

THURSDAY – 10:30 A.M. MARCH 7, 2013 FINANCE COMMITTEE

The Finance Committee of the City Council for the City of Elizabeth City conducted a meeting on the above date and time in the City Council Chambers of the Municipal Administration Building with Chairwoman L. A. Hummer presiding. Those members in attendance were: L. A. Hummer, R. T. Donnelly, L. M. Hill-Lawrence and J. W. Peel. Others in attendance were: City Manager R. C. Olson, City Clerk D. S. Pierce-Tamplen and Finance Director S. E. Blanchard.

Chairwoman L. A. Hummer established a quorum was present and called the meeting to order at 10:30 a.m. She called for a moment of silent reflection after which she led the Pledge of Allegiance to the Flag of the United States of America.

1} AGENDA ADJUSTMENTS AND APPROVAL:

Chairwoman Hummer called for approval of the prepared agenda. She stated she would like to add ***consideration of financing of the sanitation packer truck and hold a Closed Session as per NCGS 143-318.11(a) (1).***

A motion was made by Mayor Pro Tem L. M. Hill-Lawrence, seconded by Councilman R. T. Donnelly to approve the prepared agenda to include the above noted items. Those voting in favor of the motion were: Hill-Lawrence, Donnelly, Hummer and Peel. Against: None. Motion carried.

2} APPROVAL OF MINUTES:

a} August 22, 2012 – Finance Committee:

Chairwoman Hummer called for a motion to approve the minutes of the August 22, 2012 Finance Committee meeting.

A motion was made by Mayor Pro Tem L. M. Hill-Lawrence, seconded by Mayor J. W. Peel to approve the minutes of the August 22, 2012 Finance Committee meeting as presented. Those voting in favor of the motion were: Hill-Lawrence, Peel, Donnelly and Hummer. Against: None. Motion carried.

b} September 18, 2012 – Finance Committee:

A motion was made by Mayor Pro Tem L. M. Hill-Lawrence, seconded by Mayor J. W. Peel, to approve the minutes of the September 18, 2012 Finance Committee meeting as presented. Those voting in favor of the motion were: Hill-Lawrence, Peel, Donnelly and Hummer. Against: None. Motion carried.

c} February 20, 2013 – Finance Committee

Chairwoman Hummer called for approval of the February 20, 2013 Finance Committee minutes.

A motion was made by Mayor J. W. Peel, seconded by Councilman R. T. Donnelly to approve the minutes of the February 20, 2013 Finance Committee meeting as presented. Those voting in favor of the motion were: Peel, Donnelly, Hill-Lawrence and Hummer. Against: None. Motion carried.

3} CONSULTING AGREEMENT WITH HYMAN ROBNEY:

Chairwoman Hummer called upon City Manager R. C. Olson for comments.

Mr. Olson stated this is an agreement between the City and County and Hyman and Robey to do design engineering work and electrical work at the Elizabeth City Middle School site as part of the CDBG grant that we applied for. To refresh your memory we did get a \$500,000 CDBG grant. \$75,000 was to be added to the project by the City and \$75,000 by the County. We also entered into a Inner Local Agreement with the County where the City is officiated since the grant was given to us but the County reserved the right to do all the approval of the design work associated with the renovation of their asset. City staff has had multi meetings and we have been over to the school several times. The County was going to handle this particular issue in house. They have a person on staff that was going to put together the bid package, specification and everything for this particular project. However, a review of the City Code and all power for the middle school complex show a number of code issues that have to be addressed. The primary and most expensive issue was how power is supplied to the main Middle School building. They need to put a breaker panel with a main disconnect in the Middle School itself. Stanley Ward could not approve the modifications that the County had planned to do because of the potential of violating the Uniform Electrical Code. At that particular time, both the City and County staff met and realized that we needed to hire an outside consultant who could do a number of different things. First of all put together the bid package, second of all bring the entire building up to code and address the electrical issues and the HVAC issues that are called for in the Grant. The City has had a long working relationship with Hyman and Robey. They have done some design work for us in

the past. Sean Robey will be teaming up with Rich Klein, of Coastal Engineers, who is an electrical and mechanical engineer. He has the ability to stamp and approve any plans that will be drawn up for this particular project. We had a meeting with both City and County staff along with Hyman and Robey and they provided a contract for professional engineering services. At this time the contract would be for \$38,000. This \$38,000 would be coming out of the City and County match. Based on issues there may be some additional costs associated with it. They still believe that we can hit our targeted budget amount of \$650,000. When he was in Raleigh last week he had a conversation with CI seeing if there is a possibility of us getting some de-obligated funds from other projects in case we run a few thousand dollars short. They showed an interest in possibly doing that. He will not request any additional funds until we have the bid opening and see where we stand financially on the whole project costs.

A motion was made by Mayor J. W. Peel, seconded by Mayor Pro Tem L. M. Hill-Lawrence to recommend to City Council to approve the Consulting Engineer Agreement with Hyman and Robey in the amount of \$38,000 for the Middle School project. Those voting in favor of the motion were: Peel, Hill-Lawrence, Donnelly and Hummer. Against: None. Motion carried.

4} AWARD OF BID FOR FIRING RANGE:

Chairwoman Hummer called upon City Manager Olson for comments.

Mr. Olson stated that included in the Police Department's budget Council authorized \$150,000 to be used for construction of the first phase of the Firing Range. Yesterday we opened bids associated with that project. We received four quotes. The low quote came from Whitehurst Sand Company. The base bid is \$111,305.00. We also had them bid two alternates. Number I is construction of the road way and improvements to the right-of-way areas going to the range and Alternate II is a placement of a turf fabric on the mound because the mound is going to be at a 1-1 berm slope. The base bid included a geotechnical material and the alternate bid included a pro-turf type situation. The budget for this project is \$150,000 and what staff is recommending is that we award the base bid and alternate I to Whitehurst Sand Company and that would be in the amount of \$149,898.00.

Chairwoman asked if this would take care of the problem of noise that those residents came before Council and asked for help about.

Mr. Olson stated the range is being moved roughly three quarters of a mile north and there is a big wooded area where the wellfield is and that should kill most of

the noise. The range has been out of service since the meeting where that issue came up. We are presently using Camden County's range.

A motion was made by Mayor J. W. Peel, seconded by Mayor Pro Tem L. M. Hill-Lawrence to recommend to City Council to award the base bid and Alternative I of the firing range project to Whitehurst Sand Company in the amount of \$149,898. Those voting in favor of the motion were: Peel, Hill-Lawrence, Donnelly and Hummer. Against: None. Motion carried.

5} FINANCING RESOLUTION FOR RECYCLING TRUCK:

Chairwoman Hummer called upon Finance Director S. E. Blanchard for comments.

Ms. Blanchard stated proposals were received for the financing of the sanitation truck. We received two proposals, one from BB&T and one from Wells Fargo. The lowest bid was BB&T at 2.19% with no fees. The City would be paying a total of \$179,632.20. Staff is recommending that we forward the resolution to full council for approval.

A motion was made by Mayor Pro Tem L. M. Hill-Lawrence, seconded by Councilman R. T. Donnelly to forward the resolution to the City Council with a recommendation for approval of BB&T to receive the bid award in the amount of \$179,632 with an interest rate of 2.19%. Those voting in favor of the motion were: Hill-Lawrence, Donnelly, Peel and Hummer. Against: None. Motion carried.

6} MISCELLANEOUS:

Mr. Olson stated that Monday or Tuesday of this week Vivian had sent you a copy of City Council travel for the month of February. You will notice in that printout that Mayor Pro Tem Lena Hill-Lawrence is \$ 292.34 over the amount that has been allocated. That deals directly with her registration to go to the National League of Cities meeting in Boston. We had to register her as a non-NCL member because we had not paid our dues. She showed up and staff had failed to pay our yearly dues. We are anticipating that \$292.34 will be reimbursed by NCL. That is the arrangement that was made with NCL.

6} CLOSED SESSION:

Chairwoman Hummer called for a motion to retire into Closed Session for discussion of information that is privileged or confidential pursuant to law.

A motion was made by Mayor J. W. Peel, seconded by Mayor Pro Tem L. M. Hill-Lawrence, to retire into Closed Session as per NCGS 143-318.11(a) (1). Those voting in favor of the motion were: Peel, Hill-Lawrence, Donnelly and Hummer. Against: None. Motion carried.

7} RETURN TO REGULAR SESSION:

Chairwoman Hummer entertained a motion to return to regular session.

A motion was made by Mayor Pro Tem L. M. Hill-Lawrence, seconded by Councilman R. T. Donnelly, to return to regular session. Those voting in favor of the motion were: Hill-Lawrence, Donnelly, Hummer and Peel. Against: None. Motion carried.

8} ADJOURNMENT:

There being no further business to come before the Committee at this time, Chairwoman Hummer adjourned the meeting at 11:35 a.m.

Dianne S. Pierce-Tamplen, MMC
City Clerk

L. Anita Hummer
Chairwoman