

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, July 8, 2014 - 7:00 p.m.
Commissioners' Board Room

Mayor Pro Tem Howard G. Herring, Sr.
Commissioner James (Danny) Currin
Commissioner Robert Williford, Sr.



Commissioner Calvin (CJ) Harris, Jr.
Commissioner Frank Strickland
Commissioner S. Quon Bridges
Commissioner Patricia T. Fields

Randy Hemann, City Manager
Barbara Rote, City Clerk

Jackie Sergent, Mayor

J. Thomas Burnette, City Attorney

MISSION

The mission of the City of Oxford is to serve and improve our community by providing high quality, affordable services, sound planning for growth and development, and offering the highest possible quality of life - while maintaining the public's trust through open communication and ethical standards at all times.

VISION

The City of Oxford will partner with the community to build upon the charm and character of our historic, vibrant, and walkable city to create an extraordinary quality of life for all.

Core Values - ETHICORE

The elected officials, staff, and volunteers of the City of Oxford value and commit to model the following:

EQUAL TREATMENT for everyone with **DIGNITY**, **COURTESY**, and **RESPECT**

TEAMWORK within our organization and our community

HONESTY in all of our dealings with citizens, fellow workers, and other organizations

INTEGRITY in every action and service

COST-EFFECTIVE and **QUALITY** services for our community

OPEN and **TRANSPARENT COMMUNICATION** with all parties

RESPONSIBILITY for our decisions and actions

EXCELLENCE in every deed

****The mnemonic ETHICORE was adopted as a helpful tool to remind us of our core values****

[**CALL TO ORDER**]

[Please be reminded to turn off or mute all cell phones and/or electronic devices]

[**MISSION, VISION, VALUES**]

1. Prayer by Reverend George Bullock
2. Pledge of Allegiance led by Mayor Pro Tem Howard Herring
3. Consider adjustments to and approval of the Agenda:
4. Opening Remarks by Mayor Sergeant
In order to provide for the highest standards of behavior and transparency in governance, the Board of Commissioners has approved a Code of Ethics to establish guidelines for ethical standards for Board Members and to provide guidance in determining appropriate conduct. Among those: Board members should avoid impropriety in the exercise of their official duties and should conduct the affairs of the board in an open and public manner. The Mayor now inquires whether any Board Member knows of any conflict of interest, or appearance of conflict, with respect to matters before the Board. If any Board Member knows of a conflict of interest, or appearance of a conflict, please state so at this time.

[**DELEGATIONS**]

5. Presentation – July Yard of the Month – Lynne and Mel Denis, 101 East Thorndale Dr.

[**PUBLIC COMMENT ON AGENDA and NON-AGENDA ITEMS**]

Citizens may speak on Agenda as well as Non-Agenda items at this time. Citizens wishing to address the Board must sign in on the form located with the City Clerk prior to the beginning of the meeting. When recognized by the Mayor, come forward to the podium, state your name, address, if you are a City resident, and identify the subject about which you wish speak. Please review the Public Comment Guidelines that are provided alongside the sign in form.

[**PUBLIC HEARINGS**]

Citizens may only speak on public hearing items at this time. Citizens do not need to sign up in order to speak at a public hearing. When recognized by the Mayor, come forward to the podium, state your name, address, and if you are a City resident. Please review the Citizen Comment Guidelines that are provided at the end of this Agenda.

6. Public Hearing to rezone 15 +/- acres of City owned property on Williamsboro Street from I-2 Special Use District to O-I Special Use District.

The City purchased this 15-acre tract as part of the Coon Creek Stormwater Improvement Project. There is still close to 6 acres available for development. The recommended rezoning request will add a buffer between the apartment complex and the Dill Air Controls property. There are 6 +/- acres available for possible development. (ATTACHMENT)

- 6a. Consider rezoning 15 +/- acres of City property on Williamsboro Street from I-2 Special Use District to O-I Special Use District.

Recommended action: Staff and the Planning Board recommend rezoning 15 +/- acres of City property on Williamsboro Street from I-2 Special Use District to O-I Special Use District.

[OLD BUSINESS]

No Old Business

[NEW BUSINESS]

7. Consider Resolution adopting the 2014 S-8 Supplement to the City of Oxford, Code of Ordinances.

Board adopted changes to the Code of Ordinances need codified in order to keep all City Departments and the public current on our City laws. Adopting the Resolution will officially codify changes to the Code of Ordinances from March 2013 through May 2014.

(ATTACHMENT)

Recommended action: Staff recommends adopting the Resolution for 2014 S-8 Supplement to the City of Oxford, NC, Code of Ordinances as presented.

8. Consider awarding the Base Bid for FEMA Yard Debris Removal contract to Bryan's Clearing & Grading, Inc. in the amount of \$24,456 plus and estimated Tipping Fee Cost of \$13,325 for a total of \$37,781. These costs will be reimbursed to the City by FEMA. Also, consider awarding the Alternate Bid for City Yard Debris Removal to Bryan's Clearing & Grading, Inc. in the amount of \$40,000 plus an estimated Tipping Fee Cost of \$21,775 for a total of \$61,775. These costs will be paid for by with monies that FEMA will be reimbursing the City for costs associated with the March ice storm.

The Engineering Department accepted informal bids for the "FEMA and City Yard Debris Removal." Bids were received in the Engineering Department and were opened on Thursday, June 19th at 2:00 p.m. There was only one bid but the Engineering Department deems it a fair bid. This Contract will remove all the FEMA storm debris from the Oxford WWTP where it was taken after the March ice storm. In addition, the City has been taking yard debris to the WWTP for several years and this debris needs to be removed in all or part to stay in compliance with our NCDENR State Permit. The Base Bid was \$24,456 and the Alternate Bid was \$40,000.

(ATTACHMENT)

Recommended Action: Staff recommends awarding the contract Base Bid plus Alternate Bid to the bidder Bryan’s Clearing & Grading, Inc. in the combined amount of \$64,456 and authorizing an additional \$6,445 for contingencies for a total of \$70,901. Tipping Fees are estimated at \$35,100 with an additional \$3,510 for contingency for a combined total of \$38,610 and will be reimbursed to the Contractor based on actual loads delivered to the landfill.

9. Consider adopting the “Amended Resolution of August 13, 2013; Resolution by Governing Body of Applicant” that accepts the new NCDENR State Revolving Loan Offer of \$3,047,675.00 which reflects an increase of \$606,850 from the original amount of \$2,440,825.00 for the Wastewater Treatment Plant 1 MGD Equalization Tank (WWTP) Project.

The Board of Commissioners previously approved the award of the “Wastewater Treatment Plant 1 MGD Equalization Tank (WWTP) Project” contract to H.G. Reynolds at their May 13, 2014 Meeting in the amount of \$2,866,380.00 anticipating this increased loan offer. The original State Revolving Fund (SRF) 0% Interest Loan in the amount of \$2,440,825.00 was insufficient to cover engineering design and construction costs. The Engineering Department worked with the Infrastructure Finance Section Staff and the NC Department of State Treasurer to increase the total loan amount to cover the entire cost of the project. The new 0% Interest Loan offered is \$3,047,675.00 which will include engineering fees (\$311,585), construction (\$2,605,800) and 5% of the contingency (\$130,290). (ATTACHMENT)

Recommended Action: Staff recommends adopting the “Amended Resolution of August 13, 2013; Resolution by Governing Body of Applicant” accepting the amended State Revolving Loan offer of \$3,047,675.00.

10. Consider amending the Historic Preservation Ordinance by removing 8.4 (9).

The HPC Chair, Susan Wicker has been working with Ramona Bartos at the State Preservation office in helping to get our CLG package to the US Parks Service for approval. Mrs. Bartos has recommended removing Section 8.4(9). When the Ordinance was rewritten, it included a “flexibility clause” that says there may be times when the HPC may approve a non-congruous request if there are valid or substantiated reasons to do so. Mrs. Bartos does not want the clause to be misinterpreted by owners in thinking that they can get a waiver if they earn the favor of the HPC. (ATTACHMENT)

Recommended Action: Staff recommends amending the Historic Preservation Ordinance by removing section 8.4(9) as suggested by the NC State Preservation Office.

11. Consider adopting a resolution of intent to annex a 10.61 acres of City owned property that formerly served as the landfill and Southside WWTP off of Industrial Blvd, and call for a public hearing in conjunction with the August 12, 214 Regular Session.

Combined with a privately held adjacent property, this site offers +/- 30 acres of developable land at a key location visible from Interstate 85 and surrounded by other successful restaurants and retail development. The City is pursuing potential cleanup programs for this former landfill site. The outcome from testing will determine how the property can be developed. (ATTACHMENT)

Recommended action: Staff recommends adopting a resolution of intent and call for a public hearing to annex 10.61 acres of city owned property that formerly served as the landfill and Southside WWTP off of Industrial Blvd.

12. Consider calling for a public hearing for 8/12/14 to consider amending the zoning ordinance section 301.1 to create a zoning classification of B-4 (neighborhood-Commercial). Add assembly/meeting, banquet facility.

The amendment request includes a list of permitted uses in the new district, definition, and development standards. The applicant is interested in establishing an assembly/meeting/banquet facility in the clubhouse building at the Thorndale golf course. The current zoning ordinance does not have a use that defines this type of business. (ATTACHMENT)

Recommended action: Staff recommends calling for a public hearing.

13. Consider calling for a public hearing for 8/12/14 to consider request by Save Thorndale Inc. to rezone 10.54 acres (area 1) of property that is part of the previously named Thorndale Country Club from R-A (Residential-Agriculture) to B-4 (neighborhood Commercial).

The applicant is interested in establishing an Assembly/Meeting/Banquet Facility where the clubhouse building is currently located. The applicant in a separate request plans to amend the zoning ordinance to accommodate the proposed development. (ATTACHMENT)

Recommended action: Staff recommends calling for a public hearing.

14. Consider calling for a public hearing for 8/12/14 to consider request by Save Thorndale Inc. to rezone 13.17 acres (area 2) that is part of the previously named Thorndale Country Club from R-A (Residential-Agriculture) to B-2 (Highway-Business).

The applicant is asking that the 13.17 acres be rezoned to B-2 (highway – business) for future development. This property is part of the 50 +/- acres from the Thorndale Golf course. (ATTACHMENT)

Recommended action: Staff recommends calling for a public hearing.

15. Consider calling for a public hearing for 8/12/14 to consider request by Save Thorndale Inc. to rezone 15.50 acres (area 3) that is part of the previously named Thorndale Country Club from R-A (Residential-Agriculture) and R-8 (1 & 2 family residential) to R-6 (1 & 2 family residential).

The applicant is interested in developing the 15.50 acres for apartments. This property is part of the 50 +/- acres from the Thorndale Golf course. (ATTACHMENT)

Recommended action: Planning board recommends calling for a public hearing.

16. Consider calling for a public hearing for 8/12/14 to consider request by Save Thorndale Inc. to rezone 1.80 acres (area 4) that is part of the previously named Thorndale Country Club from R-A (Residential-Agriculture) and R-8 (1 & 2 family residential) to R-8 (1 & 2 family residential).

This is the remaining tract of land from the 50+/- acre site that fronts Clover Lane. This property is part of the 50 +/- acres from the Thorndale Golf course. (ATTACHMENT)

Recommended action: Planning board recommends calling for a public hearing.

17. Consider adopting a demolition ordinance to demolish 311 Piedmont Avenue.

This structure was heavily damaged due to a fire in February. The tax value of the structure before the fire was \$13,659. Demolition would be the best choice. (ATTACHMENT)

Recommended action: Staff recommends adopting the demolition ordinance.

18. Consider awarding the Coon Creek Stormwater Improvements contract to H.G. Reynolds in the amount of \$793,645.00.

The Engineering Department accepted formal bids for the “Coon Creek Stormwater Improvement Project.” This was the second bid since only one bid was received at the first bid opening. The work will include the construction of a BMP to replace the undersized extended detention facility with a Stormwater Wetland plus culvert and stream improvements to reduce flooding and stabilize the stream. The project will take place along Williamsboro Street across from Revlon and along Maluli Drive. The Board previously approved funding for Design and Construction by utilizing a Clean Water State Revolving Fund (SRF) Loan in the amount of \$1,397,427.00. Bids were received in the Engineering Department and were opened on Thursday, June 5th at 11:30 a.m. This project is a result of the Study done in 2002 by Dewberry & Davis, Inc. The bids under the Dewberry Engineering’s estimate of \$1,010,000. The low bid is acceptable to the Engineering Department. There was only one bid received at each of the two Bid Openings that were held and that was from H.G. Reynolds. (ATTACHMENT)

Recommended action: Staff recommends awarding the contract to the low bidder H.G. Reynolds in the amount of \$793,645.00 and authorizing an addition \$79,364.50 for contingencies for a total of \$873,009.50.

19. Consider a recommendation from the Public Safety Committee not to consolidate OPD Communications with the Granville County 911 Communications Center at this time.

The Board of Commissioners requested that staff report in June concerning the feasibility of closing Oxford Police Department's Communications Center and consolidating with Granville County 911 Communications Center. The City Manager and Chief of Police were given ninety (90) days to conduct a study to research the feasibility of consolidation. On 16 June 2014, Chief Coley presented his findings to the Public Safety Committee. The Public Safety Committee voted 2 to 1 against the consolidation.

Recommended action: At the conclusion of the presentation and after answering questions from city officials to the Chief of Police, the Public Safety Committee voted 2 to 1 against the Consolidation. The Public Safety Committee recommends not consolidating OPD Communications with the Granville County 911 Communications Center at this time.

OPD staff recommends further study on upgrading the connection to the 911 center to give OPD the same GIS capability as the Granville County's 911 Communications Center.

City Manager Hemann recommends that this issue be revisited at such a time when other municipalities in the County are also interested in consolidation and the County is open to the concept of an Advisory Board with representatives from the County and each of the Municipalities to govern the operation of a consolidated 911 Communications Center.

[REPORTS]

20. June Financial Report highlights - Finance Officer Harold Belton Report will be provided on meeting night.
21. City Update - City Manager Hemann
22. Kerr-Tar COG Report – Commissioner Bridges
23. 200th Anniversary Update – Commissioners Williford and Strickland

[CONSENT AGENDA]

24. Accept the June Financial Report by Finance Officer Harold Belton.

25. Approve closing of Broad Street to all vehicular traffic except homeowners for an event by New Beginnings Word Church from the intersection of Alexandria Avenue to Grace Baptist Church on August 9, 2014 (time to be determined at a later date).
26. Approve closing of Hicks Mill Road and the blocking of Watkins and Woodson Streets to all vehicular traffic except for homeowners for the 9th annual Graball Reunion from 12:00 pm – 7:00 pm on Saturday, September 6, 2014. Rain date for Saturday, September 13, 2014.
27. Approve the following 2014 meeting minutes:
* June 2, Agenda Session * June 10, Regular Session * June 23, Special Meeting – Budget

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

If you need additional information about the following items, please see the City Clerk.

- July 24: Movie Night – Despicable Me 2 – 8:00 PM
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CITY OF OXFORD
PUBLIC COMMENT GUIDELINES:

The Mayor and Board welcome and encourage citizens to attend City Board Meetings and to offer comments on matters of concern to them. Citizens are requested to review the following public comment guidelines prior to addressing the Board:

- a) Citizens are requested to limit their comments to five minutes. However, the Mayor, at his or her discretion, may limit comments to three minutes should there appear to be a large number of people wishing to address the Board.
- b) Comments should be presented in a civil manner and be non-personal in nature, fact-based, and issue oriented. Except for the public hearing comment period, citizens must speak for themselves during the public comment periods.
- c) Citizens may not yield their time to another person.
- d) Topics requiring further investigation will be referred to the appropriate City official, Board Committee or agency, and may, if in order, be scheduled for a future meeting Agenda.
- e) Individual personnel issues are confidential by law and will not be discussed. Complaints relative to specific individuals are to be directed to the City Manager.
- f) Comments involving matters related to an on-going police investigative matter and/or the court system will not be permitted.
- g) Citizens should not expect specific Board action, deliberation, and/or comment on subject matter brought up during the public comment section unless and until it has been scheduled as a business item on a future meeting Agenda.