

**NORTH CAROLINA
GRANVILLE COUNTY
CITY OF OXFORD**

**OXFORD CITY HALL, BOARD MEETING ROOM,
TUESDAY, AUGUST 8, 2006 AT 7:00 PM**

The Mayor and Board of Commissioners of the City of Oxford met for the August Regular Session at City Hall, 300 Williamsboro Street at the above-mentioned time and place.

Present: Mayor Alvin Woodlief, Jr.
Mayor Pro Tem Howard G. Herring, Sr.
Commissioner Chance Wilkinson
Commissioner Robert Shope
Commissioner Robert B. Williford, Sr.
Commissioner S. Quon Bridges

Absent: Commissioner Paul Kiesow
Commissioner Stephen C. Powell

Present also were City Attorney J. Thomas Burnette, City Manager Thomas S. Marrow and City Clerk Tanya S. Weary.

All members of the board and local news media were notified of the time, place and purpose of the meeting.

Mayor Woodlief called the meeting to order. He introduced new city chaplain, Reverend Pat Hawkins of Oxford United Methodist Church.

Reverend Pat Hawkins gave the prayer.

The Pledge of Allegiance followed the prayer.

**MAYOR'S YARD OF THE MONTH AWARD -
ALICE COVINGTON – AUGUST'S RECIPIENT**

Mayor Woodlief recognized August's Mayor's Yard of the Month winner, Alice "Louise" Covington. Mayor Woodlief read the certificate, which recognizes her for the

outstanding job of landscaping maintenance and overall attractiveness of 102 Peace Street. He added that a sign would be placed in her yard recognizing her as the winner for Mayor's Yard of the Month and that a picture would be taken for the *Oxford Public Ledger*.

PUBLIC COMMENT

No one from the audience signed the Public Comment sign up sheet requesting to speak on item(s) not on the agenda.

WWTP UPGRADE STATUS REPORT

Chris Brown of Dewberry & Davis gave an update on the status of the WWTP upgrade:

Completion Rates

Contract Price: \$8.5M of \$9.5M billed, or 89% complete.

Contract Time: 524 of 540 days (original) expired, or 97% complete.

- Current Contract Completion Date August 22, 2006
- Contractor has requested 10 additional days due to abnormal weather in June 2006. Engineer has recommended 6 additional days.
- Contractor has requested 31 additional days due to changes in the Blower Building. Engineer has recommended 0 additional days, but continues discussions with the Contractor.
- Contractor's latest schedule shows the following:
 - Plant Start-Up – August 31, 2006
 - Final Completion on October 3, 2006 (43 Days Late).
- Designer estimates completion as follows:
 - Plant Start-Up: 10 to 20 days late (Past August 22, 2006)
 - Final Completion: 45 to 65 days late (Past August 22, 2006)

Mr. Brown recognized City Staff has negotiated with DWQ that the SOC ends when the WWTP receives flow (August 31, 2006).

Work in Progress

- Outfall remains 99% complete.

- All new structures are complete.
- Mechanical work continues with the following current completions achieved: Oxidation Ditch (99%), New Clarifier (95%), IPS (99%), RAS (99%), Tertiary Filter (75%), UV & Post-Aer (75%). All major mechanical equipment is on site.
- Underground process piping is 99% complete.
- Electrical is on going. Underground duct bank is 95% complete.
- Backfill nears completion: Oxidation Ditch (95%), Clarifier (95%), IPS (95%), RAS (95%), Tertiary Filter (95%), UV & Post-Aer (80%).
- Instrumentation work has begun.

2. General Comments

- Quality of the work is good.
- Contractor is cooperative.
- Change orders are minimal (only two).
- Construction Grants & Loans pleased with progress.

3. Change Orders

Currently show a \$14,000 +/- credit to the Owner. Other minor changes and allowance credits pending. Projection is still a net credit.

4. SOC / Project Completion

- Engineer's opinion of reasons for potential late completion: Defective concrete delays.
- Liquidated Damages (LD) for late completion are \$2,000/day to cover costs associated with late completion due to Contractor delays, including fines specified in SOC and additional fees for designer to monitor and manage project.

Mr. Brown recommended that the City send to the State a request of extension, which is due August 20th. This will be for an extension if August 31st deadline is not met. Dewberry & Davis will help prepare the documentation for the defective concrete.

Commissioner Bridges asked if there was conflict between the central and field office as to what constitutes completion? Mr. Brown recommended for the City to worry about both

offices. He explained the regional office reports to the central office. Commissioner Bridges added a recommendation had been made to demolish the old plant before the project is considered complete. Mr. Brown noted this is not a reasonable request and is a bureaucratic interpretation of the SOC and stressed the City is in good standing.

Commissioner Wilkinson asked if there has been any reminder to the State that the City has not drug its feet pertaining to the upgrade. Mr. Brown noted the State is told the positive steps the City has taken; however the State looks at the SOC and makes decisions based on this.

5. Existing Aeration Basin

Discussions have occurred regarding keeping the existing aeration basin. Would entail:

- Credit to the City
- Grassed dry pond until next expansion.
- Place to use fill for re-grading behind Lab Building to reduce leaks into building.
- Storage for potential I/I overflow, although none should occur with new Plant.
- City must continue I/I repair program.

Commissioner Herring asked if the basin would drain? Mr. Brown noted a drain would be placed in it. He added if a spill (I & I) occurred, it could be diverted over into this. He recommended getting a change order from the contractor in order to put the basin in. Commissioner Bridges asked what was originally planned for the basin? Mr. Brown explained the original drawings illustrate the basin would be completely filled in as a raised mound. He added the basin is another tool for the City to deal with wastewater.

RETIREE CAPTAIN BOB WILLIAMSON **RECOGNIZED ON HIS RETIREMENT**

Mayor Woodlief presented Bob Williamson with a plaque of appreciation given by himself and the Board of Commissioners on behalf of all the citizens of Oxford for his 30 years of service with the Oxford Police Department.

FINANCIAL REPORT – JULY 2006

Finance Officer Stephen McNally supplied the Board with a copy of the July 2006 financial report that included General Fund actual revenues of \$481,349 actual expenses of \$552,492; Water Fund actual revenues of \$738,602, and actual expenses of \$809,588 and Other actual revenues of \$197,817 and actual expenses of \$62,865. The subtotals to date are General Fund actual revenues of \$481,349 and actual expenses of \$552,492; Water Fund actual revenues of \$738,602 and actual expenses of \$809,588; Other actual revenues of \$197,817 and actual expenses of \$62,865. Mayor Woodlief noted that if there were not any questions concerning the report, Finance Director McNally would be in his office tomorrow for any questions.

ADDITIONAL ITEMS

LAKE DEVIN PERMIT APPROVED FOR CITY EMPLOYEES

Mayor Woodlief recognized a handicap ramp, pier, bank fishing and volleyball are available at Lake Devin. He supported offering one fishing permit to each city employee valid until the end of December 2006. Recreation Director Mary Caudle asked if the fishing season would be extended because the lake is usually closed at the end of November. City Manager Marrow noted the extension would apply to non-motorized boats also.

Commissioner Herring motioned to provide City Employees with an annual permit, expiring December 31, 2006 to fish at Lake Devin and amending the ordinance accordingly. Commissioner Bridges seconded the motion. The motion passed unanimously.

ORDINANCE NO. 06-08-01
ADOPTED: 08-08-06
EFFECTIVE: UPON ADOPTION

City Employees provided with annual permits to fish at Lake Devin

The Parks and Recreation Department would like to be able to begin a program for City Employees by which each employee has the opportunity to use and enjoy the Lake Devin facility

for fishing. We believe that fishing, gaining of an appreciation of the out of doors, and being involved in leisure activities is healthy and rewarding. Encouraging healthy and rewarding activities for employees has great gains for not only the employee, but also for the employer.

We would propose the following:

- Any full time employee may be eligible for a fishing permit at no cost.
- A permit, identifying the employee, may be obtained from the Parks and Recreation Department.
- The permit shall be laminated and dated with an expiration date.
- Each permit will be valid for ONLY ONE SEASON. (March through December)
- Any employee who separates from the City is bound to return the permit to the Parks and Recreation Department and that permit shall be made void.
- This permit is non-transferable and is valid ONLY for the named employee (not family or friends).
- Employee MUST have the permit on his/her person while fishing at Lake Devin.
- Employee MUST have a drivers license or form of ID in order to use the permit.
- All employees receiving a permit WILL be given the rules and ordinances governing the Lake and staff will explain rules to them.
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The following additional rules and guidelines will apply:

- All laws and guidelines as set by the N.C. Wildlife Resources Commission shall be enforced.
- All guidelines and ordinances specific to Lake Devin shall be enforced.

NOTE: *The N.C. Wildlife Resources Commission (in addition to the City Police Department) patrols Lake Devin and strictly enforces all North Carolina laws governing public waterways as well as guidelines specific to Lake Devin. A permit to fish in Lake Devin DOES NOT eliminate the need to purchase a STATE license that may be required in accordance with State law.*

Fines for violations are high and employees MUST be made aware of this.

*****Effective Jan. 1, 2007 – All persons fishing will be required to have an NC Fishing License to fish on any public waterway (including salt water). This will be the last year that the employees will be able to fish at no cost. We may offer a local permit specific to Lake Devin, but a State License will be required for EVERYONE.**

ROLLINGWOOD SUBDIVISION ENTRANCE ADDRESSED

Mayor Woodlief explained the median located at the entrance needs to be removed in order to make it wide enough for school buses to enter into the subdivision. He noted the City

would remove the curb and asphalt the area. The County has agreed to help if the City does the work and the County would buy the asphalt.

Commissioner Williford motioned to approve the Rollingwood Subdivision recommendation as presented in order to make the entrance wide enough for school buses to enter into the subdivision. Commissioner Bridges seconded the motion. The motion passed unanimously.

ANNOUNCEMENTS BY MAYOR WOODLIEF

Mayor Woodlief announced the City of Creedmoor would be buying water and sewer from the City of Oxford. He noted he and City Manager Marrow should meet with Henderson's Mayor and City Manager to ensure Oxford has enough water to sell Creedmoor.

COLUMBARIUM – ELMWOOD CEMETERY

Mayor Woodlief asked the Property Committee to study and report back at the September Regular Session the feasibility of a columbarium in Elmwood Cemetery. He added the monument with 48 niches costs around \$9,000 - \$11,000 with each niche costing around \$450-\$500.

BASKETBALL COURT OPENED

Mayor Woodlief congratulated the Recreation Committee and city staff for their work associated with the basketball court. He announced the basketball court opened today.

CITY VEHICLES PROHIBITED FROM USING FRIENDLY VILLAGE SHOPPING CENTER PARKING LOT AS A CUT THROUGH

Mayor Woodlief noted the parking lot at Friendly Village was just resurfaced and Penn Avenue Baptist Church is expanding, which makes for a tight squeeze. He added the City cleans the lot once a month.

Commissioner Herring motioned to prohibit city vehicles from using the parking lot at Friendly Village Shopping Center as a cut through to the Public Works Complex effective immediately. Commissioner Bridges seconded the motion and carried unanimously.

SIDEWALK IMPROVEMENTS AT UNION BANK APPROVED

Commissioner Williford, Chairman of the Property Committee motioned to approve extending H.G. Reynolds' contract in the amount of \$43,729.59 for sidewalk improvements at Union Bank (\$22,253.33 for the Williamsboro Street side and \$21,476.26 for the College Street side). Commissioner Shope seconded the motion. The motion passed unanimously.

It was noted that the sidewalk improvements would begin once the remodeling of Union Bank is completed.

AGENDA SESSION DATE CHANGED – LABOR DAY HOLIDAY

Commissioner Bridges motioned to change the Agenda Session date from Monday, September 4, 2006 to Tuesday, September 5, 2006 beginning at 5:45 PM due to the Labor Day Holiday. Commissioner Shope seconded the motion and carried unanimously.

STREET CLOSING APPROVED – LITTLEJOHN STREET

Commissioner Wilkinson motioned to close Littlejohn Street on Wednesday, August 16, 2006 from 5:00 PM until 8:00 PM for Oxford Baptist Church Family Night Kickoff. Commissioner Shope seconded the motion. The motion carried unanimously.

STREET CLOSING APPROVED – HICKSMILL ROAD

Commissioner Herring motioned to close Hicksmill Road between Watkins Street and Woodson Street on Saturday, October 14, 2006 from 1:00 PM until 9:00 PM for the annual Graball Community Reunion. Commissioner Williford seconded the motion. The motion carried unanimously.

STREET CLOSING APPROVED FOR HERITAGE DAY

Commissioner Bridges motioned to close Main Street from Williamsboro Street to Spring Street on Saturday, September 23, 2006 from 7:30 AM until 5:00 PM for Heritage Day, and Spring Street to Front Street on Saturday, September 23, 2006 at a time to be designated later for carriage rides in conjunction with Heritage Day. Commissioner Shope seconded the motion. The motion carried unanimously.

WATER LINE CONNECTION REQUEST BY VIRGINIA MORTON & R.T. WILLIFORD

Mayor Woodlief noted both Virginia Morton and R.T. Williford are requesting a ¾" water line connection for their homes and not development.

Commissioner Wilkinson noted he is involved in litigation pertaining to the Morton property. He added he believes it will be settled, but the location of the house is not known. He asked to excuse himself from voting.

City Manager Marrow recommended waiting until the water line is put into service and then test the water line pressure to determine if there is enough pressure at these locations.

Commissioner Bridges asked if the pressure improves and referred to City Engineer Thomas' recommendation of pressure at Watkins-Wilkerson Road at 62.20 psi and near the intersection of Winding Oak Road at 38.94 psi. City Manager Marrow noted the project was scaled back due to cost; therefore a smaller pump station. He added depending on the location of the homes would determine the pressure, if directly outside of Oxford the pressure should be good. He requested to pressurize the line before granting these requests.

A consensus of the Board of Commissioners was taken and it was agreed for City Manager Marrow to get in touch with Virginia H. Morton and R.T. Williford explaining that

before their request for a ¾” residential water line connection is granted that the water line is tested for pressure. Commissioner Wilkinson was excused from this consensus.

WATER LINE CONNECTION REQUEST – LYNETTE G. TOTTEN

City Manager Marrow advised that Lynette Totten is allowing Stovall to use the land to situate a booster pump station for water supply and has requested a 6” water line connection from the pump station site for the Oxford-Stovall water connection for her 30 acres. He added that this is on the City’s side of the meter.

Commissioner Wilkinson motioned to approve a 6” water line connection from the pump station site for the Oxford-Stovall water connection as requested by Lynette G. Totten. Commissioner Bridges seconded the motion. The motion passed unanimously.

BUDGET AMENDMENT APPROVED – NOBLE OIL COMPANY

City Manager Marrow noted a concrete slab with retaining wall might not be needed around the recycled oil storage tanks at the City garage. He advised Noble Oil Company has suggested putting gravel underneath the drum and if there is a spill the gravel can be removed and disposed of. He commented he did not know if the State would approve this. He added city employees could install the concrete slab.

Mayor Woodlief recommended installing the concrete slab with retaining wall to prevent any oil from seeping into the ground.

Commissioner Wilkinson motioned to approve a budget amendment in the amount of \$8,265.00 made payable from the General Fund to Noble Oil Company for cleaning of recycled oil storage tanks at the City garage and for city employees to install the concrete slab with retaining wall and come back to the Board with a budget amendment for the cost of the concrete. Commissioner Bridges seconded the motion. The motion passed unanimously.

BUDGET AMENDMENT

ACCT. NO.	DESCRIPTION	INCREASE	DECREASE
010555351	Building Maintenance	\$8,265.00	
010399000	App Fund Balance	\$8,265.00	

CREDIT TO EAST WEST PARTNERS APPROVED (OXFORD PARK)

Mayor Woodlief explained builders have been changed in Oxford Park and East West Partners plan to adjust two sections of the remaining lots in Phase I, by recombining the lots into larger lots. The total number of lots would be reduced by seven. City Manager Marrow explained \$2,400 is paid for an impact fee and \$1,050 for a tap fee, for a total of \$3,450 per lot as sold.

Commissioner Shope motioned to approve a credit to East West Partners in the amount of \$24,150.00 for utility assessment fees. Commissioner Bridges seconded the motion. The motion passed unanimously.

GENERATORS TO BE SOLD

Commissioner Bridges noted the generators are 8 years old and cost about \$150,000 and asked if the two generators could be outfitted for the Fire Department and Public Works. City Manager Marrow noted the generators would work but would not be exercised properly. He suggested selling the generators around \$30,000 each and added he would have them appraised and put the minimum bid on Ebay or gov.net.

Commissioner Wilkinson motioned to approve to sell the (1) soon-to-be abandoned generator at the WWTP and the (1) abandoned generator at the Coon Creek pump station with a minimum bid offer on E-bay or gov.net to raise funds to replace the generators at the Fire Department and Public Works facility. Commissioner Williford seconded the motion. The motion passed unanimously.

STREET SWEEPER APPROVED FOR PURCHASE

Mayor Woodlief noted the City had budgeted \$154,000 to lease purchase a new street sweeper. Roger Davis of Twin States Equipment noted he would offer the piggyback bid from Rocky Mount to Oxford. The bid is in the amount of \$124,472.00. He advised options were listed in the piggyback. He recognized a sound package had been requested at an additional \$1,200.00.

Commissioner Wilkinson motioned to purchase a street sweeper for \$124,472.00 plus \$1,200.00 for the sound package from Twin State Equipment, Inc. Commissioner Shope seconded the motion. The motion passed unanimously.

BUDGET AMENDMENT APPROVED – VIPER BASE STATION

Commissioner Herring motioned to approve a budget amendment in the amount of \$8,900.00 (\$2,225 local match) made payable from the General Fund to purchase a new VIPER base station. Commissioner Bridges seconded the motion and carried unanimously.

BUDGET AMENDMENT

ACCT. NO.	DESCRIPTION	INCREASE	DECREASE
010510550	Fixed Assets > \$5,000	\$8,900.00	
010399000	App Fund Balance	\$8,900.00	

**BUDGET AMENDMENT APPROVED – LAPTOP COMPUTERS
FOR POLICE DEPARTMENT**

Commissioner Herring motioned to approve a budget amendment in the amount of \$7,250.00 made payable to the General Fund to purchase four laptop computers for the Oxford Police Department’s police vehicles. Commissioner Bridges seconded the motion. The motion passed unanimously.

BUDGET AMENDMENT

ACCT. NO.	DESCRIPTION	INCREASE	DECREASE
010351190	Highway Safety Grant	\$7,250.00	
010399000	Appropriated Fund Balance		\$7,250.00

BUDGET AMENDMENT APPROVED – LAW ENFORCEMENT CALENDARS

Commissioner Herring motioned to approve a budget amendment made payable to the General Fund in the amount of \$1,000.00 to recognize revenue for the sale of law enforcement calendars. Commissioner Wilkinson seconded the motion. The motion passed unanimously.

BUDGET AMENDMENT

ACCT. NO.	DESCRIPTION	INCREASE	DECREASE
010510629	Employee Welfare	\$1,000.00	
010351020	Employee Welfare	\$1,000.00	

CONSENT AGENDA APPROVED

A. Meeting Minutes

Commissioner Herring motioned to approve meeting minutes of July 5 and 11, 2006. Commissioner Bridges seconded the motion. The motion carried unanimously.

CLOSED SESSION – CONTRACT

On a motion by Commissioner Wilkinson, seconded by Commissioner Herring, the Board voted to go into Closed Session according to G.S. 143-318.11 to discuss a contract. The motion passed unanimously.

At the end of the closed session and on motion by Commissioner Williford, seconded by Commissioner Herring, the Board voted unanimously to return to the Regular Session.

ADJOURNMENT

There being no further business to discuss, Mayor Woodlief adjourned the meeting.

