

MONDAY-5:30 P.M.

AUGUST 22, 2011

WORK SESSION

The City Council of the City of Elizabeth City held their monthly work session on the above date and time in the City Council Chambers of the Municipal Administration Building with Mayor R. A. McLean presiding. Counselors attending were: L. A. Hummer, M. E. Brooks, L. M. Hill-Lawrence, R. E. King, J. A. Stimatz and J. B. Walton. J. M. Baker arriving at 5:40 p.m. and B. S. Meggs arrived at 6:10 p.m. Others attending were: City Manager R. C. Olson, City Clerk D. S. Pierce-Tamplen, City Attorney W. H. Morgan, Deputy City Clerk V. D. White, Planning Director J. C. Brooks, Public Utilities Director P. A. Fredette, Parks and Recreation Director B. V. White, Electric Director K. F. Clow, Fire Chief L. M. Mackey, Police Chief C. E. Crudup, Human Resource Director K. W. Felton and ECDI Director R. Cross.

Mayor R. A. McLean established a quorum was present and called the meeting to order by welcoming those attending. He called upon Councilman M. E. Brooks for the invocation after which he led the Pledge of Allegiance to the Flag of the United States of America.

1} APPROVAL OF THE AGENDA:

Mayor McLean called for action regarding the prepared agenda.

A motion was made by Mayor Pro Tem L. A. Hummer, seconded by Councilman R. E. King to approve the agenda as presented. Those voting in favor of the motion were: Hummer, King, Brooks, Hill-Lawrence, Stimatz and Walton. Against: None. Motion carried.

2} PRESENTATION – MOHAMMAD SAYEMUZZAMAN, ENVIRONMENTAL DEFENSE FUND FELLOW REPORT:

Mayor McLean called upon City Manager Olson for comments.

Mr. Olson advised that in March, through the efforts of Dennis Gordon, the City's Energy Officer, and staff met with representatives of the Environmental Defense Fund (EDF) to discuss allowing the placement of one of their Fellows in Elizabeth City over the summer. Staff determined with the EDF the areas where we thought there could be potential benefits to the City. Staff requested an individual with an engineering background. The EDF provided the name of Mohammad Sayemuzzaman, a PhD student at North Carolina A & T State University. We met with Mohammad in May and discussed the three facilities we

wanted him to work on during his ten-week fellowship program. The three facilities were: Knobbs Creek Recreation Facility, the Waste Water Treatment Plant and the Midgett Building. Mohammad has completed his fellowship and would like to share his findings with the City Council. He called Mr. Sayemuzzaman to the podium for his report.

Mr. Sayemuzzaman reported he primarily looked at ways to decrease our energy costs at the Waste Water Treatment Plant, Parks and Recreation and the Midgett Building. He did extensive research on the mechanical processes used at the plant and found that, due to a lack of understanding of the processes, City staff failed to see the value of the Programmable Logic Control System, which was installed in 1997. At the time the plant was built, the "George System" was state of the art and is still very functional. To fix the "George System" it will cost \$33,500; however, the savings in electricity will be \$39,316 per year or \$196,580 over a five year period. There is also a savings by installing occupancy sensors in all buildings at the Plant. They will cost approximately \$1,350 but will save \$5,180 per year. He also worked with Dennis Gordon on the HVAC system for Knobbs Creek Recreation Facility and installing additional insulation throughout the facility. Other areas at the P & R Facility are retrofitting the lighting system and replacement of the hot water heater. At the Midgett Municipal Building would be lightings retrofits and the hot water heater. He proceeded to go over the summary of savings for all three areas.

The Mayor and members of Council all thanked Mohammad for a job well done.

3} PRESENTATION – STORM WATER TASK FORCE DRAINAGE PLAN:

Mayor McLean called upon Councilman Stimatz for comments.

Mr. Stimatz reported that the Committee completed their work a couple of months ago. We have put everything together and are now ready to present it to the Council. Some of the recommendations we had made earlier and we are at the point now that we have a final draft. Mr. Fredette is going to present a power point that addresses that draft. He thanked the members that served on the Committee with him.

Mr. Fredette stated the first thing they did was to develop a purpose for the Task Force and the direction that they wanted to take. We wanted to review and evaluate the flooding conditions that exist in the City and the causes for them. We also wanted to evaluate reasonable and realistic options that the City has to mitigate flooding conditions in the City. He briefly went over the five documents that provided more of the technical data and details required to evaluate the engineering elements of Stormwater management in Elizabeth City. The Task Force is offering the following five recommendations. These five

recommendations are somewhat interdependent but as a whole represent an aggressive first phase approach to addressing the cause of flooding conditions that contribute to the damage or the loss of use of property in the City and further a reasoned approach to evaluate reasonable and realistic options that the City has to mitigate flooding condition in the City.

- * Complete and submit the City's application for the Phase II NDES for a small MS 4 municipality and to work with DENR to develop reasonable permit conditions and implementation schedule for Elizabeth City.
- * Complete the mapping and inventory work for inclusion in the City GIS data base.
- * Develop an aggressive public education and outreach program to help people understand the environmental impacts of Stormwater and related policies and procedures. An outreach program will also help the City inventory flood prone areas the related Stormwater infrastructure related programs and the relative magnitude of the flooding issues.
- * Review the existing Stormwater design manual and city ordinances that are part of the Unified Development Ordinance. Prepare revisions as may be appropriate for City Council consideration.
- * Develop/review a policy to address the maintenance responsibilities for the Stormwater systems to include storm sewer systems, culverts, ditches, swales, retention and detention features and BMP's in the City. The maintenance policies should also address the frequency of maintenance activities, inspections and possible enforcement procedures. These policies and procedures will provide the basic framework for a stormwater facilities maintenance plan.

4} REPORT – ALLEY MAINTENANCE:

Mayor McLean advised that since we do not have enough time to receive this report he would call for a motion to move it to the Regular Agenda at the following Council meeting.

A motion was made by Councilman J. A. Stimatz, seconded by Mayor Pro Tem L. A. Hummer to move the Alley Maintenance Report to the Regular Agenda at the City Council meeting following this meeting. Those voting in favor of the motion were: Stimatz, Hummer, Baker, Brooks, Hill-Lawrence, King, Meggs and Walton. Against: None. Motion carried.

5} COMMITTEE REPORTS:

- a} Albemarle Economic Development Commission – (Mayor Pro Tem Hummer, Councilwoman Hill-Lawrence and Mayor McLean):

Mayor Pro Tem Hummer stated she has no report tonight as we meet this coming Wednesday.

- b} Central Communications Advisory Board – (Councilman Walton):

Councilman Walton stated has no report as we have not had a meeting.

- c} Elizabeth City-Pasquotank County Airport Authority – (Councilwoman Hill-Lawrence):

Councilwoman Hill-Lawrence stated they met last Wednesday. We had an overview of the work on the Terminal Building. It is coming along really nice and it is going to look really good. We are planning to do some work around the parking lot but we will have to discuss that a little more. We are planning to have on the 29th of October an open house so you can come and see the new building. First In Flight will be having a celebration at the same time. She will give you more information on this as the time gets closer.

- d} Fireman’s Relief Fund Board – (Councilman Stimatz):

Councilman Stimatz stated we have not had a meeting.

- e} Joint Land Use Plan Committee – (Councilman Stimatz):

Councilman Stimatz stated we have seen no action out of CAMA on our Joint Land Use Plan in the last five years and without action there is no need for the Committee to meet.

- f} Joint Redevelopment Commission - (Councilman Brooks):

Councilman Brooks stated he didn’t have a report as they have not met.

- g} North Carolina Eastern Municipal Agency – (City Manager Olson):

Mr. Olson stated this months meeting was cancelled. The annual conference is being held Thursday and Friday in Asheville. He will not be able to attend that conference. Councilwoman Baker and one staff member will be attending that conference.

h} Solid Waste Committee – (Councilman King):

Councilman King stated he had nothing to report.

i} Tourism Development Authority – (Councilwoman Baker):

Councilwoman Baker stated that they meet on Thursday

j} ECDI/ Chamber of Commerce – (Councilwoman Meggs):

Councilwoman Meggs said she would report on both at the same time as so much of what is going on has been for both of these. Downtown has been very active. She thinks everybody had a good time during Coast Guard Week. There were a lot of ribbon cuttings during the past month. There has been a new children play area in the Mall. Port Discover has a corn snake and a flight simulator. There have been a lot of people to attend the Friday night walk. There has just been a lot of activity going on downtown from the Chamber and EC Downtown.

k} Water Committee – (Councilwoman Baker, Councilman King and Councilman Walton):

Councilwoman Baker stated they changed the time of the Committee meeting and she missed it. None of us attended. She really wonders about the value of it anyway. It is all county.

l} Youth Task Force – (Councilman Walton):

Councilwoman Walton stated he has nothing to report at this time.

m} Storm Water Drainage Task Force – (Councilman Stimatz)

Councilman Stimatz stated one of the recommendations of the group was that we maintain at least a Stormwater Advisory Board to meet whenever it is needed. At least every six months to follow up to make sure the recommendations are being followed.

n} Finance Committee – (Mayor Pro Tem Hummer).

Chairperson Hummer stated the Finance Committee met last week and the recommendation coming out of that committee was to forward to full Council the recommendation to make application to the Tourism Development Authority for three of the community organizations requests for funding. That item is on the agenda for the regular meeting this evening. It was the consensus of the

Committee that we would have another meeting after we hear from the TDA and whether or not they will provide some of the funding. Then we will meet again to divide the remaining funds that were allocated to these organizations.

o} Personnel Committee – (Councilwoman Meggs).

Councilwoman Meggs stated her Committee has not met.

p} Parks and Recreation Advisory Board – (Councilman King):

Councilman King stated that South Park has opened. It was a nice opening and a lot of people showed up. The park is really nice and if you get a chance go out and see it.

6} ADJOURNMENT:

There being no further business to come before the Work Session at this time, Mayor McLean entertained a motion for adjournment.

A motion was made by Councilman R. E. King, seconded by Mayor Pro Tem L. A. Hummer to adjourn the meeting. Those voting in favor of the motion were: King, Hummer, Baker, Brooks, Hill-Lawrence, Meggs, Stimatz and Walton. Against: None. Motion carried.

Mayor McLean adjourned the meeting at 7:00 p. m.

Dianne S. Pierce-Tamplen, MMC
City Clerk

Roger A. McLean
Mayor