

TUESDAY, APRIL 12, 2016 – 7:00 P.M.
REGULAR MEETING OF THE OXFORD BOARD OF COMMISSIONERS
COMMISSIONERS' BOARD ROOM – CITY HALL

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, MPT Calvin (C.J.) Harris, Jr., Commissioners James (Danny) Currin, Frank Strickland, S. Quon Bridges, Patricia T. Fields, Ron Bullock and Al Woodlief. Also present was Attorney J. Thomas Burnette, Interim City Manager Mike McLaurin and City Clerk Barbara Rote.

CALL TO ORDER

Mayor Sergent called the meeting to order. Bishop Phillip Betts, Cornerstone Christian Church gave the prayer; the Pledge to the flag followed led by Commissioner Quon Bridges.

AGENDA APPROVAL & ADDITIONS

COMMISSIONER WOODLIEF MADE A MOTION TO APPROVE THE AGENDA WITH THE FOLLOWING ADDITIONS: 1) CONSIDER CITY MANAGER CONTRACT FOR ELKE DOOM, 2) CALL FOR A SPECIAL SESSION ON APRIL 27, 2016 FOR THE PURPOSE OF APPOINTING AN INTERIM FINANCE DIRECTOR AND SWEARING IN THE CITY MANAGER, 3) PURSUANT TO G.S. 143-318.11(A)(6) GO INTO CLOSED SESSION TO DISCUSS A PERSONNEL MATTER. 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.

PUBLIC COMMENT

Mark Wilger – 207 Delacroix Street representing himself, Patricia Wilger and Denise McCloskey all of the same address – addressed the Board about the ordinance that prohibits them from keeping their pet goat in the City. They have a 150-lb, 2-yr old pet goat. A complaint came into the City about the goat and they received a letter informing them of the ordinance. The Wilgers are currently keeping the goat at another location but would like to have the goat back at their home. Mr. Wilger read the definition of livestock and reinforced that their goat was a pet and not livestock. Mr. Wilger presented a petition of names in support of their position and provided pictures of the goat to the Board.

Mr. Wilger answered a few questions from the Board and the matter was referred to the City Manager, who will work with Planning Director Hart on recommendations. It was noted that a permit is issued by the City Manager to keep a horse in the City, but comes with restrictions.

PUBLIC HEARING SCHEDULED MAY 10, 2016
AMEND ZONING ORDINANCE FOR COMMERCIAL CHILD CARE IN R-6

Mayor Sergent presented a request by the Planning Board to call for a public hearing in conjunction with the May 10, 2016 Regular Session to amend the Oxford Zoning Ordinance in order to have a commercial child care facility in a R-6 zoning district as a special use permit.

The requested amendment would add value to an existing vacant commercial structure at 614 Raleigh St., and help to stabilize the neighborhood subject to successfully obtaining a special use permit. Currently the zoning ordinance allows day care facilities in a residential structure in the R-6 zoning district, the requested amendment would only apply to an existing commercial structure.

COMMISSIONER CURRIN MADE A MOTION TO CALL FOR A PUBLIC HEARING IN CONJUNCTION WITH THE MAY 10, 2016 REGULAR SESSION TO AMEND THE OXFORD ZONING ORDINANCE IN ORDER TO HAVE A COMMERCIAL CHILD CARE FACILITY IN A R-6 ZONING DISTRICT AS A SPECIAL USE PERMIT. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

PUBLIC HEARING SCHEDULED MAY 10, 2016
TREE ORDINANCE

Mayor Sergent presented a request from the Planning Board to call for a public hearing in conjunction with the May 10, 2016 Regular Session to adopt the proposed tree ordinance.

The City received a \$2500 grant in order to develop a tree ordinance. Consultant Rodney Swink was contracted to work with the Appearance Committee in developing a tree ordinance. The kick off meeting was held in September. After several meetings and discussions, the ordinance was drafted and reviewed by the Appearance Committee and Planning Board. The tree ordinance will be incorporated into the Oxford Zoning Ordinance.

Mayor Sergent asked to consider adding text about tree trimming guidelines for the power company and suggested checking with Goldsboro and/or Wake Forest, who address this topic.

Commissioner Woodlief asked that Duke Progress Energy Representative Tanya Evans be notified of the public hearing.

COMMISSIONER BRIDGES MADE A MOTION TO CALL FOR A PUBLIC HEARING IN CONJUNCTION WITH THE MAY 10, 2016 REGULAR SESSION TO ADOPT A TREE ORDINANCE FOR INCORPORATION INTO THE OXFORD ZONING ORDINANCE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

DOWNTOWN MASTER PLAN ADOPTED

Commission Currin presented the Downtown Oxford Master Plan for adoption. The Downtown Master Plan is a planning tool that the Oxford community can use as new and revitalized interest in the downtown becomes a reality. The process of creating the Downtown Master Plan began with a trip to visit West Jefferson and Statesville for 40 community members. A Steering Committee comprised of City and business leaders and other stakeholders held several meetings and public input sessions with consultant Susan Hatchell and Associates. The Downtown Master Plan suggests ways of improving the downtown area with the goal to improve

in the areas of safety, economic and business development, and a sense of place by improving the downtown's appeal as a place for multi-generational enjoyment.

Due to another commitment, Downtown Master Plan Committee Chair, Lori Dutra was not able to attend. Speaking on her behalf and on behalf of the DOEDC, DOEDC President Chance Wilkerson presented a letter from Committee Chair Dutra in support of the Master Plan. Wilkerson informed the Board that the DOEDC agreed to contribute \$15,000 towards a Duke Progress Energy study for underground powerlines. Dutra also mentioned this in the letter.

COMMISSIONER CURRIN MADE A MOTION TO APPROVE THE DOWNTOWN MASTER PLAN AS SUBMITTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.** A COPY OF THE FINAL PLAN WILL BE ON FILE IN THE OFFICE OF THE CITY CLERK AND OFFICE OF THE CITY PLANNING DIRECTOR.

FY 2015-16 AUDIT CONTRACT APPROVED - WINSTON, WILLIAM, CREECH, EVANS

Mayor Sergent presented for approval an audit contract, in the amount of \$36,000 with Winston, Williams, Creech, Evans and Co. to audit the City's financial statements for the period beginning July 1, 2015 and ending June 30, 2016.

The Local Government Commission requires that the audit contract for the city contain the date of the governing board's approval of the contract. The firm of Winston, Williams, Creech, Evans and Company has submitted a contract to audit the accounts of the City of Oxford and prepare the Comprehensive Annual Financial Statement as of June 30, 2016, for a fee of \$36,000. (Note: This is 4% decrease in comparison to the previous year's contracted amount of \$37,500). Due to the fact that the City is currently in the process of hiring both a new City Manager and a new Finance Director, staff recommends approving the audit contract.

MPT Harris noted that we have a policy for purchase orders and bidding contracts for products and goods but that we do not have a policy for bidding service contracts. He noted that the issue of bidding service contracts has occurred in the past and to be consistent and avoid questions in the future, a policy should be adopted.

COMMISSIONER BULLOCK MADE A MOTION TO APPROVE THE AUDIT CONTRACT IN THE AMOUNT OF \$36,000, WITH WINSTON, WILLIAMS, CREECH, EVANS AND CO., TO AUDIT THE CITY'S FINANCIAL STATEMENTS AS OF JUNE 30, 2016, AND AUTHORIZE THE MAYOR TO SIGN THE CONTRACT. COMMISSIONERS WOODLIEF, BULLOCK, FIELDS, BRIDGES, CURRIN AND STRICKLAND VOTED IN THE AFFIRMATIVE. MPT HARRIS ABSTAINED. ACCORDING TO N.C. STATUTE, ABSTAINING FROM A NON-EXCUSED VOTE IS COUNTED AS A VOTE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

BUDGET AMENDMENT APPROVED – USTA GRANT FOR TENNIS COURT RESURFACING

Mayor Sergent presented for approval a General Fund budget amendment in the amount of \$613 to record the receipt of funds from a USTA grant in the amount of \$475, along with offsetting Sales Tax-Revenues & Expenditures of \$138, and other adjustments to and from the department's current operating budget to complete the Hix Complex tennis court resurfacing.

As part of the FY 15-16 budget, on February 9, 2016, the Board approved the resurfacing contract for the tennis courts at the Hix Gym Complex with North State Resurfacing. The Board also approved the tennis court strengthening option pending receipt of a USTA grant. The City was recently awarded a USTA grant in the amount of \$475 to cover part of the costs for the tennis court surface strengthening, the remainder of the costs (\$475) will be paid from the current Recreation Budget. A budget amendment in the amount of \$613 is needed to

record the receipt of funds along with offsetting Sales Tax-Revenues & Expenditures of \$138 and other adjustments to and from the department’s current operating budget.

COMMISSIONER BRIDGES MADE A MOTION TO APPROVE A GENERAL FUND BUDGET AMENDMENT IN THE AMOUNT OF \$613 TO RECORD THE RECEIPT OF FUNDS FROM A USTA GRANT IN THE AMOUNT OF \$475, ALONG WITH OFFSETTING SALES TAX-REVENUES & EXPENDITURES OF \$138, AND OTHER ADJUSTMENTS TO & FROM THE DEPARTMENT’S CURRENT OPERATING BUDGET TO COMPLETE THE HIX COMPLEX TENNIS COURT RESURFACING. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

BUDGET AMENDMENT			
Account Number	Description	Increase	Decrease
010-620-61000-550	Fixed Assets – Over \$5,000	\$2,050	
010-620-61000-203	Contract Labor		\$1,575
010-660-41000-039	Add’l Granville County Tax	\$41	
010-660-41000-800	Add’l NC State Sales Tax	\$97	
010-000-33703-000	NC Sales Tax Refund	\$138	
010-000-36725-000	Tennis Court – USTA Grant	\$475	

PERSONNEL POLICY TECHNICAL AMENDMENTS APPROVED
401-K PARTICIPATION AND AFFORDABLE CARE ACT

Mayor Sergent presented for approval technical changes to the Personnel Policy, Article VI, Section 6, Supplemental Retirement Benefits, and Appendix E, Affordable Care Act.

The changes create consistency with City’s policy for the 401-K match and updates legal changes made to the Affordable Care Act. The Personnel Committee reviewed the changes and recommended approval.

COMMISSIONER STRICKLAND MADE A MOTION TO ADOPT TECHNICAL CHANGES TO THE PERSONNEL POLICY, ARTICLE VI, SECTION 6, SUPPLEMENTAL RETIREMENT BENEFITS, AND APPENDIX E, AFFORDABLE CARE ACT AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Article VI, Section 6. Supplemental Retirement Benefits

The City provides both, a voluntary 401-K and a 457 Deferred Compensation program for its employees. Both plans are available to full time employees and the 457 is available to part time and elected officials. ~~At this time, the City does not will~~ contribute ~~any~~ matching funds to the [401k](#) accounts of employees that are not sworn law enforcement personnel [up to 5%](#).

Each law enforcement officer shall receive 401-K benefits as prescribed by North Carolina State Law and beginning on the first day of employment, (as directed in Chapter 143 Article 12d and 12e of the General Statutes of NC).

**ELIGIBILITY POLICY FOR HEALTH PLAN COVERAGE
OFFERED BY CITY OF OXFORD AS REQUIRED BY THE PPACA**

This Eligibility Policy for Group Health Plan Coverage Offered by City of Oxford shall be used to determine whether certain Employees of the City are eligible to participate in the City of Oxford Group Health Plan. This Policy is intended to comply with the [Federal Poverty Level](#) safe harbor described in Internal Revenue Service ("IRS") Final Regulations published on February 2, 2014 under Section 4980H of the Internal Revenue Code of 1986, as amended, and this Policy shall be interpreted, construed, and limited in accordance with such intent.

OVERTIME PAYOUT BEGINNING JULY 1, 2016 FOR ALL EMPLOYEES
COMPENSATORY TIME ELIMINATED

Mayor Sergent presented for approval paying for overtime in lieu of compensatory time for all employees, effective July 1, 2016 and amending the Personnel Policy accordingly.

Paying for overtime eliminates the payout liability created by keeping compensatory time on the books. Employees receive higher pay for work performed, which helps us compete for talented employees with other local employers. Employees are also kept on the job, providing better and faster services to our customers. The Personnel Committee reviewed this change and they recommended approval.

HR Director Ayscue was asked to add text to the amendments for clarification purposes, no further substantive changes were made. *(Text below reflects the additions)*

COMMISSIONER STRICKLAND MADE A MOTION TO PAY FOR OVERTIME IN LIEU OF COMPENSATORY TIME FOR ALL EMPLOYEES, EFFECTIVE JULY 1, 2016 AND AMEND THE PERSONNEL POLICY ACCORDINGLY. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Article III, Section 11. Overtime Pay Provisions

Employees of the City can be requested, and may be required, to work in excess of their regularly scheduled hours as necessitated by the needs of the City and approved by the Department Head. Overtime work should be approved in advance by the Department Head or City Manager. Overtime funds should be available in the current Department budget.

To the extent that local government jurisdictions are so required, the City will comply with the Fair Labor Standards Act (FLSA). The Human Resources Director shall determine which jobs are "non-exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions effective 1-01-03.

Effective 7/1/16, ~~Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position; either as comp time or monetary pay.~~ Police and Fire will receive monetary pay for hours worked in excess of 86 hours and 106 hours, respectively in a 14-day cycle at a rate of time and one half. Those employees who work schedules based on a FLSA 40-hour week (37.5 or 40 hour schedules) will be ~~given compensatory time~~ paid at a rate of straight time up to 40 and at a rate of time and one half over 40. In determining eligibility for overtime in a work period, only hours actually worked shall be considered; in no event will vacation, sick leave, or holidays be included in the computation of hours worked for FLSA purposes. When time off within the work period cannot be granted,

overtime worked will be paid ~~or comp time given in accordance with the FLSA. Compensatory time balances may not exceed 175 hours for all employees. Any overtime worked after such maximum balances must be compensated in pay.~~ In the event of a disaster declared by the State/Federal Government, all overtime hours shall be paid ~~in cash~~ at the rate of one and one half. (Adopted 11-12-2003)

~~Whenever practical, departments will schedule time off on an hour-for-hour basis within the applicable work period for non-exempt employees, instead of paying overtime. All nonexempt employees will be paid in full for all accumulated comp time, upon separation from the City.~~

Employees in positions determined to be Exempt from the FLSA (as Executive, Administrative, or Professional staff) will not receive pay for hours worked in excess of their normal work periods. However, these employees may earn compensatory time under the following terms and conditions:

- A) Compensatory time shall be accrued on an hour-for-hour basis, without regard to FLSA limits. Exempt employees may accrue up to a maximum of 40 compensatory hours.
- B) Compensatory time shall be taken at the convenience of the department and at the sole discretion of the supervisor at a time, which will least obstruct the operation of the department.
- C) Compensatory time may not be transferred to any other type of leave.
- D) Unused compensatory time is lost when an exempt employee is separated from City service, regardless of the situation.
- E) Exempt employees will record earned and used compensatory time on their normal timesheets and signed and approved by the City Manager.

All employees must use their accumulated comp time before using any other available time (sick, vacation, holiday or unpaid time) in all situations when an employee will be absent from work. (See Article VII. Holidays and Leaves of Absence)

ARTICLE III. THE PAY PLAN

Section 12. On Call Policy

Purpose. The City provides a continuous twenty-four hour, seven day a week service to its customers. Therefore, it is necessary for certain employees to respond to any reasonable request for duty any hour of the day or night. One of the conditions of employment with the City is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position. This includes all City recognized Holidays.

On Call. All City of Oxford departments that are designated to provide 24-hour services and that require employees to be on call, will meet the following requirements:

- a) The following departments are the only departments with "on call" employees: Water/sewer, streets, WWTP and police detectives
- b) The department supervisor shall assign all eligible and competent employees in the department to the "on call" rotation.
- c) The one person from each department "on call" shall serve for seven consecutive days.
- d) Each employee on call will receive ~~compensation time as~~ pay for the "on call" earnings at that employee's hourly rate, or overtime rate, if applicable.
- e) ~~When receiving compensation time for on call duty, the leave time earned will be scheduled at a mutually convenient time between the employee and the supervisor. The supervisor will schedule the day off if agreement cannot be reached between the employee and the supervisor.~~

- f) Any employee reaching the policy established level for maximum of compensatory time on the books will be paid for those hours. That maximum is found in the policy manual in Article III, Section 12.
- g) ~~If a City recognized holiday falls during the employees week of "on call" duties, the employee will be allowed to take that holiday (s) at a later time. The holiday (s) normally will be taken in the week following the "on call" period unless arrangements are made with the Department supervisor.~~ If a Holiday occurs when an employee is "on-call", he/she receives his/her normal holiday pay, plus his/her hourly rate for the time incurred.

Discipline. If the employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal as per the discipline policy Article IX.

Section 13. Call Back Pay Policy

Purpose. The City provides a continuous twenty-four hour, seven day a week service to its customers. Therefore, it is necessary for certain employees to respond to any reasonable request for duty any hour of the day or night. One of the conditions of employment with the City is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position.

Call Back Pay. All City of Oxford departments that are designated to provide 24-hour services require their employees to be called back for emergency situations. This policy applies to any employee who after working their regular hours has departed and receives a call back to work. Employees called back, will meet the following requirements:

- a) Non-exempt employees will be guaranteed a minimum payment of two hours of wages for being called back to work outside of normal working hours.
- b) "Call back" provisions do not apply to work added to the day.
- c) Each employee called back will receive ~~compensation time as~~ his/her hourly rate of pay for the "call back" earnings.
- d) ~~Whenever practical, departments will schedule time off on an hour for hour basis within the applicable work period for non-exempt employees, instead of paying overtime. When receiving compensation time for call back duty, this time earned will be scheduled at a mutually convenient time between the employee and the supervisor. The supervisor will schedule the time off if agreement cannot be reached between the employee and the supervisor.~~
- e) ~~Any employee reaching the policy established level for maximum of compensatory time on the books will be paid for those hours. That maximum is found in the policy manual in Article III, Section 12.~~
- f) ~~If a City recognized holiday falls during the same week as call back time earned the employee will be allowed to take that holiday (s) time at a later time. The holiday (s) normally will be taken in the week following the "call back" period unless arrangements are made with the Department supervisor.~~
- g)e) All full-time Firefighter/Engineers and volunteer firefighters shall be issued a VHF pager that shall be activated by Granville County 911 upon the receipt of an emergency call for service. When the pager receives the appropriate tone sequence, it shall alert the wearer with a tone or

vibration.

If a full-time Firefighter/Engineer responds to the call for service, he shall be compensated for two hours at his/her current hourly rate in accordance with the latest edition of the City of Oxford Employee Manual if the following criteria are met:

- The employee must respond to the call for service and sign the callback register himself/herself.
- In the event of a cancellation while ~~en~~-in route to the emergency, the employee may respond to the Oxford Fire Department within ten (10) minutes of the initial dispatch and sign the callback register. Anyone responding after the allotted time shall not be allowed to sign the register or qualify for the callback pay. It shall be the responsibility of the Officer in charge or the Fire

Discipline. If the employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal as per the discipline policy Article IX.

**PART-TIME CODE ENFORCEMENT POSITION REPLACED WITH
FULL-TIME CODE ENFORCEMENT/DOWNTOWN DEVELOPMENT PLANNER**

Interim City Manager McLaurin presented for consideration replacing a part-time Code Enforcement position with a full-time Code Enforcement/Downtown Development Planner position.

Creating this full-time position would fulfill the State's requirements for the Main Street Program and also provides Planning with much needed help with Code Enforcement.

COMMISSIONER BRIDGES MADE A MOTION TO REPLACE A PART-TIME CODE ENFORCEMENT POSITION WITH A FULL-TIME CODE ENFORCEMENT/DOWNTOWN DEVELOPMENT PLANNER. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**OXFORD CODE OF ORDINANCE CHAPTER 20: TRAFFIC AMENDED
15 MIN. LOADING/UNLOADING ZONE ADDED TO COURT STREET**

Commissioner Woodlief presented for consideration amending City Code of Ordinance, Chapter 20: Traffic, Table 20-A, to include one 15-min. Loading/Unloading Tow Away Zone space, Monday-Friday, 9:00 AM – 5:00 PM, on Court Street at the Corner Main Street.

The loading/unloading space will allow vehicle passengers curbside exit and entry, and provide convenience for the pet grooming customers, who only require short-term parking. This item was placed on the agenda by Commissioner Woodlief.

COMMISSIONER WOODLIEF MADE A MOTION TO AMEND THE CITY CODE OF ORDINANCE, CHAPTER 20: TABLE 20-A TO INCLUDE ONE 15-MIN. LOADING/UNLOADING TOW AWAY ZONE SPACE, MONDAY-FRIDAY, 9AM-5PM, LOCATED ON COURT STREET AT THE CORNER OF MAIN STREET. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ORDINANCE 16-04-01: EFFECTIVE: 04-12-16
Amendment to Chapter 20: Traffic,
Table 20-A Restricted Parking Spaces

TWO-HOUR ON-STREET PARKING LOCATIONS
BETWEEN THE HOURS OF 9:00 AM AND 5:00 PM
MONDAY - FRIDAY

COLLEGE STREET – both sides
from McClanahan Street to Hillsboro Street

MAIN STREET – both sides
From Williamsboro Street to Spring Street
From Hillsboro to Spring Street, excluding 15 spaces in front of the US Post Office

WILLIAMSBORO STREET – both sides
From Belle Street/Lanier Street to College Street, excluding 3 spaces in front of the Granville County Administrative Building

HILLSBORO STREET – both sides
From College Street to Orange Street except for 2 spaces on the south side at the intersection of Hillsboro and Wall Streets

SPRING STREET– both sides
From Main Street to Linden Avenue

WALL STREET – both sides
From Spring Street to Hunt Street except for 1 space at 208 Wall Street

HUNT STREET – both sides
From Wall Street to Linden Avenue

COURT STREET (one-way street)
From the corner of Main Street to the right hand turn - ~~Six (6)~~ Five (5) spaces

LITTLEJOHN STREET
From Main Street to the Littlejohn Street Parking Lot on the north side
From Main Street to Gilliam Street on the south side

LANIER STREET – on West Side
From parking lot in front of 107 Lanier street to McClanahan Street

NEW COLLEGE STREET – East Side
From Williamsboro Street to McClanahan Street

15-MINUTE PARKING SPACES

MAIN STREET
Fifteen (15) spaces in front of US Post Office

HILLSBORO STREET

Two (2) spaces on the south side at the intersection of Hillsboro and Wall Streets

WILLIAMSBORO STREET

Three (3) spaces in front of the Sherriff/County Offices

15- MINUTE LOADING/UNLOADING TOW AWAY ZONE

BETWEEN THE HOURS OF 9:00 AM AND 5:00 PM

MONDAY - FRIDAY

COURT STREET

One (1) space at the corner of Court and Main Streets

CITY MANAGER CONTRACT APPROVED
ELKE DOOM TO BEGIN APRIL 27

Mayor Sergent presented for consideration the appointment of Elke Doom to the position of City Manager for the City of Oxford and authorize Mayor Sergent to sign and execute on the City's behalf, an Employment Agreement dated April 12, 2016 between Elke Doom and the City of Oxford.

Having completed its search for a new city manager the Board of Commissioners for the City of Oxford has agreed upon terms to employ Elke Doom of Romulus, Michigan as its city manager effective April 27, 2016. A Special Meeting will be held to administer the Oath of Office, followed by a welcome reception.

Mrs. Doom and her husband, Bruce were in attendance. Mayor Sergent welcomed the Doods to the community.

COMMISSIONERS IN UNISON MADE A MOTION TO APPOINT ELKE DOOM TO THE POSITION OF CITY MANAGER FOR THE CITY OF OXFORD EFFECTIVE APRIL 27, 2016 AND AUTHORIZE MAYOR SERGENT TO SIGN AND EXECUTE ON THE CITY'S BEHALF, AN EMPLOYMENT AGREEMENT DATED APRIL 12, 2016. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

SPECIAL SESSION APRIL 27 AT 2:30 PM, COMMISSIONERS' BOARD ROOM
APPOINT INTERIM FINANCE DIRECTOR
ADMINISTER OATH OF OFFICE TO CITY MANAGER DOOM

Finance Director Kehoe has resigned effective April 29, 2016. According to State Statute, a Finance Officer must be appointed. The Special Session will include administering the Oath of Office to City Manager Doom and appointing an Interim Finance Director/Finance Office.

COMMISSIONER BULLOCK MADE A MOTION TO CALL FOR A SPECIAL SESSION ON WEDNESDAY, APRIL 27, 2016 AT 2:30 PM IN THE COMMISSIONERS' BOARD ROOM, CITY HALL FOR THE PURPOSE OF APPOINTING AN INTERIM FINANCE DIRECTOR AND SWEARING IN ELKE DOOM AS CITY MANAGER, FOLLOWED BY A WELCOME RECEPTION. ALL VOTES WERE IN THE AFFIRMATIVE. THE MOTION CARRIED.

**GRASS CLIPPING COLLECTION UPDATE FROM INTERIM CITY MANAGER
MCLAURIN**

Interim City Manager McLaurin updated the Board on the collection of grass clippings. Following further discussion with Granville County, McLaurin recommended to begin grass clipping collection with the disposal at the Granville County landfill site for \$40/ton. Residents would be asked to use clear bags or decomposable lawn/garden bags. With the Upper Piedmont Landfill contract expiring in December 2017, negotiating both garbage and grass clipping rates with Granville County is anticipated. The contractor currently used by the City for hauling yard debris is not interested in taking the grass clippings due to the permitting process. There was no objection from the Board to move forward with using the Granville Co. site.

MARCH FINANCIAL HIGHLIGHTS BY FINANCE DIRECTOR KEHOE

Finance Director Kehoe presented and summarized the March financial report.

<u>MARCH 2016 Financial Report</u> <i>75% of FY Complete</i>	<u>General Fund</u>	<u>Water Fund</u>	<u>Other Funds</u>
REVENUES			
YTD	\$ 7,626,822	\$ 5,944,097	\$ 1,197,100
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	80%	82%	21%
EXPENSES			
YTD	\$ 7,227,824	\$ 3,341,547	\$ 961,534
Budget	\$ 9,740,006	\$ 6,165,519	\$ 6,242,864
YTD Percent of Budget <i>(minus loan proceed, and fund balance allocation)</i>	74%	54%	15%
DIFFERENCE <i>(Revenues – Expenses) 2015-16 YTD</i>	\$ 398,998	\$ 2,602,550	\$ 235,566

CONSENT AGENDA APPROVED

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

Accepted the March Financial Report by Finance Director Kehoe.

Approved the following 2016 meeting minutes:

- * February 25, Special Session
- * February 26, Recessed Special Session
- * February 29, Agenda Session
- * March 1, Recessed Special Session
- * March 8, Regular Session
- * March 18, Special Session
- * March 23, Recessed Special Session

CLOSED SESSION

AT THE END OF THE REGULAR SESSION, AT APPROXIMATELY 8:25 PM, AND ON A MOTION BY COMMISSIONER FIELDS, THE BOARD UNANIMOUSLY VOTED TO GO INTO CLOSED SESSION ACCORDING TO G.S. 143.318.11(A)(6) TO DISCUSS A PERSONNEL MATTER

RETURN TO OPEN SESSION

THERE BEING NO FURTHER DISCUSSION, ON MOTION BY MPT HARRIS AT APPROXIMATELY 8:40 PM, THE BOARD UNANIMOUSLY VOTED TO RETURN TO OPEN SESSION.

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 8:40 P.M., COMMISSIONER FIELDS MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Barbara J. Rote, CMC, City Clerk

ATTEST:

Jacqueline vdH Sergent, Mayor