

CITY OF OXFORD
BOARD OF COMMISSIONERS' AGENDA MEETING
Tuesday, July 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 adopting the Tar River Regional Hazard Mitigation Plan in the form of a Resolution.

The purpose of the Tar Regional Hazard Mitigation Plan is to merge existing Franklin, Granville, Vance and Warren County hazard mitigation plans into one regional plan, increase public awareness and education and lastly maintain grant eligibility for participating jurisdictions. The Tar River Regional Hazard Mitigation Plan has been developed in accordance with current state and federal rules and regulations governing local mitigation plans and must be adopted by each county and local jurisdiction in accordance with standard local procedures. (Attachment 1)

Recommended Action: Staff and Steering Committee recommends adopting the Tar River Regional Hazard Mitigation Plan

2. Set the Agenda for the July 12, 2016 Regular Session. (Attachment 2)

[**CLOSED SESSION**]

Pursuant to G.S. 143-318.11(a)(4) the Board will go into Closed Session to discuss a matter related to the location of a business, G.S. 143-318.11(a)(5) a real property matter and approve the closed session meeting minutes of April 4, April 12, May 10 and June 6, 2016.

[**ADJOURNMENT**]

REMINDERS:

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

- July 21: Downtown Movie Night – 8 pm concessions, 8:30 movie



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
VIA: Elke Doom, City Manager
FROM: Cheryl Hart, Planning Director
DATE: 6-23-2016
SUBJECT: Consider adopting the Tar River Regional Hazard Mitigation plan in the form of a Resolution.

SUMMARY STATEMENT

The purpose of the Tar Regional Hazard Mitigation Plan is to merge existing Franklin, Granville, Vance and Warren County hazard mitigation plans into one regional plan, increase public awareness and education and lastly maintain grant eligibility for participating jurisdictions.

REVIEW

The Tar River Regional Hazard Mitigation Plan has been developed in accordance with current state and federal rules and regulations governing local mitigation plans and must be adopted by each county and local jurisdiction in accordance with standard local procedures.

RECOMMENDATION

Staff & Steering recommends adopting the Resolution.

Attachments:

**RESOLUTION TO ADOPT THE
TAR RIVER REGIONAL HAZARD MITIGATION PLAN**

WHEREAS, the City of Oxford is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the City of Oxford desires to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the City of Oxford to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the City of Oxford to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting the (JURISDICTION NAME); and

WHEREAS, City of Oxford, in coordination with Franklin County, Granville County, Vance County, Warren County, and the participating municipalities within those counties, has prepared a multi-jurisdictional hazard mitigation plan with input from the appropriate local and state officials;

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the Tar River Regional Hazard Mitigation Plan for legislative compliance and have approved the plan pending the completion of local adoption procedures;

NOW, THEREFORE, BE IT RESOLVED that the Oxford Board of Commissioners of the City of Oxford hereby:

1. Adopts the Tar River Regional Hazard Mitigation Plan; and
2. Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.

Adopted on _____, 2016.

Jacqueline vdH Sergent, Mayor
Oxford Board of Commissioners

ATTEST:

Barbara J. Rote, CMC, City Clerk

**CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, July 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 Pastor Jenny Wilson, Oxford United Methodist Church
2. Pledge of Allegiance Commissioner Al Woodlief
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]

5. Recognition – July Yard of the Month to Joseph and Bertina Tyler, 206 Lexington Park Drive
6. Proclamation – July as Parks and Recreation Month

[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]

7. Consider Accepting Certificate of Sufficiency for Petition of Voluntary, Contiguous, Annexation by Thornrose LLC, and consider adopting a resolution calling for an annexation public hearing to be held in conjunction with the August 9, 2016 Regular Session if the Board desires to move forward with annexation.

Thornrose, LLC (Bruce Whitten) has petitioned the City to annex 10.03 acres of land located on East Industry Drive. The annexation request was required to receive City services for a 32-unit Unified Housing Development. This is the next step in the process as the City considers annexing the property.

The City Clerk and City Attorney confirmed annexation boundaries and applicant signatures. The Board can vote to accept the Certificate of Sufficiency and proceed with setting a public hearing for annexation during the August 9, 2016 Regular Session or deny the petition. Following the public hearing, and at the same meeting, the Board can vote to annex the property. (Attachment)

Recommended action: Staff recommends accepting the Certificate of Sufficiency for Petition of Voluntary, Contiguous, Annexation by Thornrose, LLC, and adopting a resolution calling for an annexation public hearing in conjunction with the August 9, 2016 Regular Session for 10.03 acres of property located on East Industry Drive.

8. Consider increase to various miscellaneous water fees that will help defray the cost incurred by the City for the services they provide and incorporate the changes into the FY 2016-2017 budget.

Staff evaluated the fees for other cities and municipalities of similar size. (Attachment)

Recommended action: Staff and the Public Works Committee recommend adopting the increase to various miscellaneous water fees and incorporating the changes into the FY 2016-2017 budget.

9. Consider an Engineering Fee Schedule and incorporate the Schedule into the FY 2016-2017 budget.

The Fees will help defray the cost incurred by the City to review plans for new or expanded developments and inspect the construction associated with them. Staff evaluated the fees for other cities and municipalities of similar and larger size. (Attachment)

Recommended action: Staff and the Public Works Committee recommend adopting an Engineering Fee Schedule and incorporating the schedule into the FY 2016-2017 budget.

10. Consider Applicants for the Henderson-Oxford-Granville-Vance Airport Authority Board for a 2-year term expiring July 2018.

The governing bodies of each member of the Joint Airport Authority shall appoint one representative on the Henderson-Oxford-Granville-Vance Airport Authority Board for a two-year term. The appointment shall occur at the first Regular Meeting held in July of the appropriate term year. Two applications were received for the appointment expiring in July 2016, James Brummitt and Paul Hesse. The Board may appoint the candidate by nomination or by motion. (Attachment)

Recommended action: Staff recommends appointing a representative to the Joint Airport Authority Board for a 2-year term expiring July 2018.

11. Consider adopting a Demolition Ordinance for 207 Clement Ave. owned by William Lloyd et al.

The vacant structure is in poor condition and the owner has agreed to allow the Oxford Fire Dept. to use it for a live burn. Due to the structure being in poor condition, and the owner not wanting to invest in bringing the house up to the minimum housing code, a decision was made to have the house removed using the most economical method. (Attachment)

Recommended Action: Staff recommends adopting a Demolition Ordinance for 207 Clement Ave. owned by William Lloyd et al.

12. Consider adopting a Demolition Ordinance for 312 Sycamore St. owned by Andrew McGhee, III.

The vacant structure is in poor condition and the owner has agreed to allow the Oxford Fire Dept. to use it for a live burn. Due to the structure being in poor condition, and the owner not wanting to invest in bringing the house up to the minimum housing code, a decision was made to have the house removed using the most economical method. (Attachment)

Recommended Action: Staff recommends adopting a Demolition Ordinance for 312 Sycamore St. owned by Andrew McGhee, III.

[REPORTS]

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

[CONSENT AGENDA]

15. Accept the May Financial Report by Finance Director Ung (available on meeting night)
16. Adopt resolution incorporating 2016 S-10 Supplement to the City Of Oxford, Code of Ordinance. This officially codifies Ordinance changes adopted by the Board from May 2015 through May 2016. (Attachment)
17. Approve the following 2016 meeting minutes:
* June 6, Agenda Session * June 14, Regular Session * June 27, Special Meeting

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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

- July 21: 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.