

The Washington City Council met in a continued session on Monday, July 29, 2013 at 5:30 pm in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman;; William Pitt, Councilman; Richard Brooks, Councilman; Brian M. Alligood, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

Councilman Edward Moultrie was absent and excused from the meeting.

Also present were: Matt Rauschenbach, Administrative Services Director/C.F.O.; Stacy Drakeford, Fire & Police Services Director; Robbie Rose, Fire Chief; Allen Lewis, Public Works Director; Keith Hardt, Electric Utilities Director; John Rodman, Community/Cultural Resources Director; Kristi Roberson, Parks and Recreation Manager; Susan Hodges, Human Resources Director; Gloria Moore, Library Director; Lynn Lewis, Tourism Director; David Carraway, IT Department and Vail Stewart Rumley, Washington Daily News.

Mayor Jennings called the meeting to order and Mayor Pro tem Roberson delivered the invocation.

APPROVAL/AMENDMENTS TO AGENDA

Mayor Jennings added LaVon Drake to the agenda to discuss a music video that will be made in Washington. The additional item will be discussed after the presentation to Jamel Edwards & George Burris, Jr.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the agenda as amended.

**PRESENTATION: WASHINGTON 14 U ALL- STARS
2013 BABE RUTH SOUTHEAST REGIONAL TOURNAMENT CHAMPIONS**



Meghan Horton
Hailey Harris
Jordan Pierce
Meghan Moore

Kaitlyn Ivey
Sarah Lynch
Sydney Keech
Haley Witham

Chaleigh Baynor
Briley Waters
Rachel Lang

Cochair Brad Horton & League Representative: Greg Dority
Assistant Coaches: Ann Lang & Melissa Nichols
Special thanks to State Title Team Members: Marlee Maston and Destiny Blackledge

**PRESENTATION: ACTS OF BRAVERY: JAMEL EDWARDS & GEORGE BURRIS, JR.
(QUAIL RIDGE APT. FIRE)**



On July 3, 2013 Washington Fire-Rescue-EMS was dispatched to 1226 Maple St for a kitchen fire. Upon arrival, crews found minimal fire but extensive damage to the kitchen of the noted address. The occupant of the residence stated that two men entered the kitchen and threw corn meal on the fire. This suppressed the fire and prevented it from spreading to the entire apartment. The quick actions of George Burris Jr. and Jamel Edwards not only minimized the damage to the apartment, but also saved the entire complex from damage. Without the quick thinking and the bravery, exhibited by these men, many would have been displaced that evening.

LAVON DRAKE – MUSIC VIDEO

Ms. LaVon Drake explained she was approached by Allen Clarke Photography of Nashville, Tennessee, to let her know that the group will be in Washington from September 26 – September 30, 2013 to shoot a music video. They chose Washington because it is a beautiful waterfront community. The artist that will be videoed is Jocelien Danee Whitehead, who is from Greenville, NC and is 14 years old. She has been signed with 50/50 music group, which is part of Universal Music Group. She is recorded by Bar Lowe Studios of Nashville, TN (Nathan and Cary Barlowe). Lavon Drake and Allen Futrell will be on the video team and act as the local liaison for the project. Council supported Ms. Drake in this endeavor and offered their support.

MEMO: AIRPORT TERMINAL DESIGN

The terminal design subcommittee met on two occasions with the architect and engineer for this project and the schematics are the result of these meetings. Prior to moving forward with the design, including drawings and specifications for receiving bids, staff needs Council’s approval of the overall design at this point. With approval, the design process will continue with final bid documents being done by mid-October and bid opening around Thanksgiving of this year.

As a reminder, the proposed budget on this project was \$1,125,200, with \$325,200 coming from insurance proceeds as a result of the terminal being destroyed by a "gustnado" on July 1, 2012, \$500,000 in grant proceeds from the NC Division of Aviation and \$300,000 in Vision 100 funds. Vision 100 funds are the funds that we receive annually from the NC Division of Aviation, \$150,000 annually. Obviously, there are two years of Vision 100 funds proposed to be used in this project. The estimated cost of the project is \$112,185 for design, survey, bidding, etc., \$962,000 for building construction, \$96,200 contingency (10%), \$55,000 for furnishings, \$19,800 rental of modular building for temporary terminal, construction administration of \$35,000, construction observation of \$35,000 and \$15,000 for special inspections/QA testing, etc. Total estimated is \$1,330,185, \$204,985 more than budgeted. “We believe the estimate is too high,” City Manager Brian Alligood told the Council, adding that a competitive bidding market may whittle the actual cost down closer to the budgeted amount. Current cost estimates are \$200 per square foot for heated space and \$75 per square foot for porches. Mayor Pro tem Roberson suggested one option of not finishing out the second floor immediately, but make the area intended for general use and meeting rooms another phase of construction. Councilman Mercer commended staff as well as the subcommittee members (Hill, Alligood and Nash) for their work on the design of this structure.

By motion of Councilman Mercer, seconded by Councilman Brooks, Council voted to approve the airport design as presented and authorized staff to move forward with preparing the bid package.



LANDSIDE PERSPECTIVE



AIRSIDE PERSPECTIVE

MEMO: UPDATE ON LIGHTHOUSE RESTROOMS AND BOATER FACILITIES

John Rodman, Community/Cultural Resources provided an update on the restroom/boater facilities. The City of Washington has proposed to construct a structure that would contain public restroom facilities, boater's bathrooms and laundry facilities. Currently there are no permanent public restrooms located along the western end of the downtown waterfront promenade. The proposed structure would accommodate the public, especially small children and adults who may be walking and viewing the waterfront along Stewart Parkway. In addition, the City's docking facilities are being used more frequently and with more dock space being planned this would only complicate the problems of inadequate public facilities. While the City marina does have pump-out facilities; convenient, attractive and comfortable facilities would certainly help the problem of overboard dumping. Following the adoption of the City of Washington's Waterfront Visualization & Reinvestment Strategy, the Citizens for Revitalization Committee proposed a list of priorities for an implementation strategy of the new plan. One the priorities was the development of restroom & dockmaster facilities for the western end of Stewart Parkway. This area would be known as the "Maritime Quarter". Maritime activity is a core component of Washington's downtown. Following community input, a series of improvements for restroom facilities were shown as a part of the vision for the western end of the waterfront and the maritime quarter. The building is shown as a two story structure with the ground floor dedicated to boater, visitor and community info as well as a new restroom area. The upper level of the building will provide office space and a harbor observation area. The building is designed architecturally to reflect the historic Pamlico Lighthouse. The Division of Water Quality suggested the proposed location (already impervious surface and previous public meeting outcomes chose this location).

The Lighthouse restroom sub-committee has completed work on final specifications and materials for the project. Mosley Group has completed work on a set of sealed drawings in order to begin the process of the project. Site layout services, including surveying, grading and site plans have been completed. Documents are in the process of being completed in order to offer an "Invitation to Bid". The committee hopes the bidding process and the selection of a contractor will be completed and ready for approval by Council at their September meeting.

The following slides represent the progress being made in order to complete the Lighthouse Restroom Project.



Original design created by Land Design in 2010



Final design prepared by Mosley Design in 2013

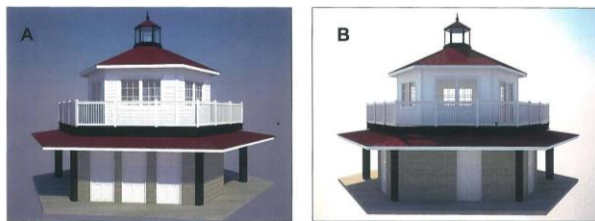


Original Pamlico Point Lighthouse established in 1891.

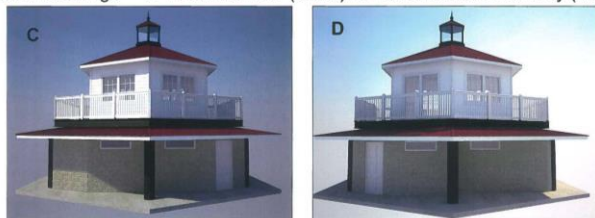


Lighthouse Restrooms and Boaters Facility, hope to establish in 2013.

Lighthouse Restrooms & Boaters Facilities



Elevation drawings – "A" faces the river (south) "B" faces Stewart Parkway (north)



**Lighthouse Restrooms & Boaters Facilities
Projected Tasks & Schedule**

- ✓ Complete Preliminary Design
- ✓ Site Preparations and Survey
- ✓ Core Borings
- ✓ Variance Request
- ✓ Historic Preservation Approval
- ✓ Complete Final Design
- ☐ Complete Bid Documents
- ☐ Advertise for Bids
- ☐ Receive Bids
- ☐ Council to Award Bid
- ☐ Start Construction
- ☐ Complete Project

**Lighthouse Restrooms & Boaters Facilities
Budget**

	Approp. Amount	Costs to Date	
*Planning and Design:	\$ 40,000	\$ 18,750	
Construction:	\$245,000	N/A	
Contingency:	<u>\$ 15,000</u>	<u>N/A</u>	
Total	\$300,000	\$ 18,750	
*Planning and Design:	\$ 40,000		
Site Design:		\$ 6,825	
Building Design:		\$ 9,200	
Site Work:		\$ 2,500	
Permits:		<u>\$ (225)</u>	(Inkind)
Total	<u>\$ 40,000</u>	\$ 18,750	

MEMO: WATERFRONT DOCK MANAGEMENT

Brian Alligood, City Manager explained that a request during a previous council meeting prompted John Rodman to discuss the options for management of the waterfront docks. Currently, the Parks and Recreation Department manages/provides oversight for the docks.

Mr. Rodman explained that he knows we all want the same result and want to be heading in the same direction in regards to the waterfront and the docks. He continued by presenting several management options, ranging from a new ad hoc waterfront advisory committee serving under the dockmaster to Washington Harbor District Alliance’s existing maritime committee; management by the Public Works Department to leasing the docks out to a for-profit party, thereby putting a commercial enterprise on public land.

Mayor Jennings noted that “the word marina gets used a lot. Right now, we’ve got docks and you know how much ground we had to cover to get the docks born. He continued by saying, we could argue about the state of the business, whether we want to be in the marina business. I think the best recommendation and organization, as a whole, in my personal opinion, is we don’t need another committee. We need someone already on the playing field.” Mayor Jennings suggested that Mr. Rodman and Mr. Alligood get together to develop the best recommendation in consideration of the whole organization and then present that recommendation to Council.

Councilman Mercer commended Mr. Rodman for his efforts and noted this is a good starting point. Councilman Brooks inquired if the Parks and Recreation Advisory Board were doing the job as they are supposed to and Mr. Rodman noted that the board needed to be reformulated to have greater expertise on dock management. Discussion was held on how other communities operate their docks and marinas.

Representing WHDA, President Chris Furlough recommended that WHDA’s maritime committee be looked to for management, as its members are dedicated to implementing the Reinvestment Strategy for downtown Washington. The maritime committee has worked very diligently and very well with John Rodman to make that happen. The committee’s success and

enthusiasm for the plan shows their goal to represent the city and make the boat docks the best that they can be.

MEMO: DOWNTOWN FERAL CAT UPDATE

City Manager, Brian Alligood reviewed the email from Nancy O'Neill regarding the status of the downtown cats. The goal was to reduce the number of cats from 21 to 16. The group estimates approximately 17 cats. Mayor Jennings asked the City Manager to get a firm number of cats from the group and not an estimate.

(begin)Three feeding locations have not changed and remain on public property. However, when it rains we do our best to find alternative temporary locations until things dry out. One feeding location behind Washington Jeweler has been moved to a location immediately outside of where the cats live (in an abandoned building) in order to keep the 5 cats less visible to the public.

Feeding times are mostly after business hours unless a volunteer has a conflict. We try to stay within the 6PM to 8PM block of time. It had also come to my attention that food may be left for the night when volunteers are not able to return to pick it up. We will address this.

Currently there are a total of 12 cats in 3 feeding locations (3 in one, 4 & 5 in the others). Total Number in the fourth feeding location behind Hotel Louise is difficult to determine as that group consists of some of the most feral and are often not seen. Our best guess is 5 cats in that location.

As was mentioned in my previous email, we are involved in a City wide low cost spay/neuter program. The need is great & we are having a high rate of success working with area residents to address this need. (end)

MEMO: FIBER INSTALL ATION UPDATE

Brian Alligood explained the memo from staff and stated the original fiber project was \$65,000. Part of the budget for IT last year included the replacement of the utility server. They were able to replace that server under the virtualization program, so we didn't actually have to go out and purchase a new server. Essentially, this freed up the additional \$45,000, which allowed the expansion of scope of the project and allowed communications connectivity to the Civic Center, Peterson Building, Communication Center, Warehouse (including Electric Meter Shop, Transmission & Distribution), and WFD Station # 2. Staff starting hanging fiber today and will keep meticulous records on costs and updates will be provided to Council. Mr. Alligood reviewed the RFP for the project and the specifics of said project. Councilman Mercer reviewed the minutes from the April 15th Council meeting regarding the bid award for this project. He continued by stating staff should've come back before Council prior to spending the \$45,000 that was budgeted for the server. Mr. Alligood agreed that staff should have presented the expansion of the scope of the project to Council. This is budgeted money and was moved from one line item to another. In-house charges need to be recorded as well.

(remainder of memo) If you recall this became an issue during Hurricane Irene when communications were lost at WFD Station # 2 Emergency Operations Center due to a switch gear associated with the generator at City Hall. [Then] manager Josh Kay instructed staff to look for solutions to correct this issue which would eliminate its reoccurrence. Those solutions were a) fiber and b) upgrading the current canopy wireless. Due to the age of the canopy and cost associated with needed upgrades made fiber a more favorable solution.

As of this memo, the Electric Department has started making preparations to the city poles along the route and should be in a position to start running fiber within the next 10 to 14 days (weather permitting). Also, as of this memo, purchase orders have been issued for needed equipment and hardware. At this time, no other invoices or charges have been sent to the IT Department for this project. (end)

The purchase orders which have been issued are as follows:

PO # 50220 – Fiber Boxes -	04/08/2013	\$10,867.15
PO # 50444 – Fiber Cable (144 & 12 Strand) -	05/20/2013	\$51,119.37

PO # 50505 – Needed Pole Hardware & Supplies - 05/29/2013	\$ 7,913.00
PO # 50702 – Network Supplies needed for fiber run to Peterson Building, Civic Center, Warehouse, Wastewater – 06/25/2013	<u>\$ 8,340.21</u> \$78,239.73
GL # 10-00-4132-7400 – Capital Outlay FY 2012-13	\$112,093.40

MEMO & DISCUSSION: AMR METERS

Mr. Alligood provided an updated on AMR meters. All residential and commercial water meters less than 1" have been replaced. There will be a purchase order on the August 12, 2013 agenda for the purchase of 248 - 1" water meters for all commercial establishments with 1" services and a handful of residential services. Hopefully by the end of this FY, we will have replaced all meters 1.5" and smaller. This will leave approximately 125 - 2" or larger water meters to replace to complete the AMR meter change out program. The additional 125+/- meters are estimated cost approximately \$300,000- \$325,000. Larger meters are considerably expensive than smaller ones. As a reminder, in FY 09/10, we instituted a meter change out program which was originally proposed to replace approximately 500 residential meters per year. In FY 11/12, Council suggested accelerating this program and we began replacing approximately 2000 meters per year. As noted above, due to his accelerated schedule, all residential and commercial meter service less than 1" now have AMR meters and all 1.5" meters and smaller meters should be replaced by the end of this FY. There are approximately 110- - 2" meters currently in service. Approximate price to replace this is \$2,100 each. There are approximately 15 -3" meters currently in service. Approximate price to replace this is \$3,200 each. There are 4 - 4" meters currently in service. Approximate price to replace this is 3,500 each. Finally, there is one 6" and one 8" water meter with replacement prices being approximately \$5,500 and \$8,200 respectively. These figures represent just under \$307,000 at today's prices, thus the approximate \$300,000- \$325,000 given in the above paragraph.

Councilman Mercer stated staff needs to include the replacement of all remaining non-AMR meters in next year's budget.

KUGLER FIELD

Mayor Jennings reviewed a meeting that he and the City Manager had with the Beaufort County Board of Education regarding Kugler Field. Council will need to formally make a preference regarding the ownership of Kugler Field, this will take place at the August 12th City Council meeting. Mayor Jennings will then forward a letter to the Board of Education noting the Council's preference.

REMINDER: COFFEE WITH COUNCIL

Coffee with Council will be held at 8:00am on Tuesday, July 30th at Down on Main.

ADJOURN

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting until Monday, August 12, 2013 at 5:30pm in the Council Chambers at the Municipal Building.

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