

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, April 14, 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

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: Bishop Phillip Betts, Cornerstone Christian Community Church
2. Pledge of Allegiance led by MPT Howard Herring, Sr.
3. Consider adjustments to and approval of the Agenda:
 Item 17: Financing Agreement Resolution with BB &T for FY 2014-2015 Capital Outlay
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. Proclamation honoring Ella Schmit for many years of service as a Downtown business owner
6. Proclamation supporting April as Child Abuse Prevention Month
7. Presentation to OFD for achieving an I.S.O. rating of 4
8. Presentation by Rev. Willie Darby and Rev. Jamie Pahl on the Granville-Vance Faith Initiative for Community Action (GVFICA) – Education Initiative
9. Presentation by S&ME Engineering for proposal on State Orphan Landfill Program

[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**]

10. Consider endorsing the GVFICA-Education Initiative

GVFICA is a partnership between faith congregations across Granville and Vance Counties working to solve challenges of strategic consequence to the community. They have a common agenda with coordination around specific goals in the areas of education, economic development, and health. The Education Initiative is endorsed by the Superintendents of Granville and Vance counties. The GVFRICA presented information about their education initiative hoping to receive an endorsement from the City of Oxford. No funding is requested. (Attachment 10)

Recommended action: Consider endorsing the GVFICA-Education Initiative

11. Consider authorizing the City Manager to send a letter of intent to the State Orphan Landfill Program for the former landfill on Industry Drive, authorizing him to enter into an agreement with the State to participate in the Orphan Landfill Program, and authorizing him to contract with S&ME Engineering for consulting services related to the Orphan Landfill Program.

Our former landfill on Industry Drive qualifies as part of the State's Orphan Landfill Program. In February of 2010 NCDENR engaged Marshall Miller and Associates to do a limited assessment as part of entry into the program. As an unlined landfill, this site is eligible for 100% reimbursement for further testing and the creation of a plan for mitigation. The State also pays for 100% of the mitigation. The site is about 15 acres and is adjacent to other private land that also has development potential. Most orphan landfill sites are not cleaned up to the point of being suitable for development but our goal is to make portions of the site suitable for development if doing so is not cost prohibitive. In order to receive funding through the State's Orphan Landfill Program the City must send in a letter of intent, sign an agreement whereby we agree to follow through with the proposed mitigation, and select a consultant to oversee the process from a list of State approved consultants.

The City requested and received qualifications from three consultants, which were reviewed and researched by the City Engineer, Public Works Director and City Manager. While all three firms received good reviews, S&ME was the unanimous choice of the team because of their experience in the program and their experience and proposed methodology of working with the City to explore opportunities for redevelopment of portions of the site rather than mitigation that rendered the land not suitable for redevelopment. Costs required to make the property “developable” that are beyond what the State would pay for mitigation would be borne by the City of Oxford. Those cost estimates will not be available until the testing is complete. If any of the land can be rendered “developable” with City investment above and beyond the State funding, additional information and options will be presented to the Board of Commissioners for consideration. (Attachment 11)

Recommended action: Consider authorizing the City Manager to send a letter of intent to the State Orphan Landfill Program for the former landfill on Industry Drive, authorizing him to enter into an agreement with the State to participate in the Orphan Landfill Program, and authorizing him to contract with S&ME Engineering for consulting services related to the Orphan Landfill Program.

12. Consider reappointing Juanita Rogers and Raymond O’Neill to the Appearance Commission for 3-year terms expiring February 2018.

Ms. Rodgers and Mr. O’Neill have expressed interest in being reappointed and have completed applications accordingly. Ms. Rogers and Mr. O’Neill are very active and would continue to be an asset for this Committee. No other applications were submitted for the Board openings. (Attachment 12)

Recommended action: Staff recommends reappointing Juanita Rodgers and Raymond O’Neill to the Appearance Commission for 3-year terms expiring February 2018.

13. Consider calling for a public hearing in conjunction with the May 12, 2015 Regular Session to amend section 503 of the Zoning Ordinance to allow a parking exemption for downtown residential dwellings over/or in a commercial building as long as the building is not enlarged.

A developer is interested in using the upper floor of a commercial building for loft apartments. Currently the zoning ordinance would require 2 off street parking spaces per unit. A parking exemption study for downtown residential is attached. The recommendation is similar to what the requirements are for the Town of Hillsborough. The amendment to the zoning ordinance for the parking exemption is supported by the comprehensive plan for encouraging downtown residence. (Attachment 13)

Recommended action: Planning Board and staff recommend calling for a public hearing in conjunction with the May 12, 2015 Regular Session to create a parking exemption for downtown residence over/ or in a commercial building as long as the building is not enlarged.

14. Consider Accepting Certificate of Sufficiency for Petition of Voluntary, Contiguous, Annexation by Jake's Ridge , LLC (Bruce Whitten) for 9.0 acres of land located on East Industry Drive.

The Clerk will provide the Certificate of Sufficiency based on the Petition for Voluntary, Contiguous, Annexation received. The City Attorney confirmed annexation boundaries and applicant signatures. This is the next step in the process as the City considers annexing the property. (Attachment 14)

Recommended action: Staff recommends accepting the Certificate of Sufficiency for Petition of Voluntary, Contiguous, Annexation by Jake's Ridge, LLC (Bruce Whitten) for 9.0 acres of land located on East Industry Drive.

15. Consider adopting the resolution calling for an annexation public hearing in conjunction with the May 12, 2015 Regular Session for 9.0 acres of land owned by Jake's Ridge, LLC.

Once the Certificate of Sufficiency is received for voluntary, contiguous, annexation of 9.0 acres of property owned by Jake's Ridge, LLC, the Board can proceed with setting a public hearing for annexation during the May 12, 2015 Regular Session or deny the petition. If the Board proceeds with annexation, then following the public hearing, and at the same meeting, the Board can vote to annex the property. The property owner is petitioning the City for annexation in order to receive City utility services. (See Attachment 14)

Recommended action: Staff recommends adoption the resolution calling for an annexation public hearing in conjunction with the May 12, 2015 Regular Session for 9.0 acres of land located on East Industry Drive, owned by Jake's Ridge, LLC.

16. Consider appointing Patrick T. Kehoe as Finance Officer; bonding him in the amount of \$250,000 through the NCLM; authorizing him with check signing authority; authorizing him as one of two signatories on all City bank accounts and/or depository accounts; and, authorizing Mr. Kehoe and Accounting Clerk Debra Currin with limited power of attorney while revoking said powers by Harold W. Belton, all effective April 15, 2015.

G.S. 159-24 requires that the City have someone in the role of Finance Officer and City Manager Hemann is currently in that role. Patrick Kehoe will assume the role of Finance Director on April 15, 2015 and we must take several steps to install him in that position. Per G.S. 159-29, the minimum bond for the Finance Director is \$50,000 and former Finance Officer Harold Belton was bonded through the NCLM for \$250,000. The bank requires the Board authorize Mr. Kehoe to sign checks and authorizing him as one of two signatories on all City bank accounts and depository accounts is also needed. Limited power of attorney for the purpose of canceling and releasing judgments docketed in favor of the City of Oxford needs to be changed from previous Finance Officer Belton to new Finance Officer Kehoe and also reestablish Accounting Clerk Debra Currin with the same. (Attachment 16)

Recommended action: Staff recommends appointing Patrick T. Kehoe as Finance Officer; bonding him in the amount of \$250,000 through the NCLM; authorizing him with check signing authority; authorizing him as one of two signatories on all City bank accounts and/or depository accounts; and, authorizing Mr. Kehoe and Accounting Clerk Debra Currin with limited power of attorney while revoking said powers by Harold W. Belton, all effective April 15 ,2015

17. Consider Approving a four-year installment loan financing resolution with BB&T for FY 2014-2015 capital outlays in the amount of \$526,138.

Six proposals were received for financing the capital projects approved in the FY 2014-2015 budget with BB&T submitting the lowest proposal for a four-year loan with an interest rate of 1.58%. The City estimated expenditures for financing in the amount of \$669,725. Actual capital expenditures to be financed will be \$526,138. Items not included in the financing that were part of the original estimated capital outlay are GPS Locator Wand, Red Barn improvements for meeting facilities, and part of the financial software from Tyler. As part of the approval process, the Board needs to approve the attached resolution. (Attachment 17)

Recommended Action: Staff recommends approving a four-year installment loan financing resolution with BB&T for FY 2014-2015 capital outlays in the amount of \$526,138.

[REPORTS]

18. February Financial Report highlights by City Manager Hemann. Report will be provided on meeting night.
19. City Update - City Manager Hemann
20. County Board Meeting Update – Commissioner Bridges
21. Downtown Economic Development Commission Report – Commissioner Currin
22. KLRWS Update – Commissioner Strickland
23. Kerr-Tar COG – Commissioner Williford
24. 200th Anniversary Update – Commissioners Williford and Strickland

[CONSENT AGENDA]

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.



GVFICA – Education Initiative

March 16, 2015

Who We Are

GVFICA (Granville-Vance Faith Initiative for Community Action) is a partnership between faith congregations across Granville and Vance Counties working to solve challenges of strategic consequence to the community. With a common agenda and coordination around specific goals in the areas of education, economic development, and health, we deliver on community priorities and we measure results to match investment with impact.

What We Are Doing - Education

GVFICA is fully committing its resources to our Education Initiative. At the invitation of the Superintendents of Schools in Granville and Vance counties, our member churches are “adopting” primary schools, alone or in partnership, to respond to specific student needs identified by principals and teachers. Using an evidence-supported program model, GVFICA church volunteers are serving as:

- **Reading Tutors:** We apply quality standards that are proven to yield results.
- **Child & Family Engagement Volunteers:** We identify student needs and move beyond the schoolhouse to engage parents and families.
- **Resource Providers:** Schools identify physical resource needs; we fill them.

What's Makes Us Different

We Are Permanent. Churches have been here for hundreds of years. We are not going away, and we won't stop until the problem is solved.

We Measure. We measure results, not just effort. We examine our investments of money, time, energy and service hours against improved educational outcomes. If the yield doesn't reflect the investment, we will learn why and adjust our strategy. Our measures include:

- **Outcome Measures:** in-classroom reading scores, standardized testing of reading, number of disciplinary actions taken (suspensions, detentions, etc.), overall classroom behavior, and number of student resource needs filled.
- **Inputs/Investments:** number of volunteers/school, hours of tutoring/week, number of students served; resources needs met; cash invested.

Where We Need Help

Our Education Initiative is endorsed by the Superintendents of Granville and Vance counties and enthusiastically welcomed by school principals. To succeed, we need financial support and for new member-churches to join the Initiative. Financially, we seek:

- **\$20,000 for General Education Program Support**
It takes resources to work with principals, church leaders, teachers, and volunteers. General support allows us to manage the program and deliver results.
- **\$6,000 for GVFICA Church Recruitment**
Financial contributions support recruitment activities to expand church membership for the education program (read: the volunteer pool, the dedication, the community commitment).
- **\$5,000 for Measurement & Reporting**
Financial contributions support gathering, analyzing and reporting education program data.
- **\$4,000 for GVFICA Media, Marketing & Advertising**
Financial contributions generate earned media placements, GVFICA education program posters and informational handouts, and requisite staff time to generate these products.

Please note: All donations are tax deductible. Checks can be made payable to GVFICA and mailed to 566 Ruin Creek Road, Henderson, NC 27536. For more information on giving to GVFICA please contact GVFICA Coordinator, Blaire Benson, at gvfica@gmail.com or 919.475.5623.



CITY OF OXFORD STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners

VIA: James Proctor, Public Works Director, Amy Ratliff, and City Engineer

FROM: Randall W. Hemann, City Manager

DATE: March 31, 2015

SUBJECT: Orphan Landfill Program

SUMMARY STATEMENT

Our former landfill on Industry Drive qualifies as part of the State's Orphan Landfill Program. In February of 2010 NCDENR engaged Marshall Miller and Associates to do a limited assessment as part of entry into the program. As an unlined landfill, this site is eligible for 100% reimbursement for further testing and the creation of a plan for mitigation. The State also pays for 100% of the mitigation. The site is about 15 acres and is adjacent to other private land that also has development potential. Most orphan landfill sites are not cleaned up to the point of being suitable for development but our goal is to make portions of the site suitable for development if doing so is not cost prohibitive. In order to receive funding through the State's Orphan Landfill Program the City must send in a letter of intent, sign an agreement whereby we agree to follow through with the proposed mitigation, and select a consultant to oversee the process from a list of State approved consultants.

REVIEW

After discussing the program with State Officials and receiving a list of approved consultants, the City requested and received qualifications from Schnabel Engineering, S&ME Engineering and Withers and Ravenel. Their qualifications were reviewed by James Proctor, Amy Ratliff and Randy Hemann. The review team followed up with calls to the firms and also to other communities where the firms had worked. While all three firms received good reviews, S&ME was the unanimous choice of the team because of their experience in the program and their experience and proposed methodology of working with the City to explore opportunities for redevelopment of portions of the site rather than mitigation that rendered the land not suitable for redevelopment. Please note that any costs required to make the property "developable" that are beyond what the State would pay for mitigation would be borne by the City of Oxford. Those cost estimates will not be available until the testing is complete. If any of the land can be rendered "developable" with City investment above and beyond the State funding, additional information and options will be presented to the Board of Commissioners for consideration.

SM&E has been invited to make a brief presentation to the Board to outline their proposal and qualifications as well as how the State Orphan Landfill Program operates in general terms

RECOMMENDATION

Staff recommends authorizing the City Manager to send a letter of intent to the State Orphan Landfill Program, authorizing him to enter into an Agreement with the State to participate in the Orphan Landfill Program and authorizing him to contract with S&ME for consulting services related to the Orphan Landfill Program.



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
VIA: Randy Hemann, City Manager
FROM: Cheryl Hart, Planning Director
DATE: 03-25-2015
SUBJECT: Consider appointing Juanita Rogers and Ray O'Neill to 3 year terms to the Appearance Committee.

SUMMARY STATEMENT

Ms. Rogers and Mr. O'Neill are very active and would continue to be an asset for this Committee.

REVIEW

The Appearance Committee will hopefully expand their duties and it would be helpful if they are appointed for another term.

RECOMMENDATION

Staff recommends appointment to a 3 year term.

Attachments:



City of Oxford
300 Williamsboro Street, Oxford, North Carolina

CITY OF OXFORD
FILE
DATE TO
DEC 22 2014

APPLICATION FOR BOARD APPOINTMENT

Return completed form to
Oxford City Clerk, 300 Williamsboro Street, P.O. Box 1307, Oxford, NC 27565

Date 12/17/14

Name and email Juanita Rogers kanglobtrot@yahoo.com

Home address PO Box 31 / 117 Orange St Phone 919-690-2620

Present occupation Retired

Educational background High School - Mary Potter
College - Fayetteville State University
University of UNC

Number of years a resident of Granville County 59

Do you live inside the City limits? Yes If so, for how long? 59

Indicate below the Board/Committee/Commission for which you are applying at this time:

- City Board of Commissioners
- Zoning Board of Adjustment
- Planning Board
- 200th Anniversary Planning Committee
- Oxford Parking Authority
- Recreation Advisory Committee
- Community Appearance Commission
- Historic Preservation Commission
- Fireman's Relief Fund
- Other

List all Boards/Committees/Commissions on which you have previously served or are currently serving.

Planning Board, Granville Co Board of Adjustment
Economic Commission, Historic Preservation Commission

Provide a brief statement as to why you wish to serve on the Board/Committee/Commission you have indicated above. Attach additional sheets/use other side, if needed.

I wish to continue to serve on the
Appearance Commission to be a part of
the upkeep of the city and to make sure
this town has an inviting atmosphere

Signature Juanita Rogers



City of Oxford
300 Williamsboro Street, Oxford, North Carolina

APPLICATION FOR BOARD APPOINTMENT

Return completed form to
Oxford City Clerk, 300 Williamsboro Street, P.O. Box 1307, Oxford, NC 27565

Date 1/14/15

Name and email RAYMOND (RAY) O'NEILL raca@ncol.net

Home address 204 SADDLE TREE ROAD Phone 919 693 7685

Present occupation RETIRED

Educational background B.S. DEGREE

Number of years a resident of Granville County 14

Do you live inside the City limits? YES If so, for how long? 14

Indicate below the Board/Committee/Commission for which you are applying at this time:

- | | |
|---|---|
| <input type="checkbox"/> City Board of Commissioners | <input type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> Zoning Board of Adjustment | <input checked="" type="checkbox"/> Community Appearance Commission |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Historic Preservation Commission |
| <input type="checkbox"/> 200 th Anniversary Planning Committee | <input type="checkbox"/> Fireman's Relief Fund |
| <input type="checkbox"/> Oxford Parking Authority | <input type="checkbox"/> Other |

List all Boards/Committees/Commissions on which you have previously served or are currently serving.

APPEARANCE COMMISSION. POLICE DEPT. PCAT PROGRAM
5 yrs

Provide a brief statement as to why you wish to serve on the Board/Committee/Commission you have indicated above. Attach additional sheets/use other side, if needed.

I would like to contribute to our community and believe I can best serve on the Appearance Commission. My education and personal interests lend themselves to be best suited to that committee.

Signature R. A. O'Neill



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners

VIA: Randy Hemann, City Manager

FROM: Cheryl Hart, Planning Director

DATE: 03-25-2015

SUBJECT: Consider calling for a public hearing for consideration to amend section 503 of the zoning ordinance in order to allow a parking exemption for required off street parking for downtown residential for dwellings over/or in a commercial building as long as the building is not enlarged.

SUMMARY STATEMENT

The amendment to the zoning ordinance for the parking exemption is supported by the comprehensive plan for encouraging downtown residence.

REVIEW

A developer is interested in using the upper floor of a commercial building for loft apartments. Currently the zoning ordinance would require 2 off street parking spaces per unit. A parking exemption study for downtown residential is attached. The recommendation is similar to what the requirements are for the Town of Hillsborough.

RECOMMENDATION

Planning Board and staff recommend creating a parking exemption for downtown residence over/or in a commercial building as long as the building is not enlarged.

Attachments: y

Parking Exemption Study for Downtown Residential/Loft Apts.

- Town of Davidson -do not have a parking requirement in downtown. However, they're updating the ordinance and will be requiring parking or the opportunity to provide a payment in lieu for a parking so that the town might one day construct a consolidated structured parking.
- Roxboro – Have public parking in downtown, so they don't have the requirement if the parking is available. Otherwise, they require 2 spaces per dwelling unit.
- Hillsborough -If an existing building is converted to apartments and no building addition is needed for that conversion, the ordinance would not require the creation of parking spaces.
- City of Henderson- No exemptions, but they have had some similar concerns.



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners

VIA: Randy Hemann, City Manager

FROM: Barbara J. Rote, City Clerk

DATE: 03-15-15

SUBJECT: Consider Accepting Certificate of Sufficiency for Petition of Voluntary, Contiguous, Annexation by Jake's Ridge LLC, and consider adopting a resolution calling for an annexation public hearing to be held in conjunction with the May 12, 2015 Regular Session if the Board desires to move forward with annexation.

SUMMARY STATEMENT

Jake's Ridge, LLC (Bruce Whitten) has petitioned the City to annex 9.0 acres of land and located on East Industry Drive. The annexation request was required to receive City services for a 56-unit Unified Housing Development. This is the next step in the process as the City considers annexing the property.

REVIEW

- 1) The Clerk will provide the Certificate of Sufficiency based on the Petition for Voluntary Annexation received. The City Attorney confirmed annexation boundaries and applicant signatures. The Board can vote to accept the Certificate of Sufficiency.
- 2) The Board can now proceed with setting a public hearing for annexation during the May 12, 2015 Regular Session or deny the petition. Following the public hearing, and at the same meeting, the Board can vote to annex the property.

RECOMMENDATION

Staff recommends accepting the Certificate of Sufficiency for Petition of Voluntary, Contiguous, Annexation by Jake's Ridge, and adopting a resolution calling for an annexation public hearing in conjunction with the May 12, 2015 Regular Session for 9.0 acres of property located on East Industry Drive.

Attachments: Y

CERTIFICATE OF SUFFICIENCY
EAST INDUSTRY DRIVE - JAKES RIDGE, LLC

To the Board of Commissioners of the City of Oxford, North Carolina:

I, Barbara J. Rote, City Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-31

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Oxford, this 14th day of April, 2015.

(SEAL)


Barbara J. Rote, City Clerk



RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION
PURSUANT TO G.S. 160A-31
JAKE'S RIDGE LLC

WHEREAS, the City of Oxford has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the Board of Commissioners has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the City Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the City of Oxford, North Carolina that:

Section 1. A public hearing on the question of annexation of the contiguous area described herein will be held in the Commissioners' Board Room, 3rd Floor, City Hall, 300 Williamsboro Street at 7:00 P.M. on Tuesday, May 12, 2015.

Section 2. The area proposed for annexation is described as follows:

9.0 +/- Acres

East Industry Drive, Oxford, North Carolina, 27565

(Jake's Ridge LLC)

BEGINNING at an iron pin in the northern margin of Industry Drive, which said iron pin is the southeastern corner of the property herein described and the southwestern corner of the property of Oxford Housing Authority as recorded in Deed Book 233, page 313, Granville County Registry; going thence along the eastern margin of Industry Drive S. 81° 12' 38" W 482.99 feet to an iron pin, which is the southwestern corner of the property herein described and the southeastern corner of the other property of Watkins, Edmundson & Allen; going thence in a new line along the property of Watkins, Edmundson & Allen N. 08° 47' 22" W. 845.66 feet to an iron pin, which is located in the northwestern corner of the property herein described and being in the southern margin of the property located at 301 Lewis Street as recorded in Deed Book 824, page 302, Granville County Registry; going thence N. 89° 11' 24" E. 487.23 feet to an iron pin in the northwestern corner of the property of Oxford Housing Authority; thence along the line of Oxford Housing Authority S. 08° 49' 27" E. 778.03 feet to an iron pin in the northern margin of Industry Drive, which said iron pin is the point and place of beginning, containing 9 acres, and being Tract 2 of that certain survey entitled, "Recombination of Allen, Edmundson & Watkins property", prepared by Bobby Fuquay and Associates, dated September 18, 2014.

For further reference see Deed Book 254, page 387, Granville County Registry.

Section 3. Notice of the public hearing shall be published once in the Oxford Public Ledger, a newspaper having general circulation in the City of Oxford, NC, at least ten (10

days prior to the date of the public hearing.

Adopted this 14th day of April, 2015

Jacqueline, vdH Sergent, Mayor

ATTEST:

Barbara J. Rote, City Clerk

A.

TO HAVE AND TO HOLD the above described lot or parcel of land with all of the privileges and appurtenances thereunto belonging unto it, the said party of the second part, its assigns and successors in office, in fee simple forever.

And the said parties of the first part hereby covenant and agree to and with the said party of the second part, its assigns and successors in office, that they are seized in fee and have the right to convey same in fee simple; that said land is free and clear from any and all encumbrances, and that they will forever warrant and defend the title to the same against the lawful claims and demands of any and all persons whomsoever, except for the exceptions hereinafter stated.

Title to the property hereinabove described is subject to the following exceptions:

See Exhibit B attached hereto

IN TESTIMONY WHEREOF, the said parties of the first part have hereunto set their hands and seals, this the day and year first above written.

C. W. Allen, Jr. (SEAL)
C. W. Allen, Jr.

STATE OF North Carolina
COUNTY OF Granville

I, Barbara D. Kerley, a Notary Public of the Vance county and state aforesaid, do hereby certify that C. W. Allen, Jr., personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the 10th day of December, 2014.

Barbara D. Kerley
Notary Public

My commission expires: 12/12/14

BARBARA D. KERLEY
Notary Public
Vance County, NC

A.

IN TESTIMONY WHEREOF, the said parties of the first part have hereunto set their hands and seals,
this the day and year first above written.

R. Gene Edmundson (SEAL)
R. Gene Edmundson

STATE OF North Carolina
COUNTY OF Granville

I, Barbara D. Kerley, a Notary Public of the Vance county and state aforesaid, do hereby certify that R. Gene Edmundson personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the 10th day of December, 2014.

Barbara D. Kerley
Notary Public

My commission expires: 12/12/14

BARBARA D. KERLEY
Notary Public
Vance County, NC

A.

EXHIBIT A

LEGAL DESCRIPTION

BEING all that certain +/- 9.0 acre tract or parcel of land lying and situated in Oxford, Granville County, North Carolina, being known as Tract 2 on that certain Plat entitled, "Plat of Correction of the Recombination of Allen, Edmundson & Watkins property", prepared by Bobby Fuquay and Associates, dated December 15, 2014 and recorded in Plat Book 43, at Page 84 of the Granville County Public Registry, and being more particularly described by the following metes and bounds:

BEGINNING at an iron pin in the northern margin of East Industry Drive, which said iron pin is the southeastern corner of the property herein described and the southwestern corner of the property of Oxford Housing Authority as recorded in Deed Book 233, Page 313, Granville County Registry; going thence along the northern margin of East Industry Drive S. $81^{\circ} 12' 38''$ W. 486.48 feet to an iron pin, which is the southwestern corner of the property herein described and the southeastern corner of the other property of Watkins, Edmundson & Allen; going thence in a new line along the property of Watkins, Edmundson & Allen N. $08^{\circ} 47' 22''$ W. 841.85 feet to an iron pin, which is located in the northwestern corner of the property herein described and being in the southern margin of the 301 Lewis Street, LLC property as recorded in Deed Book 824, Page 487, Granville County Registry; going thence N. $89^{\circ} 24' 23''$ E. 124.47 feet to an axle located along the aforesaid southern margin of the property of 301 Lewis Street, LLC; going thence N. $89^{\circ} 38' 56''$ E. 366.79 feet to an iron pin in the northwestern corner of the property of Oxford Housing Authority; thence along the line of Oxford Housing Authority S. $08^{\circ} 49' 27''$ E. 770.29 feet to an iron pin in the northern margin of East Industry Drive, which said iron pin is the point and place of beginning, containing 9 acres, and being Tract 2 of that certain survey entitled, "Plat of Correction of the Recombination of Allen, Edmundson & Watkins Property", prepared by Bobby Fuquay and Associates, dated December 15, 2014. For further reference see Deed Book 254, Page 387, Granville County Registry.

A.

IN TESTIMONY WHEREOF, the said parties of the first part hereunto set their hands and seals, this the day and year first above written.

Alma W. Brown (SEAL)
 Alma Marie W. Brown

Richard W. Brown (SEAL)
 Richard Wilson Brown

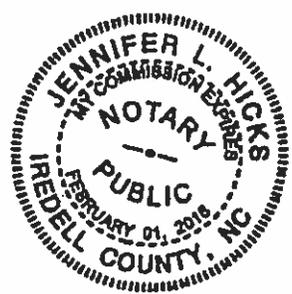
STATE OF North Carolina
 COUNTY OF Fredell

I, Jennifer L. Hicks a Notary Public of the county and state aforesaid, do hereby certify that Alma Marie W. Brown and husband, Richard Wilson Brown, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the 4th day of December, 2014.

Jennifer L. Hicks
 Notary Public

My commission expires: 2-1-16



A.

IN TESTIMONY WHEREOF, the said parties of the first part have hereunto set their hands and seals, this the day and year first above written.

Annabelle W. Barker (SEAL)
Annabelle W. Barker

STATE OF North Carolina

COUNTY OF Rutherford

I, Kathryn Canant, a Notary Public of the county and state aforesaid, do hereby certify that Annabelle W. Barker, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the 4th day of December, 2014.

Kathryn Canant
Notary Public

My commission expires: 7-31-16



A.

IN TESTIMONY WHEREOF, the said parties of the first part have hereunto set their hands and seals,
this the day and year first above written.

Mary Ruth W. Edmundson (SEAL)
Mary Ruth W. Edmundson

STATE OF North Carolina

COUNTY OF Yancey

I, Barbara D. Kerley, a Notary Public of the county and state aforesaid, do hereby certify that Mary Ruth W. Edmundson personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the 11th day of December 2014.

Barbara D. Kerley
Notary Public

My commission expires: 12/12/14

BARBARA D. KERLEY
Notary Public
Yancey County, NC

BARBARA D. KERLEY
Notary Public
Yancey County, NC

A.

EXHIBIT B

PERMITTED EXCEPTIONS

1. Taxes or assessments for the year 2015, and subsequent years, not yet due or payable.
2. Easement(s) to Carolina Power and Light Company recorded in Book 231, Page 143 of the Granville County Registry.



OFFICE OF
PLANNING DIRECTOR

City Of Oxford

CITY OF OXFORD

On the date listed below, the Board of Adjustment for the City of Oxford met and held a public hearing to consider the following application.

APPLICANT: Bruce Whitten/Northstar Carolinas, LLC

PROPERTY LOCATION: Industry Dr (Between Juniper Court & Williamsboro Square)

PROPOSED USE OF PROPERTY: Construct a 56-unit Unified Housing Development on a 6 acre tract.

MEETING DATE: May 7, 2012

Having heard all the evidence and argument presented at the hearing, the Board finds that the application is complete, that the application complies with all of the applicable requirements of the City of Oxford Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance and the following conditions:

- (1) The applicant shall complete the development strictly in accordance with the plans submitted to and approved by this Board, a copy of which is filed in the Planning Dept.
- (2) If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.

Cheryl Hart, Planning Director



OFFICE OF
PLANNING DIRECTOR

B.
City Of Oxford

May 17, 2013

Mr. Bruce M. Whitten
Northstar / Carolinas, LLC
P.O. Box 17905
Raleigh, NC 27609

Re: Proposed Apartment Community
Jake's Ridge
East Industry Drive
Oxford, NC

Mr. Whitten:

On May 6, 2013, your application for a Special Use Permit for the Jake's Ridge apartment community received the necessary 8 votes to satisfy the requirements by ordinance and was approved by the Board of Adjustment for the City of Oxford. Also, the proposed use for the subject property is in compliance with the zoning / land use provisions for the B-2 zoning classification of the City of Oxford Zoning Ordinance as a permitted use with the approved special use application.

We at the City of Oxford look forward to the completion of your proposed apartment development and the service to be provided to the citizens of Oxford by the affordable housing community you have proposed. Please keep us updated as to your progress towards the development of the Jake's Ridge community.

Sincerely,

Cheryl Hart
Planning Director
City of Oxford, NC



On the date listed below, the Board of Adjustment for the City of Oxford met and held a public hearing to consider the following application.

Applicant: Bruce Whitten/Northstar Carolinas, LLC

Property Location: Industry Dr (adjacent to Juniper Court Apartments consisting of 9 acres)

Meeting Date: December 1, 2014

Having heard all the evidence and argument presented at the hearing, the Board of Adjustment finds that the application is complete, that the application complies with all of the applicable requirements of the City of Oxford Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance and the following conditions:

1. Relocation of the entrance to the community will move 168 feet to the west of the original location.
2. Increase the length of the deceleration lane on Industry Dr.
3. Relocate clubhouse within the site as shown on site plan.
4. BMP location is adjusted to reflect new drainage patterns from the new lay out (to be approved by engineering).
5. Decrease the amount of asphalt slightly to provide additional pervious surface.
6. Roadways within the site are widened to accommodate the Fire Dept. Maintain parking requirements.
7. Buildings re-alignment are provided with the 3 story buildings placed at the back of the community to utilize the contour of the site and to soften the appearance at the entrance.
8. Same number of buildings within the same quadrants of the site shall be developed to the standards approved 5/6/13.
9. The applicant shall complete the development strictly in accordance with the plans amended to and approved by the Oxford Zoning Board of Adjustment, a copy of which is filed in the Planning Dept.
10. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, the this special use permit shall be void and of no effect.

Cheryl Hart, Planning Director



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
FROM: Randy Hemann, City Manager
DATE: March 30, 2015
SUBJECT: Finance Officer/Finance Director

SUMMARY STATEMENT

GS 159-24 requires that the City have someone in the role of Finance Officer and City Manager Hemann is currently in that role. Patrick T. Kehoe will assume the role of Finance Director on April 15, 2015 and we must take several steps to install him in that position.

REVIEW

The proposed steps are as follows:

1. Per GS 159-24 appoint the Patrick T. Kehoe as Finance Officer effective April 15, 2015.
 2. Authorize and bonding Patrick T. Kehoe in the amount of \$250,000. Bonding at a minimum of \$50,000 is required by GS 159-29 and those employees, other than the Finance Officer/Director, who have custody of the more than \$100, are covered under a blanket bond with the NCLM up to \$100,000.
 3. Authorize Patrick T. Kehoe with check signing authority.
 4. Authorize Patrick T. Kehoe as one of two signatories on all City bank accounts and/or depository accounts.
 5. Authorize limited power of attorney to Patrick T. Kehoe for the purpose of canceling and releasing judgments docketed in favor of the City of Oxford in the Office of the Clerk of Superior Court of Granville County and revoke said powers by Harold W. Belton.
-

RECOMMENDATION

Staff recommends 1) appointing Patrick T. Kehoe as Finance Officer, 2) Bonding Mr. Kehoe in the amount of \$250,000 through the NCLM, 3) authorizing Mr. Kehoe with check signing authority, 4) authorizing Mr. Kehoe as one of two signatories on all City bank accounts and/or depository accounts and, 5) authorizing Mr. Kehoe with limited power of attorney while revoking said powers by Harold W. Belton all effective April 15, 2015.

Attachments: Limited Power of Attorney

NORTH CAROLINA
GRANVILLE COUNTY

LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS that the City of Oxford, North Carolina, a municipal corporation ("City" hereafter), does hereby nominate, constitute and appoint PATRICK T. KEHOE, City of Oxford Finance Officer or DEBRA A. CURRIN, City of Oxford Accounting Clerk, either of whom may act, as its true and lawful attorneys-in-fact for the purposes herein set out:

Either attorney-in-fact shall have the power to cancel and release judgments docketed in favor of the City in the Office of the Clerk of Superior Court of Granville County by affixing his or her signature and title after having determined that such judgments have been satisfied by payments in full.

And the City does hereby ratify and confirm all things so done by either or both of said attorneys-in-fact within the scope of the authority herein granted.

Any and all prior Limited Powers of Attorney executed by the City of Oxford for the purposes set forth herein are hereby revoked.

IN TESTIMONY WHEREOF, the undersigned has caused this Limited Power of Attorney to be signed in its corporate name by its Major, and attested by its City Clerk, and sealed with its common seal, on this the ____ day of April, 2015.

CITY OF OXFORD, NORTH CAROLINA

(SEAL)

By: _____
Jacqueline vdH Sergent, Mayor

ATTEST:

Barbara J. Rote, City Clerk

NORTH CAROLINA

GRANVILLE COUNTY

I, _____, a Notary Public of the county of Granville and State aforesaid, do hereby certify that on this day personally appeared before me Barbara J. Rote, City Clerk, with who I am personally acquainted, who being by me duly sworn says that Jacqueline vdH Sergent is Mayor and that she is City Clerk of the City of Oxford, a municipal corporation, which executed the foregoing Limited Power of Attorney; that she knows the common seal of said corporation; that the name of the corporation was subscribed thereby and the said common seal was affixed by the order of the governing body of said corporation; that the said certification is the act and deed of said corporation.

Witness by hand and notarial seal this the ____ day of April, 2015.

Notary Public

My commission expires: _____



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
FROM: Randy Hemann, City Manager/Interim Finance Director
DATE: April 7, 2015
SUBJECT: Approve FY 2015 Bank Financing with BB&T

SUMMARY STATEMENT

Approve four year installment loan financing with BB&T for FY 2015 capital outlays in the amount of \$526,138 with an interest rate of 1.58%.

REVIEW

Six proposals were received for financing the capital projects approved in the FY 2014-2015 budget with BB&T submitting the lowest proposal for a four-year loan with an interest rate of 1.58%. The City estimated expenditures for financing in the amount of \$669,725. Actual capital expenditures to be financed will be \$526,138. Items not included in the financing that were part of the original estimated capital outlay are GPS Locator Wand, Red Barn improvements for meeting facilities, and part of the financial software from Tyler.

As part of the approval process, the Board needs to approve the attached resolution.

RECOMMENDATION

Staff recommends the approving the financing resolution from BB&T.

Attachments:

Resolution Approving Financing Terms

WHEREAS: The City of Oxford ("City") has previously determined to undertake a project for the financing of vehicles and equipment, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The City hereby determines to finance the Project through Branch Bank and Trust Company ("BB&T"), in accordance with the proposal dated February 13, 2015. The amount financed shall not exceed \$669,725.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.58%, and the financing term shall not exceed 4 years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by City officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The City shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The City hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The City intends that the adoption of this resolution will be a declaration of the City's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The City intends that funds that have been advanced, or that may be advanced, from the City's general fund, or any other City fund related to the project, for project costs may be reimbursed from the financing proceeds.
6. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this _____ day of _____, 2015.

By: _____
(Clerk)

By: _____
(Mayor)

SEAL