

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

The City Council of the City of Dunn held a Special Called Meeting on Friday, April 3, 2020 at 7:00 p.m. in the Dunn Municipal Building. Present: Mayor William P. Elmore Jr., Mayor Pro Tem Chuck Turnage, Council Members Frank McLean, Billy N. Tart, and Dr. David L. Bradham. Absent: Council Members J. Wesley Sills and April Gauden. *Public Notice for the Special Called Meeting is incorporated into these minutes as Attachment #1.*

*Also present: City Manager Steven Neuschafer, Executive Assistant Connie Jernigan, and City Clerk Tammy Williams. Participating electronically: City Attorney Tilghman Pope via telephone. Assistant City Manager Mathew Boone, Finance Director Jim Roberts, and Public Utilities Director Heather Adams via WebEx. Guests attending electronically and recognized by City Manager Neuschafer: Eddy Staley with WithersRavenel, and Emily Weaver with The Daily Record.*

**CALL TO ORDER AND INVOCATION**

Mayor Elmore opened the meeting at 2:00 p.m. and Council Member Bradham gave the invocation. Afterwards, the Pledge of Allegiance was recited.

Mayor Elmore updated the public on the Covid-19 State of Emergency and the change of the meetings, including some joining the meeting electronically and streaming the meetings on Facebook Live. He shared that Council Member Gauden was unable to attend due to a death in her family and Council Member Sills was unable to attend due to medically diagnosed pneumonia.

**AGENDA ADJUSTMENT AND APPROVAL**

Motion by Mayor Pro Tem Turnage and second by Council Member Bradham to adopt the April 3, 2020 meeting agenda as presented. **Motion unanimously approved.**

**ITEMS FOR DISCUSSION AND/OR DECISION:**

**Rules of Procedure for Electronic Meetings of Dunn City Council and Planning Board**

Due to Covid-19 and the mandate that public meetings be limited to no more than 10 persons, it is priority that the Council make efforts to handle City of Dunn matters through electronic means. For the safety of Mayor, Council, staff and employees, it has been recommended by City Attorney Pope to adopt procedures so that, if needed, future meetings of the Council and Planning Board could be done electronically in a State of Emergency. He told Council that it is better for a majority of the Council to be in attendance if they can safely do so. However, those participating electronically will count toward a quorum.

After the procedures were reviewed extensively by Pope, motion by Council Member Bradham and second by Council Member Tart to adopt the "Rules of Procedure for Electronic Meetings of the Dunn City Council and Planning Board" as presented. **Motion unanimously approved.** *A copy of the "Rules of Procedure for Electronic Meetings of the Dunn City Council and Planning Board" is incorporated into these minutes as Attachment #2.*

**Ratify Utility Service Changes during State of Emergency**

Due to Covid-19, Governor Cooper issued a State of Emergency for North Carolina on March 10, 2020. In response to the State of Emergency, the North Carolina Attorney General Josh Stein issued a request that all municipal and local government utilities do the following during the State of Emergency: a) not to disconnect residents from utility services and b) suspend late fees for nonpayment of utility services. City Manager Neuschafer asked Council to ratify the steps that have been taken within the City to abide by these requests.

Motion by Council Member Tart and second by Council Member McLean to ratify the decision to not disconnect service and to waive late fees for nonpayment of utility services during this state of emergency. **Motion unanimously approved.**

**Resolution to accept USDA Loans/Grants Applications**

Finance Director Roberts presented Resolution for consideration to accept the letter of conditions for USDA Loan/Grant application for Police, Water and Sewer, Public Works and Parks and Recreation vehicles and equipment. Grants will be applied to the Police and Water and Sewer vehicles and equipment in the amounts of \$84,000 and \$26,000 respectively. The loans will be \$70,000 for the Police Department for a term of 7-years, \$104,000 for Public Works/Parks and Recreation Departments for a term of 10-years, and Water and Sewer for a term of 10-years. All three loans will be at an interest rate of 2.375%. Debt service payments will begin in FY2020-2021 in the approximate amount of \$43,650 annually.

Motion by Council Member Bradham and second by Mayor Pro Tem Turnage to adopt the Resolution and authorize the Mayor to execute any and all documents associated with the USDA loan/grant application. **Motion unanimously approved.** *A copy of the Resolution (R2020-03) is incorporated into these minutes as Attachment #3.*

**Resolution Authorizing Submittal of an Application to Request Funds from the Additional Supplemental Appropriations Disaster Relief Act of 2019**

Public Utilities Director Adams requested Council to approve a Resolution stating that the City intends to pursue an application with the State Water Infrastructure Authority for the purpose of seeking funds from the Additional Supplemental Appropriations Disaster Relief Act of 2019 to relocate/replace critical drinking water infrastructure out of the 100-year floodplain. WithersRavenel will submit the application on behalf of the City with their fee of \$5,000 to be taken from the FY2019-2020 Water and Sewer Operating Budget. Mr. Staley confirmed that it is unclear how much the City will be applying for until a study is complete. Systems who meet the floodplain criteria

may receive up to a maximum of \$3,000,000 in principal forgiveness funding and systems who meet the resiliency criteria may receive up to a maximum of \$250,000.

Motion by Mayor Pro Tem Turnage and second by Council Member McLean to approve the Resolution adopting the City's intent to request funding through the Additional Supplemental Appropriations Disaster Relief Act of 2019 in order to relocate and replace critical drinking water infrastructure out of the 100-year floodplain. **Motion unanimously approved.** *A copy of the Resolution (R2020-04) is incorporated into these minutes as attachment #4.*

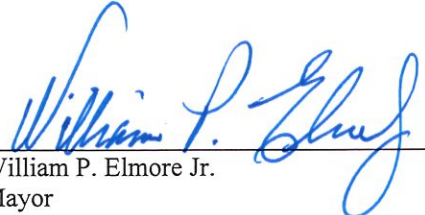
Motion by Council Member Bradham and second by Mayor Pro Tem Turnage to enter Closed Session in accordance with [N.C.G.S. 143-318.11(a)(6) and [N.C.G.S. 143-318.11(a)(5). **Motion unanimously approved.** Mayor Elmore recessed the meeting for the Closed Session at 2:40 p.m.

Mayor Elmore reconvened the meeting at 3:48 p.m.


Motion by Council Member Bradham and second by Mayor Pro Tem Turnage to authorize the City Attorney and City Manager to enter into agreement with property owners to complete the purchase of the following properties: 108 N Wayne Avenue, PIN# 1516-39-5561.000 and 906 W Broad St Pin #1516-39-6300.000 for a total of \$160,000 for both parcels. **Motion unanimously approved.**

With no further business to discuss, motion by Council Member McLean and second by Mayor Pro Tem Turnage to adjourn the meeting at 3:50 p.m. **Motion unanimously approved.**



  
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William P. Elmore Jr.  
Mayor

Attest:

  
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Tammy Williams  
City Clerk