

TUESDAY, FEBRUARY 11, 2014 – 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 Jackie Sergent, MPT Howard Herring, Sr., Commissioners James (Danny) Currin, Robert B. Williford, Sr., Calvin (C.J.) Harris, Frank Strickland, S. Quon Bridges and Patricia T. Fields. Present also were City Manager Randy Hemann, City Attorney J. Thomas Burnette and City Clerk Barbara J. Rote.

CALL TO ORDER

Mayor Sergent called the meeting to order. Bishop Phillip Betts gave the prayer; the Pledge to the flag followed led by MPT Herring.

AGENDA ADJUSTMENTS AND APPROVAL

On motion by Commissioner Harris, the Board adopted the agenda by unanimous vote with the following changes: addition (1) - Consider reorganization of the Public Works Department; removals (3) - Proclamation to Dorothy Wilkinson, Granville County Tourism Announcement and KLRWS Update.

OPENING REMARKS BY MAYOR SERGENT

Mayor Sergent read the opening remarks statement as stated on the agenda.


CITY MANAGER HEMANN RECOGNIZED AS A 2013 NC MAIN STREET CHAMPION

Mayor Sergent recognized City Manager Hemann for being selected as a 2013 NC Main Street Champion by the NC Department of Commerce, Office of Urban Development. His former employer, Downtown Salisbury, Inc., selected him for this honor in appreciation of his dedicated service and accomplishments in the revitalization of downtown Salisbury during his sixteen-year tenure as the organization’s executive director. Mayor Sergent emphasized how fortunate the City of Oxford is to have Randy Hemann as their City Manager and that his experience in downtown revitalization will help Oxford.

ANNUAL FINANCIAL REPORT BY WINSTON, WILLIAMS, CREECH & EVANS

Jim Winston presented the highlights of the 2012-2013 audit report, stating that the City did not use any money appropriated from the Fund Balance and did not use all of the money budgeted for FY 2012-2013. The net position of revenues over expenditures increased from 2012 to 2013 by \$517,865. Mr. Williams noted that car tax collections would increase since they are now collected with car registration. He also noted that 2014 will reflect 16 months of car taxes. Mr. Winston suggested that the Board adopt a Fund Balance Policy. This policy is not required but he has made this recommendation to other municipalities. He recommends a Fund Balance of 30%.


City of Oxford



Audit Report Presentation
June 30, 2013

Winston, Williams, Creech, Evans & Co., LLP

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Summary 

- ▶ The City of Oxford received an unqualified opinion for June 30, 2013
- ▶ The City of Oxford again received the Certificate of Excellence in Financial Reporting for the year ended June 30, 2012 and submitted the June 30, 2013 report to GFOA

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GASB #34 Highlights

▶ Statement of Net Position-page 36

	<u>2012</u>	<u>2013</u>	<u>Change</u>
Total assets	\$ 34,388,156	\$ 35,265,545	877,389
Total liabilities	\$ <u>10,859,791</u>	\$ <u>10,286,333</u>	<u>573,458</u>
Net Position	\$ 23,528,365	\$ 24,979,213	1,450,847

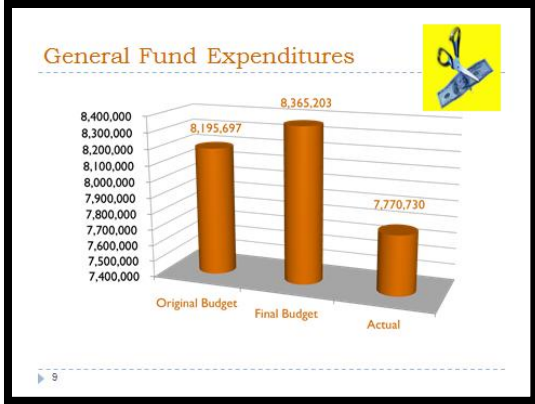
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GASB #34 Highlights

▶ Statement of Activities-page 37

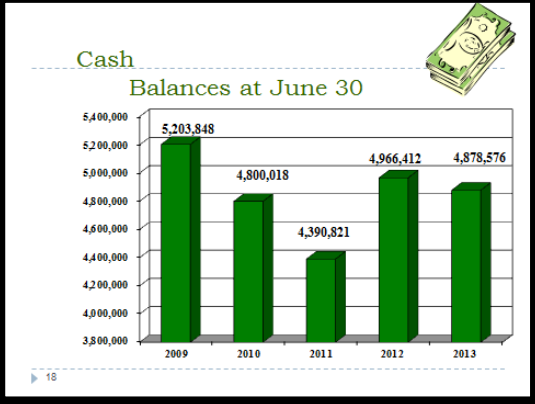
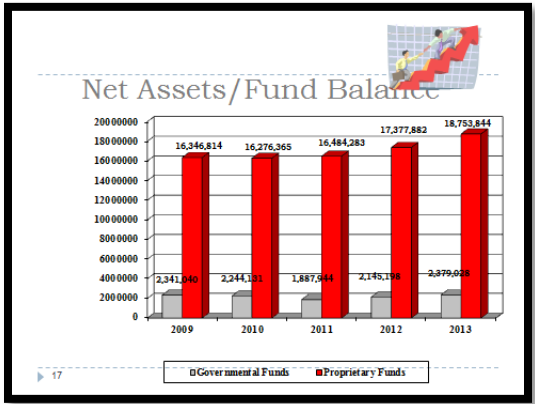
	<u>2012</u>	<u>2013</u>	<u>Change</u>
Revenues	\$ 12,546,239	\$ 13,609,125	1,062,886
Expenditures	<u>11,613,245</u>	<u>12,158,277</u>	<u>(545,032)</u>
Increase in Net Position	\$ 932,994	\$ 1,450,848	517,854

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FUND BALANCE AS % OF EXPENDITURES

	2013
Fund Balance-Available for Appropriation	1,941,362
Expenditures	7,770,730
Percentage of Expenditures	24.98%



FISCAL YEAR 2013 AUDIT REPORT ACCEPTED

COMMISSIONER WILLIFORD MADE A MOTION TO ACCEPT THE 2012-2013 AUDIT REPORT AS PRESENTED BY WINSTON, WILLIAMS, CREECH, EVANS and CO, LLC. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

PUBLIC COMMENT

Robert A. Williams - 208 Gilliam Street – spoke to the Board about the crime rate in Oxford. Below is his written letter:

“ I desire to appear before the Board of Commissioners to discuss the Oxford crime rate and the suitability of the current Police Chief’s plans to successfully reduce this rate.

Since moving to Oxford in February 2007 I have and continue to make significant financial investments into the community, having purchased and refurbished for rent four properties. These homes are now quality properties and contribute to filling a need in Oxford for middle class, single family rental homes. I am also a member of the Board of Granville County Habitat for Humanity and have made significant donations towards its success. It should be clear my wife and I are significantly engaged with the Town of Oxford.

Along with my personal home, I pay a lot of money to Oxford in taxes. What have I gotten for this investment? My taxes have doubled and my garbage service has deteriorated. But most disturbing is that my property has been vandalized a number of times including; a large stainless steel gas grill being stolen from my front porch, two break-ins into my garage with the theft of a number of power tools, a third attempt to break into the garage that was foiled by my having barred the windows and armored the door (door had to be replaced), and most recently, a break-in into my home with the theft of two firearms.

Why has this happened? In my judgment, one cause is that I have made an effort to reach-out to the Black community, hiring young Black men to work for me. I have also allowed a number of Black youth to use my basketball goal to help keep them away from the problematic influences found at the public courts near the CVS. My own son was chased away from these courts by a gun wielding Black thug trying to settle a drug situation. I have also rented two of my homes to single Black Mothers. This has been in the face of continuous late payments of rent and a general ignoring of the terms of the lease (occupancy levels, etc.).

But, I really have to ask myself, why are the Police not rousting the legions of young thugs wandering up and down Gilliam Street. The Barbershop on Spring just past the AutoParts store is a congregation point for thugs who openly display firearms. Why is this allowed? The crime rate is now beginning to effect Real-Estate. Some of the Realtors with whom I'm acquainted have lost sales of more expensive homes due to the crime rate. I'm sure Oxford does not want to become the next Henderson. So just where are our police dollars going?

I will be interested to hear your response to this pressing problem.”

In addition to emphasizing some of the points in his letter, Mr. Williams added that he met with Police Chief Coley and was impressed with the Chief and how things are working; however, the Chief does not have the capacity to solve the crime rate by himself.

He noted several times that leadership is needed from the Board and they need to reach into the Community to get citizens involved. He was aware that this would not happen overnight. Mr. Williams suggested the importance of getting kids educated and finding jobs. He suggested working with area churches and civic organizations. He noted that the crime rate is hurting businesses and real estate. People need to feel safe.

Police Chief Coley spoke to Mr. Williams' remarks and gave the number of burglaries in the City over the past 7 years. The rates varied with the number of burglaries decreasing in 2012 (193) from 2011 (295) by 102. The burglaries for 2013 were 226. He noted that the problem was multifaceted with lots of crime being committed by kids. Chief Coley said part of the solution is police reaching back into the community through clubs, schools and activities. He shared some of the programs the PD does and would like to do. He mentioned the kick-off of “Coffee with a Cop” on February 27, and the start-up of the Community Watch Program at Autumn Park Apartments. A big part of the solution revolves around communication.

Mayor Sergent enforced what the Chief said and noted the importance of addressing crime, something that was also discussed during the Board's Strategic Planning Session on February 5-6. She spoke about other programs that are addressing youth and crime such as the Granville-Vance Faith Initiative. Both the Mayor and Commissioner Williford mentioned the Citizens In Action (CIA) group that meets at the PD on the 4th Tuesday of each month. Later Commissioner Williford asked if an announcement bringing awareness to the CIA program could be placed in the paper.

Commissioner Strickland noted that with his experience in law enforcement, that crime rates between communities couldn't be compared. The interpretation of numbers is inaccurate when it comes to smaller communities. The best way to track crime rate in your community is by comparing numbers annually within your own community.

PUBLIC HEARING SCHEDULED WITH MARCH 11 REGULAR SESSION
ZONING ORDINANCE AMENDMENT – SECTION 500
DRIVEWAYS IN THE R-A ZONING DISTRICT

Mayor Sergent presented a request from the Planning Board to call 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.

COMMISSIONER BRIDGES MADE A MOTION TO CALL 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. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

HARBEN SEWER FLUSHER DECLARED SURPLUS PROPERTY
APPROVED FOR SALE TO OXFORD HOUSING AUTHORITY
OXFORD HOUSING AUTHORITY APPROVED TO USE HYDRANTS LOCATED AROUND
COMPLEX AT NO CHARGE

Commissioner Strickland, Chairman, Public Works Committee, presented a request to declare the spare Harben Sewer Flusher surplus property, sell it for \$22,500 to the Oxford Housing Authority, and grant the Oxford Housing Authority (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. City staff will train OHA staff on the use of the flusher and the hydrants.

COMMISSIONER STRICKLAND MADE A MOTION TO DECLARE 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. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**2014 OXFORD PARK ATHLETIC COMPLEX CONCESSIONAIRE CONTRACT AWARDED
TO P. WILLI HILL, LLC.
2015 BIDS - ADVERTISED IN LATE 2014 WITH INCREASE IN MINIMUM BID
COMMISSIONER WILLIFORD RECUSED FROM VOTE - CONFLICT OF INTEREST**

Commissioner Fields, Chairman, Parks, Recreation, and the Environment, presented a request to award 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 also 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.

BY UNANIMOUS VOTE, COMMISSIONER WILLIFORD WAS RECUSED FROM VOTING BECAUSE THE P. WILLI HILL, LLC. IS OWNED BY HIS NEPHEW AND CAN BE CONSIDERED A CONFLICT OF INTEREST.

COMMISSIONER FIELDS MADE A MOTION TO AWARD THE 2014 OXFORD PARK ATHLETIC COMPLEX CONCESSIONAIRE CONTRACT TO 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. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

HAROLD BELTON WELCOMED

Mayor Sergent welcomed Oxford’s new Finance Director, Harold Belton. His first day was February 10, 2014. Mr. Belton came from Gaithersburg, MD. He is originally from North Carolina. He looks forward to returning to his home state and working in Oxford.

**FINANCE DIRECTOR HAROLD BELTON APPOINTED AS FINANCE OFFICER, BONDED,
GIVEN CHECK SIGNING AUTHORITY, AND GIVEN LIMITED POWER OF ATTORNEY**

City Manager Hemann presented a request to appoint Harold W. Belton as Finance Officer; bond Mr. Belton in the amount of \$250,000 through the NCLM; pass a resolution providing check signing authority to Mr. Belton, and authorize Mr. Belton and Accounting Clerk Debra Currin with limited power of attorney while revoking said powers by Stephen McNally, all effective February 11, 2014.

G.S. 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 reestablish Accounting Clerk Debra Currin with the same.

COMMISSIONER CURRIN MADE A MOTION TO APPOINT HAROLD W. BELTON AS FINANCE OFFICER; BOND MR. BELTON IN THE AMOUNT OF \$250,000 THROUGH THE NCLM; PASS A RESOLUTION PROVIDING CHECK SIGNING AUTHORITY TO MR. BELTON, AND AUTHORIZE MR. BELTON AND ACCOUNTING CLERK DEBRA CURRIN WITH LIMITED POWER OF ATTORNEY WHILE REVOKING SAID POWERS BY STEPHEN MCNALLY, ALL EFFECTIVE FEBRUARY 11, 2014. THE RESOLUTION IS ON FILE IN THE OFFICE OF CITY CLERK. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

PUBLIC WORKS/ENGINEER REORGANIZATION APPROVED

City Manager Hemann presented a request to remove the vacated positions of City Engineer/Public Works Director and eliminate the Distribution and Collection Superintendent Position from the Budget, create new positions of City Engineer (Salary Grade 26) and Public Works and Utilities Director (Salary Grade 24), and authorize 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 recommended creating a Fleet Maintenance Mechanic position (Salary Grade 16) and authorize 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 meet our future needs. The City proposed 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, and a Level III Waste Distribution and Cross Connection Certification). City Manager Hemann proposed to hire a fleet mechanic to provide general maintenance of our 94 total vehicles (cars, trucks and heavy equipment).

City Manager Hemann included the following information:

1. The City Engineer (Salary Grade 26) would continue to supervise the WWTP and will continue to offer engineering support for both water distribution and wastewater collection. They would also take a more active role in planning and designing civil projects (streets, traffic, parking, etc.). This position will require a 4-year civil engineering degree, NC Licensure, and municipal and/or water system experience.
2. The Public Works and Utilities Director (Salary Grade 24) will supervise the Street Superintendent and would supervise the two crew leaders performing water distribution and wastewater collection. This individual will be required to have a Grade A Distribution Certification, and a Level III Waste Distribution & Cross Connection Certification from the State as well as considerable public works experience in a municipal environment.

3. Prior to the two retirements, the City Engineer/Public Works Director and Distribution and Collection Superintendent salaries totaled \$138,494.
4. The proposed salaries of the new positions of City Engineer and Public Works/Utilities Directors would total around \$135,524.
5. The Fleet Maintenance Mechanic position would be at a Salary Grade 16, which has a range of \$35,929 to \$51,326. This position will be paid for out of a reduction in the cost of contracted repairs which totaled around \$82,000 across all departments last FY. After purchasing supplies for the shop this change will likely be neutral from a budget standpoint but it will allow us to better manage our fleet and be more productive by keeping workers in the field who are currently doing some of their own repairs. Hopefully, we will also extend the life of some of our vehicles by better managing preventive care.

COMMISSIONER HERRING MADE A MOTION TO REMOVE THE VACATED POSITIONS OF CITY ENGINEER/PUBLIC WORKS DIRECTOR AND ELIMINATE THE DISTRIBUTION AND COLLECTION SUPERINTENDENT POSITION FROM THE BUDGET, CREATE NEW POSITIONS OF CITY ENGINEER (SALARY GRADE 26) AND PUBLIC WORKS AND UTILITIES DIRECTOR (SALARY GRADE 24), AND AUTHORIZE 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 RECOMMENDED CREATING A FLEET MAINTENANCE MECHANIC POSITION (SALARY GRADE 16) AND AUTHORIZE THE CITY MANAGER TO FILL THAT POSITION WITH THE UNDERSTANDING THAT THE COST OF THAT POSITION, BENEFITS AND SUPPLIES WILL NOT EXCEED \$82,000. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

JANUARY FINANCIAL HIGHLIGHTS BY CITY MANAGER HEMANN

Assuming the duties of City Finance Officer, City Manager Hemann presented and summarized the January financial report. Ad Valorem taxes are ahead of schedule. Powell Bill Funds are above expected revenue at 102%.

<u>JANUARY 2014 Financial Report</u> <i>58% of FY Complete</i>	<u>General Fund</u>	<u>Water Fund</u>
REVENUES		
Actual	\$ 706,903	\$ 252,905
YTD	\$ 5,962,317	\$ 2,712,516
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	70%	58%
EXPENSES		
Actual	\$ 632,725	\$ 353,919
YTD	\$ 4,496,036	\$ 2,433,844
Budget	\$ 8,469,826	\$ 4,714,966
YTD Percent of Budget <i>(minus loan proceed, and fund balance allocation)</i>	53%	52%

DIFFERENCE (Revenues – Expenses) 2013 YTD	\$ 1,466,381	\$ 278,672
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CITY MANAGER UPDATE

City Manager Hemann provided an update to the Board. Included in his report were the following items:

Board of Commissioners Goal Setting – City Manager Hemann thanked the Board and Department Heads who participated in the Planning Retreat. He was pleased with the quality of information provided by Department Heads as well as the conversation that resulted. He commended the Board for their forward thinking and their desire to plan and build for the future. A full report on outcomes will be available in the near future.

Finance Director – Harold Belton moved to Oxford last week and began his career at the City of Oxford yesterday. Harold is meeting with his staff and getting familiar with our accounting systems. We will begin the budget process in the next few weeks.

Parks and Recreation Director – Over 90 applications were received. Four candidates were interviewed for the position. An announcement next week is anticipated for the position with a starting date by the end of February.

Cantley Recycling Report – In honor of former Commissioner Walter Cantley City Manager Hemann report that recycling for the first 11 months of 2013 was up 21% over the previous year. The specific figures in tons are as follows:

	<u>2012</u>	<u>2013</u>
January	21.93	26.22
February	21.34	23.32
March	21.77	26.27
April	23.90	40.85
May	31.06	42.44
June	24.05	33.97
July	22.66	28.02
August	30.21	28.27
September	27.98	31.02
October	32.28	38.23
November	<u>30.47</u>	<u>29.48</u>
	287.65	348.09

Maluli Drive Speed Study – At the request of some citizens who mentioned the issue at a community meeting regarding our stormwater control project for Maluli Drive, Chief Coley has completed a speed study for this area. Of the 1166 vehicles in the study, 912 or 78.2% were speeding. The 85th percentile speed was 32.4, which is not terribly high, but the highest recorded speed was 49 mph. The OPD will be doing some enforcement in that area.

WWTP Report – Our Annual Performance Report for the Wastewater Treatment Facility was provided to the Board and is on our website. We treated 476.48 Million Gallons in 2013 (1.220 MGD) and achieved a 100% compliance level with our **National Pollutant Discharge Elimination System (NPDES)** Permit Requirements. Thanks to Dennis Wilson and all of our staff at that facility for the great job that they do for the City.

KLRWS Complaint – Mediation is still under way.

Armory Property – We have partnered with the County on an appraisal of the Armory property and expect to have that appraisal within the next week. The County Manager and City Manager Hemann will discuss that appraisal and offer a proposal for our respective Boards consideration.

Main Street Tree Meeting – Rodney Swink is scheduled for Thursday February 13th from 5:30 to 7:00 pm at the Library. Like the last scheduled meeting, we are expecting a weather event and will keep everyone posted on the status of that meeting.

NCLM Legislative Committee – City Manager Hemann was named to the NC League of Municipalities Legislative Committee and will work on monitoring legislative issues with other NC Managers.

HR Director Departure – City Manager Hemann announced that HR Director Dorsey would be leaving to go to Carrboro with February 21st, being her last day in Oxford.

COUNTY BOARD MEETING UPDATE
MAYOR SERGENT

Mayor Sergent updated the City on the recent County Board meeting as follows:

Belton Creek Baptist Church was approved for a sign. Appointments to County Boards and Commissions were made. Commissioner Smoak announced that a public hearing was held February 6th on the Butner Gateway Plan. A service road off of I-85 between I-exits 189 and 191 is being considered, which will open up development opportunities in that area.

200th ANNIVERSARY CELEBRATION UPDATE
COMMISSIONERS STRICKLAND AND WILLIFORD

Commissioners Strickland and Williford updated the Board on the 200th Anniversary Committee as follows: Applications establishing a corporation and establishing non-profit status have been sent to the Secretary of State. Copies of the Committee's adopted banner and logo were distributed. Louis Bowling will be writing a book on the History of Oxford for the 200th Anniversary Celebration. He requires a \$2,500 up front fee. The book will be complete by June 2015.

CONSENT AGENDA APPROVED

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

- Accepted the January Financial Report by City Manager/Finance Officer Randy Hemann (available on meeting night)
- Approved Minutes of the January 6, 2014 Agenda Session, and January 14, 2014 Regular Session, January 29, Special Session and February 3, 2014 Agenda Session

BOARD COMMENTS

Commissioner Strickland asked the City Manager to contact NCDOT about reducing the 45 mph speed limit on HWY 15 near Sherman-Bodie Trucking. Trucks entering and exiting the facility are having a hard time making the turn because of the speed of oncoming traffic.

Commissioner Herring asked the City Manager to resolve the pothole problem at the entrance to the Food Lion on Roxboro Rd. He suggested contacting the property owner of the lot and offering the City's services for a fee.

CLOSED SESSION

ON A MOTION BY COMMISSIONER WILLIFORD, THE BOARD UNANIMOUSLY VOTED TO GO INTO CLOSED SESSION ACCORDING TO G.S. 143.318.11(A)(3) AND (A)(5) IN ORDER TO PRESERVE THE ATTORNEY-CLIENT PRIVILEGE BETWEEN THE ATTORNEY AND THE CITY, DISCUSS A REAL PROPERTY MATTER AND APPROVE THE CLOSED SESSION MEETING MINUTES OF JANUARY 11 AND JANUARY 29, 2014.

AT THE END OF THE CLOSED SESSION, AT APPROXIMATELY 9:50 P.M., COMMISSIONER CURRIN MADE A MOTION TO RETURN TO OPEN SESSION. ALL VOTES WERE IN THE AFFIRMATIVE, **THE MOTION CARRIED**

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 9:50 P.M., COMMISSIONER HARRIS MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Barbara J. Rote, City Clerk

ATTEST:

Jacqueline vdH Sergent, Mayor