



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
SPECIAL CALLED WORK SESSION  
MONDAY, OCTOBER 5 – 5:00 P.M.  
CITY HALL**

**MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM;  
GEORGE HOLT; SARAH DAVIS; TERRY SMITH; DAVID EADY JOINED THE MEETING AT 5:30; LYN  
PACE WAS NOT PRESENT**

**OTHERS PRESENT: Bob Schwartz, City Manager; David Strickland, City Attorney; Robert Jordan,  
City Engineer; Dave Harvey, Police Chief; Jody Reid, Utility Superintendent; Lauran Willis, City  
Clerk; Hoyt & LaTrelle Oliver, Vivian Harris, Myra Frady, Kendra Mayfield, Jeff Wearing,  
Anderson Wright, Kibbie Hatfield, Teresa & Brandon Borg, Mike & Cheryl Ready:**

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

**Mayor Announcements**

Mayor Roseberry reminded everyone of the rules for participation in the meeting, he then thanked Jody and his crew for the quick response and work in getting power restored on Sunday due to a fallen tree at Oxford North road which broke the utility pole.

**Red Ribbon Week**

Mayor Roseberry presented a Proclamation to Brandon Borg making October 23-31 Red Ribbon Week in Oxford as part of a program with the General Raymond G. Davis Metro Atlanta Young Marines unit of Canton, GA. Attachment A

**Honorary Councilmember**

Mayor Roseberry announced that Councilmember Windham appointed Ms. Kibbie Hatfield as the honorary councilmember for October. Ms. Hatfield will join us for the Regular Session at 7:00PM. Attachment B

**Oxford College Dining Hall Plat**

Robert Jordan, City Engineer presented a revised survey for the block where Oxford College is planning to build a new dining hall. Jordan explained he has spent the past few weeks

reconstructing the old original town plan that was prepared in 1837. You have a report that summarizes the various pieces of evidence that I have gathered and used to evaluate the location and orientation of the original plan as accurately as possible using modern day help and information. I am confident we are very close. There is not enough original information left. On page 2 the blue parcel represents a survey of the piece of land where the dining hall is to be built. As discussed in detail a couple of weeks ago in the Planning Commission hearing there was nothing wrong with the survey. I think the survey was done as well as can be expected short of surveying the whole City of Oxford. The surveyor found existing amination that matched deeds and plats that were on record at the court house and probably have reflected the blue parcel as that piece of land for at least a number of decades. When I was asked by the City Manager to take the whole City of Oxford and do a comprehensive look at the right-of-way locations the results of my study are shown by the black lines. You can tell from the diagram (Figure 1) the blue parcel encroaches into the Wesley Street right-of-way by a small amount. At the northwest corner of the blue parcel the distance is a little over four feet (4') and at the southwest corner it's about eight feet (8'), it's about twenty-three feet (23') along the south side of Pierce Street, but that's a gore it's not an encroachment. The dining hall parcel does not reach the right-of-way on the south side, it's also a gore on the southeast side along Asbury Street. It ranges about fifteen feet (15') on the south end to about nine feet (9') at the north east corner. Over the years through assumptions and incomplete information has resulted in this parcel being shifted by a few feet to the west and it's slightly smaller in width than the original town plan calls for.

Mayor Roseberry – If I understand you correctly, there is no reasonable way to expect it to be exact with these type findings?

Robert Jordan – I have as much confidence as I can possible have 175 years later. I can say we are looking at errors in the long work, we are looking at encroachments here the blue parcel encroaches eight feet (8') on the south west and about four feet (4') on the North West line. I can say with a very high level of confidence my lines are not off eight feet (8') and four feet (4'). There is an encroachment either eight feet (8'), seven feet (7') or nine feet (9') that part may be hard to get exact but I am very confident that there is an encroachment.

Mayor Roseberry – Do you have an idea or an explanation of why the other survey is off?

Jordan – I do, about a year ago the council hired me to do some work across Wesley Street and the unopen portion of George Street. At that point I had not done any city wide survey work and on the old town plan. I was using primarily record data that was thirty to seventy years old. Based on that information and based on pins and monuments found on the ground it appears that Wesley Street, the asphalt itself was approximately eighteen or nineteen feet off of the center line of the right-of-way. I came to that conclusion because of several decades of record information. I think what happened on the side of the street where the dining hall is located is a very similar situation. Maybe in the 1880's surveys someone drove a stake in not quite the correct place and didn't go all the way to the end. In 1910 another surveyor came in and found it a little similar to that and then maybe the next door neighbor came in and hired another surveyor and he copied the last one. Over the years without having a city wide global view of the survey small errors happened. If you look at parcels all over the city you will find some of the same things. It's

nobody's fault, it's not an error by one surveyor or one person it's like a game where you pass a message down the line and by the time it gets to the tenth person it says something different.

Councilman Windham – Do you have any idea what the encroachment of the building would be and where exactly it is.

Robert Jordan – I believe I can answer that accurately. There are two points short distances twenty feet or so along the western side of the blue line where the building has to have a zero set back property line. If I'm correct with that statement I can tell you that the encroachment would range from about seven feet down to about five feet depending on where you measured it.

Councilman Windham – So the bump outs on the west side of the building, is that where it's at?

Robert Jordan – The bump out is a pretty good description. The entire west wall of the building does not extend to the line, just the two little parts. Going by memory I believe they are fire places.

City Manager Bob Schwartz – asked Kendra Mayfield to explain what the bump outs are.

Kendra Mayfield – They are both part of the dining hall, we are doing it in three separate dining rooms. The one directly across from the Deans dining room is an open room with a fire place, that is one and the other bump out is a dining room adjacent to the pizza oven.

Terry Smith – Robert, I presume this was done by laser is that correct?

Robert Jordan – Our survey was done primarily using GPS with some code station work. The code station does use a laser.

Councilman Windham – In your opinion what long term effect will this have on the streets so far as maintenance etc.?

Robert Jordan – From an engineering and maintenance standpoint I would have to say there's no effect. If the building stays where it was designed and slightly encroaches Wesley Street you will see no effect. Attachment C

**Oxford College Dining Hall** -Dean Myra Frady and Kendra Mayfield will return to discuss.

Dean Myra Frady indicated she has nothing new to present that she didn't present earlier. There were questions about whether the trees that would have to be removed if we had to move the dining hall are in good shape. She stated they are in good shape they have all been evaluated on the property and are worthy of saving. We will put the appropriate tree save around them during construction. I think what you are talking about and what Robert mentioned are the footings that are going to come over they would not be seen. The jut-out areas are the one large room that is divided up into three sections as Kendra explained without dividers. The indentation you are seeing is a patio area which means there is more hardscape than anything.

Councilman Terry Smith – Where the property line meets the right-of-way and the right-of-way is the road at Wesley Street does the college plan to put a curb to protect the dirt that's on that property?

Dean Myra Frady – I know there is a very steep area along that line and we don't want students crossing. We are thinking about how we planned it and how we leave the elevation such that it does have a drop off. We are thinking about curb and gutter, I don't think it will have curb and gutter on Wesley. Robert Jordan according to the sketch it does show curb and gutter along Pierce to Wesley. So, yes there will be curb and gutter.

Councilman Windham – North of the proposed dining hall plan (referring the blue line) there is a large parcel there. Does the College own any of that property?

Dean Myra Frady – Our variance was to build up to the property line. Our build to line is the property line, that's what we own.

Councilman Windham – So you don't own any of those areas to the George Street Park?

Dean Myra Frady – I think there are two. We tried to get the other one but it didn't have a clear title so we couldn't pursue it we couldn't get a clear title.

Mayor Roseberry – Myra remind us of the time line when the construction goes into service.

Dean Myra Frady – The construction starts the last week to ten days in November to finish November 2016. The move of the dining hall, old dining hall to the new dining hall will take about a month and will open for business when the students come back in January 2017.

LaTrelle Oliver – How will those streets be impacted will they be closed down during the construction?

Dean Myra Frady – We have not completely determined what or how it will all work we haven't determined a pathway yet. However Wesley will remain open and Pierce will remain open and we are looking at using the service road to come up to service the project as we have done everything else. That has not been completely determined yet.

Mayor Roseberry – Have you announced any plans for the old dining hall?

Dean Myra Frady – No, but we have done a preliminary study to see if it would be appropriately sized for a student center. The grill in the old dining hall is not going to move to the new dining hall. It will remain operational in the old dining hall. There are thoughts of moving the book store there or possibly campus life but we would have to have a much more detailed feasibility study to determine the program.

Mayor Roseberry – For the audience this will come up at the regular meeting for a vote from the council.

Councilman Holt – What will come up what will the question be?

Mayor Roseberry – On the regular meeting item number 13, it states we have a request from Oxford College for the construction of a new dining hall. We have issues with the property survey and need to act on the request of the College for permission to install two drainage structures under the Wesley Street right-of-way.

City Manager Bob Schwartz – It seems to me Mr. Mayor that this might be a good time to discuss it. You have at least two options. One option would be to swap property with the College. Another possibility would be to require the College to move its building over into the correct right-of-way five to eight feet. Although as we heard at the last meeting that would be an expensive proposition. Another option would be to give the College permission to build on city property on the left side (Wesley Street) which is what was done in 1993 with Lovern Hall, I'm not sure we want to repeat that, it might be easier to swap properties so the College owns where they are going to pour concrete.

Mayor Roseberry – What we might do on this and I appreciate the question from Councilman George Holt, we need to clear this up. If we are expecting to act on this tonight I would like our attorney draw up a motion to that effect, we want to get this right.

Councilman Windham – I keep going back to the bump outs, so are the bumps outs the only thing that would be encroaching on the property is that correct? Are there any mechanical devices any

underground piping at that point? Are we talking about shaving 50 square feet off the building, are we talking about destroying the design of the building any of those type things?

Dean Myra Frady – As the building is designed right now the whole building would have to shift. That means totally new landscaping plan, moving the building over as its design right now. We don't have time to go back and redesign the building and not lose more than six months. It will delay from the January 2017 opening probably until August 2017 which is another eight months. That is really problematic for us, the bump outs do not have any mechanical. All you are going to have there are the windows and seating. All your mechanical is somewhere else. The fire place is there, you are going to have footings along that side but you won't see those and in the indentation there will be a trellis over the brick. What will actually be encroaching largely will be unseen. We couldn't just shave the building off. In order to keep it we would have to move the whole thing or go back to the redesign. When we start shaving off five feet here and five feet there we lose our seat count. So we would have to probably utilize the extra property we have on the south side and redesign the building.

Councilman George Holt – From what I understand it would be a tremendous cost to move the building am I correct?

Dean Myra Frady – Yes a half million dollars. That's the list I gave you last time in detail.

Councilman Holt – I will ask this while we are in the work session. I see on item 13 we have a request from Oxford College for the construction of a new dining hall. The next sentence state we have issues with the property survey and need to act on the request of the College for permission to install two drainage structures under the Wesley Street right-of-way. I don't see the exact question that we need to vote on at our regular session concerning the options the City Manager just gave.

City Manager Bob Schwartz – I was trying not to presuppose what you would decide. I said we have issues and we do. I didn't put anything in that you are going to vote on. That's one of the reasons Mr. Strickland is here. If you want to form some sort of resolution he can help.

Councilmember Holt – From what I see we haven't talked about the drainage in this particular item. I have no problem with voting one way or another as to whether we allow the College to continue to proceed as originally planned.

City Manager Bob Schwartz – I wrote the language and was a little fuzzy. The intention was that we will talk about the survey issues and the drainage issues.

Councilman Smith – Myra looking at that footprint of the building the dotted line on the left to the west is that city right-of-way?

City Manager Bob Schwartz – That is what the College survey shows to be city right-of-way. What Robert has showed to be city right-of-way is a little further to the east.

Councilman Smith – To the west of the city right-of-way line or the building itself it shows ten or fifteen feet of plantings. So are we as the city plan to give away that property for landscaping?

City Manager Bob Schwartz – There is a request pending in front of the tree board for planting on city right-of-way just as you would for anybody else who wants to plant on city right-of-way. So you don't give it away, you get permission to plant a tree with the tree boards permission.

### George Street Park Drainage Bids

City Manager Bob Schwartz we received bids for this project on Thursday, September 24<sup>th</sup>. We have attached a summary and a recommendation. This project was part of the FY2016 budget and funded at \$40,000. After reviewing the condition of a stretch of drainage pipe on the west side of Wesley we have included that additional work in the bid package. We recently cut back the brush in this area and exposed the deteriorating drainage pipe. We will need to amend the budget to accommodate the additional work. Robert Jordon – I have reviewed the six bids, received on September 24<sup>th</sup> for the George Street Park drainage improvements project, and would like to recommend entering contract negotiations with low bidder, Ace/Kimble Services, for the low bid amount of \$79,775. This will be on the regular session for a vote. Attachment D

### Citywide Survey

City Engineer Robert Jordan presented a proposal for a city wide survey. Jordan's proposal detailed the individual phases of the work explaining what each phase would entail. To conclude he explained to council it is their decision whether or not to contract him to do the entire project or they can chose which phases they would like for him to perform. This will be on the regular session for a vote. Attachment E

### Asbury Street Park

Mayor Roseberry announced the appointments to the Asbury Street Park Citizens Advisory Committee are Cheryl Ready, Chair, Anderson Wright, Beryl Budd, and Helen Griffin. He asked all Councilmembers if they know of anyone willing to serve to submit their names to City Manager Bob Schwartz as soon as possible. This committee is to advise and assist the Tree Board and City Council in the planning and development of the Asbury Street Park. Mayor Roseberry said Asbury Street Park is only the working name at this time an official legal name will be decided at a later date. He announced the first meeting will be October 20<sup>th</sup> at 5:00 in the Community Room at city hall.

### Review of proposal from Church Street Services, LLC

Councilmember Jim Windham, Chair announced that committee members met with Kay Lee and are finalizing a proposed agreement to present to Council. The essential item worked into the proposal was to have a Comprehensive Plan to the state in 2017 as we agreed to put everything we can toward the Comprehensive Plan. We are building everything we can into that plan, the key elements are the upgrade and beautification of Emory Street, wayfinding for our assets within the city, connectivity and parks. Councilmember George Holt presented the cost of services provided by Church Street Services, LLC (CSS) to the City of Oxford will be as follows: Principal (Kay Lee) \$75 per hour plus 20% for any over hours, GIS and Technical Support (Adam Kirk or Other), \$35-\$125 per hour plus 20% for any over hours, and Administrative Support (Lucy Courchaine) at \$15.00 per hour plus 20% for any over hours. The funds for this will be billed in our budget from the position we elected not to establish for a Community Development Coordinator not to exceed \$30,000. Councilmember Jim Windham included the list of services that will be provided are: Coordination and Project Management, Planning, Research, Coordination, Deliver and Communications. Mayor Roseberry stated this item will be on tonight's Regular Session agenda for a vote and asked if there are any comments from citizens.

Hoyt Oliver made comment that as Mayor and Council looks at the Comprehensive Plan they should not only look inside the City of Oxford they should also look at outside as well as Covington has talk of some major developments which may impact Oxford as well. Attachment F

There being no further business the meeting was adjourned at 6:20pm.

Respectfully Submitted;



Lauran Willis, CMC  
City Clerk

Attachments:

- A. Agenda
- B. Mayor's Announcements
- C. Power Point from MEAG and ECG
- D. Hazard Mitigation Plan Update 2015-2020
- E. Oxford Dining Hall Impacts
- F. George Street Drainage Bid Contractor List
- G. Draft Job Description for Groundskeeper
- H. Project Status Report

**OXFORD MAYOR AND COUNCIL  
WORK SESSION  
MONDAY, OCTOBER 5, 2015 – 5:00 P.M.  
CITY HALL  
A G E N D A**

1. **Honorary Councilmember** – Councilmember Windham appointed Ms. Kibbie Hatfield as the honorary councilmember for October.
2. **\* Oxford College Dining Hall Plat** – Robert Jordan will present the revised survey for the block where Oxford College is planning to build a new dining hall. A copy of his report is attached.
3. **Oxford College Dining Hall** – Dean Myra Frady and Kendra Mayfield will return to discuss this project.

**“Time permitting, the following items will be discussed. All have previously been discussed and are on tonight’s Regular Session Agenda.”**

4. **\* George Street Park Drainage Bids** – We received bids for this project on Thursday, September 24<sup>th</sup>. We have attached a summary and a recommendation. This project was part of the FY2016 budget and funded at \$40,000. After reviewing the condition of a stretch of drainage pipe on the west side of Wesley we have included that additional work in the bid package. We recently cut back the brush in this area and exposed the deteriorating drainage pipe. We will need to amend the budget to accommodate the additional work.
5. **Citywide Survey** – Robert Jordan will discuss this.
6. **Comprehensive Plan Review** – Working with NEGRC, we have scheduled a comprehensive plan review for all five cities and Newton County for October 16<sup>th</sup>.
7. **Asbury Street Park** – Mayor Roseberry will discuss the appointments to the Asbury Street Park Citizens Advisory Committee to advise and assist the Tree Board and the City Council in the planning and development of the Asbury Street Park.
8. **Review of proposal from Church Street Services, LLC** – Kay Lee to provide consulting services as the city develops a Master Plan.

\*Attachments



**PROCLAMATION**  
**RED RIBBON WEEK OCTOBER 23-31**

**WHEREAS**, communities across America have been plagued by the numerous problems associated with illicit drug use and those that traffic in them; and

**WHEREAS**, there is hope in winning the war on drugs, and that hope lies in education and drug demand reduction, coupled with the hard work and determination of organizations such as the Young Marines of Marine Corps League to foster a healthy, drug-free lifestyle; and

**WHEREAS**, governments and community leaders know that citizen support is one of the most effective tools in the effort to reduce the use of illicit drugs in our communities; and

**WHEREAS**, the Red Ribbon has been chosen as a symbol commemorating the work of Enrique "Kiki" Camarena, a Drug Enforcement Administration agent who was murdered in the line of duty, and represents the belief that one person can make a difference; and

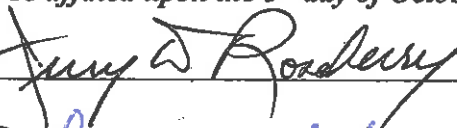
**WHEREAS**, the Red Ribbon Campaign was established by Congress in 1988 to encourage a drug-free lifestyle and involvement in drug prevention and reduction efforts; and

**WHEREAS**, October 23-31 has been designated National Red Ribbon Week, which encourages Americans to wear a red ribbon to show support for a drug-free environment.

**NOW, THEREFORE**, we, The Mayor and Council of the City of Oxford, Georgia, do hereby proclaim October 23-31, 2015 as, Red Ribbon Week and encourage all citizens to participate in drug prevention education activities, not only during Red Ribbon Week, but all year long, making a visible statement that we are strongly committed as a drug-free city.

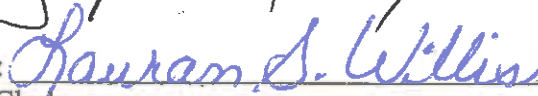
*In Witness, Whereof, I have hereunto set my hand and cause the Seal of Oxford to be affixed upon the 5<sup>th</sup> day of October in the year 2015.*

BY:  
Mayor



ATTEST:

City Clerk







## ***PROCLAMATION***

***WHEREAS***, citizen input is important to the City Council of the City of Oxford so we can better govern our City; and

***WHEREAS***, it is important to show the citizens of our City how our City operates and how City Council functions; and

***WHEREAS***, City Council has created the Honorary Councilmember of the Month Program in Oxford; and

***WHEREAS***, Councilmember Jim Windham has nominated Ms. Kibbie Hatfield to serve for this month.

***NOW, THEREFORE***, I, Mayor Jerry D. Roseberry, do hereby appoint Kibbie Hatfield as the Honorary Councilmember for the City of Oxford for the month of October.

***SO PROCLAIMED***, this fifth day of October 2015.

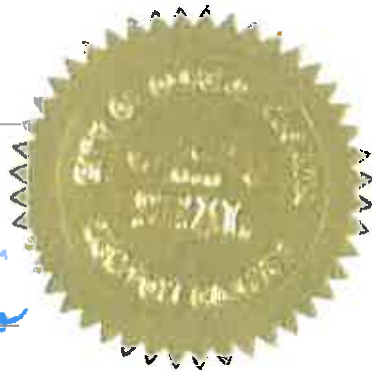
**MAYOR AND CITY COUNCIL OF OXFORD**

BY:

Mayor

ATTEST:

City Clerk





Mr. Bob Schwartz, City Manager  
110 West Clark Street  
Oxford, GA 30054

October 1, 2015

Re: Wesley and Asbury Streets rights-of-way

Dear Mr. Schwartz:

On September 10th you requested that I prepare an opinion regarding the locations of the Wesley Street and Asbury Street rights-of-way at the proposed dining hall site for use by the Oxford planning commission. As you know, I was already in the preliminary stages of work to determine the right-of-way locations for Hull Street and the unopened streets depicted on the original city plan; and I have collected data related to the original city layout as a part of other projects we have been involved with in Oxford over the past year or two.

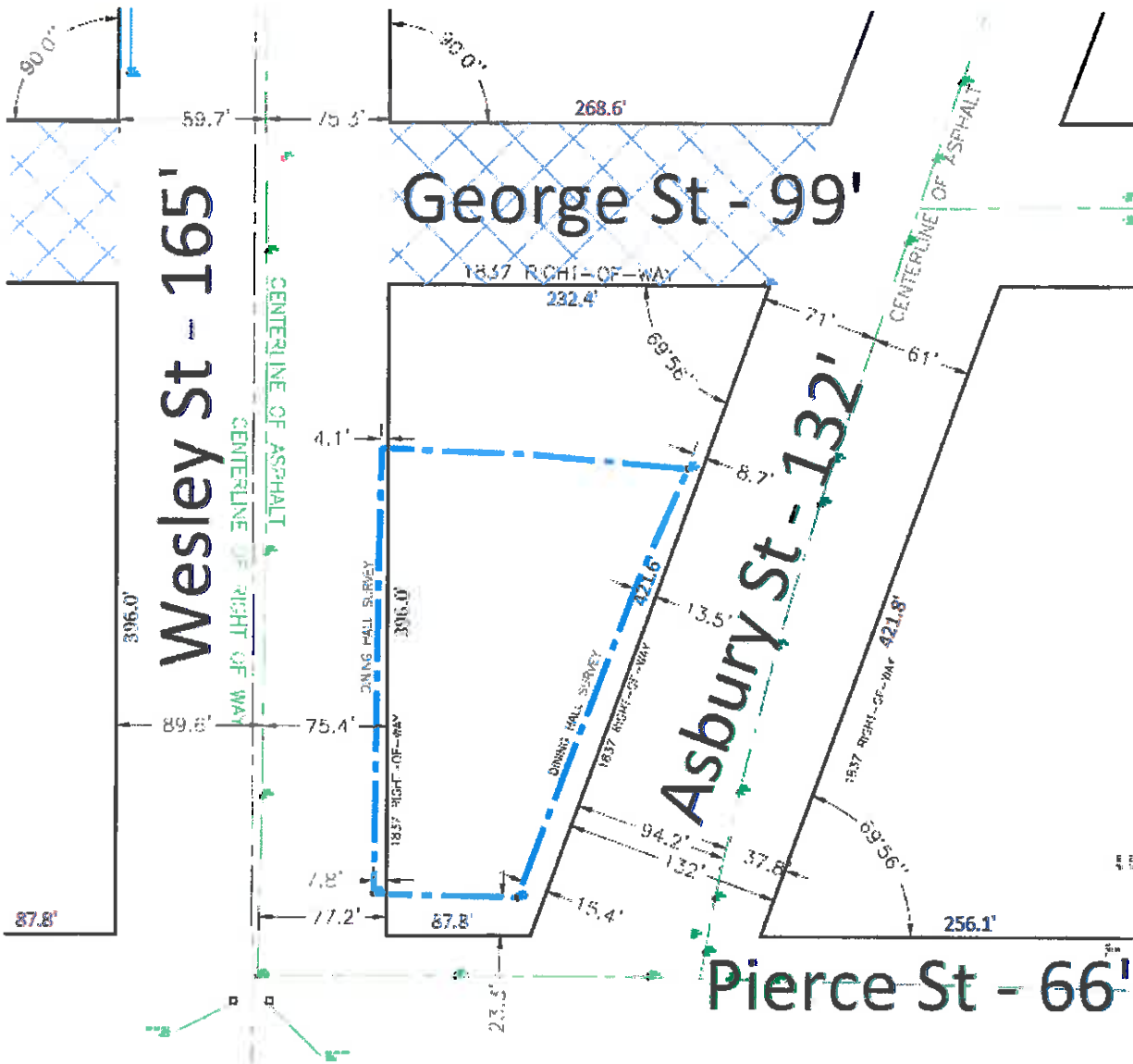
In the week prior to the planning commission hearing held on September 15, I surveyed about 150 additional street centerline data points and I began carefully reconstructing the original 1837 town plan created by Edward Lloyd Thomas in order to provide a preliminary opinion to the Planning Commission. Although I stressed that my preliminary opinion was subject to change pending addition of more and better evidence and information, I felt confident that the right-of-way lines depicted on the dining hall plan (and on other nearby recorded plats) were in a somewhat different location than specified by the original town plan.

In the past two weeks, my opinion has not changed, but additional data collection and additional evidence has resulted in a slight shift in my original right-of-way reconstruction. My original mapping reflected the dining hall surveyed parcel extending approximately 11 feet into the right-of-way of Wesley Street at the parcel's northwestern corner, and about 15 feet at its southwestern corner; while on the dining parcel's east side, there appeared to be a 15- to 23-foot-wide gore between the platted parcel and the right of way of Asbury Street.

My most recent reconstruction of the 1837 plat, when rotated based on all evidence now available, reduces the magnitude of the encroachment, but increases my confidence that it exists. The right-of-way encroachment on the west side now ranges from 4 feet on the northwest corner to 8 feet on the southwest corner. The apparent gore on the east side now ranges from 9 to 15 feet in width. The right-of-way locations in the vicinity of the dining hall site, based on current information, are depicted on Figure 1. In the remainder of this letter, I will provide a more detailed narrative description of the

process and evidence that I have used to reach this conclusion so that you and other interested parties can evaluate the validity of my findings.

Figure 1 – Dining Hall Survey Relative to Reconstructed 1837 Survey



**City Boundary Project**

In 2014 Jordan Engineering performed research and collected some field data to establish and to monument some of the primary corners of the Oxford City Limits. Although the city limits has expanded in almost all directions since 1837, the work done during this project was helpful in laying a foundation for understanding the original town plan and how it has expanded over the past 178 years.

### **George and Coke Streets**

Later in 2014 the city council requested that we determine the locations of Coke and George Streets near the Wearing property to aid in resolving a long-term lease issue. The scope of work for this project was limited to the immediate vicinity in question. In performing field work, we located many existing corner monuments called for in surveys and deeds recorded in the past 50 years, including pins on both the southwest and southeast intersections of Coke and W. Clark Streets. We also found a corner pin near the southwest intersection of Wesley and W. Clark Street that matched a 1974 survey, but did not lie the expected distance from the centerline of Wesley Street. Based on several pieces of record information, we completed the survey and issued our first draft holding all found pins except the Wesley Street/W. Clark Street pin, which appeared to have been established incorrectly based on the 1837 town plan. After issuing our initial version of the survey, we received comments from long-time residents indicating that the Wesley Street right-of-way was not in the center of the original right-of-way near George Street and W. Clark Streets and that the pin we found and disregarded was most likely placed correctly. Based on this additional information, we updated our plat to match the found monument and depicted an asymmetrical Wesley Street right-of-way with the asphalt shifted about 19 feet east of the right-of-way centerline.

### **Asbury Street North End**

Early in 2015, at the request of the planning commission, we gathered information to provide an opinion on the location of the Asbury Street right-of-way at the north end of town between West Watson and Collingsworth Streets. It was understood that the pavement of Asbury Street was not centered in the right-of-way in this vicinity, but the extent of the deviation was unclear. We gathered existing record information and collected monumentation along Asbury Street from West Soule Street northward to Collingsworth Street. Data collection on Wesley Street and North Emory Streets were also added along with a preliminary reconstruction of the north section of the original town plan. This work provided a good basis for our determination of the Asbury Street right-of-way and provided additional understanding of the location of the original town layout.

### **Hull Street Study**

In August 2015 we began work to map the Hull Street right-of-way and the undeveloped Oxford street rights-of-way. As a first step, we collected some centerline locations of Hull and some other streets, and we began referencing centerline data that had been collected in prior months as a part of several other city projects. We also began the process of rebuilding the 1837 map mathematically. Initial results of the reconstruction seemed to show that Wesley and Hull Streets did not 'fit' as well to the old map as we would have expected. We began to create a strategy for resolving a best-fit of the old town plan, at least on the western side of town, as a part of our scope to define Hull, Coke, and other street rights-of-way in western Oxford.

### **Dining Hall Investigation**

As mentioned above, during the week of September 7<sup>th</sup> I began to more carefully reconstruct the original plat prepared by E.L. Thomas in 1837. Prior to this time, I had used a rough reconstruction of discrete parts of the old plan, but had never completed a thorough rebuild of it. I also learned that there are two 'versions' of the plat, one apparently a draft sketch and one a more formal and polished final version. Although there are minor differences in the information presenting in the two versions, I

found no substantial difference in the locations of any of the right-of-way lines between the two plats -- only small discrepancies in the amount and placement of information. Sometimes a distance that is marginally legible or missing on one plat is more legible on the other. Therefore, I found that using both plats together to reconstruct the original mathematically was the best approach. I will also note that in some locations near the angled streets in the south portion of the city it is impossible to hold both the exact angle provided by the plat and the exact distances on a few of the lines. In reconstructing the plats, I have reached three conclusions: 1 – it was the intent of Mr. Thomas to create symmetry on the east and west sides of Wesley Street; 2 – it was the intent of Mr. Thomas to align the many north-south right-of-way and lot division lines for the entire length of the plan; and 3 – the plan is a better representation of the original surveyor's intent if the angle of Coke and Asbury streets is ever so slightly less than 70 degrees in order to preserve the dimensions called out on the plat and to create right-of-way intersections on the south side of Fletcher Street at Coke and Asbury that align vertically with intersections on the north side of Fletcher for those streets. So using the east-west dimensions of the blocks along the north right-of-way of Pierce Street (the north edge of campus) and the very easily interpreted east-west dimensions of the northern portion of the city, I was able to rebuild the area in between in a way that maintains symmetry and matches closely the angles of the streets as Mr. Thomas intended. Figures 2, 3, and 4 depict the 'draft' version and 'final' versions of the 1837 plan.

Once the plan was recreated as accurately as possible, I moved on to the task of locating and rotating it to the most accurate position possible based on field survey evidence. My most basic evidence used in the initial location and rotation of the plan came from centerlines of existing roads. Not all road centerlines in the city align well with the original plan, but many of them apparently do.

It did not take much work to see a very strong correlation of some of the modern east-west street centerlines with the original plan dimensions. A careful study of the east-west street centerlines eventually provided a very good fit from Hammill Street all the way north to Richardson. The street centerlines running east-west, particularly in the south half of the city, were easily matched to the plan with discrepancies less than one foot in many instances.

Having become fairly confident in the north-south location of the plan, I moved on to determining the east-west location of the plan. Originally, I attempted to build the plan location from North Emory Street westward, but quickly realized that there was no good evidence to support the relationship between the current North Emory Street with the original one, which was only 33 feet wide. Since Hull Street was narrower in some locations and based on the road bed and nearby trees, had been much less disturbed through the years, I began to rebuild the city plan from the west. I had more luck in this approach, but still lacked enough original information to be confident in my location.

Figure 2 – "Draft" 1837 town plan – southern portion

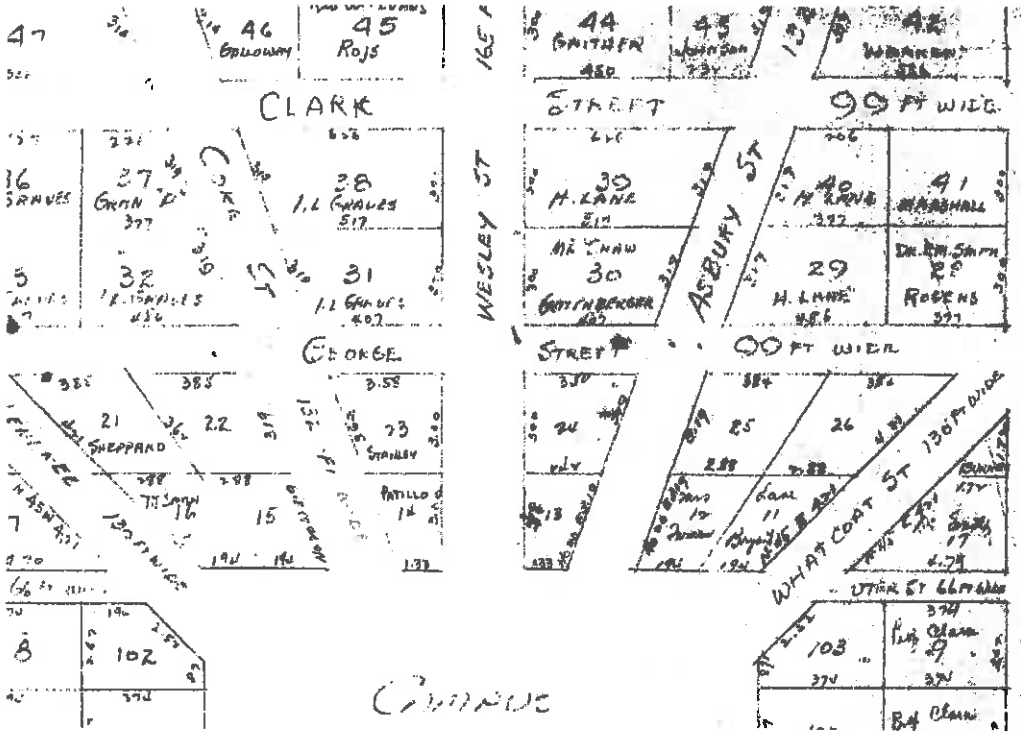


Figure 3 – "Draft" 1837 town plan – middle portion

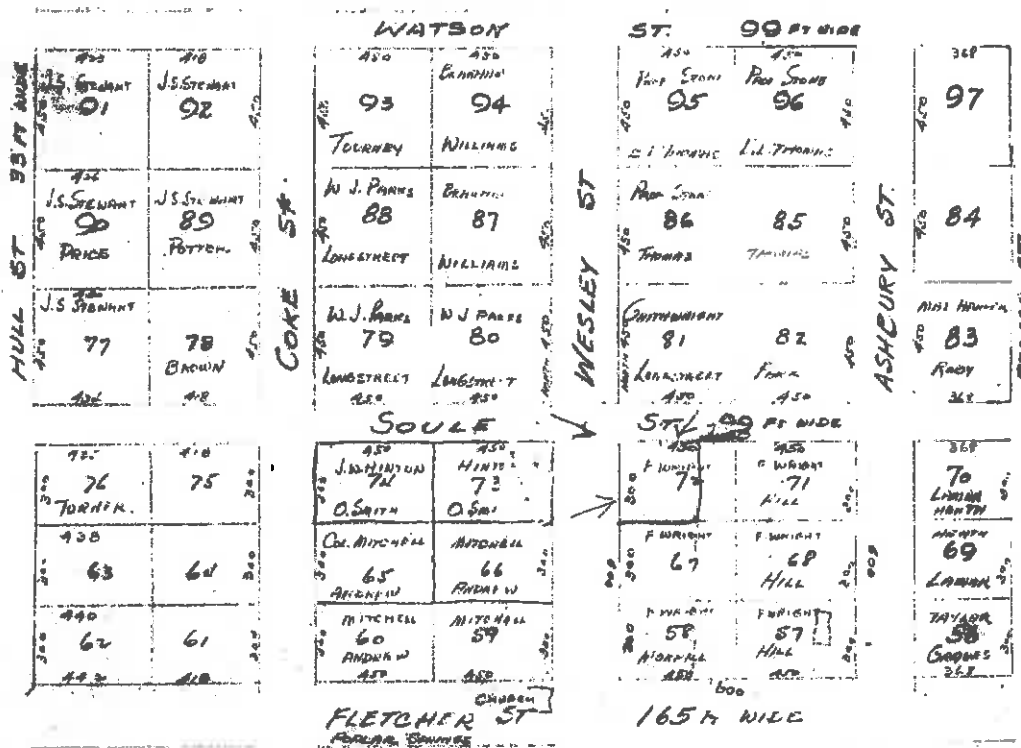
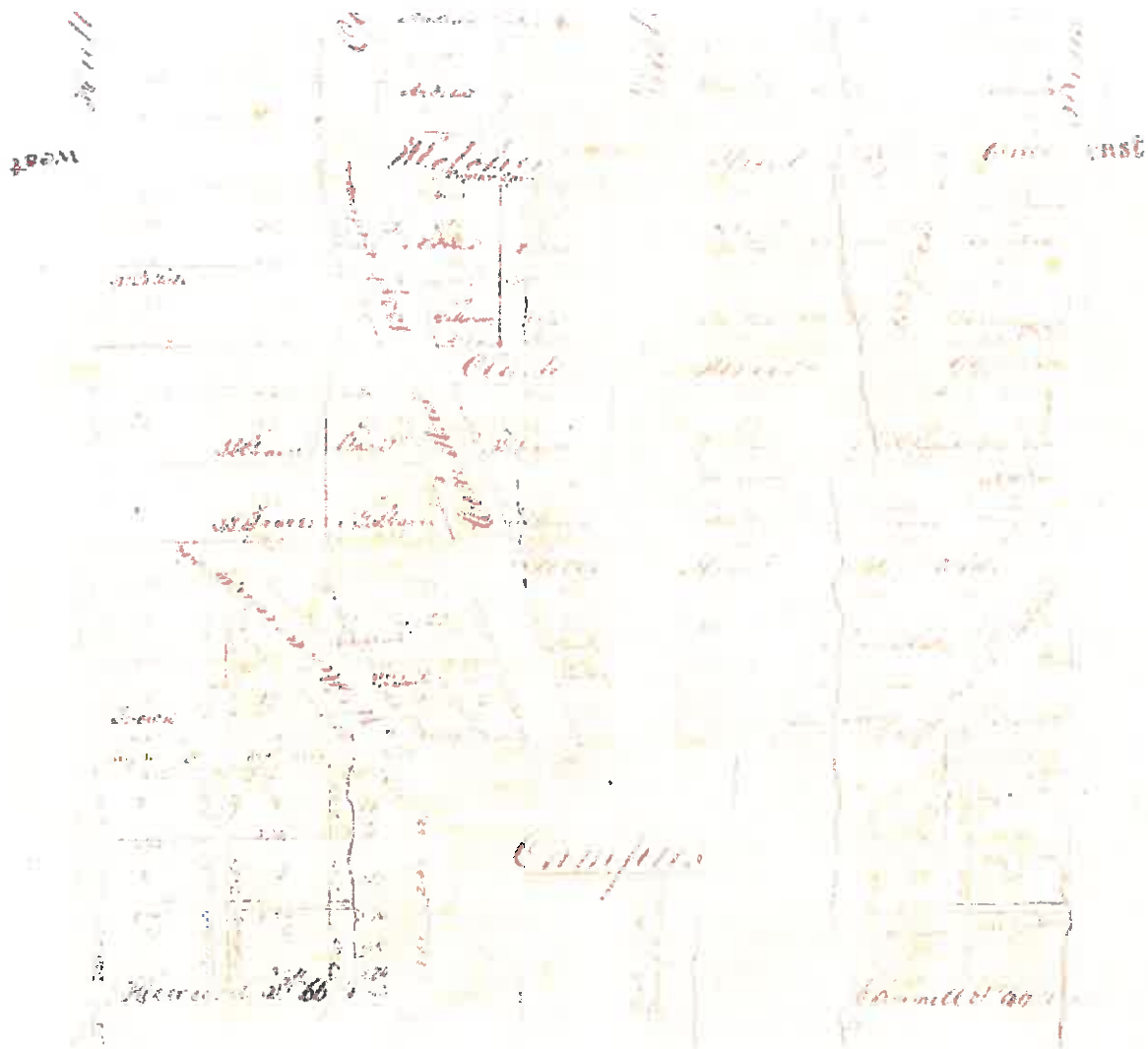


Figure 4 – “Final” 1837 town plan – southern portion



I had been suspect of the centerline location of Wesley Street due to my experience working near George Street, but decided to approach the east-west location of the plan based on Wesley Street, which is a logical centerline of the city plan, being the center of the symmetry. Using centerline data only, I developed an east-west shift that seemed to match fairly well (within a few feet) to the plan; but there were enough discrepancies to introduce some uncertainty.

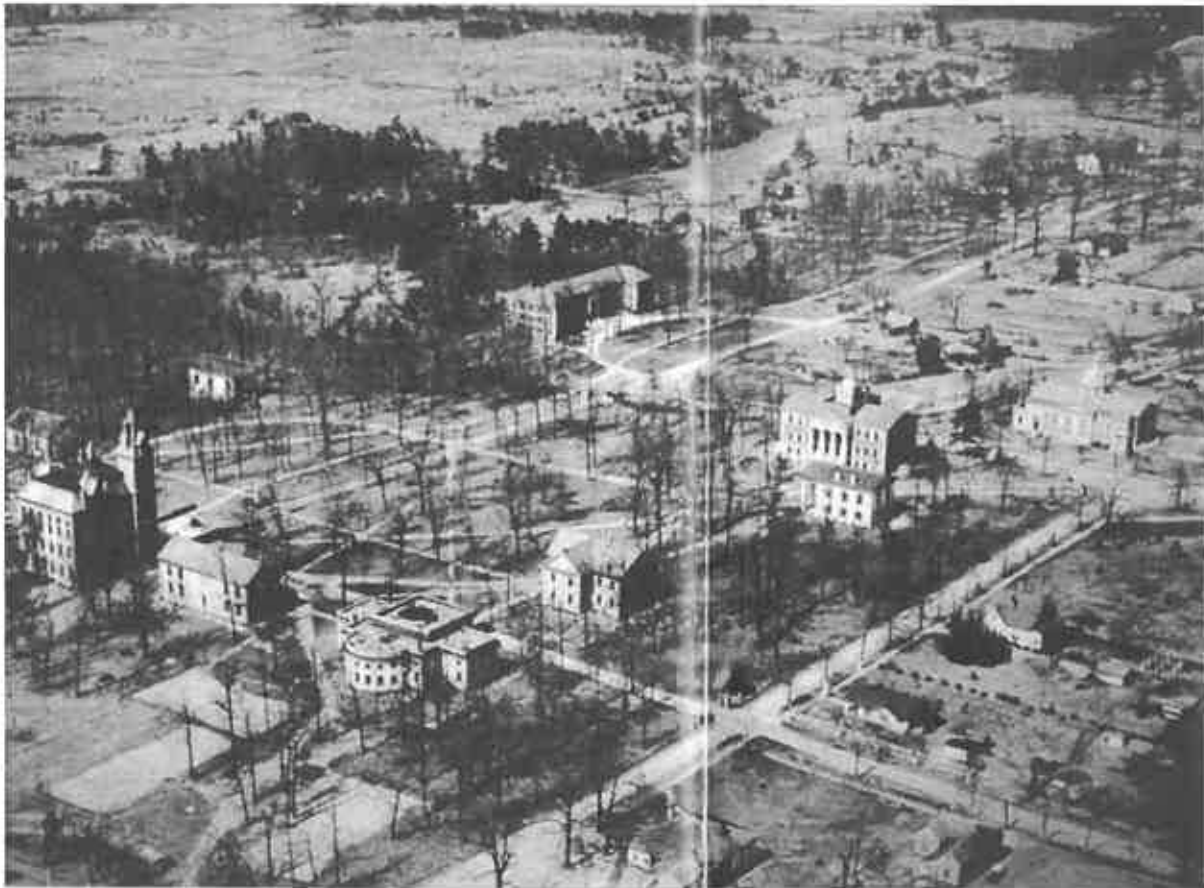
I met councilman Eady on September 16<sup>th</sup> to search for additional evidence along Wesley Street. Mr. Eady provided me with several plats of his home dating back to the 1950s. Mr. Eady's home had been the home of Oxford's surveyor, E.L. Thomas. The southwestern corner of Mr. Eady's lot is bordered by an old rock wall, now overgrown with trees and vegetation that was called for in prior surveys of Mr. Eady's lot. Mr. Eady pointed out the location of an old sidewalk which ran just in front of the old rock wall. The sidewalk location is apparent on the east side of Wesley Street at Mr. Eady's house and for



some distance southward. In one location a few hundred feet south of Mr. Eady's house, the old sidewalk 'bed' is lined on both sides with oaks that appear to be over 100 years old. Using survey-grade GPS, I located the wall and sidewalk bed. The sidewalk is very evident in the photo in Figure 5.

The Old Church, located within the Fletcher Street right-of-way on the west side of Wesley Street, was constructed in the early 1800s, not long after Oxford's founding. A study of the church location reveals that it was centered within the right-of-way of Fletcher Street and that the western sidewalk of Wesley Street apparently ran just in front of the stone structure – providing helpful evidence for right-of-way locations. At the church site, you can observe the sidewalk 'berms' leading in both north and south directions from the front 'porch' of the church; and in the early 20<sup>th</sup> century photo in Figure 5 you can see Wesley Street, the sidewalk on the west side of Wesley Street, and the sidewalk running just in front of the Church building in the upper-left-hand corner of the photo.

Figure 5 – An early 20<sup>th</sup> Century Aerial Photo of Oxford from the southeast



On the western side of Wesley Street from Watson Street southward all the way to George Street there is almost-continuous evidence of an old sidewalk bed. In low areas, there are berms to raise the sidewalk locations, evidently to avoid wet feet. On some high points the sidewalk bed has been cut into the existing grade. The old sidewalk appears to have been about 5 or 6 feet wide and unpaved. Possibly

the most convincing aspect of the sidewalks is their distance apart. Assuming a roughly six-foot-wide footpath, the outsides of the sidewalks are about 161 feet apart, just about right to fit within the 165-foot-wide right-of way of Wesley Street.

Searching for the oldest, most reliable evidence available, I investigated the Oxford campus itself. Although it is difficult to draw conclusions based on sidewalks and building locations, it is apparent that the centerline of Wesley Street and the main walkway leading to the oldest buildings on the campus line up quite well. The centerline of Wesley Street almost perfectly bisects two stone monuments installed in the 1930s (about the time of the photo) to commemorate the Oxford Woman's club.

Using the east-west and the north-south shifts based on roadways as described above, and very slightly rotating the town plan to better match the church, rock wall, sidewalk, and old monuments, I developed the most accurate fit of the original plan to modern evidence as was possible. After completing the final adjustments, I was not surprised to see that the current centerline of Hull Street, although variable, fits very well within the old plan; and on the opposite side of town, one half mile to the east, I observed that modern North Emory Street is almost exactly parallel with the town plan right-of-way of the original Benson Street, the current 60-foot Highway 81 right-of-way apparently having been expanded eastward while keeping the western side of the original 33-foot right-of-way almost unchanged. The variation between the alignment of the original town plan and the current Highway 81 centerline is about one foot over a distance of about a mile, a remarkably good fit that was a result of using other evidence to orient the plan. This piece of evidence by itself is important positive confirmation in evaluating the success of the prior adjustments.

As a last effort to gain more information and evidence to consolidate my reconstruction, I searched for very old property lines that might coincide with the lot divisions on the 1837 plan. I did find a modern hedge row that appears to have been in place for many decades running north-south from Clark Street to Fletcher Street through the block just east of Wesley Street. I found no corner monuments on the line, but found the apparent visual center of the hedge row to match the original north-south-lot line between lots 43 and 44 of the original plan within a foot or two. Additionally, quite a few of the pins recovered as part of my current Whatcoat Street survey on Pierce, Whatcoat, and George Streets are located within a foot of where the new town plan orientation would expect them to be – another good positive confirmation of the plan reconstruction.

### **Summary**

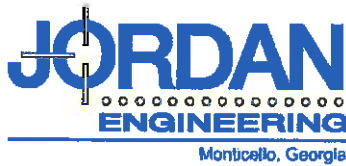
There is no amount of survey work that will perfectly establish the exact location of the Oxford town plan as E.L. Thomas put it on the ground in 1837; but I am confident that the most recent retracement of his work presented here matches the original plan as accurately as possible with the evidence currently at my disposal. I hope this modern interpretation of the original right-of-way locations will aid future surveyors working within the oldest parts of Oxford as well as city public works crews and utility companies as they work within the city rights-of-way.

Sincerely,  
Jordan Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Robert O. Jordan", with a long horizontal flourish extending to the right.

Robert O. Jordan, PE RLS

rj



Mr. Bob Schwartz, City Manager  
City of Oxford  
110 West Clark Street  
Oxford, Georgia 30054

September 29, 2015

Re: George Street Park

Dear Mr. Schwartz:

I have evaluated the six bids received on September 24th for the George Street Park drainage improvements project, and I would like to recommend that the City enter contract negotiations with the low bidder, Ace/Kimble Services, for the low bid amount of \$79,775.

If you need more information regarding this recommendation, please contact me by phone or email.

Sincerely,  
Jordan Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Robert O. Jordan", with a long, sweeping horizontal stroke extending to the right.

Robert O. Jordan, PE RLS

rj

# George Street Park Drainage Improvements

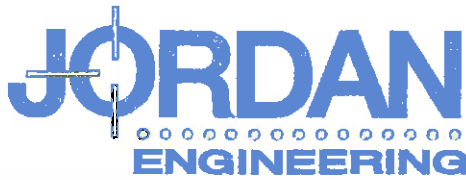
## Bid Summary Sheet

Bid Opening Thursday, September 24 at 3pm

Oxford City Hall

<b>Bid #</b>	<b>Bidder</b>	<b>Total Bid Amount</b>
1	Anderson Grading Service	\$ 79,928.00
2	ACE Kimbell Service	\$ 79,775.00
3	Cline Construction Service Corp.	\$ 116,500.00
4	M.V.P. Piping Co. Inc.	\$ 115,530.00
5	Site Engineering Inc.	\$ 125,495.00
6	Summit Construction Division, LLC	\$ 99,478.00

Bid Summary Sheet completed by: Lauran Willis, City Clerk



RECEIVED  
OCT - 5 2015

# Proposal

144 N. Warren Street, Monticello, Georgia 31064  
(706) 468-8999 robert@jordan-eng.com (706) 504-9629 fax

Date	Proposal No.
10/2/2015	917

### Client

City of Oxford  
Att: Box Schwartz, City Manager  
110 West Clark Street  
Oxford, GA 30054

			Project		
			Unopened RW survey		
Work Phase	Task/Item	Qty	Units	Unit Cost	Total
	<p>Jordan Engineering will perform surveys of the rights-of-way of the streets included in the original Oxford 1837 town plan. Streets (developed and undeveloped) to be included in this survey are all original streets on the town plan bounded on the south by W. Moore Street, on the north by Richardson Street, on the east by N. Emory Street, and on the west by Hull Street. The bounding streets as described will be included. In addition, rights-of-way of a few streets that have been added after the founding of the city will be included: Williams Street, Cindy Court, and Godfrey Street. Sections of rights-of-way of Howard, Majors, Coke, and McKendree Streets that have been deeded to Emory University in the southwestern part of the original town plan will not be included in the survey. The length of right-of-way lines to be surveyed and platted will be approximately 22 miles.</p> <p>The proposed scope of work will include the following items:</p>				
			<b>Total</b>		



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# Proposal

Date	Proposal No.
10/2/2015	917

## Client

City of Oxford  
 Att: Box Schwartz, City Manager  
 110 West Clark Street  
 Oxford, GA 30054

			Project		
			Unopened RW survey		
Work Phase	Task/Item	Qty	Units	Unit Cost	Total
<b>Boundary Survey</b>	1a - A recordable boundary survey of each right-of-way line for streets as described above. The plat will be issued on 24" x 36" sheets with an index sheet and will meet State of Georgia plat specifications. The proposed scale of the recordable plat will be determined by the amount of information to be depicted and scale required to depict and label the information in a legible fashion. Accompanying 200 dpi, 2-color tiff images of each sheet will be supplied for recording purposes, as will dwg-formatted images and five sets of hard copy signed prints.	1	RW Plat	23,000.00	23,000.00
	1b - This boundary survey scope item includes depiction and referencing of some limited boundary monumentation placed by other surveyors during prior surveys in various locations throughout the city, but would not include a thorough search for monumentation at all parcels in all areas of the city as described in a later scope item below.				
	1c - This boundary survey scope item also includes location, widths, and referencing of all existing asphalt pavement and street centerlines for all streets that have been developed and paved. Street locations will aid future surveyors and city public works and utility crews in quickly determining the right of way locations at specific points anywhere in the city.				
	1d - The horizontal surveying and mapping will reference the Georgia State Plane Coordinate System, NAD83, in US feet.				
			<b>Total</b>		



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# Proposal

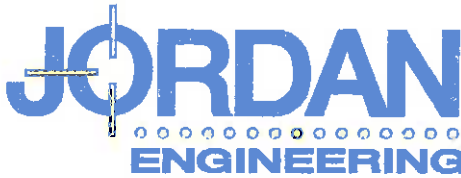
Date	Proposal No.
10/2/2015	917

### Client

City of Oxford  
 Att: Box Schwartz, City Manager  
 110 West Clark Street  
 Oxford, GA 30054

			Project		
			Unopened RW survey		
Work Phase	Task/Item	Qty	Units	Unit Cost	Total
<b>Reference Monuments</b>	Optional item 2a - We will establish permanent survey control monuments at locations at approximately 10 street intersections throughout the city for use by future surveyors in using our overall city survey. The permanent monuments will be custom brass discs inscribed with "City of Oxford survey control point" and set in concrete bases flush with the ground within the right-of-way (in most cases near street intersections). These monuments will not represent actual right-of-way line corners, but will serve as permanent, easily-accessible and intervisible reference points for future surveys. This scope item includes the surveying of the reference locations, purchase of the custom discs, and installation of the monuments.	10	Monuments	450.00	4,500.00
<b>Encroachments</b>	Optional item 3a - Using aerial photography and field reconnaissance, we will identify, field locate, and depict on the survey any above-ground encroachments such as walls, patios, buildings, fences, et cetera encroaching into the city rights-of-way from adjoining private properties. The encroachments would be described on the final survey with notes and dimensions.	1	LS	6,000.00	6,000.00
<b>Corner R/W Pins</b>	We will establish capped rebar property corner pins at ALL intersections of street right-of-way lines within the subject area of Oxford. This scope item would involve setting approximately 112 corner monuments. The pins would be driven flush to the ground and would be capped with a plastic yellow cap inscribed with the surveyor's name and registration number as required by Georgia law.	1	LS	7,400.00	7,400.00
			<b>Total</b>		





144 N. Warren Street, Monticello, Georgia 31064  
 (706) 468-8999 robert@jordan-eng.com (706) 504-9629 fax

# Proposal

Date	Proposal No.
10/2/2015	917

### Client

City of Oxford  
 Att: Box Schwartz, City Manager  
 110 West Clark Street  
 Oxford, GA 30054

			Project		
			Unopened RW survey		
Work Phase	Task/Item	Qty	Units	Unit Cost	Total
<b>Record Parcel Locations</b>	<p>Optional item 4a - Through courthouse research we will obtain legal descriptions for those parcels where information is available and will mathematically reconstruct private parcels on the final survey as accurately as is possible. In some cases that means existing corner monuments can be located and exactly boundary lines can be depicted. In other cases where corner monuments are not available or where legal descriptions are vague, only approximate property lines will be depicted. For some lots, no monumentation and no good legal description may exist and no lines may be depicted on the final survey.</p> <p>This scope item includes 40 crew-hours of field data searching and data collection time looking for existing monumentation.</p> <p>Additional features requested on the final survey such as utility locations, trees, signs, or any other features requested by the City can be negotiated on a case-by-case basis.</p>	1	LS	8,000.00	8,000.00
<b>Total</b>					<b>\$48,900.00</b>



# CHURCH STREET SERVICES, LLC

September 15, 2015

Mr. Jim Windham  
Oxford City Hall  
110 W. Clark Street  
Oxford, GA 30054

Dear Mr. Windham,

Thank you for asking Church Street Services, LLC (CSS) to submit a scope of work and process for delivering services to the City of Oxford. Oxford is a unique and special community with caring citizens and a strong leadership team. I look forward to supporting the preservation and prosperity of the community as its partner in the upcoming year.

Attached is a LETTER OF AGREEMENT for your review along with a scope of work and fee structure.

Respectfully,

Kay B. Lee

Attachments

Cc: George Holt  
Jerry Roseberry

2145 CHURCH STREET  
COVINGTON, GA 30014

770.787.0848  
KAYBLEE@BELLSOUTH.NET

# CHURCH STREET SERVICES, LLC

## LETTER OF AGREEMENT

September 15, 2015

The City of Oxford (Oxford) and Church Street Services, LLC (CSS) have agreed to enter into this letter of agreement for services designed to provide Oxford with support services related to a variety of projects and initiatives.

1. **Term:** The Scope of Work (Appendix 1) in this Letter of Agreement (LOA) will commence on September 15, 2015 and continue until June 30, 2016.
2. **Compensation and Expenses:** Church Street Services, LLC shall submit an invoice for payment on a monthly basis. Church Street Services shall bill as follows:
  - a. Services will be billed hourly as outlined in Appendix 2.
  - b. In addition to services, Oxford shall reimburse CSS for reasonable and actual out-of-pocket expenditures including, but not limited to, business meals, travel, sales tax, freight shipping, printing, postage, messenger services, fax and copy charges.
3. **Subsequent Terms and Conditions:** Subsequent terms and conditions will be contingent on Oxford's desire to engage CSS and Oxford's success in securing funding. Subsequent terms will be governed by a new LOA.
4. **Miscellaneous:** If necessary, an agreement may be executed with terms including, but not limited to, those covering expenses, billing, termination and confidentiality, independent contractor status, ownership and use of materials and indemnifications obligations.
5. Church Street Services, LLC will depend upon Oxford to provide complete and accurate information necessary to complete the project.
6. Church Street Services, LLC will ensure that any publicly disseminated materials are approved by Oxford prior to dissemination.

This letter sets forth the basic business terms by which the parties agree to work together.

Agreed and Accepted

\_\_\_\_\_  
Kay B. Lee  
Church Street Services, LLC      Date:

\_\_\_\_\_  
Jerry Roseberry, Mayor  
City of Oxford      Date:

# CHURCH STREET SERVICES, LLC

## Appendix 1

### Scope of Services: Phase Two

#### City of Oxford Special Projects

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Following is list of services to be provided by Church Street Services, LLC (CSS) to the City of Oxford (Oxford) from September 15, 2015 through June 30, 2016.

### COORDINATION and PROJECT MANAGEMENT

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Provide objective, fact-based expertise and agreed-upon services to Oxford. Based on the results of coordination meetings to date, the services may include (but are not limited to) the following:

#### PLANNING

- Facilitate planning process developed to consider, prioritize and implement targeted projects
- Conduct regularly scheduled work sessions with the project team and others as requested
- Minimize complexities for the project team to ensure projects stay on schedule
- Identify and provide fact-based decision making tools
- Maintain collaborative-based decision-making
- Promote the application of research and factual elements to decision making
- Facilitate development of the master schedule, identifying milestones
- Encourage regularly scheduled communications between stakeholders

#### RESEARCH

- Research and vet resources, identifying those that align with Oxford's unique needs as well as its scale and circumstance
- Accumulate and synthesize findings from:
  - Related studies, offering precedence information to the project team
  - Data and information, providing fact based information to decision makers
  - Community Input, ensuring that the public policy making process is recognized as collaborative, collective and transparent

#### COORDINATION

- Facilitate, coordinate and manage project details as dictated by Oxford's special project team

#### DELIVERY

- Facilitate the project planning team as it creates and implements a tracking system to monitor time-sensitive actions related to all special projects
- Serve as a strategic partner and troubleshooter, plugging gaps and finding resolutions for dilemmas as they occur

#### COMMUNICATIONS

- Facilitate development of a robust communications strategy and set of actions by the Oxford work team
- Create a tool to monitor implementation of the communications plan as the Oxford project team and their consultants use it to share information, solicit input and update project partners and local citizens

# CHURCH STREET SERVICES, LLC

## Appendix 2

### Fees

City of Oxford Special Projects

---

Services provided by Church Street Services, LCC (CSS) to the City of Oxford (OXFORD) will be billed using the following rate structure:

#### Principal

Kay Lee

\$75 per hour + 20% OH

#### GIS and Technical Support

Adam Kirk or Other

\$35 - \$125 per hour + 20% OH

#### Administrative Support

Lucy Courchaine

\$15.00 per hour + 20% OH