

**AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, MAY 9, 2017 at 7:00 P.M.
CITY HALL COUNCIL CHAMBER**

CALL TO ORDER

Mayor Marilyn P. Newell

INVOCATION:

Andy Oakley, Public Services

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
- Planning/RDG Report

PUBLIC COMMENT:

(5 minutes per Citizen)

Mayor Marilyn P. Newell

RECOGNITIONS:

PUBLIC HEARINGS AND ORDINANCE MATTERS:

1. Adoption of UDO – *Public Hearing*
2. Heirloom Rest. – Handicap Parking Spot – *Public Hearing*
3. Rezoning Request – 1314 N. Main Street (formerly Strickland's) – *Public Hearing*

Planning Director Lauren Wrenn
Planning Director Lauren Wrenn
Planning Director Lauren Wrenn

NEW BUSINESS:

4. Morgan Street and Long Avenue Intersection
5. Budget Presentation – Draft

Planning Director Lauren Wrenn
Finance Director Dan Craig

OLD BUSINESS:

COMMITTEE REPORTS

Mayor Marilyn P. Newell

ADMINISTRATIVE REPORTS:

6. Financial & Tax Report
7. Assistant Manager's Report
8. Manager's Report

Finance Director Dan Craig
Assistant Manager Tommy Warren
City Manager Brooks Lockhart

COUNCIL DISCUSSION:

CLOSED SESSION: Per NCGS 143-318.11(a)(3) Attorney/Client Privilege

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, May 9, 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 April 4, 2017 *(Budget Planning Session)*
- Minutes of April 11, 2017 *(Regular Meeting)*
- Minutes of April 24, 2017 *(Budget Planning Session)*
- Minutes of May 2, 2017 *(Budget Planning Session)*
- Fire/EMS Monthly Report *(April 2017)*
- Police Dept. Monthly Report *(April 2017)*
- Fuel Expenditures Monthly Report *(April 2017)*
- Planning/RDG Monthly Report *(April 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
TUESDAY APRIL 4, 2017 – 6:30 P.M. BUDGET PLANNING MEETING
ROXBORO POLICE STATION TRAINING ROOM, ROXBORO, NC**

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

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

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 6:30 p.m. welcoming everyone in attendance.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda asking for any additions or corrections and there being none, **Council Member Byrd Blackwell 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.

OLD BUSINESS:

1. Budget Workshop

• **Fiscal Management Software**

City Manager Brooks Lockhart presented the Mayor and Council with the proposed Fiscal Management Software bids for consideration. Staff has reviewed each company and prefer Incode by Tyler Technologies to provide the City with a more efficient software. The company provides lifetime upgrades via annual service and the cities that staff have interviewed reported that Incode had the best reviews.

• **Succession Planning**

City Manager Brooks Lockhart reported to the Mayor and Council that within ten years, 1/3rd of the City's workforce will be eligible for full retirement. Many of these employees have risen in the ranks and are mid-level supervisors. Many are specialized roles that require training or specialized knowledge. Staff has been working on Succession Planning by recruiting and training the future workforce.

- Senate Bill 396 and House Bill 340 (Fire and Rescue Squad) and Senate Bill 199 and House Bill 284 (Law Enforcement) are Bills that may affect the City.
- SB 396 – Creates a new benefit for state and local firefighters, akin to the current special separation allowance for law enforcement officers, which requires employers to pay qualifying retirement and the retiree reaching 62 years of age.

- HB 340 – Companion Bill to SB 396, qualify if 30 years of service or 60 years of age. Formula: 0.85% of annual salary times the years of service i.e. (25.5% if 30 years).
- SB 199 – Grants an increased retirement benefit for law enforcement officers, allowing them to retire after 25 years of service with full benefits, beginning January 1, 2018.
- HB 284 – Allows law enforcement officers to elect to retire after 25 years of creditable service in either the state or local retirement system, and gives the employer the option of offering a lump sum separation buyout to any LEO who leaves employment before that officer becomes eligible for a separation allowance. That payment may not exceed the total of the permissible separation allowance payments.

Mr. Lockhart explained that this would have some direct budget concerns if these are passed and he would like for the City to be prepared.

- **Police Department**

City Manager Brooks Lockhart offered some potential strategies for continuing to receive qualified applications and fully staffing during transition. Some examples included are: Part-time Officers, considering the use of non-sworn personnel for activities like directing traffic at the schools, adding the ability to intake experienced officers at above the hiring rate and take home cars. Mr. Lockhart explained that currently 19 of 33 sworn are allowed to take home cars and of the sworn without take home cars, all live within the County, with the exception of 2 officers. The existing take home police is geared toward those positions requiring call back, such as Detectives, Supervisors, Administrators, and the K-9 Officer.

- **Insurance**

City Manager Brooks Lockhart stated that a excerpt from page 37 of the Personnel Policy reads: “Retirees shall be able to continue health and hospitalization coverage on the City’s plan for a maximum of three years immediately prior to eligibility for Medicare as long as they have at least 10 years of service with the City”. Mr. Lockhart would like to propose that effective with the ratification of the upcoming budget, to eliminate this benefit for new hires. Additionally, staff would like to consider authorizing a payment in lieu of benefit to employees qualifying for receipt of this benefit. This would be a choice made available to the employee.

The City has a small group of Medicare eligible people enrolled in the City group insurance. Federal Medicare laws require that Medicare acts as secondary to any other coverage. Medicare with a supplement would provide superior coverage at a reduced price point compared to the City’s current health care policy. Mr. Lockhart suggests that this could be made mandatory for the elected officials and offer the opportunity for the employees.

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.

Council Member Byrd Blackwell offered a motion to adjourn this meeting at 9:15 p.m. with a second by Mayor Pro Tem William Davis and upon being put to a vote was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

April 4, 2017

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY APRIL 11, 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 Sandy Stigall
Council Member Mark Phillips
Council Member Byrd Blackwell
Council Member Henry Daniel

Members Absent:

Others Present: City Manager Brooks Lockhart
Assistant 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. **Council Member Henry Daniel** provided the invocation.

PLEDGE OF ALLEGIANCE:

Mayor Marilyn P. Newell then asked those in attendance to stand in reciting the Pledge of Allegiance to the Flag.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda and asked for an additions or corrections and there being none, **Mayor Pro Tem William Davis 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 Marilyn P. Newell presented the consent agenda and asked if anyone had any additions, corrections or comments. A **motion was offered by Council Member Henry Daniel 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.

PUBLIC COMMENT:

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Special Event Permit – “Personality” – Public Hearing

Mayor Marilyn P. Newell opened the Public Hearing at 7:05 p.m. **Alicia Puryear on behalf of the Roxboro Area Chamber of Commerce** presented Council with an application for the annual Personality Festival to be held in Uptown Roxboro on Friday night, August 25, 2017 and Saturday August 26, 2017 including street closure request. **Mayor Newell asked for any public comment at this time and there being none, closed the Public Hearing at 7:08 p.m.** After a brief discussion by Council, **Council Member Mark Phillips offered a motion to approve the Special Events Permit as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

2. **Special Event Permit – Bethel Hill Ruritan Club – Public Hearing**
Mayor Marilyn P. Newell opened the **Public Hearing at 7:09 p.m.** **Mr. Jimmy Wilkins representing Bethel Hill Ruritan Club** presented Council with an application for the Bethel Hill Ruritan Club to hold a “Pig Cook-off” to be held on Saturday, April 22, 2017 in the Merritt Commons parking lot. **Mayor Newell asked for any public comment at this time and there being none, closed the Public Hearing at 7:12 p.m.** After a brief discussion, **Council Member Mark Phillips offered a motion to approve the application as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

NEW BUSINESS:

3. **Resolution to Declare Surplus**
Public Services Director Andy Oakley presented Council with a Resolution to Declare Surplus from different city departments. The items will be advertised on GovDeals and sold to the highest bidder. After a brief discussion, **Council Member Henry Daniel offered a motion to approve the Resolution 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 Resolution is hereby incorporated into the minutes of this meeting.**
4. **Set Public Hearing for Adoption of UDO**
Interim Planning Director Lauren Wrenn reported to the Mayor and Council that the City of Roxboro Planning Board has reviewed the final draft Unified Development Ordinance (UDO) 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 9, 2017 to review and offer their approval or denial of this final version. After a brief discussion, **Council Member Mark Phillips offered a motion to set the Public Hearing for the UDO approval for May 9, 2017 with a second by Council Member Henry Daniel** and upon being put to a vote, was carried unanimously.
5. **Set Public Hearing for Heirloom Rest. – Handicap Parking Spot**
Interim Planning Director Lauren Wrenn presented a letter received from Ms. Candace Crank, Co-owner/General Manager of the Heirloom, A Poppa Paul Kitchen requesting an additional three handicapped parking spots at the front/side of the building located on Depot Street. Ms. Wrenn asked that a Public Hearing be set for May 9, 2017 to discuss the placement of more handicapped spaces as requested. After a brief discussion, **Council Member Mark Phillips offered a motion to set a Public Hearing for May 9, 2017 to discuss the placement of more Handicapped Parking Spaces with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.
6. **Set Public Hearing for Rezoning Request – 1314 N. Main Street (formerly Strickland’s Funeral Home)**
Interim Planning Director Lauren Wrenn reported to the Mayor and Council that the Roxboro Planning Board has reviewed the Rezoning request for 1314 N. Main Street (formerly Strickland’ Funeral Home) 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 9, 2017 to review and offer approval or denial of this request. After a brief discussion, **Council Member Henry Daniel offered a motion to set the Public Hearing for May 9, 2017 as requested with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

7. Revolving Loan Request

Finance Director Dan Craig presented an application from Amy Henderson, dba The Perfect Venue for a loan of \$15,000 from the City of Roxboro's Revolving Loan Program. The property is located at 309 Long Avenue and the plans are 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 and 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. After a brief discussion, **Council Member Henry Daniel offered a motion to approve the loan as presented with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

OLD BUSINESS:

8. Crosswalk Update

Assistant City Manager Tommy Warren reported to the Mayor and Council that the bids were received and opened in March for the Main and Depot Street Intersection Upgrade. The bids came in above budget and after examining the work already performed uptown, (lights in alley way), it was determined that the bids were \$20,000 over budget instead of \$40,000. After discussion with the contractor and 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 that include demolition/concrete work and asphalt paving. There is \$175,000 in the budget for street resurfacing. What is proposed is to have two contracts. The first with McQueen Construction for \$74,200.00 and 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 City Streets that include the Main Street Intersection in the amount of \$174,497.90. After a brief discussion, **Council Member Byrd Blackwell offered a motion to approve the two contracts as proposed by Mr. Warren with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

COMMITTEE REPORTS

Mayor Marilyn P. Newell asked for any reports from the following committee members:

- 1) **Person County Animal Control – Council Member Sandy Stigall** – No report at this time.
- 2) **Senior Center Advisory Board – Council Member Byrd Blackwell** – No report at this time.
- 3) **Person County Youth Council – Mayor Pro Tem Will Davis** –No meeting.
- 4) **Kerr Tar Council of Government – Council Member Henry Daniel** attended the Safety Awards Banquet, participated in the Wellness Assessments and attended a Town Hall meeting sponsored by Person County Group Homes.
- 5) **Fire Chief's Association – Council Member Mark Phillips** – No report at this time.
- 6) **Economic Development – Mayor Marilyn P. Newell** – attended the PCBIC meeting.

ADMINISTRATIVE REPORTS

9. Financial & Tax Report

Interim Financial Director Dan Craig presented Council with financial reports for February 28, 2016 and tax reports for March 31, 2017 at this time. **Clerk's Note: A copy of said financial report is hereby incorporated into the minutes of this meeting.**

10. Assistant City Manager's Report

Assistant City Manager Tommy Warren reported to the Mayor and Council that the Wastewater Treatment Plant improvements involves excavating a large amount of dirt to be hauled to the land the City owns behind the Wastewater Plant. There is about ten acres that needs clearing for the dirt to be stockpiled and after some discussions with the engineers, it will be more cost effective to go ahead and clear the land now. It is estimated the cost will be about \$25,000 and staff would like to have this work completed in this budget year.

Staff has obtained cost estimates to replace the concrete at the Old Senior Center Parking Lot. Mr. Warren stated that the cost estimates are expensive and will be presented to the Mayor and Council during the budget process.

11. Manager's Report

City Manager Brooks Lockhart offered some dates of interest for Council including: EDC/PCBIC meeting, April 20, 2017 at 8:00 a.m., Roxboro Chamber of Commerce Golf Tournament, May 19, 2017 at the Roxboro Country Club and Open Enrollment for employees will be held May 23, 2017 and May 24, 2017.

Manager Lockhart stated that he would like to schedule two additional budget work sessions prior to the next Council Meeting on May 9, 2017. An additional meeting will focus on the enterprise fund rate analysis being conducted by the NC Rural Water Association. After some discussion, it was the consensus of Council to meet on Monday April 24, 2017 at 6:30 p.m. in the Council Chamber and then again on Tuesday May 2, 2017 at 6:30 p.m. in the Council Chamber to meet with NC Rural Water Association.

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

COUNCIL DISCUSSION: No discussion at this time.

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Council Member Henry Daniel with a second by Council Member Mark Phillips to adjourn this meeting at 9:38 p.m.** and, upon being put to a vote, was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

April 11, 2017

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY APRIL 24, 2017 – 6:30 P.M. BUDGET PLANNING MEETING
ROXBORO POLICE STATION TRAINING ROOM, ROXBORO, NC**

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

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

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 6:30 p.m. welcoming everyone in attendance.

AGENDA ADOPTION:

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

INVOCATION: Council Member Byrd Blackwell provided an invocation.

OLD BUSINESS:

1. Budget Workshop

• **NCLM Legislative Update**

City Manager Brooks Lockhart presented the Mayor and Council with the following potential Legislative Bills that may affect the City of Roxboro were presented for approval:

General Government Bills

1. **SB 94 Elections Transparency:** Beginning in 2019, changes all local offices that are currently elected on a nonpartisan basis to partisan, including municipal, county board of education, and certain judicial seats; standardizes the timing of municipal elections to occur on the Tuesday after the first Monday in November, with corresponding changes to the primary dates; abolishes all existing local acts that run counter to this proposal; makes conforming changes to existing law with respect to the procedures candidates for municipal office must follow to file for the office, as well as the procedures for filling vacancies on municipal boards.

Water and Sewer Bills

1. **HB 718 Rates and Transfers by Public Enterprises:** Prohibits publicly-owned water and sewer systems from charging differential rates to customers inside and outside municipal boundaries unless, approved by the Local Government Commission. Restricts transfers of funds from a public enterprise fund to a local government's general fund, with certain allowances. Establishes a study to look at rate-setting practices. This could potentially hamper the City's ability to expand our system.

Planning and Land Use Bills

1. **SB 131 Regulatory Reform Act of 2016-2017, Only Section 2.15:** “Institutes a seven-year statute of limitations for enforcement of any local or state land-use regulations, beginning when a violation is “apparent” from a public right-of-way or in plain view from a place to which the public is invited. Within those seven years, the measure shortens the time frame for code enforcement to five years once the local government actually know of the violation. The proposal contains one exclusion to this limitation, in the cases of enforcement of dangers to public health or safety”. Will lead to neighbor vs neighbor lawsuits.
2. **HB 173,579,580, 581:** Mostly seek to give Billboard owners unfettered rights, statewide.
3. **HB 377 Wireless Communications Infrastructure Siting:** Eliminates most municipal zoning authority related to small cell wireless installations. Forces cities to undertake an expedited wireless application review process. Limits the amounts a city may charge applicants for application reviews and use of the right of way. Reduces a city’s control to access to the public’s right of way, among numerous other restrictions.
4. **SB 642 Burden of Proof:** Shifts the burden of proof from applicant to the Board of Adjustment and set higher standards to deny applications.

- **Solid Waste Study**

City Manager Brooks Lockhart also requested that Council allow staff to conduct an in-depth analysis of the City’s current solid waste costs. The study will focus on the following:

- Current Costs
- Potential increased costs due to a landfill closure
- Potential positive impact of a Transfer Station
- Potential Funding Avenues
 - Overall Tax increase, increased dumpster fees, waste by weight, and possible user fees.
- Potential costs for increased illegal dumping due to higher costs outside of the City
- Potential carbon footprint of doubling mileage of diesel trucks

After some discussion, it was the consensus of Council for staff to prepare an in-depth study and bring back to Council for further discussion.

COUNCIL DISCUSSION: No discussion at this time

Council Member Henry Daniel offered a motion to adjourn this meeting at 7:38 p.m. with a second by Council Member Byrd Blackwell and upon being put to a vote was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

April 24, 2017

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY MAY 2, 2017 – 6:30 P.M. BUDGET PLANNING MEETING
ROXBORO POLICE STATION TRAINING ROOM, ROXBORO, NC**

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

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

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 6:30 p.m. welcoming everyone in attendance.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda asking for any additions or corrections and there being none, **Council Member Henry Daniel 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.

OLD BUSINESS:

1. Budget Workshop

• **NC Rural Water Association**

Mr. Martin Wilson with NCRWA presented the Mayor and Council with a slide presentation for water and sewer projected expenditures and revenues. Mr. Wilson explained to Council that a total increase of 6% over the next three years would prepare the City for the upcoming debt for the upgrade to the Wastewater Plant to begin in 2020. After some discussion, it was the consensus of Council to authorize the City Manager to use a 3% increase in this year's water and sewer rates in the first draft of the budget ordinance.

COUNCIL DISCUSSION: Mayor Marilyn P. Newell reported to Council that she attended the Planning Board Meeting on May 1, 2017 and the meeting had to be cancelled because a quorum was not present. Mayor Newell stated that one of the residents of Thaxton Road was present for the meeting and voiced some concerns of large trucks using Thaxton Road as a cut through instead of using the new by-pass. Thaxton Road is a narrow road with a small bridge that is more than likely not suitable for the weight of the trucks. Mayor Newell asked that staff contact NCDOT about this situation and ask that "No Trucks" signs be posted to hopefully help correct this situation.

Council Member Mark Phillips offered a motion to enter into Closed Session per NCGS 143.318.11(a)(3) Attorney/Client Privilege with a second by Council Member Byrd Blackwell and upon being put to a vote was carried unanimously.

Mayor Pro Tem William Davis 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.

Mayor Pro Tem William Davis offered a motion to adjourn this meeting at 8:24 p.m. with a second by Council Member Byrd Blackwell and upon being put to a vote was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

May 2, 2017

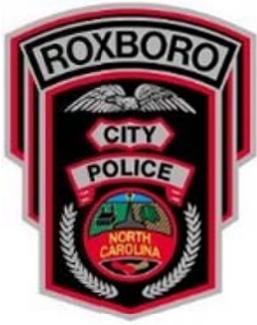


City of Roxboro
Fire and Rescue Department

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

Highlight

- **Responses** - During the month of April the City of Roxboro Fire Department responded to 19 fire calls within the city limits, and 30 fire calls outside the city limits. Also, the department responded to 78 first responder calls within the city, and 32 first responder calls in our county response district. Over the course of April, we had to call back off-duty personnel and auxiliary personnel for a total of 2 full alarms. Roxboro Fire Department responded to 176 dispatched calls this month.
- **Secondary Fire Prevention Month** During the April fire prevention we visited, South Elementary, Southern Middle, Piedmont Community College Day Care, Long Memorial, Earl Bradsher, Early Intervention, Rising Star, Creative Days, Generations, Stories Creek, and Lester's Toddler Care.
- **Training** Roxboro fire department hosted the Commercial Fire Operations Class. This class was only taught in two places this year in North Carolina and Roxboro was chosen as one of the places. The State of North Carolina Office of the State Fire Marshal had 9 instructors here for the 4 days of class. They also got to see how we operate on a fire ground because during the drills at the old senior center, Tommy Lawrence's house caught on fire and we extinguished it in minutes.
- **Car Seat Report.** Roxboro fire department has five car seat technicians and all were recertified by the State at Roxboro Station One. We are the only Checking Station in Person County
- **Old Betsy** – Old Betsy engine should be finished in the next few months and the new truck should be finished in June.



ROXBORO POLICE DEPARTMENT



109 North Lamar Street
Roxboro, North Carolina 27573

Office 336 599 8345

www.cityofroxboro.com

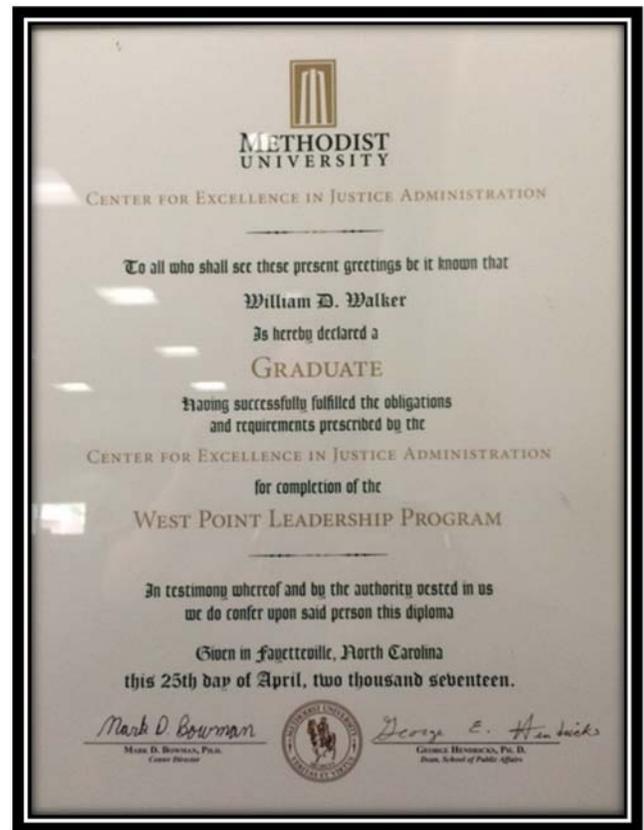
City Council Report

April 2017

Patrol Division

Highlighted Events

- Patrol is working at minimum staffing levels on three of our four patrol teams. There are interviews for applicants on going. As a reminder, from advisement to hire of a police officer takes 4-6 months.
- With recent reported violent crimes that have occurred the administration met with a federal entity to discuss resources and collaboration to mitigate the concern.
- Sergeant Dan Walker graduated the prestigious 120 hour Methodist University West Point Leadership Academy.



- Lieutenant Jimmy Hawkins received his Trilogy award for completing a 120 hour FBI-Law Enforcement Executive Association (FBI-LEEDA) training program .
 - He is the first officer to complete this national leadership training program.

Community Policing

- Sgt. Walker hosted Coffee with a Cop at Sheetz.
- The department hosted Cookout, Community & Cops in Harris Gardens. Approximately 50 residents and their children attended!
- Chief attended the Jaycees Mayor Breakfast
- Captain Kirby was awarded the Jaycees “Distinguished Community Service” award.
- The department promoted “Officer Matthew” during the week of Young Child in partnership with the Person County Partnership for Children Child Abuse social media campaign.
- Chief and the Captain conducted foot patrols in the Uptown business district making contact with several business owners.
- 10U Youth Baseball team practices and games. ** Team pictures are May 6th**
- Chief and Captain visited some Neighborhood Watch leaders.
- The Citizens Police Academy Alumni received advanced quarterly training and elected a President and Vice President.
 - Pam Gentry- President; Beatrice Washington VP- both are Session 9 graduates.
- Lt. Hawkins, Evidence Custodian Thomas, Det. Howe and Honor Guard Officer Sanford attended the Person Memorial Health Fair.
 - Det. Howe provided free Child ID kits; Officer Sanford displayed the department’s Honor Guard uniform; Lt. Hawkins and Evidence Custodian handed out free resources to children.



Monthly Activities

- Calls for Service – 1402
- Incident Reports- 102
- Vehicle Crashes – 51
- Citations – 141
- Warnings – 87
- Misdemeanor Arrests – 30
- Felony Arrests – 13



Coffee with a Cop

Community, Cops & Cookout



Criminal Investigations Division

- Met with a federal entity to discuss collaborative partnership opportunities.
- Registered an employee for training with that entity.
- CID was called out to several after hour investigations.
- Background investigations for potential hire candidates are in process.

Total Numbers for the Month

- Number of cases assigned 19
- Follow up hours in field 192
- Phone follow up hours 117
- Hours spent doing paperwork 131
- Call outs 7
- Out of town follow ups 5
- Felony warrants - 11
- Misdemeanor warrants 2
- Cases closed: 12
 - Leads exhausted: 2
 - Closed by warrants or unfounded: 5
- Arrests 4
- Felony packets 6
- Number of interviews conducted 27

Forensic Investigations conducted by Detective Howe

Roxboro Police Department – 8	Oxford Police Department- 7
Chapel Hill Police Department – 27	Person County Sheriff’s Office- 2
Creedmoor Police Department- 1	Hillsborough Police Department- 0
Butner Police Department - 1	Granville County Sheriff’s Office- 4

Street Crimes Unit

- Personnel are working several cases with new and existing informants.
- The unit is looking into a potential complex long term investigation that will require outside resources.

Administrative Services Unit

- Attended numerous OSSI site trainings in preparation for the new records software migration.
- Oversaw CAD implementation.
- Provided training to patrol staff for new 911 CAD.
- Conducted two sets of interviews for police officer.
- Submitted evidence to the Crime Lab.
- Registered officers for career development training.
- Attended policy revision.
- Administered several fleet maintenance requests.
- Assisted patrol with calls for service.

Administration

Meetings

- Policy Revision was completed during April. Final draft being vetted by the City Attorney.
- Captain Kirby met with the Property Owners Collaborative group.
- Chief attended PAAL BOD, Rotary and several NC Chiefs Association committee meetings. Chief remains actively engaged with legislative matters and has met with several state leaders.

Highlighted Events

- The new 911 CAD software was implemented April 10th. There are still some minor technical issues staff is working with the vendor to correct. Otherwise, the product is working well. As an example, the night of implementation a vehicle pursuit occurred. All data was able to be monitored in real time with 100% accuracy.
- Early data indicates from intake of a 911 call to dispatch has decreased by several minutes.
- The department continues to receive training on new records management piece of the software upgrade. The records project is scheduled to be online in July.

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 will work over the next several months to interview applicants to fill the vacancies.

THANK YOU FOR YOUR CONTINUED SUPPORT



City of Roxboro, North C LM
 Distribution of Gas Tick WD
 31-Mar-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%
 Discount

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		20.08	42.16	10.56	0.80	0.40	30.39	2.100
2	4130	Finance		-	-	-	-	-	-	#DIV/0!
3	4160	Public Buildings		146.24	319.42	76.92	5.85	2.92	233.72	2.184
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	-	#DIV/0!
		Total Administrative		166.32	361.58	87.48	6.65	3.33	264.12	2.174
5	4310	Police		2,153.29	4,539.36	1,132.63	86.13	43.07	3,277.53	2.108
6	4311	CID		115.01	245.24	60.50	4.60	2.30	177.84	2.132
26	4312	Narcotics		-	-	-	-	-	-	#DIV/0!
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		2,268.30	4,784.60	1,193.13	90.73	45.37	3,455.38	2.109
7	4340	Fire		971.08	2,151.69	470.45	33.63	16.82	1,357.04	2.216
8	4341	Fire Inspections		52.02	111.78	27.36	2.08	1.04	81.30	2.149
		Total Fire Dept.		1,023.10	2,263.47	497.82	35.71	17.86	1,438.33	2.212
10	4510	Public Services		172.03	361.79	90.49	6.88	3.44	260.98	2.103
11	4511	Streets		507.03	1,155.97	88.74	20.28	10.14	1,032.92	2.280
12	4512	Street Cleaning		-	-	-	-	-	-	#DIV/0!
13	4513	Garage		52.11	117.78	29.33	2.08	1.04	85.33	2.260
14	4710	Residential Garbage		1,058.87	2,491.63	620.50	42.35	21.18	1,807.60	2.353
15	4711	Commercial Garbage		1,166.25	2,735.96	682.08	46.65	23.33	1,983.91	2.346
16	4740	Cemetery		160.59	417.41	84.47	6.42	3.21	323.30	2.599
		Total Public Services		3,116.88	7,280.54	1,595.60	124.68	62.34	5,494.04	2.336
		Total General Fund		6,574.60	14,690.19	3,374.03	257.77	128.89	10,651.86	2.234
18	7112	Meter Reading		139.62	294.74	73.44	5.58	2.79	212.92	2.111
19	7114	Lake Warden		50.37	105.75	26.49	2.01	1.01	76.23	2.099
25	7118	Pump Stations		206.47	486.25	108.60	8.26	4.13	365.26	2.355
20	7120	Water Plant		78.36	164.56	41.22	3.13	1.57	118.64	2.100
21	7121	Water Line Maintenance		123.14	266.05	66.58	4.93	2.46	192.09	2.161
22	7130	WWTP		67.13	168.95	35.84	2.69	1.34	129.08	2.517
23	7131	Sewer Line Maintenance		473.99	1,037.43	268.62	18.96	9.48	740.37	2.189
24	7132	WWTP II		45.07	101.01	23.71	1.80	0.90	74.60	2.241
		Total Enterprise Fund		1,184.15	2,624.74	644.50	47.37	23.68	1,909.19	2.217
		Total All Funds		7,758.75	17,314.93	4,018.54	305.14	152.57	12,561.05	2.232



May 4, 2017

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Uptown Development/Interim Planning & Development Director

Subject: May Council Report

Uptown Development/Roxboro Development Group:

- Uptown Branding Project: The first meetings of the steering committee took place on April 18th and 19th. Members of the committee were given a board overview of what the project would entail, as well as information on the process of branding. A SWOT analysis of our community revealed areas of strength and weakness for further evaluation. The project coordinator, Ann Marie Amico also met with five members of the Uptown community to conduct stakeholder interviews. These interviews offer alternative perspectives on what makes Uptown unique, as well as the positives and negatives of the revitalization efforts. Additional interviews will take place in the weeks to come. Then the process of evaluating the information and working to decipher the important details will begin.
- Uptown Crosswalk Rennovations: Staff met with Uptown business owners to discuss the specifics of the project, as well as potential start and end times for the construction. There were many questions, but most everyone felt this was a good project for the Uptown and looked forward to the completion.
- Uptown Hanging Baskets: The baskets continue to grow and develop inside the greenhouses. We are working diligently, with the help of our Public Works Department, to organize a watering schedule that will allow the plants to continue to thrive even after they are exposed to the damaging NC weather. The baskets will be back on the streets the week before Mother's Day.
- Rox N' Roll: Preparations are underway for the first of the Rox N' Roll Cruise-In of the season. The Community Planner has been in contact with Uptown merchants to collect business cards, freebie items, and other materials for inclusion in the goodie bags that are given to the drivers. The SEPA is included in the consent agenda packet for review by Council.
- Other Highlights:
 - Held RDG Board meeting on April 19th
 - Attended grand opening of the garden at the Person County Library on Earth Day.
 - Attended Ribbon Cutting for Heirloom restaurant.
 - Held Design Committee meeting to review needed changes for Façade Grant Application.
 - Received design work back for 111/113 Depot Street renovations.
 - Assisted with Directors' RoundTable BBQ fundraiser for City Fireworks display.



Planning & Development:

- Nuisance Abatement and Land Use Ordinance Revisions: During a recent search for information, it became apparent that the existing nuisance and abatement section of our City Ordinance is quite outdated. Planning Department staff is currently in the process of reviewing a draft of updated ordinances to reflect modern practices. It is the goal of staff to include the wishes of Council regarding beautification efforts in this document and present suggestions for a new document within the next two to three months.
- Code Enforcement: Grass complaints are steadily increasing. The new report it feature on the City of Roxboro website is working, as complaints have been received from that avenue. Additionally, the Code Enforcement officer has continued work with the City attorney's office to handle a potential demolition of neglected property. At this time, the attorney and officer are working to firm up the progression of the title of this property to ensure all relevant parties have been notified and given the required amount of time to respond and comply with ordinances.
- Request from DOT for 4-Way Intersection Review: Plans were received from the DOT office regarding a potential change at the Morgan Street and Long Avenue intersection. Based on complaints received from County employees and members from the Beulah Baptist Association, DOT developed a possible 4-way stop with on-street parking near this intersection. The plan is on the agenda for Council's consideration at the May meeting.
- Planning Board & Board of Adjustment Vacancies: As of June 30, 2017, there will be multiple vacancies on the two City Boards. Advertisements for the positions are set to run in The Courier-Times over the next several weeks, with a deadline for applications set for June 1, 2017. Staff would appreciate the help of Council in sharing these vacancies with their contacts to help inform the public of the available spaces.
- Other Highlights:
 - Met with several citizens regarding zoning permits and development questions.
 - Attended EDC board meeting.
 - Attended staff meeting to prepare for Council meeting.
 - Held Board of Adjustment hearing for Brooks and White Funeral Home development.
 - Attempted to hold Planning Board meeting, but due to illness of members was unable to make a quorum.
 - Met with City Manager, Finance Officer, and Assistant City Manager to review Budget for 2017-2018.
 - Met the new Planning and Zoning Director for the County.



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: The Roxboro Development Group
Address: P.O. Box 128/105 S. Lamar City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-322-6018 Cell Number: N/A Fax Number: 336-599-3774

Primary Contact: Lauren Wrenn
Address: P.O. Box 128 City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-322-6018 Cell Number: N/A Fax Number: 336-599-3774

II. General Event information:

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

Music on Main

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:

The proposed event is intended to provide live entertainment for the annual Personality Festival, draw additional traffic Uptown, and serve as a fundraiser for RDG.

Please indicate the following:

- a. Proposed Event Date(s): August 25, 2017
- b. Proposed Time Period(s) of the Event: 3:00 (set-up) - 10:30 pm (clean-up)
- c. Location of Event: Merritt Commons Parking Lot
- d. Approximate Number of People to Attend the Event: < 1,000

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

There will be live music at the pavillion. Patrons are allowed to bring lawn chairs/bag chairs to sit and enjoy the music and alcohol. A food vendor may be present, but the bulk of food items will be available through the Personality Festival.

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: RDG will apply to have a maximum of 4 off-duty officers to provide security for this event.
- Fire: _____
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): RDG Director Lauren Wrenn will work with the Public Works dept. to ensure all necessary barricades are erected.
- 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 parking lot and Gordon St. will be closed for this event. The MC lot will be closed no earlier than 3 pm and reopen no later than 10:30 pm. Gordon St. will be closed no later than 5:30 pm. and reopen no later than 9:00 p.m.

Specify number of:

less than 5 Goods/Food Vendors 0 Animals 0 Recreational equipment (i.e. bounce house, rides, etc.)

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

*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:

Banners for sponsors will be afixed to the Sides of
The pavillion with zip ties.

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: 4/19/17


Responsible Planner/On-Site Manager

Date: 4/25/17

**RELEASE AND HOLD HARMLESS
AGREEMENT**

STATE OF NORTH CAROLINA

COUNTY OF PERSON

The undersigned, having received permission from the City of Roxboro to conduct Music on Main on August 25, 2017, do hereby release and forever hold harmless the City of Roxboro from any personal injuries or property damage related to the permitted use.

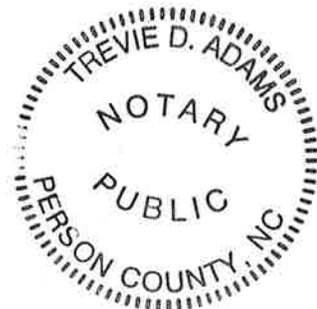
IN TESTIMONY WHEREOF, I have hereunto set my hand and seal:

This the 19th day of April, 2017


(Signature)

Notary Witness: Trevie D. Adams

my Commission expires: February 11, 2022 (Seal)





City of Roxboro

Rules Governing the Use of the Main Street Pavilion at Merritt Commons

The City of Roxboro recognizes the value of having an appropriate facility such as the Main Street Pavilion at Merritt Commons to serve the citizens of Roxboro and Person County. To achieve this objective, it shall be the policy of the City of Roxboro to grant and encourage maximum use of the Main Street Pavilion to responsible and properly organized agencies, institutions, individuals, and organizations for cultural, educational, recreational, and civic purposes, hereinafter referred to as Qualified User(s).

Merritt Commons shall be made available subject to such rules and regulations as established by the City of Roxboro (336-599-3116). Administration of the facility is the responsibility of the Uptown Development Director (336-322-6018).

The Qualified User shall indemnify, protect, and save harmless the City of Roxboro from and against any claim for injury, damage, cost, or loss to person or property arising out of or related to the use of the Pavilion.

1. The Main Street Pavilion shall be available for use by Qualified User(s). An individual or representative of such Qualified User(s) must be 21 years of age or older.
2. Whenever the property is in use by a Qualified User(s), the User or a representative of the organization must be present at all times and see that all regulations are followed.
3. Applications for the use of the Main Street Pavilion must be made to the Uptown Development Director and appropriate forms must be signed by the proper officer of the organization or individual who thereby assumes full responsibility for any damage to the property resulting from such use by other organizations, groups, or individuals. Permission must be granted as above before the property can be used or reserved. All scheduling changes and any other matters or questions pertaining to the use of the Main Street Pavilion must be directed to the Uptown Development Director by the User whose name appears on the application as the contact person. If that person is not available, one other designee may be used. Individuals may sign for use of the facility for a private non-profit function. *(Note to users: Please inform members of your organization to bring questions and concerns to the contact person or their designee to eliminate confusion about scheduling and other matters).*
4. Use of the facility may not in any way violate civil rights or the laws of the State of North Carolina.
5. The deposit charge fixed by the City of Roxboro for the use of the Main Street Pavilion and any associated fees, if applicable, must be paid at least ten (10) days before the first date of use in order for a date and time to be reserved. If a date is reserved and the User does not appear at the facility, any rental fees for the unused time shall be retained by the City of Roxboro. The User shall not stay later than the scheduled time unless granted permission by the Uptown Development Director.

6. Seating capacity and use of the City Parking Lot (festival style/lawn seating) is subject to regulation by the Roxboro Fire Department and approval by the Chief of the Roxboro Police Department and Roxboro City Council.
7. Any alterations to electrical, structural, or other building features are prohibited.
8. No open flame device shall be used without written permission from the Roxboro Fire Department.
9. Special Event insurance will be required for concert venues. The City of Roxboro will be listed as additional insured on the policy.
10. The User shall be responsible for cleaning of the premises (entrances, parking areas, and surrounding areas) so as to place them in their original condition. This includes all trash receptacles to be emptied, all items not property of the Main Street Pavilion are to be removed, all food and drink areas are to be cleaned, and stage is to be completely cleared.
11. All combustible decoration materials shall be treated with a fire-retardant substance.
12. Flammable liquids of all descriptions shall be prohibited in all areas of Merritt Commons and the Main Street Pavilion.
13. Non-Merritt Commons properties shall immediately be removed following any facility usage. Any property left upon the premises by the User shall, after a period of ten (10) days from the last day of tenancy hereunder be deemed abandoned and become the property of the City of Roxboro to be disposed of or used at the City's discretion.
14. User will pay for damages beyond normal wear immediately. Failure to do so will result in the loss of user privileges. Damages will be deducted from the security deposit. User will pay cost above the security deposit.
15. The City of Roxboro has the right to make repairs and bring contractors in without prior notice to User. Cost of these repairs will be borne by the User.
16. The User will not cause or permit any nails or other things to be driven into any portion of the building, nor any signs to be affixed to any part of the building, except in designated areas, nor cause or permit any changes, alterations, repairs, painting or staining of any part of the Pavilion or the furnishing thereof.
17. Use or possession of alcohol shall be governed by City of Roxboro ordinances.
18. Security personnel may be required by the City of Roxboro depending upon the nature of the event. All charges for security shall be borne by the User. The Uptown Development Director in conjunction with the Chief of the Roxboro Police Department will have final say regarding security needs.
19. The User agrees to make provisions for the safety of those who attend a performance or entertainment by providing sheriff deputies/police officers as appropriate, and by receiving approval from the Roxboro Police Department prior to a performance or entertainment and to pay such officers for their services.
20. Working with surrounding businesses and churches: The Qualified User(s) will be required to work with surrounding businesses. If there is a funeral or visitation at Roxboro Baptist Church during the planned event, music will be prohibited until the funeral or visitation is over.
21. The Qualified User(s) will contact Roxboro Baptist Church (336-599-9248) to coordinate scheduling. Failure to coordinate with Roxboro Baptist may result in cancellation of the event by the Roxboro Police Department and/or the Uptown Development Director.
22. If the event requires closing a street, it must be approved and coordinated with the City of Roxboro through the Planning and Development department under authorization of the City's Special Event Permit ordinance.
23. **THERE ARE NO PUBLIC RESTROOM FACILITIES AVAILABLE AT MERRITT COMMONS.** The User is responsible for providing adequate amounts of restroom facilities/ ADA restroom facilities (Portable Toilets) for each event. The amount of wastewater facilities is to be advised by the Person County Environmental Health Department per number of people projected to attend each event.
24. The User shall not assign or sublet the space or rights covered by this agreement.

25. All advertising and promotion are the responsibility of the organization using the facility.
26. The City of Roxboro hereby reserves the right to control and manage the facility through the Uptown Development Director and to enforce all necessary and proper rules for management and operation of the same.
27. **ALL MATTERS NOT AUTHORIZED EXPRESSLY BY THE TERMS OF THIS CONTRACT SHALL BE RESERVED TO THE DISCRETION OF THE UPTOWN DEVELOPMENT DIRECTOR.**
28. **SECURITY DEPOSIT:** The security deposit for use of the Main Street Pavilion is \$100. Security deposits are refundable upon satisfactory compliance with these rules and the applicable agreement.
29. **FEES:** The Main Street Pavilion facility shall be provided **FREE OF CHARGE** to all organizations, individuals, and agencies not engaged in for-profit activities. The fee for profit-making individuals, organizations, and agencies shall be \$50 per hour.

Main Street Pavilion at Merritt Commons Application for Use

NAME OF GROUP/ORGANIZATION Roxboro Development Group

DESCRIPTION OF ACTIVITY Music on Main

CONTACT PERSON Lauren Wrenn

PHONE # (W) 336-322-6018 (H) 336-503-2947

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

Time requested:
DATE TIME HOURS
Aug 25, 2017 3:00-10:30pm 7.5

Security Deposit \$100.00
Total Fees (for profit multiply number of hours by \$50) 0
Total Amount Due with Application 0
Waived for Roxboro Development Group

Usage Agreement

THIS AGREEMENT IS BETWEEN THE City of Roxboro AND
The Roxboro Development Group (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 19 day of April, 2017 In keeping with our good faith, I hereby submit a check in the amount of \$ 0 to the City of Roxboro.
waived

Roxboro Development
Name of Organization (User) Group

Lauren Wrenn
Contact Person

Address: P.O. Box 128

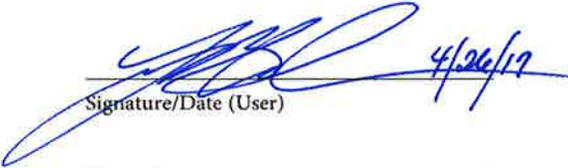
City: Roxboro State: NC ZIP: 27573

Telephone number: Home _____

Work 336-322-6018

Cell _____

E-mail: historicuptownroxboro@gmail.com


Signature/Date (User)

4/26/17

Signature/Date (Uptown Development Director)



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 Development Group
Address: P.O. Box 128 City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-322-6018 Cell Number: N/A Fax Number: 336-599-3774

Primary Contact: Lauren Wrenn
Address: 105 S. Lamar St. City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-322-6018 Cell Number: 336-504-2947 Fax Number: 336-599-3774

II. General Event information:

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

Rox 'N' Roll Cruise - In

Please select the type of event:

- Parade
- Run/Walk Race
- Concert
- Ceremony
- Festival/Street Fair
- Other Car Show with live music and vendors

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

This event is designed to bring residents and visitors to Uptown Roxboro for an evening of fun and entertainment, as well as offer our Uptown merchants an opportunity to increase sales beyond the standard 9am-5pm window.

Please indicate the following:

- a. Proposed Event Date(s): May 19, June 16, July 21, August 18, September 15,
- b. Proposed Time Period(s) of the Event: 6-8:30pm with setup and cleanup October 20
- c. Location of Event: Main St., Court St., Abbitt St., Lamar St., Reams Ave 2 hrs before and after.
- d. Approximate Number of People to Attend the Event: 500-1,000 per event Depot St., and Gordon St

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

As has become tradition with this event, new, classic, and unique vehicles will circle the courthouse square and extend throughout Uptown. There will be live and/or amplified music, as well as food vendors and information booths.

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: To assist with barricades and traffic control. (Special arrangements will be made prior to each event.)
- Fire: _____
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): Lauren will work with Bob Jackson and Public Works to determine locations of barrier drop-off and pick-up.
- 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 St., Court St., Abbitt St., Lamar St., Gordon St., and parts of Depot St. and Reams Ave. We will also need to close off Merritt Commons for portions of our show and/or the lot adjacent to Long Memorial.

Specify number of:

0-5 Goods/Food Vendors 0 Animals 0-5 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.

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:

Banners, signs, and tents will be located near the Courthouse Square and/or Merritt Commons. Two large banners will be placed at gateways. One at the Welcome to Roxboro sign on 501 South and another in Uptown Roxboro. There will also be

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)

Small yellow lawn signs placed along 501 and entrances to Uptown the day of the event for directional purposes.

****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.

Laura R. Matheny

Applicant Signature

Date: 4/19/17


Responsible Planner/On-Site Manager

Date: 4/26/17

**RELEASE AND HOLD HARMLESS
AGREEMENT**

STATE OF NORTH CAROLINA

COUNTY OF PERSON

The undersigned, having received permission from the City of Roxboro to conduct Roxboro Development Group Rox 'n' Roll Cruise - Ins on 5/19-10/20, 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:

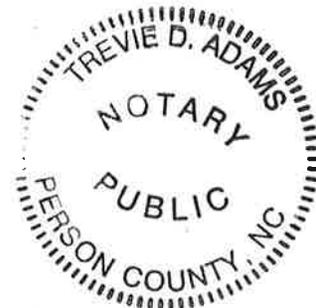
This the 19 day of April, 2017


(Signature)

Notary Witness: Trevie W. Adams

(Seal)

My Commission expires: February 11, 2022





City of Roxboro

Rules Governing the Use of the Main Street Pavilion at Merritt Commons

The City of Roxboro recognizes the value of having an appropriate facility such as the Main Street Pavilion at Merritt Commons to serve the citizens of Roxboro and Person County. To achieve this objective, it shall be the policy of the City of Roxboro to grant and encourage maximum use of the Main Street Pavilion to responsible and properly organized agencies, institutions, individuals, and organizations for cultural, educational, recreational, and civic purposes, hereinafter referred to as Qualified User(s).

Merritt Commons shall be made available subject to such rules and regulations as established by the City of Roxboro (336-599-3116). Administration of the facility is the responsibility of the Uptown Development Director (336-322-6018).

The Qualified User shall indemnify, protect, and save harmless the City of Roxboro from and against any claim for injury, damage, cost, or loss to person or property arising out of or related to the use of the Pavilion.

1. The Main Street Pavilion shall be available for use by Qualified User(s). An individual or representative of such Qualified User(s) must be 21 years of age or older.
2. Whenever the property is in use by a Qualified User(s), the User or a representative of the organization must be present at all times and see that all regulations are followed.
3. Applications for the use of the Main Street Pavilion must be made to the Uptown Development Director and appropriate forms must be signed by the proper officer of the organization or individual who thereby assumes full responsibility for any damage to the property resulting from such use by other organizations, groups, or individuals. Permission must be granted as above before the property can be used or reserved. All scheduling changes and any other matters or questions pertaining to the use of the Main Street Pavilion must be directed to the Uptown Development Director by the User whose name appears on the application as the contact person. If that person is not available, one other designee may be used. Individuals may sign for use of the facility for a private non-profit function. *(Note to users: Please inform members of your organization to bring questions and concerns to the contact person or their designee to eliminate confusion about scheduling and other matters).*
4. Use of the facility may not in any way violate civil rights or the laws of the State of North Carolina.
5. The deposit charge fixed by the City of Roxboro for the use of the Main Street Pavilion and any associated fees, if applicable, must be paid at least ten (10) days before the first date of use in order for a date and time to be reserved. If a date is reserved and the User does not appear at the facility, any rental fees for the unused time shall be retained by the City of Roxboro. The User shall not stay later than the scheduled time unless granted permission by the Uptown Development Director.

6. Seating capacity and use of the City Parking Lot (festival style/lawn seating) is subject to regulation by the Roxboro Fire Department and approval by the Chief of the Roxboro Police Department and Roxboro City Council.
7. Any alterations to electrical, structural, or other building features are prohibited.
8. No open flame device shall be used without written permission from the Roxboro Fire Department.
9. Special Event insurance will be required for concert venues. The City of Roxboro will be listed as additional insured on the policy.
10. The User shall be responsible for cleaning of the premises (entrances, parking areas, and surrounding areas) so as to place them in their original condition. This includes all trash receptacles to be emptied, all items not property of the Main Street Pavilion are to be removed, all food and drink areas are to be cleaned, and stage is to be completely cleared.
11. All combustible decoration materials shall be treated with a fire-retardant substance.
12. Flammable liquids of all descriptions shall be prohibited in all areas of Merritt Commons and the Main Street Pavilion.
13. Non-Merritt Commons properties shall immediately be removed following any facility usage. Any property left upon the premises by the User shall, after a period of ten (10) days from the last day of tenancy hereunder be deemed abandoned and become the property of the City of Roxboro to be disposed of or used at the City's discretion.
14. User will pay for damages beyond normal wear immediately. Failure to do so will result in the loss of user privileges. Damages will be deducted from the security deposit. User will pay cost above the security deposit.
15. The City of Roxboro has the right to make repairs and bring contractors in without prior notice to User. Cost of these repairs will be borne by the User.
16. The User will not cause or permit any nails or other things to be driven into any portion of the building, nor any signs to be affixed to any part of the building, except in designated areas, nor cause or permit any changes, alterations, repairs, painting or staining of any part of the Pavilion or the furnishing thereof.
17. Use or possession of alcohol shall be governed by City of Roxboro ordinances.
18. Security personnel may be required by the City of Roxboro depending upon the nature of the event. All charges for security shall be borne by the User. The Uptown Development Director in conjunction with the Chief of the Roxboro Police Department will have final say regarding security needs.
19. The User agrees to make provisions for the safety of those who attend a performance or entertainment by providing sheriff deputies/police officers as appropriate, and by receiving approval from the Roxboro Police Department prior to a performance or entertainment and to pay such officers for their services.
20. Working with surrounding businesses and churches: The Qualified User(s) will be required to work with surrounding businesses. If there is a funeral or visitation at Roxboro Baptist Church during the planned event, music will be prohibited until the funeral or visitation is over.
21. The Qualified User(s) will contact Roxboro Baptist Church (336-599-9248) to coordinate scheduling. Failure to coordinate with Roxboro Baptist may result in cancellation of the event by the Roxboro Police Department and/or the Uptown Development Director.
22. If the event requires closing a street, it must be approved and coordinated with the City of Roxboro through the Planning and Development department under authorization of the City's Special Event Permit ordinance.
23. **THERE ARE NO PUBLIC RESTROOM FACILITIES AVAILABLE AT MERRITT COMMONS.** The User is responsible for providing adequate amounts of restroom facilities/ ADA restroom facilities (Portable Toilets) for each event. The amount of wastewater facilities is to be advised by the Person County Environmental Health Department per number of people projected to attend each event.
24. The User shall not assign or sublet the space or rights covered by this agreement.

25. All advertising and promotion are the responsibility of the organization using the facility.
26. The City of Roxboro hereby reserves the right to control and manage the facility through the Uptown Development Director and to enforce all necessary and proper rules for management and operation of the same.
27. **ALL MATTERS NOT AUTHORIZED EXPRESSLY BY THE TERMS OF THIS CONTRACT SHALL BE RESERVED TO THE DISCRETION OF THE UPTOWN DEVELOPMENT DIRECTOR.**
28. **SECURITY DEPOSIT:** The security deposit for use of the Main Street Pavilion is \$100. Security deposits are refundable upon satisfactory compliance with these rules and the applicable agreement.
29. **FEES:** The Main Street Pavilion facility shall be provided **FREE OF CHARGE** to all organizations, individuals, and agencies not engaged in for-profit activities. The fee for profit-making individuals, organizations, and agencies shall be \$50 per hour.

Main Street Pavilion at Merritt Commons Application for Use

NAME OF GROUP/ORGANIZATION Roxboro Development Group

DESCRIPTION OF ACTIVITY Rox 'n' Roll Cruise-In Series

CONTACT PERSON Lauren Wrenn

PHONE # (W) 336-322-6018 (H) 336-503-2947

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

Time requested:

DATE	TIME	HOURS
<u>5/19/17 + 6/16/17</u>	<u>6-9 pm</u>	<u>3</u>
<u>7/21/17 + 8/18/17</u>	<u>6-9 pm</u>	<u>3</u>
<u>9/15/17 + 10/20/17</u>	<u>6-9 pm</u>	<u>3</u>

Security Deposit \$100.00

Total Fees (for profit multiply number of hours by \$50) 0

Total Amount Due with Application waived \$100 deposit

Usage Agreement

THIS AGREEMENT IS BETWEEN THE City of Roxboro AND

The Roxboro Development Group (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 19th day of April, 2017. In keeping with our good faith, I hereby submit a check in the amount of \$ N/A to the City of Roxboro.
waived

Roxboro Development Group Lauren Wrenn
Name of Organization (User) Contact Person

Address: P.O. Box 128

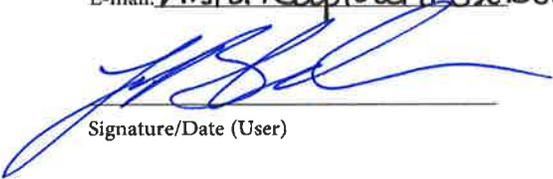
City: Roxboro State: NC ZIP: 27573

Telephone number: Home 336-597-9535

Work 336-322-6018

Cell 336-503-2947

E-mail: historicoptownroxboro@gmail.com


Signature/Date (User)


Signature/Date (Uptown Development Director)

1. Resolution to Adopt UDO

**RESOLUTION
THE CITY OF ROXBORO CITY COUNCIL
TO ADOPT A UNIFIED DEVELOPMENT ORDINANCE AND REPEAL ALL EXISTING
ORDINANCES NOW INCORPORATED IN THE UNIFIED DEVELOPMENT
ORDINANCE**

WHEREAS, under the direction of the Mayor and City Council, City of Roxboro staff, with the assistance of a consultant, has been working since 2014 on consolidating the existing City land development ordinances into a Unified Development Ordinance with specific changes authorized by the City Council; and

WHEREAS, numerous staff input meetings were held to comment, review and edit the Unified Development Ordinance draft; and

WHEREAS, staff produced a draft Unified Development Ordinance upon which the Roxboro Planning Board reviewed, commented and edited; and

WHEREAS, after significant review work by the Planning Board, the Planning Board has recommended that the City Council adopt the Public Hearing Draft as presented; and

WHEREAS, staff held a Public Hearing on May 9, 2017 for Public Comment; and

NOW, THEREFORE, BE IT RESOLVED by the Roxboro City Council that the May 9, 2017 Public Hearing Draft of the Unified Development Ordinance is hereby adopted and any existing Zoning Ordinances are hereby repealed.

The Unified Development Ordinance (UDO) and repeal of the existing ordinances shall become effective upon approval of this Resolution.

Adopted by the Roxboro City Council this _____ day of _____, 2017.

Mayor Marilyn P. Newell

2. Heirloom Rest. - Handicap Parking - PH

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



3. Rezoning Request - 1314 N. Main Street
(formerly Strickland's Funeral Home) - PH

Memo



To: Roxboro City Council
From: Lauren Wrenn, Planning & Development Director
cc: Trevie Adams City Clerk (for City Records)
Date: May 4, 2017
Re: Public Hearing Items for May 9, 2017 City Council meeting

The City of Roxboro Planning Board met on April 3, 2017 and reviewed the following item(s):

- A. **Rezoning Request** – Reformation Christian Church requests a rezoning for the former Strickland Funeral Home site located at 1314 N Main Street (Person County Tax Map 50, Lots 2 & 3) from B-2 (Neighborhood Business District) to B-5 (Office District). The property is approximately .63 acres.

****Planning Board recommended approval unanimously.****

If you have any questions regarding any of the recommendations from the Planning Board, please contact me at 336-322-6018 or lwrenn@cityofroxboro.com.



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:

Tax Map	Present Zoning	Proposed Zoning	Deed BK/PG	Acreage
50 – 2,3	B-2 (Neighborhood Business District)	B-5 (Office District)	165/20	.63 ac

WHEREAS, the Roxboro City Council of the City of Roxboro, North Carolina, after due notices, conducted a public hearing on the 9th day of May, 2017 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 uses allowed within the B-5 zone are comparable with the existing uses in the area, (II) the re-zoning of the property will be more consistent with the surrounding properties on N. Main Street, and (III) the re-zoning of the property is consistent with the previous conforming uses for this property.

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 9th day of May 2017.

Mayor Merlyn P. Newell

ATTEST:

Trevie Adams, MMC
City Clerk



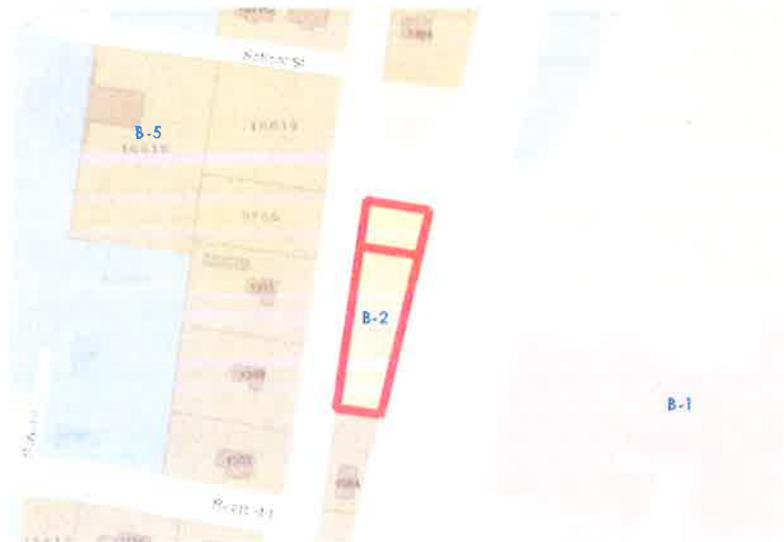
CITY OF ROXBORO STAFF REPORT

Prepared by: Lauren Wrenn, Interim Planning & Development Director

Meeting Dates: Planning Board: April 3, 2017 City Council: May 9, 2017	Request: <input checked="" type="checkbox"/> Rezoning <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Conditional Use Permit
Property Location: 1314 N Main Street	Current Zoning: B-2 (Neighborhood Business District)
Tax Map#: 50, Lots 2 and 3	Proposed Zoning: B-5 (Office District)
Contact Information: Reformation Christian Church - Bishop Peter L. Baker P.O. Box 1285 Roxboro, NC 27573 336-599-1265	Future Land Use Map Classification: Commercial

Summary:

Reformation Christian Church is requesting a rezoning for property located at 1314 N. Main Street from B-2 (Neighborhood Business District) to B-5 (Office District). The property is identified as Person County Tax Map 50, Lots 2 and 3. The property is approximately ½ of an acre and currently contains a building that was formerly used as a funeral home. Prior to that use, the building was a church. City water and sewer services are available.



The surrounding properties are zoned B-5 (Office District) and B-1 (Highway Business).

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. 80):

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)*, the staff **recommends approval** for the request by Reformation Christian Church to rezone the property located at 1314 N. Main Street from B-2 (Neighborhood Business District) to B-5 (Office District) for the following reason(s):

- The uses allowed within the B-5 zone are compatible with the existing uses in the area.
- The re-zoning of the property will be more consistent with the surrounding properties on N. Main Street.
- The re-zoning of the property is consistent with the previous conforming uses for this property.

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

Petition to Amend the Official Zoning Map – City of Roxboro

PETITION TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF ROXBORO, NORTH CAROLINA

Date: 2/24/17 Fee: \$310.⁰⁰ Application #: _____

TO THE PLANNING BOARD AND THE CITY COUNCIL:

I/We, the undersigned, do hereby make application and petition to the City Council of the City of Roxboro to amend the Official Zoning Map of the City of Roxboro as hereinafter requested. I hereby certify that I have full legal right to request such action. (Type or Print Clearly)

1. **Petitioner(s):** Reformation Christian Church (Peter L. Baker) Bishop
Address: P.O. Box 1285 and 134 WEEKS Drive, Roxboro NC 27573
Telephone Number: 336-599-1265 Fax Number: n/a
Interest in Property: Leasee + Potential Purchaser
(I.e., Owner, Part Owner, Option holder, Governmental Agency, Authorized Agent, Other: _____)

Property Owner/Agent: Marvin Strickland

Address: 1810 Durham Road, Roxboro, NC 27573
Telephone Number: 336-599-2161 Fax Number: nc

2. **Property Information:**

- A. Location of Property to be Rezoned (Subdivision/Lot, Street Address): 1314 N. Main Street, Roxboro, NC
- B. Tax Map Reference Number (map & lot): 50'2 + 50'3
Please attach a full size copy of the applicable Person County Tax Map. **A copy can be obtained from the Person County Tax Office located on the first floor of the Person County Courthouse.**
- C. Deed Reference: Book 165 Page 200 / Book 339 Page 766
Please attach a copy of the most recent deed to the property. **A copy can be obtained form the Person County Register of Deeds Office in the Person County Courthouse.**
- D. Survey, Plat Reference (i.e., plat book, page): 12/588
Please attach a copy of the property survey plat (if on record with the Person County Register of Deeds Office). **A copy can be obtained from the Person**

Petition to Amend the Official Zoning Map – City of Roxboro

County Register of Deeds Office in the Person County Courthouse.

REZONING APPLICATION:

Page 2

- D. Property Acreage: .4653 + .1595 = .6248
E. Current Use of Property (i.e., vacant lot, house etc.): Closed Funeral Home
F. Available Utilities - existing or proposed (check all that apply):
 City Water Well City Sewer Septic System

3. Zoning Map Amendment Being Sought:

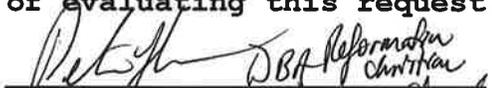
- A. Present Zoning Classification of Property: B-2
B. Requested Zoning Classification: B-5

4. The required filing fee must be enclosed. (No Petition is considered complete until the above-required information has been provided.)

5. Signatures and Acknowledgment:

The undersigned hereby certify that the application material is complete and accurate.

Furthermore, the undersign hereby authorizes the City of Roxboro's Zoning Administrator or designated representative to enter upon the above referenced property for the purpose of evaluating this request.


Applicant's Signature *Church*

02/17/17
Date


Property Owner's Signature
Or Authorized Agent

2/16/2017
Date

Petition to Amend the Official Zoning Map – City of Roxboro

City Use Only:

- Petition received with all required materials.
- Legal description of property submitted.
- Legal notice of public hearing composed/ authorized.
Newspaper: Courier Times
- Publication Dates: 3/18 & 4/1
- Date of Public Hearing: 4/3/17
- Property posted to announce public hearing.
Date: 3/22/17
- Notices sent to adjacent property owners.
Date: 3/29 2017
- Application referred to Planner for analysis.

Date of Planning Board Action: 4/3/17

Certified by: [Signature]

Action by Planning Board:
Recommend
Approval by City Council

Date of City Council Action: _____

Certified by: _____

Action by City Council:

Petition(s) Notified of Hearing Results: _____

Petition to Amend the Official Zoning Map – City of Roxboro

Adjacent Property Owners Notified:

Mr. Ronald & Kathy Pulliam
636 Nora Poole Road
Roxboro, NC 27574

Mr. Jack Britt
2000 Ford Gates Drive
Garner, NC 27529

Abbitt Dickerson Properties, Inc.
P.O. Box 544
Roxboro, NC 27573

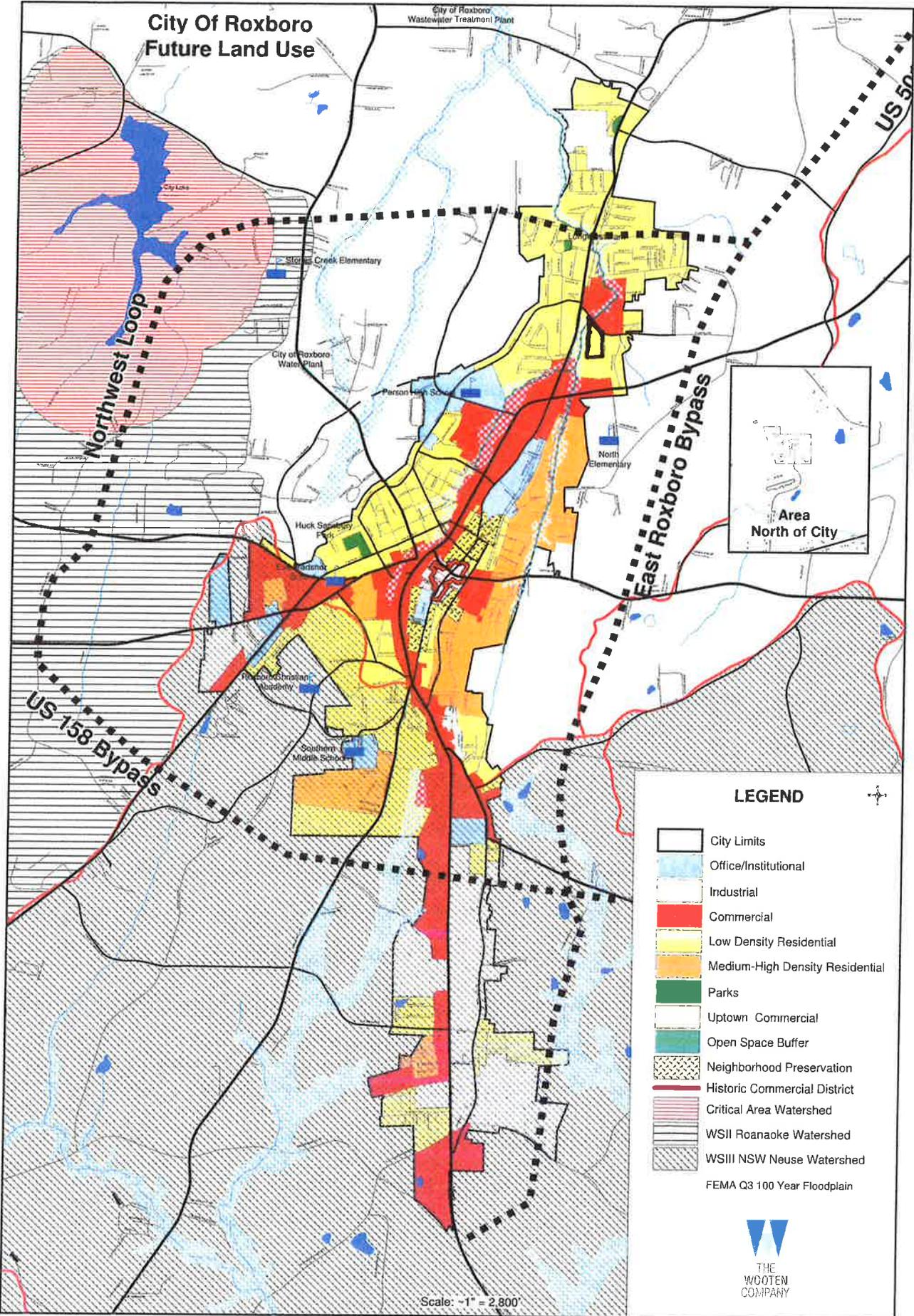
Trustees of Mr. Charles Wilborn
139 Rolling Creek Drive
Roxboro NC 27574

North Roxboro Baptist Church
115 School Street
Roxboro NC 27573

Commercial Warehouse Leasing, LLC
P.O. Box 64076
Fayetteville, NC 28306

J Reid and Company, Inc.
P.O. Box 1098
Roxboro, NC 27573

City Of Roxboro Future Land Use



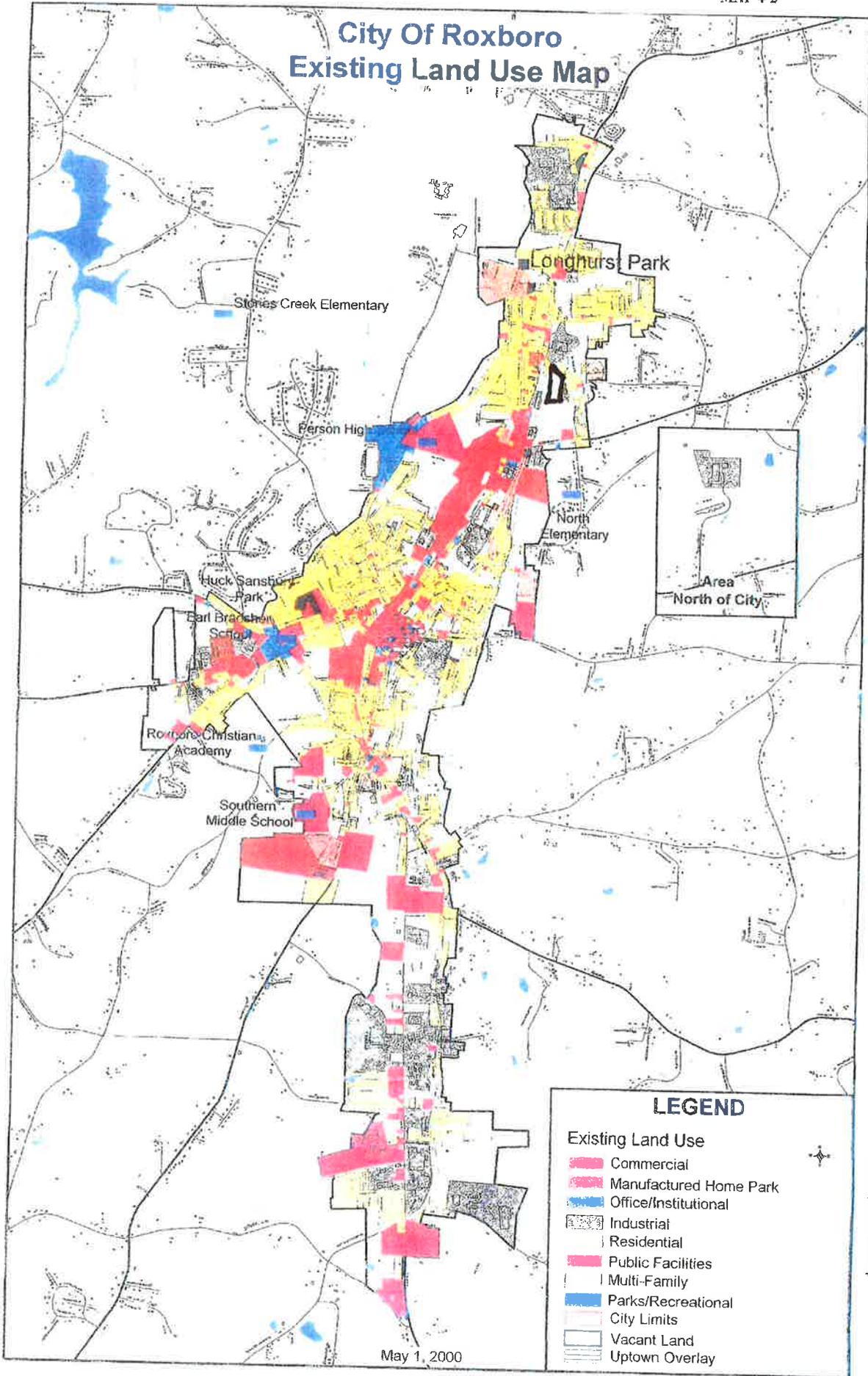
LEGEND

- 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'

City of Roxboro Existing Land Use Map



CITY OF ROXBORO, NORTH CAROLINA
ZONING ORDINANCE

5-5 Neighborhood Shopping District - B-2

A. Permitted Uses.

1. Barber shops.
2. Beauty shops.
5. Drug stores.
6. Health Spa (See Definitions)
7. Medical clinics.
8. Professional offices.
8. Signs - Signs shall be regulated as found in Section 10.
9. U. S. Postal Service

B. Conditional Uses.

1. Service establishments.
2. Funeral homes and chapels.
3. Clothing shops.
4. Gift shops.
5. Small homes for the elderly. (Licensed by Social Services)
6. Self-service Storage Buildings. (Mini-Warehouse)
7. Shipping/Packaging/Parcel Service
8. Restaurants.
9. Convenience stores.
10. Day Care Centers.

CITY OF ROXBORO, NORTH CAROLINA
ZONING ORDINANCE

C. Dimensional Requirements.

1. Minimum lot size - 6,000 square feet.
2. Minimum lot width - 50 feet.
3. Minimum front yard and corner lot setback - 60 feet on major and minor thoroughfares; 45 feet on residential streets and all other public rights-of-way.
4. Minimum side yard - 10 feet.
5. Minimum rear yard - 20 feet.
6. Maximum building height - 35 feet.

Off-street parking and off-street loading facilities shall be provided in accordance with Section 9.

CITY OF ROXBORO, NORTH CAROLINA
ZONING ORDINANCE

5-8 Office District – B-5

A. *Permitted Uses.*

1. Single family dwelling units, exclusive of mobile and manufactured homes.
2. Catering
3. Customary home occupations (as defined in the R-1 District).
4. Churches.
5. Parks and playgrounds.
6. Post offices.
7. Public library, museums, art galleries.
8. Financial institutions (insured by FIDC).
9. Specialized business offices such as:
Insurance agency
Real estate agent
Bookkeeping
10. Professional offices.
11. Utility Company (No open-air storage)
12. Beauty and Barber Shops
13. Drug Stores.
14. General business offices.
15. Governmental offices.
16. Cemeteries located on the same property as a church, which meet the following criteria:

CITY OF ROXBORO, NORTH CAROLINA
ZONING ORDINANCE

- a. No minimum lot area.
- b. A screen of dense plant material not less than six (6) feet high where a cemetery abuts a residential lot.
- c. The cemetery shall not encroach on any yard setbacks.
- d. A site plan shall be submitted showing the following:
 1. Topography (well-drained site with adequate storm drainage facilities)
 2. Structures (location of sign, entrance and buildings must be shown on plan)
 3. Circulation (proposed points of access and egress and pattern of internal circulation)
 4. Parking and Loading (layout of parking spaces), and
 5. Other Details (proposed restrictions, if any).

B. Conditional Uses.

1. Funeral Homes.
2. Small Group Homes for the elderly
3. Temporary Emergency, Construction and Repair Residence.
 1. Zoning Permit Required – A Zoning Permit shall be required prior to the placement of a Temporary, Construction or Repair Residence. An application shall be filed with the Zoning Ordinance Administrator (See Section 13 for specific provisions.)
 2. A Temporary Emergency, Construction or Repair Residence shall comply with the dimensional requirements for an accessory building as set forth in the R-1 Zoning District (See Section 5.1 for specific standards).
 3. Zoning Permit Expiration – A zoning permit for Temporary Emergency, Construction or Repair Residence to be occupied pending the construction, repair, or renovation of the permanent single family dwelling on a site shall expire within 6 months after the date of the issuance, except that the Zoning Administrator may renew such permit if it is determined that: (1) substantial construction, repair work, renovation or restoration work has been done; and (ii) such renewal is reasonably necessary to complete the necessary work to make such residence habitable.

C. Dimensional Requirements.

1. Minimum lot size - 8,000 square feet.

CITY OF ROXBORO, NORTH CAROLINA
ZONING ORDINANCE

2. Minimum lot width - 60 feet.
3. Minimum front yard - 60 feet from the centerline on major and minor thoroughfares; 45 feet from the centerline of all other streets and public rights-of-way.
4. Corner lot - 60 feet from the centerline on major and minor thoroughfares; 45 feet from the centerline of all other streets and rights-of-way.
5. Minimum side yard - 10 feet.
6. Minimum rear yard - 20 feet.
7. Maximum building height - 35 feet.
8. Uncovered decks and porches attached to a principal structure may be located in side or rear yards provided such uses shall not be less than 10 feet from any lot line. This provision does not allow the encroachment of these uses into front and corner lot yard setbacks. This provision does not include covered decks, porches, or sunrooms.

D. Parking Requirements - (See Section 9).

E. Signs. One sign per lot; indirect lighting; non-flashing signs - one (1) yard sign maximum size 4 x 8.

4. Morgan Street and Long Avenue Intersection

Lauren Wrenn

From: Sandor, John E <jesandor@ncdot.gov>
Sent: Tuesday, April 11, 2017 11:22 AM
To: Lauren Wrenn
Subject: Morgan and Long
Attachments: Morgan_1409-Long_Roxboro_Person_Sign_PM_Concept_I_No_Dims_7Apr17.pdf

Lauren,

Please see attached concept that we've put together for this intersection. Please share this with staff/council on your end. I'm happy to come up and meet about this if necessary.

Thanks

John Sandor, PE
Deputy Division Traffic Engineer
NCDOT – Division Five

919 220 4600 office
jesandor@ncdot.gov

2612 N. Duke St
Durham, NC 27704-3018



Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.



MORGAN ST (SR 1409)
 AND LONG AVE
 ALL-WAY STOP INTERSECTION

PAVEMENT MARKING /
 SIGN PLACEMENT CONCEPT
 DIVISION 05 PERSON COUNTY

REVISIONS	REV.	DATE

N.C. DEPARTMENT of TRANSPORTATION
 DIVISION of HIGHWAYS
 DIVISION FIVE TRAFFIC ENGINEERING

SCALE: 60' = 1" DATE: 7 APR 2017
 PREPARED BY: SJL
 REVIEWED BY: _____
 REVIEWED BY: _____

5. Budget Presentation

**First Draft
2017/2018 Budget
Will Be Presented
At The City Council
Meeting
May 9, 2017**

6. Financial and Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Nine Months Ended March 31, 2017

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	Annual 75.00% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,649,360	\$ 4,649,360	\$ 4,768,705.45	\$ 119,345.45	102.57%
Local Option Sales Tax	1,330,111	1,340,111	1,234,979.57	(105,131.43)	92.16%
Other Taxes and Licenses	12,000	12,000	12,118.36	118.36	100.99%
Unrestricted Intergovernmental	998,473	998,473	635,451.49	(363,021.51)	63.64%
Restricted Intergovernmental	637,276	906,616	828,694.70	(77,921.30)	91.41%
Permits and Fees	7,000	7,000	5,060.00	(1,940.00)	72.29%
Sales and Services	667,120	667,120	501,450.91	(165,669.09)	75.17%
Miscellaneous	21,000	21,000	32,282.02	11,282.02	153.72%
Investment Earnings	2,500	2,500	2,000.29	(499.71)	80.01%
Interfund Transfers	1,210,544	1,263,414	719,235.00	(544,179.00)	56.93%
Sale of Fixed Assets	15,000	15,000	162.50	(14,837.50)	1.08%
Total Revenues	9,550,384	9,882,594	8,740,140.29	(1,142,453.71)	88.44%
Expenditures:					
Governing Body - City Council	199,145	199,145	131,363.45	67,781.55	65.96%
City Hall Administration	593,491	656,361	519,130.67	137,230.33	79.09%
Finance	252,546	252,546	164,263.23	88,282.77	65.04%
Sales Tax	88,100	88,100	74,583.54	13,516.46	84.66%
Tax Collections	63,650	63,650	66,460.33	(2,810.33)	104.42%
Buildings & Grounds	138,413	138,413	117,202.17	21,210.83	84.68%
Safety / Purchasing	40,299	40,299	18,234.39	22,064.61	45.25%
Police	3,458,659	3,458,659	2,285,627.08	1,173,031.92	66.08%
Fire	1,888,320	1,888,320	1,378,102.71	510,217.29	72.98%
Emergency Communications 911	95,800	95,800	46,368.80	49,431.20	48.40%
Transportation - Streets	1,803,373	1,803,373	1,228,589.49	574,783.51	68.13%
Environmental Protection	849,177	849,177	604,772.00	244,405.00	71.22%
Economic Development	211,906	481,246	271,776.56	209,469.44	56.47%
Cultural & Recreational	500	500	-	500.00	0.00%
Debt Service	507,863	507,863	192,935.00	314,928.00	37.99%
Interfund Transfers	100,000	100,000	-	100,000.00	0.00%
Total Expenditures	10,291,242	10,623,452	7,099,409.42	3,524,042.58	66.83%
Excess of Revenues Over (Under) Expenditures	(740,858)	(740,858)	1,640,730.87	2,381,588.87	
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	\$ -	\$ -	1,640,730.87	\$ 1,640,730.87	
Fund Balance Beginning of Year			4,108,640.24		
Fund Balance Current Period			\$ 5,749,371.11		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Nine Months Ended March 31, 2017**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	75.00% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services	\$ 5,089,752	\$ 5,089,752	\$ 3,606,314.98	\$(1,483,437.02)	70.85%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	16,450.00	(3,550.00)	82.25%
Other Operating Revenues	35,475	35,475	11,523.24	(23,951.76)	32.48%
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	3,634,575.19	(2,354,352.81)	60.69%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	6,335.99	(629.01)	90.97%
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	550,898.75	(159,913.25)	77.50%
Nonoperating Revenues	1,500	1,500	365.44	(1,134.56)	24.36%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	6,684,546	6,708,305	4,192,234.17	(2,516,070.83)	62.49%
Expenditures:					
Public Utilities Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	119,569	122,569	84,767.84	37,801.16	69.16%
Meter Section	255,446	256,435	179,147.96	77,287.04	69.86%
Raw Water Supply	206,509	210,084	82,544.93	127,539.07	39.29%
Water Plant	1,354,307	1,362,398	1,084,470.78	277,927.22	79.60%
Water Maint and Construction	622,086	612,086	440,545.21	171,540.79	71.97%
Wastewater Plant II	118,313	118,313	83,186.47	35,126.53	70.31%
Wastewater Plant	1,286,882	1,290,877	916,772.69	374,104.31	71.02%
Pump Stations	266,810	251,810	149,691.52	102,118.48	59.45%
Wastewater Maint & Construction	361,020	390,131	240,127.26	150,003.74	61.55%
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	719,235.00	281,509.00	71.87%
Total Water & Sewer Fund 60	6,071,173	6,094,934	4,451,313.74	1,643,620.26	73.03%
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	4,461,313.74	2,462,997.26	64.38%
Excess of Revenues Over (Under) Expenditures	(206,004)	(206,006)	(259,079.57)	(53,073.57)	
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	\$ -	\$ -	(259,079.57)	\$ (259,079.57)	
Fund Balance Beginning of Year			2,311,761.60		
Fund Balance Current Period			\$ 2,052,672.03		

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Nine Months Ended March 31, 2017

Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	75.00% Percent of Budget
<u>Central Depository</u>				
Cash	11100000	2,118,463.26		
BB&T MMA	11100001	128,088.93		
NCCMT	11100002	1,887,107.02		
Flexible Spending Account AFLAC	11100003	24,678.69		
Roxboro Savings Bank	11100004	421,050.15		
Gateway Bank MMA Finistar	11100005	-		
CD's	11130000	-		
Total Cash and Investments		\$ 4,579,388.05		\$4,579,388.05
<u>Breakdown by Fund:</u>				
General	10	\$ 5,090,320.49		
CDBG-Revolving Loan Fund	13	85,557.30		
Vehicle Special Revenue	26	2,737.17		
Ridge Road Capital Project	30	(589,384.44)		
Stormwater Capital Fund	50	165,894.71		
Enterprise	60	(709,841.78)		
Triple Tier Water	61	113,801.21		
Capital Reserve	69	941,509.83		
Wastewater Plant Capital Project	71	(846,352.44)		
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		\$ 4,579,388.05		\$4,579,388.05

City of Roxboro, North Carolina
Fund Balance
General Fund
As of March 31, 2017

	General Fund			
	31-Mar-17 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	0.78%	0.42%	0.48%
Reserved by state statute	653,781	11.37%	6.15%	6.95%
Reserved for streets - Powell Bill	287,458	5.00%	2.71%	3.06%
Reserved for cemetery	30,269	0.53%	0.28%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>2.35%</u>	<u>1.27%</u>	<u>1.44%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>20.03%</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>4,597,757</u>	<u>79.97%</u>	<u>43.28%</u>	<u>48.89%</u>
Total fund balance unreserved	<u>4,597,757</u>	<u>79.97%</u>	<u>43.28%</u>	<u>48.89%</u>
Total equity and other credits	<u>\$ 5,749,371</u>	<u>100.00%</u>	<u>54.12%</u>	<u>61.13%</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 March 31, 2017

	Enterprise Fund			
	31-Mar-17 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	0.70%	0.28%	0.25%
Reserved by state statute	422,861	20.60%	8.30%	7.27%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>86.93%</u>	<u>35.03%</u>	<u>30.69%</u>
Total fund balance reserved	2,221,606	108.23%	43.61%	38.21%
Unreserved				
Designated for subsequent year's expenditures	106,006	5.16%	2.08%	1.82%
Undesignated	<u>(274,940)</u>	<u>-13.39%</u>	<u>-5.40%</u>	<u>-4.73%</u>
Total fund balance unreserved	<u>(168,934)</u>	<u>-8.23%</u>	<u>-3.32%</u>	<u>-2.91%</u>
Total equity and other credits	<u>\$ 2,052,672</u>	<u>100.00%</u>	<u>40.29%</u>	<u>35.31%</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
30-Apr-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	397,225.65	340,607.97	381,041.44
Public Utilities	-	-	-
Adjusted Original Levy	4,740,039.54	4,538,524.86	4,462,198.16
+Discoveries	123,960.93	439,665.94	449,761.24
Levy	4,864,000.47	4,978,190.80	4,911,959.40
-Releases	5,111.94	24,164.40	10,861.77
Current Levy	4,858,888.53	4,954,026.40	4,901,097.63
Collection year-to-date	\$ 4,770,619.57	\$ 4,918,925.74	\$ 4,883,635.91
Uncollected	\$ 88,268.96	\$ 35,100.66	\$ 17,461.72
Collection % of Current Levy	98.18%	99.29%	99.64%
Property Tax Rate Per \$100	\$ 0.670	\$ 0.660	\$ 0.660

7. Assistant City Manager's Report

Assistant City Manger's Report

Wastewater Treatment Plant – The third and last clarifier has been rebuilt and was put back in service last week. Over the course of the last four years, all three clarifiers have been refurbished. During the heavy rains of two weeks ago, the plant operators did a great job of preventing a washout of the plant. Sewer was coming into the plant at a rate of 15 million gallons a day. They had to shut down the aerators in the aeration basins and stop the clarifiers. To compound the problem of excess flow into the plant, the creek began backing up the discharge pipe into the plant. The third clarifier that was being repaired was empty and it filled up from its discharge side from creek water. Excess flow was diverted into the second aeration basin and no solids were lost. They are still pumping the excess flow from the second aeration basin into the first one for treatment.

Attached is the timeline of events at the wastewater treatment plant.

Storm Damage to City Streets: The culverts at Crowel Street and Ivey Street were damaged by localized flooding during the storm. On Crowell Street, flooding washed out the last section of pipe. Part of the remaining pipe is rusted out. It will need to be replaced. The flooding did not damage the asphalt



On Ivey Street, the flooding washed out a small section of dirt from under the curb. There was no damage to the street.



Weather event from April 24th & 25th 2017

Timeline:

- East clarifier down for repair, and was approx. ¼ full of groundwater at the beginning of the event.
- 8:55 am on 4/24/17 ...flow rate 8.6 mg ...operator turned # 8 aerator off.
- 9:15 am on 4/24/17 ...flow rate 13.9 mg...operator turned #6 & #7 aerators off.
- 12:45 pm on 4/24/17 ...flow rate 15.4 mg, noticed some pin floc in middle and west clarifier due to the hydraulic load....had operator turn # 5 aerator off.
- Operator called supt. 2:10 am on 4/25/17...clarifier baffles underwater.
- 3:00 am on 4/25/17... supt. & operator stop rotation on middle and west clarifiers, wait for return sludge port to clear and open south aeration basin port hole. Close off N. Basin return port hole. Pumped into south basin for 1 hour, clarifier levels dropped back into troughs. Water backing into east clarifier, trough flooded, filling in reverse.
- 4:00 am on 4/25/17...switched back to n. basin with return pumps and restarted clarifier rotation. Saving tank space in s. basin due to forecast of more heavy rain coming.
- 9:04 am on 4/25/17...repeated the process but only pumped into s. basin for 15 min. (saving tank space)
- 9:58 am on 4/25/17...repeated the process but only pumped into s. basin for 15 min. (saving tank space)
- 10am on 4/25/17...heavy rain at the plant and covering county on radar.
- 11am on 4/25/17...east clarifier filling from trough, flow rates over 20mg, opened both ports on south basin and used RSPS #1 pumps 1,2,3 & RSPS #2 pumps 50%, 100% to pump into south basin. Clarifiers filling slowly, flow started dropping at approx. 1:45 pm, clarifier levels also dropping. By approx. 2pm east clarifier water level was back in the trough. Middle and West clarifiers also. Opened N. basin port holes and closed S. Basin ports. Turned 50 and 100% pumps in RSPS #2 off as well as #2 pump in RSPS #1. Approx. 3 to 4 feet of available space left in south basin when we stopped pumping.
- Flow remained too high to restart any aerators until 10:20 pm on 4/25/17 when it was put on auto (timer) flow rate still at 9.8 mg.
- 12:25 am 4/26/17...#6 aerator restarted in auto...flow rate 8.6 mg.
- 3:25 am 4/26/17 ...#7 aerator restarted in auto...flow rate 7.1 mg.
- 7:05 am 4/26/17...#8 aerator was started an run approx. 3 min. at 4am, 5 min at 5am & 5 min at 6am...operator will run for 10 min at 7am if blankets hold he will most likely return #8 to auto (2 / 20min cycles /hour) around 8 or 9am. Being the last aerator and the first to be turned off, it takes longer to get this one back in auto without overloading clarifier blankets.

Rainfall at the WWTP (guage read at 7am each day)

- 4/21/17375”
 - 4/22/17.....75”
 - 4/23/17....1”
 - 4/24/17....4”
 - 4/25/17....1.375”
- Total7.5”**

Equipment damaged or not working since the beginning of the event.

- East clarifier out of service for repairs prior to storm.
- Grit Collector shear pin broke around 4 am on 4/26/17... have not checked on cause at this time.
- One effluent sample pump... collecting with dipper until it can be replaced.
- One GFI receptacle at the contact tank....should be replaced later on the 26th or 27th.

Pictures that were taken during the event, not necessarily during the worst of the conditions.



Pipe full at the time this picture taken, at one point water level was within inches Of running over with all headworks equipment running.



Clarifiers would have ran over if not for pumping into the south basin.





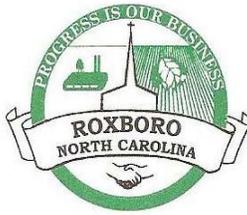


Clarifier is flooded.



Normal Clarifier operation

8. 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.
 - Two Budget Work session-To be scheduled
 - EDC/PCBIC Meeting, May 18th , 8am at Person County Tax Office
 - Roxboro Area Chamber of Commerce Golf Tournament, May 19th, 11am at Roxboro Country Club
 - Open Enrollment – May 23rd & 24th
 - City Council Meeting, June 13th, 7pm at City Hall
- I would like to hold two additional budget work sessions prior to our Budget Public Hearing at our next council meeting on June 13th. The budget development calendar recommended May 16th & 23rd as meeting dates; these are just suggested dates, we could meet at another time. The budget development calendar also recommended a special meeting to be held on June 27 for budget ratification.
- Spoke with the Person County Environmental Issues Advisory Committee regarding the recently authorized study regarding solid waste and impacts from a potential landfill closure. This was a fruitful conversation which provided feedback on items to consider in our analysis.
- Staff has sent the recently amended City Code of Ordinance sections for codification. We expect to have the updated digital files shortly. In the upcoming months, staff will be submitting proposed revisions to the Public Nuisance Ordinance.