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**TUESDAY, SEPTEMBER 7, 2010 – 5:30 P.M.
OXFORD BOARD OF COMMISSIONERS' AGENDA SESSION
OXFORD CITY HALL – COMMISSIONERS BOARD ROOM**

The Board of Commissioners for the City of Oxford met at the above-mentioned time and place to set the agenda for the Regular Meeting to be held September 14, 2010 at 7:00 p.m. at City Hall, 300 Williamsboro Street. All members of the Board and local news media were notified of the same as well as the purpose of the meeting.

Present were: Mayor Pro Tem Howard Herring, Sr., Commissioners Robert B. Williford, Sr., Walter Cantley, Jackie Sergent, Ron Bullock, and Calvin Harris, Jr. Present also were City Manager Mark Donham, City Clerk Donna B. Hosch, and City Attorney J. Thomas Burnette. Absent were: Mayor Al Woodlief and Commissioner Danny Currin.

Mayor Pro Tem Herring called the meeting to order.

AGENDA SET

The Board set the agenda for the September 14, 2010 Regular Session.

**BUDGET AMENDMENT IN THE AMOUNT OF \$5,600 FOR JANITORIAL SERVICE
AT THE PUBLIC WORKS BUILDING DISCUSSED**

Commissioner Williford questioned the amendment jump from \$5,200 to \$5,600, to which Finance Director Steve McNally answered the increase is due to FICA being added. Commissioner Williford asked why this person was not requested during budget time. CM Donham stated two positions were lost from the cemetery. City Engineer Larry Thomas gave thought to a solution to the janitorial problem, a solution was presented, it was implemented, and after a few months of moving forward with it, it was found to be not optimal. CE Thomas looked at the cost of alternatives. Based on people CE Thomas knew who would be available for the position who would not be expensive, this was the best option for right now. CM Donham stated that discussed and agreed upon in Committee was that this position would be in the budget for this year and then looked at for alternatives next year.

Commissioner Williford asked how the cleaning of the building was done previously. CM Donham stated that prior to the two positions being eliminated, a person from the Street Department did the cleaning downtown, the cleaning at Public Works, and work for the Street Department. This person was then moved full time to the Street Department.

Commissioner Williford stated that the HR Director stated that Public Works employees should not clean toilets. Are more people going to need to be hired to clean more toilets when the Recreation Department moves? CM Donham stated HR Director Carol Dorsey was speaking in general terms and not saying that the employees could not be used for this purpose. People are shared to perform various jobs. Commissioner Williford asked if the person hired quits or gets sick, who is going to clean toilets based on HRD Dorsey's statement that Public Works employees should not. Again CM Donham stated this was a general statement and not a policy of the City. Generally, you want a skilled person to fit well in their job and you don't want to force someone to do a job they don't do well.

Commissioner Williford stated that he'd spoken with his son who is a licensed plumber for the schools, with a group of about 20 guys. On this job, the guys have a list and rotate who cleans the building.

BUDGET AMENDMENT IN THE AMOUNT OF \$55,000 TO ADD OUTSIDE LAB SERVICES TO THE WWTP DISCUSSED

Commissioner Cantley stated he'd not heard of this and questioned shouldn't this go before committee. CE Thomas stated this expense has been in the budget for years but somehow this year it was dropped as an oversight. Commissioner Sergent stated this is a pretty significant oversight. With all of the budget discussions, this is a large amount to 'forget' for an item that has traditionally been in the budget. Commissioner Bullock stated he also wished to see this go to committee first. With a consensus of the Board in agreement, this item was removed from the Agenda and will go before committee.

WELLNESS POLICY DISCUSSED

CM Donham stated that this policy was put together by HRD Dorsey and includes initiatives to help evaluate employees' health. It may catch problems in advance, and this may help save lives. The policy includes things such as food choices, exercise, etc. Commissioner Sergent stated a Personnel Committee meeting is in the works of being set up to discuss this policy prior to the next Regular Meeting. Best guess is that this policy will address specifically whether the City is interested in putting in place a policy which would allow employees to exercise during work hours and food choices at City-sponsored events.

BUSINESS CASUAL DRESS CODE DISCUSSED

CM Donham stated HRD Dorsey has come up with this as a way for the City to protect itself. The management team was asked for their feedback, remembering the overall goal and if employees are appropriately dressed for the work they do. This would apply to those employees not in uniform. Commissioner Harris asked if there is currently a policy in place, CM Donham stating as far as he knows there is not. Occasionally questions pop up about dress, but the City needs to be

mindful that if it gets to a point where someone would need to be disciplined to catch their attention or if they need to leave, there needs to be a policy so as not to be open for lawsuits. Commissioner Sergent asked if this would be on the agenda for the Personnel Committee, to which CM Donham stated it would.

SIGNS IN ROWs DISCUSSED

Commissioner Sergent stated Commissioner Currin questioned the signs in the ROWs and if our Ordinances cover the use of these. PD Hart stated ordinances are in place; however, as soon as signs are taken up, others pop up. Two weeks ago, most of the signs had been removed. Most of the signs are non-profit, and PD Hart stated these are normally not bothered. Real Estate signs are legal and cannot be removed, and property owners can allow these signs in their yard stated CM Donham.

SHRUBS AND BUSHES BLOCKING STREET INTERSECTIONS DISCUSSED

Commissioner Williford asked if there are policies for shrubs, bushes, etc. blocking being able to see when coming out into the street. CM Donham stated policies are in place in Engineering.

PEACE STREET ISSUE (REGINALD ROBERSON) DISCUSSED

Commissioner Harris asked why the issue on Peace Street went before committee but not before the full Board. CM Donham stated it was because there is already a policy in place and the committee agreed with the policy. If the committee had of disagreed with the policy, it would have come before the Board. Commissioner Harris asked how the issue is going to be handled. CM Donham stated the policy states the City maintains structures on its ROW and anything on private property is maintained by the property owner. CM Donham has not yet responded to Mr. Roberson's letter, but he stated he is working on responding.

EMPLOYEE RECOGNITION AT BOARD MEETINGS DISCUSSED

MPT Herring stated he wishes for David Cottrell and the players in the award of the Raleigh Street grant money to be recognized at the next Regular Meeting. Commissioner Williford stated he'd like to see the Clerk be recognized for doing a good job. CM Donham stated that employees have been recognized with Manager's Awards through process from the management meetings. Commissioner Sergent concurred that recognition of employees should also be made at the Board Meetings.

CHICKENS RUNNING LOOSE DISCUSSED

Commissioner Cantley asked about the chicken problem. MPT Herring stated statutes are in place concerning this issue. CM Donham stated restricted covenants are also in place; and that if a homeowner has a complaint, it is up to him/her to enforce the complaint. CM Donham stated there is no evidence that a chicken had been out of the property owner's yard.

ADJOURNMENT

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

Donna B. Hosch, CMC, City Clerk

ATTEST:

Howard G. Herring, Sr., Mayor Pro Tem

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TUESDAY, SEPTEMBER 14, 2010 – 7:00 P.M.
REGULAR MEETING OF THE OXFORD BOARD OF COMMISSIONERS
OXFORD CITY HALL – COMMISSIONERS' BOARD ROOM

The Board of Commissioners for the City of Oxford met at the above-mentioned time and place. All members of the Board and local news media were notified of the same as well as the purpose of the meeting.

Present were Mayor Al Woodlief, Jr., Mayor Pro Tem Howard Herring, Sr., Commissioners Walter Cantley, Robert B. Williford, Sr., Jackie Sergent, Danny Currin, Ron Bullock, and Calvin Harris, Jr. Present also were City Manager Mark Donham, City Clerk Donna B. Hosch, and City Attorney J. Thomas Burnette.

CALL TO ORDER

Mayor Woodlief called the meeting to order. Prayer was given by William Johnson, City Chaplain. The Pledge of Allegiance followed.

CONSENT AGENDA APPROVED

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

- A) Minutes of the August 2, 2010 Agenda Meeting and the August 17, 2010 Regular Meeting approved
- B) August financial report by Finance Director Steve McNally accepted

<u>August 2010 Financial Report</u> <i>17% of FY Complete</i>	General Fund	Water Fund
REVENUES		
Actual	\$1,339,960	\$356,358
YTD (%of Budget)	\$2,109,628 (25.60%)	\$709,943 (15.65%)
Budget	\$8,239,208	\$4,536,383
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	26.91%	19.37%
EXPENSES		
Actual	\$633,705	\$395,144
YTD (% of Budget)	\$1,291,496 (15.68%)	\$663,020 (14.62%)
Budget	\$8,239,208	\$4,536,383
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	15.68%	13.70%
DIFFERENCE (Revenues – Expenses)		
August 2010	\$766,254	(38,786)
YTD	\$818,131	\$46,924

- C) Tax Releases approved: Kings Medical Company, \$2,305.53; Oxford Park Community Association, \$40.38; Oxford Park Community Association, \$123.63; Oxford Park Community Association, \$38.96

- D) Unanimous, affirmative email vote to move the Monday, September 6, 2010 Agenda Meeting to Tuesday, September 7, 2010 in observance of Labor Day ratified
- E) Reappointment of Rev. Willie Darby to the Oxford Housing Authority for a five-year term to expire September 2015 approved
- F) Changes to the Memorandum of Understanding Creating the Granville Greenways Advisory Council regarding the Economic Development Commission and name change from GTCC to GTC approved
- G) The closing of Hicksmill Road from Watkins Street to Woodson Street on Saturday, September 25, 2010 for the annual Graball Reunion from 12 noon to 9:00 p.m. approved

Ratifying the unanimous email vote to accept the Annexation Reports for W. Industry Drive and Pine Tree Road and College Street and the Outer Loop was removed from the Agenda.

RECOGNITION OF CITY STAFF BY CITY MANAGER MARK DONHAM

CM Donham stated that the management team meets twice a month, and there is a program in place for the management team to recognize employees who do outstanding work. The Board is being informed via email of these employees, the Board now asking that these employees additionally be recognized at its Regular Board Meetings.

David Cottrell, Street Superintendent, was recognized for excellent customer service. David shows leadership and is always willing to help whenever he can.

The City has received a one million dollar grant for community revitalization stated CM Donham. This was another team effort which involved researching issues, infrastructure improvements, housing that doesn't meet minimum standards, water line configurations, and sewer lines. Talking to different people at different times resulted in Raleigh Street sticking out for improvements. Planning Director Cheryl Hart stated several houses on Raleigh Street don't meet minimum standards. City Engineer Larry Thomas stated there are problems with the water and sewer lines which need work. Trying to fix just the street problems is not a big expense, explained CM Donham, but it is a good idea to fix the lines in the process of fixing the street. It is difficult to have these kinds of funds available at one time.

CM Donham stated PD Hart heard of a revitalization grant awarded a neighboring community. She met with that city and found that Oxford was able to make application also. PD Hart met with CE Thomas and Parks and Recreation Director Mary Caudle, PRD Caudle giving input on a \$150,000 recreational component. Engineering Technician Dud Frazier contributed a lot of the mapping work.

CM Donham stated the grant was applied for a year ago, and it was thought that Oxford might not have been awarded the funding. The award announcement was recently made, teamwork making this possible.

CM Donham recognized City Clerk Donna Hosch who is a member of the North Carolina Association of Municipal Clerks. It is important to ensure that employees get professional

development, and Ms. Hosch went the extra mile of publishing the Association's Annual Report. She was recognized by the Association with a Certificate of Appreciation.



Pictured left to right: Donna Hosch, City Clerk; Larry Thomas, City Engineer; Cheryl Hart, Planning Director; David Cottrell, Street Superintendent; and Mary Caudle, Parks and Recreation Director

MAYOR'S YARD OF THE MONTH

Mayor Woodlief presented this month's award to Christopher and Patricia Chavis for the overall attractiveness of their yard at 219 Wilmington Avenue. The Mayor stated that the YOM sign will be placed in their yard and a picture will be published in the Oxford Public Ledger.

PRESENTATION BY TANYA WEARY, ASSISTANT TO CITY MANGER/DOEDC DIRECTOR

DD Weary presented the following highlights on downtown and its activities:

- New businesses: JATZ Homecare Services, Polka Dot Express, LeVon Nails, Fantastic Nails by Ashley.
- The Cake Lady has expanded, and Cindy Fink is the new owner of Bella Windows/Blinds for Less.
- Vintage Charm closed its doors in August.
- Granville Furniture was recognized by the DOEDC for 65 years in business.
- Each year investments, business gains and losses, jobs, façade improvements, etc. must be reported to NC Main Street. Last year a total of over \$8.6 million of new investments was reported, which included investments made by private and public sectors, private improvements, and new construction.
- DOEDC sponsored events: a Lunch 'n Learn, the Annual Sidewalk Sale, three movie nights which brought in approximately 600 people, and the NC Hot Sauce Contest with 70+ vendors and approximately 7,000 in attendance.
- Work has begun on the 5th Annual Lighting of the Greens/Holiday Parade.

The DOEDC continues following its plan of work for this fiscal year. Mission and vision statements have been adopted, committees appointed, preliminary work has begun on a market study, and strategies for a clean/safe initiative are being developed. A façade application for \$750 has been approved, and DD Weary reported work has begun towards increasing funding resources for scholarships for the NC Hot Sauce Contest.

Commissioner Sergent asked how attendance was estimated at the Hot Sauce Contest, to which DD Weary stated stickers were given out and estimates were made from photographs taken. Commissioner Sergent asked DD Weary if there are any particular focused activities for trying to bring businesses to downtown. DD Weary stated interested retailers usually approach her or one of the retailers. The DOEDC has been working with a small box retailer for about a year, location being key with them. Hopefully, something will materialize.

Commissioner Cantley asked if DD Weary contacts industry for the City. DD Weary answered no, she has not been asked to do so. Her main job is downtown. Along with retail, the DOEDC also works with service businesses.

Commissioner Bullock asked has anything changed with upstairs residences. DD Weary stated she was contacted this week by someone interested, and an application has been sent to them.

PUBLIC COMMENT

Kathy Boyd of 113 Planters Place addressed the Board regarding Ordinance 4-20, Domestic Fowl Running at Large. Two weeks ago, a neighbor had chickens. For some this may be funny; but for someone such as herself who has worked hard all her life to purchase her home, this is not funny. The Ordinance states these animals must be confined to a pen or a secure enclosure or otherwise restricted to the property of the owner. The neighbor's yard is not totally secure. Ms. Boyd stated that unless chickens are enclosed, how can they be restricted to the property?

Ms. Boyd appealed to the Board to revisit the Ordinance. Durham recently published their requirements for fowl, and residents must obtain a limited agriculture permit from the City Planning Department. It restricts the size of the coops; and if they are in an enclosed area, there must be an adult supervising the chickens. This is not the case next door to her. The neighbors run a restaurant and have a large garden in the backyard – too much of a garden for just them. Ms. Boyd felt the items were going elsewhere.

The neighbors owning the chickens were not at home several days when Ms. Boyd returned home from work. One day from 4:30 until dark, the chickens were running around. Ms. Boyd stated she was pleased to report that there are no longer any chickens at the residence. She took it upon herself to take one of the restrictive covenants to the neighbors which states chickens are not allowed in Green Acres. Again, Ms. Boyd appealed to the Board to revisit this Ordinance.

Dr. Adrienne Morton of 115 Planters Place addressed the Board on this issue, stating there may be health code issue problems, the coops are inappropriately sized, there may be conditions suitable

for transmission of disease, there is the possibility of breeding rodents and predatory animals which may increase the potential for rabies and other diseases, and it also poses a threat to children and domestic pets. Dr. Morton stated she's owned her house for 18 years, and this will affect property values. Dr. Morton also appealed to the Board to revisit this Ordinance.

Mayor Woodlief stated this matter will be turned over to the Public Works, Planning Development, and Ordinances Committee, Commissioner Cantley being its chairman. The Mayor asked that a report be made at next month's Regular Meeting.

Mr. Cameron Davis of 6126 Wild Cherry Lane addressed the Board regarding Martin Luther King Avenue. He wished to know why there are no other MLK Avenue signs between the two posted at the exit off of I-85 and near Spring Street, and just when the street name is going to be changed. The Mayor explained that Linden Avenue was designated as MLK Avenue. The Board voted that no one would have to change their physical address. Mr. Davis asked if the designation was just symbolic, to which the Mayor answered 'no' because it is there. The Mayor stated this issue was considered over a long period of time, by a lot of committee meetings, and Linden Avenue was the most profiled street in town to make the designation. People in the designated area can stipulate that they receive their mail at MLK Avenue, but they are also given the opportunity to leave their address as it is.

MPT Herring stated that the City chose the easiest approach at the time because of the desire to have something named in honor of Dr. King. There is a desire to have the Outer Loop and some other roads changed and named after Dr. King, but that's an entirely different, stringent process. Streets and names have to be changed, addresses have to be changed, etc. MPT Herring stated he was very interested in Mr. Davis coming before this Board as he is a citizen of the County. There are others interested in this same issue, and MPT Herring offered to share those names with Mr. Davis. He also stated he would like to see this effort come to fruition and it could with some work.

**PUBLIC HEARING ON THE NON-CONTIGUOUS ANNEXATION AS REQUESTED BY
DANUBE PARTNERS 141 LLC PURSUANT TO G.S. 160A-58.2**

Mayor Woodlief declared the public hearing open. No one from the audience wished to speak. Mayor Woodlief declared the public hearing closed.

**ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE CITY OF OXFORD AS REQUESTED BY
DANUBE PARTNERS 141 LLC AOPTED**

COMMISSIONER SERGENT MADE A MOTION TO ADOPT THE ORDINANCE.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS
OF THE CITY OF OXFORD, NORTH CAROLINA

WHEREAS, the City of Oxford Board of Commissioners has been petitioned under G.S. 160A-58.1 to annex the area described below; and

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

WHEREAS, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at Oxford City Hall in the Commissioners' Board Room, 300 Williamsboro Street, at 7:00 p.m. on Tuesday, September 14, 2010, after due notice by the Oxford Public Ledger on September 6, 2010; and

WHEREAS, the Oxford Board of Commissioners finds that the area described therein meets the standards of G.S. 160A-58.1 (b), to wit;

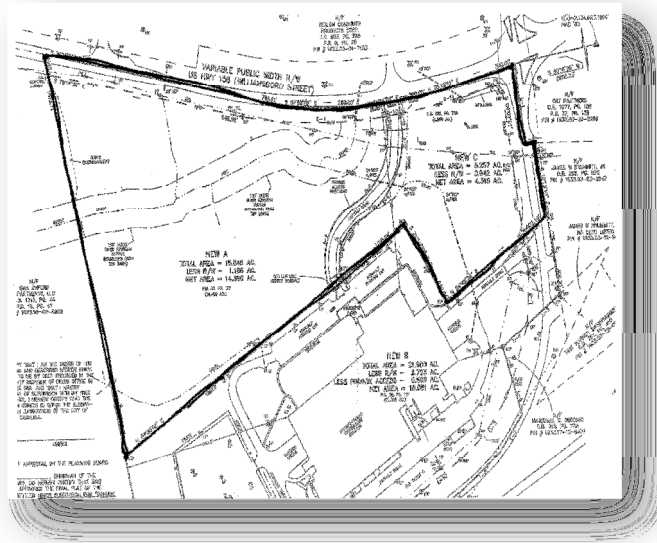
- a) The nearest point on the propose satellite corporate limits is not more than three (3) miles from the corporate limits of the City of Oxford;
- b) No point on the proposed satellite corporate limits is closer to another municipality than to the City of Oxford;
- c) The area described is so situated that the City of Oxford will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;
- d) No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation;
- e) The area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits, does not exceed ten percent (10%) of the area within the primary corporate limits of the City of Oxford; and

WHEREAS, the Board of Commissioners further finds that the petition has been signed by all owners of real property in the area who are required by law to sign; and

WHEREAS, the Board of Commissioners further finds that the petition is otherwise valid, and that the public health, safety and welfare of the City of Oxford and of the area proposed for annexation will be best served by annexing the area described;

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

Section 1. By virtue of the authority granted by G.S. 160A-58.2, the following described non-contiguous territory is hereby annexed and made part of the City of Oxford as of September 15, 2010:



Section 2. Upon and after September 15, 2010, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Oxford and shall be entitled to the same privileges and benefits as other parts of the City of Oxford. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the City of Oxford shall cause to be recorded in the office of the Register of Deeds of Granville County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Granville County Board of Elections, as required by G.S. 163-288.1.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the City of Oxford.

Adopted this 14th day of September 2010.

ORDINANCE FOR COST RECOVERY OF MOTOR VEHICLE ACCIDENT EXPENSES ADOPTED

COMMISSIONER BULLOCK MADE A MOTION TO ADOPT THE ORDINANCE.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

FIRE DEPARTMENT SERVICE BILLING ORDINANCE

An Ordinance Designated As Chapter 8 Article I Section 8-3 of The City of Oxford, North Carolina Code of Ordinances – Accident Cost Recovery

Section 1: Statement of Purpose: The City of Oxford is duly organized as a municipality under the laws of the State of North Carolina. Pursuant to the authority granted to it by the North Carolina General Statutes and its Charter, the City of

Oxford Fire Department provides fire suppression, fire rescue, fire safety services and other related services in connection with motor vehicle accidents which occur in the City Limits, service area and in conjunction with various mutual aid agreements with neighboring municipalities. In consideration of providing said services, the City has desires to establish a policy which provides for the payment of compensation for said services in order to defer the costs to the City thereof.

Section 2: Definition of Services: The City of Oxford will seek compensation for the cost of services provided by the City of Oxford Fire Department, which shall include, but not be limited to, the following services:

- a) scene and safety control at motor vehicle accidents;
- b) disentanglement operations and assistance with extrication from vehicles;
- c) fluid mitigation at motor accidents;
- d) fire prevention or suppression at motor vehicle accidents;
- e) hazard mitigation operations arising at motor vehicle accident scenes;
- f) public utility stand-by services arising from motor vehicle accidents;
- g) pipeline rupture stand-by arising from motor vehicle accidents;
- h) destruction of City-owned property caused by motor vehicle accidents; and
- i) any other service provided by the Oxford Fire Department that is reasonably related to or caused by a motor vehicle accident.

Section 3: Reimbursable Expense: Upon adoption of this Ordinance the Board of Commissioners shall be authorized to review and establish the reimbursable charges for the services provided pursuant to this Ordinance.

Section 4: Explanation of Charges:

- a) Command & Control Scene Safety: This service involves the establishment of a incident command center to coordinate the positioning of fire apparatus and any responding emergency service personnel or vehicles so as to protect and secure the motor vehicle accident scene from other traffic and deny entry into the scene of unauthorized personnel. This service also involves mitigation and control of any gasoline or other fluids. Patient care is the responsibility of Emergency Medical Service personnel who may be assisted by Oxford Fire Department personnel.
- b) Disentanglement / Extrication: This service involves the removal of an injured person from a motor vehicle and could involve forcible entry into a damaged vehicle. This service could also include removal of an injured or helpless person involved in an, industrial accidents, confined spaces, below grade rescues, or even high angle rescues and may involve the use of ropes, ladder devices, air monitoring equipment, self-contained breathing apparatus, hydraulic equipment, shoring, saws, cribbing, air bags or other emergency service materials and equipment.
- c) Fire Suppression: Fire suppression involves the use of fire department personnel have to contain or extinguish a fire and can include the laying of hose lines and positioning a hand line for the protection of individuals who may be exposed to fire,

smoke, or leaking fluids that result from a motor vehicle accident or other emergency.

d) Hazard Mitigation: This service involves the use of fire department personnel to control, mitigate or otherwise manage, any hazardous substances via containment or absorption with pads for carbon-based substances like gas or oil, or removal via pads and sand or other means permitted by DENR (Department of Environmental and Natural Resources). Hazard mitigation services could be as a result of a motor vehicle accident or as a result of an industrial or other accident. The mitigation of all hazardous material and substances must be done in conjunction or compliance with DENR and EPA regulations then in effect.

Section 4. - Billing Procedures, Considerations for Write-off, and Reimbursable Expenses:

- a) Bills will be mailed to insurance companies of the negligent party within 48 hours after the City submits a completed report.
- b) Follow-up and additional billings will occur at reasonable intervals designed to ensure compliance with this Ordinance.
- c) Denial of a claim for reimbursement and compensation may be charged off or sent to collections within the discretion and approval of the City Manager.
- d) Reimbursable expenses and compensation charged for cost recovery are defined in the City of Oxford Budget Ordinance.

Section 5: Administration and Enforcement: It shall be the duty of the City Clerk and the City Manager to effectively pursue the requirements of this Ordinance for payment of services rendered by the Fire Department as specifically outlined above.

Section 6: Effective Date: This ordinance shall take effect upon adoption by the City of Oxford on September 14, 2010.

Section 7: Validity and Service: If any section or provision of this Ordinance is declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

Section 8: Conflict with Other Ordinances: This Ordinance shall not in any way impair or remove the necessity of compliance with any other applicable rule, ordinance, regulation, by law, permit, or provision of law. Where this Ordinance imposes a greater restriction upon the use of Fire Department Services, the provisions of this Ordinance shall control.

Adopted this 14th day of September 2010.

**BUDGET AMENDMENT IN THE AMOUNT OF \$5,600 FOR JANITORIAL SERVICE AT THE
PUBLIC WORKS BUILDING NOT APPROVED**

MAYOR PRO TEM HERRING MADE A MOTION TO APPROVE THE AMENDMENT.

Commissioner Cantley, Chairman of the Public Works Committee, stated that considering what has transpired since the Committee meeting and the many budget amendments which have already had to be made, he could not support this amendment.

Mayor Woodlief asked Commissioner Harris had his previous questions been answered; Commissioner Harris stated they had.

Commissioner Sargent stated she agreed with Commissioner Cantley, that at the Public Works Committee meeting she was in support of the amendment. However, upon further reflection, she could not support the amendment. The budget was just adopted at the end of June, and we need to do our best to stick to it.

MPT Herring stated that once in a while something happens that the manager needs to revise or regroup or ask for additional funding for personnel matters or City services. The manager has placed before the Board addressing an issue, and the Board should respect his request to care for the maintenance of the facility.

Commissioner Bullock stated that the issue was discussed at the Public Works Committee, and it concerns him that additional information was not presented at that time which would have allowed them to make a good decision.

MPT HERRING VOTE IN THE AFFIRMATIVE. COMMISSIONERS CANTLEY, HARRIS, WILLIFORD, CURRIN, SERGENT, AND BULLOCK VOTED IN THE NEGATIVE. THE MOTION FAILED BY A 6 TO 1 VOTE.

REQUEST FOR A SPEED BUMP ON COLEMAN STREET DISCUSSED

Mayor Woodlief stated that the Public Safety Committee met on August 27th to discuss this installation. The Board unanimously agreed that the first step will be to lower the speed limit on Coleman Street to 25 MPH and to install a three-way stop at the intersection of Kearney Avenue and Coleman Street. After a three-month trial period, the need for a speed bump would be reassessed.

**CALLING FOR A PUBLIC HEARING TO REZONE THREE PARCELS OF LAND LOCATED OFF OF
NOBLIN ROAD APPROVED**

Mayor Woodlief stated this request involves rezoning two parcels from I-1 (prime-industrial) to B-2 (highway-business). The third parcel is requested to change from I-1 to R-A (residential-agriculture).

The owner is requesting the rezoning in an effort to be consistent with the adjacent commercial properties and also to preserve the homeplace for the R-A zoning.

MAYOR WOODLIEF CALLED FOR THE PUBLIC HEARING.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

LEASE RENEWAL FOR FOUR BELLE STREET PARKING SPACES APPROVED

Mayor Woodlief stated that the current lease has expired and that the proposed lease will renew the lease for five years. It has been adjusted for inflation, and John Watson has agreed to the new terms of \$500 per year for five years. The lease may be terminated if the property is sold.

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

NORTH CAROLINA

LEASE AGREEMENT

GRANVILLE COUNTY

THIS LEASE ("Lease" hereinafter), made and entered into this the ____ day of September 2010, effective July 1, 2010, by and between the City of Oxford ("Lessor" hereinafter) and Watson, Dunlow & Wilkinson, P.A. ("Lessee" hereinafter);

WITNESSETH:

That subject to the terms and conditions hereinafter set forth, Lessor does hereby let and lease unto the Lessee and Lessee does hereby accept as Lessee, four parking spaces in the parking lot owned by the Lessor located at the corner of the intersection of Williamsboro Street and Belle Street and being adjacent to the law offices of Watson, Dunlow & Wilkinson, P.A., Oxford, NC together with the right of ingress, egress and regress to said parking lot and spaces ("Premises" hereinafter).

The terms and conditions of this lease are as follows:

1. Term. This Lease shall begin as of the 1st day of July 2010, and, unless sooner terminated as herein provided, shall exist and continue for a term of five (5) years thereafter.

2. Rent. The rent shall be Five Hundred and No/100 Dollars (\$500.00) per year, due and payable on or before the fifth day of July of each year hereof.

3. Non-exclusivity. Lessee agrees and acknowledges that the Premises are public property and are sometimes used for public events. To that extent, Lessee agrees not to interfere in any way with said uses.

4. Lessee's Obligations. Unless otherwise agreed upon, the Lessee shall:

a. not use the Premises for any unlawful or immoral purposes or occupy them in such a way as to constitute a nuisance;

b. keep the Premises in a clean and safe condition;
c. cause no unsafe or unsanitary condition in the common areas and remainder of the Premises;
e. require all persons on the Premises to conduct themselves in a reasonable manner and so as not to disturb the peaceful enjoyment of the Premises; and

5. Waiver. No waiver of any breach of any obligation or promise contained herein shall be regarded as a waiver of any future breach of the same or any other obligation or promise.

6. Notice. Any notices required or authorized to be given hereunder or pursuant to applicable law shall be mailed or hand delivered to the following addresses:

Lessor: Mark Donham
City of Oxford
P. O. Box 1307
Oxford, North Carolina 27565

Lessee: John W. Watson, Jr.
Watson, Dunlow & Wilkinson, P.A.
204 Williamsboro Street
Oxford, North Carolina 27565

7. Eminent Domain; Sale; Other Casualties. Either of the parties shall have the option to terminate this lease if the Premises, or any part thereof, are sold, condemned, sold in lieu of condemnation or damaged to such an extent that the same cannot be used for the intended purpose.

8. Amendment of Laws. In the event that subsequent to the execution of this lease any state statute regulating or affecting any duty or obligation imposed upon the Lessor pursuant to this lease is enacted, amended or repealed, the Lessor may, at its option, elect to perform in accordance with such statute, amendment, or act of repeal in lieu of complying with the analogous provision of this Lease.

9. Prohibition Against Assignment or Sub-lease. Lessee shall not assign this Lease or sublet any part of the Premises without the written consent of Lessor.

This lease shall inure to the benefit of and be binding upon the parties hereto and to their successors in office.

IN TESTIMONY WHEREOF, the parties hereto have hereunto set their hands and affixed their seals, in duplicate, a copy of which is retained by each party, this the day and year first written above.

**BUDGET AMENDMENT IN THE AMOUNT OF \$3,372 TO CARRY FORWARD FUNDS
FOR OPEB STUDY APPROVED**

Mayor Woodlief stated that Cavanaugh McDonald began work on the City's 12/31/09 Other Post-Employment Benefits actuarial calculation in FY 2010. The funding for this study was included in the FY 2010 budget. McDonald did not complete the calculation report until August 2010 and has just now invoiced the City. FD McNally stated the report is in his office.

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

BUDGET AMENDMENT

ACCT NO.	DESCRIPTION	INCREASE	DECREASE
10442203	Contract Labor	\$3,372.00	
10399000	Approp Fund Balance	\$3,372.00	

BUDGET AMENDMENT IN THE AMOUNT OF \$13,698 TO ADJUST FOR THE FIRE CHIEF'S SALARY AND RELATED PAYROLL EXPENSES APPROVED

CM Donham stated that when this position was being sought, the estimate provided to the Finance Director for the cost of the job was this amount less than what was offered to the new chief. This is what is required to pay a rate compatible with experience and knowledge. Mayor Woodlief asked CM Donham if basically this was the rate agreed upon by the new chief with CM Donham, based on the fire chief's contract. CM Donham answered that was correct.

MAYOR PRO TEM HERRING MADE A MOTION TO APPROVE THE AMENDMENT.

MPT Herring asked if the Public Safety Committee talked about this, Commissioner Currin answering 'no'. Commissioner Cantley asked if this went through the Budget or any other Committee, to which the Mayor answered not to his knowledge. Commissioner Cantley asked wouldn't that have been standard procedure, the Mayor answering that on a personnel issue, he did not know.

When asked, City Attorney Burnette stated this issue probably should have gone through Committee; and Commissioner Currin asked that it now go through the Finance Committee. Commissioner Currin stated he did not understand how the chief was hired in June, started work on August 2nd, and here 14 weeks after he was hired and 6 ½ weeks after he began work, the Board is just now talking about a budget amendment. This should have been covered a long time ago, as in July.

MPT Herring stated the fire chief was hired at this salary. Commissioner Sergent stated she did not think the contract or the desire to pay what was contracted was the issue; the issue is a lot of time was spent discussing the budget and what revenues we had to pay for what expenditures. We're not discussing whether this is a value issue; the issue seems to be if the Board adopted a budget, then it owes the residents of Oxford an obligation to try to stick to the adopted budget for at least as long as is possible during the fiscal year. If something comes up, we should be looking for

resources to accommodate this within the budget already approved or at the very least, as soon as we know that there is an issue that we need more money than what has been allocated. This should have gone straight to Finance to be factored into the Board's decision making.

Mayor Woodlief asked CM Donham if he handled this without consulting anyone on the Finance Committee. CM Donham stated he thought people were aware, but evidently they were not. This was the estimate given when the budget was prepared, and the previous fire chief was basically drawing the same salary. Mayor Woodlief stated that as much time as was spent in searching for a chief – over 100 applicants – he did think CM Donham should have asked Mr. Currin and his Committee to meet with him. The Mayor did not see a problem, but he thought the Committee wanted to give their approval. The Mayor stated to Fire Chief Bess who was in the audience that there was not a problem against him. The Mayor stated he understood Mr. Currin's point.

Commissioner Currin stated \$58,000 was budgeted for this position, and he understood the previous chief was making more than that. After spending hours and hours on the budget, why was the salary put in at \$58,000? Commissioner Currin stated this is one of several oversights; and that after spending all the hours on the budget, it now seems like a waste of the Commissioners' time.

MPT Herring asked what was the advertised salary for the job, to which Commissioner Currin replied between \$46 and \$64,000. Commissioner Harris asked how much was returned to the General Fund from the purchase of the backhoe since an excess amount was budgeted. Commissioner Harris was informed that the money was returned to the Water Fund, to which he replied he was told it was the General Fund and that the Minutes could be reviewed.

Mayor Woodlief stated all the Board needs to understand is that the chief has been hired, and we have to pay this. The argument is not over pay, but the procedure. MPT Herring stated that if there is not an argument, then the Board needed to approve the budget amendment to pay the fire chief's salary. If the Board wanted to chastise someone, a procedure, or a process, then chastise them. But the salary needed to be fixed.

Commissioner Sergent stated she did not feel the question was the desire to pay the chief. She was questioning where the money was coming from. CM Donham stated it was coming from the Fund Balance. Commissioner Sergent stated the Board agreed on a budget. First she would like to know that there isn't any money anywhere else. In her mind, the Board make a commitment to our residents, the Board already discussed that the Fund Balance was being eroded away, so two months into the fiscal year to start plucking away at the Fund Balance made her a little uncomfortable. This issue has nothing to do with her desire to pay the fire chief what he deserves – this is not the issue at all.

Commissioner Harris stated money was returned to the General Fund from the employee raise, originally budgeted at 3%, and asked what was that amount. CM Donham stated the budget was reduced by that amount. Commissioner Harris stated no, that was not his understanding. CM Donham restated the budget was reduced from 3% to 1.5%. Commissioner Harris stated that he was not for certain and the Minutes could be checked, but he thought Commissioner Williford asked for a 2.5% raise. When the raise went to 1.5%, it was his understanding that the balance

would go to the Fund Balance. Commissioner Harris then stated that the fire chief was hired and that this amendment must be done or we might not have a fire chief, adding that he would not blame him.

CM Donham asked to make a comment. Estimates are gotten from each department director, and the department director felt this amount should be in the budget. As much as we'd like it to represent exactly what is going to occur, it is just an estimate. In this particular case, CM Donham stated he apologized for his lack of communication. He did not feel like this would be an issue. He understands the position of the Board as far as the budget. The Mayor added that he told the Board when the budget started that the only thing on the budget sheet that probably wouldn't change was the tax rate, that somewhere down the line something was going to happen, and those figures were going to change constantly. This just happens to be the first one. If this one rocks the Board, then it will be rocking like your chair's in the wind.

Commissioner Sergent stated she appreciated that, but to her a bottom line is a bottom line. She called around to other entities to find out how their budgets are viewed. The responses were that department heads are told that when the budget is adopted, they are to make it work. Budget amendments are not even looked at until the last third of the year, because it needs to be shown that everything the department heads can do make it work has been done. Commissioner Sergent stated if the City is already off to a rocking start, then we have an obligation to the residents of Oxford to try to meet our fiduciary responsibility. If we are immediately going to state, "oh we need more money" instead of asking where are we going to get the money from, then in another two years the Fund Balance is going to be further eroded. The Mayor stated that in the past two years, all department heads have done a very good of following their budget. If anything, undercutting has been accomplished, resulting in the City coming in below the budget.

Commissioner Bullock stated that he has said it before and it still bothers him that the reserve fund is readily available to be dipped into. We need to take a serious look at how we deal with that. He supported Commissioner Herring's comment that we need to deal with this salary issue and then deal with the other issues.

Commissioner Cantley stated he'd received all the budget amendments since 2009, and it seems that almost every month a budget amendment needs to be made. Estimating needs to be done better, and maybe next year a little more needs to be estimated.

FD McNally stated that in the original version of the General Fund Budget, this year there is actually a surplus; and that's the first time that has happened since he's been here. So, in effect, there are some monies to work with. The Mayor stated that even with the number of budget amendments as brought up by Commissioner Cantley, at the end of the year it usually comes out that we are okay. We just messed up somewhere along the line in one department, and may have given another department too much. The Mayor stated that there was a motion on the floor, the fire chief has been working and doing a great job, all understood when he was hired what was expected of the Board to him, and that we can deal with the other issue at hand in a Personnel session, not in a public meeting. The Mayor then assured Fire Chief Bess that the question of his leadership is not what is being talked about.

COMMISSIONERS CANTLEY, HARRIS, WILLIFORD, HERRING, SERGENT, AND BULLOCK VOTED IN THE AFFIRMATIVE.
COMMISSIONER CURRIN VOTED IN THE NEGATIVE. THE MOTION PASSED BY A SIX TO ONE VOTE.

BUDGET AMENDMENT

ACCT NO.	DESCRIPTION	INCREASE	DECREASE
10530121	Salaries	\$12,000.00	
10530181	FICA	\$918.00	
10530182	Retirement	\$780.00	

APPOINTMENT OF BENJAMIN FLOYD TO THE HISTORIC PRESERVATION COMMISSION APPROVED

Planning Director Cheryl Hart recommends Mr. Floyd, stating his expertise will be a valuable asset to the Commission.

COMMISSIONER CANTLEY MADE A MOTION TO APPROVE THE APPOINTMENT.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

INTERNATIONAL WALK TO SCHOOL MONTH PROCLAMATION ACCEPTED

Mayor Woodlief stated that as part of Granville County's Safe Routes to School Grant, October has been designated as International Walk to School Month. The support of this Proclamation will be beneficial to the schools in the City as well as those in the County.

COMMISSIONER WILLIFORD MADE A MOTION TO ACCEPT THE PROCLAMATION.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

International Walk to School Month Proclamation

Whereas, hundreds of children could be saved each year if communities take steps to make pedestrian safety a priority; and

Whereas, a lack of physical activity plays a leading role in rising rates of obesity, diabetes and other health problems among children and being able to walk or bicycle to school offers an opportunity to build activity into daily routine; and

Whereas, driving students to school by private vehicle contributes to traffic congestion and air pollution; and

Whereas, an important role for parents and caregivers is to teach children about pedestrian safety and become aware of the difficulties and dangers that children face on their trip to school each day and the health and environmental risks related to physical inactivity and air pollution; and

Whereas, community leaders and parents can determine the "walkability" of their community by using a walkability checklist; and

Whereas, community members and leaders should make a plan to make immediate changes to enable children to safely walk and bicycle in our communities and develop a list of suggestions for improvements that can be done over time; and

Whereas, children, parents and community leaders around the world are joining together to walk to school and evaluate walking and bicycling conditions in their communities;

Now, Therefore, Be It Resolved that the City of Oxford Board of Commissioners join the Granville County Board of Commissioners in proclaiming October 2010 as "International Walk to School Month" in Granville County, North Carolina, and encourage everyone to consider the safety and health of children this month and throughout the year.

In witness whereof, I have hereunto set my hand and caused the seal of Oxford, North Carolina, to be affixed this 14th day of September 2010.

**RESOLUTION OF INTENT TO ANNEX THE PROPERTY ON THE CORNER OF W. INDUSTRY DRIVE
AND PINE TREE ROAD CONTAINING 12.86 ACRES ADOPTED**

Mayor Woodlief stated this property meets the criteria for involuntary annexation and will include one vacant lot.

COMMISSIONER HARRIS MADE A MOTION TO ADOPT THE RESOLUTION.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

A RESOLUTION STATING THE INTENT OF THE CITY OF OXFORD TO CONSIDER
ANNEXATION OF THE AREA DESCRIBED HEREIN AND FIXING THE DATE
OF A PUBLIC INFORMATIONAL MEETING AND
A PUBLIC HEARING ON THE QUESTION OF ANNEXATION

BE IT RESOLVED by the Board of Commissioners of the City of Oxford that:

Section 1. It is the intent of the Board of Commissioners of the City of Oxford to consider annexation of the following described territory pursuant to Chapter 160A, Article 4A, Part 3 of the General Statutes of North Carolina:

All of Lot 1 on the map titled "Annexation Survey for: City of Oxford / Property Owner: Ventura Electronics Corp." This site contains approximately 12.86 acres.

Reference: Annexation Survey for: City of Oxford
Property Owner: Ventura Electronics Corp.
Surveyed by: Ben L. Bryan
4017 U.S. Hwy 15 South, Oxford, NC 27565
March 29, 2010

Section 2. A public informational meeting on the question of annexing the above described territory will be held at Oxford City Hall at 5:30 p.m. on November 1, 2010, at which time plans for extending services to said territory will be explained and all residents and property owners in said territory and all residents of the City of Oxford will be given an opportunity to ask questions and receive answers regarding the proposed annexation.

Section 3. A public hearing on the question of annexing the above described territory will be held at Oxford City Hall at 5:30 p.m. on December 8, 2010, at which time plans for extending services to said territory will be explained and all residents and property owners in said territory and all residents of the City of Oxford will be given an opportunity to be heard.

Section 4. A report of plans for extending services to the above described territory shall be made available for public inspection at the office of the City Clerk at least thirty (30) days prior to the date of the public informational meeting.

Section 5. A legible map of the area to be annexed and a list of persons holding freehold interests in property in the area to be annexed who have been identified shall be posted in the office of the City Clerk at least thirty (30) days prior to the date of the public informational meeting.

Section 6. Notice of the public informational meeting and public hearing shall be given by the Oxford Public Ledger and by first class mail, as required by G.S. 160A-49.

Section 7. The effective date of the annexation shall be not less than one year following the date of adoption of the annexation ordinance.

Adopted this 14th day of September 2010.

**RESOLUTION OF INTENT TO ANNEX PROPERTIES ALONG COLLEGE STREET AND THE OUT LOOP
CONTAINING 34.95 ACRES ADOPTED**

Mayor Woodlief stated these properties meet the criteria for involuntary annexation and will include four businesses and two vacant lots.

MAYOR PRO TEM HERRING MADE A MOTION TO ADOPT THE RESOLUTION.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

A RESOLUTION STATING THE INTENT OF THE CITY OF OXFORD TO CONSIDER
ANNEXATION OF THE AREA DESCRIBED HEREIN AND FIXING THE DATE
OF A PUBLIC INFORMATIONAL MEETING AND
A PUBLIC HEARING ON THE QUESTION OF ANNEXATION

BE IT RESOLVED by the Board of Commissioners of the City of Oxford that:

Section 1. It is the intent of the Board of Commissioners of the City of Oxford to consider annexation of the following described territory pursuant to Chapter 160A, Article 4A, Part 3 of the General Statutes of North Carolina:

All of Lots 1 through 6 on the map titled "Annexation Survey for: City of Oxford / Property Owner: Susan Salms & J. Greenburg, Flat River Baptist Assoc, Keith Sipe, Morningstar Holdings LLC., Kenneth & Tempie Forbes, James F. Crews Et. Al." This site contains approximately 34.95 acres.

Reference: Surveyed by: Ben L. Bryan
4017 U.S. Hwy 15 South, Oxford, NC 27565
March 29, 2010

Section 2. A public informational meeting on the question of annexing the above described territory will be held at Oxford City Hall at 5:30 p.m. on November 1, 2010, at which time plans for extending services to said territory will be explained and all residents and property owners in said territory and all residents of the City of Oxford will be given an opportunity to ask questions and receive answers regarding the proposed annexation.

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Section 4. A report of plans for extending services to the above described territory shall be made available for public inspection at the office of the City Clerk at least thirty (30) days prior to the date of the public informational meeting.

Section 5. A legible map of the area to be annexed and a list of persons holding freehold interests in property in the area to be annexed who have been identified shall be posted in the office of the City Clerk at least thirty (30) days prior to the date of the public informational meeting.

Section 6. Notice of the public informational meeting and public hearing shall be given by the Oxford Public Ledger and by first class mail, as required by G.S. 160A-49.

Section 7. The effective date of the annexation shall be not less than one year following the date of adoption of the annexation ordinance.

Adopted this 14th day of September 2010.

MARCH 1, 2007 REQUIREMENT THAT MEMBERS OF THE OFC SHALL NOT BE A MEMBER OF ANY OTHER FIRE COMPANY RESCINDED

Mayor Pro Tem Herring stated that this request is based on Fire Chief Earnest Bess' recommendation which gives him a greater resource of expertise and skills for fire service.

MAYOR PRO TEM HERRING MADE A MOTION TO RESCIND THE REQUIREMENT.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

DISCUSSION ON SHRUBBERIES AND TREES BLOCKING INTERSECTIONS

MPT Herring distributed a letter and photo of shrubbery at 309 Lanier Street, which is a vacant lot owned by Matilda Burton, which is impeding sight at the intersection. He has discussed with Planning Director Hart the possibility of the City removing the shrubbery. There are four or five school buses which travel to this area, and this is a safety hazard for the children (impeding sight). MPT Herring was not certain if this is a right of way and asked the city manager if the shrubbery can be removed. Commissioner Williford stated he talked about this previously and there are a lot of intersections that are this way. He did not have a problem with this because of the hazard to the school buses. The Mayor asked Commissioner Williford if he wished for employees to make note of these types of situations and bring them to the attention of Mr. (Larry) Thomas.

Commissioner Harris stated that children have a very special place in his heart, but he also had to say that this shrubbery is on private property. If we start doing this, there will be more requests. The Mayor stated that in this case, we have permission. Commissioner Harris understood this, but he was still looking at it as the shrubbery being on private property.

Commissioner Williford asked CM Donham for his opinion, to which he stated that even though this is an important issue, the City is not supposed to spend funding on private property. MPT Herring stated that he withdrew his request and would have the shrubbery cut down on his own before Friday.

REQUEST FROM EDDIE McCOY TO BE INTRODUCED TO NEW FIRE CHIEF, EARNEST BESS

Audience member Eddie McCoy asked the Mayor to introduce him to the new fire chief. Commissioner Sergent then introduced Earnest Bess to Mr. McCoy, a former City Commissioner.

EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER

ON A MOTION BY COMMISSIONER HARRIS, THE BOARD VOTED UNANIMOUSLY TO GO INTO EXECUTIVE SESSION ACCORDING TO G.S. 143.318.11 TO DISCUSS A PERSONNEL MATTER.

ON A MOTION BY COMMISSIONER HARRIS, THE BOARD VOTED UNANIMOUSLY TO RETURN TO OPEN SESSION.

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, COMMISSIONER WILLIFORD MADE A MOTION TO ADJOURN.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

Donna B. Hosch, CMC, City Clerk

ATTEST:

Alvin Woodlief, Jr., Mayor