

TUESDAY, MARCH 10, 2015 – 7:00 P.M.
REGULAR MEETING OF THE OXFORD BOARD OF COMMISSIONERS
OXFORD CITY HALL – COMMISSIONERS’ BOARD ROOM

The Board of Commissioners for the City of Oxford met at the above-mentioned time and place. All members of the Board and local news media were notified of the same as well as the purpose of the meeting.

Present were Mayor Jacqueline vdH Sergent, Mayor Pro Tem Howard Herring, Sr., Commissioners James (Danny) Currin, Robert B. Williford, Sr., Calvin (C.J.) Harris, Jr., Frank Strickland, S. Quon Bridges and Patricia T. Fields. Present also were City Attorney J. Thomas Burnette, City Manager Randy Hemann, and City Clerk Barbara J. Rote

CALL TO ORDER

Mayor Sergent called the meeting to order. Reverend David Haley, Oxford United Methodist Church, gave the prayer; the Pledge to the flag followed led by MPT Herring.

AGENDA APPROVAL

COMMISSIONER STRICKLAND MADE A MOTION TO APPROVE THE AGENDA WITH THE ADDITION OF CONSIDERING A LAWN MAINTENANCE CONTRACT FOR THE ELMWOOD CEMETERY, AMENDING THE PURPOSE OF THE CLOSED SESSION FROM PERSONNEL TO ATTORNEY-CLIENT PRIVILEGE, REMOVING PROCLAMATION FOR ELLA SCHMIDT AND REMOVING FINANCE REPORT FROM THE CONSENT AGENDA. ALL VOTES WERE IN THE AFFIRMATIVE, **THE MOTION CARRIED.**

OPENING REMARKS BY MAYOR SERGENT

Mayor Sergent read the opening remarks statement as stated on the agenda with no conflicts of interest noted.

HISTORIC PRESERVATION COMMISSION – ANNUAL REPORT

HPC Secretary Susan Wicker and HPC Chairman Tony Armento presented the following report:

Treasury = \$1131.62

Activities from February 2014 - February 2015:

- Earned Certified Local Government (CLG) Status for the City of Oxford
- Reviewed 11 COA applications. (approved 10 and delayed on 365 days for the demolition request in an effort of trying to preserve the structure.)
- Reviewed and approved 8 Minor Works COA Applications
- Instituted and completed the Demolition by Neglect procedure for the Watkins property at 217 College Street. The property is currently listed for sale by Preservation North Carolina.
- Made recommendations to amend the HPC Ordinance to comply with NC State Preservation Office recommendations (later approved by BOC).
- Updated HPC Charter to sync with ordinance revisions.
- Applied for a CLG grant to update the Oxford HPC Design Guidelines.

- In collaboration with the State Preservation Office, the HPC evaluated local Historic Landmark Designation possibilities. No landmarks were identified that met the SPO criteria.
- Initiated and conducted the Annual HPC Photo Contest, awarding winners in May 2014.
- Initiated and conducted the Annual HPC Stewardship Award, awarding the winner in May 2014.
- Became a member of the National Alliance of Preservation Commissions.
- Created a COA guide to assist HPC members, staff and homeowners with the standards for major works, minor works and general maintenance review requirements.
- Sponsored and led a Community Informational Meeting on November 12, 2014.
- Attended and participated in the Oxford Tree Community Forums.
- Recommended historic sign policy for Oxford.
- Two members attended the City's Annual Retreat, Historic Preservation Session
- Replaced two vacant seats. Completed orientation sessions for new and existing members.
- Elected new officers in January 2015.
- Partnered with Oxford Recreation Department/Director to launch Historic District Walking Tours and other Historic District activities.

Our future plans include:

- Have initiated and effort to work with the property owner to save the property at Watkins property at 218 College Street.
- Will conduct the 4th Annual HPC Photo Contest in May 2015.
- Will issue the 4th Annual HPC Stewardship Award in May 2015.
- Will begin updating our Design Guidelines.
- Update the HPC website.
- Foster relationships with other Oxford boards and the Granville Historical Society.
- Foster relationships with local merchants, realtors, artisans and tradesmen.
- Plan to initiate a HPC retreat for the purpose of planning and educating HPC members.
- Plan to become involved with the Oxford Bicentennial Celebration planning.

PROCLAMATION OF LIFE IN MEMORY OF JACK CAREY

Mayor Sergent presented a Proclamation of Life in memory of previous City Commissioner Jack Carey to his wife Jeanette Carey. Mr. Carey passed away on February 23, 2013. The City recognized him posthumously. Mr. Carey served as City Commissioner from 1997-2005. A guest book was placed in the lobby of City Hall for the community to write a short note and sign. The book will be given to Mr. Carey's family. Also in attendance was Mr. Carey's daughter and son-in-law Susan and Bob Frank, and his two grandsons, Scott and Steve Frank.

PROCLAMATION OF LIFE

WHEREAS, James Irby "Jack" Carey was born on April 3, 1931 and went to his heavenly home on February 25, 2013; and

WHEREAS, Jack Carey is missed everyday by his wife Jeannette, his daughter and step-daughters, and their families, including that of his late son; and

WHEREAS, Jack not only served the City of Oxford as Commissioner for two terms from 1997 until 2005, but also served as a County Commissioner before that time; and while he was a City Commissioner, he brought his expertise in banking to his work as chair of the Finance committee for his entire tenure, as well as served on other city and community committees, including at one time as chief of the Oxford Auxiliary Police; and

WHEREAS, he will long be remembered for his many contributions to our community and his passion to make Oxford and Granville County a better place to live and work;

NOW, THEREFORE, do we join with his family to celebrate his life with the following:

*Birth is a beginning and death a destination and life is a journey,
from childhood to maturity and youth to age;*

From innocence to awareness and ignorance to knowing; from foolishness to desecration and then perhaps to wisdom.

*From weakness to strength or from strength to weakness, and often back again,
from health to sickness and we pray to health again.*

*From offense to forgiveness, from loneliness to love, from joy to gratitude, from pain to compassion,
From grief to understanding, and from fear to faith.*

From defeat to defeat to defeat, until looking backwards or ahead, we see that victory lies not at some high point along the way,

but in having made the journey, step by step, a sacred pilgrimage.

Birth is a beginning and death a destination and life is a journey, A sacred journey to life everlasting.

~ ~ Author Unknown ~ ~

IN WITNESS WHEREOF, I, Jacqueline vdH Sergent, Mayor of the City of Oxford, NC, On behalf of the Oxford Board of Commissioners, hereunto set my hand and the seal of the City of Oxford,

This the 10th Day of March in the Year of Our Lord, Two Thousand and Fifteen.

PUBLIC HEARING TO AMEND ZONING ORDINANCE FOR HISTORIC SIGNS (Section 408)

A public hearing was held to amend the Oxford Zoning Ordinance, Section 408, obsolete/abandoned signs to include an exemption for signs 40 years or older. The owner of the sign would be required to receive a Certificate of Appropriateness from the Historic Preservation Commission (HPC) and would be required to maintain the sign.

The Planning Dept. was asked to address the issue of abandoned/obsolete signs throughout the City. Owners of such signs were notified according to section 408 (obsolete/abandoned sign), that states signs should be removed within 90 days of closing a business. The owners of 2 of the properties identified (Orpheum Theatre sign & Yancey Chevrolet) asked if they could keep the sign due to historical significance. Planning Board and HPC recommend that signs 40 years or older be allowed to request a Certificate of Appropriateness from the HPC and be required to maintain the signs.

Mayor Sergent opened the Public Hearing.

Eddie McCoy, 418 Kingsbury Street – Spoke of a trip to Statesville and related his story of seeing a similar building to the Orpheum Theater and understood they were a standard theater design of that time period. He spoke in favor of preserving signs like the one on the Orpheum Theater and was in favor of the amendment.

Dee LaRaia, 4014 Broad Street – Supported keeping the Orpheum Theater sign but noted that the Yancey Chevrolet sign was in bad condition. The Broad Street neighborhood is trying hard to clean up this end of Broad Street and the sign looks terrible. She would like to see it removed and possibly placed in a different location such as a ballpark.

No one else wished to speak, Mayor Sergent closed the public hearing.

The Board discussed amending the ordinance for signs 40 years or older that are only attached to a historical or non-historical building. The Board wanted to give the owners of historic signs the opportunity to attach a free-standing sign to a building. Clarification from Planning Director Hart indicated that attaching a sign to a house or to a building that is located in an area not zoned for that permitted use would not be allowed. Tony Armeto, President HPC, also noted that a Certificate of Appropriateness from the HPC is only applicable to the Historic Districts because they have no jurisdiction in other areas. If free-standing signs are excluded, then the property owner would have 90 days from receipt of the letter to remove the sign.

ZONING ORDINANCE AMENDED FOR HISTORIC SIGNS 40 YEARS OR OLDER ATTACHED TO BUILDINGS (Section 408)

COMMISSIONER WILLIFORD MADE A MOTION TO AMEND THE OXFORD ZONING ORDINANCE, SECTION 408, OBSOLETE/ABANDONED SIGNS, TO INCLUDE AN EXEMPTION FOR HISTORIC SIGNS 40 YEARS OR OLDER PROVIDED THE SIGN IS ATTACHED TO A BUILDING, THE APPLICANT OBTAINS A CERTIFICATE OF APPROPRIATENESS FROM THE HPC, AND PROVIDES THE NECESSARY SIGN MAINTENANCE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

JOHN TOVEY APPOINTED TO ZONING BOARD

Mayor Sergent presented for consideration appointing John Tovey to the Zoning Board of Adjustment for a full 3-year term expiring February 2018.

Mr. Tovey has expressed interest in participating on the Zoning Board of Adjustment and has completed an application. In an effort to stagger terms for the members, several vacancies will need filled. This vacancy will be for a 3-year term. No other applications were submitted for the Board opening.

COMMISSIONER STRICKLAND MADE A MOTION TO APPOINT JOHN TOVEY TO THE ZONING BOARD FOR A 3-YEAR TERM EXPIRING FEBRUARY 2018. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

HARRIET CRAWFORD APPOINTED TO HPC

Mayor Sergent presented for consideration appointing Harriet Crawford to the Historic Preservation Commission to fill a term expiring June 2015.

Mrs. Crawford is a longtime resident of Oxford and is interested in preserving the historical places within the City. Mrs. Crawford will fill the vacancy recently created by Yancey Washington. No other applications were submitted for the Board opening.

COMMISSIONER BRIDGES MADE A MOTION TO APPOINT HARRIET CRAWFORD TO THE HISTORIC PRESERVATION COMMISSION TO FILL A TERM EXPIRING JUNE 2015. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

CITY CLERK DIRECTED TO INVESTIGATE ANNEXATION PETITION SUFFICIENCY
JAKE'S RIDGE, LLC (BRUCE WHITTEN)

City Manager Hemann presented for consideration directing the City Clerk by resolution to investigate the sufficiency of the petition for annexation request by Jake's Ridge, LLC (Bruce Whitten)

Jake's Ridge, LLC has petitioned the City to annex 9.0 +/- acres of land located on East Industry Drive. This site is proposed for a 56-Unit Unified Housing Development. The petition for annexation is necessary for receiving City water and sewer service. This is the first step in the voluntary annexation process.

MPT HERRING MADE A MOTION TO DIRECT THE CITY CLERK TO INVESTIGATE THE SUFFICIENCY OF THE PETITION FOR ANNEXATION FOR JAKE'S RIDGE, LLC. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER G.S. 160A-31
FOR CONTIGUOUS ANNEXATION BY
BRUCE WHITTEN (JAKE'S RIDGE LLC)

WHEREAS, a petition requesting annexation of an area described in said petition was received on February 20, 2015 by the City of Oxford Board of Commissioners; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

WHEREAS, the Board of Commissioners of the City of Oxford deems it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Board of Commissioners of the City of Oxford that:

The City Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the City of Oxford the result of her investigation.

AMENDMENTS ADOPTED
2012 MUNICIPAL RECORDS RETENTION AND DISPOSITION SCHEDULE

Mayor Sergent presented for adoption amendments to the 2012 Municipal Records Retention and Disposition Schedule. From time to time, the State Department of Archives amends the Record Retention Schedule based on changes in laws made by the General Assembly. These changes then need to be adopted by local governments. Recent changes to the 2012 Retention Schedule include Law Enforcement Records (Standard 9, adding item 136), Personnel Records (Standard 12, amending item 19).

COMMISSIONER WILLIFORD MADE A MOTION TO ADOPT THE AMENDMENTS TO THE SEPTEMBER 10, 2012 MUNICIPAL RECORDS AND RETENTION AND DISPOSITION SCHEDULE AS REQUESTED BY THE STATE DEPARTMENT OF ARCHIVES AND INCORPORATE THE CHANGES BY REFERENCE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

RESOLUTION ADOPTED OPPOSING HB 51 TITLED "JUSTICE FOR RURAL CITIZENS ACT"

Mayor Sergent presented for consideration a resolution opposing 2015 NC House Bill 51 titled "Justice for Rural Citizens Act" that removes the development authority in the ETJ from municipalities.

House Bill 51 was recently introduced into the 2015-2016 Legislative Session. It represents the effort of some members of the North Carolina General Assembly to repeal substantial portions NC General Statute 160A-360 by removing said power to exercise extraterritorial planning authority from all incorporated cities, towns and villages within the State of North Carolina.

COMMISSIONER HARRIS MADE A MOTION TO ADOPT A RESOLUTION OPPOSING 2015 NC HOUSE BILL 51 TITLED "JUSTICE FOR RURAL CITIZENS ACT" THAT REMOVES THE DEVELOPMENT AUTHORITY IN THE ETJ FROM MUNICIPALITIES. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

RESOLUTION OPPOSING

**LEGISLATIVE SESSION
2015 - 2016 HOUSE BILL 51**

"JUSTICE FOR RURAL CITIZENS ACT"

WHEREAS, North Carolina General Statute 160A-360, originally adopted more than 50 years ago, has enabled cities throughout the state to exercise Planning Jurisdiction outside of their corporate limits within a defined area in order to more closely arrange growth patterns, urban development, and to plan more effectively for future incorporation of land located in close proximity to municipal boundaries.

WHEREAS, other states have recognized municipalities' need **to regulate their extraterritorial areas** to protect public health and safety since the 1800s and a form of extraterritorial jurisdiction authority has existed in North Carolina since 1949.

WHEREAS, the U.S. Supreme Court has upheld the right of municipalities to exercise extraterritorial jurisdiction authority;

WHEREAS, the recently introduced Legislative Session 2015 - 2016 House Bill 51 represents the effort of some members of the North Carolina General Assembly to repeal substantial portions NC General Statute 160A-360 by removing said power to exercise extraterritorial planning authority from all incorporated cities, towns and villages within the State of North Carolina. Similarly, the bill, if signed into law, repeals substantial portions of NC General Statutes 160A-361, 160A-362, 160A-58.4, 160A176.1, 160A-176.2, 160A-199, 160A-296, 160A-299, 160-340.2, 160A-383.4, 160A-457, 113A-208, 122C-3, 122C-403, 122C-405, 122C-410, 130A-317, 136-44.50, 136-55.1, 136-63, 136.66.3, 143-138, 143-215.1, 143-215.57, 143-215.1, 143.215.57, 153A-317.14, and 153A-317.14.

WHEREAS, passage of this House Bill by the full North Carolina General Assembly would prevent incorporated municipalities from protecting its citizens rights and property values by stripping away the only existing buffer that protects city residents from any and all types of dissimilar developments permissible under county planning jurisdiction or jurisdictions without county zoning protections in place that could adversely affect the quality of life they currently enjoy.

WHEREAS, there is often a contrast between the guiding principles that steer county ideals with respect to regulations and permitted land uses and those that are desirable in close proximity to well established development patterns of a more urban nature. And passage of this bill to remove extraterritorial jurisdiction planning authority may mean Concentrated Animal Feeding Operations (CAFO), i.e. industrial mega-farms, construction debris landfills, adult businesses, or any other locally unpopular land use may **potentially be operated one parcel outside of** a city's corporate limits without the city being able to prevent, regulate, or affect such uses that surely will have a significant negative impact on it.

WHEREAS, HOUSE BILL 51 would act as a disincentive to local governments establishing urban scale utility service and encouraging compact development along the one mile periphery of their corporate boundaries, in areas that are most likely

candidates for voluntary annexation within a reasonable timeframe by leaving the installation and utilization of such services up to county governments that promote sprawling rural developments with well and septic systems.

WHEREAS, existing extraterritorial planning jurisdiction areas currently are used by municipal governments to prepare outlying areas for growth by demanding a cohesive level of development intensity, and to encourage walkable communities, provide sidewalk amenities, extend municipal water and sewer infrastructure to property in need of alternatives to private well water and septic tank waste disposal, and to discourage placement of substantially different housing types on the periphery of urban uses. All of these long standing and heretofore successful planning tools will be removed in the name of allegedly correcting the injustice of planning outside of corporate limits.

WHEREAS, HOUSE BILL 51 would interfere with many current and future long range regional transportation planning efforts by prohibiting corridor preservation in areas on the periphery of incorporated cities, towns and villages.

WHEREAS, extraterritorial jurisdictional property owners are provided a voice in municipal planning by the current authority provided in NC General Statute. Granville County Board of Commissioners appoints six members to represent the ETJ on the City of Oxford Planning Board and seven to the Zoning Board of Adjustment. Passage of House Bill 51 strips these county residents of a voice on two of the most important citizen boards in our government and takes away their ability to shape at its genesis any new ordinance or amendment to an existing ordinance, which can affect the direction, intention, or adoption of local legislation that directly impacts or may in time affect the quality of life they currently enjoy.

NOW, THEREFORE BE IT RESOLVED, the City of Oxford urges the FULL North Carolina General Assembly to vote down and reject House Bill 51, and further urges the Honorable Governor Pat McCrory to veto any similar legislation that crosses his desk in future.

BE IT FURTHER RESOLVED the City of Oxford calls upon all other municipal governing bodies of North Carolina to pass similar resolutions to this one.

BE IT FURTHER RESOLVED that copies of this resolution are sent to our legislative delegation and to the leadership of the North Carolina General Assembly.

BE IT KNOWN that the Board of Commissioners for the City of Oxford were present on this day of March 10, 2015 and the foregoing Resolution was duly adopted by the unanimous vote of all members, and that said Resolution has been duly recorded in the Board minutes and is in full force and effect.

ELMWOOD MAINTENANCE CONTRACT - BIDS REJECTED

City Manager Hemann presented for consideration awarding a contract for the maintenance of Elmwood Cemetery to Tyler Shimminger DBA Prestige Landscaping in the amount of \$8,400 for the period of March 15, 2015 – June 30, 2015 and in the amount of \$28,800 for the period July 1, 2015 – June 30, 2016; and authorize the Mayor to execute the contract.

Staff advertised and received bids for the maintenance of Elmwood Cemetery. In order to align future contracts with the fiscal year, bids were received for a 3 ½ month period from March 15, 2015 – June 30, 2015 and for a twelve month period from July 1, 2015 - June 30, 2016. Three bids were received with the low bid in both instances submitted by Tyler Shimminger DBA Prestige Landscaping. Kenny Manning has met with Mr. Shimminger on site and he feels that Mr. Shimminger is qualified for the job.

A total of three bids were received as follows:

	<u>3 ½ month bid</u>	<u>12 month bid</u>
Dreamscapes Landscaping	\$12,200	\$41,250
Sneed and Sneed Lawn Care	\$9,331	\$31,992
Prestige Landscaping	\$8,400	\$28,800

Questions from the Board regarding lowest bidder, using local businesses, using minority businesses, the requirements to bid contracts, and the difference between service contracts and purchase contracts, led to lengthy discussions for clarification.

City Attorney Burnette explained that the Elmwood Cemetery Contract was not required to be bid because it was a service contract, but because it was advertised for bids, the Board must accept the lowest responsible bidder without taking into consideration a local bidder. Other bids can be considered if the lowest bidder is not responsible (does not have the skills, experience or financial capacity for the contract).

In order to use a local business preference, the City must adopt a policy. The City currently does not have a policy for local business preferences.

The requirement to use a minority business or Historically Underutilized Business (HUB) is part of the formal bidding requirement and the business has to be listed on a State registry. For informal bidding, the way to use minority businesses is to make sure you get the word out that you are advertising for the service or product.

The City has a policy for using the informal bidding process for purchases over \$30,000 but not for service contracts. The State does not require bidding on service contracts such as lawn maintenance. The Board previously voted to bid the cemetery contract because the contract in the previous year was greater than \$30,000 and thought the policy applied to service contracts.

With clarification between purchase contracts and service contracts, and because there was no policy for bidding requirements for service contracts such as the cemetery maintenance contract, the Board questioned if they still had to approve the contract and wanted to know if there was a way to get out of the process.

Attorney Burnette noted that the City advertised for bids, received three bids as required by the advertisement and there was a lowest responsible bidder.

When questioned if the Board could reject all the bids, City Attorney Burnette stated that on the materials sent out with the bids, there is a statement that said the Board has the right to reject any and all bids. He didn't recommend rejecting all bids because the City advertised.

Commissioner Bridges noted that he didn't have a problem voting to reject all bids because he originally voted to bid the Elmwood Cemetery contract thinking it was a requirement according to City policy. He stated that it was not about breaking contracts, it was about doing it the right way and that he had no choice in deciding whether to bid the contract because he thought it was policy to bid. He felt misinformed when he originally voted to bid the contract. Commissioners Fields and Harris supported his comments.

Based upon the discussion, Attorney Burnette suggested going into Closed Session to consult with the City Attorney under attorney-client privilege to receive legal advice on how to proceed.

MPT Herring suggested several times to table the issue until the Board could go into closed session. No action followed.

The Mayor noted that even though the City did not have to bid the contract, it was bid, and an honest, low bid, greater than 10% from the second lowest bidder was received. It was in the best interest of the City, and an obligation, to follow through with the process.

Commissioner Harris noted that he felt it was wrong to bid the contract because it was not written in a policy and made a motion to reject all bids. Because there is no policy on bidding

service contracts and no requirements by the State, he also suggested not bidding the audit contract for the same reason.

ELMWOOD CEMETERY BIDS REJECTED

COMMISSIONER HARRIS MADE A MOTION TO REJECT ALL BIDS RECEIVED FOR THE ELMWOOD CEMETERY CONTRACT BEGINNING MARCH 15, 2015 THROUGH JANUARY 30, 2016. COMMISSIONERS HARRIS, HERRING, STRICKLAND, BRIDGES AND FIELDS VOTED IN THE AFFIRMATIVE. COMMISSIONERS WILLIFORD AND CURRIN AGAINST. **THE MOTION CARRIED.**

Discussion on sending a policy on service contracts and a policy on using local businesses to a committee was suggested but neither a motion nor a directive occurred to proceed.

MPT Herring suggested approving Sneed and Sneed as the contractor for the Elmwood Cemetery at the same price as last year, from now through June 30th. This would allow cemetery maintenance and also Equal Opportunity Employment for minorities. Approving another contractor was not on the agenda, and no vote was taken to place it on the agenda.

No further action was taken on the Elmwood Cemetery Maintenance contract.

Suggestions on how to resolve a maintenance contract for the Elmwood Cemetery were: 1) direct the City Manager, City Attorney and Buildings and Grounds Superintendent to come back with another approach; 2) direct the City Manager and City Attorney to meet with the appropriate committee on establishing a policy on service contracts; 3) let the City Manager sign a contract with an appropriate contractor; 4) allow Sneed and Sneed to cut the grass as needed and receive payment until a policy is developed; and 5) ask the Manager to send the Board a suggestion.

CONSENSUS NOT TO BID AUDIT CONTRACT

With no policy in place for bidding service contracts, it was the consensus of the Board not to pursue bidding the Audit Contract for FY 2014-2015. During the Agenda Session, the Board voted to bid the Audit contract to be consistent with bidding the Elmwood Cemetery Contract and to be consistent with policy.

Mayor Sergent encouraged the board, going forward, to make a decision in developing a bid process that will help ensure the City is doing the best it can in making the most of its funds.

CITY MANAGER REPORT

(Included written report presented on meeting night)

Human Resources: We have had telephone interviews with several highly qualified candidates for Finance Director. We brought one in for a formal in-person interview on March 6. We are continuing to check credentials and weigh our options with this candidate, as well as continuing to review resumes as they come in. The good news is that the search is narrowing, and we do have a stand-out candidate. The City has entered into a MOU with Harold Belton to act in a consulting capacity on an "as needed" basis until we get a new Finance Director on board, and even further if needed for budget preparation purposes. Justin plans to schedule a Personnel Committee meeting before the end of March to discuss several more Personnel Policy revisions in addition to discussing some possible policy additions.

Parks and Recreation: Baseball and Softball registration closed to regular registrations Friday and we currently have 192 youth registered. Softball is once again our smallest group. Spring Eggstravaganza is officially announced

for our Easter events. They will be held on Saturday, March 28th this year instead of a Tuesday during school hours which was previously done. We have a new partnership offering softball skills clinics. We are joining with a new business in town – High Heat Softball Training Center for these clinics. We are collaborating with the HPC and the Bicentennial Committee on several upcoming events for the community. We have four teams in our first adult softball league since renovating Rucker Field. Games will be on Mondays and Thursdays at Rucker Field.

Police Department: On 4 March, 2015 six supervisors from Oxford Police Department complete a 32 hour Police Law Institute course. This course was sponsored by Vance Granville Community College and the supervisors were all pleased with the instruction provided. The course updated supervisors on the various laws that have changed over the past few years. Chief Coley applauded the Oxford Police Narcotics Officers for securing fifteen (15) drug arrests from long ongoing drug investigations. The arrests of these drug offenders greatly aid in the overall reduction of crime in the city. As we know many times drug involvement leads to other crimes. One arrestee was a suspect identified in our Breaking and Entering suspects' list. OPD participated in the Emergency Management's (Active Shooter School Lockdown) exercise on 7 March 2015 at Granville Central High School. One of Oxford's Finest played the role of active shooter and several law enforcement members from various communities responded to the scene. OPD had ten members to participate in this exercise and approximately 250 student volunteers attended to act as injured students and personnel. EMS, Fire and a host of evaluators and observers attended this remarkable event. Afterwards, lunch was provided and a debriefing of the event was provided to key personnel. This training was invaluable and Oxford Police learned a tremendous amount from our participation. On March 7th Chief Coley spoke at the Men's and Boy's Conference at Penn Avenue Missionary Baptist Church. Chief Coley spoke to boys on how to deal with authority. There was a good turn out and the presentation was well received. Over the past few weeks Sgt. Anthony Boyd's Patrol Squad initiated an aggressive enforcement campaign on vehicles left abandoned or improperly registered and parked on city's streets. A total of 21 vehicles were tagged with 48 hr. notices and eight vehicles were towed. There was total of 13 owners that complied with the 48 hr. notice and removed their vehicles from the roadway.

Building/Grounds/Landscaping: Kenny rebid the Main Street tree planting after receiving only one bid. He also has contracted for the asbestos abatement/removal of the roof on the Spring Street House. The removal cost \$2,880 and will be done in the next few weeks which will allow Chief Cottrell to then schedule the burning of the structure.

Fire Department: OFD completed a successful burn on Raleigh Road last Saturday. The next live fire exercise will be March 16, 2015 starting at 6:00 pm at 307 Sycamore St. All members are currently enrolled in a Hazmat Air Monitoring Class for certification. Three members of the Oxford Fire Department sat for and passed the Fire Instructor Level I Exam with NCOSFM.

Planning: Cheryl received bids to clean up the old Fuel and Ice plant. The low bid was \$4,800 and the owners (who live out of town) have already sent a check payable to the vendor to Cheryl with the request that she make sure the work is completed before the vendor is paid. She says they should be able to start by next week at the latest. All debris and wood will be removed from the site with the exception of the brick and concrete which will be buried on site.

City Clerk: The City Website will soon have a Google Translation tool. It will be located on every City designed and maintained web page for easy navigation. It does not apply to PDF documents or to sites maintained by other companies. We are in the process of reviewing companies that offer document management software, primarily for tracking, indexing and maintaining legal documents such as contracts and agreements, and meeting minutes.

COMMITTEE REPORTS BY THE BOARD

The City is represented by Commissioners on various committees and boards pertaining to our community and local government. Reports and updates by our representatives on meetings that occurred during the month are as follows:

- Downtown Economic Development Commission – Commissioner Currin
- County Board Meeting Update – Mayor Sergent
- Masonic Home For Children Community Communications Committee – Commissioner Williford
- 200th Anniversary – Commissioner Strickland
- KLRWS Advisory Board – Commissioner Strickland

CONSENT AGENDA APPROVED

COMMISSIONER CURRIN MADE A MOTION TO APPROVE THE CONSENT AGENDA. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

- Adopted the January 27-28, 2015 Summary Report for the Oxford Board of Commissioner’s Retreat as prepared by Warren Miller of Fountainworks.
- Approved the following 2015 meeting minutes:
 - * February 2, Agenda Session
 - * February 10, Regular Session

CLOSED SESSION

AT THE END OF THE AGENDA SESSION AND ON A MOTION BY MPT HERRING, THE BOARD UNANIMOUSLY VOTED TO GO INTO CLOSED SESSION ACCORDING TO G.S. 143.318.11(A)(3) TO PRESERVE ATTORNEY-CLIENT PRIVILEGE BETWEEN THE ATTORNEY AND THE CITY AND APPROVE THE CLOSED SESSION MEETING MINUTES OF JANUARY 13, 2015.

RETURN TO OPEN SESSION

ON MOTION BY COMMISSIONER HARRIS AT APPROXIMATELY 9:30 PM, THE BOARD VOTED UNANIMOUSLY TO RETURN TO OPEN SESSION

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 9:30 P.M., COMMISSIONER FIELDS MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Barbara J. Rote, City Clerk

ATTEST:

Jacqueline vdH Sergent, Mayor