

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

The City Council of the City of Dunn held a Regular Meeting on Tuesday, January 8, 2019, at 7:00 p.m. in the Dunn Municipal Building. Present was Mayor Oscar N. Harris, Council Members Buddy Maness, Dr. Gwen McNeill, Billy Tart, Chuck Turnage and Dr. David L. Bradham.

Absent: Mayor Pro Tem Frank McLean

Staff in attendance: City Manager Steven Neuschafer, Public Utilities Director Heather Adams, Chief Building Inspector Steven King, Community Planner Tasha McDowell, Chief of Police Chuck West, Parks and Recreation Director Brian McNeill, Human Resources Director Anne Thompson, Librarian Mike Williams, Attorney Tilghman Pope, and City Clerk Tammy Williams. Also present were Guests recognized by Mayor Harris: Lisa Farmer with The Daily Record, Sheriff Wayne Coats and the Reverend Roy Johnson.

INVOCATION

Mayor Harris opened the meeting at 7:00 p.m. and Reverend Howard Dudley, Pastor of the First Presbyterian Church of Dunn gave the invocation. Afterwards, the Pledge of Allegiance was recited.

Mayor Harris explained that the absence of Mayor Pro Tem McLean was due to illness.

AGENDA ADJUSTMENT AND APPROVAL

Motion by Council Member Turnage and seconded by Council Member McNeill to adopt the January 8, 2019 meeting agenda as presented.

Motion unanimously approved.

Mayor Harris recessed the meeting at 7:06 p.m. for the Swearing in Ceremony for new Council Member Bradham.

PRESENTATIONS:

Administering the Oath of Office to Dr. David L. Bradham

Mayor Harris reviewed the process of filling the vacancy on the Council due to the death of Mr. Barfield. He introduced Dr. David L. Bradham, who was appointed by the Dunn City Council, at the Special Call Meeting held on December 18, 2018, to represent Ward 6 as Council Member. Oath was administered by Tammy Williams, City Clerk. *A copy of this oath is incorporated into these minutes as attachment #1.*

After the Oath, Council Member Bradham took his seat and was presented with his name plate and name badge by Mayor Harris. Mayor Harris also appointed Council Member Bradham to finish out the appointments of Council Member Barfield: Police Department, Cemetery Advisory Board, Library Board of Trustees and Mid Carolina Council of Governments.

Mayor Harris reconvened the Council meeting at 7:17 p.m.

Retirement Resolution – Dean Gaster

Mayor Harris and City Manager Neuschafer presented a Retirement Resolution to Dean Gaster recognizing his 11 years of service to the City of Dunn Public Works Department where he retired as Director. Mr. Gaster was accompanied by his wife, Demi. *A copy of Resolution (R2019-01) is incorporated into these minutes as Attachment #2.*

Employee Recognition

Mayor Harris, City Manager Neuschafer and Chief West recognized Sgt. Matthew Smith with the Criminal Investigations Division for earning the Advance Law Enforcement Certification. Sgt. Smith was presented with the framed certificate.

New Employee Introductions

City Manager Neuschafer introduced Administrative Support Specialist Connie Jernigan and Community Planner Tasha McDowell. Public Utilities Director Adams introduced Equipment Operator Donald Lawson with the Public Works Department and Chief West introduced new officers, Adam Sikorski and Tyler Cole.

PUBLIC COMMENT PERIOD

The Public Comment Period was opened by Mayor Harris at 7:27 p.m. Having no comments, the Public Comment period was closed.

CONSENT ITEMS:

Council considered approval of the December 11, 2018 City Council Meeting minutes.

Council considered approval of the December 18, 2018 City Council Special Call Meeting minutes.

Approval of the Temporary Blocking of Street and use of Council Chambers for Martin Luther King Jr. Day Parade and Assembly.

Approval of the 2019-2020 Budget Retreat set for February 8-9, 2019 to be held at the Marriott Resort Myrtle Beach Grande Dunes at Myrtle Beach, SC.

Motion by Council Member Tart and seconded by Council Member Maness to approve all consent items. **Motion unanimously approved.**

ITEMS FOR DECISION:**Audit Report – Fiscal Year 2017-2018**

Phyllis Pearson, CPA and Managing Partner with the firm, Petway, Mills & Pearson, PA presented the Audit report for Fiscal Year 2017-2018. Ms. Pearson noted this is an unmodified audit opinion conducted under government auditing standards, which is the best audit report auditors give.

Motion was made by Council Member Maness and seconded by Council Member Tart to approve the Audit Report for Fiscal Year 2017-2018 as presented. **Motion unanimously approved.**

ITEMS FOR DISCUSSION AND/OR DECISION:**Temporary Blocking of Alley – Campbell University School of Osteopathic Medicine**

The Campbell University School of Osteopathic Medicine (CUSOM) has requested to close a portion of the alley, between East Broad Street and Edgerton Street, behind the Stewart Theatre from January 17 through January 19, 2019. They will be holding the 4th Annual Mr. CUSOM Pageant, fundraiser for the CU Community Care Clinic, at the theatre and they need to set up a tent for dressing room space.

Motion by Council Member Turnage and seconded by Council Member Maness to approve the temporary blocking of the alley behind the Stewart Theatre as requested. **Motion unanimously approved.**

Financial Report/Assessments Update

City Manager Neuschafer provided the following financial report for the period ending November 30, 2018:

- The City as of November 30, 2018 had \$2,194,796 in cash in the General Fund and \$2,486,185 in the Water-Sewer Fund. In November of 2017 the City had \$1,950,562 in the General Fund and \$2,703,792 in the Water and Sewer Fund.
- Property tax collections through November were \$1,446,720 or 37.84% of budget. Last year property tax collections through November were \$1,372,315.
- Sales Tax Revenue is \$697,931 or 32.16% of budget. Benchmark for this month is 33.33% of budget.
- Utilities Sales Tax is \$372,940 or 51.37 % of budget. Benchmark for this month is 50.00% of budget.
- Building Permit Fees were \$31,294 or 41.73% of budget. Benchmark for this month is 41.67% of budget.
- Water and Sewer Revenues were \$2,126,049 or 44.66% of budget. Benchmark for this month is 41.67% of budget.
- Expenditures were 40.47% of budget in the general fund and 39.24% of budget in the water and sewer fund. The benchmark for this period is 41.67% of budget.

He also presented the Weeded Lot/Demolition Update: Amount collected to Date is \$29,607.40 with 3 properties closed out and 31 parcels released to the Attorney's office for foreclosure. The next sale is scheduled for early January. The property at 906 S. McKay Avenue was purchased by the City at Auction.

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

ADMINISTRATIVE REPORTS

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

Motion by Council Member Tart and seconded by Council Member Turnage to acknowledge receipt of Administrative Reports. **Motion unanimously approved.**

City Manager's Report

City Manager Neuschafer recognized Public Utilities Director Adams for a presentation on the Public Utilities Department. Director Adams gave an update on the public utilities department and shared information on a current issue with a 24" Raw Water line that recently ruptured. The repair is set to begin on January 14, 2019 and with good weather should take three days to repair, but could take as much as ten days, with an estimated cost of \$200,000. Due to the cost associated with repairing the line, the distribution valve replacement project and sewer line replacement project on North Orange Avenue have been postponed to stay in budget.

Mayor Harris added that the issues with the Water and Sewer Fund need to be addressed and has directed City Manager Neuschafer to add this discussion to the Budget Planning Retreat Agenda.

ANNOUNCEMENTS

The following announcements and/or comments were made by Mayor Harris:

Mayor Harris read a card, from Mrs. Annette Barfield and family, thanking the Council for honoring Council Member Barfield at the December meeting.

Mayor Harris reported that he received notification from the NC Department of Commerce that the City of Dunn has been awarded a grant in the amount of \$574,000 for the Community Development Block Grant. The purpose of this grant is to revitalize the designated revitalization area, which is the area around the Dunn Enrichment Center. The grant allows for individual home owners in the revitalization area to receive a deferred loan to rehab and refurbish their home. The grant application was submitted by Skip Green & Associates, who will also administer the grant through and by recommendations of the Dunn Community Development Corporation, under the auspices of the City Council. The City was awarded the total amount requested on the grant application.

- City of Dunn offices will be closed Monday, January 21st for Martin Luther King, Jr. Day
- The annual Martin Luther King, Jr. Parade will be held on Monday, January 21 at 11:00 am in Downtown Dunn.
- The Dunn Area Chamber of Commerce Annual Banquet will be held at the Dunn Shrine Center on Tuesday, January 29th, 2019 at 6:00 pm.
- The next regular City Council Meeting is scheduled for Tuesday, February 5th, 2019 at 7:00 pm

With no further business to discuss, a motion was made by Council Member McNeill and seconded by Council Member Turnage to adjourn the meeting at 8:07 p.m. **Motion unanimously approved.**



Oscar N. Harris
Oscar N. Harris
Mayor

Attest:

Tammy Williams
Tammy Williams
City Clerk