

CITY OF OXFORD
BOARD OF COMMISSIONERS' AGENDA MEETING
Tuesday, January 3, 2017 - 5:30 p.m.
Commissioners' Board Room, City Hall

Mayor Pro Tem Calvin (C.J.) Harris, Jr.
Commissioner James (Danny) Currin
Commissioner S. Quon Bridges



Commissioner Frank Strickland
Commissioner Patricia T. Fields
Commissioner Ron Bullock
Commissioner Alvin Woodlief

Elke Doom, City Manager
Barbara Rote, City Clerk

J. Thomas Burnette, City Attorney

Jackie Sergent, Mayor

[CALL TO ORDER]

[Please be reminded to turn off or mute all cell phones and/or electronic devices]

1. Distribute Code of Ethics for review and signing.
2. Consider appointing Interim City Manager
3. Set the Agenda for the January 10, 2017 Regular Session.

[CLOSED SESSION]

Pursuant to G.S. 143-318.11(a)(6) the Board will go into Closed Session to discuss a personnel matter, G.S. 143-318.11(a)(3) to consult with the Attorney in order to protect the attorney-client privilege, and approve the closed session meeting minutes of November 8, 2016.

[ADJOURNMENT]

REMINDERS:

If you need additional information about the following items, please see the City Clerk.

- January 11: RSVP to Cyndi for Chamber Banquet (guests \$40 payable to Chamber)
- January 16: Martin Luther King Jr. Breakfast – 8 a.m., Oxford Baptist Church
City offices Closed
- January 30: Granville County Chamber Banquet – 6:30 p.m., VGCC Civic Center

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, January 10, 2017 - 7:00 p.m.
Commissioners' Board Room, City Hall

Mayor Pro Tem Calvin (C.J.) Harris, Jr.
Commissioner James (Danny) Currin
Commissioner S. Quon Bridges

Elke Dom, City Manager
Barbara Rote, City Clerk



Jackie Sergent, Mayor

Commissioner Frank Strickland
Commissioner Patricia T. Fields
Commissioner Ron Bullock
Commissioner Alvin Woodlief

J. Thomas Burnette, City Attorney

MISSION

The mission of the City of Oxford is to serve and improve our community by providing high quality, affordable services, sound planning for growth and development, and offering the highest possible quality of life - while maintaining the public's trust through open communication and ethical standards at all times.

VISION

The City of Oxford will partner with the community to build upon the charm and character of our historic, vibrant, and walkable city to create an extraordinary quality of life for all.

Core Values - ETHICORE

The elected officials, staff, and volunteers of the City of Oxford value and commit to model the following:

EQUAL TREATMENT for everyone with **DIGNITY**, **COURTESY**, and **RESPECT**
TEAMWORK within our organization and our community
HONESTY in all of our dealings with citizens, fellow workers, and other organizations
INTEGRITY in every action and service
COST-EFFECTIVE and **QUALITY** services for our community
OPEN and **TRANSPARENT COMMUNICATION** with all parties
RESPONSIBILITY for our decisions and actions
EXCELLENCE in every deed

****The mnemonic ETHICORE was adopted as a helpful tool to remind us of our core values****

[CALL TO ORDER]

[Please be reminded to turn off or mute all cell phones and/or electronic devices]

[MISSION, VISION, VALUES]

1. Prayer by Reverend Chris Aho, Oxford Baptist Church
2. Pledge of Allegiance Commissioner Ron Bullock
3. Consider adjustments to and approval of the Agenda:

4. Opening Remarks by Mayor Sergeant

In order to provide for the highest standards of behavior and transparency in governance, the Board of Commissioners has approved a Code of Ethics to establish guidelines for ethical standards for Board Members and to provide guidance in determining appropriate conduct. Among those: Board members should avoid impropriety in the exercise of their official duties and should conduct the affairs of the board in an open and public manner. The Mayor now inquires whether any Board Member knows of any conflict of interest, or appearance of conflict, with respect to matters before the Board. If any Board Member knows of a conflict of interest, or appearance of a conflict, please state so at this time.

[DELEGATIONS]

5. Recognition of Distinguished Citizens:
 - Community Leader Stan Foxx
 - WWII Veteran Bert Glover
6. Report from Winston, Williams, Creech, Evans and Co., LLP on the annual financial report (Attachment)
- 6a. Consider accepting the annual financial report for FY 2015-2016

[PUBLIC COMMENT ON AGENDA and NON-AGENDA ITEMS]

Citizens may speak on Agenda as well as Non-Agenda items at this time. Citizens wishing to address the Board must sign in on the form located with the City Clerk prior to the beginning of the meeting. When recognized by the Mayor, come forward to the podium, state your name, address, if you are a City resident, and identify the subject about which you wish speak. Please review the Public Comment Guidelines that are provided alongside the sign in form.

[PUBLIC HEARINGS]

Citizens may only speak on public hearing items at this time. Citizens do not need to sign up in order to speak at a public hearing. When recognized by the Mayor, come forward to the podium, state your name, address, and if you are a City resident. Please review the Citizen Comment Guidelines that are provided at the end of this Agenda.

7. Public hearing to amend the Oxford Zoning Ordinance, Section 804.5 (nonconforming uses of structures), and the Historic Preservation Ordinance, Article 1203E, Section 7.1 (2).

The proposed amendments would allow consideration for nonconforming uses of structures in the historic district to continue under certain guidelines. Mr. Don McLean of Raleigh, NC is requesting the amendment in order to continue the use that was previously established as a multifamily dwelling unit. The structure is located at 226 College Street. The Historic Preservation Commission supports the amendment. (Attachment)

- 7a. **Consider Recommendations:** Amend the Oxford Zoning Ordinance, Section 804.5 (nonconforming uses of structures). And the Historic Preservation Ordinance, Article 1203E, Section 7.1(2).

[OLD BUSINESS]

[NEW BUSINESS]

8. Consider approving the audit contract in the amount of \$36,000 with Winston, Williams, Creech, Evans and Co., to audit the City's financial statements for the period beginning July 1, 2016 and ending June 30, 2017.

The Local Government Commission requires that the audit contract for the City contain the date of the governing board's approval of the contract. The firm of Winston, Williams, Creech, Evans and Company has submitted a contract to audit the accounts of the City of Oxford and prepare the Comprehensive Annual Financial Statement as of June 30, 2017, for a fee of \$36,000. (Note: The fee is the same as last year's audit contract.)
(Attachment)

Recommended action: Staff recommends approving the audit contract in the amount of \$36,000 with Winston, Williams, Creech, Evans and Co., to audit the City's financial statements as of June 30, 2017, and authorize the Mayor to sign the Contract.

9. Consider a budget amendment in the amount of \$16,476.73, payable from the lapsed salary mechanic line item into the Public Works budget.

There was no vehicle in the fleet for the new Public Works Director. The previous vehicle had been moved to the Street Department to replace a vehicle that was moved to Buildings and Grounds. After meeting with the City Manager and Finance Director, it was decided to use the lapsed salary in the Mechanic line item, so as to not ask for additional funds. A 2014 Ford Escape was purchased. No funds will be allocated from the General Fund Balance. (Attachment)

Recommended action: staff recommends approving a budget amendment in the amount of \$16,476.73, payable from the lapsed salary mechanic line item.

10. Authorize the City Manager to sign an Agreement with Jake's Ridge, LLC, Northstar Thornrose and Bruce Whitten for the City to pay Garrison Enterprise, Inc. directly for the cost of Two Sixteen Inch Inline Valves in the amount of \$44,100 (total) and allow delaying the installation of the sidewalks for the two developments until the construction of Thornrose.

The Public Works Committee met and agreed to pay for the cost of two (2) sixteen inch inline valves that were required as part of the Jake's Ridge and Thornrose Developments. The cost by Garrison, Enterprise, Inc. of the two valves is \$44,100 (total) and it will require a budget amendment to cover this cost. In addition, the Committee agreed to allow the installation of the sidewalk for the two referenced projects to be installed during the construction of Thornrose but prior to the Certificate of Occupancy for Thornrose being granted; instead of separately as part of each individual project. (Attachment)

Recommended action: The Public Works Committee recommends authorizing the City Manager to execute the agreement regarding the valves and sidewalks in the amount of \$44,100 with Jake's Ridge, LLC, Northstar Thornrose, LLC and Bruce Whitten.

11. Consider authorizing the City Manager to sign the Phase II of the Orphan Landfill agreement with S&ME in the amount of \$160,000 and an additional task order on the amount of \$5,500 to perform a limited geotechnical site characterization.

The City of Oxford contracted with S&ME, Inc. to do the First Phase, Remedial Investigation, of the multi-phase project at the Orphan Landfill. The Site investigation phase has been completed and the report has been submitted to the State for their review. Phase Two for \$160,000 will begin the Delineation Phase activities. Phase Two will require a budget amendment of approximately \$15,000 near the end of the project to balance the budget but will not actually cost the City any monies. Both Phase One and Phase Two costs will be reimbursed by the State. The additional Task Order for \$5,500 is to perform a limited geotechnical site characterization for the site and produce a report that can be utilized by a potential developer to prepare preliminary site development schemes. This Task Order is not reimbursable by the State. (Attachment)

Recommended action: Staff recommends authorizing the City Manager to sign the Phase II of the Orphan Landfill agreement with S&ME in the amount of \$160,000 and an additional task order on the amount of \$5,500 to perform a limited geotechnical site characterization.

12. Consider adopting amendments to the 2012 Municipal Records Retention and Disposition Schedule.

From time to time, the State Department of Archives amends the Record Retention Schedule based on changes to laws made by the General Assembly. These changes then need to be adopted by local governments. Recent changes to the 2012 Retention Schedule include *Standard 6: Emergency Services and Fire Dept. Records* and *Standard 9: Law Enforcement Records*. (Attachment)

Recommended action: Staff recommends adopting the amendments to the September 10, 2012 Municipal Records and Retention and Disposition Schedule as requested by the State Department of Archives and incorporate the changes by reference.

[REPORTS]

- 13. December Financial Report highlights by Finance Hak Ung. Reports will be provided on meeting night.
- 14. City Manager Report

[CONSENT AGENDA]

- 15. Accept the December Financial Report by Finance Director Ung (available on meeting night)
- 16. Approve the following 2016 meeting minutes:
 - * December 5, Agenda Session
 - * December 13, Regular Session

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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- January 16: Martin Luther King Jr. Breakfast – 8 a.m., Oxford Baptist Church
City offices Closed
- January 30: Granville County Chamber Banquet – 6:30 p.m., VGCC Civic Center

CITY OF OXFORD PUBLIC COMMENT GUIDELINES:

The Mayor and Board welcome and encourage citizens to attend City Board Meetings and to offer comments on matters of concern to them. Citizens are requested to review the following public comment guidelines prior to addressing the Board:

- a) Citizens are requested to limit their comments to five minutes. However, the Mayor, at his or her discretion, may limit comments to three minutes should there appear to be a large number of people wishing to address the Board.
- b) Comments should be presented in a civil manner and be non-personal in nature, fact-based, and issue oriented. Except for the public hearing comment period, citizens must speak for themselves during the public comment periods.
- c) Citizens may not yield their time to another person.
- d) Topics requiring further investigation will be referred to the appropriate City official, Board Committee or agency, and may, if in order, be scheduled for a future meeting Agenda.
- e) Individual personnel issues are confidential by law and will not be discussed. Complaints relative to specific individuals are to be directed to the City Manager.
- f) Comments involving matters related to an on-going police investigative matter and/or the court system will not be permitted.
- g) Citizens should not expect specific Board action, deliberation, and/or comment on subject matter brought up during the public comment section unless and until it has been scheduled as a business item on a future meeting Agenda.