

**NORTH CAROLINA
GRANVILLE COUNTY
CITY OF OXFORD**

**OXFORD CITY HALL, BOARD MEETING ROOM
TUESDAY, DECEMBER 9, 2008 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.
Commissioner Walter Cantley

Present also were City Attorney J. Thomas Burnette, City Manager Mark Donham 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 Al Woodlief, Jr. called the meeting to order. He recognized the Leadership Granville class who was in attendance.

Bill Johnston gave the prayer.

The Pledge of Allegiance followed the prayer.

PUBLIC COMMENT

No one from the audience wished to speak.

MAYOR'S YARD OF THE MONTH AWARD – BELINDA HANEY

Mayor Woodlief recognized December's Mayor's Yard of the Month winner, Belinda Haney. Mayor Woodlief read the certificate, which recognizes her for the

outstanding job of landscaping maintenance and overall attractiveness of 410 Hancock Street. He added a sign would be placed in the 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*. Ms. Haney was not in attendance.

**ZONING PUBLIC HEARING – CORNER OF
EASY STREET & LINDEN AVENUE**

Mayor Woodlief declared the public hearing open. The purpose of this public hearing was to allow for any comment as it pertains to rezoning the corner of Easy Street and Linden Avenue from O-I (Office-Institutional) to B-2 (Highway-Business). The Planning Board recommends approving this rezoning request.

There were not any comments.

Mayor Woodlief declared the public hearing closed.

CORNER OF EASY STREET & LINDEN AVENUE REZONED

Commissioner Williford motioned to rezone the corner of Easy Street and Linden Avenue from O-I (Office-Institutional) to B-2 (Highway-Business). Commissioner Cantley seconded the motion. The motion passed unanimously.

YOUTH ADVISORY COUNCIL DISCUSSED

Commissioner Powell noted the intent of the Youth Advisory Council is to consist of young people that will give input to the Board of Commissioners. He added that it would initially consist of students with the oversight of the superintendent, but he asked ministers and other leaders to submit names. He hopes to have this by January and asked to put this on the January agenda.

**RESOLUTION OF SUPPORT ADOPTED –
NC SAFE ROUTES TO SCHOOL PROGRAM**

Commissioner Williford motioned to adopt a Resolution of Support for the NC Safe Routes to School Program. Commissioner Shope seconded the motion. The motion passed unanimously.

**RESOLUTION OF SUPPORT AND ADMINISTRATION
FOR THE
SAFE ROUTES TO SCHOOL PROGRAM**

A RESOLUTION DECLARING THE ELIGIBILITY OF THE CITY OF OXFORD TO SUBMIT AN APPLICATION TO THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION FOR USE OF SAFE ROUTES TO SCHOOLS FUNDS SET FORTH BY SAFETEA-LU FOR THE SAFE ROUTES TO SCHOOL NON-INFRASTRUCTURE PROJECT IN THE CITY OF OXFORD AND AUTHORIZING THE MAYOR TO SIGN THIS APPLICATION.

Whereas, the City of Oxford, North Carolina, has the legal authority to apply for, receive, and administer federal, state, and other monies through the General Statutes of the State of North Carolina regarding the expenditure of federal aid to public agencies; and

Whereas, the City of Oxford, North Carolina desires to submit an application to the North Carolina Department of Transportation for Safe Routes to Schools funds set forth by SAFETEA-LU; and

Whereas, the City of Oxford, North Carolina, is participating in the North Carolina Department of Transportation's Safe Routes to Schools program set forth by SAFETEA-LU; and

Whereas, Federal monies are available under a Safe Routes to Schools program set forth by SAFETEA-LU, administered by the State of North Carolina, Department of Transportation, for the purpose of creating safer routes to schools in North Carolina; and

Whereas, after appropriate public input and due consideration, the Governing Body of the City of Oxford, North Carolina, has recommended that an application be submitted to the State of North Carolina for the Safe Routes to School Program.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF OXFORD, NORTH CAROLINA:

SECTION 1. That the City of Oxford, North Carolina, does hereby authorize the Mayor to submit an application to the North Carolina Department of Transportation for Safe Routes to Schools program funds set forth by SAFETEA-LU on behalf of the citizens of the City of Oxford, North Carolina.

SECTION 2. That the City of Oxford, North Carolina, hereby assures the North Carolina Department of Transportation that sufficient funding for the Safe Routes to School Non-Infrastructure Project is available, as the Safe Routes to Schools Program is a reimbursement program.

SECTION 3. That the City of Oxford, North Carolina, hereby assures the North Carolina Department of Transportation that sufficient funding for the operation and maintenance of the Safe Routes to School Non-Infrastructure Project will be available for the life of the project.

SECTION 4. That the Mayor of the City of Oxford, North Carolina, is authorized to sign the application to the North Carolina Department of Transportation for Safe Routes to Schools program funds set forth by SAFETEA-LU on behalf of the citizens of the City of Oxford, North Carolina. The Mayor is also authorized to submit additional information as may be required and act as the official representative of the City of Oxford in this and subsequent related activities.

SECTION 5. That the City of Oxford, North Carolina, hereby assures the North Carolina Department of Transportation that the City of Oxford, North Carolina, is willing and able to, if the Safe Routes to School Non-Infrastructure Project is selected for funding, administer all activities involved with the Safe Routes to School Non-Infrastructure Project.

ADOPTED AND PASSED by the Governing Body of the City of Oxford, North Carolina, this 9th day of December, 2008.

PERSONNEL POLICY AMENDED

Commissioner Shope, Personnel Committee Chairman motioned to adopt the amended Personnel Policy. Commissioner Williford seconded the motion. The motion passed unanimously.

The Personnel Policy amended December 9, 2008 is hereby incorporated by reference.

BUDGET AMENDMENT APPROVED – PRIVILEGE LICENSE SOFTWARE

Commissioner Wilkinson, Finance Committee Chairman, motioned to approve a budget amendment in the amount of \$10,000.00 made payable from the General Fund to fund the expense of the privilege license software. Commissioner Herring seconded the motion.

Commissioner Wilkinson noted they had not worked out the details at this time.

Commissioner Kiesow asked if hotels would be included to which Finance Director McNally noted they could be included. Commissioner Kiesow asked that this not hit the merchants hard. Commissioner Wilkinson noted the Finance Committee would meet on this again.

The motion passed unanimously.

BUDGET AMENDMENT

ACCOUNT NO.	DESCRIPTION	INCREASE	DECREASE
010442339	Outside Services	\$6,250.00	
010442445	Computer Maintenance	\$3,750.00	
010399000	Approp. Fund Balance	\$10,000.00	

APPOINTMENT – PLANNING BOARD – BETTY MOSELEY

Commissioner Kiesow motioned to appoint Betty Moseley to the Planning Board to fill a vacant position with term expiring June 2012. Commissioner Cantley seconded the motion. The motion passed unanimously.

ZONING PUBLIC HEARING SET – DOMESTIC VIOLENCE SHELTERS

Commissioner Kiesow motioned to call for a public hearing in conjunction with the January 13, 2009 Regular Session beginning at 7:00 PM in the 3rd Floor Board Room to consider amending the Zoning Ordinance in order to allow domestic violence shelters in the B-1 zoning district as a special-use. Commissioner Herring seconded the motion. The motion carried unanimously.

**JAMES C. HARRIS CONTRACTOR AWARDED UTILITY WORKS & ROAD
WORK CONTRACT FOR GARDEN PARK VILLAS**

Commissioner Williford, Property Committee Chairman, motioned to award low bidder James C. Harris Contractor for utility work and roadwork associated with the CDBG project, Garden Park Villas.

Commissioner Powell commented his concern was that sometimes the lowest bidder is that you get what you pay for; look at the sidewalks downtown. Are we getting the best thing? City Engineer Thomas noted Harris had done a fine job on previous work.

Commissioner Shope seconded the motion. The motion passed unanimously.

ECONOMIC DEVELOPMENT INCENTIVE PROGRAM ADOPTED

City Manager Donham noted the proposed program has been modeled after many communities with success. Commissioner Wilkinson commented the proposed plan would help attract industry to Oxford.

Commissioner Wilkinson motioned to adopt the Economic Development Incentive Grant Program. Commissioner Cantley seconded the motion.

Commissioner Kiesow asked if Granville County Economic Development Director Jay Tilley was involved and asked him how it felt? Mr. Tilley noted he was in favor of the policy and has in an unofficial way has placed it into use. He added it is an excellent tool for new and existing businesses. He noted he would not be in favor of the policy used to annex existing industries. Commissioner Kiesow noted this could have a big price tag on it to which the City Manager indicated that state law states that any incentive plan that is implemented by a community has to take in more money than it gives out. It is designed that the City will always have additional revenue than it is giving out; always adding to the tax base at a greater amount than what the grant is.

The motion passed unanimously.

Economic Development Incentive Program

Economic Development Grant Program

The City of Oxford Mayor and Board of Commissioners are committed to the long-range economic well-being of its citizens through the proactive creation and use of its Economic Development Grant Programs. The City's interest is to maintain an on-going progressive plan to enhance and secure job opportunities, while sustaining its existing economic health and prosperity. The City Mayor and Board of Commissioners believe strongly in maintaining a forefront position that it is ready to attain new business by soliciting and providing incentive monies that will offset the capital costs associated with an opening, expanding, or relocating a new facility.

The following Economic Development Incentive Programs address the above through the allocation of all available City resources, as the City of Oxford Mayor and Board of Commissioners deem necessary, to respond to requests from prospective businesses and developers. Development projects add new job opportunities and promote a better quality of life for our Citizens, while sustaining the integrity of the City's economy, broadening the tax base, and generating positive growth.

Economic Development Incentive Grant (Industries Only)

The Oxford Economic Development Incentive Grant Program is a set of guidelines for the administration of City resources in the inducement of industry investment via retention and recruitment. The programs created by the City Mayor and Board of Commissioners are based on North Carolina General Statutes (NCGS §158 and §160A). The intention of the Grant program is to maintain the flexibility to change with the particular needs and issues that arise on a project-to-project basis; therefore, City Board of Commissioners may apply variances to the Grant program, as they deem necessary. Nothing in this grant program is intended to be a pledge of the full faith and credit of the taxing power of the City of Oxford.

Qualification for Grant Consideration

1. To qualify for consideration for an Economic Development Incentive Grant, a company must complete the Economic Development Incentive Grant Application (Blue Form), including the Wage Calculation Worksheet. The application must be accompanied by a letter of request, on company letterhead, addressed to the City Manager and copied to the Director of Finance. A copy of the application form and draft letter can be obtained through the Economic Development Office or from the EDC's website.
2. To qualify for consideration for an Economic Development Incentive Grant, an applicant must create a minimum capital investment in new taxable buildings,

building improvements, equipment, machinery, and land improvements. The thresholds are established based on the applicant's status as an "Existing Industry" or "New Industry."

- (a) The minimum capital investment threshold to qualify for consideration for an Economic Development Incentive Grant shall be no less than Two-Million Dollars (\$2,000,000) for industries currently in the Corporate Limits of the City of Oxford or those requesting annexation into the City of Oxford to be in effect within a twelve (12) month period from grant approval. These industries are referred to as "Existing Industries."
 - (b) The minimum capital investment threshold to qualify for consideration for an Economic Development Incentive Grant shall be no less than Three Million Dollars (\$3,000,000) for industries intending to locate within the Corporate Limits of the City of Oxford or those areas being annexed into the City of Oxford within a twelve (12) month period from grant approval. These industries are referred to as "New Industries."
3. To qualify for consideration for an Economic Development Incentive Grant, an applicant must be the principal employer of persons associated with the considered capital investment. *Developers of property, speculative builders, or other applicants that do not employ persons directly associated with the capital investment are not eligible for assistance under the Economic Development Incentive Grant.*
 4. To qualify for consideration for an Economic Development Incentive Grant, an applicant must have existing, relocating, or expanding operations involved in one or more of the following activities; manufacturing, processing, warehousing, distribution, data processing, office, or tourism. *Retail operations are not eligible for assistance under the Economic Development Incentive Grant Program.*
 5. To qualify for consideration for an Economic Development Incentive Grant, a New Industry applicant must hire a minimum of Twenty (20) full-time employees (FTE) associated with the capital investment. The applicant must maintain these FTE's for the life of the grant period. *Existing industries are exempt from this provision.*
 6. To qualify for consideration for an Economic Development Incentive Grant, a New Industry applicant must pay the full-time employees (FTE), under the project, a minimum of 110% of Granville County's weekly average wage, as reported by the North Carolina Employment Security Commission (ESC). *Existing industries are exempt from this provision.*

Capital Investment Levels

Level I-a \$ 2,000,000 – \$ 4,999,999

Level I-b \$ 3,000,000 – \$ 4,999,999

Level II \$ 5,000,000 – \$14,999,999

Level III \$15,000,000 – \$29,999,999
Level IV \$30,000,000 and greater

Capital investment levels I-a, and I-b, must be reached within the first 12 months. Capital investment levels II, III, and IV must be reached prior to the disbursement of the annual grant associated with investment. If the levels are not achieved, the applicant shall be in violation of the conditions of the grant program and must repay **all** grant payments in full to the City of Oxford, unless variances were agreed to by the Oxford City Board of Commissioners.

Calculation of the Grant Funding

The Maximum Grant Amount is calculated by City staff prior to Oxford City Board of Commissioners approval and appropriation of grant monies. The amount awarded is based on the taxable capital investment over the Grant Period using a standard depreciation schedule. The amount awarded is the maximum amount of assistance that can be received by the applicant for that specific grant.

The Grant Period lasts five (5) years, beginning upon the submission of the Request for Funds Form (Green Form) and confirmation of all qualifying criteria. The Maximum Grant Amount will be paid in equal amounts. The Grant Factor is part of the calculation in determining the Grant Amount (see example below). The Grant Factor varies depending on the Capital Investment Level and as adopted annually by the Oxford City Board of Commissioners. The current year's Grant Factor Table (*see Appendix A*) is attached to each year's Request for Funds Form and used to determine the correct calculation.

- A **Level I-a** is reserved for qualifying Existing Industry *only* and the Grant Period lasts five (5) years.
- A **Level I-b** is reserved for qualifying New Industry *only* and the Grant Period lasts five (5) years.
- A **Level II** is for all qualifying industries and the Grant Period lasts five (5) years.
- A **Level III** is for all qualifying industries and the Grant Period lasts five (5) years.
- A **Level IV** is for all qualifying industries and the Grant Period lasts five (5) years.

(Assessed Value of Capital Investment) x (Grant Factor) = (Maximum Grant Amount)

(Maximum Grant Amount) / (Term of Grant) = (Annual Payment)

Example:

\$30,000,000 x .022 = \$660,000 Maximum Grant Amount

\$660,000 / 5 years = \$132,000 Maximum Annual Grant Payment

\$2,000,000 x .014 = \$27,500 Maximum Grant Amount

$\$660,000 / 5 \text{ years} = \$5,500 \text{ Maximum Annual Grant Payment}$

Qualification for Grant Payment

1. To qualify for consideration for an Economic Development Incentive Grant, an applicant must supply an itemized list of machinery and equipment for each project considered at the time of fund request. Fund Request Forms, which do not differentiate items associated with the considered capital investment, *may* not be considered for assistance under the Economic Development Incentive Grant Program.
2. Only one (1) grant will be awarded and funded per project, including all associated building and land improvements, machinery and equipment purchased or relocated, and jobs created or relocated.
3. To receive any grant monies, a recipient company must be in good standing with the City of Oxford in regards to all taxes, fees, utilities, ordinances, etc.
4. Grant payments will *only* be made when the minimum investment of new buildings, equipment and improvements have been completed and the recipient company has agreed to the assessed value of the qualifying capital investment, unless the Oxford City Board of Commissioners agreed to variances.

Recommended Grant Factors For FY 2008-2009

Level IV	.022
Level III	.019
Level II	.017
Level I-b	.014
Level I-a	014

PUBLIC SAFETY ANALYSIS DISCUSSED

Mayor Pro Tem Herring, Public Safety Committee Chairman, noted the Committee looked at the feasibility of an analysis. The need for this study is based on the development of areas around the City that currently need and will need police and fire services. These new developments include Oxford Park, the new Super Wal-Mart, and the Triangle North Corporate Center. In looking at the preliminary figures for providing the location and cost of new fire facilities, police and fire staffing, and equipment, in conjunction with reviewing our current projected revenues, there is a need for a thorough evaluation of how these services are to be provided. Looking at our budget and future

revenues, funds may not be available to build or staff a new fire station and make increases in needed police personnel. This comprehensive study will look at both police and fire services to see how they can effectively meet the needs of our growth within our projected revenues. The study is estimated to cost \$40,000.

Mayor Pro Tem Herring motioned to conduct a public safety analysis. Commissioner Powell seconded the motion.

Commissioner Cantley issued a substitute motion to hold off on the public safety analysis for a few months in order to better evaluate the situation. He asked to see if the City has the expertise in house to conduct the study before it spends \$40,000. He recognized the critical financial situation in this country.

Commissioner Wilkinson seconded the substitute motion. Commissioners Shope, Kiesow, Wilkinson, Williford and Cantley voted in favor of the substitute motion. Commissioners Herring and Powell voted against the motion. The motion passed 5-2.

Mayor Pro Tem Herring noted the issue brought up by Commissioner Cantley was discussed at the Public Safety Committee meeting and added the longer the study is put off the more it will cost.

Mayor Woodlief noted some positions would be changing over the coming months and added this study would lead the city in the right direction. He added a study has never been done. He added the City will have to build an annex fire department. He believes that putting the study off is a great mistake. He suggested taking the money out of the outside fire protection revenue to pay for the study.

Commissioner Wilkinson commented he had not seen any evidence that the City would need a substation for the fire department. He stated the Board needs to discuss

this. He believes the City may have the staff and expertise to analyze the situation and added the City needs to look after its budget.

Commissioner Williford suggested allowing 30 days to meet again and to make a decision.

Mayor Pro Tem Herring asked to set up a Public Safety Committee meeting and Mayor Woodlief asked that the insurance representatives be in attendance.

Commissioner Kiesow asked that the study include the number of professional and volunteers needed.

Commissioner Powell asked what will be done by the next board meeting to which Mayor Pro Tem Herring noted he would like a clear understanding from the commissioners who have concerns and questions, so that all information is available to answer these concerns and questions. He recognized the City has not increased public safety personnel to manage the additional workload.

OXFORD PARK ATHLETIC COMPLEX – OFFICIAL NAME

Commissioner Kiesow motioned to approve Oxford Park Athletic Complex as the official name for the new park located on Horner Siding Road. Commissioner Shope seconded the motion. The motion passed unanimously.

DEMOLITION ORDINANCE ADOPTED – 310 MCCLANAHAN STREET

Mayor Pro Tem Herring motioned to adopt a demolition ordinance for 310 McClanahan Street. Commissioner Cantley seconded the motion. The motion passed unanimously.

ORDINANCE NO. 08-12-01
ADOPTED: 12-09-08
EFFECTIVE: UPON ADOPTION

**AN ORDINANCE DIRECTING THE HOUSING CODE OFFICER
TO DEMOLISH THE PROPERTY HEREIN DESCRIBED
AS UNFIT FOR HUMAN HABITATION
AND DIRECTING THAT A NOTICE BE PLACED THEREON THAT
THE SAME MAY NOT BE OCCUPIED UNTIL DEMOLISHED.**

WHEREAS, the Board of Commissioners of the City of Oxford finds that the property described herein is unfit for human habitation under the City Housing Code, and that all of the provisions of the Housing Code have been complied with as a condition of the adoption of this ordinance; and

WHEREAS, said structure should be demolished as directed by the Housing Code Officer and should be placarded by placing thereon a notice prohibiting use for human habitation; and

WHEREAS, the owners of said structure have been given a reasonable opportunity to bring the structure up to the standards of the Housing Code in accordance with G.S. 160A-443(5) pursuant to an order issued by the Housing Code Officer on August 25, 2008, and the owners having failed to comply with the order;

NOW, THEREFORE, be it ordained by the Board of Commissioners of the City of Oxford, that:

Section 1. The Housing Code Officer is hereby authorized and directed to place a sign containing the legend:

"This building is unfit for human habitation; the use of or occupancy of this building for human habitation is prohibited and unlawful."

on the building located at the following address: 310 McClanahan Street, Oxford, North Carolina; Owner(s): Dinah Henderson Heirs, c/o Chris Towler, 3150 Lewis Road, Oxford, NC 27565

Section 2. The Housing Code Officer is hereby authorized and directed to demolish the above-described structure in accordance with her order to the owner thereof dated the 9th day of December, 2008, and with the Housing Code and G.S. 160A-443.

Section 3. It shall be unlawful for any person to remove or cause to be removed said placard from any building to which it is affixed. It shall likewise be unlawful for any person to occupy or to permit the occupancy of any building therein described to be unfit for human habitation.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this 9th day of December, 2008.

GOVERNOR'S CRIME COMMISSION GRANT APPROVED

Mayor Pro Tem Herring motioned to apply for and to use existing funds in the amount of \$5,264.44 from the Police Department's budget for matching funds to the 2009 Governor's Crime Commission Grant. Commissioner Powell seconded the motion. The motion passed unanimously.

**PORTION OF LITTLEJOHN STREET PARKING LOT CLOSED –
WALK FOR A CURE FOR BREAST CANCER**

Commissioner Williford motioned to close a portion of the parking lot on Littlejohn Street from 8:30 AM to 11:00 AM on Saturday, December 13, 2008 for a "Walk for a Cure for Breast Cancer" sponsored by the Oxford Parks & Recreation Department. Commissioner Powell seconded the motion and carried unanimously.

**RESOLUTION ADOPTED – GRANT ASSISTANCE
FROM NC RURAL ECONOMIC DEVELOPMENT CENTER**

City Manager Donham noted matching funds for FY 2009 have been budgeted.

Commissioner Shope motioned to adopt a resolution to show intention to request grant assistance from the Supplemental Grants Program administered by the NC Rural Economic Development Center. Mayor Pro Tem Herring seconded the motion. The motion carried unanimously.

**SUPPLEMENTAL PROGRAM
AUTHORIZING RESOLUTION BY THE BOARD OF COMMISSIONERS
CITY OF OXFORD, NORTH CAROLINA**

WHEREAS, In the summer of 2008, the North Carolina General Assembly included a \$50 million appropriation to the North Carolina Rural Economic Development Center in the FY2007-2009 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 Sanitary Sewer Rehabilitation Project; and

WHEREAS, The City of Oxford intends to request grant assistance from the Supplemental Grants Program for the project;

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

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

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

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

That Alvin Woodlief, Jr., Mayor 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 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 9th day of December, 2008 at Oxford, North Carolina.

INTENT TO APPLY FORM – MAYOR AUTHORIZED TO SUBMIT

Commissioner Wilkinson motioned to authorize the Mayor to submit “Intent to Apply Form” for matching grant funding through the NC Rural Economic Development Center for a Supplemental Grants Program. Commissioner Williford seconded the motion and carried unanimously.

SCHOOL RESOURCE OFFICER APPROVED FOR MARY POTTER

Commissioner Powell placed this item on the agenda.

Mayor Pro Tem Herring, Public Safety Committee Chairman noted this item was discussed at the Public Safety Committee meeting and recommends approving this request because funding will come from other sources.

Commissioner Powell stated that a suggestion was made for a three-way funding process to occur among the Sheriff's Department, Police Department and the Granville County School System for providing an in-house police officer at Mary Potter. He added this would assist in the educational process. The officer will work to establish a relationship with the students. The school board will pay for this process this year and are requesting a three-way funding venture next fiscal year.

Superintendent Tim Farley informed there are school resource officers in all the high schools. He noted he has initiated conversations with the City of Creedmoor to assist in covering the southern end. The school system will pay for the rest of the year and is asking for a three-way split for the fall.

Commissioner Shope asked Police Chief Wolford if he had the manpower to supply an officer to the school to which the Police Chief responded he believes this is one of the most important things they could do and would make it work.

Commissioner Powell asked the total salary for the officer to which the Police Chief stated \$43,000 - \$48,000 annually. He asked why the Board was waiting to make a determination on next year. Commissioner Cantley stated the school board would pay this year and noted the issue would need to be revisited. Mayor Pro Tem Herring clarified that the issue brought up was for this year and there was no discussion for next year at the Public Safety Committee meeting.

Mr. Farley explained the school has had some issues after hours due to gang activities in the area. He believes an SRO will educate youngsters and provide a positive role model as a police officer in the building. He stated he does not have a problem with safety at Mary Potter; he sees linkage in the community taking place after school.

Eddie McCoy of 408 Kingsbury Street asked who would the police officer work under to which Police Chief Wolford explained the position requires a special person because they are essentially law enforcement officers first and respond to a law enforcement agency and they work in an educational environment therefore they respond to the administrative staff at the school. It is a significant working relationship.

Mayor Pro Tem Herring motioned to approve a school resource safety officer at Mary Potter for the rest of the school year and funding be provided by the Granville County School System. Commissioner Powell seconded the motion. The motion passed unanimously.

CONSENT AGENDA APPROVED

A. MEETING MINUTES

Mayor Pro Tem Herring motioned to approve meeting minutes of November 3 & 18, 2008. Commissioner Williford seconded the motion. The motion passed unanimously.

B. FINANCIAL REPORT – NOVEMBER 2008

Finance Officer Stephen McNally supplied the Board with a copy of the November 2008 financial report that included General Fund actual revenues of \$382,803 actual expenses of \$644,597; Water Fund actual revenues of \$327,954, and actual expenses of \$322,326 and Other actual revenues of \$393,452 and actual expenses of

\$330,796. The subtotals to date are General Fund actual revenues of \$3,163,525 and actual expenses of \$3,159,808; Water Fund actual revenues of \$1,755,048 and actual expenses of \$1,679,368; Other actual revenues of \$1,772,724 and actual expenses of \$1,305,920. 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.

CLOSED SESSION – CONTRACT

At 7:55 PM, on a motion by Commissioner Wilkinson, seconded by Commissioner Powell, the Board voted to go into Closed Session according to G.S. 143-318.11 to discuss a contract. The motion passed unanimously.

On a motion by Commissioner Wilkinson, seconded by Commissioner Williford, the Board voted unanimously to return open session (8:42 PM).

ADJOURNMENT

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