

**NORTH CAROLINA
GRANVILLE COUNTY
CITY OF OXFORD**

**OXFORD CITY HALL, BOARD MEETING ROOM
TUESDAY, DECEMBER 11, 2007 AT 7:00 P.M.**

The Board of Commissioners of the City of Oxford met in 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 Robert Shope
Commissioner Stephen C. Powell
Commissioner Paul F. Kiesow
Commissioner A. Chance Wilkinson
Commissioner Robert B. Williford, Sr.

Present also were City Attorney J. Thomas Burnette, City Manager Thomas S. Marrow, City Clerk Tanya S. Weary and Deputy Clerk Donna Hosch. Commissioner Elect Walter Cantley was also in attendance.

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

Mayor Al Woodlief, Jr. called the meeting to order. Mayor Woodlief recognized Leadership Granville, who was observing the meeting.

Reverend Phillip Betts gave the prayer.

The Pledge of Allegiance followed the prayer.

PUBLIC COMMENT

No one wished to speak during public comment.

**MAYOR'S YARD OF THE MONTH AWARD -
TIMOTHY & ELAINE MCKELLY – DECEMBER'S RECIPIENTS**

Mayor Woodlief recognized December's Mayor's Yard of the Month winners, Timothy & Elaine McKelly. Mayor Woodlief read the certificate, which recognizes them for their outstanding job of landscaping maintenance and overall attractiveness of 224 Saddletree Road. He added that a sign would be placed in their yard recognizing them as the winners for Mayor's Yard of the Month and that a picture would be taken for the *Oxford Public Ledger*. The McKelly's were unable to attend the meeting.

**PUBLIC HEARING – ORDINANCE ALLOWING
HORSES/PONIES WITHIN CITY LIMITS**

Mayor Woodlief declared the public hearing open. The purpose of the public hearing was to allow for public input allowing horses/ponies within the city limits. Tom Houlihan of 507 Williamsboro Street wishes to stable a horse and maybe one pony at his residence.

City Manager Marrow noted the section allowing horses within the city limits was inadvertently left out when the Code of Ordinances was updated. City Attorney Burnette prepared an ordinance for review and City Manager Marrow noted the difference of the proposed ordinance versus the old one requires the person wanting a horse to get a petition signed by 100% of everyone who lives within 1000 feet of the property. The old ordinance required 500 feet. Cows, goats and pigs were eliminated from the proposed ordinance.

Commissioner Herring asked why the difference of 500 and 1000 feet? City Attorney Burnette explained he proposed 1000 ft because he got the sense from the Board that they were not going to allow horses within the city limits or wanted to make the ordinance more restrictive.

Commissioner Wilkinson suggested including in the ordinance a minimum space for horses and requested to table this until the January Regular Session and send to the Property Committee to study.

No one from the audience had any questions or comments.

City Manager Marrow noted Mr. Houlihan was unable to attend this meeting because he is on a plane at this time.

Commissioner Wilkinson motioned to send the request to require a minimum space for horses to the Property Committee and City Attorney and provide a recommendation at the January Regular Session. Commissioner Herring seconded the motion and passed unanimously.

Mayor Woodlief closed the public hearing.

ESTABLISH FOR HORSE PERMIT

This item was tabled to the January Regular Session.

ZONING PUBLIC HEARING – AMEND SECTIONS 200 & 754 TO INCLUDE DEFINITIONS FOR CONDOMINIUMS & TOWNHOMES

Mayor Woodlief declared the public hearing open. The purpose of the public hearing was to allow for public input concerning amending the Oxford Zoning Ordinance under Section 200 and Section 754 to include the definitions for condominiums and townhomes.

No one wished to speak.

Mayor Woodlief closed the public hearing.

ZONING ORDINANCE AMENDED - SECTIONS 200 & 754 TO INCLUDE DEFINITIONS FOR CONDOMINIUMS & TOWNHOMES

Commissioner Wilkinson motioned to amend the Oxford Zoning Ordinance under Section 200 and Section 754 to include definitions for condominiums and townhomes as follows:

Amend Article 200 DEFINITIONS by adding sections:

201.281 Dwelling, single-family, condominium: A building, group of buildings, or portion thereof, in which units are owned individually, and the structure, common areas, or facilities are owned by all the owners on a proportional, undivided basis and which meets the requirements of GS 47A. A condominium must be submitted and approved as a unified housing development or in a planned unit development (PUD).

201.282 Dwelling, single-family, townhome. A multi-unit building with (a) all dwelling units constructed in a row; (b) with each dwelling unit having an individual front

and rear ingress and egress; and (c) no dwelling unit located above another dwelling unit. The dwelling units may be individually owned with an approved site plan showing the dimensions and adjoining party wall details of the units. A townhome development must be submitted and approved as a unified housing development or in a planned unit development (PUD).

Amend Article 700 Development Standards to add the following sections to Section 754 Unified Housing Developments:

The Board of Adjustment shall be empowered to approve the issuance of Special Use Permits in permitted districts for unified housing developments consisting of one or more principal structures to be developed as condominiums or townhomes, and accessory structures and buildings to be constructed on a lot or plot of land which will be divided into individual units as permitted for condominiums or to be sold as individual townhomes, provided that:

754.10 All provisions of 754.1 through 754.9 above shall apply to the proposed development.

754.11 All condominium developments shall submit plans and the declaration of condominium required by NCGS 47A. The developer shall also submit all documents describing the common areas, the management and control of the condominium common areas.

754.12 All townhome developments shall submit surveyed and engineered plans showing the individual townhome lot dimensions, all areas of proposed common ownership of the homeowners in the development, and all documents establishing a homeowners association and its provisions for control and maintenance of all common areas.

754.13 No building for condominiums or townhomes shall exceed 35 feet in height.

754.14 The plans submitted for such uses shall clearly define and designate the minimum dimensions of the dwelling units; the Board shall review the minimum size of the units for harmony in the district they are located.

Commissioner Williford seconded the motion. The motion carried unanimously.

FINANCIAL REPORT – NOVEMBER 2007

Finance Officer Stephen McNally supplied the Board with a copy of the November 2007 financial report that included General Fund actual revenues of \$401,408 actual expenses of \$681,339; Water Fund actual revenues of \$353,775, and actual expenses of \$415,762 and Other actual revenues of \$110,472 and actual expenses of \$28,338. The subtotals to date are General Fund actual revenues of \$2,942,806 and actual expenses of \$2,875,547; Water Fund actual revenues of \$1,776,788 and actual expenses of \$2,180,483; Other actual revenues of \$858,940 and actual expenses of \$328,211. 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.

STREETS NAMED AT CENTRAL CHILDRENS HOME

Mike Alston, Executive Director of the Central Children's Home, recommended naming the roads designated by NCDOT as Convention Drive (rationale: General Baptist State Convention and the Woman's Baptist Foreign Missionary Convention are primary parent bodies since inception), Alumni Drive (rationale: students, staff, volunteers board and community members have served at the home; an alumni building will soon be established), Prince Hall Drive (rationale: Grand Lodge of Prince Hall Masons jurisdiction of NC; through efforts of Judge Toby Fitch who was instrumental in involving the Representative of District 27 and local representatives for acquiring funding for the paving of the roads; and Farm Drive (rationale: was one of the largest farms in the city).

Commissioner Kiesow asked where Prince Hall Drive and Convention Drive begin and end to which Mr. Alston noted they both begin on State Road 1650 and end on State Road 1606.

Commissioner Shope motioned to name the streets as presented in the Central Children's Home as Convention Drive, Alumni Drive, Prince Hall Drive and Farm Drive. Commissioner Herring seconded the motion. The motion passed unanimously.

MEADOWBROOK FLOODING REPORT

Mayor Woodlief noted the project as proposed by Dewberry & Davis would cost over \$300,000 when completed, which would only cause the water to flow through faster; flooding of the property would not stop. He recommended pursuing local grading contractors to submit their proposals and contact Representative Crawford to put in the culvert under Country Club Drive.

He assured the residents of this area while the road is blocked by water, city vehicles will be available to help in the event of an emergency while the City is working on a plan.

Constance Lue noted she had delivered this information in a form of a letter to the residents of Meadowbrook.

A consensus of the Board of Commissioners was taken and it was agreed to send this to the Property Committee and City Engineer to pursue local contractors and make a report at the January or February Regular Session.

TAX RELEASES APPROVED

Commissioner Herring motioned to approve the following tax releases. Commissioner Wilkinson seconded the motion. The motion passed unanimously.

NAME	AMOUNT	REASON
GE Commercial Equipment Holding	\$26.10	Leased equipment to Granville Medical Center
GE Capital Information Tech	\$67.10	Medical equipment – Granville Medical Center
GE Commercial Finance Credit Corp of Tenn	\$668.07	Leased equipment to Granville Medical Center

ELECTION RESULTS - 2007

The Mayor and Board of Commissioners reviewed the certified results of the municipal election held on November 6, 2007 as shown below.

Commissioner Shope made a motion to approve and acknowledge the November 6, 2007 election results; Commissioner Kiesow seconded the motion and carried.

For Mayor - 2-year Term:

Al Woodlief – 897 votes - elected
Frank Strickland – 532 votes
Write-in - 14 votes

For Commissioner - 4-year Terms:

Robert Williford, Sr. – 1,065 votes - elected
Howard G. Herring, Sr. – 954 votes – elected
Walter Cantley – 853 votes – elected
Alice Gray Currin – 635 votes
Write-in (1) Vivian Edwards – 28 votes

MINUTES APPROVED

Commissioner Kiesow motioned to approve the minutes for meetings on November 5 & 13 and December 3, 2007. Commissioner Williford seconded the motion. The motion passed unanimously.

MEETING ADJOURNED SINE DIE

Commissioner Herring made a motion to adjourn sine die; Commissioner Wilkinson seconded the motion and carried unanimously. The meeting was declared adjourned sine die by Mayor Al Woodlief, Jr.

MAYOR ELECT AND COMMISSIONERS ELECT TAKE OATH OF OFFICE

Commissioner Wilkinson declared that the Board reconvene for the purpose of administering the oaths of office to the newly elected officials in order of seniority.

Commissioner Wilkinson recognized Ninth Judicial District Court Judge S. Quon Bridges to conduct the swearing-in ceremony for the Mayor Elect Al Woodlief, Jr.

Judge Bridges recognized Mayor Elect Al Woodlief. Mayor Elect Woodlief subscribed and swore to the several oaths of the elected office for the statutes of North Carolina and the oath of office for Mayor. Mayor Woodlief's wife, Anita, son, Aaron, future daughter-in-law Ashley and mother, Mozelle stood with him.

Mayor Woodlief recognized Granville County Magistrate Howard G. Herring, Jr. to conduct the swearing in ceremony for Commissioner Elect Howard G. Herring, Sr.; Ninth Judicial District Court Judge S. Quon Bridges to conduct the swearing in ceremony for

Commissioner Elect Robert Williford, Sr.; and Ninth Judicial District Court Judge Daniel Finch to conduct the swearing in ceremony for Commissioner Elect Walter Cantley.

Granville County Magistrate Herring recognized Commissioner Elect Howard G. Herring, Sr. Commissioner Elect Herring subscribed and swore to the several oaths of the elected office for the statutes of North Carolina and the oath of office for Commissioner. Debra Russell stood with him.

Judge Bridges recognized Commissioner Elect Robert Williford, Sr. Commissioner Elect Williford subscribed and swore to the several oaths of the elected office for the statutes of North Carolina and the oath of office for Commissioner. Commissioner Williford's wife, Arlene, stood with him.

Judge Finch recognized Commissioner Elect Walter Cantley. Commissioner Elect Cantley subscribed and swore to the several oaths of the elected office for the statutes of North Carolina and the oath of office for Commissioner. Commissioner Cantley's wife Jackie, and daughter, Carrie stood with him.

MAYOR AND BOARD RECONVENED FOR CONDUCT OF BUSINESS

Mayor Al Woodlief reconvened the Board of Commissioners of the City of Oxford.

HOWARD G. HERRING, SR. ELECTED MAYOR PRO TEM

Mayor Woodlief opened the floor for nominations for the office of Mayor Pro Tem.

Commissioner Kiesow nominated Commissioner Howard Herring for a term as Mayor Pro Tem. Commissioner Wilkinson seconded the nomination. The nomination passed unanimously.

TANYA S. WEARY REAPPOINTED CITY CLERK

On motion of Commissioner Herring, seconded by Commissioner Kiesow, the Board of Commissioners voted unanimously to reappoint Tanya S. Weary as City Clerk.

DONNA B. HOSCH REAPPOINTED DEPUTY CITY CLERK

On motion of Commissioner Kiesow, seconded by Commissioner Williford, the Board of Commissioners voted unanimously to reappoint Donna B. Hosch as Deputy City Clerk.

J. THOMAS BURNETTE REAPPOINTED CITY ATTORNEY

On motion of Commissioner Wilkinson, seconded by Commissioner Shope, the Board of Commissioners voted unanimously to reappoint J. Thomas Burnette as City Attorney.

MAYOR PRO TEM HERRING ADMINISTERED OATH OF OFFICE

Mayor Woodlief recognized Commissioner Howard Herring, Sr. and Judge Bridges, who administered the oath of office of Mayor Pro Tem to Commissioner Herring.

CITY CLERK ADMINISTERED OATH OF OFFICE

Pursuant to Article VI, Section 7 of the Constitution of the State of North Carolina City Clerk Tanya S. Weary was sworn to the oath of office by S. Quon Bridges, District Court Judge, Ninth Judicial District.

DEPUTY CITY CLERK ADMINISTERED OATH OF OFFICE

Pursuant to Article VI, Section 7 of the Constitution of the State of North Carolina Deputy Clerk Donna B. Hosch was sworn to the oath of office by S. Quon Bridges, District Court Judge, Ninth Judicial District.

CITY ATTORNEY ADMINISTERED OATH OF OFFICE

Pursuant to Article VI, Section 7 of the Constitution of the State of North Carolina City Attorney J. Thomas Burnette was administered the oath of office by Daniel F. Finch, District Court Judge, Ninth Judicial District.

BOARD REMARKS

APPOINTMENTS TO BOARDS AND COMMISSIONS

By consensus the Board of Commissioners approved the appointments to the Boards and Commissions.

MAYOR WOODLIEF'S 2007-2009

COMMISSIONERS' COMMITTEE APPOINTMENTS

<p align="center">BUDGET & FINANCE Chance Wilkinson * Howard Herring, Sr. Paul Kiesow</p>	<p align="center">RECREATION, PARKS & BEAUTIFICATION Steve Powell * Walter Cantley Bob Shope</p>
<p align="center">PUBLIC WORKS, PLANNING, DEVELOPMENT & ORDINANCES Paul Kiesow * Walter Cantley Howard Herring, Sr.</p>	<p align="center">PROPERTY, BUILDINGS & REAL ESTATE Bob Williford * Paul Kiesow Chance Wilkinson</p>
<p align="center">PUBLIC SAFETY Howard Herring, Sr. * Steve Powell Bob Williford</p>	<p align="center">PUBLIC RELATIONS, INDUSTRIAL & EDC Walter Cantley * Bob Shope Bob Williford</p>
<p align="center">LITIGATION, INTERGOVERNMENTAL & PERSONNEL Bob Shope * Chance Wilkinson Tom Burnette, Tommy Marrow, and Don Jenkins</p>	<p align="center">COG REPRESENTATIVE Chance Wilkinson DOWNTOWN EDC REPRESENTATIVE Walter Cantley KERR LAKE REGIONAL WATER SYSTEM REPRESENTATIVE Paul Kiesow</p>

*Chairman

Mayor Pro-Tem serves on the Zoning Board of Adjustment
Granville County EDC Representative – Tommy Marrow

RECESS

On motion by Commissioner Kiesow, seconded by Commissioner Herring, the Board took a 30-minute recess. Following the recess, Mayor Woodlief reconvened the meeting.

**PRESENTATION ON MAJOR LEAGUE BASEBALL –
BALL FIELD LIGHTING**

Commissioner Powell placed this item on the agenda.

Recreation Director Mary Caudle noted the City had applied for a grant through major league baseball, *Baseball Tomorrow Fund*, to assist in financing the lighting of the new athletic facility on Horner Siding Road. Oxford is a finalist in the process and has met with them to discuss Oxford's plan and strategy. She hopes to hear something in January.

Ms. Caudle noted the City has plans for other fundraising projects and will schedule a meeting with the Recreation Advisory Committee to discuss ways to generate additional funds to help pay for the lighting of the facility. Ideas are additional naming opportunities, businesses to put irrigation on the fields, adopt a trail program (section or entire trail), buy a bench, cool your hills program (water fountain), flag program (mayor in charge of this program), adopt a tree and other opportunities. A meeting will be held to discuss the fundraising opportunities before this is published.

Commissioner Powell, Recreation Committee Chairman, asked if the grantor is expecting anything from the City in terms of financial contributions to which Ms. Caudle indicated to be considered for the grant a substantial portion of the project must be paid for or have other means in place of funding other items within the facility. The donation of land and other donations way heavily on getting the grant. The purpose of the grant is to promote baseball and fast pitch softball by encouraging minorities to participate at higher levels by increasing the numbers or skill levels. This opens the door for competitive sports for more children.

Commissioner Powell commended Ms. Caudle for her efforts.

PRESENTATION ON RURAL CENTER GRANT WORKSHOP

Mayor Woodlief noted City Engineer Larry Thomas attended the Rural Center workshop held on November 13, 2007 in Kenansville, NC. The City must discuss the workshop's information before submitting the planning application in the amount of \$40,000.00 to complete the I&I study of the sewer collection system. The total eligible project cost is \$85,000.00: \$45,000.00 City match and \$40,000.00 grant.

City Engineer Thomas presented the following information pertaining to the seminar entitled: *Getting To Success With Your Consulting Engineer*:

What is important to remember during conflict?

- Preserve the quality of the working relationship.
- Accountability matters.
- Local governments have an important responsibility for assuring public dollars are well-spent, and that all due processes are followed.

What if conflict happens anyway?

- Don't let it fester, refer to the contract – it's your guide.
- Make sure to address the concern with the responsible party directly, in a non-personal manner.
- Listen. The other side may have a point. There may be underlying issues. There may be areas of agreement to build on.
- Don't make a quick decision, or allow yourself to be rushed or bullied.
- Look for a solution, not for whose fault it is.
- Seek outside expertise if you need to. Establish a timeline for the decision, and come to a mutual agreement, then amend the contract.

City Engineer Thomas highlighted the following points from the second seminar entitled, *Contract Negotiations 101*:

Key components of a contract:

- Project description
- Scope of service
- Responsibilities
- Compensation
- Schedule
- Termination

- Additional services
- Signature page

City Engineer Thomas briefed on the third seminar entitled: *Working with Consultants on Financial Planning Activities*:

Rates and Capital Improvement Plans:

- Rates provide the means by which the system runs, and should provide enough for repairs and maintenance.

Things that fall through the cracks:

- Operating increases
- Impacts of non-revenue water
- I&I impacts
- Stability of large customers-factories, mills
- Growth assumptions
- Construction cost increases

City Engineer Thomas discussed the following from the fourth seminar entitled, *Local Governments Request for Qualifications*:

Brooks Bill – North Carolina General Statutes 143-64.31 – declares that it is public policy that all local governments select firms qualified to provide services on the basis of demonstrated competence and qualification for type of professional service required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract at a fair and reasonable fee with the best qualified firm.

RESOLUTION ADOPTED – NC RURAL CENTER PLANNING GRANTS PROGRAM – REQUEST GRANT ASSISTANCE

Commissioner Wilkinson motioned to adopt resolution to show intention to request grant assistance from the Planning Grants Program administered by the NC Rural Economic Development Center. Commissioner Kiesow seconded the motion. The motion carried unanimously.

**PLANNING PROGRAM
AUTHORIZING RESOLUTION BY GOVERNING BODY OF THE APPLICANT**

Whereas, in the summer of 2007, the North Carolina General Assembly included a \$100 million appropriation to the North Carolina Rural Economic Development Center in the FY 2007-2009 state budget, for the purpose of making grants to rural communities in need of water and wastewater infrastructure improvements; and

Whereas, the City of Oxford has need for and intends to construct or rehabilitate a publicly-owned treatment works or an alternate wastewater system, for wastewater collection systems or for water supply and distribution systems, project described as conducting a Phase 2 Sewer System Evaluation Study; and

Whereas, the City of Oxford intends to request grant assistance from the Planning Grants Program for the project;

NOW THEREFORE BE IT RESOLVED, BY THE COMMISSIONERS OF THE CITY OF OXFORD:

That the City of Oxford will arrange financing for all remaining costs of the project, if approved for a grant.

That the City of Oxford will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Alvin Woodlief, Jr., Mayor of the City of Oxford, and successors so titled, is hereby authorized to execute and file an application on behalf of the City of Oxford with the NCREDC (Rural Center) for a grant to assist in preparation of the planning project described above.

That Al Woodlief, Jr., Mayor of the City of Oxford, and successors so titled, is hereby authorized and directed to furnish such information as the Rural Center may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the City of Oxford has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto.

Adopted this the 11th day of December, 2007 at City Hall, Oxford, North Carolina.

BUDGET AMENDMENT APPROVED -DAVIS, MARTIN & POWELL AUTHORIZE TO SUBMIT APPLICATION FOR RURAL CENTER PLANNING GRANT

Commissioner Herring motioned to authorize Davis, Martin, Powell & Associates, Inc. to prepare an application for a Rural Center Planning Grant to complete the I&I Study began by ADS and approve a budget amendment in the amount of \$45,000.00 made payable from the

Water Fund for the City's match. Commissioner Powell seconded the motion. The motion passed unanimously.

BUDGET AMENDMENT

ACCT. NO.	DESCRIPTION	INCREASE	DECREASE
030924906	I & I Study	\$45,000.00	
030399000	Approp. Fund Balance	\$45,000.00	

**MAYOR AUTHORIZED TO SUBMIT INTENT TO APPLY FORM –
RURAL CENTER PLANNING GRANTS PROGRAM**

Commissioner Kiesow motioned to authorize the Mayor to submit “Intent to Apply Form” for matching grant funding through the NC Rural Economic Development Center for a Planning and Supplemental program and pledge \$45,000.00 as part of the matching grant. Commissioner Shope seconded the motion. The motion carried unanimously.

CONFLICT OF INTEREST STATEMENT ADOPTED

Commissioner Herring motioned to adopt the Conflict of Interest statement for NC Rural Center Planning Center. Commissioner Kiesow seconded the motion. The motion passed unanimously.

**CITY OF OXFORD
CONFLICT OF INTEREST STATEMENT**

The City of Oxford, North Carolina is a municipal corporation organized and chartered under the laws of North Carolina. All Town officials and employees are aware of, and in full compliance with NCGS 14-234, “Director of public trust contracting for his own benefit, participation in business transaction involving public funds; exemptions.”

APPOINTMENT TO AIRPORT AUTHORITY – JIMMY BRUMMITT

Commissioner Kiesow motioned to appoint Jimmy Brummitt to the Airport Authority for a two-year term expiring July 31, 2009. Commissioner Shope seconded the motion and carried unanimously.

AGENDA SESSION TIME CHANGED BY ORDINANCE

Commissioner Williford motioned to amend ordinance to change the agenda meeting time from 5:45 PM to 5:30 PM. Commissioner Shope seconded the motion. The motion passed unanimously.

ORDINANCE NO. 07-12-03
ADOPTED: 12-11-07
EFFECTIVE: UPON ADOPTION

§ 2-23 CONDUCT OF SPECTATORS AT MEETINGS; PROCEDURE.

(4) The agenda is set by the Board of Commissioners in the agenda session held on Monday, one week prior to the second Tuesday of each month at 5:30 p.m. in the Board meeting room, Third Floor, City Hall, 300 Williamsboro Street. The regular Board meeting is held on the second Tuesday of each month at 7:00 p.m. in the Board meeting room, Third Floor, City Hall, 300 Williamsboro Street.

(Am. Ord. 00-4-2, passed 4-11-00; Am. Ord. 02-03-01, passed 3-12-02; Am. Ord. 05-12-02, passed 12-13-05; Am. Ord. 07-12-03)

JANUARY AGENDA SESSION DATE CHANGED

Commissioner Kiesow motion to change the January Agenda Session date from December 31, 2007 to January 2, 2008 beginning at 5:30 PM due to the New Year's Holiday. Commissioner Powell seconded the motion and carried unanimously.

ANNEXATION CERTIFICATE OF SUFFICIENCY APPROVED – 16.8558 ACRES AS REQUESTED BY NC STATE EMPLOYEES CREDIT UNION

Commissioner Herring motioned to approve Certificate of Sufficiency for 16.8558 acres located on Highway 158 adjacent to the Granville County Shrine Club as requested by the North Carolina State Employees Credit Union. Commissioner Williford seconded the motion and carried unanimously.

**CERTIFICATE OF SUFFICIENCY
NC STATE EMPLOYEES CREDIT UNION
16.8558 ACRES LOCATED ON HIGHWAY 158
ADJACENT TO THE GRANVILLE COUNTY SHRINE CLUB**

To the Board of Commissioners of the City of Oxford, North Carolina:

I, Tanya S. Weary, City Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-31.

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Oxford, this 28th day of November, 2007.

**ANNEXATION PUBLIC HEARING SET - NC STATE EMPLOYEES CREDIT UNION
16.8558 ACRES LOCATED ON HIGHWAY 158
ADJACENT TO THE GRANVILLE COUNTY SHRINE CLUB**

Commissioner Herring motioned to adopt a resolution calling for a public hearing in conjunction with the January 8, 2008 Regular Session meeting beginning at 7:00 PM to consider non-contiguous annexation for 16.8558 acres located on Highway 158 adjacent to the Granville County Shrine Club as requested by the NC State Employees Credit Union. Commissioner Cantley seconded the motion. The motion passed unanimously.

**RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF
ANNEXATION PURSUANT TO G.S. 160A-58.2
NC STATE EMPLOYEES CREDIT UNION
16.8558 ACRES LOCATED ON HIGHWAY 158
ADJACENT TO THE GRANVILLE COUNTY SHRINE CLUB**

WHEREAS, a petition requesting annexation of the area described herein has been received; and

WHEREAS, the Oxford Board of Commissioners has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the City Clerk as to the sufficiency of the petition has been made;

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

Section 1. A public hearing on the question of annexation of the area described herein will be held in conjunction with the Regular Session at Oxford City Hall Board Meeting Room, 3rd Floor, 300 Williamsboro Street, at 7:00 PM on Tuesday, January 8, 2007.

Section 2. The area proposed for annexation is described as follows:

METES & BOUNDS
NC STATE EMPLOYEES CREDIT UNION
16.8558 ACRES LOCATED ON HIGHWAY 158
ADJACENT TO THE GRANVILLE COUNTY SHRINE CLUB

Beginning at a concrete monument located in the northern margin of U.S. Highway 158 where the right of way intersects with U.S. Highway 158 Bypass, and from said beginning, N. 35° 09' 58" W. 100.62 feet to a concrete monument in the eastern margin of the right of way of U.S. Highway 158 Bypass, thence continuing along the eastern margin of U.S. Highway 158 Bypass, N. 28° 50' 59" E. 166.46 feet to a concrete monument, N. 28° 20' 31" E. 147.44 feet to a concrete monument, N. 36° 41' 30" E. 294.64 feet to a concrete monument, and N. 45° 14' 11" E. 365.63 feet to an existing iron pin located in the line of George I. Day et al (DB 198, Pg. 174); thence along the line of Day, S. 09° 20' 34" W. 46.40 feet to an existing iron pin, and S. 84° 37' 47" E. 599.24 feet to an existing iron pin; thence along the line of Day and the Granville County Shrine Club, S. 02° 21' 02" E. 676.46 feet to an existing iron pin located in the northern margin of U.S. Highway 158, S. 85° 20' 11" W. 847.23 feet to a concrete monument; thence N. 04° 39' 49" W. 20.00 feet to a concrete monument; thence S. 85° 14' 52" W. 299.81 feet to the point and place of beginning, containing 16.8558 acres, as per plat and survey of James R. Wilson, R.L.S. dated December 3, 1994, entitled "Survey for: Mason Home for Children at Oxford."

For further reference, see Deed of record in Book 34, Page 264, Granville County Registry.

Section 3. Notice of the public hearing shall be published in the Oxford Public Ledger, a newspaper having general circulation in the City of Oxford, at least ten (10) days prior to the date of the public hearing.

BUDGET AMENDMENT APPROVED – WWTP CLARIFIER

Commissioner Kiesow, Public Works Committee Chairman, motioned to approve a budget amendment made payable from the Water Fund in the amount of \$13,000.00 to fund painting of the wastewater treatment plant clarifier. Commissioner Shope seconded the motion.

The motion carried unanimously.

BUDGET AMENDMENT

ACCT. NO.	DESCRIPTION	INCREASE	DECREASE
030906926	WWTP	\$13,000.00	
030399000	Appro. Fund Balance	\$13,000.00	

SUBDIVISION PLAT APPROVED FOR JANET FINCH – LEWIS STREET

Janet Finch owns the property on Lewis Street that has a car wash and body shop currently located on it. She would like to subdivide it and leave two parcels each to her two children. The Planning Board recommends this request.

Commissioner Herring motioned to approve the 4-lot subdivision plat for Janet Finch located off Lewis Street. Commissioner Shope seconded the motion. The motion passed unanimously.

SUBDIVISION PLAT APPROVED – GARDEN PARK VILLAS

Dennis Tharrington, Developer, of WDT Development, 430 Woodland Road, Henderson, NC and Ken Boyette, Professional Architect and Senior Housing Developer from Raleigh, NC were present to answer any questions.

Commissioner Kiesow asked where the access road would be installed to which City Manager Marrow noted a turn lane off the loop into the project itself. This is part of the CDBG grant.

Commissioner Herring motioned to approve the 1-lot subdivision plat for Garden Park Villas site (elderly independent living facility) located off the Outer Loop near Webb High School. Commissioner Wilkinson seconded the motion and carried unanimously.

**REQUIRE DEVELOPERS OF MAJOR SUBDIVISION PLATS
TO INSTALL CURB & GUTTER**

Mayor Woodlief noted the following as recommended by the City Manager: By adding curb and gutter, the following costs go up; street width is increased from 20 feet to 36 feet, the cost of the curb and gutter, the stormwater pond must be increased, and underground stormwater pipe with catch basins must be installed. The issue is that curb and gutter accelerates the stormwater runoff. This means the developers must install an underground stormwater pipe system to carry the stormwater to a larger stormwater pond. Basically, by requiring curb and gutter, you effectively double the cost of a street. With that said, what we may want to do is require curb and gutter in say R-6 and R-8 districts where the lots are small and you have driveway pipes every 50 feet or so and allow open ditches in R-15 and up where the lots are wide and are aesthetically pleasing.

Commissioner Wilkinson motioned to send to the Property Committee the request to require developers of major subdivision plats to install curb and gutter and bring a report back in January. Commissioner Powell seconded the motion. The motion passed unanimously.

BUDGET AMENDMENT APPROVED – SHOP WITH A COP PROGRAM

Commissioner Herring, Public Safety Committee Chairman motioned to approve a budget amendment in the amount of \$1,000.00 made payable to the General Fund recognize a donation from Wal-Mart for the “Shop With A Cop” program. Commissioner Powell seconded the motion. The motion passed unanimously.

BUDGET AMENDMENT

ACCT. NO.	DESCRIPTION	INCREASE	DECREASE
010393560	Wal Mart Contribution	\$1,000.00	
010510629	Employee Welfare Fund	\$1,000.00	

BUDGET AMENDMENT APPROVED – REVENUE FROM SALE OF CROWN VICTORIA

Commissioner Kiesow motioned to approve a budget amendment in the amount of \$360.00 made payable to the General Fund to recognize revenue from sale of a Crown Victoria. Commissioner Wilkinson seconded the motion. The motion passed unanimously.

BUDGET AMENDMENT

ACCT. NO.	DESCRIPTION	INCREASE	DECREASE
010385040	Sale of surplus property	\$360.00	
010399000	App Fund Balance		\$360.00

ADJOURNMENT

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