



AGENDA

City of Oxford

Board of Aldermen

Special Meeting

May 21, 2025 at 02:00 PM

City Hall Courtroom

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

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

1. Opening the meeting.

1.a. Call to Order.

1.b. Adopt the agenda for the meeting.

2. New Business

2.a. Request permission to close a section of Martin Luther King, Jr. Blvd. to allow for the removal of a fallen tree.

Attachments

1. [Tree Removal and Lane Closure MEMO.pdf](#)

3. Closing the meeting.

3.a. Consider an executive session.

3.b. Adjourn.

MEMORANDUM

To: Robyn Tannehill, Mayor

CC: Board of Aldermen

From: Shane Fortner, Director

Date: May 21, 2025

Subject: Tree Removal with Lane Closure

I request permission to hire Warren Lawn and Tree Service LLC for a fee not to exceed \$22,000 to remove a tree from the City of Oxford right-of-way at 510 Martin Luther King Jr. Drive.

One lane on MLK Jr. Drive between Jefferson Ave and Washington Ave will need to be closed for the removal. The requested closure times are as follows.

Thursday, May 22: 1:00 PM – 5:00 PM

Friday, May 23: 8:00 AM – 5:00 PM

Monday, May 24: 8:00 AM – 5:00 PM

Tuesday, May 25: 8:00 AM – 5:00 PM (if needed)

Complete Tree Services

Plant Health Care

Landscaping

Estimate

Hardscaping

Water Features

Leaf Collection

Sod Installation

Drainage

Custom Furniture

Dimensional Hardwood Lumber

Gutter/Roof Cleaning

Ivy Removal

Lot Clearing

Custom Ornamental Iron



THINK TREES. THINK WOODLAND.



Member:
 Better Business Bureau
 Memphis Area Home Builders Association
 Tennessee Urban Forestry Council International
 Society of Arboriculture
 Tree Care Industry Association

Pesticide Charter TN #4449, MS #172001

To: City of Oxford Attn: Mike Grant	From: Terran S. Arwood (901) 652-4711 ISA Certified Arborist # SO-5378A
Phone: 662-310-3294	Email: mgrant@oxfordms.net
Site: 510 Martin Luther King Jr Dr. Oxford, MS 38655	Date: 5/20/2025 KG8

CONTRACT INSTRUCTIONS

- Please indicate the specific options and line items that you are approving by checking the corresponding box below, and write the total combined price in the TOTAL COST column.
- **Sign and return a copy** to our office via fax or email and be sure to initial all pages of the proposal. Upon receipt of signed contract, the office will contact you with a phone call or email to advise you of the scheduled work date and obtain credit card information for the work to be completed.
- Unless prearranged payment terms have been agreed upon, we **do require a valid credit card on file before work can begin on your property.** Upon satisfactory completion of your project, we will process your credit card for all contracted services rendered. For your records a credit card receipt will be provided along with a detailed invoice.

Work Description

- All pruning and plant healthcare techniques follow ANSI A300 practice standards

Notes: skid steer, traffic cones, stump grinder

The N bound lane will be blocked during the removal (estimated 3 days).

Work is to be expedited once the signed contract is returned, weekend and weather permitted.

50" uprooted Red Oak on the W property line at the street that has fallen partially onto the front of roofline with limbs extending past the property line to the S → due to powerlines on the W aspect of tree the crane cannot be used. → remove tree manually. Cut the trunk as close to rootball as possible leaving the rootball to fall back to street level. <i>Woodland Tree Service cannot be held responsible for impact/damage to street. There is already pre-existing damage.</i> Grind the weight off the rootball leaving the ground debris moved to the side to refill the cavity and the larger main stump will be ground to a point to where it can be hoisted and hauled away. Downed Cedar limbs/debris → DO NOT REMOVE. This is not included.	\$26,000
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1831 Titus Rd. • Memphis, TN 38111 • (901) 309-6779 O • (901) 309-3241 F
terran@woodlandtree.com • www.woodlandtree.com

	The crew will need to clear approx 10-12 ft section of trees (8" and smaller Pines and volunteer growth) N of the stairs from the street for skid steer access. The property owner has been verbally made aware that due to the limited area to move skid steer the turf will sustain damage. To get the S property cleaned up the crew will have to have access to this yard. There are preexisting large ruts in the front yard and breakage to front walkway to the house.	
	Disposal Fee	\$500
	TOTAL COST *payment due upon completion	\$26,500

Any irrigation systems to be turned off 48 hours prior to project *excluding Plant Health Care*

All debris to be removed from property.

- This date is subject to change due to weather or other conditions but you will be informed of any changes.
- A confirmation call or email will be sent to you the business day before your crew is to arrive.
- Tree trimming, removal and stump grinding services will not require a deposit. However jobs that require repurchasing of material such as sod, plants, trees, drainage, irrigation, fencing, soil products, rock mulch, etc. will require a 50% deposit in order for work to be scheduled, remaining balance will be due upon completion.

Unless otherwise noted in this proposal the customer agrees to pay the account in full upon completion of work.

Terms Accepted By _____

IMPORTANT:

We cannot be held responsible for damage to unmarked buried utilities during tree removal or stump grinding on your property.

This also includes mosquito spray systems, irrigation systems, outdoor lighting, drainage systems or any other utilities.

Any irrigation systems should be turned off 48 hours prior to project.

Terms of Payment

Unless otherwise noted in this proposal the customer agrees to pay the account in full upon completion of work. **Failure to remit payment within 10 days of completion will result in a 5% late fee and 2.5% interest per month thereafter.** In the event any part of the debt evidenced herein is required to be collected by or through an attorney at law, in addition to the authorized expenditures indicated herein, the customer shall be indebted to Woodland Tree Service, LLC for reasonable attorney's fees, costs of collection and other litigation expenses.

Reasonable attorney's fees are defined as 33% of the unpaid balance.

Returned Check Fee: There will be a \$35.00 fee assessed for all checks returned to our office for non-sufficient funds.

Terms and Conditions

It is agreed by and between Woodland Tree Service and the authorizing party (customer and/or customer's agent) that the following provisions are made as part of this contract:

Insurance by Contractor: Woodland Tree Service warrants that it is insured for liability resulting from injury to person(s) or property and that all employees are covered by Workers' Compensation as required by law.

Certificates of coverage are available upon request.

Completion of Contract: Woodland Tree Service agrees to do its best to meet any agreed upon performance dates, but shall not be liable in damages or otherwise for delays because of inclement weather, labor, equipment, or any other cause beyond its control; nor shall the customer be relieved of completion for delays.

Tree Ownership: The authorizing party warrants that all trees listed are located on the customer's property, and, if not, that the authorizing party has received full permission from the owner to allow Woodland Tree Service to perform the specified work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Woodland Tree Service for any damages or costs incurred from the result thereof.

Safety: Woodland Tree Service warrants that all arboricultural operations will follow the latest version of the ANSI Z133.1 industry safety standards. The authorizing party agrees to not enter the work area during arboricultural operations unless authorized by the crew leader on-site.

ANSI A300 Tree Care Standard Definitions: The following definitions apply to specifications detailed in this proposal.

Clean: Removal of watersprouts and dead, dying, diseased, crossing, and hazardous branches from a tree.

Crown: The leaves and branches of a tree measured from the lowest branch on the trunk to the top of the tree.

Raise: Selective pruning to provide vertical clearance.

Reduce: Selective pruning to decrease height and/or spread by removing specified branches.

Restore: Selective pruning to improve the structure, form, and appearance of trees that have been severely headed, vandalized, or damaged.

Thin: Selective pruning to reduce density of live branches, usually by removing entire branches.

Vista pruning: Selective pruning to allow a specific view, usually by creating view "windows" through the tree's crown.

Stump Removal: Unless specified in the proposal, stump removal is not included in the price quoted. Removal of excess grindings (left slightly above grade to allow for settling) from stump removal are included in this proposal.

Surface and subsurface roots beyond the stump are not removed unless specified in this proposal.

Concealed Contingencies: Any additional work or equipment required to complete the work, caused by the authorizing party's failure to make known or caused by previously unknown foreign material in the trunk, the branches, underground, or any other condition not apparent in estimating the work specified, shall be paid for by the customer on a time and material basis. Woodland Tree Service is not responsible for damages to underground sprinklers drain lines, invisible fences or underground cables unless the system(s) are adequately and accurately mapped by the authorizing party and a copy is presented before or at the time the work is performed.

Driveway Damage: Woodland Tree Service will do its professional best to minimize any damages and avoid driveways, walks and curbs in your yard. This will include but is not limited to the usage of plywood and or rubber pads to reduce ground pressure. Some projects must be performed with equipment staged on these types of surfaces and Woodland Tree Service can not accept responsibility for any damages.

Clean-up: Clean-up shall include removing wood, brush, and clippings, and raking of the entire area affected by the specified work, unless noted otherwise on this proposal.

Lawn Repair: Woodland Tree Service will attempt to minimize all disturbances to the customer's lawn. Lawn repairs are not included in the contract price, unless noted otherwise on this proposal.

ESTIMATE

Warren Lawn and Tree Service LLC
489 Highway 331
Oxford MS 38655
United States

Mitch Warren
662-801-1823
mitch@warrenlawnandtree.com
www.warrenlawnandtree.com

FOR

City of Oxford
Building and Grounds
Mike Grant

Estimate No.: **057**
Issue date: **May 21, 2025**
Valid until: **Jun 4, 2025**

DESCRIPTION	QUANTITY	UNIT PRICE (\$)	AMOUNT (\$)
Martin Luther King Drive	1	22,000.00	22,000.00
Remove large fallen oak tree and cedar section from property using track lift , skid steer , E60 excavator, grapple truck , 3500 truck/ dump trailer and stump grinder			
TOTAL (USD):			\$22,000.00

