

**NORTH CAROLINA
GRANVILLE COUNTY
CITY OF OXFORD**

**OXFORD CITY HALL, BOARD MEETING ROOM
TUESDAY, FEBRUARY 10, 2009 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 Paul F. Kiesow
Commissioner A. Chance Wilkinson
Commissioner Robert B. Williford, Sr.

Absent: Commissioner Stephen C. Powell
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.

Mayor Pro Tem Herring gave the prayer.

The Pledge of Allegiance followed the prayer.

MAYOR'S YARD OF THE MONTH AWARD – JEFFERY & JUDY BRUMMITT

Mayor Woodlief recognized February's Mayor's Yard of the Month winners, Jeffrey and Judy Brummitt. Mayor Woodlief read the certificate, which recognizes them for the outstanding job of landscaping maintenance and overall attractiveness of 601 Sunset Avenue. He added a sign would be placed in the 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*. Mrs. Brummitt was present to accept the award.

RETIREMENT RECOGNITION – GARY WARD

Mayor Woodlief presented Gary Ward on behalf of the Board of Commissioners and the citizens of Oxford a plaque recognizing him on his retirement for 30 years of service (5-22-80 to 3-28-90 and 8-27-90 to 2-1-09) with the Police Department. Police Chief John Wolford issued him his service weapon and badge.

RETIREMENT RECOGNITION – DON JENKINS

Mayor Woodlief presented Don Jenkins on behalf of the Board of Commissioners and the citizens of Oxford a plaque recognizing him on his retirement (10-18-99 to 2-1-09) from the Human Resources Department. His wife, Ellen Jenkins stood with him.

RETIREMENT RECOGNITION – LARRY THORNTON

Mayor Woodlief presented Larry Thornton on behalf of the Board of Commissioners and the citizens of Oxford a plaque recognizing him on his retirement (9-3-87 to 1-1-09) for his years of service in the Water, Parks and Street Departments. His wife, Shelia Thornton and Reverend Phillip Betts stood with him.

RETIREMENT RECOGNITION – BUTCH BALL

Mayor Woodlief presented Butch Ball on behalf of the Board of Commissioners and the citizens of Oxford a plaque recognizing him on his retirement for 30 years of service (2-22-79 to 3-1-09) with the Fire Department.

RETIREMENT RECOGNITION – LANNY DILLEHAY

Mayor Woodlief read on behalf of the Board of Commissioners and the citizens of Oxford a plaque recognizing Lanny Dillehay for his years of service (6-24-99 to 1-16-09) with the Fire Department. Lanny was not present.

RETIREMENT RECOGNITION – ALWIN BASDEN

Mayor Woodlief read on behalf of the Board of Commissioners and the citizens of Oxford a plaque recognizing Alwin Basden for his years of service (1-1-04 to 2-1-09) with the Wastewater Treatment Plant. Alwin was not present.

PUBLIC COMMENT – EDDIE MCCOY

Eddie McCoy of 408 Kingsbury Street asked the Board of Commissioners to discuss what they are doing as far as getting money from the federal government. He asked about allowing the Mayor to go to Washington to try and get some money. Mayor Woodlief informed that they are currently in the process of completing an appropriations request that will be hand delivered to Representative Butterfield's office by March 6th. He believes the Kerr Lake Regional Water Plant is a good shot at receiving funds because it serves four counties. Infrastructure (like replacing older water and sewer lines) will be included and added they tried to include recreation, but people are looking for work right now.

**PUBLIC COMMENT – INTERVENTION PROGRAM –
CONTROL GYPSY MOTH INFESTATION**

The North Carolina Department of Agriculture is proposing an intervention program to control a gypsy moth infestation. Two miles north east of Oxford between the Oxford Henderson Airport and the Oxford Park residential development, they are proposing two aerial applications during the spring of 2009. The area to be sprayed

consists of 1,582 acres. They will be using the biological pesticide *Bacillus thuringiensis kurstaki* (Bt). The project uses techniques that are both environmentally safe and cost effective.

No one wished to speak on this issue.

Commissioner Wilkinson motioned to give Oxford's blessing on the intervention program to control a gypsy moth infestation. The motion passed unanimously.

PUBLIC HEARING – RESIDENTIAL STORMWATER DRAINAGE POLICY

Mayor Woodlief opened the public hearing for comment. The purpose of this hearing was to allow for comment as it pertains to adopting a residential Stormwater drainage policy. Due to not having an existing Residential Stormwater Drainage Policy and the request of residents for the City to provide drainage improvement on private property, the staff has developed an Existing Residential Stormwater Drainage Policy. Inherent in this policy is the protection of the City against assuming liability for drainage problems for which the City is not responsible. It also provides a way for the City to participate with citizens to improve drainage problems that meets criteria established in the policy. These issues relate to downstream erosion safety issues and upstream ponding issues that cause damage to homes. This policy stipulates that the resident must participate in the cost of and accept maintenance and responsibility for the improvement.

Commissioner Kiesow, Chairman of the Public Works Committee recommended adopting the policy because it was similar to what had been done before in which that the citizen would pay for the piping and materials and the city would provide labor and equipment (if already have it).

Tom Wright of 510 Cherry Street noted his property is on the corner of Cherry and Harris and recognized a situation that occurs during a large rain is that water crosses over top of the property. The property was surveyed and two 24” storm drain pipes go into one storm drain and feed out of one storm drain box. This creates backflow of the water flow. Will this policy eliminate the possibility of getting this taken care of? City Manager Donham noted streets flooding would be taken care of by the stormwater program. The proposed policy deals with water flowing across private property. Mr. Wright noted that this is his neighbor’s problem and it was under the impression that the City was saying that it was not responsible. Mayor Woodlief noted if it is private then the property owner would have to take care of and suggested contacting City Engineer Larry Thomas so he could come out and look at the situation.

Commissioner Wilkinson noted he has a storm grate on his property and there is an easement for the storm drain. He asked if the pipe collapses (which it has done before), would this be his responsibility because it is on private property? City Manager Donham noted the policy is written so that the City will participate if it meets the criteria, it is up to the landowner to maintain it. Commissioner Wilkinson noted he did not know if he had the right to fix the pipe without the City’s permission and added the City put the pipe in. City Manager Donham noted the policy is good in the sense that it deals with city property versus private property.

There being no further comments or questions, Mayor Woodlief closed the hearing.

RESIDENTIAL STORMWATER DRAINAGE POLICY ADOPTED

Commissioner Kiesow motioned to adopt the Residential Stormwater Drainage Policy. Commissioners Shope, Kiesow, Herring and Williford voted in favor of the motion. Commissioner Wilkinson voted against. The motion passed 4-1.

CITY OF OXFORD

STORM DRAINAGE POLICY FOR SINGLE FAMILY DWELLING

A properly functioning stormwater drainage system transmits stormwater downstream in a reasonable time, in a safe manner, and with no permanent property damage. Each of these factors are dependent on the nature and extent of the storm event.

The City is responsible for maintaining stormwater drainage systems in its street rights-of-way. Property owners are responsible for maintaining stormwater and any related structures on their property.

EXISTING SYSTEMS

The City of Oxford will take any action which the City deems reasonably necessary to mitigate the effects of storm drainage systems within the City's right-of-ways onto adjacent property. Such action is solely limited to the City's obligations with respect thereto pursuant to the laws of the State of North Carolina. Any action taken by the City shall be designed to prevent erosion and property damage to the degree that the City Engineer deems appropriate under the circumstances. On private property involving drainage ways that receive run-off from a publicly maintained street right-of-way, the "material cost policy" shall be provided to help residential property owners resolve issues dealing with safety or property damage caused by ponding upstream, erosion downstream, and/or maintenance issues related City drainage structures.

The material cost policy is as follows: The City of Oxford offers residential property owner's assistance with drainage improvements on private property by furnishing all labor and City owned equipment at no cost to the property owner. The property owner must provide, at no cost to the City, all necessary easements, both temporary and permanent and of whatever nature, for construction and maintenance. Additionally, the property owner must pay for all materials, plus any equipment rental needed. Any necessary tree removal and debris disposal costs involving private property will be the property owner's responsibility. The property owner, and not the City, shall be responsible for maintaining all appropriately installed structures and materials on their property.

This policy shall apply to existing residential properties only. No commercial, industrial, or proposed/under construction residential developments or lots are included. Yard grading, either cut or fill, tree and vegetation removal from drainage ways, piping of ditches, French drain installation, and other minor flow improvements are not included.

POLICY APPEAL PROCESS

Any determinations by the City Engineer may be appealed to the City Manager for additional review, if the request is found to be outside the provisions of the policy.

Nothing contained in this policy shall be deemed or construed to increase or enlarge the City's legal obligations with respect to any matter contained herein. Any property owner who shall apply for services pursuant to this Policy shall acknowledge, in writing, the limit of the City's obligations with respect to the matters contained herein.

YOUTH ADVISORY COUNCIL

Due to the fact that Commissioner Powell was unable to attend the meeting, this item will be placed on March's agenda.

HIX FACILITY BATHROOM PROPOSAL

Due to the fact that Commissioner Powell was unable to attend the meeting, this item will be placed on March's agenda. Mayor Woodlief asked that a Recreation Committee meeting be scheduled to discuss this issue.

AUDIT REPORT FOR FY 2007-2008

Jim Winston of Winston, Williams, Creech & Evans noted the City had a good year, but added as 2009 ends the numbers will be reflective of the economy. He asked the Board to be cautious as they prepare next year's budget. He presented the following report:

Summary



- The City of Oxford received an unqualified opinion for June 30, 2008
- The City of Oxford again received the Certificate of Excellence in Financial Reporting for the year ended June 30, 2007 and submitted the June 30, 2008 report to GFOA



GASB #34 Highlights

- Statement of Net Assets-page 36

	<u>2007</u>	<u>2008</u>
Total assets	\$ 36,129,775	\$ 35,117,165
Total liabilities	<u>\$ 11,987,919</u>	<u>\$ 11,835,458</u>
Net Assets	\$ 24,141,856	\$ 23,281,706

Note: The City took a write off of \$1,986,000 of old assets that were in the old wastewater treatment plant. This impact is illustrated throughout the presentation.

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GASB #34 Highlights

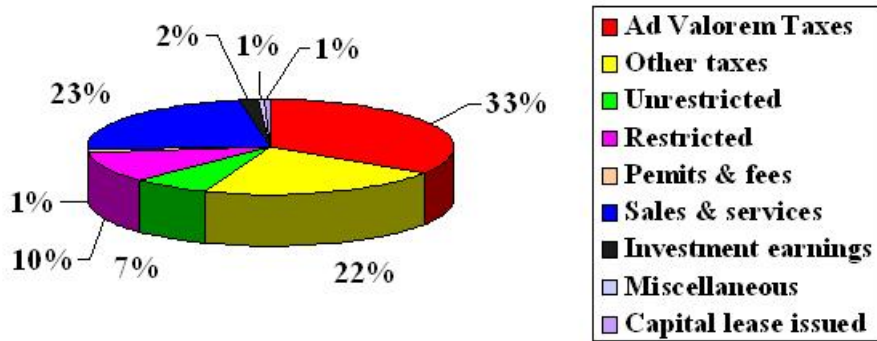
- Statement of Activities-page 37

	<u>2007</u>	<u>2008</u>
Revenues	\$ 11,302,215	\$ 11,866,771
Expenditures	<u>10,326,397</u>	<u>12,726,921</u>
Increase in Net Assets	\$ 975,818	\$ (860,150)

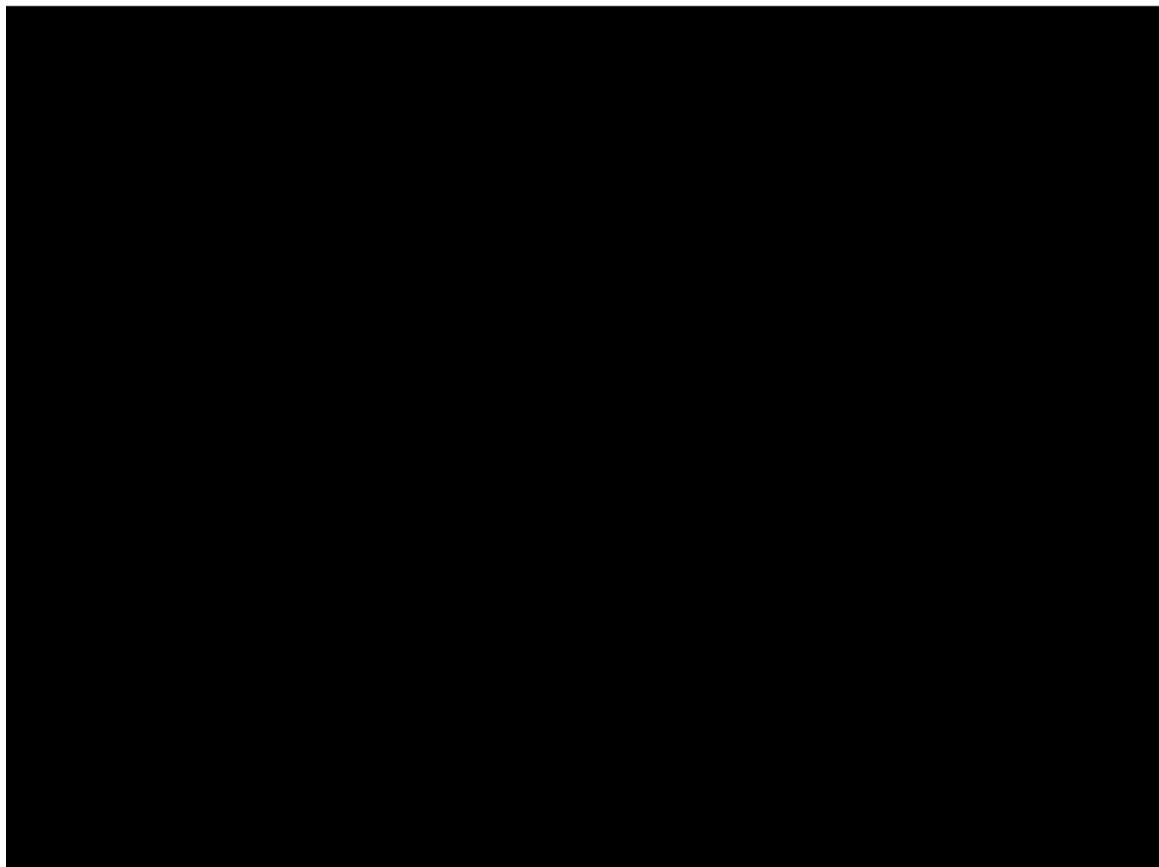
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Governmental Fund Revenues

page 41

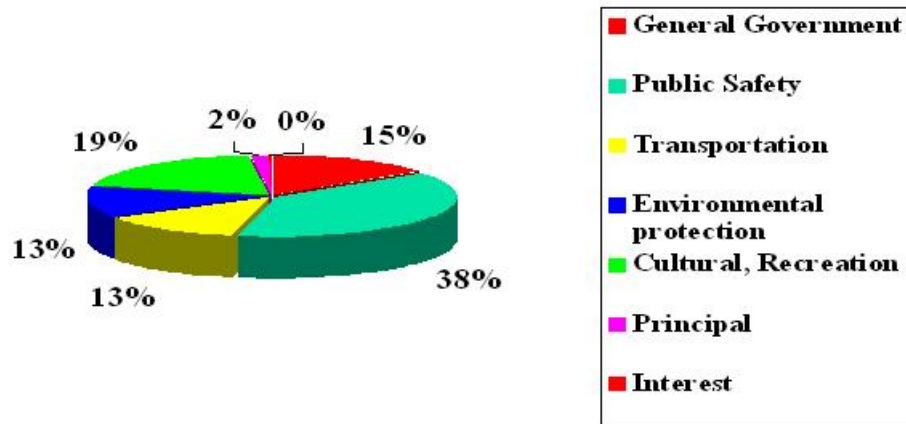


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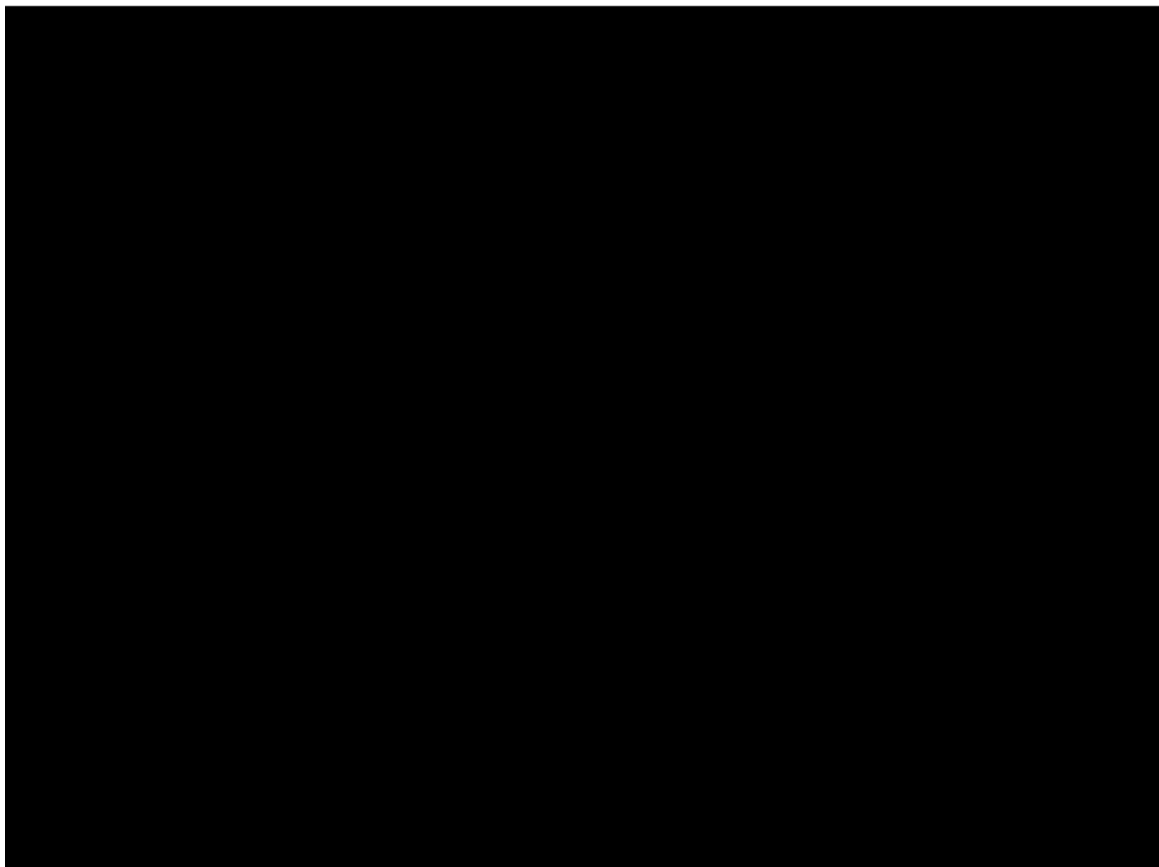


Governmental Fund Expenditures

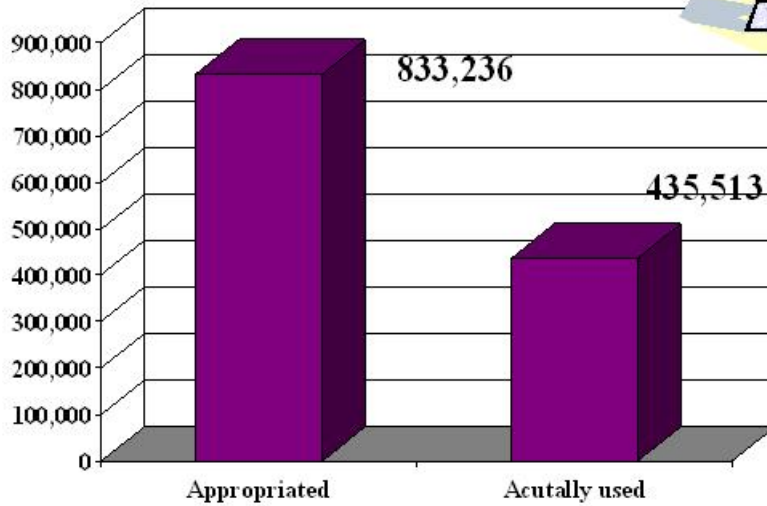
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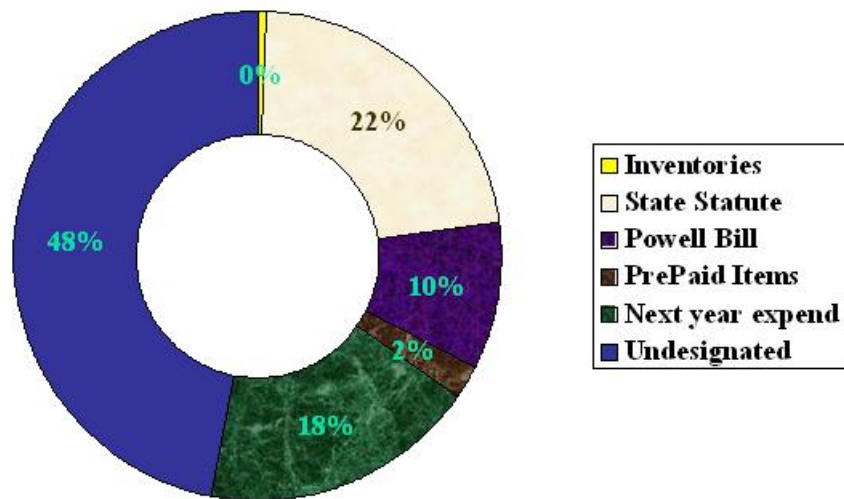


Appropriated Fund Balance- Budget vs. Actual



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General Fund - Fund Balance

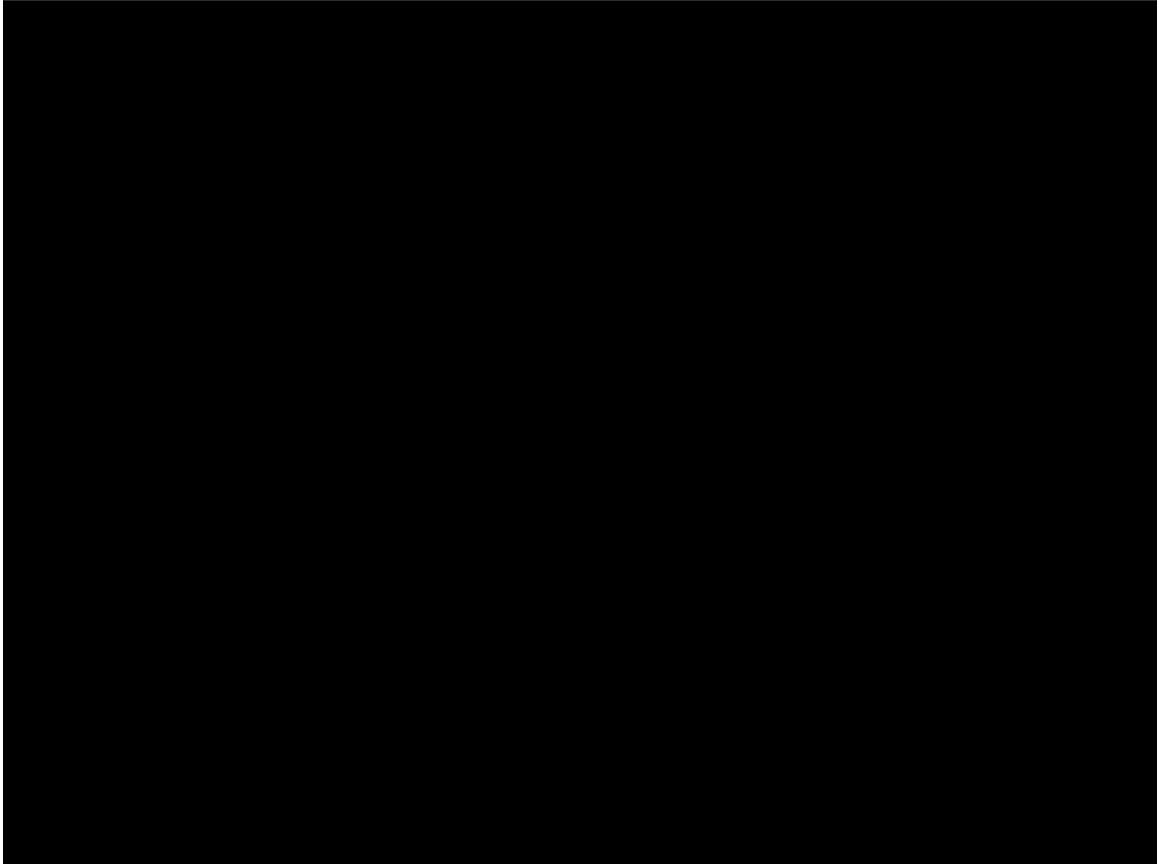


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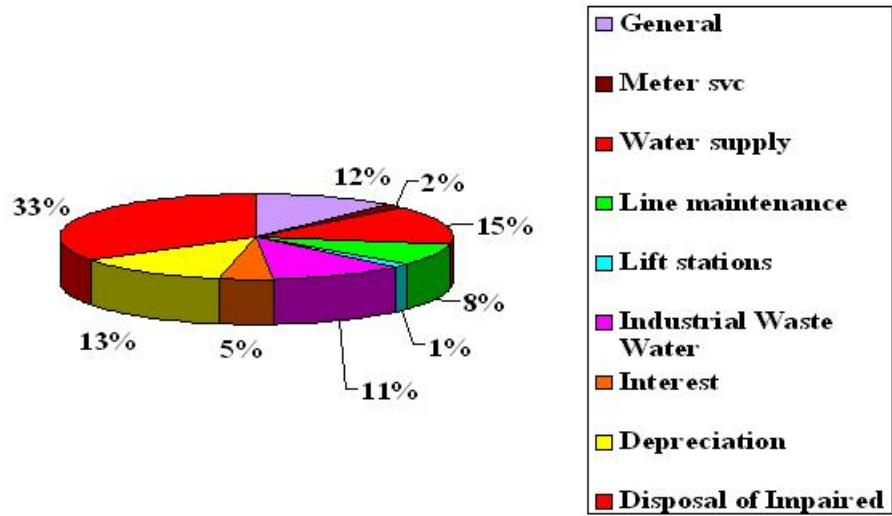
FUND BALANCE AS % OF EXPENDITURES

<ul style="list-style-type: none"> ■ UNRESERVED FUND BALANCE ■ MINIMUM AMOUNT REQUIRED 8% ■ STATEWIDE AVERAGE ■ STATEWIDE % OF FUND BALANCE AVAILABLE OF EXPENDITURES ■ UNRESERVED FUND BALANCE ACTUAL % OF EXPENDITURES 	<p style="text-align: center;"><u>2008</u></p> <p>1,407,174</p> <p>638,000</p> <p>2,302,791</p> <p>65.39 %</p> <p>18 %</p>
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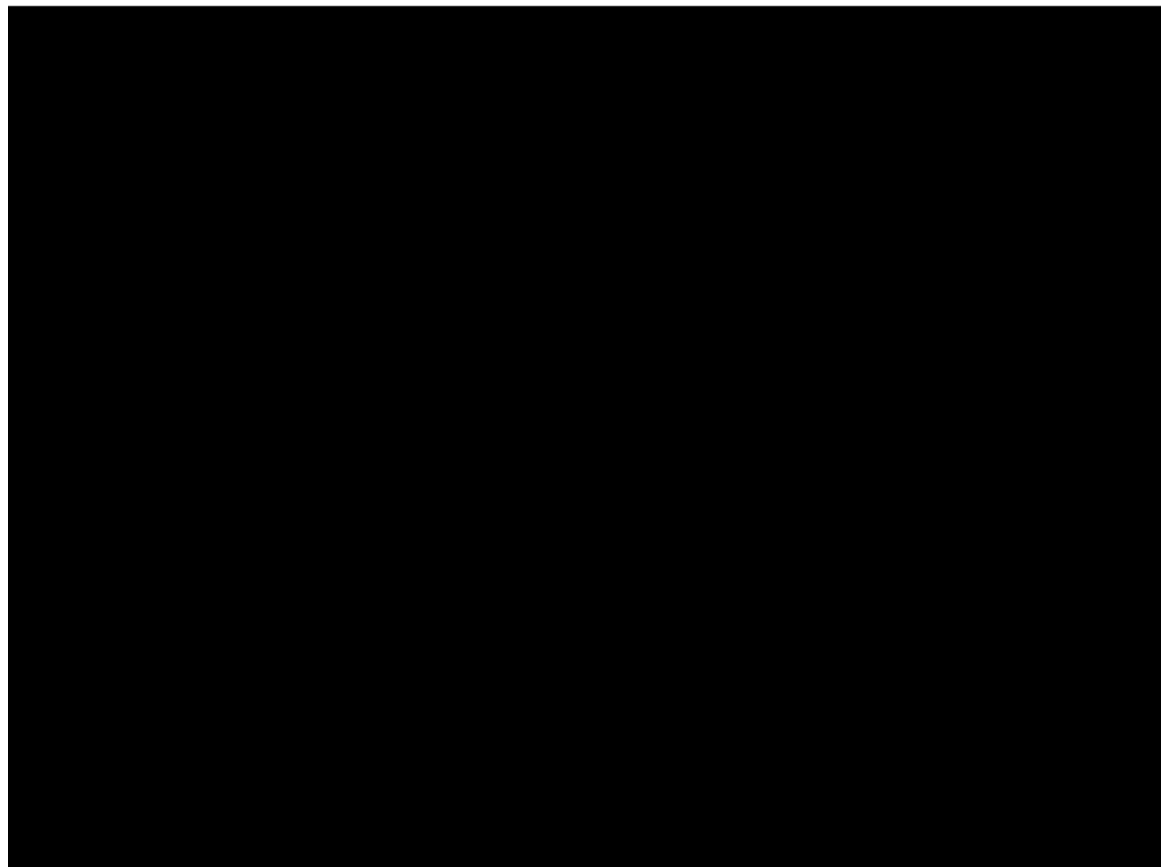


Proprietary Expenditures

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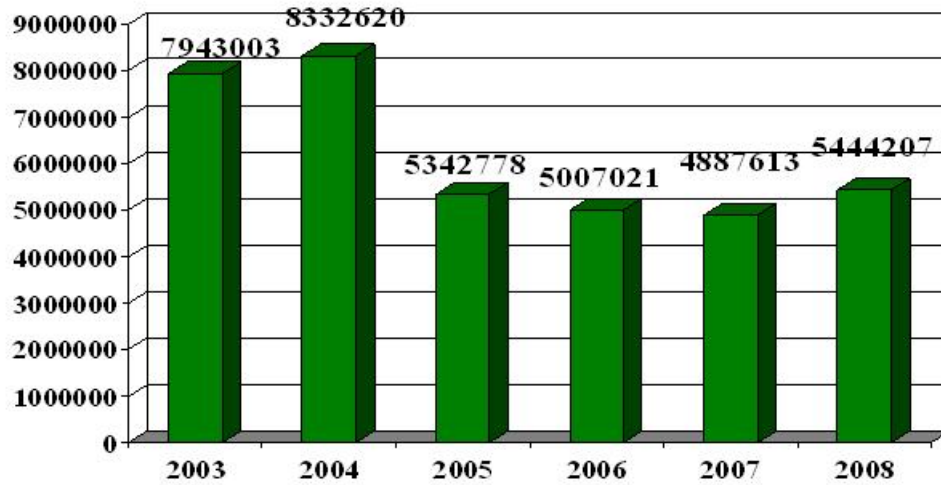


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Cash

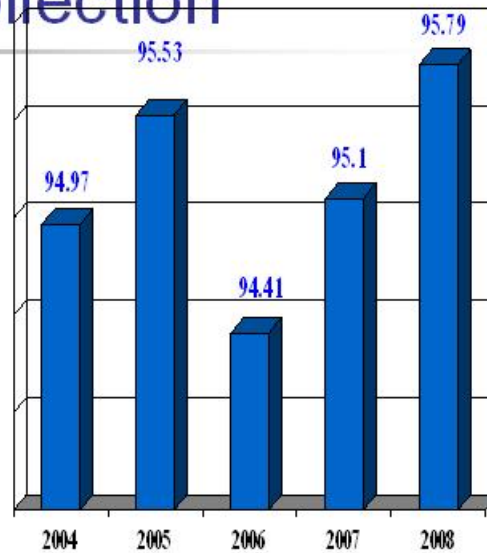
Balances at June 30



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Tax Levy & Collection

- 2004 2,215,799
- 2005 2,231,929
- 2006 2,321,052
- 2007 2,429,974
- 2008 2,511,105



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Commissioner Wilkinson, Finance Committee Chairman thanked those involved with the budget and the audit and recognized the City would need to be conservative.

1ST ANNUAL AFRICAN AMERICAN CULTURAL DAY APPROVED

Phyllis Coley, Publisher of Spectacular Magazine and Event Planner, 114 W. Parrish Street, Durham was present. Mayor Woodlief noted she had come before the Board with this request in August 2008 and added that she would need to go through the County Extension Service in order to receive water and sewer service. He noted the Board could not bare the cost of \$350 for the portajohns.

Ms. Coley requested to change the parade route by going from Main to Hillsboro then down to Orange Street and come back to Spring Street. Police Chief Wolford commented they could work out the parade route.

Ms. Coley asked to send the minutes of this meeting to the County and asked that the Board and/or member of the Board be present for the opening ceremony in order to present the proclamation. Mayor Woodlief noted he or Mayor Pro Tem Herring would present the proclamation.

Mayor Pro Tem Herring motioned to approve the parade (route to be determined by the Police Chief); closing Spring Street (between Main Street and Linden Avenue) for a festival on Saturday, April 4, 2009 between the hours of 8:00 AM to 7:00 PM, and provide trash removal, street cleanup, police protection, barricades, permits and proclamation proclaiming April 4, 2009 as the 1st Annual African American Cultural Day. The motion passed unanimously.

ZONING PUBLIC HEARING SET – PERMIT CHURCHES IN B-1 ZONING DISTRICT AS A SPECIAL USE PERMIT

Mayor Pro Tem Herring motioned to call for a public hearing in conjunction with the March 10, 2009 Regular Session beginning at 7:00 PM in the 3rd Floor Board Room to consider amending the Zoning Ordinance to permit churches in the B-1 Zoning District as a special use permit. The motion carried unanimously.

PUBLIC HEARING SET – AMEND SUBDIVISION ORDINANCE TO INCLUDE THOROUGHFARE RIGHT-OF-WAY PRESERVATION PLAN

Commissioner Wilkinson motioned to call for a public hearing in conjunction with the March 10, 2009 Regular Session beginning at 7:00 PM in the 3rd Floor Board Room to consider amending the Subdivision Ordinance to include a Thoroughfare Right-of-Way Preservation Plan. The motion passed unanimously.

DEMOLITION ORDINANCE ADOPTED – 232 LANIER STREET

Mayor Pro Tem Herring motioned to adopt a demolition ordinance for 232 Lanier Street. The motion carried unanimously.

ORDINANCE NO. 09-02-01
ADOPTED: 02-10-09
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 September 2, 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: 232 Lanier Street, Oxford, North Carolina; Owner(s): Patricia Thomas, 417 Sycamore Street, 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 10th day of February, 2009, 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 the tenth day of February, 2009.

Adopted this 10th day of February, 2009.

**ZONING BOARD OF ADJUSTMENT APPOINTMENT –
RUNNING BEAR KNIGHT**

Commissioner Williford motioned to appoint Running Bear Knight to the Zoning Board of Adjustment to fill an alternate vacant position expiring February 2012. The motion passed unanimously.

**BUDGET AMENDMENT APPROVED –
DEMOLITION OF 310 MCCLANAHAN STREET**

Commissioner Shope motioned to approve a budget amendment in the amount of \$2,200.00 made payable from the General Fund to fund the demolition of 310 McClanahan Street. The motion carried unanimously.

BUDGET AMENDMENT

ACCOUNT NO.	DESCRIPTION	INCREASE	DECREASE
010490470	Demolition of Buildings	\$2,200.00	
010399000	Approp Fund Balance	\$2,200.00	

**RESOLUTION ADOPTED – SUPPORT VETERAN GOVERNMENT BOND,
STAMP & COIN PROGRAM**

Commissioner Shope motioned to adopt a resolution to honor our veterans via a Veteran Government Bond, Stamp and Coin Program. The motion carried unanimously.

**Resolution of Support For Veteran
Government Bond, Stamp, and Coin Program**

WHEREAS, the nation is blessed with men and women who voluntarily swear an oath to defend the Constitution of the United States of America against all enemies, foreign, and domestic; and

WHEREAS, these men and women make great personal sacrifices in the name of our Constitution thereby ensuring the perpetuation of our individual liberties; and

WHEREAS, these same men and women voluntarily make great personal sacrifices to carry democracy and extend the freedoms we enjoy to the underprivileged of the world; and

WHEREAS, some of these men and women will incur great personal hardships and catastrophic injury in the performance of their duties; and

WHEREAS, we feel duty bound to honor, support, and provide relief to these warriors and their families;

NOW, THEREFORE, the City of Oxford Board of Commissioners does hereby resolve its total and unequivocal support of an initiative implementing a new government bond, stamp, and coin program, the proceeds from which shall be used exclusively for those warriors and their families who have born the brunt of preserving our freedoms and extending those freedoms throughout the world.

Adopted this tenth day of February 2009.

**BUDGET AMENDMENT APPROVED - CONTRACT WITH DEWBERRY &
DAVIS FOR 30-YEAR MASTER PLAN FOR WATER & WASTEWATER
APPROVED**

Commissioner Kiesow, Public Works Committee Chairman, motioned to approve a budget amendment in the amount of \$35,000.00 made payable from the Water Fund to fund a 30-year master plan for water and wastewater. The motion carried unanimously.

BUDGET AMENDMENT

ACCOUNT NO.	DESCRIPTION	INCREASE	DECREASE
030932926	Water Fund Master Plan	\$35,000.00	
030399000	Approp Fund Balance	\$35,000.00	

**BUDGET AMENDMENT APPROVED – RURAL CENTER PROJECT GRANT –
SANITARY SEWER REHABILITATIONS**

Commissioner Kiesow, Public Works Committee Chairman, motioned to amend the Water Fund budget to consolidate budgeted projects, \$400,000.00 in grant funds and an additional \$200,000.00 in appropriated balance into one Water/Sewer capital project and recognize the receipt of proceeds of the Rural Center project grant. The motion carried unanimously.

BUDGET AMENDMENT

ACCOUNT NO.	DESCRIPTION	INCREASE	DECREASE
031925926	Water Line Replacement		\$10,000.00
031926926	Replace 8” Outfall		\$40,000.00
031927926	Replace 8” Outfall		\$30,000.00
031928926	Replace Outfall near Sun		\$20,000.00
031372160	Rural Center Project Grant	\$400,000.00	
031375000	Transfer From Water	\$200,000.00	
031929926	Rural Center Project	\$700,000.00	
030399000	Approp Fund Balance	\$200,000.00	
030829551	Funding Capital Improvem.	\$200,000.00	

RESOLUTION & PROJECT BUDGET ORDINANCE ADOPTED

Commissioner Wilkinson motioned to adopt a project budget ordinance and resolution concerning the water and sewer rate for 5,000 gallons of usage in relation to the annual median household income as of the last census. The motion passed unanimously.

**RESOLUTION ADOPTING
A CAPITAL PROJECT ORDINANCE
FOR THE PROPOSED SEWER SYSTEM REHABILITATIONS**

AND AFFIRMING RATES EXCEED 1.5% MHI

WHEREAS, the North Carolina Rural Center has awarded a Supplemental Grant to the City of Oxford contingent upon other funding being in place to implement three specific area sewer system rehabilitations, and;

WHEREAS, a fourth area of deteriorated sewer has been identified, and;

WHEREAS, residential water and sewer customers in the City of Oxford that use 5000 gallons per month pay an annual cost that exceeds 1.5% of the MHI for the City;

NOW, THEREFORE, BE IT RESOLVED the City of Oxford, Board of Commissioners affirms that the rates charged for water and sewer service exceeds 1.5% of the MHI for the City;

NOW, THEREFORE BE IT FURTHER RESOLVED by the City of Oxford, Board of Commissioners that the following budget is adopted for the aforementioned project;

Construction Cost

Area 1: Replacement of an existing outfall from Foundry Branch Outfall east to Linden Avenue crossing Orange and Granville Street \$160,000

Area 2: Replacement of an existing outfall north of Raleigh Road on the Central Orphanage property \$50,000

Area 3: Replacement of existing outfall from manhole 7-040A near Franklin Street, crossing Raleigh Street and ending at Henderson Street \$220,000

Area 4: Replacement of existing deteriorated outfall sewer near Fairview Drive and North Street \$70,000

Total Construction Cost \$500,000

Other Project Cost

Engineering Planning	\$4,000
Engineering Design	\$42,000
Construction Administration	\$37,000
Easement Mapping/Legals	\$25,000
Easement Acquisitions	\$25,000
Grant Administration	\$20,000

Construction Contingencies \$47,000

Total Recommended Capital Project Ordinance \$700,000

Funding sources for the project

City of Oxford Local Funds \$300,000
Rural Center Supplemental Grant \$400,000

Adopted by the Oxford City Council on the 10th day of February, 2009.

STREET CLOSING APPROVED FOR ANNUAL RACE FOR LIFE

Mayor Pro Tem Herring motion to closed Spring Street from Cooper Avenue to Belle Street between the hours of 9:00 AM to 11:30 AM on Saturday, March 14, 2009 for the Oxford Parks & Recreation Department's annual Race for Life (5K Fun Run and Walk). The motion passed unanimously.

STREET CLOSING APPROVED FOR NC HOT SAUCE CONTEST

Commissioner Shope motioned to close Main Street from Williamsboro Street to Littlejohn Street between the hours of 7:00 AM to 5:00 PM on Saturday, September 12, 2009 and close Main Street from Spring Street to Front Street from 9:30 AM to 2:00 PM for the 3rd Annual NC Hot Sauce Contest. The motion passed unanimously.

**STREET CLOSING APPROVED FOR LIGHTING
OF THE GREENS & HOLIDAY PARADE**

Mayor Pro Tem Herring motioned to approve request from Downtown Oxford Economic Development Corporation to close the following streets on Friday, December 4, 2009 as follows: 1) Main Street (commercial district) from 12:00 PM until 8:00 PM for the Lighting of the Greens activities, 2) Main Street (residential district) from 4:00 PM to 6:30 PM for carriage rides and 3) Hillsboro and Williamsboro Street for the parade

route, assembling on Spring and Belle Streets and disbanding in the parking lot of Public Works from 6:00 PM until approximately 7:30 PM for the Holiday Parade. The motion carried unanimously.

**BUDGET AMENDMENT APPROVED – NC WILDLIFE GRANT – FISHING
PIER & BOAT DOCK FOR LAKE DEVIN**

Commissioner Williford motioned to approve a budget amendment made payable from the General Fund in the amount of \$4,700.00 to match a grant from the NC Wildlife for an additional fishing pier and boat dock at Lake Devin to be placed at the Red Barn. The motion passed unanimously.

BUDGET AMENDMENT

ACCOUNT NO.	DESCRIPTION	INCREASE	DECREASE
0106225443	Fixed Assets > \$5,000	\$4,700.00	
010399000	Approp. Fund Balance	\$4,700.00	

CONSENT AGENDA APPROVED

A. MEETING MINUTES

Commissioner Williford motioned to approve meeting minutes of January 5 and 13, 2009. The motion passed unanimously.

B. TAX RELEASES

Mayor Pro Tem Herring motioned to approve the following tax releases. The motion passed unanimously.

NAME	AMOUNT	REASON
Studio 219, Inc.	\$147.69	Duplication with record #50902 (Salon Matisse)
Beckman Coulter, Inc.	\$303.83	Granville Medical Center computer & printer equipment
Beckman Coulter, Inc.	\$255.52	Granville Medical Center

		computer & printer equipment
GE Commercial Equipment	\$22.17	Equipment leased to Granville Medical Center
General Electric Credit Corp of Tenn	\$808.91	Granville Medical Center – Omincell equipment
General Electric Credit Corp of Tenn	\$621.26	Granville Medical Center – Omincell equipment

C. FINANCIAL REPORT – JANUARY 2009

Finance Officer Stephen McNally supplied the Board with a copy of the January 2009 financial report that included General Fund actual revenues of \$753,456 actual expenses of \$494,800; Water Fund actual revenues of \$279,003 and actual expenses of \$211,512 and Other actual revenues of \$360,254 and actual expenses of \$300,215. The subtotals to date are General Fund actual revenues of \$4,817,658 and actual expenses of \$4,373,887; Water Fund actual revenues of \$2,309,598 and actual expenses of \$2,287,031; Other actual revenues of \$2,415,829 and actual expenses of \$1,825,914. 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 7:57 PM, Mayor Pro Tem Herring motioned for 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, the Board voted unanimously to return open session (8:27 PM).

POLICE & FIRE DEPARTMENTS VACATION TIME

Commissioner Shope, Personnel Committee Chairman, motioned to accept the recommendation from the City Manager not to change the implementation that has already taken place where the unused, unearned annual leave is being reduced by the appropriate amount that was over paid. Commissioners Shope, Kiesow, Herring, Williford voted in favor of the motion. Commissioner Wilkinson voted against. The motion passed 4-1.

ADJOURNMENT

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