

TUESDAY, OCTOBER 11, 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, Patricia T. Fields, Ron Bullock and Al Woodlief. Also present was Attorney J. Thomas Burnette, City Manager Elke Doom and City Clerk Barbara Rote.

Absent: Commissioner S. Quon Bridges who was attending a candidates forum held by the Granville Chamber of Commerce.

CALL TO ORDER

Mayor Sergent called the meeting to order. Reverend Tolokun Omokunde, Timothy Darling Presbyterian Church gave the prayer; the Pledge to the flag followed led by Mayor Pro Temp Calvin (C.J.) Harris.

AGENDA APPROVAL & ADDITIONS

COMMISSIONER CURRIN MADE A MOTION TO APPROVE THE AGENDA WITH THE ADDITION OF A CLOSED SESSION TO DISCUSS A PROPERTY MATTER. 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.

LEADERSHIP GRANVILLE

Mayor Sergent welcomed the 2016 Leadership Granville Class. The Board met with the class prior to the meeting at 6:30 p.m.

FIRE PREVENTION PROCLAMATION

Mayor Sergent presented Fire Chief David Cottrell with a proclamation in honor of Fire Prevention Week, which is October 9-15. The Fire Department will hold their annual open house on October 13, from 6:00 – 8:00 pm.

*The 2016 Fire Prevention Week theme,
Don't Wait - Check the Date! Replace Smoke Alarms Every 10 Years*

WHEREAS, the city of Oxford, NC is committed to ensuring the safety and security of all those living in and visiting Oxford, and this year's Fire Prevention Week theme focuses on motivating people to replace their smoke alarms every ten years to make sure they're working properly; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are where people are at greatest risk from fire; and

WHEREAS, U.S. home fires resulted in 2,745 civilian deaths in 2014, representing the majority (84 percent) of all U.S. fire deaths;

WHEREAS, in one-fifth of all homes with smoke alarms, the smoke alarms are not working and three out of five home fire deaths result from fires in properties without smoke alarms (38 percent) or with no working smoke alarms (21 percent); and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, many Americans don't know how old the smoke alarms in their homes are, or how often they need to be replaced; and

WHEREAS, the age of a smoke alarm can be determined by the date of its manufacture, which is marked on the back of the smoke alarm, and all smoke alarms should be replaced at least once every ten years

WHEREAS, Oxford's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Oxford's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2016 Fire Prevention Week theme, "Don't Wait - Check the Date! Replace Smoke Alarms Every 10 Years" effectively serves to educate the public about the vital importance of replacing the smoke alarms in their homes at least every ten years, and to determine the age of their smoke alarms by checking the date of manufacture on the back of the alarms.

THEREFORE, I, Jacqueline vdH Sergent, Mayor of Oxford along with the Oxford Board of Commissioners do hereby proclaim October 9-15, 2016, as Fire Prevention Week for the City of Oxford, and I urge all the citizens of Oxford to check their smoke detectors during Fire Prevention Week 2016, and to support the many public safety activities and efforts of the City of Oxford Fire Department.

IN WITNESS WHEREOF, I have hereunto set my hand this the Eleventh day of October in the year of our Lord two thousand sixteen.

OCTOBER YARD OF THE MONTH
JEAN CANNADY

Mayor Sergent recognized October Yard of the Month winner, Jean Cannady of 604 Coggeshall Street. Ms. Cannady was presented with a certificate, a City mug, and a Green & Clean License Plate.

WINNERS FOR 2016 YARD OF THE MONTH DRAWING ANNOUNCED

Mayor Sergent announced the 2016 Winners for the Yard of the Month Drawing. The six Yard of the month winners for 2016 were randomly selected for three prizes. The \$100 gift card to an Oxford business of the winner's choice went to July YOM winners Joseph and Bertina Tyler. The \$25 gift certificate donated by Oxford Ace Hardware went to August YOM winners Earl and Doris Hunt and the \$25 gift card donated by Oxford Southern States went to October YOM winner Jean Cannady. Mr. Hunt and Ms. Cannady were present to receive their prizes.

FOUR PUBLIC HEARINGS FOR ZONING AMENDMENTS SCHEDULED FOR NOVEMBER 8
REGULAR SESSION

Mayor Sergent presented for consideration calling for four public hearings in conjunction with the November 8, 2016 Regular Session for the following Zoning Amendments.

- A. Amendment to include Building Design Guidelines in the B-1 (Central District)
The guidelines will complement the Downtown Masterplan. The review process has included the Downtown Masterplan Committee, Planning, Business & Development Committee, the Downtown Economic Subcommittee, and the Planning Board.
- B. Amendment to include the definition and development standards for bars/taverns.
Currently, the zoning ordinance does not have a definition for a bar/tavern. The amendment would allow them as a special use in all of the business zoning districts (B-1, B-2, and B-3). The review process has included the Downtown Master Plan Committee, Planning, Business & Development Committee, the Downtown Economic Development Corporation, and the Planning Board.
- C. Amendment to section 403.9 for posting signs on utility poles.
This is an effort to eliminate signs that are posted on utility poles within the City of Oxford's planning jurisdiction to prevent visual blight.
- D. Amendment to section 405.3(B) to read "Temporary yard sale signs are to be placed in residential districts only".
Currently, yard sale signs can be placed in all zoning districts. They are often posted but not removed, particularly in the business district, causing sign clutter.

COMMISSIONER BULLOCK MADE A MOTION TO CALL FOR FOUR PUBLIC HEARINGS IN CONJUNCTION WITH THE NOVEMBER 8, 2016 REGULAR SESSION FOR VARIOUS ZONING ORDINANCE AMENDMENTS AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

DEMOLITION ORDINANCE ADOPTED – 111 HUNT STREET

Mayor Sergent presented for adoption a demolition ordinance for 111 Hunt St. owned by Sarah Wilkerson. The structure, which resembles a house, was built as an accessory structure and has a value of \$3,650 with a land value of \$9,405. The principal structure burned in 2007.

COMMISSIONER WOODLIEF MADE A MOTION TO ADOPT THE DEMOLITION ORDINANCE FOR 111 HUNT ST. OWNED BY SARAH WILKERSON. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ORDINANCE 16-10-01; ADOPTED 10-11-16; EFFECTIVE 10-11-16

**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 April 4, 2016, 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: 111 Hunt St., Oxford, North Carolina;
Owner(s): Sara Wilkerson, 313-C Maple Drive, 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 4th Day of April , 2016, 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.

SUBDIVISION PLAT APPROVED OFF E. INDUSTRY DRIVE FOR PROPOSED WATER TANK

Mayor Sergent presented a subdivision plat for approval that includes a parcel of land off E. Industry Dr. for the location of the proposed water tank.

The site is Tract 1 of the plat and just under an acre. It will meet the requirements for the intended use.

COMMISSIONER FIELDS MADE A MOTION TO APPROVE A SUBDIVISION PLAT FOR A PARCEL OF LAND OFF E. INDUSTRY DR. FOR THE LOCATION OF THE PROPOSED WATER TANK. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.** A COPY OF THE PLAT IS ON FILE IN THE OFFICE OF THE PLANNING DIRECTOR AND THE CITY ENGINEER.

CITY MANAGER AUTHORIZED TO SIGN TASK ORDERS WITH ENGINEERING FIRMS FOR CLEAN WATER, DRINKING WATER & CDBG GRANTS & LOANS

City Manager Doom presented for consideration authorizing her to sign Task Orders with McGill Associates to provide engineering services for the loans and grants for Clean Water (wastewater collection system) and Drinking Water (water distribution system), and The Wooten Company to provide engineering services for a Community Development Block Grant (CDBG).

The Board of Commissioners previously approved the resolutions to apply for Connect NC Bonds, Clean Water & Drinking Water loans/grants and CDBG funding at their September 21, 2016 meeting. The Board also previously approved McGill Associates and the Wooten Company for On-Call Engineering Services at their October 13, 2015 meeting. McGill Associates and the Wooten Company are qualified engineering firms capable of providing the City with the necessary services for the previously mentioned projects, which may include but is not limited to design, permitting, construction observation/administration and grant/loan administration. The fees will be split over multiple fiscal years.

McGill Associates Engineer Bill Roark explained that the engineering plans will begin prior to notification from the State on the submitted grants and loans applications so the City can be “shovel ready” when awards are announced. He also stated that it was important to start projects as soon as possible so the City can complete the water/sewer projects prior to the scheduled NCDOT resurfacing. The engineering fees will be rolled into the project expenses.

COMMISSIONER BULLOCK MADE A MOTION TO AUTHORIZE THE CITY MANAGER TO SIGN TASK ORDERS WITH MCGILL ASSOCIATES TO PROVIDE ENGINEERING SERVICES FOR THE LOANS AND GRANTS FOR CLEAN WATER (WASTEWATER COLLECTION SYSTEM) AND DRINKING WATER (WATER DISTRIBUTION SYSTEM), AND THE WOOTEN COMPANY TO PROVIDE ENGINEERING SERVICES FOR A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG). ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

APPROVED ADJUSTMENT TO RECREATION FACILITY RENTAL & PROGRAM FEE SCHEDULES - EFFECTIVE 1-1-2017

Commissioner Fields, Chairman, Recreation, Parks and the Environment Committee, presented adjustments to the Facility Rental Fee Schedule and Program Fees with effective date January 1, 2017, and updating all related documents.

The Parks & Recreation Director held the annual review of the Department’s Fees & Charges with the Recreation, Parks, & the Environment Committee on September 26, 2016. The

City Hall Auditorium	Weekdays: \$150/day	Weekdays: \$225/day	Weekdays: \$125/day	\$50 refundable deposit
	Weekends: \$75/hr \$300/day	Weekends: \$112.50/hr \$450/day	Weekends: \$60/hr \$150/day	
Public Works Assembly Room (2 hour minimum)	Weekdays: \$25/hr \$125/day	Weekdays: \$37.50/hr \$187.50/day	Weekdays: \$20/hr \$100/day	\$100 refundable deposit for full day rentals
	Weekends: \$45/hr \$200/day	Weekends: \$67.50/hr \$300/day	Weekends: \$30/hr \$150/day	
Room Set-up (optional)	\$25/prep \$30/room	\$25/prep \$45/room	\$25/prep \$30/room	
Security Fees (Mandatory for events serving alcohol)	\$50/hr.	\$50/hr.	\$50/hr.	Fee reflects 2 Officers – Add'l may be req'd for larger events at \$25 per hour per officer

	City Resident	Non-Resident	Non-Profit	Damage/Compliance Deposit
Ball Field Non-Tournament Use: OAP / Rucker / Hix	\$25/1.5 hours add \$20 for lights	\$37.50/1.5 hrs. add \$30 for lights	\$15/1.5 hrs. add \$20 for lights	N/A
Ball Field Tournament Use: Oxford Athletic Park (four fields)	\$200/field/day \$700/complex/day	\$200/field/day \$700/complex/day	\$150/field/day \$500/complex/day	\$100 non-refundable deposit due at time of reservation and applied to rental fee
Shelters: Hix / Rucker / Granville St	\$30 (2 hrs) \$100/day	\$45 (2 hrs) \$150/day	\$25 (2 hrs) \$80/day	\$50 refundable deposit req'd for full days only
Shelters: Lake Devin Park Half Shelter	Weekdays: \$20 (2 hrs) \$50/day Weekends: \$30 (2hrs) \$75/day	\$30 / \$75 WD \$45 / \$112.50 WE	Sunday – Saturday \$20 (2 hrs) \$50/day	\$50 refundable deposit req'd for full days only
Shelters: Lake Devin Park Full Shelter	Weekdays: \$30 (2 hrs) \$80/day Weekends: \$40 (2hrs) \$100/day	\$45 / \$120 WD \$60 / \$150 WE	Sunday – Saturday \$30 (2 hrs) \$80/day	\$50 refundable deposit req'd for full days only
Tennis Court Skate Park	\$10/hr. \$75/full day	\$15/hr. \$112.50/full day	\$8/hr. \$60/full day	\$50 refundable deposit req'd for full days only
Hix Gymnasium (Sports Rentals Only)	Weekdays: \$25/hr \$125/day Weekends: \$40/hr \$170/day	Weekdays: \$37.50/hr \$187.50/day Weekends: \$60/hr \$255/day	\$15/hr \$125/day	\$300 refundable deposit req'd for full days only; Deposit equal to rental fee for all other rentals; 2 hour minimum; \$50 clean-up fee required for full day rentals
Hix Gymnasium	\$700 per day	\$700 per day	\$500 per day	\$300 refundable deposit req'd

Tournaments					
Rucker Park Pool Daily Entry	\$3.00 per child < 18 \$4.00 per adult		\$6.00 per person	N/A	N/A
Rucker Park Pool Party Restricted hours only	\$50/hr. plus \$15/hr. for lifeguards at a 1:15 swimmers ratio		\$75/hr. plus \$15/hr. for lifeguards at a 1:15 swimmers ratio	N/A	\$100 refundable deposit
Rucker Park Pool Punch Passes (no rainchecks or refunds)	20 visits \$40.00	40 visits \$75.00	20 visits \$60.00	40 visits \$112.50	N/A
Field game-prep or Room Set-up (optional)	\$25/prep \$30/room		\$25/prep \$45/room	\$25/prep \$30/room	--
Security Fees (Mandatory for events serving alcohol)	\$50/hr.		\$50/hr.	\$50/hr.	Fee reflects 2 Officers – Add'l may be req'd for larger events at \$25 per hour per officer

TABLED

2012 MUNICIPAL RECORDS RETENTION AND DISPOSITION SCHEDULE

Mayor Sergent presented for adoption, amendments to the 2012 Municipal Records Retention and Disposition Schedule. From time to time, the State Department of Archives amends the Record Retention Schedule based on changes in laws made by the General Assembly. These changes then need to be adopted by local governments. Recent changes to the 2012 Retention Schedule include *Standard 6: Emergency Services and Fire Dept. Records* (Item 3 and Item 18) and *Law Enforcement Records* (Standard 9, Item 136).

Board members asked for further clarification of the changes and asked for a Public Safety Committee Meeting.

Public Safety Committee Chairman, MPT Harris will contact City Clerk Rote with available meeting dates and times.

COMMISSIONER STRICKLAND MADE A MOTION TO TABLE THE AMENDMENTS TO THE SEPTEMBER 10, 2012 MUNICIPAL RECORDS AND RETENTION AND DISPOSITION SCHEDULE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

FINANCIAL REPORT

Finance Director Hak Ung presented the September financial report.

September 2016 Financial Report <i>25 % of FY Complete</i>	General Fund	Water Fund
REVENUES		
YTD	\$ 3,316,850	\$ 1,243,857
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	33%	19%
EXPENSES		
YTD	\$ 2,187,663	\$ 1,164,873
Budget	\$ 9,949,060	\$ 6,650,672
YTD Percent of Budget <i>(minus loan proceed, and fund balance allocation)</i>	23%	19%
DIFFERENCE <i>(Revenues – Expenses) 2015-16 YTD</i>	\$ 1,129,187	\$ 78,983

CITY MANAGER REPORT

City Manager Doom presented her monthly report and commended the staff on their teamwork in notifying the public and monitoring the water shortage caused from the loss of power at the Kerr Lake Regional Water Treatment Plant. She also commended staff for their work on tree removal due to Hurricane Matthew.

CONSENT AGENDA APPROVED

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

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

Approved the following 2016 meeting minutes:

* September 6, Agenda Session

* September 21, Special Session

CLOSED SESSION

AT APPROXIMATELY 8:10 PM, AND ON MOTION BY COMMISSIONER BULLOCK, THE BOARD UNANIMOUSLY VOTED TO GO INTO CLOSED SESSION ACCORDING TO G.S. 143-318.11(A) (5) TO INSTRUCT STAFF CONCERNING THE NEGOTIATION OF THE PRICE CONCERNING THE ACQUISITION OF REAL PROPERTY LOCATED OFF E. INDUSTRY DRIVE, AND APPROVE THE CLOSED SESSION MEETING MINUTES OF AUGUST 9, 2016.

RETURN TO OPEN SESSION

THERE BEING NO FURTHER DISCUSSION, ON MOTION BY COMMISSIONER WOODLIEF AT APPROXIMATELY 8:15 PM, THE BOARD UNANIMOUSLY VOTED TO RETURN TO OPEN SESSION.

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 8:15 P.M., COMMISSIONER STRICKLAND 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