



**CITY OF CLAREMONT  
CITY COUNCIL MEETING  
Regular Meeting  
January 4, 2016  
7:00 PM  
Claremont City Hall**

**AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. INVOCATION-** Dennis Richards, First Baptist Church
- 4. PLEDGE OF ALLEGIANCE**
- 5. MAYOR'S REPORT**
- 6. CONSENT AGENDA**
  - A. Regular Meeting Minutes –December 14, 2015
  - B. Closed Session Minutes- December 14, 2015
- 7. CITIZEN'S CONCERNS AND COMMENTS**
- 8. OLD BUSINESS**
  - A. Budget Transfers
- 9. PRESENTATION**
  - A. Preliminary 2014-2015 Audit Update
- 10. NEW BUSINESS**
  - A. Re-Appointments to the Fire Department Relief Board
  - B. 2015-2016 Departmental Goal Updates
- 11. DEPARTMENT & COMMITTEE REPORTS**
  - A. Department Dashboard Report
- 12. CITY MANAGER'S REPORT**
  - A. Second Quarter Financial Update
  - B. NCDOT Mowing Contract
- 13. ADJOURN**

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: January 4, 2016

**To:** Mayor and the City Council

**From:** Wendy Helms, City Clerk

**Action Requested: Consent Agenda**

1. Regular Session Minutes – December 14, 2015
2. Closed Session Minutes- December 14, 2015

**Recommendation:** Approve as Presented



## **City of Claremont Regular Meeting Minutes Monday, December 14, 2015**

The regular City Council meeting of the City of Claremont was held in the Council Chambers located at Claremont City Hall at 7:00 p.m. on Monday, December 14, 2015.

The following members of the Claremont City Council were present: Mayor Shawn Brown, Councilmember Timothy Lowrance, Councilmember Dayne Miller, Councilmember Nicky Setzer, Councilmember D.B. Setzer and Councilmember Dale Sherrill.

The following personnel of the City of Claremont were present: City Manager Catherine Renbarger, City Clerk Wendy Helms, Police Chief Gary Bost, Fire Chief Bart Travis, Public Services Director Tom Winkler, Captain Allen Long, Recreation Coordinator Michael Orders and City Attorney Bob Grant.

Others in attendance were: Robert Smith, Lee Miller, Lisa Travis, David Morrow, Scott Ramsey, Brenda Stanley, Marlee Miller, Selina Setzer, Evelyn Setzer, Matthew Quarles, Rachel Quarles, Sheila Miler, Jan Morrow, Charles Helms, Steve Norris, Melinda Bumgarner, Stacy Rowe, Eric Jones, Angela Brown, John Oyster, Savannah Frye, Gary Reitzel, Sherry Reitzel, Joseph Reitzel, Ashley Wike and Jason Lowrance.

### ***1. CALL TO ORDER***

Mayor Shawn R. Brown called the Claremont City Council meeting to order at 7:00 p.m.

### ***2. APPROVAL OF AGENDA***

The public hearing was moved to new business. The agenda was then approved as corrected.

### ***3. INVOCATION & PLEDGE OF ALLEGIANCE***

The invocation was given by Reverend Dennis Marshall from Bethlehem United Methodist Church. Councilmember Nicky Setzer led the Pledge of Allegiance.

### ***5. MAYOR'S REPORT***

Mayor Brown reported about a thank you note sent to the City from the family of Dent Miller. He also spoke briefly about the resignation of former Police Chief Gerald Tolbert.

## **6. CONSENT AGENDA**

**A. November 2, 2015, Regular Meeting Minutes** – Councilmember Timothy Lowrance made a motion to accept November 2, 2015 regular meeting minutes as presented. Councilmember Nicky Setzer seconded the motion. The motion passed unanimously.

**B. 2016 Meeting Schedule** – Councilmember Timothy Lowrance made a motion to accept the proposed 2016 meeting schedule presented. Councilmember Nicky Setzer seconded the motion. The motion passed unanimously.

**C. Consideration to Accept the Abstract Votes Received during the November 3, 2015 Election-** Councilmember Timothy Lowrance made a motion to accept the abstract vote received during the November 3, 2015 election. Councilmember Nicky Setzer seconded the motion. The motion passed unanimously.

## **7. CITIZEN’S CONCERNS & COMMENTS-** none

**8. PUBLIC HEARING-** The public hearing was tabled until new council members could be sworn in.

## **9. OLD BUSINESS-**

**A. Budget Transfer-** Transfer of funds to allow for maintenance of vehicles at the fire department and to better align Christmas parade funds. Informational only.

## **10. PRESENTATIONS-**

**A. PJ Stanley Scholarship Awards-** Brenda Stanley was in attendance to award the spring 2016 PJ Stanley Scholarship. The award went to Matthew Quarles. Matthew works for the City of Hickory Fire Department and is currently enrolled in the Fire Protection Technology Program. He received a \$1,000 scholarship to help with his college expenses.

**B. National League of Cities Leadership Awards-** Mayor Shawn Brown presented Councilmember Nicky Setzer with a certificate and glass keepsake. Councilmember Setzer received these awards from the National League of Cities for a Diamond Certificate- Leadership Regent.

Councilmember Timothy Lowrance presented Mayor Shawn Brown with a certificate from the National League of Cities. He received a Silver Certificate- Leadership Executive.

**C. Outgoing Council Appreciation-** Mayor Brown gave a few comments about each outgoing member of Council. Councilmember D.B. Setzer was presented a framed Resolution created in his honor. Councilmember Nicky Setzer was also presented a framed Resolution in his honor, along with a clock for 28 years of service to the City of Claremont.

**11. OATH OF OFFICE, SEATING OF COUNCIL-** Mayor Shawn Brown officiated the oath of office for newly elected Councilmembers. Dale Sherrill, David Morrow and Lee Miller were sworn on as Councilmembers of the City of Claremont.

**12. RECESS-** Fifteen minute recess was taken at 7:25 p.m. to allow Councilmembers to assemble.

**13. NEW BUSINESS-** The meeting reconvened at 7:40 p.m.

**A. Election of Mayor Pro Tempore-** The City Charter requires Council to select one person to serve as Mayor Pro Tempore after each election. The Mayor Pro Tempore will perform all the duties of Mayor in his absence. Mayor Shawn Brown opened the floor for nominations. Councilmember Dayne Miller nominated Dale Sherrill. Councilmember Timothy Lowrance nominated himself. Councilmember David Morrow nominated himself. Attorney Bob Grant advised Council to decide on the procedure for election of the position before taking votes. Council decided the person with a majority of votes would be selected. The votes are tallied as listed.

Votes for each Councilmember nominated for Mayor Pro Tempore:

David Morrow- David Morrow

Timothy Lowrance- Timothy Lowrance

Dale Sherrill- Dayne Miller, Lee Miller and Dale Sherrill

Dale Sherrill will serve as Mayor Pro Tempore.

**B. Resolution 13-15 Western Piedmont Council of Government Delegate-** The City of Claremont is an active member of the WPCOG. To ensure fair representation the WPCOG asked all of its members to designate one voting member and one alternate member to the Policy Board each calendar year.

Councilmember Dayne Miller made a motion to accept Resolution 13-15 to appoint Dale Sherrill as the voting member to the WPCOG Policy Board and Timothy Lowrance as the alternate. Second was made by Councilmember David Morrow. Motion passed unanimously.

**C. Appoint a Member to the Metropolitan Planning Organization-** The City of Claremont is represented on the Greater Hickory Metropolitan Planning Organization Board (MPO). Councilmember Dayne Miller volunteered to be the representative as a Transportation Advisory Committee Board member (TAC).

**D. Committee Appointments-** The election process calls for appointment of Council members to various committees. Council asked staff to revisit the Resolutions and Ordinances that governs these committees and report back in January to make sure the structure meets the needs of Council.

**E. Resolution 10-15 Honoring Nicky Setzer-** Mayor Shawn Brown read aloud Resolution 10-15 honoring Nicky Setzer for 28 years of service to the City of Claremont. Motion was made by Councilmember Timothy Lowrance to accept Resolution 10-15. Second was made by Councilmember Dale Sherrill. Motion passed unanimously.

**F. Resolution 11-15 Honoring Dale B. Setzer Jr.-** Mayor Brown read aloud Resolution 11-15 honoring Dale B. Setzer Jr. Councilman Setzer served on the Council since 2011. Motion was made by Councilmember David Morrow to accept Resolution 11-15. Second was made by Councilmember Dayne Miller. Motion passed unanimously.

**G. Resolution 12-15 Dedicating the Training Room at Claremont Rescue to Gary Reitzel** – Rescue Chief Eric Jones gave an introduction about Gary Reitzel. Mayor Brown and Chief Jones presented Mr.

Reitzel with a framed Resolution naming the training room at Claremont Rescue in his honor. Motion was made by Councilmember Timothy Lowrance to accept Resolution 12-15. Second was made by Councilmember Dale Sherrill. Motion passed unanimously.

***PUBLIC HEARING-*** At this time the public hearing which was scheduled for earlier was held. Motion was made by Councilmember Dayne Miller to go into a public hearing at 7:56 p.m. Second was made by Councilmember David Morrow. Motion passed unanimously.

Julie Pruett with the Catawba County Economic Development Corporation gave a presentation about a potential manufacturing facility to be located at 3000 Frazier Drive. Substance Inc. manufactures automated production of vinyl film for digital and screen printers. They propose a pre-cast concrete panel building that would be expandable to 200,000 square feet. Substance also expects to invest \$3,429,000 in construction and equipment, creating 9 jobs over the next 5 years. Ms. Pruett recommended a performance based incentive of \$33,605, which is 40% of new property taxes generated for 5 years with the minimum creation of 9 jobs and \$3,429,000 investment. Ms. Pruett informed council that Catawba County approved a like agreement at their December 7<sup>th</sup> meeting totaling \$39,435.

City Manager Renbarger stated that Substance, Inc. has agreed to a voluntary annexation of the property. They have until January 31, 2016 to request for annexation.

Motion was made by Councilmember David Morrow to close the public hearing at 8:06 p.m. Second was made by Councilmember Timothy Lowrance. Motion passed unanimously.

***H. Resolution 14-15 Approving a Tax Base Addition Economic Incentive Agreement with Substance Inc.-*** Resolution 14-15 outlined the terms of agreement with Substance Inc. and the City of Claremont. Substance Inc. plans to construct a manufacturing facility at 3000 Frazier Drive and invest no less than \$3,429,000 and a minimum of 9 new jobs to be created between November 1, 2015 and December 31, 2020. The City will provide an economic development incentive grant to Substance Inc. in an amount equal to 40% of the City's new ad valorem tax, not to exceed \$33,605. The City also committed to extending the sewer lines and sewer services to the boundary of the property by June 30, 2016. Motion was made by Councilmember Dale Sherrill to accept Resolution 14-15, an economic incentive agreement with Substance Inc. Second was made Councilmember David Morrow. Motion passed unanimously.

***I. Scope of Work for Wastewater Future Needs Study-*** The City Manager and Clarence Lockamy spoke to Council about the Scope of Work for the study from Wooten Company for a wastewater needs study. Under the current proposal a final report will be submitted to Council by June 30, 2016. The cost of the study is estimated to be \$67,850. Grant funds are coming available for projects such as these, in turn the contract will be formally be adopted in 2016.

## ***14. DEPARTMENT & COMMITTEE REPORTS***

***A. Monthly Department Dashboard Report-*** The dashboard report was accepted as presented.

Savannah Frye spoke on behalf of the Youth Council. She gave a brief report on their activities.

***15. CITY MANAGER REPORT*** – City Manager Renbarger presented Council a budget calendar. A workshop has been planned for March 5, 2016. Catherine has been in contact with Anthony Starr from the WPCOG about updating the Action Plan. Dates of January 12, 13, 14, 27 and 28<sup>th</sup> are possible

meeting dates.

**16. CLOSED SESSION-** Motion was made by Councilmember Timothy Lowrance to go into a closed session reference G.S. 143-318.11(3), to consult with the attorney. Second was made by Councilmember Dayne Miller. Motion passed unanimously.

**17. ADJOURN**

Motion was made by Councilmember Dayne Miller to adjourn the meeting at 9:26 p.m. Second was made by Councilmember David Morrow. Motion passed unanimously.

Respectfully submitted,  
Wendy L. Helms, City Clerk

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Shawn R. Brown, Mayor

Attested:

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Wendy L. Helms, City Clerk

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: January 4, 2016

**To:** Mayor and the City Council

**From:** Catherine Renbarger, City Manager

**Action Requested: Citizen Concerns**

Open the floor for comments or questions from the audience.

**Recommendation:** No action needed

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: January 4, 2016

**To:** Mayor and the City Council

**From:** Catherine Renbarger, City Manager

**Action Requested: Budget Transfers**

The following budget transfers were made to allocate additional funds for payment to Harris Software for water and sewer billing and to increase Administration's travel and training budget to account for additional travel due to the Clerk's Certification Course.

**Recommendation:** Informational, no action needed.



## CITY OF CLAREMONT

Shawn R. Brown  
Mayor

Catherine Renbarger  
City Manager

12/31/2015

I, Stephanie Corn, authorize the following transfers in the Fiscal Year 2016 budget.

<u>Line</u>	<u>Increase</u>	<u>Decrease</u>
10-4200-1400 Travel / Training	\$ 1,000.00	
10-4200-1200 Printing		\$ 1,000.00
30-8100-1200 Printing	\$ 4,500.00	
30-8150-1600 Maintenance/Equipment		\$ 4,500.00

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Stephanie Corn, Finance Officer

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Catherine Renbarger, City Manager

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: **January 4, 2016**

**To:** Mayor and the City Council

**From:** Wendy Helms, City Clerk

**Action Requested: Re-Appointments to the Fire Departments Relief Board**

General Statue 58-84-30 (2) states that The Mayor and board of alderman or other local governing body shall appoint two representatives to the Fire Department Relief Board, one to hold office for two years and one to hold office for one year, and each year in January thereafter they shall appoint only one representative and his term of office shall be for two years.

Claremont Fire Department has asked that Council consider the re-appointment of Rupert Little and Libby Connor to these positions on the Fire Department Relief Board.

**Recommendation:** Re-appoint Rupert Little and Libby Connor to fill positions on the Fire Department Relief Board.

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: January 4, 2016

**To:** Mayor and the City Council

**From:** Catherine Renbarger, City Manager

**Action Requested: Information Only; No Action Requested**

During this item, staff will give a brief overview on the status of the 2015-2016 Departmental Goals and Objectives. A complete list of the goals and objectives is included in the attachment.

**Recommendation: Information Only; No Action Requested**



## FY2015-2016 Departmental Goals & Objectives

### City Council

- Continue Implementation of Action Plan
- Expand on Promotion and Support for Local Businesses and Nonprofits
- Foster Community Input, Involvement, and Transparency

### Administration

- Implement new City Personnel Pay and Classification Plan
- Evaluate Options to Improve City Hall Parking Lot
- Seek Ways to Expand Connections with the City, including Citizen Engagement and Information Delivery
- Continue Implementation of 2015 Action Plan

### Fire Department

- Expand Fire Prevention & Education Programs
- Strive to Bring All Members up to NFPA 1403 Standards
- Continue Replacement of Turnout Gear
- Continue Transition to 800 MHz Radios
- Expand Part-Time Hours
- Continue to Create Positive, Unified Culture

### Planning Department

- Adopt a Revised Land Development Plan
- Review and Revise Zoning & Development Ordinances
- Increase Availability of Planning Services and Information to City Residents

### Police Department

- Complete Tactical Defense and Rapid School Development Training
- Continue Work on Evidence Management System
- Review Gunshot Trauma and Training
- Install a New Digital Camera Video Computer System at Police Station

## Public Works Department

- Have Employees Complete OSHA and NCDOT Trainings
- Explore Opportunities to Expand Employee Knowledge and Training
- Continue Street Edge Clean Off Program
- Assist with Implementation of Federal CMAQ (Congestion Mitigation and Air Quality) Grant for Sidewalks

## Recreation Department

- Continue to Evaluate Existing Programs
- Improve City and Park Grounds, Landscaping
- Invest in City Park and Continue Implementation of Park Master Plan
- Work Closely With All of the Citizen Advisory Committees

## Water & Sewer Fund

- Continue In-House Certifications for Distribution and Collection Systems
- Begin Planning for the Expansion of the Maintenance Facility
- Invest in Wastewater Infrastructure, including a New Pump Station
- Prepare for the Decommissioning of the North Waste Water Treatment Plant and Determine City's Long-Term Plan for Wastewater Treatment
- Install New Commercial AMR Water Meters
- Replace the Bar Screen at McLin WWTP

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: January 4, 2016

**To:** Mayor and the City Council

**From:** Catherine Renbarger, City Manager

**Action Requested: Department Dashboard**

**Recommendation:** Informational

# Claremont December 2015 Dashboard Report

Police Dept.			Fire Dept.			Financials		
	Month	YTD		Month	YTD		% In	% Out
Calls Answered	561	7439	Calls for Service	21	281	General Fund	41%	50%
Citations Served	321	1721	Working Fires	5	47	Water/Sewer Fund	45%	32%
Warnings	400	1086	Training Hours	153	2479.5			
Number of Arrests	9	92	Prevention Programs	20	314	<b>Rescue Squad</b>		
Accidents	7	70	False Alarms	0	20		Month	YTD
Warrants	7	139	EMS Calls	7	70	Calls for Service		1070
Open Cases	4	64				Training Hours		820
Other Activities & Announcements			Other Activities & Announcements			Other Activities & Announcements		
			January 7, 2016 Career Day at Claremont Elementary. Eleven structure fires, 10.7 average personnel response.			Six new members, 42 personnel on roster		
Public Works			Utility Dept.			Planning & Zoning Dept.		
	Month	YTD		Month	YTD		Month	YTD
Vehicles Serviced	14	135	Water Turned Off	12	130	Zoning Permits	0	41
Recycling %- Nov 2015	9%		Water Taps	1	16	Residential Permits	0	13
Solid Waste Tonnage	40.43	353.47	Water Purchased		78,321,851	Commercial Permits	0	6
Street Lights Replaced	6	88	Water Sold		67,587,068	Enforcement Cases	0	50
Work Orders	16	400	McLin WWTP Avg.	175,000	100,100	Planning Board Work	0	17
Sewer Line Jetted	2,712	18,447	North WWTP Avg.	10,100	35,783	Safety Permits	0	6
Other Activities & Announcements			Other Activities & Announcements			Other Activities & Announcements		
						Zoning and subdivision site plans and inquires : 13		

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: **January 4, 2016**

**To:** Mayor and the City Council

**From:** Catherine Renbarger, City Manager

**Action Requested: City Managers Report**

**Recommendation:** Informational



## GENERAL FUND REVENUE

2nd Quarter

December 30, 2015

	2015-2016 Budget	2015-2016 Actual	% Collected To Budgeted
Property Taxes(Current & Prior Year)	\$2,008,716	\$842,720	41.95%
Utility Franchise Tax	\$234,000	\$207,042	88.48%
Sales Tax	\$283,100	\$167,113	59.03%
State Shared Revenues	\$31,810	\$17,513	55.06%
Fees	\$36,400	\$18,318	50.32%
Miscellaneous	\$29,025	\$24,847	85.61%
Occupancy Tax	\$4,000	\$5,042	126.05%
Loan Proceeds	\$237,765	\$0	0.00%
Investments & Grants	\$600	\$842	140.33%
<b>Total To Date</b>	<b>\$2,865,416</b>	<b>\$1,283,437</b>	<b>43.48%</b>
Fund Balance Appropriation	\$86,368	\$0	0.00%
Total Budget	\$2,951,784	\$1,283,437	

## GENERAL FUND EXPENDITURES

	2015-2016 Budget	2015-2016 Actual	% Expenses To Budget
City Council	\$71,620	\$28,167	39.33%
Administration	\$451,818	\$242,305	53.63%
Library	\$23,600	\$5,479	23.22%
Planning	\$30,400	\$14,555	47.88%
Police	\$758,910	\$366,840	48.34%
Fire	\$668,923	\$493,517	73.78%
Public Works	\$618,415	\$269,630	43.60%
Recreation	\$154,405	\$63,146	40.90%
Debt Service	\$173,693	\$0	0.00%
<b>Total To Date</b>	<b>\$2,951,784</b>	<b>\$1,483,639</b>	<b>50.26%</b>

**Revenues over(under) expenditures (\$200,202)**

## WATER/SEWER REVENUE

2nd Quarter

December 30, 2015

### CURRENT YEAR

	2015-2016 Budget	2015-2016 Actual	% Collected To Budgeted
Water & Sewer Sales	\$1,098,040	\$605,968	55.19%
Taps & Connections	\$160,350	\$8,250	5.14%
Utility Penalties	\$8,000	\$7,200	90.00%
Sprinkler Fees	\$24,250	\$23,350	96.29%
Reconnect Fees	\$2,500	\$2,710	108.40%
Lease Revenues	\$25,800	\$11,087	42.97%
Grants	\$0	\$0	0.00%
Miscellaneous & Investments	\$1,500	\$309	20.60%
Transfer Capital Reserve	\$130,000	\$0	0.00%
<b>Total</b>	<b>\$1,450,440</b>	<b>\$658,874</b>	<b>45.43%</b>

## WATER/SEWER EXPENSES

### CURRENT YEAR

	2015-2016 Budget	2015-2016 Actual	% Expenses To Budget
Water Treatment	\$217,550	\$95,330	43.82%
Water Maintenance	\$168,000	\$37,432	22.28%
Sewer Treatment	\$583,790	\$231,140	39.59%
Sewer Maintenance	\$481,100	\$98,437	20.46%
Debt Service	\$0	\$0	0.00%
<b>Total To Date</b>	<b>\$1,450,440</b>	<b>\$462,339</b>	<b>31.88%</b>

**Revenue over (under) expenses** **\$196,535**