEE MANGRUM
Event Coordinator



EVAN CHOUTEAU
Event Production
Supervisor



Recipient of a 2025 Readers' Choice
Award, ConventionSouth Magazine

20 of 115

662-232-2367

info@oxfordconferencecenter.com
oxfordconferencecenter.com



Agreement

Contract Number: 00625111

Agreement is hereby made between ADVANCE LOCAL Media LLC d/b/a Alabama Media Group, hereinafter "Media Company," and the undersigned, hereinafter "Client" and "Agency" (if applicable).

Client Information	
Client ID: 65952	Contact: Micah Quinn
Client: Oxford Conference Center	Email: micah@oxfordconferencecenter.com
Address: 102 Ed Perry Blvd Oxford, MS 38655	Phone: (662) 232-2367

Agency Information	
Agency ID:	Contact:
Agency:	Email:
Address:	Phone:

Contract Details	
Contract Starts: 3/1/2026	Revenue Commitment: \$15,000.00
Contracts Ends: 8/31/2026	Contract Level: Level 2
Contract Term: 6	

Additional Terms
FY26 Digital Campaign - total of 6 months, two flights of 3 months.

Micah Quinn

Client

Advance Local

Client's Signature

Advance Local Media, LLC Authorized Signatory

The following advertising terms and conditions ("Terms") govern all entities that place advertising ("Client") either directly or through an agent ("Agency"), in print publications ("Newspaper"), websites and mobile sites (collectively, "Websites"), email campaigns ("Email(s)"), digital newspaper publications ("Digital Editions"), any other applications (collectively, together with Digital Editions, the "Apps"), and any other services published and/or owned, licensed or operated by or on behalf of Advance Local Media LLC ("Media Company") (collectively, together with Newspapers, Digital Editions, Websites, Emails, and Apps, the "Media Company Service"), and through Media Company on any third party Websites, Apps and/or any other services (including, but not limited to, Facebook, YouTube, Pinterest, etc.) (collectively, the "Third Party Services"). The Media Company Service together with the Third Party Services shall be collectively referred to herein as the "Service". The placement of advertising on any Service constitutes Client's (and, if applicable, Agency's) agreement to these Terms and, to the extent ads are placed on any Third Party Services, such placement also constitutes Client's (and, if applicable, Agency's) agreement to such Third Party Services' then-applicable terms and conditions. These Terms may be modified from time to time by Media Company, and the terms and conditions of any Third Party Services may be modified from time to time by such Third Party Service; additional placement of advertising will constitute Client's (and, if applicable, Agency's) agreement to any such modifications. Media Company and Client or Agency may enter into separate written insertion orders or contracts for the purchase of advertising and/or related advertising services offered by Media Company (collectively, an "IO"), and such IOs shall be subject to these Terms.

1. Orders for all advertising units in the Service and/or otherwise are non-cancellable. In the event that (a) Client uses or pays for less advertising than that specified herein or the Client or Agency otherwise breaches any provision of these Terms or any IO, or (b) if at any time Media Company in its reasonable judgment determines that Client is not likely to have published the total amount of advertising specified herein during the term of the applicable IO, Advertiser and Agency will be charged ten percent (10%) of the remaining advertising commitment ("short-rate"). In such event, Client and Agency must reimburse Media Company for the short-rate within ten (10) days of Media Company's invoice therefor and Client will thereafter pay for advertising at the open rate or at the newly-determined rate(s) (as applicable).

2. Client and Agency shall pay for any advertising and/or service offered by Media Company at the rates set forth in Media Company's rate card applicable at the time of the publication of the advertising or provision of the service, unless otherwise mutually agreed upon in writing by Media Company and Client or Agency in an applicable IO. Volume discounts and Agency discounts are net rates. No other discounts apply.

3. Payment for advertising shall be made in accordance with the credit terms granted Client as shown on invoice. Payment for advertising shall be made on or before the 30th day of the month following that in which advertising is published. All advertising production fees (if any) shall be billed and are immediately due in full within the first month of the ad campaign. Failure of Client and its Agency, if there is one, to comply with this requirement shall, at the option of Media Company, be considered a breach of the applicable IO and these Terms. If payment is made by Agency, allowable commissions may be deducted. If any bill is not paid by its due date, commissions shall be deemed not earned and the gross amount of the bill shall be paid in full. Media Company may, at its option, require cash with order or otherwise change the payment terms at any time.

4. The advertising and/or services subject to these Terms are not subject to rebates.

5. Client and Agency, if there be one, each agrees to be jointly and severally liable for the payment of all bills and charges incurred. Client authorizes Media Company, at its election, to tender any bill to Agency, and such tender shall constitute notice to Client of the bill and shall in no way impair the joint and several liability of Client and Agency. Payment by Client to Agency shall not discharge Client's liability to Media Company. The rights of Media Company shall in no way be affected by any dispute or claim as between Client and Agency. Client confirms that it has appointed Agency, if one is specified, to be its authorized representative with respect to all matters relating to advertising placed on Client's behalf with the understanding that Agency may be paid a commission. Agency, if one is specified, warrants that it has been appointed by Client as its agency with respect to all matters relating to advertising placed and/or services purchased on Client's behalf hereunder.

6. Client and its Agency, if there be one, represent and warrant that: (i) it does and shall comply with applicable federal, state, and local laws, rules and regulations, including, to the extent applicable, U.S. state data privacy laws (together "Applicable Laws"); (ii) Client's websites, mobile sites, applications, landing pages, and/or similar services that are associated with advertising purchased hereunder and/or created by Media Company on behalf of Client hereunder, contain all disclosures required by Applicable Laws, including, but not limited to, all consents necessary for the collection of data thereon, and a conspicuous link to a clear, accurate, and up-to-date Privacy Policy that: (a) discloses (1) the usage of third party technology; (2) the participation of third party service providers; and (3) the data collection and usage by such service providers and from such third party technology; and (b) complies with all Applicable Laws; (iii) it will not merge information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a natural person, device, or household ("Personal Information") collected, obtained, or derived, from the Services with non-Personal Information without providing the end-user robust notice of that merger and obtaining the end-user's opt-in consent; (iv) if providing Personal Information to Media Company, it has all rights and permissions necessary for Media Company to use and disclose such Personal Information for the purposes contemplated by the parties, and these Terms; (v) it will not send any Personal Information to Media Company if such transfer would violate the rights of any third party or otherwise be contrary to Applicable Laws; (vi) as reasonably requested, it will provide cooperation and assistance to Media Company in relation to regulatory inquiries and third party rights requests; (vii) there is nothing in any advertisement or other material (including, but not limited to, software, product samples, third-party material and/or any inputs and outputs of machine learning or artificial intelligence included therein) provided by Client or Agency and/or created by Media Company on behalf of Client or Agency, or in any material to which the advertisement or other material links or refers, that violates any personal or proprietary right of any third party (including, but not limited to, copyright, trademark, patent, service mark, misappropriation, unfair competition, trade secret, privacy publicity rights, etc.), constitutes false advertising, or violates any Applicable Laws; (viii) none of the advertisements or other materials provided to Media Company for display on the Service cause the download or delivery of any software application, executable code, any virus or malicious or social engineering (e.g., phishing) code or features; and (ix) it will not conduct or undertake, or authorize any third party to conduct or undertake, any unlawful or improper actions in connection with the Service, including, but not limited to, generating automated, fraudulent or otherwise invalid clicks or Impressions on the Service.

7. As part of the consideration to induce Media Company to publish, distribute, display, perform or transmit (collectively referred to herein as "Publish" or "Published" or "Publishing") such advertisement, Client and its Agency, if there be one, each agrees to jointly and severally defend, indemnify and hold harmless Media Company, its affiliates, employees, and representatives against all liability, loss, damage and expense of any nature, including but not limited to reasonable attorneys' fees, arising out of (a) the Publishing of any advertisement submitted by or on behalf of the Client (including, but not limited to, any advertising content containing third party material and/or any inputs and outputs of machine learning or artificial intelligence) regardless of whether Media Company participated in the creation of such advertisement, or the linkage of any advertisement to any other material, or the loss, theft, use, or misuse of any credit or debit card or other payment, financial, or Personal Information; (b) any violation of the CAN-SPAM Act, the TCPA Act, or other Applicable Laws relating to Client's advertisements, including, but not limited to, commercial messages e-mailed on Client's behalf by Media Company; (c) the loss, theft, use, or misuse of any credit/debit card or other payment, financial or Personal Information; (d) the products and/or services promoted, sold, presented and/or contained in Client's advertisements (including, but not limited to, product samples); (e) audience segments used for audience targeting in connection with Client's advertisements; (f) a breach or alleged breach of its covenants, warranties, representations, and obligations under these Terms and/or any applicable IO; and/or (g) any other material, content, software and/or technology provided by or on behalf of Client or Agency to Media Company hereunder.

8. Client shall have the right to revoke its agency at any time effective upon receipt by Media Company of notice in writing; in such event, Media Company may, at its option, terminate any applicable IO or advertising campaigns. If Client shall designate another agent Media Company may, at its option, recognize such agent upon receipt of an agreement by said agent to be bound by these Terms and to become liable for the payment of all bills due and to become due under the applicable IO.

used prior to such increase.

9. Media Company reserves the right, at its absolute discretion and at any time, to cancel any advertising or reject any advertising copy, whether or not the same has already been acknowledged and/or previously Published, including but not limited to for reasons relating to the contents of the advertisement or any technology associated with the advertisement. In the event of such cancellation or rejection by Media Company, advertising already run shall be paid for at the rate that would apply if the entire order were Published and no short rate will apply. The rejection of copy by the Media Company shall require Client and/or Agency to supply new copy acceptable to the Media Company. Advertisements that simulate or resemble, or otherwise might not be distinct from, editorial content must be clearly and conspicuously labeled "ADVERTISEMENT" or any other label as determined by Media Company, and Media Company may, in its sole discretion, so label such material and/or otherwise distinguish the style and/or presentation of such material. Such advertisements must appear in a different typeface than that used for Media Company's editorial material.

10. Media Company, at its option, may terminate the applicable IO for the breach of any provision of these Terms or any applicable IO, it being specifically understood without limitation that failure on the part of either Client or Agency to pay each bill on or before its due date shall constitute a breach. Should Media Company terminate the IO, all charges incurred together with short-rate charges shall be immediately due and payable. Furthermore, in the event Client or Agency breaches the applicable IO, Media Company may decide to exercise its right to (a) cancel its recognition of Agency, thereby causing Agency to lose claim to commission for any future advertising placed with Media Company on behalf of Client or any other client, and/or (b) refuse to Publish any or all of Client's advertising. In addition, Media Company has the right to terminate the applicable IO (on behalf of any or all Websites and/or Newspapers set forth above) at any time without cause upon thirty (30) days prior written notice to Client. In the event an IO is terminated without cause by Media Company on behalf of only one Service, the IO will continue with respect to the non-terminating Service, if any.

11. Any bill tendered by Media Company shall be conclusive as to the correctness of the item or items therein set forth and shall constitute an account stated unless written objection is made thereto within ten days from the rendering thereof. In addition, unless otherwise agreed by Media Company in writing, all impressions and/or other measurements of ads hereunder shall be solely based on Media Company's calculations.

12. The IO and these Terms may not be assigned by Client or Agency without the prior written consent of Media Company, and any assignment without such consent shall be null and void. Client or Agency may not use any space for the advertisement either directly or indirectly of any business organization, enterprise, product, or service other than that for which the advertising space is provided by Media Company, nor may Client or Agency authorize any others to use any advertising space.

13. Orders containing terms, rates or conditions or specifying positions, facings, editorial adjacencies or other requirements may be accepted but such terms, rates, conditions or specifications are not binding unless Media Company has specifically agreed to them in writing.

14. In the event of a suspension of publication of the Service due to computer, software, or network malfunction, congestion, repair, Internet outages, strike, accidents, fire, flood, storms, terrorist attacks, acts of war, pandemic, epidemic, or risk of disease, or any other cause or contingencies beyond the control of Media Company, it is understood and agreed that such suspension shall not invalidate the applicable IO or these Terms, but a) will give Media Company the option to cancel the applicable IO, or if Media Company does not do so, b) upon resumption of publication the applicable IO shall be continued and no liability for damages shall be incurred by the Media Company by reason of such suspension.

15. Interest will accrue at a rate of one and one-half percent (1.5%) per month (or such other maximum amount as is permissible by law) on all past due balances. If it becomes necessary to place with an attorney for collection any claim for funds due under the terms of an IO, then Client and Agency agree to pay to Media Company the reasonable attorneys' fees arising from such collection.

16. If at any time Media Company revises its advertising rates, Client and Agency agree to be bound by such rates provided Media Company gives at least thirty (30) days notice of such increase. However, in such event Client may elect not to place any further advertisements after the effective date of the increase, and if no space is used after the effective date of the increase, no short rate will be charged on space

17. Media Company does not guarantee any given level of circulation or readership. All impressions and/or other measurements of advertisements for the Service shall be based solely on Media Company's calculations for the Service. To the extent Media Company fails to provide Client/Agency with any guaranteed impressions on the Service (and such guaranteed impressions were expressly agreed to by Media Company in writing), Media Company will provide as a sole remedy a makegood, by extending the order beyond the contracted advertising flight period until the remainder of the guaranteed impressions are delivered. For clarity, Clients/Agencies that request a special billing schedule or an upfront bill will not receive refunds/adjustments in the case of under delivery of guaranteed impressions (if applicable). In addition, Media Company disclaims all warranties and guarantees with respect to the Third Party Services and its Websites, Apps and Emails, including, without limitation, warranties and/or guarantees relating to: (a) the availability, uptime and delivery of any impressions and/or advertisements on any Third Party Services and/or on any of Media Company's Websites, Apps and/or Emails; (b) the quantity, quality or frequency of clicks or click-through rates of advertisements on the Third Party Services, Websites, Apps and/or Emails; (c) the viewability of any advertisements on the Third Party Services, Websites, Apps and/or Emails; and (d) the prevention of end users' use or engagement of ad blocking technology on the Third Party Services, Websites, Apps and/or Emails.

18. Media Company's sole liability (and Client's and Agent's sole remedy) for errors and/or omissions by Media Company in published advertisements (including, but not limited to, failure to publish an advertisement) shall be to provide Client a credit for the actual space of the error or omission (in no event shall such credit exceed the total amount paid to Media Company for the applicable advertisement), and Media Company shall have no liability unless the error or omission is brought to Media Company's attention no later than 5 working days after the advertisement is first Published. However, if a copy of the advertisement was provided to or reviewed by Client, Media Company shall have no liability. IN NO EVENT SHALL MEDIA COMPANY BE LIABLE TO CLIENT, AGENCY OR ANY OTHER PARTIES FOR ANY ADVERTISING CREATIVE OR PRINTING COSTS, ADMINISTRATIVE COSTS, CONSEQUENTIAL DAMAGES AND/OR ANY FURTHER DAMAGES OF ANY KIND ARISING FROM THESE TERMS OR ANY IO OR ANY BREACH THEREOF, INCLUDING BUT NOT LIMITED TO INDIRECT, INCIDENTAL, PUNITIVE, EXEMPLARY OR SPECIAL DAMAGES OR LOST PROFITS, BUSINESS INTERRUPTION, LOSS OF INFORMATION AND THE LIKE.

19. Failure by Media Company to enforce any provision of these Terms or an IO shall not be considered a waiver of such provision. Unless inconsistent with these Terms, all orders are also subject to the terms of Media Company's applicable rate card. Client and Agency acknowledge receipt of a copy of said rate card.

20. Client and Agency recognize that the copyright in any advertisements created by Media Company is owned by Media Company. Unless otherwise mutually agreed upon by the parties in writing, Media Company shall also own all rights, title and interest in all websites, landing pages and/or other products created by Media Company for Client/Agency hereunder. Client and/or Agency shall not use any advertisements, landing pages, websites or other products created by Media Company hereunder for any other purpose, including but not limited to, in any other publication, website and/or on any other platform without Media Company's prior written approval in each instance. As to all other advertisements, Client and Agency grant Media Company the non-exclusive right, for the full term of copyright, by itself or through third parties, to republish, retransmit, re-perform, redistribute or otherwise re-use any advertisements submitted hereunder in any form in which the advertisements may be Published or used (in any media now in existence or hereafter developed) in whole or in any part, whether or not combined with material of others. The Client/Agency acknowledges and agrees that any material submitted by Client/Agency may be included in an electronic database of published pages from the Media Company Service and are acceptable as proof of publication for the purpose of payment of invoices.

21. These Terms and any applicable IO will be construed in accordance with the laws of the state of New York. Any action based on or alleging a breach of these Terms or any IO must be commenced in a state or federal court in New York, New York; and the parties hereby consent to the exclusive jurisdiction of such courts.

22. Client and Agency understand that advertisements and/or other commercial messages sent on its behalf by Media Company via Email, text messages/SMS or pre-recorded voice message may be governed by federal, state and local laws, rules and regulations, including

without limitation the Controlling the Assault of Non-Solicited Pornography and Marketing Act of 2003 and any acts related thereto, and including the interpretation thereof by the FTC or other governmental authorities (collectively, the "CAN-SPAM Act"), the Telephone Consumer Protection Act of 1991 and any acts related thereto, and including the interpretations thereof by the FCC or other governmental authorities (collectively, the "TCPA Act"), state "Do Not E-mail" registries and state laws, rules and regulations concerning text messages/SMS and pre-recorded voice messages. Client and Agency agree to comply with all such applicable laws, rules and regulations. Without limiting the generality of the foregoing, Client and Agency shall fulfill all obligations of a "Sender" as defined in the CAN-SPAM Act, unless Media Company agrees in writing to be designated as the "Sender", and with all obligations of a "Maker" or "Sender" of a call or text message under the TCPA Act, unless Media Company agrees in writing to be designated as the "Maker" or "Sender". In either case, Client agrees to comply with Media Company's policies intended to comply with the CAN-SPAM Act and TCPA act.

23. All data collected by Media Company, Client and/or any third party on the Service shall be exclusively owned by Media Company, and not used or disclosed by Client/Agency without Media Company's prior written approval in each instance.

24. The titles and logos of the Media Company Service are registered trademarks and/or trademarks protected under common laws. Neither the titles nor the logos may be used without the express written permission of Media Company.

25. These Terms may be incorporated in an IO between Media Company and Client or Agency, or otherwise executed by Client/Agency by manual, facsimile or scanned PDF signatures (or by clicking "accept" or similar terminology online), and in any number of counterparts, each of which will be deemed an original

and all which together will constitute one and the same instrument.

26. MEDIA COMPANY DISCLAIMS ALL WARRANTIES AND/OR GUARANTEES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES FOR NONINFRINGEMENT, ACCURACY, AVAILABILITY, UPTIME, MERCHANTABILITY AND/OR FITNESS FOR ANY PARTICULAR PURPOSE HEREUNDER IN CONNECTION WITH THE DISPLAY, PERFORMANCE AND TRANSMISSION OF ADVERTISEMENTS ON THE MEDIA COMPANY SERVICES AND IN CONNECTION WITH THE CREATION OF WEBSITES, LANDING PAGES, APPS AND/OR SIMILAR PRODUCTS OR PLATFORMS FOR CLIENT/AGENCY HEREUNDER. Client and Agency acknowledge that third parties other than Media Company may generate automated, fraudulent or otherwise invalid/improper impressions, conversions, inquiries, clicks or other actions on Client's advertisements displayed on the Media Company Service. As between Client and Media Company, Client accepts the risk of any such improper actions. Client's exclusive remedy for such suspected improper actions is for Client to request a refund relating to its impacted advertisements in the form of advertising credits on the applicable Media Company Service within thirty (30) days from the end of the calendar month in which such advertisement is initially displayed on the applicable Media Company Service. Any advertising credit refunds in connection with the Client's aforementioned requests are within the sole discretion of Media Company.

27. To the extent Client and/or Agency provides any data, names, postal addresses, email addresses, telephone numbers or other Personal Information to Media Company for any purpose, Client and/or Agency represents and warrants that it has all rights, consents and permission necessary to transfer such data, and for Media Company to use such data, for the purposes contemplated by the parties.

Client Initials Date: _

The image shows the Oxford Conference Center, a large brick building with a covered entrance supported by white columns. In the foreground, there is a pond with a brick border and two water fountains. The sky is blue with some clouds.

OXFORD

CONFERENCE CENTER

Oxford Conference Center FY25 Campaign Report January 2026

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Ray Hydrick | Account Director | Advance Travel & Tourism
Jess Calvert | Sr. Campaign Success Manager

Executive Summary

FY 2025 Digital Campaign:

- Paid Search (SEM)
- Digital Display – Automated Bidding
- Flighted:
 - Apr – June
 - Late July - Sept



Display. Automated Bidding

Display ads targeting people based on their specific interests as they browse pages across the web. Automated bidding platform drives more visibility (Impressions) and clicks for your budget but can yield a lower ctr%. This strategy is all about visibility and site traffic.

	Impressions	Clicks	CTR%
Total	993,889	6,274	0.63%

The Auto-Bid Display campaign delivered over 993,889 impressions, generating 6,274 clicks to your website.



SEM. Paid Search

Google and Bing search ads reaching people low in the funnel who are searching for things to do, travel ideas, casinos, sports betting, etc.

	Impressions	Clicks	CTR%
Total	30,726	2,479	8.07%

Campaign Highlights

CTR % are well above benchmarks across all keywords.

Keyword	Impressions	Clicks	CTR (%)
ole miss conference center	3,469	76	2.19%
best conference venue mississippi	2,986	80	2.68%
conference venue mississippi	2,859	163	5.70%
"convention center oxford"	2,831	556	19.64%
corporate event venue mississippi	2,541	119	4.68%
"convention center mississippi"	2,401	297	12.37%
"convention center Memphis"	2,387	137	5.74%
conference venue mississippi	2,332	187	8.02%
best meeting venue mississippi	2,133	77	3.61%
"conference centers mississippi"	1,466	82	5.59%
"conference rooms oxford"	817	163	19.95%
"conference venue oxford"	807	186	23.05%
"convention center mississippi"	744	61	8.20%
"convention center tupelo"	401	27	6.73%
"meeting space oxford"	362	38	10.50%
"conference centers oxford"	253	23	9.09%
ole miss conference center	212	11	5.19%
"conference venue oxford"	209	21	10.05%
"conference centers tupelo"	186	16	8.60%
"convention center tupelo"	175	20	11.43%
"convention center oxford"	157	33	21.02%
"conference rooms oxford"	144	27	18.75%
"conference meeting facilities oxford"	127	28	22.05%
"meeting room venues memphis"	126	9	7.14%

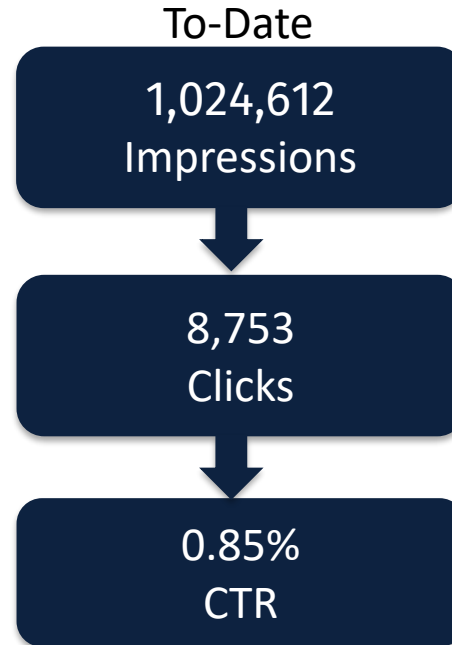
SEM. Paid Search

location	Impressions	Clicks	CTR
Memphis	9,543	1,375	14.41%
Jackson	1,138	46	4.04%
Columbus-Tupelo	802	49	6.11%
Biloxi-Gulfport	775	65	8.39%
Hattiesburg-Laurel	252	15	5.95%
Greenwood-Greenville	147	5	3.40%
Meridian	89	3	3.37%
New Orleans	30	1	3.33%
Mobile	6	0	0.00%
Baton Rouge	1	0	0.00%

Campaign Highlights

Most impressions and clicks for SEM came from the Memphis area, followed by Jackson, Columbus-Tupelo and Biloxi-Gulfport

Executive Summary. Totals



Analytics. Top Cities

City ▼ +		↓ Active users	New users
		-----	-----
Total		14,639 100% of total	14,449 100% of total
1	(not set)	1,828 (12.49%)	1,690 (11.7%)
2	Lanzhou	1,460 (9.97%)	1,429 (9.89%)
3	Singapore	1,053 (7.19%)	84 (0.58%)
4	Oxford	846 (5.78%)	809 (5.6%)
5	Memphis	746 (5.1%)	728 (5.04%)
6	Jackson	651 (4.45%)	631 (4.37%)
7	New York	481 (3.29%)	475 (3.29%)
8	Chicago	386 (2.64%)	371 (2.57%)
9	Little Rock	298 (2.04%)	293 (2.03%)
10	Ashburn	214 (1.46%)	210 (1.45%)
11	Des Moines	202 (1.38%)	201 (1.39%)
12	Atlanta	136 (0.93%)	121 (0.84%)
13	Dallas	133 (0.91%)	115 (0.8%)
14	Los Angeles	124 (0.85%)	117 (0.81%)

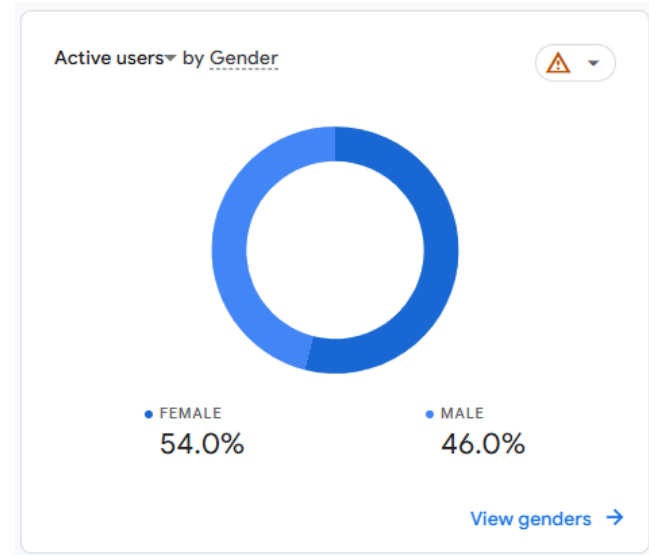
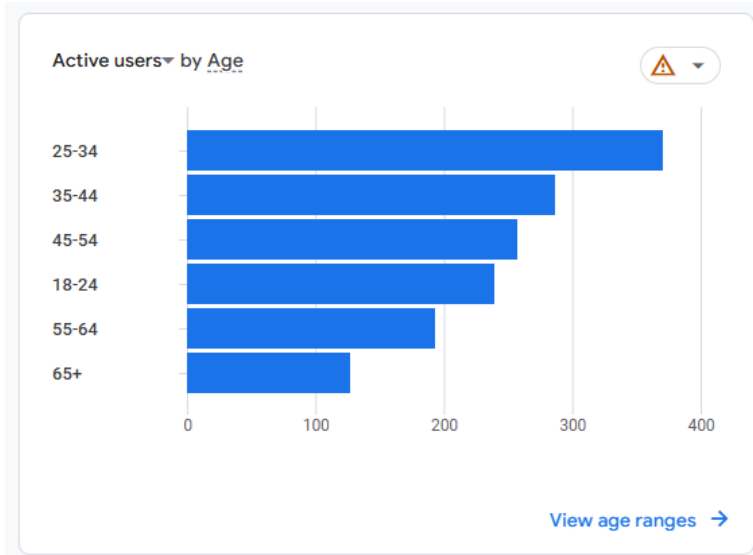
Top origin cities for website traffic were Oxford, Memphis, Jackson.

Analytics. Top Visited Pages

Landing page	↓ Sessions	Active users	↓ New users
Total	17,471 100% of total	14,639 100% of total	14,449 100% of total
1 /	12,756 (73.01%)	11,507 (78.61%)	11,345 (78.52%)
2 /catering	862 (4.93%)	586 (4%)	513 (3.55%)
3 (not set)	750 (4.29%)	480 (3.28%)	74 (0.51%)
4 /facility	444 (2.54%)	380 (2.6%)	307 (2.12%)
5 /contact	370 (2.12%)	334 (2.28%)	291 (2.01%)
6 /yard-sale	256 (1.47%)	214 (1.46%)	198 (1.37%)
7 /our-team	185 (1.06%)	125 (0.85%)	105 (0.73%)
8 /2026indooryardsale	165 (0.94%)	142 (0.97%)	135 (0.93%)
9 /lodging	154 (0.88%)	127 (0.87%)	115 (0.8%)
10 /venue/oxford-conference-center-2	137 (0.78%)	126 (0.86%)	119 (0.82%)

Top Visited Pages were your Home Page, Catering and Facility page

Analytics. Site Demographics



Thank You

OXFORD FIRE DEPARTMENT

Joey Gardner
Fire Chief
jgardner@oxfordms.net

Office: 662-232-2418
Fax: 662-232-2318



Adam Patton
Deputy Chief
apatton@oxfordms.net

399 McElroy Dr.
Oxford MS, 38655

January 13, 2026

Pricing break downs for OFD new vehicles

Battalion 1 lights and siren-	\$11,311.71
Battalion 1 Camper Shell-	\$6849.00
Battalion 1 Winch and brush guard-	\$2310.50

Admin. Trucks Lights and siren-	\$20,929.20
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Admin. Trucks and Battalion Truck Striping and lettering-	\$5000.00
Total-	\$46,400.41

Total budgeted	\$32,000.00
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Difference	\$14,400.41
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Gov Deal sale

2012 Dodge-	\$4,383.00
2015 Dodge-	\$10,201.00
Total=	\$14,584.00

Total requested is \$14,584.00

CITY OF OXFORD, MISSISSIPPI
ORDINANCE NO. _____

AN ORDINANCE REGULATING NITROUS OXIDE PRODUCTS; PROTECTING PERSONS UNDER THE AGE OF TWENTY-ONE (21); PROHIBITING POSSESSION AND SALE FOR INTOXICATION PURPOSES; REGULATING RETAIL AVAILABILITY; AND PROVIDING PENALTIES

SECTION 1. FINDINGS AND PURPOSE

The Mayor and Board of Aldermen of the City of Oxford, Mississippi, find that:

1. The misuse of nitrous oxide products, commonly known as “whippets,” “chargers,” or similar products, for intoxicating purposes poses a significant risk to public health and safety, particularly to persons under the age of twenty-one (21);
2. Inhalation of nitrous oxide for intoxicating purposes can result in impaired judgment, neurological injury, oxygen deprivation, loss of motor control, and death;
3. Discarded nitrous oxide cartridges create public nuisances and safety hazards within the City; and
4. The City has a legitimate interest in protecting youth, promoting public safety, and preventing substance abuse, while preserving lawful medical, culinary, automotive, and industrial uses.

SECTION 2. DEFINITIONS

For purposes of this ordinance, the following terms shall have the meanings set forth below:

1. Nitrous Oxide means dinitrogen oxide (N₂O), whether compressed or liquefied.
2. Nitrous Oxide Product means any cartridge, canister, cylinder, tank, container, or device that:
 - a. Contains nitrous oxide (N₂O); or
 - b. Is chemically or functionally equivalent to nitrous oxide; or
 - c. Is marketed, labeled, packaged, or represented for inhalation to produce effects substantially similar to nitrous oxide, including euphoria, intoxication, or neurological impairment.This term includes, but is not limited to, whipped-cream chargers and similar devices.
3. Dispensing Device means any device designed or commonly used to release nitrous oxide from a nitrous oxide product, including cracking devices or similar apparatus.
4. Inhale or Inhalation means breathing, huffing, sniffing, or otherwise introducing nitrous oxide into the respiratory system, whether directly or through an intermediary such as a balloon.
5. Intoxication Purposes means the use of nitrous oxide to induce euphoria, dizziness, excitement, impaired judgment, loss of coordination, or disturbance of mental or sensory processes.
6. Person Under Twenty-One (21) Years of Age means any person who has not attained twenty-one (21) years of age.

SECTION 3. UNLAWFUL POSSESSION OR USE

(A) Inhalation Prohibited

It shall be unlawful for any person to intentionally inhale nitrous oxide for intoxication purposes within the City of Oxford.

(B) Possession with Intent

It shall be unlawful for any person to knowingly possess nitrous oxide or a nitrous oxide product with intent to inhale nitrous oxide for intoxication purposes.

(C) Rebuttable Presumption

For purposes of this section, the presence of one or more of the following may create a rebuttable presumption of intent to inhale for intoxication purposes:

1. Possession of balloons, cracking devices, or similar paraphernalia in combination with nitrous oxide products;
2. Possession of nitrous oxide in containers designed for portability or repeated dispensing inconsistent with ordinary food-service use;
3. Possession outside the presence of food-preparation equipment reasonably necessary for lawful culinary use; or
4. Statements, conduct, or circumstances reasonably indicating misuse.

SECTION 4. UNLAWFUL SALE OR DISTRIBUTION

(A) Sale or Transfer to Persons Under Twenty-One (21)

It shall be unlawful for any person or business to sell, furnish, give, deliver, or otherwise transfer any nitrous oxide product or dispensing device to a person under the age of twenty-one (21).

(B) Knowing Sale for Intoxication

It shall be unlawful for any person or business to sell, distribute, or otherwise provide nitrous oxide or a nitrous oxide product knowing, or having reason to know, that it will be used for intoxication purposes.

(C) Rebuttable Presumption — Sale or Distribution

For purposes of this section, the following may create a rebuttable presumption of unlawful intent:

1. Marketing, labeling, advertising, or imagery suggesting inhalation or intoxication;
2. Sale of nitrous oxide as a standalone product without food-preparation equipment reasonably necessary for lawful use; or
3. Instructions or representations suggesting non-culinary consumption.

SECTION 5. EXEMPTIONS AND RETAIL LIMITATIONS

(A) Lawful Uses

This ordinance shall not apply to the manufacture, possession, sale, or use of nitrous oxide when conducted solely for:

1. Legitimate food-preparation or food-service purposes by persons twenty-one (21) years of age or older;
2. Medical, dental, veterinary, or emergency medical purposes administered by or under the supervision of a licensed professional; or
3. Industrial, automotive, scientific, or other lawful commercial purposes recognized by state or federal law.

(B) Burden of Proof

The burden of establishing the applicability of an exemption under this section shall rest with the person or entity claiming the exemption.

(C) Prohibited Retail Locations

Nitrous oxide products shall not be sold, offered for sale, displayed for sale, or otherwise made available for retail purchase in:

1. Convenience stores;
2. Gas stations;
3. Vape shops;
4. Smoke shops;
5. Novelty or gift shops; or
6. Any establishment whose primary business is not food preparation or food service.

SECTION 6. ENFORCEMENT

This ordinance shall be enforced by the Oxford Police Department and other authorized city personnel. Nitrous oxide products and dispensing devices possessed in violation of this ordinance may be seized as evidence in accordance with law and departmental policy.

SECTION 7. PENALTIES

1. Possession or use: A fine not to exceed Five Hundred Dollars (\$500.00) and/or imprisonment not to exceed ten (10) days.
2. Sale or distribution: A fine not to exceed One Thousand Dollars (\$1,000.00) and/or imprisonment not to exceed thirty (30) days.
3. Repeat offenses: The Municipal Court may impose enhanced penalties as authorized by law for repeat violations.

SECTION 8. BUSINESS LICENSE ENFORCEMENT

Any business found to be in violation of this ordinance may, in addition to any criminal penalties, be subject to suspension or revocation of its City of Oxford business privilege license pursuant to applicable law and city ordinances.

SECTION 9. EFFECTIVE DATE

This ordinance shall take effect upon adoption and publication as required by law.



Memorandum

To: Mayor and Board of Alderman
From: Robert Baxter, AICP; Senior Planner
Date: January 20, 2026
RE: Request approval for Preliminary Plat Approval for Case #3311, Forest Hill Development (John Gallina), for 'The Grove at Grand Oaks, Phase 9', for property located on Crowson Drive (PPIN #26136)

The subject property is +/- 14.16 acres located south of Phase 8 of the Grove at Grand Oaks PUD on Crowson Drive. The applicant is proposing 28 new lots with this next phase of the PUD. The proposed lots range from +/- 0.28 acres to +/- 0.46 acres, which is similar to the lot sizes of Phase 8, and comply with the dimensional standards of the PUD.

Engineering provided comments in the attached Staff Report regarding Access, Water & Sewer, and Stormwater Management.

At the January 12, 2026 Planning Commission meeting, the Planning Commission unanimously recommended approval of the request for Preliminary Plat for 'The Grove at Grand Oaks, Phase 9' with the seven conditions that are listed in the staff report.

Recommendation: Staff recommends approval of the requested Preliminary Plat amendment for 'The Grove at Grand Oaks, Phase 9' with the following conditions:

1. Approval is for the plan as submitted.
2. Approval of the Preliminary Plat for 'The Grove at Grand Oaks, Phase 9' by the Mayor and Board of Aldermen.
3. Prior to the issuance of permits, the tree mitigation plan shall be finalized and any needed escrow payment made.
4. All engineering comments related to preliminary site plan drawings are to be addressed before a land disturbance or building permit is issued.
5. Water and sewer fees per unit shall be paid before building permits are issued.

6. Before issuance of a land disturbance permit, a copy of the Storm Water Pollution Prevention Plan approved by MDEQ as part of the Large Construction Storm Water General Permit must be submitted to Development Services.
7. The completed stormwater management facility must be certified by the civil engineer before certificates of occupancy are issued.

**Case 3311**

To: Oxford Planning Commission
From: Robert Baxter, AICP; Senior Planner
Date: January 12, 2026

Applicant: Forest Hill Development (John Galina)
Owner: CB Holdings, LLC (Larry Britt)
Request: Preliminary Plat Approval for 'The Grove at Grand Oaks, Phase 9'
Location: Crowson Drive (PPIN #26136)
Zoning: Grove at Grand Oaks PUD underlying (SMF) Suburban Multifamily

Surrounding Zoning:

North, West & South: Grove at Grand Oaks PUD underlying (SMF) Suburban Multifamily
East: Lafayette County R-1 Low Density Residential

Planning Comments: The subject property is +/- 14.16 acres located south of Phase 8 of the Grove at Grand Oaks PUD on Crowson Drive. The applicant is proposing with this next phase of the PUD 28 new lots, two common spaces, the extension of Crowson Drive, addition of a cul-de-sac, and a temporary emergency access.

The proposed lots range from +/- 0.28 acres to +/- 0.46 acres, which is similar to the lot sizes of Phase 8, and comply with the dimensional standards of the PUD. 244, 2" caliper trees will be required for mitigation. Staff is working with the applicant to finalize mitigation tree placement and potential needed escrow contribution.

Engineering Comments:Access

An extension of existing Crowson Drive will be the primary street to this phase along with a new street stemming off the extension of Crowson Drive. The extension of Crowson Drive is proposed as a curb and gutter street (36 ft asphalt with bike lanes) with sidewalks. The new street stemming from Crowson will be approximately 250 ft in length and be curb and gutter (24 ft asphalt) with sidewalks (50 ft Right of Way) and a cul-de-sac as its termini point. Streets will be public and City maintained.

Water and Sewer

Utilities are to be routed within the proposed ROW and will serve the proposed lots from the front. Sanitary sewer will be routed to the existing lift station located within Phase 8, which was sized appropriately for this development. Water will be extended along the streets and connected to the ex. water main in Crowson Drive.

Stormwater Management

A proposed stormwater management facility featuring inlets and pipes that will convey runoff south to a lake serving as a regional stormwater detention facility was approved as Case #3279-A. Until the lake is completed, the subdivision's stormwater management requirements will be met by a temporary above-ground detention basin. The temporary detention basin is located to the north and also services Phase 8 of the subdivision.

The Engineering Department has approved the Stormwater Management Plan for this project.

Recommendation: Staff recommends approval of the requested Preliminary Plat for 'The Grove at Grand Oaks, Phase 9' with the following conditions.

1. Approval is for the plan as submitted.
2. Approval of the Preliminary Plat for 'The Grove at Grand Oaks, Phase 9' by the Mayor and Board of Aldermen.
3. Prior to the issuance of permits, the tree mitigation plan shall be finalized and any needed escrow payment made.
4. All engineering comments related to preliminary site plan drawings are to be addressed before a land disturbance or building permit is issued.
5. Water and sewer fees per unit shall be paid before building permits are issued.
6. Before issuance of a land disturbance permit, a copy of the Storm Water Pollution Prevention Plan approved by MDEQ as part of the Large Construction Storm Water General Permit must be submitted to Development Services.
7. The completed stormwater management facility must be certified by the civil engineer before certificates of occupancy are issued.

NOTES:

- THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE SEARCH AND BASED ON LIMITED RESEARCH BY THE SURVEYOR OR DOCUMENTS FURNISHED BY THE CLIENT OR OWNER.
- THIS PROPERTY IS SUBJECT TO ALL CITY OF OXFORD SUBDIVISION AND RULES AND REGULATIONS.
- THIS PROPERTY IS SUBJECT TO ALL ROAD AND UTILITY EASEMENTS AND RIGHT-OF-WAY OF RECORD.
- THIS PROPERTY DOES NOT LIE IN A FLOOD HAZARD AREA ACCORDING TO THE FLOOD INSURANCE RATE MAP NO. 2807C0259C, PANEL NO. 259, EFFECTIVE DATE OD NOVEMBER 26, 2010.
- THIS PROPERTY IS A CLASS "B" SURVEY AS SET FORTH IN APPENDIX "A" OF THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF MISSISSIPPI.
- THIS SURVEY MEETS THE CONDITIONS OF CLOSURE AND ACCURACY FOR CONDITION "A" AS SET FORTH IN APPENDIX "B" OF THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF MISSISSIPPI.
- BEARING ESTABLISHED: GPS OBSERVATION (GEODETIC).
- ALL OF THE SURVEYING CALLS ARE EITHER DEED CALLS OR MEASURED CALLS ESTABLISHED BY THIS SURVEY.
- $\frac{1}{2}$ " REBAR, AS DESCRIBED, IS A $\frac{1}{2}$ " REINFORCEMENT BAR.
- DATE OF FIELD SURVEY: 5/12/2025.
- ALL SETBACKS WILL ALSO SERVE AS UTILITY AND DRAINAGE EASEMENTS TO BE MAINTAINED BY LT2, LLC AND HOME OWNER'S ASSOCIATION.
- BUILDING SETBACKS FOR LOTS ARE AS FOLLOWS:
- FRONT - 20 FEET , REAR - 20 FEET, SIDES - 10 FEET, (LOT 188 TYPICAL)
- DETENTION POND CAN NOT BE ALTERED TO CHANGE THE AMOUNT OF DETENTION AT ANY TIME. THIS AREA IS PART OF THE SUBDIVISION SYSTEM AND IS SHOWN AS GREEN SPACE FOR A DRAINAGE EASEMENT AS NEEDED.
- ALL GREEN SPACE AREAS SHALL BE MAINTAINED BY LT2, LLC AND HOA.
- THIS SURVEY IS LOCATED IN A LOCAL COORDINATE SYSTEM ESTABLISHED FOR THE GROVE AT GRAND OAKS DEVELOPMENT. THE POINT OF COMMENCEMENT, POINT OF BEGINNING, AND CONTROL POINTS ARE PROVIDED IN STATE PLANE COORDINATES FOR REFERENCE.

GENERAL SITE NOTES

- ALL DIMENSIONS ARE TO BACK OF CURB, FACE OF BUILDING, OR CENTER OF STRUCTURE, UNLESS OTHERWISE NOTED.
- ALL INTERNAL SUBDIVISION STREETS TO BE 25 MPH
- EXISTING CONDITIONS SHOWN HEREON ARE FROM A SURVEY FILE PROVIDED BY ELLIOTT & BRITT ENGINEERING, P.A., DATED 5-12-2025.
- SIDEWALK INSTALLED AGAINST BACK OF CURB SHALL BE INSTALLED 4' AS MEASURED FROM THE BACK OF CURB.

GENERAL PROJECT NOTES

- STATE WATERS ARE NOT PRESENT ON THIS SITE. ANY STATE WATERS PRESENT ON THIS SITE ARE DULY INDICATED HEREON AND ANY APPLICABLE BUFFER RESTRICTIONS ARE NOTED AND ADHERED TO.
- WETLANDS DO NOT EXIST ON THE SITE. ANY WETLANDS TO BE DISTURBED, ON THIS SITE, ARE DELINEATED. THE OWNER OF THE PROPERTY IS RESPONSIBLE FOR COMPLIANCE WITH THE CORPS OF ENGINEERS REQUIREMENTS REGARDING WETLANDS.
- FLOOD HAZARD NOTE: THIS PROPERTY DOES NOT LIE WITHIN A 100 YEAR FLOOD HAZARD ZONE AS DEFINED BY THE F.E.M.A. FLOOD INSURANCE RATE MAP OF LAFAYETTE COUNTY.
- CONTRACTOR SHALL VERIFY ALL GRADES PRIOR TO STARTING WORK. ANY DISCREPANCIES SHALL BE REPORTED, IN WRITING, TO THE OWNER'S REPRESENTATIVES.
- CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES. CONTRACTOR SHALL HAVE ALL UTILITIES FLAGGED WITH INVERT ELEVATIONS PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY/ALL DISCREPANCIES OR ADDITIONAL UTILITIES ENCOUNTERED.

SITE DEVELOPMENT SUMMARY

SITE SUMMARY

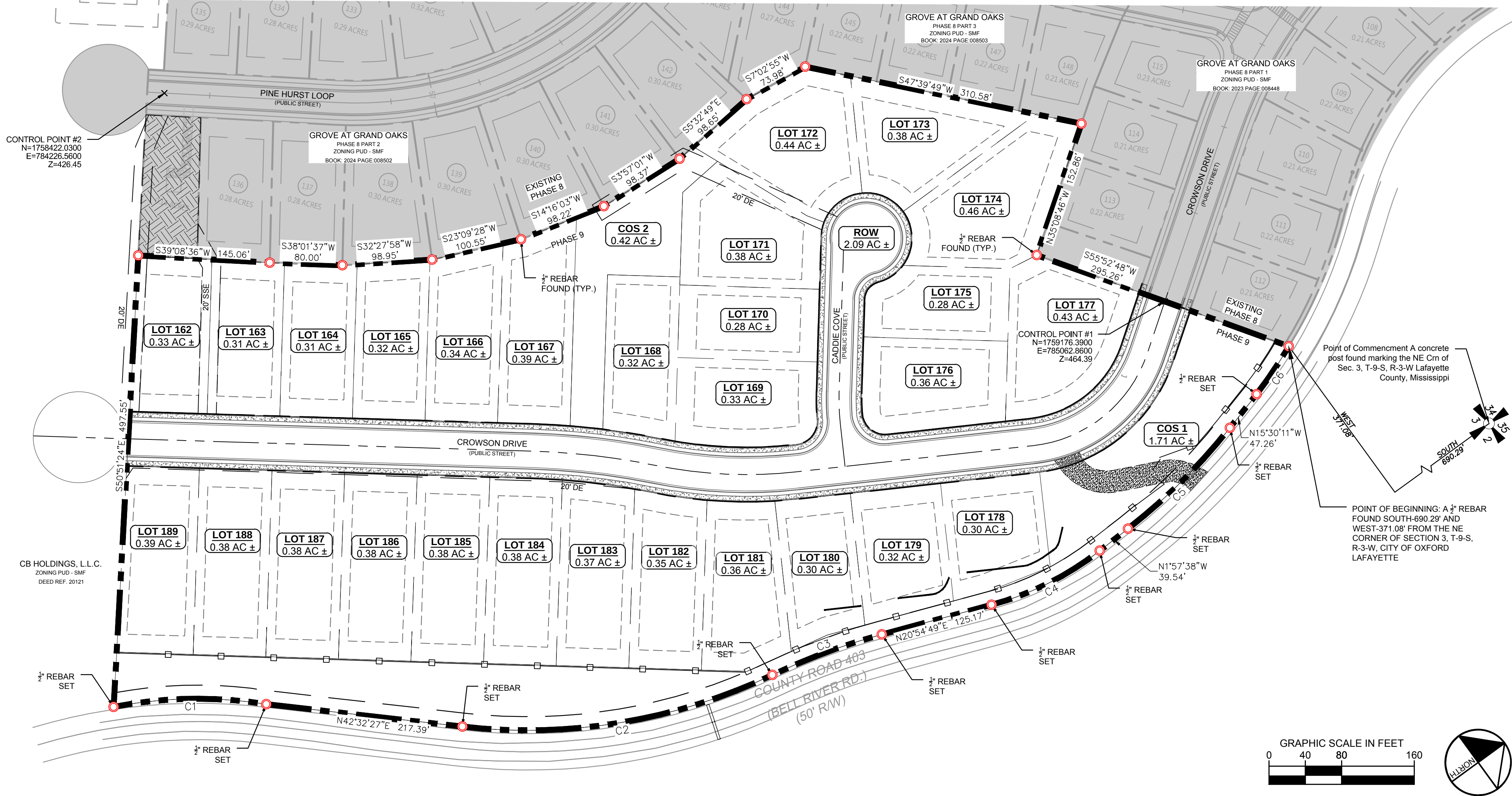
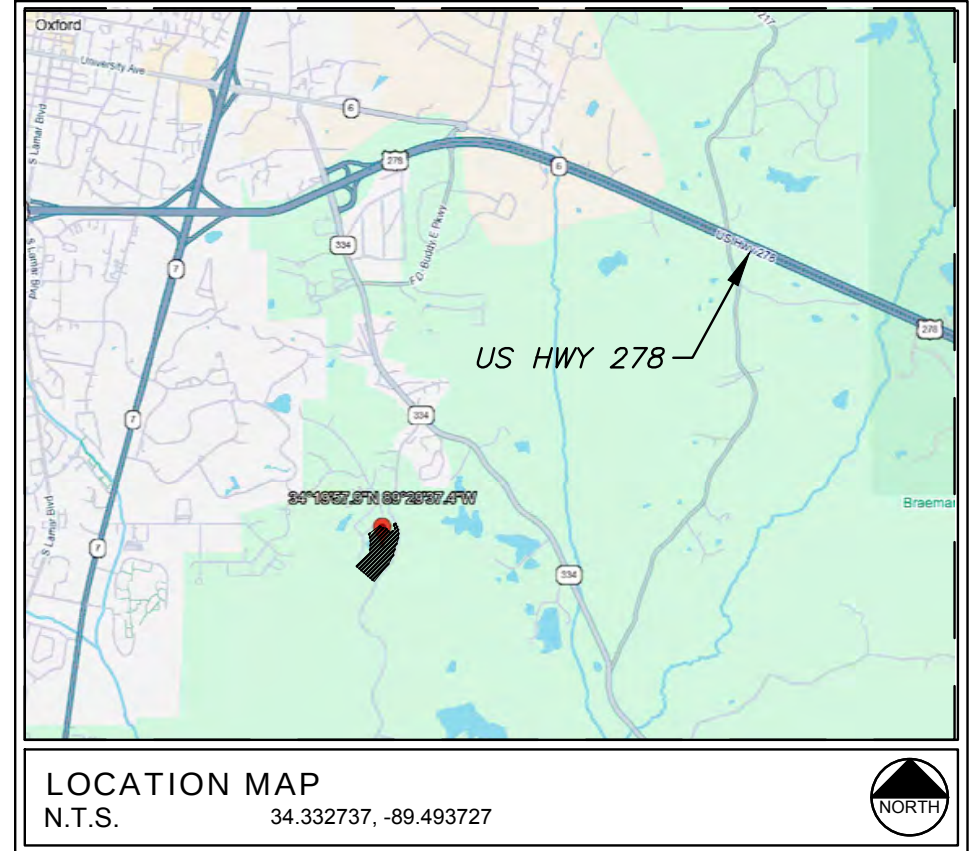
ZONING:	SMF
SITE AREA:	14.16 AC ACRES
ROW DEDICATION:	±2.09 ACRES
ADJUSTED SITE AREA:	12.04 ACRES
OPEN SPACE:	2.13 ACRES (15.0%)
TOTAL DISTURBED AREA:	14.16 AC ACRES
BUILDING SETBACK:	
FRONT (EXTERIOR):	20 FT
SIDE (EXTERIOR):	10 FT
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PROPOSED LAND USES & DENSITIES

SINGLE FAMILY RESIDENTIAL	28 UNITS
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Drawing name: Y:\MEM_LAP\115584001 - Gallina Grand Oaks CDA\SCADD\2-Parasheets\ParasheetsC2.dwg 2 OF 5 SUBDIVISION PLAT Dec 22, 2025 5:31pm by: Michael Hanna

PREPARED BY
Kimley»Horn

11720 AMBER PARK DRIVE
PARKWAY 400, SUITE 600
ALPHARETTA, GEORGIA 30009
PHONE 770.619.4200
WWW.KIMLEY-HORN.COM

FOREST HILL DEVELOPMENT, LLC
PO BOX 381226
GERMANTOWN, TN 38139
PHONE 901-870-7701

DATE	BY	REVISION
12/23/2025	MH	CITY COMMENTS ADDRESSED
10/08/2025	MH	SUBMITTED FOR REVIEW
		ISSUANCE AND REVISION DESCRIPTIONS

WARD 02
SECTION 03

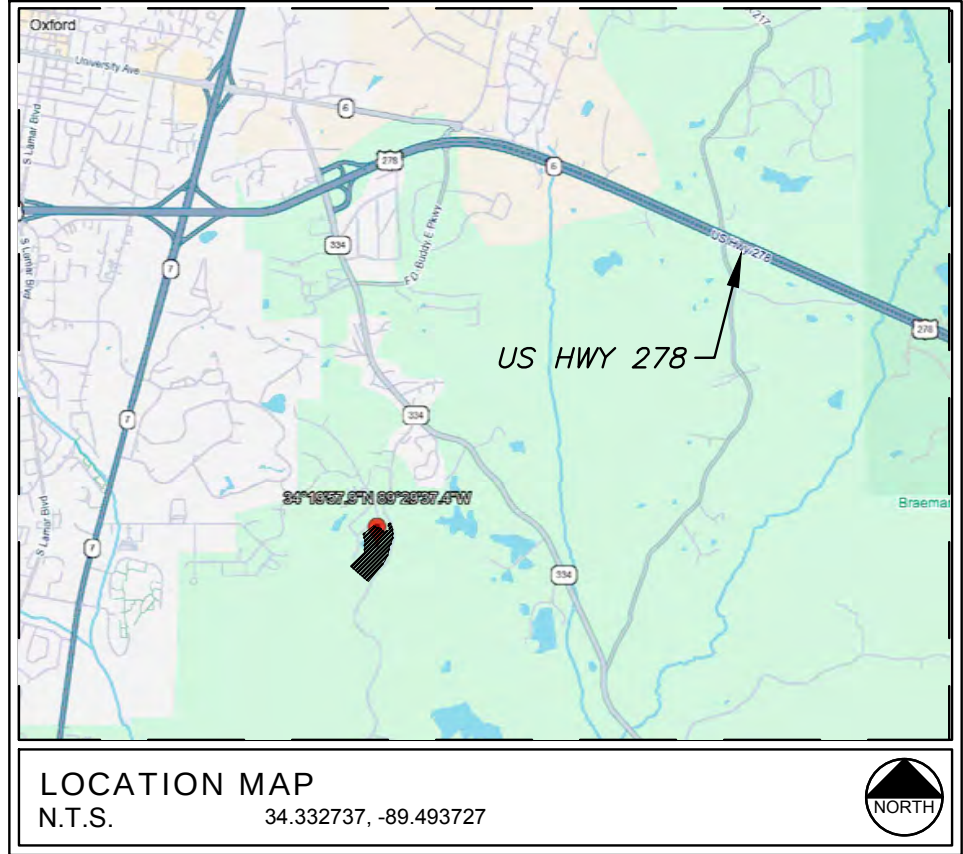
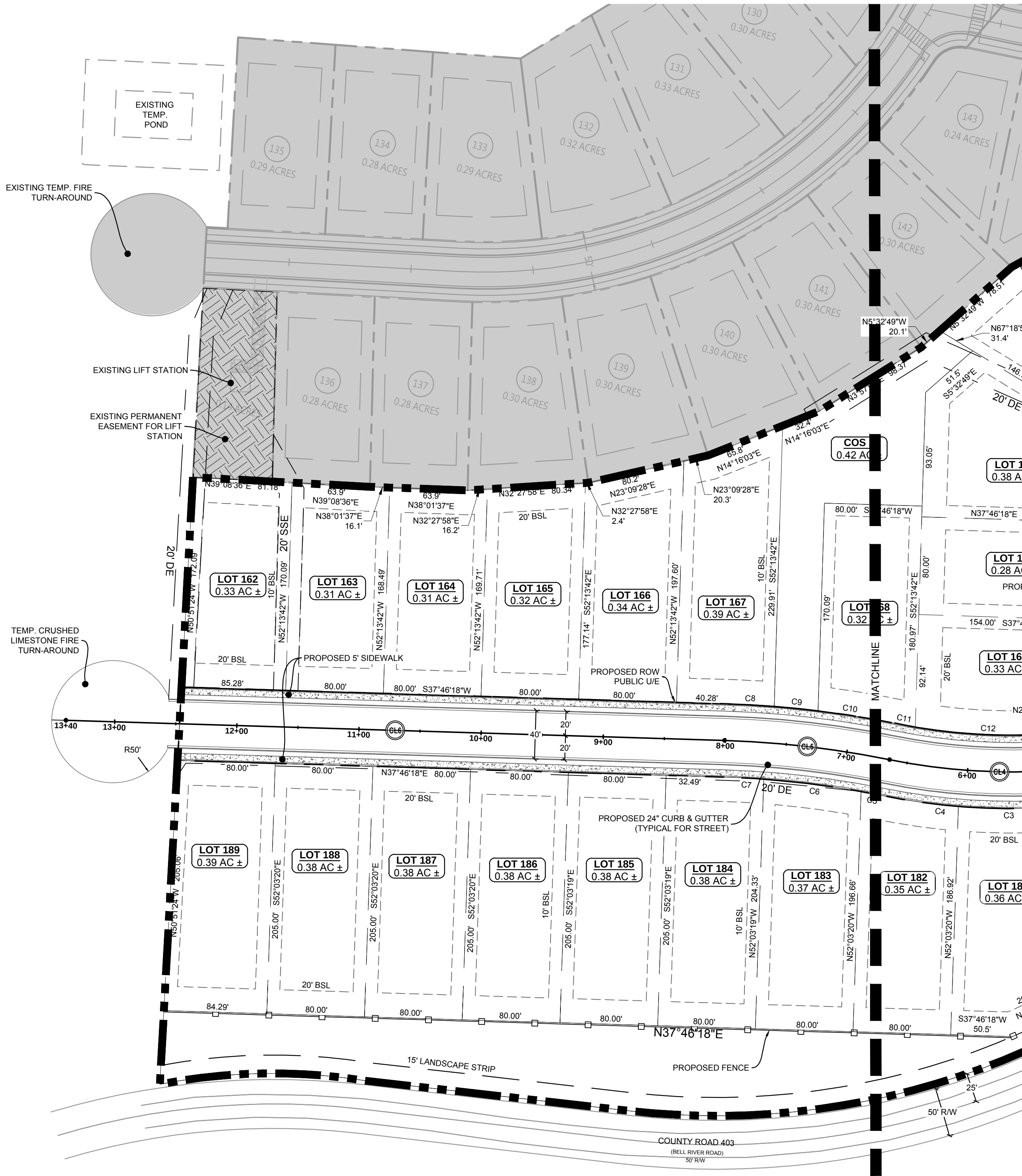
THE GROVE AT
GRAND OAKS
PHASE IX

PROJECT
OXFORD, MS

DRAWN BY JT
DESIGNED BY MH
REVIEWED BY MH
DATE 10/08/2025
PROJECT NO 115584001
TITLE

SUBDIVISION
PLAT

SHEET NUMBER
2 OF 5

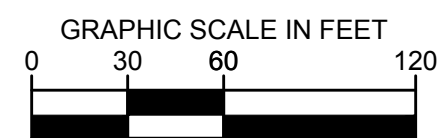


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PREPARED BY

Kimley»Horn

PREPARED FOR

FOREST HILL DEVELOPMENT, LLC

PROJECT

THE GROVE AT GRAND OAKS PHASE IX

DRAWN BY

JT

DESIGNED BY

MH

REVIEWED BY

MH

DATE

10/08/2025

PROJECT NO.

115584001

TITLE

SUBDIVISION PLAT

SHEET NUMBER

3 OF 5

24 HR CONTACT:

11720 AMBER PARK DRIVE
PARKWAY 400, SUITE 800
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PHONE: 770.619.4250
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GERMANTOWN, TN 38139

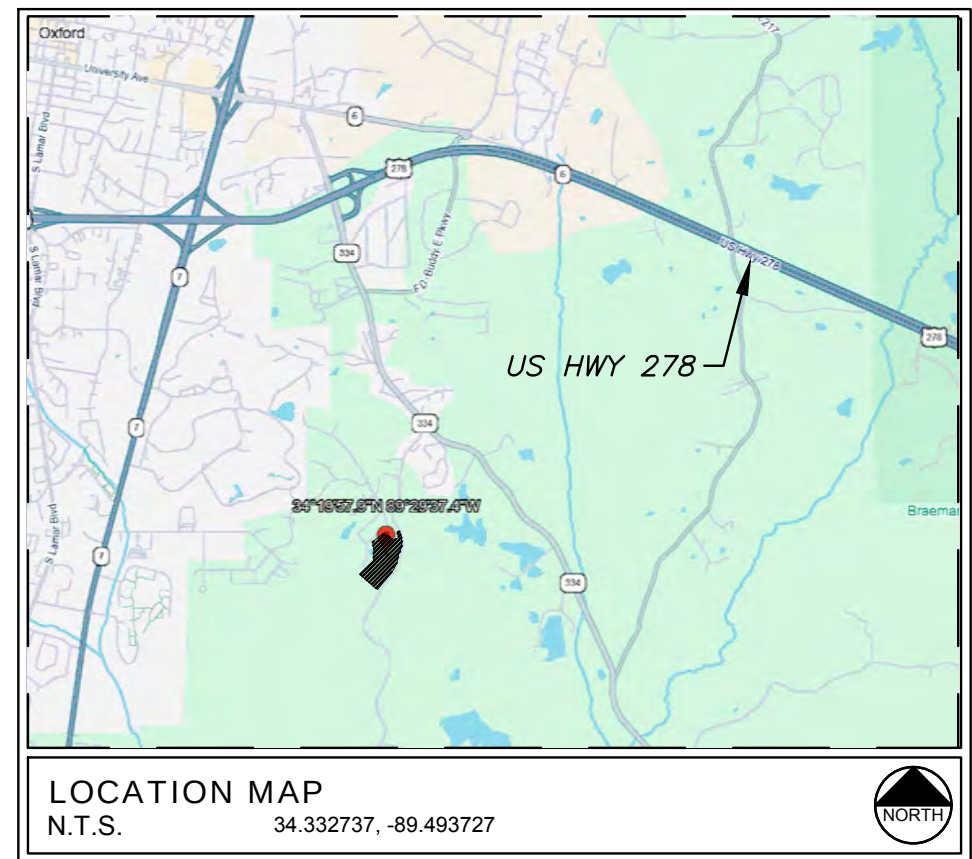
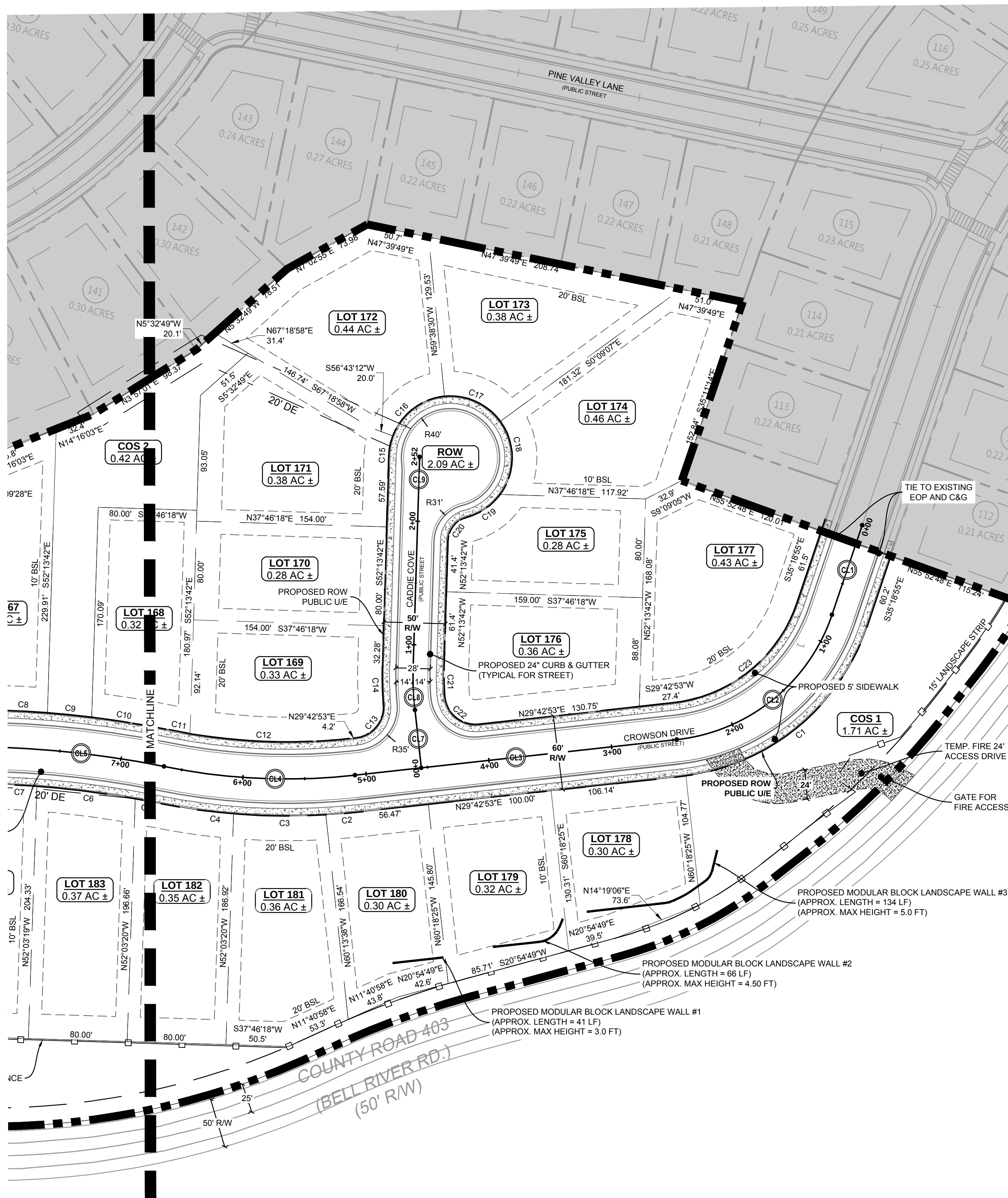
PHONE: 901-870-7701

WARD 02

SECTION 03

OXFORD, MS

Drawing name: Y:\MEM_LAP115584001 - Gallina Grand Oaks CDA\SCADD\2-ParSubdiv\ParSubdiv\Plat.dwg, 4 OF 5 SUBDIVISION PLAT, Dec 22, 2025 5:35pm, by: Michael Hanna

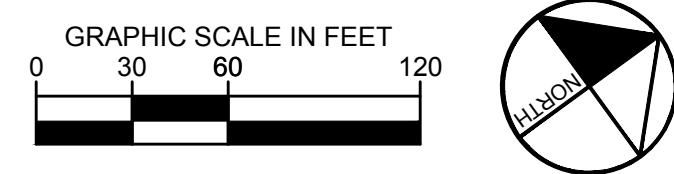


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PREPARED BY

Kimley»Horn

PHONE 770.619.4200
11720 AMBER PARK DRIVE
PARKWAY 400, SUITE 800
ALPHARETTA, GEORGIA 30009 © 2022 KIMLEY-HORN AND ASSOCIATES, INC.

PREPARED FOR

FOREST HILL DEVELOPMENT, LLC

PO BOX 381226
GERMANTOWN, TN 38139
PHONE 901-870-7701

PROJECT

THE GROVE AT
GRAND OAKS
PHASE IX

OXFORD, MS

DRAWN BY

JT

DESIGNED BY

MH

REVIEWED BY

MH

DATE

10/08/2025

PROJECT NO.

115584001

TITLE

SUBDIVISION
PLAT

SHEET NUMBER

4 OF 5

Drawing name: K:\MEM_LAP\115584001 - Gallina Grand Oaks CDS\2-CADD\2-PlanSheets\PlansheetsC0.00 - COVER SHEET.dwg CO.00 COVER SHEET Dec 30, 2025 12:09pm By: jse.teran

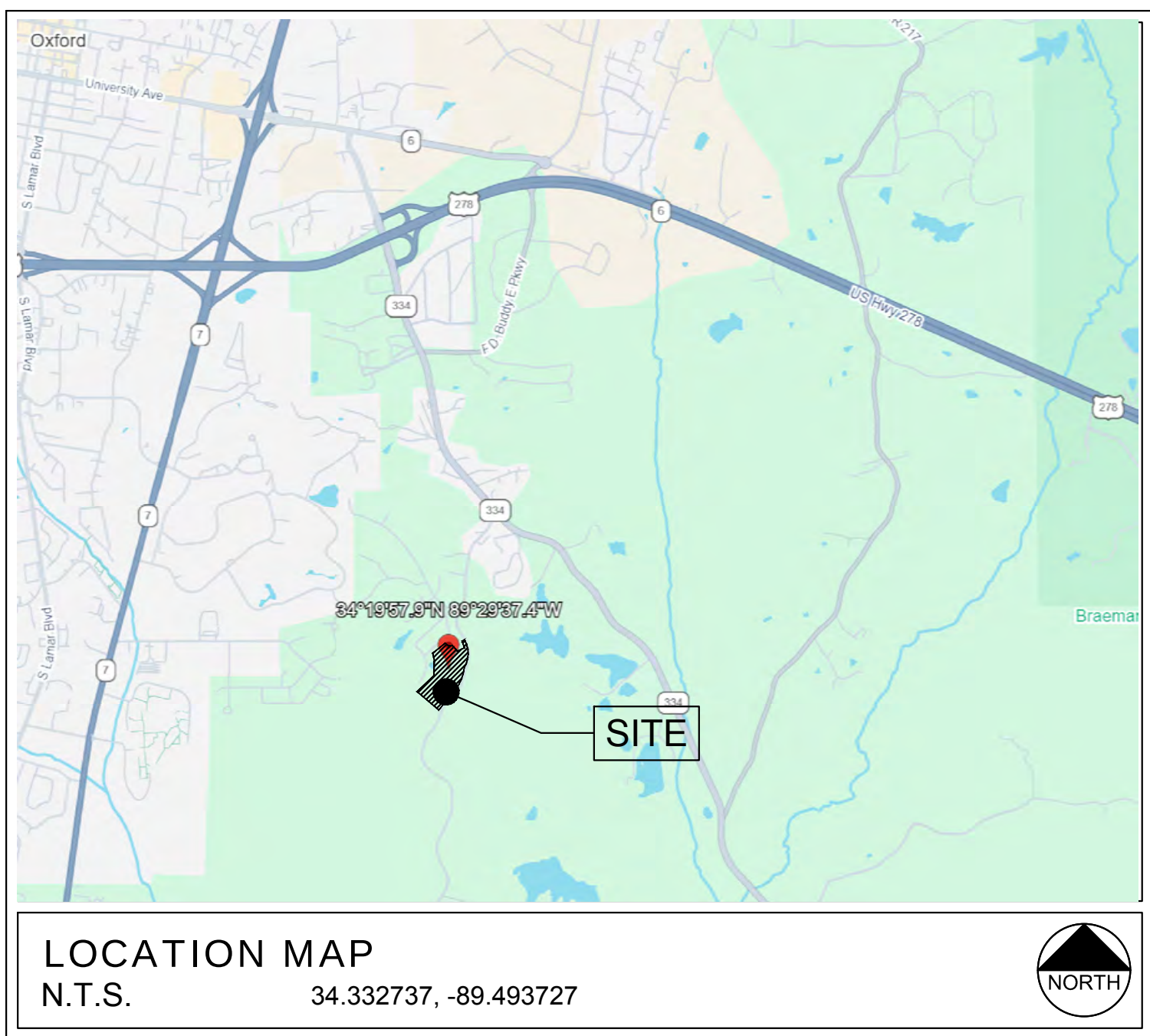


CIVIL CONSTRUCTION DRAWINGS
FOR
**THE GROVE AT GRAND OAKS
PHASE 9**
COUNTY ROAD 403,
CITY OF OXFORD, MISSISSIPPI, 38655

WARD 02, SECTION 03

ZONING: SMF

CITY OF OXFORD,
LAFAYETTE COUNTY



PROJECT CONTACTS	
DEVELOPER	FOREST HILL DEVELOPMENT, LLC ADDRESS PO BOX 381226 GERMANTOWN, TN 38138 24 HOUR CONTACT CONTACT JOEL PORTER, JR EMAIL JGALLINA@REMACLLC.COM PHONE 901-870-7701
CIVIL ENGINEER	KIMLEY-HORN AND ASSOCIATES, INC. ADDRESS 11720 AMBER PARK DRIVE, PARKWAY 400, SUITE 600, ALPHARETTA, GA 30009, CONTACT MICHAEL HANNA PHONE 678-386-8174 EMAIL MICHAEL.HANNA@KIMLEY-HORN.COM
SURVEYOR	ELLIOTT & BRITT ENGINEERING, P.A. ADDRESS 823 N LAMAR BLVD, OXFORD, MS 38655 , PHONE (662) 234-1763

PROJECT NARRATIVE / SCOPE OF WORK
THE GROVE AT GRAND OAKS PHASE 9 IS A SINGLE FAMILY RESIDENTIAL DEVELOPMENT CONSISTING OF 28 DETACHED UNITS.
THE PROJECT ALSO INCLUDES THE CONSTRUCTION OF SUPPORTING INFRASTRUCTURE, SURFACE ROADWAYS AND PARKING, AND STORMWATER CONVEYANCE.
DETENTION FOR THIS DEVELOPMENT WILL BE PROVIDED BY THE MASTER DETENTION LAKE CURRENTLY BEING CONSTRUCTED.

DEVELOPMENT NOTES
1. ATTENTION IS DRAWN TO THE FACT THAT THE SCALE OF THESE DRAWINGS MAY HAVE BEEN DISTORTED DURING THE REPRODUCTION PROCESS. THIS DOCUMENT, TOGETHER WITH THE CONCEPTS AND DESIGNS PRESENTED HEREIN, AS AN INSTRUMENT OF SERVICE, IS INTENDED ONLY FOR THE SPECIFIC PURPOSE AND CLIENT FOR WHICH IT WAS PREPARED. REUSE OF AND IMPROPER RELIANCE ON THIS DOCUMENT WITHOUT WRITTEN AUTHORIZATION AND ADAPTATION BY KIMLEY-HORN AND ASSOCIATES, INC. SHALL BE WITHOUT LIABILITY TO KIMLEY-HORN AND ASSOCIATES, INC.
2. IF ANY CONFLICTS, DISCREPANCIES, OR ANY OTHER UNSATISFACTORY CONDITIONS ARE DISCOVERED, EITHER ON THE CONSTRUCTION DOCUMENTS OR FIELD CONDITIONS, THE CONTRACTOR MUST NOTIFY THE ENGINEER IMMEDIATELY AND SHALL NOT COMMENCE FURTHER OPERATION UNTIL THE CONFLICTS, DISCREPANCIES, OR OTHER UNSATISFACTORY CONDITIONS ARE RESOLVED.
3. THE APPROVAL OF THESE PLANS AND THE ISSUANCE OF THIS LAND DISTURBANCE PERMIT DOES NOT IN ANY WAY SUGGEST THAT ALL OTHER REQUIREMENTS FOR THE LEGAL OR APPROPRIATE OPERATIONS FOR THIS ACTIVITY, WHICH MAY REQUIRE ADDITIONAL PERMITTING HAVE BEEN MET. THE ONUS IS ON THE OWNER/DEVELOPER/ BUILDER TO DISCOVER WHAT ADDITIONAL PERMITTING OR APPROVALS MAY BE NECESSARY TO OPERATE FROM THIS POINT IN AN APPROPRIATE AND LEGAL MANNER. PLAN APPROVAL OR PERMIT ISSUANCE DOES NOT ABSOLVE THE APPLICANT FROM COMPLYING WITH ALL APPLICABLE LAWS, STANDARDS, OR OTHER PERMITS WHICH MAY BE REQUIRED FOR THIS PROJECT.
4. THE CONTRACTOR SHALL OBTAIN ALL REQUIRED PERMITS AND LICENSES FOR EXECUTION OF ALL MATERIALS. THE EXECUTION OF THE WORK SHALL BE IN ACCORDANCE WITH THE STATE AND LOCAL LAWS, CODES AND REGULATIONS.
5. THE CONTRACTOR SHALL CAREFULLY PRESERVE BENCH MARKS, MONUMENTS, REFERENCE POINTS, AND LEGAL MARKERS.

SITE INFORMATION
TOTAL PROPERTY AREA 14.16 AC
TOTAL DISTURBED AREA 16.82 AC

GENERAL PROJECT NOTES
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UTILITY CONTACTS	
CITY CHIEF OPERATION OFFICER	BART ROBINSON CONTACT 662.232.2315 PHONE EMAIL BARTR@OXFORDMS.NET
CITY ENGINEER	JOHN CRAWLEY CONTACT 662.232.2306 PHONE EMAIL JOHN@OXFORDMS.NET
CITY DIRECTOR OF PLANNING AND DEVELOPMENT	BEN REQUET CONTACT 662.232.2305 PHONE EMAIL BARTR@OXFORDMS.NET
OXFORD UTILITIES GENERAL MANAGER	ROB NEELY CONTACT 662.232.2373 PHONE EMAIL RNEELY@OXFORDMS.NET
SOLID WASTE DEPARTMENT	AMBERLYN LILES CONTACT 662.232.2325 PHONE EMAIL AMBERLYN@OXFORDMS.NET
CITY DIRECTOR OF BUILDING AND GROUNDS	GREG PINION CONTACT 662.232.2302 PHONE
CITY BUILDING INSPECTOR	CHRIS CARTER CONTACT 662.232.2324 PHONE EMAIL CCARTER@OXFORDMS.NET
CITY STREET DEPARTMENT	KEN KNIGHT CONTACT 662.232.2357 PHONE
ELECTRIC	NORTHEAST MISSISSIPPI ELECTRIC POWER ADDRESS 1389 COOPERATIVE WAY, OXFORD MS 38655 CONTACT JUSTIN SMITH PHONE 601.238.3166 EMAIL JUSTIN.SMITH@NEMEP.ORG
NATURAL GAS	CENTERPOINT ENERGY CONTACT CHRIS DURHAM PHONE 662.234.6412 EXT.224 EMAIL CHRISTOPHER.DURHAM@CENTERPOINTENERGY.COM
TELEPHONE	SETH BAGWELL CONTACT 662.236.1491 PHONE EMAIL RB7006@ATT.COM

SHEET INDEX	
Sheet Number	Sheet Title
C0.00	COVER SHEET
C0.50	OVERALL DEVELOPMENT PLAN
C1.00	EXISTING CONDITIONS PLAN
C2.10	SITE PLAN
C3.00	GRADING & DRAINAGE PLAN
C3.10	LOT GRADING PLAN
C3.20	PLAN AND PROFILE
C3.21	PLAN AND PROFILE
C3.22	PLAN AND PROFILE
C3.30	SMP - DRAINAGE AREA MAP
C3.50	STORM SEWER PROFILES
C3.51	STORM SEWER PROFILES
C4.00	WATER PLAN
C4.50	SANITARY SEWER PLAN
C4.60	SANITARY SEWER PROFILES
C5.10	STORMWATER POLLUTION PREVENTION PLAN
C6.00	CONSTRUCTION DETAILS
C6.10	CONSTRUCTION DETAILS
C6.20	CONSTRUCTION DETAILS
C6.30	CONSTRUCTION DETAILS
TM1.00	TREE MITIGATION PLAN

PREPARED FOR

PREPARED BY

FOREST HILL
DEVELOPMENT, LLC

Kimley»Horn

11720 AMBER PARK DRIVE
PARKWAY 400, SUITE 600
ALPHARETTA, GEORGIA 30009
PHONE 770.616.4599
WWW.KIMLEY-HORN.COM

2414 GERMANTOWN, TN 38138
PO BOX 381226 GERMANTOWN, TN 38138
PHONE 901.870.7701

PROJECT

THE GROVE AT
GRAND OAKS
PHASE IX

OXFORD, MS

12/30/2025 MH
12/23/2025 MH
10/08/2025 MH

GRADING REVISIONS PER CONTRACTOR COMMENTS
ADRESSED JURISDICTIONAL COMMENTS
SUBMITTED FOR REVIEW

DATE

BY

WARD 02
SECTION 03

1

0

NO

ISSUANCE AND REVISION DESCRIPTIONS

DRAWN BY

DESIGNED BY

REVIEWED BY

DATE

PROJECT NO.

TITLE

COVER SHEET

SHEET NUMBER

C0.00

1

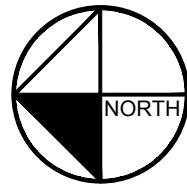
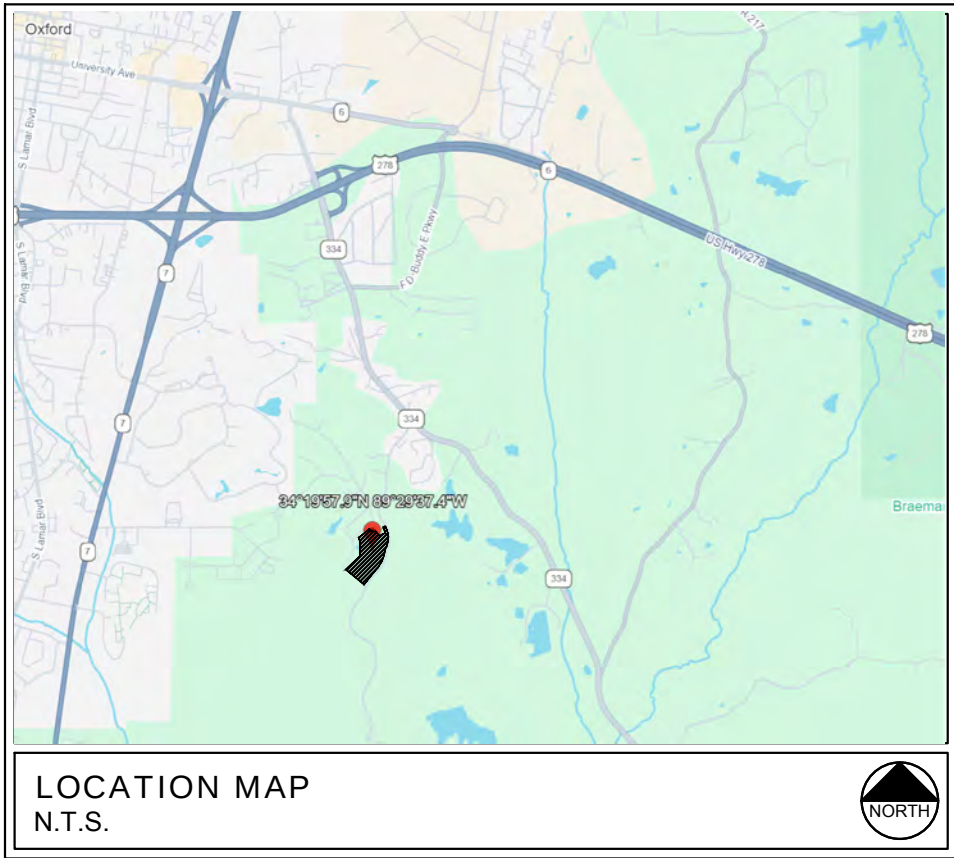
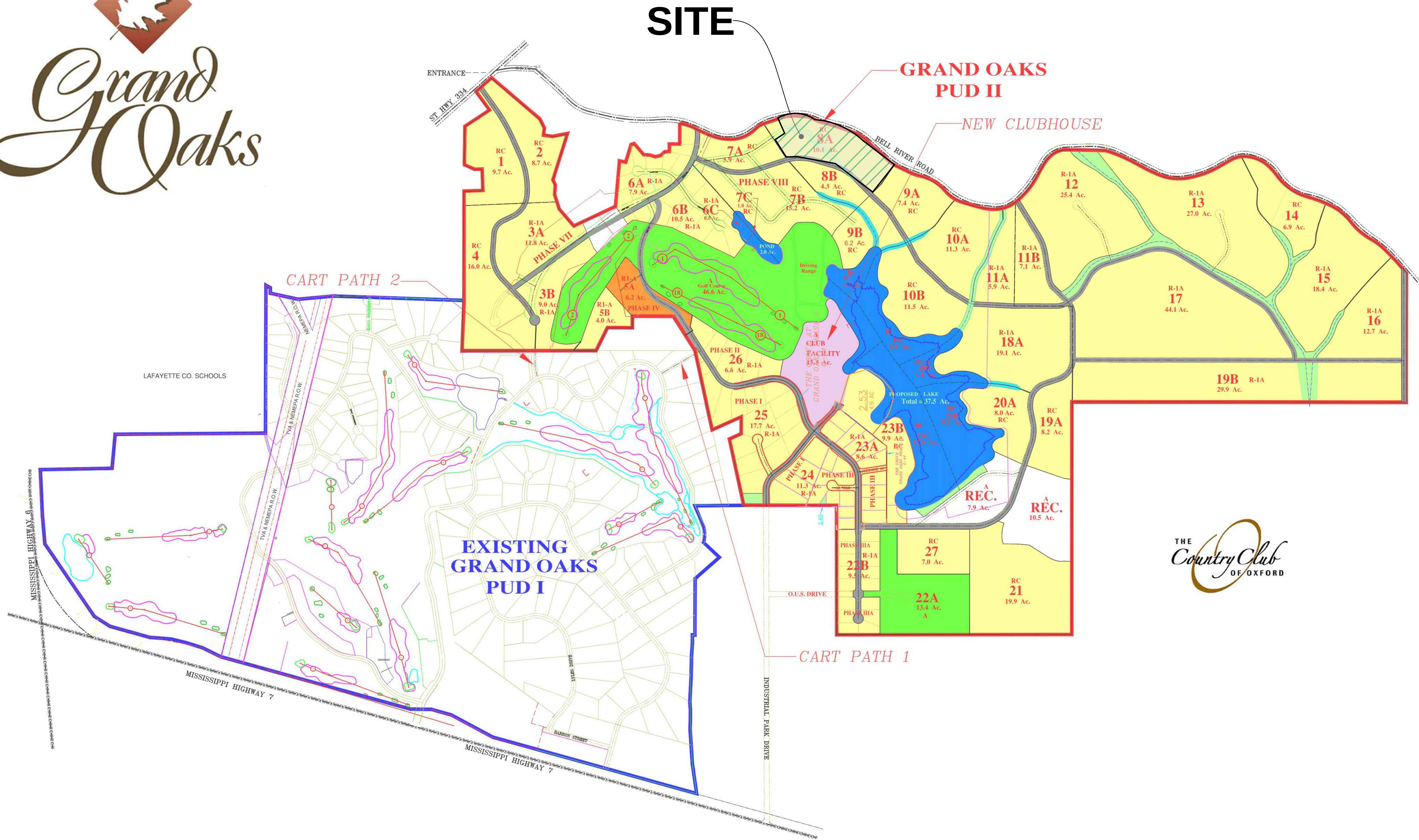
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RM

10/08/2025

115584001

Drawing name: K:\MEM_LAP\115584001 - Gallina Grand Oaks CDS\2-CADD\2-PlanSheets\PlanSheetsC0.50 - OVERALL DEVELOPMENT PLAN.dwg C0.50 OVERALL DEVELOPMENT PLAN Dec 30, 2025 12:10pm by: jose.ieren



PREPARED BY

Kimley»Horn

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PREPARED FOR

**FOREST HILL
DEVELOPMENT, LLC**

PO BOX 381225 GERMANTOWN, TN 38138
PHONE 901.870-7701

2

GRADING REVISIONS PER CONTRACTOR COMMENTS

12/30/2025

MH

1

ADDRESSED JURISDICTIONAL COMMENTS

12/23/2025

MH

0

SUBMITTED FOR REVIEW

10/08/2025

MH

0

ISSUANCE AND REVISION DESCRIPTIONS

BY

WARD 03
SECTION 03

THE GROVE AT
GRAND OAKS
PHASE IX

OXFORD, MS

SAFETY MONITORING
REGISTERED PROFESSIONAL
ENGINEER
18761
J. MONTGOMERY
KIMLEY-HORN

DRAWN BY

JT

DESIGNED BY

MH

REVIEWED BY

RM

DATE

10/08/2025

PROJECT NO.

115584001

TITLE

OVERALL
DEVELOPMENT
PLAN

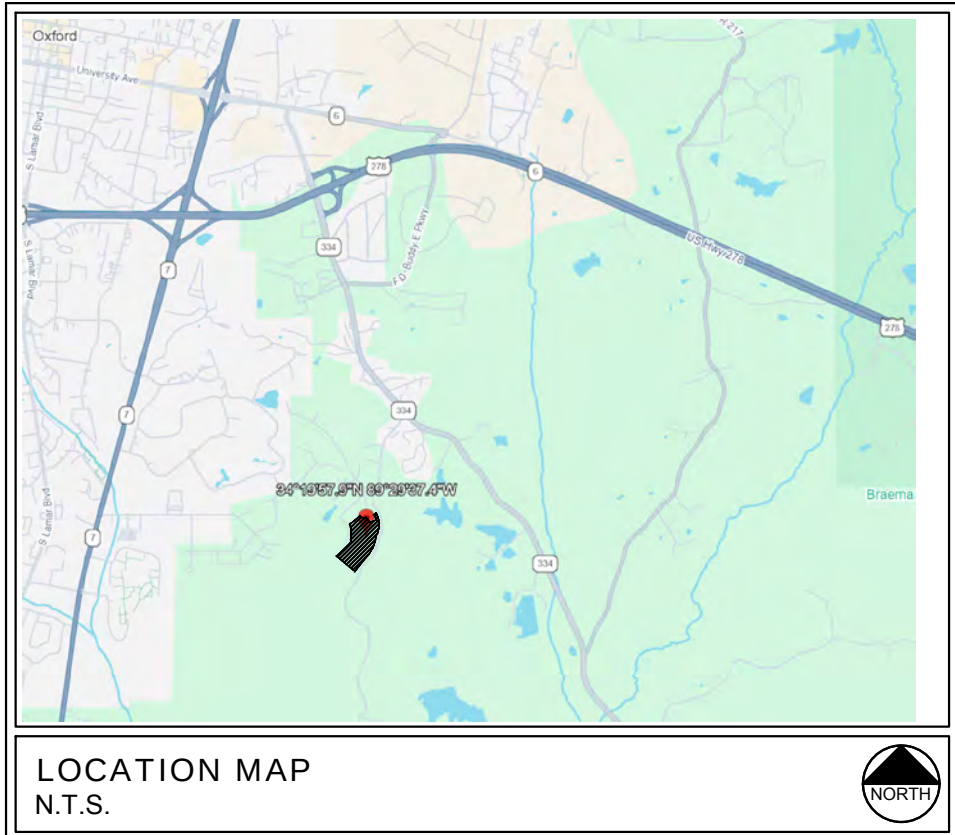
SHEET NUMBER

C0.50

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50 of 115

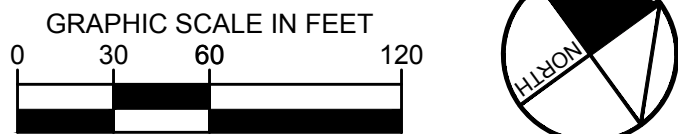
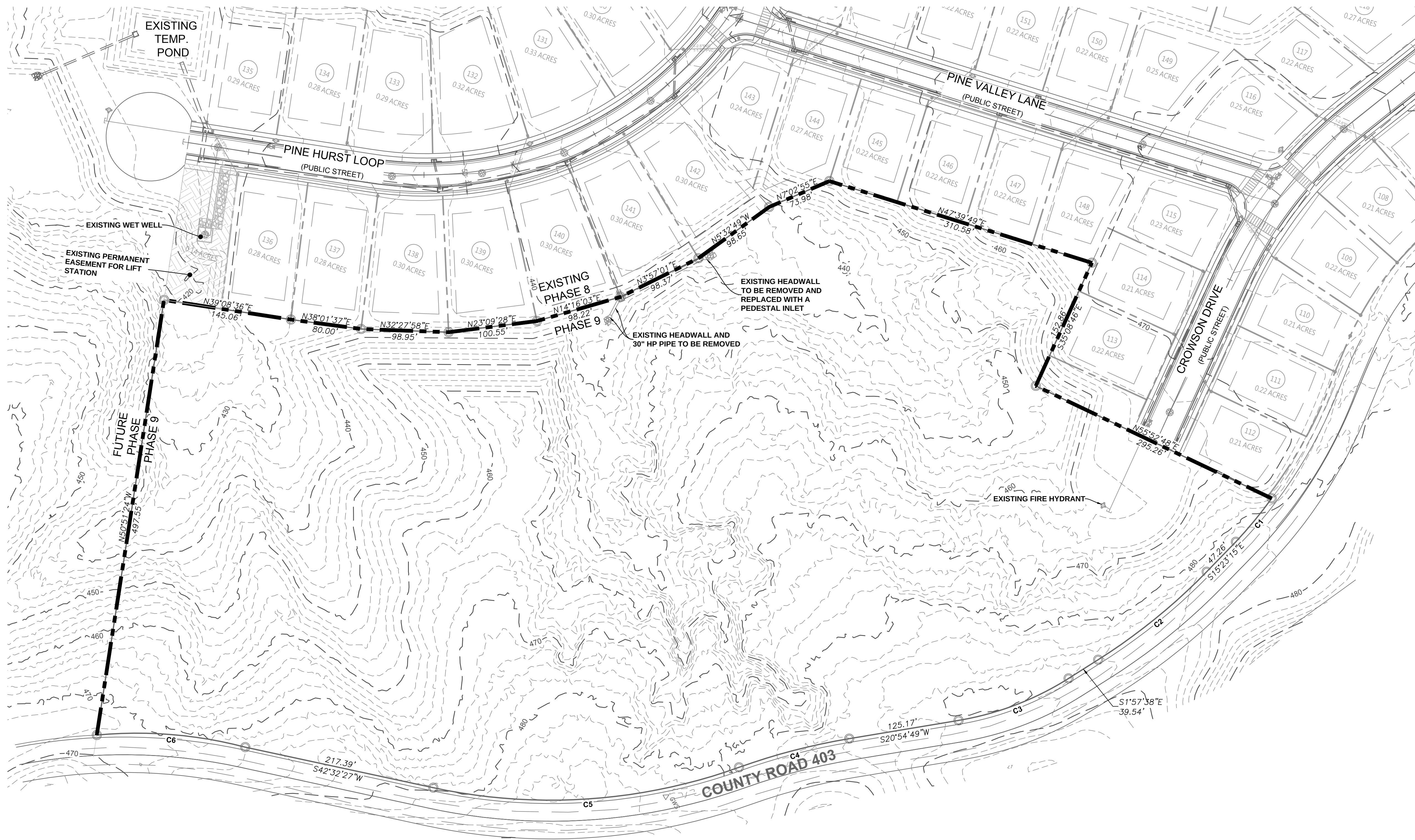
Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	63.63	515.16	7.08	S20° 07' 30"E	63.59
C2	158.21	675.15	13.43	S8° 40' 27"E	157.85
C3	133.96	335.54	22.87	S9° 28' 35"W	133.07
C4	128.82	714.84	10.33	S15° 45' 03"W	128.65
C5	350.60	628.68	31.95	S26° 33' 53"W	346.08
C6	169.04	480.30	20.17	S35° 00' 43"W	168.17

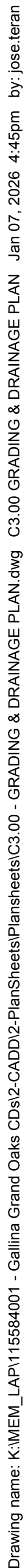


- | EXISTING CONDITIONS NOTES | |
|---------------------------|---|
| 1. | UTILITIES MAY EXIST WHICH ARE NOT SHOWN ON THE PLANS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING ALL UTILITY COMPANIES HAVING UTILITIES WITHIN OR ADJACENT TO THE WORK AREA. THE CONTRACTOR SHALL HAVE THE UTILITIES FIELD LOCATED AND COORDINATE WITH THE UTILITY COMPANIES TO HAVE CONFLICTS RELOCATED WHEN NECESSARY OR ADAPTED FOR THE-INS. |
| 2. | WHERE EXISTING RUNOFF LEAVES THE SITE IN A SHEET FLOW CONDITION, RUNOFF SHALL LEAVE THE SITE IN A SHEET FLOW CONDITION AFTER DEVELOPMENT. |

- | SURVEY REFERENCE | |
|------------------|---|
| 1. | SURVEY REFERENCE:
BOUNDARY & TOPOGRAPHIC INFORMATION SHOWN HEREON WAS TAKEN FROM
ELLIOTT & BRITT ENGINEERING, P.A., DATED/LAST REVISED 5-12-2025. |
| 2. | SITE AREA = 14.16 AC ACRES. |

- ## GENERAL PROJECT NOTES
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Liability to Ken

OR
FOREST HILL
DEVELOPMENT, LLC

WARD 03 SECTION 03	2	GRADING REVISIONS PER CONTRACTOR COMMENTS	12/30/2025	MH
	1	ADDRESSED JURISDICTIONAL COMMENTS	12/23/2025	MH
	0	SUBMITTED FOR REVIEW	10/08/2025	MH
	0	ISSUANCE AND REVISION DESCRIPTIONS	DATE	BY

THE GROVE AT
GRAND OAKS
PHASE IX

A circular professional seal for Rajeev Monteiro, a Licensed Professional Engineer in the State of Mississippi. The seal features a black and white laurel wreath border. Inside the border, the text "RAJEEV MONTEIRO" is at the top, "LICENSED PROFESSIONAL" is on the left, "ENGINEER" is in the center, "18769" is at the bottom, and "STATE OF MISSISSIPPI" is on the right. A blue ink signature "Rajeev Monteiro" is written across the bottom half of the seal.

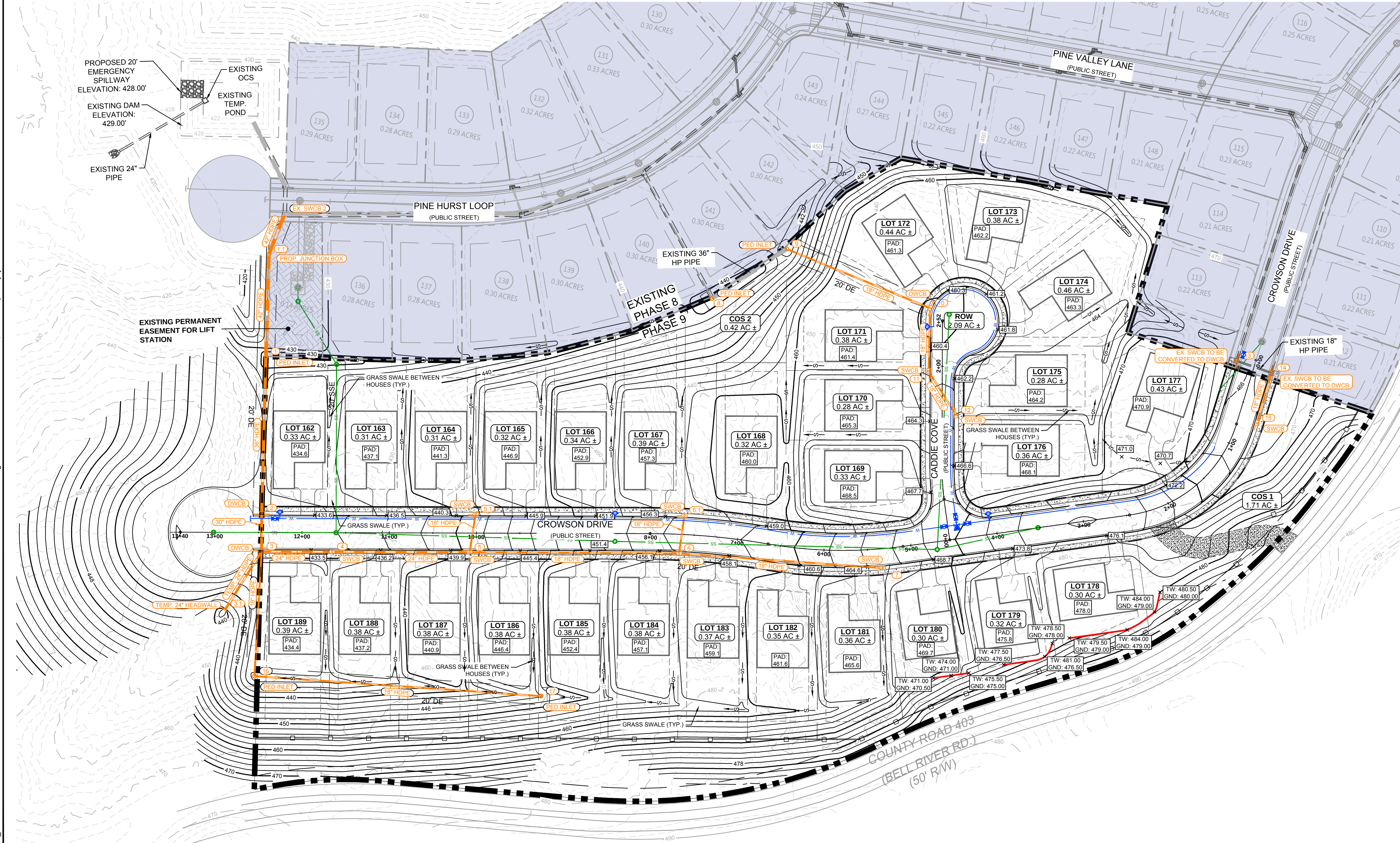
GRAPHIC SCALE IN FEET

0 30 60 120



A graphic scale bar with markings at 0, 30, 60, and 120 feet. The bar is divided into alternating black and white segments. To the right of the scale is a circular north arrow with a black arrowhead pointing towards the top-right and the word 'NORTH' written vertically inside the circle.

Drawing name: K:\MEM_LAP115584001 - Gallina Grand Oaks CDS\2-CADD\2-PlanSheet\Plansheets\C3.10 - LOT GRADING PLAN.dwg C3.10 LOT GRADING PLAN Jan 07, 2026 4:47pm by jse.teran



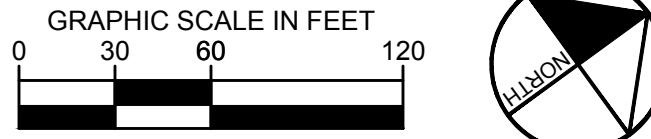
- ### INSPECTION NOTES
1. NOTIFY CITY OF OXFORD, 24 HOURS PRIOR TO THE BEGINNING OF EACH PHASE OF CONSTRUCTION AT 662-232-2399. (WATER & SEWER).
 2. ALL CONSTRUCTION TO COMPLY WITH CITY OF OXFORD, LAFAYETTE COUNTY STANDARDS.
 3. ALL WATER AND SEWER CONSTRUCTION IS TO BE INSPECTED AND TESTED AS PER CITY OF OXFORD STANDARDS PRIOR TO FINAL ACCEPTANCE BY THE CITY OF OXFORD.
 4. THE CONTACT PERSON MUST BE ACCESSIBLE 24 HOURS A DAY, 7 DAYS A WEEK WITH NO EXCEPTION.

- ### GRADING AND DRAINAGE NOTES
1. EARTHWORK ESTIMATE:
CUT: = ± 102,019.22 CU.YDS.
FILL: = ± 95,693.44 CU.YDS.
EARTHWORK HAS NOT BEEN ADJUSTED FOR COMPACTION OR TOPSOIL. CONTRACTOR TO BALANCE EARTHWORK ON SITE.
 2. PROPOSED SPOT ELEVATIONS SHOWN HEREON, AT ROADWAY CURBING, REPRESENTS TOP OF CURB GRADE, UNLESS OTHERWISE NOTED.
 3. ALL PIPE LENGTHS SPECIFIED IN THESE PLANS ARE THE HORIZONTAL DISTANCE AND ARE SHOWN FOR REFERENCE ONLY. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE ACTUAL LENGTHS BASED ON PROPOSED PIPE SLOPE. PIPE LENGTHS IN PLANS ARE MEASURED FROM CENTER OF STRUCTURE TO CENTER OF STRUCTURE UNLESS OTHERWISE NOTED.
 4. CONCENTRATED STORM DRAINAGE FLOWS INTO THE STREETS ARE NOT PROPOSED FOR THIS PROJECT. DRAINAGE FROM THE LOTS ARE DESIGNED TO ENTER THE STREETS AS SHEET FLOW ONLY.
 5. CONTRACTOR TO FIELD VERIFY EXISTING INVERT FOR SANITARY SEWER AND STORM DRAINAGE SERVICE CONNECTIONS PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY ENGINEER OF DISCREPANCY PRIOR TO PROCEEDING.
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- ### GRADING LEGEND
- 950 — EXISTING MAJOR CONTOUR
 - 948 — EXISTING MINOR CONTOUR
 - 945 — PROPOSED MAJOR CONTOUR
 - 944 — PROPOSED MINOR CONTOUR
 - × [945.00] — PROPOSED SPOT GRADE
 - × [TW:45.00] — PROPOSED GRADE AT TOP OF WALL
 - × [BW:45.00] — PROPOSED GRADE AT BOTTOM OF WALL
 - × [TS:45.00] — PROPOSED TOP OF STAIR GRADE
 - × [BS:45.00] — PROPOSED BOTTOM OF STAIR GRADE
 - × [HP:45.00] — PROPOSED HIGH POINT GRADE
 - × [LP:45.00] — PROPOSED LOW POINT GRADE
 - × [PAD: 1045.00] — PROPOSED PAD GRADE

- ### STORM DRAINAGE LEGEND
- JB — JUNCTION BOX
 - CI — HOODED GRATE CURB INLET
 - GI — GRATE INLET
 - SWCB — SINGLE WING CATCH BASIN
 - DWCB — DOUBLE WING CATCH BASIN
 - YD — YARD DRAIN
 - CO — CLEAN OUT
 - WQ — WATER QUALITY DEVICE
 - OC — OUTLET CONTROL STRUCTURE
 - TD — TRENCH DRAIN
 - PROPOSED ROOF DRAIN PIPE
 - PROPOSED STORM PIPE

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- * STORM DRAINS TO REMAIN PRIVATE & TO BE MAINTAINED BY LT2, LLC & HOA.



PREPARED BY

Kimley»Horn

11720 AMBER PARK DRIVE
PARKWAY 400, SUITE 600
ALPHARETTA, GEORGIA 30009
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FOR

FOREST HILL
DEVELOPMENT, LLC

11720 AMBER PARK DRIVE
PARKWAY 400, SUITE 600
ALPHARETTA, GEORGIA 30009
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PROJECT

THE GROVE AT
GRAND OAKS
PHASE IX

OXFORD, MS

24-H CONTACT: JEFF PORTER, JR.
PHONE: 901-876-7701

12/30/2025 MH
12/23/2025 MH
10/08/2025 MH

DATE

ISSUANCE AND REVISION DESCRIPTIONS

NO. 03

DATE

BY

DRAWN BY

JT

DESIGNED BY

MH

REVIEWED BY

RM

DATE

10/08/2025

PROJECT NO.

115584001

TITLE

LOT GRADING
PLAN

SHEET NUMBER

C3.10

SEAL

PAUL MONTEIRO
REGISTERED PROFESSIONAL
ENGINEER
18767
STATE OF MISSISSIPPI

115584001

LOT GRADING
PLAN

C3.10

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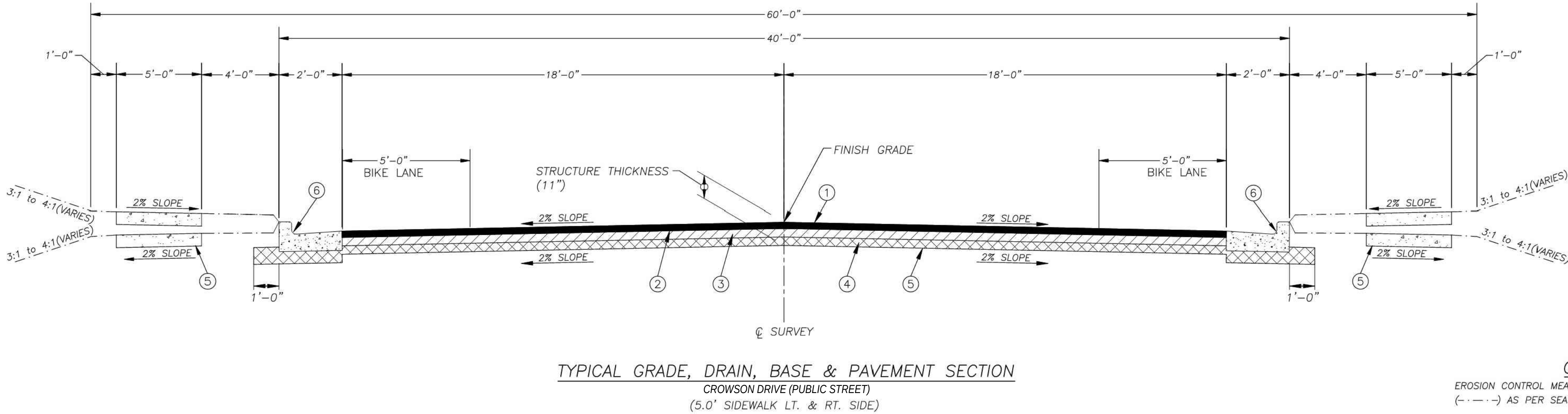
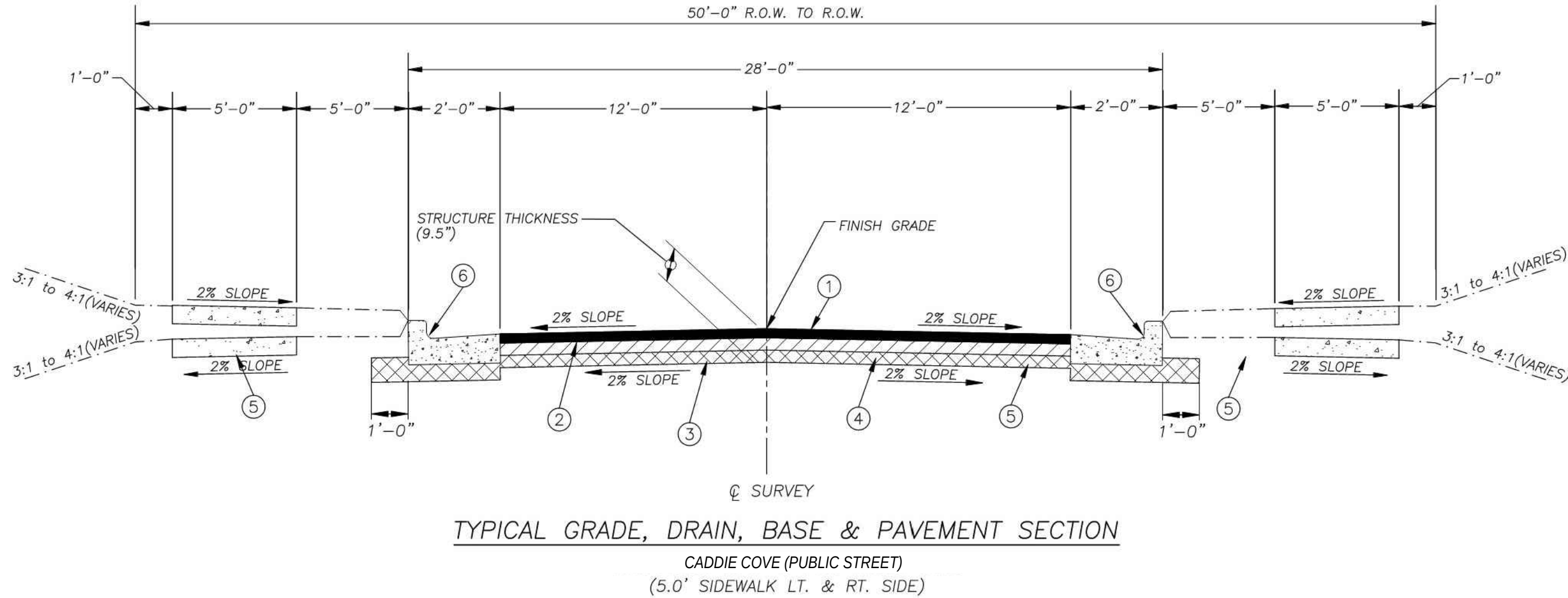
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RATES OF APPLICATION USED FOR ESTIMATING QUANTITIES

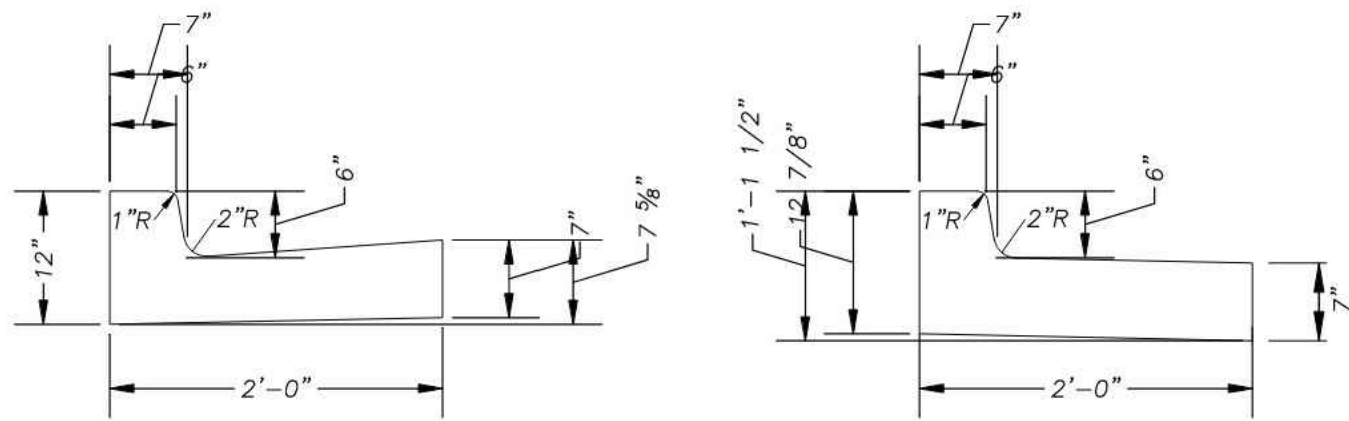
ITEM	RATE
HOT MIX ASPHALT, ST, 9.5 mm	110 LB./SQ.YD./IN.
HOT MIX ASPHALT, ST, 12.5 mm	110 LB./SQ.YD./IN.
COMMERCIAL FERTILIZER (13:13:13)	1200 LBS./ACRE
AMMONIUM NITRATE	200 LBS./ACRE
VEGETATIVE MATERIALS FOR MULCH	3 TONS/ACRE

NOTES:
COMMERCIAL FERTILIZER TO BE APPLIED IN 2 APPLICATIONS.
FIRST APPLICATION OF 800 LBS./ACRE BEFORE SEEDING.
SECOND APPLICATION OF 400 LBS/ACRE SHALL BE FOR
RE-FERTILIZATION AT THE DIRECTION OF THE ENGINEER.

THE AMMONIUM NITRATE IS TO BE PLACED AFTER GRASS GROWTH
HAS BEEN ESTABLISHED.



GENERAL NOTE
EROSION CONTROL MEASURES TO BE APPLIED ON INDICATED AREA
(---) AS PER SEASONAL LIMITATIONS.



MODIFIED TYPE "1" CURB AND GUTTER

NOTE (ALL TYPE 1 CURB AND GUTTER):
CONTRACTION JOINTS REQUIRED AT 10' O.C.
EXPANSION JOINTS REQUIRED AT 30' O.C. (MAX)
UNLESS OTHERWISE DIRECTED BY ENGINEER.
1/2" PREMOULDED JOINT FILLER AND SILICONE
JOINT SEALANT REQUIRED AT ALL EXPANSION JOINTS.

- 1 HOT MIX ASPHALT (ST) (9.5 mm) SURFACE COURSE REQ'D.
(1 1/2" DEEP)
- 2 HOT MIX ASPHALT (ST) (12.5 mm) BINDER COURSE REQ'D.
(2" DEEP)
- 3 GRANULAR MATERIAL (CRUSHED LIMESTONE) BASE REQ'D.
(3" DEEP)
- 4 GRANULAR MATERIAL (CRUSHED LIMESTONE) SUBBASE REQ'D.
(3" DEEP)
- 5 SUBGRADE
- 6 MODIFIED TYPE "1" CURB AND GUTTER REQ'D.
(SEE DETAIL THIS SHEET)

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PREPARED FOR
**FOREST HILL
DEVELOPMENT, LLC**

NO.	REVISIONS	DATE	BY
2	GRADING REVISIONS PER CONTRACTOR COMMENTS	12/30/2025	MH
1	ADDRESSED JURISDICTIONAL COMMENTS	12/23/2025	MH
0	SUBMITTED FOR REVIEW	10/08/2025	MH
0	ISSUANCE AND REVISION DESCRIPTIONS		

THE GROVE AT
GRAND OAKS
PHASE IX

PROJECT



DRAWN BY JT
DESIGNED BY MH
REVIEWED BY RM
DATE 10/08/2025
PROJECT NO. 115584001

TITLE
**PLAN AND
PROFILE**
SHEET NUMBER
C3.20

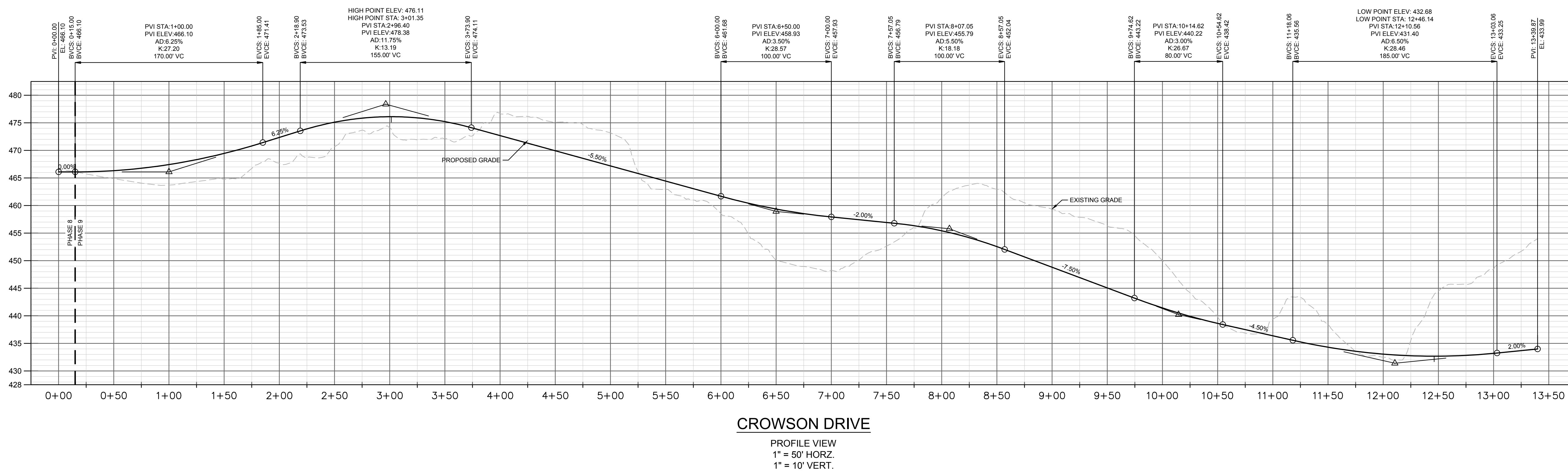
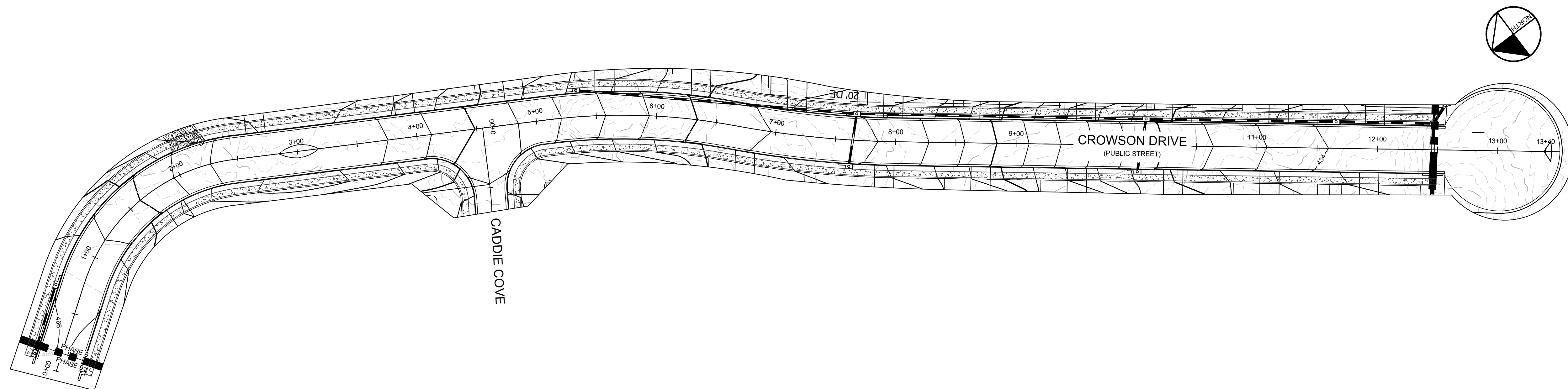
PREPARED BY

Kimley»Horn

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ALPHARETTA, GEORGIA 30009

PHONE 770.616.4500
WWW.KIMLEY-HORN.COM
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PO BOX 881225 COLUMBIA, TN 38188
2414 COMBAT AVE. PORTER, AL
PHONE 901.870.7701

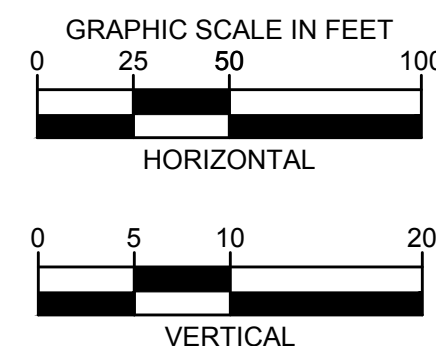
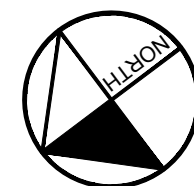


GENERAL PROJECT NOTES

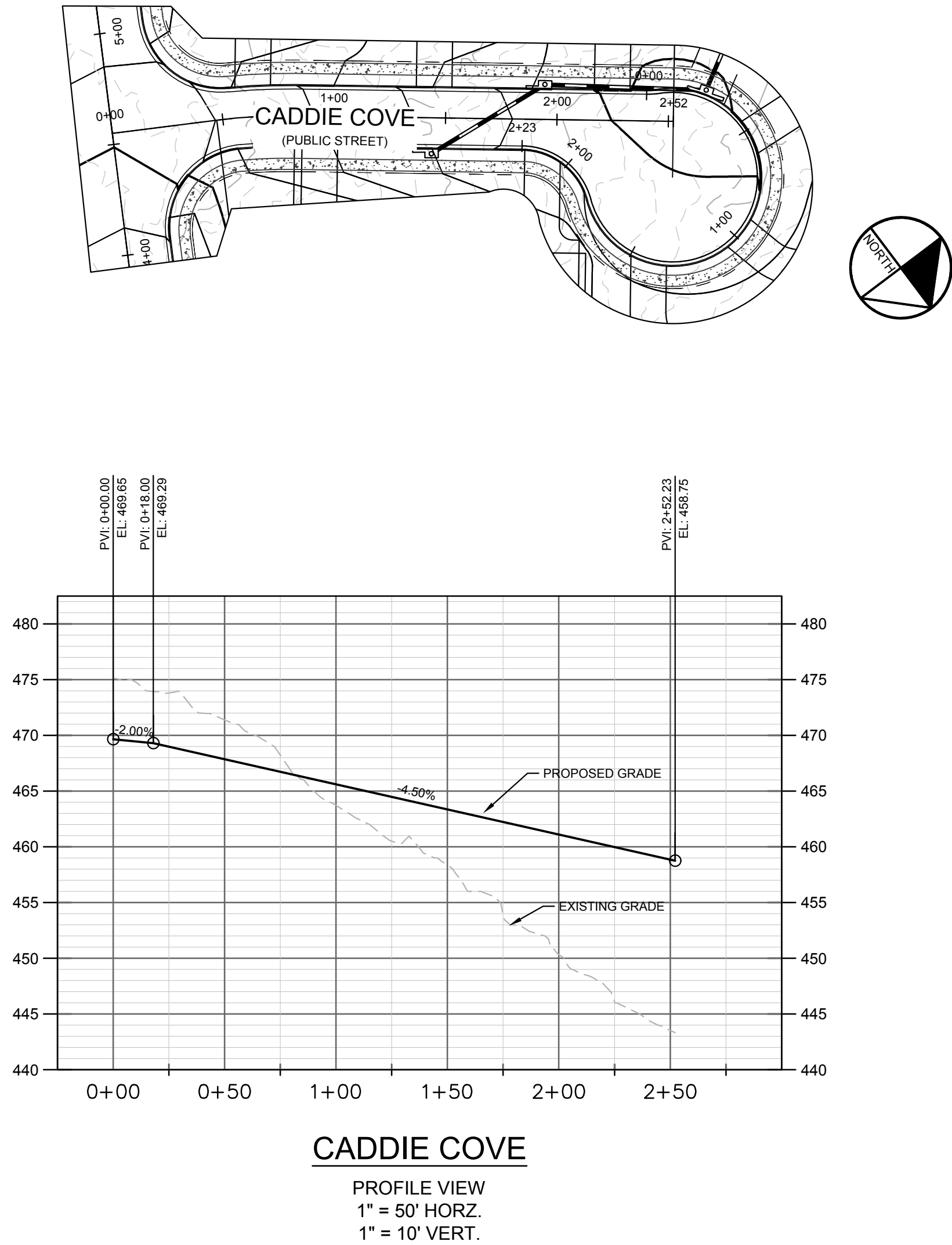
1. STATE WATERERS ARE NOT PRESENT ON THIS SITE. ANY STATE WATERERS PRESENT ON THIS SITE ARE DULY INDICATED HEREON AND ANY APPLICABLE BUFFER RESTRICTIONS ARE NOTED AND ADHERED TO.
2. WETLANDS DO NOT EXIST ON THE SITE. ANY WETLANDS TO BE DISTURBED, ON THIS SITE, ARE DELINEATED. THE OWNER OF THE PROPERTY IS RESPONSIBLE FOR COMPLIANCE WITH THE CORPS OF ENGINEERS REQUIREMENTS REGARDING WETLANDS.
3. FLOOD HAZARD NOTE:
THIS PROPERTY DOES NOT LIE WITHIN A 100 YEAR FLOOD HAZARD ZONE AS DEFINED BY THE F.E.M.A. FLOOD INSURANCE RATE MAP OF LAFAYETTE COUNTY.
4. CONTRACTOR SHALL VERIFY ALL GRADES PRIOR TO STARTING WORK. ANY DISCREPANCIES SHALL BE REPORTED, IN WRITING, TO THE OWNER'S REPRESENTATIVES.
5. CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES. CONTRACTOR SHALL HAVE ALL UTILITIES FLAGGED WITH INVERT ELEVATIONS PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY/ALL DISCREPANCIES OR ADDITIONAL UTILITIES ENCOUNTERED.

GENERAL SITE NOTES

1. ALL DIMENSIONS ARE TO BACK OF CURB, FACE OF BUILDING, OR CENTER OF STRUCTURE, UNLESS OTHERWISE NOTED.
2. ALL INTERNAL SUBDIVISION STREETS TO BE 25 MPH
3. EXISTING CONDITIONS SHOWN HEREON ARE FROM A SURVEY FILE PROVIDED BY ELLIOTT & BRITT ENGINEERING, P.A., DATED 5-12-2025.
4. SIDEWALK INSTALLED AGAINST BACK OF CURB SHALL BE INSTALLED 4" AS MEASURED FROM THE BACK OF CURB.



Drawing name: K:\MEM_LAP\115584001 - Gallina Grand Oaks CDS\2-CADD\2-PlanSheets\PlanSheets\C3.22 - ROADWAY PLAN AND PROFILE.dwg C3.22 PLAN AND PROFILE Dec 30, 2025 12:16pm by: jose.teran



- GENERAL PROJECT NOTES
1.

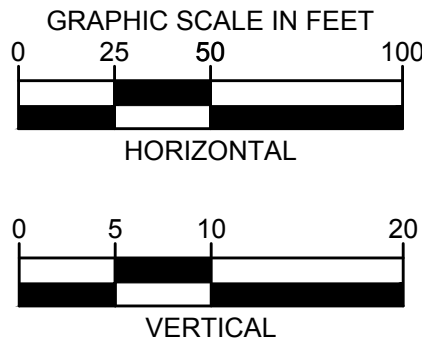
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PREPARED FOR

FOREST HILL DEVELOPMENT, LLC

PO BOX 381225 GERMANTOWN, TN 38138
PHONE: 901.870-7701

PREPARED BY

Kimley»Horn

Kimley Horn & Associates, Inc.
11720 AMBER PARK DRIVE
PARKWAY 400, SUITE 600
ALPHARETTA, GEORGIA 30009
PHONE: 770.616.4599
WWW.KIMLEYHORN.COM
© 2025 KIMLEY HORN AND ASSOCIATES, INC.

PROJECT

THE GROVE AT GRAND OAKS
PHASE IX

OXFORD, MS

WARD 03
SECTION 03

ISSUANCE AND REVISION DESCRIPTIONS

No.	DATE	BY
2	12/30/2025	MH
1	12/23/2025	MH
0	10/08/2025	MH

GRADING REVISIONS PER CONTRACTOR COMMENTS
ADDRESSED JURISDICTIONAL COMMENTS
SUBMITTED FOR REVIEW

DRAWN BY

JT

DESIGNED BY

MH

REVIEWED BY

RM

DATE

10/08/2025

PROJECT NO.

115584001

TITLE

PLAN AND PROFILE

SHEET NUMBER

C3.22

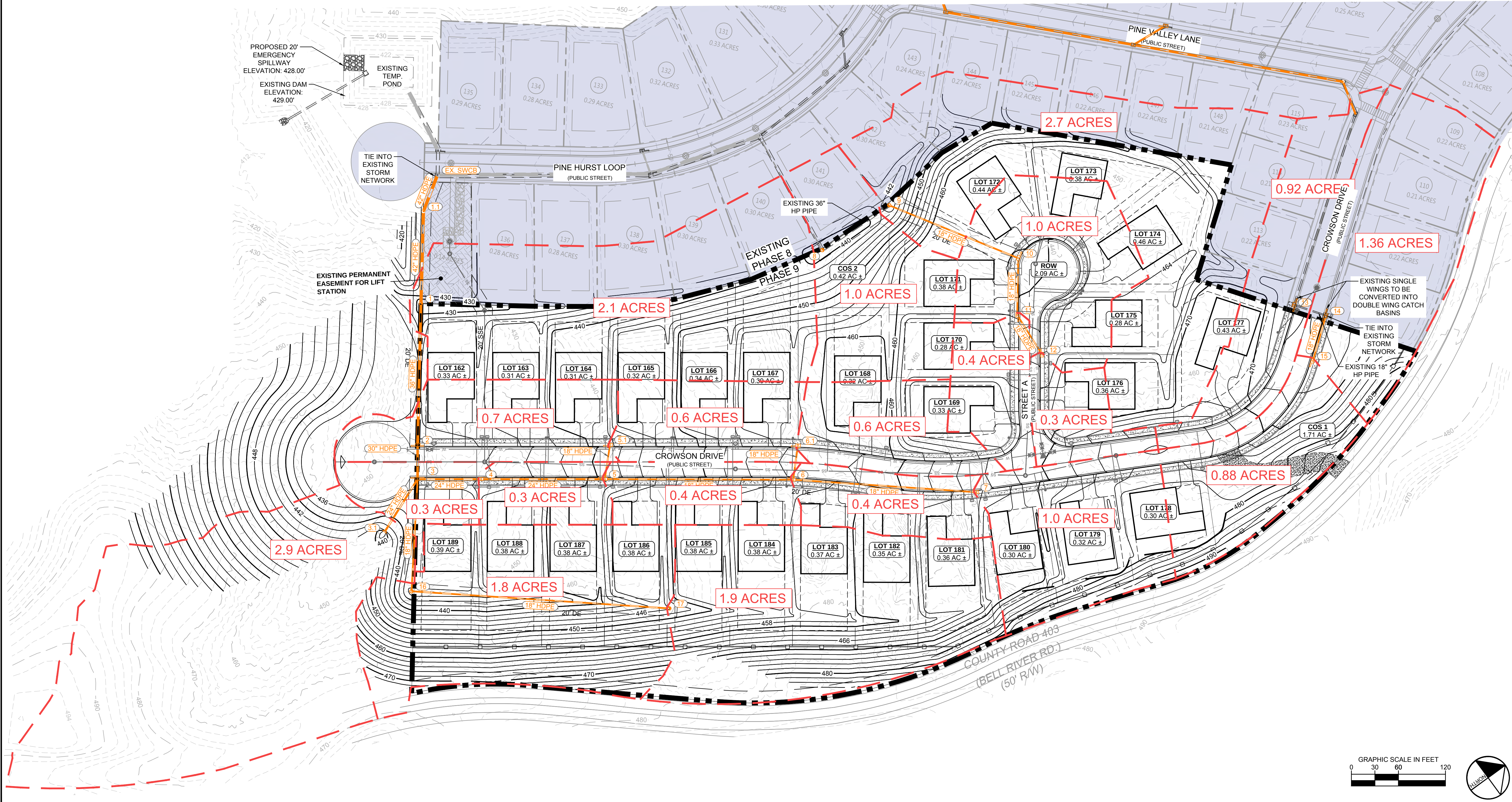
18761

ENGINEER

STATE OF MISSISSIPPI

DAVEY MONTEIRO

Drawing name: K:\MEM_LAP115584001 - Gallina Grand Oaks CDD\2-CADD\2-PlanSheets\PlanSheets\C3.30 - STORMWATER MANAGEMENT PLAN - MAP.dwg C3.30 SMP - DRAINAGE AREA MAP Dec 30, 2025 12:18pm By: jse.teran



- INSPECTION NOTES**
1. NOTIFY CITY OF OXFORD, 24 HOURS PRIOR TO THE BEGINNING OF EACH PHASE OF CONSTRUCTION AT 662-232-2399. (WATER & SEWER).
 2. ALL CONSTRUCTION TO COMPLY WITH CITY OF OXFORD, LAFAYETTE COUNTY STANDARDS.
 3. ALL WATER AND SEWER CONSTRUCTION IS TO BE INSPECTED AND TESTED AS PER CITY OF OXFORD STANDARDS PRIOR TO FINAL ACCEPTANCE BY THE CITY OF OXFORD.
 4. THE CONTACT PERSON MUST BE ACCESSIBLE 24 HOURS A DAY, 7 DAYS A WEEK WITH NO EXCEPTION.

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* STORM DRAINS TO REMAIN PRIVATE & TO BE MAINTAINED BY LT2, LLC & HOA.

Kimley»Horn

11720 AMBER PARK DRIVE
PARWAY 400, SUITE 600
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PHONE 770.619.4999
WWW.KIMLEYHORN.COM
© 2025 KIMLEY-HORN AND ASSOCIATES, INC.

FOREST HILL DEVELOPMENT, LLC

PO BOX 381225 GERMANTOWN, TN 38138
PHONE 901.870.7701

THE GROVE AT GRAND OAKS PHASE IX

SECTION 03

OXFORD, MS

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REVISIONS

NO.	DATE	BY	DESCRIPTION
1	12/23/2025	MH	ISSUANCE AND REVISION DESCRIPTIONS
2	12/30/2025	MH	GRADING REVISIONS PER CONTRACTOR COMMENTS

PROJECT

THE GROVE AT GRAND OAKS PHASE IX

SECTION 03

OXFORD, MS

ENGINEER

18761

18761

18761

DRAWN BY

JT

DESIGNED BY

MH

REVIEWED BY

RM

DATE

10/08/2025

PROJECT NO.

115584001

TITLE

SMP - DRAINAGE AREA MAP

SHEET NUMBER

C3.30



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3. RIM ELEVATIONS GIVEN ARE APPROXIMATE. CONTRACTOR SHALL REFERENCE GRADING PLAN FOR STRUCTURE THROAT / RIM ELEVATIONS.
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5. ALL JUNCTION JOINTS TO BE WATER TIGHT.

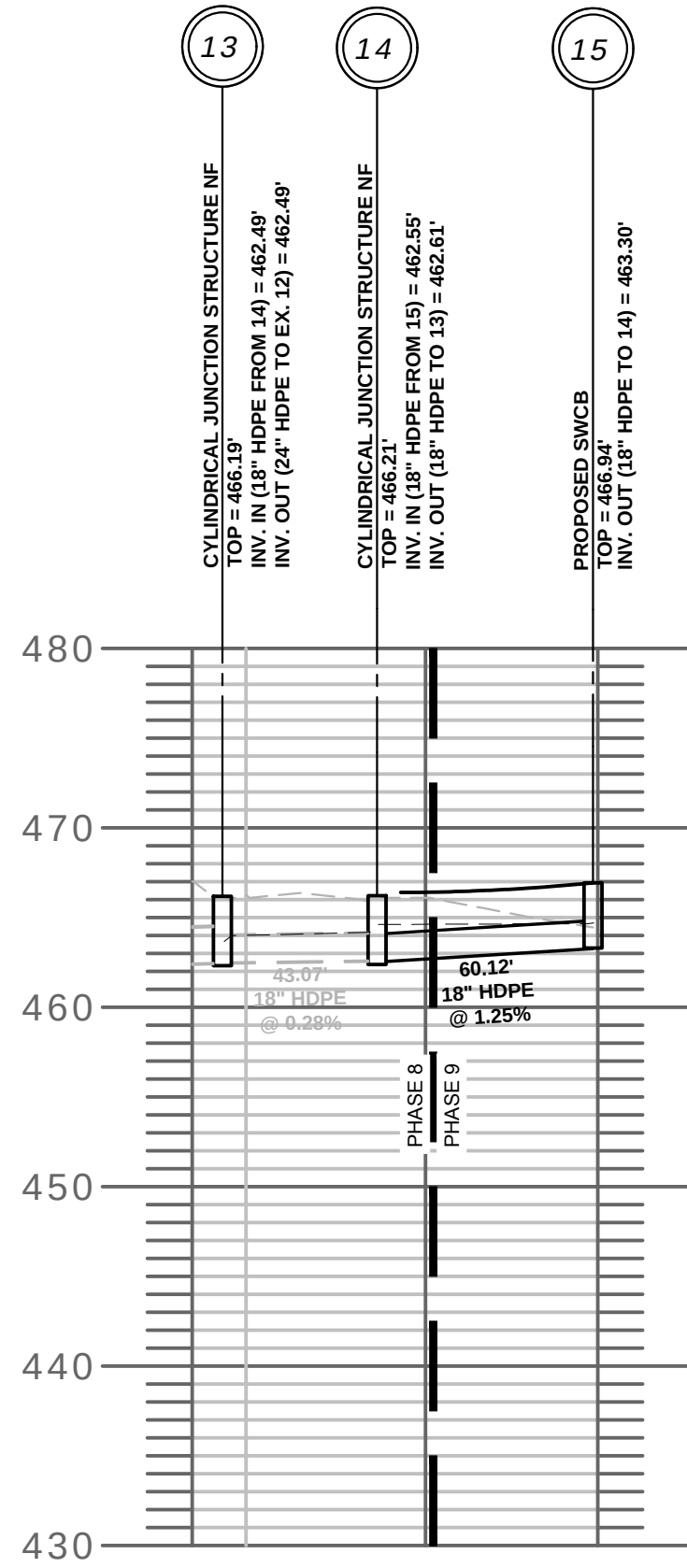
1. HDPE PIPE SHALL CONFORM TO THE REQUIREMENTS OF AASHTO M-294 AND AASHTO MPP, TYPE S AND D. CONNECTION SHALL USE A RUBBER GASKET WHICH CONFORMS TO ASTM F-477. INSTALLATION SHALL BE IN ACCORDANCE WITH ASTM RECOMMENDED PRACTICE D-2321, AASHTO SECTION 30.
2. RCP SHALL BE A MINIMUM OF CLASS III, AND SHALL BE PROVIDED IN JOINT LENGTHS NOT LESS THAN 8 FEET EACH. ALL JOINTS SHALL BE BELL AND SPIGOT OR TONGUE AND GROOVE TYPE, WITH A RUBBER GASKET CONFORMING TO ASTM C-443. PIPE SHALL BE MANUFACTURED IN ACCORDANCE WITH AASHTO M-170 AND/OR ASTM C-76.
3. METAL PIPE SHALL BE ALUMINIZED TYPE II, WITH RE-ROLLED ENDS AND BANDS TO MATCH.

- PROPOSED GRADE LINE
 - - - - - EXISTING GRADE LINE
 - - - - - 25-YR HYDRAULIC GRADE LINE

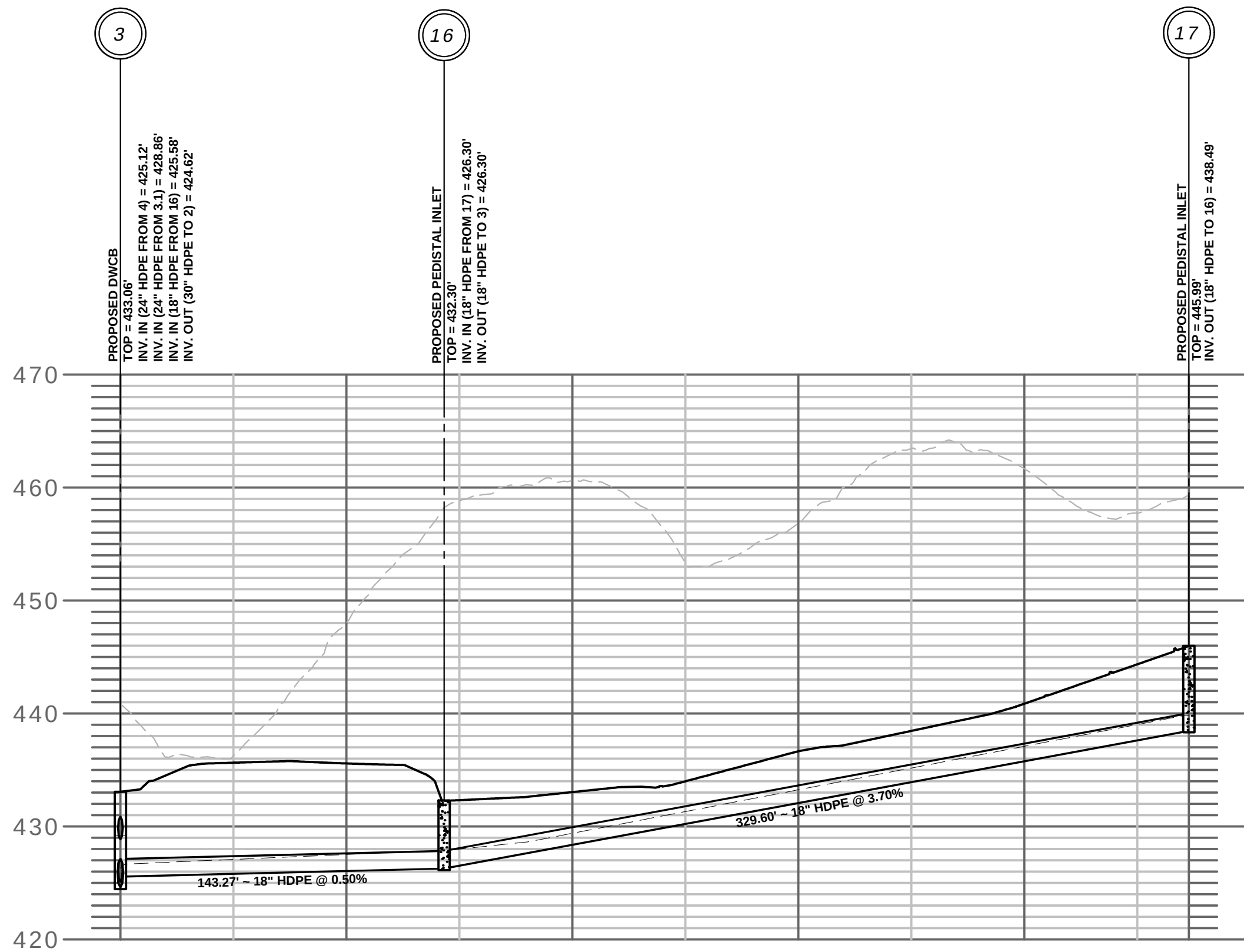
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Drawing name: K:\MEM_LAP\11584001 - Gallina Grand Oaks CDA\2-CADD\2-PlanSheets\Plansheets\C3-50 - STORM SEWER PROFILES.dwg C3.51 STORM SEWER PROFILES Dec-30-2025 12:18pm by:jsesteran



STORM 13-15



STORM 3-17

25-YR Pipe Chart																							
Pipe #	InletID	JunctType	Drainage Area	Runoff Coeff	Total Area	iInlet	IncrQ	Known Q	Flow Rate	Capacity Full	VelAve	Invert Dn	Invert Up	Line Size	Line Length	Line Slope	HGLDn	HGLUp	HGLJunct	Grnd/Rim Elev Dn	Grnd/Rim Elev Up	n-valuePipe	Pipe Material
			(ac)	(C)	(ac)	(in/hr)	(cfs)	(cfs)	(cfs)	(cfs)	(ft/s)	(ft)	(ft)	(in)	(ft)	(%)	(ft)	(ft)	(ft)	(ft)	(ft)		
1.1 - EX SWCB 2	1.1	MH	0.00	0.00	12.98	0.00	0.00	0.00	31.99	77.18	5.92	422.67	422.92	42	49.859	0.50	424.81	424.67	424.67	428.12	428.08	0.012	HDPE
1-1.1	1	Dp-Curb	2.10	0.52	12.98	9.25	10.10	0.00	32.68	77.23	6.75	422.92	423.51	42	117.502	0.50	424.67	425.28	425.28	428.08	429.00	0.012	HDPE
2-1	2	Curb	0.70	0.52	10.88	9.25	3.37	0.00	26.80	51.08	6.38	423.50	424.40	36	180.088	0.50	425.28	426.07 j	426.07	429.00	433.01	0.012	HDPE
3-2	3	Curb	0.30	0.52	10.18	9.25	1.44	0.00	24.65	31.42	7.02	424.40	424.62	30	44.000	0.50	426.07	426.31	426.31	433.01	433.06	0.012	HDPE
4-3	4	Curb	0.30	0.52	3.30	9.25	1.44	0.00	13.42	48.99	6.50	425.12	428.36	24	81.040	4.00	426.31	429.68	429.68	433.06	434.14	0.012	HDPE
5-4	5	Curb	0.40	0.52	3.00	9.25	1.92	0.00	12.64	40.03	5.86	428.36	432.57	24	157.719	2.67	429.68	433.85 j	433.85	434.14	441.34	0.012	HDPE
6-5	6	Curb	0.40	0.52	2.00	9.25	1.92	0.00	8.81	28.00	10.05	433.84	448.38	18	240.000	6.06	434.42	449.53	449.53	441.34	456.88	0.012	HDPE
7-6	7	Curb	1.00	0.52	1.00	9.25	4.81	0.00	4.81	23.75	4.01	448.38	458.58	18	234.119	4.36	449.53	459.42 j	459.42	456.88	465.58	0.012	HDPE
6.1-6	6.1	Curb	0.60	0.52	0.60	9.25	2.89	0.00	2.89	8.03	4.07	449.39	449.61	18	44.181	0.50	450.01	450.25	450.25	456.88	456.98	0.012	HDPE
5.1-5	5.1	Curb	0.60	0.52	0.60	9.25	2.89	0.00	2.89	8.00	2.89	432.57	432.79	18	44.509	0.49	433.85	433.43	433.43	441.34	442.13	0.012	HDPE
3.1-3	3.1	Hdwall	2.88	0.25	2.88	7.06	5.08	0.00	5.08	84.14	9.57	428.86	438.00	24	77.506	11.79	429.19	438.79	438.79	433.06	440.16	0.012	HDPE
16-3	16	Dp-Curb	1.80	0.35	3.70	7.06	4.45	0.00	8.37	8.06	5.18	425.58	426.30	18	143.271	0.50	426.87	427.59	428.22	433.06	432.30	0.012	HDPE
17-16	17	Dp-Curb	1.90	0.35	1.90	7.06	4.70	0.00	4.70	21.88	3.66	426.30	438.49	18	329.595	3.70	428.22	439.32 j	439.32	432.30	445.99	0.012	HDPE
10-9	10	Curb	1.00	0.52	1.70	9.25	4.81	0.00	7.30	32.28	10.16	436.94	451.26	18	177.849	8.05	437.43	452.31	452.31	441.00	460.26	0.012	HDPE
11-10	11	Curb	0.40	0.52	0.70	9.25	1.92	0.00	3.12	19.00	3.22	451.26	453.28	18	72.439	2.79	452.31	453.95 j	453.95	460.26	462.28	0.012	HDPE
12-11	12	Curb	0.30	0.52	0.30	9.25	1.44	0.00	1.44	8.04	3.34	456.45	456.75	18	60.000	0.50	456.88	457.20	457.20	462.28	464.56	0.012	HDPE
15-14	15	Curb	0.88	0.49	0.88	7.06	3.04	0.00	3.04	12.73	1.77	462.55	463.30	18	59.922	1.25	464.62	464.66	464.71	466.21	466.91	0.012	HDPE

- STORM DRAINAGE PROFILE NOTES
- ALL PIPE LENGTHS SPECIFIED IN THESE PLANS ARE THE HORIZONTAL DISTANCE AND ARE SHOWN FOR REFERENCE ONLY. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE ACTUAL LENGTHS BASED ON PROPOSED PIPE SLOPE. PIPE LENGTHS IN PLANS ARE MEASURED FROM CENTER OF STRUCTURE TO CENTER OF STRUCTURE UNLESS OTHERWISE NOTED.
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 - ALL STORM JOINTS TO BE WATER TIGHT.

- PIPE NOTES
- HDPE PIPE SHALL CONFORM TO THE REQUIREMENTS OF AASHTO M-204 AND AASHTO M-7, TYPE S AND D. CONNECTION SHALL USE A RUBBER GASKET, WHICH CONFORMS TO ASTM F-477. INSTALLATION SHALL BE IN ACCORDANCE WITH ASTM RECOMMENDED PRACTICE D-2321, AASHTO SECTION 30.
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- STORM DRAINAGE PROFILE LEGEND
- PROPOSED GRADE LINE
 - EXISTING GRADE LINE
 - 25-YR HYDRAULIC GRADE LINE

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PREPARED FOR

FOREST HILL DEVELOPMENT, LLC

PREPARED BY

Kimley»Horn

11720 AMBER PARK DRIVE
PARKWAY 400, SUITE 600
ALPHARETTA, GEORGIA 30009
PHONE 770.616.4599
WWW.KIMLEY-HORN.COM
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REVISIONS

NO.	DATE	BY	DESCRIPTION
2	12/30/2025	MH	GRADING REVISIONS PER CONTRACTOR COMMENTS
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0	10/08/2025	MH	SUBMITTED FOR REVIEW
0			ISSUANCE AND REVISION DESCRIPTIONS

THE GROVE AT GRAND OAKS PHASE IX

OXFORD, MS

WARD 03
SECTION 03

DATE

10/08/2025

PROJECT NO.

115584001

TITLE

STORM SEWER PROFILES

SHEET NUMBER

C3.51

DRAWN BY

JT

DESIGNED BY

MH

REVIEWED BY

RM

GRAPHIC SCALE IN FEET

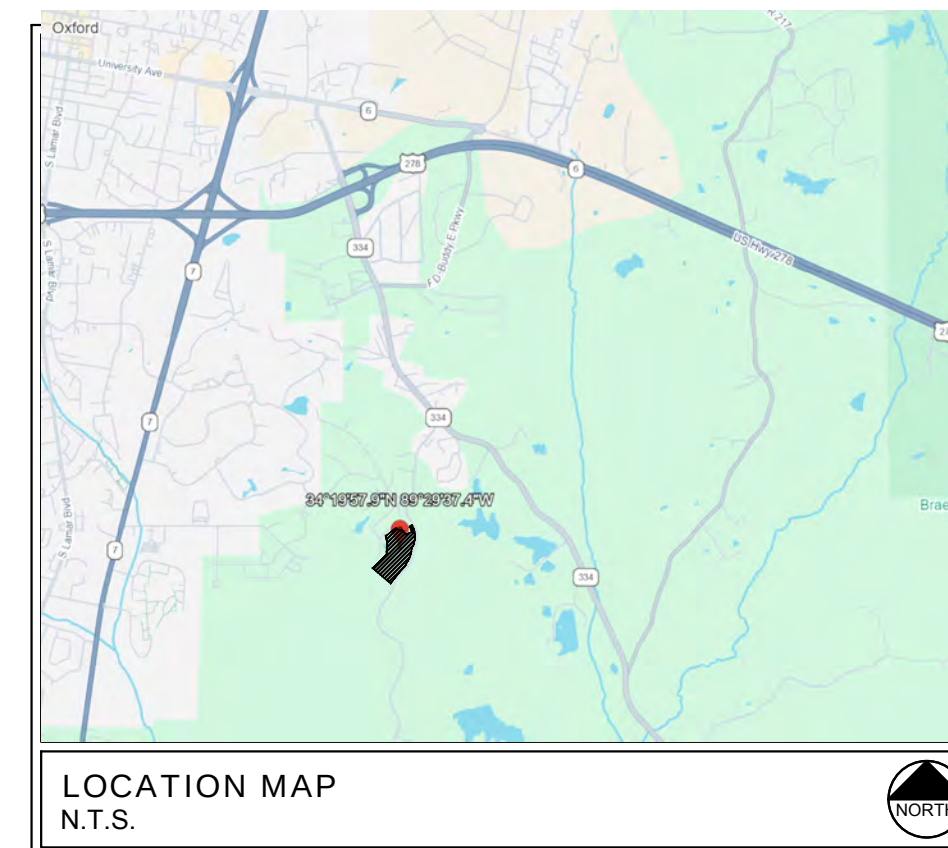
0 25 50 100

HORIZONTAL

VERTICAL

0 5 10 20

PROJECT			THE GROVE AT GRAND OAKS PHASE IX		SECTION 02 SECTION 03 OXFORD, MS	PREPARED FOR FOREST HILL DEVELOPMENT, LLC	PREPARED BY Kimley»»Horn
	DRAWN BY DESIGNED BY REVIEWED BY DATE PROJECT NO. TITLE SHEET NUMBER		12/30/2025 115584001 WATER PLAN C4.00				
			2 GRADING REVISIONS PER CONTRACTOR COMMENTS 1 ADDRESSED JURISDICTIONAL COMMENTS 0 SUBMITTED FOR REVIEW No ISSUANCE AND REVISION DESCRIPTIONS				
			12/30/2025 12/23/2025 10/08/2025 DATE				
			11720 AMBER PARK DRIVE PARKWAY 400, SUITE 600 ALPHARETTA, GEORGIA 30009 PHONE 770.619.4390 WWW.KIMLEY-HORN.COM G 2025 KIMLEY-HORN AND ASSOCIATES, INC.				



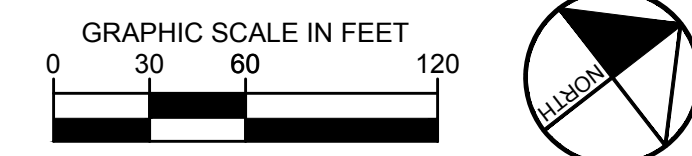
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 5. CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES. CONTRACTOR SHALL HAVE ALL UTILITIES FLAGGED WITH INVERT ELEVATIONS PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY DISCREPANCIES OR ADDITIONAL UTILITIES ENCOUNTERED.

- | INSPECTION NOTES | |
|------------------|---|
| 1. | NOTIFY CITY OF OXFORD, 24 HOURS PRIOR TO THE BEGINNING OF EACH PHASE OF CONSTRUCTION AT 662-252-2398. (WATER & SEWER). |
| 2. | ALL CONSTRUCTION TO COMPLY WITH CITY OF OXFORD, AND CITY OF OXFORD STANDARDS. |
| 3. | ALL WATER AND SEWER CONSTRUCTION IS TO BE INSPECTED AND TESTED AS PER CITY OF OXFORD STANDARDS PRIOR TO FINAL ACCEPTANCE BY THE CITY. |
| 4. | THE CONTACT PERSON MUST BE ACCESSIBLE 24 HOURS A DAY, 7 DAYS A WEEK WITH NO EXCEPTION. |

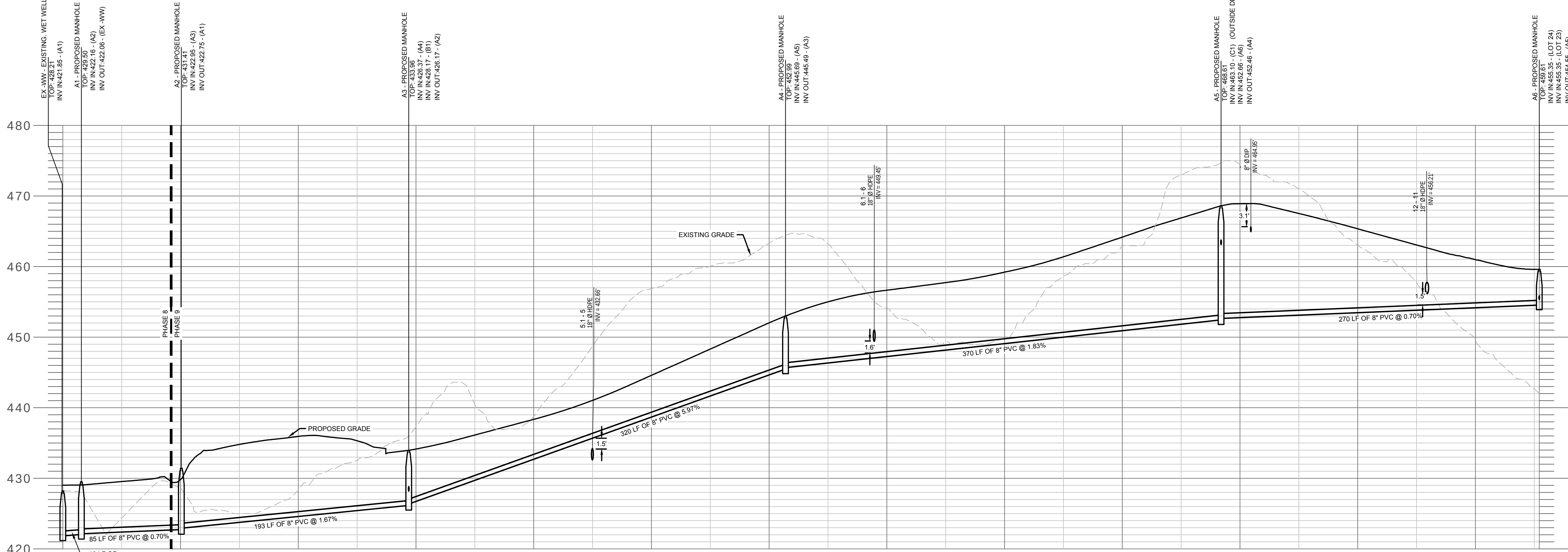
- ## UTILITY NOTES
1. CONTRACTOR SHALL COORDINATE UTILITY CONNECTION AND REROUTING LOCATIONS WITH APPLICABLE AGENCIES.
 2. ALL UTILITIES SHALL BE CONSTRUCTED IN ACCORDANCE WITH CITY OF OXFORD SANITARY SEWER AND CITY OF OXFORD WATER STANDARDS AND SPECIFICATIONS.
 3. ALL PIPE LENGTHS SPECIFIED IN THESE PLANS ARE THE HORIZONTAL DISTANCE AND ARE SHOWN FOR REFERENCE ONLY. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE ACTUAL LENGTHS BASED ON PROPOSED PIPE SLOPE. PIPE LENGTHS IN PLANS ARE MEASURED FROM CENTER OF STRUCTURE TO CENTER OF STRUCTURE UNLESS OTHERWISE NOTED.
 4. UTILITIES MAY EXIST WHICH ARE NOT SHOWN ON THE PLANS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING ALL UTILITY COMPANIES HAVING UTILITIES WITHIN OR ADJACENT TO THE WORK AREA. THE CONTRACTOR SHALL HAVE THE UTILITIES FIELD LOCATED AND COORDINATE WITH THE UTILITY COMPANIES. ANY CONFLICTS RELOCATED WHEN NECESSARY OR ADAPTED FOR TIE-INS.
 5. CONTRACTOR TO FIELD VERIFY EXISTING INVERT FOR SANITARY SEWER SERVICE CONNECTIONS PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY ENGINEER OF DISCREPANCY PRIOR TO PROCEEDING.

- | UTILITY LEGEND | |
|----------------|----------------------------------|
| | PROPOSED WATER LINE |
| | PROPOSED SANITARY SEWER PIPE |
| | SANITARY SEWER CLEANOUT |
| | SANITARY SEWER MANHOLE |
| | SANITARY SEWER GREASE TRAP |
| | WATER VALVE |
| | FIRE DEPARTMENT CONNECTION (FDC) |
| | FIRE HYDRANT |
| | WATER MAIN TAPPING SLEEVE |
| | WATER CONNECTIONS AND BENDS |

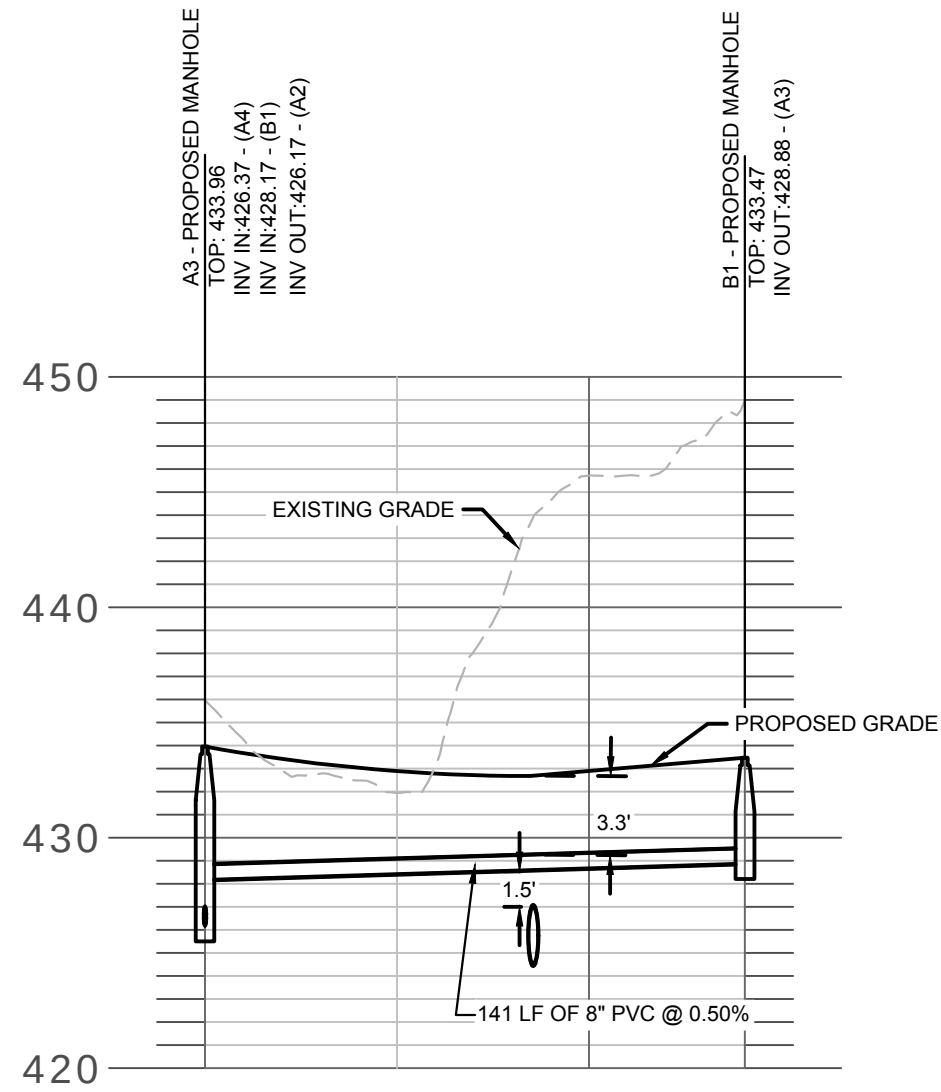
- | EXISTING CONDITIONS NOTES | |
|---------------------------|---|
| 1. | UTILITIES MAY EXIST WHICH ARE NOT SHOWN ON THE PLANS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING ALL UTILITY COMPANIES HAVING UTILITIES WITHIN OR ADJACENT TO THE WORK AREA. THE CONTRACTOR SHALL HAVE THE UTILITIES FIELD LOCATED AND COORDINATE WITH THE UTILITY COMPANIES TO HAVE CONFLICTS RELOCATED WHEN NECESSARY OR ADAPTED FOR TIE-INS. |
| 2. | WHERE EXISTING RUNOFF LEAVES THE SITE IN A SHEET FLOW CONDITION, THE OFFSET SHALL LEAVE THE SITE IN A SHEET FLOW CONDITION DURING DEVELOPMENT. |



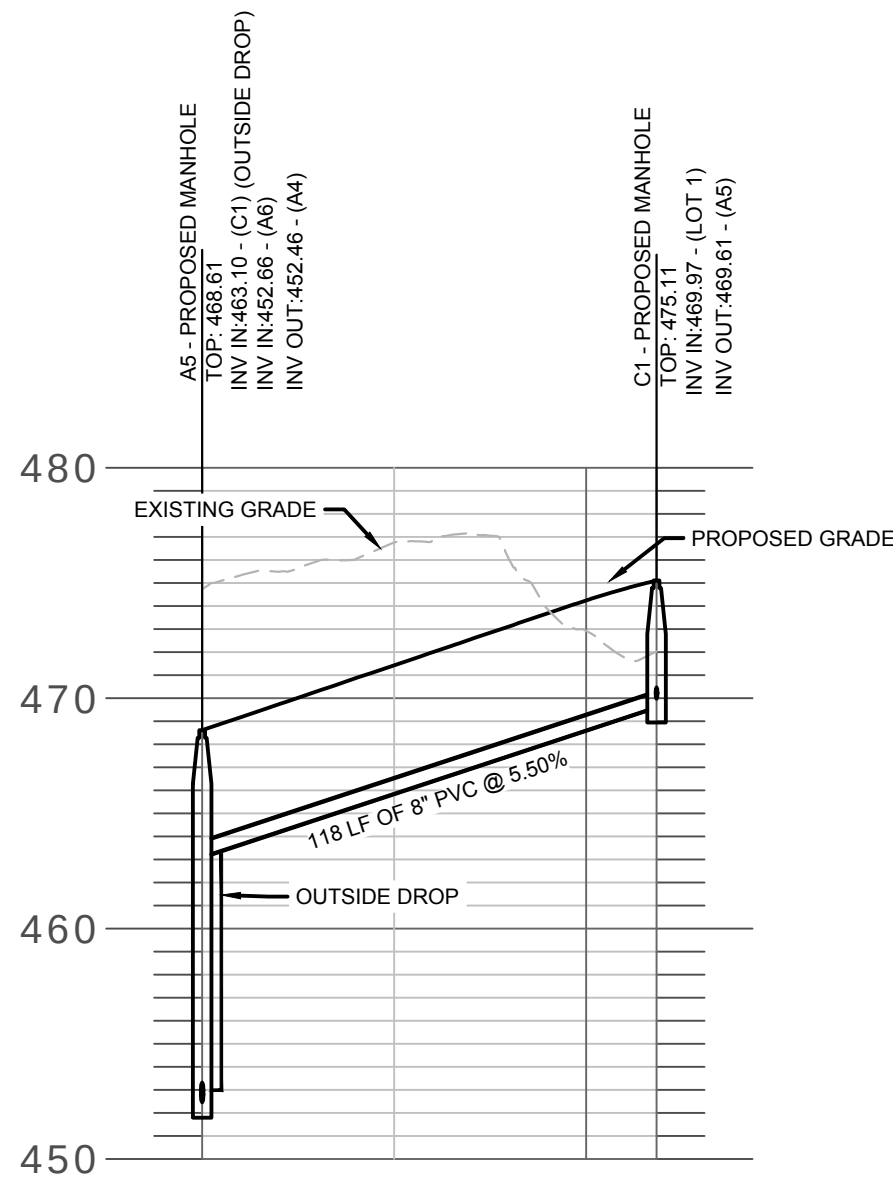
Drawing name: K:\MEM_LAP\11584001 - Gallina Grand Oaks C&S\2-CADD\2-PlanSheets\PlanSheetsC4.60 - SANITARY SEWER PROFILES.dwg Dec 30, 2025 12:22pm by: jose.teran



SANITARY SEWER A



SANITARY SEWER B



SANITARY SEWER C

SANITARY SEWER PROFILE NOTES

- ALL PIPE LENGTHS SPECIFIED IN THESE PLANS ARE THE HORIZONTAL DISTANCE AND ARE SHOWN FOR REFERENCE ONLY. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE ACTUAL LENGTHS BASED ON PROPOSED PIPE SLOPE. PIPE LENGTHS IN PLANS ARE MEASURED FROM CENTER OF STRUCTURE TO CENTER OF STRUCTURE UNLESS OTHERWISE NOTED.
- CONTRACTOR TO FIELD VERIFY EXISTING INVERT FOR SANITARY SEWER SERVICE CONNECTIONS PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY ENGINEER OF DISCREPANCY PRIOR TO PROCEEDING.
- IF ANY CONFLICTS, DISCREPANCIES, OR ANY OTHER UNSATISFACTORY CONDITIONS ARE DISCOVERED, EITHER ON THE CONSTRUCTION DOCUMENTS OR FIELD CONDITIONS, THE CONTRACTOR MUST NOTIFY THE ENGINEER IMMEDIATELY AND SHALL NOT COMMENCE FURTHER OPERATION UNTIL THE CONFLICTS, DISCREPANCIES, OR OTHER UNSATISFACTORY CONDITIONS ARE RESOLVED.

EXISTING SANITARY SEWER NOTES

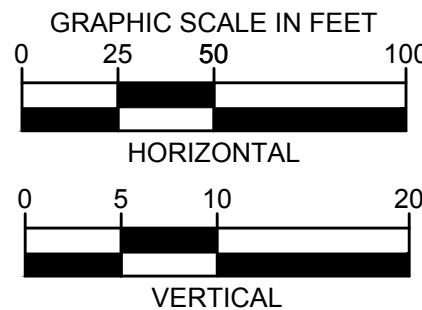
- CONTRACTOR TO FIELD VERIFY THE LOCATION AND INVERT OF THE EXISTING WASTEWATER MANHOLE PRIOR TO CONSTRUCTION.
- CONTRACTOR TO REBUILD INVERT OF THE EXISTING WASTEWATER MANHOLE TO ACCEPT NEW LINE.
- CONTRACTOR TO CORE FROM THE INSIDE OF THE MANHOLE FOR THE NEW LINE. THE CORING SHALL TAKE PLACE IN FRONT OF THE INSPECTOR.

UTILITIES

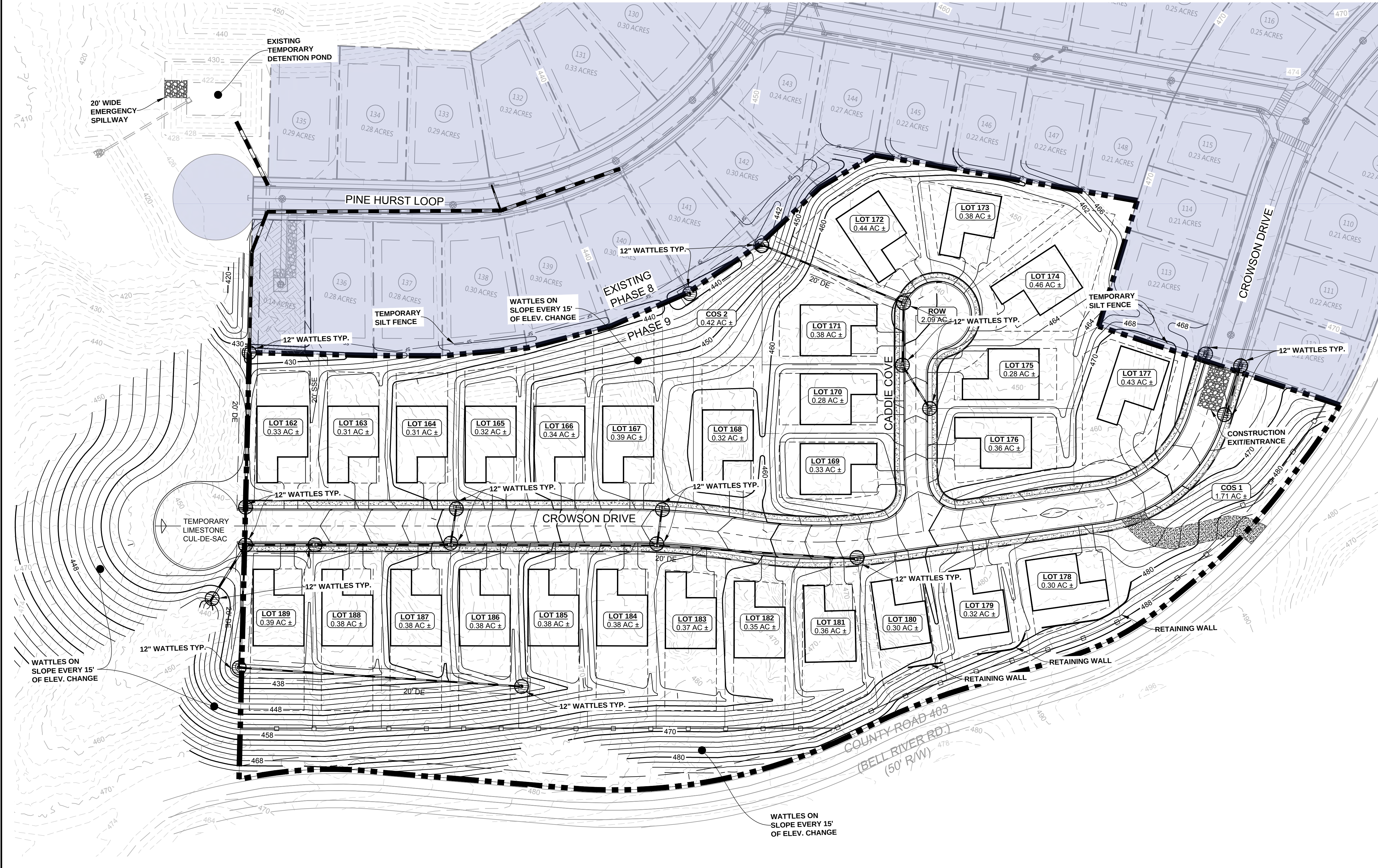
- PROPOSED WATER SERVICE FOR THIS PROJECT IS TO BE PUBLIC. PUBLIC WATER SERVICE PROVIDED BY CITY OF OXFORD.
- PROPOSED SANITARY SEWER SERVICE FOR THIS PROJECT IS TO BE PUBLIC AND FORCE MAIN W/ LIFT STATION. PUBLIC SANITARY SEWER SERVICE TO BE PROVIDED BY CITY OF OXFORD.

INSPECTION NOTES

- NOTIFY CITY OF CITY OF OXFORD, 24 HOURS PRIOR TO THE BEGINNING OF EACH PHASE OF CONSTRUCTION AT 662-232-2399(WATER & SEWER).
- ALL CONSTRUCTION TO COMPLY WITH CITY OF OXFORD, LAFAYETTE COUNTY STANDARDS.
- ALL WATER AND SEWER CONSTRUCTION IS TO BE INSPECTED AND TESTED AS PER CITY OF OXFORD STANDARDS PRIOR TO FINAL ACCEPTANCE BY THE CITY.
- THE CONTACT PERSON MUST BE ACCESSIBLE 24 HOURS A DAY, 7 DAYS A WEEK WITH NO EXCEPTION.



Drawing name: K:\MEM_LAP\115584001 - Gallina Grand Oaks CDD\2-PlanSheets\Plansheets\C5.10 - ESPC PLAN-INITIAL.dwg C5.10 STORMWATER POLLUTION PREVENTION PLAN Dec 30, 2025 12:23pm by jsesteran



IMPLEMENTATION SEQUENCE

1. INSTALL CONSTRUCTION EXIT, TIRE WASH DOWN & FUEL STORAGE AREAS.

2. INSTALL PERIMETER EROSION CONTROL DEVICES.

3. ROUGH GRADE & REMOVE TREES AS NECESSARY TO INSTALL THE NECESSARY SEDIMENT STORAGE BMPs.

4. INSTALL CULVERTS AND DRAINAGE STRUCTURES WITH APPROPRIATE EROSION CONTROL MEASURES (WATTLES).

5. SEED/SOD DISTURBED AREAS AND MAINTAIN UNTIL GRASS GROWTH.

6. INSTALL CURBS, SIDEWALKS AND PAVEMENTS.

IMPERVIOUS AREA

SITE AREA: ± 14.13 ACRES

IMPERVIOUS AREA: ± 5.55 ACRES

PERCENT IMPERVIOUS: 39.28%

EROSION CONTROL LEGEND

SILT FENCE - TYPE S

CONSTRUCTION EXIT

WATTLES

LIMITS OF DISTURBANCE

RETAINING WALL

BASIN DELINEATION

PREPARED FOR

PREPARED BY

Kimley»Horn

11720 AMBER PARK DRIVE
PARKWAY 400, SUITE 600
ALPHARETTA, GEORGIA 30009
PHONE 770.616.4599
WWW.KIMLEY-HORN.COM
© 2025 KIMLEY-HORN AND ASSOCIATES, INC.

FOREST HILL
DEVELOPMENT, LLC

24 1/4 COWART, JOEL PORTER, JR.
PO BOX 381225 COLUMBIANA, TN 38138
PHONE 901.870.7701

THE GROVE AT
GRAND OAKS
PHASE IX

OXFORD, MS

REVISIONS

NO.	DATE	BY	ISSUANCE AND REVISION DESCRIPTIONS
2	12/30/2025	MH	GRADING REVISIONS PER CONTRACTOR COMMENTS
1	12/23/2025	MH	ADDRESSED JURISDICTIONAL COMMENTS
0	10/08/2025	MH	SUBMITTED FOR REVIEW
0			

PROFESSIONAL ENGINEER

18761

STATE OF MISSISSIPPI

DRAWN BY

DESIGNED BY

REVIEWED BY

DATE

PROJECT NO.

TITLE

SHEET NUMBER

JT

MH

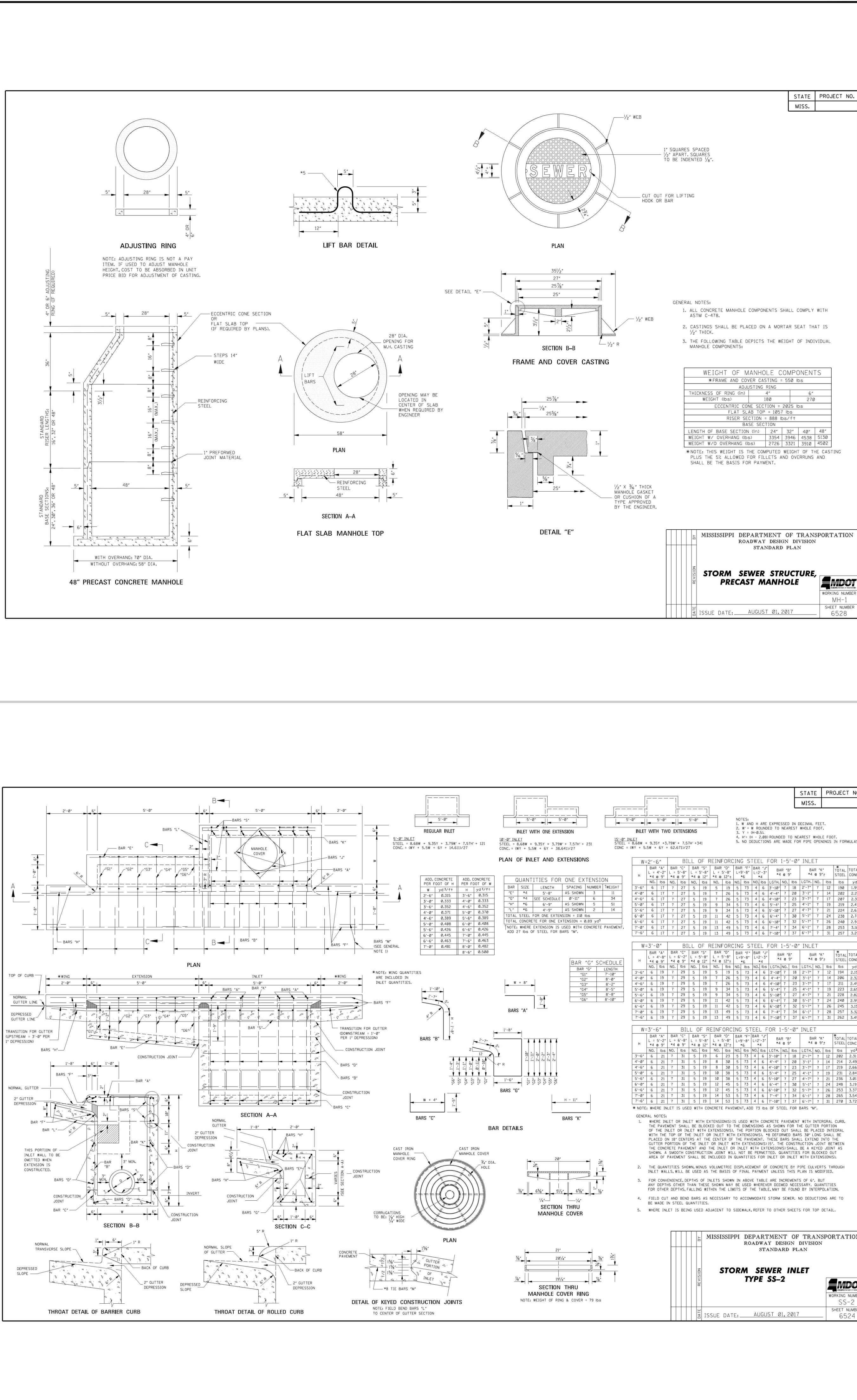
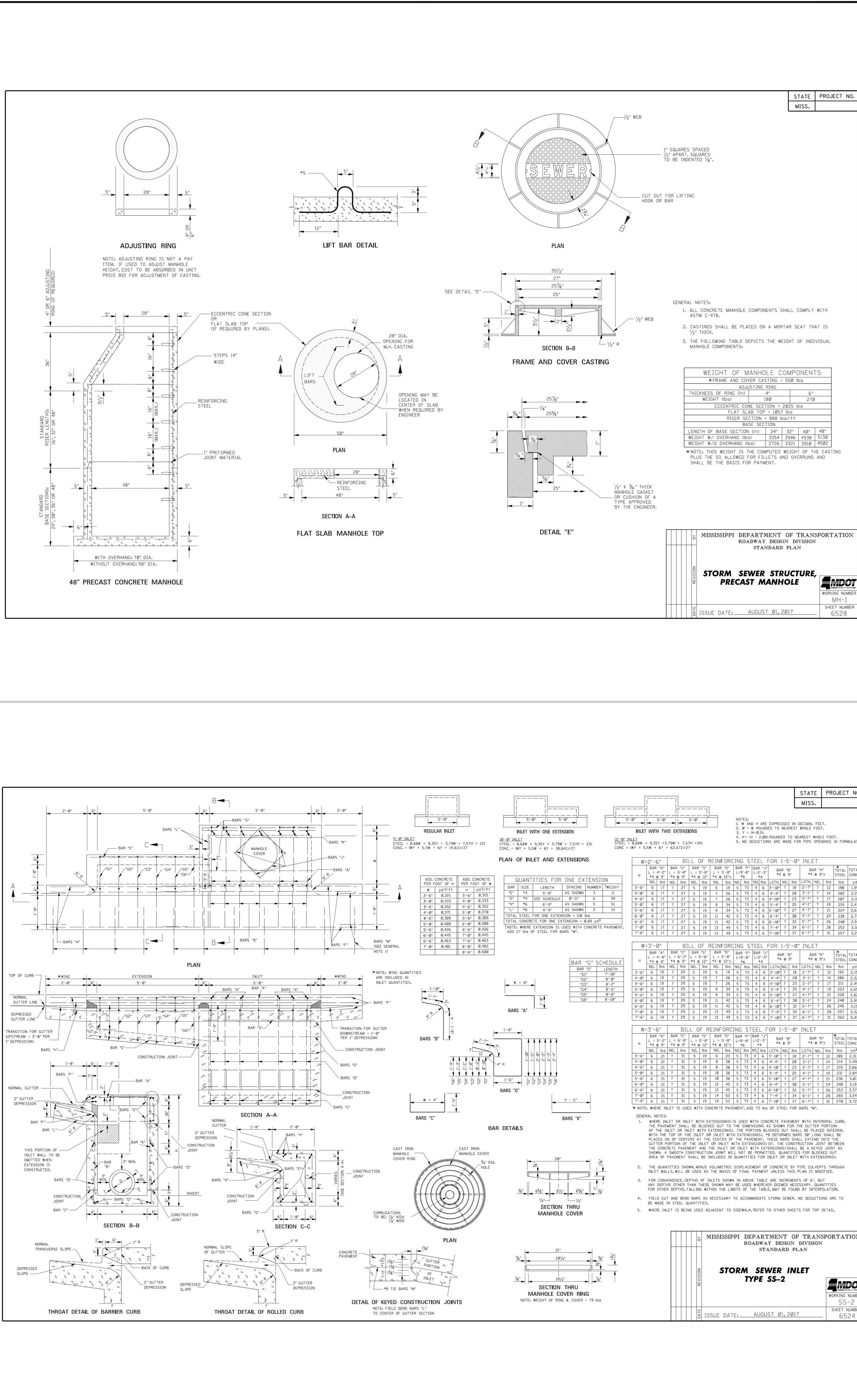
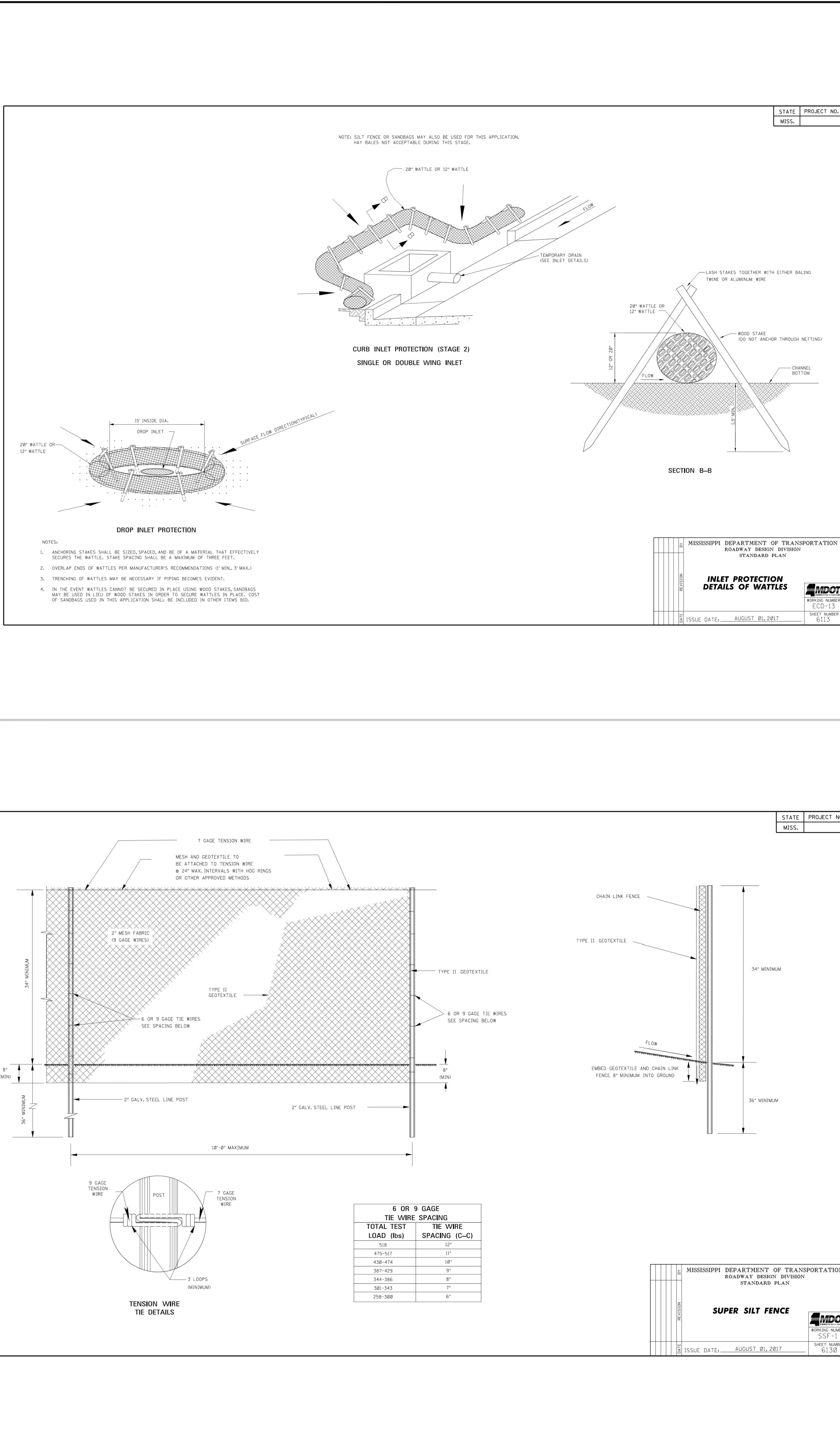
RM

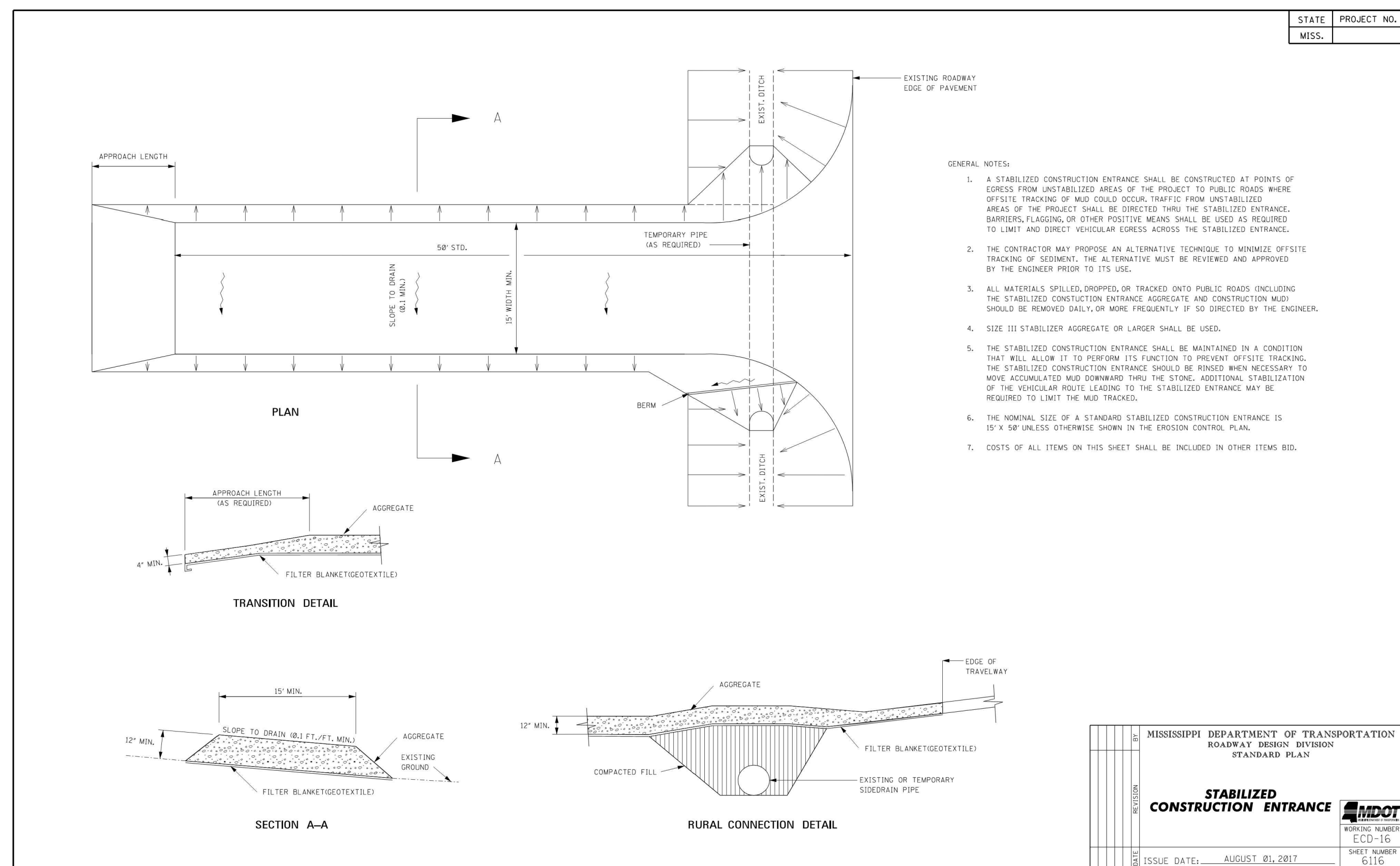
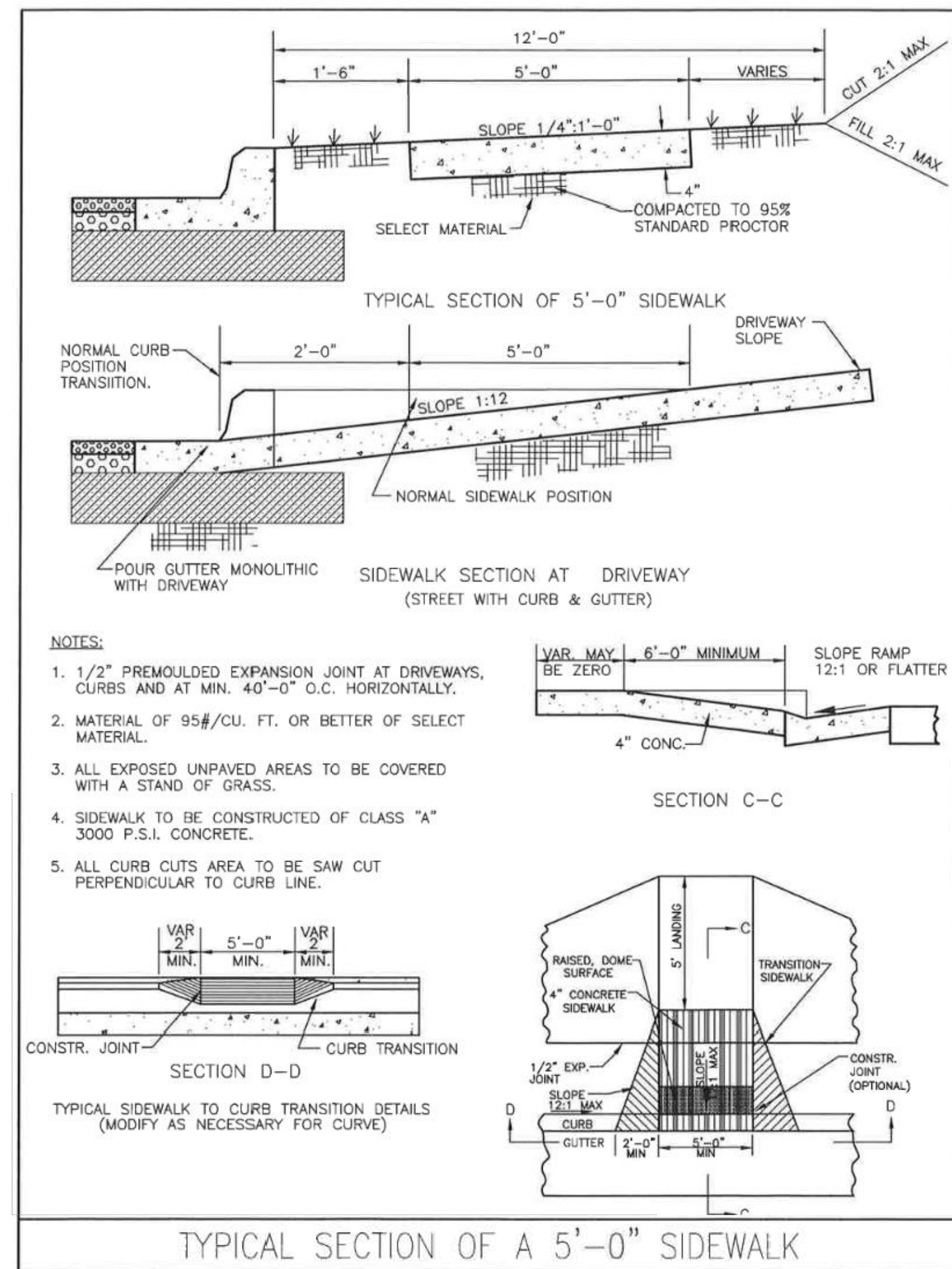
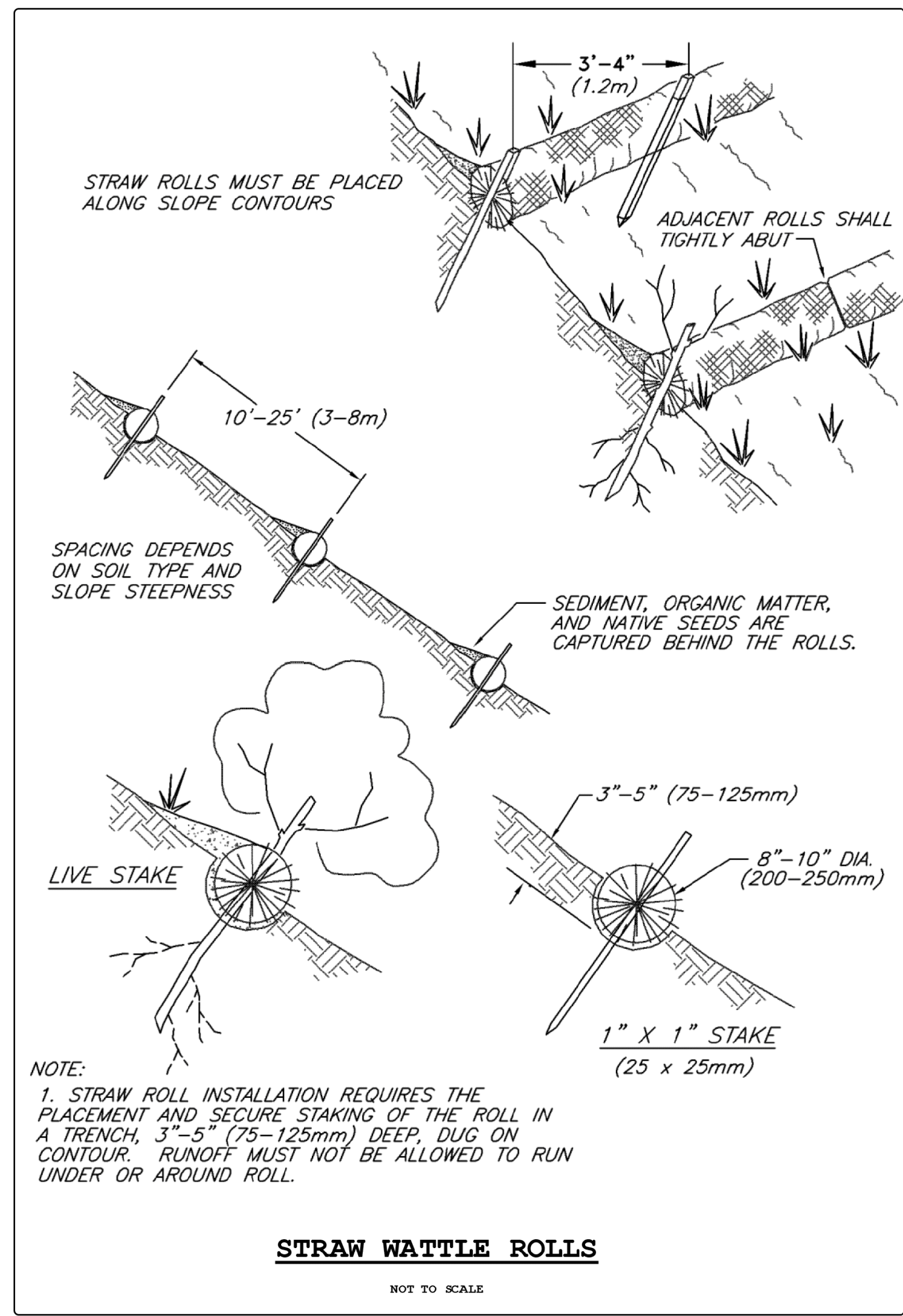
10/08/2025

115584001

STORMWATER
POLLUTION
PREVENTION
PLAN

C5.10





WATER MATERIAL SPECIFICATIONS

CITY OF OXFORD, MS

PIPE

- o Material: Ductile iron
- o Joint: Push-on joint, conforms to ANSI/AWWA C151/A21.51
- o Gasket joints: Conform to ANSI/AWWA C111/A21.11
- o Design pressure: 350 psi for laying Condition Type 1
- o ANSI Thickness Class: 350
- o Inside lining: Cement-mortar, conforms to ANSI A21.4 (AWWA C104)
- o Exterior coating: Asphaltic coating (1 mil thick)
- o Size: 8 inches or larger (unless authorized by City Engineer)

FITTINGS

- o Material: Ductile iron
- o Joint type: Mechanical joint (unless authorized by City Engineer)
- o Conform to ANSI/AWWA C153/A21.53
- o Gasket joints: Conform to ANSI/AWWA C111/A21.11
- o Coating: Asphaltic (1 mil thick)
- o Lining: Cement-mortar lining, conforms to ANSI/AWWA C104/A21.4
- o Pressure rating: 350 psi
- o Manufacturer: Domestic, certified test certificates required upon request

CASING PIPE FOR CROSSINGS

- o Conform to ASTM Designation A-53, Schedule 20 or heavier for highway, railroad, and ditch crossings

GATE VALVES

- o Conform to AWWA Specifications C-509 or C-515
- o Manufacturer: Mueller, M&H, Clow 6100 Series
- o Design: Resilient seated type with iron body
- o Operating pressure: 250 psi, tested at 500 psi
- o Coating: ANSI/AWWA C550
- o Features: Non-rising stem, 2" nut, iron wedge encapsulated in resilient material

TAPPING SLEEVES

- o Model: Fast Tap Tapping Sleeves, Ford model Fast-XXX-XA or approved equal
- o Material: Stainless steel or stainless with carbon steel flange
- o Pressure rating: 200 psi minimum
- o Equipped with: Test plug

TAPPING VALVES

- o Type: Resilient seated, iron body
- o Operating pressure: 250 psi, tested at 500 psi
- o Coating: ANSI/AWWA C550
- o Features: Non-rising stem, 2" nut, iron wedge encapsulated in resilient material
- o Valve size: ANSI B16.1 flanged end with centering ring
- o Joint: Mechanical joint (AWWA C-111 compliant)
- o Manufacturer: M&H 4751, Clow C-515 or C-509, or approved equal

VALVE BOXES

- o Material: Cast iron, two-piece screw type
- o Size: 5-1/4 inch shaft
- o Marking: "WATER" on the valve cover
- o Custom base: For correct field conditions

RESTRAINT GLANDS FOR DUCTILE IRON PIPE:

- o Material: High strength ductile iron (ASTM A536, Grade 65-45-12)
- o Design: Follower gland, wedge action, controlled expansion
- o Wedges: Ductile iron, heat-treated to 370 BHN minimum
- o Pressure rating: 250 psi minimum
- o Model: Uni-Flange Series 1400, UFR 1400-DA-X-U, or approved equal

- o Model: Uni-Flange Series 1400, UFR 1400-DA-X-U, or approved equal

FIRE HYDRANTS:

- o Conform to AWWA Specification C-502
- o Type: Compression, closing with line pressure
- o Depth of bury: Matching pipe depth
- o Features: Sealed oil reservoir, two drain outlets, breakable safety flange, breakable stem coupling
- o Manufacturer: M&H Style 129 or Clow Medallion Series
- o Direction: Open left (counter-clockwise)
- o Color: Yellow from manufacturer

METER BOXES:

- o Material: Cast iron
- o Cover: Cast iron
- o Size:
 - ¾" to 1" service lines: 19 ½" Long x 10 ½" Wide x 10" Deep
 - 1½" to 2" service lines: 24" Long x 13 ¾" Wide x 13" Deep

SERVICE SADDLES:

- o Material: Brass, double strap design
- o Conform to ANSI/AWWA C800
- o Model: Ford 202B-xxx-Tap or approved equal
- o Thread: AWWA tapered thread

CORPORATION STOPS:

- o Type: Ball corporation valves
- o Inlet: AWWA tapered thread
- o Outlet: Grip joint for CTS copper or polyethylene tubing
- o Model: Ford FB 1000 Ballcorp
- o Conform to ANSI/AWWA C800
- o Size:
 - ¾" to 2" service lines: FB 1000-xG
 - IP x IP connections: FB 500-x

COPPER SERVICE TUBING ($\frac{3}{4}$ " and 1"):

- o Conform to ASTM B88, ASTM B88M
- o Type: K

POLYETHYLENE SERVICE TUBING (1 $\frac{1}{4}$ " to 2"):

- o ADS Polyflex or approved equal
- o Type: SDR 250 PSI

CURB STOPS:

- o Type: Ball valves
- o Inlet: For CTS polyethylene or copper service tubing
- o Outlet: Female iron pipe thread
- o Model: Ford B41-xxxGW, IP x IP B11-xxxGW or approved equal
- o Conform to ANSI/AWWA C800

LOCATE WIRE (all water lines):

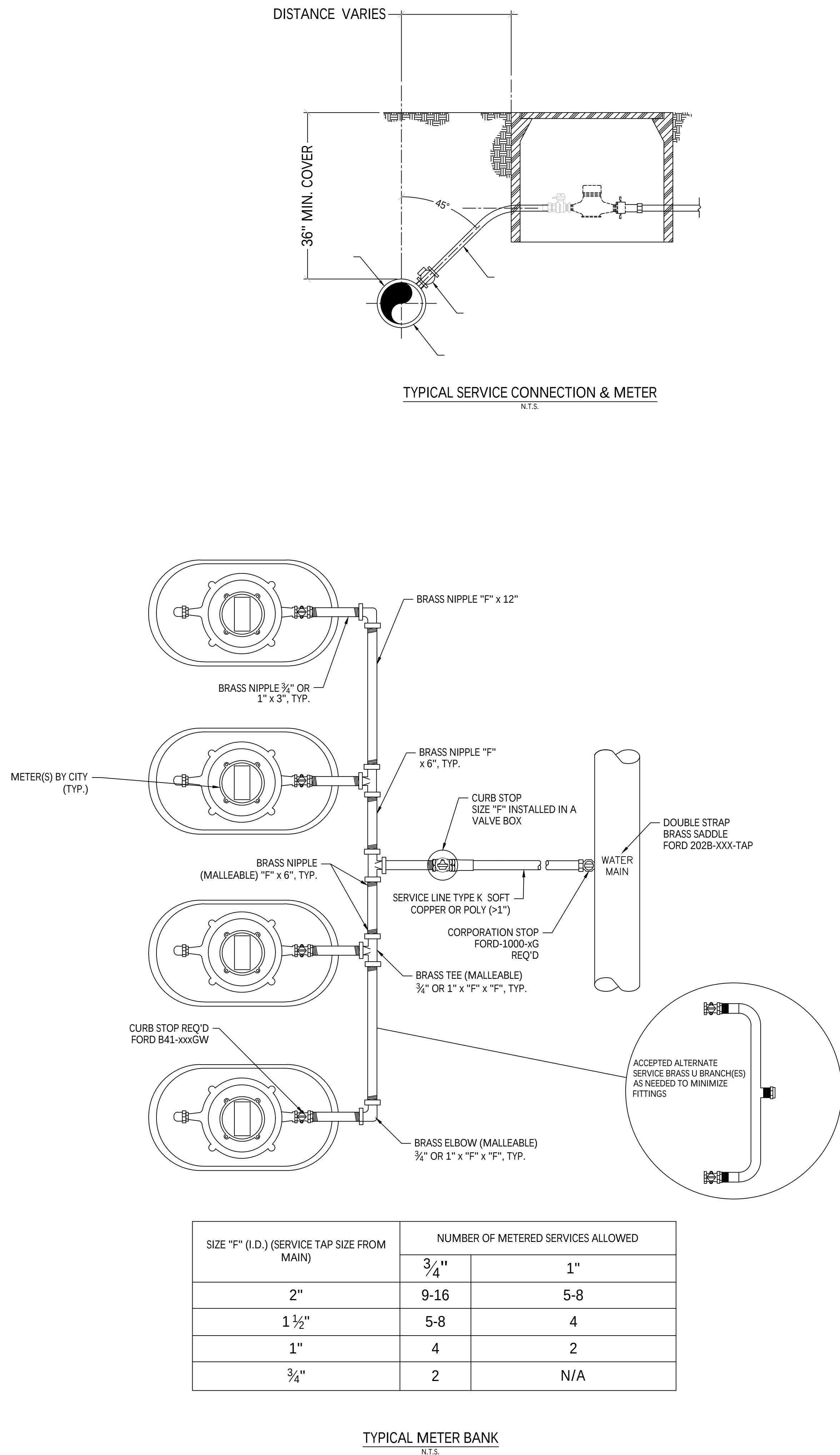
- o Type: Coated, solid copper tracer wire, 14 gauge min, blue in color
- o Locate marker every 500ft and at any splices

CONCRETE:

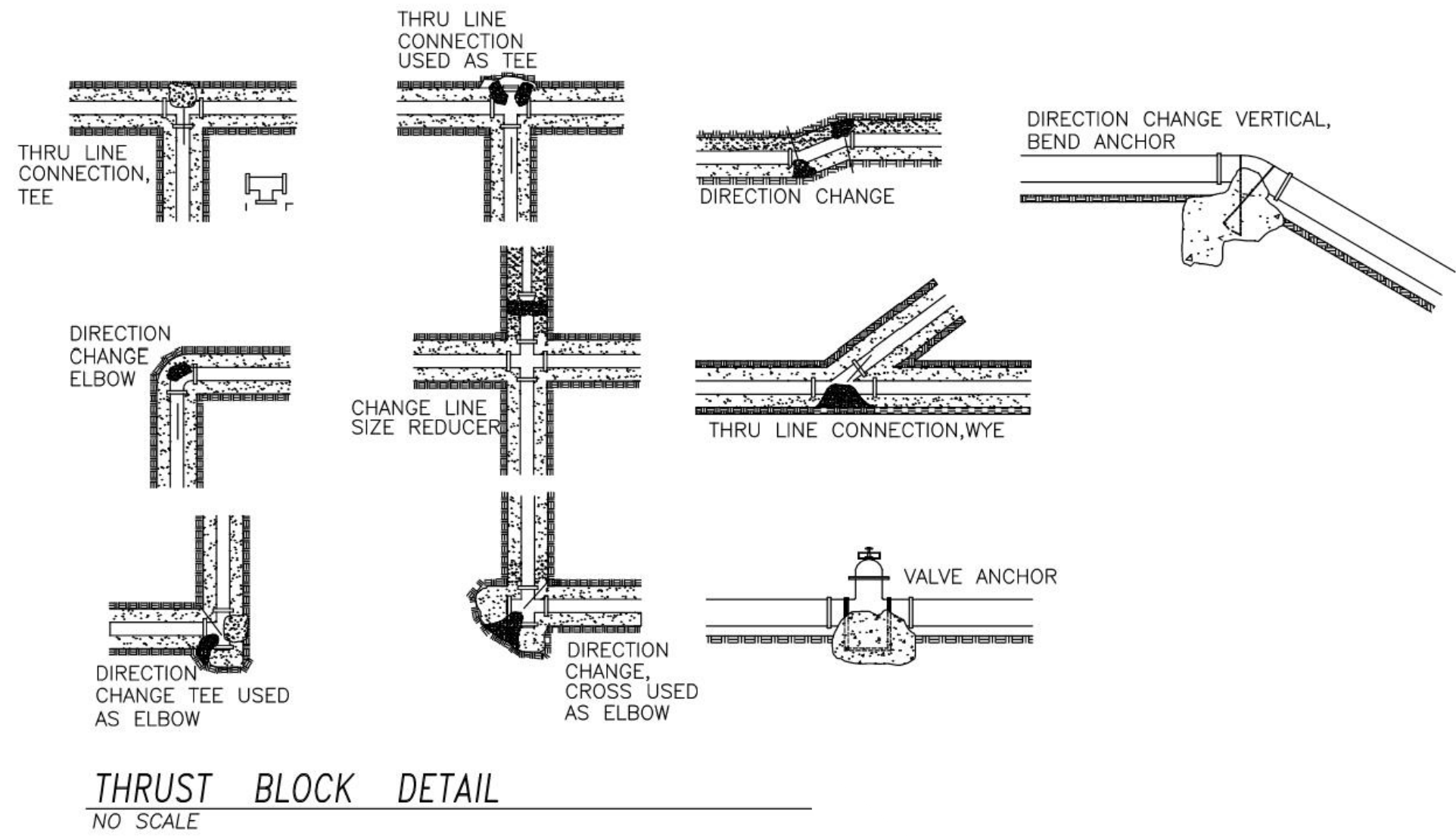
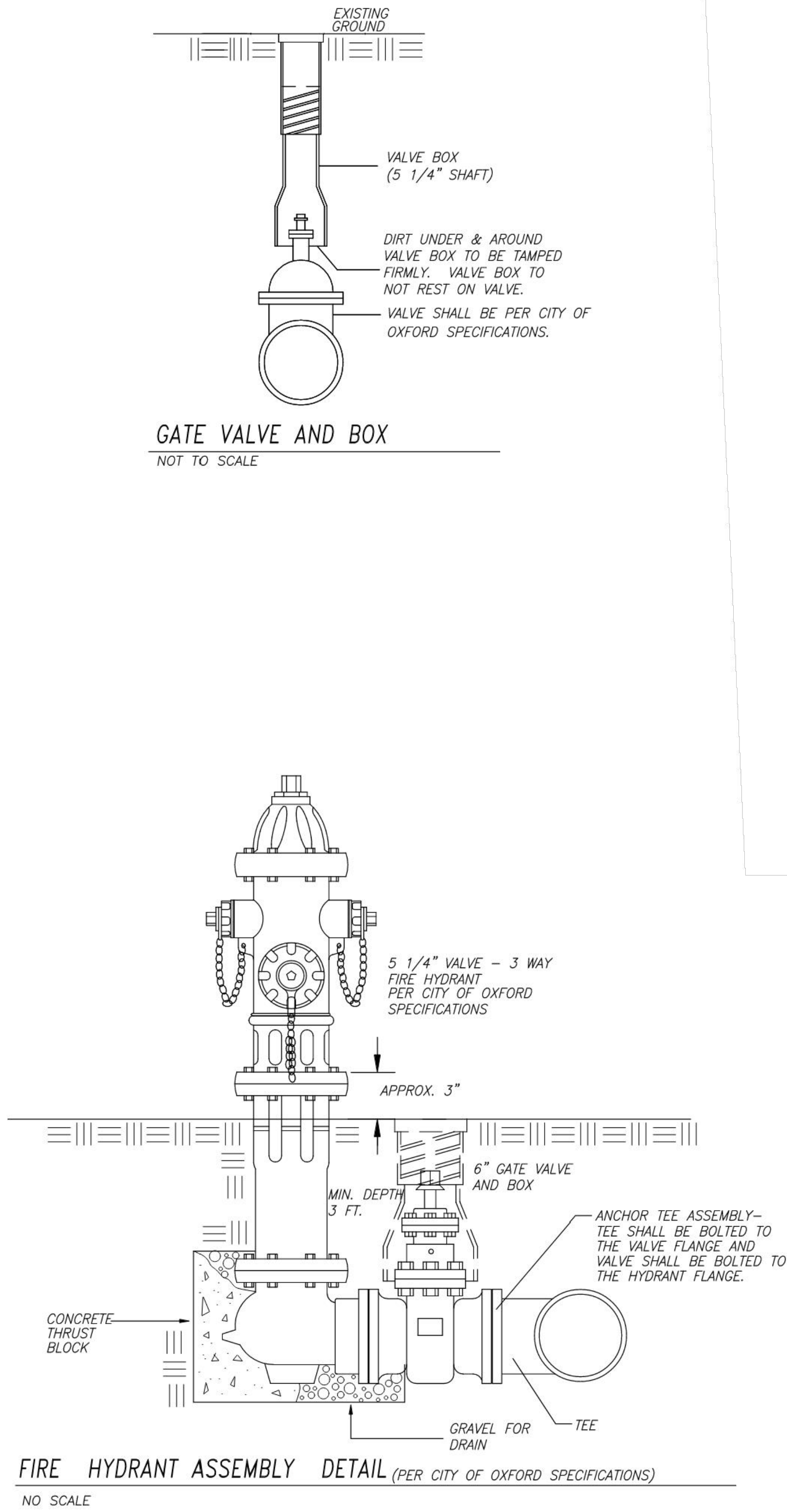
- o Compressive strength: 3,500 psi at 28 days

BASE AND ASPHALT FOR STREET REPAIR:

- o Conform to Mississippi State Highway Department specifications for Hot Bituminous Pavement
- o 610 Crushed Limestone base or $\frac{3}{4}$ " and down Crushed Limestone



Drawing name: K:\MEM_LAP\11584001 - Gallina Grand Oaks CDD\2-CADD\2-PlanSheets\PlanSheetsC6.00 - CONSTRUCTION DETAILS.dwg C6.30 CONSTRUCTION DETAILS Dec 30, 2025 12:23pm by: jse.teran



PREPARED FOR

FOREST HILL DEVELOPMENT, LLC

PREPARED BY

**Kimley»Horn**

PROJECT

THE GROVE AT GRAND OAKS PHASE IX

WARD 03 SECTION 03

OXFORD, MS

DRAWN BY

JT

DESIGNED BY

MH

REVIEWED BY

RM

DATE

10/08/2025

PROJECT NO.

115584001

TITLE

CONSTRUCTION DETAILS

SHEET NUMBER

C6.30

2

GRADING REVISIONS PER CONTRACTOR COMMENTS

12/30/2025

MH

1

ADRESSED JURISDICTIONAL COMMENTS

10/08/2025

MH

0

SUBMITTED FOR REVIEW

10/08/2025

MH

BY

DATE

ISSUANCE AND REVISION DESCRIPTIONS

11720 AMBER PARK DRIVE
PARKWAY 400, SUITE 600
ALPHARETTA, GEORGIA 30009

PHONE 770.616.4599
WWW.KIMLEY-HORN.COM

© 2025 KIMLEY-HORN AND ASSOCIATES, INC.

2414 CORNHILL, DELEPORTER, MS
PO BOX 381235, GERMANTOWN, TN 38138

PHONE 901.870-7701



<u>SYMBOL</u>	<u>CODE</u>	<u>QTY</u>	<u>BOTANICAL / COMMON NAME</u>	<u>SIZE</u>	<u>ROOT</u>	<u>CONDITION</u>
<u>TREES</u>						
	COR FLO	6	Cornus florida / Flowering Dogwood	2" Caliper	B&B or Container	Matching; Strong Central Leader
	NYS SYL	6	Nyssa sylvatica / Tupelo	2" Caliper	B&B	Matching; Strong Central Leader
	QN	15	Quercus nuttallii / Nuttall Oak	2" Caliper	B&B or Container	Strong Central Leader
	QE	48	Quercus phellos 'QPSTA' TM / Hightower Willow Oak	2" Caliper	B&B	Matching; Strong Central Leader
	QUE SHU	11	Quercus shumardii / Shumard Oak	2" Caliper	B&B	Matching; Strong Central Leader
	TS	6	Taxodium distichum / Bald Cypress	2" Caliper	B&B	Matching; Strong Central Leader
<u>GROUND COVERS</u>						
	CYN LEI	99,241 sf	Cynodon dactylon x transvaalensis 'Tifway 419' / Tifway 419 Bermuda grass	Sod	Rolls or Squares	Sod

GRAPHIC SCALE IN FEET

0 30 60 120



A horizontal scale bar with alternating black and white segments. The segments are labeled 0, 30, 60, and 120.

0 30 60 120



A circular arrow pointing clockwise, with the word "NORTH" written inside.

OFF!

Know what's below.
Call before you dig.

1-800-4-A-DIG

OWNER / DEVELOPER	
FOREST HILL DEVELOPMENT, LLC	
ADDRESS	PO BOX 381226 GERMANTOWN, TN 38138
CONTACT	JOEL PORTER, JR
PHONE	901-870-7701
EMAIL	JGALLINA@REMACLLC.COM
24-HR CONTACT	
CONTACT	JOEL PORTER, JR
PHONE	901-870-7701

1. FINAL TREE PLACEMENT ON EACH LOT SHALL BE DETERMINED AFTER HOME AND DRIVEWAY ARE INSTALLED. HOMEBUILDER/CONTRACTOR FOR EACH LOT SHALL INSTALL STREET TREES.
2. SOD ALL AREAS WITHIN THE ROW TO LIMITS OF DISTURBANCE WITH TIFWAY 419 BERMUDA.

1. IT WILL BE THE RESPONSIBILITY OF ALL LOT OWNERS TO PLACE STREET TREES AT THE RATE OF APPROXIMATELY ONE (1) TREE FOR EVERY FIFTY FEET OF ROAD FRONTAGE RIGHT-OF-WAY. TREES PLACED AT APPROXIMATELY FIFTY FOOT (50') ON CENTER SPACING MUST BE THE TYPE AND SIZE SPECIFIED IN CODE 5.7 LANDSCAPE STANDARDS OF THE CITY OF OXFORD LAND DEVELOPMENT CODE. EACH LOT OWNER WILL BE REQUIRED TO SHOW SIZE, TYPE, AND PLACEMENT FOR REVIEW BY THE CITY OF OXFORD FOR SITE PLAN APPROVAL.
2. TOTAL MITIGATION TREES REQUIRED: 244 2" TREES
LANDSCAPE PLAN (L-100) INCLUDES: 92 2" TREES
TREES REMAINING TO BE MITIGATED: 152 2" TREES
3. IT IS UNDERSTOOD THAT ANY TREES REMAINING TO BE MITIGATED MAY EITHER BE PLANTED WITHIN A ONE (1) MILE RADIUS OF THE SUBJECT PROPERTY OR A PAYMENT OF \$200 PER TREE MAY BE MADE TO THE CITY OF OXFORD'S TREE MITIGATION ESCROW ACCOUNT.

NO.	ISSUANCE AND REVISION DESCRIPTIONS	DATE	BY
0	SUBMITTED FOR REVIEW	10/08/2025	MH
1	ADDRESSED JURISDICTIONAL COMMENTS	12/23/2025	MH
2	GRADING REVISIONS PER CONTRACTOR COMMENTS	12/30/2025	MH

THE GROVE AT
GRAND OAKS
PHASE IX

DRAWN BY	LK
DESIGNED BY	RN
REVIEWED BY	OH
DATE	12/30/2025
PROJECT NO.	115584001
TITLE	
LANDSCAPE PLAN	
SHEET NUMBER	
L1-00	



THE CITY OF
OXFORD

MEMORANDUM

To: Board of Aldermen
From: Mark Levy
CC: Hollis Green
Date: January 20, 2026
Re: Consider Change Order No. 5 from Century Construction for the renovation to historic Oxford City Hall

Staff is requesting approval of Change Order No. 5 is for several owner requested items.

Below is a non-inclusive list of the additional materials and scope of work included in this change order:

- Added access controls on interior and exterior doors
- New LED lighting in basement hallway
- New door signage for office and public spaces
- Door and trim modifications
- Tile inlay modifications-1st floor restrooms
- Pressure assisted toilets-1st floor restrooms

The total amount for Change Order No. 5 is \$88,409.04. If approved, contract will increase from \$1,683,495.26 to \$1,771,904.30. In total, the final contract amount will have increased by 25% of the original contract amount, which is not uncommon for a major renovation on a historic building.

The substantial completion date is March 5, 2026.

Staff recommends approval.

Enclosure (1)

Change Order No. 5 from Century Construction



January 13, 2026

Mark Levy, Director of Special Projects
City of Oxford
107 Courthouse Square
Oxford, MS 38655

RE: Renovations to Historic Oxford City Hall
Oxford, Mississippi

Dear Mark:

Please see the attached Change Order No. 5 documenting the additional paint in the rear stairwell, new lighting in lower hallway and temporary clerk's offices, new ceiling tile in temporary clerk's offices, new door signage on the upper floor, access control additions, door and trim modifications, added tile inlay pattern, changing to pressure assisted toilets along with other miscellaneous items.

Should you have any questions or concerns, please feel free to contact me.

Thank you,
HOWORTH & ASSOCIATES ARCHITECTS

A handwritten signature in black ink that reads 'Jonathan Mattox'.

Jonathan Mattox, Architect

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Renovations to Historic City Hall

107 Courthouse Square
Oxford, MS 38655

OWNER: *(Name and address)*

City of Oxford
107 Courthouse Square
Oxford, MS 38655

CONTRACT INFORMATION:

Contract For: Renovations to Historic City Hall

Date: August 28, 2025

ARCHITECT: *(Name and address)*

Howorth Architects, P.A.
d/b/a Howorth & Associates Architects
800 North Lamar Boulevard, Suite 4
Oxford, MS 38655

CHANGE ORDER INFORMATION:

Change Order Number: 005

Date: January 13, 2026

CONTRACTOR: *(Name and address)*

Century Construction
705 Robert E. Lee Drive
Tupelo, MS 38802

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

See attached Century Construction Proposal.

The original was

\$ 1,412,000.00

The net change by previously authorized Change Orders

\$ 271,495.26

The prior to this Change Order was

\$ 1,683,495.26

The will be increased by this Change Order in the amount of

\$ 88,409.04

The new including this Change Order will be

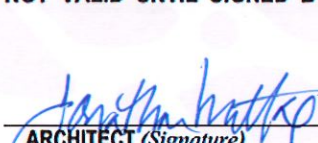
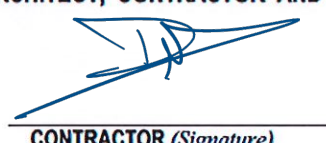
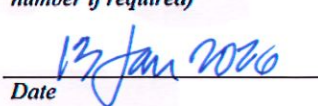
\$ 1,771,904.30

The Contract Time will be increased by Nine (9) days.

The new date of Substantial Completion will be March 05, 2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

 ARCHITECT <i>(Signature)</i> BY: Jonathan Mattox, Principal <i>(Printed name, title, and license number if required)</i>	 CONTRACTOR <i>(Signature)</i> BY: Dason Maloney, President of General Construction <i>(Printed name and title)</i>	 OWNER <i>(Signature)</i> BY: Honorable Robyn Tannehill, Mayor <i>(Printed name and title)</i>
 Date	01/13/2026 Date	 Date



CENTURY
construction

DATE: January 9, 2026
TO: Howorth & Associates; City of Oxford
RE: Oxford City Call Renovations
SECTION: See attached sheets
COR: # 5

We Propose To Complete the Following In Addition To The Original Contract:

All labor, material, equipment, tools, and accessories to perform the following work detailed on Change order 5 Scope:

- 1) Interior and exterior doors : \$9,807.00
- 2) Flooring : \$3,202.00
- 3) Ceiling work : \$5,808.00
- 4) Paint: \$3,000
- 5) Plumbing: \$1,308.00
- 6) Electrical : \$26,015.20
- 7) Access Controls : \$13,586.70
- 8) Interior Signs : 3,824.00
- 9) Supervision (9 days) : \$3,600.00
- 10) Trade Markup 10% : \$6,655.07
- 11) MPC tax & Insurance : \$4,066.82
- 12) Project Management / General conditions : \$7,536.45

(9) Calendar days are to be added to the contract duration.

Total Price: \$ 88,409.04

NOTES:

Price does not include additional parts or services that have not been listed above.
This quote expires 30 days from the above date.

Accepted

Date

705 Robert E. Lee Drive
Phone (662) 844-3331

Tupelo, Mississippi 38802
www.centurycg.com



Change Order 5 Scope

This change order includes all labor, work, and materials to complete the following scopes of work in accordance with revised drawings dated 12/22/2025

All work involved in this change order has been at the directive of the owners and architects laid out in OAC meetings throughout the month of December 2025.

1. Paint:

- Paint employee stair well in northwest corner of building including; walls, concrete floor, concrete steps, ceiling, window casings, doors, door frames, chair rail, hand rail, all other trim, and wainscoting.

2. Electrical:

- Replace current fluorescent fixture with new LED fixture in Northwest stairwell.
- Provide and install suspended light fixtures in offices 224 and 225.
 - i. These were to be LED lay in fixtures under original scope. Lay in ceiling and lighting were removed due to revealing plaster ceilings during demolition.
- Provide and install new suspended LED lighting in basement hallway.
- Provide and install LED lay in light fixtures in current temporary clerk's office.
 - i. 9 of these will be new fixtures, 4 fixtures will be relocated from basement hallway.
- Provide and install all new receptacles and light switches throughout the entire main level and lower levels not in original scope of work.
- Provide and install two additional lighted exit signs per fire marshal's directive during site walkthrough.
 - i. 1 at the top of the northwest stairwell
 - ii. 1 at the top of the "Visit Oxford" stairwell
- Provide and install 1 additional 2'x2' led lay in light fixture in office storage 201.
 - ❖ All electrical additions are assumed to fit into existing electrical panels without adding any new panels or service.

3. Additional tile work:

- Additional labor costs incurred for added intricate detail in floor tile boarder in main level bathrooms.
- Provide and install Ditra mat underlayment in main level bathrooms not in original plans or specifications.

4. Door Changes:

- Costs associated with procuring and expediting MDAH approved exterior doors.
- Provide and install 2 additional new doors and frames that were to be salvaged doors under the original contract requirements.

5. Access control additions:

- Provide and install 2 additional AC12 1 door controllers.
- Provide 3-year license, capacity increase to be renewed by owner.
- Provide and install 3 AC42 4 door controllers.
- Provide and install 8 multi-format, single gang card readers with keypads.
- Provide and install 2 TD63 conduit surface mounted intercoms.
- Provide and install 1 TD53 Conduit surface mounted intercom.

6. Ceilings:

- Demolish and dispose of ceiling tiles in temporary clerk's office.
- Provide and install new ceiling tiles in temporary clerk's office.
 - i. Ceiling tiles to match main level per specifications.
 - ii. Ceiling tiles will go into existing ceiling grid.

7. Door Signage:

- Provide all new signs for doors, rooms, and restrooms throughout entire top floor of building.
 - i. Top floor doors, rooms, and restrooms signs to be installed by owner.

8. Plumbing:

- Pricing increase for changing 6 toilets from standard flush to pressure assisted flushing toilets.



3200 HWY 45 NORTH, MERIDIAN, MS 39301

WWW.MITCHELLSIGNS.COM

PHONE: 601-482-7471 • 1-800-467-7471

QUOTE

Quote No.: 6307
Opportunity No.: 004013
Quote Date: 1/6/2026

Page: 1

SOLD TO:

CENTURY CONSTRUCTION
PO BOX 1366
TUPELO, MS 38801
US

JOB LOCATION:

OXFORD CITY HALL
107 COURTHOUSE SQUARE
, MS 38655
US

CUSTOMER #	SALESPERSON	QUOTE DATE	EXPIRATION DATE
17830	GLENN BURNEY	1/6/2026	2/5/2026

MITCHELL SIGNS, INC. (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

LINE	DESCRIPTION	Qty	Unit Price	Extended Price
1	Top Floor Interior Type 1 ADA Sign MFG/Install 6" x 6" ADA Room Signage.	20.0000	\$ 47	\$ 940
2	Top Floor Interior Type 2 ADA Sign MFG/Install 8" x 6" ADA Room Signage with 3" Window Insert. (Insert provided by Owner)	25.0000	\$ 91	\$ 2,275
3	Top Floor Conference Room ADA MFG/Install 6" x 6" Conference Room Signage with 1" Window Insert. (Inserts provided by Owner)	2.0000	\$ 84	\$ 168
4	Top Floor ADA Restroom Sign MFG/Install 8" x 6" ADA Restroom Signs. R1(Qty 1) R2 (Qty 1) R3 (Qty 2)	4.0000	\$ 63	\$ 252
5	Top Floor Non ADA RR Signs MFG/Install 6" x 6" Non-ADA Restroom Signs. R4 (Qty 1) R5 (Qty 1) R6 (Qty 1)	3.0000	\$ 63	\$ 189

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER FOR THE SUM OF:

Subtotal	3,824.00
Tax	TBD

TERMS: DOWN, BALANCE DUE ON COMPLETION

(INTEREST OF 1.5% PER MONTH WILL BE ADDED TO PAST DUE ACCOUNTS)

THIS PRICE DOES NOT INCLUDE ELECTRICAL HOOKUP, PERMITS, ENGINEERING OR TAX UNLESS SPECIFICALLY STATED.

***3% WILL BE ADDED TO ALL CREDIT CARD TRANSACTIONS**

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS. WORK WILL NOT BEGIN UNTIL DOWNPAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED.

SALESPERSON: GLENN BURNEY	DATE: 1/6/2026
ACCEPTED BY:	TITLE:

COMPANY INITIALS _____

78 of 115

CUSTOMER INITIALS _____



3200 HWY 45 NORTH, MERIDIAN, MS 39301

WWW.MITCHELLSIGNS.COM

PHONE: 601-482-7471 • 1-800-467-7471

QUOTE

Quote No.: 6307
Opportunity No.: 004013
Quote Date: 1/6/2026

Page: 2

SIGNATURE:

DATE:

Any alteration from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate to be paid by the purchaser. In the event of a breach of contract by purchaser, MITCHELL SIGN COMPANY will be entitled to attorney's fees in a court proceeding. All agreements are contingent upon strikes, accidents, or delays beyond our control. Purchaser is responsible for fire, tornado, and other necessary insurance upon above work. Workers compensation and public liability insurance on above work will be the responsibility of MITCHELL SIGN COMPANY.

R H PLUMBING, INC.
PO Box 86
Tupelo, MS 38802
Phone (662) 447-3213
Certificate of Responsibility No. 08089
Federal I.D No. 64-0810581
jmcclain@rhplumbinginc.com

December 12, 2025

Attn: Josh Purdon – Century

Re: Oxford City Hall

Change Order request for toilets

Price to change all new toilets from standard flush toilets to pressure assist toilets

Standard Toilets Credit \$912.00

Pressure Assistance Toilet \$2,220.00

Change Order request for \$1,308.00

Date:
01/06/2026

**PS/ SOW Change Order 2026 Courthouse
Main**

Prepared for:
City of Oxford

Quote #: 054052 Version: 1



Business Communications, Inc.

John McIntyre, Account Executive
442 Highland Colony Parkway
Ridgeland, MS 39157
Office: 601.898.1890 / 800.748.6317
Fax 601.898.1310
Email: jmcintyre@bcianswers.com
Website: <http://bcianswers.com/>

Proposal is valid through 2/5/2026 12:00:00 AM



Services		Price	Qty	Ext. Price
BCI-LABOR-PROJECT-FIXED-FEE	Fixed Fee Project Labor Fixed Fee Project Labor	\$3,240.00	1	\$3,240.00
		Subtotal:		\$3,240.00

Hardware		Price	Qty	Ext. Price
AC12-HW	AC12 1 Door Controller	\$559.30	2	\$1,118.60
LIC-AC-3Y-CAP	3-Year Door License, Capacity Increase	\$419.30	3	\$1,257.90
AC42-HW	AC42 4 Door Controller	\$1,259.30	3	\$3,777.90
AD64-HW	AD64 Multi-format, Single Gang Card Reader with Keypad	\$419.30	8	\$3,354.40
ACC-INT-COND-3	TD63 Conduit Surface Mount	\$279.30	2	\$558.60
ACC-INT-COND-2	TD53 Conduit Surface Mount	\$279.30	1	\$279.30
SHIPPING FEES	Shipping & Handling.		1	
		Subtotal:		\$10,346.70



PS/ SOW Change Order 2026 Courthouse Main

Quote Information:

Quote #: 054052
Version: 1
Delivery Date: 01/06/2026
Expiration Date: 02/05/2026

Bill To:

City of Oxford
107 Courthouse Square
Oxford, MS 38655
Chris Simmons
csimmons@oxfordms.net
(662) 232-2307

Ship To:

City of Oxford
107 Courthouse Square
Oxford, MS 38655
Chris Simmons
csimmons@oxfordms.net
(662) 232-2307



Quote Summary		Amount
	Services	\$3,240.00
	Hardware	\$10,346.70
	Total	\$13,586.70

Return Policy

All requests to return merchandise and/or materials purchased are subject to manufacturer's authorization and return policy. If purchased materials and/or merchandise is damaged, defective, and/or non-functional on arrival, customers have 30 days from date of invoice to request a return. All returned materials and/or merchandise must be complete with all manuals, cables, warranty cards, static bags, etc., just as the Customer received them. All other materials and/or merchandise can only be returned if the box and/or packaging has not been opened. Authorization of these returns are subject to the manufacturer's approval and are subject to a restocking fee.

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.



By signing this document, customer acknowledges that they have received and read a copy of the BCI General Customer Agreement and agrees to all the terms contained therein. This quote is valid through 2/5/2026 12:00:00 AM.

Customer signature and acceptance of this quote serves as authorization for BCI to procure the products and services detailed in the quote on behalf of the customer, and to invoice customer accordingly.

Pricing includes 3% discount for payments made by cash, check, or ACH.

BCI will generate an invoice for the customer when the hardware ships from the supplier.

City of Oxford

Business Communications, Inc

Accepted By:
Signature

Name

Title

Date

By:
Signature

Name

John McIntyre

Title

Account Executive

Date

January 06, 2026

John McIntyre, Account Executive

442 Highland Colony Parkway
Ridgeland, MS 39157

Office: 601.898.1890 / 800.748.6317

Fax 601.898.1310

Email: jmcintyre@bcianswers.com

<http://bcianswers.com/>



Jeff Bush <jbush@phelpselectric.net>

To  Josh Purdon



Submittal_OXFORD CITY HALL - NEW VISITORS CENTER_BOM 3 - OXFORD CITY HALL - NEW VISITORS CENTER_2025_12_12_V1.pdf 4 MB

Josh,

See the proposal and the submittals for the new fixtures (P2 and P3) for the change at Oxford City Hall.
Have a great weekend.

Phelps Electric proposes to include:

- All new devices and cover plates in main level not currently in scope
- All new devices and cover plates in current clerks office
- All new flat panel LED fixtures in the current clerks office (we will use some fixtures already on site)
- New linear lighting in lower level hallway - Type P2
- New linear lighting in the 2 offices in main floor - Type P3
- New C6 fixtures by stairwell
- New exit lights per fire Marshall (total of 2)

Requests 7 additional calendar days for this scope of work

Total: \$26,015.20

Best,

Jeff Bush

Phelps Electric

jbush@phelpselectric.net

O- 901-380-8021

C- 901-721-3567

6/26/25

**KC CONSTRUCTION, INC.
SPECIALTY PAINTING
P.O. BOX 295
FULTON, MISSISSIPPI 38843
662-862-9255 PHONE
662-862-9455 FAX**

To: Century Construction

RE: Oxford City Hall

This Bid Includes All Labor and Material for the Above Referenced Project. ***IF NOT SPECIFIED ON THIS BID, IT IS NOT INCLUDED***

INTERIOR

- To Paint Walls
- To Paint Gyp Ceilings
- To Paint Wood Base
- To Paint Wood Crown
- To Paint Wainscot
- To Paint Window Trim
- To Paint Doors and Frames
- To Paint Cabinets
- To Paint Wood Accent Wall
- To Paint Shelving
- To Paint Railing
- Lift Rental

EXTERIOR

- To Paint Awning
- To Paint Doors and Frames
- To Paint Fan Grill
- To Paint Concrete Steps

TOTAL \$53,870.00

ADD – To Paint Stairwell in Northwest Corner

- To Paint Walls
- To Paint Ceilings
- To Paint Windows
- To Paint Doors and Frames
- To Paint Chair Rail
- To Paint Railing
- To Paint Wainscot
- To Paint Epoxy Floor

Requests 3 calendar days for this scope of work

TOTAL \$ 3,000.00



DRYWALL

PLASTER

FLOORS

CEILINGS

DECEMBER 2, 2025

RE: OXFORD CITY HALL RENOVATIONS
OXFORD, MS
CHANGE ORDER

Requests 4 calendar days for this scope of work

ATTN: JOSH PURDON
CENTURY COSTRUCTION

WE PROPOSE TO FURNISH LABOR AND MATERIALS FOR THE FOLLOWING WORK:

ADD 2 X 4 ACOUSTICAL TILE IN 9 ROOMS IN EXISTING GRID: **ADD \$5808.00**

PLEASE FEEL FREE TO CALL WITH ANY QUESTIONS.

SINCERELY,

HAL MORGAN
ESTIMATOR



DRYWALL

PLASTER

FLOORS

CEILINGS

NOVEMBER 21, 2025

RE: OXFORD CITY HALL RENOVATIONS
OXFORD, MS
CHANGE ORDER

ATTN: JOSH PURDON
CENTURY COSTRUCTION

WE PROPOSE TO FURNISH LABOR AND MATERIALS FOR THE FOLLOWING WORK:

ADD LABOR FOR CERAMIC PATTERN: ADD \$812.00

PLEASE FEEL FREE TO CALL WITH ANY QUESTIONS.

SINCERELY,

HAL MORGAN
ESTIMATOR



DRYWALL

PLASTER

FLOORS

CEILINGS

DECEMBER 22, 2025

RE: OXFORD CITY HALL RENOVATIONS
OXFORD, MS
CHANGE ORDER

ATTN: JOSH PURDON
CENTURY COSTRUCTION

WE PROPOSE TO FURNISH LABOR AND MATERIALS FOR THE FOLLOWING WORK:

INSTALL DITRA MAT UNDER ALL CERAMIC FLOORING: **ADD \$2390.00**

PLEASE FEEL FREE TO CALL WITH ANY QUESTIONS.

SINCERELY,

HAL MORGAN
ESTIMATOR

11/25/25



OXFORD CITY HALL RENOVATIONS

EXTERIOR DOORS

Change Order Request

Original RV Ext Door Quote- \$4,895.00

Adjusted Trustile Ext Door Order- \$8,786.5

Total Change Order Request- \$3,891.5

Original RV Int Door Quote- \$11,900

Adjusted RV And Trustile Int Door Order- \$20,120

Total Change Order Request- \$8,220

Total requested for interior and
exterior doors \$12,111.5

Negotiated \$9,807.00

CHANGE ORDER BREAKDOWN						
MARK	FRAME WAS	FRAME IS	SLAB WAS	SLAB IS	TOTAL WAS	TOTAL IS
1	\$345.00	\$345.00	\$955.00	\$1,895.00	\$1,300.00	\$2,240.00
2	\$120.00	\$420.00	\$690.00	\$580.00	\$810.00	\$1,000.00
3	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00
4	\$120.00	\$120.00	\$690.00	\$580.00	\$810.00	\$700.00
5	\$70.00	\$70.00	\$690.00	\$570.00	\$760.00	\$640.00
7	\$70.00	\$70.00	\$670.00	\$560.00	\$740.00	\$630.00
8	\$70.00	\$70.00	\$690.00	\$570.00	\$760.00	\$640.00
11	\$100.00	\$100.00	\$1,340.00	\$1,120.00	\$1,440.00	\$1,220.00
13	\$150.00	\$150.00	\$1,430.00	\$1,090.00	\$1,580.00	\$1,240.00
15	\$345.00	\$345.00	\$840.00	\$1,835.00	\$1,185.00	\$2,180.00
16	\$640.00	\$640.00	\$1,770.00	\$3,525.00	\$2,410.00	\$4,165.00
17	\$150.00	\$150.00	\$1,390.00	\$2,270.00	\$1,540.00	\$2,420.00
20	\$70.00	\$70.00	\$470.00	\$2,350.00	\$540.00	\$2,420.00
21	\$70.00	\$70.00	\$470.00	\$2,350.00	\$540.00	\$2,420.00
22	\$60.00	\$0.00	\$435.00	\$0.00	\$495.00	\$0.00
23	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00
24	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00	\$0.00
28	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00
29	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00
33	\$70.00	\$70.00	\$470.00	\$2,350.00	\$540.00	\$2,420.00
35	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00
37	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00
38	\$70.00	\$70.00	\$470.00	\$2,350.00	\$540.00	\$2,420.00
					TOTAL DIFFERENCE	
					\$16,420.00	\$26,755.00

\$10,335

\$9,807 CO request.



THE CITY OF
OXFORD

MEMORANDUM

To: Board of Aldermen
From: Mark Levy
CC: Hollis Green
Date: January 20, 20226
Re: Permission to solicit proposals for vending services for City Hall and Development Services.

Staff is requesting authorization to solicit proposals for vending machine services for City Hall and Development Services.

This request is made in anticipation of the opening of the new Visitors Center in the basement of City Hall. Additionally, vending machines will serve City Hall and Development Services employees.

The proposed locations for the vending machines are outside the elevator on the basement level of City Hall and the kitchen at the Development Services Building.

Enclosure (1)

Request for Proposal
Vending Services at Oxford City Hall/Development Services



OXFORD

GENERAL
GOVERNMENT

REQUEST FOR PROPOSAL

Vending Machine Services at Oxford City Hall/Development Services

**107 Courthouse Square
Oxford, Mississippi**

Mayor

Robyn Tannehill

Board of Aldermen

Erin Smith, Ward I

Mark Hulse, Ward II

Brian Hyneman, Ward III

Kesha Howell-Atkinson, Ward IV

Preston Taylor, Ward V

Jason Bailey, Pro-Tem, Ward VI

Mary Margaret Crowe, Alderman At-Large

107 Courthouse Square
Oxford, Mississippi 38655

January 2026

REQUEST FOR PROPOSALS (RFP)

NOTICE is hereby given that the Mayor and the Board of Aldermen of the City of Oxford (hereinafter "the CITY") will receive sealed proposals (RFP) until the hour of 1:00 pm. local time on Thursday, March 5th at Oxford City Hall, 107 Courthouse Square, Oxford, Mississippi 38655 for **vending machine services for City Hall and Development Services buildings.**

Documents, including the full Request for Proposal, Specifications and Exhibits may be obtained in hard copy or electronic format by visiting www.oxfordmsbids.com For questions regarding the website or obtaining documents, you may contact Plan House at 662-407-0193.

Any questions related to the proposal should be directed in email to the Director of Special Projects prior to the deadline.

Mark Levy
Director of Special Projects
107 Courthouse Square
Oxford, MS 38655
(662) 236-1206

mlevy@oxfordms.net

Interested vending providers may submit a digital copy online at www.oxfordmsbids.com OR a single hard copy of their response marked "Request for Proposals –Vending Services City Hall/Development Services" to the City Clerk Office at Oxford City Hall on or before 1 p.m. on Thursday, 1:00 PM. Late submissions will not be accepted.

Advertise dates in the Oxford Eagle

Wednesday, January 28, 2026

Wednesday, February 4, 2026

A. Vendor Minimum Qualifications

The City of Oxford, Mississippi (hereafter, "THE CITY") is requesting proposals from qualified vendors to furnish, install, operate, maintain, and service food and beverage vending machines at two locations: Oxford City Hall, located at 107 Courthouse Square, and the Development Services Building located at 715 Molly Barr Road, Oxford, Mississippi 38655.

This procurement will be conducted using a Best Value selection method with commission-based revenue to the City.

B. Vending Machine Minimum Specifications/Desired features

The vending machine services proposal must describe all of the following content requirements:

1. Vending Machine Services: The machines must be stocked with a wide range of favorite food options including healthy snacks and beverages that the employees, visitors, patients and guests can enjoy throughout the day.
2. acks and b) cold drinks. The determination about how many of which type will be made by city staff.
3. Services: Machines installed and maintained at no cost to THE CITY; hassle-free for THE CITY, clean and reliable; scheduled service/response time within 24 hours; regular maintenance and prompt processing of refunds (reasonable within 5 business days), and with the latest technology to minimize empty coils.
4. Vending Equipment: Vendor will be responsible for the installation of and for all licenses fees, permits and costs associated with installation of vending equipment.
5. Vending Machine Payment Options: Vending machines must be able to accept cash, including coins, debit cards and standard credit cards and with chip reader: Visa, MasterCard, American Express, and Discover.
6. Vendor Flexibility: A vendor willing to customize the machine to always provide the right variety of nutritious products and quality service.
7. Commission and Incentives: Monthly commission payments are preferred but THE CITY will consider quarterly payments with electronic transmission and look for other incentives based on sales volume.
8. Inspector of Record (IOR): Vendor will be expected to work with the THE CITY IOR to finalize plans for the specific locations where the vending machines will reside.
9. Cost of start up: Vendor must state any initial cost of start up to THE CITY, if any, and be willing to negotiate with THE CITY plans of commission structure based on sales volume and covering startup costs.
10. Vending Machines Desired Features: Please review the items below and indicate in each column whether the relevant item is standard in the vending machine (Yes/No), accepts the types of payments, or if there is any other conditions which need to be considered which may add a cost to the services. If there are any costs or other conditions THE CITY should know about, please explain in full details in

the proposal.

<u>Description/Elements</u>	<u>Standard (Yes/No)</u>	<u>Cash (up to \$20 bills)</u>	<u>Credit Cards/Chip Reader Accepted</u>	<u>Other/Please insert details</u>
1. Snack machine – <u>Healthy Menu Offerings</u>				
2. Fresh food machine				
3. Cold drinks				
8. Vendor timeline/schedule for installation of vending machines				

C. Proposal Content

The goal of this RFP is for proposers to respond with a comprehensive proposal that includes the information requested from the vendor. Please see the complete required elements list below. Incomplete proposals and/or proposals provided after the proposal submission deadline, subject to THE CITY's discretion, will not be considered for the engagement.

List of elements that must be described in each proposal in response to the RFP:

1. Each proposal must provide full detail of the services to be furnished for a minimum contract term of three (3) years.
2. Technical Requirements
3. Product nutrition facts/labels.
4. Approach for refreshing and restocking (frequency of service visits).
5. Issuance of Refunds.
6. Equipment proposed including brochures, pictures and dimensions.
7. Power requirements for equipment or modifications needed for facility.
8. Cashless connection capabilities for equipment (timer or occupancy sensor).
9. Escalation Matrix.
10. Financing Arrangements (Commission Terms and Conditions for Payment).
11. Project Implementation.
12. Contractual Information: Sample Vendor's Agreement and Support/Maintenance Services.

D. Other Proposal Content Requirements

1) A complete pricing structure, identifying:

- a) A financial proposal responding to the information request including the commission payable to THE CITY per quantity of sales. The financial proposal will

include:

- i. Detailed commission percentage terms based on sale volumes per vending machine.
 - ii. Support and maintenance services.
- 2) An overview of the company's history including year originated, a summary of services specific to vending machine services, and any other important corporate information. Identify the office location that will oversee the implementation of an agreement with THE CITY. Identify key personnel that will provide the services and/or the Account Manager. Include experience and qualifications of key personnel. **Please keep proposals to no more than fifteen (15) pages, including qualifications. Please limit advertising or marketing material to an item for each vending machine type. Please submit one sample project for similar vending machine services which your company recently performed.**
- 3) A Certificate of Insurance of at least \$1,000,000 General Liability coverage per instance, and \$3,000,000 in aggregate; a copy of the complete insurance requirements is attached.
- 4) Furnish three (3) references of entities for which Vendor has successfully completed a project similar in scope.
- 5) All costs required for the preparation and submission of a bid shall be borne by the Responder.

E. Contractual Requirements

- 1) The term of the services must be for a minimum of three (3) years. **THE CITY** may terminate the Agreement without cause and without further liability by providing NINETY (90) days' written notice.
- 2) Please submit a sample of your company's standard Vending Machine Services agreement and support/maintenance service terms and any applicable outside of contract fully burdened Hourly Labor (standard and overtime) rates by personnel category;
- 3) If THE CITY requires some material revisions to the Vendor's standard contracts, Vendor will agree to negotiate with THE CITY to modify the terms to make them mutually acceptable.
- 4) Vendor shall ensure that no out of date products remain in machines. Expiration dates should be on each of the products offered for sale in the vending machine and should clearly show the month and the year of expiration. Vendor is responsible

for the disposal of expired products.

- 5) All food and beverage products must be delivered and placed in machines in their original wrappers or in a sanitized bulk dispenser that fits on the machine as a unit.
- 6) THE CITY reserves the right to request additional products that meet nutritional guidelines created by THE CITY during the term of a proposed agreement.
- 7) THE CITY is requesting high quality products that are not damaged, out of date or recalled. In the event the product is recalled, notify THE CITY immediately.
- 8) Equipment, Placement & Installation
 - a. Vendor is encouraged to provide equipment that is modern and of the latest machine technology, have bill-changing capabilities, credit card readers, be electrically efficient, quiet, have unit sales counting capabilities and be aesthetically acceptable to THE CITY. All selection buttons shall clearly display the product, package size and price for each item.
 - b. Vending equipment supplied will be the type approved or recognized by the National Sanitation Foundation, the National Automatic Merchandising Association or a recognized State or local health department or testing laboratory. Such equipment shall be inspected and approved by THE CITY at time of installation.
 - c. Vendor shall furnish, install, maintain, service, repair and/or replace the vending machines at no charge to THE CITY, unless otherwise agreed upon by the THE CITY.
 - d. THE CITY reserves the right to require machines be relocated to a different space within the same facility.
 - e. Machines will be the property of the Vendor which shall be responsible for maintenance, service, repair, and movement of machines. The Vendor will assume all responsibility for damages caused by neglect, vandalism or any other cause.
 - f. Machines shall be maintained and in proper working order at all times. The Vendor shall maintain the cleanliness of all vending machines. It is the responsibility of the Vendor to clean the inside and the outside of all vending machines during each service visit.
 - g. Upon expiration or termination of the contract, the Vendor must remove all

machines within ten(10) business days of notification by THE CITY.

- h. All food vending machines must comply with all federal, state, county and city codes.
- i. Modifications to building structure, electrical systems, plumbing, and any other part of the physical THE CITY building must be authorized, reviewed and approved by the THE CITY.
- j. All machines vending perishable foods shall have a lock on the power cord plug to prevent accidental or intentional disconnection.
- k. Vending machines must be properly wired, anchored and grounded to prevent electrical shock and must comply with applicable federal, state, and local codes and standards.

9) Service and Repairs

- a. At a minimum, service calls must be addressed within two (2) business days and repair or replacement of non-functional machines must be addressed within two (2) weeks of notification.
- b. The names and telephone numbers of service personnel shall be provided with the proposal and affixed to each machine located in a visible place. THE CITY reserves the right to terminate the contract if Vendor does not respond to service calls for inoperative machines, and machines are not maintained and kept in working order, and malfunctioning machines are not replaced or repaired in accordance with proposed response times.
- c. Restocking, collection of monies and preventive maintenance on all machines shall be done between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday (excluding THE CITY holidays which are all the Federal holidays except for Columbus Day and Veterans Day).
- d. Vendor shall have a written refund policy including a timeline for refunds to be issued. Each vending machine shall have contact information for refund on damaged goods or when customers do not receive product for their money due to a malfunction of the machine. **Please submit a copy of your company's Refund Policy with your proposal.**

10)Service Performance

- a. THE CITY and Vendor shall meet, on an annual basis or as-needed, to review sales and modify product selection if necessary. A designated THE

CITY representative will notify the Vendor of any service deficiencies including, but not limited to:

- i. Failure to respond to service calls in a timely manner - within two (2) business days.
 - ii. Machines are not maintained or kept in working order.
 - iii. Malfunctioning machines are not repaired or replaced within two (2) weeks.
 - iv. Expired food is not removed or products are not being rotated.
 - v. Failure to maintain compliance of machines per any applicable THE CITY beverage and nutritional standards.
- b. The Vendor's escalation matrix shall be utilized for any identified deficiencies. If repeated deficiencies occur over a period of thirty (30) days, THE CITY shall give a written cure notice to the Vendor stating the deficiencies. Unless deficiencies are corrected within thirty (30) days, after the date Vendor is notified by THE CITY of such deficiencies, THE CITY reserves the right to terminate the contract immediately.

11) Damages / Responsibility for Work. The Vendor shall be responsible for all damages to people and/or property arising out of the Vendor or Vendor's employees' performance of this work. Any such damage must be reported immediately to THE CITY.

12) Account Manager and Escalation Matrix. Vendor shall assign an Account Manager to the THE CITY account who is able to maintain open and timely communication with THE CITY staff at all times, who can be reached during normal business hours and who will be responsible for passing special instructions on to workers in the event of an employee or facility emergency. The Account Manager will establish a communication plan for after hours' emergencies. The Account Manager will be solely responsible and accountable for the quality of work, providing supervision and addressing disciplinary issues that may arise in connection with its workers. The Account Manager must be directly reachable by telephone or email. An answering service or answering machine is not acceptable. The escalation matrix shall be used in the event the Account Manager is not available or is unable to resolve an issue to THE CITY's satisfaction. If changes are made, a revised matrix must be submitted to THE CITY with the most current contact information.

13) The agreement is not exclusive, and THE CITY has the right to enter into agreements with other firms for additional services.

- 14) Commission will be based on volume of sales. If THE CITY requests additional resources, the agreement may be amended to increase the commission amount based on the THE CITY request. Payment for Commission will be based on a monthly consumption and payment schedule will be negotiated by the parties as part of the terms of the agreement. Final Acceptance is defined as the determination by THE CITY that the Vending machines meet all requirements and is in full operation, user acceptance testing is complete, and all documentation/manuals have been delivered to THE CITY.

F. RFP Submission and Selection Process

1. This RFP establishes the criteria and procedures for submitting proposals in response to the RFP. It is the duty of each Proposer to thoroughly review the entire RFP, including all Attachments, Exhibits, and Addenda thereto, for terms, conditions, and requirements that are included throughout this RFP. The evaluation of proposals is described in this Section Proposal Evaluation. THE CITY may, at its sole discretion, cancel this RFP and reject all submissions. THE CITY shall not be liable for any costs incurred by any Proposer in connection with the preparation, submission, or presentation of any Proposal. THE CITY's recommendation for Contractor selection may be subject to final approval by THE CITY's Board (the "Board") authorizing THE CITY to enter into an Agreement.
2. **Selection Process/Evaluation Categories and Maximum Points Table.**
Please refer to Sample Evaluation Form attached.
3. **RFP Timeframe:** The following schedule sets forth key events and completion dates in the procurement and contracting process. As part of its participation in the Vendor selection process, each Proposer acknowledges, agrees and commits to adhere to the key events and completion dates set forth. These dates may be changed at any time as determined by THE CITY without liability. Should the Proposer fail to comply with activities or adhere to the dates indicated in this Section 3 (Schedule of Events) or any Addendum to this RFP, such failure may be deemed as Proposer's withdrawal from the RFP process.

RFP Timeframe:

<u>Schedule of Events</u>	<u>Due Date</u>
RFP Advertise Dates	January 28, 2026 February 4, 2026
Questions about the RFP must be submitted in writing and are due	February 16, 2026
Response to Questions (if any)	February 23, 2026

Completed proposals are due by 1:00 pm	March 5, 2026
THE CITY expects to make a decision on or by	March 17, 2026
Projected Contract start date	April 2, 2026

Interested Proposers must submit the proposal in searchable PDF format only to:

Vending Services City Hall/Development Services
 Attn: Mark Levy
 107 Courthouse Square
 Oxford, MS 38655

Submit RFP online at www.oxfordmsbids.com

4. **RFP Communications:** Proposers who have questions regarding the RFP, must submit them via email to Mark Levy at mlevy@oxfordms.net

G. THE CITY Procedures, Terms and Conditions:

1. THE CITY reserves the right to accept or decline any and all responses or any portion or combination thereof and award at its sole discretion.
2. Confidentiality - THE CITY is a governmental authority and this proposal, documents and work products will be available to the public upon request.

A Proposer may not designate its entire Proposal as confidential nor may a Proposer designate its Cost Proposal as confidential. THE CITY will not honor such designations and will disclose submittals so designated to the public.

If Proposer requests that THE CITY withhold from disclosure information identified as confidential, and THE CITY complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless THE CITY from and against all damages (including but not limited to attorneys' fees that may be awarded to the party requesting the Proposer information), and pay any and all costs and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue, or maintain any legal action against THE CITY or its directors, officers, employees, or agents concerning the withholding from disclosure of Proposer information.

If Proposer does not request that THE CITY withhold from disclosure information identified as confidential, THE CITY shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to THE CITY.

3. **Conflict of Interest:** The responders' warrant that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to conflict of interest. A conflict of interest exist when there is a relationship with other persons, which makes a vendor unable or potentially unable to render impartial or advice to THE CITY, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after being awarded the contract and conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Contract Administrator. If a conflict of interest is determined to exist, THE CITY may, at its discretion, cancel the contract.
4. **Amendment to RFP:** THE CITY reserves the right to amend, supplement, modify, or otherwise change any provision or part of this RFP, and/or the required schedule of events at any time prior to execution of a final written agreement between THE CITY and the successful Proposer, without any liability or obligation to Proposer. Any such change shall be in the form of an Addendum to this RFP, except for changes to Exhibit A (Required Agreement) approved by THE CITY. Each Addendum shall become part of this RFP. Each Addendum shall be made available to each person or organization that THE CITY records indicate has received this RFP. Should any Addendum require from Proposer additional information not previously requested a Proposal's failure to address the requirements of such Addendum may result in the elimination of the Proposal for consideration.
5. THE CITY may select some respondents, but not necessarily all, to continue the discussion regarding entering into a formal business relationship for vending machine services. THE CITY has the sole right to determine what firm it desires to engage, which determination will be based on THE CITY's evaluation of the criteria described herein, and the decision may not go to the lowest priced proposal. Notwithstanding any other provision of this RFP, this RFP is a solicitation for proposals only and is not an offer to enter into a contract. This RFP is not, and shall not be, considered an "agreement to negotiate." This RFP in no way constitutes an agreement between THE CITY and any Proposer or recipient of this RFP. No agreement or other binding obligation on THE CITY is implied or will occur unless and until a valid and binding Agreement is approved as required by THE CITY policy and procedures to establish a legally binding contract.
6. THE CITY reserves the right to cancel this RFP in whole or in part, at its sole discretion, at any time before the Agreement is fully executed. This RFP does not commit THE CITY to award an Agreement, to pay any costs incurred by Proposers in the preparation of their proposals submitted in response to this RFP, or to procure or contract for services. THE CITY reserves the right to modify or cancel in whole or in part this RFP, to reject any and all proposals, to accept the proposal it considers most favorable to THE CITY's interest at its

sole discretion, and to waive irregularities or informalities in any proposal or in the proposal procedures. THE CITY further reserves the right to reject all proposals and seek new proposals when THE CITY considers such a procedure to be in its best interest.

7. Upon THE CITY selection of a Vendor, a contract will be completed, which includes the applicable proposal language, pricing and payment terms, the obligations of the parties, time frames and other important requirements. **The estimated start date of the contract is April 1, 2026.**

If you have any questions regarding this RFP please submit them via email to Mark Levy.

Sincerely:

Mark Levy
Director of Special Projects
The City of Oxford
Oxford, MS 38655
mlevy@oxfordms.net

(662) 236-1206

EXHIBIT A
BID ACKNOWLEDGEMENT CITY OF OXFORD FOR
Vending Machine Services

City of Oxford (City) is soliciting bids from qualified firms to furnish its requirements per the specifications, terms and conditions contained in the above referenced review. This Bid Acknowledgement must be completed, signed by a responsible officer or employee, dated and submitted with the bid response. Obligations assumed by such signature must be fulfilled.

1. Preparation of bids: (a) All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing bid. (b) Quote price as specified in REVIEW. No alterations or changes or any kind shall be permitted to Exhibit B, Bid Form. Responses that do not comply shall be subject to rejection in total.
2. Taxes and freight charges: (a) Unless otherwise required and specified in the REVIEW, the prices quoted herein do not include Sales, Use or other taxes. (b) No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose, except taxes legally payable by THE CITY, will be paid by THE CITY unless expressly included and itemized in the bid.
3. Award: (a) Unless otherwise specified by the Vendor or the REVIEW gives notice of an all-or-none award, THE CITY may accept any item or group of items of any bid. (b) Bids are subject to acceptance at any time within one hundred and twenty (120) days of opening, unless otherwise specified in the REVIEW. (c) A valid, written contract mutually negotiated by the parties e-mailed to the successful Vendor within the time for acceptance specified in the REVIEW time frame. h e a l t h
4. Patent indemnity: Vendors who do business with THE CITY shall hold THE CITY, its officers, agents and employees, harmless from liability of an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order, if applicable.

5. Rights and remedies of THE CITY for default: (a) In the event any item furnished by Vendor in the performance of the contract or purchase order, if applicable, should fail to conform to the specifications therefore, THE CITY may reject the same, and it shall thereupon become the duty of Vendor to reclaim and remove the same forthwith, without expense to THE CITY, and immediately to replace all such rejected items with others conforming to such specifications; provided that should Vendor fail, neglect or refuse so to do THE CITY shall thereupon have the right to purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any moneys due or that may there after come due to Vendor the difference between the prices named in the contract or purchase order, if applicable, and the actual cost thereof to THE CITY. In the event that Vendor fails to make prompt delivery as specified for any item, the same conditions as to the rights of THE CITY to purchase in the open market and to reimbursement set forth above shall apply, except when delivery is delayed by fire, strike, freight embargo, or Act of God or the government. (b) Cost of inspection or deliveries or offers for delivery, which do not meet specifications, will be borne by the Contractor. (c) The rights and remedies of THE CITY provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.
6. No guarantee or warranty: THE CITY makes no guarantee or warranty as to the condition, completeness or safety of any material or equipment that may be traded in on this order.
7. The undersigned acknowledges receipt of above referenced REVIEW and/or Addenda and offers and agrees to furnish the articles and/or services specified on behalf of the Vendor indicated below, in accordance with the specifications, terms and conditions of this REVIEW and Bid Acknowledgement.

Firm:
Address:
State/Zip
What advertising source(s) made you aware of this REVIEW?

By: _____

Date_____

Phone_____

Printed Name and Title Signed Above:

EXHIBIT B
REFERENCES CITY OF OXFORD FOR
Vending Machine Services

CURRENT REFERENCES

Respondents are to provide a list of three (3) current clients in the area provided below. References shall be provided as required per the REVIEW specifications, terms and conditions. References should have similar volume and requirements to those outlined in these specifications, terms and conditions.

THE CITY may contact some or all of the references provided in order to determine the Vendor's performance record on work similar to that described in this request. THE CITY reserves the right to contact references other than those provided in the response and to use the information gained from them in the evaluation process.

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
Type of Business:	
Dates of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
Type of Business:	
Dates of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
Type of Business:	
Dates of Service:	

EXHIBIT C
SAMPLE PROPOSAL EVALUATION FORM CITY OF OXFORD
FOR
Vending Machine Services

Vendor Name:

Evaluated By:

A.	Completeness of Response	Pass/Fail		
		Weight	X Rating	= Points
B.	Technical Requirements	10		
C.	Products nutrition	20		
D.	Approach for refreshing and restocking /Visits	15		
E.	Equipment	10		
F.	Cashless Connection Capabilities for equipment	10		
G.	Escalation Matrix	5		
H.	Financing/Commission - Payment	20		
I.	Project Implementation	5		
J	Local, Minority, Women Owned or Disadvantage Business	5		
Sub-Total				
Evaluation Total				

5 = Excellent
4 = Above Average
3 = Average
2 = Fair
1 = Poor

This sample proposal evaluation form is provided for information only. The form used by THE CITY to evaluate proposal is subject to change at THE CITY' sole discretion.



MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

From: John Crawley, P.E., City Engineer

CC: Hollis Green, COO / Rob Neely, P.E.

Date: January 20, 2026

Re: Professional Services Agreement, Daniels & Associates, Inc., For Preliminary Engineering Services Associated with the Installation of a New Water Main Along Old Taylor Road

The Finn Development, proposed for the area at the west end of Landas Road off of Old Taylor, will require an upgrade to the existing water main along Old Taylor Road from Chucky Mullins Drive to Landas Road. The main will need to be up sized from 8" to 16". The owner / developer of the Finn will be responsible for the costs associated with this work. An agreement will be drafted between the city and the owner outlining the specific responsibilities of each party. The owner will be responsible for putting the money in escrow that would be necessary for the city to design, advertise, bid, and construct the project.

In order to expedite the process, Engineering is requesting the city go ahead and enter into an agreement with Daniels and Associates, Inc. for the preliminary engineering of the project.

**AGREEMENT BETWEEN OWNER AND ENGINEER
FOR
ENGINEERING SERVICES**

THIS IS AN AGREEMENT effective as of January 20, 2026, by and between **DANIELS & ASSOCIATES, INC.**, hereinafter called the **ENGINEER** and the **CITY OF OXFORD**, hereinafter called the **OWNER**. The Owner and the Engineer in consideration of their mutual covenants as set forth herein agree as follows:

WHEREAS, the Owner intends to upgrade water distribution piping along Old Taylor Road from Chucky Mullins Drive to Landas Road,

WHEREAS, the Owner desires to engage the Engineer to provide technical and professional services as described hereinafter, and,

WHEREAS, the Engineer does hereby agree to perform said professional and technical services for the Owner.

NOW THEREFORE, the parties do hereto mutually agree as follows:

1.0 Employment of Engineer:

The Owner hereby agrees to employ the Engineer, and the Engineer hereby agrees to perform the technical and professional services set forth hereinafter in connection with engineering and consulting services as required to perform "Facilities Design" and "Construction Engineering & Observation" for construction of water distribution facilities, more specifically described as follows:

- 1.1 Installation of approximately 2,300 linear feet of 16" diameter ductile iron water main and appurtenances along Old Taylor Road.

2.0 Scope of Services:

The Engineer shall do, perform, and carry out in a diligent and competent manner the technical and professional services necessary to provide the services set forth below. Engineering and/or consulting services which the Engineer will perform and assist the Owner in performing will include the following as they relate to items described in Section 1.1 above:

- 2.1 Performing all necessary design work, calculations, drafting, and related matters necessary to prepare detailed construction plans, specifications, and preliminary and final construction estimates.
- 2.2 Obtaining all required regulatory agency approvals, including the Mississippi State Department of Health.
- 2.3 Advertising the project for bids in the various construction advertisement media; attending the pre-bid conference and bid letting, tabulating bid proposals, analyzing bids and making recommendation(s) to the Owner for awarding construction contract(s).
- 2.4 Interpreting the intent of the plans and specifications to protect the Owner against defects and deficiencies in construction on the part of the contractor(s). The Engineer shall not guarantee the performance by any contractor.
- 2.5 Providing on-site observations of the work of the contractor(s) as construction progresses on a part-time basis. The Engineer does not guarantee the performance of the contractor(s) by the Engineer's performance of on-site observations. The Engineer's undertaking hereunder shall not relieve the contractor(s) of their obligation to perform the work in conformity with the plans and specifications and in a workmanlike manner, and furthermore shall not make the Engineer an insurer of the contractor(s) performance, and shall not impose upon the Engineer any obligation to see to it that the work is performed in a safe manner.
- 2.6 Final inspection of all construction and submission of record drawings and full documentation and certification required by the Department of Health.
- 2.7 No work will be performed outside the Scope of Services without written notice and agreement of terms.

3.0 Compensation for Engineering Services:

The Owner shall compensate the Engineer for all Facilities Design and Construction Observation Services rendered under this agreement a lump sum fee in an amount equal to 10% of construction costs.

The Engineer will submit monthly or periodic invoices to the Owner requesting payment. Such requests will be based upon the amount and value of work and services performed by the Engineer to date. The Owner will pay the Engineer the full amount of said invoices within 30 days after the date of the invoice. Failure to pay the amount due within 30 days will be just cause for the Engineer to cease work on the project.

The Engineer's services and compensation under this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion. The Engineer's obligation to render services hereunder will be for a period which may reasonably be required for completion of said services.

4.0 Performance and Completion:

The performance of engineering services to be provided as described in Section 1.0 of this agreement shall commence beginning or after the execution of this Agreement and shall be completed within ninety (90) days after completion of all construction.

5.0 Amendments to Agreement for Engineering Services:

Changes to this document may be made by written Supplemental Agreement executed by the Owner and the Engineer.

6.0 Termination of Agreement:

The obligation to provide further services under this Agreement may be terminated by either party upon 30 days written notice if said party has just cause or in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

6.1 The Owner may, upon seven (7) days written notice, terminate this agreement if the Owner believes that the Owner is being provided with poor, untimely and/or unsatisfactory work by the Engineer or if the Owner is generally dissatisfied with the work and/or performance of the Engineer.

6.2 The Engineer may, upon seven (7) days written notice, terminate this agreement if the Engineer believes that the Engineer is being requested by the Owner to furnish or perform services contrary to the Engineer's responsibilities as a licensed professional or if there is a major change in the original scope of services supplied to the Owner. The Engineer shall have no liability to the Owner after such termination.

6.3 If such termination takes place, the Owner shall, without prejudice to any other rights or remedies, have the right to complete the work using another Engineer. The Owner shall have all rights to the work and or data that has been completed to the date of termination. If transfer of electronic files is required, the Engineer will not be held liable for any changes made by the Owner or any future consultants.

6.4 The Engineer shall be compensated with an equitable adjustment to the originally agreed upon price for all work completed or services performed by the Engineer to the date of the notice of termination of the agreement. All other conditions of the agreement shall remain as is.

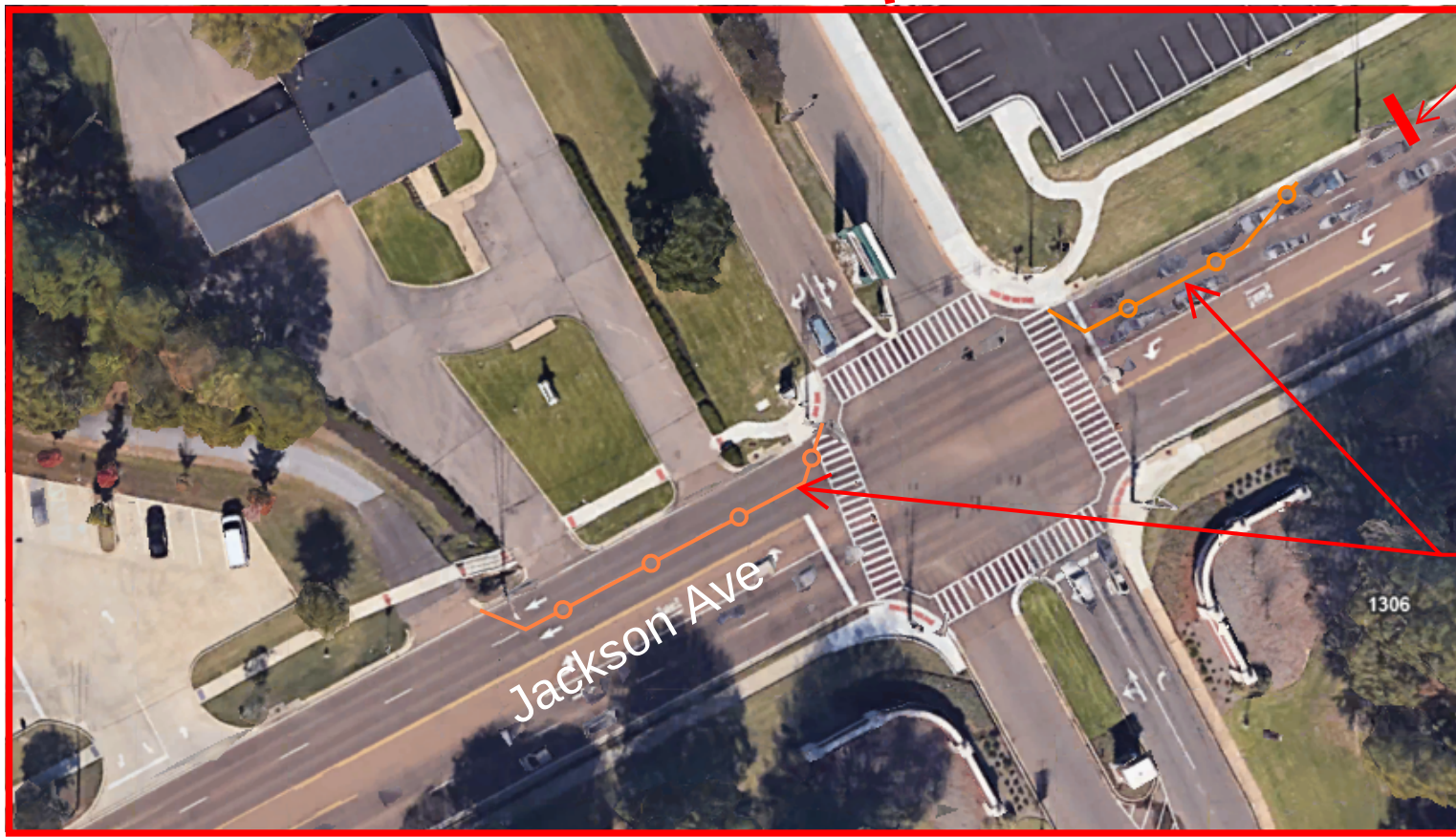
IN WITNESS WHEREOF, the **OWNER** and the **ENGINEER** have executed this
AGREEMENT under the laws of the State of Mississippi as of this the 20th day of
January 2026.

CITY OF OXFORD

DANIELS & ASSOCIATES, INC.

By: _____
ROBYN TANNEHILL, MAYOR
City of Oxford
107 Courthouse Square
Oxford MS 38655

By: 
DAVID G. DANIELS, PRESIDENT
Daniels & Associates, Inc.
PO Box 1056
Oxford MS 38655



Lane Closed
Ahead Sign

Temporary traffic
cones/barrels



MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

From: John Crawley, P.E., City Engineer

CC: Hollis Green, COO

Date: January 20, 2026

Re: Request Permission to Install a Lane Closure, West Jackson Avenue
at The Overlook Development Near Fraternity Row

Montgomery Martin Contractors, the contractor for the Overlook Development, has requested permission to install a temporary outside lane closure on West Jackson Avenue in the area of their property to allow for concrete work at the proposed driveway access into the site.

Montgomery Martin would like to request approval to perform this work during the timeframe of January 22nd-January 27th, on a day where temperatures would allow for concrete placement. They plan to finish within four hours on the same day. The contractor will be responsible for all traffic control implementation including barrels, and flagmen.