

**TUESDAY, AUGUST 12, 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 Howard Herring, Sr.

**AGENDA APPROVAL**

COMMISSIONER CURRIN MADE A MOTION TO APPROVE THE AGENDA WITH THE ADDITION TO THE CONSENT AGENDA OF 1) A STREET CLOSING REQUEST FOR SEPTEMBER 20 (MIRACLE IN THE STREET), 2) A STREET CLOSING REQUEST FOR SEPTEMBER 30 (CYCLE NC), AND 3) A STREET CLOSING REQUEST FOR SEPTEMBER 6 (NEW BEGINNINGS CHURCH). 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.

**OXFORD YARD OF THE MONTH FOR AUGUST**  
**SANDRA AND MAURICE WHITLOW**

The Mayor recognized Sandra and Maurice Whitlow of 513 Sunset Avenue as the August Yard of the Month. The Whitlow’s were unable to attend. They will receive a YOM Certificate, and a \$25 gift card donated by Southern States of Oxford.

**PUBLIC HEARING**

**ANNEX 10.61 ACRES OF CITY PROPERTY FORMERLY KNOW AS SOUTHSIDE WWTP**

A Public hearing was held to consider contiguous annexation of 10.61 acres of City owned property that formerly served as the landfill and Southside WWTP off Industry Drive near N.C. 96 S.

Combined with a privately held adjacent property, this site offers +/- 30 acres of developable land at a key location visible from Interstate 85 and surrounded by other successful restaurants and retail development. The City is pursuing potential cleanup programs for this former landfill site. The outcome from testing will determine how the property can be developed. Following the public hearing, all statutory requirements will be met and the Board can proceed with adopting the Annexation Ordinance.

Mayor Sergent declared the public hearing open.

No one from the public wished to speak.

Mayor Sergent closed the public hearing.

**CONTIGUOUS ANNEXATION ORDINANCE APPROVED**  
**10.61 ACRES OF CITY PROPERTY ON FORMERLY KNOW AS SOUTHSIDE WWTP**  
**INDUSTRY DRIVE NEAR N.C. 96 S.**

MPT HERRING MADE A MOTION TO APPROVE THE CONTIGUOUS ANNEXATION ORDINANCE FOR 10.61 ACRES OF CITY-OWNED PROPERTY FORMERLY KNOW AS THE SOUTHSIDE WWTP OFF OF INDUSTRY DRIVE (S.R. 1195) NEAR N.C. 96 S. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**ORDINANCE 14-08-01, EFFECTIVE 08-12-14**  
**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 stating its intent to annex the area described below; and

WHEREAS, 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 August 12, 2014 after due notice by publication in the Oxford Public Ledger on July 31, 2014; and

WHEREAS, the Board of Commissioners finds that the proposed annexation meets the requirements of G.S. 16A-31;

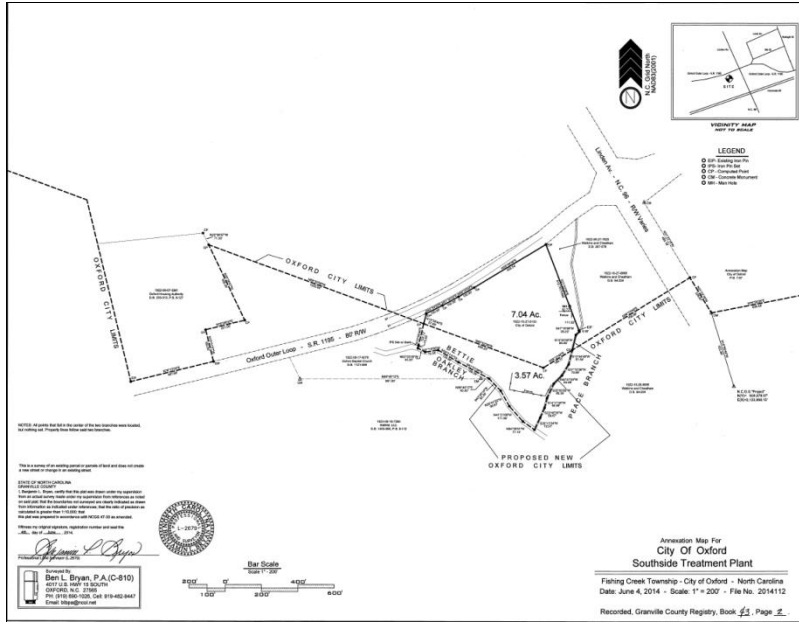
NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Oxford, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described contiguous property owned by the City of Oxford is hereby annexed and made part of the City of Oxford as of August 12, 2014.

Map of record in Book: 43, Page: 2, Granville County Registry and as follows:

10.61 Acres

being the Old Southside Wastewater Treatment Plant located on the Outer Loop, S.R. 1195, near N.C. 96 South.



Section 2. 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.

Adopted this Twelfth day of August, 2014

**PUBLIC HEARING TO AMEND ZONING ORDINANCE ESTABLISHING B-4 CLASSIFICATION, ADD DEFINITION FOR BANQUET FACILITY, ADD TABLE OF PERMITTED USES AND DEVELOPMENTAL STANDARDS**

A Public hearing was held to consider amending the Zoning Ordinance section 301.1 to create a zoning classification of B-4 (Neighborhood-Commercial District), adding the definition for a banquet/meeting/assembly facility and providing a table of permitted uses for the B-4 district, and development standards as requested by Save Thorndale Inc. If adopted, a B-4 zoning classification could be considered in other areas of Oxford.

The request for the B-4 zoning classification was reviewed by the Planning Board, who recommended modifications from the Save Thorndale Request. The Planning, Business and Community Development Committee also reviewed the request.

The Mayor opened the public hearing.

During the course of the public hearing, the Mayor, Commissioners, Planning Director Hart and City Manager Hemann explained that the new zoning district applies to the entire City. The B-4 (Neighborhood-Commercial) classification is more restrictive than the other business zones in the City (B-1, B-2 & B-3). However, once approved, any permitted uses in the B-4 district can occur. The clubhouse could be expanded and used for multiple businesses. A strip mall is not likely because with a strip mall comes grocery and big box retail stores that are not permitted. The Mayor reviewed the permitted uses, minimum standards and definition of an assembly/banquet/meeting facility.

It was also pointed out that restricting the hours of operating the banquet/meeting facility or limiting the number of people cannot be done through the zoning classification but that the City's noise ordinance takes care of the public's concerns for late night noise. The noise ordinance is from 12 AM – 7 AM. The concern about holding events larger than the area can handle is regulated by occupancy numbers. Adequate parking also has to be provided.

As far as street widths and turn lanes, it was noted that any street changes would depend on the type of development occurring and may be done by the City or required by the developer. Commissioner Strickland had noted concern for Quailridge.

Many citizens were concerned about rezoning the Thorndale Property. It was explained that Save Thorndale withdrew their requests for rezoning. Any requests for rezoning including the B-4 district would have to start over with a petition to the Planning Board first.

Eddie McCoy, 408 Kingsbury Street – Not against developing the Thorndale Property but would like to see the item tabled until engineering/architectural plans are presented. This would show commitment on the part of the property owner. He was concerned the owners would say that they are going to build one thing then once the zoning was approved, change their mind. Later in the Public Hearing he spoke again to reiterate his point.

William Betts – 124 W. Quailridge – He wanted to know what the plans are for the Thorndale property.

Chris Joyner – 103 W. Quailridge – He wants to see the entire Thorndale property zoned as a special use district. He noted that the roads are in bad shape, narrow, and not suited for delivery trucks and heavy traffic. He was also concerned about the hours of operation and associated noise for a banquet facility because it is located in a residential area. He wanted to make sure adequate buffers were in place. He would like to see development be selective.

Donita Robinson – 200 N. Country Club Drive – Supported the concerns of the previous speakers. She later asked the Board what businesses may have gone to other communities because Oxford does not have a B-4 zoning.

Attorney Tom Currin – representing the Watkins, buyers of the Thorndale property, stated that the B-4 Zoning is a more restrictive zoning district than other business zoning districts. He stated that the clubhouse could be grandfathered in as a permitted use but with B-4, the building would have more flexibility for uses. Approval by the bank is pending the approval to use the existing buildings. He further noted that the B-4 district is consistent with the City's Comprehensive Plan.

Randy Gilmore – 114 W. Quailridge – agreed with Attorney Currin that something should be done with the property. However, he had the same concerns as the other speakers (noise, traffic, roads, buffers, large businesses). He asked if B-4 was on the table for the Thorndale Property and what about the other rezoning requests that were made. He also suggested that the property owners meet with neighbors when plans are proposed. The neighborhood would work with them.

Ellarine Alston – 206 Clover Lane – asked for clarification of what could be built in the B-4 zoning district and would any requests have to go back to the Planning Board.

Also During the Public Hearing, Commissioner Harris, Chairman, Planning, Business and Community Development Committee, commented that the committee reviewed the B-4 zoning classification, Development Standards, and Definition of the Assembly/Meeting/Banquet Facility. This committee recommended adding three items back into the Table of Permitted uses for B-4 that were removed by the Planning Board when they presented their recommendations. The three items were, 1) Horticulture as long as it is associated with a garden center or retail nursery, 2) funeral home as a special use permit and 3) club/lodge not otherwise defined, as a special use permit. He also reminded the public that this zoning district can affect all areas of the City.

No one else wished to speak.

Mayor Sergent closed the public hearing.

Commissioner Bridges pointed out that developing the Thorndale Property can affect the property values in both ways. He also noted that not developing the property could have a negative effect because of property deterioration and neglect. He shared concerns about a strip mall and would like to see a follow-up with the number of businesses building on the property and time limits on the use of banquet/meeting facilities.

**APPROVED**

**ZONING ORDINANCE ESTABLISHING B-4 CLASSIFICATION, DEFINITION FOR BANQUET FACILITY, TABLE OF PERMITTED USES AND DEVELOPMENTAL STANDARDS APPROVED AS RECOMMENDED BY THE PLANNING BOARD WITH 3 ADDITIONAL ITEMS ADDED TO TABLE OF PERMITTED USES**

MPT HERRING MADE A MOTION TO APPROVE AMENDING THE ZONING ORDINANCE TO ESTABLISH A B-4 CLASSIFICATION (NEIGHBORHOOD-COMMERCIAL DISTRICT), APPROVE A DEFINITION FOR ASSEMBLY/MEETING/BANQUET FACILITY, APPROVE DEVELOPMENTAL STANDARDS, AND APPROVE A TABLE OF PERMITTED USES AS RECOMMENDED BY THE PLANNING BOARD WITH THE ADDITION OF 1) HORTICULTURE IN ASSOCIATION WITH A GARDEN CENTER OR NURSERY, 2) CLUB/LODGE NOT OTHERWISE DEFINED AS SPECIAL USE, AND 3) FUNERAL HOME AS SPECIAL USE. THE AMENDMENT IS EFFECTIVE UPON ADOPTION. VOTING IN THE AFFIRMATIVE WERE COMMISSIONERS HERRING, WILLIFORD, CURRIN AND STRICKLAND. VOTING IN THE NEGATIVE WERE COMMISSIONERS HARRIS, BRIDGES AND FIELDS. **HE MOTION CARRIED WITH A 4-3 VOTE.**

**NEIGHBORHOOD BUSINESS DISTRICT – PERMITTED USES**

<b>OXFORD PROPOSED</b>
SINGLE FAMILY DWELLING
DAY CARE CENTER – ADULT WITH A SPECIAL USE PERMIT
DAY CARE CENTER – CHILD WITH A SPECIAL USE PERMIT
RETREAT CENTER
ACCOUNTING, BOOKKEEPING
ADMINISTRATIVE SERVICES
COUNTRY CLUB W/GOLF COURSE
ENGINEER ARCHITECT SURVEYOR
INSURANCE AGENCY – NO ON-SITE CLAIMS INSPECTION
LAW OFFICE
MEDICAL/DENTAL OFFICE
PHOTOGRAPHY COMMERCIAL
PHYSICAL FITNESS CENTER
PRIVATE RECREATION FACILITY
REAL ESTATE OFFICE
SWIM AND TENNIS CLUB
TRAVEL AGENCY
FLORIST
GARDEN CENTER OR RETAIL NURSERY
GIFT OR CARD SHOP
RESTAURANT – NO DRIVE THRU
ASSEMBLY/MEETING/BANQUET FACILITIES
COMMUNITY CENTER
LIBRARY, MUSEUM, ART GALLERY, ART CENTER
OTHER COMMUNITY SERVICE
CIVIL, SERVICE FRATERNAL CLUBS, LODGES & SIMILAR USES
MUSIC / DANCE/ ART INSTRUCTION
BED & BREAKFAST
HAIR SALONS BARBER AND BEAUTY SHOPS /NAILS
ALL RETAIL SALES & SERVICES
ANTIQUE SHOP
THEATER (LIVE PERFORMANCE)

ADDED ITEMS: 1) Horticulture in conjunction with a garden center or nursery, 2) club/lodge not otherwise defined, as a special use, and 3) funeral home as a special use.

**Development Standards for B-4 (neighborhood commercial district):**

- Minimum lot size- 15,000
- Minimum lot width- 100 ft.
- Front yard setback- 30 ft.
- Rear yard setback- 30 ft.
- Side yard setback- 20 ft.
- Maximum height- 25 ft.

**Definition- Assembly/Meeting/Banquet Facilities:** Meeting/conference facilities that include room(s) or space(s) used for assembly purposes by 50 or more persons including civic clubs and banquet and reception facilities for events, weddings and other occasions.

**RICHARD E. THOMAS APPOINTED HPC – FILL VACANT SEAT**

Mr. Thomas is a new resident living in the historic district. Mr. Thomas has a strong interest in preserving the historic character of the community. He has completed the required application. Mr. Thomas would fill a vacant seat.

COMMISSIONER CURRIN MADE A MOTION TO APPOINT RICHARD E. THOMAS TO THE HISTORIC PRESERVATION COMMITTEE WITH TERM EXPIRING JUNE 2015. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**PUBLIC HEARING TO AMEND SIGN ORDINANCE IN INDUSTRIAL AREAS**  
**SEPTEMBER 9, 2014**

Mayor Sergent presented for consideration a request to call for a Public Hearing in conjunction with the September 9, 2014 Regular Session to consider amending the sign ordinance for temporary signs in the Industrial-1, Industrial-2, and Industrial-3 (I-1, I-2, I-3) zoning districts.

Local industries have expressed interest in placing “Now Hiring” signs on their property. The last amendment to the sign ordinance only included temporary signs in the B-2 and B-3 zoning districts. This amendment will be for the industrial areas.

COMMISSIONER BRIDGES MADE A MOTION TO CALL FOR A PUBLIC HEARING IN CONJUNCTION WITH THE SEPTEMBER 9, 2014 REGULAR SESSION TO CONSIDER AMENDING THE SIGN ORDINANCE FOR TEMPORARY SIGNS IN THE I-1, I-2 AND I-3 ZONING DISTRICTS. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**AMENDED CAPITAL PROJECT ORDINANCE OF AUGUST 13, 2013 (13-08-01) APPROVED**  
**SRF LOAN FOR 1 MGD EQUALIZATION TANK**

City Manager Hemann presented for consideration an amendment to the Capital Project Ordinance of August 13, 2013, Number 13-08-01 that reflects the new NCDENR State Revolving Loan Offer of \$3,047,675, which is an increase of \$606,850 from the original amount of \$2,440,825.

The Board of Commissioners previously approved the award of the “Wastewater Treatment Plant 1 MGD Equalization Tank (WWTP) Project” contract to H.G. Reynolds at their May 13, 2014 Meeting in the amount of \$2,866,380.00 anticipating this increased loan offer. The original State Revolving Fund (SRF) 0% Interest Loan in the amount of \$2,440,825.00 was insufficient to cover engineering design and construction costs. The Engineering Department worked with the Infrastructure Finance Section Staff and the NC Department of State Treasurer to increase the total loan amount to cover the entire cost of the project. The new 0% Interest Loan offer is \$3,047,675.00, which will include engineering fees (\$311,585), construction (\$2,605,800) and 5% of the contingency (\$130,290).

COMMISSIONER STRICKLAND MADE A MOTION TO AMEND THE CAPITAL PROJECT ORDINANCE OF AUGUST 13, 2013, NUMBER 13-08-01 THAT REFLECTS THE NEW NCDENR STATE REVOLVING LOAN OFFER OF \$3,047,675, WHICH IS AN INCREASE OF \$606,850 FROM THE ORIGINAL AMOUNT OF \$2,440,825. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**ORDINANCE 14-08-02, EFFECTIVE 08-12-14**  
**AMENDED CAPITAL PROJECT ORDINANCE (13-08-01)**

BE IT ORDAINED by the Board of Commissioners for the City of Oxford, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Amended Capital Project Ordinance is hereby adopted:

Section 1. The project authorized by the Oxford Board of Commissioners is the construction of 1 MG Equalization Tank at the City of Oxford WWTP.

Section 2. The officers of the project are the City Manager, Finance Officer and the City Engineer.

Section 3. The officers of the project are hereby directed to proceed with the capital project within the terms of the budget contained herein.

Section 4. The following revenues are available to complete the project:

Amended Clean Water SRF Loan in the amount of \$3,047,675.00

Section 5: the following amounts are appropriated for the project:

Design and Construction	\$3,047,675.00
Total	\$3,047,675.00



Section 6: The Finance Officer is hereby directed to establish an accounting system for the purpose of constructing the facility and to maintain within the Water Fund sufficient detailed accounting records.

Section 7: The City Manager, City Engineer and Finance Officer are authorized to review and approve all payments for the purpose of constructing this project.

Section 8: The Finance Officer is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and on the total loan revenues received or claimed.

Section 9: The City Engineer is hereby authorized to issue the notice to proceed. The City Engineer, the City Manager and the Finance Officer are authorized to prepare a purchase order for the project.

Adopted this 12<sup>th</sup> day of August 2014

This ordinance shall be in full force and effect from and after the date of its adoption.

**BUDGET AMENDMENT APPROVED – FINANCE COMPUTER CRASH**

Mayor Sergent presented for consideration a Budget Amendment in the amount of \$20,961, with \$12,405 payable from the General Fund and \$8,556 from the Water Fund to cover the repair of the IBM AS 400 and restoration of the operating system, Water and Sewer Billing system, payroll, accounts payable and general ledger systems.

In FY 2004, the City purchased a new IBM AS 400 computer system. The system was under warranty for year one, and until FY 2009. During FY 2009 budget deliberations, the \$1,100 annual maintenance & service contract was eliminated. On June 30, 2014, the AS 400 suffered a critical crash, losing the operation system, Water and Sewer billing system, payroll, accounts payable and general ledger capabilities. The requested budget amendment in the amount of \$20,961 covers the repair of the IBM AS 400 (\$9,002), contract services to 1) Newcomb Computers (\$1,751), 2) Complete Service and Support, LLC (\$4,975) and, 3) Paragon Consulting Services, Inc. (\$5,233). The Budget amendment would be payable from the General Fund in the amount of \$12,405 and from the Water Fund in the amount of \$8,556.

The maintenance contract on the IBM AS 400 will be carried for one year until a conversion to a new system is complete.

COMMISSIONER WILLIFORD MADE A MOTION TO APPROVE A BUDGET AMENDMENT IN THE AMOUNT OF \$20,961, WITH \$12,405 PAYABLE FROM THE GENERAL FUND AND \$8,556 FROM THE WATER FUND TO COVER THE REPAIR OF THE IBM AS 400 AND RESTORATION OF THE OPERATING SYSTEM, WATER AND SEWER BILLING SYSTEM, PAYROLL, ACCOUNTS PAYABLE AND GENERAL LEDGER SYSTEMS. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**BUDGET AMENDMENT**

Account Number	Description	Increase	Decrease
442-319	IBM – General Fund	\$ 6,004.00	
720-319	IBM – Water Fund	2,998.00	
442-319	Newcomb - General Fund	1,168.00	
720-319	Newcomb – Water Fund	583.00	
720-319	Comp Service & Support	4,975.00	
442-319	Paragon – General Fund	5,233.00	
10-399000	General Fund – Fund Bal		\$12,405.00
30-299500	Water Fund – Retained Earn		8,556.00

**YEAR-END BUDGET AMENDMENT APPROVED**

Mayor Sergent presented for consideration the 2013-14 year-end Budget Amendment in the amount of \$36,375, payable from the General Fund for accounts where actual exceeded budgeted expenses.

The budget amendment is for Activity accounts as following:

1. City Attorney Legal fees (\$1,075) and legal advertising (\$850) – additional requests made from management for legal opinions and reviews, and unanticipated legal notices.
2. Human Resources (\$600) - additional expenses for recruiting and hiring
3. Fire Department (\$5,000) – vacation payout for two employees leaving the City
4. Parks and Recreation Land purchase (\$7,100), supplies (\$7,900), temporary wages (\$4,000) and building maintenance (\$7,000) - land purchase opportunity, supply purchases for new recreational programs and additional participants in all programs, staffing for Lake Devin and Rucker Park Pool, and re-keying all recreational facilities and emergency lighting at Hix Gym.
5. Lake Devin supplies (\$50) due to supply purchases for new recreational programs
6. Landscape & Beautification (\$2,800) – unanticipated increase in electricity costs and power for downtown events.

COMMISSIONER HARRIS MADE A MOTION TO APPROVE THE YEAR-END BUDGET AMENDMENT IN THE AMOUNT OF \$36,375, PAYABLE FROM THE GENERAL FUND, FOR ACCOUNTS WHERE ACTUAL EXCEEDED BUDGETED EXPENSES. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**BUDGET AMENDMENT**

Account Number	Description	Increase	Decrease
470-192	City Attorney	\$ 1,075.00	
470-371	Legal Advertising	850.00	
440-215	Recruiting Expense	600.00	
530-121	Salaries and Wages	5,000.00	

620-530	Land Purchase	7,100.00	
620-275	Supplies	7,900.00	
620-126	Temporary Wages	4,000.00	
620-349	Building Maintenance	7,000.00	
622-275	Supplies	50.00	
650-331	Electricity	2,800.00	
10-399000	General Fund – Fund Bal.		\$36,375.00

**RESOLUTION ADDING 457(b) SUPPLEMENTAL RETIREMENT PLAN ADOPTED**

City Manager Hemann presented for adoption a resolution to add a 457(b) North Carolina Supplemental Retirement Plan to the current benefit options offered by the City.

The 457(b) would add another beneficial supplemental retirement plan to our existing 401k and 401k Roth plans to meet the diverse needs of our employees’ retirement saving goals. This addition allows part time employees and elected officials to participate in a retirement plan. It also allows access to the money at employment separation without penalty, and without regards to age.

The North Carolina 457(b) plan is run by the NC State Treasurer’s office and administered by Prudential. This supplemental retirement plan has many facets that are not found in a traditional 401k plan and it offers another avenue to employees to save for their future at no cost to the City.

COMMISSIONER BRIDGES MADE A MOTION TO ADOPT A RESOLUTION TO ADD A 457(B) SUPPLEMENTAL RETIREMENT PLAN TO THE CURRENT BENEFIT OPTIONS OFFERED BY THE CITY. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**CITY OF OXFORD**  
**NC Deferred Compensation 457(b) Resolution**

WHEREAS, the Board of Commissioners wishes to provide a qualified defined contribution plan to the employees of the City of Oxford.

AND WHEREAS, The State of North Carolina has established the North Carolina Public Employee Deferred Compensation Plan, a qualified governmental Deferred Compensation Plan under Internal Revenue Code §457(b) for public employees of North Carolina.

THEREFORE, be it resolved that the City of Oxford has adopted the North Carolina Public Employee Deferred Compensation Plan also known as “NC Deferred Comp” under the terms of the Plan Document and the Third-Party Administrator Agreement. All employees shall become eligible to defer compensation upon adoption.

Adopted this 12<sup>th</sup> day of August 2014.

## **MARCH 11, 2014 PERSONNEL POLICY AMENDMENTS ADOPTED**

Commissioner Bridges, Chairman, Personnel Committee, presented for consideration amendments to the March 11, 2014 Personnel Policy.

The Personnel Committee reviewed the proposed changes on July 9, 2014 and supported the recommended changes. All recommended changes were to further clarify existing policies and practices with 3 exceptions: 1) Article III, Section 11 addresses changing overtime pay calculations for fire and PD to better align with the FLSA 7k Exemption. 2) Article VII, Section 17 along with appendix D addresses legal updates to FMLA which must be updated to comply with new regulations, and 3) Article VII, Section 21 changes the way the City views Worker's Compensation indemnity payments to employees who have been hurt on the job and are out for an extended period of time.

Commissioner Strickland asked that the holiday pay calculations for 12-hr shifts in the PD, and the 15-minute pay received by police officers between shifts be discussed further. He also asked for clarification on comp time calculations for exempt and non-exempt employees and changes to the overtime pay provisions for the PD and FD.

HR Director Justin Ayscue, explained changes to the personnel policy, and clarified that exempt comp time is on an hour for hour basis and is not calculated as time and a half. The purpose for recording the comp time by exempt employees is to give a mechanism of accountability to the City Manager. For non-exempt employees, comp time has to be used before vacation and sick time. He also clarified that the change in the overtime pay provision for PD and FD from a 28-day cycle to a 14-day cycle is to coincide with pay periods. HR Director Askew noted that the questions about the 15-minute overtime pay and holiday pay for the PD would be discussed in an upcoming Public Safety Committee meeting.

COMMISSIONER BRIDGES MADE A MOTION TO ADOPT THE AMENDMENTS TO THE MARCH 11, 2014 PERSONNEL POLICY AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

## **AMENDED TEXT - MARCH 11, 2014 PERSONNEL POLICY**

### **Article II, Section 6. Request for Reclassification**

Position reclassification requests can be done one time per year as part of the budget process. Any employee who considers the position in which he/she is classified to be improper shall submit a request in writing for reclassification to such employee's immediate supervisor, who shall transmit the request to the Department Head. The Department Head shall submit the request to the Human Resources Director no earlier than February 1<sup>st</sup>, but no later than March 1st. Upon receipt of such request, the Human Resources Director shall study the request, determine the merit of the reclassification and recommend any necessary revisions to the classification and pay plan to the City Manager by April 1st. The City Manager will study the request and evidence produced by the HR Director, and if determined to be valid, the City Manager will include it in the department's budget for the upcoming fiscal year.

### **Article III, Section 9. Salary Effect of Salary Range Revisions**

When a class of positions is assigned to a higher salary range, employees in that class shall receive a pay increase up to 5%, or to the minimum rate of the new range, whichever is higher. When a class of positions is assigned to a lower salary range, the salaries of employees in that class will remain unchanged. If this assignment to a lower salary range results in an employee being paid at a rate above the maximum rate established for the new class, the salary of that employee shall be maintained at that

level until such time as the employee's salary range is increased above the employee's current salary. Salary increases shall be made at the beginning of the next pay period.

### **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.

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 85 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 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. (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, 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.

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 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 compensatory time/pay as compensation for the “on call” earnings.
- 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.

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.

## **Article VI, Section 2. Group Health Insurance**

The City provides group health insurance and wellness programs for full-time employees and their families. Employees are eligible 60 days from date of employment. Employees who are scheduled to work 30 hours or more per week on a continuous year-round basis may, if they so desire, purchase available group health through the City for themselves or for themselves and qualified dependents. A prorated amount of the cost of coverage paid for a full-time employee shall be paid by the City with the remainder of the cost being paid by the employee. This prorated amount shall be based on regularly scheduled hours.

Information concerning cost and benefits shall be available to all employees from the Human Resources and/or Payroll Office.

Employees on the City’s group health insurance plan will be required to participate in the City’s Annual Wellness Program or be required to pay a portion or percentage of the premium costs that would otherwise be paid by the City. See appendix B for Wellness Program details.

## **ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE**

### **Section 1. Policy**

The policy of the City is to provide vacation, sick leave, and holiday leave to all full-time and part-time employees, and to provide proportionately equivalent amounts to employees having average scheduled

workweeks of different lengths. Leave balances should accrue with each bi-weekly payroll at a pro-rated amount when employees work or are on a paid leave status. Leave balances should be printed on payroll checks or provided to employees with each paycheck, including net accrued sick leave, vacation, holiday leave, and compensatory leave.

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.

#### **Article VII, Section 17. Family and Medical Leave**

The City will grant up to 12 weeks of family and medical leave per rolling *twelve months* to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). The leave may be paid (coordinated with the City's Vacation and Sick Leave policies), unpaid, or a combination of paid and unpaid. Unpaid leave will be granted only when the employee has exhausted all appropriate types of paid leave. Additional time away from the job beyond the 12-week period may be approved in accordance with the City's Leave without Pay policy.

To qualify for FMLA coverage, the employee must have worked for the employer 12 months or 52 weeks; these do not have to be consecutive. However, the employee must have worked 1,250 hours during the twelve-month period immediately before the date when the FMLA time begins.

Family and medical leave can be used for the following reasons:

- a) the birth of a child and in order to care for that child;
- b) the placement of a child for adoption or foster care;
- c) to care for a spouse, child, or parent with a serious health condition; or
- d) the serious health condition of the employee.
- e) Qualifying military exigencies

See Appendix D for detailed FMLA policy

#### **Article VII, Section 18. Leave Without Pay**

A full time employee may be granted a leave of absence without pay for a period of up to twelve months by the City Manager. The leave may be used for reasons of personal disability, sickness or disability of immediate family members, parental leave, continuation of education, special work that will permit the City to benefit by the experience gained or the work performed, or for other reasons deemed justified by the City Manager. Non-paid leave can only be used after all other leaves are exhausted.

If paid or non-paid leave is taken due to illness of the employee, illness of the employee's immediate family member, or if leave is taken within the first twelve months of the birth or adoption of a baby by the employee, then the leave will be counted as Family and Medical Leave.

See Appendix D for Detailed FMLA Policies

The employee shall apply in writing to the supervisor for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate by the City Manager. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay. If the employee decides not to return to work, the supervisor shall be notified immediately. Failure to report at the expiration of a leave

of absence, unless an extension has been requested, shall be considered a resignation. Employee may be responsible for payments of medical, dental, vision, and life insurance as determined by the City Manager.

#### **Article VII, Section 20. Family Medical Leave and Leave Without Pay: Retention and Continuation of Benefits**

When an employee is on leave under FMLA (maximum of 12 weeks in a year), the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If an employee chooses not to return to work for reasons other than a continued serious health condition, the City will require the reimbursement of the amount paid for the employee's health insurance premium during the FMLA leave period.

Other insurance and payroll deductions are the responsibility of the employee and the employee must make those payments for continued coverage of that benefit.

An employee ceases to earn leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under the City's other group insurance plans (outside of health insurance) at his or her own expense, subject to any regulation adopted by the City Board of Commissioners and the regulations of the insurance carrier.

#### **Article VII, Section 21. Workers' Compensation Leave**

An employee absent from duty because of sickness or disability covered by the North Carolina Workers' Compensation Act may elect to use accrued sick leave, vacation, or compensatory time during the first week waiting period. Worker's Compensation indemnity pay is paid at a rate of 66 2/3% of an employee's gross average income over the previous 52 weeks and is income tax free. An employee on workers' compensation leave may be permitted to continue to be eligible for benefits under the City's group insurance plans as long as the employee is covered under FMLA. Once the 12 weeks of FMLA is exhausted, if the employee is still receiving indemnity pay, he/she may elect to continue group health insurance through COBRA continuation, but will be responsible for the total cost of the premium.

**NOTE:** Workers' Compensation Leave will run concurrently with Family and Medical Leave.

### **Appendix D**

#### **The Family and Medical Leave Act - FMLA**

##### **LEAVE ENTITLEMENT**

Eligible employees may take up to 12 workweeks of leave in a 12-month period for one or more of the following reasons:

The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;

- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to 26 workweeks of leave during a "single 12-month period" to care for a covered service member with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the service member. The "single 12-month period" for military caregiver



leave is different from the 12-month period used for other FMLA leave reasons. See Fact Sheets 28F: Qualifying Reasons under the FMLA and 28M: The Military Family Leave Provisions under the FMLA.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer's approval.

The 12-month period The City of Oxford uses to measure FMLA usage is a "rolling" 12-month period measured backwards from the date of the initial need of the FMLA entitlement.

Under certain conditions, employees may choose, or employers may require employees, to "substitute" (run concurrently) accrued paid leave, such as sick or vacation leave, to cover some or all of the FMLA leave period. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy. **NOTE: The City of Oxford requires that all employees use all of their accrued comp time, vacation leave, sick leave concurrently with the use of FMLA leave. The City of Oxford also requires employees to use FMLA leave concurrently with any Worker's Comp leave that the employee takes.**

### **JUNE & JULY FINANCIAL HIGHLIGHTS BY FINANCE DIRECTOR BELTON**

Finance Director, Harold Belton, presented and summarized the June (year-end) and July financial reports with highlights from the June report.

Updated reports for June and July will be provided at the September Board meeting.

This is the preliminary June 30, 2014 report and will not be finalized until the City auditor has completed their work and as necessary, posted any final audit adjustments.

### **. June 2014 - General Fund Summary of Revenues/Expenditures**

#### **Revenue**

Ad Valorem Taxes (96%) - The actual as of 12 months of the year is under collected by \$127,711. During the audit this will be recorded as prior year taxes receivable to be collected in subsequent fiscal years.

All Other Taxes (129%) - This only includes the Local Option Sales Tax. The actual as of 12 months of the year is \$31,719.

Intergovernmental - This includes all of the sales tax categories and with one month remaining in the fiscal year and with preliminary June reporting a \$375,335 uncollected amount. There is a possibility of receiving the final sales taxes and automobile taxes during the audit cycle. That will be adjusted at the time.

All Other Revenue (101%) - Is represented primarily by refuse collection fees amounting to \$1,230,992, \$13,573 collected over budget.

As of July 30<sup>th</sup> (Report Run Date) FY 2014 Revenue Budget is \$8,458,348 and \$8,180,218 was actually collected, leaving \$278,130 uncollected.

### **Expenditures**

Human Resources — This represents unanticipated expenses for recruitment efforts. There is a budget amendment on the agenda to cover this overage.

Legal Expense — This represents additional requests by senior management for information, opinions and legal letters in excess of the FY 2014 City Attorney budget. There is a budget amendment on the agenda to cover this overage.

Fire Department — This represents the unanticipated resignation of two employees in the department. With their resignation, the City paid out their vacation balances. There is a budget amendment on the agenda to cover this overage.

Parks & Recreation — This represents unanticipated opportunity for the City to purchase land adjacent to a City park; with the addition of programs, the opening of Lake Devin, both requiring additional temporary employees and supplies. In order to provide security to City facilities, all Parks & Recreation facilities were re-keyed and Emergency lighting was installed at Hix Gym. There is a budget amendment on the agenda to cover this overage.

Landscape & Beautification — This represents the unanticipated increases to electricity costs.

**As of July 30<sup>th</sup> (Report Run Date) FY 2014, Expenditure Budget is \$8,502,227 and \$7,995,068 was actually spent, leaving \$507,159 unspent.**

## **June 2014 - Water Fund Summary of Revenues/Expenditures**

### **Revenue**

Billing Revenue was under collected by \$73,720 as of June 30<sup>th</sup>. The City expects to collect some of this through debt set off and property liens.

All Other Water and Sewer — Unanticipated taps amounted to \$7,725 more than budgeted, year to date.

Interest on Investments — This represents the maturing of two CD's held in the name of the City.

All Other Revenue — Sale of Surplus Property for a \$22,500 Flusher sold to Oxford Housing Authority

**As of July 30<sup>th</sup> (Report Run Date) FY 2014 Revenue Budget Is \$4,644,370 and \$4,746,914 was actually collected, generating \$102,514 collections over budget.**

### Expenditures

Miscellaneous Non-Governmental—This represents the unanticipated purchase of land for the Maluli Drive project (\$224,945),

General Operations/Collections —This represents the unanticipated expenses associated with legal fees for the mediation between the City, Henderson, Granville County and Warren County,

Lift Station Master — This represents the purchases of emergency generators for the lift stations to prevent outages as suffered during the winter Ice storms.

**June 2014 Budgetary Difference — Actual Revenues vs. Expenditures shows a \$210,147 contribution Fund Balance at year end.**

### All Other Funds Summary of Revenues/Expenditures

- General Fund Capital Projects
- Water Capital Projects
- Powell Street Fund
- Storm Water Fund
- Debt Service Fund

### Revenue

Powell Street Fund —This represents the full year receipts of an additional \$2,506 over budget.

**June 2014 Budgetary Difference — Actual Revenues vs. Expenditures (\$35,735) is \$294,225 less than the planned use of Fund Balance, after all budget amendments to date.**

<u>JUNE 2014 Financial Report</u> <i>100% of FY Complete</i>	<u>General Fund</u>	<u>Water Fund</u>
<b>REVENUES</b>		
YTD	\$ 8,180,218	\$ 4,746,914
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	97%	102%
<b>EXPENSES</b>		
YTD	\$ 7,995,068	\$ 4,536,767
Budget	\$ 8,502,227	\$ 4,714,965
YTD Percent of Budget <i>(minus loan proceed, and fund balance allocation)</i>	94%	96%
<b>DIFFERENCE</b> (Revenues – Expenses) 2013-14 YTD	\$ 185,150	\$ 210,147

<b><u>JULY 2014 Financial Report</u></b> 8.3% of FY Complete	<b><u>General Fund</u></b>	<b><u>Water Fund</u></b>
<b>REVENUES</b>		
YTD	\$ 832,390	\$ 358,966
YTD Percent of Budget (minus loan proceeds and fund balance allocation)	10%	8%
<b>EXPENSES</b>		
YTD	\$ 321,862	\$ 129,129
Budget	\$ 8,488,198	\$ 4,946,488
YTD Percent of Budget (minus loan proceed, and fund balance allocation)	4%	3%
<b>DIFFERENCE</b> (Revenues – Expenses) 2013 YTD	\$ 510,528	\$ 229,837

### **CITY MANAGER UPDATE**

**Planning Department:** Letters of interest will be accepted for the sidewalk project on Industry Drive. The projected time frame is to have a contract with an engineering firm approved by the Board in October 2014.

**Recreation:** Recreation was complimented on the increase in camps and opportunities for alternative activities offered by their department, including the new canoe rentals at Lake Devin.

**Parking and Traffic Signs for Downtown:** We are ordering 50 2-hr. signs, 6 no u turn signs and 2 no parking signs in anticipation of the new parking ordinance.

**Cycle NC Event:** Susan Ball has previously reported that are anticipating around 1,100 cyclists on September 30. They will be camping at Hix field and in the gym. We are looking for volunteers for that day to assist with setup and registration. Please let me or Barb Rote know if you have interest.

**Finance Department:** A vendor is scheduled for a software demonstration with other departments invited for input.

**Farmers Market:** Our joint task force has met again and we will be meeting with a landscape architect in September to look at potential designs for the back half of the Armory property.

**Downtown Masterplan:** City Manager Hemann presented a draft outline for the process to the DOEDC at their meeting last week. He suggested that the City form a Master Plan Task Force to oversee the development and completion of the process. The Task Force should consist of a well-rounded representation of stakeholders. Representation should include but is not limited to the following: DOEDC Board, City Commission, County Commission, County Staff, City Staff, Parking Authority, Surrounding Neighborhood Resident/HPC, Planning Board, Zoning Board of Adjustment, Tourism Dev. Authority, and Economic Dev. Commission. A draft copy will be sent to the Board for review.

**Linden Avenue Corridor Plan:** City Manager Hemann proposed a Charette between November and February to create a plan for the area from New Commerce Drive (southeast of I-85) to Hillsboro/Williamsboro (Downtown). The Charette will focus on a design that creates an attractive and functional corridor that connects I-85 to the downtown. It will have a well-defined design/vision that incorporates redevelopment opportunities and incorporate concepts from the existing CMAQ sidewalk plan for Industry Drive as well as the bicycle and pedestrian plans. It will also address regulatory controls needed to support the vision, including but not limited to a recommendation for an overlay district. The process will last two days and include interviews with stakeholders (property owners, developers, elected officials, interested citizens, community leaders, NCDOT officials etc.) as well as design sessions.

**Public Works and Utilities:** We had a 12' water main break on July 30 just past Hillsboro and Lewis. In isolating that break we had three valves fail. With the assistance of Chief Cottrell around 200 homeowners were notified via an automated calling system. Our City Engineer assisted and James Proctor said that our street crew played an integral part in assisting the folks on the water and sewer side. We will have an estimate of the cost once we receive the water costs. James Proctor is also working on our solid waste report and collection system permit renewal.

#### **DOEDC UPDATE** **COMMISSIONER CURRIN**

Commissioner Currin updated the Board on the August 6, 2014. The Hot Sauce Contest plans are on tract. The movie night for July 24<sup>th</sup> was rained out. The next movie is scheduled for August 21<sup>st</sup> – The Nut Job. A possible rain event venue was discussed. A letter was sent to the Mayor and Board from the DOEDC asking them to review the downtown zoning ordinance for changes that would make it more friendly for businesses. Gus Washington was recognized for hi service on the DOEDC Board.

#### **GRANVILLE COUNTY GREENWAYS COUNCIL UPDATE** **COMMISSIONER FIELDS**

Commissioner Fields updated the Board on the recent Granville Greenways meeting stating that Stem's town hall renovations are now complete, the Stem Pedestrian Plan is complete and delays to the Lyons Station project were due to rain.

**200th ANNIVERSARY CELEBRATION UPDATE**  
**COMMISSIONER WILLIFORD**

Commissioner Williford updated the Board on the recent 200<sup>th</sup> Anniversary Celebration Committee stating that they worked on information that will be placed on the website, having before and after pictures of some of the old buildings, and talking with a photographer from Raleigh.

**CONSENT AGENDA APPROVED**

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

- Accepted the June and July Financial Reports by Finance Officer Harold Belton.
- Approved tax release in the amount of \$1.10 to Dell Financial Services for equipment listed in error, the business closed in August 2013.
- Approved tax release in the amount of \$14.33 to Variety Stores, Inc. for double billing error on equipment.
- Approved tax release in the amount of \$25.86 to Watkins Plumbing for business equipment located at owner's personal residence outside the City limits.
- Approved tax release in the amount of \$51.84 to William E. and Mary E. Burch as ordered by the Granville County Board of Equalization & Review on May 6, 2014.
- Approved tax Release in the amount of \$123.85 to Celico Partnership for assessment error. The incorrect schedule was used.
- Approved request by Christ Community Church to close Granville Street between Spring and Hillsboro Streets on Saturday, September 20, 2014 from 12:00 noon to 4:00 p.m. for the 6th annual Miracle in the Street.
- Approved request by Granville County Tourism to close Spring Street between Belle and Cooper beginning Tuesday September 30 at 8:00 a.m. through Wednesday, October 1 at 10 a.m. for the Cycle NC overnight event as requested.
- Approved request by New Beginnings Word Church to close Broad Street to all vehicular traffic except homeowners from the intersection of Alexandria Avenue to Grace Baptist Church from 11:00 a.m. – 3:00 p.m. on Saturday, September 6, 2014.

- Approved the following 2014 meeting minutes:
  - \* June 30, Agenda Session
  - \* July 8, Regular Session
  - \* July 17, Special Meeting

**ADJOURNMENT**

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 9:10 P.M., COMMISSIONER CURRIN MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

\_\_\_\_\_  
Barbara J. Rote, City Clerk

ATTEST:

\_\_\_\_\_  
Jacqueline vdH Sergent, Mayor