

The Washington City Council met in a regular session on Monday, February 22, 2016 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Virginia Finnerty, Mayor Pro tem; Doug Mercer, Councilmember; William Pitt, Councilmember; Richard Brooks, Councilmember; and Larry Beeman, Councilmember. Also present: Bobby Roberson, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

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

**APPROVAL OF MINUTES:**

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

**RECOGNITION: WASHINGTON HIGH SCHOOL ~ 2016 SWIM TEAM 1A/2A MEN'S SWIMMING & DIVING STATE CHAMPIONS**



**MAYOR HODGES &  
SPENCER PAKE POSE  
FOR A PHOTO WITH  
KEVIN ANDREWS  
100 YARD BACK  
STROKE  
STATE CHAMPION  
2016**



**WASHINGTON HIGH  
SCHOOL  
PAM PACK SWIM TEAM  
1A/2A MEN'S  
SWIMMING & DIVING  
STATE CHAMPIONS  
2016**

**APPROVAL/AMENDMENTS TO AGENDA**

Mayor Hodges reviewed the requested amendments to the agenda:

- **Add:** Under Other Business from City Manager: Item F: Procedure for requesting funding from Beaufort County

By motion of Councilmember Mercer, seconded by Councilmember Brooks, Council approved the agenda as amended.

**CONSENT AGENDA:**

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council approved the consent agenda as presented.

- A. Adopt – Budget Ordinance Amendment – Susiegray McConnell Complex Parking Improvements

**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 \$7,945 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That the following account numbers in the Building and Grounds department of the General Fund appropriations budget be increased in the amounts indicated for the parking and walkway improvements at the Susie Gray McConnell Complex:

10-40-6130-1502                      Maintenance/repair Parks                      \$ 7,945

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 All ordinances or parts of ordinances in conflict herewith are hereby repealed.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 22nd day of February, 2016.

**ATTEST:**

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

**s/Jay MacDonald Hodges**  
**Mayor**

B. Approve – Engineering Design purchase order – New Age Properties Hotel Project (Water & Sewer) \*\$24,500 to Hood L. Richardson, PA for the water and sewer engineering design of the New Age Properties Hotel Project

C. Declare Surplus/Authorize – Electronic Auction of Vehicles through GovDeals

<u>*Vehicle #</u>	<u>Make/Model</u>	<u>Department</u>	<u>Serial #</u>	<u>Odometer</u>
800	1996 Jeep Cherokee	Recreation	1J4FT28S8TL267550	126,755

**COMMENTS FROM THE PUBLIC:**

Carl Crozier, Rob Mayo, Susan Howard and Spencer Pake spoke to Council in support of the City maintaining the operation of the pool at the sports complex. They also voiced praise and support for the Washington Swim Team and congratulated them on their recent state title. This was the first time in over 30 years that Washington has won a swimming championship. Additional comments included the following: The ability to have a local facility for the team to practice in has been a great benefit. Every time the team hosts a swim meet, up to 100 people come to Washington and most of them eat at local restaurants. There are many economic spin-offs that go along with the local swimming facility. Comments regarding the need to increase advertisement for the pool were also discussed.

**PUBLIC HEARING 6:00PM– ZONING: NONE**

**PUBLIC HEARING 6:00PM - OTHER: NONE**

**SCHEDULED PUBLIC APPEARANCES: NONE**

**CORRESPONDENCE AND SPECIAL REPORTS:**

**MEMO – BUDGET TRANSFER – GENERAL FUND –** (accepted as presented)

The Budget Officer transferred \$3,780 of funds between the City Manager and the Human Resources departments of the General Fund appropriations budget to provide funds for the HR Director to complete the Public Administration program at the School of Government.

NCGS 159-15 states that this shall be reported to the Council at its next regular meeting and be entered in the minutes.

From: 10-00-4120-0200                      Salaries                      \$3,780  
To: 10-00-4125-1400                      Employee Development                      \$3,780

**REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: NONE**

**APPOINTMENTS:**

**APPOINTMENT – BOARD OF ADJUSTMENT**

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council appointed Rev. Paula (McCullough) Nelson to the Board of Adjustment to fill the unexpired term of Susan Murrell, term to expire June 30, 2017.

**APPOINTMENT – ELECTRIC UTILITIES ADVISORY BOARD**

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council appointed Nick McKinley to the Electric Utilities Advisory Board to fill a vacant inside position, term to expire June 30, 2019.

**OLD BUSINESS:**

**ADOPT – EDA GRANT PROJECT ORDINANCE AMENDMENT**

*BACKGROUND AND FINDINGS: On January 12, 2015, the City Council awarded a contract for the EDA Water & Sewer Improvements Project to Hatchell Concrete. The contract time expired December 23, 2015. Rivers and Associates are incurring additional cost due to the project extending beyond the completion date. The engineer's estimate for completing the project closeout and inspection is \$23,000 for the water portion and \$37,000 for the sewer portion of the project. These funds will be moved from project contingency to the appropriate line item in the EDA Project. The contractor will be subject to liquidated damages, and the project will remain within the allowed budget.*

Councilmember Mercer asked why there are charges for engineering fees. Public Works Director, Frankie Buck responded by noting this charge is basically inspection and contract administration, not necessarily design and engineering. Mr. Buck said the project will come in under budget and should close out by the end of March. The contractor is accruing an \$1100 per day penalty – total penalty as of today is \$67,100 as the project is 3 ½ months past due. Once they achieve “substantial completion” the \$1100 per day penalty is reduced to \$800 per day. There are still quite a few punch list items to be completed. Councilmember Beeman inquired if the delay is a lack of planning on their part? Mr. Buck noted in his opinion, the delay is due to a lack of planning and lack of staffing on their part. The project allotted 270 days to complete and the notice to proceed was issued on 2-23-15.

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council adopted a grant project ordinance amendment in the EDA Grant Projects for additional engineering cost associated with inspection and administration fees and approve corresponding Purchase Order.

**AN ORDINANCE TO AMEND THE GRANT PROJECT ORDINANCES FOR THE EDA WATER PROJECT & EDA SEWER PROJECT  
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 in the EDA Water Project grant be increased or decreased by the following amounts to reflect additional engineering and inspection costs related to late contractor completion of the project:

76-90-8221-0406	Arc. & Engineering Liq. Chlorine	11,500
76-90-8221-0425	Project Inspection Fees	11,500
76-90-8221-9900	Contingency - Water Line	<u>(23,000)</u>
	Total	0

Section 2. That the following accounts in the EDA Sewer Project grant be increased or decreased by the following amounts to reflect additional engineering and inspection costs related to late contractor completion of the project:

77-90-8221-0407	Arc. & Engineering Water & Bonner	18,500
77-90-8221-0426	Project Inspection Fees Water & Bonner	18,500

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77-90-8221-9902	Contingency – Water/Bonner Station	(37,000)
	Total	0

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 22nd day of February, 2016.

**ATTEST:**

s/Cynthia S. Bennett  
City Clerk

s/Jay MacDonald Hodges  
Mayor

**DISCUSSION – STROUD APPEAL UPDATE**

Franz Holscher, City Attorney provided the following update to City Council regarding the Stroud appeal.

I. Case Specific Update

- A. The City issued a building permit for 121 East 2nd Street on October 9, 2015. The City reissued the building permit on October 19, 2015 in order to replace the general contractor. As part of the building permit process, the City determined that a multifamily development use was appropriate under the City Code.
- B. On October 22, 2015, Don Stroud, who owns the adjoining property, filed a Petition and Motion for Stay ("Petition"). In the Petition, Mr. Stroud generally challenged the issuance of the building permit and asked the Board of Adjustment ("Board") to stay, or halt, any work by the property owner in furtherance of the building permit.
- C. The City asked me whether a stay should be imposed. After some research and confirming my opinion with the School of Government, I provided the City with my opinion that a stay was not appropriate under these particular circumstances and no stay was imposed.
- D. The next Board meeting was scheduled for November 12, 2015; however, this matter was not heard during that meeting because Mr. Stroud had previously informed the City that he would be out of the country from November 4th through November 16th and the City had previously informed Mr. Stroud that no hearing would be scheduled during that time. In addition to Mr. Stroud's absence, the City did not anticipate it could compile a record on appeal and serve it as required by state statute before November 12th.
- E. The Board did not hold its regular meeting in December due to the lack of a quorum and its chairman being unavailable.
- F. The Board rescheduled its January 14th meeting for January 28th due to scheduling conflicts for Board members. A record on appeal was compiled and service of the record on appeal as well as notices of hearing were attempted.
- G. The City hired Jim Hopf to represent the Board in this matter.
- H. For a variety of reasons but primarily because the City was unable to serve the property owner with a notice of hearing through no fault of the City, the attorneys agreed this matter could not be heard on January 28th. As it turned out, the Board did not have a quorum that night and, therefore, there was no meeting anyway.
- I. Mr. Stroud filed an Amended Petition on February 8, 2016. In my opinion the Amended Petition replaces the original Petition in its entirety. In his Amended Petition, Mr. Stroud requests the Board to 1) over-rule the building permit, 2) direct the City to deny the application for the building permit, and 3) direct the City to issue a stop-work order. Based upon my understanding of previous communications with Mr. Stroud, I do not

believe he is asking the City to consider issuing a stop-work order at this time, but, instead, to issue a stop-work order if the Board over-rules the building permit.

- J. In my opinion, the sole issue for this Amended Petition, or appeal, is whether the zoning administrative official's decision to allow a multifamily dwelling use for the property located at 121 East 2nd Street was appropriate.
  - K. The Board's next meeting was scheduled for February 11th. Mr. Stroud previously informed the City that he was unavailable and out of the country from February 10th through February 28th and the entire month of May. The Board did not meet on February 11th because it did not have a quorum. The Board rescheduled the February 11th meeting for February 23rd (tomorrow night).
  - L. Due to the Amended Petition as well as Mr. Stroud's unavailability, Mr. Stroud, Mr. Hopf, and I agreed that this matter should appear on the Board's February 23rd meeting agenda as an informational item only. We also agreed upon a statement that will be read to the Board. The statement suggests that this matter be continued until a special meeting of the Board on March 31st or such time as the Board decides to schedule it, in the Board's discretion.
  - M. We agreed to suggest March 31st as sort of an accommodating compromise because, among other things, 1) we felt this matter should be scheduled for a special meeting and be the only item on the agenda because Mr. Stroud estimated the hearing would take at least three hours, 2) we have some duty to Mr. Stroud to have this matter heard with a "reasonable" time, and 3) when we agreed upon suggesting March 31st, we were under the impression that the property owner planned to return to the area in April.
  - N. I later spoke personally with the property owner who is on the west coast. Among other things, he informed me that he would not return to this area until the last week of April and he requested that the matter be scheduled for hearing that week.
  - O. I have suggested to John that he inform the Board tomorrow night of the property owner's request for a hearing during the fourth week of April, Mr. Stroud's unavailability through February 28th, and Mr. Stroud's unavailability during the month of May.
  - P. Currently, the only parties to this appeal are Mr. Stroud and the City. The property owner has not taken the necessary action to make himself a formal party to this proceeding. Nevertheless, he still must be served with a notice of hearing and, it is my opinion, that he has the right to be present at the hearing if he chooses to make himself available. However, it is also my opinion that he does not have the right to dictate when that hearing will be scheduled. I also believe that it will likely take two meetings of the Board to properly enter a decision. For these and the other reasons discussed before, it seems nearly impossible to fulfill our duties and accommodate everyone.
  - Q. Due to the Amended Petition, a new record on appeal must be compiled and properly served along with new notices of hearing. I have already met with John regarding the new record on appeal. In the meantime, a settlement proposal and counterproposal have been communicated between the three parties involved.
- II. Other
- A. The City Code provisions in Chapter 40, Article XI regarding multifamily development need to be revisited for clarification. The Planning Board is already working on this.
  - B. The City Code provisions regarding appeals to the Board of Adjustment, including Sections 40-510 and 40-511, need to be revised to conform with the current state statute.

- C. The Board of Adjustment rules of procedure, primarily voting, need to be revised to conform with state statute.

**NEW BUSINESS:**  
**DISCUSSION – CIP REVIEW (2016-2017 FOCUS)**

General Fund  
CIP 2017-2021

Fund	Department	Project Name	Rank	2016-17	2017-18	2018-19	2019-20	2020-21	Total	Description
General	Police	Patrol Vehicles	1	111,000					111,000	Replacement of Vehicles #145,147,158
		Air Conditioners	2	33,000					33,000	Replacement of AC unit in building
		Patrol Vehicles	1		143,000				143,000	Replacement of Vehicles
		Patrol Vehicles	1			148,000			148,000	Replacement of Vehicles
		Patrol Vehicles	1				152,000		152,000	Replacement of Vehicles
		Patrol Vehicles	1					160,000	160,000	Replacement of Vehicles
	<b>Police</b>	<b>Total</b>		<b>144,000</b>	<b>143,000</b>	<b>148,000</b>	<b>152,000</b>	<b>160,000</b>	<b>747,000</b>	
	<b>Fire/EMS</b>	<b>Fire Engine # 3</b>	1	500,000					500,000	Replacement for 1988 Fire Engine #236
		<b>Fire Engine # 2</b>	4		500,000				500,000	Replacement for 1996 Fire Engine #233
		<b>Ambulance</b>	5		150,000				150,000	Replacement for 2008 EMS unit #430
		<b>Ambulance</b>	7			150,000			150,000	Replacement for 2011 Ambulance # 432
		<b>Utility Vehicle / Pick Up</b>	3	35,000					35,000	Replacement for 2005 Pick up Truck # 238
		<b>SCBA Air Packs &amp; Cylinders</b>	9	75,000	75,000	75,000	75,000		300,000	Replacement for 30 2008 SCBA & air cylinders
		<b>Cardiac Defibrillator # 3</b>	2	30,000					30,000	Replacement for 2006 Cardiac Defibrillator # 3
		<b>Cardiac Defibrillator # 2</b>	6		30,000				30,000	Replacement for 2007 Cardiac Defibrillator # 2
		<b>Cardiac Defibrillator # 1</b>	8			30,000			30,000	Replacement for 2007 Cardiac Defibrillator # 1
		<b>Cardiac Defibrillator # 112</b>	10				30,000		30,000	Replacement for 2011 Cardiac Defibrillator # 112
		<b>Cardiac Defibrillator # 212</b>	11					30,000	30,000	Replacement for 2011 Cardiac Defibrillator # 212
	<b>Fire/EMS</b>	<b>Total</b>		<b>640,000</b>	<b>755,000</b>	<b>255,000</b>	<b>135,000</b>	<b>0</b>	<b>1,785,000</b>	
	<b>Planning</b>	<b>Way finding</b>							0	Complete way finding project
		<b>Streetscape Improvements</b>		225,000	225,000	50,000	50,000	20,000	570,000	Streetscape work
		<b>Maritime/Farmer's Market Improvements</b>		40,000	200,000				240,000	Continue waterfront improvements
		<b>Caboose Improvements</b>		50,000	50,000				100,000	Caboose rehab
		<b>Promenade Improvements</b>		30,000			30,000		60,000	Promenade improvements
		<b>Wi-Fi - Waterfront Area</b>			20,000				20,000	Wi-Fi on the waterfront
	<b>Planning</b>	<b>Total</b>		<b>345,000</b>	<b>495,000</b>	<b>50,000</b>	<b>80,000</b>	<b>20,000</b>	<b>990,000</b>	
	<b>IT</b>	<b>City Hall virtual thin clients</b>	2	48,000	10,000	10,000			68,000	Conversion of desktop to virtual PC's
		<b>Storage Area Network (2x)</b>	1	35,000				35,000	70,000	complete in-house DR redundancies
		<b>Tropos Wifi Mesh Router</b>	2	25,000	25,000	25,000			75,000	enable moving inventory access to network within city limits / Replacing Canopy Wifi Network
		<b>PEG Channel Equipment Upgrades</b>	1	50,000					50,000	These funds are restricted funds
		<b>Network Core Switch</b>	5			30,000			30,000	enhance speed to users via city owned fiber
		<b>Replacement of Virtual Servers</b>	6		25,000	25,000	25,000	25,000	100,000	equipment replacement due to age
		<b>Wireless Access Points (network)</b>	2	10,000	10,000	10,000			30,000	wifi in city own bldg for public / private network access
		<b>upgrade to 10G network</b>	3	30,000	25,000	25,000			80,000	ea module is approx \$2.5K
		<b>Web Page redesign</b>	4	25,000	30,000				55,000	find new vendor/main site & mobile & create utilities site
	<b>IT</b>	<b>Total</b>		<b>223,000</b>	<b>125,000</b>	<b>125,000</b>	<b>25,000</b>	<b>60,000</b>	<b>558,000</b>	
										(558,000)
	<b>Finance</b>	<b>Financial software</b>		100,000					100,000	Additional modules and implementation
		<b>Utility software</b>							0	
	<b>Finance</b>	<b>Total</b>		<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	

**Fire/EMS** – Councilmember Mercer questioned the replacement of fire engine #3. He suggested moving the request for replacing engine #3 up to FY17-18 and engine #2 to FY18-19.

Fire Chief Robbie Rose explained his reasoning for this request. If we order this fire truck now, we would never pay for it until the following budget year even though we have to encumber money in the FY16-17 budget year as the process takes a year. If we don't order a fire engine in the FY16-17, it will be two years before we get the replacement truck.

Councilmember Brooks inquired if there was any additional equipment that the Fire Dept. will need to get in the next two years. Mr. Rose noted that what they will need is listed on the CIP. Councilmember Brooks noted it is important to keep equipment up to date. If we need the new fire engine we need to go ahead and budget for it. Councilmember Beeman inquired if the fire engine needs to be replaced? Robbie Rose explained the fire engine falls in the window of time for replacement. We got behind on the replacement schedule, this is why it's bottlenecked now. Mr. Rose said that staff can go ahead and do the engineering and prepare the specifications for the fire engine. Matt Rauschenbach explained that all general fund vehicles will come out of the vehicle replacement fund.

**Planning** – Councilmember Mercer asked why we are paying for the caboose rehab. Mr. Roberson explained the request is actually for the area where the caboose is located, not the caboose itself. Mr. Roberson also noted that the promenade improvements consists of painting the blue railings. It was suggested that all of the railings be painted at one time instead of spanning it out over two fiscal years. The caboose area along with the area near Sloan Insurance and the old dock master location will be improved and the project will be renamed to remove confusion.

**WI-FI on waterfront** – Councilmember Pitt inquired about Wi-Fi on the waterfront. David Carraway explained that we are looking at adding Wi-Fi at the Dock masters office. This will enhance the Wi-Fi footprint if Council desires – this project is in the CIP for FY17-18.

**IT** – Councilmember Pitt asked about the upgrades for PEG channel. Mr. Carraway explained that the current PEG channel equipment is seven years old. He his hopeful to eventually broadcast live. We are upgrading four of the six servers to current standards. These are restricted funds through cable franchise fees.

**Finance** –Financial software project cost is \$250,000 for all modules. Councilmember Mercer said to make sure there is a work order system in the modules or he will vote against it. This software is a replacement for Logics.

General Fund  
CIP 2017-2021

Fund	Department	Project Name	Rank	2016-17	2017-18	2018-19	2019-20	2020-21	Total	Description
	Warehouse	Roof				75,000			75,000	Replace roof
	Warehouse	Total		0	0	75,000	0	0	75,000	
	Municipal Bldg.	Rehab maintenance		35,000	35,000	35,000	35,000	35,000	175,000	
	Library	Expand parking lot					25,000		25,000	
	Library	Replace carpet& furniture			30,000				30,000	
	Library	Total		0	30,000	0	25,000	0	55,000	
	Recreation B&G	Havens Gardens:								
		Runyon Creek Walkway Phase I	1				110,000		110,000	Phase I walkway under Hwy 32 bridge. RAC priority. Connect Bridge side of park to concrete under Hwy 32 bridge.
		Runyon Creek Walkway Phase II	5					80,000	80,000	Phase II - Connect concrete under Hwy 32 bridge to Boat Ramp Side
		Replace Bulkhead Phase 1	2		87,500				87,500	Phase 1 of 3 - 500' (Highway 32 bridge to fishing pier)
		Replace Bulkhead Phase 2	6			90,000			90,000	Phase 2 of 3 - 500'
		Replace Bulkhead Phase 3	7				90,000		90,000	Phase 2 of 3 - 400'
		Replace Fishing Pier	3					80,000	80,000	
		Splash Park	4			150,000			150,000	
		PS Jones Memorial Park - Restrooms	1	80,000					80,000	Kate B Reynolds Charitable Trust Grant & Joint Use Agreement with BC Schools. City's contribution to the park.
		McConnell Sports Complex:							0	
		Soccer Restrooms & Concession Stand	1	80,000					80,000	Replace existing restroom and concession stand on the soccer side with a facility that can accommodate the volume of people attending
		Sidewalk Project	2	112,000					112,000	Per Council request - sidewalk improvements
		Relocate Soccer Complex	3		75,000				75,000	Acquire land (25 acres at \$3,000 / acre)
		Soccer Complex - Phase 1	4			500,000			500,000	Site work, irrigation lines, lights (3 fields), walkways, and parking lot.
		Soccer Complex - Phase 2	5				80,000		80,000	Restrooms and concession.
		Expand Base/Soft Fields	6				175,000		175,000	Expansion of 3 additional baseball and softball fields; including fencing and lighting.
		Bug House Park:								
		Parking lot	1	46,000					46,000	Paving Bug House Parking Lot
		Playground	2	38,500					38,500	Replace 20+ year equipment with a bug themed playground equipment.
		7th St Playground Replacement	1		37,000				37,000	Replace 20+ year old play equipment
		Jacks Creek Greenway Phase II	1					80,000	80,000	Build Phase II of the Jack's Creek Greenway (boardwalk) along Jack's Creek from Bonner Street to connect to Havens Gardens.
		Vehicle replacement							0	#501 Ford F-150 2009 - Replace 2021
		Vehicle replacement						25,000	25,000	#504 Ford 3/4 Tn Pickup 2008 - Replace 2020

**Recreation Buildings & Grounds** – Kate B. Reynolds grant – PS Jones Memorial Park. Mr. Roberson will summarize the responsibilities of the City under the Kate B. Reynolds grant at the next Council meeting.

Councilmember Mercer requested additional justification for paving the parking lot at Bug House Park. Mr. Roberson will provide this information to Council. Councilmember Beeman asked if we were going to pave the parking lot prior to the usage study results for the tennis courts and Mr. Roberson said we do not have the usage results yet. Mayor Hodges inquired about the playground equipment that was removed from Havens Gardens and if it could be used at another location. Mr. Roberson thinks some of the equipment taken down at Havens Gardens could be used at Bug House Park or other locations, he said staff advised him this morning that this could be a potential liability.

**Other Recreation** – Mr. Roberson commented about replacing the Dectron unit at the pool and noted he feels \$40,000 is an underestimate for installing the unit. The Dectron unit alone is \$300,000 plus the installation of the unit. Councilmember Beeman asked for additional information regarding this project. Mayor Hodges inquired if the unit can be installed at another location.

Councilmember Mercer commented that vehicle #802 has only 88,000 miles, can't we let it run for another year or two? Councilmember Pitt inquired what dollar amount goes back into

the vehicle replacement fund in FY16-17. Mr. Rauschenbach noted approximately \$500,000 while \$1.2 million was invested last year, this year \$387k, but we had to withdraw \$450k for the new fire engine. There should be a minimum balance in the vehicle replacement fund.

Public Works  
CIP 2017-2021

Fund	Department	Project Name	Rank	2016-17	2017-18	2018-19	2019-20	2020-21	Total	Description
10-00-4260	Mun. Bldg.	HVAC/Blower System	1	55,000					55,000	Service HVAC Blower System & Install Filtration System
	Mun. Bldg.	<b>Total</b>		<b>55,000</b>					<b>55,000</b>	
10-20-4510	Street	Holloman St Bulkhead-East Side	1	50,000					50,000	Holloman St Bulkhead-East Side
10-20-4510		Vehicle replacement	4				140,000		140,000	1995 Tandem Dumptruck #465
10-20-4511		Vehicle replacement	3			275,000			275,000	2012 Street Sweeper #462
10-20-4510		New equipment	1		130,000				130,000	120 hp Tractor for mowing R/Ws and airport
10-20-4510		Vehicle replacement	2		35,000				35,000	2008 3/4 Ton Tk. #452
	Street	<b>Total</b>		<b>50,000</b>	<b>165,000</b>	<b>275,000</b>	<b>140,000</b>		<b>630,000</b>	
34-90-5710	Stormwater	Equipment replacement	1		115,000				115,000	2004 Backhoe #460
34-90-5710		Drainage improvements	2	200,000					200,000	Ditch work and pipe repairs in various locations
34-90-5710		Replace CMP along Simmons St.	3		1,200,000				1,200,000	Replace degraded CMP under Simmons Street
34-90-5710		Upstream imp. Jacks Creek basin	4			5,500,000			5,500,000	Phase 2 of Stormwater improvements Jacks Ck Basin
34-90-5710		Trash removal Jacks Creek	5				1,800,000		1,800,000	Automatic bar screens Jacks Creek pump station
	Stormwater	<b>Total</b>		<b>200,000</b>	<b>1,315,000</b>	<b>5,500,000</b>	<b>1,800,000</b>		<b>8,815,000</b>	
38-90-4710	Sanitation	Vehicle replacement	1	150,000					150,000	2006 Rear Loading Garbage Tk #482
38-90-4710		Vehicle replacement	2		260,000				260,000	1999 Front Loading Garbage Tk.#484
38-90-4710		Vehicle replacement	3				85,000		85,000	2001 Flatbed Leaf Tk. #481
38-90-4710		Vehicle replacement	4				260,000		260,000	2004 Front Loading Garbage Tk.#487
	Sanitation	<b>Total</b>		<b>150,000</b>	<b>260,000</b>		<b>260,000</b>		<b>85,000</b>	<b>755,000</b>
30-90-8180	Water	Waterline US 264E	1	50,000					50,000	Connect Runyon Hills to City water main
30-90-8180		Waterline Replacement	2		250,000				250,000	Loop water line in Spring Rd. mobile home park
30-90-8140		Replace City owned BFP	3	30,000					30,000	Replace aging backflow prevention devices per state regs
30-90-8180		Waterline Replacement	4		100,000				100,000	Loop water line in Springdale mobile home park
30-90-8100		Replace Tractor	5		45,000				45,000	Replace Ford Tractor (553)
30-90-8180		Waterline Replacement	6		160,000				160,000	Replace 2' galvanized waterline on Tarboro St.
30-90-8100		Replace backwash pump	7		60,000				60,000	This is the original pump installed in 1993. No backups.
30-90-8140		Sandblast & Repaint Hydrants & flow test	8		80,000				80,000	Sandblast approx. 700 hydrants
30-90-8100		Replace filter food pumps 1-3	9			75,000			75,000	
30-90-8140		Vehicle replacement	10				40,000		40,000	Replace 2010 3/4 tn Service truck(410)
30-90-8100		Well upfr (1,2,5&6)	11				521,500		521,500	Increase capacity to 1,000 gpm at 4 locations
30-90-8100		In-plant SCADA	12				200,000		200,000	
30-90-8100		Additional wells (4)	13					3,300,000	3,300,000	Add 4 new raw water wells as demand increases
	Water	<b>Total</b>		<b>80,000</b>	<b>695,000</b>	<b>75,000</b>	<b>761,500</b>	<b>3,300,000</b>	<b>4,911,500</b>	
32-90-8210	Sewer	Collection System Rehab.	1	100,000	100,000	100,000	100,000	100,000	500,000	Replace, line and repair sewer lines
32-90-8210		M.H. Rehab.	2	100,000	100,000	100,000	100,000	100,000	500,000	Line MH'S to prevent I & T
32-90-8210		Replace 6' M.H. 5TH & RESPESS	3	280,000					280,000	Replace of Rehab M.H. H2S Gas Damage
32-90-8200		Vehicle replacement	7	320,000					320,000	Replace 2009 sewer vac. truck - cleans sewer daily
32-90-8230		Spare Pump for 5th & Respass	8	85,000					85,000	Pumps are aging and have multiple rebuilds on them. currently have only one pump when its out treatment quality is affected.
32-90-8220		Spare recirculation pump	9		40,000				40,000	convert from barscreens to fine screens
32-90-8220		Convert to fine screens	10		300,000				300,000	convert from barscreens to fine screens
32-90-8230		Upfit Cherry Run Lift Station	11		50,000				50,000	Upgrade pumps, motors and controls
32-90-8230		Parallel force main Cherry Run	12		150,000				150,000	Additional parallel force main - based on demand

**Public Works** – Councilmember Mercer asked how much did the Holloman Street bulkhead replacement cost this current budget year. Frankie Buck noted that \$50,000 was budgeted and we spent approximately \$45,000.

**Sanitation** – Councilmember Mercer inquired about the replacement of the 2006 garbage truck and asked why are replacing a 10 year old truck, don't we replace them every 15-20 years. Frankie Buck explained that the garbage trucks are replaced every 10 years.

**Sewer** – Councilmember Mercer inquired about the replacement of the sewer truck which is only 7 years old. Mr. Buck explained there is nothing wrong with this truck, but it has a lot of hours on it. The request is included because the CIP is part of the Wastewater Collection plan and we have to show that we're requesting this item. When we first asked for this truck it took us at least 5+ years to get it. Councilmember Mercer asked if we have to push back the purchase of this truck one year would that be ok and Mr. Buck said one year would be fine. Councilmember Pitt asked how many days a week does this vehicle work and Mr. Buck noted four, eight hour days a week and it is cleaned and serviced every Friday. Councilmember Brooks said that is a great piece of equipment and asked is there anyway the exhaust can be put at the top? Mr. Buck explained that maybe next time we order one we can spec it to where it exhaust out top.

General Fund  
CIP 2017-2021

Fund	Department	Project Name	Rank	2016-17	2017-18	2018-19	2019-20	2020-21	Total	Description
		Vehicle replacement					25,000		25,000	#505 Dodge Ram 2500 2005 - Replace 2019
		Vehicle replacement				25,000			25,000	#506 Ford 3/4 Ton Pickup 2004 - Replace 2018
		Vehicle replacement							0	#507 Ford F-350 Dump Bed 2015 - Replace 2027
		Vehicle replacement							0	#508 Ford F-150 4 x 4 2014 - Replace 2026
		Equipment Replacement						35,000	35,000	#8014 John Deere Tractor 2002 - Replace 2020
		Maintenance Shop	1	45,000					45,000	Relocate Maint. Shop to McConnell Complex. 30'x80'. Remove items from Airport Hangars
	Recreation B&G	<b>Total</b>		<b>401,500</b>	<b>199,500</b>	<b>765,000</b>	<b>480,000</b>	<b>300,000</b>	<b>2,146,000</b>	
	Recreation Other	Bobby Andrews Rec- gym floor	1	55,500					55,500	Current gym floor has exceeded life expectancy
		<b>Aquatic Center:</b>							0	
		Dehumidifier Replacement	1	300,000					300,000	Replace dehumidification equipment and add Evacuator System.
		Roof Repair	2	40,000					40,000	Replace roof at Aquatic Center.
		Interior Painting	3		35,000				35,000	Repaint interior of facility after dehumidification system is replaced.
		Splash Park	4			150,000			150,000	Splash park beside A/F Center
		Vehicle 802	1	22,000					22,000	Replace 2001 van at Sr. Center
	Recreation Other	<b>Total</b>		<b>417,500</b>	<b>35,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>602,500</b>	
	<b>Grand Total</b>			<b>2,306,000</b>	<b>1,817,500</b>	<b>1,603,000</b>	<b>932,000</b>	<b>575,000</b>	<b>7,233,500</b>	

Public Works  
CIP 2017-2021

Fund	Department	Project Name	Rank	2016-17	2017-18	2018-19	2019-20	2020-21	Total	Description
32-90-8230		5th & Resesp H2S gas control	13		50,000				50,000	H2S gas has caused significant damage to controls and wetwell.
32-90-8220		Paint entire plant	14			150,000			150,000	Routine upkeep
32-90-8230		Iron Creek pump & Control replacement	15			30,000			30,000	Upgrade old pumps and controls
32-90-8210		Mini-Excavator	16		45,000				45,000	Compact machine will allow work in tighter locations and distrib less area.
32-90-8230		Upfit 7th & Harvey Lift Station	17		75,000				75,000	Upgrade pumps, motors and controls
32-90-8230		4th pump at 5th & Resesp	18		250,000				250,000	Additional pump - based on demand
32-90-8220		Convert aeration basin to BNR	19		500,000				500,000	Convert from chemical to biological nutrient reduction
32-90-8230		Force main from 5th & Resesp	20		1,000,000				1,000,000	Additional parallel force main - based on demand
32-90-8230		Portable pump station replacement	21				100,000		100,000	Replace existing (1995 model) portable pump station
32-90-8230		Upfit 4th & Hudnell Lift Station	22				75,000		75,000	Upgrade pumps, motors and controls
32-90-8220		Upfit in-plant SCADA	23				500,000		500,000	Better control, operation and oversite of plant.
32-90-8220		Convert oxidation ditch 1 to BNR	24					1,500,000	1,500,000	Convert from chemical to biological nutrient reduction
	Sewer	Total		885,000	790,000	2,250,000	875,000	1,700,000	6,500,000	
	Public Works	Grand Total		1,420,000	3,225,000	8,100,000	3,836,500	5,085,000	21,666,500	

21,666,500

Electric Fund  
CIP 2017-2021

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Fund	Department	Project Name	Rank	2016-17	2017-18	2018-19	2019-20	2020-21	Total
		Vehicle #680 - SUV				35			35
		Vehicle #681 - Ford F250 W/Service Body					40		40
		Vehicle #651 - 1/2 Ton Pickup						25	25
	T&D Vehicles	Vehicle #609 - 2 Ton Truck				65			65
		Vehicle #601 - 2 Ton Truck - Construction Body (upgrade)		55					55
		Vehicle #615 - 2 Ton Truck - Construction Body					55		55
	T&D Equipment	Vehicle #602 - Line Truck					260		260
		Vehicle #603 - Line Truck			260				260
		Vehicle #606 - Under ground knuckle boom				220			220
		Vehicle #607 - Bucket Truck				260			260
		Vehicle #618 - Bucket Truck					260		260
		Vehicle #682 - Bucket Truck		260					260
		Vehicle #612 - Tractor			100				100
		Vehicle #623 - Tractor					55		55
		Wire Tensioner & Puller			200				200
		Total		1,874	5,242	4,945	7,510	135	19,706

19,706

Electric Fund  
CIP 2017-2021

\$ are thousand

Fund	Department	Project Name	Rank	2016-17	2017-18	2018-19	2019-20	2020-21	Total
Electric	Distribution	Grimesland Road Feeder Rebuild (in progress)	D1	310	310				620
		River Road Feeder Rebuild					100		100
		Midway Feeder Rebuild				50	350		400
		Free Union Feeder Rebuild				25	110		135
		15th Street Feeder Rebuild (Bonner to Washington)					120		120
		Downtown Feeder Rebuild					250		250
		Cherry Road Feeder Rebuild	D2	65	650				715
		Avenue Road feeder Rebuild		50	500				550
	Transmission	Highland Drive 34 kV Feeder Rebuild	T2	50	700				750
		Forest Hills 34 kV Feeder Rebuild				50	700		750
		White Post to Slatestone 34kV Tie	T1	100	600	600			1,300
		White Post to Slatestone 12kV Tie			100	400	400		900
	Substation	New Main Substation 34 kV Feeder			400				400
		Substation 34 kV Breaker Replacement				50			50
		Main B4 Breaker Replacement	S1	50					50
		Wharton Substation Breaker Replacement	S1	50					50
		Substation Reclosers	S2	50	50	50	50		200
		Substation 34 kV Regulators			100				100
	Future Substation Construction &	Industrial Park Substation				200	1,800		2,000
		Industrial Park Substation 34 kV Feeder				75	250		325
		Slatestone Substation Upgrade	F1		200	1,800			2,000
		Main Substation 11.5 kV Upgrade			200	1,600			1,800
	Miscellaneous	Load Management Switches	M1	150	150	150	150		600
		Electric Meter Test Board Replacement			100				100
		Peak Shaving Generator Overhaul/Replacement			600		600		1,200
		Dept of Energy Reg'd Street/Area Light Replacement				150	150		300
		Downtown Electrical Improvements	M3	300	300	300	300		1,200
		GIS Electric System Mapping Updates	M2	184	97	15	15	15	326
	Administration Vehicles	Vehicle #624 - SUV							35
		Vehicle #622 - SUV							35
	Meter Shop Vehicles	Vehicle #620 - 1/4 Ton Pickup					30		30
		Vehicle #652 - Ford F250 4X4 W/Service Body					40		40
		Vehicle #653 - 1/4 Ton Pickup				25			25
		Vehicle #656 - 1/4 Ton Pickup				25			25
		Vehicle #658 - Jeep Liberty 4X4						25	25
		Vehicle #659 - 1/4 Ton Pickup				25			25
	Substation / LM Vehicles	Vehicle #657 - 1/2 Ton Pickup				25			25

**Electric -** Jeff Clark, Interim Electric Director reviewed the CIP request for the Electric Department. Staff will do engineering in-house to save money for the Cherry Road feeder project and will use the \$65k to build lines. Staff will do engineering in-house for Avenue Road and use the \$50k to build lines. Highland Drive we will be replacing poles and this will be done in-house and again will save us a tremendous amount of money. Discussion was held regarding the NCGS requirements for bidding projects and setting up capital project funds. Truck #606 is described incorrectly in the vehicle replacement plan.

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**ANY OTHER ITEMS FROM CITY MANAGER:**  
**DISCUSSION – OUTSIDE AGENCY FUNDING**

The City Manager would like Council to move toward March 14<sup>th</sup> for determining how to fund outside agencies. Information packets will be forwarded to Council this week inclusive of funding for the past two years. Councilmember Beeman will be unable to attend on March 14<sup>th</sup> and asked to move this item to March 28<sup>th</sup>. Councilmember Mercer explained that the City has memberships in many organizations – including Hwy 17 and he would like funding for the Hwy 17 Association to be placed under Misc. Dues and Subscriptions, similar to funding for the North Carolina League of Municipalities, Chamber of Commerce, Committee of 100, etc. Councilmember Pitt reminded members that over the past two years funding has been reduced 10%.

**DISCUSSION – BCCC REQUEST (WATERLINE-FIRE HYDRANT)**

The City Manager explained that Beaufort County Community College has built a training firehouse and they are asking the City of Washington to extend the waterline to the new firehouse. Mr. Roberson will request a BCCC representative to attend the March 14<sup>th</sup> Council meeting in order to formally present their request. Council requested the projected cost and revenue for this project.

**DISCUSSION – NEW AGE PROPERTIES – EASEMENT**

Bobby Roberson reviewed the easement at New Age Properties and said it would be difficult for the City to accept this street. The street is too narrow under our guidelines and will be considered a private road.

**DISCUSSION – ETJ**

Bobby Roberson requested that the Planning Board review the current ETJ and the possibility of reducing the limits, most particular in the Whichard's Beach area. The current ETJ is 1 ½ miles, we do not have to reduce the ETJ boundary the same amount in all areas.

**DISCUSSION – INDUSTRIAL PARK**

The City Manager explained his desire to close the file on the ownership issue with the Industrial Park with Beaufort County. The City Attorney provided a brief history of the ownership noting in 2001 the City and County purchased 124 acres for \$1.1 million. There was an inter-local agreement at that time. The City owns 45%, while Beaufort County owns 55%. The City has fulfilled all of our payment obligations. Councilmember Mercer stated that the City needs to get out of owning part of the Industrial Park and Beaufort County can pay us \$630K back and they can become 100% owners. Council members noted that discussions need to be held with Beaufort County regarding them being 100% owners.

**DISCUSSION – FUNDING REQUEST OF CITY TO BEAUFORT COUNTY**

The City Manager stated that in order for the City to be considered for any funding from the County, we need to complete an outside agency funding form. Staff is requesting permission to file the funding request on behalf of City.

1. Pool
2. Library
3. Senior center
4. Recreation

Council recommended that if we have a 60/40 split with County residents vs. City residents using our facilities, then we should ask for a 60% portion of the budget for each. Council authorized staff to proceed with the funding request forms.

**ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:**  
**NONE**

**CLOSED SESSION: UNDER NCGS § 143-318.11 (A)(6) PERSONNEL; 143-318.11 (A)(3) ATTORNEY/CLIENT PRIVILEGE and 143-318.11 (A)(1) DISCLOSURE OF CONFIDENTIAL INFORMATION PURSUANT TO NCGS 159B-38**

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council entered into closed session under NCGS § 143-318.11 (A)(6) Personnel; 143-318.11 (A)(3)

Attorney/Client Privilege and 143-318.11(A)(1) Disclosure Of Confidential Information  
Pursuant To NCGS 159B-38 at 7:30pm.

By motion of Councilmember Brooks, seconded by Councilmember Pitt, Council agreed to come out of closed session at 8:45pm.

**ADJOURN**

By motion of Councilmember Pitt, seconded by Councilmember Beeman, Council adjourned the meeting at 8:45pm until March 14, 2016 at 5:30pm in the Council Chambers.

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