

CITY OF OXFORD
BOARD OF COMMISSIONERS' MONTHLY AGENDA MEETING
Tuesday, January 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

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

- ❖ **HONESTY** in all of our dealings with citizens, fellow workers, and other organizations
- ❖ **INTEGRITY** in every action and service
- ❖ **EQUAL TREATMENT** for everyone with **DIGNITY, COURTESY, and RESPECT**
- ❖ **RESPONSIBILITY** for our decisions and actions
- ❖ **TEAMWORK** within our organization and our community
- ❖ **OPEN AND TRANSPARENT COMMUNICATION** with all parties
- ❖ **EXCELLENCE** in every deed
- ❖ **MAXIMIZING COST EFFECTIVE SERVICES** for our community

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, January 14, 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 Christopher Aho
2. Pledge of Allegiance led by Commissioner 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. Announcement from Granville County League of Women Voters regarding survey to elected officials – Ann Barrick
6. Proclamation celebrating North Carolina's oldest living twins, Bessie Blackwell and Essie Hamm (Attachment)

[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.

7. Public hearing for voluntary, contiguous, annexation of 2.455 acres of land located on Critcher Rd. (SR 1666) and NC Highway 158 Business owned by CKF Partners and VNSN LLC.

CKF Partners and VNSN LLC have petitioned the City to annex 2.455 acres of land located on Critcher Rd (SR 1666) and US HWY 158 Business consisting of parcels A, B, and C. CKF Partners owns parcel C and ½ parcel A. VNSN LLC owns parcel B and ½ parcel A. This property is in the Special Use District. A Special Use Permit was approved by the Zoning Board of Adjustment on September 9, 2013. The site was approved by the Property/Appearance committee on August 22, 2013. The property meets all requirements for contiguous annexation and all required procedures for voluntary annexation will be complete following the public hearing, and annexation can be approved. (ATTACHMENT)

- 7a) Consider voluntary, contiguous, annexation ordinance, for 2.455 acres of land located on Critcher Rd (SR 1666) and NC Highway 158 Business owned by CKF Partners and VNSN LLC, effective January 14, 2014.

Recommended action: Staff recommends adopting the voluntary, contiguous annexation ordinance for CKF Partners and VNSN LLC, effective January 14, 2014.

[OLD BUSINESS]

No Old Business

[NEW BUSINESS]

8. Consider annual review and signing of the Code of Ethics for the Board of Commissioners

In 2011 The Board amended City Ordinance §2-461 in accordance with N.C.G.S. §160A-86 and renamed it the Code of Ethics. The Board recommended that the signature of each Board member, on a yearly basis, reaffirm their commitment to this agreement at the beginning of each calendar year. (Document was distributed during the Agenda Meeting, additional signature pages will be available meeting night)

Recommended action: Signatures on distributed Statement of Receipt of Code of Ethics for the Board of Commissioners for the City of Oxford.

9. Consider water tap request for 6511 Highway 15 North.

Keith Adcock, property owner of 6511 Highway 15 North; has requested to tap onto the City waterline. There is no well on this property. City sewer service is not available; therefore, statutory requirements for annexation cannot be met.

Recommended action: Staff recommends approving the water tap for 6511 Highway 15 North.

10. Consider amendment to the Oxford Code of Ordinances, Chapter 15, Article II Recreation Advisory Committee, to include staggered terms and change the frequency of the meetings.

The staggered terms for the Recreation Advisory Committee need corrected and included in the Code of Ordinances. This Advisory Committee was originally developed with staggered terms, which are no longer present according to our current Organizational Directory. In October, the Committee will have 5 of 7 member terms expiring. Placing the staggered terms in the Ordinance will clarify when members cycle off and keep continuity to the Committee.

The ordinance also requires the Advisory Committee to meet monthly. Changing the required meetings to quarterly would be more practical for members and staff. The option to call additional meetings as needed, will remain in the ordinance. (ATTACHMENT)

Recommended action: Staff recommends amending the Oxford Code of Ordinance Chapter 15, Article II, 15-27 MEMBERS and 15-28 MEETINGS, to include staggered terms for Recreation Advisory Committee members and change the frequency of meetings from monthly to quarterly as presented.

[REPORTS]

(Please note DOEDC and KLRWS did not meet)

11. December Financial Report highlights by City Manager/Finance Officer Randy Hemann. Report will be provided on meeting night.
12. City Update - City Manager Hemann
13. Granville County Board Meeting – Commissioner Williford
14. Masonic Home Community Communications Committee - Commissioner Williford
15. 200th Anniversary Celebration– Commissioners Strickland and Williford

[CONSENT AGENDA]

16. Accept the December Financial Report by City Manager/Finance Officer Randy Hemann (available on meeting night)
17. Approve Minutes of the December 2, 2013 Agenda Session, and December 10, 2013 Regular Session and December 10, 2013 Special Session.

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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

- January 20: Martin Luther King Jr. Breakfast – 8 a.m., Oxford Baptist Church
City offices Closed
- January 25: Meet & Greet, Granville County Veteran Affairs Committee – 2-4 p.m., Expo Center
- January 27: Granville County Chamber Banquet – 6:30 p.m., VGCC Civic Center

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.