

Dunn City Council
Regular Meeting
Tuesday, June 13, 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, Billy N. Tart, and Chuck Turnage. **ABSENT:** Frank McLean

Also present: City Manager Steven Neuschafer, Finance Director Cary McNallan, 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, Assistant Public Utilities Billy Cottle, Administrative Support Specialist Amber Groves, City Attorney Tilghman Pope, and City Clerk Tammy Williams.

CALL TO ORDER AND INVOCATION

Mayor Elmore opened the meeting at 6:30 p.m. Mayor Elmore shared the sudden loss of Interim City Manager Mathew Boone has been a shock to the staff and this community. He asked for continued prayers for Mathew's family, his wife of 13 years, Michelle, children, Piper, Cannon, and Carter and the staff at City Hall. He further announced that Steven Neuschafer, who recently retired put his retirement on hold to help the City and staff through this loss. Steven was sworn in as the City Manager at the Emergency Meeting held on June 8, 2023.

Rev. Grover Blackburn Jr., Pastor at North Clinton Ave Baptist Church led in a moment of silence in remembrance of Mathew Boone and then gave the invocation. Afterwards, he led in the Pledge of Allegiance.

AGENDA ADJUSTMENT AND APPROVAL

Motion by Council Member Turnage and second by Council Member Tart to adopt the June 13, 2023 meeting agenda as presented with the following addition: Purchase of Real Property. **Motion unanimously approved.**

PUBLIC COMMENT PERIOD

The Public Comment Period was opened by Mayor Elmore at 6:38 p.m. Having no comments, the Public Comment period was closed.

CONSENT ITEMS

- Minutes of the April 11, 2023 City Council Meeting.
- Minutes of the April 17, 2023 Special City Council Meeting.
- Minutes of the April 24, 2023 Special City Council Meeting.
- Minutes of the May 9, 2023 City Council Meeting.
- Disposal of Municipal Records – Finance, Administration, Parks and Recreation
- Budget Amendment to close Water Rehab WIF 1977 Project. *A copy of Budget Amendment (BA2023-18) is incorporated into these minutes as Attachment #1.*
- School Resource Officer Renewal – Dunn Elementary School
- Resolution Declaring Certain Property Surplus and Authorizing Disposition. *A copy of the Resolution (R2023-15) is incorporated into these minutes as Attachment #2.*
- Capital Project Ordinance Sewer AIA Project. *A copy of the Ordinance (O2023-12) and Budget Amendment (BA2023-19) are incorporated into these minutes as Attachment #3.*
- Reimbursement Declaration for Eastside Sewer Pump Station Project. *A copy of the Resolution (R2023-16) is incorporated into these minutes as Attachment #4.*
- Juneteenth Proclamation. *A copy of the Proclamation (P2023-08) is incorporated into these minutes as Attachment #5.*

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

ITEMS FOR DISCUSSION AND/OR DECISION

Budget Amendments for Various Operating Accounts

Finance Director McNallan presented budget amendments required to assure that the three expense categories of Salary and Benefits, Operations, and Capital Outlay have budgets that are more than the total expenditures for each department. These figures were based on year end estimates of expenditures for each department. The funding shortfalls in the various departments will be covered by available budgets from other departments within the same fund so there is no requirement to use fund balance.

Motion by Council Member Tart and second by Mayor Pro Tem Bradham to approve the attached budget amendments to reallocate appropriations between various expenditure budgets. **Motion unanimously approved.** *A copy of Budget Amendment (BA2023-20) is incorporated into these minutes as Attachment #6.*

FY2023-2024 Budget

Mayor Elmore opened the Public Hearing at 6:42 p.m. Finance Director McNallan reviewed the various ordinances and resolutions as a part of the budget. With no additional comments, the Public Hearing was closed. The following documents were adopted as a part of the Budget.

Budget Ordinance 2023-13

Designation of Fund Balance Resolution 2023-17

Contract Services for City Attorney Resolution 2023-18

City Employee Position Classification and Pay Grade Resolution 2023-19

Salary and Wage Adjustment Resolution 2023-20

Miscellaneous Fees and Charges Schedule Resolution 2023-21

Capital Project Ordinance for FY24 Vehicle and Equipment Purchases Ordinance 2023-14

FY24 Vehicle and Equipment Financing Reimbursement Resolution 2023-22

Council Member Gaulden was concerned about increasing contribution to Dunn PAL when the City budget is so tight.

After discussion, motion by Mayor Pro Tem Bradham and second by Council Member Tart to adopt Budget Ordinance, Capital Project Ordinance and Resolutions related to the FY24 fiscal year and to increase contribution to Dunn PAL by \$15,000 to a level of \$150,000 by reducing Administration Miscellaneous by \$15,000. **Motion approved with Council Member Gaulden opposed.** *Attachment #7 is incorporated as a part of these minutes and includes the following: Budget Ordinance (O2023-13) and Ordinance (O2023-14) Resolutions (R2023-17), (R2023-18), (R2023-19), (R2023-20), (R2023-21) and (R2023-22)*

SUP-02-23 – Special Use Permit Child Care Center, 204 S Wilson Avenue

Planning Director Adler informed Council that this item was withdrawn by the applicant.

RZ-02-23 Rezoning Tabled from May 9, 2023 Meeting

Planning Director Adler informed Council that this item was withdrawn by the applicant without comment.

Consideration of Annexation ANX-01-23 north side of Erwin Road, J2M2 Holdings LLC

City Manager Neuschafer presented petition requesting the voluntary contiguous annexation of property located on the north side of Erwin Road, at the intersection with Averagesboro Road, PIN #1506-79-5869, with a total combined of 7.33+/- acres. This petition was received May 30, 2023 under NC General Statute 160A-31.

Council Member Gaulden left the meeting.

After discussion regarding the amount to be annexed, motion by Council Member Sills and second by Council Member Turnage to adopt the Resolution Directing the City Clerk to Investigate the Voluntary Annexation Petition ANX-01-23 as presented. **Motion approved with Mayor Pro Tem Bradham opposed.** *A copy of the Resolution (R2023-23) is incorporated into these minutes as Attachment #8.*

Council Member Gaulden returned to the meeting.

Park to Park Sidewalk Project

City Manager Neuschafer presented recommendation for contract award to Browe Construction Co Inc for Phase 1 of the Park to Park Sidewalk Project for the amount of \$422,750. This project has been designed after much discussion and input from DOT and City Staff. This trail will connect the Dunn-Erwin Trail and Tyler and Tart Parks for Pedestrian and Bicycle traffic. This is going to be Phase 1 of a multi-phase project that will eventually connect all of the city's larger parks into a loop.

Motion by Council Member Turnage and second by Mayor Pro Tem Bradham to authorize the City Manager to award the construction contract to Browe Construction Co., Inc. and approve the associated Capital Project Ordinance for Phase I of the Park to Park Trial to include the Budget Amendment. **Motion unanimously approved.** *A copy of the Ordinance (O2023-15) and Budget Amendment (BA2023-21) are incorporated into these minutes as Attachment #9.*

USDA Grant Application Authorization

City Manager Neuschafer presented opportunity to apply for a US Department of Agriculture (USDA) grant through the Community Facilities Direct Loan and Grant Program in North Carolina for the construction of a new public works and public utility operations facility. Mathew Boone had searched long and hard for funds to help with this project and WithersRavenel feels that we do have a chance of acquiring the funds.

The USDA is offering a grant and loan program which provides "affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings". The City of Dunn is an area that meets the eligible requirements to apply for this grant. The funding provided can include low interest direct loans, grants, or a combination of both. Grant assistance is limited to a maximum of 55 percent.

Staff is recommending that a contract be entered into with WithersRavenel to provide services with preparation of the grant application. This contract is estimated at \$10,000. Mayor Elmore added that Mathew was very excited to find this opportunity. Neuschafer added it is very rare to find grants available for Public Works facilities.

Motion by Mayor Pro Tem Bradham and second by Council Member Gaulden to approve for staff to submit an application to the USDA for the Community Facilities Grant Program and authorize the Mayor and City Manager to enter into a contract with WithersRavenel for application assistance. **Motion unanimously approved.**

Advisory Board Appointments

Mayor Elmore appointed Sharon Gant for a one-year term to expire June 30, 2024 and Kyle Thrower for a five-year term to expire June 30, 2028 to the Dunn Housing Authority.

Motion by Council Member Tart and second by Council Member Sills to make the following appointments:
Planning Board – Claudell Brown for a 3 year term ending June 30, 2026.
Community Appearance Committee – Kathy Bond, Renee Ellmers, Patricia Moore, John Frazee, and Wesley Johnson (Chamber representative) for a 2 year term ending June 30, 2025 with Meredith Bradham to continue to serve as the Chair.
Parks and Recreation Advisory Board – Wanda Green, Emily Smith and Herb Smith 3 year terms ending June 30, 2026.
ABC Board – Rob Jones, Marc Phillips and Cindy Smith for 3 year terms ending June 30, 2026.

Motion unanimously approved.

He thanked Alice Judd for serving 9 years on the ABC Board.

Purchase of Real Property

Mayor Elmore presented for consideration, the purchase of a 10 acre parcel located at 808 W E Street, Erwin NC to allow for expansion of the water plant. After purchase, the City will mark the property corners and use force account labor to maintain the property.

Motion by Council Member Sills and second by Council Member Gaulden to approve the purchase of PIN #0597-33-1876.000, a 10.66 +/- acre lot located at 808 W E Street, Erwin NC for \$250,000 and the associated budget amendment all subject to condition of satisfactory title search by the City Attorney. **Motion unanimously approved.** *A copy of Budget Amendment (BA2023-22) is incorporated into these minutes as Attachment #10.*

Administrative Reports

Public Works Director Williams gave an update on the Paving Project, which is in the final stages.

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

- The City has \$11,670,650 cash, compared to \$9,915,606 last year.
- Water and Sewer Revenues for the month were \$572,059, with total collected year to-date at \$6,148,515 or 91.7% of budget, compared to \$5,636,174 in 2022.
- Property Taxes are \$5,502,940, with total estimated for this year of \$5,383,600.
- Sales Tax receipts were \$213,578, with total collected year to-date at \$2,440,601 or 76.6% of budget.
- Utilities Sales Taxes received for the year is \$497,673, compared to \$486,135 last year.
- Building Permit Fees collected total \$137,161 or 91% of budget, compared to total collected last year of \$154,760.
- General Fund expenditures for month are \$770,391, with total expensed to-date at \$12,255,330 or 81.9% of Budget, compared to \$11,140,684 in 2022. Revenues to-date are \$12,472,163.
- Water and Sewer fund expenditures for the month are \$769,854, with total expensed to-date at \$6,276,185, or 74.1% of budget, compared to \$6,395,404 last year. Revenues to-date are \$6,135,091.
- Stormwater fund expenditures for the month were \$14,895, with total expenses to-date of \$467,104, or 15.8% of budget. Revenues to-date are \$459,310.
- The benchmark for this period is 91.7% 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.

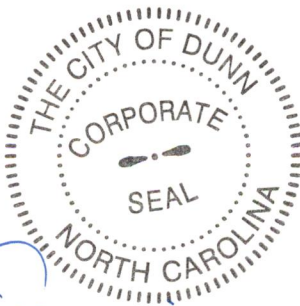
Council Member Turnage commended ABC Manager Charles Willis on his achievements as manager the past few years and commended the Dunn Police Department for their efforts to slow down traffic in his neighborhood.

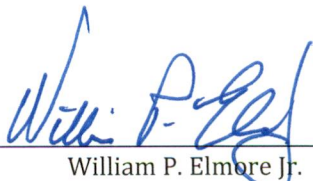
With no further business to discuss, motion by Council Member Tart and second by Council Member Gaulden to adjourn the meeting at 7:37 p.m. **Motion unanimously approved.**

Attest:



Tammy Williams, CMC, NCCMC
City Clerk





William P. Elmore Jr.
Mayor