

# City of Oxford Regular Board Meeting

**Tuesday, July 14, 2026 at 6:00 PM**  
**3rd Floor Commissioners Board Room, City Hall**



Mayor  
Guillermo Nurse

Mayor Pro Tem  
John Tovey

Commissioner  
S. Quon Bridges

Commissioner  
Curtis McRae

Commissioner  
Scotty Brooks

Commissioner  
Kate Kelly

Commissioner  
Karen McGhee

Commissioner  
Carlos Velez

City Manager  
W. Brent Taylor

City Attorney  
J. Thomas Burnette

City Clerk  
Cynthia Bowen

Assistant City Manager  
David Cottrell III

**Please be reminded to turn off or mute all cell phones and/or electronic devices.**

## **1. Call to Order**

1.1 Prayer by Reverend Jenny Wilson.

1.2 Pledge of Allegiance led by Commissioner Quon Bridges.

1.3 Consider adjustments to and approval of the Agenda.

*(Only emergency items shall be added to the agenda. Emergency shall be defined and requested by the City Manager. Only upon approval of the Board of Commissioners will the item be added.)*

1.4 Opening Remarks by City Clerk, Cynthia Bowen.

*In order to provide for the highest standards of behavior and transparency in governance, the Board of Commissioners has approved a Code of Ethics to establish guidelines for ethical standards for Board Members and to provide guidance in determining appropriate conduct. Among those: Board members should avoid impropriety in the exercise of their official duties and should conduct the affairs of the Board in an open and public manner. The Mayor now inquires whether any Board Member knows of any conflict of interest or appearance of conflict with respect to matters before the Board. If any Board Member knows of a conflict of interest or the appearance of a conflict, please state so at this time.*

**2. Delegations**

2.1 Proclamation of July as Parks and Recreation Month

**3. Public Comment**

*Citizens may speak on agenda and non-agenda items at this time. Citizens wishing to address the Board should have registered their name, address, and the subject they wish to address with (me) the City Clerk prior to the beginning of this meeting. In an effort to maintain order and decorum, we encourage speakers to be courteous and respectful during this portion of the meeting when citizen input is heard. Please refrain from profanity, inappropriate gestures, insults, personal attacks, or accusations. Each presentation will be limited to five (5) minutes.*

**4. Public Hearings**

*Citizens may only speak on public hearing items at this time. Please refrain from profanity, inappropriate gestures, insults, personal attacks, or accusations.*

4.1 Hold a public hearing to receive citizen input regarding the closeout of the Community Development Block Grant (CDBG)#20-V-3524.

The City received \$900,000 in CDBG funds in 2020 from REDD to provide utility, rent, and mortgage assistance to those adversely affected by COVID-19 and also to install public broadband service in downtown Oxford.

4.2 Public hearing for a rezoning request by Eddie Caudle Jr. to rezone 2 acres from a 50-acre tract of land adjacent to his business, "Oxford Car & Truck."

The purpose of the rezoning is to add 2 acres to the sales lot in the rear of the property located at 1005 Lewis Street.

**5. Old Business**

5.1 Consider accepting the Sufficiency Statement from the City Clerk for the annexation of the property owned by Eddie Caudle, located at 1005 Lewis Street, Oxford, NC.

5.2 Consider adopting the Committee Establishments & Guidelines

**6. New Business**

## **7. Consent Agenda**

*Consent Items will be adopted with a single motion, second, and vote unless a request for removal from the Consent agenda is heard from a Councilmember.*

7.1 Accept the May 2026 Financial Report.

7.2 Approve the Minutes for March 2nd and March 9th.

Staff recommends approving the Consent Agenda.

7.3 A seat on the Historic Preservation Commission has opened up, and since there were two applications to choose from at the June meeting, staff recommends placing the other applicant on the HPC now.

7.4 Resolution for the execution of all forms necessary to obtain the loan and grant from the NC Rural Development. This ratifies what was approved with the FY 2026-2027 Budget.

## **8. Adjournment**

<sup>1007</sup>  
PETITION REQUESTING CONTIGUOUS ANNEXATION

Date: 05/14/2026

To the Mayor and Oxford Board of Commissioners of the City of Oxford:

1. We the undersigned owners of real property respectfully request that the area described in Paragraph 2 below be annexed to the City of Oxford.
2. The area to be annexed is contiguous to the City of Oxford and the boundaries of such territory are as follows:

(Insert Metes and Bounds Description of Boundaries)

3. A map is attached showing the area proposed for annexation in relation to the primary corporate limits of the City of Oxford.

\* (and in relation to the primary corporate limits of the City of Oxford.)

\*\*4. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

|    | <u>Name</u>                | <u>Address</u>                                | <u>Do you declare vested rights?*</u> | <u>Signature</u>   |
|----|----------------------------|-----------------------------------------------|---------------------------------------|--------------------|
|    |                            |                                               | (Indicate yes or no.)                 |                    |
| 1. | <u>William W. Canfield</u> | <u>3500 Knotts Grove Rd. Oxford, NC 27505</u> | <u>No.</u>                            | <u>[Signature]</u> |
| 2. | _____                      | _____                                         | _____                                 | _____              |
| 3. | _____                      | _____                                         | _____                                 | _____              |

Beginning at an existing iron pipe, said iron pipe being the southwestern corner of lot herein created and a shared southeastern most corner of the existing 43' Easements as shown on Plat Book 50, Page 116, Granville County Registry, said point of beginning being further located S 76° 17' 10" E 1.99 feet from an existing iron pipe which is in the southern boundary line of the said existing access easement and further being the north west property corner for WRS Centers Shops, LLC (Deed Book 1927, Page 332, GCR); run thence from said beginning point N 13° 49' 16" E 314.83' along the said existing access easement and continuing to an existing iron pipe being a corner of the lot herein created; run thence south 76° 17' 10" E 276.43' to an iron pipe set being the northeastern corner of the lot herein created; run thence S 13° 42' 50" W 314.83' to an iron pipe set, said iron pipe being the southwestern corner of lot created herein and being further located within the common boundary line with WRS Centers Shops, LLC; run thence north 76° 17' 10" W 277.02 feet to the point and place of beginning, being 2 acres.



## CITY OF OXFORD, NORTH CAROLINA

PO Box 1307 ~ 300 Williamsboro Street ~ Oxford, NC 27565

Bus: (919) 603-1100 ~ Fax: (919) 603-1107

### CERTIFICATE OF SUFFICIENCY

To the City of Oxford Board of Commissioners regarding: the 2 acres located at 1005 Lewis Street, Oxford, NC, and owned by Eddie Caudle:

I, Cynthia Bowen, City of Oxford City Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described herein, in accordance with G.S. 160A-31.

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Oxford, this 14<sup>th</sup> day of July 2026.

Beginning at an existing iron pipe, said iron pipe being the southwestern corner of lot herein created and a shared southeastern most corner of the existing 43' Easements as shown on Plat Book 50, Page 116, Granville County Registry, said point of beginning being further located S 76° 17' 10" E 1.99 feet from an existing iron pipe which is in the southern boundary line of the said existing access easement and further being the northwest property corner for WRS Centers Shops, LLC (Deed Book 1927, Page 332, GCR); run thence from said beginning point N 13° 49' 16" E 314.83' along the said existing access easement and continuing to an existing iron pipe being a corner of the lot herein created; run thence south 76° 17' 10" E 276.43' to an iron pipe set being the northeastern corner of the lot herein created; run thence S 13° 42' 50" W 314.83' to an iron pipe set, said iron pipe being the southwestern corner of lot created herein and being further located within the common boundary line with WRS Centers Shops, LLC; run thence north 76° 17' 10" W 277.02 feet to the point and place of beginning, being 2 acres.

(SEAL)

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Cynthia Bowen, City Clerk



## **City of Oxford, North Carolina Budget & Finance Committee Establishment and Guidelines**

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### **I. Establishment**

The Mayor, with the consent of the Board of Commissioners, hereby establishes the Budget and Finance Committee and guidelines for the City of Oxford.

### **II. Purpose**

The purpose of the Budget & Finance Committee is to provide a structured forum for review, discussion, and recommendation on matters related to the City's financial health, budgeting, fiscal policies, and long-term financial planning. The Committee serves in an advisory capacity to the Mayor and Board of Commissioners and does not possess independent decision-making authority.

### **III. Mission**

The mission of the Budget and Finance Committee is to ensure the City's long-term financial sustainability and stewardship by developing, monitoring, and recommending budgets, policies, and financial strategies while ensuring transparency and accountability.

### **IV. Scope of Responsibilities**

The Budget & Finance Committee shall:

1. Review and discuss the City's annual operating, capital budget, and budget ordinance prior to formal consideration by the Board of Commissioners, consistent with NCGS § 159-13.
2. Review financial reports, including revenue and expenditure trends, fund balances, and cash flow summaries.
3. Provide guidance and recommendations on fiscal policies, including but not limited to fund balance policies, internal control practices, and financial management procedures consistent with §159-13.
4. Review of matters related to the City's annual independent audit required by §159-34, including audit findings, management letters, corrective action plans, and any correspondence or directives issued by the North Carolina Local Government Commission.

5. Discuss long-range financial planning, including debt management, capital improvement planning, and major financial impacts of growth and development in accordance with NCGS §159-48 et seq.
6. Serve as a forum for public understanding and transparency regarding the City's financial condition and financial planning.
7. Review proposed budget amendments, financial forecasts, or other fiscal matters as requested by the Mayor, Board of Commissioners, or City Manager.

## **V. Limitations of Authority**

The Committee shall not have independent authority to approve expenditures, enter into contracts, hire staff, or direct City operations. All actions involving funding, staffing, permits, or policy implementation shall remain subject to approval by the City Manager and Board of Commissioners as required by law.

## **VI. Membership**

The Finance Committee shall be composed of the following members:

The Personnel & Human Resources Committee shall be composed of the following members:

- The Mayor shall appoint three (3) members from the Oxford Board of Commissioners
- The Mayor of Oxford non-voting
- The City Manager non-voting
- The Finance Director non-voting

## **VII. Officers and Administration**

1. **Chair:** The Chair shall be designated by the Mayor from among the appointed Board of Commissioners serving on the Committee to preside over the meetings.
2. **Staff Support:** Administrative and technical support should be provided by the City Manager's Office and the Finance Department.
3. **Meeting Materials:** Agendas and supporting materials should be prepared and distributed in advance in accordance with City policies and procedures.
4. **Officers:** The Committee may designate a Vice Chair or other positions as necessary to support their work.

## **VIII. Meetings**

1. The Committee shall meet at the call of the Chair or the Mayor, or as otherwise scheduled.
2. A quorum shall consist of a majority of the appointed Board of Commissioner members serving on the Committee.

3. Meetings shall comply with the North Carolina Open Meetings law (NCGS 143).

## **IX. Reporting**

The Budget & Finance Committee shall report its discussions, observations, and recommendations to the full Board of Commissioners as appropriate.

## **X. Ethics and Conduct**

Committee members shall adhere to all applicable ethics laws, conflicts(s)-of-interest requirements, confidentiality obligations, and standards of professional conduct governing City officials and employees, including but not limited to the North Carolina State Government Ethics Act and NCGS §14-234. Members shall disclose potential conflicts of interest and rescue themselves from discussions or recommendations where a financial or personal interest exists.

## **XI. Amendments and Dissolution**

Amendments to these guidelines shall be approved by the Board of Commissioners. The Committee may be dissolved by a majority vote of the Board of Commissioners at any time.

## **XII. Effective Date**

This Committee shall become effective upon approval by the Board of Commissioners.

## **XIII. Adoption & Acknowledgement**

The establishment of the City of Oxford Budget & Finance Committee is hereby approved by the Board of Commissioners.

Date: \_\_\_\_\_

\_\_\_\_\_

**Guillermo Nurse**

Mayor, City of Oxford, North Carolina

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**Karen McGhee**

Committee Chair

**ACKNOWLEDGED:**

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**Cynthia Bowen**

City Clerk, City of Oxford, North Carolina



## **City of Oxford**

### **Planning, Business, and Community Development Committee**

### **Establishment and Guidelines**

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#### **I. Purpose**

The Mayor, with the consent of the Board of Commissioners, hereby establishes the Planning Business and Community Development Committee and guidelines for the City of Oxford.

#### **II. Mission**

The Committee advises the Mayor and the Board of Commissioners on matters related to but not limited to:

- Matters that have come before the board via the Planning Commission.
- Encouraging economic investment and development within the City.
- Reviewing proposed development projects when requested after review by the Planning Commission.
- Quality of Life issues regarding health, safety, culture and leisure, housing, economic, transportation, education etc.

#### **III. Scope of Responsibilities**

##### **1. Ordinance & Policy Advisory Role**

The Committee shall:

- Advise on the effectiveness of the City's Unified Development Ordinance and other ordinances such Vacant Property and Property Maintenance Ordinances.
- Recommend ordinance updates, policy tools, or incentive-based approaches that support compliance and redevelopment.
- Review the City's progress in complying with the Master Plan.

## **2. Vacant Properties and Property Maintenance**

The Committee shall:

- Review patterns and trends related to neglected or deteriorating properties.
- Support consistent application of adopted property maintenance standards.
- Recommend policy or ordinance improvements when appropriate.

## **3. Downtown & Community Appearance**

The Committee shall:

- Evaluate the overall condition and visual character of downtown, major corridors, and neighborhoods.
- Review building exteriors, storefronts, sidewalks, streetscapes, and other public-facing conditions.
- Support initiatives that enhance walkability, and safe community spaces.

## **4. Development & New Project**

- Targeted focus areas for reinvestment or redevelopment.
- Identify areas/issues of concern that will promote or inhibit development.

## **V. Limitations of Authority**

The Committee shall not have independent authority to approve expenditures, enter into contracts, hire staff, or direct City operations. All actions involving funding, staffing, permits, or policy implementation shall remain subject to approval by the City Manager and Board of Commissioners as required by law.

## **VI. Membership**

The Planning Business and Community Development Committee shall be composed of the following members:

- The Mayor shall appoint three (3) members from the Oxford Board of Commissioners.
- The Mayor of Oxford non-voting.
- The City Manager non-voting.
- The Planning Director non-voting.
- Advisors may be invited as needed non-voting.

## **VII. Officers & Administration**

1. **Chair:** The Chair shall be designated by the Mayor from among the appointed Board of Commissioners serving on the Committee to preside over the meetings.
2. **Staff Support:** Administrative and technical support should be provided by the City Manager's Office and the Human Resources Department.
3. **Meeting Materials:** Agendas and supporting materials should be prepared and distributed in advance in accordance with City policies and procedures.
4. **Officers:** The Committee may designate a Vice Chair or other positions as necessary to support their work.

## **VIII. Meetings**

1. The Committee shall meet at the call of the Chair or the Mayor, or as otherwise scheduled.
2. A quorum shall consist of a majority of the appointed Board of Commissioner members serving on the Committee.
3. Meetings shall comply with the North Carolina Open Meetings law (NCGS 143).

## **IX. Reporting**

The Planning, Business & Community Development Committee shall report its discussions, observations, and advisory recommendations to the full Board of Commissioners as appropriate.

## **X. Ethics & Conduct**

Committee members shall adhere to all applicable ethics laws, conflicts(s)-of-interest requirements, confidentiality obligations, and standards of professional conduct governing City officials and employees, including but not limited to the North Carolina State Government Ethics Act and NCGS §14-234. Members shall disclose potential conflicts of interest and rescue themselves from discussions or recommendations where a financial or personal interest exists.

## **XI. Amendments and Dissolution**

Amendments to these guidelines shall be approved by the Board of Commissioners. The Committee may be dissolved by a majority vote of the Board of Commissioners at any time.

## **XII. Effective Date**

This Committee shall become effective upon approval by the Board of Commissioners.

## **XIII. Adoption & Acknowledgement**

The establishment of the City of Oxford Planning, Business, and Community Development is hereby approved by the Board of Commissioners.

**ADOPTED AND APPROVED:**

Date: \_\_\_\_\_

\_\_\_\_\_

**Guillermo Nurse**

Mayor, City of Oxford, North Carolina

\_\_\_\_\_

**Carlos Velez**

Committee Chair

**ACKNOWLEDGED:**

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**Cynthia Bowen**

City Clerk, City of Oxford, North Carolina



## **City of Oxford, North Carolina Personnel & Human Resources Committee Establishment and Guidelines**

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### **I. Establishment**

The Mayor, with the consent of the Board of Commissioners, hereby establishes the Personnel and Human Resources Committee and guidelines for the City of Oxford.

### **II. Purpose**

The purpose of the Personnel & Human Resources Committee is to provide a structured, transparent, and professional forum for the review, discussion, and recommendation of matters related to personnel policies, human resources practices, workforce planning, and organizational culture. The Committee advises the Mayor and the Board of Commissioners and does not possess independent decision-making authority.

### **III. Mission**

The mission of the Personnel & Human Resources Committee is to develop an effective and responsive staff by providing opportunities for professional and personal growth, ensuring every employee feels valued and able to reach their full potential, and prioritizing employee well-being through a supportive workplace that promotes mental, physical, and emotional health.

### **IV. Scope of Responsibilities**

The Personnel & Human Resources Committee may review, discuss, and provide advisory recommendations on the following matters:

- Personnel policies, employee handbook provisions, and proposed updates to HR-related ordinances or administrative policies.
- Recruitment, hiring practices, retention strategies, and workforce development initiatives.
- Employee classification structures, compensation frameworks, and benefits policies, in coordination with budgetary considerations.

- Training, professional development, leadership development, and succession planning for City staff.
- Workplace standards related to performance management, evaluations, accountability, and organizational effectiveness.
- Employee relations practices, including processes related to grievances, discipline frameworks, and internal communications (excluding specific personnel cases).
- Compliance with applicable federal, state, and local employment laws and recognized best practices in municipal human resources.
- Initiatives that promote a respectful, inclusive, and professional workplace culture.
- This committee serves in an advisory capacity only.

#### **Exclusions:**

The Committee shall not review or discuss individual employee matters, personnel files, disciplinary cases, or confidential HR investigations, except as permitted by law and presented in closed session when appropriate.

#### **V. Limitations of Authority**

The Committee shall not have independent authority to approve expenditures, enter into contracts, hire staff, or direct City Operations. All actions involving funding, staffing, permits, or policy implementation shall remain subject to approval by the City Manager and Board of Commissioners as required by law.

#### **VI. Membership**

The Personnel & Human Resources Committee shall be composed of the following members:

- The Mayor shall appoint three (3) members from the Oxford Board of Commissioners
- The Mayor of Oxford non-voting
- The City Manager staff support non-voting
- The Human Resources Director non-voting

#### **VII. Officers & Administration**

1. **Chair:** The Chair shall be designated by the Mayor from among the appointed Board of Commissioners serving on the Committee to preside over the meetings.
2. **Staff Support:** Administrative and technical support should be provided by the City Manager's Office and the Human Resources Department.
3. **Meeting Materials:** Agendas and supporting materials should be prepared and distributed in advance in accordance with City policies and procedures.
4. **Officers:** The Committee may designate a Vice Chair or other positions as necessary to support their work

#### **VIII. Meetings**

1. The Committee shall meet at the call of the Chair or the Mayor, or as otherwise scheduled.
2. A quorum shall consist of a majority of the appointed Board of Commissioner members serving on the Committee.
3. Meetings shall comply with the North Carolina Open Meetings law.

## **IX. Reporting**

The Personnel & Human Resources Committee shall report its discussions, observations, and advisory recommendations to the full Board of Commissioners as appropriate.

## **X. Ethics & Conduct**

Committee members shall adhere to all applicable ethics laws, conflicts(s)-of-interest requirements, confidentiality obligations, and standards of professional conduct governing City officials and employees, including but not limited to the North Carolina State Government Ethics Act and NCGS §14-234. Members shall disclose potential conflicts of interest and rescue themselves from discussions or recommendations where a financial or personal interest exists.

## **XI. Amendments**

Amendments to these guidelines shall be approved by the Board of Commissioners. The Committee may be dissolved by a majority vote of the Board of Commissioners at any time.

## **XII. Effective Date**

This Committee and guidelines shall become effective upon approval by the Board of Commissioners.

## **XIII. Adoption & Acknowledgement**

The establishment of the City of Oxford Personnel & Human Resources Committee is hereby approved by the Board of Commissioners.

Date: \_\_\_\_\_

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**Guillermo Nurse**

Mayor, City of Oxford, North Carolina

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**Kate Kelly**  
Committee Chair

**ACKNOWLEDGED:**

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**Cynthia Bowen**  
City Clerk, City of Oxford, North Carolina



## **City of Oxford, North Carolina Beautification & Placemaking Committee Establishment and Guidelines**

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### **I. Establishment**

The Mayor, with the consent of the Board of Commissioners, hereby establishes the Beautification & Placemaking Committee and guidelines for the City of Oxford.

### **II. Purpose**

The purpose of the City Beautification & Placemaking Committee is to advise the Mayor, Board of Commissioners and City staff on matters related to the physical appearance, visual quality, and functional design of public spaces throughout the City of Oxford.

The Committee supports coordinated, intentional, and financially responsible beautification and placemaking efforts that reinforce Oxford's identity, enhance quality of life, support economic vitality, and align with adopted City plans, capital investments, and maintenance capacity.

### **III. Mission**

The mission of the Committee is to provide clear, practical, and actionable advisory guidance that:

- Enhances the visual character, safety, and usability of public spaces.
- Amplifies Oxford's gateways, corridors, and civic areas.
- Uses placemaking as a tool for economic development, neighborhood pride, and tourism.
- Prioritizes projects that are realistic, maintainable, and within City resources.

### **IV. Scope of Responsibilities**

The Beautification and Placemaking Committee may review, discuss and provide recommendations in the following areas:

#### **1. Public Spaces & Streetscapes**

- Streetscapes, sidewalks, medians, lighting, benches, planters, signage, and similar public amenities.

- Design consistency and long-term maintenance considerations for City-owned and public-facing spaces.

## **2. Trees, Landscaping & Environmental Features**

- Advisory input on tree preservation, pruning, replacement, and replanting priorities.
- Landscaping concepts and standards for rights-of-way, gateways, parks, and City owned properties.
- Support for environmentally sustainable and climate-resilient landscaping practices.

## **3. Gateways, Corridors & Entry Features**

- Beautification strategies for primary gateways and major corridors.
- Support for entry features that reinforce the City's identity and sense of arrival.

## **4. Placemaking & Civic Features**

- Public art, murals, banners, wayfinding, and civic design elements.
- Integration of cultural, historical, and community identity features into public spaces.

## **5. Coordination with City Initiatives**

- Alignment of beautification and placemaking efforts with:
  - Downtown revitalization initiatives.
  - Parks and Recreation projects.
  - Capital improvement and infrastructure projects.
- Advisory input to promote consistency across departments and projects.

## **6. Partnerships & Funding Opportunities**

- Identification of partnership opportunities with community groups, organizations, and stakeholders.
- Advisory input on grants, sponsorships, and external funding opportunities related to beautification.
- Encouragement of volunteer and community-supported initiatives where appropriate

## **V. Limitations of Authority**

The Committee shall not have independent authority to approve expenditures, enter into contracts, hire staff, or direct City Operations. All actions involving funding, staffing, permits, or policy implementation shall remain subject to approval by the City Manager and Board of Commissioners as required by law.

## **VI. Membership**

The Beautification and Placemaking Committee shall be composed of the following members:

- The Mayor shall appoint three (3) members from the Oxford Board of Commissioners
- The Mayor of Oxford non-voting
- The City Manager Staff Support non-voting

The Committee may include non-voting participation from individuals with experience or demonstrated interest in

- Arts, culture, or historic preservation.
- Business, tourism, or economic development.
- Neighborhood or civic leadership.
- Urban design, architecture, landscaping, construction, or public works.

## **VII. Officers & Administration**

1. **Chair:** The Chair shall be designated by the Mayor from among the appointed Board of Commissioners serving on the Committee to preside over the meetings.
2. **Staff Support:** Administrative and technical support should be provided by the City Manager's Office.
3. **Meeting Materials:** Agendas and supporting materials should be prepared and distributed in advance in accordance with City policies and procedures.
4. **Officers:** The Committee may designate a Vice Chair or other positions as necessary to support their work.

## **VIII. Meetings**

1. The Committee shall meet at the call of the Chair or the Mayor, or as otherwise scheduled.
2. A quorum shall consist of a majority of the appointed Board of Commissioner members serving on the Committee.
3. Meetings shall comply with the North Carolina Open Meetings law (NCGS 143).

## **IX. Reporting**

The Beautification and Placemaking Committee shall report its discussions, observations, and advisory recommendations to the full Board of Commissioners as appropriate.

## **X. Ethics & Conduct**

Committee members shall adhere to all applicable ethics laws, conflicts(s)-of-interest requirements, confidentiality obligations, and standards of professional conduct governing City officials and employees, including but not limited to the North Carolina State Government Ethics Act and NCGS §14-234. Members shall disclose potential conflicts of interest and rescue themselves from discussions or recommendations where a financial or personal interest exists.

## **XI. Reporting**

The Committee shall provide written summaries, recommendations, or work plans to the Mayor and City staff as requested.

Recommendations may be forwarded to the Board of Commissioners for information or consideration.

The Committee may develop annual or semi-annual priority lists to guide its work.

## **XII. Amendments and Dissolution**

Amendments to these guidelines shall be approved by the Board of Commissioners. The Committee may be dissolved by a majority vote of the Board of Commissioners at any time.

## **XIII. Effective Date**

This Committee shall become effective upon approval by the Board of Commissioners.

## **XIV. Adoption & Acknowledgement**

The establishment of the City of Oxford Beautification and Placemaking Committee is hereby approved by the Board of Commissioners.

Date: \_\_\_\_\_

\_\_\_\_\_

**Guillermo Nurse**

Mayor, City of Oxford, North Carolina

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**Kate Kelly**

Committee Chair

**ACKNOWLEDGED:**

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**Cynthia Bowen**

City Clerk, City of Oxford, North Carolina



## **City of Oxford, North Carolina Public Safety Committee Establishment and Guidelines**

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### **I. Establishment**

The Mayor, with the consent of the Board of Commissioners, hereby establishes the Public Safety Committee and guidelines for the City of Oxford.

### **II. Purpose**

The purpose of the Public Safety Committee is to review, and discuss matters and make recommendations to improve the City of Oxford's safety, security, and emergency preparedness.

### **III. Mission**

The Public Safety Committee's mission is generally to enhance community safety by advising on policies, procedures, and resources for law enforcement, fire, emergency management, and disaster preparedness.

### **IV. Scope of Responsibilities**

The Committee shall review, discuss, and provide advisory recommendations on matters including, but not limited to, the following:

#### **A. Public Safety Operations**

- Law enforcement, fire protection, emergency medical services, and overall public safety operations.
- Communication between public safety leadership and elected officials

#### **B. Policies & Community Safety**

- Public safety policies, procedures, and initiatives impacting community safety and trust.
- Crime trends, emergency response readiness, and community-based safety strategies, as appropriate and lawful.

### **C. Emergency Preparedness & Resilience**

- Disaster preparedness and emergency management planning.
- Continuity-of-operations considerations, including severe weather events, natural disasters, and other emergencies.

### **D. Intergovernmental Coordination**

- Coordination with county, regional, state, and federal public safety and emergency management partners.

### **E. Public Education & Awareness**

- Support for public education and community awareness related to safety preparedness, emergency response, and resilience.

### **V. Limitations of Authority**

The Public Safety Committee shall not have independent authority to approve expenditures, enter into contracts, hire staff, or direct City Operations. All actions involving funding, staffing, permits, or policy implementation shall remain subject to approval by the City Manager and Board of Commissioners as required by law.

### **VI. Membership**

The Public Safety Committee shall be composed of the following members:

- The Mayor shall appoint three (3) members from the Oxford Board of Commissioners
- The Mayor of Oxford non-voting
- The City Manager non-voting.
- Chief of Police non-voting
- Fire Chief non-voting.

### **VI. Officers & Administration**

1. **Chair:** The Chair shall be designated by the Mayor from among the appointed Board of Commissioners serving on the Committee to preside over the meetings.
2. **Staff Support:** Administrative and technical support should be provided by the City Manager's Office, Police Department and Fire Department.
3. **Meeting Materials:** Agendas and supporting materials should be prepared and distributed in advance in accordance with City policies and procedures.
4. **Officers:** The Committee may designate a Vice Chair or other positions as necessary to support their work.

### **VII. Meetings**

1. The Committee shall meet at the call of the Chair or the Mayor, or as otherwise scheduled.
2. A quorum shall consist of a majority of the appointed Board of Commissioner members serving on the Committee.
3. Meetings shall comply with the North Carolina Open Meetings law (NCGS 143).

## **IX. . Reporting**

The Public Safety Committee shall report its discussions, observations, and advisory recommendations to the full Board of Commissioners as appropriate.

## **IX. Ethics & Conduct**

Committee members shall adhere to all applicable ethics laws, conflicts(s)-of-interest requirements, confidentiality obligations, and standards of professional conduct governing City officials and employees, including but not limited to the North Carolina State Government Ethics Act and NCGS §14-234. Members shall disclose potential conflicts of interest and rescue themselves from discussions or recommendations where a financial or personal interest exists.

## **X. Amendments and Dissolution**

Amendments to these guidelines shall be approved by the Board of Commissioners. The Committee may be dissolved by a majority vote of the Board of Commissioners at any time.

## **XI. Effective Date**

This Committee shall become effective upon approval by the Board of Commissioners.

## **XII. Adoption & Acknowledgement**

The establishment of the City of Oxford Public Safety Committee is hereby approved by the Board of Commissioners.

Date: \_\_\_\_\_

\_\_\_\_\_

**Guillermo Nurse**

Mayor, City of Oxford, North Carolina

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**Curtis McRae**  
Committee Chair

**ACKNOWLEDGED:**

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**Cynthia Bowen**  
City Clerk, City of Oxford, North Carolina



**City Of Oxford, North Carolina  
Public Works Committee  
Establishment and Guidelines**

**I. Establishment**

The Mayor, with the consent of the Board of Commissioners, hereby establishes the Public Works Committee and guidelines for the City of Oxford.

**II. Purpose**

The purpose of the Public Works Committee is to provide a structured forum for discussion, review, and recommendation on matters affecting the City's infrastructure, maintenance, utilities, and operational services that support the health, safety, environmental sustainability, and quality of life of Oxford residents. The Committee serves in an advisory capacity to the Mayor and Board of Commissioners and does not possess independent decision-making authority.

**III. Mission**

The mission of the Public Works Committee is to provide oversight, guidance, and strategic planning for the City of Oxford's physical infrastructure and essential services, such as roads, sanitation, water, and cemetery. They advise the City of Oxford's Board of Commissioners on development, maintenance, and policy to ensure safe, efficient, and sustainable services.

**IV. Scope of Responsibilities**

The Public Works Committee shall:

1. Review and discuss the operation, maintenance, and condition of City infrastructure, including streets, sidewalks, stormwater systems, public buildings, facilities, and grounds.
2. Review and discuss utilities operations, including water distribution, wastewater collection and treatment, sewer infrastructure, and related regulatory compliance.
3. Provide oversight and input on public works and utilities services such as solid waste collection, recycling, fleet maintenance, and right-of-way maintenance.

4. Review capital improvement needs and infrastructure priorities for public works and utilities, including repair, replacement, expansion, and modernization of public assets.
5. Discuss stormwater management, drainage concerns, water quality protection, and infrastructure resilience, including impacts from severe weather and climate-related events.
6. Review policies, procedures, and service delivery standards related to public works and utilities operations.
7. Coordinate with other committees, departments, and external partners on infrastructure and utilities projects that intersect with public safety, growth and development, and community needs.
8. Support transparency and public communication regarding public works and utilities projects, schedules, rates, service impacts, and long-term planning initiatives.

## **V. Limitations of Authority**

The Committee shall not have independent authority to approve expenditures, enter into contracts, hire staff, or direct City Operations. All actions involving funding, staffing, permits, or policy implementation shall remain subject to approval by the City Manager and Board of Commissioners as required by law.

## **VI. Membership**

The Public Works Committee shall be composed of the following members:

- The Mayor shall appoint three (3) members from the Oxford Board of Commissioners
- The Mayor of Oxford non-voting
- The City Manager Staff Support non-voting
- The Public Works Director non-voting
- The Utilities Director / Water and Sewer Superintendent non-voting
- The City Engineer non-voting

## **VII. Officers and Administration**

1. **Chair:** The Chair shall be designated by the Mayor from among the appointed Board of Commissioners serving on the Committee to preside over the meetings.
2. **Staff Support:** Administrative and technical support should be provided by the City Manager's Office and the Human Resources Department.
3. **Meeting Materials:** Agendas and supporting materials should be prepared and distributed in advance in accordance with City policies and procedures.
4. **Officers:** The Committee may designate a Vice Chair or other positions as necessary to support their work.

## **VIII. Meetings**

1. The Public Works Committee shall meet at the call of the Chair or Mayor, or as otherwise scheduled.
2. A quorum shall consist of a majority of the appointed Board of Commissioner members serving on the Committee.
3. Meetings shall comply with the North Carolina Open Meetings law (NCGS 143).

## **IX. Reporting**

The Public Works Committee shall report its discussions, observations, and recommendations to the full Board of Commissioners as appropriate.

## **X. Ethics and Conduct**

Committee members shall adhere to all applicable ethics laws, conflicts(s)-of-interest requirements, confidentially obligations, and standards of professional conduct governing City officials and employees, including but not limited to the North Carolina State Government Ethics Act and NCGS §14-234. Members shall disclose potential conflicts of interest and rescue themselves from discussions or recommendations where a financial or personal interest exists.

## **XI. Amendments and Dissolution**

Amendments to these guidelines shall be approved by the Board of Commissioners. The Committee may be dissolved by a majority vote of the Board of Commissioners at any time.

## **XII. Effective Date**

This Committee shall become effective upon approval by the Board of Commissioners.

## **XIII. Adoption & Acknowledgement**

The establishment of the City of Oxford Public Works Committee is hereby approved by the Board of Commissioners.

Date: \_\_\_\_\_

\_\_\_\_\_

**Guillermo Nurse**

Mayor, City of Oxford, North Carolina

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**John Tovey**

Committee Chair

**ACKNOWLEDGED:**

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**Cynthia Bowen**

City Clerk, City of Oxford, North Carolina



## **CITY OF OXFORD, NORTH CAROLINA PARKS & RECREATION COMMITTEE ESTABLISHMENT AND GUIDELINES**

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### **I. Establishment**

The Mayor, with the consent of the Board of Commissioners, hereby establishes the Parks and Recreation Committee and guidelines for the City of Oxford.

### **II. Purpose**

The purpose of the Parks & Recreation Committee is to provide oversight and review of matters related to:

- City parks and recreational facilities.
- Recreation programs and activities.
- City-sponsored and City-supported events.
- The City auditorium and theatre facilities.

The Committee supports safe, accessible, inclusive, and well-coordinated recreational and event opportunities that enhance quality of life and community engagement throughout the City of Oxford.

### **III. Mission**

The mission of the Parks and Recreation Committee is to enhance the quality of life in the community by providing high-quality recreational facilities and programs for its citizens.

### **IV. Scope of Responsibilities**

The Committee shall review matters related, including, but not limited to, the following:

#### **A. Facilities**

- Condition, safety, accessibility, and functionality of City parks and recreational facilities.

- Maintenance needs, improvements, and long-term facility considerations.

## **B. Recreation Programs & Activities**

- City sponsored recreation programs, leagues, classes, and seasonal activities.
- Non-City sponsored programs that use our facilities.

## **C. City Events & Celebrations**

- City-sponsored or City-supported events, including but not limited to:
  - Parades
  - Carnivals
  - Festivals
  - Concerts
  - Community celebrations and special events.
- Review of event planning, logistics, scheduling, and community impact.

## **D. Auditorium & Theatre Facilities**

- City auditorium is also known as the Ox Theater.
- Programming, performances, community use, scheduling, and facility needs.

## **E. Trails, Greenways & Outdoor Amenities**

- Trails, greenways, walking paths, and connectivity. and outdoor recreation amenities.
- Outdoor recreation amenities and facilities that promote an active living life-style.

## **F. Coordination with City Operations**

- Coordination with the Parks & Recreation Department, auditorium/theatre staff, and other City departments
- Alignment with City initiatives, including beautification, capital projects, public safety planning, and community engagement efforts

## **V. Limitations of Authority**

The Committee shall not have independent authority to approve expenditures, enter into contracts, hire staff, or direct City Operations. All actions involving funding, staffing, permits, or policy implementation shall remain subject to approval by the City Manager and Board of Commissioners as required by law.

## **VI. Membership & Composition**

The Parks and Recreation Committee shall be composed of the following members:

- The Mayor shall appoint three (3) members from the Oxford Board of Commissioners
- The Mayor of Oxford non-voting
- The City Manager non-voting
- Parks and Recreation Director Staff non-voting

There shall be **no citizen membership** on this Committee.

## **VII. Officers & Administration**

1. **Chair:** The Chair shall be designated by the Mayor from among the appointed Board of Commissioners serving on the Committee to preside over the meetings.
2. **Staff Support:** Administrative and technical support should be provided by the City Manager's Office and the Parks and Recreation Department.
3. **Meeting Materials:** Agendas and supporting materials should be prepared and distributed in advance in accordance with City policies and procedures.
4. **Officers:** The Committee may designate a Vice Chair or other positions as necessary to support their work

## **VIII. Meetings**

1. The Committee shall meet at the call of the Chair or the Mayor, or as otherwise scheduled.
2. A quorum shall consist of a majority of the appointed Board of Commissioner members serving on the Committee.
3. Meetings shall comply with the North Carolina Open Meetings law (NCGS 143).

## **IX. Reporting**

The Parks and Recreation Committee shall report its discussions, observations, and advisory recommendations to the full Board of Commissioners as appropriate.

## **X. Ethics & Conduct**

Committee members shall adhere to all applicable ethics laws, conflicts(s)-of-interest requirements, confidentiality obligations, and standards of professional conduct governing City officials and employees, including but not limited to the North Carolina State Government Ethics Act and NCGS §14-234. Members shall disclose potential conflicts of interest and rescue themselves from discussions or recommendations where a financial or personal interest exists.

## **XI. Amendments and Dissolution**

Amendments to these guidelines shall be approved by the Board of Commissioners. The Committee may be dissolved by a majority vote of the Board of Commissioners at any time.

## **XII. Effective Date**

This Committee shall become effective upon approval by the Board of Commissioners.

## **XIII. Adoption & Acknowledgement**

The establishment of the City of Oxford Parks and Recreation Committee is hereby approved by the Board of Commissioners.

Date: \_\_\_\_\_

\_\_\_\_\_

**Guillermo Nurse**

Mayor, City of Oxford, North Carolina

\_\_\_\_\_

**Scotty Brooks**

Committee Chair

## **ACKNOWLEDGED:**

\_\_\_\_\_

**Cynthia Bowen**

City Clerk, City of Oxford, North Carolina



## **City of Oxford, North Carolina Community Engagement & Neighborhood Relations Committee Establishment and Guidelines**

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### **I. Establishment**

The Mayor, with the consent of the Board of Commissioners, hereby establishes the Personnel and Human Resources Committee and guidelines for the City of Oxford.

### **II. Purpose**

The purpose of the Community Engagement & Neighborhood Relations Committee is to assist the Mayor in fostering strong, consistent, and measurable communication, collaboration, and trust between the City of Oxford and its residents, neighborhoods, community organizations, and stakeholders.

The Committee is intended to be action-oriented, outcomes-focused, and operationally supportive, helping the City move from reactive engagement to proactive, well-organized relationship-building that reflects the needs and voices of Oxford's diverse community.

### **III. Mission**

The mission of the Community Engagement and Neighborhood Relations Committee is to

- Promote clear, two-way communication between the City and residents.
- Strengthening relationships among neighborhoods, community groups, and City leadership.
- Encouraging inclusive participation in civic processes and community initiatives.
- Supporting equity, accessibility, and public trust through consistent engagement practices.
- Helping City leadership translate community input into practical next steps.

### **IV. Scope of Responsibilities**

The Community Engagement and Neighborhood Relations Committee may review, discuss, and provide advisory recommendations on the following matters:

### **1. Community Outreach & Engagement Framework**

- Develop and maintain a simple, repeatable framework for how the City engages residents (listening sessions, town halls, neighborhood meetings, pop-up events).
  - Recommend standardized formats for community meetings, including agendas, facilitation goals, and follow-up summaries.
  - Identify opportunities to align engagement efforts across departments to avoid duplication and confusion.

### **2. Neighborhood Relations & Issue Tracking**

- Identify recurring neighborhood concerns, patterns, and opportunities across the City.
- Support the creation of a basic issue-tracking or intake process to ensure neighborhood concerns are acknowledged, routed appropriately, and followed up on.
- Recommend strategies to strengthen communication between neighborhoods and City leadership.

### **3. Inclusivity & Accessibility**

- Recommend practical steps to improve access to City information and engagement opportunities for historically underrepresented or underserved populations.
  - Support language access, ADA considerations, meeting time/location accessibility, and varied engagement formats.
  - Encourage outreach approaches that meet residents where they are, rather than relying on a single engagement model.

### **4. Community Partnerships**

- Identify and maintain a working list of key community partners, including civic groups, nonprofits, faith-based organizations, schools, and neighborhood leaders.
- Support coordination between the City and community partners to improve information-sharing and collaboration.
  - Recommend partnership opportunities that strengthen trust, civic participation, and community problem-solving.

### **5. Community Feedback & Engagement Tools**

- Provide input on resident feedback mechanisms such as surveys, comment forms, listening sessions, and digital tools.

- Recommend improvements to how the City closes the loop with residents after feedback is received.

## **V. Limitations of Authority**

The Committee shall not have independent authority to approve expenditures, enter into contracts, hire staff, or direct City Operations. All actions involving funding, staffing, permits, or policy implementation shall remain subject to approval by the City Manager and Board of Commissioners as required by law.

## **VI. Membership**

The Community Engagement & Neighborhood Relations Committee shall be composed of the following members:

- The Mayor shall appoint three (3) members from the Oxford Board of Commissioners.
- The Mayor of Oxford non-voting.
- The City Manager non-voting.
- Citizen participation as deemed by the committee non-voting.

## **VII. Officers & Administration**

1. **Chair:** The Chair shall be designated by the Mayor from among the appointed Board of Commissioners serving on the Committee to preside over the meetings.
2. **Staff Support:** Administrative and technical support should be provided by the City Manager's Office.
3. **Meeting Materials:** Agendas and supporting materials should be prepared and distributed in advance in accordance with City policies and procedures.
4. **Officers:** The Committee may designate a Vice Chair or other positions as necessary to support their work.

## **VIII. Meetings**

1. The Committee shall meet at the call of the Chair or the Mayor, or as otherwise scheduled.
2. A quorum shall consist of a majority of the appointed Board of Commissioner members serving on the Committee.
3. Meetings shall comply with the North Carolina Open Meetings law (NCGS 143).

## **IX. Reporting**

The Community Engagement & Neighborhood Relations shall report its discussions, observations, and advisory recommendations to the full Board of Commissioners as appropriate.

## **X. Ethics & Conduct**

Committee members shall adhere to all applicable ethics laws, conflicts(s)-of-interest requirements, confidentiality obligations, and standards of professional conduct governing City officials and employees, including but not limited to the North Carolina State Government Ethics Act and NCGS §14-234. Members shall disclose potential conflicts of interest and rescue themselves from discussions or recommendations where a financial or personal interest exists.

## **XI. Amendments and Dissolution**

Amendments to these guidelines shall be approved by the Board of Commissioners. The Committee may be dissolved by a majority vote of the Board of Commissioners at any time.

## **XII. Effective Date**

This Committee shall become effective upon approval by the Board of Commissioners.

## **XIII. Adoption & Acknowledgement**

The establishment Community Engagement & Neighborhood Relations Committee of the Oxford Board of Commissioners is hereby approved by the Board of Commissioners.

Date: \_\_\_\_\_

\_\_\_\_\_  
**Guillermo Nurse**  
Mayor, City of Oxford, North Carolina

\_\_\_\_\_  
**Quon Bridges**  
Committee Chair

**ACKNOWLEDGED:**

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**Cynthia Bowen**

City Clerk, City of Oxford, North Carolina



City of Oxford  
300 Williamsboro Street, Oxford, North Carolina

## APPLICATION FOR BOARD APPOINTMENT

Return completed form to  
Oxford City Clerk, 300 Williamsboro Street, P.O. Box 1307, Oxford, NC 27565

Date May 15, 2026

Name and email Katherine Carpenter (Carpenter-Honeycutt) kacarpenter82@gmail.com

Home address 410 College Street Phone 919-452-4416

Present occupation Teacher- Excelsior Classical Academy

Educational background \_\_\_\_\_

New Residents, however owned a business on Industry Drive  
for nearly 10 years previously

Number of years a resident of Granville County \_\_\_\_\_

Do you live inside the City limits? YES If so, for how long? Since February 2026

Indicate below the Board/Committee/Commission for which you are applying at this time:

- |                                                                           |                                                                      |
|---------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> City Board of Commissioners                      | <input type="checkbox"/> Recreation Advisory Committee               |
| <input type="checkbox"/> Zoning Board of Adjustment                       | <input type="checkbox"/> Community Appearance Commission             |
| <input type="checkbox"/> Planning Board                                   | <input checked="" type="checkbox"/> Historic Preservation Commission |
| <input type="checkbox"/> 200 <sup>th</sup> Anniversary Planning Committee | <input type="checkbox"/> Other                                       |
| <input type="checkbox"/> Oxford Parking Authority                         | <input type="checkbox"/>                                             |

List all Boards/Committees/Commissions on which you have previously served or are currently serving.

Jones Hall Residency Board & President- East Carolina University (as a college student)

PTSO Board Member and Officer 4+ years at Excelsior Classical Academy (Parent Teacher Student Organization -PTA)

SIT Board- School Improvement Team- Parent Board Seat Position 2 Years

Provide a brief statement as to why you wish to serve on the Board/Committee/Commission you have indicated above. Attach additional sheets/use other side, if needed.

I wish to serve on the OHPC because preserving the history, character and integrity of historic homes and communities is something I deeply value and believe is vital for future generations. Moving to Oxford and purchasing a home was not a spontaneous decision, but rather a long-term dream and goal for our family. We spent 5 years searching for the right community and home that reflected our values, passion for history, architecture, craftsmanship and preservation before finally making Oxford our home. I have a genuine appreciation for the unique beauty and historical significance of older homes, including workmanship, architectural details and stories that carry from one generation to the next. I believe that historical preservation goes well beyond stewardship of the homes. It is more than just maintaining buildings, but also should be about protecting the identity, culture and heritage of the community while ensuring that future generations can continue to experience and appreciate it. As a middle-aged couple with children, I am especially committed to preserving Oxford's historic character and sense of community for those who come after us. I want my children and future generations to grow up understanding the value of history, stewardship and community pride.

Signature

K.A. Carpenter



*Oxford*  
NORTH CAROLINA

**Resolution No.: 260714 – 7-4**  
**Date Adopted: June 23, 2026**

**RESOLUTION ACCEPTING ADDITIONAL USDA RURAL DEVELOPMENT  
FUNDING FOR WATER & SEWER IMPROVEMENTS**

Be it Resolved that the **City of Oxford** Board of Commissioners accepts the conditions set forth in a Letter of Conditions dated **June 23, 2026**, Loan Resolution (Public Body):

That the Mayor and Clerk to the Board be authorized to execute all forms necessary to obtain a loan and grant from Rural Development, including, but not limited to, the following forms:

|                      |                                        |
|----------------------|----------------------------------------|
| Form RD 1942-46      | Letter of Intent to Meet Conditions    |
| RUS Bulletin 1780-27 | Loan Resolution (Public Body)          |
| RUS Bulletin 1780-12 | Water and Waste System Grant Agreement |
| Form RD 1940-1       | Request for Obligation of Funds        |
| Form RD 400-4        | Assurance Agreement                    |

That if the interest rate charged by Rural Development should change between this date and the date of actual approval, the Mayor and Clerk to the Board be authorized to execute new forms reflecting the current interest rate and revised payments as required by Rural Development.

That the Board of Commissioners elects to have the interest charged by Rural Development to be the lower of the rate in effect at either the time of loan approval or loan closing.

This resolution is to be included in the official minutes of the commissioners' meeting held on July 14, 2026.

MOTION MADE BY: Commissioner Scotty Brooks

SECONDED BY: Commissioner Kate Kelly

TO ADOPT THE RESOLUTION.

MOTION PASSED 8 to 0

By: \_\_\_\_\_

Guillermo Nurse, Mayor

Attest:

\_\_\_\_\_  
Cynthia Bowen, City Clerk