

CITY OF OXFORD
BOARD OF COMMISSIONERS' MONTHLY AGENDA MEETING
Monday, October 5, 2015 – 5:30 p.m.
Commissioners' Board Room

Mayor Pro Tem Howard G. Herring, Sr.
Commissioner James (Danny) Currin
Commissioner Robert Williford, Sr.

Mike McLaurin, Interim City Manager
Barbara Rote, City Clerk



Jackie Sergent, Mayor

Commissioner Calvin (CJ) Harris, Jr.
Commissioner Frank Strickland
Commissioner S. Quon Bridges
Commissioner Patricia T. Fields

J. Thomas Burnette, City Attorney

[**CALL TO ORDER**]

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

Set the Agenda for the October 13, 2015 Regular Session

[**ADJOURNMENT**]

REMINDERS:

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

- October 1-10: Paint the Town Pink – Downtown Oxford
- October 8: East Coast Greenway Bike Riders Rest Stop – Hix Picnic Shelter – 10:30 AM
- Oct. 10: Touch-A-Truck on Main St. – 8:30 a.m. – Downtown Oxford
Masonic Home Shriner's Parade. - 9:45 a.m., line-up 9:00 a.m. on campus
- October 13: Meet with Leadership Granville 6:30 p.m.
- Oct. 30: Downtown Trick-or Treat – 3:00 p.m.- 5:00 p.m., Downtown Oxford

**CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING**

**Tuesday, October 13, 2015 - 7:00 p.m.
Commissioners' Boardroom, City Hall**

*Mayor Pro Tem Howard G. Herring, Sr.
Commissioner James (Danny) Currin
Commissioner Robert Williford, Sr.*

*Mike McLaurin, Interim City Manager
Barbara Rote, City Clerk*



Jackie Sergent, Mayor

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Commissioner Frank Strickland
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Commissioner Patricia T. Fields*

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: Reverend George Bullock, Mountain Springs Baptist Church
2. Pledge of Allegiance led by MPT Howard Herring, Sr.
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. Welcome Leadership Granville
6. Proclamation Fire Prevention Week
7. Presentation – October Yard of the Month to Bob & Margaret Cahill, 112 Bryon Court
8. 2015 Yard of the Month drawing for gift certificates

[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 at the end of the agenda.

[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.

9. Public Hearing for voluntary contiguous annexation of 7.417 Acres of land along I-85 owned by B&B Properties.

B&B Properties has petitioned the City to annex 7.417 acres of land adjacent to the Boyd Honda and Ford dealerships along I-85 in order to renovate and expand the dealerships. The annexation request was required to receive City services for the additional acreage. The property meets all requirements for contiguous annexation and all required procedures for

voluntary annexation will be complete following the public hearing, and annexation can be approved. (Attachment)

- 9a. Consider voluntary contiguous annexation of 7.417 Acres of land along I-85 owned by B&B Properties, effective October 13, 2015.

Recommended action: Staff recommends adopting the Contiguous Annexation Ordinance for B&B Properties, effective October 13, 2015.

[OLD BUSINESS]

No Old Business

[NEW BUSINESS]

10. Consider appointing Phil Pope to the Zoning Board of Adjustment to fill a vacant seat with term expiring February 2018.

Mr. Pope would fill the vacant seat left by the passing of Dr. John Hardy. Mr. Pope's enthusiasm and dedication to serve on the Board will be an asset to the City. No other applications were received for this seat. (Attachment)

Recommended action: Staff recommends appointing Phil Pope to the Zoning Board of Adjustment with the term expiring February 2018.

11. Consider appointing Kelly Collins-Schram to the Historic Preservation Commission (HPC) to fill a vacant seat with term expiring June 2018

The HPC is seeking qualified applicants to join the committee. Mrs. Collins-Schram's experience in Architecture will be an asset to the committee. No other applications were received for this seat. (Attachment)

Recommended action: Staff recommends appointing Kelly Collins-Schram to the Historic Preservation Commission (HPC) to fill a vacant seat with term expiring June 2018.

12. Consider reappointing Bob Williford Sr. and Sandra Pruitt to Oxford Parking Authority for 5-year terms expiring October 2020.

Both Williford and Pruitt are active members of the Oxford Parking Authority. No other applications were received for the seats. (Attachment)

Recommended action: Staff recommends appointing Bob Williford Sr. and Sandra Pruitt to the Oxford Parking Authority for 5-year terms expiring October 2020.

13. Consider reappointing Parks and Recreation Director, Christine Usry to the Granville County Tourism Development Authority for a 3-year term expiring October 2018.

Parks and Recreation Director Usry is currently serving as the City's designee on the Granville County Tourism Development Authority. Director Usry would like to continue serving on the Authority in order to assist the City with recreational needs.

Recommended action: Staff recommends reappointing Parks and Recreation Director Usry to the Granville County Tourism Development Authority with a 3-year term expiring October 2018.

14. Consider directing the Interim City Manager to create a special Recreational Complex Fund for the purpose of enhancing recreational facilities and opportunities in the City of Oxford with the criteria as presented.

On September 21, a joint Finance Committee and Recreation Committee meeting was held to discuss establishing a Recreational Complex Fund for the purpose of enhancing recreational facilities and opportunities in the City of Oxford. Along with the purpose, the Committee proposes the following for establishing the Recreational Complex Fund.

At a minimum, any facility developed with these funds should include the following

- 1) A wide range of activities including aquatics;
- 2) Services to all age groups;
- 3) Reasonable access to Oxford residents

These funds should be used for purchases related to land acquisition, design, construction, and development of an approved complex. Funding for this special account may include appropriations as authorized by the Oxford Board of Commissioners, receipt of grants, and funding from private and public organizations. (Attachment)

Recommended action: The Recreation, Parks, & the Environment Committee along with the Finance Committee and staff recommend establishing a special Recreational Complex Fund for the purpose of enhancing recreational facilities and opportunities in the City of Oxford with the criteria as presented.

15. Consider budget amendment in the amount of \$45,000, payable from the General Fund and transferred into the newly established Recreational Complex Fund. The \$45,000 includes allocations for FY 2015-2016.

Once the Recreational Complex Fund is established, then allocating money into that fund can be achieved by a budget amendment. The allocation was reserved in previous years for this purpose but was reabsorbed into the Undesignated General Fund. This item was also discussed on September 21, 2015 during the joint Committees meeting. (Attachment)

Recommended action: The Finance Committee along with the Recreation, Parks, & the Environment Committee and staff recommend approving a budget amendment in the amount of \$45,000, payable from the General Fund and transferred into the newly established Recreational Complex Fund.

16. Consider authorizing the Parks and Recreation Director to immediately issue a Request for Proposal for the replacement of the play structure located at Hix Complex with recommendations for consideration at the November 10, Regular Session; and consider guiding the Parks and Recreation Director to either remove or secure those portions of the playground equipment that is deemed unsafe.

The play structure located in Hix Complex Playground has extensive damage and is need of removal and replacement immediately. The existing playground equipment has extensive damage to it and was recently deemed unsafe during a Certified Playground Safety Inspection. The damage noted includes, but is not limited to, damaged slide beds, significant pinch hazards, chipping and peeling paint, compromised welds on platforms and other pieces, and simple vandalism. This equipment is twenty years old and has exceeded the life expectancy and standard for replacement of playground equipment by 5-10 years. The Recreation, Parks & the Environment Committee reviewed this situation and options at a meeting on September 11, 2015. (Attachment)

Recommended action: The Recreation, Parks, & the Environment Committee and staff recommend authorizing the Parks and Recreation Director to immediately issue a Request for Proposal for the replacement of the play structure located at Hix Complex with recommendations for consideration at the November 10, 2015 Regular Session; and further recommends to guide the Parks and Recreation Director to either remove or secure those portions of the playground equipment that is deemed unsafe.

17. Consider amendments to Oxford Code of Ordinance, Chapter 12: Lake Devin, to update the ordinance for consistency with current practices and policies, effective upon adoption.

The Parks & Recreation Director recommended the revision of several sections of *Chapter 12: Lake Devin* to bring the ordinance in line with current requirements and practices. The revision also includes an addition allowing boats with gasoline motors on Lake Devin while redefining the lake as a “no wake” zone. This change will allow use of the lake by additional boaters who did not have electric trolling motors, but will not permit activities such as water skiing, tubing or travelling on the lake at high rates of speed. This has been an ongoing request of boaters and

fisherman currently using the lake with electric trolling motors only. The Recreation, Parks, & the Environment Committee reviewed this ordinance revision on September 22, 2014 and again on September 11, 2015. The suggested revisions by the Committee are attached. (Attachment)

Recommended action: The Recreation, Parks, & the Environment Committee and staff recommend amending the *Oxford Code of Ordinances, Chapter 12: Lake Devin*, as presented, effective upon adoption.

18. Consider adjustments to the Facility Rental Fee Schedule and Program Fees with effective date January 1, 2016.

The Parks & Recreation Department Director held the annual review of the Department's Fees & Charges with the Recreation, Parks and the Environment Committee on September 11, 2015. The following items were discussed and recommended for change:

- Granville Street's Picnic Shelter will be added to the list as an approved rental facility; however, the interior of this facility will not be rented to the general public.
- Hix Gymnasium – Upon completion of the renovation project, this facility will be available for rental only for sporting events. It will no longer be available for general use or parties. In addition, the rental deposit will be raised to \$300 due to the extensive renovation that is being completed.
- Tournament Rates – There has not been a tournament rate set for any facility other than Oxford Park Athletic Complex. We have groups using Hix Gymnasium and Rucker Field for profit during tournament events. The tournament rate for facilities other than OPAC will be set at twice the regular rental rate and a \$50 clean-up fee is also required.
- Non-resident rates were reviewed for both rentals and programs. Discrepancies were identified in the percentage of increases for rental facilities. In addition, the recent changes to and the reduction in funding by the County for recreation programming was discussed. The decision was reached that we should have an across the board adjustment of +50% for all non-resident use (rentals and programs). (Attachment)

Recommended action: The Recreation, Parks, & the Environment Committee and staff recommend adjusting the Facility Rental Fee Schedule and Program Fees as presented, effective January 1, 2016.

19. Consider proposed update to the Parks and Recreation Revenue and Pricing Policy adding the procedure for deposits.

Adding the procedure for deposit places this current practice in the Revenue and Pricing Policy. (Attachment)

Recommended action: Staff recommends updating the Parks and Recreation Revenue and Pricing Policy to include the procedure for deposits.

20. Consider authorizing staff to apply for a Congestion Mitigation Air Quality (CMAQ) grant and commit to matching funds in the amount of \$60,000.

It was recently announced that CMAQ funds are available for FY2016. The City will apply for a grant totaling \$300,000. The City's match would be \$60,000. If awarded the CMAQ funds, the project will be a continuation of the current sidewalk project and begin at Coventry Dr. and end at Lewis Street. (Attachment)

Recommended action: Authorize staff to apply for a CMAQ grant and commit to matching funds in the amount \$60,000.

[REPORTS]

21. August and September Financial Report highlights by Finance Director Kehoe. Reports will be provided on meeting night.

[CONSENT AGENDA]

22. Accept the August and September Financial Reports by Finance Director Kehoe (available on meeting night)
23. Approve changes to the 2016 Board meeting schedule due a holiday conflicts. The July Agenda Meeting will be moved to Tuesday, July 5, and the September Agenda Meeting to Tuesday, September 6. (Attachment)
24. Approve tax release to Torrey's Flowers in the amount of \$2.83 due to duplicate billing.
25. Approve tax release to Carolina Foot & Ankle, in the amount of \$539.64 due to discrepancies on the tax listings.
26. Approve the following 2015 meeting minutes:
- | | |
|-----------------------------|------------------------------|
| * August 31, Agenda Session | * Sept. 8, Regular Session |
| * Sept. 21, Special Session | * Sept. 24, Recessed Meeting |

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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

- Oct. 30: Downtown Trick-or Treat – 3:00 p.m.- 5:00 p.m., Downtown Oxford

CITY OF OXFORD
PUBLIC/CITIZEN 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.