



CITY OF CLAREMONT CITY COUNCIL MEETING

Regular Meeting

May 4, 2015

7:00 PM

City Hall Council Chambers

AGENDA

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. INVOCATION & PLEDGE OF ALLEGIANCE**
- 4. MAYOR'S REPORT & PROCLAMATIONS**
 - A. Proclamation- National Police Week 2015
 - B. Proclamation- Public Works Week 2015
- 5. CONSENT AGENDA**
 - A. Regular Meeting Minutes –April 6, 2015
 - B. Closed Session Minutes- April 6, 2015
 - C. Budget Retreat Minutes- April 11, 2015
 - D. Ordinance 21-14 Amending the FY 2015 Budget
- 6. CITIZEN'S CONCERNS AND COMMENTS**
- 7. PRESENTATION**
 - A. Becky Veazey - Pay and Classification Study Recommendations
- 8. OLD BUSINESS**
 - A. Budget Transfers (Informational)
- 9. NEW BUSINESS**
 - A. Resolution 22-14 to Join the Western Piedmont Jobs Training Consortium
 - B. Ordinance 22-14 Amending the FY 2015 Budget
 - C. Ordinance 23-14 Amending the FY 2015 Budget
- 10. DEPARTMENT & COMMITTEE REPORTS**
 - A. Department Dashboard Report
 - B. Recreation Committee
 - C. Youth Council
- 11. CITY MANAGER'S REPORT**
- 12. CLOSED SESSION**
 - A. Potential Economic Development - G.S. 143-318.11 (4)
 - B. Personnel- G.S. 143-318.11 (6)
- 13. ADJOURN**



**CITY OF CLAREMONT
NORTH CAROLINA**

Proclamation

RECOGNIZING NATIONAL POLICE WEEK

To recognize National Police Week 2015 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Claremont Police Department;

WHEREAS, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries;

WHEREAS, since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including 22 members of the Claremont Police Department;

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

WHEREAS, new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 117 officers killed in 2014 and 156 officers killed in previous years;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 27th Annual Candlelight Vigil, on the evening of May 13, 2015;

WHEREAS, the Candlelight Vigil is part of National Police Week, which takes place this year on May 10-16;

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half staff;

THEREFORE, BE IT RESOLVED that the Claremont City Council formally designates May 10-16, 2015, as Police Week in Claremont, North Carolina, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

In witness whereof I have hereunto set my
Hand and caused this seal to be affixed

Shawn R. Brown, Mayor
This the 4th day of May 2015



**CITY OF CLAREMONT
NORTH CAROLINA**

Proclamation

RECOGNIZING PUBLIC WORKS WEEK

WHEREAS, public works services provided in our community are an integral part of our citizen's everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets, and highways, public buildings, and solid waste collection; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff our public works department is materially influenced by the people's attitude and understanding of the importance of the work they perform; and

WHEREAS, this year's theme is "Community Begins Here", is a tribute to all Public Works employees who create the foundation of a stronger, more livable community;

NOW, THEREFORE I, Shawn R. Brown, Mayor of the City of Claremont call upon all citizens of the City of Claremont and upon all patriotic, civic and educational organizations to observe the week of May 17-23, 2015, as:

"Claremont Public Works Week"

and I call upon all citizens, companies, and civic organizations to acquaint themselves with the issues involved in providing our public works services and to recognize the contributions to which public works officials make every day to our health, safety, comfort and quality of life.

In witness whereof I have hereunto set my
Hand and caused this seal to be affixed

Shawn R. Brown, Mayor
This the 4th day of May 2015



Item # 5 A, B, C, D

Request for Council Action

To: Mayor and City Council

From: Catherine Renbarger, City Manager

Action Requested: Consent Agenda

A. Regular Session Minutes- April 6, 2015

B. Closed Session Minutes- April 6, 2015

C. Budget Retreat Minutes- April 11, 2015

D. Ordinance 22-14 Budget Amendment- this budget amendment will allow us to allocate funds to the PJ Stanley Fund scholarship that we inadvertently placed in contributions.

Recommendations: Approve as presented



City of Claremont Regular Meeting Minutes Monday, April 6, 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, April 6, 2015.

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

The following personnel of the City of Claremont were present: City Manager Catherine Renbarger, City Attorney Bob Grant, Finance Officer Stephanie Corn, City Clerk Wendy Helms, Rick Damron, Lieutenant Allen Long, Police Chief Gary Bost, Fire Chief Bart Travis, Public Works Director Tom Winkler and Recreation Coordinator Michael Orders.

Others in attendance were: Robert Smith, Andrea Ramsey, Mike Hathaway, Jason Lowrance, Angela Brown, Rupert Little, Terri Miller, Charles Helms, Shelley Stevens and Gene Monday.

1. CALL TO ORDER

Mayor Shawn R. Brown called the Claremont City Council meeting to order at 7:01 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as presented.

3. INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Reverend Dennis Richards from First Baptist Church.

4. MAYOR'S REPORT

Mayor Brown spoke briefly about the NLC Conference in Washington D.C. He also read several thank you notes received during the prior month.

5. CONSENT AGENDA

A. March 2, 2015, Regular Meeting Minutes – Councilmember Timothy Lowrance made a motion to accept March 2, 2015 regular meeting minutes as presented. Councilmember D.B. Setzer seconded the

motion. The motion passed unanimously.

B. March 2, 2015 Closed Session Minutes- Councilmember Timothy Lowrance made a motion to accept March 2, 2015 closed session minutes. Councilmember D.B. Setzer seconded the motion. The motion passed unanimously.

C. Municipal Mowing Agreement with NC DOT- Councilmember Timothy Lowrance made a motion to accept the mowing agreement with NC DOT. Councilmember D.B. Setzer seconded the motion. The motion passed unanimously.

D. Amended Audit Contract- Councilmember Timothy Lowrance made a motion to accept the amended audit contract with Melanie Starr, CPA LLC. Councilmember D.B. Setzer seconded the motion. The motion passed unanimously.

6. CITIZEN'S CONCERN'S & COMMENTS- none

7. PRESENTATION-

Melanie Starr presented the 2014 Audit. Ms. Starr informed Council of prior period adjustments that had to be restated before the 2014 audit was started. In her opinion, the City's General Fund is in good financial shape, with \$1,817,208 in unassigned fund balance.

8. OLD BUSINESS- none

9. NEW BUSINESS-

A. Ordinance 19-14 Amend the Code of Ordinances Title 4 & 5- Updates were made to the Ordinance to reflect that the City or City's contractor now provide garbage containers; commercial business are now allowed only two solid waste containers and removal of exact charges for nonpayment and deposits to allow for future adjustments without changes to the ordinance. Motion was made by Councilmember Timothy Lowrance to accept Ordinance 19-14 as presented. Second was made by Councilmember Dayne Miller. Motion passed unanimously.

B. Ordinance 20-14 Amending the Fiscal Year 2015 Budget- Reimbursement was made for an overpayment to The Wooten Company. Ordinance 20-14 will account for this reimbursement in the fiscal year budget. Motion was made by Councilmember Dale Sherrill to accept Ordinance 20-14. Second was made by Councilmember Nicky Setzer. Motion passed unanimously.

C. Resolution 20-14 Adopting the Unifour Regional Hazard Mitigation Plan- The Unifour Hazard Mitigation Planning Committee and AECOM, led by Catawba County, initiated a Unifour Regional Hazard Mitigation Plan. Local governments in the Unifour contributed to the plan, based on assessed need for specific hazards and remedies. The plan includes Mitigation Actions specific to those local governments. Adopting the Unifour Regional Hazard Mitigation Plan will allow the City to be eligible for federal and state assistance in the event that a state of disaster is declared. Motion was made by Councilmember D.B. Setzer to accept Resolution 20-14. Second was made by Councilmember Dayne Miller. Motion passed unanimously.

D. Resolution 21-14 Resolution designating an Official to make Recommendations to the NC ABC Commission on ABC Permits- This resolution would give the City Manager authority to make recommendations to the NC ABC Commission concerning ABC retail permits. At this time, City Council has delegated this authority to the Mayor. Motion was made by Councilmember Timothy Lowrance to approve Resolution 21-14. Second was made by Councilmember Nicky Setzer. Motion passed unanimously.

10. DEPARTMENT & COMMITTEE REPORTS

A. Monthly Department Dashboard Report- The monthly dashboard report was presented.

11. CITY MANAGER REPORT

City Manager Renbarger reminded Council of the upcoming Council retreat, Saturday, April 11th. She also asked Council to respond whether they will be in attendance for the WPCOG Annual meeting. Discussion then turned to the code violations of a new home on South Depot Street. The City issued a permit for this home. Mrs. Renbarger advised the Planning Board will be asked to investigate the specific code and see if changes need to be made. City Manager Renbarger polled Council to see if there was interest in attending the NC Main Street Program. This program provides grants, engineering, etc., for planning visions of a downtown area. A City official and local representative from the downtown area must attend the workshop to be able to participate. Councilmember Setzer advised he would like to attend.

12. CLOSED SESSION

Motion was made by Councilmember Dayne Miller to go into a closed session in reference to G.S. 143-318.11(a) (4) at 7:50 p.m. Second was made by Councilmember D.B. Setzer. Motion passed unanimously.

13. ADJOURN

Motion was made by Councilmember Dayne Miller to adjourn the meeting at 8:25 p.m. Second was made by Councilmember Timothy Lowrance. Motion passed unanimously.

Respectfully submitted,
Wendy L. Helms, City Clerk

Attested:

Shawn R. Brown, Mayor

Wendy Helms, City Clerk



City of Claremont Budget Retreat Minutes Saturday, April 11, 2015

The City Council held its annual budget retreat meeting in the council chambers located at Claremont City Hall at 8:00 a.m. on Saturday, April 11, 2015.

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

The following personnel of the City of Claremont were present: City Manager Catherine Renbarger, Finance Officer Stephanie Corn, City Clerk Wendy Helms, Police Chief Gary Bost, Fire Chief Bart Travis, Public Works Director Tom Winkler and Recreation Coordinator Michael Orders.

1. CALL TO ORDER

Mayor Shawn R. Brown called the budget retreat to order at 8:03 a.m.

2. APPROVAL OF AGENDA

The agenda was approved as presented.

3. INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Councilmember Timothy Lowrance.

4. OVERVIEW OF FY 2016 BUDGET

City Manager Renbarger spoke with Council about the county re-evaluation of property. Due to this re-evaluation the City has a loss in revenue of \$102,016. With this factor the City will be less reliant on property taxes and more reliant on other revenue sources and fund balance. The City Manager presented her recommendations for FY 2016. Results of a recent pay classification study are to be presented at the May Council meeting. Money has been set aside to begin the process of aligning jobs with appropriate pay. Mrs. Renbarger advised Council that not all jobs will be affected. She would also like to implement a 2% raise pool based on performance. Investment in Wastewater Infrastructure will become very important in the 2016 budget year. A new pump station, decommissioning of the WWTP and improvements to the Catawba pump station are planned.

5. DEPARTMENTAL GOALS

Each department head was given time to discuss the goals and capital request they have for their department.

6. WRAP UP

Council was then given a chance to state their initiatives for the upcoming year. There will be a second budget meeting, scheduled for May 6th at 5:30 p.m. At that time the City Manager will have more information to give Council regarding water/sewer rates and taxes.

7. ADJOURN

Motion was made by Councilmember Timothy Lowrance to adjourn the meeting at 12:02 p.m. Second was made by Councilmember Dayne Miller. Motion passed unanimously.

Respectfully submitted,
Wendy L. Helms, City Clerk

Shawn R. Brown, Mayor

Attested:

Wendy Helms, City Clerk



City Council of the City of Claremont

Catawba County, North Carolina

Ordinance No. 21-14

AN ORDINANCE OF THE CITY OF CLAREMONT AMENDING CLAREMONT
MUNICIPAL BUDGET FOR FISCAL YEAR 2015, REVERSING ORDINANCE 15-14

THE CITY COUNCIL OF THE CITY OF CLAREMONT DOES HEREBY ORDAIN AS FOLLOWS:

General Fund

<u>Revenues</u>	<u>Increase /Debt</u>	<u>Decrease/Credit</u>
Miscellaneous Revenue 10.3350.0000		\$686.95
<hr/>		
Total		\$686.95
<u>Expenditures</u>		
Contributions 15.5200.0000		\$100
Small Tools & Equipment 10-5300-3310		\$586.95
<hr/>		
Total		\$686.95

INTRODUCED at the regular meeting of the City Council of the City of Claremont on
May 4, 2015.

ADOPTED at the regular meeting of the City Council of the City of Claremont on
May 4, 2015.

Shawn R. Brown, Mayor

ATTEST:

Wendy Helms, City Clerk



Request for Council Action

To: Mayor and City Council

From: Catherine Renbarger, City Manager

Action Requested: Citizen Concerns and Comments

Recommendations:



Request for Council Action

To: Mayor and City Council

From: Catherine Renbarger, City Manager

Action Requested: Presentation

Becky Veazey, with the MAPS Group, will present the results of the pay and classification study to Council.

Recommendations: Information only; no action requested.



CITY OF CLAREMONT
CLAREMONT, NORTH CAROLINA

April 20, 2015

I, Stephanie Corn, authorize the following transfers in the Fiscal Year 2015 budget.

Administration

<u>Line</u>	<u>Increase/Debit</u>	<u>Decrease/Credit</u>
10.5100.1110 Telephone	\$2000	
10.5100.5400 Insurance & Bonds		\$2000
10.5100.0900 Medical Physicals	\$500	
10.5100.5400 Insurance & Bonds		\$500
10.4200.0400 Audit Fees	3,200	
10.4200.9600 Transfer to Other Funds		3,200

Enterprise Fund

<u>Line</u>	<u>Debit</u>	<u>Credit</u>
30.8150.7400 Capital Outlay		\$4,000
30.8150.3310 Small Tools and Equipment	\$4,000	

These transfers do not increase or decrease the Fiscal Year 2015 budget.

Stephanie Corn, Finance Officer

Catherine Renbarger, City Manager



CITY OF CLAREMONT
CLAREMONT, NORTH CAROLINA

April 21, 2015

I, Stephanie Corn, authorize the following transfers in the Fiscal Year 2015 budget.

Administration

<u>Line</u>	<u>Increase/Debit</u>	<u>Decrease/Credit</u>
10.4200.0400 Audit Fees	\$3,200	
10.4200.9600 Transfer to Other Funds		\$3,200
10.4200.1400 Travel and Training	\$500	
10.4200.0470 OSHA Mandates		\$500

These transfers do not increase or decrease the Fiscal Year 2015 budget.

Stephanie Corn, Finance Officer

Catherine Renbarger, City Manager



Request for Council Action

To: Mayor and City Council

From: Catherine Renbarger, City Manager

Action Requested: Approve Resolution 22-14

In 2014, new Federal Workforce legislation was passed, replacing the Workforce Investment Act (WIA) with the Workforce Innovation and Opportunity Act (WIOA). As a part of implementation of the new legislation, members of local Jobs Training Consortia must affirm or reaffirm their commitment to be part of the consortium.

Resolution 22-14 will allow the City to participate as a full member of the Western Piedmont Workforce Development Area and Jobs Training Consortium. It will also allow the City's appointed delegate to serve as the City representative. Councilman Nicky Setzer is the current delegate.

Recommendations: Approve Resolution 22-14



**CITY OF CLAREMONT
NORTH CAROLINA
RESOLUTION # 22-14**

Item # 9A

A RESOLUTION TO JOIN WESTERN PIEDMONT JOBS TRAINING CONSORTIUM

BE IT RESOLVED that the City of Claremont wished to participate as a full member of the Western Piedmont Workforce Development Area and the Western Piedmont Jobs Training Consortium as generally authorized in NC GS 160-460. Et Seq.; and

BE IT FURTHER RESOLVED that it is expressly understood that the City of Claremont as a consequence of its participation, shall be separately and jointly liable along with other participating consortium members for the actions and activities of the organization; and

BE IT FINALLY RESOLVED that the duly appointed delegate of the City of Claremont to the Policy Board of the Western Piedmont Council of Governments (WPCOG) shall also serve as the official representative for the City of Claremont on the Western Piedmont Jobs Training Consortium, authorized to sign any and all related Consortium documents, including the Consortium Agreement.

This is the 4th day of May, 2015.

By: _____
Shawn R. Brown, Mayor

Certified by: _____ SEAL:

Date: _____



Request for Council Action

To: Mayor and City Council

From: Catherine Renbarger, City Manager

Action Requested: Approve Ordinance 22-14 Budget Amendment

This budget amendment allocates \$100 money donated to the PJ Stanley Fund scholarships.

Recommendations: Approve Ordinance 22-14



City Council of the City of Claremont

Catawba County, North Carolina

Ordinance No. 22-14

AN ORDINANCE OF THE CITY OF CLAREMONT AMENDING CLAREMONT
MUNICIPAL BUDGET FOR FISCAL YEAR 2015

THE CITY COUNCIL OF THE CITY OF CLAREMONT DOES HEREBY ORDAIN AS FOLLOWS:

General Fund

	<u>Increase/Debit</u>	<u>Decrease/Credit</u>
Miscellaneous Revenue 10.3350.0000	\$586.95	
Small Tools & Equipment 10-5300-3310	\$586.95	

PJ Stanley Scholarship Fund

Contributions 15.3360.0000	\$100	
Scholarships 15.5200.0000	\$100	

INTRODUCED at the regular meeting of the City Council of the City of Claremont on
May 4, 2015.

ADOPTED at the regular meeting of the City Council of the City of Claremont on
May 4, 2015.

Shawn R. Brown, Mayor

ATTEST:

Wendy Helms, City Clerk



Request for Council Action

To: Mayor and City Council

From: Catherine Renbarger, City Manager

Action Requested: Approve Ordinance 23-14 Budget Amendment

This budget amendment will move the pay per call money into part time salaries for quarterly disbursement to firefighters.

Recommendations: Approve Ordinance 23-14



City Council of the City of Claremont

Catawba County, North Carolina

Ordinance No. 23-14

AN ORDINANCE OF THE CITY OF CLAREMONT AMENDING CLAREMONT
MUNICIPAL BUDGET FOR FISCAL YEAR 2015

THE CITY COUNCIL OF THE CITY OF CLAREMONT DOES HEREBY ORDAIN AS FOLLOWS:

General Fund

	<u>Increase/Debt</u>	<u>Decrease/Credit</u>
Part Time Salaries 10.5300.0300	\$22,750	
Pay Per Call 10.5300.0400		\$22,750

INTRODUCED at the regular meeting of the City Council of the City of Claremont on
May 4, 2015.

ADOPTED at the regular meeting of the City Council of the City of Claremont on
May 4, 2015.

Shawn R. Brown, Mayor

ATTEST:

Wendy Helms, City Clerk

Claremont April 2015 Dashboard Report

Police Dept.			Fire Dept.			Financials			
		Month	YTD			Month	YTD	% In	% Out
Calls Answered	761	2385	Calls for Service	18	104	General Fund	89%	77%	
Citations Served	199	417	Working Fires	7	19	Water/Sewer Fund	75%	69%	
Warnings	62	217	Training Hours	72	1098				
Number of Arrests	18	23	Prevention Programs	7	59	Rescue Squad			
Accidents	5	23	False Alarms	0	5		Month	YTD	
Warrants	30	32	EMS Calls	5	25	Calls for Service		210	
Open Cases	8	25				Training Hours		220	
Other Activities & Announcements			Other Activities & Announcements			Other Activities & Announcements			
Chief Bost, Capt.Long and Lt. Clark were involved in a vehicle chase which ended with 3 suspects being arrested for Flee to Elude, B&E to Vehicle, Drug Poss						No Report			
Public Works			Utility Dept.			Planning & Zoning Dept.			
		Month	YTD			Month	YTD	Month	YTD
Vehicles Serviced	9	36	Water Turned Off	5	36	Zoning Permits	0	17	
Recycling %- Mar 2015	141%	98%	Water Taps	2	6	Residential Permits	4	9	
Solid Waste Tonnage	4.83	110.87	Water Purchased		20,684	Commercial Permits	1	13	
Street Lights Replaced	3	28	Water Sold		18,766,295	Enforcement Cases	10	19	
Work Orders	39	141	McLin WWTP Avg.		139,667	Planning Board Work	4	9	
Sewer Line Jetted	1568+10	5,456	North WWTP Avg.		66,667	Safety Permits	0	0	
Other Activities & Announcements			Other Activities & Announcements			Other Activities & Announcements			
843 AMR water meters installed; less than 20 more to install.			8" Water Main Break on Peachtree Street, where pipe transitioned. Kelly Blvd 12" water line has been finished.			Davidson visit for LDP, Public Workshop for LDP, zoning permit for Oxford Crossing; Certificate of Occupancy issued to Market Basket; zoning & 1 floodplain permit for Apple (need No Rise)			