

TUESDAY, SEPTEMBER 13, 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, City Manager Elke Doom and City Clerk Barbara 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 Commissioner Danny Currin.

AGENDA APPROVAL & ADDITIONS

COMMISSIONER BRIDGES MADE A MOTION TO APPROVE THE AGENDA WITH THE ADDITION OF A RESOLUTION FOR INFRASTRUCTURE CDBG, A RESOLUTION COMMITTING MATCHING FUNDS FOR THE INFRASTRUCTURE CDBG, AND APPROVING A 3-WAY STOP AT GOSHEN AND CHERRY STREETS. 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.

SEPTEMBER YARD OF THE MONTH
SHERRY & JIM PERRIN

Mayor Sergent recognized September Yard of the Month winners, Sherry and Jim Perrin of 1115 College Street. The Perrin's were presented with a certificate, City mugs, and a Green & Clean License Plate. The Perrin's will be eligible for a grand prize drawing in October.

PUBLIC HEARING – FY2016 COMMUNITY BLOCK GRANT FOR INFRASTRUCTURE

A public hearing was held for a Community Block Grant (CDBG) infrastructure project. The City is requesting up to \$2 million in CDBG-infrastructure funds (100% of total project costs) from NC Department of Environmental Quality (DEQ), Division of Water Infrastructure (DWI) with a potential local fund contribution. This project will include rehabilitation/replacement of up to approximately 16,000LF of 2"-6" water lines with 6"-8" water lines throughout eligible residential areas of the City. The project area will include Peace Street, Summitt Ave, Green

Street, Palmer Court, Cheatham Ave, Gill Street, Hunt Street, Alex Street, Fourth Street, Fifth Street, and a portion of Orange Street.

Planning Director Hart explained that the areas were chosen because they would make the application the strongest. If successful with securing this grant, she will consider other areas of the City for future infrastructure CDBG grants.

Mayor Sergent read the following information.

**CITY OF OXFORD
FY2016 CDBG-INFRASTRUCTURE GRANT APPLICATION
PUBLIC HEARING SUMMARY**

General CDBG

- Required public hearing for the FY2016 Small Cities Community Development Block Grant (CDBG) application
- Purpose of public hearing is to allow citizens an opportunity to express views concerning the proposed project and activities, funding proposals, community development priorities of the City, and review of program compliance prior to the City's grant application to the state.
- This federal funding comes from the United States Department of Housing and Urban Development (U.S. HUD)
- CDBG program activities must meet one of the national objectives: (1) Benefit low- and moderate- income (LMI) persons; (2) Prevent or eliminate slum and blight; (3) Address an urgent need
- Eligible locations (non-entitlement communities):
 - All NC small cities except the 24 entitlement cities
 - All NC counties and except Cumberland, Mecklenburg, Union, and Wake
- Available funding in North Carolina- Economic Development (job creation/retention) and Infrastructure (water and sewer)
- **Economic Development** (projects for job creation/retention) - Administered by NC Department of Commerce (DOC) Rural Development Division (RDD). Grants are presented by DOC to the NC Rural Infrastructure Authority for approval.
- **Infrastructure** (water and sewer for LMI persons) - Administered by NC Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI). Grants are presented by DEQ-DWI to the State Water Infrastructure Authority (SWIA) for approval.
- The state received approx. \$43 million each year for the past 4 years.
- The estimated FY2016, and FY2017 Program Funding Years include about \$26 million for public infrastructure and about \$16 million for economic development

Infrastructure Funding

- City is applying to DEQ for CDBG-Infrastructure grant funds
- Approx. \$26 million of the FY2016 funding is available- **Application deadline is 5:00 pm, September 30, 2016. This is the only application round for 2016 funding.**
- Awards in FY2016 are contingent on the State receiving the HUD grant, anticipated in after finalization of the state budget
- Awards are expected to be announced in January 2017
- Applicants can request and receive up to \$2 million over 3 years, consistent with N.C.G.S. 159G and SWIA rules
- Purposes of the CDBG-I program:
 - Improve quality of life for LMI persons by providing a safe, clean environment and clean drinking water through water and sewer infrastructure improvements and service extensions
 - Must benefit residential areas where at least 51% of beneficiaries are LMI as defined by HUD
 - Perform activities eligible under federal guidelines and regulations
 - Minimize displacement and provide displacement assistance as necessary
- Water projects can include (but are not limited to):
 - Resolving water loss in distribution systems
 - Extending public water to areas with contaminated wells
 - Extending water lines to areas with dry wells

- Assisting with low water pressure in public water systems
- Regionalization of two or more water systems
- Rehabilitation or replacement of a water treatment plan
- Wastewater projects can include (but are not limited to):
 - Resolving inflow and infiltration to collection systems and surcharges from pumps stations and manholes
 - Extending public sewer to areas with failed septic tanks
 - Rehabilitation of a wastewater treatment plant to allow for greater efficiency/compliance with regulations

Proposed Project

- It is proposed for the City to request up to \$2 million (100% of total project costs) for a water project.
- **Proposed project activities include rehabilitation/replacement of up to approx. 16,000 LF of 2”-6” water distribution lines with 6”-8” water distribution lines throughout eligible residential areas of the City. The project’s purpose is to rehabilitate or replace aging infrastructure that is promoting uncontrollable water loss and causing low water pressure in the water distribution system. Project activities will take place within the City municipal limits. Only residential areas in non-floodway areas will be served by CDBG funding.**
- Project activities are identified in the updated Capital Improvements Plan, adopted in September 2016. Various informal and formal public community meetings have been held to inform citizens and City officials of the potential project and obtain feedback.
- City representatives already met with NCDEQ in August 2016 to receive project feedback.
- The project area must have a population that is at least 51% LMI, therefore, 100% of the CDBG funds will be used to benefit LMI persons. At this time, income surveys and LMI calculations are still being compiled.
- Grant funding can include costs for construction, environmental review, engineering reporting and design, construction administration and observations, legal activities, surveying and grant administration

Compliance

- The City has not received a CDBG grant in recent years. The last CDBG was awarded in 2010.
- If awarded a CDBG-Infrastructure grant, the City will adopt a Program Manual with plans required by U.S. HUD that will govern fiscal management, efficient operation and maintenance, and program compliance. Included in the CDBG Program Manual are plans such as:
 - American with Disabilities Act/Section 504 Plan to address non-discrimination in the treatment of and program access to handicapped/disabled persons
 - Fair labor standards in accordance with the U.S. Department of Labor (DOL) Davis-Bacon & Related Acts
 - Citizen participation in and access to program information and implementation
 - Equal opportunity and procurement through program implementation
 - Fair Housing Plan to affirmatively furthering fair housing
 - Language Access Plan to provide meaningful access to those with limited English proficiency
 - Section 3 Plan to encourage job creation for local low-income persons
 - Section 519 provision to prohibit the use of excessive force by law enforcement agencies within the jurisdiction against any individuals engaged in non-violent civil rights demonstrations
 - Residential Anti-Displacement and Relocation Plan to ensure no that displacement / relocation of residents occurs during project implementation without public notification and just compensation
 - The sample plan provided by DEQ is presented. If awarded, the plan will be adopted by the City.
 - Anti-displacement and relocation is primarily applicable to housing-related projects, however acquisition of public utility easements on private property also triggers the Uniform Relocation Act (URA)
 - No displacement of residents is anticipated during this infrastructure project; however, water/sewer service may be disrupted at times. Residents will be notified of any disruptions in service during project implementation.
 - Displacement assistance as necessary will be available for any legal fees and compensation

Citizen Comments

- Application materials will be available at City Hall upon request, between the hours of 9:00 AM and 4:00 PM.
- For additional information or to submit written comments, please contact: Cheryl Hart, Planning Director, at 300 Williamsboro Street, Oxford, NC 27565, phone 919-603-1117
- Comments should be postmarked no later than September 20, 2016 and a written response will be made within 10 business days.

Resolutions

- One resolution is associated in submitting the CDBG application for the City to delegate authority to persons to complete application documents that do not otherwise require board action.
- One resolution is associated with a matching grant in the amount of \$200,000 payable from the Water Fund.

We open the floor for comments and questions about the CDBG program and about the proposed project.

Xavier Wortham - 197 Woodcrest Drive, Youngsville NC, (Granville Co.). As Director of the Oxford Housing Authority, he wanted to remind the Board of the ***Compliance, Section 3 Plan: to encourage job creation for local low-income persons.*** Both the Oxford Housing Authority and Cornerstone Christian have workforce reentry programs. The men coming out of the programs are qualified laborers that can assist contractors. Planning Director Hart reassured Mr. Wortham that language for compliance with Section 3 is included in the contract and that the consultants will make sure local people will be included. She will also follow-up with the consultants.

Jimmy Williams – 109 Gilliam Street, Oxford, NC (Business Address). Mr. Williams owns several rental properties in the City and he was interested in finding out the areas being considered. Planning Director Hart clarified the streets for him.

Lynn Allred – Hwy 96 N., Oxford – She asked for clarification of the ***Section 519 provision to prohibit the use of excessive force by law enforcement agencies within the jurisdiction against any individuals engaged in non-violent civil rights demonstrations.*** Mayor Sergent explained that if someone chooses to protest that their freedom of speech is protected and that no excessive force is used.

No one else from the public wished to speak

Mayor Sergent closed the public hearing.

RESOLUTION ADOPTED FOR INFRASTRUCTURE CDBG

COMMISSIONER WOODLIEF MADE A MOTION TO ADOPT THE COMMUNITY DEVELOPMENT BLOCK GRANT RESOLUTION FOR THE CITY OF OXFORD INFRASTRUCTURE PROJECTS THAT DELEGATES AUTHORITY TO PERSONS TO COMPLETE APPLICATION DOCUMENTS THAT DO NOT OTHERWISE REQUIRE BOARD ACTION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure, and that the North Carolina Department of Environmental Quality

(NCDEQ) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater infrastructure portion of the state grant monies received from the U.S. HUD CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363, and

WHEREAS, The City of Oxford has need for and intends to construct a drinking water distribution system project involving water line improvements in qualified low-to-moderate income residential areas in the southern section of the City, and

WHEREAS, The City of Oxford intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE CITY BOARD OF COMMISSIONERS OF THE CITY OF OXFORD:

That City of Oxford, the **Applicant**, will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Jacqueline vdH Sergent, Mayor, and Cheryl D. Hart, Planning Director, and Barbara J. Rote, City Clerk, the **Authorized Officials**, and successors so titled, are hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

That the **Authorized Officials**, and successors so titled, are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 13th day of September, 2016 at the City of Oxford, North Carolina.

RESOLUTION ADOPTED FOR INFRASTRUCTURE CDBG MATCHING FUNDS - \$200,000

As part of the Community Development Block Grant (CDBG) application, the City is required to adopt a resolution committing to matching funds. The City is committing a \$200,000 match that will be payable from the Water Fund.

COMMISSIONER BULLOCK MADE A MOTION TO ADOPT A RESOLUTION FOR A 2016 INFRASTRUCTURE COMMUNITY DEVELOPMENT BLOCK GRANT THAT COMMITS MATCHING FUNDS IN THE AMOUNT OF \$200,000, PAYABLE FROM THE WATER FUND. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

CITY OF OXFORD WATER SYSTEM IMPROVEMENTS PROJECT

WHEREAS, The City of Oxford has need for and intends to construct a drinking water distribution system project involving water line improvements in qualified low-to-moderate income residential areas in the southern section of the City, and

WHEREAS, The City of Oxford intends to request state grant assistance for the project in the form of a Community Development Block Grant (CDBG) from the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI), and

WHEREAS, The City of Oxford has developed a Capital Improvements Plan showing the project as a priority for the City.

NOW THEREFORE BE IT RESOLVED, BY THE CITY BOARD OF COMMISSIONERS OF THE CITY OF OXFORD:

1. That the City commits \$200,000 in water fund revenues towards the FY 2016 CDBG Infrastructure Project as the local match. These funds will be available in accordance with the project implementation schedule; and
2. That if the City of Oxford should not receive the Community Development Block Grant, the proposed improvements to the water system may be made in the future and at such time as funds are available through possible future grant applications, local funds, and donations.

Adopted this the 13th day of September, 2016 at the City of Oxford, North Carolina

APPROVED AGREEMENT WITH SMARTBILL, LTD FOR UTILITY BILLING

City Manager Doom presented for consideration a contract in the amount of \$27,360 with SmartBill, LTD as an outsourcing company for handling, printing, sorting, stuffing and mailing City of Oxford utility bills. With the new billing software, staff is unable to utilize the dot matrix printers for utility billing. Outsourcing the utility billing is more cost effective than in house printing and mailing. Staff contacted five vendors, including SmartBill, LTD, who works with Tyler Technology. They were the lowest bidder in the amount of \$27,360 and staff preferred their product, service and location. Yearly cost for in-house processing is estimated at \$42,707.76. Former Finance Director Kehoe included \$32,000 in the FY 2016-17 budget (postage) to cover this service. The contract came in under budgeted estimates; no budget amendment is needed.

COMMISSIONER BRIDGES MADE A MOTION TO APPROVE AN AGREEMENT IN THE AMOUNT OF \$27,360, AND AUTHORIZE THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH SMARTBILL, LTD, FOR OUTSOURCING THE UTILITY BILLING FOR THE CITY OF OXFORD. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ADOPTED FIRE INSPECTION FINE & FEE SCHEDULE REVISIONS

Mayor Pro Temp Harris, Chairman, Public Safety Committee, presented for consideration revisions to the Fire Inspection Fine and Fee Schedule. The Public Safety Committee and Staff met August 4, 2016 to discuss the need to update the fines and fees schedule currently used by the Oxford Fire Department Inspections Bureau. The fee schedule currently in use was adopted in 1995 with the inception of the fire prevention bureau and the adoption of the North Carolina Fire Code. Upon review of the fee schedule and a comparison of surrounding jurisdictions, it was determined that the current fees averaged one half of what surrounding municipalities were charging, including Granville County. It was also determined that the reference code identifier was no longer applicable because the NC Fire Code is amended every three years and the reference number sometimes changes with the adopted code. The proposed fee changes will bring us in line with other municipalities of our size and help defray the cost incurred by the City to review plans for new or expanded developments and inspect the associated construction. Staff evaluated the fees from other municipalities of similar and larger size, and recommends the rates as presented.

COMMISSIONER HARRIS MADE A MOTION TO ADOPT THE FIRE INSPECTION FINE AND FEE SCHEDULE AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

A COPY OF THE FEE SCHEDULE IS INCORPORATED BY REFERENCE AND IS ON FILE IN THE FINANCE DEPARTMENT AND THE OFFICE OF THE FIRE CHIEF.

ADOPTED VEHICLE ACCIDENT & HAZMAT RESPONSE MITIGATION FEE SCHEDULE
APPROVED AGREEMENT WITH FIRE RECOVERY USA FOR BILLING AND COLLECTION
AMENDED ORDINANCE TITLE

Mayor Pro Temp Harris, Chairman, Public Safety Committee, presented for consideration a Vehicle Accident and Hazmat Response Mitigation Fee Schedule and an agreement with Fire Recovery USA for the purpose of billing and collections of these fees. The Public Safety Committee and Staff met August 4, 2016 to discuss attaching a fee schedule to Ordinance **§ 8-82 COST RECOVER OF MOTOR VEHICLE ACCIDENT EXPENSES**. This ordinance was drafted and adopted in 2010 to recover expenses incurred by the Oxford Fire Department for the response to and mitigation of vehicle accidents. This ordinance also allows for the billing of calls that involve hazmat situations involving chemical or fluid releases. In 2010, a fee schedule was to be determined and an RFP was sent out for the purpose of soliciting billing companies; however, it was never finalized. After careful research and comparing the rates of other municipalities, the Oxford Fire Department request that the Board adopt a fee schedule and enter into a contract (One Year) with Fire Recovery USA for billing and collections. As per request, bills shall only be sent to the insurance company of the responsible party and not the occupant or owner of the vehicle.

Attorney Burnette pointed out that the title of Ordinance Section § 8-82 should be *Recovery* not *Recover*.

COMMISSIONER HARRIS MADE A MOTION TO ADOPT A VEHICLE ACCIDENT AND HAZMAT RESPONSE MITIGATION FEE SCHEDULE, AUTHORIZE THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH FIRE RECOVERY USA FOR THE BILLING AND COLLECTIONS OF THE ADOPTED FEES, AND CORRECT THE TITLE OF SECTION 8-82 FROM RECOVER TO RECOVERY. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

VEHICLE ACCIDENT AND HAZMAT RESPONSE
MITIGATION FEE SCHEDULE
BASED ON PER HOUR

SEPTEMBER 2016

The mitigation rates below are average “billing levels”, and are typical for the incident responses listed, however, when a claim is submitted, it will be itemized and based on the actual services provided.

MOTOR VEHICLE INCIDENTS

Level 1 - \$435.00

Provide hazardous materials assessment and scene stabilization. This will be the most common “billing level”. This occurs almost every time the fire department responds to an accident/incident.

Level 2 - \$495.00

Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. We will bill at this level if the fire department has to clean up any gasoline or other automotive fluids that are spilled as a result of the accident/incident.

Level 3 – CAR FIRE - \$605.00

Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids that are spilled as a result of the accident/incident.

ADD-ON SERVICES:

Extrication - \$1,305.00

Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. We will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.

Creating a Landing Zone - \$400.00

Includes Air Care (multi-engine company response, mutual aid, helicopter). We will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s).

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates, for each incident using, itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus, per personnel, plus products and equipment used.

ADDITIONAL TIME ON-SCENE

Engine billed at \$400 per hour.

Truck billed at \$500 per hour.

Miscellaneous equipment billed at \$300.

HAZMAT

Level 1 - \$700.00

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.

Level 2 - \$2,500.00

Intermediate Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, Level A or B suit donning, breathing air and detection equipment. Set-up and removal of decon center.

Level 3 – \$5,900.00

Advanced Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time - **each additional hour @ \$300.00 per HAZMAT team.**

ADDITIONAL TIME ON-SCENE (for all levels of service)

Engine billed at \$400 per hour. Truck

billed at \$500 per hour.

Miscellaneous equipment billed at \$300

LATE FEES

If the invoice is not paid within 90 days, a Late Charge of 10% of the invoice, as well as 1.5% per month, as well as the actual cost of the collections, will be assessed to the responsible party.

ADOPTED REVISED MONTHLY WATER & SEWER SYSTEM USER CHARGES

Commissioner Bullock, Chairman, Public Works Committee, presented for consideration revised Monthly Water & Sewer System User Charges. The Public Works Committee and Staff recognize the need to increase Monthly Water & Sewer System User Charges that have had no or minimal increases for years. The increased charges will help defray the cost incurred by the City for the water and sewer capital improvements identified in the Asset Management Plan compiled by McGill Associates. It will move the City towards becoming self-sustaining with regards to water & sewer. In addition, the increase in fees will make the City eligible to apply for 75% sewer grants and 50% water grants. The City held two public informational meetings related to the need for water & sewer infrastructure improvements and the rate increases. Presented for adoption were two revised rate schedules. One included a tiered schedule for large volume water customers and the other did not. The tiered schedule primarily applies to industries. The Public Works Committee met on September 8, 2016 to evaluate the study completed by Raftelis, financial consultants. The first round of grant and loan applications must be submitted by September 30. For eligibility, the State is requiring the water rate increase prior to submitting the application and the new rates must start with October billing. The effective date of the rate change would be after the last billing cycle for September but before October 1, 2016.

City Engineer Ratliff, City Manager Doom and Commissioner Bullock met with 12 of the 20 larger water customers over a 2-day period to explain the need for improved infrastructure, the increase in water rates, and the rate increase beginning with the October bills. Commissioner Bullock reported that although it is unfortunate that there will be an increase, the industries and businesses understood the reasons and the urgency. Commissioner Bullock and City Manager Doom both emphasized that the meetings were very positive and were pleased with the outcome. Many industries appreciated the opportunity to talk individually with City staff about the increase and other water and sewer related questions.

The town of Stovall had concerns about the increase but they were explained that according to their contract with Oxford the rates would increase at the same percentage as Oxford residential users. No special rate could be given.

Based on the meetings and discussions, Commissioner Bullock recommended a schedule that included tiered rates for large water consumers.

Commissioner Currin asked about the increase in water rates for the 4,001-20,000 gal/month users and rate calculation. Engineer Ratliff clarified that the first 4,000 gallons is charged at one rate; then 4,001-20,000 at an increased rate, followed by the decreased rate thereafter. It did not mean that if a consumer used 20,001 gallons that all those 20,001 gallons would be calculated at a reduced rate. Ms. Ratliff also explained that the increase in the 4,001 – 20,000 gallon range is a way to promote water conservation and preferred by the State. She also explained that the State allows the tiered structure to begin with 20,001 gallons.

COMMISSIONER BULLOCK MADE A MOTION TO ADOPT THE REVISED MONTHLY WATER & SEWER SYSTEM USER CHARGES WITH TIERED RATES AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

MONTHLY WATER SYSTEM USER CHARGES

<u>Meter Size</u>	<u>Base Charge</u>
0.75	\$6.24
1.00	\$10.40
1.25	\$15.60
1.50	\$20.80
2.00	\$33.28
3.00	\$62.40
4.00	\$104.00
6.00	\$208.00
8.00	\$332.80

INSIDE Water Rate

Base Charge +
 Usage (in thousands) X \$6.79 – 0 to 4,000 gal.
 Usage (in thousands) X \$7.47 – 4,001 to 20,000 gal.
 Usage (in thousands) X \$5.09 – 20,001 gal. +

OUTSIDE Water Rate

Base Charge +
 Usage (in thousands) X \$10.86 – 0 to 4,000 gal.
 Usage (in thousands) X \$11.95 – 4,001 to 20,000 gal.
 Usage (in thousands) X \$8.15 – 20,001 gal. +

MONTHLY SEWER SYSTEM USER CHARGES

<u>Meter Size</u>	<u>Base Charge Inside</u>	<u>Base Charge Outside</u>
Usage per Thousand	\$7.83	\$7.83
Capacity Charge Meter Size (Inches)		
.75	\$10.61	\$16.07
1.00	\$14.25	\$23.35
1.25	\$18.80	\$32.45
1.50	\$23.35	\$41.55
2.00	\$34.27	\$63.39
3.00	\$59.75	\$114.35
4.00	\$96.15	\$187.15
6.00	\$187.15	\$369.15
8.00	\$296.35	\$587.55

MINIMUM BILL (No Usage)

Inside

Water	\$ 6.24
Sewer	\$ 10.61
Pollution Control	\$ 2.00
Garbage	\$ 23.00
Total	\$ 41.85

Outside

Water	\$ 6.24
Sewer	\$ 16.07
Total	\$ 23.31

INSIDE & OUTSIDE Sewer Rate

Base Charge + Usage (in thousands) X \$7.83 per month.

**ADOPTED ASSET MANAGEMENT PLAN & CAPITAL IMPROVEMENT PLAN
FOR WATER AND WASTEWATER INFRASTRUCTURE**

Commissioner Bullock, Chairman, Public Works Committee, presented for consideration an Asset Management Plan (AMP) and a Capital Improvement Plan (CIP) for Water and Wastewater Infrastructure. The Public Works Committee and staff recognized the need to stay ahead of the curve by anticipating the city-wide water and wastewater infrastructure needs. The Asset Management Plan is designed to be a living document that will be reviewed annually and updated accordingly with new data, changes to the Capital Improvement Plan, and amendments to the Operation and Maintenance Plans as needed. Its findings can be used as a tool to ensure the City is able to provide a sustained level of water and wastewater service to its residents now and in the future. In addition, by adopting the AMP and CIP, the City will be eligible for additional points on the application for water and sewer loans and grants. The Public Works Committee met on September 8, 2016 to evaluate the AMP and CIP completed by McGill Associates, engineering consultant, and recommends adopting the Asset Management Plan and Capital Improvement Plan for Water and Wastewater Infrastructure. Commissioner Bullock pointed out that having the AMP and CIP for the meeting with the industries was very helpful. They appreciated knowing that it was a living document and would be reviewed and updated.

COMMISSIONER BULLOCK MADE A MOTION TO ADOPT AN ASSET MANAGEMENT PLAN (AMP) AND A CAPITAL IMPROVEMENT PLAN (CIP) FOR WATER AND WASTEWATER INFRASTRUCTURE AS PRESENTED AND WILL BE REVIEWED ANNUALLY AND UPDATED AS NEEDED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED. A COPY OF THE AMP IS ON FILE IN THE OFFICE OF THE CITY ENGINEER.**

SPECIAL SESSION SCHEDULED FOR SEPT. 21, 2016 AT 1:15 PM

COMMISSIONER BULLOCK MADE A MOTION TO CALL FOR A SPECIAL SESSION ON WEDNESDAY SEPTEMBER 21, 2016 AT 1:15 P.M. IN THE COMMISSIONERS' BOARD ROOM, TO CONSIDER APPROVING MEETING MINUTES OF SEPTEMBER 13, 2016, AND APPROVING ITEMS REQUIRED TO APPLY FOR INFRASTRUCTURE LOANS AND GRANTS PRIOR TO THE SEPTEMBER 30, 2016 SUBMISSION DEADLINE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Commissioner Strickland will be out of town and unable to attend.

**SPEED LIMIT REDUCED TO 25 MPG - CITY-OWNED RESIDENTIAL STREETS
AMENDED CITY ORDINANCE, CHAPTER 20, ARTICLE III, DIVISION 2, SECTION § 20-81**

Commissioner Bullock, Chairman, Public Works Committee, presented for consideration reducing the speed limit on city-owned streets in residential districts from 35 mph to 25 mph and amending the City Code of Ordinance, Chapter 20, Division 2, Section § 20-81 to reflect the change.

The Public Works Committee discussed reducing the speed limit on streets in residential districts from 35 mph to 25 mph, most of which are city-owned and maintained. The City has the authority to change speed limits on city-owned streets. State-owned and maintained streets in the residential districts will remain 35 mph. The ordinance will not be enforced until new speed limit signs are in place. Sign and post replacement costs will be allocated from current budget funds. No budget amendment is needed.

COMMISSIONER BULLOCK MADE A MOTION TO REDUCE THE SPEED LIMIT ON CITY-OWNED STREETS IN RESIDENTIAL DISTRICTS FROM 35 MPH TO 25 MPH AND AMEND THE CITY CODE OF ORDINANCE, CHAPTER 20, DIVISION 2, SECTION §20-81 TO REFLECT THE CHANGE. COMMISSIONERS STRICKLAND, CURRIN, HARRIS, FIELDS, BULLOCK AND WOODLIEF VOTED IN THE AFFIRMATIVE. COMMISSIONERS BRIDGES IN THE NEGATIVE. **THE MOTION CARRIED 6-1.**

ORDINANCE 16-09-01, ADOPTED: 09-13-16, EFFECTIVE: 09-13-16

Oxford, North Carolina Code of Ordinances

CHAPTER 20 TRAFFIC, ARTICLE III VEHICLE OPERATION

DIVISION 2: SPEED

§ 20-81 GENERALLY.

(A) Except as otherwise provided in this chapter, it shall be unlawful to operate a vehicle in excess of the following speeds:

(1) Twenty miles per hour in any business district other than Martin Luther King, Jr. Avenue, which is 25 miles per hour;

~~(2) Thirty-five miles per hour on city-owned streets in any residential district unless otherwise posted. Thirty-five miles per hour on state-owned streets in any residential district, unless otherwise posted, other than Front Street, and Main Street from Front Street to Spring Street, and any other posted locations, which is 25 miles per hour.;~~

(3) Forty-five miles per hour in places other than those named in divisions (A)(1) and (2) above for:

(a) All vehicles other than passenger cars, regular passenger vehicles, pick-up trucks of less than one-ton capacity and school buses loaded with children; and

(b) All vehicles, of whatever kind, which are engaged in towing, drawing, or pushing another vehicle; provided this paragraph shall not apply to vehicles engaged in towing, drawing or pushing trailers with a gross weight of not more than 3,000 pounds.

(4) Fifty-five miles per hour in places other than those named in divisions (A)(1) and (2) above, for passenger cars, regular passenger carrying vehicles, and pick-up trucks of less than one-ton capacity.

(B) The fact that the speed of a vehicle is lower than the foregoing limits shall not relieve the driver from the duty to decrease speed when approaching and crossing an intersection, when approaching and going around a curve, when approaching a hill crest, when traveling upon any narrow or winding roadway, or when special hazards exist with respect to pedestrians or other traffic or by reasons of weather or street conditions, and speed shall be decreased as may be necessary to avoid colliding with any person, vehicle or other conveyance on or entering the street or highway, and to avoid causing injury to any person or property either on or off the street or highway, in compliance with legal requirements and the duty of all persons to use due care.

(86 Code, § 20-81) (Am. Ord. 14-09-01, passed 9-9-14)

Statutory reference:

Speed restrictions, see G.S. § 20-141

This ordinance shall be in full force and effect from and after the date of its adoption and signs are appropriately erected.

Adopted this 13th day of September 2016.

APPROVED 3-WAY STOP AT GOSHEN AND CHERRY STREETS

Commissioner Bullock, Chairman, Public Works Committee, presented for consideration approving a 3-way stop at the intersection of Goshen and Cherry Streets.

There has been an increase in vehicle speed on Cherry Street since the railroad tracks were repaired in the spring. There is currently a stop sign on Goshen Street where it meets Cherry Street. Adding two stop signs on Cherry Street at this location to create a 3-ways stop should slow traffic and provide additional safety.

Police Chief Coley explained that warning tickets will be given for a while unless there is gross negligence, such as excessive speed. The Police Department realizes that it takes some adjustment time when new stop signs are erected.

COMMISSIONER BULLOCK MADE A MOTION TO APPROVE A 3-WAYS STOP AT THE INTERSECTION OF GOSHEN AND CHERRY STREETS. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

FINANCIAL REPORT

Finance Director Hak Ung presented the August financial report.

<u>AUGUST 2016 Financial Report</u> <i>17 % of FY Complete</i>	<u>General Fund</u>	<u>Water Fund</u>
REVENUES		
YTD	\$ 1,291,034	\$ 879,010
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	13%	13%
EXPENSES		
YTD	\$ 1,542,417	\$ 796,814
Budget	\$ 9,949,060	\$ 6,650,672
YTD Percent of Budget <i>(minus loan proceed, and fund balance allocation)</i>	16%	12%
DIFFERENCE <i>(Revenues – Expenses) 2015-16 YTD</i>	\$ (251,382)	\$ 82,169

CONSENT AGENDA APPROVED

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

Accepted the August Financial Reports by Finance Director Ung (available on meeting night)

Approved a tax release to Everbank Commercial Finance in the amount of \$639.05 for leased equipment to Granville Health Systems.

Approved the following 2016 meeting minutes:

* August 1, Agenda Session * August 9, Regular Session

OXFORD-HENDERSON-GRANVILLE-VANCE AIRPORT AUTHORITY

Commissioner Woodlief reported that the Airport Authority met and they have agreed to meet once every three months. They appointed Jimmy Brummitt as a consultant on a vote of 3-1. An LED lighting project will be underway soon at a cost of \$1.3 million with grants covering 90% of cost. The airport will be closed Friday thru Sunday for repairs and painting. The “speed bump” on the runway will also be fixed. Local representatives will be working to have the tax money shared among the partners instead of going directly to Granville County.

PICKLE BALL AT HIX GYM

Commissioner Strickland asked and received agreement from the Board to direct City Manager Doom and Recreation Director Sims to work with Granville County Senior Center Director May on establishing a Pickle Ball court inside of Hix Gym. Director May has already been in touch with both the City Manager and Recreation Director. Commissioner Strickland was approach by a group of senior citizens about establishing the court.

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 8:55 P.M., COMMISSIONER WOODLIEF MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Barbara J. Rote, CMC, NCCMC City Clerk

ATTEST:

Jacqueline vdH Sergent, Mayor