

**TUESDAY, MARCH 10, 2020 – 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: Mayor Jackie Sergent, MPT Calvin (C.J.) Harris, Jr., Commissioners James (Danny) Currin, S Quon Bridges, Ron Bullock, Patricia Fields, Teresa Gilreath, and John Tovey. Also present were City Manager M. Alan Thornton, City Attorney J. Thomas Burnette, and City Clerk Cynthia Bowen.

**CALL TO ORDER**

Mayor Sergent called the meeting to order at approximately 7:00 P.M.

Dan Winslow, Humanist Celebrant, opened the meeting; the Pledge to the flag followed, led by Commissioner Pat Fields.

**ADJUSTMENTS TO AND APPROVAL OF THE AGENDA:**

- A discussion of and a possible vote of the sale and consumption on City Property to the agenda.

COMMISSIONER CURRIN MADE A MOTION TO APPROVE THE AGENDA WITH THE ADDITION OF A DISCUSSION OF AND POSSIBLE VOTE OF THE SALE AND CONSUMPTION ON CITY PROPERTY TO THE AGENDA. 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.

**DELEGATIONS**

Harry Mills, Granville County Economic Development Director, gave a PowerPoint presentation to update the Board on some of the projects his department is working on that could potentially benefit the City.

Mr. Mills started his presentation by thanking the Mayor and Board and by paying homage to his mother, Callie Mills. He stated that he serves all five Municipalities as well as the County. His office works with existing and new commercial development. Below is the PowerPoint that Mr. Mills used to demonstrate his work.

## BUILDING REUSE GRANTS

### ▶ **PROJECTIVAC**

- ▶ Capital Investment: \$8,700,000
- ▶ Number of jobs: 72 jobs
- ▶ Types of Jobs: Welders /Machinists /Material Handlers  
Loader/Unloader/ Final Assembly Mechanic  
Engineers/Component Assembly Mechanics
- ▶ Total Amount Requested: \$500,000
- ▶ Location: Oxford

### ▶ **PROJECT PICKLE**

- ▶ Capital Investment: \$1,624,500
- ▶ Number of jobs: 23 jobs
- ▶ Types of Jobs: Set Up Operator / Assembler / Customer Service Rep  
Marketing Manager / Sales Account Manager/ Order  
Picker T
- ▶ Total Amount Requested: \$287,500
- ▶ Location: Oxford

## BUILDING REUSE GRANTS

### ▶ **PROJECT STRONG ARM BAKERY - CDBG Grant**

- ▶ Capital Investment: \$800,000
- ▶ Number of jobs: 19 jobs
- ▶ Total Amount Requested: \$300,000
- ▶ Location: Oxford

### ▶ **PROJECT SUNRISE**

- ▶ Capital Investment: \$1,415,000
- ▶ Number of jobs: 126 jobs
- ▶ Types of Jobs: Set Up Operator / Assembler / Customer Service Rep  
/Marketing Manager / Sales Account Manager/ Order  
Picker T
- ▶ Total Amount Requested: \$500,000
- ▶ Location: Oxford

## BUILDING REUSE GRANTS

### ▶ **PROJECT FNP**

- ▶ Capital Investment: \$893,000
- ▶ Number of jobs: 22 jobs
- ▶ Types of Jobs: Warehouse Operations Manager /Receiving Operations  
Manager/Shipping Operations Manager/ Assembly  
Production Manager/Lead Assembly Technician /  
Production Employee / Design Engineer/Marketing  
Manager
- ▶ Total Amount Requested: \$175,000
- ▶ Location: Oxford

### ▶ **PROJECT ADAM**

- ▶ Capital Investment: \$400,000
- ▶ Number of jobs: 10 jobs
- ▶ Types of Jobs: Accountant/Chief Operating Officer/Sales/Human  
Resources / Administrator / Controller/CFO / Customer  
Service
- ▶ Total Amount Requested: \$10,000
- ▶ Location: Oxford

## County & City of Oxford Relationships

A. City Manager  
~Alan Thornton

B. Planning Director  
~Cheryl Hart

C. Engineering Director  
~Amy Ratliff

D. Downtown Economic  
Development Corp.  
~Mary Yount



## Triangle North Site Drone Footage



City Manager Thornton wanted to clarify that the driving force behind companies relocating to a place is the available workforce. Mr. Mills agreed, and in closing, he stressed the importance of the relationships with City Manager Thornton, Cheryl Hart, Amy Ratliff, and Mary Yount and how vital these relationships are to him as the Granville County Economic Development Director.

Mayor Sergent recognized the Historic Preservation Commission Photo Contest winners. She made special mention of the Supporting Sponsors. The winners were as follows:

Crystal Marsh – won two first-place awards, one for windows & doors and one for photographers' choice. Ms. Marsh also won second place for streetscapes and third-place for photographers' choice.

Eric Ayscue – won two first-place awards, one for streetscapes and one for roofs. Mr. Ayscue also won two-second place awards, one for windows and doors and one for roofs.

Stephen Schandel – won a 3<sup>rd</sup> place award for streetscapes.

Trinity Ayscue - won three awards, one for second-place photographers' choice and two third-place awards, one for roofs and one for windows and doors.

## **PUBLIC COMMENT**

**Betsy Henderson with Granville Little Theater and Mara Shelton with Tobacco Wood** – They would like the Commissioners to consider allowing alcohol to be served when there is a play being done at City Hall. Tobacco Wood Brewing Company has expressed an interest in providing the beverages, set up the beverages, and takedown at the end of each event. GLT would be covered under Tobacco Wood’s insurance. Mrs. Shelton also says that Tobacco Wood’s off-site sales permit could apply with a special event permit in place.

- Commissioner Tovey asked if this would be served in the foyer. Ms. Henderson said, yes.
- Commissioner Bridges expressed concern about having children participating in the plays or just coming to watch the plays and having alcohol involved. Ms. Shelton assured him that there would be limits to how many can be purchased by individuals, and Ms. Henderson stated that no one working with GLT would be indulging.
- MPT asked about the ABC permit. Attorney Burnette stated that Tobacco Wood would have to have a special event permit and show proof of insurance.
- Commissioner Gilreath asked would this be just for GLT or anyone that wanted to use City Hall. City Manager stated that would be up for discussion by the Board.

## **PUBLIC HEARING**

### **PUBLIC HEARING TO HEAR CITIZEN INPUT ON THE PETITION OF VOLUNTARY, NON-CONTIGUOUS, ANNEXATION BY OXFORD PREPARATORY SCHOOL.**

Mayor Sergent opened the public hearing.

**Andrew Swanner 112 Byron Court – Founder and Executive Director of Oxford Preparatory School** – He stated that this is a Public Charter School that has been open for seven years, they begun building the permanent structures in 2016. They now serve grades 5 – 12 and will be adding grades K – 4 next year. He anticipates having this project completed by the summer of 2021.

Mayor Sergent closed the public hearing.

### **APPROVED THE REQUEST OF ANDREW SWANNER ON BEHALF OF OXFORD PREPARATORY SCHOOL FOR A NON-CONTIGUOUS ANNEXATION OF 16+/- ACRES LOCATED AT 6041 LANDIS RD.**

COMMISSIONER BRIDGES MADE A MOTION TO APPROVE THE NON-CONTIGUOUS ANNEXATION OF 16+/- ACRES LOCATED AT 6041 LANDIS ROAD. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

### **PUBLIC HEARING TO HEAR CITIZEN INPUT ON THE AMENDMENT TO THE SUBDIVISION ORDINANCE REGARDING THE INSTALLATION OF SIDEWALKS AND CURBING UNDER SECTION 71.2 (A).**

Mayor Sergent opened the public hearing. No speakers. Mayor Sergent closed the public hearing.

### **APPROVED THE AMENDMENT TO THE SUBDIVISION ORDINANCE REGARDING THE INSTALLATION OF SIDEWALKS AND CURBING UNDER SECTION 71.2 (A).**

No Discussion.

COMMISSIONER BULLOCK MADE A MOTION TO APPROVE THE AMENDMENT TO THE SUBDIVISION ORDINANCE REGARDING THE INSTALLATION OF SIDEWALKS AND CURBING UNDER SECTION 71.2 (a). ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**AUTHORIZED THE CITY CLERK TO INVESTIGATE THE SUFFICIENCY OF THE PETITION AND CERTIFY ITS SUFFICIENCY FOR A NON-CONTIGUOUS ANNEXATION OF 2 PARCELS OF LAND TOTALING 4.91 ACRES OF LAND LOCATED OFF OF HWY 158 BY LAND SEITZ, LLC.**

No Discussion.

COMMISSIONER CURRIN MADE A MOTION TO AUTHORIZE THE CITY CLERK TO INVESTIGATE THE SUFFICIENCY FOR A NON-CONTIGUOUS ANNEXATION BY LAND SEITZ, LLC. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**A PUBLIC HEARING TO RECEIVE CITIZEN INPUT AT THE APRIL 14<sup>TH</sup> REGULAR MEETING ON ASSIGNING A ZONING CLASSIFICATION FOR PROPERTY LOCATED OFF HWY 158 AT THE CORNER OF THE I-85 ON RAMP THAT HAS BEEN PETITIONED FOR A NON-CONTIGUOUS ANNEXATION.**

No Discussion.

COMMISSIONER FIELDS MADE A MOTION TO CALL FOR A PUBLIC HEARING. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**THE CITY CLERK AUTHORIZED TO INVESTIGATE THE SUFFICIENCY OF THE PETITION AND CERTIFY ITS SUFFICIENCY ON BEHALF OF OXFORD PREP LOCATED AT 6041 LANDIS RD TO ANNEX 2.89 ADDITIONAL ACRES OF LAND.**

No Discussion.

COMMISSIONER BRIDGES MADE A MOTION TO AUTHORIZE THE CITY CLERK TO INVESTIGATE THE SUFFICIENCY OF THE PETITION ON BEHALF OF OXFORD PREP FOR AN ADDITIONAL 2.89 ADDITIONAL ACRES. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**THE 2020 CONCESSIONAIRE CONTRACT FOR OXFORD PARK ATHLETIC COMPLEX WAS AWARDED TO ROBERT GLOVER, DBA FARMER JOHN'S ICE CREAM.**

No Discussion.

COMMISSIONER TOVEY MADE A MOTION TO AWARD THE 2020 CONCESSIONAIRE CONTRACT TO ROBERT GLOVER DBA FARMER JOHN'S ICE CREAM. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**APPROVED A LETTER OF SUPPORT TO APPLY FOR A CLEAN FUEL ADVANCED TECHNOLOGY (CFAT) GRANT, WHICH REQUIRES A 20% MATCH OF APPROXIMATELY \$11,610.00 FROM THE CITY.**

The discussion included what the grant is for, where the charging stations will be placed if the City is approved and if the City will receive revenue for the use of charging stations.

COMMISSIONER TOVEY MADE A MOTION TO APPROVE SENDING THE LETTER OF SUPPORT FOR A CLEAN FUEL ADVANCED TECHNOLOGY GRANT. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**DISCUSSION REGARDING OUTSIDE AGENCY FUNDING LED BY COMMISSIONER QUON BRIDGES.**

Commissioner Bridges stated that he had looked at all the information provided to him, and he has some concerns that everyone got the same general letters when they were denied. He feels that the letter should be more detailed. City Manager Thornton states that if agencies ask for five thousand

dollars in funding, then they are at a higher threshold and must provide more information such as financial statements, a budget sheet, a form 99, etc.

Commissioner Bridges would like to see an allocated an amount of \$40,000 set-aside for the outside agencies and will make that in the form of a motion. MPT agrees and believes there was a fund set up for Outside Agency Funding.

Mayor Sergent stated that the issue is that not that the agencies did not meet the Cities criteria but that they do not meet the General Statute criteria. City Manager concurred they did not meet what the City can provide funds for according to the General Statutes.

City Manager Thornton wanted to reiterate to the Board that while he as the Budget Officer presents a recommended balanced budget based on the following of the General Statutes, budget acts, and best financial practices. If the Board decides to make changes to that budget, they are well within their authority to do just that.

COMMISSIONER BRIDGES MADE A MOTION THAT THE CITY SET ASIDE \$40,000 FOR OUTSIDE AGENCIES AND ANY MONEY NOT USED BE RETURNED TO THE GENERAL FUND. – (The substitute motion passed, so no vote was needed on this, the original motion.)

Commissioner Gilreath stated that as a new Board member, she would like more information before being asked to vote on this. Mayor Sergent asked Commissioner Gilreath if she was making a substitute motion. Attorney Burnette stated that since the City is in the budget process, it would be the logical time to discuss this matter. He also informed the Board of the use of public money has to be used for a public purpose, and they have to account for it and prove that it was used for a public purpose. MPT said that if we are not going to give out if any funds, don't give out the packets. Commissioner Bridges wants the money set aside to encourage agencies to get in compliance.

Finance Director Hak Ung stated that the City could not fund programs that are the same as programs that the City already offers.

Commissioner Bullock stated that he is not ready to vote on this issue tonight, and he will make a substitute motion if there is not one already made.

COMMISSIONER GILREATH MADE A SUBSTITUTE MOTION TABLE THIS TOPIC TO RECEIVE FURTHER INFORMATION, THEN COME BACK TO THE BOARD WITH A RECOMMENDATION ON THIS MATTER. ALL VOTES IN THE AFFIRMATIVE EXCEPT COMMISSION BRIDGES. **THE MOTION CARRIED 6 TO 1.**

- **Add-on item - A discussion of and a possible vote of the sale and consumption on City Property to the agenda.**

Commissioner Currin stated that he was mainly thinking about the possibility of allowing alcohol to be at the Red Barn and the Oxford Public Works meeting room. Mayor Sergent read the current ordinance that disallows alcohol on any City-owned property.

COMMISSIONER TOVEY MADE A MOTION TO CHANGE THE ORDINANCE TO ALLOW ALCOHOL FOR SPECIAL EVENTS AT THE FOLLOWING CITY OWNED PROPERTIES: CITY HALL, PUBLIC WORKS MEETING ROOM, LAKE DEVIN, AND THE RED BARN. **COMMISSIONERS CURRIN, BULLOCK, AND TOVEY VOTED YES, COMMISSIONERS BRIDGES, FIELDS, GILREATH, AND MPT HARRIS VOTED NO. THE MOTION FAILED 4 TO 3.**

MAYOR PRO-TEM MADE A SUBSTITUTE MOTION TO TABLE THIS TOPIC TO RECEIVE FURTHER INFORMATION. AFTER SOME BACK AND FORTH DISCUSSION, INCLUDING UPCOMING EVENTS AND PROPERTY ALREADY BEING RENTED OUT FOR SEVERAL EVENTS, MPT WITHDREW HIS MOTION.

COMMISSIONER FIELDS MADE A MOTION TO INSTRUCT THE MANAGER TO GO FORWARD AND WORK ON AN ORDINANCE WITH SPECIFICS AND BRING IT BACK TO THE BOARD.

COMMISSIONER BRIDGES STATED THAT HIS ONLY OPPOSITION WAS TO ALCOHOL IN CITY HALL. HE MADE A MOTION TO APPROVE AN ORDINANCE TO ALLOW ALCOHOL FOR SPECIAL EVENTS AT THE FOLLOWING CITY OWNED PROPERTIES: PUBLIC WORKS MEETING ROOM, LAKE DEVIN, AND THE RED BARN. ALL VOTES IN THE AFFIRMATIVE EXCEPT COMMISSION TOVEY. **THE MOTION CARRIED 6 TO 1.**

**CONSENT AGENDA APPROVED**

Approved the January 2020 Financial report.

Approved the following meeting minutes:

- \*February 3 - Agenda Session
- \*February 11 – Regular Session
- \*February 21 & 22 – Retreat

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

WITH THERE BEING NO FURTHER BUSINESS, FIELDS MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

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Cynthia Bowen, City Clerk

ATTEST:

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Jacqueline vdH Sergent, Mayor