



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, FEBRUARY 19, 2018 – 6:00 PM
CITY HALL**

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

OTHERS PRESENT: Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Jody Reid, Utility Superintendent; Lauran Willis, City Clerk, Hoyt and LaTrelle Oliver, Erik Oliver, Teresa and Darryl Welch, Judy Greer, Cheryl Ready, Peggy Madden, Laura McCannless, Hubert White, Ben Palmer from Oxford College and Noah Corimano-White of Oxford College.

Agenda – Attachment A

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

Honorary Councilmember of the Month

Mayor Roseberry introduced Ben Palmer from Oxford College as Honorary Councilmember of the month.

Mayor's Announcements:

Mayor Roseberry appointed Councilmember Sarah Davis to work with City Clerk Lauran Willis with this year's July 4th celebration and in the selection of a Grand Marshal.

Roseberry said he, Matt, Jody, Dave and Lauran met with Bureau Veritas today regarding the Code Enforcement contract and found that they also do building inspections. Roseberry asked Council if they would be interested in an additional contract with them to do building inspections for the city. Matt will put together a package for the March work session.

Minor Subdivision

The Planning Commission recommends the approval of a minor subdivision for Hubert White and Joyce Sullivan at the corner of Asbury Street and W. Watson Street. This item will be on the March 5th agenda for a vote.
Attachment B

107 W. Clark Street

Erik Oliver presented his report to Council regarding the restoration of the city-owned property located at 107 W. Clark Street. Oliver touched on the highlights of the project. He said there are very limited state funds for historical restoration projects. He suggested a community fund raising campaign to help offset part of the cost. Council was in agreement that the city needs to contract with a structural engineer to inspect the buildings to assure their soundness and then move forward with getting a new roof to prevent further water damage. It was also recommended the need for a project manager to oversee the project. Councilmember Eady recommended

Erik Oliver as a potential project manager to oversee its efforts and execute ideas and manage the project. Jim Windham agreed with Eady and was also in favor of Erik as project manager. Holt recommended the funding for the restoration be put in the FY2019 Capital Budget and to move forward with this project. Roseberry asked Matt to move forward with getting an engineer to inspect the structures and appointment of a project manager for the Yarbrough House project will be on the council's March 5 agenda for discussion and action. (Attachment C)

101 Longstreet Circle

Cheryl Ready, Chairperson for the Trees, Parks and Recreation Board said they have reviewed this property and determined it unsafe for a community park. Their recommendation was to keep the lot as a well maintained open vista with its natural surroundings.

6153 Emory Street Demolition

Assistant City Manager Matt Pepper said we have received two bids for the asbestos abatement and demolition of the house located at 6153 Emory Street. His recommendation was to award the project to Enviroprobe, LLC at the cost of \$21,550. This item will be on the March 5th agenda for a vote. (Attachment D)

FY2019 Budget Report

Mayor Roseberry appointed the committees for work on the FY2019 Budgets. For the General Operating Budget he appointed Mike Ready as Chair with Jeff Wearing and Sarah Davis. For the Capital Budget he appointed George Holt as Chair, with David Eady and Jim Windham. Roseberry said we should have a first draft report at the March 19, 2018 work session. (Attachment E)

N. Emory Sewer Project Easements

Assistant City Manager Matt Pepper said after the changes requested in the design there are six properties that will need new easements. He has the new easement documents from the City Attorney and he and Jody Reid are working to obtain the signatures for the new easements.

Chasing Coral Film Screening

Councilmember David Eady said Lyn Pace, Chaplin for Oxford College is working with the Atlanta Science Festival in conjunction with the Oxford College on a film screening. Part of the event includes dinner for the mayors, commissioners and other dignitaries. Eady requested the cities' participation as co-sponsor for the dinner with a contribution of \$250.00. All members were in agreement with the request.


Executive Session

None

Adjourn

Motion made by Windham, seconded by Davis, to adjourn at 7:08 PM. Motion passed 6/0.

Respectfully Submitted;



Lauran Willis, CMC/FOA
City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, FEBRUARY 19, 2018 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Honorary Councilmember of the Month** – Councilmember Ready appointed Ben Palmer as the Honorary Councilmember for March.
2. **Mayor’s Announcements**
3. * **Minor Subdivision** – The Planning Commission recommends the approval of a minor subdivision for Hubert White and Joyce Sullivan at the corner of Asbury Street and W. Watson Street. We will have a copy of the signed plat at the meeting.
4. * **107 W. Clark Street** – Erik Oliver will present his report to Council regarding the restoration of the city-owned property located at 107 W. Clark Street.
5. **101 Longstreet Circle** – The Trees, Parks and Recreation Board will offer a recommendation for a park on the lot located at 101 Longstreet Circle.
6. * **6153 Emory Street Demolition** – We have received two bids for the asbestos abatement and demolition of the home located at 6153 Emory Street. We recommend that Council award the purchase order to Enviroprobe, LLC for \$21,550.
7. * **FY2019 Budget Report** – Mayor Roseberry will lead a discussion on the city’s budgeting process for FY2019.
8. **N. Emory Sewer Project Easements**– We will discuss how the current design for the N. Emory Sewer Project affects the sewer easements required to complete the project.
9. **Chasing Coral Film Screening** – Councilman David Eady will lead a discussion regarding the film screening and dinner.
10. **Executive Session** – Litigation matters.

*Attachments

D. Hubert White
5129 Floyd St, NE
Covington, GA 30014

January 30, 2017

Mr. Matthew Pepper
Assistant City Manager
City of Oxford
110 West Clark Street
Oxford, Georgia 30054



Dear Mr. Pepper:

My sister, Mrs. Joyce Sullivan, and I would like to request your review and approval of the enclosed preliminary plat of our property at 202, 204 and 206 West Watson St prepared by Mr. Joey Brewer. When our father, Darvin White passed, he bequeathed the land so described, along with the three residential rental properties on it to the two of us (Deed dated March 1, 2000; Deed Book No. 908, Page 478). Several years later, one of the buildings was a fire casualty (206). My sister and I have managed and maintained the properties together until now. As the two of us prepare for the next generation, we need to formally separate the two holdings. We have agreed that I will take the two small houses at 202 and 204, leaving her the (now vacant) lot at 206 for future use.

Because of changes in Code between their initial construction and now, the two existing houses are abnormally close together. In order to adhere to the R-30 side and back set-back regulations without creating a geometric maze, we have had to ask the engineer to be creative. We would like to invoke the special stipulations of the Residential Infill Overlay District to create one lot slightly in excess of 80% of the R-30 zoning minimum of .688 acres, while leaving the maximum usable space for the future 206. Since the total acreage is 2.089, and one third of that is .696, the average size of a lot in this "sub-division" is above the R-30 minimum.

We would like to move ahead as soon as possible with the legal recording, in order that we might each put our energies to other tasks. If you need further information you can reach me at (770) 788-7737 (office) or (404) 427-0660 (cell). If there is any problem with the survey you can contact Mr. Brewer directly at (678) 873-7932. We would appreciate any help we can get to expedite this project.

Sincerely,

D. Hubert White

Encl: Excerpts from R-30 Zoning and Residential Infill Overlay, Preliminary Plat

**TOWARD REALIZATION OF A
MULTI-PURPOSE WELCOME CENTER
IN OXFORD, GEORGIA**

with Ideas and Recommendations for
Preservation, Development, and Funding

January 31, 2018

Erik Blackburn Oliver
Historian, Grantwriter, and Designer

INTRODUCTION

The city of Oxford appointed a Historic Preservation Committee on July 10, 2017, to assess the historic significance of two, recently-acquired properties and to suggest possible uses for the properties. The Committee completed its work and submitted a report in November, 2017, recommending demolition of 6153 Emory Street but rehabilitation and development of 107 W. Clark Street, also known as the "Yarbrough House," into a welcome center with space for museum display, group gatherings, and a coffee/tea shop.

The Committee further recommended a thorough inspection by a certified housing inspector and to move forward immediately with roof repair/replacement. The Committee advised that any rehabilitation and construction work should be done by/with someone with skill and expertise in historic preservation, and that the City should engage someone who "might assist...in pursuing grants and alternative funding to complete the project."

On November 20, 2017, the City entered into an agreement with me to "conduct appropriate research to identify grants available for preservation of historic properties located in the city of Oxford. Specific attention will be given to the property located at 107 W. Clark Street, Oxford." Further conversations with Mayor Roseberry clarified the need for more specific site and use recommendations based upon the Committee's report (how each use might be realized, which parts of the house to preserve or remove, etc.). Ideally, he would like to have the facility completed and open to the public by the end of 2019.

SITE FAMILIARIZATION AND VALIDATION

As a lifelong resident of Oxford, I have been familiar with the Yarbrough House and its successive owners for decades. However, it was not until conducting research for my Oxford books that I came to learn more about the Yarbrough family, their relationship to Atticus Haygood, and Haygood's relationship to the Yarbrough home as a student boarder, son-in-law, and finally aging bishop/president emeritus, and also about the connection of the Oxford Women's Club to the Yarbrough Oak's designation of self-ownership.

I have been in the Yarbrough House on three occasions since November, measuring and drawing the floorplan, taking photos, and assessing the condition of each room to familiarize myself with the site, to get a better sense of how the site might best fit with the Committee's recommendations, and what the funding needs might be. Having done so, I concur completely with the Committee that the Yarbrough House is uniquely suited to become Oxford's multipurpose welcome center.

Consider that Oxford College of Emory University is, almost wholly, a residential campus today. Each Fall, roughly five-hundred new students arrive from all over the United States and numerous countries, unload their belongings, and move into assigned dormitory rooms. Campus Life and Residence Life staff and members of the sophomore class welcome the new students and their parents with great celebration. Their first introduction to Oxford is on campus.

In contrast, imagine an Emory student of the 19th century disembarking at the Covington train depot and taking a carriage (later mule trolley) to Oxford for the first time, or arriving by horseback or wagon from a regional township. He likely would have been welcomed at the station or at the front door by a member of an Oxford family that was to be his host, for Emory students of the 19th Century boarded in the *homes of Oxford families*, not dormitories. One can imagine that,

upon arrival, his introduction to Oxford was in a front parlor, and that he would then settle into his room and begin to integrate into the family's schedule of meals and prayer in addition to his classes. Thus it is particularly appropriate and wonderful that the City has acquired a *historic home* to be its welcome center, and not just any home, but the home where our most oft-quoted and perhaps most celebrated historical figure, Atticus Haygood, boarded as a student and became a family member.

There are other reasons why the site is so well-suited for a welcome center. For example, it is nearly as old as the town, with estimated construction in the early 1850s, the same period in which the oldest campus buildings still standing were built, Phi Gamma Hall and Few Hall. Fewer than ten years before its construction, the Methodist Church had split, triggered by the issue of clergy owning slaves, most notably Oxford's Bishop James Andrew. Fewer than ten years later, the Civil War began. Rev. John Yarbrough was presiding elder for the Oxford Methodist Church (Old Church) from 1859-1862, pastor from 1863-65, and also pastor to the enslaved population here in 1865. It was in the autumn of 1865 that the Emory campus became a field hospital during the Battle of Atlanta.

The *location* of the Yarbrough House is ideal for a welcome center, as the house is visible from Highway 81 and directly across from City Hall. It is in the very heart of the planned town center district and within 200 yards of at least seven historic sites. The proximate pairing of City Hall and the Yarbrough House, facing each other, makes a pleasing and subtle statement about Oxford's commitment, in Haygood's words, to "stand by what is good and make it better if we can." The handsome modernity of City Hall pays architectural homage in building material (brick) and style to the insitutional grandeur of Seney Hall, the iconic clock tower and administration building on campus erected by President Haygood. City Hall is a 21st Century institutional building ("made better" than previous city halls) that fits aesthetically with Oxford's rich history (architectural complementarity "stood by"). In counterbalance, The Yarbrough House is modest and simple and represents home, family, neighbors, community, history, and heritage. It is a historic residence being preserved ("stood by") and repurposed for modern needs ("made better").

The Yarbrough House has the potential to be a vibrant, multipurpose gathering place. Ideally, it will be a place that people visit repeatedly and frequently, including citizens, students, faculty, staff, and visitors. Diversification of use will help ensure that. The house has ample space in which to erect both permanent and periodic displays to tell the story of Oxford—its past, current projects, and future plans.

ASSESSMENT OF BUILDINGS

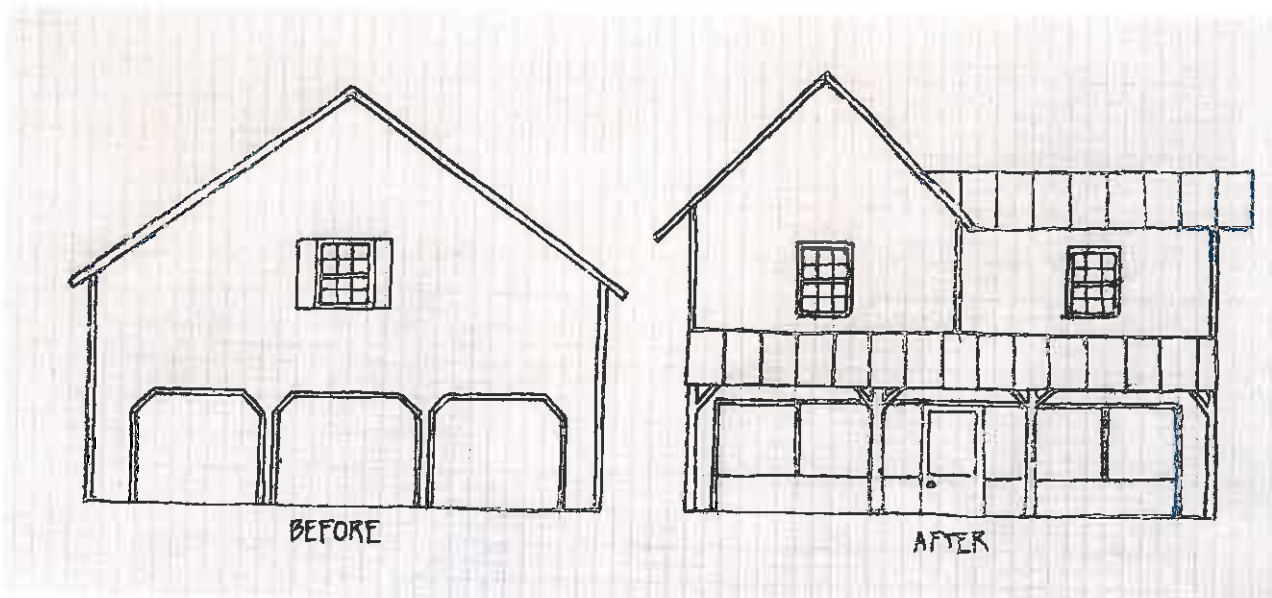
The following section of this report contains ideas from my reflections as a historian and designer and my assessment of the buildings' conditions, relationship to each other, uses identified by the Historic Preservation Committee, and my thirteen years of town center planning for Oxford.



What To Do With The Garage

In its present form, the three-car garage is aesthetically at odds with the historic home. It *diminishes the architectural charm of the house* (See image above). Furthermore, the garage lacks proper sheathing and moisture barrier under its siding. It has rotting fascia/soffit on the east side. Its roof is rusted. However, the frame and concrete slab appear solid. In other words, it needs significant work, but the "bones" are good.

The front facade and roofline could be modified considerably to fix the massing problem and architectural incongruity, as could resheathing the exterior (necessary) in a different material and color than the house. In the sketch below, the second floor is modified, a front porch added, and garage doors replaced with plate glass/wall and central door. This makes the structure look more like a 19th-early 20th Century store. A simpler option would be to keep the roofline but add the porch/plate glass windows and change the roof materials and siding color.

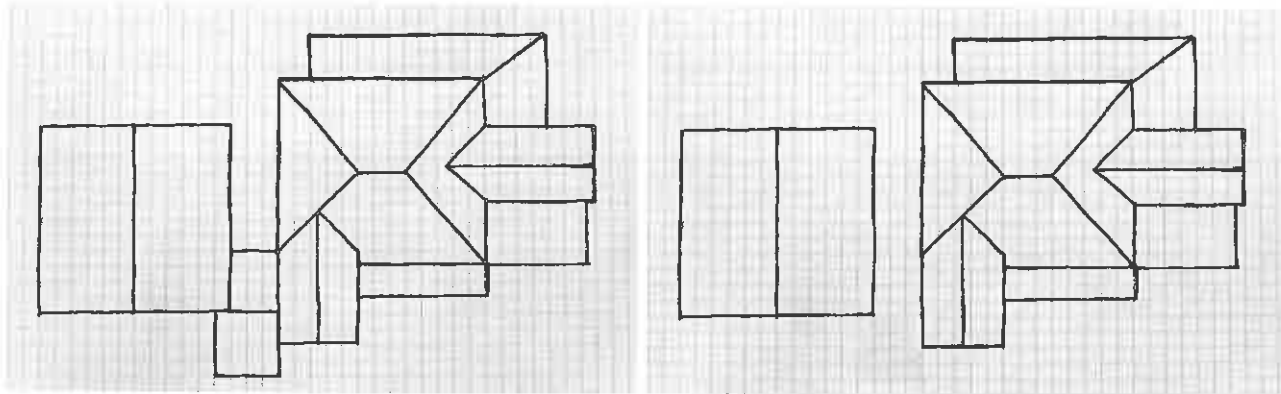


The garage offers opportunities. The open floor plan and concrete slab make this space *more suitable than the house for any kind of coffee/tea house or cafe*, and *no one room in the house is sufficient for larger group gatherings*. It would be easier to add a sprinkling system to the garage, if required by code for a potential commercial use, whereas it would not be easy or desirable to add the same to the house. The small breezeway connecting the house and garage could be fit with doors and locks to isolate the spaces from each other as needed (e.g. when the welcome center is closed but the coffee/tea house/cafe is not). The City might remove the breezeway entirely and rent the refurbished garage for a commercial enterprise (including upstairs apartment for live/work or AirBnB—much like Rock Store).

Another option is to remove the garage, perhaps leaving the concrete slab for parking and landscaping around it. If the garage is removed, there is also an opportunity to run an alley along the east property line. Parking will be necessary, preferably tucked away as with City Hall.

Recommendation: The Historic Preservation Committee recommended community center and coffee shop as uses for the site and "retention of the property's form as it has evolved over time." The garage's concrete floor and open floor plan downstairs (approximately 900 square feet if third bay partition is removed) will accommodate group gatherings and any food or beverage operation much better than the wood-floored house. Owners have built additions on practically every historic

home in Oxford. Homes grew as space needs changed. Some additions work well, others not so well. I recommend that the garage be kept but, in the process of replacing the siding and roofing, the city change its exterior appearance to better distinguish it from the house. I might remove the connector and rear screened porch to functionally and visibly separate the two buildings, but that's not critical.



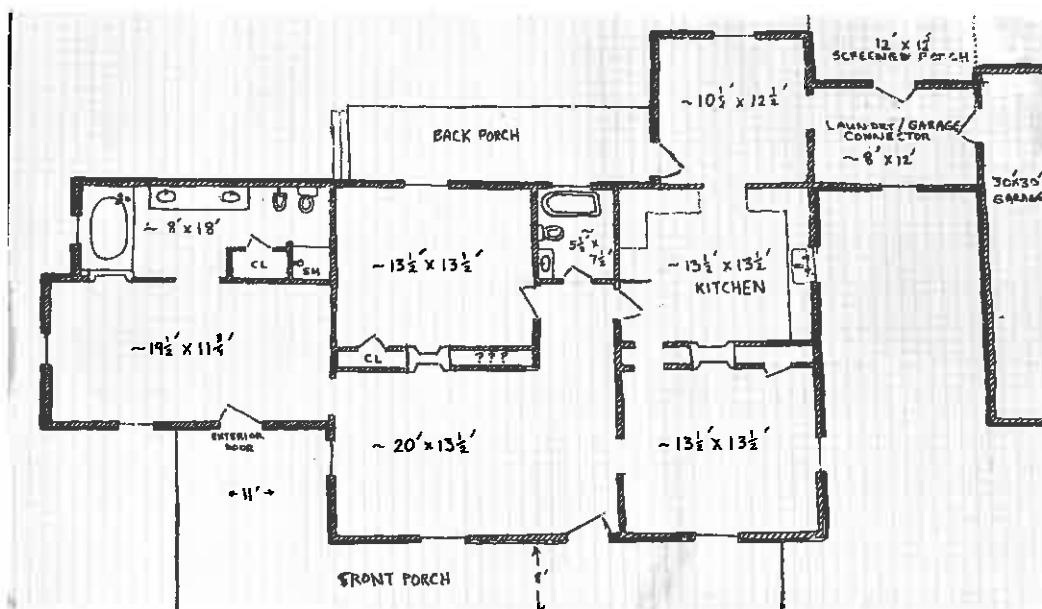
Existing Footprint

If Garage and House Were Separated

The House

The original floorplan appears to have been four equally sized rooms with a central hallway open to the front parlor, back to back fireplaces serving each pair of rooms, and front and rear porches. The front addition on the eastern side of the house and southern addition are quite old, probably added very early on as rooms for students or itinerate ministers.

The King family (owners prior to the Atchisons) added the garage, connector, screened porch in the 1990s and undertook significant renovation of the house. In recent years, Mr. Atchison replaced the wood siding with cementitious siding, repainted, and began but did not finish reroofing.



Recommendations: The Historic Preservation Committee pointed out that the interior of the house is in good condition for the most part and recommended a thorough, professional house inspection. Pending the results of that inspection, my initial recommendations from both a historical and modern use perspective would be to:

Internally:

- Restore the kitchen to the bedroom that it likely was. The room would serve the welcome center better for display/meeting space than a kitchen, and the kitchen is not in good repair.



- Convert the master bathroom into two ADA-accessible bathrooms (one to the left and the other to the right of a small, central hallway). Remove whirlpool tub, vanity, bidet, shower, and closet. Redesign. Alternatively, divide the space, but use one half for a single ADA-accessible bathroom, and the other half for a storage room.



- Remove old wallpaper throughout the house and patch walls. Identify 2-3 Oxford residents with a gift for interior design to research 19th Century interior styles of the Southeast and choose finishes accordingly.
- (Perhaps) Remove the connector to the garage and the screen porch. Reinstall external door and steps.
- At some point, one of the more recent owners knocked out the bricks between back-to-back fireplaces. Recommend having a mason replace those bricks.
- Expose and refinish original floors in rear extension.

Externally:

- Replace roofs on both structures, preferably with something period or that looks period. As mentioned earlier, consider different roof materials/colors for the house and garage respectively.
- The hardiplank used on the house and garage is not the best product available of its kind, but I don't know that it's desirable from a cost perspective to reinstall wood siding, unless the new siding was installed incorrectly on the house as on the garage.
- Repaint exterior compatible to the color palette of nearest homes and businesses (pastel greens, yellows, grays, blues, white)--something cheerful and welcoming.
- Repair, repaint, and rehang shutters.
- Pressure wash, stain, and seal front concrete porch.
- Deck back porch and install railing/stairs.

LANDSCAPE

The large backyard of the 107 W. Clark Street parcel provides much more flexibility for planning Oxford's town center. All planning charrettes and designs since 2005 have been limited to a north/south orientation using the "green space" once occupied by the gas station and repair shop. Now the city has the ability to also think in terms of east/west with more traffic flow/parking options. While long term town center planning continues, parking and landscaping for the welcome center must be addressed during the project period.



Planning Area Before



Planning Area Now

Recommendations:

- So that the city might see and consider the whole of its town center holdings, remove the chainlink fence and thicket of mulberry (?) and leland cypruses. Continue to maintain all as an expanded green for now.
- Consider shielding home(s) to the west (e.g. Burnett) by erecting a brick privacy wall along the western property line of 107 W. Clark Street, identical to the one erected behind city hall. This would also help to define the town center area.
- Develop a parking and landscape plan for the welcome center this Spring – image will be useful/necessary in fundraising.
- Include a portion of the backyard in the landscape plan to develop into a small garden for outdoor programs/receptions.

FUNDING STRATEGIES

In the late 1990s, the Oxford Historical Society undertook a large fundraising campaign to restore Old Church. The campaign was a great success, leaving the Society with more than \$100,000 beyond the project goal. The Society invested those funds and subsequently has been able to draw upon the interest to make additional, periodic repairs and improvements without diminishing the corpus drastically.

The campaign succeeded so well because it captured the hearts of many people with a personal association to Old Church, because it drew in partner institutions like Emory University and the United Methodist Church with direct and rich historical connections (which gave entree to solicit from large donors like the Woodruff Foundation), and because there was a dedicated team of community members (the Society) led by very much esteemed and widely known elder campaign chairs (Dean Emeritus Dr. Bond Fleming, assisted heavily by his wife, Mary Louise, and Society Treasurer Marshall Elizer). According to the memory of some Society members who were involved in the campaign, there very little funding from federal or state resources, if any.

Successful historic preservation fundraising campaigns are strategic, crafted to identify and encourage participation from potential donors who have a particular connection to the site (or purpose) for which funds are being raised. People/institutions interested in the Yarbrough House renovation/welcome center might include: any current or past resident or family of Oxford (including descendants of Yarbrough/Haygood families), Oxford College alumni, Oxford College/Emory University, the Oxford Historical Society, the Newton County Historical Society, the United Methodist Church, etc.

The project should have an illustrated narrative that sets context, tells a story, and speaks to specific needs. Whenever possible, divide the campaign into a variety of funding opportunities and amounts, and look for ways to acknowledge contributors in a permanent display (e.g. donor board).

The Yarbrough House renovation/welcome center project will be much smaller in scope than The Old Church. My sense is that it will have similar appeal to donors, particularly numerous individual donors and families able to give in the range of \$250-\$500. Just locally, we should be able to find a few individual donors and families who would contribute \$1,000-\$5,000, and local institutions, businesses, foundations, and family foundations that would give \$5,000-\$10,000. For example, Newton Trails raised over \$175,000 in *local funds only* to build all but the newest section of the trail in Oxford. People respond and give more readily when the project serves the public, as the trails do and the welcome center will.

There are very few state and federal grant programs that would be applicable to our project, particularly given the short project period (target completion by the end of 2019). Most of the ones that carry large awards are reserved for sites of greater historical significance. There are smaller grants for program development/support to which we might apply after renovation is complete. Federal and state grant programs typically have specific application deadlines (annually), review time before announcement of awards (3-6 months), and often require a considerable amount of administrative oversight and documentation. My sense is that the city does not want to wait a year or more to commence work while waiting to hear back on a federal or state grant award for construction/renovation, but that it might be valuable to apply for program support funds to develop the museum displays/materials.

The city has sufficient funds in hand the council might allocate in the next budget cycle to move forward with roof repair/replacement on the house and proceed with what the council chooses

to do with the garage (repair, redesign, or remove). Likewise, it can allocate enough to develop a more thorough fundraising campaign strategy, project narrative, potential donor list, and to make initial requests.

Once the Council has agreed upon a more precise project scope and had the house and garage inspected by a professional (as recommended by the Historic Preservation Committee), it will be possible to develop a project budget and campaign goal. If the Council wishes to move forward more quickly, it can approximate need, set a reasonable fundraising goal for the project period, and count its expenses as matching funds.

I recommend a campaign of no more than \$125,000--\$150,000 initially, including the city's expenses (but not purchase of the property). Furthermore, my sense is that the campaign will be more successful if the City begins with the Oxford Historical Society as its nonprofit, contributing partner. There will be grant opportunities available only to governments, and others only available to nonprofits. The precedent is Old Church – a City/Society partnership. The Yarbrough House is the second historic property owned by the City. I believe I remember correctly that the Society's charter indicates a mission scope beyond Old Church. It would be good if the campaign launched with seed contributions from both the City and the Society. **A significant contribution from the Society would require a vote by its full membership. The Society traditionally has its annual business meeting in February.**

Recommendations:

- Present project (Mayor Roseberry) at upcoming Oxford Historical Society annual meeting in February and ask the membership of the Society to contribute a portion of its money as an inaugural partner.
- Engage someone to manage the project, starting with developing a fundraising strategy, fundraising materials, and leading a project fundraising team.
- Instead of appointing a committee to oversee the project, engage community members/citizens to be involved in various parts of the project according to their skills and interest (e.g. fundraising, interior design planning and implementation, landscape planning and implementation, museum display planning and curation, etc.), i.e. a team-by-team approach rather than general committee.

SAMPLE of POTENTIAL FEDERAL, STATE, and FOUNDATION GRANT PROGRAMS

[Note: In most cases, narrative is taken directly from websites.]

Georgia Department of Natural Resources/Historic Preservation Division/Tax Incentives and Grants <http://georgiashpo.org>

- **Georgia Heritage Grant Program** - Offers matching funds on a statewide competitive basis to local governments and nonprofit organizations (except for churches and other religious organizations) for the preservation of Georgia Register and National Register-eligible historic properties. The program provides matching grants for development and predevelopment projects. Development projects may include bricks and mortar activities, such as roof, window and foundation repair, or brick repointing. Predevelopment projects may include construction documents, feasibility studies, historic structure reports, or preservation plans.
http://georgiashpo.org/sites/default/files/hpd/pdf/financial_and_technical_assistance/GorgiaHeritageGrant.pdf

- **Historic Preservation Fund Grant** - Provides pass-through grant funding to Certified Local Governments. Eligible survey and planning activities include surveys, National Register nominations, design guidelines, brochures, web site development, heritage education materials, workshops/conferences, etc. Eligible predevelopment projects include activities such as historic structure reports, preservation plans, or architectural drawings and specifications. <http://georgiashpo.org/hpfgrants>

The Historic Preservation Fund (HPF) Grant program is appropriated annually from Congress through the National Park Service to the states. HPD reserves 10 percent of each year's appropriation for grants to Certified Local Governments (CLGs). The 60/40 matching grants enable cities, towns, and rural areas to undertake projects that aid in the preservation of historic properties.

[Note: Oxford is not listed as a CLG for Historic Preservation as we do not have historic preservation ordinances (and opted against such last time we did a development ordinance overall.)]

Approximately 10-12 grants are awarded annually, depending on the amount of the Historic Preservation Fund allocation. **Grant amounts generally range from \$1,000 to \$15,000.**

[Note: This is a relatively low amount that might not make competition worth it until we are ready to create the museum and programs]

Applications must be postmarked on or before **February 1, 2018**. Grant awards will be announced in April 2018. Projects may begin in May 2018 and must be completed by September 30, 2019.

[Note: I made multiple attempts to contact the grant program manager, Allison Asbrock, in recent weeks with no response. The deadline for this year's application period has just passed. It's not clear if we would be eligible yet. Allison Asbrock: 770-389-7868 or at allison.asbrock@dnr.ga.gov.]

National Park Service: Save America's Treasures Grant Program

<https://www.nps.gov/preservation-grants/sat/index.html>

Save America's Treasures grants from the Historic Preservation Fund provide preservation assistance to nationally significant historic properties. Grants are awarded through a competitive process and require a dollar-for-dollar, non-federal match, which can be cash or documented in-kind. The grants are administered by the National Park Service (NPS) in partnership with the National Endowment for the Arts (NEA), the National Endowment for the Humanities (NEH), and the Institute of Museum and Library Services (IMLS).

[Note: Contacted the program administrator, and our project really doesn't meet the minimum requirement of being a "nationally significant historic property." This is the ONLY funded federal-direct historic preservation grant program right now, and it was only recently funded again – no funding since 2010.]

National Endowment for the Humanities Challenge Grants

www.neh.gov/grants/guidelines/challenge.html

Challenge grants help institutions and organizations secure long-term support for, and improvements in, their humanities programs and resources. Funds can be used to create endowments for maintenance of facilities. In special circumstances, challenge grants can help with limited direct costs, including construction and renovation of facilities and conservation of collections.

National Endowment for the Humanities: We the People: Interpreting America's Historic Places Grants

www.neh.gov/grants/guidelines/IAHP_Planning.html

www.neh.gov/grants/guidelines/IAHP_Implementation.html

Interpreting America's Historic Places projects may interpret a single historic site or house, a series of sites, an entire neighborhood, a town or community, or a larger geographical region.

Georgia Humanities Council

The Georgia Humanities Council awards grants for cultural programs that bring together and strengthen communities through dialogue and shared experience. Georgia Humanities supports the efforts of nonprofit organizations seeking to foster connections between people and ideas. Through a competitive process, we award grants to such cultural, civic, and educational entities as **museums**, libraries, **universities**, and **historical societies** for a range of projects, including **walking tours**, **exhibitions**, **author talks**, **lecture series**, and **literary festivals**.

Nonprofit organizations with 501 (c)-3 status are encouraged to apply for grants of **up to \$2,000** for humanities programs. Programs must involve at least one humanities scholar, bring the public together for discussion and exchange, and be free and open to the public.

Georgia Humanities offers two application cycles a year, one in the fall and one in the spring. Applications for the fall cycle must be postmarked by September 30, and applications for the spring cycle must be postmarked by March 30.

The next grant deadline is March 30, 2018. Final applications must be postmarked March 30, 2018.

[Note: City not eligible, but Oxford Historical Society is. Very small grant award, but could be helpful once welcome center/museum are established. Perhaps for inaugural event/talk or displays.]

SAMPLE OF GEORGIA FOUNDATIONS

I have been told that the recession of 2008-2009 greatly diminished the Newton-based Arnold Fund, and that the Fund has not awarded grants at large since. I do not believe the Porter Fund has ever made a grant to Oxford, so it might be worthwhile to approach them. Some local families have funds available through the Community Foundation of Greater Atlanta. The following are a sampling of other foundations that make grants available for historic preservation in Georgia:

Adler Family Foundation: The Foundation, founded in 2001, will make contributions to various non-profit organizations which focus on humanities, education, and preservation. For more information, contact the Foundation at 427 Bull Street, Savannah, Georgia 31401.

Exposition Foundation, Inc.: The Foundation's primary areas of interest include the fine arts and higher/ secondary education, as well as support for social services, housing, and health. Historic preservation and historical societies are listed in the Foundation's fields of interest. Giving is limited to organizations in Atlanta, Georgia. For more information, contact the Foundation at PO Box 421099, Atlanta, Georgia 30342.

James J. and Angela Harris Foundation: Grants are awarded to eligible Georgia and North Carolina nonprofits and proposals in all topic areas will be considered. The Foundation supports annual and capital campaigns, building construction/renovation, challenge/matching grants, general operating support, program development, and scholarship funds. There are no application deadlines or forms. Letters of inquiry are due in April and October to PO Box 220427, Charlotte, North Carolina, 28222.

The Synovus Foundation: Formerly C B& T Charitable Trust, the Synovus Trust Company gives primarily in the Columbus, Georgia, area, with an emphasis on youth agencies and higher and early childhood education, museums and the arts, **historic preservation**, health associations, and community development. For more information, call 706-327-3303 or write to The Synovus Foundation, P.O. Box 23024, Columbus, GA. 31902.

[Note: Long shot given focus on Columbus, but Oxford might catch their attention because Edward Lloyd Thomas was the surveyor for both Columbus and Oxford.]

The Telford Family Foundation, Inc.: Located in Georgia and gives grants primarily within the state. The foundation's fields of interest include **historic preservation/historical societies**; human services; protestant agencies & churches. For more information, please contact 706-886-9761 or write to The Telford Family Foundation, 245 W Doyle Street, Toccoa, GA 30577-2311.

Robert W. Woodruff Foundation, Inc.: This is a private foundation with a broad charter to support charitable, scientific and educational activities. Grants generally are limited to tax-exempt public charities located and operating in Georgia. Traditionally, preference has been given to one-time capital projects and to other extraordinary needs of well-established public charities. For more information, call 404-522-6755 or visit woodruff.org/grants-program.

[Note: The Woodruff Foundation has given generously to Oxford College over several decades and most recently provided the majority of the funds for the new science building. They were a major funder of the Old Church restoration project. Given the relatively small scale of our project, it's worth asking them.]

Wormsloe Foundation, Inc.: Established in 1951, this foundation gives primarily in the state of Georgia for projects involving the preservation and study of agriculture, horticulture, forestry, and **historical sites and documents**. For more information, send an initial letter of approach to P.O. Box 8346, Savannah, GA 31412.

Enviroprobe, LLC
1931 Highway 11 S
Covington, Georgia 30014
email: enviroprobe@bellsouth.net
Phone: 404-557-9320

City of Oxford
110 West Clark Street
Oxford, Georgia 30054

February 13, 2018

Ref: **Asbestos Abatement and Demolition Cost Proposal**
Residential Duplex
6153 Emory Street
Oxford, Georgia 30054

Asbestos Abatement, demolition and site work for the site referenced above.
Includes the following:

Asbestos Abatement

- Abate both kitchens walls and ceilings 1,221 s/f
- Abate side-A bathroom gold linoleum floor 100 s/f
- Submit Georgia EPD Abatement notification & Fees
- Roll off Containers transportation & disposal
- Disposal of ACM's with manifest
- Certified Abatement Supervisor
- Certified Abatement Workers

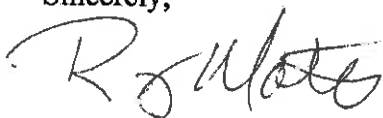
Demolition

- Location of utilities
- Obtain local Demolition Permit
- Submit Georgia EPD demo notification
- Demolition and removal of Residential Duplex
- Equipment and labor
- Roll off Containers transportation & disposal
- Backfill and balanced with dirt on site
- Seed and straw site on completion

Total Project Cost \$21,550.00

If you have any questions about the proposal please do not hesitate to call me at (404) 557-9320.
Thank you for the opportunity of being of service to you.

Sincerely,



Roy Mote

HCS Services, LLC

Waterline, sewer & Grading

PROPOSAL

DATE: 2/13/2018

150 Hardwick Drive
 Covington, GA 30014
 Cell (678)725-7058
 Email huiestewart@gmail.com

CUSTOMER	
City Of Oxford	
ARTICLE AND DESCRIPTION	PRICE
- Demo house at 6153 Emory Street - asbestos abatement - concrete disposal - seed and straw existing grade	\$27,500.00
TOTAL DUE	\$ 27,500.00

If you have any questions about this proposal, please contact

Huie Stewart @ (678) 725-7058

Thank You For Your Business!



Budget calendar for FY2019

Friday, January 19, 2018	Budget forms distributed to department heads
Friday, February 9, 2018	Department budget requests submitted to City Manager
Monday, March 19, 2018	Council work session on budget to review preliminary budget. Remind Council to begin discussion on millage rate. Discuss budget requests and revenue estimates.
Friday, April 20, 2018	Combined advertisement appears in <i>Covington News</i> for presentation to council, public hearing, and adoption. (At least a week must intervene between the ad & public hearing.)
Monday, May 7, 2018	Draft budget presented at regular city council meeting -7:00 PM. Meeting will include work session on budget (if necessary).
Monday, May 21, 2018	Work session and Public Hearing-6:00 PM (At least a week must intervene between the public hearing and budget adoption.) Remind Council about adopting the millage rate.
Monday, June 4, 2018	Adopt Budget-7:00 PM (Decision point if millage is to be raised.)
Monday, June 18, 2018	Receive Tax Digest from County Tax Commissioner. Note: If Council does not increase millage or adopts the rollback rate, we will have the advertisement of 5 Year History ready for publication.
Friday, June 22, 2018	5 Year History Ad with notice of Public Hearing published.
Monday, July 16, 2018	Hold Public Hearing for Council to adopt millage rate.
Wednesday, July 18, 2018	Tear sheet and PT38 to Tax Commissioner.
Monday, July 23, 2018	Tax Commissioner delivers report to State.

Notice: If the millage rate is increased above the rollback rate, law requires (3) three public hearings and advertising seven days apart from each other prior to final adoption.