

CITY OF OXFORD
BOARD OF COMMISSIONERS' AGENDA MEETING
Monday, June 6, 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

Elke Doom, 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. Set the Agenda for the May 10, 2016 Regular Session.

[**ADJOURNMENT**]

REMINDERS:

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

- June 18: Central Children's Home Parade – Line-up 9 am
 - Oxford Living History Walk – Contact Parks & Recreation for times & registration
- June 23: Downtown Movie Night – 8 pm concessions, 8:30 movie
-

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, June 14, 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 Eagle Scout Andrew Lyda
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 – May Yard of the Month to Lucy Clayton, 217 Wilmington Ave.
6. Presentation – Annual Historic Preservation Commission award – HPC Chairman, Tony Armento
7. Presentation – Annual Historic Preservation Commission photo contest winners – HPC Chairman, Tony Armento

[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.

8. Public Hearing on Budget for FY 2016-2017.

The City Manager presented her FY 2016-2017 budget on May 25, 2016. A public hearing is required pursuant to N.C.G.S. § 159-12.

- 8a. Consider resolution adopting the FY 2016-2017 Budget or call for a Special Meeting to adopt the budget. (ATTACHMENT 8)

Recommended action: Staff and the Finance Committee recommend the Board adopt the FY 2016-2017 Budget or call for a Special Meeting to adopt the budget prior to June 30, 2016.

[OLD BUSINESS]

No Old Business

[NEW BUSINESS]

9. Consider directing the City Clerk by resolution to investigate the sufficiency of the petition for annexation request by Thornrose, LLC (Bruce Whitten)

Thornrose has petitioned the City to annex 10.03 +/- acres of land located on East Industry Drive. This site is proposed for a 32-Unit Unified Housing Development for the elderly. The petition for annexation is necessary for receiving City water and sewer service. (Attachment)

Recommended action: Staff recommends directing the City Clerk to investigate the sufficiency of the petition for annexation.

10. Consider re-appointing Tony Armento and Jayne Kirkpatrick, and appointing Sharla Cronauer and Marc Brooks to the Historic Preservation Commission (HPC) with terms expiring June 2019.

Four terms will be expiring in June. Tony Armento who chairs the committee is seeking re-appointment and Jayne Kirkpatrick, who filled a vacant seat in March, is seeking a first full-term. Their leadership and experience on the Commission is needed as the Design Guidelines are being rewritten. Sharla Cronauer and Marc Brooks will fill seats of members who are rotating off. Ms. Cronauer's experience in interior and exterior design, and Mr. Brooks' interested in historic homes and history will be an asset to the Commission. (Attachment)

Recommended action: Staff recommends re-appointing Tony Armento and Jayne Kirkpatrick, and appointing Sharla Cronauer and Marc Brooks to the HPC with terms expiring June 2019.

11. Consider re-appointing Juanita Rodgers to the Planning Board for a 6-year term expiring June 2022.

Ms. Rodgers is an active member on the Planning Board as well as involved in the community. She is interested in continuing to be an integral part of the decision making process for her hometown and the City of Oxford. (Attachment)

Recommended action: Staff recommends appointing Juanita Rodgers to the Planning Board for a 6-year term expiring June 2022.

12. Consider Amending the City Code of Ordinance, Chapter 20, Division III, Section 2: Speed, to reduce the speed limit from 35 mph to 25 mph on Front Street from Henderson Street to Main Street, and on Main Street from Front Street to Spring Street; and, authorize the City Clerk to execute the Certification of Municipal Declaration to Enact Speed Limits and Request for Concurrence by NCDOT.

During the May 10, 2016 Board meeting, staff was asked to contact NCDOT in order to reduce the speed limit from 35 mph to 25 mph on a portion of Front Street and of Main Street for safety purposes. NCDOT requires a *Certification of Municipal Declaration to Enact Speed Limits and Request for Concurrence* as part of the approval process. The City Code of Ordinance also needs amended to reflect the changes. (Attachment)

Recommended action: Staff recommends amending the *City Code of Ordinance, Chapter 20, Division III, Section 2: Speed*, to reduce the speed limit from 35 mph to 25 mph on Front Street from Henderson Street to Main Street, and on Main Street from Front Street to Spring Street; and, authorize the City Clerk to execute the *Certification of Municipal Declaration to Enact Speed Limits and Request for Concurrence* by NCDOT.

13. Consider Budget Amendment in the amount of \$5,000, payable from the Water Fund Balance, to cover expenses to the Lift Station Account through FY 2016.

The Lift Station account has been over spent by approximately \$1,000 due the unbudgeted replacement of a large chain hoist for the Coon Creek Lift Station that burned out in September 2015. The replacement was necessary so pumps could be removed from the wet well for repairs. The cost of the hoist was over \$11,000, and was purchased from Holland Supply of Henderson, the only provider for this equipment. Staff is requesting a budget amendment of \$5,000 to cover the Lift Station expenses through the end of the fiscal year. (Attachment)

Recommended action: Staff recommends approving a Budget Amendment in the amount of \$5,000, payable from the Water Fund Balance, to cover expenses to the Lift Station Account through FY 2016.

14. Consider Budget Amendment accepting additional revenue for recreation in the amount of \$45,121 and applying the receipts to unexpected recreation expenditures in the amount of \$45,121.

The original budget did not include revenues of \$25,200 from the Tourism Development Authority (TDA) of Granville County because it was awarded on 7/31/2015, and the City was awarded more than expected by \$21,921 from the County for recreational activities. In addition, the Oxford Athletic Park/Ballfield Rental revenues were slightly overstated (by \$2,000) and allocated incorrectly. \$45,121 of unexpected expenditures need to be recorded (\$41,921 for the Parks & Recreation Dept. and \$3,200 for the TDA related construction of pitching warm-up areas at the Oxford Athletic Pak Complex). The net effect on the Fund Balance and overall budget process will be zero. (Attachment)

Recommended Action: Staff recommends approving a Budget Amendment accepting additional revenue for recreation in the amount of \$45,121 and applying the receipts to unexpected recreation expenditures in the amount of \$45,121.

15. Consider Budget Amendment in the amount of \$4,150, payable from the General Fund, for the Lake Devin Weed Control program that includes the stocking of 100 grass carp and a contract with Foster Lake Management for the aquatic herbicide.

Lake Devin has significant issues with weeds around the shoreline that require immediate and annual treatment to maintain the fishing areas. Over the past two years, there has been a significant increases in the amount and types of aquatic vegetation around the fishing areas at Lake Devin. The NC Extension Office was contacted and a site visit by an NCSU biologist for weed identification and treatment recommendation was scheduled. Hydrilla and water primrose were found around to fishing area by the pavilion, by the spillway, and by the Red Barn. Implementing a weed control/maintenance program to keep the weeds from making these areas unusable for recreational purposes was advised. The agents recommended initially contacting a professional lake management service, and also stocking the lake with 100 grass carp. The following years could be managed in house with some minimal training costs. The preferred time for treatment is right now when the weeds are beginning to appear. Waiting until mid-summer would make the process harder to treat. A proposal and quote was received from Foster Lake & Pond Management for the initial treatment of aquatic herbicide and the stocking of grass carp. Fosters is well respected in NC and has many municipal contracts in place. (Attachment)

Recommended action: Staff recommends approving a Budget Amendment in the amount of \$4,150, payable from the General Fund, for the Lake Devin Weed Control program that includes the stocking of 100 grass carp and a contract with Foster Lake Management for the aquatic herbicide.

[REPORTS]

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

[CONSENT AGENDA]

18. Accept the May Financial Report by Finance Director Kehoe (available on meeting night)
19. Approve tax release in the amount \$1,026.45 to DeLarge Landen Operational Services, LLC for equipment leased to Granville Health Systems.
20. Approve the following 2016 meeting minutes:
 - * May 2, Agenda Session
 - * May 10, Regular Session
 - * May 19, Special Session
 - * May 25, Special Session (Budget Message)

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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

- June 18: Central Children's Home Parade – Line-up 9 am
 - Oxford Living History Walk – Contact Parks & Recreation for times & registration
- June 23: Downtown Movie Night – 8 pm concessions, 8:30 movie

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.