

Dunn City Council
Regular Meeting
Tuesday, April 12, 2022
7:00 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 Jim Roberts, Public Utilities Director Heather Adams, Chief of Police Clark White, Police Major Cary Jackson, Planning Director George Adler, Parks and Recreation Director Brian McNeill, Communications Coordinator Kaitlin Adkins, City Attorney Tilghman Pope, and City Clerk Tammy Williams.

CALL TO ORDER AND INVOCATION

Mayor Elmore opened the meeting at 7:00 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 Turnage and second by Council Member Gaulden to adopt the April 12, 2022 meeting agenda as presented with the following changes:

Add to the Consent Agenda

- Non-Discrimination Policy for the Coronavirus Funds
- Remove Special Use Permit (SUP-01-22) due to the request being withdrawn by the owner, and replace with Business Item, To Set Budget Workshop. **Motion unanimously approved.**

PRESENTATIONS

Update on Harnett Training School LLC

Carnell Robinson, member of the Dunn Community Development Committee (DCDC), gave an update on the Harnett Training Center and invited Council to join them for the plaque dedication honoring the hard work and vision of the late Mayor Oscar N. Harris, former Council Member Donnie Olds and Jim Bennett in transforming the facility to the Dunn Enrichment Center.

Employee Recognitions – Police Department

Chief White recognized Patrol Lieutenant Jonathan Butler for being awarded his leadership certificate from the North Carolina Justice Academy, and Officer Ethan Core for being awarded the Intermediate Law Enforcement Certificate from the North Carolina Criminal Justice Training & Standards Division.

PUBLIC COMMENT PERIOD

The Public Comment Period was opened by Mayor Elmore at 7:09 p.m. Having no comments, the Public Comment period was closed.

CONSENT ITEMS

- Minutes of the March 8, 2022 City Council Meeting.
- Minutes of the March 14, 2022 Special Council Meeting.
- Destruction of Municipal Records Request – Planning & Inspections
- Landscape Maintenance Contract Extension
- Basketball Court Updates RFP
- Special Event – Temporary Closing of Streets – Dunn Shrine Car Show
- Special Event – Temporary Closing of Streets – “I thought Turkeys could Fly” 5K
- National Library Week Proclamation. *A copy of the Proclamation (P2022-03) is incorporated into these minutes as Attachment #1.*
- Summer Hours May 1, 2022 through September 30, 2022.
- Resolution accepting the American Rescue Plan Act (ARPA) Funding offer for Wastewater Improvement Projects. *A copy of the Resolution (R2022-10) is incorporated into these minutes as Attachment #2.*
- Non-Discrimination Policy for the Coronavirus Funds. *A copy of the Resolution (R2022-11) is incorporated into these minutes as Attachment #3.*

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

ITEMS FOR DISCUSSION AND/OR DECISION

Set Budget Workshop

Motion by Council Member McLean and second by Council Member Sills to set a Special Called Meeting on Thursday, April 28, 2022 at 6:00 p.m. in Council Chambers for the purpose of holding a Budget Workshop and possible Closed Session. **Motion unanimously approved.**

Stormwater Fee Information and Discussion

City Manager Neuschafer reminded Council that staff shared the Stormwater Fee study results provided by Willdan at the March 14th Special Meeting. Willdan's information used the Equivalent Residential Unit (ERU) calculation (base multiplier) to make more equitable cost comparisons for Residential, Multi-Family, Commercial, and Industrial fees, looking at impervious surface areas – areas that create runoff – rooftops, driveways, decks, etc. The estimated average residential unit area for the city is 3,257 sf. This number can be used to maintain the amount paid by our residents and charge more for those properties that have a larger impervious surface area. This square footage will be used as the equivalent unit and the non-residential multiplier. Currently a large business pays \$10.00 per month and single family residential property pays \$3.50 per month.

The UNC School of Government, Environmental Finance Center website, with 2020 survey information (Utility Fee Structure attached), showed the wide range of fees, which are based on what the revenue will be used for. The average monthly bill across surveyed utilities for a non-residential property with 10,000 square feet of impervious surface was \$15.07 monthly. Monthly bills at 10,000 square feet range from \$0.83 to \$82.50 monthly. This proposal is that the rate for 10,000 square feet is \$10.75 monthly. An average fast food location in Dunn with one acre of land with 90% impervious area (12 ERU's) would be \$42.13 per month. He also shared Residential base fee according to the 2021-22 survey with surrounding towns. If Council decides to move forward the plan is to have at least one public meeting to explain to stakeholders. If agreed upon, the new rates will be incorporated into the upcoming fiscal year budget.

After discussion, motion by Council Member Sills and second by Council Member Turnage to move forward with the recommendation presented for the upcoming 2022/2023 Fiscal Year Budget. **Motion unanimously approved.**

Stormwater Mapping Engineering Firm Selection

Assistant City Manager Boone requested approval of staff's recommendation to enter into contractual negotiations with engineering firm, ESP Associates, INC., to provide a detailed and interactive mapping diagram of the cities complete stormwater system. The city advertised an RFQ for engineering services and general land surveying pertaining to mapping the existing stormwater system and received sixteen proposals from qualified firms from all over the state. Two firms were shortlisted and interviewed by staff to come to this recommendation. City Manager Neuschafer reminded Council that the City did receive funding from the State to pay for this study.

Motion by Mayor Pro Tem Bradham and second by Council Member Gaulden to allow the city manager to enter in contract negotiations with ESP Associates, INC to provide the city with a comprehensive map of its stormwater system. **Motion unanimously approved.**

Wayfinding Design Contract

Assistant City Manager Boone requested approval to enter into contract with Merje Design to research and develop the City's Wayfinding Masterplan for the amount of \$60,000. The city advertised an RFP for design services pertaining to developing the city's Wayfinding Masterplan and received sixteen proposals from qualified firms from all over the state. The proposals were reviewed by a staff team who scored the proposals from all firms and unanimously recommended Merje Design.

After discussion, motion by Mayor Pro Tem Bradham and second by Council Member McLean to authorize the City Manager to enter into a contract with Merje Design, after review by the City Attorney, to design the wayfinding and signage masterplan and to approve the Budget Amendment as presented. **Motion unanimously approved.** *A copy of Budget Amendment (BA2022-27) is incorporated into these minutes as attachment #4 and the contract is on file with the City Clerk.*

Public Services Complex Architectural and Engineering Contract

Assistant City Manager Boone requested approval to enter into contract with IBI Group to provide architectural and engineering services pertaining to the design of the Public Services Complex with a budget impact of \$79,000. At the March 8, 2022 Council meeting, Council authorized the City Manager to negotiate terms between IBI Group and the City of Dunn for design and other related professional services for the city's new public services complex. An agreement was made with IBI group to provide the following deliverables:

- Executive summary
- Site due diligence narratives and base plan graphic
- Space needs program in spreadsheet format
- Recommended site master plan and considered options
- Site expansion and phasing plan
- Overall complex graphic rendering at a conceptual design level.
- Total project budget worksheet with opinion of probable construction cost
- Questionnaire responses
- Other associated data

Neuschafer added this will come up with square footage needed, amount of space and number of buildings but does not include the construction and materials needed. It does include a general rendering, visual, of what the facility will look like.

Motion by Council Member Turnage and second by Council Member Gaulden to allow the city manager to enter into contract with IBI Group, after review by the City Attorney, to deliver an overall masterplan needed to construct the city's new Public Services Complex and to approve the Budget Amendment as presented. **Motion unanimously approved.** *A copy of Budget Amendment (BA2022-28) is incorporated into these minutes as attachment #5 and the contract is on file with the City Clerk.*

Community Appearance Committee (CAC) Review

Assistant City Manager Boone shared CAC was established as a temporary committee, to be evaluated by Council to determine if they would like the committee to continue or recommend dissolving. If council recommends the continuance of the CAC, they will need to determine any changes to be made and establish. Council Member Turnage recommended cameras be used to identify people throwing out trash and ticket them. Neuschafer added that an ordinance will be established to formerly form the Advisory Board.

Motion by Mayor Pro Tem Bradham and second by Council Member Turnage to set staggered terms of two years with first term beginning 2020 and to stagger current members first term with four to end 06-30-2022 and four to end 06-30-2024 to be randomly selected and limited to two terms with at least one year before reappointment as well as ex-officio organization recommendations to be approved annually by Council. **Motion unanimously approved.**

North Carolina Parks and Recreation Trust Fund (PARTF) Grant Application

Parks and Recreation Director McNeill presented request for authorization to apply for funding assistance through the PARTF grant in the amount of \$200,000 to assist with minor improvements of Tart Park. This will include renovating two current playgrounds and one picnic shelter. The PARTF fund is a state funded grant program for land acquisition and development for parks. PARTF is the primary source of funding to build and renovate facilities throughout North Carolina and provides dollar-for-dollar grants to local governments. Past PARTF projects include Tart Park, Tyler Park and PK Vyas Recreation Center. The projected budget is \$400,000 with \$200,000 through the grant fund and \$200,000 as a city match.

After discussion on the grant and many activities of the Parks and Recreation Department, motion by Council Member Gaulden and second by Council Member McLean to grant the City Manager authorization to submit a PARTF application by the May 2, 2022 deadline as presented. **Motion unanimously approved.**

Request for Proposals for Copiers

Finance Director Roberts reported that the current copier contract for the city will expire this August, so it is time to request new proposals for this service. This proposal will solidify copy needs for the next five years and will be included in budget proposals for that same timeframe.

Motion by Council Member Tart and second by Mayor Pro Tem Bradham to approve the request to receive proposals for a new 5-year copy contract with new rates to be included in the 2022-2023 budget. **Motion unanimously approved.**

Loan – E Bay and S Elm Waterline Project

Finance Director Roberts reported that the City received two proposals and the best five-year rate from Truist Bank of 2.65% as a Tax Exempt Bank Qualified rate. The yearly interest and principal payment will be approximately \$120,000 per year. The city will pay a little less than \$45,000 in interest over the life of the loan and will pay \$553,860 +/- in principal for the total loan repayment. The loan is for replacing the E Bay and S Elm Waterline project.

Motion by Council Member Gaulden and second by Council Member Tart to approve the Resolution to accept the financing proposal of Truist Bank for installation of water lines on S Elm Avenue and E Bay Street as described. **Motion unanimously approved.** *A copy of the Resolution (R2022-12) is incorporated into these minutes as attachment #6.*

Council Goals/Reports

Neuschafer presented the Goals and Priorities Report and shared that staff is trying to work out a partnership with NCDOT to add our projects into their scope of work to assist us with bidding and pricing. We are also hoping this will help with the Park to Park Trail sidewalk expenses. He also reported that the Land Use Plan is progressing and will be discussed further at the upcoming joint meeting with the Planning Board.

Administrative Reports

City Manager Neuschafer informed Council that a draft SOC was received and sent back with comments, so we are closing in on the date to present the final SOC to Council. We are also working with Chad Sary of the Stewart Group on a sewer allocations policy.

Finance Director Roberts provided the following financial report for the period ending March 31, 2022:

- Cash on hand is \$11,252,790, compared to \$10,175,643 last year.
- Water and Sewer Revenues collected year to-date is \$4,622,736 or 75.66% of budget, compared to \$4,371,108 in 2021.
- Property Taxes received through February is \$3,903,192, compared to \$3,831,708 last year. Total Taxes collected so far is \$4,236,202.
- Sales Taxes received in January were \$266,657, which is the largest the city has received in one month time and \$21,500 more than last year.
- Utilities Sales Taxes received is \$486,135, down from last year of \$491,922.
- Building Permit Fees are at a total of \$121,233 or 78% of budget, a bit down from last year, which was \$125,907.
- General Fund expenses to-date is \$9,228,348 or 73.51% of budget, compared to \$7,806,232 last year and Revenue to-date is \$9,860,950.
- The Water and Sewer fund expenditures total \$4,862,042, or 61.62% of budget compared to \$4,343,725 last year, with revenues to-date at \$5,903,481.
- The benchmark for this period is 75% of budget.
- He also updated Council on Debt Service payments and liens and assessments.

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

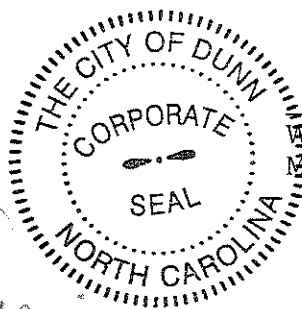
Announcements/Information

Mayor Elmore announced upcoming events and activities.

Motion by Mayor Pro Tem Bradham and second by Council Member Sills to enter Closed Session in accordance with [N.C.G.S. 143-318.11(a)(5)] to establish or instruct the staff concerning the negotiation of the price and terms of a contract concerning the acquisition of real property. **Motion unanimously approved.**

The meeting was recessed at 8:14 p.m.

Mayor Elmore reconvened the meeting and with no further business to discuss, motion by Council Member Turnage and second by Council Member Gauden to adjourn the meeting at 8:28 p.m. **Motion unanimously approved.**



William P. Elmore Jr.

William P. Elmore Jr.
Mayor

Attest:

Tammy Williams

Tammy Williams, CMC, NCCMC
City Clerk