AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, AUGUST 8, 2017 at 7:00 P.M.
CITY HALL COUNCIL CHAMBER

CALL TO ORDER	Mayor Merilyn P. Newell
INVOCATION:	Fire Chief Kenneth Torain
PLEDGE OF ALLEGIANCE:	Mayor Merilyn P. Newell
AGENDA ADOPTION:	Mayor Merilyn P. Newell
CONSENT AGENDA	Mayor Merilyn P. Newell

Minutes
Fire Department
Police Department
Public Services Department
Fuel Expenditures
Planning/RDG Report

RECOGNITIONS:

PUBLIC COMMENT: *(5 minutes per Citizen)*	Mayor Merilyn P. Newell

PUBLIC HEARINGS AND ORDINANCE MATTERS:

1.	UDIDG for 115-117 Depot Street – *Public Hearing*	Planning Director Lauren Wrenn
2.	Special Event Permit – PC Library – Zombie Walk – *Public Hearing*	Planning Director Lauren Wrenn
3.	Special Event Permit – 5k Run – Antioch Bapt. Ch. – *Public Hearing*	Kristi Slaughter
4.	Special Use Permit – 309 Long Avenue – *Public Hearing*	Planning Director Lauren Wrenn

NEW BUSINESS:

5.	Purchasing Policy	City Manager Brooks Lockhart
6.	Auditor's Contract Approval	Finance Director Dan Craig
7.	Resolution to Declare Surplus	Public Services Director Andy Oakley

OLD BUSINESS:

8.	Bids for Land Clearing – Waste Water Treatment Plant	Assistant Manager Tommy Warren
9.	Department of Transportation – Long Avenue and Morgan Street	John Sander

COMMITTEE REPORTS	Mayor Merilyn P. Newell

ADMINISTRATIVE REPORTS:

10.	Financial & Tax Report	Finance Director Dan Craig
11.	Assistant Manager's Report	Assistant Manager Tommy Warren
12.	Manager's Report	City Manager Brooks Lockhart

COUNCIL DISCUSSION:

CLOSED SESSION:

ADJOURNMENT: Motion Second

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

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, August 8, 2017.

The following members of the Roxboro City Council were present:

The following members of the Roxboro City Council were absent:

Mayor Merilyn 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 July 11, 2017 *(Regular Meeting)*
- Fire/EMS Monthly Report *(July 2017)*
- Police Dept. Monthly Report *(July 2017)*
- Public Services Monthly Report *(June 2017 & July 2017)*
- Fuel Expenditures Monthly Report *(July 2017)*
- Planning/RDG Monthly Report *(July 2017)*

_____
Trevie Adams, MMC/NCCMC
City Clerk

MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY JULY 11, 2017 – 7:00 P.M. CITY COUNCIL MEETING
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC

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

PLEDGE OF ALLEGIANCE:
Mayor Merilyn P. Newell then asked those in attendance to stand in reciting the Pledge of Allegiance to the Flag.

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

CONSENT AGENDA ADOPTION:
Mayor Merilyn 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.

RECOGNITIONS: **Mayor Merilyn P. Newell** read a letter from Mrs. Kate Wolford of Leland, North Carolina recognizing **Fire Chief Kenneth Torain** for his kindness, patience and thoughtfulness while helping her retrieve her car keys from a locked car with a 16 month old child still inside.

PUBLIC COMMENT: Mayor Merilyn P. Newell asked if anyone had signed up for Public Comment at this time.

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. **Re-zoning Request – Thaxton Road - *Public Hearing***
   Mayor Merilyn P. Newell opened the Public Hearing at 7:11 p.m. Planning Director Lauren Wrenn presented the Mayor and Council with a request from ESA Renewables from an R-2 district to an I-1 district for vacant lot on Thaxton Road. This request was presented to the Roxboro Planning Board in a Public Hearing on June 5,

2017. Ms. Wrenn reported to the Mayor and Council that based on research of the property, the requested rezoning, and the Future Land Use Plan for the City of Roxboro, staff concluded that the rezoning is not compatible with established character and community vision. Ms. Wrenn noted that the uses allowed within the I-1 (Light Industrial District) were not compatible with the existing residential used in the area. Furthermore, Ms. Wrenn noted that the rezoning would not be consistent with the surrounding properties in the area, which are all zoned R-2 (Medium Density Residential). The Roxboro Planning Board suggested the request be denied.

Mayor Newell asked for any public comment at this time.

1. **Mr. Javier Latre of ESA Renewables** introduced himself to the Mayor and Council. Mr. Latre informed Council that ESA Renewables have completed similar projects in many communities and normally in low-residential areas and these projects are typically non-intrusive. Mr. Latre informed Council that buffers would be planted around the facility. The company plan to contract for thirty years on the seven acres being proposed for rezoning. Maintenance is the responsibility of the company and is inspected twice a year.

After a brief discussion, **Mayor Newell closed the Public Hearing at 7:18 p.m**. **Council Member Mark Phillips offered a motion to deny the request as suggested by the Planning Board due to the fact that this rezoning is inconsistent with the future land use plan in that the proposed rezoning would not be compatible with the established character of the community vision of the plan and that the proposed rezoning be incompatible with existing residential uses in the area and that the proposed rezoning would not be consistent with the surrounding properties in the area that are all zoned R-2 with a second by Council Member Henry Daniel** and upon being put to a vote was carried unanimously.

NEW BUSINESS:

2. **Resolution to Declare Surplus – Police Department**
   Police Chief David Hess presented Council with a Resolution to Declare Surplus for retiring Lt. Mike Price. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the Resolution as presented with a second by Mayor Pro Tem Will 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.** Chief Hess asked that Lt. Mike Price come forward. At this time, Mayor Newell and Chief Hess presented Lt. Mike Price with his fire arm and offered congratulations on his retirement.

3. **Permission for Sidewalk Usage**
   Mrs. Jessica Wesley addressed Council asking for permission to place outdoor table and chairs at her business located at 118 N. Main Street and Depot Street. Mrs. Wesley would like to "dress up" this corner to invite more traffic to the Uptown area. After a brief discussion, **Council Member Henry Daniel offered a motion to approve the request as long as the tables and chairs did not obstruct foot traffic with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

4. **Board Appointment – Person County TDA**
   Mayor Merilyn P. Newell presented Council with applications from Mr. Hayden Newell, Ms. Tammy Woods and Ms. Barbara Oakley for appointment to the TDA Board to fill an unexpired term for:

- (1) Hotel/Motel/Bed & Breakfast Representative fulfill unexpired 3 year term (term expires 2018)

. After a brief discussion, **Council Member Sandy Stigall offered a motion to appoint Ms. Tammy Woods to fill the unexpired term on the TDA Board with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

5. **Board Appointment - Planning Board**
Planning Director Lauren Wrenn presented Council with an application from Ms. Margaret Kay and the reappointment of Mr. Kenneth Montgomery for appointment to the Planning Board. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to appoint Ms. Margaret Kay and reappoint Mr. Kenneth Montgomery to the Planning Board, with a second by Council Member Sandy Stigall** and upon being put to a vote was carried unanimously.

6. **Board Appointment - Board of Adjustment**
Planning Director Lauren Wrenn reported to Council that there are five members and two vacancies on the Board of Adjustment. Ms. Tonia Allen has requested reappointment to the Board and Ms. Kim Fox has submitted an application to be appointed to the Person County TDA, but was also interested in the Board of Adjustment, since the vacant seat on the TDA required someone from the Hotel/Motel/Bed & Breakfast industry, Ms. Wrenn offered Ms. Fox as an appointee for the Board of Adjustment. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to reappointment Ms. Tonia Allen and to appoint Ms. Kim Fox to the Board of Adjustment with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

7. **Set Public Hearing for UDIDG – 115 – 117 Depot Street**
Planning Director Lauren Wrenn presented the Mayor and Council with a UDID Grant application from Hayden Newell for 115/117 Depot Street. The application will require a Public Hearing for consideration from Council. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to set the Public Hearing for Tuesday, August 8, 2017 at the regular monthly Council meeting with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

OLD BUSINESS:

8. **Update on Morgan Street and Long Avenue Crosswalk**
Planning Director Lauren Wrenn reported to the Mayor and Council that since the May 9th Council meeting, staff has conducted an investigation into the proposed DOT changes to the Morgan Street and Long Avenue intersection. This investigation included the acquisition of crash reports for other intersections in this vicinity, interviews with residents and employees in the area, and review of City staff evaluation of impact. After some discussion, it was the consensus of Council to have the DOT representative present at the next meeting in August to discuss the findings of staff.

COMMITTEE REPORTS

Mayor Merilyn 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** – Programs on diabetes will be offered in August at Golden Corral, Roxboro Baptist Church and New Mt. Zion Church. Mr. Blackwell asked all to see ads in Courier Times for dates and times.

3) **Person County Youth Council – Mayor Pro Tem Will Davis** –No meeting.
4) **Kerr Tar Council of Government – Council Member Henry Daniel** – No meeting.
5) **Fire Chief's Association – Council Member Mark Phillips –** attended the Fire Chief's Association meeting and the meeting was very calm and informative.
6) **Mayor Merilyn P. Newell** will be appointing new board members to the Roxboro Housing Authority and conducting interviews of the applicants.

ADMINISTRATIVE REPORTS

9. Financial & Tax Report

Interim Financial Director Dan Craig presented Council with financial reports for May 31, 2017 and tax reports for June 30, 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 majority of the work on the intersection of Reams Avenue and Main Street is almost completed and has re-opened. The second part of the job is to resurface Main Street from Long Memorial Church to Court. This should be completed in the next few weeks.

This past year the City was required to join NC 811, a utility location service and as a member, the City receives notification from NC 811 to locate city utilities. Since this has started, utility locates have doubled. Before, each company that needed a utility service located had to call the City and NC 811 and a lot of companies were not calling the City. Now, each time NC 811 calls the City each time a located is called in. As a member of NC 811, the City has to pay NC 811 $0.75 per locate and for the month of June, the City was billed for 175 locates for a total of $131.25.

11. Manager's Report

City Manager Brooks Lockhart offered some dates of interest for Council including: RAMA, August 8th, City Council Meeting, August 8th, Kerr-Tar COG Board, August 24th and the Manager will be on vacation September 25th – 29th.

Mr. Lockhart reported that in anticipation of the upcoming financial software conversion, staff has undertaken efforts to proactively prepare a Digital Imaging Policy for the future records retention. In conjunction with these efforts, staff will also work to update our "Electronic Communications Policy" from 2008 to include social media. The objective will be to create one policy which provides continuity of direction for appropriate use and conformity with best practices for record retention in our digital era.

The 2017 Independence Day Celebration was a great success. Mr. Lockhart thanked Council and the Director's Round Table for providing financial support for the Fireworks Display and thanked Chief Kenneth Torain for the fire departments efforts in coordinating the Fireworks Display by spreading information and for assisting the Fireworks crew in packing during the deluge or rain. Mr. Lockhart also thanked Mr. Larry Cole, Dave Bradsher and Radio Roxboro for their support.

The Police Department staff and administrative staff will be holding an informational meeting in July to evaluate the accreditation program being offered by NCLM Risk Management Services. This accreditation process will evaluate our standard operating procedures, driving certifications, and use of force polices. The objective of the program is to reduce potential for claims; the major benefits for the city are a reduction in our liability insurance and a safer workforce.

COUNCIL DISCUSSION: Mayor Merilyn P. Newell informed Council that a stop light was being installed at the intersection of Hwy 158 and Hwy 501 to hopefully make the intersection a little safer. Mayor Newell asked Council to consider a change in the date for the October regular Council Meeting, which is scheduled for Tuesday, October 10, 2017, which will be election day for Municipal elections. After some discussion, Mayor Pro Tem William Davis offered a motion to change the October meeting date to October 17, 2017 with a second by Council Member Byrd Blackwell and upon being put to a vote was carried unanimously.

ADJOURNMENT:
There being no further business to discuss, **A motion was offered by Council Member Sandy Stigall with a second by Council Member Henry Daniel to adjourn this meeting at 8:43 p.m.** and, upon being put to a vote, was carried unanimously.

Submitted by:

_____
Trevie Adams, MMC/NCCMC
City Clerk

July 11, 2017

City of Roxboro
Fire and Rescue Department

Date: **August 3, 2017**
To: **Mayor Newell**
Roxboro City Council

From: **Kenneth M. Torain, Fire Chief**

Highlight

- **Responses** - During the month of July the City of Roxboro Fire Department responded to 20 fire calls within the city limits, and 38 fire calls outside the city limits. Also, the department responded to 58 first responder calls within the city, and 32 first responder calls in our county response district. Over the course of July, we had to call back off-duty personnel and auxiliary personnel for a total of 1 full alarm. Roxboro Fire Department responded to 153 dispatched calls this month.
- **July 4th** Roxboro fire department had another busy July 4th this year. We had several calls during that day and during the events. We participated in the parade with two trucks. Also we took care of helping set up the fireworks and inspection of them and after it was over with, we had a downpour for a while. The crews stayed on the field with the crew shooting the fireworks and help them get all their equipment up and loaded. The fireworks crew said we were the best group of firefighters that they ever visited.
- **Family Day** Roxboro fire department went to GKN for their family day and carried hats and bags to all the kids.
- **Physicals** All of the staff of Roxboro fire department took part in the NFPA physicals done by Med Access this month. We continue to receive the results from the physicals with several having to go see other doctors.
- **Parks and Rec** The department took part in the park and rec water day by spraying the kids during the event.

105 Court St.
Roxboro, North Carolina 27573

ROXBORO POLICE DEPARTMENT

109 North Lamar Street
Roxboro, North Carolina 27573

Office 336 599 8345

www.cityofroxboro.com

City Council Report

July 2017

Patrol Division

Highlighted Events

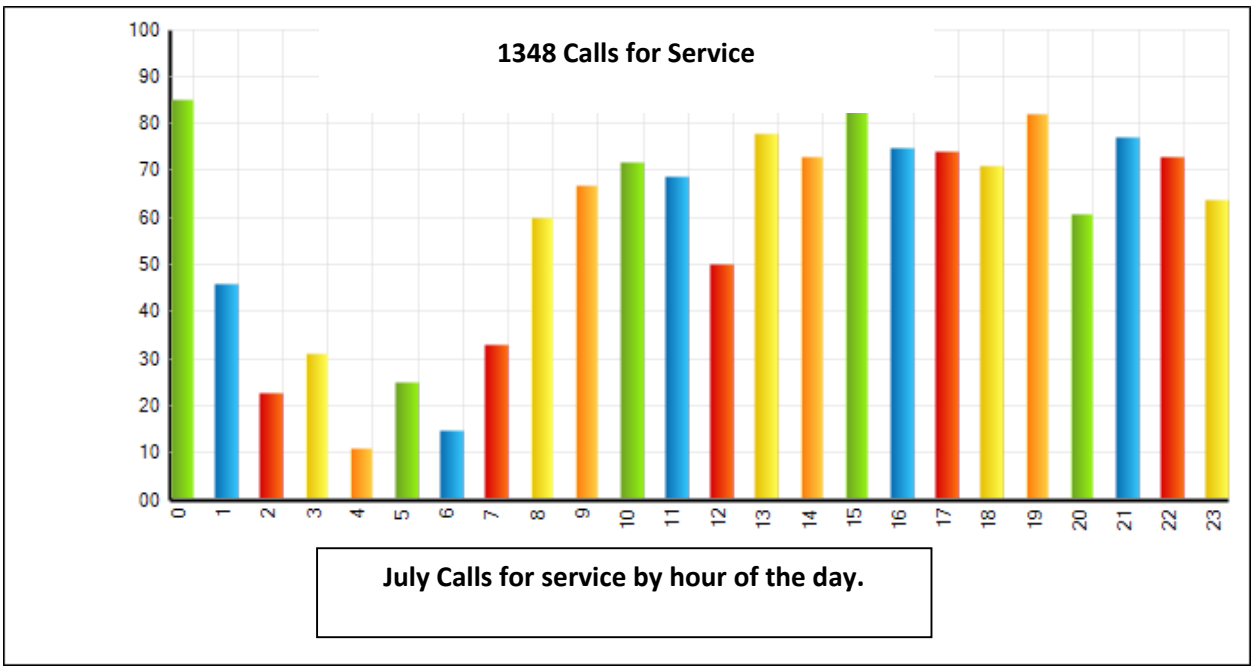
- The July 4th Parade was well attended and safely managed.
- The police department is hosting the FBI to provide free Rapid Deployment training in August.
- Patrol executed a search warrant that resulted in the seizure of drugs and paraphernalia.

Community Policing

- Attended GKN Driveline Family Day.
- UMC hosted their summer Emergency Services dinner at the Police Department.
- The department provided Heat Warning safety tips on social media in July.

Monthly Activities

- Calls for Service – 1348
- Incident Reports- 143
- Vehicle Crashes – 81
- Citations – 136
- Misdemeanor Arrests – 50
- Felony Arrests – 19



For the month of July, on average, each patrol officer singularly responded to 84 calls during the month with the bulk of those calls between 10 AM-Midnight. Please keep in mind, we are currently operating with 3 of the 5 per shift.

Criminal Investigations Division

- CID is investigating numerous B&E's. Det. Howe is processing forensic evidence. Investigators have person(s) of interest in the investigations.
- CID conferred with the DA's Office related to a previous weapons investigation and conferred with the ATF about the weapon seized as evidence in the case. The case remains under further investigation.
- A couple of cases were closed leads exhausted or the victim declined to prosecute.

Total Numbers for the Month

- Number of cases assigned 21
- Follow up hours in field 178
- Phone follow up hours 45
- Hours spent doing paperwork 157
- Call outs 5
- Out of town follow ups 11
- Felony warrants - 11
- Misdemeanor warrants- 0
- Cases closed: 6
    - Leads exhausted:
    - Closed by warrants or unfounded:
- Arrests 1
- Felony packets 4
- Number of interviews conducted 14

Forensic Investigations conducted by Detective Howe

Roxboro Police Department – 0

Oxford Police Department- 0

Chapel Hill Police Department – 5

Person County Sheriff's Office- 0

Creedmoor Police Department- 0

Hillsborough Police Department- 0

Butner Police Department - 0

Granville County Sheriff's Office- 0

Street Crimes Unit

- SCU continues to work a complex covert operation with the assistance of a federal entity.

Administrative Services Unit

- Sgt. Dickerson oversaw the successful implementation of the new Records Management Software. Over thirty technical issues were identified on the Go Live day. Sgt. Dickerson, Lori Davis and the OSSI team resolved all but four minor issues. Staff continues to work to resolve these four non-critical system glitches.
- ASU assisted with National Night Out planning.
- Evidence Custodian Tanya Thomas completed an inventory of Sexual Assault kits prior to a new law requiring an audit inventory. The department is in compliance with statute and has already submitted the inventory to the Crime Lab as required by the new statute.

Administration

Meetings

- Hosted a meeting with the NCLM, City Manager, and HR Director to discuss the League's Law Enforcement Risk Management Review program. The accreditation program can reduce the city's liability insurance. Chief Hess initiated the review and is working with staff to complete the accreditation process.
- Met with Richard Vining of the American Legion to discuss their plans and our department's Honor Guard involvement in Patriot's Day.
- Chief and Deputy Chief attended the North Carolina Police Executives training conference. They received training on legal updates and terrorism.
    - Chief attended a North Carolina Chief of Police Association Board of Directors meeting at the conference. He recognized Dr. Thomas Long for a donation for the association.

Highlighted Events

- Chief walked to the July 4th Parade.
- Chief, Deputy Kirby, and Lt. Hawkins attended the BLET graduation for Chad Campbell who is a minority employee hired and paid to send to BLET. He is expected to be sworn by mid-August.
- Chief networked with the FBI National Academy Speaker Bureau to host a speaker to present on Law Enforcement Trauma. The presenter was shot in the line of duty in 2000 and shares their experience to help officers be mentally prepared for trauma.

THANK YOU FOR YOUR CONTINUED SUPPORT

Public Services Department Monthly Report

City of Roxboro

August 2015

Public Utilities Department

Water Repairs:	7
Hydrant Repairs and Maint:	0
Meters Changed:	22
New Water Services:	1
Broken Meters Replaced:	0
Sewer Repairs:	8
Sewer Blockages:	23
New Sewer Services:	0

Remarks:
Right of Way Mowing is on to its second round this year.

Public Works Department

Commercial Garbage:	403.39	tons
Residential Garbage:	265.55	tons
Brush Collected:	81.9	tons
Leaves Collected:	4	tons
Potholes Repaired:	7	
Asphalt:	18.23	tons
Concrete:	0	yards
Vehicle Repairs:	27	
Garage Materials:	$7,978.81	

Remarks:
The rear loading garbage truck was down for three weeks and bulk service is still behind.

Water Treatment Plant

Total Water Treated:	80.49	MG	
Average Daily Treated:	2.596	MGD	
Maximum Daily Treated:	3.14	MGD	
Minimum Daily Treated:	1.64	MGD	
City Lake Level:	8.5 ft low		8/5/15
Lake Roxboro Level:	9.25		8/5/15

Remarks:
Work has begun on Lake Roxboro Spillway.

Wastewater Treatment Plant

Average Monthly Flow:	1.84	MGD
Maximum Daily Flow:	4.27	MGD
Minimum Daily Flow:	1.31	MGD
Monthly Rainfall:	9.08"	
Maximum Rainfall:	2.42"	6/17/15
Peak Hourly Flow:	11.9 mg	6./2/2015
Monthly Samples Analyzed:	NA	

Remarks:

City of Roxboro, Nor LM Lawn Mowers Shell
Distribution of Gas T WD Weed Eaters Account Number: 80-001-3945-4
30-Jun-17 CS Chain Saws
GC Gas Cans, ETC.

Gas **0.5280**
Diesel **0.5860**

Card Number	Dept Number	Make	Model	Gallons	Total Cost	Tax Adjust	0.05 per gallon Discount	2.00% 2.00% Discount	Net Cost	Average Cost Per Gallon
Summary										
1	4120	City Hall		18.89	39.67	9.97	0.94	0.38	28.37	**2.100**
2	4130	Finance		9.50	19.00	5.02	0.48	0.19	13.32	**2.000**
3	4160	Public Buildings		236.87	534.45	125.07	11.84	4.74	392.80	**2.256**
4	4180	Purchasing		-	-	-	-	-	-	**#DIV/0!**
17	4910	Planning & Zoning		25.55	51.08	13.49	1.28	0.51	35.80	**1.999**
		Total Administrative		290.81	644.20	153.55	14.54	5.82	470.30	**2.215**
5	4310	Police		1,717.11	3,553.18	906.63	85.86	34.34	2,526.35	**2.069**
6	4311	CID		128.72	267.55	67.96	6.44	2.57	190.58	**2.079**
26	4312	Narcotics		-	-	-	-	-	-	**#DIV/0!**
9	4380	Animal Control		-	-	-	-	-	-	**#DIV/0!**
		Total Police		1,845.83	3,820.73	974.60	92.29	36.92	2,716.92	**2.070**
7	4340	Fire		1,261.43	2,710.17	708.05	63.07	25.23	1,913.82	**2.148**
8	4341	Fire Inspections		80.41	167.42	42.46	4.02	1.61	119.33	**2.082**
		Total Fire Dept.		1,341.84	2,877.59	750.51	67.09	26.84	2,033.15	**2.145**
10	4510	Public Services		167.24	347.46	88.30	8.36	3.34	247.45	**2.078**
11	4511	Streets		253.84	569.53	138.00	12.69	5.08	376.52	**2.244**
12	4512	Street Cleaning		-	-	-	-	-	-	**#DIV/0!**
13	4513	Garage		401.50	919.49	227.53	20.08	8.03	663.85	**2.290**
14	4710	Residential Garbage		1,248.02	2,883.08	731.34	62.40	24.96	2,064.38	**2.310**
15	4711	Commercial Garbage		912.69	2,102.83	534.84	45.63	18.25	1,504.11	**2.304**
16	4740	Cemetery		228.23	614.49	120.51	11.41	4.56	478.01	**2.692**
		Total Public Services		3,211.52	7,436.88	1,840.52	160.58	64.23	5,334.31	**2.316**
		Total General Fund		6,690.00	14,779.40	3,719.17	334.50	133.80	10,554.69	**2.209**
18	7112	Meter Reading		175.31	363.43	92.56	8.77	3.51	258.59	**2.073**
19	7114	Lake Warden		81.59	181.64	43.08	4.08	1.63	132.85	**2.226**
25	7118	Pump Stations		327.04	766.80	172.68	16.35	6.54	571.23	**2.345**
20	7120	Water Plant		191.53	407.79	103.80	9.58	3.83	290.59	**2.129**
21	7121	Water Line Maintenan		285.99	629.64	160.38	14.30	5.72	449.24	**2.202**
22	7130	WWTP		58.00	121.07	30.62	2.90	1.16	86.39	**2.087**
23	7131	Sewer Line Maintenan		716.05	1,554.21	395.14	35.80	14.32	1,108.94	**2.171**
24	7132	WWTP II		168.24	372.89	88.83	8.41	3.36	272.28	**2.216**
		Total Enterprise Fund		2,003.75	4,397.47	1,087.09	100.19	40.08	3,170.11	**2.195**
		Total All Funds		8,693.75	19,176.87	4,806.26	434.69	173.88	13,724.80	**2.206**

August 3, 2017

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Planning & Development Director

Subject: August Council Report

Uptown Development/Roxboro Development Group:

- Uptown Crosswalk Rennovations: The construction of the new crosswalks at Main, Reams, and Depot is still on-going. Crews arrived on Wednesday morning around 8:30am to begin grinding down the old asphalt on Main Street. In just a few short hours, the old asphalt was removed from Court Street to Long Memorial Church. As of Thursday at 5pm, the paving of the same area had not begun, but City staff believed work would resume on Friday or Monday. Regular updates have gone out to the paper and the Uptown email list, ensuring that individuals are notified of road closures and traffic disruptions. Additionally, social media posts help to spread the word to as many as possible that businesses are still open during this last phase.
- Rox N' Roll: FINALLY, a successful Cruise-In took place on July 21, with more than 150 cars in attendance. The streets of Uptown were filled with drivers, spectators, and shoppers! Thanks to the efforts of the Community Planner, three food trucks were present, as well as a bounce house, children's games, and historic facts about Person County. Designed as a celebration of the 225th Anniversary of Person County, this Cruise-In featured balloons, birthday banners, and presents for all to enjoy. Lots of positive comments were received and many drivers who came for their first visit indicated they would return next month to enjoy more time in Roxboro.
- Music On Main: With the month of August now underway, preparations for the Music On Main event are also ramping up. Formerly known as Alive After 5, this event has been rebranded to offer more authenticity and relation to our beautiful Uptown. The goal is to incorporate more local elements into this event to make it unique and special to the Roxboro area. This year's entertainment, The Pizazz! Band, has local roots and is well known throughout the Person County area. We will also feature food from one of our popular, local food trucks, Martin's Concessions, and hope to incorporate our new brewery into the mix! If all goes as planned, we hope to find a way to serve local beers and wines only in the years to come, and incorporate activities that will draw more attention to all of our Uptown during this centralized event.

- Other Highlights:
    - Continued work on the Uptown Branding Project
    - Held RDG Board meeting on July 19th
    - Submitted statistics report the NC Department of Commerce for last fiscal year

Planning & Development:

- Nuisance Abatement and Land Use Ordinance Revisions: Unfortunately, an influx of permits and zoning requests made it impossible to prepare a draft of the Nuisance Ordinances for the August meeting. While disappointed about the delay, staff is working diligently to complete this step of review and have new items ready for consideration soon. Thankfully, the new Unified Development Ordinance has been well received by most and seems to be much more user-friendly for staff and citizens alike.
- Code Enforcement: Code Enforcement Officer Danny Eudy had a medical emergency during the month of July. In his absence, Planning staff continued to move forward with nuisance cases and hearings. Thankfully, Mr. Eudy is recovering well and has returned to work after only a single missed day. Progress continues on high grass cases, as well as minimum housing inspections. Several matters on Trotter Street are under investigation, and notices submitted to the necessary property owners. Additionally, Mr. Eudy is continuing to work on the minimum housing case at 209 Burch Avenue. At this point, staff feels confident a presentation and ordinance for demolition of the property will be on the October Council agenda, barring no unforeseen circumstances. The property at 93 Summer Ridge was purchased by a new owner on July 17th. The new owner has been notified of the pending investigation and nuisance abatement process and has reached out to staff to ensure cooperation on the timely resolution of all matters. Staff will continue to monitor for progress and act if no progress is evident.
- Long Avenue and Morgan Street DOT Proposal: After the July Council meeting, staff reached out to the County Manager to inquire about the possibility of second driveway entrance for Huck Sansbury on Long Avenue. Manager York informed staff that the County considered this when looking at the potential site for the recreation center. Ms. Work also indicated that there was a lot of push back from citizens of the area, as well as some elected officials when this was previously discussed. Staff also reached back out to the NC DOT Division 5 Representative, John Sandor, about the questions remaining to be answered. Mr. Sandor indicated that he should be able to attend the August meeting, but as of Thursday at 5pm, had not officially committed.

- Other Highlights:
    - Data submitted to the state regarding population estimates for last fiscal year
    - Improvements to filing system started internally
    - Call log and drop-in appointment records maintained for clarity of communication
    - Review of existing applications and forms for update
    - New board members notified of duties and provided copies of role descriptions
    - Distributed Kerr-Tar COG housing renovation loan applications to citizens

1. UDIDG for 115-117 Depot Street

August 8, 2017

To:Roxboro City Council

From:Dan Craig, Finance Director
Lauren Wrenn, Planning & Development Director

Re:Uptown Development Incentive District Grant

The Uptown Development Incentive District Grant was established November 8, 2015. An application has been received from Hayden Newell regarding the property located at 115/117 Depot Street. The application has been determined to be complete and qualifies for this grant. According to the terms of the grant and the amounts involved with this property, the calculated payments of this grant are:

2017 $2,102.08
2018 $1,576.56
2019 $1,051.04
2020 $ 525.52

It is recommended that this grant application and payment schedule be approved.

2. Special Event Permit - PC Library - Public Hearing

City of Roxboro
Special Event Permit Application

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

*Special Events not requiring a public hearing include (i) observations of national holidays (ii) annually recurring special events, which do not exceed two (2) hours and for which no admission fee is charged, and (iii) events hosted, in-part, by the City of Roxboro.

I. Applicant Information:

Organization: Person County Public Library
Address: 319 S Main St City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-597-7881 Cell Number: — Email: cbondy@personcounty.net

Primary Contact: Christy Bondy
Address: 319 S Main St. City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-597-7881 Cell Number: — Email: cbondy@personcounty.net

II. General Event information:

Please provide the common name by which the event is to be known.
~~Zombie Int~~ Halloween Spooktacular

Please select the type of event:

- ☐ Parade
- ☒ Run/Walk Race — Zombie Walk
- ☐ Concert
- ☐ Ceremony
- ☐ Festival/Street Fair
- ☐ Other _____

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

The purpose of this event is to provide families w/ fun entertainment and draw families to Uptown Roxboro to celebrate Halloween

Please indicate the following:

a. Proposed Event Date(s): October 26, 2017
b. Proposed Time Period(s) of the Event: 5:15 - 6:15
c. Location of Event: Main St
d. Approximate Number of People to Attend the Event : 125

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

At 5:15 a Zombie Walk will be planned to start at Merritt Commons and finish at the Kirby.

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: Street closure

☐ Fire:

☑ Public Service (i.e., streets or portions of streets to be closed and for what period, etc.):
Street closure from Long Memorial parking lot, to Gordon Street on Main, also close CH + Abbitt for safety.

☐ 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, Main from Long Memorial to Gordon, Court and Abbitt Streets. Barricades needed @ Reams and Depot as well

Specify number of:

0 Goods/Food Vendors 0 Animals 0 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:

N/A

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.

Cindy M. Bowling — Date: 7-27-17

Applicant Signature

Cindy M. Bowling — Date: 7-27-17

Responsible Planner/On-Site Manager

City of Roxboro
Merritt Commons Rental Agreement

The City of Roxboro recognizes the value of having an appropriate facility 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. Merritt Commons shall be made available subject to such rules and regulations as established by the City of Roxboro. Administration of the facility is the responsibility of the Planning & Development Director, or his/her designated representative.

The User(s) 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 User(s) must be 21 years of age or older.

2. Whenever the property is in use, the User(s) 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 Planning & 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 Planning & 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(s) does not appear at the facility, any rental fees for the unused time shall be retained by the City of Roxboro. The

User(s) shall not stay later than the scheduled time unless granted permission by the Planning & 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. No stakes, poles, or other object may be driven into the grounds of the facility.

12. No automobiles, or equipment of similar weight, shall be driven or placed on the grassy lawn.

13. Flammable liquids of all descriptions shall be prohibited in all areas of Merritt Commons and the Main Street Pavilion.

14. Non-Merritt Commons properties shall immediately be removed following any facility usage. Any property left upon the premises by the User(s) 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.
15. User(s) 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(s) will pay cost above the security deposit.

16. The City of Roxboro has the right to make repairs and bring contractors in without prior notice to User(s). Cost of these repairs will be borne by the User.

17. The User(s) 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.

18. Use or possession of alcohol shall be governed by City of Roxboro ordinances.

19. 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(s). The Planning & Development Director in conjunction with the Chief of the Roxboro Police Department will have final say regarding security needs.

20. The User(s) 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.

21. The 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.

22. The 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 Planning & Development Director.

23. If the event requires closing a street, it must be approved and coordinated with the City of Roxboro through the Planning & Development department under authorization of the City's Special Event Permit ordinance.

24. **THERE ARE NO PUBLIC RESTROOM FACILITIES AVAILABLE AT MERRITT COMMONS**. The User(s) 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 Heath Department per number of people projected to attend each event.

25. The User(s) shall not assign or sublet the space or rights covered by this agreement.

26. All advertising and promotion are the responsibility of the organization using the facility.

27. The City of Roxboro hereby reserves the right to control and manage the facility through the Planning & Development Director and to enforce all necessary and proper rules for management and operation of the same.

28. **ALL MATTERS NOT AUTHORIZED EXPRESSLY BY THE TERMS OF THIS CONTRACT SHALL BE RESERVED TO THE DISCRETION OF THE PLANNING & DEVELOPMENT DIRECTOR**.

29. **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.

30. **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.

City of Roxboro
Merritt Commons Rental Agreement

I. Applicant Information:

Organization: Friends of the Person County Public Library, Inc.
Address: 319 S. Main Street City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-597-7881 Cell Number: 919-724-8994 Email: Cbandy@personcounty.net

Primary Contact: Christy Bandy
Address: 319 S. Main Street City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-597-7881 Cell Number: 919-724-8994 Email: Cbandy@personcounty.net

II. General Event information:

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

Please provide a brief description of the purpose of the proposed event:
The purpose of this event is to provide family fun entertainment and draw families to uptown Roxboro to celebrate Halloween

Please indicate the following:

a. Proposed Event Date(s): October 26, 2017
b. Proposed Time Period(s): 5:15 - 6:15
c. Approximate Number of People to Attend the Event : 125

Please provide a general description of the activities planned during the event.
At 5:15, a zombie walk will be planned to start at Merritt Commons and finish at the Courthouse.

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

Security Deposit $100.00

Total Fees (for-profit multiply number of hours by $50) 100.00

III. Usage Agreement:

THIS AGREEMENT IS BETWEEN THE City of Roxboro AND Friends of the Person Co. Public Library ON THE DATES AND TIMES INDICATED ON THIS FORM.

Make all checks payable to the City of Roxboro and remit to the Planning & 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.

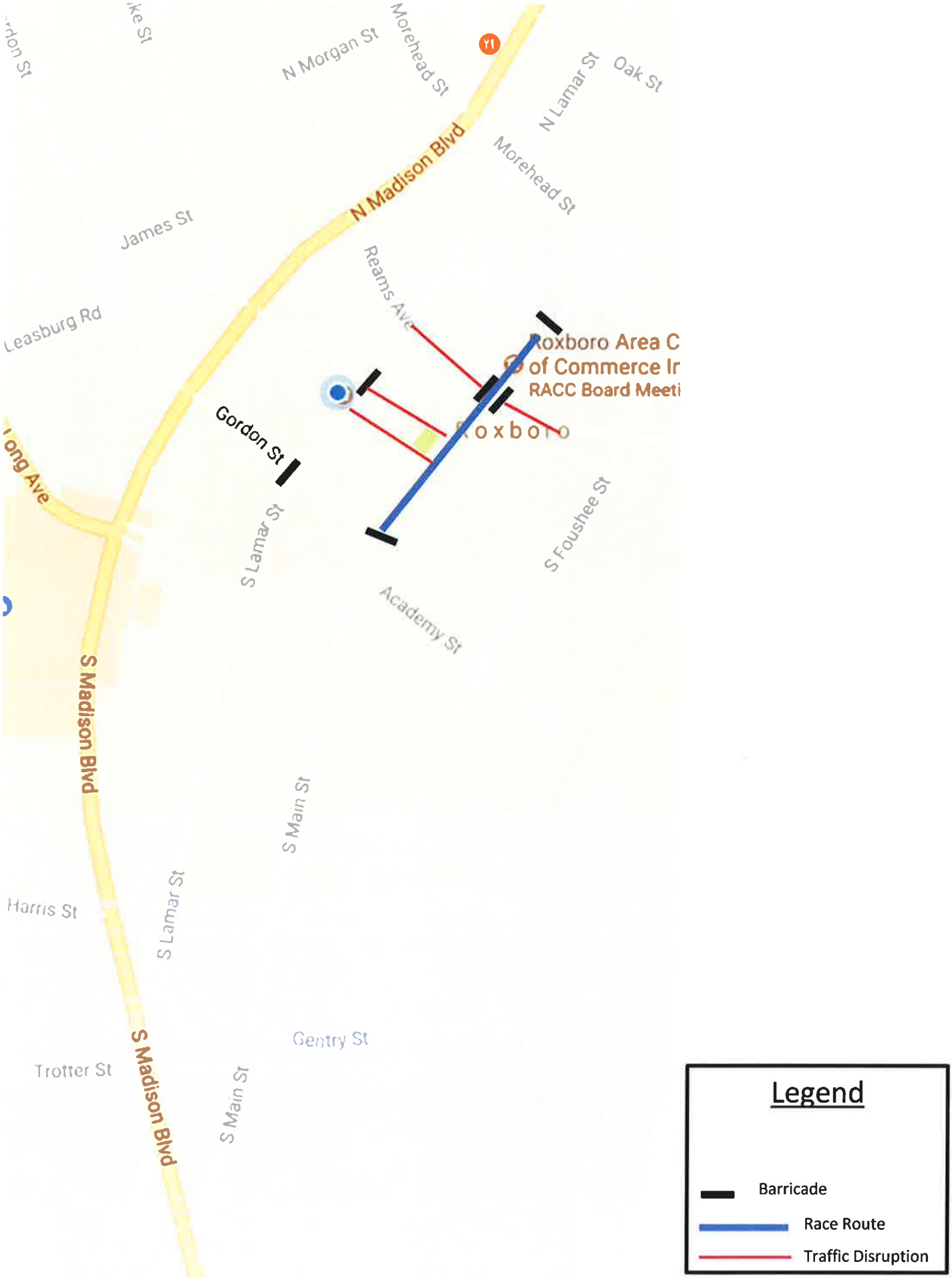
This agreement is entered into this 20th day of July, 2017. In keeping with our good faith, I hereby submit a check in the amount of $ 100.00 to the City of Roxboro.

Cindy M. Barry

Signature/Date (User)

7/14/17

Signature/Date (Planning & Development Director)


N Morgan St
Morehead St
N Lamar St
Oak St
N Madison Blvd
Morehead St
James St
Reams Ave
Leasburg Rd
Roxboro Area C
of Commerce Ir
RACC Board Meeti
Roxboro
Gordon St
S Lamar St
S Foushee St
Academy St
S Madison Blvd
S Main St
Harris St
S Lamar St
Gentry St
Trotter St
S Main St
S Madison Blvd
Legend
Barricade
Race Route
Traffic Disruption

3. Special Event Permit - 5k Run - Antioch Bapt. Church - Public Hearing

July 11- court date
to ask for road
Closures

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 (ii) annually recurring special events, which do not exceed two (2) hours and for which no admission fee is charged, and (iii) events hosted, in-part, by the City of Roxboro.

I. Applicant Information:

Organization: Antioch Baptist Church
Address: 677 Antioch Church rd City: Timberlake State: NC Zip Code: 27583
Daytime Phone Number: 336597-3755 Cell Number: 3365043821 Email: pastor@antiochbaptistchurch.org

Primary Contact: Kristi Slaughter
Address: 5513 Allensville rd City: Roxboro State: NC Zip Code: 27574
Daytime Phone Number: 336597-4844 Cell Number: 9196021020 Email: Kristi4duke@aol.com

II. General Event information:

Please provide the common name by which the event is to be known.
Mission Possible 5K

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:

Fundraiser to support Mission trips at Antioch Baptist Church specifically a Phillippine Mission trip

Please indicate the following:

a. Proposed Event Date(s): Sept 23, 2017, if rain Sept 30, 2017
b. Proposed Time Period(s) of the Event: 5am-3pm time to set up & clean
c. Location of Event: Merritt Commons
d. Approximate Number of People to Attend the Event: @ 300 - purely estimate at this point.

- Registration @ 6:30
- Adult run @ 7:30
- Kid run @ 9:00

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

Adult 5K run with booth stops
Family 1 or 2K run with booth stops
Tent, food & beverage
Bouncy house

*Streets to reopen @ 10am

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):

- [x] Police: talked w/ Chief Hess
- [ ] Fire: talked w/ Chief Train
- [x] Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): S Main & Madison, Barden & Lamar, Gordon & Lamar, Ct St & Lamar, Reams & Lamar, Morehead & Lamar, Oak turn around
- [ ] Other:

→ First run ends @ 9 and Merritt to Oak St can reopen by 9am

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):

See above

Specify number of: several Antioch members serving hotdogs, icees, water

✓ Goods/Food Vendors Ø Animals 1 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.

Lauren Wrenn

From: Slaughter, Kristina (KRISTI) <kristina.slaughter@verizon.com>
Sent: Friday, July 14, 2017 1:56 PM
To: Lauren Wrenn
Cc: Slaughter, Kristina (KRISTI)
Subject: RE: Uptown 5K for Antioch Church

Hello Lauren,

We mapped out the route this morning and was able to make it a little more compact with less barricades needed.
A question – will the city provide the barricades?
Can you send me a new map that does not have the already drawn black lines on it so I can send to you, and we could then have it to post to the website?
At each change in direction we will have a minimum of 2 people standing to direct people. We also want police presence but we are still working on finding out the number of police needed. Thank you

Below are the written directions, and basically we keep it the route from Oak Stree (Roxboro Presbyterian Church) to the end of South Main at Friendlie's after Rock Inn.

START: Merritt Commons
T/L out of Merritt and T/R on S. Main Street to the end past Rock Inn and turn around at Friendlies. (Baricade needed)
Come back down Main St
T/L at Library on Barden Street
T/R on S. Lamar Street
Stay Straight, at Merritt Commons at that intersection will have water station.
Remain straight on Lamar to Roxboro Presbyterian Church at Oak Street (Baricade)
U TURN back down Lamar street. Remain straight after Merritt Commons
T/L on Barden to go back past Library.
T/R on S Main street to Friendlies
U TURN and back on Main Street going past the Library and back to Merritt to Complete the race.

The Family run will just be a square from Merritt Commons
T/R on Main
T/R at Library on Barden
T/R on S Lamar and finish at Merritt Commons.

We are pretty sure this is the route we will do. We have a couple people going to run it to see if it works OK.

Thank you!
Kristi

From: Lauren Wrenn [mailto:lwrenn@cityofroxboro.com]
Sent: Wednesday, July 12, 2017 3:54 PM
To: Slaughter, Kristina (KRISTI)
Subject: [E] RE: Uptown 5K for Antioch Church

Legend

- Water Station
- Barricade
- Race Route
- Traffic Disruption

City of Roxboro
Merritt Commons Rental Agreement

I. Applicant Information:

Organization: Antioch Baptist Church
Address: 677 Antioch Church rd City: Timberlake State: NC Zip Code: 27583
Daytime Phone Number: 336-597-3755 Cell Number: 336-504-3821 Email: pastor@antiochbaptistchurch.org

Primary Contact: Kristi Slaughter
Address: 5513 Allensville rd City: Roxboro State: NC Zip Code: 27574
Daytime Phone Number: 336-597-4844 Cell Number: 919 602 1020 Email: Kristi4duke@aol.com

II. General Event information:

Please provide the common name by which the event is to be known.
Mission Possible 5K

Please provide a brief description of the purpose of the proposed event:
Fundraiser to support Mission trips at Antioch Baptist Church

Please indicate the following:

a. Proposed Event Date(s): Sept 23, 2017 or possible rain date Sept 30, 2017
b. Proposed Time Period(s): 5am - 3pm
c. Approximate Number of People to Attend the Event : @ 300 - purely estimate at this point

Please provide a general description of the activities planned during the event.
Adult 5K run with booths along the way
Family 1 or 2 K run with booths along the way
Bouncy house
Tent to serve food & drinks

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

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/06/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Church Mutual Insurance Company
3000 Schuster Lane
P.O. Box 357
Merrill WI 54452

CONTACT NAME: Amanda K Kropp
PHONE (A/C, No, Ext): 1-800-554-2642 Option 1 FAX (A/C, No): 855-264-2329
E-MAIL ADDRESS: cs14@churchmutual.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Church Mutual Insurance Company	18767
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED ANTIOCH BAPTIST CHURCH
677 ANTIOCH CHURCH RD
TIMBERLAKE NC 27583-9310

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:	N		0139520-21-824985	10/17/2015	10/17/2018	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 3,000,000
							PRODUCTS - COMP/OP AGG	$ 1,000,000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Liability Insurance for police traffic control for 5K event on September 23, 2017, at Merritt Commons on Main Street, Roxboro, NC 27573. SRAP 587.

CERTIFICATE HOLDER

City of Roxboro
PO Box 128
Roxboro NC 27573-0128

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Amanda Kropp

© 1988-2015 ACORD CORPORATION. All rights reserved.

WAIVER OF LIABILITY

FOR

RACE PARTICIPANTS

Name of Sponsor: **Antioch Baptist Church**

Name of Event: **Mission Possible 5-K or .5K Family Walk/Run Race**

Date of Race: **September 23, 2017**

Location of Race: **Merritt Commons, Roxboro, North Carolina**

As a PARTICIPANT, I know that running and/or walking in a competition is a strenuous and potentially hazardous activity. I hereby understand and assume all risks associated with participating in this event, including, but not limited to: falls; contact with other participants, race officials, volunteers, spectators, sponsors, race directors, or any of their staff or bystanders; the effects of weather, including, snow, ice, rain, heat, cold and/or humidity; traffic, altitude, road and surface conditions, all such risks being known and appreciated by me.

Having read this WAIVER and knowing these facts, and in consideration of the acceptance of my entry, I, for myself, my heirs, and anyone entitled to act on my behalf, hereby waive and release the SPONSOR, its employees, agents, volunteers and anyone else connected with the Sponsor in its presentation and execution of this event, from all claims or liabilities of any kind, including, but not limited to, death, personal injury, property loss or damage arising from my participation in this event, even though such liability may arise out of negligence or carelessness on the part of the SPONSOR, its employees, agents, volunteers and anyone else connected with the sponsor in its presentation and execution of this event.

I hereby consent to receive medical treatment that may deemed advisable in the event of injury, accident and/or illness prior to, during or after the race resulting from my participation in this event.

I certify that I am physically and medically able to participate in this event and that I do not suffer from any known condition that would affect my ability to so participate.

Printed Name of PARTICIPANT: _____

Signature of PARTICIPANT:_____

If under age 18, Signature of PARENT of Participant:_____

DATE:_____

Proposed letter to be delivered to each house on the run route.

Dear homeowner,

Saturday, September 23rd, the Philippine Mission Team from Antioch Baptist Church will be hosting a 5K and .5K marathon that will begin and end at Merritt Commons. The 5K event will begin at 7:30am with the Family/Kid Run following at 9:00am. The runners will be going past your home. Our team would like to apologize beforehand for any inconvenience this may cause. Both runs should be completed by 10:00am latest. Runners may have water cups they drop behind, but we would like to assure you our team will work to make sure all signs of the event are removed. If you find something was not properly handled we ask you call Kristi Slaughter and our desire will be to make it right.

The purpose for these marathons is to raise money for our 2018 Philippine Mission trip. Our team's desire is for this to be an annual fundraiser to help further spread the gospel of Jesus Christ to the Philippines. If you have any suggestions for our team before or after this event we would love to hear from you. We hope this can be a successful event for all involved.

If your home would like to participate in this event by holding signs of encouragement, or just being there to cheer them on, this would be welcome. Our desire for this event is not just to raise money for missions, but to create community involvement and show off our beautiful downtown Roxboro at the same time. There are a lot of cute ideas for signs and things homeowners can do if you would like to google other marathons, or just give Kristi a call. We only ask that signs be encouraging and of good taste.
If you know anyone who would like to participate in the event they can register at www.runsignup.com/Race/NC/Roxboro/ANTIOCHMISSIONPOSSIBLE5K.

MISSION POSSIBLE

MISSION TRIP TO THE PHILIPPINES THRU ANTIOCH CHURCH

SATURDAY, SEPTEMBER 23, 2017

@ MERRITT COMMONS AT 118 S MAIN STREET, ROXBORO, NC

5K ADULT WALK/RUN

BEGINS AT 7:30AM

REGISTRATION BEGINS AT 6:30AM

$25
PER RUNNER

COOL MISSION POSSIBLE T-SHIRTS FREE

.5K FAMILY WALK/RUN

BEGINS AT 9:00AM

REGISTRATION BEGINS AT 8:00AM

$20
PER RUNNER

COOL SPY GEAR AND CRAFTS FREE

VISIT WWW.RUNSIGNUP.COM/RACE/NC/ROXBORO/ANTIOCHMISSIONPOSSIBLE5K TO REGISTER OR DONATE

OR CONTACT KRISTI AT 919-602-1020 WITH QUESTIONS

4. Special Use Permit - 309 Long Avenue - Public Hearing

Memo

To: Mayor Newell and Roxboro City Council

From: Lauren Wrenn/ Planning & Development Director

cc: Trevie Adams City Clerk (for City Records)

Date: August 3, 2017

Re: Recommendation from Planning Board Regarding Special Use Permit for 309 Long Avenue

---

Madam Mayor and Council,

Please be advised that the City of Roxboro Planning Board met on July 3rd, 2017 to conduct a public hearing regarding the Special Use Permit request for the opening of a Private School Program as a apart of the Education Center of Roxboro operations at 309 Long Avenue, Tax Map 29 19.

Upon review of the enclosed application and staff report, the City Planning Board offered a unanimous recommendation to approve the request as the request did not conflict with the City's currently adopted land use plan and met all conditions as established by Article 4, Section 4.9.4.5. in the Unified Development Ordinance.

AGENDA

City of Roxboro
Planning & Development Office
Planning Board Meeting
6:00 p.m. – 07/03/2017 – 105 S Lamar Street
Council Chambers

I. **Roll Call**

II. **Approval of Minutes**

a. Meeting on June 6, 2017 –Re-Zoning Request for 1314 N Main Street

III. **Public Hearing Items To Be Considered:**

a. Special Use Request – Private School Pre-School through 12th at existing site of Education Center of Roxboro – Tax Map 29 19

IV. **New Business:**

a. None

V. **Unfinished Business:**

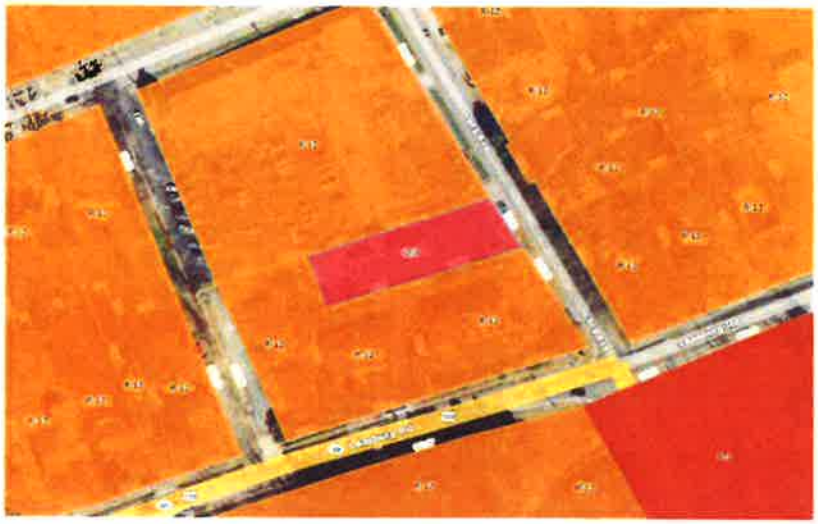
a. None

VI. **Adjournment**

CITY OF ROXBORO
SPECIAL USE REQUEST

DOCKET: SU201701

DATE: July 3, 2017



PETITIONER:
Dominique Booker
Education Center of Roxboro
P.O. Box 1697
Roxboro, NC 27573

OWNER:
AMYLYNN, Inc.
Amy Henderson
1995 Blalock Dairy Road
Roxboro, NC 27574

REQUEST:
To obtain a Special Use Permit for Educational Facility as an additional use at the 309 Long Avenue property. The property is also known as Record number 15376 Map Number 29 19.

LOCATION OF PROPERTY AND RELATION TO EXISTING DISTRICTS:
The property is located at 309 Long Avenue. The property is surrounded entirely by R-12 parcels.

ACRES: .36 acres

SPECIAL USE FINDINGS:
The Petitioner wishes to open a Private School catering to grades Pre-school through 12th grade at the specified property, which is also the location of the existing Education Center of Roxboro offering tutoring services for various age groups.

The existing zoning, Office/Institutional – O/I, only allows schools as a Special Use. A special use permit is only allowed after a review by the Planning Board, who will then propose a recommendation to the City Council for final decision. The City Council shall issue a special use permit if it has evaluated an application through a quasi-judicial process and determined the following findings of fact to be true. The following reflects the information and statements provided by the Petitioner;

1. **The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.**

Establishment, maintenance, nor operation of the private school will be detrimental to or endanger the public health, safety, or general welfare.

2. **The special use will be in harmony with the existing development an uses within the area in which it is to be located.**

At present, the properties surrounding this parcel include apartment homes, residential homes, and office buildings. A private school does not deviate from the harmony of those existing developments.

3. **The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

The establishment of this special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. With the opening of the new facility, the improvement of the district will be inevitable as a vacant building will be filled and renovated to meet the needs of the private school.

4. **Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.**

This private school will be housed in an existing building. The applicant has applied for permits to complete the required work to bring the building up to current Building Code and provide all adequate utilities. Additionally, the applicant has indicated that this building will house 5 classrooms and has access to 20 parking spaces in the existing parking lot. According to the City of Roxboro Zoning Ordinance, the most restrictive parking regulation for an educational facility requires 4 parking spaces per classroom in a secondary school. Based on the information provided by the applicant, this facility will provide adequate parking and drainage of said lot. This private school will be located on the minor thoroughfare known as Long Avenue. Long Avenue flows directly to Highway 501 with multiple access points from other roads. As such, this property will provide for adequate access roads.

5. **Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.**

The primary entrance for the school will be from the Long Avenue entrance. However, this property connects to an additional drive that exits onto Leasburg Road (aka Highway 158). In the event of high traffic at peak operating hours of the school, vehicular traffic has two additional means of egress to avoid congestion on the public streets. Additionally, this property has a covered drive to allow for multiple pick-ups and drop-offs at a time, if needed to allow for timely traffic flow.

6. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.

The applicant has met with the Zoning Administrator and confirmed that the use will conform to all regulations for the district.

7. Public access shall be provided in accordance with the recommendations of the city's land use plan and access plan or the present amount of public access and public parking as exists within the city now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.

As stated in finding number four, the parking for this building is existing. No development of this use shall lessen the amount of available parking, and parking has been determined to be in compliance with the requirements of the Zoning Ordinance. Furthermore, public access to this property is available from existing City and NC DOT roadways.

8. The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the City Council.

According to the future land use plan for the City of Roxboro, this parcel is designated for low density residential use. While the proposed use of a private school is not a residential use, it is not a use that is in direct conflict with the character of a residential district. It is the opinion of the Zoning Administrator that this use is more congruent with the nature and character of the Office/Institutional zone and the future land use plan than the commercial business housed at this site previously. Furthermore, the Zoning Ordinance allows for primary and secondary schools as Special Uses within the R-12 district, which would be congruent with this surrounding area for the property in question.

ADDING CONDITIONS

Prior to the granting of any special use, the Planning Board may recommend, and the City Council may require, conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the special use as is deemed necessary for the protection of the public interest and to secure compliance with the standards and requirements specified in Article 4, Section 4.9.4.5. of the Zoning Ordinance. In all cases in which special uses are granted, the City Council may require guarantees to ensure compliance with the special use permit conditions. The reasons/justifications for special conditions must be stated/tied to Article 4, Section 4.9.4.5. of the Zoning Ordinance.

Furthermore, the City Council may not attach additional conditions that modify or alter the specific requirements set forth in the Zoning Ordinance, unless the development in question presents extraordinary circumstances that justify the variation from the specified requirements. Without limiting the foregoing, the City Council may attach to a permit a condition limiting the

permit to a specified duration. All additional comments or requirements shall be entered on the permit and are enforceable in the same manner and to the same extent as any other applicable requirements of the Zoning Ordinance.

RECOMMENDED CONDITIONS IF SPECIAL USE REQUEST IS APPROVED.

1. The developer shall follow all Public Service standards and requirements for sanitation, increase of infrastructure/ utilities, etc.
2. Development of the property shall follow the instructions for obtaining any permits required from the City of Roxboro and/or Person County Inspections for any and all building improvements to the site.
3. Developer shall clearly mark the address numbers on the building according to the Fire Marshal standards and follow all fire marshal requirements for this "Use."
4. Developer shall meet compliance with all local, state, and federal regulations for operation of a private school serving grades Pre-K through 12th grade, and provide proof of licensure/permitting to the City of Roxboro once such documents are received.

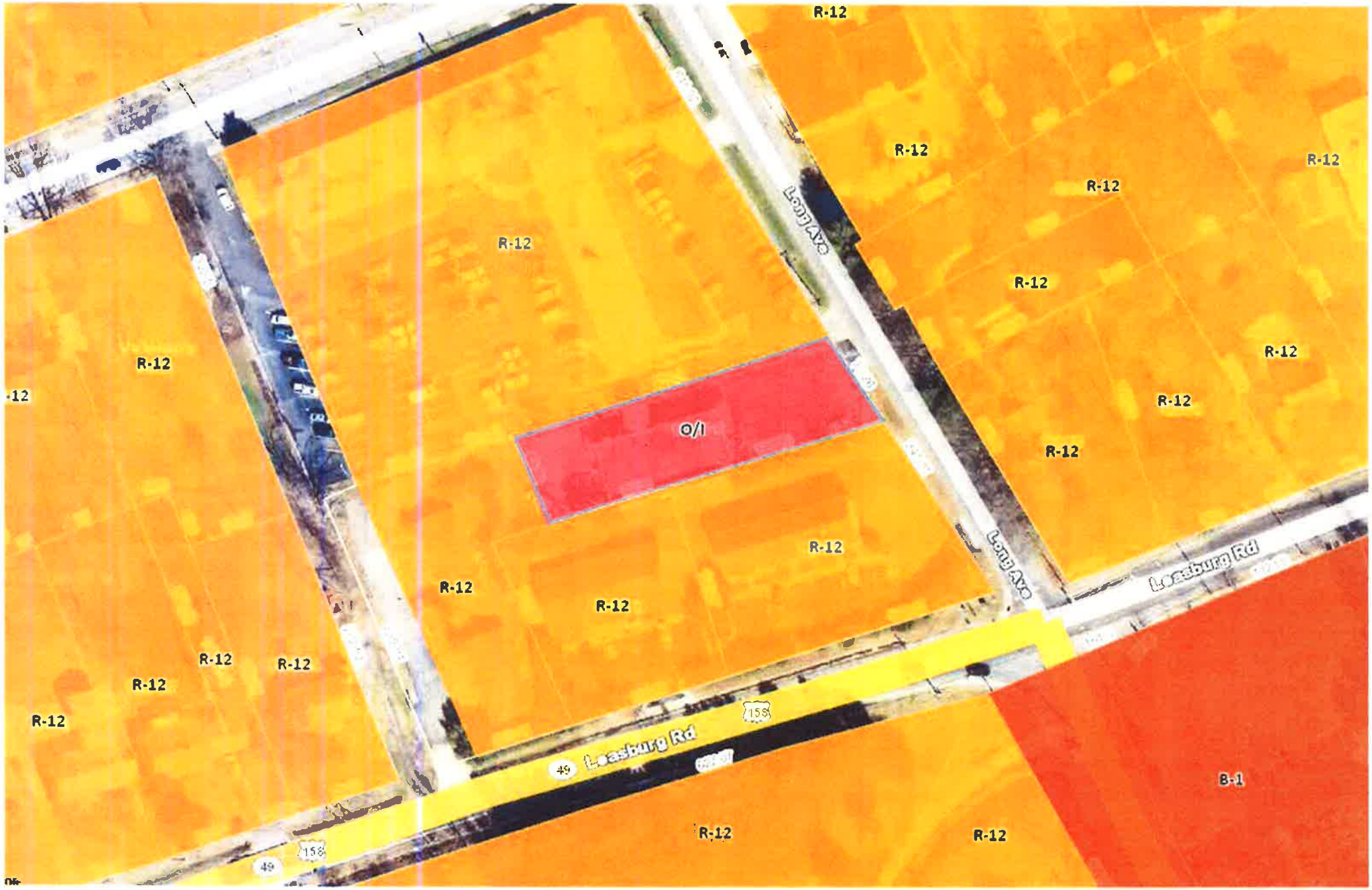
SPECIAL USE REQUEST

(Motion 1)
Move to Approve the Special Use Request for 309 Long Avenue due to the following finding of facts:

- The development can meet the requirements of the Roxboro Unified Development Ordinance and the recommended conditions or;

(Motion 2)
Move to Deny the Special Use Request for 309 Long Avenue due to the following finding of facts:

- The development cannot meet the requirements of the Roxboro Unified Development Ordinance and the recommended conditions.


R-12
R-12
R-12
R-12
R-12
R-12
R-12
R-12
R-12
R-12
R-12
R-12
R-12
R-12
R-12
R-12
R-12
R-12
R-12
R-12
O/I
B-1
Long Ave
Long Ave
Leesburg Rd
Leesburg Rd
49
158
49
158

City of Roxboro

June 16, 2017

SAMPLE

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

Special Use Permit- for the property located at 309 Long Avenue, Map 29 Lot 19.

The application will be reviewed by the Planning Board at 6 p.m. on July 3, 2017. This meeting is a Public Hearing and will be held at 105 S. Lamar Street, Roxboro, N.C. 27573 in the Council Chambers.

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

Lauren Wrenn
Planning & Development Director
City of Roxboro

105 S. LAMAR STREET • P. O. BOX 128 • ROXBORO, NORTH CAROLINA 27573 • (336) 599-3116 • FAX (336) 599-5774
www.cityofroxboro.com

Application for

Special Use Permit or Conditional Use Permit

Board of Adjustment

Roxboro Planning & Zoning

325 S. Morgan Street. Roxboro, N.C. 27573 336.597.0570. ext.3309

General Information

1. (We) Dominique Booker Owner ? Y (N)

2. Mailing Address PO Box 1697 Roxboro NC 27573

   Email address information@education-centers.org

   Phone number 336-599-3010

   Telefax

3. Do hereby petition for a Special Use Permit for property located at ; 309 Long Ave Roxboro NC 27573

   Please indicate if the petition contains portion of lots, property record #, tax map# 29

Docket #

Property Record# 15316

Tax Map # 29

A sign posting will be posted by the City of Roxboro Staff. Legal Ad will be placed by Planning Department

Property Information

4. By requesting to obtain a special use permit for educational purposes
5. Existing Use tutoring facility

   Zoning District B5

   Containing 1.0 acres
6. Watershed

   Neuse _____ Roanoke ✓
7. Public Water ✓ Existing _____ Proposed
8. Public Sewer ✓ Existing _____ Proposed

9. Check off all items on the Submittal Requirements Checklist.
10. Include 15 folded site plan meeting the submittal requirements, along with this application. An electronic PDF and AutoCadd drawing of the site plan, include any elevations of the proposed building or buildings similar. Payment to City of Roxboro (check, cash or money order)
11. Owner (s) Signature. The petitioner is responsible to obtain ALL signatures from owners listed on property record cards (including owners with portions of lots involved) Please print below signature.

    Amy J Henderson

12. If the application is executed by a property owner, but an attorney/agent will speak at public hearing, please indicate: Name _____ Phone _____

    Address: _____ email _____

Submittal Items continued:

The items listed below are needed to enable the Planning Department to legally notify affected property owners and to accurately present the nature of your request to the Board of Adjustment.

- Site Plan (refer to items 9 & 10 on this application)
- Full size copy of the Person County Tax map showing the location of the lot in question. A copy can be obtained from the Person County Tax Assessor's Office, 13 Abbitt Street, Roxboro, N.C. 27573 or by following their on-line instructions.

- Factors Relevant for Board of Adjustment Cases.

Rules and Procedures. A member of the Board of Adjustment shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible conflicts include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. If an objection is raised to a member's participation and that member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection.

The Petitioner is to provide written facts addressing the following items:

- Required Findings. .....The Board of Adjustment shall issue a special use permit only when the Board of Adjustment makes an affirmative finding as follows:
  - (a) That the use will not materially endanger the public health or safety if located where proposed and developed according to the application and plan as submitted and approved;
  - (b) That the use meets all required conditions and specifications; (
  - (c) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
  - (d) That the location and character of the use, if developed according to the application and plan submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with *the City of Roxboro's Plans.*

  Permit Expiration. .....A special use permit shall become void if the terms of such permit, in the judgment of the Planning Director are not exercised within a period of two (1) years from the date of approval.

  Extension of Permit. .....A letter requesting an extension of time and indicating the reason for such request, submitted prior to the termination date and duly approved by the Board of Adjustment, shall extend the validity of such permit for a period of six (6) months. No other extension of time shall be granted.

Neighboring Properties

Person County Office BLDG

304 S. Morgan St
Roxboro NC

Carwin/Inc KJK Investments

Leasburg Rd.

Dunton INC
315 A/B Leasburg Rd

40ft
78 990 36 395 Degrees

Lauren Wrenn

From: Dale Tillman
nt: Monday, June 26, 2017 4:23 PM
To: Lauren Wrenn
Subject: RE: Building Permits for Dominique Booker and the Education Center

Hey Lauren,
Yes she is. They want to add some walls for class rooms. We are just waiting for her to be approved by you all.

Dale L Tillman

Director of Inspections
Person County Inspections
dtillman@personcounty.net
Phone 336 597 0570
Fax 336 598 6838

From: Lauren Wrenn
Sent: Monday, June 26, 2017 2:54 PM
To: Dale Tillman
Subject: Building Permits for Dominique Booker and the Education Center

ey Dale,

Can you confirm that Dominique Booker is working with you on the 309 Long Avenue property to bring it up to code? I'm working on her special use application to add the private schooling use to her existing permit.

Thanks,

Lauren Wrenn
Planning and Development Director
City of Roxboro
P.O. Box 128
Roxboro, NC 27573
336.322.6018

As a Main Street AmericaTM Accredited program, the City of Roxboro is a recognized leading program among the national network of more than 1,200 neighborhoods and communities who share both a commitment to creating high-quality places and to building stronger communities through preservation-based economic development. All Main Street AmericaTM Accredited programs meet a set of National Accreditation Standards of Performance as outline by the National Main Street Center.

Lauren Wrenn

From: Dominique Booker <dombooker@gmail.com>
Sent: Friday, June 09, 2017 10:20 AM
To: Lauren Wrenn
Subject: Re: Information on Uses in the B-5 district

To the Concerned Parties:

The Education Center, located at 309 Long Avenue, would like to utilize existing space for additional educational purposes. Use of this building will not endanger the public health our safety of any individual. Our program will operate inside of an existing building. We will not perform any operation that may injure the value of surrounding properties, nor will this business jeopardize the character of this neighborhood or community. Our program is designed to aid in the development of youth and families throughout the county.

Thank you

--

Dominique

I have decided to stick with love. Hate is too great a burden to bear.
Martin Luther King, Jr.

5. Purchasing Policy

PURCHASING POLICY

Revised August 8, 2017

City of Roxboro, North Carolina
Purchasing Policy Manual

TABLE OF CONTENTS

		Page(s)
I.	Forward	1
II.	General Guidelines	2
	2.1 Local Buying	
	2.2 Planning	
	2.3 Buying Proper Quality	
	2.4 Authorization	
III.	Purchasing Procedure	3-5
	3.1 Purchases less than $2,500.00	
	3.2 Purchases between $2,500.00 and $4,999.99	
	3.3 Purchases between $5,000.00 and $29,999.99	
	3.4 Purchases between $30,000.00 and $89,999.99	
	3.5 Purchases $90,000.00 and above/Services $500,000.00 and above	
IV.	Vendor Selection	5
	4.1 Selection Policy	
	4.2 Gifts and Gratuities	
V.	Special Procurement Procedure	6-8
	5.1 Blanket Purchase	
	5.2 Emergency Purchase	
	5.3 Sole Source of Supply	
	5.4 Single Brand Convenience	
	5.5 NC Purchase Contract and Cooperative Purchasing Agreements	
	5.6 Piggybacking	
	5.7 Professional Services	
	5.8 Service Contracts	
	5.9 Vendors with City Accounts	
VI.	Delivery and Performance	9
	6.1 Partial Deliveries	
	6.2 Non-Performance	

VII. Inspection and Testing 9-10
7.1 Rejection
7.2 Damaged Goods
7.3 Latent Defects

VIII. Vendor Relations 10

IX. Sale of City Property 10

X. Fuel Cards 10

XI. Purchase Cards 11-12
11.1 Employee Responsibilities
11.2 Receipts and Receipt Submission
11.3 Unauthorized Purchases
11.4 Consequences of Improper Use

XII. Fringe Benefits 12

XIII. Exhibits 13

GLOSSARY

Bid: a multi-step process required of the City by North Carolina General Statutes. Quotes from three separate vendors are required during any bid process unless the good or service to be supplied is produced by only one vendor.

Informal Bid: A bid on items $30,000.00 and above. Request for quotes are not required to be advertised to the public. Purchases in this category do not need to be approved by City Council.

Formal Bid: A bid on items $90,000.00 and above or on services $500,000.00 and above. Public advertisement of the request for quote and bid process must be made, bids must be opened in public forum, and City Council must approve the winning bid.

Quote: a price provided by a vendor on a provided good or service.

Informal Quote: a quote received via verbal communication, email, website, catalog, or fax.

Formal Quote: A price quote received via U.S. Mail, email, fax, or hand delivery.

Requisition: input into the financial system by a department to request the generation of a purchase order by the Finance Department prior to a purchase.

Purchase Order (PO): authorization for the purchase of goods sent by the Finance Department to a vendor prior to the purchase.

Request for Written Quotation (RFQ): A request sent to a vendor for a written quote on a certain good or service.

Encumbering: to commit a given amount of money to the payment of an order.

Purchasing/ Procurement: interchangeable, how the City obtains needed goods and services.

Department Head: The individual authorized to make purchasing decisions on behalf of his/ her department.

Vendor: provider of a good or service.

I. FORWARD

This purchasing policy is intended for use as a guide to the City of Roxboro's purchasing methods and practice. When used properly, the policies and procedures established herein will enable the City to obtain needed goods and services efficiently and economically. The goal of this policy is to give structure to the City of Roxboro's procurement methods and to set guidelines for City departments.

The understanding and cooperation of all employees is essential in order for the City to maximize the value of each taxpayer dollar spent. While this manual does not answer all procurement related questions, it provides a sound foundation for City procurement methods.

The goals of the City's purchasing program are as follows:

1. To comply with legal and ethical requirements of public purchasing and procurement.
2. To assure vendors that impartial and equal treatment is afforded to all who conduct business with the City.
3. To receive maximum value for money spent by awarding purchase orders to the lowest responsible, responsive bidder, taking into consideration quality, performance, support, delivery schedule, previous performance, business location, and other relevant factors.
4. To provide City departments the required goods and services in a timely manner in the proper quantity and quality while providing necessary information to the City Finance Department.
5. To professionally administer the search for sources of supplies, the development of new sources, the selection of suppliers, negotiations, commitments, follow-ups, and adjustments.
6. To promote healthy business relationships through informed and fair purchasing practice and maintenance of ethical standards.
7. To maximize the standardization of products used by all departments in order to minimize stock levels and obtain better prices for necessary goods and services.

If the procedures and guidelines established in this manual are followed, each department will be capable of managing, controlling, and planning available resources to meet present and future needs in order to help the City meet set goals. Any questions or concerns about this manual or the established procedures should be directed to the City Finance Department.

This manual is effective immediately following City Council adoption and supersedes all previous purchasing or procurement instructions or directives. This policy should be reviewed on a periodic basis and should be revised as needed to reflect best practices.

II. GENERAL GUIDELINES

2.1 Local Buying

It is the desire of the City of Roxboro to contract with vendors within the City and Person County whenever possible. The City has a responsibility to its citizens and local businesses; however, the City must ensure taxpayer money is spent with prudence. The City **does not** make purchasing decisions based exclusively on the location of the vendor; however, every effort will be made to encourage qualified local vendors and suppliers to compete for City business.

2.2 Planning

It is imperative that all City departments take time to properly plan purchases. Purchasing plans should be made for goods and services to be purchased in both the near and distant future; thereby minimizing small orders and last minute purchases. Planning is of highest importance to the City because proper planning reduces unnecessary clerical and supervisory time costs associated with the procurement process.

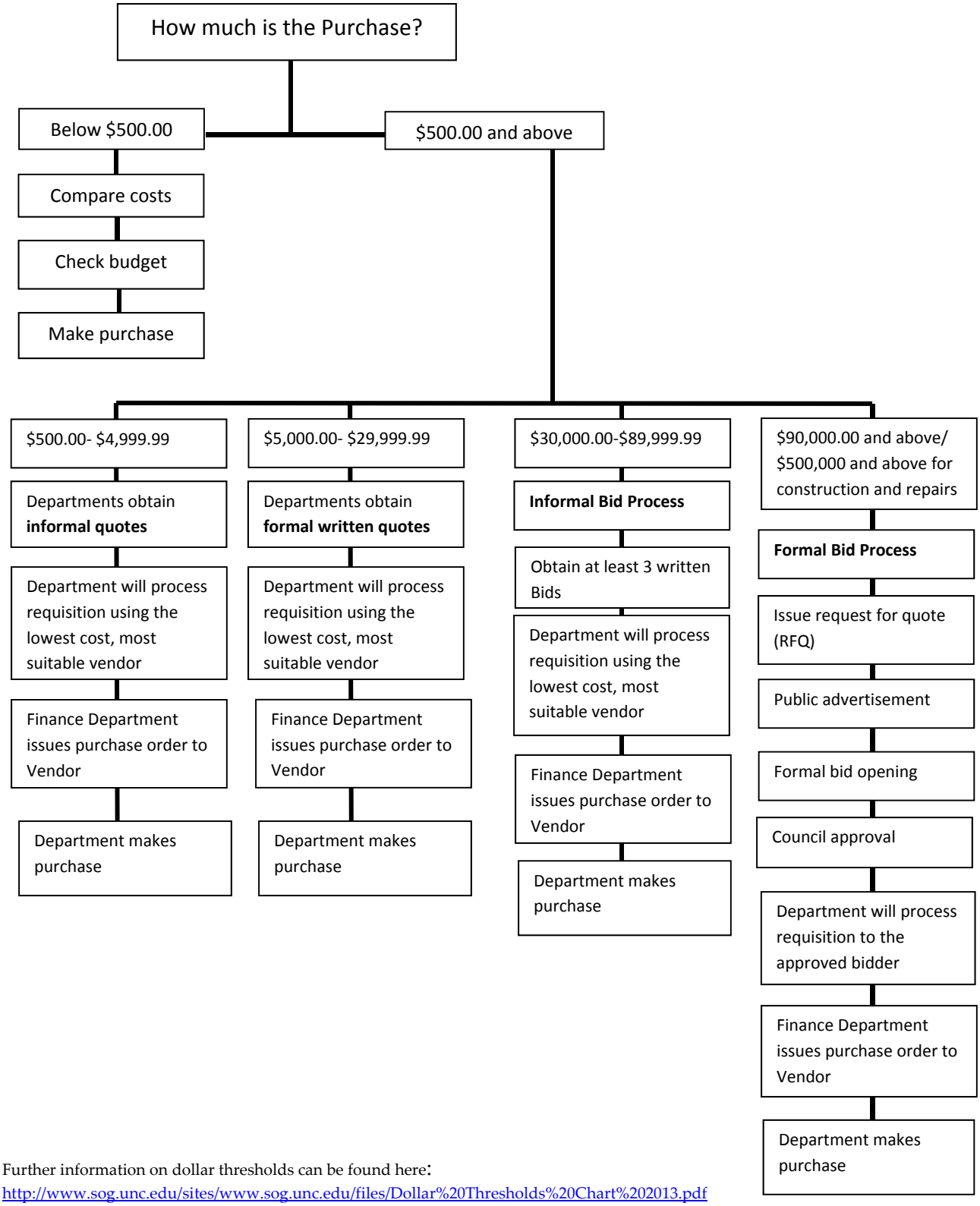
2.3 Buying Proper Quality

Quality and service are as important as price when considering goods for purchase; it is the duty of the requesting department to secure the most cost-effective good or service that will meet but not exceed the requirements for which the goods or services are intended. In some instances the lowest price does not necessarily mean the lowest cost. A higher price, higher quality product may save the City from excess expenses in the future. The requesting department should take this into consideration when making a purchase.

2.4 Authorization

Department Heads have been delegated the authority to approve purchases made under $500. Department Heads should only authorize purchases for necessary goods when proper documentation is provided and funds are available to make the purchase. The Department Head or his designee must authorize each invoice with signature and date before forwarding to Finance for payment. This authorization verifies that the goods and or services have been received, the budgeted funds are available and the invoice has been coded to the proper account number.

PURCHASING FLOW CHART



Further information on dollar thresholds can be found here:
http://www.sog.unc.edu/sites/www.sog.unc.edu/files/Dollar%20Thresholds%20Chart%202013.pdf

III. PURCHASING PROCEDURE

3.1 Purchases less than $500.00

Purchases less than $500.00 do not require a Requisition or a Purchase Order (PO) and may be made upon the approval of the department head. In order to meet the pre-audit requirements of GS. 159-28 each department shall be appointed a deputy finance director for purchases less than $500. These purchases may be made by utilizing the City's Procurement Card (P-Card) process, check requests, or vendor accounts. Please see the City's specific policy for acceptable P-Card expenses. Every purchase should follow a cost comparison to ensure a competitive price and quality for each good and service purchased. Issues that may override the price comparison process may include delivery time and material specifications.

ALL PURCHASES $500.00 AND ABOVE REQUIRE A REQUISITION AND PURCHASE ORDER (PO).

3.2 Purchases between $500.00 and $4,999.99

Purchases in this price range may be obtained by the requesting department(s) through an informal quote process. No minimum number of quotes is required however, it is encouraged that every attempt is made to acquire at least three (3) quotes. The informal quotes may be received through verbal communications, email, or fax. Verbal quotes must be noted in typed or hand written form documenting price, date quoted, name of vendor, and name of the individual representative of the vendor. Quotes are to be scanned and submitted with the purchase requisition prior to purchase; after the purchase order is issued and approved, a purchase may be made.

3.3 Purchases between $5,000.00 and $29,999.99

Purchases in this price range are obtained through the formal quote process. In the formal quote process, the requesting department is responsible to ensure that every attempt is made to acquire at least three (3) quotes via U.S. Mail, email, fax, or hand delivery. The written quotes are to be scanned and submitted with/ attached to the purchase requisition prior to purchase; after the purchase order is issued and approved, a purchase may be made.

3.4 Purchases between $30,000.00 and $89,999.99

Purchases in this range must be obtained through informal bids. Departments are responsible for sending a request for quote (RFQ) and will allow vendors sufficient time to respond to the request based on the complexity of the request. RFQs in the informal bid range may or may not be advertised to the public. A minimum of three (3) vendors, if available, will receive the RFQ. Every effort will be made to obtain at least three (3) quotes. Quotes in the informal bid range may be submitted through U.S. Mail, email, fax, or hand delivery. No verbal quotes are acceptable in the informal bid price range. Purchases in the informal bid range do not require City Council approval. In this range, a no bid may be accepted as a bid. In accordance with N.C.G.S. § 143-131, a Request for Written Quotation will be used for purchases of $30,000 to formal limits (3.2a) with or without advertising. The required three written informal bids are to be scanned and submitted with/ attached to the purchase requisition prior to purchase; after the purchase order is issued and approved, a purchase may be made.

3.5 Purchases $90,000.00 and above/Services $500,000.00 and above

Purchases in this range must be obtained through formal bids. Departments are responsible for sending a request for quote (RFQ) and will allow vendors sufficient time to respond to the request based on the complexity of the request. Every effort will be made to obtain at least three (3) bids. A newspaper advertisement must run at least seven (7) days prior to the bid opening. Written bids in this range must be submitted in a sealed envelope and must be opened at a public bid opening. Purchases in the formal range require City Council approval. In accordance with N.C.G.S. § 143-129, invitation for formal bids will be used for purchases of $90,000 and greater ($500,000 and greater for construction and repairs). This will include advertising in the local newspaper and/ or other advertising media as deemed appropriate and receiving sealed bids. The supporting documentation and all bids received are to be scanned and submitted with/ attached to the purchase requisition prior to purchase; after the purchase order is issued and approved, a purchase may be made.

IV. VENDOR SELECTION

4.1 Selection Policy

Vendors will be selected on a competitive basis. Formal bids and informal bids will be solicited by the requesting department. Bid awards, purchase orders and/ or contracts will be issued to the lowest, responsive, responsible bidder. The City of Roxboro will not use vendors who have been debarred by Federal, State, or Local governments.

4.2 Gifts and Gratuities

City employees are prohibited from soliciting or accepting any rebate, money, costly entertainment, gift, or gratuity (with the exception of mementos and novelties of nominal value) from any person, company, firm or corporation to which any purchase order or contract is, or might be awarded. The City will not tolerate circumstances that produce, or reasonably appear to produce, conflicts between the personal interests of an employee and the interests of the City. Accordingly, the City may terminate, at no charge to the City, any purchase order contract if it is found that substantial gifts or gratuities were offered to a City employee. The City may also take disciplinary action, including dismissal, against a City employee who solicits or accepts gifts or gratuities of any value whatsoever.

V. SPECIAL PROCUREMENT PROCEDURES

5.1 Blanket Purchase Order

Blanket purchase orders will be issued to selected vendors for the procurement of certain items after competitive pricing has been completed and if budgeted funds are available. Blanket purchase orders are intended to expedite the procurement of frequently needed and repetitious supplies. Blanket purchase orders should be made for goods and services when the amount of clerical or administrative work otherwise involved is impractical. Examples of items procured through a blanket purchase order include: janitorial services, maintenance service contracts, chemicals, temporary personnel services, automotive parts, and others. Blanket purchase orders will encumber the requesting department's funds for any amounts remaining on the purchase order.

Requisition for blanket purchase orders must include all required information along with the following additional information:

1. Time period the purchase order is valid
2. Items covered by the blanket purchase order
3. The Not to Exceed (NTE) amount
4. A listing of all personnel approved to purchase from the blanket purchase order

All vendor delivery tickets must be signed by an authorized City employee indicating receipt of the goods and/ or services. All delivery tickets from blanket purchase orders must be scanned and forwarded to Accounts Payable as supporting documentation for invoice processing.

5.2 Emergency Purchases

In cases of emergencies, the Department Head or his/ her designee may purchase directly from any vendor the supplies or services whose immediate procurement is essential to prevent delays in work which may affect the life, health, safety, or convenience of City of Roxboro employees or citizens.

The user department shall exercise good judgment and use established vendors if possible when making emergency purchases. Always obtain the best possible price and limit purchases to those items emergency related**.** Not anticipating needs does not constitute an emergency situation. First, determine if a true emergency does exist. Second, anticipate needs and avoid emergency situations whenever possible. Emergency orders are always costly. Vendors usually charge top prices if supplies or services must be obtained on an emergency basis.

During working hours, follow standard purchasing procedure as usual as soon as time and the situation permits.

After working hours, the following procedure should be used for emergency purchases: verify funds are available and if needed complete a Request to Transfer Funds form and forward immediately to the Budget office. The packing slip or invoice received should be coded with the

account(s) to be charged and signed, scan/ attach a brief explanation of the nature of the emergency and forward to Accounts Payable with the invoice. Emergency purchases, although sometimes necessary, are costly both in time and money. The use of emergency procedures should be limited and will be monitored for abuse.

5.3 Sole Source of Supply

In the event there is only one vendor capable of providing a particular good or service, the competitive pricing procedures outlined in this manual may be waived by the Finance Department. Whenever a Department Head decides to purchase goods from a sole source, he/ she shall document with the requisition why only one company or individual is capable of providing the goods required. The provisions of N.C.G.S. § 143-129 will be followed requiring Council approval for sole source exception for all purchases made at or above statute levels.

5.4 Single Brand Convenience

The City recognizes in certain scenarios it is efficient to purchase items from a single provider rather than a variety of vendors. In such cases exceptions may be made to standard purchasing procedure; given proper documentation is provided. The purchaser should note reasons buying from a certain vendor will be more efficient in the long run and attach such documentation to each requisition.

Example: One brand of printer City-wide would allow the same type of ink cartridge to be ordered and reduces time cost related to finding multiple brands. This also allows the City to buy ink cartridges in bulk from a single provider, further reducing cost.

5.5 State of North Carolina Purchase Contract

All Departments may use the State of North Carolina Department of Administration Purchase and Contract Division whenever possible for procurement of capital and non-capital items. It shall be the responsibility of Department Heads to familiarize themselves with this purchasing method and to check for needed goods and services which are available through this resource at a lower cost than many other vendors offer. This system expedites the purchase of goods, offers pricing compatible with quotes received from formal and informal bids, and satisfies North Carolina General Statutes. Examples of goods on State Contract are: law enforcement vehicles, office furniture, copiers, janitorial supplies, copier paper, light bulbs, etc. Contact the Finance Department with questions regarding goods on State Contract.

The State of North Carolina Interactive Purchasing System can be found on the web at www.ips.state.nc.us/ips/Default.aspx.

The North Carolina E-Procurement System can be found on the web at http://eprocurement.nc.gov/

5.6 Piggybacking

The department head may use the piggybacking process whenever necessary to purchase apparatus, supplies, materials, and equipment. Contracts in the informal range can be used as a tool to solicit additional bids, but no Council action is necessary. For purchases of $90,000 and above, the provisions of N.C.G.S. § 143-129 will be followed.

5.7 Professional Services

Normal competitive procedures are difficult to use in securing professional services such as attorneys, planners, and other professionals who, in keeping with the standards of their discipline, will not enter into a competitive bidding process. When an agreement between a professional service company and the City is established, a purchase order with the proposed amount shall be issued to satisfy accounting and statutory requirements. Purchases from professionals shall otherwise follow N.C.G.S. § 143-64.31 and 64.32.

5.8 Service Contracts

All service contracts, for which the contractor will perform work while on City property, must be accompanied by a contract. The contract must follow all signature procedures and contain all necessary insurance and payment options. The completed and signed contract must be reviewed by the City Attorney, signed by the City Manager, pre-audited by the Finance Director, and be filed in the office of the City Clerk. The executed contract should be scanned and attached to the department requisition that is forwarded to the Finance Department. The City will not enter into contractual agreements that are subject to automatic renewal and will attempt to structure contracts to coincide with the fiscal year.

Contracts authorized by City Council through direct award or budget authorization may be executed by the City Manager. Subsequent orders changing the original contract, which do not exceed the approved cost of the contract, will be executed by the City Manager.

Contracts that meet any of the following criteria require City Council approval:

1. Contracts subject to statutory bid thresholds
2. Contracts with terms greater than one year
3. Contracts exceeding budgetary approval, which require a budget amendment
4. Contracts suggesting a significant policy change as determined by the City Manager.

5.9 Vendors with City Accounts

The City should have accounts with certain vendors where possible in order to expedite the purchasing process for frequently needed minor items. In the event the City has an account with a certain vendor, City employees should not use purchase cards to obtain goods or services from the vendor. Proper purchasing procedures should be followed and only authorized purchases should be charged to City accounts.

VI. DELIVERY AND PERFORMANCE

A completed and accepted purchase order by the parties concerned must produce the intended results or objectives before it can be considered a successful or completed purchase. The terms and conditions must clearly define the delivery and performance requirements of the services, supplies, or equipment.

The importance of the delivery schedule will be emphasized to the vendor. Delivery requirements will be clearly written and fully understood by all vendors. If several items are required by the purchase order, there may be a different delivery schedule for each item. It is necessary to clearly indicate the delivery location on the requisition.

6.1 Partial Deliveries

Some purchase orders may list several items. It is possible the vendor may complete timely delivery on some items, which is referred to as "partial delivery". Upon receipt of a partial delivery, photocopy the purchase order; attach a copy of the signed delivery receipt and forward to the Finance Department along with the vendor invoice indicating which lines of the purchase order are to be paid.

6.2 Non-Performance

If a vendor fails to meet any requirements(s) of the specifications or terms and conditions of the contract or purchase order, the vendor can be cited for non-performance. The seriousness of non-performance will be evaluated based upon the circumstances of each violation.

VII. INSPECTION AND TESTING

Life and safety as well as successful operation of expensive equipment and supplies may depend upon how well a purchased item meets design and performance specifications.
Goods and materials should be checked at the time of receipt for damage or defects. The inspection shall include assuring goods comply with the specifications. If damage is found or the goods fail to comply with the specifications, the item(s) shall be rejected as outlined below.

7.1 Rejection

In order to protect the City's rights in the event of rejection, for whatever reason, the vendor shall be informed immediately. Reasons for the rejection must be documented in memo form, attached to a copy of the purchase order and forwarded to the Finance Department in a timely manner.

7.2 Damaged Goods

One of the major reasons for immediately inspecting the goods or materials upon receipt is to detect any visible damage. It is necessary that all damage including evidence of concealed damage shall be documented by memo, attached to a copy of the purchase order, forwarded to the Finance Department, reported to the vendor as soon as possible, and informs the vendor of the damaged goods. When it is apparent that the extent of the damage causes the goods to be worthless, they will not be accepted.

7.3 Latent Defects

Latent defects may be the result of damage in transit or failure of the manufacturer to conform to specifications. Consequently, it is often difficult to fix responsibility for the defective material. If specific liability for the defect cannot be determined between the carrier, the vendor, or the manufacturer, the City may file a claim against all parties. A memo attached to a copy of the purchase order must be forwarded to the Finance Department.

VIII. VENDOR RELATIONS

Good vendor relations are valuable business assets established through mutual confidence and satisfactory business communication between buyer and seller. An important contribution toward promoting and preserving these relations is a clear understanding of the method of contract between buyer and seller. Any conflicts which may arise should be reported to the Finance Department.

IX. SALE OF CITY PROPERTY

The City Manager has been authorized by the Roxboro City Council to declare as surplus single asset or property or a group of items with a value of up to $5,000.00, to set its fair market value, and to convey title to the property and to advertise electronically the sale of any personal property. The City Manager shall sign the Sale of Property Authorization form **prior** to the sale or disposal of any City property. The Finance Department shall keep all approved forms, which will record a description of the property sold or exchanged, and the amount of money or other considerations received for each sale or exchange. N.C.G.S. § 160A-265 through 280 should be referenced before the sale of any City property in order to ensure statutes and procedure are followed properly.

X. FUEL CARDS

Fuel cards will be assigned to City owned vehicles and are required to be used to purchase fuel for City vehicles, or in some instances, to purchase fuel for other job-related equipment such as: weed-eaters, lawn mowers, leaf-blowers, etc. It is not appropriate for City employees to use fuel cards to purchase fuel for any other vehicle or equipment other than which the card was issued to. Employees are required to use the vehicle's PIN when purchasing fuel. Any unauthorized use of a PIN not assigned to the vehicle may result in disciplinary action up to and including termination.

XI. PURCHASE CARDS

Purchase cards exist to provide departments a flexible and efficient way to make **small** purchases. Purchase cards empower the cardholder to acquire necessary materials to conduct business and/ or deliver services in a more convenient and expeditious manner. Purchase cards should not be used to procure items or services not directly related to City business. Purchase cards cannot be used to purchase fuel for city vehicles. All city vehicles will have fuel cards which must be used.

11.1 Employee Responsibilities

No purchase over $500.00 shall be made using the purchase card system without a purchase order. Purchase cards assigned to employees may have approval limits set by Department Heads below the $500.00 policy threshold. If an employee needs to make a purchase above the limit set by the Department Head, the employee should consult with the Department Head before making a transaction.

1. The cardholder is responsible for all purchases charged to their card.
2. The total value of a transaction shall not exceed a cardholder's single purchase limit. Payment for a purchase shall not be split into multiple transactions to stay within the single purchase limit.
3. The cardholder is responsible for maintaining receipts of all card transactions and scanning all receipts to the Finance Department. Receipts are required for all purchases. Failure to scan and submit receipts in a timely manner may result in the cardholder losing the privilege of using a City purchasing card.
4. Purchase cards may be used by for lodging and for training/ professional activities. Cardholders should consult the City's Personnel Policy Manual for more information.

11.2 Receipts and Receipt Submission

Receipts should be collected and kept for all transactions. Repeated lost or missing receipts may result in a cardholder losing the privilege associated with a City purchasing card. A detailed receipt should be provided for all purchases.

Receipts should be scanned and attached to their corresponding transaction. Scanning receipts to the system will streamline the accounts payable procedure and make processing transactions simpler for all parties involved.

11.3 Unauthorized Purchases

Certain items should not be purchased by City employees. Any of the following items listed below have been deemed inappropriate for purchase by City employees:

1. Personal purchases or for personal identification
2. A single purchase that exceeds the cardholder's single purchase limit
3. Cash advances
4. Alcoholic beverages
5. Purchase of in-room movies during a hotel/ motel stay while on City business

11.4 Consequences of Improper Use

A cardholder who makes unauthorized purchases or carelessly uses a purchase card will be liable to the City of Roxboro for the total dollar amount of such purchases plus any administrative fees charged by the bank or card company in connection with the misuse. The cardholder's employment may also be terminated and may be subject to legal action.

Cardholders are expected to obtain the best prices available on purchases. Purchase of an item above market prices where the vendor gives the employee any form of gift, bonus, or premium whether in the form of cash or merchandise is considered a kickback, is illegal, and can result in disciplinary action up to and including termination of employment and lawful prosecution. City policy strictly forbids anything in exchange for making a purchase.

XII. FRINGE BENEFITS

Any item purchased for an employee must be a valid business expense and not considered wages to the individual. Clothing, non-monetary awards, meals, travel, and other items may be considered wages depending on circumstances. Awards of cash or cash equivalents are always considered wages regardless of the amount awarded. All awards and purchases considered wages to an employee must be processed through payroll and will be subject to all applicable taxes. Please contact the Finance Department with any questions.

Any award of cash or cash equivalents must be pre-approved by the City Manager.

XIII. EXHIBITS

Exhibit A. Items Not Requiring a Purchase Order
Exhibit B. Purchase Card Signature Form
Exhibit C. Purchase Requisition Form
Exhibit D. Sale of City Property Authorization

EXHIBIT A

Items Not Requiring a Purchase Order

1. Advertising: legal ads, radio announcements, etc.
2. Specified chemicals
3. Dues
4. Claim payments (Citizens filing for damages/ reimbursement)
5. Insurance
6. Medical examinations
7. Medical supplies (Fire and Rescue)
8. Land purchases & easements
9. Petty cash & replenishing funds
10. Postage
11. Refunds
12. Building rental
13. Tuition or other fees for approved educational purposes
14. Utilities (electricity, water, sewer, cable, internet, natural gas, trash, etc.)
15. Lease purchase payments, debt service payment
16. Approved travel arrangements and accommodations

EXHIBIT B

Purchase Card Signature Form
Employee Agreement

I, _____, agree to the following regarding my use for the City of Roxboro Purchase Card Program.

1. I understand that I am being trusted with access to the City of Roxboro's Purchase Card Program to make financial commitments on behalf of the City of Roxboro, and will restrict my purchasing to approved City of Roxboro activities.

2. I understand that under no circumstances will I use the City of Roxboro's Purchase Card Program to make personal purchases for myself or for others.

3. I will follow the established procedures for the City of Roxboro Purchase Card Program. Failure to do so may result in revocation of my use privileges or other disciplinary actions by the City of Roxboro up to and including termination of employment.

4. I have been given a copy of the City of Roxboro's Purchase Card Program and understand the requirements for using the Purchase Card.

5. I understand that my personal credit will not be affected by any use of the City of Roxboro's procurement card.

6. I will be responsible for the safekeeping of the City of Roxboro's Purchase Card and if lost I will report its loss immediately to the Finance Director.

Employees Signature: _____
Date: _____

Finance Director: _____
Date: _____

City of Roxboro

PURCHASE REQUISTION FORM

EXHIBIT C

PLEASE USE AND SUBMIT THE ELECTRONIC VERSION OF THIS FORM

City of Roxboro
Purchase Requistion

Page _____ Of _____ PO # _____

Date _____

Vendor: _____

Address _____

Phone _____

Deliver to _____

Quantity	Description	Cost	Account #

TOTAL $0.00

Department _____

Ordered by: _____ Approved By _____

Special Instructions:

City of Roxboro

SALE OF CITY PROPERTY AUTHORIZATION

EXHIBIT D

The Department Head is required to obtain authorization from the City Manager **prior** to the sale or disposal of any City Property, regardless of value. Include any additional relevant information necessary. Please attach a photo of the item sold if available.

Complete the table below prior to the disposal of property:

PROPERTY SOLD		**SALE PROCEEDS ESTIMATE**	
PROPERTY CONDITION		**DEPT/BUDGET WHICH MADE THE ORIGINAL PURCHASE**	
YEAR		**CITY I.D. #**	
MILEAGE		**VIN / SERIAL #**	
MAKE		**LISENCE PLATE#**	
MODEL			

Other description, notes:

Department Head Signature: _____ Date: _____/_____/_____

City Manager Signature: _____ Date: _____/_____/_____

Complete the table below after the disposal of property:

NAME OF INDIVIDUAL OR BUSINESS THAT PROPERTY WAS SOLD TO:		**DATE PAYMENT RECEIVED BY CITY:**	
SALE PROCEEDS ACTUAL	**$**	**SIGNATURE OF CITY EMPLOYEE RECEIVING PAYMENT:**	

This completed/ signed and authorized form must be submitted to the Finance Department along with the proceeds of any sale of property. If an item is scrapped or disposed of with no proceeds this completed/ signed and authorized form must be submitted to the Finance Department within 5 days of the disposition of property.

6. Auditor's Contract Approval

August 8, 2017

To:Roxboro City Council

From:Dan Craig, Finance Director

Re:Contract for audit services for the year ended June 30, 2017

Requests for proposal to perform the audit of the city for the year ended June 30, 2017 were sent to seven firms.

We have received two proposals and both are considered to be qualified firms to perform the service.

Cobb Ezekiel Loy & Company, P.A.
Graham, NC
Proposed pricing $32,000
Financial statement delivery date is December 1, 2017

Petway Mills & Pearson, PA
Zebulon, NC
Proposed pricing $27,240
Financial statement delivery date is October 23, 2017

It is recommended that we contract with the firm of Petway Mills & Pearson, PA to perform the audit for the year ended June 30, 2017 and authorize the finance director to have the contract completed.

7. Resolution to Declare Surplus

RESOLUTION

Declaring Certain Personal Property Surplus

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

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

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

Police Department

2001 Ford Crown Victoria	*VIN# 2FAP71W81X204121*	*Mileage: 154,699*

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

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

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

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

This the _____ of _____, 2017.

_____

Mayor Merilyn P. Newell

Attest:

_____

Trevie Adams, MMC/NCCMC

City Clerk

8. Bids for Land Clearing - Waste Water Treatment Plant

Wastewater Treatment Plant Land Clearing

In preparation for the improvements to the wastewater treatment plant, there is about 10 acres that needs to be cleared. The site to be cleared is part of the farm the City bought over 30 years ago. It is adjacent to the wastewater treatment plant. The site was a field and has now grown over with scrub pine. The trees are of such a size that there is no market value in the timber.

This site will be used as a fill location. There will be major grading excavation occurring where the new oxidation ditch will be located and this 10 acre site will be used for disposal of the excavated material. This work needs to done ahead of the contract work in order to expedite the construction of the oxidation ditch.

The quotes for the work will be presented at the Council meeting.

9. Department of Transportation - Long Ave. & Morgan St.

Department of Transportation

Long Avenue & Morgan Discussion

Mr. John Sander - DOT

10. Financial & Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Twelve Months Ended June 30, 2017

	Original Budget	Amended Budget	Actual	Variance Favorable (Unfavorable)	Annual 100.00% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	$ 4,649,360	$ 4,669,360	$ 5,044,533.06	$ 375,173.06	108.03%
Local Option Sales Tax	1,330,111	1,340,111	1,631,575.70	291,464.70	121.75%
Other Taxes and Licenses	12,000	12,000	15,999.00	3,999.00	133.33%
Unrestricted Intergovernmental	998,473	1,028,474	1,019,817.01	(8,656.99)	99.16%
Restricted Intergovernmental	637,276	906,616	888,043.24	(18,572.76)	97.95%
Permits and Fees	7,000	7,000	8,260.00	1,260.00	118.00%
Sales and Services	667,120	667,120	668,764.86	1,644.86	100.25%
Miscellaneous	21,000	26,700	43,678.92	16,978.92	163.59%
Investment Earnings	2,500	2,500	4,983.96	2,483.96	199.36%
Interfund Transfers	1,210,544	1,332,794	904,150.00	(428,644.00)	67.84%
Sale of Fixed Assets	15,000	15,000	12,593.06	(2,406.94)	83.95%
Total Revenues	**9,550,384**	**10,007,675**	**10,242,398.81**	**234,723.81**	**102.35%**
Expenditures:					
Governing Body - City Council	199,145	169,145	160,088.94	9,056.06	94.65%
City Hall Administration	593,491	693,991	675,946.06	18,044.94	97.40%
Finance	252,546	253,546	250,236.06	3,309.94	98.69%
Sales Tax	88,100	118,100	107,590.51	10,509.49	91.10%
Tax Collections	63,650	68,650	67,550.05	1,099.95	98.40%
Buildings & Grounds	138,413	154,813	149,096.36	5,716.64	96.31%
Safety / Purchasing	40,299	35,299	23,596.96	11,702.04	66.85%
Police	3,458,659	3,455,560	3,127,763.78	327,796.22	90.51%
Fire	1,888,320	2,353,453	2,355,101.64	(1,648.64)	100.07%
Emergency Communications 911	95,800	118,800	115,725.35	3,074.65	97.41%
Transportation - Streets	1,803,373	1,828,173	1,548,545.62	279,627.38	84.70%
Environmental Protection	849,177	861,127	821,043.34	40,083.66	95.35%
Economic Development	211,906	471,246	405,280.24	65,965.76	86.00%
Cultural & Recreational	500	500	-	500.00	0.00%
Debt Service	507,863	525,863	525,624.48	238.52	99.95%
Interfund Transfers	100,000	100,000	-	100,000.00	0.00%
Total Expenditures	**10,291,242**	**11,208,266**	**10,333,189.39**	**875,076.61**	**92.19%**
Excess of Revenues Over (Under) Expenditures	**(740,858)**	**(1,200,591)**	**(90,790.58)**	**1,109,800.42**	
Other Financing Sources					
Proceeds of Capital Lease	414,457	774,457	684,685.31	(89,771.69)	88.41%
Fund Balance Appropriated	326,401	426,134	-	(426,134.00)	0.00%
Total Other Financing Sources	**740,858**	**1,200,591**	**684,685.31**	**(515,905.69)**	57.03%
Excess of Revenues Over (Under) Expenditures	**$ -**	**$ -**	**593,894.73**	**$ 593,894.73**	
Fund Balance Beginning of Year			**4,108,640.24**		
Fund Balance Current Period			**$ 4,702,534.97**		

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Twelve Months Ended June 30, 2017

Enterprise Funds	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	100.00% Percent of Budget
Revenues:					
Water & Sewer Fund 60					
Charges for Services	$ 5,089,752	$ 5,089,752	$ 4,815,393.07	$ (274,358.93)	94.61%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	24,850.00	4,850.00	124.25%
Other Operating Revenues	35,475	35,475	40,474.89	4,999.89	114.09%
Nonoperating Revenues	500	500	23.97	(476.03)	4.79%
Interfund Transfers-MERP	-	-	-		
Interfund Transfers	804,442	854,371	-	(854,371.00)	0.00%
Sale of Fixed Assets	15,000	15,000	6,546.81	(8,453.19)	43.65%
Total Water & Sewer Fund 60	5,965,169	6,015,098	4,887,288.74	(1,127,809.26)	81.25%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	8,380.07	1,415.07	120.32%
Nonoperating Revenues	100	100	130.62	30.62	130.62%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	710,812	710,812	725,826.22	15,014.22	102.11%
Nonoperating Revenues	1,500	1,500	1,008.19	(491.81)	67.21%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	**6,684,546**	**6,734,475**	**5,622,633.84**	**(1,111,841.16)**	**83.49%**
Expenditures:					
Public Utilities: Administration	-	-			#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	119,569	123,169	125,930.93	(2,761.93)	102.24%
Meter Section	255,446	256,535	200,862.93	55,672.07	78.30%
Raw Water Supply	206,509	110,904	94,456.21	16,447.79	85.17%
Water Plant	1,354,307	1,468,648	1,442,832.30	25,815.70	98.24%
Water Maint and Construction	622,086	615,316	614,311.83	1,004.17	99.84%
Wastewater Plant II	118,313	128,613	104,715.73	23,897.27	81.42%
Wastewater Plant	1,286,882	1,290,347	1,228,095.14	62,251.86	95.18%
Pump Stations	266,810	252,945	235,578.81	17,366.19	93.13%
Wastewater Maint & Construction	361,020	394,396	346,774.61	47,621.39	87.93%
Debt Service	479,487	479,487	479,486.83	0.17	100.00%
Interfund Transfers-MERP	-	-	-		
Interfund Transfers	1,000,744	1,000,744	799,150.00	201,594.00	79.86%
Total Water & Sewer Fund 60	6,071,173	6,121,104	5,672,195.32	448,908.68	92.67%
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**	**6,940,481**	**5,672,195.32**	**1,268,285.68**	**81.73%**
Excess of Revenues Over (Under) Expenditures	**(206,004)**	**(206,006)**	**(49,561.48)**	**156,444.52**	
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	**$ -**	**$ -**	**(49,561.48)**	**$ (49,561.48)**	
Fund Balance Beginning of Year			**2,311,751.60**		
Fund Balance Current Period			**$ 2,262,190.12**		

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Twelve Months Ended June 30, 2017

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	Annual 100.00% Percent of Budget
Central Depository					
Cash		11100000	2,659,369.68		
BB&T MMA		11100001	128,131.75		
NCCMT		11100002	873,711.61		
Flexible Spending Account AFLAC		11100003	50,705.12		
Roxboro Savings Bank		11100004	517,524.92		
Gateway Bank MMA Finistar		11100005	-		
CD's		11130000	-		
Total Cash and Investments			$ 4,229,443.08		**$4,229,443.08**
Breakdown by Fund:					
General		10	$ 4,425,022.94		
CDBG-Revolving Loan Fund		13	90,256.75		
Vehicle Special Revenue		26	3,304.19		
Ridge Road Capital Project		30	(589,384.44)		
Stormwater Capital Fund		50	81,334.68		
Enterprise		60	244,412.20		
Triple Tier Water		61	15,948.30		
Capital Reserve		69	411,568.96		
Wastewater Plant Capital Project		71	(828,966.78)		
Annexation Area Capital Project		73	198,282.83		
Christmas Club / Flex Fund		75	103,073.81		
LEO Pension Trust Fund		79	74,589.64		
Reserve for Interest Earned			-		
Total of Fund's Cash and Investments			$ 4,229,443.08		**$4,229,443.08**

City of Roxboro, North Carolina
Fund Balance
General Fund
As of June 30, 2017

	General Fund			
	30-Jun-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	0.96%	0.40%	0.48%
Reserved by state statute	653,781	13.90%	5.83%	6.95%
Reserved for streets - Powell Bill	287,458	6.11%	2.56%	3.06%
Reserved for cemetery	30,269	0.64%	0.27%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	134,988	2.87%	1.20%	1.44%
Total fund balance reserved	1,151,614	24.49%	10.27%	12.25%
Unreserved				
Designated by Council	-	0.00%	0.00%	0.00%
Designated for subsequent year's		0.00%	0.00%	0.00%
expenditures	-	0.00%	0.00%	0.00%
Undesignated	3,550,921	75.51%	31.68%	37.76%
Total fund balance unreserved	3,550,921	75.51%	31.68%	37.76%
Total equity and other credits	$ 4,702,535	100.00%	41.96%	50.00%

Budget Ordinance for June 30, 2017, as Amended $ 11,208,266

Prior Year Expenditures $ 9,404,486

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

	Enterprise Fund			
	30-Jun-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	0.63%	0.28%	0.25%
Reserved by state statute	422,861	18.69%	8.26%	7.27%
Reserved for capital outlay (C89 + C91)	1,784,478	78.88%	34.85%	30.69%
Total fund balance reserved	2,221,606	98.21%	43.39%	38.21%
Unreserved				
Designated for subsequent year's expenditures	106,006	4.69%	2.07%	1.82%
Undesignated	(65,422)	-2.89%	-1.28%	-1.13%
Total fund balance unreserved	40,584	1.79%	0.79%	0.70%
Total equity and other credits	$ 2,262,190	100.00%	44.18%	38.91%

Budget Ordinance for June 30, 2017, as Amended $ 5,120,360

Prior Year Expenditures $ 5,813,626

City of Roxboro
Tax Collection Report
For the Month Ended
30-Jun-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	555,442.10	340,607.97	381,041.44
Public Utilities	-	-	-
Adjusted Original Levy	4,898,255.99	4,538,524.86	4,462,198.16
+Discoveries	123,960.93	439,665.94	449,761.24
Levy	5,022,216.92	4,978,190.80	4,911,959.40
-Releases	5,664.32	24,164.40	10,861.77
Current Levy	5,016,552.60	4,954,026.40	4,901,097.63
Collection year-to-date	$ 4,955,007.24	$ 4,922,076.81	$ 4,884,377.43
Uncollected	$ 61,545.36	$ 31,949.59	$ 16,720.20
Collection % of Current Levy	98.77%	99.36%	99.66%
Property Tax Rate Per $100	$ 0.670	$ 0.660	$ 0.660

11. Assistant Manager's Report

Assistant City Manager's Report

Doctor's Court Pump Station Upgrade – An upgrade to Doctor's Court Pump Station was included in this year's budget. The upgrade will be done in two phases. The first phase is replacing the force main from the pump station to Ridge Road. This work will be performed by city crews. They began work on replacing the force main this week. The second phase is the replacement of the pump, motors and control panel. Charles Underwood, Inc. will be handling phase two.

Street Resurfacing – Asphalt Experts began the street resurfacing this week. On Monday they resurfaced Crowel Street and the section of Montford Drive without curb and gutter. On Wednesday, they did the grinding on Main Street and on Thursday the same was done to Lamar Street. The grinding removed the last layer of asphalt so the new layer will not protrude above the curb and gutter. The contractor did a good job of traffic management while grinding Main Street. Keeping one block open when working on the other block. Reams Avenue, Depot Street and Main Street intersection was open the entire time work was being performed. They had a flagman there to assist public.

12. Manager's Report

City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: August 8th, 2017

- Please take note of several upcoming dates.

  - Rox N' Roll Cruise-In, August 18th, Uptown Roxboro
  - Solar Eclipse, August 21st, Mid-Afternoon
  - Personality Festival, August 25-26th, Uptown Roxboro
  - City Offices Closed in Observance of Labor Day, September 4th
  - City Council Meeting, September 12th, 7pm at City Hall
  - Kerr-Tar COG Annual Awards Banquet, September 28th, Vance Grandville Community College
  - City Manager Vacation, September 25-29th, Outer Banks
  - Municipal Elections, October 10th
  - City Council Meeting, October 17th, 7pm at City Hall (rescheduled)

- Staff has worked hard to produce the Purchasing Policy which was presented to Council this evening. This policy addresses the two items recommended by the Local Government Commission Staff. City Staff has concluded that the *City Code of Ordinances Chapter 36: Purchasing* will require a minor amendment. In addition, staff plans to present amendments for *Chapter: 37 Cash Management* to reflect current practices; these Chapters were last updated in the 1990s. Staff intends to present both these amendments at the September Council Meeting.

- The 2017 National Night Out at Southern Middle School was great fun! I would like to thank the community in making our celebrations a success. I would like to thank Roxboro Police Department, Roxboro Fire Department, Person County Sherriff's Department, NC Highway Patrol, Person County Parks and Recreation, Person County Schools and numerous other organizations from our community for their involvement. Finally, I would like to thank Dave Bradsher and Radio Roxboro (WKRX) for their support.

- Staff is submitting our application to appear before the Local Government Commission at their September Meeting. The purpose of this meeting will be to allow the City to seek potential future debt for the construction of the Waste Water Treatment Plant Upgrades. We anticipate updating Council on this status in September.

- Staff is requesting Council authorization for Dan Craig to formally execute the contract for purchase and implementation, as approved in the annual budget, for Fiscal Management Software. The contract for $115,204, is less than the amount approved in the budget. Upon execution, staff will work with the vendor to schedule implementation which we hope can be completed by the end of 2017. As noted last month, staff has undertaken efforts to proactively prepare a Digital Imaging Policy for the future records retention. The objective will be to create a policy which provides continuity of direction for appropriate use and conformity with best practices for record retention in our digital era.