

Mayor & Board of Aldermen –Special Call Meeting

Meeting Minutes

- May 21, 2026

Present: Mayor Adrian Wiggins
Vice Mayor Cates
Aldermen Bailey Campbell and LaBudde

1. Call to Order

Mayor Wiggins called the meeting to order.

2. Establish Quorum

Alderman Austin absent

3. Prayer & Pledge of Allegiance

4. Agenda Approval

Alderman LaBudde made a motion to approve the agenda as presented. Alderman Bailey seconded the motion. All voted in favor, none opposed. The motion passed.

5. Citizen's Comments

Richard Olsen – Burr Oak Drive- Related to "Material Weaknesses Identified" inquired if that was a systematic item; and, how significant are those and how soon would you expect those to be corrected?

6. Presentation of FY 2025 Audit By Godwin & Associates, PLLC Certified Public Accounts

Town Manager Ellis thanked Mr. Godwin for his staff for the professional, efficient and friendly service they provided during the FY25 Audit process. He also thanked the finance staff and others involved for their efforts throughout this process.

Mr. Godwin explained that they contracted with the State of Tennessee to render an opinion of the fairness of the town's financial statements. In this case there are 5 governmental funds and 2 proprietary funds, which are all independent funds and have been reviewed so that the opinion may be given. The audit contract dictates reporting based on that of Governmental Audit Standards. The Federal Grants obtained by the town required an additional audit report known as a Single Audit. A Governance Letter, in which the auditor is required to communicate to the Mayor and Aldermen key audit matters, findings and responsibilities for transparency.

Mr. Godwin stated, that based on the review of every workpaper, and in review of the financial statements, an "Unmodified Opinion" was rendered for the FY25 Town of Oakland Audit. He

expressed that the quality and condition of the records are very well. He also commended the high-quality staff here, further stating on behalf of his firm, it was a pleasure in working with them.

He pointed it is not uncommon for adjusting entries to be made during the audit, if they fall within the guidelines of Generally Accepted Accounting Principles (GAAP), there were several prior year-end adjustments that were made allowing the "Unmodified Opinion" to be rendered. See Financial Statement pages 47-48.

He called attention to page 68 the "Schedule of Prior Year Audit Findings", noting that all but two (2) were corrected. The first one, Financial Statement Materially Misstated, is one that is repeated, but is not an uncommon finding. He reported It takes a while to correct, but things are much better. The second repeat finding, "Late Filing of Single Audit", will be one that is not to be expected going forward.

Finance Director Rice thanked and recognized the Finance Department Staff. She thanked Mr. Godwin and the staff Godwin Associates for taking on Oakland's FY25 Audit.

The types of opinions (best to worst):

Unmodified Opinion - Indicates that the financial statements are **fairly presented in all material respects** and comply with applicable accounting standards. No significant deficiency identified.

Qualified Opinion - Indicates there is a **material misstatement**, restricts auditor access to certain records, false or misleading statements, even omission of material.

Adverse Opinion- Indicates the financial statements **do not fairly present** the town's financial position due to **material and pervasive misstatements**

Disclaimer of Opinion - Occurs when auditors **cannot obtain sufficient evidence** to form an opinion or there is **significant uncertainty**.

7. Adjourn

A motion to adjourn was made by Alderman LaBudde.

Date: May 21, 2026

Adrian Wiggins, Mayor

K. Yvonne Bullard, Town Recorder

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Mayor & Board of Aldermen – Regular Meeting

Meeting Minutes

May 21, 2026

Present: Mayor Adrian Wiggins
Vice Mayor Cates, Aldermen Austin, Bailey, Campbell and LaBudde

Prayer and Pledge of Allegiance to the American Flag

1. Call to order by Vice Mayor Cates

2. Establish Quorum

Alderman Austin - absent

3. Prayer & Pledge of Allegiance to the American Flag

4. Approval of Agenda

Town Manager Ellis requested two (2) resolutions be added to the agenda:

1. Resolutions 26-33 and 25-34, under *XV Consideration of Resolutions: New Business*

Alderman LaBudde made a motion to approve the agenda as amended. Alderman Campbell seconded the motion. All in favor, none opposed. The motion passed.

5. Reading and Correction/Approval of Minutes

A. April 16, 2026 – Beer Board Meeting Minutes

Vice Mayor Cates made a motion to approve the April 16, 2026 Beer Board Meeting minutes. Alderman Austin seconded the motion. All in favor, none opposed. The motion passed.

B. April 16, 2026 – Regular Meeting Minutes

Town Manager Ellis made the Board aware of a correction in a resolution passed during the April 16, 2026 meeting, stating the resolution number had been previously used. Resolution 26-19 “*Professional Services Agreement with A2H for Municipal Complex Pre-Design Services*” – the corrected number should be changed to Resolution 26-32.

Vice Mayor Cates made a motion to approve the April 16, 2026 Regular Meeting minutes. Alderman LaBudde seconded the motion. All in favor, none opposed. The motion passed.

C. May 7, 2026– Work-Session Meeting Minutes

Vice Mayor Cates made a motion to approve the May 7, 2026 Work-Session minutes. Alderman Bailey seconded the motion. All in favor, none opposed. The motion passed.

6. Special Item: Recognition of Eagle Scout Henry Livesay

Mayor Wiggins officially recognized Henry Livesay on the completion and earning of an Eagle Scout Badge, noting it is the highest rank offered in Boy Scouts. The Mayor pointed out Mr. Livesay chose to perform his Eagle Scout Project, benefiting Oakland by restoring the community library available to the local community, located at City Hall.

7. Citizens' Comments:

Richard Olsen – Burr Oak – spoke regarding Resolution 26-25 - Subdivision Inspection Agreement stating the copy he saw did not have a cost per lot and asked what that cost might be.

Mr. Olsen then referred to the FY 27 Budget Ordinance 26-03 – reiterating his concerns related to the Industrial Development Board, questioning the towns payment of IDB invoices after the IDB was legally identified and setup as a separate entity.

Roy Neuhauser – Countryside Drive – expressed his concerns related to distilled liquors being sold near schools, churches, etc., pointing out the new Margarita's Restaurant is adjacent to Oakland Elementary School. He continued stating that cities and towns regulated the distance requirements of the Beer permits. He found that past Oakland Mayor and Board of Aldermen amended the ordinance, by removing the 250 ft. requirement. He urged the Board to consider looking into this matter and rectify the issue at hand.

Jason Cici – Bo Tisdale – addressed the Board of Mini-mall clean up and litter on Hwy 64.

8. Communications from the Mayor

Mayor Wiggins, referring to Mr. Cici's comment, stated Community Service is welcome in Oakland.

The mayor called on Attorney Minor to comment on Mr. Neuhauser's concern. Attorney Minor confirmed the liquor is regulated by the state, the distance is set by the municipality; and beer is regulated by the municipality. Alderman Cates inquired of the distance from the restaurant to the school.

Mayor Wiggins concluded by wishing everyone a Happy Memorial Day Weekend.

9. Communication from the Aldermen

Alderman Campbell announced and invited all to attend the Veterans Memorial that will be held on May 25th at Cypress Creek Park. The event will be held rain or shine.

Alderman Bailey gave kudos to Public Works Department for the road work on the northside of the park.

Vice Mayor Cates expressed thanks to the Finance Department in the work they performed in achieving a good FY 2025 Audit.

10. Department Head Reports

Water Director Armstrong updated the Board of an inoperable well pump, requiring it to be manned 24/7. It is expected to take approximately 2 weeks before the pump to be reinstalled.

Director Armstrong spoke on the town's Annual Quality Report, reporting that while reviewing it, indicated that 2 sampling periods were missed last year. Since then, both have been pulled, with 1 testing result coming back as "everything is fine" and still waiting on the second test. This oversight triggered a Tier 3 Notice of Violation requiring Public Notification to Oakland Water customers of the violation. While this violation did not sustain any fines or fees, the public disclosure is mandatory. The Oakland Quality Report for 2025 is posted on the Town's website, a link is provided on the utility bills and is available at the Oakland Water Department.

Public Works Director Mullins reported the paving project is underway, expected to be completed within the next 2 weeks.

Alderman Campbell inquired of Parks Director Weston of the condition of Cypress Creek Park, related to a social media post, stating that West Jr. High plays/practices baseball there. Mr. Weston assured the Board that he has not been approached by West Jr. High to use the baseball fields and further stated the fields were set up for soccer use.

11. Town Manager's Report

Town Manager Ellis reiterated Alderman Campbell's remarks in encouraging everyone to attend Oakland's first Memorial Day Ceremony on Monday, May 25th at 10am.

Mr. Ellis reported the work at the new park is beginning to wrap up and invited anyone interested to stop by. He announced the first planned event at the new park will be the Annual 4th of July Celebration which is scheduled for Saturday, June 27th.

Mr. Ellis addressed Mr. Olsen's earlier questions and concerns; (1). the subdivision inspection fees are covered 100% by the developer per each executed Subdivision Development Agreement. (2). The IDB fees were authorized by the town manager, based on the Boards feedback in various meetings. Attorney Minor was asked to speak to the recuperation of the town's investment. Attorney Minor explained "the IBD is not allowed to make one penny until it returns all funds that have been invested in it by the municipality".

Mr. Ellis stated, for those interested, the IDB holds its meeting on the 2nd Tuesday of each month at 6pm in the Oakland City Hall Courtroom.

12. Old Business: Ordinances Second and Final Reading w/ Public Hearings

A. Ordinance 26-03 – FY26 General Fund and Drug Fund Budget Amendment

A motion to hear Ordinance 26-03 was made by Alderman LaBudde and seconded by Alderman Campbell.

A motion to approve the 2nd Reading of Ordinance 26-03 was made by Vice Mayor Cates. The motion was seconded by Alderman Campbell. All voted in favor, none opposed. The 2nd Reading of Ordinance 26-03 passed

13. New Business: Ordinances First Reading

None presented.

14. Consideration of Resolutions: Old Business

None presented

15. Consideration of Resolutions: New Business

A. Resolution 26-21 – The Fountains of Hidden Springs Planned Development, Section A - Approving Development Agreement

Alderman LaBudde made a motion to hear Resolution 26-21.

Town Manager Ellis introduced the new development agreement, shifting the Boards attention to a change that was made in this agreement that will carry forward on future development agreements. Turning to Section 4.7 on page 13, he stated that staff recommended the developer put the base course down, then after 2 years or at the time the subdivision reaches 80% build-out, whichever comes first, will be the determining factor for the final asphalt to be put down.

Planning Director Courton stated this change will reduce the road cuts and reduce the construction traffic on newly coated roads. He assured the Board that an inspection of the base coat will be done prior to the final coat being applied.

Mr. Courton requested, and Town Attorney Minor agreed, one additional change that would remove any ambiguity in the subdivision agreement requiring a one (1) year warranty period. Additional verbiage to Section 4.7 follows: *"Installation of the final surface course shall be subject to a one (1) year warranty period from the day of installation. This one (1) year warranty period shall be separate from, and in addition, to the previously described warranty period. Should this separate warranty period exceed the previously described warranty period, the letter of credit required for paragraph 1.8(c) and (d) shall continue to serve as the Security for this additional Warranty Period."*

A motion was made by Alderman LaBudde to approve Resolution 26- 21 subject to the insertion of the proposed language. The motion was seconded by Alderman Bailey. Three voted in favor, with Vice Mayor Cates abstaining from the vote. Resolution 26-21 passed.

B. Resolution 26-22 - The Fountains of Hidden Springs Planned Development, Section A - Approving Subdivision Inspection Agreement

Vice Mayor Cates made a motion to hear Resolution 26-22.

Town Manager Ellis stated this is a typical Subdivision Inspection Agreement and developer incurs all costs associated with the subdivision inspections.

A motion was made by Vice Mayor Cates to approve Resolution 26-22. The motion was seconded by Alderman LaBudde. All voted in favor, none opposed. Resolution 26-22 passed.

C. Resolution 26-24 – Carrington Estates Phase 2 – Approving Subdivision Development Agreement

Alderman Bailey made a motion to hear Resolution 26-24.

Town Manager Ellis made the Board aware of a necessary revision to a developer's name upon the receipt of a title deed. Town Attorney Minor interjected that this agreement has the added verbiage as discussed in agenda item Resolution 26-21. Attorney Minor added that PMFT Holdings is currently on the title deed, however, the town has been advised that a deed has been drafted to convey title over to Carrington Estates, LLC. Upon the deed is recorded and the town is provided with a recorded copy of that deed, then the town will be allowed to sign the development agreement. In summary, Resolution 26-24 could be passed subject to receiving a recorded copy of the deed naming Carrington Estates, LLC.

Alderman LaBudde made a motion to approve 26-24 per Attorney Minor's recommendation. Alderman Bailey seconded the motion. 2 voted in favor, 2 Abstentions. A roll call vote was called by Mayor Wiggins, resulting; Alderman Campbell- Abstained due paperwork not in proper order. Alderman LaBudde – Yes, Alderman Bailey – Yes, Vice Mayor Cates -Abstained. Resolution 26-24 failed.

D. Resolution 26-25 - Carrington Estates, Phase 2 - Approving Subdivision Inspection Agreement

Resolution 26-25 was not heard. It will be brought back to the Board at the time Carrington Estates Phase 2 Subdivision Agreement is presented.

E. Resolution 26-26 – The Waters D1 Amend Subdivision Agreement And Release the Letter of Credit -Addendum

Vice Mayor Cates made a motion to hear Resolution 26-26.

Town Manager Ellis explained this as amending the original Waters D1 Subdivision Agreement by inserting the additional language that was approved earlier by this Board related to the requirements of 2 years or 80% build-out (See Resolution 26-21). He stated the base coat has been down for 2 years (+) and has 3 vacant lots left in the subdivision. Having met the new criteria; and, an inspection verifying the condition of the roads meeting town standards, staff recommends the release of the Letter of Credit.

Vice Mayor Cates made a motion to approve Resolution 26-26 per staff's recommendation. Alderman Campbell seconded the motion. All were in favor, none opposed. Resolution 26-26 passed.

F. Resolution 26-27 – The Waters D2 Letter of Credit Release – Authorization

Alderman Bailey made a motion to hear Resolution 26-27.

Town Manager Ellis stated the Waters D2 Subdivision Agreement has met the requirements necessary for the release of the Letter of Credit.

Vice Mayor Cates made a motion to approve Resolution 26-27. Alderman LaBudde seconded the motion. All were in favor, none opposed. Resolution 26-27 passed.

G. Resolution 26-28 – Brightly Software, Inc. Automated Work Order System - Contract Award

Alderman Campbell made a motion to hear Resolution 26-28.

Town Manager Ellis reported the current contract with Brightly Software is expiring. Staff are requesting approval of a newly executed 3-year contract. The renewal amounts: 1st Year = \$15,220.78, 2nd Year = 15,667.41 and 3rd Year = \$16,147.73.

Vice Mayor Cates made a motion to approve Resolution 26-28. Alderman LaBudde seconded the motion. All were in favor, none opposed. Resolution 26-28 passed.

H. Resolution 26-29 – Fire Hydrant Maintenance Services – Contract Award

Vice Mayor Cates made a motion to hear Resolution 26-29.

Town Manager Ellis stated the town received three (3) responses on May 1, 2026 to Request for Proposals for Fire Hydrant Services. Staff recommends awarding the 3-Year contract to the lowest bidder, and current vendor, Roger's Hydrant Service Inc. The renewal amounts: 1st Year = \$596,925, 2nd Year = 596,925 and 3rd Year = \$596,925.

Alderman LaBudde made a motion to approve Resolution 26-29. Vice Mayor Cates seconded the motion. All were in favor, none opposed. Resolution 26-29 passed.

I. Resolution 26-30 - TN. Soccer Academy – Contract Award

Alderman Campbell made a motion to hear Resolution 26-30

Town Manager Ellis recommended approving the 2-Year contract with Tennessee Soccer Academy, LLC.

Vice Mayor Cates requested that it be put in writing that citizens will not be charged for parking and a copy given to the Board.

Alderman Campbell made a motion to approve Resolution 26-30. Alderman LaBudde seconded the motion. 3 were in favor, with Vice Mayor Cates opposing. Resolution 26-30 passed.

J. Resolution 26-31 - Apptegy, Website Services - Contract Award

Vice Mayor Cates made a motion to hear Resolution 26-31.

Town Manager Ellis stated that website and social media platforms are required to be brought into ADA compliance which is mandated by the US Department of Justice. The DOJ bases the various compliance deadlines on population. Oakland's deadline is set for April 2028.

By contacting other municipalities to see how they are managing the mandate, Mr. Ellis and another staff member were invited to an on-site demonstration, at the Town of Atoka, of Apptegy's product. The website was impressionable. It exhibited user-friendly capabilities in retrieving information; and the ability to push out information; and satisfies in meeting the ADA compliance regulations.

Mr. Ellis recommended the contracted investment of \$16,500. with Apptegy, Web Services.

Vice Mayor Cates made a motion to approve Resolution 26-31. Alderman LaBudde seconded the motion. All were in favor, none opposed. Resolution 26-31 passed.

K. Resolution 26-33 – Approving Private Charter No. 51 of the 114th General Assembly of the State of Tennessee Amending The Town of Oakland Charter

Vice Mayor Cates made a motion to hear Resolution 26-33

Town Manager Ellis pointed out while Charter changes were in accordance with the Boards wishes, that the State included a recommended change in Section 14, paragraph 2, stating the following: *The Board of Mayor and Alderman shall designate an administrative officer of the town as acting Town Manager to serve during any temporary absence or disability of the manager.*

Vice Mayor Cates made a motion to approve Resolution 26-33. Alderman LaBudde seconded the motion. A roll call vote was called by Mayor Wiggins, resulting; Alderman Cambell- Yes, Alderman LaBudde – Yes, Alderman Bailey – Yes, Vice Mayor Cates -Yes. All were in favor, none opposed Resolution 26-33 passed.

L. Resolution 26-34 – Amending The Town of Oakland Personnel Handbook, Section X, By Adding an Appeals Process

Vice Mayor Cates made a motion to hear Resolution 26-34.

Town Manager Ellis stated the Board request to devise an appeal process. While employees can appeal to the Town Manager, this provides an appeal process for Directors/Department Heads. Attorney Minor opined, he agreed that this amendment was necessary in providing Directors/Department Heads a means for appeal.

Alderman LaBudde made a motion to approve Resolution 26-34 in providing an appeals process for the Town of Oakland Directors/Department Heads. Vice Mayor Cates seconded the motion. All were in favor, none opposed. Resolution 26-34 passed.

16. Other Items of Business:

A. Establish A Date and Time For Work Session

Twon Manager Ellis reiterated a Work Session had already been scheduled for Thursday, May 28, 2026 at 6pm to discuss the FY27 Water and Wastewater Budgets, as well as any other budgetary concerns. Alderman Cates requested the official naming of the new park complex, be added to the 28th Work-Session.

Although Mr. Ellis urged the Board to set a date for the first reading of FY27 Budget – there was no date designated.

17. Adjourn

Alderman Bailey made a motion to adjourn the meeting.

Date: May 21, 2026

Adrian Wiggins, Mayor

ATTEST:

K. Yvonne Bullard, Town Recorder

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Mayor & Board of Aldermen –Work-Session @ 6:00PM

Minutes

- May 28, 2026

Present: Mayor Adrian Wiggins
Vice Mayor Cates
Aldermen Dan Bailey, Harry Campbell & Mike LaBudde

1. Call to Order

Mayor Adrian Wiggins called the meeting to order. Alderman Austin was absent.

2. Prayer & Pledge of Allegiance

Vice Mayor Cates

3. Others Present

Town Manager Ellis & Recorder Bullard & Oakland Department Directors: Lorie Rice, Ed Courton, Dennis Mullins, Chris Earl and Steve Walls. Supervisors: Larry Gaines, Stephen Hathcock

4. Citizens Comments

Richard Olsen – Burr Oak Drive – stated in review of the Water and Wastewater Budgets, he noticed a 16% water revenue decrease in projected 2026, while sewer revenue increased 14%. He asked if someone would address the cause.

Finance Director commented there was a reduction in water rates and an increase in the sewer rate in July 2025. (Reference Ordinance 25-07)

5. Items of Discussion

- FY27 Water Department Budget Review 1st Draft
- FY27 Wastewater Department Budget Review 1st Draft
- Other FY27 Budget Discussion
- Naming the New Sports Park

Date: May 28, 2026

Adrian Wiggins, Mayor

K. Yvonne Bullard, Town Recorder

RESOLUTION 26-34

A RESOLUTION OF THE TOWN OF OAKLAND, TENNESSEE PROVIDING THE OFFICIAL NAME OF PARK COMPLEX

WHEREAS, July 19, 2019 the Town of Oakland purchased 141.7 acres from Joy M. (Mewborn) Smoot: and,

WHEREAS, the sale agreement of the property, located at Highway 64 and Bowers Road, included a written stipulation that the buyer would agree to Ms. Smoot having "naming rights in honor of her family for the future overall park site": and

WHEREAS, to uphold the wishes of Joy M. Smoot and to honor the many generations of the Mewborn Family who owned the property, the Board of Mayor and Aldermen desire the official name of the Park Complex to be "Mewborn Legacy Park".

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Oakland, Tennessee as follows:

SECTION 1: That the Mayor and Board of Aldermen declare the official park name to be that of "Mewborn Legacy Park".

The motion was made by __ to __ Resolution 26-34. The motion was seconded by __. __ in favor, __ opposed. Resolution 26-34__.

Done by order of the Board of Mayor and Aldermen of the Town of Oakland, Tennessee this __ day of __, 2026.

Adrian Wiggins, Mayor

ATTEST:

K. Yvonne Bullard, Town Recorder

RESOLUTION 19-61

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMAN OF THE TOWN OF OAKLAND, TENNESSEE AUTHORIZING JOY M. SMOOT NAMING RIGHTS OF PROPERTY LOCATED AT HIGHWAY 64 & BOWERS ROAD

WHEREAS, on March 13, 2019, the Town of Oakland (Town) made a written offer to purchase 141.7 acres from Joy M. Smoot; and,

WHEREAS, the Town's written offer included a special stipulation which stated as follows: "Buyer agrees to allow Joy Smoot naming rights in honor of her family for the future overall park site"; and,

WHEREAS, the final purchase and sale agreement prepared by Ms. Smoot's agent, Renaissance Realty, inadvertently omitted the special stipulation contained in the Town's formal offer; and,

WHEREAS, the Board of Mayor and Aldermen wish to correct this inadvertent omission by and through this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF OAKLAND, TENNESSEE AS FOLLOWS:

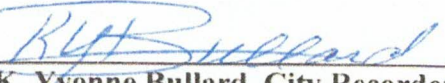
The Board of Mayor and Aldermen hereby agree, consistent with the Town's commitment in special stipulation 15 of the Town's formal offer of purchase on March 13, 2019, that Joy M. Smoot shall have naming rights in honor of her family, for the property sold by her to the Town of Oakland on July 19, 2019, said property being designated by the Fayette County Tax Assessor as Parcel 36.00 on Map 86.

A motion was made by Alderman Cates that the foregoing resolution be adopted. The motion was seconded by Alderman Rector. The Mayor declared the Resolution duly adopted and effective from and after this 19th day of December, 2019.

Duly passed and adopted the 19th day of December, 2019.


Chris Goodman, Mayor

ATTEST:


K. Yvonne Bullard, City Recorder

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RESOLUTION 26-35

A RESOLUTION OF THE TOWN OF OAKLAND, TENNESSEE PROVIDING AUTHORIZATION TO ENTER INTO PROFESSIONAL SERVICES AGREEMENT FOR DESIGN AND CONSULTING SERVICES WITH A2H ENGINEERS, ARCHITECTS, PLANNERS

WHEREAS, The Board of Mayor and Aldermen for the Town of Oakland, Tennessee (the Town) acknowledges the necessity of retaining an engineer for various services; and,

WHEREAS, the Town desires to contract with a Licensed Professional Engineer to serve as the Project Manager responsible for On-Call Engineering and Consulting Services; and,

WHEREAS, A2H Engineers, Architects & Planners, has submitted to the Town of Oakland a proposed Professional Services Agreement meeting the Town's need of having a designated primary Consulting Town Engineer; and

WHEREAS, it is the opinion of the Town's Board of Mayor and Aldermen that the best interest of the Town will be served by entering into the agreement with A2H Engineers, Architects & Planners for On-call Engineering and Consulting Services.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF
THE TOWN OF OAKLAND, TENNESSEE:**

SECTION 1: The Mayor is authorized to execute the Agreement between the Town of Oakland and A2H Engineers, Architects & Planners, for the services described in Agreement #26140 attached and incorporated herein as Exhibit A.

A motion was made by ___ to ___ Resolution 26-35. The motion was seconded by __. ___ voted in __, __ opposed. Resolution 26-35 ___.

**Done by order of the Board of Mayor and Aldermen of the Town of Oakland, Tennessee
this __ day of __, 2026.**

ATTEST:

Adrian Wiggins, Mayor

K. Yvonne Bullard, Town Recorder



May 11, 2026

Harvey Ellis
Town Manager
Town of Oakland, TN
170 Doss Circle
PO Box 56
Oakland, TN 38060

Re: Town of Oakland, TN
2026-2029 On-Call Engineering and Consulting Services
Oakland, TN

A2H # 26140

Dear Mr. Ellis,

A2H is pleased to submit our Contract for design and consulting related services for this project. As an integrated Engineering, Architectural and Planning firm, A2H offers all services required to successfully complete this project.

David Smith will serve as Project Manager for this Contract and will be your primary point of contact for initiating and managing individual Work Authorizations. David will designate individual Project Managers for specific Work Authorizations based upon the requirements of the individual projects.

If you agree with the terms as outlined in the enclosed Contract, please acknowledge your acceptance by signing and dating the Contract, initialing the Terms and Conditions where indicated, and returning one executed copy to our office.

Thank you for giving us the opportunity to submit this Contract. If you have any questions, please do not hesitate to contact either me or David at any time.

Sincerely,
A2H, INC.

Logan E. Meeks, PE
President | Principal

David M. Smith, Ph.D., PE
Principal | Project Manager



May 11, 2026

Harvey Ellis
Town Manager
Town of Oakland, TN
170 Doss Circle
PO Box 56
Oakland, TN 38060

Re: Town of Oakland, TN
2026-2029 On-Call Engineering and Consulting Services
Oakland, TN

A2H # 26140

Dear Mr. Ellis,

A2H is pleased to respond to your request for Professional Services on the above referenced project. By way of this Contract, we are enclosing our understanding of the scope of work required for the project and shall perform the Professional Services upon the terms and conditions set forth in this letter.

I. The following represents our understanding of the project description:

A2H will be responsible for professional On-Call Engineering and Consulting services necessary for various projects in support of the Town of Oakland, TN as requested. The quantity and duration of projects will depend upon the Town of Oakland, TN's requirements and needs for services.

The On-Call Engineering and Consulting Services Contract will include the following:

- A. A2H will make David Smith, Licensed Professional Engineer, the primary point of contact for the Town of Oakland, TN, to function as the Consulting Town Engineer.
- B. In addition, David Smith will serve as Project Manager for the On-Call Consulting Services Contract. Upon request, David will meet with Town of Oakland, TN staff to develop the Work Authorization scope and understanding of the individual project requirements. David will then designate individual Project Managers for specific Work Authorizations based upon the requirements of the individual projects.
- C. The Project Manager then will utilize the professional staff of A2H as needed to provide the town with timely, efficient responses to the wide array of on-call consulting needs.
- D. Each specific Work Authorization will be authorized for an individual project with a Scope of Services and documented professional fees for that individual project.
- E. Upon issuance of a Work Authorization from the town, A2H shall provide Engineering, Planning, Land Surveying, Landscape Architectural or Architectural services as required for the planning, programming, design, construction documents, bidding, construction administration, and other services as needed for projects.

- F. A2H and the Town of Oakland, TN mutually agree that the Basic Scope of Services identified in Section II represents the anticipated range of services under this Contract but is not exhaustive. Additional services outside the Basic Scope may be authorized by the Town and performed by A2H pursuant to a separately executed Work Authorization defining the scope, deliverables, schedule, and fee for such services.

II. It is our understanding that the Basic Scope of Services includes:

A2H will provide the following as part of our Basic Scope of Services, working closely with Town of Oakland, TN to provide these services in support of the project:

- Project Management
- Planning
- Land Surveying
- Civil Engineering
- Landscape Architecture
- Architecture
- Interior Design
- Structural Engineering
- Mechanical Engineering
- Plumbing Engineering
- Fire Protection Engineering
- Electrical Engineering
- Construction Administration

The phases described below represent our understanding of the project requirements as indicated by the Client:

On-Call Engineering and Consulting Services

- A. When requested by the Town Manager or their designee, A2H will provide to the Town of Oakland, TN, services that fall under the normal purview of the Consulting Town Engineer's responsibilities including, but not limited to, services such as:
- i. Investigate town engineering issues as they develop.
 - ii. Advise the town on engineering related issues.
 - iii. Respond to the Town of Oakland, TN engineering needs with various personnel based on the issue or concern.
 - iv. Provide engineering support for private development submittals:
 - a. Development submittal reviews will be performed by the Consulting Town Engineer, or as assigned by the Consulting Engineer, with the final review by the Consulting Town Engineer.
 - b. Engineering review of private development submittals to ensure they meet town standards and codes.
 - c. Engineering review of construction documents and submittal of development projects submitted under contract and/or under the approving authority of the Town of Oakland, TN.
 - d. Conduct construction observations on a periodic basis of such developments and provide written reports of findings and any testing observed.
 - v. Attend technical meetings on behalf of the Town of Oakland, TN to represent their interests, including but not limited to coordination meetings with Fayette County, state and federal agencies, utility providers, and other municipalities or regional entities as directed by the Town Manager.
 - vi. Attend the Board of Mayor and Aldermen work sessions, regularly scheduled meetings, and special called meetings as needed, and the meetings of the Planning Commission as needed.

- vii. Perform professional studies for the Town of Oakland, TN on an as-approved basis utilizing A2H staff or sub-consultants as needed.
- B. When requested by the Town Manager or their designee, A2H will provide to the Town of Oakland, TN, consulting services including, but not limited to, services such as:
 - i. Investigate issues related to capital improvement needs as directed by the Client.
 - ii. Preparation of estimates, schedules, plans and specifications for site and building projects and as otherwise requested.
 - iii. Field investigations and surveying.
 - iv. Feasibility Studies, Massing Studies, Evaluation and Assessments.
 - v. Architectural and Engineering activities ranging from conceptual design and scoping of capital improvement projects for development of construction documents with construction administration assistance.
 - vi. Utility coordination including identification of conflicts and coordination with utility providers during design.
 - vii. Meetings and coordination with Authorities Having Jurisdiction (AHJ) including code enforcement, fire marshals, and other regulatory agencies as required in support of project approvals and permitting.
 - viii. Construction Administration for capital improvement projects including field visits, interaction with Contractors, review of progress with Client, and direction to the Contractor.
 - ix. Peer review of design and bid documents prepared by others and submitted to the Town of Oakland, TN for engineering review and approval.
 - x. Community and public engagement support including attendance at public meetings and presentations on behalf of the Town of Oakland, TN as requested.
 - xi. Grant documentation support including preparation of exhibits, cost estimates, and technical documentation in support of grant applications pursued by the Town of Oakland, TN.

III. Exclusions from our Basic Scope of Services are as follows:

Services not set forth above as Basic Scope of Services in this Contract are excluded from the scope of our work and we assume no responsibility to perform such services including, but not limited to:

- A. Plan review fees required by local or state entity, application fees and/or permit fees.
- B. Geotechnical Engineering services for appropriate geotechnical engineering design criteria for earth-related phases.
- C. The professional liability for documents reviewed does not transfer from the Engineer of Record to either A2H, Inc., or the Consulting Town Engineer.
- D. Low voltage systems design (data, AV, security, alerting systems, intercom, etc.).
- E. Furniture, Fixture, and Equipment planning and design services.
- F. Construction Cost Estimating services.
- G. Quality Assurance Testing services including but not limited to testing and special inspections.

IV. Our proposed schedule of deliverables for the above referenced Basic Scope of Services is as follows:

- A. A2H will provide the Town of Oakland, TN with a schedule for phase deliverables for each Work Authorization within two weeks of the Notice To Proceed.

V. Our proposed Contract Period of Performance for the above referenced Basic Scope of Services is as follows:

- A. The contract period of performance will extend for 36 months from the date of contract execution, to be renewed for annual terms until On-Call Consulting Services are no longer required by the Town of Oakland, TN.

VI. Our proposed compensation for the above referenced Basic Scope of Services is as follows:

Compensation for each Work Authorization shall be established at the time of authorization, either as a negotiated lump sum or on an hourly basis per the rate schedule in Section VII, as agreed in writing by both parties.

On-Call Engineering and Consulting Services \$ Lump Sum

On-Call Engineering and Consulting Services \$ Hourly

Reimbursable Expense Fee Direct Cost + 10%
(Courier Service, Mileage, Printing, AHJ Plan Review)

The A2H Hourly Rate Schedule set forth herein shall remain valid through December 31 of the current contract year. Hourly rates are subject to annual revision effective January 1 of each subsequent contract year. Updated rate schedules are available upon request.

VII. Additional Services:

Additional services shall consist of all services not included in the Basic Services as set forth above. No work will be performed beyond the services noted above without an express written agreement between A2H and Town of Oakland, TN. Additional Services will be billed either on an hourly basis in accordance with the hourly rate schedule contained herein, or a negotiated fixed fee based on the scope of additional services requested. The A2H Hourly Rate Schedule is as follows:

STAFF MEMBER	LEVEL I	LEVEL II	LEVEL III
Principal	\$ 210.00	\$ 225.00	\$ 240.00
Associate Principal	\$ 165.00	\$ 180.00	\$ 195.00
Project Manager	\$ 140.00	\$ 160.00	\$ 180.00
Project Coordinator	\$ 100.00	\$ 110.00	\$ 120.00
Architect	\$ 145.00	\$ 165.00	\$ 185.00
Engineer	\$ 140.00	\$ 160.00	\$ 180.00
Senior Designer	\$ 125.00	\$ 145.00	\$ 165.00
Landscape Architect	\$ 120.00	\$ 135.00	\$ 150.00
Planner	\$ 110.00	\$ 130.00	\$ 150.00
Land Surveyor	\$ 105.00	\$ 120.00	\$ 135.00
Designer	\$ 100.00	\$ 110.00	\$ 120.00
Construction Coordinator	\$ 90.00	\$ 110.00	\$ 130.00
BIM/CAD Technician	\$ 85.00	\$ 100.00	\$ 115.00
Land Survey Crew Member	\$ 75.00	\$ 85.00	\$ 95.00
Administrator	\$ 75.00	\$ 85.00	\$ 100.00

This Contract and the Terms and Conditions attached hereto and incorporated herein satisfactorily set forth your understanding and the agreement between us. This Contract will be open for acceptance for 30 calendar days. We certainly look forward to collaborating with you on this project and thank you for giving us the opportunity to submit this Contract.

If you have any questions, please call.

Sincerely,
A2H, Inc.



Logan E. Meeks, PE
President | Principal

Attachment: Terms and Conditions

This Contract entered into as of the day and year written below.

AGENT FOR: **TOWN OF OAKLAND, TN**

ACCEPTED BY: _____

DATE: _____

TITLE: _____

TERMS AND CONDITIONS

1. The parties agree that **TOWN OF OAKLAND, TN** is solely responsible for payment in accordance with the following terms. A2H, Inc. (hereinafter "the Consultant") shall submit monthly invoices for work in progress. Payment shall be due within thirty (30) days of the invoice date. Invoices more than 30 days old will be subject to a finance charge of 1.5% per month. The Consultant shall have the right to cease work if payment is not received within 45 days of the invoice date, provided the Consultant has given seven (7) days written notice of its intent to suspend services. In addition, **TOWN OF OAKLAND, TN** agrees to pay any and all legal expenses and other costs incurred in the collection of any overdue amount.
2. **TOWN OF OAKLAND, TN** shall reimburse the Consultant all expenses incurred for courier services, (e.g., Federal Express, United Parcel Service, etc.) mileage, travel, and printing. Mileage shall be reimbursed at the current IRS standard mileage rate. Reimbursable Expenses Fee shall be billed as a flat rate per Section VI of the Contract.
3. All claims by **TOWN OF OAKLAND, TN** arising out of this Contract or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation, to the extent permitted by applicable law. Any mediation or civil action by **TOWN OF OAKLAND, TN** must be commenced within one (1) year of the accrual of the cause of action asserted, but in no event later than three (3) years after substantial completion of the Work Authorization giving rise to the claim, and in no event later than allowed by applicable statutes. In the event of any litigation arising from or related to this Contract or the services provided under this Contract, the "prevailing party" shall be entitled to recover from the "non-prevailing party" all reasonable legal expenses and attorney's fees incurred in such litigation. For the purposes of this provision, a party asserting a claim shall be considered the "prevailing party" only if it recovers 50% or more of the amount claimed; if it does not, the claimant shall be the "non-prevailing party."
4. **TOWN OF OAKLAND, TN** shall make no claim for professional negligence, either directly or by way of a cross complaint against the Consultant unless **TOWN OF OAKLAND, TN** has first provided the Consultant with a written certification executed by an independent Consultant currently practicing in the same discipline as the Consultant and licensed in the State of the project. This certification shall: a) contain the name and license number of the certifier; b) specify the acts or omissions that the certifier contends are not in conformance with the standard of care for a consultant performing professional services under similar circumstances; and c) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the standard of care. This certification shall be provided to the Consultant not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any arbitration or judicial proceeding. To the extent permitted by applicable law, this Certificate of Merit requirement shall apply as a condition precedent to any claim against the Consultant.
5. The Consultant shall commence services within seven (7) days of receiving executed acceptance of this agreement from **TOWN OF OAKLAND, TN** along with all project information needed to commence services. The Consultant shall perform the work with due diligence commensurate with sound professional practice.
6. The Consultant shall be responsible for the items listed in the scope of services only. Responsibility for any other items not specifically mentioned in the scope of services or shown on the drawings produced by A2H, shall be borne by **TOWN OF OAKLAND, TN**.
7. In preparation of Contract Documents, the Consultant is entitled to rely upon the accuracy and completeness of information (electronic or otherwise) furnished by **TOWN OF OAKLAND, TN**, or its independent architect or other consultants. Such information includes but is not limited to topographic and/or boundary surveys, grading and drainage plans, building information, geotechnical reports, dimensions of existing construction, property data, and zoning and land use information. The Consultant is not responsible for recommendations or criteria provided in the geotechnical report. Such recommendations include, but are not limited to, foundation design criteria, anticipated movement criteria, and proposed construction methods.
8. Notwithstanding any other provision of this agreement or the parties' contract, in providing services under this agreement, the Consultant shall endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by the Consultant's performance of services, and it is agreed that the Consultant is not a fiduciary with respect to the **TOWN OF OAKLAND, TN**.
9. Construction Documents are by necessity drawn to a small scale and in many cases schematic in nature. Construction Documents cannot be perfectly prepared. Drawings and specifications continually need to be interpreted and clarified, and sometimes must be corrected or updated. Accordingly, if **TOWN OF OAKLAND, TN** does not engage the Consultant for full customary Construction Administration of this Project, **TOWN OF OAKLAND, TN** agrees to the fullest extent permitted by law, to indemnify, release and hold harmless the Consultant and its employees and consultants from and against any claims of liability arising from defects in the design and/or construction work.
10. In the event **TOWN OF OAKLAND, TN** should require Consultant to perform construction administration services, **TOWN OF OAKLAND, TN** acknowledges that the purpose of construction observation by the Consultant is to ascertain in general whether the work when complete will be in substantial compliance with the Contract Documents. In no event shall the Consultant perform exhaustive or continuous inspection. The Consultant is not responsible for, and shall not have control of construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction work, nor will it be responsible for the contractor's failure to carry out the construction work in accordance with the Contract Documents. The Consultant shall not be responsible for, nor have control or charge over the acts or omissions of the Contractor, Subcontractor, nor any of their agents or employees, or any other person performing any of the construction work. The Consultant shall not have the authority nor the responsibility to supervise or direct the construction work.

Initials_____
Date

11. **TOWN OF OAKLAND, TN** acknowledges the reports, plans, specifications, field data and notes and all other documents prepared by the Consultant, including all documents on electronic media, are instruments of professional service that shall remain the property of the Consultant. **TOWN OF OAKLAND, TN** shall not reuse, make, or permit to be made, any modifications to the plans and specifications without the prior written authorization of the Consultant. **TOWN OF OAKLAND, TN** agrees to the fullest extent permitted by law, to indemnify, release, and hold harmless the Consultant from any claims arising from any unauthorized reuse or modification of the plans and specifications.
12. In no event shall the Consultant be liable to **TOWN OF OAKLAND, TN** for any loss of use, or any other consequential damages.
13. If there are protracted delays for reasons beyond the control of the Consultant, the Consultant's compensation shall be equitably adjusted.
14. Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including, but not limited to monies that may be due) without the prior written consent of the other party. The Consultant shall be permitted to subcontract portions of the professional services required under this agreement to properly qualified subconsultants.
15. This Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of termination, by either party, the Consultant shall be paid for all services rendered and all reimbursable expenses up to and through the date of termination.
16. The fees charged by the Consultant have been structured in part in reliance upon the agreement and covenant of **TOWN OF OAKLAND, TN** that the liability of the Consultant for any defects in the services provided hereunder shall be limited to the total fee the Consultant charged for services rendered under the specific Work Authorization giving rise to the claim.
17. In the event of defects in the services performed by the Consultant for which the Consultant is liable to **TOWN OF OAKLAND, TN**, the measure of damages may include the cost of remediation work, but shall not include the cost of work that adds value to the project for which **TOWN OF OAKLAND, TN** would have been obligated to pay if the services had not been defective.
18. Any and all suits for any breach of this agreement shall be instituted and maintained in any Court of competent jurisdiction in Fayette County, Tennessee and both parties expressly consent to the jurisdiction of such Court.
19. If any portion of this agreement shall in any way become violative or prohibited by or under applicable laws, that provision or part hereof shall be ineffective and void to the extent of such violation or prohibition without invalidating any of the remaining provisions of this agreement.
20. In the event **TOWN OF OAKLAND, TN** consents to, allows, authorizes or approves of changes to any plans, specifications or other construction documents, and these changes are not approved in writing by the Consultant, **TOWN OF OAKLAND, TN** acknowledges that such changes, and the results thereof, are not the responsibility of the Consultant. Therefore, **TOWN OF OAKLAND, TN** agrees to release the Consultant from any liability arising from such changes. In addition, **TOWN OF OAKLAND, TN** agrees, to the fullest extent permitted by law, to indemnify and hold the Consultant harmless from any damage, liability or cost, including reasonable attorneys' fees and costs of defense, arising from such changes.
21. Original signed, sealed reproducible documents are the actual Contract Documents and any electronic copies provided to the Client are the Client's convenience. In the event there is a discrepancy between the original signed, sealed documents and the electronic copy, the original signed, sealed reproducible documents shall take precedence.
22. The Contract represents the entire understanding between **TOWN OF OAKLAND, TN** and A2H, Inc. in respect to the agreement and may be modified only by a writing signed by both parties.
23. If in the event that an executed copy of this agreement is not returned to our office, but payment is received for services rendered during the course of the project, the parties agree that these terms and conditions shall be binding upon the parties.

 Initials

 Date

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RESOLUTION 26-36

A RESOLUTION OF THE TOWN OF OAKLAND, TENNESSEE PROVIDING AUTHORIZATION TO ENTER INTO A MANAGED MULTIFUNCTION COPIERS, EQUIPMENT AND SERVICES

WHEREAS, March 19, 2026 the Board approved Resolution 26-18 permitting the solicitation of Request for Proposals for Managed Multifunction Copier Equipment and Services: and,

WHEREAS, Request for Proposals were received by 2:00PM, May 22, 2026 with the proposal review completed on May 29, 2026: and

WHEREAS, it is the opinion of staff that the best interest of the Town will be served by awarding the contract to American Business Solutions (ABS) located at 7560 A.E. Beaty Drive, Suite #1, Memphis, TN 38133.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Oakland, Tennessee as follows:

SECTION 1: That the Mayor is authorized to execute a three-year Professional Services Agreement with American Business Solutions for Managed Multifunction Copiers, Equipment and Services in accordance with the attached Exhibit "A" which is incorporated herein.

The motion was made by __ to __ Resolution 26-36. The motion was seconded by __. __ in favor, __ opposed. Resolution 26-36 __.

Done by order of the Board of Mayor and Aldermen of the Town of Oakland, Tennessee this __ day of __, 2026.

Adrian Wiggins, Mayor

ATTEST:

K. Yvonne Bullard, Town Recorder

MANAGED MULTIFUNCTION COPIER SCORE TABULATION



CRITERIA	American Business Solutions				Score Total
Qualification & Experience	25	20	25	25	95
Technical Capabilities	25	20	25	20	90
FEES	35	30	35	25	125
References	15	11.5	15	15	56.5
	100	81.5	100	85	
366.5					



CRITERIA	Visual Edge IT				Score Total
Qualification & Experience	25	20	25	20	90
Technical Capabilities	23	20	23	15	81
FEES	32	30	30	10	102
References	15	12	15	10	52
	95	82	93	55	
325					



Prepared For: Town Of Oakland TN

Attention: Town Recorder

Date: 5/22/26

Prepared By: David Carson

American Business Solutions

7560 A.E. Beaty Dr., Suite #1, Memphis, TN 38133

P: 901-385-8200 dcarson@absit.com

Town Of Oakland is seeking a reliable copier and print solution that will improve productivity, reduce downtime, and provide predictable operating costs. Based on the information provided, the proposed solution is designed to support current workflow needs while delivering responsive service and ongoing supply management.

Proposed Equipment

Department Location	Address	Proposed Equipment
Administration	170 Doss Circle	HP 78625 with Stand, Fax, Finisher & Hole Punch
Codes	70 Clay Street	HP 78625 with Stand, Fax, & Finisher
Finance	75 Clay Street	HP 78625 with Stand, Fax, & Finisher
Police	170 Doss Circle	HP 78625 with Stand, Fax, & Finisher
Fire	170 Doss Circle	HP 73130 with Stand, Fax, & Finisher
Water	14235 Hwy 194	HP X52952 with Fax
Wastewater	42 Industrial Park	HP X57945 with Fax
Parks & Rec	43 Main Street	HP X57945 with Fax

Equipment Ability Summary

HP 78625

Core copy functions:

Copy speed: Up to 25 cpm (copies per minute) in both black and color, depending on configuration.

Copy resolution: Up to 600 × 600 dpi for both black and color text/graphics, suitable for office documents, presentations, and basic graphics.

HP 73130

Core copy and speed:

Copy/print speed: Around 30 ppm black, depending on configuration.

Copy resolution: Up to 600 × 600 dpi, suitable for crisp office text and basic graphics.

HP 78625 and HP 73130

Copy size support: ADF and flatbed handle up to 11 × 17 in / A3, with reduce/enlarge from 25% to 400% per job.

200-sheet dual-side ADF that does automatic duplex scanning, speeding up multi-page originals.

: Standard roughly 1,140 sheets across three trays (100-sheet MP tray plus dual 520-sheet trays).

Supports A3/11×17, envelopes, labels, and cardstock from the multipurpose tray, useful for mixed-media copy jobs.

Duplex copying: Automatic two-sided copying is standard, helping reduce paper use on multi-page documents.

Workflow and security features Touchscreen UI: 10.1-inch color touchscreen with tile-style layout lets users set re-copy, combine originals, adjust density, and apply job presets without a PC.

Finisher Option

Inline stapler/stacker with center-stitched stapling (single-staple) plus non-stapled output stacking.

Output capacity: Acts as the main output tray, typically handling up to 500-sheet stacks depending on original device configuration and media weight.

Staple capacity: Holds multiple staple cartridges; designed for continuous office-style runs, rather than heavy-duty binding.

Print quality diagnostics: Includes built-in diagnostics to help monitor punch/staple alignment and flag issues that could affect finished jobs.

Physical and fit-up details

Compatibility: Designed for HP LaserJet Managed Flow MFPs such as E73130 and the E78626.

HP X57945

Print speed: Up to 43–45 ppm for both black and color at A4/Letter, with automatic duplex standard.

Monthly duty cycle: Up to 120,000 pages, with a recommended monthly range of about 2,000–15,000 pages.

Copy and scan specs

Scan speed: Up to 50 ipm simplex / 100 ipm duplex (A4/letter), depending on configuration.

ADF: 100-sheet dual-side ADF supporting Legal-size originals; flatbed for fragile or oversized documents.

Paper handling and capacity Input capacity: Standard 650-sheet input (550-sheet tray + 100-sheet MP tray).

Display: 8-inch color touchscreen CGD (some models bundle a 10.1-inch control panel).

HP X52952

Speed and volume

Print speed: Up to 50–52 ppm black at A4/Letter, with automatic duplex standard.

Monthly duty cycle / recommendations: Rated for high-volume workloads, typically in the 10,000–25,000-page per-month range, with a maximum duty cycle in the hundreds of thousands of pages per month, depending on the specific configuration.

Scan speed: Up to 50–60 ipm simplex / 100–120 ipm duplex (A4/Letter), depending on configuration.

ADF and originals: 100-sheet dual-side ADF handling up to Legal-size (11×14 in) originals, plus a flatbed for fragile or non-standard documents.

Input capacity: Standard 650-sheet input (100-sheet MP tray + 550-sheet tray).

Display: 8-inch color touchscreen (some models bundle a 10.1-inch control panel).

Proposed Equipment and Service Agreement Cost

Lease Payment \$890.00 Monthly

Black & White Cost Per Impression \$.0059 cents

Color Cost Per Impression \$.0038 cents

Staples are included free of charge in service agreement.

Installation and Delivery \$0

We do not charge for delivery or setup. We also do not charge for toner/staple delivery during the service agreement term. The delivery costs of toners and staples are included in your service agreement.

Contract Lease agreement Term 36 Months

Service Agreement

American Business Solutions will provide service and support for the equipment listed in this proposal for the term of the agreement. Service coverage includes labor, replacement parts, staples, and toners necessary to keep the equipment operating under normal business use. Paper is excluded unless otherwise stated. Although staples are included under this agreement, paper will be excluded but can be purchased at a discounted rate.

Our service team uses Printanista monitoring software to monitor device status, meter reads, alerts, and toner levels in real time. This allows us to proactively identify service issues and automatically trigger toner replenishment before supplies are exhausted.

Our goal is a 4-hour response time, and service response will not exceed 8 business hours during normal business operations. If repairs cannot be completed within 2 working days or 16 hours, American Business Solutions will place a loaner unit on location with similar capabilities until the original unit has been repaired. Any unit that has had more than 5

service calls during any 60-day period will be reviewed for replacement in accordance with account service standards and uptime expectations.

Coverage Includes

- Preventive maintenance and service calls during normal business hours.
- Labor and replacement parts required due to normal wear.
- Toner supplied as part of the service agreement.
- Remote monitoring, meter collection, and alert management.
- Dispatch coordination and escalation support.

Exclusions

- Damage caused by misuse, negligence, fire, flood, power surge, or unauthorized repair.
- Network issues outside the printing device unless specifically covered.
- Paper and any items not specifically listed as included.

Implementation

Upon acceptance, American Business Solutions will coordinate delivery, installation, setup, testing, and user orientation with a provided point of contact from Town of Oakland.

Term and Billing

The agreement begins on the equipment installation date and automatically lasts 36 months unless terminated earlier under the contract's termination clauses.

Leased equipment is billed monthly, while the broader service component (e.g., maintenance, supplies, or managed print services) can be invoiced either monthly or quarterly, depending on the Town of Oakland's operational or budgetary preferences

End of Lease Requirements

American Business Solutions agrees to present documentation on each MFDs that all storages drives are erased, wiped, or disposed of accordingly when a device is replaced or is at end of life.

Acceptance

By signing below, the customer agrees to the equipment, pricing, and service terms outlined in this proposal.

Customer Name: _____

Company: _____

Title: _____

Signature: _____

Date: _____

Accepted By: American Business Solutions

Name: David Carson

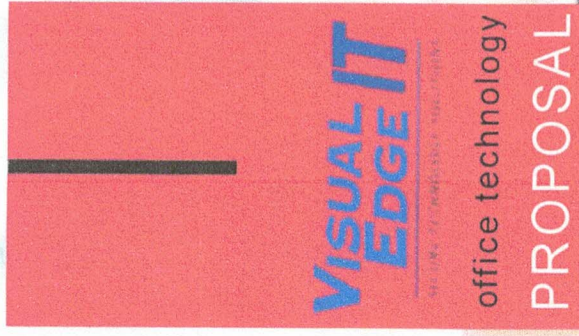
Title: Owner

Signature: [Signature]

Date: 5/22/26

COPY

IMPROVE THE WORKPLACE
IMPROVE THE WORLD.



PROPOSED BY
Josh Reese
jreese@visualedgeit.com
901-245-4388

OUR CULTURE

We know that improving the world starts with our own...

VISIONARY

WE CANNOT
BECOME
WHAT WE
WANT TO BE
BY
REMAINING
WHAT WE ARE

INTEGRITY

WE DO WHAT
IS RIGHT
EVEN IF IT IS
NOT EASY

TEAM MENTALITY

WE
CELEBRATE
AND
APPRECIATE
THE UNIQUE
CONTRIBUTIONS
OF EACH TEAM
MEMBER

ALL IN

WE BELIEVE
DEDICATION
BUILDS
LOYALTY

LIKEABLE

SMILES ARE
FREE... PASS
THEM ON

IMPROVE THE **WORKPLACE**

IMPROVE THE **WORLD.**

WHAT DOES IT MEAN TO BE POWERED BY VISUAL EDGE IT?

30+

YEARS
EXPERIENCE
(IT Services)

90+

LOCATIONS

(Local OpCo Offices)

250

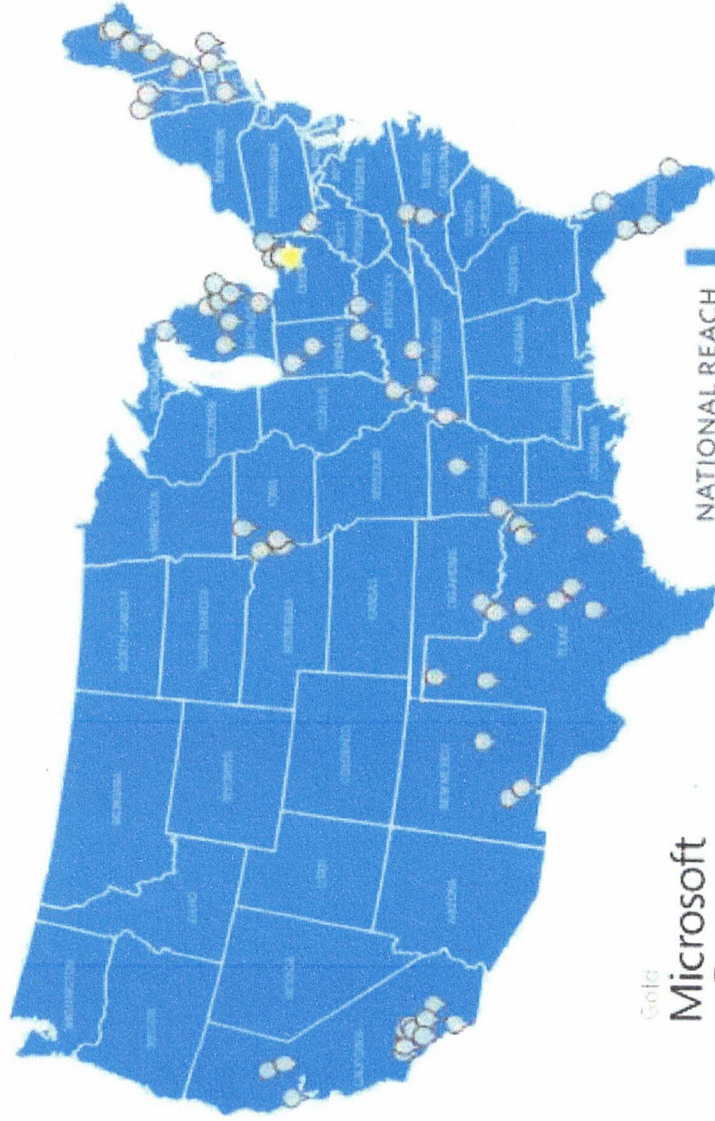
SUBJECT
MATTER EXPERTS
(Engineers, SMEs, Partners)

20k

MANAGED
DEVICES
(Endpoints)

1k+

MANAGED
BUSINESSES
(Clients)



NATIONAL REACH
LOCAL PRESENCE

Gold
Microsoft
Partner



SOLUTIONS

MANAGED IT SUPPORT

Managed network
IT support
Managed security

MANAGED BACKUP

Backup and recovery

COMPLIANCE

MANAGED PRINT

Print solutions

TELECOMMUNICATION

Voice over IP



SERVICE & SECURITY DELIVERY

U.S.-Based Service Desk

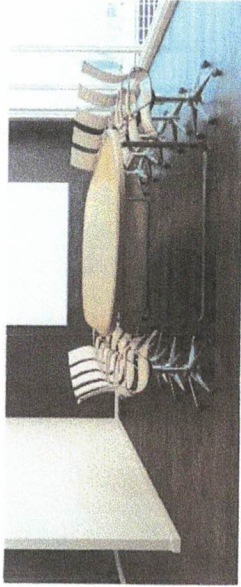
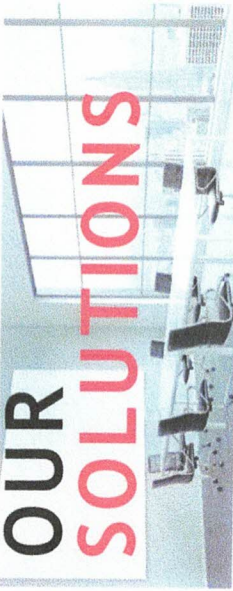
Command Center

Security Operations Center

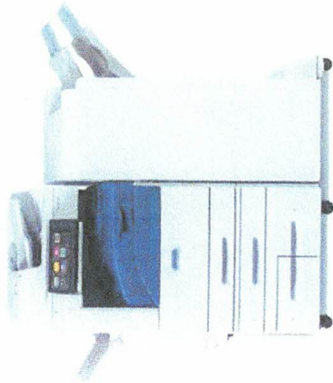
24x7 Proactive Monitoring



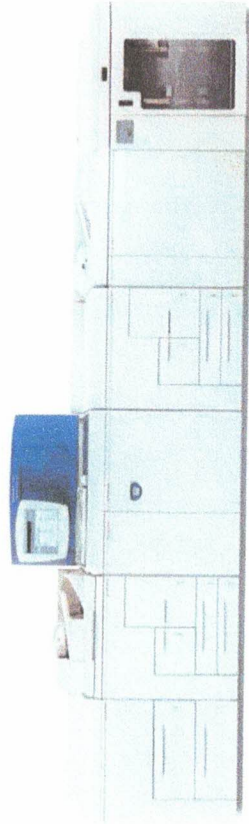
OUR SOLUTIONS



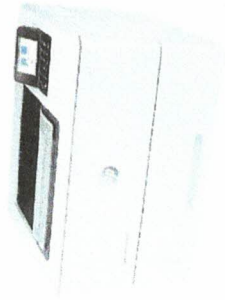
COPIERS/MFPS



PRODUCTION PRINT



MANAGED PRINT SERVICES



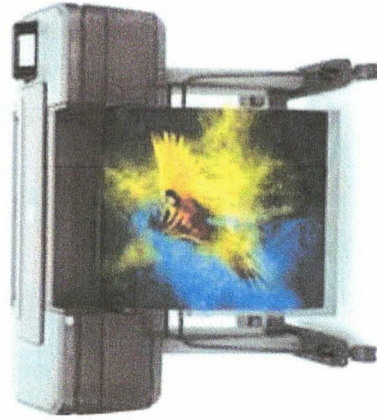
POSTAGE METERS



FOLDERS, SEALERS, INSERTERS



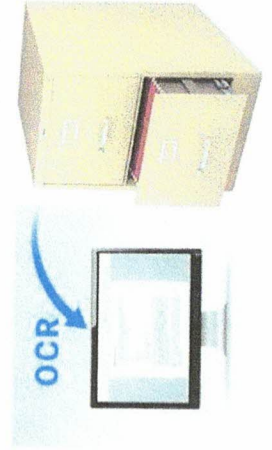
WIDE FORMAT



VOIP/PHONE SYSTEMS



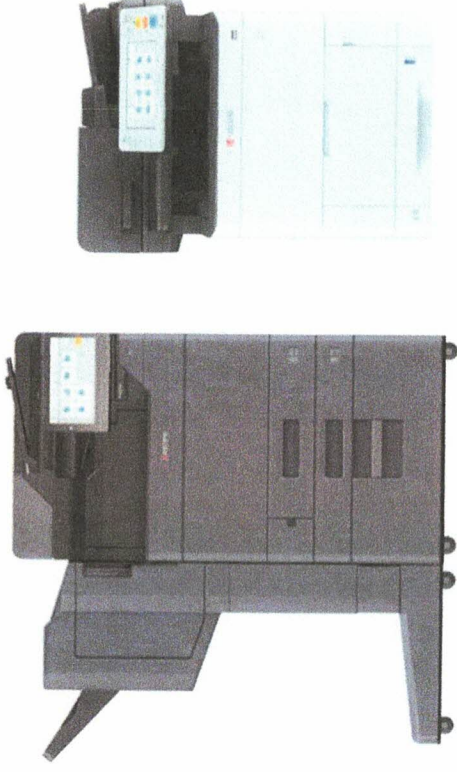
ELECTRONIC DOCUMENT MANAGEMENT



MANAGED IT SERVICES



Kyocera Fleet Recommendation



Department	Location	Proposed Printer
Administration	170 Doss Circle	MZ2501ci / fax, finisher, hole punch
Codes	70 Clay Street	MZ2501ci / fax, finisher
Finance	75 Clay Street	MZ2501ci / fax, finisher
Police	170 Doss Circle	MZ2501ci / fax, finisher
Fire	170 Doss Circle	MZ3200i / fax, finisher
Water	14235 Hwy 194	MA4500ifx
Wastewater	42 Industrial Park	MA4000cifx
Parks & Rec	43 Main Street	MA4000cifx

Kyocera Fleet Recommendation



Monthly Investment: \$985.68

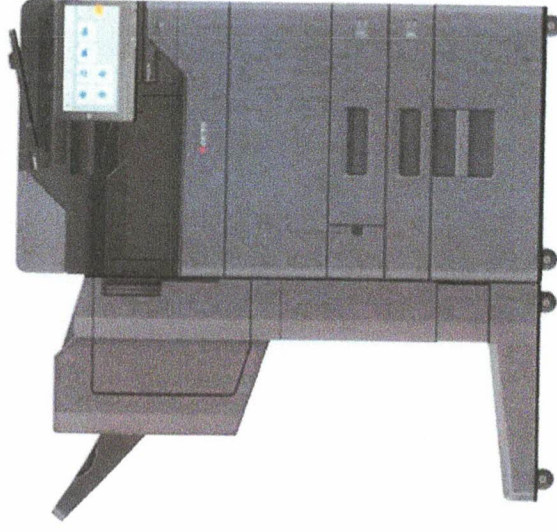
8,000 B/W prints per month included.
Overage: \$0.0079

4,000 Color prints per month included.
Overage: \$0.045

*Can reconcile annually: 96,000 B/W and
48,000 color per year.

Included

- Delivery, training, and set up
- Wiping of the hard drives at the end of lease
- A 3-year (36 month) agreement with all supplies and service (except paper) (staples are included)
- Pricings is fixed for the term (36 months)



15

Average years of experience our analysts have in the industry.

90

First Call Efficiency.
10% need parts ordered
10% need second service call.

90

Percentage of helpdesk calls answered in under 1 minute.

PLACING A SERVICE CALL

There are 4 easy ways to get support:

At the Machine:



The VEIT App

You can easily place a service call, order supplies, and more on the free VEIT Support App directly from your machine.

On the phone:

888.814.3114 x 1



A quick toll-free call will connect you to our VEIT Support Center in Memphis.

Often, we can resolve your request remotely- reducing your downtime and getting you back to work!

Online:



Visual Edge and the customer portal

You can access the customer care center on our website to request service, supplies, and more.

By Email:
SCRSupport@visualedgeit.com



You can email us to place a service request and receive updates on your request

Statement of Qualifications (Exhibit "B")



Visual Edge IT

7585 AE Beaty Dr, #101, Bartlett, TN 38133

888-814-3114

[Jreese@visualedgeit.com](mailto:jreese@visualedgeit.com)

Visual Edge IT is a nationwide company of over 900 professionals that offers a local touch, with an office residing in Bartlett, TN that includes a 15,000 sqft warehouse storing equipment, parts, toner and more. We have 8 local technicians servicing our customers in the greater Memphis metropolitan area that are all factory-trained on all the manufacturer's equipment we sell. Our service team is committed to a four-hour response time, always carry the most commonly used parts with them and operate with an over 90% first-call efficiency rating. We also offer a fully-staffed Customer Experience Center that is a phone call away to help navigate service and supply calls as well as remote monitoring of your devices to allow for auto-replenishment of toner so you do not run out before a replacement arrives. Our obsession is our customers' success, and we are committed to ensuring your equipment stays up and running.

**VISUAL
EDGE IT**
SECURE TECHNOLOGY SOLUTIONS

Info & References

Firm's Name: Visual Edge IT

Print Name: Josh Reese

Signature: _____

Company Name: Visual Edge IT

Address: 7585 AE Beaty Dr. St. 101, Bartlett, TN
38133

Telephone Number: 901-737-8910

Email Address: jreese@visualedgeit.com

Fax Number: 901-737-8917

Reference 1: Town of Arlington, Mike Wissman
901-461-0508

Reference 2: Better Business Bureau of the Mid-
South, Danny Buford 901-757-8600

Reference 3: First Assembly Christian School,
Kathy Peterman 901-458-5543

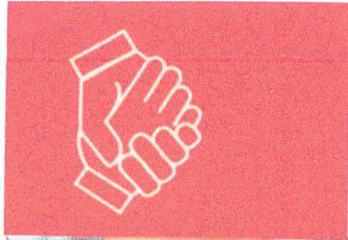
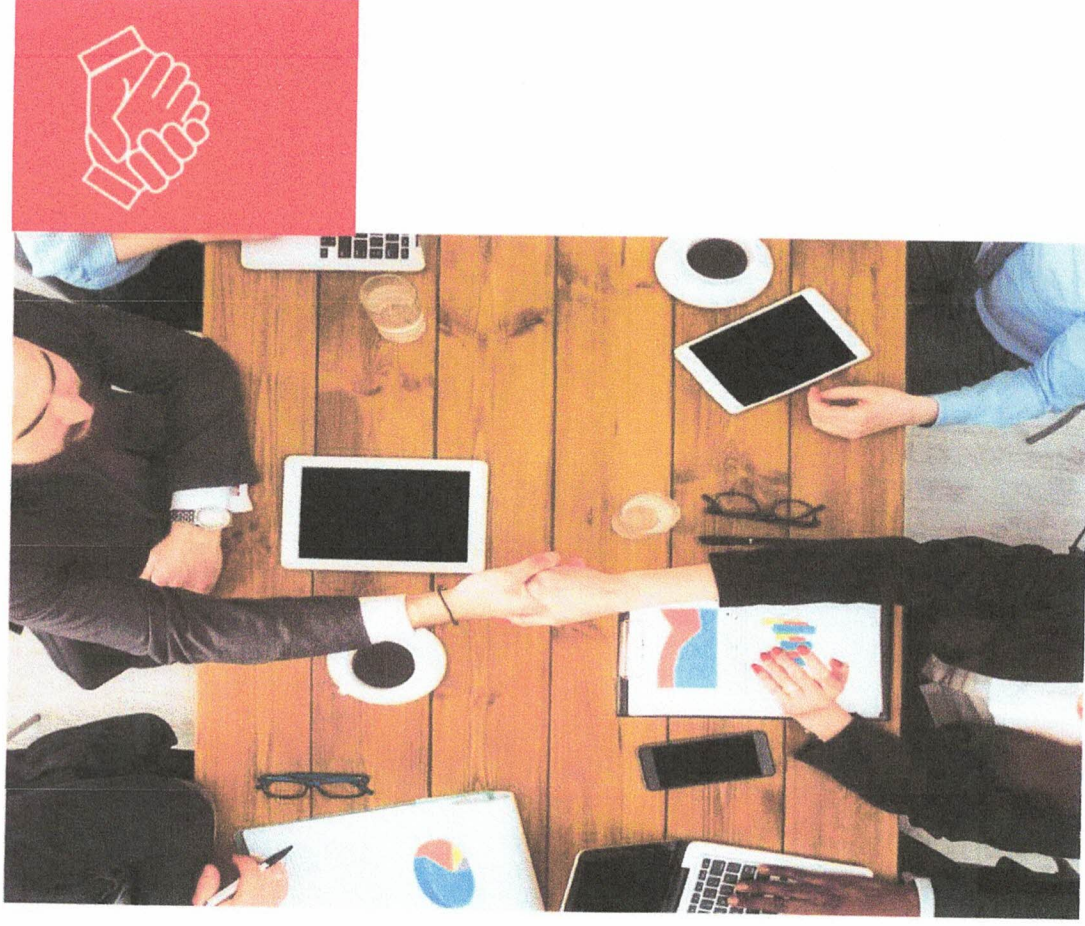




let's work together!

Josh Reese

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RESOLUTION NUMBER 26-38

A RESOLUTION OF THE TOWN OF OAKLAND, TENNESSEE DESIGNATING THE TOWN RECORDER TO SERVE AS ACTING TOWN MANAGER DURING ANY TEMPORARY ABSENCE OR DISABILITY OF THE MANAGER

WHEREAS, the Town of Oakland, Tennessee passed Resolution No. 26-33 on May 21, 2026, approving Private Chapter #51 of the 114th General Assembly of the State of Tennessee; and,

WHEREAS, Section 14 of Private Chapter No. 51 paragraph two states as follows:

"The Board of Mayor and Aldermen shall designate an administrative officer of the Town as acting Town Manager to serve during any temporary absence or disability of the manager."

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Oakland, Tennessee as follows:

That the Town Recorder is hereby designated as acting Town Manager who shall serve during any temporary absence or disability of the manager.

The motion was made by __ to __ Resolution 26-38. The motion was seconded by __. __ in favor, __ opposed. Resolution 26-38 ____.

Passed and adopted on the __ day of __, 2026 by the Mayor and Board of Aldermen of the Town of Oakland, Tennessee.

Adrian Wiggins, Mayor

ATTESTED:

K. Yvonne Bullard, Town Recorder



State of Tennessee
PRIVATE CHAPTER NO. 51

HOUSE BILL NO. 2652

By Representative Gant

Substituted for: Senate Bill No. 2715

By Senator Walley

AN ACT to amend Chapter 167 of the Private Acts of 1994; as amended by Chapter 39 of the Private Acts of 2020; Chapter 30 of the Private Acts of 2023; Chapter 26 of the Private Acts of 2025; and any other acts amendatory thereto, relative to the charter of the Town of Oakland.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Chapter 167 of the Private Acts of 1994, as amended by Chapter 39 of the Private Acts of 2020, Chapter 30 of the Private Acts of 2023, Chapter 26 of the Private Acts of 2025, and any other acts amendatory thereto, is amended in SECTION 7 by deleting subsection 5 and substituting the following:

(5) The Board of Mayor and Aldermen by majority vote of the full Board shall have the power and authority to appoint and remove the Town Recorder who shall serve at the pleasure of the Board, and may be removed by it at any time.

SECTION 2. Chapter 167 of the Private Acts of 1994, as amended by Chapter 39 of the Private Acts of 2020, Chapter 30 of the Private Acts of 2023, and any other acts amendatory thereto, is amended by deleting SECTION 14 and substituting the following:

SECTION 14. Be it further enacted, that the Board of Mayor and Aldermen shall appoint and fix the salary of the Town Manager, who shall serve at the will of the Board of Mayor and Aldermen.

The Board of Mayor and Aldermen shall designate an administrative officer of the town as acting Town Manager to serve during any temporary absence or disability of the manager.

The Town Manager shall be the chief administrative officer of the Town; responsible to the Board of Mayor and Aldermen for the direction and administration of all offices, departments, and activities placed in his or her charge by this Charter or the Board of Mayor and Aldermen. The Board of Mayor and Aldermen and its members shall deal with the administrative services of the Town solely through the Town Manager, and neither the Board of Mayor and Aldermen nor any member thereof shall give orders to any of the subordinates of the Town Manager, either publicly or privately. The powers and duties of the Town Manager shall be:

1. To discipline all directors and/or department heads and to appoint and remove all subordinate officers and employees, in accordance with any personnel rules and regulations adopted by ordinance or resolution of the Board. He or she may authorize any administrative officer who is subject to his direction