



AGENDA

Henderson City Council Regular Meeting

Monday 14 May 2018, 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 Eddie Ellington, Presiding

Councilmember Marion B. Williams
Councilmember Sara M. Coffey
Councilmember William Burnette
Councilmember D. Michael Rainey

Councilmember Melissa Elliott
Councilmember Garry D. Daeke
Councilmember Fearldine A. Simmons
Councilmember George M. Daye

City Officials

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

- I. CALL TO ORDER
- II. ROLL CALL
- III. INVOCATION AND PLEDGE OF ALLEGIANCE
- IV. OPENING REMARKS

In order to provide for the highest standards of ethical behavior and Transparency in Governance as well as provide for good and open government, the City Council has approved Core Values regarding Ethical 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) 9 April 2018 Regular Meeting [See Notebook Tab 1]

VII. PRESENTATIONS/RECOGNITIONS

- a) Retiree Wanda Ball

VIII. PUBLIC HEARING

- a) Consideration of 1) Holding a Public Hearing on the Question of Annexation for the Salvation Army, Pursuant to North Carolina General Statute 160-A-31, and 2) Consideration of Approval of Ordinance 18-07, 1) Extending the Corporate Limits of the City of Henderson, North Carolina; 2) Assignment of Newly Annexed Areas Ward 2, and 3) Directing the City Attorney to Record Annexation with Vance County Board of Elections, Vance County Register of Deeds and the North Carolina Secretary of State. (CAF 18-13-C) [See Notebook Tab 2]

- Ordinance 18-07

IX. PUBLIC COMMENT PERIOD ON AGENDA ITEMS

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

X. OLD BUSINESS

- a) Consideration of Approval of Resolution 18-05-A, Approving a Supplemental Agreement for Funding with the North Carolina Department of Transportation (NCDOT) for the Beckford Drive (SR 1165) Widening Project with High Impact Funds in the Amount of \$400,000. (CAF 18-05-B) [See Notebook Tab 3]

- Resolution 18-05-A

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.

- b)* Consideration of Approval of Resolution 18-27, Reimbursement of Special Use Permit Fees for Greenhouse Structures. (CAF 18-43) [See Notebook Tab 4]
- Resolution 18-27

XI. NEW BUSINESS

- a)* Consideration of Approval of Resolution 18-24, Awarding a Contract to North State Water and Sewer Inc. in the Amount of \$159,300 for the ROBCO Manufacturing Water and Sewer Line Extension Project. (CAF 18-40) [See Notebook Tab 5]
- Resolution 18-24
- b)* Consideration of Approval of Ordinance 18-17, FY18 BA #18, Transferring Funds from General Fund Non-Departmental to Public Buildings and Grounds Budget for the Ash Tree Treatment Program. (CAF 18-44) [See Notebook Tab 6]
- Ordinance 18-17
- c)* Consideration of Approval of: 1) Resolution 18-28, Approving Execution of a Hydraulic Water Modeling Contract with Hazen and Sawyer in the Amount of \$66,900; 2) Resolution 18-31, Approving a Contract with Stantec to Develop a Financial Planning and Member Rate Analysis; 3) Ordinance 18-18, FY18 BA #19, Transferring Funds From KLRW Reserves to Contracted Services and 4) Ordinance 18-22, FY18, BA #22 for the Hazen & Sawyer Contract. (CAF 18-45) [See Notebook Tab 7]
- Resolution 18-28
 - Resolution 18-31
 - Ordinance 18-18
 - Ordinance 18-22
- d)* Consideration of Approval of Resolution 18-26, Accepting a Grant/Loan from DWSRF for the Kerr Lake Regional Water System Plant Improvement Project in a Total Amount of \$15,000,000. (CAF 18-42) [See Notebook Tab 8]
- Resolution 18-26
- e)* Consideration of Approval of 1) Resolution 18-34, Awarding Change Order #1 for the Newton Dairy Road, Birch and Bobbitt Project; and 2) Approval of Budget Ordinance 18-20, FY18 BA #20, Amending the Budget for the CDBG Infrastructure Project #14-I-2658. (CAF 18-48) [See Notebook Tab 9]
- Resolution 18-34
 - Ordinance 18-20

- f) Consideration of Approval of 1) Resolution 18-33, Approve Change Order #2 to Replace Water Services to H G Reynolds for the Newton Dairy Road, Birch & Bobbitt Project; and 2) Ordinance 18-21, FY18 BA #21, Amending the Budget for the CDBG Infrastructure Project 14-I-2658 (Newton Dairy Road/Birch and Bobbitt Street Sewer Extension Project (CAF 18-47) [See Notebook Tab 10]
 - Resolution 18-33
 - Ordinance 18-21
- g) Consideration of Approval of Resolution 18-32, Authorizing the Demolition of 314 Hillside Alley. (CAF 18-46) [See Notebook Tab 11]
 - Resolution 18-32
- h) Consideration of Approval of Resolution 18-35, Authorizing the Application for a State Farm Community Grant by the Henderson Fire Department in the Amount of \$25,000. (CAF 18-49) [See Notebook Tab 12]
 - Resolution 18-35

XII. CONSENT AGENDA

All matters listed under the Consent Agenda have either been previously discussed by City Council during a previous meeting and/or are considered in the ordinary course of business by the City Council and will be enacted-on by one motion and a roll call vote in the form listed. If discussion is desired by either the Council or the Audience, the item in question will be removed from the Consent Agenda and considered separately after the revised consent agenda has been approved.

- a) Consideration of Approval of Ordinance 18-16, Establishing a No Parking Zone on Zeb Robinson Road. (CAF 18-38) [See Notebook Tab 13]
 - Ordinance 18-16
- b) Tax Releases and Refunds from Vance County for the Month of March 2018. (CAF 18-39) [See Notebook Tab 14]

XIII. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

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

⁴ Citizen Comment Guidelines for Non-Agenda Items

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XIV. REPORTS

- a)** Mayor/Mayor Pro-Tem (No Report)
- b)** City Manager (No Report)
- c)** City Attorney (No Report)
- d)** City Clerk
 - i. Meeting and Events Calendar *[See Notebook Tab 15]*
 - ii. E-911 Monthly Report
 - iii. Fire Department Monthly Report
 - iv. Public Works Monthly Report
 - v. Recreation and Parks Monthly Report

XV. CLOSED SESSION

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

XVI. PROPOSED BUDGET PRESENTATION

XVII. ADJOURNMENT

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- 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.

City Council Minutes - DRAFT

Regular Meeting

April 9, 2018

PRESENT

Mayor Eddie Ellington, Presiding; and Council Members Marion B. Williams, William Burnette, D. Michael Rainey, Melissa Elliott and Garry D. Daeke

ABSENT

Council Members Sara M. Coffey, Fearldine Simmons and George M. Daye

STAFF PRESENT

City Manager Frank Frazier, City Attorney D. Rix Edwards, City Clerk Esther J. McCrackin, Finance Director Joseph Fuqua, Police Chief Marcus Barrow, Assistant Police Chief Vance Johnson, Fire Chief Steve Cordell, Assistant Fire Chief Curtis Tyndall, Assistant to City Manager Paylor Spruill, Engineering Director Clark Thomas, Human Resources Director Elgin Lane, Development Services Director Corey Williams, Henderson Water Reclamation Facility Director Lamont Allen, and Youth Services Program Coordinator, Shantel Hargrove.

CALL TO ORDER

The 9 April 2018 Regular Meeting of the Henderson City Council was called to order by Mayor Eddie Ellington at 6:04 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 Ellington a quorum was present. The Clerk said both Council Members Coffey and Simmons are unable to attend this evening due to health issues and Council Member Elliott called earlier today to say she would need to leave the meeting early due to another commitment.

INVOCATION AND PLEDGE OF ALLEGIANCE

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

OPENING COMMENTS

Mayor Ellington said it good to see so many attendees at this meeting and thanked everyone for coming out this evening.

ADJUSTMENTS TO/APPROVAL OF AGENDA

Mayor Ellington asked if there were any adjustments to the Agenda. Council Member Elliott moved to accept the Agenda as presented. Motion seconded by Council Member Rainey, and unanimously approved.

APPROVAL OF MINUTES

Mayor Ellington asked for any corrections to and/or approval of the minutes. Council Member Daeke moved the approval of the 19 March 2018 Regular Meeting minutes as presented. Motion seconded by Council Member Burnette, and unanimously approved.

PRESENTATIONS/RECOGNITIONS

Mayor Ellington asked Henderson-Vance Chamber of Commerce Director John Barnes to introduce the 2018 Leadership Vance Class and welcomed them all to the meeting. Mr. Barnes thanked Council for collaborating with the Chamber and for having the Class attend this evening as part of the Leadership Class curriculum.

PUBLIC HEARING

Holding a Public Hearing on the Question of Seven (7) Annexations, Pursuant to North Carolina General Statute 160-A-31, and 2) Consideration of Approval of Ordinance 18-13, 1) Extending the Corporate Limits of the City of Henderson, North Carolina; 2) Assignment of Newly Annexed Areas Wards 2 and 4, and 3) Directing the City Attorney to Record Annexation with Vance County Board of Elections, Vance County Register of Deeds and the North Carolina Secretary of State. (Reference: CAF 18-13-B; Ordinance 18-13)

City Manager Frazier said seven petitions have been received for annexation. The Salvation Army's new building is mainly inside the city limits. The State Employees Credit Union (SECU) has purchased land adjacent to their facility on Graham Avenue where they intend to install an ATM. The parcels on Birch and David streets are within city boundaries and the two David Street parcels are owned by the City and are vacant lots. The parcels on Birch Street are requesting annexation as their neighbors did through an annexation earlier this year.

Mayor Ellington opened the Public Hearing by asking if anyone was present who wished to speak in favor of this amendment.

Andrea Harris, 340 W. Rockspring Street. Ms. Harris encouraged the City to share annexation information so residents would have a clear understanding of what areas are being annexed and felt a map should be published also.

No one else came forward so Mayor Ellington then asked if anyone was present who wished to speak in opposition to the amendment. No one came forward. Mayor Ellington then closed the Public Hearing and asked for Council's pleasure.

Mr. Frazier mentioned these annexations are at the request of the property owners. In response to Ms. Harris' request for maps, he said maps were printed in the paper when the City was taking over property; however, State Statute no longer allows municipalities to annex as it was once able to do. He then emphasized these properties are all voluntary annexation petitions and when connecting to utilities are required to submit a petition if contiguous to the city limits.

Several Council Members expressed concerns about the Salvation Army annexation. Council felt with two middle schools soon to be vacated, one of those school buildings might serve the Salvation Army well since they have gyms, athletic fields and other facilities, and the buildings are centrally located. Ultimately, Council felt the Salvation Army should be removed from this annexation approval to give the staff time to discuss this further with the Salvation Army officials to see if there is any interest in the existing buildings.

Council Member Rainey moved the approval of Ordinance 18-13, *Holding a Public Hearing on the Question of Six (6) Annexations, Pursuant to North Carolina General Statute 160-A-31, and 2) Consideration of Approval of Ordinance 18-13, 1) Extending the Corporate Limits of the City of Henderson, North Carolina; 2) Assignment of Newly Annexed Areas Wards 2 and 4, and 3) Directing the City Attorney to Record Annexation with Vance County Board of Elections, Vance County Register of Deeds and the North Carolina Secretary of State. This motion excludes annexation of the Salvation Army location on Ross Mill Road until an unknown date in the future. Motion seconded by Council Member Burnette, and APPROVED by the following vote: YES: Williams, Burnette, Rainey, Elliott and Daeke. NO: None. ABSTAIN: None. ABSENT: Coffey, Simmons and Daye. (See Ordinance Book 9, p 519)*

PUBLIC COMMENT PERIOD ON AGENDA ITEMS

City Clerk McCrackin advised no citizen wished to address Council.

OLD BUSINESS

Approving a Contract with Dewberry Engineering for Landscape Architectural Services in Support of the Pavilion (Special Use Permit #23840) and Transferring Funds from General Reserve to the Outdoor Pavilion CIP Budget in the Amount of \$10,000. (Reference: CAF 18-35; Resolution 18-22, Ordinance 18-15, Budget Amendment #17)

City Manager Frazier gave some of the background for this project and said there is a private entity that is willing to build the pavilion. However, it is believed that a landscape architect is needed to make sure this project is developed in the best way possible. The need for outside expertise was discussed during the Public Works Committee meeting and it was the Committee's recommendation to approve a task order with Dewberry Engineering to perform this work. Mr. Frazier said the total fee has been reduced to \$9,900 since the topographical map is being done by a surveyor through the Engineering Department.

Council Member Rainey wanted to know why a local firm is not being considered. Mr. Frazier said he was unaware of local landscape architects nor anyone that would perform the work necessary for no cost. Mr. Rainey noted that he did not say for free.

Council Member Daeke, Chairperson of the Public Works Committee, mentioned the need for a site study to ensure the parking, grading of land, seating, etc. are all done properly.

Engineering Director Clark Thomas added that it is important to have an architect's input to make sure this project meets ADA requirements, that the space is properly terraced and even where the bathrooms should be located. He said Killian, a local firm, does not have expertise in this area. Mr. Thomas noted that Council previously approved Dewberry Engineering as the on-call engineering firm and Mr. Frazier added that the whole purpose of the on-call services was to obtain a consultant in a timely manner.

Council Member Burnette asked if there is a timeframe for completing this project. Manager Frazier said he hoped it would be completed before the end of summer and said the owner that agreed to build the pavilion was able to do it at this time and is ready to proceed.

Council Member Williams mentioned that during the Public Works Committee meeting, she asked about the possibility of a water area such as a fountain and she would like that to be considered in the plans.

With no further discussion, Mayor Ellington asked Council how it wished to proceed.

Council Member Daeke moved the approval of Resolution 18-22, *Approving a Contract with Dewberry Engineering for Landscape Architectural Services in Support of the Pavilion (Special Use Permit #23840)* and Ordinance 18-15, *FY18 BA #17, Transferring Funds from General Reserve to the Outdoor Pavilion CIP Budget in the Amount of \$10,000*. Motion seconded by Council Member Williams, and APPROVED by the following vote: YES: Burnette, Elliott, Daeke and Williams. NO: Rainey. ABSTAIN: None. ABSENT: Coffey, Simmons and Daye. (*See Resolution Book 6, p 71; Ordinance Book 9, p 523*)

(Clerks Note: Council Member Elliott left the meeting at 6:40 p.m.)

Authorizing a Contract with Dewberry Engineers to Assist with Establishing a Stormwater Utility, Ordinance and Associated Rate Structure. (*Reference: CAF 18-37; Resolution 18-23*)

City Manager Frazier said this project has been discussed several times in the past and it was discussed during the Public Works meeting. Staff feels professional input is needed to help develop a stormwater utility and to avoid pitfalls that other cities have experienced such as determining the appropriate rate structure and ordinance provisions. He then asked Engineering Director Clark Thomas to introduce the Dewberry representative.

Mr. Thomas said that several years ago Council approved Dewberry as the on-call engineering firm to assist with projects such as this. Mr. Thomas then introduced Mr. Larry Mitchell from Dewberry. Mr. Mitchell said Dewberry assisted Oxford in a similar stormwater utility project about eight years ago. He felt Dewberry could help with stakeholder buy-in by both residents

and commercial/industrial developments. They can also help with the environmental concerns that may be raised, as well as helping staff with stakeholder meetings.

The stormwater utility fee would help pay for storm sewer pipe replacements that are identified as well as other stormwater improvements such as BMP's that are greatly needed throughout the City.

Council Member Daeke said this item was also discussed during the Public Works meeting and it was his understanding that there is a dire need for replacements. The proposal, of \$35,500 was also discussed in that meeting and each Council member received a copy of the proposal at the beginning of this meeting.

With no further discussion, Mayor Ellington asked Council how it wished to proceed.

Council Member Rainey moved the approval of Resolution 18-18, *Authorizing a Contract with Dewberry Engineers to Assist with Establishing a Stormwater Utility, Ordinance and Associated Rate Structure* Motion seconded by Council Member Daeke, and APPROVED by the following vote: YES: Burnette, Rainey, Daeke and Williams. NO: None. ABSTAIN: None. ABSENT: Coffey, Elliott, Simmons and Daye. (See Resolution Book 6, p 73)

NEW BUSINESS

Establishing a Written Policy for Pre-Audit and Electronic Disbursement of Funds. (Reference: CAF 18-30; Resolution 18-18)

City Manager Frazier said this is a housekeeping matter and asked Finance Director Joey Fuqua to explain this resolution. Mr. Fuqua said that new State policies were put in place in November 2017 that require internal controls to ensure funds are available prior to making payments. The city was already meeting these requirements with the institution of the PCard system in June 2017. However, the new guidelines require a resolution be passed by Council.

There was no discussion and Mayor Ellington asked Council how it wished to proceed.

Council Member Burnette moved the approval of Resolution 18-18, *Establishing a Written Policy for Pre-Audit and Electronic Disbursement of Funds.* Motion seconded by Council Member Daeke, and APPROVED by the following vote: YES: Rainey, Daeke, Williams and Burnette. NO: None. ABSTAIN: None. ABSENT: Coffey, Elliott, Simmons and Daye. (See Resolution Book 6, p 63)

Approving a Contract Between the City of Henderson and Thompson, Price, Scott, Adams & Co., P.A. to Conduct the Annual Audit for Fiscal Year 2017-2018. (Reference: CAF 18-32; Resolution 18-20)

City Manager Frazier explained William L. Stark and Co. who has done the audit for the last three years elected not to submit a proposal for this year. He said no local firms submitted proposals but a proposal was received from Thompson, Price, Scott, Adams and Co., PA. This firm performed an audit for the City in 2007. Mr. Frazier said they audited the County in FY 16-17 and both the County Manager and the Finance Director were pleased with their work. The

Manager added that Council is approving this firm for one year but the firm was willing to commit to three years at the same cost of \$50,250.

Mayor Ellington asked if they would perform the same work as William L. Stark and the Manager replied yes.

Council Member Rainey asked where the firm is located. Mr. Frazier said their main office is in Whiteville, NC. Mr. Rainey also asked why the current auditors did not submit a bid. Mr. Frazier said he spoke to the principals and right now, they felt the manpower needed to do a municipal audit was more than they wanted to take on for another year. Mr. Frazier added he was told the City was a good customer and the firm may be open to submitting a proposal in coming years.

Council Member Daeke said he had heard smaller firms are no longer doing audits such as what the city needs and since these audits all come at the same time, he could understand the reasoning.

With no further discussion, Mayor Ellington asked Council how it wished to proceed.

Council Member Rainey moved the approval of Resolution 18-20, *Approving a Contract Between the City of Henderson and Thompson, Price, Scott, Adams & Co., P.A. to Conduct the Annual Audit for Fiscal Year 2017-2018*. Motion seconded by Council Member Burnette, and APPROVED by the following vote: YES: Daeke, Williams, Burnette and Rainey. NO: None. ABSTAIN: None. ABSENT: Coffey, Elliott, Simmons and Daye. (See Resolution Book 6, p 67)

Amending the Agreement with T-Mobile for an Additional Ten (10) Year Lease.
(Reference: CAF 18-21, Resolution 18-21)

City Manager Frazier said T-Mobile has used the water tower on Chavasse Street for many years and that the current agreement expires December 7, 2018. He said T-Mobile has met with the City staff and the amended agreement is for ten years and will provide \$3,500 monthly income with a 2% escalation clause every year.

Council Member Daeke asked if the existing lease had an escalation clause and Mr. Frazier referred this question to Assistant to the City Manager Mr. Spruill who responded yes.

Mr. Spruill said the agreement currently provides for \$2,600 monthly.

With no further discussion, Mayor Ellington asked Council how it wished to proceed.

Council Member Rainey moved the approval of Resolution 18-21, *Amending the Agreement with T-Mobile for an Additional Ten (10) Year Lease*. Motion seconded by Council Member Burnette, and APPROVED by the following vote: YES: Daeke, Williams, Burnette and Rainey. NO: None. ABSTAIN: None. ABSENT: Coffey, Elliott, Simmons and Daye. (See Resolution Book 6, p 69)

Amending Article IV, Section 16-61 Sidewalks of the City Code and Adding Section 16-69 to Include Downtown Sidewalk Café Regulations. *(Reference: CAF 18-36; Ordinance 18-14)*

City Manager Frazier said the DDC has requested outdoor seating be allowed for downtown restaurants. After meeting with staff an amendment to the city code has been drafted and presented to the Public Works Committee. The Committee suggested safety issues, possible liability issues, furniture standards and questioned whether furniture should remain outside overnight, along with how the trash should be disposed of from outside tables.

Council Member Rainey asked if this amendment is restaurant specific. Mr. Frazier said yes and City Attorney Edwards referenced the definition section of the amendment.

Mr. Frazier said if this amendment is approved and problems occur, further changes could be recommended to the ordinance if there are further adjustments needed. It was also stated that the staff would provide a standard guide for this similar to the one provided by the City Attorney from the city of Richmond, VA.

With no further discussion, Mayor Ellington asked Council how it wished to proceed.

Council Member Burnette moved the approval of Resolution 18-21, *Amending Article IV, Section 16-61 Sidewalks of the City Code and Adding Section 16-69 to Include Downtown Sidewalk Café Regulations*. Motion seconded by Council Member Rainey, and APPROVED by the following vote: YES: Williams, Burnette, Rainey and Daeke. NO: None. ABSTAIN: None. ABSENT: Coffey, Elliott, Simmons and Daye. *(See Ordinance Book 9, p 521)*

CONSENT AGENDA

The City Clerk read the Consent Agenda, summarized as follows:

Approving FY 18-19 Budget Review Calendar and Schedule of Special Council Budget Work Sessions. *(Reference: CAF 18-29; Resolution 18-17)* This is a routine matter to allow time for Council to discuss/review the budget prior to approving in June to meet State guidelines. *(See Resolution Book 6, p 61)*

Declaring the Opioid Crisis a Public Nuisance. *(Reference: CAF 18-33; Resolution 18-16)* Opioids have become a nationwide epidemic and the consensus of Council was to join with other municipalities to hold the pharmaceutical industry accountable for the influx of these drugs. *(See Resolution Book 6, p 59)*

Tax Releases and Refunds from Vance County for the Month of February 2018. The Finance Director has reviewed the following releases/refunds and found them to be in order. This action approves the tax releases and refunds for February 2018.

February 2018 Tax Releases & Refunds			
Name	Reason	Tax Year	Amount
Real & Personal Property Releases			
Personal Property (Various)	Personal Property Billed In Error	2017	\$ 7,349.53
Brame, Beatrice	Real Property Billed In Error	2017	\$ 3,972.10
Anoviv Realty of NC	Real Property Billed In Error	2017	\$ 134.30
Williams, Bobby	Real Property Billed In Error	2017	\$ 306.62
			\$ -
Real & Personal Property Releases - Total			\$ 11,762.55
Real & Personal Property Refunds			
			\$ -
Real & Personal Property Refunds - Total			\$ -
Audit Discoveries			
			\$ -
Audit Discoveries - Total			\$ -
Total Refunds & Releases			\$ 11,762.55

Mayor Ellington asked if anyone wished to remove an item from the Consent Agenda. There were no requests. Mayor Ellington asked for a motion to approve the consent Agenda

Council Member Rainey moved the approval of the Consent Agenda as presented. Motion seconded by Council Member Williams, and APPROVED by the following vote: YES: Williams, Burnette, Rainey and Daeke. NO: None. ABSTAIN: None. ABSENT: Coffey, Elliott, Simmons and Daye.

Council Member Daeke asked the Finance Director for an explanation of “Personal Property – Various” as listed on the Tax Releases above. Mr. Fuqua said they were many very small amounts that were combined. Mr. Daeke was satisfied knowing the Finance Department had reviewed this amount.

PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

City Clerk McCrackin advised four citizens wished to address Council.

Susie Geronimo Ms. Geronimo would like to work with the City in finding ways to renovate properties so they can be purchased and bring in revenue.

Mayor Ellington thanked Ms. Geronimo for her concern.

Charles Powell, P.O. Box 74, Henderson Mr. Powell came before Council to ask for a waiver of the Special Use Permit for the community gardens. He felt the \$450 special use permit could smash dreams and prevent individuals from making a living and realizing their dream.

Ardis Crews, 424 Hamilton Street As spokesperson for Green Rural Redevelopment, Inc., Ms. Crews asked that the Special Use Petition required for using 725 Roberson St. as a GAP Farm be waived.

Andrea Harris, 340 W. Rockspring Street Ms. Harris also asked that the Special Use Permit be waived for Roberson Street. She stated use of the property for farming would be seen positively by the community.

There was discussion by Council whether a waiver would set a precedent, if a lease could be utilized, and whether the property could be granted with certain restrictions. No conclusions were determined; however, the City Manager, City Attorney and Development Services department will continue to look into this matter and bring back a recommendation to Council.

REPORTS

- a) Mayor/Mayor Pro-Tem - Mayor Ellington reported that a thank you note was received from Council Member Williams for the kind words, prayers and plant she received with the passing of her sister.
- b) City Manager - Mr. Frazier reported on the following:
 - i. The DDC has asked the City to assist with renovations to the Orange Street parking lot. The DDC would like to install new light posts, benches and a sculpture at no cost to the City. However, the City may need to put down a seal coat and new bumper stops. In addition, the DDC would like the City's assistance in cutting down the overgrown trees.
 - ii. The Manager is still working to gather information regarding the minimum charge for any habitable structure or commercial business for failure to connect to available water and sewer
- c) Staff Report
 - i. Youth Services Program Coordinator Shantel Hargrove and Police Chief Marcus Barrow reported on the *ShopTalk* meetings that began last week. Ms. Hargrove said four meetings have been held and more are scheduled. The purpose is to gather information from teens and young adults about what programs they would like to see the City/County offer. Overall, they would like to see a teen center downtown so they would have a safe place to gather. They would like the Aycock Recreation Center open longer on Saturday and Sunday afternoons. A shadowing program was mentioned and some commented that more resource/job readiness programs would be helpful. In addition, a parenting class for parents was mentioned. Chief Barrow said overwhelmingly there was mention of more centrally located services. Many of the youth come downtown because they feel safe and, they can find free wi-fi hot spots. The Chief said there has been very little talk about law enforcement. Ms. Hargrove said a meeting is scheduled for April 16 at the Perry Memorial Library for the teen council to review these ideas and to begin an implementation process.
- d) City Attorney - (No Report)
- e) City Clerk - (No Report)

At this time, Mayor Ellington asked if Council was prepared to go into Closed Session and stated there would be no report following the session.

(Clerk's Note: Council Member Simmons arrived at 7:35 p.m.)

CLOSED SESSION

Council Member Rainey moved for Council to convene in closed session pursuant to G.S. §143-318.11(a)(3) for a Client-Attorney Matter. Motion seconded by Council Member Williams, and unanimously approved.

Council Member Rainey moved for Council to convene in open session. Motion seconded by Council Member Burnette, and unanimously approved.

WORK SESSION

Establishing a No Parking Zone on Zeb Robinson Road. *(Reference: CAF 18-38; Ordinance 18-16)*

City Manager Frazier asked Police Chief Barrow to explain this request. Chief Barrow said he has requested no parking signs for a portion of Zeb Robinson Road due to the trash, bottles, etc. that have accumulated along the road. This debris can be seen from I-85 and is an eyesore for those traveling on Zeb Robinson Road. The majority of this trash comes from a bar and lounge on the road. There is also a sweepstakes business that shares the same parking lot and when the lot is full, the overflow parks along both sides of the street. The Chief has spoken to White's Funeral Home to assure them that the no parking will begin far enough down the road so that vehicles can park along the road for a large funeral. He has also talked with The Peanut Roaster. Both businesses are pleased to know action is being considered. There is also a hotel on this road. Overall, the Chief feels restricting parking in the specified area will greatly reduce the trash accumulation in the area as well as other safety concerns for the traveling public.

ADJOURNMENT

Council Member Rainey moved for adjournment. Motion seconded by Council Member Burnette, and unanimously approved. The meeting adjourned at 8:20 p.m.

Eddie Ellington
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: 14 May 18 Reg. Meeting

20 April 2018

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier, City Manager

RE: CAF: 18-13-C

Consideration of 1) Holding a Public Hearing on the Question of Annexation for the Salvation Army, Pursuant to North Carolina General Statute 160-A-31, and 2) Consideration of Approval of Ordinance 18-07, 1) Extending the Corporate Limits of the City of Henderson, North Carolina; 2) Assignment of Newly Annexed Areas Wards 2, and 3) Directing the City Attorney to Record Annexation with Vance County Board of Elections, Vance County Register of Deeds and the North Carolina Secretary of State.

Executive Summary

The City Council approved Resolution 18-13-A, fixing a date for a Public Hearing to be held at the April 9, 2018, Council Meeting for the purpose of receiving public input regarding seven annexations.

During the April 9th meeting, several Council Members expressed concerns about the Salvation Army annexation. Council felt one of the middle school buildings that will be vacated beginning with the 2018 school year might better serve the Salvation Army as the schools are more centrally located with the City. The City Manager and Mayor met with the Salvation Army representative and were told that their organization is too far along with their plans by purchasing the property and having spent a significant amount of money on design and permitting of the site. It is noted that the majority of the proposed building site is already within the existing city limits and the portion that the city received the voluntary petition for would be for athletic fields and other outdoor activities.

Upon approval by Council, this annexation will become effective on June 1, 2018.

Attachments:

1. Ordinance 18-07
2. Annexation Report

ORDINANCE 18-07

EXTENDING THE CORPORATE LIMITS OF THE CITY OF HENDERSON NORTH CAROLINA (CITY)

WHEREAS, the Henderson City Council (Council) has been petitioned under North Carolina General Statute (G.S.) §160A-31 to annex the area described below: *and*

WHEREAS, the Council by resolution directed the City Clerk to investigate the sufficiency of the petition: *and*

WHEREAS, the Clerk certified the sufficiency of the petition and a public hearing on the question of annexation was held in Council Chambers, City Hall, 134 Rose Avenue, Henderson, North Carolina on April 9, 2018, after due notice by publication on March 28, 2018; *and*

WHEREAS, the Council finds that the petition meets the requirements of G. S. §160A-31.

NOW THEREFORE, BE IT ORDAINED by the Council that:

Section 1: By virtue of the authority granted by G. S. §160A-31, the following described territories, as currently recorded in the Vance County Registry of Deeds office, are hereby annexed and made part of the City as of April 9, 2016:

Salvation Army (Ross Mill Road) Ward 2

EXHIBIT A

Begin at an existing pk nail located 2.8 feet, more or less, south of the centerline of State Road 1310 (the Ross Mill Road), the southwestern corner of the property being conveyed (said beginning point being further located N. 57° 13' 18" E, 573.68 feet from a pk nail located at the intersection of the centerline of State Road 1310 with the centerline of State Road 1422 [Industry Drive], and said beginning point is further located N. 43° 10' 41" E, 1,616.43 feet from N.C. Grid Station "PERFECT" with coordinates N=287132.403M and E=659893.679M, NAD-83), from said beginning point, run thence N. 2° 21' 44" W, 34.73 feet to an existing iron pin located on the northern right-of-way of State Road 1310 (Ross Mill Road); continue thence along the line of Michael Harper and Lynn Harper (see Deed recorded in Book 731 at Page 544 and plat recorded in Plat Book "U" at Page 172) N. 2° 21' 44" W, 567.09 feet to an existing iron pin located at Harper's corner with Castell Properties, Inc. (see Deed recorded in Book 534 at page 118); continue thence along the line of Castell Properties, Inc. N. 2° 21' 44" W, 408.54 feet to an existing rebar, Castell Properties, Inc.'s corner with Claude T. Jackson (see Deed recorded in Book 779 at Page 767); continue thence along Jackson's line N. 2° 21' 44" W, 742.04 feet to an existing iron pin, Jackson's corner with George and Norma Langley (see Deed recorded in Book 708 at Page 96); continue thence along Langley's line N. 2° 21' 44" W, 845.66 feet to an existing nail in an iron in the line of Roy Lynch (see Deed recorded in Book 610 at Page 847); run thence along Lynch's line S. 88° 12' 11" E, 269.88 feet to Lynch's corner with Peggy Clayton and Herbert Clayton (see Deed recorded in Book 679 at Page 167); continue thence along Claytons' line S. 88° 12' 11" E, 425.67 feet to an existing iron pin, Claytons' corner with Johnie Thomas, Jr. (see Deed recorded in Book 501 at Page 547); continue thence along Thomas' line S. 88° 12' 11" E, 21.37 feet to an existing iron pin located at the northwestern corner for Clayton Homes, Inc. in the line of Johnie Thomas, Jr.; run thence along the line of Clayton Homes, Inc. (see Deed recorded in Book 612 at page 592 and plat recorded in Plat Book "U" at Page 579) S. 2° 21' 51" E, 2,297.73 feet to an existing pk nail located in the centerline of State Road 1310; run thence along a line within the pavement (and near the centerline) of State Road 1310 S. 68° 29' 15" W, 757 feet to the place of beginning. The same being and containing 40.18 acres as shown on plat survey for "Harper Prints" prepared by Cawthorne & Associates, Registered Land Surveyors, P.A. dated August 9, 1999. For further reference see Deeds in Book 684 at pages 652 and 654. See also Deed from Joseph S. Evans, Jr. and wife to John H. Falkner and others in Book 588 at Page 558, Deed in Book 451 at page 276, the Estate of Joseph S. Evans, Sr. (File #69-E-363), and Deeds in Book 243 at page 187, and Book 228 at Page 15, and Book 174 at pages 199 and 508, Vance County Registry.

Section 2: Upon and after May 14, 2018, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Henderson and shall be entitled to the same privileges and benefits as other parts of the City of Henderson. Said territory shall be subject to municipal taxes according to G.S. §160A-58.10.

Section 3: The Mayor of the City shall cause to be recorded in the office of the Vance County Register of Deeds, and in the office of the North Carolina Secretary of State in Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall be delivered to the Vance County Board of Elections as is required by G.S. §163-288.1.

Adopted this 1st day of June 2018.

The foregoing Ordinance 18-**, 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 9th day of April 2018: YES: . NO: ABSTAIN: . ABSENT: .

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

*Reference: Minute Book 44, p ***; CAF 18-13-C*

City of Henderson



Annexation Report **Salvation Army – Ross Mill Road** **April 2018**

Compiled by:

City Manager

Frank Frazier

With Assistance from Department Heads

Throughout the City

INTRODUCTION

The Henderson City Council is considering an annexation petition from The Salvation Army, for a tract of real estate, as recorded in Book 1306, Page 1063 of the Vance County Register of Deeds, located in the Henderson Township of Vance County, North Carolina. Sewer service exists on the site and the developer will be extending water from the staples property line.

Voluntary Contiguous Annexation

The governing body of a municipality may annex by ordinance any area contiguous to its boundaries upon presentation to the governing body of a petition signed by the owners of all the real property located within such area. Such annexations based upon a 100% petition are subject to certain procedures and requirements as set out in North Carolina General Statute 160A, Article 4A, Part 1 (GS 160A-31 and GS 1601-31.1)

The lot under consideration for Voluntary Contiguous Annexation is:

EXHIBIT A

Begin at an existing pk nail located 2.8 feet, more or less, south of the centerline of State Road 1310 (the Ross Mill Road), the southwestern corner of the property being conveyed (said beginning point being further located N. 57° 13' 18" E, 573.68 feet from a pk nail located at the intersection of the centerline of State Road 1310 with the centerline of State Road 1422 [Industry Drive], and said beginning point is further located N. 43° 10' 41" E, 1,616.43 feet from N.C. Grid Station "PERFECT" with coordinates N=287132.403M and E=659893.679M, NAD-83), from said beginning point, run thence N. 2° 21' 44" W, 34.73 feet to an existing iron pin located on the northern right-of-way of State Road 1310 (Ross Mill Road); continue thence along the line of Michael Harper and Lynn Harper (see Deed recorded in Book 731 at Page 544 and plat recorded in Plat Book "U" at Page 172) N. 2° 21' 44" W, 567.09 feet to an existing iron pin located at Harper's corner with Castell Properties, Inc. (see Deed recorded in Book 534 at page 118); continue thence along the line of Castell Properties, Inc. N. 2° 21' 44" W, 408.54 feet to an existing rebar, Castell Properties, Inc.'s corner with Claude T. Jackson (see Deed recorded in Book 779 at Page 767); continue thence along Jackson's line N. 2° 21' 44" W, 742.04 feet to an existing iron pin, Jackson's corner with George and Norma Langley (see Deed recorded in Book 708 at Page 96); continue thence along Langley's line N. 2° 21' 44" W, 845.66 feet to an existing nail in an iron in the line of Roy Lynch (see Deed recorded in Book 610 at Page 847); run thence along Lynch's line S. 88° 12' 11" E, 269.88 feet to Lynch's corner with Peggy Clayton and Herbert Clayton (see Deed recorded in Book 679 at Page 167); continue thence along Claytons' line S. 88° 12' 11" E, 425.67 feet to an existing iron pin, Claytons' corner with Johnie Thomas, Jr. (see Deed recorded in Book 501 at Page 547); continue thence along Thomas' line S. 88° 12' 11" E, 21.37 feet to an existing iron pin located at the northwestern corner for Clayton Homes, Inc. in the line of Johnie Thomas, Jr.; run thence along the line of Clayton Homes, Inc. (see Deed recorded in Book 612 at page 592 and plat recorded in Plat Book "U" at Page 579) S. 2° 21' 51" E, 2,297.73 feet to an existing pk nail located in the centerline of State Road 1310; run thence along a line within the pavement (and near the centerline) of State Road 1310 S. 68° 29' 15" W, 757 feet to the place of beginning. The same being and containing 40.18 acres as shown on plat survey for "Harper Prints" prepared by Cawthorne & Associates, Registered Land Surveyors, P.A. dated August 9, 1999. For further reference see Deeds in Book 684 at pages 652 and 654. See also Deed from Joseph S. Evans, Jr. and wife to John H. Falkner and others in Book 588 at Page 558, Deed in Book 451 at page 276, the Estate of Joseph S. Evans, Sr. (File #69-C-363), and Deeds in Book 243 at page 187, and Book 228 at Page 15, and Book 174 at pages 199 and 508, Vance County Registry.

Estimated Population: 0

SERVICE REQUIREMENTS & PLANS FOR ANNEXATION

Service Requirements

Before an area can be annexed, G.S. 160A-47 requires that plans be made by the City to extend all major municipal services to the area to be annexed. Additionally, police, fire, garbage, and street maintenance services to be provided must be on the date of annexation on substantially the same basis and in the same manner as such services are provided within the rest of the municipality prior to annexation.

Service Plan

To fulfill the requirements stated above, the following commentary constitutes the service plan that should be extended upon annexation. These services are:

1. Police Protection
2. Fire Protection
3. Sanitation Services
4. Street Maintenance
5. Recreation Services
6. Building Inspections/Zoning
7. Street Lights
8. Water & Sewer Utilities

1. Police Protection Services – by Marcus Barrow, Chief of Police

The proposed annexation would include the Salvation Army adding athletic facilities in addition to their current building plans. Current police staffing levels cannot appropriately manage athletic events as they tend to draw large crowds. As this proposal does not generate revenue for additional services, the Henderson Police Department cannot support more coverage area and demands on current officers.

2. Fire Protection Services – by Steve Cordell, Fire Chief

Per your request I have looked at the proposed annexation area and feel that there will not be any significant impact on the fire department's ability to provide services in this area.

Adequate City water distribution (8") mains are located in subject area and the water supply is available from the department's pumpers and back-up fire protection is available from the City's other Fire Station, supplemented by the Vance County Fire Department as needed.

3. Sanitation Services

After a thorough review of the subject annexation areas, the Public Works Department determine that there will be no initial capital investments in equipment nor will there be a need to employ additional personal as this facility will be served by a dumpster and a private carrier.

4. Street Maintenance Services

There are no streets to be taken over by and maintained by the city as they will remain private. Ross Mill Road is a state maintained facility and will remain under their responsibility for maintenance.

5. Recreation Services

Not applicable as this is a commercial development.

6. Building Inspection, Planning and Zoning and Code Compliance Administration

Building and code inspection services are currently applicable to and extended to the subject area at no additional expense to the City. Building Inspection services are provided by the Vance County Planning and Development office.

Zoning of the property was established by the City in the subject area in accordance with the City Code of Ordinances in May 1995 when the Extra-Territorial Area was adopted.

Code compliance issues should be minimal.

7. Street Lighting

Street lighting is already planned to be installed in accordance with the City's standards and policies due to other development within the area along Ross Mill Road to the city limits line .

8. Water and Sewer Services

Water and Sewer service was extended in this area years ago. The 8" water and sewer mains were installed in accordance with City standards and specifications.

REVENUE AND COMPUTATIONS

Revenues

Estimates of the revenue which Henderson can anticipate if the proposed areas are annexed were obtained from the Henderson Finance Office, the city's annual audit reports and annual budget, and the Vance County Tax Office. All estimates are computed on an annual basis and represent the revenue that can be generated as the areas are presently developed.

1. Real Property Tax

The most important source of revenue for a city is the real property tax. Property values are obtained from the Vance County Tax Office. Henderson presently has a tax rate of \$.712 per \$100 valuation. The assessed value of the property undeveloped is \$236,040. Due to this being a nonprofit, there would be no addition in property taxes.

2. Franchise Tax

Franchise taxes are collected by the state from such public service companies as gas, telephone, power and light, bus, water and sewer companies. Municipalities receive from the state 3% of the total gross receipts from the sale of these commodities within the municipality. In the 08-09 fiscal year, Henderson collected \$55.60/capita. The estimated figure for the area was derived by multiplying the per capita times the estimated population of the area.

3. Water and Sewer Revenues

There will be additional water and sewer revenue when the facility is built. Depending on the exact location of the building facility, it will determine whether inside or outside rates will be utilized. The facility on Alexander Avenue currently generates approximately \$36.81 per month or \$441.72

Sales Tax

Sales tax is figured as ½% plus ½% of the ad valorem value of the area.

SERVICE SCHEDULE

In the event the subject area is annexed, full City services are available on the effective date of annexation.

City Council Action Form

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



Council Meeting: 14 May 18 Regular Meeting

12 April 2018

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier, City Manager

RE: **CAF: 18-05-B**

Consideration of Approval of Resolution 18-05-A, Approving a Supplemental Agreement for Funding with the North Carolina Department of Transportation (NCDOT) for the Beckford Drive (SR 1165) Widening Project with High Impact Funds in the Amount of \$400,000

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- **KSO 5:** Provide reliable, dependable and environmentally compliant infrastructure systems.
- **KSO 8:** Provide sufficient funds for municipal operations and capital outlay necessary to meet the needs of citizens, customers and mandates of regulatory authorities.

Executive Summary:

Federal funding of \$825,000 was received for this project through a U.S. Congress Transportation Reauthorization bill and engineering was approved in 2009 to begin the design. All Easements and Right of Ways have now been obtained and the City is anticipating approval from NCDOT to bid the project.

The estimated construction cost for the project is \$1,339,676. NCDOT has agreed to additional funding in the amount of \$400,000 utilizing High Impact funds and possibly other sources and the City Council reached a general consensus in a prior meeting to utilize additional City funds for the project with the final amount needed to be determined after bids have been received. The supplemental agreement, if approved, outlines increased funding and completion dates for the Beckford Drive Widening project.

Attachments:

1. Resolution 18-05-A
2. Supplemental Agreement

3.

RESOLUTION 18-05-A
APPROVING SUPPLEMENTAL AGREEMENT FOR FUNDING
WITH THE NORTH CAROLINA DEPARTMENT (NCDOT) OF
TRANSPORTATION FOR THE BECKFORD DRIVE (SR 1165)
WIDENING PROJECT WITH HIGH IMPACT FUNDS IN THE
AMOUNT OF \$400,000

WHEREAS, the Henderson City Council (Council) conducted its Annual Planning Retreat in 2018 and during said Retreat identified eight Key Strategic Objectives (KSO) and Goals; *and*

:

WHEREAS, this Resolution addresses:

KSO 5: To Provide Reliable, Dependable Infrastructure *and*

KSO 8: To Provide Financial Resourcing; *and*

WHEREAS, Federal funding of \$825,000 was received for the Beckford Drive Widening Project through a U.S. Congress Transportation Reauthorization bill and engineering was approved in 2009 to begin the design; *and*

WHEREAS, the NCDOT has offered funding of \$400,000 toward the construction of this project utilizing High Impact Funds.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY approve the execution of the Supplemental Agreement with the NCDOT for the use of \$400,000 in High Impact Funds to help construct the Beckford Drive Widening Project (U-4916).

The foregoing Resolution 18- 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 **** 2018: YES: . NO: . ABSTAIN: . ABSENT: .

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

*Reference: Minute Book 44, p **, CAF 18-*

NORTH CAROLINA
VANCE COUNTY

SUPPLEMENTAL AGREEMENT

DATE: 3/20/2018

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: U-4916

AND

WBS ELEMENTS: PE 41065.1.1

ROW 41065.2.1

CITY OF HENDERSON

CON 41065.3.1

OTHER FUNDING: WBS 47889

CFDA #: 20.205

TOTAL SUPPLEMENTAL FUNDS [NCDOT PARTICIPATION] \$400,000

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 in Henderson; programmed under Project U-4916; and,

WHEREAS, the completion date of the Project was extended on 1/12/2012 and 5/4/2015; and,

WHEREAS, High Impact/Low Cost state funds have been approved for this Project under WBS 47889; and,

WHEREAS, the parties wish to increase the funding and extend the completion date for the Project;

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

CAF 18-05-B: Council Meeting: 14 May 2018 Council Meeting
Page 3 of 5

FUNDING

Subject to compliance by the Municipality with the provisions set forth in this Agreement and the availability of funds, the Department will participate in the original SAFETEA-LU High Priority funds up to Eight Hundred Twenty Five Thousand Dollars (\$825,000) and the Municipality will provide a 20% (\$206,250) local match as shown in the FUNDING TABLE below. The Department will provide an additional amount of High Impact/Low Cost funds up to Four Hundred Thousand Dollars (\$400,000) which will be available to be reimbursed at a rate of 100% for eligible project costs. Any costs that exceed the total available funding of \$1,431,250 will be the responsibility of the Municipality.

FUNDING TABLE

Fund Source	Federal Funds Amount	Reimbursement Rate	Local Funds Amount	Reimbursement Rate
SAFETEA-LU High Priority	\$825,000	80%	\$206,250	20%
	State Funds Amount			
High Impact/Low Cost	\$400,000	100%		
Total Available Funding			\$1,431,250	

TIME FRAME

The Municipality shall complete all work outlined in the Agreement by 12/31/2020, defined as completion of all construction activities or implementation activities, acceptance of the project, and submission of a final reimbursement package to the Department. If additional time is needed to complete the Project, then a supplemental agreement must be executed. The Department and/or FHWA reserves the right to revoke the funds awarded if the Municipality is unable to meet this completion date.

Except as hereinabove provided, the Agreement heretofore executed by the Department and the Municipality on 7/30/2014, 1/12/2012, and 5/4/2015 is 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 Department and the Municipality 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 the City of Henderson as attested to by the signature of

, Clerk of the

(Governing Board) on

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)

Agreement ID # 7830

3

City Council Action Form

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



Council Meeting: 14 May 18 Reg. Meeting

2 May 2018

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier, City Manager

RE: **CAF: 18-43**

Consideration of Approval of Resolution 18-27, Reimbursement of Special Use Permit fees for Greenhouse Structures

Ladies and Gentlemen:

Executive Summary:

The City has been asked to consider support of non-profit efforts to develop greenhouse uses on vacant public property, where appropriate. The majority of vacant public property for this use is zoned residential and found in existing residential neighborhoods. Generally greenhouse structures require a special use permit if they are to be placed on residentially zoned property. The permit application fee is \$450.00. It has been suggested a refund of this fee would assist non-profits in furthering locally grown produce.

Green Rural Redevelopment, Inc. was recently granted a special use permit to place a greenhouse on City owned property at Roberson Street (PIN # 0068 01014). Its lease with the City extends through August 31, 2020.

The attached resolution is designed to allow non-profit corporations erecting greenhouses on City owned property to be reimbursed the cost of any required and approved special use application fee after the greenhouse has been installed in accordance with the special use permit.

Attachment:

1. Resolution 18-27

RESOLUTION 18-27

REIMBURSEMENT OF SPECIAL USE PERMIT FEES FOR GREENHOUSES

WHEREAS, the City deems it desirable to support non-profit entities in their effort to promote greenhouse uses on appropriate public property; *and*

WHEREAS, this effort can result in furthering locally grown produce and thereby develop self-employment and self-support options; *and*

WHEREAS, the City special use permit application fee for this use is a significant incidental cost for non-profit entities engaged in this effort.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY agree to refund to the applicant the special use permit application fee. Such refund to occur under the following conditions:

Section 1. The applicant must be a non-profit organization recognized by the United States Internal Revenue Service under 26 US Code §501(c)(3), (c)(4) or (c)(5); and must provide a copy of their IRS tax-exempt recognition letter; and the most recently filed IRS Form 990 (or its variants) and schedules.

Section 2. The application must be for a greenhouse structure to be erected on public property.

Section 3. The special use permit must be approved and the greenhouse constructed, in compliance with all applicable rules and regulations.

The foregoing Resolution 18-27, 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 **** 2018: YES: . NO: . ABSTAIN: . ABSENT: .

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved as to Legal Form:

D. Rix Edwards, City Attorney

*Reference: Minute Book 44, p **, CAF 18-43*

City Council Action Form

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



Council Meeting: 14 May 2018 Reg. Meeting

28 March 2018

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier, City Manager

RE: **CAF: 18-40**

Consideration of Approval of Resolution 18-24, Awarding a Contract to North State Water and Sewer Inc. in the Amount of \$159,300 for the ROBCO Manufacturing Water and Sewer Line Extension Project

Ladies and Gentlemen:

Council Goals Addressed By This Item:

- **KSO 5** – *Provide Reliable, Dependable and Environmentally Compliant Infrastructure Systems.*
- **KSO 8** – *Provide Sufficient Funding for Municipal Services.*

Executive Summary

The City of Henderson received notification that a NCDEQ Economic Development grant was approved for the ROBCO Manufacturing water and sewer main extension project in the amount of \$217,272 and on September 25, 2017, via Resolution 17-73, Council approved an Engineering contract in the amount of \$34,800 to AECOM for the design and construction administration of said project. The City will provide periodic inspection of the project and the Kerr Tar Council of Governments (COG) will continue to assist with the grant administration of this project.

The Project had a Bid Opening on April 5, 2017, and only one bid was received (from HG Reynolds), therefore, the bids were not opened and the project was re-advertised for April 19, 2018. The bid was opened on April 19, 2018, and the apparent low responsive bidder was North State Water and Sewer Inc. with a price of \$159,300. The other bids received were:

- HG Reynolds \$333,715; *and*
- Hollins Construction Services Inc. \$372,900.

Based on the attached Certified Bid Tab and the engineers recommendation, staff recommends that the construction contract for this project be awarded to North State Water and Sewer Inc. in the amount of \$159,300, contingent upon the funding agency's approval. The engineers construction estimate was \$164,600.

Attachments

1. Resolution 18-24
2. Resolution 17-73
3. Certified Bid Tabulation
4. Engineer's Recommendation

RESOLUTION 18-24

APPROVING A CONTRACT WITH NORTH STATE WATER AND SEWER INC. IN THE AMOUNT OF \$ 159,300 FOR THE WATER AND SEWER LINE EXTENSION FOR ROBCO MANUFACTURING'S PLANT EXPANSION

WHEREAS, the Henderson City Council (Council) identified eight Key Strategic Objectives (KSO) at its 2018 Strategic Planning Retreat; *and*

WHEREAS, two of the Key Strategic Objectives are addressed by this request as follows:

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

KSO 8: 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, the City Council received bids after re-advertising on April 19, 2018, for a Water and Sewer Main Extension for Robco Manufacturing; *and*

WHEREAS, the City deems it in the best interest to award this contract to North State Water and Sewer Inc. in the amount of \$159,300.

NOW THEREFORE BE IT RESOLVED, BY THE HENDERSON CITY COUNCIL THAT IT HEREBY APPROVES awarding the contract to North State Water and Sewer Inc., contingent upon the funding agency's approval in the amount of \$ 159,300.

The foregoing Resolution 18-24 introduced by Council Member ** and seconded by Council Member ** on this the ___day of 2018, and having been submitted to a roll call vote, was *** by the following votes: YES: . NO: . ABSTAIN: . ABSENT: .

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney
(Reference: Minute Book 44, p **.)

RESOLUTION 17-73

AWARD OF AN ENGINEERING CONTRACT WITH AECOM IN THE AMOUNT OF \$34,800 FOR THE ROBCO MANUFACTURING WATER AND SANITARY SEWER LINE EXTENSION PROJECT

WHEREAS, the Henderson City Council (Council) identified eight Key Strategic Objectives (KSO) at its 2017 Strategic Planning Retreat; *and*

WHEREAS, two of the Key Strategic Objectives are addressed by this request as follows:

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

KSO 8: 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, the City applied for and has been awarded a grant in the amount of \$ 217,272 for a water and sewer line extension project, subject to a preliminary engineering report and full application; *and*

WHEREAS, the Engineering Contract shall amount to \$34,800 of the overall project budget; *and*;

WHEREAS, this grant will assist in the construction of approximately 1,200 linear feet of 8-inch gravity sewer, water tap and fire connection and appurtenances to the existing water distribution system serving the Bear Pond Road area.

NOW THEREFORE BE IT RESOLVED, BY THE HENDERSON CITY COUNCIL:

1. That the City of Henderson awards an Engineering contract in the amount of \$34,800 to AECOM for the design and construction administration of this Project.
2. That the **City of Henderson** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.
3. That the **City of Henderson** will provide for efficient operation and maintenance of the project on completion of construction thereof.
4. That **Mayor Eddie Ellington**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

5. That the **City of Henderson** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

The foregoing Resolution 17-73 introduced by Council Member ** and seconded by Council Member ** on this _____ day of 2017, and having been submitted to a roll call vote, was *** by the following votes: YES: . NO: . ABSTAIN: . ABSENT: .

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

*Reference: Minute Book 44, p. **; CAF 17-92*



Client: City of Henderson Project: Sewer Extension - Bearpaw Road Bid: Thursday, April 19, 2018, 2:00 PM Place: 940 S. Beckford Lane, Henderson, NC AECOM TECHNICAL SERVICES of NORTH CAROLINA, Inc. MORRISVILLE, NORTH CAROLINA		BID TABULATIONS												I certify this to be a true and accurate tabulation of bids as received. BY: <i>D. Stephen Scripps</i>	
ITEM-DESCRIPTION-MEASURE UNIT	QTY	North State Water and Sewer Inc. 3195 Maplewood Avenue Winston Salem, NC 27103-3903			Reynolds Company, Inc. P. O. Box 209 Henderson, NC 27536 113 Contract Drive Aiken, SC 29801-7004			Hollins Construction Services, Inc. 1405 Lindberg Square Wake Forest, NC 27587-5258			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
		BID	TOTAL	BID	TOTAL	BID	TOTAL	BID	TOTAL	BID	TOTAL	BID	TOTAL	BID	TOTAL
8(b). Gravel, Grass and Soil Driveway Replacements: 4" CABC (SqYds)	100	\$ 20.00	\$ 2,000.00	\$ 10.00	\$ 1,000.00	\$ 20.00	\$ 2,000.00								
9. Sedimentation and Erosion Control Devices															
9(a). Silt Fence (LFt)	545	\$ 3.00	\$ 1,635.00	\$ 5.00	\$ 2,725.00	\$ 4.00	\$ 2,180.00								
9(b). Seeding, Fertilizing and Mulching (LFt)	1,275	\$ 5.00	\$ 6,375.00	\$ 5.00	\$ 6,375.00	\$ 3.00	\$ 3,825.00								
9(c). Rock Pipe Inlet Sediment Trap, Type B (Each)	1	\$ 1,000.00	\$ 1,000.00	\$ 300.00	\$ 300.00	\$ 400.00	\$ 400.00								
9(d). Temporary Rock Silt Check, Type B (Each)	1	\$ 1,000.00	\$ 1,000.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00								
9(e). Temporary Construction Entrances (Each)	1	\$ 1,000.00	\$ 1,000.00	\$ 3,500.00	\$ 3,500.00	\$ 2,500.00	\$ 2,500.00								
10. Backflow Preventers, Enclosures, Flow Meter And Associated Electrical Work (Lump Sum)	1	\$ 5,000.00	\$ 5,000.00	\$ 57,000.00	\$ 57,000.00	\$ 36,000.00	\$ 36,000.00								
TOTAL PRICE BID - UNIT BID ITEMS 1 - 10			\$ 159,300.00		\$ 333,715.00		\$ 372,960.00								
General Contractor License			76022		14149		69738								
Contract time: 150 Calendar Days															



BID TABULATIONS

Chief of Highway Project: New York - Intermodal Bond R.F. (Route), April 14, 2018, 2:00 PM Room 803, 200 Canal Center, Washington, DC Attention: XXXXXXXXXXXX		North Star Motor and Service Inc. 1499 Maplewood Avenue Princeton Station, NJ 07851-3903		Applicable Company, Inc. P.O. Box 2897 Hackettstown, NJ 07938		Hudson County Technical Services, Inc. 2000 Lehigh Valley Lane Maple Forest, NJ 07847-4228		I hereby bid on the New York Intermodal Bond Project in accordance with the terms and conditions of the Bid by Mr. D. Stephen Shroyer			
ITEM	QUANTITY	UNIT	ESTIMATE	BID	DIFF.	TOTAL	BID	BID	TOTAL	BID	TOTAL
1	20,000	sq	2,000.00	1,400.00	\$ 600.00	2,000.00	1,400.00	2,000.00			
A. Signification and Proposal - Detail Section											
101	1,000	sq	1,000.00	1,000.00	\$ 0.00	1,000.00	1,000.00	1,000.00			
102	2,000	sq	6,000.00	4,000.00	\$ 2,000.00	6,000.00	4,000.00	2,000.00			
103	1,000	sq	1,000.00	1,000.00	\$ 0.00	1,000.00	1,000.00	1,000.00			
104	1,000	sq	1,000.00	1,000.00	\$ 0.00	1,000.00	1,000.00	1,000.00			
105	1,000	sq	1,000.00	1,000.00	\$ 0.00	1,000.00	1,000.00	1,000.00			
106	1,000	sq	1,000.00	1,000.00	\$ 0.00	1,000.00	1,000.00	1,000.00			
B. Materials, Methods, Components, How, When, and											
Associated Materials											
101	1,000	sq	1,000.00	1,000.00	\$ 0.00	1,000.00	1,000.00	1,000.00			
102	1,000	sq	1,000.00	1,000.00	\$ 0.00	1,000.00	1,000.00	1,000.00			
Total Estimate: \$10,000.00											
Bidder Name: [Redacted]											
Contract Date: [Redacted]											



AECOM
1800 Perimeter Park Drive
Suite 400
Morrisville, North Carolina
27560
www.aecom.com

919-481-1180 tel
919-481-1410 fax

April 23, 2018

Clark Thomas, PE
City Engineer
City of Henderson
900 S. Beckford Drive
Henderson, NC 27536

Re: Recommendation of Award
Sewer Extension – Bearpond Road
AECOM Project No. 60555735

Dear Mr. Thomas:

Formal bids, for the Sewer Extension – Bearpond Road project were received on April 19, 2018. A total of three bids were received. Presented below is information on the low bid received:

North State Water and Sewer Inc.
3195 Maplewood Avenue
Winston Salem, NC 27103-3903

Base Bid Amount (Unit Bid Items 1-10): \$159,300.00

AECOM recommends that the City award the Base Bid to North State Water and Sewer Inc. in the amount of \$159,300.00.

If there are any questions, or if additional information is needed, please do not hesitate to contact us.

Sincerely,

AECOM Technical Services of North Carolina, Inc.

Steve Scruggs, P.E.
Project Manager

City Council Action Form

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



Council Meeting: 14 May 18 Regular Meeting

3 May 2018

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier, City Manager

RE: CAF: 18-44

Consideration of Approval of Ordinance, 18-17, FY 18 BA #18 Transferring Funds from General Fund Non-Departmental to Public Buildings and Grounds Budget for the Ash Tree Treatment Program

Ladies and Gentlemen:

Executive Summary:

On March 19, 2018 Council approved Resolution 18-15 accepting a grant from the North Carolina Department of Agriculture and Consumer Affairs for the treatment of the Ash trees in the downtown area in the amount of \$5,000.

The grant requires the city to pay for the labor to apply the treatment. Lineberger's Tree Service has submitted an estimate of \$2,700 for this service. This budget ordinance transfers funds from the General Fund Non-Department Reserve account to Public Buildings & Grounds Contracted Services line item to cover this expense.

Attachments:

1. Ordinance 18-17
2. Lineberger's Tree Service Estimate

ORDINANCE 18-17
FY 2017—2018 BUDGET AMENDMENT # 18
AN AMENDMENT TO THE GENERAL FUND
NON-DEPARTMENTAL RESERVE TO PUBLIC BLDGS. & GROUNDS
CONTRACTED SERVICES

WHEREAS, the City Council of the City of Henderson on 12 June 2017 adopted the FY 17-18 Annual Operating Budget; and

WHEREAS, the City Council has created and uses a General Fund for forecasted expenses; and

WHEREAS, it is necessary to amend the various revenue and expense accounts of the annual Operating and General Fund budgets from time-to-time, said amendment being incorporated into this ordinance.

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:

Fund: 10: GENERAL			Ordinance 18-17			
			FY 17-18 Budget Amendment #18			
REVENUES			Approved	Current		
Department	Line Item	Code	12-Jun-17	Budget	Amendment	Revised
			\$ -	\$ -	\$ -	\$ -
		Total	\$ -	\$ -	\$ -	\$ -
						\$ -
EXPENDITURES			Approved	Current		
Department	Line Item	Code	12-Jun-17	Budget	Amendment	Revised
Reserve	Non-Departmental	10-660-900999	\$ 218,475.00	\$ 218,475.00	\$ (2,700.00)	\$ 215,775.00
Public Bldgs & Grounds	Contr Serv. Routine	10-500-504500	\$ 31,720.00	\$ 31,720.00	\$ 2,700.00	\$ 34,420.00
			\$ -	\$ -	\$ -	\$ -
		Total	\$ 250,195.00	\$ 250,195.00	\$ -	\$ 250,195.00
		<i>variance</i>			\$ -	
Reference:			Notes:			
CAF #18-44 ; Ordinance #18-17 ; BA #18 14 May 2018 COUNCIL MEETING			Amendment to transfer funds from non-departmental reserve to contracted services to treat Ash trees in the downtown area.			

The foregoing Ordinance 18-17 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 **** 2018: YES: . NO: . ABSTAIN: . ABSENT: .

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk
Approved to Legal Form:

D. Rix Edwards, City Attorney

Reference: Minute Book 4*, pp. **, CAF 18-44



Lineberger's Tree Service, Inc.
5404 Penny Road
Raleigh, NC 27606-9303
(919)834-0055
Info@LinebergerTree.com
www.LinebergerTree.com

Estimate

ADDRESS
Paylor Sprull City of Henderson 134 Rose Ave Henderson, NC 27538

ESTIMATE #	DATE
3899	04/17/2018

QTY	DESCRIPTION	RATE	AMOUNT
1	<p>Plant Health Care The chemical label for Boxer Insecticide, the emamectin benzoate product we use for trunk injection for Emerald Ash Borer, allows for two dosages, based on the level of active insect infestations in the area, i.e. the amount of insect pressure in the area, and the residual control wanted. To sum it up, we can apply 1 ml of solution per 6" of circumference for the lower rate, or 1 ml per 4" of circumference for the higher rate.</p> <p>Our team can perform the treatment of the 51 trees, based upon your measurements, using the lower rate for \$2,325. Our team can perform the treatment of the 51 trees, based upon your measurements, using the higher rate for \$2,700</p> <p>4-21-18. Paylor indicated they prefer to use the higher dosage rate due to the fact that they believe some of the trees are already infested.</p>	2,700.00	2,700.00
1	<p>Professional Standards Note: Workmen's compensation and general liability insurance documents will be provided on request.</p>	0.00	0.00

Thank you for the opportunity to provide you an estimate for service(s). We welcome your feedback on your experience with our estimator as well as any questions that you may have in regards to how your work will be performed. Remember the final product level of service can vary tremendously among companies. Our goal is to provide you a great service for a competitive price.

TOTAL **\$2,700.00**

Accepted By

Accepted Date

City Council Action Form

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



Council Meeting: 14 May 18 Reg. Meeting

2 May 2018

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier, City Manager

RE: **CAF: 18-45**

Consideration of Approval of: 1) Resolution 18-28, Approving the Execution of a Hydraulic Water Modeling Contract with Hazen and Sawyer in the Amount of \$66,900; 2); Resolution 18-31, Approving a Contract with Stantec to Develop a Financial Planning and Member Rate Analysis; 3) Ordinance 18-18, FY 18 BA #19, Transferring Funds From KLRW Reserves to Contracted Services and 4) Ordinance 18-22, FY 18 BA# 22 for the Hazen & Sawyer Contract

Ladies and Gentlemen:

Council Goals Addressed By This Item:

- KSO 5 – Provide Reliable, Dependable and Environmentally Compliant Infrastructure Systems.
- KSO 8 – Provide Sufficient Funding for Municipal Services.

Executive Summary

The City Council authorized two applications for a DWSRF grant/loan to build the KLRWS Water Treatment Plant to a 20 MGD capacity in two phases. Under the current Phase 1A KLRWS has a contract with CDM to develop the Preliminary Engineering Report, design the high rate clarification system, 4 filters, and other process improvements and develop the GMP (guaranteed maximum price) for Phase 1. Several items have come up during the report phase that were not scoped out in Phase 1A which, should be included in the comprehensive report for both phases of work. These costs, if approved, can be absorbed in the second design phase (Phase 1B) of the project.

1. KLRWS Water Hydraulic Model, \$66,900 – the City of Henderson has worked with Hazen and Sawyer for many years to develop a water distribution model that includes the KLRWS water treatment plant, transmission mains, booster pumps and elevated tanks. Since they have already developed the model and are intimately familiar with our system it makes economic sense to have them run the analysis for new high service pumps at the WTP and booster pumps at Oxford 1 and 2 as it relates to the 20 MGD upgrade. (20MGD). This work will be paid for if approved out of the contingency fund for Phase 1 as shown in Ordinance 18-22, FY 18 BA #22.
2. Stantec Proposal to Develop a Financial Planning and Member Rate Analysis \$27,950 – DWSRF Awarded the City of Henderson \$15,000,000 (\$3,000,000 in Grant and \$12,000,000 in Loan) and Warren County \$5,000,000 (\$3,000,000 in Grant and \$2,000,000 in Loan) for a

CAF 18-45: 14 May 2018 Regular Meeting:

Total of \$20,000,000 to the KLRWS to complete the 20MGD expansion. KLRWS has 3 partners and Oxford did not secure any funding for the 20 MGD capacity upgrade as they had secured funding for their distribution system rehabilitation. Historically the City of Henderson has secured funding for all projects at KLRWS and then rates were established to offset Debt repayment, which could have potentially impacted Henderson's ability to borrow for other projects. Since two of the partners did receive a component of a grant to the 20 MGD expansion there needs to be equitable distribution of the debt for all partners. Will this be done through water rates, annual debt off-set payment or some other financial vehicle? Stantec is a well-known and respected name in the Water utility business and has a strong financial arm that can present several solutions to resolve this problem and they will provide us the financial tool to permit us to use on future projects. It is recommended that a Stand Alone Contract be awarded to Stantec in the amount of \$27,950 to be paid out of contracted services. A budget amendment is attached which allows the transfer of funds to contracted services; therefore, reducing the amount going to the reserve for FY 18. This contract is not reimbursable by DWSRF under the 20 MGD Expansion project but, it is a vital and equitable component of managing the financial resources of KLRWS and its partners and will be paid out of the FY 18 budget as shown in Ordinance 18-18 FY 18 BA #19.

The KLRWS Advisory Board has heard these concerns and has recommended tasks #1 and 2 be performed and the costs captured in the project in Phase 1 or until such time as the project funds are combined into one. In addition, the city has two proposals for some additional geophysical rock exploration as well as hazardous material survey; however, this is still under review and discussion with CDM Inc., our design build contractor.

Attachments:

1. Resolution 18-28
2. Resolution 18-31
3. Ordinance 18-18
4. Ordinance 18- 22
5. Hazen & Sawyer Water Model Proposal
6. Stantec Proposal

RESOLUTION 18-28
APPROVING THE EXECUTION OF A HYDRAULIC MODELING
CONTRACT WITH HAZEN AND SAWYER IN THE AMOUNT OF \$66,900

WHEREAS, the Henderson City Council identified eight Key Strategic Objectives (KSO) at its 2018 Strategic Planning Retreat, *and*

WHEREAS, two of the Key Strategic Objectives are addressed by this Resolution as follows:
KSO 8: To Provide Sufficient Funds for Municipal Operations and Capital Outlay Necessary to Meet the Needs of Citizens, Customers and Mandates of Regulatory Authorities; and KSO 5: To Provide Reliable, Dependable and Environmental Compliant Infrastructure Systems, *and*

WHEREAS, the Kerr Lake Regional Water System intends to construct process improvements, rehabilitation and expansion of its drinking water treatment plant; *and*

WHEREAS, the Kerr Lake Regional Water System is a partnership between the City of Henderson, the City of Oxford, and Warren County; *and*

WHEREAS, the Kerr Lake Regional Water System has received an Interbasin transfer certificate in support of providing a reliable water supply to its customers; *and*

WHEREAS, the Kerr Lake Regional Water System has previously obtained an allocation of storage in Kerr Lake from the US Army Corps of Engineers; *and*

WHEREAS, the City of Henderson has received a letter of Intent to Fund both phases of the WTP Improvements increasing the capacity to 20 MGD from NCDEQ's DWSRF Division; *and*

WHEREAS, the City of Henderson has a long standing relationship with Hazen and Sawyer who has already developed and calibrated a water distribution model and is intimately familiar with our system; it is in the City's best interest to have Hazen and Sawyer evaluate the hydraulics of KLRW system for the upcoming 20 MGD improvements; *and*

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF HENDERSON NC THAT: It awards a contract to Hazen and Sawyer in the amount of \$66,000 to perform a hydraulic of the KLRW system and recommend improvements to bring the WTP to a 20 MGD capacity.

The foregoing Resolution 18-28, upon motion of Council Member _____ and seconded by Council Member _____, and having been submitted to a roll call vote received the following votes and was _____ on this the ___ day of _____2018:
YES: NO: ABSTAIN: ABSENT:

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

*Reference Minute Book 44 p ***; CAF 18-45*

RESOLUTION 18-31

APPROVING A CONTRACT WITH STANTEC TO DEVELOP A FINANCIAL PLANNING AND MEMBER RATE ANALYSIS FOR THE 20 MGD PROJECT

WHEREAS, the Henderson City Council identified eight Key Strategic Objectives (KSO) at its 2018 Strategic Planning Retreat, *and*

WHEREAS, two of the Key Strategic Objectives are addressed by this Resolution as follows: KSO 8: To Provide Sufficient Funds for Municipal Operations and Capital Outlay Necessary to Meet the Needs of Citizens, Customers and Mandates of Regulatory Authorities; and KSO 5: To Provide Reliable, Dependable and Environmental Compliant Infrastructure Systems, *and*

WHEREAS, the Kerr Lake Regional Water System intends to construct process improvements, rehabilitation and expansion of its drinking water treatment plant; *and*

WHEREAS, the Kerr Lake Regional Water System is a partnership between the City of Henderson, the City of Oxford, and Warren County; *and*

WHEREAS, historically the City of Henderson has secured funding for all projects at KLRWS and then rates were established to offset Debt repayment; *and*

WHEREAS, two of the partners did receive a component of a grant to the 20 MGD expansion and there needs to be equitable distribution of the debt for all partners; *and*

WHEREAS, Stantec is a well-known and respected name in the Water utility business and can provide the financial tools to permit us to use on future projects.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF HENDERSON NC THAT it approves a Contract be awarded to Stantec in the amount of \$27,950 to be paid out of contracted services to provide a Financial Planning and Member Rate Analysis to equitably distribute the debt to all partners for the 20 MGD project.

The foregoing Resolution 18-31, upon motion of Council Member _____ and seconded by Council Member _____, and having been submitted to a roll call vote received the following votes and was _____ on this the ___ day of _____ 2018: YES: NO: ABSTAIN: ABSENT:

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

*Reference Minute Book 44 p ***; CAF 18-45*

ORDINANCE 18-18

AN AMENDMENT TO THE FY 2017-2018 BUDGET TRANSFERRING FUNDS FROM REGIONAL WATER RESERVE THE CONTRACTED SERVICES FY18 AMENDMENT #19

WHEREAS, the City Council of the City of Henderson (Council) on June 12, 2017, adopted its FY 17-18 Operating Budget; *and*

WHEREAS, the Council has created and uses a Capital Improvement Projects Fund for active CIP projects; *and*

WHEREAS, it is necessary to amend the various revenue and expense accounts of the annual operating and CIP projects fund from time-to-time, said amendment being incorporated into 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: 64: REGIONAL WATER			Ordinance 18-18			
			FY 17-18 Budget Amendment #19			
			Budget Transfer For Stantec Financial Planning/Member Rate Analysis			
REVENUES			Approved	Current		
Line Item	Code		12-Jun-17	Budget	Amendment	Revised
			\$ -	\$ -	\$ -	\$ -
Total			\$ -	\$ -	\$ -	\$ -
					\$ -	
EXPENDITURES			Approved	Current		
Line Item	Code		12-Jun-17	Budget	Amendment	Revised
Trans To: 78: Regional Reserve	64-660-561078		\$ 1,478,880.00	\$ 1,448,880.00	\$ (27,950.00)	\$ 1,420,930.00
Contracted Services: Routine	64-900-504500		\$ 120,000.00	\$ 120,000.00	\$ 27,950.00	\$ 147,950.00
			\$ -	\$ -	\$ -	\$ -
Total			\$ 1,598,880.00	\$ 1,568,880.00	\$ -	\$ 1,568,880.00
					\$ 1,568,880.00	
Variance					\$ -	
Reference:			Notes:			
CAF# 18-45; ORDINANCE #18-18; BA#19 14 MAY 2018 COUNCIL MEETING			Budget amendment to transfer funds into Regional Water Contracted Services: Routine budget to pay for Stantec to provide Financial Planning and Member Rate Analysis.			

The foregoing Ordinance 18-18, 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 14th day of May, 2018: YES: **. NO: **. ABSTAIN: **. ABSENT: **.

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

*Reference: Minute Book 46 p. ***; CAF 18-45*

Reviewed by: _____ Date: _____
Joseph Fuqua, Finance Director

Reviewed by: _____ Date: _____
Frank Frazier, City Manager

ORDINANCE 18-22

AN AMENDMENT TO THE FY 2017-2018 BUDGET TRANSFERRING FUNDS FROM REGIONAL WATER RESERVE THE CONTRACTED SERVICES FY18 AMENDMENT #22

WHEREAS, the City Council of the City of Henderson (Council) on June 12, 2017, adopted its FY 17-18 Operating Budget; *and*

WHEREAS, the Council has created and uses a Capital Improvement Projects Fund for active CIP projects; *and*

WHEREAS, it is necessary to amend the various revenue and expense accounts of the annual operating and CIP projects fund from time-to-time, said amendment being incorporated into 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 WATER PROJECT: KLRW IMPROVEMENT - PHASE 1			Ordinance 18-22			
			FY 17-18 Budget Amendment #22			
			Transfer Of Funds From Contingency To Engineering			
REVENUES			Approved	Current		
Line Item	Code		12-Jun-17	Budget	Amendment	Revised
State Revolving Loan	46-944-458221		\$ -	\$ 19,863,000.00	\$ -	\$ 19,863,000.00
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
		Total	\$ -	\$ 19,863,000.00	\$ -	\$ 19,863,000.00
						\$ 19,863,000.00
EXPENDITURES			Approved	Current		
Line Item	Code		12-Jun-17	Budget	Amendment	Revised
Engineering	46-944-510301		\$ -	\$ 1,788,725.00	\$ 66,900.00	\$ 1,855,625.00
Legal/Admin	46-944-510200		\$ -	\$ 35,000.00	\$ -	\$ 35,000.00
Construction	46-944-510400		\$ -	\$ 17,126,975.00	\$ -	\$ 17,126,975.00
Contingency	46-944-509900		\$ -	\$ 500,000.00	\$ (66,900.00)	\$ 433,100.00
Closing Fee	46-944-513100		\$ -	\$ 397,300.00	\$ -	\$ 397,300.00
Loan Application	46-944-510300		\$ -	\$ 15,000.00	\$ -	\$ 15,000.00
		Total	\$ -	\$ 19,863,000.00	\$ -	\$ 19,863,000.00
						\$ 19,863,000.00
		<i>Variance</i>			\$ -	
Reference:		Notes:				
CAF: 17-69A; Ord.: 17-38; BA #6; 9 Oct.. 2017 Council Meeting		This ordinance establishes the project budget for the execution of a design-build contract with CDM Constructors, Inc. for the KLRWS plant improvement to 20MGD.				
CAF: 18-45; Ord.: 18-22; BA #22; 14 May 20178 Council Meeting		This ordinance establishes the transfer of \$66,900 from Contingency to Engineering for contractor Hazen & Sawyer to perform analysis on high service and booster pumps.				

The foregoing Ordinance 18-22, 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 14th day of May, 2018: YES: **. NO: **. ABSTAIN: **. ABSENT: **.

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

*Reference: Minute Book 46 p. ***; CAF 18-45*

Reviewed by: _____ Date: _____
Joseph Fuqua, Finance Director

Reviewed by: _____ Date: _____
Frank Frazier, City Manager



April 2, 2018

Mr. Clark Thomas, PE
City Engineer
City of Henderson
P.O. Box 1434
Henderson, NC 27536

Re: Task Order for On-Call Engineering Services

Dear Mr. Thomas:

We are pleased to submit this revised proposal for the hydraulic modeling Task Order we discussed by phone. This project will assist city staff by providing information related to the water plant upgrade, and by creating a regional hydraulic model to evaluate system-wide hydraulics and water quality.

Background Information

In April 2016, the city selected Hazen and Sawyer (Hazen) for the discipline of water modeling based on responses to the city's Request for Qualifications for On-Call Professional Services. The city and Hazen are currently negotiating an On-Call Engineering Services Agreement.

The agreement calls for Hazen to submit a proposal and fee structure for review by the city once the city identifies the need for professional engineering services. The city will subsequently issue a Task Order. This proposal addresses hydraulic modeling tasks discussed with city staff during conference calls March 8, 2018, and March 29, 2018. Several of these tasks involve the pumps and transmission mains at the Kerr Lake Regional Water Plant.

The existing finished water pumps have design capacities of 12.5 mgd, 7.6 mgd and 5 mgd. The two largest pumps are equipped with variable frequency drives (VFDs). The 5 mgd pump is out of service, and the city is considering replacing this pump and possibly adding a 4th finished water pump as part of an ongoing plant upgrade that will increase treatment capacity from 10 mgd to 20 mgd.

The transmission mains at the plant consist of a 36-inch pre-stressed concrete cylinder pipe (PCCP) installed when the plant was built in 1974 and a 24-inch ductile iron pipe (DIP) installed in 1997.

The Kerr Lake Regional Water System supplies the City of Henderson, the City of Oxford and Warren County. Water is sold wholesale to several other systems including Franklin County Public Utilities, Kitrell Water Association, the towns of Norlina and Warrenton, and Vance County Water District. The City of Henderson has requested adding all these water systems to the existing hydraulic model from the 2011 Distribution System Master Plan and Water Quality Study.

hazenandsawyer.com

Scope of Work

Task 1: Hydraulic Modeling Related to Kerr Lake Regional Water Plant Upgrade: This task will use Henderson's existing hydraulic model to provide requested information associated with the planned Kerr Lake Regional Water Plant upgrade that will expand treatment capacity to 20 mgd.

- 1.1 Hazen field engineers will **check existing pump operation** for the two operational high service pumps by measuring flows and pressures at the Kerr Lake Regional Water Plant to determine operating points for comparison with pump design curves. The measurements also will check head losses through the control valves on each pump, a problem that was discovered during testing in 2011. Test results and analysis will be summarized in a tech memo.
- 1.2 Additional flow and pressure measurements will **determine C-factors for transmission mains** at the Kerr Lake Regional Water Plant, including the 36-inch PCCP main and the 24-inch DIP main, as shown in Figure 1 on the following page. C-factors refer to the roughness coefficient in the Hazen-Williams equation that quantifies the flow capacity of a pipe at a given hydraulic gradient. These tests assess existing capacity for comparison with new pipe capacity and check for loss of capacity due to corrosion or chemical deposits inside the pipes. Test results and analysis will be summarized in a tech memo.
- 1.3 Hydraulic modeling using the measured C-factors will **determine available pipe capacity** to carry water from the plant with both existing transmission mains in service, and with segments of each transmission main out of service considering the location of existing valves. Modeling results and analysis will be summarized in a tech memo.
- 1.4 Additional hydraulic modeling will **review the routes for proposed transmission mains**. This review will focus on elevated tank performance, including consideration of control valves on the tanks, and the condition of the existing transmission mains, especially the 36-inch PCCP main installed in 1974. PCCP transmission mains manufactured by certain manufacturers in the 1970s and 1980s have a history of failure due to defective pre-stressing wire. This task will research the PCCP transmission main in the Kerr Lake Regional Water System to determine if it is at risk, and if so, recommendations will be made for further study and condition assessment. Modeling results and analysis will be summarized in a tech memo.
- 1.5 Hazen field engineers will **investigate low flows recorded on the Jackson Town Road meter** supplying Warren County, including field tests and hydraulic modeling. Field tests will check for unusual conditions, such as closed valves or other restrictions. This task will include building a model of Warren County's water system and adding it to the existing Henderson model. Predicted registration on the two Warren County master meters will be compared actual registration. If this comparison shows discrepancies, further modeling and testing will determine the cause. Results of the field tests and modeling analysis will be summarized in a tech memo.
- 1.6 Additional simulations will **model 20 mgd flow** from the Kerr Lake Regional Water Plant with 4 mgd to Oxford and 4 mgd to Warren County. This modeling will check the ability of the pumps' transmission mains to distribute plant capacity after the upgrade is complete. The model will test design curves for new pumps at the plant to verify the existing and proposed pumps provide 20 mgd firm capacity. Model results and analysis will be summarized in a tech memo.

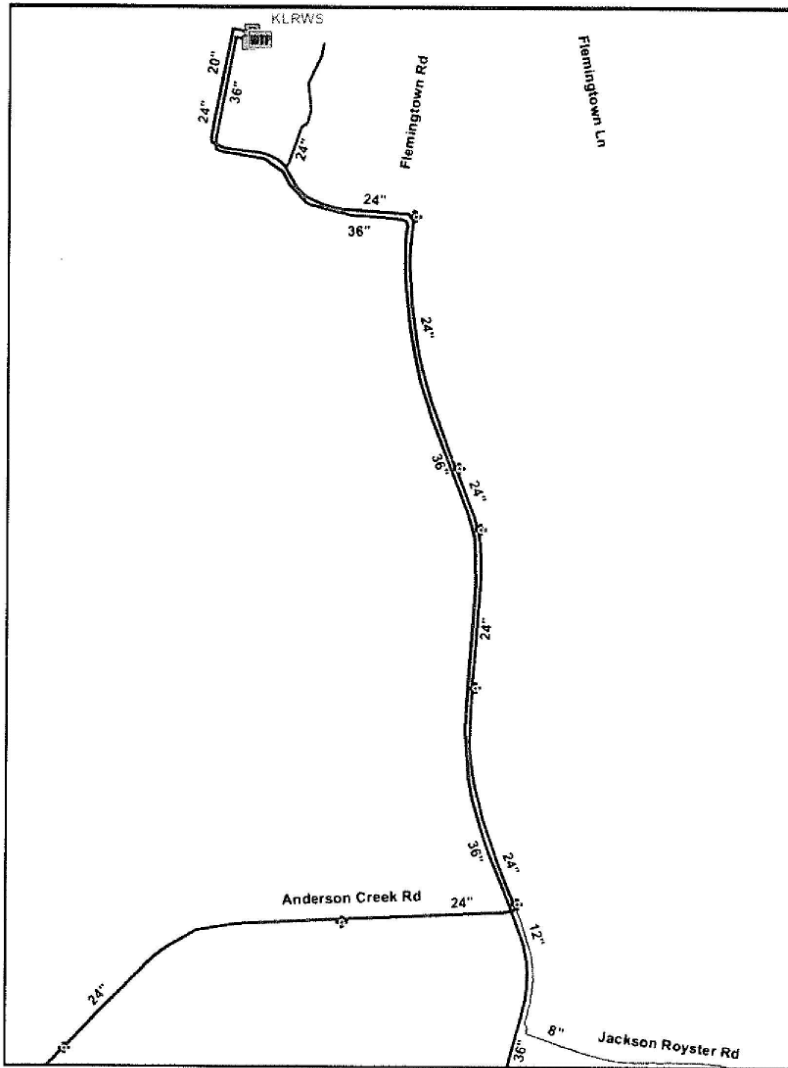


Figure 1: Trunk Mains from Kerr Lake Water Treatment Plant

Task 2: Build Kerr Lake Regional Water System master model: This task will include building a hydraulic model that includes all the distribution systems supplied by Kerr Lake Regional Water Plant.

- 2.1 Hazen will **assist city staff with surveying wholesale customers** to obtain information about their water systems, existing models, and contacts in order to develop a scope and estimate the level of effort required for building a regional water system model.
- 2.2 The model from the 2011 Distribution System Master Plan and Water Quality Study will be updated to **synchronize the Henderson pipe network with current Geographic Information System (GIS) data** describing the existing city water system. Model nodes will be added at every hydrant connection and at high and low ground elevations.
- 2.3 The city also will provide 12 months of recent customer billing records to **update demand allocation in the Henderson model**. Model demands will be adjusted to match production records from the Kerr Lake Water Plant.
- 2.4 Hazen will **add pipe networks for wholesale customers** to the Henderson model using the best available information, comprising GIS data, AutoCAD drawing files or paper maps, for the following water systems:

City of Oxford	Town of Norlina
Franklin County Public Utilities	Town of Warrenton
Kittrell Water Association	Vance County Water District
- 2.5 The model will **allocate water demands in the wholesale systems** listed above using the best available information, comprising electronic billing records, meter route summaries, or customer locations shown on aerial photographs.
- 2.6 Hazen field engineers will **check model calibration in the Henderson system** by measuring pressures along transmission mains and plotting hydraulic gradients from the Kerr Lake Regional Water Plant to the two Oxford pump stations and the Franklin County meter on US 1, for comparison with model predictions.
- 2.7 Hazen field engineers will **check model calibration in the wholesale systems** by conducting at least one fire flow test in each system and comparing measured flows and pressures to model predictions.
- 2.8 Hazen will **prepare a report** that summarizes building and calibrating the Kerr Lake Regional Water System model, including documentation of data sources and assumptions.
- 2.9 The calibrated model will **determine the maximum delivery capacity to each wholesale meter** without causing pressure deficiencies. Results will be tabulated in a tech memo showing delivery capacities to each wholesale meter individually and to all the wholesale meters simultaneously.
- 2.10 The model will **map pressures** throughout the regional water system assuming peak hour demand to identify areas where predicted pressures do not meet design criteria. Model results and analysis will be summarized in a tech memo that includes the pressure map.

- 2.11 The calibrated model will **map fire flows** using the color-coding scheme approved by the Insurance Services Office. The model will calculate available flow at each hydrant assuming 20 psi residual pressure, maximum day demand and tank levels at the lower limit of their normal operating range. Model results and analysis will be summarized in a tech memo that includes the fire flow map.
- 2.12 An extended period simulation will **map water age** throughout the regional system to identify water quality problem areas. Based on these results, Hazen will recommend methods of reducing water age. The water age map and recommendations will be included in a tech memo.

Proposed Fees

We propose billing at the following hourly rates:

- \$100.00 per hour for Assistant Engineers
- \$115.00 per hour for Principal Engineers
- \$135.00 per hour for Senior Field Coordinators
- \$155.00 per hour for Associates
- \$175.00 per hour for Senior Associates
- \$235.00 for Associate Vice Presidents
- \$80.00 per hour for Technical Editors, Administrators and Interns

These rates will remain in effect through June 30, 2018. Thereafter, rates will be adjusted based on increases in labor costs, as approved by the city.

For Task 1, Hydraulic Modeling Related to Kerr Lake Regional Water Plant Upgrade, the total fee will not exceed SIXTY SIX THOUSAND NINE HUNDRED (\$66,900.00) without further authorization.

For Task 2, Building the Kerr Lake Regional Water System Master Model, the total fee will not exceed ONE HUNDRED THIRTY SEVEN THOUSAND ONE HUNDRED DOLLARS (\$137,100.00) without further authorization.

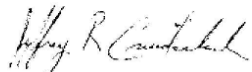
Schedule

We will begin Task 1 within 30 days after receiving authorization to proceed and will complete all the tasks described in this proposal by May 30, 2019.

Please call if you have questions about our proposal. We look forward to continuing our work for the City of Henderson.

Sincerely,

HAZEN AND SAWYER



Jeffrey R. Cruickshank, PE
Associate Vice President



April 5, 2018

Ms. Christy Lipscomb, Director
Kerr Lake Regional Water System

Re: Proposal to Develop a Financial Planning and Member Rate Analysis

Dear Ms. Lipscomb:


As requested, Stantec is pleased to present this proposal to prepare a financial forecast and cost allocation/rate analysis (Study) for the Kerr Lake Regional Water System (KLRWS).

It is our understanding that KLRWS desires a consultant to develop a financial planning and rate model to assist in long-term planning and the development of fair and equitable rates for the member agencies, while considering contractual requirements, capacity allocations, and member-specific capital funding contributions. Stantec will populate our proprietary Financial and Management System (FAMS) XL @ model with applicable financial data to forecast the annual cost requirements of KLRWS for a variety of scenarios. In addition, Stantec will review KLRWS' member agreements to gain an understanding of existing rate methodologies, capacity, and funding requirements to assist in the development of a cost allocation framework to appropriately allocate identified capital and operating costs to each agency. The resulting model (which will be made available for future use by KLRWS, including a user manual and on-site training) will allow KLRWS to perform scenario and sensitivity analysis for financial planning and member agency rates based on a number of key variables and assumptions.

Based upon this requested scope of work, I have prepared the enclosed Project Work Plan and Cost Estimate Schedule as part of Attachment A, which includes one on-site meeting with KLRWS staff and one presentation to the KLRWS Board/member agencies. The enclosed schedule shows that successful completion of the Study (Tasks 1 – 6) is estimated to require 135 hours for an estimated fee of \$27,950, inclusive of estimated out-of-pocket expenses. As such, we propose to bill this project on a time and material basis reflecting the rates by labor category per the table presented in Attachment A, with a not to exceed amount of \$27,950. This will allow us to pass on any potential savings to KLRWS if we are able to perform the analysis more efficiently than presently estimated.

We appreciate the opportunity to present this proposal and look forward to working with you on this assignment. If you have any questions, please do not hesitate to call me at (813) 204-3331. Otherwise, please proceed with executing the attached standard form contract following this letter.

Very truly yours,


Andrew J. Burnham,
Vice President

By signing below, KLRWS acknowledges that it has read, accepts and agrees to the terms and conditions attached hereto, that the terms and conditions, together with this proposal, constitute the contract, and that the City hereby authorizes Stantec to proceed with the services herein described.

Kerr Lake Regional Water System

STANTEC CONSULTING SERVICES, INC.

Authorized Signature

Authorized Signature

Name

Andrew Burnham
Name

Title

Vice President
Title

Date

4/5/18
Date

ATTACHMENT A – HOURLY RATES & SCOPE OF SERVICES

Hourly Rates By Consulting Labor Category	
Position Title	Hourly Rate
Director	\$329
Principal	\$271
Managing Consultant	\$224
Senior Consultant	\$191
Consultant	\$177
Senior Analyst	\$150
Analyst	\$132
Administrative	\$85



Kerr-Lake Regional Water System
 Financial Planning and Member Rate Analysis
 Project Work Plan and Cost Estimate Schedule

Project Tasks	Estimated Labor-Hours					Total Project
	Hourly Rate →	Director \$329	Manager \$224	Consultant \$177	Analyst \$132	
Task 1 Project Initiation & Data Collection:						
1.1 Prepare initial data request list and detailed critical path schedule. Perform job set-up activities.		0	1	1	1	3
1.2 Compile and review historical, current, and projected financial, billing, and other system data as provided by staff.		0	1	1	3	5
1.3 Request additional information/clarifications as required and review supplemental information/data.		0	1	0	0	1
1.4 Perform review of the existing contractual agreements and cost allocation methodologies for member rates.		1	1	0	0	2
Task 2 Develop Multi-Year Financial Management Plan:						
2.1 Perform a detailed review and analysis of historical billed volume and population data to observe trends in demands, usage patterns and growth in order to develop projections of population and usage for each member agency.		0	1	2	4	7
2.2 Evaluate budget versus actual performance (OSM and capital) to determine proper funding levels to include in rate revenue requirements as well as trends in annual expenses to inform future cost escalation factors/assumptions.		0	1	1	2	4
2.3 Input current financial and billing data into our modeling system, run the module, and produce preliminary output, including a five and ten year financial management program that will include the following:		0	2	6	8	16
o Capital Improvements Program						
- Project Billing by year						
- Evaluation of existing and alternative capital improvement programs and funding requirements						
o Financial Policy Review, including reserve levels (operating, capital, and rate stabilization), capital reinvestment, etc.						
o Borrowing Program						
- Identify/Evaluate borrowing required and/or appropriate to fund certain CIP projects, to include revenue bonds and state programs.						
- Timing of bond issues (loans) to provide required funds, and annual debt service schedules for any new debt						
o Revenue Sufficiency Analysis						
- Annual revenue and operations & maintenance expense projections						
- Projections of other requirements such as R&R, minor capital transfers, debt payments, reserves contributions, etc.						
- Evaluation of adequacy of revenues provided by existing rates to meet current and projected system requirements						
- Alternative plans of annual percentage rate adjustments to provide sufficient revenues over a multi-year period.						
o Funds Analysis						
- Spend down limits (minimum reserve requirements) by fund/expense type						
- Beginning and ending fund balances by fund by year.						
2.4 Review results with consulting team, make adjustments, and create alternatives scenarios of rate adjustments and CIP spending.		1	2	0	2	5
2.5 Perform quality control review of analysis and reconcile to prior studies.		0	2	0	0	2



Kerr-Lake Regional Water System
 Financial Planning and Member Rate Analysis
 Project Work Plan and Cost Estimate Schedule

Project Tasks	Estimated Labor Hours					Total Project
	Director	Manager	Consultant	Analyst	Admin	
	Hourly Rate: \$220	\$224	\$177	\$102	\$85	
Task 3 Water Supply Agreement Cost Allocation & Rate Analysis						
3.1 Identify alternative cost allocation and recovery strategies based upon financial requirements/data from Task 2 and member agreements.	1	1	0	0	0	2
3.2 Adjust module from Task 2 to calculate rate options for alternative capital funding, capacity, debt, and/or cost allocation scenarios.	0	2	3	4	0	9
3.3 Perform quality control review of cost allocation and rate scenarios.	1	2	0	1	0	4
3.4 Perform adjustments per quality control review and prepare cost allocation/rate scenarios for review with KLRWS.	0	1	1	1	0	3
Task 4 Interactive Meetings & Conference Calls						
4.1 Prepare for and meet with KLRWS staff in an interactive work session to review preliminary results of Task 2 and Task 3.	4	4	0	4	0	12
4.2 Make adjustments per input from KLRWS staff, update data/assumptions as appropriate, and/or for desired sensitivity analysis. Prepare workbook of assumptions and preliminary results and screen captures of requested scenarios.	0	1	2	3	0	6
4.3 Prepare for and conduct follow-up/web-based meeting/conference calls with KLRWS staff to review revised results and final options.	1	2	0	1	0	4
4.4 Prepare final data updates and scenario analysis with KLRWS Staff and distribute results.	0	1	1	1	0	3
Task 5 Board/Member Presentation						
5.1 Prepare draft presentation of results and recommendation of the study.	1	2	1	1	0	5
5.2 Perform adjustments per review by and comments of KLRWS staff.	0	1	1	0	0	2
5.3 Prepare for and attend KLRWS Board meeting to present the preliminary results. Make adjustments as required.	3	0	1	1	0	5
Task 6 Study Documentation & Deliverables						
6.1 Prepare a Draft Technical Memorandum of the results of the Update.	1	3	1	2	1	8
6.2 Prepare Final Technical Memorandum incorporating comments from KLRWS staff.	0	1	0	2	0	3
6.3 Prepare IP usage agreement and user manual for financial/rate model developed during the study.	1	1	2	3	1	8
6.4 Perform on-site training for financial/rate model. Make final adjustments to module and transfer to KLRWS.	0	6	1	6	0	13
Task 7 Additional Services/Scenarios as Needed						
			At Hourly Rates			
Total Estimated Labor Hours	15	40	26	50	5	136
Total Estimated Fee	\$4,950	\$8,960	\$4,425	\$5,000	\$425	\$23,760
Total Estimated Expenses						\$2,605
Subconsultant Fees						\$0
Total Estimated Project Cost						\$27,950

The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the CLIENT authorizes Consultant to proceed with the services, constitute the AGREEMENT. Consultant means the Stantec entity issuing the Proposal.

DESCRIPTION OF WORK: Consultant shall render the services described in the Proposal (hereinafter called the "SERVICES") to the CLIENT.

DESCRIPTION OF CLIENT: The CLIENT confirms and agrees that the CLIENT has authority to enter into this AGREEMENT on its own behalf and on behalf of all parties related to the CLIENT who may have an interest in the PROJECT.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the CLIENT and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This AGREEMENT supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the PROJECT.

COMPENSATION: Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this AGREEMENT and will entitle Consultant, at its option, to suspend or terminate this AGREEMENT and the provision of the SERVICES. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION: Either party may terminate the AGREEMENT without cause upon thirty (30) days notice in writing. If either party breaches the AGREEMENT and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the CLIENT of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the CLIENT shall forthwith pay Consultant all fees and charges for the SERVICES provided to the effective date of termination.

ENVIRONMENTAL: Except as specifically described in this AGREEMENT, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

PROFESSIONAL RESPONSIBILITY: In performing the SERVICES, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the SERVICES at the time and the location in which the SERVICES were performed.

LIMITATION OF LIABILITY: The CLIENT releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the SERVICES, excepting liability arising from the sole negligence of Consultant. It is further agreed that the total amount of all claims the CLIENT may have against Consultant under this AGREEMENT, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the SERVICES or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the CLIENT's sole and exclusive remedy under this AGREEMENT any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

INDEMNITY FOR MOLD CLAIMS: It is understood by the parties that existing or constructed buildings may contain mold substances that can present health hazards and result in bodily injury, property damage and/or necessary remedial measures. If, during performance of the SERVICES, Consultant knowingly encounters any such substances, Consultant shall notify the CLIENT and, without liability for consequential or any other damages, suspend performance of services until the CLIENT retains a qualified specialist to abate and/or remove the mold substances. The CLIENT agrees to release and waive all claims, including consequential damages, against Consultant, its subconsultants and their officers, directors and employees arising from or in any way connected with the existence of mold on or about the project site whether during or after completion of the SERVICES. The CLIENT further agrees to indemnify and hold Consultant harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site whether during or after completion of the SERVICES, except for those claims, liabilities, costs or damages caused by the sole gross negligence and/or knowing or willful misconduct of Consultant. Consultant and the CLIENT waive all rights against each other for mold damages to the extent that such damages sustained by either party are covered by insurance.

DOCUMENTS: All of the documents prepared by or on behalf of Consultant in connection with the PROJECT are instruments of service for the execution of the PROJECT. Consultant retains the property and copyright in these documents, whether the PROJECT is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the CLIENT agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). CLIENT shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

FIELD SERVICES: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the PROJECT, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the PROJECT. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

GOVERNING LAW/COMPLIANCE WITH LAWS: The AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the CLIENT or Consultant, the CLIENT and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement.

ASSIGNMENT: The CLIENT and Consultant shall not, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the AGREEMENT shall be binding on the CLIENT and Consultant.

City Council Action Form

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



Council Meeting: 14 May 18 Reg. Meeting

1 May 2018

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier, City Manager

RE: CAF: 18- 42

Consideration of Approval of Resolution 18-26, Accepting a Grant/Loan from DWSRF for the Kerr Lake Regional Water System Plant Improvement Project in a Total Amount of \$15,000,000

Ladies and Gentlemen:

Council Goals Addressed By This Item:

- KSO 5 – Provide Reliable, Dependable and Environmentally Compliant Infrastructure Systems.
- KSO 8 – Provide Sufficient Funding for Municipal Services.

Executive Summary

The City Council authorized the application for a DWSRF grant/loan to progress the KLRWS Water Treatment Plant to a 20 MGD capacity. The City received an “*Intent to Fund*” letter from DWSRF for the loan and grant amount totaling \$15,000,000. The Intent to Fund Loan amount was appended to the existing loan at 1.53% for 20 years. We received notice on March 1, 2018, that our application was approved for a loan in the amount of \$12,000,000 with 1.53% interest and a grant in the amount of \$3,000,000. The closing costs for the grant are 1.5% and 2.0% for the loan which is due when we receive a guaranteed maximum price from our Design Build Contractor.

The KLRWS Advisory Board recommends that the DWSRF funds be accepted and staff from all the partners (Henderson, Oxford and Warren County) also recommend that the Henderson City Council authorize City of Henderson Mayor to accept the full amount including the loan and grant for the above mentioned project.

If the general consensus is to move ahead, the City, pending final LGC authorization, will move ahead with this project.

Attachments:

1. Resolution 18-26
2. NC DWSRF Letter of Intent to Fund

CAF 18-42: 14 May 2018 Regular Meeting:

Page 1 of 5

RESOLUTION 18-26
AUTHORIZING ACCEPTANCE OF A GRANT/LOAN FROM DWSRF
FOR THE KERR LAKE REGIONAL WATER SYSTEM (KLRWS) PLANT
IMPROVEMENT PROJECT FOR A TOTAL OF \$15,000,000

WHEREAS, the Henderson City Council identified eight Key Strategic Objectives (KSO) at its 2018 Strategic Planning Retreat, *and*

WHEREAS, two of the Key Strategic Objectives are addressed by this Resolution as follows:

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

KSO 5: To Provide Reliable, Dependable and Environmental Compliant Infrastructure Systems, *and*

WHEREAS, the Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (see North Carolina General Statute Chapter 159G “Water Infrastructure”) (Acts) authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of drinking water treatment works; *and*

WHEREAS, the KLRWS intends to construct process improvements, rehabilitation and expansion of its drinking water treatment plant; *and*

WHEREAS, the KLRWS is a partnership between the City of Henderson, the City of Oxford, and Warren County (Partners) ; *and*

WHEREAS, the KLRWS received an Interbasin transfer certificate in support of providing a reliable water supply to its customers; *and*

WHEREAS, the KLRWS has previously obtained an allocation of storage in Kerr Lake from the United States Army Corps of Engineers; *and*

WHEREAS, the City of Henderson has received a letter of Intent to Fund and it is in the best interest of the City and its partners, the City of Oxford and County of Warren, to accept said loan offer.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF HENDERSON NC THAT, pending Local Government Commission (LGC) approval, it accepts the loan from the North Carolina Department of Environmental Quality (NCDEQ) – Division of Water Infrastructure - Drinking Water State Revolving Funds (DWSRF) and grants will fund a project increasing the Water Treatment Plant’s capacity to 20 million gallons daily (MGD) and funding the upgrade of unit processes, rehabilitation of ageing infrastructure and allowing the performing of treatment improvements of its water treatment plant contingent upon NCDEQ’s approval.

The City, pursuant to the Acts, will arrange financing from the LGC and for any remaining costs associated the project, if approved for a State award.

The KLRWS will provide continued efficient operation and maintenance of the current water treatment plant after completion of the new construction.

Each Partner of the KLRWS will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the KLRWS and the repayment of all principal and interest on the debt.

The City will ensure a provision is included in the loan agreement authorizing the North Carolina State Treasurer, upon failure of the City to make scheduled repayment of the loan, to withhold from the State government fund owing the City and use the funds for loan repayment.

The KLRWS and each Partner have and intend to comply with all Federal, State, and local laws, rules, regulations, and ordinances pertaining to the Projects and the grants and loans.

The City Mayor is hereby authorized to execute on behalf of the KLRWS the loan agreement with the State of North Carolina for a loan and/or grant, upon LGC approval, and to provide information required for the review of the KLRWS loan and grant requests.

The foregoing Resolution 18-26, upon motion of Council Member _____ and seconded by Council Member _____, and having been submitted to a roll call vote received the following votes and was _____ on this the ___ day of _____ 2018: YES: NO: ABSTAIN: ABSENT:

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

Reference Minute Book 4 p **; CAF 18-42*



ROY COOPER
Governor

MICHAEL S. REGAN
Secretary

KIM H. COLSON
Director

March 1, 2018

The Honorable Eddie Ellington, Mayor
City of Henderson
134 Rose Avenue
Henderson, NC 27536

Subject: Revised Letter of Intent to Fund
Kerr Lake Regional Water Treatment
Plant Upgrade
September 2017 Application Cycle
Project No.: WIF1920 (DWSRF) &
H-SRP-D-17-0131 (SRP grant)

Dear Mayor Ellington:

The Division of Water Infrastructure has reviewed your application, and the State Water Infrastructure Authority has approved your project as eligible to receive funding. The State Reserve Project Grant will be 25% of eligible project costs up to a maximum of \$3,000,000. The existing Drinking Water State Revolving Fund (DWSRF) loan amount will be increased by \$12,000,000 (for a total of \$31,893,000) at a maximum interest rate of 1.53%. A grant fee of 1.5% and a loan fee of 2% will be invoiced after bids have been received.

Please note that this intent to fund is contingent on approval of the loan through the Local Government Commission and on meeting **all** of the following milestones:

Milestone	Date
Engineering Report Submittal	July 2, 2018
Engineering Report Approval	December 3, 2018
Bid and Design Package Submittal	June 3, 2019
Bid and Design Package Approval	October 1, 2019
Advertise Project, Receive Bids, Submit Bid Information, and Receive Authority To Award	February 3, 2020
Execute Construction Contract(s)	March 2, 2020

The first milestone is the submittal of an Engineering Report by close of business on July 2, 2018. The Engineering Report must be developed using the guidance found on our website (<http://portal.ncdenr.org/web/wi/home>). **Failure to meet any milestone may result in the forfeiture of funding for the proposed project.**

Nothing Compares™

State of North Carolina | Environmental Quality | Water Infrastructure
512 N. Salisbury Street, Raleigh, North Carolina 27604 | 1633 Mail Service Center, Raleigh, North Carolina 27699-1633
919 707 9160

The Honorable Eddie Ellington, Mayor
March 1, 2018
Page 2 of 2

Upon detailed review of the project during the funding process, it may be determined that portions of your project are not eligible for funding and the total loan amount may be reduced. Additionally, changes in the scope or priority points awarded – based on additional information that becomes apparent during project review – may also result in changes to the total loan amount and loan terms.

Davis-Bacon Requirements and American Iron and Steel Provisions

Projects funded through the State Revolving Fund (SRF) program must comply with Davis-Bacon wage requirements and American Iron and Steel provisions. You can find standard specifications covering these requirements on our website.

General Assembly Notification Requirements


In accordance with G.S. 120-157.1 through 157.9, enacted on June 24, 2011, local government units with projects that require debt to be issued greater than \$1,000,000 **must** submit a letter to Committee Chairs, Committee Assistant, and the Fiscal Research Division of the General Assembly at least 45 days prior to presentation before the Local Government Commission. You are responsible for submitting this letter and providing a copy to the Division of Water Infrastructure upon receipt of this approval letter.

Drought Bill Requirements

In accordance with G.S. 143-355.4, a project “for the purpose of extending waterlines or expanding water treatment capacity” must document numerous requirements during the Engineering Report review process. You can find additional information at the following link: http://www.ncleg.net/enactedlegislation/statutes/html/bysection/chapter_143/gs_143-355.4.html

If you have questions, please contact Seth Robertson, PE, Chief, State Revolving Fund Section at 919-707-9175.

Sincerely,



Kim H. Colson, P.E.

CC: Reed Barton, CDM Smith, Raleigh
Vincent Jude Tomaino, PE
Mark Hubbard, PE
Project File (COM_LOIF)

City Council Action Form

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



Council Meeting: 14 May 18 Regular Meeting

2 May 2018

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier, City Manager

RE: **CAF: 18-48**

Consideration of Approval of: 1) Resolution 18-34, Awarding Change Order #1 for the Newton Dairy Road, Birch & Bobbitt Project; and 2) Approval of Budget Ordinance 18-20, FY 18 BA #20, Amending the Budget for the CDBG Infrastructure Project # 14-I-2658

Ladies and Gentlemen:

Executive Summary

The CDBG Project is under contract and sanitary sewer construction has begun in the Birch Bobbitt area. Due to utility conflicts with the proposed sanitary sewer alignment, the sanitary sewer main had to be relocated to the center of both Birch and Bobbitt Streets creating a significant cost over-run in the asphalt repairs line item. The density of the homes in this area and the number of road cuts required to provide sewer services to all the homes has made it impractical to patch the trenches along these roads. Therefore, it is most practical to do a complete overlay of the street rather than try to patch it. The recommended change order is as follows:

- | | |
|--|-----------------|
| • Executed contract cost (Patching of cuts) | \$60,000 |
| • Proposed Change Order #1 which includes a complete overlay of Asphalt at 20'-0 wide and 2 inches thick | <u>\$87,500</u> |
| Difference | \$27,500 |

Staff and the Engineer recommend the approval of Change Order #1 to HG Reynolds in the amount of \$27,500 to cover the additional cost of removing and replacing the existing asphalt on these streets in lieu of patching. The current project contingency is \$48,750 and the proposed Change Order #1 will require the transfer of \$27,500 into the construction line item leaving \$ 21,250 in contingency, for the remainder of the project. This is an allowable cost of the CDBG funds.

Attachments:

1. Resolution 18-34
2. Ordinance 18-20

RESOLUTION 18-34

**APPROVING CHANGE ORDER #1 TO H G REYNOLDS FOR THE
NEWTON DAIRY ROAD, BIRCH & BOBBITT CDBG
INFRASTRUCTURE PROJECT # 14-I-2658**

WHEREAS, the Henderson City Council (Council) identified eight Key Strategic Objectives (KSO) at its 2018 Strategic Planning Retreat; *and*

WHEREAS, this item addresses **KSO 5**: To Provide Reliable, Dependable and Environmentally Compliant Infrastructure Systems; *and*

WHEREAS, the total project cost is \$1,950,630, and a total of construction cost of \$1,673,830 (including a 3% construction contingency) included in the budget; *and*

WHEREAS, the relocation of sanitary sewer to the center of the streets due to utility conflicts has forced the contractor to cut the asphalt into small blocks with trench cuts for the main sewer line and the sewer laterals to each home. Trench repairs this extensive will create a poor ride and for a small change order the road’s surface course can be replaced in its entirety. HG Reynolds has prepared a change order of \$27,500 to remove and replace all the asphalt in the project corridor in the Birch Bobbitt subdivision.

NOW THEREFORE BE IT RESOLVED, BY THE HENDERSON CITY COUNCIL THAT it HEREBY approves Change Order #1 at a cost of \$27,500 to H. G. Reynolds Company for the Removal and Replacement of the road surfaces and approving \$27,500 of contingency to be transferred to the construction line item.

The foregoing Resolution 18-34, introduced by Council Member-----_and seconded by Council Member _____ on this the _____th day of _____ 2018, and having been submitted to a roll call vote, was ----- by the following votes: YES: NO: . ABSTAIN . ABSENT:

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

*Reference: Minute Book 46, p ***; CAF 18-48*

ORDINANCE 18-20

FY 17-18 BUDGET AMENDMENT #20 AMENDING THE BUDGET FOR THE CDBG INFRASTRUCTURE PROJECT 14-I-2658 (NEWTON DAIRY ROAD/BIRCH AND BOBBITT STREET SEWER EXTENSION PROJECT)

WHEREAS, the City Council of the City of Henderson (Council), on June 12, 2017, adopted its FY 17-18 Operating Budget; *and*

WHEREAS, the Council has created and uses a Grants Projects Fund for active grant projects. said fund referred to as 55: Grants Projects Fund; *and*

WHEREAS, it is necessary to amend the various revenue and expense accounts of the annual operating and grants projects fund from time-to-time, said amendment being incorporated into 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: 44: CIP SEWER PROJECT: 858: Newton Dairy/Birch/Bobbitt		Ordinance 18-20			
		FY 17-18 Budget Amendment #20			
		CAF 18-47 Change Order #1			
REVENUES		Approved	Current		
Line Item	Code	12-Jun-17	Budget	Amendment	Revised
DW/CDBG - Sewer	44-858-458146	\$ -	\$ 1,532,400.00	\$ -	\$ 1,532,400.00
44 CIP Sewer: Trans. From: 79: Rate Stab.	44-858-461079	\$ -	\$ 418,230.00	\$ 26,000.00	\$ 444,230.00
		\$ -	\$ -	\$ -	\$ -
	Total	\$ -	\$ 1,532,400.00	\$ 26,000.00	\$ 1,976,630.00
					\$ 1,558,400.00
EXPENDITURES		Approved	Current		
Line Item	Code	12-Jun-17	Budget	Amendment	Revised
Design	44-858-510100	\$ -	\$ 144,800.00	\$ -	\$ 144,800.00
Grant Administration	44-858-510200	\$ -	\$ 87,000.00	\$ -	\$ 87,000.00
Construction	44-858-510400	\$ -	\$ 1,625,080.00	\$ 53,500.00	\$ 1,678,580.00
Right of Way Easement	44-858-510600	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00
Construction Administration	44-858-510800	\$ -	\$ 39,000.00	\$ -	\$ 39,000.00
Contingency	44-858-999010	\$ -	\$ 48,750.00	\$ (27,500.00)	\$ 21,250.00
	Total	\$ -	\$ 1,950,630.00	\$ 26,000.00	\$ 1,976,630.00
					\$ 1,976,630.00
	Variance			\$ -	
CAF 15-98: ORD 15-41; BA #13 26 Oct 15 Council Meeting	This amendment establishes the project budget for a grant awarded to the City of Henderson. The total project budget will be \$1,532,400 to be used for sewer improvements and connections				
CAF 17-71; Ord 17-28 BA #2 24 July 15 SCM	total project budget will be \$1,532,400 to be used for sewer improvements and connections.				
CAF 18-48; ORD 18-21 14 May Council Meeting	Amendment #20 involves CAF 18-48 ORD 18-20 which moves \$27,000 out of Contingency into Construction				

The foregoing Ordinance 18-20, 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 day of 2018-: YES: . NO: . ABSTAIN: . ABSENT: .

Eddie Ellington, Mayor

ATTEST:

Esther McCrackin, City Clerk

*Reference: Minute Book 45, p.**; CAF 17-71*

Reviewed by: _____ Date: _____
Joseph Fuqua, Finance Director

Reviewed by: _____ Date: _____
Frank Frazier, City Manager

City Council Action Form

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



Council Meeting: 14 May 18 Regular Meeting

2 May 2018

TO: The Honorable Mayor Eddie Ellington and Members of City Council
FR: Frank Frazier, City Manager
RE: CAF: 18-47

Consideration of Approval of 1) Resolution 18-33, Approve Change Order #2 to replace Water Services to H G Reynolds for the Newton Dairy Road, Birch & Bobbitt Project; and 2) Ordinance 18-21, FY 18 BA #21, Amending the Budget for the CDBG Infrastructure Project 14-I-2658 (Newton Dairy Road/Birch and Bobbitt Street Sewer Extension Project)

Ladies and Gentlemen:

Executive Summary

The CDBG Project is under contract and sanitary sewer construction has begun in the Birch Bobbitt area. The Contractor HG Reynolds has been installing the gravity sewer and sewer services down the center of the streets. During the course of construction it has become apparent that the existing galvanized water services are old and in poor condition; and need to be replaced. The water services on Bobbitt Street need to be tapped to the existing larger water main and run to the existing meter box. The old 2-inch galvanized water line would be abandoned after switching over the services. The existing water customers on Birch Street are tied to the larger water main but have galvanized water services that required repair clamps to keep them in service.

Staff requested HG Reynolds to provide a unit price change order to replace the existing services from the main to the meter box on both streets as well as a cost to make taps on the newer and larger watermain on Bobbitt Street. The change order will cost \$26,000 to get all these water services replaced prior to repairing/overlaying the street. This cost is not a permissible expense to the project but can be funded from the City's Rate Stabilization Funds. It is recommended by Staff that these funds be taken from the Rate Stabilization Funds to fix all the water services in this project corridor, leaving a balance of \$2,172,525.

Attachments:

1. Resolution 18-33
2. Ordinance 18-21

RESOLUTION 18-33

AWARDING A CHANGE ORDER #2 TO H G REYNOLDS FOR WATER SERVICES THE NEWTON DAIRY ROAD, BIRCH & BOBBITT PROJECT

WHEREAS, the Henderson City Council (Council) identified eight Key Strategic Objectives (KSO) at its 2017 Strategic Planning Retreat; *and*

WHEREAS, this item addresses **KSO 5: To Provide Reliable, Dependable and Environmentally Compliant Infrastructure Systems**; *and*

WHEREAS, the Henderson City Council approved Resolution 15-48 accepting the loan in the amount of \$1,532,000 for the design and construction of sewer collection system for the Birch and Bobbitt street area and the elimination of the Chicken Farm Pump Station via the Newton Dairy sewer outfall; *and*

WHEREAS, the Henderson City Council approved Resolution 17-54 to transfer funds from the Sewer Fund – Rate Stabilization Fund to the project budget bringing the total project budget amount to \$1,950,630 for the design and construction of sewer collection system for the Birch and Bobbitt street area and the elimination of the Chicken Farm Pump Station via the Newton Dairy sewer outfall; *and*

WHEREAS, the total project cost is \$1,950,630, and a total of construction cost of \$1,673,830 (including a 3% construction contingency) included in the budget; *and*

WHEREAS, the water services on Birch and Bobbitt are in poor condition and need to be replaced and HG Reynolds has prepared a unit price change order of \$26,000 to replace all the water services in the project corridor.

NOW THEREFORE BE IT RESOLVED, BY THE HENDERSON CITY COUNCIL THAT it HEREBY approves Change Order #2 at a cost of \$26,000 to H. G. Reynolds Company for Water Services and to transfer \$26,000 from Rate Stabilization Funds to the Newton Dairy Road, Birch, Bobbitt CDBG project.

The foregoing Resolution 18-33, introduced by Council Member-----_and seconded by Council Member _____ on this the th day of _____ 2018, and having been submitted to a roll call vote, was ----- by the following votes: YES: NO: . ABSTAIN . ABSENT:

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

*Reference: Minute Book 46, p ***; CAF 18-47*

ORDINANCE 18-21

FY 17-18 BUDGET AMENDMENT #21 AMENDING THE BUDGET FOR THE CDBG INFRASTRUCTURE PROJECT 14-I-2658 (NEWTON DAIRY ROAD/BIRCH AND BOBBITT STREET SEWER EXTENSION PROJECT)

WHEREAS, the City Council of the City of Henderson (Council), on June 12, 2017, adopted its FY 17-18 Operating Budget; *and*

WHEREAS, the Council has created and uses a Grants Projects Fund for active grant projects. said fund referred to as 55: Grants Projects Fund; *and*

WHEREAS, it is necessary to amend the various revenue and expense accounts of the annual operating and grants projects fund from time-to-time, said amendment being incorporated into 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: 79: RATE STABILIZATION		Ordinance 18-21			
		FY 17-18 Budget Amendment #21			
		CAF 18-48 Change Order #2			
REVENUES		Approved 12-Jun-17	Current Budget	Amendment	Revised
Line Item	Code				
		\$ -	\$ -	\$ -	\$ -
	Total	\$ -	\$ -	\$ -	\$ -
					\$ -
EXPENDITURES		Approved 12-Jun-17	Current Budget	Amendment	Revised
Line Item	Code				
Rate Stabilization	79-641-535750	\$ 2,616,755.00	\$ 2,198,525.00	\$ (26,000.00)	\$ 2,172,525.00
Rate Stabilization: Trans. To: 44: CIP Sewer	79-641-561044	\$ -	\$ 418,230.00	\$ 26,000.00	\$ 444,230.00
		\$ -	\$ -	\$ -	\$ -
	Total	\$ 2,616,755.00	\$ 2,616,755.00	\$ -	\$ 2,616,755.00
					\$ 2,616,755.00
	<i>Variance</i>			\$ -	
Reference:		Notes:			
CAF: 15-98; Ord.: 15-41; BA #13; 26 Oct. 2015 Council Meeting	This amendment establishes the project budget for a grant awarded to the City of Henderson. The total project budget will be \$1,532,400 to be used for sewer improvements and connections.				
CAF: 17-71; Ord.: 17-28; BA #2; 24 July 2017 Special Called Meeting	This amendment revises the original budget to adjust the total and various expenditure lines to effectively complete the project.				
CAF: 18-48; ORD.: 18-20; 14 May Council Meeting	Amendment # 20 involves CAF 18-47: ORD 18-20, which moves \$27,000 out of Contingency into Construction				
CAF 18-47; ORD.: 18-21; 14 May 2018 Council Meeting	This amendment involves CAF 18-48: ORD 18-21 which transfers \$26,000 from Rate Stabilization into this CIP project also to be added into Construction.				

The foregoing Ordinance 18-21, 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 ----th day of ----- 2018 YES: . NO: . ABSTAIN: . ABSENT:

Eddie Ellington, Mayor

ATTEST:

Esther McCrackin, City Clerk

*Reference: Minute Book 46, p.**; CAF 18-47*

Reviewed by: _____ Date: _____
Joseph Fuqua, Finance Director

Reviewed by: _____ Date: _____
Frank Frazier, City Manager

City Council Action Form

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



Council Meeting: 14 May 18 Regular Meeting

May 4, 2018

TO: The Honorable Mayor Eddie Ellington and Members of City Council
FR: Frank Frazier, City Manager
RE: **CAF: 18-46**
Consideration of Approval of Resolution 18-32, Authorizing the Demolition of 314 Hillside Alley

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- **KSO 4: Improve Condition of the Housing Stock** – To improve the condition of and expansion of the Housing Stock.
 - AP 4-1: Code Enforcement – *To actively enforce City Codes that result in the rehabilitation and/or demolition of substandard, dilapidated or deteriorated housing in order to remove blight.*

Executive Summary

314 Hillside Alley is a jointly owned property that is considered dilapidated due to fire damage and the cost to repair it would exceed the assessed value and undoubtedly not be recoverable. On December 15, 2017, the dwelling was totally damaged by fire. On March 8, 2018, the City and County obtained ownership through tax foreclosure.

Being that this property is owned jointly by the City and County, the normal demolition ordinance is not required, but the City is seeking Vance County's approval. The dwelling has been inspected by City staff.

A letter has been sent to the Vance County Manager requesting their approval for the demolition of this property. As always in our City/County owned properties, any cost and/or eventual sale of the property would be shared accordingly.

Attachments:

1. Resolution 18-32
2. Henderson City Code 21A-1
3. Photos

**RESOLUTION 18-32
AUTHORIZING THE DEMOLITION
OF 314 HILLSIDE ALLEY**

WHEREAS, the Henderson City Council (Council) conducted its Annual Planning Retreat in 2018, and during said Retreat identified eight Key Strategic Objectives (KSO) and Goals;
and

WHEREAS, this Resolution addresses **KSO 4: AP 4-1: Improve Condition of the Housing Stock** – To improve the condition of and expansion of the Housing Stock.

o **AP 4-1: Code Enforcement** – *To actively enforce City Codes that result in the rehabilitation and/or demolition of substandard, dilapidated or deteriorated housing in order to remove blight.*

WHEREAS, the City of Henderson (City) and County of Vance (County) jointly own the property identified below;

o 314 Hillside Alley (Parcel 0091 05011); *and*

WHEREAS, it is in the best interest of the City and County to demolish the structure located at property mentioned above; *and*

WHEREAS, demolition will be subject to approval by the County; *and*

WHEREAS, the cost of the demolition would be shared between the City and County.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY AUTHORIZE the demolition of the structure mentioned above contingent on approval by the County.

The foregoing Resolution 18-32, introduced by Council Member _____ and seconded by Council Member _____ on this the 14th day of May 2018, and having been submitted to a roll call vote, was approved by the following votes: YES: NO: ABSTAIN: ABSENT:

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

*Reference: Minute Book 46, p ***

Abandoned Structures Owned by City of Henderson and Vance County

Abandoned structure statutes are outlined in chapter 21A in the City of Henderson, Code of Ordinances:

Chapter 21A - ABANDONED STRUCTURES

Sec. 21A-1. - Legislative findings, intent and purpose; "abandoned building or structure" defined.

The provisions of this chapter shall be enforceable not only within the city limits of the City of Henderson, but also within the extra-territorial jurisdiction area, established and defined by law, surrounding the city. Notwithstanding the above authority, the powers set forth herein shall not be enforced by the city in the ETJ unless funding is provided for specific enforcement within the ETJ via grants, funding from Vance County or from the city council or other sources. On the other hand, said enforcement shall be allowed when the property is divided by the city limit line, and/or if the city manager specifically finds either that a particular property in proximity to the city limits is having an adverse impact on the health, safety and welfare of a Henderson citizen or property or that the same is necessary in the best interest of the City of Henderson as it relates to the overall health, safety and welfare of the citizens of Henderson. It is hereby found that there exist within the city and the extra-territorial jurisdiction area abandoned structures which the city council finds to be hazardous to the health, safety and welfare of the residents of the city due to the attraction of insects or rodents, conditions creating a fire hazard, dangerous conditions constituting a threat to children, or frequent use by vagrants as living quarters in the absence of sanitary facilities. Therefore, pursuant to the authority granted by General Statutes of North Carolina, section 160A-441, it is the intent and purpose of this chapter to provide for the repair, closing or demolition of any such abandoned structures in accordance with the same or similar provisions and procedures as are set forth by law for the repair, closing or demolition of dwellings unfit for human habitation.

For purposes of this chapter an abandoned building or structure shall include any building or structure that has remained without legal occupants for a period of at least one hundred twenty (120) days and cannot be legally occupied at the end of such period because of its failure to comply at said time with provisions of one (1) or more applicable state or local codes.

(9-8-86, § 2; Ord. of 4-24-06(2), §§ 3, 4; Ord. No. 13-42, § 1, 10-28-13)¹

- Structures noted in this document fall within the definition of “Abandoned Structure” per the code. All have been vacant for a period of at least 120 days and cannot be legally occupied at the end of such period because of its failure to comply at said time with provisions of one (1) or more applicable state or local codes.
- Structures have no power meter, and no water service

¹ Henderson, NC Code of Ordinances

- Structures in this document further qualify as “Abandoned Structure” by meeting the qualifications of a structure constituting a hazard to the health, safety or welfare of the city’s citizens as a result of:

- Section 21A-4a. – Standards for enforcement

- (1) The attraction of insects or rodents;

- (2) Conditions creating a fire hazard;

- (3) Dangerous conditions constituting a threat to children; or

- (4) Frequent use by vagrants as living quarters in the absence of sanitary facilities.

- (9-8-86, § 2; Ord. of 9-13-04(5), § 1)

- Also, most structures will meet many of the conditions in Section 21A-4b

- (1) Holes or cracks in the structure's floors, walls, ceilings or roof which might attract or admit rodents and insects, or become breeding places for rodents and insects;

- (2) The collection of garbage or rubbish in or near the structure which might attract rodents and insects, or become breeding places for rodents and insects;

- (3) Violations of the State Building Code, the State Electrical Code, the Fire Prevention Code or other applicable codes, which violations constitute a fire hazard in such structure;

- (4) The collection of garbage, rubbish or combustible material which constitutes a fire hazard in such structure;

- (5) The use of such structure or nearby grounds or facilities by children as a play area;

- (6) Violations of the State Building Code which might result in danger to children using the structure or nearby grounds or facilities as a play area; and

- (7) Repeated use of such structure by transients and vagrants, in the absence of sanitary facilities, for living, sleeping, cooking or eating.

- (9-8-86, § 2; Ord. of 9-13-04(5), § 1)

314 Hillside Alley



City Council Action Form

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



Council Meeting: 14 May 18 Regular Meeting

9 May 2018

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier., City Manager

RE: **CAF 18-49**

Consideration of Approval of Resolution 18-35, Authorizing the Application for a State Farm Community Grant by the Henderson Fire Department in the Amount of \$25,000

Ladies and Gentlemen:

Council Goals Addressed By This Item:

KSO 8: *Provide Sufficient Funding for Municipal Operations and Capital Outlay Necessary to Meet the Needs of Citizens, Customers and Mandates of Regulatory Authorities.*

Executive Summary

State Farm believes in operating globally and giving back locally to build safer, stronger and better educated communities where they work and live and are proud to support the needs of their communities by providing grants to local organizations through the Community Grant Program.

On May 7th the Fire Department received notice via email of the opportunity to apply for the State Farm Community Grant in the amount of \$25,000. There is no city match required and if awarded, this grant will enable the Henderson Fire Department to purchase the following items.

- 10 year smoke detectors and carbon monoxide detectors to be installed in homes that are without and /or non-working detectors.
- Stovetop firestops to go in kitchens for unattended cooking fires. In conjunction with our home inspection program we have a great opportunity to lower the safety risk for fire hazards resulting in property loss as well as personnel injury and or death.
- An inflatable safety house to teach kids about home fire safety. This would allow us to teach kids fire safety in a fun friendly manner.

This grant would also allow us to grow our home inspection program. The 2018 grant cycle begins June 6, 2018 and the application deadline is June 15, 2018 or when 2,000 submissions are reached. It is our hopes to be one of the first applications submitted; therefore, increasing our chances of being awarded the grant. Notification of Grant award would be given by September 25, 2018.

Attachments:

1. Resolution 18-35
2. Email regarding Grant

RESOLUTION 18-35

AUTHORIZING THE APPLICATION OF A STATE FARM COMMUNITY GRANT BY THE HENDERSON FIRE DEPARTMENT IN THE AMOUNT OF \$ 25,000

WHEREAS, the Henderson City Council (Council) conducted its Annual Planning Retreat in January 2018, and during said Retreat identified eight Key Strategic Objectives (KSO) and Goals; *and*

WHEREAS, this Resolution addresses one of the Key Strategic Objectives as follows: KSO 8: 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, State Farm is proud to support the needs of their community by providing grants to local organizations through the community Grant Program in the amount of \$25,000; *and*

WHEREAS, the Henderson Fire Department is requesting \$25,000 in a State Farm Community Grant to provide for the purchase of Smoke Alarms, Carbon Monoxide detectors, Stovetop Firestops, and an Inflatable Safety House; *and*

WHEREAS, there is no required match by the City of Henderson.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY AUTHORIZE the City Manager to file the grant application for the State Farm Community Grant as outlined above.

The foregoing Resolution 18-35 , introduced by Council Member _____ and seconded by Council Member _____ on this the 14th day of May 2018, and having been submitted to a roll call vote, was ***** by the following votes: YES:. NO: ABSENT: ABSTAIN.

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

*Reference: Minute Book 44, p ***; CAF 18-49*

From: Stephanie Rodriguez [<mailto:stephanie.rodriguez.ext6@statefarm.com>]
Sent: Monday, May 07, 2018 11:45 AM
Cc: Kim Conyers
Subject: Bring \$25,000 to your community – 2018 State Farm Neighborhood Assist®

Have you ever wanted to help your community with a problem but didn't know where to start? Maybe it's a run-down park or to help the impoverished in your community. Now, YOU have the power to fix it.

As a company, State Farm® continues its effort through Neighborhood of Good® to inspire and empower people to turn caring into doing. As part of this platform, State Farm Neighborhood Assist is back for its seventh year in 2018.

State Farm Neighborhood Assist, a crowd-sourced philanthropic initiative, lets communities determine where grant funding is awarded. Anyone 18 years of age and older in the U.S. can participate.

The application is short and simple, and you can learn more by visiting www.neighborhoodassist.com. The program officially launches on June 6. You, or someone you know, could be the catalyst for positive change to your community cause!

Your application will be judged based on your answers to the following three questions:

- How much does your "Cause" focus on an unmet need in this community?
- Why do you feel the \$25,000 would address the unmet need?
- How much of a lasting impact on this community would the proposal have?

The submission phase is open from June 6-June 15 or when 2,000 submissions are reached, whichever comes first. You can submit one cause in one of the three categories of safety, community development or education. All you have to do is submit the cause; you don't have to "run the program."

After the submission stage ends, the State Farm Review Committee will read and narrow down all the submissions to the top 200 finalists.

Once the top 200 causes are identified, they will appear on www.neighborhoodassist.com to be voted on by you and your community. The voting stage will last for 10 days from August 15-August 24 and each person gets up to 10 votes per day, every day during that period.

The top 40 causes with the most votes will each receive a \$25,000 grant from State Farm!

Winners will be announced on September 25 at www.neighborhoodassist.com.

Please share this amazing opportunity with your colleagues, friends and family and help spread the word via social media. Together, you and State Farm can help create safer, stronger, and better educated communities!

City Council Action Form

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



Council Meeting: 14 May 2018 Regular Meeting

9 April 2018

TO: The Honorable Mayor Eddie Ellington and Members of City Council
FR: Frank Frazier, City Manager
RE: CAF: 18-38:
Consideration of Approval of Ordinance 18-16, Establishing a No Parking Zone on Zeb Robinson Road

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- **Core Value 2:** *Citizen/Customer Friendly: We value our citizens and customers and will work with them in a courteous, professional manner. We value their participation and input and owe them an answer to their questions in a timely manner.*

Executive Summary

The City of Henderson Police Department has observed littering, loitering and other illegal activity in the area of Zeb Robinson Road. This area has large amounts of trash, which appears to be related to the club I-85 Bar and Grill located at 118 Zeb Robinson Road. When the parking lot is full, the shoulder of the road is used for parking. The area is approximately half way from Charles Rollins Road to Market Street. As a result this causes illegal activity to take place in that area along with littering.

The City of Henderson Police Department is requesting that “No Parking” signage be placed on both sides of Zeb Robinson Road, starting 700 feet south of the intersection of Charles Rollins Road and Zeb Robinson Road, ending at the intersection of Zeb Robinson Road and Market Street.

The Police Chief has informed other businesses in the area of this request.

Attachments:

1. Ordinance 18-16
2. Map
3. Picture

ORDINANCE 18-16

ESTABLISHING A NO PARKING ZONE ON ZEB ROBINSON ROAD

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

Section 1. That the following be added to Schedule of Streets set forth in Section 7-79.1 relating to prohibited parking at all times:

Zeb Robinson Road on both sides starting 700 feet south of the intersection of Charles Rollins Road and Zeb Robinson Road, ending at the intersection of Zeb Robinson Road and Market Street.

The foregoing Ordinance shall be in full force and effect from and after the date of its passage.

The foregoing Ordinance 18-16, 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 ***** on this the **th day of _____, 2018: YES: . NO: . ABSTAIN: . ABSENT: .

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

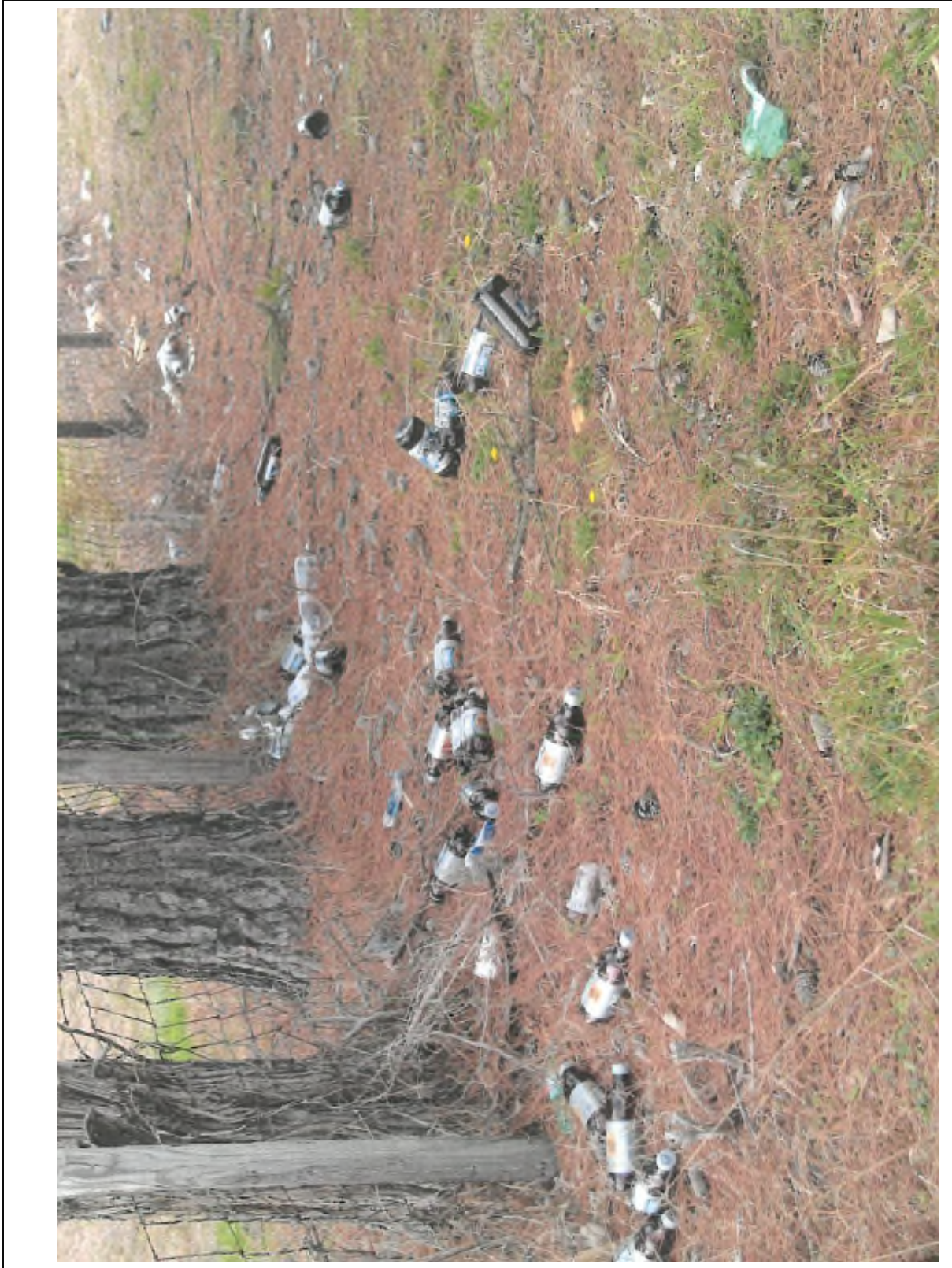
Approved to Legal Form:

D. Rix Edwards, City Attorney

*Reference: Minute Book 44, p **; CAF 18-38*

Blue line indicates the area designated for no parking.





City Council Action Form

Office of City Manager
 P. O. Box 1434
 Henderson, NC 27536
 252-430-5701



Council Meeting: 14 May 18 Regular Meeting

13 April, 2018

TO: The Honorable Mayor Eddie Ellington and Members of City Council
FR: Frank Frazier, City Manager
RE: **CAF 18-39**
Consideration of Approval of Tax Releases and Refunds from Vance County for the Month of March 2018

Ladies and Gentlemen:

Executive Summary

The Vance County Tax office submitted the following tax releases and refunds to the Finance Department for the month of March 2018. These records are found to be in order and are being recommended for approval.

March 2018 Tax Releases & Refunds			
Name	Reason	Tax Year	Amount
Real & Personal Property Releases			
Macon, Mattie	Lost To Foreclosure	2010-2017	\$ 428.08
Watkins, C.F.	Real Property Billed In Error	2011-2017	\$ 499.30
Mayfield, Gertrude	Lost To Foreclosure	2012-2017	\$ 1,424.03
Unknown	Lost To Foreclosure	2012-2017	\$ 56.52
Anoviv Realty	Corrected Value	2016-2017	\$ 7,238.38
Edgett, Harold	Personal Property Billed In Error	2016-2017	\$ 6.16
Pulley, Robert	Corrected Value	2016-2017	\$ 378.08
Cash, Corbett	Personal Property Billed In Error	2017	\$ 4.44
Dubinski, Mark	Personal Property Billed In Error	2017	\$ 1,519.34
Edwards, Vincent	Personal Property Billed In Error	2017	\$ 128.83
Person, George	Personal Property Billed In Error	2017	\$ 55.53
Vaughn, Frances	Remove Solid Waste	2017	\$ 99.94
West, Gary	Personal Property Billed In Error	2017	\$ 3.08
Tippett, Philip	Personal Property Billed In Error	2018	\$ 80.37
			\$ -
Real & Personal Property Releases - Total			\$ 11,922.05
Real & Personal Property Refunds			
			\$ -
Real & Personal Property Refunds - Total			\$ -
Audit Discoveries			
Kindred Nursing Center		2018	\$ 1,411.43
North Central Medical		2018	\$ 1,010.66
Audit Discoveries - Total			\$ 2,422.09
Total Refunds & Releases			\$ 14,344.14

2018 Meetings and Events Calendar

All Regularly Scheduled Council Meetings are held on the 2nd Monday of the Month

(All dates are subject to change)

May 21 st	Mon	3:30 PM	<i>Henderson Planning Board Meeting</i>	City Council Chambers
May 25 th	Fri	10:00 AM	<i>H-V 911 Advisory Board Meeting</i>	911 Operations
May 28 th	Mon	City Hall Closed	<i>Memorial Day</i>	City Hall Closed
Jun 4 th	Mon	9:30 AM	<i>KLRW Advisory Board Meeting</i>	City Hall Large Conference Room
Jun 5 th	Tue	3:30 PM	<i>Henderson Zoning Adjustment Board Meeting</i>	City Council Chambers
Jun 11 th	Mon	6:00 PM	<i>City Council Regular Meeting</i>	City Council Chambers
Jun 14 th	Thur	12:00 PM	<i>Henderson-Vance Parks & Recreation Commission Meeting</i>	Aycock Recreation Center
Jun 18 th	Mon	3:30 PM	<i>Henderson Planning Board Meeting</i>	City Council Chambers
July 4 th	Wed	City Hall Closed	<i>Independence Day</i>	City Hall Closed
July 9 th	Mon	5:00 PM	<i>Perry Memorial Library Advisory Board Meeting</i>	Perry Memorial Library
July 9 th	Mon	6:00 PM	<i>City Council Regular Meeting</i>	City Council Chambers
July 10 th	Tue	3:30 PM	<i>Henderson Zoning Adjustment Board Meeting</i>	City Council Chambers
July 12 th	Thur	12:00 PM	<i>Henderson-Vance Parks & Recreation Commission Meeting</i>	Aycock Recreation Center
July 16 th	Mon	3:30 PM	<i>Henderson Planning Board Meeting</i>	City Council Chambers

HENDERSON-VANCE COUNTY 911

NUMBER OF CALLS REPORT BY COMPLAINT (ALL UNITS)

TOTAL

5,158

TIME PERIOD: 04/01/2018 00:00:01 Through 04/30/2018 23:59:59

DEPARTMENT	COMMENT	TOTAL	COUNTY	CITY	STATE	OTHER
DATA WITH NO DEPARTMENT		133				133
AFTON VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	4	4			
AMERICAN RED CROSS	Other Dispatch	1				1
BEARPOND VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	47	47			
BERTIE AMUBLANCE SERVICE	City & County Dispatch	3				3
COKEBURY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	16	16			
CSX RAILROAD	Other Dispatch	2				2
DREWRV VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	14	14			
CENTURYLINK	Other Dispatch	0				0
DUKE ENERGY	Other Dispatch	9				9
EPSOM VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	21	21			
HENDERSON FIRE DEPARTMENT-STA 1	City Dispatch	319		319		
HENDERSON FIRE DEPARTMENT-STA 2	City Dispatch	249		249		
HENDERSON POLICE DEPARTMENT	City Dispatch	2328		2328		
HENDERSON STREET DEPT	City Dispatch	9		9		
HENDERSON WATER DEPARTMENT	City Dispatch	6		6		
HICKSBORO VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	20	20			
KITTRELL VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	24	24			
NORTH CAROLINA DEPT OF PARKS	State Dispatch	1			1	
NORTH CAROLINA DEPT OF TRANSPORTATION	State Dispatch	10			10	
NORTH CAROLINA DIVISION OF MOTOR VEHICLES	State Dispatch	0			0	
NORTH CAROLINA FORESTRY SERVICE	State Dispatch	22			22	
NORTH CAROLINA MEDICAL EXAMINER	State Dispatch	3			3	
NORTH CAROLINA PROBATION & PAROLE	State Dispatch	3			3	
NORTH CAROLINA STATE HIGHWAY PATROL	State Dispatch	66			66	
NORTH CENTRAL MEDICAL TRANSPORTS	City & County Dispatch	2	2			
NORTH CAROLINA WILDLIFE	State Dispatch	3			3	
PUBLIC SERVICE GAS	Other Dispatch	4				4
RIDGEWAY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	2	2			
TOWNSVILLE VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	21	21			
VANCE COUNTY AMBULANCE SERVICE (EMS)	City & County Dispatch	595	227	360		
VANCE COUNTY ANIMAL CONTROL	County Dispatch	72	72			
VANCE CO DEPT OF SOCIAL SERVICES	County Dispatch	4	4			
VANCE COUNTY EMERGENCY MANAGEMENT	City & County Dispatch	6	6			
VANCE COUNTY FIRE DEPARTMENT	County Dispatch/FIRE	95	95			
VANCE COUNTY FIRE MARSHALL	County Dispatch/FIRE	0	0			
VANCE COUNTY MAGISTRATE OFFICE	Other Dispatch	0				0
VANCE COUNTY RESCUE SQUAD	County Dispatch	31	31			
VANCE COUNTY SHERIFF DEPARTMENT	County Dispatch	2092	2092			
WAKE ELECTRIC	County Dispatch	1	1			
WATKINS VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	25	25			
TOTALS		6263	2724	3271	108	152

Signature: 

Prepared by: Vivian E. Cassiter, Training Supervisor

Signature: 

Reviewed by: Brian K. Short, Director

05/01/2018

HENDERSON-VANCE CO 911

Number Of Calls Report by Department (All Units)

First Date: 04/01/2018

Jurisdiction: HEN-VAN

Last Date: 04/30/2018

	<i>Department</i>	<i>Number</i>
1	Data with no Department.	133
2	AFTO	4
3	ARC	1
4	BERT	3
5	BVFD	47
6	CSX	2
7	CVFD	16
8	DOT	10
9	DSS	4
10	DVFD	14
11	EM	6
12	EMS	595
13	EVFD	21
14	FOR	22
15	GAS	4
16	HFD1	319
17	HFD2	249
18	HPD	2328
19	HVFD	20
20	KVFD	24
21	ME	3
22	NCEN	2
23	PARK	1
24	PE	9
25	PROB	3
26	RIDG	2
27	SHP	66
28	STRE	9
29	TVFD	21
30	VCAC	72
31	VCFD	95
32	VCR	31
33	VCSO	2092
34	WAKE	1
35	WATE	6
36	WILD	3
37	WVFD	25

Total: 5158

A call with multiple Departments assigned will be counted in the group total for each of these Departments, therefore such calls will be counted more than once. For this reason, the total number of calls may not equal the sum of the group totals

HENDERSON-VANCE CO 911

Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 04/01/2018

Last Date: 04/30/2018

Complaint		Number
911HU	911 HANG UP CALL	65
ABAND	ABANDONED OR JUNKED CARS	2
ABDOM-EMD	ABDOMINAL PAIN OR PROBLEMS	25
ABNV	ABANDONED VEHICLE	1
ACC-PD	ACCIDENT PROPERTY DAMAGE	96
ACC-PI	ACCIDENT PERSONAL INJURY	6
ALARM	ALARM RESIDENCE OR BUSINESS	283
ALARMFALSE	ALARM FALSE	58
ALARMMED	ALARM MEDICAL	13
ALLERG-EMD	ALLERGIC REACTION / ENVENOMATIC	7
ALMBA	ALARM BANK	1
ANIMAL-EMD	ANIMAL BITE / ATTACK	1
ANIM	ANIMAL COMPLAINT/VISCIOUS ANIMAL	64
ARMED SUSP	ARMED SUSPECT (MAN WITH A GUN)	4
ARRE	ARREST	5
ASAG	ASSIST OTHER AGENCY	26
ASMO	ASSIST MOTORIST	40
ASSAULIP-EMD	ASSAULT OR SEXUAL ASSAULT - IN PI	2
ASSAULT-EMD	ASSAULT OR SEXUAL ASSAULT	35
BACKPAIN-EMD	BACK PAIN (NON-TRAUMATIC)	4
BE MV	BREAKING AND ENTERING TO A MOTOR VEHICLE	22
BREATH-EMD	BREATHING PROBLEMS	68
BURG-IP	BURGLARY/B&E IN PROGRESS	6
BURGLARY	BURGLARY	39
CAR	CARELESS AND RECKLESS DRIVER	53
CARDIAC-EMD	CARDIAC/RESPIRATORY ARREST OR	9
CHASE	CHASE	4
CHESTPAI-EMD	CHEST PAIN	57
CHILD-ABU	CHILD ABUSE OR NEGLECT	5
CHIVEH	CHILD LOCKED IN VEHICLE	1
CHOKING-EMD	CHOKING	1
CITIZEN ASST	CITIZEN ASSIST / SERVICE CALL	15
CIVDIS	CIVIL DISPUTE	77
COMTHR	COMMUNICATING THREATS	16
CONTROLBURN	CONTROLLED BURN	4
CONVULS-EMD	CONVULSIONS / SEIZURES	29
DIABETIC-EMD	DIABETIC PROBLEMS	19
DIRTRF	DIRECTING TRAFFIC/TRAFFIC CONTROL	1
DISO	DISORDERLY PERSON	87
DOMEIP/W	DOMESTIC DISPUTE - IN PROGRESS	3
DOM-PROB	DOMESTIC PROBLEM	81
DROWNING-EMD	DROWNING (NEAR DRWONING) / DIVING	1
DRUGALC	DRUG OR ALCOHOL COMPLAINT	38
DRUNKDRIV	DRUNK DRIVER	6
DVO	DOMESTIC VIOLENCE ORDER	4
ELEC HAZZARD	ELECTRICAL HAZZARD	1
EMERG TRANS	EMERGENCY TRANSPORT	6
ESCO	ESCORT	199
EVICTION	EVICTION CARRIED OUT	22
FALLS-EMD	FALLS (SUBJECT FALLEN)	32
FIGHT	FIGHT	20
FIRE ALARM	ALARMS	39
FRAUD	FRAUD/FORGERY	28

HENDERSON-VANCE CO 911

Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 04/01/2018

Last Date: 04/30/2018

Complaint		Number
GAS LEAK	GAS LEAK / ODOR	2
HARR	HARRASSMENT/THREATS	44
HAZMAT	HAZMAT	1
HEADACHE-EMD	HEADACHE	7
HEART-EMD	HEART PROBLEMS - AICD	7
HEMORR-EMD	HEMORRHAGE / LACERATION	25
HOMEINV	HOME INVASION	2
HOMI	HOMICIDE	1
HRPD	HIT & RUN PD	33
HRPI	HIT & RUN PI	2
ILL-DUMP	ILLEGAL DUMPING	7
INDEXPO	INDECENT EXPOSURE	4
INSPECTION	FIRE INSPECTION	14
INTPERS	INTOXICATED PERSON	14
INVE	INVESTIGATE ----- AT	649
IPV	IMPROPERLY PARKED VEHICLE	21
JUV	JUVENILE PROBLEMS	31
KIDN	KIDNAPPING/FELONIOUS RESTRAINT	1
LARCIP	LARCENY IN PROGRESS	1
LARC	LARCENY - ALREADY OCCURRED	108
LIVEST	LIVESTOCK IN ROADWAY	1
LOIT	LOITERING COMPLAIN	12
LOST	LOST PROPERTY	5
LOUD	LOUD MUSIC	87
MEDICAL	MEDICAL	2
MEN	MENTAL SUBJECT	99
MISS	MISSING PERSON	9
MUTUAL AID	MUTUAL AID/ ASSIST OUTSIDE AGENC	1
MVC	MOTOR VEHICLE COLLISION	25
ODOR	ODOR (STRANGE/UNKNOWN)	1
OPEN	OPEN DOOR/WINDOW	5
OUTSIDE FIRE	OUTSIDE FIRE	24
OVERDOSE-EMD	OVERDOSE / POISONING (INGESTION	12
PDAMG	PROPERTY DAMAGE ALREADY OCCUI	77
PDMGIP	PROPERTY DAMAGE IN PROGRESS	1
PREGNANT-EMD	PREGNANCY/CHILDBIRTH/MISCARRIA	6
PROP CHECK	PROPERTY CHECK	188
PROW	PROWLER	31
RACE	RACING/HIGH SPEED DRIVING	2
RECFPI	RECOVERED/FOUND PROPERTY	14
ROBARM	ROBBERY ARMED	1
ROBBERY	ROBBERY	1
RUN	RUNAWAY	4
SHOP	SHOPLIFTER	4
SHOTS	SHOTS FIRED	71
SICK-EMD	SICK PERSON	113
SMOKE OUTSID	SMOKE INVESTIGATION OUTSIDE	1
STABBING-EMD	STABBING / GUNSHOT / PENETRATING	6
STOLV	STOLEN VEHICLE	12
STROKE-EMD	STROKE (CVA)	9
STRUCT FIRE	STRUCTURE FIRE	18
SUBINCUS	SUBJECT IN CUSTODY	11
SUICIDE-EMD	SUICIDE / PSYCHIATRIC / ABNORMAL	5

HENDERSON-VANCE CO 911

Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 04/01/2018

Last Date: 04/30/2018

Complaint		Number
SUPSUB	SUSPICIOUS SUBJECT	72
SURR	SURRENDER	14
SUSP PACKAGE	SUSPICIOUS PACKAGE (LETTER, ITEM	2
SUSVEH	SUSPICIOUS VEHICLE	78
TEST	TEST CALL	116
TRAFFIC STOP	VEHICLE STOP	283
TRAUMA-EMD	TRAUMATIC INJURY (SPECIFY IN NARI	4
TREEDWN	TREE DOWN	13
TRES	TRESPASSING SUSPECT	98
UNAUTHVEH	UNAUTHORIZED USE VEHICLE	4
UNCONC-EMD	UNCONCIOUS / FAINTING OR NEAR	52
UNKNOWN-EMD	UNKNOWN PROBLEM (MAN DOWN)	3
VEHICLE FIRE	VEHICLE FIRE	11
WARRANT	WARRANT	838
WATER RESCUE	WATER RESCUE/ SINKING VEHICLE / \	1
WATER	WATER RELATED PROBLEM	6

Report Total: 5158



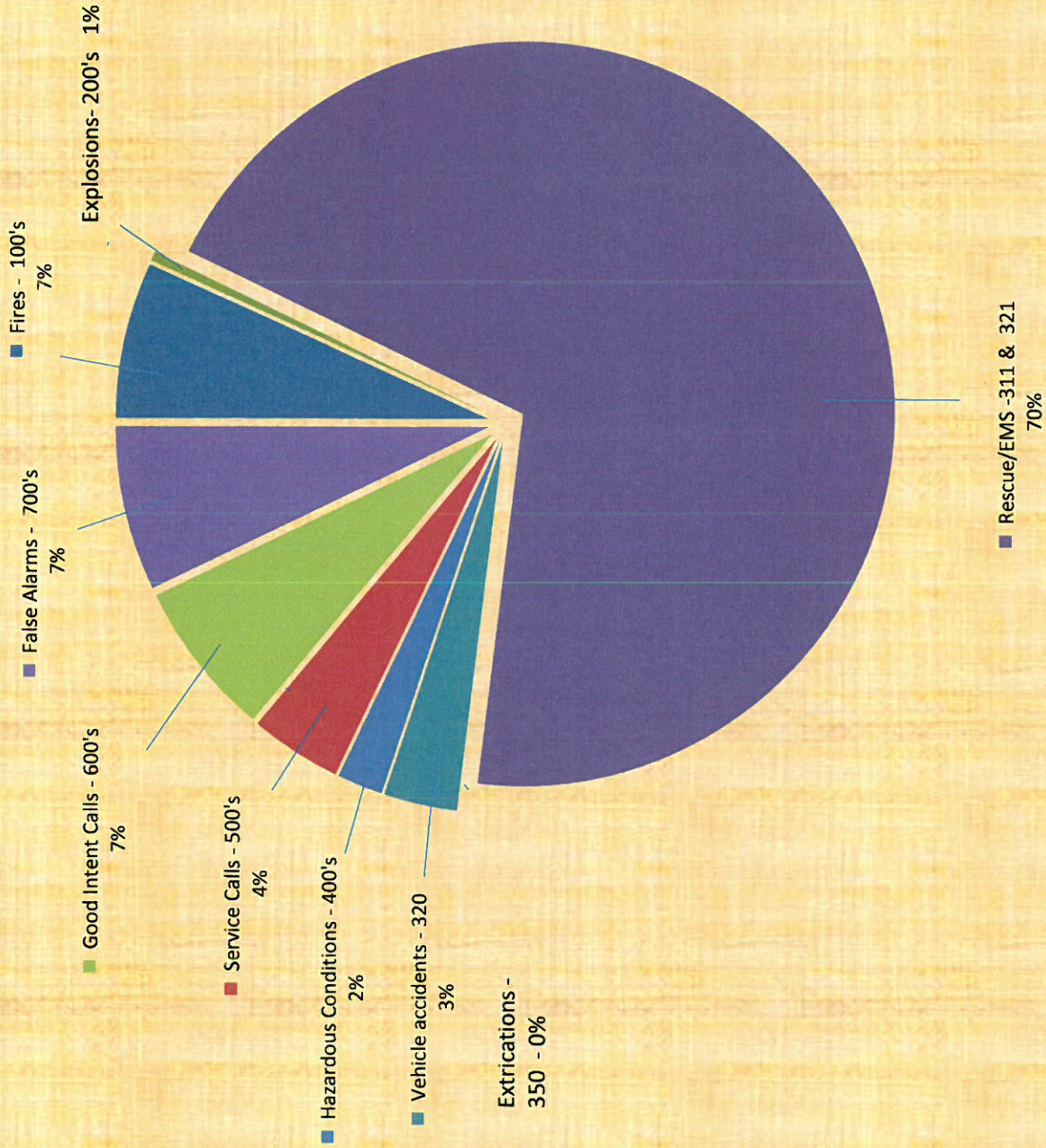
CITY OF HENDERSON FIRE DEPARTMENT

APRIL 2018

FIRE SUPPRESSION AND RESCUE ACTIVITY REPORT

*Prepared by
Steve Cordell, Chief
May 4, 2018*

INCIDENT SUMMARY FOR APRIL 2018



TRAINING DIVISION PRODUCTIVITY - APRIL 2018

Henderson Fire Department

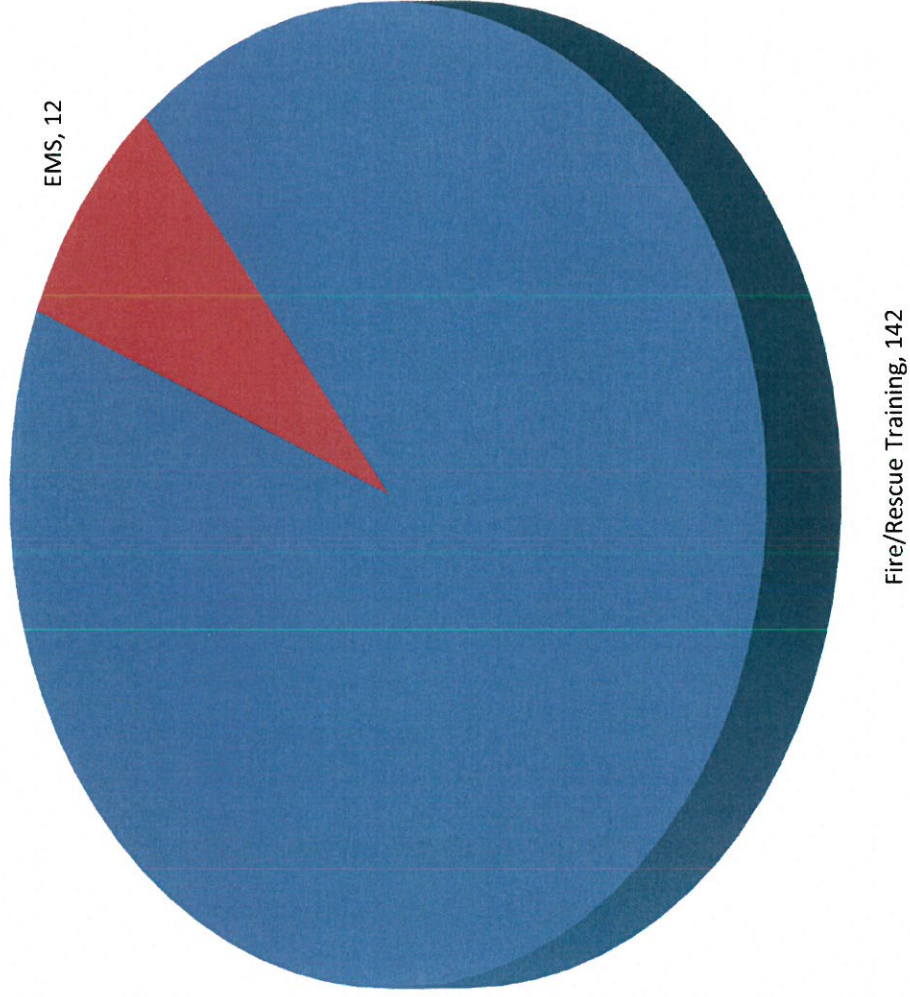
Types of Courses Taught	Course Hours Taught	Man-hours of Training
Fire / Rescue Training	142	1031
EMS	12	136
Special Training		

Totals	154	1167
---------------	------------	-------------

	Course Hours Taught	Man-hours of Training
PREVIOUS MONTH TOTAL	137	1188

YEAR - TO - DATE TOTAL	508.5	4282
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Training Hours by Category - April 2018



Fire Department Regulatory Compliance

The Fire Department has met all regulatory compliance items for the month of
April 2018

CITY OF HENDERSON PUBLIC WORKS, KLRW AND HWRF MONTHLY REPORT for April 2018



		Sanitation- Streets		
# of Water Main Repairs	12	Bulky Waste	49	tons
# of New Water Services	1	Recycle Waste	15	tons
# of Service Repairs	0	Garbage		
# of Meters Switched to Radio Read	5	Waste Industries:	454	tons
# of Active Accounts (Current Month)	8,790	Brush Collected	130	tons
# of Total Radio Read Meters:	3,996	Leaves Collected	6	tons
# of Sewer Repairs:	2	Street Sweeper	150.24	miles
# of Sewer Blockages:	27	Street Sweeper- Waste	34	tons
# of New Sewer Services:	2	Litter Collection	0	bags
# of LF of Sewer Mains Cleaned	14,474			
Remarks:		# of Pot Holes Repaired:	56	
		Asphalt	1	tons
		Concrete	0	yards
		Sidewalk Repairs	3	sq. yds.
		# of Signs Replaced	41	
		# of Catch Basins Cleaned	1	
		# of Storms Drains Replaced	0	
		Remarks:		
Water Treatment Plant (KLRW)		Wastewater Treatment Plant (HWRF)		
Total Water Treatment	187.97 (MG*)	Average Monthly Flow	2.404	MGD
Average Daily Treated	6.266 (MGD**)	Maximum Daily Flow	4.108	MGD
Maximum Daily Treated	8.312 (MGD)	Monthly Precipitation	5.89	inches
Minimum Daily Treated	4.864 (MGD)	Maximum Rainfall	1.85	inches
		Septic Tank Hauler	36,950	gallons
Current Kerr Lake Level	303.51	Septic Tank Hauler Revenue	\$ 2,020	Monthly
(Guide Curve)	302.00	Samples Analyzed	284	Monthly
Remarks:		Remarks		
*- Million Gallons ** Millon Gallons per day Normal Pool - 300.00' Full Pool - 320.00'				

RECREATION/PARKS

APRIL 2018 RECREATION PROGRAM SUMMARY

RECREATION PROGRAM DIVISION

YOUTH ATHLETICS

SPORT	GAMES	PRACTICES	SPECTATORS	PARTICIPANT HOURS	COACHES MEETINGS
Baseball/Softball	47	135	4,175	7,202.5	4

RECREATION PROGRAMS

- ✚ Golden Age Club – conducted four weekly meetings that included a trip to Imperial Centre, lunch at the Smokehouse in Rocky Mount and a Bingo day. There was a total monthly attendance of 39 members.
- ✚ Visually Impaired Program (VIP) - this program works with visually impaired citizens. Volunteers help provide recreational activities that includes a support group meeting. There was a total monthly attendance of 20 visual impaired citizens for the month.
- ✚ Special Olympics –Vance County Special Olympic Volleyball held 4 practices for the month with a total monthly attendance of 53 athletes.
- ✚ Rec Players - Interviews for Director were held on April 10. Rec Players Advisory Committee members recommended hiring Stephanie Asabi Howard to direct the second showing and “*Clybourne Park*” will be performed August 9-12 at McGregor Hall.
- ✚ Senior Games – The Henderson-Vance Recreation Parks and Department hosted badminton, croquet and table tennis at the Aycock Recreation Center on April 12 for the Region K Senior Games. Crystal Allen assisted with Track and Field Events held on April 17th in Warren County. This event allows seniors ages 50 and older from Vance, Warren, Granville, Franklin, and Person counties to participate in tournament style games.

Special Events

- ✚ The “Week of the Young Child” was honored April 16-20. During this week, the Henderson-Vance Recreation and Parks Department staff teamed up in groups of two and provided various games and activities at the different elementary schools in the area. Crystal and Tara provided activities for two Pre-K classes at Aycock Elementary, a second grade class at Clarke Elementary and a fifth grade class at Dabney Elementary.

Candace Williams and Steve Osborne led activities with 5th graders at LB Yancey Elementary School. Shantel Hargrove and Keisha Alston led games with kindergarteners at E.M. Rollins.

- ✚ Crystal Allen attended the Recreation Advisory Meeting that was held April 5 and a Rec Players on April 24 at City Hall.

AYCOCK RECREATION CENTER

- ✚ The Henderson-Vance Recreation and Parks Department is helping the City, County, and Vance County Schools with an employee wellness program by providing free memberships to all City, County, and Vance County School employees. There were a total of 27 City Employees, 9 County Employees and 5 Vance County School Employees.
- ✚ There was a total of 1,786 patron check-ins at Aycock Recreation Center for the month of April. This excludes the numbers for rentals, meetings, classes, aquatic events, and youth athletics.
- ✚ Slide N Glide is a fitness class designed for participants to learn the newest slides while working up a sweat. Slide N Glide had 19 participants for the month of April.
- ✚ Beginning Yoga is a fitness class designed for participants to learn the basic techniques of Yoga and to inspire physical, mental, and spiritual peace from within. Yoga had 5 participants for the month of April.
- ✚ Zumba is a fitness class that involves dance and aerobic movements performed to energetic music. Zumba had 23 participants for the month of April.
- ✚ F.I.T. (Fun Interval Training) is a fitness class where you vary your speeds and intensity throughout a short run. F.I.T. had 12 participants for the month of April.
- ✚ There was one multi-purpose room rental with 6 hours of usage and a total of 80 participants; one lobby rental with 1 hour of usage and a total of 40 participants for the month of April.
- ✚ Vance County held their employee recognition on Friday, April 13 at the Aycock Recreation Center.
- ✚ JCPC held their monthly meeting on April 19 in the lobby.
- ✚ Early Voting began on Thursday, April 19 in the Multipurpose Room.

✚ Vance-Granville Community College utilized the gym on Wednesday, April 25 for basketball tryouts.

✚ Youth services utilized the multi-purpose room on Wednesdays for D.R.E.A.M. dance practices.

✚ DREAM will host their annual Fashion Show on Saturday, April 28th in the gym.

YOUTH SERVICES

Community Service/Restitution

✚ There were no new admissions the month. One youth was terminated. There are currently seven youth working on their Community Service hours.

Teen Court

✚ There were no new admissions this month. There were no terminations during the month. There are currently eight youth enrolled.

✚ There were no referrals for the month so Teen Court was not held during the month of April.

✚ NC Teen Court Association hosted its annual Mock Trial competition April 13-15 in Concord, NC at the Great Wolf Lodge. Vance County brought home several awards. Two attorneys won the Best Attorney award for their respective trials with one as defense and one was prosecution. Our bailiff was the Best Overall Bailiff for his courtroom. Our clerk was the Best Overall Clerk for her courtroom.

Project Youth Outreach

✚ Program is up and running for this school year with programs hosted at EO Young, New Hope, Aycock, Carver, Eaton-Johnson, and Henderson Middle School.

D.R.E.A.M.

✚ The Third Annual Fashion Show was held on April 28.

Community Outreach Efforts

✚ Youth Services hosted several sessions of the Shop Talk series. Sessions were held at the following locations: (1) ExQuizid Cuts (2) Eastside Barbershop (3) Touch of Class (4) Heavenly Reign and (5) Renaissance. At each of these events, citizens of both the City and County voiced their concerns and/or ideas to help improve our community.

✚ Teen Council held its first meeting on April 16.

COMMUNITY INVOLVEMENT

- ✚ Shantel Hargrove, Candace Williams and Greg Kelly attended the Recreation Commission meeting on April 5.
- ✚ Greg Kelly attended the Boys & Girls Club board meeting on April 10.
- ✚ Candace Williams and Shantel Hargrove attended the JCPC Meeting on April 19 where funding presentations were presented.
- ✚ Candace Williams participated in Zeb Vance's Career Day on April 23.
- ✚ Greg Kelly attended a Safe Kids meeting on April 24.
- ✚ Candace Williams participated in Zeb Vance's report conferences on April 30.

AQUATICS

- ✚ Water Aerobics Class was held 25 times with a total of 198 participants.
- ✚ Practice was scheduled for 1 swim team 3 times with 66 participants and 6 hours of usage.
- ✚ AM open swim was held 21 times with 67 participants and 42 hours of usage.
- ✚ Pinkston Elementary SAW came 5 times with 36 participants and 5 hours of use.
- ✚ Group swim lessons were held 48 times with 103 participants and 18 hours of use.
- ✚ Swim groups were scheduled 3 times with 15 participants and 13 hours of use for 1 group.
- ✚ Rentals were booked 1 time with 27 participants and 2 hours of use.