

TUESDAY, OCTOBER 13, 2015 – 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 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 Fields. Present also were City Attorney J. Thomas Burnette, Interim City Manager Mike McLaurin, and City Clerk Barbara J. Rote

Commissioner Currin arrived at approximately 7:09 PM.

CALL TO ORDER

Mayor Sergent called the meeting to order. Commissioner Quon Bridges gave the prayer; the Pledge to the flag followed led by MPT Herring.

AGENDA APPROVAL

MPT HERRING MADE A MOTION TO APPROVE THE AGENDA AS WRITTEN WITH THE ADDITION TO CONSIDER ON-CALL ENGINEERING CONTRACTS. ALL VOTES WERE IN THE AFFIRMATIVE, **THE MOTION CARRIED.**

Commissioner Fields questioned why the approval for the Hix Complex Playground equipment was not placed on the Agenda. Interim City Manager McLaurin explained that the Board, on October 5, directed the Parks and Recreation Director to remove the unsafe equipment and request quotes on replacement. The final quotes were received late on October 12 (yesterday) and funding for the equipment was still in the process. This item would be on the agenda for the November 10 Regular Session.

LEADERSHIP GRANVILLE WELCOMED

Mayor Sergent welcomed the 2015 Leadership Granville Class. The class met with the Board for questions at 6:30 p.m. prior to the meeting.

FOOD DAY OCTOBER 24

Mayor Sergent announced that the City of Oxford would participate in a Food Day celebration in conjunction with Apple Crunch, recognizing the benefits of good eating habits and promoting homegrown products. The City will celebrate Food Day on October 23 by distributing apples to City staff and having a basket available in the water department for the public. A proclamation will be placed in the paper.

CITY CLERK ROTE RECOGNIZED BY KERR-TAR COG

Mayor Sergent recognized City Clerk, Barb Rote for receiving the Region K Outstanding Clerk Award for 2015 as presented by the Kerr-Tar Council of Government on September 24, 2015. Mayor Sergent and past City Manager Hemann nominated her for the Award.

PROCLAMATION FIRE PREVENTION WEEK

Mayor Sergent presented a Proclamation to Fire Chief David Cottrell in recognition of October 4-10 Fire Prevention Week.

*In Recognition of Fire Prevention Week - October 4th - 10th 2015
"Hear the Beep Where You Sleep. Every Bedroom Needs a Working Smoke Alarm,"*

WHEREAS, Oxford, N.C. and our firemen are committed to ensuring the safety and security of all residents; and

WHEREAS, structure fires caused 3,275 civilian deaths as well as 15,775 civilian injuries, along with \$9.8 billion dollars in property damage in the United States in 2014; and

WHEREAS, three out of five home fire deaths result from fires in properties without working smoke alarms, and half of home fire deaths result from fires reported at night between 11 pm and 7 am when most people are fast asleep; and

WHEREAS, fire alarms are a cost-effective method of alerting those asleep to the threat and incursion of smoke and fire; and

WHEREAS, to protect life and limb Oxford's residents should install smoke alarms in every bedroom, outside separate sleeping areas, and on every level of the home, including alert devices that meet the needs of people who are deaf or hard of hearing; and

WHEREAS, Oxford's residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire, while Oxford's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

Now, THEREFORE, I, Jacqueline Sergent, Mayor of Oxford, along with the Board of Commissioners, do hereby proclaim October 4-10, 2015, as Fire Prevention Week for the City of Oxford, and encourage all residents to recommit to preparedness and prevention, and to keep past area victims of fire in our thoughts and prayers, and to celebrate and salute our first responders for their courage, discipline, and professionalism, as they respond to the people of our community whenever the call arises.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Oxford NC, to be affixed this the 5th day of October 2015.

OCTOBER YARD OF THE MONTH
BOB & MARGARET CAHILL, 112 BRYON COURT

Mayor Sergent announced the October Yard winner as Bob & Margaret Cahill, 112 Bryon Court. The Cahills will receive a Yard of the Month Certificate along with several other City promotional items. The recipients will be eligible for a grand prize drawing.

YARD OF THE MONTH CERTIFICATE WINNERS – 2015

Beginning with the 2015 Yard of the Month winners, three yards from among the six winners would receive gift cards. The winners would be selected randomly during the Board meeting and the recipient would not have to be present. City Clerk Rote sent letters to all the winners inviting them to attend the Board Meeting.

The Leadership Granville Class drew the following winners who received the certificates accordingly.

\$100 gift certificate to Oxford business of choice - Bob & Margaret Cahill

\$25 gift certificate donated by Oxford Southern States – William and Betty Finch

\$25 gift card donated by Oxford Ace Hardware – Ruth and James Downey

GOOD NEIGHBOR AWARD – MASONIC HOME

Mayor Sergent presented a Good Neighbor Award to Masonic Home for Children in Oxford Director, Kevin Otis. The Masonic Home has partnered with the City for a variety of functions over the years, most recently the Parks & Rec. summer intern program and several community input meetings.

PUBLIC COMMENT

Larry Thomas 207 E. Front Street – Commented on selecting on-call engineering firms. He supported having on-call engineering firms and was interested in why the three firms were selected. He asked why there was a difference from what was discussed during the Agenda meeting regarding the dollar increase in executable contracts by the City Manager.

John Burns 104 Bryon Court – Invited the Board to attend the “State of the Schools Address” on Thursday, October 15, at 5:30 at the Granville County School Office. Superintendent Dr. Dorwin Howard will present a “State of the Schools Address” for business and other leaders in our community. The Superintendent and the School Board will entertain questions from the public.

PUBLIC HEARING – VOLUNTARY ANNEXATION 7.417 AC. I-85
B&B PROPERTIES – BOYD AUTOMOTIVE

A Public hearing was held for contiguous voluntary annexation of 7.417 acres of land along I-85 owned B&B Properties. The property owner petitioned the City to receive City services for the additional acreage needed to remodel and expand the Boyd Automotive dealerships. The

property meets all requirements for contiguous annexation and all required procedures for voluntary annexation were complete following the public hearing.

Mayor Sargent opened the public hearing.

No one wished to speak.

Mayor Sargent closed the public hearing.

ADOPTED VOLUNTARY CONTIGUOUS ANNEXATION ORDINANCE
B&B PROPERTIES – BOYD AUTOMOTIVE

COMMISSIONER WILLIFORD MADE A MOTION TO ADOPT THE CONTIGUOUS ANNEXATION ORDINANCE FOR 7.417 ACRES OF LAND ADJACENT TO I-85 OWNED BY B&B PROPERTIES, EFFECTIVE OCTOBER 13, 2015. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ORDINANCE NO: 15-10-01

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE CITY OF OXFORD,
NORTH CAROLINA**

WHEREAS, the Board of Commissioners has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the Board of Commissioners has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held in the Commissioners' Board Room, third floor, City Hall, 300 Williamsboro Street, Oxford, NC at 7:00 p.m. on October 13, 2015 after due notice by publication in the Oxford Public Ledger on October 1, 2015 and

WHEREAS, the Board of Commissioners finds that the area described therein meets the standards of G.S. 160A-31;

WHEREAS, the Board of Commissioners further finds that the petition is otherwise valid, and that the public health, safety and welfare of the City of Oxford and of the area proposed for annexation will be best served by annexing the area described;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Oxford, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described contiguous territory is hereby annexed and made part of the City of Oxford as of October 13, 2015*.

7.417 Acres

I-85, Oxford, North Carolina, 27565

(B&B Properties)

Beginning at an EIP located on I-85 r/w the following; N49°43'36"E 23.58', N33°08'19"E 73.51', N35°24'59"E 221.85, & N42°00'00"E 182.06', thence leaving said r/w the following; S32°26'51"E

766.00', S59°49'16"W 482.52', N31°22'01"W 581.00' to the point of beginning containing 7.417 acres.

Section 2. Upon and after October 13, 2015*, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Oxford and shall be entitled to the same privileges and benefits as other parts of the City of Oxford. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the City of Oxford shall cause to be recorded in the office of the Register of Deeds of Granville County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections; as required by G.S. 163-288.1.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the City of Oxford. (OPTIONAL)

Adopted this Thirteenth day of October, 2015

RECREATIONAL COMPLEX FUND ESTABLISH WITH CRITERIA

Commissioner Fields, Chairman, Parks, Recreation, & the Environment Committee, presented for consideration directing the Interim City Manager to create a special Recreational Complex Fund for the purpose of enhancing recreational facilities and opportunities in the City of Oxford.

On September 21, a joint Finance Committee and Recreation Committee meeting was held to discuss establishing a Recreational Complex Fund for the purpose of enhancing recreational facilities and opportunities in the City of Oxford. Along with the purpose, the Committees proposed criteria for establishing the Recreational Complex Fund.

According to MPT Herring, the history of building a swimming pool in the corporate limits of the city that was accessible to all citizens goes back to at least 1997 when he was first elected to the Board.

Since that time, previous Boards have discussed building a pool, or establishing a fund to save for a pool or some type of complex that includes a pool. Beginning in FY 2009 with \$10,000 and then \$5,000 annually thereafter, the Board designated money for this purpose, and including FY 2015-16 would total \$45,000. Due to staffing changes, the money that was designated was reabsorbed into the Undesignated General Fund. Therefore, several members of the Board wanted to establish a fund with some minimal criteria and also include the money that should have already been allocated to this fund.

The Board discussed the difference between having a recreational complex or just a pool. Comments questioning the establishment of the fund included the inability to afford a larger complex, the need to allocate money for business development, and if there is a need for such a facility in a community the size of Oxford, noting many communities our size do not have such facilities. Comments also included the practicality of building a recreational complex, and the availability of other subdivision and member pools in Oxford including city owned Rucker Park Pool.

Comments in support of the pool and establishing a Recreational Complex Fund included the need to have a pool that was convenient and accessible for all Oxford residents, young and old. Establishing the Fund was a starting point for the future and shows commitment to a project. Also, by establishing a Recreational Complex Fund, money would be set aside and used for its original intention.

COMMISSIONER FIELDS MADE A MOTION TO ESTABLISHING A SPECIAL RECREATIONAL COMPLEX FUND FOR THE PURPOSE OF ENHANCING RECREATIONAL FACILITIES AND OPPORTUNITIES IN THE CITY OF OXFORD WITH THE CRITERIA AS PRESENTED. COMMISSIONERS WILLIFORD, HERRING, HARRIS, BRIDGES, STRICKLAND, AND FIELDS VOTED WERE IN THE AFFIRMATIVE. COMMISSIONER CURRIN IN THE NEGATIVE. **THE MOTION CARRIED 6-1.**

Recreational Complex Fund Criteria

Purpose: Enhancing recreational facilities and opportunities in the City of Oxford

At a minimum, any facility developed with these funds should include the following

- 1) A wide range of activities including aquatics;
- 2) Services to all age groups;
- 3) Reasonable access to Oxford residents

These funds should be used for purchases related to land acquisition, design, construction, and development of an approved complex. Funding for this special account may include appropriations as authorized by the Oxford Board of Commissioners, receipt of grants, and funding from private and public organizations

BUDGET AMENDMENT APPROVED – RECREATIONAL COMPLEX FUND

Commissioner Fields, Chairman, Parks, Recreation, & the Environment Committee, presented for consideration a budget amendment in the amount of \$45,000, and booking the corresponding entries so that these funds can be specifically designated for the purchase, design, construction and development of a future Recreational Complex. The \$45,000 includes allocations for FY 2015-2016.

During the joint Finance Committee and Recreation Committee meeting of September 21, The Interim City Manager and the Finance Director were directed to set aside money for the development of a recreational complex. Although previous budgets made reference to a total of \$45,000 in funds being designated for this purpose, no actual funds were specifically set aside. This requested Budget Amendment; in the amount of \$45,000 is being issued to adjust for these previous oversights in prior year budgets, so that the actual intended use of these funds will now be correctly recorded and designated in accordance with the previous wishes of the City of Oxford's Board of Commissioners (past & present included).

Commissioner Currin pointed out that he understood the allocated money was reabsorbed into the General Fund but did not agree with pulling the money out at this time and isolating it from other uses; especially with money that will be coming out of the General Fund to pay for new playground equipment at Hix Recreational Facility. Because the money was not going to be used this fiscal year, he suggested waiting and designating the funds in the FY 2016-2017 budget. Also, because moving the money at this time was not an emergency, Commissioner Currin was not in favor of generating a budget amendment.

The primary concern with waiting until the next fiscal year to allocate the money was that it might not be accomplished. In addition, a different Board will be seated for next year's budget, which also brought some uncertainty.

ORIGINAL MOTION

COMMISSIONER FIELDS MADE A MOTION TO APPROVE A BUDGET AMENDMENT IN THE AMOUNT OF \$45,000, PAYABLE FROM THE GENERAL FUND, AND BOOKING THE CORRESPONDING ENTRIES SO THAT THESE FUNDS CAN BE SPECIFICALLY DESIGNATED FOR THE PURCHASE, DESIGN, CONSTRUCTION, AND DEVELOPMENT OF A FUTURE RECREATIONAL COMPLEX.

SUBSTITUTE MOTION FAILED

COMMISSIONER CURRIN MADE A MOTION TO TABLE THE BUDGET AMENDMENT AND INCLUDE THE MONEY IN THE FY 2016-2017 BUDGET. COMMISSIONERS CURRIN, WILLIFORD, AND STRICKLAND VOTED IN THE AFFIRMATIVE. COMMISSIONERS HERRING, HARRIS, BRIDGES, AND FIELDS IN THE NEGATIVE. **THE MOTION FAILED 4-3.**

VOTE ON ORIGINAL MOTION - CARRIED

A VOTE WAS TAKEN ON THE ORIGINAL MOTION: TO APPROVE A BUDGET AMENDMENT IN THE AMOUNT OF \$45,000, PAYABLE FROM THE GENERAL FUND, AND BOOKING THE CORRESPONDING ENTRIES SO THAT THESE FUNDS CAN BE SPECIFICALLY DESIGNATED FOR THE PURCHASE, DESIGN, CONSTRUCTION AND DEVELOPMENT OF A FUTURE RECREATIONAL COMPLEX. COMMISSIONERS FIELDS, BRIDGES, STRICKLAND, HARRIS, AND HERRING VOTED IN THE AFFIRMATIVE. COMMISSIONERS CURRIN AND WILLIFORD IN THE NEGATIVE. **THE MOTION CARRIED 5-2.**

BUDGET AMENDMENT			
Account Number	Description	Increase	Decrease
010-000-29210-000	Designated Fund Balance-Rec. Cplx.	\$45,000	
010-000-29900-000	Fund Balance		\$45,000

OXFORD CODE, CHAPTER 12: LAKE DEVIN, ARTICLES I AND II AMENDED
ORDINANCE NO. 15-10-02

Commissioner Fields, Chairman, Parks, Recreation, & the Environment Committee, presented for consideration amendments to Oxford Code of Ordinance, Chapter 12: Lake Devin, to update the ordinance for consistency with current practices and policies, effective upon adoption.

The Parks & Recreation Director recommended the revision of Chapter 12: Lake Devin, to bring the ordinance in line with current requirements and practices. The Recreation, Parks, & the Environment Committee reviewed the revisions on September 22, 2014 and on September 11, 2015. The Board further reviewed the amendments during the October 5 Agenda Meeting. The updated ordinance does not include a provision to allow gas motors on Lake Devin. A change allowing concealed carry of weapons for compliance with state laws is included along with a 2-pole maximum per angler when fishing from the piers.

COMMISSIONER FIELDS MADE A MOTION TO AMEND THE OXFORD CODE OF ORDINANCES, CHAPTER 12: LAKE DEVIN, AS PRESENTED EFFECTIVE UPON ADOPTION AND INCORPORATED BY REFERENCE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.** THE ORDINANCE NUMBER IS 15-10-02.

FACILITY RENTAL FEE SCHEDULE AND PROGRAM FEES ADJUSTMENTS – ADOPTED

Commissioner Fields, Chairman, Parks, Recreation, & the Environment Committee, presented for consideration adjustments to the Facility Rental Fee Schedule and Program Fees with effective date January 1, 2016.

The Parks & Recreation Department Director held the annual review of the Department's Fee Schedule with the Recreation, Parks, & the Environment Committee on September 11, 2015. The following items were discussed and recommended for change:

- Granville Street's Picnic Shelter - will be added to the list as an approved rental facility; however, the interior of this facility will not be rented to the general public.
- Hix Gymnasium – Upon completion of the renovation project, this facility will be available for rental only for sporting events. It will no longer be available for general use or parties. In addition, the rental deposit will be raised to \$300 due to the extensive renovation that is being completed. The building will remain open for walkers and those using the gym during normal working hours.
- Tournament Rates – There has not been a tournament rate set for any facility other than Oxford Park Athletic Complex. We have groups using Hix Gymnasium and Rucker Field for profit during tournament events. The tournament rate for facilities other than OPAC will be set at twice the regular rental rate and a \$50 clean-up fee is also required.
- Non-resident rates were reviewed for both rentals and programs. Discrepancies were identified in the percentage of increases for rental facilities. In addition, the recent changes to and the reduction in funding by the County for recreation programming was discussed. The decision was reached that we should have an across the board adjustment of +50% for all non-resident use (rentals and programs).

COMMISSIONER FIELDS MADE A MOTION TO ADOPT THE FACILITY RENTAL FEE SCHEDULE AND PROGRAM FEES WITH ADJUSTMENTS AS PRESENTED, EFFECTIVE JANUARY 1, 2016, INCORPORATED BY REFERENCE AND ON FILE IN THE OFFICE OF CITY CLERK AND THE PARKS AND RECREATION DEPARTMENT. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

PARKS AND RECREATION REVENUE AND PRICING POLICY UPDATE APPROVED
INCLUDES DEPOSIT PROCEDURES

Mayor Sargent presented for consideration a proposed amendment to the *Parks and Recreation Revenue and Pricing Policy* adding the procedure for deposits.

Adding the procedure for deposit places this current practice in the Revenue and Pricing Policy. This addition was requested by the Finance Director.

COMMISSIONER FIELDS MADE A MOTION TO AMEND THE *PARKS AND RECREATION REVENUE AND PRICING POLICY* TO INCLUDE THE PROCEDURE FOR DEPOSITS. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

UPDATE TO THE REVENUE AND PRICING POLICY
OXFORD PARKS AND RECREATION DEPARTMENT

ADDED: SECTION 7 PAYMENTS & REFUNDS, V. DEPOSITS

SECTION 7

PAYMENTS AND REFUNDS

V. DEPOSITS

- A. Deposits will be made twice a week or anytime the cash in the safe exceeds \$500.00.
- B. Staff will print a revenue report from RecDesk and balance it with the cash and checks held in the department safe. After completing the deposit paperwork, it will be delivered to the appropriate staff member at City Hall's Finance Department for further accounting.
- C. The deposit slip returned from City Hall should be stapled to the copy of the deposit paperwork submitted and filed accordingly.

ECONOMIC DEVELOPMENT AGREEMENT APPROVED DUKE HEALTH SYSTEMS & TKC 2.46 ACRES ON WILLIAMSBORO ST -URGENT CARE FACILITY ADDED OPTION TO BUY BACK AT \$140,000

Interim City Manager presented for consideration approving an Economic Development Agreement between the city of Oxford and Duke University Health System and TKC CCXVIII, LLC for 2.46 acres located at 1490 Williamsboro Road.

At its September 8, 2015 meeting, the Board agreed to sale 2.46 acres of land located at 1490 Williamsboro Street to Duke University Health System and TKC CCXVIII, LLC for the purposes of developing medical facilities at the site. City Attorney Burnette has worked with TKC and Duke on the Development Agreement. As a condition of this sale, Duke University Health System and TKC CCXVIII committed to certain activities, which will benefit the Oxford community. These activities include:

- Construction of a medical office building on the property with a minimum size of 13,000 square feet and a total project cost of \$3,000,000
- TKC agrees to begin construction no later than October 2016 and complete construction no later than October 2018
- Employ 29 people (including any unfilled and/or advertised positions) at the time the facility is opened and further agrees to employ 36 people at the facility by December 31, 2020
- The building will remain owned by a taxable entity and therefore subject to payment of Granville County and City of Oxford ad valorem property taxes. In the event that the property is transferred to an entity not subject to said taxes, TKC agrees to pay the city of Oxford and Granville County an amount equal to the taxes would be for a period of no less than 15 years from the issue of the certificate of occupancy. Duke agrees to guarantee payment in the event of default by TKC.

City Attorney Burnette commented that he was satisfied with the Agreement but would like to include an option to repurchase the property for \$140,000 if TKC or Duke fails to perform its obligations. This changes the wording in Item 8 of the agreement. The parties were agreeable with this change.

COMMISSIONER CURRIN MADE A MOTION TO ADOPT THE ECONOMIC DEVELOPMENT AGREEMENT BETWEEN THE CITY OF OXFORD AND DUKE UNIVERSITY HEALTH SYSTEM AND TKC CCXVIII, LLC FOR 2.46 ACRES LOCATED AT 1490 WILLIAMSBORO STREET AS PRESENTED WITH THE ADDITION OF AN OPTION TO PURCHASE THE PROPERTY FOR \$140,000 IF TKC OR DUKE FAILS TO PERFORM ITS OBLIGATIONS AS STATED IN SECTION 8 OF THE AGREEMENT. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ON-CALL ENGINEERING CONTRACTS APPROVED

Interim City Manager McLaurin presented for consideration On-Call Engineering Contracts for funding, planning, design and/or construction administration of various projects with the

following three firms – McGill Associates, WhithersRavenel, and the Wooten Company. The contract shall be valid for a term of one year with the option to extend by two-one year contracts, if both parties agree. It is further recommended to authorize the City Manager to execute contracts with the three firms up to \$90,000 per the City’s Purchase Order SOP for projects that do not require a budget amendment.

The City of Oxford issued a Request for Qualifications (RFQ) for On-Call Engineering Services and received eight Statements of Qualifications in response. Executing On-Call Engineering Contracts will allow the City to move forward with negotiating individual Contracts for projects without the need to issue specific RFQ’s for each one, thereby streamlining the process. This process also meets the requirements of the Mini-Brooks Act, G.S. 143-64.31 that engineering firms be selected based on qualifications. Individual contracts or agreements will be negotiated with a firm for a specific project as the need arises. The firms were selected based on their qualifications in one or more areas that matched the City’s needs. The following firms ranked the highest in alphabetical order – McGill Associates, WhithersRavenel, and Wooten Company. This item was discussed during a Public Works Committee meeting on October 12.

COMMISSIONER STRICKLAND MADE A MOTION TO EXECUTE ON-CALL ENGINEERING CONTRACTS FOR FUNDING, PLANNING, DESIGN AND/OR CONSTRUCTION ADMINISTRATION OF VARIOUS PROJECTS WITH THE FOLLOWING THREE FIRMS – MCGILL ASSOCIATES, WHITHERSRAVENEL, AND THE WOOTEN COMPANY. THE CONTRACT SHALL BE VALID FOR A TERM OF ONE YEAR WITH THE OPTION TO EXTEND BY TWO-ONE YEAR CONTRACTS, IF BOTH PARTIES AGREE. THE MOTION FURTHER AUTHORIZED THE CITY MANAGER TO EXECUTE CONTRACTS WITH THE THREE FIRMS UP TO \$90,000 PER THE CITY’S PURCHASE ORDER SOP FOR PROJECTS THAT DO NOT REQUIRE A BUDGET AMENDMENT. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

AUGUST & SEPTEMBER FINANCIAL HIGHLIGHTS BY FINANCE DIRECTOR KEHOE

Finance Director Kehoe presented and summarized the August and September financial reports.

<u>AUGUST 2015 Financial Report</u> <i>16.7% of FY Complete</i>	<u>General Fund</u>	<u>Water Fund</u>	<u>Other Funds</u>
REVENUES			
YTD	\$ 2,578,531	\$ 878,327	\$ 229,107
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	27%	14%	4%
EXPENSES			
YTD	\$ 1,924,599	\$ 840,035	\$ 244,612
Budget	\$ 9,472,574	\$ 6,130,556	\$ (15,501)
YTD Percent of Budget <i>(minus loan proceed, and fund balance allocation)</i>	20%	14%	4%
DIFFERENCE <i>(Revenues – Expenses) 2015-16 YTD</i>	\$ 653,932	\$ 38,292	\$ 5,978,864

September 2015 Financial Report <i>25% of FY Complete</i>	General Fund	Water Fund	Other Funds
REVENUES			
YTD	\$ 3,226,347	\$ 2,696,141	\$ 432,598
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	34%	42%	7%
EXPENSES			
YTD	\$ 2,664,623	\$ 1,166,876	\$ 382,599
Budget	\$ 9,472,574	\$ 6,130,556	\$ 5,978,864
YTD Percent of Budget <i>(minus loan proceed, and fund balance allocation)</i>	28%	19%	6%
DIFFERENCE <i>(Revenues – Expenses) 2015-16 YTD</i>	\$ 561,724	\$ 1,529,265	\$ 49,999

CONSENT AGENDA APPROVED

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

Accepted the August and September Financial Reports by Finance Director Kehoe.

Approved changes to the 2016 Board meeting schedule due a holiday conflicts. The July Agenda Meeting will be moved to Tuesday, July 5, and the September Agenda Meeting to Tuesday, September 6.

Appointed Phil Pope to the Zoning Board of Adjustment to fill a vacant seat with term expiring February 2018.

Appointed Kelly Collins-Schram to the Historic Preservation Commission (HPC) to fill a vacant seat with term expiring June 2018.

Reappointed Bob Williford Sr. and Sandra Pruitt to Oxford Parking Authority for 5-year terms expiring October 2020.

Reappointed Parks and Recreation Director, Christine Usry to the Granville County Tourism Development Authority for a 3-year term expiring October 2018.

Approved tax release to Torrey's Flowers in the amount of \$2.83 due to duplicate billing.

Approved tax release to Carolina Foot & Ankle, in the amount of \$539.64 due to discrepancies on the tax listings.

Approved the following 2015 meeting minutes:

- * August 31, Agenda Session
- * Sept. 21, Special Session

- * Sept. 8, Regular Session
- * Sept. 24, Recessed Meeting

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 9:00 P.M., COMMISSIONER BRIDGES MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Barbara J. Rote, City Clerk

ATTEST:

Jacqueline vdH Sergent, Mayor