

**CITY OF OXFORD**  
**BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING**  
**Tuesday, February 11, 2014 - 7:00 p.m.**  
**Commissioners' Board Room**

Mayor Pro Tem Howard G. Herring, Sr.  
Commissioner James (Danny) Currin  
Commissioner Robert Williford, Sr.

Randy Hemann, City Manager  
Barbara Rote, City Clerk



Jackie Sergent, Mayor

Commissioner Calvin (CJ) Harris, Jr.  
Commissioner Frank Strickland  
Commissioner S. Quon Bridges  
Commissioner Patricia T. Fields

J. Thomas Burnette, City Attorney

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**MISSION**

The mission of the City of Oxford is to serve and improve our community by providing high quality, affordable services, sound planning for growth and development, and offering the highest possible quality of life - while maintaining the public's trust through open communication and ethical standards at all times.

**VISION**

The City of Oxford will partner with the community to build upon the charm and character of our historic, vibrant, and walkable city to create an extraordinary quality of life for all.

**Core Values - ETHICORE**

The elected officials, staff, and volunteers of the City of Oxford value and commit to model the following:

**EQUAL TREATMENT** for everyone with **DIGNITY**, **COURTESY**, and **RESPECT**  
**TEAMWORK** within our organization and our community  
**HONESTY** in all of our dealings with citizens, fellow workers, and other organizations  
**INTEGRITY** in every action and service  
**COST-EFFECTIVE** and **QUALITY** services for our community  
**OPEN** and **TRANSPARENT COMMUNICATION** with all parties  
**RESPONSIBILITY** for our decisions and actions  
**EXCELLENCE** in every deed

**\*\*The mnemonic ETHICORE was adopted as a helpful tool to remind us of our core values\*\***

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[ CALL TO ORDER ]

[ Please be reminded to turn off or mute all cell phones and/or electronic devices]

[ MISSION, VISION, VALUES ]

1. Prayer Bishop Phillip Betts
2. Pledge of Allegiance led by MPT Howard Herring, Sr.
3. Consider adjustments to and approval of the Agenda:
  - Item 14: Public Works/Engineering Reorganization
4. Opening Remarks by Mayor Sergeant  
*In order to provide for the highest standards of behavior and transparency in governance, the Board of Commissioners has approved a Code of Ethics to establish guidelines for ethical standards for Board Members and to provide guidance in determining appropriate conduct. Among those: Board members should avoid impropriety in the exercise of their official duties and should conduct the affairs of the board in an open and public manner. The Mayor now inquires whether any Board Member knows of any conflict of interest, or appearance of conflict, with respect to matters before the Board. If any Board Member knows of a conflict of interest, or appearance of a conflict, please state so at this time.*

[ DELEGATIONS ]

5. Granville County Tourism Announcement – Granville County Tourism Director Susan Ball
6. Proclamation celebrating Dorothy Wilkinson's induction into the NCSU, McKimmon Hall of Fame
7. Recognition of City Manager Randy Hemann as a 2013 North Carolina Main Street Champion
8. Report from Winston, Williams, Creech, Evans and Co., LLP on the annual financial report (ATTACHMENT 8 )
  - a. Consider accepting the annual financial report for FY 2012-2013

[ PUBLIC COMMENT ON AGENDA and NON-AGENDA ITEMS ]

Citizens may speak on Agenda as well as Non-Agenda items at this time. Citizens wishing to address the Board must sign in on the form located with the City Clerk prior to the beginning of the meeting. When recognized by the Mayor, come forward to the podium, state your name, address, if you are a City resident, and identify the subject about which you wish speak. Please review the Public Comment Guidelines that are provided alongside the sign in form.

[ PUBLIC HEARINGS ]

Citizens may only speak on public hearing items at this time. Citizens do not need to sign up in order to speak at a public hearing. When recognized by the Mayor, come forward to the podium, state your name, address, and if you are a City resident. Please review the Citizen Comment Guidelines that are provided at the end of this Agenda.

No Public Hearings

[ OLD BUSINESS ]

No Old Business

[ NEW BUSINESS ]

9. Consider calling for a public hearing in conjunction with the March 11, 2014 Regular Session to consider amending section 500 of the Zoning Ordinance that exempts new single-family dwelling units in the R-A zoning districts with driveways 50 ft. in length or more from the paved parking requirement.

The City amended the Zoning Ordinance on Oct. 15, 2008 requiring all new single family dwelling units to have a driveway of asphalt, concrete, or a surface that will absorb rainwater, excluding gravel. The requirement of having new single-family dwelling units in the R-A (residential-agricultural) zoning district (primarily the ETJ area) puts an unnecessary hardship on the residents. Most driveways in the R-A are 100 ft. or more. The Planning Board supports this amendment.

**Recommended Action:** Staff and the Planning Board recommend calling for a public hearing in conjunction with the March 11, 2014 Regular Session to consider amending section 500 of the Zoning Ordinance that exempts new single-family dwelling units in the R-A zoning districts with driveways 50 ft. in length or more from the paved parking requirement.

10. Consider declaring the spare Harben Sewer Flusher surplus property, sell it for \$22,500 to the Oxford Housing Authority(OHA), and grant the OHA permission to fill the water tanks on the flusher from hydrants located around the OHA complexes at no charge to them.

The City currently has two sewer flushers and only requires one for operation. The OHA has asked to purchase the City's spare Harben sewer flusher for \$22,500. The City will receive some benefit from having the flusher remain within the community in case the City would have a need for its use.

**Recommended Action:** Staff and the Public Works Committee recommend declaring the spare Harben sewer flusher surplus property, sell it for \$22,500 to the OHA, and grant the OHA permission to fill the water tanks on the flusher from hydrants located around the OHA complexes at no charge to them.

11. Consider awarding the 2014 Oxford Park Athletic Complex Concessionaire Contract to P Willi Hill, LLC.

The Parks & Recreation Department accepted informal bids for the “Exclusive License to Provide Concessions for Oxford Park Athletic Complex” for the 2014 athletic season. Bids were received in the City Clerk’s office and were opened by the Recreation, Parks and the Environment Committee on Monday, February 3rd at 10:00 a.m. The only bid received was from P Willi Hill, LLC, Paul Williford. (Mr. Williford was awarded the contract for the 2012 and 2013 seasons and his services were in accordance with the contract and satisfactory). Mr. Williford submitted a bid of 14% of the gross. This is a smaller percentage than he submitted in 2013, which was 22.5%. This is due to the increase in food costs while keeping the menu prices the same. Mr. Williford also submitted a menu that included reasonable pricing as well as quality products with healthy alternatives.

The Recreation, Parks and the Environment Committee recommended advertising for bids in late 2014 for the 2015 season. This will allow more time for review. They also suggested increasing the minimum bid percentage from 12% to 15% for the 2015 year.

**Recommended action:** Staff and recreation committee recommends awarding the contract to the P Willi Hill, LLC., Paul Williford and consider bidding the contract in late 2014 for the 2015 year with an increase in the minimum bid.

12. Consider appointing Harold W. Belton as Finance Officer; bonding Mr. Belton in the amount of \$250,000 through the NCLM; passing a resolution providing check signing authority to Mr. Belton, authorizing Mr. Belton and Accounting Clerk Debra Currin with limited power of attorney while revoking said powers by Stephen McNally, all effective February 11, 2014.

GS 159-24 requires that the City have someone in the role of Finance Officer and City Manager Hemann is currently in that role. Harold Belton will assume the role of Finance Director on February 10, 2014 and we must take several steps to install him in that position. Per G.S. 159-29, the minimum bond for the Finance Director is \$50,000 and former Finance Officer Steve McNally was bonded through the NCLM for \$250,000. The bank requires a resolution to authorize Mr. Belton to sign checks. Limited power of attorney for the purpose of canceling and releasing judgments docketed in favor of the City of Oxford needs to be changed from previous Finance Officer McNally to new Finance Officer Belton and also reestablish Accounting Clerk Debra Currin with the same. (ATTACHMENT 12)

**Recommended action:** Staff recommends appointing Harold W. Belton as Finance Officer; bonding Mr. Belton in the amount of \$250,000 through the NCLM; passing a resolution providing check signing authority to Mr. Belton, authorizing Mr. Belton and Accounting Clerk Debra Currin with limited power of attorney while revoking said powers by Stephen McNally, all effective February 11, 2014.

13. Consider removing the vacated positions of City Engineer/Public Works Director and eliminating the Distribution and Collection Superintendent Position from the Budget, creating new positions of City Engineer (Salary Grade 26) and Public Works and Utilities Director (Salary Grade 24), and authorizing the City Manager to proceed in filling those positions with combined salaries not to exceed \$138,894 which is the salary amount of the positions to be eliminated. Furthermore staff recommends creating a Fleet Maintenance Mechanic position (Salary Grade 16) and authorizing the City Manager to fill that position with the understanding that the cost of that position, benefits and supplies will not exceed \$82,000.

With the retirement of Larry Thomas and Tommy Scholl the City has an opportunity to realign some positions and job duties to better meet our future needs. The City Manager is proposing to split the City Engineer/Public Works Director's Position (Larry Thomas' vacated position) into two separate positions and eliminate the Distribution and Collection Superintendent Position (Tommy Scholl's vacated position). The two new positions would be a City Engineer with a 4-year degree in civil engineering and NC license, and a Public Works and Utilities Director (with a Grade A Distribution Certification). I am also proposing the hiring of a fleet mechanic to provide general maintenance of our 94 total vehicles (Cars, trucks and heavy equipment).  
(ATTACHMENT 13)

**Recommended action:** Staff recommends removing the vacated positions of City Engineer/Public Works Director and eliminating the Distribution and Collection Superintendent Position from the Budget, creating new positions of City Engineer (Salary Grade 26) and Public Works & Utilities Director (Salary Grade 24), creating a Fleet Maintenance Mechanic position (Salary Grade 16) and authorizing the City Manager to fill those positions as proposed.

## [ REPORTS ]

**(Please note DOEDC did not meet)**

14. January Financial Report highlights by City Manager/Finance Officer Randy Hemann. Report will be provided on meeting night.
15. City Update - City Manager Hemann

- 16. County Board Meeting Update – Mayor Sergent
- 17. KLRWS Update – Commissioner Strickland
- 18. 200<sup>th</sup> Anniversary Update – Commissioner’s Williford and Strickland

[ CONSENT AGENDA ]

- 19. Accept the January Financial Report by City Manager/Finance Officer Randy Hemann (available on meeting night)
- 20. Approve the following meeting 2014 minutes:
  - \* January 6, Agenda Session
  - \* January 11, Regular Session
  - \* January 29, Special Session
  - \* February 3, Agenda Session

[ BOARD COMMENTS ]

[ CLOSED SESSION ]

*Pursuant to G.S. 143-318.11(a) (3) and (5) the Board will go into Closed Session to consult with the City Attorney in order to preserve the attorney-client privilege between the attorney and the City, discuss a real property matter and approved the Closed Session Minutes of January 11 and January 29, 2014.*

[ ADJOURNMENT ]

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**REMINDERS:**

If you need additional information about the following items, please see the City Clerk.

- February 13: Tree Meeting with Rodney Swink – 5:30 p.m., Thornton Library
- February 27: Small Business & Industry Appreciation – 4:00 p.m., County Expo Center

CITY OF OXFORD  
PUBLIC COMMENT GUIDELINES:

The Mayor and Board welcome and encourage citizens to attend City Board Meetings and to offer comments on matters of concern to them. Citizens are requested to review the following public comment guidelines prior to addressing the Board:

- a) Citizens are requested to limit their comments to five minutes. However, the Mayor, at his or her discretion, may limit comments to three minutes should there appear to be a large number of people wishing to address the Board.
- b) Comments should be presented in a civil manner and be non-personal in nature, fact-based, and issue oriented. Except for the public hearing comment period, citizens must speak for themselves during the public comment periods.
- c) Citizens may not yield their time to another person.
- d) Topics requiring further investigation will be referred to the appropriate City official, Board Committee or agency, and may, if in order, be scheduled for a future meeting Agenda.
- e) Individual personnel issues are confidential by law and will not be discussed. Complaints relative to specific individuals are to be directed to the City Manager.
- f) Comments involving matters related to an on-going police investigative matter and/or the court system will not be permitted.
- g) Citizens should not expect specific Board action, deliberation, and/or comment on subject matter brought up during the public comment section unless and until it has been scheduled as a business item on a future meeting Agenda.