



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, NOVEMBER 6, 2017 – 7:00PM  
CITY HALL**

**MEMBERS PRESENT:** Jerry D. Roseberry, Mayor; and Councilmembers: George Holt; Jim Windham; David Eady; Mike Ready and Sarah Davis, Melvin Baker.

**OTHERS PRESENT:** Matt Pepper, Assistant City Manager; David Strickland, City Attorney; Dave Harvey, Chief; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt & LaTrelle Oliver, Kendra Mayfield, Teresa & Darryl Welch, Robert Bayless, Louise Eady, Peggy Madden, Patsy Burke, Judy Greer, Anita Carson, Cheryl Ready.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor

Invocation: Hoyt Oliver / Pledge of Allegiance:

**Motion made by Windham, seconded by Ready to accept the Agenda for November 6, 2017 Mayor and Council Regular Meeting. Motion passed 7/0. (Attachment A)**

**Honorary Councilmember**

Mayor Roseberry announced we will not have an honorary councilmember for November.

**Consent Agenda**

- a. Motion to approve the Minutes of the Regular Meeting of October 2, 2017.
- b. Motion to approve the Minutes of the Work Session October 16, 2017.
- c. Motion to accept the Minutes of the Planning Commission for July 11, August 8 and September 20, 2017.

Windham suggested to include address on items discussed by Planning Commission.

Majority vote passed 7/0. (Attachment B)

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

None

**CITIZENS COMMENTS/CONCERNS**

Council heard comments from Vivian Harris regarding the need for a culvert at her property located at 406 W. Soule St.

**MAYORS REPORTS**

Mayor Roseberry said he will be attending the Georgia Regional Commissions Conference in St. Simon on

Wednesday and Thursday of this week and Friday through Saturday, he and Matt will attend the 2017 Mayors Summit hosted by MEAG.

Roseberry also said Assistant City Manager Matt Pepper is working on a memo from the retreat. Matt is working with Chief Harvey on changes for the police department operations and will have a report at the November work session.

#### **Historic Preservation Committee**

Councilmember Melvin Baker presented a report from the historic committee on the house at 6153 Emory Street referred to by some as the (Bloodworth Property). The recommendations by the committee were to demolish the residence and develop the property as "pocket park" with the completion of the purposed side walk and pedestrian bridge crossing Interstate 20. In addition their research of the residence located at 107 W. Clark Street (the Yarbrough House) be used as a multi-purpose facility that might include a Welcome Center, a Historic Museum, Community Center and Coffee Shop. (Attachment C)

#### **N. Emory Sewer Project Second Reading for Sec. 36-93 Ordinance Change**

We had the second reading of the Ordinance by City Council to Amend Chapter 36 Utilities, Article IV Sewer Service, by amending Section 36-93 Paragraphs D and E Requirements of Mandatory Connection; to repeal all conflicting ordinances; to provide for Severability, an effective date; and for other purposes.

**Motion was made by Ready, seconded by Davis, to amend the Ordinance Chapter 36 Utilities, Article IV Sewer Service, Section 36-93, and Paragraphs D and E requirements of Mandatory Connection. Motion passed 5 yea's with 2 votes Windham and Eady vote nay.** (Attachment D)

#### **Grant Writer**

**A motion was made by Windham, seconded by Eady to pursue a contract with Erik Oliver to research grants for the historic preservation of 107 W. Clark Street (Yarborough House) former home of Atticus Haygood at the cost of \$25.00 per hour not to exceed \$1,000.00 without prior approval from council. Motion passed 7/0.**

Further, once research is complete, the city will contract with Oliver to pursue the grant application for funding, with contract fee to be determined at that time.

#### **Moore Street Traffic Study**

Chief Harvey presented a report regarding the speeding complaints on Moore Street. It was recommended to be safer and more efficient to have a speed bump installed rather than stop signs.

**A motion was made by Windham, seconded by Ready to put a speed table (like the ones we have at the trail crossings) at the western edge of Long Street Circle. Motion passed 7/0 Attachment E**

Windham requested we add to the work session for discussion regarding weight limit signs.

#### **Honorary Councilmember of the Month Program**

This item will be moved to the work session for further discussion.

#### **101 Longstreet Circle**

Assistant City Manager Matt Pepper presented results of a survey sent to 62 homes located in the Longstreet Circle subdivision regarding the empty lot at 101 Longstreet Circle. There was 57.1% in favor of a park, with 31.4% opposed and 11.4% unsure. Concerns were lack of parking, attracting people from other neighborhoods and traffic on Moore Street.

**A motion was made by Windham, seconded by Baker to assign this project to the Trees, Parks and Recreation committee for recommendations and proposals for the type of park, safety and lighting issues. The motion passed 7/0. Attachment F**

**Local Maintenance and Improvement Grant**

Assistant City Manager Matt Pepper presented a resolution for the FY2018 LMIG Grant Program designating East Bonnell Street for this project. The estimated project cost is \$28,798.00. DOT has approved \$23,873.46 for the completion of this project. The Grant program requires the cities' match of 30% or \$7,695.17. We recommend that Council approve the resolution to be submitted to DOT.

**A motion was made by Eady, seconded by Holt to approve the resolution to be submitted to DOT for the FY2018 LMIG funding. Motion passed 7/0. Attachment G**

Pepper said the other streets designated for resurfacing in FY2018 are Mitchell Street and Wentworth which have been budgeted in Capital/Streets fund.

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
	<b>MONTHLY</b>	
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (September)	2,059.54
Georgia Municipal Association	Employee Retirement Contributions (Oct) Inv#326992	6,279.16
Georgia Municipal Association	Employee Retirement Contributions (Nov) Inv#327913	6,279.16
Blue Cross Blue Shield	Health Insurance (Nov)	9,439.93
City of Covington	Quarterly Sewer 6/30/2017 – 9/30/2017	11,388.00
Latham Home Sanitation Co. Inc.	Monthly curbside service for October Inv#126276	5,636.10
Newton County Water & Sewer	Water Purchase Cornish Creek for September Inv#2344	18,637.00
Newton County Water & Sewer	Sewer charges 8/30/2017 – 9/28/2017	6,768.30
Newton County Water & Sewer	Sewer charges 9/28/2017- 10/30/2017	6,108.58
Sophicity	Monthly IT Services Inv#9003 Oct	1,752.60
Sophicity	Monthly IT Services Inv#9123 Nov	1,752.60
Southeastern Power Admin.	SEPA energy cost (Sept) Inv. B-17-3221	3,446.60
	<b>PURCHASES/CONTRACT LABOR</b>	
C. David Strickland	Professional Services - September	4,218.88
C. David Strickland	Professional Services - October	1,248.52
Display Sales	Custom Banners - Welcome & New Farmers Market	1,679.00
Erik Oliver	Boardwalk repair and staining / Total labor + materials	1,700.00
Mason Tractor Co.	Chipper Repair	1,091.21
McNair, McLemore, Middlebrook	CPA Professional/Audit Prep FY2017	6,957.25
MEAG	Annual SCADA Emulation – ePrism 11/1/17-10/31/18	1,440.00
OTIS	Annual Elevator Service Contract 11/1/17 - 10/31/18	2,447.42
Phoenix Staffing	Temp services from week ending 10/22/2017	1,008.00
Ready Rent-All, Inc.	Chipper Rental Inv#5915	1,457.50
WOCO Pep Oil, Inc.	Fuel Inv#6797 from July, invoice was not sent to Clerk	3,198.78
WOCO Pep Oil, Inc.	Fuel Inv#7961 for September	2,019.94
WOCO Pep Oil, Inc.	Fuel Inv#7186 for October	2,563.86

<b>APPROVED CONTRACTS</b>		
<b>HCS Services, LLC</b>	First Draw 32% on Georgia Street Trail Extension	60,000.00
<b>Jordan Engineering</b>	Field coordination, Control, traverse, recon ,data collection/Easement documents for sewer project/GDOT discussion/other	6,280.00
<b>Marable-Pirkle, Inc.</b>	100% Completed on Electrical System Upgrade and Pole Replacement/Labor & Equipment	14,712.00
<b>Scarborough Tree Service</b>	Emergency/Tropical Storm Erma- removal large broken hanging limbs Pierce & Haygood/ Tree removal Asbury & Collingsworth/ Fletcher & Asbury/Pierce Street fallen tree. Inv#11998	6,600.00
<b>Scarborough Tree Service</b>	Emergency/Tropical Storm Erma – tree removal W. Soule & Asbury/Coke & W. Watson/Walking path/Walking Trail rights-of-way on W. Watson.	6,900.00
<b>Sumner/Meeker, LLC.</b>	Legal/Professional depositions Jackson property	1,187.50

**Invoice Approval****Motion made by Holt, seconded by Eady to approve invoices. Motion passed 7/0.****Motion by Holt, seconded by Eady to adjourn the Regular Session for a break before entering the Executive Session at 7:35 pm. Motion passed 7/0.****Executive Session****Motion by Ready, seconded by Windham to go into Executive at 7:43 pm. Motion passed 7/0.**

## Old Business:

Attorney Strickland updated council on Real Estate matters.

## New Business:

Roseberry informed council of a request Assistant City Manager Matt Pepper received regarding easements for the Emory Street Sewer project.

**Motion by Holt, seconded by Windham to leave Executive Session at 8:20 pm. Motion passed 7/0.**

There being no further business.

**Motion by Windham, seconded by Davis to adjourn at 8:20 pm. Motion passed 7/0.**

Respectfully Submitted;

Lauran Willis, CMC/FOA  
City Clerk

**OXFORD MAYOR AND COUNCIL  
REGULAR MEETING  
MONDAY, NOVEMBER 6, 2017 – 7:00 P.M.  
CITY HALL  
A G E N D A**

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the November 6, 2017 Mayor and Council Regular Meeting
5. **Honorary Councilmember** – We will not have an honorary councilmember for November.
6. **CONSENT AGENDA**
  - a. \* Motion to approve the Minutes of the Regular Meeting of October 2, 2017.
  - b. \* Motion to approve the Minutes of the Work Session October 16, 2017.
  - c. \* Motion to accept the Minutes of the Planning Commission for July 11, August 8, and September 20, 2017 meetings.
7. Planning Commission Recommendations/Petitions.
8. Citizen Concerns  
Ms. Vivian Harris has requested to speak re: Land
9. Mayor's Report
10. **\* Historic Preservation Committee Report** – Councilmember Baker will provide a brief summary of the Committee's report.
11. **\*Second Reading for Sec. 36-93 Ordinance Change** – We will have the second reading of an ordinance change to require that residents connect to available sewer once their septic system fails, and if their residence is located within 100 feet or less from the right-of-way or easement.
12. **Grant Writer** – We will continue our discussion on hiring a grant writer to pursue grant funding for the city's trail, park, and historic preservation projects.
13. **\* Moore Street Traffic Study** – We will follow up on our discussion to implement traffic calming measures on Moore Street.

14. **Honorary Councilmember of the Month Program** – We will continue our discussion on transitioning the city’s Councilmember of the Month program to every other month or once a quarter.
15. \* **101 Longstreet Circle** – We will continue our discussion on whether or not to convert the 0.44 acre lot at 101 Longstreet Circle to a city park.
16. \* **Local Maintenance and Improvement Grant – FY2018** – The attached Resolution designates E. Bonnell Street for the LMIG resurfacing work this fiscal year.
17. Invoice Approval
18. **Executive Session** – Personnel and real estate matters.
19. Adjourn

**INVOICES OVER \$1,000.00**

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Sophicity	Monthly IT Services Inv#9003 Oct	1,752.60
Sophicity	Monthly IT Services Inv#9123 Nov	1,752.60
Southeastern Power Admin.	SEPA energy cost (Sept) Inv. B-17-3221	3,446.60
<b>PURCHASES/CONTRACT LABOR</b>		
C. David Strickland	Professional Services - September	4,218.88
C. David Strickland	Professional Services - October	1,248.52
Display Sales	Custom Banners - Welcome & New Farmers Market	1,679.00
Erik Oliver	Boardwalk repair and staining / Total labor + materials	1,700.00
Mason Tractor Co.	Chipper Repair	1,091.21
McNair, McLemore, Middlebrook	CPA Professional/Audit Prep FY2017	6,957.25
MEAG	Annual SCADA Emulation – ePrism 11/1/17-10/31/18	1,440.00
OTIS	Annual Elevator Service Contract 11/1/17 - 10/31/18	2,447.42
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<b>WOCO Pep Oil, Inc.</b>	Fuel Inv#7186 for October	2,563.86
	<b>APPROVED CONTRACTS</b>	
<b>HCS Services, LLC</b>	First Draw 32% on Georgia Street Trail Extension	60,000.00
<b>Jordan Engineering</b>	Field coordination, Control, traverse, recon ,data collection/Easement documents for sewer project/GDOT discussion/other	6,280.00
<b>Marable-Pirkle, Inc.</b>	100% Completed on Electrical System Upgrade and Pole Replacement/Labor & Equipment	14,712.00
<b>Scarborough Tree Service</b>	Emergency/Tropical Storm Erma- removal large broken hanging limbs Pierce & Haygood/ Tree removal Asbury & Collingsworth/ Fletcher & Asbury/Pierce Street fallen tree. Inv#11998	6,600.00
<b>Scarborough Tree Service</b>	Emergency/Tropical Storm Erma – tree removal W. Soule & Asbury/Coke & W. Watson/Walking path/Walking Trail rights-of-way on W. Watson.	6,900.00
<b>Sumner/Meeker, LLC.</b>	Legal/Professional depositions Jackson property	1,187.50





**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, OCTOBER 2, 2017 – 2:30PM  
CITY HALL**

**MEMBERS PRESENT:** Jerry D. Roseberry, Mayor; and Councilmembers: George Holt; Jim Windham; David Eady; Mike Ready and Sarah Davis, Councilmember Melvin Baker was not in attendance.

**OTHERS PRESENT:** Matt Pepper, Assistant City Manager; David Strickland, City Attorney; Dave Harvey, Chief; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt & LaTrelle Oliver, Kendra Mayfield, Teresa & Darryl Welch, Terri Fullerton, Josh Roberts, Robert Bayless, Louise Eady, Donna Sneed, Jeff Wearing, Peggy Madden, Judy Greer, Anita Carson, Cheryl Ready, James Roach Jr., Lee Autry.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor  
Invocation: Hoyt Oliver / Pledge of Allegiance:

**Motion made by Windham, seconded by Ready to accept the Agenda for October 2, 2017 Mayor and Council Regular Meeting. Motion passed 6/0. \***

**Honorary Councilmember \***

Mayor Roseberry introduced Adrienne Waddey, Associate Director of Development for Oxford College, as the honorary councilmember for October appointed by councilmember David Eady. Roseberry presented her with a proclamation for her participation.

**Consent Agenda \***

- a. Motion to approve the Minutes of the Regular Meeting of September 18, 2017.
- b. Motion to approve the Minutes of the Work Session September 18, 2017.
- c. Motion to accept the Minutes of the Public Hearing September 18, 2017.
- d. Motion to accept the Minutes of the DDA August 23, 2017.
- e. Motion to accept the Minutes of the Historic Preservation Committee meeting August 17, 2017.

Majority vote passed 6/0.

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS \***

Jeff Wearing, Vice Chairman of the Planning Commission presented a letter of request drafted by Chairman Jonathan Eady, from the Oxford Planning Commission regarding a proposal from Kendra Mayfield with Oxford College for a parking lot on the East side of Whatcoat Street. His presentation was a request to council asking them to reconsider their decisions on the proposal as presented at the September meeting.



Roseberry said that his vote was based on a study asking for citizens input on what they would like to see, and none mentioned that they wanted to see parking lots. He concluded by saying that this could be put on the work session agenda at any time if council so desires.

#### **CITIZENS COMMENTS/CONCERNS**

Council heard comments from Teresa Welch, Louise Eady, Terri Fullerton, Josh Roberts and Richard Henderson all in reference to the Whatcoat Parking Lot as presented by Jeff Wearing.

Cheryl Ready, Chair of Trees, Parks and Recreation said the city lost a lot of trees in the Tropical Storm Irma. Ready asked that if the city should receive any funding from FEMA that council consider assigning some of the funds to the tree board for replacing of trees.

#### **MAYOR'S REPORT**

Roseberry said the City has received from Newton County the first draw on the 2017 SPLOST in the amount of \$22,973.15.

#### **N. Emory Sewer Project First Reading for Sec. 36-93 Ordinance Change \***

We had the first reading of the Ordinance change for (Sec. 36-93 "Use of public sewer required" ) based on the draft presented by Attorney Strickland 10/02/2017. This will be on the November agenda for a Second reading and vote. (Attached)

#### **Asbury Street Parking Lot \***

As part of Oxford College's proposed Pierce Street and Whatcoat Street design, City Council will discuss and decide to approve or disapprove the proposed parking lot along Asbury Street behind Allen Memorial. Councilmember Eady said it was noted in the meeting minutes from September 18, 2017 Work Session that we did discussed a proposal to go ahead and request a change to the engineering design to make Asbury Street a straight shot from Pierce Street out to George Street, which will create more green space between Allen Memorial structures and any parking areas created. Eady suggested this be a part of the approval for this proposed parking area. Mayor Roseberry said it has been reviewed and this proposed parking will not interfere with the George Street Park entrance. Eady made a motion to approve the preliminary design of the parking with the adjustment of the Asbury Street moving further to the west and straighten out the southern end of that street subject to discussion with the College. Windham moved that this item be tabled. Motion passed 6/0.

#### **Resurfacing Green Street**

Assistant City Manager Matt Pepper said the FY2017 Capital Budget included the use of LMIG Grant funding for the purpose of resurfacing Green Street. The estimated project cost is \$16,500. DOT has granted \$23,873.46 for the completion of this project. The city will supply the asphalt, and Newton County will provide the labor and equipment to complete the work. We recommend that Council approve the Intergovernmental Agreement with Newton County for this project.

**A motion was made by Eady, seconded by Windham to approve the IGA with Newton County in the amount of \$16,500. Motion passed 6/0**

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
<b>MONTHLY</b>		
<b>City Oxford Utilities</b>	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (Aug)	1,832.01
<b>Georgia Municipal Association</b>	Employee Retirement Contributions (Oct)	6,279.16
<b>Blue Cross Blue Shield</b>	Health Insurance (Nov)	
<b>Latham Home Sanitation Co. Inc.</b>	Monthly curbside service for September	5,636.10
<b>Newton County Water &amp; Sewer</b>	Water Purchase Cornish Creek Water Fund for August	17,541.00
<b>Southeastern Power Admin.</b>	SEPA energy cost (Aug) Inv. B-17-2938	3,661.51
<b>Utility Service Co., Inc.</b>	Quarterly water tank maintenance	2,715.32
<b>PURCHASES/CONTRACT LABOR</b>		
<b>Axon Enterprise, Inc.</b>	Police Department 2 body cameras	1,214.77
<b>Gresco Utility Supply, Inc.</b>	Materials for Clark Street Underground project	18,770.16
<b>HCS Services, LLC</b>	West Richardson St. Pump Station add ¾" water service 120' and one thump set meter.	1,550.00
<b>Irby Electrical Distributor</b>	Supplies for electric system improvement on Wesley St.	3,582.40
<b>J&amp;M Equipment Repair</b>	Repair of Line Truck	2,169.00
<b>Mason Tractor Co.</b>	Chipper repair work complete	1,354.76
<b>MasterCard Services</b>	Mandatory Recertification for Court Clerks /Hotel and conference. Dawn & Brittni, Phones for Maintenance Facility. Trailer repair for Police trailer, Honorary Councilmember lunch, GDOT training for Matt & Jody and other misc.	1,316.52
<b>Phoenix Staffing</b>	Temp services from week ending 9/17/2017 (3 temps) Invoice #4019	1,825.43
<b>APPROVED CONTRACTS</b>		
<b>Marable-Pirkle, Inc.</b>	90% Completed on Electrical Syst. Upgrade and Pole Replacement.	58,848.00
<b>Marable-Pirkle, Inc.</b>	Labor and equipment for installing grounds on all poles.	7,082.14
<b>Marable-Pirkle, Inc.</b>	Labor and equipment to assist restoring power after Tropical Storm Erma.	13,953.68

**Invoice Approval**

**Motion made by Holt, seconded by Davis to approve invoices. Motion passed 6/0.**

**Motion by Holt, seconded by Davis to adjourn the Regular Session for a break before entering the Executive Session at 7:39 pm. Motion passed 6/0.**

**Executive Session**

**Motion by Windham, seconded by Ready to go into Executive at 7:50 pm. Motion passed 6/0.**

Roseberry gave a brief update on some personnel matters.

Attorney Strickland updated council on Real Estate matters.

**Motion by Windham, seconded by Ready to leave Executive Session at 7:52 pm. Motion passed 6/0.**

**Motion by Windham, seconded by Eady to return to the Regular session at 7:52 pm. Motion passed 6/0.**

There being no further business.

**Motion by Windham, seconded by Davis to adjourn at 7:53 pm. Motion passed 6/0.**

Respectfully Submitted;

Lauran Willis, CMC/FOA  
City Clerk

Attachments: \*

1. Agenda
2. Honorary Council member proclamation
3. Consent Agenda items
4. Planning Commission Recommendation notes
5. N. Emory St. Ordinance change
6. Asbury Street Parking lot/map
7. IGA Green Street/FY2017 LMIG



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
Monday, October 16, 2017 – 6:00 P.M.  
CITY HALL**

**MEMBERS PRESENT:** Jerry D. Roseberry, Mayor; and Councilmembers: George Holt; Jim Windham; David Eady; Mike Ready and Sarah Davis, Councilmember Melvin Baker was not present.

**OTHERS PRESENT:** Matt Pepper, Assistant City Manager; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Dave Harvey, Chief, Darryl & Teresa Welch, Terri Fullerton, Todd Cain, Kendra Mayfield, Robert Bayless, Mike Besaw, Judy Greer, Jeff Wearing, Peggy Madden, Hoyt and LaTrelle Oliver, Zach May, Loren Roberts.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor  
Agenda \*

**Mayors Announcements**

The annual retreat is scheduled for October 27, 2017 here at City Hall.  
A Plan Implementation Project meeting is scheduled for November 17<sup>th</sup> at The Center at 9:30.

**Grant Writer** – Roseberry said with the recent purchase of the property at 107 W. Clark, and due to the historic nature of the building we need someone who has experience as a historian and knows how to write grants to pursue possible funding for the restoration of the property. Roseberry suggested Eric Oliver. City Clerk Luran Willis will research salaries for Grant writers and this item will be on the November agenda for a vote.

**Moore Street Traffic Study** – Assistant city manager Matt Pepper gave an update on the traffic study that was done on Moore Street. Mayor Roseberry asked that Chief Harvey verify with the county fire marshal to see if there is a specific kind of speed hump they recommend that would have less impact on the fire engines and speed in getting to any calls. Eady suggested he also investigate if a stop sign would be just as effective. This item will be on the November work session agenda for further discussion. \*

**101 Longstreet Circle**- Roseberry said we have received another low offer on the property at 101 Longstreet Circle. He said we need to discuss what the city wants to do with this property. Do we want to make it into a park or entertain bids to sell it? The consensus was to turn it into a passive park. It was suggested we need to canvas the citizens in the neighborhood first before we move forward. This item will be on the November agenda for a vote.

**Honorary Councilmember of the Month Program.**

Assistant City Manager Matt Pepper said we started this program in 2014, since then we have hosted 48

honorary councilmembers. Pepper said due to the time spent and cost involved with city staff we suggest transitioning to every other month. Eady suggested possibly going to quarterly. This item will be on the November meeting for a vote.

**Asbury Street Parking Lot**

Kendra Mayfield with Oxford College said that due to the expense in engineering to reconfigure straightening of Asbury Street on the plans the College has decided to withdraw their request.

Councilmember Eady asked, since the council had not approved the parking lot on Whatcoat, that parking on Pierce and Whatcoat Streets be discussed further. Mayor Roseberry said this will be put on the November work session for further discussion.

**Executive Session**

This item was cancelled.

**Adjourn**

The meeting was adjourned at 6:52 pm.

Respectfully Submitted;

Lauran Willis, CMC/FOA  
City Clerk

Attachments: \*

1. Agenda
2. Moore Street Traffic Study

## OXFORD PLANNING COMMISSION

Minutes – July 11, 2017 (Amended)

**MEMBERS:** Jonathan Eady, Chair; Jeff Wearing, Vice-Chair; Ron Manson, and Aaron Robinson, Penny England. Vivian Harris was absent.

**STAFF:** Matthew Pepper, assistant city manager and zoning administrator.

**GUESTS:** Karl Todd; Jerry & June Bray; Kendra Mayfield.

**OPENING:** At 7:00 PM, Mr. Eady called the meeting to order and welcomed the guests.

**APPROVAL OF MINUTES:** Upon motion of Mr. Manson, seconded by Mr. Wearing, the minutes for the meeting of June 13, 2017 were adopted as amended. The vote was 5-0.

**KARL TODD DEVELOPMENT PERMIT:** Karl Todd requested approval for an in ground pool. The Commission members had a discussion concerning the side and rear setback limits of 15 feet from the property line to the pool, and that the pool be enclosed by a fence between four to six feet in height.

*Upon motion of Mr. Manson, seconded by Mr. Wearing, the Planning Commission approved the development permit on the condition that Mr. Pepper verify the side and rear setbacks of the proposed location of the pool, and the location of the proposed fence. The vote was 5 – 0.*

**ROBERTO SOTO DEVELOPMENT PERMIT:** Roberto Soto requested approval for an above ground pool in the backyard. The property owners, Jerry & June Bray, attended the meeting. The property owners did not submit the development permit so they were unaware of the existing pool. Since the pool was in place prior to receiving a development permit, the Commission members had a discussion concerning the property line for the house, the side and rear setback for the pool, and the pool being enclosed by a fence.

*Upon motion of Mr. Wearing, seconded by Ms. England, the Planning Commission denied the development permit as the application was not signed and submitted by the property owners, therefore it is incomplete. They may submit a new permit, if desired. Mr. Pepper will send a letter to Mr. Soto to make him aware of the denial of the application. The vote was 5 – 0.*

**OXFORD COLLEGE DEVELOPMENT PERMITS (3):** On behalf of Oxford College, Kendra Mayfield requested approval for three development projects: 1. Place a temporary office for faculty behind two existing temporary offices; 2. Replace metal car port with a wooden structure with a shingled roof at the Oxford Organic Farm; 3. Design approval for a parking lot on north west side of Whatcoat Street.

1. The Committee members had a discussion concerning the proposed location of the temporary office in relation to the two existing temporary offices.

*Upon Motion of Mr. Wearing, seconded by Mr. Robinson, the Planning Commission approved the development permit to place a temporary office behind two existing temporary offices. The vote was 4 in favor, with 1 abstention.*

2. The Committee members had a discussion concerning the replacement of the metal car port with a shingled roof at the Oxford Organic Farm.

*Upon motion of Ms. England, seconded by Mr. Manson, the Planning Commission approved the replacement of the metal car port with a shingled roof at the Oxford Organic Farm. The vote was 4 in favor, with 1 abstention.*

3. The Committee members had a discussion concerning several aspects of the proposed design for the parking lot on the northwest side of Whatcoat Street as depicted on the planning development application. The discussion included pedestrian access, drainage, and handicapped parking.

*Upon motion of Mr. Wearing, seconded by Ms. England, the Planning Commission approved the design approval for the parking lot on the northwest side of Whatcoat Street as depicted on the planning development application. The vote was 4 in favor, with 1 abstention.*

**CITY REPORT:** Mr. Pepper reported on the progress of the E. Clark Extension project.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:05 PM.

Approved by:



Aaron Robinson, Secretary



## OXFORD PLANNING COMMISSION

Minutes – August 8, 2017

**MEMBERS:** Jonathan Eady, Chair; Jeff Wearing, Vice-Chair; Ron Manson, and Aaron Robinson, Penny England. Vivian Harris was absent.

**STAFF:** Matthew Pepper, assistant city manager and zoning administrator.

**GUESTS:** Roberto & Lucia Soto; Francisco Isla; Jerry Bray; Kendra Mayfield.

**OPENING:** At 7:00 PM, Mr. Eady called the meeting to order and welcomed the guests.

**APPROVAL OF MINUTES:** Upon motion of Mr. Wearing, seconded by Ms. England, the minutes for the meeting of July 11, 2017 were adopted as amended. The vote was 5-0.

**ROBERTO SOTO DEVELOPMENT PERMIT:** Roberto Soto requested approval for an above ground pool in the backyard. The property owner, Jerry Bray, attended the meeting. On July 11, 2017, the Commission denied Mr. Soto's development permit as the application was not signed and submitted by the property owners, therefore it was incomplete. Mr. Soto resubmitted the development permit for the pool. The Commission members reviewed the new application to ensure that all previous requirements had been met, including a detailed depiction of the pool and fence in relation to the property line, and that the application was also signed by both the applicant and the property owner.

*Upon motion of Mr. Robinson, seconded by Ms. England, the Planning Commission approved the development permit as the application was signed by the applicant and property owner, therefore meeting the previous requirements of the Commission. The vote was 5 – 0.*

**OXFORD COLLEGE DEVELOPMENT PERMIT:** On behalf of Oxford College, Kendra Mayfield requested approval for a new design of the east parking lot on Whatcoat Street, and additional parking on Asbury Street. The Commission members had a discussion concerning several aspects of the proposed design for the parking lots including spaces for the church, pedestrian access, and using the lots as assigned faculty parking. Since the proposed parking plan includes locations within the city right-of-way, the Commission only reviewed the development permit application and submitted a recommendation to City Council.

*Upon Motion of Mr. Manson, seconded by Mr. Wearing, the Planning Commission recommended to City Council to support the proposed parking development plan as depicted in the development permit application. The vote was 4 in favor, with 1 abstention.*

**CITY REPORT:** The Committee discussed the recent City Council approval of the E. Clark Street Extension project. Mr. Pepper reported on the progress of the Asbury Street Park project.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 7:46 PM.

Approved by:



Aaron Robinson, Secretary

# OXFORD PLANNING COMMISSION

Minutes – September 20, 2017

**MEMBERS:** Jonathan Eady, Chair; Jeff Wearing, Vice-Chair; Ron Manson, and Penny England. Aaron Robinson and Vivian Harris were absent.

**STAFF:** Matthew Pepper, assistant city manager and zoning administrator.

**GUESTS:** Kendra Mayfield.

**OPENING:** At 7:00 PM, Mr. Eady called the meeting to order and welcomed the guests.

**APPROVAL OF MINUTES:** Upon motion of Mr. Wearing, seconded by Mr. Manson, the minutes for the meeting of August 8, 2017 were adopted. The vote was 4-0.

**OXFORD COLLEGE DEVELOPMENT PERMIT:** On behalf of Oxford College, Kendra Mayfield requested approval for a design of a parking lot on the college's property at 102 Pierce Street (Parcel X010 028). This is an alternative design to the Whatcoat Street and Asbury Street parking plan presented to the Planning Commission at the August 8<sup>th</sup> meeting. The Commission members had a discussion concerning several aspects of the proposed design for the parking lot including connectivity to the city's planned town center development, access to the parking lot for members of Allen Memorial United Methodist Church and visitors to the college, the location of sidewalks along the parking lot, an adequate drainage plan, and a vegetative barrier between the proposed parking lot and the city right-of-way. As proposed, the parking lot would require the removal of the garden that is located on the property. On behalf of the city, Mr. Pepper asked if the college could transplant the vegetation in the garden to the city's right-of-way on Whatcoat Street. Ms. Mayfield will provide the city with a quote to transplant the vegetation.

*Upon motion of Mr. Manson, seconded by Ms. England, the Planning Commission approved the development permit on the conditions that Oxford College provide the Commission with an approved drainage plan, demonstrate on the design drawings the location of the sidewalk along the southeast side of the proposed parking lot, as well as the location of the vegetative barrier on the northwest side. The vote was 3-0 with 1 abstention.*

**PLANNING COMMISSION RESOLUTION TO OXFORD CITY COUNCIL:** The Commission members had a discussion on the City Council's recent 4-3 vote against Oxford College's proposed parking lot in the City's right-of-way along the east side of Whatcoat Street. As a result of the vote, it was decided that the Planning Commission will write a resolution to urge City Council to reconsider the issue of parking along Whatcoat Street. The resolution will state several reasons why the Commission supports a parking lot in the city's right-of-way on Whatcoat Street instead of at the college's property at 102 Pierce Street. The reasons will include the following: the location of the proposed parking lot on Whatcoat and its proximity to the city's potential downtown development; the support from both private citizens and members of Allen Memorial for the Whatcoat design; and the preservation of the gardens on the 102 Pierce Street property. Additional reasons may be discussed in the resolution. Attached is the official resolution prepared by the Planning Commission.

*Upon motion of Mr. Manson, seconded by Ms. England, the Planning Commission decided to issue a formal resolution to City Council to reconsider the Commission's recommendation for the original parking lot design on Whatcoat Street. The vote was 4-0.*

**CITY REPORT:** Mr. Pepper reported on the progress of the Asbury Street Park and E. Clark Street Extension projects.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:00 PM.

Approved by:



Aaron Robinson, Secretary



**Historic Preservation Committee Report:  
6153 Emory Street & 107 W Clark Street**

**Committee Members:**

**Melvin Baker, Chairman  
Sarah Davis, Vice-Chairman  
J.P. Godfrey  
Tom Johnson  
Jeff Wearing  
Kendra Mayfield**

**Staff:**

**Matthew Pepper, Assistant City Manager, City of Oxford**

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## EXECUTIVE SUMMARY

On July 10, 2017, Mayor Jerry Roseberry of the City of Oxford, appointed the Historic Preservation Committee whose instructions were to examine real estate properties the city has recently acquired and determine their historic significance, if any. The committee was also instructed to suggest possible uses for the properties that would be in keeping with their historical value. And finally the committee was asked to recommend to the city council what actions it should take to protect all or any portion of the properties.

The scope of this report is limited to an overview of historic significance, a walk-through condition assessment and suggestions for possible use of the properties.

We examined the property at 6153 Emory Street and determined that it had no significant history pertaining to the City Of Oxford although it is in a prominent location relative to the city. The house was judged to be an unsuitable candidate for restoration due to its poor physical condition and pest infestations, but the lot may be useful as a “pocket park “and green space.

We examined the property at 107 West Clark Street and determine that it did have historical significance due to its association with the “Yarbrough Oak” and it being a former residence of Atticus Haygood, former Emory College president and Methodist Episcopal Church Bishop. The house has some physical challenges but none that cannot be mitigated by rehabilitation. This house is recommended for preservation and reuse by the city as a multipurpose community venue that would possibly include a welcome center, coffee shop, meeting rooms, historical displays, and similar activities that would bring people together in the city.

## Historical Background and Context for 6153 Emory Street



Through a search of the Newton County Courthouse Registry of Deeds, the oldest record found for this property was in 1909 when J.Z. Johnson and Martha Blackstock sold this property to Mrs. V.A. Harper. It is not clear, but it appears to be no building on the property at that time.

This property is sometimes referred to as the “Bloodworth” Property because Rolfe and Jewell Bloodworth purchased the property in 1920 and they and their heirs retained ownership for the longest period of time (until 2005). Rolfe was a River’s Hill farmer and Jewell was a well-known seamstress. The house was probably built between 1910 and 1925 based on the information presented in this document, and the fact that its Craftsman style architecture was popular in America during that period in time. There appears to be no major structural alterations in the original form of this building. For many years now, this property has primarily been rental property. When purchased by the city in 2016, it was being used as a duplex.

**There appears to be no significant historic information related to the property located at 6153 Emory Street.**



Listed below is the ownership of 6153 Emory Street as recorded in the Newton County Courthouse Registry of Deeds:

<b>NAME</b>	<b>YEAR PURCHASED</b>	<b>BOOK/PAGE</b>
City of Oxford	2016	3469/491
Little Crystal	2014	3266/291
Charles Harvey, Sr.	2011	3088/579
Charles & Deborah Harvey	2005	1969/180
Charles Harvey	2005	1969/178
Stimson/Bailey/Easely Family Trust	1991	398/135-6
Edna Bloodworth Gartner	1940	174/42, 39
Rolfe & Jewell Bloodworth	1920	174/42, 39
Edna Thacker	1920	17/437
Mrs. V.A. Harper	1909	18/53
J.Z. Johnson & Martha Blackstock	N/A	9/161

## Inspection of 6153 Emory Street

This house sits on the corner of Geiger Street and Emory Street and was recently annexed into the City of Oxford. It is the first property as you enter into Oxford just north of interstate 20. Tax records also show that the house was built around 1910 and is currently valued at \$44,000.

The **site** of the house has a slight slope from the northwest corner to the southeast corner toward Emory Street and has a large oak tree along Emory Street. There is a variety of thick vegetation on the north and west borders of the property. The south border is Geiger Street and the east border is Emory Street.

A visual inspection of the exterior of the house reveals that the asphalt shingled **roof** is "sagging" in the front and rear of the building. Further inspection of the attic space discloses the trusses are not large enough to adequately support the roof properly.

The **outside walls** are covered with wood shingles in the front and under the gabled sides, with weather board siding on the bottom. The wood siding appears to be in fair condition. The entire outside of the building is painted a dark green.

There is a recessed full width **porch** that is in poor condition. It has many areas of rot and half of the damaged porch has been covered with a layer of plywood. Additionally, the porch is leaning away from the main structure.

The house sits on **brick piers** that are connected by a brick lattice. The brick lattice has been covered by a layer of plywood, probably for insulation purposes and to keep out small animals. The plywood is warped and falling away from the foundation in some places.

Originally built as a single family house, **the interior** is now arranged as a duplex with each side having a front and rear entry, living room, kitchen, one bedroom and one full bath. All of the floors are wood and in poor condition. There are 12 ft. ceilings all having significant water damage. The walls are sheetrock and plaster and have mold and mildew. There is a double sided fire place in the left side but the mantels have been removed. The unit on the right side also has a fireplace with a nice mantel still intact. There is no observable chimney. There are ceiling fans in each unit.

The windows appear to be mostly original sash windows but not in good condition. There are a couple of windows with antique looking glass.

Apparently, the left side was occupied but the right side was last used as a home for dogs. The Oxford maintenance department advised us that the house has been treated several times by an exterminator. However, the left side is probably still infested with fleas, ticks or lice. For this reason, we physically examined the left side and only observed the right side from the doorway.

**It was our opinion that this structure is not a good subject for preservation.**

### **Recommendations for Use**

Because of its prominent location entering the city and with the completion of the purposed side walk and “pedestrian bridge” crossing Interstate 20 into Oxford, we recommend the creation of a “pocket park” at this location. The park would be a nice respite for pedestrians traveling into and out of the city by bike or on foot. Additionally, an attractive sign welcoming visitors to our city might be appropriate at this site.

### **Work Recommendations**

We recommend the residence at 6153 Emory be demolished and the site be landscaped as a park that would include seating. We also recommend an appropriate sign be placed to welcome visitors to our city.

## Historical Background and Context for 107 West Clark Street



The site at 107 West Clark Street is the home of the **“Yarbrough Oak”**. It was one of two trees in Georgia that owns itself (the other is in Athens). The white oak (*Quercus Alba*) was named **“Prince of the Forrest”** by the Reverend John Yarbrough, who began a tradition of devotion to the magnificent old oak. In 1929, the Commissioners of Oxford deeded the tree and the land it sits on to itself.

Retired Georgia Forestry Commission Chief Ranger Beryl Budd estimated from its growth rings in 2002, that the white oak took root as acorn around 1822 in what was then an old growth forest. It grew undisturbed for about 20 years before development sprung up around it that would create the heart of Oxford. By the 1870’s the oak’s canopy circumference was more than 350 feet. But increasing growth and traffic began compacting the soil around it. The Rev. Yarbrough (father-in-law of Atticus Haygood) and his family lived in a house beneath the oak and they began a long tradition of tending it. By 1929, the family passed the tree’s care to the town.

As the years passed, streets were paved, contaminants from a service station soaked increasingly compacted soil, and a fungal disease entered the oak’s aging vascular system. By 1985, when Beryl Budd began his work with Georgia Forestry Commission’s Newton/Rockdale Unit and started advising the city on its care of urban trees, the Yarbrough Oak had begun its decline. Sadly, acknowledging the tree’s inevitable demise, volunteers gathered about 10 gallons of the tree’s acorns in 1999. They were propagated at GFC’s Flint River Nursery and produced some 1100 usable

seedlings. The seedlings were planted in Oxford, Covington, Conyers and Charlie Elliot Wildlife Management Area.

On February 16, 2002, during the Oxford Arbor Day celebration, citizens gathered to wrap their arms around the tree's 18-foot circumference trunk and say good-bye. Some years later, Dr. Hoyt Oliver of Oxford College turned some sections of the massive trunk into "resurrection pieces", including mantles, a table, clocks, pens and bowls. These historic items, along with photographs, stories and memories, preserve the Yarbrough Oak's legacy to this day.



This location is also the site where former Emory College President and Bishop in the Methodist Episcopal Church, **Atticus Greene Haygood** resided on two occasions. Atticus Haygood was born in 1839 in Watkinsville, Georgia. In 1856, at the age of 16, he arrived at Emory College. He performed well enough in his matriculation exams to be placed with the sophomores. By all accounts Haygood was rather depressed by the place. Like many Methodists at the time, his parents would not consider sending their son to the secularizing, devil-ridden, state supported University of Georgia in Athens; nor would they send him to the established northern schools. At that time, Emory College had only an administration building, two Literary Societies Halls (Phi Gamma and Few) and two dormitories (East and West Hall) that accommodated ten students each. The rest of the 150 students boarded in homes throughout the town. Haygood lived at this location with the well-known Methodist preacher, **John Yarbrough** and later married his daughter with whom he had 8 children, four of whom lived to adulthood. He graduated Emory College in 1859. He was ordained in 1858. After graduation Haygood served as minister for several churches and served as a chaplain for the Confederate Army during the Civil War.

Atticus Haygood became Presiding Elder for the North Georgia Conference and served as Emory College president from 1875- 1884. He gained national prominence as a spokesman for the "New South" with his November 25, 1880, Thanksgiving Day sermon from the pulpit of the Oxford Methodist Episcopal Church (now known as The Old Church). In that sermon he promoted Christian tolerance and acceptance and urged

reconciliation with the northern states, courageously promoting renewal of both minds and hearts.

Haygood authored more than 13 books and gave most of his personal library to Emory College when Seney Hall was built.

In 1882, Haygood founded Paine Institute (now Paine College) as a cooperative endeavor between the Methodist Episcopal Church and the predominantly Afro-American Christian Methodist Episcopal Church. Later that year, he was elected Bishop but declined the position. He was elected Bishop again in 1890 and this time he accepted. He was assigned to California where he served until 1893. The Haygoods then moved back to Oxford to live in his in-laws house –the very same house he had moved to as a sophomore nearly four decades before (107 West Clark Street). Until his death in 1896, Haygood lived in a home located on the corner of Wesley Street and W. Clark Street. Haygood Hall, a dormitory on the Oxford campus is named in his honor.

Through a search of the Newton County Courthouse Registry of Deeds, the oldest deeds found thus far were dated January 1855 and another in June 1855. They record that John Yarbrough purchased lots 40 and 27 “adjoining the lot on which said Yarbrough now resides”, bordered on the north by Clark Street, on the west by Asbury Street, on the south by an unnamed street and on the east by Mrs. Smith and Osborn Roger’s lot. Based on the information in this report, we submit that he original house that John Yarbrough built was constructed between 1842 and 1854.

**This house is in a prominent location in our city and has definite historic significance to the city and the Oxford College community.**

Listed below are the owners of 107 West Clark Street as recorded in the Newton County Courthouse Registry of Deeds:

NAME	YEAR PURCHASED	BOOK/PAGE
City of Oxford	2017	3654/459
Lee B. Atchison	2005	2072/17
Robyn Atchison, Et. Al	1996	637/361
Lee & Robyn Atchison	1990	363/127
Roger & Beverly King	1990	273/274, 272-627-9
Odell Crawford	1986	26/75
Pearl, Paul, & Martha Griffies	1932	16/496, 272/626-9, 221/343-4
Susie, Winnie, & Horace Sandiford/Saudiford	N/A	17/170
John Yarbrough	1855	X/353-4

## Inspection of 107 West Clark Street

This property sits directly across from Oxford City Hall and historically was the home of the "Yarborough Oak". Most recently it is referred to as the "Atchison House". Newton County tax records show that this single family Georgian Cottage sits on 0.68 acres and has 2282 square feet of heated floor space. Newton County Courthouse Registry of Deeds shows evidence that the original house was probably built around 1854. Since that time several additions have been made, the latest being the 3 car garage which was added around 1990. Tax records have the current value of the house at \$108,000.

The **site** is a nice flat lot bounded on all sides except the front with a variety of vegetation and trees. The front is modestly landscaped with grass, flowers, and a small brick walkway leading to the front door. The backyard is a large area with a back fence along the tree line and several trees in between. The fence is in need of repair. It is a nice looking area.

A visual inspection of the house from the exterior reveals an asymmetric metal **roof** that is obviously not all original because there are at least two types of metals present, one looks finished and the other looks rusty. There also appears to have been some repairs to the roof and flashing around the two chimneys. There is rot on the fascia and soffit areas around the older structure and garage addition of the house. Further inspection from the attic reveals lots of "daylight" through the roof. There are two stucco masonry chimneys.

The **exterior walls** are covered by "Hardie" boards that are mostly in good shape. There are signs that the house has been recently treated for termites.

The **front porch** has tongue and groove wood ceiling and a concrete floor. The wood ceiling is probably original with some minor water damage and rot but is restorable. The windows are double sash windows that are mostly original with hinges on the outside frame for shutters. The only shutters present are on the front and for some reason they are installed upside down. There are a couple of exceptions to these period windows in the original building and all are in good condition. The railings on the porch show signs of rot but are restorable.

The **foundation** looks to be a concrete foundation with 10 X 4 beams. There is some rot but overall we thought it was in good condition.

There was a **wood deck** on the rear of the house that was removed recently because of its poor condition. There is also a screen porch with a concrete floor on the rear that was not a part of the original structure. It is in excellent condition.

There is a single wood door front entry into a central hallway and large front room. There are two rooms on each side of the hallway and 12 ft. ceilings in each room. Most of the flooring is wood. What little carpet there was in the house has been removed because of mold. The wood floors are good overall but there are several areas that need restoration, especially at thresholds. The ceilings are wood and they have minor water damage. Some of the walls are wood and some are sheetrock. The walls and ceiling have heavy coats of paint.

There are two double fireplaces and a single fire place with original simple mantle.

At the end of the hallway, there is a small bathroom with an antique claw-foot tub. There is a larger bathroom in another room with a sunken tub, shower and bidet.



There is a large room over the three car **garage** with a full bathroom, wet bar and large storage areas. This room has wood floors and everything is in good condition. The actual garage area is unfinished and the garage doors are in poor condition. One of the three garage bays has been partitioned off and a separate room was made, probably for storage and a connection into the original structure. It reeks of mold and mildew. This room leads to the stairs to enter the room above the garage and it leads to the main house.

**It is our opinion that this structure should be restored because of its history as it relates to Methodist Bishop and past president of Emory College, Atticus Haygood. It was also home to the “Yarborough Oak”.**

## **Recommendations for Use**

We recommend that the residence located at 107 W Clark Street (the Yarbrough House) be used as a multi-purpose facility that might include the following elements:

- **Welcome Center** – A place where visitors can find information about Oxford. The city may use this space to promote its trail system and parks, history, and future projects.
- **Oxford History Museum** – As part of the welcome center, the city can showcase its rich history with a few exhibits scattered throughout the residence. The city may partner with the Oxford Historical Society and Oxford College to plan and carry out this project.
- **Community Center** – In addition to the welcome center, the residence may function as a community center wherein various community, civic, and religious groups may reserve a room to conduct meetings, activities, and classes.
- **Coffee Shop** – The city may lease a portion of the residence to a local coffee shop/bakery. The lease will provide some future revenues to aid in maintaining the property, as well as create a natural tie to the city's future town center development.

## **Work Recommendations**

We recommend preservation and rehabilitation of the residence at 107 Clark Street, Oxford, Georgia for reuse as recommended by this committee by way of maintenance and repair of the existing structure and materials where possible, and retention of the properties' form as it has evolved over time. Furthermore, we recommend that the process of developing work recommendations minimizes the loss of character defining features of the period while taking into account applicable laws, regulations, codes and functional requirements with specific attention given to life safety, fire protection, and energy conservation, abatement of hazardous materials and accessibility for persons with disabilities. If implementation of the recommended task is not eminent because of budgetary or other factors, immediate attention should be given to the roof in order to protect the residence from further deterioration from water

Lastly, we recommend that before any work is initiated that this building undergo a thorough inspection by a certified housing inspector, and that any work implemented be performed by someone with skill and expertise in historic preservation. We should also seek out someone who might also assist us in pursuing grants and alternative funding to complete the project.

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Georgia Forestry Commission, [www.gfc.state.ga.us/TreeTalk/Archive/Yarbrough](http://www.gfc.state.ga.us/TreeTalk/Archive/Yarbrough)  
Oxford Historical Society, [www.oxfordhistoricalsociety.org/atticus-haygood.html](http://www.oxfordhistoricalsociety.org/atticus-haygood.html)

Thanks to:

Burke Walker, Director of Planning and Government Services, Northeast Georgia Regional Commission

Jordan Shoemaker, Project Specialist, Northeast Georgia Regional Commission

Erik Oliver, Local Historian

Matthew Pepper, Assistant City Manager, Oxford, Georgia

STATE OF GEORGIA  
COUNTY OF NEWTON

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF OXFORD TO AMEND CHAPTER 36 UTILITIES, ARTICLE IV SEWER SERVICE, BY AMENDING SECTION 36-93 PARAGRAPHS (D), (E) REQUIREMENTS OF MANDATORY CONNECTION; TO REPEAL ALL CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY, AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

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**WHEREAS**, the City pursuant to O.C.G.A. Sec. 36-35-3 known as the "Home Rule for Municipalities", is authorized under paragraph (a) of the rule to adopt clearly reasonable ordinances, resolutions or regulations related to its property, affairs, and local government for which no provision has been made by general law and which are not inconsistent with the Constitution or any charter provision applicable thereto; and

**WHEREAS**, the Mayor and Council of the City deem it in the best interest of the government and the residents of the City, and further as a matter of public safety, to amend the circumstances in which property owners whose real properties lie within the City, be required to be connect to public sewer; and

**WHEREAS**, the Mayor and Council of the City of Oxford have determined that the proper means of addressing said concern is to amend Chapter 36: Utilities; Article IV: Sewer Service: Section 36-93: Use of Public Sewers Required; and

**NOW THEREFORE**, be it ordained by the Mayor and Council of the City of Oxford that Chapter 36: Article IV: Section 36-93 be amended in paragraphs (d) and (e), as follows:

(Additions are in **underlined bold italics**; deletions are ~~struck through~~)

## Section 1.

### Section 36-93 Use of public sewers required.

- (a) *Deposit of excrement, garbage or waste on public or private property.* It is unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the City, or in any area under the jurisdiction of the City, any human or animal excrement, garbage or objectionable waste.
- (b) *Discharge of polluted waters to natural outlets.* It is unlawful to discharge to any natural outlet within the City, or in any area under the jurisdiction of the City, any wastewater or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this article.
- (c) *Construction or maintenance of private facility for disposal of wastewater.* Except as provided in this article, it is unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of wastewater.
- (d) *Installation of suitable toilet facilities; connection with public sewer.* The owner of any house or building used for human occupancy, employment, recreation, or other purposes, situated within the City and located within 100 feet, as measured from the building or principal structure property line to street right-of-way line, of any street, alley, or right-of-way in which there is presently located a public sanitary or combined sewer of the City is hereby required, at the owner's expense, to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this article.
- (e) *Requirements of mandatory connection.* The requirement of mandatory connection to available public sewer lines shall be in effect from the date of adoption of the ordinance from which this article is derived by the City Council. The owner or owners of property where a dwelling unit or principal structure is situated within 100 feet of street rights-of-way, public access alleys, or easements containing public sewer lines existing at the time of adoption of the ordinance from which this article is derived, or as public sewers are later added, and whose dwelling or structure is not presently connected to such sewer lines, shall have a period of 120 days from time of adoption of the ordinance from which this article is derived, or from the time that later constructed public sewers are accepted by the City, within which they must pay the required City tap-in fee and request the scheduling of connection to the sewer. However, this mandatory connection requirement will be deferred for five (5) years if the owner or owners of property required to connect to public sewer under this section present(s) to the City Clerk documented evidence, signed by a septic tank contractor who is certified by the Georgia Department of Health, that the existing private sewage system or septic tank is functioning in accordance with state and county health standards; the owner(s) of the property must re-submit documented evidence every five (5) years, or the mandatory connection provisions above will apply. If any private sewage system, septic tank, cesspool, etc., on property where sewer is within 100 feet of the dwelling units or principal dwellings should fail or require significant maintenance (defined as maintenance costs exceeding 50 percent of replacement costs or closure/connection costs), the owner of such system shall be required to connect immediately to the available public sewer. Owners of such private sewage systems shall not at any time make repairs, alterations, or extensions to any private sewage system in any way, where public sewer lines are available.

~~The requirement of mandatory connection to available public sewer lines shall be in effect from the date of adoption of the ordinance from which this article is derived by the City Council. Owners of properties situated within 100 feet of rights of way containing sewer lines existing at the time of adoption of the ordinance from which this article is derived, and whose buildings are not presently connected to such sewer lines, shall have a period of 120 days from time of adoption of the ordinance from which this article is derived within which they must pay the required City tap-in fee and request the scheduling of connection to the sewer. However, if within such 120-day period any private sewage system, septic tank, cesspool, etc., on property where sewer is available should fail or require maintenance, the owner of such system shall be required to connect immediately to the available public sewer. Owners of such private sewage systems shall not at any time make repairs, pump out any septic tank, or make any alterations or extensions to any private sewage system in any way, where public sewer lines are available.~~

- (f) *Existing sewer line, septic tank, cesspool, etc., cleaned of sludge and filled.* At the time of connection to existing sewer lines, any existing septic tanks, cesspools, and similar private wastewater disposal facilities shall be cleaned of sludge and filled with suitable material according to applicable city, county, or state health codes.
- (g) *Tap-in fees and charges.* The Mayor and City Council shall have the authority to establish tap-in fees and charges for sewer services. The Mayor and City Council shall also have the authority to make adjustments to fees or to schedules of required payments in cases of citizen economic hardship, as determined by measures of economic hardship adopted by the Mayor and City Council.

## **Section 2. Repeal of All Ordinances in Conflict**

All ordinances and resolutions or portions thereof in conflict with this ordinance are repealed to the extent of their conflict.

## **Section 3. Severability**

If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, and such remainder shall remain in full force and effect.

## **Section 4. Effective Date**

Pursuant to Sec. 2-21 (9) (D), this Ordinance shall be in full force and effect five (5) days after its final passage.

First reading, this 2<sup>nd</sup> day of October, 2017.

Second reading and adoption, this 6<sup>th</sup> day of November, 2017.

**CITY OF OXFORD**

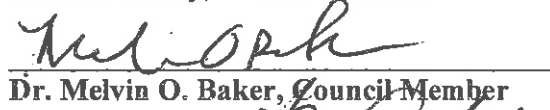
  
Jerry D. Roseberry, Mayor

  
Sarah T. Davis, Council Member

  
David Eady, Council Member

  
George R. Holt, Council Member

  
Michael Ready, Council Member

  
Dr. Melvin O. Baker, Council Member

  
James H. Windham, Council Member

**ATTEST:**

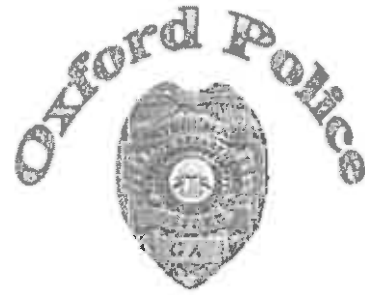
  
Lauran Willis, City Clerk

{The Seal of the City of Oxford, Georgia}

**APPROVED AS TO FORM:**

  
C. David Strickland, City Attorney

**Chief W. D. Harvey**  
**110 W. Clark St.**  
**Oxford, GA 30054**



## Memorandum

October 17, 2017

**To:** Matt Pepper, City Manager

**From:** Chief WD Harvey *W.D.H.*

**Subject:** Moore St. Speeding Complaint

In the work session, it was suggested that the possibility of installing stop signs be considered rather than a speed bump on Moore Street at Longstreet Circle. I went back to the location and evaluated the option of stop signs.

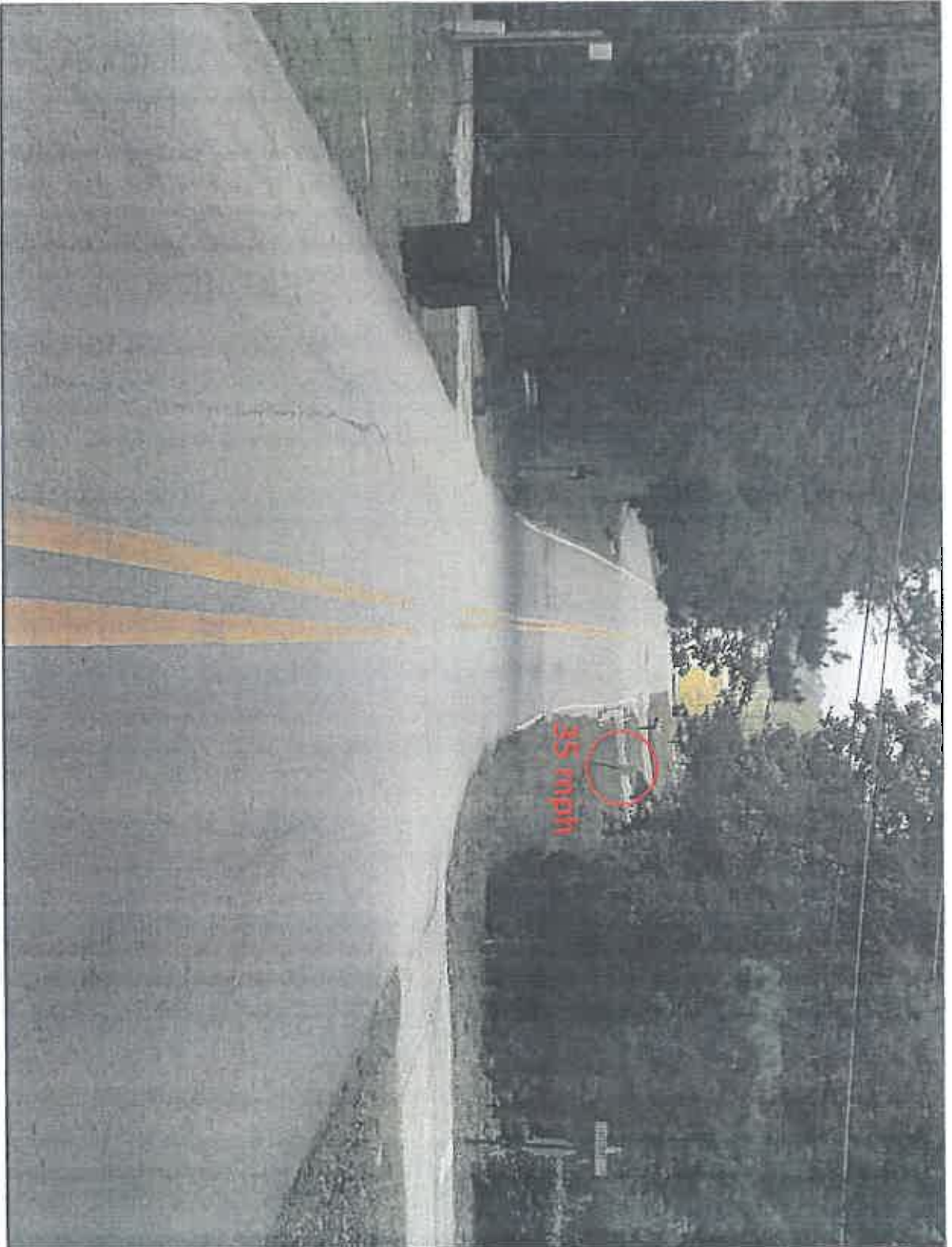
My first concern was safety, as I observed the vehicles topping the hill travelling westbound approaching Longstreet Circle. Placing a stop sign at Longstreet Circle for the westbound traffic would highly increase the chances of accidents occurring, due to vehicles stopped and being hit by other vehicles coming over the hill.

My second concern was visibility of the signs for the eastbound traffic and the short amount of distance needed for proper signage. Not only are the stop signs placed at the intersection, there would also need to be warning signs on each side, before each stop sign, warning of the stop signs ahead. To adequately warn approaching vehicles of a stop sign ahead, a warning sign should be placed approximately 50 feet before the signs. For the westbound side, this sign would have to be placed inside the county.

It is usually reported in other areas where stop signs are on major thoroughfares throughout the city, that drivers tend to pass through the signs unless there is an officer present. (Hull Street intersections at W. Soule Street and W. Clark Street)

In my opinion, due to safety factors and limited patrol factors, it would be safer and more efficient to have a speed bump installed rather than stop signs. A warning sign would still need to be placed just before the speed bump on each side, as with the others. I did speak with Deputy Chief Brad Stapp, with the Newton County Fire Services, and he was familiar with the speed bumps already installed on Moore Street. Chief Stapp stated he saw no problem with the city installing another speed bump like those already installed.



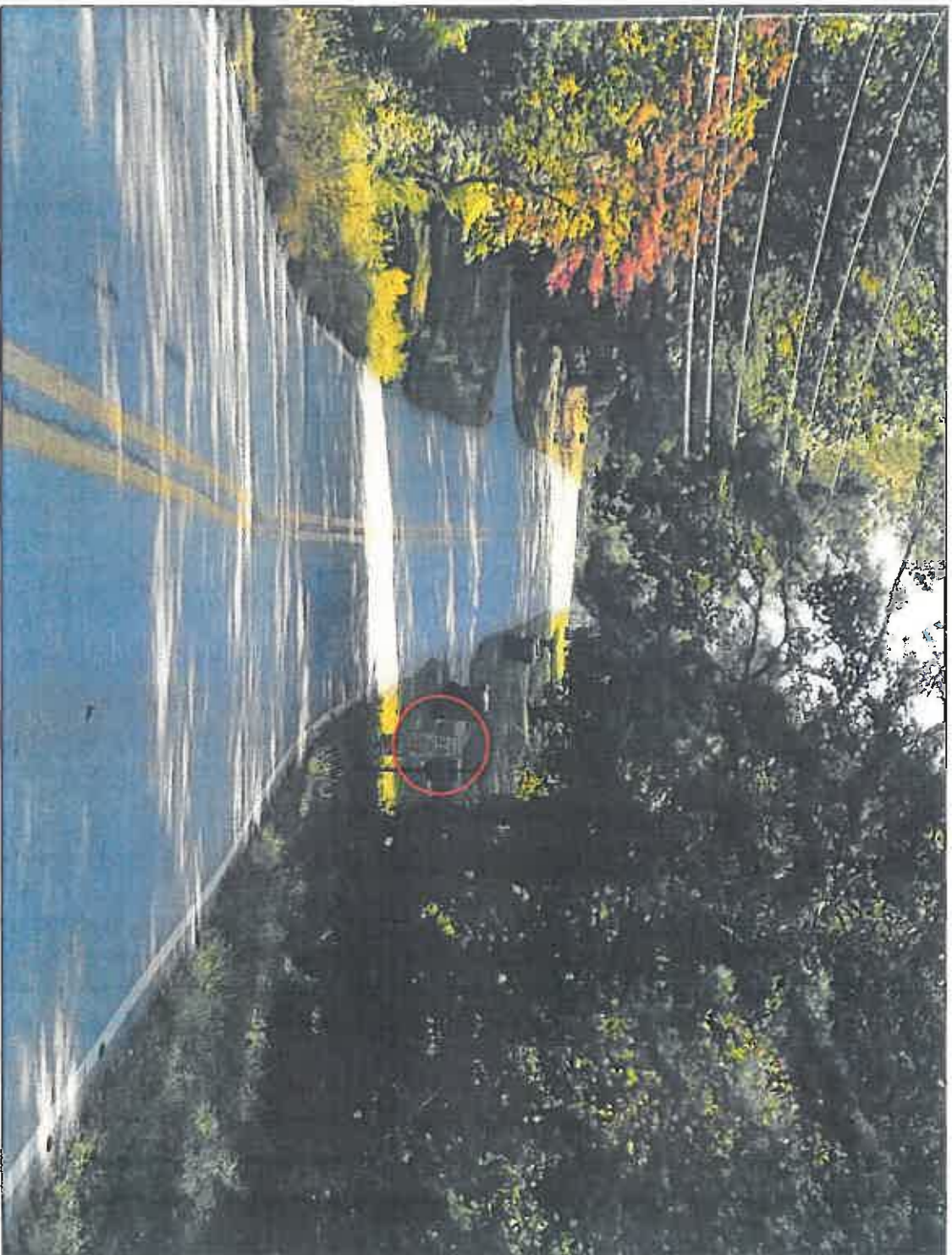


Moore Street -- Westbound



Suggested Location for a Speed Hump – Along Moore Street, just East of Longstreet Circle





Moore Street → Eastbound



## Memo

**To:** City Council  
**From:** Matthew Pepper, Assistant City Manager  
**Date:** Friday, November 3, 2017  
**Re:** 101 Longstreet Circle Lot

On Friday, October 20<sup>th</sup>, 2017, the city mailed a survey to 62 homes located in the Longstreet Circle subdivision to gauge resident interest in a city park on the vacant lot located at 101 Longstreet Circle. This week, staff canvassed the neighborhood to follow up on the survey. The following are the results from the survey:

Question: Would you prefer a park at the 101 Longstreet Circle lot? Why or why not?

Results: 56.5% of the homes responded to the survey.

Response	Count	Percentage
Yes	20	57.1%
No	11	31.4%
Maybe	4	11.4%
<b>Total</b>	<b>35</b>	<b>100.0%</b>

Those **in favor** of a city park cited the following reasons:

- A place for the neighborhood children to play.
- A desire for something other than a vacant lot.

Those **against** the city park cited the following reasons:

- Lack of parking
- Attracting people from other neighborhoods
- Traffic on Moore Street

Many residents were interested in the type of park that would be built on the property (i.e. – a park with a playground like Asbury Street Park, or a passive park similar to George Street Park).

**CITY OF OXFORD**

**RESOLUTION**

**TO AUTHORIZE THE SUBMISSION OF A PROJECT TO THE STATE  
DEPARTMENT OF TRANSPORTATION FOR THE FY 2018 LOCAL MAINTENANCE  
AND IMPROVEMENT GRANT PROGRAM.**

**WHEREAS**, the Georgia Department of Transportation has granted \$25,650.58 to the city of Oxford as part of the Local Maintenance and Improvement Grant (LMIG) program for FY 2018; and;

**WHEREAS**, the LMIG grant program requires a 30% local match or \$7,695.17; and;

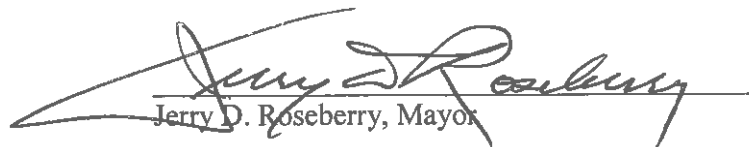
**WHEREAS**, City Council has determined that E. Bonnell Street is the street most in need of repair at this time.

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF OXFORD,**

That the Local Maintenance and Improvement Grant program for FY 2018 to be submitted to the state Department of Transportation shall include resurfacing and deep patching for E. Bonnell Street.

**ADOPTED THIS MONDAY, NOVEMBER 6, 2017.**

**BY:**

  
Jerry D. Roseberry, Mayor

**ATTEST:**

  
Lauran S. Willis, City Clerk

Resurfacing projects for FY2018

#	Project	Length	Width	Sq Ft	Sq Yd	Pounds	Tons	Cost/ton	Cost
1	Mitchell Street	1,708	13	22,204.0	2,467.1	1,085,528.9	542.8	\$110.00	\$59,704.09
2	Wentworth	1,700	26	44,200.0	4,911.1	2,160,888.9	1,080.4	\$110.00	\$118,848.89
3	E. Bonnell Street	714	15	10,710.0	1,190.0	523,600.0	261.8	\$110.00	\$28,798.00
<b>Total Cost</b>									<b>\$207,350.98</b>