

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

The City Council of the City of Dunn held a Regular Meeting on Tuesday, November 12, 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, 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, Administrative Support Specialist Connie Jernigan, Communications Coordinator Kaitlin Adkins, Attorney Tilghman Pope, and City Clerk Tammy Williams. Guests recognized by Mayor Harris: Mayor Elect William Elmore, Harnett County Commissioner Mark Johnson, former Council Member Carnell Robinson, Rob Jones - President Elect of the Dunn Area Chamber of Commerce, John Frazee with the Cemetery Committee, and Emily Weaver with The Daily Record. Others recognized included several members of the Triton Juniors including Advisor Carolyn Smith and President Daughtry Williams, and MaKenzi Hudson and Nathan Piercy from Midway High School.

INVOCATION

Mayor Harris opened the meeting at 7:00 p.m. and Reverend Roy Johnson gave the invocation. Afterwards, the Pledge of Allegiance was recited.

AGENDA ADJUSTMENT AND APPROVAL

Motion by Council Member Turnage and second by Council Member Maness to adopt the November 12, 2019 meeting agenda with changes as listed below.

Agenda Items Added:

24A – Board Appointment for the Dunn Area Tourism Authority for term ending December 31, 2020.

Motion unanimously approved.

PRESENTATIONS:

Presentation to Reverend Roy Johnson

Mayor Harris presented a Proclamation to Reverend Roy Johnson in appreciation of his service to the Council as he has been coordinating the invocation schedule with local pastors for the past twelve years. He was joined by several members of his family including his wife, Peggy Johnson. *A copy of Proclamation (P2019-19) is incorporated into these minutes as Attachment #1.*

Presentation to the Dunn United Ministerial Association (DUMA)

Mayor Harris presented a Proclamation to DUMA in appreciation for all their contributions to the City of Dunn. The Proclamation was received by Rev. Tim Rice, Rev. Jason Williams and Charlie Carpenter representing DUMA. *A copy of Proclamation (P2019-20) is incorporated into these minutes as Attachment #2.*

Presentation to Robert B. “Bobby” Carr

Mayor Harris presented the *Order of the Long Leaf Pine* Award to Robert P. “Bobby” Carr on behalf of North Carolina Governor, Roy Cooper. He was joined by his wife, Loray, and other members of his family along with members of the Dunn Area History Museum Board of Directors.

Dunn Police Department’s Citizens Police Academy

Chief West and Officer Carnell Campbell, Community Enhancement Team Officer, recognized the participants of the first Dunn Police Department’s Citizen Police Academy. The Academy consisted of eight class sessions focused on fostering a healthy relationship between officers and the community. Certificates of Completion were presented to Alexander Agosto, Glenda Danley, Carolyn Elmore, Pat Fitzgerald, Wesley Johnson, Heather Lawson, Gary Norris, Sharon Stevens, and Bill Turner.

Mayor Harris briefly recessed the meeting at 7:33 p.m.

PUBLIC COMMENT PERIOD

The meeting was reconvened and the Public Comment Period was opened by Mayor Harris at 7:36 p.m. Carnell Robinson, former Council Member, expressed his appreciation to Mayor Harris for his outstanding service during his time as Mayor. With no further comments, the public comment period was closed.

Mayor Harris recessed the meeting for Public Hearings at 7:42 p.m.

PUBLIC HEARINGS:

Consideration of Ordinance to Demolish House – 411 E Surles St

Mayor Harris opened the public hearing concerning the condemnation and demolition of the single-family structure owned by Harold Moultrie at 411 E Surles St. The public hearing was duly advertised on November 1 and November 5, 2019.

Hearing no comments, the public hearing was closed at 7:43 p.m. *A copy of the legal notice is incorporated into these minutes as Attachment #3.*

Consideration of Ordinance to Demolish House – 700 Lincoln St

Mayor Harris opened the public hearing concerning the condemnation and demolition of the single-family structure owned by Jada S. Wiggins at 700 Lincoln St. The public hearing was duly advertised on November 1 and November 5, 2019.

Comments were heard from Frank Taylor, grandfather of Ms. Wiggins, asking for a 90 day extension. With no further comments, the public hearing was closed at 7:45 p.m. *A copy of the legal notice is incorporated into these minutes as Attachment #3.*

Consideration of Ordinance to Demolish House – 215 N Lee Ave

Mayor Harris opened the public hearing concerning the condemnation and demolition of the single-family structure owned by Rachel Brinkley and Adolph Brinkley at 215 N Lee Ave. The public hearing was duly advertised on November 1 and November 5, 2019.

Hearing no comments, the public hearing was closed at 7:46 p.m. *A copy of the legal notice is incorporated into these minutes as Attachment #3.*

CONSENT ITEMS:

Approval of the minutes of the October 15, 2019 City Council Meeting.

Proclamation – 25th Anniversary of Habitat for Humanity of Harnett County. *A copy of Proclamation (P2019-21) is incorporated into these minutes as Attachment #4.*

Proclamation – 90th Birthday of Cassie Brown. *A copy of Proclamation (P2019-22) is incorporated into these minutes as Attachment #5.*

Proclamation – Small Business Saturday. *A copy of Proclamation (P2019-23) is incorporated into these minutes as Attachment #6.*

Approval of Temporary Blocking of Streets for Dunn’s Annual Christmas Parade.

Approval of Temporary Blocking of Alley for Campbell University School of Osteopathic Medicine event.

Approval of the procurement of the equipment based on the lowest bid received with award for the 80KW Generator to Sanford Electrical Contractors and the Tractor with front-end loader to Cumberland Tractor, Mini Excavator to Cumberland Tractor and the trailer to Trailers Plus of Dunn.

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

ITEMS FOR DISCUSSION AND/OR DECISION:

Master Services Agreements for On-Call Professional Services

City Manager Neuschafer presented request for approval of Master Services Agreements for On-Call Professional Services for engineering tasks as needed for various City Departments. N.C.G.S. 143-64.31 requires that municipalities announce all requirements for architectural, engineering, and surveying services, and select firms qualified on the basis of demonstrated competence and qualifications. A Request for Qualifications for Professional Services was published in The Daily Record on July 26, 2019 with Qualification Statements being submitted on August 21, 2019 by Crawford Design Company, Davis Martin Powell Engineers & Surveyors, Draper Aden Associates, and WithersRavenel.

Motion by Council Member Turnage and second by Council Member Bradham to approve a Master Agreement for On-Call Professional Services with Crawford Design Company, Davis Martin Powell Engineers & Associates, Draper Aden Associates, and WithersRavenel for an initial period of three (3) years with an option of two (2) one (1) year extensions. **Motion unanimously approved.** *A copy of the legal notice is incorporated into these minutes as Attachment #7. Agreements are on file in the Clerk’s office.*

Ordinance Amendment OA-01-19; Section 18 of the Code of Ordinances

City Manager Neuschafer asked the Council to consider a change of wording of the Section 18-2 (c), which was not approved at the October meeting. A map was provided showing the 534 parcels greater than an acre in size. Two different options were presented concerning the maintenance requirements of these larger lots.

Council Member Maness shared his concerns about the original wording and directed council to Option B. Discussion followed on the process for enforcement.

Motion by Council Member Maness and second by Council Member Tart to approve Option B. **Motion unanimously approved.** *A copy of the Ordinance OA-01-19 (O2019-15) is incorporated into these minutes as Attachment #8.*

Consideration of Ordinance to Demolish House – 411 E Surles St, PIN #: 1516-88-7734.000

Chief Building Inspector King presented, for consideration, ordinance to demolish house at 411 E Surles St. Based upon his observations, the structure is unsafe and has been condemned in accordance with G.S. §160A-426. The owner lives in Massachusetts. A family member attended the public hearing last year and said repairs were going to be made but they were unable to reach him to schedule a walk through so they proceeded with notice of demolition.

Motion by Council Member Tart and second by Mayor Pro Tem McLean to adopt the ordinance directing the Building Inspector to proceed with the demolition of the dwelling located at 411 E Surles St

(PIN #: 1516-88-7734.000). **Motion unanimously approved.** *A copy of Ordinance (O2019-16) is incorporated into these minutes as Attachment #9.*

Consideration of Ordinance to Demolish House – 700 Lincoln St, PIN #: 1516-97-5347.000

Chief Building Inspector King presented, for consideration, ordinance to demolish house at 700 Lincoln St. Based upon his observations, the structure is unsafe and has been condemned in accordance with G.S. §160A-426. Discussion followed on allowing the extension for time to restore the property as some clean-up has already been done. The property was purchased by Ms. Wiggins on September 1, 2019. Council Member Maness said that historically the ordinance was adopted and once the property was updated the ordinance could be rescinded.

After discussion, motion by Council Member Maness and second by Council Member McNeill to adopt the Ordinance to Demolish for dwelling located at 700 Lincoln St, PIN #: 1516-97-5347.000, but to direct the Building Inspector not to proceed with the demolition at this time but to present the Council with monthly progress reports and to notify Council when issuance of a certificate of occupancy has been made so that the Council can rescind the Ordinance to Demolish at that time. **Motion unanimously approved.** *A copy of Ordinance (O2019-17) is incorporated into these minutes as Attachment #10.*

Consideration of Ordinance to Demolish House – 215 N Lee Ave, PIN #: 1516-95-5824.000

Chief Building Inspector King presented, for consideration, ordinance to demolish house at 215 N Lee Ave. Based upon his observations, the structure is unsafe and has been condemned in accordance with G.S. §160A-426.

Motion by Council Member Bradham and second by Council Member McNeill to adopt the ordinance directing the Building Inspector to proceed with the demolition of the dwelling located at 215 N Lee Ave (PIN #: 1516-95-5824.000). **Motion unanimously approved.** *A copy of Ordinance (O2019-18) is incorporated into these minutes as Attachment #11.*

Adding ABC Employees to State Health Plan

City Manager Neuschafer presented request from the ABC Board to add ABC employees to the State Health Plan through the City of Dunn with all expenses being reimbursed by the ABC Commission.

Motion by Council Member Maness and second by Council Member Tart to authorize the City Manager to enter into an agreement with the Dunn ABC Board for 100% reimbursement of expenses related to adding ABC full-time employees to the State Health Plan as an arm of the City of Dunn. **Motion unanimously approved.**

Budget Amendment – Repairs and Landscaping at Cemeteries

City Manager Neuschafer requested approval for a budget amendment to add \$20,000 to Cemetery Maintenance with the funds to be used to repair damaged brick pillars and to upgrade some landscaping at each cemetery. The Cemetery Advisory Board had requested turf improvements but the cost is substantial enough that it needs to be discussed at the Budget Retreat.

Motion by Council Member Turnage and second by Mayor Pro Tem McLean to authorize the City Manager to move forward with the repairs to pillars and landscape upgrades for each of the City's cemeteries and approve the Budget Amendment as presented. **Motion unanimously approved.** *A copy of Budget Amendment #BA-02 is incorporated into these minutes as Attachment #12*

Budget Amendment – Repairs to City Hall

City Manager Neuschafer reported to Council that sections of the precast concrete, installed in 1966, separated and fell from the front of City Hall. Cracks and separation in various locations along the front and side of the building have been found and need to be repaired immediately to provide safety to all that enter City Hall. The estimated cost for the repairs is \$15,000.

Motion by Council Member Bradham and second by Council Member McNeill to authorize City Manager Neuschafer to move forward with the repairs and refurbishment of the fascia on City Hall and to approve Budget Amendment BA-03 as presented. **Motion unanimously approved.** *A copy of Budget Amendment #BA-03 is incorporated into these minutes as Attachment #13.*

Board Appointment for the Dunn Area Tourism Authority

Motion by Council Member Maness and second by Council Member McNeill to reappoint Billy Tart to the Dunn Area Tourism Authority board for a term ending December 31, 2020. **Motion unanimously approved.**

Financial Report/Assessments Update

Finance Director Roberts provided the financial report and assessments update for the period ending October 31, 2019:

- General Fund as of October 31, 2019 - \$3,091,007 and Water-Sewer Fund - \$2,341,574. Through October of 2018, General Fund had \$2,192,786 and Water-Sewer Fund had \$2,471,012. Increase of \$768,783 combined for the same period last year.
- Property tax revenue to-date - \$589,856.
- Sales Tax Revenue for the month of August was \$192,608. Total received to date is \$397,618.
- Utilities Sales Tax report for the last Quarter is due \$181,568.
- Building Permit Fees for October were \$17,311, for a total collected for the year of \$51,858 or 64.8% of budget.
- Water and Sewer Revenues for the month of October were \$504,471. Total received to date is \$2,064,337 or 36.9% of budget.
- Expenditures are at \$4,110,942 or 35.4% of budget in the general fund. The Water and Sewer fund has spent \$1,759,694 or 28.35% of budget. The benchmark for this period is 33% of budget.

The City is moving in the right direction on collections, with liens on 89 properties belonging to 49 owners that represent 51% of the total assessments due. He also shared that the City will begin a process with the state where if money is owed the City, it will be taken from the taxpayer's refund check.

After comments and discussion, motion by Council Member McNeill and second by Council Member Maness to acknowledge receipt of the Financial Report and Assessments Update. **Motion carried unanimously.**

ADMINISTRATIVE REPORTS

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

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

City Manager's Report

City Manager Neuschafer updated the Council on the following: NC DOT and Duke Energy have come up with a design and will begin installing lighting to the Powell Avenue roundabout; set Notice to Proceed on N Orange Avenue and letters will soon go out to adjacent properties; and bids have been received for the N Magnolia project and negotiations are in process with the low bidder.

ANNOUNCEMENTS/INFORMATION

Mayor Harris announced upcoming events and activities.

Council Member Turnage acknowledged Eddy Langston, who has served on the Parks and Recreation Advisory Board for 20 years.

Council Member McNeill commended City staff for the job they are doing in collecting the City's outstanding debt.

With no further business to discuss, motion by Council Member McNeill and second by Mayor Pro Tem McLean to adjourn the meeting at 8:31 p.m. **Motion unanimously approved.**



Oscar N. Harris

Oscar N. Harris
Mayor

Attest:

Tammy Williams

Tammy Williams
City Clerk