

MAYOR

CLARENCE R. JERNIGAN

BOARD OF ALDERMEN

GARY B. BETTS, SR.,
Mayor Pro-Tempore

MELISSA BLALOCK
RENEE BRYANT

KEITH D. FOGLEMAN
NANCY HENDERSON

CITY OF RANDLEMAN

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CITY ADMINISTRATION

JERRY ROTHROCK
Interim City Manager

ZACHARY L. HEWETT, MBA
Finance Director

MELODY R. HANCOCK, CMC, NCCMC
City Clerk / Purchasing Coordinator

January 02, 2018

6:00 PM

The Randleman Board of Aldermen held a scheduled meeting at the above date with the following members present:

- | | | |
|-----------------|---|----------------------|
| Bucky Jernigan |) | Mayor |
| Gary Betts |) | Mayor Pro Tempore |
| Melissa Blalock |) | Alderwoman |
| Renee Bryant |) | |
| Nancy Henderson |) | |
| Keith Fogleman |) | Alderman |
| Jerry Rothrock |) | Interim City Manager |
| Zach Hewett |) | Finance Director |
| Lucas Horner |) | Attorney |

Reverend Lord with the New Salem Methodist Church led the assemble in prayer.

Meeting Called to Order

Mayor Jernigan called the meeting to order. City Clerk Melody Hancock introduced Lucas Horner and informed the Board that due to sickness, Mr. Horner, a partner of Mr. Wilhoit, would be taking his place.

Amend Agenda – TAAS Update

A motion to remove the scheduled TAAS update from the agenda was made by Alderwoman Bryant seconded by Alderwoman Blalock and unanimously approved.

Consent Agenda

Approval of Minutes – December 05, 2017 – Pre-Agenda December 18, 2017

Financial Reports

Department Reports

A motion to approve the Consent Agenda was made by Alderwoman Blalock seconded by Alderman Betts and unanimously approved.

Public Comment

Ms. Susan Harris of 313 Sunset Drive, due to the speed of drivers is requesting “Children at Play” signs be posted on this street. The Police Department has increased patrols on Sunset Drive, however, the need still exists. She continued to explain that there were several children living in the area and she was concerned for their safety.

Alderwoman Bryant expressed her concerns as well and questioned Public Works Director Don Peeler about center lines to be painted on the road after the paving took place. Don advised her that this was the plan. He added that he would need to look at all the roads that intersected with Sunset Drive to find the correct places to post signs. Depot and Railroad streets have “Children at Play” signs in place.

WWTP SRF Change Order Number 1

Mr. Charlie McGougan, P.E. with MBD Consulting Engineers provided descriptions and cost information pertaining to the change order requested from Laughlin-Sutton Construction for the Air System Improvement project at the WWTP.

The cumulative cost of the work is \$41,771.77. The highest priced item is \$26,881.61 and will provide a new 12” air line between the Blower Buildings.

The existing 12” underground ductile iron blower pipe was slated to have a 12” gate valve cut into the main construction. When the pipe was exposed, it was discovered to be severely corroded.

Mr. McGougan noted that an underground replacement option could be done at roughly the same cost. He felt the overhead option to be the best choice.

In addition, a faulty 8” pipe coupling at basin # 2 was requested by ORC, Mike Glass with a cost of \$1,293.56 which is outside the scope for the initial quote. These items represent necessary work to close out the project.

Mr. McGougan advised the Board that approval from the NC Division of Water Infrastructure is required for the change order to be implemented.

A motion to approve the Change Order was made by Alderwoman Bryant seconded by Alderman Fogleman and unanimously approved.

Audit Report – Bernard Robinson and Company – Ben Ripple

Mr. Ripple presented an overview of the 2017 Audited Financial Statement outlining the details of responsibility under an audit. Mr. Ripple stated that the audit was free of material misstatements and was found to be a clean audit with no issues that required seeking a second opinion.

The official audit should be available for approval by the Board at the February 2018 meeting.

Insert 2017 Audited Financial Statement Presentation Materials:

Brownfield Grant – Special Revenue Project - Ordinance

On May 31st, 2017 the US Environmental Protection Agency awarded the City of Randleman a grant to conduct a community-wide development assessment at Brownfields sites potentially contaminated with hazardous substances.

In order to maintain and monitor funds a Special Project Ordinance should be adopted. AlumniWorks was selected as Phase I. Total revenues from the Federal Grant – EPA is \$300,000.00. The expenditures are broken down into two types:

Expenditures -	\$200,000.00	Hazardous Funds
	\$100,000.00	Petroleum Funds

This project is fully funded by the US EPA and no matching funds from the City will be required.

A motion to approve the Special Revenue Project Ordinance was made by Alderwoman Blalock seconded by Alderwoman Bryant and unanimously approved.

Insert Special Revenue Project Ordinance:

Police Captain Position

The Captain 's position was vacated over twelve years ago to add another patrol officer. Since that time the needs of the department have expanded and requires Chief Leonard to be on call at all times.

Chief Leonard addressed the Board and gave examples of some of the duties that the Captain's position would entail. Primary duties would be vice narcotics/ABC Officer, supervising special operations and trainings, and assuming the role of supervisor in the absence of the Chief.

After much interaction by Chief Leonard and the Board it was suggested that the Captain's position be put on hold until the next fiscal year and additional funding implemented for a Patrol Officer's position this fiscal year. Chief Leonard was in agreement.

A motion to create a Captain's position in the next fiscal year was made by Alderwoman Bryant seconded by Alderwoman Blalock and unanimously approved.

A motion to approve an additional Patrol Officer's position was made by Alderwoman Bryant seconded by Alderwoman Blalock and unanimously approved.

Policy Change – Fee Schedule – Budget Amendment

The City of Randleman participates in the "Debt Set-off Program". In order for administration to recoup outstanding water bills, we must have a social security number on file.

It has become increasingly evident that we now have home owners that upon request do not have or will not produce a social security number. In order to reduce the burden on taxpayers, a fee schedule adjustment is needed to implement a utility service deposit of \$300.00 for inside residents and \$400.00 for outside residents who will not or cannot provide the necessary documentation.

A motion to approve an ordinance to amend the fee schedule for the fiscal year beginning July 01, 2017 and ending June 30, 2018 was made by Alderwoman Bryant seconded by Alderwoman Blalock and unanimously approved.

Manager's Report and Updates

Mr. Jerry Rothrock, Interim City Manager thanked the Board for the opportunity to serve our City once again in this capacity. He explained that he had been a City Manager for over 41 years and was an honorary life time member of the ICMA.

He stated that he would be working 1 day per week and would be available via phone when needed. It is his expectation that he will no longer be needed after April in hopes that a Manager will have been hired by this time.

The City Manager job description has been posted with the League of Municipalities and will be in the League letter on 01-20-18. The PTRCOG and Matt Reece will be handling the search process and will receive resumes.

Mr. Rothrock requested that the Board allow him to designate in his absence the duties of City Manager to Melody Hancock, City Clerk and Zach Hewett, Finance Director. The Board unanimously supported his recommendation.

Adjourn

The motion to adjourn was made by Alderwoman Henderson seconded by Alderman Betts and unanimously approved.

Bucky Jernigan, Mayor

**Melody R. Hancock, CMC-NCCMC
City Clerk**