

**AGENDA ROXBORO CITY COUNCIL MEETING  
TUESDAY, JANUARY 9, 2018 at 7:00 P.M.  
CITY HALL COUNCIL CHAMBER**

<b>CALL TO ORDER</b>		Mayor Marilyn P. Newell
<b>INVOCATION:</b>		
<b>PLEDGE OF ALLEGIANCE:</b>		Mayor Marilyn P. Newell
<b>AGENDA ADOPTION:</b>		Mayor Marilyn P. Newell
<b>CONSENT AGENDA</b>		Mayor Marilyn P. Newell
Minutes		
Fire Department		
Police Department		
Fuel Expenditures		
Planning/RDG Report		
<b>RECOGNITIONS:</b>	Woodman of the World – Presentation of Flags Police Department Promotions	Vicki Roberson – Woodman of the World Police Chief David Hess
<b>PUBLIC COMMENT:</b>	<i>(5 minutes per Citizen)</i>	Mayor Marilyn P. Newell
<b>PUBLIC HEARINGS AND ORDINANCE MATT</b>		
1. Budget Amendment		Finance Director Dan Craig
2. Rezoning Request – Lot off of Madison Boulevard – PH		Planning Director Lauren Johnson
<b>NEW BUSINESS:</b>		
3. Authorization for RFQ – Desert Sands		Planning Director Lauren Johnson
4. Naming of City Parking Lots		Planning Director Lauren Johnson
5. Approval of Police Policy		Police Chief David Hess
6. Budget Calendar		Finance Director Dan Craig
<b>OLD BUSINESS:</b>		
7. DOT Design for Long Avenue/Morgan Street Intersection		Mr. John Sandor
8. Paving of Old Durham Road		Public Services Director Andy Oakley
<b>COMMITTEE REPORTS</b>		Mayor Marilyn P. Newell
<b>ADMINISTRATIVE REPORTS:</b>		
9. Financial & Tax Report		Finance Director Dan Craig
10. Assistant Manager's Report		Assistant Manager Tommy Warren
11. Manager's Report		City Manager Brooks Lockhart
<b>COUNCIL DISCUSSION:</b>		
<b>CLOSED SESSION:</b>	NCGS 143-318.11(a)(1) Attorney/Client Privilege, NCGS 143-318.11(a)(5) Acquisition or Lease of Real Property	
<b>ADJOURNMENT:</b>	Motion	Second

# Consent Agenda

## **CITY OF ROXBORO, NC Consent Agenda**

The Regular meeting of the Roxboro City Council was held in the Council Chamber of City Hall at 7:00 p.m. Tuesday, January 9, 2018.

The following members of the Roxboro City Council were present:

The following members of the Roxboro City Council were absent:

**Mayor Marilyn P. Newell** presented the consent agenda and asked if any item should be added or removed before calling for action. After some discussion, a **motion was offered by \_\_\_\_\_ to approve the consent agenda as presented with a second by \_\_\_\_\_** and upon being put to a vote, was carried unanimously.

- Minutes of December 12, 2017 (*Regular Meeting*)
- Fire/EMS Monthly Report (*December 2017*)
- Police Dept. Monthly Report (*December 2017*)
- Fuel Expenditures Monthly Report (*December 2017*)
- Planning/RDG Monthly Report (*December 2017*)

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Trevie Adams, MMC/NCCMC  
City Clerk

*Mission Statement: "To create an inviting environment with opportunities that will add value to the Community of Roxboro"*

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL  
TUESDAY DECEMBER 12, 2017 – 7:00 P.M. CITY COUNCIL MEETING  
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

**Members Present:** Mayor Marilyn P. Newell  
Mayor Pro-Tem William Davis  
Council Member Mark Phillips  
Council Member Byrd Blackwell  
Council Member Henry Daniel  
Council Member Sandy Stigall  
Council Member Elect Tim Chandler  
Council Member Elect Reggie Horton

**Others Present:** City Manager Brooks Lockhart  
Asst. City Manager Tommy Warren  
City Clerk Trevie Adams  
City Attorney Nick Herman

**CALL TO ORDER:**

**Mayor Marilyn P. Newell** called the meeting to order at 7:00 p.m. welcoming everyone in attendance. Public Services Director Andy Oakley provided the invocation.

**PLEDGE OF ALLEGIANCE:**

**Mayor Pro Tem William Davis** then led Council and those in attendance in reciting the Pledge of Allegiance to the Flag.

**AGENDA ADOPTION:**

**Mayor Marilyn P. Newell** presented the agenda and asked for any additions or changes and there being none **Council Member Sandy Stigall offered a motion to approve the agenda as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

**CONSENT AGENDA ADOPTION:**

**Mayor Marilyn P. Newell** presented the consent agenda and asked if anyone had any comments. **A motion was offered by Mayor Pro Tem William Davis to approve the consent agenda as presented with a second by Council Member Mark Phillips,** and upon being put to a vote, was carried unanimously.

**RECOGNITION:**

**Mayor Marilyn P. Newell presented Mayor Pro Tem William Davis** with a Proclamation of Appreciation and a clock inscribed acknowledging his six years of service to the City of Roxboro. Mayor Newell acknowledged the fact that Mr. Davis had also served as Mayor Pro Tempore all six years while serving on the City Council.

**Mayor Marilyn P. Newell presented Council Member Henry Daniel** with a Proclamation of Appreciation and a clock inscribed acknowledging his fourteen years of service to the City of Roxboro. Mayor Newell also recognized Mr. Daniel for his service as Mayor Pro Tempore in the first term he was elected, 2003 – 2005.

**Mayor Marilyn P. Newell** called for a recess at 7:18 p.m.

**Mayor Newell** called the meeting back to order at 7:26 p.m.

**ORGANIZATIONAL MEETING MATTERS:**

**Mayor Oath of Office**

At this time, **Mayor Marilyn P. Newell** took the Oath of Office – administered by the Honorable Mark E. Galloway, District Court Judge.

**Individual Council Member Oath of Office**

Mayor Newell then asked that the Members of Council come forward to take their Oath of Office. At this time, the Honorable Mark E. Galloway, District Court Judge administered the Oath of Office (*as a group*) to the following Members of Council: **Sandy Stigall, Tim Chandler, Byrd Blackwell, William Davis and Reggie Horton.**

**A signed copy of said Oath of Office is hereby incorporated into the minutes of this meeting.**

As the Members of Council took their seats, Mayor Newell thanked Judge Galloway for administering their Oath's of Office.

**Election of Mayor Pro Tempore**

**Mayor Marilyn P. Newell** stated that the tradition of the Council was to nominate the candidate with the highest number of votes, which would be **Council Member Tim Chandler.** **Council Member Byrd Blackwell offered a motion to appoint Mr. Tim Chandler as Mayor Pro Tem for the term 2017-2021 with a second by Council Member Sandy Stigall** and, upon being put to a vote, was carried unanimously.

**Rules of Procedure**

**Council Member Sandy Stigall offered a motion to accept the Rules of Procedure as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote, was carried unanimously.

**Code of Ethics Resolution**

**Council Member Byrd Blackwell offered a motion to approve the Code of Ethics Resolution as presented with a second by Council Member Sandy Stigall** and upon being put to a vote was carried unanimously.

**PUBLIC COMMENT:**

**Mayor Marilyn P. Newell** invited anyone interested in addressing Council to sign-up for the public record and to limit his/her comments to five minutes.

**1) Ms. Regina Fennell of 1394 Graham Drive, Roxboro, N.C.** addressed concerns to the Mayor and Council regarding snow removal on Graham Road. After some discussion, Mayor Newell asked that Ms. Fennell speak with Public Services Director Andy Oakley for help in resolving this problem.

**PUBLIC HEARINGS & ORDINANCE MATTERS:**

**1. Text Amendment – Ordinance Chapters 151 – 152**

**Planning Director Lauren Wrenn** presented the Mayor and Council with the updated version of Ordinance Chapters 151 -152. A public hearing was held on November 20, 2017 at 9:00 a.m. and has been brought back to Council for approval. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the**

**amendment to combine Chapter 151 – 152 “An Ordinance Concerning Minimum Housing Standards, Abandoned Buildings and Amending Chapters 151 and 152 of the Code of Ordinances of the City of Roxboro” as presented by Ms. Wrenn, with a second by Council Member Byrd Blackwell and upon being put to a vote, was carried unanimously. Clerk’s Note: A copy of said ordinance is hereby incorporated into the minutes of this meeting.**

**2. Resolution to Close – Winhaven Street – *Public Hearing***

**Mayor Merylyn P. Newell opened the Public Hearing at 7:47 p.m. Assistant City Manager Tommy Warren reported to the Mayor and Council that at the November Council meeting, the Winhaven Street closing was removed from the agenda after a request from the heirs of the Katherine Craven Estate to withdraw the dedication of right of way as allowed for in G.S. §136-96 was received. Al Benshoff, with Brough Law Firm reviewed the North Carolina General Statutes and concluded that G.S. § 136-96 does apply and that G.S. § 160A-299 references that G.S. §136-96 allows for the withdrawal of dedication. Also, G.S. §136-66.22 states that the City shall adopt a resolution that the dedication is not part of the street plan as adopted under G.S. §136-66.2. Mr. Warren also stated that a public hearing is not required to adopt the resolution but that the City could schedule one if it is desired. Mayor Newell closed the Public Hearing at 7:52 p.m. Council Member Mark Phillips offered a motion to approve the Resolution Affirming that Winhaven Street is Not Part of the City Street Plan with a second by Council Member Byrd Blackwell and upon being put to a vote was carried unanimously. Clerk’s Note: A copy of said Resolution is hereby incorporated into the minutes of this meeting.**

**NEW BUSINESS**

**3. 2018 Holiday Schedule**

**City Manager Brooks Lockhart presented Council with the proposed schedule for Holidays that the City will observe in 2018. After some discussion, Council Member Sandy Stigall offered a motion to approve the holiday schedule as presented with a second by Council Member Byrd Blackwell and upon being put to a vote was carried unanimously.**

**4. City Council Meeting Schedule 2018**

**City Manager Brooks Lockhart presented Council with the proposed schedule for the regular meeting schedule for the Roxboro City Council. Meetings are held on the second Tuesday of each month (unless otherwise noted) at 7:00 p.m. in the City Hall Council Chambers located at 105 S. Lamar Street. After some discussion, Council Member Byrd Blackwell offered a motion to approve the City Council Meeting Schedule 2018 as presented with a second by Council Member Reggie Horton and upon being put to a vote was carried unanimously.**

**5. Planning Board – Board Appointment**

**Planning Director Lauren Wrenn presented Council with an application for Mr. Tony Cole to be appointed to the Planning Board. After a brief discussion, Council Member Tim Chandler offered a motion to appoint Mr. Tony Cole to the Planning Board with a second by Council Member Byrd Blackwell and upon being put to a vote, was carried unanimously.**

**6. Board of Adjustment – Board Appointment**

**Planning Director Lauren Wrenn presented Council with an application for Mr. Jermaine Wallace to be appointed to the Board of Adjustment. After a brief discussion,**

Council Member Tim Chandler offered a motion to appoint Mr. Jermaine Wallace to the Board of Adjustment with a second by Council Member Byrd Blackwell and upon being put to a vote, was carried unanimously.

**7. Resolution to Declare Surplus – Firearm**

Police Chief David Hess presented Council with a Resolution Authorizing the Private Sale of Certain Surplus Personal Property for a Glock 23, Serial #: PET564 to be presented to retiring Police Captain Tony Kirby. After a brief discussion, Council Member Sandy Stigall offered a motion to approve the Resolution to Declare Surplus with a second by Council Member Tim Chandler and upon being put to a vote was carried unanimously. Clerk’s Note: A copy of said Resolution is hereby incorporated into the minutes of this meeting.

**8. 2018 Chemical Bids**

Assistant Manager Tommy Warren reported to the Mayor and Council that bids were received and opened on December 5, 2017 for chemicals to be used at the water and wastewater treatment plants for the year 2018. Ten bids were received with nine different chemicals being bid on. This year, two chemical went up in price while four came down and three remained the same. Caustic soda had a major increase and it is one of the chemicals the water plant uses the most. Overall, the cost of chemicals will increase approximately \$6,000. The prices highlighted in red went up in price, the green ones came down and the yellow stayed the same.

2018 Chemical Bid

	Aluminum Chloride Ton	Caustic Soda ton	Hydrofluosilicic Acid Ton	Blended Orthophosphate gal	Sodium Hypochlorite gal Tote	Liquid Sodium Permanganate gal	Sodium Hypochlorite Bulk gal	Calcium Thiosulfate gal	Industrial Solar Salt
Amerochem									
Pencco			\$237.00/T						
Carus				\$0.249/lb (\$2.57/gal)					
USALCO	\$220.00/W/T								
Waterguard			\$319.00/T	\$2.68/gal	\$ .99/gal	\$8.00/ gal	\$0.625/gal	\$3.20/ gal	
Gulbrandsen	\$224.80/T								
JCI Jones		\$687.00 Dry Ton					\$0.83/gal		
Sterling Water									
Univar USA		\$645.00 /dry ton	\$268.00/W T		\$0.5963 /gal				\$169.00/T
Brenntag		\$675.00 / Dry ton	\$0.1395/lb 279.00 /ton		\$1.19/ gal		2,000-2,999g \$0.92/gal 3,000-3,999g \$0.80/gal		
Chemtrade	\$470.00/ton								

2017 Bids	\$208.00/ton	\$505.00/ton	\$337.21/ton	\$2.84/gal	\$1.01/gal	\$8.00/gal	\$0.639/gal	\$3.20/gal	\$169.00/ton
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After a brief discussion, **Council Member Byrd Blackwell offered a motion to award the low bidder for each chemical for the year 2018 with a second by Council Member Sandy Stigall** and upon being put to a vote was carried unanimously.

**9. North Ridge Water Line Maintenance**

**Assistant Manager Tommy Warren** reported to the Mayor and Council that on November 7, 2017 a request was received from North Ridge Subdivision for the City of Roxboro to assume responsibility and maintenance for the water lines in the development. North Ridge currently has a private water distribution system.

In 1991, the City started the Triple Tier Program to replace the private water lines with new lines that met city standards. To offset the cost of replacement, the areas with the private line were placed on the Triple Tier Program, where the water users were billed a third tier on their water bills and these funds were used to pay for the cost of installation of new lines. As part of the Triple Tier Program, subdivisions were offered an option. The option was for the subdivisions to maintain responsibility for the maintenance and upkeep of the private water lines within their development and North Ridge was the only subdivision to accept this option.

The Triple Tier Program was approved by City Council in May 1991 with an effective date of July 1991 and the program ended in 2009. To end the program, City Council borrowed funds to finish the remaining private water lines then stopped charging the triple tier rate when construction was completed. The subdivisions were charged a triple tier rate for eighteen years.

North Ridge subdivision has approximately 2,---' of 6" water line and 3,300' of 2" water line and the estimated cost to replace the entire water line is approximately \$400,000. There are thirty six residential home in North Ridge with the average monthly water usage at 3,800 gallons per home. This is a \$12 per month per home increase on average. This will equate to, based upon the current water rate, approximately \$93,000 over eighteen years for the entire subdivision. While this will not cover the full cost of replacement, the original program also did not cover the full cost. If the North Ridge water lines are accepted into the City's system, it is recommended that the City perform routine maintenance on the lines as needed and replace them after they have reached the end of their useful life and it becomes more economical to replace them than to repair them. After some discussion, it was the consensus of Council to table this for more discussion in January.

**OLD BUSINESS:**

**Committee Reports:**

**Mayor Merilyn P. Newell** asked for any committee reports at this time. There have been no meetings for the month of December due to the holiday season.

## **ADMINISTRATIVE REPORTS**

### **10. Financial & Tax Report**

**Finance Director Dan Craig** presented Council with Financial reports for months ending October 31, 2017 and tax reports for November 30, 2017. **Clerk's Note: A copy of said financial and tax report is hereby incorporated into the minutes of this meeting.**

### **11. Assistant Manager's Report**

**Assistant Manager Tommy Warren** reported to the Mayor and Council that the City Lake level has dropped to 24" and the gates at Lake Roxboro have been opened and pumping was started on Thursday December, 2017. It will take about a month of pumping to refill City Lake.

As of Thursday, December 7, 2017 a chance of snow for the weekend is in the forecast. The city crews have the equipment prepped for winter weather.

The Water Plant has a wastewater treatment facility on site for treating the backwash water from the water plant. The discharge permit has to be renewed every five years. The major changes in the proposed permit are a new copper limit and a whole effluent toxicity evaluation. On the new copper limits, the plant will have to submit within one year a corrective Action Plan outlining how the plant will meet the new limit. The plant has five years to come into compliance with the new limits. A study will need to be performed on the water treatment process to determine where the copper is coming from. The effluent from the wastewater treatment plant at the water plant has failed the toxicity test on occasion, but never more than once a year. The whole effluent toxicity evaluation will have to include alternative discharge evaluations and will require the City to hire a consultant to complete the evaluation. There are several other minor changes to the permit which staff think are not necessary. Staff has responded to the draft permit with concerns staff has with the permit and asking them to consider the request for more information. The whole effluent toxicity evaluation has the potential to become a major expense for the city in five years.

### **12. Manager's Report**

**City Manager Brooks Lockhart** reported to the Mayor and Council some upcoming dates including: City offices will be closed in observance of Christmas, December 25<sup>th</sup> – December 27<sup>th</sup> and for New Year's Day January 1, 2018 and the annual Roxboro Area Chamber of Commerce Banquet on January 18, 2018 at Palace Pointe. Mr. Lockhart stated he would like to plan a work session for Council in January and after a brief discussion, the date was set for Thursday, January 11, 2018 at 6:30 p.m. in the training room at the Roxboro Police Department.

Staff has performed evaluations on the present hardware and is working to create a listing of required hardware purchases for the new fiscal management software. Some staff will begin training with the new software soon and full implementation is anticipated between June 2018 and July 2018.

Mr. Lockhart also thanked the Director's Roundtable, City Staff, Radio Roxboro, Event Sponsors, John Williford, Citizens and the Uptown Business Community for the successful "Jingle on Main" event. Mr. Lockhart also thanked the Roxboro Fire Department and Phillip Fish for the special assistance they provided during the Tree Lighting.

**COUNCIL DISCUSSION:**

**Mayor Newell** asked for any discussion or concerns from Council Members. Council Member Byrd Blackwell offered concern that the “Jingle on Main” event is held on a Thursday night and most school age children have school on Friday. Could the event be moved to a Friday night? Staff will mention this to the planners of the event and report back to Council.

There being no further discussion at this time, **Council Member Mark Phillips offered a motion to enter into Closed Session for the purposes of: NCGS 143-318.11(a)(1) Attorney/Client Privilege, with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

**Council Member Sandy Stigall offered a motion to re-enter into open session with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

**ADJOURNMENT:**

There being no further business to discuss, **A motion was offered by Council Member Mark Phillips with a second by Council Member Tim Chandler to adjourn this meeting** and, upon being put to a vote, was carried unanimously. Meeting adjourned at 10:13 p.m.

Submitted by:

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Trevie Adams, MMC/NCCMC  
City Clerk

December 12, 2017



**City of Roxboro**  
**Fire and Rescue Department**

**Date:** January 5, 2018  
**To:** Mayor Newell  
Roxboro City Council  
**From:** Kenneth M. Torain, Fire Chief

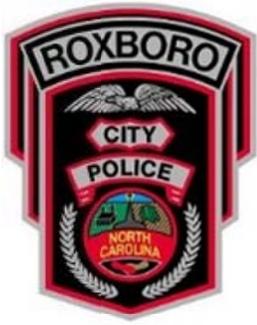
**Highlight**

- **Responses** - During the month of December the City of Roxboro Fire Department responded to 27 fire calls within the city limits, and 27 fire calls outside the city limits. Also, the department responded to 94 first responder calls within the city, and 30 first responder calls in our county response district. Over the course of December, we had to call back off-duty personnel and auxiliary personnel for a total of 5 full alarms. Roxboro Fire Department responded to 176 dispatched calls this month.
- **Christmas Decorations** Roxboro Fire Department removed the decorations several days early this year due to the cold weather coming during the New Year's holiday. We had very few issues removing the decorations at that time just a few damaged items from trucks.
- **CPR MEDICAL SAVE-** Roxboro Fire Department C- shift north side will be receiving recognition for CPR save on January 31<sup>st</sup> at EMS base two in Timberlake. This will be one of many that Roxboro Fire Department has been credited with saving. The crew on this incident was LT. Troy Blalock, Shawn Bradsher and Colby Clayton.
- **Holiday Fires-** We have had several fires during the Christmas Holiday. Anytime is a bad time for a fire but is really tough during the holidays. We had fires at Ralph Winstead Road, Old Durham Road, Leheigh Mobile Home Park and Wilkerson Drive.
- **Cold Weather-** During the cold weather snap, Chief Torain rode late at night looking for the homeless and giving out blankets he bought and coffee to anyone in need. I also delivered 2 loads of fire wood to an elderly couple.
- **Christmas Incident –** Roxboro Fire Department was notified by someone on Facebook that a little girl had been to see Santa a mall in Durham with her list of things she wanted for Christmas. But because of her parents not wanting to buy he picture package they were selling he never look at the list but quickly move to the next person in line. After hearing of the events she was invited to be the special guest at the Burn Kids Christmas House with all the characters there calling her

105 Court St.  
Roxboro, North Carolina 27573

by name when she arrived. She got to talk to Santa and Mrs. Santa there and interact with all the characters including the Grinch. Furthermore, the girl and her parents were invited to ride the Roxboro Fire Department Ladder Truck in the parade.

105 Court St.  
Roxboro, North Carolina 27573



# ROXBORO POLICE DEPARTMENT



109 North Lamar Street  
Roxboro, North Carolina 27573

Office 336 599 8345

[www.cityofroxboro.com](http://www.cityofroxboro.com)

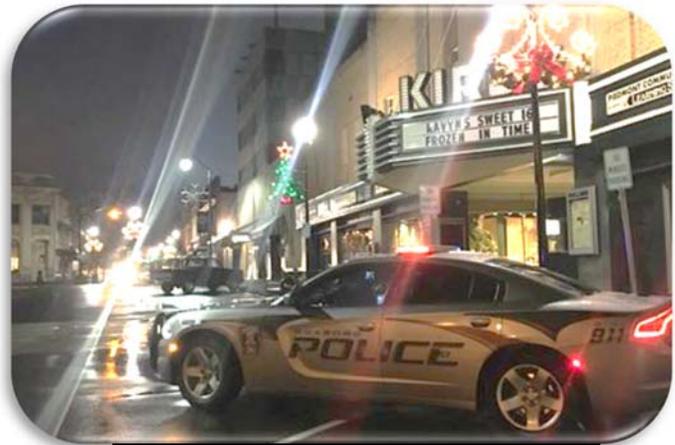
## City Council Report

December 2017

### Patrol Division

#### Highlighted Events

- The replacement vehicle approved by council in November was assigned and issued to an officer the week of Christmas. Thank you for your support.
- The Police Department extends their appreciation to Public Works and Fire Department personnel for their assistance with Jingle on Main and the Christmas Parade.



PSA about black ice on the road

#### Community Policing

- Members of Command Staff meet with the leadership team at Eaton Corporation. We are partnering with them to review emergency response and safety plans. A follow up meeting is being planned for the Spring of 2018.
- Multiple social media PSA posts were made during the snow event in December.
- Our annual Shop with a Cop was a success! Thanks to the support of Rotary, Wal Mart, McDonalds, Pizza Hut, local schools, and Person County Sheriff Sergeant Cunningham we were able to provide food, transportation and Christmas joy for 21 kids!



- The Honor Guard represented each branch of the military for the annual Wreathes Across America. We extend our appreciation to the Roxboro Rotary Club and American Legion Post 138 for asking the Honor Guard to partner with them for the event.

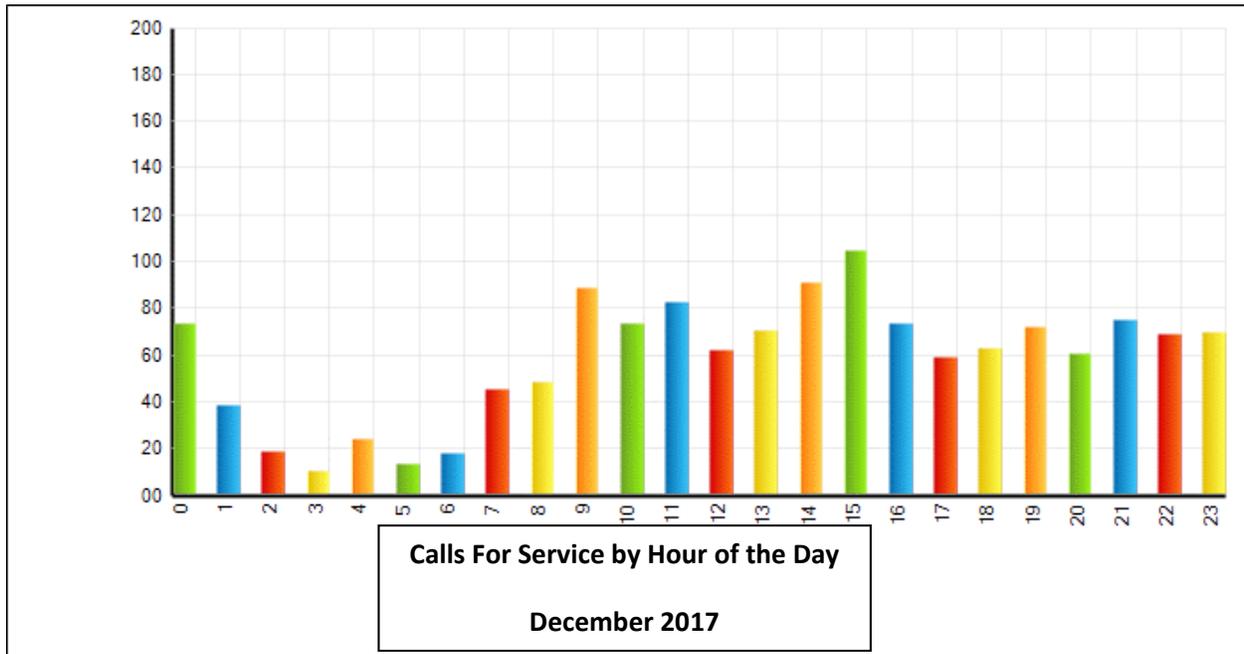


L to R: Sgt. Walker; Sgt. Watson; Ofc. Solomon; Ofc. Whitlow; Det. Sanford

### Monthly Activities

**Calls for Service: 1386**  
**Traffic Enforcement Requests: 18**  
**Traffic Crashes: 63**  
**Total Arrests: 47**  
**Directed/Foot Patrol: 130**

**Incident Reports: 254**  
**Traffic Stops: 374**  
**Citations Issued: 185**  
**Warnings: 54**



### Criminal Investigations Division

- CID is working several complex active investigations. Investigations range from financial crimes to crimes against persons.

#### Total Numbers for the Month

<b>Cases Assigned:</b> 22	<b>Follow Up Hours in the Field:</b> 143
<b>Hours Completing Paperwork:</b> 79	<b>Follow Up Hours by Phone:</b> 42
<b>Call Outs:</b> 5	<b>Out of Town Follow Ups:</b> 5
<b>Felony Warrants Obtained:</b> 3	<b>Misdemeanor Warrants Obtained:</b> 1
<b>Total Arrests:</b> 2	<b>Interviews Conducted:</b> 30
<b>Cases Closed:</b> 7	<b>Total Forensics Cases:</b> 6
<b>Background Investigations for New Hires:</b> 4	

### Street Crimes Unit

- Several active cases working with informants.
- Street Crimes are planning several arrests from recent investigations.

### Administrative Services Unit

- From the recent hiring process, two applicants will attend Basic Law Enforcement Training beginning January 16<sup>th</sup> at Vance Granville Community College. A third applicant is already certified and expected to begin field training by the end of January.
- Evidence Custodian Tanya Thomas finalized all 2016 cases with evidence for disposal and began case reviews for 2017.
- Evidence Custodian Thomas and Deputy Chief Hawkins were requested by a neighboring District Attorney to assist an agency. They are scheduled to assist the agency in January.
- The barricade request for the MLK Day Parade was submitted. The Police Department is prepared to help with the parade.

## Administration

### Meetings

- Met with concerned citizens.
- Chief has been in dialogue with Senator Tillis' office. The newly designed police cars and military cars prompted the conversation.
- Attended Wreathes Across America; NC Chief's Association budget planning meeting; Good Morning Coffee Hour; Shop with a Cop; Department Head meeting;
- Chief walked the Christmas Parade; worked patrol New Year's Eve from 5:30 PM to 1:30 AM.
- Began drafts for the 2017 Annual Report and promotion processes for 2018.

### Upcoming Events

- The first Coffee with a Cop for 2018 is January 24<sup>th</sup> at Hardees from 8:30-9:30 AM. All staff and elected officials are invited to participate. The nationally recognized program was implemented in 2017 by Lieutenant Walker. He works with businesses quarterly to partner as host sites. The past three Coffee with a Cop events, the business contacted Lt. Walker to schedule the event!
- The Police Department will begin steps to achieve a Risk Management Accreditation through the North Carolina League of Municipalities. NCLM staff is meeting with the Police Department on January 30<sup>th</sup> to begin the process. Council will be updated on progress.

### Highlighted Events

On New Year's Eve night, K-9 Officer Solomon and Corporal Cox located a homeless man sleeping in an abandoned structure. Temperatures were dropping into the teens. They worked with the Patel family at the Timberland Motel who provided a free room for the man. Their actions caught the attention of WRAL who interviewed them. The story was posted to our Facebook page. Their compassion is a testament to our department's commitment to community policing and heart of service. Their actions likely saved the man's life that night.





**THANK YOU FOR YOUR CONTINUED SUPPORT**

City of Roxboro, Nori LM  
 Distribution of Gas T WD  
 30-Nov-17 CS  
 GC

Shell  
 Account Number: 80-001-3945-4

Gas 0.5260  
 Diesel 0.5860

Card Number	Dept Number	Make	Gallons	Total Cost	Tax Adjust	0.05 per gallon Discount	2.00% 2.00% Discount	Net Cost	Average Cost Per Gallon
Summary									
1	4120	City Hall	19.15	44.60	10.07	0.96	0.38	33.19	2.329
2	4130	Finance	14.59	34.27	7.67	0.73	0.29	25.57	2.349
3	4160	Public Buildings	103.73	253.47	54.56	5.19	2.07	191.65	2.444
4	4180	Purchasing	-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning	-	-	-	-	-	-	#DIV/0!
		Total Administrative	137.47	332.34	72.31	6.87	2.75	250.41	2.418
5	4310	Police	1,809.28	4,245.52	951.68	90.46	36.19	3,167.19	2.347
6	4311	CID	139.28	327.27	73.26	6.96	2.79	244.26	2.350
26	4312	Narcotics	-	-	-	-	-	-	#DIV/0!
9	4380	Animal Control	-	-	-	-	-	-	#DIV/0!
		Total Police	1,948.56	4,572.79	1,024.94	97.43	38.97	3,411.45	2.347
7	4340	Fire	1,469.85	3,636.65	831.83	73.49	29.40	2,701.93	2.474
8	4341	Fire Inspections	48.18	113.09	25.34	2.41	0.96	84.37	2.347
		Total Fire Dept.	1,518.03	3,749.74	857.17	75.90	30.36	2,786.31	2.470
10	4510	Public Services	194.03	463.35	102.06	9.70	3.88	347.71	2.388
11	4511	Streets	684.85	1,776.52	394.04	34.24	13.70	1,353.49	2.594
12	4512	Street Cleaning	-	-	-	-	-	-	#DIV/0!
13	4513	Garage	72.33	186.13	40.86	3.62	1.45	140.21	2.573
14	4710	Residential Garbage	1,081.47	2,892.94	633.74	54.07	21.63	2,183.50	2.675
15	4711	Commercial Garbage	964.97	2,580.32	565.47	48.25	19.30	1,947.30	2.674
16	4740	Cemetery	129.46	383.38	68.10	6.47	2.59	306.22	2.961
		Total Public Services	3,127.11	8,282.64	1,804.27	156.36	62.54	6,278.42	2.649
		Total General Fund	6,731.17	16,937.51	3,758.70	336.56	134.62	12,726.58	2.516
18	7112	Meter Reading	179.37	422.29	94.35	8.97	3.59	315.39	2.354
19	7114	Lake Warden	53.38	135.17	28.08	2.67	1.07	103.36	2.532
25	7118	Pump Stations	213.14	507.01	112.11	10.66	4.26	379.98	2.379
20	7120	Water Plant	110.03	262.27	57.88	5.50	2.20	196.69	2.384
21	7121	Water Line Maintenanc	211.10	535.22	117.44	10.56	4.22	403.01	2.535
22	7130	WWTP	117.45	301.15	61.78	5.87	2.35	231.15	2.564
23	7131	Sewer Line Maintenanc	504.91	1,261.06	276.37	25.25	10.10	949.35	2.498
24	7132	WWTP II	95.61	251.45	50.29	4.78	1.91	194.47	2.630
		Total Enterprise Fund	1,484.99	3,675.62	798.28	74.25	29.70	2,773.39	2.475
		Total All Funds	8,216.16	20,613.13	4,556.98	410.81	164.32	15,499.97	2.509



December 18, 2017

To: Mayor Newell  
Roxboro City Council

From: Lauren Wrenn, Planning & Development Director

Subject: January Council Report

*Instead of highlighting just the month of December, please take note of the quick synopsis of major accomplishments for this department in the year 2017.*

**Uptown Development/Roxboro Development Group:**

- Initiated a full-scale Uptown Branding project with Amico Brand Design, with financial support from the City of Roxboro and Person County Tourism Development Authority.
- With major assistance from the City Public Works Department, completed the implementation of the four-way crosswalk redevelopment at the intersection of Main, Reams, and Depot.
- Partnered with Directors' RoundTable to fund the first of an annual tradition to sell commemorative ornaments that bear images of the City of Roxboro hand painted on glass.
- Worked to improve strategies for the hanging baskets in Uptown.
- Obtained a donation from Woodmen Life for new American flags for the streets of Uptown.
- Hosted fourth successful year of Rox N' Roll Cruise-In series.
- Obtained National Accreditation Status for third year in a row!
- Obtained \$100,000 grant for Uptown revitalization from the NC Department of Commerce.
- Worked with property owners to obtain professional design and implement complete renovation of façade at 16 Court Street, in conjunction with the NC Main Street program.
- Hosted first ever Holiday Window Decoration Contest with Uptown businesses.
- Provided marketing and advertisement assistance to encourage more than 400 individual transactions in Uptown during Small Business Saturday.
- Served on the planning panel for NC Main Street Conference for a second year, per the request of the NC Main Street Director.
- Submitted two projects for consideration of awards during the 2018 NC Main Street Conference in Clayton, NC.
- Attended Ribbon Cuttings or Grand Openings for 8 new businesses in Uptown.



## **Planning & Development:**

- Implemented new Unified Development Ordinance that replaced outdated Zoning Ordinance.
- Reorganized department structure to bring Uptown Development under the scope of Planning & Development.
- Hired Community Planner, Laura Matheny to handle most Uptown Development matters and assist with special planning projects.
- Hired a new Code Enforcement company to facilitate contracted services for handling nuisance cases and minimum housing complaints.
- Facilitated the minimum housing process for two burned structures within the City limits to allow for demolition.
- Held two Board of Adjustment hearings for Conditional Use permits.
- Held six Planning Board meetings to review three rezoning applications, draft version of UDO, and two Special Use requests.
- Completed the cleaning and reorganization of the former planning office at City Hall, which was turned into storage in 2011, and now houses the office of the Community Planner.
- Revised Nuisance and Land Use Ordinances from the City Code of Ordinances.
- Revised applications and review process to improve clarity and consistency for customer service purposes.
- Launched reorganization of files, which included sifting through files from previous directors to determine what items could be purged or digitized.
- Attended training courses with the UNC School of Government to prepare for CZO certification in Spring of 2018.
- Revised Minimum Housing and Non-Residential Building Requirement Ordinances from the City Code of Ordinances.
- Completed review and permitting for more than 20 sign applications
- Completed review and permitting for 4 new residential construction/installations within City limits.
- Completed review and permitting for 4 Single-Wide Mobile home installations within mobile home parks inside City limits.
- Completed review and permitting for 19 businesses moving into an existing building inside City limits and one new commercial construction permit.



## City of Roxboro Special Event Permit Application

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Special Event Applications shall be submitted to the City of Roxboro no later than sixty (60) days prior to the event date, unless the event does not require a public hearing.\* When a public hearing is unnecessary, applications shall be submitted no later than thirty (30) days prior to the event date. (Incomplete applications may increase the permit processing time.) If a Public Hearing is required for your application, you will be notified of the date, time and location of the hearing. There is a \$50.00 fee for all public hearings.

\*Special Events not requiring a public hearing include (i) observations of national holidays and (ii) annually recurring special events, which do not exceed two (2) hours and for which no admission fee is charged.

### I. Applicant Information:

Organization: SPEED  
Address: 104 Prestige City: Roxboro State: N.C. Zip Code: \_\_\_\_\_  
Daytime Phone Number: 336 459 0353 Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Primary Contact: Nan Jeffers  
Address: 104 Prestige Ave City: Roxboro State: NC Zip Code: 27570  
Daytime Phone Number: 336 459 0353 Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### II. General Event information:

Please provide the common name by which the event is to be known.

---

Please select the type of event:

- Parade
- Run/Walk Race
- Concert
- Ceremony
- Festival/Street Fair
- Other \_\_\_\_\_

Please provide a brief description of the purpose of the proposed event:

Parade in observance of Martin Luther King Jr  
Birthday

Please indicate the following:

- a. Proposed Event Date(s): January 15, 2018
- b. Proposed Time Period(s) of the Event: 3-5 pm
- c. Location of Event: Uptown Roxboro
- d. Approximate Number of People to Attend the Event: 100 - 200 people

Please provide a general description of the activities planned during the event.

Youth will proceed with banners up main  
street from Lodge Memorial church around  
the courthouse and up main street to  
Roxboro Baptist Church

Please list below any request for special services to be provided by the City, such as Police, Fire, Public Service Personnel/Equipment, etc. (any fees are the responsibility of the individual/organizer of said event):

- Police: At the beginning and end of parade
- Fire: Fire truck lights and staff support as  
we pass station
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): Block off streets  
morehead/N main - Rears/Dpot - Court/N Lamer -
- Other: Abbit/N Lamer - Gordon/S main

### III. Venue Details:

Please indicate any streets, parking lots, or public access areas to be closed during this event, as well as the location of any barriers, traffic control devices, etc. (a map showing the event area and all barricades is also required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify number of:

\_\_\_\_ Goods/Food Vendors    \_\_\_\_ Animals    \_\_\_\_ Recreational equipment (i.e. bounce house, rides, etc.)

Are you serving/selling food at your event?  Y / N Attached

\*If yes, contact the Person County Environmental Health Office to be sure all necessary permits and/or documentation are obtained.

Are you serving/selling alcohol at your event? Y / **(N)**

\*If yes, be sure the perimeters of the area(s) are clearly marked, and the entrance to the area(s) shall be constructed so as to allow ready control of patrons, including the viewing of identification to prevent underage persons from being permitted in the area(s). Area(s) must be located at least 150 feet from any church, mosque, synagogue or other place of worship. Be aware, **no alcoholic beverages may be sold or consumed as a part of a special event outside of the designated area(s).** Prior to the opening of the special event, the person in charge of the event shall ensure that any and all necessary state or other permits relating to the sale and consumption of alcoholic beverages have been secured. Such permits must be available for inspection by City staff at any time. (Keep on site during the Special Event.)

Please indicate which of the following staging items will be used during your event:

- Loud speakers
- Bleachers
- Stage(s)
- Dance Floor
- Microphones
- Live Entertainment
- Other: \_\_\_\_\_

Please indicate the size and location of any signs, banners, flags, or other attention-getting devices for this event:

246 Banners  
\_\_\_\_\_  
\_\_\_\_\_

Please provide copies of the following with the completed application:

- a. Proof of Liability Insurance for event
- b. ABC permit(s)\*
- c. Person County Environmental Health Department permit(s)/license(s) for on-site food
- d. Sketch Map Showing All of the Following:
  - The area where the event is to take place
  - Any Streets or other rights-of-way to be closed or obstructed.
  - Any barriers or traffic control devices that will be erected.
  - Location of vendor booths, platforms, benches, stages, or bleachers
  - Location of alcohol selling/consumption area
  - Toilet Facilities (i.e., porta johns)
  - Garbage Facilities (dumpsters, roll out carts)

**\*\*Please note the City of Roxboro does NOT provide garbage or waste removal services for the proposed event. The event organizer is responsible for arranging for these services, if necessary.**

**IV. Cancellation Policy**

The City Manager, Roxboro Police Department, or their designee, has the authority to end the event prior to schedule based on any of the following:

- violation of any section of the permit or City Ordinance,
- security and protection concerns of event participants and the community,
- if the conditions required for approval, including insurance coverage, of the event are not met,
- if any significant change in conditions would, or may adversely affect the public health or safety of the community, or
- for any condition that would place City facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

If an event organizer, for any reason, must cancel their event they must notify the City of Roxboro. Cancellations must be in written form. Fees are non-refundable. (If the event organizer would like to request a rain-date, please indicate this in section II under the "event date(s)."

The undersigned persons certify that all information in this application (including attachments) is complete and accurate to the best of their knowledge, that the information contained in this application form shall constitute conditions of an issued permit, that the City will be notified of any changes or revisions to the event plans as described in this application, and that the undersigned persons have received and reviewed a copy of Chapter 95 of the Roxboro City Code and agree to comply with all permit conditions and understand that failure to comply with any condition, or any violation of law, may result in the immediate cancellation of the event, revocation of the permit, denial of future events, criminal prosecution and/or administrative citations/fines.

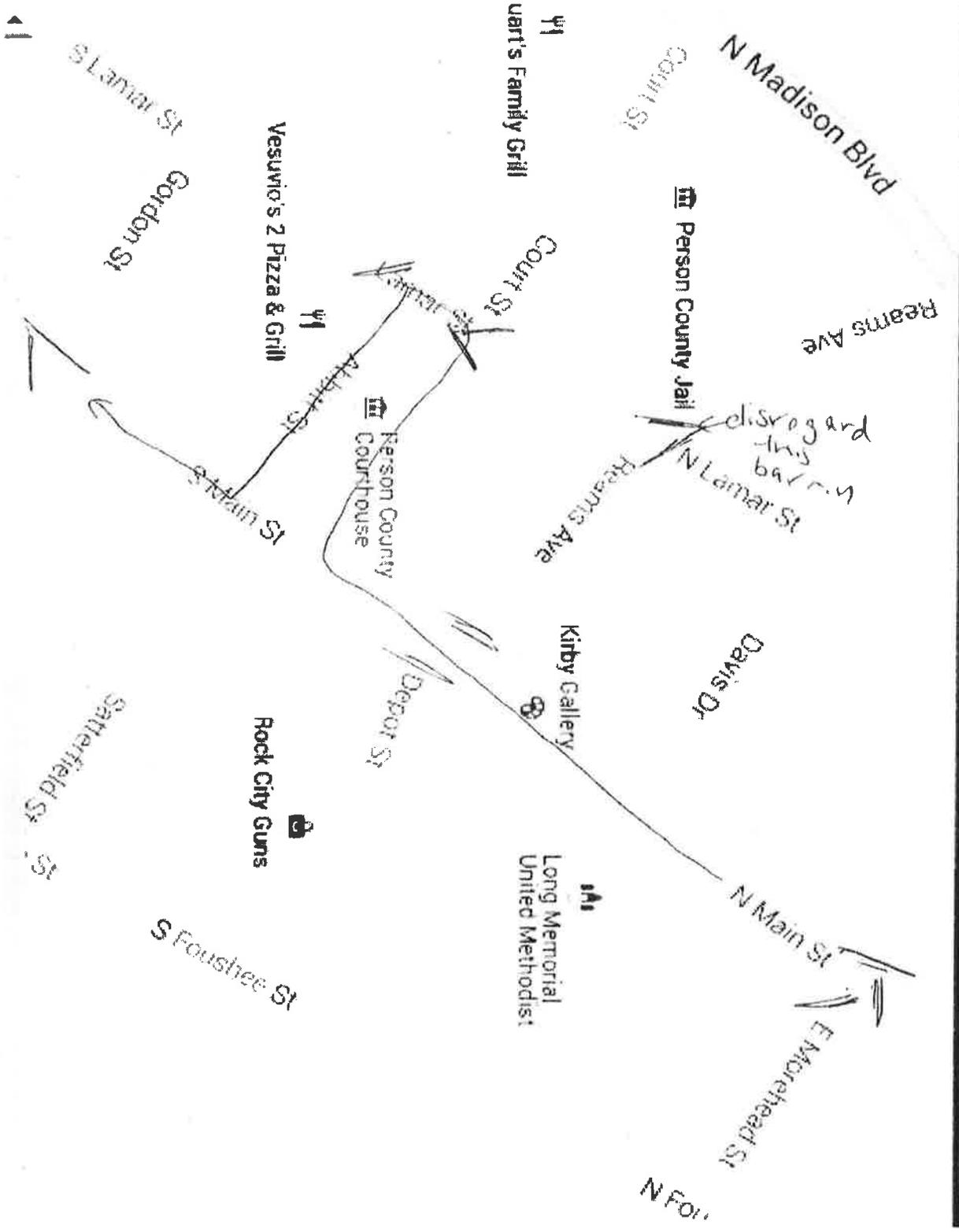
**FUTHERMORE**, the undersigned persons hereby authorize the City Manager or designated representative to enter upon the above-referenced activity site for the purpose of inspecting and determining/verifying compliance with the City's ordinance provisions.

  
\_\_\_\_\_  
Applicant Signature

Date: 12/11/17

  
\_\_\_\_\_  
Responsible Planner/On-Site Manager

Date: 12/11/17



**RELEASE AND HOLD HARMLESS  
AGREEMENT**

**STATE OF NORTH CAROLINA**

**COUNTY OF PERSON**

The undersigned, having received permission from the City of Roxboro to conduct milk parade on January 15, 2018 do hereby release and forever hold harmless the City of Roxboro from any personal injuries or property damage related to the permitted use.

**IN TESTIMONY WHEREOF, I have hereunto set my hand and seal:**

This the 12<sup>th</sup> day of December, 2017

[Handwritten Signature]  
(Signature)

Notary Witness: [Handwritten Signature]  
DONNA W HARRIS (Seal)



My Commission Expires 05-03-2019

# 1. Budget Amendment

**CITY OF ROXBORO  
BUDGET AMENDMENT  
FISCAL YEAR 2017-2018 BUDGET**

The following budget amendment is hereby requested:

**Budget Amendment Number:** **3**

Fund 10, 60 & 76 - General, Water & Internal Service Funds			INCREASE	DECREASE
<b>Revenues</b>	10-00-3839-896	Insurance Proceeds	10,000.00	
	10-00-3833-800	Donations	2,500.00	
	10-00-3234-100	Sales Tax	9,968.00	
	76-99-9910-991	Fund balance	54,155.00	
	10-98-3985-976	Transfer from Internal Service Func	37,595.00	
	60-98-3985-976	Transfer from Internal Service Func	16,560.00	
		<b>Net Increase (Decrease) in Revenues</b>		<b>130,778.00</b>
<b>Expenditures</b>	10-10-4310-250	Professional & consulting	10,000.00	
	10-10-4310-195	Safety Programs	2,500.00	
	10-00-4110-510	Capital outlay	1,968.00	
	10-00-4120-184	Medical Expense Reimbursement	37,595.00	
	10-00-4120-510	Capital outlay	8,000.00	
	60-92-7130-183	Medical insurance	1,985.00	
	60-91-7120-183	Medical insurance	4,200.00	
	60-91-7111-183	Medical insurance	4,200.00	
	60-91-7131-183	Medical insurance	6,175.00	
	76-98-9810-910	Transfer to General Fund	37,595.00	
	76-98-9810-960	Transfer to Enterprise Fund	16,560.00	
		<b>Net Increase (Decrease) in Expenses</b>		<b>130,778.00</b>
			<b>130,778.00</b>	

**Justification:**

- To appropriate donated funds for expenditure
- To reclass various expenditures within departments.
- To appropriate insurance proceeds for auto repairs.
- To appropriate additional sales tax revenue and expenditures for council ipads and additional equipment for new administrative software
- To appropriate for medical expense reimbursement for October, November and December

Requested By: DC Date: 1/5/2018

## 2. Rezoning Request - Madison Boulevard Public Hearing

# Memo



**To:** Mayor Newell and Roxboro City Council  
**From:** Lauren Wrenn/ Planning & Development Director  
**cc:** Trevie Adams City Clerk (for City Records)  
**Date:** December 21, 2017  
**Re:** Recommendation from Planning Board Regarding Rezoning Request for  
Property off of Madison Boulevard, Tax Map 21-48

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Madam Mayor and Council,

Please be advised that the City of Roxboro Planning Board met on December 4<sup>th</sup>, 2017 to review a request for a Rezoning at the property known as Tax Map 21 48, Record #15068.

Upon review of the enclosed application and staff report, the City Planning Board offers a unanimous recommendation to approve the request for Rezoning. Enclosed you will find the written consistency statement signed by the Planning Board Chair and Department head.

**Motion Format:**

Per NCGS 153A-341, zoning regulations shall be made in accordance with a comprehensive plan and prior to adopting or rejecting any zoning amendment, the governing board shall adopt one of the following statements which shall not be subject to a judicial review.

A) A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.

B) A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.

C) A statement approving the zoning amendment and containing at least all of the following:

1. A declaration that the approval is also deemed an amendment to the comprehensive plan. The governing board shall not require any additional request or application for amendment to the comprehensive plan.

2. An explanation of the change in conditions the governing board took into account in amending the zoning ordinance to meet the development needs of the community.

3 Why the action was reasonable and in the public interest.

The Planning Board shall advise and comment on whether the proposed amendment is consistent with a comprehensive plan and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the City Council that addresses comprehensive plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with a comprehensive plan shall not preclude consideration or approval of the proposed amendment by the City Council.

**Options:**

- Option A: I move to recommend approval of the rezoning request for Tax Map 21 Lot 48 from R-6 to B-1 because the application is consistent with the City's Comprehensive Land Use Plan for the following reasons;
  - The LUP designates this area for Commercial future land use.
  - The rezoning will provide opportunity for infill development within the City limits and do so in conformity with the character and community vision of the Boulevard district.
  - Commercial development is established along the Madison Boulevard corridor and the LUP indicates additional development of this nature should be a logical extension.
  
- Option B: I move to recommend denial of the rezoning request for Tax Map 21 Lot 48 from R-6 to B-1 because the application is not consistent with the City's Comprehensive Land Use Plan for the following reasons; (give reasons)



## City of Roxboro

### An Ordinance Amending the City of Roxboro's Official Zoning Map

The City Council has received and reviewed the application of Reformation Christian Church to amend the City of Roxboro's Zoning Map as follows:

<b>Tax Map</b>	<b>Present Zoning</b>	<b>Proposed Zoning</b>	<b>Deed BK/PG</b>	<b>Acreage</b>
21 – 48	R-6 (Residential)	B-1 (Highway Business)	916/745	.38 ac

WHEREAS, the Roxboro City Council of the City of Roxboro, North Carolina, after due notices, conducted a public hearing on the 9<sup>th</sup> day of January, 2018 concerning the adoption amending the City of Roxboro's Zoning Map pursuant to G.S. 160-364; and

The Roxboro City Council has determined that the proposed action is consistent with the City of Roxboro's Comprehensive Plan, as amended; and the City Council's action on the proposed zoning map amendment is reasonable and in the public interest for the following reasons: (I) the Land Use Plan designates this area as Commercial for future land use, (II) the rezoning will provide opportunity for infill development within the City limits and do so in conformity with the character and community vision of the Boulevard district, and (III) Commercial development is established along the Madison Boulevard corridor and the Land Use Plan indicates additional development of this nature should be a logical extension.

NOW, THEREFORE, BE IT ORDAINED by the City Council that it is in the best interest of the City to approve the amendment.

Duly adopted by the Council of the City of Roxboro this 9<sup>th</sup> day of January, 2018.

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Mayor Merlyn P. Newell

ATTEST:

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Trevie Adams, MMC  
City Clerk

**Motion Format:**

Per NCGS 153A-341, zoning regulations shall be made in accordance with a comprehensive plan and prior to adopting or rejecting any zoning amendment, the governing board shall adopt one of the following statements which shall not be subject to judicial review:

- A) A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.**
- B) A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan an explaining why the action taken is reasonable and in the public interest.**
- C) A statement approving the zoning amendment and containing at least all of the following:**
  - 1. A declaration that the approval is also deemed an amendment to the comprehensive plan. The governing board shall not require any additional request or application for amendment to the comprehensive plan.**
  - 2. An explanation of the change in conditions the governing board took into account in amending the zoning ordinance to meet the development needs of the community.**
  - 3. Why the action was reasonable and in the public interest.**

The Planning Board shall advise and comment on whether the proposed amendment is consistent with a comprehensive plan and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the City Council that addresses comprehensive plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with a comprehensive plan shall not preclude consideration or approval of the proposed amendment by the City Council.

**Planning Board Recommendations**

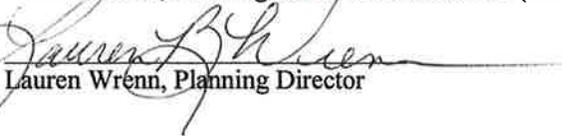
- I move to recommend approval of the rezoning request for Tax Map 21 Lot 48 from R-6 to B-1 in that the application is consistent with *The City's Comprehensive Land Use Plan* because of the following reasons:
  - The LUP designates this area as Commercial for future land use.
  - The rezoning will provide opportunity for infill development within the City limits and do so in conformity with the character and community vision of the Boulevard district.
  - Commercial development is established along the Madison Boulevard corridor and the LUP indicates additional development of this nature should be a logical extension.
- I move to recommend denial of the rezoning request Tax Map 21 Lot 48 from R-6 to B-1 because the application is not consistent with *The City's Comprehensive Land Use Plan* because of the following reasons:
  - state reasons

The report reflects the recommendation of the Planning Board, this the 4<sup>th</sup> day of December, 2017.

Attest:



Robert Trotter, Planning Board Vice-Chairman (Acting Chairman in absence of Chair)



Lauren Wrenn, Planning Director

# Planning Board Hearing

December 4, 2017

Board Members

## Sign In

**Name** **Phone** **Email**

ROBERT C Trotter 336 599 5976

Danny Cultra 336-547-5477 <sup>Cell</sup> 547-1235 dannycultra@centurylink.net

Lynnda Cirillo 336-693-6626 LCIRILLO@ad.com

Margaret Kay 336-503-9440 PKayMKay@

Kenneth M Matjorney 336 592 1964 kennetkm3@oesinc.com  
9 Mac  
net

# Planning Board Hearing

December 4, 2017

Community Feedback

## Sign In

**Name**

**Phone**

**Email**

*Lin Cates*

**CITY OF ROXBORO, NORTH CAROLINA**  
**Planning Board**

**December 4, 2017**  
**6:00 p.m.**

**MEMBERS PRESENT:** Lynda Zirillo, Kenneth Montgomery, Robert Trotter,  
Margaret Kay, and Danny Cultra

**STAFF:** Lauren Wrenn, Planning Director

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**MINUTES**

Vice-Chair and Acting Chairman Trotter called the meeting to order at 6:03pm. Mr. Trotter asked anyone present to speak to please come forward and sign-in.

**APPROVAL OF MINUTES**

Ms. Margaret Kay made a motion to approve the minutes from the September 11, 2017 meeting. Mr. Danny Cultra seconded. Motion carried.

**REPORTS OF COMMITTEES**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

- A. Rezoning Request for vacant lot of Madison Boulevard Tax Map 21 48 – Chair Trotter reminded the board and audience of the information in their packets, which were distributed prior to the meeting, and asked Ms. Wrenn to present the staff report.

Ms. Wrenn began by indicating the location and size of the rezoning request, stating the .38 acre lot is off of Madison Boulevard and adjacent to S Lamar Street. Ms. Wrenn also restated the request to rezone the property from R-6 to B-1. Ms. Wrenn directed the board's attention to the copy of the permitted uses for the B-1 district, which was placed at each seat prior to the meeting. She also reminded the board that a rezoning request must be evaluated based on the

entire list of permitted uses, not any one specified by the applicant at the time of the request.

Ms. Wrenn directed the board to the map in their packet, which shows the location of the property as it pertains to additional zoning and commercial uses in the area. Ms. Wrenn stated that surrounding properties are zoned R-6 and B-1, and reviewed the written statement of conformity to the Land Use Plan for the City of Roxboro, as it appears in the staff report (See attached).

Ms. Wrenn concluded that it was staff's recommendation to grant the request for the following reasons:

- "The LUP designates this area as Commercial for future land use.
- The rezoning will provide opportunity for infill development within the City limits and do so in conformity with the character and community vision of the Boulevard district.
- Commercial development is established along the Madison Boulevard corridor and the LUP indicates additional development of this nature should be a logical extension."

Chairman Trotter then opened the floor for anyone in the audience who wished to speak to the matter to come forward. Mr. Linwood Cates, representative/co-owner of 4C Properties, LLC and applicant for the rezoning request, came forward to speak.

Mr. Cates stated the reason for his request came from the notion that it would be more attractive to a potential new business were it zoned for commercial use, instead of residential. Mr. Cates also noted his surprise that the lot was zoned residential, as it was surrounded by properties/buildings that have been used for commercial uses in the recent past. Mr. Cates admitted that he was a dreamer and loved this community. He stated he believed it was more likely this lot could be used for a business, than it would be that someone would wish to build a home there, though he had no specific business in mind at this time. Mr. Cates yielded the floor to answer any questions from the board.

Ms. Margaret Kay asked if there would be adequate parking at the site. Planning Director Wrenn, interjected that required parking would be evaluated at the time of development, as certain "uses" require more parking than others. She continued to say that a rezoning is not dependent upon specific conditions of the development, as there is no specific "use" under consideration. Ms. Wrenn stated that such requirements as adequate parking, setbacks, etc. would be evaluated by staff at the time of a specific proposed development. She reminded the board that their decisions must be made based on the list of all potentially uses that would be permitted were this property to be rezoned. Mr. Cates reiterated these points stating that whatever business chose to move there would have to work with the lot size, as is, and meet all requirements of the City.

Chairman Trotter asked if there were any more questions from the board. There were none. Mr. Trotter then asked if there was anyone else in the audience who wished to speak. There were none.

Chairman Trotter spoke to his familiarity with the property as a resident of the neighborhood. Mr. Trotter stated that "any type of business development [here] would be a benefit to the community." He went on to say that he recalled the various businesses that have been in the area before and that "knowing the area well," he felt that it was a good place for this zoning.

Ms. Wrenn spoke to the size of the lot, once more. She stated that it was a good size given the mix of business and residential in the area. It would allow for average development, but not necessarily something so large that it may disrupt the surrounding community character.

Chairman Trotter asked if the board had any additional questions. There were none.

Ms. Wrenn directed the board to the motion sheet included in their packets.

Mr. Danny Cultra made the following motion:

I move to recommend approval of the rezoning request for Tax Map 21 Lot 48 from R-6 to B-1 in that the application is consistent with The City's Comprehensive Land Use Plan because of the following reasons:

- The LUP designates this area as Commercial for future land use.
- The rezoning will provide opportunity for infill development within the City limits and do so in conformity with the character and community vision of the Boulevard district.
- Commercial development is established along the Madison Boulevard corridor and the LUP indicates additional development of this nature should be a logical extension.

Mr. Kenneth Montgomery seconded the motion. Motion carried.

- B. 2018 Planning Board Meeting Dates and Times – Ms. Wrenn stated the next item on the agenda was for the board to set their meeting dates/times for 2018. She reminded the board that the previous schedule was the first Monday of the month at 6pm. The board agreed that this would work. She then asked the board to consider if they would like to reschedule the two holiday dates for the following Monday. Those dates were January 1 and September 3, rescheduled for January 8 and September 10. The board agreed that this would be fine.

### OLD BUSINESS

None.

### ADJOURNMENT

There being no further business the meeting adjourned at 6:16.

PLANNING BOARD MEETING MINUTES  
December 4, 2017

Submitted by:



---

Lauren Wrenn,  
Planning & Development Director



## CITY OF ROXBORO STAFF REPORT

**Prepared by: Lauren Wrenn, Planning & Development Director**

<p><b>Meeting Dates:</b> Planning Board: December 4, 2017  City Council: January 9, 2018</p>	<p><b>Request:</b> <input checked="" type="checkbox"/> Rezoning   <input type="checkbox"/> Special Use Permit  <input type="checkbox"/> Conditional Use Permit</p>
<p><b>Property Location:</b> Madison Boulevard (vacant lot)</p>	<p><b>Current Zoning:</b> R-6 (Residential District, Minimum 6,000 sq. ft.)</p>
<p><b>Tax Map#: 21 Lot 48</b></p>	<p><b>Proposed Zoning:</b> B-1 (Highway Commercial)</p>
<p><b>Contact Information:</b> J. Linwood Cates, Member/Manager 4C Properties, LLC 4708 Chub Lake Road Roxboro, NC 27574 336-597-2251</p>	<p><b>Future Land Use Map Classification:</b> Commercial</p>

**Summary:**

4C Properties, LLC requests a rezoning for a vacant lot located off of Madison Boulevard from R-6 (Residential District) to B-1 (Highway Business District). The property is identified as Person County Tax Map 21, Lot 48. The property is approximately .38 acres and currently undeveloped.



The surrounding properties are zoned R-6 (Residential District) and B-1 (Hwy Bus District).

## **Conformity to the Land Use Plan (LUP):**

### **Goals and Implementation Strategies (LUP, p. 69-75):**

- Encourage infill development within existing Roxboro corporate limits.
- Encourage well-planned commercial establishments to provide necessary goods and services to area employers and residents.
- Develop regulations/guidelines that would ensure new development or redevelopment is compatible with established character and community vision.

### **Future Land Use Map Classification: Commercial**

Commercial (LUP, p. 79):

The commercial land use classification includes existing retail, wholesale, and business and professional services. Where such development has an established pattern, other lands that represent a logical extension of commercial use are also included. New commercial development should occur with limited and/or shared access to major thoroughfares.

### **Staff Recommendation:**

Based on the *City's Comprehensive Land Use Plan (LUP)*, staff **recommends approval** for the request by 4C Properties, LLC to rezone the vacant lot off of Madison Boulevard from R-6 (Residential District ) to B-1 (Highway Business District) for the following reason(s):

- The LUP designates this area as Commercial for future land use.
- The rezoning will provide opportunity for infill development within the City limits and do so in conformity with the character and community vision of the Boulevard district.
- Commercial development is established along the Madison Boulevard corridor and the LUP indicates additional development of this nature should be a logical extension.

\*\*\*\*All uses allowed with the respective zoning district should be taken into consideration.

**Motion Format:**

Per NCGS 153A-341, zoning regulations shall be made in accordance with a comprehensive plan and prior to adopting or rejecting any zoning amendment, the governing board shall adopt one of the following statements which shall not be subject to judicial review:

**A) A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.**

**B) A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan an explaining why the action taken is reasonable and in the public interest.**

**C) A statement approving the zoning amendment and containing at least all of the following:**

- 1. A declaration that the approval is also deemed an amendment to the comprehensive plan. The governing board shall not require any additional request or application for amendment to the comprehensive plan.**
- 2. An explanation of the change in conditions the governing board took into account in amending the zoning ordinance to meet the development needs of the community.**
- 3. Why the action was reasonable and in the public interest.**

The Planning Board shall advise and comment on whether the proposed amendment is consistent with a comprehensive plan and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the City Council that addresses comprehensive plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with a comprehensive plan shall not preclude consideration or approval of the proposed amendment by the City Council.

**Planning Board Recommendations**

- I move to recommend approval of the rezoning request for Tax Map 21 Lot 48 from R-6 to B-1 in that the application is consistent with *The City's Comprehensive Land Use Plan* because of the following reasons:
  - The LUP designates this area as Commercial for future land use.
  - The rezoning will provide opportunity for infill development within the City limits and do so in conformity with the character and community vision of the Boulevard district.
  - Commercial development is established along the Madison Boulevard corridor and the LUP indicates additional development of this nature should be a logical extension.
- I move to recommend denial of the rezoning request Tax Map 21 Lot 48 from R-6 to B-1 because the application is not consistent with *The City's Comprehensive Land Use Plan* because of the following reasons:
  - state reasons

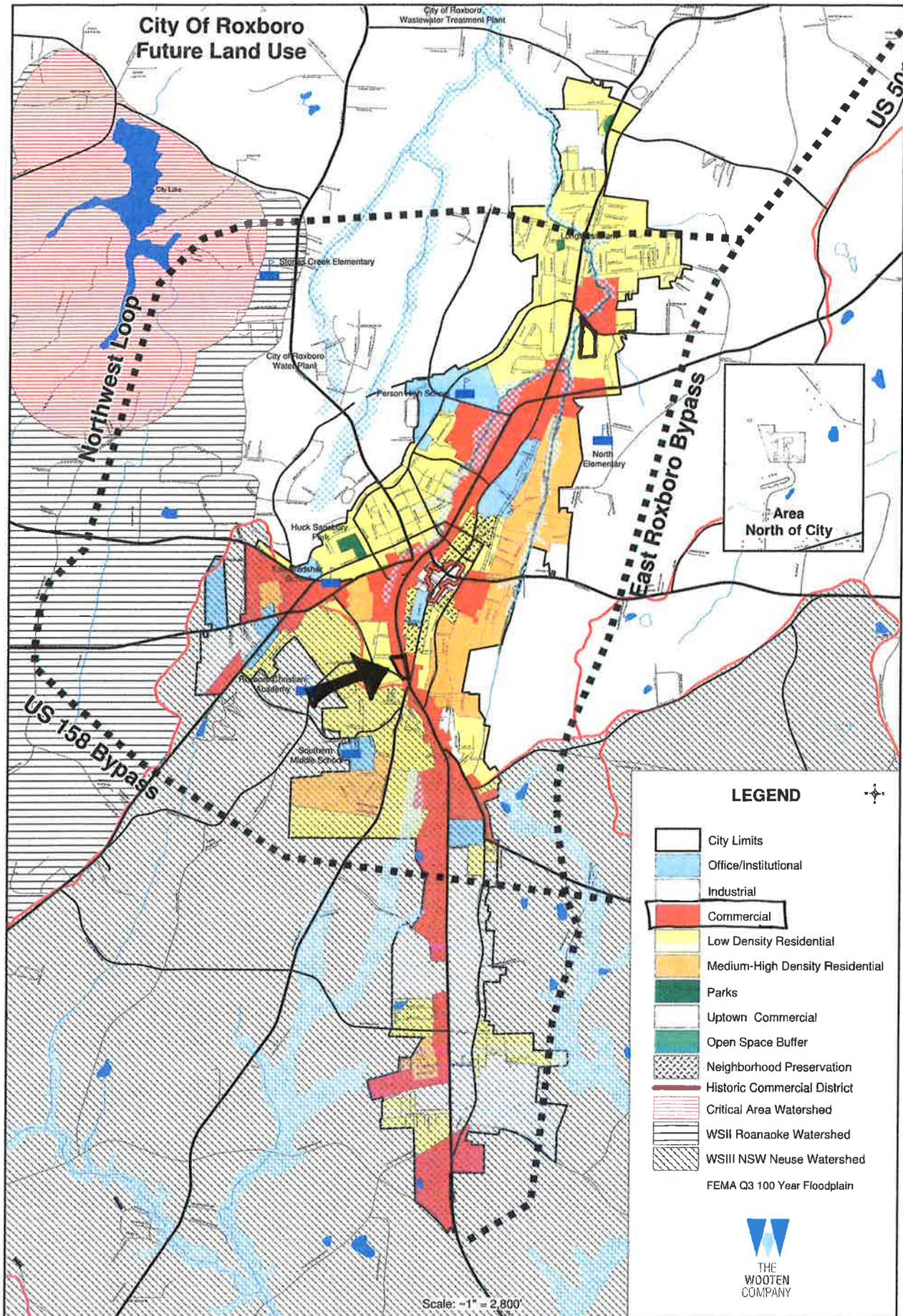
The report reflects the recommendation of the Planning Board, this the 4<sup>th</sup> day of December, 2017.

Attest:

\_\_\_\_\_  
Robert Trotter, Planning Board Vice-Chairman (Acting Chairman in absence of Chair)

\_\_\_\_\_  
Lauren Wrenn, Planning Director

# City Of Roxboro Future Land Use

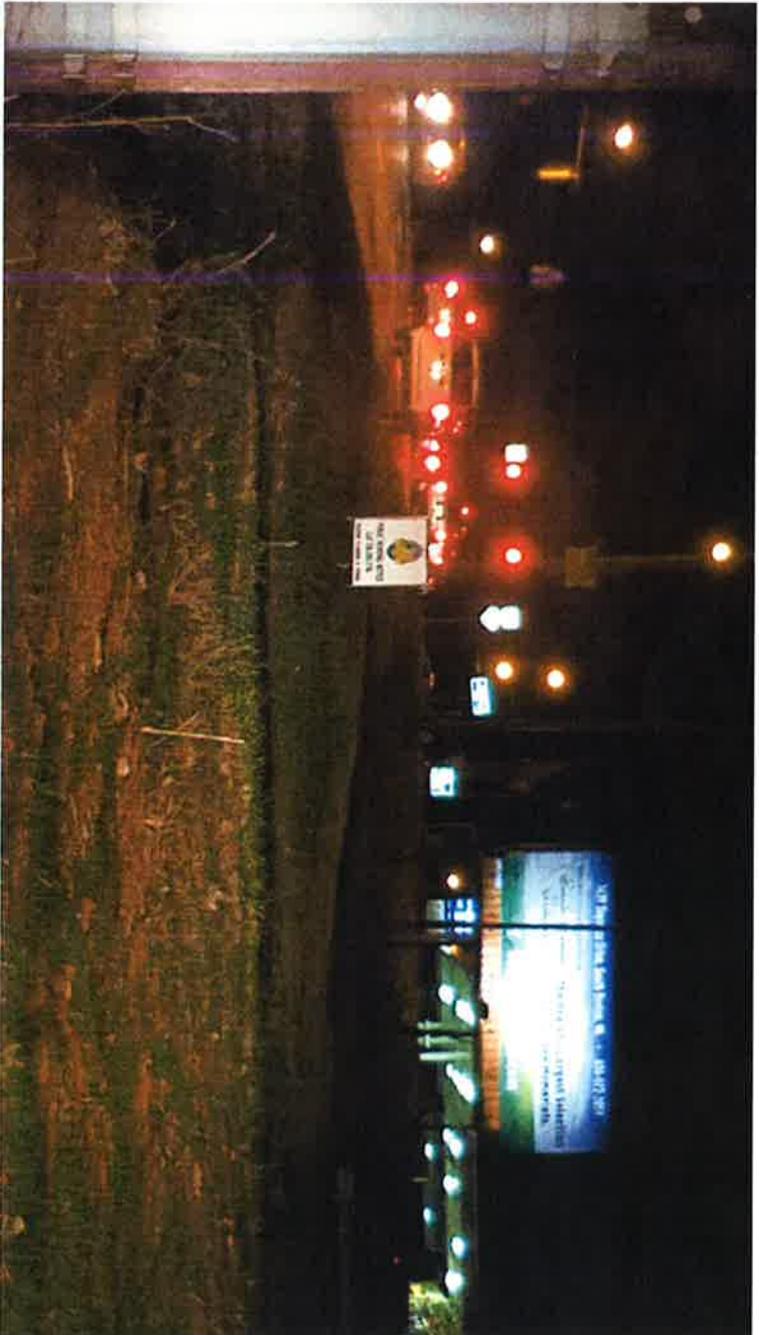


## LEGEND

- City Limits
- Office/Institutional
- Industrial
- Commercial
- Low Density Residential
- Medium-High Density Residential
- Parks
- Uptown Commercial
- Open Space Buffer
- Neighborhood Preservation
- Historic Commercial District
- Critical Area Watershed
- WSII Roanoke Watershed
- WSIII NSW Neuse Watershed
- FEMA Q3 100 Year Floodplain



Scale: 1" = 2,800'



Sign placed on site 11/13/2017 by LSW



## City of Roxboro

December 21, 2017

**J. Linwood Cates**  
**4C Properties, LLC**  
**4708 Chub Lake Road**  
**Roxboro, NC 27574**

Please be advised that your request for a **Rezoning – from R-6 Residential to B-1 Highway Business for the property located adjacent to Madison Boulevard, Map 21 Lot 48** has been received.

The application will be reviewed by the Roxboro City Council at 7 p.m. on January 9, 2017. This meeting is a Public Hearing and will be held at 105 S. Lamar Street, Roxboro, N.C. 27573 in the Council Chambers. You will need to appear to present your request to the board and answer any questions they may have.

If you have any questions regarding this matter, please contact the Roxboro Planning and Development Office at 336.322.6018.



Lauren Wrenn  
Planning & Development Director  
City of Roxboro



## City of Roxboro

December 21, 2017

### Sample

Please be advised that a site adjacent to your property is requesting a;

***Rezoning- From R-6 Residential to B-1 Highway Business, Property under consideration is located off of Madison Boulevard and identified as Tax Map 21 Lot 48.***

The application will be reviewed by the Roxboro City Council at 7 p.m. on January 9, 2017. This meeting is a Public Hearing and will be held at 105 S. Lamar Street, Roxboro, N.C. 27573 in the Council Chambers.

If you have any questions regarding this matter please contact the Roxboro Planning and Development Office at 336.322.6018.



Lauren Wrenn  
Planning & Development Director  
City of Roxboro

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**B-1 Highway Business District**

**Permitted Uses:**

ABC store  
Accessory buildings/uses  
Accessory uses  
Accounting agencies  
Advertising agencies  
Agricultural product warehousing  
Agriculturally-related business  
Antique stores  
Art galleries  
Attorneys  
Automobile parking garages or parking lots (independent)  
Automobile parts and accessories, with installation  
Automobile repair services or body shop  
Automobile sales and service  
Automobile service stations, including routine/minor maintenance  
Automobile window tinting, stereo or rim installation  
Bakery (retail)  
Banks/financial services  
Barber shops, beauty shops  
Book store, including the retail of stationery, books, magazines, newspapers  
Bowling alleys  
Building supplies and sales  
Bus terminal  
Campgrounds  
Car wash  
Catering  
Chiropractic  
College, universities, community colleges  
Coliseums, stadiums designed to accommodate more than 1,000 people  
Commercial greenhouse or nursery  
Community centers  
Community gardens  
Computer sales and repair  
Contractors offices (no outside storage)  
Convenience stores, less than one (1) acre  
Deli  
Dog grooming (no outdoor kennels)  
Drug store  
Dry cleaner, Laundromat  
Electrical equipment sales and repair

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**B-1 Highway Business District (continued)**

**Permitted Uses (continued):**

Office, clerical, research and services not primarily related to goods and merchandise  
Office supplies  
Off-street parking facilities (as permitted by Article 9, Part II)  
Opticians  
Paint store  
Pet cemetery  
Pet store  
Photo studios  
Plumbing repair contractor (no open storage)  
Plumbing repair contractor (open storage allowed)  
Police stations  
Printing, publishing, and engraving establishments  
Private postal shipping and receiving  
Publicly-owned and operated outdoor recreational facilities  
Public utility pumping stations  
Real estate office/appraisal  
Rental of goods, merchandise, and equipment (no outside storage or display of goods)  
Rental of goods, merchandise, and equipment (with outside storage or display of goods)  
Restaurants, excluding fast food & drive thru services  
Restaurants, including fast food & drive thru services  
Sales of goods, merchandise, and equipment (no outside storage or display of goods)  
Sales of goods, merchandise, and equipment (with outside storage and display of goods)  
Self-service storage facility  
Service establishments  
Shoe store or repair  
Signs (as permitted by Article 9, Part III)  
Sporting goods store  
Storage inside completely enclosed structure  
Storage of goods not related to the sale or use of those goods on the same lot where they are stored  
Tailor/dressmaker/seamstress  
Taxi stands  
Tennis courts, commercial  
Tire sales, no outside storage  
Toy store  
Travel agencies  
Truck stop  
Truck wash  
Upholstery – furniture repair  
Veterinarian, animal clinic, no outside kennel

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**B-1 Highway Business District (continued)**

**Special Uses (continued):**

Outdoor athletic and exercise facilities  
Par 3 golf courses  
Repair shops not otherwise listed  
School, elementary or secondary  
Shopping center, less than 30,000 sq ft gross enclosed floor area  
Shopping center, greater than 30,000 sq ft gross enclosed floor area  
Skateboard parks  
Skating rinks  
Swimming clubs  
Tire sales, with outside storage  
Utility company (no open-air storage)  
Water slides

**Special Uses with Supplemental Regulations (refer to UDO Article 7):**

Artisan's workshop (exceeding 3,000 square feet)  
Billiards and pool halls  
Child care center  
Child care center (as an accessory use for a principal business/industry)  
Cemetery  
Crematorium  
Daycare facility, adult  
Mixed Use  
Night clubs and social clubs  
Public utility towers, substations, and storage tanks  
Satellite dish antennas, commercial  
Storage outside completely enclosed structure  
Swimming pools, commercial/community  
Swimming pools, private  
Temporary uses/sales  
Wind energy generating facility, accessory  
Wind farm  
Wireless communication facilities, 50' tall or less

### 3. Authorization for RFQ - Desert Sands

Information to be presented  
at the  
Council Meeting

# 4. Naming of City Parking Lots



December 21, 2017

To: Mayor Newell  
Roxboro City Council

From: Lauren Wrenn, Planning & Development Director

Subject: Consideration of Official Names for Uptown Parking Lots

During the December meeting of the Roxboro Development Group, the Board discussed potential names for the Uptown City parking lots. With the completion of the branding project coming up, RDG plans to develop new marketing materials and signage for the Uptown district. As a part of this process, the group would like to have official names assigned to each parking lot that can be advertised on marketing materials, directional signage, maps, etc. for the purpose of helping visitors and residents locate the free, all-day parking available to them.

For Council's consideration, the Board submits the following names;

- Merritt Commons Lot – for the public lot at the corner of Gordon and Lamar
- City Hall Lot – for the public lot off of Lamar, beside City Hall
- Depot Street Lot – for the public lot off of Depot Street
- North Main Street Lot – for the public lot off of N Main Street, adjacent to Long Memorial Church

## 5. Approval of Police Policy

Information was  
sent ahead of the  
Agenda for  
Council Review

## 6. Budget Calendar

Information to be presented  
at the  
Council Meeting

## 7. DOT Design for Long Ave. - Morgan St.

## DOT Design for Long Avenue/Morgan Street Intersection

DOT officials from Division 5 informed City Staff of the availability additional funding as a follow-up to the September Agenda Item about enhancement at the intersection. The funding, which Long/Morgan are eligible to receive, would allow for a new concept to be considered. The conceptual design is provided in your packet for your review. John Sandor from Division 5 will be on hand to discuss the concept.



## 8. Paving of Old Durham Road

# Asphalt Experts, Inc.

5112 Neal Rd. Suite 100  
Durham, NC 27705

Phone: (919) 384-9889  
Fax: (919) 384-1340

## Commercial Grading & Paving Contractors

<b>To:</b> City Of Roxboro	<b>Contact:</b> Mr. Andrew Oakley
<b>Address:</b> P.O. Box 128 Roxboro, NC 27573	<b>Phone:</b> 336-503-0489 <b>Fax:</b> 336-503-0588
<b>Project Name:</b> Old Durham Road - Rehabilitation - Preliminary Budget	<b>Bid Number:</b> 1
<b>Project Location:</b> Old Durham Rd., Roxboro, NC	<b>Bid Date:</b> 9/14/2017

Asphalt Experts is pleased to quote the following price on the referenced job. Please feel free to call with any questions that you may have.

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
01.	Mill Existing Asphalt To Concrete - Assume 3" Depth 1130 LFX24' (Shady Hill To Commerce Dr.)	3,015.00	SY	\$8.00	\$24,120.00
02.	Demolish & Remove 6" Concrete Roadway (Shady Hill To Commerce Dr.)	3,015.00	SY	\$20.00	\$60,300.00
03.	Fine Grade And Compact Existing Base/Subgrade	3,015.00	SY	\$2.50	\$7,537.50
04.	Install 4 B25.0B Base, 3" I19.0B Binder, & 2" S9.5B Surface (Shady Hill To Commerce Dr.)	3,015.00	SY	\$52.00	\$156,780.00
05.	Chip Seal Existitng Roadway - 2600'x24' - Talberts To Shady Hill	6,935.00	SY	\$3.00	\$20,805.00
06.	Asphalt Overlay - Talberts To Shady Hill - 2" S9.5B	6,935.00	SY	\$11.25	\$78,018.75
07.	Backfill Shoulders In Ovelay Section & Seeding/Mulching	5,200.00	LF	\$5.00	\$26,000.00
08.	Pavement Marking (Paint)	1.00	LS	\$6,500.00	\$6,500.00
09.	Traffic Control	1.00	LS	\$10,000.00	\$10,000.00
10.	Testing	1.00	LS	\$12,000.00	\$12,000.00
11.	Contingency	1.00	LS	\$50,000.00	\$50,000.00

**Total Bid Price: \$452,061.25**

### Notes:

- This proposal is based on the civil drawings by xxxxxxxxxxxxxxxx dated xxxxxx . Prices good for 15 days. Due to recent changes in petroleum products, asphalt prices may change at time of laydown. Asphalt prices are based on the August, 2017 NCDOT terminal asphalt binder price of \$366.00. Price adjustments will be based on the current FOB plant price.
- UNIT PRICES :  
 Drill & Shoot Mass Rock - \$45.00 /cy  
 Drill & Shoot Trench Rock - \$75.00 /cy  
 Mass Ripping - \$15.00 / cy  
 Trench Ripping - \$25.00 / cy  
 Undercut Stockpile on Site - \$6.00 / cy  
 Undercut Haul Off Site Backfill From Off Site - \$30.00 / cy
- Please feel free to contact me at (919) 384-9889 should you have any questions.

Sincerely,

ASPHALT EXPERTS

### Notes:

- Our pricing includes fine grade of the sub grade however it is to be provided within +/-0.1 Ft. and to required compaction by others.

# Asphalt Experts, Inc.

5112 Neal Rd. Suite 100  
Durham, NC 27705

Phone: (919) 384-9889  
Fax: (919) 384-1340

## Commercial Grading & Paving Contractors

<b>To:</b> City Of Roxboro	<b>Contact:</b> Mr. Andrew Oakley
<b>Address:</b> P.O. Box 128 Roxboro, NC 27573	<b>Phone:</b> 336-503-0489 <b>Fax:</b> 336-503-0588
<b>Project Name:</b> Old Durham Road - Rehabilitation - Preliminary Budget	<b>Bid Number:</b> 1
<b>Project Location:</b> Old Durham Rd., Roxboro, NC	<b>Bid Date:</b> 9/14/2017

- Exclusions:
  - Bonds, permits, special insurance, or fees of any kind
  - Engineering or layout
  - Testing of any kind
  - Undercut excavation, disposal, or replacement
  - Curb & gutter backfill or Stone under curb
  - Concrete Curb risers on Wheel Chair ramps
  - Utility Adjustments including (manholes/valve boxes/storm structures)
  - Concrete flatwork on site other than curb & gutter
  - Fine grading for concrete work to be installed by others
  - Prime Coat or Herbicide Treatment
  - Asphalt Patching, Wedging or Milling
  - Pavement Marking
  - Thermo Plastic Marking
  - Weight restricted hauls
  - Traffic Control
  - Retainage after first lift of asphalt is completed
  - Any item not specifically itemized in this proposal

### Payment Terms:

Payment Due 30 Days From Date of Invoice. A 1.5% monthly interest rate will incur on all unpaid invoices after 30 days,

<b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and hereby accepted. <b>Buyer:</b> _____ <b>Signature:</b> _____ <b>Date of Acceptance:</b> _____	<b>CONFIRMED:</b> <b>Asphalt Experts, Inc.</b>  <b>Authorized Signature:</b> _____ <b>Estimator:</b> Brian O'Connell 919-384-9889 boconnell@asphaltexperts.com
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# 9. Financial and Tax Report

**City of Roxboro, North Carolina**  
**Financial Statement - Unadjusted**  
**Modified Accrual Basis**  
**For the Five Months Ended November 30, 2017**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	41.67% Percent of Budget
<b>General Fund (10)</b>					
Ad Valorem Taxes	\$ 4,725,597	\$ 4,725,597	\$ 1,356,748.04	\$ (3,368,848.96)	28.71%
Local Option Sales Tax	1,585,466	1,585,466	722,994.37	(862,471.63)	45.60%
Other Taxes and Licenses	12,000	12,000	6,555.90	(5,444.10)	54.63%
Unrestricted Intergovernmental	983,648	983,648	212,283.96	(771,364.04)	21.58%
Restricted Intergovernmental	637,276	737,276	374,816.09	(362,459.91)	50.84%
Permits and Fees	7,000	7,000	2,505.00	(4,495.00)	35.79%
Sales and Services	667,120	667,120	278,399.72	(388,720.28)	41.73%
Miscellaneous	21,000	41,000	53,573.58	12,573.58	130.67%
Investment Earnings	2,500	2,500	2,689.75	189.75	107.59%
Interfund Transfers	1,131,557	1,165,877	411,065.00	(754,812.00)	35.26%
Sale of Fixed Assets	15,000	15,000	1,462.31	(13,537.69)	9.75%
<b>Total Revenues</b>	<b>9,788,164</b>	<b>9,942,484</b>	<b>3,423,093.72</b>	<b>(6,519,390.28)</b>	<b>34.43%</b>
<b>Expenditures:</b>					
Governing Body - City Council	207,026	207,026	130,166.07	76,859.93	62.87%
City Hall Administration	566,487	600,807	283,121.37	317,685.63	47.12%
Finance	255,152	255,152	117,959.67	137,192.33	46.23%
Sales Tax	88,100	88,100	43,232.11	44,867.89	49.07%
Tax Collections	64,194	64,194	17,584.47	46,609.53	27.39%
Buildings & Grounds	266,923	266,923	63,779.55	203,143.45	23.89%
Safety / Purchasing	22,625	22,625	12,659.23	9,965.77	55.95%
Police	3,127,834	3,169,084	1,265,316.73	1,903,767.27	39.93%
Fire	2,003,748	2,003,748	825,295.53	1,178,452.47	41.19%
Emergency Communications 911	95,800	95,800	1,085.36	94,714.64	1.13%
Transportation - Streets	1,986,644	1,986,644	599,965.29	1,386,678.71	30.20%
Environmental Protection	1,079,582	1,079,582	300,460.93	779,121.07	27.83%
Economic Development	259,281	359,281	84,317.64	274,963.36	23.47%
Cultural & Recreational	500	500	-	500.00	0.00%
Debt Service	539,120	539,120	97,304.69	441,815.31	18.05%
Interfund Transfers	75,000	75,000	-	75,000.00	0.00%
<b>Total Expenditures</b>	<b>10,638,016</b>	<b>10,813,586</b>	<b>3,842,248.64</b>	<b>6,971,337.36</b>	<b>35.53%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(849,852)</b>	<b>(871,102)</b>	<b>(419,154.92)</b>	<b>451,947.08</b>	
<b>Other Financing Sources</b>					
Proceeds of Capital Lease	583,392	583,392	-	(583,392.00)	0.00%
Fund Balance Appropriated	266,460	287,710	-	(287,710.00)	0.00%
<b>Total Other Financing Sources</b>	<b>849,852</b>	<b>871,102</b>	<b>-</b>	<b>(871,102.00)</b>	<b>0.00%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(419,154.92)</b>	<b>\$ (419,154.92)</b>	
<b>Fund Balance Beginning of Year</b>			<b>4,702,534.97</b>		
<b>Fund Balance Current Period</b>			<b>\$ 4,283,380.05</b>		

**City of Roxboro, North Carolina  
Financial Statement - Unadjusted  
Modified Accrual Basis  
For the Five Months Ended November 30, 2017**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	41.67% Percent of Budget
<b>Enterprise Funds</b>					
<b>Revenues:</b>					
Water & Sewer Fund 60					
Charges for Services	\$ 5,236,752	\$ 5,236,752	\$ 2,204,419.22	\$ (3,032,332.78)	42.10%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	14,040.56	(5,959.44)	70.20%
Other Operating Revenues	35,475	35,475	7,573.32	(27,901.68)	21.35%
Nonoperating Revenues	500	500	103.02	(396.98)	20.60%
Interfund Transfers-MERP	-	7,490	-	-	-
Interfund Transfers	924,719	924,719	-	(924,719.00)	0.00%
Sale of Fixed Assets	15,000	15,000	120.00	(14,880.00)	0.80%
<b>Total Water &amp; Sewer Fund 60</b>	<b>6,232,446</b>	<b>6,239,936</b>	<b>2,226,256.12</b>	<b>(4,006,189.88)</b>	<b>35.68%</b>
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	3,484.42	(3,480.58)	50.03%
Nonoperating Revenues	100	100	14.19	(85.81)	14.19%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	704,247	704,247	329,783.51	(374,463.49)	46.83%
Nonoperating Revenues	1,500	1,500	475.91	(1,024.09)	31.73%
Interfund Transfers	-	-	-	-	#DIV/0!
<b>Total Revenues</b>	<b>6,945,258</b>	<b>6,952,748</b>	<b>2,560,014.15</b>	<b>(4,385,243.85)</b>	<b>36.82%</b>
<b>Expenditures:</b>					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	171,938	171,938	47,585.12	124,352.88	27.68%
Meter Section	281,863	281,863	174,994.17	106,868.83	62.08%
Raw Water Supply	58,294	58,294	26,616.59	31,677.41	45.66%
Water Plant	1,400,199	1,401,489	558,428.57	843,060.43	39.85%
Water Maint and Construction	647,114	650,914	257,801.39	393,112.61	39.61%
Wastewater Plant II	127,955	127,955	43,815.71	84,139.29	34.24%
Wastewater Plant	1,194,179	1,194,529	382,605.36	811,923.64	32.03%
Pump Stations	417,978	417,978	159,939.02	258,038.98	38.26%
Wastewater Maint & Construction	436,882	438,932	133,925.88	305,006.12	30.51%
Debt Service	479,487	479,487	470,824.08	8,662.92	98.19%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	1,016,557	1,016,557	411,065.00	605,492.00	40.44%
<b>Total Water &amp; Sewer Fund 60</b>	<b>6,232,446</b>	<b>6,239,936</b>	<b>2,667,600.89</b>	<b>3,572,335.11</b>	<b>42.75%</b>
Triple Tier Fund 61	7,065	7,065	-	7,065.00	0.00%
Capital Reserve Fund 69	705,747	705,747	-	705,747.00	0.00%
<b>Total Expenditures</b>	<b>6,945,258</b>	<b>6,952,748</b>	<b>2,667,600.89</b>	<b>4,285,147.11</b>	<b>38.37%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>(107,586.74)</b>	<b>(100,096.74)</b>	
<b>Other Financing Sources</b>					
Proceeds of Capital Lease	-	-	-	-	#DIV/0!
Interfund Transfers 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 60 WS	-	-	-	-	#DIV/0!
Fund Balance Appropriated 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 69 CR	-	-	-	-	#DIV/0!
<b>Total Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(107,586.74)</b>	<b>\$ (100,096.74)</b>	
<b>Fund Balance Beginning of Year</b>			<b>2,262,190.12</b>		
<b>Fund Balance Current Period</b>			<b>\$ 2,154,603.38</b>		

**City of Roxboro, North Carolina**  
**Financial Statement - Unadjusted**  
**Modified Accrual Basis**  
**For the Five Months Ended November 30, 2017**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	Annual 41.67% Percent of Budget
<b><u>Central Depository</u></b>					
Cash		11100000	1,785,376.17		
BB&T MMA		11100001	128,185.47		
NCCMT		11100002	322,997.46		
Flexible Spending Account AFLAC		11100003	44,914.55		
Roxboro Savings Bank		11100004	518,276.45		
Gateway Bank MMA Finistar		11100005	-		
CD's		11130000	-		
			-----		
<b>Total Cash and Investments</b>			<b>\$ 2,799,750.10</b>		<b>\$2,799,750.10</b>
<b><u>Breakdown by Fund:</u></b>					
General		10	\$ 3,438,980.78		
CDBG-Revolving Loan Fund		13	76,068.96		
Vehicle Special Revenue		26	3,734.32		
Ridge Road Capital Project		30	(589,384.44)		
Stormwater Capital Fund		50	110,724.18		
Enterprise		60	(467,282.35)		
Triple Tier Water		61	19,356.77		
Capital Reserve		69	711,927.62		
Wastewater Plant Capital Project		71	(828,966.78)		
Annexation Area Capital Project		73	198,439.39		
Christmas Club / Flex Fund		75	51,503.12		
LEO Pension Trust Fund		79	74,648.53		
Reserve for Interest Earned			-		
			-----		
<b>Total of Fund's Cash and Investments</b>			<b>\$ 2,799,750.10</b>		<b>\$2,799,750.10</b>

**Fund Balance  
General Fund  
As of November 30, 2017**

	General Fund			
	30-Nov-17 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2018 Budget	Percentage of Prior Year Actual Expenditures
<b>Fund Balances</b>				
Reserved				
Reserved for inventories	\$ 45,118	1.05%	0.42%	0.44%
Reserved by state statute	653,781	15.26%	6.05%	6.33%
Reserved for streets - Powell Bill	287,458	6.71%	2.66%	2.78%
Reserved for cemetery	30,269	0.71%	0.28%	0.29%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>3.15%</u>	<u>1.25%</u>	<u>1.31%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>26.89%</u>	<u>10.65%</u>	<u>11.14%</u>
Unreserved				
Designated by Council	-	0.00%	0.00%	0.00%
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>3,131,766</u>	<u>73.11%</u>	<u>28.96%</u>	<u>30.31%</u>
Total fund balance unreserved	<u>3,131,766</u>	<u>73.11%</u>	<u>28.96%</u>	<u>30.31%</u>
Total equity and other credits	<u>\$ 4,283,380</u>	<u>100.00%</u>	<u>39.61%</u>	<u>41.45%</u>
Budget Ordinance for June 30, 2018, as Amended			\$ 10,813,586	
Prior Year Expenditures				\$ 10,333,189

**City of Roxboro, North Carolina**  
**Fund Balance**  
**Enterprise Fund**  
**As of November 30, 2017**

	<b>Enterprise Fund</b>			
	<b>30-Nov-17 Fund Balances</b>	<b>Percentage of Total Fund Balance</b>	<b>Percentage of Fiscal Year 2017 Budget</b>	<b>Percentage of Prior Year Actual Expenditures</b>
<b>Fund Balances</b>				
<b>Reserved</b>				
Reserved for encumbrances	\$ 14,267	0.66%	0.27%	0.28%
Reserved by state statute	422,861	19.63%	8.10%	8.26%
Reserved for capital outlay (C89 + C91)	<u>939,197</u>	<u>43.59%</u>	<u>17.98%</u>	<u>18.34%</u>
Total fund balance reserved	1,376,325	63.88%	26.35%	26.88%
<b>Unreserved</b>				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>778,278</u>	<u>36.12%</u>	<u>14.90%</u>	<u>15.20%</u>
Total fund balance unreserved	<u>778,278</u>	<u>36.12%</u>	<u>14.90%</u>	<u>15.20%</u>
Total equity and other credits	<u>\$ 2,154,603</u>	<u>100.00%</u>	<u>41.25%</u>	<u>42.08%</u>
Budget Ordinance for June 30, 2017, as Amended			\$ 5,223,379	
Prior Year Expenditures				\$ 5,120,360

## 10. Assistant City Manager's Report

## **Assistant City Manager's Report**

**First Winter Storm of 2018** – The US Weather Service called for a winter storm on Wednesday January 3, 2018. The storm was supposed to be east of Raleigh. Mainly a coastal event. After some discussion, Public Service Superintendent Eddie Moody decided to brine the phase 1 streets. The discussion was whether to do anything since the weather service call for the event to be mainly east of I 95. Eddie's thinking was better safe than sorry. Plus, brine is relatively inexpensive. It is the cheapest aspect of snow removal. It turned out to be the right call. The Public Work crews worked throughout the night putting out salt. There was not enough snow to scrape. The Public Works crews sprayed 1,200 gallons of brine prior to the event and then spread 48 tons of salt Wednesday night.

**Cold Weather and Water Leaks** – The cold weather has led to a rash of water leaks. It happens every year, but with this year getting so cold, so quick and lasting for over a week, it has created more leaks than usual. In a span of 6 days, starting on December 29 through January 3, Public Utilities crews responded to 8 major water line breaks. Five of the eight breaks occurred during the weekend and New Year Day. In addition to the major breaks, there have been over 20 additional calls to frozen meters and busted yokes. A major break on a large water line averages 3-4 hours to repair and that is after getting an emergency locate from 811. The utility location service 811 allows utilities three hours to mark an emergency locate. Therefore, it can take up to 6- 7 hours to repair a broken water main.

## 11. Manager's Report



## City of Roxboro

### MEMORANDUM

TO: Mayor Newell and City Council  
FROM: Brooks Lockhart  
SUBJECT: Manager's Report  
DATE: January 9, 2018

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- Please take note of several upcoming dates.
  - Good Morning Coffee Hour-A Response to Human Trafficking  
Wednesday, January 10<sup>th</sup>, 8am at Golden Corral
  - City Council Planning Session, January 11<sup>th</sup>, 6:30pm at RPD Training Room
  - Roxboro Area Chamber of Commerce Annual Banquet, January 18<sup>th</sup> at Palace Pointe
  - EDC/PCBIC Meetings, January 23<sup>rd</sup>, 4pm at Piedmont Community College in Room S-100
  - City Council Meeting, February 13<sup>th</sup>, 7pm at City Hall
- City Finance and County IT Staffs have been working hard on our conversion to the new fiscal management software, Encode. Key staff have been holding weekly meetings and limited staff has begun training. A technology assessment was undertaken which was accounted for in the Budget Amendment presented to Council earlier in the meeting. Currently, there is some concern about the data migration and we are attempting the most cost-effective strategy for addressing it. If this strategy fails, we will need to apprise Council of our other options and their costs.
- Updates are continuing to the City's website. Staff is working on a new action item list for next steps for the website; if you have any thoughts about updating functionality please let me know. We have changed the photos in the main page carrousel to reflect the wintery weather. Hopefully we can hold a contest for local photos, as noted in the Courier in early articles about the website.
- City Staff spoke with USDA RD Staff at the regional office on the first week of January and were informed that the application is still under review. We anticipate a conditional offer letter from USDA RD should be issued soon.
- Finally, I would like to extend a thank you to all the city staff working to ensure the public safety during this most recent extended cold weather event. Thank you to the public works staff for their hard work keeping our roads clear during the recent storm. I want to extend a special thank you to the water line crews for the major amount of work that has been done on line repairs resulting from this weather event.