THE CITY OF
OXFORD

AGENDA

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, November 04, 2025 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).

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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 Meeting on October 21, 2025. (Ashley Atkinson)

     Attachments
     1. Draft_10212025_minutes.pdf
   - 2.b. Request permission to approve the accounts for all city departments. (Ashley Atkinson)
   - 2.c. Request permission to approve an engagement letter from Franks, Franks, Wilemon, and Hagood CPAs for the FY 2025 and FY 2026 audits. (Ashley Atkinson)

     Attachments
     1. Signed_engagement_letter_11042025.pdf

3. Consider the consent agenda:
   - 3.a. Fixed Asset Management:
     - i. Request permission to declare a Stihl BT45 Auger with SN 288400010 and asset tag 2666 surplus in the Landscape Department and authorize its disposal. (Nick Matthews)
     - ii. Request permission to transfer a list of equipment from the Environmental Services Department to the Landscape Department. (Amberlyn Liles)
     - iii. Request permission to declare a 2001 school bus with VIN 1HVBRAAL81A911518 surplus in

the City Shop Department and authorize its disposal. (Michelle Robinson)

Attachments
1. Landscape_surplus.pdf
2. Transfer Form - 1632.pdf
3. Transfer Form - 2150.pdf
4. Transfer Form - 2273.pdf
5. Transfer Form - 3265.pdf
6. Transfer Form - 3380.pdf
7. Transfer Form - 3462.pdf
8. Transfer Form - 4138.pdf
9. Transfer Form - 5578.pdf
10. Transfer Form - 6472.pdf
11. Transfer Form - 6481.pdf
12. Transfer Form - 8514.pdf
13. Surplus_form_old_bus.pdf

3.b. Human Resources:

i. Request permission to promote Hillary Smith to Sergeant, with a new annual salary of $70,061.84, to promote Benjamin Hamilton to Captain, with a new annual salary of $81,382.06, and to promote David Sabin to Captain, with a new annual salary of $81,382.06 in the Oxford Police Department. All of these promotions are effective November 13, 2025. (Braxton Tullos)
ii. Request permission to hire Gage Maness as a PACE Officer in the Oxford Police Department, with an annual salary of $41,460.84. (Braxton Tullos)
iii. Request permission to approve a voluntary demotion for Sarah Scott from Full- time Communications Officer to Part- time Communications Officer in the Oxford Police Department, with a new hourly rate of $20.00. (Braxton Tullos)
iv. Request permission to hire Kevin Purdon as an Associate Turf Grass Manager in the mTrade Park Department, with a new annual salary of $54,528.00. (Braxton Tullos)
v. Request permission to promote Jordan Slate from Sports Turf Manager to Maintenance Supervisor in the mTrade Park Department, with a new annual salary of $58,500.00. (Braxton Tullos)
vi. Request permission to accept the resignation of Kenny House in the Oxford Utilities-Water & Sewer Division, effective November 4, 2025. (Braxton Tullos)
vii. Request permission to approve volunteers for the Oxford ARC. (Kelli Briscoe)

3.c. Miscellaneous:

i. Approve a Proclamation for World AIDS Day on December 1, 2025.
ii. Approve a Proclamation for the United States Postal Service.
iii. Request permission to deny Ryan Edwards Necaise's application as a Driver for Oxford Pedicab, LLC. (Jeff McCutchen)
iv. Request permission to approve the water and sewer adjustments as per the Oxford Utilities Adjustment Policy. (Rob Neely)
v. Request permisson to approve donations for the benefit of the Oxford ARC. (Kelli Briscoe)

Attachments
1. 2025 WAD Proclamation Draft (1)79.pdf
2. USPSOxfordProclamation2025.pdf
3. Taxi_driver_denial.pdf
4. 110425 Agenda Items.pdf

3.d. Travel Requests:

i. Request permission for an alderman to attend the 2025 Mid-Winter Legislative Conference on January 13-15, 2025 in Jackson, MS at an estimated cost of $1,200.00. (Ashley Atkinson)
ii. Request permission for three employees to attend the USSSA National Convention on November 17-20, 2025 in Kansas City, MO at an estimated cost of $4,900.00. (Brad Freeman)
iii. Request permission for one employee to attend Active Shooter Instructor training on November 9-11, 2025 in Pearl, MS at no cost to the city. (Jeff McCutchen)

iv. Request permission for one employee to attend SFST training on November 4-6, 2025 in Southaven, MS at no cost to the city. (Jeff McCutchen)
v. Request permission for one employee to attend Dispatch Violence Training on December 11, 2025 in New Albany, MS at an estimated cost of $150.00. (Jeff McCutchen)
vi. Request permission for one employee to attend FBI-LEEDA Executive Leadership Institute on December 15-19, 2025 in Senatobia, MS for an estimated cost of $795.00. (Jeff McCutchen)
vii. Request permission for two employees to attend Proactive Social Media Investigators on December 12, 2025 in Oxford, MS at no cost to the city. (Jeff McCutchen)
viii. Request permission for an employee to attend the Code Academy in Mobile, AL on December 7-12, 2025 at an estimated cost of $2,100.00. (Johnathan Mizell)

4. Regular Agenda: Other Departments

4.a. Request permission to approve an amendment to the e-Subpoena Program and a Judge's Order for Procedures for the Oxford Police Department and the Oxford Municipal Court. (Nickie Denley)

Attachments
1. BOA MEMO- ECOURT-GENERAL ORDER.pdf
2. GENERAL ORDER-BOUTWELL.pdf
3. TENANT QUOTE.pdf

5. Regular Agenda: Development Services-Planning Department

5.a. Third Reading and Vote on a Proposed Ordinance amending the Zoning Map for Case #3256 by Blackburn Holdings, LLC (David Blackburn), to rezone +/- 324 acres of property located on MS Highway 7, MS Highway 30, and Charger Lane, being further identified as PPINs #3520, #3531, #4425, #4506 & #4635. (Ben Requet)

Attachments
1. 3256 MBoA Third Reading.pdf

5.b. Request for City Utilities which would normally include a Site Plan Approval and a Special Exception as provided in Section 5.6 Building Façade for Case #3274, York Developments (Bennett York) for 'Space Box Flex Space', for property located at County Road 101 (PPIN #3457) (James Hirsch)

Attachments
1. 3274 MBoA.pdf

6. Regular Agenda: Special Projects

6.a. Request permission to advertise for bids for a Platform Skylift for the OUT Maintenance Shop. (Donna Zampella)

6.b. Consider a proposal from Brown Insurance/EMC for the City of Oxford's property insurance. (Mark Levy)

Attachments
1. Consider proposal for property and casualty insurance for the City of Oxford.pdf

6.c. Consider Change Order No. 4 from Century Construction for the Renovations to Historic City Hall Project. (Mark Levy)

Attachments
1. Consider Change Order No. 4 with Century Construction for the renovation to the Historic City Hall.pdf

6.d. Request permission to advertise for bids for the Conference Center Lighting Renovation Project. (Mark Levy)

Attachments
1. Request Permission to advertise for bids for the Conference Center lighting renovation project.pdf

6.e. Request permission to approve a professional services contract with McCarty Architects for the Renovations at the Development Services Annex Building. (Mark Levy)

Attachments
1. 25070 Design Fee 03NOV25.pdf

7. Regular Agenda: Development Services-Engineering Department

7.a. Request permission to approve the invoices for the emergency sewer repairs on Fudgetown Road. (John Crawley)

Attachments
1. Engineering and Street Invoices - 10.24.25.pdf

7.b. Second reading and Public Hearing for proposed ordinance changes to Article IV, Sections 114-39, 118, and 119, Code of Ordinances. (John Crawley)

Attachments
1. Memo - Second Reading of Proposed Changes to Article IV Sections 114-39, 118, and 119 - Combined.pdf

7.c. Consider Change Order No. 1 and Payment Application No. 2 for the South Lamar Boulevard Pedestrian Improvements Project. (John Crawley)

Attachments
1. Memo - Change Order No. 1 and Pay App 2 for South Lamar Blvd Ped Project - Combined.pdf

7.d. Consider a request from Oakmont Oxford, LLC to release Performance Bond 4462067 for the asphalt and striping in Seminole Bluff Subdivision (Villa West, Phase 2). (John Crawley)

Attachments
1. Memo - Request to Release Performance Bond for Asphalt and Striping - Combined.pdf

7.e. Consider a request from Oakmont Oxford, LLC to release Performance Bond 4462068 for the sidewalk for Seminole Bluff Subdivision (Villa West, Phase 2). (John Crawley)

Attachments
1. Memo - Request to Release Performance Bond for Sidewalks - Combined.pdf

7.f. Consider Change Order No. 1 to relocate Contract A - Anderson Road Wells No. 3 and No. 4 to mTrade Park. (John Crawley)

Attachments
1. Memo-Approve a Change Order for Relocating Anderson Road Contract A to Mtrade Park.pdf

7.g. Request permission to reject the bid of UNIVAR KENT for Hydrofluorosilic Acid and accept the next lowest bid from BRENNTAG for the 2025-2026 Material Bids in relation to the Water and Wastewater Treatment Chemical Section. (John Crawley)

Attachments
1. Memo - Material Bids 25-26 Request to Reject Univar Kent Bid for Hydrofluorosilic Acid - Combined.pdf

8. Regular Agenda: Closing the Meeting

8.a. Consider an executive session.

8.b. Adjourn.

MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, October 21, 2025 at 05:00 PM

City Hall Courtroom

1. Opening the Meeting

1.a. Call to Order.

The Regular Meeting of the Mayor and Board of Aldermen of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 5:00pm on Tuesday, October 21, 2025, in the courtroom of Oxford City Hall, when and where the following were present:

Robyn Tannehill, Mayor
Erin Smith, Alderman Ward I
Mark Huelse, Alderman Ward II
Brian Hyneman, Alderman Ward III
Kesha Howell-Atkinson, Alderman Ward IV
Preston Taylor, Alderman Ward V
Jason Bailey, Alderman Ward VI-via Microsoft Teams
Mary Martha Crowe, Alderman At-Large

Mayo Mallette, PLLC- Of Counsel
Ashley Atkinson- City Clerk
Hollis Green- Chief Operating Officer
Mark Levy- General Government
Braxton Tullos- Human Resources Director
Holly Tubbs- Human Resources
Ben Requet- Dev Svcs- Director of Planning
John Crawley- Dev Svcs- City Engineer
Johnathan Mizell- Dev Svcs- Building Official
Jeff McCutchen- Police Chief
Rusty Rasberry- Deputy Police Chief
David Sabin- PACE Unit, Oxford Police Department
Paul Sheppard- Oxford Police Department
Joey Gardner- Fire Chief
Shane Fortner- Emergency Management Director
Marlee Carpenter- Stronger Together Director
Rob Neely- General Manager of Oxford Utilities
Amberlyn Liles- Environmental Services Superintendent
Greg Pinion- Buildings & Grounds Superintendent
Kara Giles- Executive Assistant to the Mayor

Kinney Ferris- Visit Oxford Director
Chris Simmons- IT Director-absent
Bryce Hertl- IT Department
Kelli Briscoe- Oxford Animal Resource Center Director
Nickie Denley- Municipal Court Clerk

1.b. Adopt the agenda for the meeting.

It was moved by Alderman Smith, seconded by Alderman Taylor to adopt the agenda with the addition of items 7.a, 7.b, and 8.e. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

1.c. Mayor's Report

2. Regular Agenda: City Clerk's Office

2.a. Request permission to approve the minutes of the Regular Meeting on October 7, 2025. (Ashley Atkinson)

Agenda Attachments
1. Draft_10072025_minutes.pdf

It was moved by Alderman Smith, seconded by Alderman Crowe to approve the minutes of the Regular Meeting on October 7, 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.b. Request permission to approve the accounts for all city departments. (Ashley Atkinson)

It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson to approve the accounts for all City departments including a FY 24/25 claims docket showing General Fund claims numbered 138311-138361, Trust & Agency claims numbered 53639-53657, Metro Narcotics claims numbered 9252- 9253, and OPC Activity Fund claims numbered 4511- 4512 totaling $177,900.06, and a FY 25/26 claims docket showing General Fund claims numbered 138362- 138495 and EFT/ACH # 304- 307, Trust & Agency claims numbered 53658- 53694 and EFT/ACH # 205- 208, Water & Sewer claims numbered 40425- 40457 and EFT/ACH # 261- 263, Metro Narcotics Claims numbered 9254 and EFT/ACH # 97- 98, a Bond and Interest claim numbered 7036, and OPC Activity Fund claims numbered 4513- 4530, and totaling $1,975,022.51. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.c. Request permission to approve a list of final budget amendments and re-allocations for FY 2024-2025. (Ashley Atkinson)

Agenda Attachments
1. Amendments_reallocations_FY2025_final.pdf

It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson to approve a list of final budget amendments and re-allocations for FY 2024-2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Consider the consent agenda:

3.a. Fixed Asset Management:

i. Request permission to declare a 2016 Dell Optiplex 3040 computer with SN 784LMD2 and asset tag 1103 surplus in the Oxford Conference Center Department and authorize its disposal. (Micah Quinn)
ii. Request permission to declare a Stihl BG50 backpack blower with SN 534348837 and asset tag 4333 surplus in the Development Services-Street Department and authorize its disposal. (Ken Knight)
iii. Request permission to declare a Sharp MX-M264N Copier with SN 4502996Y and asset tag 1065 surplus in the Development Services-Building Department and authorize its disposal. (Johnathan Mizell)
iv. Request permission to declare a Dell Precision T1700 Computer with SN 752GR22 and asset tag 2002 surplus in the Oxford Utilities-Water & Sewer Division and authorize its disposal. (Rob Neely)

v. Request permission to declare a red and black Craftsman pancake air compressor, with asset tag 3121, a Stihl weedeater with asset tag 2706/ WASP 21875, and a red and black Craftsman pancake air compressor with asset tag 4141 surplus in the Oxford Fire Department and authorize their disposal. (Joey Gardner)
vi. Request permission to transfer equipment from the Environmental Services Department to the Landscaping Department (multiple forms attached). (Amberlyn Liles)
vii. Request permission to declare two Safari Land bullet-proof panels, with SNs 200000189161 and 200000189243, and a Cradlepoint model IRB1100LPE and SN MM170281900031 surplus in the Oxford Police Department and authorize their disposal. (Jeff McCutchen)

Agenda Attachments
1. OCC_Surplus.pdf
2. Street_Dept_surplus.pdf
3. Building_Dept_surplus.pdf
4. WS_surplus.pdf
5. OFD_surplus.pdf
6. Transfer of Assets Forms for Landscaping Services.pdf
7. OPD_surplus.pdf

3.b. Human Resources:

i. Request permission to hire Makenna Harvey as Lead Concessionaire in the mTrade Park Department, with an hourly salary of $15.00. (Braxton Tullos)
ii. Request permission to transfer Christopher "Kaleb" Joyner from the Oxford Park Commission to the mTrade Park Department, as the Director of Operations, with a new annual salary of $53,000.00. (Braxton Tullos)
iii. Request permission to accept the resignation of Part-time employee, Larry Harris, in the Environmental Services Department, effective April 29, 2025. (Braxton Tullos)
iv. Request permission to accept the resignation of John Taylor Barefoot in the Oxford Utilities-Water & Sewer Division, effective October 20, 2025. (Braxton Tullos)
v. Request permission to promote JaKendra Milliner to LEAD Communications Officer in the Oxford Police Department, with a new annual salary of $42,998.70, effective October 30, 2025. (Braxton Tullos)
vi. Request permission to promote Barron Pruitt to Lieutenant in the Oxford Police Department, with a new annual salary of $72,268.51, effective October 30, 2025. (Braxton Tullos)
vii. Request permission to accept the resignation of Part-time employee, Steven Rosamond, in the Oxford Police Department, effective October 16, 2025. (Braxton Tullos)
viii. Request permission to hire Evan Chouteau, as an Event Producton Supervisor in the Oxford Conference Center Department, with an annual salary of $46,000.00. (Braxton Tullos)
ix. Request permission to approve volunteers for the Oxford ARC. (Kelli Briscoe)

3.c. Miscellaneous:

i. Request permission to approve the water and sewer adjustments as per the Oxford Utilities Adjustment Policy. (Rob Neely)
ii. Request permission to approve a take-home vehicle for Nick Matthews, in the Landscape Services Department, as per City Policy. (Braxton Tullos)
iii. Request permission to approve donations on behalf of the Oxford ARC. (Kelli Briscoe)

Agenda Attachments
1. WS_adjustments.pdf
2. Take Home Vehicle Matthews - Facilities and Landscape Maintenance.pdf

3.d. Travel Requests:

i. Request permission for an employee to attend the MAGIC Conference on November 19-21, 2025 in Memphis, TN at an estimated cost of $234.47. (Hollis Green)
ii. Request permission for an employee to attend the BOAM Winter Conference on December 2-5, 2025 in Natchez, MS at an estimated cost of $1,045.95. (Johnathan Mizell)
iii. Request permission for two employees to attend the Code Academy on December 7-12, 2025 in Mobile, AL at an estimated cost of $4,000.00. (Johnathan Mizell)

iv. Request permission for one employee to attend IAED 40 Hour Basic Class on October 27-31, 2025 in Tupelo, MS at an estimated cost of $395.00. (Jeff McCutchen)
v. Request permission for one employee to attend Supervising Property and Evidence Unit on November 4, 2025 in Oxford, MS at an estimated cost of $199.00. (Jeff McCutchen)
vi. Request approval for the 405D Alcohol and Drug Impaired Driving - Training Coordination Grant employees to travel to Brandon, MS, on December 15- 18, 2025, to host ARIDE & SFST Classes, in accordance with the requirements of the grant. (Jeff McCutchen)
vii. Request permission for an employee to attend the MEC Hobnob on November 27-30, 2025 in Jackson, MS at an estimated cost of $1,530.50. (Braxton Tullos)
viii. Request permission for an employee to attend a Local Power Company meeting in Murfreesboro, TN on October 27, 2025 at an estimated cost of $200.00. (Rob Neely)
ix. Request permission for an employee to attend the 2025 Fall Leadership Conference on November 6-7, 2025 in Oxford, MS at no cost to the City. (Nickie Denley)
x. Request permission for three employees to attend the MS- AL American Planning Association Chapter Conference in Hattiesburg, MS on October 28-30, 2025 at an estimated cost of $850.00. (Ben Requet)

4. Regular Agenda: Other Departments

4.a. Public Hearing for the University of Mississippi's issuance of bonds in the amount of $160,000,000.00, as required by IRS code. (Sue Fairbank)

Agenda Attachments
1. PRG Ole Miss - Memo for Oxford Mayor and Board of Alderman.pdf
2. PRG Ole Miss - TEFRA Notice (local).pdf

The Mayor opened the public hearing and called for comments; receiving none, the following Resolution was considered.

4.b. Request permission to approve a Resolution of the Mayor and Board of Aldermen approving the issuance of Public Finance Authority Student Housing Revenue Bonds (PRG-Oxford Properties, LLC Project) Series 2025 in an aggregate principal amount not exceeding $160,000,000.00 for the purpose of financing the construction of an approximately 1,282-bed student housing facility on the campus of the University of Mississippi, and for related purposes. (Sue Fairbank)

Agenda Attachments
1. PRG Ole Miss - Local TEFRA Approval.pdf

It was moved by Alderman Crowe, seconded by Alderman Huelse to approve a Resolution of the Mayor and Board of Aldermen approving the issuance of Public Finance Authority Student Housing Revenue Bonds (PRG-Oxford Properties, LLC Project) Series 2025 in an aggregate principal amount not exceeding $160,000,000.00 for the purpose of financing the construction of an approximately 1,282-bed student housing facility on the campus of the University of Mississippi, and for related purposes. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.c. Request permission to adopt a Resolution of the Mayor and Board of Aldermen authorizing and directing the issuance of not to exceed seven million one hundred eighty thousand dollars ($7,180,000) tax increment financing bond (Oxford Commons Project, Phase II), Series 2025 of the City of Oxford, Mississippi; prescribing the form and details of said bonds; directing the preparation, execution, and delivery of said bonds; authorizing the negotiated sale and private placement of said bonds; approving the form of and authorizing the execution and delivery of a private placement agreement and tax pledge and security agreement in connection with the sale and issuance of said bonds; authorizing proper officers to do all things deemed necessary or advisable in connection with the sale and issuance of said bonds; and for related purposes. (Sue Fairbank)

Agenda Attachments
1. Oxford Commons 2025 TIF - Bond Resolution with exhibits.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Huelse to adopt a Resolution of the Mayor and Board of Aldermen authorizing and directing the issuance of not to exceed seven million one hundred eighty thousand dollars ($7,180,000) tax increment

financing bond (Oxford Commons Project, Phase II), Series 2025 of the City of Oxford, Mississippi; prescribing the form and details of said bonds; directing the preparation, execution, and delivery of said bonds; authorizing the negotiated sale and private placement of said bonds; approving the form of and authorizing the execution and delivery of a private placement agreement and tax pledge and security agreement in connection with the sale and issuance of said bonds; authorizing proper officers to do all things deemed necessary or advisable in connection with the sale and issuance of said bonds; and for related purposes. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.d. Request permission to adopt a Resolution of the Mayor and Board of Aldermen of the City of Oxford, Mississippi approving the form of and authorizing said City to enter into an interlocal cooperation agreement with Lafayette County, Mississippi, in connection with the financing of the costs of installing and constructing certain infrastructure improvements necessary for the development of a residential, commercial, and mixed-use development within said City and said County through the sale and issuance by said City of its tax increment financing bonds in an aggregate principal amount of not to exceed two million nine hundred thousand dollars ($2,900,000.00); and for related purposes. (Sue Fairbank)

Agenda Attachments
1. City of Oxford - The Lamar -City resolution approving Interlocal Agreement with exhibits (2).pdf

It was moved by Alderman Huelse, seconded by Alderman Smith to adopt a Resolution of the Mayor and Board of Aldermen of the City of Oxford, Mississippi approving the form of and authorizing said City to enter into an interlocal cooperation agreement with Lafayette County, Mississippi, in connection with the financing of the costs of installing and constructing certain infrastructure improvements necessary for the development of a residential, commercial, and mixed-use development within said City and said County through the sale and issuance by said City of its tax increment financing bonds in an aggregate principal amount of not to exceed two million nine hundred thousand dollars ($2,900,000.00); and for related purposes. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.e. Request permission to approve a professional services contract with RJ Young for the digitizing of records for the HR Department. (Braxton Tullos)

Agenda Attachments
1. RJ Young Contract Memo - HR.pdf

It was moved by Alderman Crowe, seconded by Alderman Huelse to approve a professional services contract with RJ Yound for the digitizing of records for the HR Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.f. Request permission to advertise for bids for the Old Taylor Road Substation Voltage Regulator Addition Project. (Rob Neely)

Agenda Attachments
1. Request_permission_to_bid_OU.pdf

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson to advertise for bids for the Old Taylor Road Subdivision Voltage Regulator Addition Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.g. First Reading of a proposed Ordinance amending Chapter 38-Fire Protection & Prevention, Article III-Fireworks and Pyrotechnic Composition. (Joey Gardner)

Agenda Attachments
1. Ordinance Change OFD.pdf

The second reading and public hearing on this proposed Ordinance will be at the next regular meeting.

4.h. First reading of a proposed Ordinance amending Chapter 18-Animals & Fowl to remove Sections 18-72 thru 18-74, 18-75(b) thru 18-75(d) and to amend Sections 18-75(a) and 18-77, to remove dog license requirements. (Kelli Briscoe)

Agenda Attachments
1. Ordinance Review. license.pdf

The second reading and public hearing on this proposed Ordinance will be at the next regular meeting.

5. Regular Agenda: Police Department

5.a. Second Reading and Public Hearing on a proposed Ordinance amending Chapter 102, Article XXII-Nonconsensual Towing. (Jeff McCutchen)

Agenda Attachments
1. Ordinance Change for Trespass towing Format 202589.pdf

The Mayor opened the Public Hearing and called for comments; receiving none, it was moved by Alderman Hyneman, seconded by Alderman Huelse to approve Ordinance 2025-15 amending Chapter 102, Article XXII-Non-consensual Towing. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Development Services-Planning Department

6.a. Second Reading and Public Hearing for a Proposed Ordinance amending the Zoning Map for Case #3256 by Blackburn Holdings, LLC (David Blackburn), to rezone +/- 64 acres to Suburban Corridor, +/- 85.5 acres to Suburban Multi-Family, +/- 122.88 acres to Neighborhood Residential and +/- 52.29 acres Suburban Residential East of Highway 7, north of Highway 30 and west of Charger Lane, being further identified as PPINs #3520, #3531, #4425, #4506 & #4635. (Ben Requet)

Agenda Attachments
1. 3256 MBoA Second Reading.pdf

The Mayor opened the Public Hearing and called for comments. The project engineer, Paul Koshenina, and the Developer, David Blackburn, spoke about the project. Heather McNeer Toney, a resident of the area, spoke with concerns regarding future development in the area and maintenance of the buffer along the development. A vote on this proposed ordinance will be at the next meeting.

6.b. Consider an appeal from the Stoa Group, regarding the denial of a Special Exception for Case #3264. (Ben Requet)

Agenda Attachments
1. 3264 Appeal MBoA.pdf

The Board discussed an appeal from the Stoa Group, regarding the denial of a Special Exception for Case #3264. Blake Benton, representative for the developer, gave an overview of the project. After a brief discussion, the Mayor called for a motion; receiving none, the item died for lack of a motion. No action was taken.

7. Regular Agenda: Special Projects

7.a. Request permission to advertise for bids for the renovation of the Indoor Practice Facility at mTrade Park. (Mark Levy)

Agenda Attachments
1. Request permission to advertise for bids for the renovation of the Indoor Practice Facility.pdf

It was moved by Alderman Huelse, seconded by Alderman Crowe to advertise for bids for the renovation of the Indoor Practice Facility at mTrade Park. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7.b. Consider a professional services proposal from Corbette Legge & Associates for lighting renovations at the Oxford Conference Center. (Mark Levy)

Agenda Attachments
1. Consider proposal from Corbette Legge Assocs for Lighting Renovations at the Oxford

Conference Center.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to approve a professional services proposal from Corbette Legge & Associates for lighting renovations at the Oxford Conference Center. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Development Services-Engineering Department

8.a. Request permission to advertise for bids for the Anderson Road Piping Segment Project. (John Crawley)

Agenda Attachments
1. Memo- Request Permission to Advertise - Anderson Road Piping.pdf

It was moved by Alderman Huelse, seconded by Alderman Crowe to advertise for bids for the Anderson Road Piping Segment Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.b. Request permission to terminate Contract B-Anderson Road Water Treatment Plant Upgrades with Cleveland Construction. (John Crawley)

Agenda Attachments
1. Memo-Request Permission to Terminate Contract B - Anderson Road Water Treatment Project.pdf

It was moved by Alderman Hyneman, seconded by Alderman Huelse to terminate the Contract B-Anderson Road Water Treatment Plant Upgrades Project with Cleveland Construction. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.c. Request permission to extend the stop work notice for Contract A-Anderson Production Wells No. 3 & No. 4. (John Crawley)

Agenda Attachments
1. Memo-Request Permission to Extend Stop Work Order for Contract A - Anderson Production Wells No. 3 and No. 4.pdf

It was moved by Alderman Smith, seconded by Alderman Huelse to extend the stop work notice for Contract A-Anderson Production Wells No. 3 & No. 4. until the next meeting on November 4, 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.d. First Reading of a proposed Ordinance amending Chapter 114, Article IV, Sections 114-39, 118, and 119, to update the fee schedule for utility connection fees. (John Crawley)

Agenda Attachments
1. Memo - First Reading of Proposed Changes to Article IV Sections 114-39, 118, and 119 - Combined.pdf

The second reading and public hearing on this proposed Ordinance will be at the next meeting.

8.e. Discuss the South Lamar Sidewalk Addition Project. (John Crawley)

The Board discussed complaints received about the traffic along South Lamar where the new sidewalks are being constructed. The construction crews are stopping traffic to allow for concrete pours. The Board instructed City Engineer, John Crawley, to give the crews some more appropriate times to stop traffic, before 7:30am and after 5:30pm, if possible. No further action was taken.

9. Regular Agenda: Closing the Meeting

9.a. Consider an executive session.

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to consider an executive session for matters related to personnel, potential litigation, and property

ownership. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Huelse, seconded by Alderman Smith to enter into an executive session for personnel issues in the Environmental Services Department and the Oxford Police Department, matters of potential litigation related to an Ordinance, a proposed road, and a closed road, and matters related to property ownership of a historic property and a sewage lagoon. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to negotiate a total sale price of $190,000.00 plus the cost of a section of 10-ft multi-use pathway along a section of Landis Road, based on the finding that it is in the best interest of the taxpayers of the State of Mississipp to sell this piece of property to one specific buyer. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Hyneman, seconded by Alderman Smith to remove Environmental Services employee, Jeran Brown, from the OPC Suspension List. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to demote Oxford Police Department employee, Hildon Sessums, from Captain to Patrol Lieutenant, for violation of the Oxford Police Department Social Media Policy & Procedures. His new salary will be $73,813.18, effective October 30, 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Huelse, seconded by Alderman Crowe to adjust the hourly rate of certified Communications Officers to $20.00. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Smith, seconded by Alderman Howell-Atkinson to return to Regular session. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

9.b. Adjourn.

It was moved by Alderman Hyneman, seconded by Alderman Crowe to adjourn the meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

_____

Robyn Tannehill, Mayor

_____

Ashley Atkinson, City Clerk-Finance Director

P.O. Box 731
Tupelo, MS 38802
(662) 844-5226

P.O. Box 355
Fulton, MS 38843
(662) 862-4967

ffwh CPAs
trust knowledge insight growth
FRANKS | FRANKS | WILEMON | HAGOOD
www.ffwhcpa.com

Partners
Gary Franks, CPA
Bryon Wilemon, CPA
Jonathan Hagood, CPA

Rudolph Franks, CPA (1933-2019)

October 27, 2025

To the Honorable Mayor and Board of Alderman
City of Oxford
Oxford, Mississippi

We are pleased to confirm our understanding of the services we are to provide for the City of Oxford, Mississippi for the years ended September 30, 2025 and 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the City of Oxford, Mississippi as of and for the years ended September 30, 2025 and 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Oxford, Mississippi's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Oxford, Mississippi's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.
2) City's Proportionate Share of the Net Pension Liability
3) Schedule of the City's Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Oxford, Mississippi's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1) Schedule of expenditures of federal awards.
2) Schedule of Surety Bonds for Municipal Officials
3) Schedule of Long-Term Debt

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements,

including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an

appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Oxford, Mississippi's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards.*

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Oxford, Mississippi's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City of Oxford Mississippi's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes),

rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in

the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City of Oxford, Mississippi in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City of Oxford, Mississippi; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Franks, Franks, Wilemon & Hagood, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Oversight Agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Franks, Franks, Wilemon & Hagood, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oversight Agency. If we are aware that a federal awarding

agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Bryon Wilemon is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Mayor and Board of Alderman of the City of Oxford, Mississippi. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City of Oxford, Mississippi and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Franks, Franks, Wilemon & Hagood P.A.

Franks, Franks, Wilemon & Hagood, P.A.

RESPONSE:

This letter correctly sets forth the understanding of the City of Oxford, Mississippi.

Management signature: _____

CORPORATION OF OXFORD, MISSISSIPPI

Title: City Clerk

Date: 11/5/2025

THE CITY OF
OXFORD

SURPLUS FORM

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

Date of Request: 10-28-25

Department that owns Fixed Asset: Landscape Services

Fixed Asset Tag Number (If item is not tagged, please put N/A): 026666

Physical Location of Asset: Shop

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

_____ \ _____ \ _____

Make Model Year

_____ \ _____

VIN / Serial Number Color

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

Description of Tool (including brand): Stihl BT45 Auger

288400010 \ Orange

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

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

Worn out-unable to be repaired.

Name of Person Submitting Surplus Request: Nick Matthews

Date Approved by BOA: _____

107 Courthouse Square
Oxford, MS 38655

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

THE CITY OF
OXFORD

TRANSFER FORM

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

Date of Request: 10.30.2025

Department that currently owns Fixed Asset: Environmental Services

Department you wish to transfer the Asset to: Landscape Services

Fixed Asset Tag Number (If item is not tagged, please put N/A): 3603

Physical Location of Asset: Cemetery

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

Stihl Weedeter \ HL94 \ _____

Make Model Year

520251632 \ Orange/Black

VIN / Serial Number Color

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

Description of Tool (including brand): _____

_____ \ _____

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

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

_____

_____

_____

_____

Name of Person Submitting Transfer Request: Amberlyn Liles

Date Approved by BOA: _____

107 Courthouse Square
Oxford, MS 38655

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

THE CITY OF
OXFORD

TRANSFER FORM

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

Date of Request: 10.30.2025

Department that currently owns Fixed Asset: Environmental Services

Department you wish to transfer the Asset to: Landscape Services

Fixed Asset Tag Number (If item is not tagged, please put N/A): 4423

Physical Location of Asset: Cemetery

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

Stihl Weedeter \ FS111R \ _____

Make Model Year

529182150 \ Orange/Black

VIN / Serial Number Color

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

Description of Tool (including brand): _____

_____ \ _____

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

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

_____

_____

_____

_____

Name of Person Submitting Transfer Request: Amberlyn Liles

Date Approved by BOA: _____

107 Courthouse Square
Oxford, MS 38655

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

THE CITY OF
OXFORD

TRANSFER FORM

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

Date of Request: 10.30.2025

Department that currently owns Fixed Asset: Environmental Services

Department you wish to transfer the Asset to: Landscape Services

Fixed Asset Tag Number (If item is not tagged, please put N/A): 4416

Physical Location of Asset: Cemetery

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

Stihl Weedeter \ FS131R \ _____

Make Model Year

534912273 \ Orange/Black

VIN / Serial Number Color

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

Description of Tool (including brand): _____

_____ \ _____

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

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

_____

_____

_____

_____

Name of Person Submitting Transfer Request: Amberlyn Liles

Date Approved by BOA: _____

107 Courthouse Square
Oxford, MS 38655

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

THE CITY OF
OXFORD

TRANSFER FORM

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

Date of Request: 10.30.2025

Department that currently owns Fixed Asset: Environmental Services

Department you wish to transfer the Asset to: Landscape Services

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

Physical Location of Asset: Cemetery

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

Stihl Weedeter \ FS131R \ _____

Make Model Year

535913265 \ Orange/Black

VIN / Serial Number Color

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

Description of Tool (including brand): _____

_____ \ _____

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

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

_____

_____

_____

_____

Name of Person Submitting Transfer Request: Amberlyn Liles

Date Approved by BOA: _____

107 Courthouse Square
Oxford, MS 38655

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

THE CITY OF
OXFORD

TRANSFER FORM

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

Date of Request: 10.30.2025

Department that currently owns Fixed Asset: Environmental Services

Department you wish to transfer the Asset to: Landscape Services

Fixed Asset Tag Number (If item is not tagged, please put N/A): 3242

Physical Location of Asset: Cemetery

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

Stihl Weedeter \ FS131R \ _____

Make Model Year

535913380 \ Orange/Black

VIN / Serial Number Color

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

Description of Tool (including brand): _____

_____ \ _____

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

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

_____

_____

_____

_____

Name of Person Submitting Transfer Request: Amberlyn Liles

Date Approved by BOA: _____

107 Courthouse Square
Oxford, MS 38655

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

THE CITY OF
OXFORD

TRANSFER FORM

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

Date of Request: 10.30.2025

Department that currently owns Fixed Asset: Environmental Services

Department you wish to transfer the Asset to: Landscape Services

Fixed Asset Tag Number (If item is not tagged, please put N/A): 4420

Physical Location of Asset: Cemetery

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

Stihl Edger \ FC111 \ _____

Make Model Year

533673462 \ Orange/Black

VIN / Serial Number Color

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

Description of Tool (including brand): _____

_____ \ _____

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

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

_____

_____

_____

_____

Name of Person Submitting Transfer Request: Amberlyn Liles

Date Approved by BOA: _____

107 Courthouse Square
Oxford, MS 38655

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

THE CITY OF
OXFORD

TRANSFER FORM

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Date of Request: 10.30.2025

Department that currently owns Fixed Asset: Environmental Services

Department you wish to transfer the Asset to: Landscape Services

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

Physical Location of Asset: Cemetery

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

Stihl Weedeter \ FS131R \ _____

Make Model Year

522374138 \ Orange/Black

VIN / Serial Number Color

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

Description of Tool (including brand): _____

_____ \ _____

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

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

_____

_____

_____

_____

Name of Person Submitting Transfer Request: Amberlyn Liles

Date Approved by BOA: _____

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Oxford, MS 38655

(p) 662-236-1310
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Date of Request: 10.30.2025

Department that currently owns Fixed Asset: Environmental Services

Department you wish to transfer the Asset to: Landscape Services

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

Physical Location of Asset: Cemetery

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

Stihl Weedeter \ FS131R \ _____

Make Model Year

522945578 \ Orange/Black

VIN / Serial Number Color

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

Description of Tool (including brand): _____

_____ \ _____

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

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

_____

_____

_____

_____

Name of Person Submitting Transfer Request: Amberlyn Liles

Date Approved by BOA: _____

107 Courthouse Square
Oxford, MS 38655

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

THE CITY OF
OXFORD

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Date of Request: 10.30.2025

Department that currently owns Fixed Asset: Environmental Services

Department you wish to transfer the Asset to: Landscape Services

Fixed Asset Tag Number (If item is not tagged, please put N/A): 3048

Physical Location of Asset: Cemetery

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

Stihl Edger \ FC96 \ _____

Make Model Year

512336472 \ Orange/Black

VIN / Serial Number Color

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

Description of Tool (including brand): _____

_____ \ _____

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

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

_____

_____

_____

_____

Name of Person Submitting Transfer Request: Amberlyn Liles

Date Approved by BOA: _____

107 Courthouse Square
Oxford, MS 38655

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

THE CITY OF
OXFORD

TRANSFER FORM

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

Date of Request: 10.30.2025

Department that currently owns Fixed Asset: Environmental Services

Department you wish to transfer the Asset to: Landscape Services

Fixed Asset Tag Number (If item is not tagged, please put N/A): 3046

Physical Location of Asset: Cemetery

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

Stihl Edger \ FC96 \ _____

Make Model Year

512336481 \ Orange/Black

VIN / Serial Number Color

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

Description of Tool (including brand): _____

_____ \ _____

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

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

_____

_____

_____

_____

Name of Person Submitting Transfer Request: Amberlyn Liles

Date Approved by BOA: _____

107 Courthouse Square
Oxford, MS 38655

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

THE CITY OF
OXFORD

TRANSFER FORM

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

Date of Request: 10.30.2025

Department that currently owns Fixed Asset: Environmental Services

Department you wish to transfer the Asset to: Landscape Services

Fixed Asset Tag Number (If item is not tagged, please put N/A): 3046

Physical Location of Asset: Cemetery

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

Stihl Edger \ NA \ _____

Make Model Year

522288514 \ Orange/Black

VIN / Serial Number Color

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

Description of Tool (including brand): _____

_____ \ _____

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

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

_____

_____

_____

_____

Name of Person Submitting Transfer Request: Amberlyn Liles

Date Approved by BOA: _____

107 Courthouse Square
Oxford, MS 38655

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

THE CITY OF
OXFORD

SURPLUS FORM

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

Date of Request: ___10-27-25_____

Department that owns Fixed Asset: _____

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

Physical Location of Asset: _____

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

___School Bus_____\ _____911518________2001_____

Make Model Year

__1HVBRAAL81A911518_____

VIN / Serial Number

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

Description of Tool (including brand): _____

____

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

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

_____

_____

_____

Name of Person Submitting Surplus Request: _____

Date Approved by BOA: _____

107 Courthouse Square
Oxford, MS 38655

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

City of Oxford

Mayoral Proclamation

World AIDS Day - December 1, 2025

WHEREAS, World AIDS Day, observed annually on December 1, unites people worldwide in the fight against HIV/AIDS, showing support for people living with HIV, honoring the lives lost, and recommitting to the ongoing efforts to end the HIV/AIDS epidemic; and

WHEREAS, the global community has made significant strides in combating HIV/AIDS, advancing awareness, prevention, and treatment; yet millions remain affected, with stigmatization, discrimination, and limited access to healthcare still being critical challenges; and

WHEREAS, World AIDS Day underscores the need for unity and collaboration across communities, governments, and organizations to maintain momentum and drive forward advancements in prevention, treatment, and support for those impacted by HIV/AIDS; and

WHEREAS, breaking down the stigma surrounding HIV/AIDS is vital for encouraging individuals to get tested and seek treatment. By fostering a culture of acceptance, we empower people to know their status and utilize available resources, such as PrEP (pre-exposure prophylaxis), which significantly reduces the risk of contracting HIV; and

WHEREAS, the principle of Undetectable = Untransmittable (U=U) emphasizes that individuals living with HIV who achieve and maintain an undetectable viral load cannot transmit the virus. This knowledge is essential in combating stigma, promoting testing, and highlighting that effective treatment enables people with HIV to live healthy, fulfilling lives while preventing new transmissions; and

WHEREAS, organizations, healthcare professionals, and advocates across Oxford have been at the forefront of HIV/AIDS education, support, and research, working tirelessly to improve the lives of those affected and to promote awareness and compassion throughout our city; and

WHEREAS, we recognize and honor the courage and resilience of those living with HIV/AIDS, the compassion of their families, and the dedication of all healthcare providers and volunteers who contribute to a world without AIDS;

NOW, THEREFORE, I, Robyn Tannehill, Mayor of the City of Oxford, do hereby proclaim December 1, 2025, as **World AIDS Day** in Oxford, Mississippi, and encourage all citizens to join in supporting efforts to eradicate HIV/AIDS, to educate our communities, and to support those affected by this disease with dignity and respect.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Oxford to be affixed on this 4th of November, 2025.

Robyn Tannehill
Mayor of Oxford, Mississippi

PROCLAMATION

Whereas, The United States Postal Service has played a significant role in the historical development of the United States of America from the establishment of roads, railways, and airlines, and a vital part of the fabric binding together the people of this country, and

Whereas, The Universal Service Obligation (USO) in current law which enables the population to receive equal and affordable services no matter who we are or where we live in a democratic right of the people, and

Whereas, The United States Postal Service serves 169 million addresses six, and sometimes, seven days a week, and

Whereas, The United States Postal Service does not receive taxpayer money but rather runs on its own revenue created by postage and postal products, and

Whereas, Due to its public mission, the United States Postal Service is a low-cost anchor of the $1.3 trillion dollar mailing and package industry which supports 7 million jobs across the country, and

Whereas, The United States Postal Service is an important source of good, union, living-wage jobs with fair hiring practices and equal pay for equal work for workers from all walks of life, and is one of the largest employers of Veterans, and

Whereas, Any effort to privatize the United States Postal Service, in whole or in part, would undermine the very public mission of the United States Postal Service, the Universal Service mandate and the dedicated work of hundreds of thousands of public servants, and

Whereas, While communication habits are always changing, the United States Postal Service remains a vital source of communications, the exchange of ideas, financial transactions, private and secure correspondence, mail-order medications, mail-in voting and e-commerce packages, and a host of opportunities for new and expanded services, and

Whereas, The United States Postal Service is owned by the people and is a wonderful National Treasure encapsulating the best of government “of, by, and for the people” and

Whereas, The United States Postal Service shall be operated as a basic and fundamental service provided to the people by the Government of the United States, authorized by the Constitution, created by Act of Congress and supported by the people. The Postal Service shall have as its basic function the obligation to bind the Nation together… and be it further

Resolved, As the City of Oxford was established as a city in 1837, The United States Postal Service has faithfully served the City of Oxford for 188 of its 250 years, from the delivery of utility bills, essential government communications, and personal correspondence and the City of Oxford recognizes, honors, and salutes the dedication of postal workers while affirming its support for a robust and thriving public Postal Service for Generations to come.

Jeff McCutchen
Chief of Police
jmccutchen@oxfordpolice.net

Date: 10/13/2025

Subject: Oxford Pedicab LLC- Driver Denial recommendation

I, Lt. David Sabin, recommend the denial of the applicant Ryan Edward Necaise as a new driver for Oxford Pedicab LLC. During a background check, driving and alcohol infractions / charges were discovered within the past two years. I believe this should prevent Ryan Edward Necaise from operating a taxi / pedicab in the City of Oxford.

Chief Jeff McCutchen
Oxford Police Department

_____ Date

Lieutenant David Sabin
OPD P.A.C.E. Unit

David Sabin 10-13-25

_____ Date

Officer Brandon House
Oxford Police Department

Brandon House 10-13-25

_____ Date

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

ROBERT M. NEELY III, P.E.
GENERAL MANAGER

OXFORD
UTILITIES

ROBYN M. TANNEHILL
MAYOR

MEMO:

DATE: **10-30-25**

TO: **MAYOR TANNEHILL & BOARD OF ALDERMEN**

CC: **ASHLEY ATKINSON**

FROM: **ROB NEELY**

RE: **AGENDA ITEMS**

I have the following agenda items for the Tuesday, November 4, 2025 Board Meeting.

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

Please find a description for each agenda item on the following page. If you have any questions, please feel free to contact me.

Thanks

Robert M. Neely III, P.E., C.P.E.
General Manager

P.O. BOX 827
OXFORD, MS 38655

WWW.OXFORDUTILITIES.COM

PHONE (662) 232-2373
FAX (662) 232-2375

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
10/16/25 - 10/29/25
TO BE APPROVED: 11/04/25

ACCOUNT NUMBER	CUSTOMER NAME	ADDRESS	WATER ADJUSTMENT	SEWER ADJUSTMENT	ADJUSTMENT TYPE
208925-052352	TIAS HILLIARD	106 EAGLE POINTE LOOP	-$118.22	-$157.18	INSIDE
212878-049766	DANIELLE HAZELHURST	113 TWIN OAKS COVE	-$17.40	-$23.13	INSIDE
002858-029017	KIZZIE MANNING	1200 SHADOW CREEK DRIVE APT. 101	-$30.53	-$40.59	INSIDE
208550-026937	MICRISHIA COHRAN	19 PRIVATE ROAD 3151 APT. 6	-$27.34	-$36.64	INSIDE
002894-051055	LAKEYSHA WILLIAMS	200 SHADOW CREEK DRIVE APT. 305	-$19.53	-$25.96	INSIDE
209004-036218	MOHAMED A JOBAH	306 HAYAT LOOP	-$64.61	-$85.90	INSIDE
208336-025832	CHRISTOPHER MADKINS	38 PRIVATE ROAD 3151 APT. 4	-$23.43	-$31.15	INSIDE
211797-050082	ARINDAM SHARMA	398 HATHORN ROAD (LEFT - DUPLEX)	-$57.51	-$76.46	INSIDE
207362-107154	MARILYN MENDOLIA	408 N 9TH STREET	-$41.54	-$55.22	INSIDE
004584-052884	ANDREW KIRBY	414 WALKER CIRCLE	-$57.51	-$76.46	INSIDE
210530-023242	DARIN BOMMARITO	491 ALEXA DRIVE	-$95.14	-$126.50	INSIDE
210418-003351	PENNY VAUGHN	576 ANCHORAGE ROAD UNIT C	-$198.80	-$264.32	INSIDE
002662-047894	MARY ABIGAIL YORK	800 COLLEGE HILL ROAD UNIT 2201	-$20.59	-$27.38	INSIDE
212756-112509	MARY L TAKERER	301 WASHINGTON AVENUE E - LANDSCAPE	-$170.76	X	LANDSCAPE
210274-110095	LARRY LITTLE	410 TURNBERRY CIRCLE - LANDSCAPE	-$55.03	X	LANDSCAPE
211437-111278	WILLIAM MULLIN	108 NELSON CIRCLE	-$11.36	-$29.74	OUTSIDE
211639-111477	ADVANCE STORES CO INC	2590 JACKSON AVENUE W	-$767.30	-$1,906.88	OUTSIDE
210495-110298	LETICIA CUBILLO	511 ALEXA DRIVE	-$56.45	-$150.10	OUTSIDE
003019-046681	DAVID ROBBINS	127 AMERICAN EAGLE WAY	X	-$79.30	POOL
208893-020558	LISA LOHMAN	174 EAGLE POINTE LOOP	X	-$90.62	POOL
212449-032753	GINA HUNT BROWN	408 COUNTRY CLUB ROAD	X	-$107.62	POOL
210125-007555	JOY MEEK	902 MAPLEWOOD COVE	X	-$25.96	POOL
212357-112103	DEBBIE SUTHERLIN	518 COLLEGE HILL ROAD	X	-$132.16	SW ONLY
207866-107633	EDDIE B BOOKER	1018 BOOKER ROAD	-$61.06	X	WT ONLY
226719-124546	CHRISTIAN WALTERS	109 COUNTY ROAD 470	-$40.42	X	WT ONLY
210014-109837	JW FORRESTER	123 HILLSIDE DRIVE	-$73.84	X	WT ONLY
226324-124151	DOUGLAS HILL	130 COUNTY ROAD 05	-$74.02	X	WT ONLY
225771-038543	PAUL WEBB	19 COUNTY ROAD 165	-$41.54	X	WT ONLY
227188-125015	KAYLA WHEELER	1A COUNTY ROAD 4002	-$438.30	X	WT ONLY
226242-124069	JOEL SANDERS	419A HIGHWAY 6 E	-$22.40	X	WT ONLY
207908-012335	JALON J WOODS	533 HURRICANE LANE	-$137.03	X	WT ONLY
226723-124550	SHERREE MADDOX	820 TUSCAN RIDGE	-$95.45	X	WT ONLY
005473-032117	STAN PERNELL	851 BYNUM ROAD	-$24.50	X	WT ONLY
224705-122533	DAVID SAGE	901 CEDARBROOK DRIVE	-$233.76	X	WT ONLY
		TOTAL:	**-$3,075.37**	**-$3,549.27**	

THE CITY OF
OXFORD

MARC BOUTWELL
MUNICIPAL COURT JUDGE

NICKIE DENLEY
MUNICIPAL COURT CLERK

MEMO

TO: Mayor Tannehill and Board of Aldermen

FROM: Nickie Denley, Court Clerk

CC: Ashley Atkinson, City Clerk

Braxton Tullos, HR Director

Date: October 28, 2025

Mayor Tannehill and Board of Aldermen,

The Oxford Municipal Court has gradually transitioned to many electronic processes over the past few years, including electronic filing, document management and virtual court proceedings. The Oxford Police Department has also utilized electronic communication tools, such as Microsoft Teams, to submit warrant requests and affidavits for judicial review.

On October 21, 2025, Judge Boutwell signed a standing order authorizing both the court and the Oxford Police Department to implement electronic documents, signatures, and filings whenever feasible. This order formalizes the existing practice and allows for continued expansion of secure and paperless court operations.

In conjunction with this order, I have attached an amendment to the existing e-Subpoena Program agreement to allow the Oxford Police Department to become a tenant within the system. This will provide a secure method for officers to submit affidavits and warrant requests electronically to the judges for signature, eliminating the need for email or Teams transmissions.

I respectfully request board approval of the judge's general order as well as the amendment to the eCourt contract at the cost of $760 for the year. I am available to answer any questions that you may have.

Thank you,

Nickie Denley

MUNICIPAL COURT
CITY OF OXFORD, MISSISSIPPI

Nickie Denley, Court Clerk

IN THE MUNICIPAL COURT OF OXFORD, MISSISSIPPI

GENERAL ORDER AUTHORIZING THE IMPLEMENTATION AND USE OF ELECTRONIC DOCUMENTS, SIGNATURES, AND STORAGE

WHEREAS, the Oxford Municipal Court and the Oxford Police Department seek to improve the efficiency, accessibility, and accuracy of court operations through the secure use of electronic documents, signatures, and data storage; and

WHEREAS, Mississippi law expressly authorizes courts to institute procedures for the **electronic filing and storage of court documents** pursuant to **Miss. Code Ann. § 9-1-53**, which provides that courts and county offices may maintain electronically filed or stored documents in lieu of paper originals; and

WHEREAS, the Court finds that the adoption and use of electronic methods in the preparation, transmission, signing, and storage of court documents promotes the efficient administration of justice and aligns with the intent of the Legislature and the policies of the Mississippi Supreme Court and Administrative Office of Courts;

NOW, THEREFORE, IT IS HEREBY ORDERED AND ADJUDGED that:

1. The **Oxford Municipal Court** and the **Oxford Police Department** are hereby **authorized to implement and utilize electronic documents, electronic signatures, and secure electronic transmission and storage systems** in the preparation, filing, signing, and maintenance of all court-related documents, where permitted by law.
2. This authorization includes, but is not limited to, **warrants, affidavits, probable cause determinations, subpoenas, court orders, citations, and other judicial or law enforcement documents** necessary for the administration of justice.
3. Electronic documents and signatures executed pursuant to this Order shall carry **the same force and effect as original paper documents**, and any electronically stored document shall constitute the **official record of the Court**.
4. The **Court Clerk** shall ensure appropriate safeguards are in place to protect the authenticity, integrity, and confidentiality of all electronically stored and transmitted records.

FILED
OCT 21 2025
OXFORD MUNICIPAL COURT

5. This General Order is issued pursuant to the authority granted under **Miss. Code Ann. §§ 9-1-51 through 9-1-57**, and shall remain in effect until modified or rescinded by further Order of this Court.

SO ORDERED AND ADJUDGED, this the 21st day of October, 2025.

Municipal Court Judge Marc Boutwell

eCourtDate Service Plan

VENDOR
eCourtDate, Inc.
855-670-7879
billing@ecourtdate.com
ecourtdate.com
Mailing Address
382 NE 191st St #61350
Miami, FL, 33179 US
W9 (PDF)

CUSTOMER
Oxford Miss Municipal Court
72 F.D. “Buddy” East Parkway, Suite 200
Oxford, MS 38655

Pay-as-you-go on a monthly basis for any products used in the previous month.

Product	Quantity	Price	Amount
Additional Tenant Plan	1	$750.00	$750.00
Local Phone Numbers YEARLY Activate 10-digit phone numbers in your preferred area code to send and receive texts and calls.	1	$250.00 100% DISCOUNT	$0.00
File Storage YEARLY Cloud storage to send and receive encrypted files with document analysis and security scanning.	1	$10.00	$10.00
Standard Carrier Registration (if needed) YEARLY	0	$250.00	$0.00
TOTAL			$760.00

Start Date
11/06/25

Renewal Date
11/06/26

Renewal Frequency
Yearly
All products are invoiced yearly unless specified.

Billing Support
For any assistance with your Service Plan, email billing@ecourtdate.com or call 202-217-1668.

Multi-Year Discount
Save 10% on your Service Plan when you pay for two years in advance.

Service Plan Agreement

This Service Plan Agreement (the "Agreement") is entered into between eCourtDate, Inc., a Delaware Corporation with its principal place of business located at 382 NE 191st St #61350 Miami, Florida 33179 (the "Company") and the Customer Oxford Miss Municipal Court, as described in the Service Plan, incorporated by reference herein, and will be effective from the date specified on the Service Plan (the "Effective Date"). (Company and Customer may be referred to singularly as a "Party" or collectively as the "Parties.")

Service Level Agreement

99.95% Guaranteed Uptime	We provide a high-availability service with a guaranteed uptime of 99.95%. Our architecture is designed to scale instantly based on traffic and can handle sustained usage 24/7. This uptime guarantee excludes scheduled maintenance and outages caused by third-party services or force majeure events.
Less Than 1s API Response Time	Our API is fast with most requests ranging from ~100ms - 1s response time. This ensures a responsive and performant experience for both human and machine users.
Staging Environment	We offer an isolated staging environment for simulated data testing. This environment allows users to test settings and features without affecting production environments or needing production data. We do not allow production data to be stored on the staging environment.
Employee Access	Our employees are not allowed access to customer data by default. Authorized customer users may request employees to access accounts on a limited basis for support. We generally provide support based on the staging account, which is restricted to simulated or test data.
Message Simulation	Message creating and dispatching can be simulated in the production environment to conduct smoke and regression testing without sending live messages.
Training Mode	Users can enable training mode in production environments to route messages to themselves for training purposes.
User Training	Administrator users can request training sessions for their team. Training sessions are conducted remotely and are typically 1 - 2 hours long. Training sessions are recorded and made available for future reference. Training for portal-only users is provided through walkthrough videos and in-app guides.
24/7 Priority Support	During outages or mission-critical failures, we provide 24/7 support with our engineering team.
Data Integrity	Point-in-time backups are available for up to 30 days while audit logs are available for the duration of the contract.
8 am - 8 pm EST Standard Support	We provide non-priority support during business hours with a guaranteed response within one business day. Any user requests are tracked through Help Tickets with an average resolution time of 2 - 5 business days. Any user-requested changes are only implemented in the staging environment.

Maintenance in Off Hours	We handle maintenance in your off hours to minimize downtime. Our Status Page lists any scheduled maintenance. We publish and communicate any planned service outages and releases through our Help Center, in-app alerts, and through email notifications to authorized users.
Product Changes	We publish and communicate any changes through our Help Center and through email notifications to our users. Changes are typically enhancements, maintenance, bug fixes, or new features. Changes are made in our development environment and then staging before it is available in production. We do not make changes that affect existing functionality without the Customer's approval. All software updates use a continuous-integration model with automated checks such as the following: unit tests, end-to-end tests, feature texts, Syntax/Lint tests, vulnerability scans, and outdated dependency scans. Changes are deployed to production on a monthly basis.
Unplanned Downtime and Outages	Unplanned downtime and outages are rare, but if they occur, the impact should be limited to a subset of functionality. Our engineering team will actively work to resolve the issue. Any known issues are communicated via email, in-app, and on our Status Page.
Browser Compatibility	We support the current and the two most recent versions of Chrome, Firefox, Safari, and Edge. We do not support Internet Explorer.
System Capacity	Our system is designed to scale horizontally and vertically to handle increased load. We monitor system capacity and performance and will notify the Customer if additional capacity is needed. By default, each agency is able to send 60 outbound SMS/MMS, 60 outbound voice calls, and 60 outbound emails every minute. Messages are delayed to the next minute if the limit is reached. There is no limit for inbound messages on any channel. For dedicated or high-volume customers, we support the following limits to ensure compliance with carriers and internet service providers: • Outbound SMS: 4,500 per minute • Outbound MMS: 1,200 per minute • Outbound Calls: 300 per minute • Outbound Emails: 1,200 per minute
Downtime Credits	For Dedicated and high-volume customers, if we fail to meet our uptime guarantee, we will provide a discount on the monthly usage period based on the following schedule: • 98.5% - 99% uptime: 5% credit • 98.5% - 98% uptime: 10% credit • Less than 98% uptime: 15% credit Note: downtime is only calculated for our API and web platforms. Scheduled maintenance, third-party outages, and force majeure events are excluded.
Disaster Continuity	In the event of a complete system failure, we have a disaster recovery plan in place. We maintain a backup of all data and can restore service within 4 hours. We will notify the Customer of any catastrophic failure and provide updates on the recovery process. For downtime exceeding 4 hours, we offer a standalone service that can be used to send messages and notifications. This service is hosted on a separate infrastructure region and is designed to be used in the event of a catastrophic failure of our primary service.

Software Escrow	We offer a software escrow service for dedicated plans. The software escrow agreement is a separate contract and is subject to additional fees.

Support Response and Resolution Times

Support requests are categorized based on the severity of the issue and its impact on system functionality. eCourtDate commits to the following response and resolution times:

Response and Resolution Times

Critical (P1)	System-wide outage, security breach, or severe degradation of core functionality with no available workaround.	Response Time: 1 hour	Resolution Time: 2 hours
High (P2)	Major feature impairment, substantial performance degradation, or issues affecting multiple users that impede essential functions.	Response Time: 4 hours	Resolution Time: 12 hours
Medium (P3)	Moderate impact on functionality, partial system impairment, or degraded performance with an available workaround.	Response Time: 1 business day	Resolution Time: 3 business days
Low (P4)	Minor issues, general inquiries, non-critical system behaviors, or cosmetic concerns that do not impact core functionality.	Response Time: 3 business days	Resolution Time: 10 business days

Support is available 24/7 for P1 (Critical) and P2 (High) issues. P3 (Medium) and P4 (Low) issues are addressed during standard business hours.

If an issue is not resolved within the specified Resolution Target, it is escalated as follows:

- P1 (Critical): Escalated to executive-level support within 1 hour and assigned highest priority until resolution.
- P2 (High): Escalated to senior support management within 2 hours and actively monitored.
- P3 (Medium): Reviewed within 1 business day and escalated as necessary based on impact assessment.
- P4 (Low): Reviewed periodically to ensure timely resolution based on customer priority.

This SLA does not apply to service disruptions caused by:

- External factors beyond eCourtDate's control, including but not limited to third-party service failures, force majeure events, or customer-side infrastructure issues.
- Carrier-related issues, including campaign registration and carrier blocks or spam filtering.
- Data requests related to dashboards and reports that do not directly impact core messaging functionality.
- Scheduled maintenance, provided that customers receive advance notice in accordance with eCourtDate's maintenance policy.
- Customer actions or omissions, such as delays in providing required information, approvals, or access necessary for troubleshooting and resolution.
- Requests requiring custom development, feature modifications, or professional services outside the scope of standard support.

Help requests must be initiated by a registered user as a support ticket in the affected agency or the eCourtDate help center.

Compliance and Remedies

If eCourtDate fails to meet the committed response or resolution times, customers may be eligible for service credits, as specified in their contractual agreement.

Service credits are the sole remedy for any SLA breach and do not apply if resolution is delayed due to factors outlined in the Service Level Exclusions.

eCourtDate maintains continuous system monitoring and follows NIST-aligned security protocols to ensure the highest levels of reliability and compliance with government IT standards.

Definitions

"Authorized Users" means the number of identifiable unique persons consisting of Customer's personnel and outside consultants who are authorized to access and use the Services, as specified in the applicable Service Plan. Authorized Users may include Customer's third-party consultants, outsourcers, contractors, and other service providers.

"End Users" means the contacts added by the Authorized Users and contained in Customer Data who are notified by the software.

"Customer Data" means the Customer's information or other data processed, stored, or transmitted by, in, or through the Services, including, but not limited to, personal information relating to the Customer's personnel, End Users, and prospective End Users.

"Portal" means the Company's website or mobile app including the Technology.

"Proprietary Rights" means any and all rights, whether registered or unregistered, in and with respect to patents, copyrights, confidential information, know-how, trade secrets, moral rights, contract or licensing rights, confidential and proprietary information protected under contract or otherwise under law, trade names, domain names, trade dress, logos, animated characters, trademarks, service marks, and other similar rights or interests in intellectual or industrial property.

"Service Plan" means a form, incorporating the terms of this Agreement, by which a Customer selects and commences Services. A Service Plan can be either in written form, specified as a "Service Plan", or as an electronic form the Customer configures through the Portal.

"Services" means the service plans and features selected by the Customer and specified on the applicable Service Plan and any updates or upgrades to such services that may be generally released by the Company to all customers from time to time. These Services may change by mutual consent of the Parties, as recorded through the Service Plan.

"Technology" means the computer hardware, software, and other tangible equipment and intangible computer code necessary to deploy and serve the Services via the Portal.

"Services Portal" means a platform that allows the Customer to notify End Users of upcoming court dates and other legal events.

Customer Data

The Parties acknowledge that all Customer Data used with the Services and all the data derived from such Customer Data is and will remain the property of the Customer.

Company-supplied Data

The Company shall only be responsible for any Company-supplied data's accuracy, quality, integrity, legality, reliability, or appropriateness.

Use Restrictions

Customer covenants and agrees that its use of the Services will be in a manner consistent with this Agreement and with all applicable laws and regulations, including trade secret, copyright, trademark, and export control laws.

Without limiting the generality of the foregoing, Customer shall not, nor shall it permit or assist others, (i) to abuse or fraudulently use the Services; (ii) to process or permit to be processed the data of any third party that is not expressly authorized herein to access and use such Services; and (iii) to attempt to copy, reverse engineer, decompile, disassemble, create a derivative work from, or otherwise attempt to derive the source code of any part of the Technology; or (iv) to access, alter, or destroy any information of any customer of the Company by fraudulent means or device, or attempt to do so.

Customer covenants and agrees that it has the right to use the End User's personal information for purposes of these services.

Customer covenants and agrees to inform End Users that the Services are provided only as a convenience, and there is no guarantee that notifications will be timely or that they will be transmitted at all.

Security

The Customer will be solely responsible for acquiring and maintaining technology and procedures for maintaining the security of its link to the Internet. As part of the Services, the Company shall implement reasonable security procedures consistent with the prevailing industry standard to protect Customer Data from unauthorized access (the "Security Standard"). The Company will not, under any circumstances, be held responsible or liable for situations (i) where data or transmissions are accessed by third parties through illegal or illicit means, or (ii) where the data or transmissions are accessed through the exploitation of security gaps, weaknesses, or flaws unknown to the Company at the time. The Company will promptly report to the Customer any unauthorized access to Customer Data promptly upon discovery by the Company and the Company shall use diligent efforts to promptly remedy any breach of security that permitted such unauthorized access. In the event notification to persons included in such Customer Data is required, the Company will offer message credits to send correction notifications at no additional cost.

Technical Requirements for Services

The Services will be rendered in a manner that will support the Authorized User requirements and other requirements provided in the applicable Service Plan.

The Services will be scalable in a manner that allows the Services to meet any forecasted increase provided in the applicable Service Plan (services which aren't defined in this contract may incur additional expense).

Confidential Information

For purposes of this Agreement, "Confidential Information" means Customer Data and non-public aspects of Customer technology, computer programs, and business and technical information and data. In addition, Confidential Information includes information which, although not related to the Services or this Agreement, is nevertheless disclosed hereunder by either Party, and, in addition, is disclosed and identified by either Party as confidential or proprietary in nature.

Restrictions on Use and Disclosure. Company may use Confidential Information of the Customer only for the purposes of this Agreement and shall protect such Confidential Information from disclosure to others, using the same degree of care used to protect its own proprietary information of like importance, but, in any case, using no less than a reasonable degree of care. The Customer may disclose Confidential Information received hereunder only as reasonably required to perform its obligations under this Agreement and only to its employees who have a need to know for such purposes and who are bound by signed, written agreements to protect the received Confidential Information from unauthorized use and disclosure.

Exclusions. The restrictions of this Agreement on use and disclosure of Confidential Information will not apply to information that: (i) is in the possession or control of the Company at the time of its disclosure hereunder; (ii) is, or becomes, publicly known, through no wrongful act of the Company; (iii) is received by the Company by a third party free to disclose it without obligation to the Customer; (iv) is independently developed by a party as evidenced by its written and dated records and without any breach of this Agreement; or (v) is the subject of a written permission to disclose provided by the Customer. However, notwithstanding any other language to the

contrary, both the Company and Customer may disclose Confidential Information pursuant to the requirements of a governmental agency or by operation of law.

Purchase of Additional Services

Customer may elect to purchase rights for additional messages, and/or additional services from time to time. Such additional purchases will be governed by the terms and conditions in this Agreement. The Customer agrees that, absent the Company's express written acceptance thereof, the terms and conditions contained in any Service Plan or other document issued by the Customer to the Company for the additional purchases, will not be binding on the Company if such terms and conditions are additional to or inconsistent with those contained in this Agreement.

Proprietary Rights Ownership

Ownership of the Proprietary Rights embodied in the Portal, Services, and the Technology will remain exclusively vested in and be the sole and exclusive property of the Company and its licensors. In addition, the Customer hereby transfers and assigns to the Company, any rights the Customer may have to any suggestions, ideas, enhancement requests, feedback, recommendations, or other information provided by the Customer relating to the Services. The eCourtDate.com domain name, product names, and logos associated with the Services are trademarks of the Company or third parties, and no right or license is granted to use them.

Customer Representations and Warranties

The Customer represents and warrants that the performance of its obligations and use of the Services (by Customers and its Authorized Users) will not violate any applicable laws or regulations.

The Customer acknowledges that (i) the Company is not required to monitor the content of information passing through the Services for purposes of verifying accuracy or legal compliance and (ii) the Customer shall use commerxlly reasonable efforts to ensure that the information it and its Authorized Users transmit thereby complies with all applicable laws and regulations, whether now in existence or hereafter enacted and in force.

The Customer represents and warrants that (i) it has the authority and right to transmit Customer Data (including End User's personal information) to the Company; and (ii) the use of Customer Data under this Agreement will not infringe the intellectual property rights or other proprietary rights of any third party. The Customer covenants that it will only supply the Company with data that the Customer has the right to supply. The Customer also covenants that it will not attempt to transmit any confidential or privileged messages to the End Users via the Portal.

In the event of breach by the Customer of any of the foregoing representations or warranties, in addition to any other remedies available at law or in equity, the Company will have the right to suspend immediately any Services if the Company deems it reasonably necessary to prevent any harm to the Company and its business. The Company shall provide notice to the Customer and an opportunity to cure, if practicable, depending on the nature of the breach. Once cured, the Company shall promptly restore the Services.

Company Representations and Warranties

The Company represents and warrants that (i) it has the legal right to enter into this Agreement and perform its obligations under this Agreement, and (ii) the performance of its obligations and delivery of the Services to the Customer will not violate any applicable laws or regulations of the United States or cause a breach of any agreements between the Company and any third parties. In the event of a breach by the Company of the foregoing warranties, the Customer's sole remedy is termination of this Agreement upon written notice to the Company.

Limited Warranty

The Company represents and warrants that the Services will: (i) conform to all material operational features as described in the applicable Service Plan and (ii) be free of errors and defects that materially affect the performance of such features ("Limited Warranty"), provided that the Customer notifies the Company of any such non-conformity, error, or defect. The Customer's sole and exclusive remedy for breach of this Limited Warranty

will be the prompt correction of material, non-conforming Services at the Company's expense.

Disclaimer of Actions of Third Parties

The Company does not and cannot control the flow of data to or from the Company's Technology and other parts of the Internet. Such flow of data depends on the performance of the Internet services provided or controlled by third parties. At times, actions or inactions of such third parties can impair or disrupt Customer's connections of the Internet (or portions thereof). Although the Company will use commercially reasonable efforts to take all actions it deems appropriate to remedy and avoid such events, the Company cannot guarantee that such events will not occur.

Options for Infringement Claims

If any party is enjoined from using the Technology, or if the Company believes that the Technology may become the subject of a claim of intellectual property infringement, the Company, at its option and expense, may: (i) procure the right for the Customer to continue to use the Services; (ii) replace or modify the Technology so as to make it non-infringing; provided, however, that the Services continue to conform to the descriptions and/or specifications provided in the applicable Service Plan; or (iii) terminate this Agreement, in which case the Company shall refund to the Customer any and fees paid in advance by the Customer for those Services not provided by the Company and provide, at the Customer's request and free of charge, the Customer Data in a database document format. This Section and the preceding Section set forth the entire liability of the Company to the Customer for any infringement by the Technology or Services of any intellectual property of a third party. Despite the foregoing, this Section does not apply to third-party software including, but not limited to, open-source software.

Liability Cap

In no event will the Company's aggregate liability, if any, including liability arising out of contract, negligence, strict liability in tort or warranty, or otherwise, exceed one (1) subscription fee.

Term and Termination

Term of Agreement. The initial term of this Agreement will commence as of the Effective Date and will continue for a period of one (1) year. At the Customer's option and approval by the Company, the contract may be renewed for additional twelve (12) month periods. If the Customer exercises the right in writing, the Company must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period.

Term of Service Plan. Any Service Plan created under this Agreement will commence immediately upon execution by both Parties and will continue thereafter as provided in the Service Plan; provided, however, that despite any other provision of this Agreement or in any Service Plan, all existing Service Plans will also terminate upon the expiration or termination of this Agreement.

Automatic Termination. Unless the Company promptly upon discovery of the relevant facts notifies the Customer to the contrary, in writing, this Agreement and all Service Plans will terminate immediately, without notice, upon the institution of insolvency, bankruptcy, or similar proceedings by or against the Company, any assignment or attempted assignment by the Company for the benefit of creditors, or any appointment, or application for such appointment, or a receiver for the Company.

Termination for Cause. If either Party fails to comply with any of the material terms and conditions of this Agreement or Service Plan including, but not limited to, the payment of any subscription fee or reimbursement due and payable to the Company under this Agreement, the non-defaulting Party may terminate this Agreement and/or all Service Plans upon thirty (30) days written notice to the defaulting Party specifying any such breach, unless within the period of such notice, all breaches specified have been remedied.

Effect of Termination. Upon any termination of this Agreement, the Customer will be denied access to the Portal. Termination will not relieve the Customer of its obligation to pay any undisputed fees accrued or payable to the Company prior to the effective date of termination. Customer is entitled to a prorated refund if this Agreement is

terminated as a result of Company's material breach of the Agreement. The payment of Customer obligations in fiscal years subsequent to the current year is contingent upon funds for this Agreement being appropriated and budgeted. If funds for this Agreement are not appropriated and budgeted in any year subsequent to the fiscal year of execution of this Agreement, this Customer shall terminate, without any penalty to Customer.

Termination by the Company for End of Life

The Company intends to continue to provide and support the Services for as long as the Customer renews in accordance with the applicable Service Plan; provided, however, if the Company determines, in its sole discretion, that it is no longer feasible to support the Services, the Company may terminate this Agreement for end-of-life at any time by providing six (6) months' written notice to the Customer. In the event of such termination, the Company shall reimburse, on a prorated basis, any subscription fees paid by the Customer.

Transition Services

If the Customer is current in all payments due to the Company at the time of expiration or termination of this Agreement, the Company shall provide to the Customer its Customer Data in a standard database document format at no additional charge. If the Customer requests the Customer Data in a non-standard format, the Customer shall pay the Company a reasonable fee for technical services as determined by the Company.

Designed for Use Only Within Legal Jurisdictions

Access to this Software from locations where its use or contents are illegal is not authorized. The Customer acknowledges and agrees that its access and use of the Services is of its own volition and it is responsible for compliance with local law.

User Suggestions to Company

The Company welcomes the Customer's feedback with regard to the Portal and the Services. However, the Company will not accept any creative ideas, suggestions, inventions, or materials other than those the Company has specifically requested ("Suggestions"). Any Suggestions will automatically become the property of the Company. None of the Suggestions will be subject to any obligation of confidentiality and the Company shall not be liable for its disclosure or use. The Company will have exclusive ownership of all now known or later discovered rights to the Suggestions and will be entitled to unrestricted use of the Suggestions for any purpose whatsoever, commercial or otherwise, without compensation to the Customer.

Severability

If any part of this Agreement is held to be unenforceable for any reason, the remainder of this Agreement will continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provisions would make the provision valid, then such provision will be deemed to be construed as so limited.

Governing Law

This Agreement and the rights and obligations of the Parties under it are governed by and interpreted in accordance with the laws of the State of MS without regard to principles of conflicts of law.

Notices

Any notices required or permitted to be given under this Agreement will be given in writing and will be delivered (i) virtual, (ii) by certified mail, postage prepaid, return receipt requested, or (iii) by commercial overnight courier that guarantees next day delivery and provides a receipt, and such notices will be addressed to the address of the Party as specified in this Agreement or to such other address as the Party may specify in writing.

Assignment and Successors

Neither Party may assign this Agreement of any of its rights or obligations hereunder without the other's express written consent, except that either Party may assign its rights and obligations in connection with a merger, acquisition, reorganization, or sale of all or substantially all of its assets relating to this Agreement. Except to the extent forbidden in the previous sentence, this Agreement will be binding upon and inure to the benefit of the respective successors and assigns of the Parties.

Continuing Obligations

The following obligations will survive the expiration of termination of this Agreement and the distribution grace period provided above: (i) any and all warranty disclaimers, limitations of liability, and indemnities granted by either Party, (ii) any covenant granted in this Agreement for the purpose of determining ownership of, or protecting, the Proprietary Rights including, but not limited to, the Confidential Information of either Party, or any remedy for breach thereof, and (iii) the payment of taxes, duties, or any money to the Company owed under this Agreement.

Force Majeure

Neither Party shall be liable for damages or any delay or failure of delivery arising out of causes beyond its reasonable control and without its fault or negligence, including, but not limited to, Acts of God, acts of civil or military authority, fires, riots, wars, embargoes, Internet disruptions, hacker attacks, or communications failures. Despite any other provision of this Agreement, if either Party cannot perform under this Agreement for a period of thirty (30) consecutive days, the other Party may terminate this Agreement immediately, without liability, by ten (10) days' written notice to the other.

U.S. Government End-Users

The Technology and the Company software incorporated therein, this Portal, and the Services all consist of "commercial items," as that term is defined in 48 C.F.R. 2.101 (Oct. 1995), consisting of "commercial computer software" and "commercial computer software documentation," as such terms are used in 48 C.F.R. 12.212 (Sept. 1995). Consistent with 48 C.F.R. 12.212 and 48 C.F.R. 227.7202-1 through 227.7202-4 (June 1995), all U.S. Government End Users of this Portal acquire only those rights set forth therein.

Criminal Background Check

If this contract requires that the Company personnel access Customer Data (either on-site or remotely) or access secure areas of Customer Facilities, then the Company personnel may be required to undergo a Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by the Customer.

Confidentiality, Integrity, Availability (C.I.A.)

The Company shall protect the Confidentiality, Integrity, and Availability (C.I.A.) of all Customer Data, ensuring extra levels of security. All Customer information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.

Breach Notification

The Company agrees that upon discovery of unauthorized access to Customer Data, the Company shall notify the Customer both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after the Company knows or reasonably suspects unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, the Company agrees to reasonably coordinate with the Customer to investigate the occurrence.

Data Hosting

All Customer data will be 100% hosted within the United States.

FIPS 140-2 Compliance

The Company shall comply with the Federal Information Processing Standard (FIPS) Publication 140-2, Security Requirements for Cryptographic Modules, as required by the National Institute of Standards and Technology (NIST).

Marketing Release

The Customer hereby consents to the Company's use of the Customer's name and logo in the Company's marketing materials, websites, presentations, case studies, press releases, and other promotional mediums ("Marketing Materials"), for the purpose of identifying the Customer as a customer of the Company's Services, subject to the terms and conditions of this Marketing Release.

The Company shall ensure that its use of the Customer Marks does not suggest that the Customer is endorsing or sponsoring the Service or the Company, nor suggest any relationship between the Company and the Customer beyond that of the provision and use of the Service under the terms of the applicable Service Plan.

The Company shall comply with any guidelines provided by the Customer regarding the use of the Customer Marks and shall not alter, modify, dilute, or otherwise misuse the Customer Marks.

The Customer's consent to use the Customer Marks will continue for as long as the Customer subscribes to the Service Plan.

The Company acknowledges that, except for the limited rights and licenses expressly granted hereunder, the Customer retains all rights, title, and interest in and to the Customer Marks.

Accessibility Compliance

The Company agrees that all web products and services provided under this Agreement will comply with the Web Content Accessibility Guidelines (WCAG) 2.1 at Level AA. Furthermore, the Company will ensure compliance with all relevant accessibility standards and regulations required for government entities in the United States, including but not limited to:

- **Section 508 of the Rehabilitation Act of 1973:** Ensuring that electronic and information technology developed, procured, maintained, or used by federal agencies is accessible to people with disabilities.
- **Americans with Disabilities Act (ADA):** Title II and Title III of the ADA mandate that state and local government services, programs, and activities, as well as places of public accommodation, must be accessible to individuals with disabilities.
- **State-Specific Accessibility Standards:** Compliance with any additional state-specific accessibility standards and guidelines that may apply.

The Company shall regularly review and update its products to ensure ongoing compliance with these standards. Documentation and compliance reports are listed here: Accessibility Compliance.

OXFORD
PLANNING
DEPARTMENT

Memorandum

To: Mayor and Board of Aldermen

From: Ben Requet, AICP, Planning Director

Date: November 4, 2025

Re: Third Reading and Vote of a Zoning Map Amendment request (Case #3256) by Blackburn Holdings, LLC (David Blackburn), to rezone +/- 64 acres to Suburban Corridor, +/- 85.5 acres to Suburban Multi-Family, +/- 122.88 acres to Neighborhood Residential and +/- 52.29 acres Suburban Residential East of Highway 7, north of Highway 30 and west of Charger Lane (PPIN #3520, #3531, #4425, #4506 & #4635)

This is a request for a Zoning Map Amendment to change the zoning for the property; Exhibit C clarifies the request. This request was originally presented to the Planning Commission at the August 11, 2025, meeting but was ultimately tabled by the applicant. The applicant returned to the Commission with a modified request based upon feedback received from the August Commission meeting.

This proposal indicates approximately +/- 64 acres zoned Suburban Corridor, with the majority being located along the Highway 7 frontage in the northwest portion of the site. This is an expansion of approximately 13 acres. Two areas totaling approximately +/- 85.5 acres of Suburban Multi-Family are introduced as transition areas adjacent to the areas zoned Suburban Corridor; a reduction of approximately 25.5 acres from what was previously proposed. The Neighborhood Residential area is proposed to be expanded to approximately +/- 122.88 acres while also being located more in the central and northeastern part of the site that backs into existing properties along Charger Lane. Finally, the area designated as Suburban Residential is being reduced to approximately +/- 52.29 acres along Charger Lane in the eastern part of the site.

At the September 8, 2025, Planning Commission meeting, after an initial motion to table the request failed with a 3-3 vote, Chairman Rigby made a motion to recommend denial of the request that was seconded by Commissioner Murphy. The motion carried with a unanimous 6-0 vote. Therefore, the Commission did not support the requested rezoning.

The subject property is located in the northeastern most portion of the City limits. The property was annexed into the City of Oxford in 2018, and it was initially zoned in 2019. The property measures approximately +/- 324 acres, it has frontage along Highway 7, Highway 30, and Charger Lane. This property is comprised of three zoning districts. Approximately +/- 53 acres are zoned

(SCO) Suburban Corridor, +/- 99 acres are zoned (NR) Neighborhood Residential, and +/- 176 acres are currently zoned (SR) Suburban Residential.

The revised request (presented at the September 2025 meeting), the applicant is seeking a Zoning Map Amendment to change the zoning for the property; Exhibit C clarifies the request. This proposal indicates approximately +/- 64 acres zoned Suburban Corridor, with the majority being located along the Highway 7 frontage in the northwest portion of the site. This is an expansion of approximately 13 acres. Two areas totaling approximately +/- 85.5 acres of Suburban Multi-Family are introduced as transition areas adjacent to the areas zoned Suburban Corridor; a reduction of approximately 25.5 acres from what was previously proposed. The Neighborhood Residential area is proposed to be expanded to approximately +/- 122.88 acres while also being located more in the central and northeastern part of the site that backs into existing properties along Charger Lane. Finally, the area designated as Suburban Residential is being reduced to approximately +/- 52.29 acres along Charger Lane in the eastern part of the site. Both the NR and SR proposals remain unchanged from what was proposed at last month's meeting.

Exhibit D indicates two conservation areas that are proposed; both Conservation Zones are 150' in depth. Conservation Zone One measuring approximately +/- 15 acres is located along the eastern and northern property line. Conservation Zone Two measuring approximately +/- 3.97 acres is located in the southwest portion of the property. Both Conservation Zones appear to be providing a 150' undisturbed buffer between existing residences.

State Requirements for Rezoning:
The criteria to rezone property are cited in a number of Mississippi cases and are as follows:
"Before a zoning board reclassifies property from one zone to another, there must be proof either:
(1) that there was a mistake in the original zoning, or (2) (a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning." (Burdine v. City of Greenville, 1999).

In another case, the court stated: "Before property is reclassified, applicant seeking rezoning must prove beyond by clear and convincing evidence either that there was mistake in original zoning, or that character of neighborhood had changed to such an extent as to justify rezoning, and that public need existed for rezoning". (City of Biloxi v. Hilbert, 1992)

Finally, Fondren North Renaissance v. Mayor and City Council of City of Jackson, 1999, stated:
"Under the "change and mistake" rule of municipal zoning, based on the presumption that the original zoning is well-planned and designed to be permanent, before a zoning board may reclassify property from one zone to another, there must be proof either: (1) that there was a mistake in the original zoning, or (2)(a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning. Therefore, the merits of the applicant's request for rezoning, based on the criteria established in the cited cases, is as follows:

Change and Need:

In the application, the applicant provided the following justifications for the change in the character of the neighborhood and the public need.

As a supplement to our original application, we have outlined the following additional justifications to show there is a public need for the mix of zoning requested.

1. Public Need - Reference Exhibit A. This information strongly supports the public need for additional SMF zoned property:
    a. Identified on this exhibit, is the only undeveloped SMF-zoned property PEC could identify within the boundaries of the exhibit.
    b. This tract of land is part of the Oxford Commons PUD overlay, and the PUD has a development restriction that limits density to that of just over a typical NR zoning and a restriction that does not allow more than 3 unrelated persons to live in one dwelling unit.
        i. Regardless of the underlying SMF zoning, the PUD restrictions will not allow true Multi-Family development.
    c. This essentially leaves no undeveloped SMF-zoned property within the boundaries of Exhibit A which definitively shows there is a public need for additional SMF zoning in Oxford.
2. Public Need - Reference Exhibit A. This information also strongly supports the public need for additional SMF zoned property:
    a. Identified on this exhibit, is the only undeveloped SMF-zoned property PEC could identify within the City Limits.
    b. The bulk of the undeveloped SMF zoned property is the underlying zoning within the Grand Oaks PUD overlay and falls under the restrictions of the PUD. The majority of the development in this area of the PUD has been single family residences and the property is limited by access only going through neighborhoods with single family homes. This property does not lend itself to development per the underlying SMF zoning.
    c. As can clearly be seen, the remaining, undeveloped SMF property within the City Limits of Oxford is a small fraction of the overall SMF zoned property
        i. Undeveloped SMF properties on Old Taylor Road and Thacker Road are located in areas of severe vehicular traffic congestion as opposed to the property that is zoned SMF in this application which has full, direct, frontage on two primary corridors into Oxford; Hwy 7 and Hwy 30.
3. Public Need - Reference Exhibits B&C: These exhibits have been modified to increase the land area dedicated to commercial/mixed use development (SCO)
    a. This adjustment to the original application leaves the existing SCO zoning along Hwy 7 unchanged from the current zoning maps (45 acres). We listened to the Commissioners' input and agreed there is a public need for the uses allowed by SCO zoning.
    b. These exhibits also reflect an increase to the land area dedicated to SCO zoning for property accessed from Molly Barr:
        i. Existing SCO-zoned property accessed from Hwy 30 is 6 +/- acres (current zoning map)
        ii. The original application requested an increase in SCO zoning to 13 +/- acres

iii. This modified zoning application proposes to further increase SCO to 19 +/- acres

Another driver for the well planned, healthy mix of zoning districts proposed by the applicant is the desire to avoid repeating the problems created by ongoing development along the S. Lamar Corridor which has primarily been focused on dense residential and professional office space with very little general retail, restaurants or shopping opportunities.

Ongoing residential development along the S. Lamar corridor has limited connectivity to Hwy 6 and Hwy 7 making it inconvenient for residents to get to the commercial areas along W. Jackson Ave and generally north of Hwy 6 which exacerbates traffic congestion and associated public safety concerns throughout Oxford.

The applicant's property being considered for rezoning has direct connectivity to Hwy 7 and Hwy 30 which gives direct access to Ole Miss campus via Molly Barr Rd and direct access to Pat Patterson Parkway that circles the entire north and west city limits with direct access to the heart of Oxford via Hwy 314 (Old Sardis Rd), College Hill road and Jackson Ave.

The significance of the subject property having direct access to Hwy 7 and Hwy 30 cannot be understated as this reduces traffic related congestion and minimizes the impact on Oxford's local streets inherently minimizing the associated public safety concerns.

The City of Oxford has experienced exponential population growth since the time the subject property was annexed into the city's certificated area and, specifically, since the adoption of the Vision 2037 plan. Oxford's growth over the past 8-10 years justifies a reevaluation of the zoning for the subject property.

The University of Mississippi has also experienced exponential growth over the same timeframe which is a driver of the increase in population of the city overall.
All indicators point to continued growth in Ole Miss student enrollment which will continue to create a public need for smartly planned mixed-use developments as proposed by this zoning map amendment for the subject property.

The booming overall city population increase, in addition to record student enrollment, has driven significant infrastructure improvements throughout the city with a major focus on connectivity to the eastern side of Oxford where the subject property is located.
Please Reference Exhibit A of this zoning application.

The city and county's long term transportation plan has led to significant changes in vehicular connectivity to the subject property including the imminent completion of the last section of George G "Pat" Patterson Parkway between M Trade Park and the Lafayette County industrial park. This recently completed roadway will be open to the public in the very near future.

The completion of this section of major roadway infrastructure will immediately change and improve the connectivity between the subject property, and the city as a whole, by creating a complete loop around the perimeter of the city limits consisting of:

1. MS Hwy 278 (Hwy 6) to the south.
2. George G "Pat" Patterson Pkwy to the west and north.
3. MS Hwy 7 to the east.
   These changes in city/county infrastructure significantly improve access to the subject property.

In addition to the changes created by the completion of the transportation loop described above, other significant changes in vehicular connectivity have recently been completed or are underway that directly change connectivity to the east side of Oxford and, specifically the subject property, including:

1. **New Roundabout** at University Ave. and Buddy East Parkway
2. **New Roundabouts** at University Ave. and MS Hwy 7 (nearing completion)
3. **New roundabouts** at MS Hwy 7 and Sisk Avenue
4. **New signalized intersection** at MS Hwy 30 and Ed Perry Blvd
5. **New Roundabouts** at Molly Barr Rd (MS Hwy 30) and MS Hwy 7
6. **Proposed Roundabout** at Molly Barr Rd and North Lamar Blvd
7. **New Roundabout** at Molly Barr Rd and Chickasaw Rd
8. **New Roundabout** at the soon to be completed connection between George G "Pat" Patterson Pkwy and Industrial Park Drive

Also, the construction for improvements to MS Hwy 7 South are imminent with a projected start date of late 2025. These improvements will include making the section of Hwy 7 between Oxford and MS Hwy 9 a 4-lane highway which is another significant change and improvement for the access to the subject property.
The new roadway infrastructure improvements described above are, by definition, a change in the area directly adjacent to, and directly affecting, the subject property.

The Oxford Commons Planned Unit Development (PUD) bounded by MS Hwy 30 to the north (directly adjacent to the subject property), MS Hwy 7 to the west and both sides of Sisk Avenue to the south has exploded with a mixture of single family homes, townhomes, apartments, and a wide ranging mixture of commercial, retail and entertainment uses over the **master-planned** 700 acre (+) mixed use development.

The growth at Oxford Commons PUD has been a trigger for many of the transportation connectivity changes described above. And as the availability of undeveloped land within Oxford Commons PUD decreases by the day, there is a public need at the subject property for more opportunity to provide mixed use development like the Oxford Commons PUD.

The zoning map amendment as proposed, see Exhibits A, B and C of this application, will provide a healthy mix of commercial multi-family, townhomes and single-family uses which will help satisfy the public need for well-planned, mixed-use communities that are integrated into the surrounding neighborhoods.

Please note that this zoning map amendment proposes low density single family residential (SR) zoning adjacent to the existing single-family homes along Charger Lane to the east.

The proposed zoning changes will also create two undisturbed conservation zones with a total width of 150 feet, intended to provide a permanent buffer between the subject property and existing properties zoned for residential use.

Mistake:
There is no mistake in this instance.

Additional Staff Comments:
The applicant points out that there have been changes in the character of the neighborhood partly attributed to infrastructure improvements with new roundabouts, signalized intersections, newly constructed roadways and the expansion of Highway 7 being imminent. Staff does understand the applicant's logic in having the uses transition in intensity from SCO to SMF to NR to SR. The change will result in an increased density of this site with the introduction of the two SMF areas, and the expansion of the Neighborhood Residential. However, some of the SMF areas were areas designated as SCO, which allow for residential uses on upper floors. Staff believes that the designated Conservation Areas will provide some protections for the adjacent property owners.

Recommendation: The Mayor and Aldermen will have to determine if the proposal is a desirable change. Staff believes that there is sufficient evidence of change and need to support the rezoning of this property as requested.

Planning Commission Meeting (September 8, 2025)
A link to the recording of the September 8th, 2025, Planning Commission meeting is provided below. An adjacent property owner, Heather Toney, provided comments about the proposed request, and the concerns of how the proposal may impact her and her neighbors' property. She also indicated that she believed the request was premature, and that tabling the item would allow for her, neighbors and the applicant to have conversations about the request.
Case #3256 – Blackburn Holdings Rezoning (This item should begin at 11:58)

Planning Commission Recommendation:
At the September 8, 2025, Planning Commission meeting, after an initial motion to table the request failed with a 3-3 vote, Chairman Rigby made a motion to recommend denial of the request that was seconded by Commissioner Murphy. The motion carried with a unanimous 6-0 vote. Therefore, the Commission did not support the requested rezoning.

AREA BREAKDOWN

ZONING:	ACRES +/-
CONSERVATION ZONE ONE	15.00
CONSERVATION ZONE TWO	3.97
BUFFER ZONE	12.82
TOTAL:	**31.79**

1 REZONING MAP

SCALE: N.T.S.

0 300' 600'

PEC
CIVIL • CONSULTING • GEO
PRECISION ENGINEERING CORPORATION
EST. 1976
LAND SURVEYORS

PHONE: (662) 234-8539
EMAIL: OXFORD@PECORPMS.COM
WEB SITE: PECORPMS.COM
FAX: (662) 234-8639

REVISIONS:

NO.	DATE	DESCRIPTION	BY

EXHIBIT D
PROPOSED ZONING
FOR
BLACKBURN HOLDINGS, LLC
OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY:	CMC		10.30.2025
CHECKED BY:	PK		AS NOTED
PROJECT NO.:	7155		

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PAGE NO.:

EXHIBIT D

Z:\Shared\Documents\DATA\project\7155 - IDLEWILD (Rd Allen Stock-Adams Property)\CIVIL\CAD\SHEET_MAPS.dwg SAVE:10/30/2025 12:12 PM PLOT:10/30/2025 12:12 PM

OXFORD
PLANNING
DEPARTMENT

Case 3256

To: Oxford Planning Commission
From: Benjamin Requet, AICP; Director of Planning
Date: September 8, 2025

Applicant: Blackburn Holdings, LLC.
Owner: Same
Request: Zoning Map Amendment
Location: East of Highway 7, north of Highway 30 and west of Charger Lane (PPIN #3520, #3531, #4425, #4506 & #4635)
Zoning: (SCO) Suburban Corridor, (NR) Neighborhood Residential & (SR) Suburban Residential

Surrounding Zoning:
North: County R-1 & A1
East: County R-1
South: (IND) Industrial & (SCO) Suburban Corridor
West: (SCO) Suburban Corridor

Planning Comments: Since the August Planning Commission meeting, the applicant has revised the zoning map amendment request. The subject property is located in the northeastern most portion of the City limits. The property was annexed into the City of Oxford in 2018, and it was initially zoned in 2019. The property measures approximately +/- 324 acres, it has frontage along Highway 7, Highway 30, and Charger Lane. This property is comprised of three zoning districts. Approximately +/- 53 acres are zoned (SCO) Suburban Corridor, +/- 99 acres are zoned (NR) Neighborhood Residential, and +/- 176 acres are currently zoned (SR) Suburban Residential.

In this revised request, the applicant is seeking a Zoning Map Amendment to change the zoning for the property; Exhibit C clarifies the request. This proposal indicates approximately +/- 64 acres zoned Suburban Corridor, with the majority being located along the Highway 7 frontage in the northwest portion of the site. This is an expansion of approximately 13 acres. Two areas totaling approximately +/- 85.5 acres of Suburban Multi-Family are introduced as transition areas adjacent to the areas zoned Suburban Corridor; a reduction of approximately 25.5 acres from what was previously proposed. The Neighborhood Residential area is proposed to be expanded

to approximately +/- 122.88 acres while also being located more in the central and northeastern part of the site that backs into existing properties along Charger Lane. Finally, the area designated as Suburban Residential is being reduced to approximately +/- 52.29 acres along Charger Lane in the eastern part of the site. Both the NR and SR proposals remain unchanged from what was proposed at last month's meeting.

Exhibit D indicates two conservation areas that are proposed; both Conservation Zones are 150' in depth. Conservation Zone One measuring approximately +/- 15 acres is located along the eastern and northern property line. Conservation Zone Two measuring approximately +/- 3.97 acres is located in the southwest portion of the property. Both Conservation Zones appear to be providing a 150' undisturbed buffer between existing residences.

State Requirements for Rezoning:
The criteria to rezone property are cited in a number of Mississippi cases and are as follows:
"Before a zoning board reclassifies property from one zone to another, there must be proof either:

(1) that there was a mistake in the original zoning, or (2) (a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning." (Burdine v. City of Greenville, 1999).

In another case, the court stated: "Before property is reclassified, applicant seeking rezoning must prove beyond by clear and convincing evidence either that there was mistake in original zoning, or that character of neighborhood had changed to such an extent as to justify rezoning, and that public need existed for rezoning". (City of Biloxi v. Hilbert, 1992)

Finally, Fondren North Renaissance v. Mayor and City Council of City of Jackson, 1999, stated:
"Under the "change and mistake" rule of municipal zoning, based on the presumption that the original zoning is well-planned and designed to be permanent, before a zoning board may reclassify property from one zone to another, there must be proof either: (1) that there was a mistake in the original zoning, or (2)(a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning. Therefore, the merits of the applicant's request for rezoning, based on the criteria established in the cited cases, is as follows:

Change and Need:
In the application, the applicant provided the following justifications for the change in the character of the neighborhood and the public need.

As a supplement to our original application, we have outlined the following additional justifications to show there is a public need for the mix of zoning requested.

1. Public Need - Reference Exhibit A. This information strongly supports the public need for additional SMF zoned property:

   a. Identified on this exhibit, is the only undeveloped SMF-zoned property PEC could identify within the boundaries of the exhibit.
   b. This tract of land is part of the Oxford Commons PUD overlay, and the PUD has a development restriction that limits density to that of just over a typical NR zoning and a restriction that does not allow more than 3 unrelated persons to live in one dwelling unit.
      i. Regardless of the underlying SMF zoning, the PUD restrictions will not allow true Multi-Family development.
   c. This essentially leaves no undeveloped SMF-zoned property within the boundaries of Exhibit A which definitively shows there is a public need for additional SMF zoning in Oxford.
2. Public Need - Reference Exhibit A. This information also strongly supports the public need for additional SMF zoned property:
   a. Identified on this exhibit, is the only undeveloped SMF-zoned property PEC could identify within the City Limits.
   b. The bulk of the undeveloped SMF zoned property is the underlying zoning within the Grand Oaks PUD overlay and falls under the restrictions of the PUD. The majority of the development in this area of the PUD has been single family residences and the property is limited by access only going through neighborhoods with single family homes. This property does not lend itself to development per the underlying SMF zoning.
   c. As can clearly be seen, the remaining, undeveloped SMF property within the City Limits of Oxford is a small fraction of the overall SMF zoned property
      i. Undeveloped SMF properties on Old Taylor Road and Thacker Road are located in areas of severe vehicular traffic congestion as opposed to the property that is zoned SMF in this application which has full, direct, frontage on two primary corridors into Oxford; Hwy 7 and Hwy 30.
3. Public Need - Reference Exhibits B&C: These exhibits have been modified to increase the land area dedicated to commercial/mixed use development (SCO)
   a. This adjustment to the original application leaves the existing SCO zoning along Hwy 7 unchanged from the current zoning maps (45 acres). We listened to the Commissioners' input and agreed there is a public need for the uses allowed by SCO zoning.
   b. These exhibits also reflect an increase to the land area dedicated to SCO zoning for property accessed from Molly Barr:
      i. Existing SCO-zoned property accessed from Hwy 30 is 6 +/- acres (current zoning map)
      ii. The original application requested an increase in SCO zoning to 13 +/- acres
      iii. This modified zoning application proposes to further increase SCO to 19 +/- acres

Another driver for the well planned, healthy mix of zoning districts proposed by the applicant is the desire to avoid repeating the problems created by ongoing development along the S. Lamar

Corridor which has primarily been focused on dense residential and professional office space with very little general retail, restaurants or shopping opportunities.

Ongoing residential development along the S. Lamar corridor has limited connectivity to Hwy 6 and Hwy 7 making it inconvenient for residents to get to the commercial areas along W. Jackson Ave and generally north of Hwy 6 which exacerbates traffic congestion and associated public safety concerns throughout Oxford.

The applicant's property being considered for rezoning has direct connectivity to Hwy 7 and Hwy 30 which gives direct access to Ole Miss campus via Molly Barr Rd and direct access to Pat Patterson Parkway that circles the entire north and west city limits with direct access to the heart of Oxford via Hwy 314 (Old Sardis Rd), College Hill road and Jackson Ave.

The significance of the subject property having direct access to Hwy 7 and Hwy 30 cannot be understated as this reduces traffic related congestion and minimizes the impact on Oxford's local streets inherently minimizing the associated public safety concerns.

The City of Oxford has experienced exponential population growth since the time the subject property was annexed into the city's certificated area and, specifically, since the adoption of the Vision 2037 plan. Oxford's growth over the past 8-10 years justifies a reevaluation of the zoning for the subject property.

The University of Mississippi has also experienced exponential growth over the same timeframe which is a driver of the increase in population of the city overall.
All indicators point to continued growth in Ole Miss student enrollment which will continue to create a public need for smartly planned mixed-use developments as proposed by this zoning map amendment for the subject property.

The booming overall city population increase, in addition to record student enrollment, has driven significant infrastructure improvements throughout the city with a major focus on connectivity to the eastern side of Oxford where the subject property is located.
Please Reference Exhibit A of this zoning application.

The city and county's long term transportation plan has led to significant changes in vehicular connectivity to the subject property including the imminent completion of the last section of George G "Pat" Patterson Parkway between M Trade Park and the Lafayette County industrial park. This recently completed roadway will be open to the public in the very near future.

The completion of this section of major roadway infrastructure will immediately change and improve the connectivity between the subject property, and the city as a whole, by creating a complete loop around the perimeter of the city limits consisting of:

1. MS Hwy 278 (Hwy 6) to the south.
2. George G "Pat" Patterson Pkwy to the west and north.

3. MS Hwy 7 to the east.
   These changes in city/county infrastructure significantly improve access to the subject property.

In addition to the changes created by the completion of the transportation loop described above, other significant changes in vehicular connectivity have recently been completed or are underway that directly change connectivity to the east side of Oxford and, specifically the subject property, including:

1. **New Roundabout** at University Ave. and Buddy East Parkway
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Also, the construction for improvements to MS Hwy 7 South are imminent with a projected start date of late 2025. These improvements will include making the section of Hwy 7 between Oxford and MS Hwy 9 a 4-lane highway which is another significant change and improvement for the access to the subject property.
The new roadway infrastructure improvements described above are, by definition, a change in the area directly adjacent to, and directly affecting, the subject property.

The Oxford Commons Planned Unit Development (PUD) bounded by MS Hwy 30 to the north (directly adjacent to the subject property), MS Hwy 7 to the west and both sides of Sisk Avenue to the south has exploded with a mixture of single family homes, townhomes, apartments, and a wide ranging mixture of commercial, retail and entertainment uses over the **master-planned** 700 acre (+) mixed use development.

The growth at Oxford Commons PUD has been a trigger for many of the transportation connectivity changes described above. And as the availability of undeveloped land within Oxford Commons PUD decreases by the day, there is a public need at the subject property for more opportunity to provide mixed use development like the Oxford Commons PUD.

The zoning map amendment as proposed, see Exhibits A, B and C of this application, will provide a healthy mix of commercial multi-family, townhomes and single-family uses which will help satisfy the public need for well-planned, mixed-use communities that are integrated into the surrounding neighborhoods.

Please note that this zoning map amendment proposes low density single family residential (SR) zoning adjacent to the existing single-family homes along Charger Lane to the east.

The proposed zoning changes will also create two undisturbed conservation zones with a total width of 150 feet, intended to provide a permanent buffer between the subject property and existing properties zoned for residential use.

Mistake:
There is no mistake in this instance.

Additional Staff Comments:
The applicant points out that there have been changes in the character of the neighborhood partly attributed to infrastructure improvements with new roundabouts, signalized intersections, newly constructed roadways and the expansion of Highway 7 being imminent. Staff does understand the applicant's logic in having the uses transition in intensity from SCO to SMF to NR to SR. The change will result in an increased density of this site with the introduction of the two SMF areas, and the expansion of the Neighborhood Residential. However, some of the SMF areas were areas designated as SCO, which allow for residential uses on upper floors. Staff believes that the designated Conservation Areas will provide some protections for the adjacent property owners.

Recommendation: The Commission will have to determine if the proposal is a desirable change. Staff believes that there is sufficient evidence of change and need to support the rezoning of this property as requested.

Geotechnical Engineering
Hydraulic Engineering
Civil Engineering
Surveying

Land Planning/Subdivisions
Road and Bridge Design
Utility System Design
Materials Testing

1776 North Lamar Boulevard
Oxford, MS 38655
oxford@pecorpms.com

Phone 662-234-8539
Fax 662-234-8639
www.pecorpms.com

August 23, 2025

Application for Rezoning

Preface:

The applicant has modified the original application exhibits, and the narrative below, in reaction to input and feedback we received from Commissioners during the August 11, 2025 Planning Commission meeting. On behalf of the applicant, we requested our proposal be tabled until the September 8, 2025 meeting to give PEC and the applicant an opportunity to take into consideration the Commissioners' feedback and adjust the request accordingly. We value that input and it did result in what we feel are prudent planning changes to this application and the request for rezoning.

As a supplement to our original application, we have outlined the following additional justifications to show there is a public need for the mix of zoning requested.

1. **Public Need** - Reference Exhibit A. This information strongly supports the public need for additional SMF zoned property:
    a. Identified on this exhibit, is the only undeveloped SMF-zoned property PEC could identify within the boundaries of the exhibit.
    b. This tract of land is part of the Oxford Commons PUD overlay, and the PUD has a development restriction that limits density to that of just over a typical NR zoning and a restriction that does not allow more than 3 unrelated persons to live in one dwelling unit.
        i. Regardless of the underlying SMF zoning, the PUD restrictions will not allow true Multi-Family development.
    c. This essentially leaves no undeveloped SMF-zoned property within the boundaries of Exhibit A which definitively shows there is a public need for additional SMF zoning in Oxford.
2. **Public Need** - Reference Exhibit A. This information also strongly supports the public need for additional SMF zoned property:
    a. Identified on this exhibit, is the only undeveloped SMF-zoned property PEC could identify within the City Limits.
    b. The bulk of the undeveloped SMF zoned property is the underlying zoning within the Grand Oaks PUD overlay and falls under the restrictions of the PUD. The majority of the development in this area of the PUD has been single family residences and the property is limited by access only going through neighborhoods with single family homes. This property does not lend itself to development per the underlying SMF zoning.
    c. As can clearly be seen, the remaining, undeveloped SMF property within the City Limits of Oxford is a small fraction of the overall SMF zoned property
        i. Undeveloped SMF properties on Old Taylor Road and Thacker Road are located in areas of severe vehicular traffic congestion as opposed to the property that is zoned SMF in this

application which has full, direct, frontage on two primary corridors into Oxford; Hwy 7 and Hwy 30.

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Another driver for the well planned, healthy mix of zoning districts proposed by the applicant is the desire to avoid repeating the problems created by ongoing development along the S. Lamar Corridor which has primarily been focused on dense residential and professional office space with very little general retail, restaurants or shopping opportunities.

Ongoing residential development along the S. Lamar corridor has limited connectivity to Hwy 6 and Hwy 7 making it inconvenient for residents to get to the commercial areas along W. Jackson Ave and generally north of Hwy 6 which exacerbates traffic congestion and associated public safety concerns throughout Oxford.

The applicant's property being considered for rezoning has direct connectivity to Hwy 7 and Hwy 30 which gives direct access to Ole Miss campus via Molly Barr Rd and direct access to Pat Patterson Parkway that circles the entire north and west city limits with direct access to the heart of Oxford via Hwy 314 (Old Sardis Rd), College Hill road and Jackson Ave.

The significance of the subject property having direct access to Hwy 7 and Hwy 30 cannot be understated as this reduces traffic related congestion and minimizes the impact on Oxford's local streets inherently minimizing the associated public safety concerns.

Describe what has changed or the changing conditions that make the passage of this zoning amendment necessary.

The **City of Oxford** has experienced exponential population growth since the time the subject property was annexed into the city's certificated area and, specifically, since the adoption of the Vision 2037 plan. Oxford's growth over the past 8-10 years justifies a reevaluation of the zoning for the subject property.

The **University of Mississippi** has also experienced exponential growth over the same timeframe which is a driver of the increase in population of the city overall.

All indicators point to continued growth in **Ole Miss student enrollment** which will continue to create a public need for smartly planned mixed-use developments as proposed by this zoning map amendment for the subject property.

The booming overall city population increase, in addition to record student enrollment, has driven significant infrastructure improvements throughout the city with a major focus on connectivity to the eastern side of Oxford where the subject property is located.

Please Reference Exhibit A of this zoning application.

The city and county's long term transportation plan has led to significant changes in vehicular connectivity to the subject property including the imminent completion of the last section of George G "Pat" Patterson Pkway between M Trade Park and the Lafayette County industrial park. This recently completed roadway will be open to the public in the very near future.

The completion of this section of major roadway infrastructure will immediately change and improve the connectivity between the subject property, and the city as a whole, by creating a complete loop around the perimeter of the city limits consisting of:

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The new roadway infrastructure improvements described above are, by definition, a change in the area directly adjacent to, and directly affecting, the subject property.

What other circumstances justify the proposed change?

The **Oxford Commons Planned Unit Development (PUD)** bounded by MS Hwy 30 to the north (directly adjacent to the subject property), MS Hwy 7 to the west and both sides of Sisk Avenue to the south has

exploded with a mixture of single family homes, townhomes, apartments, and a wide ranging mixture of commercial, retail and entertainment uses over the **master-planned 700 acre (+) mixed use development.**

The growth at Oxford Commons PUD has been a trigger for many of the transportation connectivity changes described above. And as the availability of undeveloped land within Oxford Commons PUD decreases by the day, there is a public need at the subject property for more opportunity to provide mixed use development like the Oxford Commons PUD.

The zoning map amendment as proposed, see Exhibits A, B and C of this application, will provide a healthy mix of commercial multi-family, townhomes and single-family uses which will help satisfy the public need for well-planned, mixed-use communities that are integrated into the surrounding neighborhoods.

Please note that this zoning map amendment proposes low density single family residential (SR) zoning adjacent to the existing single-family homes along Charger Lane to the east.

The proposed zoning changes will also create two undisturbed conservation zones with a total width of 150 feet, intended to provide a permanent buffer between the subject property and existing properties zoned for residential use.

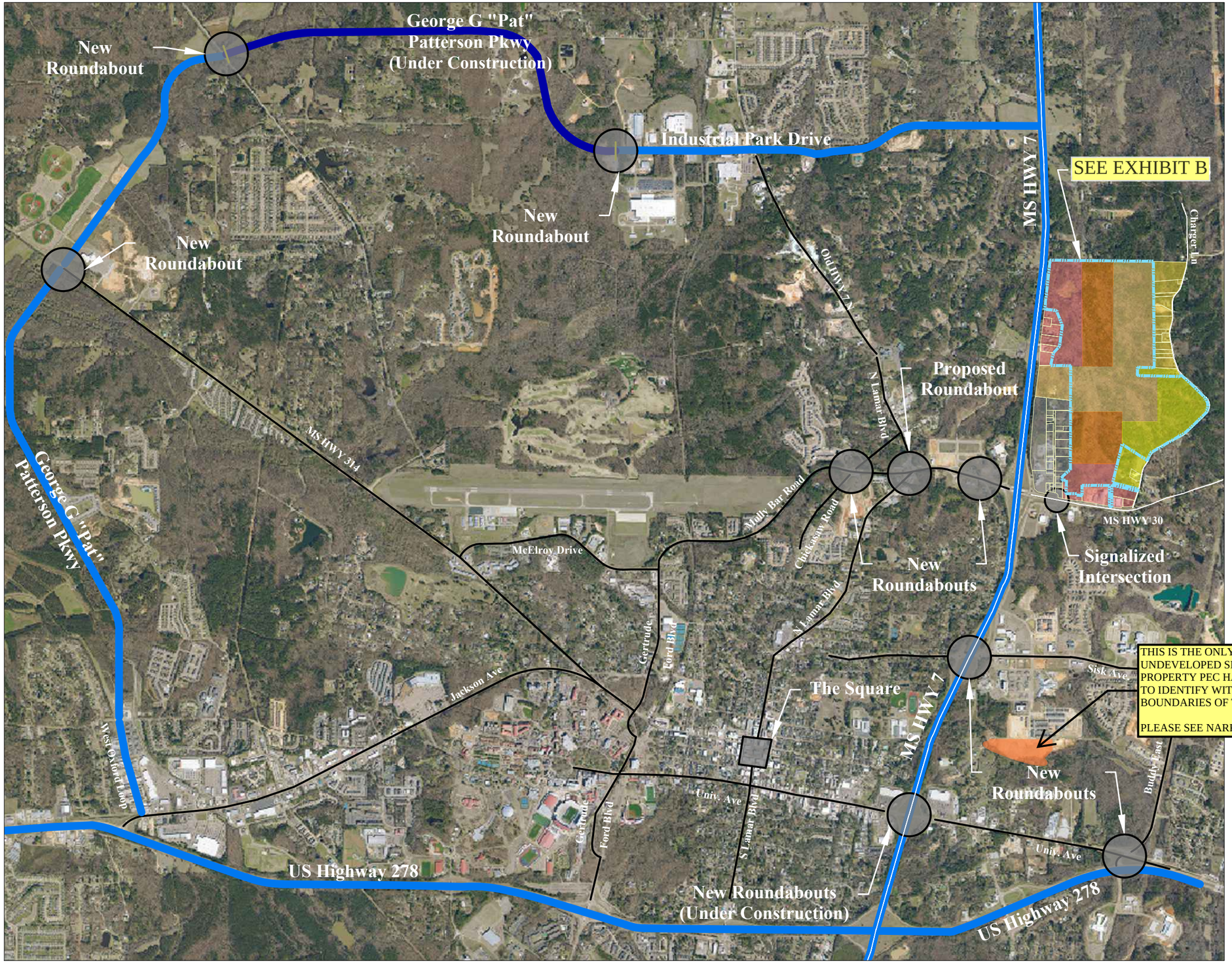
What error(s), if any, in the Zoning Map would be corrected by the proposed amendment?

Not Applicable

Sincerely,

Paul Koshenina, P.E.

Principal Engineer
Director of Civil Engineering
Precision Engineering Corporation



1 REZONING MAP
SCALE: 1"= 2500'-0"

0 2500' 5000'
Scale: 1"=2500'-0"

PEC PRECISION ENGINEERING CORPORATION EST. 1974 LAND SURVEYORS
PHONE: (662) 234-8539
EMAIL: OXFORD@PECORPMS.COM
WEB SITE: PECORPMS.COM
FAX: (662) 234-8639

REVISIONS:

NO.	DATE	DESCRIPTION	BY

EXHIBIT A
FOR
BLACKBURN HOLDINGS, LLC
OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY:	CMC		08.25.2025
CHECKED BY:	PK		AS NOTED
PROJECT NO.:	7155		

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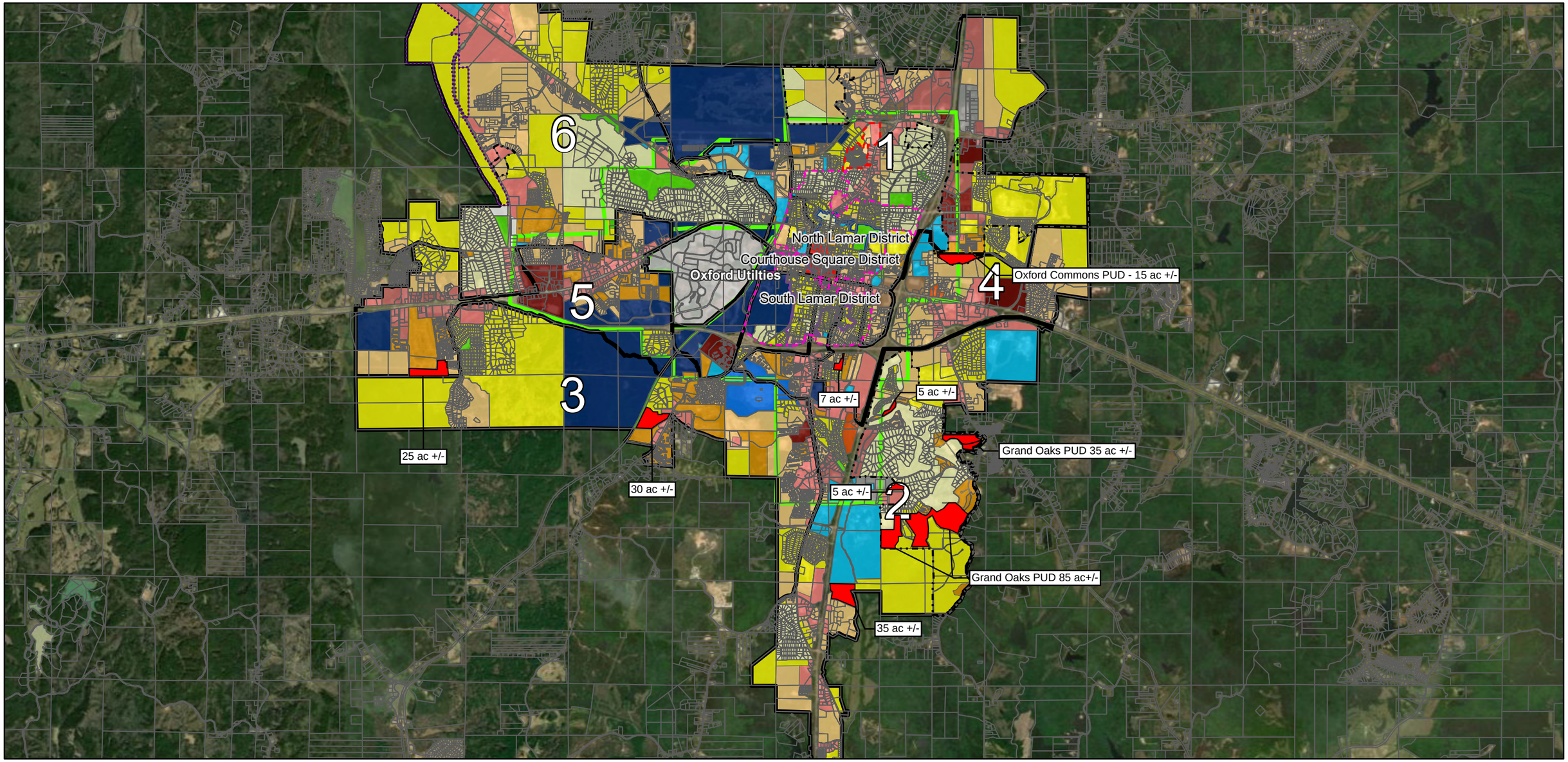
PAGE NO.:
EXHIBIT A

Z:\Shared\Documents\DATA\project\7155 - BLBHLD (RJ Allen Stock-Adams Property)\CIVIL\CAD\SHEET_MAPS.dwg SAVED:8/25/2025 3:01 PM PLOT:8/25/2025 3:02 PM

Oxford Zoning Map

EXHIBIT A.1



8/29/2025, 7:16:39 AM

1:72,224

0 0.5 1 2 mi

0 1 2 4 km

Earthstar Geographics

- Housing Accelerator Overlay
- Conservation Overlay
- PUD Overlay
- TND Overlay
- Parcels
- Wards
- Oxford Electric Area

Historic Preservation District

- Courthouse Square District
- North Lamar District
- South Lamar District

Zoning

- (AG) Agricultural
- (ER) Estate Residential District
- (HUCN) Historic Urban Center District
- (IND) Industrial
- (INST-E) Institutional - Education
- (INST-G) Institutional - Government
- (INST-M) Institutional - Medical
- (INST-POS) Institutional - Public Parks and Open Space
- (LTNB) Legacy Traditional Neighborhood Business District
- (NR) Neighborhood Residential District
- (RCN) Rural Center
- (SCN) Suburban Center District
- (SCO) Suburban Corridor District
- (SMF) Suburban Multi-Family District
- (SR) Suburban Residential District
- (TER) Traditional Estate Residential District
- (TNB) Traditional Neighborhood Business District
- (TNR) Traditional Neighborhood Residential District
- (TSR) Traditional Suburban Residential District
- (UCN) Urban Center District
- (UCO) Urban Corridor District
- University of Mississippi Land Grant

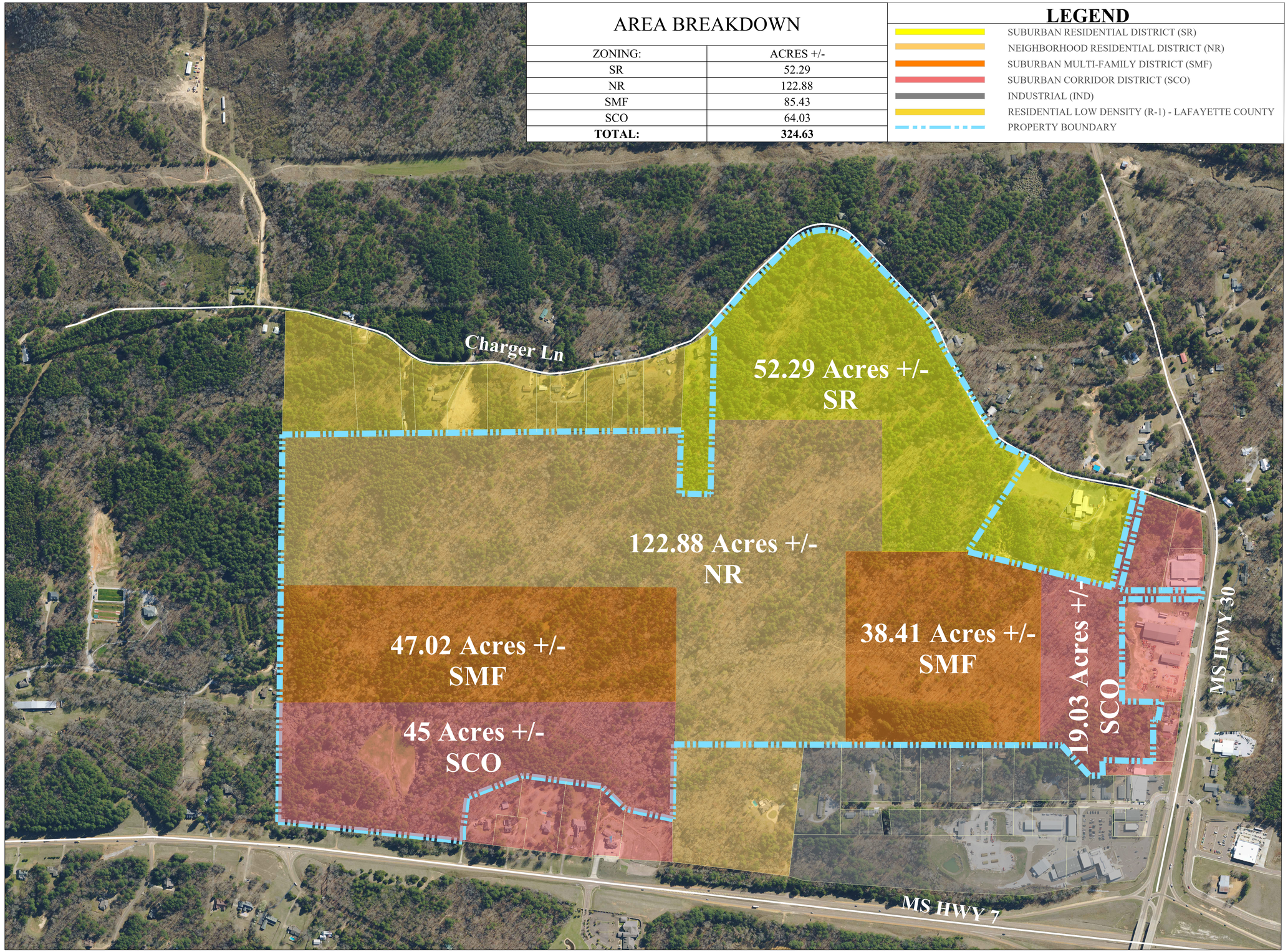
City of Oxford GIS
City of Oxford Development Services GIS

AREA BREAKDOWN

ZONING:	ACRES +/-
SR	52.29
NR	122.88
SMF	85.43
SCO	64.03
TOTAL:	**324.63**

LEGEND

- SUBURBAN RESIDENTIAL DISTRICT (SR)
- NEIGHBORHOOD RESIDENTIAL DISTRICT (NR)
- SUBURBAN MULTI-FAMILY DISTRICT (SMF)
- SUBURBAN CORRIDOR DISTRICT (SCO)
- INDUSTRIAL (IND)
- RESIDENTIAL LOW DENSITY (R-1) - LAFAYETTE COUNTY
- PROPERTY BOUNDARY



1 REZONING MAP

SCALE: N.T.S.

0 300' 600'

PEC PRECISION ENGINEERING CORPORATION
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EST. 1976
LAND SURVEYORS

PHONE: (662) 234-8539
EMAIL: OXFORD@PECORPMS.COM
WEB SITE: PECORPMS.COM
FAX: (662) 234-8639

REVISIONS:

NO.	DATE	DESCRIPTION	BY

EXHIBIT B
PROPOSED ZONING
FOR
BLACKBURN HOLDINGS, LLC
OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY:	CMC		08.25.2025
CHECKED BY:	PK		AS NOTED
PROJECT NO.:	7155		

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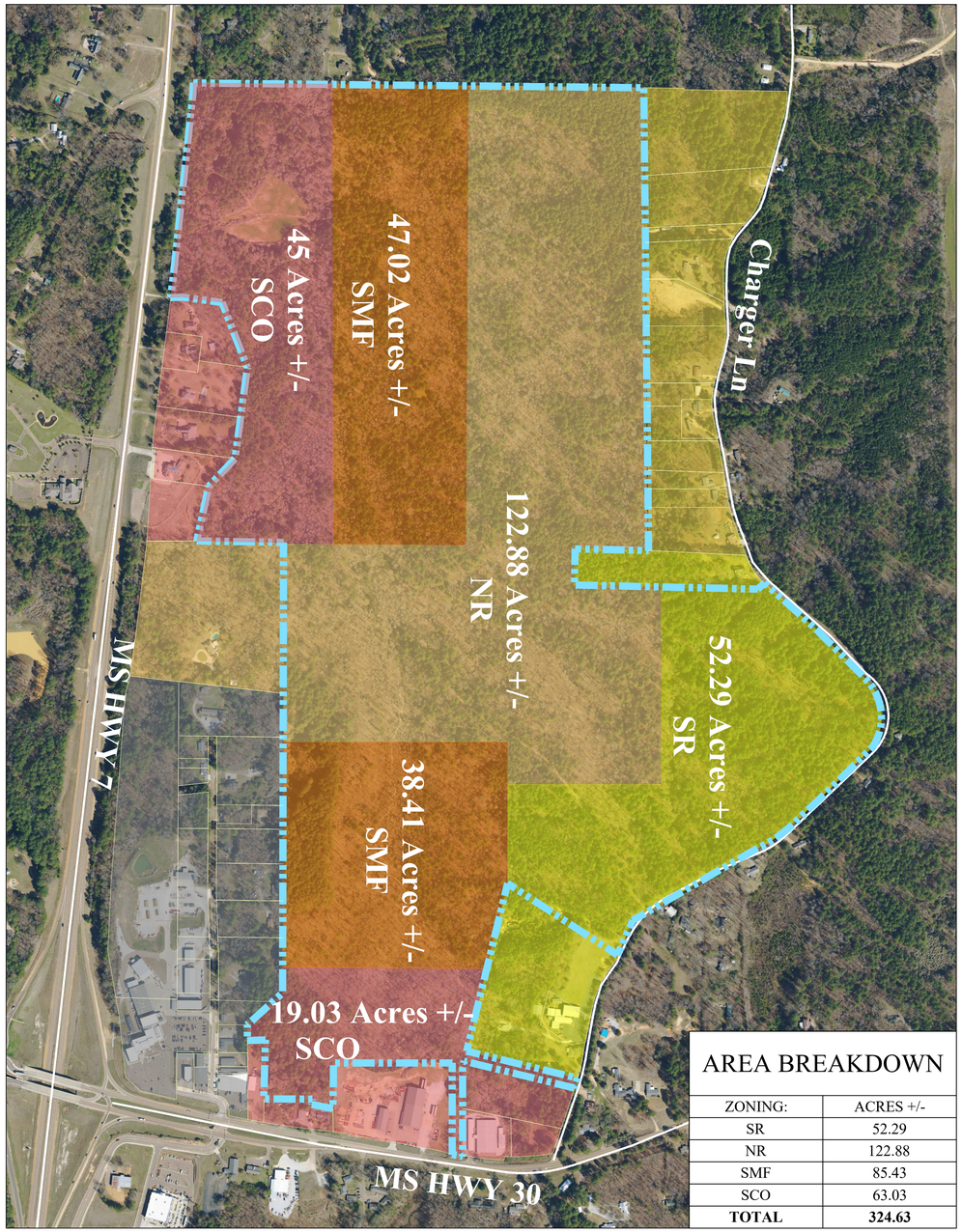
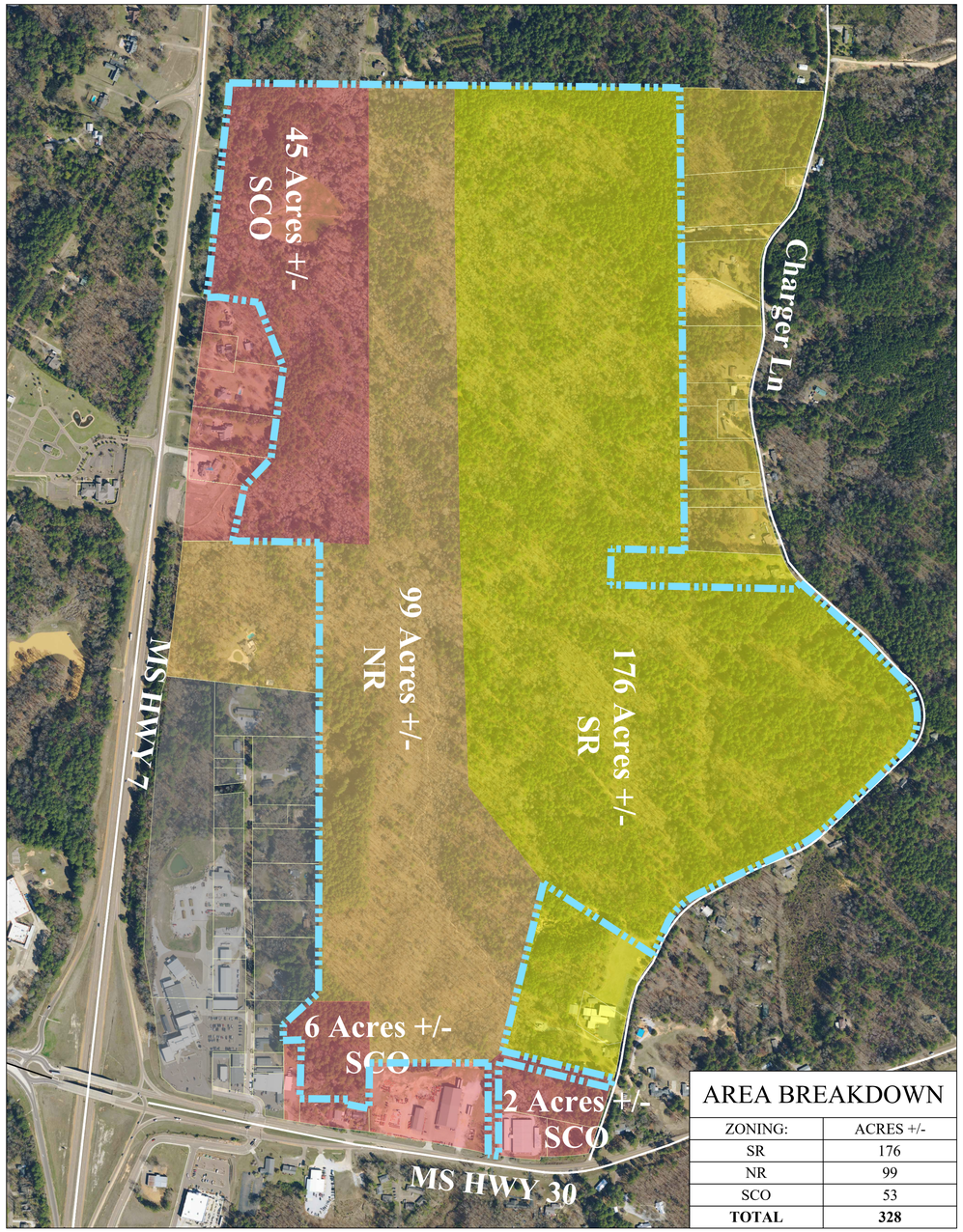


AREA BREAKDOWN	
ZONING:	ACRES +/-
SR	52.29
NR	122.88
SMF	85.43
SCO	63.03
TOTAL	**324.63**



AREA BREAKDOWN	
ZONING:	ACRES +/-
SR	176
NR	99
SCO	53
TOTAL	**328**

LEGEND

- SUBURBAN RESIDENTIAL DISTRICT (SR)
- NEIGHBORHOOD RESIDENTIAL DISTRICT (NR)
- SUBURBAN MULTI-FAMILY DISTRICT (SMF)
- SUBURBAN CORRIDOR DISTRICT (SCO)
- INDUSTRIAL (IND)
- RESIDENTIAL LOW DENSITY (R-1) - LAFAYETTE COUNTY
- PROPERTY BOUNDARY

1 REZONING MAP

SCALE: 1" = 400'-0"

0 400' 800'

Scale: 1"=400'-0"

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REVISIONS:

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FOR
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OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY:	CMC		08.25.2025
CHECKED BY:	PK		AS NOTED
PROJECT NO.:	7155		

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AREA BREAKDOWN

ZONING:	ACRES +/-
CONSERVATIVE ZONE ONE	15.00
CONSERVATIVE ZONE TWO	3.97
TOTAL:	**18.97**

1 REZONING MAP

SCALE: N.T.S.

0 300' 600'

PEC PRECISION ENGINEERING CORPORATION EST. 1976 CIVIL • CONSULTING • GEO LAND SURVEYORS

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REVISIONS:

NO.	DATE	DESCRIPTION	BY

EXHIBIT D
PROPOSED ZONING
FOR
BLACKBURN HOLDINGS, LLC
OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY:	CMC		08.25.2025
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OXFORD
PLANNING
DEPARTMENT

Case 3256

To: Oxford Planning Commission
From: Benjamin Requet, AICP; Director of Planning
Date: August 11, 2025

Applicant: Blackburn Holdings, LLC.
Owner: Same
Request: Zoning Map Amendment
Location: East of Highway 7, north of Highway 30 and west of Charger Lane (PPIN #3520, #3531, #4425, #4506 & #4635)
Zoning: (SCO) Suburban Corridor, (NR) Neighborhood Residential & (SR) Suburban Residential

Surrounding Zoning:
North: County R-1 & A1
East: County R-1
South: (IND) Industrial & (SCO) Suburban Corridor
West: (SCO) Suburban Corridor

Planning Comments: The subject property is located in the northeastern most portion of the City limits. The property was annexed into the City of Oxford in 2018, and it was initially zoned in 2019. The property measures approximately +/- 324 acres, it has frontage along Highway 7, Highway 30, and Charger Lane. This property is comprised of three zoning districts. Approximately +/- 53 acres are zoned (SCO) Suburban Corridor, +/- 99 acres are zoned (NR) Neighborhood Residential, and +/- 176 acres are zoned (SR) Suburban Residential.

In this request, the applicant is seeking a Zoning Map Amendment to change the zoning for the property; Exhibit C clarifies the request. The proposal indicates a reduction in the area zoned Suburban Corridor to approximately +/- 37.84 acres, with the majority being located along the Highway 7 frontage in the northwest portion of the site, but with an expanded area along Highway 30. Two areas totaling approximately +/- 111 acres of Suburban Multi-Family are introduced as transition areas adjacent to the areas zoned Suburban Corridor. The Neighborhood Residential area is proposed to be expanded to approximately +/- 122.88 acres while also being located more in the central and northeastern part of the site that backs into existing properties

along Charger Lane. Finally, the area designated as Suburban Residential is being reduced to approximately +/- 52.29 acres along Charger Lane in the eastern part of the site.

Exhibit D indicates two conservation areas that are proposed; both Conservation Zones are 150' in depth. Conservation Zone One measuring approximately +/- 15 acres is located along the eastern and northern property line. Conservation Zone Two is located in the southwest portion of the property. Both Conservation Zones appear to be providing a 150' undisturbed buffer between existing residences.

State Requirements for Rezoning:
The criteria to rezone property are cited in a number of Mississippi cases and are as follows:
"Before a zoning board reclassifies property from one zone to another, there must be proof either:

(1) that there was a mistake in the original zoning, or (2) (a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning." (Burdine v. City of Greenville, 1999).

In another case, the court stated: "Before property is reclassified, applicant seeking rezoning must prove beyond by clear and convincing evidence either that there was mistake in original zoning, or that character of neighborhood had changed to such an extent as to justify rezoning, and that public need existed for rezoning". (City of Biloxi v. Hilbert, 1992)

Finally, Fondren North Renaissance v. Mayor and City Council of City of Jackson, 1999, stated:
"Under the "change and mistake" rule of municipal zoning, based on the presumption that the original zoning is well-planned and designed to be permanent, before a zoning board may reclassify property from one zone to another, there must be proof either: (1) that there was a mistake in the original zoning, or (2)(a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning. Therefore, the merits of the applicant's request for rezoning, based on the criteria established in the cited cases, is as follows:

Change and Need:
In the application, the applicant provided the following justifications for the change in the character of the neighborhood and the public need.

The City of Oxford has experienced exponential population growth since the time the subject property was annexed into the city's certificated area and, specifically, since the adoption of the Vision 2037 plan. Oxford's growth over the past 8-10 years justifies a reevaluation of the zoning for the subject property.

The University of Mississippi has also experienced exponential growth over the same timeframe which is a driver of the increase in population of the city overall.

All indicators point to continued growth in Ole Miss student enrollment which will continue to create a public need for smartly planned mixed-use developments as proposed by this zoning map amendment for the subject property.

The booming overall city population increase, in addition to record student enrollment, has driven significant infrastructure improvements throughout the city with a major focus on connectivity to the eastern side of Oxford where the subject property is located.
Please Reference Exhibit A of this zoning application.

The city and county's long term transportation plan has led to significant changes in vehicular connectivity to the subject property including the imminent completion of the last section of George G "Pat" Patterson Parkway between M Trade Park and the Lafayette County industrial park. This recently completed roadway will be open to the public in the very near future.

The completion of this section of major roadway infrastructure will immediately change and improve the connectivity between the subject property, and the city as a whole, by creating a complete loop around the perimeter of the city limits consisting of:

1. MS Hwy 278 (Hwy 6) to the south.
2. George G "Pat" Patterson Pkwy to the west and north.
3. MS Hwy 7 to the east.
   These changes in city/county infrastructure significantly improve access to the subject property.

In addition to the changes created by the completion of the transportation loop described above, other significant changes in vehicular connectivity have recently been completed or are underway that directly change connectivity to the east side of Oxford and, specifically the subject property, including:

1. **New Roundabout** at University Ave. and Buddy East Parkway
2. **New Roundabouts** at University Ave. and MS Hwy 7 (nearing completion)
3. **New roundabouts** at MS Hwy 7 and Sisk Avenue
4. **New signalized intersection** at MS Hwy 30 and Ed Perry Blvd
5. **New Roundabouts** at Molly Barr Rd (MS Hwy 30) and MS Hwy 7
6. **Proposed Roundabout** at Molly Barr Rd and North Lamar Blvd
7. **New Roundabout** at Molly Barr Rd and Chickasaw Rd
8. **New Roundabout** at the soon to be completed connection between George G "Pat" Patterson Pkwy and Industrial Park Drive

Also, the construction for improvements to MS Hwy 7 South are imminent with a projected start date of late 2025. These improvements will include making the section of Hwy 7 between Oxford and MS Hwy 9 a 4-lane highway which is another significant change and improvement for the access to the subject property.

The new roadway infrastructure improvements described above are, by definition, a change in the area directly adjacent to, and directly affecting, the subject property.

The Oxford Commons Planned Unit Development (PUD) bounded by MS Hwy 30 to the north (directly adjacent to the subject property), MS Hwy 7 to the west and both sides of Sisk Avenue to the south has exploded with a mixture of single family homes, townhomes, apartments, and a wide ranging mixture of commercial, retail and entertainment uses over the **master-planned** 700 acre (+) mixed use development.

The growth at Oxford Commons PUD has been a trigger for many of the transportation connectivity changes described above. And as the availability of undeveloped land within Oxford Commons PUD decreases by the day, there is a public need at the subject property for more opportunity to provide mixed use development like the Oxford Commons PUD.

The zoning map amendment as proposed, see Exhibits A, B and C of this application, will provide a healthy mix of commercial multi-family, townhomes and single-family uses which will help satisfy the public need for well-planned, mixed-use communities that are integrated into the surrounding neighborhoods.

Please note that this zoning map amendment proposes low density single family residential (SR) zoning adjacent to the existing single-family homes along Charger Lane to the east.

The proposed zoning changes will also create two undisturbed conservation zones with a total width of 150 feet, intended to provide a permanent buffer between the subject property and existing properties zoned for residential use.

Mistake:
There is no mistake in this instance.

Additional Staff Comments:
The applicant points out that there have been changes in the character of the neighborhood partly attributed to infrastructure improvements with new roundabouts, signalized intersections, newly constructed roadways and the expansion of Highway 7 being imminent. Staff does understand the applicant's logic in having the uses transition in intensity from SCO to SMF to NR to SR. The change will result in an increased density of this site with the introduction of the two SMF areas, and the expansion of the Neighborhood Residential. However, some of the SMF areas were areas designated as SCO, which allow for residential uses on upper floors. Staff believes that the designated Conservation Areas will provide some protections for the adjacent property owners.

Recommendation: The Commission will have to determine if the proposal is a desirable change. Staff believes that there is sufficient evidence of change and need to support the rezoning of this property as requested.

Geotechnical Engineering
Hydraulic Engineering
Civil Engineering
Surveying

Land Planning/Subdivisions
Road and Bridge Design
Utility System Design
Materials Testing

1776 North Lamar Boulevard
Oxford, MS 38655
oxford@pecorpms.com

Phone 662-234-8539
Fax 662-234-8639
www.pecorpms.com

Describe what has changed or the changing conditions that make the passage of this zoning amendment necessary.

The **City of Oxford** has experienced exponential population growth since the time the subject property was annexed into the city's certificated area and, specifically, since the adoption of the Vision 2037 plan. Oxford's growth over the past 8-10 years justifies a reevaluation of the zoning for the subject property.

The **University of Mississippi** has also experienced exponential growth over the same timeframe which is a driver of the increase in population of the city overall.

All indicators point to continued growth in **Ole Miss student enrollment** which will continue to create a public need for smartly planned mixed-use developments as proposed by this zoning map amendment for the subject property.

The booming overall city population increase, in addition to record student enrollment, has driven significant infrastructure improvements throughout the city with a major focus on connectivity to the eastern side of Oxford where the subject property is located.

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The city and county's long term transportation plan has led to significant changes in vehicular connectivity to the subject property including the imminent completion of the last section of George G "Pat" Patterson Pkway between M Trade Park and the Lafayette County industrial park. This recently completed roadway will be open to the public in the very near future.

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The new roadway infrastructure improvements described above are, by definition, a change in the area directly adjacent to, and directly affecting, the subject property.

What other circumstances justify the proposed change?

The **Oxford Commons Planned Unit Development (PUD)** bounded by MS Hwy 30 to the north (directly adjacent to the subject property), MS Hwy 7 to the west and both sides of Sisk Avenue to the south has exploded with a mixture of single family homes, townhomes, apartments, and a wide ranging mixture of commercial, retail and entertainment uses over the **master-planned 700 acre (+) mixed use development.**

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The zoning map amendment as proposed, see Exhibits A, B and C of this application, will provide a healthy mix of commercial multi-family, townhomes and single-family uses which will help satisfy the public need for well-planned, mixed-use communities that are integrated into the surrounding neighborhoods.

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The proposed zoning changes will also create two undisturbed conservation zones with a total width of 150 feet, intended to provide a permanent buffer between the subject property and existing properties zoned for residential use.

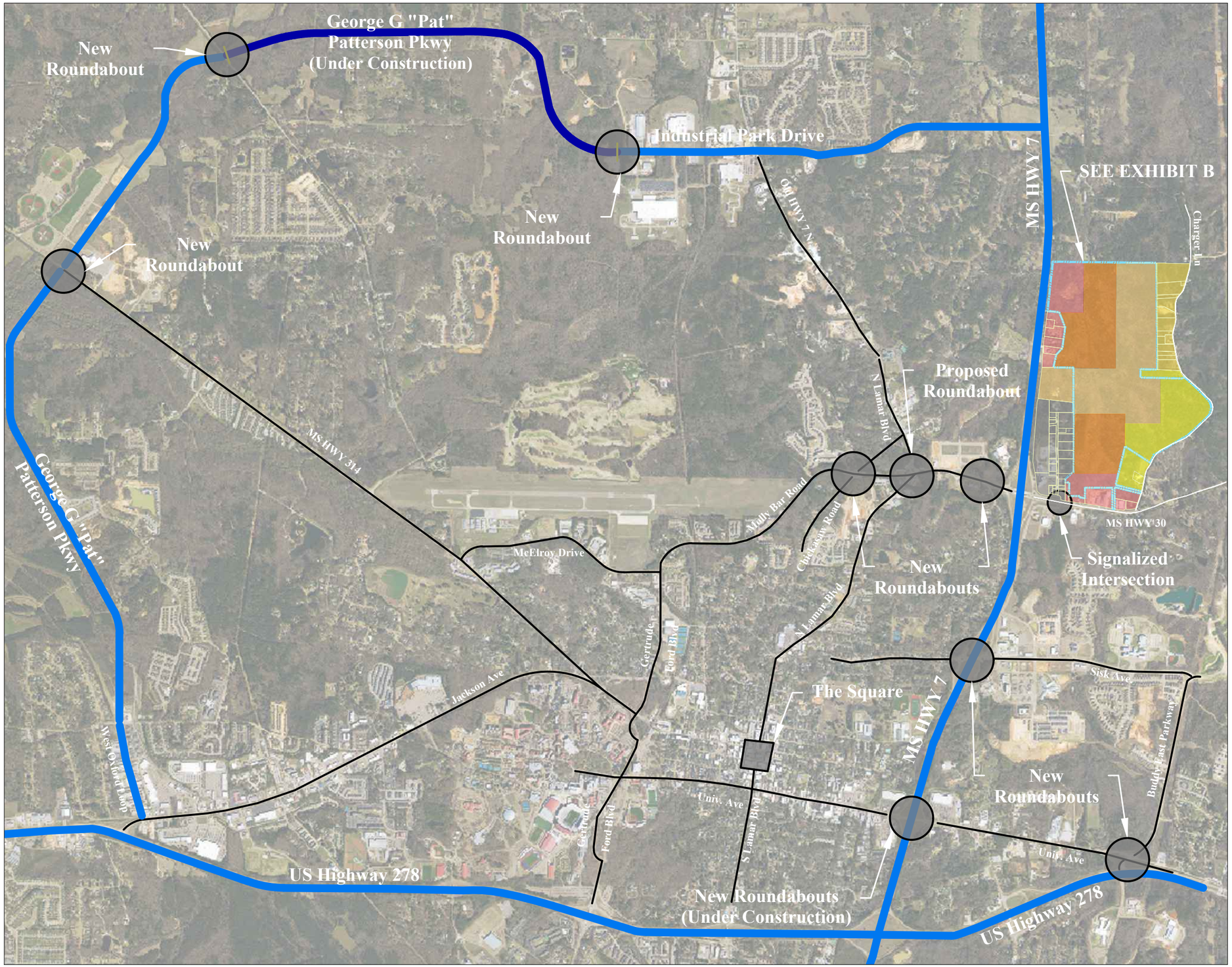
What error(s), if any, in the Zoning Map would be corrected by the proposed amendment?

Not Applicable

Sincerely,

Paul Koshenina, P.E.

Principal Engineer
Director of Civil Engineering
Precision Engineering Corporation



1 REZONING MAP

SCALE: 1"= 2500'-0"

0 2500' 5000'

Scale: 1"=2500'-0"

PEC PRECISION ENGINEERING CORPORATION EST. 1996

PHONE: (662) 234-8539
EMAIL: OXFORD@PECORPMS.COM
WEB SITE: PECORPMS.COM
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REVISIONS:

NO.	DATE	DESCRIPTION	BY

EXHIBIT A

FOR

BLACKBURN HOLDINGS, LLC

OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY:	CMC		06.13.2025
CHECKED BY:	PK		AS NOTED
PROJECT NO.:	7155		

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AREA BREAKDOWN

ZONING:	ACRES +/-
SR	52.29
NR	122.88
SMF	111.45
SCO	37.84
TOTAL:	**324.46**

LEGEND

- SUBURBAN RESIDENTIAL DISTRICT (SR)
- NEIGHBORHOOD RESIDENTIAL DISTRICT (NR)
- SUBURBAN MULTI-FAMILY DISTRICT (SMF)
- SUBURBAN CORRIDOR DISTRICT (SCO)
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- RESIDENTIAL LOW DENSITY (R-1) - LAFAYETTE COUNTY
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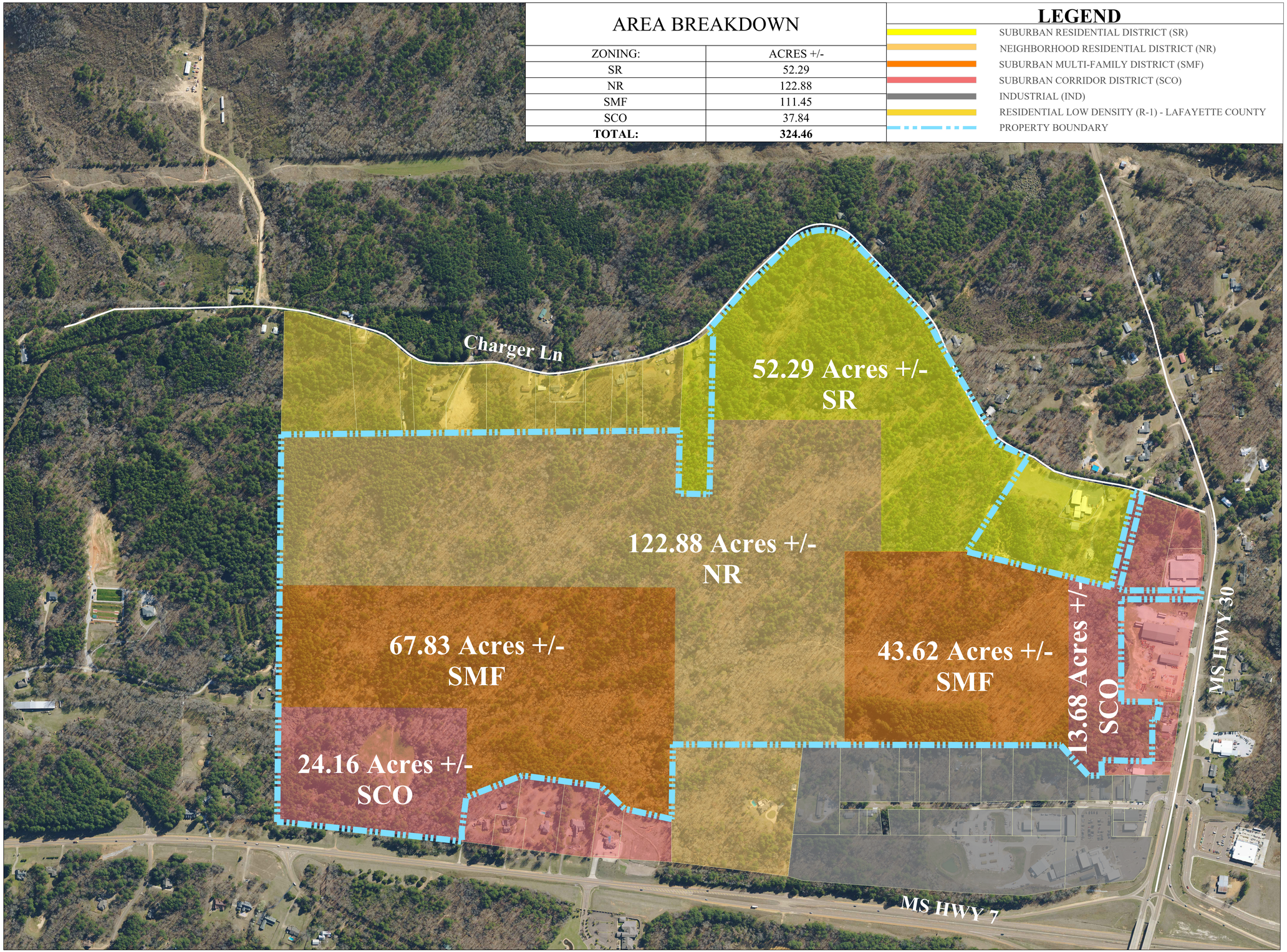

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OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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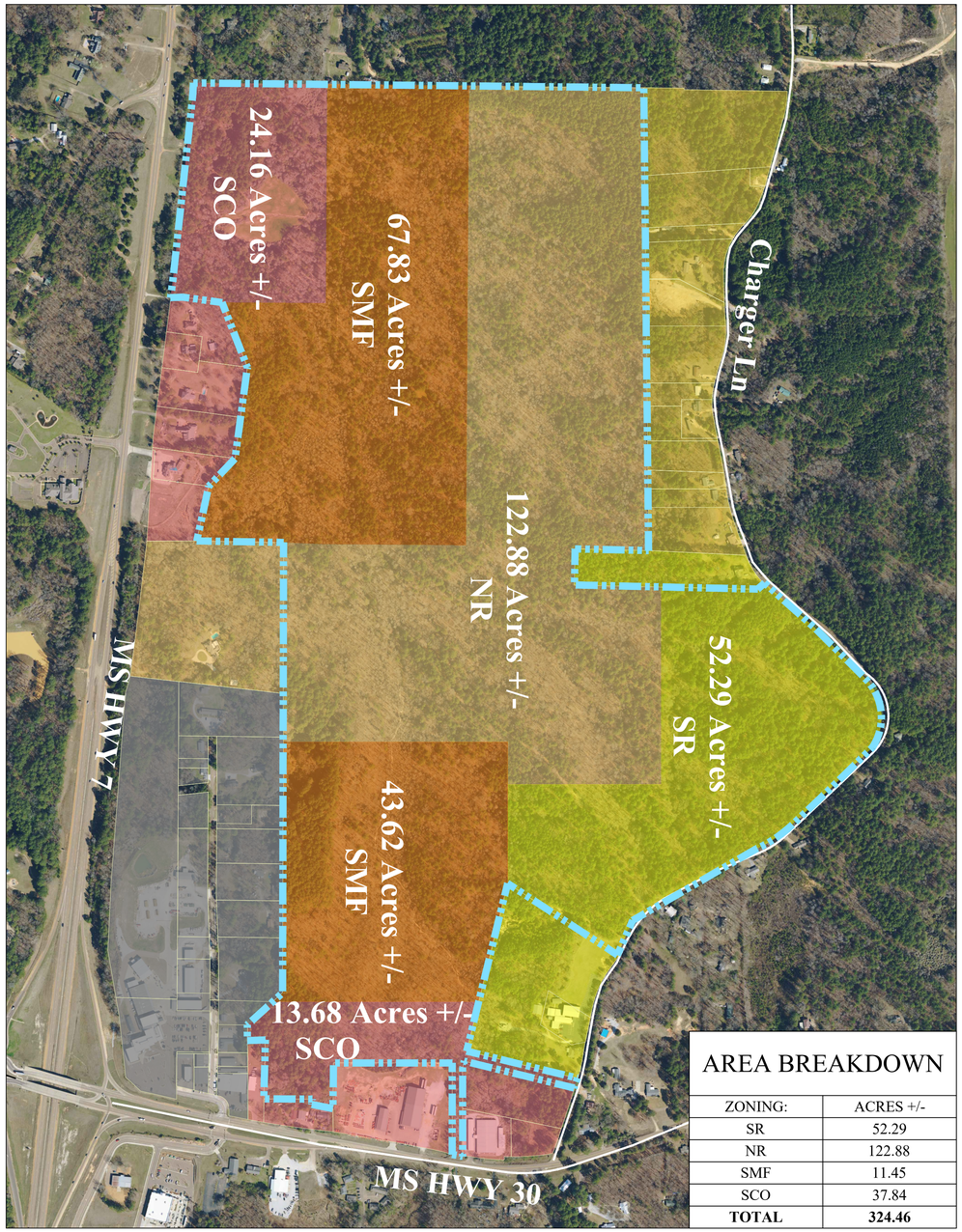

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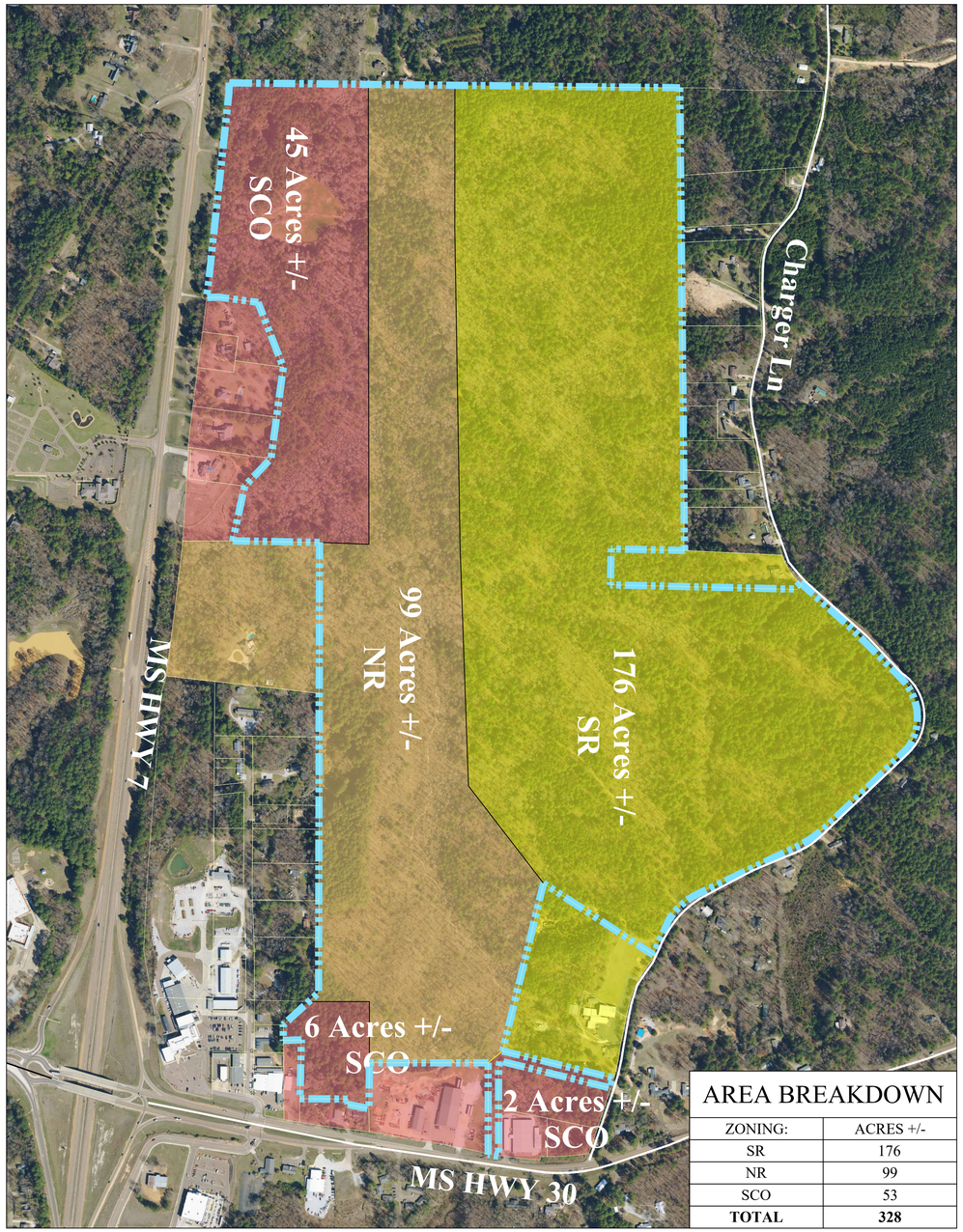

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Exhibit A FROM DEED 2016/9526

LEGAL DESCRIPTION

TOWNSHIP 8 SOUTH, RANGE 3 WEST,
SECTIONS 10 and 11:

A fraction of the Southeast Quarter of Section 10 and a fraction of the southwest Quarter of Section 11, Township 8 South, Range 3 West, Lafayette County, Mississippi, said fractions lying East of New Highway #7 containing 158.06 acres, more or less, and being described in more detail as follows:

The point of beginning of this description is a 1/2" iron rod at the intersection of the East right of way line of said Highway 7 and the North line of the Southeast Quarter of said Section 10. From this point of beginning, run thence South 89° 43' 15" East, leaving said right of way, a distance of 2606.70 feet along the North line of said Southeast Quarter of section 10 and the Southwest Quarter of Section 11 to an existing iron pipe; thence South 00° 55' 10" East, along the East line of the West 110 acres of the Southwest Quarter of Section 11, a distance of 2668.00 feet to an existing iron pipe on the South line of said Section 11; thence North 89° 23' 56" West a distance of 1815.00 feet along said south line of said Section 11 to a 1/2 inch iron rod at the Southwest corner of said Section 11 and the Southeast corner of said Section 10; thence North 89° 18' 17" West, along the South line of said section 10 a distance of 799.73 feet to a 1/2" iron rod; thence North 12° 00' 45" East a distance of 324.11 feet to a 1/2" iron rod; thence North 43° 07' 36" East a distance of 221.39 feet to a 1/2" iron rod; thence North 82° 38' 00" West a distance of 490.56 feet to a 1/2" iron rod on the East right of way line of said Highway 7; thence North 03° 48' 18" East, along said right of way line, a distance of 70.00 feet to a concrete marker at Highway Station 1625+00; thence North 07° 22' 00" East, along said right of way line, a distance of 170.23 feet to a 1/2" iron rod; thence South 82° 38' 00" East, leaving said right of way line, a distance of 494. 91 feet to a 1/2" iron rod; thence North 07° 22' 00" East a distance of 292.52 feet to a 1/2" iron rod; thence North 21° 39' 33" West a distance of 403.07 feet to a 1/2" iron rod; thence North 82° 38' 00" West a distance of 230.00 feet to a 1/2" iron rod; thence South 87° 42' 00" West a distance of 70.34 feet to a 1/2" iron rod on the East right of way of said Highway 7; thence North 07° 22' 00" East, along said right of way line, a distance of 97.18 feet to a concrete marker at Highway Station 1634+00; thence North 05° 48' 29" East, along said right or way line, a distance of 1092.86 feet to a concrete marker at Highway Station 1645+00; thence North 02° 00' 00" East, along said right of way line, a distance of 59.93 feet to the iron rod marking the point of beginning of this description.

All bearings are true bearings as determined by polaris observation with adjustments made for convergence from the East line of Range 3 West.

LESS AND EXCEPT:

A parcel of land located in the Southeast Quarter of Section 10, Township 8 South, Range 3 West, Lafayette County, Mississippi, containing 2.724 acres, more or less, and being described in more detail as follows:

Commencing at the Southeast corner of Section 10, Township 8 South, Range 3 West, thence North 89° 18' 17" West, along the South line of said Section 10, a distance of 799.73 feet to a 1/2" iron rod; thence North 12° 00' 45" East a distance of 324.11 feet to a 1/2" iron rod; thence North 43° 07' 36" East a distance of 221.39 feet to a 1/2" iron rod, and the point of beginning; thence North 82° 38' 00" West a distance of 490.56 feet to a 1/2" iron rod on the East right of way line of said Highway 7; thence North 03° 48' 18" East, along said right of way line, a distance of 70.00 feet to a concrete marker at Highway Station 1625+00; thence North 07° 22' 00" East, along said right of way line a distance of 170.23 feet to a 1/2" iron rod; thence South 82° 38' 00" East, leaving said right of way line, a distance of 494.91 feet to a 1/2" iron rod; thence South 7° 22' 01" West a distance of 240.10 feet to the point of beginning.

Exhibit A FROM DEED 2016/9527

LEGAL DESCRIPTION

A Fraction The Northeast Quarter, The Northwest Quarter, And The Southwest Quarter Of Section 14, Township 8 South, Range 3 West, Lafayette County, Mississippi, And Containing 143.89 Acres. This Description Being Described In More Detail As Follows:

Beginning At A Fence Corner Designated And Accepted As Being The Northwest Corner Of Section 14, Township 8 South, Range 3 West, Lafayette County, Mississippi, Said Fence Corner Being The POINT OF BEGINNING; Run Thence S 89° 02' 06" E A Distance Of 1361.39 Ft To A 1/2" Iron Pipe Found, Thence S 00° 55' 35" W A Distance Of 208.77 Ft To A 1/2" Iron Pipe Found, Thence S 89° 03' 10" E A Distance Of 1061.13 Ft To A 1/2" Iron Pipe Found, Thence N 48° 20' 47" E A Distance Of 52.94 Ft To A 1/2" Iron Pipe Found On The West R.O.W. Line Of Lafayette County Road No. 207, Thence S 48° 33' 36" E Along Said R.O.W. A Distance Of 391.58 Ft To A Point, Thence S 45° 18' 55" E Along Said R.O.W. A Distance Of 411.80 Ft To A Point, Thence With A Curve To The Right Along Said R.O.W. Having A Radius Of 352.85 Ft, An Arc Length Of 426.34 Ft, A Chord Bearing Of S 06° 21' 19" E, And A Chord Distance Of 400.88 Ft To A Point, Thence S 45° 12' 07" W Along Said R.O.W. A Distance Of 338.70 Ft To A Point, Thence S 46° 07' 16" W Along Said R.O.W. A Distance Of 301.40 Ft To A Point, Thence With A Curve To The Right Along Said R.O.W. Having A Radius Of 944.65 Ft, An Arc Length Of 267.56 Ft, A Chord Bearing Of S 55° 53' 21" W, And A Chord Distance Of 266.67 Ft To A Point, Thence S 64°07' 56" W Along Said R.O.W. A Distance Of 597.09 Ft To A Point, Thence With A Curve To The Left Along Said R.O.W. Having A Radius Of 326.71 Ft, An Arc Length Of 231.04 Ft, A Chord Bearing Of S 47° 14' 40" W, And A Chord Distance 226.26 Ft To A Point, Thence S 23° 38' 03" W Along Said R.O.W. A Distance Of 218.61 Ft To A 1/2" Iron Pipe Found, Thence N 57° 13' 15" W Leaving Said R.O.W. A Distance Of 758.35 Ft To A 3/4" Steel Pipe Found, Thence S 13° 21' 29" W A Distance Of 999.60 Ft To A 3/4" Steel Pipe Found, Thence S 76° 38' 00" E A Distance Of 659.59 Ft To A 1/2" Iron Pipe Found On The West R.O.W. Line Of Lafayette County Road No. 207, Thence S 18° 47' 33" W Along Said R.O.W. A Distance Of 60.27 Ft To A 1/2" Iron Rod Set, Thence N 76° 38' 00" W A Distance Of 653.87 Ft To A 1/2" Iron Rod Set, Thence S 13° 22' 00" W A Distance Of 38.84 Ft To A 1/2" Iron Rod Set, Thence S 00° 23' 28" E A Distance Of 513.85 Ft To A 1/2" Iron Rod Set On The North R.O.W. Line Of Mississippi State Highway No. 30, Thence N 80° 12' 26" W Along Said R.O.W. A Distance OF 27.85 Ft To A Point, Thence N 79° 40' 10" W Along Said R.O.W. A Distance Of 33.17 Ft To A 1/2" Iron Rod Set, Thence N 00° 23' 28" W Leaving Said R.O.W. A Distance Of 530.34 Ft To A 1/2" Iron Rod Set, Thence S 89° 36' 32" W A Distance Of 687.02 Ft To A 1/2" Iron Rod Set, Thence N 00° 21' 39" E A Distance of 3008.40 Ft To A Fence Post at The POINT OF BEGINNING.

Exhibit A FROM DEED 2016/9528

LEGAL DESCRIPTION

A Fraction Of The Northeast & Southeast Quarters Of Section 15, Township 8 South, Range 3 West, Lafayette County, Mississippi, And Containing 24.677 Acres. This Description Being Described In More Detail As Follows:

Commencing At A Fence Corner Designated And Accepted As Being The Northeast Corner Of Section 15, Township 8 South, Range 3 West, Lafayette County, Mississippi, Said Fence Corner Being The POINT OF BEGINNING; Run Thence N 88° 56' 06" W A Distance Of 326.63 Ft To A 1" Iron Pipe Found At The Northeast Corner Of The Chandler Property DB-387, P-298, Thence S 00° 07' 18" W A Distance Of 2607.92 Ft To A 1/2" Rebar Found, Thence S 47° 41' 18" W A Distance Of 276.49 Ft To A 1/2" Iron Pipe Found, Thence S 00° 14' 32" E A Distance Of 90.42 Ft To A 1/2" Iron Rod Set, Thence N 88° 05' 25" E A Distance Of 104.60 Ft To A 1/2" Iron Rod Set, Thence S 01° 18' 25" W A Distance Of 286.00 Ft To A 1/2" Iron Rod Set, Thence S 02° 35' 25" W A Distance Of 55.22 Ft To A 1/2" Iron Rod Set At The Northwest Corner Of The Miller Property DB-448, P-347, Thence S 89° 43' 27" E Along The North Line Of Said Miller Property A Distance Of 280.00 Ft To A 1/2" Iron Rod Set, Thence S 03° 42' 26" W Continuing Along Said North Line Of Miller Property A Distance Of 31.00 Ft To A 1/2" Iron Rod Set, Thence S 78° 45' 43" E Continuing Along Said North Line Of The Miller Property A Distance Of 124.08 Ft To A 1/2" Rebar Found, Thence N 00° 43' 02" E Leaving Said North Line A Distance Of 3272.70 Ft To The POINT OF BEGINNING.

LESS AND EXCEPT:

A Fraction Of The Southeast Quarters Of Section 15, Township 8 South, Range 3 West, Lafayette County, Mississippi, And Containing 0.55 Acres. This Description Being Described In More Detail As Follows:

Commencing At A Fence Corner Designated And Accepted As Being The Northeast Corner Of Section 15, Township 8 South, Range 3 West, Lafayette County, Mississippi, Run Thence S 00° 43' 02" W A Distance Of 3169.21 Ft To A 1/2" Iron Rod Set At The POINT OF BEGINNING; Run Thence Due West A Distance Of 398.86 Ft To A 1/2" Iron Rod Set, Thence S 02° 35' 25" W A Distance Of 47.08 Ft To A 1/2" Iron Rod Set, Thence S 89° 43' 27" E A Distance Of 280.00 Ft To A 1/2" Iron Rod Set, Thence S 03° 42' 26" W A Distance Of 31.00 Ft To A 1/2" Iron Rod Set, Thence S 78° 45' 43" E A Distance Of 124.08 Ft To A 1/2" Rebar Found, Thence N 00° 43' 02" E Leaving Said North Line A Distance Of 103.50 Ft To The POINT OF BEGINNING.

Exhibit A FROM DEED 2016/9531

LEGAL DESCRIPTION

A Fraction Of The Southeast Quarter Of Section 15, Township 8 South, Range 3 West, Lafayette County, Mississippi, And Containing 0.55 Acres. This Description Being Described In More Detail As Follows:

Commencing At A Fence Corner Designated And Accepted As Being The Northeast Corner Of Section 15, Township 8 South, Range 3 West, Lafayette County, Mississippi, Run Thence S 00° 43' 02" W A Distance Of 3169.21 Ft To A 1/2" Iron Rod Set At The POINT OF BEGINNING; Run Thence Due West A Distance Of 398.86 Ft To A 1/2" Iron Rod Set, Thence S 02° 35' 25" W A Distance Of 47.08 Ft To A 1/2" Iron Rod Set, Thence S 89° 43' 27" E A Distance Of 280.00 Ft To A 1/2" Iron Rod Set, Thence S 03° 42' 26" W A Distance Of 31.00 Ft To A 1/2" Iron Rod Set, Thence S 78° 45' 43" E A Distance Of 124.08 Ft To A 1/2" Rebar Found, Thence N 00° 43' 02" E Leaving Said North Line A Distance Of 103.50 Ft To The POINT OF BEGINNING.

OXFORD
PLANNING
DEPARTMENT

Memorandum

To: Mayor and Board of Alderman
From: James Hirsch; Planner I
Date: November 4, 2025
RE: Request for City Utilities which would normally include a Site Plan Approval and a Special Exception as provided in Section 5.6 Building Façade for Case #3274, York Developments (Bennett York) for 'Space Box Flex Space', for property located at County Road 101 (PPIN #3457)

This is a request to extend City utilities to a proposed development north of City limits on County Road 101 (Old Hwy 7). The subject property measures +/- 5.1 acres, on which the applicant is proposing to construct 36,000 square feet of 'flex space' intended for area small businesses. The proposed site plan complies with many of the requirements laid out in the Land Development Code. Of note, the development proposes metal paneling on several building facades, which the Code permits by Special Exception.

Engineering provided comments on this project related to Access, Water & Sewer, and Stormwater Management.

The Planning Commission unanimously recommended approval of the site plan at the Commission's meeting on October 13, 2025 with the eight (8) conditions listed in the staff report, following discussion and expressed concern related to the proposed use of corrugated metal as a primary façade material.

Prior to the Board hearing this request, the applicant submitted updated architectural detail sheets which show 'Structurok' metal paneling in replacement of the corrugated metal. This substitution is satisfactory to Staff, and if this development were located within City limits, Staff would recommend approval of a Special Exception for its use.

Recommendation: Staff and the Planning Commission recommend approval of this request for extension of City utilities to that would normally include approval of the requested Site Plan for 'Space Box Flex Space', with the following conditions:

1. The applicant shall provide the City of Oxford with an executed Petition for Annexation prior to this request being heard by the Mayor and Board of Aldermen (Planning).

2. Approval is contingent on the Board of Aldermen agreeing to grant City Utilities outside of the City limits (Planning).

3. The applicant shall provide a lighting and photometrics plan to Staff for review (Planning).

4. The applicant shall either be approved for the Special Exception for metal as primary façade, or shall provide updated architecturals showing materials which comply with LDC standards (Planning).

5. All site plan review comments must be addressed satisfactorily prior to permits being issued (Engineering).

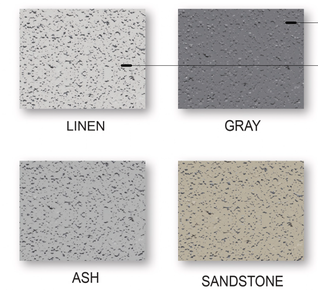
6. Water connection fees shall be paid before building permits are issued (Engineering).

7. Approval of the stormwater management plan (Engineering).

8. The completed stormwater management facility must be certified by the civil engineer before certificates of occupancy are issued (Engineering).

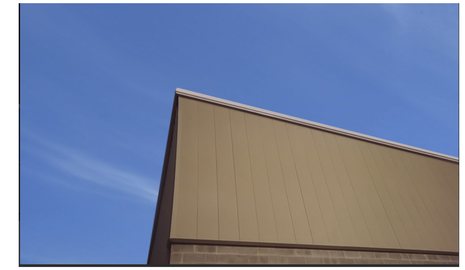
Strukturoc, Inc.
Textured Wall Systems

Standard Colors:



NOTE: colors printed on this page may not exactly match actual panel colors.
Please request panel swatches for true color match.

STRUKTUROC.COM



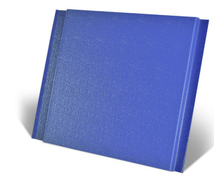
Classic Series

EMBOSSED KYNAR WALL PANELS

Strukturoc embossed kynar wall panel systems are available in multiple specifications, offering superior functionality for a wide variety of commercial designs. The panels may be used in both vertical and horizontal applications. The panel is universal in design, being used as wall, fasica and soffit panels. Other uses include fencing, ceilings and screening.

"This is a great product that held up very well to a big hail storm in town that beat the (you know what) out of all the dryvit systems in town!"

KELLY



STK1000

Embossed Kynar Wall Panel

- Embossed Kynar wall panel
- 20 gauge galvanized steel
- Tongue & groove design
- 4 standard colors
- Custom colors available with minimum order quantities
- Graffiti resistant coating
- Hidden fasteners
- 16" wide x 14" to 32' lengths

MORE INFO | INSTANT ESTIMATE

Purchase Panel Samples & Color Swatches

ARCHITECT OF RECORD:

WADE R. SQUIERS architect planning interiors

CONSULTANTS:

03/02/2020

PRINTED

DATE	REMARKS
10.20.25	SITE SUBMITAL

Revision Schedule

Rev#	Description	Date

KEY PLAN

SPACEBOX-FLEX SPACE

LAFAYETTE COUNTY, MS
S9, T-9-S, R-3-W

PRESENTATION ELEVATIONS

A200.1

DRAWN BY: AUTHOR

APPROVED BY:

REPORTS, PLANS, SPECIFICATIONS, COMPUTER FILES, FIELD DATA, NOTES AND OTHER DOCUMENTS AND INSTRUMENTS PREPARED BY THE ARCHITECT AS AN INSTRUMENT OF SERVICE SHALL REMAIN THE PROPERTY OF THE ARCHITECT. THE ARCHITECT SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING THE COPYRIGHT THERETO.

©2017 WADE R. SQUIERS, AIA

NOT FOR CONSTRUCTION

C:\D\The Squiers Studio\PROJECTS\2024\24-011 York GC Garages\Drawings\Oxford Flex Space Site.rvt

10/20/2025 11:17:51 AM

OXFORD
PLANNING
DEPARTMENT

Case #3274

To: Oxford Planning Commission
From: James Hirsch, Planner I
Date: October 13, 2025

Applicant: York Developments (Bennett York)
Owner: Same
Request: Request for City Utilities for 'Space Box Flex Space', which includes a Special Exception as provided in Section 5.6 Building Façade and a Request for Site Plan Approval for 'Space Box Flex Space'.
Location: County Road 101 (PPIN #3457)
Zoning: Lafayette County, outside Oxford City Limits

Planning Comments: This case concerns +/- 5.1 acres located on County Road 101 (Old Hwy 7), north of Oxford City limits. The applicant proposes a 36,000 square foot 'flex space' development intended for area small businesses, consisting of five (5) buildings totaling 22 commercial tenant spaces. To facilitate this development, the applicant has requested City utilities.

City policy has been to review development in Lafayette County requesting City utilities to evaluate conformity with the recommendations on the Future Land Use Map in the Vision 2037 Master Plan.

Requests for the use of City utilities are also reviewed to ensure that they meet all other relevant standards for developments in the City.

a. Special Exception as provided in Section 5.6 Building Façade:

Site plan review for this project included elevations which noted metal paneling on the façades facing away from CR 101, which are allowed by Special Exception. Upon further discussion with the applicant, the paneling was revealed to be corrugated metal, which Staff has historically been unsupportive of.

The City's Land Development Code lays out that the Planning Commission is empowered to grant Special Exceptions based on a finding that doing so will not adversely affect the public interest, or to deny such a request when determined not to be in the public interest (LDC 9.3.2).

In their narrative, the applicant states, "*The proposed design will be in harmony with the industrial neighborhood character because the entire street facing façade will be brick, with a secondary material of stucco panels, which complies with code requirements. The use of metal siding will be limited to the sides and rear, offering a more refined appearance than many of the nearby properties*".

Staff Recommendation: Staff recommends denial of the requested Special Exception. Should the Planning Commission make a finding that granting of the Special Exception will not adversely affect the public interest and choose to grant the request, Staff requests the following conditions:

1. Approval is for the plan as submitted.

b. Site Plan Approval for 'Space Box Flex Space':

Parking: The applicant has provided 40 parking spaces in order to serve the offices in each commercial space.

Dimensional Requirements: The site plan indicates side setbacks of 25' on the sides and rear, and 40' on the front. The applicant proposes 31% pervious coverage.

Other Elements:

- **Landscaping** – A landscaping package has been provided that indicates the required screenings and foundation plantings in compliance with LDC standards.

- **Site Lighting** – A lighting and photometrics plan is required and is a condition of approval.

- **Building Materials and Architecture** – The applicant proposes masonry and stucco fronting CR 101, and metal paneling on the sides. Metal paneling as a primary façade material is allowed by Special Exception, which is before the Commission as a part of this request. A condition of approval is added which addresses LDC requirements.

Engineering Comments:

Access
The site proposes two points of access onto CR 101 as approved by Lafayette County.

Water and Sewer
Water to site will be provided by connection to an existing City of Oxford water main along CR 101.

Sewer will be handled by an individual on-site wastewater treatment facility.

Stormwater Management

A proposed stormwater management facility, featuring inlets, pipes, and an above-ground detention basin, will meet this site's stormwater management requirements. The detention basin is located in the southeast corner of the project site.

The Engineering Department has not approved the Stormwater Management Plan for this project. Staff is awaiting a resubmittal to address comments, but does not anticipate any issues that would prevent approval of the stormwater management plan.

Staff Recommendation: Staff recommends approval of this request for extension of city utilities with the following conditions:

1. The applicant shall provide the City of Oxford with an executed Petition for Annexation prior to this request being heard by the Mayor and Board of Aldermen (Planning).

2. Approval is contingent on the Board of Aldermen agreeing to grant City Utilities outside of the City limits (Planning).

3. The applicant shall provide a lighting and photometrics plan to Staff for review (Planning).

4. The applicant shall either be approved for the Special Exception for metal as primary façade, or shall provide updated architectural showing materials which comply with LDC standards (Planning).

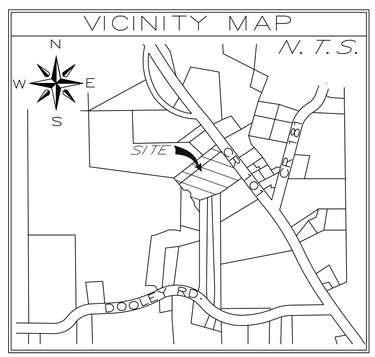
5. All site plan review comments must be addressed satisfactorily prior to permits being issued (Engineering).

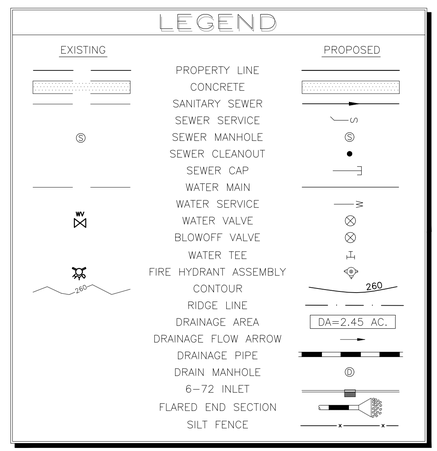
6. Water connection fees shall be paid before building permits are issued (Engineering).

7. Approval of the stormwater management plan (Engineering).

8. The completed stormwater management facility must be certified by the civil engineer before certificates of occupancy are issued (Engineering).

SPACE BOX
FLEX SPACE
OXFORD, MISSISSIPPI
MAY, 2025





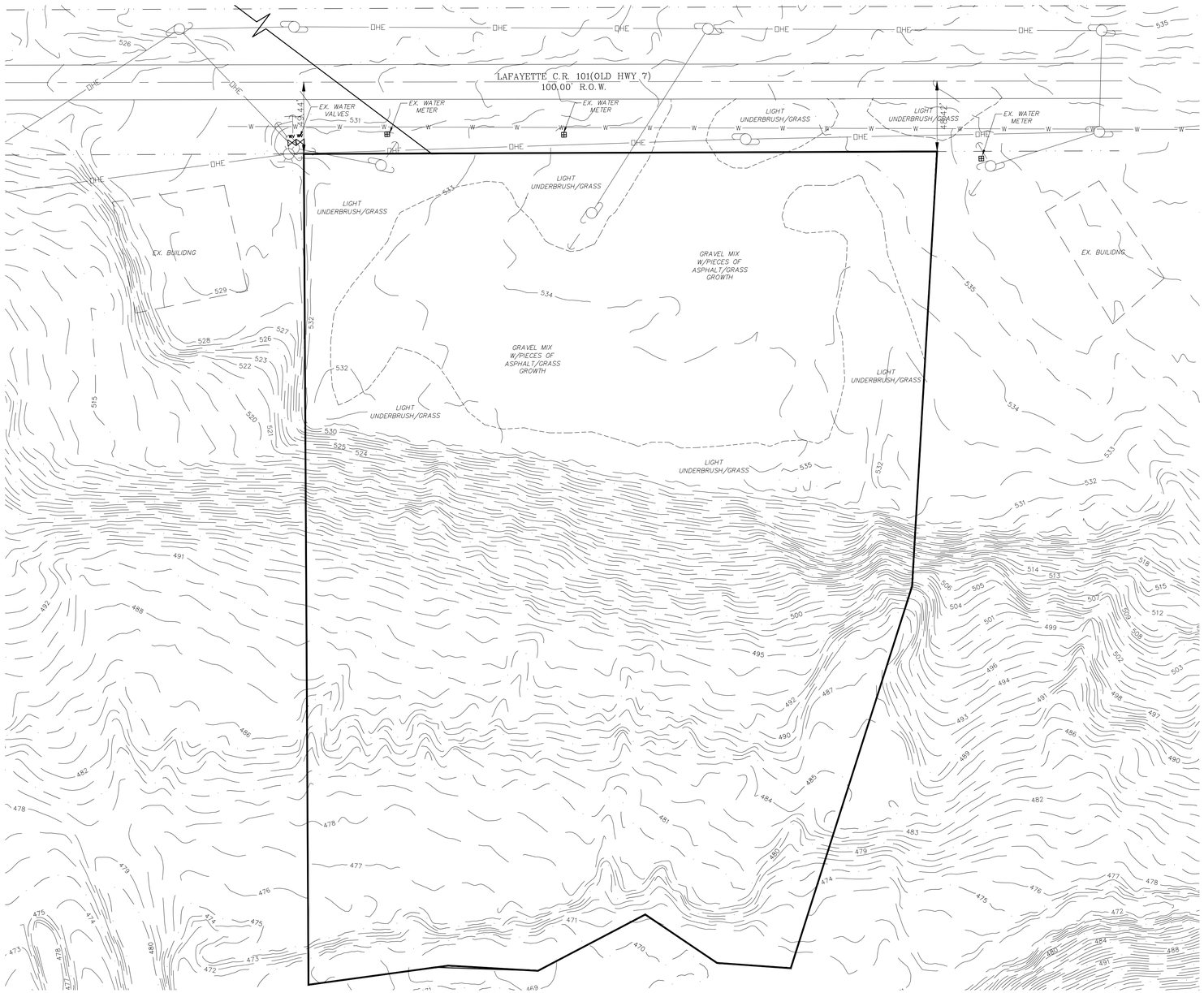
INDEX

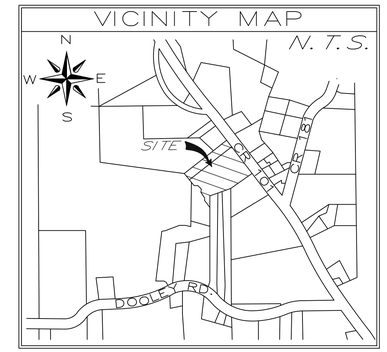
SHEET NO.	TITLE
C1	COVER SHEET
C2	SITE PLAN
C3	GRADING AND DRAINAGE PLAN
C4	EROSION CONTROL PLAN
C5	WATER AND SEWER PLAN
C6	EROSION CONTROL DETAILS
C7	CONSTRUCTION DETAILS
C8	CONSTRUCTION DETAILS
C9	CONSTRUCTION DETAILS

REVISION: 9.9.25
PERMIT SET

SMITH WALKER
ENGINEERING & SURVEYING
8180 AIRWAYS BOULEVARD , SUITE B
SOUTHAVEN, MISSISSIPPI 38671
PH# (662) 393-3346 • FAX (662) 536-6183

BEN W. SMITH
MISSISSIPPI R.L.S. NO. 1909
DATE: SEPTEMBER 09, 2025





GRAPHIC SCALE

40 0 20 40

(IN FEET)
1 inch = 40 ft.

THE GRAPHIC SCALE IS CORRECT FOR A PLAN SHEET OF 24 X 36. IF THE PLAN SHEET IS ANOTHER SIZE, PLEASE SCALE ACCORDINGLY

SPACE BOX
FLEX SPACE
DEVELOPER: YORK DEVELOPMENTS
112 Sheffield Loop, Hattiesburg, MS 39402
ENGINEER: IPD, LLC

LAFAYETTE COUNTY, MISSISSIPPI

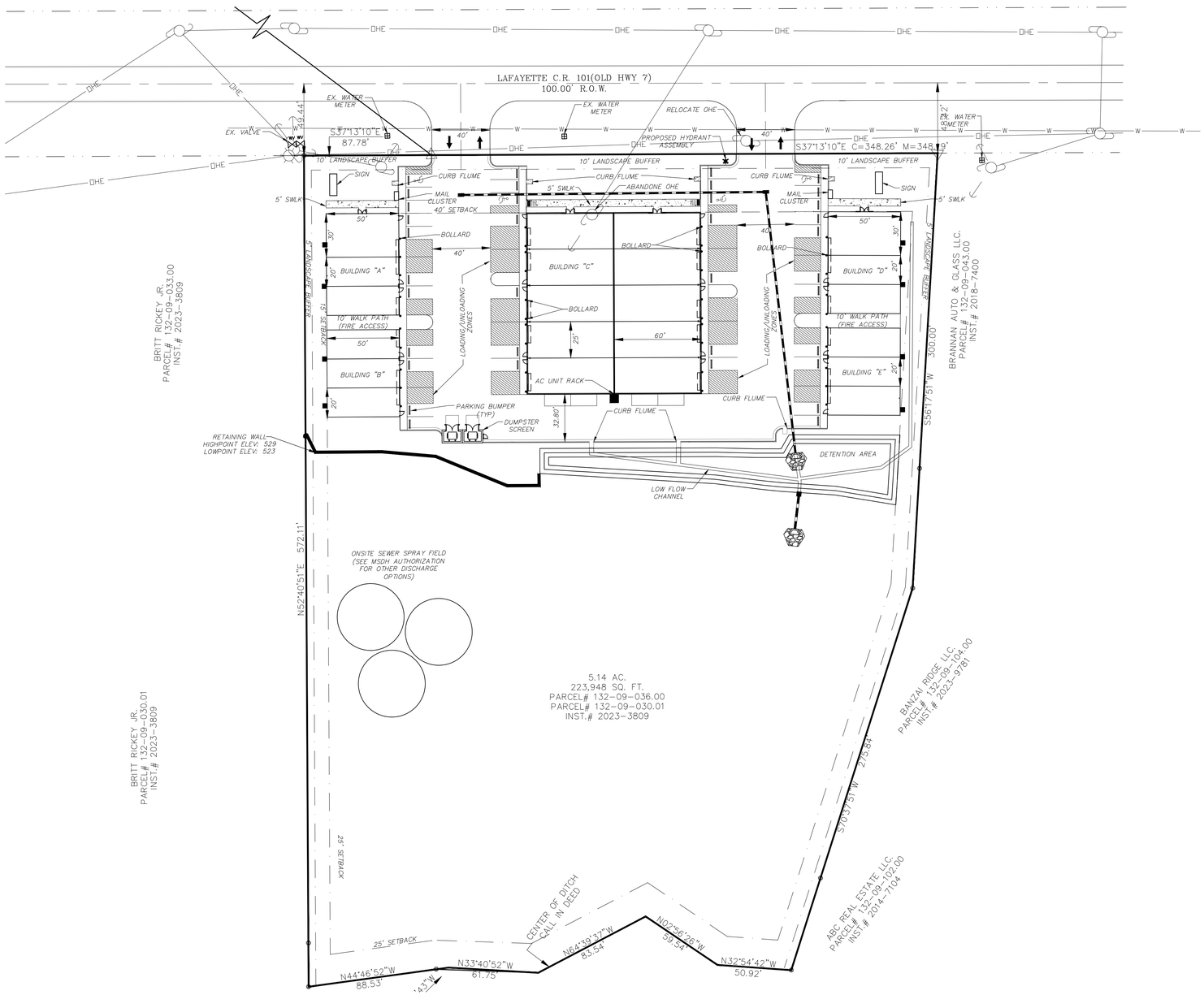
EXISTING CONDITIONS
S9, T-8-S, R-3-W

SURVEY: IPD DATE: PROJECT NO.:
DESIGN BY: IPD DATE: BOOK:
DRAWN BY: DATE: SCALE: 1" = 40'

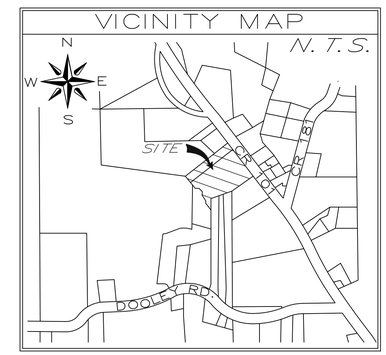
REVIEWED

CITY ENGINEER

C2



SITE DATA	
TOTAL AREA	223,948 S.F.
PERVIOUS AREA	154,968 S.F.
IMPERVIOUS AREA	68,980 S.F.
PERVIOUS/TOTAL RATIO	69%
BUILDING AREA	29,000 S.F.
BUILDING/ TOTAL AREA RATIO	13%
PARKING PROVIDED	36 SPACES, 4 HANDICAP, (40 TOTAL)
PARKING REQUIRED	PER SITE PLAN



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SPACE BOX
FLEX SPACE
DEVELOPER: YORK DEVELOPMENTS
112 Sheffield Loop, Hattiesburg, MS 39402
ENGINEER: IPD, LLC

LAFAYETTE COUNTY, MISSISSIPPI

SITE PLAN
S9, T-8-S, R-3-W

SURVEY: IPD
DESIGN BY: IPD
DRAWN BY:

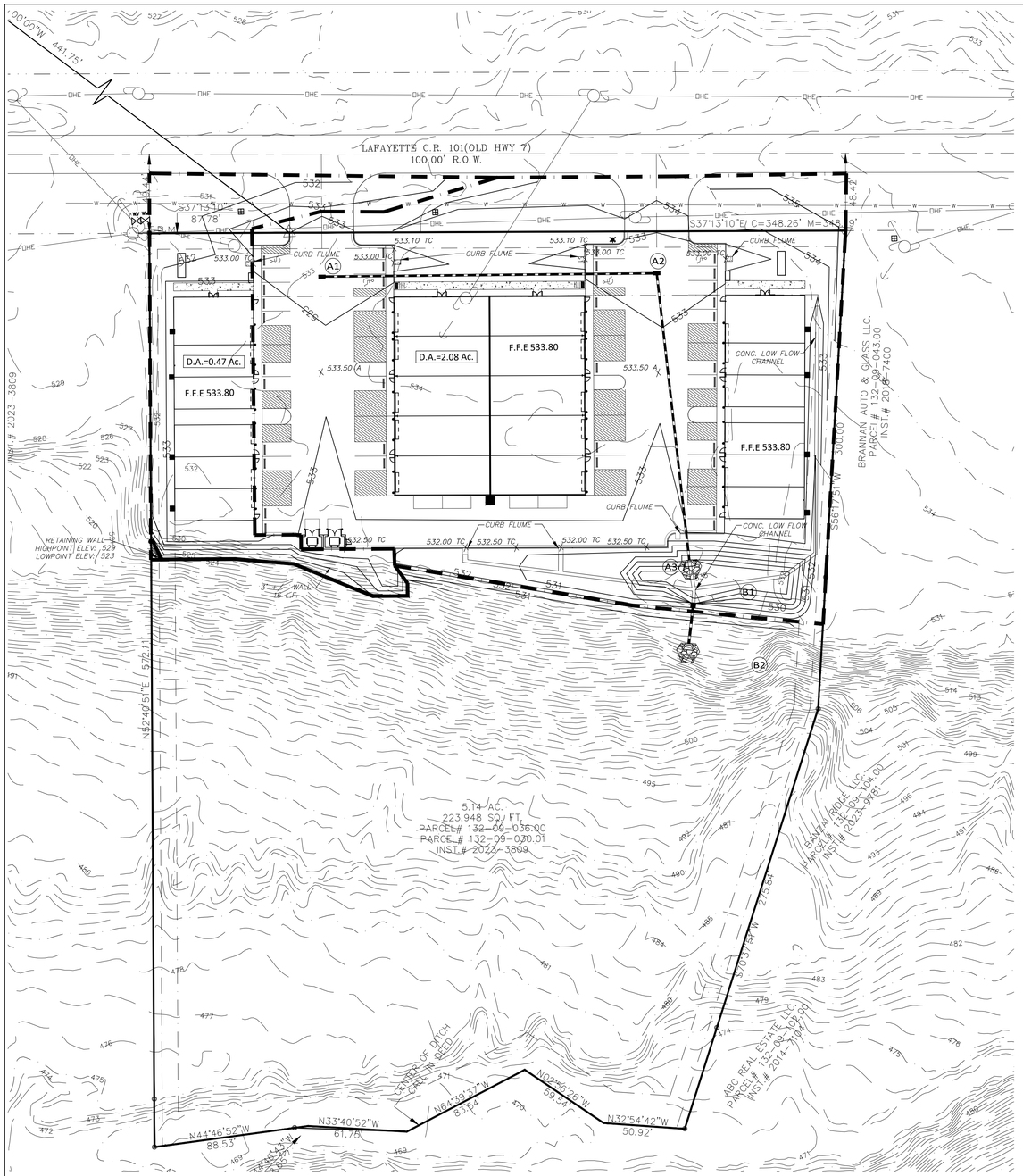
DATE:
DATE:
DATE:

PROJECT NO.:
BOOK:
SCALE: 1" = 40'

REVIEWED

CITY ENGINEER

C2



POND DATA			
Stage (ft)	Elev. (ft)	Storage (cuft)	Discharge (cfs)
0	526.50	0	0.00
0.50	527.00	214	0.28
1.50	528.00	1,797	0.58
2.50	529.00	4,018	0.77
3.50	530.00	6,921	0.94
4.50	531.00	11,209	3.76
5.50	532.00	17,909	17.75

T.O.B. = 532.10 ft
W.S.E. = 531.55 FT
POND OUTLET – SEE DETAIL SHEET C9

SUMMARY			
POST-DEVELOPED (P-2A DETAINED & P-2B)			
2-YEAR	10-YEAR	25-YEAR	100-YEAR
2.36cfs	6.39cfs	8.64cfs	14.13cfs

GRADING AND DRAINAGE NOTES

1. CONTRACTOR TO VERIFY ALL UTILITY COMPANY LOCATIONS AND VERTICAL DATA SHOWN ON PLANS. CONTACT ALL UTILITY PROVIDERS BEFORE SITE EXCAVATION BEGINS.
2. PROPER DRAINAGE SHALL BE MAINTAINED THROUGHOUT THE PROJECT SITE TO PREVENT THE INCREASE OF THE IN-SITU SOILS MOISTURE CONTENT. FLUCTUATIONS MAY NECESSITATE SOIL IMPROVEMENTS PER THE RECOMMENDATIONS OF A GEOTECHNICAL ENGINEER.
3. ESTABLISH PERMANENT VEGETATION WITH SOLID SOD ON ALL DISTURBED AREAS.
4. DESIGN CONTOURS SHOWN ARE FINISHED GRADE.
5. CLEAR AND GRUB ALL AREAS OF THE SITE WHERE CUT OR FILL IS TO OCCUR. REMOVE ORGANIC MATTER, FOREIGN MATERIAL, PAVEMENT, TOPSOIL, FENCES, TRASH, BRUSH, BURIED OBSTRUCTIONS SUCH AS TREE STUMPS, ROOTS AND INACTIVE DRAINAGE STRUCTURES. DISPOSE OF ALL MATERIAL REMOVED WHICH IS NOT TO BE REPLACED. BURNING OF MATERIAL ON THE SITE WILL NOT BE PERMITTED.
6. FILL SHALL BE COMPACTED TO AT LEAST 98% OF THE MATERIAL'S MODIFIED PROCTOR DRY DENSITY (ASTM D-1557)
7. THE MOISTURE CONTENT OF FILL SOILS SHALL BE WITHIN THE RANGE OF ±3% OF THE OPTIMUM MOISTURE CONTENT.
8. SUBGRADES SHALL BE PROOF-ROLLED WITH A LOADED DUMP TRUCK TO DETECT ZONES OF UNSUITABLE AND/OR EXCESSIVELY WET SOILS.
9. FILL MATERIAL SHALL CONSIST OF MATERIALS THAT ARE FREE OF ORGANIC MATTER AND DEBRIS. THE FILL SHALL BE PLACED AND COMPACTED IN LIFTS OF 6 INCHES OR LESS IN COMPACTED THICKNESS.
10. THE CONTRACTOR SHALL ENSURE ANY STOCKPILED SOILS ARE WELL DRAINED AND ARE NOT ALLOWED TO INCREASE MOISTURE CONTENT.
11. UPON COMPLETION OF THE FILLING OPERATION, CARE SHALL BE TAKEN TO MAINTAIN THE SUBGRADE MOISTURE CONTENT PRIOR TO CONSTRUCTION OF THE FLOOR SLAB. IF THE SUBGRADE SHALL BECOME DESICCATED, THE AFFECTED MATERIAL SHALL BE REMOVED OR THESE MATERIALS SHALL BE SCARIFIED, MOISTENED AND RECOMPACTED PRIOR TO FLOOR SLAB PLACEMENT.
12. IN ALL AREAS OF CONSTRUCTION, TOPSOIL SHALL BE STRIPPED AS REQUIRED. THIS TOPSOIL WILL BE USED FOR THE FINISH GRADING WORK. PROVIDE EROSION CONTROL AS NECESSARY TO PREVENT TOPSOIL FROM ERODING AND DAMAGING ADJACENT PROPERTIES.
13. SOFT SOILS SHALL BE USED ON SITE FOR FILL PURPOSES OUTSIDE THE AREAS OF BUILDING AND PAVEMENT CONSTRUCTION. EXCESS SOILS SHALL BE DISPOSED OF OFFSITE.
14. FILL MATERIAL SHALL CONSIST OF NATURALLY OCCURRING EARTH MATERIALS WITH A LIQUID LIMIT LESS THAN 45% AND A PLASTICITY INDEX OF NOT MORE THAN 25%. IT SHALL BE FREE FROM ORGANIC MATTER AND CLAY BALLS WITH AN UPPER PARTICLE SIZE DIAMETER OF 3 INCHES.
15. IF PUMPING BEGINS, COMPACTION SHALL BE STOPPED IMMEDIATELY AND RESUMED ONLY WHEN THE MATERIAL IS SUFFICIENTLY DRY THAT PUMPING DOES NOT OCCUR.
16. PROVIDE ALL NECESSARY OR REQUIRED SHEATHING BRACING, PUMPING & BAILING OPERATIONS TO PROTECT WORKMEN & ADJACENT FACILITIES. IT IS SOLELY THE CONTRACTOR'S RESPONSIBILITY TO FOLLOW ALL APPLICABLE SAFETY CODES & REGULATIONS DURING PHASES OF CONSTRUCTION.

STORM DRAINAGE - STRUCTURE DATA

STR. NO.	STR. TYPE	STR. TOP/GRATE	INVERT ELEV.	AREA (AC)	25 YEAR DESIGN Q (CFS)
A1	#11 INLET	532.20	528.95	0.42	2.30
A2	#11 INLET	532.20	527.67	0.57	3.12
A3	HW	528.26(TP)	526.76	-	-
B1	OUT STR	531.60	526.50	2.00	*5.17
B2	HW	527.77 (TP)	526.27	-	-

STORM DRAINAGE - PIPE DATA (HP-STORM - n=0.012)

FROM	INVERT ELEV.	TO	INVERT ELEV.	PIPE DIA. (IN.)	SLOPE (%)	LENGTH (FT.)	25 YEAR DESIGN Q (CFS)	PIPE CAPACITY (CFS)	MAX. VELOCITY (FT./SEC.)	DRAIN. AREA (AC.)
A1	528.95	A2	527.92	15	0.50	206	2.30	4.57	3.72	0.42
A2	527.67	A3	526.76	18	0.50	182	5.43	7.43	4.20	0.99
B1	526.50	B2	526.27	18	1.00	23	*5.17	10.50	5.94	2.00

NOTE:
1. ALL STORM DRAINAGE MATERIALS, WORKMANSHIP AND CONSTRUCTION SHALL COMPLY TO THE MISSISSIPPI DEPARTMENT OF TRANSPORTATION (M STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION.
2. * - POND DISCHARGE
3. TP (TOP OF PIPE)

LEGEND

344 — PROPOSED CONTOUR
346 — EXISTING CONTOUR
500.00 TC — TOP OF CURB

T.B.M.
THE PROJECT BENCHMARK IS IRON PIN LOCATED AT THE NW PROPERTY CORNER OF THE SUBJECT PROPERTY ALSO BEING 7.5 FEET SW FROM A WATER VALVE AND 6.9 FEET FROM A LIGHT POLE.
ELEVATION: 533.80

GRAPHIC SCALE
30 0 15 30
(IN FEET)
1 inch = 40 ft.

THE GRAPHIC SCALE IS CORRECT FOR A PLAN SHEET OF 24 X 36. IF THE PLAN SHEET IS ANOTHER SIZE, PLEASE SCALE ACCORDINGLY

SPACE BOX
FLEX SPACE
DEVELOPER: YORK DEVELOPMENTS
112 Sheffield Loop, Hattiesburg, MS 39402
ENGINEER: IPD, LLC

LAFAYETTE COUNTY, MISSISSIPPI

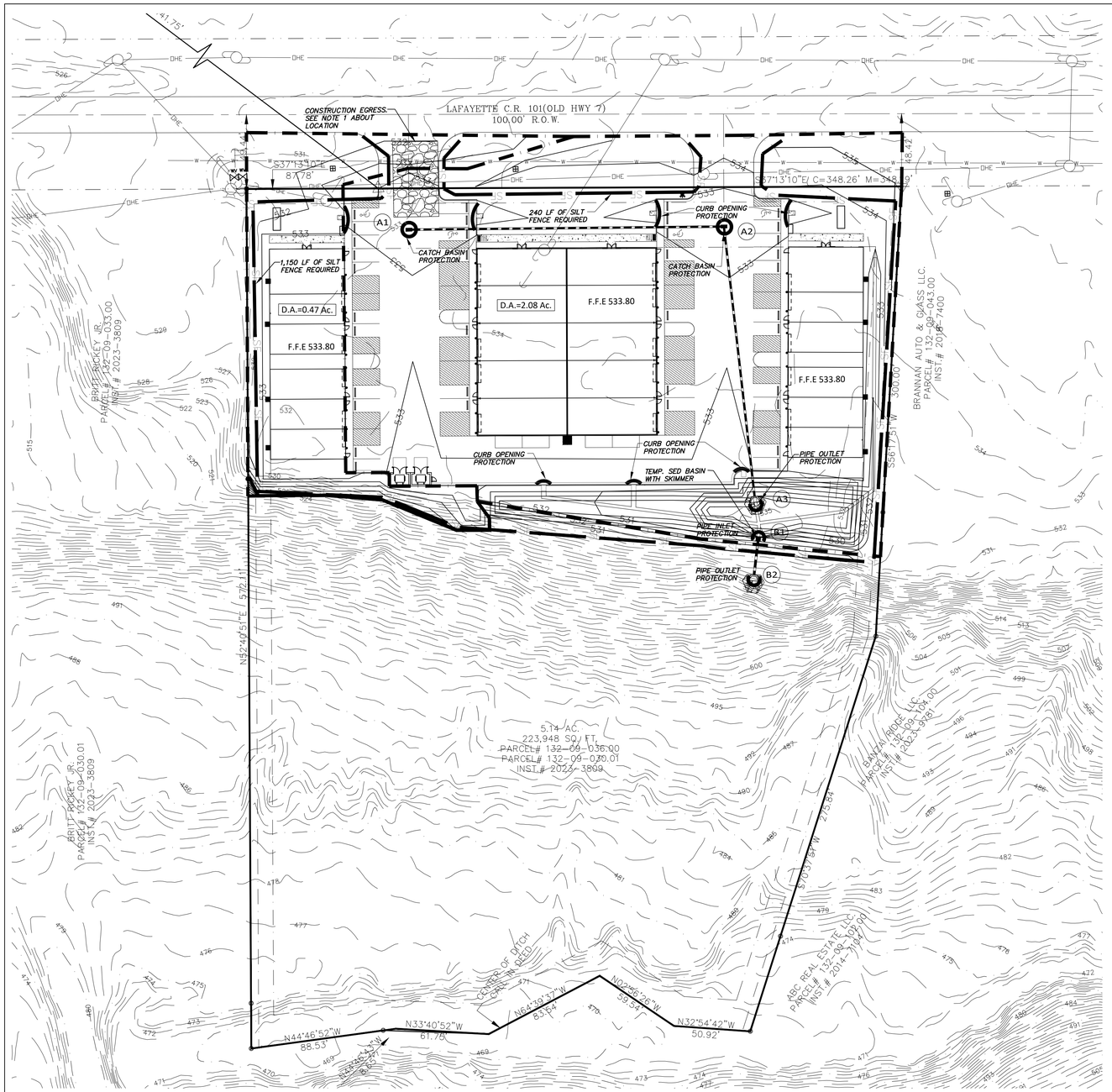
GRADING AND DRAINAGE PLAN
FLEX SPACE

SURVEY: IPD — DATE: — PROJECT NO.:
DESIGN BY: IPD — DATE: — BOOK:
DRAWN BY: — DATE: — SCALE: 1" = 40'

REVIEWED

CITY ENGINEER

C3



LEGEND

- 344 — PROPOSED CONTOUR
- 346 — EXISTING CONTOUR
- CONSTRUCTION EGRESS
- CATCH BASIN PROTECTION
- SILT FENCE REQUIRED
- SEDIMENT LOG INLET/OUTLET PROTECTION
- SEDIMENT LOG DITCH CHECK
- SEDIMENT LOG CURB OPENING PROTECTION

EROSION CONTROL NOTES:

1. THE CONSTRUCTION EGRESS IS SHOWN AS A GRAPHIC REPRESENTATION ONLY. CONTRACTOR SHALL PROVIDE A CONSTRUCTION EGRESS AT A LOCATION APPROVED BY THE OWNER.
2. ALL HEADWALLS TO RECEIVE A MINIMUM 10' X 10' X 18" GRADE "C" RIP RAP OVER FILTER CLOTH.
3. THE PRIME CONTRACTOR AND ALL SUBCONTRACTORS SHALL BE REQUIRED TO ONLY USE THE DESIGNATED CONSTRUCTION ENTRANCE FOR ALL INGRESS AND EGRESS.
4. THE CONTRACTOR SHALL PROVIDE AND MAINTAIN EROSION CONTROL DURING CONSTRUCTION BY THE PLACEMENT OF SILT FENCES AND/OR SEDIMENT LOGS WHERE NECESSARY TO PREVENT DOWNSTREAM SILTATION OF ANY DITCHES, PIPES, DRAINAGE STRUCTURES, OR ADJACENT PROPERTIES. THE CONTRACTOR SHALL PROVIDE ANY ADDITIONAL EROSION CONTROL AS NEEDED OR AS DIRECTED BY GOVERNING AGENCY.
5. ALL EROSION PROTECTION OR SEDIMENT CONTROL MEASURES SHOWN SHALL BE USED AS REQUIRED BY CONSTRUCTION ACTIVITY OR CONSTRUCTION PHASING TO ADEQUATELY PROTECT DOWNSTREAM DITCHES, PIPES, DRAINAGE STRUCTURES, OR ADJACENT PROPERTIES.
6. ALL NEW CUT OR FILLED AREAS LACKING ADEQUATE VEGETATION SHALL BE FERTILIZED, MULCHED, SEEDED, AND/OR SODDED AS REQUIRED TO EFFECTIVELY CONTROL SOIL EROSION.
7. SEDIMENT SHOULD BE REMOVED AND DISPOSED OF PROPERLY WHEN IT REACHES ONE-THIRD TO ONE-HALF THE HEIGHT OF THE SILT FENCE AND PRIOR TO THE FINAL REMOVAL OF THE CONTROL.
8. INSPECTION OF THE EROSION CONTROL MEASURE SHALL BE MADE AT LEAST ONCE EVERY SEVEN CALENDAR DAYS AND AFTER A HALF-INCH RAIN EVENT AS PROVIDED AS PART OF THIS SWPPP.
9. WHEN A DISTURBED AREA WILL BE LEFT UNDISTURBED FOR FIVE DAYS OR MORE, THE APPROPRIATE TEMPORARY OR PERMANENT VEGETATIVE PRACTICES SHALL BE IMPLEMENTED WITHIN FIVE CALENDAR DAYS.
10. THE AREA OF DISTURBANCE FOR THIS PROJECT IS APPROXIMATELY 2.55 ACRES.
11. DETENTION POND SHALL ACT AS A TEMPORARY SEDIMENT BASIN WITH SKIMMER. SEE EROSION CONTROL DETAIL SHEET.

GRAPHIC SCALE

40 0 20 40

(IN FEET)
1 inch = 40 ft.

THE GRAPHIC SCALE IS CORRECT FOR A PLAN SHEET OF 24 X 36.
IF THE PLAN SHEET IS ANOTHER SIZE, PLEASE SCALE ACCORDINGLY

SPACE BOX
FLEX SPACE

DEVELOPER: YORK DEVELOPMENTS
112 Sheffield Loop, Hattiesburg, MS 39402

ENGINEER: IPD, LLC

LAFAYETTE COUNTY, MISSISSIPPI

STORMWATER POLLUTION PREVENTION PLAN

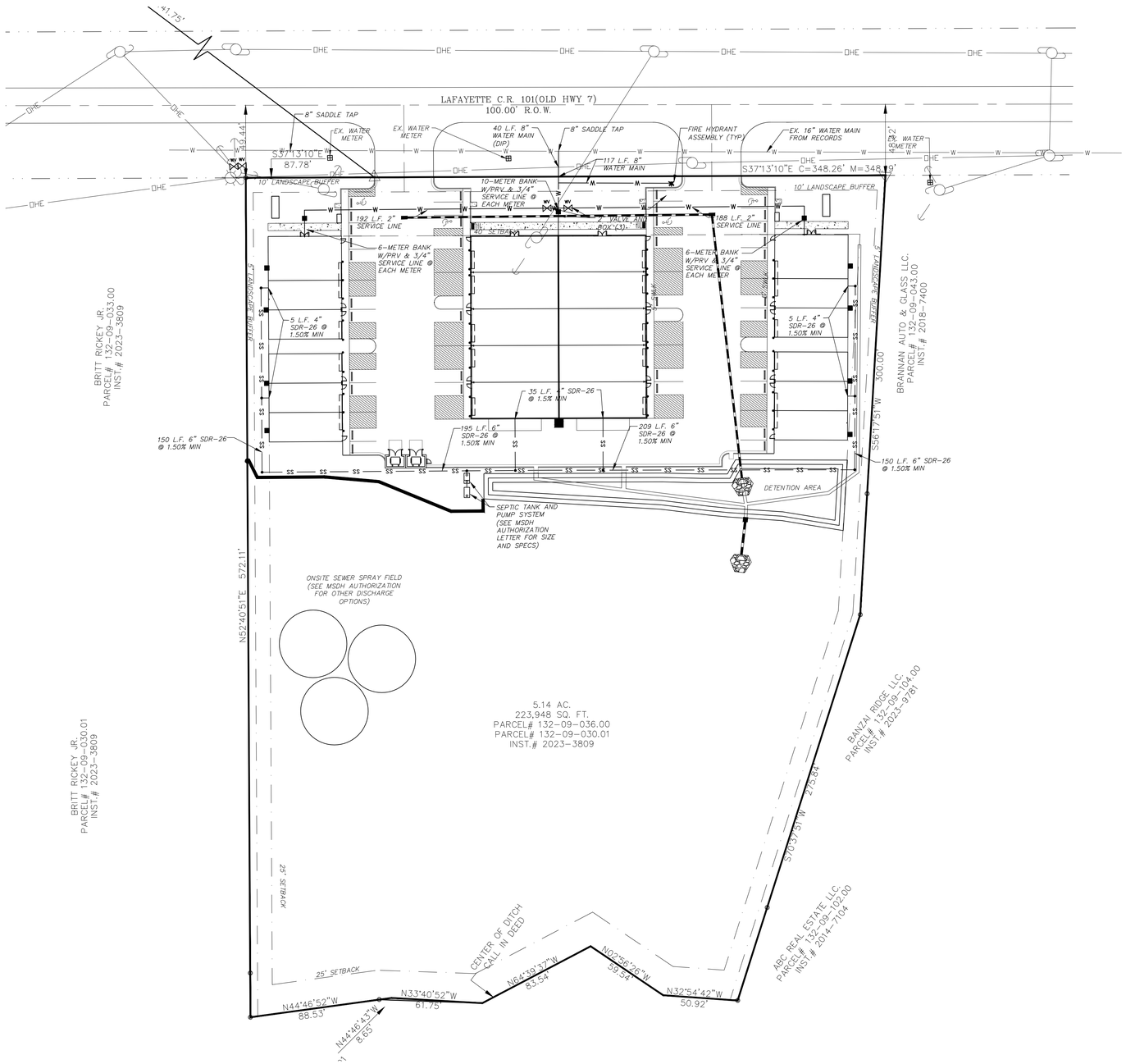
FLEX SPACE

SURVEY: IPD	DATE:	PROJECT NO.:
DESIGN BY: IPD	DATE:	BOOK:
DRAWN BY:	DATE:	SCALE: 1" = 40'

REVIEWED

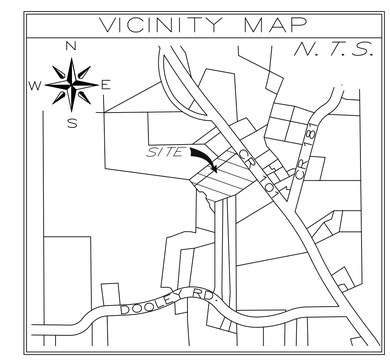
CITY ENGINEER

C4



NOTES:

1. THE LOCATION OF EXISTING UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL NOTIFY EACH INDIVIDUAL UTILITY OWNER OF HIS PLANS OF OPERATION IN THE AREA OF THE UTILITIES. PRIOR TO COMMENCING WORK, THE CONTRACTOR SHALL CONTACT THE UTILITY OWNERS AND REQUEST THEM TO PROPERLY LOCATE THEIR RESPECTIVE UTILITY ON THE GROUND.
2. ALL WATER LINES, SANITARY SEWER LINES AND APPURTENANCES SHALL BE OF MATERIAL AND CONSTRUCTION THAT CONFORM TO THE CITY OF OXFORDS STANDARDS AND SPECIFICATIONS.
3. ALL WATER MAINS SHALL BE OF 8" C900 UNLESS OTHERWISE NOTED. ALL FIRE HYDRANT FEEDS SHALL BE 6' C900 UNLESS OTHERWISE NOTED. WATER MAIN FROM THE TAP AT THE STREET TO FIRST SET OF METER BANKS SHALL BE DIP.
4. TRACER WIRES ARE REQUIRED ON ALL SERVICES.
5. PRIOR TO SUBMITTING BID, THE CONTRACTOR WILL BE SOLELY RESPONSIBLE FOR CONTACTING OWNERS OF ALL AFFECTED UTILITIES IN ORDER TO DETERMINE THE EXTENT TO WHICH UTILITY RELOCATIONS AND/OR ADJUSTMENTS WILL HAVE UPON THE SCHEDULE OF WORK FOR THE PROJECT.
6. THE CONTRACTOR SHALL MAINTAIN 10' HORIZONTAL SEPERATION BETWENN SANITARY SEWER LINES AND WATER LINES. WHERE THESE CRITERIA CANNOT BE MET, THE CONTRACTOR SHALL MAINTAIN 18" VERTICAL SEPERATION BETWEEN WATER AND SEWER LINES.
7. ¾" CORPORATION STOPS SHALL BE FB 1000-3G ALL GRIP COMPRESSION.
8. ¾" CURB STOPS SHALL BE FORD IPXIP ¾" BALL VALVE B11-333W.
9. 2" SERVICE LINE FEEDING EACH UNIT WILL BE PRIVATELY OWNED AND MAINTAINED.
10. ALL SANITARY SEWER FACILITIES WILL BE PRIVATELY OWNED AND MAINTAINED.



T.B.M.
THE PROJECT BENCHMARK IS IRON PIN LOCATED AT THE NW PROPERTY CORNER OF THE SUBJECT PROPERTY ALSO BEING 7.5 FEET SW FROM A WATER VALVE AND 6.9 FEET FROM A LIGHT POLE.
ELEVATION: 533.80

GRAPHIC SCALE
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(IN FEET)
1 inch = 40 ft.

THE GRAPHIC SCALE IS CORRECT FOR A PLAN SHEET OF 24 X 36. IF THE PLAN SHEET IS ANOTHER SIZE, PLEASE SCALE ACCORDINGLY

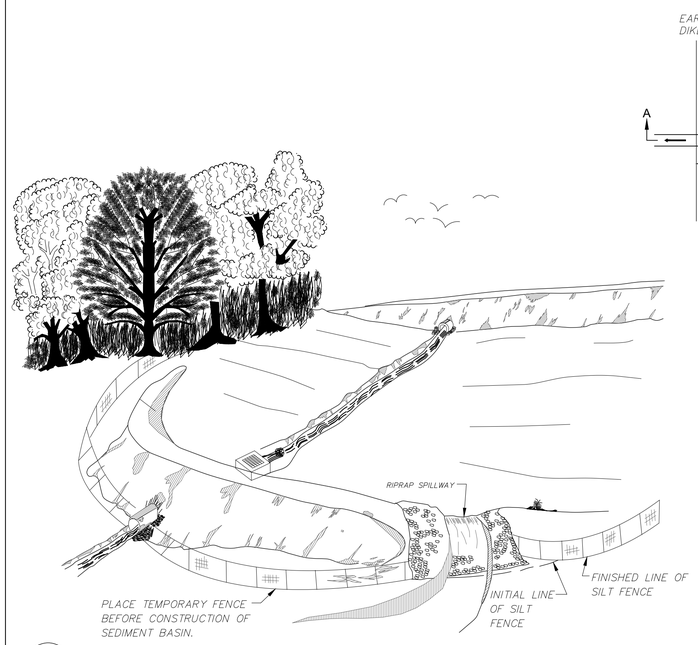
SPACE BOX
FLEX SPACE
DEVELOPER: YORK DEVELOPMENTS
112 Sheffield Loop, Hattiesburg, MS 39402
ENGINEER: IPD, LLC

LAFAYETTE COUNTY, MISSISSIPPI
WATER AND SEWER PLAN
FLEX SPACE

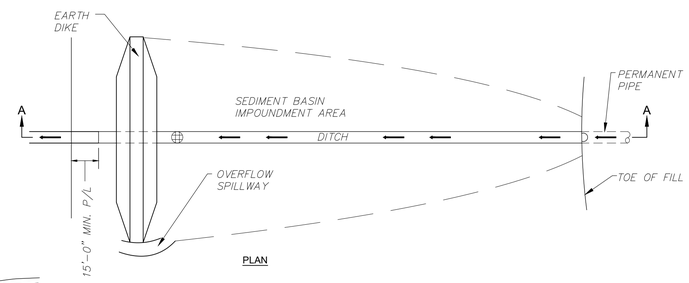
SURVEY: IPD
DESIGN BY: IPD
DRAWN BY:
DATE:
DATE:
DATE:
PROJECT NO.:
BOOK:
SCALE: 1" = 40'

REVIEWED
CITY ENGINEER

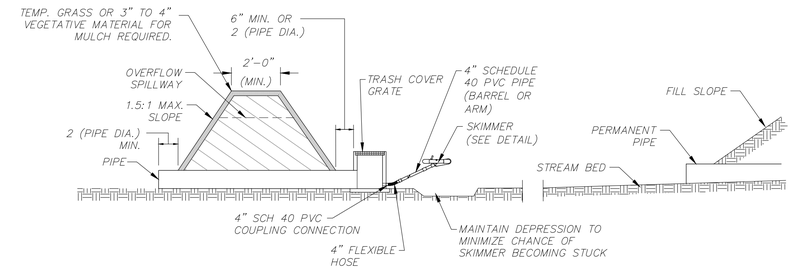
C5



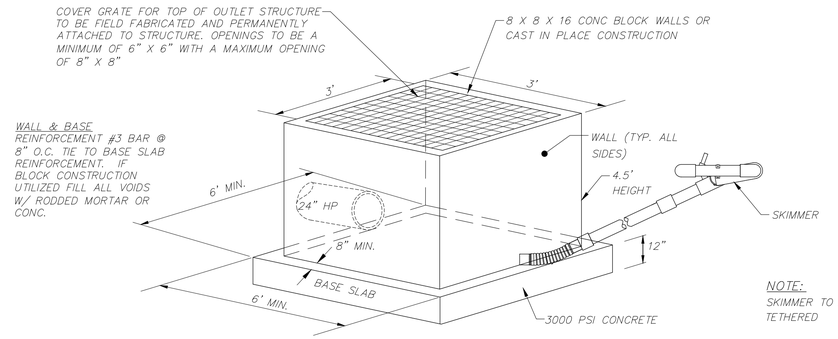
7 / C6 TEMPORARY SEDIMENT BASIN
NOT TO SCALE



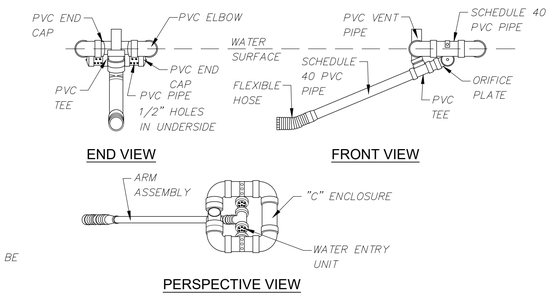
PLAN



SECTION A-A



INLET BOX W/SKIMMER

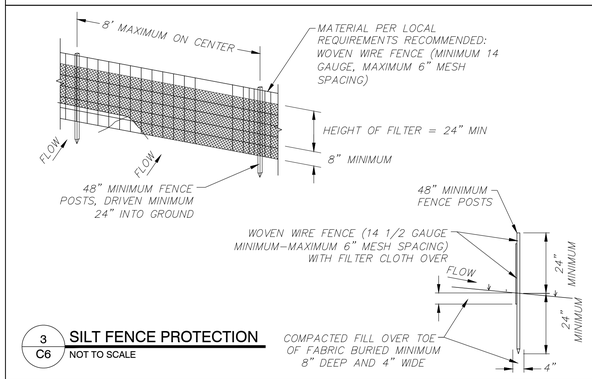


END VIEW

FRONT VIEW

PERSPECTIVE VIEW

SKIMMER

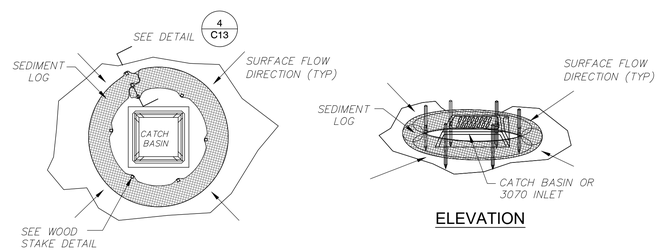


3 / C6 SILT FENCE PROTECTION
NOT TO SCALE

CONSTRUCTION NOTES FOR SILT FENCE

1. WOVEN WIRE FENCE TO BE FASTENED SECURELY TO FENCE POSTS WITH WIRE TIES OR STAPLES.
2. FILTER CLOTH TO BE FASTENED SECURELY TO SILT FENCE WITH TIES SPACED EVERY 24" AT TOP AND MID-SECTION.
3. WHEN TWO SECTIONS OR FILTER CLOTH ADJOIN EACH OTHER THEY SHALL BE OVERLAPPED BY (6) INCHES AND FOLDED.
4. LOCATE POSTS DOWNSLOPE OF FABRIC FOR FENCE SUPPORT.
5. MAINTENANCE SHALL BE PERFORMED AS NEEDED AND MATERIAL REMOVED WHEN "BULGES" DEVELOP IN THE SILT FENCE.
6. MATERIALS:
   POSTS: STEEL EITHER "T" OR "U" TYPE LOCATED MAXIMUM 8' OC

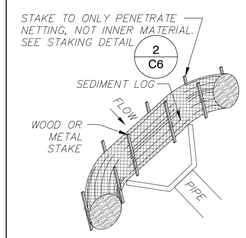
   FENCE: PER LOCAL REQUIREMENTS OR WOVEN WIRE, 14 GA 6" MAX MESH OPENING
   FILTER CLOTH: FILTER X, MIRAFI 100X, STABI-LINKA T140N OR APPROVED EQUAL.
   PREFABRICATED UNIT: GEOFAB, ENVIROFENCE, OR APPROVED EQUAL.
7. INDICATED ON EROSION CONTROL PLANS AS " ———— SF ———— ".



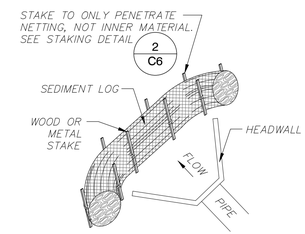
PLAN VIEW

ELEVATION

4 / C6 SEDIMENT LOG CATCH BASIN PROTECTION
NOT TO SCALE



5 / C6 SEDIMENT LOG INLET PROTECTION
NOT TO SCALE

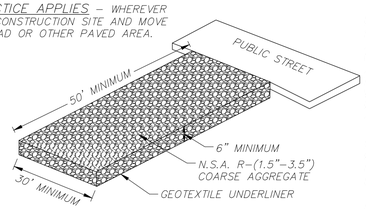


6 / C6 SEDIMENT LOG OUTLET PROTECTION
NOT TO SCALE

DEFINITION – A STONE STABILIZED PAD LOCATED AT POINTS OF VEHICULAR INGRESS AND EGRESS ON A CONSTRUCTION SITE.

PURPOSE – TO REDUCE THE AMOUNT OF MUD TRANSPORTED ONTO PUBLIC ROADS BY MOTOR VEHICLES OR RUNOFF.

CONDITIONS WHERE PRACTICE APPLIES – WHEREVER TRAFFIC WILL BE LEAVING A CONSTRUCTION SITE AND MOVE DIRECTLY ONTO A PUBLIC ROAD OR OTHER PAVED AREA.



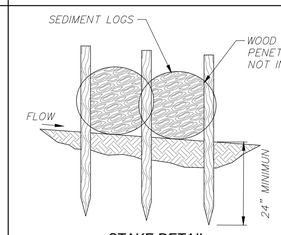
1 / C6 CONSTRUCTION EGRESS
NOT TO SCALE

PLANNING CONSIDERATIONS – GENERAL CRITERIA REQUIRES THAT ROADS ADJACENT TO A CONSTRUCTION SITE SHALL BE CLEAN AT THE END OF EACH DAY. CONSTRUCTION ENTRANCES PROVIDE AN AREA WHERE MUD CAN BE REMOVED FROM CONSTRUCTION VEHICLE TIRES BEFORE THEY ENTER A PUBLIC ROAD. IF THE ACTION OF VEHICLE TRAVELING OVER THE GRAVEL PAD IS NOT SUFFICIENT TO REMOVE THE MAJORITY OF THE MUD, THEN THE TIRES MUST BE WASHED BEFORE THE VEHICLE ENTERS A PUBLIC ROAD. IF WASHING IS USED, PROVISIONS MUST BE MADE TO INTERCEPT THE WASH WATER AND TRAP THE SEDIMENT BEFORE IT IS CARRIED OFF-SITE. CONSTRUCTION ENTRANCES SHOULD BE USED IN CONJUNCTION WITH THE STABILIZATION OF CONSTRUCTION ROADS TO REDUCE THE AMOUNT OF MUD PICKED UP BY CONSTRUCTION VEHICLES.

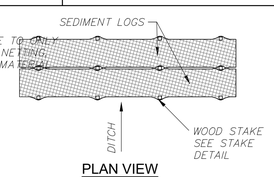
DESIGN CRITERIA
1. AGGREGATE SIZE– TDOT AGGREGATE NO.1 (2-3 INCH STONE) SHOULD BE USED.
2. ENTRANCE DIMENSIONS– THE AGGREGATE LAYER MUST BE AT LEAST 6 INCHES THICK. IT MUST EXTEND THE FULL WIDTH OF THE VEHICULAR INGRESS AND EGRESS AREA. THE LENGTH OF THE ENTRANCE MUST BE AT LEAST 50 FEET.
3. WASHING– IF CONDITIONS ON THE SITE ARE SUCH THAT THE MAJORITY OF THE MUD IS NOT REMOVED BY THE VEHICLES TRAVELING OVER THE GRAVEL, THEN THE TIRES OF THE VEHICLES MUST BE WASHED BEFORE ENTERING A PUBLIC ROAD. WASH WATER MUST BE CARRIED AWAY FROM THE ENTRANCE TO A SETTLING AREA TO REMOVE SEDIMENT. A WASH RACK MAY ALSO BE USED TO MAKE WASHING MORE CONVENIENT AND EFFECTIVE.
4. LOCATION– THE ENTRANCE SHOULD BE LOCATED TO PROVIDE FOR MAXIMUM UTILITY BY ALL CONSTRUCTION VEHICLES.

CONSTRUCTION SPECIFICATIONS – THE AREA OF THE ENTRANCE SHOULD BE CLEARED OF ALL VEGETATION, ROOTS, AND OTHER OBJECTIONABLE MATERIAL. THE GRAVEL SHALL BE PLACED TO THE SPECIFIED DIMENSIONS. ANY DRAINAGE FACILITIES REQUIRED BECAUSE OF WASHING SHOULD BE CONSTRUCTED ACCORDING TO SPECIFICATIONS. IF WASH RACKS ARE USED, THEY SHOULD BE INSTALLED ACCORDING TO MANUFACTURER'S SPECIFICATIONS.

MAINTENANCE – THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOW OF MUD ONTO PUBLIC RIGHTS-OF-WAY. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH 2 INCH STONE, AS CONDITIONS DEMAND, AND REPAIR AND/OR CLEANEST OF ANY STRUCTURES USED TO TRAP SEDIMENT. ALL MATERIALS SPILLED, DROPPED, WASHED, OR TRACKED FROM VEHICLES ONTO ROADWAYS OR INTO STORMDRAINS MUST BE REMOVED IMMEDIATELY.



STAKE DETAIL



PLAN VIEW

2 / C6 SEDIMENT LOG STAKING DETAIL
NOT TO SCALE

SPACE BOX
FLEX SPACE
DEVELOPER: YORK DEVELOPMENTS
112 Sheffield Loop, Hattiesburg, MS 39402
ENGINEER: IPD, LLC

LAFAYETTE COUNTY, MISSISSIPPI

EROSION CONTROL DETAILS

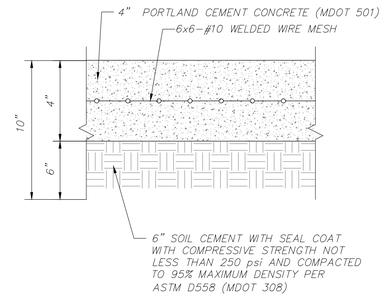
FLEX SPACE

SURVEY:	DATE:	PROJECT NO.:
DESIGN BY:	DATE:	BOOK:
DRAWN BY:	DATE:	SCALE: N.T.S.

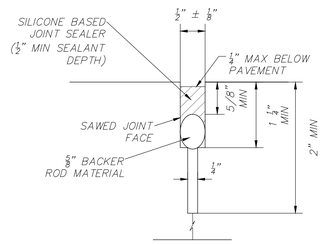
REVIEWED

CITY ENGINEER

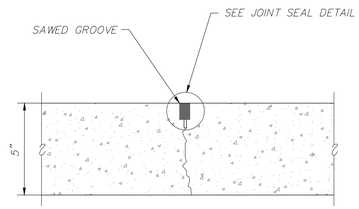
C6



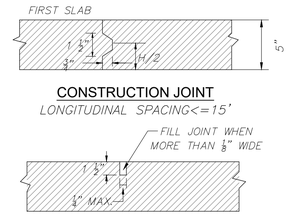
14 C7 **CONCRETE PAVEMENT**
NOT TO SCALE



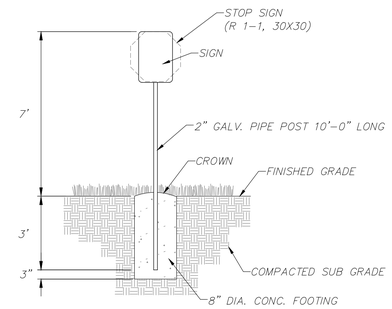
13 C7 **JOINT SEAL**
NOT TO SCALE



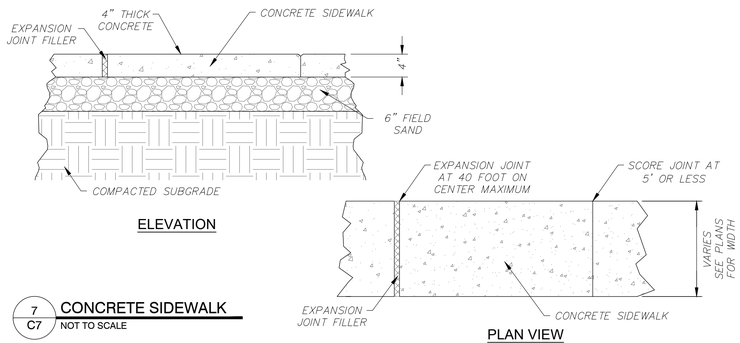
12 C7 **CONTRACTION JOINT**
NOT TO SCALE



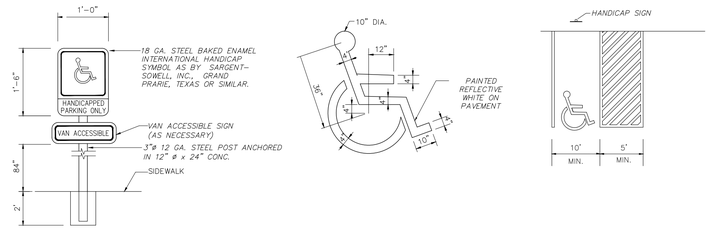
11 C7 **NON-REINFORCED CONCRETE JOINTING**
NOT TO SCALE



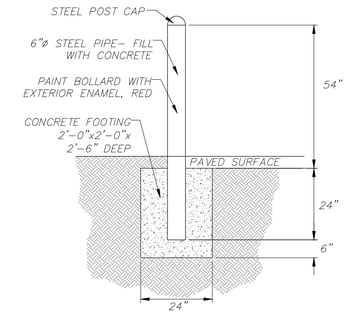
10 C7 **TYPICAL SIGN INSTALLATION**
NOT TO SCALE



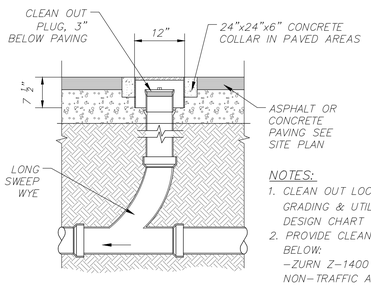
7 C7 **CONCRETE SIDEWALK**
NOT TO SCALE



8 C7 **HANDICAP PARKING & SIGNAGE**
NOT TO SCALE

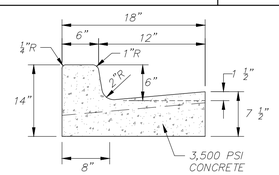


9 C7 **BOLLARD**
NOT TO SCALE



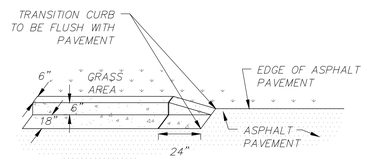
NOTES:
1. CLEAN OUT LOCATIONS INDICATED ON GRADING & UTILITY PLANS AS "CO" OR DESIGN CHART
2. PROVIDE CLEANOUTS AS SPECIFIED BELOW:
   -ZURN Z-1400 CLEAN OUTS IN NON-TRAFFIC AREAS & SIDEWALKS
   -ZURN Z-1449 CLEAN OUTS IN LANDSCAPED AREAS
   -ZURN Z-1400 HD CLEAN OUTS IN TRAFFIC AREAS WITH A "SERVICE STATION"

6 C7 **CLEANOUT**
NOT TO SCALE

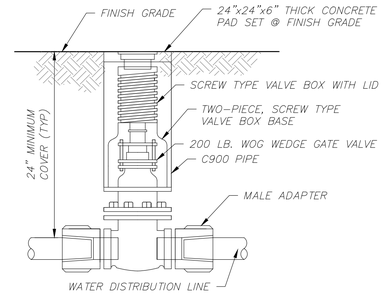


NOTES:
1. PRE-MOLDED FIBER EXPANSION JOINT MATERIAL SHALL BE USED IN ALL EXPANSION JOINTS.
2. DUMMY JOINTS SHALL BE INSTALLED AT 10 FOOT CENTERS MAXIMUM.
3. EXPANSION JOINTS SHALL BE INSTALLED AT 40 FOOT CENTERS MAXIMUM.
4. EXPANSION JOINTS SHALL BE INSTALLED AT ENDS OF RADIUS.
5. EXPANSION JOINTS SHALL BE LOCATED A MINIMUM OF 5 FEET FROM INLET STRUCTURES.
6. CONCRETE TO BE 3,500 P.S.I.

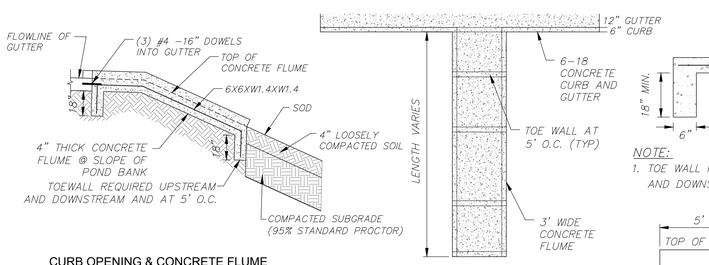
5 C7 **6-18 CURB & GUTTER**
NOT TO SCALE



4 C7 **CURB TRANSITION**
NOT TO SCALE

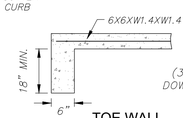


3 C7 **GATE VALVE AND BOX**
NOT TO SCALE



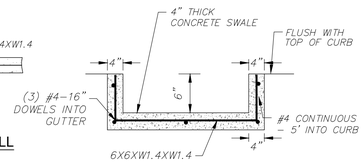
CURB OPENING & CONCRETE FLUME ELEVATION VIEW

CURB OPENING & CONCRETE FLUME PLAN & SECTION VIEW

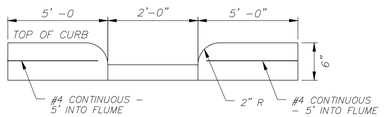


TOE WALL

NOTE:
1. TOE WALL REQUIRED UPSTREAM AND DOWNSTREAM & AT 5' O.C.

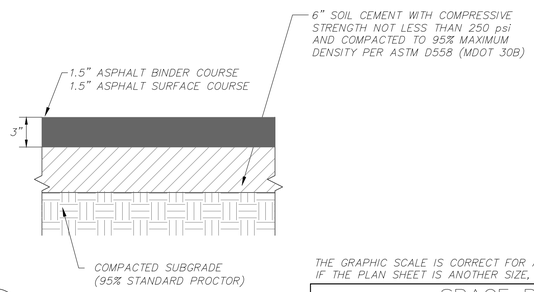


ELEVATION VIEW



CURB OPENING ELEVATION VIEW

1 C7 **CONCRETE CURB OPENING/FLUME**
NOT TO SCALE



2 C7 **ASPHALT PAVEMENT SECTION**
NOT TO SCALE

THE GRAPHIC SCALE IS CORRECT FOR A PLAN SHEET OF 24 X 36. IF THE PLAN SHEET IS ANOTHER SIZE, PLEASE SCALE ACCORDINGLY

SPACE BOX
FLEX SPACE
DEVELOPER: YORK DEVELOPMENTS
112 Sheffield Loop, Hattiesburg, MS 39402
ENGINEER: IPD, LLC

LAFAYETTE COUNTY, MISSISSIPPI

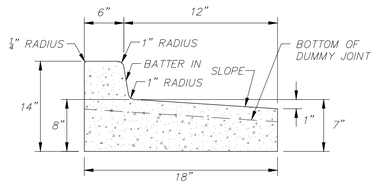
CONSTRUCTION DETAILS
FLEX SPACE

SURVEY: IPD, LLC	DATE:	PROJECT NO.:
DESIGN BY:	DATE:	BOOK:
DRAWN BY:	DATE:	SCALE: N.T.S.

REVIEWED

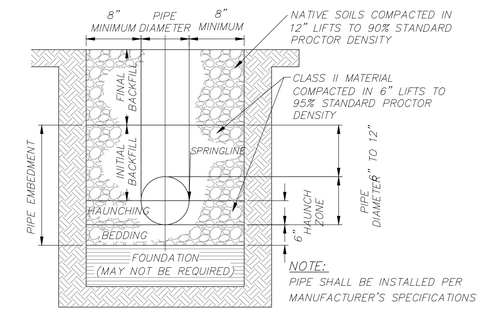
CITY ENGINEER

C7



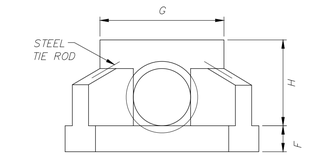
NOTES:
1. PRE-MOLDED FIBER EXPANSION JOINT MATERIAL SHALL BE USED IN ALL EXPANSION JOINTS.
2. DUMMY JOINTS SHALL BE INSTALLED AT 10 FOOT CENTERS MAXIMUM.
3. EXPANSION JOINTS SHALL BE INSTALLED AT 40 FOOT CENTERS MAXIMUM.
4. EXPANSION JOINTS SHALL BE INSTALLED AT ENDS OF RADIUS.
5. EXPANSION JOINTS SHALL BE LOCATED A MINIMUM OF 5 FEET FROM INLET STRUCTURES.
6. CONCRETE TO BE 3,500 P.S.I.

1 / C8 6-18 SPILL CURB & GUTTER
NOT TO SCALE



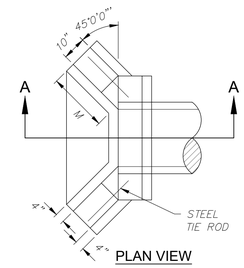
NOTE:
PIPE SHALL BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS

2 / C8 FLEXIBLE PIPE BEDDING
NOT TO SCALE

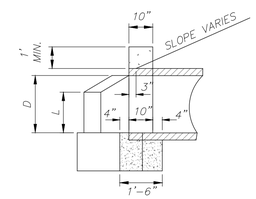


FRONT ELEVATION

DIMENSIONS							
OPENING		WALL				FOOTING	TIE RODS
D	AREA SQ.FT.	H	G	L	M	F	
18"	3.1	3'-0"	4'-4"	1'-5"	2'-1"	1'-4"	2 ¾"ø X 2'-0"



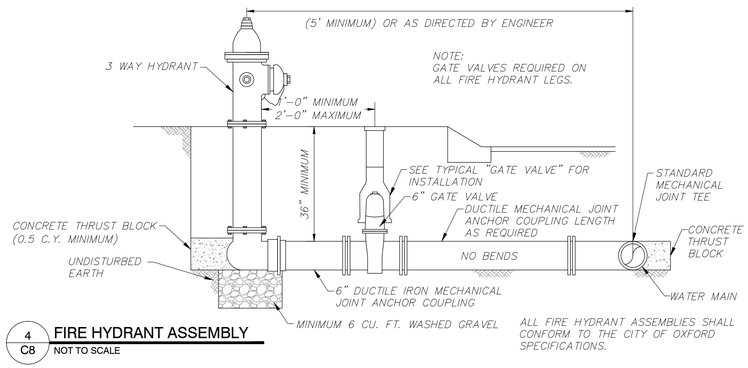
PLAN VIEW



SECTION A-A

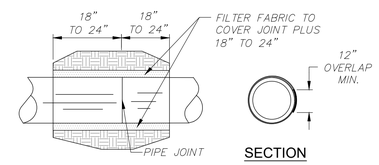
3 / C8 CONCRETE ENDWALL WITH 45° WINGS FOR PIPE CULVERTS
NOT TO SCALE

NOTES:
1. CHAMFER ALL EXPOSED EDGES ¾" MIN.
BEARING CAPACITY 2000 P.S.I.
2. CONCRETE DESIGN STRENGTH 3,500 P.S.I.



ALL FIRE HYDRANT ASSEMBLIES SHALL CONFORM TO THE CITY OF OXFORD SPECIFICATIONS.

4 / C8 FIRE HYDRANT ASSEMBLY
NOT TO SCALE

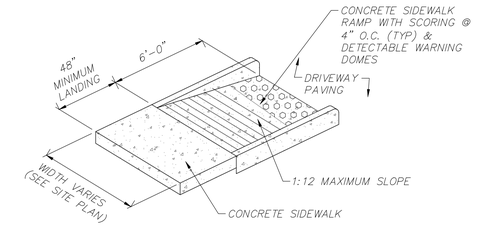


ELEVATION

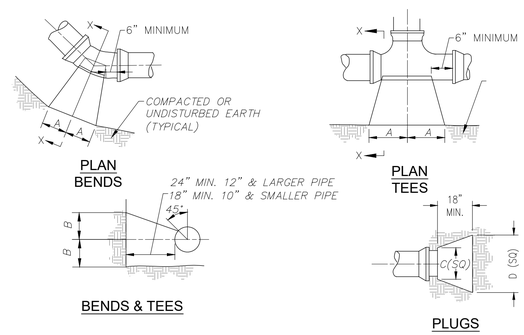
SECTION

NOTES:
1. ALL FLEXIBLE PIPE TO HAVE FILTER FABRIC WRAPPED AT ALL JOINTS FOR FULL CIRCUMFERENCE WITH 18" TO 24" OVERLAP.
2. ALL ARCHED OR ELLIPTICAL PIPE TO BE INSTALLED PER MANUFACTURER'S RECOMMENDATION AND FILTER FABRIC AT ALL JOINTS FOR FULL CIRCUMFERENCE OF PIPE WITH 18" TO 24" OVERLAP.

5 / C8 PIPE WRAP @ JOINTS (FOR FLEXIBLE PIPE)
NOT TO SCALE



6 / C8 HANDICAP SIDEWALK RAMP
NOT TO SCALE



COMPACTED OR UNDISTURBED EARTH (TYPICAL)

SIZE	1/4 BENDS		1/8 BENDS		1/16 BENDS		TEES		PLUGS	
	A	B	A	B	A	B	A	B	C	D
6"	16"	10"	9"	10"	6"	8"	10"	12"	10"	21"
8"	22"	13"	12"	13"	8"	10"	13"	16"	12"	29"
10"	26"	17"	14"	17"	10"	13"	16"	20"	14"	36"
12"	29"	21"	16"	21"	11"	16"	18"	24"	16"	41"

NOTES:
1. ALL CONCRETE TO BE 3,000 P.S.I.
2. THERE SHALL BE NO SACKCRETE ALLOWED.

7 / C8 THRUST BLOCKING
NOT TO SCALE

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SPACE BOX
FLEX SPACE
DEVELOPER: YORK DEVELOPMENTS
112 Sheffield Loop, Hattiesburg, MS 39402
ENGINEER: IPD, LLC

LAFAYETTE COUNTY, MISSISSIPPI

CONSTRUCTION DETAILS
FLEX SPACE

SURVEY: IPD, LLC
DESIGN BY:
DRAWN BY:

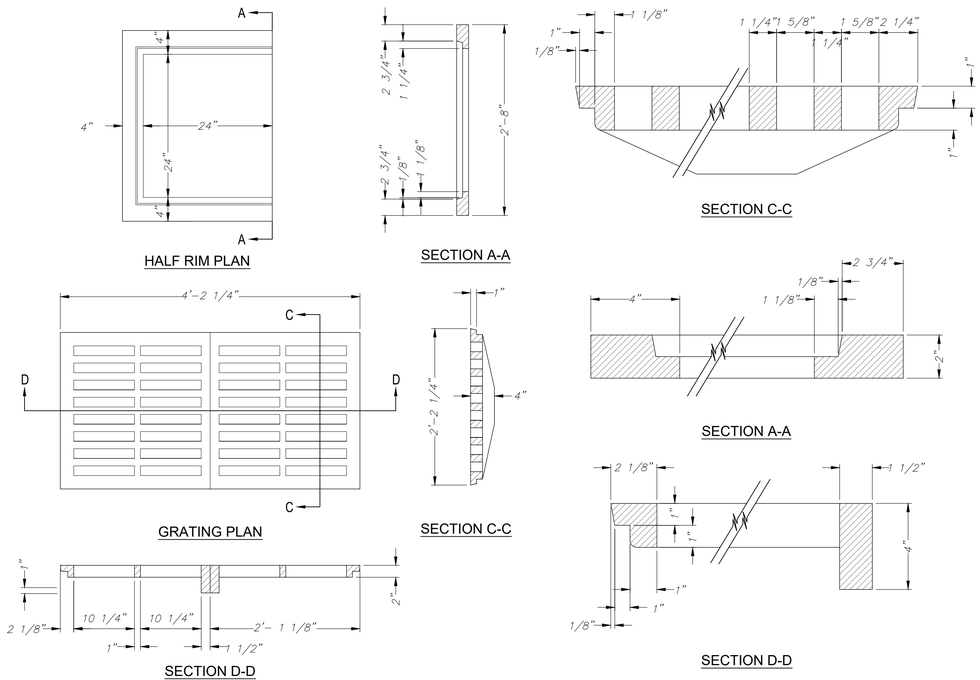
DATE:
DATE:
DATE:

PROJECT NO.:
BOOK:
SCALE: N.T.S.

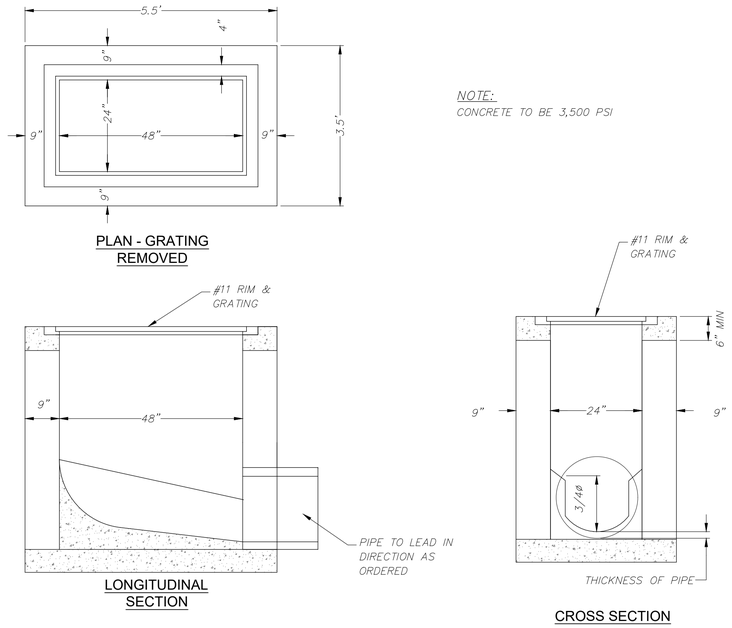
REVIEWED

CITY ENGINEER

C8

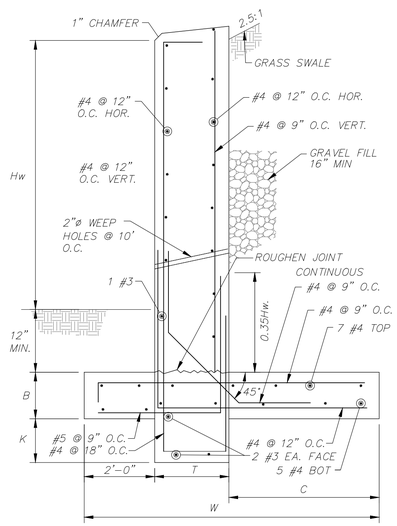


3 C9 RIM & GRATING FOR #11 INLET
NOT TO SCALE



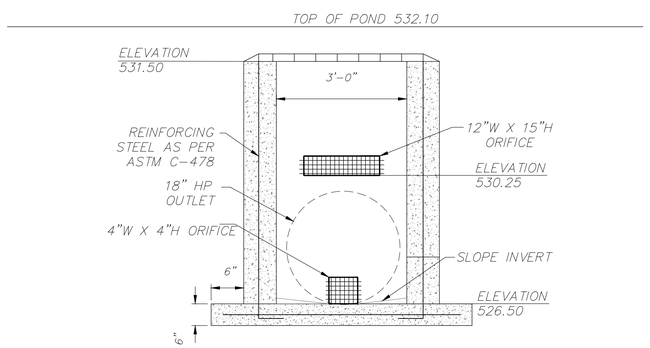
4 C9 #11 INLET
NOT TO SCALE

TABLE OF DIMENSIONS					
Hw	C	W	B	T	K
0'-3"	1'-9"	4'-0"	1'-2"	1'-0"	1'-0"
3'-6"	3'-6"	6'-0"	1'-2"	1'-0"	2'-0"



2 C9 RETAINING WALL
NOT TO SCALE

NOTES:
1. CONCRETE TO BE 4000 PSI.
2. ALL REINFORCING STEEL TO BE ASTM 615 GRADE 60.
3. COVER = 3" (TYP)



CROSS SECTION

NOTES:
1. CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR TRASH RACKS FOR APPROVAL PRIOR TO FABRICATION.

1 C9 POND OUTLET STRUCTURE
NOT TO SCALE

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SPACE BOX
FLEX SPACE
DEVELOPER: YORK DEVELOPMENTS
112 Sheffield Loop, Hattiesburg, MS 39402
ENGINEER: IPD, LLC

LAFAYETTE COUNTY, MISSISSIPPI

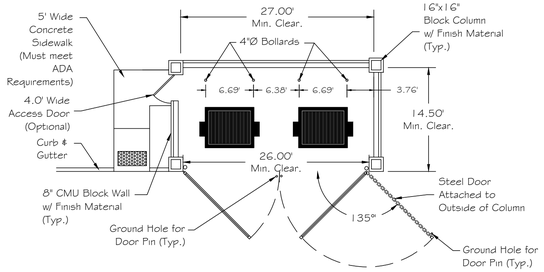
CONSTRUCTION DETAILS
FLEX SPACE

SURVEY: IPD, LLC DATE: PROJECT NO.:
DESIGN BY: DATE: BOOK:
DRAWN BY: DATE: SCALE: N.T.S.

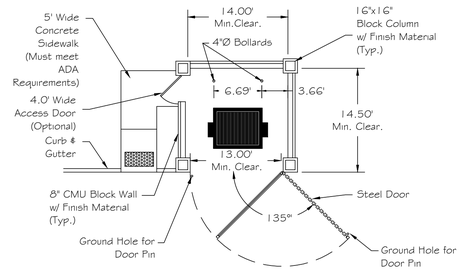
REVIEWED

CITY ENGINEER

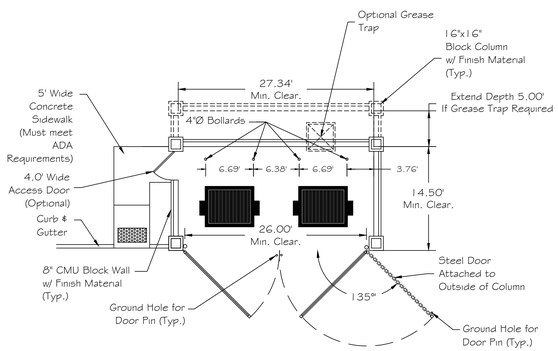
C9



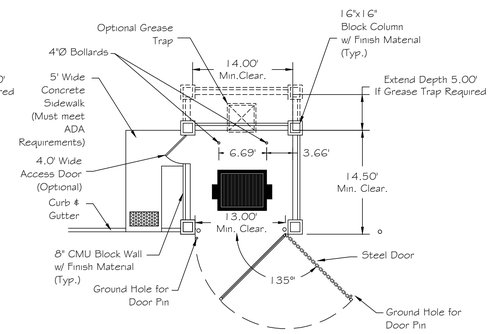
DOUBLE ENCLOSURE – SIDE ENTRY



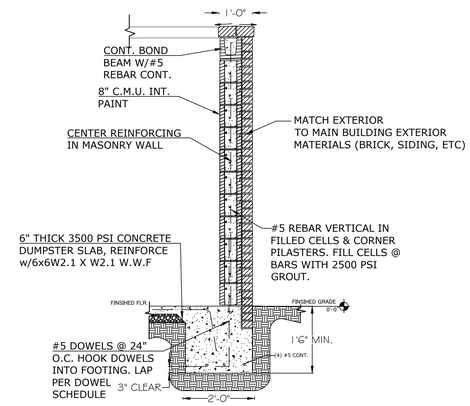
SINGLE ENCLOSURE – SIDE ENTRY



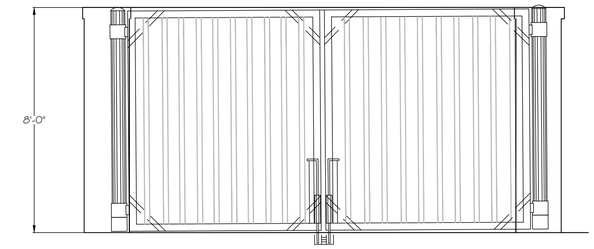
DOUBLE ENCLOSURE – FRONT ENTRY



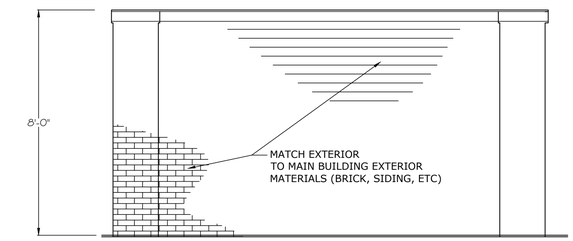
SINGLE ENCLOSURE – FRONT ENTRY



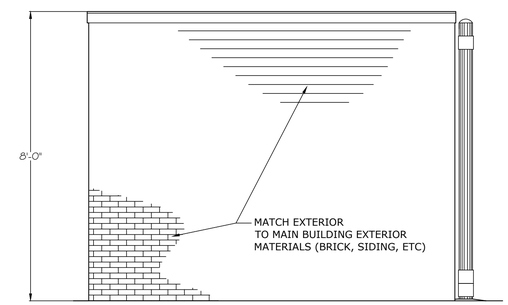
SECTION @ DUMPSTER ENCLOSURE WALL



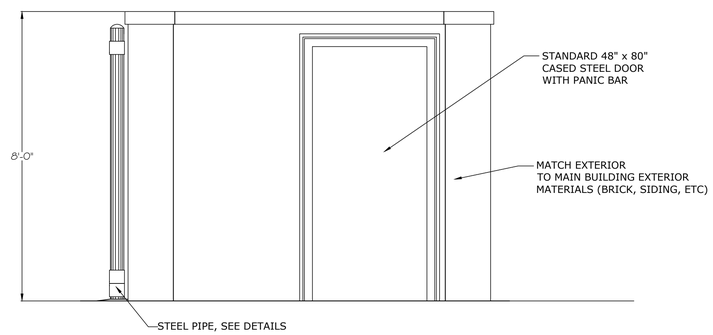
FRONT ELEVATION–DUMPSTER



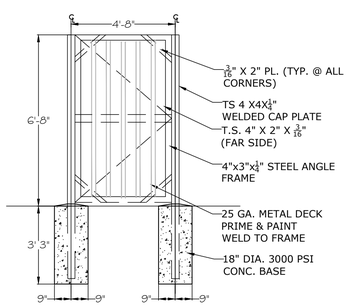
REAR ELEVATION–DUMPSTER



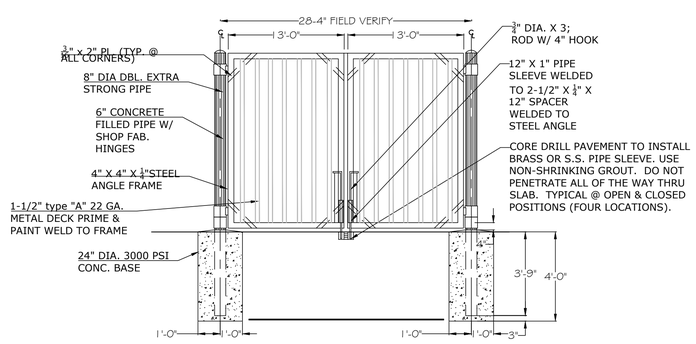
SIDE ELEVATION–DUMPSTER



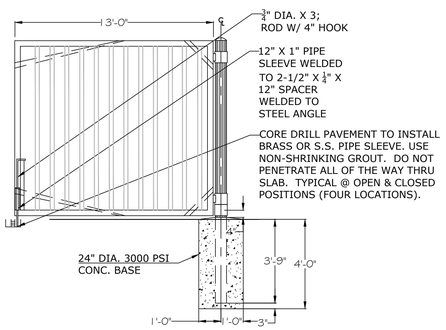
SIDE ELEVATION–DUMPSTER



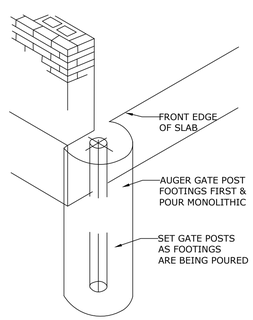
ACCESS DOOR DETAIL
(OPTIONAL)



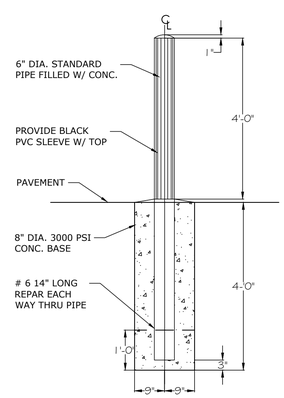
DOUBLE ENCLOSURE GATE DETAIL



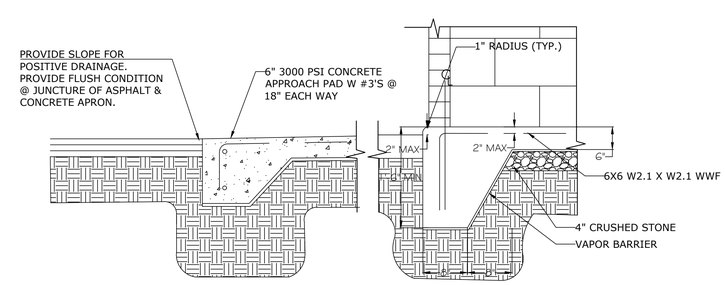
SINGLE ENCLOSURE GATE DETAIL



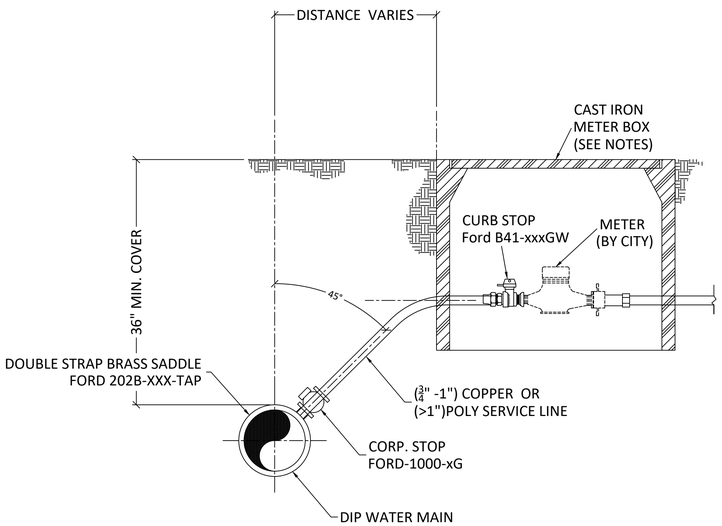
DUMPSTER GATE POST FOOTING



BOLLARD DETAIL



ENCLOSURE SLAB EDGE

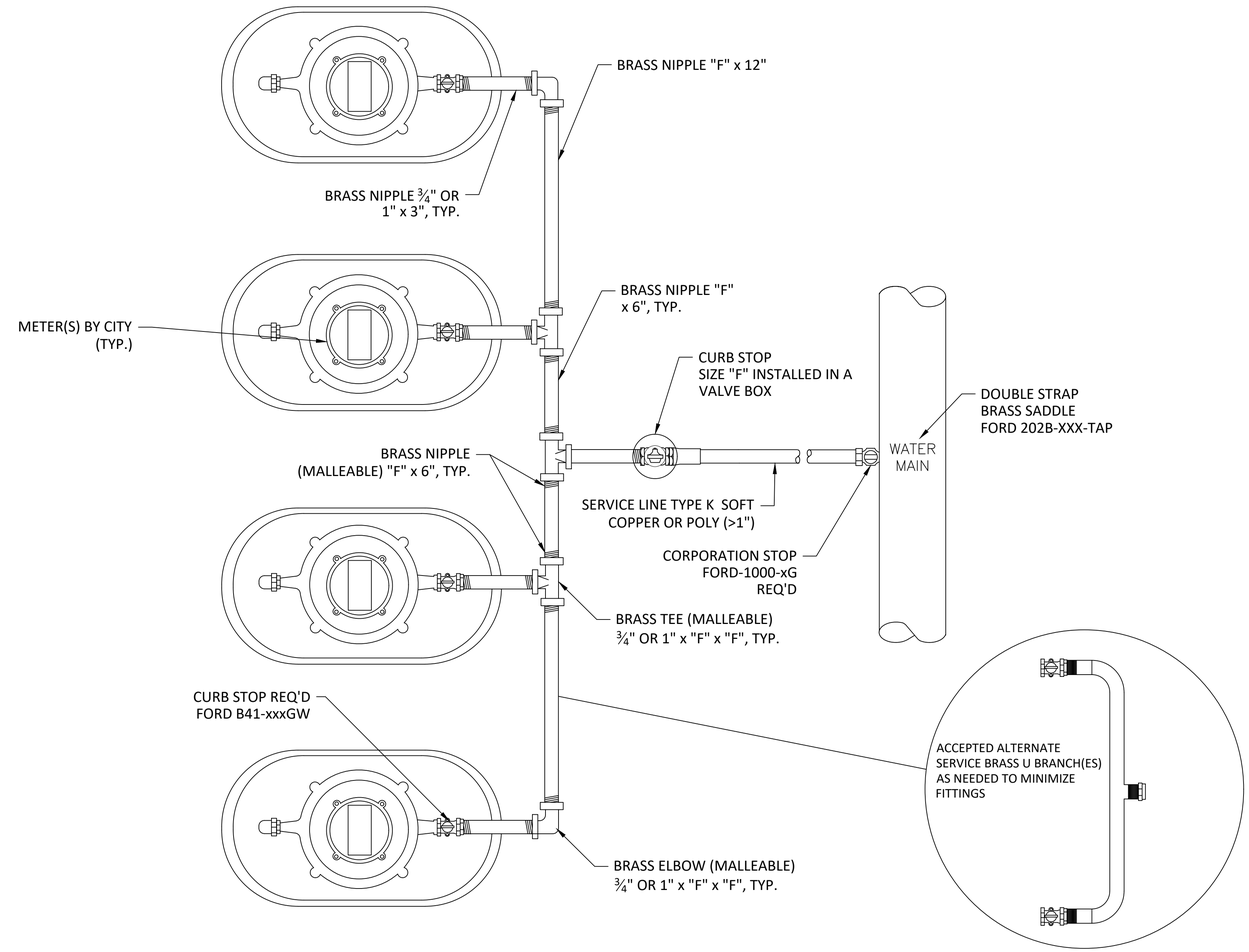


NOTES:

1. METER BOXES SHALL BE CAST IRON SET TO GRADE WITH CURB STOP POSITIONED CORRECTLY AND READY TO RECEIVE METER.
   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
2. THE CITY WILL NOT SET METER(S) UNTIL CITY REQUIRED MATERIALS ARE VERIFIED AS INSTALLED PROPERLY.

TYPICAL SERVICE CONNECTION & METER

N.T.S.



SIZE "F" (I.D.) (SERVICE TAP SIZE FROM MAIN)	NUMBER OF METERED SERVICES ALLOWED	
	¾"	1"
2"	9-16	5-8
1 ½"	5-8	4
1"	4	2
¾"	2	N/A

NOTES:

1. METER BOXES SHALL BE CAST IRON SET TO GRADE WITH CURB STOP POSITIONED CORRECTLY AND READY TO RECEIVE METER.
   ¾" to 1" service lines: 19 ½" Long x 10 ½" Wide x 10" Deep
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2. THE CITY WILL NOT SET METER(S) UNTIL CITY REQUIRED MATERIALS ARE VERIFIED AS INSTALLED PROPERLY.

TYPICAL METER BANK

N.T.S.

The City of Oxford, MS provides these public works CAD details as a reference for design and construction purposes. While the City makes every effort to ensure the accuracy and completeness of the information provided, these details are not to be considered final or authoritative.

The City of Oxford, MS assumes no responsibility or liability for any errors, omissions, or inconsistencies in the CAD details, or for any consequences arising from their use. Any modifications or adaptations made to these details are the responsibility of the user.

For further information or clarification, please contact the City's Engineering Dept.

OXFORD
ENGINEERING DEPARTMENT

CITY OF OXFORD, MS
STANDARD WATER DETAILS

REVISIONS:

ISSUED DATE:
03-24-25

DRAWN BY: NN

SHEET NO.

OXFORD
PLANNING
DEPARTMENT

APPLICATION FOR SPECIAL EXCEPTION

Applicant's Name Spacebox Flex attn: Katie Losee - Development Manager

Mailing Address 105 Colonial Road Oxford, MS 38655

Address of Property in Question 355 CR-101, Oxford, MS 38655 **PPIN #** 3457

Telephone Number (s) Day (615) 519-6217 **(Night)** (615) 519-6217

Interest in Property ◉ **Owner** ○ **Leaseholder** ○ **Option to Purchase** ○ **Other**

Application for Special Exception is being made under Section 5.6 **of Zoning Ordinance**

Property is zoned C-2

Describe in detail the proposed Special Exception being sought

The use of metal as a primary facade material requires a Special Exception. A spec sheet for the type of panels proposed would greatly facilitate that SE.

Explain how the proposed Special Exception would be in harmony with the character of the neighborhood and not detrimental to other property or persons in the neighborhood

See below.

Attach a map or sketch of what you propose including applicable measurements along with a filing fee made payable to the City of Oxford.

Signature of Owner or Authorized Agent _____ **Date** Sept. 3, 2025

FOR CITY USE ONLY

Date Filed _____

Date of Public Hearing _____

Decision of Board of Adjustment _____

_____

Effective Date _____

_____ _____

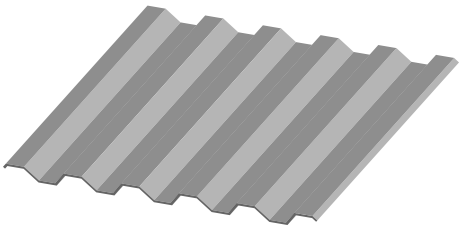
Zoning Administrator **Date**

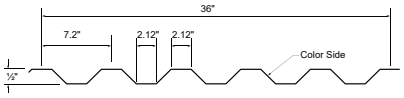
The proposed design will be in harmony with the industrial neighborhood character because the entire streetfacing façade will be brick, with a secondary material of stucco panels, which complies with code requirements.
The use of metal siding will be limited to the sides and rear, offering a more refined appearance than many of the nearby properties. Within one mile, at 315 CR-101, “Details Specialty Rentals” uses corrugated metal panels both on the front and sides, illustrating that metal façades are already nicely used in the corridor. Closer to the city at 291 N Lamar Blvd, "Oxford Muffler & Auto Service" has a full metal façade with an active auto yard which is highly visible from the street, illustrating that our design is significantly more polished and compatible. In the other direction, at 405 CR-101, Lock Box Self Storage has complete metal as the singular materials on the sides just as we are proposing. Compared to these precedents, our design provides a higher-quality frontage and a carefully balanced use of materials. This will not be detrimental to neighboring properties or persons, but rather elevate the overall character of the area.

EXPOSED FASTENING SYSTEM

7.2 PANEL

When your design calls for a commercial or industrial exposed fastener panel, the 7.2 Panel is an ideal choice. This panel offers versatility and functionality for roofs and walls. The symmetrical rib 7.2 Panel offers excellent spanning and cantilever capabilities, making it an excellent choice for carports and walkway canopies. When used on walls, the 7.2 Panel is typically ordered as “reverse rolled” and can be installed either vertically or horizontally.





PRODUCT SPECIFICATIONS

Applications: Roof and Wall

Coverage Widths: 36″

Rib Spacing: 7.2″ on center

Rib Height: 1½″

Minimum Slope: ½:12

Panel Attachment: Exposed Fastening System

Gauges: 24 (standard); 29, 26, 22 (optional)

Finishes: Smooth (standard); Embossed (optional)

Coatings: Galvalume® Plus, Signature® 200, Signature® 300, Signature® 300 Metallic

7.2 PANEL - EXPOSED FASTENING SYSTEM

CATEGORY	CHARACTERISTIC	TEST METHOD	PURPOSE	RESULT
ENVIRONMENTAL	Air leakage	ASTM E283	Determines the air leakage rates of exterior windows, curtain walls, and doors under specified air pressure differences across the specimen	0.0000 cfm/ft^2 at 6.24 psf static pressure 0.239 cfm/ft^2 at 15.00 psf static pressure
	Water Penetration	ASTM E331	Determines the resistance of exterior windows, curtain walls, skylights, and doors to water penetration when water is applied under uniform static air pressure difference	No uncontrolled water penetration through the panel joints at a static pressure of 13.24 psf
	Impact Resistance	UL 2218	Determines Impact Resistance of prepared Roof Covering Materials	Class 4 Rating
FIRE RESISTANCE	Room Fire Performance	UL 790	Standard for Standard Test Methods for Fire Tests of Roof Coverings	See Class A Fire Rating Data Sheet
	Room Fire Performance	UL 263	Standard for Fire Tests of Building Construction and Materials. Requires installation over a non-combustible substrate to qualify for Class A rating. Installation over a combustible substrate qualifies for Class C rating.	For use in Design Nos. P225, P227, P230, P237, P265, P268, P508, P510, P512, P701, P711, P720, P722, P726, P731, P734, P801, P815, P819
STRUCTURAL	Uplift Resistance	AISI S100	Provides a standard procedure to evaluate or confirm structural performance under uniform static air pressure difference	See Section Properties and Allowable Load Table Section
	Gravity Loads	AISI S100	North American Specification for the Design of Cold-Formed Steel Structural Members	See Section Properties and Allowable Load Table Section
ROOF LISTINGS	Roof Performance -Underwriters Laboratories	UL 580	Determines the uplift resistance of roof assemblies consisting of the roof and roof coverings materials	Class 90 Rating - Construction Number 244
	Roof Performance -Florida Approval	UL 580 FM 4471 UL 790	Florida product approval is the approval of products and systems, which comprise the building envelope and structural frame, for compliance with the structural requirements of the Florida Building Code	See FL# 42382.11
	Roof Performance -Texas Department of Insurance	ASTM E 1592	TWIA provides windstorm and hail insurance in areas exposed to hurricanes and currently provides windstorm and hail coverage in the following 14 “first tier” Texas coastal counties: Aransas, Brazoria, Calhoun, Cameron, Chambers, Galveston, Jefferson, Kenedy, Kleberg, Matagorda, Nueces, Refugio, San Patricio and Willacy.	See RC-525

Descriptions and specifications contained herein were in effect at the time this publication was approved for printing. In a continuing effort to refine and improve products, MBCI reserves the right to discontinue products at any time or change specifications and/or designs without incurring obligation. Projects should be designed to conform to applicable building codes, regulations and accepted industry practices. To ensure you have the latest information available, please inquire or visit our website at mbci.com.

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From: Katie Losee <katie.losee@yorkdevelopments.com>
Date: Monday, September 29, 2025 at 1:03 PM
To: JR Rigby <jr.rigby@gmail.com>
Cc: Ben Requet <bjrequet@oxfordms.net>
Subject: Re: Spacebox Flex - Special Exception Request

Jr:

Thank you for the speedy reply and for your consideration. Again, happy to schedule a time to talk further on this matter or provide any additional information if necessary. I remain at your disposal.

Best,
Katie

On Mon, Sep 29, 2025 at 12:55 PM JR Rigby <jr.rigby@gmail.com> wrote:
Hi Katie,

Thank you for your thoughtful message regarding this case. I will be sure to give your points careful consideration prior to the hearing and look forward to the discussion with the commission. I am also cc-ing Ben Requet, Director of Planning, on this reply so that your comments will be entered into the public record of the case.

Best,

JR

On Mon, Sep 29, 2025 at 12:50 PM Katie Losee <katie.losee@yorkdevelopments.com> wrote:
JR:

Good afternoon, my name is Katie Losee, Development Manager for York Developments. I am writing to respectfully request your consideration and support for our proposed flex space project in Lafayette County, located within a mile of the Oxford city limits. This project along with a special exception is on the agenda for your October Planning Commission meeting.

A little back story of this project... we received full County approval for this project in February. Our approvals with the County were based upon a full metal building. However, since City utilities are required, we have worked extensively with the City Planner, Ben, and city staff to adjust the design to meet city requirements. To address their concerns, we have made **significant** revisions and investments. This includes the addition of a full brick street-facing facade across all three structures, adding a substantial amount of glazing on the street-facing facades on all three structures, we have created parapet ongliations across the front, we seperated side buildings to satisfy fire code, we added sidewalks and thoroughly enhanced the landscape plan, including landscaped islands, etc. While these adjustments have greatly increased costs — nearly to the point of making the project unfeasible — we have worked diligently in good faith to balance the City's requirements with the realities of flex-space construction. We carefully selected this site being in the industrial area of Oxford. After

several months of working with the City's Planning Team, we received comments back saying that no metal would be allowed on any side of this building therefore we submitted a special exception.

It is important to note that the surrounding neighborhood already includes numerous corrugated metal buildings, many in poor condition, as well as newer structures that also incorporate metal siding on their street-facing facades. Our project, by contrast, represents a significant improvement in both design quality and long-term sustainability, offering a modern and visually appealing facility that will uplift the area while remaining viable for the small businesses it is intended to serve.

I spoke with Robert Baxter on Friday, and he informed me that staff is suggesting a soft denial of the special exception. I hope you can understand our frustration, particularly when you drive up CR-101 from Molly Barr and see that every commercial building leading up to our site — new or old — is composed of some form of corrugated metal, with the exception of North Oxford Baptist Church. Our project is not only in harmony with the existing neighborhood character but elevates it by delivering a higher-quality, more sustainable design.

Our intent is to create affordable, functional spaces that serve small businesses in Oxford and Lafayette County — such as landscapers, artisans, caterers, and tradespeople — who are in need of convenient, accessible, and cost-effective workspaces. We understand the importance of thoughtful design, and we want to deliver a project that the city and county can be proud of. At the same time, the city's current request to eliminate all metal siding would add a financial burden that undermines the project's feasibility and its intended purpose of providing affordable space for local small businesses in the city and county. I hope you all can see the strides and investments we have taken and are committed to, to please the City with our project in the County.

For these reasons, we are seeking a special exception and respectfully request your support for approval. We would greatly appreciate the opportunity to speak with you prior to the October hearing to discuss this matter further.

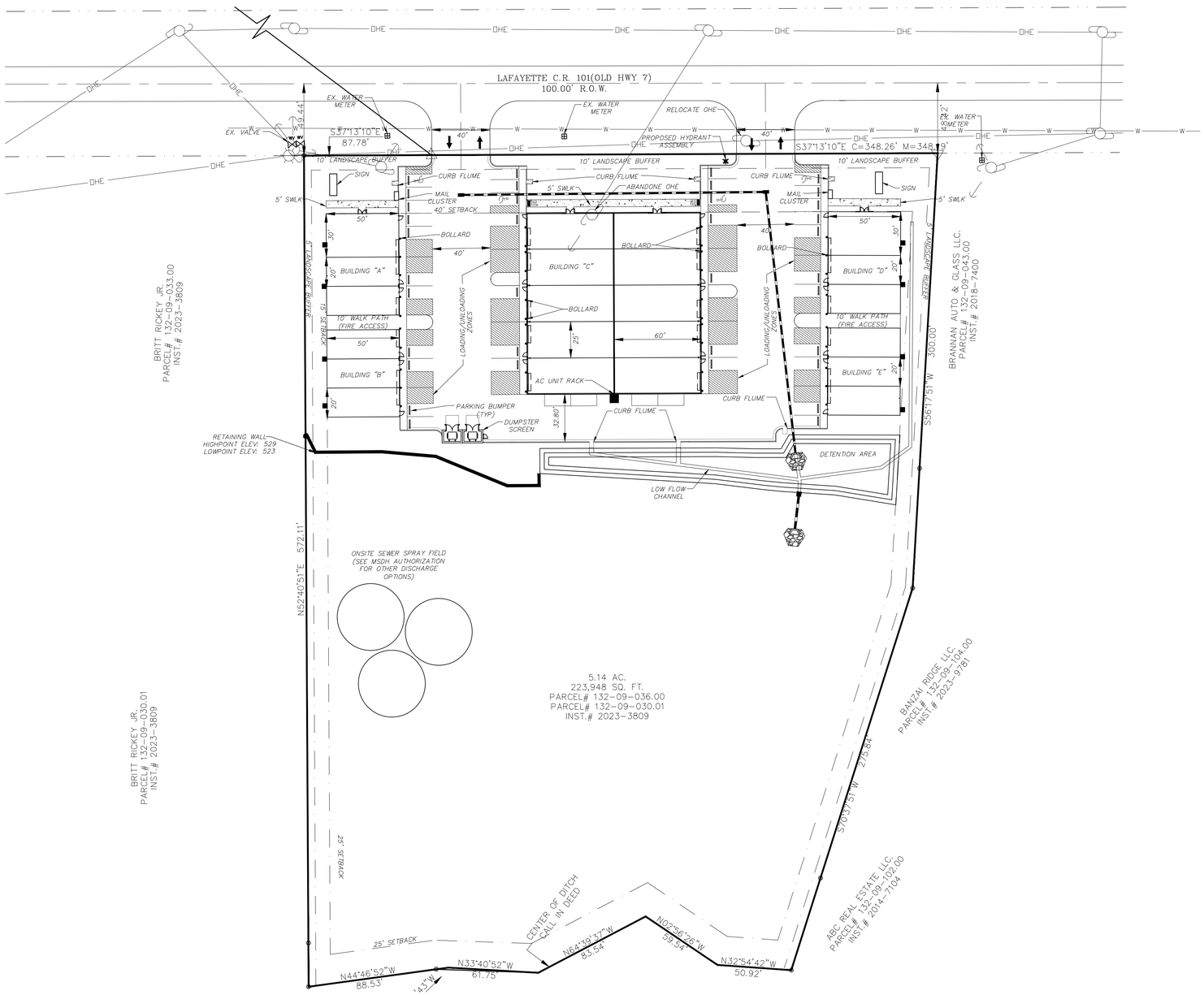
I have attached our plans, along with renderings, and our special exception application.

As an Oxford Resident, I greatly appreciate your time, thoughtful consideration, and service to our community.

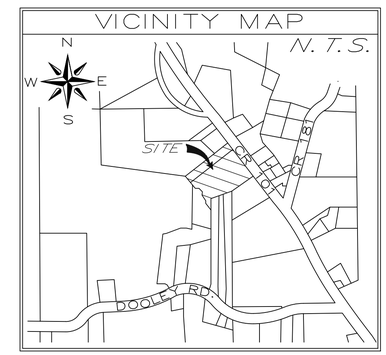
Best,
Katie

--

KATIE LOSEE
Development Manager
615.519.6217
katie.losee@yorkdevelopments.com
YORKDEVELOPMENTS.COM



SITE DATA	
TOTAL AREA	223,948 S.F.
PERVIOUS AREA	154,968 S.F.
IMPERVIOUS AREA	68,980 S.F.
PERVIOUS/TOTAL RATIO	69%
BUILDING AREA	29,000 S.F.
BUILDING/ TOTAL AREA RATIO	13%
PARKING PROVIDED	36 SPACES, 4 HANDICAP, (40 TOTAL)
PARKING REQUIRED	PER SITE PLAN



GRAPHIC SCALE

40 0 20 40

(IN FEET)
1 inch = 40 ft.

THE GRAPHIC SCALE IS CORRECT FOR A PLAN SHEET OF 24 X 36. IF THE PLAN SHEET IS ANOTHER SIZE, PLEASE SCALE ACCORDINGLY

SPACE BOX
FLEX SPACE
DEVELOPER: YORK DEVELOPMENTS
112 Sheffield Loop, Hattiesburg, MS 39402
ENGINEER: IPD, LLC

LAFAYETTE COUNTY, MISSISSIPPI

SITE PLAN
S9, T-8-S, R-3-W

SURVEY: IPD
DESIGN BY: IPD
DRAWN BY:

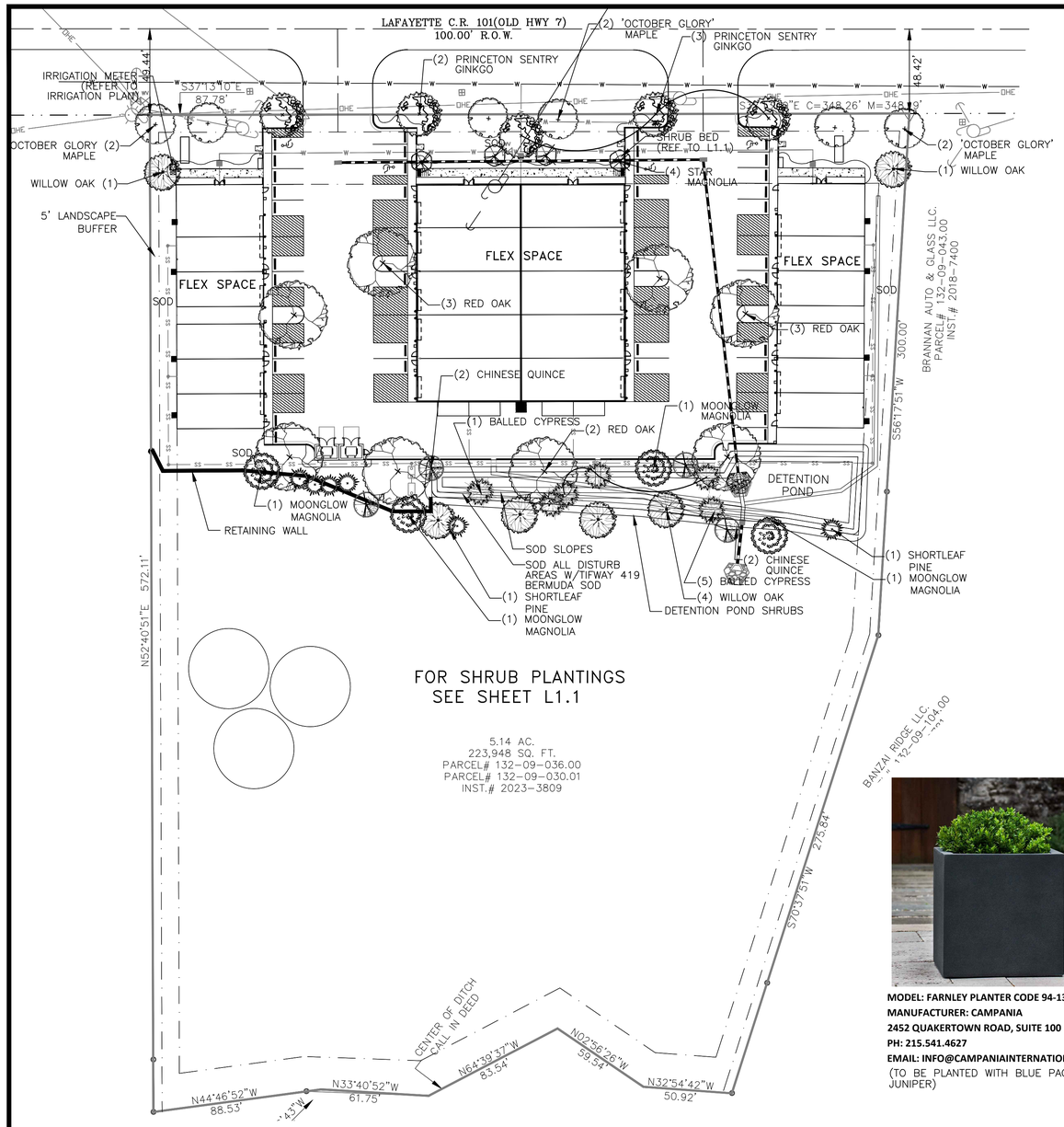
DATE:
DATE:
DATE:

PROJECT NO.:
BOOK:
SCALE: 1" = 40'

REVIEWED

CITY ENGINEER

C2



LAND DEVELOPMENT CODE: 5.0 SITE AND DESIGN STANDARDS

B.LANDSCAPING OF PARKING ISLANDS.

I. PARKING ISLAND TREES. **CONCUR WITH COMMENT**

II. LANDSCAPED AREAS SHALL BE AT LEAST 75 PERCENT COVERED WITH GRASS OR ANOTHER SURFACE APPROVED BY THE DIRECTOR OR THEIR DESIGNEE. PLANTING SHALL BE ESTABLISHED PRIOR TO BUILDING OCCUPANCY. **CONCUR WITH COMMENT**

5.7 LANDSCAPE STANDARDS

5.3.3.6 STANDARDS FOR PARKING ISLANDS.

a. TYPES OF ISLANDS
THE SITE HAS FLEX SPACE WITH ROLL-UP DOORS AND PARKING. PARKING ISLANDS AND PLANTERS WITH SHRUBS HAVE BEEN PLACED.

5.7.1 THE PURPOSE OF THESE STANDARDS ARE TO
CONCUR WITH COMMENT

5.7.2 LANDSCAPE PLAN REQUIRED.
CONCUR WITH ALL COMMENTS

5.7.3 COMPLIANCE WITH APPROVED LANDSCAPING PLAN.
CONCUR WITH ALL COMMENTS

5.7.4 SITE LANDSCAPING REQUIREMENTS.

5.7.4.1 A MINIMUM OF 15% OF THE PERVIOUS SURFACE OF THE LOT SHALL BE LANDSCAPED WITH TREES AND SHRUBS. **SITE IS 223,948SF, 68,980SF IS IMPERVIOUS. 154,968 IS PERVIOUS, THEREFORE 69% OF THE SITE IS PERVIOUS.**

5.7.4.2 ADDITIONAL LANDSCAPED AREA MAY BE IN THE FORM OF GREEN AREAS, FOUNDATION PLANTINGS AROUND BUILDINGS AND STRUCTURES, OR ADDITIONAL FRONT SETBACK LANDSCAPING.

THERE AN ADDITIONAL 23 PLANTERS THAT EACH ARE 2.25SF. 23 X 2.25 = 51.75SF. THERE ARE 4 ISLANDS WITH 153.3SF. 4 X 153,3 = 613.2SF

5.7.4.3 ANY ADJACENT PUBLIC RIGHT-OF-WAY IF PLANTED AND MAINTAINED BY THE DEVELOPER SHALL BE INCLUDED AS A CREDIT TOWARD REQUIRED LANDSCAPED AREA. PLANTINGS IN A PUBLIC RIGHT-OF-WAY MUST BE CAREFULLY CONSIDERED DUE TO POTENTIAL FOR CONFLICTS WITH UNDERGROUND UTILITIES AND WILL REQUIRE APPROVAL OF THE CITY ENGINEER. TREES PLANTED IN A PUBLIC RIGHT-OF-WAY WITH UNDERGROUND UTILITIES MUST BE FROM THE LIST OF APPROVED TREES FOR PLANTING WITHIN A RIGHT-OF-WAY, MAINTAINED BY THE PUBLIC WORKS DEPARTMENT. **THERE MAY BE PLANTINGS IN THE PUBLIC ROW**.

5.7.4.4 AT A MINIMUM, ALL ADDITIONAL LANDSCAPED AREAS SHALL BE COMPLETELY COVERED WITH LIVE TURF OR GROUND COVER, OR SEASONAL SEEDING .**CONCUR WITH COMMENT**

5.7.4.5 PERMEABLE PAVERS MAY REPLACE UP TO 25% OF THE LANDSCAPING REQUIREMENT FOR THE PERVIOUS SURFACE OF THE LOT, APPROVAL AT THE DISCRETION OF THE PLANNING DIRECTOR.

5.7.4.6 IF LANDSCAPE MULCH MADE OF ORGANIC MATERIALS (SUCH AS WOOD) IS TO BE USED, IT MUST BE PLACED AT LEAST TWO (2) FEET FROM THE EDGE OF A BUILDING. LANDSCAPE ROCK OR OTHER SIMILAR MATERIAL MAY BE PLACED NEXT TO THE BUILDING. **CONCUR WITH COMMENTS**

5.7.4.7 FRONTAGE TREES MUST BE PLANTED ALONG ALL PUBLIC STREETS AT THE RATE OF 1 LARGE TREE EVERY 50 FEET, OR 1 SMALL TREE EVERY 35 FEET. **THERE IS 436LF OF FRONTAGE. 436 / 50 = 8.7 OR 9 TREES SHALL BE PLANTED.**

5.7.4.8 A FOUNDATION PLANTING PLAN MUST BE INCLUDED IN THE LANDSCAPING PLAN FOR ANY DEVELOPMENT PROPOSAL. **CONCUR WITH COMMENT**

5.7.5 CREDIT FOR EXISTING MATERIAL
THERE WILL BE NO CREDIT FOR EXISTING MATERIAL

5.7.6 LANDSCAPING IN RIGHT OF WAY. SEE REQUIREMENTS IN ARTICLE VI. TREES, SECTION. 98-140.

5.7.7 EDGES AND BUFFERS.

5.7.7.1 EDGES. A LANDSCAPED EDGE SHALL BE PROVIDED ALONG THE PERIMETER OF ALL LOTS THAT ARE ADJACENT TO STREETS AND ENTRANCES.

A. THE STREET PERIMETER LANDSCAPED EDGE SHALL BE A MINIMUM WIDTH OF EIGHT FEET. **CONCUR WITH COMMENT**

B. WITHIN THE STREET PERIMETER LANDSCAPED EDGE, ORNAMENTAL GRASSES, MULCH, LANDSCAPE ROCK, OR SIMILAR MATERIAL SHALL BE MAINTAINED WITHIN A MINIMUM WIDTH OF FIVE FEET FROM SIGNS AND FIVE FEET FROM INGRESS/EGRESS CURB CUTS. **CONCUR WITH COMMENT**

C. ONE TREE MUST BE PLANTED IN THE STREET PERIMETER LANDSCAPE EDGE FOR EACH 40 LINEAR FEET OF LANDSCAPED EDGE, AT A MINIMUM 3-INCH CALIPER. THE NUMBER OF REQUIRED TREES SHALL BE CALCULATED SOLELY ON THE LINEAR FRONTAGE OF THE REQUIRED LANDSCAPED EDGE, AND ROUNDED TO THE NEAREST WHOLE NUMBER. TREES MAY BE GROUPED TOGETHER OR EVENLY SPACED. **THERE IS 436 LF OF STREET FRONTAGE. 436 / 40LF = 10.9 TREES. 11 TREES ARE IN THE STREET PERIMETER.**

5.7.7.2 BUFFERS. AN AREA WITH SUFFICIENT PLANTING AND/OR STRUCTURAL SCREENING (AS DEFINED IN ARTICLE 10) SHALL BE PROVIDED BETWEEN CERTAIN USES AND DISTRICTS AS NOTED BELOW

A. NA THE SITE IS ZONED C-2. ALL PROPERTIES SURROUNDING THE SITE ARE ALSO ZONED C-2. NO BUFFERS ARE REQUIRED.

B. NA

5.7.8 SITE PREPARATION.
CONCUR WITH COMMENT

SEC. 98-140. TREES AND SHRUBS ON PRIVATE PROPERTY.

(a) ANY TREE SITUATED ON PRIVATE PROPERTY WHICH OVERHANGS MUNICIPAL PROPERTY AND BECOMES A HAZARD OR MENACE TO THE PUBLIC OR WHICH INTERFERES WITH ANY STREET LIGHT OR TRAFFIC CONTROL DEVICE, MAY BE PRUNED OR REMOVED BY THE CITY. THE CODE ENFORCEMENT OFFICER, UPON NOTICE FROM ANY CITY DEPARTMENT OR UTILITY THAT A PRIVATELY-OWNED TREE MUST BE REMOVED, SHALL NOTIFY THE OWNER OF SUCH TREE REGARDING SUCH REMOVAL. ANY PROPERTY OWNER AGGRIEVED BY SUCH DETERMINATION MAY APPEAL SUCH DETERMINATION TO THE MAYOR AND BOARD OF ALDERMAN AS PROVIDED IN THIS ARTICLE. NOTHING IN THIS SECTION SHALL PROHIBIT ANY PERSON, DEPARTMENT OR UTILITY FROM REMOVING ANY PRIVATELY-OWNED TREE IN AN EMERGENCY SITUATION WHEREBY AN EMINENT THREAT TO PUBLIC HEALTH AND SAFETY EXISTS. **CONCUR WITH COMMENT.**

IN THE EVENT A TREE IS REMOVED FROM PRIVATE PROPERTY UNDER THE CONDITIONS SPECIFIED ABOVE, THE CITY SHALL, IF REQUESTED BY THE PROPERTY OWNER, REPLACE SUCH TREE WITH A TREE MEETING THE MINIMUM SIZE REQUIREMENTS OF THIS ARTICLE AND OF A MUTUALLY AGREED UPON SPECIES. TREE STUMPS RESULTING FROM REMOVAL OF TREES BY THE CITY ON PRIVATE PROPERTY SHALL BE REMOVED BY THE CITY AS PROVIDED BY THIS ARTICLE. **CONCUR WITH COMMENT.**

NO SHRUB SHALL BE ALLOWED TO GROW TO SUCH HEIGHT AS MAY INTERFERE WITH VISIBILITY ALONG OR ADJACENT TO THE RIGHT-OF-WAY LINE OF TWO INTERSECTING STREETS FOR A DISTANCE OF 50 FEET FROM THE POINT OF INTERSECTION OF SUCH RIGHT-OF-WAY LINES. UPON RECEIPT OF NOTICE THAT SUCH IMPAIRMENT TO VISIBILITY EXITS, A CITY OFFICIAL SHALL NOTIFY THE PROPERTY OWNER TO PRUNE SUCH SHRUBS TO SUCH HEIGHT WHEREBY VISIBILITY WILL NO LONGER BE IMPAIRED. IN THE EVENT SUCH SHRUBS ARE NOT PRUNED BY THE PROPERTY OWNER WITHIN TEN DAYS FOLLOWING SUCH NOTICE, THE CITY MAY PROCEED TO PRUNE SUCH SHRUBS AS MAY BE REQUIRED AND MAY ASSESS THE CORRESPONDING COST OF THE SAME TO THE PROPERTY OWNER. **CONCUR WITH COMMENT.**

SEC.98-142. MASTER TREE LIST

CONCUR WITH TYPES OF TREES RECOMMENDED.

(ORD. NO. 2008-5, § XI, 5-20-2008)

PERMANENT SEEDING SHALL BE APPLIED BASED ON THE TIME OF YEAR AND TEMPERATURE OF SOIL.

MAY 1 – JULY 30 (OR ONCE SOIL TEMP. IS ABOVE 60°) APPLY HULLED BERMUDA SEED @ MIN 4 LBS / 1000 SF.

PERMANENT SEEDING OPERATIONS WITH BERMUDAGRASS SEED SHALL NOT TAKE PLACE DURING AUGUST. IF SEEDING IS REQUIRED, APPLY THE TEMPORARY SEED MIX TO STABILIZE THE SOIL, AND RE–SEED WITH THE PERMANENT SEED MIX DURING THE FALL/WINTER SEASON.

SEPTEMBER 1 – FEBRUARY 28 (OR ONCE SOIL TEMP. IS BELOW 60°) – APPLY UNHULLED BERMUDA SEED @ MIN 8 LBS / 1000 SF AND OVERSEED WITH TEMPORARY SEED MIX AS DESCRIBED IN THE SEEDING AND SODDING NOTES.

PERMANENT SEEDING OPERATIONS WITH BERMUDAGRASS SEED SHALL NOT TAKE PLACE DURING MARCH – APRIL. IF SEEDING IS REQUIRED, APPLY THE TEMPORARY SEED MIX TO STABILIZE THE SOIL, AND RE–SEED WITH THE PERMANENT SEED MIX DURING THE SUMMER SEASON.

ALL LANDSCAPE AREAS SHALL BE FULLY IRRIGATED. SEE IRRIGATION PLAN, THIS SET, FOR ADDITIONAL INFORMATION.

ALL LARGE CANOPY TREES SHALL MAINTAIN 20' HORIZONTAL CLEARANCE FROM ALL OVERHEAD UTILITY LINES AND 10' HORIZONTAL CLEARANCE FROM ALL UNDERGROUND UTILITY LINES.

MODEL: FARNLEY PLANTER CODE 94-135-3401
MANUFACTURER: CAMPANIA
2452 QUAKERTOWN ROAD, SUITE 100
PH: 215.541.4627
EMAIL: INFO@CAMPANIAINTERNATIONAL.COM
(TO BE PLANTED WITH BLUE PACIFIC JUNIPER)

PLANT SCHEDULE (TOTAL)

NOTE: ALL SIZES AND CONDITION OF NURSERY STOCK SHALL MEET THE STANDARDS ESTABLISHED IN THE LATEST EDITION OF "AMERICAN STANDARD FOR NURSERY STOCK" PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN.

QTY	SYM	BOTANICAL NAME	COMMON NAME	SIZE (BOTH MIN'S TO BE MET)	SPACING	CONDITION	REMARKS
TREES:							
6		ACER RUBRUM 'OCTOBER GLORY'	OCTOBER GLORY MAPLE	3–1/2" – 4"C / 12' – 16' HT	AS SHOWN	CONT	MATCHING, SINGLE LEADER, CLEAR 1ST 5'
5		GINKGO BILOBA 'PRINCETON SENTRY'	PRINCETON SENTRY GINKGO	3–1/2" – 4" C / 12' – 14' HT	AS SHOWN	CONT	MATCHING, SINGLE LEADER, CLEAR 1ST 5'
4		MAGNOLIA STELLATA	STAR MAGNOLIA	2–1/2" TTL C/10' – 12' HT	AS SHOWN	B&B/CONT	MULTI–TRUNK, 1" MIN PER CANE
4		MAGNOLIA VIRGINIANA 'JIM WILSON'	MOONGLOW MAGNOLIA	2–1/2" TTL C/10' – 12' HT	AS SHOWN	B&B/CONT	MULTI–TRUNK, 1" MIN PER CANE
4		PSEUDOCYDONIA SINENSIS	CHINESE QUINCE	2–1/2" TTL C/10' – 12' HT	AS SHOWN	B&B/CONT	MULTI–TRUNK, 1" MIN PER CANE
6		QUERCUS PHELLOS	WILLOW OAK	2" – 2–1/2" C / 10' – 12' HT	AS SHOWN	CONT	MATCHING, SINGLE LEADER, CLEAR 1ST 5'
8		QUERCUS FALCATA	RED OAK	2" – 2–1/2" C / 10' – 12' HT	AS SHOWN	CONT	MATCHING, SINGLE LEADER, CLEAR 1ST 5'
6		PINUS ENCHINATA	SHORT LEAF PINE	6' – 8' HT	AS SHOWN	CONT	MATCHING, SINGLE LEADER,
6		TAXODIUM DISTICHUM	BALLED CYPRESS	6' – 8' HT	AS SHOWN	CONT	MATCHING, SINGLE LEADER,
SHRUBS:							
48		ABELIA X GRANDIFLORA 'SHERWOODII'	'SHERWOOD' ABELIA	24" – 30" HT / 3 GAL	AS SHOWN	CONT	FULL HEAD, UNIFORM GROWTH
24		JUNIPERUS CONFERTA 'BLUE PACIFIC'	BLUE PACIFIC JUNIPER	6" HT 24' WIDE / 2 GAL	IN PLANTERS	CONT	FULL, UNIFORM GROWTH
54		ITEA VIRGINICA	VIRGINIA SWEETSPIRE	18" – 24" HT / 3 GAL	AS SHOWN	CONT	FULL HEAD, UNIFORM GROWTH
131		ITEA VIRGINICA 'SPRICH'	LITTLE HENRY DWF VIRGINIA SWEETSPIRE	18" – 24" HT / 3 GAL	AS SHOWN	CONT	FULL HEAD, UNIFORM GROWTH
90		ILEX GLABRA 'SHAMROCK'	SHAMROCK INKBERRY	24" – 30" HT / 3 GAL	AS SHOWN	CONT	FULL HEAD, UNIFORM GROWTH
63		MUHLENBERGIA CAPILLARIS 'UNDAUNTED RUBY MUHLY GRASS'	UNDAUNTED RUBY MUHLY GRASS	12" – 15" HT / 1 GAL	AS SHOWN	CONT	FULL CONTAINER, UNIFORM GROWTH
157		SCHIZACHYRIUM SCOPARIUM 'STANDING OVATION'	STANDING OVATION LIT. BLUESTEM	12" – 15" HT / 1 GAL	AS SHOWN	CONT	FULL HEAD, UNIFORM GROWTH
GROUNDCOVERS:							
		CYNODON SP. – REFER TO PLAN	BERMUDA 'TIFWAY 419' SOD		AS SHOWN	FULL	FULL, UNIFORM GROWTH

SYMBOLS SHOWN IN TABLE ABOVE ARE FOR SPECIES IDENTIFICATION ONLY. PLANT SIZE SHOWN IN THE TABLE IS NOT INTENDED TO BE REPRESENTATIVE OF THE PLANT AT EITHER INSTALLATION OR MATURITY. SIZE OF SYMBOL SHOWN IN TABLE ABOVE MAY VARY FROM THOSE SHOWN ON PLANS.

NOTE: NO SUBSTITUTIONS OF PLANT MATERIALS ARE ALLOWED WITHOUT THE PRIOR APPROVAL OF THE LANDSCAPE ARCHITECT.

LAFAYETTE COUNTY, MISSISSIPPI

SECTION 404 - BUFFER YARDS/SCREENING STANDARDS

404.01 PURPOSE AND INTENT: **CONCUR WITH COMMENT**

404.02 PURPOSE OF BUFFER YARDS AND SCREENS: **THE SITE IS ZONED C-2, ALL SURROUNDING LANDUSES ARE ZONED C-2. THEREFON NO BUFFER IS REQUIRED.**

404.03 GENERAL STANDARDS: **CONCUR WITH COMMENT.**

404.04 BUFFER YARD STANDARDS RELATING TO ABUTTING PROPERTIES: **CONCUR WITH COMMENT.**

THE SITE IS ZONED C-2. ALL SURROUNDING LAND USES ARE ZONED C-2, THEREFON NO BUFFER IS YARD IS REQUIRED. THERE IS A 10 LANDSCAPE BUFFER ADJACENT TO HWY 101 AND THERE ARE 5' LANDSCAPE BUFFERS ADJACENT TO THE PROPERTY.

404.05 SCREENING RELATIVE TO ABUTTING PROPERTIES: **CONCUR WITH COMMENT, NO SCREENS OR BUFFERS ARE REQUIRED.**

404.06 INSTALLATION: **NA**

404.07 VISIBILITY AT INTERSECTIONS: **CONCUR WITH COMMENT.**

404.08 INTERSECTION OF DRIVEWAY AND PUBLIC ROW AND/OR PRIVATE STREET: **CONCUR WITH COMMENT**.

404.09 CREDIT FOR EXISTING PLANT MATERIAL: **THERE IS NO EXISTING VEGETATION ON SITE.**

404.10 PLANNED DISTRICT STANDARDS: **NA**

404.11 ZONE SCREENING STANDARDS: **NA**

404.12 FENCING AND LANDSCAPE STANDARDS: **NA**

404.13 EXCEPTIONS TO SCREEN REQUIREMENTS: **NA**

404.14 MAINTENANCE OF SCREENS: **CONCUR WITH COMMENT**

404.15 PERMITS: **CONCUR WITH COMMENT.**

404.16 DESIGN STANDARDS FOR SCREENS, BUFFERS, BERMS, AND WALLS: **CONCUR WITH COMMENT.**

ARTICLE XIV: COMMERCIAL MEDIUM DENSITY DISTRICT (C-2)

1403.06 BUFFER AND SCREENING REQUIREMENTS:

ABUTTING USE DISTRICTS: ALL AGRICULTURAL, RESIDENTIAL AND C-1 DISTRICTS

MIN WIDTH: 30 FT. MIN HEIGHT: 6 FT.

CONCUR WITH COMMENT

SCALE: 1" = 40'

40' 0 20' 40'
1" = 40

DATE: REVISIONS:
2024.10.24-UPDATED SITE BASE
2024.11.21-UPDATED SITE BASE
2025.01.29-DISCUSSIONS WITH CLIENT & UPDATED CODE REQUIREMENTS PER CLIENT.
2025.02.11-DISCUSSIONS WITH PLANNING DIR. UPDATED PLANTS PER CODE REQUIREMENTS.
2025.05.04-UPDATED SITE LA & IRR. PARKING ISLANDS MOVED
2025.09.10:AS PER CITY COMMENTS RECIEVED 9.10, CHANGED PARKING LOT TREES AND PLACED SHRUBS AROUND DETENTION POND. UPDATED PLANT COUNT AND IRRIGATION.

DRAWN BY: JWV DESIGN, LLC
CHECKED BY: JWV DESIGN, LLC

SEAL: REGISTERED LANDSCAPE ARCHITECT JOHN W. VANDERBURG III 162 STATE OF MISSISSIPPI 2024

SECTION 9, T-8-S, R-3-W
SPACE BOX - FLEX SPACE

LAFAYETTE COUNTY, MISSISSIPPI
OCTOBER, 2024

DEVELOPER: YORK DEVELOPMENTS
112 SHEFFELD LOOP
HATTIESBURG, MS 39402

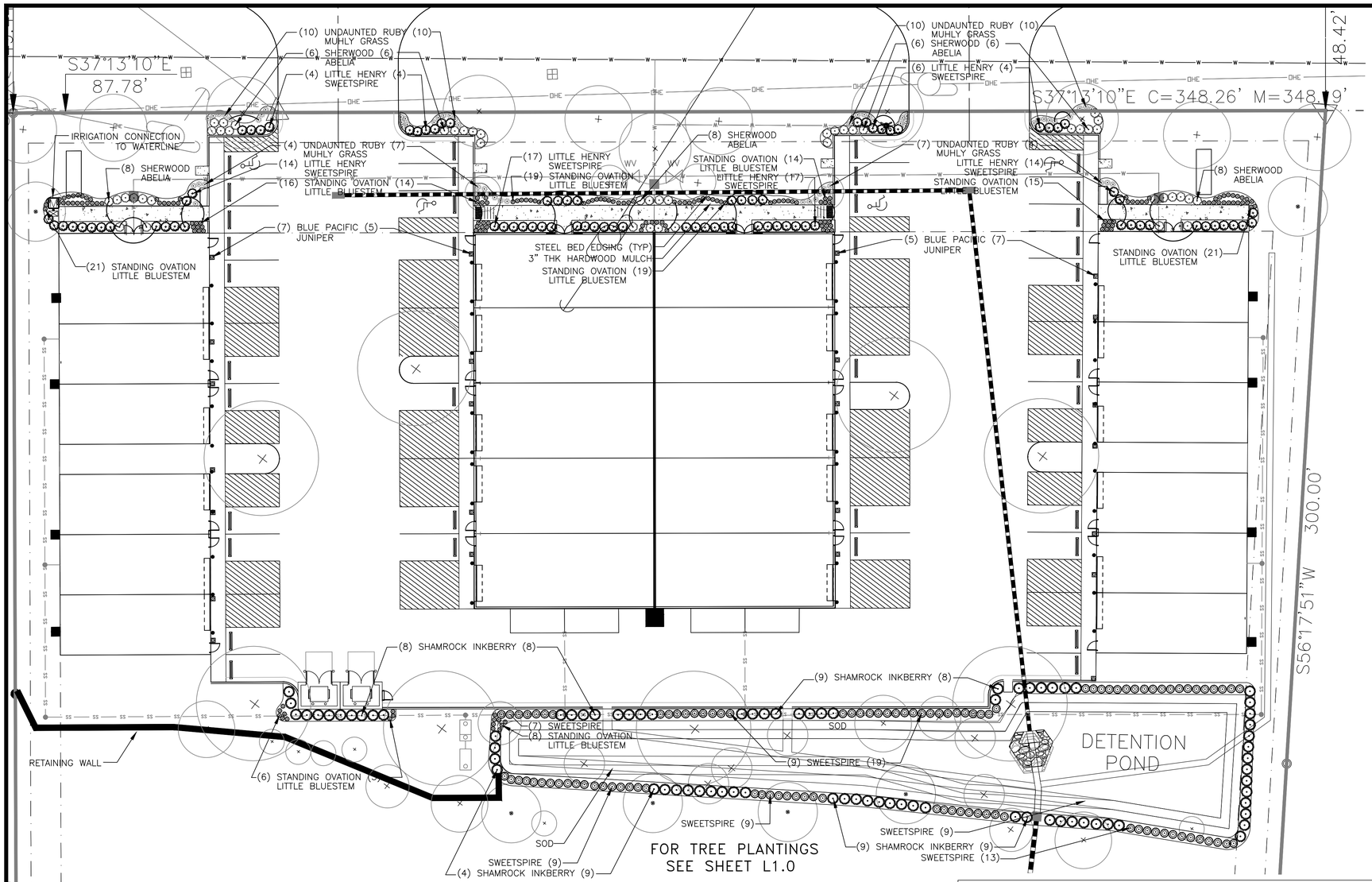
JWV Design, PLLC
4322 ELIZABETH CIRCLE W.
OLIVE BRANCH, MS 38654
OFFICE(901)679-3656
jwvdesign@comcast.net
PROJECT NO: 20240320

ENGINEER: IPD Solutions, LLC
8180 AIRWAYS BLVD
SUITE B, SOUTHAVEN, MS
662.393.3346

SHEET NAME: LANDSCAPE PLAN

L1.0

SHEET NUMBER: SHEET 1 OF 4



PERMANENT SEEDING SHALL BE APPLIED BASED ON THE TIME OF YEAR AND TEMPERATURE OF SOIL.

MAY 1 – JULY 30 (OR ONCE SOIL TEMP. IS ABOVE 60°) APPLY HULLED BERMUDA SEED @ MIN 4 LBS / 1000 SF.

PERMANENT SEEDING OPERATIONS WITH BERMUDAGRASS SEED SHALL NOT TAKE PLACE DURING AUGUST. IF SEEDING IS REQUIRED, APPLY THE TEMPORARY SEED MIX TO STABILIZE THE SOIL, AND RE–SEED WITH THE PERMANENT SEED MIX DURING THE FALL/WINTER SEASON.

SEPTEMBER 1 – FEBRUARY 28 (OR ONCE SOIL TEMP. IS BELOW 60°) – APPLY UNHULLED BERMUDA SEED @ MIN 8 LBS / 1000 SF AND OVERSEED WITH TEMPORARY SEED MIX AS DESCRIBED IN THE SEEDING AND SODDING NOTES.

PERMANENT SEEDING OPERATIONS WITH BERMUDAGRASS SEED SHALL NOT TAKE PLACE DURING MARCH – APRIL. IF SEEDING IS REQUIRED, APPLY THE TEMPORARY SEED MIX TO STABILIZE THE SOIL, AND RE–SEED WITH THE PERMANENT SEED MIX DURING THE SUMMER SEASON.

ALL LANDSCAPE AREAS SHALL BE FULLY IRRIGATED. SEE IRRIGATION PLAN, THIS SET, FOR ADDITIONAL INFORMATION.

ALL LARGE CANOPY TREES SHALL MAINTAIN 20' HORIZONTAL CLEARANCE FROM ALL OVERHEAD UTILITY LINES AND 10' HORIZONTAL CLEARANCE FROM ALL UNDERGROUND UTILITY LINES.

SHRUB PLANT SCHEDULE

NOTE: ALL SIZES AND CONDITION OF NURSERY STOCK SHALL MEET THE STANDARDS ESTABLISHED IN THE LATEST EDITION OF "AMERICAN STANDARD FOR NURSERY STOCK" PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN.

SHRUBS:							
48		ABELIA X GRANDIFLORA 'SHERWOODII'	'SHERWOOD' ABELIA	24" – 30" HT / 3 GAL	AS SHOWN	CONT	FULL HEAD, UNIFORM GROWTH
24		JUNIPERUS CONFERTA 'BLUE PACIFIC'	BLUE PACIFIC JUNIPER	6" HT 24' WIDE / 2 GAL	IN PLANTERS	CONT	FULL, UNIFORM GROWTH
54		ITEA VIRGINICA	VIRGINIA SWEETSPIRE	18" – 24" HT / 3 GAL	AS SHOWN	CONT	FULL HEAD, UNIFORM GROWTH
131		ITEA VIRGINICA 'SPRICH'	LITTLE HENRY DWF VIRGINIA SWEETSPIRE	18" – 24" HT / 3 GAL	AS SHOWN	CONT	FULL HEAD, UNIFORM GROWTH
90		ILEX GLABRA 'SHAMROCK'	SHAMROCK INKBERRY	24" – 30" HT / 3 GAL	AS SHOWN	CONT	FULL HEAD, UNIFORM GROWTH
63		MUHLENBERGIA CAPILLARIS 'UNDAUNTED RUBY MUHLY GRASS'	UNDAUNTED RUBY MUHLY GRASS	12" – 15" HT / 1 GAL	AS SHOWN	CONT	FULL CONTAINER, UNIFORM GROWTH
157		SCHIZACHYRIUM SCOPARIUM 'STANDING OVATION'	STANDING OVATION LIT. BLUESTEM	12" – 15" HT / 1 GAL	AS SHOWN	CONT	FULL HEAD, UNIFORM GROWTH
GROUNDCOVERS:							
		CYNODON SP. – REFER TO PLAN	BERMUDA 'TIFWAY 419' SOD		AS SHOWN	FULL	FULL, UNIFORM GROWTH

20 0 10" 20'
1" = 20"

REVISIONS:
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REGISTERED LANDSCAPE ARCHITECT
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STATE OF MISSISSIPPI
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SPACE BOX - FLEX SPACE

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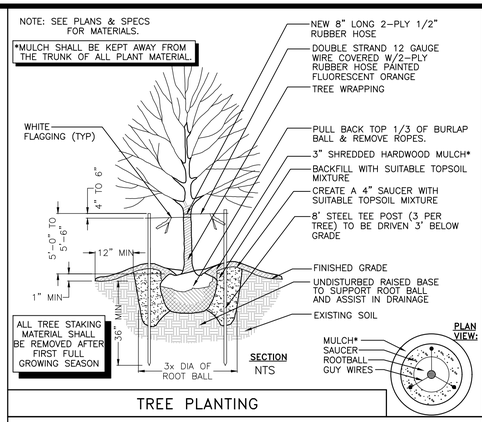
SHEET NAME:
LANDSCAPE PLAN

L1.1

SHEET NUMBER: SHEET 2 OF 4

NOTE: SEE PLANS & SPECS FOR MATERIALS.

*MULCH SHALL BE KEPT AWAY FROM THE TRUNK OF ALL PLANT MATERIAL.



ALL TREE STAKING MATERIAL SHALL BE REMOVED AFTER FIRST FULL GROWING SEASON

SECTION
NTS

TREE PLANTING

PARKING LOT ISLAND PREPARATION

1. REMOVE ALL THE COMPACTED STONE AND FILL DIRT OUT OF THE CENTER OF THE ISLANDS DOWN TO A DEPTH OF 24" BELOW THE TOP OF THE CONCRETE CURB.
2. ADD PLANTING BED MIX AND FIRMLY TAMP TO CREATE A SETTING BED (6" MIN) UNDER ROOTBALL.
3. ADD 24" OF SUITABLE PLANTING BED MIX ON TOP OF THE WASHED GRAVEL. LIGHTLY TAMP THE PLANTING BED MIX IN 8" LIFTS.
4. ADD ANOTHER LAYER OF PLANTING BED MIX IN ADDITION TO THE 24" LAYER TO ACHIEVE THE REQUIRED BERMING EFFECT. MAKE SURE TO ADD THE NECESSARY AMOUNT OF PLANTING BED MIX TO ACHIEVE THE CORRECT BERMING HEIGHT.

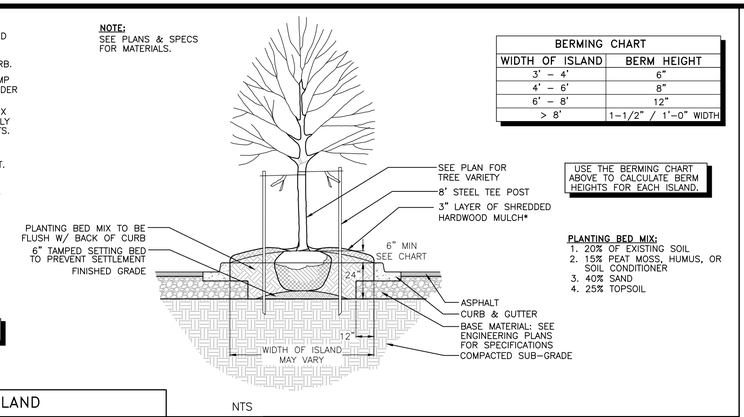
ALL TREE STAKING MATERIAL SHALL BE REMOVED AFTER THE FIRST FULL GROWING SEASON

*MULCH SHALL KEPT AWAY FROM THE TRUNK OF ALL PLANT MATERIAL.

NOTE:
SEE PLANS & SPECS FOR MATERIALS.

BERMING CHART	
WIDTH OF ISLAND	BERM HEIGHT
3' – 4'	6"
4' – 6'	8"
6' – 8'	12"
> 8'	1–1/2" / 1'–0" WIDTH

USE THE BERMING CHART ABOVE TO CALCULATE BERM HEIGHTS FOR EACH ISLAND.



PLANTING BED MIX:
1. 20% OF EXISTING SOIL
2. 15% PEAT MOSS, HUMUS, OR SOIL CONDITIONER
3. 40% SAND
4. 25% TOPSOIL

NTS

TYPICAL ISLAND

SHADE AND FLOWERING TREES					
	CALIPER	HEIGHT TYPE 1	HEIGHT TYPE 2	MINIMUM DIAMETER BALL	BALL DEPTH
	INCHES	FEET	FEET	INCHES	INCHES
MEASURED 6" ABOVE GRADE	1"	8'–10'	6'–7'	16"	12"
	1–1/2"	10'–12'	8'–9'	20"	15"
	2"	12'–14'	8'–10'	24"	16"
	2–1/2"	12'–14'	8'–10'	28"	18"
	3"	14'–16'	10'–12'	32"	19"
	3–1/2"	14'–16'	10'–12'	38"	23"
	4"	16'–18'	10'–12'	42"	25"
MEASURED 12" ABOVE GRADE	4–1/2"	16'–18'	10'–12'	48"	29"
	5"	18'+	12'+	54"	32"
	5–1/2"	18'+	12'+	57"	34"
	6"	20'+	14'+	60"	36"
	7"	24'+	16'+	70"	42"
	8"	26'+	18'+	80"	48"

ALL MINIMUM SIZES LISTED IN PLANT SCHEDULE SHALL BE MET: CALIPER, HEIGHT, AND ROOT BALL

SOURCE: AMERICAN STANDARD FOR NURSERY STOCK CALIPER TAKES PRECEDENCE OVER HEIGHT FOR TYPE I SHADE TREES. BOTH MINIMUMS MUST BE MET.

TYPE 1 (LARGE SHADE TREES)	
ACER RUBRUM	PLATANUS *SPP*
ACER SACCHARUM	QUERCUS *SPP*
BETULA *SPP*	TAXODIUM *SPP*
GINKGO *SPP*	SALIX *SPP*
GLEDITISA *SPP*	ZELKOVA *SPP*

TYPE 2 (MEDIUM/SLOW SHADE TREES)	
AESCULUS *SPP*	MAGNOLIA GRANDIFLORA
CELTIS *SPP*	NYSSA *SPP*
CLADRASTIS LUTEA	OLEA EUROPA
FAGUS SYLVATICA	QUERCUS ALBA
KOELREUTERIA *SPP*	SORBUS *SPP*
LABURNUM *SPP*	TILIA CORDATA
LIQUIDAMBAR *SPP*	ULMUS PARVIFOLIA

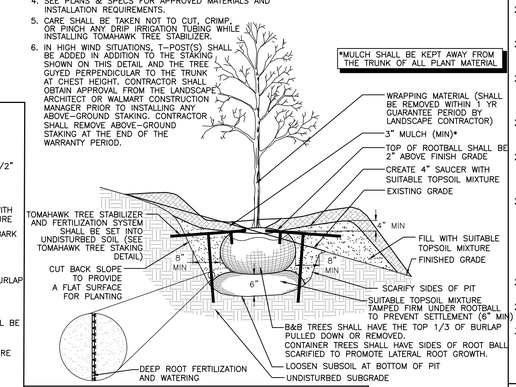
TYPE 3 (SMALL UPRIGHT TREES)	
ACER CAMPESTRE	MAGNOLIA VIRGINIANA
AMELANCHIER *SPP*	PRUNUS *SPP*
CARPINUS *SPP*	PYRUS *SPP*
CERCIS *SPP*	STYRAX *SPP*
CRATAEGUS *SPP*	SYRINGA RETICULATA
OXYDENDRUM *SPP*	

TYPE 4 (SMALL SPREADING TREES)
ACER PALMATUM
ACER GRISEUM
CORNUS *SPP*
LAGERSTROMIA *SPP*
MAGNOLIA SOULANGIANA
MAGNOLIA STELLATA
VITEX *SPP*

TREE SIZE/ROOT BALL RELATIONSHIP

NOTES:
1. SEE PLANTING NOTES FOR THE TYPE OF MULCH MATERIAL TO USE.
2. PRUNE TREE AS DIRECTED BY LANDSCAPE ARCHITECT.
3. BRANCHING HEIGHT TO AAN STANDARDS.
4. SEE PLANS & SPECS FOR APPROVED MATERIALS AND INSTALLATION REQUIREMENTS.
5. CARE SHALL BE TAKEN NOT TO CUT, CRIMP, OR PINCH ANY DRIP IRRIGATION TUBING WHILE INSTALLING TOMAHAWK TREE STABILIZER.
6. IN HIGH WIND SITUATIONS, T-POST(S) SHALL BE ADDED IN ADDITION TO THE STAKING SHOWN ON THIS DETAIL AND THE TREE GUYED PERPENDICULAR TO THE TRUNK AT CHEST HEIGHT. CONTRACTOR SHALL OBTAIN APPROVAL FROM THE LANDSCAPE ARCHITECT OR WALMART CONSTRUCTION MANAGER PRIOR TO INSTALLING ANY ABOVE-GROUND STAKING. CONTRACTOR SHALL REMOVE ABOVE-GROUND STAKING AT THE END OF THE WARRANTY PERIOD.

*MULCH SHALL BE KEPT AWAY FROM THE TRUNK OF ALL PLANT MATERIAL.



NTS

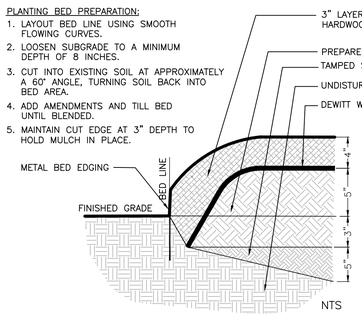
TREE PLANTINGS ON SLOPE

PLANTING NOTES

1. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING AND LOCATING ALL UNDERGROUND UTILITIES AND SHALL AVOID DAMAGE TO ALL UTILITIES DURING THE COURSE OF THE WORK. THE CONTRACTOR IS RESPONSIBLE FOR REPAIRING ANY AND ALL DAMAGE TO UTILITIES, STRUCTURES, SITE APPURTENANCES, ETC WHICH OCCURS AS A RESULT OF THE LANDSCAPE CONSTRUCTION TO OWNER'S SATISFACTION, AT NO ADDITIONAL COST. NO PLANTING SHALL BE INSTALLED IN CONFLICT WITH UTILITIES.
2. LOCATIONS OF EXISTING BURIED UTILITY LINES SHOWN ON THE PLANS ARE BASED UPON THE BEST AVAILABLE INFORMATION AND SHALL BE CONSIDERED APPROXIMATE. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE LOCATIONS OF UTILITY LINES ON THE PROJECT SITE AND ADJACENT TO THE WORK AREA. THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF ALL UTILITY LINES DURING THE CONSTRUCTION PERIOD.
3. CONTRACTOR IS RESPONSIBLE FOR VERIFYING EXISTING SITE CONDITIONS PRIOR TO PROCEEDING. IF UNFORESEEN CIRCUMSTANCES ARE ENCOUNTERED, THE CONTRACTOR SHALL STOP WORK AND CONTACT THE LANDSCAPE ARCHITECT IMMEDIATELY.
4. SAFE, CLEARLY MARKED PEDESTRIAN AND VEHICULAR ACCESS TO ALL ADJACENT PROPERTIES SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION PROCESS.
5. STANDARDS SET FORTH IN "AMERICAN STANDARD FOR NURSERY STOCK" REPRESENT GUIDELINE SPECIFICATIONS ONLY AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIAL.
6. ALL PLANTS SHALL BE HEALTHY, VIGOROUS MATERIAL, FREE OF PESTS AND DISEASE.
7. ALL PLANTS SHALL BE CONTAINER GROWN OR BALLED AND BURLAPPED AS INDICATED IN THE PLANT LIST.
8. ALL TREES SHALL BE STRAIGHT TRUNKED AND FULL HEADED AND MEET ALL REQUIREMENTS SPECIFIED.
9. AFTER BEING DUG AT THE NURSERY SOURCE, ALL TREES IN LEAF SHALL BE ACCLIMATED FOR TWO (2) WEEKS UNDER A MIST SYSTEM PRIOR TO INSTALLATION.
10. ALL LANDSCAPED AREAS SHALL BE SPRAYED WITH HERBICIDE 4 WEEKS PRIOR TO INSTALLATION OF LANDSCAPING. THE EXISTING MATERIAL SHALL BE REMOVED BEFORE ANY INSTALLATION OF PLANT MATERIAL OR SEED.
11. ALL PLANTS ARE SUBJECT TO THE APPROVAL OF THE LANDSCAPE ARCHITECT BEFORE, DURING, AND AFTER INSTALLATION.
12. ALL NEW TREES SHALL HAVE 'MYCOR TREE SAVER' MYCORIZAL FUNGAL TREATMENT INSTALLED AT RATE RECOMMENDED BY MANUFACTURER AT THE TIME OF INSTALLATION.
13. ALL TREES SHALL BE GUYED OR STAKED AS SHOWN IN THE DETAILS.
14. ALL SHRUB BED AREAS SHALL RECEIVE A MIN OF 8" OF PLANTING BED MIX AS DESCRIBED IN PLANTING BED PREP DETAIL (THIS PAGE).
15. GRADE PLANTING BEDS TO A SMOOTH, UNIFORM SURFACE PLANE WITH LOOSE, UNIFORMLY FINE TEXTURE. ROLL AND RAKE, REMOVE RIDGES, AND FILL DEPRESSIONS TO MEET FINISH GRADES. ALL BED AREAS SHALL BE BERMED TO PROMOTE GOOD BED DRAINAGE (AFTER GENTLE TOPSOIL TAMPING).
16. ALL CONSTRUCTION AREAS TO RECEIVE TURFGRASS SHALL RECEIVE A 2" MIN DEPTH OF SUITABLE TOPSOIL MIX PER DETAILS AND SPECIFICATIONS.
17. PRIOR TO PLANTING OR SEEDING, MULTIPLE REPRESENTATIVE SAMPLES OF THE TOPSOIL SOURCE SHALL BE TAKEN AND SENT TO A QUALIFIED TESTING AGENCY FOR ANALYSIS. FERTILIZE SUITABLE TOPSOIL IN TURFGRASS AREAS AS PER TESTING AGENCY'S RECOMMENDATIONS FOR TURFGRASS SPECIES SPECIFIED ON PLANS. THE PLANTING BED MIX TO BE USED IN SHRUB PLANTING BEDS SHALL BE FERTILIZED AS PER TESTING AGENCY'S RECOMMENDATIONS FOR ORNAMENTAL PLANTINGS
18. ALL PLANTING BEDS SHALL HAVE 'SURFLAN' PRE-EMMERGENT HERBICIDE BROADCAST AT RATE RECOMMENDED BY MANUFACTURER.
19. PLANTING OPERATIONS SHALL ONLY TAKE PLACE DURING SUITABLE WEATHER CONDITIONS. PLANTS SHALL NOT BE INSTALLED WHEN THE SOIL IS EITHER HIGHLY SATURATED OR FROZEN.
20. ANY PLANT MATERIAL WHICH DIES, TURNS BROWN, OR DEFOLIATES (PRIOR TO TOTAL ACCEPTANCE OF THE WORK) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY, AND SIZE AND MEETING ALL PLANT LIST SPECIFICATIONS.
21. DURING THE GROWING SEASON ALL ANNUALS SHALL REMAIN IN A HEALTHY, VIABLE CONDITION THROUGHOUT THE CONSTRUCTION PERIOD, WHERE APPLICABLE.
22. ALL PLANTING AREAS, SHRUB, GROUND COVER, AND SEASONAL COLOR ANNUAL PLANTING BEDS SHALL BE COMPLETELY COVERED WITH SHREDDED HARDWOOD MULCH AND SHALL MAINTAIN A MINIMUM LAYER OF FOUR INCHES (3") IN DEPTH AFTER SETTLING.
23. THERE IS NO SEPARATE PAY ITEM FOR DRESSING OUT SHRUB BEDS OR TREE SAUCERS WITH SHREDDED HARDWOOD MULCH, IT SHALL BE INCLUDED WITH THE COST OF ALL PLANT MATERIALS.
24. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL QUANTITIES SHOWN ON THESE PLANS BEFORE PRICING THE WORK. ALL PLANT MATERIALS QUANTITIES SHOWN ARE APPROXIMATE. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLETE COVERAGE OF ALL PLANTING BEDS AT SPACING SHOWN.
25. ALL DISTURBED AREAS SHALL RECEIVE A 6" LAYER OF SUITABLE TOPSOIL AND SOD. WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED. THIS IS EXCLUDING ALL LANDSCAPED ISLANDS AND PLANTING BED AREAS.
26. THE CONTRACTOR IS RESPONSIBLE FOR FULLY MAINTAINING (INCLUDING BUT NOT LIMITED TO: WATERING, SPRAYING, MULCHING, FERTILIZING, ADJUSTMENT TO TREES FOR SETTLING AND LEVELING, ETC) ALL OF THE PLANTING AREAS AND LAWN UNTIL APPROVED BY THE LANDSCAPE ARCHITECT AND THE WORK IS ACCEPTED IN TOTAL BY THE OWNER.
27. ALL PLANT MATERIALS SHALL BE UNCONDITIONALLY GUARANTEED IN ACCORDANCE WITH THE FOLLOWING SPECIAL WARRANTY GUIDELINES AGAINST ALL DEFECTS INCLUDING DEATH AND UNSATISFACTORY GROWTH.
   - WARRANTY PERIOD FOR TREES AND SHRUBS: ONE YEAR FROM DATE OF SUBSTANTIAL COMPLETION.
   - WARRANTY PERIOD FOR GROUND COVER AND PLANTS: SIX MONTHS FROM DATE OF SUBSTANTIAL COMPLETION.
28. CONTRACTOR IS RESPONSIBLE FOR ENSURING AND PROVIDING SUPPLEMENTAL WATER TO ALL LANDSCAPE PLANTINGS IF THE IRRIGATION SYSTEM FAILS TO OPERATE PROPERLY.
29. CONTRACTOR IS RESPONSIBLE FOR REMOVING ALL GUY WIRES AND TREE STAKING AT THE END OF THE FIRST GROWING SEASON AND PRIOR TO THE 1 YEAR WARRANTY PERIOD FOR TREES.
30. REFER TO LANDSCAPE AND IRRIGATION NOTE SHEET, THIS SET, FOR ALL INFORMATION NEEDED FOR IMPLEMENTATION OF PLANTING PLANS.

PLANTING NOTES

PLANTING BED PREPARATION:
1. LAYOUT BED LINE USING SMOOTH FLOWING CURVES.
2. LOOSEN SUBGRADE TO A MINIMUM DEPTH OF 8 INCHES.
3. CUT INTO EXISTING SOIL AT APPROXIMATELY A 60° ANGLE, TURNING SOIL BACK INTO BED AREA.
4. ADD AMENDMENTS AND TILL BED UNTIL BLENDED.
5. MAINTAIN CUT EDGE AT 3" DEPTH TO HOLD MULCH IN PLACE.



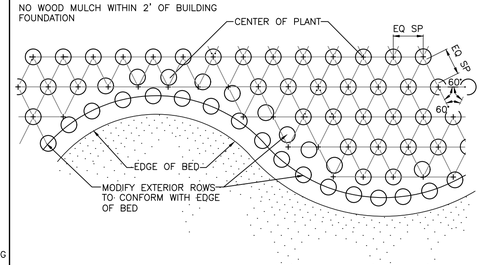
PLANTING BED MIX:
1. 20% OF EXISTING SOIL
2. 15% PEAT MOSS, HUMUS, OR SOIL CONDITIONER
3. 40% SAND
4. 25% TOPSOIL
5. FERTILIZE AS RECOMMENDED BY QUALIFIED TESTING AGENCY FOR ORNAMENTAL PLANTINGS.

NO WOOD MULCH WITHIN 2' OF BUILDING FOUNDATION
*MULCH SHALL BE KEPT 3" AWAY FROM THE TRUNK OF ALL PLANT MATERIAL.

NTS

PLANTING BED PREP W/METAL BED EDGING

SPACING VARIES WITH PLANT SPECIES. SEE PLAN FOR SPACING.
NO WOOD MULCH WITHIN 2' OF BUILDING FOUNDATION

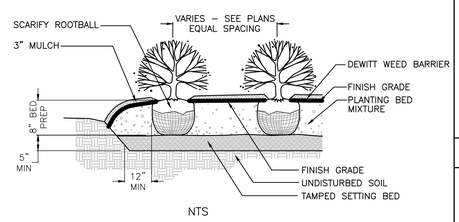


*MULCH SHALL BE KEPT AWAY FROM THE TRUNK OF ALL PLANT MATERIAL

NTS

PLANT SPACING

TYPICAL BED LAYOUT:
1. ADJUST PERIMETER PLANTING SPACED AS PER PLAN.
2. FILL IN PLANTING BED WITH TRIANGULAR SPACING.
3. ADJUST AS PER LANDSCAPE ARCHITECT'S INSTRUCTIONS.

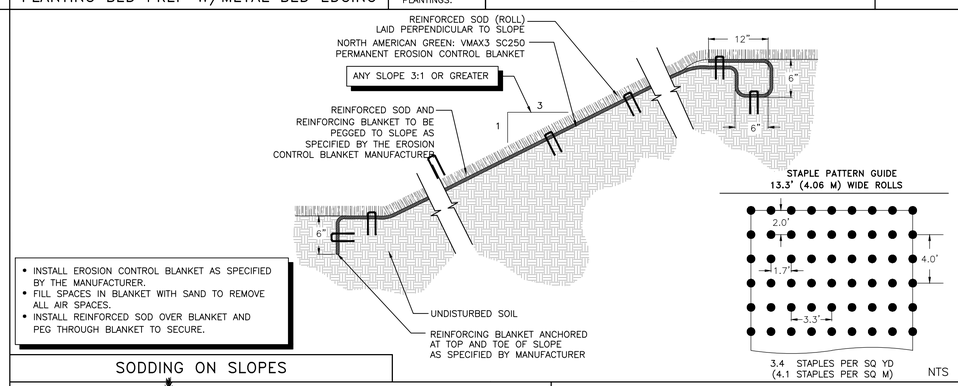


NTS

* NOTE:
MULCH SHALL BE A 4" LAYER OF SHREDDED HARDWOOD MULCH AFTER SETTLING – UNLESS OTHERWISE NOTED

*MULCH SHALL BE KEPT AWAY FROM THE TRUNK OF ALL PLANT MATERIAL.

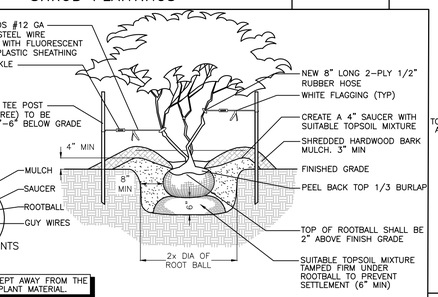
SHRUB PLANTINGS



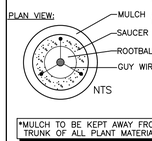
- INSTALL EROSION CONTROL BLANKET AS SPECIFIED BY THE MANUFACTURER.
- FILL SPACES IN BLANKET WITH SAND TO REMOVE ALL AIR SPACES.
- INSTALL REINFORCED SOD OVER BLANKET AND PEG THROUGH BLANKET TO SECURE.

NTS

SODDING ON SLOPES



PLAN VIEW:



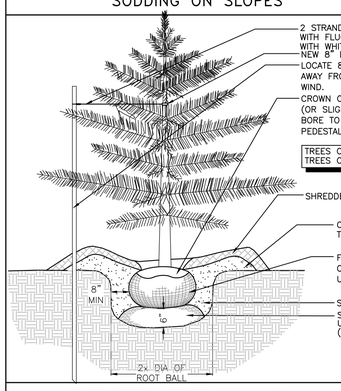
NTS

*MULCH TO BE KEPT AWAY FROM THE TRUNK OF ALL PLANT MATERIAL.

ALL TREE STAKING MATERIAL IS TO BE REMOVED AFTER THE FIRST FULL GROWING SEASON

NOTE:
1. WITH MULTI-TRUNK PLANTS ATTACH GUYS TO VARIOUS LIMBS.
2. SELECT PRUNE 1/3 BRANCHING HABIT CONFORM TO HORT PRACTICES AS EST BY AMERICAN ASSOC OF NURSERYMEN-AMERICAN STD FOR NURSERY STOCK, LATEST EDITION. (TYP FOR ALL TREE AND SHRUB PLANT MATL). RECEIVE LANDSCAPE ARCH'S APPROVAL.
3. TREES OF SAME SPECIES TO BE MATCHED IN GROWTH AND UNIFORMITY.

MULTI-TRUNKED TREE PLANTING



*MULCH TO BE KEPT AWAY FROM THE TRUNK OF ALL PLANT MATERIAL.

ALL TREE STAKING MATERIAL SHALLBE REMOVED AFTER THE FIRST FULL GROWING SEASON

NTS

EVERGREEN TREE STAKING

DATE: REVISIONS:
2024.10.24-UPDATED SITE BASE
2024.11.21-UPDATED SITE BASE
2025.01.29-DISCUSSIONS WITH CLIENT & UPDATED CODE REQUIREMENTS PER CLIENT.
2025.02.11-DISCUSSIONS WITH PLANNING DIR. UPDATED PLANTS PER CODE REQUIREMENTS.
2025.05.06-UPDATED SITE LA & IRR. PARKING ISLANDS MOVED
2025.09.10:AS PER CITY COMMENTS RECIEVED 9.10, CHANGED PARKING LOT TREES AND PLACED SHRUBS AROUND DETENTION POND. UPDATED PLANT COUNT AND IRRIGATION.

DRAWN BY: JWV DESIGN, LLC
CHECKED BY: JWV DESIGN, LLC

SEAL:
REGISTERED LANDSCAPE ARCHITECT JOHN W. VANDERBLUM 482 STATE OF MISSISSIPPI

SECTION 9, T-8-S, R-3-W
SPACE BOX - FLEX SPACE

LAFAYETTE COUNTY, MISSISSIPPI
OCTOBER, 2024

DEVELOPER: YORK DEVELOPMENTS
112 SHEFFIELD LOOP
HATTIESBURG, MS 39402

JWV Design, PLLC
4322 ELIZABETH CIRCLE W.
OLIVE BRANCH, MS 38654
OFFICE(901)679-3656
jwvdesign@comcast.net
PROJECT NO: 20240320

ENGINEER: IPD Solutions, LLC
8180 AIRWAYS BLVD
SUITE 8, SOUTHAVEN, MS
662.393.3346

SHEET NAME:
LANDSCAPE DETAILS

L2.0

SHEET NUMBER: SHEET 3 OF 3

SITE LAWNS AND GRASSES

PART 1– GENERAL

1.1 DELIVERY, STORAGE, AND HANDLING
SOD: HARVEST, DELIVER, STORE, AND HANDLE SOD ACCORDING TO REQUIREMENTS IN TPI'S "SPECIFICATIONS FOR TURFGRASS SOD MATERIALS" AND "SPECIFICATIONS FOR TURFGRASS SOD TRANSPLANTING AND INSTALLATION" IN ITS "GUIDELINE SPECIFICATIONS TO TURFGRASS SODDING."

PART 2 – PRODUCTS

2.1 SEED
SEED SPECIES: STATE–CERTIFIED SEED OF GRASS SPECIES, AS FOLLOWS:
FULL SUN: COMMON BERMUDA

2.2 TURFGRASS SOD
TURFGRASS SOD: NUMBER 1 QUALITY/PREMIUM, INCLUDING LIMITATIONS ON THATCH, WEEDS, DISEASES, NEMATODES, AND INSECTS, COMPLYING WITH TPI'S "SPECIFICATIONS FOR TURFGRASS SOD MATERIALS" IN ITS "GUIDELINE SPECIFICATIONS TO TURFGRASS SODDING." FURNISH VIABLE SOD OF UNIFORM DENSITY, COLOR, AND TEXTURE, STRONGLY ROOTED, AND CAPABLE OF VIGOROUS GROWTH AND DEVELOPMENT WHEN PLANTED.
TURFGRASS SPECIES: BERMUDA TIFTON 419

2.3 PLANTING MATERIALS
A. TOPSOIL: ASTM D 5268, PH RANGE OF 5.5 TO 7, A MINIMUM OF 3 PERCENT ORGANIC MATERIAL CONTENT; FREE OF STONES 1 INCH OR LARGER IN ANY DIMENSION AND OTHER EXTRANEOUS MATERIALS HARMFUL TO PLANT GROWTH. IMPORT TOPSOIL FROM EITHER OF THE FOLLOWING SOURCES:
B. TOPSOIL: REUSE SURFACE SOIL STOCKPILED ON–SITE AND SUPPLEMENT WITH IMPORTED OR
C. MANUFACTURED TOPSOIL FROM OFF–SITE SOURCES WHEN QUANTITIES ARE INSUFFICIENT. VERIFY SUITABILITY OF STOCKPILED SURFACE SOIL TO PRODUCE TOPSOIL. AMEND EXISTING IN–PLACE SURFACE SOIL TO PRODUCE TOPSOIL. VERIFY SUITABILITY OF SURFACE SOIL TO PRODUCE TOPSOIL. SURFACE SOIL MAY BE SUPPLEMENTED WITH IMPORTED OR MANUFACTURED TOPSOIL FROM OFF–SITE SOURCES.
D. LIME: ASTM C 602, CLASS T, AGRICULTURAL LIMESTONE CONTAINING A MINIMUM 80 PERCENT CALCIUM CARBONATE EQUIVALENT.
E. SULFUR: GRANULAR, BIODEGRADABLE, CONTAINING A MINIMUM OF 90 PERCENT SULFUR, WITH A MINIMUM 99 PERCENT PASSING THROUGH NO. 6 (3.35–MM) SIEVE AND A MAXIMUM 10 PERCENT PASSING THROUGH NO. 40 (0.425–MM) SIEVE. COMPOST: WELL–COMPOSTED, STABLE, AND WEED–FREE ORGANIC MATTER, PH RANGE OF 5.5 TO 8.
F. PEAT: SPHAGNUM PEAT MOSS, PARTIALLY DECOMPOSED, FINELY DIVIDED OR GRANULAR TEXTURE, WITH PH RANGE OF 3.4 TO 4.8. FINELY DIVIDED OR GRANULAR TEXTURE, WITH PH RANGE OF 6 TO 7.5, CONTAINING PARTIALLY DECOMPOSED MOSS PEAT, NATIVE PEAT, OR REED–SEDGE PEAT AND HAVING WATER–ABSORBING CAPACITY OF 1100 TO 2000 PERCENT.
G. WOOD DERIVATIVES: DECOMPOSED, NITROGEN–TREATED SAWDUST, GROUND BARK, OR WOOD WASTE; OF UNIFORM TEXTURE, FREE OF CHIPS, STONES, STICKS, SOIL, OR TOXIC MATERIALS.
H. BONEMEAL: COMMERCIAL, RAW OR STEAMED, FINELY GROUND; A MINIMUM OF 4 PERCENT NITROGEN AND 20 PERCENT PHOSPHORIC ACID.
I. SUPERPHOSPHATE: COMMERCIAL, PHOSPHATE MIXTURE, SOLUBLE; A MINIMUM OF 20 PERCENT AVAILABLE PHOSPHORIC ACID.
J. COMMERCIAL FERTILIZER: COMMERCIAL–GRADE COMPLETE FERTILIZER OF NEUTRAL CHARACTER, CONSISTING OF FAST – AND SLOW–RELEASE NITROGEN, 50 PERCENT DERIVED FROM NATURAL ORGANIC SOURCES OF UREA FORMALDEHYDE, PHOSPHOROUS, AND POTASSIUM IN THE FOLLOWING COMPOSITION:
K. COMPOSITION: NITROGEN, PHOSPHOROUS, AND POTASSIUM IN AMOUNTS RECOMMENDED BY A QUALIFIED TESTING AGENCY.
L. SLOW–RELEASE FERTILIZER: GRANULAR OR PELLETED FERTILIZER CONSISTING OF 50 PERCENT WATER–INSOLUBLE NITROGEN, PHOSPHORUS, AND POTASSIUM IN THE FOLLOWING COMPOSITION:
M. COMPOSITION: NITROGEN, PHOSPHOROUS, AND POTASSIUM IN AMOUNTS RECOMMENDED BY A QUALIFIED TESTING AGENCY.
N. STRAW MULCH: PROVIDE AIR–DRY, CLEAN, MILDEW– AND SEED–FREE, SALT HAY OR THRESHED STRAW OF WHEAT, RYE, OATS, OR BARLEY.
O. PEAT MULCH: SPHAGNUM PEAT MOSS, PARTIALLY DECOMPOSED, FINELY DIVIDED OR GRANULAR TEXTURE, WITH PH RANGE OF 3.4 TO 4.8.
P. PEAT MULCH: FINELY DIVIDED OR GRANULAR TEXTURE, WITH PH RANGE OF 6 TO 7.5, CONTAINING PARTIALLY DECOMPOSED MOSS PEAT, NATIVE PEAT, OR REED–SEDGE PEAT AND HAVING WATER–ABSORBING CAPACITY OF 200 PERCENT.
Q. COMPOST MULCH: WELL–COMPOSTED, STABLE, AND WEED–FREE ORGANIC MATTER, PH RANGE OF 5.5 TO 8.

PART 3 – EXECUTION

3.1 LAWN PREPARATION
A. NEWLY GRADED SUBGRADES ON THE SITE: LOOSEN SUBGRADE TO A MINIMUM DEPTH OF 4 INCHES. REMOVE STONES LARGER THAN 1 INCH IN ANY DIMENSION AND STICKS, ROOTS, RUBBISH, AND OTHER EXTRANEOUS MATTER AND LEGALLY DISPOSE OF THEM OFF OWNER'S PROPERTY.
B. APPLY SUPERPHOSPHATE FERTILIZER DIRECTLY TO SUBGRADE BEFORE LOOSENING. THOROUGHLY BLEND PLANTING SOIL MIX OFF–SITE BEFORE SPREADING OR SPREAD TOPSOIL, APPLY SOIL AMENDMENTS AND FERTILIZER ON SURFACE, AND THOROUGHLY BLEND PLANTING SOIL MIX. SPREAD PLANTING SOIL MIX TO A DEPTH OF 6 INCHES BUT NOT LESS THAN REQUIRED TO MEET FINISH GRADES AFTER LIGHT ROLLING AND NATURAL SETTLEMENT. DO NOT SPREAD IF PLANTING SOIL OR SUBGRADE IS FROZEN, MUDDY, OR EXCESSIVELY WET.
C. NEWLY GRADED SUBGRADES ON THE UNSURFACED PARCEL ADJACENT TO THE SITE: LOOSEN SUBGRADE TO A MINIMUM DEPTH OF 2 INCHES. REMOVE STONES LARGER THAN 1 INCH IN ANY DIMENSION AND STICKS, ROOTS, RUBBISH, AND OTHER EXTRANEOUS MATTER AND LEGALLY DISPOSE OF THEM OFF OWNER'S PROPERTY. APPLY SUPERPHOSPHATE FERTILIZER DIRECTLY TO SUBGRADE BEFORE LOOSENING THOROUGHLY BLEND PLANTING SOIL MIX OFF–SITE BEFORE SPREADING OR SPREAD TOPSOIL, APPLY SOIL AMENDMENTS AND FERTILIZER ON SURFACE, AND THOROUGHLY BLEND PLANTING SOIL MIX.
D. SPREAD PLANTING SOIL MIX TO A DEPTH OF 2 INCHES BUT NOT LESS THAN REQUIRED TO MEET FINISH GRADES AFTER LIGHT ROLLING AND NATURAL SETTLEMENT. DO NOT SPREAD IF PLANTING SOIL OR SUBGRADE IS FROZEN, MUDDY, OR EXCESSIVELY WET.

3.2 UNCHANGED SUBGRADES:
A. IF LAWNS ARE TO BE PLANTED IN AREAS UNALTERED OR UNDISTURBED BY EXCAVATING, GRADING, OR SURFACE SOIL STRIPPING OPERATIONS, PREPARE SURFACE SOIL AS FOLLOWS:
B. REMOVE EXISTING GRASS, VEGETATION, AND TURF. DO NOT MIX INTO SURFACE SOIL. LOOSEN SURFACE SOIL TO A DEPTH OF AT LEAST OF 4 INCHES. APPLY SOIL AMENDMENTS AND FERTILIZERS ACCORDING TO PLANTING SOIL MIX PROPORTIONS AND MIX THOROUGHLY INTO TOP 4 INCHES OF SOIL. TILL SOIL TO A HOMOGENEOUS MIXTURE OF FINE TEXTURE. REMOVE STONES LARGER THAN 1 INCH IN ANY DIMENSION AND STICKS, ROOTS, TRASH, AND OTHER EXTRANEOUS MATTER. LEGALLY DISPOSE OF WASTE MATERIAL, INCLUDING GRASS, VEGETATION, AND TURF, OFF OWNER'S PROPERTY.

3.3 FINISH GRADING:
A. GRADE PLANTING AREAS TO A SMOOTH, UNIFORM SURFACE PLANE WITH LOOSE, UNIFORMLY FINE TEXTURE. GRADE TO WITHIN PLUS OR MINUS 1/2 INCH OF FINISH ELEVATION. ROLL, RAKE, REMOVE RIDGES, AND FILL DEPRESSIONS TO MEET FINISH GRADES. LIMIT FINE GRADING TO AREAS THAT CAN BE PLANTED IN THE IMMEDIATE FUTURE. MOISTEN PREPARED LAWN AREAS BEFORE PLANTING IF SOIL IS DRY. WATER THOROUGHLY AND ALLOW SURFACE TO DRY BEFORE PLANTING. DO NOT CREATE MUDDY SOIL. RESTORE AREAS IF ERODED OR OTHERWISE DISTURBED AFTER FINISH GRADING AND BEFORE PLANTING.

3.3 SODDING
A. **LAY SOD WITHIN 24 HOURS OF HARVESTING.** DO NOT LAY SOD IF DORMANT OR IF GROUND IS FROZEN OR MUDDY.
B. LAY SOD TO FORM A SOLID MASS WITH TIGHTLY FITTED JOINTS. BUTT ENDS AND SIDES OF SOD; DO NOT STRETCH OR OVERLAP. STAGGER SOD STRIPS OR PADS TO OFFSET JOINTS IN ADJACENT COURSES. AVOID DAMAGE TO SUBGRADE OR SOD DURING INSTALLATION. TAMP AND ROLL LIGHTLY TO ENSURE CONTACT WITH SUBGRADE, ELIMINATE AIR POCKETS, AND FORM A SMOOTH SURFACE. WORK SIFTED SOIL OR FINE SAND INTO MINOR CRACKS BETWEEN PIECES OF SOD; REMOVE EXCESS TO AVOID SMOTHERING SOD AND ADJACENT GRASS.
C. LAY SOD ACROSS ANGLE OF SLOPES EXCEEDING 1:6. ANCHOR SOD ON SLOPES 1:3 OR STEEPER WITH WOOD PEGS OR STEEL STAPLES SPACED AS RECOMMENDED BY SOD MANUFACTURER BUT NOT LESS THAN 2 ANCHORS PER SOD STRIP TO PREVENT SLIPPAGE.
D. SATURATE SOD WITH FINE WATER SPRAY WITHIN TWO HOURS OF PLANTING. DURING FIRST WEEK, WATER DAILY OR MORE FREQUENTLY AS NECESSARY TO MAINTAIN MOIST SOIL TO A MINIMUM DEPTH OF 1–1/2 INCHES BELOW SOD.

3.4 SATISFACTORY LAWNS
A. SATISFACTORY SODDED LAWN: AT END OF MAINTENANCE PERIOD, A HEALTHY, WELL–ROOTED, EVEN–COLORED, VIABLE LAWN HAS BEEN ESTABLISHED, FREE OF WEEDS, OPEN JOINTS, BARE AREAS, AND SURFACE IRREGULARITIES.
B. REESTABLISH LAWNS THAT DO NOT COMPLY WITH REQUIREMENTS AND CONTINUE MAINTENANCE UNTIL LAWNS ARE SATISFACTORY.
C. INITIATE GRASS CUTTING AFTER GRASS HAS ATTAINED A HEIGHT OF 3 INCHES.

SITE PLANTING

PART 1 – GENERAL

1.1 SECTION INCLUDES
1. PREPARATION AND EXCAVATION OF PLANTING BEDS.
2. PLANTING OF TREES, SHRUBS, GROUNDCOVER AND ASSOCIATED MATERIALS.

1.2 SUBMITTALS
BEFORE ORDERING OR PURCHASING MATERIALS, PROVIDE SAMPLES UPON REQUEST. SUBMIT CERTIFICATION TAGS FROM TREES, SHRUBS, VERIFYING TYPE AND PURITY. UNLESS OTHERWISE AUTHORIZED BY OWNER, NOTIFY OWNER AT LEAST 48 HOURS IN ADVANCE OF ANTICIPATED DELIVERY DATE OF PLANT MATERIALS. LEGIBLE COPY OF INVOICE, SHOWING KINDS AND SIZES OF MATERIALS INCLUDED FOR EACH SHIPMENT, SHALL BE FURNISHED TO OWNER. INFORM OWNER OF DATE WHEN PLANTING SHALL COMMENCE.

1.3 REFERENCES
A. AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)
B. ANSI Z60.1 – AMERICAN STANDARD FOR NURSERY STOCK
C. AMERICAN SOD PRODUCER ASSOCIATION (ASPA)
D. AMERICAN NURSERY AND LANDSCAPE ASSOCIATION (ANLA)

1.4 QUALITY ASSURANCE
A. CONDITION OF PLANTS SHALL BE APPROVED BY THE OWNER. OWNER MAY INSPECT AND REJECT PLANTS AT ANY TIME.
B. TREES AND SHRUBS SHALL MEET REQUIREMENTS FOR SPREAD, HEIGHT, OR CONTAINER SIZE STATED IN THE DRAWINGS.
C. MEASUREMENTS SHALL BE TAKEN FROM GROUND LEVEL TO AVERAGE HEIGHT OF SHRUB AND NOT TO LONGEST BRANCH.
D. HEIGHT AND SPREAD DIMENSIONS SPECIFIED HEREIN REFER TO MAIN BODY OF TREES MEASURED FROM CROWN OF ROOTS TO TIP OF TOP BRANCH.
E. CALIPER MEASUREMENTS SHALL BE TAKEN AT POINT ON TREE TRUNK 6 INCHES ABOVE NATURAL GROUND LINE FOR TREES UP TO 4 INCHES IN CALIPER, AND AT POINT 12 INCHES ABOVE NATURAL GROUND LINE FOR TREES EXCEEDING 4 INCHES IN CALIPER.
F. IF RANGE OF SIZES IS GIVEN, NO PLANT SHALL BE LESS THAN MINIMUM SIZE, AND AT LEAST 50 PERCENT OF PLANTS SHALL BE AS LARGE AS UPPER HALF OF RANGE SPECIFIED.
G. MEASUREMENTS SPECIFIED ARE MINIMUM SIZE ACCEPTABLE AND, WHERE PRUNING IS REQUIRED, ARE MEASUREMENTS AFTER PRUNING.

1.5 PROJECT CONDITIONS
PERFORM WORK ONLY DURING WEATHER CONDITIONS FAVORABLE TO LANDSCAPE CONSTRUCTION AND TO HEALTH AND WELFARE OF PLANTS. OWNER SHALL DETERMINE SUITABILITY OF SUCH WEATHER CONDITIONS.

PART 2 – PRODUCT

2.1 WOODY PLANT MATERIALS
FURNISH NURSERY–GROWN TREES AND SHRUBS COMPLYING WITH ANSI Z60.1 AND THE FOLLOWING REQUIREMENTS:
A. PROVIDE PLANTS WITH HEALTHY ROOT SYSTEMS DEVELOPED BY TRANSPLANTING OR ROOT PRUNING.
B. DO NOT PRUNE PLANTS BEFORE DELIVERY.
C. TREES WITH FRESH CUTS OF LIMBS OVER 1 1/4–INCH, WHICH HAVE NOT COMPLETELY CALLOUSED, SHALL BE REJECTED.
D. PROVIDE PLANTS TYPICAL OF THEIR SPECIES OR VARIETY AND EXHIBITING A NORMAL HABIT OF GROWTH AND BE LEGIBLY TAGGED WITH PROPER NAME. PROVIDE PLANTS GROWN UNDER CLIMATIC CONDITIONS SIMILAR TO THOSE OF SITE OR HAVE BEEN ACCLIMATED TO SUCH CONDITION FOR AT LEAST 2 YEARS.
E. PLANTS DESIGNATED BALL AND BURLAP SHALL BE MOVED WITH ROOT SYSTEMS AS SOLID UNITS WITH BALLS OF EARTH FIRMLY WRAPPED WITH BURLAP.
F. BALLS SHALL REMAIN INTACT DURING ALL OPERATIONS.
G. HEEL–IN PLANTS THAT CANNOT BE PLANTED IMMEDIATELY BY SETTING IN GROUND AND COVERING BALLS WITH SOIL OR MULCH AND THEN WATERING.
H. HEMP BURLAP AND TWINE IS PREFERABLE TO TREATED. IF TREATED BURLAP IS USED, TWINE SHALL BE CUT FROM AROUND TRUNK AND BURLAP SHALL BE REMOVED.
I. PROVIDE SINGLE TRUNK TREES GROWING FROM SINGLE UNMUTILATED CROWN OR ROOTS. NO PART OF TRUNK SHALL BE CONSPICUOUSLY CROOKED AS COMPARED WITH NORMAL TREES OF SAME VARIETY.
J. PROVIDE SHRUBS WITH THICKNESS CORRESPONDING TO TRADE CLASSIFICATION "NO.1". SINGLE–STEMMED OR THIN PLANTS SHALL NOT BE ACCEPTED. SIDE BRANCHES SHALL BE GENEROUS, WELL TWIGGED, AND PLANT AS A WHOLE WELL BRANCHED TO GROUND. PLANTS SHALL BE IN MOIST CONDITION, FREE FROM DEAD WOOD, BRUISES, OR OTHER ROOT OR BRANCH INJURIES.

2.2 TOPSOIL
A. NATURAL, FRIABLE, FERTILE, FINE LOAMY SOIL POSSESSING CHARACTERISTICS OF REPRESENTATIVE TOPSOIL IN THE VICINITY THAT PRODUCES HEAVY GROWTH. TOPSOIL SHALL HAVE A PH RANGE OF 5.5 TO 7.4 PERCENT, FREE FROM SUBSOIL, OBJECTIONABLE WEEDS, LITTER, SOD, STIFF CLAY, STONES LARGER THAN 1–INCH IN DIAMETER, STUMPS, ROOTS, TRASH, TOXIC SUBSTANCES, OR ANY OTHER MATERIAL WHICH MAY BE HARMFUL TO PLANT GROWTH OR HINDER PLANTING OPERATIONS. TOP SOIL SHALL CONTAIN A MINIMUM OF THREE PERCENT ORGANIC MATERIAL.
B. VERIFY AMOUNT STOCKPILED IF ANY, AND SUPPLY ADDITIONAL AS NEEDED FROM NATURALLY WELL–DRAINED SITES WHERE TOPSOIL OCCURS AT LEAST 4 INCHES DEEP. DO NOT OBTAIN TOPSOIL FROM BOGS OR MARSHES.

2.3 PLANTING SOIL MIX
A. MIX "BACK TO EARTH" SOIL CONDITIONER OR PEAT MOSS WITH TOPSOIL AT A RATIO OF 1:4.

2.4 FERTILIZER
A. DELIVER FERTILIZER, MIXED AS SPECIFIED, IN ORIGINAL UNOPENED STANDARD SIZE BAGS SHOWING WEIGHT, ANALYSIS AND NAME OF MANUFACTURER. CONTAINERS SHALL BEAR MANUFACTURER'S GUARANTEED STATEMENT OF ANALYSIS, OR MANUFACTURER'S CERTIFICATE OF COMPLIANCE COVERING ANALYSIS SHALL BE FURNISHED TO OWNER. STORE FERTILIZER IN SUCH MANNER THAT IT SHALL BE KEPT DRY.
B. COMMERCIAL FERTILIZER: BASE PERCENTAGES OF NITROGEN, PHOSPHORUS, AND POTASH ON LABORATORY TEST RECOMMENDATIONS AS APPROVED BY OWNER. FOR BIDDING ASSUME 10 PERCENT NITROGEN, 6 PERCENT PHOSPHORUS, AND 4 PERCENT POTASH BY WEIGHT. AT LEAST 50 PERCENT OF TOTAL NITROGEN SHALL CONTAIN NO LESS THAN 3 PERCENT WATER IN SOLUBLE NITROGEN. AT LEAST 60 PERCENT OF NITROGEN CONTENT SHALL BE DERIVED FROM SUPER PHOSPHATE CONTAINING NOT LESS THAN 18 PERCENT PHOSPHORIC ACID OR BONE MEAL CONTAINING 30 PERCENT PHOSPHORIC ACID AND 3 PERCENT NITROGEN. POTASH SHALL BE DERIVED FROM MURIATE OF POTASH CONTAINING 60 PERCENT POTASH.
C. SLOW–RELEASE FERTILIZER: OZMOCOTE GRANULAR FERTILIZER OR APPROVED EQUAL COMPOSED OF 20 PERCENT NITROGEN, 10 PERCENT PHOSPHOROUS AND 10 PERCENT POTASSIUM, BY WEIGHT.

2.5 MANURE:
WELL–ROTTED, UNLEACHED, STABLE OR CATTLE MANURE CONTAINING NOT MORE THAN 25 PERCENT BY VOLUME OF STRAW, SAWDUST, OR OTHER BEDDING MATERIALS; FREE OF TOXIC SUBSTANCES, STONES, STICKS, SOIL, WEED SEED, AND MATERIAL HARMFUL TO PLANT GROWTH.

2.6 PEAT MOSS:
A. MICHIGAN PEAT MOSS OR APPROVED EQUAL IN COLOR AND CONSISTENCY. PEAT MOSS SHALL BE MOSS PEAT, FINELY SHREDDED TO PASS 1/2–INCH MESH AND SHALL BE NO LESS THAN 90 PERCENT ORGANIC MATERIAL BY WEIGHT, WITH ASH CONTENT BY IGNITION OF NO MORE THAN 10 PERCENT. MATERIAL SHALL CONTAIN 35 – 66 PERCENT MOISTURE BY WEIGHT, BUT SHALL HAVE WATER HOLDING CAPACITY OF 200 PERCENT. MATERIAL SHALL HAVE PH VALUE OF 4 TO 5. MATERIAL MAY BE IMPORTED SUPPLIED IN BALES OR DOMESTIC FURNISHED IN BULK. IF FURNISHED IN BULK, MATERIAL AND ITS SOURCE SHALL BE ACCEPTABLE TO OWNER.

2.7 STAKING MATERIAL:
A. **PROVIDE 8–FT STEEL TEE POSTS STAKES.** USE THREE STAKES FOR EACH TREE UNLESS OTHERWISE SHOWN ON THE DRAWINGS.
B. WIRE USED FOR TREE STAKING SHALL BE PLIABLE NO. 12 GALVANIZED SOFT STEEL WIRE UNLESS SHOWN OTHERWISE ON THE DRAWINGS.
C. HOSE SHALL BE 2–PLY FIBERED BEARING RUBBER GARDEN HOSE, NOT LESS THAN 1/2–INCHINSIDE DIAMETER, BLACK OR GREEN, AND OF SUITABLE LENGTH UNLESS SHOWN OTHERWISE ON THE DRAWINGS.

2.8 WATER:
FURNISH POTABLE WATER, HOSE, AND OTHER WATERING EQUIPMENT.

2.9 WEED MAT:
PROVIDE 4.1 OZ., WOVEN POLYPROPYLENE, NEEDLE–PUNCHED FABRIC, WEED BARRIER.

2.10 STEEL EDGING
FURNISH 1/8–INCH X 4–INCH INTERLOCKING STEEL EDGING, STAKED WITH METAL STAKES SUFFICIENTLY TO HOLD IN PLACE.

PART 3 – EXECUTION

3.1 PREPARATION
IF PROJECT COMPLETION DATE PROHIBITS IN SEASON PLANTING, PREPARE FOR OUT OF SEASON SEEDING OR SODDING SO THAT LAWNS SHALL BE COMPLETED AND READY FOR ACCEPTANCE AT TIME OF PROJECT COMPLETION.
B. LOCATIONS CONTAINING UNSUITABLE SUBSOIL SHALL BE TREATED BY ONE OR MORE OF THE FOLLOWING:
C. WHERE UNSUITABILITY IS DEEMED BY OWNER TO BE DUE TO EXCESSIVE COMPACTION CAUSEDBY HEAVY EQUIPMENT AND WHERE NATURAL SUBSOIL IS OTHER THAN AASHTO CLASSIFICATION OF A6 OR A7, LOOSEN SUCH AREAS WITH SPIKES, DISKING, OR OTHER MEANS TO LOOSEN SOIL TO CONDITION ACCEPTABLE TO OWNER. LOOSEN SOIL TO MINIMUM DEPTH OF 12 INCHES WITH ADDITIONAL LOOSENING AS REQUIRED TO OBTAIN ADEQUATE DRAINAGE. CONTRACTOR MAY INTRODUCE PEAT MOSS, SAND, OR ORGANIC MATTER INTO THE SUBSOIL TO OBTAIN ADEQUATE DRAINAGE. SUCH REMEDIAL MEASURES SHALL BE CONSIDERED AS INCIDENTAL, WITHOUT ADDITIONAL COST TO OWNER.
D. WHERE UNSUITABILITY IS DEEMED BY OWNER TO BE DUE TO PRESENCE OF BOARDS, MORTAR, CONCRETE, OR OTHER CONSTRUCTION MATERIALS IN SUBGRADE AND WHERE NATURAL SUBSOIL IS OTHER THAN AASHTO CLASSIFICATION OF A6 OR A7, REMOVE DEBRIS AND OBJECTIONABLE MATERIAL. SUCH REMEDIAL MEASURES SHALL BE CONSIDERED AS INCIDENTAL, WITHOUT ADDITIONAL COST TO OWNER.
E. WHERE UNSUITABILITY IS DEEMED BY OWNER TO BE BECAUSE NATURAL SUBSOIL FALLS INTO AASHTO CLASSIFICATION OF A6 OR A7 AND CONTAINS MOISTURE IN EXCESS OF 30 PERCENT, THEN INSTALLATION OF SUBDRAINAGE SYSTEM OR OTHER MEANS DESCRIBED ELSEWHERE IN SPECIFICATIONS SHALL BE USED. WHERE SUCH CONDITIONS HAVE NOT BEEN KNOWN OR REVEALED PRIOR TO PLANTING TIME AND THEY HAVE NOT BEEN RECOGNIZED IN PREPARATION OF THE DRAWINGS AND SPECIFICATIONS, THEN OWNER SHALL ISSUE PRICING ORDER TO INSTALL PROPER REMEDIAL MEASURES.
F. PERFORM PLANTING OPERATIONS AT STEADY RATE OF WORK UNLESS WEATHER CONDITIONS MAKE IT IMPOSSIBLE TO WORK. NO PLANT MATERIAL SHALL BE PLANTED IN FROZEN GROUND.
G. DISK, DRAG, HARROW, OR HAND RAKE SUBGRADE TO DEPTH OF 4 INCHES AND **REMOVE STONES LARGER THAN 1 INCH** TO PROVIDE BOND FOR TOPSOIL. TOPSOIL, WHICH MUST BE TRANSPORTED ACROSS FINISHED SIDEWALKS, SHALL BE DELIVERED IN SUCH MANNER THAT NO DAMAGE WILL BE DONE TO SIDEWALKS.
H. DO NOT PLACE TOPSOIL UNTIL SUBGRADE HAS BEEN APPROVED.
I. BEFORE PLACING TOPSOIL, RAKE SUBSOIL SURFACE CLEAR OF STONES, DEBRIS, AND ROOTS. COMPACT TOPSOIL TO FORM LAYER WITH MINIMUM DEPTH OF 4 INCHES IN LAWN AREAS AND 12 INCHES IN SHRUB BEDS.
J. PLACE TOPSOIL SO THAT AFTER FINAL SETTLEMENT THERE WILL BE POSITIVE DRAINAGE CONFORMING TO ELEVATIONS SHOWN ON THE DRAWINGS.

3.2 TREE AND SHRUB PREPARATION
A. DIG BALL AND BURLAP PLANTS WITH FIRM NATURAL BALLS OF EARTH OF DIAMETER AND DEPTH TO INCLUDE FIBROUS ROOTS.
B. PROTECT ROOTS OR BALLS OF PLANTS AT ALL TIMES FROM SUN AND DRYING WINDS.
C. BALL AND BURLAP PLANTS WHICH CANNOT BE PLANTED IMMEDIATELY UPON DELIVERY SHALL BE SET ON GROUND AND PROTECTED WITH SOIL, WET MOSS, OR OTHER ACCEPTABLE MATERIAL. ALL SHALL BE KEPT MOIST.
D. OPEN AND SEPARATE BUNDLES OF PLANTS BEFORE ROOTS ARE COVERED. PREVENT AIR POCKETS AMONG ROOTS. DURING PLANTING OPERATIONS, COVER BARE ROOTS WITH CANVAS, HAY, OR OTHER SUITABLE MATERIAL. PLANTS SHALL NOT BE BOUND WITH WIRE OR ROPE WHICH WILL RESULT IN DAMAGE TO BARK OR BRANCHES.

3.3 GROUNDCOVER BED PREPARATION:
A. SET OUT AND SPACE GROUNDCOVER AS SHOWN IN PLANT SCHEDULE.
B. DIG HOLES LARGE ENOUGH TO ALLOW SPREADING OF ROOTS, AND BACKFILL WITH PLANTING SOIL.
C. REMOVE GROUNDCOVER FROM POTS. WORK SOIL AROUND ROOTS TO ELIMINATE AIR POCKETS AND LEAVE A SLIGHT SAUCER INDENTION AROUND PLANTS TO HOLD WATER. WATER THOROUGHLY AFTER PLANTING TAKING CARE NOT TO COVER PLANT CROWNS WITH WET SOIL. PROTECT PLANTS FROM HOT SUN AND WIND; REMOVE PROTECTION WHEN PLANTS SHOW EVIDENCE OF RECOVERY FROM TRANSPLANTING SHOCK.

3.4 PROTECTION:
A. BEFORE COMMENCING WORK, TREES AND SHRUBS THAT ARE TO BE SAVED SHALL BE PROTECTED FROM DAMAGE BY PLACEMENT OF FENCING FLAGGED FOR VISIBILITY OR SOME OTHER SUITABLE PROTECTIVE PROCEDURE SHOWN IN DETAILS.
B. TRUCKS OR OTHER EQUIPMENT SHALL NOT BE DRIVEN OR PARKED WITHIN DRIP LINE OF ANY TREE UNLESS TREE OVERSPREADS PAVED AREA.
C. USE PRECAUTIONARY MEASURES WHEN PERFORMING WORK AROUND TREES, SIDEWALKS, PAVEMENTS, UTILITIES, AND OTHER FEATURES EITHER EXISTING OR PREVIOUSLY INSTALLED.
D. ADJUST DEPTH OF EARTHWORK AND TOPSOIL WHEN WORKING IMMEDIATELY ADJACENT TO AFORE MENTIONED FEATURES IN ORDER TO PREVENT DISTURBING TREE ROOTS, UNDERMINING SIDEWALKS AND PAVEMENTS, AND DAMAGE IN GENERAL TO OTHER FEATURES EITHER EXISTING OR PREVIOUSLY INSTALLED.
E. COVER PLANTS TRANSPORTED TO PROJECT IN OPEN VEHICLES WITH TARPAULINS OR OTHER SUITABLE COVERS SECURELY FASTENED TO BODY OF VEHICLE TO PREVENT INJURY TO PLANTS. CLOSED VEHICLES SHALL BE ADEQUATELY VENTILATED TO PREVENT OVERHEATING OF PLANTS. EVIDENCE OF INADEQUATE PROTECTION FOLLOWING DIGGING, CARELESSNESS WHILE IN TRANSIT, OR IMPROPER HANDLING OR STORAGE SHALL BE CAUSE FOR REJECTION. PLANTS SHALL BE KEPT MOIST, FRESH, AND PROTECTED. SUCH PROTECTION SHALL ENCOMPASS ENTIRE PERIOD DURING WHICH PLANTS ARE IN TRANSIT, BEING HANDLED, OR ARE IN TEMPORARY STORAGE.
F. PLANTS SHALL NOT BE DELIVERED TO THE SITE MORE THAN SEVEN DAYS PRIOR TO PLANTING. PLANTS NOT PLANTED WITHIN 48 HOURS OF DELIVERY, SHALL BE HEALED IN (COVERED WITH SAWDUST, SOIL OR MULCH), AND THE CONTAINERS OR BALLS PROTECTED FROM WIND AND TEMPERATURE AND KEPT MOIST UNTIL PLANTING.
G. WHERE EXCAVATING, FILL, OR GRADING IS REQUIRED WITHIN DRIP LINE OF TREES THAT ARE TO REMAIN, WORK SHALL BE PERFORMED AS FOLLOWS:
H. TRENCHING: WHEN TRENCHING OCCURS AROUND TREES TO REMAIN, TREE ROOTS SHALL NOT BE CUT BUT TRENCH SHALL BE TUNNELED UNDER OR AROUND ROOTS BY CAREFUL HAND DIGGING WITHOUT INJURY TO ROOTS.

3.5 RAISING GRADES
WHERE FILL NOT EXCEEDING 16 INCHES IS REQUIRED, CLEAN, WASHED GRAVEL GRADED FROM 1 INCH TO 2 INCHES IN SIZE SHALL BE PLACED DIRECTLY AROUND TREE TRUNK. EXTEND GRAVEL OUT FROM TRUNK ON ALL SIDES MINIMUM OF 18 INCHES AND FINISH APPROXIMATELY 2 INCHES ABOVE FINISHED GRADE AT TREE. INSTALL GRAVEL BEFORE ANY EARTH FILL IS PLACED. NEW EARTH FILL SHALL NOT BE LEFT IN CONTACT WITH TRUNKS OF TREES REQUIRING FILL. WHERE FILL EXCEEDING 16 INCHES IS REQUIRED, CONSTRUCT DRY–LAID TREE WELL AROUND TRUNK OF TREE. TREE WELL SHALL EXTEND OUT FROM TRUNK ON ALL SIDES MINIMUM OF 3 FEET AND TO 3 INCHES ABOVE FINISH GRADE. PLACE COARSE–GRADED ROCK DIRECTLY AROUND TREE WELL EXTENDING OUT TO DRIP LINE OF TREE. PLACE CLEAN, WASHED GRAVEL GRADED FROM 1 INCH TO 2 INCHES IN SIZE DIRECTLY OVER COARSE ROCK TO DEPTH OF 3 INCHES. PLACE APPROVED BACKFILL MATERIAL DIRECTLY OVER WASHED GRAVEL TO DESIRED FINISH GRADE.

3.6 LOWERING GRADES:
EXISTING TREES IN AREAS WHERE NEW FINISH GRADE IS TO BE LOWERED SHALL HAVE REGRADING WORK DONE BY HAND TO ELEVATION INDICATED ON THE DRAWINGS. ROOTS AS REQUIRED SHALL BE CUT CLEANLY 3 INCHES BELOW FINISHED GRADE AND SCARS COVERED WITH TREE PAINT. TREES MARKED FOR PRESERVATION THAT ARE MORE THAN 6 INCHES ABOVE PROPOSED GRADES SHALL STAND ON BROAD ROUNDED MOUNDS AND GRADED SMOOTHLY INTO LOWER LEVEL. TREES LOCATED MORE THAN 16 INCHES ABOVE PROPOSED GRADES SHALL HAVE DRY–LAID STONE WALL OR OTHER RETAINING STRUCTURE AS DETAILED ON THE DRAWINGS CONSTRUCTED MINIMUM OF 5 FEET FROM TRUNK. EXPOSED OR BROKEN ROOTS SHALL BE CUT CLEAN AND COVERED WITH TOPSOIL.

3.7 TREE AND SHRUB PLANTING
PLANTS TOO LARGE FOR 2 PERSONS TO LIFT IN AND OUT OF HOLES SHALL BE PLACED WITH SLING.
A. DO NOT ROCK TREES IN HOLES TO RAISE.
B. IF ROCK OR OTHER UNDERGROUND OBSTRUCTION IS ENCOUNTERED, OWNER MAY REQUIRE PLANT PITS TO BE RELOCATED, PITS ENLARGED, OR PLANTS DELETED FROM PROJECT.
C. MAKE ADJUSTMENTS IN LOCATIONS AS DIRECTED. IN EVENT THAT PITS OR AREAS FOR PLANTING ARE PREPARED AND BACKFILLED WITH TOPSOIL TO GRADE PRIOR TO COMMENCEMENT OF LAWN OPERATIONS, THEY SHALL BE SO MARKED THAT WHEN PLANTING PROCEEDS, THEY CAN BE READILY LOCATED. IN CASE UNDERGROUND OBSTRUCTIONS SUCH AS LEDGES OR UTILITIES ARE ENCOUNTERED, CHANGE LOCATION UNDER DIRECTION OF OWNER WITHOUT CHARGE.
D. HOLES FOR TREES SHALL BE AT LEAST **2 FEET GREATER IN DIAMETER** THAN SPREAD OF ROOT SYSTEM AND AT LEAST **6 INCHES DEEPER THAN ROOT BALL. HOLES FOR SHRUBS SHALL BE AT LEAST 2 FEET GREATER IN DIAMETER THAN SPREAD OF ROOT SYSTEM** AND AT LEAST 2 FEET DEEP. HOLES FOR VINES SHALL BE AT LEAST 12 INCHES GREATER IN DIAMETER THAN THE SPREAD OF ROOTBALL AT LEAST 12 INCHES DEEP.
E. BACKFILL TREE HOLES AND SHRUB BEDS WITH PLANTING SOIL MIX. APPLY OZMOCOTE FERTILIZER AT A RATE OF **ONE AND ONE HALF POUNDS (1 1/2#) PER 100 SQUARE FEET FOR BEDS AND ONE QUARTER POUND (1/4#) PER CALIPER INCH FOR TREES.** INCORPORATE FERTILIZER INTO THE TOP 6" OF THE PLANT SOIL MIX IN THE BED AREAS AND INTO THE BACKFILL PLACED IN TREE PITS.
F. PLANTS SHALL BE PLANTED IN CENTER OF HOLES AND AT SAME DEPTH AS THEY HAD PREVIOUSLY GROWN. BACKFILL PLANTING SOIL MIX IN LAYERS OF NOT MORE THAN 8 INCHES AND EACH LAYER WATERED SUFFICIENTLY TO SETTLE BEFORE NEXT LAYER IS PLACED. TAMP PLANTING SOIL MIX UNDER EDGES OF BALLED PLANTS. USE ENOUGH PLANTING SOIL MIX TO BRING SURFACES TO FINISH GRADE WHEN SETTLED.
G. PROVIDE SAUCER AROUND EACH PLANT AS SHOWN ON THE DRAWINGS.
H. SOAK PLANTS WITH WATER TWICE WITHIN FIRST 24 HOURS AFTER TIME OF PLANTING. APPLY WATER WITH LOW PRESSURE SO AS TO SOAK IN THOROUGHLY WITHOUT DISLODGING TOPSOIL.

3.8 MISCELLANEOUS INSTALLATIONS
A. **ROCK MULCH: – (NOT USED)**
USE 4 INCHES OF STONE MULCH OR APPROVED EQUAL AS TOP DRESSING IN PLANTING BEDS. MULCH SINGLE TREES OR SHRUBS TO OUTSIDE EDGE OF SAUCER. PLACE WEED MAT UNDER PLANTING AREAS THAT WILL NOT TO BE SEEDED AND IN ANY OTHER LOCATIONS AS SHOWN ON THE DRAWINGS. COVER WEED MAT WITH 4 INCHES OF STONE MULCH AND SECURE IN PLACE WITH SOIL STAPLES.
A. AREAS TO BE COVERED WITH EROSION CONTROL BLANKETS SHALL BE PROPERLY PREPARED, FERTILIZED, AND SEEDED BEFORE BLANKET IS APPLIED. WHEN BLANKET IS UNROLLED, NETTING SHALL BE ON TOP AND FIBERS IN CONTACT WITH SOIL. IN DITCHES, APPLY BLANKET IN DIRECTION OF FLOW OF WATER. ON SLOPES, APPLY BLANKETS VERTICALLY ON SLOPE. OVERLAP ENDS AND SIDES 6 INCHES AND STAPLE TO MANUFACTURER'S RECOMMENDATIONS.

3.9 MAINTENANCE OF GRASSES AND PLANT MATERIAL DURING CONSTRUCTION
A. BEGIN MAINTENANCE OPERATIONS IMMEDIATELY AFTER EACH PLANT IS PLANTED AND CONTINUE AS REQUIRED UNTIL ACCEPTANCE. WATER, MULCH, WEED, PRUNE, SPRAY, FERTILIZE, CULTIVATE, AND OTHERWISE MAINTAIN AND PROTECT PLANTS. RESET SETTLED PLANTS TO PROPER GRADE AND POSITION, RESTORE PLANTING SAUCERS, AND REMOVE DEAD, DISEASED, OR UNHEALTHY PLANT MATERIAL. TIGHTEN AND REPAIR STAKES AND WIRES. CORRECT DEFECTIVE WORK AS SOON AS POSSIBLE AFTER IT BECOMES APPARENT AND WEATHER AND SEASON PERMIT.
B. UPON COMPLETION OF THE PLANTING OPERATIONS, CLEAN UP LANDSCAPED AREAS TO BE FREE OF STONES, CONTAINERS, TRASH, AND OTHER WASTE AND DEBRIS TO LEAVE AREA IN A NEAT AND WELL GROOMED APPEARANCE.
C. SUPPLEMENT RAINFALL AS REQUIRED TO PROVIDE AN EQUIVALENT OF 1 INCH OF WATER PER WEEK UNTIL THE PLANTS HAVE ROOTED AND ARE ESTABLISHED.
D. MAINTAIN ALL PLANT MATERIAL IN A HEALTHY, VIGOROUS GROWING CONDITION.
E. MAKE WEEKLY INSPECTIONS TO DETERMINE MOISTURE CONTENT OF SOIL AND ADJUST WATERING SCHEDULE ESTABLISHED BY IRRIGATION SYSTEM INSTALLER TO FIT CONDITIONS.
F. WATER IN SUCH MANNER AND AS FREQUENTLY AS IS DEEMED NECESSARY BY OWNER TO ASSURE CONTINUED GROWTH OF HEALTHY GRASS. WATER AREAS OF SITE IN SUCH A MANNER AS TO PREVENT EROSION DUE TO EXCESSIVE QUANTITIES APPLIED OVER SMALL AREAS AND TO AVOID DAMAGE TO FINISHED SURFACE DUE TO WATERING EQUIPMENT.
G. PROVIDE WATER FOR EXECUTION AND MAINTENANCE AT NO EXPENSE TO OWNER. FURNISH PORTABLE TANKS, PUMPS, HOSE, PIPE, CONNECTIONS, NOZZLES, AND ANY OTHER EQUIPMENT REQUIRED TO TRANSPORT WATER FROM AVAILABLE OUTLETS AND APPLY IT TO SOD AREAS IN APPROVED MANNER.
H. REMOVE HEAVY CUTTINGS OF GRASS TO PREVENT DESTRUCTION OF UNDERLYING TURF. IF WEEDS OR OTHER UNDESIRABLE VEGETATION THREATEN TO SMOTHER PLANTED SPECIES, SUCH VEGETATION SHALL BE MOWED OR, IN CASE OF RANK GROWTHS, SHALL BE UPROOTED, RAKED AND REMOVED FROM AREA BY METHODS APPROVED BY OWNER.
I. REMOVE WEEDS AND OTHER UNDESIRABLE VEGETATION BY APPLYING HERBICIDES AS RECOMMENDED BY THE MANUFACTURER OR BY UPROOTING. RAKE AND REMOVE UPROOTED VEGETATION FROM AREA BY METHODS APPROVED BY OWNER.
J. PROTECT SODDED AREA FROM PEDESTRIAN OR VEHICULAR TRESPASSING WHILE GRASS IS GERMINATING. PROVIDE FENCES, SIGNS, BARRIERS, OR OTHER NECESSARY TEMPORARY PROTECTIVE DEVICES. REPAIR DAMAGE RESULTING FROM TRESPASS, EROSION, WASHOUT, SETTLEMENT, OR OTHER CAUSES.
K. REMOVE FENCES, SIGNS, BARRIERS, OR OTHER TEMPORARY PROTECTIVE DEVICES AFTER FINAL ACCEPTANCE.
L. REMOVE AND REPLACE DISEASED, DISTRESSED, DEAD, OR REJECTED PLANTS PRIOR TO SUBSTANTIAL COMPLETION DATE.
M. REPLACEMENTS SHALL BE PLANTS OF SAME VARIETY AND SIZE SPECIFIED ON THE DRAWINGS. FURNISH AND PLANT AS SPECIFIED HEREIN. REPLACEMENTS RESULTING FROM REMOVAL, LOSS, OR DAMAGE DUE TO OCCUPANCY OF PROJECT IN ANY PART, VANDALISM, PHYSICAL DAMAGE BY ANIMALS, VEHICLES, ETC., AND LOSSES DUE TO CURTAILMENT OF WATER BY LOCAL AUTHORITIES WILL BE APPROVED AND PAID FOR BY OWNER.
N. GRASSED AREAS DAMAGED DURING PROCESS OF WORK SHALL BE RESTORED OR REPAIRED TO CONDITION SATISFACTORY TO THE OWNER. FILL, GRADE, REFERTILIZE, REPLANT, OR MULCH AS REQUIRED TO RESTORE TO CONTRACT REQUIREMENTS.

3.10 1 YEAR EXTENDED WARRENTY
GENERAL LANDSCAPING:
LANDSCAPE MAINTENANCE SHALL INCLUDE NECESSARY WATERING, CULTIVATION, WEEDING, PRUNING, WOUND DRESSING, DISEASE AND INSECT PEST CONTROL, PROTECTIVE SPRAYING, STRAIGHTENING PLANTS WHICH LEAN OR SAG, ADJUSTMENTS OF PLANTS WHICH SETTLE OR ARE PLANTED TOO LOW, MOWING, REPLACEMENT OF MULCH THAT HAS BEEN DISPLACED, REPAIRING AND RESHAPING OF SAUCERS, AND RESEEDING OR REPLANTING OF THOSE AREAS AFFECTED. REMOVE RUBBISH, WASTE, TOOLS, AND EQUIPMENT USED AT END OF EACH WORKDAY.
WATERING
UTILIZE THE OWNER'S IRRIGATION SYSTEM FOR WATERING. FAILURE OF SYSTEM DOES NOT RELIEVE CONTRACTOR'S RESPONSIBILITY OF MAINTAINING DESIRED LEVEL OF MOISTURE NECESSARY TO MAINTAIN VIGOROUS, HEALTHY GROWTH. APPLY WATER IN QUANTITIES SUFFICIENT TO PENETRATE SOIL TO MINIMUM DEPTH OF 8–INCHES IN SHRUB BEDS AND 6–INCHES IN TURF AREAS AT RATE THAT WILL PREVENT SATURATION OF SOIL. SUPPLEMENTAL ONSITE WATER WILL BE FURNISHED BY OWNER. CONTRACTOR SHALL FURNISH HOSE AND OTHER WATERING EQUIPMENT AS REQUIRED FOR SUPPLEMENTAL WATERING.
WEEDING: MAINTAIN ALL SHRUB AND GROUNDCOVER AREAS FREE FROM WEEDS AND UNDESIRABLE GRASSES.
DISEASE AND INSECT PEST CONTROL: INSPECT PLANT MATERIAL AT LEAST ONCE EACH MONTH TO LOCATE ANY DISEASE OR INSECT PEST INFESTATIONS. UPON DISCOVERY OF INFESTATION, NATURE OR SPECIES OF INFESTATION SHALL BE IDENTIFIED. SPRAY OR TREAT AS REQUIRED TO KEEP TREES AND SHRUBS FREE OF INSECTS AND DISEASE.
SUPPLEMENT RAINFALL AND IRRIGATION SYSTEM AS REQUIRED TO PROVIDE ADEQUATE WATER FOR VIGOROUS AND HEALTHY GROWTH OF TREES.
TURF WEED CONTROL: DEVELOP AND MAINTAIN A BROADLEAF WEED AND FOREIGN GRASS CONTROL PROGRAM CONSISTING OF BOTH POST AND PRE–EMERGENT CHEMICAL CONTROL. MAINTAIN TURF IN A WEED–FREE CONDITION.
PRUNING AND REPAIR: PRUNE AS REQUIRED TO REMOVE DEAD OR INJURED BRANCHES, TO COMPENSATE FOR LOSS OF ROOTS AS RESULT OF TRANSPLANTING OPERATIONS, AND TO MAINTAIN SAFETY IN TRAVELED AREAS. PRUNING SHALL NOT CHANGE THE NATURAL HABIT OR ATTRACTIVE, BALANCED SHAPE OF PLANT. CUTS SHALL BE MADE AT THE OUTSIDE EDGE OF THE BRANCH COLLAR.
MOWING: MOW TURF AREAS AT REGULAR INTERVALS TO KEEP TURF HEIGHT FROM EXCEEDING 3–INCHES. MAINTAIN GRASS HEIGHT AT 2 1/2 TO 3 INCHES AT SUBSEQUENT CUTTINGS DEPENDING ON TIME OF YEAR. REMOVE NO MORE THAN 1/3 OF GRASS LEAF AT ANY CUTTING. MOW TURF AT INTERVALS OF NOT MORE THAN 10 DAYS DURING GROWING SEASON. MOW IN SUCH MANNER AS TO PREVENT CLIPPINGS FROM BLOWING ONTO PAVED AREAS AND SIDEWALKS. CLEANUP AFTER MOWING SHALL INCLUDE SWEEPING OR BLOWING TO CLEAR MOWING DEBRIS.
EDGING: MECHANICALLY EDGE TURF AREAS ADJACENT TO SIDEWALKS, CURBS AND OTHER PAVED SURFACES WITH A BLADE TYPE EDGER. PERFORM EDGING WITH EACH MOWING INTERVAL.
TRIMMING: TRIM GRASS AROUND VALVE BOXES, POLES AND OTHER STRUCTURES WITH STRING TYPE TRIMMERS. DO NOT TRIM GRASS AROUND TREE TRUNKS WITH MECHANICAL TRIMMER. REMOVE GRASS ADJACENT TO TREE TRUNK BY METHODS THAT WILL NOT CAUSE DAMAGE TO TREES.
REMOVE TREE STAKES AND WIRES ONE YEAR AFTER FINAL ACCEPTANCE.
CLEAN UP: DURING COURSE OF MAINTENANCE, EXCESS AND WASTE MATERIALS SHALL BE CONTINUOUSLY AND PROMPTLY REMOVED AT END OF EACH WORKDAY.

DATE: REVISIONS:
2024.10.24-UPDATED SITE BASE
2024.11.21-UPDATED SITE BASE
2025.01.29-DISCUSSIONS WITH CLIENT & UPDATED CODE REQUIREMENTS PER CLIENT.
2025.02.11-DISCUSSIONS WITH PLANNING DIR. UPDATED PLANTS PER CODE REQUIREMENTS.
2025.05.06-UPDATED SITE LA & IRR. PARKING ISLANDS MOVED
2025.09.10:AS PER CITY COMMENTS RECIEVED 9.10, CHANGED PARKING LOT TREES AND PLACED SHRUBS AROUND DETENTION POND. UPDATED PLANT COUNT AND IRRIGATION.

DRAWN BY: JWV DESIGN, LLC
CHECKED BY: JWV DESIGN, LLC

SEAL: REGISTERED LANDSCAPE ARCHITECT JOHN W. VANDERPLUYM 462 STATE OF MISSISSIPPI

SECTION 9, T-8-S, R-3-W
SPACE BOX - FLEX SPACE

LAFAYETTE COUNTY, MISSISSIPPI
OCTOBER, 2024

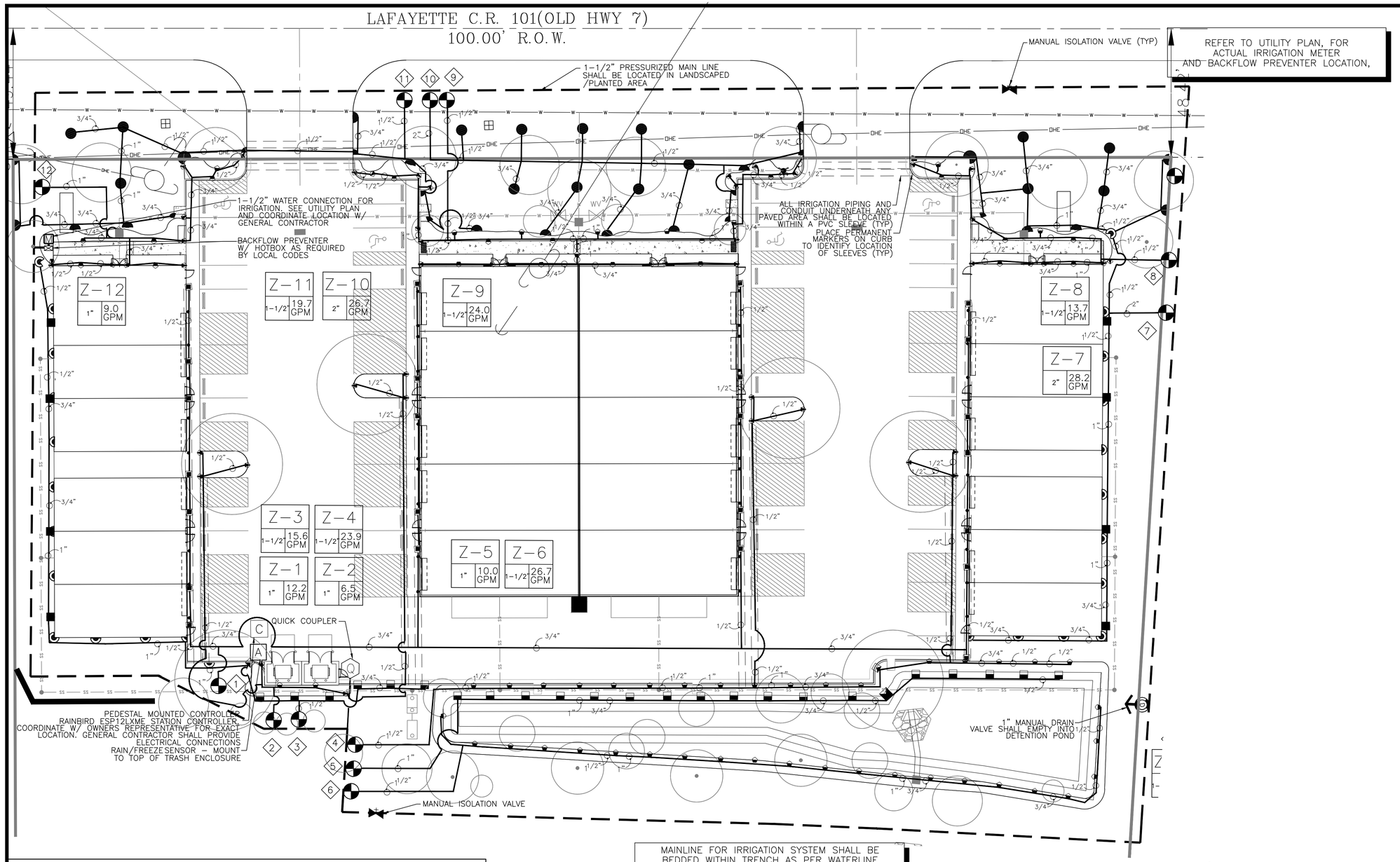
DEVELOPER: YORK DEVELOPMENTS
112 SHEFFIELD LOOP
HATTIESBURG, MS 39402

JWV Design, PLLC
4322 ELIZABETH CIRCLE W.
OLIVE BRANCH, MS 38654
OFFICE(901)679-3656
jwvdesign@comcast.net
PROJECT NO: 20240320

ENGINEER: IPD Solutions, LLC
8180 AIRWAYS BLVD
SUITE B, SOUTHAVEN, MS
662.393.3346

SHEET NAME: LANDSCAPE SPECIFICATIONS

SHEET NUMBER: L3.0
SHEET 4 OF 4



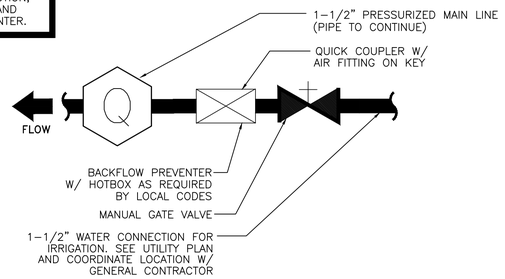
IRRIGATION LEGEND

C	RAINBIRD – STATION ESP12LXME MODULAR STATION CONTROLLER STEEL PEDESTAL MOUNTED – RAINBIRD LXME POWER REQUIREMENTS: 120VAC 60HZ
W	1-1/2" IRRIGATION WATER TAP AND CITY WATER METER ON POTABLE WATER UTILITY LINE WITH BACKFLOW PREVENTER. PROVIDED BY CONTRACTOR. COORDINATE SOURCE LOCATION WITH GENERAL CONTRACTOR.
	1-1/2" REDUCED PRESSURE BACKFLOW DEVICE, PER LOCAL CODES. PROVIDE GREEN FIBERGLASS INSULATED ENCLOSURE, VERIFY EXACT LOCATION IN FIELD. FEBCO 825Y, OR EQUAL.
	ISOLATION VALVE. PROVIDE 15" VALVE BOX WITH EXTENSIONS. BRONZE THREAD ON TYPE WITH WHEEL HANDLE.
Q	1" BRONZE QUICK COUPLER VALVE. MOUNT ON SPEARS PVC OR RAINBIRD O-RING TYPE PVC SWING JOINT. MOUNT IN 15" RECTANGULAR VALVE BOX. PROVIDE ONE 44K QC KEY PER FOUR QUICK COUPLER VALVES. RAINBIRD 4 RC.
D	MANUAL DRAIN-VALVE: MAIN LINE SIZE – DRAIN TO DETENTION POND
A	WIRELESS RAIN/FREEZE SENSOR RAINBIRD WR2 WIRELESS SENSOR
X	ELECTRIC IRRIGATION VALVE. PLASTIC BODY WITH FLOW CONTROL MOUNTED IN 15" STANDARD PLASTIC VALVE BOX. SIZE INDICATED ON DRAWING RAINBIRD PEB SERIES. "X" IS ZONE DESIGNATION **FOR USE IN TURF ZONES.**
UFW	UNDERGROUND FEEDER WIRE NO. 14 AWG DIRECT BURIAL.
	PVC SLEEVE CLASS 200 PVC UNDER ALL PAVED SURFACES. SEE SCHEDULE FOR SIZE. PLACE PERMANENT MARKERS ON CURB TO IDENTIFY LOCATION.
	PVC MAINLINE PIPE. SCHEDULE 40, PVC PIPE. 2.5" AND SMALLER-SOLVENT WELD PIPE AND PVC SOLVENT WELD FITTINGS. PVC SLEEVES SHALL BE REQUIRED UNDER SIDEWALKS, CURBS, OR ANY PAVED SURFACES. REFER TO SPECIFICATIONS FOR SIZES OF SLEEVES
	PVC LATERAL PIPE. CLASS 200, SOLVENT WELD, PVC PIPE FOR PIPE OVER 1" IN DIAMETER. SIZE LATERAL PIPE AS SHOWN AT VELOCITIES OF 5 FEET PER SECOND OR LESS. PVC SLEEVES SHALL BE REQUIRED UNDER SIDEWALKS, CURBS, OR ANY PAVED SURFACES. REFER TO SPECIFICATIONS FOR SIZES OF SLEEVES
	PVC LATERAL PIPE. CLASS 315, SOLVENT WELD, PVC PIPE FOR PIPE 1" IN DIAMETER OR LESS. SIZE LATERAL PIPE AS SHOWN AT VELOCITIES OF 5 FEET PER SECOND OR LESS. PVC SLEEVES SHALL BE REQUIRED UNDER SIDEWALKS, CURBS, OR ANY PAVED SURFACES. REFER TO SPECIFICATIONS FOR SIZES OF SLEEVES
1"	PIPE SIZE – UNLABELED PIPE BETWEEN 2 SIZES SHALL BE THE LARGER SIZE.
	PIPES CROSS. DO NOT INTERSECT
Z-3 / 1" / 32	XX.XX – CONTROLLER STATION NUMBER; X – GALLONS PER MINUTE; X – SIZE OF VALVE
	1. THE POINT OF CONNECTION IS A WATERLINE STUBBED AT THE NORTHEAST CORNER OF THE SITE. SERVICE COMES FROM METER AND BACKFLOW PREVENTER. 2. REFER TO UTILITY PLAN, THIS SET, FOR ADDITIONAL INFORMATION.

SPRAY HEAD INFORMATION

SYM	MANUFAC.	HEAD	NOZZLE	PSI	GPM	ARC	RADIUS
	RAINBIRD R-VAN 8-14						
	RAINBIRD	1804/12	90	30	0.28	VAN	13'
	RAINBIRD	1804/12	180	30	0.56	VAN	13'
	RAINBIRD	1804/12	270	30	0.84	VAN	13'
	RAINBIRD	1804/12	360	30	1.10	FULL	13'
	RAINBIRD R-VAN 13-18						
	RAINBIRD	1804/12	90	30	0.42	VAN	16'
	RAINBIRD	1804/12	180	30	0.85	VAN	16'
	RAINBIRD	1804/12	270	30	1.26	VAN	16'
	RAINBIRD	1804/12	360	30	1.65	FULL	16'
	RAINBIRD R-VAN 17-24						
	RAINBIRD	1804/12	90	30	0.60	VAN	19'
	RAINBIRD	1804/12	180	30	1.20	VAN	19'
	RAINBIRD	1804/12	270	30	1.80	VAN	19'
	RAINBIRD	1804/12	360	30	2.35	FULL	19'
	RAINBIRD	1804/12	RCS	30	0.18		4' x 14'
	RAINBIRD	1804/12	LCS	30	0.18		4' x 14'
	RAINBIRD	1804/12	15SST	30	0.36		4' x 28'
	RAINBIRD	1804/4	SQ-B	30	.50		BUBBLER
NOTE: 1804 HEADS USED IN LAWN AREAS							
NOTE: 1812 HEADS USED IN SHRUB BEDS							

REFER TO UTILITY PLAN FOR ACTUAL LOCATION OF WATER CONNECTION, WATER METER, AND BACKFLOW PREVENTER.



NOT TO SCALE

IRRIGATION CONNECTION DETAIL

MAINLINE FOR IRRIGATION SYSTEM SHALL BE BEDDED WITHIN TRENCH AS PER WATERLINE SPECIFICATIONS. LATERAL LINES MAY BE AND SHALL BE BACKFILLED AS PER SPECIFICATIONS IN A COMMON TRENCH WITH THE MAIN LINE PROVIDED MINIMUM SEPARATION IS PROVIDED

ALL VALVES AND MAINLINE SHOWN OUTSIDE OF LANDSCAPE AREAS FOR GRAPHIC PURPOSES ONLY

GENERAL CONTRACTOR SHALL ENSURE THAT SLEEVES INSTALLED ARE LARGE ENOUGH TO ACCOMMODATE ALL NECESSARY PIPING, AS PER SPECIFICATIONS.

PERMANENT MARKERS SHALL BE PLACED ON CURBS TO IDENTIFY LOCATIONS OF ALL IRRIGATION SLEEVES.

20 0 10' 20'
1" = 20'

DATE: REVISIONS:
2024.10.24-UPDATED SITE BASE
2024.11.21-UPDATED SITE BASE
2025.01.29-DISCUSSIONS WITH CLIENT & UPDATED CODE REQUIREMENTS PER CLIENT.
2025.02.11-DISCUSSIONS WITH PLANNING DIR. UPDATED PLANTS PER CODE REQUIREMENTS.
2025.05.06-UPDATED SITE LA & IRR. PARKING ISLANDS MOVED

DRAWN BY: JWV DESIGN, LLC
CHECKED BY: JWV DESIGN, LLC

SEAL: REGISTERED LANDSCAPE ARCHITECT JOHN W. VANDERSLUYS

SECTION 9, T-8-S, R-3-W
SPACE BOX - FLEX SPACE

LAFAYETTE COUNTY, MISSISSIPPI
OCTOBER, 2024

DEVELOPER: YORK DEVELOPMENTS
112 SHEFFIELD LOOP
HATTIESBURG, MS 39402

JWV Design, PLLC
4322 ELIZABETH CIRCLE W.
OLIVE BRANCH, MS 38654
OFFICE(901)679-3656
jwvdesign@comcast.net
PROJECT NO: 20240320

ENGINEER: IPD Solutions, LLC
8180 AIRWAYS BLVD
SUITE B, SOUTHAVEN, MS
662.393.3346

SHEET NAME: IRRIGATION PLAN

IR1.0

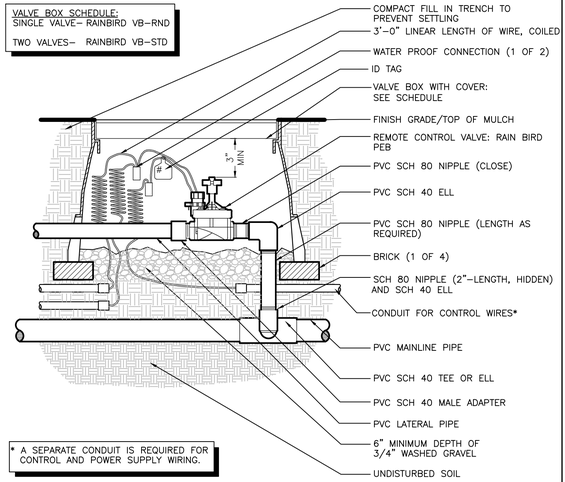
SHEET NUMBER: SHEET 1 OF 3

IRRIGATION NOTES

1. THE IRRIGATION CONTRACTOR IS RESPONSIBLE FOR OBTAINING A COPY OF THE PROJECT SPECIFICATIONS PRIOR TO BIDDING. THE PROJECT SPECIFICATIONS ARE A PART OF THESE PLANS AND SHALL BE CONSULTED BY THE IRRIGATION CONTRACTOR. THE CONTRACTOR IS RESPONSIBLE FOR IMPLEMENTING WORK AS SPECIFIED IN THE PROJECT SPECIFICATIONS AND ON THE PLANS.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MATERIALS AND LABOR TO FULLY EXECUTE, GUARANTEE, AND MAINTAIN THE SYSTEM AS REQUIRED. THE TOTAL WORK SHOWN ON THIS PLAN SHALL BE DONE IN ACCORDANCE WITH SPECIFICATIONS, AND ALSO AS PER INSTRUCTIONS OF THE CONTRACTING OFFICER.
3. CONTRACTOR SHALL VERIFY ALL DIMENSIONS, ELEVATIONS, EQUIPMENT QUANTITIES, UTILITY LOCATIONS AND WATER PRESSURE PRIOR TO BEGINNING WORK.
4. CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT OF ANY DISCREPANCIES IN PLANS OR SPECIFICATIONS PRIOR TO BEGINNING OR CONTINUING WORK.
5. ALL CONSTRUCTION SHALL CONFORM TO CITY, COUNTY, STATE, AND FEDERAL REQUIREMENTS. IT SHALL BE THE RESPONSIBILITY OF THE IRRIGATION CONTRACTOR TO ENSURE THAT ALL IRRIGATION EQUIPMENT MEETS GOVERNMENT REGULATIONS. CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR OBTAINING ANY NECESSARY PERMITS OR APPROVALS.
6. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING AND LOCATING ALL UNDERGROUND UTILITIES AND SHALL AVOID DAMAGE TO ALL UTILITIES DURING THE COURSE OF THE WORK. THE CONTRACTOR IS RESPONSIBLE FOR REPAIRING ANY AND ALL DAMAGE TO UTILITIES, STRUCTURES, SITE APPURTENANCES, ETC WHICH OCCURS AS A RESULT OF THE IRRIGATION CONSTRUCTION TO OWNER'S SATISFACTION, AT NO ADDITIONAL COST.
7. NO PART OF THE IRRIGATION SYSTEM SHALL BE INSTALLED IN CONFLICT WITH UTILITIES. THE CONTRACTOR SHALL MAKE ANY NECESSARY ADJUSTMENTS IN THE PROPOSED IRRIGATION SYSTEM TO AVOID CONFLICTS WITH EXISTING STRUCTURES, PAVING, AND UTILITIES.
8. CONTRACTOR IS RESPONSIBLE FOR ENSURING AND PROVIDING SUPPLEMENTAL WATER TO ALL LANDSCAPE PLANTINGS SHOULD THE IRRIGATION SYSTEM FAIL TO OPERATE PROPERLY.
9. 35 PSI STATIC WATER PRESSURE IS REQUIRED FOR THE EFFICIENT OPERATION OF THE IRRIGATION SYSTEM AS DESIGNED. VERIFY 35 PSI STATIC WATER PRESSURE IS AVAILABLE AT THE PROJECT SITE PRIOR TO BEGINNING THE IRRIGATION INSTALLATION. NOTIFY THE LANDSCAPE ARCHITECT IF THE MINIMUM WATER PRESSURE IS NOT AVAILABLE.
10. IRRIGATION CONTRACTOR TO VERIFY ACTUAL AVAILABLE WATER PRESSURE BEFORE BEGINNING INSTALLATION. CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT IF AVAILABLE WATER PRESSURE EXCEEDS 5 PSI HIGHER OR LOWER THAN AVAILABLE WATER PRESSURE.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SUPPLY AND INSTALLATION OF ADDITIONAL HEADS TO COVER "DRY SPOTS" OR SLIGHT VARIATIONS FROM THE PLAN TO THE SITE. THE IRRIGATION CONTRACTOR SHALL CONTACT THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS, DELETIONS, OR ADDITIONS TO THIS PLAN FOR APPROVAL.
12. IRRIGATION SYSTEMS CONNECTED TO POTABLE WATER SUPPLY SHALL HAVE A WATTS, FEBCO, OR WILKINS REDUCED PRESSURE BACKFLOW PREVENTER (ASSE# 1013) INSTALLED, OR AS REQUIRED BY LOCAL CODES.
13. ELECTRICAL SERVICE TO ALL EQUIPMENT SHALL BE PROVIDED TO A JUNCTION BOX AT THE EQUIPMENT LOCATION.
14. THE LOCATION OF THE AUTOMATIC CONTROL CLOCK IS GENERALLY INDICATED ON THE DRAWING AND WILL BE SPECIFICALLY LOCATED ON-SITE BY THE CONTRACTING OFFICER. THE IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ELECTRICAL CONNECTIONS FROM CONTROL VALVES TO THE CONTROL CLOCK.
15. EACH CONTROLLER HAS STATIONS THAT ARE NOT BEING UTILIZED. THERE IS TO BE A FIELD WIRE INSTALLED TO THE FURTHEST CONTROL VALVE IN ANY ONE DIRECTION FROM THE CONTROL CLOCK FOR EVERY VACANT STATION PLUS ONE SPARE WIRE IS TO BE INSTALLED IN CASE OF A FAULTY WIRE.
16. VALVE WIRE SHALL BE #14 GAUGE UL-UF SINGLE STRAND DIRECT BURIAL COPPER RUN IN A BURIED CONDUIT. ALL SPLICES ARE TO BE MADE WITH 3M DBY WATERTIGHT CONNECTORS AND SHALL ONLY OCCUR IN VALVE BOXES. COIL WIRE EVERY 100' FOR EXPANSION AND CONTRACTION PURPOSES. 3M BRAND DBY WIRE CONNECTORS SHALL BE USED FOR ALL WIRE SPLICES.
17. IT IS THE RESPONSIBILITY OF THE IRRIGATION CONTRACTOR TO HAVE ALL PLANTING AREAS FLAGGED BY THE LANDSCAPE CONTRACTOR PRIOR TO INSTALLATION. REFER TO THE PLANTING PLANS WHEN TRENCHING TO AVOID TREES AND SHRUBS.
18. EXISTING TREES TO REMAIN ARE TO BE PROTECTED FROM DAMAGE. DO NOT TRENCH OR EXCAVATE WITHIN THE CRITICAL ROOT ZONE OF ANY TREE.
19. THE CONTRACTOR SHALL PROTECT ALL EXISTING LANDSCAPE IMPROVEMENTS DURING THE EXECUTION OF THIS WORK. NO SOIL SHALL BE PLACED DIRECTLY UPON EXISTING LANDSCAPING. ANY MATERIALS WHICH, IN THE OPINION OF THE LANDSCAPE ARCHITECT, ARE DAMAGED DURING THE EXECUTION OF THIS WORK SHALL BE IMMEDIATELY REPLACED BY THE IRRIGATION CONTRACTOR AT HIS EXPENSE.
20. LINE LOCATIONS AS INDICATED ON THE PLAN ARE SCHEMATIC. THE CONTRACTOR SHALL LOCATE ALL LINES IN SUCH A WAY AS TO CAUSE THE LEAST CONFLICT WITH THE LOCATION OF OTHER SITE AMENITIES. LINES MAY BE SHOWN OFFSET IN SOME HARDSCAPE AREAS AND OUTSIDE OF PROPERTY LINES FOR GRAPHIC CLARITY ONLY. ADJUST HEADS AND LINE LOCATIONS ON SITE TO ACCOMMODATE EXISTING JOB CONDITIONS AND ACHIEVE COMPLETE COVERAGE. PIPE LINES DRAWN SIDE BY SIDE MAY BE LAID IN THE SAME TRENCH, BUT THEY MUST MAINTAIN A MINIMUM OF 3" HORIZONTAL AND VERTICAL CLEARANCE FROM ALL OTHER PIPES.
21. ALL HEADS, VALVES, AND ACCESSORIES SHALL BE NELSON, HUNTER, RAIN BIRD, OR APPROVED EQUAL.
22. ALL CONTROL VALVES, GATE VALVES, AND QUICK COUPLERS SHALL BE INSTALLED IN LOCKING VALVE BOXES.
23. ALL VALVE BOXES ARE TO BE LOCATED IN PLANT BED OR NATURAL AREAS WHENEVER POSSIBLE.
24. ALL MAIN LINES SHALL BE SCHEDULE 40 PVC, ALL SLEEVES AND LATERAL LINES SHALL BE PVC CLASS 200.
25. ALL MAIN LINES SHALL BE INSTALLED A MAXIMUM OF 1' FROM THE BACK OF CURB WHERE POSSIBLE. LATERAL LINES SHALL BE INSTALLED LIKEWISE WHERE POSSIBLE.
26. ALL LINES LOCATED BENEATH WALKS, CURBS, OR CONCRETE PAVING SHALL BE LOCATED WITHIN SLEEVES. ALL IRRIGATION SLEEVING TO BE THE RESPONSIBILITY OF THE CONTRACTOR. ALL UNDER PAVING SLEEVING IS TO BE ACCESSIBLE AND FREE OF OBSTRUCTION. SLEEVE SIZES ARE TO BE ACCORDING TO THE ATTACHED SLEEVE SCHEDULE. ELECTRICAL WIRES FOR IRRIGATION VALVES AND IRRIGATION LINES ARE TO BE PLACED IN SEPARATE SLEEVES. SEE SLEEVING DETAIL.
27. UNSIZED PIPE BETWEEN TWO (2) GIVEN SIZES IS ASSUMED TO BE THE LARGER SIZE.
28. IRRIGATION CONTRACTOR SHALL REVIEW WINTERIZATION PROCEDURES FOR IRRIGATION SYSTEM WITH THE OWNER'S REPRESENTATIVE.
29. ALL SPRINKLER HEADS SHALL BE SET PERPENDICULAR AND WITHIN 1/16" OF FINISHED GRADES. ALL SPRINKLER HEADS SHALL BE INSTALLED A MINIMUM OF TWO INCHES FROM THE BACK OF CURB OR SIDEWALKS.
30. ALL IRRIGATION HEADS AT THE LOWER ELEVATIONS OF EACH CONTROL VALVE ZONE SHALL HAVE POP-UP BODIES WITH BUILT-IN CHECK VALVES TO PREVENT LOW HEAD DRAINAGE.
31. EACH CONTROL VALVE ZONE SHALL HAVE AN AUTOMATIC DRAIN VALVE AND A 12" x 24" GRAVEL SUMP INSTALLED AT THE LOWEST POINT WITHIN THE ZONE.
32. ALL RISERS SHALL BE INSTALLED 18" FROM ANY WALL AND A MINIMUM OF 12" FROM ANY SIDEWALK OR ROAD AND SHALL HAVE 2 COATS OF SEMI-FLAT BLACK ENAMEL PAINT.
33. THE CONTRACTOR SHALL ADJUST THE RADIUS AND ARC OF EACH HEAD TO PROVIDE 100% COVERAGE OF ALL PLANTED OR GRASSED ISLANDS, TO MINIMIZE "OVERTHROW", AND TO ELIMINATE DRY SPOTS.
38. THE CONTRACTOR SHALL BE RESPONSIBLE AT TIME OF COMPLETION FOR PROVIDING "AS BUILT" DRAWINGS TO INCLUDE THE EXACT LOCATIONS OF ALL CONTROL VALVES (AUTOMATIC AND MANUAL), QUICK COUPLER VALVES, BACKFLOW DEVICES, AND CONTROLLER, WITH TRIANGULATED MEASUREMENTS TO EACH; AS WELL AS ANY DEVIATIONS IN LOCATION OF PIPING AND HEADS AS REPRESENTED BY THE CONTRACT DOCUMENTS.
35. THE CONTRACTOR SHALL SET THE IRRIGATION CONTROL SYSTEM TO OPERATE BETWEEN THE HOURS OF 12:00 pm AND 6:00 am UNLESS OTHERWISE SPECIFIED.
36. REFER TO SITEWORK SPECIFICATIONS FOR ADDITIONAL INFORMATION NEEDED FOR IMPLEMENTATION OF IRRIGATION PLANS.
37. ALL BACKFILLED TRENCHES SHALL BE THOROUGHLY COMPACTED. SEE SPECIFICATIONS FOR BACKFILL MATERIAL AND COMPACTION REQUIREMENTS.
38. IRRIGATION CONTRACTOR SHALL OPTIMIZE WATER USAGE AND WATER CONSERVATION TIME ALLOTTED FOR INDIVIDUAL ZONE OPERATION. CONTRACTOR SHALL ALLOW FOR WATER PENETRATION TO A MINIMUM DEPTH OF 8" IN SHRUB BEDS AND 6" IN TURF AREAS.

IRRIGATION NOTES

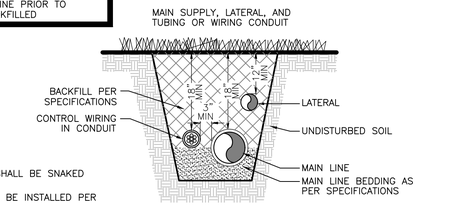
VALVE BOX SCHEDULE:
SINGLE VALVE- RAINBIRD VB-RND
TWO VALVES- RAINBIRD VB-STD



* A SEPARATE CONDUIT IS REQUIRED FOR CONTROL AND POWER SUPPLY WIRING.

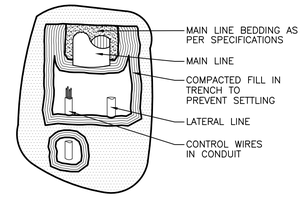
ELECTRICAL VALVE NTS

NOTE: CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT FOR REQUIRED INSPECTION OF MAINLINE PRIOR TO TRENCHES BEING BACKFILLED



DETAIL NOTES:

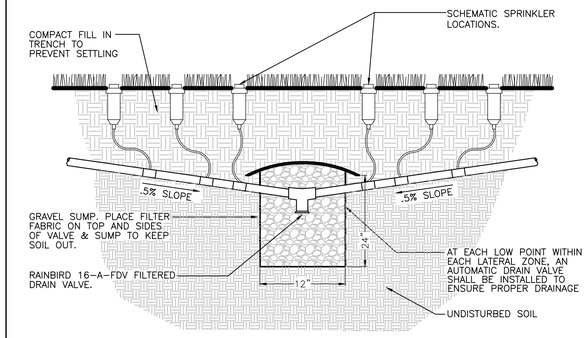
1. ALL PVC PIPING SHALL BE SNAKED IN TRENCHES.
2. ALL WIRING SHALL BE INSTALLED PER LOCAL CODES.
3. ALL WIRING SHALL BE BUNDLED AND AND TAPED AT 10' INTERVALS.
4. ALL MAIN SUPPLY LINES SHALL BE INSTALLED AS PER MANUFACTURER'S SPECIFICATIONS.
5. PROVIDE PIPE AND WIRE SLEEVING UNDER ALL PAVED SURFACES. WIRE SHALL BE WITHIN SEPARATE 2" ELECTRICAL CHASE.



NOTE: MULTIPLE PIPES IN COMMON TRENCH SHALL MAINTAIN 3" OF BOTH HORIZONTAL AND VERTICAL CLEARANCE BETWEEN ALL PIPES.

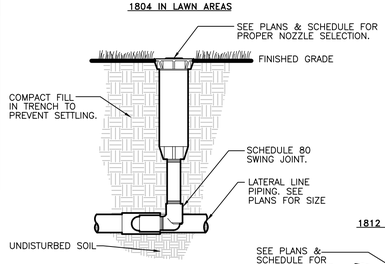
A SEPARATE CONDUIT IS REQUIRED FOR CONTROL AND POWER SUPPLY WIRING.

TYPICAL TRENCHING NTS

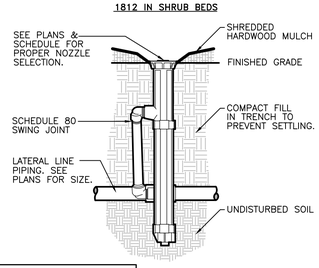


AUTOMATIC DRAIN VALVE NTS

1804 IN LAWN AREAS

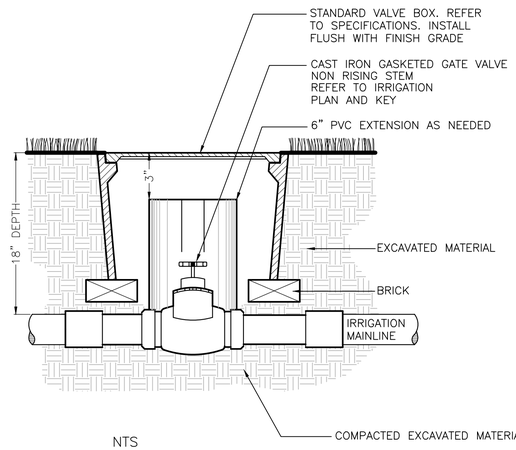


1812 IN SHRUB BEDS



ALL 1800 SERIES HEADS TO BE EQUIPPED WITH IN-STEM PRESSURE REGULATION AND SEAL-A-MATIC CHECK VALVES.

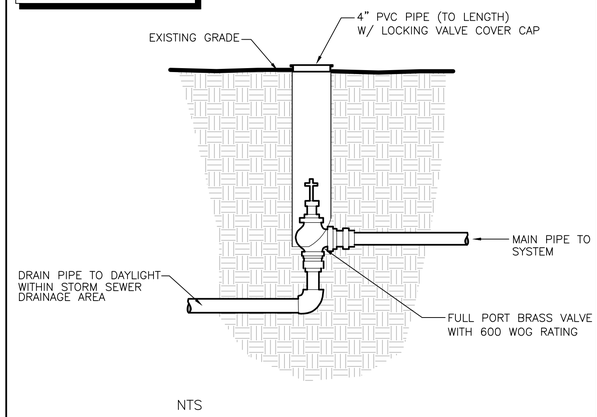
RAINBIRD 1800 -SAM-PRS SERIES POP-UP NTS



NTS

MANUAL GATE VALVE

NOTE: NO VALVES SHALL BE LOCATED IN PAVED SURFACES.

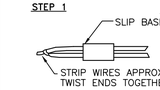


NTS

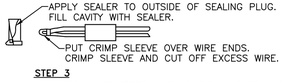
MANUAL DRAIN VALVE

WIRE CONNECTION PROCESS

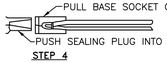
STEP 1



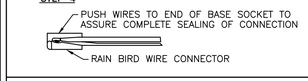
STEP 2



STEP 3



STEP 4



WIRE NOTES:

1. ALL WIRES TO BE #14 COPPER WIRE UL APPROVED FOR DIRECT BURIAL.
2. THE WIRE FOR EACH ZONE IS TO BE CORRECTLY COLOR-COORDINATED WITHIN THE CONTROLLER FOR THE INDIVIDUAL CONTROL VALVES.
3. A SINGLE WIRE IS TO BE CONNECTED TO EACH CONTROL VALVE.
4. A COMMON NEUTRAL WIRE IS TO RUN FROM THE CONTROLLER TO EACH CONTROL VALVE.

ALL WIRE CONNECTORS TO BE 3M DBY WATERTIGHT CONNECTORS.

A SEPARATE CONDUIT IS REQUIRED FOR CONTROL AND POWER SUPPLY WIRING.

WIRE CONNECTIONS NTS

DATE:	REVISIONS:
2024.10.24-UPDATED SITE BASE	
2024.11.21-UPDATED SITE BASE	
2025.01.29-DISCUSSIONS WITH CLIENT & UPDATED CODE REQUIREMENTS PER CLIENT.	
2025.02.11-DISCUSSIONS WITH PLANNING DIR. UPDATED PLANTS PER CODE REQUIREMENTS.	
2025.05.06-UPDATED SITE LA & IRR. PARKING ISLANDS MOVED	
2025.09.10:AS PER CITY COMMENTS RECIEVED 9.10, CHANGED PARKING LOT TREES AND PLACED SHRUBS AROUND DETENTION POND. UPDATED PLANT COUNT AND IRRIGATION.	

DRAWN BY: JWV DESIGN, LLC
CHECKED BY: JWV DESIGN, LLC

SEAL: REGISTERED LANDSCAPE ARCHITECT JOHN W. VANDERLUYM 462 STATE OF MISSISSIPPI 2024

SECTION 9, T-8-S, R-3-W
SPACE BOX - FLEX SPACE

LAFAYETTE COUNTY, MISSISSIPPI
OCTOBER, 2024

DEVELOPER: YORK DEVELOPMENTS
112 SHEFFIELD LOOP
HATTIESBURG, MS 39402

JWV Design, PLLC
4322 ELIZABETH CIRCLE W.
OLIVE BRANCH, MS 38654
OFFICE(901)679-3656
jwvdesign@comcast.net
PROJECT NO: 20240320

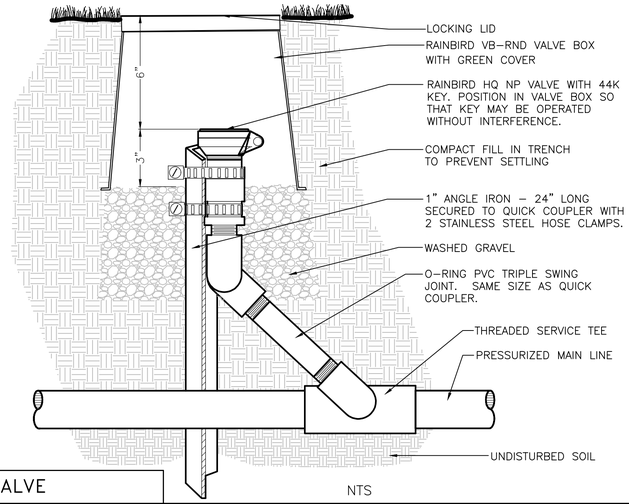
ENGINEER: IPD Solutions, LLC
8180 AIRWAYS BLVD
SUITE B, SOUTHAVEN, MS
662.393.3346

SHEET NAME: IRRIGATION DETAILS

IR2.0

SHEET NUMBER: SHEET 3 OF 4

VALVE BOX SCHEDULE:
SINGLE VALVE– RAINBIRD VB–RND
TWO VALVES– RAINBIRD VB–STD



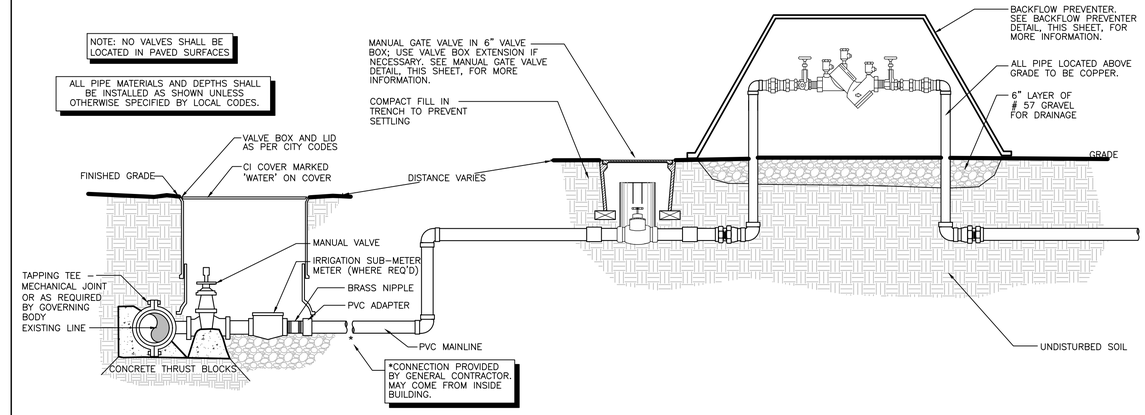
NOTE: KEY FOR QUICK COUPLER SHALL HAVE 3/4" MALE TOP PIPE THREADS FOR HOSE CONNECTIONS.
* ALL THREADED FITTINGS SHALL BE SEALED WITH TEFLON TAPE.

QUICK COUPLER VALVE

NTS

NOTE: NO VALVES SHALL BE LOCATED IN PAVED SURFACES

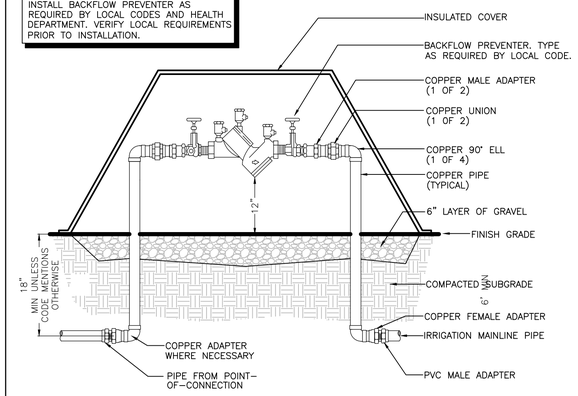
ALL PIPE MATERIALS AND DEPTHS SHALL BE INSTALLED AS SHOWN UNLESS OTHERWISE SPECIFIED BY LOCAL CODES.



TAP AT WATER MAIN & IRR HOOKUP

NTS

NOTE: IRRIGATION CONTRACTOR SHALL INSTALL BACKFLOW PREVENTER AS REQUIRED BY LOCAL CODES AND HEALTH DEPARTMENT. VERIFY LOCAL REQUIREMENTS PRIOR TO INSTALLATION.



NOTE: IF NO CODE IS IDENTIFIED, BACKFLOW PREVENTER SHALL BE RP BFP ASSE #1013. WATTS, FEBCO, WILKINS APPROVED MANUFACTURERS.

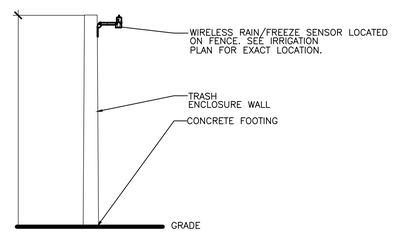
NOTE: ALL PIPE LOCATED ABOVE GRADE SHALL BE COPPER.
–MAKE NECESSARY CONNECTIONS BELOW GRADE TO ADAPT

BACKFLOW PREVENTER

NTS

WIRELESS RAIN/FREEZE SENSOR SHALL BE PROVIDED BY OWNER

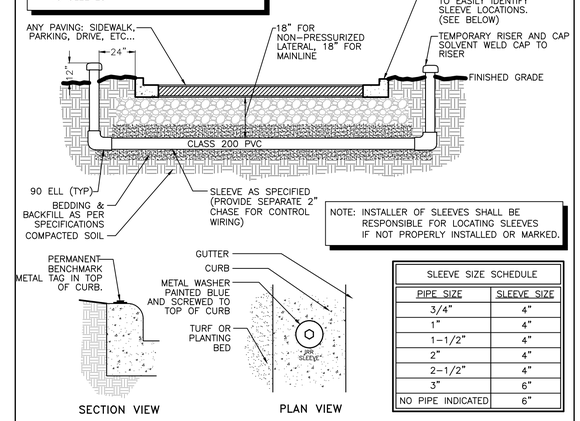
DETAIL NOTES:
1. IRRIGATION CONTRACTOR SHALL INSTALL DEVICE WHERE RAIN CAN FALL INTO CUP.



WIRELESS RAIN/FREEZE SENSOR

NTS

ANY IRRIGATION PIPING LOCATED UNDERNEATH PAVED AREAS SHALL BE LOCATED WITHIN PVC SLEEVES



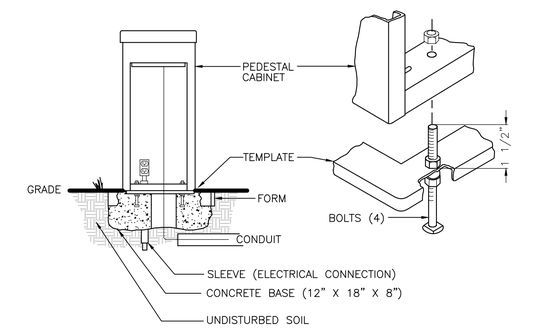
NOTE: INSTALLER OF SLEEVES SHALL BE RESPONSIBLE FOR LOCATING SLEEVES IF NOT PROPERLY INSTALLED OR MARKED.

SLEEVE SIZE SCHEDULE

PIPE SIZE	SLEEVE SIZE
3/4"	4"
1"	4"
1–1/2"	4"
2"	4"
2–1/2"	4"
3"	6"
NO PIPE INDICATED	6"

PVC SLEEVE UNDER PAVING

NTS



NOTES:
1. USING DOUBLE NUTS, FASTEN THE BOLTS TO THE TEMPLATE WITH APPROXIMATELY 1 1/2" OF BOLT ABOVE TEMPLATE.
2. WITH THE BOLTS IN POSITION, FORCE THE TEMPLATE INTO FRESH CONCRETE FLUSH WITH SURFACE.
3. AFTER THE CONCRETE HAS SET UP, THE TOP NUT CAN BE REMOVED AND THE CONTROLLER CABINET CAN BE INSTALLED.

PEDESTAL MOUNT CONTROLLER

NTS

DATE: REVISIONS:
2024.10.24-UPDATED SITE BASE
2024.11.21-UPDATED SITE BASE
2025.01.29-DISCUSSIONS WITH CLIENT & UPDATED CODE REQUIREMENTS PER CLIENT.
2025.02.11-DISCUSSIONS WITH PLANNING DIR. UPDATED PLANTS PER CODE REQUIREMENTS.
2025.05.06-UPDATED SITE LA & IRR. PARKING ISLANDS MOVED
2025.09.10:AS PER CITY COMMENTS RECIEVED 9.10, CHANGED PARKING LOT TREES AND PLACED SHRUBS AROUND DETENTION POND. UPDATED PLANT COUNT AND IRRIGATION.

DRAWN BY: JWV DESIGN, LLC
CHECKED BY: JWV DESIGN, LLC

SEAL: REGISTERED LANDSCAPE ARCHITECT JOHN W. VANDERPLUYM 482 STATE OF MISSISSIPPI

SECTION 9, T-8-S, R-3-W
SPACE BOX - FLEX SPACE

LAFAYETTE COUNTY, MISSISSIPPI
OCTOBER, 2024

DEVELOPER: YORK DEVELOPMENTS
112 SHEFFIELD LOOP
HATTIESBURG, MS 39402

JWV Design, PLLC
4322 ELIZABETH CIRCLE W.
OLIVE BRANCH, MS 38654
OFFICE(901)679-3656
jwvdesign@comcast.net
PROJECT NO: 20240320

ENGINEER: IPD Solutions, LLC
8180 AIRWAYS BLVD
SUITE B, SOUTHAVEN, MS
662.393.3346

SHEET NAME: IRRIGATION DETAILS

IR2.1

SHEET NUMBER: SHEET 4 OF 4

SITE IRRIGATION SYSTEM

PART 1 – GENERAL

1.1 SUMMARY
A. ASTM D2239 – POLYETHYLENE (PE) PLASTIC PIPE (SIDR–PR) BASED ON CONTROLLED INSIDE DIAMETER.
B. ASTM D2241 – POLY (VINYL CHLORIDE) (PVC) PRESSURE–RATED PIPE (SDR–SERIES).
C. ASTM D2564 – SOLVENT CEMENT FOR POLY (VINYL CHLORIDE) (PVC) PLASTIC PIPE AND FITTINGS.
D. ASTM D2609 – PLASTIC INSERT FITTINGS FOR POLYETHYLENE (PE) PLASTIC PIPE.
E. ASTM D2855 – MAKING SOLVENT–CEMENTED JOINTS WITH POLY (VINYL CHLORIDE) (PVC) PIPE AND FITTINGS.
F. NFPA 70 – NATIONAL ELECTRICAL CODE (NEC).
G. ASSE 1013 –PERFORMANCE REQUIREMENTS FOR REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTERS AND REDUCED PRESSURE FIRE PROTECTION PRINCIPLE BACKFLOW PREVENTERS.
H. ASSE 1015 –PERFORMANCE REQUIREMENTS FOR DOUBLE CHECK BACKFLOW PREVENTION ASSEMBLIES AND DOUBLE CHECK FIRE PROTECTION BACKFLOW PREVENTION ASSEMBLIES.

1.2 SUBMITTALS
A. PROJECT RECORD DOCUMENTS:
B. AS–BUILT DRAWINGS: FURNISH TWO SETS, NOTING EXACT LOCATIONS OF ELEMENTS AND CHANGES TO CONSTRUCTION DRAWINGS.
C. OPERATION MANUAL: FURNISH TWO COPIES, BOUND IN 1 INCH DIAMETER THREE RING BINDERS, INDEXED AND TABBED FOR EASY REFERENCE, AND LABELED ON SPINE AND COVER. MANUAL SHALL INCLUDE FOLLOWING:
D. APPROVED SUBMITTALS AS SPECIFIED HEREIN.
E. INSTALLATION INSTRUCTIONS INCLUDING MOUNTING DETAILS FOR CONTROL VALVES.
F. OPERATING INSTRUCTIONS:
G. WINTERIZATION PROCEDURES.
H. MAINTENANCE INSTRUCTIONS:
I. MANUFACTURERS' PRODUCT DATA, AND MAINTENANCE INSTRUCTIONS. COPIES OF COMPLETED WARRANTY INFORMATION. CONTRACTOR TO COMPLETE AND MAIL NECESSARY WARRANTY REGISTRATION INFORMATION TO MANUFACTURER KEEPING COPIES FOR OWNER.
J. CONTROLLER CHART: PREPARE COLOR CODED CHART, REDUCED IN SIZE, CONTAINING SAME PLAN INFORMATION AS AS–BUILT DRAWINGS, AND LAMINATED IN PLASTIC ON BOTH SIDES, WITH FOLLOWING SPECIFIC INFORMATION: NOTE ROUTING OF CONTROL WIRES. IDENTIFY VALVES AS TO SIZE, STATION NUMBER SHOWN ON CONTROLLER, AND TYPE OF IRRIGATION HEAD (E.G. SPRAY HEAD, TURF HEAD) ON EACH VALVE.

1.3 PROJECT CONDITIONS
A. VISIT SITE AND BECOME FAMILIAR WITH NATURE AND LOCATION OF WORK, EXISTING CONDITIONS.
PROVIDE WATER METER FOR SPRINKLER SYSTEM IF REQUIRED OR SHOWN ON THE DRAWINGS. THIS MUST BE COORDINATED WITH GENERAL CONTRACTOR.

PART 2 – PRODUCTS

2.1 MANUFACTURERS:
1. HUNTER INDUSTRIES, INC.
2. RAIN BIRD CORPORATION COMMERCIAL TURF DIVISION.
3. THE TORO COMPANY – IRRIGATION DIVISION.
4. L.R. NELSON CORPORATION – TURF DIVISION.

2.2 PIPE:
A. POLYVINYL CHLORIDE (PVC): PIPE OVER 1 INCH DIAMETER SHALL CONFORM TO ASTM D2241, SDR 21, AND CLASS 200.
B. POLYVINYL CHLORIDE (PVC): PIPE 1 INCH DIAMETER AND UNDER SHALL CONFORM TO ASTM D2241, SDR 13.5, AND CLASS 315.
C. FLEXIBLE POLYETHYLENE (PE): PIPE SHALL CONFORM TO ASTM D2239, SDR 11.5, PE23, RATED AT 100 PSI, NATIONAL SANITATION FOUNDATION (NSF) APPROVED. SUBJECT TO APPROVAL OF OWNER, PE SHALL BE USED FOR LATERALS IN AREAS WHERE GROUND IS SUBJECT TO FREEZING FOR EXTENDED PERIODS OF TIME EACH YEAR.

2.3 JOINTS: PIPE SIZES 2 1/2 INCH OR SMALLER SHALL HAVE BELL AND SOCKET JOINTS.

2.4 FITTINGS:
A. POLYVINYL CHLORIDE (PVC) FITTINGS: FITTINGS SHALL CONFORM TO ASTM D2241, SCHEDULE 40, AND MOLDED.
B. FLEXIBLE POLYETHYLENE (PE) LATERAL LINE FITTINGS: FITTINGS SHALL CONFORM TO ASTM D2609, TYPE 1 PVC INSERT FITTINGS DESIGNED FOR USED WITH THIS TYPE OF PIPE. PIPE AND FITTINGS SHALL BE JOINED WITH STAINLESS STEEL PINCH CLAMPS OR WORM GEAR CLAMPS, INCLUDING STAINLESS STEEL SCREW.
C. RISERS ABOVE FINISHED GRADE SHALL BE BLACK IN COLOR OR RECEIVE 2 COATS OF BLACK EXTERIOR SEMI–GLOSS ENAMEL PAINT IF A COLOR OTHER THAN BLACK.

2.5 ACCESSORIES
A. SLEEVES: SLEEVES FOR PIPES PASSING BENEATH PAVING SHALL CONFORM TO ASTM D2241, SCHEDULE 40. **MINIMUM DIAMETER OF 2 INCH OR 2 SIZES LARGER THAN PIPE SCHEDULED TO PASS THROUGH THEM.**
B. PVC SOLVENT CEMENT: CEMENT SHALL CONFORM TO ASTM D2564.
C. SWING JOINT CONNECTIONS: CONNECTIONS BETWEEN HEADS AND LATERALS SHALL BE THICK WALL, FLEXIBLE, POLYETHYLENE PIPE, WITH FITTINGS THAT HAVE MALE BARBS ON ONE END AND EITHER MALE OR FEMALE SCREW ENDS OPPOSITE. GLUE FITTINGS AND FEMALE BARB ADAPTERS ARE NOT ALLOWED.

2.6 CUTOFF OR ISOLATION VALVES
A. 3 INCHES OR SMALLER: PROVIDE FULL PORT BRASS BALL VALVES WITH 600 WOG RATING.
B. LARGER THAN 3 INCHES: PROVIDE CAST IRON AND BRONZE MECHANICAL JOINT VALVES, FUSION BONDED EPOXY COATED EXTERIOR AND INTERIOR,
C. PROVIDE A VALVE KEY AND CAST IRON CYLINDRICAL VALVE BOX WITH TOP WITH EACH VALVE.

2.7 QUICK COUPLER VALVES:
RAIN BIRD MODEL 44NP VALVE WITH MODEL 44K KEY, HUNTER MODEL HQ–44LRC WITH MODEL HK–44 KEY, TORO 470 SERIES VALVE AND COUPLER KEY. NELSON MODEL 7643 VALVE WITH MODEL 7640 COUPLER KEY AND MODEL 8649 LOCKING TOP WRENCH.
PROVIDE EACH VALVE WITH KEY HAVING 3/4 INCH MALE TOP PIPE THREADS FOR HOSE CONNECTION.

2.8 ELECTRIC CONTROL VALVES:
1. HUNTER ICV SERIES ELECTRIC REMOTE CONTROL VALVES,
2. RAIN BIRD PEB SERIES ELECTRIC REMOTE CONTROL VALVES,
3. NELSON MODEL 9515/9520 SERIES PLASTIC VALVES,
4. TORO P220 SERIES PLASTIC VALVES, PROVIDE 3M DBY WATERTIGHT CONNECTORS.

2.9 MASTER VALVES: **NA**
A. MASTER VALVES SHALL BE ELECTRIC CONTROL VALVE AS SPECIFIED HEREIN. SIZE OF VALVE SHALL BE SAME AS DIAMETER OF MAIN LINE PIPE AS NOTED ON THE DRAWINGS. PROVIDE WATERTIGHT CONNECTORS AS SCOTCH LOCK OR RAIN BIRD SNAP TIGHT CONNECTORS WITH SEALANT FOR WIRING CONNECTIONS.

2.10 FITTINGS:
A. POLYVINYL CHLORIDE (PVC) FITTINGS: FITTINGS SHALL CONFORM TO ASTM D2241, SCHEDULE 40, AND MOLDED.
B. FLEXIBLE POLYETHYLENE (PE) LATERAL LINE FITTINGS: FITTINGS SHALL CONFORM TO ASTM D2609, TYPE 1 PVC INSERT FITTINGS DESIGNED FOR USED WITH THIS TYPE OF PIPE. PIPE AND FITTINGS SHALL BE JOINED WITH STAINLESS STEEL PINCH CLAMPS OR WORM GEAR CLAMPS, INCLUDING STAINLESS STEEL SCREW. RISERS ABOVE FINISHED GRADE SHALL BE BLACK IN COLOR OR RECEIVE 2 COATS OF BLACK

2.11 SPRINKLER HEADS
A. FULL OR PART CIRCLE POP–UP FIXED SPRAY SPRINKLER:
1. RAIN BIRD 1800 VAN SERIES NOZZLES WITH 1800 SERIES SPRINKLERS HAVING PRESSURE REGULATING (PRS) AND SEAL–A–MATIC (SAM) FEATURES.
2. TORO 570ZXF SERIES PLASTIC NOZZLES WITH 570Z PRX SERIES SPRINKLERS HAVING PRESSURE REGULATING, (PR) OPTIONAL CHECK VALVE UNIT (COM) FEATURES AND X FLOW DEVICE.
3. NELSON 6400 SERIES WITH ANTI–DRAIN VALVES (ADV) WITH PRESSURE COMPENSATING SCREENS (PCS). HUNTER INSTITUTIONAL SPRAY HEAD SERIES WITH PRESSURE REGULATING AND CHECK VALVE (CV) FEATURES.

2.12 UNLESS OTHERWISE SHOWN ON THE DRAWINGS, POP–UP HEIGHTS SHALL BE: TURF – 4 INCHES, SHRUB AND GROUNDCOVER BEDS – 12 INCHES.
A. FULL OR PART CIRCLE POP–UP GEAR DRIVEN ROTOR SPRINKLER.
1. RAIN BIRD ROTOR POP–UP SPRINKLER SERIES, 5000 SERIES AND 3500 SERIES WITH SEAL–A–MATIC (SAM) CHECK VALVE.
2. TORO SUPER 700 SPRINKLERS SERIES S700C COMMERCIAL, WITH CHECK VALVE OR TORO TR–XTP SERIES WITH FACTORY INSTALLED CHECK VALVE, TRAJECTORY ADJUSTMENT, AND X FLOW DEVICE.
3. NELSON PRO 6500 SERIES GEAR DRIVES WITH ANTI–DRAIN VALVES (ADV). HUNTER PGP AND PGJ SERIES POP–UP ROTORS, WITH CHECK VALVE.

2.13 VALVE BOX:
A. VALVE BOXES SHALL BE MANUFACTURED BY AMETEK, RAINBIRD CORPORATION OR EQUAL. NO IRRIGATION VALVE BOX SHALL BE PLACED IN PAVEMENT AREAS UNLESS OTHERWISE SHOWN ON THE DRAWINGS.
1. WHEN USED WITH SINGLE VALVE, PROVIDE ECONOMY TURF BOX OR RAIN BIRD MODEL VB–RND WITH GREEN COLORED SNAP FIT COVER LABELED "VALVE BOX". WHEN USED WITH 2 OR MORE VALVES, PROVIDE JUMBO BOX OR RAIN BIRD MODEL VB–STD WITH 20 INCH X 14 INCH COVER OPENING WITH COVER LABELED "CONTROL VALVE".

2.14 AUTOMATIC LOW POINT DRAIN VALVES:
A. AUTOMATIC DRAIN VALVES SHALL BE RAIN BIRD MODEL NUMBER 16A–FDV OR EQUAL.

2.15 AUTOMATIC CONTROLLER:
A. CONTROLLER SHALL BE AS SHOWN ON DRAWINGS, WEATHERPROOF, LOCKABLE CABINET WITH INTERNAL TRANSFORMER. RAIN BIRD ESP–MC SERIES OR ESP–LX PLUS, TORO TMC MODULAR SERIES CONTROLLER OR TCC SERIES CONTROLLER, NELSON 8600 EZ PRO SERIES CONTROLLER, HUNTER ICC SERIES.

2.16 CONTROL WIRE
NUMBER 14–SIZE MINIMUM COPPER WIRE, U. L. APPROVED FOR UNDERGROUND DIRECT BURIAL.
1. COLORED WIRE SHALL HAVE SAME COLOR–CODING AS SHOWN ON CONTROLLER.
2. PROVIDE SINGLE WIRE FROM CONTROLLER TO EACH VALVE.
3. PROVIDE COMMON NEUTRAL FROM CONTROLLER TO EACH VALVE.

2.15 BACKFLOW PREVENTOR
A. COMPLY WITH REQUIREMENTS AND CODES OF LOCAL GOVERNING AUTHORITY REGARDING BACKFLOW PREVENTION.
B. PROVIDE THE NECESSARY MATERIALS, INSULATION/DRAINING CAPABILITIES, AND INSULATED FIBERGLASS ENCLOSURE, DARK GREEN IN COLOR.
C. BACKFLOW PREVENTORS SHALL BE TYPE SUITABLE FOR USE IN HIGH HAZARD CROSS CONNECTION TO POTABLE WATER SYSTEM AS MANUFACTURED BY ONE OF THE FOLLOWING MANUFACTURER'S: WATTS REGULATOR COMPANY, FEBCO, OR WILKINS.
D. REDUCED PRESSURE BACKFLOW PREVENTORS SHALL BE ASSE # 1013 AND LABELED ACCORDINGLY.
E. DOUBLE CHECK VALVE ASSEMBLY BACKFLOW PREVENTORS SHALL BE ASSE # 1015 AND LABELED ACCORDINGLY.
F. IN ABSENCE OF LOCAL CODES OR REQUIREMENTS, PROVIDE DOUBLE CHECK ASSEMBLY BACKFLOW PREVENTOR INSTALLED IN STRICT ACCORDANCE WITH MANUFACTURER'S WRITTEN INSTRUCTIONS.

2.17 RAINFALL SENSOR:
PROVIDE WIRELESS RAINFALL SENSOR TO CANCEL OPERATION OF CONTROLLER DURING SUBSTANTIAL RAINFALL. ACCEPTABLE PRODUCTS INCLUDE: MINI–CLICK WIRELESS RAIN SENSOR MANUFACTURED BY HUNTER INDUSTRIES, WRC OR WRFC WITH FREEZE SENSOR MANUFACTURED BY RAINBIRD.

2.18 METER: METER BOX SHALL CONFORM TO REQUIREMENTS OF LOCAL UTILITY COMPANY.

PART 3 – EXECUTION

3.1 PREPARATION:
A. PRESSURE/FLOW TEST: PROVIDE WRITTEN CALCULATIONS TO THE OWNER INCLUDING THE FOLLOWING SITE INFORMATION: STATIC OR RESIDUAL PRESSURE AT THE POC. CALCULATION OF PRESSURE FOR "WORST CASE" SPRINKLER HEAD. CALCULATION OF GPM PER ZONE.
B. PRIOR TO INSTALLATION, RECEIVE APPROVAL FROM GENERAL CONTRACTOR TO PROCEED WITH CONSTRUCTION.
C. CONTRACTOR SHALL FIELD VERIFY ALL ABOVEGROUND AND UNDERGROUND UTILITIES PRIOR TO START OF WORK.

3.2 EXCAVATION: TRENCHING AND BACKFILLING:
EXCAVATE TRENCH TO PROPER DEPTH AS SHOWN OR SPECIFIED. **MINIMUM TRENCH WIDTH SHALL BE 3 1/2 INCHES.** OVEREXCAVATE TRENCHES DEEPER THAN REQUIRED IN SOILS CONTAINING ROCK OR OTHER HARD MATERIAL THAT MIGHT DAMAGE PIPE AND BACKFILL TO PROPER DEPTH WITH SELECTED FINE EARTH OR SAND. BACKFILL AND HAND TAMP OVEREXCAVATION PRIOR TO INSTALLING PIPING. KEEP TRENCHES FREE OF OBSTRUCTIONS AND DEBRIS THAT WOULD DAMAGE PIPE. SPRINKLER PIPING SHALL NOT BE INSTALLED IN SAME TRENCH AS HEATING DUCT, ELECTRIC DUCTS, STORM AND SANITARY SEWER LINES, WATER AND GAS MAINS. DO NOT CUT SIDEWALKS, PAVED AREAS, OR CURB AND GUTTER WHEN TRENCHING FOR PIPING UNLESS OTHERWISE NOTED ON THE DRAWINGS. PROVIDE SLEEVES AS SPECIFIED IN PART 2 ABOVE UNDER PAVING PRIOR TO INSTALLATION OF PAVING. AUGER, BORE, OR TUNNEL UNDER EXISTING PAVING WITHOUT DISTURBING PAVEMENT. DAMAGED PAVEMENT SHALL BE REMOVED AND REPLACED IN ACCORDANCE WITH PAVING NOTES.

3.3 PIPING INSTALLATION:
A. MINIMUM COVER FROM TOP OF PIPING TO FINISHED GRADE SHALL BE PROVIDED AS FOLLOWS:
1. LAWN AND PLANTING AREAS: LINE FROM METER TO BACKFLOW PREVENTOR **24 INCHES.** MAINS AND CONTROL VALVES: **18 INCHES.** LATERALS: **18 INCHES.** DRIVES OR PARKING AREAS: **24 INCHES.**
B. CLEARANCES: MAINTAIN 3 INCH MINIMUM HORIZONTAL CLEARANCE BETWEEN PARALLEL LINES IN SAME TRENCH OR VERTICAL CLEARANCE BETWEEN LINES CROSSING AT ANGLES.
C. SPECIAL REQUIREMENTS – PVC AND PE PIPE:
1. SNAKE PIPE IN TRENCH AT LEAST **1 FOOT PER 100 FEET** OF PIPE TO ALLOW FOR THERMAL EXPANSION. PIPE LATERALS SHALL BE LAID TO DRAIN TO LOW POINT DRAINS LOCATED AT LOWEST ELEVATIONS OF EACH ZONE.
D. REST FULL LENGTH OF PIPE SECTION ON BED OF TRENCH, EXCAVATING RECESSES TO ACCOMMODATE JOINTS. DO NOT LAY PIPE ON UNSTABLE MATERIAL OR BLOCKING, OR WHEN IN OPINION OF OWNER CONDITIONS ARE UNSUITABLE.
E. THREADED PLASTIC PIPE JOINTING:
1. DO NOT USE SOLVENT CEMENT ON THREADED JOINTS. WRAP JOINTS WITH TEFLON TAPE OR USE VIRGIN TEFLON LUBRICANT.
F. BELL AND SOCKET PLASTIC PIPE JOINTING: CEMENT JOINTS IN ACCORDANCE WITH ASTM D2855.

3.4 SLEEVING
A. PROVIDE SLEEVES FOR BOTH PIPING AND CONTROL WIRING WHERE EITHER PASSES UNDER PAVED SURFACES. DEPTHS OF SLEEVES SHALL BE SAME AS THAT REQUIRED FOR PIPING AT EACH LOCATION OR CONDITION. EXTEND SLEEVES 12 INCHES BEYOND PAVING AT EACH END. INSTALL PERMANENT BENCHMARK AT TOP OF CURBS FOR REFERENCE TO SLEEVE LOCATIONS.

3.5 AUTOMATIC DRAIN VALVES
A. PROVIDE AUTOMATIC LOW POINT DRAINS ON ALL ZONES. PROVIDE TWO VALVES AT LOWEST POINTS OF EACH ZONE, WITH EACH DRAIN INSTALLED ABOVE A 12 INCH X 12 INCH X 12 INCH DEEP AREA OF COARSE GRAVEL.

3.6 VALVES
A. DO NOT LOCATE BENEATH PAVED SURFACES. INSTALL PLUMB TO WITHIN 1/16 INCH. LOCATE WITHIN VALVE BOX WITH 6 INCH DEEP LAYER OF COARSE GRAVEL BENEATH BOTTOM OF VALVE.
B. TOP OF QUICK COUPLER VALVES SHALL BE 6 INCHES TO TOP OF VALVE BOX. TOP OF GRAVEL LAYER SHALL BE 3 INCHES BELOW TOP OF VALVE.

3.7 SPRINKLERS
A. INSTALL PLUMB TO WITHIN 1/16 INCH WITH TOP COLLAR, NOT NOZZLE, FLUSH WITH FINISH GRADE.
B. PROVIDE SWING JOINT WITH EACH ROTARY SPRINKLER WHERE ENTIRE HEAD IS RAISED ABOVE GRADE AND/OR WHERE RIGID RISER PIPING IS REQUIRED. FUNNY PIPE IS ACCEPTABLE FOR SPRAY HEADS ONLY.
C. HEADS ADJACENT TO PAVING AND CURB: LOCATE BETWEEN 6 AND 12 INCHES FROM EDGE OF PAVING OR BACK OF CURB TO PREVENT CAR OVERHANG TO CONFLICT WITH A FULLY EXTENDED SPRINKLER.

3.8 ELECTRICAL CONNECTIONS AND CONTROL WIRE
A. PROVIDE ELECTRICAL CONNECTION TO SYSTEM AS DESIGNATED ON THE DRAWINGS AND AS SPECIFIED HEREIN.
B. WIRE PLACEMENT:
1. POWER SUPPLY WIRING MUST BE CONDUIT. PROVIDE CONTINUOUS RUNS OF WIRE BETWEEN CONTROLLER AND VALVES.
C. SPLICES SHALL BE MADE WITH ONE OF FOLLOWING:
1. WATERTIGHT BELOW GROUND ELECTRICAL JUNCTION BOXES.
2. WATER–TIGHT CONNECTORS, SUCH AS UTILIZED FOR VALVES, AND LOCATED WITHIN VALVE BOX FOR EASE OF LOCATING.
3. THE LOCATION OF ELECTRICAL SPLICES SHALL BE SHOWN ON THE AS–BUILT DRAWINGS.
4. BURY CONTROL WIRE BESIDE PIPE IN SAME TRENCH. BUNDLE AND TAPE TOGETHER AT NOT MORE THAN 10 FT INTERVALS.
D. EXPANSION LOOPS: CONSTRUCT BY WRAPPING WIRE AROUND 1/2 INCH DIAMETER PIPE TO CREATE COIL. **A 3 FOOT SECTION OF WIRE SHALL BE USED TO CREATE 12 INCH COIL** WITH 6 FOOT SECTION BEING USED TO CREATE 24 INCH COIL.
E. PROVIDE 12 INCH COILS AT EACH WIRE SPLICE, NOT INCLUDING VALVES, AND AT EACH CHANGE OF WIRE DIRECTION.
F. PROVIDE **24 INCH COILS AT EACH CONTROL VALVE AND WHERE EACH VALVE ENTERS CONDUIT FOR AUTOMATIC CONTROLLER.**

3.9 BACKFILLING
A. SAND OR FINE–GRAINED SOILS SHALL BE USED FOR INITIAL BACKFILL TO SUFFICIENT DEPTH TO PREVENT DAMAGE TO PIPE FROM ROCKS OR OTHER DEBRIS DURING COMPACTION OF SUBSEQUENT BACKFILL.
B. FILL TRENCH TO WITHIN 3 INCHES OF FINISH GRADE WITH EXCAVATED SOIL AND COMPACT.
C. FILL TOP 3 INCHES WITH EXISTING TOPSOIL IN PLANTING OR TURF AREAS AND WHEEL ROLL UNTIL COMPACTION OF BACKFILL IS SAME AS SURROUNDING SOIL.
D. GRADE BACKFILLED TRENCH UNIFORM WITH SURROUNDING GRADES.

3.10 BACKFLOW PREVENTOR
A. COMPLY WITH LOCAL CODES FOR INSTALLATION OF BACKFLOW PREVENTOR. IN ABSENCE OF LOCAL CODES, INSTALL IN ACCORDANCE WITH MANUFACTURER'S WRITTEN INSTRUCTIONS.
B. PROVIDE COMBINATION OF DRAINS AND QUICK COUPLER VALVES TO ACCOMMODATE WINTERIZATION OF ENTIRE SYSTEM BY FORCED AIR. SUBMIT MATERIALS AND METHODS TO OWNER FOR CONSIDERATION AND RECEIVE APPROVAL PRIOR TO INSTALLATION OF WORK.

3.11 AUTOMATIC CONTROLLER
A. LOCATION AND INSTALLATION SHALL BE AS SHOWN ON THE DRAWINGS AND APPROVED BY OWNER PRIOR TO INSTALLATION.
B. PROVIDE RIGID CONDUITS FOR BOTH POWER SUPPLY AND CONTROL WIRING.
1. **CONTROL WIRE CONDUIT SHALL EXTEND TO 18 INCHES BELOW GRADE.**
2. SECURE CONDUIT TO WALL WITH ANCHORS AND SCREWS.
C. PROVIDE ELECTRICAL GROUNDING FOR CONTROLLER IN ACCORDANCE WITH MANUFACTURER'S WRITTEN INSTRUCTIONS.

3.12 RAINFALL SENSOR
A. LOCATE ON A WALL OF ENCLOSUTER WITHIN **150 FEET OF THE AUTOMATIC CONTROLLER.**
1. MINIMUM MOUNTING HEIGHT SHALL BE 6 FEET. SET RAINFALL TRIGGER TO 1/2 INCH.

3.13 FIELD QUALITY CONTROL
A. INSPECTION AND ADJUSTMENTS: FOLLOWING INSTALLATION, MAKE FINAL ADJUSTMENTS TO SITE IRRIGATION SYSTEM PRIOR TO OWNER'S FINAL INSPECTION.
B. FLUSH SYSTEM COMPLETELY, WITH NOZZLES AND SCREENS REMOVED, TO EXTRACT DEBRIS.
C. DEMONSTRATION: FOLLOWING FINAL ADJUSTMENT, OPERATE ENTIRE INSTALLATION TO DEMONSTRATE COMPLETE AND SUCCESSFUL OPERATION OF EQUIPMENT.
D. GENERAL IRRIGATION: CONTRACTOR SHALL MAINTAIN THE IRRIGATION SYSTEM IN GOOD OPERATING CONDITION AND COORDINATE THE OPERATION OF THE SYSTEM WITH THE STORE MANAGER THROUGH MONTHLY INSPECTIONS OF SYSTEM COMPONENTS AND MAKE REPAIRS OR REPLACEMENT OF PARTS AS NECESSARY. THIS INCLUDES CHECKING AND VERIFYING OPERATION IN EACH ZONE, ALIGNMENT OF HEADS, RAIN SENSORS, CONTROLLER, AND CHECKING LEAKS. IN THE EVENT OF IRRIGATION SYSTEM FAILURE, PROVIDE MANUAL WATERING TO KEEP THE PLANT MATERIAL IN A VIGOROUS, HEALTHY CONDITION UNTIL SYSTEM IS RESTORED.
E. WINTERIZATION: WHEN COLD WEATHER APPROACHES AND CHANCE FOR FREEZING CONDITIONS EXIST, THE IRRIGATION SYSTEM SHALL BE DRAINED AFTER EACH USE.

3.14 WINTERIZATION PROCEDURE SHALL INCLUDE THE FOLLOWING:
A. SHUT WATER OFF AT MAIN GATE VALVE.
B. OPEN MANUAL DRAIN VALVES.
C. BLOW OUT EACH SECTION TWICE WITH COMPRESSED AIR.
D. SET CONTROLLER TO CYCLE THROUGH EACH SECTION MINIMUM TIME AVAILABLE, ONCE EACH DAY THROUGH WINTER MONTHS.
E. IF BACKFLOW PREVENTOR IS INSTALLED WITH UNIONS, REMOVE AND STORE OUT OF WEATHER.

3.15 SPRING START–UP: SPRING START–UP PROCEDURE SHALL INCLUDE THE FOLLOWING:
A. REINSTALL BACKFLOW PREVENTION DEVICE.
B. CLOSE MANUAL DRAIN VALVES.
C. SLOWLY TURN WATER ON.
D. CHECK FOR LEAKS AND PROPER ALIGNMENT OF HEADS.
E. REPAIR AND ADJUST SYSTEM AS REQUIRED FOR PROPER OPERATION.

DATE: REVISIONS:
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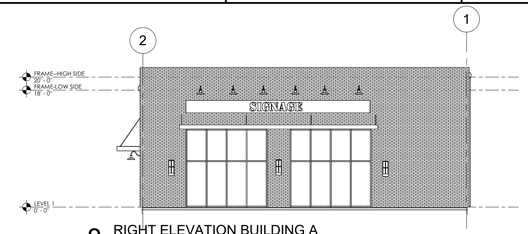
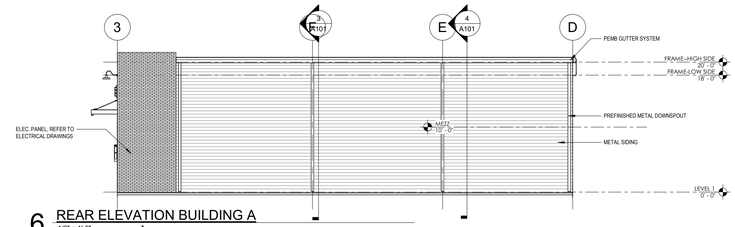
IR3.0

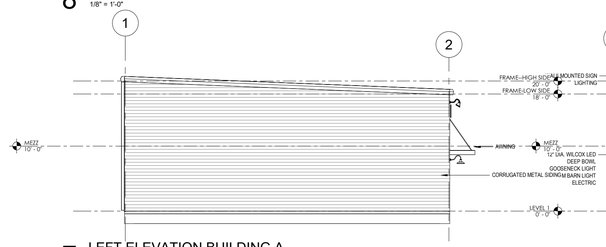
SHEET NUMBER: SHEET 4 OF 4



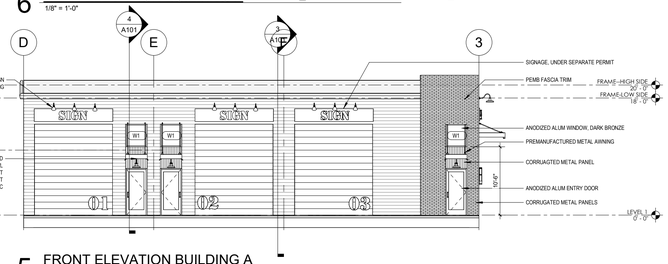
8 RIGHT ELEVATION BUILDING A
1/8" = 1'-0"



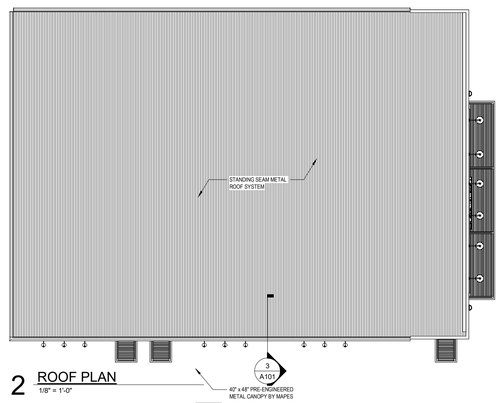
6 REAR ELEVATION BUILDING A
1/8" = 1'-0"



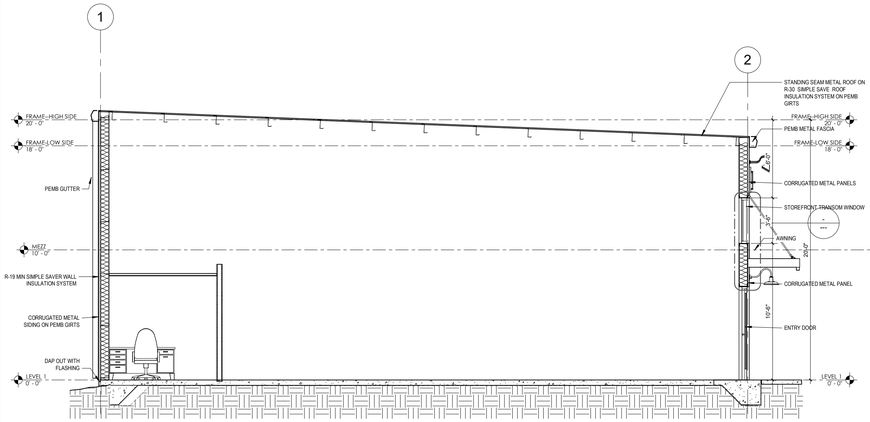
7 LEFT ELEVATION BUILDING A
1/8" = 1'-0"



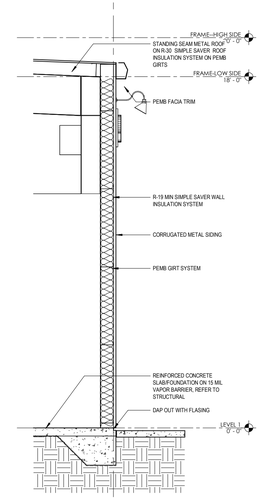
5 FRONT ELEVATION BUILDING A
1/8" = 1'-0"



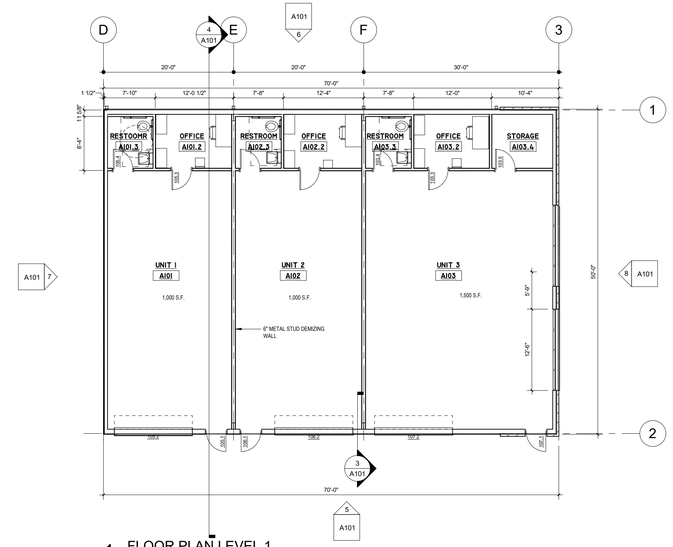
2 ROOF PLAN
1/8" = 1'-0"



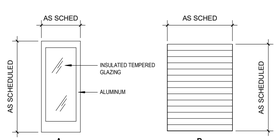
4 BUILDING SECTION
1/4" = 1'-0"



3 FRONT WALL SECTION
3/8" = 1'-0"



1 FLOOR PLAN LEVEL 1
1/8" = 1'-0"



? DOOR TYPES
1/4" = 1'-0"

DOOR SCHEDULE

	DOOR						FRAME					
DOOR #	DOOR FUNCTION	WIDTH	HEIGHT	THICKNESS	TYPE	MATERIAL	FINISH	TYPE	MATERIAL	FINISH	FIRE RATING	HARDWARE SET	Comments
103.3	ENTRY DOOR	3'-0"	7'-0"	1 3/4"	A								
103.4	ENTRY DOOR	3'-0"	7'-0"	1 3/4"	A								
103.5	ENTRY DOOR	3'-0"	7'-0"	1 3/4"	A								
105.1	UNIT ENTRY	3'-0"	7'-0"		A	ALUM/GLASS	CLEAR ANOD	NA	ALUM	CLEAR ANOD			
105.2	OVERHEAD COILING	12'-0"	14'-0"	2"	B			NA					INSULATE R-5
105.3	ENTRY DOOR	3'-0"	7'-0"	1 3/4"	A								
105.4	INTERIOR PRIVACY	3'-0"	7'-0"	1 3/4"	A	HM	PAINT	1	HM	PAINT		3	
106.1	UNIT ENTRY	3'-0"	7'-0"		A	ALUM/GLASS	CLEAR ANOD	NA	ALUM	CLEAR ANOD			
106.2	OVERHEAD COILING	12'-0"	14'-0"	2"	B			NA					INSULATE R-5
107.1	UNIT ENTRY	3'-0"	7'-0"		A	ALUM/GLASS	CLEAR ANOD	NA	ALUM	CLEAR ANOD			
107.2	OVERHEAD COILING	12'-0"	14'-0"	2"	B			NA					
107.7	INTERIOR PRIVACY	3'-0"	7'-0"	1 3/4"	A	HM	PAINT	1	HM	PAINT		3	
107.8	ENTRY DOOR	3'-0"	7'-0"	1 3/4"	A								

WADE R. SQUIERS
architecture planning interiors
122 FIRST STREET SW
MT VERNON, IOWA 52314
319.631.8075
wade@ss-designgroup.com

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DATE	REMARKS
2.20.25	PRICING ISSUE

Revision Schedule

Rev#	Description	Date

KEY PLAN

SPACEBOX FLEX-BLDG A&D-OXFORD

LAFAYETTE COUNTY, MS
SS: 1-6S-R-3W

LEVEL 1 PLAN

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A101

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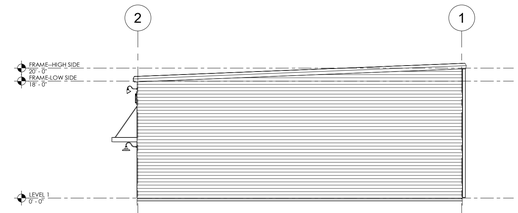
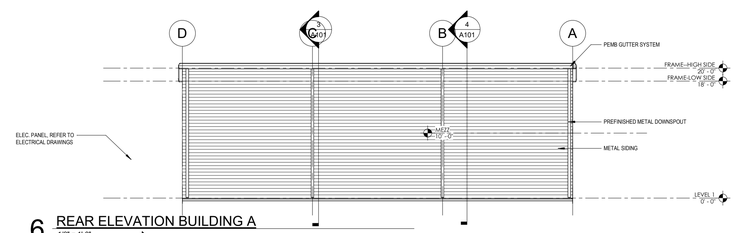
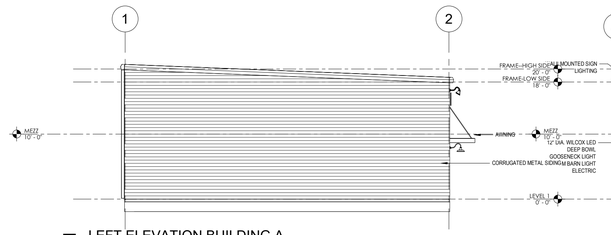


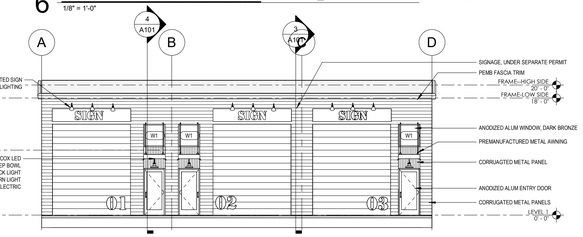
8 RIGHT ELEVATION BUILDING A
1/8" = 1'-0"



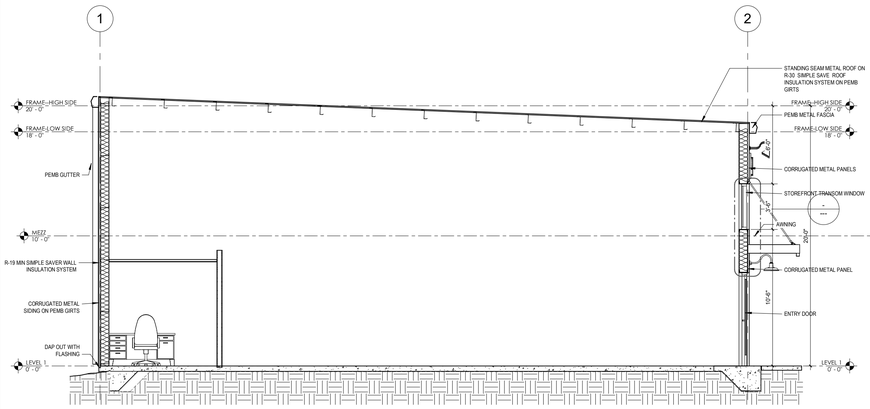
6 REAR ELEVATION BUILDING A
1/8" = 1'-0"



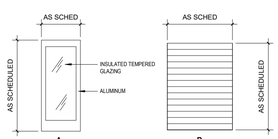
7 LEFT ELEVATION BUILDING A
1/8" = 1'-0"



5 FRONT ELEVATION BUILDING A
1/8" = 1'-0"

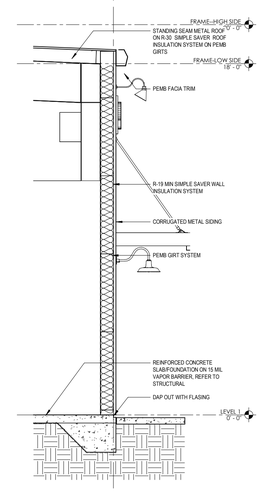


4 BUILDING SECTION
1/4" = 1'-0"

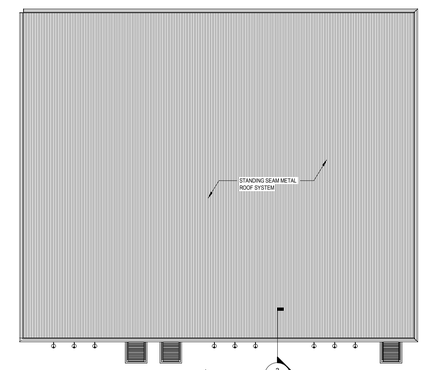


? DOOR TYPES
1/4" = 1'-0"

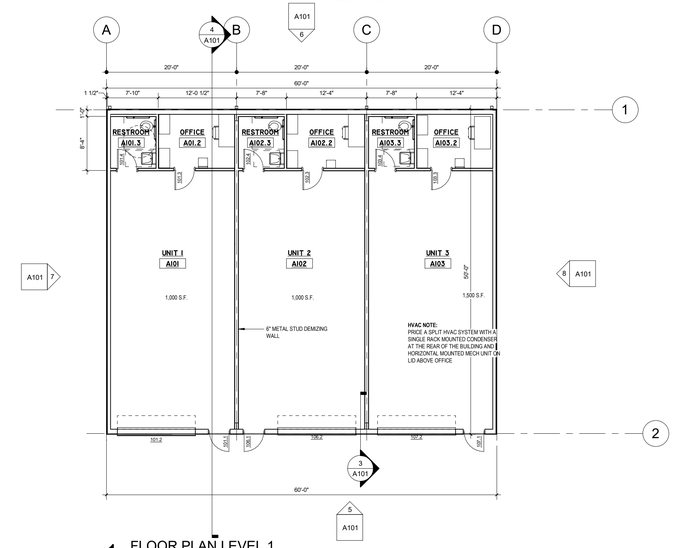
DOOR SCHEDULE														
		DOOR						FRAME						
DOOR #	DOOR FUNCTION	WIDTH	HEIGHT	THICKNESS	TYPE	MATERIAL	FINISH	TYPE	MATERIAL	FINISH	FIRE RATING	HARDWARE SET	Comments
101.1	UNIT ENTRY	3'-0"	7'-0"		A	ALUM/GLASS	CLEAR ANOD	NA	ALUM	CLEAR ANOD			
101.2	OVERHEAD COILING	12'-0"	14'-0"	2"	B			NA					INSULATE R-5
101.3	ENTRY DOOR	3'-0"	7'-0"	1 3/4"	A								
101.4	INTERIOR PRIVACY	3'-0"	7'-0"	1 3/4"	A	HM	PAINT	1	HM	PAINT		3	
102.3	ENTRY DOOR	3'-0"	7'-0"	1 3/4"	A								
102.4	INTERIOR PRIVACY	3'-0"	7'-0"	1 3/4"	A	HM	PAINT	1	HM	PAINT		3	
103.3	ENTRY DOOR	3'-0"	7'-0"	1 3/4"	A								
103.4	ENTRY DOOR	3'-0"	7'-0"	1 3/4"	A								
106.1	UNIT ENTRY	3'-0"	7'-0"		A	ALUM/GLASS	CLEAR ANOD	NA	ALUM	CLEAR ANOD			
106.2	OVERHEAD COILING	12'-0"	14'-0"	2"	B			NA					INSULATE R-5
107.1	UNIT ENTRY	3'-0"	7'-0"		A	ALUM/GLASS	CLEAR ANOD	NA	ALUM	CLEAR ANOD			
107.2	OVERHEAD COILING	12'-0"	14'-0"	2"	B			NA					



3 FRONT WALL SECTION
3/8" = 1'-0"



2 ROOF PLAN
1/8" = 1'-0"



1 FLOOR PLAN LEVEL 1
1/8" = 1'-0"

WADE R. SQUIERS
architecture planning interiors
122 FIRST STREET SW
MT VERNON, IOWA 52314
319.631.8075
wade@ss-designgroup.com

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DATE	REMARKS
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Revision Schedule

Rev#	Description	Date

KEY PLAN

SPACEBOX FLEX-BLDGS B & E-OXFORD

LAFAYETTE COUNTY, MS
SS: 1-6S-R-3W

LEVEL 1 PLAN

PRELIMINARY NOT FOR CONSTRUCTION

A101

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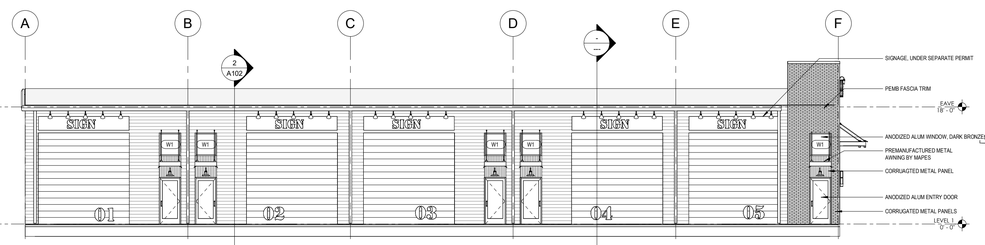
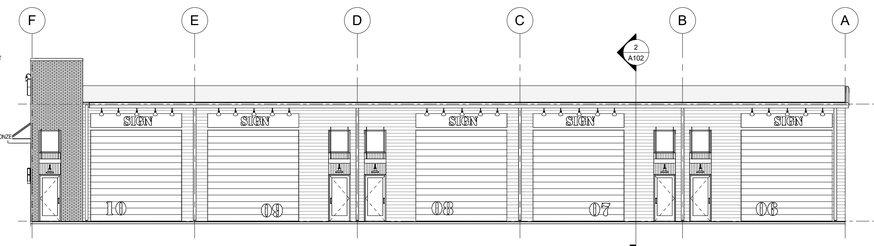


4 FRONT ELEVATION BUILDING A
1/8" = 1'-0"



5 REAR ELEVATION BUILDING A
1/8" = 1'-0"

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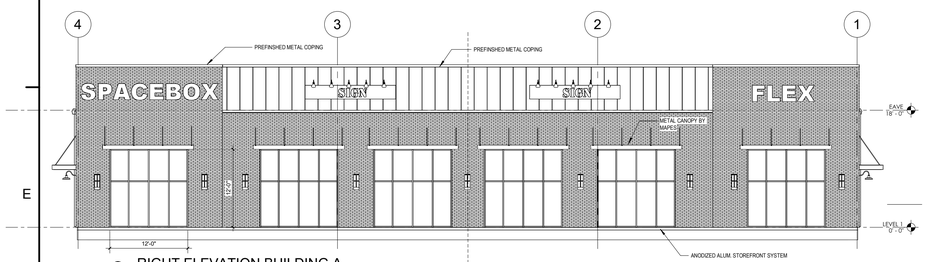
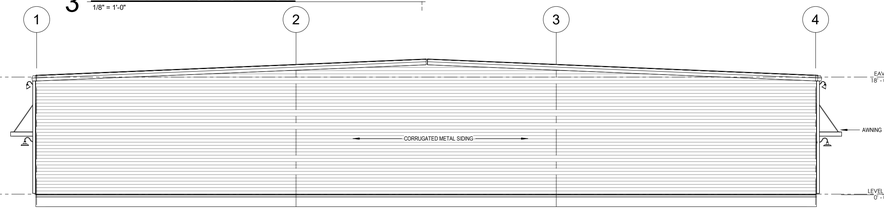
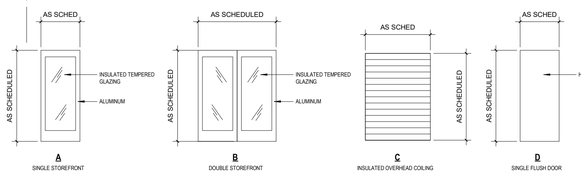


3 RIGHT ELEVATION BUILDING A
1/8" = 1'-0"



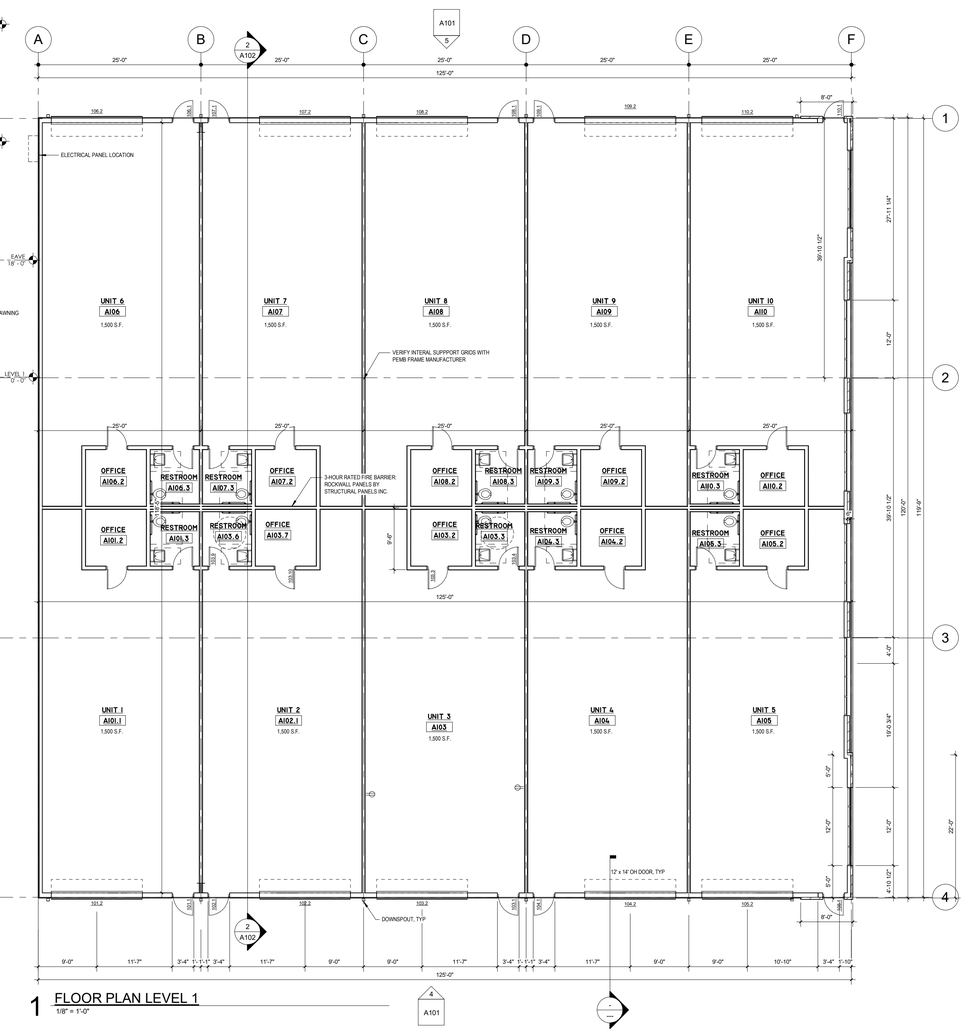
2 LEFT ELEVATION BUILDING
1/8" = 1'-0"



? DOOR TYPES
1/4" = 1'-0"

DOOR SCHEDULE

DOOR #	DOOR FUNCTION	DOOR WIDTH	DOOR HEIGHT	DOOR THICKNESS	DOOR TYPE	DOOR MATERIAL	DOOR FINISH	FRAME TYPE	FRAME MATERIAL	FRAME FINISH	FIRE RATING	HARDWARE SET	Comments
101.1	UNIT ENTRY	3'-0"	7'-0"		A	ALUM/GLASS	CLEAR ANOD	NA	ALUM	CLEAR ANOD			
101.2	OVERHEAD COILING	14'-0"	14'-0"	2"	B			NA					INSULATE R-5
102.1	UNIT ENTRY	3'-0"	7'-0"		A	ALUM/GLASS	CLEAR ANOD	NA	ALUM	CLEAR ANOD			
102.2	OVERHEAD COILING	14'-0"	14'-0"	2"	B			NA					INSULATE R-5
103.1	UNIT ENTRY	3'-0"	7'-0"		A	ALUM/GLASS	CLEAR ANOD	NA	ALUM	CLEAR ANOD			
103.2	OVERHEAD COILING	14'-0"	14'-0"	2"	B			NA					INSULATE R-5
103.3	OFFICE ENTRY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT			
103.4	INTERIOR PRIVACY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT		3	
103.7	INTERIOR PRIVACY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT		3	
103.8	OFFICE ENTRY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT			
103.9	INTERIOR PRIVACY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT		3	
103.10	OFFICE ENTRY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT			
103.11	INTERIOR PRIVACY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT		3	
103.12	OFFICE ENTRY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT			
103.13	INTERIOR PRIVACY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT		3	
103.14	OFFICE ENTRY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT			
103.15	INTERIOR PRIVACY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT		3	
103.16	OFFICE ENTRY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT			
103.17	INTERIOR PRIVACY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT		3	
103.18	OFFICE ENTRY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT			
103.19	INTERIOR PRIVACY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT		3	
103.20	OFFICE ENTRY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT			
103.21	OFFICE ENTRY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT			
103.22	INTERIOR PRIVACY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT		3	
103.23	OFFICE ENTRY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT			
103.24	INTERIOR PRIVACY	3'-0"	7'-0"	1 3/4"	D	HM	PAINT	1	HM	PAINT		3	
104.1	UNIT ENTRY	3'-0"	7'-0"		A	ALUM/GLASS	CLEAR ANOD	NA	ALUM	CLEAR ANOD			
104.2	OVERHEAD COILING	14'-0"	14'-0"	2"	B			NA					INSULATE R-5
105.1	UNIT ENTRY	3'-0"	7'-0"		A	ALUM/GLASS	CLEAR ANOD	NA	ALUM	CLEAR ANOD			
105.2	OVERHEAD COILING	14'-0"	14'-0"	2"	B			NA					INSULATE R-5
106.1	UNIT ENTRY	3'-0"	7'-0"		A	ALUM/GLASS	CLEAR ANOD	NA	ALUM	CLEAR ANOD			
106.2	OVERHEAD COILING	14'-0"	14'-0"	2"	B			NA					INSULATE R-5
107.1	UNIT ENTRY	3'-0"	7'-0"		A	ALUM/GLASS	CLEAR ANOD	NA	ALUM	CLEAR ANOD			
107.2	OVERHEAD COILING	14'-0"	14'-0"	2"	B			NA					INSULATE R-5
108.1	UNIT ENTRY	3'-0"	7'-0"		A	ALUM/GLASS	CLEAR ANOD	NA	ALUM	CLEAR ANOD			
108.2	OVERHEAD COILING	14'-0"	14'-0"	2"	B			NA					INSULATE R-5
109.1	UNIT ENTRY	3'-0"	7'-0"		A	ALUM/GLASS	CLEAR ANOD	NA	ALUM	CLEAR ANOD			
109.2	OVERHEAD COILING	14'-0"	14'-0"	2"	B			NA					INSULATE R-5
110.1	UNIT ENTRY	3'-0"	7'-0"		A	ALUM/GLASS	CLEAR ANOD	NA	ALUM	CLEAR ANOD			
110.2	OVERHEAD COILING	14'-0"	14'-0"	2"	B			NA					INSULATE R-5



1 FLOOR PLAN LEVEL 1
1/8" = 1'-0"

WADE R. SQUIERS
architecture planning interiors
122 FIRST STREET SW
MT VERNON, IOWA 52314
319.631.8075
wade@ss-designgroup.com

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DATE	REMARKS
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Revision Schedule

Rev#	Description	Date

KEY PLAN

SPACEBOX-FLEX OXFORD-BUILDING C

LAFAYETTE COUNTY, MS
S5, T9-S5, R2W

FLOOR PLAN & ELEVATIONS

A101

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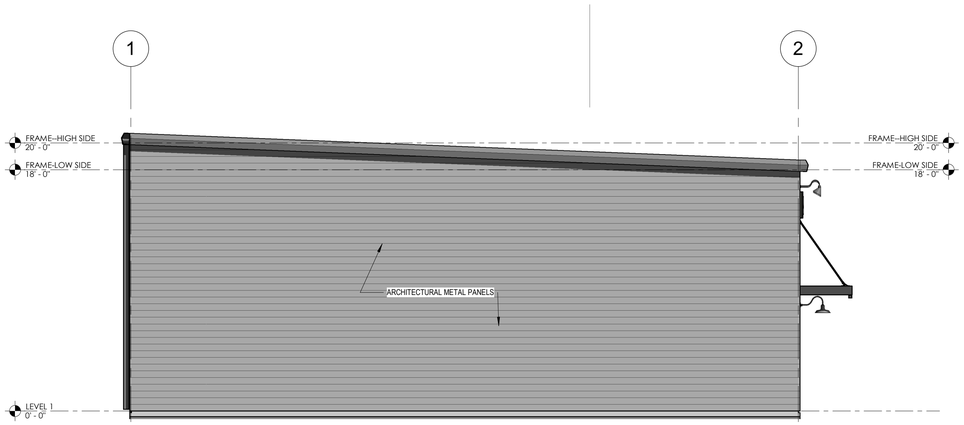
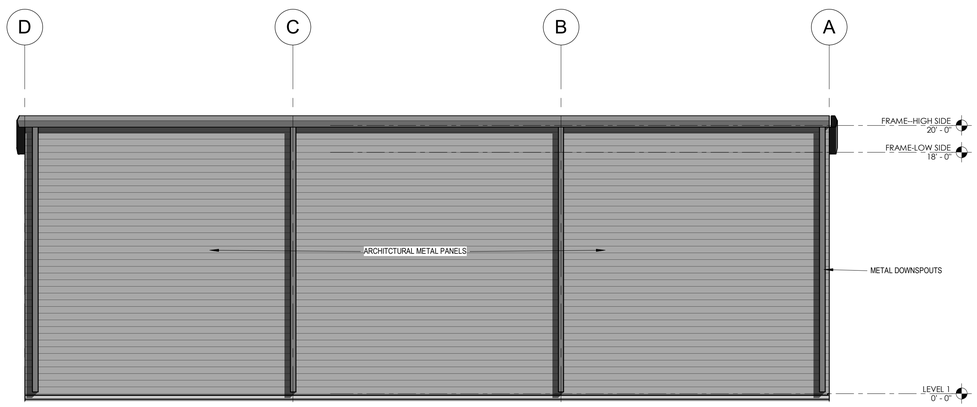
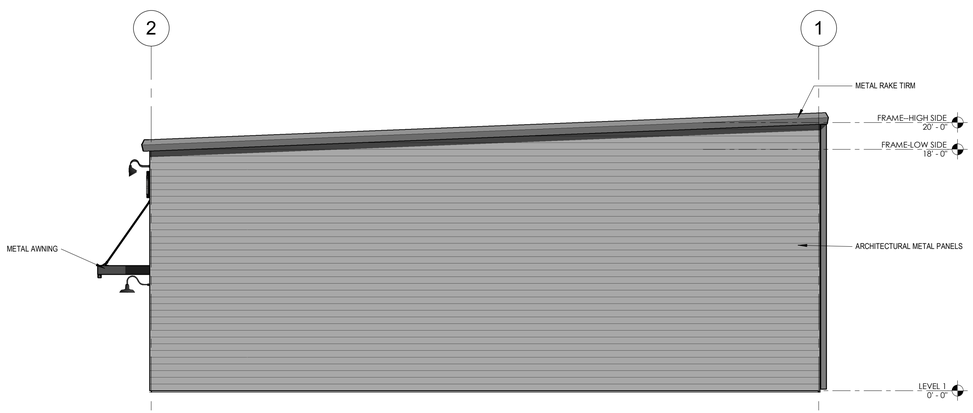


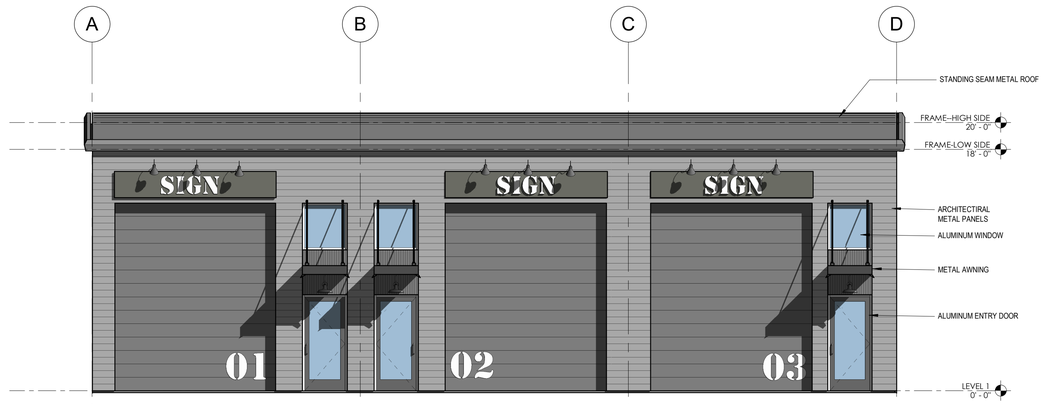
4 WEST PRESENTATION ELEVATION
3/16" = 1'-0"



2 REAR ELEVATION
3/16" = 1'-0"



3 RIGHT PRESENTATION ELEVATION
3/16" = 1'-0"



1 FRONT PRESENTATION ELEVATION
3/16" = 1'-0"

ARCHITECT OF RECORD:

WADE - SQUIERS
architecture planning interiors

CONSULTANTS:

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DATE	REMARKS

Revision Schedule

Rev#	Description	Date

KEY PLAN

SPACEBOX FLEX-BLDGS B & E-OXFORD

LAFAYETTE COUNTY, MS
S9, T-8-S, R-3-W

PRESENTATION ELEVATOINS

AP200

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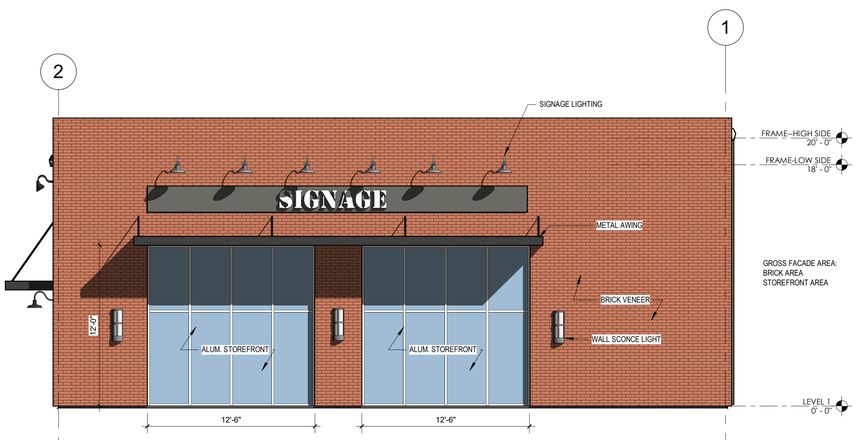
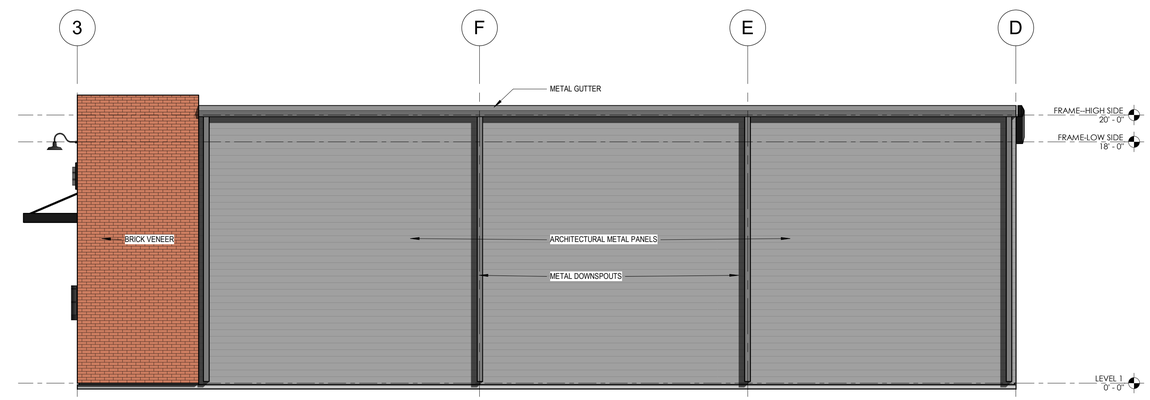
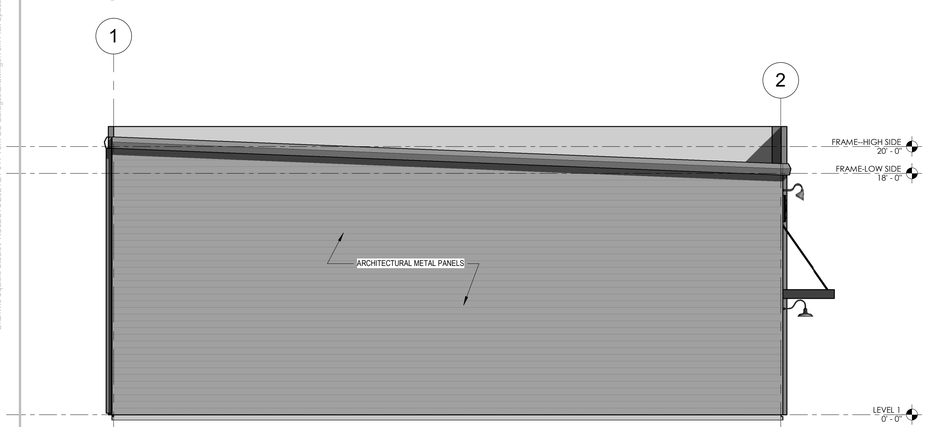


GROSS FACADE AREA: 1090 s.f
BRICK AREA 790 s.f. (72%)
STOREFRONT AREA 150 s.f. (28%)

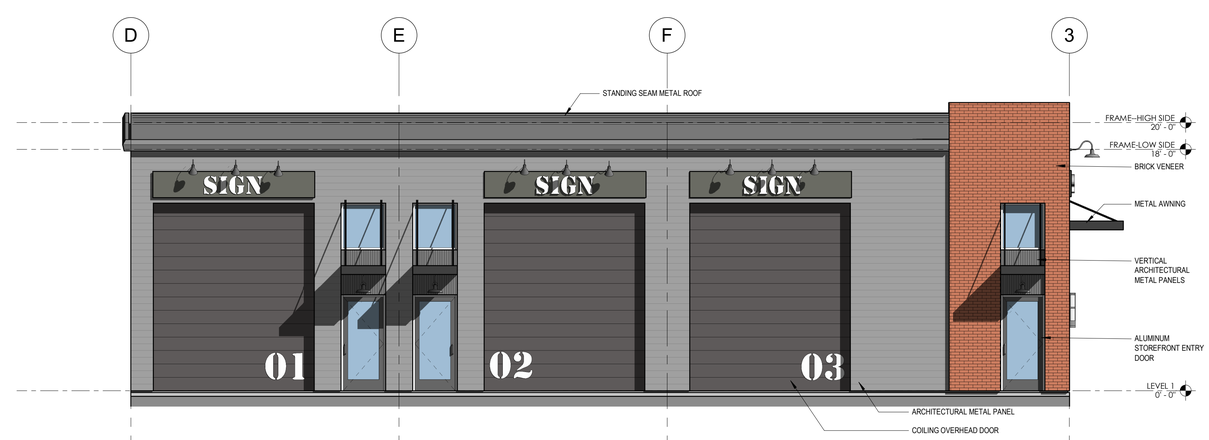
4 RIGHT PRESENTATION ELEVATION
3/16" = 1'-0"



2 REAR PRESENTATION ELEVATION
3/16" = 1'-0"



3 LEFT PRESENTATION ELEVATION
3/16" = 1'-0"



1 FRONT PRESENTATION ELEVATION
3/16" = 1'-0"

ARCHITECT OF RECORD:

WADER - SQUIERS
architecture planning interiors

CONSULTANTS:

PRINTED

DATE	REMARKS
2.20.25	PRICING ISSUE
7.68.25	CIVIL SITE SUBMITTAL

Revision Schedule

Rev#	Description	Date

KEY PLAN

SPACEBOX FLEX-BLDG A&D-OXFORD

LAFAYETTE COUNTY, MS
S9, T-9-S, R-3-W

PRESENTATION ELEVATIONS

AP200

DRAWN BY: AUTHOR
APPROVED BY:

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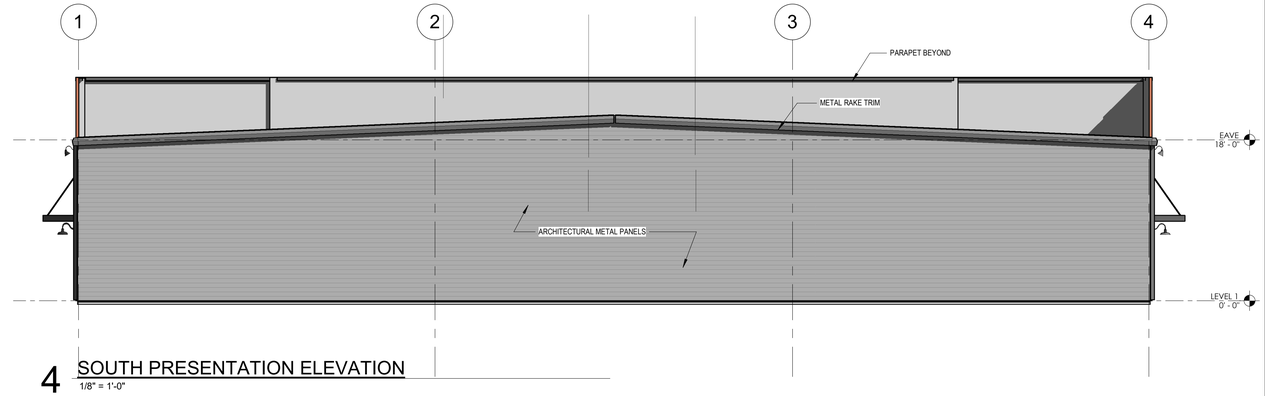
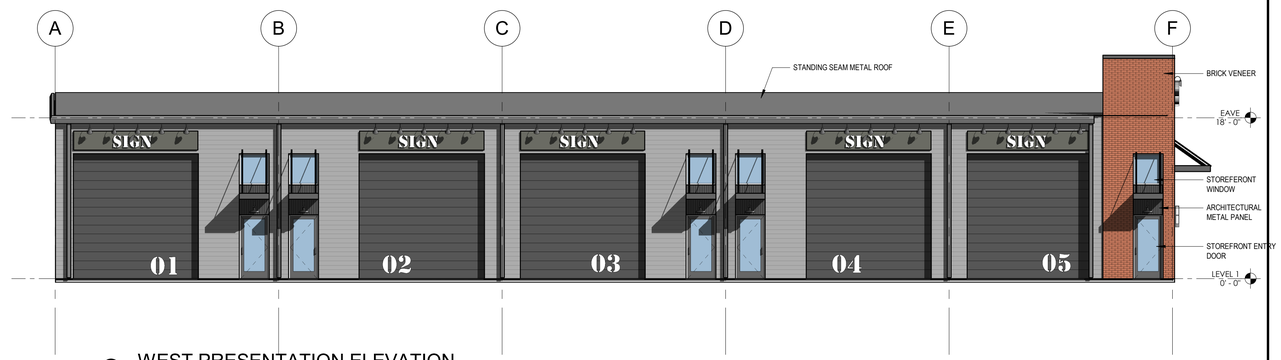
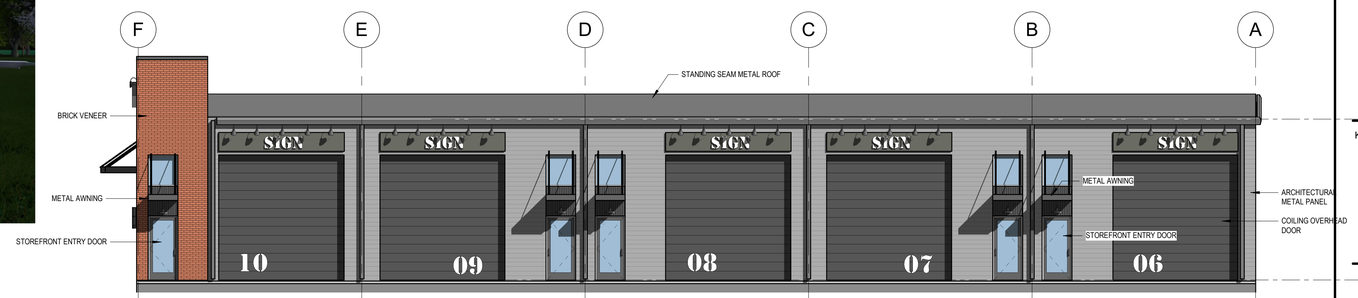


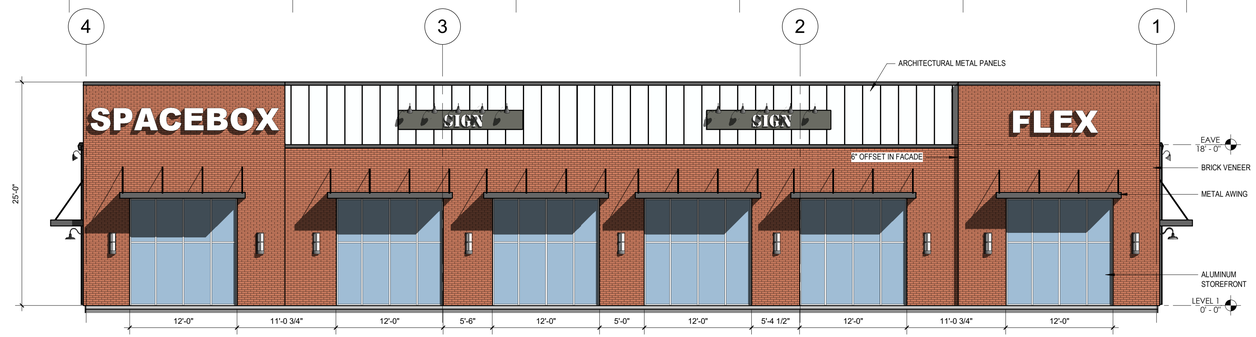
4 SOUTH PRESENTATION ELEVATION
1/8" = 1'-0"



3 WEST PRESENTATION ELEVATION
1/8" = 1'-0"



2 EAST PRESENTATION ELEVATION
1/8" = 1'-0"



1 NORTH (STREET) PRESENTATION ELEVATION
1/8" = 1'-0"

GROSS FCADE AREA	3010 s.f.
BRICK AREA	1600 s.f (75% OF NON GLAZED FACADE AREA)
STOREFRONT	865 s.f

ARCHITECT OF RECORD:

WADER - SQUIERS
architecture planning interiors

CONSULTANTS:

03/02/2020

PRINTED

DATE	REMARKS
7.6.25	CITY DESIGN REVIEW

Revision Schedule

Rev#	Description	Date

KEY PLAN

SPACEBOX-FLEX OXFORD-BULDING C

LAFAYETTE COUNTY, MS
S9, T-8-S, R-3-W

PRESENTATION ELEVATIONS

AP200

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7/8/2025 3:03:34 PM

OXFORD
GENERAL
GOVERNMENT

MEMORANDUM

To: Board of Aldermen

From: Mark Levy, PLA

CC: Hollis Green, Ashley Atkinson

Date: November 4, 2025

Re: Consider proposal for property and casualty insurance for the City of Oxford.

EMC/Brown Insurance submitted a proposal to provide property insurance coverage for the City of Oxford. The policy offers blanket coverage for all city-owned buildings with a total insured limits of **$**139,374,206, excluding earthquake coverage, which carries a separate limit of $10,000,000.

The proposed deductible is $25,000 per occurrence, except for windstorm events, which carry a $75,000 deductible**,** and earthquake coverage, which includes a 10% deductible**.**

After increases to both the total inventory (including the new police station, swimming pool, development services building, and the Punkin water tower) and value of properties, the annual premium for the proposed policy is $341,209, representing a 26% increase from last year's premium. The property policy was publicly bid last year in 2024.

A valuation of city property, as well as premium and deductible information, is included in the enclosed document.

Enclosure (1)

Renewal from EMC/Brown Insurance

INSURANCE PROPOSAL

PREPARED FOR:

THE CITY OF
OXFORD

PRESENTED BY:

Tatum Brown

EFFECTIVE DATE:

November 7, 2025

Brown Insurance Agency

Business Home Auto Life Health

1328 North Lamar
Oxford, MS 38655
Phone: (662)234-2941
Cell: (662)832-2942
Email: tatum.brown@browninsurance.biz

Policy Information

emc INSURANCE

November 7, 2025- 2026

Applicant Name

City of Oxford

Nature of Business

Property Insurance

Annual Premium

Building	**$27,122.00**
Personal Property	**$795.00**
Property in the Open	**$2,330.00**
Blanket Property	**$310,962.00**
Total Annual Premium	**$341,209.00**

Property

Buildings

Building coverage provides protection for permanent structures listed in the policy. Completed additions, permanently installed fixtures, machinery and equipment, outdoor fixtures, owned personal property used to service, repair or maintain the building and additions under construction or repair are all included in this definition.

Blanket Coverage

This coverage allows for a single limit of insurance to apply to two or more property items at one location or to two or more kinds of property at several locations, instead of a specific amount apply to a specific subject of insurance. It allows you to shift property values with no impairment of recovery as long as the total amount of insurance carried complies with the coinsurance requirement stated in the policy.

Co-Insurance

A policy may contain a coinsurance clause requiring that the limit of coverage be a minimum percentage (usually 80%) of the insurable value of your property. If the amount of insurance carried is less than what is required by this clause, any claim payment may be reduced by the same percentage as the deficiency. For example, covered property worth $100,000 may require a minimum of 80%, or $80,000, of coverage for compliance with the policy's coinsurance requirement. If only $60,000 of coverage is carried (25% less than the required $80,000), then any loss payment would be reduced by 25%.

Deductible

A policy may include a deductible in its provisions. This limit is the amount that will be deducted from any payment made to you because of a covered loss.

Business Personal Property

This coverage protects personal property owned by your firm and used in your operations. Furniture and fixtures, equipment and machinery, raw stock, and finished goods all fall within this category. Personal property of others while located in your covered building or within 100 feet of the premises are insured. Contents located off premises are not covered and must be insured by alternate methods.

Replacement Cost Valuation

This loss valuation method pays for the cost to repair or replace damaged items with like kind and quality without deduction for depreciation. This is important since you could face a substantial loss if you must replace property at today's prices but receive only the depreciated value of the property that was destroyed.

Cause of Loss Form Provided: Special Causes of Loss

This coverage will protect covered property against direct loss arising from any cause not specifically excluded. The advantage of this form is that the insurance company must prove that a loss is specifically excluded in order to

CONDITIONAL

emc INSURANCE

Employers Mutual Casualty Company
Quote: BCHW199 - Option 001
Prepared on 10/20/2025
Policy Term: 11/07/2025-11/07/2026
Valid Through: 12/04/2025

Commercial Property Summary Proposal

Blanket coverage applies only as indicated by an entry below:

Blanket: 1
Building & Personal Property Combined: Only at Locations/Buildings as indicated in the Schedule below

Blanket Limit of Insurance	**$139,374,206**	**Coinsurance: 100%**
Except:		
Earthquake	$10,000,000	Coinsurance: N/A

Deductible Per Occurrence: $25,000
Except: $75,000 On Windstorm Or Hail, 10% On Earthquake

Location 1
107 COURTHOUSE SQ
OXFORD, MS 38655

Building 1	**Description:** 3 Story Joisted Masonry Building **In Protection Class:** 4 **Occupancy:** CITY HALL

Coverage	100% Values	Value Type
Building	$9,450,000	Replacement Cost
All Personal Property	$245,394	

emc INSURANCE

Employers Mutual Casualty Company
Quote: BCHW199 - Option 001
Prepared on 10/20/2025
Policy Term: 11/07/2025-11/07/2026
Valid Through: 12/04/2025

Statement of Values

Location 2
413 S 14th St
Oxford, MS 38655-4019

Building 1

Description: 1 Story Mixed Construction Building
In Protection Class: 4
Occupancy: 413A - THE POWERHOUSE COMMUNITY ARTS CENTER AND STORAGE

Coverage	100% Values	Value Type
Building	$2,120,509.00	Replacement Cost

Building 2

Description: 1 Story Non-Combustible Building
In Protection Class: 4
Occupancy: 413B - POWERHOUSE COMMUNITY ARTS CENTER AND STORAGE

Coverage	100% Values	Value Type
Building	$261,630.00	Replacement Cost
All Personal Property	$12,270.00	Replacement Cost

Location 3
310 S 15th St
Oxford, MS 38655-4026

Building 1

Description: 2 Story Frame Building
In Protection Class: 4
Occupancy: CAMPUS PARKING OFFICE

Coverage	100% Values	Value Type
Building	$442,275.00	Replacement Cost
All Personal Property	$24,540.00	Replacement Cost

Building 2

Description: 1 Story Frame Building
In Protection Class: 4
Occupancy: CITY COMMUNITY HOUSE

Coverage	100% Values	Value Type
Building	$72,962.00	Replacement Cost
All Personal Property	$7,362.00	Replacement Cost

Location 4
416 S 16th St
Oxford, MS 38655-4133

Building 1

Description: 1 Story Mixed Construction Building
In Protection Class: 4
Occupancy: COLUMBARIUM

Coverage	100% Values	Value Type
Building	$1,371,656.00	Replacement Cost

Location 5
416 1/2 N 16TH ST
OXFORD, MS 38655

Building 1

Description: 1 Story Non-Combustible Building
In Protection Class: 4
Occupancy: CEMETERY SHED

Coverage	100% Values	Value Type
Building	$52,123.00	Replacement Cost

Location 6
55 CR 3067
OXFORD, MS 38655

Building 1

Description: 1 Story Non-Combustible Building
In Protection Class: 10
Occupancy: RECYCLING BLDG/LANDFILL

Coverage	100% Values	Value Type
Building	$437,192.00	Replacement Cost
All Personal Property	$61,349.00	Replacement Cost

Location 7
102 Ed Perry Blvd
Oxford, MS 38655-3422

Building 1

Description: 1 Story Mixed Construction Building
In Protection Class: 4
Occupancy: CONVENTION CENTER

Coverage	100% Values	Value Type
Building	$17,740,840.00	Replacement Cost
All Personal Property	$245,394.00	Replacement Cost

Location 8
616 N 14th St
Oxford, MS 38655-3220

Building 1	**Description:** 1 Story Frame Building **In Protection Class:** 4 **Occupancy:** LQC LAMAR MUSEUM		
	Coverage	**100% Values**	**Value Type**
	Building	$617,245.00	Replacement Cost

Location 9
502 Bramlett Blvd
Oxford, MS 38655-4125

Building 1	**Description:** 1 Story Frame Building **In Protection Class:** 4 **Occupancy:** SKIPWITH COTTAGE		
	Coverage	**100% Values**	**Value Type**
	Building	$52,123.00	Replacement Cost

Location 11
710 Jackson Ave E
Oxford, MS 38655-3816

Building 1	**Description:** 1 Story Frame Building **In Protection Class:** 4 **Occupancy:** BURNS BELFRY MUSEUM		
	Coverage	**100% Values**	**Value Type**
	All Personal Property	$147,237.00	Replacement Cost

Location 12
710 1/2 Jackson Ave E
Oxford, MS 38655-3816

Building 1

Description: 1 Story Frame Building
In Protection Class: 4
Occupancy: DIGITAL MUSEUM

Coverage	100% Values	Value Type
Building	$226,313.00	Replacement Cost

Location 13
1801 University Ave
Oxford, MS 38655-4111

Building 1

Description: 1 Story Non-Combustible Building
In Protection Class: 4
Occupancy: PAVILION

Coverage	100% Values	Value Type
Building	$274,331.00	Replacement Cost

Location 14
1801 University Ave
Oxford, MS 38655-4111

Building 1

Description: 1 Story Joisted Masonry Building
In Protection Class: 4
Occupancy: OLD ARMORY

Coverage	100% Values	Value Type
Building	$82,299.00	Replacement Cost

Location 15
715 Molly Barr Rd
Oxford, MS 38655-2158

Building 1

Description: 1 Story Joisted Masonry Building
In Protection Class: 4
Occupancy: POLICE STATION

Coverage	100% Values	Value Type
Building	$3,712,540.00	Replacement Cost
All Personal Property	$73,618.00	Replacement Cost

Location 16

715 Molly Barr Rd
Oxford, MS 38655-2158

Building 1

Description: 1 Story Non-Combustible Building
In Protection Class: 4
Occupancy: POLICE RADIO EQUIPMENT

Coverage	100% Values	Value Type
All Personal Property	$6,184.00	Replacement Cost

Location 17

715 Molly Barr Rd
Oxford, MS 38655-2158

Building 1

Description: 1 Story Joisted Masonry Building
In Protection Class: 4
Occupancy: POLICE TRAINING CENTER

Coverage	100% Values	Value Type
Building	$1,530,360.00	Replacement Cost
All Personal Property	$122,697.00	Replacement Cost

Location 18

717A Molly Barr Rd
Oxford, MS 38655-2158

Building 1

Description: 1 Story Frame Building
In Protection Class: 4
Occupancy: BURNS BELFRY MUSEUM

Coverage	100% Values	Value Type
Building	$104,623.00	Replacement Cost

Location 19

719 Molly Barr Rd
Oxford, MS 38655-2158

Building 1

Description: 1 Story Non-Combustible Building
In Protection Class: 4
Occupancy: CITY STREET DEPARTMENT

Coverage	100% Values	Value Type
Building	$865,845.00	Replacement Cost
All Personal Property	$90,795.00	Replacement Cost

Location 20

721 Molly Barr Rd
Oxford, MS 38655-2158

Building 1

Description: 1 Story Non-Combustible Building
In Protection Class: 4
Occupancy: TRUCK STORAGE

Coverage	100% Values	Value Type
Building	$150,758.00	Replacement Cost

emc INSURANCE

Employers Mutual Casualty Company
Quote: BCHW199 - Option 001
Prepared on 10/20/2025
Policy Term: 11/07/2025-11/07/2026
Valid Through: 12/04/2025

Location 21
723 Molly Barr Rd
Oxford, MS 38655-2158

Building 1

Description: 1 Story Non-Combustible Building
In Protection Class: 4
Occupancy: STORAGE

Coverage	100% Values	Value Type
Building	$51,349.00	Replacement Cost

Location 22
725 Molly Barr Rd
Oxford, MS 38655-2158

Building 1

Description: 1 Story Non-Combustible Building
In Protection Class: 4
Occupancy: STORAGE

Coverage	100% Values	Value Type
Building	$105,344.00	Replacement Cost

Location 23
717 Molly Barr Rd
Oxford, MS 38655-2158

Building 1

Description: 1 Story Non-Combustible Building
In Protection Class: 4
Occupancy: CITY SHOP

emc INSURANCE

Employers Mutual Casualty Company
Quote: BCHW199 - Option 001
Prepared on 10/20/2025
Policy Term: 11/07/2025-11/07/2026
Valid Through: 12/04/2025

	Coverage	100% Values	Value Type
Building 1	Building	$1,352,625.00	Replacement Cost
	All Personal Property	$79,753.00	Replacement Cost

Location 24
397 McElroy Dr
Oxford, MS 38655-2237

Building 1

Description: 1 Story Mixed Construction Building
In Protection Class: 4
Occupancy: EMERGENCY BUILDING

Coverage	100% Values	Value Type
Building	$1,234,490.00	Replacement Cost
All Personal Property	$368,091.00	Replacement Cost

Location 25
407 McElroy Dr
Oxford, MS 38655-2102

Building 1

Description: 1 Story Non-Combustible Building
In Protection Class: 4
Occupancy: BUILDINGS & GROUNDS SHOP

Coverage	100% Values	Value Type
Building	$322,007.00	Replacement Cost
All Personal Property	$12,270.00	Replacement Cost

emc INSURANCE

Employers Mutual Casualty Company
Quote: BCHW199 - Option 001
Prepared on 10/20/2025
Policy Term: 11/07/2025-11/07/2026
Valid Through: 12/04/2025

Location 26
409 McElroy Dr
Oxford, MS 38655-2102

Building 1

Description: 1 Story Non-Combustible Building
In Protection Class: 4
Occupancy: BUS REPAIR

Coverage	100% Values	Value Type
Building	$1,989,936.00	Replacement Cost

Location 27
413 McElroy Dr
Oxford, MS 38655-2102

Building 1

Description: 1 Story Joisted Masonry Building
In Protection Class: 4
Occupancy: ANIMAL SHELTER

Coverage	100% Values	Value Type
Building	$1,308,109.00	Replacement Cost

Location 28
413 McElroy Dr
Oxford, MS 38655-2102

Special Class 2

In Protection Class: 4

Coverage	100% Values	Value Type
HUMANE SOCIETY FENCE	11,685	Replacement Cost

Location 29
399 McElroy Dr
Oxford, MS 38655-2237

Building 1

Description: 2 Story Mixed Construction Building
In Protection Class: 4
Occupancy: FIRE STATION NO. 01

Coverage	100% Values	Value Type
Building	$3,353,611.00	Replacement Cost

Location 30
139 HIGHWAY 7 S
OXFORD, MS 38655

Building 1

Description: 2 Story Non-Combustible Building
In Protection Class: 4
Occupancy: FIRE STATION NO. 03

Coverage	100% Values	Value Type
Building	$1,473,680.00	Replacement Cost
All Personal Property	$30,675.00	Replacement Cost

Location 31
200 MALL DRIVE
OXFORD, MS 38655

Building 1

Description: 2 Story Frame Building
In Protection Class: 4
Occupancy: FIRE STATION NO. 04

	Coverage	100% Values	Value Type
Building 1	Building	$2,125,500.00	Replacement Cost
	All Personal Property	$30,675.00	Replacement Cost

Location 32
4259 Old Sardis Rd
Oxford, MS 38655-1290

In Protection Class: 4

	Coverage	100% Values	Value Type
Special Class 2	EXERCISE PARK	40,899	Replacement Cost

Location 33
328 1/2 Highway 314
Oxford, MS 38655-8668

Description: 1 Story Joisted Masonry Building
In Protection Class: 4
Occupancy: PAVILLION & CONCESSIONS

	Coverage	100% Values	Value Type
Building 1	Building	$308,623.00	Replacement Cost
	All Personal Property	$12,270.00	Replacement Cost

Location 34
328 1/3 Highway 314
Oxford, MS 38655-8668

Building 1

Description: 1 Story Joisted Masonry Building
In Protection Class: 4
Occupancy: PAVILLION & CONCESSIONS

Coverage	100% Values	Value Type
Building	$308,623.00	Replacement Cost
All Personal Property	$12,270.00	Replacement Cost

Location 35

328 1/5 Highway 314
Oxford, MS 38655-8668

Building 1

Description: 1 Story Joisted Masonry Building
In Protection Class: 4
Occupancy: PAVILLION & CONCESSIONS

Coverage	100% Values	Value Type
Building	$308,623.00	Replacement Cost
All Personal Property	$12,270.00	Replacement Cost

Location 36

328 1/4 Highway 314
Oxford, MS 38655-8668

Building 1

Description: 1 Story Joisted Masonry Building
In Protection Class: 4
Occupancy: PAVILLION & CONCESSIONS

	Coverage	100% Values	Value Type
Building 1	Building	$308,623.00	Replacement Cost
	All Personal Property	$12,270.00	Replacement Cost

Location 37
4259 Old Sardis Rd
Oxford, MS 38655-1290

Building 1

Description: 1 Story Non-Combustible Building
In Protection Class: 4
Occupancy: FNC PARK OFFICE & SHOP

Coverage	100% Values	Value Type
Building	$620,482.00	Replacement Cost
All Personal Property	$36,809.00	Replacement Cost

Building 2

Description: 1 Story Non-Combustible Building
In Protection Class: 4
Occupancy: INDOOR PRACTICE FACILITY

Coverage	100% Values	Value Type
Building	$754,411.00	Replacement Cost

Location 38
4259 Old Sardis Rd
Oxford, MS 38655-1290

Special Class 2	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	FENCE, LIGHTING INCL WIRING, DUGOUTS	1,612,591	Replacement Cost

Location 39
504 Bramlett Blvd
Oxford, MS 38655-4125

Building 1	**Description:** 1 Story Frame Building **In Protection Class:** 4 **Occupancy:** SKATE PARK PAVILION		
	Coverage	**100% Values**	**Value Type**
	Building	$178,318.00	Replacement Cost

Location 40
315 Country Club Rd
Oxford, MS 38655-2607

Building 1	**Description:** 1 Story Frame Building **In Protection Class:** 4 **Occupancy:** PAVILLION & RESTROOMS		
	Coverage	**100% Values**	**Value Type**
	Building	$342,914.00	Replacement Cost

Location 41
JEFFERSON AVE
OXFORD, MS 38655

Special Class 2	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	BELK PARKING STATION	9,349	Replacement Cost

Location 42
1215 OFFICE PARK DR
OXFORD, MS 38655

Building 1	**Description:** 1 Story Non-Combustible Building **In Protection Class:** 4 **Occupancy:** PAVILION AND RESTROOM		
	Coverage	**100% Values**	**Value Type**
	Building	$205,748.00	Replacement Cost

Location 43
200 Park Dr
Oxford, MS 38655-2816

Building 1	**Description:** 1 Story Frame Building **In Protection Class:** 4 **Occupancy:** AVENT PARK PAVILLION		
	Coverage	**100% Values**	**Value Type**
	Building	$129,938.00	Replacement Cost

Location 44
202 Park Ln
Oxford, MS 38655-2872

Building 1	**Description:** 1 Story Non-Combustible Building **In Protection Class:** 4 **Occupancy:** PLAYGROUND EQUIPMENT		
	Coverage	**100% Values**	**Value Type**
	All Personal Property	$426,834.00	Replacement Cost

Location 45
202 Park Ln
Oxford, MS 38655-2872

Special Class 2	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	AVENTS TENNIS COURTS	140,225	Replacement Cost

Location 46
400 Price St
Oxford, MS 38655-3132

Building 1	**Description:** 1 Story Frame Building **In Protection Class:** 4 **Occupancy:** ACTIVITY CENTER		
	Coverage	**100% Values**	**Value Type**
	Building	$2,758,530.00	Replacement Cost
	All Personal Property	$44,196.00	Replacement Cost

Location 47
400 Price St
Oxford, MS 38655-3132

Special Class 2	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	TENNIS COURT/FENCING/ NETS/BENCHES	238,967	Replacement Cost

Location 48
400 1/3 Price St
Oxford, MS 38655-3132

Building 1	**Description:** 1 Story Joisted Masonry Building **In Protection Class:** 4 **Occupancy:** TENNIS COURT PAVILION		
	Coverage	**100% Values**	**Value Type**
	Building	$71,522.00	Replacement Cost

Location 49
400 1/2 Price St
Oxford, MS 38655-3132

Special Class 2	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	TENNIS COURT RESTROOMS	62,920	Replacement Cost

Location 50
400 Price St
Oxford, MS 38655-3132

Special Class 2	**In Protection Class:** 4

	Coverage	100% Values	Value Type
Special Class 2	TENNIS COURT LIGHTS	390,104	Replacement Cost

Location 51
415 Washington Ave
Oxford, MS 38655-3014

Building 1

Description: 1 Story Frame Building
In Protection Class: 4
Occupancy: STONE REC CENTER

Coverage	100% Values	Value Type
Building	$467,254.00	Replacement Cost
All Personal Property	$13,497.00	Replacement Cost

Location 52
415 1/2 Washington Ave
Oxford, MS 38655-3014

Building 1

Description: 1 Story Frame Building
In Protection Class: 4
Occupancy: STONE PARK PAVILLION

Coverage	100% Values	Value Type
Building	$93,108.00	Replacement Cost

Location 53
HWY 7 SOUTH
OXFORD, MS 38655

	In Protection Class: 4		
Special Class 2	**Coverage**	**100% Values**	**Value Type**
	RETURN SLUDGE PUMP	175,282	Replacement Cost

Location 54
HWY 7 SOUTH
OXFORD, MS 38655

	In Protection Class: 4		
Special Class 2	**Coverage**	**100% Values**	**Value Type**
	RETURN SLUDGE PUMP	175,282	Replacement Cost

Location 55
HWY 7 SOUTH
OXFORD, MS 38655

	In Protection Class: 4		
Special Class 2	**Coverage**	**100% Values**	**Value Type**
	AERATOR EQUIPMENT	408,990	Replacement Cost

Location 56
HWY 7 SOUTH
OXFORD, MS 38655

	In Protection Class: 4		
Special Class 2	**Coverage**	**100% Values**	**Value Type**
	SCUM PUMP & ELECTRICAL PANEL	48,652	Replacement Cost

emc INSURANCE

Employers Mutual Casualty Company
Quote: BCHW199 - Option 001
Prepared on 10/20/2025
Policy Term: 11/07/2025-11/07/2026
Valid Through: 12/04/2025

Location 57
HWY 7 SOUTH
OXFORD, MS 38655

Special Class 2

In Protection Class: 4

Coverage	100% Values	Value Type
OXIDATION DITCH 1 & 2	116,854	Replacement Cost

Location 58
559 Highway 7 S
Oxford, MS 38655-9712

Building 1

Description: 1 Story Mixed Construction Building
In Protection Class: 8
Occupancy: CONTROL BUILDING

Coverage	100% Values	Value Type
Building	$685,828.00	Replacement Cost
All Personal Property	$304,273.00	Replacement Cost

Location 59
599 1/6 HWY 7 S
OXFORD, MS 38655

Building 1

Description: 1 Story Mixed Construction Building
In Protection Class: 8
Occupancy: CHLORINE HOUSE

Coverage	100% Values	Value Type
Building	$137,166.00	Replacement Cost
All Personal Property	$184,046.00	Replacement Cost

Location 60
559 1/4 Highway 7 S
Oxford, MS 38655

Building 1

Description: 1 Story Mixed Construction Building
In Protection Class: 8
Occupancy: SLUDGE HANDLING BLDG

Coverage	100% Values	Value Type
Building	$137,166.00	Replacement Cost

Location 61
559 1/2 Highway 7 S
Oxford, MS 38655-9712

Building 1

Description: 1 Story Mixed Construction Building
In Protection Class: 8
Occupancy: AUXILIARY POWER PLANT

Coverage	100% Values	Value Type
Building	$274,331.00	Replacement Cost

Location 62
559& 1/3 Highway 7 S
Oxford, MS 38655-9712

Building 1

Description: 1 Story Frame Building
In Protection Class: 8
Occupancy: FIBERGLASS SAMPLE HOUSE

	Coverage	100% Values	Value Type
Building 1	Building	$11,903.00	Replacement Cost
	All Personal Property	$24,540.00	Replacement Cost

Location 63

559 1/5 Highway 7 S
Oxford, MS 38655-9712

Building 1

Description: 1 Story Non-Combustible Building
In Protection Class: 8
Occupancy: STORAGE BUILDING

Coverage	100% Values	Value Type
Building	$94,889.00	Replacement Cost
All Personal Property	$24,540.00	Replacement Cost

Building 2

Description: 1 Story Frame Building
In Protection Class: 8
Occupancy: MAINTENANCE BLDG

Coverage	100% Values	Value Type
Building	$38,740.00	Replacement Cost

Location 64

572 AND 572 1/2 CR 166
OXFORD, MS 38655

emc INSURANCE

Employers Mutual Casualty Company
Quote: BCHW199 - Option 001
Prepared on 10/20/2025
Policy Term: 11/07/2025-11/07/2026
Valid Through: 12/04/2025

Building 1

Description: 1 Story Mixed Construction Building
In Protection Class: 7
Occupancy: CHEMICAL FEED BUILDING

Coverage	100% Values	Value Type
Building	$89,985.00	Replacement Cost
All Personal Property	$44,196.00	Replacement Cost

Building 2

Description: 1 Story Mixed Construction Building
In Protection Class: 7
Occupancy: WATER TREATMENT

Coverage	100% Values	Value Type
Building	$32,381.00	Replacement Cost

Building 3

Description: 1 Story Mixed Construction Building
In Protection Class: 7
Occupancy: WATER TREATMENT

Coverage	100% Values	Value Type
Building	$55,721.00	Replacement Cost

Building 4

Description: 1 Story Mixed Construction Building
In Protection Class: 7
Occupancy: ALTERNATIVE VALVE HOUSE

Coverage	100% Values	Value Type
Building	$55,721.00	Replacement Cost

Special Class 5

In Protection Class: 7

Coverage	100% Values	Value Type
IRON & MANGANESE TREATMENT	163,216	Replacement Cost

Special Class 6

In Protection Class: 7

Coverage	100% Values	Value Type
CHEMICAL FEED	254,322	Replacement Cost

Special Class 7

In Protection Class: 7

Coverage	100% Values	Value Type
WATER STORAGE TANKS	413,442	Replacement Cost

Special Class 8

In Protection Class: 7

Coverage	100% Values	Value Type
PUMPS	311,698	Replacement Cost

Location 65

100 County Road 162
Oxford, MS 38655-8327

Building 1

Description: 1 Story Mixed Construction Building
In Protection Class: 4
Occupancy: WATER PLANT

Coverage	100% Values	Value Type
Building	$83,893.00	Replacement Cost

emc INSURANCE

Employers Mutual Casualty Company
Quote: BCHW199 - Option 001
Prepared on 10/20/2025
Policy Term: 11/07/2025-11/07/2026
Valid Through: 12/04/2025

Building 2	**Description:** 1 Story Mixed Construction Building **In Protection Class:** 4 **Occupancy:** WATER TREATMENT BUILDING		
	Coverage	**100% Values**	**Value Type**
	Building	$53,839.00	Replacement Cost
Building 3	**Description:** 1 Story Mixed Construction Building **In Protection Class:** 4 **Occupancy:** WATER TREATMENT BUILDING		
	Coverage	**100% Values**	**Value Type**
	Building	$31,198.00	Replacement Cost
Special Class 6	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	IRON & MANGANESE TREATMENT	163,216	Replacement Cost
Special Class 7	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	CHEMICAL FEED	254,322	Replacement Cost
Special Class 8	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	WATER STORAGE TANKS	366,690	Replacement Cost

Special Class 9	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	STANDBY GENERATOR SETS	285,338	Replacement Cost
Special Class 10	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	PUMPS	379,611	Replacement Cost

Location 66
100 C ANDERSON RD
OXFORD, MS 38655

Building 1	**Description:** 1 Story Mixed Construction Building **In Protection Class:** 4 **Occupancy:** PUMP HOUSE		
	Coverage	**100% Values**	**Value Type**
	Building	$24,053.00	Replacement Cost

Location 67
100 D ANDERSON RD
OXFORD, MS 38655

Building 1	**Description:** 1 Story Mixed Construction Building **In Protection Class:** 4 **Occupancy:** PUMP HOUSE		
	Coverage	**100% Values**	**Value Type**
	Building	$16,703.00	Replacement Cost

emc INSURANCE

Employers Mutual Casualty Company
Quote: BCHW199 - Option 001
Prepared on 10/20/2025
Policy Term: 11/07/2025-11/07/2026
Valid Through: 12/04/2025

Location 68
502 1/2 AND 502 1/3 BRAMLETT BLVD
OXFORD, MS 38655

Building 1

Description: 1 Story Mixed Construction Building
In Protection Class: 4
Occupancy: WATER DEPT TREATMENT PLANT / STORAGE

Coverage	100% Values	Value Type
Building	$501,011.00	Replacement Cost

Building 2

Description: 1 Story Non-Combustible Building
In Protection Class: 4
Occupancy: STORAGE

Coverage	100% Values	Value Type
Building	$72,507.00	Replacement Cost

Building 3

Description: 1 Story Joisted Masonry Building
In Protection Class: 4
Occupancy: PUMP HOUSE

Coverage	100% Values	Value Type
Building	$40,804.00	Replacement Cost

Special Class 6

In Protection Class: 4

Coverage	100% Values	Value Type
IRON & MANGANESE TREATMENT	163,216	Replacement Cost

Special Class 7	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	CHEMICAL FEED	254,322	Replacement Cost
Special Class 8	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	WATER STORAGE TANKS	927,346	Replacement Cost
Special Class 9	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	STANDBY GENERATOR SETS	255,873	Replacement Cost
Special Class 10	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	PUMPS	356,887	Replacement Cost

Location 69
MCELROY DRIVE
OXFORD, MS 38655

Special Class 2	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	2 WATER WELLS	350,563	Replacement Cost

Location 70
300 McElroy Dr
Oxford, MS 38655-2237

Building 1	**Description:** 1 Story Non-Combustible Building **In Protection Class:** 4 **Occupancy:** ELECTRIC DEPT WATER WELL		
	Coverage	**100% Values**	**Value Type**
	Building	$205,748.00	Replacement Cost

Location 71
405 McElroy Dr
Oxford, MS 38655-2102

Building 1	**Description:** 1 Story Non-Combustible Building **In Protection Class:** 4 **Occupancy:** 2 WATER WELLS		
	Coverage	**100% Values**	**Value Type**
	Building	$411,497.00	Replacement Cost

Location 72
405 1/2 McElroy Dr
Oxford, MS 38655-2102

Building 1	**Description:** 1 Story Joisted Masonry Building **In Protection Class:** 4 **Occupancy:** PUMP HOUSE		
	Coverage	**100% Values**	**Value Type**
	Building	$24,734.00	Replacement Cost

Location 73
SOUTH 16TH STREET
OXFORD, MS 38655

Building 1

Description: 1 Story Non-Combustible Building
In Protection Class: 4
Occupancy: 2 CITY WATER WELLS

Coverage	100% Values	Value Type
Building	$411,497.00	Replacement Cost
All Personal Property	$316,067.00	Replacement Cost

Location 74

SOUTH 16TH STREET
OXFORD, MS 38655

Special Class 2

In Protection Class: 4

Coverage	100% Values	Value Type
WATER WELLS	377,520	Replacement Cost

Location 75

S/S WASHINGTON AVE
OXFORD, MS 38655

Building 1

Description: 1 Story Frame Building
In Protection Class: 4
Occupancy: BATH HOUSE

Coverage	100% Values	Value Type
Building	$70,741.00	Replacement Cost
All Personal Property	$6,503.00	Replacement Cost

Location 76
NORTH LAMAR
OXFORD, MS 38655

In Protection Class: 4

Special Class 2

Coverage	100% Values	Value Type
BEACON TANK	755,040	Replacement Cost

Location 77
411 County Road 101
Oxford, MS 38655-8441

In Protection Class: 6

Special Class 2

Coverage	100% Values	Value Type
CATERPILLAR TANK ELLIPSOIDAL 500,000 GALLONS 140 FT	1,810,552	Replacement Cost

Location 78
315 S 15th St
Oxford, MS 38655-4025

In Protection Class: 4

Special Class 2

Coverage	100% Values	Value Type
DOWNTOWN TANK SPHEROID 250,000 GALLONS 150 FT	1,493,052	Replacement Cost

Location 79
MOLLY BARR RD
OXFORD, MS 38655

Special Class 2	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	MOLLY BARR TANK ELLIPSOIDAL 1,000,000 GALLONS 120 FT	2,232,348	Replacement Cost

Location 80
KITCHENAID LN
OXFORD, MS 38655

Special Class 2	**In Protection Class:** 4		
	Coverage	**100% Values**	**Value Type**
	WHIRLPOOL TANK SPHEROID 1,000,000 GALLONS 140 FT	3,762,904	Replacement Cost

Location 81
10 Industrial Park Dr
Oxford, MS 38655-5342

Building 1	**Description:** 1 Story Non-Combustible Building **In Protection Class:** 6 **Occupancy:** STORAGE		
	Coverage	**100% Values**	**Value Type**
	Building	$15,354,612.00	Replacement Cost

Location 82
396 Price St
Oxford, MS 38655-3120

Building 1

Description: 2 Story Non-Combustible Building
In Protection Class: 4
Occupancy: ACTIVITY CENTER

Coverage	100% Values	Value Type
Building	$10,436,540.00	Replacement Cost
All Personal Property	$306,743.00	Replacement Cost

Location 83

72 Fd Buddy East Pkwy Ste 200
Oxford, MS 38655-1964

Building 1

Description: 1 Story Mixed Construction Building
In Protection Class: 4
Occupancy: COURT ROOM

Coverage	100% Values	Value Type
All Personal Property	$134,967.00	Replacement Cost

Location 84

1102 Jefferson Ave
Oxford, MS 38655-3613

Building 1

Description: 4 Story Fire Resistive Building
In Protection Class: 4
Occupancy: PARKING GARAGE

Coverage	100% Values	Value Type
Building	$13,716,560.00	Replacement Cost

emc INSURANCE

Employers Mutual Casualty Company
Quote: BCHW199 - Option 001
Prepared on 10/20/2025
Policy Term: 11/07/2025-11/07/2026
Valid Through: 12/04/2025

Location 87
RIVER HILL
OXFORD, MS 38655

Building 1

Description: 1 Story Non-Combustible Building
In Protection Class: 4
Occupancy: RIVER HILLS WATER TANK

Coverage	100% Values	Value Type
Building	$4,114,968.00	Replacement Cost

Location 88
399 F.D. BUDDY E PKWY
OXFORD, MS 38655

Building 1

Description: 1 Story Mixed Construction Building
In Protection Class: 4
Occupancy: FIRE STATION

Coverage	100% Values	Value Type
Building	$1,097,325.00	Replacement Cost

Location 89
9 Industrial Park Dr
Oxford, MS 38655

Building 1

Description: 1 Story Non-Combustible Building
In Protection Class: 6
Occupancy: POLICE STATION

Coverage	100% Values	Value Type
Building	$14,040,000.00	Replacement Cost
All Personal Property	$2,080,000.00	Replacement Cost

emc INSURANCE

Employers Mutual Casualty Company
Quote: BCHW199 - Option 001
Prepared on 10/20/2025
Policy Term: 11/07/2025-11/07/2026
Valid Through: 12/04/2025

Location 90
HWY 6
LONGITUDE 34.341746 LATITUDE -89.438394
Oxford, MS 38655

Special Class 2

In Protection Class: 4

Coverage	100% Values	Value Type
Water Tower Ellipsoidal 200,000 Gallons 140 ft	1,058,899	Replacement Cost

Location 91
220 Washington Ave
Oxford, MS 38655-2148

Building 2

Description: 1 Story Frame Building
In Protection Class: 4
Occupancy: RESTROOM, CONCESSION STAND

Coverage	100% Values	Value Type
Building	$800,000.00	Replacement Cost
All Personal Property	$50,000.00	Replacement Cost
POOL EQUIPMENT PUMP, TENTS, AND CHAIRS	$250,000.00	Replacement Cost

Special Class 3

In Protection Class: 4

Coverage	100% Values	Value Type
Property In The Open	459,975	Replacement Cost

CONDITIONAL

emc INSURANCE

Employers Mutual Casualty Company
Quote: BCHW199 - Option 001
Prepared on 10/20/2025
Policy Term: 11/07/2025-11/07/2026
Valid Through: 12/04/2025

	In Protection Class: 4		
Special Class 4	**Coverage**	**100% Values**	**Value Type**
	METAL FENCE	71,800	Replacement Cost

Total Building	$113,411,053.00 RC
Total Personal Property	$5,609,201.00 RC
Total Property in the Open	$20,353,952.00 RC
Combined Total	**$139,374,206.00**

1. Values shown must be 100% actual cash value or replacement cost and should reflect coverage basis for each item of buildings, personal property or both.
2. Value shall be submitted to insurance company, subject to its acceptance.
3. Nothing contained in these instructions shall be construed as changing in any manner the conditions of this policy.
4. The company may require this statement of values to be signed by the insured or in the case of firms, by a partner or an officer.

All values submitted are correct to the best of my knowledge and belief.

Signed: _____

Title: _____ Date: _____

THE CITY OF
OXFORD

MEMORANDUM

To:	Board of Aldermen
From:	Mark Levy
CC:	Hollis Green
Date:	November 4, 2025
Re:	Consider Change Order No. 4 from Century Construction for the renovation to historic Oxford City Hall

During the renovation process, particularly as walls and ceilings have been opened to expose wiring that is more than a century old, the city directed the contractors to identify areas that could either (a) be brought up to current electrical code standards or, where that is not feasible, (b) be repaired to mitigate any potential safety concerns.

In addition to several necessary electrical upgrades, the exposed ceilings and walls have provided an opportunity for our IT and engineering teams to assess and map the building's network infrastructure. Through this assessment, it was determined that a comprehensive rewiring of the data jacks—part of a system that has been incrementally expanded over the years—would be most efficiently and cost-effectively completed during the current renovation.

The items included in this proposed scope change consist of both latent conditions discovered during construction and upgrades requested by the city. The contractor is currently coordinating with the city to establish a fair and reasonable price, soliciting competitive bids from multiple subcontractors for each component of the work.

While this represents a significant change order, the associated work will not be more cost-effective at any future point due to the current accessibility of building systems. Although additional change orders are anticipated as the project progresses, this is expected to be the largest in terms of cost.

Consistent with the city's funding approach—allocating available funds to complete one project before advancing to the next priority (in this case, the Pickleball Project)—staff is requesting approval of this Change Order. The total amount of the Change Order 4 is $243,762.04 increasing the contract amount from $1,439,733.22 to $1,683,495.26.

Enclosure (1)

Change Order No. 4 from Century Construction

CENTURY
construction

DATE: October 29, 2025
TO: Howorth & Associates; City of Oxford
RE: Oxford City Call Renovations
SECTION: See attached sheets

COR: # 4

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 4 Scope:

1) Data cable demo and install $65,774.96
   *Credit for initial data connections: -$3,270.00
2) Data Cable final connections: $18,870.00
3) Access Control & camera install: $29,725.00
4) Electrical updates: $9,330.43
5) Cable Tray in lower level hallway: $9,744.23
6) Plaster repair additions in lower level: $20,500.00
7) Paint lower level hallway floor, walls, and ceiling: $5,900.00
8) Plumbing changes in kitchen and workroom: $7,400.00
9) Correcting thermostat wire issues: $12,100.00
10) Misc. Plaster and paint repairs: $4,925.00
11) Supervision (28 days): $11,200.00
12) Trade Markup 10%: $18,049.97
13) MPC tax & Insurance: $11,213.05
14)Project Management / General Conditions: $22,299.40

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

Total Price: $ 243,762.04

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 Tupelo, Mississippi 38802
Phone (662) 844-3331 www.centurycg.com

CENTURY construction

Change Order 4 Scope

1. **Complete new Data System including:**
   - Demolition and removal from site of all existing data cables.
   - Provide and install new cables per specifications.
   - Replace all existing data jacks with new data jacks (151).
   - All surface mounted cabling to be installed in new wire mold.
   - All cables routed through lower level hallway are to be placed in newly installed cable tray.
   - All data terminations to be installed, labeled, tested, and inspected professionally (151).
   - All data cable demolition and installation to be completed during shutdowns scheduled with owner excluding nights and weekends.

2. **Access Control additions:**
   - Owner requested access control to be installed on each exterior door of building, this includes 4 additional doors above original contract requirements.
   - Provide and install (1) intercom with video camera for mayor's office.
   - Provide and install lockdown capabilities for elevator.
   - Includes software license renewable after 3 years at owners' discretion.

3. **Camera System:**
   - Provide and install cabling and infrastructure for (2) additional interior cameras and (2) additional exterior cameras above original contract requirements.
   - Installation and connection of (12) owner supplied cameras.

4. **Electrical updates and additions:**
   - Make safe existing conditions on main level above lay in ceilings determined by site visit with city inspector on 10/29/2025. Scope includes: installing face plates and covers on all open electrical boxes, secure and stabilize all conduits not properly strapped, demolition of any wiring not in use, and replacing any damaged wiring.
   - Locate problem and repair flickering light mayor's office caused by coffee maker.
   - Add 1- 110 volt circuit with new wiring, conduits, and receptacles to repair electrical overload in temporary clerk's office.

5. **Plaster Repair adds:**
   - Repair existing conditions above previously demolished lay in ceiling in "Visit Oxford Workroom". This includes wall penetrations, wall cracks, holes in ceiling, and flaking or chipped existing plaster.
   - Repair existing conditions in lower-level hallway including wall penetrations, wall cracks, holes in ceiling, and flaking or chipped existing plaster.

6. **Paint:**
   - Walls in lower-level hallway
   - Ceiling in lower-level hallway
   - Exposed pipes in lower-level hallway
   - New cable tray in lower-level hallway
   - Concrete floor in lower-level hallway
   - Newly installed wire mold for data cabling throughout the entire building.

7. **Thermostat Wiring corrections on main level:**
   - Removal of out of use thermostat wiring
   - Install proper strapping
   - Install proper boxes for connections
   - Re-route in a professional manner.

8. **Plumbing additions:**
   - Re-route water lines in main level kitchen to penetrate through floor.
   - Remove out of use overhead water lines in "Visit Oxford Work room".
   - Re-route sink drain in "Visit Oxford Work room" ceiling.

❖ **Exclusions:**
   - License renewals; connection of access control to elevator; new data racks, new patch cables; provision of cameras; lighting upgrades in temporary clerk's office; new ceiling tiles for temporary clerk's office; provision and installation of lighting in lower-level hallway, provision and installation of wiring and conduits for lower-level hallway; code review for electrical scope of this change order, night and weekend work.

Business Communications, Inc.
442 Highland Colony Parkway / Ridgeland, MS 39157
Phone: 601.898.1890 / Fax: 601.898.1310

Verkada 2025 - Access Control (AX 11)

Quote Information:

Quote #: 052370
Version: 5
Delivery Date: 10/28/2025
Expiration Date: 11/04/2025

Bill To:

City of Oxford
715 MOLLY BARR RD.
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

Hardware

Part #	Description	Price	Qty	Ext. Price
	DP25-YC73-NBJ7-44YJ			
AC12-HW	AC12 1 Door Controller	$489.30	2	$978.60
WH32-HW	WH32 Wireless Repeater (New Alarms, US and Canada Only)	$209.30	6	$1,255.80
AL54-MS-FC-01 -26-HW	AL54 Mortise Lock, Full Size Interchangeable Core	$1,259.30	12	$15,111.60
LIC-AC-3Y-CAP	3-Year Door License, Capacity Increase	$419.30	15	$6,289.50
AC42-HW	AC42 4 Door Controller	$1,259.30	1	$1,259.30
AD64-HW	AD64 Multi-format, Single Gang Card Reader with Keypad	$419.30	4	$1,677.20
AX11-HW	AX11 IO Controller	$1,119.30	1	$1,119.30
LIC-AX-3Y-CAP	3-Year IO Controller License, Capacity Increase	$1,819.30	1	$1,819.30
SHIPPING FEES	Shipping	$0.00	1	$0.00
		Subtotal:		**$29,510.60**

Project Labor

Part #	Description	Price	Qty	Ext. Price
	New Section			
BCI-LABOR-PROJECT-FIXED-FEE	Fixed Fee Project Labor Fixed Fee Project Labor	$16,900.00	1	$16,900.00
	Section Subtotal			**$16,900.00**
		Subtotal:		**$16,900.00**

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Business Communications, Inc.
442 Highland Colony Parkway / Ridgeland, MS 39157
Phone: 601.898.1890 / Fax: 601.898.1310

Hardware

Part #	Description	Price	Qty	Ext. Price
AC-600S	600lb Maglock magnetic Lck,Single,12/24 Vdc,600lb Clear Anodized	$164.00	6	$984.00
EX-PEB2S	S.G. Touch Button Push To Exit	$112.44	3	$337.32
CM-701U	Universal Pull Station, 1 N/C	$39.38	3	$118.14
AC-AM3370C	3 Piece Z Bracket For 600 With Cover	$149.75	4	$599.00
MISC	Miscellaneous Hardware	$200.00	1	$200.00
			Subtotal:	**$2,238.46**

Quote Summary	Amount
Hardware	$29,510.60
Project Labor	$16,900.00
Hardware	$2,238.46
Total	**$48,649.06**

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.

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442 Highland Colony Parkway / Ridgeland, MS 39157
Phone: 601.898.1890 / Fax: 601.898.1310

By signing this document the 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 11/4/2025 11:00:00 PM.

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		By: Signature	
Name		Name	John McIntyre
Title		Title	Account Executive
Date		Date	October 28, 2025

John McIntyre, Account Executive
442 Highland Colony Parkway
Ridgeland, MS 39157

Office: 601.427.4254
Fax 601.898.1310
Email: jmcintyre@bcianswers.com
Website: http://bcianswers.com/

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Business Communications, Inc.
442 Highland Colony Parkway / Ridgeland, MS 39157
Phone: 601.898.1890 / Fax: 601.898.1310

Labor 2025 - Cameras - City Hall (Part52371v3)

Quote Information:

Quote #: 052844
Version: 1
Delivery Date: 10/28/2025
Expiration Date: 11/26/2025

Bill To:

City of Oxford
715 MOLLY BARR RD.
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

Project Labor

Part #	Description	Price	Qty	Ext. Price
BCI-LABOR-PROJECT-FIXED-FEE	Fixed Fee Project Labor Fixed Fee Project Labor	$6,955.00	1	$6,955.00
		Subtotal:		**$6,955.00**

Quote Summary	Amount
Project Labor	$6,955.00
Total	**$6,955.00**

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.

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Business Communications, Inc.
442 Highland Colony Parkway / Ridgeland, MS 39157
Phone: 601.898.1890 / Fax: 601.898.1310

By signing this document the 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 11/26/2025 11:00:00 PM.

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		By: Signature	
Name		Name	John McIntyre
Title		Title	Account Executive
Date		Date	October 28, 2025

John McIntyre, Account Executive
442 Highland Colony Parkway
Ridgeland, MS 39157

Office: 601.427.4254
Fax 601.898.1310
Email: jmcintyre@bcianswers.com
Website: http://bcianswers.com/

PHELPS ELECTRIC
Commercial • Residential • Industrial

6676 Reese Rd
Memphis TN

Proposal for:
Oxford City Hall
107 Courthouse Square
Oxford, MS 38655

Following proposal is to replace all existing data cables in the entire building that were not in the original scope.
Phelps Electric will remove old cabling and install new Cat 6A cabling. 3rd party to make terminations, test, and plate out.
Install new solid bottom cable tray in lower level to accommodate new cabling.
It will also include repairing the circuit in the Mayors office/ break room so the lights stop flickering.
It will also include additional circuits to accommodate space heaters that are tripping breakers.
Install new access control and security door infrastructure
Clean/ Safe up above ceiling
Credit for terminations of cables now provided by others

Phelps Electric Proposes to include for new cabling:
- Demo existing data cables
- Purchase and install new Cat6A data cabling
- New raceways where necessary (wire mold)
- Work done in a fashion not disturb operations of City Hall

TOTAL: $65,774.96
Phelps Electric proposes to include for lower level cable tray:
- Removal of all old / empty raceways
- Install new solid bottom cable tray for new cabling

TOTAL: $9,744.23
Phelps Electric Proposes to include for Mayors office/ break room:
- Correcting the wiring in Mayors office /break room to eliminate the light flicker

TOTAL: $1,378.99
Phelps Electric Proposes to include for new circuitry for space heaters in temp clerk office:
- Pull new circuits from panel
- Install wiring at locations necessary
- Trim out new devices

TOTAL: $2,789.22

Phelps Electric proposes to include for new security door, access controls, and cameras(4 doors):
- Install new raceways
- Install appropriate power
- Make all appropriate raceways and terminations at 4 additional doors

TOTAL: $3,895.44

Phelps Electric Proposes to include clean up and safe up the above ceiling in building tp include:
- Box covers
- Knockout hole covers
- Necessary strapping
- Removal of anything not in use

TOTAL: $1,266.78

Phelps Electric proposes to include for lighting in lower level hall:
- Purchase and install specified fixtures
- Install new wiring conduit and wiring
- Install new dimming controls

TOTAL: $37,100.17

City wants to look at other options on lighting. Fixtures proposed were $29,000.00.

Phelps Electric will provide a credit for terminations that will now be provided by others: CREDIT TOTAL: - $3,270.00

GRAND TOTAL minus CREDIT: ~~$118,679.79~~

EXCLUDE: utility fees, concrete cutting, terminations, testing, patch cabling, data racks, painting

Greatly appreciate the opportunity. Feel free to reach put with any questions or concerns

Best,

Jeff Bush
Phelps Electric
Lisc- TN E-52260
jbush@phelpselectric.net
O- 901-380-8021
C- 901-721-3567

Total excluding lighting and install: $81,579.62

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

ADD $1,500.00 To Paint Basement Corridor Ceiling
ADD $1,700.00 To Paint Walls in Basement Corridor
ADD $2,000.00 To Paint Floor in Basement Corridor
ADD $ 700.00 To Paint Approximately 300lf of Plastic Conduit

$5,900.00

No Sheetrock Finishing

KEVIN COWART

624 Sunflower Ave. Ext.
Indianola, MS
Phone/Fax: 662-445-2328
hcolepainters@aol.com
Mississippi License #21901-

DBE Certified

PROPOSAL SUBMITTED TO: General Contractor DATE: 10/27/2025

JOB NAME: Oxford City Hall Additional Plaster Work

We hereby submit estimates for the above project per plan and specifications:

The scope of work includes additional plaster work.

Total: $20,500.00

We hereby propose to furnish the labor and material complete in accordance with the above specifications, for the sum of **twenty thousand five hundred dollars and 00/100**. Plus, any applicable tax that may apply to this project.

With payment to be made as follows: **Monthly draws due based on pay request approved and paid by Architect and Owner no later than 10 days after monies are released. This will become part of the contract if you accept our bid proposal.**

All material is guaranteed to meet specifications. All work is completed in an efficient manner, and deviations incur extra costs upon written orders. Workers are fully covered by Workmen's Compensation Insurance and General Liability.

Authorized Signature x *Herman Cole Sr.*

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED: Signature

Date: Signature

JSI Communications

Oxford City Hall
107 Courthouse Square
Oxford, MS

10/27/2025

Data Cabling Terminations Only

JSI Communications
Dillon Hutchins
5008 Hwy 80 E
Pearl , MS 39208
dhutchins@jsicomm.net
Phone: (601) 932-3955
Fax: (601) 932-7510

QTY			P/N & DESCRIPTION		EXT.
			Horizontal Cabling		
-	EA	-	Mouting Access Points Provided By City of Oxford IT		
151	EA	-	Cat-6A DATA SHIELDED JACK		
1	EA	-	White Faceplates		
			MDF/IDF Buildout		
2	EA	-	COMM RM - SORT & DRESS IN CABLE		
8	EA	-	24 PORT MODULAR SHIELDED PATCH PANEL		
151	EA	-	Cat-6A DATA SHIELDED JACK PATCH PANEL INSERT		
151	EA	-	MISC LABOR		
		-	Testing & Labeling Copper		
1	EA	-	MISC ---		
-		-	Travel Expense - Lodging, Per-Diem, Fuel, etc.		
-	EA	-	CONSUMABLES		
-			Miscellaneous Ties, Labels, Tape, etc.		
			TOTAL MATERIAL		$ 5,658.00
			TOTAL LABOR		$ 13,212.00
			SUBTOTAL:		18,870.00
			SALES TAX RATE:		0.00%
			SALES TAX:		$ -
			TOTAL AMOUNT (Applicable Taxes Not Included)		18,870.00

SOW: - TERMINATIONS ONLY ON CAT6A CABLE INSTALLED BY ELECTRICAL CONTRACTOR - CABLE IS TO BE LANDED INSIDE WORKSTATION LOCATION IN A SG BOX AND LABELED READY FOR TERMINATION - HEADEND SHOULD BE COILED WITH SUFFICENT SLACK INSIDE COMM ROOM READY TO DRESS INTO RACK ALSO WITH LABELS ON THIS END. INCLUDES CAT6A SHIELDED JACKS & PATCH PANELS, TERMINATIONS ON EACH END, TESTING & LABELING. (ALSO MOUNTING WIRELESS ACCESS POINTS)

EXCLUSIONS: PRICE DOES NOT INCLUDE INSTALLATION OF ANY CABLING, NO RACKS, SWITCHES, (INSTALLATION OR CONFIGURATION), NO PATCH CABLES OR CROSS CONNECTING FROM PATCH PANEL TO SWITCH, NO CAMERAS OR MOUNTING, NO ELECTRICAL, GROUNDING, CONTRACTOR MPC OR ANY APPLICABLE TAXES.

Submitted By: ***Dillon Hutchins*** ***Acceptance:*** _____

Title: _____

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

October 30, 2025

Attn: Josh Purdon – Century

RE: Change Order Request – Oxford City Hall

2nd Floor – Kitchen Sink

Price to move water lines going to kitchen sink inside wall, add water for refrigerator, reroute sewer line going to kitchen sink, cap off existing water line that are not being used in area above ceiling in visitors work room

Includes: External pipe insulation

Excludes: Painting, sheetrock

Material: $3,600.00
Labor: $3,800.00

Total: $7,400.00

Change Order Request

Conditioned Air, Inc.
753 Westmoreland Drive
P.O. Box 2055
Tupelo, MS 38803

		DATE	10/30/2025
		PROJECT	City Hall Oxford
		PM	Todd McCord
Architect		Change Order	C/O#1
G/C, Attention	Century Construction, Josh Purdon		

This C/O is for cleaning up existing Tstat cables. This work includes tying up hanging cables, tracing cut tstat cables back to demo and installing boxes for existing relays that are just hanging.

Labor:	**$**	**7,400.00**
Material:	**$**	**2,250.00**
MarkUp:	**$**	**2,450.00**
Total:	**$**	**12,100.00**

Pricing is good for thirty days.

Mechanical Electrical / Design-Build-Service
Phone (662) 680-9097 / Fax (662) 844-0642

THE CITY OF
OXFORD

MEMORANDUM

To:	Board of Aldermen
From:	Mark Levy
CC:	Hollis Green, Micah Quinn
Date:	November 4, 2025
Re:	Request permission to advertise for bids for the Oxford Conference Center Lighting Renovation Project

Staff requests authorization to advertise for bids for the Oxford Conference Center Lighting Renovation Project. In 2023, the Conference Center underwent a comprehensive renovation that included new lighting in the lobby; however, lighting upgrades in the auditorium and event spaces were deferred at that time due to budget limitations. These areas now require improvements to enhance both aesthetics and energy efficiency.

The City has partnered with electrical engineers Corbett Legge and Associates to develop plans for modern RGBW lighting systems and advanced lighting controls in the auditorium and event spaces. These upgrades will modernize the facility, improve functionality, and significantly enhance the overall experience for Oxford Conference Center users.

McCARTY ARCHITECTS
KURT SHETTLES, ARCHITECT ▪ JUSTIN HARRINGTON, ARCHITECT

November 3, 2025

Mayor Robyn Tannehill & Board of Alderman
City of Oxford
107 Courthouse Square
Oxford, MS 38655

Re: Developmental Services Annex Building – Finish Upgrades
Scope of Services & Fee

Dear Mayor Tannehill & Board of Alderman:

McCarty Architects is grateful for the opportunity to submit a proposal for design services for the renovation of the Developmental Services Annex Building located at 715 Molly Bar Rd, Oxford, MS.

We have outlined below what we see as the basic services needed, based on our current knowledge of the project, and have organized the description into sections on *Project Understanding, Scope of Services, Compensation and Project Schedule*. We hope this outline will provide a suitable basis for evaluation of our services.

Project Understanding

The main goal of the project is to update all finishes through the interior of the building including flooring, wall base, all painted surfaces, and ceilings.

Scope of Services

Using the project scope noted above, we propose the following services:

1. Scope Capture – Conduct a walkthrough of the space with the city to ensure the scope of the project is fully understood and produce a document that graphically represents the approved scope of work.

2. As-built Drawing – Ensure the drawings provided by the owner are up to date and suitable for use.

3. Finish Selection – Work with the city to select all finishes to achieve the project goals and create a finish board of final selections.

4. Bid Documents – Develop drawings and specifications suitable for public bidding interior finishes.

5. Bidding and Construction Administration - The City of Oxford will conduct the bidding process and administer construction including providing specification frontends outlining bid requirements. McCarty Architects will perform submittal review for all project components within the "Not to Exceed" fee noted below. All other time spent by McCarty Architects during bidding and construction administration phase will be an additional service per the attached hourly rate schedule. This proposal does not include fee for other design consultants.

Compensation

We propose a "Not to Exceed" fee of **$10,000** (Ten Thousand Dollars) for the above services based on the attached hourly rate and expense schedule. Invoices will be billed monthly based on actual time spent.

Project Schedule

This work can begin within Three weeks of execution of this agreement and will likely take two months to complete depending on the availability of information and decision-making process of the city.

If this proposal meets with your approval, please indicate by signing in the space below. Once again, we appreciate the opportunity and look forward to serving the City of Oxford and the Department of Developmental Services.

Accepted By: _____ _____
Major of Oxford Date

Sincerely,

Kurt Shettles, AIA
President & CEO

Attachment

c: 25070.500

McCARTY ARCHITECTS

KURT SHETTLES, ARCHITECT ▪ JUSTIN HARRINGTON, ARCHITECT

DESIGN SERVICES
HOURLY RATE AND EXPENSE SCHEDULE
FOR CALENDAR YEAR 2025

McCarty Architects is "Determined to Deliver the Best." Our objective is to provide professional design services that meet your needs. The following hourly rate and expense information applies to project services performed on a "time spent and expense reimbursement" basis. These fees and expenses will be invoiced monthly and are due upon receipt of the invoice.

ARCHITECTURE

Architect ~ Licensed Architect with a varying range of experience, capabilities, and leadership, primarily engaged in project management, design, production, and construction administration.

Principal	$229 per hour
Senior Architect	$193 per hour
Project Architect	$160 per hour
Architect	$135 per hour

Project Manager ~ Non-licensed individual primarily engaged in project design, production, and construction administration.

Project Manager	$135 per hour

Intern Architect ~ Non-licensed individual with a professional degree, actively involved in the NCARB Intern Development Program, primarily engaged in project design, production, and construction administration.

Intern Architect	$115 per hour

Designer / Technician ~ Non-licensed individual with a varying range of professional education, capability, and experience, primarily engaged in project design, production, and construction administration.

Designer / Technician Level 1	$129 per hour
Designer / Technician Level 2	$109 per hour
Designer / Technician Level 3	$ 97 per hour

CONSTRUCTION ADMINISTRATION

Construction Administrator ~ Non-licensed individual with a varying range of professional education, capabilities, and experience, primarily engaged in administration of construction services.

Construction Administration Director	$160 per hour
Construction Administration Associate	$109 per hour

McCARTY ARCHITECTS

KURT SHETTLES, ARCHITECT ▪ JUSTIN HARRINGTON, ARCHITECT

HOURLY RATE AND EXPENSE SCHEDULE (Continued)

PROJECT ADMINISTRATION

Project Administrator ~ Non-licensed individual with a varying range of project administration experience, primarily engaged in a direct support role to the project team.

Project Administrator Level 1	$82 per hour
Project Administrator Level 2	$72 per hour

INTERIOR DESIGN

Interior Designer ~ Licensed Designers with a varying range of experience, capabilities, and leadership, primarily engaged in project management, design, furniture and material specifications, and construction administration.

Interior Designer	$135 per hour

Design Associate ~ Non-licensed individual with an associate or professional degree actively involved in the NCIDQ Intern Development Program, primarily engaged in project design, production and construction administration.

Design Associate Level 1	$106 per hour
Design Associate Level 2	$ 87 per hour

We will invoice expenses incurred at the following rates:

AutoCAD Time at $12 per hour.
Automobile mileage in accordance with IRS guidelines.
Travel, meals and lodging at cost.
Postage and shipping at cost.
Reproduction done outside our office at cost.
Photocopies and reproductions made in our office as follows:

8½ x 11 @ $0.10 per page	8½ x 11 Color @ $0.45 per page
11 x 17 @ $0.20 per page	11 x 17 Color @ $0.55 per page
24 x 36 Bond @ $2.00 per page	30 x 42 Bond @ $3.25 per page

Rates are subject to change annually.

* BOA Approved 7/8/25 for EMERGENCY PURCHASE FOR REPAIR *

Pelican Underground LLC
5044008817
9110 Bocage Place
River Ridge, LA 70123

Billed To	Date of Issue	Invoice Number	Amount Due (USD)
Ken Knight City If Oxford MS	10/10/2025	1241	$241,800.00
	Due Date 11/09/2025	Reference Franklin farms	

Description	Rate	Qty	Line Total
UV CIPP. Install approximately 700' of 36"x7mm liner	$193,800.00	1	$193,800.00
Camera & Clean Pre and post video. Prep line for CIPP	$6,000.00	5	$30,000.00
Crane/winch rental Crane needed to lift liner crate and set off of roadway to provide room for installation	$18,000.00	1	$18,000.00

10/14/25
639-201-575
$241,800.00

Subtotal	241,800.00
Tax	0.00
Total	241,800.00
Amount Paid	0.00
Amount Due (USD)	$241,800.00

Notes
-City responsible for constructing temp road for bypass company to set up pumps on upstream manhole.
-Top ring of upstream manhole must be removed for bypass company.

Terms
Please make all checks payable to Pelican Underground LLC, 9110 Bocage Place New Orleans LA 70123. Any questions please email Info@pelicanundergorund.com .Thank you for your business.

* BOA Approved 7/8/25 for Emergency Purchase/Repair *

SUNBELT RENTALS
PUMP & POWER SERVICES

INVOICE

SEND ALL PAYMENTS TO:
SUNBELT RENTALS, INC
PO BOX 409211
ATLANTA, GA 30384-9211

INVOICE NUMBER	174309227-0001
ACCOUNT NUMBER	1040694
INVOICE DATE	9/30/25
PAGE	1

INVOICE TO
OXFORD WATER & SEWER BOARD
PO BOX 3663
OXFORD, AL 36203

RECEIVED BY: ST CLAIR, CHASE
CONTRACT NUMBER: 174309227
PURCHASE ORDER NUMBER: MANUAL
JOB NUMBER: 1 - OXFORD 36" CIPP

JOB ADDRESS
52 COUNTY ROAD 418, OXFORD
OXFORD 36" CIPP
52 COUNTY ROAD 418
OXFORD, MS 38655 9554

C#: 256-831-5618 J#: 504-400-8817

BRANCH 1227 NASHVILLE PUMP SOLUTIONS
3100 BRANDAU RD
HERMITAGE, TN 37076 3503
615-986-6017

Date	Ticket #	Eqp/Itm #	Description	Hr/Qty	Price	Amount
			THIS INVOICE IS FOR 50% OF THE MOBILIZATION COST FOR THE BYPA PUMPING SYSTEM FOR THE 36" SS LINE REHABILITATION PROJECT OFF FRANKLIN STREET IN OXFORD, MS PERFORMED IN SEPTEMBER 2025. T RENTAL, FUEL, PUMP WATCH, AND REMAINING DEMOBILIZATION WILL B BILLED IN OCTOBER 2025 AFTER CCTV OF THE 36" SEGMENT THAT IS BE REHABILITATED.			90228.50

10/17/25
639-201-575
$90,228.50

90228.50

SUBTOTAL	90228.50
~~TAX~~	~~4766.40~~
INVOICE TOTAL	94994.90

MANUAL INVOICE

NET 30

STEVE GIESECK steven.gieseck@sunbeltrentals.com

PDFWS7 (Rev 01/31/22)

* BOA Approved 7/8/25 for Emergency Purchase / Repair *

SUNBELT RENTALS
PUMP & POWER SERVICES

INVOICE

SEND ALL PAYMENTS TO:
SUNBELT RENTALS, INC
PO BOX 409211
ATLANTA, GA 30384-9211

INVOICE NUMBER	174309227-0002
ACCOUNT NUMBER	1040694
INVOICE DATE	10/15/25
PAGE	1

INVOICE TO
OXFORD WATER & SEWER BOARD
PO BOX 3663
OXFORD, AL 36203

JOB ADDRESS
52 COUNTY ROAD 418, OXFORD
OXFORD 36" CIPP
52 COUNTY ROAD 418
OXFORD, MS 38655 9554

C#: 256-831-5618 J#: 504-400-8817

RECEIVED BY: ST CLAIR, CHASE
CONTRACT NUMBER: 174309227
PURCHASE ORDER NUMBER: MANUAL
JOB NUMBER: 1 - OXFORD 36" CIPP
BRANCH: 1227 NASHVILLE PUMP SOLUTIONS
3100 BRANDAU RD
HERMITAGE, TN 37076 3503
615-986-6017

Date	Ticket #	Eqp/Itm #	Description	Hr/Qty	Price	Amount
			THIS INVOICE IS FOR THE REMAINING 50% OF DEMOBILIZATION, BYPA PUMPING SYSTEM RENTAL, PUMP WATCH, AND FUEL FOR THE 36" SS LI REHABILITATION PROJECT OFF OF FRANKLIN STREET IN OXFORD, MS T WAS PERFORMED IN OCTOBER 2025. THIS WILL BE THIS FINAL INVOI FOR THIS REHABILITATION PROJECT AS IT PERTAINS TO THE BYPASS PUMPING PORTION OF THE PROJECT.			115009.49
						115009.49

10/17/25
639-201-575
$115,009.49

SUBTOTAL	115009.49
~~TAX~~	~~5125.03~~
INVOICE TOTAL	120134.52

MANUAL INVOICE NET 30

STEVE GIESECK steven.gieseck@sunbeltrentals.com

PDFWS7 (Rev 01/31/22)

BOA Approved 7/8/25 for Emergency Purchase for Sewer Repair @ Fudgetown

Ste-Bil Grading Inc.
170 HWY 310
Waterford, MS 38685
wbramlett93@gmail.com

INVOICE

BILL TO
Oxford Utilities
300 McElroy Drive
Oxford, MS 38655

INVOICE # 1-ERBR-36(01)
DATE 10/24/2025
DUE DATE 10/28/2025
TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Road Repairs	1	22,500.00	22,500.00

SUBTOTAL	22,500.00
TAX	0.00
TOTAL	22,500.00
BALANCE DUE	**$22,500.00**

10/24/25
639-201-575
$22,500.00

Outlook

July 8, 2025 Board of Aldermen Special Meeting Agenda

From City of Oxford <postmaster@oxfordms.net>
Date Mon 7/7/2025 5:00 PM
To Allison Ferris <allison@oxfordms.net>

City of Oxford Board of Aldermen Agenda. Board meetings 1st and 3rd Tuesday of every month at 5pm in the City Hall courtroom.

Is this email not displaying correctly?
View it in your browser.

The City of Oxford MISSISSIPPI

THE CITY OF OXFORD

AGENDA
Special Meeting
July 8, 2025
9:00 a.m.
City Hall Courtroom

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

Pursuant to Section 21-3-21, Mississippi Code of 1972 Annotated, I, Robyn Tannehill, Mayor of the City of Oxford, Mississippi, do hereby call the Mayor and Board of Aldermen of Oxford, MS, to a SPECIAL MEETING to be held on **July 8, 2025 at 9:00am**, for the transaction of important business. The meeting will be held in the 2nd Floor Courtroom of City Hall. The business to be acted upon at the Special Meeting is the consideration of the following:

1. Opening the meeting
    a. Call to order
    b. Adopt the agenda for the meeting
2. New Business
    a. Consider extended work hours for milling and paving around the Square. (John Crawley)
    b. Consider an emergency purchase for repairs to a main interceptor sewer line that runs under the Franklin Farms Subdivision in Lafayette County. (John Crawley)
3. Closing the meeting
    a. Consider an executive session
    b. Adjourn

Questions regarding this agenda? Call 662-236-1310, or contact Ashley Atkinson, City Clerk: aatkinson@oxfordms.net

Auxiliary aids and services may be available to individuals with disabilities upon twenty-four (24) hours request by contacting Braxton Tullos, City of Oxford ADA Coordinator at 662-232-2453.

visit us on the web | friend us on Facebook | follow us on Twitter | forward to a friend

Copyright © 2025 City of Oxford, Mississippi, All rights reserved.
You are receiving this email because you opted in at our website.
Our mailing address is:
City of Oxford, Mississippi
107 Courthouse Square
Oxford, MS 38655

Add us to your address book

unsubscribe from this list | update subscription preferences | view email in browser

INVOICE

Invoice #:	110874
Date:	10/20/25
Customer No:	17111

From: Lehman-Roberts Co.
P.O. Box 1603
Memphis TN 38101 US

Sold To: City Of Oxford
107 Courthouse Square
Oxford, MS 38655 US

Delivered To: City of Oxford
107 Courthouse Square
Oxford, MS 38655

Sale Date	Ticket	Units	UM	Unit Price	Mati Total	Haul Total	Tax Code	Tax	Total
JOB # / PO #	Own Haul / STREET DEPT.								
Location: 11 - Plant 11									
MATERIAL:	12.5mm ST -- PG64/67-22								
10/20/25	11135795	5.060	TON	105.4800 E	533.73	0.00	MSEX	0.00	533.73
10/20/25	11135804	5.020	TON	105.4800 E	529.51	0.00	MSEX	0.00	529.51
10/20/25	11135805	5.010	TON	105.4800 E	528.45	0.00	MSEX	0.00	528.45
10/20/25	11135806	4.940	TON	105.4800 E	521.07	0.00	MSEX	0.00	521.07
10/20/25	11135810	4.450	TON	105.4800 E	469.39	0.00	MSEX	0.00	469.39
10/20/25	11135832	2.990	TON	105.4800 E	315.39	0.00	MSEX	0.00	315.39
Total :	**12.5mm ST -- PG64/67-22**	**27.47**	**TON**		**2,897.54**	**0.00**		**0.00**	**2,897.54**
		Total Invoice:			**2,897.54**	**0.00**		**0.00**	**2,897.54**

PAVING CONTRACTORS 1939 LEHMAN-ROBERTS CO. MEMPHIS TENNESSEE

10/24/25
025-201-555
$2,897.54

RECEIVED
OCT 23 2025
BY:

Payment Type: On Account

30 Pay Terms Net 30 **Total:** **2,897.54**

VIEWPOINT BUSINESS FORMS (800) 825-8649 T283247

INVOICE

Invoice #:	110819
Date:	10/17/25
Customer No:	17111

From: Lehman-Roberts Co.
P.O. Box 1603
Memphis TN 38101 US

Sold To: City Of Oxford
107 Courthouse Square
Oxford, MS 38655 US

Delivered To: City of Oxford
107 Courthouse Square
Oxford, MS 38655

Sale Date	Ticket	Units	UM	Unit Price	Matl Total	Haul Total	Tax Code	Tax	Total
JOB # / PO #	Own Haul / didnt come back afte								
Location: 11 - Plant 11									
MATERIAL:	12.5mm ST -- PG64/67-22								
10/17/25	11135787	8.540	TON	105.4800 E	900.80	0.00	MSEX	0.00	900.80
10/17/25	11135788	10.740	TON	105.4800 E	1,132.86	0.00	MSEX	0.00	1,132.86
Total :	**12.5mm ST -- PG64/67-22**	**19.28**	**TON**		**2,033.66**	**0.00**		**0.00**	**2,033.66**
JOB # / PO #	Own Haul / STREET DEPT.								
Location: 11 - Plant 11									
MATERIAL:	12.5mm ST -- PG64/67-22								
10/17/25	11135780	6.070	TON	105.4800 E	640.26	0.00	MSEX	0.00	640.26
10/17/25	11135783	6.150	TON	105.4800 E	648.70	0.00	MSEX	0.00	648.70
Total :	**12.5mm ST -- PG64/67-22**	**12.22**	**TON**		**1,288.96**	**0.00**		**0.00**	**1,288.96**
		Total Invoice:			**3,322.62**	**0.00**		**0.00**	**3,322.62**

Per Ken, Street did not use this ~~[illegible]~~ as

Was made incorrectly. Not picked up!

10/24/25
025-201-555
$1,288.96

RECEIVED
OCT 23 2025
BY:_____

Payment Type: On Account

30 Pay Terms Net 30	**Total:** 3,322.62

VIEWPOINT BUSINESS FORMS (800) 825-8649 T283247

Varner Loop Project

Mark Hodge Appraisals

MISSISSIPPI GENERAL CERTIFIED APPRAISER

1310 University Avenue
Post Office Pox 1870
Oxford, Mississippi 38655
662-607-0706

October 23, 2025

City of Oxford
Attn. Mark Levy
107 Courthouse Square
Oxford, MS 38655

RE: Invoice

City of Oxford **Varner Loop** **Oxford, MS 38655**	**$900**
Total Fee	**$900**

The fee for this appraisal is $900.00. Please do not hesitate to call me if you have any questions or comments.

Sincerely,

Mark Hodge

Mark Hodge

10/24/25
025-089-600
$900.00

OXFORD
DEVELOPMENT
SERVICES

MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

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

CC: Hollis Green, COO / Rob Neely, P.E., General Manager, Oxford Utilities

Date: November 4, 2025

Re: Second Reading of Proposed Changes to Article IV, Sections 114-39, 118 & 119, Code of Ordinances

Engineering and Oxford Utilities request that the above-captioned portions of the Code of Ordinances be modified pursuant to the changes reflected in the attached documents.

These changes are in relation to the procedures and policies that are necessary to connect to city water and sewer facilities, and include a proposed "Schedule of Fees" that would be adopted by the Board of Aldermen, annually, and therefore would replace the current fee structure last modified in 2010.

Sec. 114-39. Water connection fees.

(a) *Inside city limits.* Tap Fees and Connection Fees shall be paid by the applicant for ~~water service from the city for~~ connection ~~of his premises~~ to the city water system based on the City of Oxford Water and Sewer Schedule of Fees (available upon request from Oxford Utilities):

~~Size of Connection~~	~~Fee~~
~~¾ inch~~	~~$ 300.00~~
~~1 inch~~	~~550.00~~
~~1½ inch~~	~~650.00~~
~~2 inch~~	~~850.00~~
~~3 inch~~	~~2,900.00~~
~~4 inch (tap only)~~	~~1,500.00~~
~~4 inch (with meter)~~	~~4,500.00~~
~~6 inch (tap only)~~	~~2,000.00~~
~~6 inch (with meter)~~	~~6,125.00~~
~~8 inch (tap only)~~	~~3,000.00~~
~~10 inch (tap only)~~	~~3,500.00~~
~~12 inch (tap only)~~	~~4,000.00~~

Connections shall be made based on Ord. No. 114-119, Extension of Facilities for Development. ~~All other connections shall be made for the actual cost of labor, material, transportation and overhead, but not less than $4,000.00.~~

(b) *Outside city limits*. Tap Fees and Connection Fees shall be paid by the applicant for ~~water service from the city for~~ connection ~~of his premises~~ to the city water system based on the City of Oxford Water and Sewer Schedule of Fees (available upon request from Oxford Utilities):

~~Size of Connection~~	~~Fee~~
~~¾ inch~~	~~$ 600.00~~
~~1 inch~~	~~1,100.00~~
~~1½ inch~~	~~1,300.00~~
~~2 inch~~	~~1,500.00~~
~~3 inch~~	~~3,300.00~~
~~4 inch (tap only)~~	~~1,700.00~~
~~4 inch (with meter)~~	~~4,700.00~~
~~6 inch (tap only)~~	~~2,200.00~~
~~6 inch (with meter)~~	~~6,325.00~~
~~8 inch (tap only)~~	~~3,200.00~~
~~10 inch (tap only)~~	~~3,700.00~~
~~12 inch (tap only)~~	~~4,200.00~~

Connections shall be made based on Ord. No. 114-119, Extension of Facilities for Development. ~~All other connections shall be made for the actual cost of labor, material, transportation and overhead, but not less than $4,000.00.~~

(Code 1968, § 31-20; Ord. No. 1970-7, § 1, 8-18-1970; Ord. No. 1974-7, § 1 10-1-1974; Ord. No. 1981-20, § 1, 9-1-1981; Ord. No. 1984-5, § 2, 6-5-1984; Ord. No. 1994-11, § 1, 9-6-1994; Ord. No. 1999-13, § 1, 11-2-1999; Ord. No. 2003-8, § 1, 6-17-2003; Ord. No. 2005-20, § I, 10-18-2005; Ord. No. 2010-16, § 3, 12-21-2010)

Sec. 114-40. Sewer connection fee.

(a) *Inside city limits:* A fee ~~of $400.00~~ for each dwelling unit shall be paid by the applicant for sewer service from the city for the connection of his premises with the city's sanitary sewer system. Fees shall be based on the City of Oxford Water and Sewer Schedule of Fees (available upon request from Oxford Utilities).

~~In~~ the event a new manhole or any other than normal operating procedure is required, as determined by the city engineer, to connect any applicant's premises into the city's sewer system, all work including direct cost of labor and materials to install ~~the connection fee shall be the total direct cost of labor and materials to install~~ such manhole or undertake such other procedure, shall be the sole responsibility of the owner / developer in accordance with Sec. 114-119. ~~as determined by the city engineer~~. ~~Fees shall be based on the City of Oxford Water and Sewer Schedule of Fees (available upon request from Oxford Utilities).~~

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(Code 1968, § 31-21; Ord. No. 1970-7, § 2, 8-18-1970; Ord. No. 1974-7, § 2, 10-1-1974; Ord. No. 1981-20, § 2, 9-1-1981; Ord. No. 1984-5, § 3, 6-5-1984; Ord. No. 1999-13, § 2, 11-2-1999; Ord. No. 2005-21, § I, 10-18-2005; Ord. No. 2008-5, § X, 5-20-2008; Ord. No. 2010-16, § 4, 12-21-2010)

Sec. 114-41. Water rates.

(a) *Inside city limits.* Inside the city limits the monthly water rate shall be $3.55 per 1,000 gallons over 2,000 gallons. The minimum charge shall be $7.10 per month per occupied residential unit connected to the meter, unless otherwise provided for by this Code. The minimum charge for business, commercial or industrial units shall be $7.10 per month for each meter.

(b) *Outside city limits.* Consumers residing outside the city limits using water furnished by the city shall pay the monthly rate of $4.87 per 1,000 gallons over 2,000 gallons. The minimum charge s hall be $9.74 per month.

(c) *Non-metered customers.* For customers on a water system which is either (1) not metered or (2) metered but which meter readings are not accessible to the city, a flat rate of $24.30 per month shall be charged for water. The city may install meters and charge these customers metered rates when feasible.

(d) *Bell Utilities service areas.* In addition to the rates above, water system customers lying outside the city limits, but within the areas described in and which were held by Bell Utilities of Mississippi, LLC's MPSC-

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Lafayette County Certificates of Public Convenience and Necessity, shall be charged one additional monthly fee per water utility bill as follows: water customers with monthly water usage metered at under 3,000 gallons shall be charged a $4.00 monthly fee. Water customers with a monthly water usage metered at 3,000 gallons and above shall be charged a $6.00 monthly fee. Non-metered customers shall be charged a $6.00 monthly fee. The charge reflects the costs of maintenance, including replacement of the water works and retirement of existing debt related to the systems.

(e) *Punkin Water Association service areas.* In addition to the rates above, water system customers lying within the areas described in and which were held by Punkin Water Association-Lafayette County Certificates of Public Convenience and Necessity, shall be charged a monthly fee of $12.25.

(f) *Annual review.* The city will annually review all water rates as part of the yearly budget process.

(Code 1968, § 31-22; Ord. No. 1970-7, § 3, 8-18-1970; Ord. No. 1974-7, § 3, 10-1-1974; Ord. No. 1980-14, § 1, 9-15-1980; Ord. No. 1981-20, § 3, 9-1-1981; Ord. No. 1986-6, § 1, 5-8-1986; Ord. No. 1989-16, § 1, 9-5-1989; Ord. No. 1990-8, § 1, 8-10-1990; Ord. No. 1997-10, § 1, 9-2-1997; Ord. No. 2005-18, § I, 10-18-2005; Ord. No. 2006-5, § 1, 5-2-2006; Ord. No. 2010-9, § 1, 9-21-2010; Ord. No. 2010-15, § 1, 12-21-2010; Ord. No. 2013-21, § 1, 12-17-2013; Ord. No. 2024-4, § II, 3-19-2024)

Editor's note(s)—Ord. No. 2024-4, § II, adopted March 19, 2024, shall take effect for areas inside the city and up to one mile outside the city as soon as such ordinance would ordinarily be effective pursuant to State law, and shall not be delayed by awaiting PSC approval for areas more than one mile outside the city. The City of Oxford hereby gives notice of its intent to petition the Mississippi Public Service Commission for approval of the increase in the water rates for customers who are located more than one mile outside the city limits, and this ordinance shall take effect for these areas as provided by law.

Sec. 114-42. Water rate billing.

(a) All water rates are subject to applicable state sales tax.

(b) Where one or more occupancy or business or any combination thereof is connected to one water meter, billing must be accepted by the owner of the property.

(Code 1968, § 31-23; Ord. No. 1970-7, § 4, 8-18-1970; Ord. No. 1974-7, § 4, 10-1-1974)

Sec. 114-43. User charge.

(a) *All users pay user charges.* The user charge shall be the charge levied on all users including, but not limited to, persons, firms, corporations or governmental entities that discharge, cause or permit the discharge of sewage into the public sewage works.

(b) *Cost of operation and maintenance.* The user charge shall reflect the costs of operation and maintenance (including replacement) of the public sewage works, retirement of existing debt included herein, and repayment of any state revolving fund loans. In addition, each user shall be notified at least annually of the rate and portion of the user charges or ad valorem taxes attributable to operation, maintenance and simple replacement of the treatment system.

(c) *Proportionate share of costs.* Each user shall pay its proportionate share of operation and maintenance (including replacement) costs based on volume flow.

(d) *Review of user charges.*

(1) The mayor and board of aldermen shall review not less often than every two years the sewage contributions of users, the total costs of operation and maintenance (including replacement) of the sewage works, and the user charge system.

(2) The mayor and board of aldermen shall revise the user charge, if necessary, to accomplish the following:

a. Maintain the proportionate distribution of operation and maintenance cost among users as provided herein.

b. Generate sufficient revenue to pay the total operation and maintenance costs necessary for the proper operation and maintenance (including replacement) of the sewage works, retirement of existing debt included herein, and repayment of any state revolving fund loans.

(Code 1968, § 31-23.1; Ord. No. 1991-4, § 1, 4-16-1991; Ord. No. 1991-7, § 1, 6-4-1991)

Sec. 114-44. Sewer rates.

(a) *Inside city limits.* Inside the city limits, the monthly volumetric charge for sanitary sewer service shall be $4.72 per 1,000 gallons over 2,000 gallons. The minimum monthly charge shall be $9.44.

(b) *Outside city limits.* Outside the city limits, the monthly volumetric charge for sanitary sewer service shall be $5.47 per 1,000 gallons over 2,000. The minimum monthly charge shall be $10.94.

(c) *Non-metered customers.* For customers on a sewer system which is either (1) not metered or (2) metered but which meter readings are not accessible to the city, a flat rate of $27.35 per month shall be charged for sewer. The city may install meters and charge these customers metered rates when feasible.

(d) *Bell Utilities service areas.* In addition to the rates above, sewer customers lying outside the city limits, but within the areas described in and which were held by Bell Utilities of Mississippi, LLC's MPSC-Lafayette County Certificates of Public Convenience and Necessity, shall be charged one additional $6.00 fee monthly per sewer utility bill. The charge reflects the costs of maintenance, including replacement of the sewer works and retirement of existing debt related to the systems.

(e) *Review of sewer rates.* The city will annually review sewer rates as part of the yearly budget process.

(Code 1968, § 31-24; Ord. No. 1977-3, § 1, 2-1-1977; Ord. No. 1980-14, § 1, 9-15-1980; Ord. No. 1981-20, § 4, 9-1-1981; Ord. No. 1989-16, § 1, 9-5-1989; Ord. No. 1990-8, § 2, 8-10-1990; Ord. No. 1992-4, § 1, 5-5-1992; Ord. No. 1997-10, § 2, 9-2-1997; Ord. No. 2002-10, § 1, 9-17-2002; Ord. No. 2005-19, § I, 10-18-2005; Ord. No. 2006-5, § 2, 5-2-2006; Ord. No. 2010-9, § 2, 9-21-2010; Ord. No. 2010-15, § 2, 12-21-2010; Ord. No. 2013-21, § 2, 12-17-2013)

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- **Sec. 114-118. - Priorities and definitions.**

(a) Priority for water and/or sewer facilities shall be given to all areas within the city which are presently developed with residences, businesses, industries, or other buildings, but which are without such facilities. Extension of water and/or sewer facilities shall be done as soon as is economically feasible; ~~provided that the proposed extension meets the feasibility provisions as outlined herein.~~

(b) For purposes of this article, the term "development" means ~~existing or~~ proposed developments. The term "facilities" means water and/or sewer facilities.

(Code 1968, § 31-60; Ord. No. 1981-27, § 2, 11-3-1981)

- **Sec. 114-119. - Feasibility and related provisions.**

Extension of facilities to any development, ~~whether existing or proposed,~~ shall be in accordance with the following requirements:

(1) ~~The city engineer shall make a determination of the estimated cost of extending such facilities to the property to be served.~~

~~(2) The facilities shall be extended only to the property line of the property to be served, unless the city engineer shall determine that such other location upon said property shall be in the best interest of the city.~~

(3) ~~The estimated cost of such facilities shall include only the cost of materials, labor, and easements required to extend such facilities to provide the minimum service necessary to serve such development.~~

~~(4) A determination of economic feasibility shall be made by the city using the following procedure:~~

~~a. The number of new customers shall be determined by the number of new dwellings to be constructed, new lots created, or new buildings to be built as a result of the development.~~

~~b. The annual water consumption of each new customer shall be projected by comparison of the development to existing similar customers, or using the total consumptions for the past 12 months in cases involving existing developments.~~

~~c. The annual revenue to be collected by the city shall be determined by multiplying the projected annual consumption of each customer by the current rate for water and/or sewer service.~~

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d. ~~The projected gross annual revenue shall be determined by multiplying the number of new customers by the projected annual revenue from each customer.~~

~~e. The projected total return to the city shall be determined by multiplying the gross annual revenue by five years.~~

~~f. The amount of total return to the city during the five-year period shall be compared to the estimated cost of extending such facilities. In the event the five-year return to the city equals or exceeds the estimated cost of extending such facilities, the extension shall be deemed to be economically feasible. In the event the five-year return to the city is projected to be less than the cost of such extension, the extension shall be deemed not to be economically feasible.~~

(5) ~~In the event extension of facilities to a development is determined not to be economically feasible, such extension shall be determined to be economically feasible if the developer or owner of the development pays to the city, in cash, a sum equal to the difference between the total return to the city and the cost of such facilities, or constructs a portion of the facility equal to the difference, at no cost to the city. Said portion shall be as determined by the city engineer.~~

~~(6) The city, at its option, and upon the recommendation of the city engineer, may declare that such facilities to be extended have a capacity larger than that required to serve only the development. In this event, only the cost of the minimum facilities necessary to serve the development shall be calculated to be the total cost for comparison to the total return to the city, and the excess cost of the larger facility shall be born by the city.~~

~~(7) Any extension of facilities estimated to cost in excess of $2,000.00 may be commenced by the city only after receipt and approval by the city engineer at his option as to the amount and method of a bond, cash, or other surety equal to the estimated cost of the facilities, guaranteeing to the city that the development will be undertaken by the developer within 12 months from the date of such approval by the city engineer of such bond, cash, or other surety. In the event such development is not undertaken within 12 months after such date, the bond, cash, or other surety shall be forfeited to the city.~~

~~(8) In the event easements must be obtained from property owners not a part of the development, but whose land the extended facilities must cross to reach the development, then, in such event, the cost of obtaining easements shall be included in the total estimated cost of the project for comparison to the total return to the city. Said easements shall be obtained by the city by negotiation with the property owner, and if necessary, by condemnation; provided, however, that in the event easements must be obtained by the city, the developer or owner of the development shall provide the city with an appropriate bond, cash, or other form of surety, the method~~

~~to be determined and approved by the city engineer, that the proposed project will be constructed. Said bond, cash, or other surety, as determined by the city engineer, shall be provided to the city prior to the city's participation in obtaining the necessary easements and shall be equal to the estimated cost of obtaining such easements by negotiation, the cost to be determined by the city engineer. In the event condemnation is required to obtain such easements, the amount of the bond, cash, or other surety shall be increased to equal the estimated cost of obtaining the easements through condemnation, the cost to be determined by the city engineer. In the event such easements are obtained by the city, and the developer of the proposed project fails to commence construction of the project within 12 months from the date such easements are obtained, then, in that event, such bond, cash, or other form of surety shall be forfeited to the city.~~

~~(9) In the event any of the facilities to be installed shall be placed upon land under the control of the developer or owner of the development, said developer or owner shall, at no cost to the city, provide such necessary easements to the city as may be deemed necessary by the city engineer.~~

~~(10) The use of sewage lift stations shall be avoided whenever possible. The city engineer shall determine the most feasible method of providing water and/or sewer facilities to the developer, and may, in certain instances, require that additional gravity-flow sewer lines be installed in lieu of sewage lift stations.~~

~~(11) The city reserves the right to reject any proposed extension of water and/or sewer facilities in the event the city determines that funds are not available. The city further reserves the right to extend any water and/or sewer facility at any time deemed necessary by the mayor and board of aldermen notwithstanding the provisions of this article.~~

(Code 1968, § 31-61; Ord. No. 1981-27, § 3, 11-3-1981; Ord. No. 1994-11, § 2, 9-6-1994)

Sec. 114-118. - Priorities and definitions.

(a) Priority for water and/or sewer facilities shall be given to all areas within the city which are presently developed with residences, businesses, industries, or other buildings, but which are without such facilities. Extension of water and/or sewer facilities shall be done as soon as is economically feasible;

(b) For purposes of this article, the term "development" means proposed developments. The term "facilities" means water and/or sewer facilities.

Sec. 114-119. – Extension of Facilities for Development

Extension of facilities to any development shall be in accordance with the following requirements:

1. Extension of facilities for new developments shall be the sole expense and responsibility of the owner / developer, unless otherwise specified herein
2. All plans for new extensions or connections for facilities shall be reviewed and approved by the office of the City Engineer prior to the commencement of any work
3. Any and all work associated with extending facility infrastructure shall be inspected and tested by personnel from either city engineer's office or the water division. No facilities will be accepted as public infrastructure until the City Engineer's office approves all work.
4. Individual meter connections to residential or commercial lots or units as part of a facilities extension are the sole responsibility of the owner / developer. City forces will set meters as needed per the approved "Schedule of Fees". Connections shall be made in accordance with the typical service connection detail provided by the city.
5. Individual meter connections to existing residential or commercial lots or units up to 2" shall be made by city forces in accordance with the approved "Schedule of Fees".
6. Private developments requiring master metered connections to city facilities shall be in accordance with the following:
    a. Installation of the meter vault, meter and bypass piping shall be the sole responsibility of the owner / developer. All of the work will be inspected and tested by personnel from either city engineer's office or the water division. No facilities will be accepted as public infrastructure until the City Engineer's office approves all work.
    b. The owner / developer shall be required to perform all work necessary to connect the master meter to existing city infrastructure with the exception of the wet tap. The wet tap will be made by city forces after the owner / developer has paid the appropriate fee in accordance with the approved "Schedule of Fees".

SCHEDULE OF CONNECTION FEES
OXFORD UTILITIES - WATER & SEWER DIVISION
2025-2026

Schedule of Fees - Water (2" and less)			
Meter Size	Meter Fee	Tap Fee	Road Cut
3/4"	$ 400	$ 300	$ 1,600
1"	$ 600	$ 300	$ 1,670
1 1/2"	$ 800	$ 300	$ 1,750
2"	$ 1,100	$ 300	$ 1,200

Schedule of Fees - Water Tap (>2")					
Service Line Diameter	Main Line Diameter				
	4"	6"	8"	10"	12"
4"	$ 1,300	$ 1,500	$ 1,600	$ 1,800	$ 2,000
6"	X	$ 1,500	$ 1,700	$ 1,900	$ 2,200
8"	X	X	$ 2,500	$ 2,600	$ 3,000
10"	X	X	X	$ 3,600	$ 4,000
12"	X	X	X	X	$ 4,500

Schedule of Fees - Sewer (Per Connection)		
Size	Tap Fee	Tap Fee w/ road cut
4"	$ 400	$ 1,100
6"	$ 600	$ 1,300

OXFORD
DEVELOPMENT
SERVICES

MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

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

CC: Hollis Green, COO

Date: November 4, 2025

Re: Request Change Order No. 1 and Payment Application No. 2, South Lamar Boulevard Pedestrian Improvements Project

---

Engineering requests approval of **Change Order No. 1** for the above-captioned project. This change order results in an **increase $42,105.69 to the contract price,** therefore the project total would increase from **$848,125.00 to $890,230.69.**

Due to the high traffic volume during the work day, it was requested for the contractor to pour the curb and gutter at night, therefore the contractor has submitted this change order request for the additional costs associated with this work as well as work that was necessary to remove and replace the existing storm drain pipe running along South Lamar Boulevard under the Horne Road intersection.

Please see attached for review.

Change Order No. 1
Date: October 29, 2025
State: Mississippi
County: Lafayette

CONTRACT CHANGE ORDER

CONTRACT FOR: South Lamar Boulevard Pedestrian Improvements

OWNER: City of Oxford, Mississippi

To: Phillips Contracting Company, Inc.
(Contractor)

You are hereby requested to comply with the following changes from the Contract Plans and Specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	Decrease in Contract Price	Increase in Contract Price
See attached sheet	$0.00	$42,105.69
TOTALS:	$0.00	$42,105.69
Net Change in Contract Price:		**$42,105.69**

JUSTIFICATION: See attached sheet.

The amount of the Contract will be (~~Decreased~~) (Increased) (~~Unchanged~~) by the Sum of Forty-Two Thousand, One Hundred and Five and 69/100s Dollars ($42,105.69)

The Contract Total including this and previous Change Orders will be Eight Hundred and Ninety Thousand, Two Hundred and Thirty and 69/100s Dollars ($890,230.69)

The Contract Period for Completion will be (~~Decreased~~) (~~Increased~~) (Unchanged) by _____ Days

This document will become a supplement to the Contract and all provisions will apply hereto.

Requested: _____ (Owner) (Date)

Recommended: K. W. Mell (Owner's Engineer) 10/30/25 (Date)

Accepted: B. [illegible] President (Contractor) 10/29/25 (Date)

South Lamar Boulevard Pedestrian Improvements
City of Oxford, Mississippi

Change Order No. 1 Attachment

Deletions:

	Subtotal Deletions:			**$0.00**

Additions:

S-202-D	Removal of Asphalt Pavement	20.0 SY @	$30.00	$600.00
S-202-E	Removal of Pipe (All Sizes)	82.0 LF @	$50.00	$4,100.00
S-203-A	Unclassified Excavation (FM)	27.0 CY @	$25.75	$695.25
S-203-E1	Borrow Excavation (Cont. Furnished, FME, Class 9)	27.0 CY @	$50.00	$1,350.00
S-304-D	Crushed Stone	11.0 Ton @	$100.00	$1,100.00
S-603-PP-A	18" High Performance Polypropylene Pipe	82.0 LF @	$120.00	$9,840.00
HORNE-1	Added Cost Associated with Pipe Replacement Under Horne Road	1.0 LS @	$9,940.52	$9,940.52
NIGHT-1	Added Cost to Pour Curb and Gutter at Night	1.0 LS @	$14,479.92	$14,479.92
	Subtotal Additions:			**$42,105.69**

Reasons:

- Upon video inspection, the existing storm drain pipe running along South Lamar Boulevard under the Horne Road intersection is in need of removal and replacement. In addition to pay items in the contract shown above, the Contractor has submitted a request (attached) for additional pay due to costs associated with this work.
- Due to high traffic volumes during the work day, the Contractor was requested to pour curb and gutter, which was planned to be done with a curb machine, at night. The Contractor has submitted a request (attached) for additional pay due to costs associated with this work.

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 2

Application Period: September 30, 2025 - October 24, 2025	Application Date: 10/29/2025	
To (Owner): City of Oxford	From (Contractor): Phillips Contracting Co., Inc.	Via (Engineer): Elliott & Britt Engineering, P.A.
Project: South Lamar Boulevard Pedestrian Improvements	Contract: South Lamar Boulevard Pedestrian Improvements	Working Days Previous (37) + Current Period (20) = Accrued Working Days (57)
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: R124-065

Application for Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1	$42,105.69	
TOTALS	$42,105.69	
NET CHANGE BY CHANGE ORDERS	$42,105.69	

1. ORIGINAL CONTRACT PRICE	$	**$848,125.00**
2. Net change by Change Orders	$	**$42,105.69**
3. Current Contract Price (Line 1 ± 2)	$	**$890,230.69**
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)	$	**$385,851.42**
5. RETAINAGE:		
a. 5.0% X $ 385,851.42 Work Completed	$	**$19,292.57**
b. 5.0% X $ - Stored Material	$	
c. Total Retainage (Line 5a + Line 5b)	$	**$19,292.57**
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	$	**$366,558.85**
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	**$193,006.75**
8. AMOUNT DUE THIS APPLICATION	$	**$173,552.10**
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)	$	**$523,671.84**

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: [signature] Date: 10/29/25

Payment of: $ **$173,552.10**
(Line 8 or other - attach explanation of the other amount)

is recommended by: [signature] (Engineer) 10/30/25 (Date)

Payment of: $ **$173,552.10**
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ Owner _____ (Date)

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For (Contract):	South Lamar Boulevard Pedestrian Improvements	Estimate No.	2
Application Period:	September 30, 2025 - October 24, 2025	Application Date:	10/29/2025

A				B	C	D	E	F		G
Item Bid Item No.	Description	Bid Item Quantity	Unit Price	Bid Item Value ($)	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
ROADWAY ITEMS										
S-200-A	Mobilization	1.0	$ 75,000.00	$ 75,000.00	1.00	$ 75,000.00	$ -	$ 75,000.00	100%	$ -
S-201-B	Clearing and Grubbing	0.60	$ 35,000.00	$ 21,000.00	0.50	$ 17,500.00	$ -	$ 17,500.00	83%	$ 3,500.00
S-202-B	Removal of Inlet	5.0	$ 1,000.00	$ 5,000.00	1.00	$ 1,000.00	$ -	$ 1,000.00	20%	$ 4,000.00
S-202-B	Removal of Inlet Top	1.0	$ 2,000.00	$ 2,000.00	1.00	$ 2,000.00	$ -	$ 2,000.00	100%	$ -
S-202-B	Removal of Sign and Post	1.0	$ 100.00	$ 100.00	-	$ -	$ -	$ -		$ 100.00
S-202-B	Removal and Reset Sign and Post	1.0	$ 150.00	$ 150.00	-	$ -	$ -	$ -		$ 150.00
S-202-C	Removal of Concrete Curb and Gutter	597.0	$ 17.00	$ 10,149.00	582.00	$ 9,894.00	$ -	$ 9,894.00	97%	$ 255.00
S-202-D	Removal of Asphalt Pavement	711.0	$ 30.00	$ 21,330.00	841.00	$ 25,230.00	$ -	$ 25,230.00	118%	$ (3,900.00)
S-202-D	Removal of Concrete Driveway	242.0	$ 35.00	$ 8,470.00	177.00	$ 6,195.00	$ -	$ 6,195.00	73%	$ 2,275.00
S-202-D	Removal of Concrete Paved Ditch	88.0	$ 30.00	$ 2,640.00	124.00	$ 3,720.00	$ -	$ 3,720.00	141%	$ (1,080.00)
S-202-D	Removal of Concrete Sidewalk	178.0	$ 30.00	$ 5,340.00	134.00	$ 4,020.00	$ -	$ 4,020.00	75%	$ 1,320.00
S-202-E	Removal of Pipe (All Sizes)	115.0	$ 50.00	$ 5,750.00	54.00	$ 2,700.00	$ -	$ 2,700.00	47%	$ 3,050.00
S-203-A	Unclassified Excavation (FM)	67.0	$ 25.75	$ 1,725.25	20.00	$ 515.00	$ -	$ 515.00	30%	$ 1,210.25
S-203-E1	Borrow Excavation (Contractor Furnished, FME, Class 9)	367.0	$ 50.00	$ 18,350.00	240.00	$ 12,000.00	$ -	$ 12,000.00	65%	$ 6,350.00
S-304-D	Crushed Stone	151.00	$ 100.00	$ 15,100.00	100.00	$ 10,000.00	$ -	$ 10,000.00	66%	$ 5,100.00
S-403-A	Hot Mix Asphalt, MT 12.5-mm Mixture	659.0	$ 170.00	$ 112,030.00	-	$ -	$ -	$ -		$ 112,030.00
S-406-A	Cold Milling of Bituminous Pavement, All Depths	5,989.0	$ 5.00	$ 29,945.00	-	$ -	$ -	$ -		$ 29,945.00
S-407-A	Asphalt for Tack Coat	599.0	$ 6.25	$ 3,743.75	-	$ -	$ -	$ -		$ 3,743.75

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A				B	C	D	E	F		G
Item Bid Item No.	Description	Bid Item Quantity	Unit Price	Bid Item Value ($)	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
S-601-B	Class "B" Structural Concrete, Minor Structures	28.500	$ 3,500.00	$ 99,750.00	5.67	$ 19,845.00	$ -	$ 19,845.00	20%	$ 79,905.00
S-602-A	Reinforcing Steel	2,471.0	$ 3.00	$ 7,413.00	343.00	$ 1,029.00	$ -	$ 1,029.00	14%	$ 6,384.00
S-603-PP-A	18" High Performance Polypropylene Pipe	342.0	$ 120.00	$ 41,040.00	94.00	$ 11,280.00	$ -	$ 11,280.00	27%	$ 29,760.00
S-603-PP-A	24" High Performance Polypropylene Pipe	28.0	$ 135.00	$ 3,780.00	-	$ -	$ -	$ -		$ 3,780.00
S-604-A	Castings	553.0	$ 8.00	$ 4,424.00	-	$ -	$ -	$ -		$ 4,424.00
S-604-B	Gratings	750.0	$ 8.00	$ 6,000.00	-	$ -	$ -	$ -		$ 6,000.00
S-608-A	Concrete Sidewalk	282.0	$ 100.00	$ 28,200.00	258.00	$ 25,800.00	$ -	$ 25,800.00	91%	$ 2,400.00
S-608-A	Concrete Sidewalk with Reinforcement	11.0	$ 105.00	$ 1,155.00	11.00	$ 1,155.00	$ -	$ 1,155.00	100%	$ -
S-608-A	Concrete Sidewalk with Monolithic Curb	904.0	$ 110.00	$ 99,440.00	410.00	$ 45,100.00	$ -	$ 45,100.00	45%	$ 54,340.00
S-608-B	Concrete Driveway	339.0	$ 133.00	$ 45,087.00	172.50	$ 22,942.50	$ -	$ 22,942.50	51%	$ 22,144.50
608-C	Detectable Warning Panels	49.0	$ 40.00	$ 1,960.00	-	$ -	$ -	$ -		$ 1,960.00
S-609-D	Combination Concrete Curb and Gutter, Type 1 Modified	1,184.0	$ 48.00	$ 56,832.00	997.00	$ 47,856.00	$ -	$ 47,856.00	84%	$ 8,976.00
S-613-E	Adjustment of Sewer Manhole	3.0	$ 1,000.00	$ 3,000.00	3.00	$ 3,000.00	$ -	$ 3,000.00	100%	$ -
S-613-E	Adjustment of Water Valve	1.0	$ 1,000.00	$ 1,000.00	-	$ -	$ -	$ -		$ 1,000.00
S-618-A	Maintenance of Traffic	1.0	$ 55,000.00	$ 55,000.00	0.35	$ 19,250.00	$ -	$ 19,250.00	35%	$ 35,750.00
S-621-C	6" Wide Thermoplastic Edge Stripe (Continuous White)(60 Mil)	0.300	$ 25,000.00	$ 7,500.00	-	$ -	$ -	$ -		$ 7,500.00
S-621-E-2	6" Wide Thermoplastic Traffic Stripe (Continuous Yellow)(90 Mil)	0.700	$ 18,750.00	$ 13,125.00	-	$ -	$ -	$ -		$ 13,125.00
S-621-G-1	Thermoplastic Detail Stripe (6" Equivalent Length)(White)(90 Mil)	370.0	$ 6.25	$ 2,312.50	-	$ -	$ -	$ -		$ 2,312.50
S-621-G-2	Thermoplastic Detail Stripe (6" Equivalent Length)(Yellow)(90 Mil)	127.0	$ 6.25	$ 793.75	-	$ -	$ -	$ -		$ 793.75
S-621-H-2	Thermoplastic Legend (White)(120 Mil)	672.0	$ 25.00	$ 16,800.00	-	$ -	$ -	$ -		$ 16,800.00
S-627-K	Red-Clear Reflective High Performance Raised Pavement Markers	8.0	$ 25.00	$ 200.00	-	$ -	$ -	$ -		$ 200.00
S-627-L	Two-Way Yellow Reflective High Performance Raised Pavement Markers	120.0	$ 25.00	$ 3,000.00	-	$ -	$ -	$ -		$ 3,000.00
S-630-J	Reflectorized Traffic Directional Sign (Encapsulated Lens)	4.0	$ 625.00	$ 2,500.00	-	$ -	$ -	$ -		$ 2,500.00

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A				B	C	D	E	F		G
Item Bid Item No.	Description	Bid Item Quantity	Unit Price	Bid Item Value ($)	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
S-630-K	Reflectorized Traffic Directional Sign (Plaques)(Encapsulated Lens)	3.0	$ 625.00	$ 1,875.00	-	$ -	$ -	$ -		$ 1,875.00
EROSION CONTROL ITEMS										
S-212-B	Commercial Fertilizer (13:13:13)	0.3	$ 1,000.00	$ 300.00	-	$ -	$ -	$ -		$ 300.00
S-226-A	Solid Sodding	1,900.0	$ 10.00	$ 19,000.00	-	$ -	$ -	$ -		$ 19,000.00
S-233-A	Temporary Silt Fence (Type I)(AOS 0.15mm - 0.84mm)	500.0	$ 5.00	$ 2,500.00	300.00	$ 1,500.00	$ -	$ 1,500.00	60%	$ 1,000.00
237-A	Wattles, 12"	400.0	$ 10.00	$ 4,000.00	284.00	$ 2,840.00	$ -	$ 2,840.00	71%	$ 1,160.00
CHANGE ORDER NO. 1 ITEMS										
HORNE-1	Added Cost Associated with Pipe Replacement Under Home Road	1.0	$ 9,940.52	$ 9,940.52	-	$ -	$ -	$ -		$ 9,940.52
NIGHT-1	Added Cost to Pour Curb and Gutter at Night	1.0	$ 14,479.92	$ 14,479.92	1.00	$ 14,479.92	$ -	$ 14,479.92	100%	$ -
	Totals			$ 890,230.69		$ 385,851.42	$ -	$ 385,851.42	43%	$ 504,379.27

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OXFORD
DEVELOPMENT
SERVICES

MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

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

CC: Hollis Green, COO

Date: November 4, 2025

Re: Request Permission to Release Performance for Asphalt and Striping, Seminole Bluff Subdivision (Villa West, Phase 2)

Engineering requests permission on behalf of Oakmont Oxford, LLC to release **Performance Bond #4462067**, in the amount of **$51, 199.75** for the above-captioned development for asphalt and striping.

All work has been completed and inspected by the Engineering Department.

Please see attached.

GRANBERRY & ASSOCIATES
CIVIL ENGINEERING FIRM

1685 York Avenue, Memphis, TN 38104
(662) 312-9672

November 21, 2023

Reanna Mayoral, P.E., City Engineer
City of Oxford
107 Courthouse Square
Oxford, MS 38655

RE: SEMINOLE BLUFF SUBDIVISION (VILLA WEST) – PHASE 2
Final Plat Bond

Dear Reanna:

On behalf of Oakmont Oxford, LLC, we are submitting the attached construction cost estimate for the remaining public improvement items in Seminole Bluff Subdivision (Villa West) – Phase 2. The subdivision is located west of Thacker Road, east of Rogerson Lane (The Greens at Oxford), and to the south of James E. Davis Parkway.

The required bond amount includes the following items provided in the attached cost estimate:

1. 1.5" HOT MIX ASPHALT (SURFACE COURSE) (9.5 MM) (ST)
2. STRIPING AND SIGNAGE
3. 4" SIDEWALK W/ 6x6 W2.9xW2.9 WWF

Since there could be a separation between the times each item of work is constructed, the developer is requesting to bond Item #1 & #2 (Asphalt Surface Course & Striping and Signage) separately than the Sidewalk. According to the attached construction cost estimate, the cost to construct Item #1 and Item #2 is $ 34,133.17 and the cost to construct the sidewalk is $ 37,804.50. Adding an additional fifty percent (50%) to each item, the required bond amounts are as follows:

- Items #1 and #2 = **$ 51,199.75**

- Item #3 (Sidewalk) = **$ 56,706.75**

The total amount of the 2 required bonds is **$ 107,906.50**.

Should you have any questions or the need for any additional info, please feel free to call me at 662-321-9672.

Regards,

John Granberry, P.E.

PROJECT DESCRIPTION:

SEMINOLE BLUFF SUBDIVISION (VILLA WEST) - PHASE 2
OXFORD, MS

CONTRACTOR:

M & N EXCAVATORS, INC.
P.O. BOX 2489
OXFORD, MS 38655

PUBLIC IMPROVEMENTS CONSTRUCTION COMPLETION ESTIMATE

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
SURFACING MATERIALS					
1	1.5" HOT MIX ASPHALT (SURFACE COURSE) (9.5 MM) (ST)	219	TON	$ 140.00	$ 30,633.17
2	STRIPING AND SIGNAGE	1	LS	$ 3,500.00	$ 3,500.00
3	4" SIDEWALK W/ 6x6 W2.9xW2.9 WWF	933	SY	$ 40.50	$ 37,804.50
				SURFACING MATERIALS TOTAL:	**$ 71,937.67**
				CONSTRUCTION COST TOTAL:	**$ 71,937.67**

OXFORD
DEVELOPMENT
SERVICES

MEMORANDUM

To: Board of Alderman

From: Reanna Mayoral, P.E., City Engineer

CC: Oxford Utilities Department, Environmental Services, Street Department

Date: December 5, 2023

Re: Accept Infrastructure in Villa West Phase 2

Staff recommends that the Board accept maintenance of the water, sewer and street infrastructure in Phase 2 of the Villa West development other than the final lift of asphalt pending completion of the punch list, receipt of as-built drawings and testing results. NEMEPA has been paid for installation of street lights but those also remain to be completed. A final inspection was held November 14, 2023. A few punchlist items remain and a one-year warranty period for the accepted items will begin following Board acceptance and completion of the punch list. A warranty bond has been provided. A small performance bond will remain in place for the final lift of asphalt and striping. Staff is awaiting as-built drawings and test results for our records.

Phase 2 of Villa West consists of 27 lots located on Crescent Street and Seminole Lane off of James E. Davis Parkway and Thacker Road.

Staff recommends acceptance of the water, sewer and street infrastructure in Phase 2 of the Villa West subdivision other than the final lift of asphalt and striping and pending receipt of the as-built construction drawings and all test results.

Villa West
Phase 2

asphalt + stripe

(sidewalk
separate)

SureTec

PERFORMANCE BOND

(Site Improvements, Utilities, Drainage, Driveways, Sidewalks)

Bond No. : 4462067

KNOW ALL MEN BY THESE PRESENTS, That we, Oakmont Oxford, LLC, as Principal, and **SureTec Insurance Company,** a Corporation of the State of Texas, and authorized to write Surety Bonds in the State of **Mississippi**, as Surety, are jointly and severally held and firmly bound unto the City of Oxford, in the sum of Fifty One Thousand One Hundred Ninety Nine & 75/100 Dollars ($51,199.75) for which payment well and truly to be made, we bind ourselves, executors, administrators, heirs, successors, and assigns, jointly and severally by these presents.

WHEREAS, the City of Oxford, has required the Principal as a condition of approval and acceptance of the project listed below to post a bond and to insure completion of:
Public Improvements - Hot Mix Asphalt, Striping and Signage
Certain required improvements as itemized by the City of Oxford, in accordance with City of Oxford requirements, issued in connection with the project located at Oxford, MS, known as Seminole Bluff Subdivision (Villa West) PH 2.

NOW, THEREFORE, if the said Principal shall furnish, install and complete, under the inspection and to the satisfaction of the City of Oxford and in accordance with the above described specifications, the improvements aforesaid in said project as hereinbefore listed, then this obligation shall be null and void; otherwise, it shall remain in full force and effect. November 30, 2023

Principal:

Oakmont Oxford, LLC

By:

Surety:

SureTec Insurance Company

By: Kimberly B. Barhum

Kimberly B Barhum, Attorney-In-Fact

POA# 2410005

JOINT LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That SureTec Insurance Company, a Corporation duly organized and existing under the laws of the State of Texas and having its principal office in the County of Harris, Texas and Markel Insurance Company (the "Company"), a corporation duly organized and existing under the laws of the state of Illinois, and having its principal administrative office in Glen Allen, Virginia, does by these presents make, constitute and appoint:

Kimberly B. Barhum, David Robin Fortenberry, Mary J. Norval

Their true and lawful agent(s) and attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal and deliver for and on their own behalf, individually as a surety or jointly, as co-sureties, and as their act and deed any and all bonds and other undertaking in suretyship provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

Fifty Million and 00/100 Dollars ($50,000,000.00)

This Power of Attorney is granted and is signed and sealed under and by the authority of the following Resolutions adopted by the Board of Directors of SureTec Insurance Company and Markel Insurance Company:

"RESOLVED, That the President, any Senior Vice President, Vice President, Assistant Vice President, Secretary, Assistant Secretary, Treasurer or Assistant Treasurer and each of them hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer or attorney, of the company, qualifying the attorney or attorneys named in the given power of attorney, to execute in behalf of, and acknowledge as the act and deed of the SureTec Insurance Company and Markel Insurance Company, as the case may be, all bond undertakings and contracts of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, Markel Insurance Company and SureTec Insurance Company have caused their official seal to be hereunto affixed and these presents to be signed by their duly authorized officers on the 2nd day of November, 2023.

SureTec Insurance Company

By: _____
Michael C. Keimig, President

Markel Insurance Company

By: _____
Lindey Jennings, Vice President

State of Texas
County of Harris:

On this 2nd day of November, 2023 A. D., before me, a Notary Public of the State of Texas, in and for the County of Harris, duly commissioned and qualified, came THE ABOVE OFFICERS OF THE COMPANIES, to me personally known to be the individuals and officers described in, who executed the preceding instrument, and they acknowledged the execution of same, and being by me duly sworn, disposed and said that they are the officers of the said companies aforesaid, and that the seals affixed to the proceeding instrument are the Corporate Seals of said Companies, and the said Corporate Seals and their signatures as officers were duly affixed and subscribed to the said instrument by the authority and direction of the said companies, and that Resolutions adopted by the Board of Directors of said Companies referred to in the preceding instrument is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed my Official Seal at the County of Harris, the day and year first above written.

XENIA RIVAS
Notary Public State of Texas
Commission # 129117659
Commission Expires 9/10/24

By: _____
Xenia Rivas, Notary Public
My commission expires 9/10/2024

We, the undersigned Officers of SureTec Insurance Company and Markel Insurance Company do herby certify that the original POWER OF ATTORNEY of which the foregoing is a full, true and correct copy is still in full force and effect and has not been revoked.

IN WITNESS WHEREOF, we have hereunto set our hands, and affixed the Seals of said Companies, on the 30th day of November, 2023.

SureTec Insurance Company

By: _____
M. Brent Beaty, Assistant Secretary

Markel Insurance Company

By: _____
Andrew Marquis, Assistant Secretary

Any Instrument Issued in excess of the penalty stated above is totally void and without any validity. 2410005
For verification of the authority of this Power you may call (713)812-0800 on any business day between 8:30 AM and 5:00 PM CST.

OXFORD
DEVELOPMENT SERVICES

MEMORANDUM

To:	Robyn Tannehill, Mayor, & Board of Aldermen
From:	John Crawley, P.E., City Engineer
CC:	Hollis Green, COO
Date:	November 4, 2025
Re:	Request Permission to Release Performance for Sidewalks, Seminole Bluff Subdivision (Villa West, Phase 2)

Engineering requests permission on behalf of Oakmont Oxford, LLC to release **Performance Bond #4462068**, in the amount of **$56, 706.75** for the above-captioned development for sidewalks.

All work has been completed and inspected by the Engineering Department.

Please see attached.

Villa West Ph 2
Sidewalk
(asphalt separate)

SureTec

PERFORMANCE BOND

(Site Improvements, Utilities, Drainage, Driveways, Sidewalks)

Bond No. : 4462068

KNOW ALL MEN BY THESE PRESENTS, That we, Oakmont Oxford, LLC, as Principal, and **SureTec Insurance Company,** a Corporation of the State of Texas, and authorized to write Surety Bonds in the State of **Mississippi**, as Surety, are jointly and severally held and firmly bound unto the City of Oxford, in the sum of Fifty Six Thousand Seven Hundred Six & 75/100 Dollars ($56,706.75) for which payment well and truly to be made, we bind ourselves, executors, administrators, heirs, successors, and assigns, jointly and severally by these presents.

WHEREAS, the City of Oxford, has required the Principal as a condition of approval and acceptance of the project listed below to post a bond and to insure completion of: Public Improvements - Sidewalk

Certain required improvements as itemized by the City of Oxford, in accordance with City of Oxford requirements, issued in connection with the project located at Oxford, MS, known as Seminole Bluff Subdivision (Villa West) PH 2.

NOW, THEREFORE, if the said Principal shall furnish, install and complete, under the inspection and to the satisfaction of the City of Oxford and in accordance with the above described specifications, the improvements aforesaid in said project as hereinbefore listed, then this obligation shall be null and void; otherwise, it shall remain in full force and effect. November 30, 2023

Principal:

Oakmont Oxford, LLC

By: [signature]

Surety:

SureTec Insurance Company

By: Kimberly B. Barhum

Kimberly B Barhum, Attorney-In-Fact

POA# 2410005

JOINT LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That SureTec Insurance Company, a Corporation duly organized and existing under the laws of the State of Texas and having its principal office in the County of Harris, Texas and Markel Insurance Company (the "Company"), a corporation duly organized and existing under the laws of the state of Illinois, and having its principal administrative office in Glen Allen, Virginia, does by these presents make, constitute and appoint:

Kimberly B. Barhum, David Robin Fortenberry, Mary J. Norval

Their true and lawful agent(s) and attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal and deliver for and on their own behalf, individually as a surety or jointly, as co-sureties, and as their act and deed any and all bonds and other undertaking in suretyship provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

Fifty Million and 00/100 Dollars ($50,000,000.00)

This Power of Attorney is granted and is signed and sealed under and by the authority of the following Resolutions adopted by the Board of Directors of SureTec Insurance Company and Markel Insurance Company:

"RESOLVED, That the President, any Senior Vice President, Vice President, Assistant Vice President, Secretary, Assistant Secretary, Treasurer or Assistant Treasurer and each of them hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer or attorney, of the company, qualifying the attorney or attorneys named in the given power of attorney, to execute in behalf of, and acknowledge as the act and deed of the SureTec Insurance Company and Markel Insurance Company, as the case may be, all bond undertakings and contracts of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, Markel Insurance Company and SureTec Insurance Company have caused their official seal to be hereunto affixed and these presents to be signed by their duly authorized officers on the 2nd day of November, 2023.

SureTec Insurance Company

By: _____
Michael C. Keimig, President

Markel Insurance Company

By: _____
Lindey Jennings, Vice President

State of Texas
County of Harris:

On this 2nd day of November, 2023 A. D., before me, a Notary Public of the State of Texas, in and for the County of Harris, duly commissioned and qualified, came THE ABOVE OFFICERS OF THE COMPANIES, to me personally known to be the individuals and officers described in, who executed the preceding instrument, and they acknowledged the execution of same, and being by me duly sworn, disposed and said that they are the officers of the said companies aforesaid, and that the seals affixed to the proceeding instrument are the Corporate Seals of said Companies, and the said Corporate Seals and their signatures as officers were duly affixed and subscribed to the said instrument by the authority and direction of the said companies, and that Resolutions adopted by the Board of Directors of said Companies referred to in the preceding instrument is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed my Official Seal at the County of Harris, the day and year first above written.

XENIA RIVAS
Notary Public State of Texas
Commission # 129117659
Commission Expires 9/10/24

By: _____
Xenia Rivas, Notary Public
My commission expires 9/10/2024

We, the undersigned Officers of SureTec Insurance Company and Markel Insurance Company do herby certify that the original POWER OF ATTORNEY of which the foregoing is a full, true and correct copy is still in full force and effect and has not been revoked.

IN WITNESS WHEREOF, we have hereunto set our hands, and affixed the Seals of said Companies, on the 30th day of November, 2023.

SureTec Insurance Company

By: _____
M. Brent Beaty, Assistant Secretary

Markel Insurance Company

By: _____
Andrew Marquis, Assistant Secretary

Any Instrument issued in excess of the penalty stated above is totally void and without any validity. 2410005
For verification of the authority of this Power you may call (713)812-0800 on any business day between 8:30 AM and 5:00 PM CST.

OXFORD
DEVELOPMENT
SERVICES

MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

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

CC: Hollis Green, COO / Rob Neely, P.E., General Manager, Oxford Utilities

Date: November 4, 2025

Re: Approve a Change Order to Relocate Contract A, Anderson Road Wells No. 3 and 4, to mTrade Park

On September 10th, 2025, the Board of Aldermen voted to stop work on the above-captioned project due to contaminants detected within the aquifer at the proposed location. Since that time, samples have been collected from the aquifer at mTrade Park to ascertain whether or not the project could be feasibly moved to that location. Those samples have come back "non-detect" for contaminants.

The contractor for the project, Donald Smith Company, has indicated that they would be willing to entertain a change order to change the project site location from Anderson Road to mTrade Park at no additional costs.

Engineering and Oxford Utilities request that a Change Order No. 1 be approved to shift the location for the two new drinking water wells from Anderson Road to mTrade Park.

OXFORD
DEVELOPMENT
SERVICES

MEMORANDUM

To: Board of Aldermen

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

CC: Hollis Green, COO / Rob Neely, P.E., General Manager, Oxford Utilities

Date: November 4, 2025

Re: Material Bids for 2025-2026: Request Permission to Reject the Bid of UNIVAR KENT for Hydrofluorosilic Acid and Accept the Next Lowest Bid of BRENNTAG for the Same Chemical Used in the Drinking Water Treatment Process

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On behalf of Oxford Utilities, Engineering requests permission to reject a bid under the Water and Wastewater Treatment Chemical Section. Oxford Utilities is requesting to reject the bid of UNIVAR KENT for Item #8, Hydrofluorosilic Acid, for $914.25 per 265 gallon container, and accept the next lowest bid from BRENNTAG at $1,125.00 per 265 gallon container. Upon repeated requests to the low bidder, the material specifications for this item failed to meet the city's specifications and expectations. Furthermore, BRENNTAG has agreed to honor their bid.

WATER AND WASTEWATER TREATMENT CHEMICAL

								BRENNTAG	
ITEM	DESCRIPTION	PROPOSED	UNIT					UNIT PRICE	TOTAL PRICE
		QUANTITY							
1	150 LB. CHORLINE GAS CYLINDERS	30	EACH					$174.30	$5,229.00
2	1 TON CHORLINE GAS CYLINERS	12	EACH					$1,724.00	$20,688.00
3	SODIUM FLUORIDE	20,000.00	LBS.					$2.99	$59,800.00
4	1 TON SULFUR DIOXIDE GAS CYLINDER	12	EACH					$1,764.00	$21,168.00
5	SULFUR DIOXIDE GAS 150LB	4	EACH					$153.00	$153.00
	CYLINDERS							NO BID	NO BID
6	HYDRATED LIME	100,000.00	LBS.					$0.33	$32,600.00
7	AUA-MAG	1,300	GAL					NO BID	NO BID
8	HYDROFLUOROSILICIC ACID	15	GAL/lb					$ 1,125.00	$ 16,875.00
9	Seaquest (330 gallon tote)	1	EACH						

* Harcros aua-mag comes in a 630 lb. drum

				UNIVAR KENT			
ITEM	DESCRIPTION	PROPOSED	UNIT				
		QUANTITY					
1	150 LB. CHORLINE GAS CYLINDERS	30	EACH	NO BID	NO BID		
2	1 TON CHORLINE GAS CYLINERS	12	EACH	NO BID	NO BID		
3	SODIUM FLUORIDE	20,000.00	LBS.	1.600	32000.00		
4	1 TON SULFUR DIOXIDE GAS CYLINDER	12	EACH	NO BID	NO BID		
5	SULFUR DIOXIDE GAS 150LB	4	EACH	NO BID	NO BID		
	CYLINDERS						
6	HYDRATED LIME	100,000.00	LBS.	0.336	33570.00		
7	AUA-MAG	1,300	GAL	NO BID	NO BID		
8	HYDROFLUOROSILICIC ACID	15	GAL/lb	3.450	914.25		**265 GAL TOTE**

* Harcros aua-mag comes in a 630 lb. drum

9	Seaquest (330 gallon tote)	1	EACH	NO BID	NO BID		