

The Washington City Council met in a regular session on Monday, January 25, 2016 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Virginia Finnerty, Mayor Pro tem; Doug Mercer, Councilmember; William Pitt, Councilmember; Richard Brooks, Councilmember; and Larry Beeman, Councilmember. Also present: Bobby Roberson, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

Mayor Hodges called the meeting to order and Councilmember Mercer delivered the invocation.

APPROVAL OF MINUTES:

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council approved the minutes of January 11, 2016 as presented.

RECOGNITION:

Kevin Andrews began his swimming career when he was six years old and fell in love with the sport. With the support of his family and coaches, he has spent countless hours training in the pool over the years, perfecting his strokes and building his endurance and speed. He entered high school in 2013 and immediately made an impact on the Washington High school swim team, qualifying for the state championship in his individual events as well as earning a spot on two relay teams. He continued his success into his sophomore season, taking 6th in the state in the 200 yd. individual medley and was the state runner up in the 100 yd. back stroke. He is now in his junior year and his success has continued as he is stronger and faster. He has not lost an event yet this year as he continues his quest to the State Championships. Kevin will get another chance to qualify for the State Championship at the Eastern Regional Championships in Cary on February 5.



Mayor Hodges and Spencer Pake pose for a photo with Kevin Andrews – WITN Player of the Week

APPROVAL/AMENDMENTS TO AGENDA:

Mayor Hodges reviewed the requested amendments to the agenda:

- Add under Closed Session : NCGS § 143-318.11(A)(3) Attorney/Client Privilege; (A)(6) Personnel (A)(5) Potential Land Acquisition {(a)(5) added later in the meeting}

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council approved the agenda as amended.

CONSENT AGENDA:

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council approved the Consent Agenda as presented.

A. Declare Surplus/Authorize – Electronic Auction of Vehicle through GovDeals

Vehicle #	Make/Model	Department	Serial Number	Odometer
551	2001 Dodge Ram 1500	Public Works	IB7HCI6YOIS248395	97,235

COMMENTS FROM THE PUBLIC:

Dee Congleton, explained that the Washington Historic Foundation approves the amended fence guidelines. The fence committee also studied types of shrubbery that could be used as an alternative to fences. They also made sure that samples of fences were included in the guidelines.

Jerry Creech, 527 W. 2nd Street is asking Council to approve the guidelines as presented by the fence committee.

Johanna Huber, previous owner of a Bed and Breakfast in Historic District, is in favor of approving the amended fence guidelines.

SCHEDULED PUBLIC APPEARANCES:

RAY MIDGETT –

**Background and Findings: The Historic Port of Washington Project committee would like to address the Council on January 25 to offer our assistance in researching the history of the saw mill steam engine fly wheel located at Havens Garden Park. In addition, we would like to work with the city in placing interpretive signage at the wheel describing its history and the story of its placement at the park.*

The Haven's Garden Park Playground Wheel

A Report by Mr. Ray Midgett and Dr. Michael E. McClure, Ph.D.

Historic Port of Washington Project, 132 South Market Street, Washington, NC

[01/24/2016 (*) = Documented Reference]

Introduction: The Steam Engine Fly Wheel that resides currently in the Havens Garden Playground site was donated by the Mason Lumber Company (Mr. Marvin Mason, Owner) at a point in time prior to 1969 (*). Mr. Mason's intent was to provide the children of Washington "a great thing to climb on" at the playground (*). This has been a purpose fulfilled with glee by generations of our children here in Washington, who not only played on it, but wondered what it was and what it used to do. It has been a photo opportunity for many in this regard, including, from a recent report, the Washington High School Class of 1969 (1). The Fly Wheel is, however, much more than just a structure for children's play. It is a historical symbol of the period of the Industrial Revolution era that transformed Washington industry from hand production methods to machine production factory systems. It was an age powered by the advent of steam engine machinery. On a tourist walking tour of Washington, the steam engine fly wheel is the only immediately visible waterfront vestige of this historically important transformation. With its favorable Port of Washington outlet for commerce, the adoption of steam engine power for factory manufacturing (textiles, lumber, woodworks, naval stores, agricultural product mills) and transport (steam-powered railways, boats and ships) occurred rapidly here. It has been documented that, along the Washington waterfront, resided 17 (*) lumber companies that provided substantial commercial enterprises in terms of employment, value of output and capital invested. The first lumber company steam powered saw mill (*) in Washington was operating in 1830 and its steamboat, commissioned in 1835 (*), was one of the first steamboats built here to tow log rafts. Steamboats on the Tar provided an economical means of transporting raw materials, freight, and people (excursions). It has been documented (*) that nearly 100 steamboats served the Port of Washington from 1830 to 1920. At least 7 were home-ported here. Steam boats were also built here as a commercial enterprise. The steam engine fly wheel currently at the Havens Garden site was of a favored type used in the saw mills of our southern lumber and steamboat transportation industries. The Washington Fly Wheel is a historical monument memorializing the contribution of the business owners and employees of those industries that built the City of Washington in the Industrial Age period of its history. It is worthy of being preserved for posterity at an appropriate waterfront site where it can serve as a touchstone to revisit and learn about that important historical era of the City of Washington.

1. History of the Hardie-Tynes Manufacturing Co. Heavy Duty Corliss Steam Engine (*)

The Corliss Steam Engine (*) revolutionized steam engine powered factory and marine transport systems with its wide-spread introduction into both American and British manufacturing industries. Patented by George Corliss (March 10, 1949), it possessed a uniquely engineered Corliss Valve Gear box that increased steam engine efficiency by greater than 30%. The high quality standards of manufacturing also provided greater safety in its operation. The largest model ever made was the 2500 horsepower 1876 Centennial Corliss which was the star centerpiece of the Philadelphia World's Fair of 1876. The Fair was opened by President Grant and Emperor Don Pedro each pulling a lever to send it silently into motion. With the expiration of the patents in 1870, other companies began manufacturing Corliss steam

engines. Corliss steam engines also were exhibited in the Chicago World's Fair of 1893. Only a few of the Corliss Steam Engine manufactures in the U.S. survived into the 1900's.

2: History of the Mason Lumber Co. Hardie-Tynes Manufacturing Co. Stem Engine.

Hardie-Tynes Manufacturing Company was founded in 1895 and produced four models of the Corliss Steam Engine. These were widely advertised in the trade and engineering journals of the period (*). Two horizontal models (light and heavy duty) were deemed particularly suitable for saw mills and marine transport industry applications. The January 1, 1913 advertisement in *The Lumber Trade Journal* (pg. 64) states "Many of the saw mills of the South are driven by Hardie-Tynes engines." A review of numerous illustrations (*) from 1908 to 1916 of the models offered and the physical dimensions of the fly wheel and reported rpm yield for the Mason Lumber Co. Corliss Engine suggests the Washington Fly Wheel was a component of a Hardie-Tynes Heavy Duty Corliss Imperial, Frame Belted Type Steam Engine.

There are 39 "Industrial age" mill steam engines currently listed as operational (*). These are all in museums or historical site exhibitions. The one portable model in the U.S. is insured for \$500,000. Only 5 are from 1894-1895 and these are not Hardie-Tynes Manufacturing Co. products. There are 34 listed for 1900 to 1920 issue dates. The Washington Fly Wheel was most likely produced between 1900 and 1920. A copy of the *Hardie-Tynes Manufacturing Company, Heavy Duty Corliss Engines Imperial Frame-Belted Type, Bulletin 101, January, 1912* is owned by Dr. McClure. The company is further researching the model year for the Fly Wheel. Other images have been obtained from the University of Alabama Library Historical collection, the Library of Congress Digital History Collection, and numerous trade journals of the era.

A 1907 Hardie-Tynes Manufacturing Co. Corliss steam engine of the type identified above as the most likely type-source of the Washington Fly Wheel currently exists as a part of a restored saw mill exhibition here in North Carolina. It was featured in a PBS special presentation (*) of the *Woodwright's Shop* (Roy Underhill and Geoffrey Wright in July 2015). It is a most worthwhile viewing experience at: <http://www.youtube.com/watch?v=1sqWKVlms>

SUMMARY:

We believe the Fly Wheel is a Monument worthy of display in an appropriate location on the waterfront where industry and the Trade built the City of Washington. It deserves a historical marker plaque that explains what it symbolizes. The NC Department of Natural and Cultural Resources has offered assistance for this goal. What we are asking of the Council is approval for the Port of Washington Project to participate in and assist with meeting this goal. The Fly Wheel Monument, appropriately placed, would be a valuable addition as a way-point for the Historic Walking Tour and provide tourist and local citizens a touchstone for learning, and a photographic opportunity for recording, memories of Historic Washington—a City with "Pride in the Past and Faith in the Future."



Councilmember Mercer asked Mr. Midgett if he was saying Havens Gardens was an inappropriate location for the wheel and Mr. Midgett replied "yes".

CONTINUED COMMENTS FROM THE PUBLIC

Derik Davis asked why do we have to choose between the wheel and the new park. The people were happy with the vote taken by Council on January 11th about moving the wheel to another location. He understands the liability issue, but what about the pier and anything else that could be presented as a liability. He requested that Council do whatever needs to be done to keep the wheel in the park.

Don Stroud -127 E. 2nd Street - President of Washington Area Historic Foundation. Mr. Stroud stated that WAHF has been following very closely the work of the fence committee. WAHF is asking that Council adopt the recommendations/revisions of HPC guidelines as presented. He noted there was some concern that the current recommendations address the inability to install a stockade fence that would impeded the water view, but those guidelines have been in effect since 2009.

Cherie Barber – explained that Randy Woolard has CAD software and has offered to create a design (free of charge) that would keep the wheel in the current location. The design could possibly make the wheel into a large sandbox for the children to play in.

Lindsey Knox – 98 Cypress Shores Road, said it is important to hear from the younger generation because the wheel is the first thing the children run to when they go to the park.

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO – Havens Gardens Wheel Location

City Manager, Bobby Roberson said the wheel has to be moved to work with the current approved design of the playground. Trillium will not incorporate the wheel in the design as it is not a piece of playground equipment nor ADA compliant. Councilmember Beeman said his motion at the January 11th meeting did not include the installation of a fence. Mr. Roberson noted that we have been advised by our insurance company that it would be in the City's best interest to install a fence with a warning to not climb on the wheel.

Kristi Roberson reiterated that Trillium will not incorporate the wheel into the design as it is not ADA accessible and it is not a piece of playground equipment. Ms. Roberson is in full support of maintaining the history of the wheel and keeping it at Havens Gardens. We have been told that the wheel is a liability because of the spokes in the wheel, height (12') as well as the bolts not being flush with the wheel.

Councilmember Beeman noted that he didn't understand why this item is coming up again as Council voted and approved an alternate location for the wheel during the January 11th meeting and the motion did not include the installation of a fence. Mayor Hodges noted that the only thing that has changed is the cost and the installation of a fence. Mayor Pro tem Finnerty said the wheel will be moved out of the playground area and will have a plaque noting it is a historical monument. Councilmember Mercer said the wheel has been there for close to 50 years and we can reduce the liability to the City by installing a fence.

A motion was made by Councilmember Mercer, seconded by Councilmember Brooks to install a fence around the wheel. Mr. Roberson noted the fence will be ascetically pleasing to the public. Councilmember Beeman said he was opposed to the fence because it is still preventing people from getting on wheel. After continued discussion, the following vote was taken: voting for the motion: Mercer & Brooks; Against: Beeman, Pitt & Finnerty. Motion to install a fence around the wheel failed.

Ray Midgett offered his assistance with the signage and history of the wheel.

Councilmember Beeman inquired if a motion was needed to approve the additional funding to move the wheel. Mr. Roberson said a motion was not needed. Councilmember Pitt asked if this amount included the RFQ's for additional contractors and Mr. Roberson said that was included as well.

MEMO – BUDGET TRANSFER – GENERAL FUND (accepted as presented)

The Budget Officer transferred \$14,860 of funds between the Recreation Administration, Senior Programs, Aquatic Center, and Events & Facilities departments of the General Fund appropriations budget to provide funds for the removal of mold at the Bobby Andrews Recreation Center.

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: NONE

APPOINTMENTS: NONE

OLD BUSINESS:

APPROVE –IDX- BUILDING REUSE GRANT- EXTENSION REQUEST

Kevin Richards, Mid-East Commission explained the City was awarded a \$500,000 Building Reuse Grant on December 18, 2014. The grant was for renovations of the idX Impressions building. idX Impressions has created 39 of the 50 required jobs and anticipate having the additional 11 jobs within the next 30 to 60 days. They will notify the State when the company has created their 50 jobs. Although the jobs are nearly all created, the renovation of the idX facility has been delayed. The lengthy delay is the result of idX Corporate taking away the design portion of the project from the local industry. idX Corporate is in the process of reworking the design with the possibility of reorganizing the company and moving portions of the Baltimore, Maryland operation to the Washington, NC facility. This may result in additional jobs at the Washington, NC facility. As a result of this delay, the City of Washington is requesting a one year extension to be able to complete construction.

By motion of Mayor Pro tem Finnerty, seconded by Councilmember Beeman, Council authorized the Mayor to accept the idX Building Reuse grant extension request letter and documentation.

ACCEPT/AMEND – ADDENDUM TO THE TRILLIUM HEALTH RESOURCES – PLAY TOGETHER CONSTRUCTION GRANT FOR ACCESSIBLE PLAYGROUNDS AND AMEND THE GRANT PROJECT ORDINANCE

BACKGROUND AND FINDINGS: The original contract awarded was in the amount of \$225,000. The contract has been amended by \$55,556 for a total of \$280,556. In addition, the City has received a private donation in the amount of \$3,600.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council accepted the addendum to the Trillium Health Resources – Play Together Construction Grant for Accessible Playgrounds and approved the amendment to the grant project ordinance to increase the total amount of the grant and local contribution.

**AN ORDINANCE TO AMEND THE GRANT PROJECT ORDINANCE FOR THE TRILLIUM HEALTH RESOURCES- PLAY TOGETHER GRANT
CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2015-2016**

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

Section 1. That the following appropriation accounts in the Trillium Health Resources Play Together Construction Grant be increased by the following amounts to reflect a grant award amendment based on equipment bids and local contributions:

51-60-4930-5601	Playground Equipment	55,556
51-60-4930-4500	Construction	<u>3,600</u>
	Total	59,156

Section 2. That the following revenue accounts in the Trillium Health Resources Play Together Construction Grant be increased by the following amounts:

51-60-3480-0000	Trillium Health Grant	55,556
51-60-3480-2000	Donations	<u>3,600</u>
	Total	59,156

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 25th day of January, 2016.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

NEW BUSINESS:

ACCEPT/APPROVE – RECOMMENDATION OF THE HISTORIC PRESERVATION COMMISSION AND APPROVE AN ORDINANCE TO AMEND THE HISTORIC PRESERVATION DESIGN GUIDELINES TO INCLUDE REVISED GUIDELINES - FENCES AND WALLS

BACKGROUND AND FINDINGS: The Historic Preservation Commission met and appointed a sub-committee to consider the use of fences and walls in the historic district. The sub-committee met numerous times and drafted revised guidelines on fences and walls. In September 2015 a workshop was held with the Historic Commission to discuss and finalize the amended guidelines. A recommendation to forward the amended guidelines to City Council was approved during the November HPC meeting. Council made additional comments that were addressed by the HPC & Committee.

Mayor Pro tem Finnerty explained that Mr. Stroud said the guidelines have been in place since 2009. Mr. Stroud said he was referring to an amendment that was made in 2009 that essentially treats the river as a street and doesn't allow for the installation of stockade fences that would block the water view.

Several members of Council noted that it was extremely difficult to understand what's being proposed when several different versions of the document exist. Mayor Pro tem Finnerty said the guidelines available

online are different from the ones that were included in the agenda. John Rodman, Community and Cultural Services acknowledged the information on the website is outdated and noted the information would be updated this week. Council members said they need to fully understand how the fence committee and Historic Preservation Commission developed the proposed changes before they make a decision. Councilmember Mercer said he has other concerns about the proposed changes and those concerns were not addressed. Mr. Rodman explained that the committee reviewed all the concerns that were addressed by Council during the November meeting and he was unaware of other concerns.

Councilmember Beeman said it's not fair to the public to vote on something that is incorrect on the website and suggested tabling the item until there is a clear understanding of the proposed changes.

By motion of Councilmember Beeman, seconded by Councilmember Mercer, Council tabled this issue until there is a clear understanding of the changes made to the HPC fence guidelines. {Document currently in Mr. Rodman's office (official guidelines being distributed to citizens) vs. the proposed changes presented tonight (relating to the fence section only).}

**ADOPT – BUDGET ORDINANCE AMENDMENT FOR SPECIAL REVENUE, RESERVE,
AND INTERNAL SERVICE FUNDS**

BACKGROUND AND FINDINGS: Past practice for these funds has been to adopt a budget when there were planned expenditures, not for revenue only. Revised interpretation of NC G.S. 159-13 (a) suggests the adoption of a budget when there is only estimated revenue and no planned expenditure. As such, budgets are being established for these funds with the appropriation of reserve for future expenditures utilized to offset the expected revenue and balance the funds.

Councilmember Mercer asked if this action satisfies the auditors concerns. Matt Rauschenbach explained that the auditors, as well as the LGC are ok with this process as it essentially creates a pseudo account to balance budget, with no fiscal impact.

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council adopted a budget ordinance amendment for Special Revenue, Reserve, and Internal Service Funds.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2015-2016**

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

Section 1. That the Estimated Revenues in the Water Capital Reserve Fund be increased in the following accounts and amounts for water impact fees:

31-90-3350-5301	Water Impact Fees	5,000
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Section 2. That the following accounts and amounts be increased in the Water Capital Reserve Fund appropriations budget:

31-90-4950-4504	Reserve for Future Capital Exp.	5,000
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Section 3. That the Estimated Revenues in the Sewer Capital Reserve Fund be increased in the following accounts and amounts for sewer impact fees:

33-90-3350-5301	Sewer Impact Fees	10,000
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Section 4. That the following accounts and amounts be increased in the Sewer Capital Reserve Fund appropriations budget:

33-90-4950-4504	Reserve for Future Capital Exp.	10,000
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Section 5. That the Estimated Revenues in the CDBG Program Income Fund be increased in the following accounts and amounts for CDBG program income:

60-60-3350-8001	New Horizons Pgm. Income	1,880
60-60-3350-8110	CDBG Program Income	4,077

Section 6. That the following accounts and amounts be increased in the CDBG Program Income Fund appropriations budget:

60-60-4950-4504	Reserve for Future Pgm. Inc. Exp.	5,957
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Section 7. That the Estimated Revenues in the Facility Maintenance Fund be increased in the following accounts and amounts for interest income:

87-60-3831-0000	Interest Earned	500
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Section 8. That the following accounts and amounts be increased in the Facility Maintenance Fund appropriations budget:

87-60-4950-4504	Reserve for Future Facility Maint. Exp.	500
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Section 9. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 10. This ordinance shall become effective upon its adoption.

Adopted this the 25th day of January, 2016.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

APPROVE – HWY 32N PROJECT PURCHASE ORDERS

BACKGROUND AND FINDINGS: Council appropriated \$330,000 to complete sections 3-5 of the Hwy 32 North recondcutoring project on 11/16/15. These purchase orders are for the poles and wire of this project.

Councilmember Mercer expressed his appreciation to staff for putting this purchase order together as they saved the City \$75k. Mr. Roberson introduced Jeff Clark, Interim Electric Director and thanked him for his money saving efforts. Councilmember Beeman noted the presentation Mr. Clark and his staff made at the Electric Advisory Board meeting was outstanding and very informative. Mayor Hodges agreed that the presentation was very informative and said the general public would benefit from this presentation.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council approved purchase orders in the amount of \$54,378.76 to McFarland Cascade Holdings and \$71,877.22 to Westinghouse Electric to purchase materials for the Hwy 32 N recondcutoring project.

DISCUSSION: STRATEGIC PLANNING SESSION

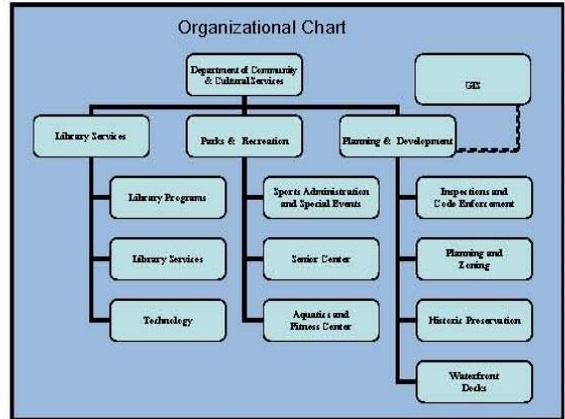
Bobby Roberson explained the strategic planning session is the first step in the budget preparation process.

JOHN RODMAN, COMMUNITY & CULTURAL SERVICES

Department of
Community and Cultural
Services



2015-2016

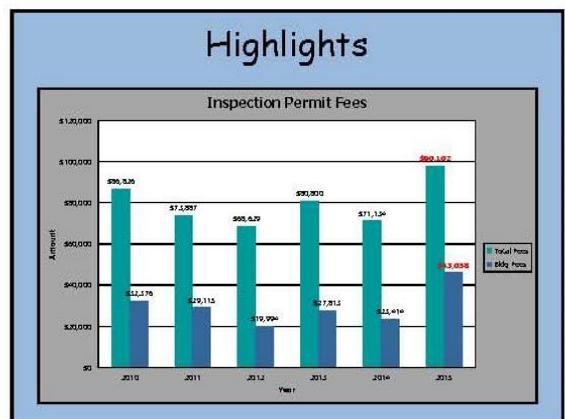
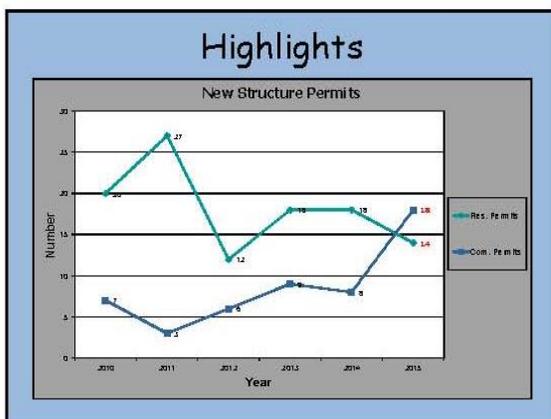
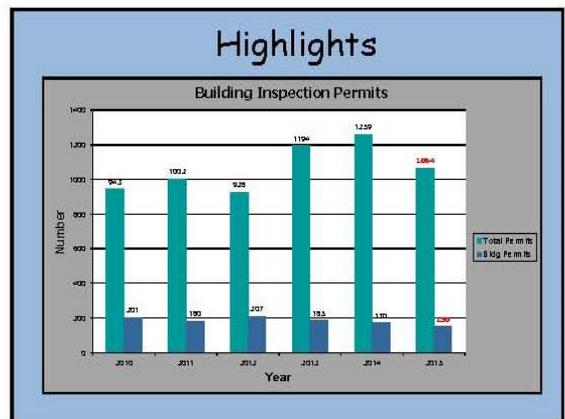


Planning and Development

- Code Enforcement and Building Inspection
- Planning and Zoning
- Historic Preservation
- Floodplain Management
- Waterfront Docks



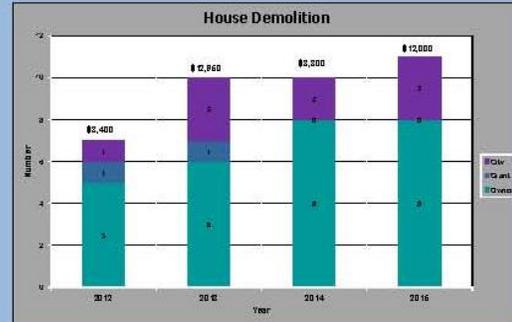
Full Time Employees - 7



Goals and Challenges - 2015 (Planning & Development)

- Ease the burden of Sub-standard Housing
- Completing review of the Zoning Ordinance and creating a Unified Development Ordinance

Highlights



Waterfront Docks

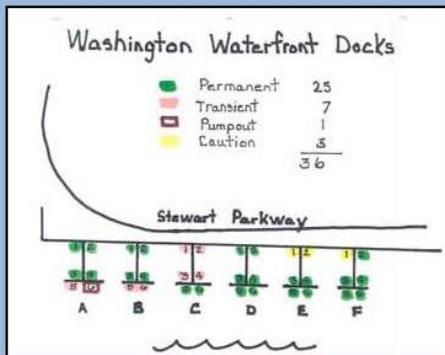
Waterfront Dockmaster
5-9 part-time staff
Maintenance is in cooperation with Public Works

Overview/Projects (Waterfront Docks)

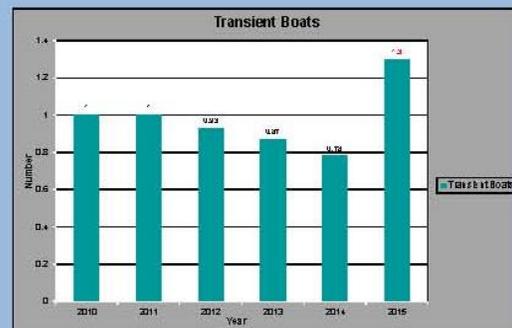
- Hired a part-time dockmaster
- Appointed Waterfront Dock Committee
- Received grant funding for the construction of a municipal pier - (now completed)
- Completed review and implementation of waterfront docks fee schedule

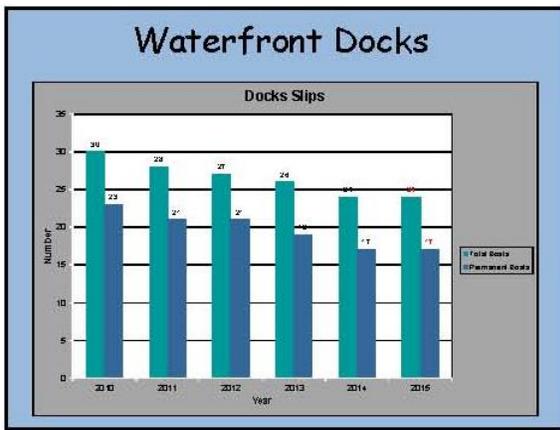


Waterfront Docks



Waterfront Docks





- ### Goals and Challenges - 2016 (Waterfront Docks)
- Continue maintenance on docks as needed
 - A procedure & budget for emergency removal of derelict boats
 - Increase occupancy and revenue of the existing slips
 - Investigate new policy for the use commercial activity on the waterfront
 - Investigate the location of a fuel source

Parks and Recreation

- Administration
- Sports/Special Events
- Senior Center
- Aquatic and Fitness Center



Full Time employees - 5
Part Time employees - 25

11 Parks, 3 Athletic Sites
1 Gym, Pool, Senior Center

- ### Overview/Projects (Administration & Sports)
- Partnering with Sound Rivers for Kayak Launch
 - Completed review of youth sports and event fees
 - Received Trillium grant for inclusive playground
 - Around 1600+ kids participate in youth sports
 - 60% outside residents/40% inside residents

Goals and Challenges - 2016 (Administration & Special Events)



- Continued maintenance on recreation facilities
- Implement the Havens Gardens Master Plan
- Funding for upgrades at Havens Gardens
- Find suitable location for tennis courts
- Review the process for the updating of McConnell Sports Complex - Soccer fields
- Additional gym space & repairs at Bobby Andrews Recreation Center

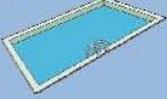
- ### Overview/Projects (Senior Center)
- Served 225+ Medicare D clients, saved them \$127,304 in medical costs
 - AARP Tax Assistance Program - served 350+ seniors, saving an estimated \$15,000
 - Fitness room served 100+ participants monthly
 - Housed more than 20 special programs and had 25 scheduled hours of programs weekly
 - 130 Seniors use the facility daily
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**Goals and Challenges - 2016
(Senior Center)**

- Lack of parking space for seniors - in competition with Civic Center - 20 spaces to serve 130 folks daily
- Determining space needs for the Senior Center

**Overview/Projects
(Aquatics Center)**

- Hired new Supervisor - July 2015
- Purchased new fitness equipment
- Aquatics Center Study Committee is active
- Over 175 children were taught swim lessons this summer
- Daily average participation is 80
- 307 Packages - 682 members
60% / 40%



**Goals and Challenges - 2016
(Aquatics Center)**

- Possible replacement of dehumidifier.
- Repair and replace roof
- New marketing approach
- Increasing memberships and revenues

Brown Library

- Library Programs
- Library Services
- Library Technology



Full Time Employees - 4
Part Time Employees - 7
Volunteers

15,000 Patrons
65%/35% County/City
300 Av D Att. +Summer

**Overview/Projects
(Library)**

- NC Cardinal eliminated need for TLC licensing and LSTA grant for staff development
- Children's and Young Adults Summer Reading program is growing and funded by the Friends of the Library
- Increased reader circulation by 25%
- Added numerous improvements to the Children's Room
- Saved \$21,831 with the implementation of new programs

**Goals and Challenges - 2016
(Library)**

- Hired new Library Director
- Complete NC Cardinal conversion
- Keep Brown Library collection current and relevant to our patrons
- Lack of space in the library patron study area
- New outlook and path for the Library

Mr. Rodman noted that he needed to break out the City/County usage for the Senior Center as well. Mayor Hodges asked if staff was going to apply for a PARTF Grant for Havens Gardens. Mr. Rodman said that a PARTF grant is not available, but a Public Access grant may be available for the pier, bulkhead and bathroom, as well as a Rails to Trails grant for Havens Gardens.

Councilmember Pitt inquired if staff would be applying for the Reynolds grant for Beebe Park. Kristi Roberson explained that staff will be applying for a grant in the amount of \$150,000 for playground equipment and other items and the application is due Feb. 9th. Councilmember Pitt inquired if off-street parking was included and Ms. Roberson said off-street parking available.

Councilmember Mercer inquired when the NC Cardinal conversion would be completed and noted we need cost estimates for budget preparation. John Rodman said Cardinal expenses are currently paid for by State, but we will probably have to pay for that in future.

STACY DRAKEFORD, POLICE & FIRE SERVICES

Community involvement:

- 13 communities in neighborhood watch programs
- "I live alone" project – 30 participants in this project
- This year was the biggest national night out events and most diverse we've had in years.

- Increased Shop with a Public Safety Official – 40 special needs children
- Installed car seats

Employee development:

- Between two departments – nearly 6000 hours of training (growing our people internally)
- Career development programs for both Police and Fire
- Crisis intervention training – mental illness, etc.
- Instructor training
- Two have completed BS degree at Mt. Olive
- Six have completed Associates Degrees

Equipment upgrades:

- 4 police vehicles – saved \$5000 by using a tablet instead of a Toughbook
- Upgraded lethal force and non-lethal force weapons – more scenario based training
- 8 hour block of active shooter training through National Guard
- Purchased new vests
- New EMS truck
- New fire engine
- Applying for Firefighter Assistance Grant to upgrade communications system at Fire Dept.
- Applying for crime grant for PD communications
- Received body cameras and will implement in February

Director Drakeford said that we have good qualified people in both departments and this is by far the best group (as a whole) that he has worked with.

- Crime statistics are down - 24,000+ calls for service in both departments

Challenges:

- Need more community involvement
- Employee retention
- Facilities – we've outgrown police department most specifically for evidence
- Station 1 has some issues as well.

FRANKIE BUCK, PUBLIC WORKS DEPT.

Current FY 2015-16

- Budget revenues and expenditures are in-line with where they should be in all Public Works enterprise funds with the exception of the tipping fee portion of the solid waste fund. This is due to an increase in the tipping fee for recycling at ECVC.
- All major projects/capital expenditures in Public Works general fund divisions have been completed for fiscal year.
- The EDA grant water/sewer project is near completion. This project includes a new 16" water transmission main from the Water Treatment Plant to US 264, liquid chlorine feed system at WTP, upgrade pump station at Cherry Run, generator at WWTP and replace the pump station at Water and Bonner. The project is scheduled for final completion March 2016.
- The Stormwater Division Project for improvements along Jacks Creek at Willow Street and E 7th Street to E 9th Street, as well as, improvements between Alderson Road and Reed Drive in Smallwood is in the design phase with plans to be ready for review and public comments by March 2016.
- The sanitary sewer rehabilitation project design phase is underway. This 2 million dollar project is currently in Phase II of the work. The problem areas have been identified, cleaned and CCTV work is complete. The engineering firm is evaluating video to determine areas of pipelining versus point repairs. This project should be ready for bid by August.
- The pump station panels at Spring Road are being constructed and should be completed and installed by April. Installation of video security system at the WWTP should be complete by March 1, 2016.

Upcoming FY 2016-17

- Entertain proposals for the possibility of improvements to the corporate hangar to make it more appealing to future tenants at the Washington-Warren Airport (\$60,000).
- Replace HVAC/Blower System in the Municipal Building and add filtration system to collect debris in 100 year old piping to prevent damage to new chillers replaced FY 12-13 (\$40,000).
- Propose a small resurfacing project (\$100,000).
- Replace a rear-loading garbage truck (\$150,000).
- Propose storm drainage improvements and ditch work in various locations (\$200,000).

- Replace and loop waterline in Spring Road Mobile Estates (\$250,000).
- Continue large water meter replacement program (\$100,000) and replace aging backflow prevention devices per State regulations that belong to the City's facilities (\$30,000).
- Continue Manhole Rehab Program to reduce I/I (\$100,000).
- Propose replacement of 6' diameter manhole at 5th & Respass due to H₂S gas damage (\$280,000). Purchase spare pump for 5th & Respass Pump Station (\$85,000). Consider replacement of 2009 Sewer Vac Truck (\$320,000) and begin sewer rehabilitation work.
- No projects/capital expenditures in the cemetery budget that are above CIP threshold.

Councilmember Mercer inquired about the purchase order Council approved in February 2015 for a stormwater study by Martin McGill and wanted to know if the study was complete and/or available. Mr. Buck noted that he had received email from Martin McGill last week stating the plan was prepared and ready to send to Public Works for review - but he hasn't received it yet.

Councilmember Pitt inquired about increasing tipping fees and electronics recycling. Mr. Buck explained that electronics recycling is a county function. ECVC was charging us \$0 then started charging \$28 per ton November 9th and effective Feb. 1st would be increased to \$47 per ton. ECVC is the only recycling center for electronics.

JEFF CLARK, ELECTRIC UTILITIES

Interim Electric Utilities Director, Jeff Clark updated Council on the following activities in the Electric Department.

- Substation breakers being replaced at Forest Hills/Eastern - we can no longer buy these breakers or parts for them.
- Sweetbriar subdivision rebuild has had all of wire and most of transformers replaced. Wire in pipes now, was nearly 30 years old. Replaced service at new pump station. New line truck just received in December and put in service last week.
- Hwy 17N underground conversion has been put in near 171.
- Engineering complete for Grimesland Bridge feeder project. Hope to have right-of-way cleared in this budget.
- January 27th bid opening for 2nd/5th street rebuild and main substation exit feeders. All materials ready. Bring to council for bid approval on Feb. 8th. Completion date by June 17th. Penalty clause included - \$2k per day for every day over time frame.

New projects:

- Finish Grimesland Bridge feeder and Clark's Neck Road, across Belvue Farms etc.
- Cherry Road feeder between Slatestone Road and Market Street Extension. 3 miles
- Slatestone – White Post feeder 6.3 miles of transmission and distribution

Councilmember Mercer said we need to evaluate the economics of the looping projects. Jeff Clark acknowledged that staff will look at cost effectiveness first.

Mr. Clark said that County Manager said they are 2-3 weeks from finishing the Page Road extension and that will free up \$100k to build that line. This amount will pay for materials and city labor will build line. Labor cost will be zero because we will use our own labor – but he can provide the actual cost for city labor.

MATT RAUSCHENBACH, FINANCE/ADMINISTRATION

2016/2017 General Fund Budget Gap

1/25/2016

Estimate FY 15/16	Gap FY 16/17	Category
Revenue:		
217,000	95,000	Sales Taxes
-	(40,000)	Property Taxes
(100,000)	(100,000)	County Library Contribution
125,000	125,000	Utility Franchise Tax
242,000	80,000	Total Revenue
Expenditures:		
Fund Balance Appropriated:		
Initial appropriation:		
358,292	358,292	Capital
		PEG Channel
		Powell Bill
358,292	358,292	Total Fund Balance Appropriated
Salary & Benefits:		
	70,000	COLA (1%)
	55,245	Health Care Cost (5%)
	35,000	Retirement (.5%)
	160,245	Total Salary & Benefits
Other:		
75,000	25,000	CDBG Keyville Rd.
	95,766	Vehicle Replacement Fund
	75,000	Cemetery Transfer
	100,000	Airport Transfer
	7,105	Property, casualty, liab. Ins. (5%)
		Capital in addition to FB approp.
	302,871	Total Other
	821,408	Total Expenditures
	741,408	Grand Total Budget Gap

Overview of Administrative Services:

Finance is experiencing major reorganizations: Tammy Swindell promoted to Assistant Finance Director
Stephanie Edwards promoted to Accountant
GFOA – 19 years
Grant and project management
Customer service promoting load management and lobby traffic,

Human Resources:

Development and recommend streamline recruiting
Salary compression in pay scale – working on a plan to alleviate
Redesign less confusing evaluations system
Health care cost, benefits etc.
Create employee satisfaction survey
Develop exit strategy for Risk Manager

IT:

City Hall server room – HVAC enhanced
Communications Center server room enhanced – backup for City Hall server
GIS implementation – completed phase 1 in Planning and Zoning
Phase two in Public Works
Phone system upgrades – network switches
Implement manage print solutions

Next year:

City Hall virtual desktops
Expanding network storage area
Develop backup for fiber network
Upgrade to 10g network in key locations

Councilmember Mercer inquired about the new software program. Mr. Rauschenbach explained that staff is close to selecting vendor, but has tabled this item until staff is in place after the reorganization in Finance.

Councilmember Mercer discussed sales taxes/property taxes and cost of living, noting we should increase fees each year by a small percentage

Councilmember Pitt asked if staff was looking at a replacement for privilege license. Mr. Rauschenbach noted there is nothing from the State to replace this.

BOBBY ROBERSON, CITY MANAGER

Bobby Roberson, City Manager discussed the implementation of the “pay as you go process”. We are proposing increasing fees to offset operation and maintenance. He is concerned about the pool as we need \$12,000 to fix/repair dectron as well as \$340,000 to repair and replace unit at pool in next budget year. He is focusing on improving the entryway to Washington off of Hwy 17. Tree trimming is an ongoing process to help reduce power outages. Recommending paving a portion of the parking lot at the sports complex for ADA compliance.

Councilmember Mercer commented about electric utilities, saying that the energy charge might not go up, but operation and maintenance charges from ElectriCities will go up.

ANY OTHER ITEMS FROM CITY MANAGER:

ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL: NONE

CLOSED SESSION: UNDER NCGS § 143-318.11 (A) (6) PERSONNEL, (A) (3) ATTORNEY/CLIENT PRIVILEGE, (A) (5) ACQUISITION OF PROPERTY – LOCATED ON WEST 2ND STREET OWNED BY THOMAS ELLIS

By motion of Councilmember Pitt, seconded by Councilmember Mercer, Council agreed to go into closed session under NCGS 143-318.11 (a)(6) Personnel and (a)(3) Attorney/Client Privilege, (a)(5) acquisition of property located on West 2nd Street, owned by Thomas Ellis and adjoining Brown Library for a joint venture with the Friends of Brown Library at 7:55pm.

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council agreed to come out of closed session at 9:10pm.

Councilmember Mercer asked Mr. Roberson to forward the report from PKF.

ADJOURN:

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council adjourned the meeting at 9:15pm until Monday, February 8, 2016 at 5:30 pm, in the Council Chambers.

Cynthia S. Bennett, MMC
City Clerk