

**Dunn City Council**  
**Regular Meeting**  
**Tuesday, April 11, 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, Assistant City Manager Mathew Boone, Finance Director Cary McNallan, Public Utilities Director Heather Adams, Chief of Police Cary Jackson, Planning Director George Adler, Parks and Recreation Director Brian McNeill, Human Resources Director Connie Jernigan, Public Works Director Dwayne Williams, Downtown Director Amber Groves, 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. Floyd Ray, Pastor at Mt. Zion Missionary Baptist Church gave the invocation. Afterwards, Council Member McLean led in the Pledge of Allegiance.

**AGENDA ADJUSTMENT AND APPROVAL**

Motion by Council Member Tart and second by Council Member Sills to adopt the April 11, 2023 meeting agenda as presented. **Motion unanimously approved.**

**PRESENTATIONS**

**Miss Dunn 2023 – Carlie Spencer**

Mayor Elmore recognized Miss Carlie Spencer, Miss Dunn 2023. *A copy of the Proclamation (P2023-06) is incorporated into these minutes as Attachment #1.*

**PUBLIC COMMENT PERIOD**

The Public Comment Period was opened by Mayor Elmore at 6:13 p.m. Joy Williams invited Council to the upcoming Memorial Remembrance on May 27 at the Wilkins Cemetery. Mayor Elmore thanked her for all her efforts for preserving the Cemetery. Dorothy Smith requested that the \$50,000 from the grant received through Senator Burgin be used for transportation for senior citizens and for Codrington Park. Mayor Elmore recommended that she schedule a time with Assistant City Manager Boone to discuss. Having no additional comments, the Public Comment period was closed.

**CONSENT ITEMS**

- Minutes of the February 24-25, 2023 (Budget Retreat) City Council Meeting.
- Minutes of the March 6, 2023 City Council Meeting.
- Minutes of the March 14, 2023 City Council Meeting.
- Budget Amendment – Land Purchase. *A copy of Budget Amendment (BA2023-11) is incorporated into these minutes as Attachment #2.*
- Budget Amendment – Tart Park Renovations – Closing of Project. *A copy of Budget Amendment (BA2023-12) is incorporated into these minutes as Attachment #3.*
- Special Event Permit – Temporary Blocking of Streets – Wilkins Cemetery Parade
- Special Event Permit – Temporary Blocking of Streets – Shrine Car Show
- Special Event Permit – Temporary Blocking of Streets – Dunn Area History Museum Motorcycle Ride Benefit

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

**ITEMS FOR DISCUSSION AND/OR DECISION**

**Unified Development Code (UDO)**

Mayor Elmore opened the Public Hearing at 6:49 p.m. Planning Director Adler presented request to adopt the Draft UDO, which will replace in its entirety: Chapter 9 – Flood Damage Prevention; Chapter 20 – Subdivision of Land; and Chapter 22 – Zoning, of the Dunn City Code of Ordinances. In November 2022, copies of the Draft UDO were distributed to the Council and Planning Board for review and two combined special meetings were held to discuss the UDO. The Planning Board voted unanimously to recommend adoption of the Draft UDO with the revisions as presented. With no additional comments, the Public Hearing was closed.

Motion by Council Member Sills and second by Council Member Gaulden to adopt the Unified Development Ordinance provided to City Council and Planning Board in November 2022, incorporating the revisions to the UDO as presented. **Motion unanimously approved.** *A copy of the Ordinance (O2023-06) is incorporated into these minutes as Attachment #4.*



### System Development Fees

Mayor Elmore opened the Public Hearing at 6:53 p.m. Public Utilities Director Adams presented proposed System Development Fees as allowed in the System Development Fee analysis prepared and presented by the Wooten Company at the December 13, 2022 City Council Meeting. NC General Statute 162A Article 8 provides for the uniform authority to implement system development fees for public water and sewer systems in NC and was passed by the NC General Assembly in July 2017. Local Governments had to comply with the law prior to July 2018 and in June 2018, the City of Dunn stopped charging impact fees and decided not to complete the study at that time. In the last year, the City has seen a tremendous interest in residential and commercial development. In order to keep up with the growth, the water and sewer system will continue to require a significant amount of capital investments which these fees will be used to offset those costs.

A 45-day public comment period was given to allow the public to provide comment on the System Development Fee Analysis. The comment period ran from 01-13-23 to 03-6-23 and one written comment was received and included in the packet. The Public Hearing was advertised on March 31, 2023 in the Daily Record. With no additional comments, the Public Hearing was closed. Council Member Sills felt the cost were too high.

After discussion, motion by Council Member Turnage and second by Council Member Tart to adopt the proposed System Development Fees as prepared and presented by The Wooten Company and amend the City of Dunn's 2022-2023 Fee Schedule to include the new fees. **Motion approved with Council Members McLean and Sills opposed.**

### Approval to Submit a Grant Application through the NC Department of Water Infrastructure for a Lead Service Line Inventory

Public Utilities Director Adams presented request to apply for a Lead Service Line Inventory grant through the NC Division of Water Infrastructure to meet the updated Lead and Copper Rule regulation. The City is required to survey approximately 4,800 water service line connections and determine line materials on both the city side and the customer side. The survey must identify the potential presence of lead within each service connection. The lead service inventory is due to Public Water Supply by October 2024. The Bipartisan Infrastructure law made \$87,000,000 available to NC water systems for the Lead Service Line Replacement Program. The City is eligible to apply for a maximum \$500,000 inventory grant with the cost for the engineer of \$5,000 to complete the grant application phase.

After discussion, motion by Council Member Gaulden and second by Council Member McLean to approve both Resolutions and authorize the City Manager to enter into an agreement with the Wooten Company to assist the City with applying for funding through the NC Division of Water Infrastructure's Lead Service Line Replacement Program. **Motion unanimously approved.** *A copy of the Resolutions (R2023-07) and (R2023-08) are incorporated into these minutes as Attachment #5.*

### ARPA Grant Project Ordinance and Budget Amendment

Finance Director McNallan presented required ordinances and budget amendment as needed to comply with the ARPA funds the City of Dunn received in the amount of \$3,097,101.76.

Motion by Council Member Turnage and second by Mayor Pro Tem Bradham to adopt the ARPA Grant Project Ordinance Amendment, the Eastside Sewer Project Ordinance Amendment, and the related budget amendments. **Motion unanimously approved.** *A copy of the Ordinances (O2023-07), (O2023-08) and Budget Amendment (BA2023-13) are incorporated into these minutes as Attachment #6.*

### ARPA City Policies

Finance Director McNallan also presented policies that needed to be adopted by Council to comply with ARPA Funding regulations. Many of the compliance measures outlined in these policies are already existing practices or an extension of existing policies of the City of Dunn. It is a requirement of the ARPA/CSLFRF that these policies be adopted/reaffirmed as it relates to the expenditure of these specific funds.

After discussion, motion by Council Member Gaulden and second by Council Member McLean to approve the attached resolution to adopt the five policies included with this agenda item. **Motion unanimously approved.** *A copy of the Resolution (R2023-09) is incorporated into these minutes as Attachment #7. The policies have been filed with the City Clerk.*

### Stormwater Loan and Grant Authorization to Submit Applications

City Manager Neuschafer requested authorization to submit grant and loan funding applications to the Division of Water Infrastructure for the grant and eligible stormwater construction project(s). The City is eligible to apply for a stormwater planning grant and State Revolving Fund low interest loan funding for the eligible stormwater construction projects. Any loan awarded would be financed and paid back through the City's stormwater fund. The City applied for funding in the fall of 2022 and received some grant funding for Stormwater. It is recommended that the City submit an application that contain stormwater control measures and construction projects, which will control stormwater quality. The identified projects in the fall of 2022 submittal should be included in the spring application. The engineering fee to prepare both the planning grant and the construction project is \$7,500 and will be taken from the stormwater operating budget.



After discussion, motion by Council Member Turnage and second by Council Member Tart to approve WithersRavenel to assist with preparing the funding applications and furthermore approve the resolution authorizing the City Manager to move forward with submitting the applications to the Division of Water Infrastructure on or before May 1, 2023. **Motion unanimously approved.** *A copy of the Resolution (R2023-10) is incorporated into these minutes as Attachment #8.*

**Administrative Reports**

City Manager Neuschafer reported on the upcoming closing of Railroad crossings with only two being left open. He shared the goals and objectives for future reporting and asked if any changes, please contact the City Clerk. Staff has been working on preparing budget and feel it is time to schedule a Budget Workshop.

Motion by Council Member Turnage and second by Council Member McLean to set a Special Meeting for April 24, 2023 at 5:30 p.m. in Council Chambers for the purpose to hold a Budget Workshop. **Motion unanimously approved.**

Finance Director McNallan provided the following financial report for the period ending March 31, 2023:

- The City has \$13,666,492 cash, compared to \$11,150,430 last year.
- Water and Sewer Revenues for the month were \$507,910 with total collected year to-date at \$5,016,242 or 75% of budget, compared to \$4,622,736 in 2022.
- Property Taxes are \$5,298,133.
- Sales Tax receipts were \$303,423, up from last year’s receipts. Total collected year to-date at \$1,606,565 or 57.4% of budget.
- Utilities Sales Taxes received for the year is \$497,673, compared to \$486,135 last year.
- Building Permit Fees collected total \$99,529 or 66% of budget, compared to total collected last year of \$121,233.
- General Fund expenditures for month are \$997,369, with total expensed to-date at \$10,161,746 or 71.1% of Budget, compared to \$9,228,348 in 2022. Revenues to-date are \$11,434,997.
- Water and Sewer fund expenditures for the month are \$464,465, with total expensed to-date at \$4,757,787, or 57.4 % of budget, compared to \$4,862,042 last year. Revenues to-date are \$6,300,385.
- Stormwater fund expenditures for the month were \$35,140, with total expenses to-date of \$444,848, or 15.1% of budget. Revenues to-date are \$220,798.
- The benchmark for this period is 75% of budget.
- McNallan also updated on debt service and liens and assessments. He reported the Audit Report is on Website and that the city will be changing payroll to biweekly on July 1.

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

Discussion followed on wastewater overflow management when large rainfalls. Council Member Turnage requested that the logo should include the All-America City emblem. It was voted down by the Council and feels it needs to be promoted on signs and water tanks and asked for council and staff to give it some thought.

**Announcements/Information**

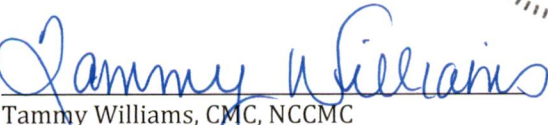
Mayor Elmore announced upcoming events and activities.

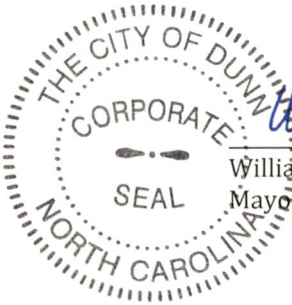
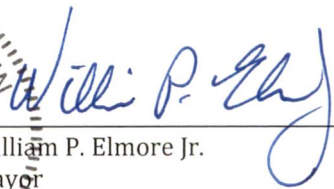
Motion made by Council Member McLean and second by Council Member Gaulden to enter a Closed Session in accordance to [N.C.G.S. 143-318.11(a)(3)] in order to protect the attorney-client privilege and to consider and give instructions concerning a possible judicial action. **Motion unanimously approved.**

Mayor Elmore recessed the meeting at 7:50 p.m.

The meeting was reconvened and motion was made by Council Member Turnage and second by Council Member Sills to adjourn the meeting at 9:03 p.m. **Motion unanimously approved.**

Attest:

  
Tammy Williams, CMC, NCCMC  
City Clerk

   
William P. Elmore Jr.  
Mayor