

ELIZABETHTOWN COUNCIL REGULAR MEETING

7:00 PM, Monday, March 7, 2022

March 7, 2022 Town Council Meeting - The 12 o'clock Noon Work Session will be inperson. For the 7:00 p.m. meeting, only the Mayor, Town Council Members and Town Attorney will be attending in-person, and the public may join the 7:00 p.m. meeting through Zoom from computer, smart phone or dial-in. Zoom Call instructions are posted on the Town's website at www.elizabethtownnc.org.

OPENING, CALL TO ORDER AND ROLL CALL

1.1 Opening, Call to Order and Roll Call Mayor Sylvia Campbell will call the meeting to order and call upon Mayor Pro Tem Rufus Lloyd to give the invocation.

2. APPROVAL OF AGENDA / PREVIOUS MINUTES APPROVAL

2.1 Approval of Agenda / Previous Minutes Approval Council is requested to adopt the agenda and approve the meeting minutes as presented. FEBRUARY 2022 MINUTES.docx Meeting Minutes - Special Called Town Council Meeting - Open Session - 2.8.2022.docx

3. PRESENTATIONS

3.1 Town Manager Update
Council is requested to hear the update.

4. ORDINANCES/RESOLUTIONS/PROCLAMATIONS

- 4.1 Capital Project Ordinance Street Rehabilitation/Improvement Project
 Council is requested to approve the Capital Project Ordinance.
 Peak Agenda Attachment Capital Project Ordinance 2021 Street Improvement Project.pdf
- 4.2 Resolution #2022-01 Drinking Water System and Wastewater System Asset Management Plans Close-Out Council is requested to accept and adopt the Resolution to close-out the grants. Resolution - Close Out of Asset Inventory Assessment (AIA) Grant for Water and Wastewaster - LRCOG - 3.7.2022.docx

5. ADMINISTRATIVE MATTERS

5.1 Letter of Commitment for Grant Applications for the Live, Work, Play Campus Project, Elizabethtown Industrial Park

Council is requested to approve the Letter of Commitment for a \$400,000 cash match. Peak Agenda Attachment - Letter of Commitment - Local Match - Golden LEAF and NC Rural Infrastructure Authority - 3.7.2022.pdf

Peak Agenda Attachment - LWP Letter from Golden LEAF Foundation - 3.7.2022.pdf

5.2 Appointments: Elizabethtown Recreation Commission

Council is requested to make the appointments to the Elizabethtown Recreation Commission.

5.3 Budget Amendment #2022-03

Council is requested to approve the Budget Amendment.

Peak Agenda Attachment - Budget Amendment - 3.7.2022.pdf

5.4 Monthly Financial Report

Council is requested to approve the Monthly Financial Report.

Peak Agenda Attachment - Monthly Financial Report - 3.7.2022.pdf

6. OTHER BUSINESS

6.1 "Briefly" (Reminders and announcements are made at this time).

Council is requested to hear the reminders and announcements.

Peak Agenda - Briefly - 3.7.2022.docx

Peak Agenda Attachment - Department Head Updates Report - 3.7.2022.pdf

7. OPEN FORUM

7.1 Open Forum

Town Manager Dane Rideout will advise if any written comments from the public have been received.

8. CLOSED SESSION

8.1 Closed Session

Mayor Sylvia Campbell will entertain a motion and a second to enter into Closed Session in accordance with NCGS 143-318.11(a)(4) - Economic Development.

9. ADJOURNMENT

9.1 Adjournment

Mayor Sylvia Campbell will entertain a motion and a second to adjourn the meeting.



COUNCIL AGENDA ITEM REPORT

DATE:

March 7, 2022

SUBMITTED BY:

Juanita Hester

ITEM TYPE:

Request

AGENDA SECTION:

OPENING, CALL TO ORDER AND ROLL CALL

SUBJECT:

Opening, Call to Order and Roll Call

BACKGROUND:

Mayor Sylvia Campbell will call the meeting to order and do a Roll

Call.

SUGGESTED ACTION:

Mayor Sylvia Campbell will call the meeting to order and call upon

Mayor Pro Tem Rufus Lloyd to give the invocation.



COUNCIL AGENDA ITEM REPORT

DATE:

March 7, 2022

SUBMITTED BY:

Juanita Hester

ITEM TYPE:

Request

AGENDA SECTION:

APPROVAL OF AGENDA / PREVIOUS MINUTES APPROVAL

SUBJECT:

Approval of Agenda / Previous Minutes Approval

BACKGROUND:

Meeting minutes are provided for Council review.

SUGGESTED ACTION:

Council is requested to adopt the agenda and approve the meeting

minutes as presented.

ATTACHMENTS:

FEBRUARY 2022 MINUTES.docx

Meeting Minutes - Special Called Town Council Meeting - Open Session - 2.8.2022.docx

TOWN OF ELIZABETHTOWN Regular Meeting-Virtual February 7, 2022

The Elizabethtown Town Council met for its regular meeting on Monday, February 7, 2022 at 7:00 p.m. via Zoom. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd (Municipal Building), Council Members Rich Glenn, Howell Clark Jr., Herman Lewis, Ricky Leinwand (Municipal Building), Paula Greene, Town Manager Dane Rideout and Town Attorney Goldston Womble. Department Heads in attendance included Finance Director Sharon Penny, Police Chief Tony Parrish, Deputy Public Services Director Hugh Bledsoe, Town Clerk Juanita Hester, Director of Communications and Marketing Terri Dennison, Public Services/Engineering Services Director Stephen Duffy, Town Planner Rusty Worley and Fire Chief Hollis Freeman. Representative from the press joining by Zoom included Joy Warren.

Mayor Sylvia Campbell opened the meeting and did roll call and then called upon Mayor Pro Tem Rufus Lloyd to give the invocation.

Item #2.1: Approval of Agenda/Previous Minutes Approval

A motion was made by Council Member Herman Lewis, seconded by Council Member Rich Glenn, to approve the Agenda (Unanimous). Council Member Howell Clark Jr., seconded by Council Member Paula Greene, made a motion to approve January 10, 2022 Rescheduled Meeting Minutes as presented (Unanimous).

Item #3.1: Audit Report for FY Ending 6/30/2021

Mr. Byron Scott, CPA, with Thompson, Price, Scott, Adams & Company, P.A presented the Financial Summary Required Auditor Communications and LGC Financial Indicators for FY ending 6/30/2021. Mr. Scott noted that the audit is in review by the Local Government Commission. General Fund is down, revenue down, increase in valuation, \$5.2 million in expenditures due to 2021 FEMA projects, deficiency \$374,993 for 2021, \$2.6 million fund balance, available fund balance to expenditures 12.90% (Auditor noted error in printed summary), 77% state average, water & sewer increase \$2.5 million, expenditures increased \$2,090,023, fund balance \$15,882,153, ad valorem up \$282,616,585, collection rate 97.07% up from last year, little lower than state average, motor vehicle 100%, didn't have to modify the books, accounting policy is reasonable and no change. Fund Balance 2021-2022 Covid money to build fund balance, no findings, no deficiency, prior period cemetery adjustment and FEMA project to change to capital project. Mr. Scott noted that Council will get a complete copy of the Audit Report when the Local Government Commission approves it.

Item #3.2: Town Manager Update

Town Manager Dane Rideout noted that the Engineering survey for Live, Work & Play has been completed for water, sewer and roads, Golden Leaf grant Live, Work & Play for water & sewer is a \$2 million project, 57 miles of sewer & water, upgrading water/sewer across Town. It is a \$157,000 grant started by Mr. Eddie Madden.

Shout out to the Fire Department for doing an awesome job at Hester's Trucking. Fireman Alston Freeman received burns, he is doing fine, going to the burn center.

Police Department responded in minutes to the bank robbery at First Citizens.

March 15th Budget Retreat.

Mayor Campbell asked when will the bridge close for repairs? Town Manager noted it may be in the next 60-90 days, trying to do the repairs at night, working with the County and White Lake. Assistant Town Manager Pat DeVane noted that the Cemetery Project is proceeding nicely, curbing on Queen Street, northeast corner of the library curb and sidewalk work, headstones returned and project scheduled to close this month.

Item #4.1: Audit Report for FY Ending 6/30/2021

Council Member Paula Greene, seconded by Council Member Ricky Leinwand, made a motion to approve the Audit Report FY Ending 6/30/21 (Unanimous). Copy of Financial Summary attached and incorporated herein by reference.

Item #4.2: Unpaid Tax Report 2012-2021 Liens on Real Property

Council Member Rich Glenn, seconded by Council Member Herman Lewis, moved to approve the Unpaid Tax Report 2012-2021 Liens on Real Property (Unanimous). Copy attached and incorporated herein by reference. Council Member Ricky Leinwand asked if the 2021 tax amount high or low for this time of the year? Certified Tax Collector Beverly Robinson noted that it is down about \$45,000.00 from last year.

Item #4.3: Master Services Agreement – Helios Energy, LLC

Town Manager Dane Rideout noted that the company is out of Tennessee and has partnered with Isomer. They focus on energy and LED streetlights. Minor changes have been made to the Agreement and Town Attorney Goldston Womble has looked over the agreement. Council Member Rich Glenn, seconded by Council Member Ricky Leinwand, moved to approve Master Services Agreement – Helios Energy, LLC (Unanimous). Copy attached and incorporated herein by reference.

Item #4.4: Approval Request for Town Manager to Attend the 2022 ICMA Regional Conference Council Member Herman Lewis, seconded by Mayor Pro Tem Rufus Lloyd, moved to approve the approval request for Town Manager to attend the 2022 ICMA Regional Conference (Unanimous).

<u>Item #4.5: Elizabethtown Airport/Economic Development Commission Appointments</u> Council Member Ricky Leinwand, seconded by Mayor Pro Tem Rufus Lloyd, made a motion to appoint Mr. Robert Summerlin to serve on the Airport Board (Unanimous). Mr. Summerlin's appointment will fill an unexpired term of office until 6/30/2024.

Item #4.6: Monthly Financial Report

Finance Director Sharon Penny noted that the Town has been notified by FEMA to expect a final closeout check for Elizabeth Street project and the cemetery project is still open. Council Member Howell Clark Jr., seconded by Council Member Rich Glenn, moved to approve the Monthly Financial Report (Unanimous). Copy attached and incorporated herein by reference.

<u>Item #4.7: Professional Services Contract for the Curtis L. Brown, Jr. Field (EYF) – Airport Master Plan Update</u>

Town Manager Dane Rideout noted that W. K. Dickson is providing the services to update the Airport Master Plan which is an FAA equipment. It will include Airfield Inventory. The cost is \$330,819 with a 10% match of \$33,000 (90% Federal funding). Council Member Howell Clark Jr., seconded by Council Member Paula Greene, moved to approve the Professional Services Contract for the Curtis L. Brown, Jr. Field (EYF) - Airport Master Plan Update (Unanimous). Copy attached and incorporated herein by reference.

Item #5.1: "Briefly"

Town Manager Dane Rideout briefed on the following:

The Department Head Update Report is a benefit. Staff doing a phenomenal job.

Director of Communications & Marketing Terri Dennison doing a great job at the Chamber.

Director of Communications & Marketing Terri Dennison & Certified Tax Collector Beverly Robinson are working on an event calendar.

Support from citizens for the 250th Town of Elizabethtown Anniversary.

Item # 6.1: Open Forum

There were no written comments received from the public.

Mayor Campbell noted that Tipsy Toad Gift Shop and Gallery ribbon cutting is February 11th at 11:00 a.m. and Above & Beyond Spa on February 14th.

Council Member Paula Greene noted that her minister from church has heaters for the needy. Council Member Rich Glenn noted that citizens have concerns about trucks on Broad Street and U-Turns. Chief Parrish noted that there is one sign by Johnson Law Firm, no U-Turn signs downtown, checked data on collisions from 5 years ago - only one ticket, most trucks are delivering goods on Broad Street.

With there being no further business to conduct, Council Member Herman Lewis, seconded by Council Member Rich Glenn, made a motion to adjourn the meeting (Unanimous).

	Sylvia Campbell, Mayor
ATTEST:	

Town of Elizabethtown Special Called Meeting February 8, 2022

"UNOFFICIAL"

The Elizabethtown Town Council met on February 8, 2022 at 5:00 p.m. for a Special Called Meeting at the Elizabethtown Airport Terminal Building. Those in attendance included Mayor Sylvia Campbell, Council Members Rufus Lloyd, Paula Greene, Ricky Leinwand, Herman Lewis, Howell Clark and Rich Glenn. Town Attorney Goldston Womble, Town Manager Dane Rideout and Auditor Bryon Scott were also present.

Mayor Campbell opened the meeting and asked Mayor Pro Tem Rufus Lloyd to give the invocation.

A Closed Session was requested in accordance with NCGS 143.318.11(a)(3) – Attorney-Client Privilege and NCGS 143.318.11(a)(6) – Personnel. Council Member Howell Clark, seconded by Council Member Ricky Leinwand, moved to enter into closed session (Unanimous).

Upon completion of Closed Session, Council Member Herman Lewis made a motion to return to regular session, and the motion was seconded by Council Member Rich Glenn (Unanimous).

With there being no further business to discuss, Council Member Rich Glenn, seconded by Council Member Herman Lewis, moved to adjourn (Unanimous).

Meeting adjourned at 5:35 p.m.

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ATTEST:	



COUNCIL AGENDA ITEM REPORT

DATE:

March 7, 2022

SUBMITTED BY:

Juanita Hester

ITEM TYPE:

Request

AGENDA SECTION:

PRESENTATIONS

SUBJECT:

Town Manager Update

BACKGROUND:

Either Town Manager Dane Rideout or Assistant Manager Pat

DeVane may be called upon to present updates and other important

matters of the Town.

SUGGESTED ACTION:

Council is requested to hear the update.



COUNCIL AGENDA ITEM REPORT

DATE:

March 7, 2022

SUBMITTED BY:

Juanita Hester

ITEM TYPE:

Request

AGENDA SECTION:

ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT:

Capital Project Ordinance - Street Rehabilitation/Improvement

Project

BACKGROUND:

The Town's Street Rehabilitation /Improvement Project requires that

a Capital Project Ordinance be approved and in place for the disbursement of the project loan monies and Powell Bill funds. Finance Director Sharon Penny provides a Capital Project Ordinance for the Street Paving Project and may be called upon to answer any

questions that Council Members may have.

SUGGESTED ACTION:

Council is requested to approve the Capital Project Ordinance.

ATTACHMENTS:

Peak Agenda Attachment - Capital Project Ordinance 2021 Street Improvement Project.pdf

CAPITAL PROJECT ORDINANCE TOWN OF ELIZABETHTOWN 2021 STREET IMPROVEMENT PROJECT 2022-02

BE IT ORDAINED by the Council of the Town of Elizabethtown, North Carolina, that, pursuant to Section 20 of Chapter 160A of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

<u>Section 1</u>: This ordinance is to establish a budget for a street improvement project to be funded by a loan through First Bank.

Section 2: The following amounts are appropriated for the project:

Engineering Fees	\$11,700.00
Resurfacing and Repairs	\$1,988,300.00
Total Appropriation	\$2,000,000.00

Section 2: The following revenues are anticipated to be available to complete this project:

First Bank Loan	\$2,	000,000.00
Total Revenue		000,000.00

<u>Section 4</u>: The Finance Officer is hereby directed to maintain within the General Fund sufficient specific detailed accounting records to meet all federal and state regulations.

<u>Section 5</u>: The Budget Officer is hereby directed to report the financial status of the project to the governing board on at least a quarterly basis.

Section 6: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council to be kept by them for their direction in the disbursement of funds.

Adopted this 7th day of March 2022.

Sylvia B. Campbell, Mayor	
Attest:	



COUNCIL AGENDA ITEM REPORT

DATE:

March 7, 2022

SUBMITTED BY:

Juanita Hester

ITEM TYPE:

Resolution

AGENDA SECTION:

ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT:

Resolution #2022-01 - Drinking Water System and Wastewater

System Asset Management Plans Close-Out

BACKGROUND:

In 2018, the Town received notification from NC Water

Infrastructure that grant was approved for integrating Water/Sewer Mapping with Asset Management. The Lumber River Council of Governments assisted in this project. Resolution is provided to

close-out the grant project.

Town Manager Dane Rideout may be called upon to present this

agenda item.

SUGGESTED ACTION:

Council is requested to accept and adopt the Resolution to close-out

the grants.

ATTACHMENTS:

Resolution - Close Out of Asset Inventory Assessment (AIA) Grant for Water and Wastewaster - LRCOG - 3.7.2022.docx

RESOLUTION NO. 2022-01

ACCEPTING AND ADOPTING THE RESULTS OF THE ASSET MANAGEMENT PLANS FOR THE TOWN OF ELIZABETHTOWN'S DRINKING WATER SYSTEM AND WASTEWATER SYSTEM

Project No. H-AIA-D-18-0120 and Project No. E-AIA-W-18-0109

WHEREAS, the Town of Elizabethtown was awarded grants from the State Reserve Fund for the purpose of developing an Asset Inventory and Assessment of the Town's Drinking Water System and Wastewater System; and

WHEREAS, the Town has conducted the investigations and diagnostic inspections of the systems; and

WHEREAS, the purpose of these investigations and inspections was to develop an inventory of the assets and to assess these assets for condition and function, and to document the degree of criticality of each asset to the safe and efficient functioning of the Town's Drinking Water and Wastewater Systems; and

WHEREAS, the results of this effort include a list of priority projects for the Town together with recommendations for rate adjustments that establish a roadmap for future investments in maintaining and advancing the system.

NOW, THEREFORE, BE IT RESOLVED BY THE ELIZABETHTOWN TOWN COUNCIL THAT:

- 1) The Town appreciates the investment of State Funds for this purpose.
- 2) The Town has completed the work and accepts these Asset Management Plans as a tool to guide future investments in the drinking water system.
- 3) The user fees associated with water/sewer service will be reviewed annually and modified as necessary to continually implement the adopted plan.
- 4) These adopted Asset Management Plans supersede all previously adopted Plans.
- 5) These adopted Asset Management Plans may be amended by the Town Council with budgetary actions or other actions related to the authorization of specific projects and by the adoption of future Asset Management Plans.
- 6) The Town will update and maintain the database systems developed for the assets.
- 7) The Town hereby adopts this Resolution to close the projects.

Adopted this 7th day of March, 2022	2.		
			(CDAI)
C-1-:- C1-11 M	_ Attest:	T''- III' T' C'I -1	(SEAL)
Sylvia Campbell, Mayor		Juanita Hester, Town Clerk	



COUNCIL AGENDA ITEM REPORT

DATE:

March 7, 2022

SUBMITTED BY:

Juanita Hester

ITEM TYPE:

Request

AGENDA SECTION:

ADMINISTRATIVE MATTERS

SUBJECT:

Letter of Commitment for Grant Applications for the Live, Work,

Play Campus Project, Elizabethtown Industrial Park

BACKGROUND:

The attached Letter of Commitment for Local Match Funding for the Live, Work, Play Campus project is amended from the December 6, 2021 approval in that grant applications will now be made to Golden LEAF Foundation and the NC Rural Infrastructure Authority. In addition, attached is copy of Letter from Golden LEAF Foundation

confirming initial review of the Stage-1 application.

Town Manager Dane Rideout may be called upon to present this

agenda item.

SUGGESTED ACTION:

Council is requested to approve the Letter of Commitment for a

\$400,000 cash match.

ATTACHMENTS:

Peak Agenda Attachment - Letter of Commitment - Local Match - Golden LEAF and NC Rural Infrastructure Authority - 3.7.2022.pdf

Peak Agenda Attachment - LWP Letter from Golden LEAF Foundation - 3.7.2022.pdf

ELIZABETHTOWN

805 West Broad Street Post Office Box 716 Elizabethtown, NC 28337 (910) 862-2066 Fax (910) 862-7117 www.elizabethtownnc.org towncouncil@elizabethtownnc.org

Sylvia Campbell Mayor Rufus Lloyd Mayor Pro Tem

Howell Clark Council Member Rich Glenn Council Member Paula Greene Council Member Ricky Leinwand Council Member Herman Lewis Council Member

Ms. Hillary Sherman, North Carolina, EDR Economic Development Administration US Department of Commerce 401 W. Peachtree Street, N.W. Suite 1820 Atlanta, GA 30308-3510

March 7, 2022

Re: Local Match Funding for Elizabethtown Industrial Park Live, Work, Play Campus Project

Dear Ms. Sherman,

The Elizabethtown Industrial Park Live, Work, Play Campus Project identifies a request from EDA of \$2,000,000 and a local source of cash match of \$400,000. This letter certifies that Elizabethtown commits \$400,000 in cash match that will be available and unencumbered for the Elizabethtown Live, Work, Play Project. Elizabethtown is currently developing a grant application to Golden LEAF Foundation for \$200,000 which will be considered at the foundation's board meeting in early 2022, and a \$200,000 grant application with the N.C. Rural Infrastructure Authority. In the event that Golden LEAF and N.C. Rural Infrastructure Authority do not award the full request, the Elizabethtown Council has ensured that the \$400,000 local match to the project is available. Town funds will be available and unencumbered.

Sincerely,

Sylvia Campbell Mayor



DON FLOW CHAIRMAN OF THE BOARD

SCOTT T. HAMILTON
PRESIDENT, CHIEF EXECUTIVE OFFICER

February 24, 2022

Mr. Dane Rideout Town Manager Town of Elizabethtown drideout@elizabethtownnc.org

Dear Mr. Rideout:

Thank you for submitting a Stage-1 application to the Golden LEAF Foundation for your project, "Elizabethtown Live, Work, Play Project." We appreciate the opportunity to learn about your efforts and the potential impact this project has for the communities you serve and our State.

Based on an initial review, your Stage-1 application is complete. If we find we need additional information, we will contact you. Should you have any questions, please feel free to call.

Sincerely,

Scott T. Hamilton

President, Chief Executive Officer

Scott T. Hamiet

SH:dp



COUNCIL AGENDA ITEM REPORT

DATE:

March 7, 2022

SUBMITTED BY:

Juanita Hester

ITEM TYPE:

Request

AGENDA SECTION:

ADMINISTRATIVE MATTERS

SUBJECT:

Appointments: Elizabethtown Recreation Commission

BACKGROUND:

There are three (3) members of the Elizabethtown Recreation Commission that need to be considered for reappointment - Mark

Gillespie, Clarence Butler and Clint Hester.

SUGGESTED ACTION:

Council is requested to make the appointments to the Elizabethtown

Recreation Commission.



COUNCIL AGENDA ITEM REPORT

DATE:

March 7, 2022

SUBMITTED BY:

Juanita Hester

ITEM TYPE:

Request

AGENDA SECTION:

ADMINISTRATIVE MATTERS

SUBJECT:

Budget Amendment #2022-03

BACKGROUND:

Finance Director Sharon Penny brings forth Budget Amendment #2022-03. If there are questions, please call upon Mrs. Penny for

further explanation.

SUGGESTED ACTION:

Council is requested to approve the Budget Amendment.

ATTACHMENTS:

Peak Agenda Attachment - Budget Amendment - 3.7.2022.pdf

TOWN OF ELIZABETHTOWN BUDGET AMENDMENT #2022-03 March 7, 2022

Account Number Revenue	<u>Description</u>	<u>Amount</u>	<u>Justification</u>
10-3200-363 10-3500-320 10-3900-301 10-3500-331 10-3250-305	DONATIONS - FIRE DEPT, INS. REIMBURSEMENT FUND BALANCE APPROPRIATED MISCELLANEOUS REVENUE STREET IMPROVEMENT PROJECT LOAN	\$ 50.00 \$ 5,829.58 \$ 7,346.15 \$ 4,952.50 \$ 2,000,000.00	Fire Truck Repairs Kids Day Account Balance
	TOTAL	\$ 2,018,178.23	
Expenditures 10-4340-200 10-4340-353 10-4310-201 10-4310-121 10-4520-399 10-4520-399.05	FIRE - OPERATIONS & SERVICES FIRE - REPAIRS - VEHICLES POLICE - KIDS DAY EXPENDITURES POLICE - SALARIES STREET IMPROVE PROJECT - ENGINEER EXP STREET IMPROVE PROJECT - STREET REPAIRS	\$ 50.00 \$ 5,829.58 \$ 7,346.15 \$ 4,952.50 \$ 10,900.00 \$ 1,989,100.00	
	TOTAL	\$ 2,018,178.23	
DULY ADOPTED this 7	7th day of March, 2022 by the Elizabethtown Tow	n Council at Elizabeth	ttown, North Carolina
		•	
Sylvia Campbell, May	or .	Dane D. Rideout, 1	own Manager/Budget Officer
ATTEST:			
***************************************	r, Town Clerk		



COUNCIL AGENDA ITEM REPORT

DATE:

March 7, 2022

SUBMITTED BY:

Juanita Hester

ITEM TYPE:

Request

AGENDA SECTION:

ADMINISTRATIVE MATTERS

SUBJECT:

Monthly Financial Report

BACKGROUND:

Finance Director Sharon Penny brings forth a financial report for the

month ending February 2022. Mrs. Penny may be called upon to

give a brief presentation of the same.

SUGGESTED ACTION:

Council is requested to approve the Monthly Financial Report.

ATTACHMENTS:

Peak Agenda Attachment - Monthly Financial Report - 3.7.2022.pdf

ELIZABETHTOWN as of February 28, 2022 BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2021-2022 REVENUES 66% YEAR COMPLETED

	Fiscal Year	Actual Y-T-D as of	
Revenue Sources	Budget	2-28-2022	% of Budget
	GENERAL FUND		
Ad Valorem & BID Taxes	1,546,750	1,546,904,34	100.0%
Vehicle Taxes	180,000	92,417.22	51.3%
Local Option Sales Taxes	700,000	318,232.39	45.5%
Utility Franchise Taxes	311,000	82,400.82	26.5%
ABC Revenue	105,000	56,827.28	54.1%
Powell Bill	111,000	114,239.63	102.9%
Street Improvement Project Loan	2,000,000	650,134.08	32.5%
Bladen Fire District	206,000	142,500.65	69.2%
Solid Waste fees	1,032,300	705,361,22	68.3%
Permits & Fees	26,815	26,627.00	99.3%
FEMA reimbursement	0	0.00	0.0%
Rental Income	43,800	24,919.00	26.9%
Salary & Admin. Reimbursements	283,680	154,104.39	54.3%
Miscellaneous Expenses	271,136	128,437.97	47.4%
General Fund Balance Approp.	336,701		0.0%
TOTAL GENERAL FUND	7,154,182	4,043,105.99	26.5%
	WATER FUND		
Water fees	683,400	515,147.43	75.4%
Sewer fees	836,400	540,339.53	64.6%
Miscellaneous Revenue	155,300	106,324.41	68.5%
Utility Fund Balance Approp.	101,482		%0.0
TOTAL WATER FUND	1,776,582	1,161,811.37	65.4%
	Annual Control of the		The state of the s

INANCIAL REPORT

As indicated in the table to the left, Elizabethtown has received \$4,043,106 of its General Fund budgeted revenues during the reporting period, which began July 1, 2021.
\$1,161,811 of the Water Fund budgeted revenues has also been received. As of February 28, 2022, 96% of the current year appropriation for property taxes has been collected.

The total percentage of revenue received in the general fund and the water/sewer fund combined is 58%.

Note: Still waiting on remainder of insurance claim for roof replacement.

As of February 28, 2022, we have received monthly Local Option Sales Tax for July - November and Utility Franchise Taxes for quarter ending September 30, 2021.

BUDGET & FINANCE SNAPSHOT FISCAL YEAR 2021-2022 EXPENDITURES

	Fiscal Year	Actual Y-T-D as of	
Department	Budget	2-28-2022	% of Budget
Governing Body	41,669	27,112.49	65.1%
Administration	561,864	294,596.12	52.4%
Finance	257,420	163,914.74	63.7%
Public Services	230,095	171,257.90	74.4%
Public Facilities	300,956	211,811.01	70.4%
Police	1,438,811	858,826.79	59.7%
line	881,245	579,498.15	65.8%
Streets	479,538	325,384.57	67.9%
Powell	100,000	1,650.00	1.7%
Street Improvement Project	2,000,000	663,624.67	33.2%
Solid Waste	562,000	335,887.22	59.8%
Planning & Economic Develop.	87,210	14,907.65	17.1%
Recreation	41,125	26,421.56	64.2%
Special Appropriations	93,569	74,402.00	79.5%
Airport	78,680	50,789.81	64.6%
GENERAL FUND TOTAL	7,154,182	3,800,084.68	53.1%
	WATER FUND		SALES AND ASSESSMENT OF THE PERSON NAMED IN
Water	796,518	438,772	55.1%
Sewer	675,064	348,254	51.6%
Tank Maintenance & Transfer Out	305,000	167,839	55.0%
WATER FUND TOTAL	1.776.582	954.864.70	Z2 70/

34%	■ Public Safety	■ Environmental Protection
22%	■ General Governmental	■ Transportation

As of February 28, 2022, Elizabethtown has expended \$3,800,085 of this fiscal year's \$7.1 million General Fund operating budget and \$954,865 from it's Water Fund budget. The total expenditures for the combined funds equate to approximately 54% of the current operating budget.

The fiscal year-to-date expenditures are shown by area of function in the pie chart above. The largest expenditures for the Town is related to the provision of Public Safety & General Government.

REVENUE OVER/(UNDER) EXPENDITURES			
GENERAL FUND	0	\$	243,021
WATER FUND	0	\$	206,947
TOTAL COMBINED FUNDS	0	₩.	449,968



COUNCIL AGENDA ITEM REPORT

DATE:

March 7, 2022

SUBMITTED BY:

Juanita Hester

ITEM TYPE:

Request

AGENDA SECTION:

OTHER BUSINESS

SUBJECT:

"Briefly" (Reminders and announcements are made at this time).

BACKGROUND:

Town Manager Dane Rideout may be called upon to present the

"Briefly" items.

SUGGESTED ACTION:

Council is requested to hear the reminders and announcements.

ATTACHMENTS:

Peak Agenda - Briefly - 3.7.2022.docx

Peak Agenda Attachment - Department Head Updates Report - 3.7.2022.pdf

To:

Mayor and Town Council

From:

Dane Rideout, Town Manager

Subject:

"Briefly"

Date:

March 7, 2022

The following items are provided as information to Council:

- The Elizabethtown Planning Board will be meeting at 6:00 p.m. on March 22, 2022 rather than on March 7th.
- The Department Head Update Report for February 2022 is provided as a separate attachment.
- The Annual Chamber Banquet is scheduled for March 10th at Lu Mil 5:30 p.m. Social and Dinner at 6:00 p.m.
- Town Council Budget Retreat scheduled for March 15th at Cape Fear Vineyard and Winery.
- Town's Planning Director Rusty Worley is scheduling a March 22, 2022, 7:00 p.m., Zoning Board of Adjustment meeting for consideration of a Sign Variance.



For the Month of March

3/05 – Thomas Morgan Johnson III - Firefighter

3/06 – Juanita Hester – Town Clerk

3/10 - Chad Sholar - Fire Captain

3/10 – Don Edwards – Utilities Supervisor

3/25 - Steve Duffy - Director of Public Works/Engineering

3/27 – Hollis Freeman – Fire Chief

3/30 – Jonathan Norris – Firefighter



Department Head Updates February 2022

COMMUNICATION AND MARKETING

Terri Dennison

TWO NEW BUSINESSES IN ELIZABETHTOWN

We celebrated the opening of two new businesses with ribbon cuttings in February. The events at Tipsy Toad Gallery at Cape Fear Winery on Friday, February 11 and Above & Beyond Wellness and Med Spa on Monday, February 14 were well attended by area business people and community leaders.



TIPSY TOAD RIBBON CUTTING

Seen in the picture are (l to r): Chamber Past President Anne Beyer, Judith Scott, Tina Clark, Alex Munroe, Grace Anne Munroe-Phillips, Brooke Savage, Elizabethtown Mayor Sylvia Campbell and Chamber President Jonathan Langston.

ABOVE & BEYOND WELLNESS AND MEDSPA

Seen in picture are: Sonya Hilburn is cutting the ribbon. Holding the bows are Chamber Director Chloe Roberts and Past President Jennifer Leggett. Standing behind are (I to r): Chamber President Jonathan Langston, Elizabethtown Mayor Sylvia Campbell, Charlie Hilton and members of Above & Beyond staff: Tabitha Sessoms, Tiffany Clowers, PA-C, Karen Hendren, Olivia Smith, Shanyn Benton. Crystal Edwards PA-C, Brandi King, and Natalie Russ

LEADERSHIP BLADEN

T. Dennison is representing the Town and the Chamber in a partnership to reinvigorate a Leadership Program in Bladen County. The other partners are Bladen County EDC, Bladen's Bloomin',

Bladen Community College and the Bladen School District. The goal is to provide Bladen County with an enduring source of diverse leaders who are prepared and committed to serving the community. Applications will be accepted in March with the first class scheduled for late April.

250th ANNIVERSARY COMMITTEE

The Committee met for the second time and decided to hold a big kick-off event in the Spring 2023, followed by monthly events and cumulating with the Pork & Beats Festival in November. We are identifying other possible committee members or organizations that might be able to coordinate the monthly events.

CARS, COFFEE CROISANTS

The Town is supporting Downtown Businesses by working with our tenants in the Farmers Market on a "Cars, Coffee and Croissant" event the last Saturday of March from 8AM – 12noon. Classic Cars will be invited to gather at the Farmers Market and swap tales. Our normal vendors are encouraged to be display.





NICA RETURNS TO BROWNS CREEK

The North Carolina Interscholastic Bicycling Association will be returning to Brown's Creek Bike Park from March $18-20^{th}$ this year. We expect over 4,000 school age children and their parents to be visiting the town. Many of the town's departments will be working with NICA to make this event a success.

CHAMBER ACTIVITES:

- The Chamber has 110 members as of Feb. 27.
- The Annual Meeting and Awards Program is Thursday, March 10 with the theme of the event being Potential. NC Director of Outdoor Recreation will speak about the outdoor recreation as part of local economic development.
- White Lake Water Festival planning is underway.
- 2022 Activity Guide and Membership Directory is wrapping up.



SUNRISE ON BROAD STREET

ELIZABETHTOWN AIRPORT

Mitch Taylor

Stats for the month of January 2022

Recorded Aircraft Operations 505

Aviation Gasoline Sales

987 Gallons

Jet Fuel Sales

1831 Gallons

Sales Revenue

\$11,596

FIRE DEPARTMENT

Hollis Freeman



- Community Events (Organizational meetings, public speaking, teaching)
- 02/10/20022- Hosted the Bladen County Firefighters Association Meeting, had 50 in attendance.
- 02/11/2022 Attended the Tipsy Toad Ribbon Cutting Ceremony.
- 02/14/2022 Attended the Above and Beyond Med spa Ribbon Cutting Ceremony.
- 02/22/2022 Hosted the annual County Fire Chief's Retreat.
- Professional Development (Certification and training classes, formal education, seminars)
- Hosted a Haz-Mat Awareness class due to end on 7th with 18 hours completed.
- All members combined completed 161 hours of training.
- Operations (Logistics and training reports, response times, incident reports, staffing, CAD reports, equipment, volunteer firefighter programs)
- 20 Fire Calls to include structure fires and woods/grass fires.
- 15 EMS Calls to include assistance to the County EMS and traffic accidents.
- 1 Specialized Response
- 1 Service Call
- 13 All Other Incidents
- Total of 50 Calls for the month of February
- 9 Pre-Fire Plans Completed
- 31 Inspections Completed



Pump Training



Planes being filled with water for woods fire on Hickory Grove Ball Park Road, Dublin

Bladen County Firefighters Association

POLICE DEPARTMENT Tony Parrish

1/31/22 - 2/27/	22
Calls for Service	332
Reports Taken	62
Arrests	17
Traffic Collisions	16
Traffic Citations	61
Warning Tickets	21

PUBLIC WORKS

Stephen Duffy Hugh Bledsoe

<u>Utility Services – Water & Sewer – Don Edwards, Ricky Smith, Jerimey Sykes, Sherry Lanier & Horace Wyatt (PT)</u> All routine daily sampling, testing, monitoring and documentation requirements were completed for both the drinking water and wastewater operations. Staff responded and remediated 4 leaks, and 2-meter related problems. Additionally, there were approximately 30 service disconnections/reconnections and 125-meter re-reads executed. Progress on replacement of faulty meter transmission units (MTUs) is moving forward, approximately 80 of ±130 units have been replaced. Utility Services staff has also helped Mr. Stephens at the Wastewater Treatment Plant (WWTP) to repair a leak. The conversion of chlorine gas to liquid bleach has been completed at the Well sites. The pump at the Cape Craft Lift Station was also replaced in February.



Figure 1 Water Valve Box & Cap - Harwood

Wastewater Treatment Plant - Brian Stephens

All routine sampling, testing and general plant operating processes were executed as required. Plant equipment preventative maintenance completed as required. Chlorine gas to liquid bleach conversion is operational and complete except for installation of the permanent holding tanks. Supply chain issues have delayed the delivery of the second tank. Once the tank arrives installation should be completed very quickly.

SBR #2 Blower parts were received, and the repairs have been completed.

Streets/Parks - George Hopkins, Pascal Munoz, James Faulk, Julius Powell, David Beyer (PT) & Dwight Davis (PT) The Street and Parks Department around the Curtis L. Brown, Jr. Field working the ditches on the southern end of the property and clearing vegetation from the fence line around the airport. Tory Hole Park entrance along 701 has been cleared to clean up the appearance as you enter the park and several overgrown areas were cleared inside the park itself. With spring approaching the soccer nets were reinstalled at the Soccer Fields. The last week of February initiated the Street Sweeper operations for the year. Several streets in town were swept including the downtown area. Some of the brickwork in the downtown sidewalks were noted to be shifted and uneven. The crew will work to correct some of those issue in early March.



Figure 2 Soccer Nets Installed



Figure 4 Vandalism At Tory Hole



Figure 3 Men Brush Clearing Tory Hole



Figure 5 Area After Brush Clearing Tory Hole

Fleet Maintenance - Tracy Priest

Mr. Priest performed preventative maintenance on 3 large trucks, street sweeper, backhoe and VenTrac for the Public Works Department in February. Eight Police vehicles were also serviced for preventative maintenance. Mr. Priest also took a week's vacation in February.

Janitorial Services - LT McClain

Janitorial responsibilities at each of the park's restroom facilities, the Farmers Market, Town Hall, Airport and the Public Works facilities have been completed as assigned. Painting in some of the bathroom areas has been rescheduled for March.

TOWN CLERK REPORT

Juanita Hester

- Prepared notices for 2/7/2022 Town Council Meeting and Special Called Meeting on 2/8/2022 –
 In coordination with Town Manager, prepared agendas and made distribution. Clerk prepared the
 2/8/22 Open Session and Closed Session meeting minutes.
- Prepared necessary responses to action items included on the February 7, 2022 Town Council meeting agenda and made distribution of signed documents.
- Clerk prepared the March 7, 2022 Town Council agenda material and distributed Public Notice for the meeting.
- For the month of February, the Friday Memos were prepared and distributed by the Clerk.
- Submitted Public Notice to the newspaper and BladenOnline for the 3/22/22 Planning Board meeting and the Zoning Board of Adjustment meeting.
- Registered the Town in Grants.gov so that grant application process can begin for Federal funding for various town projects.
- Per request received from the Water Department, Clerk submitted the Notice of Annual Drinking Water Report to the "Bladen Journal" for publication to the public.
- Per request from Brian Stephens at the WWTP, Clerk submitted notice to the "Bladen Journal" that the 2021 Annual Performance Report for the WWTP was available for public review.
- Clerk prepared and submitted notice to the "Bladen Journal" that the Annual Performance Report for the Collection System for calendar year 2021 had been completed and could be reviewed.

Town Planner

Rusty Worley

- Zoning permit has been issued to MCV Properties for urgent care on West Broad Street in front
 of San Jose Restaurant.
- CA Nails building estimated cost to renovate \$400,000, in the process of replacing glass and removing decals.
- Electric Vehicle (EV) Charging Station proposal from Charge Point rental for 2 post charging systems \$2160 each per year and town would receive 90% of revenues from charging fees.
- Recommendations for Land Use Plan, has been received from Zoning Board and Town Council Members, will have the recommendations for the Retreat.
- 701 & 87 intersection lighting has been completed with the county sharing monthly cost of \$250.00 per month, \$125 cost to Elizabethtown \$125 cost to Bladen County.
- John Currie home was foreclosed on in October 2021, Freddie Mac now holds the mortgage, and the planner is working with Freddie Mac and Realtor (Ann Walters) to resolve the issue with the abandon home. Home has been placarded for no habitability. The home will be demo by Freddie Mac or they may transfer the property to the town in leu of demo.

- David Settlemeyer Property, he has agreed that the house located at 1508 E. Broad Street will be moved or demolished by March 15, 2022 (This property is on schedule to demo the week of March 15).
- Contact has been made, conversation has begun with the trustee of Rico Daniels Property (Old Accent Dyes) intent of property and zoning compliance. Town needs to do a phase 1 inspection for contamination, the property needs to be condemned and demo.
- Zoning Board of Adjustment rescheduled the hearing for Coastal Carolina Presbytery sign request and will be rescheduling once clarification is received, Zoom meeting and Quasi Hearing requirements. This will occur on March 22, 2022 at 7:00 p.m.
- Planning Board will hear a request from Blake White to rezone property at E McKay Street parcel 27252 from R-10 to O&I for business office/warehouse on May 22, 2022 at 6:00 p.m.
- Special Use Permit is being requested by Elizabethtown Christian Academy on West Broad Street parcels: 14467, 25728, 139517, 14466 for purpose of building school, consideration will be needed for sewer extension.
- Removed 80 temporary signs from right of way.
- The Town Zoning overlay is now on the GIS system and being beta tested by the Planning Department.
- The Derelict Houses are on the GIS system and is current shown on map by location.
- Planning Board will discuss Temporary Sign Ordinance, Alternative Construction Types in Business area for Restaurants.
- Zoning Declarations Issued
 Zoning Permit Issued
 Certificate of Occupancy Issued
- Enforcement Actions
 Blanche Street abandon cars (10 days to remove)
 W McKay Street, Trash (10 days) Cars (30 days)

Investigations: Complainant Nature
 Unknown Blanche St Abandon Cars -10 day notice
 Mrs. Thomas Brooks 1208 McLean Street Yard (Closed)



COUNCIL AGENDA ITEM REPORT

DATE:

March 7, 2022

SUBMITTED BY:

Juanita Hester

ITEM TYPE:

Request

AGENDA SECTION:

OPEN FORUM

SUBJECT:

Open Forum

BACKGROUND:

With this being a Virtual meeting for the public, written public

comments will be accepted.

SUGGESTED ACTION:

Town Manager Dane Rideout will advise if any written comments

from the public have been received.



COUNCIL AGENDA ITEM REPORT

DATE:

March 7, 2022

SUBMITTED BY:

Juanita Hester

ITEM TYPE:

Discussion Item

AGENDA SECTION:

CLOSED SESSION

SUBJECT:

Closed Session

BACKGROUND:

For Remote Meetings, a Public Body is not required to provide

access to the remote meeting while it is in Closed Session.

SUGGESTED ACTION:

Mayor Sylvia Campbell will entertain a motion and a second to enter

into Closed Session in accordance with NCGS 143-318.11(a)(4) -

Economic Development.



COUNCIL AGENDA ITEM REPORT

DATE:

March 7, 2022

SUBMITTED BY:

Juanita Hester

ITEM TYPE:

Request

AGENDA SECTION:

ADJOURNMENT

SUBJECT:

Adjournment

BACKGROUND:

SUGGESTED ACTION:

Mayor Sylvia Campbell will entertain a motion and a second to

adjourn the meeting.