

**CITY OF OXFORD**  
**BOARD OF COMMISSIONERS' MONTHLY AGENDA MEETING**  
**Monday, February 3, 2015 - 5:30 p.m.**  
**Commissioners' Board Room**

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

Randy Hemann, City Manager  
Barbara Rote, City Clerk



Jackie Sergent, Mayor

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

J. Thomas Burnette, City Attorney

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[ CALL TO ORDER ]

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

1. Open appointments to Boards and Commissioners for 2015 – Randy Hemann
  
2. Set the Agenda for the February 10, 2015 Regular Session.

[ ADJOURNMENT ]

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**REMINDERS:**

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

- February 23: Diversity Reception and Awards Program - 6 p.m., Expo & Convention Center

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

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

Randy Hemann, City Manager  
Barbara Rote, City Clerk



Jackie Sergent, Mayor

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

J. Thomas Burnette, City Attorney

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**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 Andrew Lyda, BS Troop 629
2. Pledge of Allegiance led by Mayor Pro Tem Howard Herring
3. Consider adjustments to and approval of the Agenda:
4. Opening Remarks by Mayor Sergeant  
*In order to provide for the highest standards of behavior and transparency in governance, the Board of Commissioners has approved a Code of Ethics to establish guidelines for ethical standards for Board Members and to provide guidance in determining appropriate conduct. Among those: Board members should avoid impropriety in the exercise of their official duties and should conduct the affairs of the board in an open and public manner. The Mayor now inquires whether any Board Member knows of any conflict of interest, or appearance of conflict, with respect to matters before the Board. If any Board Member knows of a conflict of interest, or appearance of a conflict, please state so at this time.*

[ DELEGATIONS ]

5. Proclamation honoring Ella Schmit for many years of service as a Downtown business owner
6. Proclamation of life in memory of former City Commissioner Walter Cantley

[ 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 calling for a public hearing in conjunction with the March 10, 2015 Regular Session to amend the Oxford Zoning Ordinance for signs under section 408 (obsolete/abandoned signs) to include an option to receive a Certificate of Appropriateness from the Historic Preservation Commission (HPC) if a sign is over 40 years old.

The Planning Dept. was asked to address the issue of abandoned/obsolete signs throughout the City. Owners of such signs were notified of section 408 (obsolete/abandoned sign), that states signs should be removed within 90 days of closing a business. The owners of 2 of the properties identified (Orpheum Theatre sign & Yancey Chevrolet) asked if they could keep the sign due to historical significance. Planning Board and HPC recommend that signs 40 years or older be allowed to request a Certificate of Appropriateness from the HPC Committee. (Attachment)

**Recommended action:** Call for a public hearing in conjunction with the March 10, 2015 Regular Session to amend the Oxford Zoning Ordinance for signs under section 408 (obsolete/abandoned signs), to include an option to receive a Certificate of Appropriateness from the Historic Preservation Commission (HPC) if a sign is over 40 years old.

8. Consider appointing Dr. John B. Hardy to the Zoning Board of Adjustment for a full 3-year term expiring February 2018.

Dr. Hardy was appointed in 2014 to fill a vacant seat on the Zoning Board of Adjustment that expires in February 2015. He has expressed interest, and completed an application to serve a full term. No other applications were submitted for the Board opening.

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

9. Consider adopting a proclamation in support of the NC Historic Preservation Tax Credit Programs.

North Carolina has let the tax credit for historic preservation programs sunset. A coalition of organizations is asking for the tax credit to continue to be available as a tool to spur economic recovery in traditionally blighted or underutilized areas of our communities. The League of Municipalities also supports this tax credit. This credit is important to Oxford because of the many historical homes and businesses that could qualify. (Attachment)

**Recommended action:** Staff recommends adopting a proclamation in support of the NC Historic Preservation Tax Credit.

10. Consider approving the purchase of fitness equipment from low bidder, Fitness Concepts, and approving a budget amendment in the amount of \$10,250, payable from the General Fund to purchase the fitness equipment and an access control center for the fitness center at Hix Gym.

In order to obtain budgetary estimates for the fitness center Hix Gym, a fitness professional from Raleigh conducted an inspection. It was immediately confirmed that the current equipment was antiquated and definitely dangerous to any users. The center was shut down and the equipment removed.

Three quotes were received for replacement equipment for the space. This is light commercial equipment with warranty and should be appropriate for the level of use the equipment routinely gets. In addition, staff recommends adding an access control system to the workout center and limit access to only those permitted to use the space. This will assist in prolonging the life of the equipment and allow us to better monitor use and obtain waivers for liability purposes. In order to purchase the equipment from the low bidder, Fitness Concepts, and the access card system, a budget amendment is required of \$10,250.00, \$527 for the access card center and \$9,723 for the equipment. (Attachment)

**Recommended action:** Staff recommends approving the purchase of fitness equipment from low bidder, Fitness Concepts, and approve a budget amendment in the amount of \$10,250, payable from the General Fund to purchase the fitness equipment and an access control center for the fitness center at Hix Gym.

## [ REPORTS ]

11. January Financial Report - City Manager Randy Hemann
12. City Update - City Manager Hemann
13. DOEDC Update – Commissioner Currin
14. Kerr-Tar COG – Commissioner Williford
15. 200<sup>th</sup> Anniversary Committee – Commissioners Strickland & Williford
16. County Board Meeting Update – Commissioner Strickland

[ CONSENT AGENDA ]

17. Accept the January Financial Report by City Manager Randy Hemann
18. Approve the following 2014 meeting minutes:
  - \* January 5, Agenda Session
  - \* January 13, Regular Session

[ BOARD COMMENTS ]

[ ADJOURNMENT ]

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**REMINDERS:**

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

- February 23: Diversity Reception and Awards Program - 6 p.m., Expo & Convention Center

**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.