



## AGENDA

### Henderson City Council Regular Meeting

Monday 10 August 2015, 6:00 p.m.

R. G. (Chick) Young, Jr. Council Chambers, Municipal Building  
134 Rose Avenue  
Henderson, North Carolina

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#### Mayor and City Council Members

Mayor James D. O'Geary, Presiding

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

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

#### City Officials

Franklin W. Frazier, City Manager  
D. Rix Edwards, City Attorney  
Esther J. McCrackin, City Clerk

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. INVOCATION AND PLEDGE OF ALLEGIANCE

#### IV. OPENING REMARKS

In order to provide for the highest standards of ethical behavior and Transparency in Governance as well as provide for good and open government, the City Council has approved Core Values regarding Ethical Behavior<sup>1</sup> and Transparency in Governance<sup>2</sup>. The Mayor now inquires as to whether any Council Member knows of any conflict of interest, or appearance of conflict, with respect to matters before the City Council. If any Council Members knows of a conflict of interest, or appearance of conflict, please state so at this time.

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<sup>1</sup> **Core Value 4: Ethical Behavior:** We value the public trust and will perform our duties and responsibilities with the highest levels of integrity, honesty, trustworthiness and professionalism.

<sup>2</sup> **Core Value 10: Transparency in Governance:** We value transparency in the governance and operations of the City.

## **V. ADJUSTMENTS TO AND/OR APPROVAL OF THE AGENDA**

## **VI. APPROVAL OF MINUTES**

- a) 13 July 2015 Regular Meeting. *[See Notebook Tab 1]*
- b) 23 July 2015 Special Called Meeting

## **VII. PRESENTATIONS/RECOGNITION**

- a) Recognition of Retiree Patricia “Alison” Prewer.

## **VIII. PUBLIC HEARING**

- a) Consideration of Approval of Ordinance 15-36, Amending the Zoning Map from R15 & O&I to I-1 (Industrial) Zoning District located at 743 Newton Dairy Road, 15.84 acres, (PIN # 0214 02005). (CAF 15-94) *[See Notebook Tab 2]*
  - Public Hearing
  - Ordinance 15-36

## **IX. PUBLIC COMMENT PERIOD ON AGENDA ITEMS**

Citizens may only speak on Agenda items at this time. Citizens wishing to address the Council must sign-in on a form provided by the City Clerk prior to the beginning of the meeting. The sign-in form is located on the podium. When recognized by the Mayor, come forward to the podium, state your name, address and if you are a city resident. Please review the Citizen Comment Guidelines that are provided below.<sup>3</sup>

## **X. NEW BUSINESS**

- a) Consideration of Approval of Ordinance 15-43, 1) Extending the Corporate Limits of the City of Henderson, North Carolina; 2) Assignment of Newly Annexed Area off of Toyota Lane to Ward 2, and 3) Directing the City Attorney to Record Annexation with Vance County Board of Elections, Vance County Register of Deeds and the North Carolina Secretary of State. (CAF 15-09-C) *[See Notebook Tab 3]*
  - Ordinance 15-43

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### <sup>3</sup> Citizen Comment Guidelines for Agenda Items

The Mayor and City Council welcome and encourage citizens to attend City Council meetings and to offer comments on matters of concern to them. Citizens are requested to review the following public comment guidelines prior to addressing the City Council.

- 1) Citizens are requested to limit their comments to five minutes; however, the Mayor, at his discretion, may limit comments to three minutes should there appear to be a large number of people wishing to address the Council;
- 2) Comments should be presented in a civil manner and be non-personal in nature, fact-based and issue oriented. Except for the public hearing comment period, citizens must speak for themselves during the public comment periods;
- 3) Citizens may not yield their time to another person;
- 4) Topics requiring further investigation will be referred to the appropriate city official, Council Committee or agency and may, if in order, be scheduled for a future meeting agenda;
- 5) Individual personnel issues are confidential by law and will not be discussed. Complaints relative to specific individuals are to be directed to the City Manager;
- 6) Comments involving matters related to an on-going police investigative matter and/or the court system will not be permitted; and
- 7) Citizens should not expect specific Council action, deliberation and/or comment on subject matter brought up during the public comment section unless and until it has been scheduled as a business item on a future meeting agenda.

- b)** Consideration of Approval of Ordinance 15-44 for 1) Extending the Corporate Limits of the City of Henderson, North Carolina; 2) Assignment of Newly Annexed Carey Chapel Area to Ward 4, and 3) Directing the City Attorney to Record Annexation with Vance County Board of Elections, Vance County Register of Deeds and the North Carolina Secretary of State. *(CAF 15-46-C) [See Notebook Tab 4]*
- Ordinance 15-44
- c)** Consideration of Approval of 1) Resolution 15-59, Authorizing the Execution of Amendment #1 for Professional Engineering Services Contract for the Beckford Drive Widening Project to Kimley Horn; and 2) Ordinance 15-45, FY16 Budget Amendment #5, Amending the Budget for said Engineering Services Contract Amendment and Funding for the Final Easement Acquisition. *(CAF 15-90) [See Notebook Tab 5]*
- Resolution 15-59
  - Ordinance 15-45
- d)** Consideration of Approval of Ordinance 15-35, FY16 Budget Amendment #3, Transferring a Portion of Water Reservation Fees received from Granville County from the Rate Stabilization Capital Reserve Fund Back to the Water Fund Due to Termination of Utilities Sales Agreement between Granville County and the City of Henderson, and a Memorandum of Understanding between Warren County and the City of Henderson. *(CAF 15-89) [See Notebook Tab 6]*
- Ordinance 15-35
- e)** Consideration of Approval of 1) Resolution 15-45-A, Ratifying Acceptance of the Carolina Panthers 2015 Challenger Flag Football League Grant Award, and 2) Ordinance 15-42, FY16 BA #4, Amending the Budget for the Funding of Said Grant and Receipt of Funds. *(CAF 15-76-A) [See Notebook Tab 7]*
- Resolution 15-45-A
  - Ordinance 15-42
- f)** Consideration of Approval of 1) Ordinance 15-46, FY16, Budget Amendment #6, Amending the Budget for the Four Rivers RC&D Fox Pond Park Grant Match; 2) Resolution 15-68, Approving Execution of Memorandum of Agreement with the NC Wildlife Commission for the Installation of a Fishing Pier at Fox Pond Park; and 3) Resolution 15-63, Approving Memorandum of Agreement with NC Wildlife Commission for Fishing Pole and Tackle Loaner Program. *(CAF 15-93) [See Notebook Tab 8]*
- Ordinance 15-46
  - Resolution 15-68
  - Resolution 15-63

- g) Consideration of Approval of Resolution 15-05, Adopting the Updated and Revised Personnel Manual. (CAF 15-06) [See Notebook Tab 9]

- Resolution 15-05

## **XI. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS**

Citizens may only speak on Non-Agenda items at this time. Citizens wishing to address the Council must sign-in on a form provided by the City Clerk prior to the beginning of the meeting. The sign-in form is located on the podium. When recognized by the Mayor, come forward to the podium, state your name, address and if you are a city resident. Please review the Citizen Comment Guidelines that are provided below.<sup>4</sup>

## **XII. REPORTS**

- a) Mayor/Mayor Pro-Tem
- b) City Manager
  - i. Certificate of Appreciation for Interim City Manager Wyatt [See Notebook Tab 10]
- c) City Attorney
- d) City Clerk
  - i. Meeting and Events Calendar [See Notebook Tab 11]
  - ii. E-911 Monthly Report
  - iii. Fire Department Monthly Report
  - iv. National Night Out Against Crime Proclamation

## **XIII. ADJOURNMENT**

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### **<sup>4</sup> Citizen Comment Guidelines for Non-Agenda Items**

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- 3) Citizens may not yield their time to another person;
- 4) Topics requiring further investigation will be referred to the appropriate city official, Council Committee or agency and may, if in order, be scheduled for a future meeting agenda;
- 5) Individual personnel issues are confidential by law and will not be discussed. Complaints relative to specific individuals are to be directed to the City Manager;
- 6) Comments involving matters related to an on-going police investigative matter and/or the court system will not be permitted; and
- 7) Citizens should not expect specific Council action, deliberation and/or comment on subject matter brought up during the public comment section unless and until it has been scheduled as a business item on a future meeting agenda.

# **City Council Minutes**

## **Regular Meeting**

### **10 August 2015**

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#### **PRESENT**

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

#### **ABSENT**

None.

#### **STAFF PRESENT**

City Manager Franklin W. Frazier, City Attorney D. Rix Edwards, City Clerk Esther J. McCrackin, Public Services Director Mike Ross, Engineering Director Clark Thomas, Interim Finance Director Michelle Daniels, Recreation and Parks Director Kendrick Vann, Development Services Director Corey Williams, and Human Resources Director Cathy Brown.

#### **CALL TO ORDER**

The 10 August 2015 Regular Meeting of the Henderson City Council was called to order by Mayor James D. O'Geary at 6:01 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 O'Geary a quorum was present.

#### **INVOCATION AND PLEDGE OF ALLEGIANCE**

Council Member Simmons led those present in a prayer and the Pledge of Allegiance.

#### **OPENING COMMENTS**

Mayor O'Geary opened the meeting with a word of welcome to those present.

## **ADJUSTMENTS TO/APPROVAL OF AGENDA**

Mayor O'Geary asked if there were any adjustments to the Agenda. Council Member Inscoc moved to accept the Agenda as presented. Motion seconded by Council Member Peace-Jenkins, and unanimously approved.

## **APPROVAL OF MINUTES**

Mayor O'Geary asked for any corrections to and/or approval of the minutes. Council Member Peace-Jenkins moved to approve the 13 July 2015 Regular Meeting and the 23 July 2015 Special Called Meeting minutes as presented. Motion seconded by Council Member Simmons, and unanimously approved.

## **PRESENTATIONS/RECOGNITIONS**

Mayor O'Geary recognized Patricia "Alison" Prewer who retired from the case management assistance division of the Henderson Police Department on July 31, 2015 by presenting Ms. Prewer with an engraved clock. Ms. Prewer has worked for the City for 27 years. Mayor O'Geary thanked Ms. Prewer on behalf of the Council for her dedication to the City.

Mayor O'Geary then recognized Edward Wyatt with a Certificate of Appreciation. Mr. Wyatt served as interim city manager from November 1, 2014 to July 23, 2015. Mayor O'Geary said both the Council and staff appreciate all he has done during his time as interim. The Mayor also recognized Mrs. Wyatt who so graciously shared him during this time.

Council Member Peace-Jenkins said she is grateful for time Mr. Wyatt has spent in Henderson on two occasions as interim. She said he has helped the City tremendously and wanted to say thank you on behalf of the Council. Ms. Peace-Jenkins also extended thanks to Mrs. Wyatt.

Council Member Simmons thanked Mr. Wyatt for sharing his knowledge as he helped her learn tremendously.

## **PUBLIC HEARING**

**Amending the Zoning Map from R15 & O&I to I-1 (Industrial) Zoning District Located at 743 Newton Dairy Road, 15.84 acres (PIN# 0214 02005).** (*Reference: CAF 15-94; Ordinance 15-36*)

City Manager Frazier said this is a rezoning to eliminate multiple zones in this one area. He then asked Development Service Director Corey Williams to expound on this request.

Mr. Williams explained the total parcel is approximately 125 acres and is split by US1 and US158. The portion being discussed this evening is 15.84<sup>+/-</sup> acres currently zoned as two different classifications. The recommendation is to eliminate the multiple zonings on this portion and to establish one zoning district of I-1 to allow industrial use. The Planning Board reviewed the petition at its July 6, 2015 meeting and unanimously approved this recommendation.

Council Member Daeke asked what the surrounding areas are zoned and why the portion with a dwelling is not included in this rezoning. Mr. Williams was unsure why it was zoned this way or why the section with a dwelling on it was left I-1. He added the Planning Board is looking at areas in the ETJ where there are different inappropriate classifications and said it is clear there are many areas that need to be reviewed/cleaned up which will need to be brought back to Council.

Council Member Inscoe questioned why the Rezoning Application was signed by Frank Hester, owner but the Applicant Information indicated Terrell and Jackie Jackson as owner. City Manager Frazier said Mr. Hester is part of the group that owns the property.

With no further discussion, Mayor O'Geary opened the Public Hearing by asking if anyone was present who wished to speak in favor of this rezoning. No one came forward so Mayor O'Geary asked if anyone was present who wished to speak in opposition to this rezoning. No one came forward.

Mayor O'Geary then closed the Public Hearing and asked for Council's pleasure.

Council Member Peace-Jenkins moved the approval of Ordinance 15-36, *Amending the Zoning Map from R15 & O&I to I-1 (Industrial) Zoning District located at 743 Newton Dairy Road, 15.84 acres (PIN# 0214 02005)*. Motion seconded by Council Member Coffey, and APPROVED by the following vote: YES: Kearney, Coffey, Inscoe, Peace-Jenkins, Daeke, Simmons and Daye. NO: None. ABSTAIN: None. ABSENT: Rainey. (*See Ordinance Book 9, p 265*)

## **PUBLIC COMMENT PERIOD ON AGENDA ITEMS**

The City Clerk advised the Mayor and Council Members that no citizen wished to address Council at this time.

## **NEW BUSINESS**

**Extending the Corporate Limits of the City of Henderson, North Carolina; 2) Assignment of Newly Annexed Area off of Toyota Lane to Ward 2 and 3) Directing the City Attorney to Record Annexation with Vance County Board of Elections, Vance County Register of Deeds and the North Carolina Secretary of State.** (*Reference: CAF 15-09-C, Ordinance 15-43*)

City Manager Frazier explained this is the next step in formalizing the annexation of the dialysis center on Toyota Lane. This annexation will become effective January 1, 2016, places the area into Ward 2 and authorizes the City Attorney to notify the Vance County Board of Elections, Register of Deeds and the North Carolina Secretary of State.

There was no discussion so Mayor O'Geary asked for the pleasure of Council.

Council Member Coffey moved the approval of Ordinance 15-43, *Extending the Corporate Limits of the City of Henderson, North Carolina; 2) Assignment of Newly Annexed Area off of Toyota Lane to Ward 2 and 3) Directing the City Attorney to Record Annexation with Vance County Board of Elections, Vance County Register of Deeds and the North Carolina Secretary of State.* Motion seconded by Council Member Daeke, and APPROVED by the following vote: YES: Coffey, Inscoc, Peace-Jenkins, Daeke, Simmons, Daye and Kearney. NO: None. ABSTAIN: None. ABSENT: Rainey. (See Ordinance Book 9, p 279)

**Extending the Corporate Limits of the City of Henderson, North Carolina; 2) Assignment of Newly Annexed Carey Chapel Area to Ward 4, and 3) Directing the City Attorney to Record Annexation with Vance County Board of Elections, Vance County Register of Deeds and the North Carolina Secretary of State.** (Reference: CAF 15-46-C, Ordinance 15-44)

City Manager Frazier said this annexation is similar to the previous action. This area is adjacent to Carey Chapel which was annexed several years ago. The annexation will become effective on January 1, 2016, will be assigned to Ward 4 and authorizes the City Attorney to notify Vance County Board of Elections, Register of Deeds and the North Carolina Secretary of State.

There was no discussion. Mayor O'Geary asked Council for its pleasure.

Council Member Kearney moved the approval of Ordinance 15-44, *Extending the Corporate Limits of the City of Henderson, North Carolina; 2) Assignment of Newly Annexed Carey Chapel Area to Ward 4, and 3) Directing the City Attorney to Record Annexation with Vance County Board of Elections, Vance County Register of Deeds and the North Carolina Secretary of State.* Motion seconded by Council Member Simmons, and APPROVED by the following vote: YES: Inscoc, Peace-Jenkins, Daeke, Simmons, Daye, Kearney and Coffey. NO: None. ABSTAIN: None. ABSENT: Rainey. (See Ordinance Book 9, p 281)

**Authorizing the Execution of Amendment #1 for Professional Engineering Services Contract for the Beckford Drive Widening Project to Kimley Horn; and Amending the Budget for said Engineering Services Contract Amendment and Funding for the Final Easement Acquisition.** (Reference: CAF 15-90, Resolution 15-59, Ordinance 15-45)

City Manager Frazier reminded Council that this project originated in 2002; however, due to lack of State funding, it was placed on hold and postponed for various reasons over the years. Kimley Horn was selected in December 2009 as the qualified contractor but due to the lengthy legal process of securing easements, the original contract of \$31,875.74, with Kimley Horn, has been amended to \$19,845.34 as city staff will complete some items and the design was altered. Mr. Frazier said the necessary easements will be recorded tomorrow and the project is ready to go out for bid. He then asked Engineering Director Clark Thomas to come forward and mentioned Jeff Moore from Kimley Horn, is present to answer any questions.

Mr. Thomas explained revisions to the project were necessary to comply with new requirements by the North Carolina Department of Transportation (NCDOT). Also, a portion of the original project was eliminated due to the work already completed by the NCDOT on Beckford Drive

(i.e., repairing existing turn lane in front of the shopping center and curb and gutter work along Beckford Drive).

Council Member asked about funding for this project. Mr. Frazier said at this time the funds associated with the scaled down project as well as the final easement acquisition cost will come from contingency.

With no further questions, Mayor O'Geary asked for the pleasure of Council.

Council Member Inscoe moved the approval of Resolution 15-59, *Authorizing the Execution of Amendment #1 for Professional Engineering Services Contract for the Beckford Drive Widening Project to Kimley Horn; and 2) Ordinance 15-45, FY15 Budget Amendment #5, Amending the Budget for said Engineering Services Contract Amendment and Funding for the Final Easement Acquisition.* Motion seconded by Council Member Coffey, and APPROVED by the following vote: YES: Peace-Jenkins, Daeke, Simmons, Daye, Kearney, Coffey and Inscoe. NO: None. ABSTAIN: None. ABSENT: Rainey. (See Resolution Book 4, p 259, Ordinance 15-45, p 283)

**Transferring a Portion of Water Reservation Fees received from Granville County from the Rate Stabilization Capital Reserve Fund Back to the Water Fund Due to Termination of Utilities Sales Agreement between Granville County and the City of Henderson, and a Memorandum of Understanding between Warren County and the City of Henderson.** (Reference: CAF 15-89; Ordinance 15-35, FY15-16 Budget Amendment #3)

City Manager Frazier reminded Council all the actions needed to settle the lawsuit have been discussed by Council and due to the termination of the agreement with Granville County, it is now necessary to transfer \$1,884,000 from the Rate Stabilization Fund to the Water Fund to cover the \$60,000 payment to Warren County for the Middleburg water lines and \$1,823,415.74 refund to Granville County.

(Clerk's Note: Council Member Rainey arrived at 6:23 p.m.)

There were no questions. Mayor O'Geary asked for the pleasure of Council.

Council Member Inscoe moved the approval of Ordinance 15-35, *Transferring a Portion of Water Reservation Fees received from Granville County from the Rate Stabilization Capital Reserve Fund Back to the Water Fund Due to Termination of Utilities Sales Agreement between Granville County and the City of Henderson, and a Memorandum of Understanding between Warren County and the City of Henderson.* Motion seconded by Council Member Daeke, and APPROVED by the following vote: YES: Peace-Jenkins, Daeke, Simmons, Daye, Kearney, Coffey, Inscoe and Rainey. NO: None. ABSTAIN: None. ABSENT: None. (See Ordinance Book 9, p 263)

**Ratifying Acceptance of the Carolina Panthers 2015 Challenger Flag Football League Grant Award, and Amending the Budget for the Funding of Said Grant and Receipt of Funds.** (Reference: CAF 15-76-A, Resolution 15-45-A, Ordinance 15-42, Budget Amendment #5)

City Manager Frazier explained on June 17, 2015, the grant funds were received along with the letter awarding the grant. Action this evening will accept the funds and establish the budget

There was no discussion. Mayor O'Geary said it is not often the grant funds are received in such a timely manner. He then asked for Council's pleasure.

Council Member Peace-Jenkins moved the approval of Resolution 15-45-A, *Ratifying Acceptance of the Carolina Panthers 2015 Challenger Flag Football League Grant Award*, and 2) Ordinance 15-42, FY16 BA #4, *Amending the Budget for the Funding of Said Grant and Receipt of Funds*. Motion seconded by Council Member Coffey and APPROVED by the following vote: YES: Daeke, Simmons, Daye, Kearney, Coffey, Inscoc, Rainey and Peace-Jenkins. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 4, p 231-A, Ordinance Book 9, p 277)

**Amending the Budget for the Four Rivers RC&D Fox Pond Park Grant Match; 2) Approving Execution of Memorandum of Agreement with the NC Wildlife Commission for the Installation of a Fishing Pier at Fox Pond Park; and 3) Approving Memorandum of Agreement with NC Wildlife Commission for Fishing Pole and Tackle Loaner Program.** (CAF 15-93, Ordinance 15-46 FY16 Budget Amendment #6, Resolution 15-68, Resolution 15-63)

City Manager Frazier explained this is a project that has come before Council previously. There is a grant match to finish out this project related to a boardwalk and other incidentals. The budget amendment of \$6,250 has already been approved by Vance County contingent on the City's approval. The second item is the approval of a Memorandum of Agreement with NC Wildlife for the pier itself and the third item is for a Memorandum of Agreement for the fishing pole/tackle loaner program. He encouraged those who have not been out to the Park recently to go out and see the many changes.

Council Member Rainey asked in addition to the fishing pier will the pond will be stocked with fish. Recreation & Parks Director Kendrick Vann said in the Fall a fish feeder will be set in place and next year another feeder will be placed and the pond will be stocked with approximately 1,800 fish.

Council Member Inscoc asked if the \$6,250 will be taken from Fund Balance. Mr. Frazier said at this time yes. Mr. Frazier and Mr. Vann looked into using funds from private donations but because it is so early in the year none were available; however, as time goes on, every effort will be made to find a way to replace this amount.

Council Member Daeke asked about the Memorandum of Agreement regarding obtaining rods and reels at 25% of the Commission's cost. Recreation and Parks Director Kendrick Vann responded the anticipated cost is \$625 for 35 poles/reels and that the cost should decrease in

coming years, depending on how many remain in good condition. Mr. Daeke then asked if the \$625 expense is on top of other costs coming out of the Fund Balance. Mr. Frazier said no; that the \$625 would be absorbed in the departmental budget.

Council Member Coffey asked if the poles will be signed in/out when borrowed and who pays for the poles if they are broken. Mr. Vann responded the lease would only pay for the pole if it was intentionally broken and he will have staff training for this program.

Council Member Kearney and Mayor O'Geary both said this will be a good program for youth.

There was no further discussion. Mayor O'Geary asked for Council's pleasure.

Council Member Coffey moved the approval of Ordinance 15-46, *Amending the Budget for the Four Rivers RC&D Fox Pond Park Grant Match*; 2) Resolution 15-68, *Approving Execution of Memorandum of Agreement with the NC Wildlife Commission for the Installation of a Fishing Pier at Fox Pond Park*; and 3) Resolution 15-63, *Approving Memorandum of Agreement with NC Wildlife Commission for Fishing Pole and Tackle Loaner Program*. Motion seconded by Council Member Kearney, and APPROVED by the following vote: YES: Simmons, Daye, Kearney, Coffey, Inscoe, Rainey, Peace-Jenkins and Daye. NO: None. ABSTAIN: None. ABSENT: None. (*See Ordinance Book 9, p 285, Resolution Book 4, p 277 and 267*)

**Adopting the Updated and Revised Personnel Manual.** (*Reference: CAF 15-06, Resolution 15-05*)

City Manager Frazier said he was glad Mr. Wyatt is present this evening as he spent many hours working on this revision, along with the PIT (Process Improvement Team) of Cathy Brown, Christy Lipscomb, Kathy Brafford, Clark Thomas, Marcus Barrow, Danny Wilkerson, Esther McCrackin and Frank Frazier. He then asked Human Resources Director Cathy Brown to highlight the revisions.

Ms. Brown said the revised manual has been shared with employees, and the City Attorney and Council's Human Resources Commission have all reviewed the manual. The revised manual was then sent to Council for review. The points she highlighted are: 1) hiring practice of 2.5% increase after successful completion of probationary period; 2) probationary period is 6 months for everyone except police, fire and department directors which have a 12 month probationary period; 3) increases for furthering education of 5% for an associate's degree, 10% for a bachelor's degree and if a master's degree benefits the city, the employee will be eligible for a one-time 3% bonus; 4) travel expenses will follow State guidelines; 5) vacation accrual has been increased to 12 days at 2 years; 6) to increase recruitment/retention, up to 500 hours of sick leave from other State municipalities will be accepted after a successful completed probationary period.

Council Member Peace-Jenkins asked about the transfer of hours and Ms. Brown clarified the hours must come from a municipality participating in the State retirement system.

Council Member Simmons asked for clarification that the 3% received for obtaining a master's degree was a one-time bonus only. Ms. Brown confirmed this is correct.

The last highlight Ms. Brown mentioned was the addition of a bereavement policy which allows an employee one day. If more days are needed, the employee can request vacation or other time as appropriate.

Council Member Coffey applauded this addition.

Council Member Kearney asked if Ms. Brown could provide the value these changes total. Overall, Ms. Brown said 25-37% additional benefits depending on the position per year.

Council Member Daeke asked for an explanation regarding an employee who has reached the top of their job grade. Ms. Brown explained that a one-time bonus would be given to recognize performance of an employee who is at the top of their pay grade.

There was no further discussion.

Council Member Kearney moved the approval of Resolution 15-05, *Adopting the Updated and Revised Personnel Manual*. Motion seconded by Council Member Daeke, and APPROVED by the following vote: YES: Daye, Kearney, Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke and Simmons. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 4, p 151)

## **PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS**

The City Clerk advised the Mayor and Council Members that no citizen wished to address Council at this time.

## **REPORTS**

a) Mayor/Mayor Pro-Tem (No Report)

b) City Manager – Mr. Frazier reported on:

- i. DDC update – The DDC met with Mr. Inscoe (Land Planning Chairperson) and City representatives to discuss its desire to regain Main Street status. The Kerr-Tar Council of Government is willing to complete the necessary application at a cost of \$5,000. The DDC is willing to contribute \$2,500 to the cost with the City contributing the other \$2,500. It will take about 180 hours to complete and it can take up to three years to fully regain the Main Street status. The second part is the hiring of a part-time person (up to \$10,000 for the latter part of this year and perhaps \$20,000 for a full year in FY16. Thirdly, the DDC felt the position should be housed outside of City Hall. Use of an area at the fire station on Garnett Street was suggested. If agreed to, it will need some renovation, and Mr. Inscoe has graciously said he would be willing to spearhead the renovation, if Council is agreeable.

Mr. Inscoe said the idea of the COG doing the application was approved by the DDC board. He suggested a portion of the sale of the old city garage be used to fund the \$2,500 for the grant application. He reminded Council that \$5,000 of the sale was to be set aside for demolition (Development Service Dept.) and \$5,000 was to go to Fund Balance. If Council is agreeable, \$2,500 will go to Fund Balance and \$2,500 will go to the application process. If a part-time person is agreeable, the DDC has agreed to contribute one-half of the expense.

Council Member Kearney was pleased the DDC was willing to make an 18 month commitment.

Council Member Inscoe introduced a motion to contribute \$2,500 for the grant application process (to be completed by the COG) and the funds will come from a portion of the sale of the old city garage. The motion also included funding the DDC with a part-time employee for the latter part of this year. Motion was seconded by Council Member Rainey and approved as follows: YES: Kearney, Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke, Simmons and Daye. NO: None. ABSTAIN: None. ABSENT: None.

Council Member Daeke said he recently had a conversation with Mr. John Wester about downtown and he offered free space (no rent/no cost) to the DDC within a newly renovated building and suggested this offer be considered as an option.

- ii. More information will be coming regarding Vance County water lines and the need to finalize the logical growth corridor discussion
- iii. City has been contacted by a cell phone provider interested in using the old stand pipe on Water Street.
- iv. Discussion with County Manager regarding jointly owned property. Mr. Frazier added 255 Andrews Avenue is now vacant.
- v. KLRW Advisory Board met this morning. IBT meeting will be September 9 at 9:00 a.m. High Speed Pump installation is complete.

In conjunction with the Oxford lawsuit, Warren County Manager Linda Worth met with Mr. Frazier following the Advisory Board meeting to discuss the County's interest in refinancing its loan.

c) City Attorney (No Report)

d) City Clerk – The City Clerk asked Council to RSVP to her no later than September 8 if they plan to attend the Annual Kerr-Tar Council of Governments Annual Banquet. She also mentioned the convocation at Northern Vance High School this Thursday morning.

## **OTHER**

Council Member Kearney reported on a teleconference regarding the Sales Tax Reform Fairness Act and said he plans to attend the “rally” scheduled for this coming Wednesday. He said if Council agreed he would go as the City’s representative. It was the consensus of Council for Mr. Kearney to represent the City and to report back to Council at its next meeting. The consensus was as follows: YES: Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke, Simmons and Daye.

Council Member Coffey asked if consideration could be given to placing the flag pole for being a Purple Heart City in the courtyard in front of the police station. Originally, the pole was to be placed in Veteran’s Park; however, it has been determined there is no space in the Park for the pole to be properly viewed. Mayor O’Geary asked the City Manager to look into this possibility.

Council Member Peace-Jenkins said Brodie Printing Shop has expressed concern regarding the building next to their shop and said she would appreciate someone looking into the property. She also said she is glad Ms. Coffey came through her major surgery so well.

Council Member Daeke said the annual Ducky Derby is fast approaching. He said this event could never happen without the assistance of the police/fire/public service departments of the City.

Council Member Simmons sincerely thanked Interim City Manager Wyatt for going above and beyond as he personally purchased city souvenirs for her to provide her class members at their 50th class reunion.

With no further discussion, Mayor O’Geary asked if Council was prepared to adjourn.

## **ADJOURNMENT**

Council Member Inscoe moved for adjournment. Motion seconded by Council Member Peace-Jenkins, and unanimously approved. The meeting adjourned at 7:05 p.m.

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James D. O’Geary  
Mayor

***ATTEST:***

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Esther J. McCrackin  
City Clerk