

TUESDAY, MARCH 8, 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 David Haley, Oxford United Methodist Church gave the prayer; the Pledge to the flag followed led by MPT Calvin Harris.

AGENDA APPROVAL

COMMISSIONER WOODLIEF MADE A MOTION TO APPROVE THE AGENDA WITH THE FOLLOWING ADDITIONS: 1) CLOSED SESSION TO CONSIDER CIT MANAGER CANDIDATES, AND 2) RECEIVE THE ANNUAL HISTORIC PRESERVATION REPORT. 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.

HISTORIC PRESERVATION COMMISSION – ANNUAL REPORT

HPC President, Tony Armento presented the following report:

Treasury = \$8690.75

Activities from February 2015 – February 2016:

- The HPC reviewed 28 COA applications (19 in prior year; an increase of 47%) affecting 21 properties and consisting of 48 separate projects:
 - 12 projects were approved administratively as Minor Works
 - 36 projects were formally reviewed; of these, 34 were approved and 2 denied (1 denied request submitted a modified application that was approved);
- 3 HPC members and the City Planning Director attended a training session in Greensboro in March. 4 HPC members attended a training session in Salisbury in September, presented by the National Alliance of Preservation Commissions (of which the Oxford HPC is a member). This session was also sponsored in part by the Oxford HPC. Participation in these training sessions enables the HPC to maintain its designation as a Certified Local Government, a designation awarded by the State Preservation Office (SPO) in September 2014 based on standards of performance achieved by the HPC. Topics covered at the two training sessions included meeting procedure, COA review, architectural plan review, and opportunities for funding of historic districts;

- HPC Liaisons were appointed to the both the Downtown Master Plan and the Bicentennial Committees, as part of the HPC's goal of engaging with other committees working to enhance the community;
- A partnership with the Parks and Recreation Department was begun, for the development of Historic District Walking Tours, as part of the HPC's goal of enhancing the appreciation and enjoyment of Oxford's architectural heritage;
- The HPC website was completely redesigned and updated to be more informative, enjoyable, accessible, and effective in communicating information about the HPC, the COA procedure, and the Historic Districts (www.oxfordhpc.org);
- The 4th Annual HPC Stewardship Award, and the Annual HPC Photo Contest, were conducted, with award winners being announced in May 2015
- The first HPC planning retreat was held in October. The retreat was a half-day session and was inspired by the annual retreat held by the Board of Commissioners, and was very successful. The retreat was facilitated by an experienced historic preservation professional local to our area, and was attended HPC members, the City Planning Director, and by a staff member of the SPO. The retreat included a review of purpose and of current activities, and a brainstorming session focusing on both short- and long-range goals;
- The HPC was awarded a grant of \$12,000 from the federal Historic Preservation Fund (HPF), after submission of a successful application to the SPO, which administers the grants. The award was made possible by the City of Oxford having achieved Certified Local Government status. The funds were awarded for the revision of the Design Guidelines, which is the document used by the HPC to assist in the evaluation of applications for Certificates of Appropriateness, to make them more accessible, informative, and helpful.
 - Since the awarding of the HPF grant, former HPC chair Susan Wicker was appointed as project manager, and requests for proposal were prepared and distributed by the SPO to qualified consultants. The firm of Johnson, Mirmiran and Thompson was selected to assist the HPC in the project, and the HPC has begun working with them.
 - An important component of the revision of the Design Guidelines is the solicitation of input from affected property owners. An initial public meeting scheduled for February 15, but that was cancelled due to inclement weather, has been rescheduled for March 17, and will be held in the Thornton Library at 7:00 pm that evening.
 - It is also important to note that the terms of the HPF grant require participation in funding of the project by the local government, and the HPC is deeply grateful to the Board of Commissioners for its support of this very necessary project;
- The HPC worked together with a property owner who had received approval for demolition of an historic property, subject to the 365-day delay provided by NC General Statute and by local Ordinance, to identify an outcome that would permit the preservation of the structure as well as the owner's objectives. The property owner was extremely gracious throughout the process, allowing the HPC to bring experts to assess the building and also to bring parties interested in preserving the structure to view it. I am very pleased to report that another resident (a newcomer to our community) has recently acquired the property, and that restoration of the property has commenced, and both parties were commended by the HPC for their noteworthy citizenship.
- The HPC remained in touch with the staff of Preservation North Carolina (PNC), regarding its effort to identify a buyer of the Brown-Watkins property on College Street. Throughout the year, there has been strong interest in the property by people who are capable of undertaking and completing a restoration project of this magnitude. I am very pleased to report that PNC is working now with two very strong applicants, who are local to our area, and has also begun the legal process of taking possession of the property from its present owner.
- Finally, HPC officers were elected, and goals for the coming year were set, in January 2016.

Goals for the coming year at this time include:

- Carrying out the revision of the Design Guidelines, with a required completion date of July 2016;
- Conducting the 5th Annual HPC Photo Contest, and the 5th Annual HPC Stewardship Award, in May 2016;

- Hosting two educational seminars: the first with the general public, to review the new Design Guidelines after the completion of the revision project, and the second with property owners and contractors, to describe preservation techniques and evaluation of choices in color, material, and design;
- Distilling information developed for educational meetings into a format that can be effectively implemented as outreach sessions with other local associations;
- Assisting in the staging of historic homes that are available for purchase;
- Maintaining and developing relationships throughout the community that can assist in the promotion and enjoyment of the Historic Districts;
- Researching the option available to the HPC of creating a revolving fund, that would permit flexibility in response to opportunities or challenges concerning historic properties;
- Conducting informal meetings with HPC members of other cities throughout the state, to identify activities undertaken in their communities that have been successful in the preservation and enhancement of their historic districts.

THEAUDRIC HOLMES APPOINTED TO ZONING BOARD OF ADJUSTMENT (ZBA)

COMMISSIONER WOODLIEF MADE A MOTION TO APPOINT THEAUDRIC J. HOLMES TO THE ZBA FOR A 3-YEAR TERM EXPIRING FEBRUARY 2019. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**JAYNE KIRKPATRICK APPOINTED
HPC & APPEARANCE COMMISSION**

COMMISSIONER BRIDGES MADE A MOTION TO APPOINT JAYNE KIRKPATRICK TO THE HISTORIC PRESERVATION COMMISSION (HPC) TO FILL A VACANT SEAT EXPIRING JUNE 2016, AND TO THE APPEARANCE COMMISSION TO FILL A VACANT SEAT EXPIRING FEBRUARY 2018. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**SUBDIVISION APPROVED FOR 2.4 AC. PARCEL ON WILLIAMSBORO ST.
HORVATH ASSOCIATES FOR DUKE MEDICAL CLINIC**

Interim City Manager McLaurin presented for approval a 2.4 acre +/- subdivision parcel located at 1490 Williamsboro St. submitted by Horvath Associates on behalf of Duke Medical Clinic.

Duke Medical Clinic is seeking to subdivide a 2.4 +/- acre parcel from a 15-acre tract owned by the City of Oxford. All necessary steps for developing this land, including approval by the Zoning Board of Adjustment for a special use permit have been taken. The zoning for this property is O-I SUD (office-Institutional Special Use District). The Board previously approved a contract for the purchase of this property, and a development agreement with Duke Health Systems and their development partners.

City Engineer Ratliff explained that road requirements to access the remaining developable property will depend on the development density and cannot be determined at this time.

COMMISSIONER WOODLIEF MADE A MOTION TO APPROVE A 2.4 ACRE +/- SUBDIVISION PARCEL LOCATED AT 1490 WILLIAMSBORO ST. SUBMITTED BY HORVATH ASSOCIATES ON BEHALF OF DUKE MEDICAL CLINIC. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

BUDGET AMENDMENT APPROVED – OUTSIDE AUDITORS

Mayor Sergent presented for approval a Budget Amendment in the amount of \$5,700 to the Outside Auditor line items in both the General and Water Funds, and booking the corresponding offsetting transfers from the General Fund Miscellaneous Expenses (\$5,200), and the Water Fund Insurance Expenses (\$500) accordingly.

The requested Budget Amendment in the amount \$5,700 is being issued to record offsetting budget transfers associated with the previously approved audit work & other related reports being prepared by Winston, Williams, Creech, Evans & Company during fiscal-year 2015-2016, and the partial reallocation of Miscellaneous Expenses & Insurance related budgeted expenditures. No money is being appropriated from either the General Fund or the Water Fund Balances.

COMMISSIONER BULLOCK MADE A MOTION TO APPROVE A BUDGET AMENDMENT IN THE AMOUNT OF \$5,700 TO THE OUTSIDE AUDITOR LINE ITEMS IN BOTH THE GENERAL AND WATER FUNDS, AND BOOKING THE CORRESPONDING OFFSETTING TRANSFERS FROM THE GENERAL FUND MISCELLANEOUS EXPENSES (\$5,200) AND THE WATER FUND INSURANCE EXPENSES (\$500) ACCORDINGLY. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

BUDGET AMENDMENT			
Account Number	Description	Increase	Decrease
010-441-41000-191	Outside Auditors	\$5,200	
010-660-41000-481	Miscellaneous Expenses		\$5,200
030-720-71000-191	Outside Auditors	\$500	
030-720-71000-454	Insurance		\$500

BUDGET AMENDMENT APPROVED – 401K DISTRIBUTIONS

Mayor Sergent presented for approval a Budget Amendment in the amount of \$48,946 and booking the corresponding offsetting transfers between departments & funds in order to distribute 401(K) contributions for FY 2015-2016.

The original budget did not distribute the previously approved \$45,000 of Special 401(k) Retirement Contributions for non-police related employees because this was the first time the 401(k) program was being utilized by the City in this way. Now that actual expenditure information is available for FY 2015-2016, these previously budgeted retirement costs, which were recorded as Miscellaneous Non-Departmental expense, should be reallocated/transferred. The requested Budget Amendment in the amount \$48,946 is being issued to record the \$45,000 of offsetting budget transfers and also a corresponding \$3,946 reallocation of Fund Balance (between the General & Water Funds) due to the actual budget transfer process.

COMMISSIONER CURRIN MADE A MOTION TO APPROVE A BUDGET AMENDMENT IN THE AMOUNT OF \$48,946 AND BOOKING THE CORRESPONDING OFFSETTING TRANSFERS BETWEEN DEPARTMENTS & FUNDS IN ORDER TO DISTRIBUTE 401 (K) CONTRIBUTIONS FOR FY 2015-2016. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

BUDGET AMENDMENT VOUCHER			
Account Number	Description	Increase	Decrease
010-420-41000-184	5% Special Retirement	\$3,789	
010-440-41000-184	5% Special Retirement	\$2,326	
010-442-41000-184	5% Special Retirement	\$3,100	
010-490-41000-184	5% Special Retirement	\$2,248	
010-500-41000-184	5% Special Retirement	\$2,390	
010-530-43000-184	5% Special Retirement	\$8,095	
010-561-45000-184	5% Special Retirement	\$2,412	
010-620-61000-184	5% Special Retirement	\$4,423	
010-650-61000-184	5% Special Retirement	\$1,090	
010-660-41000-184	5% Special Retirement		\$30,000
010-722-45000-184	5% Special Retirement	\$4,073	
030-665-41000-178	5% Special Retirement		\$15,000
030-720-71000-184	5% Special Retirement	\$2,306	
030-721-71000-184	5% Special Retirement	\$96	
030-824-71000-184	5% Special Retirement	\$4,582	
030-828-71000-184	5% Special Retirement	\$4,070	
010-000-39900-000	Appropriated Fund Balance	\$3,946	
030-000-39900-000	Appropriated Fund Balance		\$3,946

ADDENDUM APPROVED FOR 2015 WASTE INDUSTRIES CONTRACT
EXPIRES DECEMBER 31, 2017

City Manager McLaurin presented for approval an addendum to the February 2015 Solid Waste Collection Transportation and Disposal Agreement with Waste Industries that extends the current contract through December 31, 2017 and authorizing the Mayor to execute the addendum.

The current contract between the City of Oxford and Waste Industries expires on June 30, 2016 and would automatically extend for a 2-year period unless terminated with a 90-day notice. The addendum extends the current contract until December 31, 2017 and allows a better coordinated effort for waste collection and disposal with the expiration of the Upper Piedmont Environmental contract (landfill) on December 31, 2017.

Interim City Manager McLaurin reported that of 53 service complaints between January 1 and March 4 the two biggest citizen complaints were missed collection (10), and containers falling into collection trucks (11). He suggested that the Board may want to consider some type of penalty based on the number of days it takes to resolve the problem by Waste Industries. (i.e. over 3 days, assess a penalty).

Waste Industries General Manager, Lee Bodenhamer attended the meeting to answer questions from the Board. Although no questions were asked, the Mayor did want Mr. Bodenhamer to be aware that loose garbage was falling off the back of trucks without being pick-up by Waste Industries personnel.

COMMISSIONER FIELDS MADE A MOTION TO APPROVE AN ADDENDUM TO THE FEBRUARY 2015 SOLID WASTE COLLECTION TRANSPORTATION AND DISPOSAL AGREEMENT WITH WASTE INDUSTRIES THAT EXTENDS THE CURRENT CONTRACT THROUGH DECEMBER 31, 2017 AND AUTHORIZING THE MAYOR TO EXECUTE THE ADDENDUM. VOTING IN THE AFFIRMATIVE WERE COMMISSIONERS STRICKLAND, CURRIN, HARRIS, BRIDGES, FIELDS, AND BULLOCK. VOTING IN THE NEGATIVE WAS COMMISSIONER WOODLIEF. **THE MOTION CARRIED.**

FEBRUARY FINANCIAL HIGHLIGHTS BY FINANCE DIRECTOR KEHOE

Finance Director Kehoe presented and summarized the February financial report. Director Kehoe noted that Licenses, Permits and fines increased this month due to receipt of money from cell tower site fees.

<u>FEBRUARY 2016 Financial Report</u> <i>66.7% of FY Complete</i>	<u>General Fund</u>	<u>Water Fund</u>	<u>Other Funds</u>
REVENUES			
YTD	\$ 6,035,752	\$ 5,538,880	\$ 1,429,822
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	73%	77%	20%
EXPENSES			
YTD	\$ 6,376,185	\$ 2,834,403	\$ 882,122
Budget	\$ 9,736,060	\$ 6,169,465	\$ 6,242,864
YTD Percent of Budget <i>(minus loan proceed, and fund balance allocation)</i>	65%	46%	14%
DIFFERENCE <i>(Revenues – Expenses)</i> 2015-16 YTD	\$ 659,567	\$ 2,704,477	\$ 247,700

CONSENT AGENDA APPROVED

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

Accepted the February Financial Report by Finance Director Kehoe.

Approved tax release in the amount of \$3,409.57 to Meridian Leasing Corp. Their equipment was leased to Granville Health Systems.

Approved tax release in the amount of \$152.36 to GE Capital Information Tech. Their equipment was leased to Granville Health Systems.

Approved the following 2016 meeting minutes:

- * February 1, Agenda Session
- * February 9, Regular Session
- * February 9, Special Meeting
- * February 11, Special Recessed Meeting

CLOSED SESSION

AT THE END OF THE REGULAR SESSION, AT APPROXIMATELY 8:05 PM, AND ON A MOTION BY COMMISSIONER STRICKLAND, THE BOARD UNANIMOUSLY VOTED TO GO INTO CLOSED SESSION ACCORDING TO G.S. 143.318.11(A)(6) TO CONSIDER CANDIDATES FOR A CITY MANAGER AND APPROVE THE CLOSED SESSION MEETING MINUTES OF AUGUST 30, 2015, FEBRUARY 9, 11, 25, 26, AND MARCH 1, 2016.

RETURN TO OPEN SESSION

THERE BEING NO FURTHER DISCUSSION, ON MOTION BY COMMISSIONER FIELDS AT APPROXIMATELY 9:40 PM, THE BOARD UNANIMOUSLY VOTED TO RETURN TO OPEN SESSION.

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 9:40 P.M., COMMISSIONER WOODLIEF MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Barbara J. Rote, CMC, City Clerk

ATTEST:

Jacqueline vdH Sergent, Mayor