

**CITY OF OXFORD**  
**BOARD OF COMMISSIONERS' AGENDA MEETING**  
**Monday, August 1, 2016 - 5:30 p.m.**  
**Commissioners' Board Room, City Hall**

Mayor Pro Tem Calvin (C.J.) Harris, Jr.  
Commissioner James (Danny) Currin  
Commissioner S. Quon Bridges



Commissioner Frank Strickland  
Commissioner Patricia T. Fields  
Commissioner Ron Bullock  
Commissioner Alvin Woodlief

Elke Doom, City Manager  
Barbara Rote, City Clerk

Jackie Sergent, Mayor

J. Thomas Burnette, City Attorney

---

[ CALL TO ORDER ]

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

Set the Agenda for the August 9, 2016 Regular Session.

[ CLOSED SESSION ]

Pursuant to G.S. 143-318.11(a)(5) the Board will go into Closed Session to discuss a real property matter and approve the closed session meeting minutes of July 12, 2016.

[ ADJOURNMENT ]

---

**REMINDERS:**

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

- August 2: National Night Out – Masonic Home, 5:30 p.m.
- August 11: Community Roundtable – R.H. Thornton Library, 5:30 p.m.
- August 25: Downtown Movie Night – 8 p.m. concessions, 8:30 p.m. movie
- September 3: Bicentennial Celebration – Hix Complex, 2:00 p.m.

**CITY OF OXFORD**  
**BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING**  
**Tuesday, August 9, 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*

*Elke Doom, City Manager*  
*Barbara Rote, City Clerk*



*Jackie Sergent, Mayor*

*Commissioner Frank Strickland*  
*Commissioner Patricia T. Fields*  
*Commissioner Ron Bullock*  
*Commissioner Alvin Woodlief*

*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 Bishop Phillip Betts, Cornerstone Christian
2. Pledge of Allegiance Commissioner Frank Strickland
3. Consider adjustments to and approval of the Agenda

4. Opening Remarks by Mayor Sergent

*In order to provide for the highest standards of behavior and transparency in governance, the Board of Commissioners has approved a Code of Ethics to establish guidelines for ethical standards for Board Members and to provide guidance in determining appropriate conduct. Among those: Board members should avoid impropriety in the exercise of their official duties and should conduct the affairs of the board in an open and public manner. The Mayor now inquires whether any Board Member knows of any conflict of interest, or appearance of conflict, with respect to matters before the Board. If any Board Member knows of a conflict of interest, or appearance of a conflict, please state so at this time.*

[ DELEGATIONS ]

5. Recognition – August Yard of the Month to Earl and Doris Hunt of Kingsbury Street.

[ 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.*

6. Public Hearing for contiguous voluntary annexation of 10.03 acres of land located on East Industry Drive owned by Thornrose, LLC (Bruce Whitten)

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. The property meets all requirements for contiguous annexation and all required procedures will be met following the public hearing. (Attachment 3)

- 6a. Consider Contiguous Voluntary Annexation Ordinance of 10.03 acres of land located on East Industry Drive owned by Thornrose, LLC (Bruce Whitten)

**Recommended action:** Staff recommends adopting the Contiguous Voluntary Annexation Ordinance for Thornrose, LLC (Bruce Whitten) to annex 10.03 acres of land located on East Industry Drive, effective August 9, 2016.

[ OLD BUSINESS ]

No Old Business

[ NEW BUSINESS ]

7. Consider rental fees for the use of the City Hall auditorium by the Granville Little Theater.

During budget preparation the fees charged to the Granville Little Theater for City Hall auditorium rental were discussed with no official consensus. Previous rental fees were \$25 per rehearsal for the first 10, \$50 per rehearsal for 11 or more, and \$100 per performance. Maintenance costs have increased, along with costs associated with a new auditorium air conditioning chiller and curtains. Rental fees have increased very little over the past 20 years. (Attachment 4)

**Recommended action:** Staff recommends charging the rental fees for the use of the City Hall auditorium by Granville Little Theater at the same rates as in the past with the understanding that fees will increase for FY 2017-2018.

[ REPORTS ]

8. June and July Financial Reports highlights by Finance Director Ung. Reports will be provided on meeting night.
9. Manager's Report – City Manager Elke Doom

[ CONSENT AGENDA ]

10. Accept the June and July Financial Reports by Finance Director Ung (available on meeting night)
11. Approve a temporary variance to *The Oxford Code of Ordinance 14-9, Unnecessary Noise* from 11 p.m. to 11:30 p.m. for the Bicentennial Celebration on Saturday September 3, 2016.

12. Approve the following 2016 meeting minutes:  
\* July 5, Agenda Session      \* July 12, Regular Session

[ BOARD COMMENTS ]

[ ADJOURNMENT ]

---

**REMINDERS:**

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

- August 11: Community Roundtable – R.H. Thornton Library, 5:30 p.m.
- August 25: Downtown Movie Night – 8 p.m. concessions, 8:30 p.m. movie
- September 3: Bicentennial Celebration – Hix Complex, 2:00 p.m.

**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: July 20, 2016  
SUBJECT: Hold Public Hearing and consider Adopting the Contiguous Annexation Ordinance for Bruce Whitten, Thornrose, effective August 9, 2016.

---

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. Holding the public hearing is the last step before adopting the Annexation Ordinance.

---

REVIEW

The initial petition for voluntary annexation by Thornrose, was received on May 20, 2016. The property located on Industry Drive meets all requirements for contiguous annexation and all required procedures will be complete following the public hearing. Following the public hearing, the Board can vote to annex the property.

---

RECOMMENDATION

Staff recommends adopting the Contiguous Annexation Ordinance for Thornrose, LLC (Bruce Whitten) to annex 10.03 acres of land located on East Industry Drive, effective August 9, 2016.

Attachments: Y

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE CITY OF  
OXFORD, NORTH CAROLINA**

WHEREAS, the Board of Commissioners 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, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held in the Commissioners' Board Room, third floor, City Hall, 300 Williamsboro Street, Oxford, NC at 7:00 p.m. on August 9, 2016 after due notice by publication in the Oxford Public Ledger on July 28, 2016 and

WHEREAS, the Board of Commissioners finds that the area described therein meets the standards of G.S. 160A-31;

WHEREAS, the Board of Commissioners further finds that the petition is otherwise valid, and that the public health, safety and welfare of the City of Oxford and of the area proposed for annexation will be best served by annexing the area described;

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

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described contiguous territory is hereby annexed and made part of the City of Oxford as of August 9, 2016\*.

**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 2. Upon and after August 9, 2016\*, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Oxford and shall be entitled to the same privileges and benefits as other parts of the City of Oxford. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the City of Oxford shall cause to be recorded in the office of the Register of Deeds of Granville County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory. described in Section 1 above. together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections: asrequired by G.S. 163-288.1.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the City of Oxford. (OPTIONAL)

Adopted this Ninth day of August, 2016

\_\_\_\_\_  
Jacqueline vdH Sergent, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Barbara J. Rote, City Clerk

\_\_\_\_\_  
J. Thomas Burnette, City Attorney

\*The ordinance may be made effective immediately, or on any date within six months of adoption.



## STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners  
VIA: Elke Doom, City Manager  
FROM: Kenny Manning  
DATE: 7/26/16  
SUBJECT: Granville Little Theatre Rental Fees

---

### SUMMARY STATEMENT

During budget preparation the fees charged to The Granville Little Theatre for auditorium rental were discussed. No official consensus was reached and very little revenue was put in the budget.

---

### REVIEW

Past rental fees are as follows: \$ 25.00 per rehearsal for the first ten, \$ 50.00 per rehearsal for eleven or more, and \$ 100.00 per performance.

---

### RECOMMENDATION

The cost of upkeep and maintenance on the auditorium has increased. In order to recoup some of those costs we should charge the majority user reasonable fees. The fees charged have changed very little in twenty years. Staff recommends charging the same fees this year as in the past with the understanding that fees will increase next year.