

The Washington City Council met in a regular session on Monday, December 14, 2009 at 4:30 p.m. in the City Council Chambers at the Municipal Building. Present were: Judy Jennette, Mayor; Doug Mercer, Mayor Pro tem; Richard Brooks, Councilman; Archie Jennings, Councilman; Gil Davis, Councilman; Darwin Woolard, Councilman; Jim Smith, City Manager; Cynthia Bennett, City Clerk; and Franz Holscher, City Attorney.

Also present were: Matt Rauschenbach, Chief Financial Officer; Robbie Rose, Acting Fire Chief; Allen Lewis, Public Works Director; Gloria Moore, Library Director; John Rodman, Planning Director; Keith Hardt, Electric Director; Philip Mobley, Parks & Recreation Director; Mick Reed, Police Chief; Ray Midgett, Information Technology Director; Mike Voss, of the Washington Daily News; Council-elect members: Bobby Roberson, William Pitt and Edward Moultrie.

Mayor Jennette called the meeting to order and Reverend William Lee Kinney, First Presbyterian Church delivered the invocation.

APPROVAL OF MINUTES

By motion of Councilman Woolard, seconded by Mayor Pro tem Mercer, Council unanimously approved the minutes of November 9, 2009 as presented.

PRESENTATION OF PLAQUES

Mayor Jennette gave a Certificate of Appreciation to Councilman Darwin Woolard who served as a Councilmember from December 2003 to December 2009. Mayor Jennette stated it has been a pleasure serving with Councilman Woolard.

Mayor Jennette presented a Certificate of Appreciation to Councilman Brooks who served as a Councilmember from December 1999 to December 2003 and May 2005 to December 2009. Mayor Jennette noted that Councilman Brooks has taught her many wise things and she appreciates all the work he has done in the community.

PRESENTATION BY FORMER MAYOR FLOYD BROTHERS TO MAYOR JUDY JENNETTE

Former Mayor Floyd Brothers presented a Certificate of Appreciation to Mayor Judy Jennette for outstanding services and contributions as Mayor of the Washington City Council from April 2006 to December 2009 and as a Council Member from December 1989 to April 2006. Mr. Brothers also presented a gift from the City Staff of a new golf bag. Mayor Jennette thanked all the staff and past Council members and City Managers for their assistance during her terms on the City Council. She stated how much she has enjoyed being a member of Council. Mayor Jennette received a standing ovation from the audience.

SWEARING IN CEREMONY

Mayor Jennette declared the seats to be vacated. Wayland Sermons, District Court Judge gave the Oath of Office to Mayor Jennings and then to Council members-Elect: Doug Mercer, Edward Moultrie, William Pitt, Gil Davis and Bobby Roberson.

PRESENTATION OF RETIREMENT AND MEMORIAL RESOLUTIONS

Mayor Jennings presented Retirement Resolutions to: Jimmie Lee Cole, Michelle Woolard Everette, Rose Ann Fennell, Debra Ward Hicks, Jeffery Barnard White, and Bobby Earl Roberson. Mayor Jennings presented Memorial Resolutions to the families of: Wilbur Sheppard, Fred Robinson Harwell and Robert Earl Tyer.

Mayor Jennings recessed the meeting for a ten minute break.

ELECTION OF MAYOR PRO TEM

Mayor Jennings called for nominations for Mayor Pro tem. Councilman Davis nominated Bobby Roberson as Mayor Pro tem, Councilman Moultrie seconded the nomination. There being no further nominations, Council unanimously elected Bobby Roberson as Mayor Pro tem.

APPROVAL/AMENDMENTS TO AGENDA

The Consent Agenda items were moved to Old Business: (A)Authorize City Manager to enter into the Urban Hunting Contract with Warren Field Airport to Outback Outfitters & Guide Service of Washington, (B)Adopt – Budget amendment for C.A.T. Revenue Program (\$2,000), (C)Adopt – Budget Ordinance Amendment and Proposed Plan for City Council Laptop Computers. Mayor Jennings recommended dispensing with the Committee reports with the exception of the Recreation Advisory Board. Old Business (6) Approve – Hangar Ground Site Lease Agreement for Mr. Craig Goess with additional investments was continued until January. New Business (3)National League of Cities Prescription Discount Card will be moved to January. Old Business (1)Memo – Rear Loader Refuse Truck – Piggyback with the Town of Hamlet (\$116,236) and (2) Approve – Purchase of a Bucket Truck from Altec to replace vehicle # 607 (\$168,173) will remain on the agenda.

By motion of Councilman Mercer, seconded by Councilman Pitt, Council unanimously approved the Agenda, as amended.

CONSENT AGENDA:

- A. **(Moved to Old Business)Authorize** – City Manager to enter into the Urban Hunting Contract with Warren Field Airport to Outback Outfitters & Guide Service of Washington **(Page 20)**
- B. **(Moved to Old Business) Adopt** – Budget amendment for C. A. T. Revenue Program (\$2,000) **(Page 30)**
- C. **(Moved to Old Business)Adopt** – Budget Ordinance Amendment and Proposed Plan for City Council Laptop Computers

**MS. CATHERINE GLOVER – WASHINGTON BEAUFORT COUNTY
CHAMBER OF COMMERCE – BUY LOCAL PLAN**

Ms. Catherine Glover of the Washington-Beaufort County Chamber of Commerce presented the Buy Local Plan to the Council. She stated that Shop Washington – Beaufort County is a new initiative for creating strong economies based on locally owned and operated businesses. We encourage customers to shop locally and help independent businesses compete more effectively in our neighborhood. It's also about making your hard-earned money go further, fueling the local economy, and helping to preserve the distinctive character of the Inner Banks.

A recent study found that even modest changes in your spending habits can generate substantial local economic impact. According to the study, for every \$100 in customer spending at a national chain, the total local economic impact is only \$13, but the same \$100 spent with a local merchant yields \$45. Spending locally truly does make more cents and means more jobs and more money for our communities, schools and recreation services. Another study found that for every two jobs national retailers bring to a community, three jobs are lost as a result of local businesses closing down.

Shop Washington – Beaufort County invites you to look around or surf throughout all the wonderful businesses in our community on this website. It's a destination and a perfect starting point for everything Eastern Carolina has to offer! Rich history, natural beauty, and charming southern culture, along with great restaurants and shops set the stage for a time at the heart of the Inner Banks in Washington, North Carolina.

Mayor Jennings and all members of the Council pledged to “Keep the Bucks in Beaufort”.

**MS. CRYSTAL WADDELL – MARTIN, STARNES & ASSOCIATES, CPA
(AUDIT PRESENTATION)**

Matt Rauschenbach introduced Crystal Waddell of Martin, Starnes & Associates, CPA to present the audit. Ms. Waddell came forward and presented the audit to the Council. She noted they offered an unqualified opinion and the audit showed no significant deficiencies or material weaknesses in internal control.

General Fund Revenue and Expenses (before transfers) summary

Total Revenues 2008	\$11,009,870
Total Revenues 2009	\$11,124,241
Total Expenditures 2008	\$11,262,745
Total Expenditures 2009	\$11,548,604

Fund Balance Position – General Fund

Total Fund Balance	\$9,414,678
Required Reservations	<u>-2,867,095</u>
Unreserved Fund Balance	\$6,547,583

Unreserved 2008	\$6,005,330
Increase in unreserved FB \$	542,253

Unreserved Undesignated \$5,536,430

Debt Service

2008	\$383,693
2009	\$564,182

RECREATION ADVISORY BOARD

Philip Mobley, Parks and Recreation Director stated that they are in the process of trying to get a Parks and Recreation Trust Fund Grant for the “Festival Park” located near the NC Estuarium which is part of the Land Design Revitalization Plan. Mr. Mobley stated this item will hopefully come before Council in January. Councilman Mercer asked that when the application is complete to please forward to Council for their review.

**APPOINTMENTS - HUMAN RELATIONS COUNCIL, TOURISM
DEVELOPMENT AUTHORITY, ELECTRIC ADVISORY BOARD AND COUNCIL
LIAISONS**

Human Relations Council - By motion of Councilman Moultrie, seconded by Mayor Pro tem Roberson, Council appointed James S. McIntyre to the Human Relations Council to fill the unexpired term of William Pitt with a term to expire June 30, 2011. (Councilman Pitt noted this appointment was made in error – there is only one vacancy and the Human Relations Council requested to appoint Ann Barbee Cherry to fill this position. Mr. McIntyre’s application will be kept on file for future vacancies.)

By motion of Councilman Moultrie, seconded by Mayor Pro tem Roberson, Council appointed Ann Barbee Cherry to the Human Relations Council to fill the unexpired term of William Pitt with a term to expire June 30, 2011.

Tourism Development Authority -By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council appointed William Zachman to the Tourism Development Authority to fill the unexpired term of Gary Tomasulo, term to expire June 30, 2012.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council appointed Jackie Peoples Woolard to the Tourism Development Authority to fill the unexpired term of Scott Sheppard, term to expire June 30, 2010.

Washington Electric Utilities Advisory Board-By motion of Councilman Pitt, seconded by Councilman Moultrie, Council appointed Antromeed Johnson to

Washington Electric Utilities Advisory Board to fill the unexpired term of William Pitt, term to expire June 30, 2010.

COUNCIL LIAISONS

By motion of Councilman Mercer, seconded by Councilman Pitt, Council appointed Ed Moultrie as the liaison to the Planning Board.

By motion of Councilman Mercer, seconded by Councilman Pitt, Council appointed Gil Davis as the liaison to the Board of Adjustment.

By motion of Councilman Davis, seconded by Councilman Pitt, Council appointed Archie Jennings as the liaison to the Historic Preservation Commission.

By motion of Councilman Mercer, seconded by Councilman Moultrie, Council appointed William Pitt as the liaison to the Human Relations Council.

By motion of Councilman Mercer, seconded by Councilman Davis, Council appointed William Pitt as the liaison to the Washington Electric Utilities Advisory Commission.

By motion of Councilman Davis, seconded by Councilman Mercer, Council appointed Bobby Roberson as the liaison to the Library Board.

By motion of Mayor Pro tem Roberson, seconded by Councilman Davis, Council appointed Ed Moultrie as the liaison to the Housing Authority.

By motion of Mayor Pro tem Roberson, seconded by Councilman Mercer, Council appointed Gil Davis as the liaison to the Recreation Advisory Commission.

By motion of Councilman Mercer, seconded by Councilman Moultrie, Council appointed Bobby Roberson* as the liaison to the Tourism Development Authority.

By motion of Councilman Davis, seconded by Councilman Pitt, Council appointed Archie Jennings* as the liaison to the Economic Development Commission.

By motion of Councilman Davis, seconded by Councilman Pitt, Council appointed Bobby Roberson* as the liaison to Washington on the Waterfront.

*Indicates a Voting Seat

Council convened for a break at 5:55pm and reconvened at 6:00pm

AUTHORIZE – CITY MANAGER TO ENTER INTO THE URBAN HUNTING CONTRACT WITH WARREN FIELD AIRPORT TO OUTBACK OUTFITTERS & GUIDE SERVICE OF WASHINGTON

Mayor Pro tem Roberson voiced concern why the compensation increased from \$750 in 2010-2012 to \$900 for years 2013-2014. Mr. Smith explained that on September 21, 2009, the City Council authorized the advertisement of request for proposals for a licensed and insured Outfitter to manage the hunting rights on City property adjacent to the airport. Mr. Smith noted Outback Outfitters and Guide Service of Washington was the only one to submit and this was the price proposed. The original agreement was for a three year term as kind of a trial basis with the intentions of making all future contracts for five years. The new agreement will be for five years, through the 2014 hunting season.

By motion of Councilman Mercer, seconded by Councilman Davis, Council authorized the City Manager to sign the agreement with Willie Allen d/b/a Outback Outfitter & Guide Service; to reduce deer population at Warren Field Airport.

(copy in agreement book)

ADOPT – BUDGET AMENDMENT FOR C. A. T. REVENUE PROGRAM (\$2,000)

Jim Smith, City Manager stated we've had a group of citizens, an off-shoot of the Dog Park movement, to ask the City of Washington to assist them in helping to control the cat population in town. In order to have the "trap, neuter and release" program, a non-profit fund is being set up for this volunteer organization, who will trap and release cats. The group will be called C.A.T. "Cats About Town". One of our local veterinary offices will neuter the cats and the volunteers will again release them. The cost per cat will be \$25. The only monies to be spent in this program will be donated monies collected by the volunteers.

By motion of Councilman Davis, seconded by Councilman Moultrie, Council adopted a budget ordinance amendment in the amount of \$2,000 in order to assist the C.A.T. program.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2009-2010**

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

Section 1. That account number 10-40-3611-8407, C.A.T. Revenue portion of the General Fund revenue budget, be increased in the amount of \$2,000.

Section 2. That account number 10-40-6120-3500, C.A.T. Expense portion of the General Fund appropriations budget, be increased in the amount of \$2,000.

Section 3. 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 14th day of December, 2009.

ATTEST:

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

**s/N. Archie Jennings, III
MAYOR**

**ADOPT – BUDGET ORDINANCE AMENDMENT AND PROPOSED PLAN FOR CITY
COUNCIL LAPTOP COMPUTERS (\$11,558)**

Ray Midgett, Director of Information Technology stated that in accordance with Council's request, a plan has been developed to enable Council to have access to information electronically. The types of information includes Council meeting agendas and minutes, information currently available on the City's website and other on-line information as it becomes available. This plan includes the purchase of seven laptops with software for each Councilmember, Mayor and City Attorney as well as the necessary network configuration and cabling. As an addition to the network configuration, public wireless Internet access will be enabled. To minimize support issues, Council laptops will be housed at City Hall and used by Council during Council meetings. Prior to each meeting, the agenda will be posted on a website so Council will have access to the documents.

Councilman Mercer noted this is very helpful to have a computer system to allow access to all of this information, but feels the cost of this project is out of line. Council discussed several different options for having an electronic version of the agenda for Council meetings. Mayor Jennings discussed the time and cost savings by not printing hard copies of the agenda and the benefits for archiving data. He asked Mr. Midgett if he could recalculate if Council gave him a new number and see what could be done. Mayor Pro tem Roberson suggested this item be included in the upcoming budget process. Councilman Mercer suggested \$6,000 for this project.

By motion of Councilman Mercer, seconded by Councilman Davis, Council adopted an amended budget ordinance for \$6,000 to enable Council to have access to information electronically.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2009-2010**

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

Section 1. That account number 10-00-4110-3300, City Council Departmental Supplies portion the General Fund appropriations budget, be increased in the amount of \$6,000 to purchase three lap tops for City Council and wireless connectivity.

Section 2. That account number 10-00-3991-9910, Fund Balance Appropriated portion of the General Fund revenue budget, be increased in the amount of \$6,000.

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 14th day of December, 2009.

ATTEST:

s/Cynthia S. Bennett
CITY CLERK

s/N. Archie Jennings, III
MAYOR

APPROVE – COMMERCIAL RECYCLING FEE (\$3.00)

Allen Lewis, Public Works Director stated as was discussed at last month's Council meeting, a new disposal ban went into effect October 1, 2009 to include used oil filters, plastic bottles and wooden pallets. We had tentatively set-up rates to go into effect for November based on what we felt was a nominal charge of \$3 per existing four cubic yards of commercial solid waste disposal with a minimum fee of \$3 per commercial account.

At last month's meeting, staff was directed to justify such charges based on actual costs. While we only have one month's worth of data at this date (12-01-09) to work with, we have seen an increase in tonnage of approximately 40%. Including administrative charges to the general fund of over \$52,000 and capital and non-capital purchase amortized over 10 years, at this time it is costing approximately \$3.75-\$4.00 per account, to provide recycling services to all of our commercial and residential solid waste customers. While every commercial account may choose not to recycle, just as though every residential account may choose not to recycle, it is available to each account.

Likewise, whether each account chooses to recycle or not, it is State-mandated in reference to plastic bottles, etc. It could be argued that a commercial customer may theoretically not use any plastic bottles that should be recycled. Likewise, the same thing could be said of a residential customer theoretically. Still, we provide recycling services to both sets of customers to encourage recycling, to easily provide the means for our customers to recycle and to be good stewards of our environment. Otherwise, we would not be providing recycling to our customers while telling them they cannot put this product in our waste stream. Ultimately, the City could also be fined if the State discovers that we are disposing of banned substances. Again, providing this service gives the customer easy access to recycling and is a means for us to enforce the ban if necessary.

The fees associated with the original recommendation to Council last month and stated again in item (A) above will generate approximately \$15,000 in revenue. Item (B) will generate approximately \$24,000 in revenue. These revenues will be needed cover the additional cost associated with the increased tipping fees.

Mayor Pro tem Roberson suggested this be reviewed during the budget process. Councilman Mercer stated he would vote against the motion because he felt not everyone would have items of this matter to recycle. Mr. Smith said it is very difficult to enforce mandatory recycling and we are trying to use economic incentives to encourage recycling. Mr. Lewis stated we are trying to recoup our cost in disposing of the recyclables.

By motion of Councilman Pitt, seconded by Mayor Pro tem Roberson, Council adopted the commercial recycling fee of \$3 per existing four cubic yards of commercial solid waste disposal with a minimum of \$3 per commercial account. Voting against the motion: Councilman Mercer.

MEMO – REAR LOADER REFUSE TRUCK – PIGGYBACK WITH THE TOWN OF HAMLET (\$116,236)

Allen Lewis, Public Works Director stated there is an intent to purchase a Rear Loader Refuse Truck from Amick Equipment through a piggyback purchase with the Town of Hamlet per statute G.S. 143-129(g). The intent is to use it for a recycle truck.

Vendor	Cost Per Unit	Delivery	Less Trade-In
Amick Equipment	\$116,236.00	90 days	N/A

Grand Total \$116,236.00

Piggybacking purchasing (G.S. 143-129(g)) was approved by the 1997 General Assembly to allow municipalities to purchase apparatus, supplies, materials or equipment without having to bid if another municipality, county, or federal agency has bid the same equipment in the past 12 months. This vehicle was approved for purchase in the 09/10 budget. Originally it was planned as a replacement for vehicle number 485. Currently we run three (3) rear-load trucks every work day. One for household solid waste, one for recycling and one for yard waste. We currently have four (4) rear-load trucks. One of them is used as a back-up. However, we have on occasion had two rear load trucks go down for repairs on the same day. This causes us to have to do the work of three trucks with the remaining two trucks which results in overtime. We can avoid this by keeping truck number 485 and thus having two spare rear load trucks. This vehicle is currently budgeted under account number 38-90-4710-7400.

Councilman Mercer voiced concern with keeping the current truck as a spare which would increase the City fleet by one truck.

By motion of Mayor Pro tem Roberson, seconded by Councilman Davis, Council awarded the contract to Amick Equipment in the amount of \$116,236 to replace truck number 485 and turn in the current truck as a trade-in.

APPROVE – PURCHASE OF A BUCKET TRUCK FROM ALTEC TO REPLACE VEHICLE # 607 (\$168,173)

Keith Hardt, Electric Director stated this is a daily use bucket truck that covers the 400 square miles of our electric system. This truck has over 9400 service hours. There are safety issues with the hydraulics and can no longer get replacement parts for this vehicles hydraulic system. Currently, we have to send the truck to Burlington for hydraulic repairs. We plan to offer the truck on GovDeals and hope to receive at least \$10,000 for the sale of this. Council approved \$160,000 in the 09/10 budget year for the purchase of a bucket truck to replace vehicle number 607. Councilman Mercer noted replacement of this truck was included in the Capital Improvement Plan.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the purchase of a bucket truck from Altec in the amount of \$168,173.

MEMO – PURCHASE OF A TREE TRUCK FROM ALTEC THROUGH A PIGGY-BACK OF GOVERNMENT CONTRACT (\$140,219)

Keith Hardt, Electric Director stated this is a new vehicle that was discussed during the budget process to be used for performing electrical right-of-way tree trimming and clearing with the use of force account labor in lieu of contract labor. Currently, we

spend approximately \$202,000 for tree trimming contracts for maintaining our 400 square miles of our system. The current tree trimming contractor (Asplundh Tree Service) is performing adequately, but there are significant new safety rules which may increase our cost by more than 20% and we are experiencing other cost increases yearly. We can save approximately \$52,000 during the first five years (the debt service period) and approximately \$88,000 each year thereafter by utilizing force account labor – assuming debt service.

This current fiscal year would be one of transition. The transition from a contract labor to a force account labor crew may not take place until the end of the upcoming fiscal year. I propose to purchase the necessary vehicle and equipment with lease purchase financing funds which are usually not available until the third quarter of the fiscal year. Additionally, the equipment will be purchased with a bidding process and would not arrive until the end of the upcoming fiscal year. The fiscal year 2010-2011 electric fund budget will include the expense for all of the force account labor. The current contract with Asplundh Tree Service allows for cancellation at any time with written notice.

Councilman Mercer voiced concern over paying for the truck out of Fund Balance as well as additional personnel and equipment. He doesn't see this as a cost saving item. Mr. Smith stated the three employee crew would not be hired until next fiscal year.

By motion of Councilman Mercer, seconded by Councilman Moultrie, Council agreed to delay the discussion of this item until budget time.

SET DATE FOR NEXT REGULAR MEETING

By motion of Councilman Pitt, seconded by Mayor Pro tem Roberson, Council agreed to set the date for the regular meeting for January 19, 2010. Councilman Mercer voted against the motion stated we needed to change our ordinance to reflect changing the meeting date and time. Discussion regarding changing the date and time of the meetings.

DISCUSSION POLICE DEPARTMENT SITE LOCATIONS

Council agreed to hold review the Police Department site locations on January 25th at 5:30pm during the Committee of the Whole meeting.

SET DATE FOR PUBLIC HEARING – JANUARY 11, 2010 ON THE CITY OF WASHINGTON RECODIFICATION OF THE MUNICIPAL CODE AND AUTHORIZE THE CITY CLERK TO PUBLISH PUBLIC NOTICE

Councilman Mercer noted that during the course of several months he has met with the City Attorney and his staff regarding changes to the City Code. Councilman Mercer suggested the following language to be included in the changes to the Code which would allow Council to change the date and time and order of business of the Council meetings.

Sec. 2-29. Meetings-Regular.

The regular meeting place of the Mayor and City Council shall be in the Council chambers on the second Monday of each month at a time established by Council during Council's organizational meeting. The date of any regularly scheduled meeting may be changed only by an affirmative vote equal to or greater than two-thirds of all the actual membership of the Council, excluding vacant seats, and not including the Mayor.

Sec. 2-33 Agenda and Order of Business.

Items shall be placed on the City Council Agenda according to the Order of Business, which Order shall be established at the organizational meeting of Council and shall include but not be limited to the following.

Opening of meeting

Invocation

Roll call

Approval of minutes

Approval/amendments to agenda

Consent agenda

Comments from the public

Public hearings on zoning
Public hearings on other
Scheduled public appearances
Correspondence and special reports from members of City Council
Reports from Boards, commissions and committees
Appointments
Old business
New business
Any other business from the City Manager
Any other business from the Mayor or other members of City Council
Adjournment

By motion of Mayor Pro tem Roberson, seconded by Councilman Davis, Council set the date for the Public Hearing on the Re-codification of the Municipal Code of the City of Washington for January 19, 2010 at 6:00pm and authorized the City Clerk to publish the Public Notice of said Public Hearing in accordance with NCGS 160A-364 as well as changing the time as set forth in the organizational meeting to 5:30pm and changed the order of the agenda as set forth in the organizational meeting.

APPROVE – APPROPRIATED FUNDS IN THE AMOUNT OF \$46,670 FROM FY 2008/09 TO FY 2009/10 FOR WIRELESS UPGRADE

This item was carried forward to the January meeting. A “RFP” for this study was distributed to Council. Councilman Mercer inquired as to when the 911 Task Force was going to meet? Mr. Smith stated when the professional responses are received then the task force meeting dates will be set. Mayor Pro tem Roberson inquired as to why the grant was not funded. Chief Reed stated he felt the bulk of the grant funding went towards some geographical funding that could be used by all PSAP’s.

APPROVE – AMERICAN RECOVERY AND INVESTMENT ACT “STIMULUS” SUMMARY STATUS

Mayor Jennings stated this item is a review of the current grants and is a “read only” item.

ARRA Stimulus funding opportunities/projects

Grant Program	Project	Applied/Deadline	Amount	Other	Status
Bureau of Justice: Rural Law Enforcement	2-year gang/crime investigator, plus license plate recognition technology for patrol cars	Yes: award notification September 30	\$208,000	*Award reflects actual amount.	\$191,408 awarded; all ARRA reports current.
Bureau of Justice: Local Solicitation	Hire Law Enforcement Development Planner	Yes: award notification July 31	\$40,234	Direct appropriation	\$40,234 awarded; all ARRA reports current.
Weatherization Assistance Program	Create city centered weatherization program (average of \$4K per home to weatherize)	N/A	Estimated value \$250,000	MCCA will lease office space at City Hall to ensure program is	\$800,000 in home renovations, plus 6 contractor jobs to be created and 1 coordinator hired
Rural Broadband	Advance the access of technology in public library facilities	Guidelines release June 25, 2009; three rounds of funding	?	Discussions with Mideast, BCCC and the County have slowed. Preferred project scope beyond local level.	Slim chance of partnering with County on a project to increase broadband access. Two more rounds are funding anticipated
Energy Efficiency Conservation Block Grant	Green Retrofits to municipal buildings as determined by Energy Audit	September, 2009	Max. request: \$100,000	Need to develop local energy plan to qualify	\$100,000 /max. Still waiting for Request for Proposals (RFP) on state level
State Energy Program	Solar Thermal Heat Exchange on Recreation Center/Pool	Guidelines released in early July, 09	Pending estimate	Would package this with the EECBG program	Still waiting for the Request For Proposals (RFP) on state level
Alternative Fuel Vehicles	Improve municipal vehicular emissions	August, 2009	N/A	Developed Green Fleet Policy. Will partner with NC Solar Center on Application. Relationship established.	Still waiting for RFP on state level

Non-ARRA funding opportunities/projects

Grant Program	Project	Applied/Deadline	Amount	Other	Status
FEMA: NC Emergency Management	Repetitive Loss; Houses	August, 2009* Letter of Interest submitted (May, 09)	\$800,000	Partnering with Washington Park and Holland Planning Consulting to elevate/demo structures suffering from repetitive environmental damage	\$293,755: Total project budget. Partnering with County (HCP managing) to submit joint application. 4/15 homes qualify for participation. Application submitted, pending approval
FEMA: NC Emergency Management	Pre-disaster Mitigation Grant Program	August, 2009 Letter of Interest submitted (May, 09)	\$50,000	Demolition old police station.	\$759K invited to apply for funds. Declined to participate due to contingency on open space.
FEMA: NC Emergency Management	Repetitive Loss: Old Health Department	August, 2009 Letter of Interest submitted (May, 09)	\$184,000 (covers acquisition and demo costs)	Increase in budget reflects use of 2010 property values and actual demo estimates	\$261,306 available to support acquisition and demo. City must match 25% of project total with in kind or cash matches. Application submitted, pending federal approval.
FEMA: NC Emergency Management	Hanna Disaster Monies; Culvert Project	LOI due June 30 th , 2009		Note: No application submitted, just letter of intent	Project was not cost beneficial. However, culverts will be a NCDEM priority next funding cycle (FY10).
USDA Rural Development: community facilities	Construction of New Police facility	October, 2009	Project estimated @ \$4.2M	Pre-application info submitted for environment review, site feasibility	\$4.35M Loan/grant request submitted to USDA on 10.17.09 Grant: \$100K (tentatively awarded) 90 day review process
NCDOT: Bicycle Master Plan Project	Master Bike Plan, City of Washington	December 4, 2009	\$35,000	Working with Philip Mobley. 20% or \$7,000 match required.	\$35,000 Request Submitted to NCDOT per planning efforts for a master bike/greenway plan. Will link to Greenville/Washington Greenway system. Pending.
Main Street Funding	Energy retrofits for downtown businesses	January 20, 2010	\$250,000	Would partner with DWOV, offer local RFP to downtown merchants to test interest	\$250,000; available. No application made. Completed statistical analysis as requested and are able to compete for funds in the 2 nd round ONLY.
NCHFA: Urgent Repairs Program	Low income home repairs	December 11, 2009	\$35,000	Planning department will manage the repair of low income homes. \$5K per home available	\$35,000 project. Proposal submitted and pending approval
CDBG: Housing development grant	Washington Housing, Inc.	Yes, submitted October, 2009	\$250,000 (22,700 admin)	Application submitted and pending approval	\$250,000. Grant awarded expected in May, 2010.

Project management

Grant Program	Project	Applied/Deadline	Amount	Other	Status
CDBG: Capacity Building Grant	Washington Housing, INC	Y; drawdown process beginning	75,000 (10% admin)	Partnered with Washington Housing, Inc. Matt/I reorganizing CDBG oversight to ensure goals are met	Grant's first drawdown was made and annual site visit in September, 2009.

NOTE: Also managing Bureau of Justice grants to ensure compliance with ARRA reporting requirements;

Projects on the Radar

- Library monies: still looking
- Old City Hall: Economic Development Administration (EDA) monies or Building Reuse Program of NC Rural Center (must generate for-profit jobs)
- Golden Leaf redistribution monies and tobacco trust fund: Exploring timelines
- Emergency Operations Center, Department of Homeland Security: 100% funding for construction of new facility. Inquiry made.
- Would like to map CDBG Investments over last 10 years to ensure development efforts continue on same trajectory producing a cohesive redevelopment effort for the city.
- Applied for scholarship to attend UNC's School of Government Community Development Academy; CDBG project management training
- Partnered with ECU to map potential greenway trail options for the Washington-Greenville Greenville. Maps anticipated early December, 2009.

Summary

Declined program participation	\$ 789,000.00	HMGP: Current police facility demo
Not awarded project (application declined)	\$0	
Technical assistance	N/A	ECU Geography department, W/G Greenway mapping
Income	\$ 1,147,142.00	LEPD, Gang Investigator, CDBG Capacity (admin), weatherization, Gang Investigator, USDA Grant,
Pending awards (submitted applications)	\$ 5,225,061.00	Loan USDA, Old Health Department, Repetitive Loss, Greenway planning, Urgent Repairs Application, CDBG Housing Development
Money on the table (no application submitted to date)	350,000.00	Energy Efficiency Conservation Block Grant Program (EECBG), Main Street Funding, Alternative Fuel Program, State Energy Program
Total Project Portfolio	\$ 7,511,203.00	

CONSIDER –(MOSS PROPERTY PARTNERS) LLC – ADOPTING A RESOLUTION TO APPROVE AND AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE: DECLARATION OF THE MARINA AT MOSS LANDING CONDOMINIUM TO THE MARINA AT MOSS LANDING OWNER’S ASSOCIATION, THAT WOULD AMONG OTHER THINGS,(1) DEDICATE A FIVE (5) FOOT STRIP OF LAND; (2)REVISED EASEMENT AGREEMENTS TO REFLECT THE CORRECT LOCATION ON THE GROUND OF EASEMENTS AND BOARDWALKS DESIGNATED AS “WOOD WALKWAY A” AND “WOOD WALKWAY B” (3) DOCUMENTATION NECESSARY TO TRANSFER ANY PERMITS FROM THE CITY TO THE CONDOMINIUM ASSOCIATION AND APPROVING THE RELEASES AND INDEMNIFICATION TO THE CITY REGARDING SAID TRANSFERS

Tom Archie and Franz Holscher presented documentation regarding this matter. Mr. Archie reviewed the surveys and proposed declaration for the Moss Marina condominiums. There are several contracts pending that will probably fall through if the declaration and easements cannot be cleared up and clarified. We are asking the City of Washington to make the 5ft. strip part of the common area (rip rap that adjoins the high water mark of the river).

There also needs to be a correction to an easement for the walkways that were recently installed, in the incorrect location. The original easement will be conveyed back to the City and the new easement approved. Discussion. The maintenance of the rip rap will be the obligations of The Marina at Moss Landing Condominium Owners Association.

By motion of Mayor Pro tem Roberson, seconded by Councilman Mercer, Council approved and adopted (subject to the corrections and review by the City Attorney):

1. Authorized the Mayor and City Clerk, on behalf of the City, to execute the Declaration of The Marina at Moss Landing Condominium, that among other things, will dedicate certain rights and property interests to The Marina at Moss Landing Condominium Owners Association (“Association”); and
2. Authorize the Mayor and City Clerk, on behalf of the City, to accept a withdrawal of certain easement agreements and to execute, on behalf of the

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- City, a revised easement agreement in order to align said easements with the elevated pedestrian walkways that have been constructed by Moss Property Partners, LLC ("Moss") across the created wetland owned by the City; and
3. Authorize the Mayor and City Clerk, on behalf of the City, to execute such documentation as may be necessary to transfer the City's interest in the CAMA Permit and Riparian Easement to the Association as soon as practical; and
 4. Authorize the Mayor and City Clerk, on behalf of the City, to execute an Indemnity and Performance Agreement with Moss; and
 5. Authorize the Mayor and City Clerk to accept on behalf of the City a certain portion of the property previously conveyed to Moss under that Special Warranty Deed of Exchange and execute, on behalf of the City, and documents necessary to effect any recombination that may be required for conformity with the City's zoning regulations.

(copy in agreement book)

APPROVE - WAIVER OF SWIMMING POOL FEES (\$10.00 LANE FEE CHARGED)

The Little Washington Sailing Club (LWSC) has begun to plan for its 2010 summer sailing program. Since its inception, LWSC has had a goal of providing sailing instruction to local disadvantaged children and has raised funding for several scholarships dedicated to this. A major obstacle to recruiting candidates for these scholarships is that fact that many of these local youth do not know how to swim. Since LWSC conducts its sailing instruction according to US Sailing Association guidelines, the requirement that all children pass a basic swimming test prior to being admitted to the program is absolute.

In order to address this problem, the LWSC has been working with the Boys and Girls Club of Beaufort County to establish a program which will provide free swimming lessons to children. The lessons will be provided at the City's Aquatic Center on a weekly basis for three weeks per class. Lessons will last one hour each day for total of fifteen hours of instruction per child. The lessons are conducted at 5:15pm, a time when the pool has little use except by the swim team which does not use the entire pool. DWOW is requesting that the City Council approve a waiver of the \$10.00 lane fee charged by the Aquatic Center. We estimate the total amount of the costs to be waived at \$50.00 per week for approximately nine weeks initially, and then three to six weeks per year in the future. Such a waiver will allow disadvantaged youth in our community to learn a key skill, how to swim, with the incentive that by successfully completing this program they will enjoy two weeks sailing instruction next summer.

Mayor Pro tem Roberson stated he has an objection to waiving the fees and questioned if this had been reviewed by the Recreation Advisory Committee. Philip Mobley, Parks and Recreation Director said this request did not go before the RAC. Council sent this item back for review by the Recreation Advisory Committee.

ADOPT – RESOLUTION AND ACCEPT GRANT FROM NCDOT TO HELP FUND THE FUEL FARM IMPROVEMENTS AT WARREN FIELD AIRPORT, GRANT AGREEMENTS FOR VISION 100 GRANT

Jim Smith, City Manager said the resolution commits a portion of the Vision 100 Grant for the work that is already underway for the fuel farm at Warren Field Airport. By motion of Mayor Pro tem Roberson, seconded by Councilman Davis, Council adopted the resolution accepting a grant in the amount of \$150,000 from the North Carolina Department of Transportation to help fund the fuel farm at Warren Field Airport. Mr. Smith noted there will also be an extension of the concrete pad and fencing around the fuel tanks.

(copy of grant in agreement book)

RESOLUTION

WHEREAS, a Grant in the amount of \$150,000 has been approved by the Department based on total estimated cost of \$166,667; and

WHEREAS, an amount equal to or greater than 10% of the total estimated project cost has been appropriated by the Sponsor of this Project.

NOW THEREFORE, BE AND IT IS RESOLVED THAT THE City Manger of the Sponsor be and he hereby is authorized and empowered to enter into a Grant Agreement with the Department, thereby binding the Sponsor to the fulfillment of its obligation incurred under this Grant Agreement or any mutually agreed upon modification thereof.

**s/Cynthia S. Bennett
City Clerk**

**s/James C. Smith
City Manager**

OTHER ITEMS BY MEMBERS OF COUNCIL

Councilman Mercer requested current copies of the travel report be forwarded to Council members which includes planned and unplanned travel.

Mayor Jennings suggested a Transition Committee which will be sanctioned by Council and made up of two new Council members and a veteran member to discuss items that don't find their way on the agenda, but are of interest to Council. Members are: Doug Mercer, William Pitt and Bobby Roberson. The meeting will be advertised as a meeting of the City Council Transition Committee.

ADJOURN

By motion of Councilman Davis seconded by Councilman Moultrie, Council recessed the meeting until January 4, 2010 at 1:00pm in the Council Chambers at the Municipal Building for Council orientation and facilities tour.

**Cynthia S. Bennett
City Clerk**