

AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, APRIL 11, 2017 at 7:00 P.M.
CITY HALL COUNCIL CHAMBER

CALL TO ORDER		Mayor Marilyn P. Newell
INVOCATION:		
PLEDGE OF ALLEGIANCE:		Mayor Marilyn P. Newell
AGENDA ADOPTION:		Mayor Marilyn P. Newell
CONSENT AGENDA		Mayor Marilyn P. Newell
Minutes		
Fire Department		
Police Department		
Fuel Expenditures		
Public Works		
Planning/RDG Report		
PUBLIC COMMENT:		
<i>(5 minutes per Citizen)</i>		Mayor Marilyn P. Newell
RECOGNITIONS:		
PUBLIC HEARINGS AND ORDINANCE MATTERS:		
1. Special Event Permit – “Personality” – Public Hearing		Alicia Puryear, Roxboro Chamber
2. Special Event Permit – Bethel Hill Ruritan Club – Public Hearing		Jimmy Wilkins, Bethel Hill Ruritan Club
NEW BUSINESS:		
3. Resolution to Declare Surplus		Public Services Director Andy Oakley
4. Set Public Hearing for Adoption of UDO		Int. Planning Director Lauren Wrenn
5. Set Public Hearing for Heirloom Rest. – Handicap Parking Spot		Int. Planning Director Lauren Wrenn
6. Set Public Hearing for Rezoning Request – Strickland & Jones Funeral Home		Int. Planning Director Lauren Wrenn
7. Revolving Loan Request		Finance Director Dan Craig
OLD BUSINESS:		
8. Crosswalk Update		Assistant Manager Tommy Warren
COMMITTEE REPORTS		Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:		
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
COUNCIL DISCUSSION:		
CLOSED SESSION:		
ADJOURNMENT:	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, April 11, 2017.

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 March 20, 2017, Local Government Day (*Regular Meeting*)
- Fire/EMS Monthly Report (*March 2017*)
- Police Dept. Monthly Report (*March 2017*)
- Fuel Expenditures Monthly Report (*March 2017*)
- Public Services Monthly Report (*March 2017*)
- Planning/RDG Monthly Report (*March 2017*)

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
MONDAY MARCH 20, 2017 – 9:00 A.M. LOCAL GOVERNMENT DAY
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

Members Present: Mayor Marilyn P. Newell
Mayor Pro Tem William Davis
Council Member Henry Daniel
Council Member Byrd Blackwell
Council Member Sandy Stigall
Council Member Mark Phillips

Others Present: City Manager Brooks Lockhart
Assistant City Manager Tommy Warren
City Clerk Trevie Adams
City Attorney Nick Herman

Members Absent:

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 9:00 a.m. welcoming everyone in attendance with a special welcome for the students and teachers of Person High School in observance of Local Government Day. **Public Works Director Andy Oakley** delivered the invocation.

PLEDGE OF ALLEGIANCE:

Mayor Marilyn P. Newell 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, asking for any corrections or additions. **Council Member Henry Daniel offered a motion to approve the agenda as presented with a second by Council Member Sandy Stigall** and upon being put to a vote was carried unanimously.

CONSENT AGENDA ADOPTION:

Mayor Newell presented the consent agenda and asked for any comments or corrections explaining to the students that the consent agenda is comprised of staff reports and minutes and may be voted on with one motion. **Council Member Mark Phillips offered a motion to approve the consent agenda as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

RECOGNITION:

Mayor Marilyn P. Newell presented her “*State of the City*” address. Some highlights included the Dan River Re-classification, the upcoming CMAR project at the Wastewater Plant, help of the Roxboro Fire Department with Christmas decorations and the work done on the Veteran’s Park, Citizens Academy offered by the Roxboro Police Department, Chief Hess attending the FBI training, the Roxboro Fire Department sending “Old Betsy” to Pennsylvania to be refurbished, beautification in uptown Roxboro that include the installation of decorative lights in the alley next to Long Law Firm and the cross roads project at the intersection of Depot Street, Main Street and Reams Avenue to mention just a few of the projects going on in the City of Roxboro. Mayor Newell expressed appreciation to the citizens, Council, and

employees for the City of Roxboro for their dedication and hard work to make the City of Roxboro the very best.

PUBLIC COMMENT:

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

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Speed Limit for Windsor Dr., Dolly St. & Dover St. - *Public Hearing*

Mayor Marilyn P. Newell opened the Public Hearing at 9:31 a.m. **City Manager Brooks Lockhart** presented the Mayor and Council with an amendment to Code of Ordinances Title VII: Traffic Code as requested for a reduction of and posting of the speed limits on Windsor, Dover and Dolly Streets. The request was for a speed limit of 25 mph to try and curtail speeding in this residential area. After a brief discussion, **Mayor Newell closed the Public Hearing at 9:35 a.m.** **Council Member Mark Phillips offered a motion to approve Text Amendment, Title VII: Chapter 75 Traffic Code as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously. **Clerk's Note: A copy of said text amendment is hereby incorporated into the minutes of this meeting.**

2. Special Event Permit – Piedmont Community College - *Public Hearing*

Mayor Marilyn P. Newell opened the Public Hearing at 9:40 a.m. **Beth Townsend** with Piedmont Community College presented the Mayor and Council with an application for a special event, "Step Into the Arts" that will be a three day event that will provide our community with the opportunity to celebrate North Carolina culture and art. Ms. Townsend stated that they are requesting a street closure for Saturday, April 8, 2017 from 10:00 a.m. – 4:00 p.m. from Merritt Commons to the Court House. After a brief discussion, **Mayor Newell closed the Public Hearing at 9:45 a.m.** **Council Member Mark Phillips offered a motion to approve the Special Event Permit as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

OLD BUSINESS:

NEW BUSINESS:

3. Leheigh Mobile Home Park – Water Meters

Assistant Manager Tommy Warren reported to the Mayor and Council that CHG-MHP Management, LLC purchased Leheigh Mobile Home Park in February, 2017. The park is located inside the city limits and has a private water and sewer system. Currently the mobile home park has a master water meter and the park pays one bill for total water usage inside the park. The new owners are requesting that they be allowed to install individual water meters and have the city read and bill each lot in the park. The new owners have agreed to retain ownership and maintain the existing private water and sewer lines in the park.

CHG-MHP Management, LLC is proposing to install City specified hardware (meter setters, meter boxes and lids) and purchase the meters from the City at their expense.

Mr. Warren asked that the following stipulations be included in the approval of the request:

- The rate charged to Leheigh Mobile Home Park be at the double rate. The existing infrastructure is private and consist of 1" PVC water lines that are as old as the park. The extra tier will help to offset lost water if the leaks are not repaired promptly.

- The existing master meter be retained and if leaks are not repaired promptly, the extra water usage will be billed to the park owners.
- New meter connections will be installed at all existing lots, including the park office prior to the City starting to bill the tenants.
- The owners will allow the City access to read and replace the meters plus to investigate possible leaks in the water lines.

After a brief discussion, it was the consensus of the Council to move forward and bring a Resolution for consideration and adoption to the April 10, 2017 City Council Meeting.

4. **Consideration of Renovation and Repurpose of City Flower Bed**

Interim Planning Director Lauren Wrenn presented Council a request from Black Creek Brewery owners that will be located at 111 Depot Street to redesign the city owned planter bed. The City would retain ownership, but the proprietors would like to redesign for usable outdoor service. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the request as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

COMMITTEE REPORTS: Council Member Henry Daniel and RDG Director Lauren Wrenn attended the annual Main Street Conference in Shelby, North Carolina. **Council Member Mark Phillips** attend the Chief's Association meeting.

ADMINISTRATIVE REPORTS:

5. **Financial & Tax Report**

Interim Finance Director Dan Craig presented Council with the Financial Statement ending January 31, 2017 and the tax report ending February 28, 2017. **Clerk's Note: A copy of said Financial and Tax Report are hereby incorporated into the minutes of this meeting.**

6. **Assistant Manager's Report**

Assistant Manager Tommy Warren reported to the Mayor and Council that work has begun on rebuilding the east clarifier at the Wastewater Treatment Plant. This is the third and final clarifier to be rebuilt and should be completed within thirty days.

Earlier in March a large sink hole appeared in Somerset Drive above the culvert. Investigation revealed that the culvert had rusted out. Since that time, the culvert was replaced in two sections so that one lane of the street could be kept open during the replacement.

Informal bids were received on Monday, March 13, 2017, for the uptown crosswalk renovation project. The bids were approximately \$40,000 over budget. Staff will be meeting with the low bidder and engineer to discuss ways to lower the cost and changes to the project that would bring it within budget.

7. **Manager's Report**

City Manager Brooks Lockhart noted some dates of interest that included the City Wellness Assessment to be held on April 4th and 5th at the Police Department Training Room and Open Enrollment, May 23rd and 24th at City Hall.

Mr. Lockhart stated that a request has been received from the Region K Community Assistance Corporation (non-profit administered by Kerr-Tar COG) for the City of Roxboro to maintain our partnership with the Senior Center by providing some services for the new Senior Center Facility. The request is as follows:

- To maintain the parking lot and sidewalks at 87 Semora Road.

- To provide for snow removal at this property.
- To maintain the landscaping including shrubbery and grass at this property (mowing, leaf collection, pruning, mulching).

Also, any agreement would be made directly with the Region K CAC (Kerr-Tar COG).

After some discussion, it was the consensus of the Council to send a refusal of the proposal at this time stating this is County property and should be maintained by the County and the City does not have the extra man power to fulfill this request.

Mr. Lockhart stated that he would like to schedule a work session prior to the April 11th regular scheduled meeting. The purpose would be to discuss the following budget items: Fiscal Management Software, Health Insurance premium increases, pension (LGERs) increases, post-employment benefits, and possibly the enterprise fund rate analysis being conducted by the NC Rural Water Association. After a brief discussion, **Council Member Henry Daniel offered a motion to set the planning session for Tuesday, April 4, 2017 at 6:30 p.m. and to meet in the Roxboro Police Department Training Room, with a second by Mayor Pro Tem William Davis** and upon being put to a vote, was carried unanimously.

COUNCIL DISCUSSION:

No discussion at this time.

Council Member Sandy Stigall offered a motion to enter into Closed Session per NCGS 143-318.11(a)(5) Negotiation of Contract with a second by Council Member Mark Phillips and upon being put to a vote was carried unanimously.

Council Member Mark Phillips offered a motion to re-enter into Open Session with a second by Mayor Pro Tem William Davis 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 Henry Daniel to adjourn this meeting** and upon being put to a vote, was carried unanimously. Meeting adjourned at 12:07 p.m.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

March 20, 2017

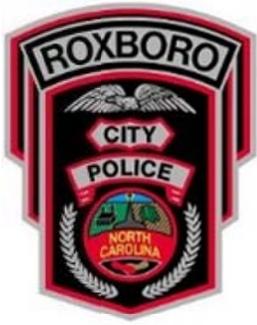


**City of Roxboro
Fire and Rescue Department**

Date: April 5, 2017
To: Mayor Newell
Roxboro City Council
From: Kenneth M. Torain, Fire Chief

Highlight

- **Responses** - During the month of March the City of Roxboro Fire Department responded to 17 fire calls within the city limits, and 30 fire calls outside the city limits. Also, the department responded to 80 first responder calls within the city, and 29 first responder calls in our county response district. Over the course of March, we had to call back off-duty personnel and auxiliary personnel for a total of 2 full alarms. Roxboro Fire Department responded to 167 dispatched calls this month.
- **Local Government Day** During the event we had several kids that showed a lot of interest in the Fire Service and wanted to know if we were going to offer something in the school system.
- **Lowes Safety Day** Roxboro fire department hosted a safety day at Lowes Home Improvement. During the event we had EMS, Sheriff Department, and a canine handler on scene. We also had a car seat safety check.
- **Traffic Incident Management** Chief Torain instructed the course for all of EMS personnel during the month of March. The class is meant to help first responders to think in a more safe manner during traffic accidents. Secondary accident is where we get hurt or killed.
- **Training Facility** We continue to make improvements to the Hill Street training facility. We will be adding several connex boxes to the location for the purpose of control burns.
- **Old Senior Center.** The old senior center location will be used for a large training activity coming on April 20,21,22,23. It took the fire department 18 months to get the class that will only be taught in North Carolina in two locations. The class will be taught by five instructors from the Office of the State Fire Marshal



ROXBORO POLICE DEPARTMENT



*109 North Lamar Street
Roxboro, North Carolina 27573*

Office 336 599 8345

www.cityofroxboro.com

City Council Report

March 2017

Patrol Division

Highlighted Events

- Sgt. Walker worked with Captain Kirby to mitigate a forecasted liability issue with a local medical facility related to transporting patients.
- Several motor vehicle compliance check points were conducted throughout the month.
- Motor vehicle crashes rose this month. Diminished workforce availability reduced proactive enforcement of motor vehicle laws to reduce crashes.

Community Policing

- Sgt. Horton and Officer Whitlow were invited to Long Memorial Preschool for a child who wanted the police to attend for "Special Day". Officers demonstrated the technology used in modern policing and talked with the children about the police being their friends.
- A group of girls brought officers "Lifesaver" bags as a reminder of things police do to stay safe.
- Chief and Captain Kirby conducted foot patrols in the Uptown business district and spoke with several people walking around.



Monthly Activities

- Calls for Service – 1526
- Incident Reports- 98
- Vehicle Crashes – 49
- Citations – 167
- Warnings – 109
- Misdemeanor Arrests – 36
- Felony Arrests – 16

Criminal Investigations Division

- Det. Furstenau closed out financial crime and identity theft with an arrest yielding thirteen felonious charges.
- Located and recovered a missing juvenile.
- Detectives made an arrest in a felonious assault case that hospitalized the victim for two months.
- Lieutenant Hughes graduated the North Carolina State University Law Enforcement Executive Program (LEEP).
 - The LEEP program is an undergraduate level police executive course that teaches police ethics, personnel law, communications, and strategic management to name a few courses.
 - Participants must complete a case study that has the teams playing the role of a new chief of a problem-plagued law enforcement agency. The participants final grade is determined on how comprehensive their case study was along with their presentation.



Total Numbers for the Month

- Number of cases assigned 20
- Follow up hours in field 184
- Phone follow up hours 51
- Hours spent doing paperwork 145
- Call outs 4
- Out of town follow ups 1
- Felony warrants - 22
- Misdemeanor warrants 0
- Cases closed: 12
 - Leads exhausted: 2
 - Closed by warrants or unfounded: 5

- Arrests 4
- Felony packets 9
- Number of interviews conducted 13

Forensic Investigations conducted by Detective Howe

Roxboro Police Department – 7	Oxford Police Department- 7
Chapel Hill Police Department – 12	Person County Sheriff’s Office- 2
Creedmoor Police Department- 0	Hillsborough Police Department- 0
Butner Police Department - 0	Granville County Sheriff’s Office- 0

Street Crimes Unit

- New personnel transitions into our Street Crimes Unit began during the month of February. More personnel should transition by April. Personnel are already working with informants.
- New personnel have several active investigative cases.

Administrative Services Unit

- Attended numerous OSSI site trainings in preparation for the new records software migration.
- Evidence Custodian Tanya Thomas completed DCI certification which allows her to complete evidence destruction court orders without the assistance of other personnel.
- Assisted HR with new hire applicant reviews and pre-screening interviews.
- Mitigated several IT infrastructure issues related to a storm. The storm caused an electrical malfunction with the internal security camera system resulting in an unanticipated \$1,200 repair. In addition the car camera software system required vendor support. No data was lost on the in car camera system.
- All of the department’s RADAR’s received the required annual.
- Prepared a list of surplus property for Phillip.

Administration

Meetings

- All lieutenants, deputy chief and chief hosted several meetings related to succession planning, hiring processes and daily business matters.
- Met with community members to address traffic complaints and other quality of life concerns.
- Chief attended PAAL BOD, NC Chiefs Association BOD, NCFBINAA meeting and training session, facilitated FBINA orientation in Charlotte for Session 268
- Captain Kirby presented at Kiwanis meeting.

Highlighted Events

- Organized and facilitated a tour of the department for the Person County Home School Association
- The OSSI project has many moving parts and weekly meetings. Implementation of the 911 CAD function will go live in April. Our RMS side of the project is planned to go live by July.
- Administration assisted with oversight of a drug search warrant executed in the city.

Personnel

- A member of command staff is out on extended medical leave. Several other command staff leaders are absorbing their duties.
- Administrative Services and HR are working through several applicants to fill current vacancies.



THANK YOU FOR YOUR CONTINUED SUPPORT



City of Roxboro, North
 Distribution of Gas Tax
 28-Feb-17

Lawn Mowers
 Weed Eaters
 Chain Saws
 Gas Cans, ETC.

Shell
 Account Number: 80-001-3945-4

Gas 0.5260
 Diesel 0.5860

0.04
 2.00%
 2.00%
 per gallon
 Discount

Net
 Cost
 Average
 Cost
 Per Gallon

Card Number	Dept Number	Make	Model	Gallons	Total Cost	Tax Adjust	per gallon Discount	2.00% Discount	Net Cost	Average Cost Per Gallon
Summary										
1	4120	City Hall		19.84	43.65	10.44	0.79	0.40	32.02	2.200
2	4130	Finance		-	-	-	-	-	-	#DIV/0!
3	4160	Public Buildings		185.35	393.10	97.49	7.41	3.71	284.48	2.121
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	-	#DIV/0!
		Total Administrative		205.19	436.75	107.93	8.21	4.10	316.51	2.129
5	4310	Police		1,721.50	3,682.24	905.51	68.86	34.43	2,673.44	2.139
6	4311	CID		162.42	346.83	85.43	6.50	3.25	251.65	2.135
26	4312	Narcotics		13.78	28.92	7.25	0.55	0.28	20.84	2.099
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		1,897.70	4,057.99	998.19	75.91	37.95	2,945.94	2.138
7	4340	Fire		1,275.14	2,870.62	718.93	51.01	25.50	2,075.18	2.251
8	4341	Fire Inspections		43.84	94.63	23.06	1.75	0.88	68.94	2.159
		Total Fire Dept.		1,318.98	2,965.25	741.99	52.76	26.38	2,144.12	2.248
10	4510	Public Services		192.33	411.35	101.17	7.69	3.85	298.64	2.139
11	4511	Streets		372.07	863.46	206.80	14.88	7.44	610.44	2.321
12	4512	Street Cleaning		-	-	-	-	-	-	#DIV/0!
13	4513	Garage		158.20	374.81	84.93	6.33	3.16	280.39	2.369
14	4710	Residential Garbage		1,034.39	2,451.05	606.15	41.38	20.69	1,782.83	2.370
15	4711	Commercial Garbage		713.62	1,691.42	418.18	28.54	14.27	1,230.42	2.370
16	4740	Cemetery		103.51	231.53	54.45	4.14	2.07	170.87	2.237
		Total Public Services		2,574.12	6,023.62	1,471.68	102.96	51.48	4,373.60	2.340
		Total General Fund		5,995.99	13,483.61	3,319.79	239.84	119.92	9,780.17	2.249
18	7112	Meter Reading		198.33	424.99	104.32	7.93	3.97	308.77	2.143
19	7114	Lake Warden		74.70	160.02	39.29	2.99	1.49	116.25	2.142
25	7118	Pump Stations		325.02	770.01	170.96	13.00	6.50	579.55	2.369
20	7120	Water Plant		124.43	270.27	66.53	4.98	2.49	196.27	2.172
21	7121	Water Line Maintenance		254.08	586.58	143.38	10.16	5.08	427.96	2.309
22	7130	WWTP		24.77	52.00	13.03	0.99	0.50	37.48	2.099
23	7131	Sewer Line Maintenance		421.54	935.59	228.93	16.86	8.43	681.36	2.219
24	7132	WWTP II		60.26	134.60	31.70	2.41	1.21	99.29	2.234
		Total Enterprise Fund		1,483.13	3,334.06	798.14	59.33	29.66	2,446.93	2.248
		Total All Funds		7,479.12	16,817.67	4,117.93	299.16	149.58	12,227.10	2.249

Public Services Department Monthly Report



City of Roxboro

April 2017

Public Utilities Department	Public Works Department																																																			
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1. Special Event Permit - Personality Public Hearing



City of Roxboro Special Event Permit Application

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: Roxboro Area Chamber of Commerce
Address: 211 N. Main St. City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 599-8333 Cell Number: 843-343-6149 Fax Number: 599-8335
Primary Contact: Alicia Puryear
Address: same City: _____ State: _____ Zip Code: _____
Daytime Phone Number: 336-599-8333 Cell Number: 843-343-6149 Fax Number: 336-599-8335

II. General Event information:

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

Personality Festival

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:

1 1/2 day festival with food, craft + business vendors, amusement rides and local entertainment to provide family friendly fun for our community.

Please indicate the following:

- a. Proposed Event Date(s): Friday, August 25 + Saturday August 26
- b. Proposed Time Period(s) of the Event: Friday (5-10pm) - Saturday (10am-5pm)
- c. Location of Event: Uptown Roxboro
- d. Approximate Number of People to Attend the Event: 10,000 +

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

Amusement rides, food vendors, booths (craft merchandise, business awareness), Little Miss + Mr. Personality, live entertainment

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: Security for both days - amount to be determined placement of barricades
- Fire: They usually help with water access
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): please see attached
- Other:

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):

Main Street from Kirby Theater to Merritt Commons Court and Abbott from Main Street to Lamar Street
Additional Details Attached

Specify number of:

100± Goods/Food Vendors 5± Animals 5± Recreational equipment (i.e. bounce house, rides, etc.)

Are you serving/selling food at your event? Yes Vendors will be selling/serving

*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) *Separate Application from RODG*

*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:

Sponsor banner 4' x 8' on wood stand near stage / DJ station

Please provide copies of the following with the completed application:

- a. Proof of Liability Insurance for event *Requested from Thompson-Allen*
- 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.

Alicia Puyean

Applicant Signature

Date: 3/7/17

Alicia Puyean

Responsible Planner/On-Site Manager

Date: 3/7/17

**RELEASE AND HOLD HARMLESS
AGREEMENT**

STATE OF NORTH CAROLINA

COUNTY OF PERSON

The undersigned, having received permission from the City of Roxboro to conduct Personality Festival on 8/25 + 8/26, 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:

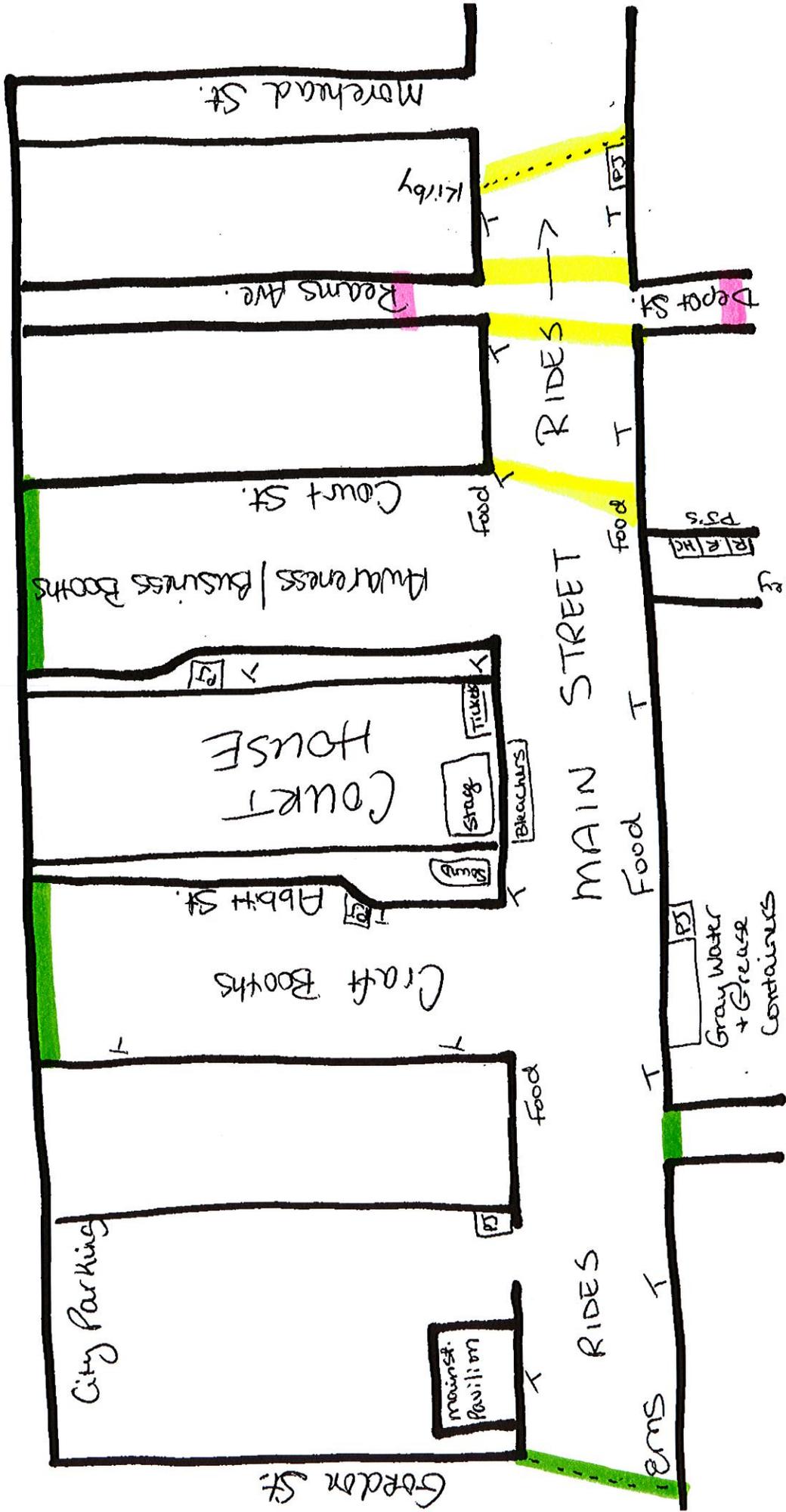
This the 7th day of March, 2017

Alicia Puyea
(Signature)

Notary Witness: Shirley M. Briggs
(Seal)

1 - Trash containers
PJ - Porta-Johns

Lamar St.



Thursday night barricades

Friday Am barricades

Friday PM barricades

Special Events Application

II. Date, Time, Place, and Route

- a. Proposed Event Date
August 25 - 26, 2017
Tentative Rain Date of Sunday, August 27, 2017
- b. Proposed Time Period of the Event
Friday, August 25 - 5:00 pm - 10:00 pm
Saturday, August 26 - 10:00 am - 5:00 pm
Tentative Rain Date Sunday, August 27, 2017 - 1:00 pm - 7:00 pm
- c. Location of Event
Uptown Roxboro
- d. Approximate Number of People
Approximately 10,000+ have attended this event in the previous years.

Police, emergency, public services, liability insurance

Police - The Roxboro Police Department will place barriers at each road closing as shown on attached map. Additional police officers will provide security during the event.

Fire - We have and will be working very closely with the Roxboro Fire Department to maintain a safe and clear route for them to reach hydrants and businesses.

Public Services - See attachment for road closings. Provide a location for grey water disposal. The Chamber will be responsible for the grease container and pickup. Provide truck for moving the bleachers and possible manpower. Clean streets before and after event.

III. Venue Details

- d. Barriers or Traffic Control Devices - (please see map for location of concession stands, booths, platforms, bleachers, toilet facilities and garbage facilities.)

Barricades for Friday, August 25th and Saturday, August 26th should be as follows:

Thursday from 7pm to Saturday 7pm:
 - a. Close Main Street from stoplight at Reams/Depot to Long Memorial Church Parking Lot Entry near Kirby Theater
 - b. Close Main Street from stoplight at Reams/Depot to corner of Court and Main
Friday from 3:00am until Saturday 7:00pm:
 - c. Main Street at Gordon Street
 - d. Abbitt Street at Lamar Street
 - e. Court Street at Lamar Street

f. Main Entrance to Yesterday's Interiors

Friday from 3:00pm until Saturday 7:00pm

- a. Depot Street at Old Senior Center Parking Lot
- b. Reams Avenue at First Driveway behind the Roxboro Building

If rain date is utilized the above barricades should apply on Sunday, August 27th beginning at 10:00 am until 9:00 pm.

1. Extent of Activity

Streets will occupy mechanical rides, vendors and booths. Sidewalks will be open to the public and will also allow Main Street businesses to display and sell their goods on the street. Almost all vendors will be required to use their generators with the rare exception of a couple who may need to utilize the outside outlets overnight at the Tax Office building which the Chamber paid to have installed for this purpose. Vendors, porta-johns and trash containers will be located throughout all the streets. Bleachers will be located on Main Street in front of the Court House as well as a temporary stage for performances. Fire hydrants are located in the area.

2. General description of activities

Amusement rides for children of all ages, entertainment provided by different groups, craft booths, awareness booths, and food vendors.

There will be alcohol served on Friday evening August 25th during the Music on Main. Roxboro Development Group will be in charge of that event which will take place at Merritt Commons. Separate paperwork/applications will be submitted for that as an independent event.

2. Special Event Permit - Bethel Hill Ruritan Club Public Hearing



City of Roxboro Special Event Permit Application

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: Bethel Hill Ruritan Club
Address: 457 White OAK DR. City: Roxboro State: NC Zip Code: 27574
Daytime Phone Number: 336-503-2041 Cell Number: _____ Fax Number: _____

Primary Contact: Jimmy Wilkins
Address: 457 White OAK DR. City: Roxboro State: NC Zip Code: 27574
Daytime Phone Number: 336-503-2041 Cell Number: _____ Fax Number: _____

II. General Event information:

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

Bethel Hill Ruritan Club Pig Cook-off

Please select the type of event:

- Parade
- Run/Walk Race
- Concert
- Ceremony
- Festival/Street Fair
- Protest
- Picket
- Other Cook off

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: A few tables/chairs

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

① BANNER 6' X 3' INDICATING SPONSORS

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.**

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

This will be a cookoff with approximately 10 teams.
Barbecue plates + by the pound will be sold to the public.
Bluegrass - Local - music at Merritt Commons. Judging 11am.
Food - 12pm

Please indicate the following:

- a. Proposed Event Date(s): SAT. April 22, 2017
- b. Proposed Time Period(s) of the Event: Setup 4/22/17 12am - Over at 4pm
- c. Location of Event: Merritt Commons Clean-up till 6pm
- d. Approximate Number of People to Attend the Event: 10 cooks - 500 people

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

10 Teams will cook barbecue to be judged at 11am. Sale of
Barbecue starts at noon. Event over at 4pm. Clean up
finished by 6pm. Local Bluegrass groups at the Pavilion.

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: _____
- Fire: _____
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): _____
- Other: _____

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):

Merritt Commons

Specify number of:

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

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

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

IV. Cancellation Policy

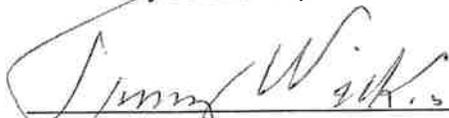
The City Manager, Roxboro Police Department, or their designee, has the authority to end the event prior to schedule based on any of the following:

- 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: 3-27-17



Responsible Planner/On-Site Manager

Date: 3-27-17

**RELEASE AND HOLD HARMLESS
AGREEMENT**

STATE OF NORTH CAROLINA

COUNTY OF PERSON

The undersigned, having received permission from the City of Roxboro to conduct _____ on _____, 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 _____ day of _____, 20____

(Signature)

Notary Witness: _____
(Seal)

Main Street Pavilion at Merritt Commons Application for Use

NAME OF GROUP/ORGANIZATION Bethel Hill Ruritan Club

DESCRIPTION OF ACTIVITY Pig Cook-off

CONTACT PERSON Jimmy Wilkins

PHONE # (W) 336-503-2041 (H) _____

Is this usage a FOR PROFIT or NOT FOR PROFIT activity (circle one)?

Time requested:

DATE	TIME	HOURS
<u>4/22 -</u>	<u>12am -</u>	_____
<u>4/22/17</u>	<u>6pm</u>	<u>18 hours</u>
_____	_____	_____

Security Deposit

\$100.00

Total Fees (for profit multiply number of hours by \$50)

Total Amount Due with Application

Usage Agreement

THIS AGREEMENT IS BETWEEN THE City of Roxboro AND

Bethel Hill Ruritan Club (USER) ON THE DATES AND TIMES INDICATED ON THIS FORM.

Make all checks payable to the City of Roxboro and remit to the Uptown Development Director.

It is agreed that the rules governing the use of the Merritt Commons property, County of Person, North Carolina, a copy of which has been received by the User and is an integral part of this agreement and is incorporated herein.

I/We release, absolve and agree to hold harmless and indemnify the City of Roxboro, their staff, sponsors and representatives from and against any and all liability, and from and against any claims, demands, costs or expenses, or causes of actions arising out of or in connection with the use of the facility.

WE THE UNDERSIGNED, HAVE READ AND FULLY UNDERSTAND THIS CONTRACT AND WILL ASSUME THE AFOREMENTIONED RESPONSIBILITIES.

This agreement is entered into this _____ day of _____, _____. In keeping with our good faith, I hereby submit a check in the amount of \$ _____ to the City of Roxboro.

Bethel Hill Ruritan Club

Name of Organization (User)

Jimmy Wilkins

Contact Person

Address: 457 White Oak Dr.

City: Roxboro State: NC ZIP: 27574

Telephone number: Home 336-599-9183

Work _____

* Cell 336-503-2041

E-mail: _____

jimwilkinsncsu74@gmail.com

Jimmy Wilkins

Signature/Date (User)

Signature/Date (Uptown Development Director)

3. Resolution to Declare Surplus

RESOLUTION
Declaring Certain Personal Property Surplus

WHEREAS, the City Council of the City of Roxboro, NC desires to dispose of certain surplus property of the City.

NOW, THEREFORE, BE IT RESOLVED by the Roxboro City Council that:

The following described property is hereby declared to be surplus to the needs of the City:

<i>2005 Dodge Ram 2500</i>	<u>Public Works</u>	
<i>Murray 20" 4.5hp push mower</i>	<i>Mileage: 114,742</i>	<i>Vin# 3D6WR28D25G799747</i>
<i>Troy Built 21" 5hp push mower</i>		

	<u>Police Dept.</u>
<i>1. WatchGuard Over Head W/ Camera</i>	<i>DV10133678</i>
<i>2. WatchGuard Over Head W/ Camera</i>	<i>DV10133670</i>
<i>3. WatchGuard Over Head W/ Camera</i>	<i>DV10135953</i>
<i>4. WatchGuard Over Head W/ Camera</i>	<i>DV10133673</i>
<i>5. WatchGuard Over Head W/ Camera</i>	<i>DV10131400</i>
<i>6. Box with cables</i>	<i>N/A</i>
<i>7. Box of chargers</i>	<i>N/A</i>
<i>8. Complete EZ Rider K-9 Set</i>	<i>N/A</i>
<i>9. Dry Erase Board</i>	<i>N/A</i>
<i>10. Linux Router</i>	<i>C2161F327131</i>
<i>11. Wheelen Liberty Series Light Bar</i>	<i>66953</i>
<i>12. 2 Havis Arm Rest</i>	<i>N/A</i>
	<i>C-ARM-104</i>
<i>13. Digital Eye Witness Recorder Set</i>	<i>IN03012</i>
<i>14. Phillips Magnavox TV</i>	<i>19204171</i>
<i>15. Trinitron Computer Monitor</i>	<i>MX-08D466-47741-IAH-40ZU</i>
<i>16. Microsoft Computer Tower</i>	<i>26070553</i>
<i>17. DVD VCR Combo</i>	<i>P1444283-A/2C0251711</i>
<i>18. GE TV</i>	<i>219360039</i>
<i>19. GE Microwave</i>	<i>RG912620S</i>
<i>20. Wheelen Liberty Series Light Bar</i>	<i>151035</i>
<i>21. Wheelen Liberty Series Light Bar</i>	<i>146750</i>
<i>22. Whelen Control Head</i>	<i>18216</i>

23. Amplifer Relay Module	8970
24. MDT Docking Station	0LKSA49338
25. MDT Docking Station	7IKSC33007
26. Note Pad Computer Mount	N/A
27. Jotto Desk Console	N/A
28. Gamber Johnson Console	N/A
29. Mobile Vision In Car System	N/A
30. Digital Eye Witness	IN03011
31. Digital Eye Witness	IN01837
32. Back Seat Transport Cage	
33. Organizing Cabinets	N/A
34. Console w/ accessories	N/A
35. 2004 Ford Crown Victoria	Vin: 2FAHP71W54X124613
36. 2004 Ford Crown Victoria	Vin: 2FAHP71W04X124616
37. 2008 Ford Crown Victoria TSU 2	Vin: 2FAHP71V58X114015
38. 2003 Chevrolet Impala	Vin: 2G1WF55K939413294

City Hall

1. Metal desk
2. Small cabinet
3. 3 boxes of Xerox print cartridges (yellow, magenta, and cyan).
4. HP office jet 6812 printer
5. Intellinet 5port 10/100 office switch
6. PCensus-USA desktop demographic software
7. HP 98 print cartridge
8. HP 95 print cartridge
9. Dell monitor
10. Dell 1710 printer
11. Olympus Digital camera D-460
12. Kodak C643 camera
13. Kodak camera
14. Portable audio mixer
15. Radio Shack microphone receiver
16. Panasonic Recorder
17. Metal table/desk
18. Chalk board
19. ELO computer monitor
20. Metal file holders
21. 3 wall partitions

Public Utilities

1. 1999 Ford F-250, Vin#: 1FTPF28LOXNB06145, Mileage: unknown
2. 2006 Ford F-250, Vin# 1FDSW20597EB05367, Mileage: 134,450

Public Services

1. 1999 Ford F-150, Vin# 2FTDF15YORCA65537, Mileage: 71,086
2. Wisconsin Heavy-Duty Air-cooled Engine Generator, Model# V160D, Serial# 3596312

Waste Water Treatment Plant

1. Scrap metal from Clarifier

WHEREAS, the Roxboro City Council hereby appoints Phillip Fish, the authorized agent to dispose and receive bids on the above referenced personal property; and

WHEREAS, the Roxboro City Council directs Phillip Fish to first conduct by way of NCGS 160A-270(c) and proceed to dispose of said property through Electronic Auction; and

WHEREAS, if it is in Phillip Fish's opinion that a fair and reasonable offer cannot be obtained by the Electronic Auction method, then Mr. Fish shall be authorized to pursue disposal by way of NCGS 160A-267 (*private sale*).

NOW, THEREFORE, BE IT RESOLVED by the Roxboro City Council hereby approves this Resolution and directs City Clerk Trevie Adams to cause notice of this action to be published in accordance with NCGS 160A-270(c)-Electronic Auction and/or NCGS 160A-267-Private Sale at least once and not less than 10-days before the date of the sale.

This the ____ of _____, 2017.

Mayor Marilyn P. Newell

Attest:

Trevie Adams, MMC/NCCMC
City Clerk

4. Set Public Hearing for Adoption of UDO



City of Roxboro

The City of Roxboro Planning Board has reviewed the final draft Unified Development Ordinance and offer a favorable recommendation for City Council approval. It is the request of the Planning and Development Department that Council set a public hearing for May 9th to review and offer their approval or denial of this final version.

5. Set Public Hearing - Heirloom Rest.

Trevie Adams

From: Lauren Wrenn
Sent: Thursday, April 06, 2017 12:01 PM
To: Trevie Adams
Subject: Fwd: Parking Lot Requests

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From: Candace Crank
Sent: Tuesday, March 21, 11:41 AM
Subject: Parking Lot Requests
To: Lauren Wrenn
Cc: Tommy Warren, Brooks Lockhart, Andrew Oakley

March 21, 2017

To whom it may concern :

Heirloom, A Poppa Paul Kitchen would like to formally request an additional 3 handicapped parking spots at the front/side of our building to accommodate our patrons. There are some spots that used to be handicapped on the opposing side of the lot, however the signs are either knocked down and/or the markings on the pavement have been worn off.

We have also had complaints about the shape of the lot itself. There are big holes and cracks forming in the lot itself, and we have had people complain the bottom of their cars scrape while driving over the holes. These spots have seems to get worse since more people have been using the lot. We would like this issue reviewed as well.

We also would like a sign placed next to the larger dumpster, beside the steps, to avoid having the public park there, this is the only location that will accomodate the trucks who deliver to us. We would like a Loading/Unloading Zone only sign placed in this location, there are no actual marked parking spots at this location, so we request this be clearly marked as a loading zone and no parking.

Thanks,
Candace Crank
Co-Owner / General Manager
Heirloom, A Poppa Paul Kitchen

6. Set Public Hearing - Rezoning Request



City of Roxboro

The City of Roxboro Planning Board has reviewed the Rezoning request for 1314 N Main Street and offer a favorable recommendation for City Council approval. It is the request of the Planning and Development Department that Council set a public hearing for May 9th to review and offer their approval or denial of this request.

7. Revolving Loan Request

April 6, 2017

For City Council Meeting April 11, 2017

From: Dan Craig, Interim Finance Director

Subject: Revolving Loan Program

Amy Henderson, dba The Perfect Venue, has applied for a loan of \$15,000 from the City of Roxboro's Revolving Loan Program. The property is located at 309 Long Avenue and she has plans in place to renovate the property and lease it for a day care operation and catering use.

The City will be in the position of a first lien deed of trust on the property. The property tax listing value is \$220,000. She has demonstrated the ability to repay this loan and previously had a loan from this program that started in 2009 and was fully repaid within the terms of that loan. The note receivable, deed of trust, and related legal documents are currently ready to be in process to have this loan in place.

It is recommended that this loan application be approved by Roxboro City Council.

8. Crosswalk Update

Main and Depot Street Intersection

Last month bids were received and opened for the Main and Depot Street Intersection upgrade. The bids came in above budget. After examining the work already performed uptown, lights in the ally, it was determined that the bids were \$20,000 over budget instead of \$40,000.

Lauran, Andy and I met with both contractors to see if there was a way to lower the cost. After discussion about changing the material for the cross walks, it was determined that any cost savings would be minimum and there would be a large impact on the durability and appearance of the project.

The project has two major components to it. One is demo and concrete work, the other is asphalt paving. It we decided to break out the asphalt work from the original bid and include it in the street resurfacing bid.

There is \$175,000 in the budget for street resurfacing. What is proposed is to have two contracts. One with McQueen Construction for \$74,200.00. This contract includes the demolition of existing sidewalks and pavement, installation of new curb and gutter, sidewalks, handicap ramps and pedestrian crossing.

The second contract is to Asphalt Experts for the resurfacing of the below listed streets in the amount of \$174,497.90. In the uptown area, Main Street from Court Street to Long Memorial Church will be milled and resurfaced, including the work at the intersection. Lamar Street will be milled and resurfaced from Madison Boulevard to Barden Street. The other streets on the list will receive a 1.5” asphalt overlay.

It is recommended that the contract with McQueen Construction in the amount of \$74,200 be awarded and that the street resurfacing bid to Asphalt Experts be awarded.

2017 Streets Resurfacing Estimates								
Street Name		Length ft	Width ft	Asphalt price	Milling price	Total	Projected	
Main Steet Intersection				\$11,805.80		\$11,805.80	\$11,805.80	
Main Steert Court to Long Mem				\$32,738.00	included	\$32,738.00	\$32,738.00	
Lamar St	Madison to Barden	890	30	\$26,032.71	\$28,183.33	\$54,216.04	\$54,216.04	
Crowell St	Clayton Ave to Montford	380	18	\$6,669.01	\$0.00	\$6,669.01	\$6,669.01	
Montford Dr	Crowell to curb & gutter	490	28	\$13,377.01	\$0.00	\$13,377.01	\$13,377.01	
Hill St	Johnson to Franklin	1762	30	\$51,538.54	\$0.00	\$51,538.54	\$51,538.54	
Hill St	Franklin to end	284	15	\$4,153.50	\$0.00	\$4,153.50	\$4,153.50	
Total				\$295,899.33	\$28,183.33	\$312,421.66	\$174,497.90	

9. Financial & Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Eights Months Ended February 29, 2017

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	Annual 66.67% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,649,360	\$ 4,649,360	\$ 4,618,105.25	\$ (31,254.75)	99.33%
Local Option Sales Tax	1,330,111	1,340,111	1,079,544.77	(260,566.23)	80.56%
Other Taxes and Licenses	12,000	12,000	10,187.45	(1,812.55)	84.90%
Unrestricted Intergovernmental	998,473	998,473	443,695.41	(554,777.59)	44.44%
Restricted Intergovernmental	637,276	906,616	796,411.41	(110,204.59)	87.84%
Permits and Fees	7,000	7,000	4,270.00	(2,730.00)	61.00%
Sales and Services	667,120	667,120	445,765.40	(221,354.60)	66.82%
Miscellaneous	21,000	21,000	29,229.17	8,229.17	139.19%
Investment Earnings	2,500	2,500	2,000.29	(499.71)	80.01%
Interfund Transfers	1,210,544	1,263,414	639,320.00	(624,094.00)	50.60%
Sale of Fixed Assets	15,000	15,000	162.50	(14,837.50)	1.08%
Total Revenues	9,550,384	9,882,594	8,068,691.65	(1,813,902.35)	81.65%
Expenditures:					
Governing Body - City Council	199,145	199,145	122,236.79	76,908.21	61.38%
City Hall Administration	593,491	656,361	453,463.91	202,897.09	69.09%
Finance	252,546	252,546	145,169.81	107,376.19	57.48%
Sales Tax	88,100	88,100	64,814.87	23,285.13	73.57%
Tax Collections	63,650	63,650	65,366.22	(1,716.22)	102.70%
Buildings & Grounds	138,413	138,413	100,210.14	38,202.86	72.40%
Safety / Purchasing	40,299	40,299	15,883.74	24,415.26	39.41%
Police	3,458,659	3,458,659	2,006,994.66	1,451,664.34	58.03%
Fire	1,888,320	1,888,320	1,182,307.76	706,012.24	62.61%
Emergency Communications 911	95,800	95,800	56,845.99	38,954.01	59.34%
Transportation - Streets	1,803,373	1,803,373	1,042,780.65	760,592.35	57.82%
Environmental Protection	849,177	849,177	508,200.83	340,976.17	59.85%
Economic Development	211,906	481,246	265,375.10	215,870.90	55.14%
Cultural & Recreational	500	500	-	500.00	0.00%
Debt Service	507,863	507,863	-	507,863.00	0.00%
Interfund Transfers	100,000	100,000	-	100,000.00	0.00%
Total Expenditures	10,291,242	10,623,452	6,029,650.47	4,593,801.53	56.76%
Excess of Revenues Over (Under) Expenditures	(740,858)	(740,858)	2,039,041.18	2,779,899.18	
Other Financing Sources					
Proceeds of Capital Lease	414,457	414,457	-	(414,457.00)	0.00%
Fund Balance Appropriated	326,401	326,401	-	(326,401.00)	0.00%
Total Other Financing Sources	740,858	740,858	-	(740,858.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	2,039,041.18	\$ 2,039,041.18	
Fund Balance Beginning of Year			4,108,640.24		
Fund Balance Current Period			\$ 6,147,681.42		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Eights Months Ended February 29, 2017**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	66.67% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services	\$ 5,089,752	\$ 5,089,752	\$ 3,222,930.00	\$ (1,866,822.00)	63.32%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	14,050.00	(5,950.00)	70.25%
Other Operating Revenues	35,475	35,475	6,465.75	(29,009.25)	18.23%
Nonoperating Revenues	500	500	23.97	(476.03)	4.79%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	804,442	828,201	-	(828,201.00)	0.00%
Sale of Fixed Assets	15,000	15,000	263.00	(14,737.00)	1.75%
Total Water & Sewer Fund 60	5,965,169	5,988,928	3,243,732.72	(2,745,195.28)	54.16%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	5,668.15	(1,296.85)	81.38%
Nonoperating Revenues	100	100	58.80	(41.20)	58.80%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	710,812	710,812	495,650.21	(215,161.79)	69.73%
Nonoperating Revenues	1,500	1,500	365.44	(1,134.56)	24.36%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	6,684,546	6,708,306	3,745,475.32	(2,962,829.68)	55.83%
Expenditures:					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	119,569	122,569	75,622.36	46,946.64	61.70%
Meter Section	255,446	256,435	163,455.55	92,979.45	63.74%
Raw Water Supply	206,509	210,084	77,023.07	133,060.93	36.66%
Water Plant	1,354,307	1,362,398	953,535.16	408,862.84	69.99%
Water Maint and Construction	622,086	612,086	354,928.70	257,157.30	57.99%
Wastewater Plant II	118,313	118,313	74,285.48	44,027.52	62.79%
Wastewater Plant	1,286,882	1,290,877	827,938.07	462,938.93	64.14%
Pump Stations	266,810	251,810	129,513.65	122,296.35	51.43%
Wastewater Maint & Construction	361,020	390,131	201,023.88	189,107.12	51.53%
Debt Service	479,487	479,487	470,824.08	8,662.92	98.19%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	1,000,744	1,000,744	639,320.00	361,424.00	63.88%
Total Water & Sewer Fund 60	6,071,173	6,094,934	3,967,470.00	2,127,464.00	65.09%
Triple Tier Fund 61	107,065	107,065	-	107,065.00	0.00%
Capital Reserve Fund 69	712,312	712,312	-	712,312.00	0.00%
Total Expenditures	6,890,550	6,914,311	3,967,470.00	2,946,841.00	57.38%
Excess of Revenues Over (Under) Expenditures	(206,004)	(206,006)	(221,994.68)	(15,988.68)	
Other Financing Sources					
Proceeds of Capital Lease	-	-	-	-	#DIV/0!
Interfund Transfers 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 60 WS	106,004	106,006	-	(106,006.00)	0.00%
Fund Balance Appropriated 61 TT	100,000	100,000	-	(100,000.00)	0.00%
Fund Balance Appropriated 69 CR	-	-	-	-	#DIV/0!
Total Other Financing Sources	206,004	206,006	-	(206,006.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	(221,994.68)	\$ (221,994.68)	
Fund Balance Beginning of Year			2,311,751.60		
Fund Balance Current Period			\$ 2,089,756.92		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Eight Months Ended February 29, 2017**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	66.67% Percent of Budget	Projected Revenue and Expenditures 30-Jun-10	Projected Variance Favorable (Unfavorable)	100.00% Percent of Budget
Central Depository								
Cash		11100000	2,252,722.66					
BB&T MMA		11100001	128,088.93					
NCCMT		11100002	2,077,444.49					
Flexible Spending Account AFLAC		11100003	24,830.69					
Roxboro Savings Bank		11100004	421,050.15					
Gateway Bank MMA Finistar		11100005	-					
CD's		11130000	-					
Total Cash and Investments			\$ 4,904,136.92		\$4,904,136.92			
Breakdown by Fund:								
General		10	\$ 5,465,809.40					
CDBG-Revolving Loan Fund		13	83,939.98					
Vehicle Special Revenue		26	2,685.78					
Ridge Road Capital Project		30	(589,384.44)					
Stormwater Capital Fund		50	158,162.19					
Enterprise		60	(731,115.09)					
Triple Tier Water		61	113,125.29					
Capital Reserve		69	862,120.25					
Wastewater Plant Capital Project		71	(786,352.44)					
Annexation Area Capital Project		73	195,245.18					
Christmas Club / Flex Fund		75	55,357.81					
LEO Pension Trust Fund		79	74,543.01					
Reserve for Interest Earned			-					
Total of Fund's Cash and Investments			\$ 4,904,136.92		\$4,904,136.92			

\$0.00

**Fund Balance
General Fund
As of February 29, 2017**

	General Fund			
	2/29/2017 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2017 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for inventories	\$ 45,118	0.73%	0.42%	0.48%
Reserved by state statute	653,781	10.63%	6.15%	6.95%
Reserved for streets - Powell Bill	287,458	4.68%	2.71%	3.06%
Reserved for cemetery	30,269	0.49%	0.28%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>2.20%</u>	<u>1.27%</u>	<u>1.44%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>18.73%</u>	<u>10.84%</u>	<u>12.25%</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>4,996,067</u>	<u>81.27%</u>	<u>47.03%</u>	<u>53.12%</u>
Total fund balance unreserved	<u>4,996,067</u>	<u>81.27%</u>	<u>47.03%</u>	<u>53.12%</u>
Total equity and other credits	<u>\$ 6,147,681</u>	<u>100.00%</u>	<u>57.87%</u>	<u>65.37%</u>
Budget Ordinance for June 30, 2017, as Amended			\$ 10,623,452	
Prior Year Expenditures				\$ 9,404,486

City of Roxboro, North Carolina
Fund Balance
Enterprise Fund
As of February 29, 2017

	Enterprise Fund			
	2/29/2017 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2017 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for encumbrances	\$ 14,267	0.68%	0.28%	0.25%
Reserved by state statute	422,861	20.23%	8.30%	7.27%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>85.39%</u>	<u>35.03%</u>	<u>30.69%</u>
Total fund balance reserved	2,221,606	106.31%	43.61%	38.21%
Unreserved				
Designated for subsequent year's expenditures	106,006	5.07%	2.08%	1.82%
Undesignated	<u>(237,855)</u>	<u>-11.38%</u>	<u>-4.67%</u>	<u>-4.09%</u>
Total fund balance unreserved	<u>(131,849)</u>	<u>-6.31%</u>	<u>-2.59%</u>	<u>-2.27%</u>
Total equity and other credits	<u>\$ 2,089,757</u>	<u>100.00%</u>	<u>41.02%</u>	<u>35.95%</u>
Budget Ordinance for June 30, 2017, as Amended			\$ 5,094,190	
Prior Year Expenditures				\$ 5,813,626

**City of Roxboro
Tax Collection Report
For the Month Ended
31-Mar-17**

	2016 Tax Levy	2015 Tax Levy	2014 Tax Levy
Original Levy	\$ 4,342,813.89	\$ 4,197,916.89	\$ 4,081,156.72
Motor Vehicles Added to Levy	0.00	0.00	0.00
Motor Vehicles Added to Levy-DMV	270,367.49	340,607.97	381,041.44
Public Utilities	-	-	-
Adjusted Original Levy	4,613,181.38	4,538,524.86	4,462,198.16
+Discoveries	123,960.93	439,665.94	449,761.24
Levy	4,737,142.31	4,978,190.80	4,911,959.40
-Releases	5,111.94	24,164.11	10,861.77
Current Levy	4,732,030.37	4,954,026.69	4,901,097.63
Collection year-to-date	\$ 4,614,110.16	\$ 4,917,269.27	\$ 4,883,174.54
Uncollected	\$ 117,920.21	\$ 36,757.42	\$ 17,923.09
Collection % of Current Levy	97.51%	99.26%	99.63%
Property Tax Rate Per \$100	\$ 0.670	\$ 0.660	\$ 0.660

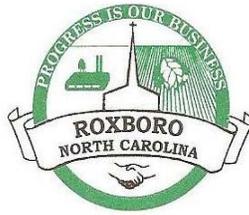
10. Assistant Manager's Report

Assistant City Manger's Report

Wastewater Treatment Plant Improvements- This project involves excavating a large amount of dirt. The plan is to haul the dirt to the land the city owns behind the wastewater plant. When the City bought the farm, it was open land. The area we have not been using has grown up over the past 30 years. There is about 10 acres that needs to be cleared for the dirt to be stockpiled. After discussing this with the engineers, it will be more cost effective to go ahead and clear the 10 acres now. It is estimated that the cost will be about \$25,000. We would like to have this work completed in this budget year.

Old Senior Center Parking Lot - We have obtained cost estimates to replace the concrete at the parking lot. It is a very expensive project. The cost estimates will be presented during the budget process. At that time, we will discuss options for the repair/replacement of the concrete surface.

11. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: April 11th, 2017

- Please take note of several upcoming dates.
 - Administrative Professionals Luncheon, April 26th, at the Gathering Place
 - EDC/PCBIC Meeting, April 20th , 8am at Person County Tax Office
 - City Council Meeting, May 9th, 7pm at City Hall
 - Roxboro Area Chamber of Commerce Golf Tournament, May 19th, 11am at Roxboro Country Club
 - Open Enrollment – May 23rd & 24th

- I would like to hold two additional budget work sessions prior to our next council meeting on May 9th. I would prefer to schedule the next work session for the last week of April. An additional meeting will focus on the enterprise fund rate analysis being conducted by the NC Rural Water Association. Discussion of the rate analysis will need to be coordinated with availability of NCRWA staff. They are available to meet on May the 2nd or the 4th.

- USDA Rural Development has conducted a staff review of our Preliminary Engineering Report and Environmental Report for the Wastewater Treatment Plant Renovations application. We have received favorable reviews and are moving forward with the rest of the application.