

**CITY OF CLAREMONT  
CITY COUNCIL MEETING  
AGENDA PACKET**



**February 3, 2014  
Claremont City Hall  
7:00 pm**



**CITY OF CLAREMONT  
CITY COUNCIL MEETING**

**Regular Meeting**

**February 3, 2014**

**7:00 PM**

**Claremont City Hall, Council Chambers**

**AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. INVOCATION & PLEDGE OF ALLEGIANCE**
- 4. MAYOR'S REPORT**
- 5. CONSENT AGENDA**
  - A. Regular Meeting Minutes - January 6, 2014
  - B. Closed Session Minutes- January 6, 2014
  - C. Resolution 12-13 Surplus Property
- 6. CITIZEN'S CONCERNS AND COMMENTS**
- 7. OLD BUSINESS**
  - A. Current Year Fire Department Goal Updates
- 8. NEW BUSINESS**
  - A. Ordinance 07-13 Fire Department Structure
  - B. Approve Contract for Construction repairs to McLin Creek Sewer Line
- 9. DEPARTMENT & COMMITTEE REPORTS**
  - A. Youth Council Report
  - B. Parks & Recreation Committee
  - C. Monthly Department Dashboard Report
- 10. CITY MANAGER'S REPORT**
- 11. CLOSED SESSION**
- 12. ADJOURN**

## City of Claremont Board & Committee Meetings

<b><u>City Council Meeting</u></b> 1 <sup>st</sup> Monday of each month	March 3 <sup>rd</sup>	Council Chambers 7:00pm
<b><u>Planning Board</u></b> 2 <sup>nd</sup> Monday of each month	February 10 <sup>th</sup>	Council Chambers 7:00 pm
<b><u>Appearance Committee</u></b> 4 <sup>th</sup> Monday of each month	February 24 <sup>th</sup>	Claremont City Offices 6:00 pm
<b><u>Parks &amp; Recreation</u></b> 4 <sup>th</sup> Monday of each month	February 24 <sup>th</sup>	Claremont City Offices 6:00 pm
<b><u>Youth Council</u></b> 1 <sup>st</sup> Sunday of each month	March 1 <sup>st</sup>	Council Chambers 3:00 pm
<b><u>Friends of the Library</u></b> 4 <sup>th</sup> Tuesday of each month	February 25 <sup>th</sup>	Claremont Library 6:00 pm
<b><u>Seniors Morning Out</u></b> 3 <sup>rd</sup> Wednesday of each month	February 19 <sup>th</sup>	1 <sup>st</sup> Baptist Fellowship Hall 8:30 am

### **NOTES:**



## City of Claremont Fiscal Year 2014 Resolution Index

### Resolutions

Number	Title	Meeting Date
01-13	Surplus Property	July 1, 2013
02-13	Surplus Property	August 5, 2013
03-13	NCLM Delegate	September 3, 2013
04-13	Annex 13-02 Sufficiency	October 7, 2013
05-13	Annex 13-02 Public Hearing	October 7, 2013
06-13	Planning Board ETJ Members	November 4, 2013
07-13	Local Water Supply Plan	November 4, 2013
08-13	WPCOG Delegates 2014	December 2, 2013
09-13	Travel Policy	December 2, 2013
10-13	FEMA Applicants Agent	December 2, 2013
11-13	Claremont Daze 2014	January 6, 2014
12-13	Surplus Property	February 3, 2014



## City of Claremont Fiscal Year 2014 Ordinance Index

### Ordinances

<b>Number</b>	<b>Title</b>	<b>Meeting Date</b>
01-13	Budget Ordinance (Golden Leaf)	July 1, 2013
02-13	Budget Ordinance (Rescue Squad)	August 5, 2013
03-13	Budget Ordinance (HVAC)	September 3, 2013
04-13	Budget Ordinance ( Police Truck)	October 7, 2013
05-13	Tobacco Free	November 4, 2013
06-13	Annexation (13-02) West Main St.	November 4, 2013
07-13	Fire Department Updates	February 3, 2014

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: February 3, 2014

**To:** Mayor and the City Council

**From:** Doug Barrick, City Manager

**Action Requested: Approval of Consent Agenda**

- **5A** -minutes from the regular City Council meeting held on January 6, 2014
- **5B**- minutes from the City Council Closed Session meeting held on January 6, 2014.
- **5C**- Resolution 12-13 Surplus Property

**Recommendation: Approve the Consent Agenda**



## **City of Claremont Regular Meeting Minutes Monday, January 6, 2014**

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, January 6, 2014.

The following members of the Claremont City Council were present: Mayor Shawn Brown, Mayor Pro Tem Timothy Lowrance, Councilmember Dayne Miller, Councilmember Nicky Setzer, and Councilmember Dale Setzer. Councilmember Dale Sherrill was excused from the meeting.

The following personnel of the City of Claremont were present: City Manager Doug Barrick, City Attorney Bob Grant, Finance Officer Stephanie Corn, Administrative Support Clerk Wendy Helms, Public Works Director Tom Winkler, Rick Damron, Lieutenant Allen Long and Police Chief Gary Bost.

Others in attendance were: Melinda Bumgarner, Robert Winrow, Gere Helton, Henry Helton, Robert Smith, Scott Richards, Annette Richards, Rebecca Rhodes, Susan Tucker, Andrea Ramsey, Scott Ramsey and Zack Gardner

### **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 agenda was approved as presented.

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

The invocation was given by Henry Helton. Councilmember Timothy Lowrance led the pledge of allegiance.

### **4. MAYOR'S REPORT**

Mayor Brown thanked everyone for their help with the Christmas Parade.

### **5. CONSENT AGENDA**

**A. December 2, 2013, 2013 Regular Meeting Minutes** – Councilmember Timothy Lowrance made a motion to accept December 2, 2013 regular meeting minutes as presented. Councilmember Nicky Setzer seconded the motion. The motion passed unanimously.

**B. Fiscal Year Budget Calendar-** Councilmember Timothy Lowrance made a motion to accept December 2, 2013 regular meeting minutes as presented. Councilmember Nicky Setzer seconded the motion. The motion passed unanimously.

## **6. CITIZEN'S CONCERN'S & COMMENTS**

Rebecca Rhodes from the Hickory Jaycee's presented the City of Claremont with a plaque and congratulated them on being named 2013 Community Partner of the Year.

## **7. OLD BUSINESS-**

**A. Presentation of Current Year Department Updates-** As a part of the Fiscal Year 2014 Budget Process each department of the City established goals to work toward during the fiscal year. The departments also had specific capital improvement needs for the fiscal year. These goals and CIP items were adopted by the City Council as a part of the Fiscal Year 2014 Budget.

December marked the mid-point of the fiscal year and the City Manager and Department Heads gave a brief presentation on the status of their goals and CIP items.

## **8. NEW BUSINESS**

**A. Resolution 11-13 Claremont Daze 2014-** After 20 years with the City Henry Helton has announced his retirement from the City of Claremont effective December 31, 2013. Henry has been a member of the city's parks and recreation committee and the city's part time special events coordinator since 1993. Among other special events through the year Henry has played a vital role in the creation and success of our Claremont Daze festival and the Tailgate Market. Henry came to the city early in his retirement from the YMCA as an executive director and has propelled our events and outreach programs to rival those of city's much larger than Claremont. In honor of his dedicated support this resolution will dedicated the 2014 Claremont Daze Festival in Henry's Honor. Motion was made by Councilmember Timothy Lowrance to accept Resolution 11-13. Second was made by Councilmember Nicky Setzer. Motion passed unanimously.

**B. Budget Transfers-** Monies have been moved in the FY 14 Budget to cover some unplanned expenses and break downs.

## **9. DEPARTMENT & COMMITTEE REPORTS**

**A. Youth Council** – Zack Gardner reported for the Youth Council.

**B. Police Department** -

**C. Fire Department** –

**D. Public Works** –

**E. Rescue Squad** –

**F. Utilities Department** –

**G. Planning and Zoning** –

**H. Parks and Recreation Committee-** Franklin Harris has retired from the Planning Board.

**I. Appearance Committee-**

**10. CITY MANAGER'S REPORT-** City Manager, Doug Barrick encouraged citizens to take time to explore the new city website. City Manager Barrick would like to persuade you to turn in anyone you see littering. He has offered a Kangaroo gas card for anyone who can give information, which leads to the Police Department issuing a ticket for littering.

**11. CLOSED SESSION-** Motion was made by Councilmember Timothy Lowrance to recess the regular meeting and go into closed session in reference to G.S. 143-318.11(a)(3) (Attorney Client Privilege) at 8:00 p.m. Second was made by Councilmember Nicky Setzer.

Motion was made by Councilmember Timothy Lowrance to adjourn the closed session meeting at 8:45 p.m. Second was made by Councilmember Dayne Miller. Motion passed unanimously.

After returning to regular session City Manager, Doug Barrick inquired with council on their thoughts of changing zoning restrictions on a piece of property located on North Oxford Street. At this time the property is zoned neighborhood commercial, the rezoning would be to residential. Upon discussion council was in agreement with this rezoning.

**12. ADJOURN-** Motion was made by Councilmember Timothy Lowrance to adjourn the meeting at 9:08 p.m. Second was made by Councilmember Dayne Miller. Motion passed unanimously.

Respectfully submitted,  
Wendy L. Helms, Administrative Support Clerk

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Shawn R. Brown, Mayor

Attested:

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Douglas L. Barrick, City Clerk



**CITY OF CLAREMONT  
NORTH CAROLINA**

**RESOLUTION # 12-13**

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**A RESOLUTION DECLARING SURPLUS PROPERTY**

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**WHEREAS**, it has been determined by the City Council that certain property owned by the City of Claremont is dilapidated and in need of repair or replacement; and

**WHEREAS**, it has been determined that the cost of repair is beyond the value of the piece of equipment; and

**WHEREAS**, the City Council is desirous of disposing of the property.

**WHEREAS**, North Carolina General Statute 160a-270(c) enables municipalities to conduct auctions of real or personal property electronically by authorizing the establishment of an electronic auction services.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Claremont that the following pieces of property shall be declared surplus property and sold via GovDeals online auction service:

<b>Surplus Vehicles</b>				
<b>YEAR</b>	<b>MAKE</b>	<b>MODEL</b>	<b>VIN #</b>	<b>MILEAGE</b>
2007	Ford	Crown Vic	2FAFP71W57X130617	86,405
2001	Ford	Crown Vic	2FAFP71W61X125479	102,668
2001	Ford	Crown Vic	2FAFP71W61X125480	78,045

**NOW, THEREFORE, IT IS FURTHER RESOLVED** that the City Manager is hereby authorized to dispose of said vehicles and equipment in accordance with law.

Adopted this 3<sup>rd</sup> day of February 2014.

\_\_\_\_\_  
Shawn R. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Doug Barrick  
City Clerk

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: February 3, 2014

**To:** Mayor and the City Council

**From:** Doug Barrick, City Manager

**Action Requested: Citizen's Concerns and Comments**

North Carolina General Statutes require that the City Council allow time at each public meeting for Citizen Input.

**Recommendation: Hear Public Concerns and Comments**

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: February 3, 2014

**To:** Mayor and the City Council

**From:** Doug Barrick, City Manager

**Action Requested: Fiscal Year 2014 Fire Department Goals and CIP Updates**

As a part of the Fiscal Year 2014 Budget Process each department of the City established goals to work toward during the fiscal year. The departments also had specific capital improvement needs for the fiscal year. These goals and CIP items were adopted by the City Council as a part of the Fiscal Year 2014 Budget.

December marked the mid-point of the fiscal year and the Fire Chief was out of town attending the National Fire Academy at the last Council meeting, Chief Travis will give a brief presentation on the status of the Fire Department goals and CIP items.

**Recommendation: Hear Presentation and Ask Questions**

# City of Claremont



- CLAREMONT**  
International Business Park
- Prysman
  - CertainTeed
  - Progressive Furniture
  - Bed Bath & Beyond
  - Carolina Foam
  - ↑ Dimension Wood Products
  - Centro
  - Rock-Tenn Company
  - Popplemann Plastics
  - ↓ Williams Sonoma
  - Southeastern Freight Lines
  - American Olympic Equipment

**FISCAL YEAR 2014  
DEPARTMENTAL UPDATES  
JAN 6, 2014**

# FIRE

- Preplan the remaining 50% of the Commercial & Industrial Occupancies
- Inventory and service all Knox Boxes
- Complete Fire 501(C)(3)
- Bring all members up to NFPA 1403 Standards
- SCBA Bottle Replacement
- 800 MHz Radios
- Begin planning for the replacement of Engine 71 & Truck 78 utilizing a rescue engine

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: February 3, 2014

**To:** Mayor and the City Council

**From:** Doug Barrick , City Manager & Bart Travis, Fire Chief

**Action Requested: Approve Ordinance 07-13 Fire Department Updates**

This ordinance updates the operational procedures of the Claremont Fire Department and transitions the administrative duties of the department to the Fire Chief and the officers of the department. These changes also establish the duties of the Chief to issue standard operating guidelines for the department and align the membership requirements of the department to North Carolina Standards. It furthermore establishes the Standard Operating Guidelines as the basis of operations for the department.

The highlighted sections of the ordinance reflect updates and or revisions from the current ordinance.

**Recommendation:** Approve Ordinance

City Council of the City of Claremont

Catawba County, North Carolina

Ordinance No. 07-13

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF CLAREMONT TITLE 3 PUBLIC SAFETY CHAPTER 2 FIRE PROTECTION

WHEREAS, it is the desire of the Council of the City of Claremont to continually update and revise the Claremont Code of Ordinances in accordance with the needs of the citizens of the City of Claremont.

NOW, THEREFORE, BE IT ORDAINED BY THE CLAREMONT CITY COUNCIL THAT,

That Title Three Chapter Two Section 3-2-2, 3-2-3, and Section 3-2-4 are hereby amended by changing the following:

**Sec. 3-2-2 Officers.**

(a)The department shall consist of a chief, one (1) assistant chief, and such other officers as deemed necessary by the Fire Chief as specified within **the Standard Operating Guidelines** of the Claremont Fire Department.

(b)The chief is an employee of the City of Claremont and is hired by the city manager. The City Personnel Policy will state hiring guidelines. The assistant chief and other officers shall be selected from the membership by a plurality vote of the members of the department subject to a confirmation vote of the city council. Said election of officers shall be held by the department at its **regular scheduled meeting in May of each year**, and the recommendations for office shall be **submitted to the council at the first regular meeting in June of each calendar year for approval and installation.** Election proceedings shall be as specified by **the Standard Operating Guidelines of the department.**

(c)The chief shall be held accountable to the manager for administrative affairs of the department and shall make written and verbal reports as may be required. The chief shall be held accountable to the city council for matters of policy development.

(d)The chief shall be responsible for coordinating with the manager the development of an annual budget for submission to the city council.

(e)The chief shall be technically qualified by training and experience, and shall have the ability to command men and hold their respect and confidence.

### **Sec. 3-2-3 Duties and powers of the chief.**

(a) Subject to approval of the city council, the chief shall formulate a set of rules and regulations to govern the department, and shall be responsible to the manager for the personnel, morale and general efficiency of the department. Further, he shall recommend to the manager the reforms and changes in the fire department which practical experience shows should be instituted. Periodically, the chief may be required to submit a statement of conduct of the affairs of the department, and shall include therein any suggestions for the improvement in the service or personnel of the department. Additional, specific functions of the fire chief are:

(1) to issue to the department under his command a set of Standard Operating Guidelines as may be necessary to preserve property, prevent the loss of life and ensure a ready to respond firefighting force;

(2) to enforce the laws, ordinances, fire regulations and executive orders applicable to his jurisdiction;

(3) in accordance with authority granted by the manager, to suspend from duty any members of the department for incompetence, neglect of duty, immorality, drunkenness, drinking intoxicants when on duty, or who shall be found unfit for duty when called on emergency service, or who fail to obey orders given by proper authority, and in addition for any just or reasonable cause in the judgment of the manager; and

(4) to require the proper submission and handling of the necessary and required reports.

(b) The chief shall ensure that, at least once a month, department members have access to a department drill or instruction in the operation and handling of equipment, first aid and rescue work, salvage, a study of buildings in the city, fire prevention, water supplies, and all other matters generally considered essential to good firemanship and safety of life and property from fire. Such drills or instructions shall account towards the members required continuing education.

(c) The chief shall assist the proper authorities in suppressing the crime of arson by investigating or causing to be investigated the causes, origin and circumstances of all fires.

(d) The chief is hereby empowered to enter any and all buildings and premises at any reasonable hour for the purpose of making inspections and to serve written notice upon the owner or occupant to abate, within a specified time, any and all fire hazards that may be found. Any person so served with a notice to abate any fire hazard or hazards, shall comply therewith and promptly notify the chief.

(e) The chief shall see that complete records are kept of all fires, inspections, apparatus and minor equipment, personnel and other information about the work of the department.

(f) The chief shall report monthly to the manager the conditions of the apparatus and equipment; the number of fires during the month, their location and cause, and date of same and

loss occasioned thereby; the number and purpose of all other runs made; and the number of members responding to each fire or other run.

(g) The chief shall make a complete annual report to the manager within one (1) month after the close of the fiscal year. The report to include the information specified in subsection (f), together with comparative data for previous years and recommendations for improving the effectiveness of the department.

(h) In the absence of the Chief, The Assistant Chief shall be in full charge of the department.

### **Sec. 3-2-4 Membership.**

(a) Persons meeting the following requirements may be eligible for membership:

- (1) Applicant must be 18 years of age, a citizen of the United States, and or have eligibility to work in the United States through E- Verify. ; Junior members must be a minimum of fourteen (14) years of age and have parental consent to participate.
- (2) Applicant must be in good health, of sound mind and body;
- (3) Applicant must have a valid North Carolina operators license;
- (4) Applicant must not have been convicted of any felonious crime.
- (5) Members must reside within two miles of the Claremont Fire District, or demonstrate the ability to serve the community through station duty, participation at incidents and events or other assigned duties.
- (6) Members must have a minimum of a High School Diploma, or GED equivalent.
- (7) All applicants (former members and transfers) regardless of transcripts, or previous positions held within the fire service, upon approval, shall enter as a new member of the department.
- (8) Members are not to serve as a volunteer for more than one other emergency services agency.

(b) Application for membership shall be filed in accordance with the Standard Operating Guidelines of the department . It shall be the duty of the Fire Chief to process the application for membership in the manner specified by the Standard Operating Guidelines the department.

(c) Members of the department are subject to adhere to the City Personnel Policy and the Standard Operating Guidelines of the Department and will be accountable as to such governing policies and guidelines of the Department at all times as they discharge their duties as a Member. Members also may be suspended or dismissed by the chief for conduct detrimental to the department, neglect of duty, disobedience of orders at a fire call, or other irresponsible actions. Such disciplinary action may be appealed in such manner as specified in the City Personnel Policy and the Standard Operating Guidelines of the Department.

BE IT FURTHER ORDAINED THAT, the current by-laws of the Claremont Fire Department are abolished and no longer valid in the operations of the department.

INTRODUCED at a regular meeting of the City Council of the City of Claremont on November 4, 2013

ADOPTED at a regular meeting of the City Council of the City of Claremont on February 3, 2014

\_\_\_\_\_,  
Shawn R. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Doug Barrick, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Bob Grant, City Attorney

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: February 3, 2014

**To:** Mayor and the City Council

**From:** Doug Barrick, City Manager

**Action Requested: Approve the Bids and Contract for the Repair and Reconstruction of a Sewer Outfall Support along McLin Creek.**

As a result of the July 2013 flooding, one of the McLin Creek sewer outfall support piers was damaged. The City has worked with FEMA and our engineers to come up with funding and a plan to repair and reconstruct this line. Construction bids for this project will be opened on Thursday January 30<sup>th</sup> and as a result more information will be made available about cost and bidders at the meeting. This exhibit serves as a placeholder to approve or reject bids and approve a bidder for the construction work.

**Recommendation: Approve Bids and Contract**

**Department, Committee & Manager Reports**

Date of Meeting: February 3, 2014

**To:** Mayor and the City Council

**From:** Doug Barrick, City Manager

**Action Requested: Allow Departments, Committees & Manager to report on monthly activities and take questions.**

**Item 9**

- A. Youth Council
- B. Parks & Recreation Committee
- C. Monthly Department Dashboard Report

**Item 10**

City Managers Report

**Recommendation: Take Reports**

# CLAREMONT JANUARY 2014 DASHBOARD REPORT

POLICE DEPT.			FIRE DEPT.			FINANCIALS		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>		<b>% In</b>	<b>% Out</b>
Calls Answered	695	695	Calls for Service	23	23	General Fund	52%	60%
Citations Served	65	65	Working Fires	6	6	Enterprise Fund	51%	47%
Warnings	53	53	Training Hours	106	106			
Number of Arrests	4	4	Prevention Programs	17	17	<b>RESCUE SQUAD</b>		
Accidents	4	4	False Alarms	5	5		<b>Month</b>	<b>YTD</b>
Warrants	6	6	EMS Calls	1	1	Calls for Service	2013	1055
Open Cases	4	4				Training Hours	60	60
Other Activities & Announcements			Other Activities & Announcements			Other Activities & Announcements		
Sgt. Clark took a report for Larceny of a vehicle which was recovered two days later.			Claremont is hosting the entire FF I & FF II rookie school at the station with 35 students committed to the entire series			The 14th Annual Pig Picking and Poker Run will be April 12, 2014 Added 2 new members in Jan for a total roster of 47 members		
PUBLIC WORKS			UTILITY DEPT.			PLANNING & ZONING DEPT.		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>
Vehicles Serviced	14	14	Water Turned Off	9	9	Zoning Permits	3	3
Recycling Tonnage	5.8	5.8	Water Taps	1	1	Residential Permits	1	1
Solid Waste Tonnage	37.44	37.44	Water Purchased	6,363,500	6,363,500	Commercial Permits	0	0
Street Lights Replaced	12	12	Water Sold	5,007,892	5,007,892	Enforcement Cases	1	1
Work Orders	29	29	McLin WWTP Avg.	186,000	186,000	Planning Board Work	0	0
Sewer Line Jetted	1,694	1,694	North WWTP Avg.	77,000	77,000	Safety Permits	1	1
Other Activities & Announcements			Other Activities & Announcements			Other Activities & Announcements		
344 AMR Meters Installed To Date BGA Drive prep work for Shell Bldg.			Worked with FEMA on McLin Creek Sewer Support Project & SCADA system rehab project.			Received draft plans for a large residential project and working with Matthews Construction to begin construction on the BGA Shell Building Project		