

The Washington City Council met in a regular session on Monday, December 12, 2011 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Doug Mercer, Councilman; Ed Moultrie, Councilman; William Pitt, Councilman; Gil Davis, Councilman; Bobby Roberson, Mayor Pro tem; Josh Kay, City Manager; Cynthia Bennett, City Clerk and Franz Holscher, City Attorney.

Also present were: David Carraway, Information Technology; Robbie Rose, Fire Chief; Allen Lewis, Public Works Director; Gloria Moore, Library Director; John Rodman, Planning Director; Keith Hardt, Electric Director; Mick Reed, Police Chief; Susan Hodges, Human Resources Director; Council-elect member Richard Brooks; Mike Voss, of the Washington Daily News and Delma Blinson of the Beaufort Observer.

Mayor Jennings called the meeting to order and Councilman Davis delivered the invocation.

#### APPROVAL OF MINUTES

Councilman Mercer noted a correction on page 12 of the November 14<sup>th</sup> minutes regarding the Gold Leaf meeting at BCCC. The minutes should state John Rodman, Planning Director attended, not Mayor Pro tem Roberson.

By motion of Councilman Davis, seconded by Councilman Mercer, Council approved the minutes of November 14, 2011 as amended and November 28, 2011 as presented.

#### APPROVAL/AMENDMENTS TO AGENDA

Mayor Jennings noted that the new business items will be addressed after Council reconvenes at the Civic Center. Subsequently, one recess will be eliminated.

By motion of Councilman Moultrie, seconded by Councilman Davis, Council approved the agenda as amended.

#### DECLARATION OF OFFICIAL ELECTION RESULTS

Mayor Jennings stated the November 8, 2011 elections results have been declared official by the Board of Elections.

##### Summary: City of Washington November 8th, 2011 Municipal Election

contest name	choice name	total votes
<b>CITY OF WASHINGTON MAYOR</b>	<b>Archie Jennings</b>	<b>863</b>
CITY OF WASHINGTON MAYOR	Judy Jennette (Write-in)	9
CITY OF WASHINGTON MAYOR	Write-in (miscellaneous)	35
<b>CITY OF WASHINGTON COUNCIL</b>	<b>Bobby E. Roberson</b>	<b>674</b>
<b>CITY OF WASHINGTON COUNCIL</b>	<b>Ed Moultrie</b>	<b>665</b>
<b>CITY OF WASHINGTON COUNCIL</b>	<b>Doug Mercer</b>	<b>641</b>
<b>CITY OF WASHINGTON COUNCIL</b>	<b>William Pitt</b>	<b>601</b>
<b>CITY OF WASHINGTON COUNCIL</b>	<b>Richard Brooks</b>	<b>560</b>
CITY OF WASHINGTON COUNCIL	Gil Davis	556
CITY OF WASHINGTON COUNCIL	Lloyd May	547
CITY OF WASHINGTON COUNCIL	Rick Gagliano	489
CITY OF WASHINGTON COUNCIL	Write-in (miscellaneous)	20

#### PRESENTATION TO COUNCILMAN DAVIS

Mayor Jennings presented a plaque to Councilman Gil Davis, which read "in deep appreciation and heartfelt thanks for four years of dedicated and loyal service as a Councilmember". He served as a Councilmember from December 2007 to December 2011.

Mayor Jennings declared the seats vacant.

#### RECESS

#### ADMINISTRATION OF OATHS

Wayland Sermons, Senior Resident Superior Court Judge, Second Judicial District administered the Oath of Office to Mayor Jennings and then to Council members-Elect: Doug Mercer, Edward Moultrie, William Pitt, Richard Brooks and Bobby Roberson.

**ELECTION OF MAYOR PRO TEM**

Mayor Jennings called for nominations for Mayor Pro tem. Councilman Mercer nominated Bobby Roberson as Mayor Pro tem, Councilman Roberson seconded the nomination. There being no further nominations, Council unanimously elected Bobby Roberson as Mayor Pro tem.

**PUBLIC COMMENTS**

There were no public comments at this time.

**BENEDICTION & CHARGE TO COUNCIL**

Reverend William Lee Kinney, First Presbyterian Church delivered the invocation and charge to Council.

**RECESS AND RECONVENE AT THE CIVIC CENTER**

**ADOPT – RESOLUTION IN SUPPORT OF APPLYING FOR GRANT FUNDS FROM MAIN STREET SOLUTIONS FUND AND DESIGNATE AGENTS ON BEHALF OF GRANT (OLD CITY HALL)**

Josh Kay, City Manager explained that the North Carolina Main Street Solutions Fund is a program designed to provide economic development planning assistance and coordinated grant support to designated micropolitans located in active Main Street communities.

The goals of the program are:

1. To provide direct financial benefit to small businesses
2. To retain and create jobs in association with small businesses
3. To spur private investment in association with small businesses

The Main Street Solutions Fund is a reimbursable, matching grant program. This highly competitive process provides up to \$200,000 to local governments. The City proposes to utilize grant funds to assist D.B.A. Snug Harbor (Laura Darré and Kathryn Pisciotta) in rehabilitating the property located at 126 North Market Street, also known as Old City Hall, into a destination restaurant. DBA Snug Harbor will supply ALL match monies, yielding no fiscal impact on the municipal general fund to make application.

By motion of Councilman Mercer, seconded by Councilman Moultrie, Council adopted a resolution in support of applying for grant funds from the Main Street Solutions Fund and designated agents on behalf of the grant, contingent upon Beaufort County Commissioners approval and acceptance of offer to purchase. (Trent Tetterton, WHDA advised later in the meeting that the Beaufort County Commissioners accepted the offer to purchase at their meeting tonight.)

**RESOLUTION IN SUPPORT OF THE MAIN STREET SOLUTIONS FUND GRANT APPLICATION ON BEHALF OF OLD CITY HALL**

WHEREAS the Washington City Council supports the revitalization of downtown and seeks to encourage small business development within downtown Washington; and,

WHEREAS the City Council believes the revitalization of Old City Hall as a destination restaurant will positively impact the revitalization vision and goals as stated in the 2009 “Visualization and Reinvestment Strategy,” and positively impact the development of a thriving small business climate in downtown Washington; and,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD THAT:

- Section 1: The City Council hereby declares its intent to make application for Main Street Solutions grant funds in partnership with the Old City Hall owners, Laura Darré and Kathryn Pisciotta collectively d/b/a The Snug Harbor Team, as the grant sub-recipient and with Washington Harbor District Alliance, a 501(c)3 organization charged with administering the local Main Street program and managing the implementation of the downtown Visualization and Reinvestment Strategy; and,
- Section 2: Designates Mayor N. Archie Jennings, III as the appropriate agent to make application for the Main Street Solutions grant funds and to sign a grant agreement on behalf of the City should the funds be awarded; and,
- Section 3: Further designates Bianca Gentile, Community Development Planner, as the

City's designated agent to ensure that all reporting and monitoring requirements associated with the grant are carried out in accordance with the Main Street Solutions Fund Operating Guidelines; and,

Section 4: This Resolution shall become effective December 12, 2011

Adopted this the 12<sup>th</sup> day of December, 2011.

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

**ADOPT – RESOLUTION TO DESIGNATE APPLICANT’S AGENT PER HAZARD MITIGATION APPLICATION (OLD HEALTH DEPT. BUILDING)**

Josh Kay, City Manager reviewed the request with Council. The acquisition and demolition of flood-prone structures is among the most effective strategies for reducing the impact disasters have on communities, people and property. Due to the State’s increased commitment to hazard mitigation funding through FEMA, the State has maximized its opportunity to build its long-term capability in assisting local communities to become more sustainable and disaster resistant. The Old Health Department Building is located in the Special Flood Hazard Area, along the Jack’s Creek Tributary, in a low lying area. These features make it especially vulnerable to the threat of natural disasters. This structure was flooded and suffered major structural damage on numerous occasions. As result, the City has made an application to the NC Department of Emergency Management’s Hazard Mitigation Assistance Program to solicit funding to acquire and demolish the “Old Health Department” building. Adopting the “Designation of Applicant’s Agent” resolution formally identifies municipal points of contacts to the funding agent.

Federal share: \$138,765.75  
Non-Federal share: \$ 46,255.25  
(city match, inclusive to project and grant administrative)  
Total project cost: \$185,021.00

Councilman Mercer inquired when the City actually applied for this grant and for what amount? Mr. Kay will research the history and provide Council with the requested information. (A letter of interest was submitted to FEMA in 2009 for \$184,000 to cover acquisition and demolition of the structure.)

RESOLUTION	
DESIGNATION OF APPLICANT'S AGENT	
North Carolina Division of Emergency Management	
Organization Name (hereafter named Organization): City of Washington	Disaster Number: HMA 2010
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate): North Carolina Department of Crime Control and Public Safety	
Applicant's Fiscal Year (FY) Start July 1- June 30	Month: Day:
Applicant's Federal Employer's Identification Number: 56-6001364	
Applicant's Federal Information Processing Standards (FIPS) Number:	
PRIMARY AGENT	SECONDARY AGENT
Agent's Name Josh L. Kay	Agent's Name Mike Whaley
Organization City of Washington	Organization City of Washington
Official Position City Manager	Official Position Purchasing and Contracting Agent
Mailing Address 102 East Second Street	Mailing Address 102 East Second Street
City, State, Zip Washington, North Carolina 27889	City, State, Zip Washington, North Carolina 27889
Daytime Telephone 252.975.9332	Daytime Telephone 252.975.9308
Facsimile Number 252.946.6461	Facsimile Number 252.946.1965
Pager or Cellular Number 252.402.8930	Pager or Cellular Number 252.402.6888
BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally.	
PASSED AND APPROVED this _____ day of _____, 20____.	
GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title City of Washington City Council	Name Cynthia Bennett
Name and Title N. Archie Jennings, III Mayor	Official Position City Clerk
Name and Title <i>[Signature]</i>	Daytime Telephone 252.975.9333
CERTIFICATION	
I, <u>Cynthia Bennett</u> (Name) duly appointed and <u>City Clerk</u> (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of <u>The City of Washington</u> (Organization) on the <u>12th</u> day of <u>December</u> 20 <u>11</u> .	
Date: <u>12-Dec-11</u>	Signature: <u>Cynthia S. Bennett</u>

**GOLD LEAF MEETING**

Councilman Mercer updated everyone on the latest Gold Leaf meeting that he, John Rodman and Councilman Pitt attended. Beaufort County has been allocated \$2 million. He suggested that Council and staff start compiling a list of potential projects that could be funded. Mayor Pro tem Roberson suggested reviewing funded projects from other municipalities to assist in receiving funds.

**PRIORITY PLANNING SESSION**

Council conducted a brainstorming session to create a potential list of priorities.

		<b>Improve our Economy</b>	<b>Improve our Finances</b>	<b>Improve our Community</b>
<b>Immediate (1-year)</b>	<b>1</b>	Job Creation	End the FY in the "black"	Have a service-oriented mentality
	<b>2</b>	Lower utility rates	Load management program – residential & industrial	Communicate & educate the public
	<b>3</b>	Highway 17 bypass strategy	Decision on dispatch transfer to County	Improve the community's appearance
<b>Short-term (2-3 years)</b>	<b>1</b>	River Road growth strategy	Continue reduction in transfer from the electric fund	Personnel recruitment (diversity)
	<b>2</b>	Economic development partnerships/business friendly	Evaluate outsourcing	Improve and pave roads – partnership with NCDOT
	<b>3</b>	Business recruitment & retention	Facility assessment/master-plan	Advisory Boards – training, recruitment, policies
<b>Long-term (5-10 years)</b>	<b>1</b>	Water & Sewer capacity	Pursue grants	City size (ETJ reduction, annexation, etc...)
	<b>2</b>	Transportation thorough-fare plan review/revision		Drainage/stormwater/flooding issues
	<b>3</b>			Organization branding & logo - uniformity

**CITY MANAGER EVALUATION**

Mayor Pro tem Roberson explained that it would soon be time for the City Manager's six month evaluation.

**ADJOURN**

By motion of Councilman Pitt, seconded by Mayor Pro tem Roberson, Council adjourned the meeting at 8:30pm until January 9, 2012 at 5:30pm in the Council Chambers at the Municipal Building.

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