

CITY OF OXFORD
BOARD OF COMMISSIONERS' AGENDA MEETING
Monday, February 1, 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

Mike McLaurin, Interim 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

[**CALL TO ORDER**]

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

1. Board Picture
2. Set the Agenda for the February 9, 2016 Regular Session.

[**ADJOURNMENT**]

REMINDERS:

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

- February 2: Community Health Forum – 5:00 PM – Expo Center; Alternate date Feb. 9.
- February 18: County Board Retreat – Dinner 5:30 p.m. – Expo Center
- February 22-23: City Board Retreat Camp Oak Hill – Monday: 9:00 a.m. – 5:30 p.m.
Tuesday: 8:30 a.m. – 2:00 p.m.

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, February 9, 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

Mike McLaurin, Interim City Manager
Barbara Rote, City Clerk



Jackie Sergent, Mayor

Commissioner Frank Strickland
Commissioner Patricia T. Fields
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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 George Bullock, Mountain Springs Baptist Church
2. Pledge of Allegiance Danny Currin
3. Consider adjustments to and approval of the Agenda.
4. Opening Remarks by Mayor Sergent

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]

No Delegations

[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.

No Public Hearings

[OLD BUSINESS]

No Old Business

[NEW BUSINESS]

5. Consider Demolition Ordinance for structure located on Spring Street across from Deluxe Barber Shop owned by Samuel H. McCoy

The commercial building is in poor condition and Mr. McCoy has indicated that he would like to have the building demolished. The property location is listed on the Granville County Tax Record as the corner of Granville and Herndon Streets. The structure has no value. (Attachment)

Recommended action: Staff recommends adoption the Demolition Ordinance for the structure located on Spring Street across from Deluxe Barber Shop owned by Samuel H. McCoy.

6. Consider appointing James W. Crawford to the Zoning Board of Adjustment (ZBA) with 3-yr term expiring February 2019.

Mr. Crawford has expressed interested in serving on the ZBA. His past experience on this Board will be an asset. (Attachment)

Recommended action: Staff recommends appointing James W. Crawford to the ZBA with a 3-year term expiring February 2019.

7. Consider approving a Budget Amendment in the amount of \$787,988 into the Water Fund for receipt of payment from Granville County, according to the Triangle North Granville Water, Sewer and Fire Protection Agreement, and booking the corresponding entries accordingly. This is the first of seven annual installments.

The Triangle North Granville Water, Sewer and Fire Protection Agreement that the City of Oxford entered into on July 27th of 2015 indicated that Granville County could pay the remainder of the \$5,500,000 Allocation Fee in seven equal annual installments of \$825,488 (principal plus 1.25% interest) on or before the last business day of January of each calendar year. This same agreement also states that the county could elect to deduct the \$37,500 Partial Refund of the Allocation Fee from its annual installment payments until the Post-Expansion Reservation is available. Payment from the County was received on January 29,2016. Since this amendment's net effect on revenues is positive and it is actually appropriating less funds, the Water Fund Balance will increase by \$787,988. (Attachment)

Recommended action: Staff recommends approving a Budget Amendment in the amount of \$787,988 into the Water Fund for receipt of payment from Granville County, according to the Triangle North Granville Water, Sewer and Fire Protection Agreement, and booking the corresponding entries accordingly. This is the first of seven annual installments.

8. Consider authorizing the City Manager to execute a NCDOT Local Agreement for debris removal on state maintained roads under a federal declaration of emergency after review of the final agreement by the City Engineer and the Fire Chief.

The City of Oxford has the opportunity to enter into an agreement with the NCDOT for reimbursement by the State or Federal government for the removal of debris on state maintained roads. If an Imminent Threat of Disaster and/or a State of Emergency are declared and the City declares a State of Emergency, the City can choose to clean/clear state maintained roads to better serve the citizens. The Agreement would be implemented on a case by case basis and the City is allowed to choose the streets it wishes to become responsible for, if any, for each such event. This Agreement would be effective for a period of five (5) years. (Attachment)

Recommended action: Staff recommends authorizing the City Manager to execute a NCDOT Local Agreement for Debris Removal on state maintained roads under a federal declaration of emergency after review of the final agreement by the City Engineer and the Fire Chief.

9. Consider awarding contract for resurfacing the Hix Gym Complex tennis court.

Bids for resurfacing the tennis court at the Hix Gym Complex were received and will be opened on January 28, 2016. Further information and recommendations will be provided at the agenda meeting for awarding this contract.

Recommended action: Staff recommendation will be provided for the Agenda Meeting.

[REPORTS]

10. January Financial Report highlights by Finance Director Kehoe. Reports will be provided on meeting night.

[CONSENT AGENDA]

11. Accept the January Financial Report by Finance Director Kehoe (available on meeting night)
12. Approve the following 2016 meeting minutes:
* January 4, Agenda Session * January 12, Regular Session

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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- February 22-23: City Board Retreat Camp Oak Hill – Monday: 9:00 a.m. – 5:30 p.m.
Tuesday: 8:30 a.m. – 2:00 p.m.

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.