



DECEMBER 2, 2014, CITY COUNCIL MEETING

The City Council of the City of Clinton, North Carolina, met in regular session at 7:00 PM on December 2, 2014, in the City Hall Auditorium. Mayor Starling presided. Councilmembers Becton, Strickland, Turlington, Stefanovich, and Mayor Pro Tem Harris were present.

Currently, the city attorney's position is vacant.

Also present were City Manager Shawn Purvis; Finance Director Harry Staven; Police Chief Jay Tilley; City Clerk Elaine F. Hunt; Fire Chief Adon Snyder; Planning Director Mary Rose; Recreation Director Jonathan Allen; Public Works Director Jeff Vreugdenhil; Human Resource Director Lisa Carter; Billing-Collections Supervisor Ashley Blackmon; Planner 1 Lyden Williams; Senior Planner Lyle Moore; Captain Donald Edwards; Police Department staff; Fire Department staff; and Accounting Operations Manager Kristin Stafford.

Also present were Lt. Timmy King and former Lt. Chris Oates.

Melvin Henderson, of the Sampson Weekly, and Chris Berendt, of the Sampson Independent, were also present.

Mayor Starling called the meeting to order. He introduced his pastor and his friend, Reverend Ray Ammons, to the group. He stated that Pastor Ammons has been at First Baptist Church, 408 College Street, for approximately three to four months.

Pastor Ray Ammons gave the invocation.

CITY COUNCIL

Upon a motion made by Councilmember Stefanovich, seconded by Councilmember Strickland, the minutes of the November 5, 2014, regular city council meeting were approved unanimously.

RECOGNITIONS – FORMER LT. CHRIS OATES & LT. TIMMY KING

Chief Jay Tilley came before the group and asked former Lt. Chris Oates and Lt. Timmy King to accompany him. He stated that when one retires who has served for quite a while, knowledge and experience retires. Chief Tilley stated that two of the biggest ambassadors for the City of Clinton were former Lt. Chris Oates and Lt. Timmy King.

Chief Tilley stated that Lt. Oates' service began in June 1992 and he served for twenty-one (21) years. He retired effective November 15, 2013. Chief Tilley briefed everyone on a few of Lt. Oates' achievements to include his promotion to Police Officer II in April 1998; Sergeant in April 2004; and Lieutenant in October 2005. Chief Tilley recognized Lt. Oates as the manager over the accreditation process.

Chief Tilley and the Police Department staff request that Lt. Chris Oates' badge and weapon be declared surplus, so that the items may be awarded to him.

Upon a motion made by Councilmember Stefanovich, seconded by Councilmember Strickland, the following resolution was unanimously adopted:

RESOLUTION

Declaring Surplus Property
to be
Awarded to Retiring Lieutenant

WHEREAS, the City of Clinton, North Carolina, City Council desires to dispose of certain surplus property of the City of Clinton and to be awarded to the retiring Lieutenant who retired on November 15, 2013.

NOW, THEREFORE BE IT RESOLVED, the City of Clinton City Council declares the following police weapon and police badge of retired Lt. Chris Oates as surplus and no longer have any additional use to the City of Clinton:

Lt. Chris Oates' badge
Lt. Chris Oates' weapon: Glock Model 22 Serial #GPT 781

NOW, THEREFORE BE IT FURTHER RESOLVED that the City of Clinton City Council authorize the City Manager to proceed with the procedures outlined in G.S. 20-187.2 regarding the service side arms of retiring members of city law enforcement agencies.

Chief Tilley and Mayor Starling presented to Lt. Chris Oates: his weapon, his badge, and a plaque of appreciation for his twenty-one (21) years of service.

Chief Tilley stated that Lt. Timmy King's journey started with employment at Sampson County's Sheriff Department. He stated that in May 1985, Lt. King became a

Police Officer with the City of Clinton under the leadership of Chief Joe Puett and served under seven (7) chiefs of police. Chief Tilley further stated that Lt. King worked narcotics for approximately fifteen (15) years and worked with enthusiasm and integrity. As did Lt. Oates, Chief Tilley stated Lt. King rose through the ranks. Chief Tilley stated that Lt. King will remain with the City of Clinton as a reserve officer and will assist with the training of officers.

Chief Tilley and the Police Department staff request that Lt. Timmy King's badge only be declared surplus at this time, so that it may be awarded to him.

Upon a motion made by Councilmember Stefanovich, seconded by Councilmember Strickland, the following resolution was unanimously adopted:

RESOLUTION
Declaring Surplus Property
to be
Awarded to Retiring Lieutenant

WHEREAS, the City of Clinton, North Carolina, City Council desires to dispose of certain surplus property of the City of Clinton and to be awarded to the retiring Lieutenant who retired on December 1, 2014.

NOW, THEREFORE BE IT RESOLVED, the City of Clinton City Council declares the following police badge of Lt. Timmy King as surplus and no longer have any additional use to the City of Clinton:

Lt. Timmy King's badge

NOW, THEREFORE BE IT FURTHER RESOLVED that the City of Clinton City Council authorize the City Manager to proceed with the procedures outlined in G.S. 20-187.2 regarding the service side arms of retiring members of city law enforcement agencies.

Chief Tilley and Mayor Starling presented to Lt. Timmy King: his badge and a plaque of appreciation for his approximately thirty (30) years of service.

PRESENTATION – FY2013-2014 FINANCIAL AUDIT

Ms. Julie Harrison, of Denning & Sessoms, PA, presented the 2013-2014 Financial Audit. She informed all that this financial audit is state required. Using a PowerPoint, Ms. Harrison explained to City Council in depth the contents of the Audit which included such financial highlights as:

- The assets and deferred outflows of resources of the City of Clinton exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$32,588,362 (net position); the assets of the governmental activities exceeded its

liabilities by \$13,442,257; and the assets of the business-type activities exceeded liabilities by \$19,146,105.

- The government's total net position increased by \$1,313,470 due to increases in both governmental and business-type activities net position.
- Business-type net position increased \$660,792 and net position for governmental activities increased \$652,678.
- As of the close of the current fiscal year, the City of Clinton's governmental funds reported combined ending fund balances of \$5,908,730 with a net change of \$339,152 in fund balance. Approximately 22% of this total amount, or \$1,296,147, is non-spendable or restricted.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$3,561,688 or 40% of total general fund expenditures for the fiscal year. Total fund balance for the General Fund was \$5,608,875 (62.99%).
- The City of Clinton's total debt decreased \$1,036,011 (15.25%) during the past fiscal year, due to repayment of existing debt obligations in both business-type and governmental activities.
- Clinton currently does not have a bond rating as the City retired all bond-related debt during FY12-13. The City's most recent credit rating was A+ from Standard & Poor's and A3 from Moody's Investors and from the North Carolina Municipal Council.

Ms. Harrison concluded by stating that the FY2013-2014 Financial Audit has been issued a clean opinion. It was further noted that the financial statement disclosures are neutral, consistent, and clear. Ms. Harrison stated that the City of Clinton has a very good FY2013-2014 audit report. She welcomed questions from City Council and Mayor.

There were no questions and City Council thanked Ms. Harrison for their assistance. City Council received the 2013-2014 Financial Audit presented by Ms. Julie Harrison.

GOVERNMENT FINANCE OFFICERS ASSOCIATION BUDGET AWARD

City Manager Purvis announced that for the fifth year consecutively, the City of Clinton has received the Government Finance Officers Association of the United States and Canada Distinguished Budget Presentation Award for its budget. He stated that this award represents a significant achievement by the entity. City Manager Purvis stated that our strategic planning workshop(s) helps to achieve this recognition. He further stated that it reflects the commitment of the City Council and staff to meeting the highest principles of governmental budgeting.

City Manager Purvis recognized Finance Director Harry Staven and Accounting Operations Manager Kristin Stafford for being very instrumental in this great achievement.

COMPREHENSIVE BICYCLE PLAN

Senior Planner Lyle Moore stated that over the past year and a half, city staff and members of the community have been working on a citywide bicycle plan to complement the Clinton Pedestrian Plan. Mr. Moore stated that the plan was paid for by a grant from NCDOT. He stated that there are ninety-nine (99) pedestrian planning grants and the City of Clinton will be the thirty-sixth (36th) bicycle planning grant if City Council approves. He stated that the final plan is complete and NCDOT has given its approval. Mr. Moore stated that the proposal will be emailed to Mayor and City Council on this week.

Mr. Moore informed the group that priority projects include: NC 24, Fayetteville Street, Elizabeth Street, Beaman Street, College Street and US 701 Business. Mr. Moore stated that US 701 Business will be a major project. Recommendations included: adopting the plan, combining the pedestrian and bike committees, adopting complete streets policy, ordinance updates, dedicated bike infrastructure funding, and public facility policy.

Mr. Moore stated that this is the formal presentation of the plan to receive comments and feedback. Staff will bring the plan back before City Council in January 2015 for final approval after receiving feedback.

Upon a motion made by Mayor Pro Tem Harris, seconded by Councilmember Becton, it passed unanimously to accept the Comprehensive Bicycle Plan presentation as presented by Senior Planner Lyle Moore.

P & Z – 66 JEROME STREET – ANNEXATION

Mayor Starling opened a public hearing on the annexation of property located at 66 Jerome Street, and consideration of adoption of an ordinance. City Manager Purvis stated that as previously stated, in accordance with the North Carolina General Statutes, it is required that a public hearing be conducted prior to any annexation. He stated that this is the final step in the annexation request of the property owner located at 66 Jerome Street, as required by the City's policies to connect to city utilities. He further stated that staff recommends annexation effective January 1, 2015, and asked City Council to approve the annexation ordinance to extend the corporate limits to 66 Jerome Street, in Clinton, North Carolina. No one appeared to be heard, and the hearing was closed.

Upon a motion made by Councilmember Stefanovich, seconded by Councilmember Strickland, the following ordinance to extend the corporate limits of the City of Clinton, North Carolina, effective January 1, 2015, was unanimously adopted at 7:31 PM:

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS
OF THE CITY OF CLINTON, NORTH CAROLINA
(66 Jerome Street)**

2014.12.01

WHEREAS, the City Council of the City of Clinton, North Carolina has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the City Council of the City of Clinton has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this contiguous annexation was held in the City Hall Auditorium at 7:00 PM on December 2, 2014, after due notice by publication on November 12, 2014; and

WHEREAS, the City Council of the City of Clinton finds that the petition meets the requirements of G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Clinton, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described contiguous property is hereby annexed and made part of the City of Clinton **as of January 1, 2015:**

**CITY OF CLINTON 2014 ANNEXATION PROJECT
"ROBERT EARL FRYAR and wife, ALICE C. FRYAR TRACT"
located in**

**NORTH CLINTON TOWNSHIP, SAMPSON
COUNTY, NORTH CAROLINA**

BEGINNING at a stake in the Northern right-of-way line of Jerome Street and being the Southeast corner of Eldora Laws (see Deed Book 1724 Page 592) and the Southwest corner of Robert Earl Fryar (see Deed Book 877 Page 760), said stake being located North 42 degrees 00 minutes 58 seconds East 2577.85 feet from N. C. G. S. Station "Patrol" having N. C. Grid Coordinates of X = 2,199,361.32 and Y = 46 1,531.56 NAD 83 (2001); running thence from said beginning point with Laws, North 01 degrees 29 minutes 13 seconds West 150.00 feet to a stake; thence North 88 degrees 30 minutes 47 seconds East 60.00 feet to a stake, the Northeast corner of Robert Earl Fryar and the Northwest corner of Kenneth Faison (see Deed Book 1025 Page 487); thence with Faison, South 01 degrees 29 minutes 13 seconds East

150.00 feet to a stake in the Northern right-of-way line of Jerome Street; thence with the Northern right-of-way line of Jerome Street, South 88 degrees 30 minutes 47 seconds West 60.00 feet to the point of **BEGINNING**, containing 0.21 acres, more or less, as computed from adjoining deeds and maps of record during June, 2014 by Owen Surveying, Inc., with all lines correct in their angular relation and relative to N. C. Grid North. This tract or parcel of land is a portion of Lot No. 16 and a portion of Lot No. 18 in the subdivision of the Freddie A. Robinson "Butler Land" and also being the same land conveyed by deed dated January 1, 1962 from Freddie A. Robinson and wife, Eliza V. Robinson to William D. Henry and wife, Lessie W. Henry recorded in Deed Book 731 Page 648 of the Sampson County Registry and later conveyed from William D. Henry and wife, Lessie W. Henry to Robert Earl Fryar and wife, Alice C. Fryar by deed dated January 7, 1975 recorded in Deed Book 877 Page 760 of the Sampson County Registry.

Section 2. Upon and after **January 1, 2015**, the above described contiguous property and its citizens shall be subject to all debts, laws, ordinances, and regulations in force in the City of Clinton and shall be entitled to the same privileges and benefits as other parts of the City of Clinton. Said contiguous property shall be subject to municipal taxes according to G. S. 160A-58.10.

Section 3. The Mayor of the City of Clinton shall cause to be recorded in the office of the Register of Deeds of Sampson County, and in the Office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed property, described in Section 1 above, along with a duly certified copy of this ordinance. Such a map shall also be delivered to the Sampson County Board of Elections, as required by G.S. 163-288.1.

BY-LAWS AND ADOPTION OF CEMETERY ADVISORY BOARD

Upon a motion made by Councilmember Turlington, seconded by Councilmember Becton, the following Clinton Cemetery Advisory Board by-laws and resolution was adopted unanimously:

CITY OF CLINTON CEMETERY ADVISORY BOARD

CITY OF CLINTON CEMETERY ADVISORY BOARD

This Division shall be known as the City of Clinton Cemetery Advisory Board.

PURPOSE

To advise the Clinton City Council, City Manager (or his designee), and city staff in matters affecting cemetery policies and improvements, by way of a majority vote of the members.

MEMBERSHIP; TERMS OF OFFICE; COMPENSATION.

The Clinton Cemetery Advisory Board shall consist of five (5) members. The Clinton City Council shall appoint members from a list of qualified applicants. Members shall be residents of the City with the exception of a minimum of one (1) member and a maximum of two (2) members residing outside the corporate limits. Members shall be appointed for three (3) year staggered terms, excepting that the five (5) members first appointed shall serve respectively for terms of two (2) years; two (2) years; and one (1) year; and thereafter, members shall be appointed for terms of three (3) years each.

Board members may continue to serve until their successors have been appointed. Vacancies may be filled for unexpired terms only. No member shall serve more than two full three-year consecutive terms. Once a member has served two full consecutive terms, the member must be off the Clinton Cemetery Advisory Board for a minimum of one year before being eligible to serve again.

If any member shall fail to attend three consecutive meetings or more than half of the meetings in one calendar year without just cause, then they shall be replaced by the Clinton City Council. Any vacancy that occurs during a term shall be filled for the unexpired term by the Clinton City Council. An unexpired term or a term of less than three years shall not count towards the term limit provision. Notwithstanding any provision of this section, all members shall serve at the pleasure of the Clinton City Council.

Members shall receive no compensation for their services.

ORGANIZATION, MEETINGS; QUORUM; VOTES

- (a) The Clinton Cemetery Advisory Board shall meet for the purpose of organization as soon as reasonably possible after January 1 of each year. The Clinton Cemetery Advisory Board shall elect its own officers who shall include a chairman and vice-chairman. The role of secretary shall also be appointed. The members shall propose bylaws for the transaction of business subject to the approval of such bylaws by the Clinton City Council. A copy of the bylaws shall be filed with the city clerk and shall constitute a public record.
- (b) The Clinton Cemetery Advisory Board is a public body and shall meet on a regular basis but not less than quarterly. A special meeting may be called by the chairman or vice-chairman of the Clinton Cemetery Advisory Board. All meetings shall be held in accordance with G.S. 143-318.9 et seq. Minutes shall be kept by the secretary and filed with the city clerk.
- (c) A quorum shall consist of a majority of the members currently appointed. No proxies shall be allowed.

AUTHORITY

The Clinton Cemetery Advisory Board has no special authority.

REPORTS

The Clinton Cemetery Advisory Board shall cause an annual report to be prepared and presented to the Clinton City Council by October 1. The report shall include accomplishments of the past fiscal year and goals for the next fiscal year. Form and content of the report shall be determined by the Clinton Cemetery Advisory Board, subject to the right of the Clinton City Council to require additional information. Special reports and recommendations may be made to the Clinton City Council as the need arises in the judgment of the Clinton Cemetery Advisory Board or at the specific request of the Clinton City Council.

RESOLUTION TO ADOPT THE CITY OF CLINTON CEMETERY ADVISORY BOARD AND ITS GUIDELINES

WHEREAS, this Division shall be known as the City of Clinton Cemetery Advisory Board; and

WHEREAS, the purpose of this Cemetery Advisory Board is to advise the Clinton City Council, City Manager (or his designee), and city staff in matters affecting cemetery policies and improvements, by way of a majority vote of the members; and

WHEREAS, the Clinton Cemetery Advisory Board shall consist of five (5) members appointed by the Clinton City Council who shall be residents of the City with the exception of a minimum of one (1) member and a maximum of two (2) members residing outside the corporate limits; and

WHEREAS, members shall serve three-year staggered terms with up to two members appointed or reappointed each year and no member shall serve more than two full three-year consecutive terms; and

WHEREAS, the Clinton Cemetery Advisory Board will function in accordance with guidelines approved by Clinton City Council; and

WHEREAS, the Board is a public body and shall hold meetings in accordance with G.S. 143-318.9 et seq.

NOW, THEREFORE, BE IT RESOLVED, that the Clinton City Council hereby adopts the City of Clinton Cemetery Advisory Board Guidelines.

APPOINTMENT OF CITY ATTORNEY

City Manager Purvis stated that Mr. Dale Johnson retired in August 2014 and pursuant to NCGS §160A-173, cities are required to have a city attorney to provide legal counsel. He stated that in September, the City mailed RFQs to all Clinton attorneys and law firms listed by the Clerk of Court. City Manager Purvis stated that City Council received six (6) proposals from very qualified firms/individuals. He further stated that all firms/individuals have relevant experience; however, Attorney Tim Howard submitted

the lowest proposal. Mr. Purvis stated that the attorney will work at City Council's pleasure.

Councilmember Strickland thanked City Manager Purvis for the detailed analysis. He stated that all six (6) firms/individuals seem to be equal.

Upon a motion made by Councilmember Strickland, seconded by Councilmember Stefanovich, it passed unanimously to appoint Attorney Tim Howard as the City Attorney.

City Manager Purvis will send letters to the other applicants thanking them for their willingness to serve.

USE OF FUND BALANCE

City Manager Purvis stated that Ms. Julie Harrison presented good news from our FY2013-2014 Audit and because of this report, Finance Director Harry Staven and staff are seeking direction from Council concerning the use of Fund Balance. Mr. Purvis stated that with the significant surplus, staff has prepared several options that can maintain or improve the city's financial condition. He stated that these options include addressing some small capital and renovation needs, reducing debt obligations (short and long-term), or increasing reserves.

Finance Director Staven stated that during FY2013-2014, the City managed to increase its general fund balance by \$348,486, bringing the current fund balance to \$5,508,875 or 62.47% of the current FY's budgeted expenditures. Mr. Staven stated that this amount is well in excess of the State recommended minimum level of 8% and City Council's adopted target range of 35-40%.

Mr. Staven presented five (5) options:

- Option A: The "Do Nothing" option – simply leave the entire amount in fund balance.
- Option B: Establish a Police Department Capital Reserve Fund in the amount of \$150,000 or \$30,000 annually and establish a Fire Department Capital Reserve Fund in the amount of \$350,000 or \$70,000 annually.
- Option C: Install new process improvement software tools to lower future operating costs.
- Option D: Prepay current debt
- Option E: Purchase the new fire apparatus using cash instead of time payments.

Mr. Staven and staff recommended (using the 5-year projected savings as the primary funding criteria): Options C, E, and D (garbage trucks (2)).

It was the consensus of City Council and Mayor Starling to delay making a decision until legislature comes out of session in a few months.

City Manager Purvis stated that this item can be brought back to City Council at a later date. He further stated that budget workshops will be starting soon.

City Council received the abovementioned for informational purposes only.

RESOLUTION—SURPLUS PROPERTY

Upon a motion made by Councilmember Stefanovich, seconded by Councilmember Becton, the following resolution was unanimously adopted:

RESOLUTION AUTHORIZING THE DISPOSITION OF CERTAIN PERSONAL PROPERTY BY THE METHOD KNOWN AS: “GOVDEALS”

WHEREAS, the City Council of the City of Clinton, NC desires to dispose of certain surplus property of the City of Clinton;

NOW, THEREFORE, BE IT RESOLVED by the City Council that:

- (1) The following described property is hereby declared to be surplus to the needs of the City of Clinton:

Qty	Description	Proposed Cost
1	2001 Ford Explorer IFMZU63EO1ZA44062	Estimated value \$2,700.00

- (2) The Accounting Operations Manager is authorized to receive on behalf of the City Council of the City of Clinton bids via GovDeals for the purchase of the described property.
- (3) GovDeals will begin the sale of the described property on or about December 7, 2014, and will continue the sale until the described property is sold. The terms of sale shall be Pay Pal, credit card, or wire transfer.
- (4) The City Clerk will not cause a notice of the electronic public auction to be published in accordance with G. S. 160A-266 (c).
- (5) The highest bid, if it complies with the terms of sale, may be accepted by the Accounting Operations Manager and the sale consummated.

STREET CLOSING -- CHRISTMAS PARADE

Upon a motion made by Councilmember Strickland, seconded by Councilmember Becton, and unanimously passed, approval was given for the temporary closing of the following streets on December 13, 2014, from 8:30 AM to 12:00 Noon: Warsaw Road from College Street down Vance, Fayetteville, Chestnutt, West Main, and Lisbon Streets and onto Morisey Boulevard.

The closing is necessary so the Annual Christmas Parade can be held.

OFFICIAL TRAFFIC MAP—STETSON STREET

City Manager Purvis stated that after residents along Stetson Street expressed some concerns about speeding, the Clinton Police Department conducted a speed survey. He stated that while the study did not indicate excessive speeding in the area, officers noted other observations that could potentially pose risks to residents. City Manager Purvis further stated that due to those risks, the Clinton Police Department recommends to City Council a reduction to the speed limit on Stetson Street to ensure safety. City Manager Purvis concurred with the recommendation.

Upon a motion made by Councilman Strickland, and seconded by Councilman Becton, the following amendment to the traffic map was unanimously adopted:

RESOLUTION AMENDING OFFICIAL TRAFFIC MAP TO REDUCE THE SPEED LIMIT ON STETSON STREET

BE IT RESOLVED that it shall be unlawful for any motor vehicle to exceed a speed limit of 25 miles per hour on Stetson Street.

BE IT FURTHER RESOLVED that the Chief of Police be and he is hereby directed to post the appropriate signs prohibiting speed above 25 miles per hour in the area designated above.

BE IT FURTHER RESOLVED that the above change be appropriately reflected on the Official Traffic Map of the City of Clinton.

OFFICIAL TRAFFIC MAP— STEWART AVENUE AT THE INTERSECTION OF CUTCHIN AND NICHOLSON STREETS

Police Chief Tilley stated that a speed survey was conducted on Stewart Avenue to assess traffic in the area because the road is heavily used as a cut-through. He stated that Stewart Avenue is a long street located in a residential neighborhood. Police Chief Tilley and staff request that City Council approve the installation of stop signs at the intersections of Cutchin and Nicholson Streets adjoined to Stewart Avenue. He stated that with Council's approval, 4-way stops at both intersections to slow traffic will occur, which has been a common practice in residential neighborhoods to ensure safety.

Councilmember Stefanovich asked that this item be continued until the January 6, 2015, city council meeting to allow him time to speak to residents in the neighborhood concerning this request.

It was the consensus of City Council to continue this item, "Consideration of amending the Official Traffic Map to add additional stop signs on Stewart Avenue at the intersections of Cutchin and Nicholson Streets," until the January 6, 2015, city council meeting.

RESOLUTION – ENDORSEMENT OF KEEP AMERICA BEAUTIFUL, INC.

The following item was continued until the January 6, 2015, city council meeting: "Consideration of adopting a resolution endorsing Keep America Beautiful, Inc., and its efforts."

FIRE DEPARTMENT

City Manager Purvis submitted a roster of personnel who have completed the required training by the State of North Carolina. It was noted that these individuals will be entitled to benefits provided by the State for line of duty injury or death and this certification is submitted on a yearly basis.

Upon a motion made by Councilmember Becton, seconded by Mayor Pro Tem Harris, and unanimously passed, the following were certified as being eligible firefighters in accordance with North Carolina G.S. 58-86-25: Cameron Adams, Matthew Andrasko, Matthew Barwick, Matthew Booth, Edmon Boyette, Claude A. Buchanan, Jared Cobb, Joshua W. Coombs, Joe B. Dixon, Jr., Ronald Ellis, Bradley Gainey, David B. Hairr, Olen G. Jackson, Bradley Johnson, Ivon Johnson, Rodney Lambert, Jr., Chavis Lee, Gerald Lee, Jimmy Lewis, Rommie A. Melvin, Christopher L. Norris, Robert T. Owen, Lawrence Parrish, William Parrish, George Raynor, Thomas Rich, Robert Rosario, Michael Rouse, Matthew Smith, Adon William Snyder, Jr., Todd A. Solice, Clark T. Strickland, Richard W. Taylor, Joshua Tyndall, Donald Williams, Joshua Williams, Ronald Williams, and Greg Wise.

IMPLEMENTATION OF BRANDING INITIATIVE

City Manager Purvis stated that the City has received the final products and an implementation strategy from the branding initiative. He submitted a proposed implementation strategy and schedule for City Council's review. He stated that a full implementation will take several years to account for resources; however, some strategies will be implemented more quickly than others due to the potential impact and cost. He announced that everyone will begin seeing the new logos very soon.

This item was for informational purposes only.

APPOINTMENTS

Upon a motion made by Councilmember Strickland, seconded by Councilmember Becton, Glenda Bunker, was unanimously reappointed to the Library Board for a two-year term ending December 2016.

Upon a motion made by Mayor Pro Tem Harris, seconded by Councilmember Becton, Barbara Ann Faison, of District 5, was unanimously reappointed to the Board of Adjustment for a three-year term ending January 2018.

Upon a motion made by Councilmember Strickland, seconded by Councilmember Becton, Hugh N. Carr, Robert Werner, of District 1, and Bennie F. Peterson, were unanimously reappointed to the Planning and Zoning Board for a five-year term ending January 2020.

Notification of appointment was given for Carol Monk, District 3, on the Board of Adjustment. This is a three-year term appointment that will expire in January 2018. City Council will be asked to make this reappointment/appointment at the January 6, 2015, city council meeting.

REPORTS

The fire, finance, personnel, and code enforcement reports were acknowledged.

STAFF REPORTS

Mary Rose appeared before City Council to give a conditional use process update. She stated that City Manager Purvis directed her to put the presentation together and sources used were the City's Land Development Ordinance, Ward and Smith, P.A., the School of Government, David Owens and his publication(s). She commended her staff for the excellent job that they did in creating the handout that was presented to City Council.

Ms. Rose began the presentation by stating that quasi-judicial hearings are held by City Council and to obtain a conditional use permit, five (5) standards must be met and a finding of facts is required. **(SEE ATTACHMENT 1)** She stated that the Technical Review Committee meets and review in depth each request and afterward, the Planning Board, takes action solely on the findings. Ms. Rose stated that the Planning Board makes recommendations to City Council.

Ms. Rose stated that conditions should relate to the standards found in the Land Development Ordinance. If City Council desires specific conditions; such as, color, style, style window, etc., City Council needs to consider these guidelines before approving the request.

City Manager Purvis stated that he is very satisfied with Ms. Rose and her staff conditional use process. He further stated that most of the work lies upon the Planning Department.

Ms. Rose presented the following revised conditional use permit application to City Council for approval:

CITY OF CLINTON
CONDITIONAL USE APPLICATION
CLINTON-SAMPSON PLANNING DEPARTMENT



Please Note: A pre-application meeting with planning staff is required before a Conditional Use Permit Application will be accepted

A. APPLICANT/OWNER INFORMATION

Applicant Contact Information:

Name:

Mailing address:

Telephone:

Email:

Name:

Mailing address:

Telephone:

Email:

Owner Contact Information (if different from applicant):

Name:

Firm:

Mailing address:

Telephone:

Email:

Professional Representative Information (i.e. Attorney, Engineer, etc.)

B. PROPERTY INFORMATION

1. Present Zoning Classification of Parcel(s):

2. Parcel ID #:

Deed Book:

Page:

3. Describe Current Use of the Property:

4. Describe, In Detail, Requested Conditional Use Activities. Including Hours Of Operation, Number of Employees, Number of Tenants, Etc.:

5. Describe the Existing Uses of Adjacent Properties (Residential, Agricultural, Commercial, Industrial, Etc.):

C. CONDITIONAL USE STANDARDS

The City of Clinton Land Development Ordinance requires the following general requirements be met when City Council considers whether or not to approve a Conditional Use Permit. The Clinton City Council may impose additional conditions on development if, in its judgment, the condition is necessary to meet one or more of the following standards. Please describe how your project meets, or will meet the below requirements:

- A. If completed as proposed, the development will comply with all requirements of the Clinton Land Development Ordinance.
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B. The use will not materially endanger the public health or safety.

C. The use will not substantially injure the value of adjoining or abutting property.

D. The use will be in harmony with the area in which it is to be located.

E. The use will be in general conformity with the Land Development Plan, thoroughfare plan, or other plan officially adopted by the Council.

D. SUBMITTAL REQUIREMENTS

The following are the minimum requirements for a Conditional Use Permit Application. Complete applications must be received by the 25th of the month to be considered at the following months Planning Board meeting.

- Pre-application Conference Completed

- Completed Application
- \$200 Conditional Use Permit Application Fee
- Copy of Recorded Deed
- Site Plan containing requirements from Section 12.4 of the Clinton Land Development Ordinance. This includes:
 - Plan Submittal Requirements
 - 5 full-size copies for initial submittal
 - 5 full-size copies of plans with revisions
 - 1 11x17 copy for file
 - 1 digital copy in PDF
 - Plan Labeling
 - Title
 - Original submittal date
 - Revision dates
 - Vicinity Map
 - North arrow
 - Scale (no smaller than 1"=100')
 - Lot lines with bearings and distances
 - Zoning district and applicable overlay districts
 - Adjacent property owners names, parcel numbers, and zoning
 - Total acreage
 - Acreage in right-of-way
 - Density per acre
 - Building setbacks in table format
 - Locations of existing structures
 - Landscaping notes
 - Boundaries of flood plains or not stating that property is not within one
 - Topography and environmental information
 - Plans and Details (if applicable)
 - Existing conditions
 - Grading Plan
 - Soil and Erosion Control Plan & NCDENR approval
 - Storm water Plan
 - Landscaping Plan
 - Utility Plan
 - Lighting Plan

E. SIGNATURES

I _____, the undersigned applicant, do hereby certify that to the best of my

knowledge and belief all information supplied in and with this application is true and accurate. I also agree to adhere to any additional conditions placed on this permit by the Clinton City Council.

Applicant Signature Date

Applicant Signature Date

Property Owner Signature Date

Property Owner Signature Date

F. TIMELINE OF EVENTS (OFFICE USE ONLY)

The following timeline exhibits the Conditional Use Process from initial pre-application meeting through final permit issuance.

Conditional Use Step	Date Completed	Staff Initial
Pre-Application Meeting with Applicant		
Formal Application Submittal and Acceptance		
Administrator Review		
Technical Review Committee Meeting		
Applicant Notified of Recommended Changes (if any)		
Revised Site Plan Delivered to Planning Office		
Notice Mailed to Adjacent Property Owners		
Property Posted		
Planning Board Hearing and Recommendation		
City Council Public Hearing & Consideration		
City Council Issues Decision in Principle		
Staff and Legal Review of City Council Written Decision		
City Council Final Approval		
Written Notice of Decision Mailed to Applicant Within Five Days of Council Decision		
Issuance of Conditional Use Permit		

Upon a motion made by Councilmember Stefanovich, seconded by Councilmember Becton, it passed unanimously to accept Ms. Rose's conditional use process update and to approve the revised conditional use permit application.

Planning and Zoning Director Rose stated that at the November 5, 2014, city council meeting, City Council approved the closing of specific streets and parking lot(s) for the Christmas in the City event to be held on Friday, December 12, 2014 beginning at 5:30 PM. She stated that she failed to include the portion of John Street in front of City Hall adjacent to Lisbon Street and asked for approval at this time.

Upon a motion made by Councilmember Stefanovich, seconded by Councilmember Becton, and unanimously passed, approval was given for the temporary closing of the portion of John Street in front of City Hall adjacent to Lisbon Street from approximately 3:00 PM until 9:30 PM on Friday, December 12, 2014.

Public Works Director Vreugdenhil informed everyone that packets are being left in the residents' doors which contain magnets for the households. He stated that Public Works is very busy because of this being leaf season. He encouraged all to have leaves ready on his/her garbage day.

Parks & Recreation Director Allen informed City Council that the dates have been set for the PARTF Grant meetings – December 11th and December 18th, 2014, beginning at 6 PM and ending approximately 8 PM.

Mr. Allen announced the passing of two individuals who had ties to the Parks and Recreation Department: Ms. Rose Gilford, a member of the Recreation Advisory Board and Mr. Larry N. Bell, former assistant recreation director.

CITY MANAGER REPORTS

City Manager Purvis stated that a written monthly report, along with the proposed budget calendar, had been placed at Mayor and City Council's places and feel free to contact him regarding any concerns.

Also City Manager Purvis recognized City Clerk Elaine F. Hunt who recently completed "Leading for Results" as a Local Government Federal Credit Union Fellow.

PUBLIC COMMENTS

Arthur Ruffin appeared before City Council.

CLOSED SESSION

Upon a motion made by Councilmember Stefanovich, seconded by Councilmember Strickland, the following resolution was unanimously adopted:

RESOLUTION TO ENTER CLOSED SESSION

Be It Resolved that the regular meeting of the City Council of the City of Clinton, North Carolina held at 7:00 PM on December 2, 2014, entered closed session as allowed by G. S. 143-318.11(a)(4)(5)(6) to discuss an economic development matter, property acquisition for economic development of 301 Vance Street, owned by Clyde Taylor, and personnel.

Upon a motion made by Councilmember Becton, seconded by Councilmember Stefanovich, it passed unanimously to exit closed session and re-enter regular session at 9:06 PM.

Upon a motion made by Councilmember Becton, seconded by Mayor Pro Tem Harris, it passed unanimously to purchase property located at 301 Vance Street, from Mr. Clyde Taylor.

ADJOURNMENT

Upon a motion made by Councilmember Becton, seconded by Councilmember Strickland, it passed unanimously to adjourn the December 2, 2014, city council meeting, at 9:07 PM.

Elaine F. Hunt, MMC, NCCMC, City Clerk

Lew Starling, Mayor

