

CITY OF OXFORD
BOARD OF COMMISSIONERS' AGENDA MEETING
Monday, December 5, 2016 - 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

Jackie Sergent, Mayor

J. Thomas Burnette, City Attorney

[**CALL TO ORDER**]

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

1. Consider request by Granville Little Theater for the use of City Hall at no charge for two fundraising events in 2017. This includes 3 rehearsals and 4 performances.

Granville Little Theater has requested to use City Hall Auditorium for fundraising events on January 28 and 29; and February 25 & 26 at no charge. They are also requesting the use of the auditorium for auditions and rehearsals related the performances. At the current rental rate, the four performances would total \$400 (\$100 each) and the three rehearsals would total \$75 (\$25 each). The City recently sponsored "Little Women", which included performances and associated rehearsals. City Manager Doom will lead this discussion. A representative from Granville Little Theater should be present.

Recommended Action: Consider request by Granville Little Theater for the use of City Hall at no charge for two fundraising events in January and February 2017 that include 3 rehearsals and 4 performances.

2. Review the use of the Downtown Compactor behind Ace Hardware that is used by 11 businesses.

City Manager Doom will lead this discussion (Attachment 2)

3. Review the request for an additional street light on Martin Luther King Ave., between the Oxford Loop and I-85 ramp.

City Manager Doom will lead this discussion (Attachment 3)

4. Set the Agenda for the December 13, 2016 Regular Session (Attachment 4)

[ADJOURNMENT]

REMINDERS:

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

- Dec. 15: City Offices Closed 11:45 AM – 1:30 PM – Employee Appreciation Luncheon
- Dec. 22-26: City Offices Closed – Christmas Holiday

**MEMO**

TO: Madame Mayor and Commissioners
FROM: Elke Doom, City Manager
DATE: November 29, 2016
SUBJECT: Downtown Compactor (Ace Hardware)

It has come to my attention that the rate charged to the local merchants that use the Downtown Compactor (Ace Hardware) is not sufficient to cover the monthly charge from Waste Industries.

Currently we charge the 11 businesses using the compactor \$506 per month which is considerably less than the monthly bill sent to the city for payment. See below:

| | |
|-----------|-----------|
| July | \$879.01 |
| August | \$ 791.25 |
| September | \$866.36 |
| October | \$ 731.26 |

Options to consider:

Raise the rates to cover the actual cost of the compactor.

Raise the rates to meet the actual cost and include a rate adjustment factor for future rate increases.

Remove the compactor and allow each business to contract individually for trash removal.



MEMO

TO: Madame Mayor and Commissioners
FROM: Elke Doom, City Manager
DATE: November 29, 2016
SUBJECT: Additional Street Light

Interim Manager Mike McLaurin, Police Chief Al Coley and Engineer Amy Ratliff worked together to identify and recommend an area in need of additional lighting for safety purposes.

Dud Frazier recently received an estimate from Duke Energy for the cost to install and monthly electric charges for a proposed new light at MLK Jr., Oxford Loop to I-85 Ramp.

Complete installation estimate of light is \$5,461.21 with an estimated monthly electric bill of \$178.96.

This cost has not been budgeted for this year and installation and maintenance costs may cause him to be over-budget this year.

Options to consider:

- Have Dud proceed with the light installation in hopes his budget can absorb the cost
- Have Dud proceed and consider a budget amendment at the December Board meeting to cover the cost of installation and increased electricity use.
- Have Dud proceed with the light installation and be aware that he may need a year end budget adjustment from the general fund if he runs short
- Have Dud include the light in next year's budget
- Leave the intersection as- is and not install the light

**CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, December 13, 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 Jenny Wilson, Oxford United Methodist Church
2. Pledge of Allegiance Commissioner Quon Bridges
3. Consider adjustments to and approval of the Agenda:
4. Opening Remarks by Mayor Sargent
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 for 25 years of loyal membership in the Tar-Pamlico River Basin Association.

[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.

6. Public hearing for a request by Ronnie B. Ellis to have his property removed from the Historic District. The 2.3 +/- acre lot is located on the south side of New College Street between Rectory Street and Forest Avenue.

The site was the location of the former American Tobacco Company Prize House and was listed on the National Register in 1989 and included in the local historic district in 2008. The Prize house was demolished around 1993. The site was also approved for a 24-unit unified housing development on September 14, 1998 by the Zoning Board of Adjustment. The Historic Preservation Commission recommends that the request to remove the property from the historic district be denied. (Attachment)

- 6a. **Consider Recommendations:** Remove a 2.3 +/- acre lot located on the south side of New College Street between Rectory Street and Forest Avenue from the Historic District as requested by property owner Ronnie B. Ellis.

[**OLD BUSINESS**]

7. **Consider calling for a public hearing in conjunction with the January 10, 2017 Regular Session 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.

Recommended action: The Historic Preservation Commission recommend calling for the Public Hearing.

[**NEW BUSINESS**]

8. **Consider request by Pete Thomas to install a 1" water tap for 4160 Salem Road.**

Property owners along the route of the 20" redundant waterline were allowed to tap the line when installed. Anyone wishing to tap the line thereafter needs permission from the Board of Commissioners. No City sewer is available in the area. Mr. Thomas will be responsible for the cost of the water tap, meter, and boring under Salem Road. This item was reviewed by the Public Works Committee on November 21, 2017. (Attachment)

Recommended action: Staff and Public Works Committee recommend approving the request by Pete Thomas to install a 1" water tap for 4160 Salem Road.

9. **Consider renewing On-Call Engineering Contracts with McGill Associates, WithersRavenel and Wooten Company for funding, planning, design and/or construction administration of various projects.**

The Board of Commissioners previously approved On-Call Engineering Services on October 13, 2015 for a term of one year with the option to extend by two-one year contracts, if both parties agree. Renewing the On-Call Engineering Contracts will allow the City to continue moving forward with negotiating individual Contracts for projects without the need to issue specific RFQ's for each one, thereby streamlining the process. Individual Contracts or Agreements will continue to be negotiated with a Firm for a specific project as the need arises. The firms, McGill Associates, WithersRavenel and Wooten Company, are all currently working on various projects for the City.

Recommended action: Staff recommends renewing the On-Call Engineering Contracts for funding, planning, design and/or construction administration of various projects with McGill Associates, WithersRavenel and the Wooten Company. The Contract shall be valid for a term of one year with the option to extend by one-one year contracts after this renewal, if both parties agree.

[REPORTS]

10. November Financial Report highlights by Finance Director Ung. Reports will be provided on meeting night.
11. Manager's Report – City Manager Elke Doom

[CONSENT AGENDA]

12. Accept the November Financial Report by Finance Director Ung (available on meeting night)
13. Appoint Gary Weaver to fill the vacant seat of Jayne Kirkpatrick on the Historic Preservation Commission (HPC) with the term expiring June 2019.

Mr. Weaver lives in the historic district and has been involved with preservation on both the local and state levels with renovations done to his property. His interest in preservation would be an asset. (Attachment 16)

14. Approve the following 2016 meeting minutes:
* October 31, Agenda Session * November 8, Regular Session

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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- Dec. 15: City Offices Closed 11:45 AM – 1:30 PM – Employee Appreciation Luncheon
- Dec. 22-26: City Offices Closed – Christmas Holiday

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.