

CONSENT AGENDA APPROVED

COMMISSIONER WILLIFORD MADE A MOTION TO APPROVE THE CONSENT AGENDA.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

- A) Meeting Minutes of the August 1, 2011 Agenda Meeting and the August 9, 2011 Regular Meeting approved
- B) August financial report by Finance Director Steve McNally accepted

| <u>August 2011 Financial Report</u> <i>16.67% of FY Complete</i> | <u>General Fund</u> | <u>Water Fund</u> |
|---|----------------------------|--------------------------|
| REVENUES | | |
| Actual | \$1,134,896 | \$411,696 |
| YTD (%of Budget) | \$1,871,420 (23.96%) | \$765,080 (15.56%) |
| Budget | \$7,811,509 | \$4,916,035 |
| YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i> | 24.11% | 13.87% |
| EXPENSES | | |
| Actual | \$706,957 | \$609,198 |
| YTD (% of Budget) | \$1,197,946 (15.34%) | \$740,510 (15.06%) |
| Budget | \$7,811,509 | \$4,916,035 |
| YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i> | 15.34% | 14.92% |
| DIFFERENCE (Revenues – Expenses) August 2011 YTD | \$427,938 | (\$197,501) |

- C) Email vote ratified approving the closing of Hicks Mill Road on Saturday, September 10, 2011 for the Graball Reunion. All votes were in the affirmative.
- D) Use of the parking lot on Williamsboro Street by Boy Scout Troop 637 for their annual Christmas tree sale from November 19 to December 17, 2011 or until sold out approved

PUBLIC COMMENT

Frank Strickland of 112 Planters Place addressed the Board on key boxes for businesses. Mr. Strickland first commended the City for the great job it did on the Hot Sauce Contest. Mr. Strickland

encouraged the Board to amend the policy to require the building owners to install key boxes. Businesses are required to do this, and businesses come and go. At that point, the box would need to be replaced at about a cost of \$250 each plus installation. If the property owners installed the boxes, they would be a permanent fixture and only the keys would need to be changed out. This is an added burden for businesses. Even though Mr. Strickland supports the boxes and sees them as added safety, he does not see why everyone is not required to install the boxes. Some businesses are grandfathered in.

MAYOR'S YARD OF THE MONTH

Mayor Woodlief presented this month's award to Louis Harris for the overall attractiveness of his yard at 122 Rectory Street, adding that this is the second time Mr. Harris has won this award. The Mayor stated that the YOM sign will be placed in his yard and a picture will be published in the Oxford Public Ledger.

PRESENTATION OF PROCLAMATION TO THE FIRE DEPARTMENT

Mayor Woodlief presented a Proclamation to Fireman Scott Allen and Chief Earnest Bess on behalf of the Muscular Dystrophy Association for their part in the Fill-The-Boot Campaign. During this campaign, the Fire Department collected \$3,500. Standing with the Fire Department were Kevin Osborne and his son, Eric. Eric is a beneficiary of the MDA.

A PROCLAMATION

WHEREAS, fighting fires is one of the most hazardous professions, requiring physical strength, stamina, extensive training, courage, selfless concern for the welfare of our citizens; and

WHEREAS, in addition to their daily service to communities, firefighters throughout the state and across the nation have joined the Muscular Dystrophy Association for more than fifty years in the fight against neuromuscular diseases; and

WHEREAS, the Muscular Dystrophy Association is extremely grateful to the firefighters of Oxford whose 2011 "Fill the Boot" campaigns will assist MDA in providing medical services at local clinics, summer camp, research grants, support groups and public education seminars at no cost to local children and families; and

WHEREAS, in honor of the efforts of the firefighters of Oxford, MDA is sponsoring Oxford Firefighter Appreciation Month for the month of October 2011; and

WHEREAS, it is appropriate for all Oxford citizens to join the Muscular Dystrophy Association in this tribute to our firefighters.

NOW, THEREFORE, I, Alvin Woodlief, Mayor of the City of Oxford, along with the Oxford Board of Commissioners do hereby proclaim the month of October as

OXFORD FIREFIGHTER APPRECIATION MONTH

and commend the firefighters of Oxford for their efforts on behalf of the Muscular Dystrophy Association.

IN WITNESS WHEREOF, I have hereunto set my hand this 13th day of September 2011.

REJECTING INFORMAL BIDS RECEIVED FOR THE SPLASH PARK TO BE LOCATED AT THE OXFORD HOUSING AUTHORITY APPROVED

Mayor Woodlief stated the splash park is the recreational component of the CDBG grant. Four contractors received packages and two submitted bids. All bids exceeded the budget. Therefore, staff, the Public Works Committee, and Dewberry recommend all bids be rejected.

COMMISSIONER BULLOCK MADE A MOTION TO REJECT THE BIDS.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

CALLING FOR A PUBLIC HEARING AT THE OCTOBER 11, 2011 REGULAR MEETING TO REZONE 917 COLLEGE STREET FROM R-6 (1 AND 2 FAMILY RESIDENTIAL) TO B-3 (GENERAL-BUSINESS) APPROVED

Mayor Woodlief stated this will be in harmony with the zoning of the surrounding area and the recently adopted landuse plan. In 2006, the City rezoned properties from the corner of Roxboro Road and College Street to 915 College Street from R-6 to B-3. The property owners of 917 College Street did not want to be included at the time but wish to be so now.

MAYOR PRO TEM HERRING MADE A MOTION TO APPROVE CALLING THE PUBLIC HEARING.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

BUDGET AMENDMENT IN THE AMOUNT OF \$9,000 FOR THE INSTALLATION OF AN AUTO DIALER ON THE DOWNTOWN WATER TANK APPROVED

Mayor Woodlief stated that this installation would allow the City's Public Works Department to monitor water levels in the downtown water tank and would serve as a back-up to the KLR water system SCADA. In the recent past, KLR has had problems with the SCADA system, and the City's water pressure dropped to unacceptable levels. This system would call the Water and Sewer Department when the levels dropped to unacceptable levels and the KLR water plant would be notified by the Department.

COMMISSIONER SERGENT MADE A MOTION TO APPROVE THE BUDGET AMENDMENT.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

BUDGET AMENDMENT

| ACCT NO. | DESCRIPTION | INCREASE | DECREASE |
|----------|------------------------|------------|----------|
| 30828550 | Fixed Assets > \$5,000 | \$9,000.00 | |
| 3039900 | Approp. Fund Bal | \$9,000.00 | |

LOCATIONS FOR SIDEWALK GRINDING FOR FISCAL YEAR 2012 APPROVED

Mayor Woodlief stated that there is \$25,000 budgeted in Powell Bill to perform this work, and the following streets are recommended for grinding this year: Rectory Street, \$7,257; Hancock Street, \$8,658; Belle Street, \$4,364; Lanier Street, \$1,523; and Taylor Street, \$188.

COMMISSIONER BULLOCK MADE A MOTION TO APPROVE THE LOCATIONS.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

BUDGET AMENDMENT IN THE AMOUNT OF \$2,743.50 TO THE PROVIDENCE COMMUNITY VOLUNTEER FIRE DEPARTMENT APPROVED

Mayor Woodlief stated that when the City annexed the 40 acres for the Wal-Mart Shopping Center in 2007, we were required to pay the rural fire department \$548.70 for five years. With the annexation being a petitioned annexation, the debt assumption agreement was inadvertently overlooked.

COMMISSIONER CURRIN MADE A MOTION TO APPROVE THE BUDGET AMENDMENT.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

BUDGET AMENDMENT

| ACCT NO. | DESCRIPTION | INCREASE | DECREASE |
|----------|---------------------|------------|----------|
| 10410339 | Outside Services | \$2,744.00 | |
| 31375000 | Approp Fund Balance | \$2,744.00 | |

BUDGET AMENDMENT IN THE AMOUNT OF \$226,018.26 TO RECEIVE CASH FROM THE RURAL CENTER APPROVED

Mayor Woodlief stated this is for reimbursement for Rural Center Grant #1 which includes sewer rehab in the Country Club Road area, among others. We will need to set up a line item to pay the last of the expenses on this project which includes a change order for the bridge on Bob Corbett's property, the final payment including retainage, and some expenses to the engineer. The maximum reimbursement for this grant is \$400,000.

COMMISSIONER CURRIN MADE A MOTION TO APPROVE THE BUDGET AMENDMENT.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

BUDGET AMENDMENT

| ACCT NO. | DESCRIPTION | INCREASE | DECREASE |
|----------|-----------------------|--------------|--------------|
| 31372180 | Rural Center Grant #1 | \$226,019.00 | |
| 10399000 | Transfer from Water | | \$166,019.00 |

| | | | |
|----------|---------------------------------|-------------|--------------|
| 31941926 | Rural Center Grant #1 – Project | \$60,000.00 | |
| | | | |
| 30829551 | Funding Capital Imp Projects | | \$166,019.00 |
| 30399000 | Approp Fund Balance | | \$166,019.00 |

BUDGET AMENDMENT IN THE AMOUNT OF \$3,134.63 ACCEPTING A DISBURSEMENT FROM THE NC UNAUTHORIZED SUBSTANCE TAX DRUG ENFORCEMENT SHARED ASSET DISTRIBUTION PROGRAM APPROVED

Mayor Woodlief stated the Police Department receives shared funds from the NC Unauthorized Substance Tax Program on a periodic basis as a result of seizures of drug-related assets and actual drugs. These funds would be placed in the Police Department operating budget line item #405 – Special State Forfeitures.

MAYOR PRO TEM HERRING MADE A MOTION TO APPROVE THE BUDGET AMENDMENT.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

BUDGET AMENDMENT

| ACCT NO. | DESCRIPTION | INCREASE | DECREASE |
|----------|--------------------------|------------|----------|
| 10510405 | Special State Forfeiture | \$3,135.00 | |
| 10351130 | State Forfeiture | \$3,135.00 | |

KEY BOXES FOR NEW AND RENOVATED BUSINESSES APPROVED

Mayor Pro Tem Herring, Chairman of the Public Safety Committee, stated that the Public Safety Committee met and recommends supporting key boxes for all new and renovated businesses. This is for the safety of the Fire Department so that there will be no delay should they arrive at a business where fire activity is going on inside the building. This would give the Fire Department immediate access.

MAYOR PRO TEM HERRING MADE A MOTION TO APPROVE KEY BOXES FOR ALL NEW AND RENOVATED BUSINESSES.

Commissioner Harris asked would the property owner or business owner incur the cost of these boxes, MPT Herring stating it would be incurred by the person operating the business. Then when the business leaves, it would take the box with them. MPT Herring stated that the policy states a key box is required for all newly opened and renovated businesses.

Commissioner Sergent stated Mr. Strickland's point was an interesting one, and this issue can be looked at both ways. Fire Chief Earnest Bess stated that the philosophy behind business owners being asked to install the boxes is that we are trying to transition so that all business owners will have key boxes. It is less likely that a property owner will change hands; it is much more likely that

business owners will change hands. Therefore, this is tied to the privilege license, requiring fire inspection and key boxes.

ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, MPT HERRING MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE.
THE MOTION CARRIED.

Donna B. Hosch, CMC, City Clerk

ATTEST:

Al Woodlief, Mayor