



AGENDA

**Henderson City Council Work Session
Monday, 24 February 2014 Immediately Following Regular Session
R. G. (Chick) Young, Jr. Council Chambers, Municipal Building
134 Rose Avenue
Henderson, North Carolina**

Mayor and City Council Members

Mayor James D. O'Geary, Presiding

Councilmember James C. Kearney, Sr.
Councilmember Sara M. Coffey
Councilmember Michael C. Inscoc
Councilmember D. Michael Rainey

Councilmember Brenda G. Peace-Jenkins
Councilmember Garry D. Daeke
Councilmember Fearldine A. Simmons
Councilmember George M. Daye

City Officials

A. Ray Griffin, Jr., City Manager
John H. Zollicoffer, Jr., City Attorney
Esther J. McCrackin, City Clerk

I. CALL TO ORDER

II. ROLL CALL

III. ADJUSTMENTS TO AND/OR APPROVAL OF THE AGENDA

IV. REGULAR WORK SESSION

- a) Update on Various Projects. (CM 14-06) [See Notebook Tab 11]*
- b) Consideration of Approval of Ordinance 14-15, 1) Amending the Annual Fee Schedule for Additional Roll-Out Carts for Household Garbage as Well as Additional Weekly Trash Pick Ups; and 2) Establishing a Fee for Loose Leaf Pick Up After the Established Deadline. (CAF 14-28) [See Notebook Tab 12]*
 - Ordinance 14-15

c) Consideration of Approval of Resolution 14-02, Authorizing the Submission of an Application for the North Carolina Department of Environment and Natural Resources (NCDENR) Division of Water Infrastructure for a CDBG Infrastructure Project. (CAF 14-10) [See Notebook Tab 13]

- Resolution 14-02

V. ADJOURNMENT

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PRESENT

Mayor Pro-Tem D. Michael Rainey, Presiding; and Council Members James C. Kearney, Sr., Sara M. Coffey, Michael C. Inscoc, Brenda Peace-Jenkins, Garry Daeke, Fearldine A. Simmons and George M. Daye.

ABSENT

Mayor James D. O'Geary

STAFF PRESENT

City Manager Ray Griffin, City Clerk Esther McCrackin, Assistant City Manager Frank Frazier, Finance Director Kathy Brafford, Recreation and Parks Director Alan Gill, and Engineering Director Peter Sokalski,

CALL TO ORDER

The 27 January 2014 Work Session of the Henderson City Council was called to order by Mayor Pro-Tem D. Michael Rainey at 7:17 p.m. in the R. G. "Chick" Young, Jr. Council Chambers, Municipal Building, 134 Rose Avenue, Henderson, NC.

ROLL CALL

The City Clerk called the roll and advised Mayor Pro-Tem Rainey a quorum was present.

ADJUSTMENTS TO/APPROVAL OF AGENDA

Mayor Pro-Tem Rainey asked if there were any adjustments to the Agenda. It was the consensus of Council to accept the agenda as presented.

WORK SESSION ITEMS

Awarding Contract for David Avenue Stormsewer Replacement Project in the Amount of \$31,422 to M. T. Murphy, Inc. (CAF 114-17; Resolution 14-1)

City Manager Griffin asked Engineering Director Peter Sokalski to present this award recommendation. Mr. Sokalski said this project has been a long time coming as it was originally submitted for design and replacement due to pipe failure as discovered by City personnel in early

2013. This pipe failure is causing property damage at 1257 David Avenue and if left unrepaired has the potential of property damage to the home. It has been determined the City owns the easement which runs between 1257 and 1265 David Avenue and discharges into an existing stream at the rear of the property where the existing easement ends.

City Manager Griffin said Council may receive calls about this as the City receives many calls asking the City to repair drains on private property. In this case, because the City owns the easement, the City is responsible for repairs but this is not the norm.

Mr. Sokalski continued saying informal bids were requested and M. T. Murphy was the lowest bidder. Due to budget constraints, there is only \$20,000 in the Storm Drain Improvements line item. To make up the difference for the \$31,422 expense of this repair, it is proposed that \$13,000 be transferred from the Street Resurfacing line item.

Council Member Daeke asked where the pipe drains. Mr. Sokalski said into a stream behind the property.

Council Member Rainey asked about the bidding contractors. Mr. Frazier said the City looked into the possibility of rehabilitating the pipe but found the most economical way would be to replace the pipe. He said there were five (5) bidders. Mr. Griffin asked if any bidders were local. Mr. Frazier said yes, there was one.

Council Member Inscoe asked if the contract included repairs to the property. Mr. Sokalski responded yes, the driveway would need to be repaired. Mr. Frazier said a problem with the sewer system led to finding the manhole 2' under the driveway at 1257 David Avenue which led to the discovery of the pipe problem.

Council Member Kearney felt the City should share some type of obligation for pipes installed by the City even if it did not own the easement. Mr. Griffin said that would be a huge cash matter which the City cannot currently fund. However, he said he would discuss the matter with the City Attorney for clarification. Mr. Kearney felt a position policy might be called for and Mr. Griffin said after speaking with the City Attorney, he would bring this back to Council.

Mayor Pro-Tem Rainey asked if there were any further questions. There were none.

Mayor Pro-Tem Rainey called for the consensus of Council. The consensus to bring this item forward to the next meeting was as follows: YES: Kearney, Coffey, Inscoe, Peace-Jenkins, Daeke, Simmons and Daye. NO: None. ABSTAIN: None. ABSENT: None.

Recreation Master Plan Update. (*Reference: CM 14-05*)

City Manager Griffin asked Recreation and Parks Director Alan Gill to introduce Mr. Will Brooks from the Kerr-Tar Council of Government (COG) and Mr. Randy Oxendine, president of the Recreation and Parks Commission. Mr. Gill said a Master Plan was found from the 1950's which seemingly was never followed up on and indicated he was excited about Council's willingness to support staff in developing a plan for recreation. He said Mr. Oxendine was

willing to allow Mr. Brooks the remaining time to review the plan process and direction. Mr. Gill then introduced Mr. Brooks who is a regional planner for the COG. Mr. Brooks said the objective is to develop a comprehensive plan to guide redevelopment and development through the year 2030. He said a survey was distributed in November 2013 and responses will be accepted until January 31, 2014. So far 159 responses have been received. After review of the responses, they will be compared with State data as part of the plan. Mr. Brooks went on to say there are four components to this plan: 1) Survey; 2) Demographics; 3) Recreation Board, and 4) best practices. There will be long-term goals, strategic in nature. A draft of the plan should be complete in May or June for consideration and feedback and Mr. Brooks hopes to have a draft for Council in June or July.

Council Member Daeke questioned the low number of responses. Mr. Brooks said he contacted Oxford, Person County and the City of Burlington who have all done similar surveys and felt the 159 is on-track. Mr. Daeke asked where the surveys were distributed. Mr. Gill said paper surveys were available at the Recreation Center, the Senior Center and the library. He said post cards were sent to the Recreation database and notices were sent home with elementary and middle school students. The school system has a method to contact high school students through email and this was also utilized. The survey was also on-line and a notice was placed in the *Daily Dispatch*. Mr. Brooks said if Council felt more should be done, they would be happy to do so but indicated it might delay the results of the survey.

Mr. Daeke then inquired about funding/grant cycles and if delaying the survey would be a problem. Mr. Gill indicated the survey is not structured around any particular cycles.

Council Member Kearney asked if the on-line survey could be completed on line or if it had to be printed to complete. He also asked if the plan will deal with community parks and partnering with other organizations such as the Boy Scouts and churches. Mr. Brooks said the on-line survey can be completed on line and indicated partnerships will be considered.

Lastly Mr. Brooks said there will be a public meeting at the Library on February 4 at 6:00 p.m. Several Council Members encouraged him to “get the word out” every way possible.

Mayor Pro-Tem Rainey thanked Mr. Brooks for this update.

Financial Report – 1st Six Months FY 2014. (CM 14-01)

City Manager Griffin asked Finance Director Kathy Brafford to give Council a summary of this report. Before going into the six month report, Ms. Brafford clarified a recent article in *the Daily Dispatch* which reported the City had “found” a million dollars. Ms. Brafford said actually the total Fund Balance grew by \$316,747 due to decreases in Restricted Funds (i.e., Stabilization by State Statute, Asset Forfeiture and the Powell Bill); a decrease in Assigned funds (i.e., subsequent year’s expenditures) and an increase in Unassigned funds.

Ms. Brafford then reviewed the Sales Tax which comprises approximately 16% of the General Fund budget. She reminded Council that this revenue is volatile and is received two months after the month in which it is received by the State --- in other words, July sales tax is received

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by the City in September. Sales tax receipts have slightly exceeded budget expectations for the last two years.

Ms. Brafford then reviewed the property tax status. Property taxes are the largest single revenue for the General Fund and comprise 37% of the current year revenues in the General Fund. Conservative budgeting has helped realign revenue expectations with reality. Ms. Brafford stated the FY13 receipts were higher than budgeted due to Maria Parham Medical Center paying taxes for the first time since becoming a public, non-profit hospital.

Council Member Kearney asked if 77% of taxes are paid, does that mean 23% are delinquent. Ms. Brafford responded most taxes are paid between January and March. Council Member Insoe added most businesses paid their taxes during the last week of the tax year.

Ms. Brafford plans to include Administrative Transfers with future reports and asked Council to let her know if there is anything else it would like to have included.

Council Member Kearney asked Ms. Brafford to keep Council apprised of anything that she feels needs to be highlighted. He then asked about privilege licenses receipts. Mr. Griffin said notices go out in May and receipt is due in June.

Mr. Griffin added the graphs included in the report have been helpful in showing what to expect in day-to-day work and they will continue to be a part of this report.

Mayor Pro-Tem Rainey commented that making tax payments correlate with motor vehicle tax payments seems to be producing good results.

With no further discussion Mayor Pro-Tem Rainey asked if Council was prepared to adjourn.

ADJOURNMENT

Council Member Coffey moved for adjournment. Motion seconded by Council Member Daye and unanimously approved. The meeting adjourned at 8:03 p.m.

D. Michael Rainey
Mayor Pro Tem.

ATTEST:

Esther J. McCrackin, City Clerk