

**CITY OF GRAHAM
SPECIAL SESSION
WEDNESDAY, MARCH 4, 2020
8:30 A.M.**

The City Council of the City of Graham met in special session at 8:30 a.m. on Wednesday, March 4, 2020, at the Graham Civic Center located at 503 McGee Street.

Council Members Present:

Mayor Jerry Peterman
Mayor Pro Tem Chip Turner
Council Member Melody Wiggins
Council Member Jennifer Talley
Council Member Ricky Hall

Staff Present:

Frankie Maness, City Manager
Aaron Holland, Assistant City Manager
Darcy Sperry, City Clerk
Jeff Prichard, Police Chief
Tommy Cole, Fire Chief
Tonya Mann, Utilities Director
Burke Robertson, Public Works Director
Brian Faucette, Recreation & Parks Director
Julianne Cordon, Finance Officer
Jeff Wilson, Information Technology Systems Mgr.
Nathan Page, Planning Director
Kristi Cole, Assistant Police Chief
Mary Faucette, Downtown Development Coordinator

Mayor Jerry Peterman called the meeting to order and presided at 8:30 a.m.

Downtown Master Plan Discussion:

Council Members discussed various items included in the Downtown Master Plan. All agreed that some types of canopy trees are not good for the downtown area. Council Members discussed using portable containers/planters for trees and greenery. Also discussed was incorporating bump-outs in the corners of Court Square, as well as, the intersection of Pine Street and South Main Street. City Manager Frankie Maness noted that bump-outs affect stormwater flow. Council Members agreed that the roundabout at McAden Street and South Main Street should not be pursued, as noted on page 149 of the plan. Additionally, Council Members discussed sidewalk widths, parking, loading zones and truck traffic. Mayor Pro Tem Turner advised that he spoke with NCDOT and they are willing to move the stop bars back to accommodate safer truck traffic in the downtown area. Council Members discussed possible signage to divert all but downtown delivery trucks around the downtown area. Mr. Maness stated that certain industries have some exceptions and we would have to look into all laws before any signs be erected. Mayor Peterman asked staff to find out what signs the City can legally put up on City maintained streets. He stated that we can request NCDOT to eliminate trucks in the downtown area, but we cannot dictate NCDOT truck routes.

Council Members also spoke of the need to prepare for a likely increase in bike and pedestrian traffic over the next 10 years. The idea of pavers over concrete in downtown was also discussed, allowing for the installation of drip lines to help with greenery maintenance. Mayor Peterman advised that the Downtown Master Plan discussion would continue at a future meeting.

WWTP Upgrade Presentation by Hazen & Sawyer:

The City contracted with Hazen & Sawyer for the State mandated Wastewater Treatment Plant upgrades. Representatives from Hazen & Sawyer gave a Power Point presentation that included a history of wastewater treatment, history of Graham, the City's current permit, challenges, timeline, recommended upgrades, capital cost and funding.

Following the presentation, Council Members, staff and the representatives from Hazen & Sawyer discussed this project. Mr. Maness mentioned that we have known this estimated \$30 million dollar project was coming, and in the history of Graham, this will have the biggest impact to the residents. He spoke of the impact this will have on future water rates. Mr. Maness recommended a gradual increase in user rates beginning this year. Included in the discussion was the repercussions if the City chose not to do anything at this time. Council Members were informed that the City would be in violation of their permit and would face fines of \$25,000 per day, potential lawsuits from third party entities and not being able to issue building permits. Various financing options were discussed. Mayor Peterman directed staff to put together a resolution for Council to consider at the April 2020 meeting.

Without objection, Mayor Peterman recessed the meeting at 11:22 a.m. for lunch and at 1:00 p.m. reconvened the meeting.

FY 2019-2020 Budget Review and Status Update:

Mr. Maness presented an overall update on the status of the Fiscal Year 2019-2020 Budget and provided a snapshot of where departments are performing. He identified growing pains, cost of delay, rising cost of goods, low unemployment rates, bull or bear economy and other market forces, new regulatory requirements, rate shock, project queuing, experience of assets (employees and infrastructure) and significance of the census as those things Council should consider when adopting the 2020-2021 Budget on June 9, 2020. He added that the census is very important with the calculation of revenues.

Roundtable Discussion of 2020-2021 Budget and Capital Improvements with Department Heads:

Council Members were presented with a Power Point presentation as well as hearing from each department head.

Police Chief Jeff Prichard and Assistant Police Chief Kristi Cole presented their department's Budget requests. Chief Prichard advised that he is requesting to have the HVAC system and the flooring in the Police Department replaced. He stated he does not anticipate any line item increases. Council Members and staff discussed staffing and Chief Prichard stated that he could use one more patrol officer per shift. Discussion about the amount of comp time earned in this department ensued.

Fire Chief Tommy Cole informed Council Members that his department operates at the minimum level every day. He spoke about the number of comp hours his department earns every week.

Chief Cole explained that his requests include additional staff, a satellite station and training facility and replacing a new fire engine.

He added that he would like two new satellite stations that could be shared with the Police Department. All of the Chiefs spoke of the favorable working relationship between these two departments. Chief Cole attributed the need for more stations to his department's response time to some of the outlying properties in the City. He explained that he and Public Works Director Burke Robertson have identified City owned land that could potentially accommodate new stations. Mr. Maness stated that building new stations is not the main issue, it is staffing new stations. Chief Cole also informed Council that his department would start running medical calls on March 9, 2020.

Utilities Director Tonya Mann's presentation identified Cedar Street line renewal, chemical root control, manhole rehab, risk and resilience assessment and sewer main cured in place pipe lining as requests for Water & Sewer Distribution in the upcoming Budget. Included in the Maintenance & Lift Stations requests were the Old Fields outfall project – phase 1 and 2, as well as, spare pumps for lift stations. The Water Treatment Plant is requesting funding for recoating the clear wells, resurface the Plant drive and a knife gate at the raw water station. In addition to what Hazen & Sawyer presented, the Wastewater Treatment Plant's requests include a primary scum pump, a sludge mixer pump, a deionized water system, a mechanical bar screen, an influent grit pump and base and a transport pump on the transport truck.

Mr. Robertson spoke about the volatile recycling market and how it could affect the City in the future. He informed Council Members that the City's recycling contract expires in June 2022, and that several different options are currently being researched and a general discussion ensued. Requests for the Streets & Highways Department include funding for the Marshall, Travora and Pomeroy storm drain project, a pickup replacement, a track loader replacement, the Truby Drive repair design, pedestrian sidewalks, street resurfacing, the Elm and Maple municipal parking lot, a tandem dump truck and the Public Works asphalt repair and resurface. The City's Property Maintenance Department is requesting a 3500 4WD extended cab service body truck, a bucket truck, paving at Graham Memorial, an automatic gate and a metal carport. Mr. Robertson identified equipment software as a need in the City Garage & Warehouse Department.

Recreation & Parks Director Brian Faucette reviewed his requests for the Recreation Department. It includes multi-purpose fields, lighting updates at the Recreation Center, a projection center at the Civic Center, Alamance Arts interior painting, removable bollards for East and West Elm Street, concrete barriers, a floor scrubber, a Graham Regional Park water line and retractable bleachers for the Recreation Center. The Graham Mebane Lake Department is requesting a site master plan. Athletic Facilities is requesting skid steer, repaving the parking lot and track at Cooke Park, cameras at South Graham Park and expansion of the basketball court at Bill Cooke Park.

Information & Technology Systems Manager Jeff Wilson spoke about the increased demands placed on his two-person department. In addition to requesting another person, he identified computer replacements, a network refresh, rewiring City Hall, replacing the City's phone system and vm

replacement as his requests in the upcoming Budget. Council Members and staff discussed downtown Wi-Fi and the overall network security challenges the City faces day to day.

Assistant Manager Aaron Holland presented Council Members with funding requests by the Inspections/Planning & Zoning Department. A re-write of the Development Ordinance is that department's request in the upcoming Budget.

On behalf of the Historic Resources Commission, Downtown Development Coordinator Mary Faucette requested funding for a historic building inventory. Additionally, she requested additional funds on behalf of the Appearance Commission. Mrs. Faucette briefly spoke about various projects she is currently working on and asked Council Members for direction. She and Mr. Wilson informed Council Members that the City's new website is close to going live.

Mr. Robertson advised that the City has a temporary maintenance agreement with NCDOT to maintain the Main Street interchange. He briefly spoke about grant opportunities and possible partnerships with Alamance Community College and/or Southern High School's horticulture programs to assist with maintenance.

Council Member Talley stated her desire for the City to fund a signature event, painting and up fitting the light poles in the downtown area. She also would like to see an emphasis on more residency in the downtown area. Mayor Peterman stated we could possibly look at rezoning downtown for what Council Member Talley proposed. Council Member Hall would like to see the creation of a farmer's market.

Finance Officer Julianne Cordon stated that her department is always looking for ways to save money. She updated Council on the progress of the current meter replacement project.

With no further discussion forthcoming, Mayor Peterman made a motion to adjourn at 6:19 p.m., seconded by Council Member Talley. All voted in favor of the motion.

Darcy Sperry, City Clerk