

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

The City Council of the City of Dunn held a Regular Meeting on Tuesday, September 10, 2019 at 7:00 p.m. in the Dunn Municipal Building. Present: Mayor Oscar N. Harris, Mayor Pro Tem Frank McLean, Council Members Buddy Maness, Dr. Gwen McNeill, Billy Tart, Chuck Turnage and Dr. David L. Bradham.

*Also present: City Manager Steven Neuschafer, Assistant City Manager Mathew Boone, Finance Director Jim Roberts, Public Utilities Director Heather Adams, Public Works Director Vince Washington, Planning Director George Adler, Chief Building Inspector Steven King, Chief of Police Chuck West, Parks and Recreation Director Brian McNeill, Human Resources Director Anne Thompson, Librarian Mike Williams, Community Planner Tasha McDowell, Administrative Support Specialist Connie Jernigan, Attorney Wiley Pope, and City Clerk Tammy Williams. Guests recognized by Mayor Harris: Emily Weaver with The Daily Record; Sheriff Wayne Coats and his wife, Dale; County Commissioner Mark Johnson and his wife, Ruby; former City Council Member Paul Perry and from Boy Scouts Troop 711 – Brice Faircloth, Jacob Blackmon, and Assistant Scout Master Hank Purvis*

**INVOCATION**

Mayor Harris opened the meeting at 7:00 p.m. and Rev. Elizabeth Gaines, Pastor at Divine Street United Methodist Church gave the invocation. Afterwards, the Pledge of Allegiance was recited.

Mayor Harris thanked the City Manager, Department Heads and City employees for their work in preparation for Hurricane Dorian. He also expressed his gratitude that the City of Dunn was spared.

**AGENDA ADJUSTMENT AND APPROVAL**

Motion by Council Member Maness and second by Council Member Turnage to adopt the September 10, 2019 meeting agenda as presented.

Motion unanimously approved.

**PRESENTATIONS:**

**Resolution – the late William P. “Abe” Elmore**

Mayor Harris presented a Resolution to the family of the late Abe Elmore, who served as Mayor of the City of Dunn for a total of four terms with his last term ending December of 1999 and was serving his second term as County Commissioner at the time of his death. *A copy of the Resolution (R2019-22) is incorporated into these minutes as Attachment #1.*

**Retirement Resolution – Police Officer Ricky Jackson**

Mayor Harris and Chief West presented a Resolution to Police Officer Ricky Jackson to express appreciation from the Mayor and Council of his more than 22 years of service to the City of Dunn. *A copy of the Resolution (R2019-23) is incorporated into these minutes as Attachment #2.*

Mayor Harris recessed the meeting for a short break and reconvened at 7:21 p.m.

**Advanced Metering Infrastructure Project Review**

Lauren Brown, Project Manager with MeterSYS and Charlie Daniels with Ferguson Waterworks provided an update on the status of the Advanced Metering Infrastructure Project. Installation of the meters are almost complete. Radio frequency submits reads to the Water Department to help identify any leakage problems. Implementation of the customer portal is the next step to complete the project.

**PUBLIC COMMENT PERIOD**

The Public Comment Period was opened by Mayor Harris at 7:29 p.m. Having no comments, the Public Comment period was closed.

Mayor Harris recessed the regular meeting for Public Hearings.

**PUBLIC HEARINGS:**

**Voluntary Annexation – Willoughby ANX-01-19**

Mayor Harris opened the public hearing at 7:30 p.m. The public has been notified that oral and written comments will be heard and received concerning the question of voluntary contiguous annexation petition ANX-01-19; +/- 18.96 acres at 1001 Meadowlark Rd, owned by John A. Willoughby Jr. and Clarice Willoughby. The property is identified by the Harnett County Registry as PIN #1517-65-0443.000. The Public Hearing was duly advertised on August 29, 2019.

Hearing no comments, the public hearing was closed at 7:31 p.m. and the regular meeting was reconvened. *A copy of the legal notice is incorporated into these minutes as Attachment #3.*

**CONSENT ITEMS:**

Approval of the August 13, 2019 City Council Meeting minutes.

Temporary Blocking of Streets – First Presbyterian Church

Temporary Blocking of Streets – NC Cotton Festival

Resolution declaring Badge and Service Weapon carried by Police Officer Ricky Jackson surplus and awarding to him on his Retirement. *A copy of the Resolution (R2019-24) is incorporated into these minutes as Attachment #4.*

Resolution to accept State Loan for WWTP Aeration Project. *A copy of the Resolution (R2019-25) is incorporated into these minutes as Attachment #5.*

CALEA Crime Analyst Manager position

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

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

**Consideration of Voluntary Annexation – Willoughby ANX-01-19**

Ordinance was considered to extend the corporate limits of the City of Dunn by the voluntary contiguous annexation of +/-18.96 acres at 1001 Meadowlark Rd, owned by John A. Willoughby Jr. and Clarice Willoughby. The property is identified by the Harnett County Registry as PIN #1517-65-0443.000. At the July meeting, the Council adopted a Resolution directing the Clerk to investigate a voluntary annexation petition for ANX-01-19. The Clerk has certified the sufficiency of the petition and Resolution fixing the date of the Public Hearing for September 10, 2019 was adopted at the August 13, 2019 Council meeting. The Public Hearing was held on September 10, 2019.

Motion was made by Council Member Turnage and second by Council Member Maness to adopt an ordinance to extend the corporate limits of the City of Dunn by the voluntary contiguous annexation of +/-18.96 acres at 1001 Meadowlark Rd, owned by John A. Willoughby Jr. and Clarice Willoughby, PIN #1517-65-0443.000. **Motion unanimously approved.** *A copy of the Ordinance (O2019-09) is incorporated into these minutes as Attachment #6.*

**Consideration of Ordinance to Demolish – 204 Ammons Rd**

Chief Building Inspector King reported that this decision was tabled at the June 11, 2019 meeting to allow the owner to make necessary repairs to the structure or sell the property. He shared that John Sutton has since purchased the property, building permits have been issued and they have been working on the house, pretty much non-stop. The new owners have completed a lot of repairs and everything has been passing inspection. His recommendation is to allow for additional time for new owner to make the necessary repairs to the dwelling or to drop the condemnation proceedings entirely on the property.

Motion by Council Member Tart and second by Council Member Bradham to drop condemnation proceedings on 204 Ammons Drive. **Motion unanimously approved.**

**Acceptance of Golden Leaf Foundation Grant for Inflow and Infiltration Assessment**

Public Utilities Director Adams reported to Council that the City applied for and received Hurricane Florence Recovery Grant funds from the Golden LEAF Foundation for the purpose of funding an Inflow and Infiltration assessment of the City's wastewater collection system in order to identify areas of damage, resulting from the effects of Hurricane Florence. The assessment will also include an impact analysis and a recommendation for prioritizing the repair of the identified defects. The grant is for \$142,500 with no local match required.

Motion by Council Member Maness and second by Council Member McNeill to accept the Golden LEAF Grant in the amount of \$142,500 and make the applicable assurances contained therein and authorize City Manager Neuschafer to enter into a contract with WithersRavenel to assist the City with completing the Inflow and Infiltration Assessment. **Motion unanimously approved.** *A copy of the Acknowledgement and Agreement with Golden Leaf and the agreement with WithersRavenel are incorporated into these minutes as Attachment #7.*

**Consider Professional Services Agreement for State Revolving Fund Waterline Rehab Project – Dunn-Erwin Road 14 inch Water Line Abandonment and E Wake Water Line Improvements**

Public Utilities Director Adams asked the Council to consider a professional services proposal from WithersRavenel for engineering tasks as they relate to the State Revolving Funded project which encompasses the 14 inch water line abandonment along Dunn-Erwin Road and the upsizing of a waterline on E Wake Street. At the August 13, 2019 meeting, Council approved to move forward with a State Revolving Fund Loan. A Request for Qualifications for Professional Services was published in The Daily Record on July 29, 2019. Engineering expenses will be incurred in fiscal years 2019-2020 and 2020-2021 and are reimbursable through the State Revolving Fund loan.

Motion by Council Member Bradham and second by Council Member Maness to approve the Professional Services Agreement with WithersRavenel and authorize City Manager Neuschafer to enter into a contract with WithersRavenel for professional services related to the engineering tasks associated with the abandonment of the Dunn-Erwin Road 14 inch water line and the upsizing of the water line on E. Wake Street. **Motion unanimously approved.** *A copy of the Agreement with WithersRavenel is incorporated into these minutes as Attachment #8.*

**Authorization for USDA Loan Application – Vehicles and Equipment**

Finance Director Roberts presented request to secure two loans from the United States Department of Agriculture, Rural Development for the purchase of equipment for the Water and Sewer department and enterprise fund, for Departments of Public Works, Recreation, and Police Departments. The equipment included in these loans will be for: tractor, excavator, generator, two trucks, and a trailer for the Water Department. Equipment for the City includes: two mowers, leaf collection equipment, and a bunker and field rake. Local banks were contacted and compared rates and years of repayment and none were able to compete with USDA for these loans, both with a fixed rate of 3.5% for 10 years for Water and Sewer equipment and 7 years for the other vehicles and equipment. The approximate total funding for these loans combined is \$465,000 and repayments will be made through funds available within our current budget.

Motion by Council Member Turnage and second by Council Member McLean to approve for the Finance Officer to work with the USDA and proceed with the loan process. **Motion unanimously approved.**

#### **Tart Park Construction Considerations**

City Manager Neuschafer told council that staff needs a consensus on how to proceed with rebidding and project scope modifications for the Tart Park renovation. Parks and Recreation Director McNeill referred to the budget and those items that the staff is looking at completing to help with cost savings. He shared other alternatives to help with cost saving, such as doing away with upgrade of two fields and cosmetic changes to dugouts and the central tower. These changes should not change the function of the park and will not cause any problems with the PARFT Grant.

City Manager Neuschafer shared that the amount of blocks has been reduced in the tower, which will lower the initial cost but will cause additional maintenance expense in future years with needed painting. They also have reduced the amount of blocks for the dugouts and added fencing instead. He also confirmed that the layout is not changing.

Del Crawford with Crawford Design Company and Gordon Johnson with Gordon Johnson Architecture, administrators of the Tart project, proposed that the central tower be bid both ways, like at Tyler Park and with proposed changes. Bid alternates will allow for flexibility as the project moves forward. Plans are to divide the bids to include bids for the building and separate bids for site work.

Motion by Council Member Bradham and second by Council Member Tart to accept the recommended changes, as proposed by staff, for the scope of the project to decrease the overall budget and to meet project standards set by the PARTF Authority. **Motion unanimously approved.**

#### **Consideration of Environment Enhancement Grant**

The Council was asked to give the City Manager authority to approve and to submit an application for an Environmental Enhancement Grant through the North Carolina Attorney General's Office. The grant funds would be used to establish a nature park to include Hannah's Pond and the Stoney Run corridor connecting Highway 301 to Interstate 95. This project would include aesthetic, environmental and storm water improvements. Wetland Solutions LLC was prepared to work with the City and lead on design, communication with property owners and formulation of the application as was presented at today's work session. The Letter of Intent was submitted by the City on August 16, 2019. The deadline for Grant Proposals is September 24, 2019.

Motion by Council Member Turnage and second by Council Member McNeill to table this item for further research and action at a date to be determined. After discussion, **motion unanimously approved.**

#### **Financial Report/Assessments Update**

Finance Director Roberts provided the following financial report for the period ending August 31, 2019:

- \$3,613,251 in cash in the General Fund and \$2,333,838 in the Water-Sewer Fund. Through August of 2018, the City had \$2,596,189 in the General Fund and \$2,351,973 in the Water and Sewer Fund. Both Fund Balances combined – the City has \$998,927 more than for the same period last year.
- Property Tax Collections to date: approximately \$7,300
- Sales Tax Revenue has not been reported for the last quarter as of this date.
- Utilities Sales Tax report for the last Quarter is due by September 15, 2019.
- Building Permit Fees for August were \$9,465 for a total collected for the year of \$20,587 or 25.6% of budget.
- Water and Sewer Revenues - \$534,216 or 9.6% of budget.
- Expenditures \$1,508,000 or 13% of budget in the general fund. The Water and Sewer fund has spent \$628,200 or 10.1% of budget. The benchmark for this period is 16.7% of budget.

He also presented the Liens and Assessments Update.

Motion by Council Member McLean and second by Council Member Tart to acknowledge receipt of the Financial Report and Assessments Update. **Motion unanimously approved.**

#### **ADMINISTRATIVE REPORTS**

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

Motion by Council Member McLean and second by Council Member McNeill to acknowledge receipt of Administrative Reports. **Motion unanimously approved.**

#### **City Manager's Report**

City Manager Neuschafer did not have anything additional for the meeting.

#### **ANNOUNCEMENTS/INFORMATION**

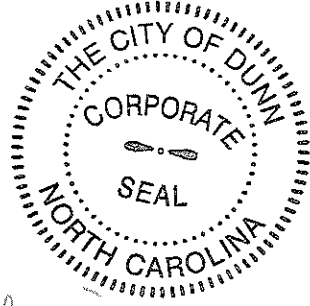
Mayor Harris announced upcoming events and activities. Council Member Turnage added that Raven Rock State Park will be celebrating the park's 50<sup>th</sup> Anniversary on Saturday.

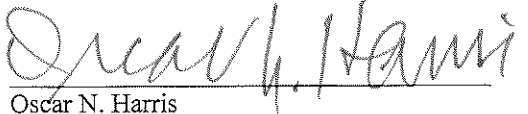
Council Member Turnage thanked City Manager Neuschafer and Public Works for handling debris pickup around the storm drains in preparation for Hurricane Dorian.

Proclamation – Dr. Ron Spears, Senior Pastor of Faith & Power Center. *A copy of the Proclamation (P2019-13) is incorporated into these minutes as Attachment #9.*

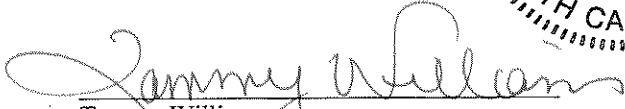
Proclamation – Declaration of State of Emergency Hurricane Dorian. *A copy of the Proclamation (P2019-14) is incorporated into these minutes as Attachment #10.*

With no further business to discuss, motion by Council Member McNeill and second by Council Member McLean to adjourn the meeting at 8:06 p.m. **Motion unanimously approved.**



  
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Oscar N. Harris  
Mayor

Attest:

  
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Tammy Williams  
City Clerk