

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

**Tuesday, July 12, 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:
 - Item 17: Formally appointing Hak Ung as Finance Officer with check signing authority and limited power of attorney.
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 7)

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 book.

Staff evaluated the fees for other cities and municipalities of similar size. (Attachment 8)

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 book.

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

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 9)

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

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. (Attachment 10)

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 11)

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 12)

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 16)
17. Appoint Hak Ung as Finance Officer; authorize him with check signing authority; authorizing him as one of two signatories on all City bank accounts and/or depository accounts; and, authorize Mr. Ung and Accounting Clerk Debra Currin with limited power of attorney while revoking said powers by Patrick Kehoe, all effective May 26, 2016.
18. Approve the following 2016 meeting minutes:
* June 6, Agenda Session * June 14, Regular Session * June 27, Special Meeting

[BOARD COMMENTS]

[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 July 5, 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
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.



CITY OF OXFORD STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners

VIA: Elke Doom, City Manager

FROM: Barbara J. Rote, City Clerk

DATE: 06-15-16

SUBJECT: 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.

SUMMARY STATEMENT

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.

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 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.
-

RECOMMENDATION

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.

Attachments: Y

CERTIFICATE OF SUFFICIENCY
EAST INDUSTRY DRIVE - THORNROSE

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 12th day of July, 2016.

(SEAL)



Barbara J. Rote
Barbara J. Rote, OMC, City Clerk

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION
PURSUANT TO G.S. 160A-31
THORNROSE, 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, August 9, 2016.

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

10.03 +/- Acres
East Industry Drive, Oxford, North Carolina, 27565
(Thornrose, LLC)

A Certain tract or parcel of land situate on the north side of East Industry Drive in Fishing Creek Township, Granville County, North Carolina, and more particularly described as follows:

That certain tract or parcel of land designated as Tract 1 containing 10.03 acres, more or less, as shown on map entitled "Subdivision of Allen, Edmundson & Watkins Property" prepared by Bobby Fuquay and Associates dated January 4, 2016, and recorded in Map Book 44, Page 85, Granville County Registry.

Also described as and being the same as: 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 being the southwestern corner of the property heretofore conveyed in Deed Book 1534, page 354 to Jake's Ridge, LLC; going thence along the northern margin of Industry Drive S. 81° 12' 38" W. 14.59 feet to an iron pipe found; continuing along the northern margin of Industry Drive S. 80° 23' 03" W. 200.92 feet to an iron pin; thence S. 81° 03' 56" W. 27.00 feet to an iron pin, corner of Tract No. 2 on the hereinafter referred to plat; going thence along the line of Tract No. 2 on the hereinafter referred to plat in a new line N. 14° 54' 08" W. 615.44 feet to an iron pin; thence continuing in a new line S. 81° 33' 10" W. 284.67 feet to a rebar found in the line of Granville Health Investors, LLC; thence along the line of Granville Health Investors, LLC, N. 60° 38' 28" W. 321.87 feet to a rebar found; thence N. 64° 21' 16" W. 60.02 feet to an iron pin in the line of Tamara E. Jones; thence along the line of Tamara E. Jones N. 25° 38' 44" E. 380.95 feet to an existing concrete monument; continuing along Jones' line N. 25° 38' 44" E. 18.11 feet to an axle found in the line of Tempie H. Broyal; thence along the line of Tempie H. Broyal S. 68° 28' 01" E. 113.80 feet to an iron pin; thence S. 69° 59' 27" E. 55.03 feet to an existing concrete monument; thence S. 03° 17' 52" W. 167.90 feet to an iron pin; thence N. 89° 40' 21" E. 456.89 feet to an axle; thence N. 89° 24' 23" E. 107.53 feet to an iron pin, which is

the northeastern corner of the property herein described and the northwestern corner of the property of Jake's Ridge, LLC, as described in Deed Book 1534, page 354; thence along the line of Jake's Ridge, LLC S. 08° 47' 22" E. 841.85 feet to an iron pin in the northern margin of East Industry Drive, which said point is the point and place of beginning, containing 10.03 acres, according to map and survey entitled, "ALTA/ASCM Land Title Survey of Allen, Edmundson & Watkins Property", prepared by Bobby Fuquay and Associates of 6525 Mal Weathers Road, Raleigh, N.C. 27603. Date of survey being 01/04/2016 and date of Map being 01/05/2016.

For further reference see Plat Book 44, page 85, and 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 12th day of July, 2016

Jacqueline, vdH Sergent, Mayor

ATTEST:

Barbara J. Rote, CMC, City Clerk

SCHEDULE FOR ANNEXATION OF CONTIGUOUS AREAS UPON PETITION OF ALL OWNERS OF REAL PROPERTY EAST INDUSTRY DRIVE - THORNROSE

| STEP | PROCEDURE | DATE/PROJECTED DATE |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| 1 | Petition required from requesting party | Dated Received: 05-20-2016 |
| 2 | Board denies petition OR moves forward directing clerk by resolution to investigate petition (Board Meeting 1) | Board Meeting Date 1: 06-14-2016 |
| 3 | Clerk Certifies Petition by issuing a Certificate of Sufficiency (Board Meeting 2) | Board Meeting Date 2: 07-12-2016 |
| 4 | After presentation of Certificate of Sufficiency – Public Hearing Date Set (Board Meeting 2) | Board Meeting Date 2: 07-12-2016 |
| 5 | Send Recommendation to Planning Board if Zoning Needs Changed (Cheryl will provide if needed) | Board Meeting Date 2: NA |
| 6 | Notice of Public Hearing for Annexation - published in paper once at least 10 days prior to public hearing. | Date of Publication: 07-28-2016 |
| 7 | Hold Public Hearing for Annexation (Board Meeting 3) | Board Meeting Date 3: 08-09-2016 |
| 8 | Adopt Annexation Ordinance for contiguous area (Board Meeting 3 or later) <i>i. Can be effective immediately or on any specified date within 6 months of ordinance adoption</i> | Board Meeting Date 3: (or later) 08-09-2016 |
| 9 | Call for Zoning Public Hearing (Board Meeting 3) | Board Meeting Date 3: NA |
| 10 | Public Notice of Ordinance Adoption | Publication Date: 08-15-2016 |
| 11 | Record annexation with Board of Elections, Register of Deeds, Secretary of State | Date Recorded: |
| 12 | Hold Zoning Public Hearing Adopt Zoning Classification (Board Meeting 4) | Board Meeting Date 4: NA |
| 13 | Change zoning regulations within 60 days of adoption if needed | NA |



CITY OF OXFORD

STAFF REPORT

TO: Mayor Sergeant and Board of Commissioners
VIA: Elke Doom, City Manager
FROM: Amy Ratliff, PE
DATE: 6/13/16
SUBJECT: Adoption of Revised Misc. Water Charges

SUMMARY STATEMENT

Consider adopting the attached Misc. Water Charges.

REVIEW

The Public Works Committee and Staff recognized the need to increase Misc. Water Charges at the City that have remained the same for years. The Increased Charges will help defray the cost incurred by the City for the services provided by the items listed. Staff evaluated the fees for other cities and municipalities of similar and recommends the attached charges.

RECOMMENDATION

The Public Works Committee and Staff recommend adopting the attached Misc. Water Charges.

Attachment: Recommended Price Increases
Charges as shown in the Budget Book

Recommended Price Increases

| | <u>CURRENT</u> | <u>RECOMMENDED</u> |
|------------------------------------------------|------------------------|------------------------|
| Set up fee | \$ 10 | \$25 |
| Sewer 4" tap | \$800 4ft deep/no rock | \$1,500 |
| Water tap ¾" | \$850 | \$1,750 |
| Bulk water | | |
| Administrative | \$5.00 | \$20 |
| BULK PERMIT (approx. 30) | \$5.00 | \$50 |
| Re-read meter fee (If no problem found) | \$0 | \$25 |
| Re-installation of meter (Due to tampering) | \$75.00 | \$250 |
| Set meter (3/4") (1") | \$75.00 | \$250 |
| | 2" or higher | quote |
| Sprinklers: | | |
| (Inside per head) | \$0.05 | \$0.06 |
| Outside | \$0.06 | \$0.072 |
| Minimum inside | \$7.50 | \$11.00 |
| Minimum outside | \$7.50 | \$15.00 |
| Maximum | | \$1,500 |
| Hydrants: | | |
| Inside | \$11.25 | \$15.00 |
| Outside | \$12.50 | \$18.00 |
| Hydrant Meter | \$0 | \$500 per month charge |
| Deposit: | \$1,575 | \$2,500 |
| High Strength Waste Discharge Fee | | |
| BOD | \$0.67 | \$0.89 |



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and Board of Commissioners
VIA: Elke Doom, City Manager
FROM: Amy Ratliff, PE
DATE: 6/13/16
SUBJECT: Adoption of Engineering Fees

SUMMARY STATEMENT

Consider adopting the attached Engineering Fee Schedule.

REVIEW

The Public Works Committee and Staff recognized the need for implementing an Engineering Fee Schedule at the City. 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 and recommends the attached rates.

RECOMMENDATION

The Public Works Committee and Staff recommend adopting the attached Engineering Fee Schedule.

Attachment: Engineering Fee Schedule

ENGINEERING FEE SCHEDULE

| | Fee |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Driveway Permit | |
| City | \$100.00 |
| NCDOT | \$100.00 |
| Sketch Plan | |
| Site Area up to 2 acs. | \$250.00 |
| Site Area 2 to 10 acs. | \$500.00 |
| Site Area over 10 acs. Plus an acreage charge of - | \$750.00 |
| | \$40.00 |
| Site Plan - Residential / Commercial | |
| Site Area up to 2 acs. | \$500.00 |
| Site Area 2 to 10 acs. | \$800.00 |
| Site Area over 10 acs. Plus an acreage charge of - | \$1,000.00 |
| | \$60.00 |
| Site Plan Revisions | |
| | Half the site plan charge |
| Stormwater Review | |
| Review done by Consultant | Consultant's Fee is passed directly to the Developer |
| Inspections | |
| Water Line Installation | \$150 + \$0.16 per lineal foot (up to 1 mile) \$150 + \$0.40 per lineal foot (greater than 1 mile) |
| Sewer Line Installation | \$150 + \$0.16 per lineal foot (up to 1 mile) \$150 + \$0.40 per lineal foot (greater than 1 mile) |
| Storm Drain Installation | \$150 + \$0.16 per lineal foot (up to 1 mile) \$150 + \$0.40 per lineal foot (greater than 1 mile) |
| Roadway Installation | \$150 + \$0.16 per lineal foot (up to 1 mile) \$150 + \$0.40 per lineal foot (greater than 1 mile) |
| Testing of Water, Sewer and Manholes | Included on first try |
| Retesting for any utility failure | \$75 + \$0.08 per lineal foot (up to 1 mile) \$150 + \$0.20 per lineal foot (greater than 1 mile) |
| Close Out | |
| Site Area up to 2 acs. | \$250.00 |
| Site Area 2 to 10 acs. | \$500.00 |
| Site Area over 10 acs. Plus an acreage charge of - | \$750.00 |
| | \$40.00 |



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
VIA: Elke Doom, City Manager
FROM: Barbara Rote, City Clerk
DATE: 06-30-16
SUBJECT: Appointment to Oxford-Henderson-Granville-Vance Airport Authority (Joint Airport Authority)

SUMMARY STATEMENT

Consider applicants to the Joint Airport Authority Board for a 2-year term expiring July 2018.

REVIEW

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.

RECOMMENDATION

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

Attachments: Applications



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 6-15-16

Name and email JAMES (JIMMY) BRUMMIT DOT B@GLORY ROAD.NET

Home address HILL E. SPRING STREET Phone 919-690-4081

Present occupation RETIRED

Educational background HIGH SCHOOL, 8 YEARS IN MANY SCHOOLS

Number of years a resident of Granville County 75

Do you live inside the City limits? YES If so, for how long? 48 YEARS

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 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 <u>AIRPORT AUTHORITY</u> |

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

AIRPORT ONLY

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.

HAVE BEEN ON BOARD FOR 26 YEARS, INVOLVED IN STATE GRANTS, WORK WITH DOT AVIATION PERSONNEL AIRPORT IS STILL GROWING AND WOULD LIKE TO BE ON BOARD TO FINISH SOME PROSOTS

Signature James W. Brummit Jr



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 1-27-16

Name and email Paul W. Hesse Oxfordhesse@gmail.com

Home address 418 Raleigh St, Oxford, NC 27565 Phone Home 919-693-0933
Cell 815-1169

Present occupation Retired High School Teacher - Flight Instructor - HIN-2

Educational background See Attached document

Number of years a resident of Granville County 13

Do you live inside the City limits? Yes If so, for how long? 13

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
- Other ADMIT
-

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

None

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.

See Attached document

Signature Paul W Hesse

Henderson-Oxford Board Application

The reason I am applying for a board position at the Henderson-Oxford Airport is simple. I feel with my +40 years of experience in aviation I can help make the airport grow and be successful with business and civilian use of the facility. I do not understand why the four other perimeter airports within the 30 nm range of RDU have done so well with growth and why this airport has seen very little change over the past 40 years? I have been involved with this airport since 1981. The other four airports being Johnson Co. (JNX), Sanford- Lee (TTA), Franklin Co. (LHZ) and Person Co. (TDF). In fact they have prospered so well that they do not have any more room for hangers. They are no further from RDU than Oxford is in terms of distance and driving time. This airport has just as much space and maybe more available than the four airports mentioned. This airport is under developed and under utilized. We need more hangers and a newer terminal. Even Revlon does not use this airport which is only 3 miles from the plant. They go to Franklin Co. It makes no sense. Also no flights into Oxford take place for the Butner Prison inmate(s) exchange which is closer than Person Co. Airport where they do exchange inmates being flown around the country. Why not here?

I presently own and operate Empire Aviation Inc. at the airport. (www.empire-aviation.com). I have done so the past seven years and have been a active flight instructor for the past 25 years. I currently have a valid pilots license, ATP, and all flight instructor endorsements, CFI, CFII, MEI. I encourage high school, boy/girl scouts and civic groups to come and visit the airport constantly. I also teach private and instrument ground schools on a regular, scheduled time intervals at the airport. I have taught and licensed approximately 50 students at the airport since my relocation from Durham.

I am a retired High School teacher from North Carolina. BS in geology and education. I taught in the Durham system at Northern High School where I also was the varsity soccer coach for men and woman. I also have an AAS degree in Nursing, RN.

Thanks, Paul Hesse



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
VIA: Elke Doom, City Manager
FROM: Cheryl Hart, Planning Director
DATE: 6-29-2016
SUBJECT: Consider adopting a demolition ordinance for 207 Clement Ave. owned by William Lloyd et al.

SUMMARY STATEMENT

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.

REVIEW

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.

RECOMMENDATION

Staff recommends adoption of the demolition ordinance.

Attachments:

**AN ORDINANCE DIRECTING THE HOUSING CODE OFFICER
TO DEMOLISH THE PROPERTY HEREIN DESCRIBED
AS UNFIT FOR HUMAN HABITATION
AND DIRECTING THAT A NOTICE BE PLACED THEREON THAT
THE SAME MAY NOT BE OCCUPIED UNTIL DEMOLISHED**

WHEREAS, the Board of Commissioners of the City of Oxford finds that the property described herein is unfit for human habitation under the City Housing Code, and that all of the provisions of the Housing Code have been complied with as a condition of the adoption of this ordinance; and

WHEREAS, said structure should be demolished as directed by the Housing Code Officer and should be placarded by placing thereon a notice prohibiting use for human habitation; and

WHEREAS, the owners of said structure have been given a reasonable opportunity to bring the structure up to the standards of the Housing Code in accordance with G.S. 160A-443(5) pursuant to an order issued by the Housing Code Officer on September 29, 2015, and the owners having failed to comply with the order;

NOW, THEREFORE, be it ordained by the Board of Commissioners of the City of Oxford, that:

Section 1. The Housing Code Officer is hereby authorized and directed to place a sign containing the legend:

"This building is unfit for human habitation; the use of or occupancy of this building for human habitation is prohibited and unlawful."

on the building located at the following address: 207 Clement Ave., Oxford, North Carolina;
Owner(s): William Lloyd et al., 115 Alston Court, Oxford, North Carolina 27565.

Section 2. The Housing Code Officer is hereby authorized and directed to demolish the above-described structure in accordance with her order to the owner thereof dated the 29th Day of September , 2015, and with the Housing Code and G.S. 160A-443.

Section 3. It shall be unlawful for any person to remove or cause to be removed said placard from any building to which it is affixed. It shall likewise be unlawful for any person to

occupy or to permit the occupancy of any building therein described to be unfit for human habitation.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this 12th day of July 2016.

Jacqueline vdH Sergent, Mayor

ATTEST:

Barbara J. Rote, City Clerk



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sargent and the Board of Commissioners
VIA: Elke Doom, City Manager
FROM: Cheryl Hart, Planning Director
DATE: 6-29-2016
SUBJECT: Consider adopting a demolition ordinance for 312 Sycamore St. owned by Andrew McGhee III.

SUMMARY STATEMENT

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.

REVIEW

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.

RECOMMENDATION

Staff recommends adoption of the demolition ordinance.

Attachments:

**AN ORDINANCE DIRECTING THE HOUSING CODE OFFICER
TO DEMOLISH THE PROPERTY HEREIN DESCRIBED
AS UNFIT FOR HUMAN HABITATION
AND DIRECTING THAT A NOTICE BE PLACED THEREON THAT
THE SAME MAY NOT BE OCCUPIED UNTIL DEMOLISHED**

WHEREAS, the Board of Commissioners of the City of Oxford finds that the property described herein is unfit for human habitation under the City Housing Code, and that all of the provisions of the Housing Code have been complied with as a condition of the adoption of this ordinance; and

WHEREAS, said structure should be demolished as directed by the Housing Code Officer and should be placarded by placing thereon a notice prohibiting use for human habitation; and

WHEREAS, the owners of said structure have been given a reasonable opportunity to bring the structure up to the standards of the Housing Code in accordance with G.S. 160A-443(5) pursuant to an order issued by the Housing Code Officer on April 22, 2016, and the owners having failed to comply with the order;

NOW, THEREFORE, be it ordained by the Board of Commissioners of the City of Oxford, that:

Section 1. The Housing Code Officer is hereby authorized and directed to place a sign containing the legend:

"This building is unfit for human habitation; the use of or occupancy of this building for human habitation is prohibited and unlawful."

on the building located at the following address: 312 Sycamore St., Oxford, North Carolina;
Owner(s): Andrew McGhee, III, 108 Warren Ave., Apt. A, Oxford, North Carolina 27565.

Section 2. The Housing Code Officer is hereby authorized and directed to demolish the above-described structure in accordance with her order to the owner thereof dated the 22nd Day of April , 2016, and with the Housing Code and G.S. 160A-443.

Section 3. It shall be unlawful for any person to remove or cause to be removed said placard from any building to which it is affixed. It shall likewise be unlawful for any person to

occupy or to permit the occupancy of any building therein described to be unfit for human habitation.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this 12th day of July 2016.

ATTEST:

Jacqueline vdH Sergent, Mayor

Barbara J. Rote, CMC, City Clerk



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
VIA: Elke Doom, City Manager
FROM: Barbara Rote, City Clerk
DATE: 06-12-16
SUBJECT: Updating the City of Oxford, Code of Ordinances

SUMMARY STATEMENT

Consider Resolution adopting the 2016 S-10 Supplement to the City of Oxford, Code of Ordinances.

REVIEW

Board adopted changes to the Code of Ordinances need to be codified in order to keep all City Departments and the public current on our City laws. Adopting the Resolution will officially codify changes to the Code of Ordinances from May 2015 through May 2016.

RECOMMENDATION

Staff recommends adopting the Resolution for 2016 S-10 Supplement to the City Of Oxford, NC, Code of Ordinances as presented.

Attachments: Resolution



CITY OF OXFORD, NORTH CAROLINA

PO Box 1307 ~ 300 Williamsboro Street ~ Oxford, NC 27565

Bus: (919) 603-1100 ~ Fax: (919) 603-1107

RESOLUTION ADOPTING 2016 S-10 SUPPLEMENT TO THE OXFORD CODE OF ORDINANCES

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio, has completed the 2015 S-9 Supplement to the Code of Ordinances of the City of Oxford, which supplement contains all ordinances of a general and permanent nature enacted since the prior supplement to the Code of Ordinances of the City of Oxford; and

WHEREAS, American Legal Publishing Corporation has recommended the revision or addition of certain sections of the Code of Ordinances which are based on or make reference to sections of the North Carolina code; and

WHEREAS, it is the intent of the Oxford Board of Commissioners to accept these updated sections in accordance with the changes of the law of the State of North Carolina; and

WHEREAS, it is necessary to provide for the usual daily operation of the City of Oxford and for the immediate preservation of the public peace, health, safety and general welfare of the City of Oxford;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS FOR THE CITY OF OXFORD:

SECTION 1: That the 2016 S-10 Supplement to the Code of Ordinances of the City of Oxford as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, be hereby adopted by reference as if set out in its entirety.

SECTION 2: Such supplement shall be deemed published as the day of its adoption and approval by the Board of Commissioners and the City Clerk of the City of Oxford is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept in the Office of the City Clerk.

SECTION 3: This resolution is declared to be a measure for the immediate preservation of the peace, health, safety and general welfare of the people of this municipality, and shall take effect upon adoption.

PASSED AND ADOPTED by the Board of Commissioners of the City of Oxford this 12th day of July, 2016

ATTEST:

(SEAL)

Barbara J. Rote, CMC
City Clerk

Jacqueline vdH Sergent
Mayor

CITY OF OXFORD CODE OF ORDINANCES UPDATE
MAY 12, 2015 - MAY 10, 2016

| DESCRIPTION CHANGES | DATE OF ADOPTION | ORDINANCE NUMBER |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|
| Budget Ordinance FY 2015-2016 | 06-09-15 | 15-06-01 |
| Annexation Ordinance 1.0 Acres 6041 Landis Rd.: Oxford Preparatory School | 09-08-15 | 15-09-01 |
| Annexation Ordinance 7.41 Acres I-85 at 96N: Boyd Auto | 10-13-15 | 15-10-01 |
| Chapter 12 - Lake Devin (Articles I & II) Amend Articles I & II | 10-13-15 | 15-10-02 |
| Chapter 21 - Water, Sewer & Sewer Disposal Add New Article VII, Fats, Oil & Grease: Section §21-206 incorporate by reference | 11-10-15 | 15-11-01 |
| Chapter 21 - Water, Sewer & Sewer Disposal Add New Article VIII, Fats, Oil & Grease ERP: Section §21-236 incorporate by reference | 11-10-15 | 15-11-02 |
| Demolition Ordinance Spring St. (Granville & Herndon St. per tax record) | 02-09-16 | 16-02-01 |
| Chapter 20: Traffic Amend Table 20-A Restricted Parking Spaces | 04-12-16 | 16-04-01 |
| Chapter 2: Administration Amend Article V, Division 1: Community Appearance Commission Specifically §2-429 & §2-431 | 05-10-16 | 16-05-01 |
| Demolition Ordinance 207A Granville Street | 05-10-16 | 15-05-02 |
| ONE ADDRESS UPDATE Chapter 2, Section §2-467(B): change 227 West McClanahan St. to 127 Penn Avenue | N/A | N/A |