

CITY OF OXFORD
BOARD OF COMMISSIONERS' MONTHLY AGENDA MEETING
Monday, March 2, 2015 – 5:30 p.m.
Commissioners' Board Room

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



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

Randy Hemann, City Manager
Barbara Rote, City Clerk

J. Thomas Burnette, City Attorney

Jackie Sergent, Mayor

[CALL TO ORDER]

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

Set the Agenda for the March 10, 2015 Regular Session.

[CLOSED SESSION]

Pursuant to G.S. 143-318.11(a)(6) the Board will go into Closed Session to discuss a personnel matter and approve the Closed Session Minutes of January 13, 2015.

[ADJOURNMENT]

REMINDERS:

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

- March 21: 5K & 10K Ambulance Chase – 3 p.m., Food Truck Rodeo – 4 PM

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, March 10, 2015 - 7:00 p.m.
Commissioners' Board Room

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



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

Randy Hemann, City Manager
Barbara Rote, City Clerk

J. Thomas Burnette, City Attorney

Jackie Sergent, Mayor

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 David Haley, Oxford United Methodist 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 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. Proclamation honoring Ella Schmit for many years of service as a Downtown business owner
6. Proclamation of Life in memory of former City Commissioner Jack Carey
7. Historic Preservation Commission Annual Report – HPC Secretary Susan Wicker

[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 to amend the Oxford Zoning Ordinance for signs under section 408 (obsolete/abandoned signs) to include an option to receive a Certificate of Appropriateness from the Historic Preservation Commission (HPC) if a sign is over 40 years old.

The Planning Dept. was asked to address the issue of abandoned/obsolete signs throughout the City. Owners of such signs were notified of section 408 (obsolete/abandoned sign), that states signs should be removed within 90 days of closing a business. The owners of 2 of the properties

identified (Orpheum Theatre sign & Yancey Chevrolet) asked if they could keep the sign due to historical significance. (Attachment)

8a. Consider recommendation

Recommended action: Planning Board and HPC recommend that signs 40 years or older be exempt from section 408 (obsolete/abandoned signs) criteria provided the applicant obtains a Certificate of Appropriateness and provide the necessary sign maintenance.

[OLD BUSINESS]

No Old Business

[NEW BUSINESS]

9. Consider appointing John Tovey to the Zoning Board of Adjustment for a 3-year term expiring February 2018.

Mr. Tovey has expressed interest in participating on the Zoning Board of Adjustment and has completed an application. In an effort to stagger terms for the members, several vacancies will need filled. This vacancy will be for a 3-year term. No other applications were submitted for the Board opening. (Attachment)

Recommended action: Staff recommends appointing John Tovey to the Zoning Board for a 3-year term expiring February 2018.

10. Consider appointing Harriet Crawford to the Historic Preservation Commission to fill a term expiring June 2015.

Mrs. Crawford is a longtime resident of Oxford and is interested in preserving the historical places within the City. Mrs. Crawford will fill the vacancy just recently created by Yancey Washington. No other applications were submitted for the Board opening. (Attachment)

Recommended action: Staff recommends appointing Harriet Crawford to the Historic Preservation Commission to fill a term expiring June 2015.

11. Consider adopting amendments to the 2012 Municipal Records Retention and Disposition Schedule.

From time to time, the State Department of Archives amends the Record Retention Schedule based on changes to laws made by the General Assembly. These changes then need to be adopted by local governments. Recent changes to the 2012 Retention Schedule include Law Enforcement Records, Personnel Records, and Budget, Fiscal and Payroll Records. (Attachment)

Recommended action: Staff recommends adopting the amendments to the September 10, 2012 Municipal Records and Retention and Disposition Schedule as requested by the State Department of Archives and incorporate those changes by reference.

12. Consider approving the audit contract in the amount of \$37,500 with Winston, Williams, Creech, Evans and Co., to audit the City's financial statements as of June 30, 2015, and authorize the Mayor to sign the Contract.

The Local Government Commission requires the governing board's date of approval for the contract. The contract includes an audit of the City's financial statements and the preparation of the Comprehensive Annual Financial Statement as of June 30, 2015. (Attachment)

Recommended action: Staff recommends approving the audit contract in the amount of \$37,500 with Winston, Williams, Creech, Evans and Co., to audit the City's financial statements as of June 30, 2015, and authorize the Mayor to sign the Contract.

[REPORTS]

13. February Financial Report highlights by City Manager Hemann. Report will be provided on meeting night.
14. City Update - City Manager Hemann
15. County Board Meeting Update – Mayor Sergent
16. Downtown Economic Development Commission Report – Commissioner Currin
17. Granville Greenways Advisory Council – Commissioner Fields
18. Masonic Home For Children Community Communications Committee – Commissioner Williford
19. 200th Anniversary Update – Commissioners Williford and Strickland

