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THURSDAY – 10:00 A.M.

APRIL 4, 2013

FINANCE COMMITTEE

The Finance Committee of the City Council for the City of Elizabeth City held a meeting on the above date and time in the City Council Chambers of the Municipal Administration Building with Chairwoman L. A. Hummer presiding and members R. T. Donnelly, L. M. Hill-Lawrence and J. W. Peel were in attendance. Others attending were: Councilman M. E. Brooks, Councilman J. B. Walton, City Manager R. C. Olson, Deputy City Clerk V. D. White, Electric Director K. F. Clow, Parks and Recreation Director B. V. White, Finance Director S. E. Blanchard and Lt. M. Boone.

Chairwoman Hummer established a quorum was present and called the meeting to order at 10:00 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 any agenda adjustments and approval of the prepared agenda.

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

2} APPROVAL OF MINUTES:

Chairwoman Hummer called for approval of the minutes of the March 21, 2013 Finance Committee meeting.

A motion was made by Mayor Pro Tem L. M. Hill-Lawrence, seconded by Councilman R. T. Donnelly to approve the March 21, 2013 Finance Committee meeting minutes as presented. Those voting in favor of the motion were: Hill-Lawrence, Donnelly, Hummer and Peel. Against: None. Motion carried.

3} TEREX HI-RANGER BUCKET TRUCK:

Chairwoman Hummer called upon Mr. Olson for comments.



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Mr. Olson stated this item deals with the purchase of a Texex Hi-Ranger Bucket Truck. This particular item was budgeted in last year's budget by the City Council. This piece of equipment will replace a 1985-86 bucket truck that has basically outlived its useful life. Staff is requesting that we be allowed to piggyback off the City of Edmond, Oklahoma's bid. In addition, we are requesting that the existing truck we have be surplused and sold as part of the agreement as a trade-in for \$4,000. This is a 60' high aerial bucket truck and has a side reach of 39' and it sits on a M2 106 conventional chassis. The total cost of the truck is \$184,469.92.

A motion was made by Councilman R. T. Donnelly, seconded by Mayor Pro Tem L. M. Hill-Lawrence to recommend to City Council to authorize the purchase of a Terex Hi-Ranger Bucket Truck in the amount of \$184,469.92 utilizing a piggyback bid from the City of Edmond, Oklahoma. Those voting in favor of the motion were: Donnelly, Hill-Lawrence, Hummer and Peel. Against: None. Motion carried.

4} SUBMISSION OF GRANT APPLICATION TO RURAL CENTER FOR RIVER CITY CDC BUILDING REUSE GRANT:

Chairwoman Hummer called upon Mr. Olson for comments.

Mr. Olson stated this Building Reuse Grant is specifically for 501 South McMorrine Street which is at the corner of Ehringhaus Street and McMorrine Street. Years ago it used to be a dry cleaning business but now it is a second hand store or junk store which we don't believe has been in operation for six months. River City CDC is proposing to purchase the building for \$252,750. They are planning roughly \$200,000 in renovations, \$20,000 in furnishings and \$24,500 for special services. River City CDC has secured a SBA Loan for \$275,000. Since this is a building reuse grant through the Rural Center they get \$5,000 per job they created. They do plan on creating ten jobs. Let him clarify what is going on. This is going to be like a business incubator type facility. The primary tenant will be Monarch who manages mentally and challenged individuals. They want to open up a facility and use it to employ their staff and also help those with challenges. The application is due April 19, 2013 and the award date is June 26, 2013.

A motion was made by Mayor J. W. Peel, seconded by Mayor Pro Tem L. M. Hill-Lawrence to recommend to City Council to authorize the submission of a grant application to the NC Rural Center for a Building Reuse and Restoration Grant in the amount of \$50,000 for the Renaissance Square project for River City Community Development Corporation. Those voting in favor of



***the motion were: Peel, Hill-Lawrence, Donnelly and Hummer.
Against: None. Motion carried.***

**5} SUBMISSION OF GRANT APPLICATION TO DR. PEPPER SNAPPLE
PUBLIC PARK RECYCLING PROGRAM:**

Chairwoman Hummer called upon Mr. Olson for comments.

Mr. Olson stated Keep America Beautiful has partnered with Dr. Pepper Snapple Group to offer all government agencies that own or manager local, regional or state parks an opportunity to receive free recycling bins in order to foster clean communities and public places, to reduce waste and to encourage recycling. Staff has identified 43 recycle bins to be located in the different parks that we have. These are 34 gallons in size. There is a request that we have to record the amount of waste of the recyclables at 6 months, one year and at the two year mark. The public policy question from his perspective on this is these are going to be recycling bins with the name of the company on it. That is the primary reason they are doing this and it is because they get their products advertised. We do have an existing contract with Pepsi and Pepsi is a preferred vendor of Dr. Pepper Snapple group. We have had discussion with them and they have no issue with us doing this. The question is if Council has any objections to having these bins within our parks showing company names.

A motion was made by Councilman R. T. Donnelly, seconded by Mayor Pro Tem L. M. Hill-Lawrence to recommend to City Council to authorize the submission of a grant application to the Dr. Pepper Snapple Public Park Recycling Grant Program for 43 recycling bins. Those voting in favor of the motion were: Donnelly, Hill-Lawrence, Hummer and Peel. Against: None. Motion carried.

**6} AWARD PF BIDS FOR REPLACEMENT OF CHARLES CREEK PARK
PAVILION:**

Chairwoman Hummer called upon Parks and Recreation Director Bobbie White for comments.

Ms. White stated that Charles Creek Park was developed in the early 1970's as a Land and Water Conservation Fund Project. This is a three acre park with a picnic shelter and tables, restrooms, a volleyball court and small playground apparatus. Council placed \$175,000 in the 2012-2013 budget to replace the picnic shelter due to the poor condition of the shelter and restroom facilities. The shelter itself is rotten and is leaning. The restroom facilities do not meet ADA requirements and are antiquated. The shelter is used daily and almost



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every weekend during the spring, summer and fall months. It was decided that the best type of facility to replace the wooden structure would be a metal shelter with the restrooms located on one end. The Parks and Recreation Department staff contacted several local and national businesses to give estimates to purchase a shelter and have the restrooms built. We have chosen the Chelsea Shelter which is a 40' X 70' metal structure with a clerestory gable roof built by Poligon. We will also replace the small single shelter located beside Charles Creek near the front entrance to the park. This will also be a Poligon structure called a Sunshelter and it will have a metal roof as well. After reviewing the scope of each proposal submitted, staff recommends that Piedmont Parks be awarded the bid to provide the shelter at \$80,860; A. R. Chesson be awarded the bid to erect the shelter for \$76,256 and construct the restrooms and Stevenson's Sand be awarded the bid for demolition of the existing shelters for \$4,600. \$10,000 will be added for electrical; the total construction project will cost \$170,716.

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 award of bid to Piedmont Parks to provide pavilion shelter at \$80,860; that A. R. Chesson be awarded the bid to erect the shelter for \$76,256 and construct the restrooms and Stevenson's Sand be awarded the bid to demolish the existing shelter for \$3,600 (With adding \$10,000 for electrical) to a total construction project cost of \$170,716. Those voting in favor of the motion were: Peel, Hill-Lawrence, Donnelly and Hummer. Against: None. Motion carried.

7} APPROVAL OF AGREEMENT WITH EVANEGELOZ ALEXOPOULOS:

Chairwoman Hummer called upon City Manager Olson for comments.

Mr. Olson stated this item deals with an agreement between us and Mr. Alexopoulos (Van). We had a discussion in Closed Session concerning this and based on the direction that the Council gave us during that Closed Session, Bill Morgan has met with Tom Nash and the agreement has been modified to reflect the payment plan that the City Council gave staff during the Closed Session.

A motion was made by Mayor Pro Tem L. M. Hill-Lawrence, seconded by Councilman R. T. Donnelly to recommend to City Council to authorize Mayor Peel to execute the agreement that was presented. Those voting in favor of the motion were: Hill-Lawrence, Donnelly, Hummer and Peel. Against: None. Motion carried.



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8} DISCONTINUED USE OF TWO FEMA TRAILERS AS POLICE SUB-STATIONS:

Chairwoman Hummer called upon City Manager Olson for comments.

Mr. Olson stated we have three former FEMA trailers that we acquired a number of years ago. These are part of the trailers that were left over from Katrina. We paid \$3,000 for the purchase of these trailers. They have subsequently been placed at three locations within the City. Those locations are Walker Avenue, Queen Street/Road Street and Factory Street/Harney Street.

Lt. Mike Boone stated we purchased two of the trailers is 2007 and the other one was purchase in 2009. The price we paid for each one was \$1,000. We ended up spending approximately \$700 per trailer for getting it striped so it would look exactly like one of our patrol cars. The total cost was \$5100. They have been used extensively since they have been in service. Two of three have started to deteriorate and are in pretty bad shape and they are unsafe for the officers to work out of. In order for them to be brought back up to code it is going to cost a considerable amount of money. With that being said it was at the request of Chief Buffaloe to discontinue the use of these trailers. The two trailers will be surplusd with the possibility of being auctioned off by the City's Purchasing Department. The third and remaining trailer will continue to be maintained by the Police Department and utilized at special events.

Chairwoman Hummer stated she has something that she would like to say. She is concerned that City Council was not made aware that these trailers were deteriorating beyond use. It was really a good thing when we got these trailers. A lot of effort went into searching for them. It was a good deal when we got them from FEMA. The Police Department is doing a great job and she thinks the fact that you are really looking after the businesses by checking on them but that leaves the residential areas totally out of a police presence if you remove these trailers. She noticed many times that there are police cruisers stationed at some convenience stores and that shows that a police presence does make a difference. To remove these trailers from areas that have had so many problems and these problems still exist not at the magnitude that it used to be but again it shows that these substations really work. She has a problem with doing away with two of them and not trying to get two more. The fact that they haven't been kept up and we have people on staff that could have done some things. We are doing things to the Middle School and we could have kept these trailers up. She would suggest that we look for grants to replace these rather than totally doing away with a program that has worked. The one on Queen Street will remain which is a good thing. Walker Avenue is in Mr. Brooks Ward and Sawyertown is one of the reports that she gets at the community watch



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meetings. We still need to have that presence. That ties in with the fact that we are losing community watch groups. Community Watch groups in Sawyertown no longer exists. The one on Pennsylvania Avenue is struggling. And now you want to take away the only police presence that is stationary and she believes helps those communities. She just thinks it will be a big mistake to remove them. She would like to go on record as saying all this. It was a community effort to get all these crime prevention tools. The cameras have also helped. She thinks these two substations have really helped and the one on Road Street it was her understanding that is just used for the canines.

Lt. Boone said right now it is used primary for our canine unit but we are planning to have our bike patrol stationed there. When you go inside there are actually two sides to it.

Ms. Hummer said that is another thing as the bike patrol has not really been operational full time and we have sent people to be trained several times and at one time we had eight bicycles. That is another tool that we haven't really utilized what we should have. She fought very hard along with the people in her community to get these tools. She will oppose doing away with the two trailers and not replacing them. She hopes the Council will support her on this.

Mr. Olson asked if it is the Finance Committee's recommendation that we hold this item for right now and see if we can secure additional trailers from FEMA.

Mayor Peel stated he understands the trailers have reached the point that they are deteriorating and can't be repaired. What is the plan going forward? Is there a plan and he agrees with what Ms. Hummer said. Are you planning to replace these or look for others or just what?

Lt. Boone said this is a topic that he has not discussed with Chief Buffaloe but he will. The concerns that Ms. Hummer has he will discuss as well.

Councilman Donnelly said he thinks a random survey of the communities where these trailers are located right now so we can get a flavor of what the citizenry thinks might be helpful. He thinks right now we are just voting to get rid of the trash.

Ms. Hummer stated there is no mention of replacing these substations.

Mr. Olson stated staff will voluntarily withdraw this item from consideration and let us do more research on it and see what we can do. There was a glut of trailers right after Katrina and we do not know whether or not those trailers could be cost effectively replaced. We will take this one off the agenda for next Monday night and he will ask the Chief to do additional research on it.



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9} MISCELLANEOUS:

City Manager Olson stated he wanted to let you know that staff continues to work on the budget for Fiscal Year 2013-2014. That will be handed out to you the early part of next week. Right now we are still about \$411,000 out of balance in the General Fund, \$170,000 in the Electric Fund and \$300,000+ in the Water and Sewer Fund. These numbers may sound large but we do believe they are manageable. He worked on it last night and he has a series of meetings set up with Sarah today where we can hopefully take care of the electrical and water and sewer out of balance issues. The General Fund is something that we will continue to work on until the very last minute. Also staff has provided you a copy of a letter concerning our take or pay obligations with the County. We are waiting to see exactly what type of action the County does take. There was a Water Committee meeting yesterday and he was at the ribbon cutting for Edgewood Park. Paul Fredette was there and he believes there is at least one county commissioner that believes our take or pay obligation should start in November and not in July based on our inability to get the water at that particular time. We will continue to work on that and we will provide you additional updates.

10} ADJOURNMENT:

There being no further business to come before the Finance Committee at this, Chairwoman Hummer adjourned the meeting at 10:46 a.m.

Dianne S. Pierce-Tamplen, MMC
City Clerk

L. Anita Hummer
Chairwoman