

The Washington City Council met in a regular session on Monday, January 9, 2017 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; Richard Brooks, Councilmember; Larry Beeman, Councilmember and William Pitt, Councilmember. Also present: Bobby Roberson, City Manager; Franz Holscher, City Attorney and Cynthia S. Bennett, City Clerk.

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

APPROVAL OF MINUTES:

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council approved the minutes of December 8 and December 12, 2016 as presented.

APPROVAL/AMENDMENTS TO AGENDA:

Mayor Hodges reviewed the requested amendments to the agenda:

- Add under Closed Session: 143-318.11 (A) (3) Attorney/Client, (A) (4) Economic Development, (A) (5) Contracts. *Note: (A)(5) was incorrect statute reference – item was discussed under (A)(3).*

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

CONSENT AGENDA: NONE

COMMENTS FROM THE PUBLIC:

Polk Culpepper stated he is asking for clarification regarding the 15th Street project, most specifically the follow up from the City to NCDOT. Mr. Roberson noted he called NCDOT to notify them of Council's action stating they did not want to proceed with the 15th Street project as it is currently designed. NCDOT said Council needs to adopt a resolution stating their intent to not proceed, then forward that resolution to the RPO (Regional Planning Organization). Mayor Hodges said NCDOT wants to have a special meeting in order to show Council the design. Mayor Hodges also noted that a date for the meeting has not been set, but maybe held in February.

Mr. Culpepper asked if there was any chance NCDOT will try to reinstate the project as previously designed. Councilmember Mercer said he made a motion at the last Council meeting that says we oppose the project in the present configuration. This motion "left the door open" for NCDOT to change the configuration of that plan so it could be acceptable to City Council.

Dee Congleton – ref: 415 W. 2nd Street. Ms. Congleton reviewed the history of the structure located at 415 W. 2nd Street. She asked Council to allow WAHF (Washington Area Historic Foundation) to retain an engineer from Greenville to perform an evaluation of the house – this will be at no cost to the City. There are several viable uses and organizations interested in this house. A parking lot will not create any tax base for the City.

Rebecca Clark – ref: 415 W. 2nd Street. Ms. Clark stated she lives downtown and is co-owner of Little Shops. Washington is known and promoted for its historic character. She said it is an injustice to allow a historic property to be demolished. The City has made no efforts to save house, but has issued a demolition order. The last thing Washington needs is another parking lot. She is asking Council to reconsider the demolition of this property.

Jerry Creech – ref: 415 W. 2nd Street. Mr. Creech is appealing to Council to save this house.

Leonard Huber – ref: 415 W. 2nd Street. Mr. Huber urged Council to give additional time for an evaluation to be performed to determine if the house can be saved.

Elizabeth Barnhart – ref: 15th Street project. Ms. Barnhart reiterated that the neighbors and members of town are interested in what happens on that street. We need to take a more integrated look at the design to make sure it fits in with the community. Ms. Barnhart asked if the agenda for the special meeting would be made available to the public. Mayor Hodges explained NCDOT wants to review the plan block by block. Councilmember Mercer explained that any adjustments to the plan would be on the NCDOT website.

David Clark – ref: 415 W. 2nd Street. Mr. Clark noted this structure is listed on the National Register of Historic places as a contributing structure and there are many people that want to save this structure. Preservation NC as well as several other groups are very interested in saving this house.

William Kenner – ref: 415 W. 2nd Street. Mr. Kenner advised that he is a member of the Historic Preservation Commission and he did not like the choices the HPC was given regarding this structure (table item or return request back to Council). He also stated several people are interested in purchasing the structure.

Clay Carter – ref: 415 W. 2nd Street. Mr. Carter said his family owned the property located at 415 W. 2nd Street and it is important that we save and preserve this structure as part of our historic district. Mr. Carter also referenced a recent article in the newspaper regarding Washington as part of the Retire NC Community and that our historic district draws people to Washington.

SCHEDULED PUBLIC APPEARANCES: NONE

PUBLIC HEARING – ZONING - 6:00PM: NONE

PUBLIC HEARING – OTHER – 6:00PM: NONE

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO – WAYFINDING UPDATE – (accepted as presented)

John Rodman reviewed the following memo with City Council. *The word wayfinding has become an integral part of community planning and the creation of places that offer unique and memorable experiences to the public. Wayfinding improves circulation and directs visitor dollars where they have the most impact. Retail environments thrive when visitors can easily find their way there. Districts become popular destinations when a brand-supportive wayfinding system illuminates a clearly marked path for patrons.*

The City Council authorized the establishment of a Wayfinding Program in 2014. A Wayfinding Steering Committee was assembled to work with staff to develop a wayfinding signage program that included a vision, goals and objectives and information on signage.

The City selected ACSM Inc. of Charlotte to complete the Wayfinding Signage Program that includes fabrication and installation of the proposed signs. There are 2 separate requirements for wayfinding signs. One includes NC DOT Right-of-Ways (ROW) and the other pertains to City of Washington Right-of-Ways. The request for wayfinding signs on NC DOT ROWs must be submitted in writing to the appropriate Division Engineer. A plan clearly showing requested sign locations and messages (layouts), and sign support designs for each location must be submitted with the request. The plan should also specify all existing signs that will be removed due to the implementation of this request. Any additional components (other than roadway signs) of the wayfinding effort that are proposed to be implemented with the roadway signage should also be specified in the request. The Division Engineer will use this information when evaluating the request for roadway signs and will determine whether the request is approved. The City of Washington's Plan was submitted to DOT in December 2016. The Plan is currently under review. The wayfinding signs for City ROWs have been fabricated and the digging of footers for the signs should begin within two weeks. A site visit from ACSM will occur shortly in order to obtain the proper permits and coordinate placement of the signs with Planning, Public Works and Electric Utilities. ACSM anticipates that the placement of signs on DOT ROWs should begin in about 30 days.

MEMO – SUCTION UNITS PURCHASE – (accepted as presented)

Robbie Rose presented the following memo to City Council. *Our department is proposing to replace two EMS portable suction units that are currently having some functional issues with funds that are remaining in the EMS Capital Outlay Budget – 10-10-4341-7400. This budget has \$3,053.42 remaining from the original budgeted amount of \$30,000 after the purchase of the budgeted cardiac defibrillator for \$26,946.58. The replacement of the two portable suction units at \$810 each would come to a total of \$1,620. Our proposal is to move forward with this purchase rather than wait for the upcoming budget process with these available funds to avoid any issues that could create a loss of service from either of the units.*

MEMO – BUDGET SCHEDULE REVISION – (accepted as presented)

Matt Rauschenbach reviewed the revised budget schedule with City Council, noting additional time was included for Council to review the budget document.

Budget Schedule 2017-2018

| Scheduled | Week Of | Status | Budget Task |
|-----------|----------|-----------------------|---|
| | 12/26/16 | | CIP template distributed to Management Team |
| | 01/02/17 | | Budget Packets Distributed to Management Team |
| | 01/02/17 | | Outside Agency Budget Requests Distributed |
| | 01/09/17 | | CIP worksheets due back to Finance |
| | 01/16/17 | | CIP review with Manager |
| | 01/23/17 | | Revenue Estimate- Finance |
| | 01/23/17 | | Budget Planning session with Council |
| | 01/23/17 | | Outside Agency Budget Requests Submitted |
| | 02/06/17 | | Continuation Budgets submitted to Finance |
| | 02/06/17 | | Expansion Budgets submitted to Finance |
| | 02/13/17 | | Outside Agency Presentation to Council |
| | 02/27/17 | | CIP review with Council |
| | 02/27/17 | | Budget Compiled by Finance |
| | 03/06/17 | Schedule 3/6-7 | Budget Review with Manager- General Fund |
| | 03/06/17 | | Budget Review with Manager- Electric Fund |
| | 03/09/17 | Schedule 3/9-10 | Budget Review with Manager- Public Works |
| | 04/03/17 | | Manager's Recommended Budget Presented to Council |
| | 04/03/17 | | Budget Available for Public Viewing at City Clerk's Office, Library, and Web Site |
| | 04/17/17 | | Council Budget Questions/Clarification to City Manager |
| | 04/24/17 | | Advertise Public Hearing for Budget |
| | 05/01/17 | Scheduled entire week | Council Budget Workshops |
| | 05/08/17 | | Public Hearing- Budget |
| | 05/22/17 | | Budget Adopted |
| | 05/22/17 | | Budget Posted to Web Site |

Budget Schedule 2017-2018.xls

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:

HUMAN RELATIONS COUNCIL (accepted as presented)

MISSION STATEMENT

- To promote social and economic equality in the community, working with Local Government and other resources
- To appreciate the cultural and ethnic diversity of the citizens of Washington and Beaufort County
- To encourage citizens to live and work together in harmony and mutual respect

SCHEDULED PUBLIC APPEARANCES: NONE

OLD BUSINESS:

Discussion & Update – New Project & Names of “Race Relations” Project combined:

Chairperson Wright requested updates in regard to the new project. The Board agreed to combine item A. & B. under Old Business.

Board member Lawrence presented a list of names to be consider in naming the new project.

The Board agreed to wait and see how the first “meet and greet” would be received by the pastor’s and/or representatives of each church. If enough interest is generated, the Board will move forward with implementing this project.

Board member Griffin confirmed the date, time, and venue scheduled for the *Be Brave: Race Together* (new project) with local pastors and or representatives in our area:

Date: Saturday, January 28, 2017
 Time: 11:00AM
 Venue: First United Methodist Church

Update – Names for “Race Relations Project”: Discussion continued with item A & B under Old Business. Board members reviewed the list of names submitted by Board member Lawrence and the consensus of members:

By motion of Board member Griffin, seconded by Board member Lawrence, the Board agreed on naming the new project ***Be Brave: Race Together***.

Discussion – Ed Peed Commemoration (wording/language): Chairperson Wright addressed concerns of how this event is advertised. The Board wishes to have more participation from the community and requested members to think of ways we can improve and make it more community oriented.

Discussion – Fair Housing – Reminder (language and include realtors): Chairperson Wright reminded Board members of earlier conversations regarding the wording or language for the upcoming Fair Housing event in the spring of 2017. Also, Chairperson Wright voiced remembering to include realtors in the 2017 event. Board member Lawrence voiced that she and Vice-chair Hawn will check with WITN-7 to schedule an interview.

NEW BUSINESS: NONE

OTHER BUSINESS:

FYI – All FYI items and reminders were discussed inclusive of the November 8, 2016 report submitted to City Council, financial report, and the scheduled date for proclamations signage (Monday, January 23, 2017 @ 5:00PM).

OPEN DISCUSSION:

Police and Fire Services, Kimberly Grimes provided updates on upcoming events sponsored by Police & Fire Services. Shopping with Safety Officers will be held on December 21, 2016 from 10 – 12noon. Participants will convene at Wal-Mart Grocery entrance. Ms. Grimes voiced they are sponsoring 40 kids this year and invited HRC to come out in support of this event. If you wish to sponsor a family, please contact Ms. Grimes at 943-1715 and she will co-ordinate the meeting. Board member Lawrence inquired if they are receiving donations because she would like to contribute monies from the Human Relations Council. Ms. Grimes said “yes” and reviewed the procedure on donating.

Ms. Grimes shared the second part of NC Gang Symposium will be held in March at the Police Sub-station (date to be determined). Participants will receive six (6) credit hours through Continuing Education.

APPOINTMENT: NONE

OLD BUSINESS:

ACCEPT – GRANT AWARD FROM NC DIVISION OF COASTAL MANAGEMENT, AUTHORIZE CITY MANAGER TO SIGN CONTRACT GRANT AGREEMENT, ADOPT THE GRANT PROJECT ORDINANCE AND THE BUDGET ORDINANCE AMENDMENT FOR HAVENS GARDENS FISHING PIER

BACKGROUND AND FINDINGS: The NC Department of Environmental Quality has awarded funds in the amount of \$83,700 from the Public Beach and Coastal Waterfront Access Program to help construct a new fishing pier located at Havens Gardens. The City of Washington will provide \$14,300 cash match and \$2,125 in In-Kind services to the project.

PREVIOUS LEGISLATIVE ACTION

City Council - approved submission of grant - August 8, 2016

Received Award Letter - October 7, 2016

Received Grant Agreement - December 8, 2016

Councilmember Mercer asked where the new pier will be located. Kristi Roberson explained the new pier is a replacement for the existing pier and it will be a handicap accessible pier.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council accepted the grant award from the NC Division of Coastal Management; adopted the Grant Project Ordinance in the amount of \$100,125; adopted the Budget Ordinance Amendment and authorized the Manager to sign the Grant Agreement for the Havens Gardens Fishing Pier.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2016-2017**

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

Section 1. That the Estimated Revenues in the General Fund be increased in the amount of \$14,300 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That the following account numbers in the Miscellaneous department of the General Fund appropriations budget be increased in the amounts indicated for the City’s cash match for the Havens Gardens Park Pier grant project:

| | | |
|-----------------|-------------------------|-----------|
| 10-00-4400-9201 | Transfer to Grant Funds | \$ 14,300 |
|-----------------|-------------------------|-----------|

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 9th day of January, 2017.

ATTEST:

s/Cynthia S. Bennett
CITY CLERK

s/Jay MacDonald Hodges
MAYOR

**A GRANT PROJECT ORDINANCE FOR HAVENS GARDENS PARK PIER
GRANT # 7060
CITY OF WASHINGTON, N.C.
FOR FISCAL YEAR 2016-2017**

BE IT ORDAINED, by the City Council of the City of Washington, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project is hereby established:

Section 1. The project authorized is for the NC Division of Coastal Management Havens Gardens Park Pier grant project.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the grant agreements.

Section 3. The following amounts are appropriated for the project:

| | | |
|-----------------|-----------------------|---------------|
| 56-60-4930-0400 | Professional Services | \$5,000 |
| 56-60-4930-4500 | Construction | <u>93,000</u> |
| | Total | \$98,000 |

Section 4. The following revenue is anticipated to be available to complete this project:

| | | |
|-----------------|----------------------------|---------------|
| 56-60-3480-0000 | Coastal Management Grant | \$83,700 |
| 56-60-3980-1000 | Transfer from General Fund | <u>14,300</u> |
| | Total | \$98,000 |

Section 5. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grant agreements.

Section 6. Funds may be advanced by the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grant agencies in an orderly and timely manner.

Section 7. The Finance Director is directed to report, on a monthly basis, on the financial status of each project element in Section 3 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detail analysis of past and future costs and revenues on this grant project in every budget submission made to the City Council.

Section 9. Copies of this grant project ordinance shall be furnished to the City Clerk, and to the Budget Officer, and to the Finance Director for direction in carrying out this project.

Section 10. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 11. This ordinance shall become effective upon its adoption.

This the 9th day of January, 2017.

ATTEST:

s/Cynthia S. Bennett
CITY CLERK

s/Jay MacDonald Hodges
MAYOR

ADOPT – POOL DEHUMIDIFIER BUDGET ORDINANCE AMENDMENT

BACKGROUND AND FINDINGS: Council approved a \$153,007 PO to Thermal Resources Sales and budget amendment on September 26, 2016 to replace the dehumidifier. Further research was conducted and a complete rebuild of the existing unit with new components can be accomplished for \$91,942 resulting in the same useful life as a new unit. An additional generous contribution of \$20,000 has been pledged with the raising of a like amount during the month of January. The City’s contribution to the project accomplishes the match.

Funding:

| | <i>Previous</i> | <i>Current</i> | <i>Reduction</i> |
|----------------------------------|-----------------|----------------|------------------|
| <i>Fund Balance Appropriated</i> | \$ 76,504 | \$ 41,099 | \$ (35,405) |
| <i>Save the Pool Campaign</i> | <u>76,503</u> | <u>50,843</u> | <u>(25,660)</u> |
| <i>Total</i> | \$153,007 | \$ 91,942 | \$ (61,065) |

Councilmember Mercer commended staff for their efforts to save funds on this project and asked if there will be a warranty on the rebuild. Jim Taft, Thermal Resources Sales explained there would be a warranty as the parts will be new from the manufacturer. The rebuilt unit will have the same expected lifespan as a new unit. Kristi Roberson noted they have raised \$30,000+. Matt Rauschenbach explained the City’s contribution counts as the match for the donor. The City will only have \$41,000 in this project. Jim Taft explained the expected completion time for the rebuild/replacement is 3-4 days it will take 3-4 weeks for the parts to be delivered. Mr. Taft explained there should be no down time for the pool. The existing motor is not functioning and should be replaced on Wednesday.

Councilmember Beeman thanked Kristi, Matt and their committees as well as volunteers for getting this done. Councilmember Brooks also thanked Kristi and Matt and noted this is a fine example of great people working for the City of Washington to get things done.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council approved a budget ordinance amendment to rebuild the dehumidifier at the aquatic center and subsequent P.O. to Thermal Resource Sales, Inc.

Councilmember Mercer made a motion for Council to go on record thanking Kristi, her staff as well as the volunteers for funds they raised for this project. Motion was seconded by Councilmember Beeman. All voted in favor.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2016-2017**

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

Section 1. That the following account numbers in the Aquatic Center department of the General Fund appropriations budget be decreased in the amounts indicated to adjust the funding for the replacement of the dehumidifier unit at the aquatic center.

| | | |
|-----------------|----------------|-------------|
| 10-40-6126-7400 | Capital Outlay | \$ (61,065) |
|-----------------|----------------|-------------|

Section 2. That the following account numbers in the General Fund Estimated Revenues be increased or decreased in the amounts indicated.

| | | |
|-----------------|----------------------------------|-----------------|
| 10-00-3991-9910 | Fund Balance Appropriated | \$ (35,405) |
| 10-00-3991-9910 | Fund Balance Reserved Recreation | 18,282 |
| 10-40-3612-4150 | Save the Pool | <u>(43,942)</u> |
| | Total | \$ (61,065) |

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 9th day of January, 2017.

ATTEST:

s/Cynthia S. Bennett
CITY CLERK

s/Jay MacDonald Hodges
MAYOR

**ADOPT – EDA WATER & SEWER GRANT PROJECT ORDINANCES FOR SPRINGS ROAD
MOBILE HOME PARK WATER SYSTEM TRANSFER**

BACKGROUND AND FINDINGS: EDA Grant Project ordinances are necessary to fund the transfer to the Springs Rd. Mobile Home Park Water System Capital Project approved at the December 12, 2016 Council meeting. EDA grant funds remaining from the EDA Water and Sewer grant projects are available for this purpose. The transfer of funds from the Water Fund for the engineering of the project is attached as an informational memo.

FROM: Water Distribution 30-90-8180-0400 Professional Services \$40,000

TO: Water Misc. 30-90-6610-9276 Capital Project Fund \$40,000

Councilmember Mercer and Frankie Buck discussed the use of the remaining EDA funds.

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council adopted the EDA Water and Sewer Grant Project Ordinance Amendments for the Springs Rd. Mobile Home Park Water System Capital Project.

**AN ORDINANCE TO AMEND THE GRANT PROJECT ORDINANCES FOR THE EDA WATER
& SEWER PROJECTS
CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2016-2017**

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

Section 1. That the following accounts in the EDA Water & Sewer Project grants be increased or decreased by the following amounts for transfer to the Springs Rd. Mobile Home Park Water System Capital Project:

| | | |
|-----------------|----------------------------------|----------------|
| 76-90-8221-4505 | Construction- Liquid Chlorine | (88,460) |
| 76-90-8221-9276 | Transfer to Capital Project Fund | <u>88,460</u> |
| | Total | 0 |
| 77-90-8221-4505 | Construction- WWTP Generator | (111,540) |
| 77-90-8221-9276 | Transfer to Capital Project Fund | <u>111,540</u> |
| | Total | 0 |

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall become effective upon its adoption.

Adopted this the 9th day of January, 2017.

ATTEST:

s/Cynthia S. Bennett
CITY CLERK

s/Jay MacDonald Hodges
MAYOR

**ADOPT – PAGE ROAD ELECTRIC EXTENSION BUDGET ORDINANCE AMENDMENT AND
SUBSEQUENT PO'S**

BACKGROUND AND FINDINGS: Beaufort County is funding the purchase of material and the City is providing the labor for the electric line extension project at Page Rd. for the Industrial Park. The County has been invoiced for the material and orders will be placed upon receipt of the payment.

The City Manager explained that we have received the check for this project from Beaufort County and our only contribution will be construction labor.

By motion of Councilmember Pitt, seconded by Councilmember Brooks, City Council adopted a Budget Ordinance Amendment to purchase the material for the Page Rd. 35 KVA Utility Line Extension project and approve subsequent PO's.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2016-2017**

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

Section 1. That the Estimated Revenues in the Electric Fund be increased in the amount of \$97,650 in the account Page Rd. Extension- County Reimbursement, account number 35-90-3480-0039.

Section 2. That the following account numbers in the Power Line Construction department of the Electric Fund appropriations budget be increased in the amounts indicated to purchase the material for the Page Rd. 35 KVA utility line extension project:

| | | |
|-----------------|--------------------|-----------|
| 35-90-8390-7439 | Page Rd. Extension | \$ 97,650 |
|-----------------|--------------------|-----------|

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 9th day of January, 2017.

ATTEST:

**s/Cynthia S. Bennett
CITY CLERK**

**s/Jay MacDonald Hodges
MAYOR**

NEW BUSINESS:

AUTHORIZE – MANAGER TO EXECUTE A LEASE AGREEMENT WITH MR. EARL MALPASS FOR THE LEASE OF A PORTION OF THE MAINTENANCE HANGAR AT WASHINGTON-WARREN AIRPORT

BACKGROUND AND FINDINGS: Please find attached a copy of the Maintenance Hangar (Portion) Lease Agreement with Mr. Earl Malpass. Mr. Malpass requests to utilize the southern portion of the Maintenance Hangar for aircraft related operations limited to the storage of private aircraft owned, leased or serviced by Mr. Malpass. The Airport Advisory Board has approved the lease of this space as well.

Councilmember Mercer noted the Washington-Warren Airport Advisory Board has reviewed this agreement and are in favor of the request.

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council authorized the manager to negotiate if necessary and execute the lease agreement with Mr. Earl Malpass for the lease of a portion of the Maintenance Hangar at Washington-Warren Airport.

ADOPT – RESOLUTION AND AUTHORIZE EXECUTION OF BUILDING REUSE GRANT APPLICATION

BACKGROUND AND FINDINGS: A business owner is planning the renovation of a downtown building into a restaurant creating 10 jobs and eligible to apply for a \$50,000 grant for building renovations and up fit. Total eligible expenditures are estimated to be \$100,000. The City's match is 5% of the grant amount or \$2,500. The business owner has agreed to reimburse the City match. The Mid East Commission is preparing the grant application. The application deadline is January 10, 2017.

Matt Rauschenbach explained the grant application of for the renovation of the former Apollo's for an up fit for Ribeye's steak restaurant. The business owner has agreed to pay for the City's 5% match. The grant application is due tomorrow. They plan to open in early spring.

Councilmember Brooks asked if the application does not fulfill their agreement will the City be held liable and Mr. Roberson answered the City would not be liable.

By motion of Councilmember Pitt, seconded by Councilmember Beeman, Council adopted a resolution supporting an application on behalf of Project Ribeye to the NC Commerce Building Reuse Program and authorized the Mayor to execute the application.

RESOLUTION SUPPORTING AN APPLICATION ON BEHALF OF
PROJECT RIBEYE TO THE NORTH CAROLINA DEPARTMENT OF COMMERCE RURAL
ECONOMIC DEVELOPMENT DIVISION
BUILDING REUSE PROGRAM

WHEREAS, The City of Washington is committed to advancing and promoting economic development throughout the City;

WHEREAS, the City of Washington advocates enhancing the quality of life in the City by advancing economic opportunities for businesses and residents of the city of Washington;

WHEREAS, North Carolina General Statute 158-7.1(a) authorizes the use of economic incentives for the purpose of private sector job creation;

WHEREAS, Pates Food Group, LLC has pledged to create 10 jobs in the City, it is eligible to apply for a Building Reuse Grant in the amount of \$50,000.00 for building renovations and up fit through the North Carolina Department of Commerce, and requires sponsorship of the City of Washington to make application; and

WHEREAS, the City of Washington acknowledges that, if the grant is awarded, it will be required to commit to a match of 5% of the grant amount (\$2,500.00) toward the project in the form of a cash match;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington that it does hereby support and endorse the application of Pates Food Group, LLC to the North Carolina Department of Commerce's Building Reuse Grant Program for a grant in the amount of \$50,000.00.

Adopted this 9th day of January, 2017

ATTEST:

s/Cynthia S. Bennett
CITY CLERK

s/Jay MacDonald Hodges
MAYOR

**APPROVE – POLICE AND FIRE VEHICLE PURCHASE
AND SUBSEQUENT PURCHASE ORDERS**

BACKGROUND AND FINDINGS: Feyer Ford (Police Sedan), \$25,287.14 to replace vehicle #145, a 2010 Ford Crown Victoria, \$37,000 budgeted. The current vehicle will be declared surplus, sold on Gov deals, and the proceeds applied to the vehicle replacement fund. Feyer Ford (Police Sedan), \$25,287.14 to replace vehicle #147, a 2008 Ford Crown Victoria, \$37,000 budgeted. The current vehicle will be declared surplus, sold on Gov deals, and the proceeds applied to the vehicle replacement fund. Feyer Ford (Police Explorer), \$29,167.14 to replace vehicle #158, a 2012 Dodge Charger, \$37,000 budgeted. The current vehicle will be declared surplus, sold on Gov deals, and the proceeds applied to the vehicle replacement fund. Feyer Ford (F150 2WD), \$29,478.28 to replace vehicle #140, a 1999 Ford Ranger, \$35,000 budgeted. The current vehicle will be declared surplus, sold on Gov deals, and the proceeds applied to the vehicle replacement fund.

Councilmember Mercer asked for clarification regarding vehicle #140 - Ford ranger. The vehicle replacement list shows a different vehicle. Stacy Drakeford explained the current process for replacing vehicles and vehicle numbers assignments would be reviewed and possibly revised. We are only replacing four vehicles to stay on the current vehicle replacement schedule.

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council approved the purchase and subsequent purchase orders of three police and one fire vehicle from Feyer Ford in the amount of \$109,220.70.

ANY OTHER ITEMS FROM CITY MANAGER:

APPROVE – DATE FOR PLANNING RETREAT (FEBRUARY 4, OR FEBRUARY 11, 2017)

The City Manager explained David Long has two dates available in February. Councilmember Mercer stated he has no problem with holding a retreat, but feels all Council members should be present when the session begins.

By consensus, Council agreed to hold the City Council retreat on February 11, 2017 at Washington-Warren Airport.

DISCUSSION – 415 WEST SECOND STREET

Councilmember Pitt explained that the public has discussed 415 W. 2nd Street, but City Council has not discussed this item. Councilmember Pitt asked Dee Congleton back to speak to Council. Councilmember Mercer noted Ms. Congelton has already been given an opportunity to speak; this time is for Council to discuss this item. Ms. Congleton stated she had no additional information to share at this time.

The City Manager said there has been some misinformation circulation regarding 415 W. 2nd Street. He discussed the termite report noting there were three clusters of termites in the house as well as three areas where the bricks have separated from house. The City has performed their due diligence on this structure.

Councilmember Pitt suggested that being the engineer will perform the evaluation of the structure at no charge to the City, then we should allow him/her to make that evaluation.

Mr. Roberson explained over the last twenty years, the City has owned three structures in the historic district.

John Rodman reviewed the homes that have been demolished in the historic district from 2001 to present day. Twenty-four homes have been removed in the historic district in 15 years. The City owned two of those homes. Four were condemned, two were removed due to fire damage and one removed due to FEMA purchase. There were five structures removed that were non-contributing structures. There are approximately 600 structures in the historic district with around 80% being contributing structures.

Councilmember Mercer asked if we accept the recommendation from the public regarding an engineer, how long would it take for the evaluation to occur? Dee Congelton said the engineer can come on Thursday at 9am to meet with City staff, Council representatives, WAHF, Preservation NC, etc. to tour the structure. Mayor Pro tem Finnerty stated the engineer would be here on January 12, Council would meet again on January 23.

Councilmember Mercer said the Historic Preservation Commission continued this item until February. He feels Council should ask the HPC to continue this item for an additional month to allow Council time to review the report from the engineer.

Franz Holscher reviewed the timeline for the Certificate of Appropriateness noting the COA has been submitted, HPC has 90 days to issue or deny the certificate (approve with 365 day delay). The time can be extended with the okay from the applicant and the Mr. Holscher stated we could remove the application, agree on an extension or let HPC act on the request.

Councilmember Mercer said we can enter an agreement with HPC to extend the 90 day time period. John Rodman said the application for a COA was issued on Dec. 13th, 90 days started on December 13th. Councilmember Brooks suggested letting the period go as is because there is enough time in 90 days to make a decision, stating no one showed any interest in the house until the COA was submitted. Mayor Pro tem Finnerty felt 90 days was not enough time. Franz Holscher explained that City Council meets three more times before the 90 days is up. Councilmember Beeman suggested we should leave the timeframe in place as it is.

Steve Moler, Chair of Library Board of Trustees reviewed a considerable amount of renovations would need to be done in order to retrofit the facility for library services. Mr. Moler explained the board had engineers, Planning Dept., library staff and Friends of Library tour the building and examine issues that make it inhabitable by a business or individual - in its present state. Mayor Pro tem Finnerty asked if the

Board inspected the property before or after it was purchased by City. Mr. Moler responded it was after. Mayor Pro tem Finnerty said this should have been done prior to purchase. Councilmember Mercer said the property stayed on the market for over a year. Mayor Pro tem Finnerty said if the structure is moved, it will destroy the building.

City Manager, Bobby Roberson explained we need waivers from people entering this structure, as we have no insurance on the house. Councilmember Mercer said he felt the only individual going in the house should be the engineer making the evaluation (he should sign a waiver as well) and the City Manager should be the only one that has a key.

**ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:
ACKNOWLEDGEMENT OF RETIREMENT AND MEMORIAL RESOLUTIONS FROM NCLM**

Year of October 1, 2015 and 2016

Carolyne G Everett– Retirement – 6/1/2016
Recreation Program Coordinator

Henry Clay Brown III– Retirement – 6/1/2016
Customer Service Representative, Treatment Plant Operator, Inventory Control Assistant

Scott Weaver Sipprell– Retirement – 5/1/2016
Load Management Technician

Beverly Edwards Clark– Retirement – 4/1/2016
Accounting Technician

Gerald John Seighman Jr. – Retirement – 1/1/2016
Assistant Police Unit Supervisor, Police Officer, Senior Police Officer

Wanda J. Corey - Retirement – 12/1/2015
Library Assistant

Keith A. Hardt - Retirement – 12/1/2015
Electric Utilities Director – Washington

Raymond Allen Lewis III - Retirement – 12/1/2015
Public Works and Water Resources Director

Gloria Jean Moore - Retirement – 12/1/2015
Library Director

Brenda H. Ruffin - Retirement – 12/1/2015
Electric Meter Services Supervisor

Willie James Ruffin - Retirement – 12/1/2015
Utility Maintenance Technician

Tony Mitchell Hoell - 8/1/2015
Sanitation Equipment Operator II

Susan Hodges - 7/1/2015
Human Resources Director

Roberta H. Kincheloe - 5/1/2015
Chemical Analyst

Laura Tripp Smithwick - 5/1/2015
Civic Center Coordinator

Troy Lee Moore - 12/1/2014
Laboratory Supervisor

Judy Mumau Nobles - 11/1/2014
Aquatics Front Desk Attendant

MEMORIAL

Jimmy Lee Cole –12/29/2015
Edmond Rogers –10/16/2015
Bill Whitley – 6/2/2015
Bill Vaughan – 3/29/2015
Carol C. Newman – 3/13/2015

**CLOSED SESSION: UNDER NCGS §143-318.11 (A) (3) ATTORNEY CLIENT PRIVILEGE AND
(A) (6) PERSONNEL and (A) (4) ECONOMIC DEVELOPMENT**

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council agreed to go into closed session at 7:00 pm under NCGS§143-318.11 (A) (3) Attorney Client Privilege, (A) (4) Economic Development and (A) (6) Personnel.

By motion of Councilmember Pitt, seconded by Mayor Pro tem Finnerty, Council agreed to come out of closed session at 8:00 pm.

ADJOURN:

By motion of Councilmember Pitt, seconded by Councilmember Finnerty, Council adjourned the meeting at 8:00pm until Monday, January 23, 2017 at 5:30 pm, in the Council Chambers.

**Cynthia S. Bennett, MMC
City Clerk**