

TUESDAY, FEBRUARY 9, 2016 – 7:00 P.M.
REGULAR MEETING OF THE OXFORD BOARD OF COMMISSIONERS
COMMISSIONERS' BOARD ROOM – CITY HALL

The Board of Commissioners for the City of Oxford met at the above-mentioned time and place. All members of the Board and local news media were notified of the same as well as the purpose of the meeting.

Present were Mayor Jackie Sergent, MPT Calvin (C.J.) Harris, Jr., Commissioners James (Danny) Currin, Frank Strickland, S. Quon Bridges, Patricia T. Fields, Ron Bullock and Al Woodlief. Also present was Attorney J. Thomas Burnette, Interim City Manager Mike McLaurin and City Clerk Barbara Rote.

CALL TO ORDER

Mayor Sergent called the meeting to order. Reverend George Bullock, Mountain Springs Baptist Church gave the prayer; the Pledge to the flag followed led by Commissioner Currin.

AGENDA APPROVAL

COMMISSIONER WOODLIEF MADE A MOTION TO APPROVE THE AGENDA WITH THE ADDITION OF APPROVING A CONTRACT EXTENSION WITH INTERIM CITY MANAGER MICHAEL MCLAURIN. ALL VOTES WERE IN THE AFFIRMATIVE, **THE MOTION CARRIED.**

OPENING REMARKS BY MAYOR SERGENT

Mayor Sergent read the opening remarks statement as stated on the agenda with no conflicts of interest noted.

OFFICER TY WOMACK INTRODUCED

Police Chief Al Coley introduced Officer Travis (Ty) Womack, the newest member to the Oxford Police Department.

DEMOLITION ORDINANCE ADOPTED - SPRING STREET STRUCTURE - SAMUEL MCCOY

Mayor Sergent presented for consideration a Demolition Ordinance for a structure located on Spring Street across from the Deluxe Barber Shop owned by Samuel H. McCoy

The commercial building is in poor condition and Mr. McCoy has indicated that he would like to have the building demolished. He will reimburse the City for the demolition. The property location is listed on the Granville County Tax Record as the corner of Granville and Herndon Streets. The structure has no value.

COMMISSIONER BRIDGES MADE A MOTION TO ADOPT A DEMOLITION ORDINANCE FOR THE STRUCTURE LOCATED ON SPRING STREET ACROSS FROM THE DELUXE BARBER SHOP OWNED BY SAMUEL H. MCCOY. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**ORDINANCE 16-02-01
EFFECTIVE 02-09-16**

**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 October 13, 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: Spring St. across from Deluxe Barber Shop or as identified on the Granville County Tax Record: Granville and Herndon Streets Oxford, North Carolina; Owner(s): Samuel H. McCoy, 339 Henderson St., 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 13th Day of October , 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 9th day of February 2016.

JAMES W. CRAWFORD APPOINTED TO ZONING BOARD OF ADJUSTMENT
3-YEAR TERM EXPIRING FEBRUARY 2019

COMMISSIONER BULLOCK MADE A MOTION TO APPOINT JAMES W. CRAWFORD THE ZONING BOARD OF ADJUSTMENT WITH 3-YEAR TERM EXPIRING FEBRUARY 2019. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**BUDGET AMENDMENT APPROVED – RECEIPT OF FUNDS FROM COUNTY
TRIANGLE NORTH WATER AGREEMENT**

Commissioner Bullock, Chairman, Public Works Committee, presented for consideration approving a Budget Amendment in the amount of \$787,988 into the Water Fund for receipt of payment from Granville County, according to the Triangle North Granville Water, Sewer, and Fire Protection Agreement, and booking the corresponding entries accordingly. This is the first of seven annual installments.

The Triangle North Granville Water, Sewer, and Fire Protection Agreement that the City of Oxford entered into on July 27, 2015 indicated that Granville County could pay the remainder of the \$5,500,000 Allocation Fee in seven equal annual installments of \$825,488 (principal plus 1.25% interest) on or before the last business day of January of each calendar year. This same agreement also states that the county could elect to deduct the \$37,500 Partial Refund of the Allocation Fee from its annual installment payments until the Post-Expansion Reservation is available. Payment from the County was received on January 29, 2016. The net effect of the amendment is revenue positive, resulting in an increase to the Water Fund Balance by \$787,988.

COMMISSIONER BULLOCK MADE A MOTION TO APPROVE A BUDGET AMENDMENT IN THE AMOUNT OF \$787,988 INTO THE WATER FUND FOR RECEIPT OF PAYMENT FROM GRANVILLE COUNTY, ACCORDING TO THE TRIANGLE NORTH GRANVILLE WATER, SEWER AND FIRE PROTECTION AGREEMENT, AND BOOKING THE CORRESPONDING ENTRIES ACCORDINGLY. **THE MOTION CARRIED.**

BUDGET AMENDMENT			
Account Number	Description	Increase	Decrease
030-000-39900-000	Appropriated Fund Balance		\$787,988
030-000-37621-000	Allocation Fee – Triangle North	\$756,738	
030-000-37622-000	Allocation Ref – Triangle North	\$(37,500)	
030-000-39900-000	Interest in Investment	\$68,750	

**5-YEAR NCDOT LOCAL AGREEMENT FOR DEBRIS REMOVAL UNDER FEMA
CITY MANAGER AUTHORIZED TO SIGN**

Commissioner Bullock, Chairman, Public Works Committee, presented for consideration authorizing the City Manager to execute an NCDOT Local Agreement for debris removal on state maintained roads under a federal declaration of emergency after review of the final agreement by the City Engineer and the Fire Chief.

The City of Oxford has the opportunity to enter into an agreement with the NCDOT for reimbursement by the State or Federal government for the removal of debris on state maintained roads. If an Imminent Threat of Disaster and/or a State of Emergency are declared and the City declares a State of Emergency, the City can choose to clean/clear state maintained roads to better serve the citizens. The Agreement would be implemented on a case-by-case basis and the City is allowed to choose the streets it wishes to become responsible for, if any, for each such event. This Agreement would be effective for a period of five (5) years.

COMMISSIONER BULLOCK MADE A MOTION TO AUTHORIZE THE CITY MANAGER TO EXECUTE AN NCDOT LOCAL AGREEMENT FOR DEBRIS REMOVAL ON STATE MAINTAINED ROADS UNDER A FEDERAL DECLARATION OF EMERGENCY AFTER REVIEW OF THE FINAL AGREEMENT BY THE CITY ENGINEER AND THE FIRE CHIEF. THE AGREEMENT WOULD BE EFFECTIVE FOR A PERIOD OF 5 YEARS. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

HIX TENNIS COURT RESURFACING CONTRACT AWARDED – NORTH STATE
RESURFACING
SURFACE STRENGTHENING APPROVED PENDING GRANT APPROVAL

Commissioner Fields, Chairman, Recreation, Parks, and the Environment Committee, presented for consideration a contract for resurfacing the Hix Gym Complex tennis court to the lowest, responsive, responsible bidder, North State Resurfacing Company in the base bid amount of \$11,100 (\$11,500 initial base bid minus \$400 negotiated discount) and approve staff to proceed with court surface strengthening in the amount of \$950, pending USTA Grant approval.

The Parks & Recreation Department Director has identified the need for Hix Tennis Courts to have minor cracks repaired, a new surface coating applied, and lines painted. The new courts will also include USTA lines for junior tennis, quick start tennis and “pickleball”. The Director contacted the four primary vendors in NC who specialize in court resurfacing and requested proposals and pricing for the project. Only two of the four submitted bids (North State Resurfacing and Court One). Two other vendors (Outer Banks Tennis and Americourt) contacted us with “no bid” statements. After thorough review of the design elements and cost, the Director recommends North State Resurfacing be selected and awarded the contract. Costs for the base bid of \$11,100 will utilize existing budgeted funds from the Parks and Recreation Department. The Department is currently seeking USTA grant funds, which would cover additional costs of court surface strengthening in the amount of \$950.

COMMISSIONER FIELDS MADE A MOTION TO AWARD THE CONTRACT FOR RESURFACING THE HIX GYM COMPLEX TO THE LOWEST, RESPONSIVE, RESPONSIBLE BIDDER, NORTH STATE RESURFACING IN THE BASE BID AMOUNT OF \$11,100.00 (\$11,500 base bid minus the \$400 negotiated price); AND APPROVE STAFF TO PROCEED WITH COURT SURFACE STRENGTHENING IN THE AMOUNT OF \$950, PENDING USTA GRANT APPROVAL. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

CONTRACT EXTENDED FOR INTERIM CITY MANAGER MICHAEL MCLAURIN
MARCH 31, 2016

Mayor Sergent presented for consideration an extension of Michael McLaurin’s contract with the City of Oxford to perform the duties of Interim City Manager as set forth in his contract agreement dated August 26, 2015, which is scheduled to expire on February 29, 2016. The term of the extension shall continue, until such time as a permanent City Manager commences work with the City, but in any event no later than March 31, 2016 unless mutually agreed to in writing by the parties.

Other than the term extension, no other changes will be made to the contract.

COMMISSIONER BRIDGES MADE A MOTION TO EXTEND MICHAEL MCLAURIN'S CONTRACT WITH THE CITY OF OXFORD TO PERFORM THE DUTIES OF INTERIM CITY MANAGER AS SET FORTH IN HIS CONTRACT AGREEMENT DATED AUGUST 26, 2015, WHICH IS SCHEDULED TO EXPIRE ON FEBRUARY 29, 2016. THE TERM OF THE EXTENSION SHALL CONTINUE, UNTIL SUCH TIME AS A PERMANENT CITY MANAGER COMMENCES WORK WITH THE CITY, BUT IN ANY EVENT NO LATER THAN MARCH 31, 2016 UNLESS MUTUALLY AGREED TO IN WRITING BY THE PARTIES. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

JANUARY FINANCIAL HIGHLIGHTS BY FINANCE DIRECTOR KEHOE

Finance Director Kehoe presented and summarized the December financial report.

<u>JANUARY 2016 Financial Report</u> <i>58.3% of FY Complete</i>	<u>General Fund</u>	<u>Water Fund</u>	<u>Other Funds</u>
REVENUES			
YTD	\$ 6,382,633	\$ 5,119,023	\$ 1,062,704
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	67%	80%	19%
EXPENSES			
YTD	\$ 5,752,561	\$ 2,611,729	\$ 708,266
Budget	\$ 9,736,060	\$ 6,169,465	\$ 6,242,864
YTD Percent of Budget <i>(minus loan proceed, and fund balance allocation)</i>	59%	42%	11%
DIFFERENCE <i>(Revenues – Expenses) 2015-16 YTD</i>	\$ 630,072	\$ 2,507,294	\$ 354,438

CONSENT AGENDA APPROVED

COMMISSIONER FIELDS MADE A MOTION TO APPROVE THE CONSENT AGENDA. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Accepted the January Financial Report by Finance Director Kehoe.

Approve the following 2016 meeting minutes:

* January 4, Agenda Session

* January 12, Regular Session

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 7:40 P.M., COMMISSIONER WOODLIEF MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Barbara J. Rote, City Clerk

ATTEST:

Jacqueline vdH Sergent, Mayor