Council Agenda July 14, 2025 ~ 5:30pm

Invocation

Opening of Meeting

Pledge of Allegiance

Roll Call

Approval of minutes from June 9 & 17, 2025 (page 3)

Approval/Amendments to Agenda

### PRESENTATION: TERRELL AWARDS (page 30)

- I. <u>Consent Agenda: NONE</u> (The Consent Agenda is where routine items are approved as a group without Council discussion. If any Council member would like a separate vote or discussion on any Consent Agenda item, the item may be removed from the Consent Agenda and moved to New Business.)
- II. Comments from the Public:
- \* Each speaker must sign-in on the sign-up sheet on the table at the back of the Council Chambers.
- \* During the Comments from the Public portion of the agenda, the City Manager will call on individuals signed in to address Council.
- \* When called to speak, each speaker will identify him/herself by giving his/her name and address.
- \* Each speaker will be limited to speaking one time on any topic. When you are finished speaking please step away from the podium and be seated.
- \* Each speaker will be limited to three (3) minutes and each group's representative will be limited to a maximum of five (5) total minutes. Each group is encouraged to designate a single spokesperson for their group.
- III. Public Hearing 6:00pm Zoning:
  - A. Adopt Ordinance Amendment for Section 40-582 (d) Civil Penalty for Zoning Violations (page 31)
- IV. Public Hearing 6:00pm- Other:
- V. <u>Scheduled Public Appearances:</u> None
- VI. Correspondence and Special Reports:
  - A. Memo PO's > \$50,000 (NONE)
  - B. Memo Budget Transfers (page 34)
  - C. Memo Chemical Bid Pricing (page 42)
  - D. <u>Memo</u> Gasoline and Diesel Fuel Contract (page 44)



- VII. Reports from Boards, Commissions and Committees:
  - A. Report Washington Tourism Development Authority
  - B. Report Washington-Warren Airport Authority
  - C. Report Human Relations Council
  - D. Report Washington Electric Advisory Board
  - E. Report Other Boards/Commissions/Committees
- VIII. Appointment: Animal Control Appeals Board (page 47)
- IX. Old Business: NONE
- X. New Business:
  - A. Adopt Resolution to Apply for Funding for Engineering and Design of the Stormwater Drainage Project for Brown Street & 12<sup>th</sup> Street (page 55)
  - B. Adopt Grant Project Ordinance to Accept funding for the LSTA EZ Grant (page 59)
  - C. <u>Authorize</u> City Manager to implement Letters of Agreement and Publicity Release forms from the William G. Pomeroy Foundation for a Hometown Heritage Marker and Adopt Grant Project Ordinance (page 64)
  - D. <u>Approve</u> -Requested update to the Personnel Policy Article VI, Section 7 Special Separation Allowance Law Enforcement/Fire Dept. Personnel (page 75)
- XI. Any other items from City Manager:
- XII. Any other business from the Mayor or other Members of Council:
- XIII. Closed Session:
- XIII. Adjourn:

# CITY COUNCIL MINUTES WASHINGTON, NORTH CAROLINA

The Washington City Council met in a regular session on Monday, June 9, 2025 at 5:30pm in the Council Chambers at the Municipal Building. Present: Donald Sadler, Mayor; Anthony Tyre, Mayor Pro tem; Lou Hodges, Councilmember; William Pitt, Councilmember; Antwan Horton, Councilmember and Richard Brooks, Councilmember. Also present, Jonathan Russell, City Manager; Franz Holscher, City Attorney and Cynthia Sullivan Bennett, City Clerk.

Invocation by Pastor Greg Barmer.

Mayor Sadler called the meeting to order and Councilmember Hodges led the Pledge of Allegiance.

### **APPROVAL OF MINUTES:**

By motion of Councilmember Pitt, seconded by Mayor Pro tem Tyre, Council approved the minutes of May 5 & 12, 2025 as presented.

VOTE:	YES	NO
Mayor Pro tem Tyre	X	
Councilmember Hodges	X	
Councilmember Brooks	X	
Councilmember Horton	X	
Councilmember Pitt	X	

### APPROVAL/AMENDMENTS TO AGENDA

By motion of Councilmember Pitt, seconded by Councilmember Horton, Council approved the agenda as presented.

VOTE:	YES	NO	
Mayor Pro tem Tyre	X		
Councilmember Hodges	X		
Councilmember Brooks	X		
Councilmember Horton	X		
Councilmember Pitt	X		

### **CONSENT AGENDA:**

(The Consent Agenda is where routine items are approved as a group without Council discussion. If any Council member would like a separate vote or discussion on any Consent Agenda item, the item may be removed from the Consent Agenda and moved to New Business.)

A. <u>Declare Surplus & Award</u> – Captain Ronald Eugene Black Jr. his police shield and service weapon upon his retirement

Captain Black began his employment with the City of Washington Police Department in April 19, 1999. On June 1, 2025 Captain Black retired from the City of Washington after 30 years of Law Enforcement Service. I would like to request that the City Council award to Captain Black his police shield and declare as surplus his service weapon Glock Model 30, Serial #YMP 876, awarded to him for his Law Enforcement Service.

By motion of Councilmember Pitt, seconded by Councilmember Horton, Council approved the Consent Agenda as presented.

VOTE:	YES	NO
Mayor Pro tem Tyre	X	
Councilmember Hodges	X	
Councilmember Brooks	X	
Councilmember Horton	X	
Councilmember Pitt	X	

### **COMMENTS FROM THE PUBLIC:**

- 1. Each speaker must sign-in on the sign-up sheet on the table at the back of the Council Chambers.
- 2. During the Comments from the public portion of the agenda, the City Manager will call on individuals signed in to address Council
- 3. When called to speak, each speaker will identify him/herself by giving his/her name and address.
- 4. Each speaker will be limited to speaking one time on any topic. When you are finished speaking please step away from the podium and be seated.
- 5. Each speaker will be limited to **three (3) minutes** and each group's representative will be limited to a **maximum of five (5) total minutes**. Each group is encouraged to designate a single spokesperson for their group.

Scott Campbell spoke in regard to B&B (Bed and Breakfast) and outdoor events at those locations.

Rob Williams spoke in regard to a dead tree located at 120 McNair Street.

Mike Dail, Community & Cultural Services Director stated there are currently no proposed changes being made to the City Code in regard to B&B's. In early 2024 his office received citizen complaints about large gathering and events being held at the Elmwood B&B. At that time two public hearings were held, one at the Planning Board and one at City Council. The definition of a B&B was amended at that time to clarify it is supposed to be owner occupied, that no outdoor events were allowed, but indoor events were allowed (limited to 24 guests – 12 of those being occupants renting the rooms with one additional guest each). The changes that were made were actually in favor of B&B's, by allowing them to have indoor events in residential neighborhoods. They also created indoor/outdoor events centers in commercial districts, but these are not allowed in residential areas.

Mayor Pro tem Tyre asked for and received clarification on the difference between an B&B and a hotel. Mr. Dail stated a B&B basically is a platform to rent a room, while a hotel would have multiple rooms for rent with no one residing there permanently and be a commercial use. If the whole house is rented it's different than a B&B which rents multiple rooms. A hotel is a commercial business, a B&B is an owner-occupied dwelling.

Bed and breakfast (also formerly known as tourist homes) means an owner-occupied single-family dwelling offering overnight accommodations for transient guests, for a period of less than one (1) week. The occupancy is limited to twelve (12) guests per night, and the character of the dwelling must be maintained. Signs shall be in compliance with chapter 40, article XVI of this Code. The business cannot sell merchandise other than meals on the premises or employ more than one (1) part-time dedicated staff beyond the owner(s). Private indoor only event services can be held exclusively for overnight occupancy guests, with an allowance of one (1) additional person per guest, up to a maximum of twenty-four (24) people. Outdoor events are not allowed.

Hotel or motel means a building or group of buildings containing guest rooms, suites, separate units or connecting units where, for compensation, lodging is provided on a short-term basis. For purposes of this

definition the term "short-term basis" shall include only daily or weekly periods. Not more than twenty-five (25) percent of the rooms, suites or units may have kitchen or cooking facilities. The hotel or motel shall be designed and marketed in a fashion that reflects the intended use of transient lodgers. No persons other than approved resident managers, supervisors or caretakers and their families shall utilize, consider or reference any hotel or motel room, suite or unit as a secondary or primary place of residence. A hotel or motel may contain restaurants, meeting rooms, indoor recreation facilities, lounges, entertainment facilities, retail sales of personal accessories for occupants, maid and bell boy service, laundry services, telephone and secretarial service as accessory uses to the hotel or motel use. This definition shall also include the term "bed and breakfast inns."

Councilmember Hodges asked if there are exceptions for holding outside events. Mr. Dail stated they can have three outdoor events with an application from the Recreation Department. Councilmember Horton asked what happens if the noise ordinance isn't followed and Director Drakeford noted the application allows three events per year and they have to abide by the Noise Ordinance and get approval from the residents in the area to allow the event. Usually by 10:00pm these events are over. If the rules of the Noise Ordinance aren't followed, the event would be visited by officers and ended. The ordinance stated should end by 10:00pm, it can be extended another 30 minutes if the neighbors approve the extension.

Mayor Sadler asked if hotels and events center are allowed in residential areas and Mr. Dail stated they are not. Mayor Sadler also asked if Council had made any changes to this and Mr. Dail stated no.

### **PUBLIC HEARING 6:00PM - ZONING: NONE**

### **SCHEDULED PUBLIC APPEARANCES: NONE**

# CORRESPONDENCE AND SPECIAL REPORTS: MEMO – PO'S > \$50,000

The following budgeted purchase orders that are in excess of \$50,000 have been issued for the month:

The following budgeted purchase orders that are in excess of \$50,000 have been issued for the month:

PO Number	Amount	Vendor	Descr	iption
069109	\$60,000.00	D&J Drilling Inc		Misc. Bores
069110	\$80,000.00	Westinghouse Electric Supply	у	Misc. Materials
069121	\$50,000.00	John Lucas Tree Expert Co.		Contract Services- Tree Trimming
069141	\$58,749.12	The Ultimate Outdoors LLC		32'X50'X14' Storage Building
069156	\$80,000.00	River City Construction		Misc. Pole Change Outs
069196	\$217,200.00	E Source Companies LLC		AMI Implementation Support
069207	\$431,506.00	Talbert & Bright		North GA-Construction Admin.
069208	\$3,930,779.35	A.R. Chesson Construction		North GA-Construction

### **MEMO** – BUDGET TRANSFERS

The Budget Officer reallocated appropriations among various departmental totals of expenditures within authorized funds.

NC GS 159-15 states that this shall be reported to the Council at its next regular meeting and be entered in the minutes.

010-4130-4503	-\$7,000.00
010-4131-7400	\$7,000.00
010-4341-7000	-\$8,500.00
010-4341-3300	-\$1,500.00
010-4340-7400	\$10,000.00
035-6612-0207	-\$1,729,000.0
035-8320-4800	\$1,700,000.0
035-8320-4801	\$29,000.00
010-4400-0207	-\$1,800.00
010-4124-0200	\$1,800.00
010-4110-1200	-\$600.00
010-4111-1400	\$600.00
010-4400-0207	-\$4,725.00
010-4350-0200	\$4,725.00
010-4400-0207	-\$810.00
010-4700-0200	\$810.00

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Finance	010-4130-4503	None	Contract Services Audit	7000.00
TO:	Warehouse	010-4131-7400	None	Capital Outlay	7000.00

For the purpose of: to cover expenses through year end

	Department	Account Number	Project Account	Account Name	Amount
FROM:	EMS EMS	010-4341-7000 010-4341-3300		Non-Capital Departmental Supplies	\$8,500 \$1,500
то:	Fire	010-4340-7400		Capital	\$10,000

For the purpose of;-New truck up-fit with lights and electronics.

	Departm	nent	Accour Number		Projec Accou			Account Name		Amount	
FROM:	Electric	Misc	035-6	612-020	Non	8	Sa	lary Adjus	stments	1,729,000.	00
TO:	Electric Purchase	Power		320-480 320-480		3		CEMPA IPA		1,700,000.0 29,000.00	00
For	the purpose o		er of fu	nds to c	over rema Project	iņing u	tility purch		r costs for f	iscal year	
	Departn	ent N	umber		Account		Name		Amount		
FROM:	Misc.	0	10-4400	-0207	The second se		Salary /	Adj.	1,800.00		
	TDA	01	0-4124	-0200			Salaries	-FT	1,800.00	PMSCAD Igazarinanan nanan nanan nyang	
TO:	he purpose o			es for the				Aconum			
For t			er salari ment	Accoun	ot T	der of fi	at	Accoun	- Programme and the state of th	Amount	
For t		f: To cove	er salari ment	Accoun	nt	Projec	at		The state of the s	Amount \$600	
For t	he purpose o	f: To cove	er salari ment	Accour Number	ot T	Projec	at	Name	a dic ng		
For t	he purpose of FROM:	Depart City Cou	er salari ment	010-41	10-1200 11-1400	Projec	at tent	Printing Publishin	åk ng ec ment	\$600	
For t	he purpose of FROM:	Depart City Cou	er salari ment	Account Number 010-41	10-1200 11-1400	Project	at tent	Printing Publishin Employe Develops	åk ng ec ment	\$600	
For t	FROM:	Depart City Cou	of Covount	Account Number 010-41	10-1200 11-1400 egative bal	Project	account 0	Printing Publishin Employe Develops	ec ment	\$600	C. C. Landanescone

For the purpose of: To cover salaries for the remainder of fiscal year.

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Misc.	010-4400-0207		Salary Adj.	810.00
TO:	Env. Protection	010-4700-0200		Salaries-FT	810.00

For the purpose of: To cover salaries for the remainder of fiscal year.

# REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: REPORT – WASHINGTON TOURISM DEVELOPMENT AUTHORITY

Paula Stephenson, TDA Director provided a brief update on recent activities in the community. She noted the TDA has to spend at least 2/3 of their revenue on marketing Washington as a tourist destination.

### REPORT - WASHINGTON-WARREN AIRPORT AUTHORITY - NO REPORT

### REPORT – HUMAN RELATIONS COUNCIL - NO REPORT

### REPORT – WASHINGTON ELECTRIC ADVISORY BOARD

Councilmember Brooks provided a brief report and Jonathan Russell, City Manager provided some additional clarification. He noted the power purchase rate will change, but there will be no rate increase to our customers.

### REPORT - OTHER BOARDS/COMMISSIONS/COMMITTEES - NO REPORT

### APPOINTMENTS: VARIOUS BOARDS, COMMISSIONS & COMMITTEES

### A. Planning Board: (Anthony Tyre – Liaison)

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council reappointed Travorus Mason to the Planning Board, term to expire June 30, 2028.

### B. Human Relations Council: (Anthony Tyre – Liaison)

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council reappointed Nancy Burroughs to the Human Relations Council, term to expire June 30, 2028.

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council appointed Betty Gray to the Human Relations Council, to fill a vacant position, term to expire June 30, 2027.

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council appointed Danielle Brinson to the Human Relations Council, to fill a vacant position, term to expire June 30, 2026.

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council appointed Jeannine Carrington to the Human Relations Council, to fill a vacant position, term to expire June 30, 2027.

### C. Washington Tourism Development Authority: (Anthony Tyre - Liaison)

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council appointed Blanche Gibbs to the Washington Tourism Development Authority, to fill the expiring term of Manfred Alligood, term to expire June 30, 2028.

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council appointed Stacy Jesso to the Washington Tourism Development Authority, to fill the expiring term of Linda Harrington, term to expire June 30, 2028.

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council appointed Shonte Mason to the Washington Tourism Development Authority, to fill the expiring term of Dee Patel, term to expire June 30, 2028.

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council appointed Paula McCullough to the Washington Tourism Development Authority, to fill the expiring term of Fred Watkins, term to expire June 30, 2028.

### D. Board of Adjustment: (Richard Brooks - Liaison)

By motion of Councilmember Brooks, seconded by Councilmember Pitt, Council reappointed James Cox to the Board of Adjustment, term to expire June 30, 2028.

By motion of Councilmember Brooks, seconded by Councilmember Pitt, Council appointed Nadine Dennis to the Board of Adjustment to fill a VACANT un-expired position, term to expire June 30, 2027.

### E. Board of Library Trustees: (Lou Hodges – Liaison)

By motion of Councilmember Hodges, seconded by Councilmember Brooks, Council appointed Terry Rollins to the Board of Library Trustees, to fill the expiring term of Sharon Johnston, term to expire June 30, 2028.

By motion of Councilmember Hodges, seconded by Councilmember Brooks, Council reappointed Joanna Rieg to the Board of Library Trustees, term to expire June 30, 2028.

### F. <u>Historic Preservation Commission: (Lou Hodges - Liaison)</u>

By motion of Councilmember Hodges, seconded by Councilmember Brooks, Council reappointed Betty Nichols to the Historic Preservation Commission, term to expire June 30, 2028.

By motion of Councilmember Hodges, seconded by Councilmember Brooks, Council Kasey Stone to the Historic Preservation Commission, term to expire June 30, 2028.

By motion of Councilmember Hodges, seconded by Councilmember Brooks, Council Betsy Hopkins to the Historic Preservation Commission, to fill the expiring term of Mark Frederick, term to expire June 30, 2028.

### G. Animal Control Appeals Board: (William Pitt - Liaison)

By motion of Councilmember Pitt, seconded by Mayor Pro tem Tyre, Council re-appointed Christopher Whitehead to the Animal Controls Appeal Board. Term to expire June 30, 2028.

### I. Waterfront Docks: (William Pitt – Liaison)

By motion of Councilmember Pitt, seconded by Mayor Pro tem Tyre, Council reappointed Ray Midgett to the Waterfront Docks Advisory Committee (inside), term to expire June 30, 2028.

By motion of Councilmember Pitt, seconded by Mayor Pro tem Tyre, Council reappointed David Norwood to the Waterfront Docks Advisory Committee (inside), term to expire June 30, 2028.

By motion of Councilmember Pitt, seconded by Mayor Pro tem Tyre, Council reappointed Fred Watkins to the Waterfront Docks Advisory Committee, term to expire June 30, 2028.

By motion of Councilmember Pitt, seconded by Mayor Pro tem Tyre, Council appointed Marilyn Ore-Booth to the Waterfront Docks Advisory Committee, to fill a VACANT position(inside), term to expire June 30, 2027.

J. Washington Electric Utilities Advisory Board: (Antwan Horton – Liaison) after recess By motion of Councilmember Horton, seconded by Councilmember Pitt, Council appointed Stewart Rumley to the Washington Electric Utilities Board (inside), to fill the expiring term of Walter Manning, term to expire June 30, 2028.

By motion of Councilmember Horton, seconded by Mayor Pro tem Tyre, Council appointed Walter Manning to the Washington Electric Utilities Board (At-Large), to fill the expiring term of Stewart Rumley, term to expire June 30, 2028.

### K. Washington-Warren Airport Authority: (Donald Sadler - Liaison)

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council reappointed Jorge Bocanegra to the Washington-Warren Airport Authority, term to expire June 30, 2028.

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council reappointed Pamela Anderson to the Washington-Warren Airport Authority, term to expire June 30, 2028.

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council reappointed Bill Booth to the Washington-Warren Airport Authority, term to expire June 30, 2028.

<sup>\*</sup>Remaining appointments will be made in July.

### PUBLIC HEARING 6:00PM- OTHER: FY25-26 BUDGET

Notice of Public Hearing - Budget

The Washington City Council will hold a Public Hearing on Monday, June 9, 2025 at 6:00pm or soon thereafter as time permits in the Council Chambers located at 102 East Second Street. The purpose of the hearing is to take public comment concerning the proposed FY25-26 Budget. The proposed budget has been submitted to the City Council and is available for inspection on the City of Washington's website www.washingtonnc.gov

Mayor Sadler opened the budget public hearing. There being no comments from the public, the hearing was closed.

**OLD BUSINESS:** NONE

### **NEW BUSINESS:**

# ADOPT – RESOLUTION TO APPLY FOR FUNDING FOR WWTP MOTOR CONTROL ROOM MITIGATION

BACKGROUND AND FINDINGS: The Hazard Mitigation Grant Program (HMGP) has over \$2 Billion available for Infrastructure and Residential Mitigation Projects. The funding has 100 percent reimbursement for infrastructure and residential mitigation projects. The current equipment in the motor control room at the Wastewater Treatment Plant is at risk for flooding. This improvement would follow and support the current ongoing improvements to upgrade and enlarge the plant. Mitigation of the equipment and motor control room would avoid inundation of flooding and storm surge as the control room is positioned within 600 feet of the river's edge. Maintaining functionality and power to the control room is essential to the operations at the plant. If funded this would allow the City to develop an Alternative Assessment, final design and cost estimates, and develop a procurement package.

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council adopted a resolution to apply for Advanced Assistance funding through the Hazard Mitigation Grant Program (HMGP) for mitigation of the Wastewater Treatment Plant Motor Control Room. (copy attached)

VOTE:	YES	NO
Mayor Pro tem Tyre	X	
Councilmember Hodges	X	
Councilmember Brooks	X	
Councilmember Horton	X	
Councilmember Pitt	X	

# <u>ADOPT</u> – BUDGET ORDINANCE AMENDMENT TO CLOSE INTERNAL SERVICE FUNDS 086 AND 087 TO THEIR RESPECTIVE PARENT FUND

BACKGROUND AND FINDINGS: The transfers simplify the accounting for these funds and moves the Vehicle and Facility Maintenance fund balance to the General Fund.

By motion of Councilmember Hodges, seconded by Councilmember Brooks, Council adopted a Budget Ordinance Amendment to close internal service funds 086 and 087 to their respective parent fund. (copy attached)

VOTE:	YES	NO
Mayor Pro tem Tyre	X	

Councilmember Hodges	X	
Councilmember Brooks	X	
Councilmember Horton	X	
Councilmember Pitt	X	

# ADOPT – BUDGET ORDINANCE AMENDMENT TO REFLECT THE REVISED ESTIMATE FOR OCCUPANCY TAX COLLECTIONS

BACKGROUND AND FINDINGS: Occupancy tax collections are higher than originally budgeted.

By motion of Councilmember Horton, seconded by Councilmember Pitt, Council approved the budget ordinance amendment to reflect the revised estimate for occupancy tax collections. (copy attached)

VOTE:	YES	NO
Mayor Pro tem Tyre	X	
Councilmember Hodges	X	
Councilmember Brooks	X	
Councilmember Horton	X	
Councilmember Pitt	X	

### <u>ADOPT</u> – BUDGET ORDINANCE AMENDMENT FOR INCREASING REVENUE AND EXPENSE ITEMS IN THE LIBRARY AND CEMETERY TRUST FUNDS ADDITIONAL FUNDS TO COVER INTEREST EARNED DURING THE YEAR

BACKGROUND AND FINDINGS: Additional funds need to be appropriated to cover the interest earned this fiscal year.

By motion of Councilmember Hodges, seconded by Mayor Pro tem Tyre, Council adopted a Budget Ordinance Amendment for increasing revenue and expense items in the Library and Cemetery Trust funds for additional funds to cover interest earned during the year. (copy attached)

VOTE:	YES	NO
Mayor Pro tem Tyre	X	
Councilmember Hodges	X	
Councilmember Brooks	X	
Councilmember Horton	X	
Councilmember Pitt	X	

# AUTHORIZE - CITY MANAGER TO APPROVE A NEW JOB DESCRIPTION ALONG WITH RECLASSIFYING ONE OF THE BUILDING CODE INSPECTOR I POSITIONS TO FLOODPLAIN AND CODE COMPLIANCE OFFICER IN THE INSPECTIONS DIVISION OF COMMUNITY AND CULTURAL SERVICES

BACKGROUND AND FINDINGS: The Inspections division requests that one of the Building Code Inspector (paygrade 18) positions be reclassified to Floodplain and Code Compliance Officer (proposed paygrade 23) due to the increased need for floodplain management for the City of Washington. This position will also be utilized for Minimum Housing Code Compliance, as well as Nuisance and Zoning Enforcement. This position is currently filled by an employee whose salary is within the proposed pay grade 23, so no pay increase is requested.

By motion of Mayor Pro tem Tyre, seconded by Councilmember Horton, Council authorized the City Manager to approve a new job description along with reclassifying one of the Building Code Inspector I positions to Floodplain and Code Compliance Officer in the Inspections division of Community and Cultural Services. (conv attached)

Community and Cartarar Services.	(copy attached)	
VOTE:	YES	NO
Mayor Pro tem Tyre	X	
Councilmember Hodges	X	
Councilmember Brooks	X	
Councilmember Horton	X	
Councilmember Pitt	X	

# <u>APPROVE</u> -REQUESTED UPDATE TO THE PERSONNEL POLICY ARTICLE III, SECTION 17 HOLIDAY PREMIUM PAY

BACKGROUND AND FINDINGS: This request is to clarify what is being done in practice and will include all personnel in the Fire Department. Fire personnel receive 8 hours of holiday premium pay for working a holiday. This request is to include all Fire Department employees including fire personnel (48/96) and paramedics (24/72).

By motion of Councilmember Brooks, seconded by Councilmember Horton, Council approved the requested update to the Personnel Policy Article III, Section 17 Holiday Premium Pay. (copy attached)

VOTE:	YES	NO
Mayor Pro tem Tyre	x	
Councilmember Hodges	X	
Councilmember Brooks	X	
Councilmember Horton	X	
Councilmember Pitt	X	

# <u>APPROVE</u> - RESOLUTION WHICH AUTHORIZES THE MAYOR TO EXECUTE THE LEASE AGREEMENT FOR THE CIVIC CENTER WITH THE TDA

BACKGROUND AND FINDINGS: Current lease expires June 30, 2025. The proposed lease is for a one-year term, fixes the City subsidy at \$35,000/year, and includes a 50/50 profit sharing provision between the two entities based on the change in net assets as reported in the independent auditors report.

By motion of Councilmember Horton, seconded by Councilmember Pitt, Council approved the resolution which authorizes the Mayor to execute the lease agreement for the Civic Center with the TDA. (copy attached)

VOTE:	YES	NO	
Mayor Pro tem Tyre	X		
Councilmember Hodges	X		
Councilmember Brooks	X	ł	
Councilmember Horton	X		
Councilmember Pitt	X		

#### Recess

### Recreation Advisory Committee: (Richard Brooks - Liaison)

By motion of Councilmember Brooks, seconded by Councilmember Pitt, Council appointed Amy Gerard to the Recreation Advisory Committee to fill the expiring term of Dallis Tucker (inside), term to expire June 30, 2028.

By motion of Councilmember Brooks, seconded by Councilmember Pitt, Council reappointed Brian Reapp, Jr (outside) to the Recreation Advisory Board, term to expire June 30, 2028.

By motion of Councilmember Brooks, seconded by Councilmember Pitt, Council reappointed Michele Oros (outside) to the Recreation Advisory Board, term to expire June 30, 2028.

### ANY OTHER ITEMS FROM CITY MANAGER:

Mr. Russell provided updates on the opening of the splash pad, the upcoming Juneteenth events and Summer Festival.

### ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL: NONE

### **CLOSED SESSION:** NONE

### **ADJOURN:**

By motion of Mayor Pro tem Tyre, seconded by Councilmember Horton, Council adjourned the meeting until June 17, 2025 at 3:00pm in the City Council Chambers.

(Subject to approval of City Council)

s/Cynthia S. Bennett, MMC City Clerk

# CITY COUNCIL MINUTES WASHINGTON, NORTH CAROLINA

The Washington City Council met in a regular session on Monday, June 17, 2025 at 3:00pm in the Council Chambers at the Municipal Building. Present: Donald Sadler, Mayor; Anthony Tyre, Mayor Pro tem; Lou Hodges, Councilmember; William Pitt, Councilmember; Antwan Horton, Councilmember and Richard Brooks, Councilmember. Also present, Jonathan Russell, City Manager; and Cynthia Sullivan Bennett, City Clerk.

Mayor Sadler called the meeting to order.

## <u>ADOPT</u> – BUDGET ORDINANCE FOR FISCAL YEAR 2026, SET AD VALOREM TAX RATE AND USER FEE SCHEDULE

City Manager's Budget Message

City of Washington, North Carolina Fiscal Year 2025-2026

Honorable Mayor, City Council Members, and Citizens of Washington,

It is my privilege to present the Fiscal Year 2025-2026 Budget for the City of Washington, North Carolina. This budget represents our commitment to strategic planning, fiscal responsibility, and the continued provision of quality services to our residents. It reflects our collective efforts to enhance the quality of life in our community while maintaining a balanced and sustainable financial outlook.

#### Overview

The FY 2025-2026 budget totals \$146,235,421. This budget has been crafted to address the priorities identified by our community and Council, including public safety, infrastructure improvements, and economic development.

#### **Economic Context**

Washington, like many cities, has faced economic challenges over the past year. However, through prudent financial management and strategic planning, we have navigated these challenges and positioned ourselves for recovery and growth. Our local economy shows signs of resilience, with steady improvements in key economic indicators such as employment rates, business growth, and housing markets.

#### **Key Budget Priorities**

#### 1. Public Safety:

o Police and Fire Services: We are committed to ensuring the safety and security of our residents. Expenditures have increased marginally in order to maintain a high level of service delivery through new equipment, and enhanced training programs to support our dedicated first responders. An increase in salaries, health insurance, retiree cost, and building maintenance were also contributors. A highlight of this year's budget will provide four additional paramedics to allow for the operation of two EMS units at all times. Four additional patrol positions will be reinstated to increase Police presence and visibility.

#### 2. Infrastructure Improvements:

- Roads and Transportation: Significant investments will be made to improve our roadways, sidewalks, bikeways, and parking. This includes a \$1,586,609 allocation for street resurfacing, sidewalk repairs, and the expansion of pedestrian facilities.
- Utilities: Upgrades to our water and sewer systems are critical. This budget allocates \$1.35 million for the modernization of our infrastructure to ensure reliable service and compliance with environmental standards.

#### 3. Economic Development:

 Business Retention and Growth: Continued investment in all business districts remain a priority. This budget includes funding for facade improvements, public art installations, and the development incentives to support local entrepreneurs.

#### Fiscal Responsibility

Maintaining fiscal responsibility is paramount. During the County revaluation year, the city has adjusted the tax rate downward \$.095. The recalibration of property values alters the revenue landscape and results in varied financial impacts across the community. The budget is balanced, while still addressing our strategic priorities. We have focused on optimizing our resources, reducing operational inefficiencies, and exploring alternative funding sources such as grants and partnerships.

#### Conclusion

The FY 2025-2026 budget represents a forward-thinking approach that balances immediate needs with long-term goals. It is a roadmap for continued growth, innovation, and sustainability in the City of Washington. I am confident that, with the support of our dedicated staff, Council, and engaged community members, we will achieve our shared vision for a vibrant and thriving city.

I look forward to working with all stakeholders to implement this budget effectively and responsibly.

Respectfully submitted.

Jonathan Russell

City Manager City of Washington, North Carolina

**BACKGROUND AND FINDINGS:** The Budget Ordinance for Fiscal Year 2025-2026, totals \$146,235,421. This ordinance appropriates the following amounts in the funds listed for operational expenses during the fiscal year:

-B 1110 1110 001 J 0011.	
General Fund	\$25,689,137
Water Fund	4,932,785
Sewer Fund	4,527,073
Storm Water Management Fund	2,013,434
Electric Fund	40,105,381
Airport Fund	1,149,851
Solid Waste Fund	2,867,202
Cemetery Fund	414,786
Library Trust Fund	4,600
Cemetery Trust Fund	21,900
Water Capital Reserve Fund	17,000
Sewer Capital Reserve Fund	5,500
Facade Fund	20,000
Internal Service Fund	207,555
Library Expansion	107,000
DEQ Boardwalk Fund	2,927,010
CDBG Grant Fund	1,220,140
General Fund Grant Fund	17,430
General Fund Project Fund	211,000
Water Capital Project Fund	1,280,120
- v	1,045,073
Water Grant Fund	875,000
Sewer Capital Project Fund	3,510,500

Sewer Grant Fund	3,174,840
Stormwater Project Fund	6,436,176
Medical District Drainage Fund	1,716,980
Stormwater Grant Fund	2,881,805
DOT Hwy 17 Relocation Fund	10,000
Electric Grant Fund	38,844,263
Airport Grant Fund	1,880
CDBG Program Income Fund	
Grand Total	146,235,421
	\$146,235,421

Mayor Pro tem Tyre asked with the reinstatements of the four police officer positions, are the salaries comparable? Mr. Russell stated yes, the recent salary study has brought those positions up to surrounding competing communities.

Mayor Pro tem Tyre asked for an overview of the infrastructure improvements and Mr. Russell stated those would include street resurfacing, sidewalk repairs, bicycle lanes. These have nothing to do with the 15<sup>th</sup> Street improvements proposed by NCDOT.

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council adopted the Budget Ordinance for Fiscal Year 2025-2026, set the 2025 Ad valorem Tax rate at \$0.485 per \$100.00 value and set the user fee schedule included in the appendix of the budget.

VOTE:	YES	NO
Mayor Pro tem Tyre	x	
Councilmember Hodges	X	
Councilmember Brooks	X	
Councilmember Horton	X	
Councilmember Pitt	X	

### CITY OF WASHINGTON, NORTH CAROLINA BUDGET ORDINANCE FOR FISCAL YEAR 2026

BE IT ORDAINED by the City Council of the City of Washington, North Carolina, as follows:

Section 1. The following amounts are hereby appropriated for the operation of the City of Washington government and its activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026, according to the following schedules:

### Schedule A. General Fund

General Government	
City Council	111,266
Mayor	41,223
City Manager	551,568
Communications	40,794
TDA Director	194,521
Human Resources	516,794
Finance	926,482
Purchasing	328,609

City Council Minutes – Page 4	June 17, 2025
Information Systems	700,241
Billing	237,034
Customer Services	755,749
License Plate Agency	217,903
Legal	178,300
Code Enforcement	443,840
Miscellaneous	1,098,550
Legal	422,738
Planning/Zoning Outside Agencies	550,901 71,800
Debt Service	966,890
Dublic Cofete	
Public Safety Police	5 100 101
E-911 Communication	5,189,191 633,941
Fire	1,470,610
Emergency Medical Services	4,319,419
Public Works	
Equipment Services	104,601
Municipal Building	315,371
Street Maintenance	1,301,411
Powell Bill	285,198
Administration	154,749
Cultural and Leisure	
Brown Library	791,451
Recreation Administration	247,894
Recreation Events	154,906
Athletics & Recreation Programs	228,246
Senior Programs	199,214
Waterfront Docks	146,319
Civic Center	143,733
Aquatic Center	498,708
Buildings & Grounds	1,148,972
Total General Fund Appropriations	\$25,689,137
Schedule B. Water Fund	
Miscellaneous	1,344,295
Administration	216,962
Water Meter Services	203,268
Water Treatment	1,878,592
Water Distribution Maintenance	357,064
Water Distribution Construction	180,779
	•

City Council Minutes – Page 5	June 17, 2025
Debt Services Contingency Total Water Fund Appropriations	751,825 0 4,932,785
Total Water Fund Appropriations	4,932,783
Schedule C. Sewer Fund	
Miscellaneous	1,215,621
Administration	214,375
Wastewater Collection Maintenance	512,851
Wastewater Collection Construction	307,748
Wastewater Treatment	1,680,811
Wastewater Lift Stations	405,575
Debt Service	190,092
Contingency	0
Total Sewer Fund Appropriations	4,527,073
Schedule D. Storm Water Management Fund	
Operations	1,383,649
Nutrient Control	57,573
Debt Service	572,212
Contingency	0
Total Storm Water Management Fund Appropriations	2,013,434
Schedule E. Electric Fund	
Miscellaneous	5,624,703
Administration	770,370
Utility Communications	436,981
Electric Meter Services	968,251
Purchase Power	23,089,310
Substation Maintenance	939,060
Load Management	811,043
Power Line Maintenance	4,041,588
Power Line Construction	2,012,700
Debt Service Contingency	1,411,375
Total Electric Fund Appropriations	40,105,381
Schedule F. Airport Fund	.,,.
·	
Operational Expenses	1,149,851
Contingency Total Airmont Freed Annualistics	1110071
Total Airport Fund Appropriations	1,149,851

City Council Minutes – Page 6	June 17, 2025
Schedule G. Solid Waste Fund	
Solid Waste Operations Debt Service Contingency	2,732,687 134,515 0
Total Solid Waste Fund Appropriations	2,867,202
Schedule H. Cemetery Fund	
Operational Expenses Contingency Total Cemetery Fund Appropriations	$ \begin{array}{r} 414,786 \\   \hline     414,786 \end{array} $
Schedule I. Library Trust Fund	
Administration Charges to General Fund for Library Operations Total Library Trust Fund Appropriations	4,600 4,600
Schedule J. Cemetery Trust Fund	
Administration Charges to Cemetery Fund for Operations Total Cemetery Trust Fund Appropriations	21,900 21,900
Schedule K. Water Capital Reserve Fund	
Reserved for Future Capital Projects Total Water Capital Reserve Fund Appropriations	17,000 17,000

	,,,,,
Schedule J. Cemetery Trust Fund	
Administration Charges to Cemetery Fund for Operations Total Cemetery Trust Fund Appropriations	<u>21,900</u> 21,900
Schedule K. Water Capital Reserve Fund	
Reserved for Future Capital Projects Total Water Capital Reserve Fund Appropriations	17,000 17,000
Schedule L. Sewer Capital Reserve Fund	
Reserved for Future Capital Projects Total Sewer Capital Reserve Fund Appropriations	<u>5,500</u> 5,500
Schedule M. Internal Service Fund	
Worker's Compensation Claim Payments Total Internal Service Fund Appropriations	207,555 207,555

### Schedule N. Facade Grant

Facade Grant Total Facade Grant Appropriations	20,000 20,000
Schedule O. Library Expansion Project	
Library Expansion Project Total Library Expansion Project Appropriations	107,000 107,000
Schedule P. DEQ Boardwalk Reconstruction Grant DEQ Boardwalk Reconstruction Grant Total DEQ Boardwalk Reconstruction Grant Appropriations	2,927,010 2,927,010
Schedule Q. General Fund Grant Funds	
General Fund Grant Funds Total General Fund Grant Funds Appropriations	17,430 17,430
Schedule R. CDBG Grant	
CDBG Grant Total CDBG Grant Appropriations	1,220,140 1,220,140
Schedule S. General Fund Project Fund	
History Museum Renovations Total General Fund Project Fund	211,000 211,000
Schedule T. Water Capital Project Fund	
Water Capital Project Fund Total Water Capital Project Fund Appropriations	1,280,120 1,280,120
Schedule U. Water Grant Fund	
Water Grant Fund Total Water Grant Fund Appropriations	1,045,073 1,045,073

Schedule V. Sewer Capital Project Fund	
Sewer Capital Project Fund Total Sewer Capital Project Fund Appropriations	875,000 875,000
Schedule W. Sewer Grant Fund	
Sewer Grant Fund Total Sewer Grant Fund Appropriations	3,510,500 3,510,500
Schedule X. Stormwater Project Fund	
Stormwater Project Fund Total Stormwater Project Fund Appropriations	3,174,840 3,174,840
Schedule Y. Medical District Drainage	
Medical District Drainage Fund Total Medical District Drainage Fund Appropriations	6,436,176 6,436,176
Schedule Z. Stormwater Grant Fund	
Stormwater Grant Fund Appropriations	1,716,980 1,716,980
Schedule A1. DOT Hwy 17 Relocation Fund	
DOT Hwy 17 Relocation Fund Total DOT Hwy 17 Relocation Fund Appropriations	2,881,805 2,881,805

### Schedule B1. Electric Grant Fund

Electric Grant Fund	<u>10,000</u>
Total Electric Grant Fund Appropriations	10,000

### Schedule C1. Airport Grant Fund

Airport Grant Fund	38,844,263
Total Airport Grant Fund Appropriations	38,844,263

### Schedule D1. CDBG Program Income Fund

CDBG Program Income Fund	<u>1,880</u>
CDBG Program Income Fund Appropriations	1,880
Total Appropriations for all Funds	\$146,235,421

<u>Section 2.</u> It is estimated that the following revenue will be available during the year beginning July 1, 2025, and ending June 30, 2026 to meet the foregoing appropriations:

### Schedule A. General Fund

Ad Valorem Taxes	7,537,958
Other Taxes & Licenses	4,855,121
Unrestricted Intergovernmental Revenue	2,262,571
Restricted Intergovernmental Revenue	534,576
Permits & Fees	144,700
Sales and Services	1,827,515
Investment Earnings	190,050
Miscellaneous	29,100
Transfers From	1,922,310
Administrative Charges	4,795,435
Other operating revenues	15,000
Non-Operating	6,000
Long Term Debt Issued	0
Fund Balance Appropriated	1,568,801
Total General Fund Revenues	25,689,137
	, ,

### Schedule B. Water Fund

### Schedule C. Sewer Fund

Wastewater Charges	50,000
Sales and Services	4,304,173
Interest Earnings	112,000
Assessments	0
Miscellaneous	5,200
Fund Balance Appropriated	55,700
Total Sewer Fund Revenues	4,527,073

### Schedule D. Storm Water Management Fund

Interest Earnings	76,000
Storm Water Charges	1,878,611
Interest Rebates (RZEDB)	8,000
Other Fees	3,200
Admin Charges from Airport	3,000
Fund Balance Appropriated	44,623
Total Storm Water Management Fund Revenues	2,013,434

### Schedule E. Electric Fund

Electric Charges	34,074,225
Sales and Services	508,400
Interest Earnings	830,000
Miscellaneous	38,247
Fund Balance Appropriated	4,261,535
Administration Charges from Other Funds:	
Water	300,437
Sewer	92,537
Installment Note Proceeds	0
Total Electric Fund Revenues	40,105,381

### Schedule F. Airport Fund

Rentals Sales & Services Interest Earnings Miscellaneous Grants Transfer from General Fund: Fund Balance Appropriated Total Airport Fund Revenues	$ \begin{array}{r} 224,174\\699,600\\10,400\\1,400\\600\\213,677\\\underline{0\\1,149,851} \end{array} $
Schedule G. Solid Waste Fund	
Interest Earnings Solid Waste Tax Installment Note Proceeds Fees Fund Balance Appropriated Total Solid Waste Fund Revenues Schedule H. Cemetery Fund	$42,400$ $7,000$ $725,000$ $2,025,700$ $\underline{67,102}$ $2,867,202$
Interest Earnings Sales & Services Adm. Charges from Cemetery Trust Transfer from Electric Fund Fund Balance Appropriated Total Cemetery Fund Revenues	15,686 179,000 21,900 198,200 0 414,786
Schedule I. Library Trust Fund  Interest Earnings  Total Library Trust Fund Revenues	4,600 4,600
Schedule J. Cemetery Trust Fund	
Interest Earnings Total Cemetery Trust Fund Revenues  Schedule K. Water Capital Pagerya Fund	<u>21,900</u> 21,900
Schedule K. Water Capital Reserve Fund  Interest Earnings  Total Water Capital Reserve Fund	17,000 17,000

Schedule L. Sewer Capital Reserve Fund	
Interest Earnings Total Sewer Capital Reserve Fund	<u>5,500</u> 5,500
Schedule M. Internal Service Fund	
Worker's Compensation Fund Total Internal Service Fund Revenues	207,555 207,555
Schedule N. Facade Grant	
Facade Grant-Transfer from General Fund Total Facade Grant Revenues	<u>20,000</u> 20,000
Schedule O. Library Expansion Project	
Transfer from General Fund Total Library Expansion Project Revenues	107,000 107,000
Schedule P. DEQ Boardwalk Reconstruction Grant Fund	
DEQ Boardwalk Reconstruction Grant Fund Total DEQ Boardwalk Reconstruction Grant Fund Revenues	2,927,010 2,927,010
Schedule Q: General Fund Grant Fund	
General Fund Grant Fund Appropriations  Total General Fund Grant Fund Appropriations	17,430 17,430
Schedule R. CDBG Grants	
CDBG Grant Funds Total CDBG Grant Fund Revenues	1,220,140 1,220,140

Schedule S. General Fund Project Fund

City Council Minutes – Page 13	June 17, 2025
History Museum Renovations Total General Fund Project Fund	211,000 211,000
Schedule T. Water Capital Project Fund	
Water Capital Project Fund Total Water Capital Project Fund Revenues	1,280,120 1,280,120
Schedule U. Water Grant Fund	
Water Grant Fund Total Water Grant Fund Revenues	1,045,073 1,045,073
Schedule V. Sewer Capital Project Fund	
Sewer Capital Project Fund	875,000
Total Sewer Capital Project Fund Revenues	875,000
Schedule W. Sewer Grant Fund	
Sewer Grant Fund Total Sewer Grant Fund Revenues	$\frac{3,510,500}{3,510,500}$
Schedule X. Stormwater Project Fund	
Transfer from Stormwater Fund Total Stormwater Project Fund Revenues	3,174,840 3,174,840
Schedule Y. Medical District Drainage Fund	
Medical District Drainage Fund Total Medical District Drainage Fund Revenues	<u>6,436,176</u> 6,436,176
Schedule Z. Stormwater Grant Fund	
Stormwater Grant Fund Total Medical District Drainage Fund Revenues	1,716,980 1,716,980

### Schedule A1. DOT Hwy 17 Relocation Fund

DOT Hwy 17 Relocation Fund	<u>2,881,805</u>
Total DOT Hwy 17 Relocation Fund Revenues	2,881,805

### Schedule B1. Electric Grant Fund

Electric Grant Fund	<u>10,000</u>
Total Electric Grant Fund	10,000

### Schedule C1. Airport Grant Fund

Airport Grant Fund	<u>38,844,263</u>
Total Airport Grant Fund	38,844,263

### Schedule D1. CDBG Program Income Fund

CDBG Program Income Fund	<u>1,880</u>
Total CDBG Program Income Fund Revenues	1,880

Total Estimated Revenues for all Funds

\$146,235,421

<u>Section 3</u>. There is hereby levied the following rate of tax on each one hundred dollars (\$100.00) valuation of estimated taxable property listed for taxes as of January 1, 2025, for the purpose of raising the revenues from property taxes, as set forth in the foregoing estimates, and in order to finance the foregoing appropriations:

General Fund
Total Rate per \$100 of
Valuation of Taxable Property \$.485

Such rate of tax is based on an estimated total assessed valuation of property tax for the purpose of taxation of \$1,584,499,054 with an estimated rate of collections of ninety-seven percent (97.00%). A general reappraisal of real property was undertaken in 2025 resulting in a revenue neutral tax rate of \$.3775. The rate adopted was \$.485.

<u>Section 4.</u> Some estimates of revenue other than the property tax exceed the amount actually realized in cash from each source in the preceding fiscal year, but the facts warrant the expectations that in each case the estimated amount will actually be realized in cash during the budget year.

<u>Section 5</u>. Appropriations are authorized by department totals. The Finance Officer is authorized to reallocate departmental appropriations among various line item objects of expenditures and revenues as

necessary during the budget year. The City Manager is authorized to reallocate appropriations among the various departmental totals of expenditures within the General Fund, Water Fund, Sewer Fund, Electric Fund, Storm Water Management Fund, Airport Fund, Solid Waste Fund, and Cemetery Fund as allowed by North Carolina General Statute 159-15. Any such

transfers between departments shall be reported to the City Council at its next regular meeting following the transfer and shall be entered into the official minutes of the City of Washington.

<u>Section 6.</u> Copies of this ordinance shall be filed with the Finance Director of the City of Washington, to be kept on file by him for his direction in the disbursement of City funds.

Section 7. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 8. This ordinance shall become effective July 1, 2025.

Adopted this the 17th day of June, 2025.

ATTEST:

**ADJOURN:** 

By motion of Councilmember Brooks, seconded by Councilmember Pitt, Council adjourned the meeting at 3:15pm until July 14, 2025 at 5:30pm in the City Council Chambers.

(Subject to approval of City Council)

s/Cynthia S. Bennett, MMC City Clerk



To:

Cynthia Bennett, City Clerk

From: Domini Cunningham, Community Development Planner

Date: July 2, 2025

Re:

Terrell Recipients for 2025

Please inform the City Council members of the Terrell Award recipients during the City Council meeting on July 14th, 2025. Scott Campbell of Coldwell Banker Sea Coast Advantage graciously sponsors this event annually and presents each winner with a pewter cup honoring their hard work. The following is my entry for the agenda:

The Rena K. Terrell award is a public trust honor designed to celebrate those active in historic preservation. Mrs. Rena K. Terrell, the award's namesake, was one of the area's most active historic preservation promoters. She was a founding member of the Historic Preservation Commission, a member of the Historic Preservation Foundation of North Carolina, the National Trust for Historic Preservation, and the City's official representative on the Board of Directors of the Historic Albemarle Tour. These awards are made in Rena's memory since she was devoted to preserving our historic resources and assets.

2025 held four recognizing categories:

Commercial Property: Loralyn & Trey Moore Giddy-Up Coffee House, 101 Bridge

Street St

Residential Property: Sed & Jill Boxley, 722 West Main Street.

Stewardship: Donald Stroud

Good Neighbor: Jeff Furst & Linda Harrington, 129 Van Norden Street

A presentation will be held before City Council July 14<sup>th</sup>, 2025 to recognize the recipients of this prestigious award.

Agenda Date: July 14, 2025



### REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of the City Council

From: Mike Dail, Director of Community & Cultural Services

Date: June 25, 2025

Subject: Public Hearing – City Code Text Amendment

Applicant Presentation: N/A Staff Presentation: N/A

#### **RECOMMENDATION:**

I move that the City Council accept the recommendation of the Planning Board and adopt the Ordinance and amend Section 40-582 (d) by changing the civil penalty for zoning violations from fifty dollars (\$50) to two hundred dollars (\$200).

-OR-

I move that the City Council deny the recommendation of the Planning Board to adopt the Ordinance and amend Section 40-582 (d) by changing the civil penalty for zoning violations from fifty dollars (\$50) to two hundred dollars (\$200).

### **BACKGROUND AND FINDINGS:**

The Planning Department has submitted a request for a text amendment to the City of Washington Zoning Ordinance, specifically Section 40-582(d), to increase the civil penalty for zoning violations. The current penalty of fifty dollars (\$50) per violation, per day, is proposed to be raised to two hundred dollars (\$200). This adjustment is intended to strengthen enforcement measures and encourage compliance with zoning regulations.

The City of Washington Planning Board met on June 24, 2025, and recommended approval of the Text Amendment to the City Council.

The public hearing notice for this amendment was duly published in the *Washington Daily News* on July 2, 2025, and July 12, 2025.

Staff has reviewed the proposed change and finds the amendment language to be appropriate and justified.

FISCAL IMPACT			
Currently Budgeted	_Requires additional appropriation _	X	No Fiscal Impac

### **SUPPORTING DOCUMENTS**

Ordinance

## ORDINANCE AMENDING THE CITY CODE OF THE CITY OF WASHINGTON, NORTH CAROLINA

WHEREAS, the City Council of the City of Washington, North Carolina, in accordance withArticle 6, Chapter 160D, of the General Statutes of North Carolina, caused a public notice to be given and published once a week for two successive weeks in <a href="The Washington Daily News">The Washington Daily News</a> setting forth that the City Council would, on the 14<sup>th</sup> day of July, 2025, at 6:00 p.m., conduct a public hearing on the adoption of an ordinance amending the City Code;

WHEREAS, in accordance with the provisions of North Carolina General Statute 160D-605, the City Council of the City of Washington does hereby find and determine that the adoption of the ordinance involving the text amendment is consistent with the adopted comprehensive plan and other officially adopted plans that are applicable and that the adoption of the ordinance involving the text amendment is reasonable and in the public interest due to its consistency with the comprehensive plan and other officially adopted plans that are applicable and, as a result, its furtherance of the goals and objectives of the comprehensive plan and other officially adopted plans that are applicable;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY WASHINGTON, NORTH CAROLINA, DOES HEREBY ORDAIN:

<u>Section</u> 1. That Chapter 40, Article XXI., Section 40-582 – Civil Penalties, of the City Code is hereby amended by removing the fifty dollar (\$50.00) civil penalty, and adding the two hundred dollar (\$200.00) civil penalty with the text as follows:

(Old Text)

Sec. 40-582. - Civil penalties.

(d) *Penalties*. Any person who violates any provision of this chapter shall be subject to assessment of a civil penalty in the amount of-fifty dollars (\$50.00) per violation, per day. The penalty would begin after the expiration of the notice of violation, or after an appeal from a notice of violation is denied.

(New Text)

Sec. 40-582. - Civil penalties.

(d) *Penalties*. Any person who violates any provision of this chapter shall be subject to assessment of a civil penalty in the amount of two hundred dollars (\$200.00) per violation, per day. The penalty would begin after the expiration of the notice of violation, or after an appeal from a notice of violation is denied.

Section 2: That all ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

<u>Section 3:</u> That this ordinance shall become effective upon its adoption.

ADOPTED this 14th day of July 2025.

ATTEST:	Donald R. Sadler, Mayor

### NOTICE OF PUBLIC HEARING WASHINGTON CITY COUNCIL WASHINGTON, NORTH CAROLINA MONDAY, JULY 14, 2025

The Washington City Council will hold a public hearing on **Monday**, **July 14**, **2025**, in the City Council Chambers located at City Hall, 102 E 2nd Street. The meeting will begin at 5:30. During this public hearing, the following item will be considered:

A proposed Text Amendment to the City's Zoning Ordinance to change the civil penalty for zoning violations from \$50 to \$200 (Section 40-582 (d)).

Members of the public will be given an opportunity to speak concerning the proposed request. Prior to the meeting, questions may be directed to the Planning Office by calling 252-975-9383 Monday through Friday during normal business hours.

PUBLISHER'S AFFIDAVIT: CITY OF WASHINGTON PLANNING DEPARTMENT PLEASE PUBLISH ON: Wednesday, July 2, 2025 Saturday, July 12, 2025 *Mayor*Donald R. Sadler

City Manager
Jonathan Russell



Washington City Council

Richard Brooks Lou Hodges Antwan Horton William Pitt Anthony Tyre

To:

Mayor Sadler & Members of the City Council

From:

Tammy Swindell, C.F.O.

Date:

July 01, 2025

**Subject:** 

**Budget Transfers** 

The Budget Officer reallocated appropriations among various departmental totals of expenditures within authorized funds.

NC GS 159-15 states that this shall be reported to the Council at its next regular meeting and be entered in the minutes.

010-4910-3300 010-4350-0200 010-4350-0500 010-4350-0700	-\$625.00 \$500.00 \$50.00 \$75.00	010-4400-5701 010-4341-7400	-\$20,017.00 \$20,017.00
010-4910-5701	-\$200.00	010-4400-5701	-\$668,570.00
010-4350-1400	\$200.00	010-4310-7400	\$63,807.00
		010-4340-7400	\$46,093.00
010-4910-5701	-\$200.00	010-4341-7400	\$249,935.00
010-4350-1400	\$200.00	010-4511-7400	\$308,735.00
032-7221-0300	-\$1000.00		
032-8200-4500	\$1000.00		
032-8220-4503	-\$7000.00		
032-8200-4500	\$7000.00		
	4.550.00		



### Request for Transfer of Funds

Date: 5/28/2025

TO:

City Manager or Finance Director

FROM:

Finance

SUBJECT:

REQUEST FOR TRANSFER OF FUNDS

I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Planning	010-4910-3300	None	Departmental supplies	625.00
TO:	Inspections	010-4350-0200 010-4350-0500 010-4350-0700	None	Salaries FICA Retirement	500.00 50.00 75.00

For the purpose of: Transfer to inspections to cover salary increase for pay increase due to additional duties.

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved: [

\* Request for Transfer of Funds from Department to Department, require City Manager's approval.

\*\* Request for Intradepartmental Transfer of Funds require Finance Director approval.

10N 03 2075

### Request for Transfer of Funds

City Manager or Finance Director

TO:

Date: 6/4/25

FROM	FROM: Holli Tetterton, Planning/Inspections/Docks					
SUBJE	SUBJECT: REQUEST FOR TRANSFER OF FUNDS					
within	y request the tra the same approp s of North Carol	riation fund accou	et forth be int, as pern	low from one account to anot nitted and authorized by the O	her, all Seneral	
	Department	Account Number	Project Account	Account Name A	mount	
FROM:	Planning	010-4910-5701		Special Events	\$200	
TO:	Inspections	010-4350-1400		Employee Development	\$200	
For the	For the purpose of: To cover the unexpected increased cost of employee travel.					
	Supervisor		<u> </u>	Department Head	RECEIVED JUN 1 3 2025	
ADDITION OF THE REAL PROPERTY OF THE PERSON	ACTION	OF CITY MANA	GER OR 1	FINANCE DIRECTOR	//	
* Request for Transfer of Funds from Department to Department require City Manager's approval.  ** Request for Intradepartmental Transfer of Funds require Finance Director approval.  Disapproved:  Otty Manager or Finance Director  Date						

Request for Transfer of Funds Date: 6/4/25 City Manager or Finance Director FROM: Holli Tetterton, Planning/Inspections/Docks SUBJECT: REQUEST FOR TRANSFER OF FUNDS I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina. Account Project Account Department Number Account Name Amount FROM: Planning 010-4910-5701 Special Events \$200 Inspections 010-4350-1400 Employee Development \$200 TO: For the purpose of: To cover the unexpected increased cost of employee travel. Supervisor Department Head ACTION OF CITY MANAGER OR FINANCE DIRECTOR Approved: Disapproved: \* Request for Transfer of Funds from Department to Department require

ENTERED

Manager or Finance Director

City Manager's approval.

\*\* Request for Intradepartmental
Transfer of Funds require Finance

Director approval.



Date: 6/6/2025

-	~	
1	D/ C	١.
		٠.

City Manager or Finance Director

FROM:

Hope Woolard, Public Works Director

SUBJECT:

REQUEST FOR TRANSFER OF FUNDS

I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Public Works Director	032-7221-0300		Salaries – Part-Time	\$1000
<b></b>	Wastewater	032-8200-4500		Contract Services	\$1000
TO:	Collection				

For the purpose of: Cover cost of additional Grant Administration required for Sewer Rehab Project.

Supervisor

Department Head

# ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

\* Request for Transfer of Funds from Department to Department require City Manager's approval.

\*\* Request for Intradepartmental
Transfer of Funds require Finance
Director approval.

Disapproved:

City Manager or Finance Director

Date

ENTERED

JUN 0 9 2025



Date: 6/6/2025

7	$\sim$	
- 1	£ 3-	
- 1	$\mathbf{v}$	

City Manager or Finance Director

FROM:

Hope Woolard, Public Works Director

SUBJECT:

REQUEST FOR TRANSFER OF FUNDS

I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

	Department	Account Number	Project Account	Account Name	Amount		
FROM:	Wastewater Treatment	032-8220-4503	9	Contract for Sludge	\$7000		
		,					
TO:	Wastewater Collection	032-8200-4500		Contract Services	\$7000		
For the purpose of: Cover cost of additional Grant Administration required for Sewer Rehab Project.							
1	Supervisor	,	Dep	partment Head			

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

\* Request for Transfer of Funds from Department to Department require City Manager's approval.

Approved:

\*\* Request for Intradepartmental Transfer of Funds require Finance Director approval. Disapproved:

City Manager or Finance Director

Date

ENVERED

JUN 0 9 2025



RECEIVED

JUN 2 5 2025

Date: 6/13/2025

ח	$\sim$	
- 1		7

City Manager or Finance Director

ENTERED

FROM:

Finance

JUN 2 5 2025

SUBJECT:

REQUEST FOR TRANSFER OF FUNDS

I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Miscellaneous	010-4400-5701	None	Miscellaneous	20,017.00
TO:	EMS	010-4341-7400	None	Capital Outlay	20,017.00

For the purpose of: moving budgeted funds to proper department after closing fund 086 to re-encumber two PO's that need to roll forward

Supervisor

Department Head

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved: 🕒

\* Request for Transfer of Funds from Department to Department, require City Manager's approval.

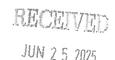
\*\* Request for Intradepartmental
Transfer of Funds require Finance
Director approval.

ty Manager or Finance Director

Disapproved:

Date





2 3 2823

Date: 6/13/2025

TO:

City Manager or Finance Director

ENTEREL

FROM:

Finance

JUN 25 2025

SUBJECT:

REQUEST FOR TRANSFER OF FUNDS

I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Miscellaneous	010-4400-5701	None	Miscellaneous	668,570.00
TO:	Police Fire EMS Powell Bill	010-4310-7400 010-4340-7400 010-4341-7400 010-4511-7400	None	Capital Outlay Capital Outlay Capital Outlay Capital Outlay	63,807.00 46,093.00 249,935.00 308,735.00

For the purpose of: moving budgeted funds to proper department after closing fund 086

Supervisor Department Head

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

\* Request for Transfer of Funds from Department to Department, require City Manager's approval.

\*\* Request for Intradepartmental Transfer of Funds require Finance Director approval. Disapproved:

City Manager or Finance Director

6/16/24

Date



Agenda Date: July 14, 2025



#### **MEMO**

To:

Mayor Sadler & Members of the City Council

From:

Angela Flowers, Purchasing Agent

Date:

June 9, 2025

Subject:

**Chemical Bid Pricing** 

On June 5, 2025, bids were received from 15 chemical suppliers for 8 bulk supplied chemicals used in the water and wastewater treatment processes. The term of the bids specified is for a one-year period to run from July 1, 2025 thru June 30, 2026, with the option to renew for three (3) additional one-year periods.

#### Contracts will be as follows:

Vendor	Cost Per Unit	Yearly Estimated Usage	<b>Yearly Estimated Cost</b>
Chemical			
Brenntag Mid-South, Ir Sodium Bisulfite	<u>nc.</u> \$2.88/gal	20,000 gal/yr	\$57,600.00
Carus LLC. Sodium Hexamethaphosphate	\$1.65/lb	18.000 lb/yr	\$29,700.00
<u>Citco Water</u> Liquid Aluminum Sulfate	\$1. <b>54</b> /gal	32,000 gal/yr	\$49,280.00
Morton Salt, Inc. Sodium Chloride	\$153.98/ton	1,700 ton/yr	\$261,766.00
Shannon Chemicals Potassium Permanganate	\$1.95/lb	21,000 lb/yr	\$40,950.00
<u>Tanner Industries, Inc.</u> Anhydrous Ammonia	\$1.26/lb	9,500 lb/yr	\$11,970.00
Water Guard Sodium Hypochlorite HydroFlourosilicic Acid	\$2.50/gal \$4.01/gal	60,000 gal/yr 3,500 gal/yr	\$150,000.00 \$14,035.00
	-	•	

Bid tabulation sheet attached.

Q. ((()		77.					1			Y Yamadahana					4
City		BI	D TABU	LATION	: ITB Wa	ter Trea	tment C	hemicals	0519-202	5					
City Washington		un-riskrine										B.//			
CHEMICALS	Brenntag Mid-South, Inc.	C&S Chemicals	Cargill Inc.	Carus LLC	1	Chemtrade Chemicals		Morton Salt, Inc.	Niche Chem Industries	Pencco Inc.	Shannon Chemicals	Sterling Water Tech.	Tanner Industries, Inc.	United Mineral & Chemical Corp.	Water Guard
Potassium Permanganate	\$1.99 Lb.	No Bid	No Bid	No Bid	\$2.067	No Bid	\$4.94 Lb	No Bid	No Bid	No Bid	\$1.95 Lb	No Bid	No Bid	\$2.11 Lb	No Bid
2. Sodium Chloride	No Bid	No Bid	\$160 Ton	No Bid	No Bid	No Bid	No Bid	\$153.98 Ton	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
3. Sodium Hypochlorite	\$2.17 gal-min 2500gal & \$2.43 gal-min 1000gal	No Bid	No Bid	No Bid	No Bid	No Bid	\$3.11 Gal	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$2.50 Ga
4을 HydroFlourosilicic Acid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$4.10 Gal	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$4.01 Ga
5. Anhydrous Ammonia	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$1.26 Lb	No Bid	No Bid
525 Liquid Aluminum Sulfate	No Bid	\$1.72 Gal	No Bid	No Bid	No Bid	\$1.6175 Gal	\$1.54 Gal	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
7. Sodium Hexamethaphosphate	\$3.0700 Lb	No Bid	No Bid	\$1.65 Lb	\$1.846	No Bid	\$2.02 Lb	No Bid	\$2.74 Lb	No Bid	\$1.67 Lb	\$1.9615 Lb	No Bid	No Bid	No Bid
8. Sodium Bisulfite	\$2.88 Gal	No Bid	No Bid	No Bid	No Bid	No Bid	\$3.99 Gal	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$3.40 G
			a annual			, and the same of the same		100 pt 10	Company and the Assessment Company of the As		Address of the second s	the state of the s	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
Chemicals	Company	The Section of Sections and Sections and Sections and Sections and Section 2015			- Auror Wooden Grade, "Annabartus, -c. Januari,	**************************************	-								of the responser, and such sec
Potassium Permanganate	Shannon Chemicals							Familian Valuability	7			Annual Control of the			
2. Sodium Chloride	Morton Salt, Inc.						The second column capes to the product and the		4				-		-
3. Sodium Hypochlorite	Water Guard	*Reference	e note und	er Brenntag	Mid-South	, Inc for Sod	ium Hypoc	hlorite. AM Fl	owers				1	**	
4. HydroFlourosilicic Acid	Water Guard		The state of the s				7.01					Antonina and antonina and and and and and and	See hear. A. s. or restrict " admissed solv	TO COMMENT OF THE PROPERTY OF	
5. Anhydrous Ammonia	Tanner Industries, Inc.	a province designation of the control of the contro	Angela Flo		. Satul		Certified I	by: Angela M.	Flowers			or Barrier of Security of the Assessment Co.	There is a second		-
6. Liquid Aluminum Sulfate	Citco Water			w/ Brenntag rmed anythir		-	Date: June	9, 2025	-	City and the second sector and					
7. Sodium Hexamethaphosphate	Carrus LLC	Surficient Action (1) Action (1)	than 1,000	gal would be	6 8	The second section of the section of the second section of the second section of the sect		T T T T T T T T T T T T T T T T T T T	The state of the s						Continued to the section of
8. Sodium Bisulfite	Brenntag Mid-South, Inc.	300000000000000000000000000000000000000		and underst provide anot				The state of the s				- and marked authorizable game ( lane ) using			-
		S BOOK A REPORT PROPERTY OF STREET, NO.	quote b/c o	of guidelines. 06/06/2025		Parameter San									And the second se

Agenda Date: July 14, 2025



#### **MEMO**

To:

Mayor Sadler & Members of the City Council

From:

Angela Flowers, Purchasing Agent

Date:

July 1, 2025

Subject:

Gasoline and Diesel Fuel Contract

The purpose of this memo is to inform Council of a contract commitment for petroleum product requirements for the City of Washington for a period of three (3) years from July 1, 2025 thru June 30, 2028, with the option to renew for two (2) additional one-year periods.

#### Contract will be as follows:

Vendor Pitt Country Mont	Cost Per Gallon	<b>Estimated Gallons</b>	<b>Estimated Yearly Cost</b>
Pitt Country Mart E-10 Gasoline (Transport Loads)	\$1.9283	200,000	\$385,660
Pitt Country Mart E-10 Gasoline (Tank Wagon Loads)	\$2.3164	1,500	\$3,474.60
Pitt Country Mart Non-Highway Diesel Fuel (Tank Wagon Loads) Generators	\$2.7196	134,500	\$365,786.20
Pitt Country Mart Diesel Fuel (Transport Loads)	\$2.4209	80,000	\$193,672

Bid tabulation sheet attached.

#### Gasoline and Diesel Fuel Bid 0626-2025

Ethanol Free Gasoline 87 Octane (Transport		
Loads)	Petroleum Traders Corp.	Pitt Country Mart
Transport Price Per Gallon	\$0.0000	\$2.2146
Inspection fee, lust, & oil spill per gallon	\$0.0097	\$0.0097
Total Profit Margin Per Gallon	\$0.0089	\$0.0125
Total Cost to City Per Gallon	\$0.0186	\$2.2368
200,000 gal. approx. at ? For a	\$2.2332	\$2.2368
Total of ?	\$446,640.00	\$447,360.00
E-10 Gasoline (Transort Loads)		
Transport Price Per Gallon	\$0.0000	\$1.9073
Inspection fee, lust, & oil spill per gallon	\$0.0091	\$0.0091
Total Profit Margin Per Gallon	\$0.0089	\$0.0119
Total Cost to City Per Gallon	\$0.0180	\$1.9283
200,000 gal. approx. at ? for a	\$1.9253	\$1.9283
Total of ?	\$385,060.00	\$385,660.00
Ethanol Free Gasoline 87 Octane (Tank		
Wagon Loads)		
Transport Price Per Gallon	No Bid	\$2.2146
Inspection fee, lust, & oil spill per gallon	No Bid	\$0.0097
Total Profit Margin Per Gallon	No Bid	\$0.40
Total Cost to City Per Gallon	No Bid	\$2.6243
1,5000 gal. approx. at ? For a	No Bid	\$2.6243
Total of ?	No Bid	\$3,936.45
E-10 Gasoline (Tank Wagon Loads)		
Transport Price Per Gallon	No Bid	\$1.9073
Inspection fee, lust, & oil spill per gallon	No Bid	\$0.0091
Total Profit Margin Per Gallon	No Bid	\$0.40
Total Cost to City Per Gallon	No Bid	\$2.3164
1,500 gal. approx. at ? For a	No Bid	\$2.3164
Total of ?	No Bid	\$3,474.60

Non-Highway Diesel Fuel (Tank Wagon Loads) Generators		
Cost for Diesel Fuel Additives	No Bid	\$0.04
Transportation Price per Gallon	No Bid	\$2.3680
Inspection fee, lust, oil spill tax & Nora fee per		
gallon	No Bid	\$0.0116
Total Profit Margin Per Gallon	No Bid	\$0.30
Total Cost to City per Gallon	No Bid	\$2.7196
134,500 Gallons Approx. @ ? For a	No Bid	\$2.7196
Total of ?	No Bid	\$365,786.20
Diesel Fuel (Transport Loads)		
Cost for Diesel Fuel Additives	\$0.0300	\$0.02
Transportation Price per Gallon	\$0.0000	\$2.3622
Inspection fee, lust, oil spill tax per gallon	\$0.0097	\$0.0097
Total Profit Margin Per Gallon	\$0.0448	\$0.0290
	w/out additives: .0545	
Total Cost to City Per Gallon	w/ additives: .0845	\$2.4209
	\$2.4167 w/ out	
	additives, \$2.4467 w/	2.4209 w/
80,000 Gallons Approx. @ ? For a	additives	additives
Total of ? (with additives)	\$195,736.00	\$193,672.00

Agenda Date: July 14, 2025



# REQUEST FOR CITY COUNCIL ACTION

To:	Mayor Sadler & Members of the City Council		
From:	Cynthia S. Bennett, City Clerk		
Date:	July 14, 2025		
Subject:	Appointments to Animal Control Appeals Board		
<b>Applicant Presentation:</b>			
Staff Presentation:	N/A		
I move the City Council appo	pard: (William Pitt – Liaison) pint to the Animal Contro	ols Appeal Board	
Commission, to fin the expiri	ing term of Valerie Kines, term to expire June 30	J, 2028.	
I move the City Council appo Commission, to fill a VACAI	oint to the Animal Contro NT position, term to expire June 30, 2026.	ls Appeal Board	
I move the City Council appoint to the Animal Controls Appeal Board Commission, to fill a VACANT position, term to expire June 30, 2026.			
Commission, to fill a VACAI	NT position, term to expire June 30, 2026.		
I move the City Council appoint to the Animal Controls Appeal Board Commission, to fill a VACANT position, term to expire June 30, 2027.			
BACKGROUND AND FINDINGS: Advertisements were published for vacancies for expiring terms on various boards, commissions, and committees. Appointments will be made at the July 14, 2025 Council meeting.			
PREVIOUS LEGISLATIVE AC'N/A	TION		
FISCAL IMPACT  Currently Budgeted (Account	Requires additional appropria	ition X No Fiscal Impact	
SUPPORTING DOCUMENTS			
Board Applications			

# Requested Board ANIMA CONTROL

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON
NAME Amy C. Berard
ADDRESS 1038 N Morlet St
PHONE (WORK) 252-975-74(X) (HOME) 252-945-0407
E-MAIL ADDRESS any Color Color Com
DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES NO
HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? YEARS
YEARS OF EDUCATION
HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES NO (X)
IF YES, PLEASE INDICATE
DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A  BOARD/COMMISSION? IF YES, EXPLAIN
STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): Use back of sheet if additional space is needed.  MIS IS MY FVA BOOD with the City and I am interested
on gether oxplied.
Jella 7 Villa Vill
NOTE: This information will be used by the City Council in making appointments to Boards and Commissions  AND, in the event you are appointed, it may be used as a news release to identify you to the community.  Date  Signature
NOTE: Application will remain on file for six (6) months. Expiration Date:

# Requested Board Animal Central

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON
NAME Amanda Proffitt
ADDRESS 114 Castle A Washington NC 27889
PHONE (WORK) 704-253-0005 (HOME)
E-MAIL ADDRESS amanda Delevate fw. com
DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES NO NO
HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY?YEARS
YEARS OF EDUCATION 7 YEARS POST HS ( DOUTOFALE)
HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES NO (V)
IF YES, PLEASE INDICATE
DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A  BOARD/COMMISSION? IF YES, EXPLAIN
STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): Use back of sheet if additional space is needed.  PUSYJUN FUY ANIMA WHEAL, MALE Adopted 2 dogs
NOTE: This information will be used by the City Council in making appointments to Boards and Commissions  AND, in the event you are appointed, it may be used as a news release to identify you to the community. $ \frac{5 2 25}{\text{Date}} $ Date  Signature
NOTE: Application will remain on file for six (6) months. Expiration Date:

# Requested Board ANIMAL CONTROL

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON
NAME (Arnell Figers Willams
ADDRESS 236 W. Main & Wishington NC 27889
PHONE (WORK) 2526809-3743 (HOME) Some
E-MAIL ADDRESS Commille Mans 4 75mmil. Com
DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES NO
HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 57 YEARS
YEARS OF EDUCATION 12-13 Years
HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES NO ( )
IF YES, PLEASE INDICATE
DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? IF YES, EXPLAIN
STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): Use back of
sheet if additional space is needed.  Lan hone and fair
I also believe in doing what night
NOTE: This information will be used by the City Council in making appointments to Boards and Commissions
AND, in the event you are appointed, it may be used as a news release to identify you to the community.
Date Signature
NOTE: Application will remain on file for six (6) months Expiration Date:

# Requested Board Anima Coursel

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON
NAME Cassandra Moore
ADDRESS 103 Fron Creek Commons
PHONE (WORK)(HOME) 252-944-3358
E-MAIL ADDRESS Cassie 2 teach @ Jahoo.com
DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES NO
how long have you been a resident of beaufort county? $\underline{50+}$ years
YEARS OF EDUCATION 16 Yrs.
HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES NO ( NO
IF YES, PLEASE INDICATE
DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A  BOARD/COMMISSION? IF YES, EXPLAIN
state reasons why you feel Qualified for this appointment (s) (OPTIONAL): Use back of sheet if additional space is needed.  Community actions to a community action.
NOTE: This information will be used by the City Council in making any sixty and to Davids and Council in
NOTE: This information will be used by the City Council in making appointments to Boards and Commissions  AND, in the event you are appointed, it may be used as a news release to identify you to the community.
Date  6/20/25  Casaudia Moore Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: \_\_\_

# Requested Board Animal Control Appeal Board CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON NAME Shannon Briley ADDRESS 1212 Maple Street washington NC 27889 (НОМЕ) 252-549-1517 PHONE (WORK) 252-549-1517 E-MAIL ADDRESS brileyshannon1972@gmail.com DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES (V) NO HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 7 months YEARS YEARS OF EDUCATION High School diploma HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES IF YES, PLEASE INDICATE DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): Use back of sheet if additional space is needed. I am a lover of animals and I would like to see justice served for all animal. I disagree with cruelty to animals and will fight for a animal life. NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community. Shannon Briley 5/20/2025 Signature Date NOTE: Application will remain on file for six (6) months. Expiration Date: 10/20/2025

# Requested Board Animal Control Appeals Board

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON
NAME Terilyn (Teri) Bowers
ADDRESS 914 W. 3rd Street Washington NC 27889
PHONE (WORK) N/A (HOME) (Cell) 540-222-3341
E-MAIL ADDRESS + bowers 93@yahoo.com
DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES NO HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? YEARS
YEARS OF EDUCATION \7
HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES ( NO ( )
IF YES, PLEASE INDICATE
DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? O IF YES, EXPLAIN
STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): Use back of sheet if additional space is needed.  — Please See reverse—
Trease see to voise
NOTE: This information will be used by the City Council in making appointments to Boards and Commissions  AND, in the event you are appointed, it may be used as a news release to identify you to the community.
May 30, 2025 Links Source
Date Signature Signature

#### **Application to Animal Control Appeals Board**

- 1. I am committed to abiding by Article XIX. Animal Control Appeals Board policies and procedures as documented.
- 2. I have lived in the Washington community since June 2021. As a retired member of the community, I look forward to being more involved in positions within the community as a volunteer. As a life-long pet owner and lover of all animals, I look forward to the opportunity to protect them whenever possible. I also look forward to making sure residents feel heard in matters that come before this board and helping them find solutions, if necessary, for protecting and providing a safe environment for their animals.
- 3. In addition, I intend to fully support the community's Animal Control officer(s) and all law enforcement in their respective roles when an animal control issue is brought to the attention of this board.

Agenda Date: July 14, 2025



# REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of the City Council

From: Hope Woolard, Public Works Director

Date: July 14, 2025

Subject: Adopt a Resolution to Apply for Funding for Engineering and Design of

Phase 3 of Stormwater Drainage Project for Brown Street and 12th Street

Applicant Presentation: N/A

Staff Presentation: N/A

#### **RECOMMENDATION:**

I move that City Council adopt the attached resolution to apply for Advanced Assistance funding through the Hazard Mitigation Grant Program (HMGP) for the Engineering and Design of Phase 3 of the Stormwater Drainage Project for the Brown Street and 12<sup>th</sup> Street area.

#### **BACKGROUND AND FINDINGS:**

The Hazard Mitigation Grant Program (HMGP) has over \$2 Billion available for Infrastructure and Residential Mitigation Projects. The funding has 100 percent reimbursement for infrastructure and residential mitigation projects.

In 2009 Rivers & Associates completed a drainage study for the City's Brown Street and 12<sup>th</sup> Street area. Analysis of the drainage system concluded that there were an insufficient number of catch basins to intercept sheet flow and inadequately sized pipes downstream. The City is moving forward with the construction of the first phase of improvements and is currently in the design phase of the second phase of improvements. This would be the third phase which would include 5<sup>th</sup> Street up to 9<sup>th</sup> Street and Simmons, including the ditch between John Small Ave and 9<sup>th</sup> Street.

#### PREVIOUS LEGISLATIVE ACTION:

FISCAL IMPACT	
Currently Budgeted (Account:)	Requires additional appropriationX No Fiscal Impact

#### **SUPPORTING DOCUMENTS**

• Resolution

### **RESOLUTION BY GOVERNING BODY OF APPLICANT**

RESOLUTION BY GOVERNING BODY OF APPLICANT			
WHEREAS,	on December 11, 2024 North Carolina Emergency Management (NCEM) Hazard Mitigation Section issued a Notice of Funding Availability to accept Letters of Interest (LOIs) for both personal home properties and community infrastructure mitigation projects; and		
WHEREAS,	the City of Washington intends to submit a grant application, including all required documentation and supporting information for the Engineering and Design of Phase 3 of the Stormwater Drainage Project for the Brown Street and 12 <sup>th</sup> Street area.		
WHEREAS,	the City of Washington believes this project will significantly reduce long-term risk to life and property from flooding, in accordance with the Hazard Mitigation Grant Program regulations; and		
WHEREAS,	the City of Washington understands that all project activities must be consistent with environmental, historical, and economic justice considerations, as well as comply with all other program requirements.		
NOW THEREF	ORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF WASHINGTON:		
to FEMA, along	Russell, the City Manager is hereby authorized to submit the completed HMGP grant application with all required documentation, including: A detailed project scope of work, A comprehensive ve, A cost-effectiveness analysis, A schedule for project implementation, and any necessary rovals.		
<b>FURTHER, BE IT RESOLVED</b> , that the City Manager is authorized to sign all necessary documents and to take all other actions required to facilitate the grant application process, including any necessary revisions or amendments.			
<b>FURTHER, BE IT RESOLVED</b> , that the City of Washington affirms the accuracy and completeness of the information contained in the grant application and agrees to comply with all conditions and requirements of the HMGP grant.			
<b>FURTHER, BE IT RESOLVED,</b> that the City Council recognizes that the project may proceed <b>ONLY AFTER FEMA APPROVAL</b> is granted.			
Adopted this th	ne <u>14th</u> day of <u>July, 2025</u> at Washington, North Carolina.		
	Donald Sadler, Mayor		
	bondia sadici, iviayor		

Cynthia Bennett, City Clerk

ATTEST:

#### **FORM FOR CERTIFICATION BY THE RECORDING OFFICER**

The undersigned duly qualified and acting City Clerk of the City of Washington does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Washington City Council duly held on the 14th day of July, 2025; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of July, 2025.

	Cynthia Bennett, City Clerk	
(SEAL)		

# RESOLUTION DESIGNATION OF APPLICANT'S AGENT

DESIGNATION OF APPLICANT'S AGENT  North Carolina Division of Emergency Management			
Organization Name (thereafter named Organization) City of Wa	ashington Disaster Number		
Applicant's State Cognizant Agency for Single Audit purposes (If	Cognizant Agency is not assigned, please indicate): N/A		
Applicant's Fiscal Year (FY) Start: 2025 Month	: July Day: 01		
Applicant's Federal Employer's Identification Number:	56 - 6001364		
Applicant's Federal Information Processing Standards (FIPS) Number: N/A			
PRIMARY AGENT	SECONDARY AGENT		
Agent's Name Donald Sadler	Agent's Name Jonathan Russell		
Organization City of Washington	Organization City of Washington		
Official Position Mayor	Official Position City Manager		
Mailing Address PO Box 1988	Mailing Address PO Box 1988		
City, State, Zip Washington, NC 27889	City, State, Zip Washington, NC 27889		
Daytime Telephone 252-975-3208	Daytime Telephone 252-975-9319		
Facsimile Number	Facsimile Number		
Pager or Cellular Number 252-623-9332	Pager or Cellular Number 252-402-4984		
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 <b>the assurances printed on the reverse side hereof</b> . BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally.			
PASSED AND APPROVED this 13 day of July	, 20 25		
GOVERNING BODY	CERTIFYING OFFICIAL		
Name and Title Donald Sadler, Mayor/Anthony Tyre, Ma	Name Cynthia Bennett		
Name and Title Lou Hodges & Richard Brooks, Council	Official Position City Clerk		
Name and Title William Pitt & Antwan Horton, Council Manager Daytime Telephone 252-975-9318			
CERTIFICATION			
I Cynthia Bennett , (name) duly appointed and City Clerk (title) of the Governing Body,			
do hereby certify that the above is true and correct copy of a resolution passes and approved by the Governing Body of			
(organization) on the 13 day of July , 20 25			
Date: Signature:			



To: From: Mayor Sadler & Members of the City Council Kimberly Davenport, Brown Library Director

Date:

7/1/2025

Subject:

**LSTA EZ Grant** 

**Applicant Presentation:** 

N/A

**Staff Presentation:** 

N/A

#### **RECOMMENDATION:**

I move that City Council authorize George H. and Laura E. Brown Library to accept funding in the amount of \$6,630.00 from the State Library of North Carolina, and a 25% match of \$2,210.00 from the Friends of Brown Library.

#### **BACKGROUND AND FINDINGS:**

This grant will provide a study booth and laptop for patron usage. This grant is made possible by funding from the Federal Institute of Museum and Library Services (IMLS) under the provisions of the Library and Services and Technology Act (LSTA) as administered by the State Library of North Carolina, a division of the Department of Natural and Cultural Resources (IMLS grant number LS-259195-OLS-25).

#### PREVIOUS LEGISLATIVE ACTION

City Council authorized the grant application process in January of 2025.

FISCAL IMPACT	
Currently Budgeted (Account	
SUPPORTING DOCUMENTS	
Attached.	

#### A GRANT PROJECT ORDINANCE FOR LSTA GRANT-STUDY BOOTH CITY OF WASHINGTON, N.C. FOR FISCAL YEAR 2025-2026

**BE IT ORDAINED,** by the City Council of the City of Washington, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project is hereby established:

<u>Section 1.</u> The project authorized is for the LSTA Study Booth Grant:

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the grant agreements.

<u>Section 3.</u> The following amounts are appropriated for the project:

122-4345-7400

Capital Outlay

\$8,840

Project LSTA Study Booth

Section 4. The following revenue is anticipated to be available to complete this project:

122-3365-0540

Miscellaneous Grant

\$6,630

Revenue-Project LSTA

Study Booth

122-3350-8904

Miscellaneous Revenue

\$2,210

Project LSTA Study Booth

Section 5. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grant agreements.

Section 6. Funds may be advanced by the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grant agencies in an orderly and timely manner.

Section 7. The Finance Director is directed to report, on a monthly basis, on the financial status of each project element in Section 3 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detail analysis of past and future costs and revenues on this grant project in every budget submission made to the City Council.

	Section 9. Copies of this grant project ordinance shall be furnished to the City lerk, and to the Budget Officer, and to the Finance Director for direction in carrying out his project.			
hereby	Section 10. repealed.	All ordinances or parts of ordinances in conflict herewith are		
	Section 11.	This ordinance shall become	effective upon its adoption.	
	This the 14 <sup>th</sup> o	lay of July, 2025.		
			Mayor	
Attest	:			
City C	lerk			



NC Research Library Support Talking Books statelibrary.ncdcr.gov

June 17, 2025

Kimberly Davenport George H. and Laura E. Brown Library 122 Van Norden St. Washington, NC 27889-4847

Re: LSTA EZ Grant-Solo Study Booth

Dear Kimberly,

Congratulations! The State Library is pleased to inform you that this application has been approved for funding in the amount of \$6,630.00, with a \$2,210.00 match.

A public announcement of all 2025-2026 LSTA grant awards will be made today and grant awards will be listed online at https://statelibrary.ncdcr.gov/services-libraries/grants-libraries/lsta-grant-information.

Due to the current uncertainty of the reauthorization of the Museum and Library Services Act (MSLA) and ongoing litigation around IMLS, the State Library has determined that payments will be made on an advance basis for this year's competitive awards.

Our goal is that this change won't impact the processes you are already used to for managing your LSTA awards. We will still require that all receipts are submitted, at least quarterly; however, you will already have the funds available through the advance payment.

We are currently in the process of shifting our agreement and processes from reimbursement to advancement and grant agreements will be forthcoming pending the completion of legal review. We anticipate sending the agreements in the last week of June.

To make it easier for signatures to be gathered in a timely fashion, agreements will be sent via DocuSign. How DocuSign works: the Library Director receives the documentation first, then after checking the cover page for accuracy and filling in any missing information, attach any other necessary documents, and then sign the agreement. The agreement is then automatically sent to the 2nd signer, which is the Local Government or Institutional Representative for the awarded library.

Once that person signs, the agreement package is then sent automatically to the State Librarian for execution. Once the State Librarian has signed, all parties receive a completed copy from DocuSign. Please keep this for your records, you will not receive a copy in the mail. LSTA Staff will then email the Project Manager a notification that spending may begin, which includes important information about administering the grant, and any necessary attachments.

Josh Stein, Governor Pam Brewington Cashwell, Secretary Michelle Underhill, State Librarian Tiwanna Nevels, Asst. State Librarian

Physical Address 109 East Jones Street Raleigh, NC 27601 (919) 814-6780

Mailing Address 4640 Mail Service Center Raleigh, NC 27699-4600

#### Keep in mind that:

- The library's authorized representatives AND the State Librarian must sign the Grant Agreement for the grant to be considered fully executed; thereby completing the awarding of funds. Funds cannot be encumbered or spent until you have been notified that spending may begin.
- The Project Manager is the primary contact between your library and the State Library for the life
  of the project. It is expected that when questions arise about expenditures, reporting, and
  anything else related to the grant, the Project Manager will be the State Library's primary point of
  contact. It is the library's responsibility to notify the State Library of changes in Project Manager
  information.
- You are required to <u>credit IMLS</u> and the State Library (see statement below) in all related purchases, publications, and activities in conjunction with the use of the grant funds.
   "This grant is made possible by funding from the federal Institute of Museum and Library Services (IMLS) under the provisions of the Library Services and Technology Act (LSTA) as administered by the State Library of North Carolina, a division of the Department of Natural and Cultural Resources (IMLS grant number LS-259195-OLS-25)."

Please let me know if you have any questions.

Sincerely,

Catherine M. Prince

**Federal Programs Consultant** 

Cather In Part

Agenda Date: July 14, 2025



# REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of City Council

From: Jonathan Russell, City Manager

Date: June 25, 2023

Subject: Grant Award for a Hometown Heritage Marker

#### **RECOMMENDATION:**

I move that City Council authorize the City Manager to implement the Letters of Agreement and Publicity Release forms from the William G. Pomeroy Foundation and Adopt a Grant Project Ordinance for William G. Pomeroy Historical Marker Grant.

#### **BACKGROUND AND FINDINGS:**

The William G. Pomeroy Foundation has approved two grants to the City of Washington – one in the amount of \$2,478.29 and another in the amount of \$2,050.00 – for two historic markers. The first marker will commemorate Dr. Booker T. Washington's visit to Washington, NC, and his speech at Brown's Opera House on November 2, 1910, keeping its legacy alive in the community. The second marker will honor the Washington Industrial High School, which was one of the first publicly-listed high schools for African American students in the city and was located in the educational building of the Spring Garden Missionary Baptist Church.

#### PREVIOUS LEGISLATIVE ACTION

In 2021, the City of Washington adopted a resolution authorizing city staff to prepare and submit applications to the William G. Pomeroy Foundation for eligibility under its marker grant programs.

# \_\_\_ Currently Budgeted (Account \_\_\_\_\_\_) \_\_\_ requires additional appropriation \_\_\_\_ No Fiscal Impact SUPPORTING DOCUMENTS Industrial School – Letter of Agreement and Publicity Release form Dr. Washington – Letter of Agreement and Publicity Release form Grant Project Ordinance

#### A GRANT PROJECT ORDINANCE FOR WILLIAM G POMEROY HISTORICAL MARKER GRANT CITY OF WASHINGTON, N.C. FOR FISCAL YEAR 2025-2026

**BE IT ORDAINED,** by the City Council of the City of Washington, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project is hereby established:

Section 1. The project authorized is for the William G Pomeroy Historical Marker Grant:

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the grant agreements.

<u>Section 3.</u> The following amounts are appropriated for the project:

122-4400-5701 Miscellaneous Grant \$2,478

Expenses - Project Pomeroy

Historical Marker 1

122-4400-5701 Miscellaneous Grant \$2,050

Expenses - Project Pomeroy

Historical Marker 2

Section 4. The following revenue is anticipated to be available to complete this project:

122-3350-8901 Miscellaneous Grant \$2,478

Revenue-Project Pomeroy

Historical Marker 1

122-3350-8901 Miscellaneous Grant \$2,050

Revenue - Project Pomeroy

Historical Marker 2

Section 5. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grant agreements.

<u>Section 6.</u> Funds may be advanced by the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grant agencies in an orderly and timely manner.

	al status of		on 3 and on the total grant revenues		
	costs and re		d to include a detail analysis of past n every budget submission made to		
	Section 9. Copies of this grant project ordinance shall be furnished to the City and to the Budget Officer, and to the Finance Director for direction in carrying out bject.				
<u>Sect</u> hereby repe	All ordinances or parts of ordinances in conflict herewith are ealed.				
Sect	tion 11.	This ordinance shall become	effective upon its adoption.		
This	the 14 <sup>th</sup> da	ay of July, 2025.			
			Mayor		
Attest:					
City Clerk					

# **INDUSTRIAL SCHOOL**

Hometown Heritage® Marker Grant Program

# City of Washington

Ms. Berekia Divanga 102 E. 2nd St. PO Box 1988 Washington, NC 27889 0: 252-975-9319

M: N/A

# Ms. Berekia Divanga

102 E. 2nd St. PO Box 1988 Washington, NC 27889 bdivanga@washingtonnc.gov

0: 252-975-9321

M: N/A

# FollowUp Form

# Letter of Agreement and Publicity Release Form

# Hometown Heritage Marker Program - 15 Characters\* INDUSTRIAL SCHOOL

#### **Letter of Agreement**

I am pleased to inform you that the William G. Pomeroy Foundation® ("Pomeroy Foundation") has approved a grant for a Hometown Heritage Marker, subject to our receipt of this signed Letter of Agreement.

#### **Letter of Agreement Conditions:**

- 1. The grant is to be used solely for the Hometown Heritage Marker Program as described in your application.
- 2. The Publicity Release Form (provided herein) must be signed along with this Letter of Agreement.
- 3. If any media coverage is scheduled to feature these markers you must notify the Pomeroy Foundation in advance:
- 4. If a dedication ceremony is scheduled for this marker, you must notify the Pomeroy Foundation at least three (3) weeks prior.
- 5. Grantee is solely responsible for the installation and maintenance of any Historic Markers granted by the Pomeroy Foundation.
- 6. Upon installation, two photos of the marker will be provided to the Pomeroy Foundation: (a) "close up" photo of the marker itself, without the pole; (b) "landscape" photo showing the entire marker and pole, as well as its surroundings.
- 7. Grantee confirms that no goods or services were provided to the Pomeroy Foundation in exchange for this grant.
- 8. Any funds not used for the specific purpose of the grant must be returned to the Pomeroy Foundation unless otherwise authorized in writing.
- 9. Grantee hereby agrees to indemnify, defend and hold harmless the Pomeroy Foundation and its employees, officers, agents, successors and assigns from and against any and all claims, damages, losses, liabilities and expenses (including but not limited to reasonable attorney fees and expenses), resulting from or arising out of (a) any negligence, wrongful acts, omissions, or misconduct of the Grantee; (b) any failure on the part of the Grantee to perform or comply with any of the terms or conditions of this Letter of Agreement; or (c) any provision or furnishing of any materials or any labor or services by the Grantee or on behalf of the Grantee with respect to the installation and/or maintenance of any of the Historic Markers granted.
- 10. The Pomeroy Foundation does not pay for the replacement of markers that have been damaged (caused by cars, snowplows, vandals, etc.) or stolen. While markers are intended to be placed in areas where they can be viewed by the public, it is the grantee's responsibility to carefully consider location. If damage or theft occurs, please consult your insurance provider.

Please signify your agreement to the foregoing terms and conditions by having an authorized party electronically sign this Letter of Agreement within 30 days from the date of receiving the follow up email. By signing below, you also certify that the marker text is spelled accurately. Upon receipt, we will issue a check, as well as provide instructions about how to order your approved marker or plaque; please do <u>not</u> order your marker before receiving this information. On behalf of the Pomeroy Foundation, I extend our wish for your continued success in providing cultural education and preserving local history.

#### **Approved Inscription**

INDUSTRIAL SCHOOL
AS EARLY AS 1914 AFRICAN
AMERICAN STUDENTS GRADUATED
FROM WASHINGTON INDUSTRIAL
HIGH SCHOOL, HERE IN CHURCH'S
EDUCATIONAL BUILDING.
WILLIAM G. POMEROY FOUNDATION 2025

#### **ACCEPTED\***

Is the marker text spelled accurately?

Yes

If no, please indicate the spelling or wording error.

#### Mailing Address\*

Please indicate which address you would prefer the check to be mailed to? (If the address is the same for organization and contact, check organization address)

**Organization Address** 

#### LETTER OF AGREEMENT AUTHORIZED SIGNATURE

I certify that I am of legal age, an authorized representative of the organization, and have read the foregoing and fully understand the contents thereof.

#### **AGREED TO AND ACCEPTED BY:**

## Organization Name\*

City of Washington, NC

#### Name\*

Jonathan Russell

#### Title\*

City Manager

#### Date\*

06/25/2025

#### **Publicity Release Conditions:**

#### William G. Pomeroy Foundation® Materials

I hereby grant the Pomeroy Foundation the following irrevocable rights for the purpose of marketing the Pomeroy Foundation and its general promotion:

- 1. To record, tape, film, photograph, digitize or otherwise preserve in permanent form my name, likeness, image, biographical material, voice and/or statements;
- 2. To use, display, copy, publish, modify, distribute, adapt, perform, and otherwise use and reuse, in whole or in part, the photographs, videos, and/or recordings for, including, without limitation, publication, broadcast, cablecast, multimedia production, internet distribution, closed circuit exhibition, illustration, promotional purposes and/or educational distribution as deemed fit by the Pomeroy Foundation, in perpetuity, throughout the world.

I hereby release and discharge the Pomeroy Foundation, its employees, agents, successors and assigns from any and all claims and demands arising out of or in conjunction with the Pomeroy Foundation's use, display, dissemination or exploitation of the photographs, videos and/or recordings, including, but not limited to, any claims for defamation; violation of any moral or artist rights; and/or any right of privacy or publicity.

I acknowledge that the Pomeroy Foundation is the sole and exclusive owner of all right, title, and interest in all copyrights, trademark rights, and any and all other intellectual property rights, worldwide, in the photographs, videos, and/or recordings, and the individual components thereof, and I shall take no action to challenge or object to the validity of such rights or the Pomeroy Foundation's ownership or registration thereof.

#### Submitted Materials (e.g. courtesy photographs, courtesy videos, etc.)

I hereby grant permission to the Pomeroy Foundation the right to use my photograph(s), video(s), recording(s) and/or artwork ("Work") for the purpose of marketing the Pomeroy Foundation and its general promotion. I understand that my Work may appear in print or digital formats, including on the Pomeroy Foundation's website and social media accounts.

I certify that I fully understand all of the granted permissions above, and have the legal right and authority to execute this Publicity Release.

#### AGREED TO AND ACCEPTED BY:

#### **Organization Name:**\*

City of Washington, NC

#### Name\*

**Jonathan Russell** 

#### Title\*

City Manager

#### Date\*

06/25/2025

## DR. WASHINGTON

## Hometown Heritage® Marker Grant Program

# City of Washington

Ms. Berekia Divanga 102 E. 2nd St. PO Box 1988 Washington, NC 27889 0: 252-975-9319

M: N/A

# Ms. Berekia Divanga

102 E. 2nd St. PO Box 1988 Washington, NC 27889 bdivanga@washingtonnc.gov

0: 252-975-9321

M: N/A

# FollowUp Form

# Letter of Agreement and Publicity Release Form

## Hometown Heritage Marker Program - 15 Characters\*

DR. WASHINGTON

#### **Letter of Agreement**

I am pleased to inform you that the William G. Pomeroy Foundation® ("Pomeroy Foundation") has approved a grant for a Hometown Heritage Marker, subject to our receipt of this signed Letter of Agreement.

#### **Letter of Agreement Conditions:**

- 1. The grant is to be used solely for the Hometown Heritage Marker Program as described in your application.
- 2. The Publicity Release Form (provided herein) must be signed along with this Letter of Agreement.
- 3. If any media coverage is scheduled to feature these markers you must notify the Pomeroy Foundation in advance.
- 4. If a dedication ceremony is scheduled for this marker, you must notify the Pomeroy Foundation at least three (3) weeks prior.
- 5. Grantee is solely responsible for the installation and maintenance of any Historic Markers granted by the Pomeroy Foundation.
- 6. Upon installation, two photos of the marker will be provided to the Pomeroy Foundation: (a) "close up" photo of the marker itself, without the pole; (b) "landscape" photo showing the entire marker and pole, as well as its surroundings.
- 7. Grantee confirms that no goods or services were provided to the Pomeroy Foundation in exchange for this grant.
- 8. Any funds not used for the specific purpose of the grant must be returned to the Pomeroy Foundation unless otherwise authorized in writing.
- 9. Grantee hereby agrees to indemnify, defend and hold harmless the Pomeroy Foundation and its employees, officers, agents, successors and assigns from and against any and all claims, damages, losses, liabilities and expenses (including but not limited to reasonable attorney fees and expenses), resulting from or arising out of (a) any negligence, wrongful acts, omissions, or misconduct of the Grantee; (b) any failure on the part of the Grantee to perform or comply with any of the terms or conditions of this Letter of Agreement; or (c) any provision or furnishing of any materials or any labor or services by the Grantee or on behalf of the Grantee with respect to the installation and/or maintenance of any of the Historic Markers granted.
- 10. The Pomeroy Foundation does not pay for the replacement of markers that have been damaged (caused by cars, snowplows, vandals, etc.) or stolen. While markers are intended to be placed in areas where they can be viewed by the public, it is the grantee's responsibility to carefully consider location. If damage or theft occurs, please consult your insurance provider.

Please signify your agreement to the foregoing terms and conditions by having an authorized party electronically sign this Letter of Agreement within 30 days from the date of receiving the follow up email. By signing below, you also certify that the marker text is spelled accurately. Upon receipt, we will issue a check, as well as provide instructions about how to order your approved marker or plaque; please do <u>not</u> order your marker before receiving this information. On behalf of the Pomeroy Foundation, I extend our wish for your continued success in providing cultural education and preserving local history.

#### **Approved Inscription**

DR. WASHINGTON
BOOKER T. WASHINGTON
VISITED NOVEMBER 2, 1910 ON
EDUCATIONAL TOUR. AROUND
1000 PEOPLE ATTENDED SPEECH
HERE AT BROWN'S OPERA HOUSE.
WILLIAM G. POMEROY FOUNDATION 2025

#### **ACCEPTED\***

Is the marker text spelled accurately?

Yes

If no, please indicate the spelling or wording error.

#### Mailing Address\*

Please indicate which address you would prefer the check to be mailed to? (If the address is the same for organization and contact, check organization address)

**Organization Address** 

#### **LETTER OF AGREEMENT AUTHORIZED SIGNATURE**

I certify that I am of legal age, an authorized representative of the organization, and have read the foregoing and fully understand the contents thereof.

#### **AGREED TO AND ACCEPTED BY:**

**Organization Name\*** 

Name\*

Title\*

Date\*

#### **Publicity Release Conditions:**

#### William G. Pomeroy Foundation Materials

I hereby grant the Pomeroy Foundation the following irrevocable rights for the purpose of marketing the Pomeroy Foundation and its general promotion:

- 1. To record, tape, film, photograph, digitize or otherwise preserve in permanent form my name, likeness, image, biographical material, voice and/or statements;
- 2. To use, display, copy, publish, modify, distribute, adapt, perform, and otherwise use and reuse, in whole or in part, the photographs, videos, and/or recordings for, including, without limitation, publication, broadcast,

Printed On: 20 June 2025 Hometown Heritage® Marker Grant Program

cablecast, multimedia production, internet distribution, closed circuit exhibition, illustration, promotional purposes and/or educational distribution as deemed fit by the Pomeroy Foundation, in perpetuity, throughout the world.

I hereby release and discharge the Pomeroy Foundation, its employees, agents, successors and assigns from any and all claims and demands arising out of or in conjunction with the Pomeroy Foundation's use, display, dissemination or exploitation of the photographs, videos and/or recordings, including, but not limited to, any claims for defamation; violation of any moral or artist rights; and/or any right of privacy or publicity.

I acknowledge that the Pomeroy Foundation is the sole and exclusive owner of all right, title, and interest in all copyrights, trademark rights, and any and all other intellectual property rights, worldwide, in the photographs, videos, and/or recordings, and the individual components thereof, and I shall take no action to challenge or object to the validity of such rights or the Pomeroy Foundation's ownership or registration thereof.

#### Submitted Materials (e.g. courtesy photographs, courtesy videos, etc.)

I hereby grant permission to the Pomeroy Foundation the right to use my photograph(s), video(s), recording(s) and/or artwork ("Work") for the purpose of marketing the Pomeroy Foundation and its general promotion. I understand that my Work may appear in print or digital formats, including on the Pomeroy Foundation's website and social media accounts.

I certify that I fully understand all of the granted permissions above, and have the legal right and authority to execute this Publicity Release.

#### **AGREED TO AND ACCEPTED BY:**

Organization Name:\*

City of Washington, NC



Agenda Date: 7-14-25



Mayor Sadler & Members of the City Council From: Nicole Williams, Human Resources Director

Date: July 7, 2025

Subject: Request to update Personnel Policy - Article VII, Section 7 Special

Separation allowance - Law Enforcement/Fire Dept Personnel

**Applicant Presentation:** N/A **Staff Presentation:** N/A

#### **RECOMMENDATION:**

I move that City Council approve the update to the Personnel Policy Article VII, Section 7 Special Separation Allowance - Law Enforcement/Fire Dept Personnel to reflect the changes made to the General Statute effective July 1, 2025.

#### **BACKGROUND AND FINDINGS:**

Effective July 1, 2025 GS143-166.42 was updated by House Bill 50. This bill affects the options a Law Enforcement Officer has when retiring and how special separation is applied. The updated GS is providing an alternate option on how a LEO can receive the Special Separation Allowance.

The City of Washington also provides a monthly separation allowance to qualified fire department personnel following the guidelines for LEO's. This change to the GS will also update how we process separation allowance for fire personnel.

## PREVIOUS LEGISLATIVE ACTION

N/A

To:

ľ	15	CAL	LMI	AC	Ľ
					_

X	Currently Budgeted (Account	) Requires additional appropriation	No Fiscal Impact
		requires additional appropriation	110 I Isoul Illipact

#### **SUPPORTING DOCUMENTS**

Article VII Section 7 with proposed revisions highlighted.

Agenda Date: 7-14-25

#### VII. Section 7. Special Separation Allowance – Law Enforcement / Fire Dept Personnel

The City provides a monthly separation allowance to qualified retired law enforcement officers in accordance with North Carolina State Law (GS 143-166.42) and qualified fire department personnel.

(a) Eligibility and continuation of these benefits employees are required to meet one of the following sets of criteria are subject to the following conditions:

<u>Law Enforcement qualifications:</u> (If an officer meets all of the criteria under each option, then the officer is allowed to choose which calculation to use.)

#### **Traditional Calculation:**

- (1) The officer shall have completed thirty (30) or more year of creditable service, or have attained fifty five (55) years of age and completed five (5) or more years of creditable service; and
- (2) Not have attained sixty two (62) years of age; and
- (3) Have completed at least five (5) years of continuous service as a law enforcement officer immediately preceding a service retirement, as defined by N.C. Gen. Statutes 143-166.42(b1) (c).

#### **Alternate Calculation:**

- (1) Prior to attaining 62 years of age, the officer has completed 30 or more years of creditable service, at least fifty percent (50%) of which was as a law enforcement officer.
- (2) The officer has completed at least five years of continuous service as a law enforcement officer immediately preceding the officer's service retirement.
- (3) The officer will be paid the annual equivalent of the base rate of compensation at the time the officer attained 30 years of service multiplied by 30, and will not automatically end at age 62. It is based on when the officer attains 30 years of service and will continue the same number of years the officer would have received the allowance if they had retired when first eligible.

Fire Department Personnel qualifications: (If fire personnel meet all of the criteria under each option, then they are allowed to choose which calculation to use.)

#### Traditional Calculation:

- (1) Fire department personnel shall have completed thirty (30) or more years of creditable service; and
- (2) Not have attained sixty two (62) years of age; and
- (3) Have completed at least five (5) years of continuous service as a fire department personnel immediately preceding a service retirement. This special separation allowance will apply to employees actively responding to fire and EMS calls.

#### **Alternate Calculation:**

- (1) Prior to attaining 62 years of age, fire personnel who have completed 30 or more years of creditable service, at least fifty percent (50%) of which was as an active firefighter/EMS.
- (2) The fire personnel have completed at least five years of continuous service as an active firefighter/EMS immediately preceding service retirement.
- (3) The fire personnel will be paid the annual equivalent of the base rate of compensation at the time of attaining 30 years of service multiplied by 30, and will not automatically end at age 62. It is based on when personnel attain 30 years of service and will 16 of the base rate of the base rate of 30, and will not automatically end at age 62. It is based on when personnel attain 30 years of service and will 16 of the base rate of compensation at the time of attaining 30 years of service and the base rate of the base rate of compensation at the time of attaining 30 years of service multiplied by 30, and will not automatically end at age 62. It is based on when personnel attain 30 years of service and based on the base rate of the base rate of

Agenda Date: 7-14-25

have received the allowance if they had retired when first eligible.

- (b) Termination of these benefits happens:
  - (1) At death;
  - (2) On the last day of the month prior to in which either of the following applies: with traditional calculation the eligible retiree attains sixty two (62) years of age; or with alternate calculation there has been a period of receiving the allowance that is equivalent to the total of 62 years minus the age at which the retiree fist completed 30 years of creditable service; or
  - (3) Upon the first day of re-employment by a local government in North Carolina in any capacity.

The City may, however, employ retired employees in a public safety position in a capacity not requiring participation in the Local Governmental Employees' Retirement System and doing so shall not cause payment to cease to those officers under these benefits.

- (c) Any retiree who is entitled to receive a special separation allowance from the City shall, within ten (10) days of any change in his/her employment status, report the same to the City Manager or Human Resources Director.
- (d) Once this benefit is terminated, the retiree shall not be entitled to further special separation allowance unless he/she shall otherwise once again meet the requirements of section (a) thereof.