

**MINUTES
CITY OF DUNN
DUNN, NORTH CAROLINA**

The City Council of the City of Dunn held a Regular Meeting on Tuesday, April 9, 2019, at 7:00 p.m. in the Dunn Municipal Building. Present was Mayor Oscar N. Harris, Mayor Pro Tem Frank McLean, Council Members Buddy Maness, Dr. Gwen McNeill, Billy Tart, Chuck Turnage and Dr. David L. Bradham.

Also present was City Manager Steven Neuschafer, Assistant to the City Manager Mathew Boone, Public Utilities Director Heather Adams, Chief Building Inspector Steven King, Chief of Police Chuck West, Parks and Recreation Director Brian McNeill, Human Resources Director Anne Thompson, Librarian Mike Williams, Community Planner Tasha McDowell, Communications Coordinator Christian Ortiz, Attorney Wiley Pope, and City Clerk Tammy Williams. Also present were Guests recognized by Mayor Harris: Tom Woerner with The Daily Record

INVOCATION

Mayor Harris opened the meeting at 7:00 p.m. and Reverend Floyd Ray, Pastor at Mt. Zion Missionary Baptist Church gave the invocation. Afterwards, the Pledge of Allegiance was recited.

AGENDA ADJUSTMENT AND APPROVAL

Motion by Council Member McNeill and seconded by Mayor Pro Tem McLean to adopt the April 9, 2019 meeting agenda with changes as listed below.

Agenda Items for Decision Added:

- Resolution to adopt Policies and Guidelines for the City of Dunn Small Cities Community Development Block Grant Programs
- Project Budget Ordinance – CDBG Neighborhood Revitalization Project 17-C-2995

Defer the following Agenda Items to May 14, 2019 meeting:

- *Public Hearing* - Rezoning Request RZ-01-19, Rothal & Victoria W. Pike PIN#1516-75-3827.000 & 1516-75-2881.000
206 S Washington Ave and 210 S Washington Ave
- *Item for Decision* - Rezoning Request RZ-01-19, Rothal & Victoria W. Pike PIN#1516-75-3827.000 & 1516-75-2881.000; 206 S Washington Ave and 210 S Washington Ave

Motion unanimously approved.

PRESENTATIONS:

New Employee Introductions

Parks and Recreation Director McNeill introduced Maintenance Worker, Marilyn Gilbert and Chief Building Inspector King introduced Code Enforcement Officer Dwayne Williams.

Duke Energy's Neighborhood "Energy Saver" Program

Evans Taylor, Products & Services Manager for Duke Energy, shared information about Duke Energy's Neighborhood "Energy Saver" Program that will target low income sections of Dunn. Upgrades to make homes more energy efficient will be made in the selected area on a voluntary basis at no cost to the homeowner or renter. The kick-off event is set for Thursday, May 9, 2019 from 6:00 to 7:30 p.m. at the Dunn Shrine Center. Mayor Harris added that he is excited that the target area corresponds with the CDBG Dunn Enrichment area and is looking forward to being a part of the program at the Kick-off event.

PUBLIC COMMENT PERIOD

The Public Comment Period was opened by Mayor Harris and having no comments, the Public Comment period was closed.

CONSENT ITEMS:

Minutes – Council considered approval of the minutes of March 12, 2019 City Council Meeting.

Proclamation in recognition of National Library Week. *A copy of the Proclamation (P2019-04) is incorporated into these minutes as Attachment #1.*

Proclamation in recognition of the 50th Anniversary Municipal Clerks Week. *A copy of the Proclamation (P2019-05) is incorporated into these minutes as Attachment #2.*

Temporary Blocking of Streets for "Ride for History" Motorcycle Ride.

Destruction of Municipal Records - *A copy is incorporated into these minutes as Attachment #3.*

Extension of Mowing Maintenance Agreement between the City of Dunn and the NC Department of Transportation where the City performs "routine" and "Clean-up" mowing of certain State maintained right of ways and is reimbursed from NC DOT at the rates presented. *A copy of the Letter confirming the Extension is incorporated into these minutes as Attachment #4.*

Motion by Mayor Pro Tem McLean and seconded by Council Member McNeill to approve all consent items.
Motion unanimously approved.

ITEMS FOR DECISION:**Proposed Summer Hours**

City Manager Neuschafer presented the adoption of the proposed summer hours that the City has been using for the past fifteen years.

Motion was made by Council Member Turnage and seconded by Council Member Maness to adopt the proposed summer hours of 7:30 a.m. to 4:00 p.m. beginning May 1st and ending September 30th. **Motion unanimously approved.**

Set Date for Budget Work Session

City Manager Neuschafer requested that the Council set a Budget Work Session to prepare for the 2019/2020 Fiscal Year Budget.

Motion by Council Member Bradham and seconded by Mayor Pro Tem McLean to set a Special Called Meeting/Budget Work Session for Tuesday, May 7, 2019 at 9:00 a.m. in Council Chambers. **Motion unanimously approved.**

Budget Amendment #BA-08

Parks and Recreation Director McNeill presented the needed Budget Amendment to allow funds to be available to replace four scoreboards at Tyler Park that were damaged during Hurricane Florence. The heavy rains and high winds with Hurricane Florence resulted in internal damage to the scoreboards preventing them from performing the intended function. Cost of the new scoreboards will be \$30,113 with the reimbursement from insurance to be \$22,282. It is also projected that FEMA will likely reimburse the remaining \$7,831. Questions followed on covering the scoreboards during storms. Mr. McNeill will need to research to see if that is possible. He added that the new scoreboards will be under a 5-year warranty.

After discussion, motion was made by Council Member Turnage and seconded by Council Member Maness to approve Budget Amendment #08 for fiscal year 2018/2019 to replace the scoreboards at Tyler Park. **Motion unanimously approved.** *A copy of BA #08 is incorporated into these minutes as Attachment #5.*

Budget Amendment #BA-09

The wooden fencing at Tart Park suffered a substantial amount of damage during Hurricane Florence. High winds tore apart segments of the fence leaving large sections missing adjacent to residential properties. With the age of the fence, the insurance will only reimburse the City \$6,994.37 and if the sections down were replaced, the fence would not match up. Parks and Recreation Director McNeill requested approval of the \$38,000 Budget Amendment to replace the entire wooden fence at Tart Park.

He is looking at replacing the fence with the same style and wood. Council Members Maness, Tart and Turnage requested that different kinds of fences be investigated including fencing to allow wind to blow through and vinyl. Mayor Harris asked that the existing fence be removed quickly but City Manager Neuschafer said that the damaged fence has been removed but the neighbors were using the fencing that is still up for the back of their fence. Mayor Harris asked for more conversation with the Insurance Company to seek reimbursement. Even if FEMA reimburses, the City is still looking at a minimum of a 50% investment.

Motion by Council Member Maness and seconded by Council Member Turnage to defer action to the May 14, 2019 meeting. **Motion unanimously approved.**

Resolution authorizing Submittal of an Application to request funds from the State Revolving Fund – Water Distribution Rehabilitation Project

Eddie Staley with WithersRavenel requested a resolution be approved stating that the City intends to pursue a formal loan/grant application from the State Revolving Fund. The purpose of funding is for the relocation and abandonment of the active section of 14" water line that was originally installed in the 1930's and for water line improvements on E. Wake St. This water line has been identified as a priority for the City at a previous meeting and at the Budget Planning Retreat.

Preliminary estimates for worst case scenario are \$800,000 to \$1 million for the project. He stated it is more likely that the City will be granted a 100% funded 20-year loan at zero percent interest instead of the grant. If awarded, the City does have the opportunity to decline the loan.

After additional discussion, motion was made by Council Member Turnage and seconded by Mayor Pro Tem McLean to approve the resolution adopting the City's intent to request State Revolving Funds for the Water Distribution Project. **Motion unanimously approved.** *A copy of the Resolution (R2019-06) is incorporated into these minutes as Attachment #6.*

ITEMS FOR DISCUSSION AND/OR DECISION:**North Magnolia Avenue Water Line Replacement**

Public Utilities Director Adams requested that the City move forward with replacing the 6 inch asbestos cement water line on N. Magnolia Avenue and authorize City Manager Neuschafer to solicit loan terms from commercial banks to fund the project. The line has had 9 breaks since 2015. She also requested that since the matter was urgent and the total estimated professional fee for engineering will be less than \$50,000, that the City continue to exempt itself from the Mini-Brooks Act. The estimated cost for engineering and construction is \$150,000.

Motion by Council Member Maness and seconded by Council Member McNeill to approve replacing the 6 inch water line on N Magnolia Avenue and to authorize the City Manager to move forward with soliciting commercial

bank loan terms and entering into an Engineering Design Services Contract with WithersRavenel for this project, along with approval of resolution exempting the City from the Mini-Brooks Act according to N.C.G.S. 143-64.32, provided that such contract is \$50,000 or less as set forth in N.C.G.S. 143-64.32. **Motion unanimously approved.** *A copy of the Resolution (R2019-07) is incorporated into these minutes as Attachment #7.*

Removal of Trees on City-owned Property

City Manager Neuschafer proposed to contract with a company to harvest the timber off of a 20-acre lot located off of Johnson St, which is owned by the City. This will allow improved access to the creek, help with drainage for Johnson Street and aid City crews in handling storm water issues that were discussed at the Planning Retreat. Anticipate approximately \$15,000 in revenues for trees.

Motion by Council Member Tart and seconded by Mayor Pro Tem McLean to approve the clearing of the trees on the proposed City-owned property. After further discussion, the **Motion was unanimously approved.**

NC Urban Forest Council Legacy Tree Fund

Community Planner McDowell requested permission for the Planning Department to apply for a grant to plant additional street trees in the City. The maximum award amount will not exceed \$5,000 and the cost to the City is not expected to exceed \$5,000. This is a matching grant and the City typically budgets \$7,000 annually in the Planning Department Budget for landscape enhancements.

After discussion, motion by Mayor Pro Tem McLean and seconded by Council Member Turnage to allow the Planning Department to apply for the Legacy Tree Fund grant. **Motion unanimously approved.**

Resolution to adopt Policies and Guidelines for the City of Dunn Small Cities Community Development Block Grant Programs

Skip Green, Consultant, asked the council to approve the Resolution adopting the following Policies and Guidelines for the CDBG Neighborhood Revitalization Project around the Dunn Enrichment Center:

- Section 3 Plan
- Code of Conduct
- Property Acquisition Policy
- Labor Standards Officer
- Language Access Plan

After discussion, motion by Council Member McNeill and seconded by Mayor Pro Tem McLean to approve the Resolution to adopt Policies and Guidelines for the City of Dunn Small Cities Community Development Block Grant Programs. **Motion unanimously approved.** *A copy of the Resolution (R2019-08) is incorporated into these minutes as Attachment #8.*

Project Budget Ordinance – CDBG Neighborhood Revitalization Project 17-C-2995

Council was asked to adopt the Project Budget Ordinance for the CDBG Neighborhood Revitalization Project around the Dunn Enrichment Center for the qualified and approved eighteen homes. Council Member Maness pointed out that this is a no-match grant.

Motion by Council Member Maness and seconded by Council Member McNeill to adopt the Project Budget Ordinance for the CDBG Northeast Dunn Neighborhood Revitalization Project. **Motion unanimously approved.** *A copy of the Ordinance (O2019-01) is incorporated into these minutes as Attachment #9.*

Financial Report/Assessments Update

City Manager Neuschafer provided the following financial report for the period ending March 31, 2019:

- The City as of March 31, 2019 had \$4,721,377 in cash in the General Fund and \$2,656,491 in the Water-Sewer Fund. Through March of 2018 the City had \$4,722,220 in the General Fund and \$2,769,399 in the Water and Sewer Fund.
- Property tax collections through March were \$3,767,797 or 97.4% of budget. Which is on track for end of March collections report, last year we were at 98.2%.
- Sales Tax Revenue is \$1,467,759 or 68% of budget. Benchmark for this month is 58.7% of budget.
- Utilities Sales Tax is \$350,982 or 49.33 % of budget. Benchmark for this month is 50% of budget.
- Building Permit Fees were \$61,199 or 81.6% of budget. Benchmark for this month is 75% of budget.
- Water and Sewer Revenues were \$3,595,064 or 75.5% of budget. Benchmark for this month is 75% of budget.
- Expenditures were 66% of budget in the general fund and 67% of budget in the water and sewer fund. The benchmark for this period is 75 % of budget.

Motion by Council Member Maness and seconded by Council Member McNeill to acknowledge receipt of the Financial Report. **Motion carried unanimously.**

ADMINISTRATIVE REPORTS

Reports received: Tax Report, Communications/Public Information, Planning and Inspections Report, Public Works Report, Public Utilities Report, Parks and Recreation Report, Library Report and Police Report.

Motion by Council Member McNeill and seconded by Mayor Pro Tem McLean to acknowledge receipt of Administrative Reports. **Motion unanimously approved.**

City Manager's Report

City Manager Neuschafer updated the Council on the Automated Water Meter Installation project. Approximately 25% (1100 meters) of the meters have been replaced and the project is expected to be complete by August. He

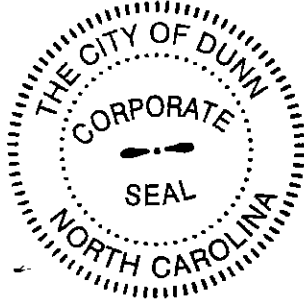
added that he has hired George Adler for City Planning Director with a start date of May 1 and Jim Roberts for Finance Director with a start date of April 16, 2019. Mr. Roberts was in attendance.

ANNOUNCEMENTS

Mayor Harris announced upcoming events and activities.

Motion by Mayor Pro Tem McLean and seconded by Council Member Bradham to enter Closed Session in accordance with N.C.G.S. 143-318.11(a)(5) concerning negotiation for real property. **Motion unanimously approved.**

The Closed Session ended and with no further business to discuss, a motion was made by Council Member Maness and seconded by Council Member Bradham to adjourn the meeting at 8:32 p.m. Motion unanimously approved.



A handwritten signature in black ink, appearing to read "Oscar N. Harris", written over a horizontal line.

Oscar N. Harris
Mayor

Attest:

A handwritten signature in black ink, appearing to read "Tammy Williams", written over a horizontal line.

Tammy Williams
City Clerk