

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

The City Council of the City of Dunn held a Regular Meeting on Tuesday, December 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, Executive Assistant Connie Jernigan, Communications Coordinator Kaitlin Adkins, Attorney Tilghman Pope, and City Clerk Tammy Williams. Guests recognized by Mayor Harris: former Council Members Billy Godwin and Carnell Robinson, Harnett County Commissioner Mark Johnson and Emily Weaver with The Daily Record.

CALL TO ORDER AND INVOCATION

Mayor Harris opened the meeting at 7:00 p.m. and Reverend Dennis Manuel, Pastor at East Granville Street Church of God of Prophecy 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 December 10, 2019 meeting agenda as presented. **Motion unanimously approved.**

PRESENTATIONS

City of Dunn Police Department – CALEA Certificate of Accreditation

Mayor Harris presented the Certificate of Accreditation to Chief West and the Dunn Police Department in recognition of their efforts to achieve this status and he congratulated them on this accomplishment. The Dunn Police Department is the first law enforcement agency in Harnett County to be CALEA Accredited.

PUBLIC COMMENT PERIOD

The Public Comment Period was opened by Mayor Harris at 7:18 p.m. Having no comments, the Public Comment period was closed.

CONSENT ITEMS

Motion by Council Member Tart and second by Council Member McNeill to approve the Minutes of the November 12, 2019 meeting. **Motion unanimously approved.**

ITEMS FOR DISCUSSION AND/OR DECISION:

North Magnolia Avenue Water and Street Improvements/Budget Amendment

Public Utilities Director presented request for Council to consider awarding construction contracts for water and street improvements on N Magnolia Avenue between E Granville Street and E Wake Street. She shared that based on bids received, the City asked WithersRavenel to enter into negotiations with the low bidder, Columbus Utilities, to reduce the cost of construction. WithersRavenel looked at trenchless technology and obtained a paving quote from RLT & Associates to reduce cost. The paving quote provided by RLT & Associates totaled \$80,175.10 and is a cost savings of approximately \$15,560. The amount of \$150,000 was appropriated within the 2019-2020 Water and Sewer Operating Budget for the project, so with approval, the attached Budget Amendment will also need approval.

Motion by Council Member Turnage and second by Council Member Bradham to approve Budget Amendment (BA-04) and to award a contract to Columbus Utilities for utility work at a cost of \$113,225.75 and award the paving to RLT & Associates in the amount of \$80,175.10. **Motion unanimously approved.** *A copy of Budget Amendment (BA-04) is incorporated into these minutes as attachment #1.*

NC Department of Transportation Utility Relocation Agreement I-5883

Utilities Director Adams presented request for agreement, with the NC Department of Transportation, to extend the City's gravity sewer line for approximately 900 LF in order to provide sewer service to PJ's Truck Bodies. It has been predetermined by NCDOT that PJ's Truck Bodies septic field will be damaged during construction of the I95 widening project and therefore the City of Dunn is being asked to provide sewer service to PJ's. This project will be completed at the expense of the NC Department of Transportation. Construction, engineering, and limited construction administration/inspections costs are reimbursable to the City. Davis Martin Powell has estimated the total project cost at \$162,000.

After discussion, motion by Council Member Bradham and second by Mayor Pro Tem McLean to authorize City Manager Neuschafer to execute the Utility Relocation Agreement between the City of Dunn and the NC Department of Transportation for the reimbursement of construction and engineering costs associated with extending the City's gravity sewer in order to serve PJ's Truck Bodies and to authorize City Manager Neuschafer to enter into a contract with Davis Martin Powell for engineering services associated with NCDOT project I-5883. **Motion unanimously approved.** *A copy of this agreement is incorporated into these minutes as Attachment #2.*

Tart Park Bid Review

Assistant City Manager Boone and Parks and Recreation Director McNeill asked the Council for approval to accept bids on the site and building (central tower) for the Tart Park renovation. The City was awarded a PARTF Grant and State Grant Aid as assisted funding for Tart Park renovation. Once construction plans were completed the

project went out for bid twice with no bids being received. The third time, three bids were received but were rejected due to high costs and the project was sent out for a fourth time. This time the two main components, Building and Site, were separated, and other parts of the project were identified for the city to self-perform, in hopes of reducing overall expenditures. With the alternates, the total cost for the project to the City, after deducting grants/aid and work to be performed by the City, will be \$2,111,269.00 as referenced in the packet – *Project Cost-November 2019*.

After discussion, motion by Council Member Turnage and second by Council Member Maness to approve the project cost as provided for the renovation of the Clarence Lee Tart Park utilizing grant funding as described and loan funds to complete the total project, awarding Engineered Construction Co. in the amount of \$629,200 and Stewart Group in the amount of \$1,555,069 including the chairlift and sunshades alternates. **Motion unanimously approved.** *A copy of Budget Amendment (BA-05) is incorporated into these minutes as Attachment #3.*

Loan for Computer Purchasing

Finance Director Roberts presented request for a loan approval to purchase necessary computers, software and hardware to transition the city from leasing to purchasing the equipment for administration, finance, water and sewer, police, and all other departments. He projects the City will save approximately \$20,000 by purchasing rather than leasing the equipment.

Motion by Council Member Bradham and second by Mayor Pro Tem McLean to authorize the City Manager to move forward with a loan from First Citizens Bank in the amount of approximately \$100,000, to purchase computers, software, and related hardware for this cycle of technology replacements. **Motion unanimously approved.**

MAYOR AND COUNCIL REMARKS

Remarks were given by outgoing Mayor Harris and Council Members Maness and McNeill.

Mayor Harris recessed the meeting at 8:03 p.m. and yielded to City Attorney Pope.

ADMINISTERING THE OATH OF OFFICE

City Attorney Pope presided over the swearing in ceremony for the new Mayor and Council.

Oath of office for Mayor William P. Elmore Jr. was administered by 11th Judicial District Court Judge – The Honorable O. Henry Willis, Jr. *A copy of this oath is incorporated into these minutes as attachment #4.*

Oath of office for Council Member J. Wesley Sills was administered by Retired Court of Appeals Judge, The Honorable K. Edward Greene. *A copy of this oath is incorporated into these minutes as attachment #5.*

Oath of office for Council Member April Gauden was administered by 11th Judicial District Court Judge – The Honorable Addie M. Harris Rawls. *A copy of this oath is incorporated into these minutes as attachment #6.*

Oath of office for Council Member Frank McLean was administered by Notary Public Mary Dafford. *A copy of this oath is incorporated into these minutes as attachment #7.*

Oath of office for Council Member Billy N. Tart was administered by Retired Court of Appeals Judge, The Honorable K. Edward Greene. *A copy of this oath is incorporated into these minutes as attachment #8.*

Oath of office for Council Member Chuck Turnage was administered by 11th Judicial District Court Judge – The Honorable O. Henry Willis, Jr. *A copy of this oath is incorporated into these minutes as attachment #9.*

Oath of office for Council Member Dr. David L. Bradham was administered by City Clerk Tammy Williams. *A copy of this oath is incorporated into these minutes as attachment #10.*

Present: Mayor William Elmore, Council Members J. Wesley Sills, April Gauden, Frank McLean, Billy Tart, Chuck Turnage and Dr. David L. Bradham.

CALL TO ORDER AND INVOCATION

Mayor Elmore called the organizational meeting of the new Council to order at 8:34 p.m. and Reverend Len Keever, Pastor at First Baptist Church of Dunn, gave the invocation.

CONSENT ITEMS

Approval of Resolution of Appreciation for Dr. Gwen McNeill. *A copy of the Resolution (R2019-29) is incorporated into these minutes as Attachment #11.*

Approval of Resolution of Appreciation for Eli Frank “Buddy” Maness III. *A copy of the Resolution (R2019-30) is incorporated into these minutes as Attachment #12.*

Approval of Resolution of Appreciation for Mayor Oscar N. Harris. *A copy of the Resolution (R2019-31) is incorporated into these minutes as Attachment #13.*

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

PRESENTATIONS

Mayor Elmore presented a plaque of appreciation along with Resolution to outgoing Council Member McNeill for her four years of service on the Dunn City Council.

Mayor Elmore presented a plaque of appreciation along with Resolution to outgoing Council Member Maness for his sixteen years of service on the Dunn City Council.

Mayor Elmore presented a plaque of appreciation, which included the gavel used by Mayor Harris for Council meetings, along with Resolution to outgoing Mayor Harris for his twenty years of service as City of Dunn Mayor to include twelve years since December 2007.

Mayor Elmore recessed the meeting at 8:58 p.m. and reconvened the meeting at 9:05 p.m.

ITEMS FOR DISCUSSION AND/OR DECISION**Election of Mayor Pro Tem**

Motion by Council Member Tart and second by Council Member Bradham to elect Council Member Turnage as Mayor Pro Tem. **Motion unanimously approved.**

Resolution – 2020 Regular Meeting Schedule for the Dunn City Council

Motion by Council Member Bradham and second by Council Member McLean to approve the 2020 Regular Meeting Schedule for the Dunn City Council. **Motion unanimously approved.** *A copy of the Resolution (R2019-32) is incorporated into these minutes as Attachment #14.*

Authorizing Bank Resolution

Motion by Council Member Tart and second by Council Member Bradham to approve the authorizing bank resolution granting authorization to execute all evidences of debit, draw checks, drafts, and wire transfers upon accounts of the City of Dunn. **Motion unanimously approved.** *A copy of the Resolution (R2019-33) is incorporated into these minutes as Attachment #15.*

Set Meeting for Special Called Meetings

Motion by Council Member Bradham and second by Council Member Tart to set Special Called meetings on December 17, 2019 for the Mayor and Council Orientation and for February 28-29, 2020 for the 2020-2021 Budget Planning Retreat. **Motion unanimously approved.**

Strategic Vision Plan Request for Proposals

City Manager Neuschafer asked for approval for the City to move forward with Request for Proposals for a Strategic Vision Plan for the City of Dunn in conjunction with the Dunn Area Chamber of Commerce. The City has budgeted \$50,000 for a City Strategic Visioning Process and the Chamber has allocated up to \$20,000 to the process. Once the proposals have been received, the bids will be presented to Council for approval before proceeding.

Motion by Council Member Bradham and second by Mayor Pro Tem Turnage to authorize the City Manager to proceed with acquiring proposals for a Strategic Vision Plan for the City of Dunn. **Motion unanimously approved.**

NC Governor's Highway Safety Program Grant

Chief West requested approval to apply for the NC Governor's Highway Safety 4-year Program Grant. If awarded, the decision to accept the grant will be the Council's decision.

After discussion about City's match, motion by Council Member Bradham and second by Council Member Tart to authorize the Dunn Police Department to apply for the grant. **Motion unanimously approved.**

Financial Report/Assessments Update

Finance Director Roberts provided the following financial report for the period ending November 30, 2019:

- \$2,981,490 in cash in the General Fund and \$2,341,574 in the Water-Sewer Fund. Through November of 2018, the City had \$2,192,786 in the General Fund and \$2,471,012 in the Water and Sewer Fund.
- Taxes for 2019 are being paid at a higher level each month. To-date, approximately \$924,014 or about 25% of our expected tax income has been received.
- Sales Tax Revenue to-date is \$582,325 or 26% of our total expected income.
- Utilities Sales Tax report for the last quarter is due \$181,568.
- Building Permit Fees for October were \$3,262, for a total collected for the year of \$55,120 or 68.9% of budget.
- Water and Sewer Revenues for the month of October were \$505,696. Our total to-date is \$2,570,033 or 45.95% of budget.
- Expenditures are at 42.6% of budget in the General fund and the Water and Sewer fund has spent 35.7% of budget. The benchmark for this period is 41.7% of budget.

He also updated the Council on liens and assessments.

Motion by Council Member McLean and second by Mayor Pro Tem Turnage 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 Bradham and second by Mayor Pro Tem Turnage to acknowledge receipt of Administrative Reports. **Motion unanimously approved.**

City Manager's Report

No additional reports.

Comments by Mayor Elmore and Council Members

Special remarks were given by Mayor Elmore, Mayor Pro Tem Turnage and Council Members Sills, Gauden, McLean, Tart and Bradham as well as City Attorney Pope and City Manager Neuschafer.

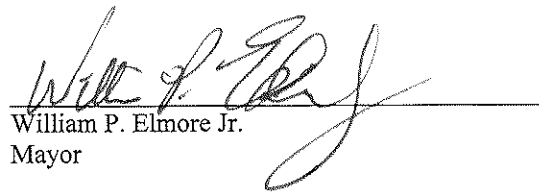
Announcements/Information

Mayor Elmore announced upcoming events and activities and invited all in attendance to the reception at DeBorah's Restaurant, immediately following the close of the meeting.

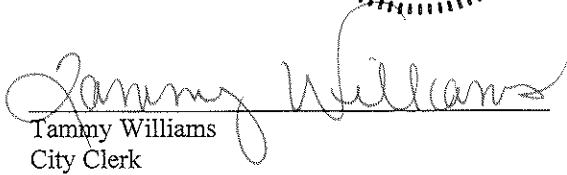
The Alley Assessment/Report, requested by the previous Council, has been developed and distributed to Council Members at this meeting.

With no further business to discuss, motion by Council Member Tart and second by Mayor Pro Tem Turnage to adjourn the meeting at 9:34 p.m. **Motion unanimously approved.**




William P. Elmore Jr.
Mayor

Attest:


Tammy Williams
City Clerk