

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, April 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

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****

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Tuesday, March 11, 2014 - 7:00 p.m.
Commissioners' Board Room

[CALL TO ORDER]

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

[MISSION, VISION, VALUES]

1. Prayer Reverend David Haley
2. Pledge of Allegiance led by MPT Howard Herring, Sr.
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. Granville County Tourism Presentation – Tourism Director Susan Ball

[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.

No Public Hearings

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[OLD BUSINESS]

No Old Business

[NEW BUSINESS]

6. Consider calling for a public hearing in conjunction with the May 13, 2014 meeting to amend the Oxford zoning Ordinance under section 753.3 and 754.3 requiring driveways to have a minimum width of 26 feet.

The proposed amendment is needed in order to be consistent with the requirements of the NC State Building Code: Fire Prevention Code for Aerial Fire Apparatus. Currently, the zoning ordinance requires a minimum driveway width of 20 ft. for unified housing and business developments. The Fire Prevention Code requires Aerial Fire Apparatus Access Roads to have a minimum unobstructed width of 26 feet.

Recommended action: Staff recommends calling for a public hearing in conjunction with the May 13, 2014 meeting to amend the Oxford Zoning Ordinance under section 753.3 and 754.3 requiring driveways for unified housing and business developments to have a minimum width of 26 feet.

7. Consider calling for a public hearing in conjunction with the May 13, 2014 meeting to consider a rezoning request by Eddie W. Caudle Jr. to rezone 930 Lewis St. from R-A (residential-agriculture) to B-2 (highway Business).

This property is a 2.5+/- acre tract where mobile homes and an auto garage shop were located. The request is consistent with the land use plan. Mr. Caudle has demolished the garage and all but one of the mobile homes. He is proposing to change the zoning for future use.

Recommended action: Staff recommends calling for a public hearing in conjunction with the May 13, 2014 meeting to consider a rezoning request by Eddie W. Caudle Jr. to rezone 930 Lewis St. from R-A (residential-agriculture) to B-2 (highway Business).

8. Consider Accepting Certificate of Sufficiency for Petition of Voluntary, Non-Contiguous Annexation of 1008 Lewis Street by Pearl M. Torres

The Clerk will provide the Certificate of Sufficiency based on the Petition for Voluntary, Non-Contiguous Annexation received. The City Attorney confirmed annexation boundaries and applicant signatures. This is the next step in the process as the City considers annexing the property. (ATTACHMENT 8)

Recommended action: Staff recommends accepting the Certificate of Sufficiency for Petition of Voluntary, Non-Contiguous Annexation of 1008 Lewis Street by Pearl M. Torres.

9. Consider calling for an annexation public hearing in conjunction with the May 13, 2014 Regular Session for 1.31 acres of land and single-family dwelling (1008 Lewis Street) owned by Pearl M. Torres.

Once the Certificate of Sufficiency is received for voluntary, non-contiguous annexation of 1.31 acres of property owned by Pearl M. Torres, the Board can proceed with setting a public hearing for annexation during the May 13, 2013 Regular Session or deny the petition. If the Board proceeds with annexation, then following the public hearing, and at the same meeting, the Board can vote to annex the property. The property owner has a faulty septic system and is petitioning the City for annexation in order to receive City utility services. (ATTACHMENT 9)

Recommended action: Staff recommends calling for an annexation public hearing in conjunction with the May 13, 2014 Regular Session for 1.31 acres of land and single-family dwelling located at 1008 Lewis Street, owned by Pearl M. Torres.

10. Consider appointing Dr. John B. Hardy to the Zoning Board of Adjustment to fill the vacant seat and complete the term expiring February 2015.

Dr. Hardy has submitted an application with interest to serve on the Zoning Board of Adjustment. Requests to serve on this Board were advertised. (ATTACHMENT 10)

Recommended action: Staff recommends appointing Dr. John B. Hardy to the Zoning Board of Adjustment to fill the vacant seat and complete the term expiring February 2015.

11. Consider appointing Vincent Gilreath to the Planning Board to fill the vacant seat and complete the term expiring June 2014.

Mr. Gilreath has submitted an application with interest to serve on the Planning Board of Adjustment. Requests to serve on this Board were advertised. (ATTACHMENT 11)

Recommended action: Staff recommends appointing Vincent Gilreath to the Planning Board to fill the vacant seat and complete the term expiring June 2014.

12. Consider appointing George Summers to the Community Appearance Commission for a three-year term expiring February 2017.

Mr. Summers has submitted an application with interest to serve on the Community Appearance Commission. Requests to serve on this Board were advertised. (ATTACHMENT 12)

Recommended action: Staff recommends appointing George Summers to the Community Appearance Commission for a three-year term expiring February 2017.

13. Consider appointing Recreation Director Christine Usry to the Granville County Tourism Board to fill a vacant seat and complete the term expiring October 2015.

Recreation Director Christine Usry would represent the City well in this capacity and was recommended by the Granville County Tourism Director. Since the departure of past Recreation Director Mary Caudle, City Manager Hemann has been attending the meetings.

Recommended action: City Manager Randy Hemann recommends appointing Recreation Director Christine Usry to the Granville County Tourism Development Authority to complete a 3-year term expiring October, 2015.

14. Consider adopting a Pool Filling Ordinance and additions to the current Pool Filling Policy, effective upon adoption.

On February 9, 2010 the City adopted a one-time per year exemption of the sewer charge for residents who fill their own swimming pools in order to encourage residents to fill their own pools. Residents sometimes request pool filling assistance from the City. Quick filling is necessary for the installation of some new pool liners, which must be pressurized without delay. When the City fills a pool the process takes 3-4 hours and two men must be present to start and end the process, and one man must be present during the entire period of time. Thus the City incurs labor/equipment costs in excess of \$100 to fill a standard pool. Staff has written a policy that would allow a resident to pay a Pool Filling Fee of \$200 and have the City meter the water from the hydrant, fill the pool, and bill the resident for all water used at the bulk water rate. Residents will still have the option of filling their own pools with the one-time per year exemption of sewer charges. In addition, adopting a Pool Filling Ordinance will establish the procedure and will be consistent with other water and sewer ordinances. (ATTACHMENT 14)

Recommended action: Staff and the Public Works Committee recommend adopting a Pool Filling Ordinance and a Pool Filling Policy as presented, and effective April 8, 2014.

[REPORTS]
(KLRWS did not meet)

15. March Financial Report highlights - Finance Officer Harold Belton Report will be provided on meeting night.
16. City Update - City Manager Hemann

17. County Board Meeting Update – Commissioners Currin and Fields
18. Downtown Economic Development Commission Report – Commissioner Currin
19. Kerr-Tar COG Report – Commissioner Bridges
20. 200th Anniversary Update – Commissioners Williford and Strickland

[CONSENT AGENDA]

21. Accept the March Financial Report by Finance Officer Harold Belton (available on meeting night)
22. Approve budget amendment in the amount of \$224,945, payable from the Water Fund, to purchase property on Williamsboro Street that includes the Maluli Drive, zero-interest loan stormwater project property. (ATTACHMENT 22)
23. Approve the following meeting 2014 minutes:
* March 3, Agenda Session * March 11, Regular Session

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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

- April 24: Business After Hours– 5:30 p.m., Universal Health Care, Oxford

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.