

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, October 14, 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

J. Thomas Burnette, City Attorney

Jackie Sergent, Mayor

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 David Haley
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. Welcome Leadership Granville
6. Presentation – October Yard of the Month – David and Earnesteen Parker, 407 Prospect Ave. They are second time recipients, previously winning in June 2012.
7. Recognize City staff for Hot Sauce Contest

[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.

[OLD BUSINESS]

No Old Business

[NEW BUSINESS]

8. Call for a public hearing in conjunction with the November 11, 2014 Regular Session to rezone Area 1 of the Thorndale Oaks property consisting of 10.54 acres from R-A (residential-agriculture) to B-4 (neighborhood commercial) as requested by Thorndale, LLC d/b/a Thorndale Oaks.

The 10.54-acre site is the parcel where the clubhouse and tennis court is located. The applicants have expressed an interest for using the site for a banquet hall. (Attachment)

Recommended action: Planning Board recommends calling for the public hearing.

9. Call for a public hearing in conjunction with the November 11, 2014 Regular Session to rezone Area 2 of the Thorndale Oaks property consisting of 2.4 acres from R-A (residential-agriculture) to R-8 (1 & 2 family residential) as requested by Thorndale, LLC d/b/a Thorndale Oaks.

The 2.4-acre site fronts Clover Lane across from the townhomes. It will be adjacent to other properties along Clover Lane & North Country Club Drive with R-8 zoning classification.

Recommended action: Planning Board recommends calling for the public hearing.

10. Call for a public hearing in conjunction with the November 11, 2014 Regular Session to rezone Area 3 of the Thorndale Oaks property consisting of 15.5 acres from R-A (residential-agriculture) to R-6 (1 & 2 family residential) as requested by Thorndale, LLC d/b/a Thorndale Oaks.

The 15.5-acre site will have access off Hillsboro Street. The applicants have expressed interest in developing the property for apartments/condominiums.

Recommended action: Planning Board recommends calling for the public hearing.

11. Consider amending the Oxford Code of Ordinances, Chapter 12: Lake Devin to reflect changes in use and policy for the Lake and property.

Recommended revisions to Chapter 12: Lake Devin will bring the ordinance in line with current requirements and practices and remove obsolete information. The revision includes an addition allowing boats with gasoline motors on Lake Devin while redefining the lake as a “no wake” zone. This change will allow use of the lake by additional boaters who did not have electric trolling motors, but will not permit activities such as water skiing, tubing or travelling on the lake at high rates of speed.

The Recreation, Parks and the Environment Committee reviewed ordinance revisions on September 22, 2014. Their suggested revisions along with those of the City Attorney have been made and are in the attachment. (Attachment)

Recommended action: The Recreation, Parks and the Environment Committee, and staff recommend amending the *Oxford Code of Ordinances, Chapter 12: Lake Devin* as presented.

12. Consider amending the Oxford Code of Ordinances, Chapter 15, Article 2, Section 15-27: Recreation Advisory Committee to include appointments from outside the City limits and the Youth Advisory President.

The Recreation Advisory Committee is designed to meet regularly with the Department Director to discuss programs, facilities and short and long range plans for the department. The current ordinance requires members of this Advisory Committee to be City of Oxford residents. The Director recommends revisions to this ordinance to allow the Recreation Advisory Committee to be more inclusive of all users of the department's programs and facilities.

It is recommended that the Recreation Advisory Committee be restructured to seven members and one ex-officio member. Members will be appointed as such: three (3) residents from the City of Oxford, two (2) residents from Granville County, one (1) at large member from inside or outside Granville County. One member will be the President of the department's Youth Advisory Board. This person will rotate off annually with the election of a new Youth Advisory President. The Chairman of the Mayor's committee on recreation policy will serve as the ex-officio member. (Attachment) The amendments were reviewed by the Recreation, Parks and the Environment Committee on September 22, 2014 with no substantive changes.

Recommended action: The Recreation, Parks and the Environment Committee, and staff recommend amending the *Oxford Code of Ordinances, Chapter 15, Article 2, Section 15-27: Recreation Advisory Committee* as presented.

13. Consider adjustments to Oxford Athletic Park Tournament fee schedule to include a Complex Fee of \$600.00/day, an increase to \$175 per field per day that will now be all inclusive, an increase in the light fee for practices to \$15.00/hr., and an increase to \$100 per field per day for all inclusive, non-profit rentals; effective January 1, 2015.

The Director of Recreation meets annually with the other two sports complexes in the area (The GAP and Butner Athletic Park) to determine policies and pricing for the coming year. The tournament scheduling cycle runs by calendar year and not in line with our fiscal year. This requires us to make a mid-year proposal for any changes so that the tournament directors will have the information prior to the setting of the 2015 tournament schedules, which occurs in December each year.

The Parks & Recreation Department Director met on September 23, 2014 with the management of The GAP and Butner Athletic Park and proposes the following adjustments to the Tournament Rate Fee Schedule effective January 1, 2015. 1) The creation of a "Complex Fee" which covers an all-inclusive package for all four fields. This fee would be set as \$600.00 per day. 2) An increase to \$175.00 per field per day but it is all-inclusive (no additional fees for lights or prep work). 3)

Increase the light fee for practices only to \$15 per hour from \$10 per hour (this matches the current BAP rate). 4) The non-profit all-inclusive rate would rise to \$100 per field per day. The fees were presented and agreed upon by OPRD, GAP and BAP management. (Attachment)

Recommended action: Staff recommends approving the adjustments to the Oxford Athletic Park Tournament and Fee schedule to include a Complex Fee of \$600.00/day, an increase to \$175 per field per day that will now be all inclusive, an increase in the light fee for practices to \$15.00/hr., and an increase to \$100 per field per day for all inclusive, non-profit rentals; effective January 1, 2015.

14. Consider increasing the Red Barn Rental Fee schedule by \$50/day and \$10/hr to account for the use of tables and chairs that are now included.

The Parks & Recreation Department Director discussed the need to raise the cost of the rental fees at The Red Barn due to the addition of tables and chairs to this facility. When the new tables and chairs arrived for the Public Works Assembly Hall, the older table and chairs were relocated to be used at the Red Barn. Previously renters had to bring tables and chairs as there was only 3 tables and 20 old wooden chairs available. We now have the full requirement for capacity per the Fire Marshall – 80 chairs and 12 tables.

The Recreation, Parks and the Environment Committee reviewed this item on September 22, 2014 and recommended that we adjust the price of the rental fee instead of adding an optional and additional table and chair rental rate. (Attachment)

Recommended action: The Recreation, Parks and the Environment Committee, and Staff recommend increasing the Red Barn Rental Fee schedule by \$50/day and \$10/hr to account for the use of tables and chairs that are now included in the rental fee, effective upon adoption.

15. Consider appointing an applicant to the Fireman’s Relief Fund to fill a vacant position expiring June 2015.

The City has advertised for applicants interested in filling a vacant seat on the Fireman’s Relief Fund. Three applications were received for one vacant seat. The three applicants for the Fireman’s Relief Fund were Vernon F. “Butch Ball”, Jr., Jean W. Burwell and Robert C. Cole. (Attachment)

Recommended action: Staff recommends appointing one of the three applicants to the Fireman’s Relief Fund to fill a vacant position expiring June 2015.

16. Consider adopting the ordinance with Waste Industries as the first of two required adoptions and incorporate the ordinance by reference according to G.S. 160A-76.

The City has an Agreement for Solid Waste Collection, Transportation and Disposal with Waste Industries, LLC that extends through June 30, 2016. The contract requires an annual appropriation and has also been amended to include a non-appropriation clause. This agreement reflects the removal of brush collection, which decreases the cost to the City by approximately \$61,700 from the contract, as well as a 2.9% increase for CPI for trash collection as outlined in the original agreement. Due to the changes, a new franchise ordinance is needed and according to G.S. 160A-76 the ordinance must be passed at two regular board meetings and can be adopted by reference. The City Attorney has reviewed this ordinance (Attachment)

Recommended action: City Manager Hemann and City Attorney Tom Burnette recommend adopting the franchise ordinance with Waste Industries as the first of two required adoptions and incorporate the ordinance by reference. The term of the ordinance is 16 months beginning February 1, 2015 and ending June 30, 2016 with 2-year renewable options.

[REPORTS]

17. September Financial Report - Finance Officer Harold Belton
Reports will be provided on meeting night.
18. City Update - City Manager Hemann
19. DOEDC Update – Commissioner Currin
20. KLRWS Advisory Board Update– Commissioner Strickland/City Manager Hemann
21. 200th Anniversary Update – Commissioners Williford and Strickland

[CONSENT AGENDA]

22. Accept the September Financial Report by Finance Officer Harold Belton.
23. Approve changes to the 2015 Board meeting schedule due to holiday conflicts in July and approve the Planning Retreat Dates of January 27 and January 28 at Camp Oak Hill. The July Agenda Meeting will be moved to Tuesday, July 7, 2015. (Attachment)
24. Approve tax release in the amount of \$4.90 to Robert and Betty Wainwright due to a boat listed outside the City limits.

25. Approve tax release in the amount of \$39.19 to MailFinance Inc. due to their mailing system leased to Granville Medical Center.
26. Approve tax release in the amount of \$14.33 to Variety Stores, Inc. due to billing error.
27. Approve tax release in the amount of \$26.49 to GE Equipment Small Ticket LLC, due to billing error.
28. Approve the following 2014 meeting minutes:
 - * September 2, Agenda Session
 - * September 9, Regular Session
 - *September 18, Special Session

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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

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.