

The Washington City Council met in a regular session on Monday, November 23, 2015 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Doug Mercer, Mayor Pro tem; William Pitt, Councilman; Richard Brooks, Councilman; Larry Beeman, Councilman; Bobby Roberson, Interim City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

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

APPROVAL OF MINUTES:

By motion of Mayor Pro tem Mercer, seconded by Councilman Brooks, Council approved the minutes of November 9, 2015 as presented.

RECOGNITION:

Patrol Officer Chad Spinner, Washington Police Department was recognized as Law Enforcement Officer of the Year. Officer Chad Spinner received the Large Department award by the Beaufort County Police Activities League for employees who have gone above and beyond the call of duty as officers of the law or first responders.



Katie Lake was recognized as Volunteer/President of the Friends of Brown Library and was awarded the Frannie Ashburn Volunteer of the Year Award for the Northeast Region. This award is presented to one person in each of the five areas of the state by State Friends of Public Libraries. Ms. Lake has spent many hours on the annual book sale which provides funding sources for various improvements to Brown Library.



APPROVAL/AMENDMENTS TO AGENDA:

Mayor Hodges reviewed the requested amendments to the agenda:

- Add under Scheduled Public Appearances: John Fleming – Beaufort County EMS
- Remove Old Business Item A: Discussion – Gerrymandering and Redistricting

By motion of Mayor Pro tem Mercer, seconded by Councilman Brooks, Council approved the agenda as amended.

CONSENT AGENDA:

By motion of Councilman Pitt, seconded by Councilman Beeman, Council approved the Consent Agenda as presented.

- A. Accept – Annual Grant from Mid-East Commission Area Agency on Aging
* The Grace Martin Harwell Senior Center has been awarded the annual grant to support and promote senior health and general Senior Center operations in the amount of \$32,209.00 with a \$6,103.00 cash match. The estimated grant revenue, appropriations, as well as the cash and in kind matches were budgeted in the FY 15-16 original budget. These estimated numbers now need to be adjusted to the funds actually awarded.
- B. Approve – the use of Talbert and Bright for Future Airport Engineering and Planning Services

COMMENTS FROM THE PUBLIC:

Rebecca Clark & Scott Campbell spoke to Council regarding the Wayfinding Plan that began over three years ago. They asked Council to allow the Planning Department to proceed with the project and to approve the signage as it was previously presented and for Council to release the funds that were already approved for the Wayfinding Plan. They explained that the Wayfinding Plan is critical for visitors and potential residents in order to allow them to feel welcome in our downtown area.

Howard Tanner – 209 Inda Way, asked when the area around the Chamber of Commerce would be cleaned up. Mayor Hodges explained that the Chamber is winding up their project and that area should be cleaned up soon. Mr. Tanner also asked Council not to pursue the project involving the former Hotel Louise property.

SCHEDULED PUBLIC APPEARANCES:

John Flemming, Director of Beaufort County’s EMS program, updated Council regarding EMS/Paramedic services. He noted there could be times when paramedics respond to areas usually covered by other EMS providers. Mr. Fleming stated, “Our goal is to provide a paramedic-level unit to any citizen inside of Beaufort County in a reasonable amount of time. We’re moving forward with that process. On Jan. 18, we plan to go live with a full paramedic-level ambulance in the Bath Township. We plan to go live with two quick-response vehicles with paramedic-level services, one on the south side of the river in the Blounts Creek area and one on the north side of the river to service Pantego and the Pinetown area to provide paramedic services. This is the first step in the process.”

Funding provided by Vidant Health is being used to provide paramedic service in areas of Beaufort County that do not have it. Those areas comprise about a quarter of Beaufort County. Mr. Fleming explained, “Our future is we’re going to provide paramedic-level service, like you have here in the City of Washington, to every resident, whether a resident of the city or the county, that requires a paramedic at any time.”

Mayor Pro tem Mercer asked Mr. Flemming if the county’s EMS program would continue to rely on volunteers to provide transport for patients first treated by paramedics who answer EMS calls with quick-response vehicles, which are not fully equipped as EMS ambulances. Mr. Fleming answered, “Yes, sir. Our volunteer system is still a strong, integral part of this EMS system. So, either a volunteer truck or the next closest (paid-crew) truck to that paramedic QRV will provide that transport.” Earlier this month, the Beaufort County Board of Commissioners approved 16 new hires that should ensure all county residents have access to paramedic-level service.

Mr. Fleming also discussed the plans for emergency medical dispatch and the tentative “go live date” of January 5, 2016.

CORRESPONDENCE AND SPECIAL REPORTS:
DISCUSSION - GRANT UPDATES (approved as presented)

Grant Executive Summary
as of 10/31/2015

Fund	Grant Description	Dates			Financials				Deliverable				Notes
		Award	Expiration	Completion	Revenue		Expense		Metric	Total	Achieved	Bal.	
					Budget	Actual	Budget	Actual					
50	CDBS Affordable Housing	04/09/10	10/31/14	09/30/15	227,700	185,719	227,700	185,719	LMI homes	10	7	3	Close grant Nov. 9, \$55,716 drawback paid, WHA reimbursing City
51	Trillium Health Play Together	09/18/15	06/30/16		225,000	-	225,000	-					Design being developed, public input session Nov. 21
53	Downtown Development				85,500	13,000	85,500	38,876					Options to purchase executed, phase II complete, OFI presentation 11/23
55	iX/Impressions NC One Grant	09/30/13	09/30/16		300,000	-	300,000	-	Jobs/investment	160	0	160	Jobs created but not since award date
59	iX Building Reuse	12/18/14	12/18/16		512,500	4,000	512,500	2,500	Jobs/investment	50		50	Construction not begun, request extension. Job creation in progress.
61	Pedestrian Plan Grant	05/20/13	09/30/13	12/31/14	10,000	10,000	10,000	-					Committee formed and meeting monthly
66	Airport Terminal Grant	04/04/13	07/01/15	03/31/15	1,254,488	1,251,211	1,254,488	1,224,416					Final expenditure being disbursed
67	Facade Grant Program	07/01/15	06/30/16	06/30/16	25,000	6	20,000	5,660					Two pending, 3 reimbursed (2 from prior year)
69	Way Finding			04/01/15	150,000	150,495	150,000	20,913					Phase 1 signage contract on hold until February 2016
71	Airport Lighting Rehab				460,121	94,815	460,121	254,365					Construction begun, complete January
72	Municipal Pier Access Grant	07/01/14	11/30/15		135,000	15,000	135,000	31,500					Construction begun, complete by Nov 30th
74	Sewer RI rehab/CWSRF	06/03/15			2,000,000	-	2,000,000	12,120					Preliminary engineering underway
76	EDA Water Projects	09/11/13	03/11/17	02/28/17	1,428,262	706,133	1,428,262	768,732					Expected completion end of December
77	EDA Sewer Grants	09/11/13	03/11/17	02/28/17	1,423,894	703,974	1,423,894	482,563					Expected completion end of December
	CDBS Keyville Rd.	2005	6/4/2013	06/30/16	320,000	320,000	320,000	320,000					Loc 2 LMI qualifies, closing conducted 9/10/15
10	Historic Preservation Grant	07/01/14	08/21/15		11,000	-	15,000	15,000					Draft National Register nomination completed, file for reimbursement

Applications/Awards	Pre-App	Selected	Final App	Grant	Match	Total	
Recreation Trails Program	7/14/15			19,500	6,500	26,000	Partnered with Sound Rivers
Project Hotel- New Age Properties				100,000	106,400	206,400	Awarded Aug. 21, waiting on grant agreement, developer pays match

Councilman Pitt asked for an update on the Trillium Grant. Kristi Roberson explained that a public input meeting was held on Saturday (11-21-15) regarding park upgrades. A final design should be ready by the end of December.

DISCUSSION – PROJECT UPDATES (approved as presented)

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
General Fund:								
Finance	10-00-4130-7400	Financial Software	50,000	0	0	50,000	Evaluating vendors, software demos	
Purchasing	10-00-4131-7400	Parking lot 1/3	25,000	0	22,888	2,112	Bid awarded, begin construction November	
		Lighting	32,530	0	0	32,530	Go out for bid	
IT	10-00-4132-7400	Network switches	12,306	6,537	5,259	510	In progress	
Police	86-60-4930-4310	Vehicles 4136,142,160,&164	142,000	0	105,410	36,590	On order	
Fire	10-10-4341-7400	Defibrillator	30,000	0	28,304	1,696	On order	
	86-60-4930-4340	Fire Engine 1	450,000	0	0	450,000	Go out for bid	
	86-60-4930-4341	EMS truck 1	150,000	149,049	0	951	Complete	
Code Enforcement	86-60-4930-4350	Vehicle #121	20,000	0	22,508	(2,508)	On order, budget transfer to repl. fund	
Powell Bill	10-20-4511-4500	Street Paving	61,639	4,925	2,752	53,962		
Street Maintenance	86-60-4930-4510	Dump truck #455	75,000	0	64,706	10,294	On order	
Rec. Administration	10-40-6121-7400	Bobby Andrews Roof	54,000	0	47,575	6,425	Work to begin November	
Senior Center	10-40-6123-7400	HVAC	6,500	0	0	6,500	Bid in November	
Rec. Maintenance	10-40-6130-7400	Grasshopper mower	11,000	11,000	0	0	Complete	
		Ballfield rake	13,000	12,983	0	17	Complete	
Total General Fund			1,132,975	184,494	299,402	649,079		
Water:								
Miscellaneous	30-90-6610-7400	Network switches	12,306	6,537	5,259	510	In progress	
	30-90-6610-7400	GIS 1/2	12,100	0	0	12,100	Planning for project begun	
	30-90-6610-7400	Utility billing software	18,182	0	0	18,182	Evaluating vendors	
Treatment	30-90-8100-7400	Vehicle #550	28,000	0	27,963	37	On order	
Maintenance	30-90-8140-7400	Vehicle #416	24,000	0	23,614	386	On order	
Total Water Fund			94,588	6,537	56,836	31,215		
Sewer:								
Miscellaneous	32-90-6610-7400	Network switches	12,306	6,537	5,259	510	In progress	
	32-90-6610-7400	GIS 1/2	12,100	0	0	12,100	Planning for project begun	
	32-90-6610-7400	Utility billing software	18,182	0	0	18,182	Evaluating vendors	
Treatment	32-90-8220-7400	Vehicle #551	27,000	6,256	19,993	751	Received in November	
	32-90-8220-7400	Video surveillance system	25,000	0	0	25,000	In place February 2016	
Lift Stations	32-90-8230-7400	Springs Rd panel A	20,000	0	0	20,000	In place February 2016	
	32-90-8230-7400	Springs Rd panel B	20,000	0	0	20,000	In place February 2016	
Total Sewer Fund			134,588	12,793	25,252	96,543		
Storm Water:								
	34-90-5710-7400	Drainage improvements	150,000	60	0	149,940	Engineering contract awarded	
	58-90-5710-4500	RZEDB-drainage improver	148,185	0	0	148,185	Engineering contract awarded	
Total Storm Water Fund			298,185	60	0	298,125		
Electric:								
Electric Director	35-90-6610-7400	Network switches	12,306	6,537	5,259	510	In progress	
	35-90-6610-7400	Utility billing software	63,636	0	0	63,636	Evaluating vendors	
Electric Meter Service	35-90-7250-1500	Parking lot 1/3	25,000		22,888	2,112	Bid awarded, begin construction November	
	35-90-7250-7400	Meters	50,000				Not ordered yet	
		2015 PO's	19,855				Complete	
		Vehicle #655	25,000				Complete	
Total Electric Meter Svc.			119,855	41,360	22,888	55,607		
Substation Maint.	35-90-8370-7400	Distribution reclosers	20,000				Partial order placed	
		Capacitors	8,000				Partial order placed	
		Statestone subst./recloser	20,000				Order in November	
		Forest Hills substation	42,760				On order, delivery due December 21	
	35-90-8370-7401	Main sub B3 breaker	50,000				On order, delivery due December 7	
Total Substation			140,760	23,713	67,297	49,750		
Power Line Maintenance	35-90-8380-1500	Parking lot 1/3	25,000	0	22,888	2,112	Bid awarded, begin construction November	
Power Line Construction	35-90-8390-7400	Vehicle UTV	15,000				On order	
		2015 PO's	260,045				Line truck #617 \$235k	
	35-90-8390-7401	Grimesland Rd. Feeder	310,000				Engineering work begun	
		Vehicle #614	35,000				Received in November	
		Excavator #610	60,000				Complete	
		Vehicle #608	72,500				Order in November	
Total Power Line Construct			752,545	109,068	307,512	335,965		
Total Electric Fund			1,114,102	180,678	425,844	507,580		
Cemetery Fund	39-90-4740-7400	Vehicle #510	20,000	0	18,762	1,238	On order	
		Zero turn mower	6,800	6,500	0	300	Complete	
Total Cemetery			26,800	6,500	18,762	1,538		
Grand Total			2,801,238	391,062	826,096	1,584,080		

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

INTRODUCTION OF NEWLY ELECTED MEMBERS:

Tammie Lawrence, Glenwood Horton, Patrick (Pat) Griffin

SCHEDULED PUBLIC APPEARANCES: None

OLD BUSINESS:

Discussion – Planning stages of Ed Peed ceremony – 3rd Saturday in February (2-20-2016): Chairman St. Clair advised this is one of HRC's largest functions and it will be discussed thoroughly at the January 12, 2016 meeting. Councilman Pitt has requested inviting Greenville Public Safety Pipes and Drums to attend next year's event. Board members were tasked with ideas that would make the event better every year.

Discussion – December 8, 2015 HRC meeting: Due to lack of action items, by consensus, the Board agreed to cancel the December 8, 2015 meeting.

NEW BUSINESS: None

OTHER BUSINESS:

FYI – All FYI items and reminders were discussed inclusive of the September 10, 2015 report submitted to City Council, financial report, and updated board members contact information.

OPEN DISCUSSION:

Updates provided by Kimberly Grimes, Police and Fire Services regarding the project "I Live Alone". Ms. Grimes voiced the Police and Fire Services are accepting nonperishable items to be presented to clients as a display of love during the Holidays. Also, shopping with a safety officer will be held in December (tentative date scheduled for the 3rd Monday in December) and Terrance Copper will be supporting the event again this year.

Lt. Chrismon voiced the Police Department is still walking the community and meeting the citizens to help foster relationships. Crime prevention is ongoing and advised the Board to please talk to citizens about scamming and to be careful how you give out personal information. Community Watch program is ongoing and should we know of anyone interested in setting up a Community Watch program in their neighborhood the contact person is Ms. Grimes and she can be reached at 252-943-1715.

APPOINTMENTS:

HISTORIC PRESERVATION COMMISSION:

By motion of Councilman Beeman, seconded by Councilman Brooks, Council appointed William Kenner to the Historic Preservation Commission, to fill the un-expired term of Stacey Thalmann, term to expire June 30, 2016.

RECREATION ADVISORY COMMITTEE:

By motion of Councilman Brooks, seconded by Councilman Beeman, Council appointed Neal Dixon to the Recreation Advisory Committee, to fill an un-expired vacant (outside) term. The term will expire June 30, 2017.

OLD BUSINESS:

DISCUSSION – GERRYMANDERING AND REDISTRICTING (COUNCILMAN PITT)

(item removed from agenda per Councilman Pitt)

APPROVE – BUDGET ORDINANCE AMENDMENT TO FUND THE EMPLOYEE WELLNESS CLINIC FOR 6 MONTHS

(Background) The City of Washington spends almost \$1.3 million annually on medical expenses for its employees, dependents and retirees. In October 2014, to encourage a greater employee focus on health, the Council authorized the City to partner with Vidant a local health care provider to set up a free, drop-in wellness clinic at Fire Station 2, four (4) hours every other week. Utilization at the Wellness Clinic from October 2014 to June 2015 was approximately 32%. The low utilization was attributed to non-consistent weekly hours.

The City Council recognized the importance of good overall health to an effective, productive organization and decided on July 1, 2015 instead of offering to open the clinic every other week that the City would increase the hours to four (4) hours every week. The clinic was also relocated to City Hall for easy access for employees, which allowed for greater productivity, less time away from work for appointments, improved morale and an overall healthier workforce both physically, emotionally and mentally.

Utilization has increased 18% in the first 3 months of the increased hours. Vidant believes that the utilization increase is attributed to offering consistent weekly hours and identifying other services that can be offered. For example, the City is required to provide physicals and screenings in the course of an individual's employment. These services have been added to the clinic, making the clinic a one-stop shop. The Fire Department utilized the clinic this year for their annual physicals for 14 of 33 employees that received physicals. In the past, the Fire Department personnel would be away from work approximately 2-3 hours to complete their physicals in Greenville at a cost of approximately \$180.00 per physical. Vidant charged \$30.00 per physical and reduced time away from work from 3 hours to 30 minutes per employee. This resulted in a savings of approximately \$2,500 (physical costs and labor hours).

Feedback from employees who have used the clinic has been overwhelmingly positive and the City believes the clinic more than pays for itself. The wellness clinic is only one attribute to a comprehensive "Wellness Program" being offered to reduce medical costs to the employees and the city. Containing these costs through the clinic enables the City to devote resources to services that benefit the community while at the same time improving the overall physical and mental wellbeing of its own organization. (end)

Mayor Pro tem Mercer noted that the Human Resources budget has approximately \$20,000 in it at the present time that is not encumbered. Why are we advancing from Fund Balance when there is adequate funds in the HR account to cover the expenses? Matt Rauschenbach explained that the funds in the HR budget was to cover six months of weekly clinics. The remaining funds in the HR budget are for other projects that have either already been spent or planned to be spent (biometrics screenings, health fair, health coaching, flu shots, etc.)

Mayor Pro tem Mercer said he doesn't want to advance money if there is money already in that account – when funds are low then come back and ask for more money. He continued by stating the program is doing a good job – his only question was about funding.

Stacey Christini explained that she received invoices today for the biometric screenings which cost over \$9,000 and we are currently waiting on invoices for flu shots.

By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council approved a budget ordinance amendment to fund the "Employee Wellness Clinic" for 6 months at the cost of \$12,480.00.

**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 General Fund be increased in the amount of \$12,480 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That account number 10-00-4125-4500, Wellness Program, Human Resources Department portion of the General Fund appropriations budget be increased in the amount of \$12,480 to provide funds for the weekly Vidant employee health clinic for the period of January through June 2016.

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 23rd day of November, 2015.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

**AUTHORIZE/ADOPT – RECREATION MANAGER TO ENTER AGREEMENT WITH
ENGINEERING SOURCE OF NC, P.A. FOR PROFESSIONAL ENGINEERING SERVICES FOR
REPLACEMENT OF HVAC EQUIPMENT AT THE MOORE AQUATIC & FITNESS CENTER
AND ADOPT BUDGET ORDINGANCE AMENDMENT**

(Background) The scope of services for this project includes providing Mechanical and Electrical design services for drawings and specifications for the replacement of the HVAC equipment at the Moore Aquatic and Fitness Center. The documents will be used to obtain bids for the replacement of the existing pool HVAC and Dehumidification unit.

The scope of services will include:

Biddable Permit Plans - \$4000.00

Submittal Review - \$300.00

Development of CAD floor plans - \$750.00

Submit an HVAC System Compliance Statement - \$1,850.00

**Post Design Changes & Construction Administration will be charged by the hour. (end)*

Mayor Pro tem Mercer stated there is approximately \$12,000 in the HVAC maintenance/repair line item for the Moore Aquatic and Fitness Center. Why are funds being requested when there is still money left in the budget? Why is \$1850 set aside for a compliance statement that can't be completed until we decide what we plan to do with the HVAC system? Bobby Roberson explained that the proposal included the cost for the compliance statement. Councilman Pitt noted that if the funds aren't used, they will go back into Fund Balance.

By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council authorized the Recreation Manager to enter agreement with Engineering Source of NC, P.A. for Professional Engineering Services to replace the HVAC equipment at the Moore Aquatic & Fitness Center and approved the Budget Ordinance Amendment in an amount not to exceed \$5100 (reduced by \$1800 - excluded compliance statement).

**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 General Fund be increased in the amount of \$5,100 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That account number 10-40-6126-0400, Professional Services, Aquatic Center Department portion of the General Fund appropriations budget be increased in the amount of \$5,100 to provide professional engineering services for the replacement of the HVAC and dehumidification systems at the Aquatic Center.

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 23rd day of November, 2015.

ATTEST:

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

**s/Jay MacDonald Hodges
Mayor**

**APPROVE – THE PURCHASE AND PURCHASE ORDER FOR A 2015 PIERCE FIRE
ENGINE FROM ATLANTIC EMERGENCY SOLUTIONS**

(Background) Based on discrepancies of the actual year model of the of the previous fire engine approved for purchase by Council during the September 28, 2015 meeting, and inconsideration that this was inconsistent with the information originally provided to Council for consideration; we terminated that purchase transaction. Moving forward, we sent requests to seven vendors for bid proposals for in stock/demo units, and were also contacted by one additional vendor. After receiving proposals from the vendors and considering which options best meet our immediate needs, we are requesting the approval to purchase an in stock Pierce fire engine from Atlantic Emergency Solutions. This purchase will be through a piggyback in accordance with statute G.S. 143-129(g). The primary justification for this choice is that it's design and specifications best meet the immediate needs of the department for a front line fire engine. (end)

Mayor Pro tem Mercer discussed the discrepancies with the previously approved fire engine and said the information from C.W. Williams Co. was incorrect. Robbie Rose explained that the

manufacturer made the error, not the dealership (C.W. Williams Co.). When the manufacturer sent the truck to the dealership our staff went over to make the inspection, that's when we discovered the discrepancies in the title and the actual born-on date of the truck. It was inconsistent with the information previously presented to Council. The Pierce fire engine best meets the immediate needs of the department for a front-line fire engine, according to Rose.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council approved the purchase and purchase order in the amount of \$448,995 for a 2015 Pierce Fire Engine from Atlantic Emergency Solutions.

AUTHORIZE/APPROVE/ADOPT – STAFF TO ACCEPT A CHANGE ORDER TO B.E. SINGLETON & SONS FOR THE PARKING LOT PAVING CONTRACT, APPROVE THE CORRESPONDING PURCHASE ORDER, AND ADOPT A BUDGET ORDINANCE AMENDMENT

(Background) The aggregate base (gravel) underneath the existing parking lot is inadequate/nonexistent and was outside the scope of the paving project. This change order provides for adequate base material for the asphalt to be paved on. The slope of the new parking lot has been designed to realize savings from excluding storm drains to reduce the impact of this additional work. The change order is \$21,585.25 and requires an additional appropriation of \$15,250.25.(end)

Original contract	\$ 68,665.00
Change order	<u>21,585.25</u>
Total	90,250.25

Budget	75,000.00
Appropriation needed	15,250.25

Mayor Pro tem Mercer commented regarding cost of spreading and compacting old rock vs. new rock. Councilman Brooks stated that it appears the cost difference is due to some of the rock already being onsite, while the new rock has to be purchased, delivered and spread as they go. Frankie Buck explained 57 stone was used to backfill a trench where conduit was installed. The remaining stone that was purchased was stored on onsite. ABC stone is used under asphalt paving for the parking lot. Matt Rauschenbach explained that the difference in cost includes the purchase, delivery and spreading of the new stone.

11/13/2015 15:09
15077 City of Washington Warehouse ABC
*** Charlie

		BID TOTALS				
Biditem	Description	Status - Rnd	Quantity	Units	Unit Price	Bid Total
5	Storm Drain System	U	-2.000	EA	5,000.00	-10,000.00
10	Strip to Stockpile Exist. ABC	U	500.000	TN	4.30	2,150.00
20	Unclassified Excavation	U	420.000	CY	8.10	3,402.00
30	Place and Compact Existing ABC	U	500.000	TN	2.90	1,450.00
40	Place and Compact ABC	U	985.000	TN	24.45	24,083.25
50	57 Stone Delivered	U	2.000	LDS	500.00	1,000.00
Bid Total						\$22,085.25

Frankie took one load of 57 stone

←500.00→

New TOTAL

\$21,585.25

By motion of Councilman Pitt, seconded by Councilman Beeman, Council authorized staff to accept the change order to BE Singleton & Sons for the warehouse parking lot project, approved the corresponding purchase order and adopted a Budget Ordinance Amendment.

**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 General Fund be increased in the amount of \$5,084 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That account number 10-00-4131-7400, Equipment Purchases, Warehouse Department portion of the General Fund appropriations budget be increased in the amount of \$5,084 for the parking lot project change order.

Section 3. That the following account numbers in the Meter Services, Power Line Maintenance, and Contingency departments of the Electric Fund appropriations budget be increased or decreased in the amounts indicated for the parking lot project change order:

35-90-7250-1500	Maint/repair building	\$ 5,084
35-90-8380-1500	Maint/repair building	5,083
35-90-9990-9900	Contingency	<u>(10,167)</u>
		0

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. This ordinance shall become effective upon its adoption.

Adopted this the 23rd day of November, 2015.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

PUBLIC HEARING – ZONING: 6:00PM NONE

PUBLIC HEARING: OTHER:

ACCEPT/APPROVE – ACCEPT RECOMMENDATION OF THE HISTORIC PRESERVATION COMMISSION AND APPROVE AN AMENDMENT TO THE HISTORIC PRESERVATION DESIGN GUIDELINES – FENCES AND WALLS

Mayor Hodges opened the public hearing. John Rodman explained that several months ago 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 was made by the Historic Preservation Commission, at their November meeting to present the amended guidelines to City Council.

Councilman Pitt inquired when this portion of the guidelines were last reviewed. Mr. Rodman noted the guidelines were reviewed in 2009 and prior to that they were reviewed in 2003-2004.

Mayor Hodges called for comments from the public.

Dee Congleton – 210 Water Street, stated that the fence committee came up with several recommendations. One of the items the committee suggested would be a sheet showing different styles of fences. The applicant could select a style of fence from the sheet when going before the Historic Preservation Commission. Ms. Congleton noted that while true that stockade fences were used in prior years, the reasoning was for screening outhouses and maintaining livestock, this need no longer exists. The committee wants to make the area around one's home more desirable. There are very few new regulations in the proposal – only 3 changes that were approved by the HPC. Ms. Congleton noted as the Chairwoman of the former fence committee, she would like the recommended changes to be approved by City Council.

Shirley Stone – 513 East 2nd Street explained that she owns three properties in the historic district. Many meetings were held by the fence committee and she's asking that the revised guidelines be approved.

Jerry Creech – 527 W. 2nd Street, spoke in favor of the recommended changes and asked Council to approve the guidelines.

Pat Lewis – 409 East 2nd Street explained that she is in the process of trying to get a 6' privacy fence in the rear yard of her property. She noted that Beaufort, Wilmington and Edenton do allow 6" privacy fences in the rear yard of interior lots.

Don Stroud – 127 E. 2nd Street– President of Washington Area Historic Foundation commented that WAHF is asking for Council to adopt and support the new guidelines as proposed. The new proposed guidelines do not prohibit rear yard privacy fences.

David Carraway – 110 North Academy Street stated that on September 6, 2015 the fence committee presented the revised guidelines to the Historic Preservation Commission. Several members of the fence committee spoke to the need of the changes. There were also several members that questioned the need for the changes and spoke regarding the adverse effects the changes would have on property owners. Near the end of the September 6th HPC meeting, the Planning staff presented information received from the Department of Cultural Resources. The letter and PowerPoint presentation from John Wood and Scott Power (State Historic Preservation Office/Dept. of Cultural Resources) were presented to Council. Mr. Carraway asked Council to not take action tonight, but to allow themselves time to review and digest the information presented by the State Historic Preservation Office. He further asked the Council to direct the Historic Preservation Commission to focus on the condition of houses with the district and use the guidelines currently in place in order to enhance the beauty and charm of Washington’s Historic District.

There being no further comments from the public, Mayor Hodges closed the public hearing.

Mayor Pro tem Mercer stated that he has attended several HPC workshops where they discussed fences. He can’t approve the proposed language as it is presented. He disagrees with several of the proposed changes. Such as: “The applicant shall also be present at the HPC meeting so they will be available for questioning by the Commission, neighbors, or members of the audience.” The applicant comes to the HPC and should respond to questions from the HPC members, not their neighbors or members of the audience. “Fences must be painted or stained white”, we shouldn’t be telling property owners what color they should paint their fence. “Large dumpsters shall be surrounded on ALL sides by commercial grade vinyl or wood fencing, dark in color, and shall be no taller than 3” above the dumpsters.” This will create a tremendous imposition on city staff when emptying the commercial trash receptacles because this suggested change will make the driver have to get out of the trash truck and open the gate in order to access the dumpster. “Areas south of Main Street, which have water views and vistas from the historic district from the water, shall not be allowed to block a view by constructing a privacy fence that exceeds four feet in height in the side or rear yard.” Mayor Pro tem Mercer explained that as a property owner you are not guaranteed a view of the river when you purchase a home in the historic district.

Councilman Pitt stated that he has also attended several of the HPC meetings. When we begin over controlling we need to take a step back. This needs to go back to Historic Preservation Commission for additional review.

Councilman Brooks commented that some of language handicaps homeowners that are trying to improve their property, we need a better solution.

Councilman Beeman agreed with the comments made by other members of Council and had questions regarding the masonry requirement for retaining walls that are visible from a public right-of-way. The guidelines need to be sent back to the Historic Preservation Commission for further review.

By motion of Mayor Pro tem Mercer, seconded by Councilman Brooks, Council agreed to send the recommended amendments regarding the Historic Guidelines (Fences) back to the Historic Preservation Commission for further review.

ADOPT – BUDGET ORDINANCE AMENDMENT FOR THE COMPLETION OF THE NC 32 RECONDUCTORING PROJECT

Keith Hardt, Electric Utilities Director explained this item was budgeted in last year’s budget and the request is to bring the funds forward to complete project. The budget ordinance is for the completion of the NC 32 reconductoring project.

The construction estimate breakdown is as follows:

<u>Section 3</u>		<u>Section 4</u>	<u>Section 5</u>
Poles	\$29,500	\$34,000	\$31,000
Hardware	\$43,000	\$45,000	\$45,000
Conductor	\$33,000	\$35,000	\$32,000
Total	\$105,500	\$114,500	\$108,000

Mayor Pro tem Mercer commented that the request is to provide funds for purchase of materials—this is not in line with what we agreed to in October. We agreed to release the funds when purchase orders were presented for labor, not materials.

Keith Hardt explained that the package presented to Council in October was labor for the 5th Street & 2nd Street projects and the materials request was for the Hwy 32 project (City forces will be providing labor for the Hwy 32 project). The request is based on FY14-15 budget that had money set aside for materials for the Hwy 32 project.

Keith Hardt explained that the materials will be under \$20,000 as they only buy material for one mile of the project at the time due to storage capacity.

Councilman Pitt asked if this budget request will complete the project and inquired about the project completion deadline. Mr. Hardt answered that this will complete the project and the labor should be finished by the end of July 2016.

A motion was made by Mayor Pro tem Mercer to table this request until further review of the project and bring the funds forward when purchase orders are submitted. Motion dies for lack of second.

Councilman Brooks asked how long tabling the request delay the project. Mr. Hardt explained the project would be put on hold until Council approves Fund Balance appropriation.

By motion of Councilman Brooks, seconded by Councilman Beeman, Council approved the budget ordinance amendment for the NC 32 reconductering project. Motion carried 3-1 with Councilman Mercer opposing.

**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 following accounts of the Electric Fund revenue budget be increased or decreased by the respective amounts indicated for projects budgeted but not completed in 2014-2015:

35-90-3991-9910	Fund Balance Appropriated	\$ 330,000
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Section 2. That the following accounts of the Electric Fund appropriations budget be increased or decreased by the respective amounts indicated for projects budgeted but not completed in 2014-2015:

35-90-8390-7400	Capital Outlay	330,000
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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 23rd day of November, 2015.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

**AUTHORIZE – THE MAYOR TO EXECUTE AN ADMINISTRATIVE SERVICES
AGREEMENT WITH THE MID-EAST COMMISSION TO CLOSE-OUT THE CDBG-HD 09-
C-2050 NORTHGATE PROJECT**

(Background) The Mid-East Commission has been engaged to close out the CDBG- HD 09-C-2050 Northgate Project. The public hearing for the grant closeout was held November 9th. (end)

By motion of Councilman Pitt, seconded by Councilman Brooks, Council authorized the Mayor to execute an administrative services agreement with the Mid-East Commission to close out the CDBG-HD 09-C-2050 Northgate Project.

**AGREEMENT BETWEEN CITY OF WASHINGTON AND MID-EAST COMMISSION
FOR ADMINISTRATIVE SERVICES
NC CDBG-HD GRANT for “Northgate Project”**

THIS AGREEMENT, made the 23rd day of November, 2015, by and between the City of Washington, herein after referred to as CITY, and the Mid-East Commission, herein after referred to as the MEC.

WHEREAS, the CITY has received grant funding from the North Carolina CDBG for the “Northgate Project”;

WHEREAS, the CITY has need of administrative assistance to assist the CITY with closeout of the grant;

NOW, THEREFORE, the CITY and the MEC in consideration of mutual covenants hereinafter set forth, agree as follows:

SECTION A

The proposed administrative services shall include but not be limited to the following activities:

- Prepare and Submit Closeout Documentation

SECTION B

The MEC agrees to furnish personnel, equipment, and materials necessary to accomplish project administrative activities as needed and requested by the CITY.

SECTION C

The CITY shall furnish the consultant a copy of all project related documents.

SECTION D

The CITY shall compensate the MEC for administrative services a lump sum total of \$2,500. Payment shall be made upon presentation of an invoice by the MEC to the CITY.

IN WITNESS THEREOF they have executed this agreement.

City of Washington
s/Jay MacDonald Hodges, Mayor

Mid-East Commission
s/Bryant Buck, Executive Director

NEW BUSINESS:

**ADOPT/AUTHORIZE – BUDGET ORDINANCE AMENDMENT AND APPROVE THE
ACCOMPANYING PURCHASE ORDER TO POWER SECURE, INC. FOR NESHAP
TESTING AND EPA FILING**

(Background) Our engineer made staff aware that we were due to file NESHAP air quality testing on five (5) of our peak shaving generators in January 2016, five (5) units in May 2016 and one (1) unit in October 2016. The accompanying purchase order covers the testing and EPA filing for all eleven (11) units. Staff recommends that all eleven (11) be completed as one project. If the unit due in October is not tested in this project the cost for that one unit will increase due to travel and expenses of the engineer. This will cover all 11 units under title 4 requirement. Other units are different sizes and don't fall under this monitoring system. (end)

Councilman Beeman inquired if this would cover testing and EAP filing for all of our generators and Keith Hardt explained this only covers the eleven units that fall under the title 4 requirement. Mr. Hardt explained the smaller units do not require this type of monitoring.

By motion of Councilman Beeman, seconded by Councilman Brooks, Council adopted a budget ordinance amendment and approved the accompanying purchase order to Power Secure, Inc. in the amount of \$49,500.00 for engineering services related to NESHAP testing and EPA filing.

**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 following account numbers in the Load Management department of the Electric Fund appropriations budget be increased or decreased in the amounts indicated to provide funding for required NESHAP compliance tests of generators:

35-90-8375-4500	Contract Services	\$ 49,500
35-90-9990-9900	Contingency	<u>(49,500)</u>
		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 23rd day of November, 2015.

ATTEST:

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

**s/Jay MacDonald Hodges
Mayor**

**AUTHORIZE – REMOVAL OF THE TREE ADJACENT TO THE WASHINGTON
BEAUFORT COUNTY CHAMBER OF COMMERCE**

(Background) The Washington Beaufort County Chamber of Commerce has been making improvements to their property and the landscaper called to their attention the tree adjacent to their building, on the West side of their structure, is under stress and needs to be removed. The retaining wall is beginning to deteriorate and pieces are falling within the parking lot. Moreover, in the past several months, while outside crews have been working within this area limbs from the tree have fallen. The tree is located on city property and needs to be removed due to safety reasons. Once the existing tree is removed a replacement will be planted and the new tree recommended for the site is a Natchez Crepe Myrtle. The request will be forwarded to the Washington Historic Preservation Commission in order to remove the tree adjacent to their building. In addition, the City Council is to appropriate \$2,370.00 for the work described in the attached proposal #403.(end)

By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council authorized the Washington Beaufort County Chamber of Commerce to complete a Certificate of Appropriateness on behalf of the City in order to remove the tree adjacent to their building.

Slade Landscaping, Inc.
380 Mill Creek Lane
Bath, NC 27808

Estimate

Date	Estimate #
11/11/2015	403

Name / Address
City of Washington-

Description	Qty	Cost	Total
#1 Remove Wall 8 hrs @ \$35.00	8	35.00	280.00†
#2 Remove damaged oak & stump Remove damaged oak & stump Equipment Labor 1.5 hrs @ \$75.00 General Labor 1.5 hrs @ \$35.00	1.5 1.5	1,000.00 75.00 35.00	1,000.00† 112.50† 52.50†
#3 Slope & Sod area behind wall Tractor Labor 1.5 hrs @ \$75.00 General Labor 1.5 hrs @ \$35.00 Centipede sod installed 70 yards @ \$5.50	1.5 1.5 70	75.00 35.00 5.50	112.50† 52.50† 385.00
#4 Install Tree Natchez Crepe myrtle Sales Tax		375.00 0.00	375.00 0.00
Total			\$2,370.00

**APPROVE – PURCHASE ORDER TO ISLAND AUTOMATION P.C. TO REPLACE THE
LIFT STATION PUMP CONTROL PANELS**

(Background) Currently \$40,000 is budgeted for this project. Four invitations to bid were solicited and Island Automation was the only responsive bidder.(end)

Mayor Pro tem Mercer inquired if the stated amount is for a “turnkey” job and Allen Lewis, Public Works Director stated that it was.

By motion of Councilman Pitt, seconded by Councilman Beeman, Council approved a \$39,985.63 purchase order to Island Automation P.C. to replace the pump control panels for lift stations A & B at Springs Road.

ANY OTHER BUSINESS FROM CITY MANAGER: NONE

**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, 143-318.11(a)(1) DISCLOSURE OF CONFIDENTIAL
INFORMATION, AND 143-318.10(E) THE PUBLIC RECORDS ACT**

By motion of Councilman Pitt, seconded by Councilman Brooks, Council agreed to enter into closed session under NCGS § 143-318.11(a)(6) Personnel, (a)(3) Attorney/Client Privilege (a)(1) Disclosure of Confidential Records and 143-318.10 (e) the Public Records Act at 6:40PM

Mayor Pro tem Mercer asked for Council's concurrence to allow Councilmember – elect Virginia Finnerty to join the closed session discussions. All were in favor.

By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council agreed to come out of closed session at 8:45pm.

APPOINT BOBBY E. ROBERSON – CITY MANAGER

By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council appointed Bobby E. Roberson as City Manager, effective January 1, 2016 and authorized the Mayor and the City Attorney to work out the details of the employment agreement for the Council's approval.

AUTHORIZE NEGOTIAION OF DUE DILIGENCE PERIOD

By motion of Councilman Beeman, seconded by Councilman Brooks, Council authorized the Interim City Manager to negotiate and enter an amendment to the Belk Building contract in order to move the due diligence periods back.

ADJOURN:

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting at 8:50pm until Monday, December 14, 2015 at 5:30 pm, in the Council Chambers.

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