

**NORTH CAROLINA
GRANVILLE COUNTY
CITY OF OXFORD**

**OXFORD CITY HALL, BOARD MEETING ROOM,
MONDAY, FEBRUARY 4, 2008 AT 5:30 PM**

The Mayor and Board of Commissioners of the City of Oxford met for a Special Session in conjunction with the Agenda 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.
Commissioner Walter Cantley

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.

CDBG ADMINISTRATION CONTRACT APPROVED – GARDEN PARK VILLAS

City Manager Marrow noted the City received two proposals for the administration of the \$240,000.00 CDBG Housing Development Project – Garden Park Villas. The two proposals are from: 1) Halcon Properties & Consulting, LLC and 2) Kerr Tar Regional Council of Governments. Both proposals met the minimum requirements for the administration of this CDBG grant. Halcon Properties & Consulting, LLC has more experience in Housing

Development grants that involve water, sewer, and street improvements. Region K specializes in Housing Rehabilitation type grants. This is an eligible cost for the administration of the grant.

Commissioner Kiesow asked if the City had approved the water and sewer to this project to which City Manager Marrow replied City Staff has approved extensions of water and sewer to this development. Drawings have not been approved because they have not been submitted to the City. The City will review and approve once received. The State will have the final say on the road.

Commissioner Cantley asked who is responsible for keeping the financial records for this project to which City Manager Marrow replied the City's Finance Officer.

Commissioner Herring motioned to approve the Administration Contract as prepared by Halcon Properties & Consulting, LLC in the amount of \$24,000.00 for CDBG-Housing Development – Garden Park Villas (elderly independent living facility). Commissioner Williford seconded the motion. The motion passed unanimously.

CDBG PLANNING GRANT APPROVED – GARDEN PARK VILLAS

City Manager Marrow explained Halcon Properties & Consulting, LLC prepared this CDBG grant application. The \$3,500.00 is an eligible cost for the preparation of this grant (this \$3,500.00 is part of the \$240,000.00 total grant).

Commissioner Herring motioned to approve the Planning Grant as prepared by Halcon Properties & Consulting, LLC for preparation of the CDBG application in the amount of \$3,500.00. Commissioner Cantley seconded the motion. The motion passed unanimously.

CDBG EXPERIENCED ADMINISTRATOR STATEMENT ADOPTED

Commissioner Shope motioned to adopt the Use of Experienced CDBG Administrator Statement. Commissioner Wilkinson seconded the motion. The motion passed unanimously.

**EXPERIENCED CDBG
ADMINISTRATOR STATEMENT**

The City of Oxford hereby agrees to use an experienced CDBG Administrator to administer the City's Community Development Block Grant, in the Housing Development category. Grant Number # 07-C-1681. As stated in the Funding Approval from the NC Division of Community Assistance, dated 11/5/2007, this person must have administered more than one (1) CDBG.

AGENDA SET – FEBRUARY 12, 2008

The Board of Commissioners set the agenda for the February 12, 2008 meeting.

ADJOURNMENT

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