

**CITY OF OXFORD**  
**BOARD OF COMMISSIONERS' AGENDA MEETING**  
**Monday, February 29, 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*

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[ CALL TO ORDER ]

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

Set the Agenda for the March 8, 2016 Regular Session.

[ ADJOURNMENT ]

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**REMINDERS:**

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

- March 19: 5K & 10K Ambulance Chase – 3 p.m., Food Truck Rodeo – 4 p.m.
  - Oxford Living History Walk
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**CITY OF OXFORD**  
**BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING**  
**Tuesday, March 8, 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*

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*Commissioner Patricia T. Fields*  
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*Commissioner Alvin Woodlief*

*J. Thomas Burnette, City Attorney*

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**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 David Haley, Oxford United Methodist Church
2. Pledge of Allegiance MPT Calvin (C.J.) Harris
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 ]

**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 appointing Theudric J. Holmes to the Zoning Board of Adjustment (ZBA) for 3-yr term expiring February 2019.

Mr. Holmes' experience with policies as a retired Police Captain and interested in contributing to the future of Oxford will be beneficial to the ZBA. (Attachment )

**Recommended action:** Staff recommends appointing Theudric J. Holmes to the ZBA for a 3-year term expiring February 2019.

6. Consider appointing Jayne Kirkpatrick to the Historic Preservation Commission (HPC) to fill a vacant seat expiring June 2016, and to the Appearance Commissioner to fill a vacant seat expiring February 2018.

Ms. Kirkpatrick's experience with policies, public affairs, and respect for municipal government will be beneficial for serving on both committees. (Attachment )

**Recommended action:** Staff recommends appointing Jayne Kirkpatrick to the Historic Preservation Commission (HPC) to fill a vacant seat expiring June 2016, and to the Appearance Commissioner to fill a vacant seat expiring February 2018.

7. Consider approving a 2.4 ace +/- subdivision parcel located at 1490 Williamsboro St. submitted by Horvath Associates on behalf of Duke Medical Clinic.

Duke Medical Clinic is seeking to subdivide a 2.4 +/- acre parcel from a 15-acre tract owned by the City of Oxford. . All necessary steps for developing this land, which includes obtaining a special use permit have been taken. The zoning for this property is O-I SUD (office-Institutional Special Use District). The Board previously approved a contract for the purchase of this property, and a development agreement with Duke Health Systems and their development partners. (Attachment)

**Recommended action:** Staff recommends approving a 2.4 ace +/- subdivision parcel located at 1490 Williamsboro St. submitted by Horvath Associates on behalf of Duke Medical Clinic.

8. Consider approving a Budget Amendment in the amount of \$5,700 to the Outside Auditor line items in both the General and Water Funds, and booking the corresponding offsetting transfers from the General Fund Miscellaneous Expenses (\$5,200), and the Water Fund Insurance Expenses (\$500) accordingly.

The requested Budget Amendment in the amount \$5,700 is being issued to record offsetting budget transfers associated with the previously approved audit work & other related reports being prepared by Winston, Williams, Creech, Evans & Company during fiscal-year 2015-201, and the partial reallocation of Miscellaneous Expenses & Insurance related budgeted expenditures. No money is being appropriated from either the General Fund or the Water Fund Balances. (Attachment )

**Recommended action** Staff recommends approving a Budget Amendment in the amount of \$5,700 to the Outside Auditor line items in both the General and Water Funds, and booking the corresponding offsetting transfers from the General Fund Miscellaneous Expenses (\$5,200) and the Water Fund Insurance Expenses (\$500) accordingly.

9. Consider authorizing the City Manager to notify Waste Industries that the City is not extending the existing contract, and authorizing the City Manager and City Attorney to negotiate a contract with Waste Industries for a different term to coincide with the expiration of the Upper Piedmont Environmental Contract in July 2017.

The current contract between the City of Oxford and Waste Industries expires on June 30, 2016. Without a 90-day notice, the contract is automatically extended for a 2-year term. The City would like the contract to end at the same time the Upper Piedmont Environmental contract (landfill) expires, which is July 2017. This will allow better continuity for both garbage collection and disposal. Once a contract is negotiated with Waste Industries, the Board must approve it in two Regular Sessions as required by N.C. general statute.

**Recommended action:** Staff recommends authorizing the City Manager to notify Waste Industries that the City is not extending the existing contract, and authorizing the City Manager and City Attorney to negotiate a contract with Waste Industries for a different term to coincide with the expiration of the Upper Piedmont Environmental Contract in July 2017.

## [ REPORTS ]

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

[ CONSENT AGENDA ]

11. Accept the February Financial Report by Finance Director Kehoe (available on meeting night)
12. Approve tax release in the amount of \$3,409.57 to Meridian Leasing Corp. Their equipment was leased to Granville Health Systems.
13. Approve tax release in the amount of \$152.36 to GE Capital Information Tech. Their equipment was leased to Granville Health Systems.
14. Approve the following 2016 meeting minutes:
  - \* February 1, Agenda Session    \* February 9, Regular Session
  - \* February 9, Special Meeting    \* February 11, Special Recessed Meeting

[ BOARD COMMENTS ]

[ ADJOURNMENT ]

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**REMINDERS:**

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

- March 19:    5K & 10K Ambulance Chase – 3 p.m., Food Truck Rodeo – 4 p.m.
  - Oxford Living History Walk

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.