

**CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING**

**Tuesday, October 11, 2016 - 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*



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

*Elke Doom, City Manager
Barbara Rote, City Clerk*

Jackie Sergent, Mayor

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 Tolokun Omokunde, Timothy Darling Presbyterian Church
2. Pledge of Allegiance Major Pro Temp Calvin (C.J.) Harris
3. Consider adjustments to and approval of the Agenda:
 - Closed Session: To discuss Property Matter
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. Welcome Leadership Granville
6. Proclamation Fire Prevention Week
7. Recognition – October Yard of the Month to Jean Cannady, Coggeshall Street
8. Recognition – Winners for 2016 Yard of the Month (YOM) Drawing
 - July YOM Winners – Joseph and Bertina Tyler
 - August YOM Winners – Earl and Doris Hunt
 - October YOM Winner – Jean Cannady

[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.

[OLD BUSINESS]

No Old Business

[NEW BUSINESS]

9. Consider calling for 4 public hearings in conjunction with the November 8, 2016 Regular Session for the following Zoning Amendments

A. Amendment to include Building Design Guidelines in the B-1 (Central District)

The guidelines will complement the Downtown Masterplan. The review process has included the Downtown Masterplan Committee, Planning, Business & Development Committee, the Downtown Economic Subcommittee, and the Planning Board.

B. Amendment to include the definition and development standards for bars/taverns.

Currently, the zoning ordinance does not have a definition for a bar/tavern. The amendment would allow them as a special use in all of the business zoning districts (B-1, B-2, and B-3). The review process has included the Downtown Master Plan Committee, Planning, Business & Development Committee, the Downtown Economic Development Corporation, and the Planning Board.

C. Amendment to section 403.9 for posting signs on utility poles.

This is an effort to eliminate signs that are posted on utility poles within the City of Oxford's planning jurisdiction to prevent visual blight.

D. Amendment to section 405.3(B) to read "Temporary yard sale signs are to be placed in residential districts only".

Currently, yard sale signs can be placed in all zoning districts. They are often posted but not removed, particularly in the business district causing sign clutter.

Recommended action: Staff recommends calling for 4 Public Hearings in conjunction with the November 8, 2016 Regular Session for various zoning ordinance amendments.

10. Consider adopting a demolition ordinance for 111 Hunt St. owned by Sarah Wilkerson.

The structure, which resembles a house, was built as an accessory structure and has a value of \$3,650 with a land value of \$9,405. The principal structure burned in 2007. (Attachment 10)

Recommended action: Staff recommends adopting the Demolition Ordinance for 111 Hunt St. owned by Sarah Wilkerson.

11. Consider approving a subdivision plat for a parcel of land off of E. Industry Dr. for the location of the proposed water tank.

The site is Tract 1 of the plat and just under an acre. It will meet the requirements for the intended use. (Attachment 11)

Recommended action: Staff recommends approving a subdivision plat for a parcel of land off of E. Industry Dr. for the location of the proposed water tank.

12. Consider authorizing the City Manager to sign Task Orders with McGill Associates, not to exceed \$750,000, to provide engineering services for the approximate \$8.6 million loans and grants for Clean Water (wastewater collection system) and Drinking Water (water distribution system); and The Wooten Company, not to exceed \$140,000, to provide engineering services for the approximate \$2 million Community Development Block Grant (CDBG) that the City applied for in September 2016.

The Board of Commissioners previously approved the resolutions to apply for Connect NC Bonds, Clean Water & Drinking Water loans/grants, and CDBG funding at their September 21, 2016 meeting. The Board also previously approved McGill Associates and the Wooten Company for On-Call Engineering Services at their October 13, 2015 meeting. McGill Associates and the Wooten Company are qualified engineering firms capable of providing the City with the necessary services for the previously mentioned projects, which may include but is not limited to design, permitting, construction observation/administration and grant/loan administration. Money is in the FY 2017 Water Fund Budget that will cover the consultant's fees.

Recommended action: Staff recommends authorizing the City Manager to sign Task Orders with McGill Associates not to exceed \$750,000, to provide engineering services for the loans and grants for Clean Water (wastewater collection system) and Drinking Water (water distribution system), and The Wooten Company, not to exceed \$140,000, to provide engineering services for the Community Development Block Grant (CDBG).

13. Consider adjustments to the Facility Rental Fee Schedule and Program Fees with effective date January 1, 2017, and updating all related documents.

The Parks & Recreation Director held the annual review of the Department's Fees & Charges with the Recreation, Parks, & the Environment Committee on September 26, 2016. The following items were discussed and recommended for change along with the price adjustments as attached.

- Hix Gymnasium Tournament Rate – There has not been a tournament rate set for any facility other than Oxford Park Athletic Complex. We have individuals and groups using Hix Gymnasium to host tournament events for profit. The tournament rate for Hix Gymnasium will be equal to the tournament rate for Oxford Park Athletic Complex - \$700 per day. Non-profits will be charged \$500 per day. There is also a previously approved \$50 clean-up fee required.
- Field Rentals – Due to the rising cost of operating our ball fields, the hourly rate for rentals, as well as, the light use fee is being increased.
- Tournament Rate at Oxford Park Athletic Complex – Likewise, the tournament rates are being increased to assist in recovery of operating costs. (Attachment 13)

Recommended action: The Recreation, Parks, & the Environment Committee, and staff recommend adjustments to the Facility Rental Fee Schedule and Program Fees as presented effective January 1, 2017, and updating all related documents.

14. 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 14)

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]

15. September Financial Report highlights by Finance Director Ung. Reports will be provided on meeting night.
16. Manager's Report – City Manager Elke Doom

[CONSENT AGENDA]

17. Accept the September Financial Report by Finance Director Ung (available on meeting night)
18. Approve the following 2016 meeting minutes:
* September 6, Agenda Session * September 21, Special Session

[BOARD COMMENTS]

[CLOSED SESSION]

Pursuant to G.S. 143-318.11(a)(5) the Board will go into Closed Session to instruct staff concerning the negotiation of the price concerning the acquisition of real property located off of E. Industry Drive, and approve the closed session meeting minutes of August 9, 2016.

[ADJOURNMENT]

REMINDERS:

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

- Oct. 13: Fire Department Open House – Fire Department - 6:00 p.m.
- Oct. 16: Free Women’s Self Defense Class for Oxford residents – information and registration at oxfordnc.recdesk.com or 919-603-1135
- Oct. 31: Agenda Meeting (for Nov.) – 5:30 p.m. City Hall
- Oct. 31: Downtown Trick-or-Treat – 3:00 p.m.- 5:00 p.m., Downtown Oxford

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.