

**Dunn City Council**  
**Regular Meeting**  
**Tuesday, March 14, 2023**  
**6:30 p.m., Dunn Municipal Building**

**Minutes**

**PRESENT:** Mayor William P. Elmore Jr., Mayor Pro Tem Dr. David L. Bradham, Council Members J. Wesley Sills, April Gaulden, Frank McLean, Billy N. Tart, and Chuck Turnage.

*Also present: City Manager Steven Neuschafer, Finance Director Cary McNallan, Public Utilities Director Heather Adams, Chief of Police Cary Jackson, Planning Director George Adler, Parks and Recreation Director Brian McNeill, Administrative Support Specialist II Debra Creighton, City Attorney Tilghman Pope, and City Clerk Tammy Williams.*

**CALL TO ORDER AND INVOCATION**

Mayor Elmore opened the meeting at 6:30 p.m. and Rev. Jason Williams, Pastor at Hood Memorial Christian Church gave the invocation. Afterwards, Council Member Sills led in the Pledge of Allegiance.

Mayor Elmore recognized the Dunn PAL Leadership Council and thanked them for their attendance. Attending were Executive Director Rodney Rowland, Advisor Dr. James Berry, with students Jerell McNeill, Yhania Smith, Curtis McKoy, Savannah Erazo, Oscar Erazo-Sanchez, Kiarra Ethridge, Bricen Toler, Darmarcus Harrison, Jeremiah Myers, and Jayla Barrett.

**AGENDA ADJUSTMENT AND APPROVAL**

Motion by Council Member Sills and second by Council Member Gaulden to adopt the March 14, 2023 meeting agenda as presented. **Motion unanimously approved.**

**PRESENTATIONS**

**Recognition of Police Leadership**

Chief Jackson introduced new Police Leadership: Major Nicholas Simmons and Captain Matthew Smith.

**PUBLIC COMMENT PERIOD**

The Public Comment Period was opened by Mayor Elmore at 6:40 p.m. Dorothy Smith told Council that she felt the \$50,000 grant received from the County through the State should be used for transportation for senior citizens and Codrington Park. Having no additional comments, the Public Comment period was closed.

**CONSENT ITEMS**

- Minutes of the January 10, 2023 City Council Meeting.
- Minutes of the January 17, 2023 City Council Meeting.
- Minutes of the February 7, 2023 City Council Meeting.

Motion by Council Member Tart and second by Council Member McLean to approve all consent items. **Motion unanimously approved.**

**ITEMS FOR DISCUSSION AND/OR DECISION**

**FY 2021-2022 Audit Presentation**

Finance Director McNallan recognized the firm of Bernard Robinson & Company (BRC), LLP, who will present the FY 2021-2022 audited financial statements. He added that this is the third year of a three year commitment with the firm and due to BRC personnel issues and the City's accounting software conversion, the final report has been delayed. The draft report was presented by Josh Haidenthaller, Assurance Manager with BRC. McNallan thanked the Finance Department for all their efforts and hard work with the audit.

After discussion, motion by Council Member Tart and second by Mayor Pro Tem Bradham to table decision. **Motion unanimously approved.**

**Budget Amendments for Operating Funds**

Finance Director McNallan presented a variety of a budget amendments needed for the operating budgets for the General Fund, Water and Sewer Fund, and the Stormwater Fund.

Motion by Council Member Gaulden and second by Council Member McLean to approve the FY23 budget amendments as presented. **Motion unanimously approved.** *A copy of the Budget Amendments (BA2023-07), (BA2023-08), (BA2023-09), and (BA2023-10) are incorporated into these minutes as Attachment #1.*

**Resolutions and Acceptance of Letter of Conditions for USDA Loan/Grant Application for Police Vehicles and Street Sweeper**

Finance Director McNallan proposed resolutions for two loans and two grants from the United States Department of Agriculture (USDA), Rural Development, for the purchase of equipment for the City of Dunn Stormwater Department and Police Department. The equipment included in these loans will be for a street sweeper and five police vehicles. The City has been awarded a grant of \$51,000 and a ten year loan of \$182,000 to fund the purchase of the street sweeper. The City has also been awarded a grant of \$50,000 and a five year loan of \$125,000 to fund the purchase of the five police vehicles. The street sweeper and police vehicles have been delivered. The total of the grant and loan proceeds equal \$408,000.



Motion by Council Member McLean and second by Council Member Tart to approve two resolutions and the letters of conditions from the USDA for grants and loans for five police vehicles and a street sweeper, and allow the Mayor and the City Manager to execute all related USDA documents. **Motion unanimously approved.** *A copy of the Resolutions (R2023-05) and (R202306) are incorporated into these minutes as Attachment #2.*

#### **Consider Engineering Agreement for USDA Application**

Public Utilities Director Adams requested authority for the \$70,000 agreement for WithersRavenel to complete the application and reporting phase for the USDA application for the Eastside Pump Station and Force Main project, which is included in the Special Order by Consent Agreement.

Motion by Mayor Pro Tem Bradham and second by Council Member Turnage to authorize the City Manager to contract with WithersRavenel to provide the Preliminary Engineering Report, Environmental Report, and Application to USDA in order to seek funding for the Eastside Pump Station Improvement Project. **Motion unanimously approved.**

#### **Consider Master Services Agreement for On-Call Professional Services**

Public Utilities Director Adams shared with Council that the City is engaged in activities and services that from time to time require a broad range of professional services including but not limited to: design, preparation of feasibility studies, preliminary engineering reports, grant writing, land use planning, cost estimating, surveying, mapping, and other professional services. N.C.G.S. 143-64.31 requires that municipalities announce all requirements for architectural, engineering, and surveying services, and select firms qualified on the basis of demonstrated competence and qualifications. A Request for Qualifications for Professional Services was published and a total of nine firms submitted qualifications statements.

Motion by Council Member Turnage and second by Council Member Gaulden to authorize the City Manager to enter into a Master Services Agreement with AMT Engineering, Davis Martin Powell, ECLS Global, ESP, Raftelis, Stewart, The Wooten Company, TRC, and WithersRavenel for a period of three years with an option of two, one-year extensions. **Motion unanimously approved.** *Copies of the On-Call Agreements are on file with the City Clerk.*

#### **Cemetery Ordinance Amendment – OA-01-23**

City Manager Neuschafer presented recommended change in Code of Ordinances related to weekend funerals in city-owned cemeteries. Currently, the ordinance states that Public Works must be notified by 5:00 p.m. on Friday or by 11:00 a.m. on Saturday, if there is a weekend funeral. This changes the time for notification to "prior to 3:00 p.m. on Friday prior to the funeral."

Motion by Council Member Gaulden and second by Council Member McLean to approve the Ordinance Amendment OA-01-23 as presented. **Motion unanimously approved.** *A copy of the Ordinance Amendment OA-01-23 recorded as (O2023-05) is incorporated into these minutes as Attachment #3.*

#### **Set Filing Fees for the 2023 Municipal Election**

City Manager Neuschafer presented the need to set the filing fee for the upcoming City Election. The filing period begins Friday, July 7, 2023 at 12:00 noon and ends Friday, July 21, 2023 at 12:00 noon. All candidates will file at the Harnett County Board of Elections office in Lillington.

Motion by Council Member Turnage and second by Council Member Tart to set the filing fee for the 2023 City of Dunn Municipal Election as \$27.00 for Council Member and \$42.00 for Mayor. **Motion unanimously approved.**

#### **Administrative Reports**

City Manager Neuschafer presented the Summary from the Budget Retreat which was included with the meeting packet.

Finance Director McNallan provided the following financial report for the period ending February 28, 2023:

- The City has \$14,622,251 cash, compared to \$10,749,423 last year.
- Water and Sewer Revenues for the month were \$526,630 with total collected year to-date at \$4,528,284 or 67.7% of budget, compared to \$4,171,145 in 2022.
- Property Taxes are \$4,937,451.
- Sales Tax receipts were \$250,732, with total collected year to-date at \$1,303,142 or 46.5% of budget.
- Utilities Sales Taxes received for the year is \$340,277, compared to \$329,607 last year.
- Building Permit Fees collected total \$94,811 or 63% of budget compared to total collected last year of \$103,065
- General Fund expenditures for month are \$2,234,984, with total expensed to-date at \$9,603,922 or 67.2% of Budget, compared to \$8,175,721 in 2022. Revenues to-date are \$10,268,541.
- Water and Sewer fund expenditures for the month are \$810,086, with total expensed to-date at \$4,392,259, or 53.1% of budget, compared to \$4,420,108 last year. Revenues to-date are \$5,755,568.
- Stormwater fund expenditures for the month were \$147,454, with total expenses to-date of \$455,334, or 15.7% of budget. Revenues to-date are \$209,572.
- The benchmark for this period is 66.7% of budget.
- McNallan also updated on debt service and liens and assessments.

Reports were also received as follows: Planning and Inspections Report, Public Works Report, Public Utilities Report, Parks and Recreation Report and Police Report.

#### **Announcements/Information**

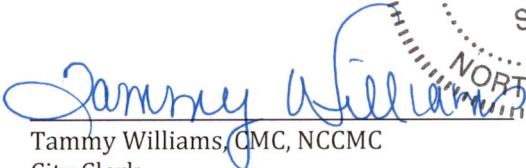
Mayor Elmore announced upcoming events and activities.

City Manager Neuschafer made the announcement that he will be retiring as of June 1, 2023. Mayor Elmore thanked him on behalf of the Council for his many years of service to the City of Dunn.

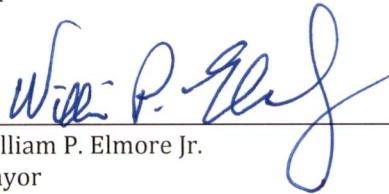
After discussion, motion by Council Member Sills and second by Council Member McLean to set a Special Meeting on March 27 at 5:30 p.m. in Council Chambers for the purpose of: finalizing the audit, discussing the hiring process for a city manager and for a possible closed session. **Motion unanimously approved.**

With no further business to discuss, motion by Council Member Sills and second by Council Member McLean to adjourn the meeting at 7:30 p.m. **Motion unanimously approved.**

Attest:

  
Tammy Williams, CMC, NCCMC  
City Clerk



  
William P. Elmore Jr.  
Mayor