



AGENDA

Henderson City Council Regular Meeting

Monday 8 December 2014, 6:00 p.m.

**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, Jr.
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

Edward A. Wyatt, Interim 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 Behavior¹ and Transparency in Governance². 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.

¹ **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.

² **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) 24 November 2014 Short Regular Meeting and Work Session. *[See Notebook Tab 1]*

VII. PUBLIC COMMENT PERIOD ON AGENDA ITEMS

Citizens may only speak on Agenda items only 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.³

VIII. OLD BUSINESS

- a) Consideration of Approval of 1) Resolution 14-92, Authorizing the Execution of a Contract with I. Kruger, Inc. to Perform an Actiflo-Carb Pilot Study at Kerr Lake Regional Water Plant and 2) Ordinance 14-07 FY15 Budget Amendment #15, Authorizing Transfer of Contingency Funds for Above Mentioned Study. *(CAF 14-125) [See Notebook Tab 2]*

- Resolution 14-92
- Ordinance 14-07

IX. NEW BUSINESS

- a) Consideration of Approval of Resolution 14-96, Adopting the KLRWS 2012 Local Water Supply Plan. *(CAF 14-130) [See Notebook Tab 3]*

- Resolution 14-96

- b) Consideration of Approval of Resolution 14-78, Authorizing the Retirement of and Transfer of Ownership of K-9 Diesel to Police Sergeant Michael Overton. *(CAF 14-127) [See Notebook Tab 4]*

- Resolution 14-78

³ **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.

- c) Consideration of Approval of Resolution 14-04, Authorizing an RFP Soliciting a Commercial Real Estate Broker to Sell a City of Henderson, North Carolina Property. (CAF 14-129) [See Notebook Tab 5]
 - Resolution 14-04

- d) Consideration of Approval of Resolution 14-46, Authorizing the Mayor to Sign a Revised Supplemental Agreement with the North Carolina Department of Transportation (NCDOT) Relative to the Beckford Drive Widening Project on Behalf of the City (U-4916). (CAF 14-132) [See Notebook Tab 6]
 - Resolution 14-46

- e) Consideration of Approval of: 1) Resolution 14-97, Amending the CH2MHill Contract for Additional Work, and 2) Ordinance 14-54, FY15 Budget Amendment #16, Authorizing the Appropriation of \$33,000 from the Contingency Line to the Engineering Line of the Inter Basin Transfer (IBT) Budget for the Regional Water System. (CAF 14-131) [See Notebook Tab 7]
 - Resolution 14-97
 - Ordinance 14-54

- f) Consideration of Approval of Ordinance 14-35, Amending Section 7-64.0 of the City Code Relative to Declaration as to Certain Intersections. (CAF 14-92-B) [See Notebook Tab 8]
 - Ordinance 14-35

X. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

Citizens may only speak on non-Agenda items only 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.⁴

⁴ Citizen Comment Guidelines for Non-Agenda Items

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- 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.

XI. REPORTS

- a)* Mayor/Mayor Pro-Tem (No Report)
- b)* Interim City Manager (No Report)
- c)* City Attorney (No Report)
- d)* City Clerk
 - i. Meeting and Events Calendar [*See Notebook Tab 9*]
 - ii. Fire Department Monthly Report

XII. CLOSED SESSION

- a)* Pursuant to G.S.§143-318.11 (a)(3) regarding Attorney/Client Privilege

XIII. WORK SESSION

- a)* Discussion Regarding Procedure for City Manager Appointment (*No Attachments*)

XIV. ADJOURNMENT

City Council Minutes - DRAFT
Short Regular Meeting and Work Session
24 November 2014

PRESENT

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

ABSENT

Council Members James C. Kearney, Sr. and Michael C. Inscoe

STAFF PRESENT

Assistant City Manager Frank Frazier, City Attorney D. Rix Edwards, City Clerk Esther J. McCrackin, Finance Director Kathy Brafford, Engineering Director Clark Thomas, Development Services Director Corey Williams, Human Resources Director Cathy Brown, Recreation and Parks Director Kendrick Vann, Kerr Lake Regional Water Director Christy Lipscomb, Youth Services Director Donna Stearns, Recreation Program Supervisor Greg Kelly, Community Service/Restitution Supervisor Shantel Hargrove, Aycock Recreation Center Director Crystal Allen and Recreation and Parks Administrative Assistant Pam Stevenson.

(Clerk's Note: Interim City Manager Wyatt was unable to attend this meeting due to a prior, approved family commitment)

CALL TO ORDER

The 24 November 2014 Short Regular Meeting and Work Session of the Henderson City Council was called to order by Mayor James D. O'Geary at 6:00 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 Brenda Peace-Jenkins led those in attendance in a prayer and the Pledge of Allegiance.

WELCOME

Mayor O'Geary expressed his pleasure to see so many staff and citizens present.

ADJUSTMENTS TO/APPROVAL OF AGENDA

Mayor O'Geary asked if there were any adjustments to the Agenda. Council Member Rainey moved to accept the Agenda as presented. Motion was seconded by Council Member Daye, 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 the approval of the 10 November, 2014 Regular Meeting minutes, as presented. Motion seconded by Council Member Simmons, and unanimously approved.

PRESENTATIONS/RECOGNITIONS

Recognition of new Recreation and Parks Director: Mayor O'Geary asked Human Resources Director Brown to introduce the newly appointed director of Recreation and Parks. Ms. Brown introduced Mr. Kendrick Vann, who started with the City on 20 November 2014.

Mr. Vann shared his appreciation to the City, Council, Staff and his family for what he called a great opportunity. He recognized the departmental staff present and said he hopes to bring a new vision to the department.

Mayor O'Geary said everyone is looking forward to the new direction and then asked Mr. Vann's family to stand and be recognized.

United Way Campaign: - Youth Services Director Stearns is once again spearheading the campaign for the City. She reviewed the campaign, and shared that 98% of donations made by City staff stay within Vance County. Ms. Stearns added there are two new incentives to encourage donations this year and she has set a goal of at least \$6,500, which was the amount donated last year. In closing she thanked Council for its support.

PUBLIC HEARING

Amending the Zoning Ordinance to Include 3.11 Elementary and Middle Schools as a Special Use in the I-2 (Industrial-Non Park District). (*Reference: CAF 14-108*); (*Ordinance 14-53*)

Development Services Director Corey Williams explained a request was received to include 3.11 Elementary and Middle Schools as a Special Use in the I-2 district. Among other uses, the I-2 allows day cares, nurseries, vocational schools and the Planning Board unanimously approved this recommendation during its 3 November 2014 meeting.

Council Member Daeke asked about possible traffic issues. Mr. Williams responded none were anticipated as harmony within the area is expected.

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 amendment.

Attorney Jonathan Care, 1708 Peace Street. Attorney Care represents a charter school looking for space to re-locate. He said the DPI now requires larger tracts and potential sites are mainly located in the I-2 districts. Attorney Care elaborated on Council Member Daeke's question about traffic by saying school traffic would be different than shift traffic which should not cause a problem.

Mayor O'Geary asked if anyone else was present who wished to speak in favor of this amendment. No one came forward so Mayor O'Geary then asked if anyone was present who wished to speak in opposition to the amendment. No one came forward.

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

Motion was made by Council Member Rainey to approve Ordinance 14-53, *Amending the Zoning Ordinance to Include 3.11 Elementary and Middle Schools as a Special Use in the I-2 (Industrial-Non Park District)*. Motion seconded by Council Member Coffey, and APPROVED by the following vote: YES: Coffey, Rainey, Peace-Jenkins, Daeke, Simmons and Daye. NO: None. ABSTAIN: None. ABSENT: Kearney and Inscoe. (*See Ordinance Book 9, p 191*)

PUBLIC COMMENT PERIOD ON AGENDA ITEMS

The City Clerk advised the Mayor and Council Members that no citizen wished to speak to Council.

OLD BUSINESS

Amending Section 7-64.0 of the City Code Relative to Declaration as to Certain Intersections and Section 7-49, Declaration as to Certain Streets. (*Reference: CAF 14-92-A; Ordinance 14-41*)

Assistant City Manager Frazier said these issues have all been discussed previously. He then briefly reviewed the three suggested changes beginning with the intersection of South Park and Beckford Drive. Staff discussed this traffic problem with the North Carolina Department of Transportation (DOT) which recommends that State ordinances be written to prohibit left hand movement to and from South Park Drive. The DOT will install signage to reflect the new ordinance(s) once they are approved by the State Traffic Engineer.

With no questions from Council Mr. Frazier moved to the request from the Fire Department to return Oak Street to two-way traffic. This was a two-fold request to 1) allow fire trucks to enter the station from Oak Street and 2) to alleviate a safety issue as almost daily, someone drives the wrong way on Oak Street. Mr. Frazier asked that if approved by Council that this ordinance take effect on 1 December 2014 to allow time for signage changes.

The third part of this ordinance will change traffic flow on Belle Street from Garnett Street to Dorsey Avenue. Mr. Frazier asked Engineering Director Thomas to explain further. Mr. Thomas said currently there is a safety issue as the existing mail drop box creates cross lane travel and the potential for head-on collisions. After discussions with Post Office representatives and local businesses, the mail box drop location will be changed on Belle Street along with becoming one-way.

Council Member Daeke asked if there were any objections from local businesses. Mr. Thomas said there were none.

Council Member Coffey asked when the changes on Belle Street would take place. Mr. Frazier responded not before January 1 due to the necessary notifications and possible weather problems. Ms. Coffey then asked about how people would be notified. Mr. Frazier said with signage and assistance from the police department. Mr. Thomas added possible diagrams within the Post Office to inform the public.

Council Member Rainey asked if there would be any changes in the stop sign on Oak Street. Mr. Frazier said the stop sign is on Pine Street and no changes are anticipated.

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

Motion was made by Council Member Coffey to approve Ordinance 14-41, *Amending Section 7-64.0 of the City Code Relative to Declaration as to Certain Intersections and Section 7-49, Declaration as to Certain Streets*. Motion seconded by Council Member Daeke, and APPROVED by the following vote: YES: Coffey, Rainey, Peace-Jenkins, Daeke, Simmons and Daye. NO: None. ABSTAIN: None. ABSENT: Kearney and Inscoe. (See Ordinance Book 9, p 167)

NEW BUSINESS

Employee Appreciation One-Time Salary Supplement. (Reference: CAF 14-128; Resolution 14-94)

Assistant City Manager Frazier explained this is a request for Council to affirm its desire to award a one-time salary supplement to employees as has been done in years past. He said on behalf of all the employees this supplement is greatly appreciated. The FY14-15 budget included allocations for this supplement and, if approved, will be distributed during the employee luncheon in December.

There were no other questions so Mayor O'Geary asked for Council's pleasure.

Motion was made by Council Member Daeke to approve Resolution 14-94, *Employee Appreciation One-Time Salary Supplement*. Motion seconded by Council Member Peace-Jenkins, and APPROVED by the following vote: YES: Rainey, Peace-Jenkins, Daeke, Simmons, Daye and Coffey. ABSTAIN: None. ABSENT: Kearney and Inscoe. (See Resolution Book 4, p 135)

Tax Releases and Refunds from Vance County for the Month of September 2014.
(Reference: CAF 14-110) Below are the tax releases and refunds which were found to be in order by the Finance Director for the month of October 2014.

Oct 2014 Tax Releases & Refunds			
Name	Reason	Tax Year	Amount
Real & Personal Property			
Releases			
Resolution Trust Corporation	Taxes lost to Foreclosure	2003	\$ 15.80
Resolution Trust Corporation	Taxes lost to Foreclosure	2004	\$ 16.58
Resolution Trust Corporation	Taxes lost to Foreclosure	2005	\$ 17.35
Resolution Trust Corporation	Taxes lost to Foreclosure	2006	\$ 17.35
Greater Little Zion Holiness	Taxes lost to Foreclosure	2007	\$ 264.99
Resolution Trust Corporation	Taxes lost to Foreclosure	2007	\$ 192.35
Greater Little Zion Holiness	Taxes lost to Foreclosure	2008	\$ 255.02
McGhee, Willie L. Jr., Heirs	Taxes lost to Foreclosure	2008	\$ 108.76
Resolution Trust Corporation	Taxes lost to Foreclosure	2008	\$ 21.92
Greater Little Zion Holiness	Taxes lost to Foreclosure	2009	\$ 290.04
McGhee, Willie L. Jr., Heirs	Taxes lost to Foreclosure	2009	\$ 112.61
Resolution Trust Corporation	Taxes lost to Foreclosure	2009	\$ 222.70
Greater Little Zion Holiness	Taxes lost to Foreclosure	2010	\$ 378.15
Harris, Jackie	Personal Property Billed	2010	\$ 34.78
McGhee, Willie L. Jr., Heirs	Taxes lost to Foreclosure	2010	\$ 112.61
Resolution Trust Corporation	Taxes lost to Foreclosure	2010	\$ 22.70
Greater Little Zion Holiness	Taxes lost to Foreclosure	2011	\$ 362.19
McGhee, Willie L. Jr., Heirs	Taxes lost to Foreclosure	2011	\$ 112.68
Resolution Trust Corporation	Taxes lost to Foreclosure	2011	\$ 22.68
Greater Little Zion Holiness	Taxes lost to Foreclosure	2012	\$ 362.19
McGhee, Willie L. Jr., Heirs	Taxes lost to Foreclosure	2012	\$ 112.68
Resolution Trust Corporation	City Weed Abatement Lien Lost to Foreclosure	2012	\$ 220.00
Resolution Trust Corporation	Taxes lost to Foreclosure	2012	\$ 22.68
Greater Little Zion Holiness	Taxes lost to Foreclosure	2013	\$ 383.86
McGhee, Willie L. Jr., Heirs	Taxes lost to Foreclosure	2013	\$ 119.42
Resolution Trust Corporation	Taxes lost to Foreclosure	2013	\$ 24.04
Boyd, Johnnie Mitchell	Senior Exemption	2014	\$ 821.31
Greater Little Zion Holiness	Taxes lost to Foreclosure	2014	\$ 383.86
McGhee, Willie L. Jr., Heirs	Taxes lost to Foreclosure	2014	\$ 119.42
Regeneration Development	Taxes lost to Foreclosure	2014	\$ 24.04
1/2 Price Outlet	Personal Property Billed	2014	\$ 778.41
			\$ 5,953.17
Real & Personal Property			
Refunds			
	None		\$ -
Total R & P Property Refunds			
			\$ -
Total R&P Prop. Rel. & Ref.			
			\$ 5,953.17
Vehicle Releases			
Ellis, Toni Sovonya Rekkia	Pro-Rate	2013	\$ 12.79
Total Vehicle Releases			
			\$ 12.79
Vehicle Refunds			
Richardson, James Arthur	Pro-Rate	2013	\$ 25.56
Wilson, James Edward Jr.	Billed in NCVTS (DMV)	2013	\$ 49.20
Total Vehicle Refunds			
			\$ 74.76
Tot. Veh. Rel. & Ref.			
			\$ 87.55
Total All Releases & Refunds			
			\$ 6,040.72

There were no questions so Mayor O'Geary asked for Council's pleasure.

Motion was made by Council Member Coffey to approve the *Tax Releases and Refunds from Vance County for the Month of October 2014*. Motion seconded by Council Member Rainey, and APPROVED by the following vote: YES: Rainey, Peace-Jenkins, Daeke, Simmons, Daye and Coffey. ABSTAIN: None. ABSENT: Kearney and Inscoe.

PUBLIC COMMENT PERIOD ON AGENDA ITEMS

The City Clerk advised the Mayor and Council Members that no citizen wished to speak to Council.

REPORTS

a) Mayor/Mayor Pro-Tem

Mayor O'Geary wished everyone a very blessed Thanksgiving as did Mayor Pro-Tem Rainey.

b) City Manager

As a reminder, Assistant City Manager Frazier said City Hall will be closed on Thursday and Friday for the Thanksgiving holiday. However, staff will be on stand-by for any problems. He mentioned leaf season is in full force and loose leaf pickup will end 15 January 2015.

c) City Attorney (No Report)

d) City Clerk (No Report)

Mayor O'Geary called for a brief recess to allow time for citizens and staff to depart if they so wished before the start of the Work Session.

WORK SESSION

Authorizing the Execution of a Contract with I. Kruger, Inc., to Perform an Actiflo-Carb Pilot Study at Kerr Lark Regional Water Plant and Authorizing Transfer of Contingency Funds for Above Mentioned Study.(Reference: CAF 14-125, Resolution 14-92, Ordinance 14-07, FY 15 Budget Amendment #15)

Assistant City Manager Frazier asked Kerr Lake Regional Water Director Lipscomb to present this item. Ms. Lipscomb explained there is a new process that could potentially save major expense with the 20MGD project. This process uses sand and carbon to reduce TOCs which are precursors to THM problems. The cost of this three week pilot study is \$13,000 which will be credited to the upgrade if it meets expectations and is approved by Council. Ms. Lipscomb explained the process could allow for retrofitting current units.

Council Member Rainey asked how many gallons would be used in the study. Ms. Lipscomb said approximately 5,000 and added the water will go through a mini plant which will be brought on-site by the company and placed where staff will have the opportunity to use the system. She added Salisbury is currently using this system and she is in the process of setting up a time when she, her operators and the Engineering Director can all go to Salisbury to observe the system.

Council Member Daeke asked about costs. Ms. Lipscomb said she was unsure at this time.

Mr. Frazier said the \$13,000 is reasonable to help make a sound decision.

Mayor O'Geary asked if Council would like to move forward with this project. It was the consensus of Council to bring this to the next regular session for approval as follow: YES: Coffey, Rainey, Peace-Jenkins, Daeke, Simmons and Daye. NO: None. ABSTAIN: None. ABSENT: Kearney and Inscoc.

Mayor O'Geary asked if Council wished to add a work session to the 8 December Regular Meeting to begin discussions regarding the City Manager Search. There was no disagreement and a Work Session will be added to the next meeting.

ADJOURNMENT

Council Member Rainey moved for adjournment. Motion seconded by Council Member Peace-Jenkins and unanimously approved. The meeting adjourned at 6:57 p.m.

James D. O'Geary
Mayor

ATTEST:

Esther J. McCrackin
City Clerk

City Council Action Form

Office of City Manager
P. O. Box 1434
Henderson, NC 27536
252.430.5701



Council Meeting: 8 Dec 14 Regular Meeting

2 December 2014

TO: The Honorable Mayor James D. O'Geary and Members of City Council

FR: Ed Wyatt, Interim City Manager

RE: **CAF: 14-125**

Consideration of Approval of 1) Resolution 14-92, Authorizing the Execution of a Contract with I. Kruger, Inc. to Perform an Actiflo-Carb Pilot Study at Kerr Lake Regional Water Plant and 2) Ordinance 14-07 FY 15 BA #15 Authorizing Transfer of Contingency Funds for Above Mentioned Study.

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- **KSO 5:** To Provide Reliable, Dependable and Environmentally Compliant Infrastructure Systems.

Recommendation:

Approval of:

- Resolution 14-92, Authorizing the Execution of a Contract with I. Kruger, Inc. to Perform an Actiflo-Carb Pilot Study at Kerr Lake Regional Water Plant; *and*
- Ordinance 14-07, FY 15 BA #15 Authorizing Transfer of Contingency Funds for Above Mentioned Study.

Executive Summary:

The City is proceeding with obtaining the Interbasin Transfer Certificate and also preparing for design changes associated with previous plans and specs from the 20 MGD expansion.

With the new regulations that are being looked into by the EPA and State agencies, the 20 MGD upgrade will be the ideal time to look into new technologies, such as the Actiflo-Carb System, that will not only tackle the current treatment obstacles, but also the next generation of treatment challenges. This may ultimately lead to less capital costs in expansion of the plant plus added benefits in requirements plus added benefits in meeting the Stage II Disinfection By-Products Regulations relative to the distribution. The cost of the study which would be performed by I. Kruger, Inc., is approximately \$13,000.

The transfer of funds from the 20 MGD Project Contingency account to the Engineering account will enable the funds to be expended for this pilot test at the Regional Water Plant.

Attachments:

1. Resolution 14-92
2. Ordinance 14-07

RESOLUTION 14-92

AUTHORIZING THE EXECUTION OF A CONTRACT WITH I. KRUGER, INC. TO PERFORM AN ACTIFLO-CARB PILOT STUDY AT KERR LAKE REGIONAL WATER PLANT (PLANT)

WHEREAS, the City Council of Henderson, North Carolina (Council) conducted its Annual Planning Retreat in February 2014, during which it identified eight Key Strategic Objectives (KSO) and Goals; *and*

WHEREAS, this Resolution addresses one of the KSOs: KSO 5 - Reliable Infrastructure; *and*

WHEREAS the City of Henderson, North Carolina (City) and its partners, the City of Oxford, North Carolina and the County of Warren, North Carolina, are seeking issuance from the State of North Carolina (State) for an Interbasin Transfer Certificate as referenced in North Carolina General Statute § 143-215.22L; *and*

WHEREAS in 2005, plans and specifications for expansion of Plant capacity were prepared and an Authorization to Construct was issued by the State; *and*

WHEREAS, certain revisions to these plans and specifications are required to ensure compliance with current State and Federal codes and regulations; *and*

WHEREAS, a pilot study will identify needed, and possibly cost-saving, design changes, some of which could allow the Plant to better comply with the United States Environmental Protection Agency Stage II Disinfection By-Products Rule; *and*

WHEREAS, there are monies available in the existing 20 MGD (millions of gallons of water used each day) Project Contingency fund that may be used for the study.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL THAT IT DOES HEREBY authorize the Mayor or Interim City Manager to execute and sign the attached contract for I. Kruger, Inc. to perform a study at the Plant.

The foregoing Resolution 14-92, upon motion of Council Member ** and second by Council Member **, and having been submitted to a roll call vote received the following votes and was ***** on this the *** day of **** 2014: YES: . NO: . ABSTAIN: . ABSENT: .

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

Reference: Minute Book 44, pp. **, CAF 14-125



November 10, 2014

Christy Lipscomb
Director/ORC
Kerr Lake Regional Water System
280 Regional Water Lane
Henderson, NC 27538
Phone: 252-438-2142
Cell: 252-430-9387

Re: ACTIFLO® Carb Pilot Study Proposal

Dear Ms. Lipscomb:

Please find the following pilot proposal and data package for ACTIFLO® Carb pilot testing. This proposal summarizes set-up requirements for our pilot unit and includes an agreement for the cost of pilot testing.

As per the attached documents, the cost for pilot testing is \$4,000 per week excluding transportation. This cost includes pilot plant specialists to run the pilot unit and rental cost of the equipment. The transportation of the unit is an additional \$1,000. Total cost of a 3 week pilot study is \$13,000. The cost of pilot study will be reimbursed by deducting \$13,000 from the price of the full scale system's equipment price, if the customer purchases a full scale system within 24 months of the pilot invoice.

The price excludes sales and/or use taxes. The Customer agrees to provide the necessary tax exemption certificate for sales tax exemption within 30 days after receipt of a pilot agreement executed by all parties. Furthermore, the Customer accepts responsibility for all applicable state and local sales taxes as Kruger is not registered to collect or remit state sales and/or use taxes.

The proposed testing period is to be determined. I. Kruger Inc. reserves pilot studies on a first come, first serve basis. Please sign page 2 and 9 in the proposal and return the attached agreement along with the Customer's Sales Tax Exemption Certificate to reserve a testing period.

If you have any questions on this package, or other requirements for preparation, please do not hesitate to contact me.

Sincerely,

Drew Bostian
Pilot Group Manager, US Municipal Solutions
WATER TECHNOLOGIES

office : +1 919 653-4572 / cell : +1 336 671-0921 / fax : +1 919 677-0082
Kruger Inc. / 4001 Weston Pkwy / Cary, NC 27513 / USA
drew.bostian@veolia.com
www.krugerusa.com / www.veoliawaterstna.com

DEMONSTRATION TEST AGREEMENT

This DEMONSTRATION TEST AGREEMENT (this "Agreement") is made as of the 10th day of November 2014, by and between I. Kruger Inc., ("KRUGER") and Kerr Lake Regional Water System ("Customer").

1. KRUGER has submitted to the Customer, dated November 10th, 2014 (the "Proposal", a copy of which is appended hereto as Attachment A) concerning the use of a mobile ACTIFLO® CARB Pilot Unit (the "Unit") at Kerr Lake Regional Water Treatment Plant located in the City of Henderson, State of North Carolina (the "Facility"), and Customer desires to accept the Proposal on the terms and conditions herein set forth.

2. KRUGER shall at all times maintain ownership of the Unit, but shall make the Unit available at the Facility for a 3 week period, mutually acceptable to KRUGER and the Customer, for the completion of a demonstration test (the "Demonstration") as described in the Proposal. The Customer shall provide, at its sole cost and expense, the personnel, services and other support items necessary to completion of the Demonstration, as described in the Proposal. In consideration for making the Unit available for the Demonstration, the Customer shall pay to KRUGER the sums set forth in the Proposal.

3. KRUGER'S provision of the Unit for completion of the Demonstration shall be subject to all of the terms and conditions set forth in Attachment B hereto, each of which are incorporated by reference as if fully set forth herein. The provisions of Attachment B shall survive the expiration or earlier termination of this Agreement. Initially capitalized words and phrases used in Attachment B without definition shall have the meanings ascribed to such words and phrases in this Agreement.

4. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, but all of which together shall be deemed to be one and the same instrument. Any written notice or other written information to be communicated pursuant to or in connection with this Agreement shall be delivered by reputable overnight courier or certified mail, return receipt requested, to the addresses appearing on the signature page of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute and deliver this Agreement as of the day and year first above written.

_____	I. Kruger Inc. d/b/a
Facility Legal Name	KRUGER
By: _____	By: _____
Print Name:	Print Name:
Title: _____	Title: _____
Address: _____	Address: 4001 Weston Parkway

I. Kruger Inc. • 4001 Weston Parkway • Cary, North Carolina 27513
Phone (919) 677-8310 • Fax (919) 677-0082



ATTACHMENT A

ACTIFLO® CARB
Technical Proposal

For

Kerr Lake Regional Water System
Henderson, NC

The information or data contained in this proposal is proprietary to Kruger and should not be copied, reproduced, duplicated, or disclosed to any third party, in whole or part, without the prior written consent of Kruger. This restriction will not apply to any information or data that is available to the public generally.

November 10, 2014

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I) INTRODUCTION

An ACTIFLO® CARB demonstration unit (with a nominal flow rate of 85 gpm @ 15 gpm/ft²) will be used to carry out the pilot study in Henderson, NC. The purpose of the pilot study will be to investigate the system's ability to reduce TOC/DOC, DPBs, Taste & Odor, and chloroform; provide operational data; and develop treatment experience with the ACTIFLO® CARB process.

II) THE ACTIFLO® CARB PROCESS

The ACTIFLO® CARB process is a new high performance, compact polishing system using the same micro-sand enhanced flocculation and settling as ACTIFLO® with the addition of fresh and recycled powder activated carbon (PAC) and the MA® hydrocyclone. These two new additions enhance the process' ability to remove taste and odor, color and organic/non-organic matter.

This new design includes a static mixer, pre-contact/coagulation/maturation and a settling tank. Initially the system is charged with >0.5 g/L (TBD) of PAC. Raw water then mixes with a low (3-10 mg/L) fresh PAC dose in the pre-contact tank where 5+ minutes of retention time is required before moving into coagulation tank where coagulant and, if needed, acid/caustic for pH adjustment are added. Water then flows under a wall into the maturation tank where the destabilized suspended solids and PAC mix with polymer, agglomerate and grow into high-density flocs known as micro-sand ballasted flocs, which settle quickly to the bottom of the fourth tank, the settling tank. Efficiency of the settling process is further increased by the use of lamella tubes.

The sludge/micro-sand/PAC mixture collected at the bottom of the tube settler is pumped to the MA® hydrocyclone where the vortex motion and service water separate the sludge/PAC from the micro-sand by centrifugal force. Recovered clean micro-sand is recycled to the maturation tank whereas the separated sludge/PAC is recycled to the pre-contact tank. There a dose equal to that of the fresh PAC dose is extracted as sludge (~ 2% of the influent flow).

The ACTIFLO® CARB process offers a high degree of flexibility, has a very short start up time, reaches steady state quickly, and can accommodate variations in flow rate. Additionally, the use of micro-sand and PAC allow the process to handle sudden variations in water quality, such as turbidity, organic/non-organic matter and temperature.

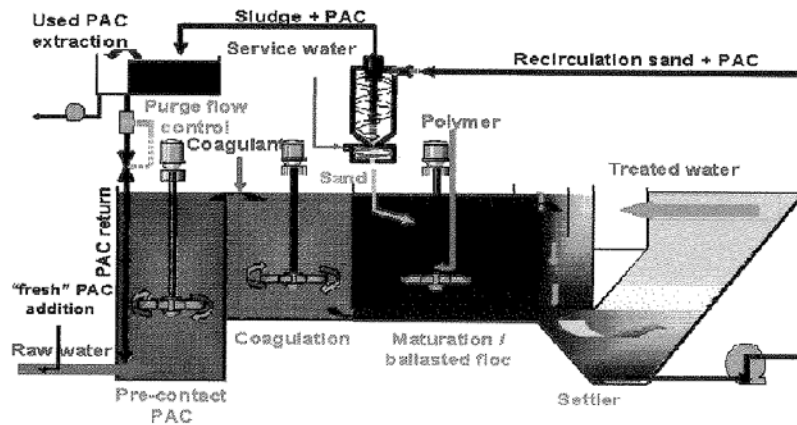


Figure 1: The ACTIFLO® CARB Process

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III) THE ACTIFLO® CARB PILOT UNIT SPECIFICATIONS

a) Equipment – Trailer Number 010

The ACTIFLO® CARB pilot unit contains the following equipment:

- One (1) submersible raw water feed pump with VFD control
- Two (2) coagulation tanks equipped with two (2) coagulation tank mixers
- One (1) maturation tank equipped with one (1) maturation tank mixer and one (1) draft tube
- One (1) manual set of basket strainers
- One (1) tube/plate settling module
- One (1) rubber-lined sand recirculation pump
- One (1) hydrocyclone (MA®)
- One (1) magnetic flow meter for continuous monitoring of raw water flow
- One (1) magnetic flow meter for continuous monitoring of sand recirculation rate
- Two (2) pH meters for raw water pH and coagulated water pH
- Two (2) turbidimeters in-line for raw and settled water turbidities (HACH Optiquant)
- Two (2) TSS probes for monitoring PAC tank and PAC waste tank concentrations
- Two (2) dry/emulsion polymer makeup tanks, with mixers
- Two (2), variable speed, polymer feed pumps
- One (1) coagulant chemical storage tank
- One (1), variable speed, coagulant feed pump
- One (1) pH adjustment chemical storage tank, with mixer
- One (1), variable speed, pH adjustment feed pump
- One (1) MCC
- One (1) PLC based control panel
- One (1) PAC contact tank
- One (1) PAC slurry system

b) Technical Specifications

- **Dimensions:**

Dimensions: 53' in length by 8.0' in width by 13.5' in height
Weight: 39,000 lbs (empty); 60,000 lbs (full)

- **Capacity:**

Nominal Flow: 85 gpm @ 15 gpm/ft²
Maximum Flow: up to 270 gpm

- **Hydraulic Connections:**

INFLUENT:

Kruger Provides: One (1) raw water submersible pump, VFD controlled. The pump is 3' D x 3' H and weighs ~ 400 lbs and has a 70 foot power cord that is plugged into the pilot unit. The pilot unit has one 4" female camlock raw water inlet (located on driver's side of trailer towards the front) and the submersible pump has a 4" male camlock discharge. Kruger will supply 100 feet of layflat 4" hose with male and female camlock ends.

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Client Provides: Equipment (backhoe, bobcat, forklift, etc.) to remove the raw water pump from the back of the pilot unit and place it in the raw water source. If the location of the influent pump is greater than 100 feet (including depth of influent water basin) from the influent pump electrical connection (middle of trailer on the passenger side), the client will need to supply additional cable and junction box to extend the power cable of the pump. If the raw water source is greater than 100 feet away from the pilot unit (including depth of influent water basin) additional flexible hose with 4" male camlock and female camlock fittings must be supplied. If more than one water source needs to be evaluated, it is the client's responsibility to pipe all water sources to the testing site or relocate the pilot unit to a different testing site.

PROCESS SLUDGE:

Kruger Provides: One (1) 4" female camlock discharge fitting (located on driver's side of trailer towards the rear). The pilot unit process sludge is approximately 20 gpm at 0.1 – 0.5% solids. The process sludge is gravity discharged with approximately 5 feet of head.

Client Provides: Enough 4" rigid hose to run the sludge from the pilot unit to the sludge discharge site. This line should have a 4" male camlock fitting that will connect to the 4" female supplied by Kruger. Since the process sludge is gravity discharged it may need to be pumped to the sludge discharge site, if this is the case the client will need to supply a catch container and trash/sludge pump with float system.

EFFLUENT:

Kruger Provides: One (1) 6" female camlock fitting (located on driver's side of trailer towards middle).

Client Provides: Enough 6" hose to go from the pilot unit connection to the ground and then to the discharge site. This 6" line should have a 6" male camlock fitting that will connect to the 6" female fitting supplied by Kruger. The effluent may need to be pumped, or hard piped (PVC) to the discharge site because the effluent is gravity discharged with approximately 4 feet of head; if this is the case, the client will need to supply a discharge pump with a float system capable of handling the peak flow needed for the test.

SERVICE WATER:

Kruger Provides: One (1) garden hose connection (located on driver's side of trailer towards the front) and 100' of garden hose. This connection is connected to the trailer and the service water will supply water to the office sink and polymer feed system.

Client Provides: Potable water to supply the polymer makeup and wash station on the pilot unit. If the potable water source is greater than 100' from the trailer, the client will need additional garden hose.

SINK AND CHEMICAL TANK DRAIN:

Kruger Provides: A 2" male camlock (located on the driver's side of the trailer towards the front) There is approximately 4 feet of head for this line to feed by gravity. Kruger will supply 70 feet of 2" rigid hose.

Client Provides: If the distance from the trailer to the discharge site is greater than 100 feet, the client will need to supply enough 2" rigid hose with male and a female camlock to reach discharge



site. The chemical tank and sink drain may need to be pumped to the discharge site since it is gravity drained and the client will need to supply a sump pump. It could also be easily combined with effluent or sludge if these items are also being pumped

- **Foundation Preparation:**

Client Provides: A level surface, which will support 60,000 lbs (the weight of the pilot unit when filled with water). Pieces of 2" x 10" or 2" x 12" for trailer leveling will be needed.

- **Electrical:**

Kruger Provides: a 70-foot, 480 Volt, 150 Amp electrical supply cable. The electrical cable is 1/0 AWG and consists of three (3) 3f wires and a ground. The diameter of the cable is 1.72 inches. The main electrical junction box is located on the passenger side of the trailer towards the middle.

Client Provides: A 480-volt, 150 Amp service and an electrician who will hard wire the cable to the supply. The client will need to supply any additional cable that is needed to reach the power supply.

- **Miscellaneous:**

One or two personnel will be appreciated on the first two days and the last day to assist in assembling and disassembling some of the larger items.

Kruger has a 400 lbs. submersible pump, with a 70' power cable and 70' of hose available to supply the raw water to the trailer, which is stored in rear of the trailer and is accessible by the trailer's rear bay doors. Special arrangements must be made to unload the pump and lower it into the water source.

c) Equipment and Services Provided by Kruger

- One ACTIFLO® CARB demonstration unit with equipment and instruments as per Section III a.
- An operator working 8 hours per working day and 5 working days per week including hook up and packing (excluding weekends and holidays).
- All polymers (floc. aids)
- Microsand (silica sand)
- A summary of operational results.
- Powder activated carbon

d) Equipment and Services Provided by Client

- Raw water source and influent pipe from raw water source to demonstration unit. (One submersible pump is available from Kruger but requires special equipment such as a forklift, to remove the pump from the demonstration unit and lower it into the water source.)
- Sludge discharge pipe
- Effluent water pipe
- Complete responsibility for, and ownership of, all effluents and sludge disposal from the ACTIFLO® CARB pilot unit.
- Utilities: potable water and a 480V electricity supply.
- Clean, level and accessible site
- All chemicals (including coagulants and any pH adjustments) and disposal of excess chemicals

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- Additional equipment which may be required during the pilot testing period which are not installed in the ACTIFLO® CARB demonstration unit.
- All sampling and payment of in-house and outside independent laboratories analysis.
- Manpower and assistance required hooking up and disassembling the pilot unit.
- Operation manpower over the weekends, if necessary.
- A vehicle to move the pilot unit trailer if it is necessary to relocate testing sites during the study

e) Protocol, Data and Visitation

- Both the client/engineer and Kruger must agree upon pilot study protocol prior to the start of the pilot study.
- Kruger reserves the right to all data collected (including ACTIFLO® CARB running conditions and laboratory samples) by the client/engineer or Kruger. All data shall be shared between the client/engineer and Kruger at the time that the data is collected or available.
- Kruger reserves the right to use any collected data in their marketing program.
- Kruger reserves the right to bring visitors to the pilot unit throughout the course of the pilot study.

IV) RECOMMENDED LABORATORY ANALYSIS

It is recommended that the Client/Engineer perform the following lab analysis on collected grab samples:

Influent Water and Clarified Water:

- TSS
- THM & HAA
- Chloroform
- Taste & Odor (MIB & Geosmin)

Kruger will need a rush turnaround on analytical samples collected during the optimization phase. Please verify detection limits with outside analytical labs to ensure they are in the range for your application.



**Agreement for
ACTIFLO® CARB Pilot Testing**

Client: Kerr Lake Regional Water System

Location: Henderson, NC

Date of Testing: To be determined. Availability for a 3 week pilot study begins January 5, 2015.

Cost of Testing: \$4,000 per week (A week being defined as five (5), eight (8) hour days, excluding weekends and holidays).

Freight Cost: \$1,000

Total Cost: The total cost of a 3 week pilot study (one day to set up & one day to disassemble) will be \$13,000. The cost of pilot study will be reimbursed by deducting \$13,000 from the price of the full scale equipment's price, if the customer purchases a full scale system within 24 months of the pilot invoice.

Pavment Terms: Billing to be at the completion of pilot testing with payment due net thirty (30) days.

Tax Exemption: The Customer agrees to provide the necessary tax exemption certificate for sales tax within 30 days after receipt of a pilot agreement executed by all parties.

Conditions: All of the conditions as stated in the Demo Test Agreement, Pilot Study Specifications and Proposal package (Attachment A, specifically Section III c-e) and the attached Standard Terms and Conditions (Attachment B) are acceptable to both parties.

Agreed Upon and Accepted By:

**I. Kruger Inc.
4001 Weston Parkway
Cary, NC 27513**

By: _____

By: _____

Date: _____

Date: _____

P.O. # _____



Pre-Arrival Checklist for the ACTIFLO[®] Pilot Plant

- The 480V, 150 Amp electric supply* is hooked up and an electrician is scheduled to be on site the morning of the trailer's scheduled arrival.
- A suitable site* is available and prepared for arrival. Trailer jack supports (pieces of 2" x 10" or 2" x 12") are on site and available for use.
- Equipment is on site to move and lower the submersible pumps*. Personnel to operate the equipment are available.
- Enough 4" PVC pipe or 4" rigid hose is available to run the waste sludge* to the selected disposal location.
- 4" influent piping or hose* is on site and prepared to hook up.
- 6" Effluent piping* is on site and ready to hook up. A suitable effluent disposal location is chosen.
- Potable service water (garden hose connections) is available.*
- All chemicals* (except flocculant aid polymer) which will be used should be readily available and delivered to the pilot day tanks.
- Personnel* are scheduled to be on site to assist with hook up of the pilot plant.

* These items are fully detailed in the technical specification section.

Please sign and return this list to Kruger/Kruger. The ACTIFLO[®] pilot plant will be delivered after the receipt of this document.

Engineer _____ / _____ / _____
 print here sign here date

Client _____ / _____ / _____
 print here sign here date



**ATTACHMENT B
TERMS AND CONDITIONS**

1. **General.** (a) At all times during the term of this Agreement the Unit shall remain the personal property of KRUGER and shall not, by accession or otherwise, become a fixture or part of the real property at the Facility. At the conclusion of the Demonstration, the CUSTOMER shall permit KRUGER access to the Facility for the time period necessary for KRUGER to remove the Unit. (b) The CUSTOMER shall procure all licenses, permits and approvals necessary to the performance of any Demonstration and shall be responsible for complying with all laws and regulations of governmental authorities and agencies affecting any such Demonstration, including without limitation, rules and regulations concerning safety and environmental matters. Notwithstanding the provisions of paragraph 1 (b) herein, KRUGER shall be responsible for any violation of law, rule or regulation caused by the Unit or KRUGER employees.

2. **Confidentiality; Ownership of Results.** All results, information, data, procedures, formulas, compilations, methods, techniques and processes, whether in writing or otherwise, relating to the Unit or any Demonstration ("Information") shall be received and maintained in confidence by the CUSTOMER, and/or any of its consultants or engineers, and shall not (with the exception of a lawful order of a court of competent jurisdiction or as required to be disclosed by CUSTOMER to any governmental agency in connection with its efforts to obtain any permits, licenses or approvals) be disclosed, directly or indirectly, by any such recipient, except to those of their employees who need to receive such information to enable the CUSTOMER to evaluate the results of any Demonstration. The CUSTOMER shall not, nor shall it permit its consultants or engineers to use or permit the use of any of such Information for any purpose other than to evaluate the results of and Demonstration. All Information, including results, data, discoveries, inventions, and improvements, whether or not patentable or copyrightable, any and all expressions of computer programs, manuals, data bases and all forms of computer hardware, firmware and software, conceived, made, first reduced to practice, or developed by either party arising out of the conduct of any Demonstration shall be the sole and exclusive intellectual property of KRUGER with respect to any and all countries, their territories and possessions.

3. **Warranty. NO WARRANTIES, INCLUDING BUT NOT LIMITED TO, WARRANTIES REGARDING PERFORMANCE OR WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, HAVE BEEN GIVEN OR SHALL BE IMPLIED HEREIN REGARDING THE UNIT, THE INFORMATION, ANY DEMONSTRATION OR THE RESULTS OF ANY DEMONSTRATION.**

4. **Indemnification.** KRUGER shall indemnify, defend and hold harmless CUSTOMER from and against any and all claims, demands, actions and causes of action, including without limitation, claims on account of personal injury, including death, or damage to or loss of tangible property of third parties to the extent caused by the negligent or other wrongful acts or omissions of KRUGER. CUSTOMER shall indemnify, defend and hold harmless KRUGER from and against any and all claims, demands, actions and causes of action, including without limitation, claims on account of personal injury, including death, or damage to or loss of tangible property of third parties to the extent caused by the negligent or other wrongful acts or omissions of CUSTOMER.

5. **Limitation of Liability.**

(a) Except for the obligation of Kruger and CUSTOMER to indemnify each other for any personal injury or third party property damage claims pursuant to paragraph 4, the aggregate liability of either party, including without limitation for or with respect to their affiliates and employees, arising out of or in connection with the Agreement, any Demonstration or the Unit, including without limitation liability based upon or arising from indemnification or contribution, breach of contract or warranty, strict liability, negligence or other tort, or any other legal or equitable theory, shall not exceed the greater of (i) the amount paid by the CUSTOMER to KRUGER for the Demonstration; or (ii) \$50,000.

(b) Notwithstanding anything to the contrary herein, in no event shall either party be liable to the other for consequential, incidental, indirect, special, exemplary or punitive damages of any kind, or for loss of profits, revenues or product, or loss of use of any property (whether by shutdown, operation at less than capacity or otherwise), regardless of whether any of the foregoing damages are based directly or indirectly upon indemnification or contribution, breach of contract, strict liability, negligence or other tort, or any other legal theory or equitable claim.

6. **General Provisions.** The Agreement, together with the Attachments thereto, represents the entire agreement between the parties with respect to the subject matter thereof, and supersedes all prior negotiations, purchase orders, representations or agreements, whether written or oral. The Agreement and these terms and conditions may not be amended except by mutual written agreement of KRUGER and the Customer. No course of performance or failure to strictly enforce any term shall be construed as a waiver thereof. Waiver of any term shall not constitute a waiver of any other term or a continuing waiver. The Agreement, including its Attachments, shall be binding on the parties' respective successors and assigns; provided that the CUSTOMER may not assign, delegate or permit any other transfer thereof without KRUGER'S prior written consent. The Agreement and its Attachments shall be governed by and construed in accordance with the laws of the State of North Carolina, without regard to its conflict of laws provisions.

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ORDINANCE 14-07

FY 2014—2015 BUDGET AMENDMENT # 15 AN AMENDMENT TO THE CIP REGIONAL WATER FUND AUTHORIZING TRANSFER OF CONTINGENCY FUNDS FOR THE KERR LAKE REGIONAL WATER PLANT 20 MGD EXPANSION PROJECT

WHEREAS, the City Council of the City of Henderson on 11 June 2014 adopted the FY14-15 Annual Operating Budget; *and*

WHEREAS, the Council has created and uses a Capital Improvements Fund for active capital projects related to the Regional Water Fund, said fund referred to as 46: CIP Regional Fund; *and*

WHEREAS, it is necessary to amend the various revenue and expense accounts of the annual operating and capital improvements budgets from time-to-time.

NOW THEREFORE BE IT ORDAINED by the City Council of The City of Henderson, that the following Ordinance be approved, and said Ordinance shall be effective immediately upon approval of the City Council:

FUNDS: 46: CIP Regional Water			Ordinance 14-07 FY 14-15 Budget Amendment # 15			
CIP REGIONAL WATER FUND REVENUES: 46			Original Budget	Current Budget	Amendment	Revised
Department	Line Item	Code				
935: 20 MGD Project	NC Sales Tax Refund	46-935-411035	\$ 150,600	\$ 175,300	\$ -	\$ 175,300
935: 20 MGD Project	Investments	46-935-444010	\$ 11,368	\$ 37,254	\$ -	\$ 37,254
935: 20 MGD Project	Investments-Centura	46-935-444020	\$ 159,142	\$ 159,142	\$ -	\$ 159,142
935: 20 MGD Project	Interest 2004 Raw Water Loan	46-935-444040	\$ -	\$ 2,164	\$ -	\$ 2,164
935: 20 MGD Project	From Regional Water Fund	46-935-461064	\$ 801,704	\$ 801,704	\$ -	\$ 801,704
935: 20 MGD Project	From CIP Regional 20 MGD	46-935-461066	\$ -	\$ 42,000	\$ -	\$ 42,000
			\$ -	\$ -	\$ -	\$ -
Total Revenues		935: Total	\$ 1,122,814	\$ 1,217,564	\$ -	\$ 1,217,564
						\$ 1,217,564
CIP REGIONAL WATER FUND EXPENDITURES: 46			Original Budget	Current Budget	Amendment	Revised
Department	Line Item	Code				
935: 20 MGD Project, Created 10 April 2006 via Budget Ordinance, unnumbered and Ordinance 09-59						
20 MGD Project	Contingency	46-935-509900	\$ -	\$ 52,750	\$ (13,000)	\$ 39,750
20 MGD Project	Planning / Design	46-935-510100	\$ 13,636	\$ 13,636	\$ -	\$ 13,636
20 MGD Project	Legal / Administration	46-935-510200	\$ 60,622	\$ 62,622	\$ -	\$ 62,622
20 MGD Project	Engineering	46-935-510301	\$ 1,048,556	\$ 1,088,556	\$ 13,000	\$ 1,101,556
			\$ -	\$ -	\$ -	\$ -
Total Expenditures			\$ 1,122,814	\$ 1,217,564	\$ -	\$ 1,217,564
						\$ 1,217,564
Variance					\$ -	
Reference:			Notes:			
935: 20 MGD: See Ordinance approved 10 April 2006, Minute Book **, p756 and Ordinance 09-59, Minute Book **, pp 655-656. 24 Nov 2014; Res 14-92; Ord 14-07; BA#15			This project was apparently re-started on 10 April 2006. Only two appropriations have been made to it during this period of time as noted to the left. Income exceeded the original estimate and has never been amended into the project. This amendment has the effect of incorporating those funds and allocating same to project contingency. Additionally, the transfer exceeded available dollars and it appears the former finance director became confused with the several line items transferring funds from Regional to 46 CIP. This amendment corrects that \$150,000 error. Additionally, there is \$2,163.26 in unbudgeted revenues for 46-466-444-010 Interest (4002 Raw Water Loan) that has been sitting idle for apparently sometime. This amendment allocates said money to the 935 20 MGD project as a revenue source for said project and for additional funding for project contingency. This amendment serves to transfer \$13,000 of contingency funds to the Engineering line item to pay for an Actiflo-Carb Pilot Study at the KLRWP to be performed by I. Kruger, Inc.			

The foregoing Ordinance 14-07, upon motion of Council Member *** and second by Council Member ***, and having been submitted to a roll call vote and received the following votes and was **** on this the 24th day of November 2014: YES: . NO: . ABSTAIN: . ABSENT: .

James D. O’Geary, Mayor

ATTEST:

Esther McCrackin, City Clerk

*Reference: Minute Book 42, p.**; CAF 14-125*

STATE OF NORTH CAROLINA - CITY OF HENDERSON

I, Esther McCrackin, the duly appointed, qualified City Clerk of the City of Henderson, do hereby certify the attached is a true and exact copy of Ordinance 14-07 adopted by the Henderson, City Council in Regular Session on _____ 2014. This Ordinance is recorded in *Ordinance Book 8*, p.***.

Witness my hand and corporate seal of the City, this ****.

Esther McCrackin
City Clerk
City of Henderson, North Carolina

Reviewed by: _____ Date: _____
Katherine C. Brafford, Finance Director

Reviewed by: _____ Date: _____
Edward A. Wyatt, Interim City Manager

City Council Action Form

Office of City Manager
P. O. Box 1434
Henderson, NC 27536
252.430.5701



Council Meeting: 8 Dec 14 Regular Meeting

25 November 2014

TO: The Honorable Mayor Pete O'Geary and Members of City Council

FR: Ed Wyatt, Interim City Manager

RE: CAF: 14-130
Consideration of Approval of Resolution 14-96, Adopting the KLRWS 2012 Local Water Supply Plan.

Ladies and Gentlemen:

Council Goals Addressed By This Item:

- KSO-5: Provide Reliable, Dependable Infrastructure

Recommendation:

- Approval of Resolution 14-96, Adopting the KLRWS 2012 Local Water Supply Plan.

Executive Summary

Kerr Lake Regional Water System is required by the State of North Carolina to update and have State approval of their Local Water Supply Plan every five years. In order for the KLRWS to be compliant with the requirements of NCGS §143-355(1), the governing body for the system must approve a resolution to adopt the plan. Because of the backlog at the State level, the review and approval letter from NCDENR for the 2012 Local Water Supply Plan was not received until November 6, 2014.

Attachments:

1. Resolution 14-96
2. NCDENR Approval Letter

RESOLUTION 14-96

A RESOLUTION APPROVING THE ADOPTION OF KERR LAKE REGIONAL WATER SYSTEM (KLRWS) 2012 LOCAL WATER SUPPLY PLAN

WHEREAS, the City of Henderson, North Carolina City Council (Council) identified eight Key Strategic Objectives (KSOs) at its 2014 Strategic Planning Retreat; *and*

WHEREAS, this Resolution addresses one KSO: *KSO 5 - To Provide Reliable, Dependable and Environmental Compliant Infrastructure Systems*; *and*

WHEREAS, North Carolina General Statute §143-355(l) requires each unit of local government providing public water services or plans to provide such services shall either individually or together with other such units of local government, prepare and submit a Local Water Supply Plan (Plan); *and*

WHEREAS, as required by the statute and in the interest of sound local planning, the Plan for KLRWS has been developed and is submitted to the Council for approval; *and*

WHEREAS, the Council finds the Plan, more fully discussed in the attachment to the Resolution, is in accordance with the provisions of North Carolina General Statute §143-355(l) and that it will provide the appropriate guidance for the future management of water supplies for KLRWS and useful information to the North Carolina Department of Environment and Natural Resources for the development of a state water supply plan.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL THAT IT DOES HEREBY approve the 2012 Local Water Supply Plan.

The foregoing Resolution 14-96, introduced by Council Member and seconded by Council Member on this the 8th day of December 2014 and having been submitted to a roll call vote, was APPROVED by the following votes: YES: NO: ABSTAIN: ABSENT:

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

Kerr Lake Regional Water

2012 ▾

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

1. System Information

Contact Information

Water System Name: Kerr Lake Regional Water PWSID: 02-91-010
 Mailing Address: P O Box 1434 Henderson, NC 27536 Ownership: Municipality
 Contact Person: Clarissa Lipscomb Title: Director/ORC
 Phone: 252-438-2142 Fax: 252-438-7866

Distribution System

Line Type	Size Range (Inches)	Estimated % of lines
Asbestos Cement	24-36	6.00 %
Cast Iron	4-14	16.00 %
Ductile Iron	3-24	40.00 %
Galvanized Iron	1-2	11.00 %
Other	6-12	26.00 %
Polyvinyl Chloride	1-8	1.00 %

What are the estimated total miles of distribution system lines? 200 Miles
 How many feet of distribution lines were replaced during 2012? 650 Feet
 How many feet of new water mains were added during 2012? 0 Feet
 How many meters were replaced in 2012? 309
 How old are the oldest meters in this system? 30 Year(s)
 How many meters for outdoor water use, such as irrigation, are not billed for sewer services? 155
 What is this system's finished water storage capacity? 1.750 Million Gallons
 Has water pressure been inadequate in any part of the system since last update? Yes

Programs

Does this system have a program to work or flush hydrants? Yes, Daily
 Does this system have a valve exercise program? No
 Does this system have a cross-connection program? Yes
 Does this system have a program to replace meters? Yes
 Does this system have a plumbing retrofit program? No
 Does this system have an active water conservation public education program? No
 Does this system have a leak detection program? No

Water Conservation

What type of rate structure is used? Decreasing Block
 How much reclaimed water does this system use? 0.000 MGD For how many connections? 0
 Does this system have an interconnection with another system capable of providing water in an emergency? No

2. Water Use Information

Service Area

Sub-Basin(s)	% of Service Population	County(s)	% of Service Population
Roanoke River (14-1)	43 %	Vance	55 %
Tar River (15-1)	41 %	Warren	20 %
Fishing Creek (15-2)	13 %	Granville	20 %
Neuse River (10-1)	3 %	Franklin	5 %

http://www.ncwater.org/Water_Supply_Planning/Local_Water_Supply_Plan/report.php?p... 12/2/2014

What was the year-round population served in 2012? 15,638
 Has this system acquired another system since last report? No

Water Use by Type

Type of Use	Metered Connections	Metered Average Use (MGD)	Non-Metered Connections	Non-Metered Estimated Use (MGD)
Residential	8,877	1.265	0	0.000
Commercial	171	0.001	0	0.000
Industrial	3	0.017	0	0.000
Institutional	0	0.000	0	0.000

How much water was used for system processes (backwash, line cleaning, flushing, etc.)? 0.156 MGD

Henderson is in the process of re-categorizing their customer use types, which may affect how their system usage is distributed in the above table.

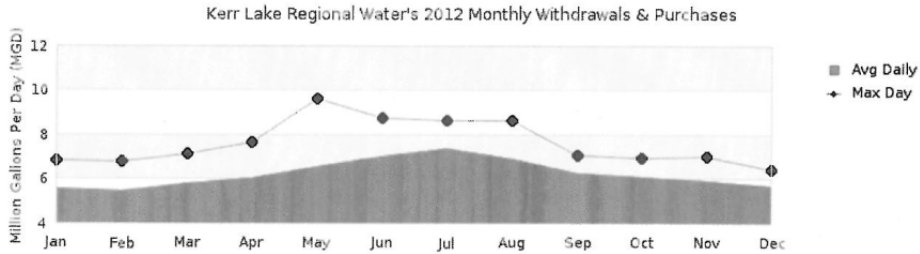
Water Sales

Purchaser	PWSID	Average Daily Sold (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
Franklin County	02-35-030	1.890	366	3.000	2038	Yes	Yes	24	Regular
Kittrell Water System	02-91-015	0.021	366			Yes	Yes	8	Regular
Oxford	02-39-010	1.280	366	2.000	2037	Yes	Yes	24	Regular
Warren County	02-93-015	1.091	366	2.000	2037	Yes	Yes	20	Regular

3. Water Supply Sources

Monthly Withdrawals & Purchases

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
Jan	5.528	6.796	May	6.547	9.629	Sep	6.240	7.069
Feb	5.406	6.749	Jun	7.011	8.763	Oct	6.057	6.938
Mar	5.761	7.106	Jul	7.363	8.632	Nov	5.906	7.010
Apr	6.024	7.620	Aug	6.853	8.654	Dec	5.653	6.402



Surface Water Sources

Stream	Reservoir	Average Daily Withdrawal		Maximum Day Withdrawal (MGD)	Available Raw Water Supply		Usable On-Stream Raw Water Supply Storage (MG)
		MGD	Days Used		MGD	* Qualifier	
Anderson Creek	Kerr Lake	6.200	366	9.629	20.000	C	20.000

* Qualifier: C=Contract Amount, SY20=20-year Safe Yield, SY50=50-year Safe Yield, F=20% of 7Q10 or other instream flow requirement, CUA=Capacity Use Area Permit

Surface Water Sources (continued)

Stream	Reservoir	Drainage Area (sq mi)	Metered?	Sub-Basin	County	Year Offline	Use Type
Anderson Creek	Kerr Lake	2	Yes	Roanoke River (14-1)	Vance		Regular

http://www.ncwater.org/Water_Supply_Planning/Local_Water_Supply_Plan/report.php?p... 12/2/2014

What is this system's off-stream raw water supply storage capacity? 0 Million gallons
 Are surface water sources monitored? Yes, Daily
 Are you required to maintain minimum flows downstream of its intake or dam? No
 Does this system anticipate transferring surface water between river basins? Yes

Water Treatment Plants

Plant Name	Permitted Capacity (MGD)	Is Raw Water Metered?	Is Finished Water Output Metered?	Source
Kerr Lake Regional Water	20.000	Yes	Yes	Kerr Lake

Did average daily water production exceed 80% of approved plant capacity for five consecutive days during 2012? No
 If yes, was any water conservation implemented?
 Did average daily water production exceed 90% of approved plant capacity for five consecutive days during 2012? No
 If yes, was any water conservation implemented?
 Are peak day demands expected to exceed the water treatment plant capacity in the next 10 years? Yes

4. Wastewater Information

Monthly Discharges

	Average Daily Discharge (MGD)		Average Daily Discharge (MGD)		Average Daily Discharge (MGD)
Jan	2.280	May	2.255	Sep	2.241
Feb	2.433	Jun	2.011	Oct	1.915
Mar	2.869	Jul	2.198	Nov	1.686
Apr	2.280	Aug	2.180	Dec	2.041



How many sewer connections does this system have? 7,509
 How many water service connections with septic systems does this system have? 1,651
 Are there plans to build or expand wastewater treatment facilities in the next 10 years? Yes

Kerr Lake RWS is replacing 80% of the Water Reclamation Facility but are not increasing the present 4.14 MGD capacity. The new plant will be able to biologically remove phosphorus and nitrogen.

Wastewater Permits

Permit Number	Permitted Capacity (MGD)	Design Capacity (MGD)	Average Annual Daily Discharge (MGD)	Maximum Day Discharge (MGD)	Receiving Stream	Receiving Basin
NC0020559	4.140	4.140	1.833	6.103	Nutbush Creek	Roanoke River (14-1)
NC0083101	20.000	20.000	0.366	1.410	Anderson SWP Creek	Roanoke River (14-1)

5. Planning

Projections


	2012	2020	2030	2040	2050	2060
Year-Round Population	15,638	17,188	17,730	18,268	18,816	19,380
Seasonal Population	0	0	0	0	0	0
Residential	1.265	1.788	1.929	2.180	2.245	2.313
Commercial	0.001	0.470	0.507	0.527	0.540	0.560
Industrial	0.017	0.360	0.389	0.405	0.420	0.430
Institutional	0.000	0.117	0.126	0.131	0.135	0.139
System Process	0.156	0.168	0.179	0.181	0.183	0.185
Unaccounted-for	0.479	0.966	1.042	1.140	1.173	1.207

Henderson is in the process of re-categorizing their customer use types, which may affect how their current system usage compares with their projected usage.

Future Supply Sources

Source Name	PWSID	Source Type	Additional Supply	Year Online	Year Offline	Type
Kerr Lake	02-91-010	Surface	0.000	2018		Regular

The Kerr Lake RWS treatment plant is scheduled to be upgraded from a 10 MGD plant to a 20 MGD plant. Withdrawal from Kerr Lake is already permitted by the Army Corp of Engineers for 20 MGD.

 Demand v/s Percent of Supply

	2012	2020	2030	2040	2050	2060
Surface Water Supply	20.000	20.000	20.000	20.000	20.000	20.000
Ground Water Supply	0.000	0.000	0.000	0.000	0.000	0.000
Purchases	0.000	0.000	0.000	0.000	0.000	0.000
Future Supplies		0.000	0.000	0.000	0.000	0.000
Total Available Supply (MGD)	20.000	20.000	20.000	20.000	20.000	20.000
Service Area Demand	1.918	3.869	4.172	4.564	4.696	4.834
Sales	4.282	7.021	7.021	7.021	7.021	7.021
Future Sales		0.000	0.000	0.000	0.000	0.000
Total Demand (MGD)	6.200	10.890	11.193	11.585	11.717	11.855
Demand as Percent of Supply	31%	54%	56%	58%	59%	59%



The purpose of the above chart is to show a general indication of how the long-term per capita water demand changes over time. The per capita water demand may actually be different than indicated due to seasonal populations and the accuracy of data submitted. Water systems that have calculated long-term per capita water demand based on a methodology that produces different results may submit their information in the notes field.

Your long-term water demand is 81 gallons per capita per day. What demand management practices do you plan to implement to reduce the per capita water demand (i.e. conduct regular water audits, implement a plumbing retrofit program, employ practices such as rainwater harvesting or reclaimed water)? If these practices are covered elsewhere in your plan, indicate where the practices are discussed here.

Are there other demand management practices you will implement to reduce your future supply needs?

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs?

How does the water system intend to implement the demand management and supply planning components above?

Additional Information

Has this system participated in regional water supply or water use planning? Yes, Water Master Plan was updated in 2012.
Hydraulic Study

What major water supply reports or studies were used for planning? Water Master Plan was updated in 2012.
Capital Improvement Plan

Please describe any other needs or issues regarding your water supply sources, any water system deficiencies or needed improvements (storage, treatment, etc.) or your ability to meet present and future water needs. Include both quantity and quality considerations, as well as financial, technical, managerial, permitting, and compliance issues: Kerr Lake RWS needs a Backup Filter Backwash System and Clearwell Roof Repairs.

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.



North Carolina Department of Environment and Natural Resources

Pat McCrory
Governor

John E. Skvarla, III
Secretary

November 6, 2014

Clarissa Lipscomb
Kerr Lake Regional Water
P.O. Box 1434
Henderson, NC 27536

Subject: LWSP Meets Minimum Criteria
Kerr Lake Regional Water
PWSID#: 02-91-010
Vance

Dear Clarissa Lipscomb,

This letter is to notify you that our staff has reviewed the information contained in the 2012 Local Water Supply Plan (LWSP) update submitted by your office. Since all the required information is complete, the LWSP for the Kerr Lake Regional Water water system hereby meets the minimum criteria established in North Carolina General Statute 143-355 (l).

Your water system's 2012 LWSP is now viewable online from the *Local Water Supply Plans* link at <http://www.ncwater.org/>. The plan has been made available after our best efforts to screen any errors. As a final check, please review and report any mistakes or omissions to J. Wayne Howard, the review engineer. Unless notified otherwise, the Division of Water Resources considers your 2012 LWSP complete.

The 2012 LWSP must next be adopted by your water system's governing board; a model resolution is enclosed for guidance. A copy of the signed resolution must be submitted to Linwood Peele, Water Supply Planning Branch Chief, at the address printed at the bottom of this letter. The LWSP cannot be considered compliant with the requirements of NCGS 143-355(l) until an adopted resolution is received.

Thank you very much for your efforts to provide your customers with a safe and reliable supply of drinking water. We look forward to continuing to work with you in these efforts. Please contact J. Wayne Howard at wayne.howard@ncdenr.gov or (919) 707-9017 or me at linwood.peele@ncdenr.gov or (919) 707-9024 if we can be of further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Linwood E. Peele".

Linwood E. Peele, Supervisor
Water Resources, NCDENR

Enclosure

1611 Mail Service Center, Raleigh, North Carolina 27699-1611
Phone: 919-707-9000 \ Internet: www.ncwater.org

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City Council Action Form

Office of City Manager
P. O. Box 1434
Henderson, NC 27536
252.430.5701



Council Meeting: 8 Dec 14 Regular Meeting

19 November 2014

TO: The Honorable Mayor James D. O'Geary and Members of City Council

FR: Ed Wyatt, Interim City Manager

RE: CAF: 14-127

Consideration of Approval of Resolution 14-78, Authorizing the Retirement of and Transfer of Ownership of K-9 Diesel to Police Sergeant Michael Overton.

Ladies and Gentlemen:

Recommendation:

- Approval of Resolution 14-78, Authorizing the Retirement of and Transfer of Ownership of K-9 Diesel to Police Sergeant Michael Overton.

Executive Summary

Chief Barrow has requested the retirement and transfer of ownership of K-9 Diesel to Police Sergeant Michael Overton. Diesel is a 6 1/2 year old service dog purchased by the department in 2009. During his career, Diesel has been assigned to two (2) different canine handlers and has assisted with multiple criminal apprehensions and narcotic seizures. His original and most recent handler is Sergeant Michael Overton.

Recently Sergeant Overton and Henderson Police Department Canine Program Coordinator/Trainer Lieutenant Gregory Williams consulted with Dr. Jeff Smith, DVM at West Hills Veterinary Centre regarding the health of Diesel. Dr. Smith has recommended that due to these health issues that K-9 Diesel be retired from his duties as a K-9 officer.

NC Statute 160A-266(d) permits a municipality to authorize the disposition of personal property that is without value. Chief Barrow is requesting that the Council approve the transfer of ownership of Diesel to his handler, Sergeant Michael Overton, so that Diesel can be cared for in his retirement from his service to the Henderson Police Department. This transfer would be made provided the handler signs a Hold Harmless Agreement with the City.

Attachments:

1. Resolution 14-78

RESOLUTION 14 -78

AUTHORIZING THE RETIREMENT OF AND TRANSFER OF OWNERSHIP OF K-9 DIESEL

WHEREAS, the Henderson, North Carolina Police Department (Department) purchased K-9 Diesel in 2009 to assist law enforcement personnel; *and*

WHEREAS, Diesel has served the Department well and is noted for his assistance in multiple criminal apprehensions and narcotic seizures; *and*

WHEREAS, it has been recommended by Jeff Smith, DVM, that due to health issues, Diesel be retired as a K-9 Officer with the Department; *and*

WHEREAS, Sergeant Michael Overton of the Department is the handler for Diesel and has maintained him as part of the Henderson Police Department Canine Program.

NOW THEREFORE BE IT RESOLVED by the City Council of Henderson, North Carolina that, in accordance with North Carolina General Statutes §§160A-266 and 160A-267, does hereby authorize the retirement of K-9 Diesel and authorizes Department Chief to effect the sale and transfer of ownership of Diesel to Police Sergeant Michael Overton, in his personal capacity, contingent on his execution of the Hold Harmless and Transfer Agreement being more fully articulated in *Attachment A* to this Resolution.

The foregoing Resolution 14-78, upon motion of Council Member ***** and second by Council Member *****, and having been submitted to a roll call vote received the following votes and was ***** on this the _____ 2014: YES: . NO .
ABSTAIN: . ABSENT: .

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved as to Legal Form:

D. Rix Edwards, City Attorney

*Reference: Minute Book 44, p. ***.*

Transfer of Ownership of Retired K-9 “Diesel”

Michael Overton, in his personal capacity, and on his behalf and on behalf of members of his family members, employees, agents or authorized representatives, agrees to become the owner of and take full responsibility as of _____, 2014, for the care and actions of K-9 Diesel, a canine purchased by the City of Henderson, North Carolina (City), used by the City Police Department (Department) for law enforcement purposes and being retired due for medical reasons. Mr. Overton, on his behalf and on behalf of members of his family, members, employees, agents or authorized representatives, agrees to indemnify, hold harmless and defend the City and Department, as well as its agents and employees, from all suits and actions, and for any associated attorney’s fees, litigation cost and judgments involving the City and Department due to any loss, damage, or injury to either persons and property resulting from during his ownership of Diesel. By this agreement, Mr. Overton agrees to provide food, shelter and medical care to Diesel for the rest of his natural life. If, in the opinion of the Department Chief, adequate food, shelter and medical care is not being provided, the Department Chief may have Diesel examined by a DVM and, in his discretion, may take possession of Diesel. Furthermore, should Mr. Overton, or his heirs and assigns, no longer wish to maintain and care for Diesel, Mr. Overton agrees to return Diesel to the Department Chief.

By Resolution 14-78, the Council for the City of Henderson, North Carolina authorized the Department Chief to effect the private sale of Diesel to Mr. Overton. By these signatures, the Department Chief transfers ownership of Diesel to Mr. Overton and Mr. Overton assumes full responsibility for Diesel and agrees to the stipulations of this agreement.

By: **Michael Overton**

CHIEF OF POLICE, CITY OF HENDERSON, NC

By: **Marcus Barrow**

Signature: _____ Date: _____

Signature: _____ Date: _____

City Council Action Form

Office of City Manager
P. O. Box 1434
Henderson, NC 27536
252.430.5701



Council Meeting: 8 Dec 14 Regular Reg. Meeting

26 November 2014

TO: The Honorable Mayor James D. O'Geary and Members of City Council

FR: Edward A. Wyatt, Interim City Manager

RE: CAF: 14-129

Consideration of Approval of Resolution 14-04, Authorizing an RFP Soliciting a Commercial Real Estate Broker to Sell a City of Henderson, North Carolina Property.

Ladies and Gentlemen:

Council Goals Addressed By This Item:

- KSO 8: Provide Financial Resourcing

Recommendation:

- Approval of Resolution 14-04, Authorizing an RFP Soliciting a Commercial Real Estate Broker to Sell a City of Henderson, North Carolina Property.

Executive Summary

During the Land Planning Committee meeting of 5 November 2014, members asked that an RFP be prepared for soliciting a commercial real estate broker to sell the First National Bank Building on Garnett Street, currently totally owned by the City. The RFP is attached and with Council's approval will be properly advertised. The results will be brought before Council for consideration at the 26 January 2015 meeting.

Enclosure:

1. Resolution 14-04
2. Request for Proposal

RESOLUTION 14-04

AUTHORIZING AN RFP SOLICITING A COMMERCIAL REAL ESTATE BROKER TO SELL A CITY OF HENDERSON, NORTH CAROLINA PROPERTY

WHEREAS, the Henderson City Council identified eight Key Strategic Objectives (KSO) at its 2014 Strategic Planning Retreat; and

WHEREAS, two of the Key Strategic Objectives are addressed by this request as follows: KSO 8: Provide Financial Resourcing: To provide sufficient funds for municipal operations and capital outlay necessary to meet the needs of citizens, customers and mandates of regulatory authorities; *and*

WHEREAS, a Request for Proposal (RFP) will be sent out and advertised soliciting firms interested in assisting the city in selling the Former First National Bank building located at 213 South Garnett Street; *and*

WHEREAS, the deadline for submission of an RFP will be 5:00 p.m. Monday, 12 January 2015.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HENDERSON, that it authorizes proper advertisement of the RFP, being more fully articulated in *Attachment A* to this Resolution, to commercial real estate brokers to sell former First National Bank Building located at 213 South Garnett Street.

The foregoing Resolution 14-04, upon motion of Council Member *** and second by Council Member *** and having been submitted to a roll call vote, received the following votes and was _____ on this the ___ day of _____ 2014: YES: NO: None. ABSTAIN: None. ABSENT: None.

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney



REQUEST FOR PROPOSAL (RFP) – Soliciting a Commercial Real Estate Broker to Sell a City of Henderson, North Carolina Property

The City of Henderson, through this RFP, is seeking a qualified commercial real estate broker in marketing and selling public land and/or commercial property to sell the 4,250 square foot former First National Bank building located at 213 South Garnett Street, Henderson, North Carolina. As of November 2014, the building and property have an assessed tax value of \$329,412, and had an appraised market value of \$60,000 in 2007. There has been no recent appraisal.

RFP Due Date: Monday, January 12, 2015

Point of Contact:

The contact identified below is the sole point of contact regarding the RFP from the date of release of this RFP until selection of the successful proposer. Submit written questions to:

Esther McCrackin
City Clerk
134 Rose Avenue (P.O. Box 1434)
Henderson, NC 27536
Tel: 252-430-5705
Email: emccrackin@ci.henderson.nc.us

Background:

The property commonly referred to as the old First National Bank is located on the southeast side of South Garnett Street between West Winder Street and Breckenridge Street. The total property area is approximately 0.114 acres (4,635 square foot) with no excess land. The subject property has 45 feet of frontage on South Garnett Street with average access and good visibility. A map of the property is included as ATTACHMENT A. The property was originally built as a bank branch, which closed in 1985. The City of Henderson and Vance County acquired the building in 1991 but it

remained empty until 1995 when the Historic Society was allowed to use the building as a museum. The building is currently not on the National Register of Historic Places but it is contained within the Historic District that is on the Register. The property is currently empty and solely owned by the City of Henderson.

Property Profile:

- Size/Space: The building is approximately 4,250 square foot; the land 0.11 acres (4,635 square foot). Main entrance on South Garnett Street.
- Existing Use: Currently vacant.
- Year Built: 1921
- Zoning: Business (B1)
- Public Utilities Available

In the event you wish to view the property prior to submitting your proposal, please call City Clerk Esther McCrackin to set up an appointment. A 24 hour notice is required and must be done during normal working hours.

Building Condition Audit:

- In June of 2007, the City commissioned Entasis Designs, PLLC to prepare an audit of the building to determine its overall condition. The audit report identified a number of issues with the building, including structural deficiencies, heat and water damage, and damage that resulted from a fire in or around 1985.
- The building and the property may have other defects and the building is classified as in poor condition. The purchaser of the property will be required to assume responsibility for inspecting the building and property and shall obtain the property "as-is". The purchaser will also be required to release and indemnify the City of Henderson for any claims relating to the condition of the building and property.

Interest and Qualifications:

Please provide a letter of interest from the prime firm, signed by the authorized and principal real estate professional intended to lead the effort. Provide additional supporting information establishing your firm's qualifications to conduct the work including the following:

- Provide a general description of the prime real estate firm proposed to lead the effort. Describe the firm's history and qualifications to conduct the work described.
- Identify any other firms and/or individuals proposed to make up your team.
- Based on your understanding of the project, include an explanation of how this team will be organized and managed.
- Please provide background resumes demonstrating the experience of key professionals making up the proposed team. Indicate the status of professional real estate licensing and other professional qualifications.
- Describe successful projects of a similar nature completed by your team members.

- Describe a project of reference including its location, financial outcomes, and supporting documents
- Include your fee for commission and any costs related to the sale of the property.

Interested parties should submit a copy of their proposal to The City of Henderson City Hall to the attention of Esther McCrackin, City Clerk either by mail, in person or electronically. Incomplete submittals and those that do not conform to these guidelines may not be considered.

Acceptance/Rejection of Proposals

The City reserves the right to accept or reject any or all proposals submitted, in whole or in part, and to waive any informalities or technicalities, which at the City's discretion is determined to be in the best interests of the City. Further, the City makes no representations that a contract will be awarded to any proposer responding to this request. The City expressly reserves the right to reject any and all proposals responding to this invitation without indicating any reasons for such rejection(s).

The City reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.

Selection Process

Based on the proposals received, the City may select several potential firms to interview. Firms selected for an interview will be required to:

- Create and present a market feasibility for the property and state opinion of value
- Explain the marketing/sales approach and timeframe for sale
- Highlight examples of similar types of properties and success record.

Your firm will be judged based on the creativity of your sales and marketing approach, past record of accomplishment and/or former clients' recommendations, opinion on value and your fees for commission. It is our intent to select a commercial real-estate broker/firm by January 30, 2015.

City Council Action Form

Office of City Manager
P. O. Box 1434
Henderson, NC 27536
252.430.5701



Agenda Item: _____

Council Meeting: 8 Dec 14 Reg. Meeting

1 December 2014

TO: The Honorable Mayor James D. O'Geary and Members of City Council

FR: Ed Wyatt, Interim City Manager

RE: **CAF: 14-132**

Consideration of Approval of Resolution 14-46, Authorizing the Mayor to Sign a Revised Supplemental Agreement with the North Carolina Department of Transportation (NCDOT) Relative to the Beckford Drive Widening Project on Behalf of the City. (U-4916)

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- KSO 5: To Provide Reliable, Dependable and Environmentally Compliant Infrastructure Systems.

Recommendation:

- Approval of Resolution 14-46, Authorizing the Mayor to Sign a Revised Supplemental Agreement with the North Carolina Department of Transportation (NCDOT) Relative to the Beckford Drive Widening Project on Behalf of the City. (U-4916)

Executive Summary

The City Council authorized the Beckford Drive Widening Project in December 2008. A municipal agreement was executed at that time and work began to complete the design. Work on the plans and specs are ongoing, but there has been a major delay in obtaining the remaining easements to which Council authorized condemnation. Due to the timeframe that has elapsed, a supplemental agreement is necessary to extend the completion deadline to 31 December 2017.

The revised timeline is to accept bids in March 2015 or earlier, and bring the recommended bid award to the City Council directly after that. This is contingent on NCDOT review and approval and receiving bids within the construction estimate. Construction would then begin in late spring 2015.

Enclosures:

1. Resolution 14-46
2. December 2008 Resolution

RESOLUTION 14-46

AUTHORIZING THE MAYOR TO SIGN A REVISED SUPPLEMENTAL AGREEMENT WITH THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT) RELATIVE TO THE BECKFORD DRIVE IMPROVEMENTS PROJECT ON BEHALF OF CITY (U-4916)

WHEREAS, the Henderson City Council (City) identified eight Key Strategic Objectives (KSO) at its 2014 Strategic Planning Retreat; *and*

WHEREAS, this Resolution addresses one of the Key Strategic Objectives as follows: KSO 5: To Provide Reliable, Dependable and Environmentally Compliant Infrastructure Systems; *and*

WHEREAS, the Henderson City Council approved a Resolution in 2008 authorizing the Beckford Drive Improvements Project to proceed; *and*

WHEREAS, a Municipal Agreement was executed between the City of Henderson and the North Carolina Department of Transportation prior to starting the project; *and*

WHEREAS, there has been a major delay in obtaining all of the necessary easements; *and*

WHEREAS, an extension is needed relative to the Municipal Agreement to complete the acquisition of easements and to complete construction.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HENDERSON THAT IT DOES hereby authorize the Mayor to sign on behalf of the City, the Revised Supplemental Agreement with the NCDOT, said agreement being more fully articulated in *Attachment A* to this Resolution.

The foregoing Resolution 14-46, introduced by Council Member *** and seconded by Council Member *** on this the ** day of *** 2014 and having been submitted to a roll call vote, was *** by the following votes: YES: NO: ABSTAIN: ABSENT:

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

NORTH CAROLINA
VANCE COUNTY

SUPPLEMENTAL AGREEMENT

DATE: 11/10/2014

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: U-4916

AND

WBS ELEMENTS: PE 41065.1.1
ROW 41065.2.1
CON 41065.3.1

CITY OF HENDERSON

OTHER FUNDING:

FEDERAL-AID #: HPP-0509(8)

CFDA #: 20.205

TOTAL SUPPLEMENTAL FUNDS [NCDOT PARTICIPATION] \$0

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department," and the City of Henderson, hereinafter referred to as the "Municipality."

WITNESSETH:

WHEREAS, the Department and the Municipality on 3/18/2009, entered into a certain Project Agreement for the original scope: the widening of Beckford Drive (SR 1165) to a three lane facility (center turn lane) with curb and gutter, storm drainage and sidewalks starting at Harrison Street (formerly SR 1284) to North Park Drive, programmed under Project U-4916; and,

WHEREAS, the Department and the Municipality 1/12/2012 entered into a Supplemental Agreement to extend the completion date of the Project; and,

WHEREAS, the Department has agreed to allow more time to complete the Project;

NOW THEREFORE, the parties wish to supplement the aforementioned Agreement whereby the following provisions are amended:

Agreement ID # 5359

1

RESPONSIBILITIES

The Municipality shall complete the plans, specifications, and estimate package for the Project by 9/30/2015. The Municipality shall complete the Project by 12/31/2017. Completion for this Agreement is defined as completion of all construction activities or implementation activities, acceptance of the project, and submission of a final reimbursement package to the Department.

Except as hereinabove provided, the Agreements heretofore executed by the North Carolina Department of Transportation and City of Henderson on 3/18/2009 and 1/12/2012, are ratified and affirmed as therein provided.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the North Carolina Department of Transportation and the City of Henderson by authority duly given.

L.S. ATTEST: CITY OF HENDERSON
BY: _____ BY: _____
TITLE: _____ TITLE: _____
DATE: _____ DATE: _____

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by _____ (Governing Board) of the City of Henderson as attested to by the signature of _____, Clerk of the _____ (Governing Board) on _____ (Date)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(SEAL)

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:
City of Henderson

DEPARTMENT OF TRANSPORTATION
BY: _____
(CHIEF ENGINEER)
DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (Date)

ENCLOSURE No. 5

RESOLUTION

A RESOLUTION AUTHORIZING THE BECKFORD DRIVE IMPROVEMENTS PROJECT

WHEREAS, the Henderson City Council recognized the need for improvements to Beckford Drive and authorized City Administration to initiate grant funding opportunities for the widening of Beckford Drive in 2002; and

WHEREAS, the City was notified that it had received a \$960,000 earmark for the Beckford Drive project by the US Congress in the Transportation Reauthorization Bill (SAFETEA-LU) in 2005; and

WHEREAS, these Federal funds will be routed to the project through the North Carolina Department of Transportation (NCDOT); and

WHEREAS, the NCDOT will retain a percentage for administrative costs; and

WHEREAS, the City of Henderson will be required to provide a 20% match for these funds.

NOW THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT does hereby concur that improvements to Beckford Drive are necessary and appropriate in order to provide for the orderly and safe flow of vehicular and pedestrian traffic and to further enhance the opportunities for economic development along this important city thoroughfare; and

BE IT FURTHER RESOLVED THAT THE HENDERSON CITY COUNCIL does hereby desire to initiate the Beckford Drive improvements project and authorizes City Administration to take the appropriate steps to notify NCDOT of the City's intentions.

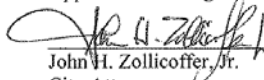
This Resolution was approved on 8 December 2008 by the Henderson City Council upon a motion made by Councilman _____ and seconded by Councilman _____ and approved by the following vote: AYES: _____ NOES: _____

ATTEST:

Pamela G. Glover, City Clerk

James D. O'Geary, Mayor

Approved as to Legal Form and Sufficiency.



John H. Zollicoffer, Jr.
City Attorney

City Council Action Form

Office of City Manager
P. O. Box 1434
Henderson, NC 27536
252.430.5701



Council Meeting: 8 Dec 2014 Regular Meeting

2 December 2014

TO: The Honorable Mayor James D O'Geary and Members of City Council

FR: Ed Wyatt, Interim City Manager

RE: CAF: 14-131

Consideration of Approval of: 1) Resolution 14-97, Amending the CH2MHill Contract for Additional Work, and: 2) Ordinance 14-54, FY 15 BA # 16 Authorizing the Appropriation of \$33,000 from the Contingency Line to the Engineering Line of the Inter Basin Transfer (IBT) Budget for the Regional Water System.

Ladies and Gentlemen:

Council Goals Addressed By This Item:

- KSO-5: Provide Reliable, Dependable and Environmentally Compliant Infrastructure System
- KSO-8: Provide Financial Resourcing: To Provide Sufficient Funds for Municipal Operations and Capital Outlay Necessary to Meet the Needs of Citizens, Customers and Mandates of Regulatory Authorities.

Recommendation:

Approval of:

- Resolution 14-97, Amending the CH2MHill Contract for Additional Work
- Ordinance 14-54, FY 15 BA # 16 Authorizing the Appropriation of \$33,000 from the Contingency Line to the Engineering Line of the Inter Basin Transfer (IBT) Budget for the Regional Water System.

Executive Summary

CH2MHill has been working with the City for several years in obtaining the IBT Certificate. Resolution 14-97 amends the original contract to include Task Order #5 which includes the final preparation of the environmental assessment and associated documents which is required to secure said certificate. In conjunction with the changes to the Statute that were approved by the Legislature, the City is now in a position to obtain the IBT certificate in a shorter timeframe.

CAF 14-131: 8 December 2014 Council Meeting

Page 1 of 16

The total amount necessary to complete the contract with CH2MHill is \$33,000 which includes \$26,400 for the above documentation plus \$6,600 for Public Relations support provided by Pioneer Strategies, Inc., which was presented to the KLRW Advisory Board.

Ordinance 14-54 moves \$33,000 from the Contingency Account to the Engineering line item in Regional Water to pay for the Inter basin Transfer Petition. The funds were originally approved as a part of the FY15 budget process, at which time they were placed in contingency for future utilization.

Attachments:

1. Resolution 14-97
2. Ordinance 14-54
3. 27 Oct 14 KLRW Advisory Board Minutes

**RESOLUTION
14-97**

**AUTHORIZING THE EXECUTION OF AN AMENDMENT TO THE
CONTRACT WITH CH2MHILL FOR IBT SERVICES FOR THE
REGIONAL WATER SYSTEM**

WHEREAS, the City Council of Henderson, North Carolina (Council) conducted its Annual Planning Retreat in February 2014, during which it identified eight Key Strategic Objectives (KSO) and Goals; *and*

WHEREAS, this Resolution addresses two of the KSOs: as follows:

KSO-5: Provide Reliable, Dependable and Environmentally Compliant Infrastructure System.

KSO-8: Provide Financial Resourcing: To Provide Sufficient Funds for Municipal Operations and Capital Outlay Necessary to Meet the Needs of Citizens, Customers and Mandates of Regulatory Authorities.

WHEREAS, the City Council has previously approved the acceptance of the Contract with CH2MHill for IBT services; *and*

WHEREAS, it is necessary to amend the contract with CH2MHill to complete the remaining tasks of the IBT process; *and*

WHEREAS, it is recommended by the Kerr Lake Regional Water System to engage the firm of Pioneer Strategies, Inc. to help with the public relations support; *and*

WHEREAS, Pioneer Strategies, Inc. will be paid in the amount of \$6,000 directly by CH2MHill as a sub-consultant for Public Relations Support; *and*

WHEREAS, Additional services are required in order to complete the IBT due to changes by DENR to the statute.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY AUTHORIZE the execution of an Amendment to the Contract with CH2MHill for IBT services for the Regional Water System being more fully articulated in *Attachment A* to this resolution.

The foregoing Resolution 14-97, upon motion of Council Member ** and second by Council Member **, and having been submitted to a roll call vote received the following votes and was ***** on this the *** day of ***** 2014: YES: . NO: . ABSTAIN: . ABSENT: .

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

*Reference: Minute Book 43, pp. **, CAF 14-125*

**Scope of Work Modification
(Amendment 3 to TASK ORDER No. 1)
Revised SCOPE OF WORK**

**INTERBASIN TRANSFER FROM THE ROANOKE RIVER BASIN
ONGOING SUPPORT - Modeling**

City of Henderson and Kerr Lake Regional Water System

This Scope of Work Modification is an attachment to the Master Services Agreement ("AGREEMENT") executed May 8, 2008 between the City of Henderson, North Carolina ("CITY") and CH2M HILL, Inc. ("CH2M HILL") for the PROJECT generally described as Interbasin Transfer from the Roanoke River Basin.

Continued Scope of Work under Task 5

Task 5 Continued Support in Public Involvement Phase

Task 5.DP Final Environmental Assessment and IBT Petition Preparation

This request will refurbish funds under Task 05.DP for the preparation of the Final Environmental Assessment (EA) and association documentation. Preparation and submittal of 3 CDs and 6 hard copies of the EA to the North Carolina State Clearinghouse is a necessary regulatory step in support of achieving an interbasin transfer (IBT) certificate. Three hard copies will also be prepared for the Partners (City of Henderson, City of Oxford, and Warren County). A final pdf will also be prepared for posting on the state's website.

The final step in the IBT process is to prepare an IBT Petition according to guidance in the NC general statutes. CH2M HILL will prepare a draft following this guidance and submit it electronically to the Partners for review. A final version will be submitted electronically to the state for distribution through the Clearinghouse.

It is assumed that within the remaining project schedule, CH2M HILL will also participate in 2 KLRWS Partners meetings. Up to 2 CH2M HILL staff will participate and each meeting is assumed to last 2 hours.

It is assumed that 1 public hearing will be held for the EA and that 2 Environmental Management Commission (EMC) meetings will include this project on the agenda and require attendance by CH2M HILL. CH2M HILL will prepare presentation materials and up to 2 staff members will attend each meeting.

Deliverables

- Hard copy and pdf production of the final KLRWS IBT EA.
- Electronic production of the draft and final IBT Petition
- PowerPoint presentation for each meeting (not to exceed 5 meetings)
- Each electronic deliverable (documents and meeting presentations) will be suitable for posting on the state's website.

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Assumptions

- The IBT Petition will be prepared from information included in the EA and no additional data collection or calculations will be necessary.

Task 5.EM Environmental Management Commission Public Involvement Support

CH2M HILL and the KLRWS will engage in public relations support for the public involvement phase of the project. Pioneer Strategies will perform this effort as a subconsultant to CH2M HILL. Their scope of work is included as an attachment. CH2M HILL will provide one round of review of each deliverable by Pioneer Strategies prior to sharing each deliverable with the Partners.

Deliverables

- As listed in the attached Pioneer Strategies scope

Assumptions

- Any change in the scope for Pioneer Strategies will be approved in writing by the KLRWS Partners prior to the work beginning. If a scope change is necessary, CH2M HILL may also require additional funds to reflect changes in level of effort.
- The Pioneer Strategies fee includes all expenses associated with the attached scope.

Project Schedule

CH2M HILL will begin work on the projections once this task order is approved. This effort is expected to take 6 months, through June 2015. Agency review times and availability for meetings including the public hearing may influence this schedule.

Project Budget

The costs were determined using the rate table associated with this contract. Table 1 presents these costs, which total \$33,000 on a time and expense compensation basis. No work beyond this scope will be conducted by CH2M HILL or Pioneer Strategies without written approval by the City of Henderson.

TABLE 1
Scope of Work Modification Level of Effort

Task No.	Description	Labor Hours	Price
Task 5.DP	Final EA Preparation	152	\$26,400
Task 5.EM	Public Involvement Support	N/A	\$6,600
Total		152	\$33,000



**Kerr Lake Regional Water System
*Proposal for Public Relations
Consultation and Services***

Presented by:



P.O. Box 1986
Leland, N.C. 28451
(910) 371-3408

www.pioneerstrategies.com

Your Public Relations Partner™

Situation

C2HM Hill is assisting the City of Henderson with the pursuit of an inter-basin transfer certificate related to the Kerr Lake Regional Water System, which the City co-owns with the City of Oxford and Warren County. C2HM Hill and the City of Henderson desire assistance with public information and public outreach activities to educate key publics on the project and combat potential future misinformation that may be disseminated by groups opposed to the project.

Per our conversation, this initial proposal includes the following requested services:

- Three (3) press releases written and distributed to media lists we will develop (does not include fees for third-party wire services, if desired)
- Development of talking points
- Attendance at three (3) meetings in the Triangle area (includes Henderson); travel for these three meetings is incorporated into the lump sum fee below
- Compile lists and email press release directly to key individuals from selected target publics
- Initial preparatory research needed.

Fee Structure

- **Lump-sum fee:** \$6,000
- **Terms:**
 - \$1,500 up-front retainer fee due upon agreement
 - \$1,000 due by December 31, 2014
 - \$1,500 due by January 31, 2015
 - \$1,000 due by February 28, 2015
 - \$1,000 due by March 31, 2015



Pioneer Strategies, Inc. is a public relations agency that provides businesses, associations and other organizations with strategic public relations counsel and marketing communication services. The agency's work has been recognized by both the MarCom Creative Awards and the Sir Walter Raleigh Awards for Excellence in Communication. Pioneer Strategies was founded in August 2001.

Frank Williams, President & Lead Strategist

Frank Williams graduated from the N.C. State University Department of Communication in 1993 and started working with his first freelance public relations client later that year. After working in several sales and political campaign jobs, Frank founded Pioneer Strategies in August 2001. He is a member of the N.C. Public Relations Society of America and an affiliate member of Association Executives of North Carolina (AENC). Frank served as president of the Leland Area Rotary Club and on the boards of directors of the North Brunswick Chamber of Commerce and Communities in Schools of Brunswick County, Inc. He also served on the Brunswick Community College Small Business Center Advisory Committee and chaired two fundraising breakfasts for the Boy Scouts of America Cape Fear Council. Additionally, Frank served as President of the Raleigh Public Relations Society and Publicity Director for the Raleigh Jaycees. He currently serves on the N.C. Leadership Council for the National Federation of Independent Business (NFIB) and was elected to the Brunswick County Board of Commissioners in 2012. He resides in the northern Brunswick County town of Northwest.



Contact Information:

Phone: (910) 371-3408 extension 1
Email: frank@pioneerstrategies.com
LinkedIn: <http://www.linkedin.com/in/flwilliams>
Facebook: www.facebook.com/FrankLWilliams10
Twitter: @FLWilliamsBiz

Our Mission

Pioneer Strategies partners with clients to plan and implement strategic communication campaigns to achieve their goals.



Our Philosophy

Our philosophy is grounded in several key principles:

Your Vision Matters: We believe that your public relations program should be designed to move your organization in the direction of your overall vision. You don't "do PR" for the sake of PR; you do it to achieve your overall organizational objectives. With that in mind, we believe that every public relations activity should be designed to help you achieve a larger organizational goal.



Strategy is the Foundation of Effective Public Relations: We believe that strategy is the foundation of a truly effective long-term public relations effort. *Effective communication flows from a solid strategy.*

Solid Planning Precedes Effective Public Relations: As legendary basketball coach John Wooden said, "Failure to prepare is preparing to fail." At Pioneer Strategies, we believe that a well-thought-out plan necessarily precedes an effective public relations campaign. Without a solid plan, you run the risk of wasting valuable time and money, and chances are high that your efforts will miss the mark. A solid plan outlines the tactics and process needed to put your strategy to work. We will work with you to develop and implement a thorough plan that helps you make the best use of your resources, take advantage of opportunities you've been missing and get it right the first time.

Consistency and Patience Lead to Success: Public relations is not a quick-fix, it is a long-term process. Public relations is about building a solid, credible reputation for your organization, and reputations are built over time. You don't consider someone you just met to be your best friend; neither will the public come to know, trust and respect your organization overnight. Based on this principle, we believe that a truly effective public relations effort results not from a single "big splash," but also from doing the little things well over time. In order to be effective, your public relations effort must be consistent, it must be implemented and managed over an extended period of time, and you must demonstrate the patience to allow it to take root and do its job.

Our Approach

Experience has taught us that the clients who gain the greatest value from working with Pioneer Strategies are those who engage us to develop a strategic communication plan and implement that plan over an extended period of time. We strive to be more than a mere service provider; we want to be a true strategic partner.

Services & Expertise

- Strategic Communication Planning
 - Strategic Communication Counseling
 - Message Development
 - Communication Campaign Management
 - Issue Campaigns
 - Media Placement
 - Media Relations
 - Social Media Communication
 - Speechwriting
 - Internal Communication
 - Creative / Graphic Design Services
 - Website Design
-

Typical Components of a Public Relations Plan

Depending on your situation, your public relations plan may include the following components:

- **Overview of your vision.** Because every public relations activity should be designed to accomplish a larger business objective, your plan should provide a clear picture of where you want your business to go and how public relations can help take it to the next level.
- **General communication goals.** It is important to have a clear view of what you want your public relations program to accomplish and why you want it to achieve those things.
- **Identify and analyze significant publics.** Significant publics are groups of people that impact your ability to achieve your public relations goals. We will develop specific goals for each public and identify the most effective ways to reach each group.
- **Research and assessment.** Thorough research conducted at the outset will increase the long-term effectiveness and efficiency of your public relations effort. Part of this process involves Pioneer Strategies taking the time to learn about your organization and gain a thorough understanding of your goals and plans.
- **Positioning.** Positioning is one of the most important pieces of the strategic planning puzzle. It is important to define yourself, on your terms. We will work with you to develop a positioning strategy that properly defines your organization and clearly sets you apart from the crowd. Further, we will analyze how this positioning strategy relates to each of your key publics.
- **Message.** Once we have developed your positioning strategy, we will work with you to develop a clear, concise, coherent message that resonates with your significant publics. This message should serve as the foundation for all messages communicated through your public relations program.
- **Public Relations Tools and Tactics.** A true, comprehensive public relations effort consists of far more than simply writing and distributing press releases. One of the keys to success lies in identifying the right combination of tools for your situation. We will work with you to identify and select the right combination of public relations tools to achieve your overall goals.
- **Public Relations Opportunities:** One of the keys to long-term public relations success lies in the ability to think ahead, anticipate opportunities that might otherwise pass you by and prepare to take advantage of those opportunities. We will work with you to anticipate upcoming public relations opportunities and take advantage of them. This may include opportunities for press releases, articles, speaking engagements, sponsorships, etc.
- **Timeline & Objectives:** Once we have developed an overall strategy and selected public relations tools, we will work with you to develop a detailed list of objectives with deadlines for implementation.

ORDINANCE 14-54

FY 2014-2015 BUDGET AMENDMENT #16 AMENDING THE CIP REGIONAL WATER FUND TO TRANSFER CONTINGENCY FUNDS TO ENGINEERING IN THE CIP REGIONAL – IBT PROJECT

WHEREAS, the City Council of the City of Henderson (Council), on 11 June 2014, adopted its FY 14-15 Operating Budget; *and*

WHEREAS, the Council has created and uses a Capital Improvements Fund for active capital projects related to the regional water treatment system, said fund referred to as 46: CIP Regional Water Fund; *and*

WHEREAS, it is necessary to amend the various revenue and expense accounts of the annual operating and capital improvements budgets from time-to-time, said amendment incorporated in this Ordinance.

NOW THEREFORE BE IT ORDAINED by the City Council of The City of Henderson, that the following Budget Ordinance Amendment be approved and said Ordinance shall be effective immediately upon approval of the City Council:

FUND: 46: CIP - Regional			Ordinance 14-54			
PROJECT: 937: KLRWS Inter-Basin Transfer Permit			FY 14-15 Budget Amendment #16			
Project Budget Created: 26 January 2004			Amending Capital Project 46-937: KLRWS Inter-Basin Transfer Permit			
REVENUES			Approved	Current	Amendment	Revised
Department	Line Item	Code	26-Jan-04	Budget		
	Investment Income	46-939-458100	\$ -	\$ 12	\$ -	\$ 12
	Trans Fr: 64 Regional	46-937-461064	\$ 465,000	\$ 383,988	\$ -	\$ 383,988
	Trans Fr: 78 Regional Res	46-937-461065	\$ -	\$ 525,000	\$ -	\$ 525,000
			\$ -	\$ -	\$ -	\$ -
		Total	\$ 465,000	\$ 909,000	\$ -	\$ 909,000
						\$ 909,000
EXPENDITURES			Approved	Current	Amendment	Revised
Department	Line Item	Code	26-Jan-04	Budget		
	Professional Services	46-937-500400	\$ -	\$ 79,224	\$ -	\$ 79,224
	Contingency	46-937-509900	\$ 60,000	\$ 91,877	\$ (33,000)	\$ 58,877
	Planning/Design	46-937-510100	\$ 405,000	\$ 119,988	\$ -	\$ 119,988
	Engineering	46-937-510301	\$ -	\$ 617,911	\$ 33,000	\$ 650,911
			\$ -	\$ -	\$ -	\$ -
		Total	\$ 465,000	\$ 909,000	\$ -	\$ 909,000
						\$ 909,000
		Variance			\$ -	
Reference:			Notes:			
City Council Meeting 1/26/2004; BA #24	Amendment to establish a new project to obtain a new IBT (Interbasin Transfer) certificate as was required by the State. Total project cost estimated to be \$465,000. Revenue to come from Regional Reserve.					
City Council Meeting 4/12/2004; BA #27	Amendment to decrease the Interbasin Transfer (Plan/Design) budget by \$285,000 and contingencies by \$60,000, for a total budget reduction of \$345,000. This was due to the Public Utilities Committee agreement on 3/22/2004 to allocate \$120,000 for fiscal year 2003/04 as a CIP Project for the work related to obtaining an Interbasin Transfer Permit. The reduction from revenue was obtained by reducing the appropriation from Regional Reserve.					
City Council Meeting 4/10/2006; BA #30	Amendment to appropriate actual costs thus far for the IBT Project (\$119,988). The revenue was appropriated from Regional Water Reserves, however the actual money was never transferred from the Reserves. This amendment was made for the purpose of "making the transfer." The project was to remain open until further review by the City Council.					
City Council Meeting 6/27/2007; BA #1	Amendment to transfer \$150,000 from the Regional Water FY 07-08 operating budget to the IBT Budget to continue plans and study of the project.					
City Council Meeting 6/23/2006; BA #1	Amendment to transfer \$150,000 from the Regional Water FY 08-09 operating budget to the IBT Budget to continue plans and study of the project.					
City Council Meeting 11/10/2008; BA #14	Amendment to "true up" the IBT project budget with the engineering contract. Funds were initially budgeted in the contingency line item.					
City Council Meeting 6/22/2009; BA #1	The FY 09/10 Budget Ordinance appropriates \$100,000 from Regional Water to the CIP Regional Water IBT Project. This \$100,000 will remain in contingency until such time as the Council approves additional contract or project costs for the project.					
City Council Meeting 7/13/2009; BA #2	This amendment appropriates \$271,224 from contingency; \$240,000 to Engineering due to a contract with CH2M-Hill for continued engineering services regarding the IBT Project and \$31,224 to Professional Services to cover the legal fees to be incurred by Poyner & Spruill, LLC for this project.					
1/10/2010	Interfund transfer of \$10,000 from Engineering to Planning/Design to cover overage in the Planning/Design line item.					
City Council Meeting 6/14/2010; BA #3	Amendment to transfer \$125,000 from the Regional Water FY 10-11 operating budget to the IBT Budget. This \$125,000 will remain in contingency until further contracts are authorized by the City Council.					
City Council Meeting 2/28/2011; Ord 11-17; BA #35	Amendment to transfer \$125,000 from Contingency to Engineering to help cover the costs of the contract with CH2M-Hill which was approved by the City Council on 9/27/2010.					
City Council Meeting 6/13/2011; Ord 11-39; BA #1	Amendment appropriates \$150,000 to the CIP Regional IBT Project. Appropriations will be placed in the contingency line item until further contracts are authorized by the City Council.					
City Council Meeting 7/9/2012; Ord 12-47; BA #1	Amendment provides for the formal allocation of \$38,000 provided in the FY 2013 budget to Fund 46. The transfer line from Fund 64 to Fund 46 is shown as a memo reference only since it was approved in the budget adoption ordinance. Since Fund 46 is a capital improvement project fund, it's budgetary appropriations are not considered in the routine annual budget adoption ordinance and are made separately and subsequent to the budget adoption.					
City Council Meeting 6/27/2013; Ord 13-19; BA #1 (effective 7/1/2013)	Amendment provides for the formal allocation of \$38,000 provided in the FY 2014 budget to Fund 46. The transfer line from Fund 64 to Fund 46 is shown as a memo reference only since it was approved in the budget adoption ordinance. Since Fund 46 is a capital improvement project fund, it's budgetary appropriations are not considered in the routine annual budget adoption ordinance and are made separately and subsequent to the budget adoption.					
Council Meeting 1/13/2014; Ord 14-04, CAF 14-05; BA #20	Amendment to transfer \$134,135 from Contingency to Engineering to help cover the costs of the contract with CH2M-Hill which was approved by the City Council on 9/27/2010.					
Council Meeting 09/8/2014; Ord 14-43, CAF 14-87; BA #8	Amendment provides for the formal allocation of \$38,000 provided in the FY 2015 Budget to Fund 46. The \$38,000 is for on-going IBT expenses.					
Council Meeting 12/8/2014; Ord 14-54, CAF 14-131; BA #16	Amendment to transfer \$33,000 from Contingency to Engineering to cover the costs associated with an amendment to the contract with CH2M-Hill which is going before Council for their approval on 12/8/2014.					

The foregoing Ordinance 14-54 upon motion of Council Member ** and second by Council Member ***, and having been submitted to a roll call vote and received the following votes and was *** on this the 8 day of December 2014: YES: ***. NO: **. ABSTAIN: **. ABSENT: **.

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

*Reference: Minute Book 43 p. ***; CAF 14-131*

**STATE OF NORTH CAROLINA
CITY OF HENDERSON**

I, Esther J. McCrackin, the duly appointed, qualified City Clerk of the City of Henderson, do hereby certify the attached is a true and exact copy of Ordinance 14-54 adopted by the Henderson, City Council in Regular Session on ___December 2014 (*Minute Book 42 p.***). This Ordinance is recorded in *Ordinance Book 9, p. ****.

Witness my hand and corporate seal of the City, this *** day of December 2014.

Esther J. McCrackin
City Clerk
City of Henderson, North Carolina

Reviewed by: _____ Date: _____
Katherine C. Brafford, Finance Director

Reviewed by: _____ Date: _____
Edward A. Wyatt, Interim City Manager

KLRWS ADVISORY BOARD

Meeting Minutes-October 27, 2014

Kerr Lake Regional Water Advisory Committee					
Name	P	A	Name	P	A
<i>Voting Members</i>			<i>Also Representing Members</i>		
Frank Strickland, Oxford	X		Frank Frazier, Henderson	X	
Ruby Downey, Warren County	X		Clark Thomas, Henderson	X	
Ray Griffin, Henderson	X		Randy Hemann, Oxford	X	
Mike Inscoe, Chairman, Henderson	X		Amy Ratliff, Oxford	X	
James O'Geary, Henderson	X		Linda Worth, <i>Warren County</i>	X	
			Ed Wyatt, Henderson	X	
<i>Regional Water Staff</i>			<i>Guests</i>		
Clarissa Lipscomb, <i>KLRWS</i>	X		Bill Kreutzberger – CH2MHill		
			Jamie Robinson, CH2MHill		
			Danielle- Daily Dispatch		

Next meeting December 8, 2014 9:30AM, Henderson City Hall Conference Room

- I. Welcome by Councilman Inscoe at 9:30am.
- II. August 11, 2014 minutes were approved Motioned by Mr. Griffin seconded by Ms. Downey.
- III. Old Business-
 - a. IBT update – CH2MHill representatives went over the upcoming timeline in order to have the IBT certificate by June 2015. There will be an Environmental Commission Meeting on November 12, 2014, at which time CH2MHill will update the Commission on the Environmental Assessment and answer any questions.
- IV. Reports- Christy Lipscomb went over the following reports
 - a. Water Production and Partner Distribution –There are no issues with water production.
 - b. KLRWS Financials –No questions
 - c. Corp of Engineers Report – weekly report
 - d. TTHM Results- Ms. Lipscomb indicated that Henderson will be doing their quarterly TTHM testing November 12, 2014. Mrs. Worth said that Macon Robinson asked that it be mentioned in the meeting that removal of organics in the beginning of the treatment process would be the optimal way to combat high TTHM levels. Ms. Lipscomb agreed that this was the most optimal way to treat and that Plant personnel were currently in the process of obtaining a pilot study for a new process to achieve this.
 - e. Overview of Systems Meeting – October 30, 2014 will be the next meeting. Ms. Lipscomb indicated that the July 24, 2014 meeting was very productive and a great turnout from all systems.
- V. New Business
 - a. Partner's Concerns
 - Warren County –None
 - Oxford – None

- Henderson – Mr. Ed Wyatt was introduced as the Interim City Manager. The plans for the 20MGD upgrade are being reviewed for updating and are slated to be finished around the time the IBT certificate is obtained. Finance Director Brafford is looking into financing for the upgrade.
- VI.** Next meeting will be December 8, 2014. The 2015 Meeting Schedule was handed out.
- VII.** Adjournment –10:00am

City Council Action Form

Office of City Manager
P. O. Box 1434
Henderson, NC 27536
252.430.5701



Council Meeting: 8 Dec 14 Regular Meeting

1 December 2014

TO: The Honorable Mayor James D. O'Geary and Members of City Council

FR: Ed Wyatt, Interim City Manager

RE: CAF: 14-92-B
Consideration of Approval of Ordinance 14-35, Amending Section 7-64.0 of the City Code Relative to Declaration as to Certain Intersections

Ladies and Gentlemen:

Recommendation:

- Approval of Ordinance 14-35, Amending Section 7-64.0 of the City Code Relative to Declaration as to Certain Intersections.

Executive Summary

During the Work Session on 25 August 2014 CM 14-27 was presented to Council relative to various traffic changes that were being studied and brought back to Council for further consideration. The changes included changing Oak Street from a one-way traffic pattern to a two-way traffic pattern, changing a portion of Belle Street beside the US Post Office from a two-way traffic pattern to a one-way traffic pattern and addressing the left hand turn onto South Park from Beckford Drive.

The remaining change involves the intersection of Chestnut and Young Street. A traffic accident at this intersection during the summer caused major damage to existing traffic signals and an estimate to replace the signals was \$22,445. Stop signs were installed at each corner of Young Street and this appears to be working well without any incidents. The City hired VHB Consultants to perform a signal warrant study of this intersection and they have now completed the analysis. Based on the traffic volume, crash data collected, visit to the site and the technical analysis performed, there is no support for restoring signalization of this intersection from a

traffic volume warrant or traffic delay perspective. It is recommended that crashes be monitored over a longer term to better compare with the time period while the signal was operational.

As of December 1, the funds to pay for the damages to the signals are pending. Once received a portion of the anticipated amount of \$13,977.79 will be used to fund final removal and clean-up of the existing traffic signal equipment.

Attachments:

1. Ordinance 14-35
2. VHB Analysis Summary

ORDINANCE 14-35

AMENDING SECTION 7-64.0 OF THE CITY CODE RELATIVE TO DECLARATION AS TO CERTAIN INTERSECTIONS FOR STOPS.

The City Council of the City of Henderson, North Carolina doth ordain:

Section 1. That the following be added to Section 7-64.0 of the City Code (Declaration as to certain intersections):

“Young Street” stop before entering Chestnut Street.

The foregoing Ordinance 14-35, upon motion of Council member _____ and seconded by Council Member _____, and having been submitted to a roll call vote and received the following votes and was **APPROVED/DISAPPROVED** on this the ____ day of _____, 2014: YES: . NO: . ABSTAIN: . ABSENT: .

James D. O’Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney
*Reference: Minute Book 43, p. **.*

STATE OF NORTH CAROLINA, CITY OF HENDERSON

I, Esther J. McCrackin, the duly appointed, qualified City Clerk of the City of Henderson, do hereby certify the foregoing Ordinance is a true and exact copy of *Ordinance 14-35* Amending Section 7-64.0 of the City Code Relative to Declaration as to Certain Intersections and Section 7-49.0 Declaration as to Certain Streets, adopted by the Henderson, City Council in Regular Session on ** ** 20** (*See Minute Book 44, p. **.*). This Ordinance is recorded in *Ordinance Book # 9*, pp. **.

Witness my hand and corporate seal of the City, this ** day of ** 20**.

Esther J. McCrackin
City Clerk
City of Henderson, North Carolina



Memorandum

To: Frank Frazier
Assistant City Manager
City of Henderson
134 Rose Avenue
Henderson, NC 27536

Date: November 26, 2014

Project #: 38444.00

From: Anthony Tagliaferri, P.E.

Re: North Chestnut Street and Young Street Signal Warrant Analysis

VHB has completed a signal warrant analysis of the North Chestnut Street and Young Street intersection for the City of Henderson.

Historically, the North Chestnut Street and Young Street intersection has been signalized, with two phase operation. All North Chestnut Street movements were permitted, while all Young Street movements were stopped. Then the signal changed to allow all Young Street movements while all North Chestnut Street movements were stopped. The signal allowed for permissive left-turns, meaning all left-turning vehicles were required to yield to opposing traffic while the green was displayed.

A June 2014 traffic accident severely damaged the traffic signal infrastructure at this intersection. As an emergency knockdown repair, the City installed stop signs on the approaches of Young Street and bagged the traffic signal heads that remained at the intersection. The intersection currently operates without signalization. Young Street traffic must stop and yield the right-of-way to all North Chestnut Street traffic before proceeding. North Chestnut Street traffic operates without any stop control, therefore left-turning traffic on North Chestnut Street must yield right-of-way to opposing through traffic, but through and right-turning traffic on North Chestnut Street have free-flowing movements.

The City, by observation, has found traffic operations at the intersection to be acceptable since the traffic signal was damaged, and desired a formal signal warrant analysis be performed to provide an assessment of the operations at the intersection under the new configuration. VHB has performed this analysis, including traffic count and crash data collection, site investigation and observation, traffic capacity analyses for the AM and PM peak hours, and a Signal Warrant Analysis calculation, performed per the methods outlined in the Federal Highway Administration's *Manual on Uniform Traffic Devices* (MUTCD). The analysis has found that this intersection does not meet traffic signal warrants at this time. All traffic volume data, crash history data, and technical analyses are included in the attached Appendix.

Data Collection

VHB collected turning movement traffic counts, including cars, trucks, and pedestrians, on November 5, 2014, from 6:00 AM to 7:00 PM. Additionally, VHB requested and received crash data for the five-year period from 11/01/2009 through 10/31/2014 from the North Carolina Department of Transportation (NCDOT).

Level of Service Criteria

Peak hour level of service (LOS) measures the adequacy of the intersection geometrics and traffic controls of a particular intersection or approach for the given turning volumes. Levels of service range from A through F, based on the average control delay experienced by vehicles traveling through the intersection during the peak hour. Control delay represents the portion of total delay attributed to traffic control devices (e.g., signals or stop signs). Table 1 provides a general description of various levels of service categories and delay ranges.

VHB Engineering NC, P.C.(C-3705)
4000 WestChase Boulevard
Suite 530
Raleigh, NC 27607

Meetings and Events Calendar

All Regular City Council Meetings Held 2nd & 4th Monday at 6:00 P.M.

Date	Time	Event	Location
Dec 11 th	12:00 PM	Henderson-Vance Parks & Recreation Commission	Aycock Recreation Center
Dec 18 th	7:00 PM	Human Relations Commission	City Council Chambers
Dec 22nd	Meeting Cancelled	City Council Meeting CANCELLED DUE TO HOLIDAYS	Meeting Cancelled
Dec 24th	CITY HALL CLOSED FOR THE HOLIDAYS DEC 24TH THRU 26TH	MERRY CHRISTMAS TO ALL 	CITY HALL CLOSED FOR THE HOLIDAYS DEC 24TH - 26TH
Dec 25th			
Dec 26th			
Jan 1st	CITY HALL CLOSED	HAPPY NEW YEAR!!!!	CITY HALL CLOSED
Jan 5 th	3:30 PM	Henderson Planning Board	City Council Chambers
Jan 6 th	3:30 PM	Henderson Zoning Board of Adjustments	City Council Chambers
Jan 8 th	12:00 PM	Henderson-Vance Parks & Recreation Commission	Aycock Recreation Center
Jan 12 th	5:00 PM	Perry Memorial Library Board of Trustees	Perry Memorial Library
Jan 12 th	6:00 PM	City Council Regular Meeting	City Council Chambers
Jan 13 th	3:00 PM	Henderson Community Appearance Commission	City Council Chambers
Jan 15 th	7:00 PM	Human Relations Commission	City Council Chambers
Jan 19th	CITY HALL CLOSED	Martin Luther King, Jr. Birthday	CITY HALL CLOSED
Jan 26 th	6:00 PM	City Council Short Reg. Meeting Work Session to Immediately Follow	City Council Chambers
Jan 28 th	6:00 PM	City Council Strategic Planning Retreat Dinner	TBA
Jan 29 th	8:00 AM	City Council Strategic Planning Retreat	Perry Memorial Library Farm Bureau Room
Jan 30 th	10:00 AM	Henderson-Vance 911 Advisory Board Meeting	E-911 Operations Center
Feb 2 nd	3:30 PM	Henderson Planning Board Meeting	City Council Chambers
Feb 3 rd	3:30 PM	Henderson Zoning Advisory Board Meeting	City Council Chambers
Feb 9 th	9:30 AM	KLRWS Advisory Board Meeting	City Hall Large Conference Room
Feb 9 th	6:00 PM	City Council Regular Meeting	City Council Chambers

Last Updated 3 December 2014



Henderson Fire Department

211 Dabney Drive
 Henderson, North Carolina 27536
 Phone: (252) 438-7315
 Fax: (252) 438-1460

Daniel E. Wilkerson
 Fire Chief

TO: ED WYATT, INTERIM CITY MANAGER
 FROM: DANIEL E. WILKERSON, FIRE CHIEF
 DATE: December 1, 2014

FIRE SUPPRESSION AND RESCUE ACTIVITY REPORT FOR: November 2014

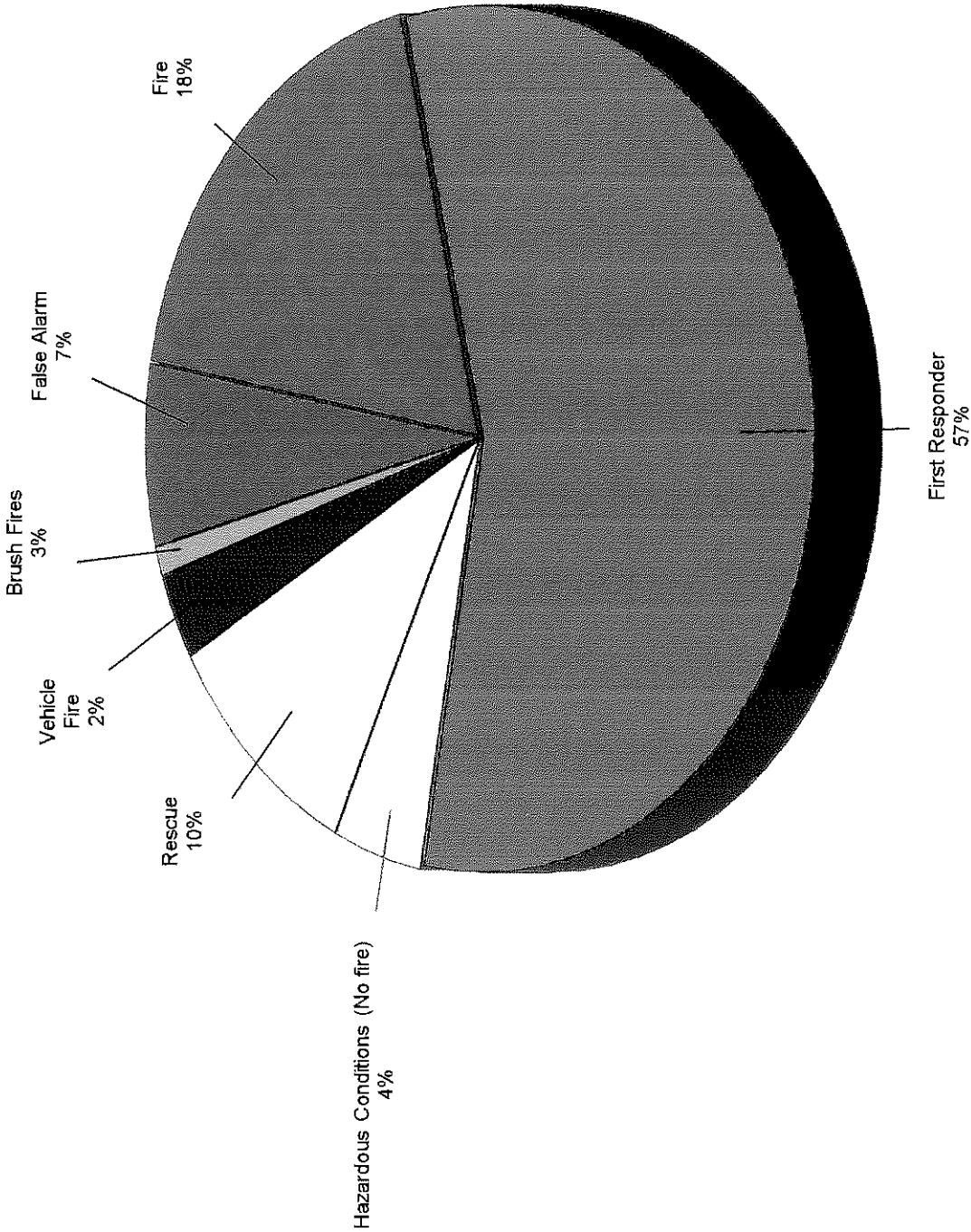
TYPE OF CALL	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
PRIVATE DWELLINGS (1 or 2 Family), Including Mobile Homes	28	11	224
APARTMENTS (3 or More Families)	2	0	22
HOTELS AND MOTELS	3	0	6
ALL OTHER RESIDENTIAL (Dormitories, Boarding Houses, Tents, etc.)	0	0	2
PUBLIC ASSEMBLY (Church, Restaurant, Clubs, etc.)	1	0	12
SCHOOLS AND COLLEGES	0	0	4
HEALTH CARE AND PENAL INSTITUTIONS (Hospitals, Nursing Homes, Prisons, etc.)	0	0	13
STORES AND OFFICES	4	1	27
INDUSTRY, UTILITY, DEFENSE, LABORATORIES, MANUFACTURING	0	0	8
STORAGE IN STRUCTURES (Barns, Vehicle storage Garages, General Storage, etc.)	0	0	7
OTHER STRUCTURES (Outbuildings, Bridges, etc.)	1	0	1
WORKING STRUCTURE FIRE	3	4	30
FIRES IN HIGHWAY VEHICLES (Autos, Trucks, Buses, etc.)	3	1	16
FIRES IN OTHER VEHICLES (Planes, Trains, Ships, Construction or Farm Vehicles)	0	0	1

FIRE OUTSIDE OF STRUCTURES WITH VALUE INVOLVED, BUT NOT VEHICLES (Outside Storage, Crops, Timber, etc.)	0	1	4
FIRES IN BRUSH, GRASS, WILD LAND (Excluding Crops and Timber) With No Value Involved	6	3	30
FIRES IN RUBBISH, INCLUDING DUMPSTERS (Outside structures), With No Value Involved	3	0	34
ALL OTHER FIRES	0	8	28
RESCUE	27	8	211
FIRST RESPONDER	159	151	1580
FALSE ALARM RESPONSES (Malicious or Unintentional False Calls, Malfunctions, Bomb Scares)	19	12	148
MUTUAL AID OR ASSISTANCE RESPONSES	6	0	38
HAZARDOUS MATERIALS RESPONSES (Spills, Leaks, etc.)	5	0	24
OTHER HAZARDOUS RESPONSES (Arcing wires, Bomb Removal, Power Line Down, etc.)	7	0	54
ALL OTHER RESPONSES (Smoke Scares, Lock-Outs, Animal Rescues, etc.)	4	0	42
TOTALS	281	200	2566

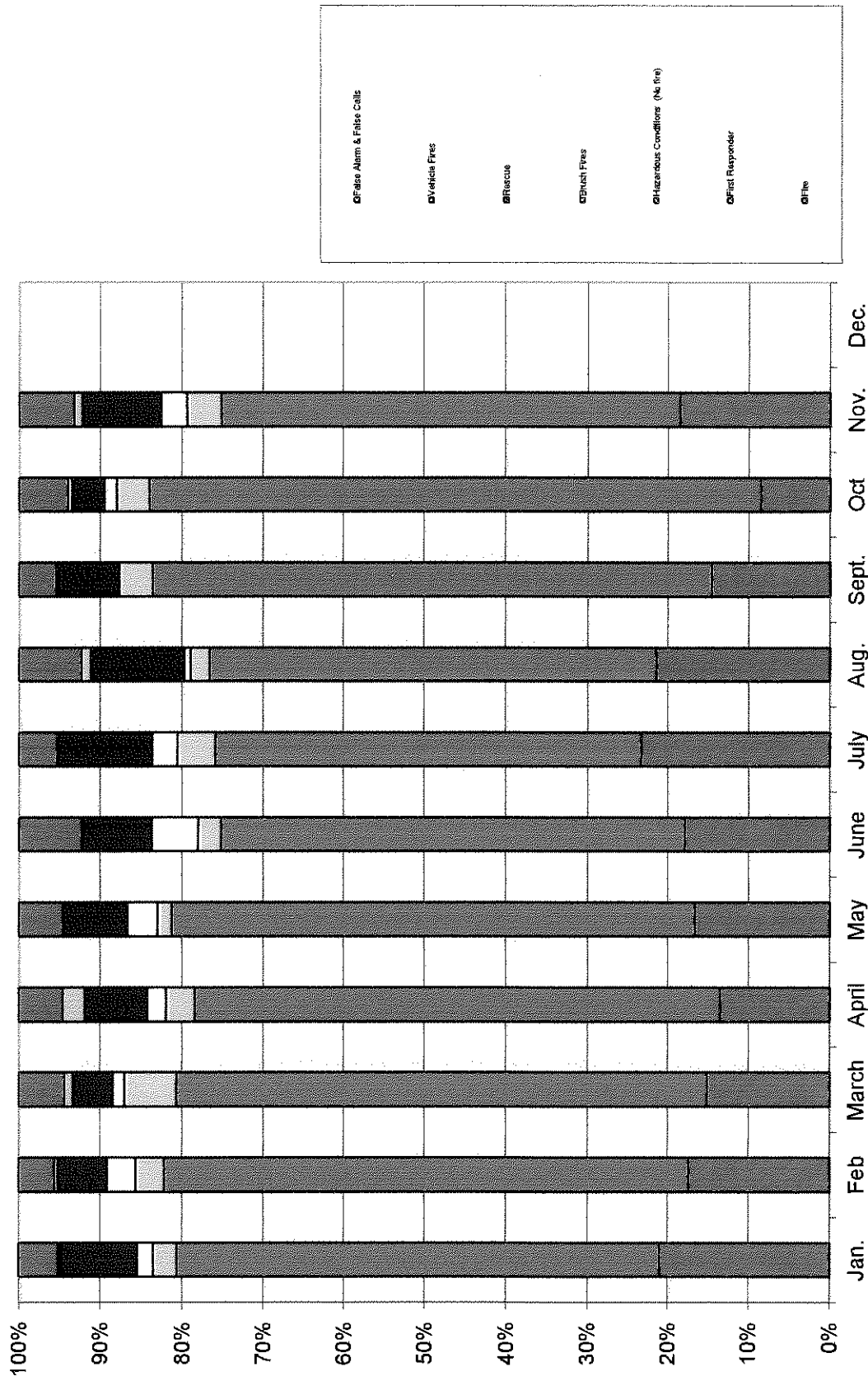
	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
Total Fire Incidents With Property and/or Contents Loss	10	5	68
Total of Property and Contents Value Saved	\$ 268,508.00	\$ 1,235,733.00	\$ 5,097,136.00

	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
FIRE CASUALTIES FIREFIGHTER-DEATH	0	0	0
FIRE CASUALTIES FIREFIGHTER - INJURIES	0	0	0
FIRE CASUALTIES CIVILIAN - DEATH	0	0	0
FIRE CASUALTIES CIVILIAN - INJURIES	0	0	0

Incident Summary For November



YEAR TO DATE SUMMARY BY MONTH FOR 2014



INSPECTION ACTIVITIES REPORT FOR: November, 2014

INSPECTIONS	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
ASSEMBLY	3	2	72
BUSINESS	10	10	195
EDUCATIONAL	0	0	0
HAZARDOUS	0	0	0
INDUSTRIAL	0	0	3
INSTITUTIONAL	1	4	31
MERCANTILE	5	4	60
RESIDENTIAL	1	6	48
STORAGE	0	0	14
DAY CARE	0	0	0
HOME CARE	0	0	0
FOSTER CARE	0	0	0
VACANT	0	0	2
TOTALS	20	26	425

	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
CODE VIOLATIONS	7	53	284
FOLLOW UP INSPECTIONS	4	4	97

FIRE PREVENTION ACTIVITY REPORT FOR YEAR OF: 2014

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
Service Calls to Residents	10	15	5	4	300	450	640	1,100	1,300	3,010	30		6,864
Home Inspections / Door Hanger Follow Ups	2	4	0	0	6	15	10	10	30	47	2		126
Smoke Alarms Installed	5	6	2	2	9	20	15	21	25	15	10		166
Batteries Installed in Smoke Alarms	5	9	3	2	15	30	20	30	50	42	20		226
Fire Extinguisher Classes	2	0	3	4	3	1	2	1	3	4	2		25
School / Daycare Presentations	0	3	1	3	2	1	0	1	4	6	3		24
Community / Civic Group Presentations	1	3	1	0	4	0	1	2	3	5	2		22
Station Tours	2	1	3	1	0	2	1	0	2	3	6		21
Total Participants in Fire & Life Safety Programs	500	600	300	450	1,000	1800	1000	2000	2,400	4,000	1,500		15,550
Community / Business Displays	0	1	2	1	4	3	1	2	1	1	0		16
Child Safety Seat Clinics	0	0	1	1	1	1	0	0	0	0	0		4
Child Safety Seats Inspected	1	4	3	5	3	6	3	5	8	3	9		50
Child Safety Seats Distributed	0	0	0	0	0	0	0	0	0	0	0		0
Shift Coverage Hours	8	8	0	16	16	32	8	32	8	0	8		128
Fire Inspections	15	47	43	23	18	16	40	25	8	8	6		249

MONTHLY CITATION REPORT FOR THE MONTH OF: NOVEMBER 2014

LOCATION	CURRENT MONTH FIRE LANE	CURRENT MONTH HANDICAPPED	LAST MONTH FIRE LANE	LAST MONTH HANDICAPPED	YEAR TO DATE
Cardinal Plaza					0
Compare Foods					0
Crossroads Shopping Center					0
Dabney Shopping Center					0
Dabney West Mall					0
Golden Corral					0
Guardian Care					0
Henderson Mall					0
Henderson Square					0
Lowe's	0	0	0	0	2
Maria Parham Hospital					0
Market Place					0
Northside Plaza					0
Oak St					0
Rose's Norlina Rd					0
Staples					0
Vance County Courthouse					0
Vance Medical Arts Bldg					0
Vance Square					0
Village Square					0
Wal Mart	0	0	0	0	3
Walgreens					0
TOTALS	0	0	0	0	5

TRAINING DIVISION PRODUCTIVITY - November 2014

Henderson Fire Department

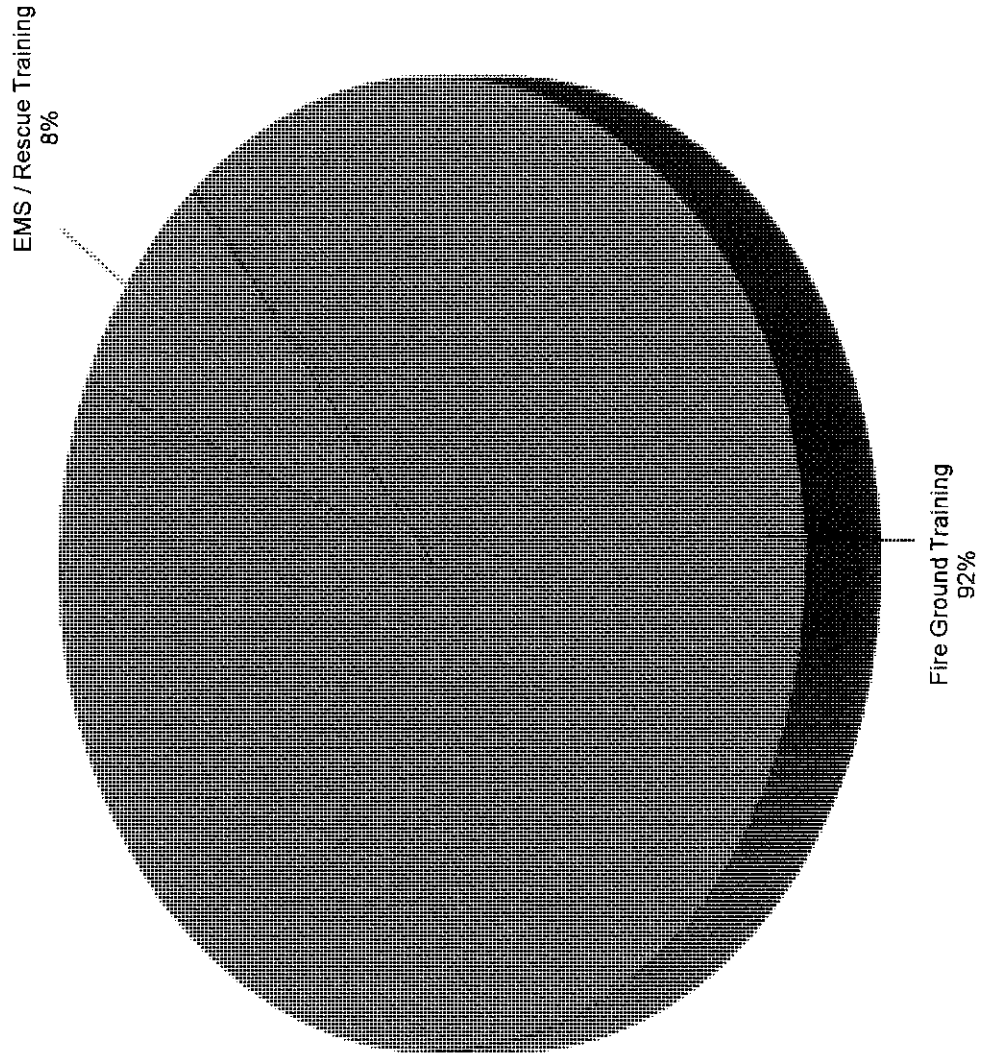
Types of Courses Taught	Course Hours Taught	Man-hours of Training
Fire Ground Training	145	886.5
EMS / Rescue Training	12	132
Special Training	0	0

Totals	157	1018.5
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	Course Hours Taught	Man-hours of Training
PREVIOUS MONTH TOTAL	159	982

YEAR - TO - DATE TOTAL	2,042.25	11,941.5
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Training Hours by Category - November 2014



Fire Department Regulatory Compliance

The Fire Department has met all regulatory compliance items for the month of
November 2014