

TUESDAY, JUNE 9, 2015 – 7:00 P.M.
REGULAR MEETING OF THE OXFORD BOARD OF COMMISSIONERS
OXFORD CITY HALL – COMMISSIONERS’ BOARD ROOM

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 Jacqueline vdH Sergent, Mayor Pro Tem Howard Herring, Sr., Commissioners James (Danny) Currin, Robert B. Williford, Sr., Calvin (C.J.) Harris, Jr., Frank Strickland, S. Quon Bridges and Patricia Fields. Present also were City Attorney J. Thomas Burnette, City Manager Randy Hemann, and City Clerk Barbara J. Rote

CALL TO ORDER

Mayor Sergent called the meeting to order. Reverend Chris Aho, Oxford Baptist Church, gave the prayer; the Pledge to the flag followed led by MPT Herring.

AGENDA APPROVAL

COMMISSIONER CURRIN MADE A MOTION TO APPROVE THE AGENDA WITH THE ADDITION OF THE BUDGET AMENDMENT FOR FINAL CAPITAL OUTLAYS FOR FY 2014-2015. ALL VOTES WERE IN THE AFFIRMATIVE, **THE MOTION CARRIED**. Note: at the end of the meeting the Board voted unanimously to add to the agenda the consideration to approve a contract for Sneed & Sneed to mow the Elmwood Cemetery beginning July 1, 2015.

JUNE YARD OF THE MONTH
JEANIE & HENRY DERR

Mayor Sergent presented the June Yard of the Month Certificate along with several other City promotional items to Jeanie and Henry Derr, 419 College Street. The Derrs will be eligible for a grand prize drawing in October.

PRESENTATION - OHA DIRECTOR WORTHAM

Oxford Housing Director Xavier Wortham presented information to the Board about his program for helping former offenders reenter the workforce. He explained their partnership with VGCC, who provides a 5-week program that prepares graduates for workplace readiness and work skills. Mr. Wortham also works with the students to obtain a drivers license or clear their driving record because often the lack of transportation restricts the employment options for the students. He noted the importance of the students obtaining temporary positions with employers such as the City, and cited the success of a student who was hired for a temporary position by the City and is now a supervisor with a reputable company. He also read a testimonial by retired Public Works Director Larry Thomas who stated the success of using graduates from his program in the Public Works Dept. Director Wortham explained that there was no cost or expenses because the partnership was with VGCC. Participants in the program are not exclusively from Granville County.

PRESENTATION – BISHOP BETTS
ISIAH 58:12, SECOND CHANCE PROGRAM

Bishop Phillip Betts and Second Chance Coordinator, Gloretta McNeil presented information on the Isaiah 58:12, Second Chance Program offered through Cornerstone Christian Church. The program is geared towards former offenders. The program prepares the students for job readiness, employability and life skills. They recently graduated seven students. Bishop Betts noted that Second Chance continues to track the graduates and that follow-up is a key to the success of the graduate and to the program. Second Chance is a 501 (C)(3) program and is funded through Granville County (\$2,000), the City of Oxford (\$500), grants, local churches, businesses, private donations and a couple of fund raisers. The cost of the program is approximately \$350-\$360 per student. Ninety-five percent of the participants are from Granville County.

Following both programs, Commissioner Bridges asked the Board to think more seriously about helping both of these programs.

PUBLIC COMMENTS

Jon Davis – 9 Butterwick Place, Durham – Spoke on the Solar Farm amendment to the Oxford Zoning Ordinance. Mr. Davis is interested in starting a solar farm that would be in Oxford's ETJ. Based on the proposed requirements from the Planning Board, he wanted clarification on the requirement for a Glare Study and the requirement on a Visual Impact Study. He also would like a 50-ft. setback versus the recommended 100-ft. setback.

2015-2016 FY BUDGET PUBLIC HEARING

City Manager Hemann presented the FY 2015-2016 Budget on May 29, 2015. A public hearing is required pursuant to N.C.G.S. § 159-12.

Mayor Sergent declared the public hearing open.

No one from the public wished to speak.

Mayor Sergent closed the public hearing.

Commissioner Harris was happy to see a COLA increase for employees. Although he understood the need for the water & sewer increase, he was not happy about it. He was also not in agreement about a couple of the items budgeted for Capital Outlay.

FY 2015-2016 BUDGET ORDINANCE ADOPTED
EFFECTIVE JULY 1, 2015

COMMISSIONER CURRIN MADE A MOTION TO APPROVE THE BUDGET ORDINANCE FOR FY 2015-2016 AS PRESENTED. COMMISSIONERS HERRING, WILLIFORD, CURRIN, STRICKLAND, BRIDGES & FIELDS VOTED IN THE AFFIRMATIVE; COMMISSIONER HARRIS VOTED IN THE NEGATIVE. **THE MOTION CARRIED.**

CITY OF OXFORD, NORTH CAROLINA
 BUDGET ORDINANCE FOR FISCAL YEAR 2015 through 2016
ORDINANCE NO. 15-06-01, ADOPTED 06-09-15, EFFECTIVE 07-01-15

BE IT ORDAINED by the Mayor and Board of Commissioners of the City of Oxford, North Carolina in regular session assembled June 09, 2015:

Section I. That the following amounts are appropriated for the operation of Oxford government and its activities for the fiscal year beginning July 01, 2015 and ending June 30, 2016 according to the following summary:

**City of Oxford, North Carolina
 FY 2015/2016 Budget**

BUDGET SUMMARY EXPENDITURES	
General Fund	\$9,436,573
G/F Capital Project - CMAQ Grant	\$36,000
Powell Street Fund	\$385,122
Water Fund	\$5,275,555
Water Capital Projects	\$3,555,000
Storm Water Fund	\$605,000
Debt Service Fund	\$1,397,742
TOTAL EXPENDITURES	\$20,690,993

GENERAL FUND	
General Government	\$369,730
Retiree/Elected Insurance	\$260,404
Executive Manager	\$274,574
Human Resources	\$127,997
Auditor	\$21,000
Finance	\$380,044
Legal	\$34,000
Planning and Zoning	\$175,964
Buildings and Grounds	\$187,502
Public Works	\$168,670
Police Department	\$2,960,625
Fire Department	\$902,074
Central Garage	\$81,239
Street	\$759,309

Garbage Collections	\$1,021,980
Parks and Recreation	\$774,057
Swimming Pool	\$33,788
Lake Devin	\$10,367
Oxford Athletic Park Operations	\$49,975
Cemetery	\$38,000
Landscape and Beautification	\$95,061
Misc. Non Departmental	\$519,293
Engineering	\$190,921
TOTAL	\$9,436,573

POWELL BILL STREET FUND	\$385,122
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WATER FUND	
Retiree Insurance	\$13,859
Misc. Non Departmental	\$1,564,409
Gen. Op. Collections	\$307,999
Meter Service	\$148,121
Lift Station Master	\$208,500
Water Supply	\$1,174,407
Wastewater Treatment Plant	\$868,699
Stovall Water Line	\$45,200
Water /Sewer Line Maintenance	\$944,362
TOTAL	\$5,275,555

WATER CAPITAL PROJECTS	
16" Water Main on Outer Loop	\$855,000
750,000 Gallon Tank & Hwy 15 12" Water Main	\$2,100,000
WWTP Flow Equalization Basin	\$600,000
TOTAL	\$3,555,000

STORMWATER FUND	
Operations	\$67,000
To Fund CIP (Alston Court)	\$538,000
TOTAL	\$605,000

DEBT SERVICE FUND	
Oxford Athletic Park	\$55,581
Pumper Truck	\$66,288
FY 11 - Equipment Financing	\$70,021
FY 12 - Equipment Financing	\$14,425

FY 13 - Equipment Financing	\$63,975
FY 15 - Equipment Financing	\$112,408
FY 15 - Garbage Truck	\$27,007
FY 16 Equipment Financing	\$56,188
General Fund Subtotal	\$465,893
Foundry Branch Phase II	\$48,847
WWTP-a	\$523,530
WWTP-b	\$94,518
WWTP Equalization Loan	\$152,384
FY 11 - 1/3 of Dump Truck	\$5,217
FY 13 Equipment Financing	\$52,970
FY 15 Equipment Financing	\$47,598
FY 16 Equipment Financing	\$6,785
Water Fund Subtotal	\$931,849
TOTAL	\$1,397,742

G/F Capital Project - CMAQ Grant	\$36,000
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BUDGET SUMMARY REVENUES	
General Fund	\$9,424,637
Powell Street Fund	\$241,330
Water Fund	\$9,155,000
Storm Water Fund	\$161,630
Debt Fund Transfers	\$1,397,742
TOTAL REVENUES	\$20,380,339

BUDGET SUMMARY FUND BALANCE ACTIVITY	
General Fund Appropriation	\$47,936
Powell Street Fund Appropriation	\$143,792
WF Contribution to Fund Bal.	-\$324,445
Storm Water Fund Appropriation	\$443,370
TOTAL FUND BALANCE ACTIVITY	\$310,654

BUDGET SUMMARY BALANCE	
TOTAL REVENUES	\$20,380,339
TOTAL EXPENDITURES	-\$20,690,993
TOTAL FUND BALANCE ACTIVITY	\$310,654
TOTAL BUDGET BALANCE	\$0

Section IX. Tax Rate: There is hereby levied for the Fiscal Year ending June 30, 2016 the following rate of taxes on each \$100 assessed valuation of taxable property as listed as of January 01, 2015:

Tax Rate = \$0.6400 per 100 Dollars of Assessed Value

The discount schedule for early payment of taxes is the same as Granville County's Schedule.

Section X. The Municipal Service District: The levy for the Municipal Service District is established at twenty cents (\$.20) per \$100.00 valuation.

The Municipal Service District boundary includes the entire downtown area as described by the 1995 HyettPalma map of downtown Oxford: west to the beginning of Lewis Street, east to Belle and Lanier Streets, north to McClanahan Street, and South to Spring Street. Those funds from one-half of the tax levy within the original Municipal Service District boundary (ten cents (\$.10) per \$100 valuation) will be administered by the Oxford Parking Authority for the purpose of funding off-street parking. The remainder of the levy will be administered by the Downtown Oxford Economic Development Corporation for purposes of downtown revitalization.

ADOPTED this 9th day of June 2015.

ZONING PUBLIC HEARING JULY 14
SOLAR FARMS IN ETJ

Mayor Sergent presented a request by the Planning Board to call for a public hearing in conjunction with the July 14, 2015 Regular Session to amend the Oxford Zoning Ordinance in order to allow solar farms and systems within the City of Oxford's Zoning Jurisdiction.

Currently the Oxford Zoning Ordinance does not have guidelines for solar farms and systems. With the request for solar farms being made in neighboring communities, the Planning Board started discussing this topic several months ago. In developing guidelines for solar farms and systems, the Planning Board reviewed sample ordinances from Archdale, Huntersville, Granville County, St. Paul's, Louisburg and the NC model ordinance.

MPT HERRING MADE A MOTION TO CALL FOR A PUBLIC HEARING IN CONJUNCTION WITH THE JULY 14, 2015 REGULAR SESSION TO AMEND THE OXFORD ZONING ORDINANCE IN ORDER TO ALLOW SOLAR FARMS AND SYSTEMS WITHIN THE CITY OF OXFORD'S ZONING JURISDICTION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**DISCUSSION - ADDITIONAL SIGNS FOR DR. MARTIN LUTHER KING, JR. AVE.
CITY MANAGER HEMANN ASKED FOR FURTHER CLARIFICATION FROM NCDOT**

Commissioner Bridges led a discussion about additional signage on Linden Ave. to increase visibility of the Dr. Martin Luther King, Jr. Ave. designation. He emphasized that this was the request presentation at the May 12, 2015 Board Meeting by the Granville Interdenominational Ministries Conference. He suggested double signs on the street signposts would be most effective, if NCDOT would permit.

It was noted that an e-mail received from NCDOT indicated that the current signs are non-conforming, but did not say to remove them. It also stated that NCDOT is not in favor of double signs on the street signposts. However, it did not say that they were prohibited.

Commissioner Harris asked what would be involved in renaming Linden Ave. to Dr. Martin Luther King, Jr. Ave.

Discussion about trying to rename Linden Ave. in 2007 created problems with the residents and businesses, so designating the street without changing the name occurred. Commissioner Herring indicated that it would require all Linden Ave. residents to agree on the name change for it to occur.

City Manager Hemann was asked to contact NCDOT for further clarification on placing the double signs on the signposts, the cost of the signs, and the procedure and possibility of renaming Linden Avenue.

BUDGET AMENDMENT APPROVED – CAPITAL OUTLAY AND LOAN PROCEEDS

City Manager Hemann presented for consideration a budget amendment in the amount of \$619,823.13 to reflect offsetting Revenue & Expenditure figures for FY 2015 Capital Outlay and loan proceeds. The Budget for FY 2015 included a narrative regarding the financing of \$669,725.00. However, the corresponding Loan Proceeds and Expenditure figures were never recorded in the General Fund and Water Fund sections of that same 2015 Budget. The requested budget amendment, in the amount \$619,823.13, is being issued to record the final cost of the FY 2014-2015 Capital Outlays and the offsetting corresponding amount of loan proceeds that were actually received from Branch Banking and Trust Company (BB&T).

COMMISSIONER WILLIFORD MADE A MOTION TO APPROVE A BUDGET AMENDMENT IN THE AMOUNT OF \$619,823.13, TO REFLECT OFFSETTING REVENUE & EXPENDITURE FIGURES FOR FY 2015 CAPITAL OUTLAY AND LOAN PROCEEDS. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Account Number	Description	Increase	Decrease
442-550	Fixed Assets – Over \$5,000	\$80,000.00	
561-550	Fixed Assets – Over \$5,000	\$124,443.22	
510-489	JAG Grant	\$5,014.85	
510-353	Vehicle Maintenance	\$1,713.47	
510-543	Fixed Assets – Under \$5,000	\$14,207.60	
510-550	Fixed Assets – Over \$5,000	\$83,212.00	
530-353	Vehicle Maintenance	\$534.71	
530-543	Fixed Assets – Under \$5,000	\$21,562.55	
530-550	Fixed Assets – Over \$5,000	\$40,412.79	

620-543	Fixed Assets – Under \$5,000	\$1,585.64	
620-550	Fixed Assets – Over \$5,000	\$34,232.36	
722-481	Misc. Expenses	\$9,038.25	
722-550	Fixed Assets – Over \$5,000	\$19,483.38	
010-39904	Loan Proceeds	\$435,440.82	
720-550	Fixed Assets – Over \$5,000	\$40,000.00	
824-352	Equipment Maint. & Repair	\$12,193.35	
825-543	Fixed Assets – Under \$5,000	\$2,496.28	
824-550	Fixed Assets – Over \$5,000	\$26,892.00	
828-550	Fixed Assets – Over \$5,000	\$102,800.68	
030-39904	Loan Proceeds	\$184,382.31	

MAY FINANCIAL HIGHLIGHTS BY FINANCE DIRECTOR KEHOE

Finance Director Kehoe presented and summarized the May financial report.

<u>MAY 2015 Financial Report</u> <i>91.7% of FY Complete</i>	<u>General Fund</u>	<u>Water Fund</u>	<u>Other Funds</u>
REVENUES			
YTD	\$ 8,305,212	\$ 4,415,950	\$ 4,253,012
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	101%	94%	82%
EXPENSES			
YTD	\$ 7,816,105	\$ 4,324,218	\$ 3,560,363
Budget	\$ 8,472,365	\$ 4,955,044	\$ 5,225,264
YTD Percent of Budget <i>(minus loan proceed, and fund balance allocation)</i>	92%	87%	68%
DIFFERENCE <i>(Revenues – Expenses) 2014-15 YTD</i>	\$ 489,107	\$ 91,732	\$ 692,649

CITY MANAGER REPORT

City Manager Hemann presented his monthly report of City Operations with no additional questions from the Board.

COMMITTEE REPORTS BY THE BOARD

The City is represented by Commissioners on various committees and boards pertaining to our community and local government. Reports and updates by our representatives on meetings that occurred during the month are as follows:

- Downtown Economic Development Commission – Commissioner Currin
- Kerr-Tar COG Update – Commissioner Williford
- KLRWS Update- City Manager Hemann
- 200th Anniversary Committee – Commissioner Williford

CONSENT AGENDA APPROVED

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

- Accepted the May Financial Reports by Finance Director Kehoe.
- Approved the reappointment of Richard Thomas to the Historic Preservation Commission for a 3-year term expiring June 2018. This is his first full term on the HPC.
- Approved the appointment of Christine Usry to the Historic Preservation Commission for a 3-year term expiring June 2018. This is her first term on the HPC.
- Approve the reappointment of Lynda Edwards to the Planning Board for a 6-year term expiring June 2021.
- Approved the appointment of Al Woodlief to the Zoning Board of Adjustment for a 3-year term expiring June 2018.
- Approved the following meeting 2015 minutes:
 - * May 4, Agenda Session
 - * May 12, Regular Session
 - * May 29, Special Session (Budget Message)

BOARD COMMENTS

Board members inquired about the two telecommunication positions being lost with the conversion of the PD call center to the County 911. Chief Coley indicated that one person is interested in pursuing a position with the County 911. The other person is pursuing other avenues.

AGENDA ADD-ON ITEM **CONSIDER CONTRACTOR FOR ELMWOOD CEMETERY**

MPT HERRING MADE A MOTION TO ADD TO THE AGENDA THE CONSIDERATION BY THE BOARD TO CONTRACT WITH SNEED AND SNEED, BEGINNING JULY 1, 2015 FOR 12 MONTHS OF LAWN MAINTENANCE IN THE ELMWOOD CEMETERY. ALL VOTES WERE IN THE AFFIRMATIVE. THE MOTION CARRIED.

**SNEED & SNEED APPROVED FOR ELMWOOD CEMETERY MAINTENANCE
BEGINNING JULY 1, 2015**

MPT Herring was interested in the status of the grass-mowing contract after June 30th. The City Manager stated that the City was looking for a temporary contractor until a bid package could be generated. The Board was reminded that statutorily there were no monetary definitions on bidding or not bidding service contracts. After a brief discussion about the amount of the contract, all Board members agreed to \$32,000, which was the same amount the City contracted with Sneed & Sneed in 2014.

MPT HERRING MADE A MOTION TO CONTRACT WITH SNEED & SNEED FOR ELMWOOD CEMETERY LAWN MAINTENANCE IN THE AMOUNT OF \$32,000, FOR 1 YEAR BEGINNING JULY 1, 2015. PAYMENT WOULD BE MONTHLY AND IN 12 EQUAL INSTALLMENTS. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 9:20 P.M., COMMISSIONER HARRIS MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Barbara J. Rote, City Clerk

ATTEST:

Jacqueline vdH Sergent, Mayor