

**Dunn City Council**  
**Regular Meeting**  
**Tuesday, October 13, 2020**  
**7:00 p.m., Dunn Municipal Building**

## Minutes

**PRESENT:** Mayor William P. Elmore Jr., Mayor Pro Tem Chuck Turnage, Council Members J. Wesley Sills, April Gauden, Frank McLean, Billy N. Tart, and Dr. David L. Bradham. *Notice, relating to the Special Meeting Conditions, is incorporated into these minutes as Attachment #1.*

*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 Clark White, Human Resources Director Anne Thompson, Librarian Mike Williams, Executive Assistant Connie Jernigan, 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. Dennis Manuel, Pastor at East Granville Street Church of God of Prophecy gave the invocation. Afterwards, Council Member Bradham led in the Pledge of Allegiance.

### AGENDA ADJUSTMENT AND APPROVAL

Motion by Council Member Bradham and second by Council Member Gauden to adopt the October 13, 2020 meeting agenda as presented. **Motion unanimously approved.**

### PRESENTATIONS

#### Employee Recognition – City Clerk, Tammy Williams, CMC

Mayor Elmore recognized Tammy Williams, City Clerk for the City of Dunn, for fulfilling all the requirements of the Certified Municipal Clerk (CMC) Program offered by the International Institute of Municipal Clerks and earning her CMC designation. This designation is a declaration that Mrs. Williams is proficient in her position as City Clerk and has demonstrated mastery of administrative skills critical to good government.

#### New Employee Introductions

Chief White introduced Tyler Herring – Police Officer I and Nathan Ingram – Police Officer I.

### PUBLIC COMMENT PERIOD

The Public Comment Period was opened by Mayor Elmore at 7:12 p.m. Clarence Woodard spoke concerning 809 E Pearsall St. With no additional comments, the Public Comment period was closed.

### CONSENT ITEMS

- Approval of the Minutes of the September 8, 2020 City Council Meeting.
- Approval of Budget Amendment transferring funds between Public Works and Debt Service. *A copy of the Budget Amendment (BA-2021-08) is incorporated into these minutes as Attachment #2.*
- Adoption of Resolution declaring property surplus and authorizing the City Manager to dispose of personal property by electronic means through www.GovDeals.com. *A copy of the Resolution (R2020-17) is incorporated into these minutes as Attachment #3.*
- Adoption of Resolution declaring the structures at 906 W Broad Street, 108 N Wayne Avenue and 503 E Broad Street, including contents, any and all attachments to the structures, or outbuildings on the property as surplus and direct the administration to remove or dispose of them in any way possible. *A copy of the Resolution (R2020-18) is incorporated into these minutes as Attachment #4.*
- Proclamation – National Friends of Libraries Week. *A copy of the Proclamation (P2020-12) is incorporated into these minutes as Attachment #5.*

Motion by Council Member Bradham and second by Council Member Gauden to approve all consent items. **Motion unanimously approved.**

### ITEMS FOR DISCUSSION AND/OR DECISION

#### Consideration of Ordinance to Demolish House – 911 Fairground Rd

Chief Building Inspector King reported that the ordinance to demolish was tabled by City Council at the February 2020 Council meeting until the April Council meeting to allow time for the new owner, Mr. Lloyd Tom Hamilton, to make repairs and improvements to the dwelling. It was tabled again at the April, June and August City Council meetings to allow additional time for repairs. King reported that some additional improvements have been made to the exterior of the house to include demolition of two exterior buildings. No interior inspections have been made. Mr. Hamilton has a full time roofing business and is repairing the home on the side. Mayor Pro Tem Turnage shared that a lot of progress has been made and he feels that the progress will continue. King confirmed that he has repaired the roof which was the reason the structure was condemned.

After discussion, motion by Mayor Pro Tem Turnage and second by Council Member Tart to table ordinance to demolish house at 911 Fairground Rd. **Motion approved with Council Member Sills opposed.**

**Consideration of Ordinance to deem property Unfit for Human Habitation – 906 & 908 N Clinton Ave**

Chief Building Inspector King reported on 906 & 908 N Clinton Ave. The ordinance to deem the property Unfit for Human Habitation was tabled by City Council at the September 8, 2020 meeting.

King reported that the canopy has been removed. The gas tanks and lines have to be pressure tested before they can proceed with the gas tanks. Mr. Alsanda, who was in attendance, said the sign has been removed and exterior lighting has been handled and they are in the process of being branded a Sunoco. King did confirm if the tanks fail pressure testing then they will have to be removed. He also confirmed that the striping has not been done because the owner is planning on moving gas pumps to the front, which will change the striping layout.

After discussion, motion by Council Member Tart and second by Council Member Bradham to table the ordinance for sixty days. **Motion unanimously approved.**

**Consideration to Demolish House – 700 Lincoln St**

The City Council adopted an ordinance to demolish the property on November 12, 2019 but also allowed the new owner, Jada S. Wiggins, ninety days to bring the property up to code. The City Council agreed to allow sixty additional days at the June 9, 2020 Council Meeting to allow Mr. Frank Taylor time to complete the repairs to the dwelling and bring it into compliance with applicable Codes. At the August meeting, he still had a few more final inspections to pass until a Certificate of Occupancy could be issued. At the September Council meeting, Council allowed thirty additional days for Mr. Taylor, who is attendance, to complete the repairs at 700 Lincoln St. King reported that all inspections have been completed and the owner now has a certificate of occupancy. Mayor Elmore, Council Members Tart, Gaulden and McLean expressed appreciation to Mr. Taylor for the repairs made on the home.

Motion by Council Member Tart and second by Council Member McLean to Adopt Ordinance to Rescind Ordinance to Demolish - O2019-17 dated November 12, 2019. **Motion unanimously approved.** *A copy of the Ordinance (O2020-22) is incorporated into these minutes as Attachment #6.*

**Community Development Block Grant – Infrastructure (CDBG-I)**

Public Utilities Director Adams requested permission to move forward with submitting a Community Development Block Grant application to replace sewer infrastructure in areas of Dunn that meet the Housing and Urban Development (HUD) low and moderate income (LMI) threshold. The City's sewer system continues to be inundated with significant amounts of inflow and infiltration (I&I) during heavy rainfall events. The purpose of these funds is to construct public sewer infrastructure to mitigate public and environmental health problems in areas where the percentage of low to moderate income persons is at least 51 percent. The maximum grant is \$2.0 Million with no local match.

Motion by Mayor Pro Tem Turnage and second by Council Member Bradham to move forward with application for a Community Development Block Grant for Wastewater Infrastructure through the Division of Water Infrastructure and authorizing City Manager Neuschafer to enter into a contract with WithersRavenel to prepare the grant application. **Motion unanimously approved.**

**Consideration to Accept Property Donation and Cancel City Assessments**

City Manager Neuschafer presented request from the McAllister Family/Walter A. Laguna in reference to donating two properties to the City of Dunn: PIN # 1516-86-7394.000 – 1 Lot at 710 E Harnett St and PIN # 1516-86-7000.000 – 1 Lot at East Edgerton St. With the donation of the property, they are asking that all accounts and fees associated with the owners of the two properties be forgiven in full. Staff has confirmed that the family will be paying the property taxes due for 2020. The family owes the City of Dunn, in liens and assessments, a total of \$5,050.29 on the two properties.

Motion by Council Member Sills and second by Council Member McLean to accept the property donation subject to a satisfactory title search by the City Attorney and upon receipt of title to the property, to cancel any City assessments against the donated properties. **Motion unanimously approved.**

**Consideration of Sign Requests by Staff**

City Manager Neuschafer presented the following Sign Requests:

- 1) No parking Sign on Edgerton and Broad Streets at Alley – the 2 spaces are not large enough which causes the alley and parking entrances to be blocked.
- 2) Four-Way Stop at intersection of N Elm Avenue and E Edgerton Street requested by Chief White to allow for safe and orderly flow of traffic.
- 3) Pedestrian Crossing Signs to be purchased and placed as needed and determined by the Police Department.

Motion by Council Member Bradham and second by Mayor Pro Tem Turnage to approve two No Parking Signs to be placed at Alley on Broad and Edgerton Streets, Signs for Four-way Stop at the intersection of E Edgerton Street and N Elm Avenue, and Pedestrian Crossing Signs to be purchased and placed as needed and determined by the Police Department. **Motion unanimously approved.**

**Consideration of Installation of “Children at Play” Signs in Ward Five**

City Manager Neuschafer presented request from residents of Ward Five for Council to consider placing “Children at Play” signs in various Ward Five locations or to consider other options such as reducing the speed limit in residential areas to 25 miles per hour or installing traffic calming measures. He added that the signs are considered an alert sign and are not regulatory and requested direction from Council on how to

proceed. Mayor Pro Tem Turnage added that some residents have placed signs at their own expense and those signs have made a difference.

Motion by Mayor Pro Tem Turnage and second by Council Member Tart to direct staff to order and strategically install "Children at Play" signs within next sixty days on W Divine St, W Pearsall St, W Pope St and Canterbury Dr and direct staff to research options for reducing speed on all neighborhood streets. **Motion unanimously approved.**

#### **Funding for Lakeshore Drive Water Line Replacement Project**

Finance Director Roberts presented request to secure a loan for the water line repair and replacement for the utilities on Lakeshore Drive. The work was approved last month and engineering has been completed for the work to proceed. Staff has contacted local banks concerning rates and years of repayment and recommends using BB&T (Truist Bank). The total loan for this work will be approximately \$250,000 with a repayment term of six years, at an interest rate of 1.74% making payments in the amount of approximately \$44,000 per year. Payments will be made on a semi-annual basis. This payment is within budget appropriations and will be funded through the current Water and Sewer income and expense budget process.

Motion by Council Member Bradham and second by Council Member Gaulden to approve a Loan with BB&T (Truist Bank) in the amount of \$250,000 to pay for water line repair and replacement on Lakeshore Drive. **Motion unanimously approved.** *A copy of the Resolution (R2020-19) is incorporated into these minutes as Attachment #7.*

#### **Approval of Purchase and Funding Leaf/Debris Collection Truck**

Finance Director Roberts presented request for approval of the purchase and loan of a Truck to serve as a leaf and debris collection system for the City. Three pieces of equipment were reviewed and the model produced by Old Dominion Brush Company (ODB) was selected as the best option. The unit by ODB is a 30 cubic yard truck mount debris collector with a John Deere 74 HP diesel engine powered by a new Freightliner M2-106 chassis truck. Staff has contacted local banks for rates and years of repayment and recommends using BB&T (Truist Bank). The total loan for this equipment will be approximately \$205,000 with a repayment term of seven years, at an interest rate of 1.86% making payments in the amount of approximately \$32,000 per year. Payments will be made on a semi-annual basis. This payment is within budget appropriations and will be funded through the current General Fund income and expense budget process.

Motion by Council Member Tart and second by Council Member Sills to approve the purchase of a leaf and debris collection truck and approve the loan with BB&T (Truist Bank) in the amount of \$205,000. **Motion unanimously approved.** *A copy of the Resolution (R2020-20) is incorporated into these minutes as Attachment #8.*

#### **Council Goals/Reports**

City Manager Neuschafer updated Council on Goals and Objectives and confirmed that maintenance for the Dog Park will be under Parks and Recreation after the project is complete.

#### **Administrative Reports**

Finance Director Roberts provided the following financial report for the period ending September 30, 2020:

- General Fund - \$3,782,011 and \$2,361,901 in the (NCCMT Term Account) Water-Sewer Fund. 2019, the City had \$3,192,573 in the General Fund and \$2,337,755 in the Water and Sewer Fund. Loan closed on Tart Park and received \$484,688 in COVID relief funding. Still waiting on reimbursement from NCDOT of \$370,000 for PJ's project.
- 2020 Taxes in August- \$203,272.
- Sales Tax Revenue strong. In July, monthly receipts of \$229,680 up 12% from the same time last year.
- Utilities Sales Taxes quarter ending June 30, 2020 - \$144,370.
- Building Permit Fees for September - \$13,246 for total collected - \$29,841 or 29.8% of budget.
- Water and Sewer Revenues for September - \$520,646. Total to date - \$1,520,032 or 25.98% of budget. Year to Date in 2019 - \$1,559,866.
- General Fund Expenditures - \$2,598,801 or 22.4% of budget. Water and Sewer Fund Expenditures - \$1,379,072 or 18.96% of budget. The benchmark for this period is 25% of budget.

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 reported on the recent visit from Robert Hosford, State Director for the USDA-RD to acknowledge loans and grants of \$469,000 to the City.

Council Members Gaulden and Bradham gave a quick update on the Imagine Dunn Strategic Vision Plan and encouraged community participation.

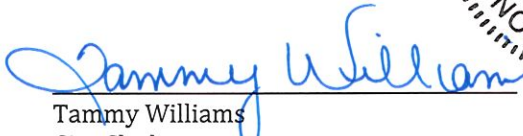
Mayor Elmore announced upcoming events and activities and thanked The Daily Record for the good press given Dunn to include Police Department efforts and the new restaurant announcement for Downtown Dunn.

Motion by Council Member McLean and second by Council Member Gaulden for the Council to enter a Closed Session in accordance with [N.C.G.S. 143-318.11(a)(6)] concerning a personnel matter. **Motion unanimously approved.**

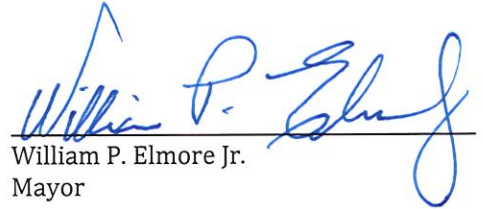
Mayor Elmore recessed the meeting at 8:14 p.m.

The meeting was reconvened and with no further business to discuss, motion by Council Member Gaulden and second by Council Member McLean to adjourn the meeting at 8:35 p.m. **Motion unanimously approved.**

Attest:

  
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Tammy Williams  
City Clerk



  
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William P. Elmore Jr.  
Mayor