

July 9, 2018

The City Council of the City of Rocky Mount met this day in regular session at 7:00 p.m. in the George W. Dudley City Council Chamber of the Frederick E. Turnage Municipal Building with Mayor David W. Combs presiding.

Councilmembers present: André D. Knight, Reuben C. Blackwell, IV, Richard Joyner, Lois Watkins, Tom Rogers, W. B. Bullock and Christine Carroll Miller.

Staff Present: Rochelle D. Small-Toney, City Manager; Kim Batts, Deputy City Clerk and Acting City Clerk; Chris Beschler and Natasha Hampton-Clayton, Assistant City Managers; Jessie Nunery, Media Relations Specialist; JoSeth Bocook, Interim Director of Development Services; Jeffrey Walston, Human Relations Specialist; Mark Adcox, Video Production Specialist; Chase Norwood, Lindsey Davis and Andrew Jakubiak, Summer Interns, City Manager's Office; and Richard J. Rose, City Attorney.

Also in attendance was Kelvin Yarrell, Parks and Recreation Director, and the following Parks and Recreation staff members: Joel Dunn, Alex Langley, Rebecka Morgan, Emily Randell, Jamel Pitt and Kayla Hillman.

The Mayor opened the meeting and called on Councilmember W. B. Bullock to offer prayer.

#### **WELCOME**

Mayor Combs welcomed citizens and directed them to copies of the agenda near the entrance of the City Council Chamber. He asked that everyone keep our City Clerk, Pamela Casey in their thoughts and prayers due to the recent loss of her sister.

#### **APPROVAL OF MINUTES**

The minutes of a regularly scheduled meeting of the City Council held June 25, 2018 were approved as submitted to the City Council prior to the meeting.

#### **RECOGNITION/2018 RECIPIENTS OF THE CURTIS DEW, JR SCHOLARSHIP AWARDS**

The Mayor recognized the 2018 recipients of the Curtis Dew, Jr Scholarship Awards, Timothy Frazier and Shanna Garris. Jeffery Walston, with Human Relations reported on the requirements that had to be met by the recipients and congratulated them on their accomplishment.

The Mayor congratulated the recipients on receiving the scholarships and recognized members of the Mayor's Commission on Persons with Disabilities. Mayor Combs and City Manager Rochelle D. Small-Toney joined Jeffery Walston, Human Relations Specialist; the scholarship recipients and members of the Mayor's Commission on Persons with Disabilities for a photograph.

#### **PARKS AND RECREATION MONTH**

The Mayor read and presented Kelvin Yarrell, Director of Parks and Recreation, and his staff with a Proclamation proclaiming the month of July 2018 as Parks and Recreation Month in the City of Rocky Mount. The

Mayor and City Manager Rochelle D. Small-Toney joined Mr. Yarrell and Parks and Recreation staff for a photograph.

**PETITIONS FROM THE PUBLIC**

The Mayor outlined the guidelines for petitions from the public and requested that citizens wishing to speak complete a speaker request form. He noted this is an opportunity to raise a question or present a request to Council; that comments should be directed to the Council as a whole and not to individual Councilmembers or City staff; and, in most cases, Councilmembers will not respond to public comments, but may refer a matter to the City Manager or staff for follow-up. He requested that comments be made from the podium in a civil, non-argumentative and respectful manner and added that personal attacks that have the potential to disrupt the meeting will not be tolerated.

Mayor Combs opened the meeting for petitions from the public and recognized the following individual:

***Clinton Phillips:***

- expressed a concern about not being updated on the status of his application for the Downtown Development Grant

***Ruth Battle:***

- spoke in opposition of ordinance restricting parking of commercial vehicles (tractor trailers) in residential neighborhoods

***Mae Parker:***

- extended a welcome to others to visit the Helen P. Gay Rocky Mount Train Station every other Wednesday to enjoy music and good company; and
- urged Council to adopt an ordinance preventing the parking of commercial vehicles (18 wheelers) in residential neighborhoods

***Elaine Williams:***

- spoke in opposition of ordinance restricting parking of commercial vehicles (tractor trailers) in residential neighborhoods

***Samuel Battle:***

- expressed concerns about the time frame for updates to Holly Street Park

***Randy Adcox:***

- wanted to give updates on his desire to see a museum in Rocky Mount that covers the City's history; and
- requested information about who to be in contact with at the City

***Troy Davis:***

- expressed concerns about speeding related to City owned vehicles; and
- inquired about mention of Wesleyan Streets on the agenda

No one else came forward and the Mayor closed the public petitions portion of the meeting.

**PLANNING BOARD RECOMMENDATIONS**

**A. LAND DEVELOPMENT CODE AMENDMENTS/PUBLIC HEARING CONTINUED**

The Mayor outlined the process for public comment and stated the public hearing relative to the Amendments to the Land Development Code is open, having been continued from the June 11, 2018 and June 25, 2018 City Council meetings. The Mayor called on Joseth Bocook, Interim

Director of Development Services, to give an overview of the following Land Development Code amendments recommended for approval and found in compliance with the City's Comprehensive Plan by the Planning Board:

- Amendment to add the term and definition for Recreational Vehicle Park in alphabetical sequence in the Land Development Code and to the General Use Tables as a land use requiring a special use permit in Commercial Corridor (B-2) and Commercial Services (B-5) zoning districts.

**B. LAND DEVELOPMENT CODE AMENDMENT/PUBLIC HEARING CONTINUED**

- Amendment to amend the Land Development Code to define the maximum size of commercial vehicles and trailers prohibited from parking on properties with a residential use or zoning designation

Staff noted additional language was added to clarify exceptions for item B at the direction of Council from previous meetings as follows:

- 1) Intent Statement has been added to explain the purpose is to prohibit certain vehicles and trailers from parking on residential properties. This would not include, regardless of size, vehicles performing emergency services, construction or maintenance on a residential property
- 2) Maximum size would be 25 feet and 10,000 pounds; except commercial vehicles and/or trailers directly associated with and parked onsite of an allowed nonresidential use in a residential district. Examples of this type of facility would include churches or schools and require a special use permit
- 3) Vehicles associated with or actively engaged in performing an emergency service or public utility first response
- 4) Vehicle/trailer being actively loaded or unloaded; or
- 5) Commercial vehicles associated with an active construction or maintenance project for which building trades permits have been issued or which are otherwise approved by governmental units, provided no parking takes place beyond a period of 48 hours within a 30-day period.

The Mayor recognized the following individuals:

**Troy Davis -**

- Expressed concerns that the ordinance was going to the extreme and he would like to see the issue studied; he also would like see language in reference to boats be included

**Brenda Cooper -**

- Asked the purpose of not allowing an RV not to be parked at a residence

No one else from the public appeared relative to the text amendment request and the Mayor declared the public hearing closed.

Motion was made by Councilmember Miller, seconded by Councilmember Rogers to adopt the Ordinance to Amend the Land Development Code.

Councilmember Knight stated while he understands the issues that brought about the request for the Ordinance, he would like to see the Council request the City Staff work with the citizens who do drive tractor trailer trucks to help with a solution. Councilmember Knight stated he would also like to see the issue of boats addressed.

Councilmember Miller supported Councilmember Knight's remarks. Further comments were made by Councilmember Miller about appreciation of the truck drivers and businesses that already appear to have arrangements in place for truck parking on their lots.

Councilmember Blackwell stated he supports the Ordinance not allowing large trucks to be parked in residential neighborhoods because he realizes it impacts the real estate values but if Council moves forward with adopting the Ordinance he would like to recommend enforcement be delayed for at least 90 days to work on options for the citizens it will affect.

Councilmember Knight asked if the issue could be delayed until the next council meeting to allow City Staff the opportunity to work with citizens on a solution.

Councilmember Miller stated she would like to know if staff could work on a separation between the truck drivers and individuals with industrial vehicles that are operating a business out of their home in residential districts.

Councilmember Miller amended the original motion to add delaying enforcement of the Ordinance for 30 days to allow staff the opportunity to work with citizens on a plan for a solution and to ensure citizens are aware of the changes. Councilmember Rogers seconded the amended motion.

Councilmember Blackwell requested clarification to state that Council is requesting City Staff work with the private sector and truckers to help with suitable solution.

The Mayor requested the City Manager determine if 30 days was sufficient for staff to develop a plan. City Manager Small-Toney stated she felt staff could ensure citizens were aware of the change during that time frame but felt staff would need more time to work with citizens on a possible solution. Councilmembers Blackwell and Knight asked if 90 days would be sufficient and the City Manager agreed. The City Attorney asked for clarification on the effective date of the Ordinance.

The Mayor asked if there was an additional amendment to the motion. Councilmember Miller made a motion to amend the amended motion to reflect a 90-day delay in enforcement of the Ordinance. Motion was seconded by Councilmember Rogers and unanimously carried that **Ordinance No. O-2018-71 entitled ORDINANCE AMENDING THE LAND DEVELOPMENT CODE OF THE CITY OF ROCKY MOUNT** be adopted.

#### **PLANNING BOARD RECOMMENDATIONS**

The City Council acknowledged receipt of the minutes and recommendations from a Planning Board meeting held June 12, 2018. The minutes are on file in the office of the City Clerk.

\*Councilmember Watkins left the meeting.

The following action was taken upon the recommendations of the Planning Board:

#### **A. PUBLIC HEARING/MODIFICATION OF EXISTING CONDITIONAL USE PERMIT**

Joseth Bocook, Interim Director of Development Services, was sworn by the City Attorney. Mr. BoCook gave an overview of the request for modification of an existing conditional use permit and advised that, if approved, the following conditions will be modified/added:

- Revisions to names and titles (Ford's Colony to Belmont Lake Preserve)
- Revisions to the boundary to include an undeveloped tract south of Cummings Road presently zoned A-1.
- Deletion of "Alternative Density Housing" from the CUP.
- Minor modifications to dimensional standards to ensure adequate space for utility installation.
- Added a requirement for a 10-foot utility easement along all street frontages to provide for standardized locations of utilities.
- Clarification that liability for and maintenance of monument signs rest with the property owner and/or HOA.
- Clarification that the golf course can be counted as open space provided restrictive covenants are in place to guarantee it remains open space.
- Revisions to the conditions of the Beech Branch Outfall recovery fee to guarantee a minimum annual payment from the developer to the City with complete resolution of the lien within 10 years. By agreement dated November 13, 1978, the developer of Belmont was required to reimburse the City \$325 for each sewer connection that occurred within the development. The CUP changes this to provide that the developer will reimburse the City the outstanding balance of \$231,616.00 over a 10 year term with interest of 3% on the unpaid balance.
- Revised development approval process to follow the standard City process which requires substantial completion of the streets and infrastructure prior to approval of the subdivision plat. Previous CUP allowed for recordation of the subdivision plat prior to completion of streets and infrastructure with posting of a bond.
- Addition of a process for the acceptance of private streets as public streets.

The Mayor opened a public hearing relative to the following request for modification of an existing conditional use permit recommended for approval and found in compliance with the Comprehensive Plan by the Planning Board:

- Request by Rocky Mount WEH LP, to rezone ±1,410.87 acres located at Belmont Lake Preserve (North Wesleyan Boulevard/US 301) from PDR-CU and/or A-1 to PDR-CU

The developer, Eric Rifkin, was sworn by the City Attorney. Mr. Rifkin restated the items that Mr. BoCook had given during his overview of the request and responded to questions from Council.

**Rich Worsinger** was sworn by the City Attorney. Mr. Worsinger stated he had lived in Belmont Lake Preserves for 17 years and serves on the Belmont Lake Preserve Home Owners Association. Mr. Worsinger stated that the changes he had seen from the developer were very positive changes.

**Robert Hobbs** was sworn in by the City Attorney. Mr. Hobbs stated he wanted to inquire on behalf of his boss if this modification would have any effect on the work his company was doing and inquired if the information was online.

Mr. BoCook responded confirming the information was available online and that the modification would have no effect on the developments his boss was working on.

**Kristie Bryant** was sworn by the City Attorney. Mrs. Bryant expressed concerns about possibly being annexed into the City and about criminal activity occurring in cul de sac area that backs up to the road she lives on.

The Mayor and Mr. BoCook responded to her concern about annexation. The Mayor stated her information would be taken and someone will follow up with her.

**Troy Davis** was sworn by the City Attorney. Mr. Davis inquired about what benefit the citizens of Rocky Mount will receive from taking over the streets in Belmont Lake Preserve.

Assistant City Manager Chris Beschler was sworn by the City Attorney. Mr. Beschler explained the benefit to the City is reflected in the Powell Bill Funds which will increase due to the addition of road miles.

No one else from the public appeared relative to the request for modification of the existing conditional use permit and the Mayor declared the public hearing closed.

Motion was made by Councilmember Bullock, seconded by Councilmember Joyner and unanimously carried that **Ordinance No. O-2018-72** entitled **ORDINANCE AMENDING THE LAND DEVELOPMENT CODE OF THE CITY OF ROCKY MOUNT** be adopted.

Motion was made by Councilmember Bullock, seconded by Councilmember Joyner and unanimously carried that **Resolution No. R-2018-35** entitled **RESOLUTION AUTHORIZING MODIFICATION OF EXISTING CONDITIONAL USE PERMIT WILLIAM ROEDER, FORD'S COLONY ROCKY MOUNT LLC (EXISTING PERMIT APPROVED ON OCTOBER 8, 2007 - R-2007-82) - CURRENTLY KNOWN AS BELMONT LAKE PRESERVE** be adopted.

**COMMITTEE OF THE WHOLE MINUTES**

The City Council received the minutes from Committee of the Whole meetings (budget sessions) held May 30, June 4, June 8, June 11, June 18, June 20, 2018 and the Minutes of the Regular Scheduled Committee of the Whole Meeting held June 11, 2018. The minutes are as follows:

**MINUTES OF A SPECIAL CALLED MEETING OF THE COMMITTEE OF THE WHOLE (BUDGET REVIEW SESSION) HELD WEDNESDAY, MAY 30, 2018 AT 5:00 P.M. IN THE COMMITTEE ROOM OF THE FREDERICK E. TURNAGE MUNICIPAL BUILDING:**

MEMBERS PRESENT:

E. Lois Watkins, Mayor Pro Tem  
 Tom Rogers  
 W.B. Bullock  
 Chris Miller  
 David W. Combs, Mayor

MEMBERS ABSENT:

André D. Knight  
 Reuben C. Blackwell, IV

STAFF PRESENT:

Rochelle D. Small-Toney  
 Pamela O. Casey  
 Chris Beschler  
 Natasha Hampton-Clayton  
 Tameka Kenan-Norman  
 Ken Hunter  
 Amy Staton  
 Richard J. Rose\*

OTHERS PRESENT:

City Manager's Office  
 Summer Interns:  
 Chase Norwood  
 Lindsey Davis  
 Andrew Jakubiak  
 Tom Betts\*  
 Dewey Clark\*

**\*NOTE: The complete FY 2019 Proposed Annual Operating Budget is on file in the City Clerk's Office.**

Mayor Pro Tem Lois Watkins opened the meeting at 5:06 p.m. and explained the guidelines for Committee of the Whole Meetings. She called on City Manager Rochelle D. Small-Toney to introduce the agenda items.

#### **WESLEYAN STREETS**

City Manager Rochelle D. Small-Toney welcomed Tom Betts and North Carolina Wesleyan College President Dewey Clark and opened the floor to Mr. Betts for comments.

Tom Betts told the City Council he and Mr. Clark are here today to request that the City aid them in moving forward a request made to the North Carolina Department of Transportation (NCDOT) for the paving of the streets at Wesleyan College, known as the Wesleyan Roads Project.

Mr. Betts noted this is a \$550,000 project and the funds for the project would come from NCDOT discretionary funds. He stated the City's role would be to be the vehicle to request the road project since a municipality must make the request to the NCDOT and that the College would maintain the roads with no funding from the City. City Attorney Richard J. Rose stated he thought the proposed funding was for \$450,000. Mr. Betts responded sidewalks and curbing has been added.

Discussion was held.

President Clark stated the project is much needed; the college feels they are a part of the City and want to continue that partnership; the project would make the college look 10 years younger to the many visitors; and would make a statement that the college cares about its roads and appearance.

Mr. Rose stated it is expected the item will be placed on the City Council agenda for the June 11, 2018 meeting.

**COMMITTEE RECOMMENDATION. Motion was made by Councilmember Bullock, seconded by Councilmember Rogers and unanimously carried that consideration of the request be placed on the June 11, 2018 City Council agenda.**

\*Mr. Clark, Mr. Betts and the City Attorney left the meeting

#### **BUDGET REVIEW**

City Manager Rochelle D. Small-Toney called on Budget and Evaluation Manager Ken Hunter to lead a review of the proposed FY 2018-2019 budget.

Handouts were provided to the Council, including a response to a request from Councilmember Rogers.

Mr. Hunter explained recommended changes, including the addition of new positions and a new department, provided the budget in the brief and responded to questions from Councilmembers.

#### **RECESS**

By consensus, the Committee of the Whole was recessed for a short break at 6:12 p.m.

#### **COMMITTEE OF THE WHOLE RECONVENED**

The Mayor Pro Tem reconvened the Committee of the Whole in regular session at 6:26 p.m.

Budget and Evaluation Manager Ken Hunter introduced the City Manager's Office summer interns: Chase Norwood, Lindsey Davis and Andre Jacubiak noting they are all enrolled in the Masters of Public Administration Course at North Carolina State University. He advised

the City Council the interns will be with the City until the end of July.

Budget review continued.

The City Manager requested Councilmembers send in any questions they may have.

**ADJOURNMENT**

There being no further business, Mayor Pro Tem Wiggins adjourned the meeting at 7:15 p.m.

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**MINUTES OF A SPECIAL CALLED MEETING OF THE COMMITTEE OF THE WHOLE (BUDGET REVIEW SESSION - SECOND SESSION) HELD MONDAY, JUNE 4, 2018 AT 4:00 P.M. IN THE COMMITTEE ROOM OF THE FREDERICK E. TURNAGE MUNICIPAL BUILDING:**

MEMBERS PRESENT:

E. Lois Watkins, Mayor Pro Tem  
André D. Knight\*  
Reuben C. Blackwell, IV  
Tom Rogers  
W.B. Bullock  
Chris Miller  
David W. Combs, Mayor

STAFF PRESENT:

Rochelle D. Small-Toney  
Pamela O. Casey  
Chris Beschler  
Tameka Kenan-Norman  
Ken Hunter  
Amy Staton

OTHERS PRESENT:

City Manager's Office  
Summer Interns:  
Chase Norwood  
Lindsey Davis  
Andrew Jakubiak

Mayor Pro Watkins opened the second day of the budget review at 4:04 p.m. and called on Manager Rochelle D. Small-Toney. The City Manager turned the meeting over to Budget and Evaluation Manager Ken Hunter.

The City Council was provided with handouts.

Mr. Hunter suggested budget review continue with a review of general fund expenditures by department with a review of the handouts thereafter.

Budget review continued beginning with page 55 of the Budget Book (Technology Services). Discussion was held relative to a recommendation for additional Technology Services positions.

Review continued to include Police, Fire, Public Works, Engineering, Parks and Recreation, Development Services and Community & Business Development. The City Manager and Budget and Evaluation Manager responded to questions from the Councilmembers.  
\*Councilmember Knight arrived

Mr. Hunter stated the City Manager plans to schedule a tour of the Senior Center at some point in the future. Ms. Small-Toney told the Council the facility is worth saving and is highly utilized but will required a great deal of capital investment.

It was noted that the next budget session is scheduled for Monday, June 11, 2018 at 5 p.m. Conversation was held relative to scheduling an additional meeting.

ADJOURNMENT

There being no further business, Mayor Pro Tem Wiggins adjourned the meeting at 5:54 p.m.

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**MINUTES OF A SPECIAL CALLED MEETING OF THE COMMITTEE OF THE WHOLE  
(BUDGET REVIEW SESSION - THIRD SESSION) HELD FRIDAY, JUNE 8, 2018 AT  
10:00 A.M. IN THE COMMITTEE ROOM OF THE FREDERICK E. TURNAGE MUNICIPAL  
BUILDING:**

MEMBERS PRESENT:

E. Lois Watkins, Mayor Pro Tem  
André D. Knight\*  
Richard Joyner  
Tom Rogers  
W.B. Bullock  
Chris Miller  
David W. Combs, Mayor

STAFF PRESENT:

Rochelle D. Small-Toney  
Pamela O. Casey  
Chris Beschler  
Tameka Kenan-Norman\*  
Ken Hunter  
Amy Staton

COUNCILMEMBER ABSENT:

Reuben C. Blackwell, IV

OTHERS PRESENT:

City Manager's Office  
Summer Interns:  
Chase Norwood  
Lindsey Davis  
Andrew Jakubiak

Mayor Pro Watkins apologized for being late and stated it was due to a homicide in Ward 4. She opened the third budget session at 10:11 a.m.

Councilmember Bullock requested a moment of silence in observance of the death of Mrs. Eva Penny, the mother of Charles W. Penny, former City Manager.

Mayor Pro Tem Watkins called on Manager Rochelle D. Small-Toney to lead discussion relative to the budget.

The City Council was provided with written responses to questions from Councilmember Rogers. City Manager Rochelle D. Small-Toney surrendered the floor to Budget and Evaluation Manager Ken Hunter to continue budget discussion.

Mr. Hunter continued budget review starting with the Utility Fund and discussion related to the Electric, Gas, Water, Sewer and Stormwater funds.

Councilmember Knight inquired about staffing and shift work in Energy Resources. Ms. Small-Toney advised that the Director of Energy Resources had not requested more staff.

Councilmember Knight stated that in winter of 2017 the City was impacted by an increase in gas prices and questioned where that issue lies relative to any investigations. He was informed there is a division in the Attorney General's office that deals with utilities. The Manager stated that staff would have a conversation with Energy Resources Director Rich Worsinger if there is a desire to create a rate stabilization fund and further discussion could be held at a Committee of the Whole.

Mr. Hunter continued budget review with the electric fund, water treatment, sewer, utilities and stormwater.

Mayor David W. Combs noted there is a significant increase in administrative service charges.

Tameka Kenan-Norman arrived\*

Councilmember Knight voiced a desire to have a position in the Business Office dedicated to the business HUB.

A conversation was held relative to capital needs and the Budget and Evaluation Manager stated that Council has approved a cost of service study and will look at costs and options for large scale projects.

Budget review continued with discussion relative to the Powell Fund and other funds.

**RECESS**

By consensus, the Committee of the Whole was recessed for a short break at 11:28 a.m.

**COMMITTEE OF THE WHOLE RECONVENED**

The Mayor Pro Tem reconvened the Committee of the Whole in regular session at 11:43 a.m.

City Manager Rochelle D. Small-Toney reported that last night a request was received from Councilmember Rogers to show the budget rolled back to organic growth for the purpose of avoiding a tax increase in the future.

Councilmember Rogers stated that during the Davenport study he seemed to remember former City Manager Charles W. Penny telling the Council that if they chose to proceed with building an Event Center they would not be able to do any other large projects for the foreseeable future and he feels there has not been enough discussion with the current Manager about that study.

The City Manager told the Council she presented a budget based on what she heard from Council during the year and based on Council's goals, initiatives and wants.

Budget and Evaluation Manager Ken Hunter reviewed options with the City Council looking at operating adjustment and eliminations.

The Council noted all identified projects are desirable, but some may need to wait until later.

The City Council discussed appropriations for housing grants and goals in financing and operations. The decision was made to hold further conversation relative to these items until all Council was present.

The City Manager stated the budget is refined by Council's goals and expectations and there could be certain risks in eliminating some projects.

By consensus, Council agreed to meet again at a date and time to be determined.

**ADJOURNMENT**

There being no further business for the Committee of the Whole, by consensus, the meeting adjourned at 12:28 p.m.

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**MINUTES OF THE FOURTH BUDGET REVIEW SESSION HELD AT THE END OF A REGULAR SCHEDULED COMMITTEE OF THE WHOLE MEETING (AGENDA AMENDED TO ADD BUDGET REVIEW) MONDAY, JUNE 11, 2018, AT 6:01 P.M. IN THE COMMITTEE ROOM OF THE FREDERICK E. TURNAGE MUNICIPAL BUILDING:**

MEMBERS PRESENT:

E. Lois Watkins, Mayor Pro Tem  
 André D. Knight  
 Reuben C. Blackwell, IV  
 Tom Rogers  
 W. B. Bullock  
 Chris Miller  
 David W. Combs, Mayor

STAFF PRESENT:

Rochelle D. Small-Toney  
 Pamela O. Casey  
 Chris Beschler  
 Natasha Hampton-Clayton  
 Tameka Kenan-Norman  
 Ken Hunter  
 Chase Norwood  
 Lindsey Davis  
 Andrew Jakubiak

OTHERS PRESENT:

City Manager's Office  
 Summer Interns:  
 Chase Norwood  
 Lindsey Davis  
 Andrew Jakubiak

**1. BUDGET SESSION (added to agenda in open meeting)**

Mayor David W. Combs stated that the review of the revised budget has left him with a lot of unanswered questions and discussion was held with regard to scheduling another budget session that is where Council is at this point.

Discussion continued with regard to Council's requests for adjustments to the proposed budget. The City Manager noted staff has received from additional questions from Councilmember Rogers to which they have not had an opportunity to prepare a response. It was noted Mr. Rogers had compiled questions after discussions with some Councilmembers. Councilmember Knight stated for the record that he had not been a part of those discussions.

Discussion was held with regard additional budget sessions and budget discussion. The City Manager requested a recommendation from Council as to the desire for specific revisions to the budget and discussion relative to the recommended budget continued, including discussion relative to potential eliminations from the budget, the creation of a new department, additional job classifications, housing and Council priorities.

The City Manager stated the budget now belongs to the City Council and it is time for staff to shift to listening, responding and supporting. She said the Mayor Pro Tem is the point person and will be working to poll the Council to compile information relative to potential items to be eliminated from the proposed budget. The City Manager stated the hope is to have a meeting on Monday, June 18, with the date and time to be determined.

**ADJOURNMENT**

There being no further business for the Committee of the Whole, by consensus, the meeting adjourned at 6:57 p.m.

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**MINUTES OF A SPECIAL CALLED MEETING OF THE COMMITTEE OF THE WHOLE  
(BUDGET REVIEW SESSION - FIFTH SESSION) HELD MONDAY, JUNE 18, 2018 AT  
1:00 P.M. IN THE COMMITTEE ROOM OF THE FREDERICK E. TURNAGE MUNICIPAL  
BUILDING:**

MEMBERS PRESENT:

E. Lois Watkins, Mayor Pro Tem  
Reuben C. Blackwell, IV  
Richard Joyner  
Tom Rogers  
W. B. Bullock  
Chris Miller

STAFF PRESENT:

Rochelle D. Small-Toney  
Pamela O. Casey  
Chris Beschler  
Natasha Hampton-Clayton  
Tameka Kenan-Norman  
Ken Hunter  
Amy Staton

PARTICIPATING BY TELEPHONE

David W. Combs, Mayor\*

COUNCILMEMBER ABSENT:

André D. Knight

OTHERS PRESENT:

City Manager's Office  
Summer Interns:  
Chase Norwood  
Lindsey Davis  
Andrew Jakubiak

Mayor Pro Tem Lois Watkins opened the meeting at 1:00 p.m., welcomed guests and explained the guidelines for Committee of the Whole Meetings. She called on City Manager Rochelle D. Small-Toney to introduce the agenda items.

City Manager Rochelle D. Small-Toney stated the purpose of today's meeting is to discuss the budget for the upcoming year. She proposed a process for guiding the session discussion and Council was provided with a worksheet to help guide thoughts and discussion relative to what Council would like to see in the budget and what they would like to eliminate.

Ms. Small-Toney stated two additional requests have been received:

- Hope Initiative (joint City/County opioid treatment program) - \$25,000
- RMECDC - housing specialist (to replace Kevin Harris who now works for the City) - \$75,000

Councilmember Watkins inquired if there is information available for the Hope Initiative and the Manager responded she has received some information but has not had an opportunity to fully review it, but it appears one half of those in treatment are City residents.

A listed of proposed budget revisions reducing the budget by \$2,091,500 was reviewed. The City Council considered the following revisions to the proposed FY 2019 budget:

<b>General Fund Operating Reductions</b>	<b>Value to General Fund</b>	<b>FY Proposed</b>
Elimination of new staffing for Technology Services (7 positions); (current manager to be elevated to director level)	\$ 231,000	\$ 640,000
Reduction in vehicle purchases	307,500	307,500
Eliminate hiring of Wellness Coordinator, but permit hiring of Assistant Human Resources Director	95,500	185,500
Eliminate City Hall Parking Lot Rehabilitation	40,000	100,000
Battle Park Master Plan (first explore opportunities for grants and opportunities to work	100,000	100,000

with partners)		
Eliminate new maintenance staff position (2)	32,500	65,000
Reduce support for Community & Business Development	30,000	60,000
Eliminate office assistant for Community Development	18,000	36,000
Eliminate upgrading Downtown Coordination from part-time to full-time	12,000	24,000
Reduce community events to FY 2018 adopted	24,000	24,000
Eliminate other additional operating costs	200,000	200,000
Reduce General Fund support for housing grant programs from \$500,00 to \$200,000	150,000	300,000
Reduce fuel reserve to FY 2018 adopted	12,500	50,000
<b>TOTAL PROPOSED GENERAL FUND OPERATING REDUCTIONS</b>	<b>\$1,250,000</b>	<b>\$2,091,500</b>

The Mayor Pro Tem stated with the Event Center coming online, it is a bad time to reduce funding support for Downtown redevelopment. Councilmember Miller suggested grants come with a requirement for job creation. Councilmember Blackwell agreed stating Downtown business development and working against gentrification cannot occur without business development. He added with the Event Center opening in November work needs to be done to get the Downtown ready to receive business. Discussion continued with regard to the Downtown.

The City Manager said the Council and community have now invested \$42M in the Downtown area. She said successful Downtowns have this type of investment plus incentives to incent further redevelopment of the Downtown. She noted the request is to increase funding enough to incent development.

Councilmember Blackwell suggested taking the approach of looking at staging and phasing to look at the total impact of the budget and leave the decisions, especially relative to positions, to the Manager and allow the Manager to come back to Council with a plan, knowing Council's priorities and the ability to fund. By consensus, Council agreed.

The Manager stated that the budget was based on what she understood Council's priorities to be and she is receptive to changes or more focused Council priorities. She said she can present another draft of the budget based on Council's priorities.

Councilmember Rogers suggested continuing the discussion including the additional requests.

Ms. Small-Toney stated she wanted to know exactly what Council's priorities are and supported continued discussion to determine what should be included for funding and eliminated.

Discussion continued. Councilmember Miller stated inclusion of replacement of the roof of the Senior Center is a must for her to vote in support of the budget. Councilmember Blackwell supported replacement of the Senior Citizen roof but did not agree with cutting 50% budgets in Community Development when the City needs this more now than ever. Councilmember Rogers said Community Development is a priority, but it should be left to the Manager and staff to figure out how to make selective changes to balance the budget. He said at the end of the day there needs to be a \$2,091,500 decrease in the budget.

Councilmember Rogers supported the housing grants being restored, at least partially. The Manager reported there are three housing grant programs and all are working and run short of funding in terms of need and demand. She added they particularly help property owners who do not qualify for CDBG allocations and were meant for people across the board. The Manager stated there are less houses in decline due to the grants.

Discussion continued with regard to housing grants.

Councilmember Rogers recommended adding \$200,000 back into programs to help people who really need the most assistance and the Council agreed, by consensus. Councilmember Blackwell said the demolition process needs to be reviewed before making adjustments for funding and also needs to consider deteriorated commercial properties as well.

The Manager stated the knowing the target number and Council's priorities would be helpful.

Councilmember Bullock suggested having regular meetings (every 60 to 90 days) for re-evaluate the adopted budget.

Discussion continued relative to the 2.5 cent increase and deferring consideration of the third assistant manager position.

Councilmember Blackwell and Rogers liked the idea of looking at a dashboard set of metrics to be reviewed on a quarterly basis.

Ms. Small-Toney stated she had planned to suggest that Council consider a fall retreat to work more on setting priorities. She said ideally the priorities would be five or less with objectives tied to a particular budget.

Consideration was given to scheduling an additional budget session prior to adoption of the budget on June 25, 2018.

Councilmember Miller asked for more information regarding the two new requests for funding for the HOPE Initiative and the staffing request to service the business community. Councilmember Rogers said he was not in favor of adding additional items to the budget.

\*Mayor Combs left the meeting (via telephone)

Mr. Hunter advised the Council that some of the items being considered for elimination from the budget can be financed.

**COMMITTEE RECOMMENDATION. By consensus, the Council agreed to reduce the operating expenses by \$2,091,500; deferring creating a position for a third Assistant City Manager; including replacement of the Senior Center roof and leaving other matters in the discretion of the Manager to come up with a new proposed budget.**

**Motion was made by Councilmember Bullock, seconded by Councilmember Rogers and unanimously carried that an additional budget session be scheduled for Wednesday, June 20, 2018 at 3 p.m.**

**ADJOURNMENT**

There being no further business for the Committee of the Whole, by consensus, the meeting adjourned at 3:07 p.m.

\*\*\*\*\*

**MINUTES OF A SPECIAL CALLED MEETING OF THE COMMITTEE OF THE WHOLE (BUDGET REVIEW SESSION - SIXTH SESSION) HELD WEDNESDAY, JUNE 20, 2018 AT 3:00 P.M. IN THE COMMITTEE ROOM OF THE FREDERICK E. TURNAGE MUNICIPAL BUILDING:**

**MEMBERS PRESENT:**

E. Lois Watkins, Mayor Pro Tem  
André D. Knight  
Reuben C. Blackwell, IV  
Richard Joyner  
Tom Rogers  
W. B. Bullock  
Chris Miller

**STAFF PRESENT:**

Rochelle D. Small-Toney  
Pamela O. Casey  
Chris Beschler  
Natasha Hampton-Clayton  
Tameka Kenan-Norman  
Ken Hunter  
Amy Staton

**PARTICIPATING BY TELEPHONE**

David W. Combs, Mayor\*

OTHERS PRESENT:

City Manager's Office  
 Summer Interns:  
 Chase Norwood  
 Lindsey Davis  
 Andrew Jakubiak  
 Charisma Cooper

Mayor Pro Tem Lois Watkins opened the meeting at 3:00 p.m., welcomed guests and explained the guidelines for Committee of the Whole Meetings.

She requested Council be given a few minutes to review documents provided to them by the Budget and Evaluation Manager Ken Hunter relative to adjustments to the proposed FY 2019 budget.

The Mayor Pro Tem called on City Manager Rochelle D. Small-Toney to lead discussion.

City Manager Rochelle D. Small-Toney noted this meeting is a follow-up to a previous meeting on July 18 relative to budget discussion to move forwards towards adoption of the FY 2019 budget. She stated the previous meeting had ended with suggestions for elimination of some items and with the recommendation that the Manager revise the budget in accordance with Council's guidance.

The Manager stated the plan is to go through each item and answer any questions Councilmembers may have, but added she believes the budget is now close to Council's desires.

Budget and Evaluation Manager and the Manager outlined the recommendations of staff noting that should events occur during the year requiring changes to the budget staff will come back to Council to request amendments, as necessary. Manager Small-Toney stated she does not expect shortfalls, but even when carefully managed emergencies still occur.

Mr. Hunter told the Council the target was to reduce the fund balance by \$1.25M

Councilmember Rogers stated it was his understanding from the last meeting that a reduction of \$2,091,500 was expected. Mr. Hunter responded that the difference occurs in where the cuts occur because some things are 100% funded by the budget and others are not and today's budget meets the \$1.2M actual objective identified by Council. He noted the next part involves financing. He provided the Council with the following list of the proposed eliminations and noted the roof repairs for the Judicial Center and Senior Center remain in the budget:

## Objective #1

<b>REDUCE OPERATING EXPENSES BY \$1.25 MILLION IN ORDER TO REDUCE FUND BALANCE APPROPRIATED FROM \$2.75 MILLION TO \$1.5 MILLION</b>	<b>ADJUSTMENT APPROVED BY COUNCIL JUNE 18, 2018</b>	<b>NET IMPACT TO FY 2019 PROPOSED GENERAL FUND</b>
Eliminate new staffing for Technology Services (7 full-time positions); and upgrade current manager to director level	\$640,000	\$640,000
Reduce vehicle purchases to FY 2018 adopted	307,500	307,500
Eliminate Wellness Coordinator, keep Assistant Human Resources Director	85,000	85,000
Eliminate city hall parking lot rehabilitation	100,000	100,000
Eliminate Battle Park Master Plan	100,000	100,000
Eliminate new maintenance staff (2 full-time positions)	65,000	65,000
Review support for Community & Business Development (programs and grants)	30,000	
Eliminate office assistance for Community Development	36,000	36,000
Review upgrading Downtown Coordinator from part-time to full-time	24,000	
Reduce Community Services to FY 2018 adopted	24,000	24,000
Reduce General Funds Support for Housing Grant Programs (\$500,000 in FY 2018)	100,000	
Reduce Fuel Reserve to FY 2018 adopted	50,000	100,000
Eliminate third assistant city manager	160,000	160,000

Reset operating accounts for IT staffing		55,000
Reset capital accounts for IT staffing		60,000
Eliminate WiFi connectivity improvements		60,000
Move streets pickup truck replacement to FY 2018		40,000
Eliminate Business Office, office furniture account		4,000
Adjust wholesale fuel accounts		110,000
Budget correction		65,000
Include partial funding of HOPE Initiative		15,000
Add position in Business Office dedicate to "Business Hub"		50,000
Including Housing Developer for RMECDC		75,000
Fund Engineering Assessments for elevator replacements		75,000
<b>TOTAL GROSS ADJUSTMENTS TO GENERAL FUND OPERATIONS, FY 2019 PROPOSED</b>	<b>\$795,000</b>	<b>\$1,797,000</b>

Objective #2

<b>REDUCE FINANCED CAPITAL EXPENDITURES BY APPROXIMATELY \$1.28 MILLION IN ORDER TO REDUCE LEASE AND LOAN PROCEEDS FROM \$3.387 MILLIONS TO APPROXIMATELY \$2.1 MILLION</b>	<b>ADJUSTMENT APPROVED BY COUNCIL JUNE 18, 2018</b>	<b>NET IMPACT TO FY 2019 PROPOSED GENERAL FUND</b>
Eliminate City Hall Stairwell Moisture Intrusion	\$100,000	\$ 100,000
Reduce Elevator Replacements (City Hall, Warehouse)	230,000	325,000
Eliminate Streets Tandem Dump Truck & Brine Plant	190,000	275,000
Eliminate Replacement Environmental Services Sideloaders	275,000	275,000
Eliminated Server/SAN for 3 <sup>rd</sup> Data Center		185,000
Eliminate Street Trailer for Recycling Materials & Yard Jockey		182,000
<b>NET ADJUSTMENTS</b>	<b>\$795,000</b>	<b>\$1,257,000</b>

The City Manager noted replacement of the elevators may be an example of an item that will come back before the Council, if necessary. She stated staff will move forward with an assessment of the elevators.

The Budget and Evaluation Manager reported that with these adjustments the presented budget is in line with the guidance provided by the City Council. He noted with these adjustments the fund balance ratios move from \$1.75 to \$1.5 and remains stable.

***COMMITTEE RECOMMENDATION. Motion was made by Councilmember Rogers, seconded by Councilmember Blackwell and unanimously carried that the budget, as adjusted, be recommended for approval at the June 25, 2018 City Council meeting.***

Councilmembers made comments about the budget process.

**ADJOURNMENT**

There being no further business for the Committee of the Whole, by consensus, the meeting adjourned at 3:35 p.m.

**MINUTES OF A MEETING OF A REGULAR SCHEDULED COMMITTEE OF THE WHOLE HELD MONDAY, JUNE 11, 2018, AT 5:00 P.M. IN THE COMMITTEE ROOM OF THE FREDERICK E. TURNAGE MUNICIPAL BUILDING**

**MEMBERS PRESENT:**

E. Lois Watkins, Mayor Pro Tem  
 André D. Knight  
 Reuben C. Blackwell, IV  
 Tom Rogers  
 W. B. Bullock  
 Chris Miller  
 David W Combs, Mayor

**STAFF PRESENT:**

Rochelle D. Small-Toney  
 Pamela O. Casey  
 Chris Beschler  
 Natasha Hampton-Clayton  
 Brad Kerr  
 Rich Worsinger  
 Tameka Kenan-Norman  
 Bob League  
 Ken Hunter  
 Jordan Reedy  
 Rusty Owens  
 Rob Pate  
 Bradley Walters  
 Steve Yetman  
 Chase Norwood  
 Lindsey Davis

**OTHERS PRESENT:**

Moira Mis O'Polka, Corbin Design  
 Jeff Frank, Corbin Design  
 Matt Hayes, Alta Planning  
 Aubrey Hilliard, Texican

M. Gray Styers, Jr., Smith,  
Moore, Leatherwood, LLP

Andrew Jakubiak  
Richard J. Rose

### **OPENING OF MEETING**

Mayor Pro Tem E. Lois Watkins called the meeting to order and welcomed all present.

Mayor David W. Combs recognized Councilmember Tom Rogers for ten (10) years of service as a Rocky Mount Councilmember and presented him with a ten-year certificate and City pin.

Mayor Pro Tem Watkins explained the guidelines for Committee of the Whole Meetings and called on City Manager Rochelle D. Small-Toney to introduce the agenda items.

The City Manager introduced Director of Engineering Brad Kerr to present the first agenda item.

### **2. WAYFINDING DESIGN KICKOFF - BRAD KERR AND JEFF FRANK, CORBIN DESIGN**

Director of Engineering Brad Kerr introduced Corbin Design Group consultants, Jeff Frank and Moira Mis O'Polka. He told the City Council they have been in the City all day working on the wayfinding design master plan.

Mr. Kerr told the City Council the design contract for the citywide wayfinding plan was awarded to Corbin Design on May 14, 2018. He added that the kickoff meetings for the project are scheduled for June 11 and 12.

Mr. Frank provided information about the Corbin Design firm and presented a PowerPoint presentation giving a general overview of the project and process and outlining the following:

#### **WAYFINDING MASTER PLAN:**

- Wayfinding: direction for people in motion (provides direction to keep people from getting lost)
- Process includes: listening, preparing, arriving, engaging, departing and supporting (the group looked at challenges and holistic design)
- The Wayfinding System will:
  - Be designed for the first-time visitor (and infrequent visitors)
  - Be clear and consistent
  - Be flexible and inexpensive
  - Be designed to last 10-20 years
  - Include vehicular, parking and pedestrian wayfinding
  - Be able to be updated to grow and expand over time
- Process and Deliverables:
  - Task 1: Analysis
    - Tours - to gather information from stakeholders
    - Review existing signage and master plan
    - Discuss budget, maintenance, etc.
    - Determine primary destinations to include in plan
    - Develop wayfinding logic, preferred circulation routes and destination list (including Event Center documentation)
    - Prepare the Wayfinding Recommendations Summary document
  - Task 2: System Design
    - Analyze identify, architecture materials
    - Develop two initial signage design concepts (want to have a consistent look so all feel they are from the say program)
    - Present initial design concepts
    - Revise selected concept
    - Develop and present full sign type array
    - Revise full sign type array
    - Prepare a preliminary cost estimate
  - Task 3: Documentation

- o Develop detailed sign location plans and sign message schedules for Downtown District
- o Verify the locations and messaging onsite
- o Add specifications to each sign type
- o Finalize the cost estimate
- o Create a phasing plan (examples of signage shown; explained signage is more than arrows - signage should engage people deeper)
- Task 4: Implementation
  - o Issue and evaluate bids
  - o Review shop drawings, color samples, keystroke proofs, schedules, etc.
  - o Consult during fabrication and installation

Mayor Pro Tem Watkins inquired if the information is planned to be available as an app. Mr. Frank responded that is the plan and ultimate goal including an opportunity for kiosks.

Councilmember Miller stated making the information compatible for trains would be a good addition and Mr. Frank added that they have talked about that.

Mr. Kerr explained that the deliverables for the project include a master plan which will identify key attractions, subdistricts and cost estimates for a phase implementation. It was noted that detail design and construction documents for wayfinding in the downtown district are also a part of the contract including construction administration for the phase 1 installation which is expected to include Trailblazer signage for the Event Center and public parking.

The Council was advised that project costs will total \$66,130 for Tasks 1 through 4.

*NOTE: Funds for implementation of Phase 1 were programmed in the CIP and allocated in the FY 19 Powell Bill Budget*

Council was further advised that the master plan will identify key destinations, document recommended logic and circulation patterns, develop standards for the full sign type array and estimate implementation cost. The full sign array was noted include the following type of signs:

- Trailblazers leading to the area and districts
- Gateway signage
- Boundary markers or welcoming landmarks
- Vehicular directional signs
- Pedestrian map kiosks and/or directional signs
- Parking identification signs (for public parking)
- Park/trail identification signs

Mr. Kerr added that the plan will include parks and trail identification signs but will not include internal wayfinding for City parks and trails; however, cost estimates for development of a City parks and trails wayfinding system is included.

**COMMITTEE RECOMMENDATION. Report only. No official action.**

### **3. ROCKY MOUNT BIKE PLAN - BRAD KERR AND MATT HAYES, ALTA PLANNING**

Director of Engineering Brad Kerr reported that the North Carolina Department of Transportation awarded a Bicycle Planning Grant to the City in March 2017 in the amount of \$112,556 which requires a 40% local match.

Mr. Kerr told the Council that the City teamed up with the North Carolina Department of Transportation Bike and Pedestrian Division and Alta Planning of Durham to develop the Rocky Mount Bike Plan which was completed in 2012. He stated Alta is a nationally recognized firm with extensive experience in bicycle and pedestrian planning. He added that

development of the plan has been in conjunction with the development of the Rocky Mount MPO long-range transportation plan, CONNECT 2045 and the steering committee assisted the City and Alta staff members in plan development.

Council was advised that Alta Planning has been working on the Bicycle Transportation Plan for nine (9) months doing public engagement throughout the City. Mr. Kerr introduced Matt Hayes with Alta Planning.

Mr. Hayes told the Council they have been out in the field holding workshops and educating, listening and striving to reach a large, wide cross section of the public and receiving good feedback. He noted there is a project website that can be viewed online. Mr. Hayes added that equity was important. He provided a PowerPoint presentation outlining the following main points of the draft Bicycle Plan:

- PROJECT OVERVIEW/BACKGROUND:
  - Grant program initiated in 2004 (helps cities get guidance for walking and biking)
  - Grant recipients: 160+
  - Grant for planning not infrastructure
- GUIDING CONCEPTS:
  - Safety
  - Biking for transportation (trend for people to move back into the Downtown and not have a car)
  - Recreation
  - Healthy living
  - Economic vitality
  - Accessibility for all users

He noted the goals are to:

- Improve access (with equitable distribution of projects)
- Create a positive economic impact
- Protect the environment
- Promote equity
- Enhance health
- Increase safety

The network legend included multi-use trails and/or greenways; separated bike lanes; a bicycle boulevard; complete street retrofits and long-term need.

Mr. Hayes noted proposed priority programs will provide tools for a safe biking trip and added that bikeshare is coming. He said vendors are very interested in getting bikes out for use.

He responded to questions posed by Councilmembers relative to unpaved footpaths created by pedestrians and connectivity including bike lanes on bridges. He said Council will be provided with a copy of the draft plan.

**COMMITTEE RECOMMENDATION. Report only. No official action.**

#### **4. NATURAL GAS TRANSPORTATION AGREEMENT/PFIZER - RICH WORSINGER**

Energy Resources Director Rich Worsinger introduced Gray Styers (Smith, Moore, Leatherwood, LLP); Aubrey Hilliard (Texican Natural Gas); and staff Rusty Owens, Bradley Walters and Rob Pate.

Mr. Worsinger provided the Council with a natural gas transportation agreement with Pfizer and noted Mr. Styers and Ms. Hilliard were key in preparing the agreement. He gave the following PowerPoint presentation:

- PROJECT OVERVIEW
  - Pfizer requests natural gas service January 1, 2019

- Plan to generate steam to replace the steam supply received by Pfizer from Edgecombe Genco (coal-fired plant across from Pfizer) which is closing October 31, 2020
  - City's annual natural gas sales: approximately 2,000,000 DT's
  - Pfizer's estimated annual gas usage: approximately 675,000 DT's
  - City's largest customer: Universal Leaf uses approximately 150,000 DT's annually
- MAJOR PROJECT MILESTONES
    - Pipeline length: 21,710 feet (4.1 miles) - map provided
    - Estimated cost:
      - 8" gas main: approximately \$1,765,800 (developed by gas system engineering firm and includes 10% contingency)
      - 10" gas main: approximately \$2,489,986 (allows for more gas to Whitakers Industrial Park)
        - ✓ To provide additional supply for future gas distribution system load growth
      - Difference: \$724,000 (City's responsibility)
      - January 2017: City provided Pfizer with proposal for firm or interruptible gas supply
      - August 2017: Pfizer agreed to pay cost of \$157,670 for City's engineering consultant for:
        - ✓ Plan, design, labor contract preparation, bid and award
        - ✓ 8" gas line
        - ✓ 10" gas line - future system load growth
      - March 2018: Pfizer agrees to order and purchase long lead-time materials to meet 1/1/2019 in service date
        - ✓ 8" - \$281,285
        - ✓ 10" - \$468,701
        - ✓ City will settle different (\$187,416) as a part of final agreement
      - March 14, 2018: PNG notified me that additional natural gas supply capacity is no longer available
        - ✓ Additional capacity will not be available until the Atlantic Coast Pipeline is in service
        - ✓ Pfizer was informed only interruptible gas supply service is available
      - Pfizer plans to install propane as their backup fuel source for use during natural gas service curtailment
- KEY TERMS OF THE NATURAL GAS SUPPLY AGREEMENT
    - Term: five (5) years
    - Interruptible Transportation Service
    - Three (3) Gas Supply options:
      - ✓ Utilize a third-party marketer
      - ✓ Utilize Texican
      - ✓ Purchase natural gas supply from City
    - Customer charges:
      - ✓ Volumetric: \$0.05 / DT
      - ✓ Facilities charge: \$250 / meter / month
      - ✓ Capital reimbursement charge
        - ❖ Sixty (60) monthly payments (for pipeline construction by City)
        - ❖ Total cost of the pipeline construction
        - ❖ Less incremental cost for larger pipe size
        - ❖ Interest rate of 3.5%
    - Deposits:
      - ✓ Infrastructural Collateral Deposit: Equal to the total cost of the pipeline construction
      - ✓ Security Deposit: Equal to two months estimated natural gas purchases if Pfizer purchases natural gas from City
      - ✓ Cash, Irrevocable Letter of Credit or Surety Bond
    - Pfizer: approval of construction bid and monitoring
      - ✓ Complete set of pipeline construction contract documents
      - ✓ Copies of all bids and updated net cost based on bid price for review and approval
      - ✓ Pfizer has ten (10) days to accept or terminate the agreement (Council will ultimately consider for approval)

- ✓ Pfizer will be notified of any change orders
- o Replacement Agreement (covers City for 5 years of pipe in ground and reimbursement to City)
  - ✓ Need to determine and establish the appropriate rate or tariff for natural gas supply to Pfizer at the end of this five-year agreement
  - ✓ Cost of service study (4 years since last study)
  - ✓ Copy to Pfizer 18 months prior to the expiration of the agreement
  - ✓ Pfizer provided opportunity to review and comment
  - ✓ City will reasonably consider such comments
- o Balancing and Penalties:
  - ✓ The agreement's balancing terms mirrors the balancing terms in the City's agreement with PNG
  - ✓ The agreement provides for the pass through of any penalties the City receives that were caused by Pfizer

**COMMITTEE RECOMMENDATION. Report only. No official action.**

**CLOSED SESSION.** The City Manager requested a Closed Session for a matter concerning economic development.

**COMMITTEE RECOMMENDATION. Motion was made by Councilmember Knight, seconded by Councilmember Blackwell and unanimously carried that the City Council go into Closed Session at 5:41 p.m.**

The minutes of the Closed Session shall be placed on file as **ESM-495** at the end of **Minute Book 34** upon approval for release by the City Attorney.

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**OPEN SESSION:**

The Committee of the Whole returned to open session at 6:01 p.m. and the agenda was amended in open session to add continued budget discussion. Additional information relative to this budget session will be included in the budget session minutes.

**MEMBERS PRESENT:**

E. Lois Watkins, Mayor Pro Tem  
 André D. Knight  
 Reuben C. Blackwell, IV  
 Tom Rogers  
 W. B. Bullock  
 Chris Miller  
 David W. Combs, Mayor

**STAFF PRESENT:**

Rochelle D. Small-Toney  
 Pamela O. Casey  
 Chris Beschler  
 Natasha Hampton-Clayton  
 Tameka Kenan-Norman  
 Ken Hunter  
 Chase Norwood  
 Lindsey Davis  
 Andrew Jakubiak

**5. BUDGET SESSION (added to agenda in open meeting)**

Budget discussion continued (see budget minutes for further detail).

**ADJOURNMENT**

There being no further business for the Committee of the Whole, by consensus, the meeting adjourned at 6:57 p.m.

***Printed copies of the PowerPoint presentations and the 2018 Proposed Annual Operating Budget are on file in the office of the City Clerk***

Councilmember Miller asked for clarification on Wesleyan Streets mentioned under Budget Sessions. The Mayor responded that the item was discussed for placement on agenda but later removed.

Motion was made by Councilmember Rogers, seconded by Councilmember Joyner and unanimously carried that the minutes and recommendations of the budget sessions and Committee of the Whole meetings be approved.

**ABC PERMITS**

City Manager, Rochelle D. Small-Toney, advised the Council that the North Carolina ABC Commission requires each local government to designate a local government official to sign opinion forms in connection with the issuance of ABC permits. She provided the City Council with a Resolution identifying City Manager Rochelle D. Small-Toney, and Assistant City Managers, Christopher Beschler and Natasha Hampton-Clayton, as the local government officials authorized to sign opinion forms.

Motion was made by Councilmember Blackwell, seconded by Councilmember Joyner and unanimously carried that **Resolution No. R-2018-36** entitled **RESOLUTION OF THE CITY OF ROCKY MOUNT, COUNTIES OF EDGECOMBE AND NASH, REGARDING THE DESIGNATION OF OFFICIALS TO MAKE RECOMMENDATIONS TO THE NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION ON ABC PERMIT APPLICATIONS** be adopted.

**BID/SAFE ROUTES TO SCHOOL SIDEWALK CONSTRUCTION PROJECT**

The City Council received the tabulation of bids received for the Safe Routes to School Sidewalk Construction Project construction which includes of approximately 7,750 feet of sidewalk on Barnes Street, Virginia Street, Stokes Street, Hunter Street, Williford Street, Aycok Street, Russell Street and Wilkins Street. Bids were received and opened on May 8, 2018 after all necessary legal procedures had been implemented and the bid tabulation is on file in the office of the City Clerk as **BD-2018-18**.

Motion was made by Councilmember Blackwell, seconded by Councilmember Rogers and unanimously carried that Resolution No. **R-2018-37** entitled **RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE ON BEHALF OF THE CITY OF ROCKY MOUNT A CONTRACT AND ANY CHANGE ORDERS WITHIN THE BUDGETED AMOUNT WITH NEWCON, INC. FOR THE PROJECT KNOWN AS SAFE ROUTES TO SCHOOLS (TIP PROJECT C-5548)** awarding the bid to Newcon, Incorporated at their bid of \$501,713.14 with additional 10 percent (\$50,000) contingency subject to review and approval by the North Carolina Department of Transportation and authorizes the Mayor to execute the bid contract and any change orders on behalf of the City; and that the following budget ordinance be adopted:

- **Ordinance No. O-2018-73** entitled **ORDINANCE AMENDING THE BUDGET ORDINANCE FOR THE FISCAL YEAR 2018-2019 FOR SAFE ROUTES TO SCHOOLS (\$500,000)**.

**BIDS/TREE TRIMMING AND REMOVAL CREW**

The City Council was provided with a tabulation of the bids received for a tree trimming and removal crew. Bids were received and opened on June 5, 2018 after all necessary legal procedures had been

implemented. The bid tabulation is on file in the office of the City Clerk as **BD-2018-19**.

Motion was made by Councilmember Rogers, seconded by Councilmember Miller and unanimously carried that the bid be awarded to Xylem Tree Experts as the lowest responsive responsible bidder at a cost not to exceed \$200,000 and that the Mayor and City Clerk be authorized to execute the bid contract on behalf of the City.

Councilmember Knight requested that City Staff look to keep tree limbs cut back that are blocking street lights and causing darkened areas to assist with crime prevention efforts.

**BIDS/ONE (1) CUSTOM TYPHOON PUMPER**

The City Council received copies of the tabulation of bids received for one (1) Custom Typhoon Pumper for the fire department using HGACBuy Cooperative Purchasing, a unit of local government that strives to make the governmental procurement process more efficient by establishing competitively priced contracts for goods and services and providing the customer service necessary to help its members achieve their procurement goals. Bid documentation is on file in the office of the City Clerk as **BD-2018-20**.

Motion was made by Councilmember Rogers, seconded by Councilmember Miller and unanimously carried that the bid be awarded to Fire Connections, Incorporated based on the HGACBuy Cooperative Purchasing contract at a total cost of \$554,579 and that the Purchasing Division be authorized to issue a purchase order for the equipment in accordance with the Council's award.

**CLOSED SESSION (ADDED TO AGENDA IN OPEN MEETING)**

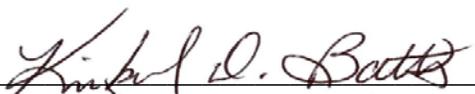
The City Attorney requested a Closed Session to discuss a matter concerning attorney-client privilege.

Motion was made by Councilmember Blackwell, seconded by Councilmember Joyner and unanimously carried that the City Council go into a Closed Session at 8:35 p.m. The minutes of the Closed Session shall be filed as **ESM-498** at the end of **Minute Book 34** upon approval for release by the City Attorney.

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**REGULAR SESSION/ADJOURNMENT**

The Mayor convened the City in regular session at 8:55 p.m. and there being no further business, the City Council meeting adjourned.

  
 \_\_\_\_\_  
 Kimberly D. Batts  
 Deputy City Clerk and  
 Acting City Clerk