

MONDAY, APRIL 6, 2015 – 5:30 P.M.
AGENDA 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 Jackie Sergent, Mayor Pro Tem Howard Herring Commissioners Robert B. Williford, Sr., Calvin (CJ) Harris Jr., Frank Strickland, S. Quon Bridges, and Patricia T. Fields. Staff Present was City Attorney J. Thomas Burnette, City Manager Randy Hemann, and City Clerk Barbara Rote.

Absent: Commissioner James (Danny) Currin

CALL TO ORDER

Mayor Sergent called the meeting to order.

STATE OF THE COUNTY HEALTH REPORT

Mayor Sergent presented the Granville & Vance 2014 State of the County Health Report and distributed copies to members. This report is published by the Granville-Vance District Health Department in the off years between Community Health Assessments. The report reviews and reports to the community on observed trends, local efforts, and progress to date with data from Granville County, Vance County and the state.

2014-2015 AUDIT CONTRACT APPROVED
WINSTON, WILLIAMS, CREECH, EVANS & CO.
FUTURE CONTRACT WILL CONFORM WITH NEW SERVICE CONTRACT POLICY

Mayor Sergent presented for consideration approving the audit contract in the amount of \$37,500 with Winston, Williams, Creech, Evans and Co., to audit the City’s financial statements as of June 30, 2015, and authorize the Mayor to sign the contract.

The Local Government Commission requires the governing board’s date of approval for the contract. The contract includes an audit of the City’s financial statements and the preparation of the Comprehensive Annual Financial Statement as of June 30, 2015. Per former Finance Director Belton, preliminary audits are typically done in May and the final audit is performed 45 days after the end of the FY. Due to time constraints, the City Manager serving as interim Finance Director, and the forthcoming development of a policy regarding service contracts, staff recommends approval.

There was a lengthy discussion about service and purchase contracts, and further clarification over confusion that occurred in previous meetings about the Elmwood Cemetery maintenance contract and the audit contract. It was noted that all service contracts should follow the same procedure for fairness and consistency. Purchase contracts currently follow the policy as stated in the SOP for purchase orders.

City Attorney Burnette pointed out that the City does not have a policy on service contracts and that when the Elmwood Cemetery contract was bid, the City's policy on contracts as it relates to purchase orders was provided and followed.

The Board discussed the idea of bidding out the audit contract again. The City Manager was originally directed to bid the contract. However, during the discussion of the Elmwood Cemetery contract at the March 10, 2015 Regular Meeting, the Board, by consensus, decided not to bid the audit contract because there was no policy on service contracts.

Following the vote, it was emphasized that the audit contract would be bid for next year.

COMMISSIONER WILLIFORD MADE A MOTION TO APPROVE THE AUDIT CONTRACT IN THE AMOUNT OF \$37,500 WITH WINSTON, WILLIAMS, CREECH, EVANS AND CO., TO AUDIT THE CITY'S FINANCIAL STATEMENTS AS OF JUNE 30, 2015, AND AUTHORIZE THE MAYOR TO SIGN THE CONTRACT. FUTURE CONTRACTS WILL CONFORM TO A NEW POLICY THAT WILL BE ESTABLISHED ON BIDDING SERVICE CONTRACTS. COMMISSIONERS WILLIFORD, HERRING AND BRIDGES VOTED IN THE AFFIRMATIVE. COMMISSIONERS HARRIS, STRICKLAND AND FIELDS IN THE NEGATIVE. BECAUSE THERE WAS A TIE, THE MAYOR IS AUTHORIZED TO CAST HER VOTE. IT WAS IN THE AFFIRMATIVE. **THE MOTION CARRIED 4 TO 3.**

MOTION FAILED
AUTHORIZING CITY MANAGER TO SIGN ELMWOOD CEMETERY MAINTENANCE
CONTRACT: APRIL 8-JUNE 30, 2015
PRESTIGE LANDSCAPING

Mayor Sargent presented for consideration authorizing the City Manager to sign a contract with Prestige Landscaping for the period April 8, 2015 – June 30, 2015, in the amount of \$9,100 for maintenance of Elmwood Cemetery, and directing the City Manager to work with staff and the Finance Committee to develop a policy for service contracts that includes local preference, as well as minority outreach. The policy would be used to address the contract for the upcoming fiscal year.

Sneed and Sneed had been cutting the Elmwood Cemetery for the last 6 years and the contract expired in December 2014. City staff searched for but found no evidence of a previous bidding process for the contract. Staff recommended bidding the contract and on January 13, 2015 the Board voted unanimously to bid the contract. Kenny Manning advertised and received bids for the maintenance of Elmwood Cemetery. Bids were received for a short-term contract (3 ½ months) and for one year. On March 10, 2015 Manager Hemann recommended awarding bids for both contracts to low bidder Tyler Shimminger (DBA Prestige Landscaping). Shimminger's bid for a full year of maintenance was around \$3,000 less than the previous annual contract with Sneed and Sneed and Kenny Manning had met with Mr. Shimminger on site and verified that Mr. Shimminger was qualified for the job.

The rejected bids were 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. The low bid in both instances was Tyler Shimminger DBA Prestige Landscaping.

A total of three bids were received as follows:

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

Following the March 10, 2015 Board Meeting, Hemann directed Kenny Manning to negotiate a contract for weekly maintenance from April 8-June 30, 2015 with low bidder Prestige Landscaping. Prestige proposed \$9,100.

COMMISSIONER HERRING MADE A MOTION TO AUTHORIZE THE CITY MANAGER TO SIGN A CONTRACT WITH PRESTIGE LANDSCAPING FOR THE PERIOD APRIL 8, 2015 – JUNE 30, 2015, IN THE AMOUNT OF \$9,100 FOR MAINTENANCE OF ELMWOOD CEMETERY, AND TO DIRECT THE CITY MANAGER TO WORK WITH STAFF AND THE FINANCE COMMITTEE TO DEVELOP A POLICY FOR SERVICE CONTRACTS THAT INCLUDES LOCAL PREFERENCE, AS WELL AS MINORITY OUTREACH. THE POLICY WOULD BE USED TO ADDRESS THE CONTACT FOR THE UPCOMING FISCAL YEAR. COMMISSIONERS HERRING AND WILLIFORD VOTED IN THE AFFIRMATIVE. COMMISSIONERS HARRIS, STRICKLAND, BRIDGES, AND FIELDS VOTED IN THE NEGATIVE. **THE MOTION FAILED 4-2.**

NEW MOTION MADE AND APPROVED
SUBSTITUTE MOTION FAILED
CITY MANAGER AUTHORIZED TO CONTRACT FOR ELMWOOD CEMETERY MOWING
THROUGH JUNE 30th, NOT TO EXCEED \$9,100

City Manager Hemann asked for Board direction on how to proceed with the Elmwood Cemetery mowing following failure of the motion that was presented on the agenda and discussed above.

Suggestions were as follows:

- Use existing City staff.
- Hire temporary employees.
- Give the City Manager the task to get the grass cut, not to exceed \$9,100, and not use the contractors that bid on the original contract.
- Give the City Manager the task to get the grass cut, not to exceed \$9,100, by anyone he can find to mow the grass.
- Contract with each of the bidders for one month.

The Mayor pointed out that the Manager does not need Board approval because the period beginning now through June 30 is less than \$30,000. Also, it would be unfair to exclude the three that “put their name in the hat” to mow the grass.

Although not part of the motions, it was understood that a new policy addressing service contracts would be written and used for an Elmwood Cemetery mowing contract beginning July 1, 2015.

MOTION

MPT HERRING MADE A MOTION TO AUTHORIZE THE CITY MANAGER TO HAVE THE GRASS CUT FROM NOW UNTIL JUNE 30, 2015 FOR NO MORE THAN \$9,100 BY WHOMEVER THE CITY MANAGER CAN GET TO ACCOMPLISH THE TASK WITH NO CAVEATS OR EXCLUSION.

SUBSTITUTE MOTION

COMMISSIONER BRIDGES MADE A SUBSTITUTE MOTION TO AUTHORIZE THE CITY MANAGER TO HAVE THE GRASS CUT FROM NOW UNTIL JUNE 30, 2015 FOR NO MORE THAN \$9,100 FROM ANY CONTRACTOR OTHER THAN THOSE WHO BID ON THE CONTRACT. COMMISSIONER BRIDGES VOTED IN THE AFFIRMATIVE. COMMISSIONERS WILLIFORD, HERRING, HARRIS, STRICKLAND AND FIELDS VOTED IN THE NEGATIVE. **THE MOTION FAILED 5 TO 1.**

VOTE ON ORIGINAL MOTION

A vote was taken on the original motion.

COMMISSIONERS WILLIFORD, HERRING, STRICKLAND AND FIELDS VOTED IN THE AFFIRMATIVE. COMMISSIONERS BRIDGES AND HARRIS VOTED IN THE NEGATIVE. **THE MOTION CARRIED 4 TO 2.**

AGENDA SET FOR APRIL 14, 2015 REGULAR SESSION

The Board set the agenda for the April 14, 2015 Regular Session.

ADJOURNMENT

THERE BEING NO FURTHER BUSINESS OR DISCUSSION, AT APPROXIMATELY 6:55 P.M., MPT HERRING MADE A MOTION TO ADJOURN THE MEETING. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Barbara J. Rote, City Clerk

ATTEST:

Jacqueline vdH Sergent, Mayor